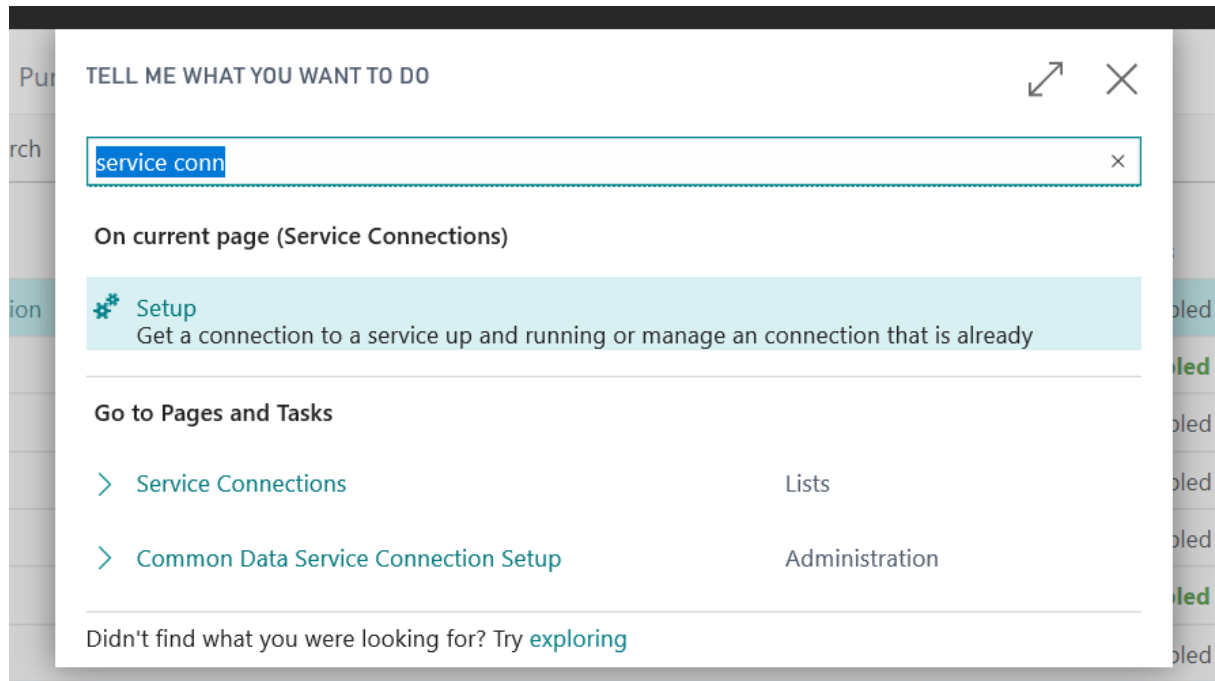# Advania National Register Service

Setup and instructions
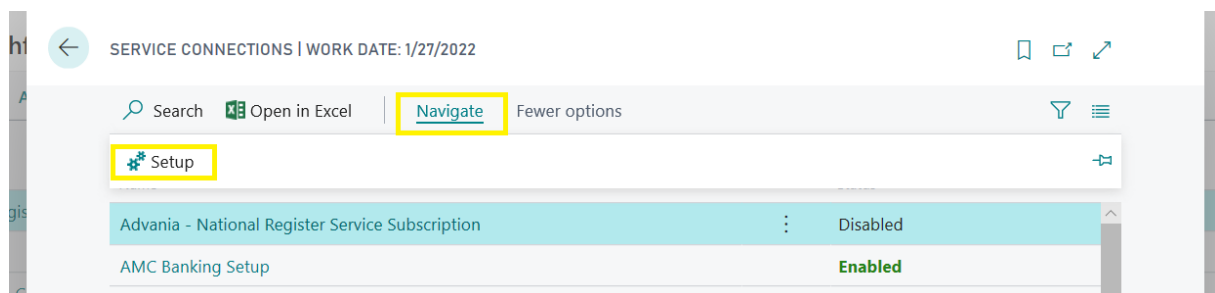
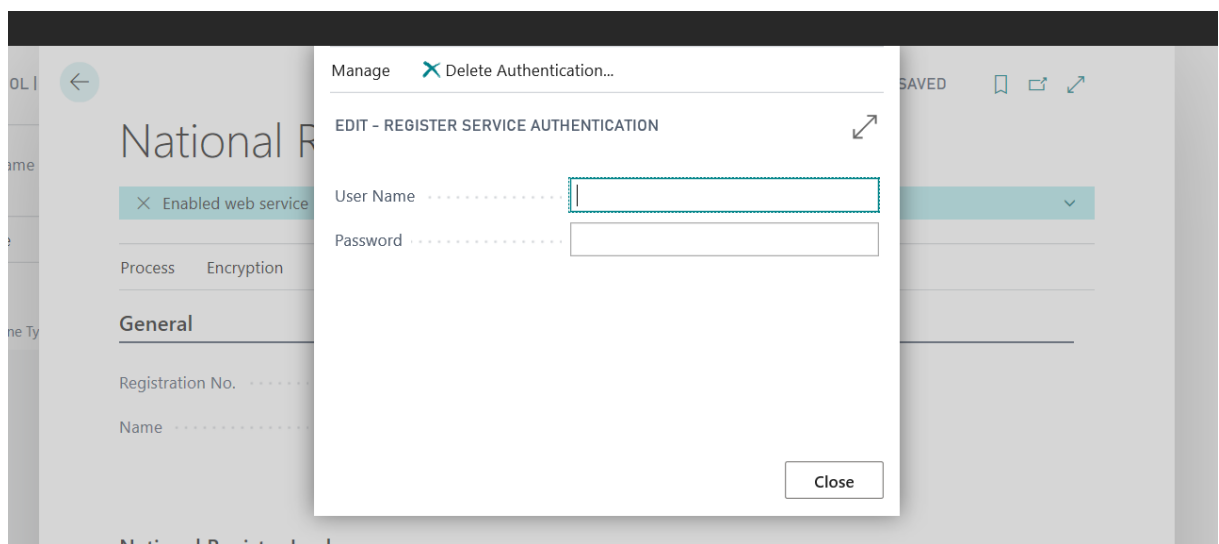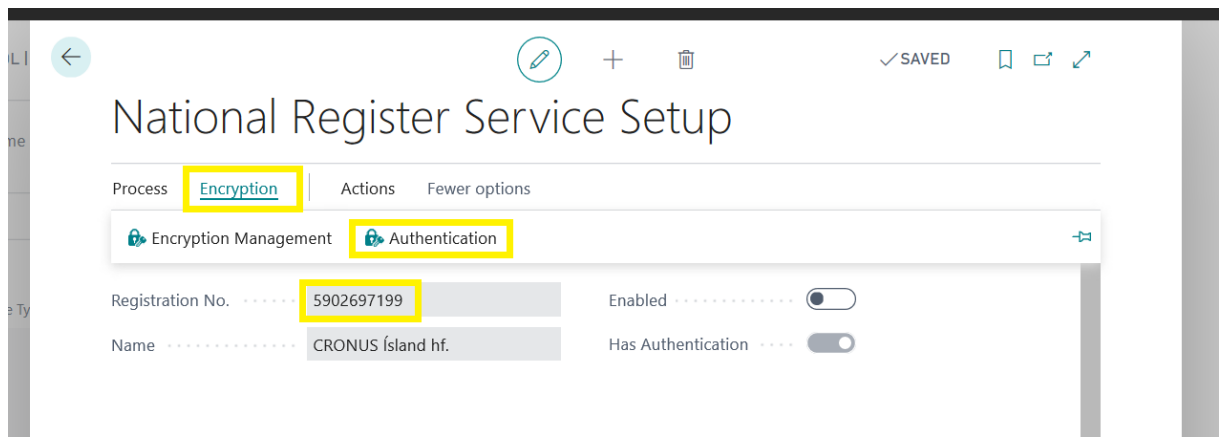# Advania National Register Service

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.

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

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

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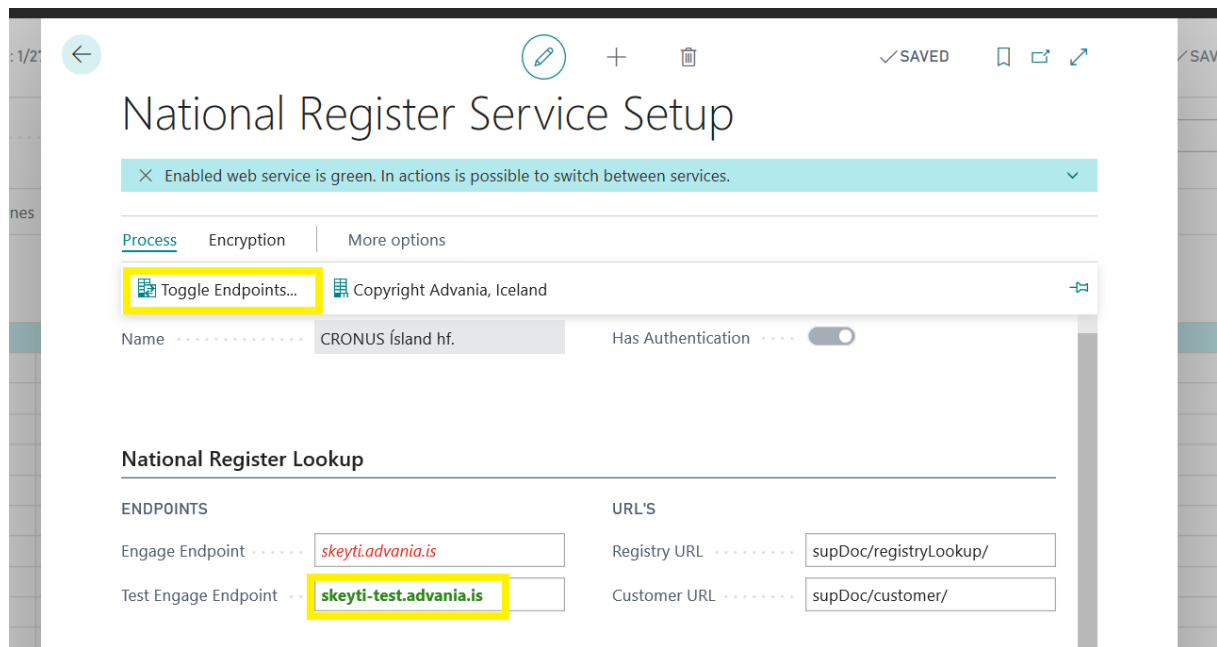
After setting all parameters you will be able to use extension.

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.

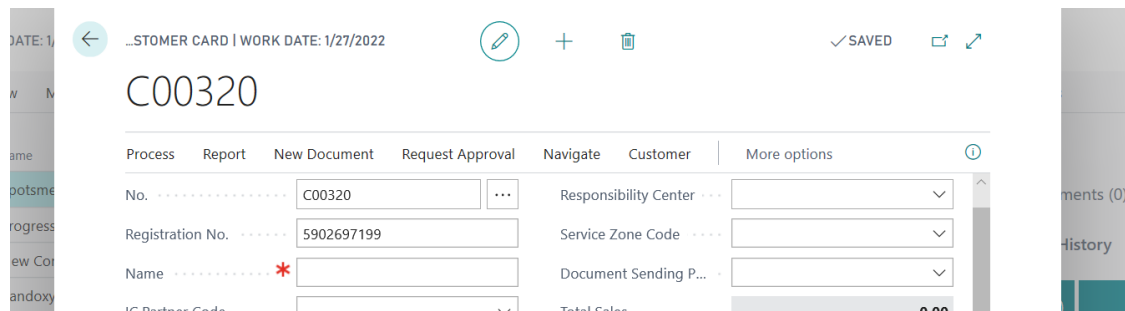A connection to the National Registry is used when establishing customers, vendors, contacts and employees.

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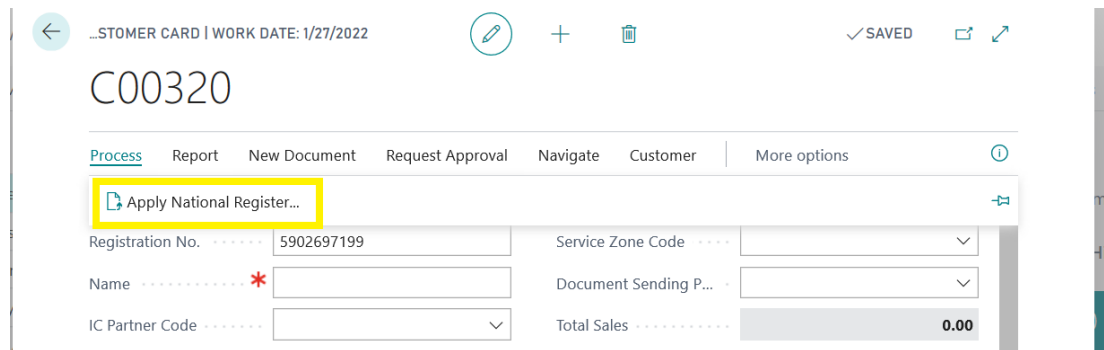
Disable Register Lookup - if this is checked then changes coming from the National Registry will be ignored. Fields that are used to be populated from National Registry will be disabled, also.

Customers

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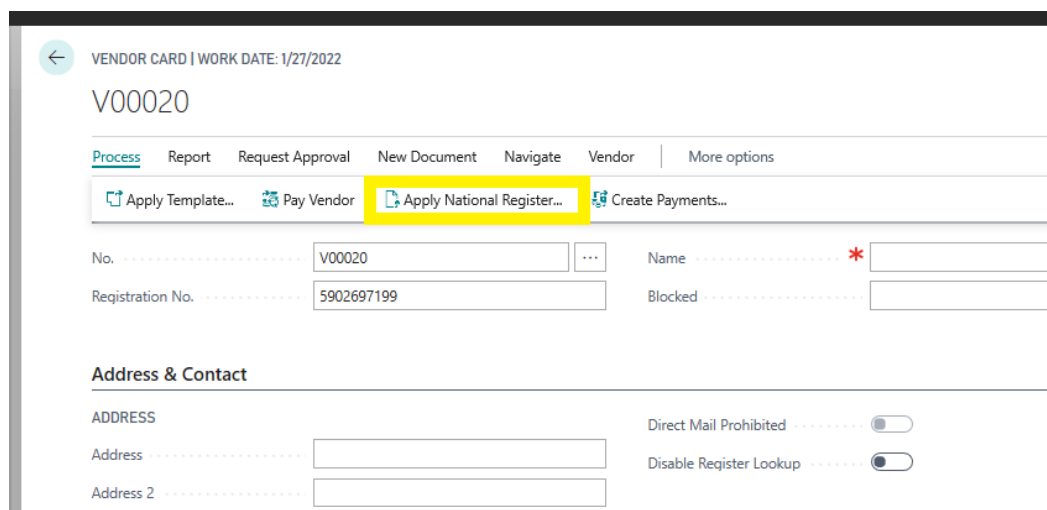
Click on Apply National Register action.

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.

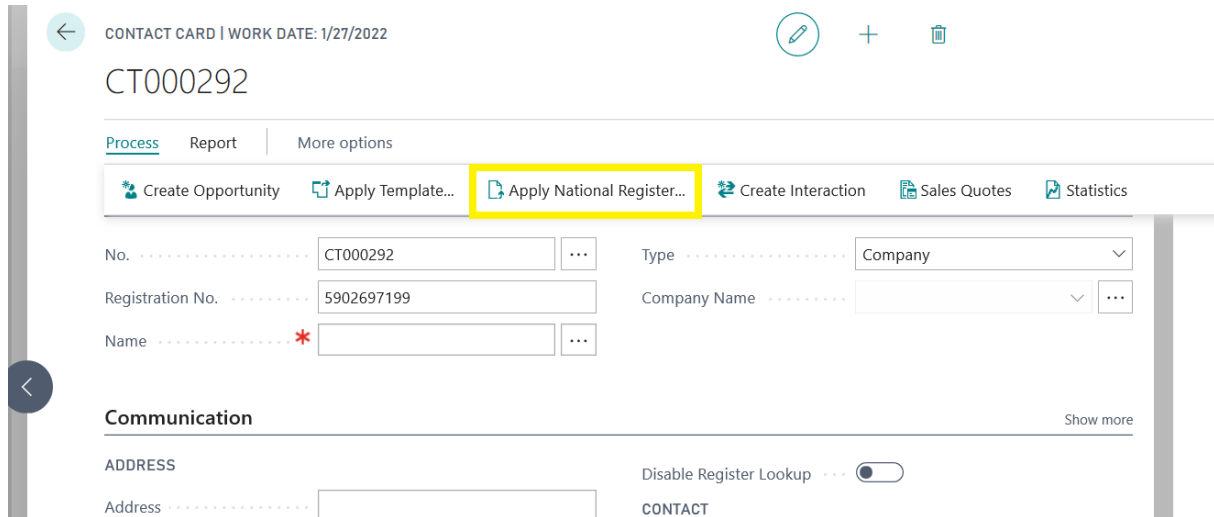Click on Apply National Register action.

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.

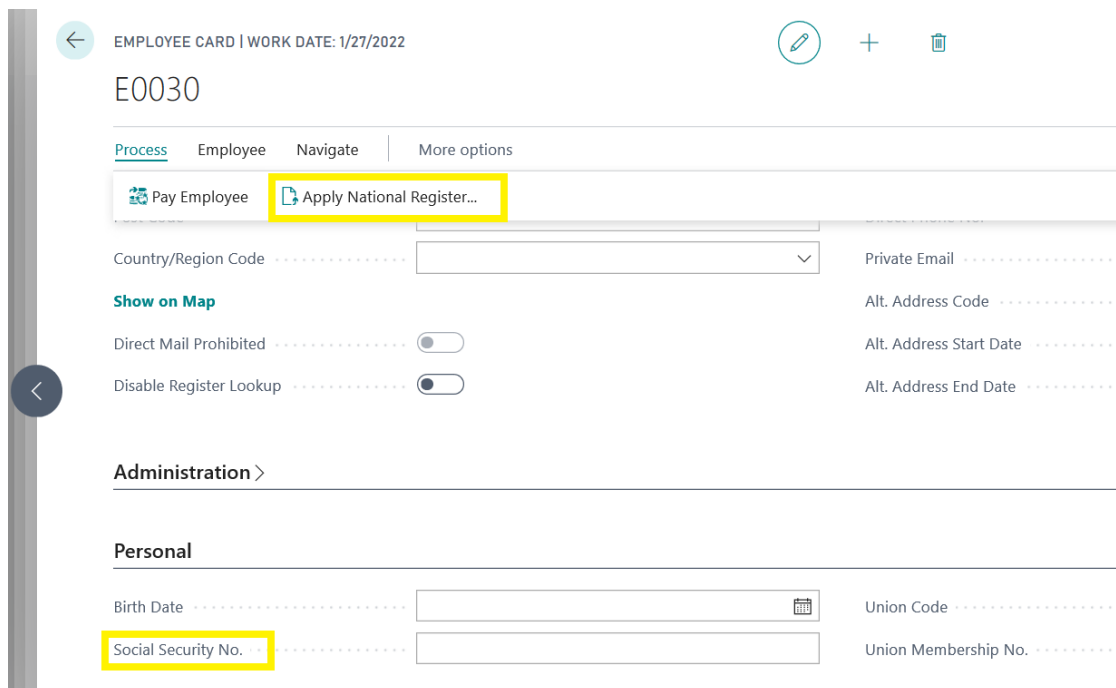Click on Apply National Register action.

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.

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