# cBRAIN

**F2**

CVR
Integration

Version 9

**Table of contents**

# Reading guide

This manual is written for users of F2 CVR Integration.

The manual contains a short introduction to F2 CVR Integration 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

F2 CVR Integration is an add-on module to F2 that 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 automatically updated or created in F2's participant register.

# Using CVR Integration

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. The subscription is made in cooperation with the Danish Business Authority (Erhvervsstyrelsen).

Contact cBrain for more information about setting up the CVR Integration add-on module.

## Finding a business in F2

When the CVR integration prerequisites have been met and the module set up, 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**.

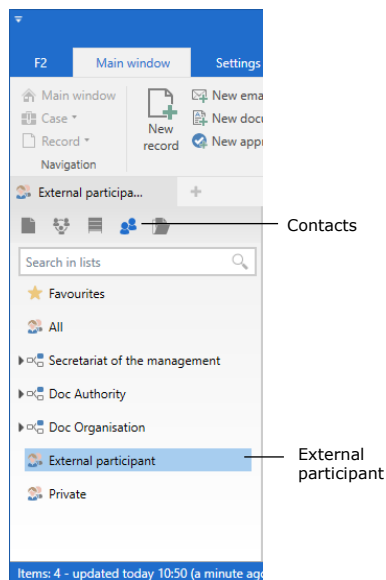Select the "External participant" node to view the organisation's external participants.



**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.

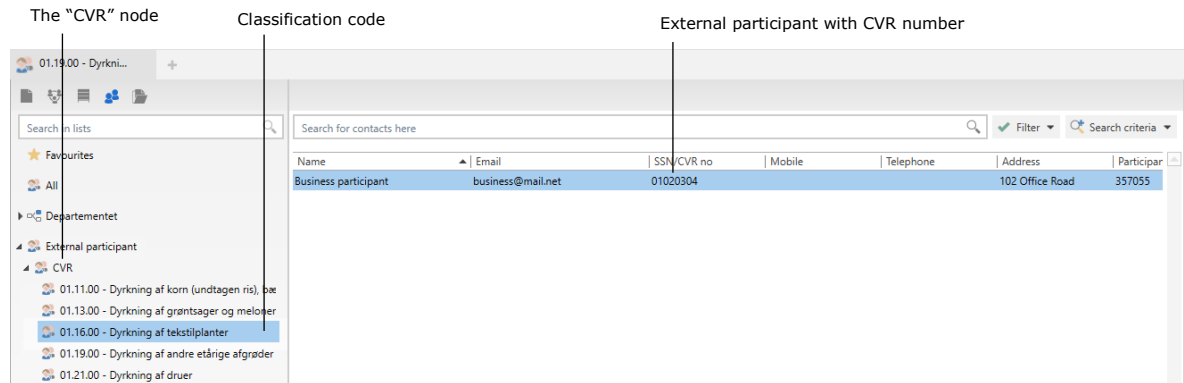Click on an **industrial classification code** to display businesses with a CVR number related to that code.



**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 dialogue "[Participant name]" contains the participant information across the tabs "General", "Identification", and "Other". The fields selected when the CVR subscription was created are filled in with up-to-date information from the Central Business Register.

On the "Identification" tab, the date and time for the last update from the CVR is displayed.

General participant
information

Time and date of latest
update from the CVR

Participant location in F2 register



**Figure 3: The "[Participant name]" dialogue**

# 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 corresponds 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 and e-Boks deliveries. As with merge codes, the integration with the CVR ensures that F2's participant register is always up to date with the latest information on the recipients. For further information, see *F2 Digital Post (Next Generation)* and *F2 Digital Post (e-Boks) – User manual*.

# List of figures