



ABS MYFREEDOM™ CLIENT PORTAL

Reports

Step-by-step instructions to help you generate and automate reports.

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For questions, please email ABSServiceDesk@eagle.org .	

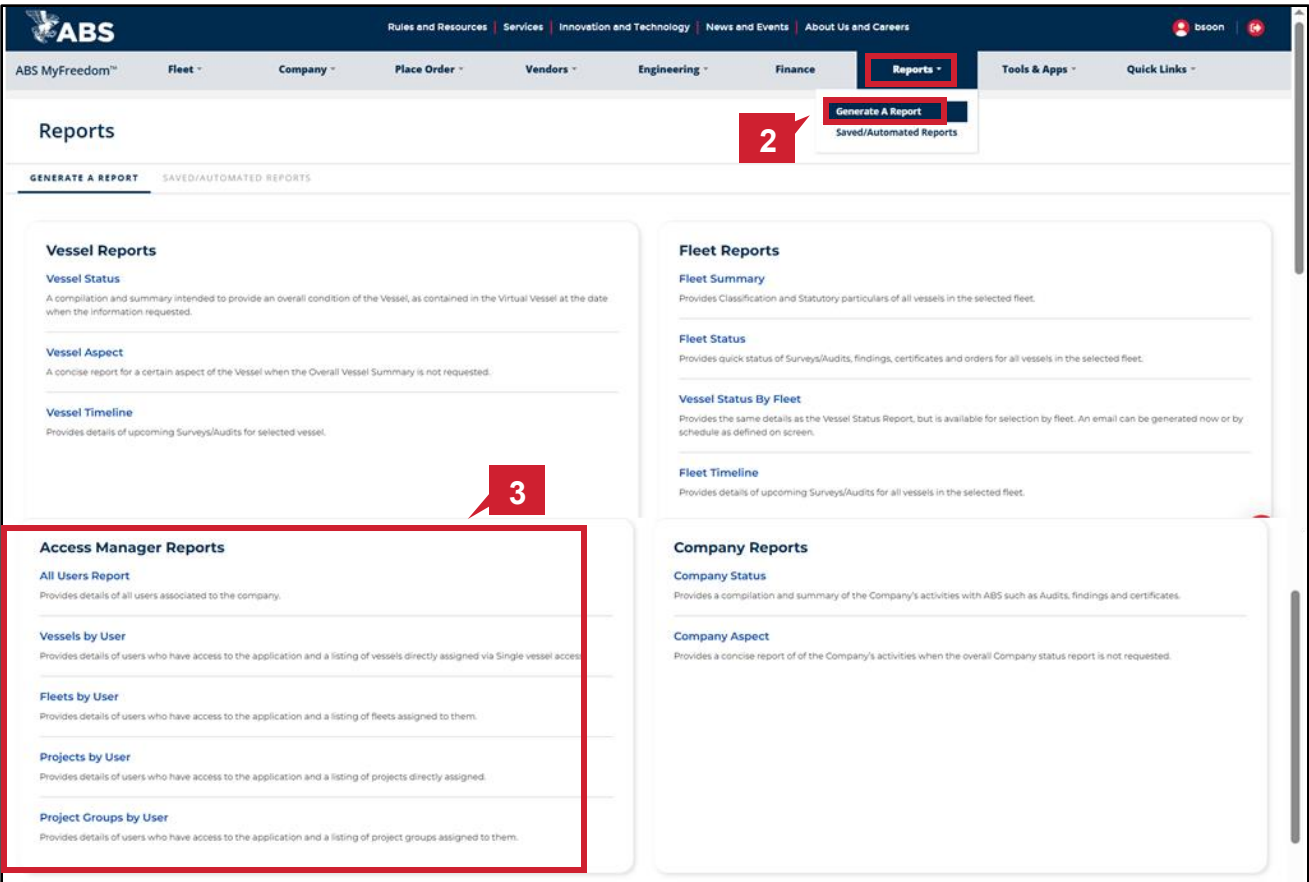




How to Generate Access Manager Reports

As a customer, you can generate comprehensive reports, including **All Users Report**, **Vessels by User**, **Fleet by User**, **Projects by User** and **Project Groups by User**.

Generate Access Manager Reports	
1	Log in to the ABS MyFreedom™ Client Portal .
2	Select Generate A Report from the Reports dropdown options.
3	For demonstration, we are using the All Users reports. Click All Users Report under the Access Manager Reports section.





- 3

Select the checkbox labeled **Automate/Save Report** to automate reports. For detailed steps, navigate to the [How to Save/Automate Reports](#) section.
- 4

Click **Generate Report** to download the report.

Generate report

GENERATE A REPORT

All Users Report

3

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

Report Name*

Start Date*

Enter Report Name

21-Apr-2025

Frequency*

Select Frequency

Start at:

00

00

(UTC-5:00) Central Time

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

Add Recipients*

Enter Email

Add Recipient

X

dummyemail@eagle.org

4

Reset

Click the dropdown arrow to preview the report.

Generate Report

Note: The same steps apply to **Vessels by User**, **Fleet by User**, **Projects by User** and **Project Groups by User** reports.

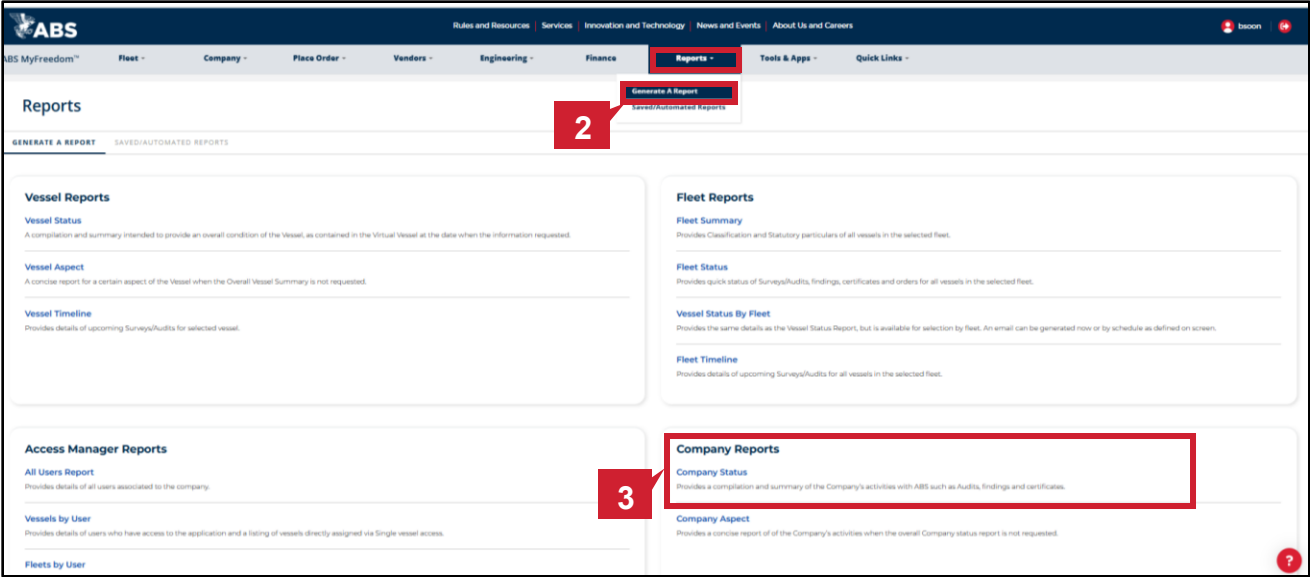
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How to Generate Company Reports

As a customer, you can generate comprehensive reports, including **Company Status** and **Company Aspect** reports.

Generate Company Reports	
1	Login to the ABS MyFreedom Client Portal .
2	Select Generate A Report from the Reports dropdown options.
3	For demonstration, we are using Company Status reports. Click Company Status under the Company Reports section.





- 3 Select the filters if required.
- 4 Select **Company** from the dropdown based on the selected filter.
- 5 Click **Generate Report** to download the report.

Generate report

GENERATE A REPORT

Company Status Report

Filters

3 Filter Company by:

☒ Company Name

☐ Company Address

☐ IMO#

☐ WCN#

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

Report Name*

Enter Report Name

Start Date*

28-Mar-2025

Frequency*

Select Frequency

Start at:

00

00

 (UTC-5:00) Central Time

*Note that processing times vary. Actual report(s) may be received later than the stated date.

Reset

5

Click the dropdown arrow to preview the report.

Generate Report

4 Company by Name

UNKNOWN

Note: Select the checkbox labeled **Automate/Save Report** for automating reports. For detailed steps, navigate to the [How to Save/Automate Reports](#) section.

Note: The same steps apply to **Company Aspect** reports.

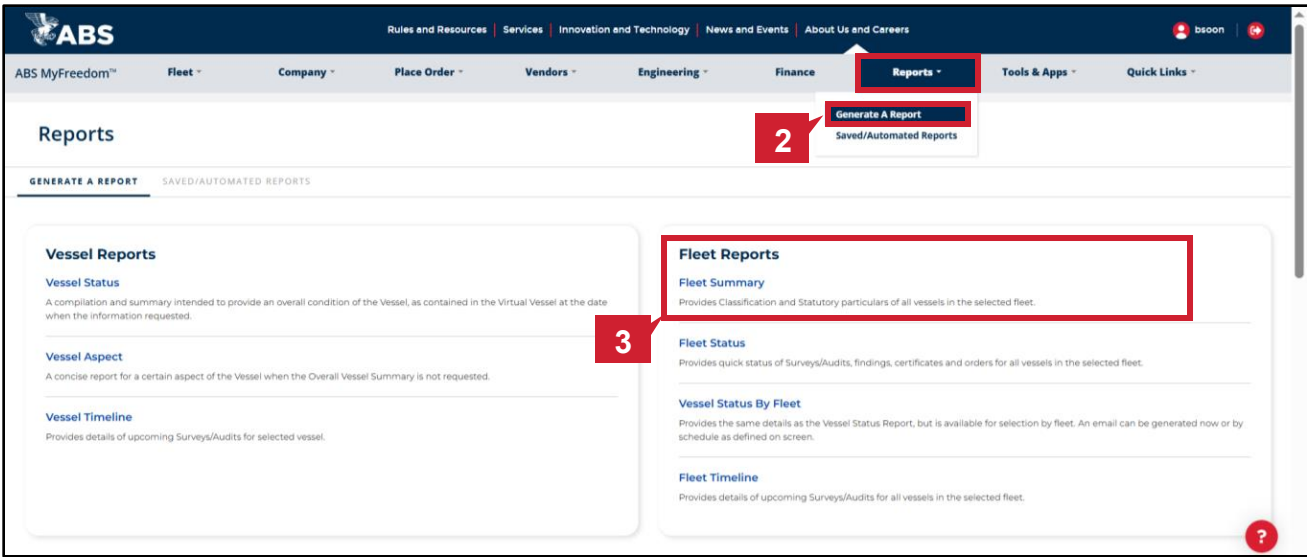




How to Generate Fleet Reports

As a customer, you can generate comprehensive reports for multiple vessels, including **Fleet Summary**, **Fleet Status**, **Vessel Status by Fleet** and **Fleet Timeline** Reports.

Generate Fleet Reports	
1	Log in to the ABS MyFreedom Client Portal .
2	Select Generate A Report from the Reports dropdown options.
3	For demonstration, we are using Fleet Summary reports. Click Fleet Summary under the Fleet Reports section.





- 3

Select **Fleet** from the dropdown menu.
- 4

Modify the selection if required.
- 5

Click **Generate Report** to download the report.

Generate report

GENERATE A REPORT

Enhanced Fleet Summary Report

Filters

3

Select Fleet

Africa

4

Show Vessel Summary Table

☒ Include Vessel Summary Table in Report

☐ Include Vessel Summary table as separate Excel file

☐ Do Not Include Vessel Summary Table in Report

Show API Graph Descriptions

☒ Include API Graph Descriptions

☐ Do Not Include API Graph Descriptions

Show Laid Up fleets

☒ Include Laid Up Vessels

☐ Do Not Include Laid Up Vessels

Report Format

☒ PDF

☐ Automate/Save Report

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

Report Name*

Start Date*

5

Reset

Click the dropdown arrow to preview the report.

Generate Report

Note: Select the checkbox labeled **Automate/Save Report** to automate reports. For detailed steps, navigate to the [How to Save/Automate Reports](#) section.

Note: The same steps apply to **Fleet Status**, **Vessel Status by Fleet** and **Fleet Timeline** reports.

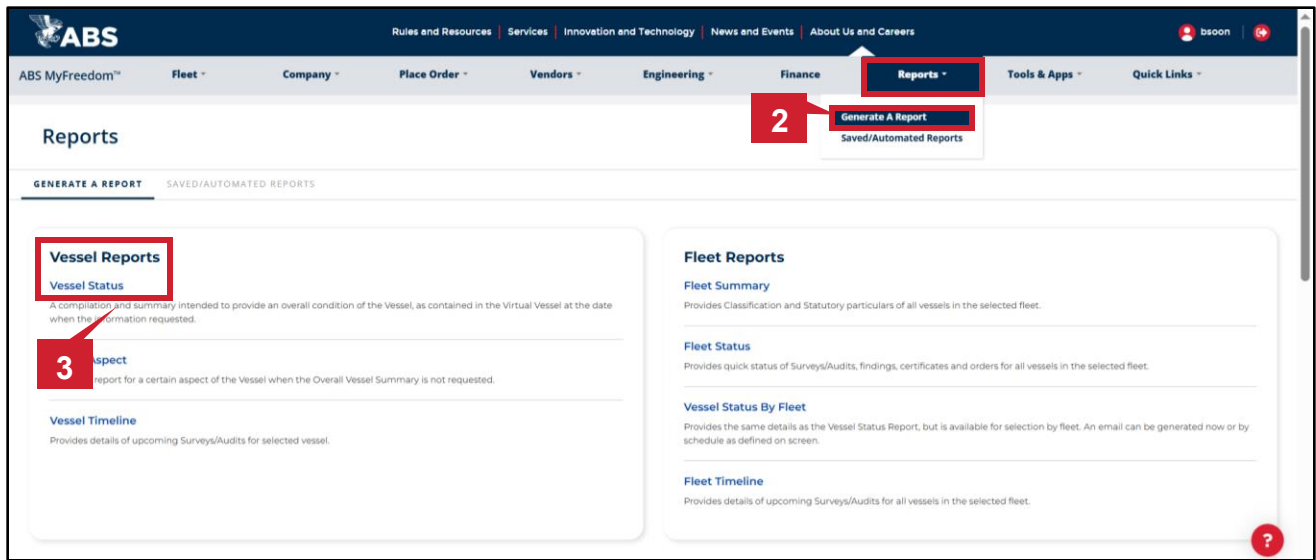
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How to Generate Vessel Reports

As a customer, you have the capability to generate comprehensive reports for multiple vessels, including **Vessel Status**, **Vessel Aspect** and **Vessel Timeline** reports.

Generate Vessel Reports	
1	Log in to the ABS MyFreedom Client Portal .
2	Select Generate A Report from the Reports dropdown options.
3	For demonstration, we are using Vessel Status reports. Click Vessel Status under the Vessel Reports section.





- 3
- Select the filters if required.
- 4
- Select **Vessel** from the dropdown based on the selected filters.
- 5
- Click **Generate Report** to download the report.

Generate report

GENERATE A REPORT

Vessel Status Report

Filters

Filter Vessel by:

☒ Vessel Name

☐ IMO#

☐ Class#

Report Type

☒ Owner

☐ 3rd Party

Report Format

☒ PDF

☐ XLSX

Vessel by Name

CDC BULK CARRIER

Show Assets

☐ With Asset

☐ Automate/Save Report

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

Report Name*

Start Date*

Reset

Generate Report

3

4

5

Click the dropdown arrow to preview the report.

Note: Select the checkbox labeled **Automate/Save Report** to Automate reports. For detailed steps, navigate to the [How to Save/Automate Reports](#) section.

Note: The same steps apply to **Vessel Aspect** and **Vessel Timeline** reports.



How to Save/Automate Reports

The Automating Reports feature schedules report deliveries at set intervals, making them readily available in your mailbox. This eliminates the need to log in to the portal and manually generate reports.

Save/Automate Reports	
1	Navigate to the Generate A Report page from the Reports section.
2	Check the Automate/Save Report box.
3	Enter the Report Name .
4	Set the Start Date .
5	Choose the Frequency (daily, weekly, monthly or yearly) from the dropdown menu. You can use the Save Only option in the Frequency dropdown to save the report without scheduling it.
6	Select the Start Time (hours and minutes).
7	In the Add Recipients field, enter the email address(es) of additional recipients (if necessary) and click Add Recipient .
8	Click Save Automated Report to save the settings and schedule the report.

2

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

3

Report Name*

Enter Report Name

4

Start Date*

31-Mar-2025

5

Frequency*

Select Frequency ▾

6

Start at: 00 ▾ 00 ▾ (UTC-5:00) Central Time ▾

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

7

Add Recipients*

Enter Email

Add Recipient

x dummyemail@eagle.org

8

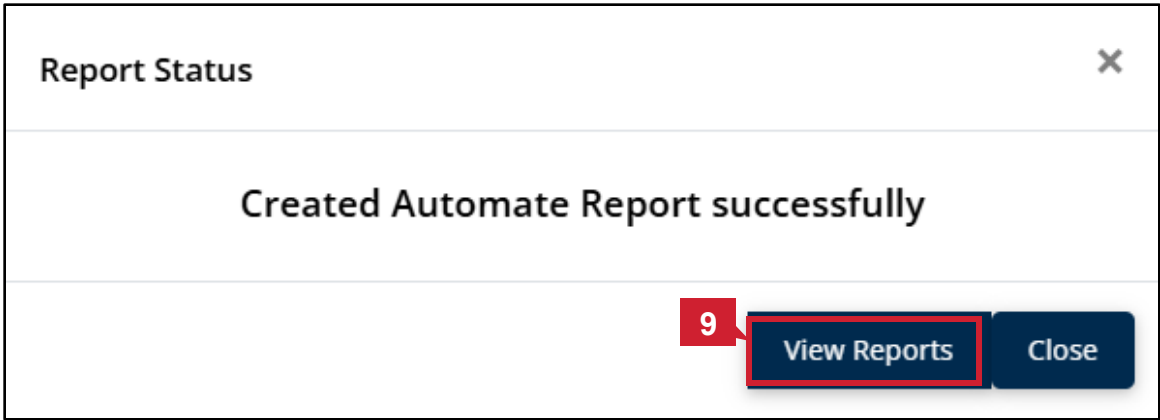
Reset

Save Automated Report

Generate Report ▾

Note: A popup showing a successful creation of an automated report is displayed.

9 Click **View Reports** to view automated reports.



Note: You can view saved and automated reports under the **Saved/Automated Reports** section.

The screenshot shows the "Saved/Automated Reports" section of the ABS MyFreedom application. 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 "ABS MyFreedom™" and several category tabs: "Fleet", "Company", "Place Order", "Vendors", "Engineering", "Finance", "Reports", "Tools & Apps", and "Quick Links". The main content area is titled "Saved/Automated Reports" and features a "GENERATE A REPORT" button and a "SAVED/AUTOMATED REPORTS" tab. A search bar is present with the placeholder text "Search by Report Name, Vessel/Fleet/Company Name or Recipients". Below the search bar are "Active" and "Inactive" filters, and a "Clear All" link. A table lists reports with columns for "Report Name", "Report Type", "Report Assets", "Recipients", and "Frequency". The first row shows a report named "Test" with type "All Users Report", assets "N/A", recipients "dummyemail@eagle.org", and frequency "Weekly" with a start date of "31-Mar-2025". To the right of this row are two icons: a download icon and a three-dot menu icon. A blue callout box points to the three-dot menu icon with the text "You can edit, delete or disable reports by clicking the three dots." Another blue callout box points to the download icon with the text "Click the Download icon to download the report." At the bottom of the table, there is a "Generate Report (Selected 0)" button.