



ABS MYFREEDOM™ CLIENT PORTAL

# Findings Report

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Step-by-step instructions to help you generate a Findings Report.

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

## Findings Report

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

# How to Generate a Findings Report

There are three ways to generate the **Findings Report** on the **ABS MyFreedom™ Client Portal**:

1. From the **Reports** page
2. From the **Findings** page
3. From the **Project** page

Details for each navigation method are provided below.

## A) Generating a Findings Report from the Reports Page

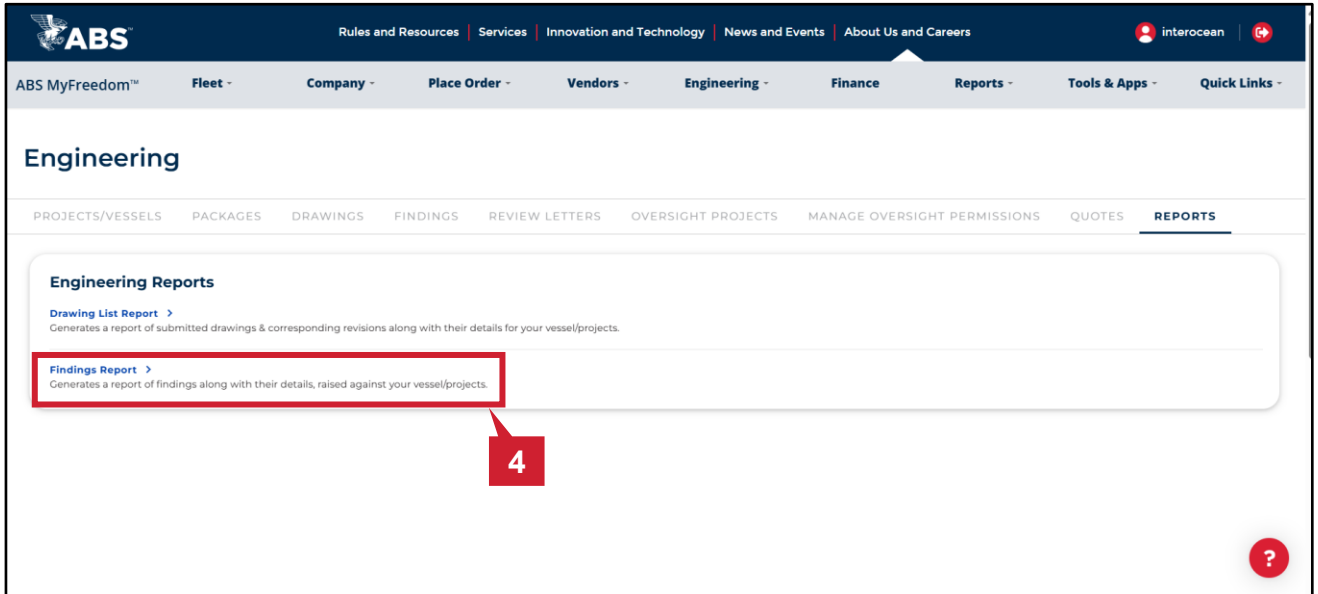
- 1 **Login to the ABS MyFreedom™ Client Portal.**
- 2 **Select Reports from the Engineering drop-down menu.**

The screenshot displays the ABS MyFreedom Client Portal interface. At the top, the navigation bar includes 'Rules and Resources', 'Services', 'Innovation and Technology', 'News and Events', and 'About Us and Careers'. The user is logged in as 'interocan'. The main navigation menu is open, showing options like 'Fleet', 'Company', 'Place Order', 'Vendors', 'Engineering', 'Finance', 'Reports', 'Tools & Apps', and 'Quick Links'. The 'Engineering' menu is expanded, listing various options such as 'COMMERCIAL', 'ITAR', 'Projects/Vessels', 'Packages', 'Drawings', 'Findings', 'Review Letters', 'Oversight Projects', 'Manage Oversight Permissions', 'Quotes', and 'Reports'. The 'Reports' option is highlighted with a red box, and a red callout with the number '2' points to it. The dashboard below features sections for 'Asset Search', 'Fleet', 'My Portal Orders', 'My Orders: Going Remote', and 'Orders: It Happens Here...'. A 'Shortcuts' panel on the right includes 'Vessel', 'Company', 'Vendor', 'Engineering', and 'Quotes'.



**3** The **Reports** screen is displayed.

**4** Click **Findings Report**.





- 5 The **Generate a Findings Report** pop-up is displayed.
- 6 Choose between **Active Projects** and **Completed Projects**.
- 7 Choose **Client Projects**, **Oversight Projects** or **Shipyard/Hull Number** based on the type of report you need to generate.

**Generate a Findings Report**

Active Projects  Completed Projects

Client Projects  Oversight Projects  Shipyard/Hull Number

Select Project

**Finding Status**  
All

**Finding Type**  
All

**Finding Response Type**  
All

**Engineering Discipline**  
All

**Report Format**  
 Excel  PDF

Automate/Save Report  
If a frequency is set, reports will be automatically sent to your email and to any additional recipients listed.

**Published From Date** DD-Mon-YYYY

**Published To Date** DD-Mon-YYYY

**Note:** When **Client Projects** are selected, projects in which the client is a submitter are displayed. When **Oversight Projects** are selected, projects where clients have been granted access to projects of other submitters are displayed.



|    |   |
|----|---|
| 8  | Select the <b>Project</b> or enter <b>Shipyard/Hull Number</b> according to selection.  |
| 9  | Select <b>Finding Status</b> , <b>Finding Type</b> , <b>Finding Response Type</b> and <b>Engineering Discipline</b> from the dropdown menus to filter data in the report. |
| 10 | Choose a <b>Report Format</b> : <b>Excel</b> or <b>PDF</b> .  |
| 11 | Select the <b>Published From</b> and <b>Published To</b> dates to generate the Findings Report for the chosen time range.   |
| 12 | Select the checkbox for <b>Automate/Save Report</b> if you want to automate or save a report.   |

Generate a Findings Report
- x

Active Projects
  Completed Projects

Client Projects
  Oversight Projects
  Shipyard/Hull Number

5166268 - Stability and Strength Update for New Route

Applicable Vessels

CLEAN JACKSONVILLE

|  |   |
|--|---|
| <b>Finding Status</b><br><input type="text" value="All"/>        | <b>Finding Type</b><br><input type="text" value="All"/>           |
| <b>Finding Response Type</b><br><input type="text" value="All"/> | <b>Engineering Discipline</b><br><input type="text" value="All"/> |

Excel
  PDF

Automate/Save Report

If a frequency is set, reports will be automatically sent to your email and to any additional recipients listed.

**Published From Date** 
**Published To Date**

When Client Projects or Oversight Projects are selected, the vessels associated with that project will be displayed.

**Note:** The **Automate/Save** option is used when you want to 1.) schedule a report download or 2.) save a report.



|            |  |
|------------|--|
| <b>13</b>  | <b>Automate/Save Report (Optional):</b> The steps below explain how to automate or save a report.  |
| <b>13a</b> | Enter a unique <b>Report Name</b> to ensure easy identification and retrieval in the future.   |
| <b>13b</b> | Select the <b>Start Date</b> to specify when the report generation should begin.   |
| <b>13c</b> | Select the report's <b>Frequency</b> to define how often the report should be generated. To save the report without enabling automation, choose <b>Save Only</b> . |
| <b>13d</b> | Select the time zone and set the preferred time.   |
| <b>13e</b> | Click <b>Add Recipient</b> to enter the email addresses of participants who should receive automated reports.  |
| <b>14</b>  | Click <b>Save Automated Report</b> to save the report and schedule email delivery based on the selected frequency and recipients.                                  |
| <b>15</b>  | Click <b>Generate Report</b> to download it in the selected format.  |

Automate/Save Report  
If a frequency is set, reports will be automatically sent to your email and to any additional recipients listed.

Report Name\* **13**  
Enter Report Name

Start Date\* **13b**  
05-Sep-2025

Frequency\* **13a**  
Select Frequency **13c**

Start at: **13d**  
00 00 CST

\*Note that processing times vary. Actual report(s) may be received later than the selected start time

Add Recipients\* **13e**  
Enter Email Add Recipient

Reset Save Automated Report **14** Generate Report **15**



**16** From the **Reports** menu, click **Saved/Automated Reports** to view saved reports and make changes as needed.

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

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

### Saved/Automated Reports

GENERATE A REPORT | **SAVED/AUTOMATED REPORTS**

Search by Report Name, Vessel/Fleet/Company Name or Recipients | Active | Inactive | Clear All | My Reports -

| Report Name  | Report Type          | Report Assets    | Recipients           | Frequency |          |
|--|----------------------|------------------|----------------------|-----------|----------|
| <input type="checkbox"/> Test <b>Active</b>          | Vessel Status Report | CDC BULK CARRIER | dummyemail@eagle.org | Save Only | Download |
| <input type="checkbox"/> Vessel Report <b>Active</b> | Vessel Status Report | CDC BULK CARRIER | dummyemail@eagle.org | Save Only | Download |
| <input type="checkbox"/> VSR by Fleet Test           | Vessel Status By     | Demo Fleet 1     | amalia@eagle.org     | Save Only |          |

Items per page: 50 | 1-44 of 44

Generate Report (Selected 0)

## B) Generating a Findings Report from the Findings Page

- 1 Select **Findings** from the **Engineering** drop-down menu.

The screenshot shows the ABS MyFreedom™ dashboard. The top navigation bar includes 'Rules and Resources', 'Services', 'Innovation and Technology', 'News and Events', and 'About Us and Careers'. The main navigation menu has 'Fleet', 'Company', 'Place Order', 'Vendors', 'Engineering', 'Finance', 'Reports', 'Tools & Apps', and 'Quick Links'. The 'Engineering' menu is open, and 'Findings' is highlighted with a red box and a red callout '1'. Other menu items include 'COMMERCIAL', 'ITAR', 'Projects/Vessels', 'Packages', 'Drawings', 'Review Letters', 'Oversight Projects', 'Manage Oversight Permissions', 'Quotes', and 'Reports'. The dashboard also features a 'Dashboard Insights: D' section, an 'Asset Search' bar, and a 'Shortcuts' panel.

- 3 The **Findings** Screen is displayed.

- 4 Click **Findings Report** and follow the same steps on [Page 5](#).

The screenshot shows the 'Engineering: All Projects' page. The top navigation bar is the same as in the previous screenshot. The main navigation menu has 'Fleet', 'Company', 'Place Order', 'Vendors', 'Engineering', 'Finance', 'Reports', 'Tools & Apps', and 'Quick Links'. The 'Engineering' menu is open, and 'Findings Report' is highlighted with a red box and a red callout '4'. Other menu items include 'Active Projects' and 'Completed Projects'. Below the navigation, there are tabs for 'PROJECTS/VESSELS', 'PACKAGES', 'DRAWINGS', 'FINDINGS', 'REVIEW LETTERS', 'OVERSIGHT PROJECTS', 'QUOTES', and 'REPORTS'. A search bar is present with the text 'Enter finding number to search all records'. Below the search bar, there are status filters: '555 TECHNICAL', '221 SURVEYOR', '379 Open', '131 Under Review', '65 Inactive', and '201 Closed'. A 'Clear All' button is also visible. The main content area is a table with columns: 'Number', 'Finding', 'Type', 'Project', 'Drawings', 'Date', and 'Applicable Vessels'. The table contains two rows of findings. The first row is 'ELEC-0155' (SI) for project '5573200' with drawing '04level' and date '24-Jul-2025'. The second row is 'ELEC-0153' (TI) for project '5573200' with drawing '04level' and date '24-Jul-2025'. The 'Applicable Vessels' column lists 'Open Hulls' and 'Inactive Hulls' with associated vessel IDs. A 'Reply' button is visible in the bottom right corner of the table. At the bottom of the page, there is a 'Reply Selected (0)' button and a pagination control showing 'Items per page: 50' and '1-50 of 777'.

## C) Generating a Findings Report from the Project Page

1 Select **Projects/Vessels** from the **Engineering** drop-down menu.

The screenshot shows the ABS MyFreedom Portal navigation bar. The 'Engineering' menu is open, and 'Projects/Vessels' is highlighted with a red box and a red '1' callout. Other menu items include COMMERCIAL, ITAR, Packages, Drawings, Findings, Review Letters, Oversight Projects, Quotes, and Reports.

2 Search or select a project from the **Projects/Vessels** section.

The screenshot shows the 'Engineering: All Projects' page. A search bar is highlighted with a red box and a red '2' callout. Below the search bar is a table of projects with columns for Project No., Description, Hull No., and Vessel Name. The first three rows are highlighted with a red box and a red '2' callout.

| Project No. | Description        | Hull No. | Vessel Name |
|-------------|--------------------|----------|-------------|
| 5582596     | NKCR- KBP Aug 2025 | 0211405  | TBN         |
| 5582481 EOA | AMDL Test PAIS EoA | 8231     | MIZAR       |
| 5582480     | AMDL Test - PAIS 2 | 8230     | MERAK       |



- 3 Click the **Findings** section in the **Project Details** menu.
- 4 Click **Findings Report** to generate.

The screenshot displays the ABS MyFreedom web application interface. At the top, there is a navigation bar with 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 'Selected Project: 5283669 - Prod sanity 04th May NKCR'. On the left, a 'Menu' sidebar is visible, with 'Findings' highlighted in a red box and labeled with a red '3'. The main content area features a search bar and a summary of findings: 5 TECHNICAL, 2 SURVEYOR, 1 Open, 2 Inactive, and 4 Closed. A 'Findings Report' button is highlighted in a red box and labeled with a red '4'. Below this is a table of findings with the following columns: Number, Finding, Type, Drawings, Date, and Applicable Vessels. The table contains three rows of data, with the third row (EQUP-0010) having a 'Reply' button. At the bottom, there is a pagination control showing 'Items per page: 50' and '1 of 7'.

| Number    | Finding        | Type      | Drawings  | Date        | Applicable Vessels      |
|-----------|----------------|-----------|---|-------------|-------------------------|
| EQUP-0138 | TEST           | SURVEYOR  | 158683 C01 Firefighti...                            | 20-Jan-2025 | Open Hulls<br>TT-07     |
| EQUP-0011 | Test 01 survey | SURVEYOR  | 23532102217A Transve...<br>158683 C01 Firefighti... | 4-May-2024  | Closed Hulls<br>TT-07   |
| EQUP-0010 | Test 05        | TECHNICAL | 23532102217A Transve...<br>158683 C01 Firefighti... | 4-May-2024  | Inactive Hulls<br>TT-07 |