

Secure Container Release

The electronic Delivery Order solution

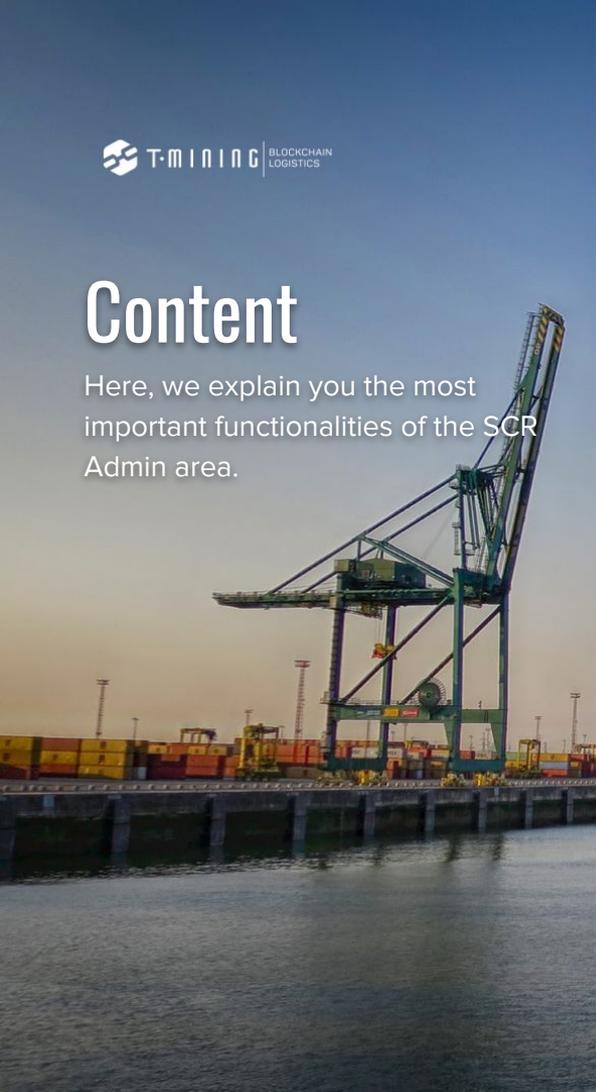


Getting Started with the SCR Admin area
admin.securecontainerrelease.com

Content

Here, we explain you the most important functionalities of the SCR Admin area.

1. How to login?
2. How to manage your organization details?
3. How to manage & add users?
4. How to reset a password?
5. How to manage & add private connections?
6. Find help & support.



1 - How to login?

SECURE PICK-UP

#NOPINCODESPLEASE



Are you ready for Secure
Pick-up?

Learn how to prepare for Secure Pick-up

LEARN MORE ABOUT SECURE PICK-UP



Login to SCR

Your email address

petra@saasmic.io

Enter the email address that is registered in your profile.

Password

.....

Enter your password

LOGIN

Login to the Secure Container Release Admin area via <https://admin.securecontainerrelease.com>

2 - How to manage your organization details?

Please review your data below

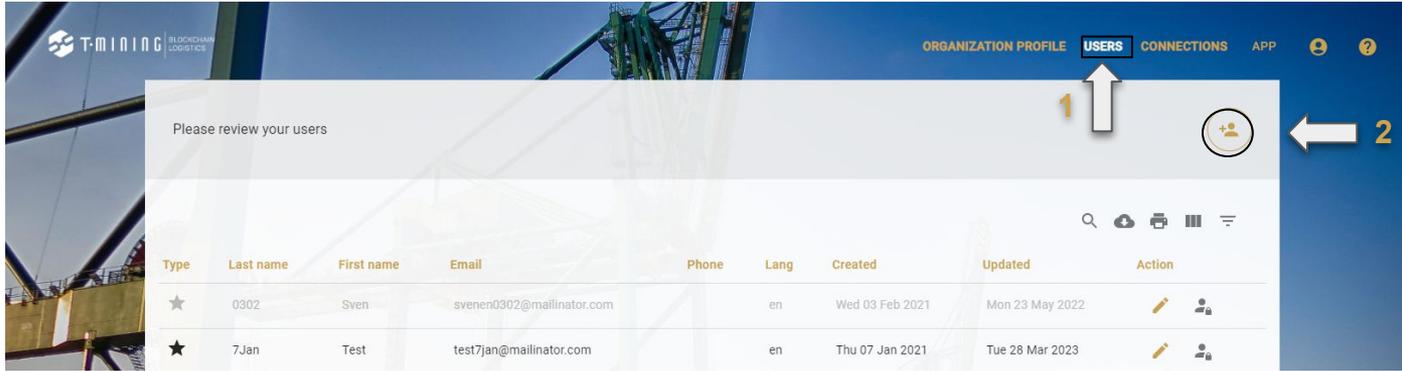
Company name *	<input type="text" value="Test Entity 1"/>	VAT *	<input type="text" value="SS11111333"/>
Street + nbr *	<input type="text" value="Straat 666"/>	Postal code *	<input type="text" value="2101"/>
City *	<input type="text" value="Antwerp"/>	Country *	<input type="text" value="Belgium"/>
Company email *	<input type="text" value="testest@t-mining.be"/> <small>Please provide your company's general email address</small>	Company phone nbr	<input type="text" value="Company phone nbr"/> <small>Please provide your company's general phone number</small>
Support email *	<input type="text" value="helpdesk@mycompany.com"/> <small>Please provide your company's internal support email address</small>	Support phone nbr	<input type="text" value="6666"/> <small>Please provide your company's internal support phone number</small>
Company Wallet URL *	<input type="text" value="https://staging-app3.securecontainerrelease.com:99"/> <small>Enter the full URL where the Company Wallet will run, including 'https://' and port number (if needed).</small>	C-Point code	CLICK HERE TO CONNECT WITH C-POINT <small>You will be taken to the Port of Antwerp login portal in a new tab</small>

2

By clicking on 'ORGANIZATION PROFILE' (top-right corner) you'll get redirected to a page where you can find the information of your organization (1).

Don't forget to click on 'SAVE CHANGES' after editing these data (2).

3 - How to add users?



By clicking on 'USERS' (top-right corner) you'll get redirected to a page where you can manage existing users or add new users (1).

Invite user for Test Entity 1

First name * Last name *

Email * Phone

Tip: for the Audit Trail to work well, avoid using general mail accounts like import@yourcompany.be. We recommend using personalized accounts like first.lastname@yourcompany.be

Admin ?

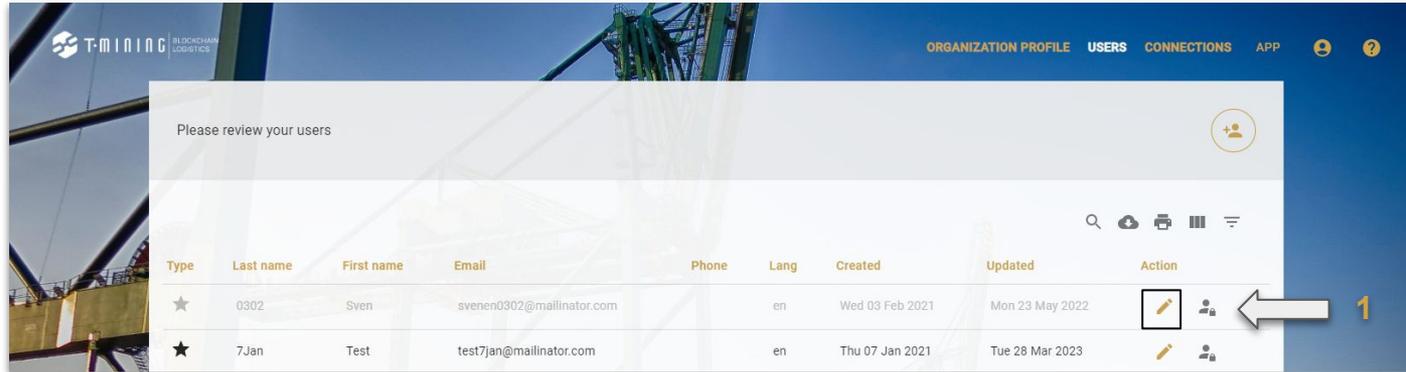
INVOKE USER

Clicking on the little 'man-icon' will open a new window where you can fill in the information of the user you want to add (2).

The fields with a little star (*) are mandatory!

If you'd like to add a new admin, you'll have to toggle the button that says 'Admin?'. Leaving it grey will add them as a regular user (3).

3 - How to edit users?



Edit user Test [X]

First name * Last name *

Email * Phone

Tip: for the Audit Trail to work well, avoid using general mail accounts like import@yourcompany.be. We recommend using personalized accounts like first.lastname@yourcompany.be

Admin? Active?

3

Clicking on the little 'pencil-icon' will open a new window where you can edit the information of the user you want to edit (1).

The fields with a little star (*) are mandatory!

A user can be activated/inactivated by toggling the button that says 'Active?'. Leaving it grey will keep them inactive (2).

Don't forget to click on 'SAVE CHANGES' after editing these data (3).

4 - How to reset a password?

Please review your users

Type	Last name	First name	Email	Phone	Lang	Created	Updated	Action
★	0302	Sven	svenen0302@mailinator.com		en	Wed 03 Feb 2021	Mon 23 May 2022	
★	7Jan	Test	test7jan@mailinator.com		en	Thu 07 Jan 2021	Tue 28 Mar 2023	

Choose for which organizations you wish to reset your password

To create a new password for Test 7Jan, please select the organizations for which you want to reset the password. **Please note** that the table only shows organizations the user belongs to *and* where you are an administrator.

Choose one or more organizations

Name	VAT	Address	URL	Status
<input checked="" type="checkbox"/> Test Entity 1	SS11111333	Straat 666, Antwerp	https://staging-app3.securecontainerrelease.com:9999	

1-1 of 1 < >

New password

Choose a password for the company wallet, containing at least 6 characters

Re-enter new password

Confirm your chosen password

RESET PASSWORD(S) CANCEL PASSWORD RESET

Clicking on the little (grey) 'man-icon' will open a new window where you can reset the password of the selected user (1).

Select the entity that is linked to the account that needs to be reset and fill in the new password in the two fields (2).

5 - How to manage & add private connections?

To be able to **transfer** your releases to another entity, you first need to establish a **private connection**.

To create a connection, **2 steps** are required:

Step 1: You (the inviter) clicks on “+” in the upper right corner to create & **send** a new connection;

Step 2: The other entity (the invitee) needs to **accept** your connection request;

Steps 3 & 4 will be performed automatically

Step 3 & 4 will update & encrypt your connections in your wallet, so that your **commercial privacy** is guaranteed. So all information about who you work for and with and do business with, is only visible for your organisation and the invitee. No one else can access or see this data!

The screenshot shows a web interface for managing connections. At the top, it says "Please accept or decline your incoming connection requests". Below this are three tabs: "TO ACCEPT/DECLINE", "ACTIVE CONNECTIONS (1)", and "SENT REQUESTS (1)". The "SENT REQUESTS (1)" tab is active, showing a table of connection requests. A callout bubble points to a "+" button in the top right corner, saying "Create a new connection." Another callout bubble points to a row in the table, saying "An example of an active connection." The table has columns for Name, VAT, City, Created, and Action. A modal window titled "Connection status" is open, showing a progress bar and a list of steps from 1/4 to 4/4, each with a checkmark and a description of the action taken.

Name	VAT	City	Created	Action

Step	Status	Action	Time
Step 1/4	✓	You sent a connection request to Test Entity 1.	Request sent: 22 Sep 2020 15:21
Step 2/4	✓	Test Entity 1 accepted the request.	Request accepted: 22 Sep 2020 15:18
Step 3/4	✓	You confirmed the request.	Request confirmed: 22 Sep 2020 15:18
Step 4/4	✓	Test Entity 1 finalized the request.	Request finalized: 22 Sep 2020 15:20

5 - How to manage & add private connections?

ORGANIZATION PROFILE USERS CONNECTIONS APP

These connections require an action from you

1

TO DO WAITING FOR OTHER PARTY (42) ACTIVE CONNECTIONS (6) CANCELLED REQUESTS (33) ACCEPTED INVITATIONS (58)

Status	Name	VAT	Email	City	Created	Action
Sorry, no matching records found						

0-0 of 0

To be able to **transfer** your pickup rights to another party, you first need to set up a **private connection**. These connections are private: only your organization can see them. Click on the “+” button to create a new connection (1).

TIP: Set up your private connections well in advance. If you wait till the last minute, your partner might not be onboarded to SCR yet, increasing the risk of unwanted delays.

5 - How to manage & add private connections - from the list of active companies?

These connections require an action from you

TO DO WAITING FOR

Status

Connect with another organization

You can use the **Search** icon "🔍" to lookup an organization.
We recommend connecting only with organizations whom you have a working relationship with.
If the organization is not in the list:

- You may **already have a connection** with them. In that case you will find them on the connections page.
- If you don't have a connection already, you can invite them to onboard using the '**Organization is not in the list**' button

🔍 MSC| 🔍

Name	VAT	Address
<input type="checkbox"/> mscclient1	MSCCLIENT1	,

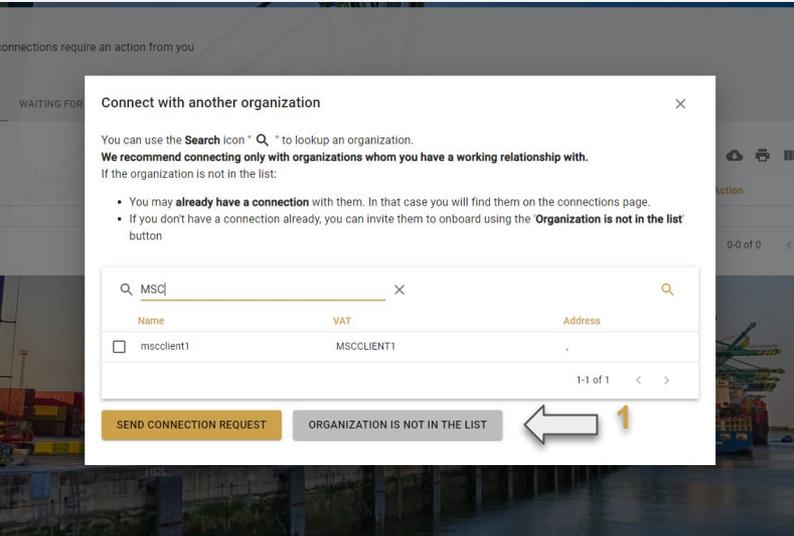
1-1 of 1 < >

SEND CONNECTION REQUEST ORGANIZATION IS NOT IN THE LIST

In the list of active companies you can choose **one or more companies** to send a connection request to. Just select them and press "send connection request".

Note: The other party needs to accept the connection for the connection to be established.

5 - How to manage & add private connections - creating a new connection?



Invite a new organization to onboard

Company name *

Company email *

VAT *

Message

You can add a message to the invitation we will send out. This is optional.

SEND INVITATION TO REGISTER CANCEL

If the company is new, click on 'ORGANIZATION NOT IN THE LIST' (1) button and then fill in the form to invite it. (2)

Provide the company details of the company you want to connect with. If the company is already in the onboarding process, a connection request will be sent. **Note:** The other party needs to accept the connection request for the connection to be established.

5 - How to manage & add private connections?

The screenshot shows the 'CONNECTIONS' tab in the SCR application. The interface includes a navigation bar with 'CONNECTIONS' selected, and a filter bar with categories like 'TO DO', 'WAITING FOR OTHER PARTY (42)', 'ACTIVE CONNECTIONS (6)', 'CANCELLED REQUESTS (33)', and 'ACCEPTED INVITATIONS (58)'. The main content area displays a table with columns for 'Status', 'Name', 'VAT', 'Email', 'City', and 'Created'. The table is currently empty, displaying 'Sorry, no matching records found'. Five white arrows with numbers 1-5 point to the 'Status', 'Name', 'VAT', 'Email', and 'City' columns respectively.

In the 'CONNECTIONS'-tab of the SCR application you'll see multiple other fields where you can click on.

The following actions can be taken within this feature:

1. accept or decline an incoming connection request for your organization (1);
2. a list of your private connections, for which the other party has to take action (e.g. confirm it) (2);
3. a list of your active private connections with which you can exchange releases (3).
4. a list of the cancelled requests that you've sent (4);
5. a list of the accepted invitations that you've sent (5).

5 - How to manage & add private connections?

These connections require an action from you

1 → TO DO 1 WAITING FOR...

2 → Status Name teststella050523

3 → ACCEPT

Connection status

Step 1/4	✓	teststella050523 sent you a connection request.	Request sent: 05 May 2023 11:59
Step 2/4	!	The request has not yet been accepted or declined . You need to accept or decline the request.	
Step 3/4		The request has not yet been confirmed .	
Step 4/4		The request has not yet been finalized .	
When you see this icon, it means teststella050523 cancelled the request, or you declined the request.			N/A

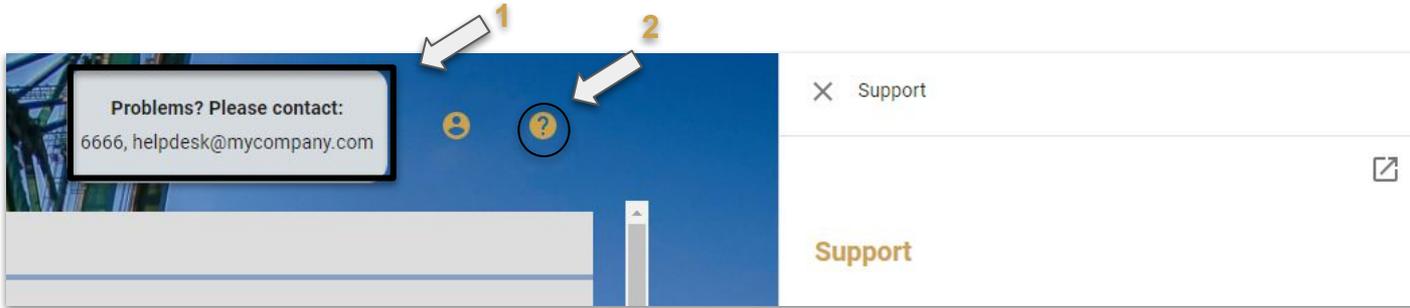
ADDITIONAL INFO:

Your 'TO DO'- list shows all connections **you** have an action to take (1).

When you click the status-icon, a history is shown (2).

In the history a button is available to do the operation that is expected (confirm, accept/decline).

6 - Find help & support.



Support is available through:

1. Your internal support desk or admin user;
2. The support page;
3. The chat-button in the bottom-right corner of your screen;

Or via email: support@securecontainerrelease.com;

A screenshot of a LiveChat chat window titled "Welcome to T-Mining Chat". The window has a gold header bar with a close icon (three dots) and a minus sign. The main content area is white and contains the following text: "Welcome to our LiveChat! Please fill in the form below before starting the chat." Below this text are two input fields: "Name: *" and "E-mail: *". At the bottom of the form is a gold button labeled "Start the chat". At the very bottom of the chat window, it says "Powered by LiveChat" with the LiveChat logo.



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