



ABS MYFREEDOM™ CLIENT PORTAL

# Add a Project Contact

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Step-by-step instructions to help you add a project contact.

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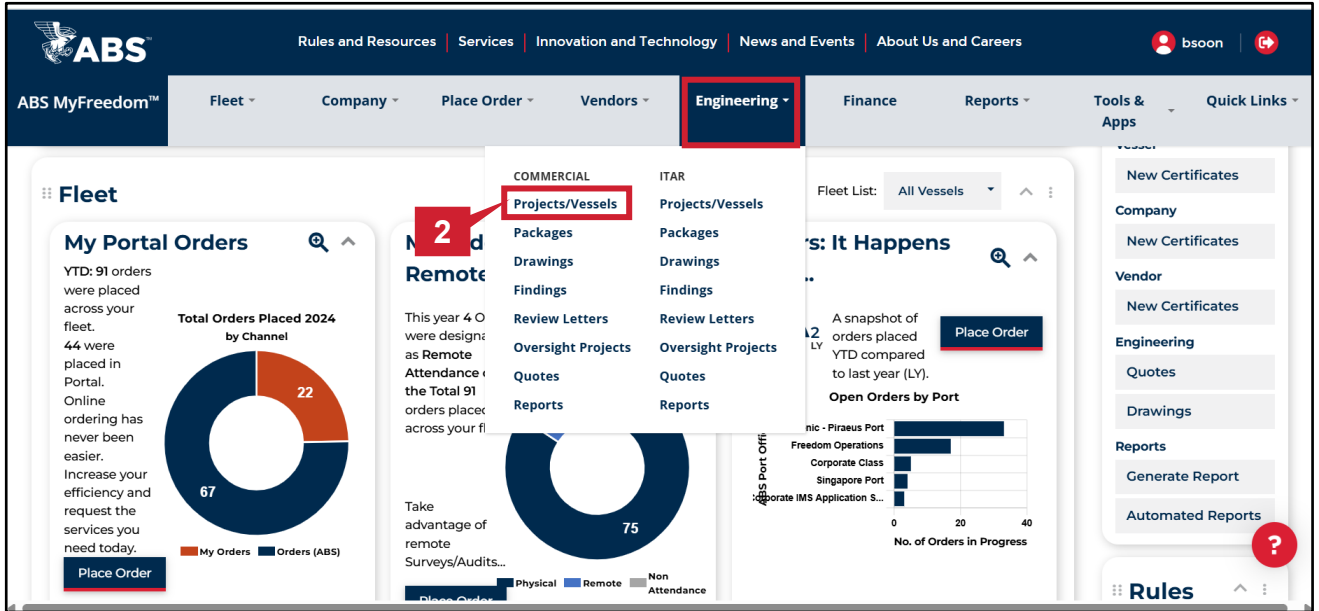
For questions, please email [ABSServiceDesk@eagle.org](mailto:ABSServiceDesk@eagle.org).



# How to Add a Project Contact

## Adding a Project Contact

- 1 Login to the ABS MyFreedom™ Client Portal.
- 2 Select **Projects/Vessels** from the **Engineering** drop-down menu.





- 3 The **Projects/Vessels** Screen is displayed.
- 4 Select the **Project Number** from the **Project No.** column.
- 5 Or, enter the project number to search all records.

The screenshot shows the 'Engineering: All Projects' interface. At the top, there are navigation tabs for 'PROJECTS/VESSELS', 'PACKAGES', 'DRAWINGS', 'REVIEWS', 'REVIEW LETTERS', 'OVERSIGHT PROJECTS', 'QUOTES', and 'REPORTS'. A search bar is present with the placeholder text 'Enter project number to search all records'. Below the search bar, there are filters for 'Show Favorite Projects' and 'Clear All'. The main table has columns for 'Project No.', 'Description', 'Hull No.', and 'Vessel Name'. The first row is highlighted with a red box and a '4' callout. A 'Create Package' button is visible next to the first row.

- 6 Click the **Contacts** section from the **Project Details** menu.
- 7 Click **+ Add Project Contact** to view or add **Customer Contacts**.

The screenshot shows the 'Project Details' screen for project 5595229. The left sidebar has a 'Menu' section with 'Contacts' highlighted in red and a '6' callout. The main content area shows 'Selected Project: 5595229 - RelTicketsTestingTestplan1'. Below this, there is a 'Customer Contacts' section with a search bar containing 'ABS Contacts'. A '+ Add Project Contact' button is highlighted in red with a '7' callout. Below the button is a table with columns: 'First Name', 'Last Name', 'Contact No.', 'Email Address', 'Added By', 'Added On', 'Project Role', 'Submission', 'Review', and 'POC'. The table currently shows 'No records found.'



- 8** Enter **First Name, Last Name, Contact No.** and **Email Address**.
- 9** Select the **Project Role** from the drop-down menu.
- 10** Select the notifications checkbox that the contact should receive.
- 11** Click **Save** to save the contact.

The screenshot shows the 'Add Project Contact' form in the ABS MyFreedom system. The form is titled 'Selected Project: 5595229 - RelTickitsTestingTestplan1'. It features a table with the following columns: First Name, Last Name, Contact No., Email Address, Added By, Added On, Project Role, Submission, Review Outcome, and POC. A red box labeled '8' highlights the input fields for First Name, Last Name, Contact No., and Email Address. A red box labeled '9' highlights the Project Role dropdown menu. A red box labeled '10' highlights the Submission and Review Outcome checkboxes. A red box labeled '11' highlights the Save button at the bottom of the form.

**Note:** Selecting the **Submission** checkbox will enable the contact to receive all notifications related to submissions of that project. Selecting the **Review Outcome** checkbox will enable the contact to receive all notifications related to the outcomes of reviews.

- 12** Once saved, the **Save Successful** banner is displayed, and the added contact is listed.

The screenshot shows the ABS MyFreedom interface after the contact has been saved. A green banner at the top right displays the message 'Save successful'. The 'Selected Project' is now '5491951 - test project ana'. The contact list table shows the newly added contact with the following details: First Name: ABC, Last Name: XYZ, Contact No.: 12345, Email Address: 12345@test.com, Added By: AMBAR ROY, Added On: 19-Sep-2025, Project Role: Project Manager, and Submission checkbox: unchecked. A callout labeled '12' points to the 'Save successful' banner.

