Advania National Register Service

Setup and instructions





Advania National Register Service

1. Setup

Basic setup for Advania National Register Service Connection extension is available on Service Connections page. On Home Page search for Service Connection page.

| Pur | TELL ME WHAT YOU WANT TO DO | 2 | \times | |
|-----|--|--------------------------------------|----------|--------------|
| rch | service conn | | × | |
| | On current page (Service Connections) | | | |
| ion | Setup Get a connection to a service up and running or | manage an connection that is already | | oled |
| | Go to Pages and Tasks | | | o led |
| | > Service Connections | Lists | | oled |
| | > Common Data Service Connection Setup | Administration | | oled |
| | Dida't find what you ware looking for? The surplasing | | | led |
| | Didn't find what you were looking for? Try exploring | | | bled |

You can find Advania National Registry Service Subscription. Initial Status is Disabled.

| h1 | \leftarrow | SERVICE CONNECTIONS WORK DATE: 1/27/2022 | | |
|-----|--------------|--|---|-----------------|
| A | | Search I Open in Excel Navigate Fewer options | | $\nabla \equiv$ |
| | | 🗩 Setup | | с |
| gis | | Advania - National Register Service Subscription | ÷ | Disabled |
| ~ | | AMC Banking Setup | | Enabled |

Before enabling extension, you have to insert *User Name* and *Password* on *Authentication* page. *Registration No.* must be filled, also.



| | Aved C Saved C | |
|----------|--|--|
| ne | Process Encryption Actions Fewer options Encryption Management Authentication Registration No. Enabled Enabled Enabled Enabled Enabled Enabled Enabled Enabled Enabled Enabled Enabled Enabled Enabled Enabled Enabled | |
| <u> </u> | Name ····· CRONUS Ísland hf. Has Authentication ···· | |
| 011 | Manage ➤ Delete Authentication SAVED □ □ ↗ National F | |
| ame | × Enabled web service User Name Password Password | |
| ne Ty | General Registration No | |
| | Name ····· | |

After entering Username and Password, field Has Authentication will be set to true.

To be able to use Advania National Register Service Connection, enable extension by activating checkbox Enabled on Advania National Register Service Connection Setup page

Action *Delete Authentication* will delete all fields from setup table including *User Name* and *Password* for authentication.

Endpoints and URLs of the web service must be defined under tab National Register Lookup.

Action *Toggle Endpoints* is used for switching between test and regular Engage Endpoints. Active Endpoint will be colored green.



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|---|--------------------------|------------------------------|-----------------|---------------------|------------------------|------|
| | National F | Register Se | ervice | e Setup | | |
| | imes Enabled web service | is green. In actions is poss | sible to switch | n between services. | | ~ |
| | Process Encryption | More options | | | | |
| | Toggle Endpoints | 📱 Copyright Advania, I | celand | | | 다 |
| | Name | CRONUS Ísland hf. | | Has Authentication | | |
| | | | | | | |
| | National Register Lo | ookup | | | | |
| | ENDPOINTS | | | URL'S | | - 1 |
| | | | | | | |
| | Engage Endpoint | skeyti.advania.is | | Registry URL | supDoc/registryLookup/ | |

After setting all parameters you will be able to use extension.

2. INSTRUCTIONS

Once the solution has been activated, buttons will appear in lists and panels of customers, creditors, contacts and employees - Use the National Registry.

A connection to the National Registry is used when establishing customers, vendors, contacts and employees.

On every business card (Customer Card, Vendor Card, Contact, Employee) you can find next boxes:

Direct Mail Prohibited - information in this field will appear automatically if it is available in the National Registry

Disable Register Lookup - if this is checked then changes coming from the National Registry will be ignored. Fields that are used to be populated from National Registry will be disabled, also.

Customers

Start by going to *New* - and populate *Registration No*. field. If *No*. field is not populated automatically you must populate it manually, also.



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More options

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|-------|------------|--|--------------------|----------------|----------|-------------------------|--------------|--------|------------|-----------|
| a | ame | Process Report Ne | w Document Request | Approval | Navigate | Customer | More options | | <u>(</u>) | |
| ç | ootsme | No | C00320 | | Respon | sibility Center · · · · | | \sim |] | ments (0) |
| | ogress | Registration No. | 5902697199 | | Service | Zone Code | | \sim | | listory |
| | ew Cor | Name · · · · · · · · · · · · · · · · · · · | | | Docum | ent Sending P · | | \sim | | |
| ſ | andoxy | IC Partner Code | | | Total Ca | loc | | 0.00 | | |
| Click | | y National Regis | | \bigcirc | | | | | | |
| | ←s | tomer card I work date | : 1/27/2022 | (\bigcirc) | + | ۱. ۱ | √ SA' | VED | | |

 Registration No.
 5902697199
 Service Zone Code

 Name
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 Document Sending P...

 IC Partner Code

 Total Sales
 0.00

Process Report New Document Request Approval Navigate Customer

After successful finish all major personal data fields will be populated or modified (*Name, Search Name, Address, Post Code, City, County/Region Code, VAT Registration No...* etc.)

Vendors

Start by going to New - and populate Registration No. field. If No. field is not populated automatically you must populate it manually, also.

Click on Apply National Register action.

Apply National Register...

| VENDOR CARD WORK DATE: 1/27/2022 V00020 | |
|---|-------------------------|
| Process Report Request Approval New Document Navigat | te Vendor More options |
| 🗂 Apply Template 📅 Pay Vendor 📑 Apply National Register | r 🦸 Create Payments |
| No. V00020 | Name |
| Registration No. 5902697199 | Blocked |
| Address & Contact | |
| ADDRESS | Direct Mail Prohibited |
| Address | Disable Register Lookup |
| Address 2 | |

After successful finish all major personal data fields will be populated or modified (*Name, Search Name, Address, Post Code, City, County/Region Code, VAT Registration No...* etc.)



Contacts

Start by going to *New* - and populate *Registration No*. field. If *No*. field is not populated automatically you must populate it manually, also.

Click on Apply National Register action.

| No. CT000292 ··· Type Company | CT000292 ···· Type Company ation No. 5902697199 Company Name ···· | Process Report More options | | | | |
|---|---|--|--------------------|--------------------------|---------------------|------------|
| | ration No | 🏖 Create Opportunity 🛛 🗂 Apply Template. | 🕞 Apply National R | egister 😢 Create Interac | tion 📑 Sales Quotes | 🄁 Statisti |
| Registration No. 5902697199 Company Name ~ | | No CT000292 | | Туре | Company | |
| | * | Registration No. 5902697199 | | Company Name | | \sim · |
| Name · · · · · · · · · · · · · · · · · · · | | Name | | | | |

After successful finish all major personal data fields will be populated or modified (*Name, Search Name, Address, Post Code, City, County/Region Code...* etc.)

Employees

Start by going to *New* - and populate *Social Security No*. field. If *No*. field is not populated automatically you must populate it manually, also.

Click on Apply National Register action.

| EMPLOYEE CARD WORK DATE: 1/27/2022 | |
|--|-------------------------------|
| E0030 | |
| Process Employee Navigate More options | |
| 🔀 Pay Employee 🔹 Apply National Register | |
| Country/Region Code | → Private Email · · · · · · · |
| Show on Map | Alt. Address Code |
| Direct Mail Prohibited | Alt. Address Start Date |
| Disable Register Lookup | Alt. Address End Date |
| Administration > | |
| Personal | |
| Birth Date | Union Code |
| Social Security No. | Union Membership No. |



After successful finish all major personal data fields will be populated or modified (*Name, Search Name, Address, Post Code, City, County/Region Code...* etc.)