



ABS MYFREEDOM™ CLIENT PORTAL

# Access Manager Reports

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Step-by-step instructions to help you Generate and Automate Access Manager Reports

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

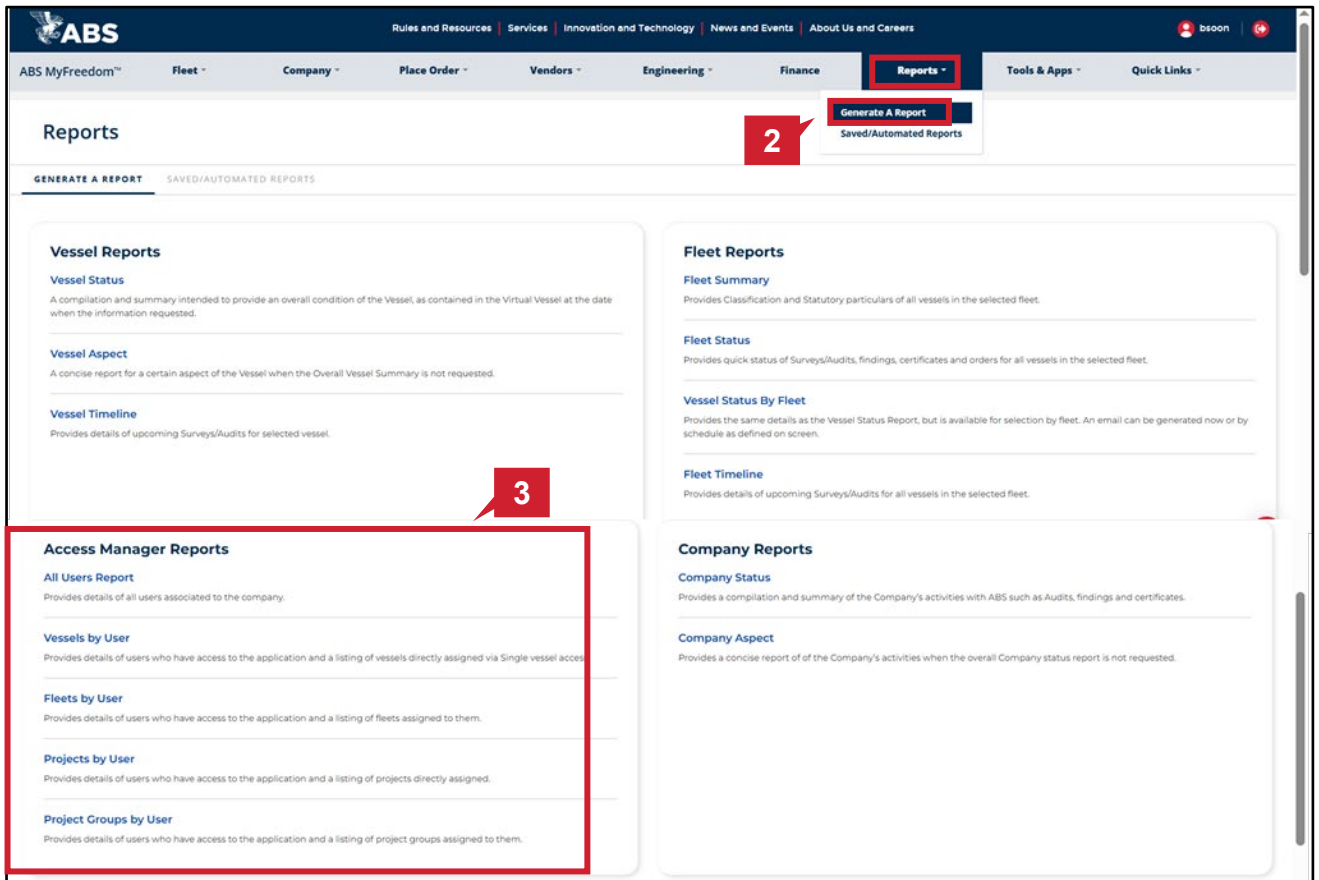


# (1) How to Generate Access Manager Reports

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** Reports.

You can generate the Access Manager Reports on the **ABS MYFREEDOM™ CLIENT PORTAL** :

1) How to Generate Access Manager Reports	
1	<b>Login to the ABS MYFREEDOM™ CLIENT PORTAL.</b>
2	Select <b>Generate A Report</b> from the <b>Reports</b> drop-down options.
3	For demonstration, we are using the <b>All Users</b> reports. Click <b>All Users Report</b> under the <b>Access Manager Reports</b> section.



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

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

Generate report

GENERATE A REPORT - x

## 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\***

**Frequency\***

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

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

**Add Recipients\***

Click the dropdown arrow to preview the report.

**4**

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



## (2) How to Save/Automate Reports

The Automating Reports feature schedules report deliveries at set intervals, directly to your mailbox, eliminating the need to log into the portal and manually generate reports.

You can save/automate reports on the **ABS MYFREEDOM™ CLIENT PORTAL** as follows:

2) How to Save/Automate Reports	
1	Navigate to the <b>Generate A Report</b> page from the <b>Reports</b> section.
2	Check the <b>Automate/Save Report</b> box.
3	Enter the <b>Report Name</b> .
4	Set the <b>Start Date</b> .
5	Choose the <b>Frequency</b> (Daily, Weekly, Monthly, or Yearly) from the dropdown menu. You may utilize the <b>Save Only</b> option within the <b>Frequency</b> dropdown to save the report without scheduling it.
6	Select the <b>Start Time</b> (hours and minutes).
7	In the <b>Add Recipients</b> field, enter the email address(es) of additional recipients (if necessary) and click <b>Add Recipient</b> .
8	Click <b>Save Automated Report</b> to save the settings and schedule the report.

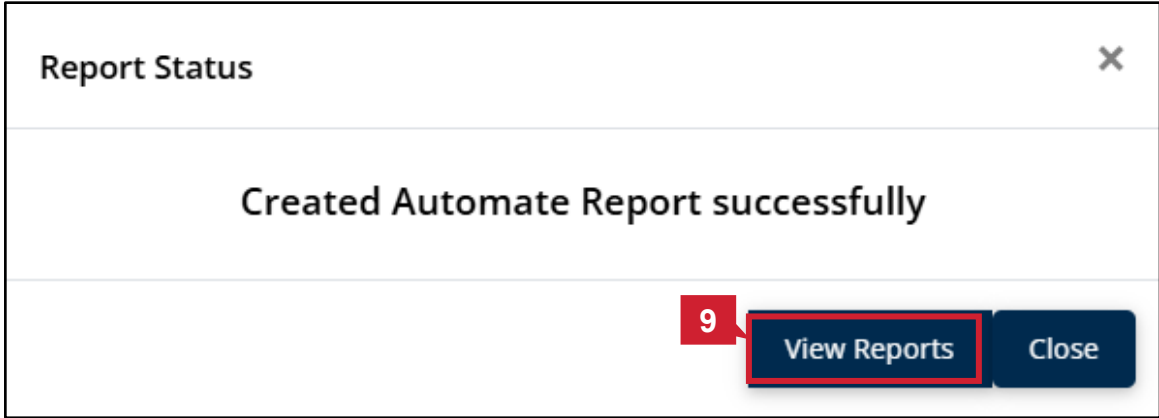
The screenshot shows the 'Automate/Save Report' form with the following elements highlighted by numbered callouts:

- 2:** The 'Automate/Save Report' checkbox is checked.
- 3:** The 'Report Name\*' text input field.
- 4:** The 'Start Date\*' date picker field showing '31-Mar-2025'.
- 5:** The 'Frequency\*' dropdown menu set to 'Select Frequency'.
- 6:** The 'Start at:' time and zone selector showing '00:00 (UTC-5:00) Central Time'.
- 7:** The 'Add Recipients\*' section, including an 'Enter Email' input field and an 'Add Recipient' button.
- 8:** The 'Save Automated Report' button at the bottom of the form.

Additional text in the form includes: 'If a frequency is set, reports will be automatically sent to your email and to any additional recipients\* listed.' and a note: '\*Note that processing times vary. Actual report(s) may be received later than the selected start time'.

**Note:** A pop-up showing successful creation of 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.

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### Saved/Automated Reports

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

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

Report Name	Report Type	Report Assets	Recipients	Frequency
<input type="checkbox"/> Test <span>Active</span>	All Users Report	N/A	dummyemail@eagle.org	Weekly Start Date: 31-Mar-2025

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Generate Report (Selected 0)

You can edit, delete, or disable reports by clicking three dots.

Click the Download icon to download the report.