CargoDocs for Barge Masters User guide

January 2017

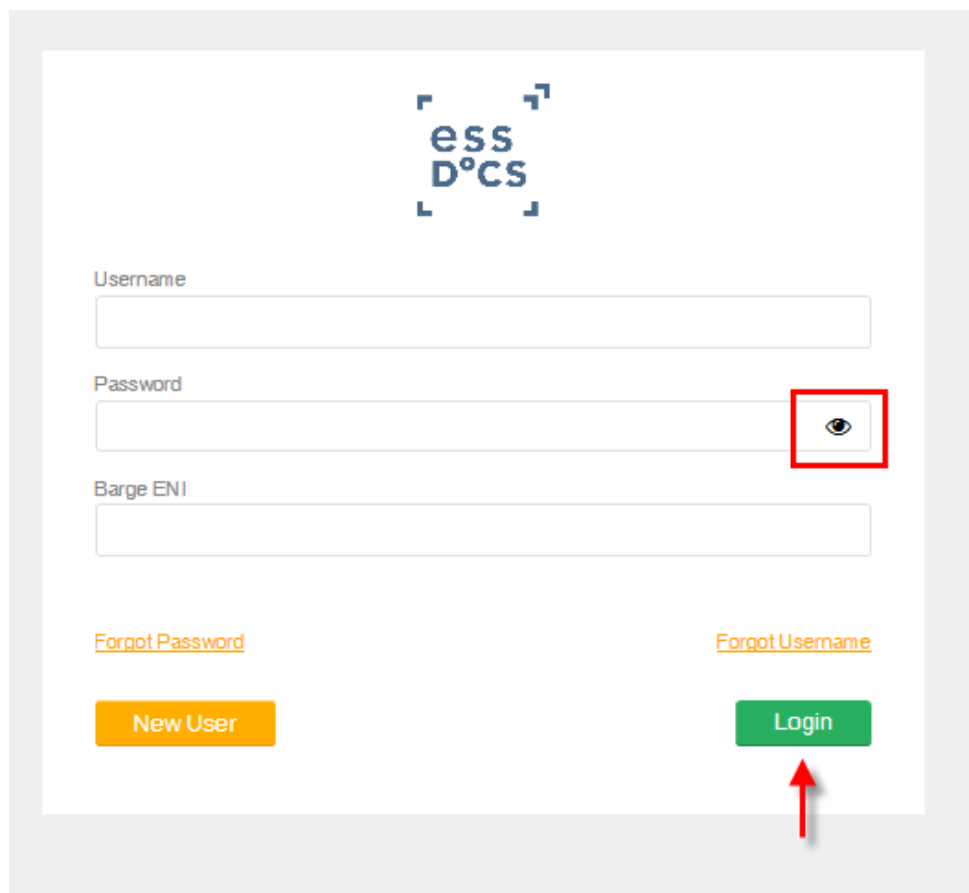# Table of Contents

Introduction

This document provides a step by step guide on how to use CargoDocs for Barges.

This guide is broken into major sections that take you through learning the basics of CargoDocs for Barges, you will find many screenshots and clear explanations on how to use our application.

Login

This section will show how to access CargoDocs for Barges.

Existing users logs into the system by accessing CargoDocs for barges using the usual link (https://barges.essdatabridge.com/bargeMaster/login) entering Username, Password and barge ENI in the fields provided, then selects the **Login** button. On successful login, users are presented with their Inbox.
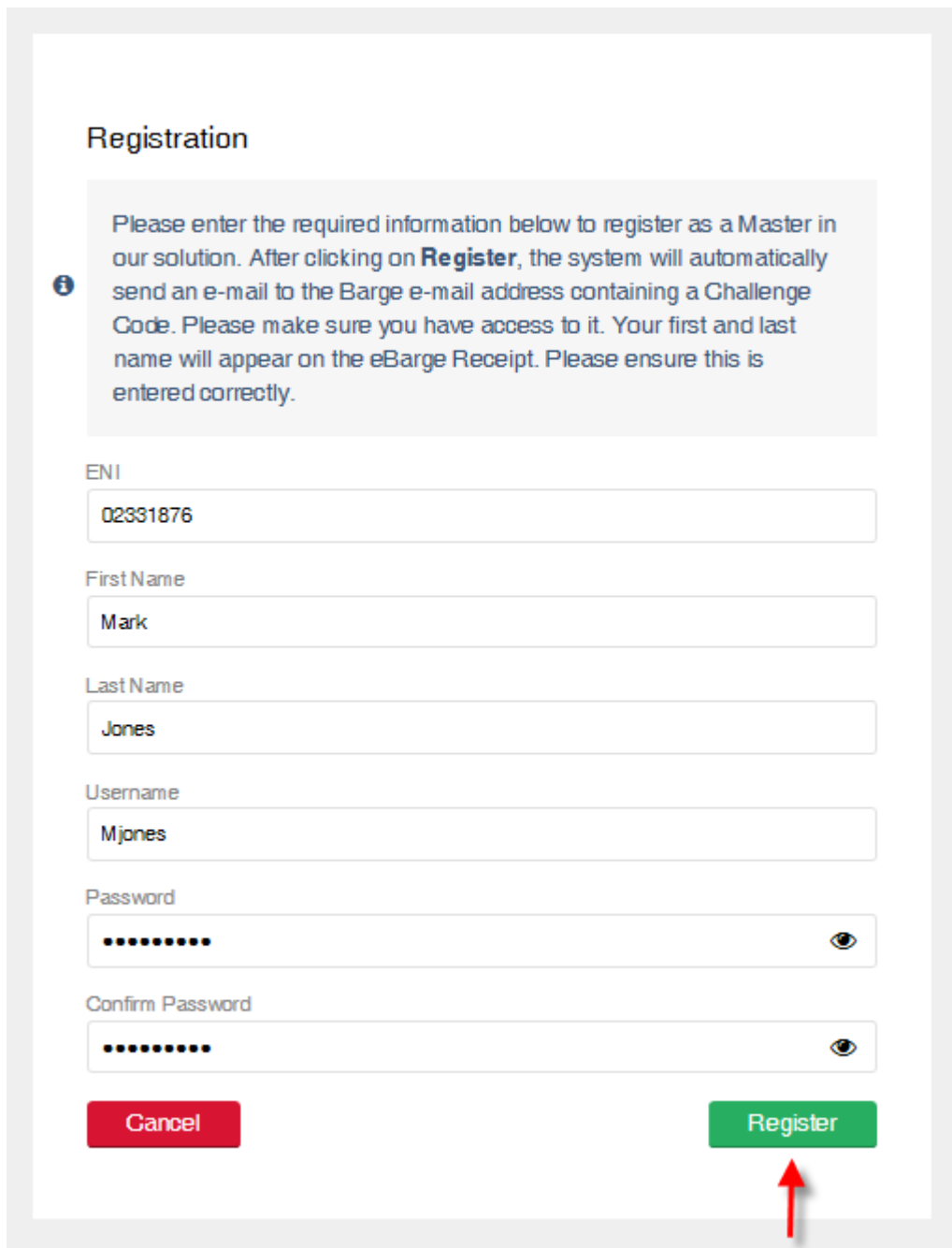

Users have the option to display the password by clicking on the eye icon in the Password data entry field.

New User login

Once the Barge has been signed up and setup to use electronic barge receipts with CargoDocs for Barges, users can access the solution by clicking on the link as reported above. In the login page, users must click on New User to access the registration page.

After entering all the details users will click on **Register.**

Registration

ℹ Please enter the required information below to register as a Master in our solution. After clicking on **Register**, the system will automatically send an e-mail to the Barge e-mail address containing a Challenge Code. Please make sure you have access to it. Your first and last name will appear on the eBarge Receipt. Please ensure this is entered correctly.

ENI

02331876

First Name

Mark

Last Name

Jones

Username

Mjones

Password

••••••••• 👁

Confirm Password

••••••••• 👁

Cancel   Register

After clicking on register, the system will automatically send an email to the Barge email address, containing a challenge code. Please check your email address and copy and paste the Challenge code in the following page.

After clicking on Submit, the system will automatically take the user back to the login screen where username and Barge Eni will be pre-populated. After typing the password in and clicking on Login, the user will be taken to the Inbox.
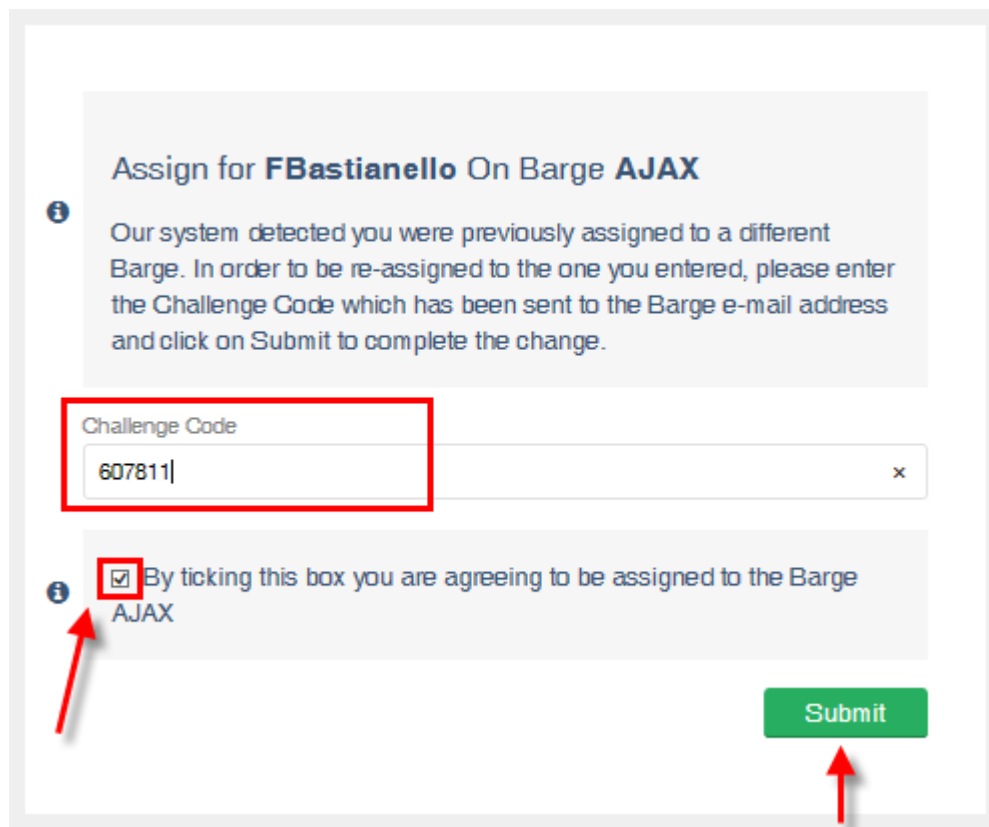
Change Barge

The original functionality has been removed and now the solution will check on the backend if the user was previously assigned to a different barge.

To login into a different Barge users will just have to enter their username, password and the ENI of the barge they are currently onboard.

Once user completed all the information in the login screen the solution will detect if the user was previously assign to a different barge and present with the below confirmation page.

Assign for FBastianello On Barge AJAX

Our system detected you were previously assigned to a different Barge. In order to be re-assigned to the one you entered, please enter the Challenge Code which has been sent to the Barge e-mail address and click on Submit to complete the change.

Challenge Code

607811

☑ By ticking this box you are agreeing to be assigned to the Barge AJAX

Submit

After ticking the box and entering the Challenge code, user will be taken back to the login page where he will just have to insert the password to login.

Forgot Password

In case of forgotten password, barge master will click on the dedicated link to change the password.

In the following page the user will be asked to enter barge ENI and username and click on **Submit**. A system generated email containing a challenge code will be sent to the barge email address.

User must copy and paste the challenge code contained in the email, paste it in the following page and click on **Submit**.

Forgotten username

In case user forgot his username, he should contact our 24/7 Support team using the link at the top right of the screen.
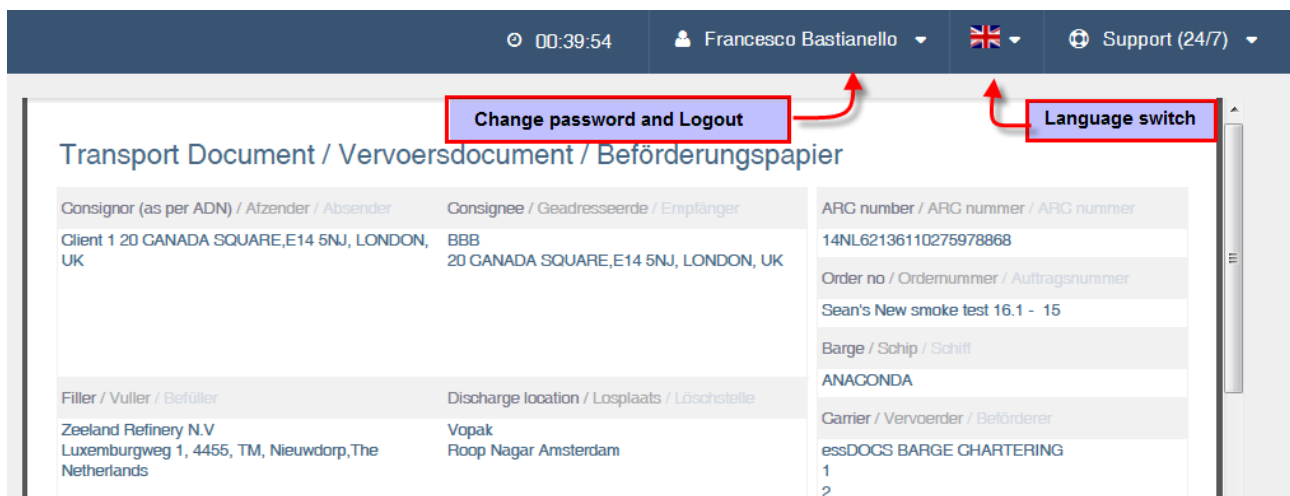
Review Approve and Reject

This section will show the users how to review a draft eBR, upload documents and either approve or reject it.

Approve

Once the terminal sent the eBR for the captain to review, an email notification will be sent to the barge email address.
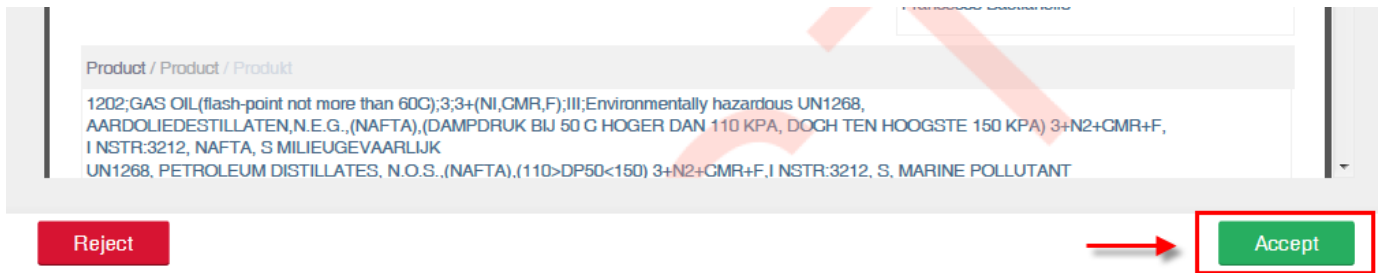After login into the solution, the captain will be taken into the inbox as per screenshot below.

On the top right of the page, the user can find some useful links such as the language switch and the Support team details. By clicking on the user full name, the master will be able to either change the password or logout.
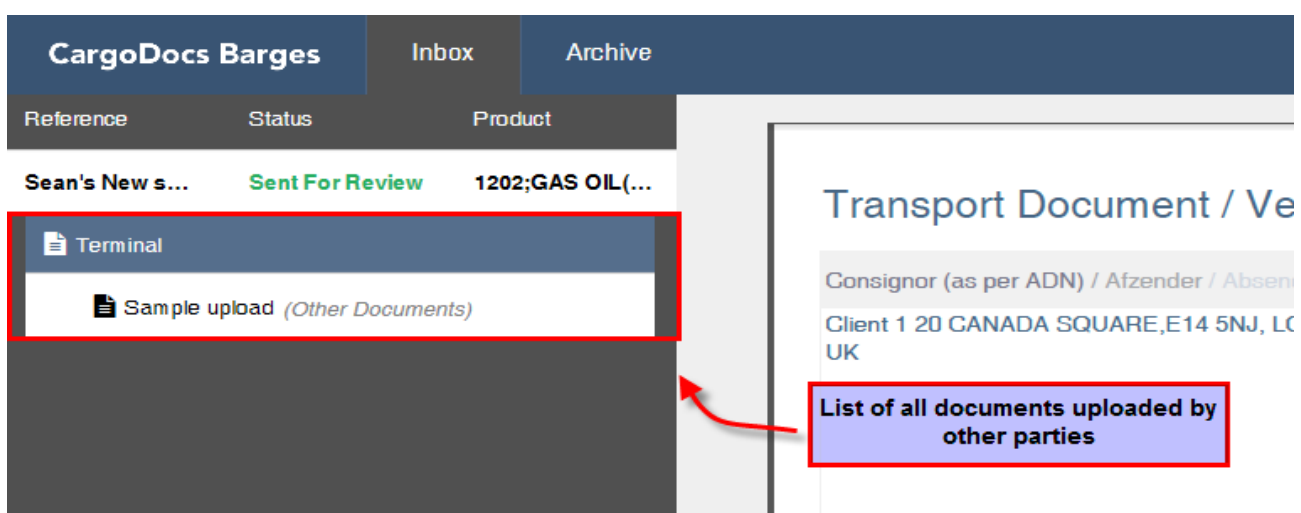
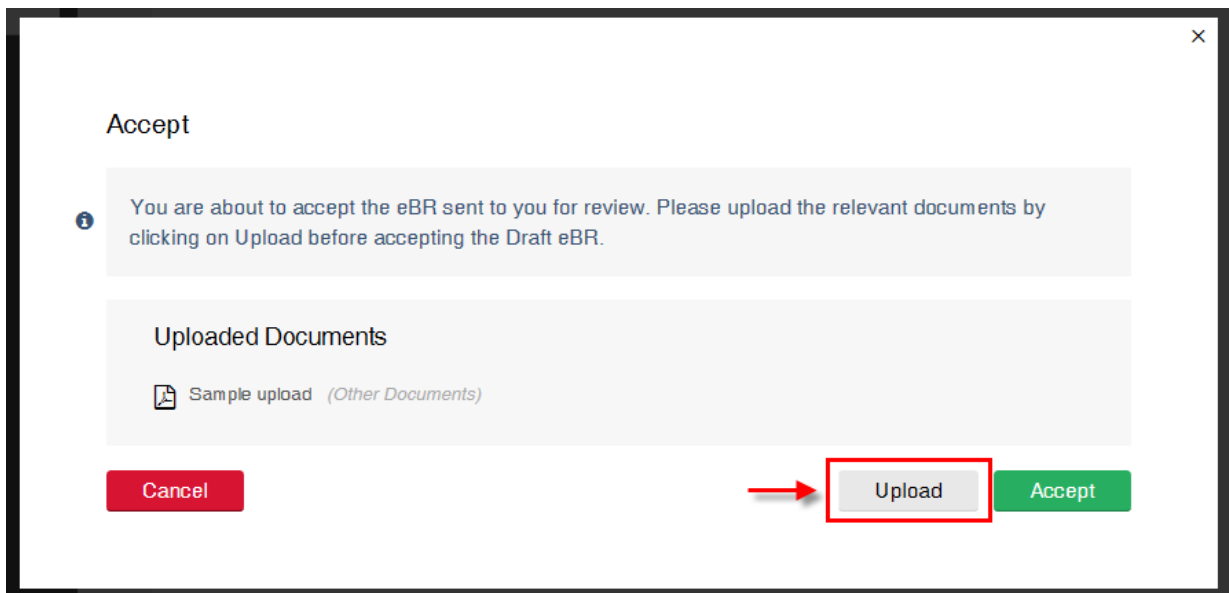The eBR is in the centre of the screen and master will review it by scrolling down.
On the right-hand side, user will find a list of all the documents uploaded by other parties e.g. Terminal or Surveyors uploads. By clicking on each document, the user will be able to review it.

On the bottom of the page, the user will be presented with the action button which in case of eBR sent for review are **Accept** or **Reject**.

Product / Product / Produkt

1202;GAS OIL(flash-point not more than 60C);3;3+(NI,CMR,F);III;Environmentally hazardous UN1268, AARDOLIEDESTILLATEN,N.E.G.,(NAFTA),(DAMPDRUK BIJ 50 C HOGER DAN 110 KPA, DOCH TEN HOOGSTE 150 KPA) 3+N2+CMR+F, I NSTR:3212, NAFTA, S MILIEUGEVAARLIJK
UN1268, PETROLEUM DISTILLATES, N.O.S.,(NAFTA),(110>DP50<150) 3+N2+CMR+F,I NSTR:3212, S, MARINE POLLUTANT
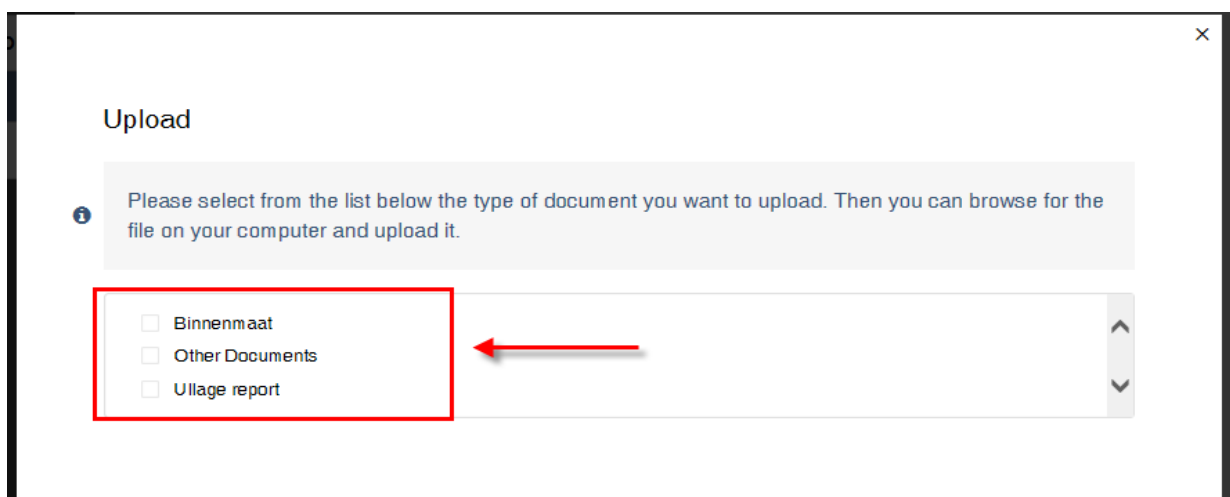
Reject   →   Accept

Upload

To approve the draft eBR click on Accept, on the next page, the user will be presented with the option to add documents before sending his approval back to the terminal.
By clicking on upload, the user will be able to browse through the files on his computer and upload Pdf documents.

✕

Accept

ℹ   You are about to accept the eBR sent to you for review. Please upload the relevant documents by clicking on Upload before accepting the Draft eBR.

Uploaded Documents

📄 Sample upload   *(Other Documents)*

Cancel   →   Upload   Accept

On the upload window, the user must select the type of document which will be uploaded first by ticking the relevant option from the menu.

✕

Upload

ℹ   Please select from the list below the type of document you want to upload. Then you can browse for the file on your computer and upload it.

☐ Binnenmaat   ←
☐ Other Documents
☐ Ullage report

After selecting the type of document a section will open below allowing the user to browse his computer and select a file. Once the file has been selected, click on **Save and Next**.

In the following page click on the option **Accept** to send the approval along with the attached document(s) back to the terminal.
Should the user want to upload another file or remove the uploaded ones he will just need to click on Upload, the system will take him back to the previous screen where he will be able to add or remove files.

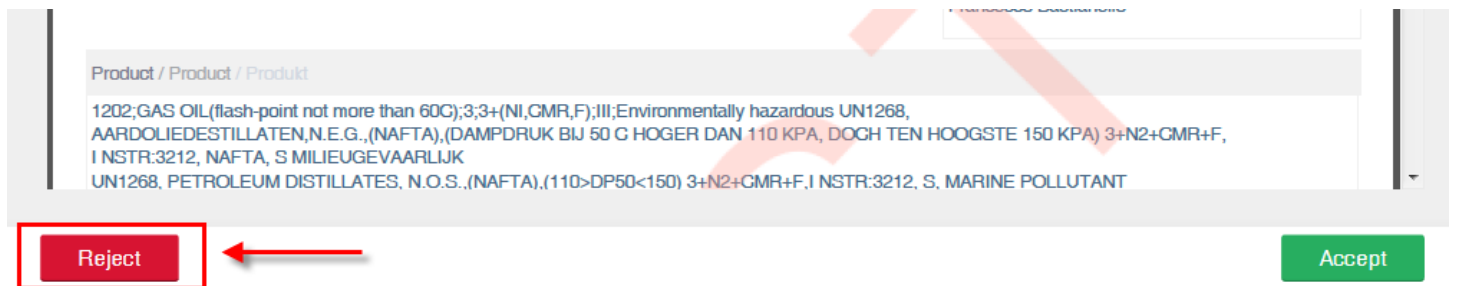A message will appear on the screen confirming that the draft eBR has been approved and sent back to the terminal.

Reject

After reviewing the eBR in the Inbox, in order to reject it, the master must click on the Reject button.

On to the next window, the user will have the option to upload additional documents by clicking the Upload button and follow the same procedure as explained in the Approve section above.

After uploading the necessary documentation, in order for the master to reject the document he will have to enter a reason (mandatory) and click on **Reject**.

A message will appear on the screen confirming that the draft eBR has been rejected and sent back to the terminal for amendment.

✔ Successfully Rejected.

OK

Sign

This section will show the users how to review an eBR, upload documents and sign it or reject it.

When the terminal sign and release the final version of the eBR for the master to sign, an email notification will be sent to the barge email address.
After login into the solution, the master will find the released eBR in his inbox for him to review.

After reviewing the eBR the user will proceed to sign it by clicking on the **Sign** button on the bottom right of the Inbox.

The user will be presented with signing page.
Shouldn't be any printing facilities onboard the barge, the master will need to complete the signing at the Terminal document office where he will have the option to print the signed eBR.

Before signing, the user should upload the relevant documents, to do so, he must click on the Upload bottom and follow the instruction as explained in this guide under the section Approve – upload.

Sign and Issue

ⓘ You are about to Sign and Issue the eBR. Please upload the relevant documents by clicking on Upload before proceeding to sign.

At the end of this process you will be required to download and print your signed eBR.

Password

•••••••••••• 👁

Cancel   Don't have a printer?   Upload   Sign

The master must input the correct password and click on **Sign**. In case the master didn't upload any document the system will remind him to upload them by showing the screen below.

ⓘ You may have forgotten to attach a file. Please make sure all the required documents have been uploaded by clicking on Upload.

☑ Please tick the confirmation box if you wish to sign and proceed without uploading any documents.

Upload   Sign

To proceed without uploading any document the user must tick the box and click on **Sign.** A message will appear on the screen confirming that the draft eBR has been signed and sent to the terminal.

By clicking download, the application will automatically give the user the option to save the file on his computer.

File Folder and Distribute

Once the user take an action, the eBR will move to the filed folder which act like an archive of all past transactions and documents.

By clicking on archive the user will be able to access and download or email all the previous eBR he accepts, reject or sign.

The archive has the same logic as the inbox and the user can easily access to documents uploaded by the terminal or surveyors.

To download or email an eBR or related documents, user must select a shipment and then click on distribute on the bottom right of the page.

On the following page, the user has the option to select the document he wants to distribute by ticking the relevant box.
Once the documents are selected, the user have the option to either download it straight to his computer or to email it to an external email recipient.

- To download the selected document to the computer user must click on the Download button on the bottom right of the screen.
- To email the document the user must enter a valid email address in the recipient field and press enter. Once the email address displays in blue the user must click on the green email button to send an email containing the document attached as PDF.

Distribute

Please select from the list below the documents you want to download or e-mail

Select documents to distribute

☑ eBR

☐ Sample upload

john.smith@gmail.com ✖

Enter a valid email address

Cancel   Download   Email