



ABS MYFREEDOM™ CLIENT PORTAL

Vessel Reports

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

Table of Contents

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

Vessel Reports

(1) How to Generate Vessel Reports	03
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(2) How to Save/Automate Vessel Reports	05
---	----

For questions, please email ABSServiceDesk@eagle.org

(1) 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 in the **ABS MYFREEDOM™ CLIENT PORTAL**.

1) How to Generate Vessel 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 Vessel Status reports. Click **Vessel Status** under the **Vessel Reports** section.

The screenshot displays the ABS MyFreedom Client Portal interface. The top navigation bar includes the ABS logo and various menu items: Rules and Resources, Services, Innovation and Technology, News and Events, and About Us and Careers. Below this, a secondary navigation bar lists categories: ABS MyFreedom™, Fleet, Company, Place Order, Vendors, Engineering, Finance, Reports, Tools & Apps, and Quick Links. The 'Reports' menu is highlighted with a red box and a '2' callout. A dropdown menu for 'Reports' is shown, with 'Generate A Report' highlighted by a red box and a '2' callout. Below the navigation, the 'Reports' section is active, showing two main categories: 'GENERATE A REPORT' and 'SAVED/AUTOMATED REPORTS'. Under 'GENERATE A REPORT', the 'Vessel Reports' section is highlighted with a red box and a '3' callout. It contains three options: 'Vessel Status' (highlighted with a red box), 'Vessel Aspect', and 'Vessel Timeline'. The 'Fleet Reports' section is also visible on the right, containing 'Fleet Summary', 'Fleet Status', 'Vessel Status By Fleet', and 'Fleet Timeline'. A red question mark icon is located in the bottom right corner of the screenshot.

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

Generate report

GENERATE A REPORT
- x

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
x

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

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 **Vessel Aspect** and **Vessel Timeline 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.

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*

4 Start Date*

5 Frequency*

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

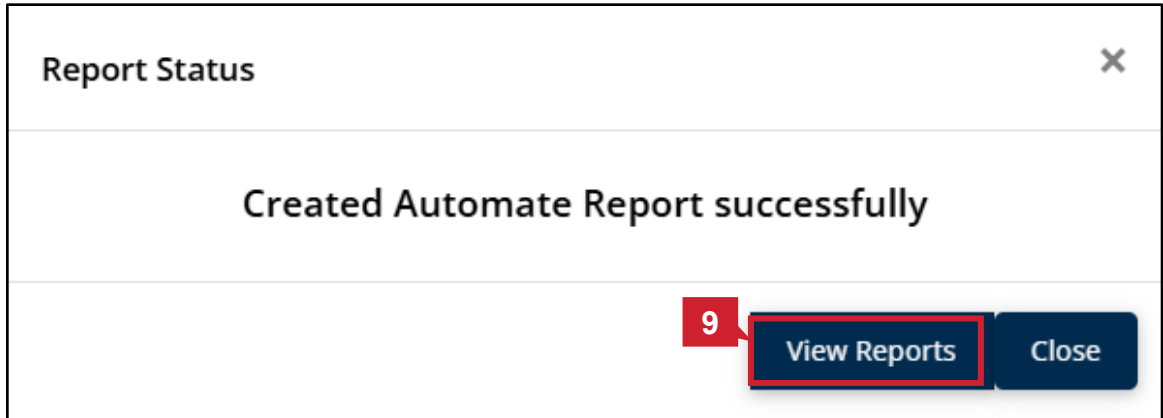
*Note that processing times vary. Actual report(s) may be received later than the selected start time

7 Add Recipients*

8

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.

