



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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For questions, please email <u>ABSServiceDesk@eagle.org</u> .	

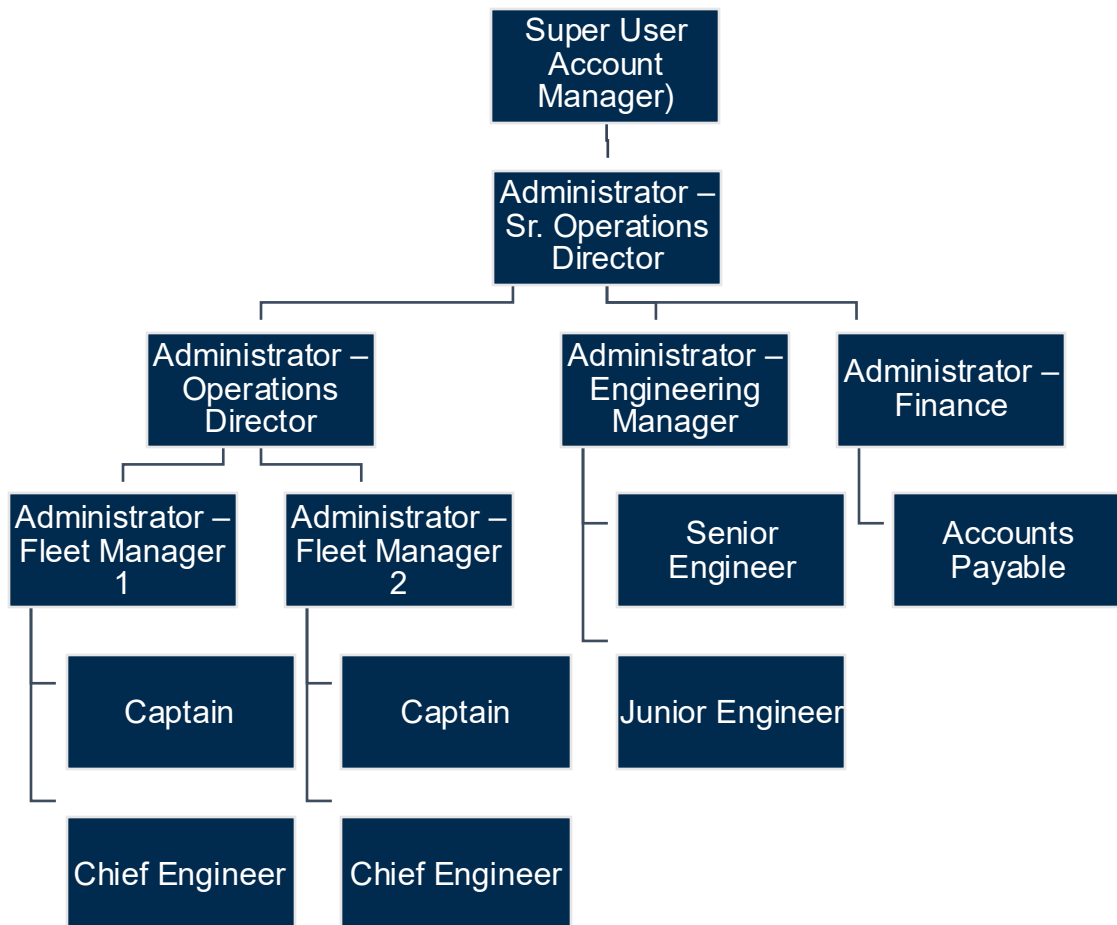
1) User Hierarchy Overview

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.

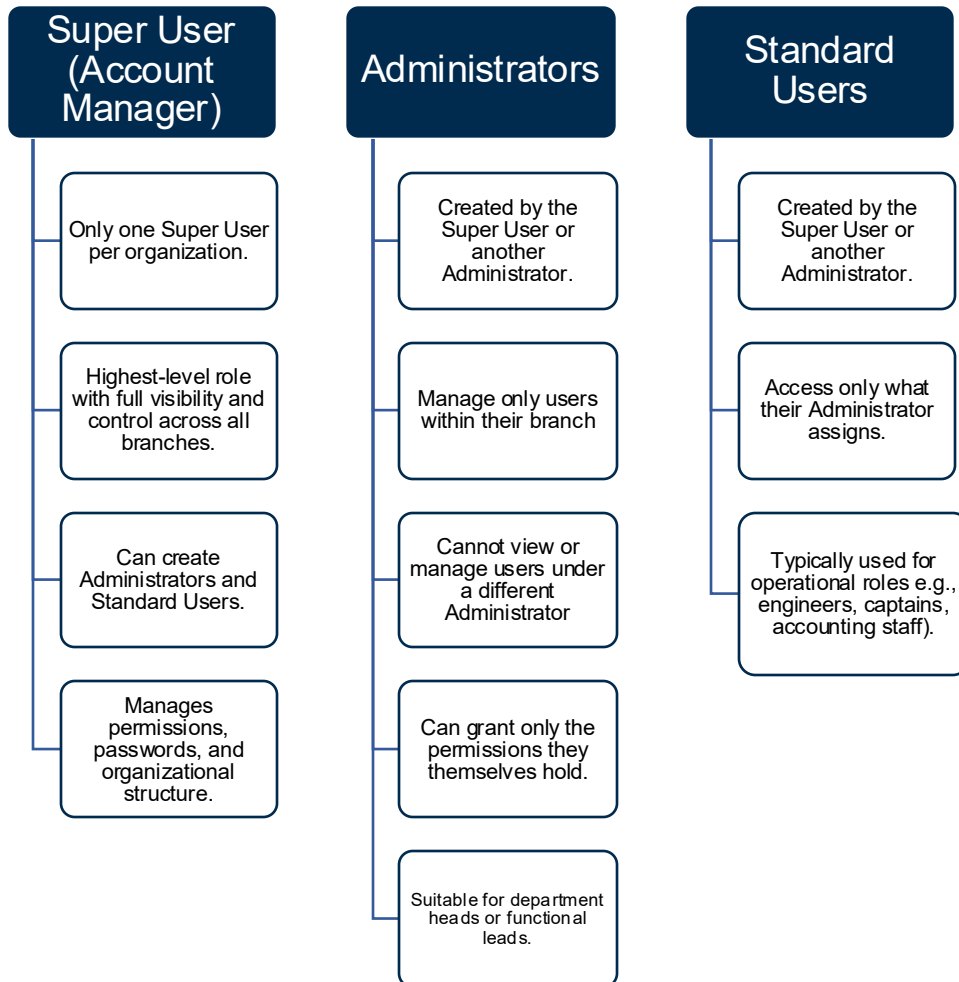
Example Hierarchy

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



Key Roles and Permission Expectations:

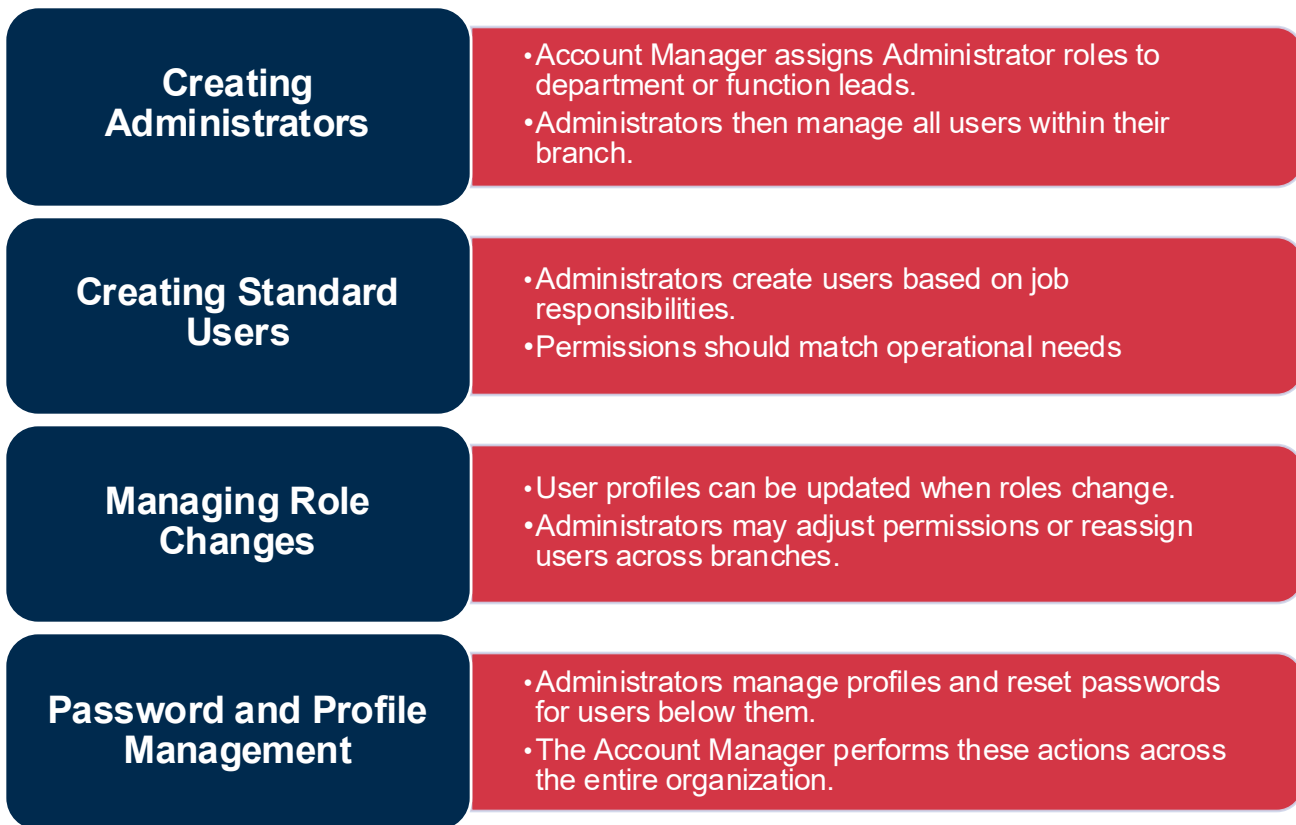
The following Flow diagram outlines the key roles and corresponding permission expectations:



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:



Best Practices

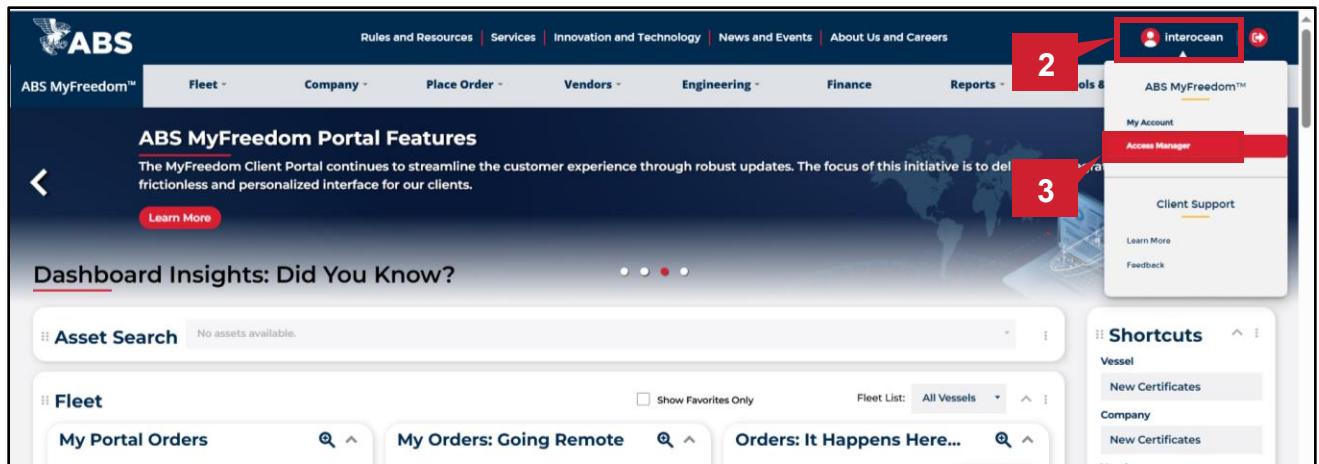
- Align the portal hierarchy with the organization's reporting structure.
- Assign Administrator roles only to individuals managing teams or functions.
- Avoid placing all users directly under the Super User.
- Review user permissions regularly to keep them aligned with current responsibilities.

2) Navigate to Access Manager

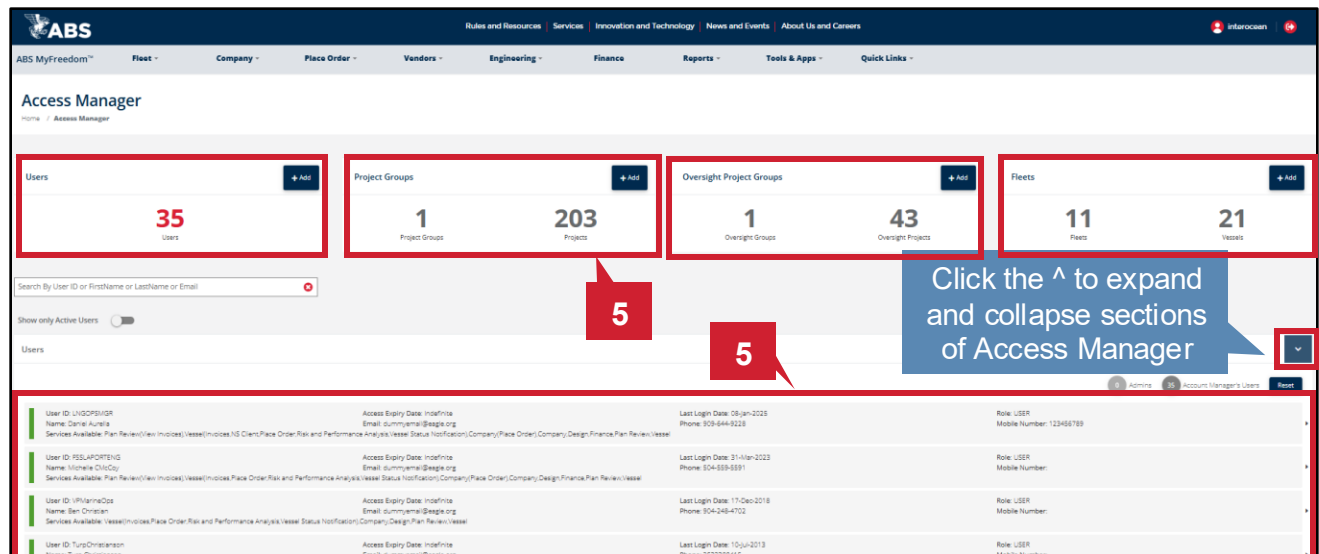
An **Access Manager** allows the **Account Manager** or **Administrator** to set up new accounts and edit existing accounts.

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.



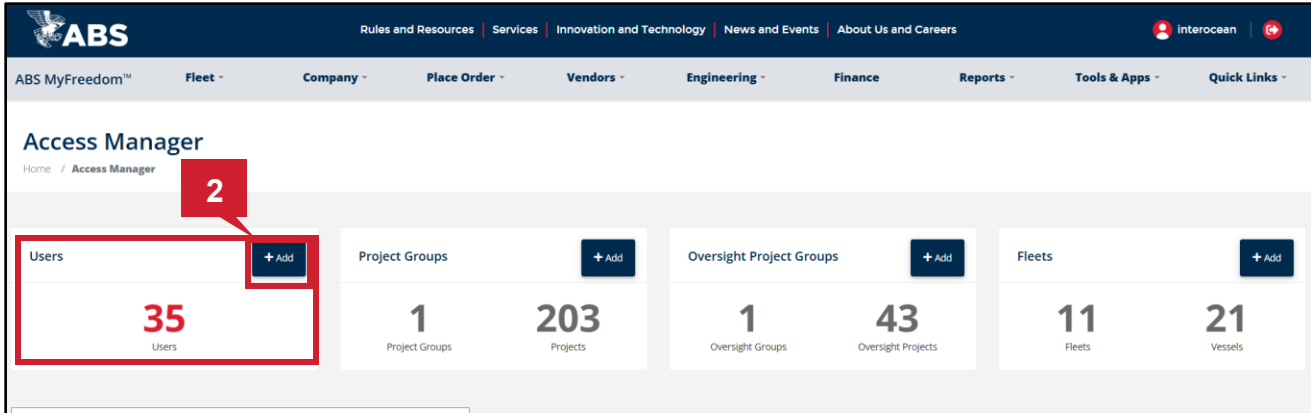


3) Create a New User Account

- 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.

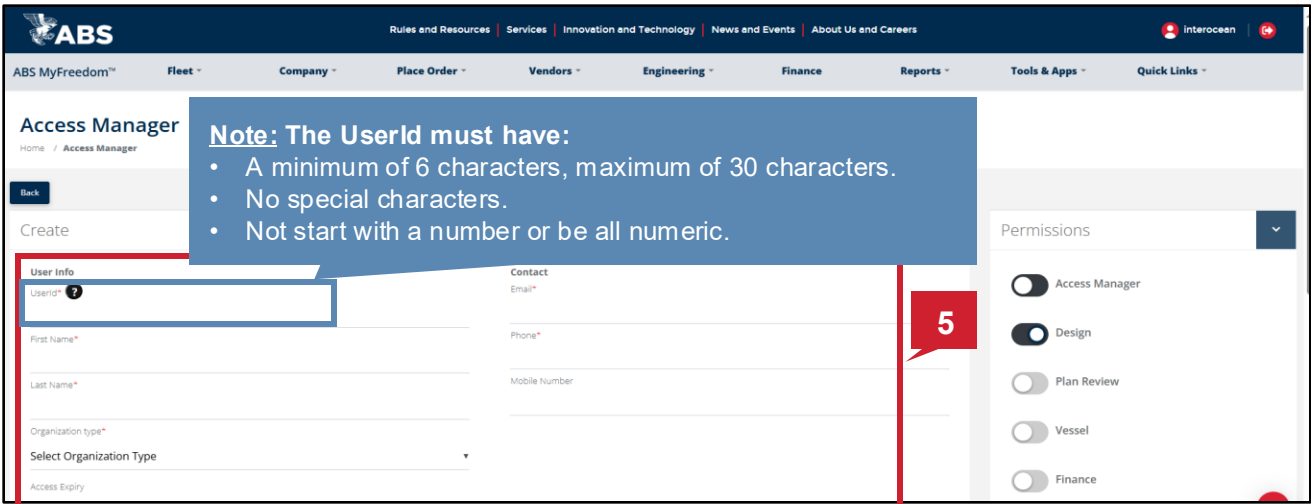


- 4

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.

The screenshot shows the 'Access Manager' page in the ABS MyFreedom system. The page has a top navigation bar with the ABS logo and various menu items. Below the navigation bar, there's a 'Create' section with a 'Back' button. The 'Create' section is divided into two main areas: 'User Info' and 'Permissions'.

User Info: This section contains fields for 'First Name', 'Last Name', 'Organization type', 'Access Expiry', and 'User Role'. A red box labeled '6' highlights the 'User Role' dropdown menu, which has 'User' and 'Administrator' options. Below the dropdown is a 'Choose Administrator' link.

Permissions: This section contains a list of permissions with toggle switches. A red box labeled '7' highlights the 'Access Manager' and 'Design' toggles. A red box labeled '8' highlights the 'Plan Review' and 'Vessel' toggles. A red box labeled '9' highlights the 'Submit' button at the bottom right of the page.

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

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.

The screenshot shows the 'Vessel Access' page in the ABS MyFreedom system. The interface includes a top navigation bar with the ABS logo and various menu items. Below this is a sub-navigation bar with tabs for 'FLEET', 'SINGLE VESSEL', and 'NOTIFICATIONS'. The main content area is divided into sections for 'Fleet Name', 'Access Expires', and 'VESSELS'. A calendar for April 2025 is visible, showing the date 25th selected. A 'Show Selected' button is present, along with a 'Fleets Assigned' counter. A 'Submit' button is at the bottom right. Red callout boxes with numbers 2 through 12 point to specific UI elements: 2 points to the 'FLEET' tab, 3 to the 'Fleet Name' input field, 4 to the 'VESSELS' button, 5 to the 'Search By Fleet Name' search bar, 6 to the 'Turn on toggle' switch, 7 to the 'Access Expires' input field, 8 to the 'Show Selected' button, 9 to the 'Fleets Assigned' counter, 10 to the 'NOTIFICATIONS' tab, 11 to the 'Submit' button, and 12 to the 'SINGLE VESSEL' tab.

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**.

The screenshot shows the ABS MyFreedom Vessel Access interface. The top navigation bar includes the ABS logo and links for Rules and Resources, Services, Innovation and Technology, News and Events, and About Us and Careers. Below this is a secondary navigation bar with tabs for Fleet, Company, Place Order, Vendors, Engineering, Finance, Reports, Tools & Apps, and Quick Links. The main content area is titled 'Vessel Access' and contains several checkboxes for notifications: Place Order, Invoices, Vessel Status Notification (checked), and Risk and Performance Analysis. Below these are four tabs: FLEET, SINGLE VESSEL, NOTIFICATIONS (selected), and STATUS REPORT PREFERENCES. The NOTIFICATIONS tab displays several toggle switches: New Issued Certificate Notification (off), New Issued Delivered Reports (off), Start of Window (on), Coming Due in 3 months (on), Coming Due in 2 months (on), and Coming Due in 1 month (on). A red box highlights the 'Start of Window' toggle, and another red box highlights the 'Submit' button at the bottom right. Red callout boxes with numbers 1 through 5 are overlaid on the image, corresponding to the steps in the list above.

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.

The screenshot shows the 'Plan Review Access' page in the ABS MyFreedom system. The interface includes a top navigation bar with the ABS logo and various menu items. Below the navigation bar, there are tabs for 'Fleet', 'Company', 'Place Order', 'Vendors', 'Engineering', 'Finance', 'Reports', 'Tools & Apps', and 'Quick Links'. The main content area is titled 'Plan Review Access' and contains several sections:

- Access Profile:** A dropdown menu with 'Full Access' selected. A callout '3' points to this dropdown.
- View It:** A checkbox labeled 'View It' with a callout '2' pointing to it.
- PROJECT GROUP:** A button labeled 'PROJECT GROUP' with a callout '2' pointing to it.
- PROJECTS LIST:** A button labeled 'PROJECTS LIST' with a callout '3' pointing to it.
- OVERSIGHT PROJECT GROUP:** A button labeled 'OVERSIGHT PROJECT GROUP' with a callout '3' pointing to it.
- OVERSIGHT PROJECTS LIST:** A button labeled 'OVERSIGHT PROJECTS LIST' with a callout '3' pointing to it.
- Search By Project Group Name:** A search bar with a callout '5' pointing to it.
- Portfolio Name:** A text field labeled 'Portfolio Name: Entire ProjectGroup with Project Additions' with a callout '6' pointing to it.
- Access Expires:** A text field labeled 'Access Expires: Indefinite' with a callout '8' pointing to it.
- PROJECTS:** A button labeled 'PROJECTS' with a callout '4' pointing to it.
- Project Groups Assigned:** A badge showing '0 Project Groups Assigned' with a callout '9' pointing to it.
- Show Selected:** A button labeled 'Show Selected' with a callout '10' pointing to it.
- Submit:** A button labeled 'Submit' with a callout '10' pointing to it.



- | | |
|----|---|
| 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.

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ABS MyFreedom™

Fleet - Company - Place Order - Vendors - Engineering - Finance - Reports - Tools & Apps - Quick Links -

Access Manager

Home / Access Manager

Users

+ Add

Project Groups

+ Add

Oversight Project Groups

+ Add

Fleets

+ Add

37 Users

1 Project Groups 203 Projects

1 Oversight Groups 43 Oversight Projects

11 Fleets 21 Vessels

Search By User ID or Firstname or Lastname or Email

Show only Active Users

Users

2

3

User ID: UNQ0P0U8R Name: Daniel Aunele Services Available: Plan Review(Plan Indexes)/Vessel(Indexes/NS Client/Place Order/Risk and Performance Analysis/Vessel Status Notification)/Company/Place Order/Company Design/Finance/Plan Review/Vessel	Access Expiry Date: Indefinite Email: dunnyma@seape.org Last Login Date: 08-Jun-2025 Phone: 929-644-9228	Role: USER Mobile Number: 123456789
User ID: RSLAP0RT01G Name: Michela DiCco Services Available: Plan Review(Plan Indexes)/Vessel(Indexes/Place Order/Risk and Performance Analysis/Vessel Status Notification)/Company/Place Order/Company Design/Finance/Plan Review/Vessel	Access Expiry Date: Indefinite Email: dunnyma@seape.org Last Login Date: 31-Mar-2023 Phone: 504-559-5591	Role: USER 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.

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intercom

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

Access Manager

Home / Access Manager

Back

Modify LNGOPSMGR

Last Login: 08-Jan-2025

User Info

First Name*

Daniel

Last Name*

Aurelia

Organization type*

Ship Operator/Manager

Access Expiry

Indefinite

User Role

Role*

User

Administrator

Michael-Roberts

Contact

Email*

dummysmail@eagle.org

Phone*

909-644-9228

Mobile Number

123456789

Multi-factor Authentication (MFA)

Enforce Policy for me:

OFF

Smart Card Enrollment

Enforce Smart card policy for me:

OFF

Reset Password

Delete USER

Permissions

☐ Access Manager

☐ Design

☒ Plan Review

☒ Vessel

☒ Finance

☐ Vendor Manager

☒ Company

9

Submit

7

Reset Password

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

Cancel

Reset

8

! Warning

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

CANCEL

DELETE



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.

Note: You can follow the same steps for creating new Oversight Project Groups and new Fleets.

- 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**.

0 Projects Assigned [Show Selected](#)

Click Show Selected to view selected projects

Search By Primary Vessel or Project Description or Shipyard or Hull No or Project No

Project No.	Project Description	Primary Vessel	Shipyard	Hull No.	Status
4024148	Fire Detection System Modification	ANTARES	A.G. WESER	1382	Complete
4096438	Fire and Safety Plan	ANTARES	A.G. WESER	1382	Active

Submit