



ABS MYFREEDOM™ CLIENT PORTAL

Company Reports

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

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For questions, please email ABSServiceDesk@eagle.org



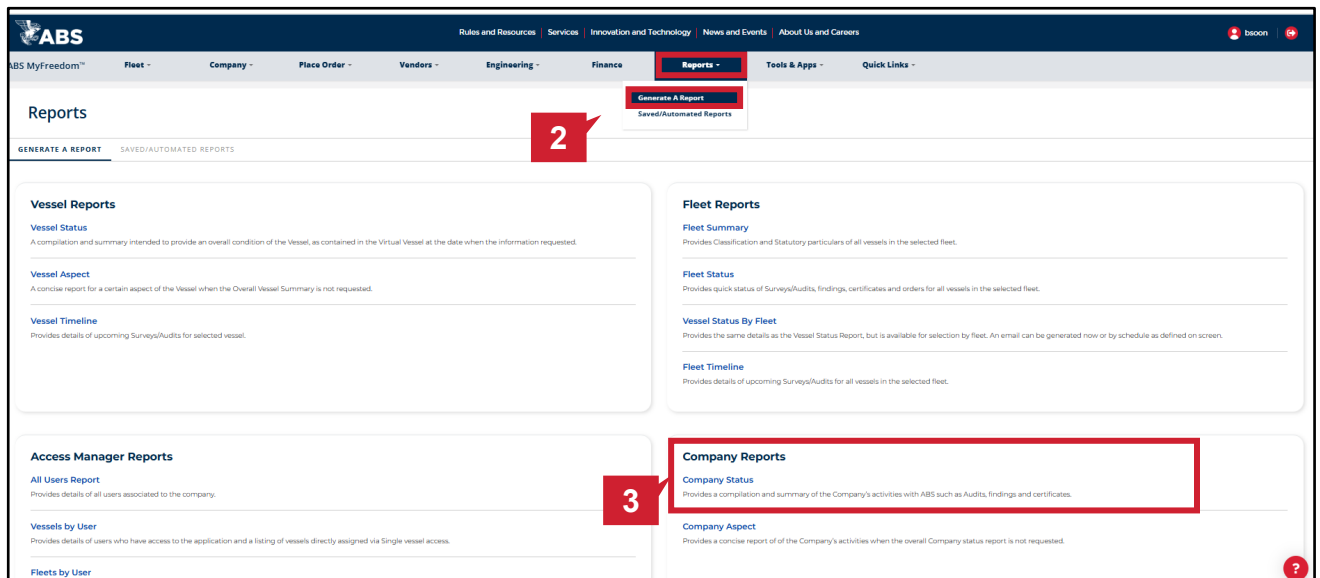
(1) How to Generate Company Reports

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

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

1) How to Generate Company Reports

- 1 **Login to the ABS MYFREEDOM™ CLIENT PORTAL.**
- 2 **Select *Generate A Report* from the *Reports* drop-down 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 selected filter.
- 5 Click **Generate Report** to download report.

Generate report

GENERATE A REPORT

Company Status Report

— ×

Filters

4 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.

3 Company by Name

UNKNOWN
×
▾

Report Name* **Start Date***

Enter Report Name

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 listed

Reset

↓
Generate Report
▾

Click the dropdown arrow to preview the report.

Note: Select the checkbox for **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**.

(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 **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 may utilize the **Save Only** option within 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.

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

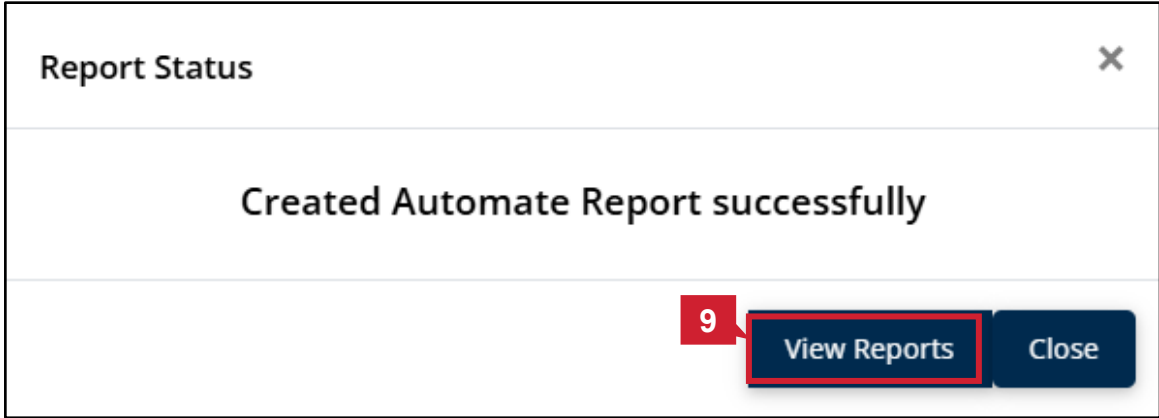
- 2:** A checked checkbox labeled 'Automate/Save Report' with a sub-note: 'If a frequency is set, reports will be automatically sent to your email and to any additional recipients' listed.'
- 3:** The 'Report Name*' text input field containing 'Enter Report Name'.
- 4:** The 'Start Date*' text input field containing '31-Mar-2025' and a calendar icon.
- 5:** The 'Frequency*' dropdown menu showing 'Select Frequency'.
- 6:** The 'Start at:' time selection area showing '00' for hours, '00' for minutes, and '(UTC-5:00) Central Time' for the time zone.
- 7:** The 'Add Recipients*' section, including a text input field with 'Enter Email' and an 'Add Recipient' button.
- 8:** The 'Save Automated Report' button at the bottom of the form.

Additional visible elements include a 'Reset' button, a 'Generate Report' button with a download icon, and a recipient list containing 'x dummyemail@eagle.org'.



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 Active	All Users Report	N/A	dummyemail@eagle.org	Weekly Start Date: 31-Mar-2025

Items per page: 50 |< < 1-1 of 1 > >|

Generate Report (Selected 0)

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

Click the Download icon to download the report.