

Guide for Local administrator

A local administrator has the ability to generate a list of all cardholders at the location code for which they are an editor/approver, and to close individual credit cards.

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Link to the credit card app

<https://powerapps.au.dk/creditcard/prod/role/editor>

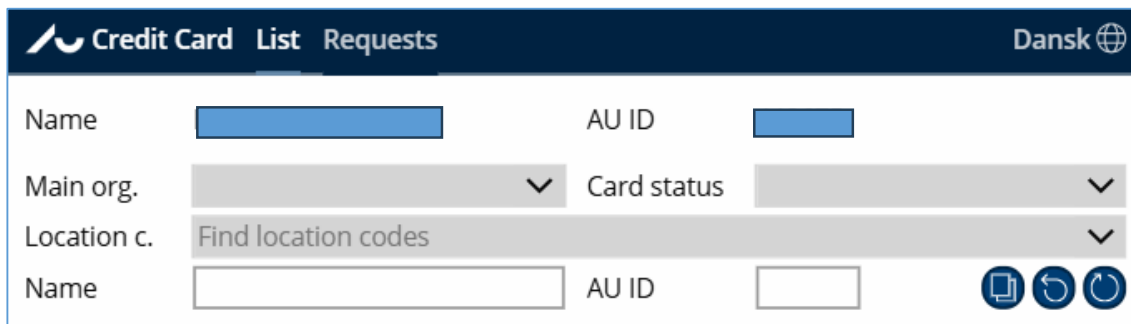
List of cardholders

A central administrator has the ability to generate a list of all cardholders at the location code for which they are an editor/approver.

The list is available via the app:

<https://powerapps.au.dk/creditcard/prod/role/editor>

Select the "List" tab.



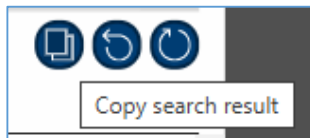
The screenshot shows the 'Credit Card List' tab in a dark blue header. The header also contains the text 'Credit Card List Requests' and 'Dansk' with a globe icon. Below the header, there are several search filters: 'Name' with a text input field, 'AU ID' with a text input field, 'Main org.' with a dropdown menu, 'Card status' with a dropdown menu, and 'Location c.' with a dropdown menu labeled 'Find location codes'. At the bottom of the filter section, there are three icons: a copy icon, a refresh icon, and a power icon. Below these icons, there are two more text input fields labeled 'Name' and 'AU ID'.

By default, all credit cards you have access to are displayed.

It is possible to narrow the search by selecting a location code or entering a name or AU ID.

The search results can be copied to Excel using "copy search result."

To ensure the entire result is included, it is important to scroll all the way to the bottom before copying.



Closing a credit card

A central administrator has the option to request the closure of an active credit card via the credit card app.

A credit card can also be closed by sending an email to Kreditkort@au.dk with the cardholder's name and AU-ID.

<https://powerapps.au.dk/creditcard/prod/role/editor>

The screenshot shows the 'Credit Card List Requests' form in the 'Dansk' app. The form has a dark blue header with the app name and a globe icon. Below the header, there are two rows of input fields. The first row has 'Name' and 'AU ID' fields. The second row has 'Main org.' and 'Card status' dropdown menus. Below these, there is a 'Location c.' field with a 'Find location codes' button. At the bottom, there are 'Name' and 'AU ID' fields, and three circular icons on the right: a document, a refresh, and a power button.

Search for the cardholder using their Name or AU ID.

Click on the arrow on the right side.

Location code	Name	Card number	Credit max.	Status
9251 FA AU Finance		..	50,000	Active >

Then select "Central credit card closure"

The screenshot shows the 'Credit Card Change request' form. It has a 'Credit maximum' field with the value '50,000' and a 'Card status' field with the value 'Active'. Below these, there is a 'Change request' dropdown menu. The dropdown menu is open, showing a list of options. The option 'Central credit card closure' is highlighted. To the right of the dropdown menu, there is a 'Step' label.

If possible, please provide a reason for the closure of the card before sending it via "Change request."

Change request

Central credit card closure

Reason for closing the card (optional)

Request change

Reset

Completion

Registration

Completed

The reason can be viewed by both the cardholder and central administrators.

If the card is already in the process of being closed due to another request, it is not possible to add a central closure request.

Credit maximum

50,000

Card status

Closed

Request details

Step

Credit card blocked

Registration

Completion

11/02/25 04:17:57 Done, Credit Card System

Registration

Completed

Credit Card

< Details

Dansk

Using the left-angled bracket, a central administrator can return to the place where they chose to view details about the card.

For an editor, this will be the card list with all the cards they have access to, while for an approver, it can also be from the approval screen.