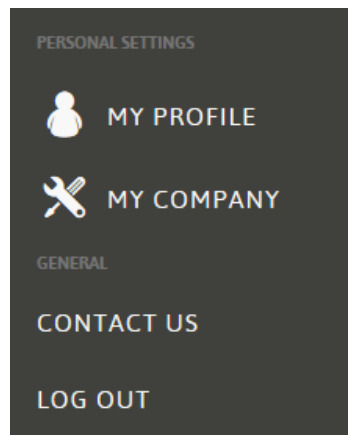# [www.portplus.be](http://www.portplus.be) MANUAL – Company Admin in Detail

You need to login in order to see all your menus and tools.

Right top corner   .  Clicking this opens your user and company profile.

- A regular user has limited options (manage your own details and password, see your company details/admins/other users, log out).



- A Company Admin has more options (user options + manage your company and company users, their passwords and their tools, manage your company subscriptions and create/review your orders).
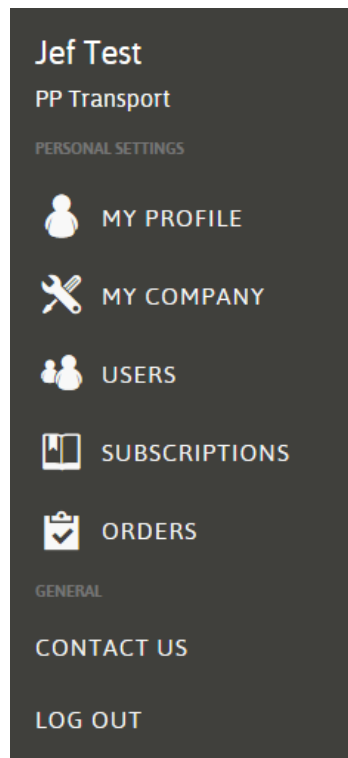
## 1. My Profile

- Manage your own details
- Change your own password

### PROFILE

| FIRST NAME | EMAIL |
|---|---|
| Jef | jeftest@hotmail.com |

| LAST NAME | PHONE |
|---|---|
| Test | Phone number |

**SAVE**

### CHANGE PASSWORD

| OLD PASSWORD | NEW PASSWORD |
|---|---|
| Old password | New password |

| | REPEAT NEW PASSWORD |
|---|---|
| | New password |

- Assign rights (Admin/user) and tools to yourself. (!) There must be at least one Admin per company.

### ASSIGN RIGHTS AND TOOLS

**USER TYPE**

To change the rights of a user you can assign a different role. You can also add or remove a tool for the user.

USER TYPE

Admin ▾

**ACCESSIBILITY**

☐ PORTDEPARTURES                    2 users / 2 available

☐ PORTDIRECTORY +                   2 users / 2 available

**SAVE**

Need more users? upgrade your subscription now!

## 2. My Company

- Manage your company contact details

### COMPANY DETAILS

| COMPANY NAME | STREET |
|---|---|
| Joris Triton | Tritonstreet 6 |

| PHONE NUMBER | POSTAL CODE | CITY |
|---|---|---|
| 0489863626 | 2000 | Antwerp |

COUNTRY

Belgium ▼

**SAVE**

- Review your Billing Details (changes must be requested to Port+)

### BILLING DETAILS

| NAME | STREET |
|---|---|
| Joris Verhoeven Triton | Zeestraat 14 |

| COMPANY NAME | POSTAL CODE | CITY |
|---|---|---|
| Joris Triton | 8700 | Oostende |

| BE0XXXXXXXX | COUNTRY |
|---|---|
| BE0879123965 | Belgium |

EMAIL

joris@triton.be

Please contact us if you want to update your billing information.

**CONTACT**

- Review your actual Subscriptions:

In the example below, the company has a subscription for 2 users for Portdepartures (ending 10/12/2015) and 2 users for Portdirectory+ (ending 11/12/2015).  None of the tools has been assigned to any users yet.  You can assign tools to users in the User menu (User details).

- You can upgrade your number of users here (this creates a new Order).

## SUBSCRIPTIONS

**PORTDEPARTURES**

2 users, 2 available
Expiry date: 10/12/2015

UPGRADE TOOL

**PORTDIRECTORY +**

2 users, 2 available
Expiry date: 11/12/2015

UPGRADE TOOL

- You can see all your company users and go to their details by clicking on the arrow.

## EMPLOYEES

| NAME | FUNCTION | TEL | MAIL | DETAILS |
|------|----------|-----|------|---------|
| JORIS VERHOEVEN TRITON | ADMIN | | @HOTMAIL.COM | > |

## 3. Users



- Add users, this sends an invitation email to the user. Once this is accepted, the user has access to the platform. Tools can then be assigned to the user.
- Search by user name and filter users by
  - User type (Admin/user)
  - Available Tools
  - Status: Active, Pending (invitation not yet accepted), Deleted or All

- Go to user details by clicking on the arrow.

In User Details you can (similar to Point 1):

- Assign tools to users
- Assign rights (admin/user) to users
- Delete users

## 4. Subscriptions

- See your actual subscriptions and expiry dates
- Order PORT+ tools, increase your number of users

This screen always starts with your actual situation.  The subscriptions are set on auto-renewal as a standard.  You can cancel the auto-renewal here.

**PORTDEPARTURES**

CURRENT SUBSCRIPTION

Expiry date: 10/12/2015
2 users, 2 available

CHANGE NUMBER OF USERS

users: 2

ADD TO BASKET

This tool will auto renew on the expiry date                    Cancel auto renew for this tool

**PORTDIRECTORY +**

CURRENT SUBSCRIPTION

Expiry date: 11/12/2015
2 users, 2 available

CHANGE NUMBER OF USERS

users: 2

ADD TO BASKET

This tool will auto renew on the expiry date                    Cancel auto renew for this tool

**PO NUMBER**

MY CART

TOTAL

€ 0

NEXT STEP

Increase the number of users, tool by tool and ADD TO BASKET.  This calculates the total price of your order.  You can fill in a PO number and click on NEXT STEP.

**PORTDEPARTURES**

CURRENT SUBSCRIPTION

Expiry date: 10/12/2015
2 users, 2 available

CHANGE NUMBER OF USERS

users: 3

ADD TO BASKET

This tool will auto renew on the expiry date                    Cancel auto renew for this tool

**PORTDIRECTORY +**

CURRENT SUBSCRIPTION

Expiry date: 11/12/2015
2 users, 2 available

CHANGE NUMBER OF USERS

users: 3

ADD TO BASKET

This tool will auto renew on the expiry date                    Cancel auto renew for this tool

**PO NUMBER**

PO123456789

MY CART

PORTDEPARTURES                    ✖
+1 Users                                        € 42
Expiry date: 10/12/2015

PORTDIRECTORY +                  ✖
+1 Users                                        € 42
Expiry date: 11/12/2015

TOTAL

€ 84,00

NEXT STEP

You see your order overview and you can confirm your purchase by clicking on PLACE ORDER. This creates an invoice, and an order in the Orders menu (see point 5).

## ORDER OVERVIEW

### ORDERED TOOLS

Portdepartures
1 user is added
Expiry date: 10/12/2015
Portdirectory +
1 user is added
Expiry date: 11/12/2015

### REQUESTED BY

Joris Verhoeven Triton
verhoeven_joris@hotmail.com

### BILLING INFO

Joris Verhoeven Triton
Joris Triton
BE0879123965
Zeestraat 14
Oostende 8700
Belgium

### PRICE

€ 84

### ORDER DATE

16/12/2014

CANCEL          PLACE ORDER

This sends a confirmation email to you.

5. **Orders**
   - See an overview of all the orders that you have placed. You can see the order details by clicking on the arrow.

## ORDERS

On this page you can see all your orders that you have placed. You can view more information about a certain order by viewing the detail. If you have a question about an order don't hesistate to contact us.

| ORDER N° | ORDER DATE | PRICE | DETAILS |
|---|---|---|---|
| VKA07/2014/0010 | 16/12/2014 | € 84 | > |
| VKA07/2014/0008 | 15/12/2014 | € 42 | > |
| VKA07/2014/0007 | 11/12/2014 | € 102 | > |
| SAJ/2014/0006 | 10/12/2014 | € 120 | > |