SHIPPING KPIs

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Company Details   Company Roles   Users   Business Units   Access Requests

1. **Company Details**
   This function can be used to update or modify company information

Company name *

Short company name   Choose from drop box company type

Company type *

Filling out the company address

Street *

Zip code *

City *

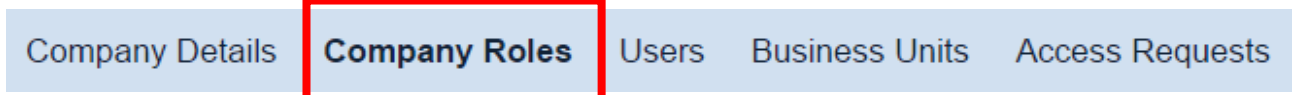Country *   Filling out company website

Company website *

Note: The asterisk mark * is required data.

Tick box whether you accept **publish company basic information**

Update my company details   Click the box to save and update new company details

| Company Details | **Company Roles** | Users | Business Units | Access Requests |

2. Company Roles

This function can be used to edit company roles

Choose a role to edit:

(Built-in) CDI ▼   📄 Save As

Using the drop box to choose built in company role to edit.

However, company role can be customized and save as a different name by using Save as Function

In this function, there is 2 field can be filled out which are role name and role description but it usually pre-defined based on built-in role name.
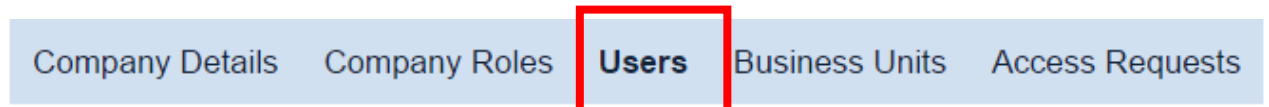
⬇

User permissions:

☑ Users with this role can delete ships
☐ Users with this role can set ships to draft
☐ Users with this role can set company as DOC Holder of the ship
☐ Users with this role can change the name of the ship
☐ Users with this role can change the business unit of the ship
☐ Users with this role can change the IMO number of the ship

Using tick box to grant user permission for chosen role. Note: can tick many boxes as possible depending on permission granted
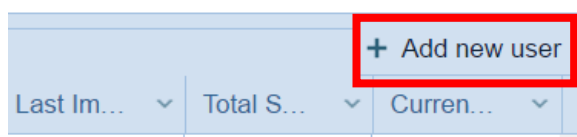
⬇

| No Access | View | Edit |
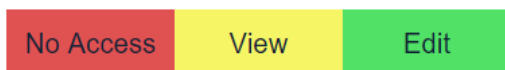
Below user permissions part, there will be table for granting permission in more specific for each KPIs in chosen role.

Note: Role can be assigned to many company's users

| Company Details | Company Roles | **Users** | Business Units | Access Requests |

3. Users

＋ Add new user

| Last Im... ⌄ | Total S... ⌄ | Curren... ⌄ |

Click **Add new user** box to add more company's users

⬇

Edit	×
First Name	
Last Name	
Email	
Active?	☐
Business Units	Select options ⬍
Telephone	
Job	
Subscribe to news?	☐
Role	▾

⊘ Cancel ✓ Update

After click add new user box, a new window will appear for editing or filling out information of new company's user

After filling out required information, click **Update** box to save and add new user.

In the other hands, click **Cancel** box to close Edit window without adding or saving.

Note: Users function can be used to manage users with user's information, login details. There are many columns such as name, email, business units, role, last login, total login times, last import date, … These columns can be sorted by ascending or descending order.

First N... ⌄	Last N... ⌄	Email ⌄	Active? ⌄	Busine... ⌄	Subscr... ⌄	Role ⌄	Last L... ⌄	Total #... ⌄	Curren... ⌄	Last Im... ⌄	Total S... ⌄	Curren... ⌄

+ Add new user

Company Details   Company Roles   Users   Business Units   Access Requests

4. **Business Units**

   Similar to Users function, **Business Units** functions can be used to manage or add new business units

   + Add a new business unit   Click **Add a new business unit** to add new

↕		Country	▾	Delete

Update

Fill in the business unit name and choose country from drop box.
Click **Update** to save and add information. Otherwise click **Delete** to delete filled in information.

| Company Details | Company Roles | Users | Business Units | **Access Requests** |

5. Access Requests

This function can be used to manage and grant access for users.

Grant access to user   Click **Grant access to user** for granting access to specific user.

Grant access to user

Email:

Vessel Imo Numbers:

Role: CDI

Start: 2016-Q1

Expiry: No Expiry

Cancel   ✓ Create

After clicked, new window will be opened for filling in details of needed access user.

Click **Create** to save and add the user to granted access list. System will automatically send notification email to granted access user.

Otherwise, click **Cancel** to close window and delete filled - in information

On this page, there is also a table showing the list of granted access users for management.

Date	Requestor	Account	IMO number	Message	Role	Status	Start	Expiry

Note: Besides each granted access user, there will be two box which indicated Edit and Delete. **Edit** can be used to change or update information about user. **Delete** can be used to delete stored information and abort granted access for chose user.