



F2

CVR
Integration

Version 7

Table of contents

Reading guide	3
Introduction to F2 CVR Integration Lookup	4
The CVR in F2.....	4
Using CVR Integration Lookup	5
Prerequisites	5
Finding a business in F2.....	5
CVR integration and records	7
List of figures	8

Reading guide

This manual is written for users of CVR Integration Lookup.

The manual contains a short introduction to CVR Integration Lookup and a general description of its functionality. The description adheres to best practice in digital bureaucracy.

The manual is based on an F2 solution with all available add-on modules installed. Users may notice some differences between their own F2 client and the one presented here depending on the add-on modules included in their organisation's F2 solution.

In this manual, the names of commands are **bolded**. Commands are clickable features such as buttons. The names of fields and lists are placed in "quotation marks".

References to other sections within the document and references to other documentation are *italicised*.

We hope you enjoy using F2.

Introduction to F2 CVR Integration Lookup

F2 CVR Integration Lookup is an add-on module to F2 which enables the import and maintenance of address information from the Danish Central Business Register (CVR) to F2's participant register.

This add-on module lets F2 load relevant information about businesses directly into a common database of contacts, i.e. F2's participant register. This means that all F2 users have access to this information which ensures that the correct name, address and other master data are always correct when communicating with businesses or authorities.

The CVR in F2

In order to integrate the CVR information into F2, a CVR subscription to business information is required. Using a subscription, it is possible to extract business information according to selected criteria. Subsequently this information will be automatically updated regularly with extractions containing the newest information available. This way, participants are updated or created in F2's participant register.

Using CVR Integration Lookup

In order to use CVR integration in F2, the module must be installed and a subscription to the Central Business Register must be in place.

Prerequisites

The CVR integration requires a subscription to the Central Business Register. Note that it is important to select "Virksomheder" ("Businesses") as F2 does not support "Produktionsenheder" ("Production units") or "Deltagere" ("Participants"). Selecting which business information to extract and the update interval from the CVR is also required.

Finding a business in F2

When the CVR integration prerequisites have been met and the module configured, the selected business information is available via the "External participant" node in F2's participant register.

To find an external participant, switch to the contacts view in the main window. This is done by clicking the **Contacts** icon on the navigation bar above the search lists, or by using the shortcut **Ctrl+O**.

In the participant register, select the "External participant" node to view the organisation's external participants.

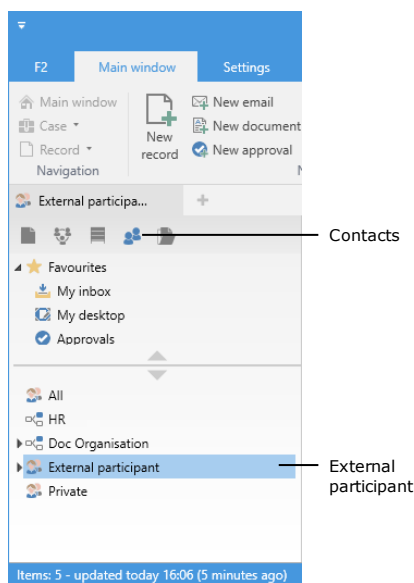


Figure 1: The "External participant" node in the participant register

Participants created via the CVR integration are placed in the "CVR" node, which is a child of the "External participant" node in the participant register. The "CVR" node contains the organisation's external contacts sorted by industrial classification code as shown below.

Click on an **industrial classification code** to display businesses with a CVR number related to that code.

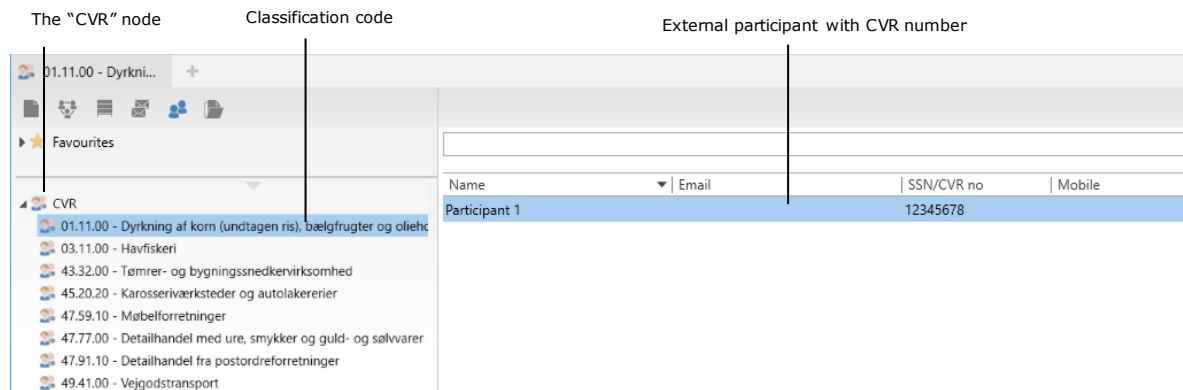


Figure 2: External participants created with CVR integration

Right-click on a participant and select **Properties** in the context menu to see further information about the participant.

The "Properties for the participant [participant name]" dialogue contains the participant information. The fields selected when the CVR subscription was created are filled in with up-to-date information from the Central Business Register.

At the bottom of the dialogue, the date and time for the last update from the CVR is displayed.

Properties for the participant Participant 1

Name: Participant 1

Email address: Email domain belongs to part.

SSN/CVR No: Find SSN

CVR P: DB07 Codes...

Replaced by: Find participant

Participant No: 64043

Ext. particip. No: CVR_12345678

Location: External participant/CVR participants/01.11.00 - Dyrkning af kom (undtagen ns), baejg

Access limitation on Participant

Unit: Access limited

Address

Address 1: Vestagervej 3

Address 2:

Post code: 4653 City: Karsø

Country Code: DK Postage group:

Unit

Unit type: Ekstern part Contact person:

Telephone

Phone: 12345678 Local No:

Mobile:

Fax:

Home page

Web:

The participant is last updated via CVR at: 19-09-2019 12:53

OK Cancel

Time and date of latest update from the CVR

Figure 3: The “Properties for the participant [participant name]”

CVR integration and records

CVR integration can be used to attach a participant to a record. This makes collecting information on a record’s participants easier and ensures that the information correspond to what is listed in the Central Business Register. This function is useful when merging information during case work or when sending correspondence.

It is possible to automatically merge information with documents by using the add-on module F2 Merge codes to add businesses as participants on records and cases. The merge codes help ensure that e.g. the contact details of a business are free from typos and other errors. For further information, see the *F2 Merge codes – User manual*.

Businesses in F2’s participant register can also be added as recipients for Digital Post (e-Boks). As with merge codes, the integration with the CVR ensures that F2’s participant register is always up to date with the last information on the recipients. For further information, see the *F2 Digital Post (e-Boks) – User manual*.

List of figures

Figure 1: The “External participant” node in the participant register	5
Figure 2: External participants created with CVR integration	6
Figure 3: The “Properties for the participant [participant name]”	7