



ABS MYFREEDOM™ CLIENT PORTAL

# Walkthrough of Access Manager

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Step-by-step instructions to help account managers and administrators set up new accounts and edit existing accounts.

# Table of Contents

*Links to any page or section to find the information you need in one click.*

| <b>Walkthrough of Access Manager</b>   |           |
|--|-----------|
| <a href="#"><u>(1) How to Navigate to Access Manager</u></a>                                 | <b>03</b> |
| <a href="#"><u>(2) How to Create a New User Account</u></a>                                  | <b>04</b> |
| <a href="#"><u>(3) How to Assign Vessel Access</u></a>                                       | <b>06</b> |
| <a href="#"><u>(4) How to Enable User Notifications</u></a>                                  | <b>07</b> |
| <a href="#"><u>(5) How to Assign Plan Review</u></a>   | <b>08</b> |
| <a href="#"><u>(6) How to Edit an Existing User Account</u></a>                              | <b>10</b> |
| <a href="#"><u>(7) How to Create Project Groups, Oversight Project Groups and Fleets</u></a> | <b>12</b> |

**For questions, please email [ABSServiceDesk@eagle.org](mailto:ABSServiceDesk@eagle.org)**

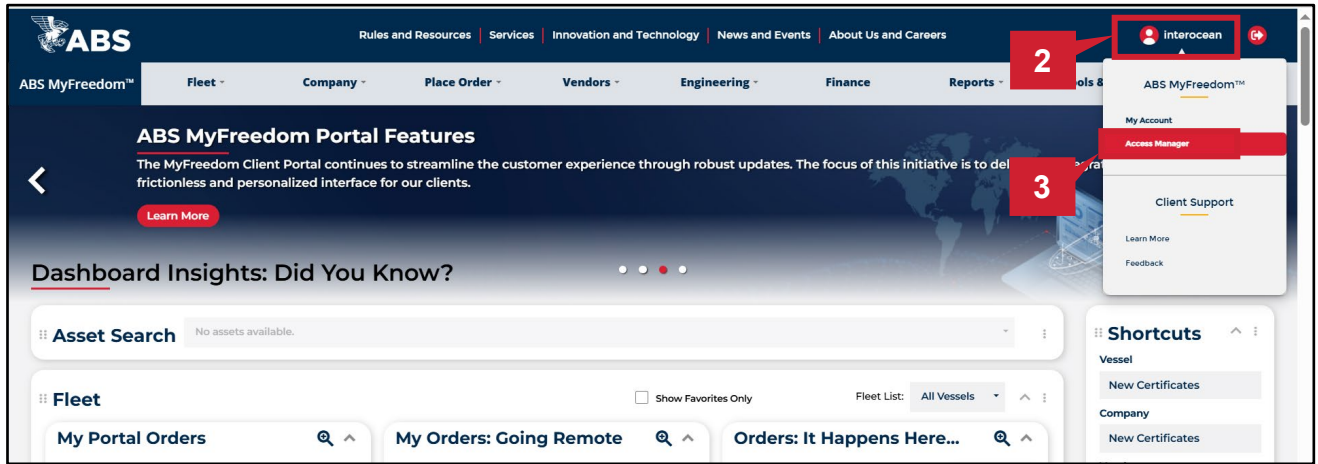


# (1) Navigate to Access Manager

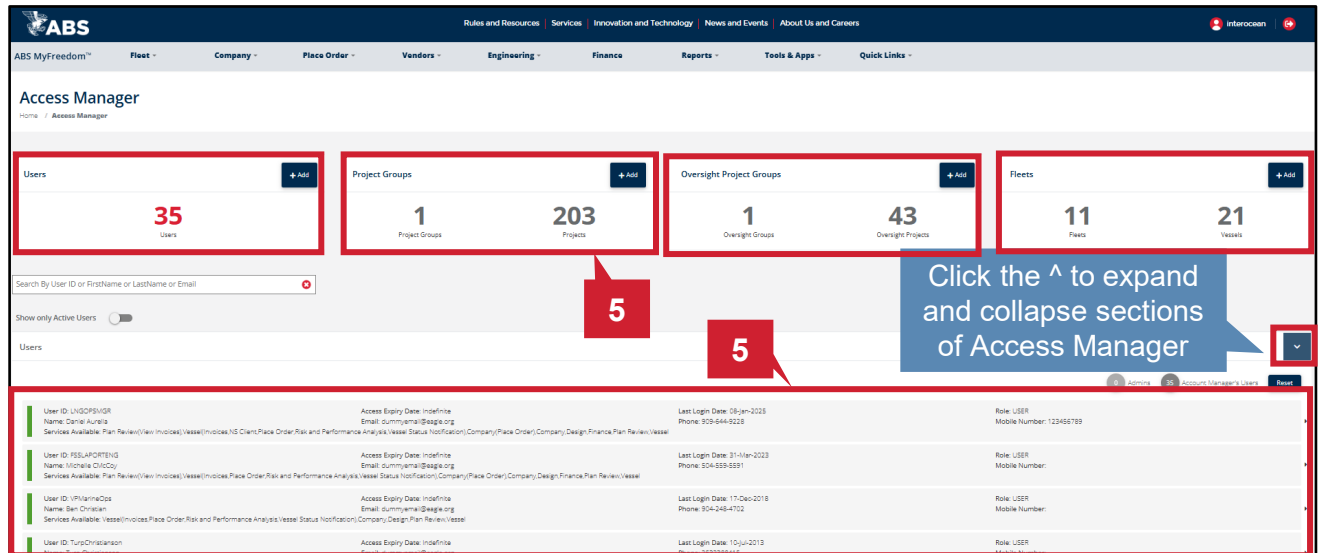
An **Access Manager** allows the **Account Manager** or **Administrator** to set up new accounts and edit existing accounts.

## How to Navigate to the Access Manager screen

- 1 Login to the **ABS MYFREEDOM™ CLIENT PORTAL**.
- 2 Click your **username** at top right corner of the page.
- 3 Select **Access Manager** from the drop-down.



- 4 The **Access Manager** screen is displayed.
- 5 You can now control which **fleets, project groups and invoices** each user account can access.



## (2) Create a New User Account

### How to Create a New User Account

- 1 Login to the **ABS MyFreedom™ Client Portal** and [navigate to the Access Manager screen.](#)
- 2 Click **Add** in the **Users** section.

ABS MyFreedom™ | Rules and Resources | Services | Innovation and Technology | News and Events | About Us and Careers | InterOcean

Access Manager

Home / Access Manager

Users: 35 Users (+ Add)

Project Groups: 1 Project Group, 203 Projects (+ Add)

Oversight Project Groups: 1 Oversight Project Group, 43 Oversight Projects (+ Add)

Fleets: 11 Fleets, 21 Vessels (+ Add)

- 4 The **Create** section is displayed.

Fill in the required (\*) and optional **User Info** and **Contact** details.

- 5
  - **User ID**
  - **First Name**
  - **Last Name**
  - **Organization Type** (*from the Select Organization Type drop-down*)
  - **Email**
  - **Phone**
  - **Mobile Number**

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Access Manager

Home / Access Manager

Back

Create

**Note: The UserId must:**

- Have a minimum of 6 characters, maximum of 30 characters.
- No special characters.
- Cannot start with a number or be all numeric.

User Info

UserId\*

First Name\*

Last Name\*

Organization type\*

Select Organization Type

Access Expiry

Contact

Email\*

Phone\*

Mobile Number

Permissions

- Access Manager
- Design
- Plan Review
- Vessel
- Finance

6

To define the **Account Type**, select the required **User Role**:

- **Administrators:** Can add users and grant access to any assets/projects they have access to.
- **Users:** Basic access to vessel or project information.

7

In the **Permissions** section, use the toggle to turn on/off relevant permissions for the new user account.

8

If you turn on permissions for [Plan Review](#) and [Vessel](#), you will need to assign further access for those modules.

9

Click **Submit** to create a new user account.

**ABS MyFreedom™** | Rules and Resources | Services | Innovation and Technology | News and Events | About Us and Careers | InterOcean

ABS MyFreedom™ | Fleet | Company | Place Order | Vendors | Engineering | Finance | Reports | Tools & Apps | Quick Links

### Access Manager

Home / Access Manager

Back

Create

**User Info**

User ID\*

First Name\*

Last Name\*

Organization type\*

Select Organization Type

Access Expiry

Indefinite

**Contact**

Email\*

Phone\*

Mobile Number

**User Role**

Role\*

User

Administrator\*

Choose Administrator

**Permissions**

Access Manager

Design

Plan Review

Vessel

Finance

Vendor Manager

Company

**Note:** Account Managers can create Administrators and User roles, while Administrators can only create User roles.

Submit ?

## (3) Assign Vessel Access

### How to Assign Vessel Access

- 1 If you [turn on the Vessel permission](#) for a new user account, you will need to assign further access. Navigate to the **Vessel Access** section of Access Manager.
- 2 Click **FLEET** view.
- 3 View **Fleet Name**.
- 4 Click **VESSELS** to view vessels associated with each fleet.
- 5 Use **Search By Fleet Name** search bar to find a specific fleet.
- 6 **Turn on toggle** to assign fleets to the new user account.
- 7 Assign an expiration date for access or leave it blank for **Indefinite** access.
- 8 Click **SHOW SELECTED** to only view assigned fleets and confirm that the correct fleets are selected.
- 9 View the total number of **Fleets Assigned** on the top right of the menu.
- 10 Click [NOTIFICATIONS](#) view to assign/remove auto-generated notifications to user.
- 11 Click **SUBMIT** to complete vessel assignment/selection.
- 12 Click **Single Vessel** view and follow the same above steps as the Fleet view to assign a single vessel to a new user account.
- 13 **Note:** Follow the same steps as above to edit existing or add more fleets to the same user account.

The screenshot shows the 'Vessel Access' page in the ABS MyFreedom system. The interface includes a navigation bar with 'ABS MyFreedom™' and various menu items like 'Fleet', 'Company', 'Place Order', 'Vendors', 'Engineering', 'Finance', 'Reports', 'Tools & Apps', and 'Quick Links'. Below the navigation, there are tabs for 'FLEET', 'SINGLE VESSEL', 'NOTIFICATIONS', and 'STATUS REPORT PREFERENCES'. A search bar labeled 'Search By Fleet Name' is present. A calendar for April 2025 is displayed, with the 25th highlighted. There are two rows of fleet information, each with a toggle switch, a 'Fleet Name' field, and an 'Access Expires' dropdown menu set to 'Indefinite'. A 'VESSELS' button is next to each fleet row. On the right side, there is a 'Fleets Assigned' counter showing '3' and a 'Show Selected' button. A 'Submit' button is located at the bottom right. Red callout boxes with numbers 1 through 12 point to these specific elements: 1 (Navigation), 2 (FLEET tab), 3 (Fleet Name field), 4 (VESSELS button), 5 (Search bar), 6 (Toggle switch), 7 (Access Expires dropdown), 8 (Show Selected button), 9 (Fleets Assigned counter), 10 (NOTIFICATIONS tab), 11 (Submit button), and 12 (SINGLE VESSEL tab).

# (4) Enable User Notifications

## How to Assign User Notifications

- 1 Ensure you [turn on the Vessel permission](#) for the relevant user account.
- 2 Click **NOTIFICATIONS** view from the Vessel Access section.
- 3 **Turn on toggle** to assign specific auto-generated notifications directly to the user account.
- 4 **Turn off toggle** to cancel specific auto-generated notifications to the user.
- 5 Click **SUBMIT**.

The screenshot shows the ABS MyFreedom Vessel Access interface. The top navigation bar includes the ABS logo and various menu items like Rules and Resources, Services, Innovation and Technology, News and Events, and About Us and Careers. Below this is a secondary navigation bar with options like Fleet, Company, Place Order, Vendors, Engineering, Finance, Reports, Tools & Apps, and Quick Links. The main content area is titled 'Vessel Access' and contains several notification settings:

- Place Order
- Invoices
- 2** Vessel Status Notification
- Risk and Performance Analysis

Below these are four tabs: FLEET, SINGLE VESSEL, **NOTIFICATIONS** (highlighted with callout 2), and STATUS REPORT PREFERENCES. Under the NOTIFICATIONS tab, there are several toggle switches:

- New Issued Certificate Notification
- New Issued Delivered Reports
- 3** Start of Window  (highlighted with callout 3)
- Coming Due in 3 months
- Coming Due in 2 months
- Coming Due in 1 month

At the bottom right, there is a **Submit** button (highlighted with callout 5) and a red question mark icon.

# (5) Assign Plan Review

## How to Assign Plan Review

|    |  |
|----|--|
| 1  | If you <a href="#">turn on the Plan Review permission</a> for a new user account, you will need to assign further access. Navigate to the <b>Plan Review Access</b> section of Access Manager. |
| 2  | Click <b>PROJECT GROUP</b> view. A <b>Project Group</b> provides access to a previously defined set of projects.   |
| 3  | Click <b>Full Access</b> from the <b>Choose Access Profile</b> drop-down.  |
| 4  | Click <b>PROJECTS</b> to view the contents of each project group.  |
| 5  | Use <b>Search By Project Group Name</b> search bar to find a specific project group.   |
| 6  | View <b>Portfolio Name</b> .   |
| 7  | <b>Turn on toggle</b> to grant access to each portfolio.   |
| 8  | Assign an expiration date for access or leave it blank for <b>Indefinite</b> access. The date must be set in the future.   |
| 9  | View the total number of <b>Project Groups Assigned</b> on the top right of the menu.  |
| 10 | Click <b>SHOW SELECTED</b> to only view the assigned Project Groups and confirm that the access to the correct Project Groups are granted.   |

The screenshot displays the 'Plan Review Access' configuration page in the ABS MyFreedom system. The interface includes a top navigation bar with the ABS logo and various menu items. Below the navigation, there are tabs for 'PROJECT GROUP', 'PROJECTS LIST', 'OVERSIGHT PROJECT GROUP', and 'OVERSIGHT PROJECTS LIST'. A search bar labeled 'Search By Project Group Name' is present. A dropdown menu for 'Access Profile' is open, showing 'Full Access' selected. A toggle switch is turned on. The 'Access Expires' field is set to 'Indefinite'. On the right side, there is a summary box showing '0 Project Groups Assigned' and a 'Show Selected' button. A 'Submit' button is located at the bottom right.



- 11 Click **PROJECTS LIST** to grant project specific access to a user account. You can use Project Groups and Project List specific access to grant access to an account.
- 12 Click **SUBMIT** to complete Project Group assignment.
- 13 Click **OVERSIGHT PROJECT GROUP** and **OVERSIGHT PROJECTS LIST** and follow the same above steps as the **PROJECT GROUP** view to grant access.
- 14 An **Action Successful** pop-up is displayed.

ABS MyFreedom™ Fleet Company Place Order Vendors Engineering Finance Reports Tools & Apps Quick Links

Rules and Resources Services Innovation and Technology News and Events About Us and Careers interocan

Plan Review Access

Access Profile\*

Full Access

View Invoices

PROJECT GROUP PROJECTS LIST OVERSIGHT PROJECT GROUP OVERSIGHT PROJECTS LIST

Click Show Selected to view selected project groups

Search By Project Group Name

Portfolio Name: Entire ProjectGroup with Project Additions Access Expires: Indefinite PROJECTS

0 Project Groups Assigned Show Selected

Action Successful

Submit

## 6) Edit an Existing User Account

Account Managers or Administrators will need to edit user accounts to grant or remove access to any new fleet, vessel, project, or project group.

### How to Edit an Existing User Account

- 1 Navigate to the **Users** section of the Access Manager.
- 2 View a **list of existing users**.
- 3 Click ► to select the relevant user account.

The screenshot shows the ABS MyFreedom Access Manager interface. The top navigation bar includes 'ABS MyFreedom™' and various menu items like 'Fleet', 'Company', 'Place Order', 'Vendors', 'Engineering', 'Finance', 'Reports', 'Tools & Apps', and 'Quick Links'. The main content area is titled 'Access Manager' and displays several summary cards for 'Users' (37), 'Project Groups' (1), 'Oversight Project Groups' (1), and 'Fleets' (11). Below these cards is a search bar and a 'Show only Active Users' toggle. The 'Users' section is highlighted with a red box, and a red arrow points to the edit icon (pencil) next to a user account. A red box also highlights the user list table below.

| User ID   | Access Empty Date                         | Last Login Date                    | Role                             |
|---|---|------------------------------------|----------------------------------|
| IND05PSVGR<br>Name: Daniel Aurelia<br>Services Available: Plan Review/Ven Inroads/Vessel Inroads/NG Client/Place Order/Risk and Performance Analysis/Vessel Status Notification/Company/Place Order/Company Design/Finance Plan Review/Vessel | Indefinite<br>Email: dummy@mail@beeps.org | 06-Jun-2025<br>Phone: 939-644-9228 | USER<br>Mobile Number: 123456789 |
| ISSLAPORTEING<br>Name: Michela CINCO<br>Services Available: Plan Review/Ven Inroads/Vessel Inroads/Place Order/Risk and Performance Analysis/Vessel Status Notification/Company/Place Order/Company Design/Finance Plan Review/Vessel         | Indefinite<br>Email: dummy@mail@beeps.org | 31-Mar-2023<br>Phone: 504-669-6691 | USER<br>Mobile Number:           |



- 4 The **Modify User** screen is displayed.
- 5 **Modify User Info, Contact, User Role** details and **Permissions**.
- 6 Navigate to the [Plan Review Access](#) and [Vessel Access](#) sections to modify access relevant to the user account.
- 7 Click **RESET PASSWORD** to reset a user account's password. A **Reset Password** pop-up is displayed. Click **Reset** to automatically email new login credentials to the user account.
- 8 Click **DELETE USER** to delete a user account. A **!Warning** pop-up is displayed. Click **Delete** to delete a user account. **Note:** Only Account Managers can delete an Administrator Account.
- 9 Click **SUBMIT** to save your changes to the user account.

The screenshot shows the 'Modify User' interface for user LNGOPSMGR. Key elements include:

- 5**: Points to the **Permissions** section on the right, which contains toggle switches for Access Manager, Design, Plan Review, Vessel, Finance, Vendor Manager, and Company.
- 7**: Points to the **Reset Password** button at the bottom left.
- 8**: Points to the **Delete User** button at the bottom center.
- 9**: Points to the **Submit** button at the bottom right.

**Reset Password**

You opted to reset the password, Click on **RESET** to proceed or click on **CANCEL** to go back

**7** (points to **Reset**)

**8** (points to **Cancel**)

**! Warning**

Deleting the USER will permanently remove the user and associated user assignments

**7** (points to **Delete**)

**8** (points to **Cancel**)

# (7) Create Project Groups, Oversight Project Groups and Fleets

Account Managers will need to assign users to newly created Project Groups, Oversight Project Groups, and Fleets.

## How to Create Project Groups, Oversight Project Groups, and Fleets

- 1 Navigate to [Access Manager](#).
- 2 Click **Add** in the **Projects Group** section.

The screenshot shows the ABS Access Manager dashboard. The 'Projects Group' section is highlighted with a red box, and a red callout '2' points to the '+ Add' button. A blue note box contains the text: "Note: You can follow the same steps for creating new Oversight Project Groups and new Fleets." The dashboard also shows counts for Users (37), Oversight Groups (1), Oversight Projects (43), Fleets (11), and Vessels (21).

- 3 The **Create Project Group** section is displayed.
- 4 Create a unique **Project Name**.
- 5 You can **search for projects** in the search bar.
- 6 **Turn on toggle** to assign individual projects to the newly created Project Group.
- 7 Click **Submit**.

The screenshot shows the 'Create Project Group' form in the ABS Access Manager. The 'Project Group Name' field is highlighted with a red box and a red callout '4'. The search bar is highlighted with a red box and a red callout '5'. The first project row has its toggle switch highlighted with a red box and a red callout '6'. The 'Submit' button is highlighted with a red box and a red callout '7'. The form also shows a 'Back' button, a '0 Projects Assigned' indicator, and a 'Show Selected' button.