My Eagle Customer Portal
Access Dashboard
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Registering an Account Manager

Account Managers are ABS Eagle users appointed by the client company. They are responsible for adding new administrators and users to the ABS Eagle suite of programs. They manage Administrator and User accounts and projects within those accounts.

If your company HAS access

➢ Direct your request to your Account Manager or Administrator within your company.

If your company DOES NOT have access

1. Subscribe to ABS My Eagle by clicking the First Time User? link on the MY EAGLE LOGIN stamp.

2. Complete the My Eagle User ID Request page. This page requires the following types of information:
   - Account information
   - User subscription information
   - Designated account manager for ABS Eagle
   - Applications for which access is required

3. When the form is completed, click Submit.

You will receive an email confirmation containing your new User ID and Password, as well as directions to access ABS My Eagle with the Account Manager role.
Access Dashboard

The Access Dashboard displays, by default, with the My Profile page.

There are four tabs:

1. **My Profile**
2. **Users**
3. **Asset Groups**
4. **Contacts** (Account Managers only)
The **My Profile** sections enable you to view/set profile information, manage users/assets, and set other preferences.
There are eight sections:

1. **My Profile**
2. **My Account Manager/Administrator**
3. **Preferences**
4. **Restrict Access to Account** (Account Managers only)
5. **Life Cycle Services Assigned**
6. **Survey/Audit Notification Settings**
7. **Users**
8. **Assets**
My Profile

The My Profile section displays your Role, Access Profile, Last Name, First Name, Phone, Email, Company, WCN, Address, and Access Expiry Date. You can change your phone and change your password in this section.

Changing Your Phone Number

1. Click the Change link beside the phone number.

The Phone field changes as shown below.

2. Change the Phone number in the field and click Modify. Click the Cancel link to cancel the process.

The phone number changes and Phone number successfully modified displays at the top of the page, or the process cancels.
Changing Your Password

1. Click the Change Password link at the bottom of the section.

   The Change Password area changes as shown below.

3. Enter the New Password in the field and re-enter it again. Click Change Password. Click the Cancel link to cancel the process.

   The password changes or the process cancels.

4. Move the pointer over the Question Mark icon to see the password rules.
**My Account Manager/Administrator (For Administrators and Users only)**

The My Account Manager/Administrator section displays information about your Account Manager or Administrator. The information includes *Last Name*, *First Name*, *Phone*, *Email*, *Company*, *WCN*, *Address*, and *Access Expiry Date*.

![My Account Manager/Administrator](image)

**Preferences**

The Preferences section displays two options:

- Setting the Default Landing Page
- Selecting the Default Number of Records to Display per Page

![Preferences](image)

**Setting the Default Landing Page**

1. Select one of the following Customer Portal dashboards as the default:
   - **Design** – Rule Manager, Web Calc Structures/Machinery, and other tools
   - **Construct** – Engineering Manager
   - **Operate** – Survey Manager
   - **Invoices** – Show Open Invoices
   - **Access** – User profile settings and other administrative features
2. Click **Set Preference**.

   Your selected default dashboard is now selected.

**Selecting the Maximum Number of Records to Display per Page**

1. For **Construct**, **Operate**, **Invoices**, and/or **Access**, select the maximum number of records to display per page from the dropdown. Your options are 25, 50, 75, or 100 pages.
5. Click **Set Preference**.

   Your selected number of records for each category is set.
Restrict Access to Account (Account Managers only)

When an Account Manager enables this feature, subsequent logins will be restricted to the public IP address(es) provided. By default, your IP address will be the first to display.

1. Select the first checkbox.
   A message box displays.

6. Click OK to continue.
   The first entry populates with your system’s IP address by default.

7. Click the Plus icon to add another entry. Click the X icon to delete an entry.

8. Click Set Preference to activate the restrictions.
Life Cycle Services Assigned

Your assigned services are displayed.

Selecting Survey/Audit Notification Settings

Your Survey/Audit Notification Settings are selected and displayed in this section. If you are an Account Manager or Administrator, you can select these settings for your users.

1. Select the checkbox(s) to designate when you or your user(s) receive notifications:
   - Start of completion window
   - 3 months until overdue
   - 2 months until overdue
   - 1 month until overdue
   - Overdue
   - Suspension
   - 1 month overdue
   - 2 months overdue
   - Cancellation

9. Click Save Changes.
Users

- Click the **number** link beside the **No. of Administrators** or **No. of Users** label.

The **View Existing Users** page displays.

Assets

1. Click the **number** link beside the **No. of Vessels**.
   The **Asset Groups > View Fleets** page displays.

2. Click the **number** link beside the **No. of Projects**.
   The **Asset Groups > View Project Group** page displays.

3. Click the **number** link beside the **No. of Oversight Projects**.
   The **Asset Groups > View Project Group** page displays.
2 Users

If you are an Account Manager or Administrator, the Users page enables you to view, create, move, and drop users. You can also reset password(s).

A Viewing Existing Users
Exporting the Current List to Excel

- Click the Excel icon to get a spreadsheet of the current list.

A spreadsheet is generated with the following worksheet tabs:

- Customer Report
- User Fleet Details
- Fleet Details
- User-ProjectGroup Details
- ProjectGroup Details
- All User Details

You can view or save the file.

Searching for Users

- Click the Search Toggles (Normal) (Advanced) icon to search for user(s).

Normal Search

a. Enter a user’s first or last Name and click Search.

b. Click Clear Search to clear the Name field and clear the Results list.

c. Click the Advanced Search link to display the Advanced Search section.

Advanced Search

a. Enter a combination of User ID, First Name and Last Name, and select a User Type (Administrator or User), and then, click Search.

b. Click Clear Search to clear the fields and clear the Results list.
Showing/Selecting the Number of Records per Page

1. From the dropdown, select the maximum number of records to display per page. Your options are 25, 50, 75, or 100 records per page.

2. Click the Right Arrow icon to apply the selection.

Viewing/Sorting Columns

You can sort the User List by any columns that display as blue links.

- Click the <column name> link to sort the data in Ascending order. Click the <column name> link again to sort the data in Descending order.

The columns in the User List are:

<table>
<thead>
<tr>
<th>COLUMN NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Type (sortable)</td>
<td>Click ADMIN or USER links to display the User Information page.</td>
</tr>
<tr>
<td>User ID (sortable)</td>
<td>Displays the User ID for the user.</td>
</tr>
<tr>
<td>Name (sortable)</td>
<td>Displays the user’s Last Name, First Name.</td>
</tr>
<tr>
<td>Email</td>
<td>Displays the user’s Email address.</td>
</tr>
<tr>
<td>Services Availed</td>
<td>Displays the user’s Assigned Services: Design, Construct, Operate, Place Order, Survey Audit Notifications, NS Client, View Survey Invoices, Operate Web Service, All Open Invoices</td>
</tr>
<tr>
<td>Access Expiry (sortable)</td>
<td>Displays Indefinite or a Specific Expiry Date (mm-dd-yyyy) for the associated user.</td>
</tr>
<tr>
<td>Last Login (sortable)</td>
<td>Displays the user’s Last Login Date (mm-dd-yyyy).</td>
</tr>
<tr>
<td>Assets Assigned</td>
<td>Displays the user’s Assigned Assets. Click the number link for Projects or Vessels to display the Assigned Projects &amp; Project Groups popup.</td>
</tr>
<tr>
<td>Check/Check All</td>
<td>Select the user(s) to which the Reset Password(s) or Drop User(s) action applies.</td>
</tr>
</tbody>
</table>
Viewing/Updating Admin or User Details

1. Click the **ADMIN** or **USER** link to display the **User Information** page.

2. Make changes to **User Information**, **Assign Life Cycle Permissions**, and/or **User’s Required Survey/Audit Notifications**, and then, click **Update**.

A message displays above the **User Information** section. **Modification is successful!!**
1. **Updating User Information**
   a. Select Administrator or User.
   b. Update your user’s:
      - Last Name
      - First Name
      - Email
      - Phone
      - Access Expiry Date
      - Access Profile/Email Notifications

2. **Updating the Assigned Life Cycle Permissions**
   a. Check or uncheck a life cycle category.
   b. Click the (permission settings) link to update Single Project/Vessel Access or Project Group/Fleet Access.

   For more details, see [Creating a User > Assigning Life Cycle Permissions](#).

3. **Updating the User’s Required Survey/Audit Notifications**
   - Check or uncheck notification settings.

4. **Expanding an Administrator’s User List**
   1. Click the Plus icon to expand the user list for this ADMIN.
   
   ![User List Expansion](image)

   2. Click the Minus icon to collapse the user list for this ADMIN.

   ![User List Collapse](image)
Viewing an Admin’s or User’s Projects/Vessels

- Click the number link for Projects or Vessels.

The Assigned Projects & Project Groups popup displays.
**Resetting Passwords**

1. Select individual or all checkboxes on the **View Existing Users** page and click **Reset Password(s)**.

2. When you are asked to confirm, click **OK** to reset password(s) or **Cancel** to stop the process.

3. A message displays above the **User List**. **New Password is set.**

   The User(s) are sent an automatic email containing a system-generated password.

**Dropping User(s)**

1. Select individual or all checkbox(es) on the **View Existing Users** page and click **Drop User(s)**.

2. When you are asked to confirm, click **OK** to drop user(s) or **Cancel** to stop the process.

   A message displays above the **User List**. **Deletion is successful !!!**

**Navigating Pages**

At the bottom of the **View Existing Users** page, you can view the list’s total number of rows, current row count displayed, and page navigation.
Creating a User

- Under the **Users** tab, click **Create User**.

The **Users > Create User** page displays.
**Adding a New User**

1. Click the icon to expand the section (and click to collapse the open section).
2. Select *Administrator* or *User* for your new user.
   
   An *Administrator* can establish additional users. A *User* can access only the information they were assigned.

3. Enter the user’s *Last Name*.
4. Enter the user’s *First Name*.
5. Enter the user’s *User ID* and click *Verify User ID*.
   
   If the *User ID* is available, you will see a green ‘*User Id is available*’ below the *User ID* field. If it is not, you will see a red ‘*User Id is not available*’ above the section.

6. Enter the user’s *Email* address.
7. Enter the user’s *Phone* number.
8. Note the user’s *Company* name.
9. Select *No Expiry* to assign an *Indefinite* period.

   —OR—

   Select *Expires on* and enter a *Specific Expiry Date* (mm-dd-yyyy), or select a date from the calendar.

Continue to [Assigning Life Cycle Permissions](#).
Assigning Life Cycle Permissions

Design

- Design is checked by default.

Construct

1. Check the Construct box to give permissions for Engineering Manager. The Construct Permission Settings section displays.

2. Deselect the Construct checkbox or click the (permission settings) link to close the Construct Permission Settings section.
Single Project Access

1. Click the **Add Access to a Project** link to give your user single project access.
   The **Single Project Access** subsection displays.

2. Enter a term in the **Search** field and click **Search**.

3. Scroll through the **Project List** and select (highlight) one project.

4. Select an **Access Expiry** date:
   - **Never**
   - **On this date** – Enter a date or use the calendar.

5. Click **Ok** to select and set the permissions for this single project.
   The project is now listed under the **Single Project Access** subsection.

   —OR—

   Click **Cancel** to cancel the process.
Project Group Access

1. Select one or multiple Project Group checkbox(s) to give your user access to Project Group(s).

2. To see the projects contained within the group, click the [NN projects] link. Click Hide to collapse the list.
3. To update **Access Expiry** settings, click the [settings] link. Click **Hide** to collapse the date area.

3 Operate

1. Check the **Operate** box to give permissions for Survey Manager.

   The **Operate Permission Settings** section displays.

2. Deselect the **Operate** checkbox or click the (permission settings) link to close the **Construct Permission Settings** section.

   **Place Order**, **Survey/Audit Notifications** and **View Survey Invoices** are selected by default.
Single Vessel Access

1. Click the **Add Access to a Vessel** link to give your user single vessel access. The **Single Vessel Access** subsection displays.

2. Enter a term in the **Search** field and click **Search**.

3. Scroll through the **Vessel List** and select (highlight) one vessel.

4. Select an **Access Expiry** date:
   - **Never**
   - **On this date** – Enter a date or use the calendar.

5. Click **Ok** to select and set the permissions for this single vessel.

   The vessel is now listed under the **Single Vessel Access** subsection.

---OR---

Click **Cancel** to cancel the process.
Fleet Access

1. Select one or multiple Fleet checkbox(s) to give your user access to Fleet(s).

   ![Fleet Access Diagram]

   **Single Vessel Access:**
   - CDC_CSDU (02222227) [settings] Access Expires: Never

   **Add Access to a Vessel**

   **Fleet Access:**
   - [X] Entire Fleet with Vessel Additions [15 vessels]
   - [ ] Africa [4 vessels]

2. To see the vessels contained within the fleet, click the [NN vessels] link. Click Hide to collapse the list.

   ![Vessel List Diagram]
3. To update **Access Expiry** settings, click the [settings] link. Click **Hide** to collapse the date area.
Selecting User’s Required Survey/Audit Notifications

1. Check the Operate box to give permissions for Survey Manager. Place Order, Survey/Audit Notifications, and View Survey Invoices are selected by default.

2. When Operate > Survey/Audit Notifications is checked, the User’s Required Survey/Audit Notifications section displays on the screen.

3. Select the additional notifications needed for the user:
   - Start of completion window
   - 3 months until overdue
   - 2 months until overdue
   - 1 month until overdue
   - Overdue (pre-selected)
   - Suspension (pre-selected)
   - 1 month overdue (pre-selected)
   - 2 months overdue (pre-selected)
   - Cancellation (pre-selected)

Activating the New User

- Click Activate to create the new user or Cancel to cancel the process.
Moving User(s)

1. Under the **Users** tab, click **Move Users**.
   The **Users > Move Users** page displays.

2. In the left section, click the **Select Administrators** dropdown and select an **Administrator**.
   The **Users** assigned to this **Administrator** display in the **Select Users** pane.

3. In the right section, click the **Select Administrators** dropdown and select an **Administrator**.
   The **Users** assigned to this **Administrator** display in the **Select Users** pane.

4. To move user(s), choose one of the following:
   - Click one or multiple users in the left **Select Users** pane and click **Move Right**.
   - To move all users in the left **Select Users** pane, click **Move All Right**.
   - Click one or multiple users in the right **Select Users** pane and click **Move Left**.
   - To move all users in the right **Select Users** pane, click **Move All Left**.

5. Click **Save** to save the user move(s) or **Cancel** to cancel the process.
3 Asset Groups

If you are an Account Manager or Administrator, the Asset Groups page enables you to:

- View and create fleets
- View and create project groups

Viewing Fleets

You can use the Asset Groups – View Fleets page to view and modify fleets and information about them.
Exporting the Current List to Excel

- Click the Excel icon to get a spreadsheet of the current fleet list.

The spreadsheet displays.

Searching for Asset Groups

- Enter an Asset Group Name and click Search. Click Clear Search to see the original list.

Showing/Selecting the Number of Records per Page

1. From the dropdown, select the maximum number of records to display per page. Your options are 25, 50, 75, or 100 records per page.
2. Click the Right Arrow icon to apply the selection.

Viewing/Sorting Columns

You can sort the Asset Group List by any columns that display as blue links.

- Click the <column name> link to sort the data in Ascending order. Click the <column name> link again to sort the data in Descending order.

The columns in the Asset Group List are:

<table>
<thead>
<tr>
<th>COLUMN NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Group Name</td>
<td>The name of the asset group.</td>
</tr>
<tr>
<td>Created On</td>
<td>The date when the asset group was created.</td>
</tr>
<tr>
<td>Administrators</td>
<td>A User ID list of administrators assigned to the group.</td>
</tr>
<tr>
<td>Users Assigned to Fleet</td>
<td>Click the number link to see the users assigned to the fleet.</td>
</tr>
<tr>
<td>Manage Assets</td>
<td>Click the Edit link to manage the group’s assets.</td>
</tr>
</tbody>
</table>
Expanding an Asset Group

- Click the Plus icon to expand the list, and click the Minus icon to collapse the list.

Viewing the Users Assigned to the Asset Group

- Click the number link to see the users assigned to the asset group.

The Assigned Users popup displays.

1. View the Asset Group name.
2. For an individual user, click the [settings] link to update their Access Expiry date.
3. Click the [revoke access] link to delete the user’s permission from the Asset Group.
4. Click the **Add user** link to add a user to the group.

![Add Access to User](image)

5. Click **Cancel** to close the popup.

**Modifying/Dropping an Asset Group**

1. Click the **Edit** link to modify the selected Asset Group by adding or extracting vessels.

The **Modify Asset Group** page displays.
2. In the left **Select Vessels** pane, click one or several vessels.

3. In the right **Added Vessels** pane, click one or several vessels.

4. To move vessel(s), choose one of the following:

   - Click one or more vessels in the left **Select Vessels** pane and click **Move Right**.
   - To move all users in the left **Select Vessels** pane, click **Move All Right**.
   - Click one or more users in the right **Added Vessels** pane and click **Move Left**.
   - To move all users in the right **Added Vessels** pane, click **Move All Left**.

5. Click **Modify Asset Group** to save changes or click **Back to Search Asset** to cancel the process.

6. Click **Drop Asset Group** to delete the Asset Group.

---

**Navigating Pages**

At the bottom of the **Asset Groups > View Fleets** page, you can view the list’s total number of rows, current row count displayed, and page navigation.
Creating Fleets

You can use the **Asset Groups – Create New Fleet** page to create a new fleet.

1. Select **Asset Groups – View Fleets** and click the **Edit** link next to the fleet in which you would like to select vessels for your new fleet.

2. Click **Create Fleets**.

The **Asset Groups > Create New Fleet** page displays.

3. Enter a new **Asset Group Name**.

4. To move vessel(s), choose one of the following:

   - Select one or more vessels from the left **Select Vessels** pane and click **Move Right** to move them to the right **Added Vessels** pane.

   - Click **Move All Right** to move all the vessels from the left **Select Vessels** pane to the right **Added Vessels** pane.

   - Select one or more vessels from the right **Added Vessels** pane and click **Move Left**.

   - Click **Move All Left** to move all the vessels from the right **Added Vessels** pane to the left **Select Vessels** pane.

5. Click **Create Asset Group** to create the new asset group or click **Cancel** to cancel the process.
**Viewing Project Groups**

You can use the **Asset Groups – View Project Group** page to view project groups.

### Exporting the Current List to Excel

- Click the **Excel** icon to get a spreadsheet of the current list.
Searching for Project Groups

- Enter a Project Group Name and click Search. Click Clear Search to see the original list.

Showing/Selecting the Number of Records per Page

1. From the dropdown, select the maximum number of records to display per page. Your options are 25, 50, 75, or 100 records per page.
2. Click the Right Arrow icon to apply the selection.

Viewing/Sorting Columns

You can sort the Project Group List by any columns that display as blue links.

- Click the <column name> link to sort the data in Ascending order. Click the <column name> link again to sort the data in Descending order.

The columns in the Project Group List are:

<table>
<thead>
<tr>
<th>COLUMN NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Group Name</td>
<td>The name of the project group.</td>
</tr>
<tr>
<td>Type</td>
<td>The type of the project group:</td>
</tr>
<tr>
<td></td>
<td>• P = Project Group</td>
</tr>
<tr>
<td></td>
<td>• O = Oversight Project Group</td>
</tr>
<tr>
<td>Created On</td>
<td>The date of project group creation in Mmm dd, yyyy format.</td>
</tr>
<tr>
<td>Administrators</td>
<td>A User ID list of administrators assigned to the group.</td>
</tr>
<tr>
<td>Users Assigned to Group</td>
<td>Click the number link to see users assigned to the project group.</td>
</tr>
<tr>
<td>Manage Assets</td>
<td>Click the Edit link to manage project group assets.</td>
</tr>
</tbody>
</table>
Expanding a Project Group

1. Click the Plus icon to expand the project group.

2. Click the Minus icon to collapse the project group.

3. The columns in the expanded Project Group are:

<table>
<thead>
<tr>
<th>COLUMN NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. Project No.</td>
<td>Engineering Project Number</td>
</tr>
<tr>
<td>Shipyard, Hull No.</td>
<td>Shipyard and/or Hull Number</td>
</tr>
<tr>
<td>Vessel</td>
<td>Vessel Name(s)</td>
</tr>
<tr>
<td>Status</td>
<td>Project Group Status (i.e., Active, Closed)</td>
</tr>
<tr>
<td>Description</td>
<td>Project Group Description</td>
</tr>
<tr>
<td>User Assigned (Not via Group)</td>
<td>The number of users individually assigned to this single project; not the group. Click the number link to view the users.</td>
</tr>
</tbody>
</table>

4. Click the number link to view individual users assigned to a single project.

The Users Directly Assigned dialog box displays. The functions of this screen operate the same as in Viewing the Users Assigned to the Project Group.
Viewing the Users Assigned to the Project Group

- Click the number link to see the users assigned to the Project Group.

The Assigned Users dialog box displays.

1. View the Project Group name.
2. Click the [settings] link to update the Access Expiry date for a user.
3. Click the [revoke access] link to immediately delete the user’s permission from the Project Group.
4. Click the +Add user link to add a user to the Project Group.
5. Click Cancel to close the popup.
9 Modifying/Dropping a Project Group

1. Click the Edit link to modify or drop the selected Project Group.

   The Modify Asset Group page displays.

2. In the left Select Projects pane, click one or several projects.

3. In the right Added Projects pane, click one or several projects.

4. To move project(s), choose one of the following:
   - Click one or more projects in the left Select Projects pane and click Move Right.
   - To move all users in the left Select Projects pane, click Move All Right.
   - Click one or more projects in the Added Projects pane and click Move Left.
   - To move all users in the right Added Projects pane, click Move All Left.

5. Click Modify Project Group to save the modifications or Back to Search Project Group to cancel the process.

6. Click Drop Project Group to delete the Project Group.

Navigating Pages

At the bottom of the Asset Groups > View Project Group page, you can view the list’s total number of rows, current row count displayed, and page navigation.
Creating Project Groups

1. Click Asset Groups > Create Project Group.
   The Create New Project Group page displays.

2. Enter a Project Group Name in the text field, and select the Type from the Type list.
   - P = Project Group
   - O = Oversight Project Group

3. In the left Select Projects pane, click one or several projects.

4. In the right Added Projects pane, click one or several projects.

5. To move project(s), choose one of the following:
   - Click one or more projects in the left Select Projects pane and click Move Right ▶️.
   - To move all projects in the left Select Projects pane, click Move All Right ◄.
   - Click one or more projects in the right Added Projects pane and click Move Left ◄.
   - To move all projects in the right Added Projects pane, click Move All Left ◄.

6. Click Create Project Group to create the project group or Cancel to cancel the process.
Contacts

If you are an Account Manager or Administrator, the Contacts page enables you to view existing user contact information, and to add, modify and delete other important contacts, which are not system users.

A Searching for Existing Users

1. In the Existing Users section, enter the user’s first or last Name and click Search.
   All matching user records display.
   Note: The search function finds any text string that is contained in the Name field (both first name and last name).
2. Click Clear Search to once again display all user records.

B Sorting the Contacts List

In both the Existing Users and Other Important Contacts lists, you can sort by user name.

- Click the Name ↑ header to sort in descending order; click the Name ↓ header a second time to toggle the sort to ascending order.
Adding a New Contact

1. On the Contacts page, click the Add New Contact link.

2. On the Add New Contact page, enter the contact’s last name, first name, email address and phone number.
   
   **Note:** The phone number must include the country code, region code and number.

3. Click Save Contact.
   
   The message, Contact Added Successfully displays.

4. Click Back to Contacts to return to the Contacts page.

Modifying a Contact

1. On the Contacts page, click on a contact name link in the Other Important Contacts section.

2. On the Modify Contact page, make the appropriate changes to the contact information.

3. Click Modify Contact.
   
   **Note:** You can add a new contact from this page. See Adding a New Contact for details.

4. When finished, click Back to Contacts to return to the Contacts page.

Deleting a Contact

1. On the Contacts page, click on a contact name link in the Other Important Contacts section.

2. Click Delete Contact.

3. When asked to confirm the delete action, click OK.