

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 The under mentioned (First Name and Last Name) * for the Company * Company Type * Select email * Requests the access authorization for online services with role of online services supervisor for the company I work for using the following login credentials: Username * Privacy According to art 13 of Law Decree 30/06/03 n 100 *Code about Protection of Personal Data *Code* from now on the company Votri Terminal Europa Sp. A communicate the following to every votri Terminal Europa Sp. A communicate the following to every the company itself to manage contractor or any kind of commercial Read and accepted the Privacy Policy and Disclaimer * O ves No *No * ** ** ** ** ** ** **		
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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.



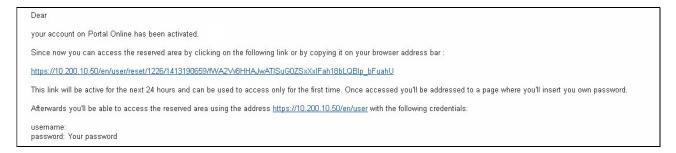
Pic. 3 User Registration



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.



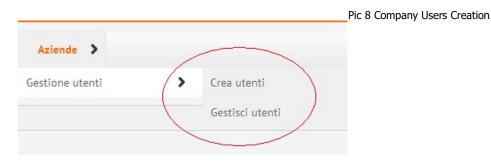
After the submission of the form, the user has to Log Out and Log In again with the new credentials as shown on Pic.n.7.



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.



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





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. 11 Update of user profile



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	allowed except for periods, hyphens, apostrophes,	and underscores.
E-mail address *		
A valid e-mail address. All e-mails fron	n the system will be sent to this address. The e-m	ail address is not made public and will only b
Password		
•••••	Password strength:	Fair
Confirm password		
•••••	Passwords match: yes	
To make your password stronger:		
The state of the s		
 Add uppercase letters Add numbers 		
Add punctuation		
To change the current user password, er	nter the new password in both fields.	
	nter the new password in both fields.	
Status	nter the new password in both fields.	
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