

# User Registration Manual

Online Portal

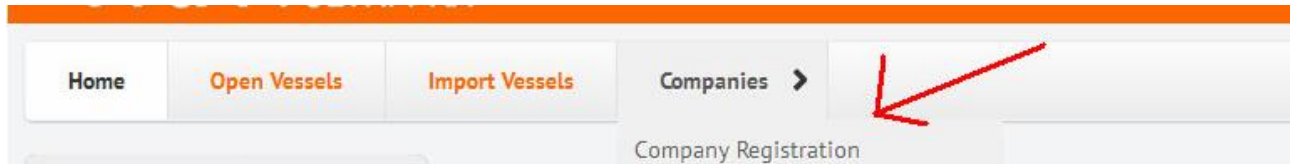
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## Company Supervisor Registration

By clicking on the menu link Company at the voice Company Registration, the Supervisor or reference user for online area of each Company will be able to submit the Company registration request.

Fig.1 Homepage



Each Company requesting access to online reserved area must have only one online reference user or Supervisor. Should a second user register as Supervisor for the same Company, the system will point out an error.

The role of reference user for online reserved area is necessary as this user will be contacted by the Terminal for any kind of information should be related with online applications.

Furthermore this user will have to manage registrations for other members of its own Company as better explained later on this manual.

To register the Company the reference user or Supervisor will have to fill in the registration form following the instructions reported on Picture n. 2.

Fig. 2 Company Registration

## Company supervisor registration

**Io sottoscritto (Nome e Cognome) \***

**per conto dell'azienda \***

**Tipologia di Azienda \***

Agente  Selezione della tipologia di Azienda : Agente (Linea),

**email \***

**Codice Cliente**

Codice ne  
Agente e

**richiedo l'autorizzazione d'accesso al servizio online con ruolo di supervisore dell'az**

**User Name \***

Impostazi  
credenzial  
Username

**Privacy**

Ai sensi dell'art. 13 del D. Lgs. 30/06/2003 n.196 \*Codice in materia di protezione dei dati pers  
trattamento di suoi dati personali raccolti dalla medesima ai fini della stipulazione, perfezionar

**Si conferisce il consenso al trattamento dei dati personali come indicato nell'informativa resa**

No

Si

**Condizioni**

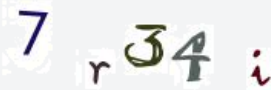
L'utilizzo del Sito Ufficiale (il "Sito")  
è soggetto alle seguenti condizioni:

1. Proprietà del sito

**Accetta condizioni \***

No

Si



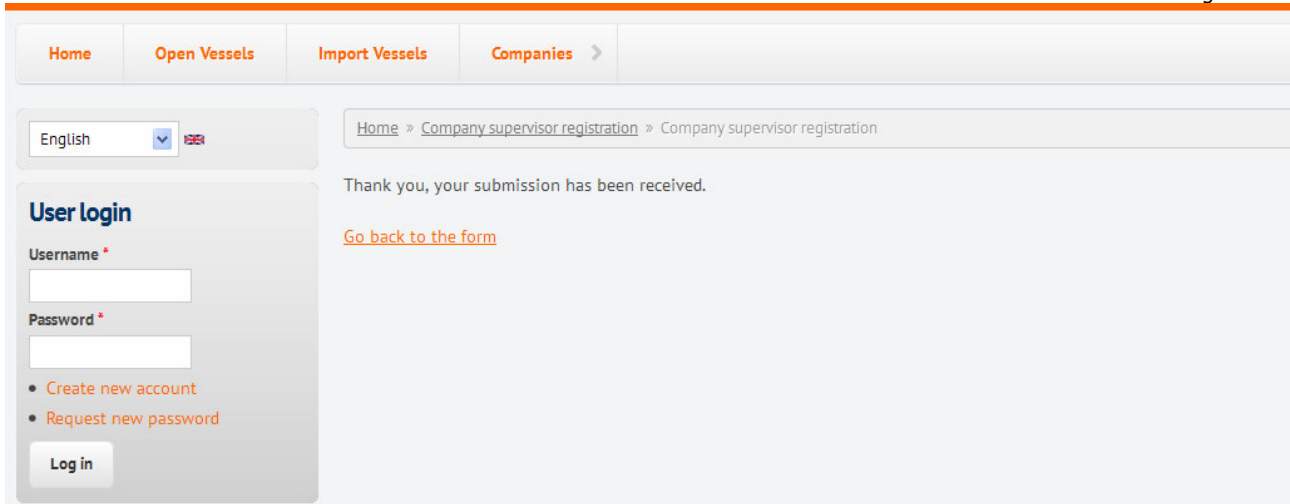
**Qual è il codice riportato nell'immagine? \***

Inserire i caratteri mostrati nell'immagine.

Impostazione del controllo Captcha

Client code (invoicing code) is a necessary information for some type of Companies like Agent-Lines or Forwarders as it let the access to some specific areas of the Portal and let the user select only relevant data. On the form the user will set its own Username which is the first information useful for login. Upon Submit, if the form has been duly filled, the user will be directed on a registration submission received page as shown on Pic.n.3.

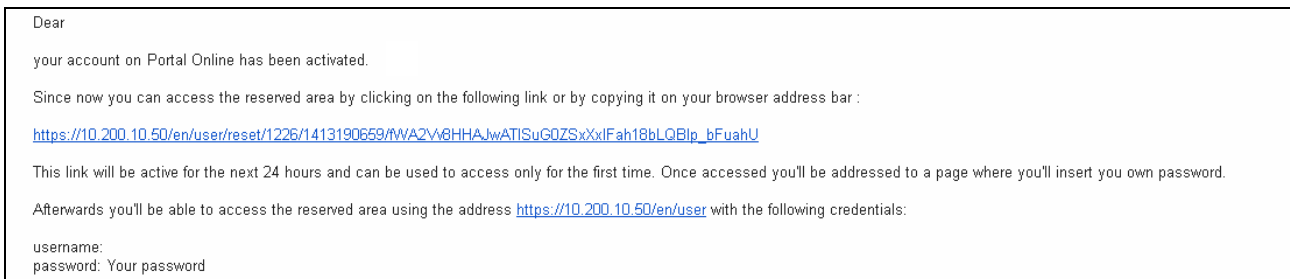
Pic. 3 User Registration



The user will receive a notification email from Portal Admin at its email account. The notification email will contain all registration data.

As soon as the Portal Admin will have concluded all controls, the request will be authorised and the user will receive an authorization email containing a link to the Portal as shows on Pic. N 4 .

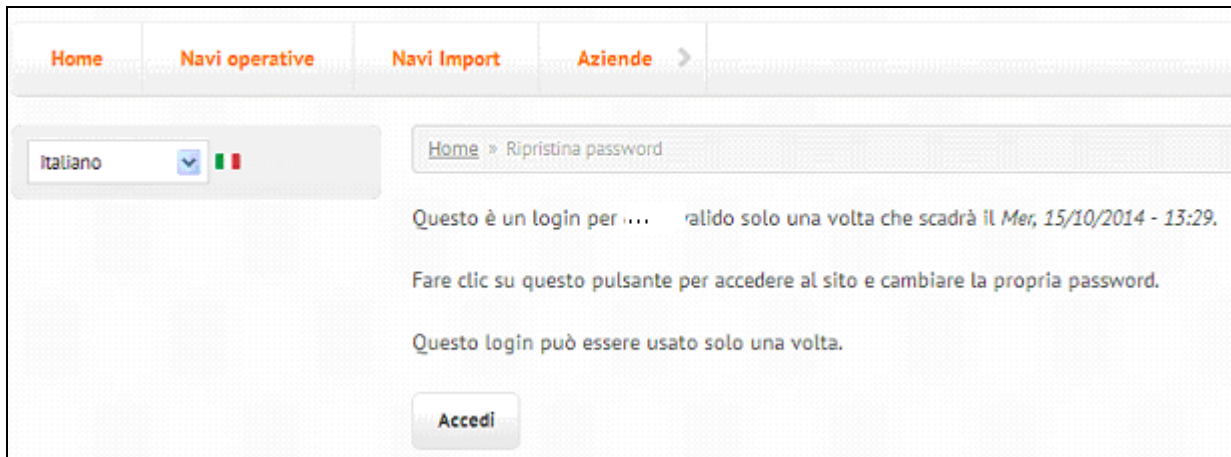
Fig. 4 Authorization email



As explained on the email, the link will be available for 24 hours since its arrival and has to be used only for the first login. After 24 hours, if the email link hasn't been used yet, the registration procedure must be repeated from the beginning.

The link will open the page shown on Picture n.5. User has to click on "Log In" button

Fig. 5 Primo login



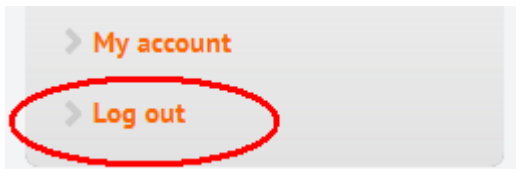
to set its own password and possibly update registration data.

Pic 6 Setting of password and edit profile page

The screenshot displays the 'Edit' profile page. At the top, there are 'View' and 'Edit' tabs. The form includes several fields: 'Username \*' with a text input and a note 'Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.'; 'E-mail address \*' with a text input and a note 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new'; 'Password' with a text input and a 'Password strength:' indicator; 'Confirm password' with a text input and a note 'To change the current user password, enter the new password in both fields.'; 'Full Name \*' with a text input; and 'Country' with a text input. Below these fields is a 'Language settings' section with 'Language' options: 'English' (selected) and 'Italian (Italiano)'. A note below the language options reads 'This account's default language for e-mails, and preferred language for site presentation.' At the bottom left of the form is a 'Save' button.

After the submission of the form, the user has to Log Out and Log In again with the new credentials as shown on Pic.n.7.

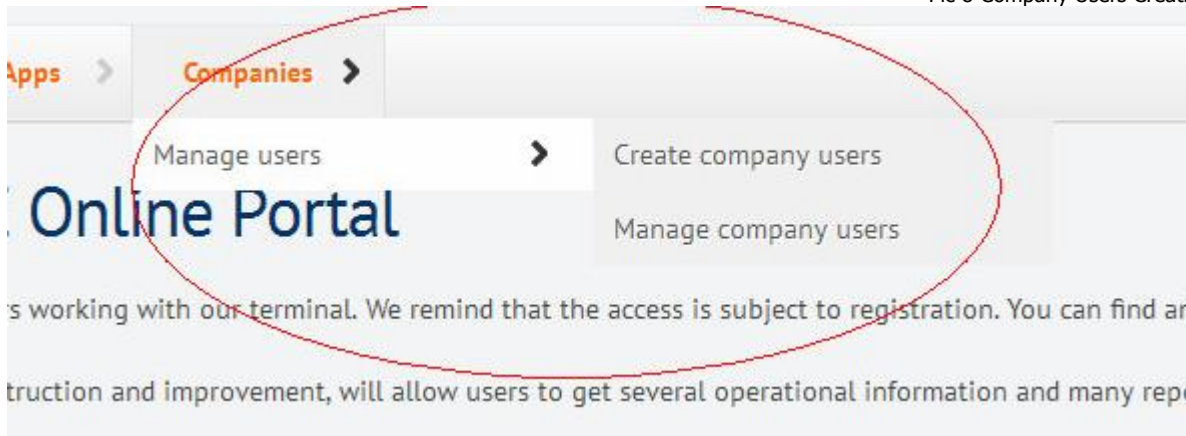
Fig. 7 Account log out



### Company User Creation

Logging in again with new credentials the Supervisor will have the possibility to access two new menu items. The first one is related with User Creation and the second one with Managing Company Users.

Pic 8 Company Users Creation



The Supervisor will have to create the access request for colleagues of its own Company by filling full name and email address for each of them.

Pic. 9 Massive User Creation

A screenshot of the 'Create Users' form. At the top, there is a breadcrumb trail: 'Home > Create Users > Create Users'. Below it, a instruction reads: 'Fill all fields row by row, then click "Create User".'. The form consists of a table with two columns: 'First Name and Last Name' and 'E-Mail'. There are 10 rows of input fields. At the bottom left, there is a 'Create users' button.

First Name and Last Name	E-Mail
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### Manage Company Users

The user creation will be completed as soon as the Supervisor will click on "Create Users" button. The system won't allow the creation of an user already registered.

As soon as Company users will be created, each of them will receive an email on their email account. This email will be exactly the same already received by the Supervisor and will contain a link to confirm the registration. The link will be available for 24 hours since the receiving of the email.

Each of the users registered at the system will be automatically authorised to access the reserved area with

the client code of their online Supervisor.

The Supervisor or online reference user will have the possibility to manage access of users of its Company through the menu item "Manage Company Users".

From this page it will be possible to grant or deny access to one or more users or modify user credentials by clicking on the edit link on the right of each user row (pictures 10-11).

Pic. 10 Manage Company Users

Home » Gestisci utenti » Gestisci utenti

Operazioni

Blocca Sblocca

<input type="checkbox"/>	Username	Nome	Client Code	Active	Roles	Created date	Last access	
<input type="checkbox"/>	test01	test01	C -	Si	company user	08/10/2014 - 13:39		<a href="#">modifica</a>
<input type="checkbox"/>	test02	test02	C -	Si	company user	08/10/2014 - 13:39		<a href="#">modifica</a>

Pic. 11 Update of user profile

**Username \***

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if

**Password**

**Password strength:**  **Fair**

**Confirm password**

Passwords match: yes

To make your password stronger:

- Add uppercase Letters
- Add numbers
- Add punctuation

To change the current user password, enter the new password in both fields.

**Status**

Blocked

Active

**Full Name \***

**Country**

**Language settings**

**Language**

English

Italian (Italiano)