ABS MYFREEDOM™ CLIENT PORTAL

Walkthrough of Access Manager

Step-by-step instructions to help Account Managers and Administrators set up New Accounts and Edit Existing Accounts

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Walkthrough of Access Manager

For questions, please email ABSServiceDesk@eagle.org.

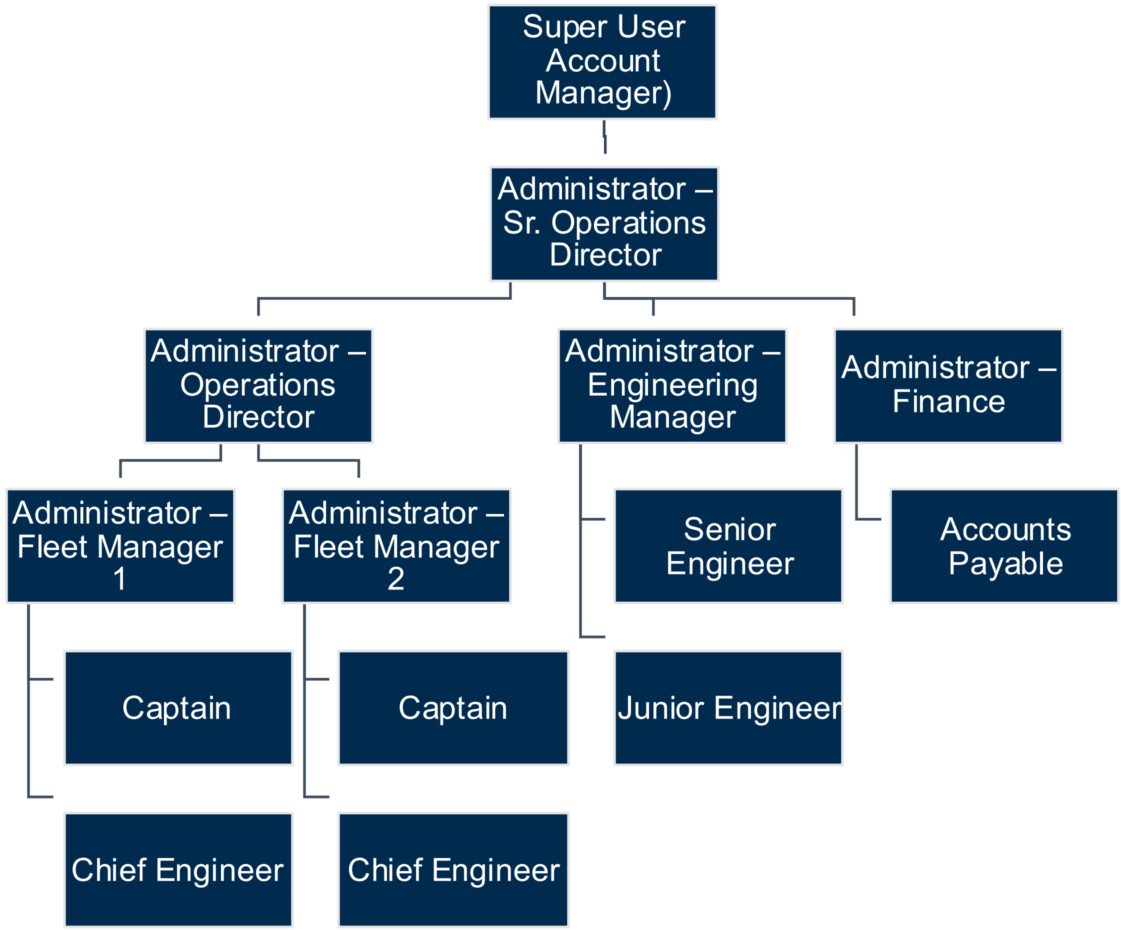
1) User Hierarchy Overview

Overview

The MyFreedom portal uses a hierarchical permission model that reflects a client's organizational structure. This ensures users only access what is assigned to them, Administrators manage their branches and the Super User Account Manager has full visibility and control. This guide outlines the expected hierarchy and provides a reference model for configuring users.

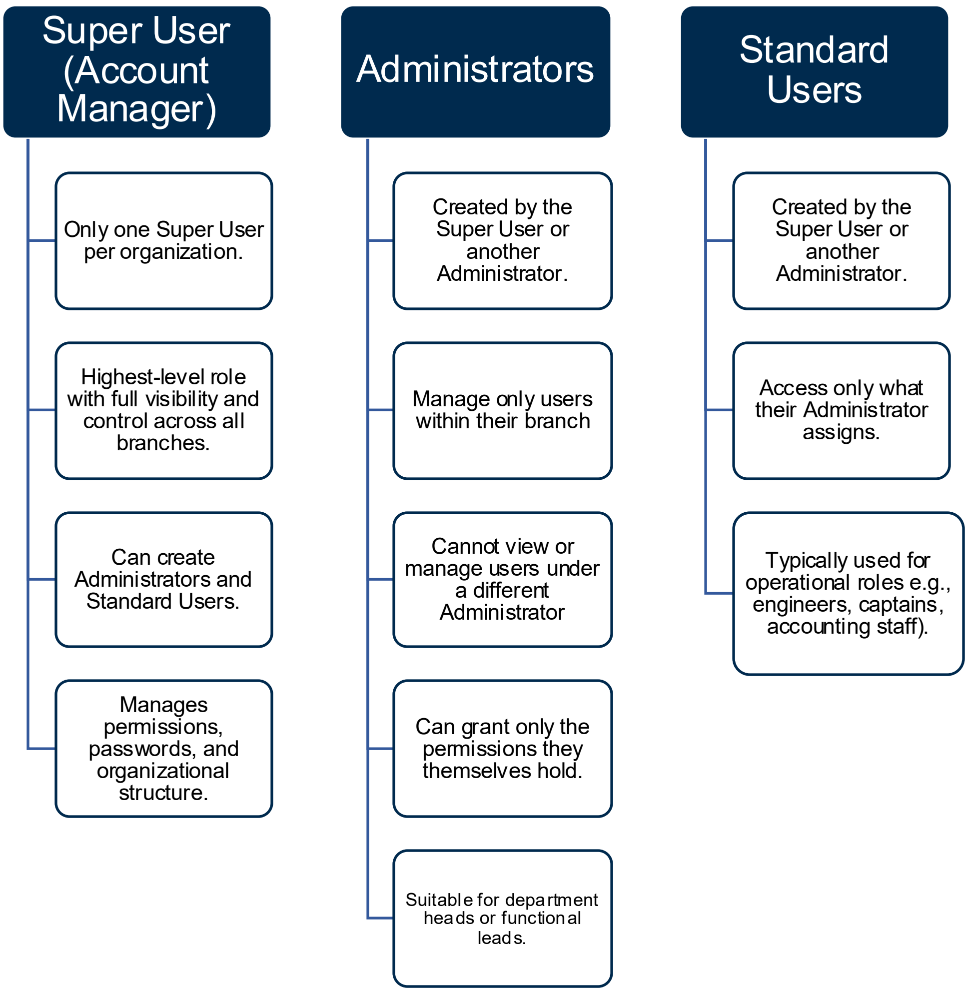
Example Hierarchy

A sample drilling-company structure demonstrates how roles and branches can be organized within the portal.



Key Roles and Permission Expectations:

The following Flow diagram outlines the key roles and corresponding permission expectations:



Note: Visibility follows the hierarchy: **higher-level administrators** can see all branches below them, while **lower-level administrators** cannot view upward or across. **Administrators on the same level** also remain separate and can only view and control the users they create. **Regular users** see only what is assigned to them. This mirrors real-world boundaries, such as **Engineering** not accessing **Operations** users.

Building and Maintaining the Hierarchy:

The following Flow diagram outlines the Building and Maintaining the Hierarchy:

Creating Administrators

- Account Manager assigns Administrator roles to department or function leads.
- Administrators then manage all users within their branch.

Creating Standard Users

- Administrators create users based on job responsibilities.
- Permissions should match operational needs

Managing Role Changes

- User profiles can be updated when roles change.
- Administrators may adjust permissions or reassign users across branches.

Password and Profile Management

- Administrators manage profiles and reset passwords for users below them.
- The Account Manager performs these actions across the entire organization.

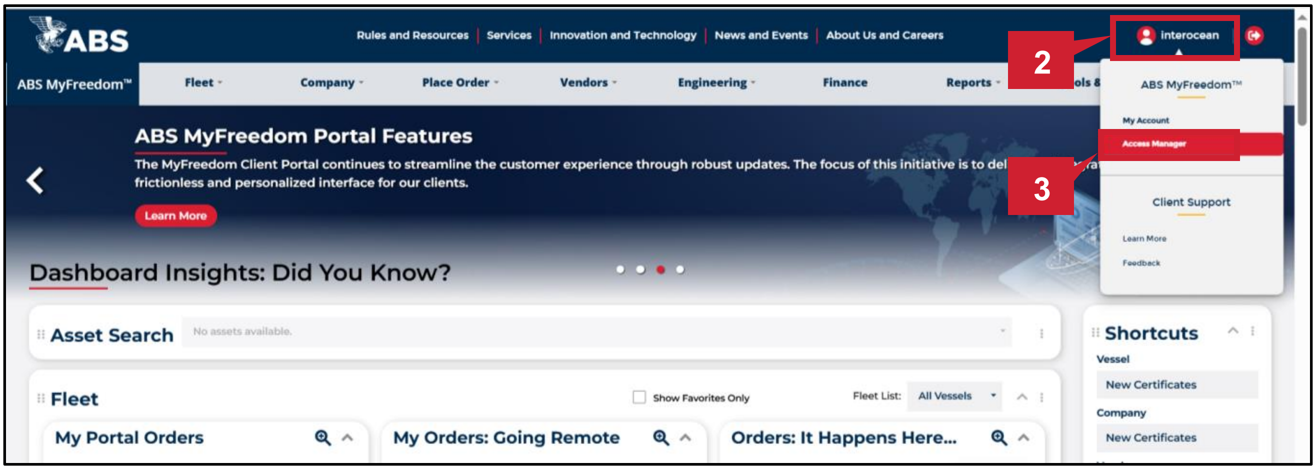
Best Practices

- Align the portal hierarchy with the organization’s reporting structure.
- Assign Administrator roles only to individuals managing teams or functions.
- Avoid placing all users directly under the Super User.
- Review user permissions regularly to keep them aligned with current responsibilities.

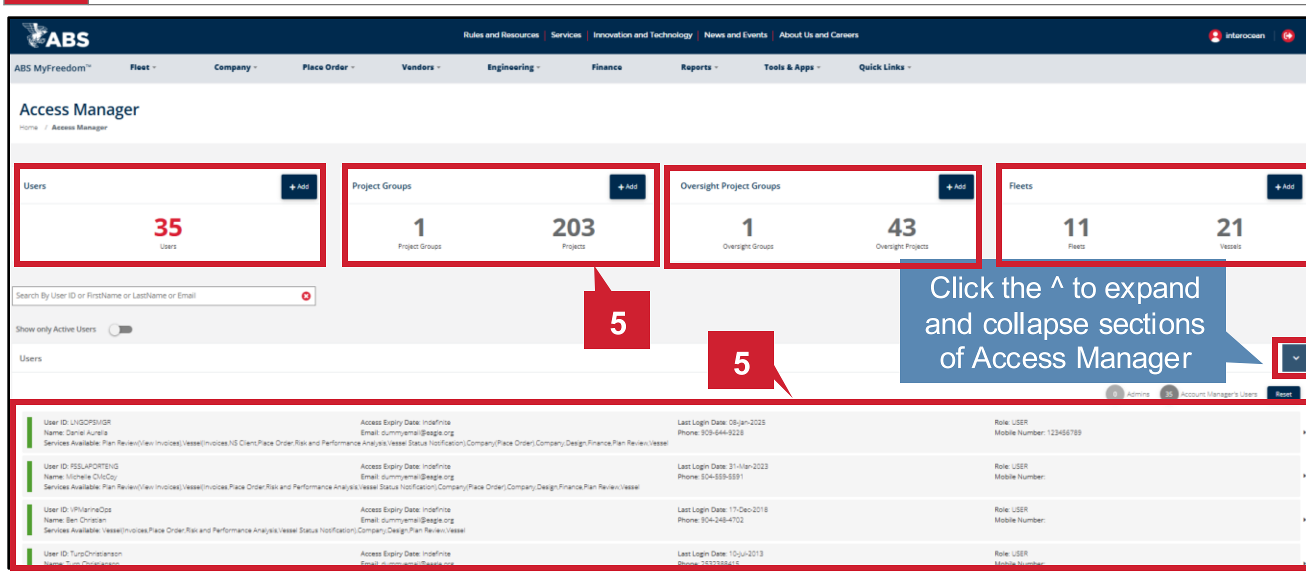
2) Navigate to Access Manager

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 dropdown.

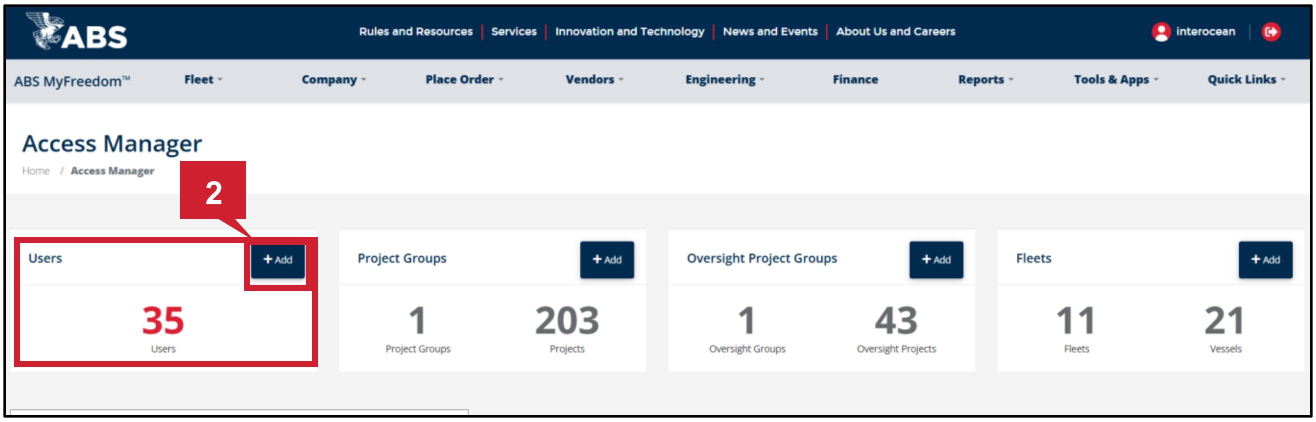


4	The **Access Manager** screen is displayed.
5	You can now control **fleets**, **project groups** and **invoices** each user account can access.

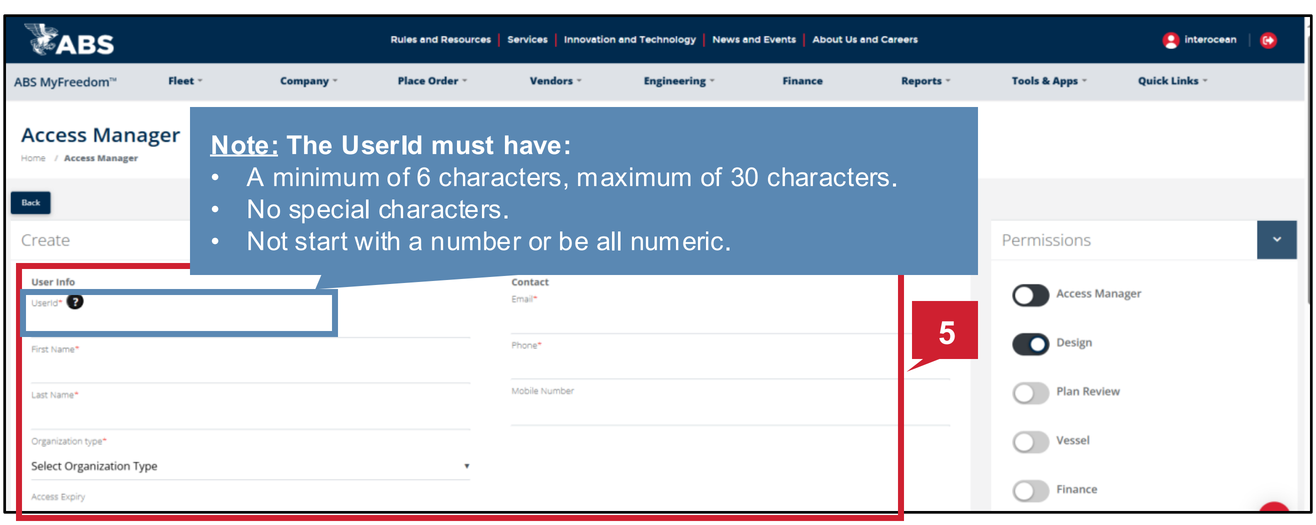


3) Create a New User Account

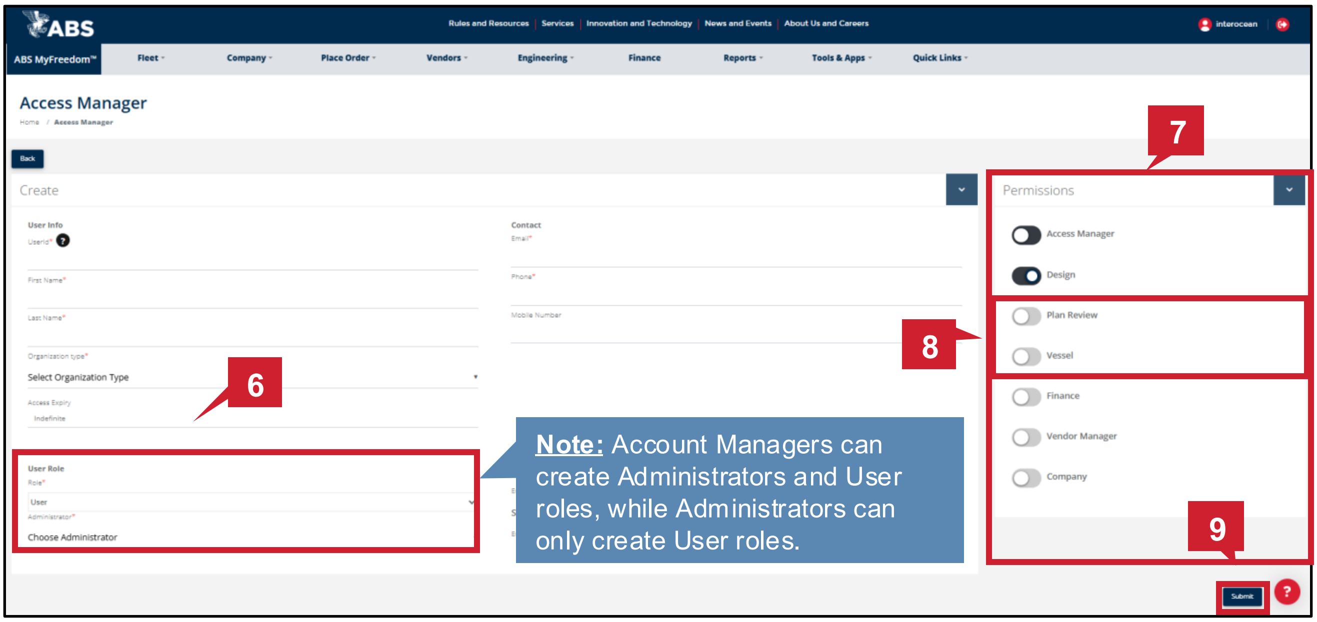
How to Create a New User Account	
1	**Login** to the **ABS MyFreedom™ Client Portal** and [navigate to the **Access Manager** screen.]()
2	Click **Add** in the **Users** section.



4	The **Create** section is displayed.
5	Fill in the required (*) and optional **User Info** and **Contact** details. • **UserId** • **First Name** • **Last Name** • **Organization Type** (*from the Select Organization Type drop-down)* • **Email** • **Phone** • **Mobile Number**

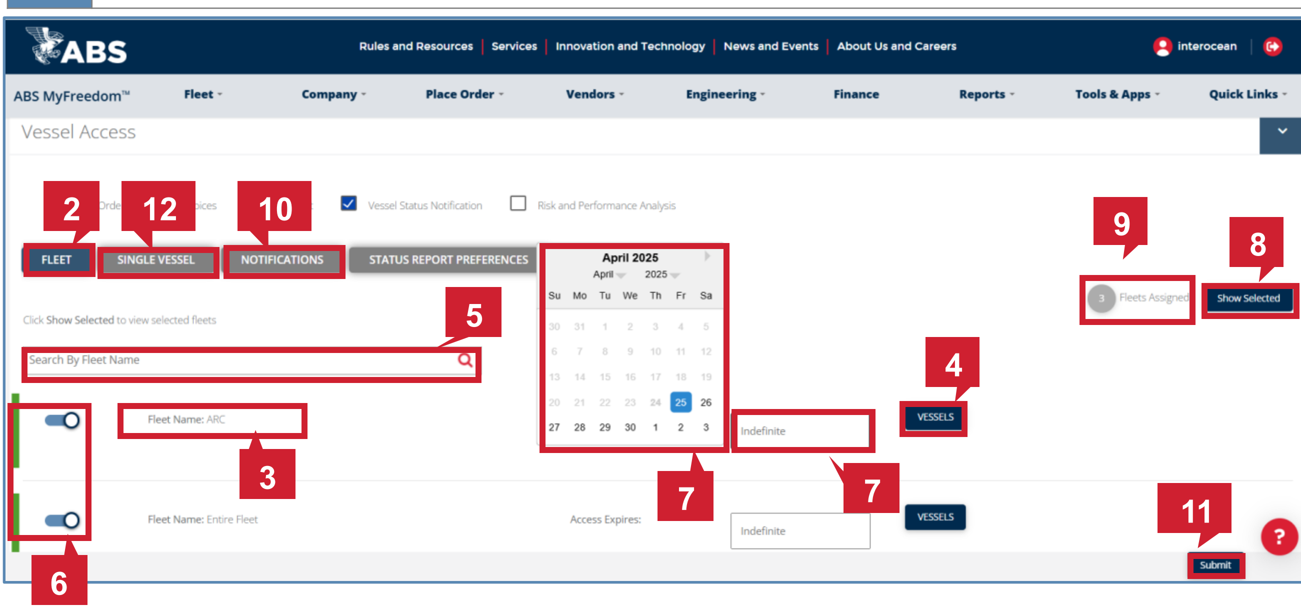


6	To define the **Account Type**, select the required **User Role**: • **Administrators:** Can add users and grant access to any assets/projects they have access to. • **Users:** Basic access to vessel or project information.
7	In the **Permissions** section, use the toggle to turn on/off relevant permissions 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.



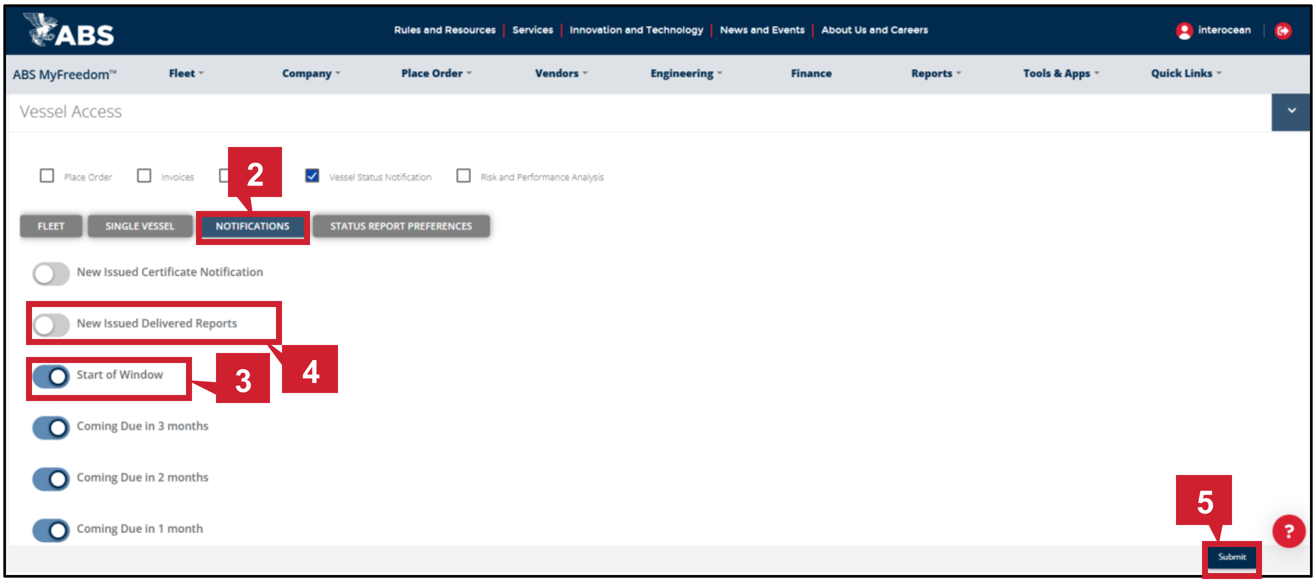
4) Assign Vessel Access

	How to Assign Vessel Access
1	If you turn on permission for Vessel 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 expiry 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.



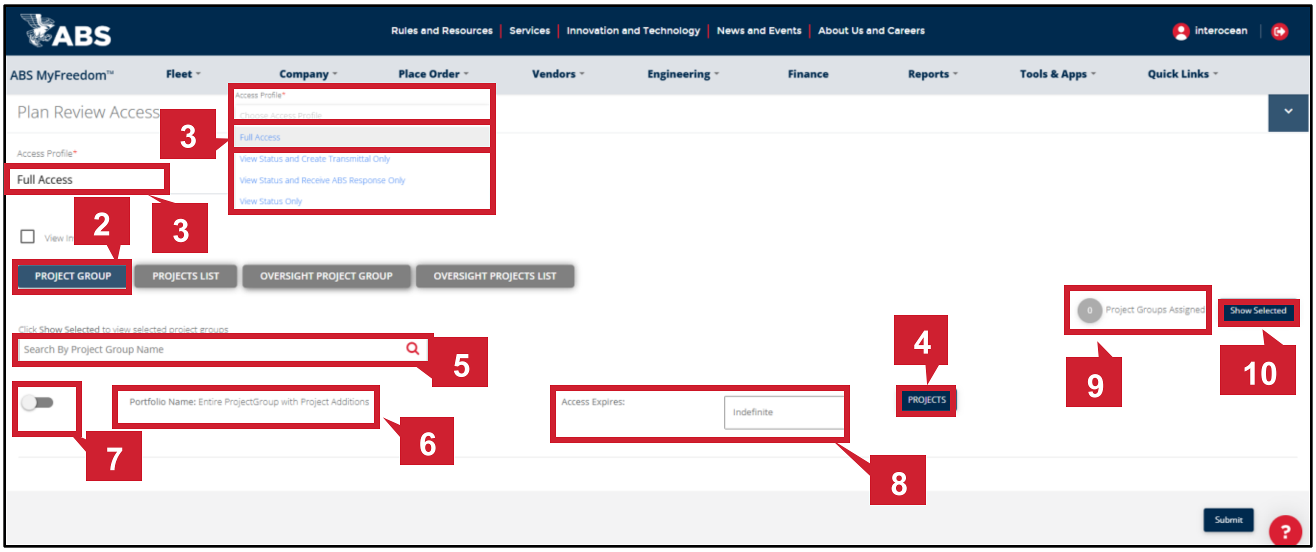
5) Enable User Notifications

How to Assign User Notifications	
1	Ensure you turn on permission for Vessel 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**.

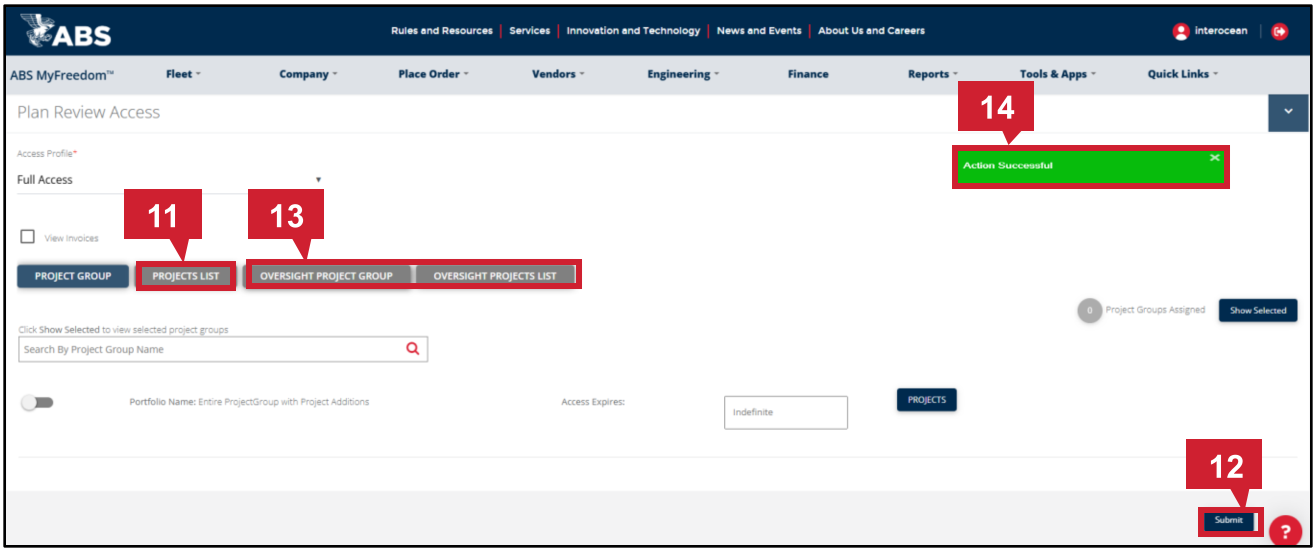


6) Assign Plan Review

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



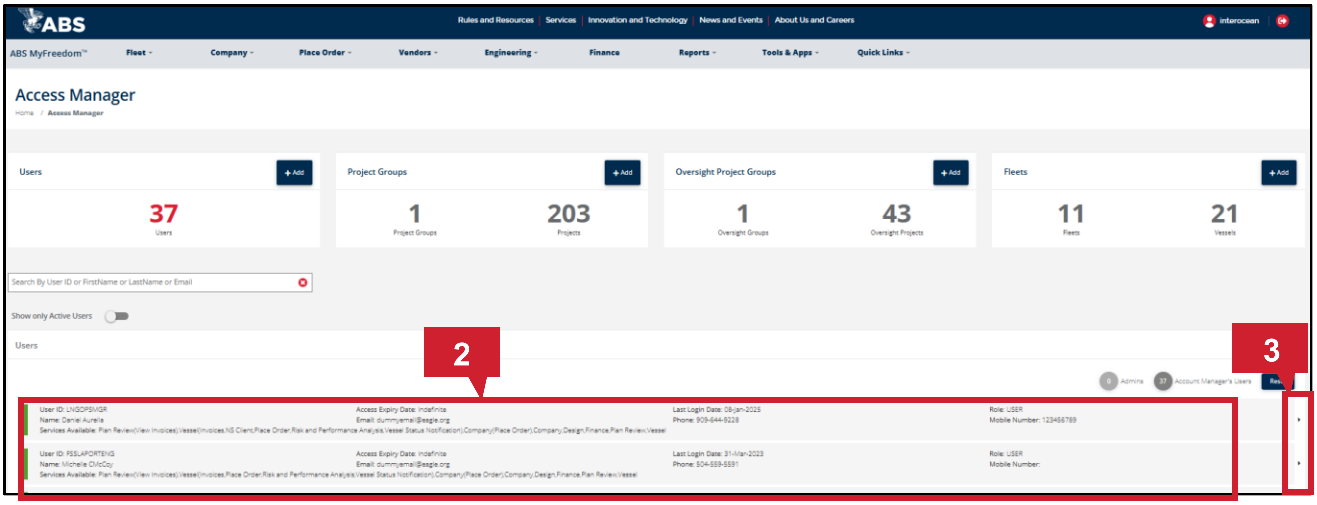
11	Click **PROJECTS LIST** to grant project specific access to a user account. You can use Project Groups and Project List specific access to grant access to an account.
12	Click **Submit** to complete Project Group assignment.
13	Click **OVERSIGHT PROJECT GROUP** and **OVERSIGHT PROJECTS LIST** and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



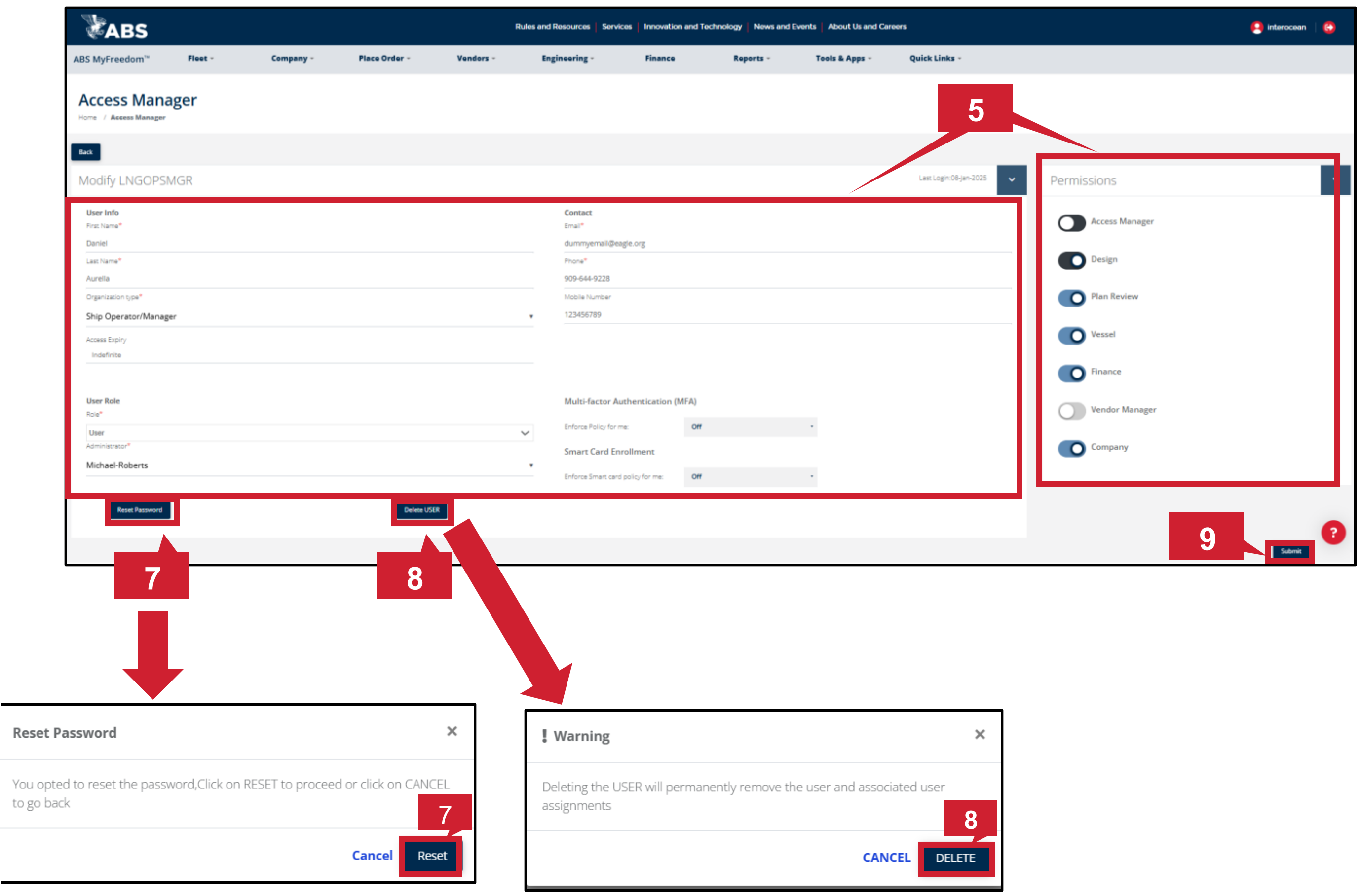
7) Edit an Existing User Account

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

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.



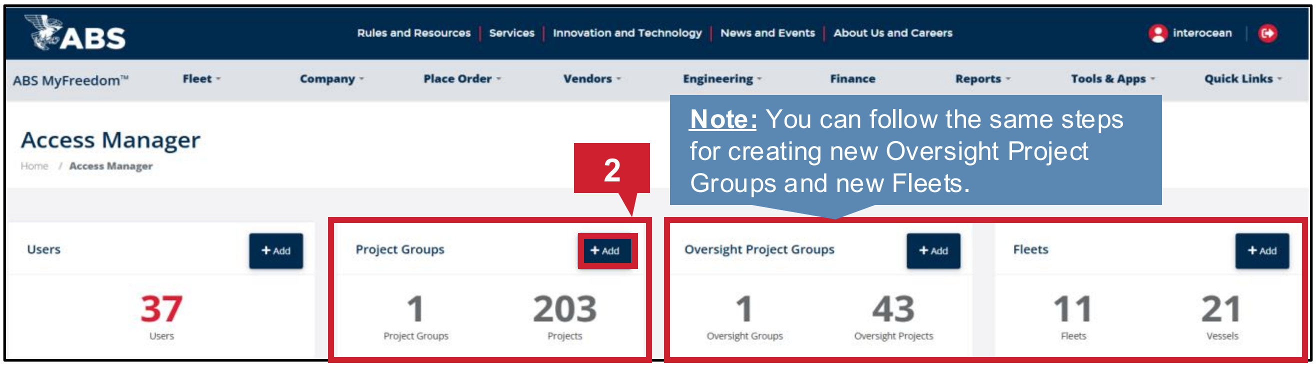
4	The **Modify User** screen is displayed.
5	Modify **User Info**, **Contact**, **User Role** details and **Permissions**.
6	Navigate to the [Plan Review Access](#) and [Vessel Access](#) sections to modify access relevant to the user account.
7	Click **Reset Password** to reset a user account's password. 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.



8) 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.



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**.