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**RINA**  
**LeoInfo+**  
**"Internal User Manual"**

**MARCH 2026**

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## Revision Memorandum

Data	Version	Description	Amended by
22/05/2025	1	First release	GDL DBC
10/06/2025	2	Second output with added feature and paragraph references	GDL DBC
02/07/2025	3	Added Undo button in View Request	GDL DBC
16/10/2025	5	<p>Replaced "Support ticket" with "Messages".</p> <p>Updated the wording from "Search on map" to "Search on the map".</p> <p>Changed how the To Do summary banner opens to open via the calendar icon instead of the expand symbol. Once opened, the calendar icon is no longer visible on the right.</p> <p>Updated the wording "Requests with expired document upload" in "Requests with incomplete documentation" in the summary banner to do.</p> <p>Insert updated images into the screens.</p> <p>Added the "Add new comment" field with pencil icon for editing on the visit request pages (updated image and description of the Edit button).</p> <p>Replaced the wording "Manage users" with "Users management".</p> <p>Fixed the display of "View Request" pages.</p>	GDL DBC
11/11/2025	6	Summary with an explanation of the request statuses has been added in the Request Center.	GDL DBC
02/03/2026	7	Added the "Cancellation" functionality for visit requests and findings removal requests	GDL DBC
02/03/2026	7	Added the "Office closure" functionality for requests processed without a real job.	GDL DBC

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## 1 Document Objective and Placement

This document is the **user manual** for LeoInfo+, providing a **detailed guide** on the **features available** to customers.

The aim is to clearly describe the **main features of the platform, accompanying the user in the effective and autonomous use of the portal.**


### Macrosections of the Manual

The manual is organized in the following macro-sections, corresponding to the main functional areas of LeoInfo+:

- **Site navigation** (Header):
  - Profile
    - Multilingual
    - Users management
    - Login
    - Log out
  - RINA.org
  - Switch Vessels/Companies/Public
  - Messages
  - Notifications
    - Manage Notifications
  - Requests Center
  - Useful links
  - My Assets
  - Home
- **Dashboard** (Home):
  - Vessel/Company Status
  - Map
  - Vessels/Company Dashboard
  - Search on the map
  - Filters
  - Fleets/Groups
  - Summary banner to do
- **Messages**
  - Ticket management
- **Requests Center:**
  - To Do
  - Ongoing
  - History
  - View Request

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- Visit Request
- Findings & Observations Removal
- **My Assets:**
  - List of Vessels/Companies
- **Vessel/Company Detail**
  - Planner
  - Data
  - Certificates
  - Surveys/Audits
  - Continuous
  - Conditions
  - Forthcomings
  - Findings and Observations
  - Memoranda
  - Documents
  - Drawings
- **Users management**
  - View "Users management" page

To make it easier for the user to consult the manual, a number of measures have been introduced:

1. Recurring features are described only once in a dedicated point. Each time one of these features recurs, the explanation is not repeated, but the user finds a direct reference to the reference paragraph. In particular, cross-references to paragraphs are active on the paragraph number given as a reference. While, the references to the features are active by clicking the square next to the title of the feature itself. In the absence of the square, the reference is active by clicking on the title of the feature reported as a reference.
2. Next to each feature described is a number corresponding to the one shown in the image placed at the end of the paragraph. In this way, each number in the image is linked to the specific functionality, allowing the user to easily orient himself and, if necessary, to return to the dedicated paragraph.

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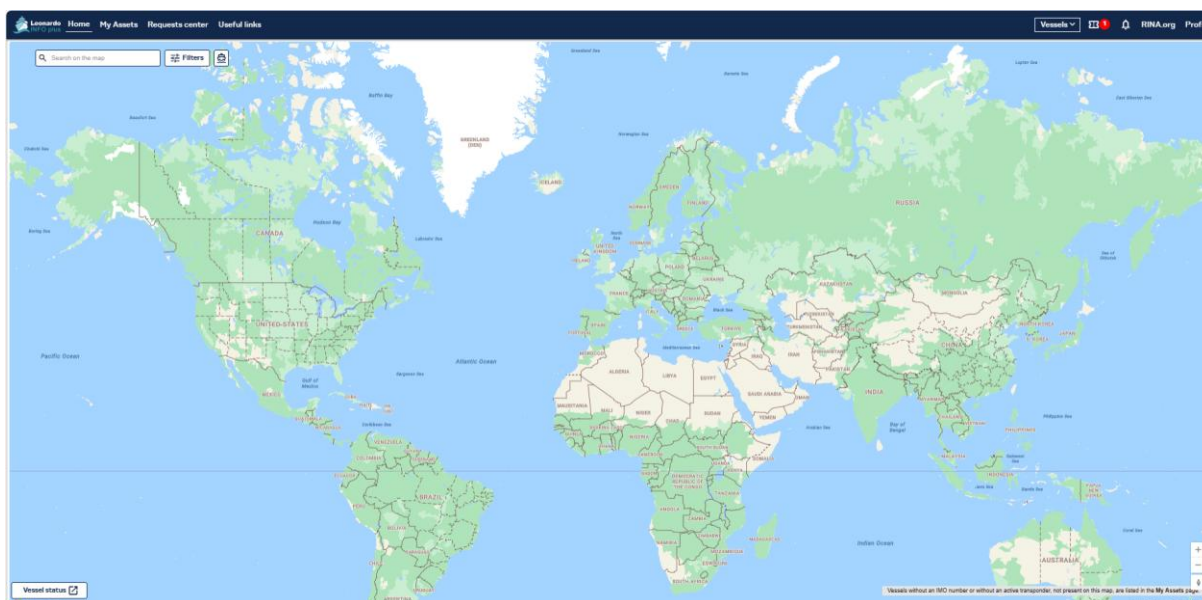
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## 2 Site navigation

### 2.1 Overview

This macro-section helps the user to orient himself among the main operational and management features present in the Header of the site.

The Header, in fact, looks like a toolbar positioned at the top of the page and is always visible while browsing. In this way, the user can access its features at any time, regardless of which section of the site he is on.




#### 2.1.1 Profile

By clicking on the **profile icon** at the top right of the Header, the user will see a **drop-down menu**:

From here, the user can do several things:

- **Profile View (55)**  
Within the drop-down menu, the user can view which profile they are logged in with.
- **Group View (111)**  
Within the drop-down menu, the user can view which group they are logged in with. In fact, each user could be delegated by different Companies and/or Flags, having the

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possibility to view different fleets/groups. For more explanations, see paragraph 2.1.1.3 Login.

- **“Show more groups” (99)**  
Within the drop-down menu, the user can see the button with the words "Show more groups" and an extension symbol. By clicking on the latter, the user can view the list of all the other groups to which he belongs and decide to switch from one group to another. In addition, by clicking on the star symbol, the user can choose the preferred group with which to log in by default.

#### 2.1.1.1 Multilingual

Within the Profile drop-down menu, the user sees the **Multilingual** functionality, in particular the **language chosen as the default** and an **extension symbol next to it**.

From here, the user can do the following:

- **Language selection (43)**  
By clicking on the button with the default language and an extension symbol, the user will see the other languages in which the site is available. In particular, the available languages are:
  - Italian
  - English
  - Swedish
By clicking on one of these, the user displays the site in the selected language.

#### 2.1.1.2 Users management

Within the Profile drop-down menu, the user enabled for user management displays the **Users management** functionality. Access to this section is reserved for authorized users and allows, based on the profile and permissions assigned, to independently administer the subjects authorized to use the system.

For details of the section, see paragraph 8 Users management.


#### 2.1.1.3 Login

To **access the site**, the user must **log in** with **his credentials**.

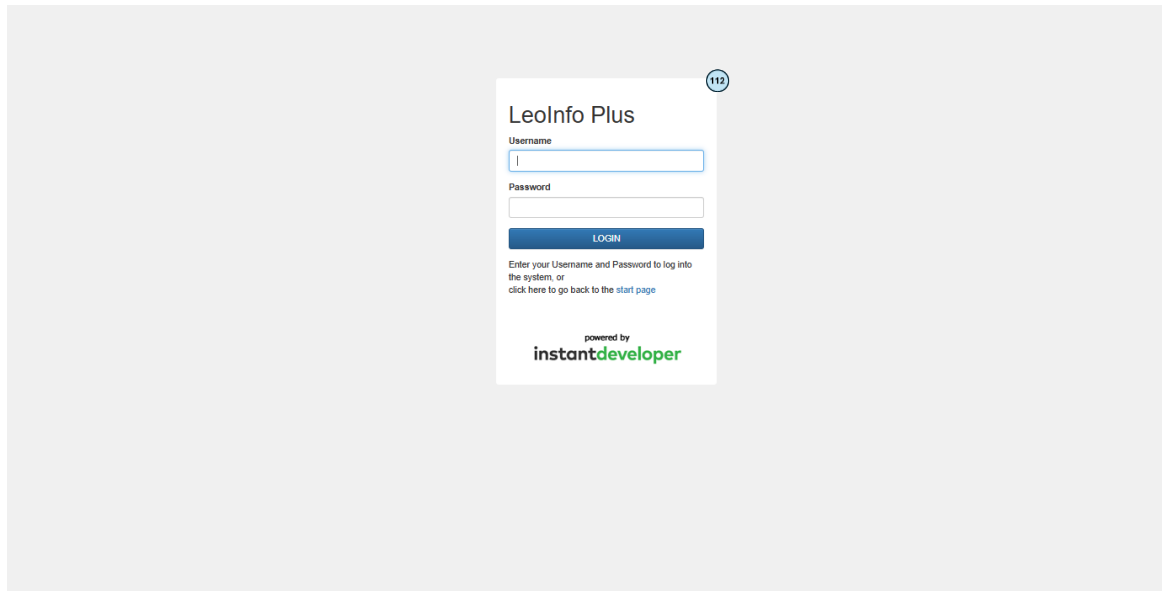
From here, the user can do several things:

- **Access to the site (112)**

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To access the site, the user must enter the ID of their RINA account and the personal password they have chosen.



#### 2.1.1.4 Logout

Within the Profile drop-down menu, the user can **log out** and perform the following operation:


- **Logout (45)**  
The user has the possibility, by clicking on the "Logout" button at the bottom of the Profile drop-down menu, to exit the profile with which he originally accessed the site and be redirected to the Login page, see paragraph 2.1.1.3 Login.

#### 2.1.2 RINA.org

- **Button RINA.org (46)**  
By clicking on the "RINA.org" button in the Header, the user is redirected to the homepage of the RINA website.



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### 2.1.3 Switch Vessels/Companies/Public

The user has the option to switch the display of the site to **Vessels**, **Companies** or **Public** according to their needs.

Upon access, in fact, the site is set by default to the "Vessels" display and the user, by clicking on the "Vessels" button located at the top right of the Header, sees a drop-down menu that allows him to perform the following operations:



- **Switch Companies (47)**  
The user can switch the display of the site by Companies by clicking on the "Companies" button.
- **Switch Public (48)**  
The user can switch the display of the site to Public user, by clicking on the "Public" button;
- **Switch Vessels (49)**  
The user can switch back to the view for Vessels, if he has already changed the view for Companies and/or for Public user, by clicking on the "Vessels" button.

### 2.1.4 Messages

The user has the possibility, by clicking on the **button depicting a ticket** at the top of the Header, to access the "**Messages**" section.


For details of the page, see paragraph 4 Messages.

### 2.1.5 Notifications

The user has the possibility, by clicking on the button with **the bell icon** at the top of the header, to view the "**Notifications**" banner.

The bell icon shows, when a new notification is received, a **numeric badge** that shows the number of new notifications not yet displayed and which is automatically reset when accessing the Notifications section.

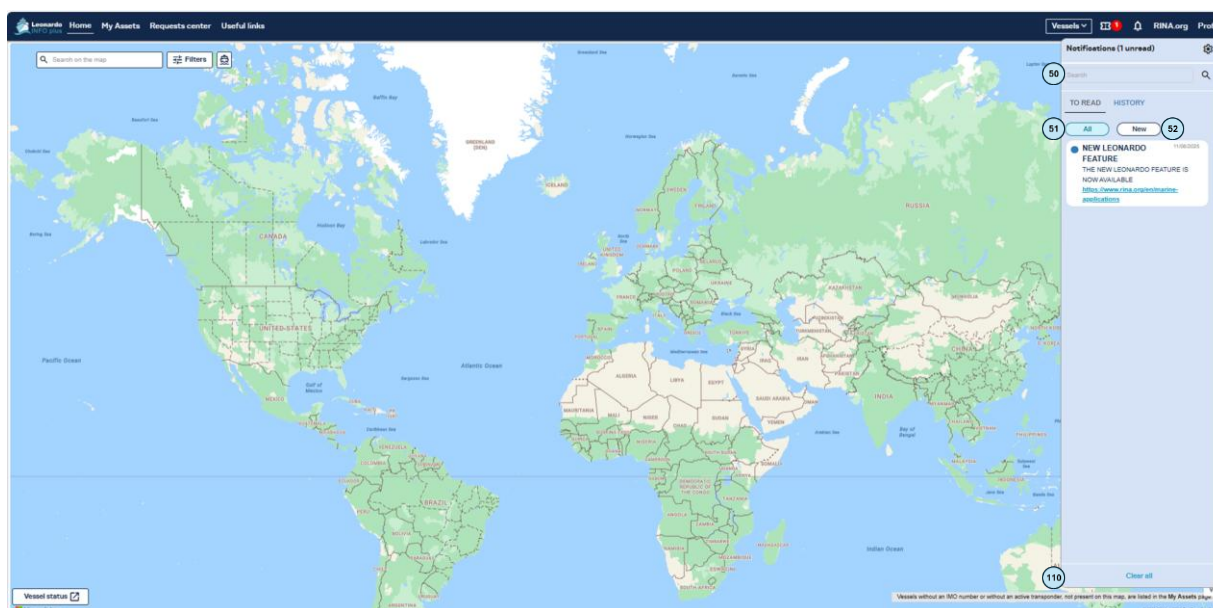
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When the user accesses the banner, he or she will see the **Gear Symbol (103)** which allows, once clicked, to be redirected to the notification management page (see paragraph 2.1.5.1 Manage Notifications).

In addition, it displays within the banner the division into two tabs, such as:


1. **To Read**
2. **History**



By default, the banner is opened on the **To Read tab**, where the user can perform several operations:

- **Searchbar (50)**  
The user has the option of using a search bar, which is equipped with incremental **search** functionality, which updates the results shown in real time as soon as the user starts typing a word or number, thus facilitating the quick identification of objects of interest.
- **Filtering for ALL (51)**  
By default, the To Read tab is filtered by ALL. This view allows you to see all the notifications that have arrived to the user, both those already read/viewed, and those still to be read. If the user is on the view filtered by "NEW", he can click on the wording "ALL" to return to the default view.
- **Filtering for NEW (52)**

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By clicking on the wording NEW, the user displays the list of notifications that have not yet been read/ viewed.

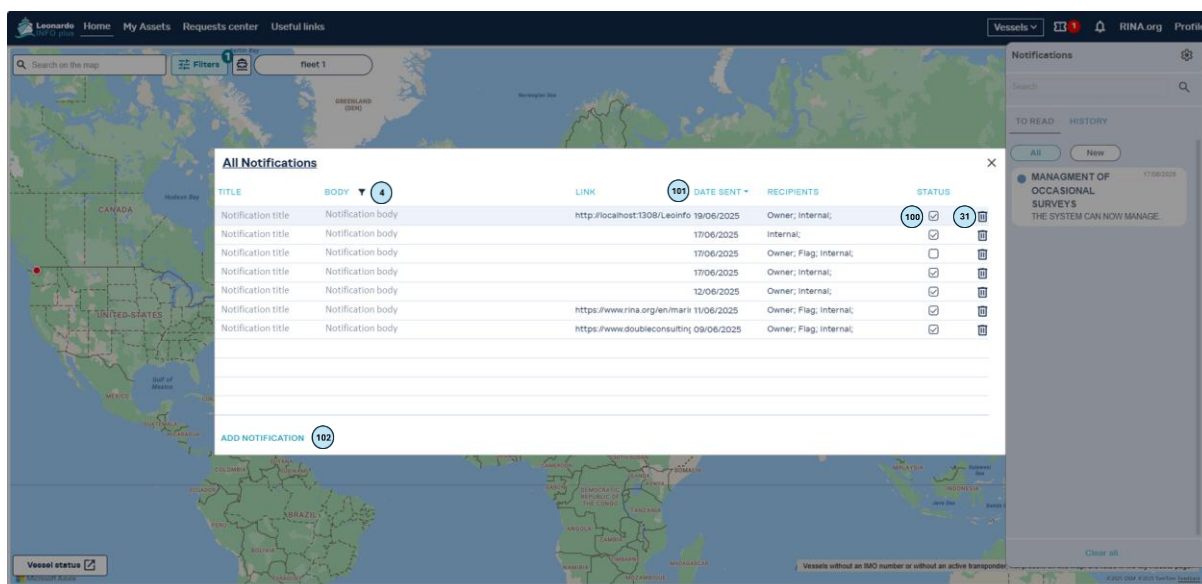
- **Button Clear All - Notifications (110)**  
By clicking on the "Clear All" button at the bottom of the notifications section, the user can massively archive all the notifications he sees in the To Read tab. These notifications will always be viewable in the History tab.

The **History tab**, on the other hand, contains the list of all the notifications that the user has decided to archive, thus making them always available. From here, the user can do the following:

- **Searchbar (50)** □  
See "Searchbar" functionality


### 2.1.5.1 Manage Notifications

The internal user **enabled to manage notifications** has access to the **Manage Notifications feature**. By clicking on the gear icon in the "Notifications" section, the user sees a **table** containing the elements characterizing **the configured notifications**, including the title and any links attached.



From here, the user can perform several operations:

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- **Notification Checkbox (100)**

The user can choose the status of the notifications by selecting the respective checkboxes. In particular, if the checkbox is selected, it means that the notification is active and the user(s) present in the "Recipients" column has received it or will receive it.

- **Filtering by Date (101)**

The user, through the funnel icon that appears by hovering over the "**Date**" header, can filter the display of notifications with respect to the date, in particular:

- from the most recent to the oldest;
- from the oldest to the most recent;
- based on filtering criteria, see "Category selection and filtering criteria" feature

After choosing the desired filtering criterion, the user can click on the Apply buttons, see "Apply" functionality

Or, you can click on the Clear All button, see "Clear All" functionality

- **Deletion Line (31)**

See "Deleting row" function, paragraph 3.2.5 "Filters".

- **Filters and column sorting (4)**


See the "Filters and column sorting" function, Vessels/Companies List paragraph.

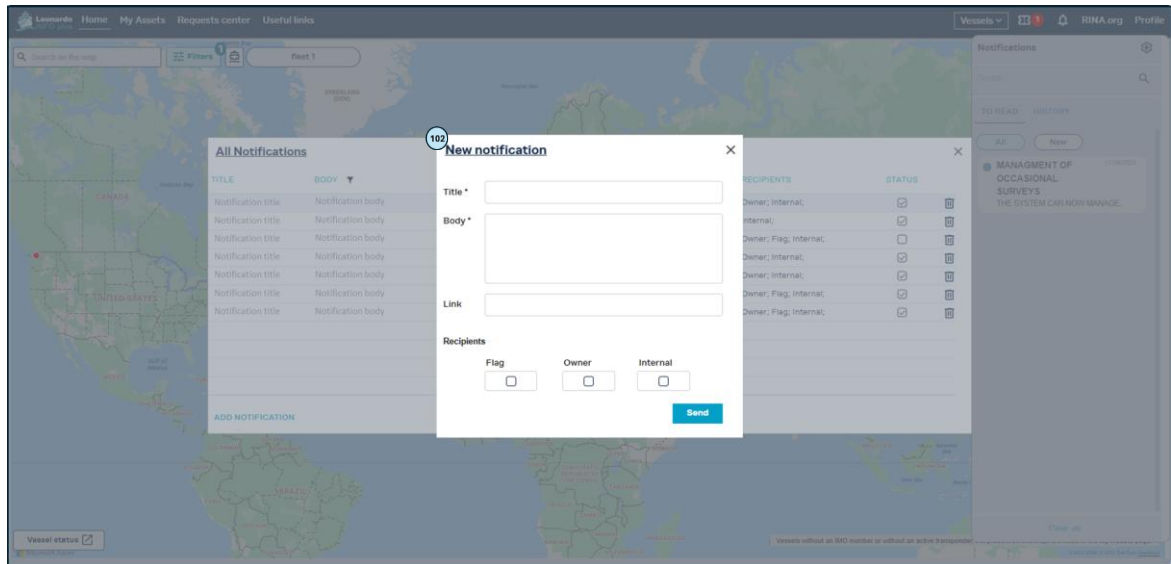
- **Add Notification (102)**

The user, by clicking on the "Add Notification" button at the bottom left of the page, sees the "New Notification" banner where he can add a new notification. In particular, they must fill in the following fields:

- **Title**, entering the title of the new notification
- **Body**, inserting the text content of the new notification
- **Link**, inserting any link to be attached to the new notification. This link will give the possibility of being redirected to another page inside or outside the site.
- **Checkbox selection**, where the user can select which type of user will receive the notification
- **Click Send** to save the new notification.

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### 2.1.6 Requests Center

The user has the possibility, by clicking on the **"Request Center"** button, located in the Header, to be redirected to the reference page.

For details, see paragraph 5 "Requests Center"

### 2.1.7 Useful links

The user has the possibility, by clicking on the **"Useful links (53)"** button located in the Header, to view the drop-down menu with the list of all the **useful links that redirect to other sites** of interest. By clicking each link, the system will automatically open a new browser tab, redirecting the user to the corresponding landing page.




### 2.1.8 My Assets

By clicking on the **"My Assets"** button in the Header, the user has the possibility to be redirected to the **list of Vessels/Companies** that can be viewed by him.

For details of the page, see paragraph 6 My Assets.

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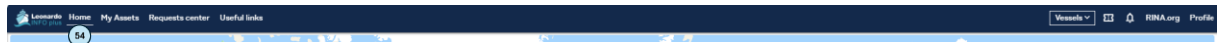
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### 2.1.9 Home


The user has the possibility, by clicking on the "**Home**" button in the Header, to carry out the following operation:

- **Redirect to Dashboard (54)**

By clicking the "Home" button, the user has the possibility to always be redirected to the Dashboard, in whatever section of the site he is browsing at that moment.



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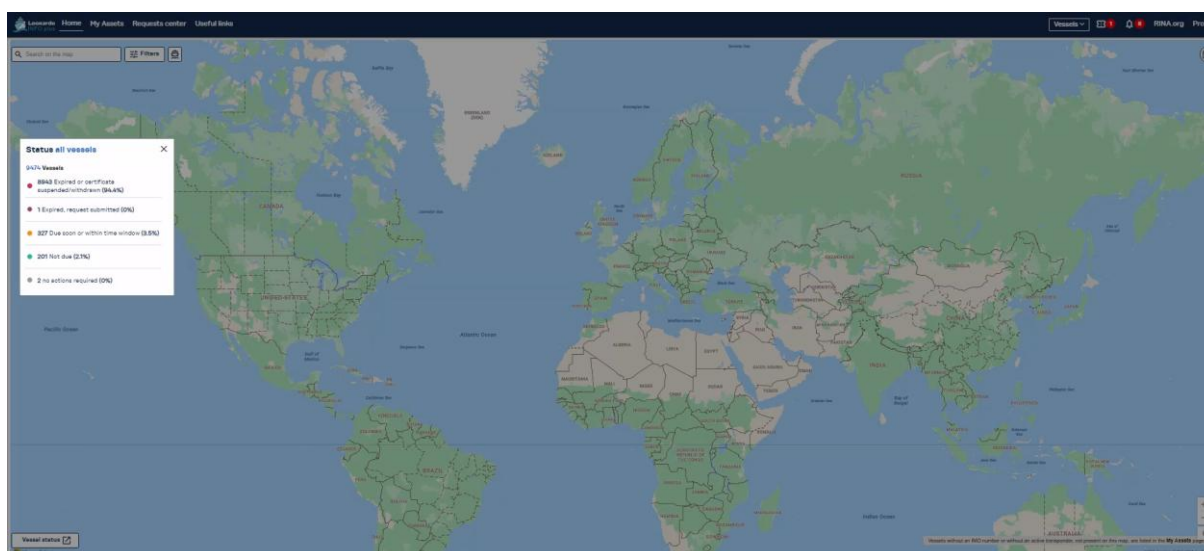
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### 3 Dashboard (Home)

#### 3.1 Overview

This macro section describes how the **Dashboard (Home)** page works. By accessing this section, the user **immediately sees an information dashboard** that summarizes the **status of the items that can be viewed by him**. Subsequently, it is greeted by an **interactive map** that allows you to view the geographical position and the details of the Vessels/Companies that can be viewed, offering an immediate overview of the status and distribution of the monitored units.

The **Dashboard** also allows you to quickly view the Vessels/Companies of greatest interest to the user thanks to the possibility of organizing them into **Fleets/Groups**, as well as to further refine the search through the use of **advanced filters** and the **search bar**.



##### 3.1.1 Vessel/Company Status


Once logged in, the user sees, at the bottom left of the page, an **information dashboard** called "**Vessel/Company Status**", containing a summary of the statuses of Vessels/Companies assigned to him or can be viewed.

This dashboard organizes items by grouping them into **percentage groups** based on their status.

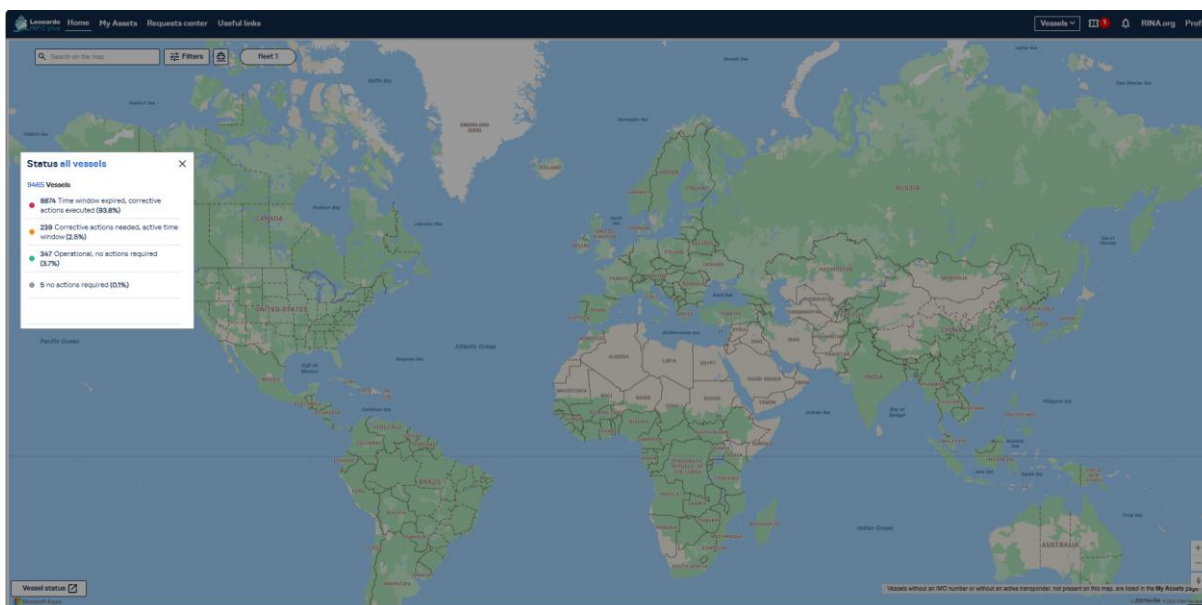
Each status is distinguished by a **traffic light indicator** that indicates a specific condition. Inside the dashboard are shown:

- The **total number** of vessels/companies tracked.

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- The **breakdown** of vessels/companies by **operational status**, represented with **distinctive colors** and accompanied by a textual description and percentage **of the total**.



The following are the meanings of **traffic light indicators**:

<b>Red</b>	Indicates the Vessels/Companies for which the <b>time window</b> for corrective actions of at least one item has <b>expired</b> and the actions have not been performed
<b>Orange</b>	Indicates the Vessels/Companies that do not have expired elements, but which <b>have at least one element close to its expiry</b> (within 3 months) or in the visit window
<b>Green</b>	Indicates the operating Vessels/Companies that <b>do not have expired or expiring elements/in the visit window</b>
<b>Grey</b>	It appears in correspondence with Vessels/Companies for which a new prescription has been entered but the procedure for updating the traffic lights, which is triggered every hour, has not yet started. The gray traffic light will then be shown temporarily, waiting for the update.
<b>Red Bordered/Orange Bordered</b>	Indicates the Vessels/Companies with elements for which <b>the customer has taken the necessary actions</b> (request a visit, request the cancellation of a prescription/finding, etc.) but which are still pending in the system

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To close the "Vessel/Company Status" dashboard, click on the "X" symbol at the top right of the dashboard.

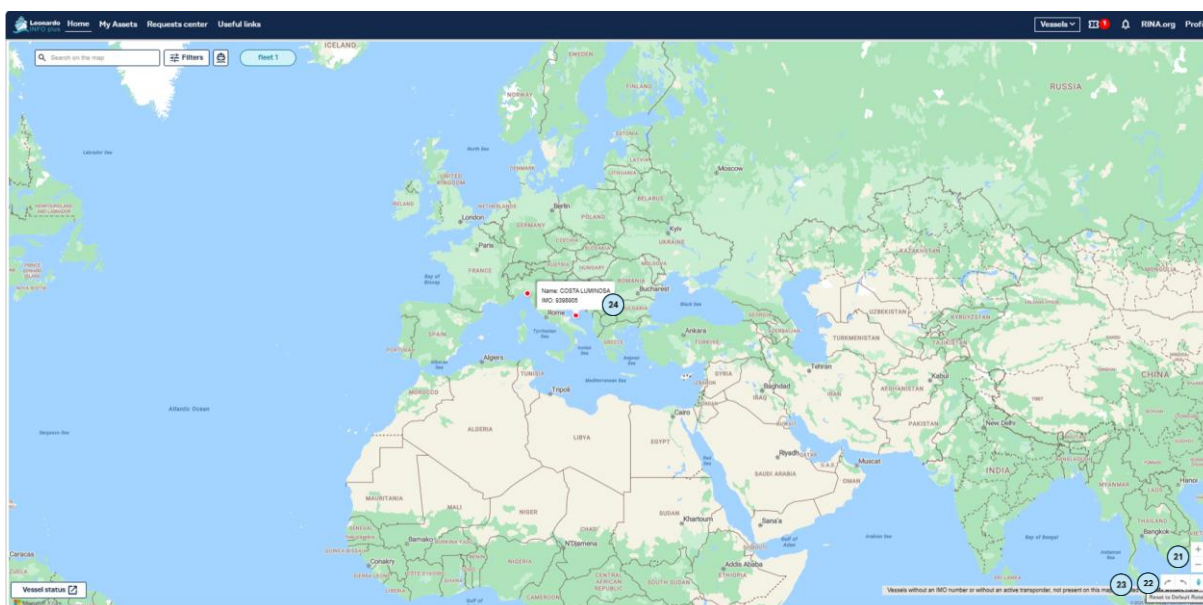
Finally, it is always possible to view it by clicking on the "**Vessel/Company Status**" button at the bottom of the map on the Home page of the site.

### 3.1.2 Map

The user sees an **interactive map** that allows him to view the **Vessels/Companies to which he is entitled to access**.

In particular, the items are identified within the map through the same traffic light indicators described in the "**Traffic light indicators**" paragraph 3.1.1 "Vessel/Company Status", based on their status.


The user only sees items with active AIS on the map, so that they can be shown on the map in their exact position. However, it is always possible to view the complete list of vessels/companies in the My Assets section, including those with inactive AIS that are not shown on the map.



From here, the user can do several things:

- **Zoom In/Zoom Out (21)**  
Using the buttons with the "+" and "-" symbols, positioned at the bottom right of the map, the user can zoom in or out of the map view, in order to have as detailed a view as possible of the items displayed on the map.

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- **Map Rotation (22)**  
By hovering on the button with the compass symbol at the bottom right of the map, the user sees two additional buttons containing two circular arrows indicating two opposite directions. By clicking on these buttons, the user has the option to rotate the map clockwise and counterclockwise.
- **Restabilization Perspective by Default (23)**  
In order to restore the default perspective of the map, the user can click on the button with the compass symbol located at the bottom right of the map.
- **Vessel/Company Popup Display (24)**  
By hovering over the Vessel/Company displayed on the map, the user sees a popup showing:
  - Vessel/Company Name
  - IMO number (only for Vessels)
  - Address (only for Companies).

The **Internal** user, in order to view the items on the Map, must previously select the Vessel/Company or Fleet/Group of interest. This is to avoid a chaotic visualization on the map given the number of items that can be viewed by the Internal user.


### 3.1.3 Vessel/Company Dashboard

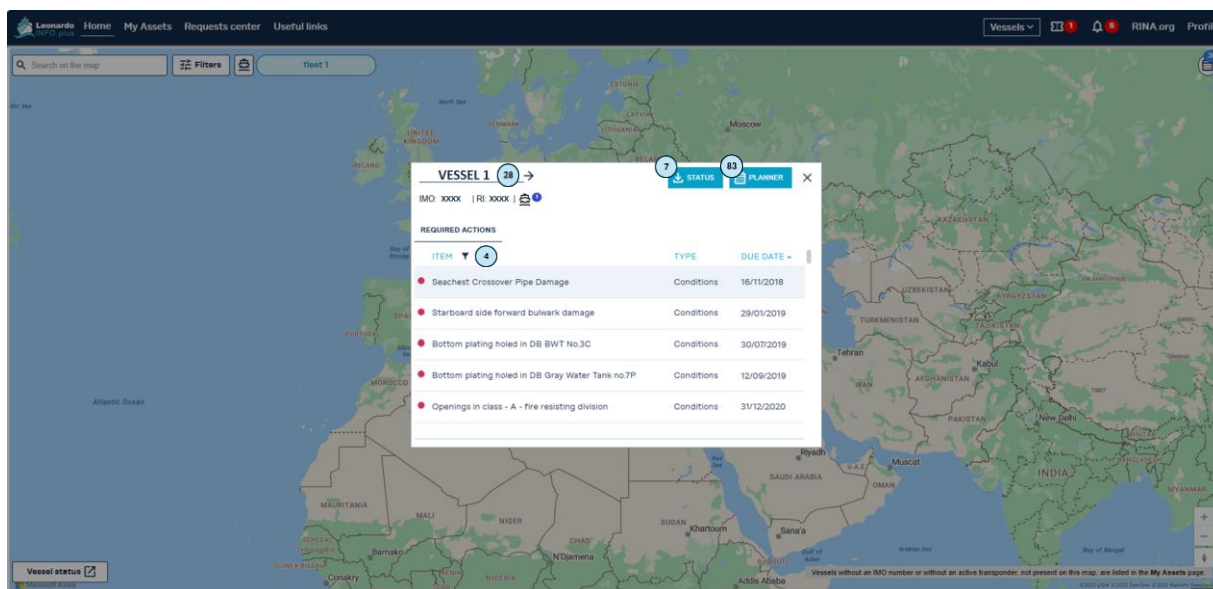
By clicking on the Vessel/Company on the map, the user will see a **dashboard** bearing a **summary of the detail of the Vessel/Company in question**, which allows the user to view the **“Required Actions”**, sorted according to the "First action due on", associated with the selected Vessel/Company. (See Required actions panel feature ).

The dashboard contains the **specifications of the Vessel/Company**, in particular:

- Name
- IMO number
- RI number (for vessels only)
- Fleet/Group symbol with a number indicating how many Fleets/Groups the displayed Vessel/Company is associated with.

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From here, the user can do several things:


- **Filters and column sorting (4)**   
See the "Filters and column sorting" function, Vessels/Companies List paragraph.
- **Download Status PDF (7)**   
See the "Download Status PDF" function, paragraph List of vessels/Companies.
- **Button "Planner" (83)**  
The user can directly access the calendar of deadlines (Planner) relating to the Vessel/Company (see paragraph 7.1.1 "Planner");
- **Vessel/Company Detail Access (28)**   
By clicking on the underlined name, located at the top left of the dashboard, the user accesses the detail page of the selected Vessel/Company. (See paragraph 7 "Vessel/Company Detail").

### 3.1.4 Search on the map

At the top right of the map there is a **Searchbar** that allows the user to search for any Vessels/Companies to which he can have access by typing the name, IMO number and RI number.

- **Searchbar (50)**

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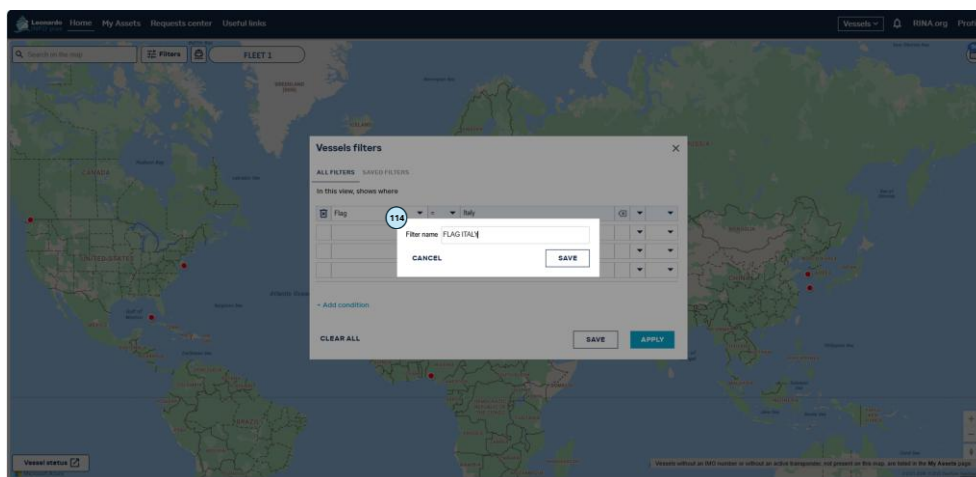
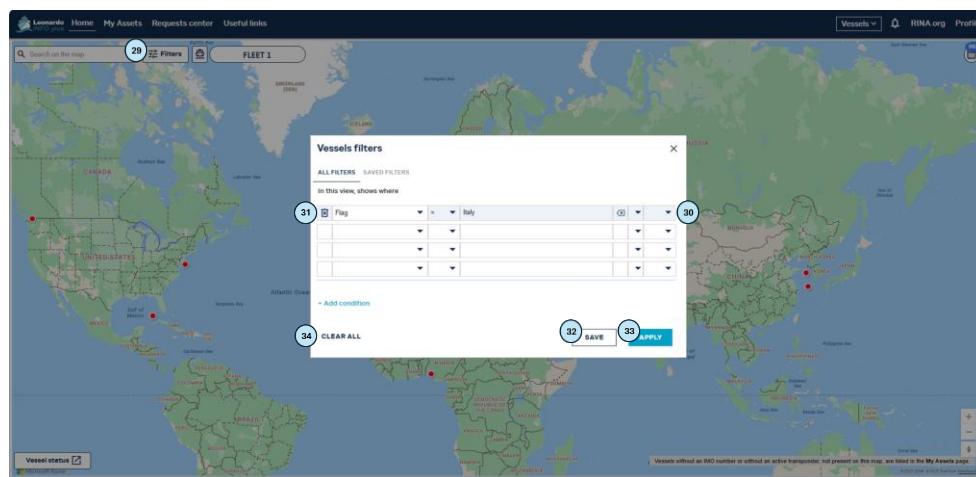
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See "Searchbar" functionality




### 3.1.5 Filters

The user has the possibility to apply **filters** to the map to facilitate the search for a particular Vessel/Company or a set of Vessels/Companies that share some characteristics. **The filters applied will always be maintained while browsing the site in all its sections.**



By clicking on the "Filters" button (29) at the top left of the map, the user displays the "Vessel/Company filters" dashboard divided into two tabs:

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1. All filters
2. Saved filters

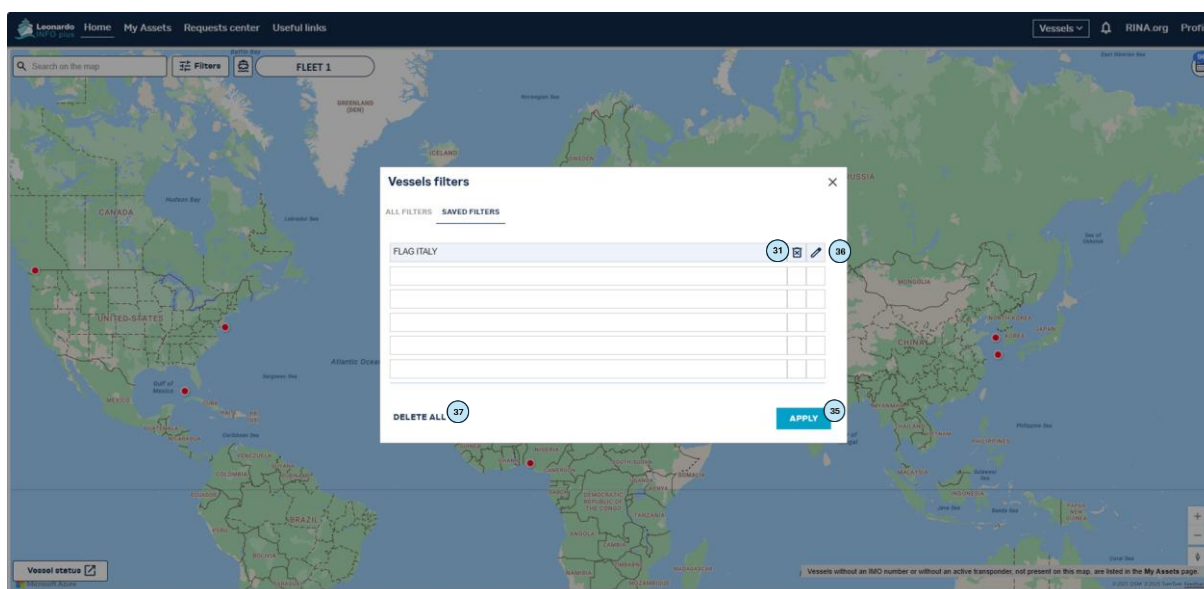
By default, the dashboard opens on the "All filters" tab. From here, the user sees a table where they can do several things:

- **Category selection and filtering criteria (30)**  
Each row is divided into several sections, each of which corresponds to a category or filtering criteria. Each section can be filled in:
  - by typing the object in question, or
  - by selecting the object using the expandable drop-down menu, clicking on the downward arrow symbol.
To insert an additional filtering criterion, you must select "And" or "Or" in the last section of the previous row. Subsequently, you can proceed to fill in the next line, by clicking directly on it, or by clicking on the "Add Condition" item at the bottom of the table. Finally, to apply the desired combination of filters, you need to click on the "Apply" button . You can enter an indefinite number of filtering criteria, at the discretion of the user.
- **Deletion Line (31)**  
The user has the option to delete a single row by clicking on the trash can symbol to the left of the row itself. In this way, only that single item/criterion will be deleted but any others will be kept.
- **Button Save (32)**  
The user can save the combination created at that time by clicking on the "Save" button.
- **Saving filter combination (114)**  
After clicking on the "Save" button after choosing a combination of filters, a popup will be shown asking you to enter the name to be assigned to the combination of filters you have just created. You will then need to confirm the chosen name by clicking on the "Save" button or go back and cancel the filter combination by clicking on the "Cancel" button. This combination will be saved in the "Saved filters" tab, accessible in the same dashboard, described in the **"Filters" button (29)**
- **Apply (33)**  
To apply the chosen selection of filters, the user can click on the "Apply" button located at the bottom right of the filter dashboard. This will display the selection you have made.
- **Clear all (34)**  
To completely reset the filter selection, the user can click on the "Clear All" button and then on the "Apply" button to return to the view without any filters.

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The second **tab** contained in the dashboard is "**Saved filters**". From here, the user displays the list of filter combinations created and then saved, and can perform the following operations:



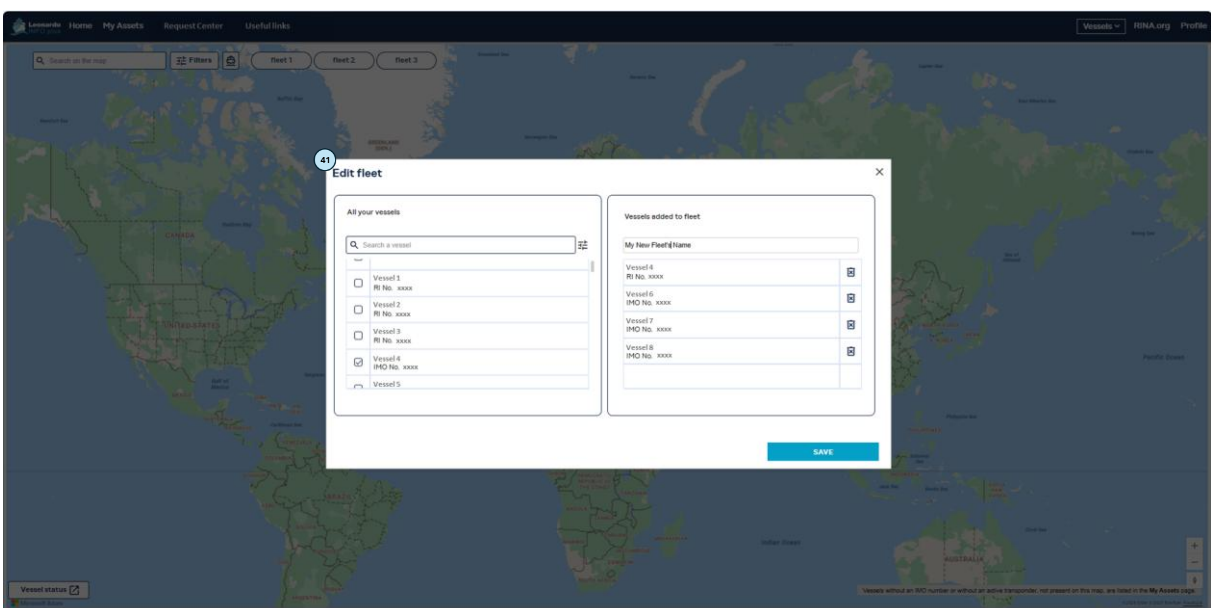
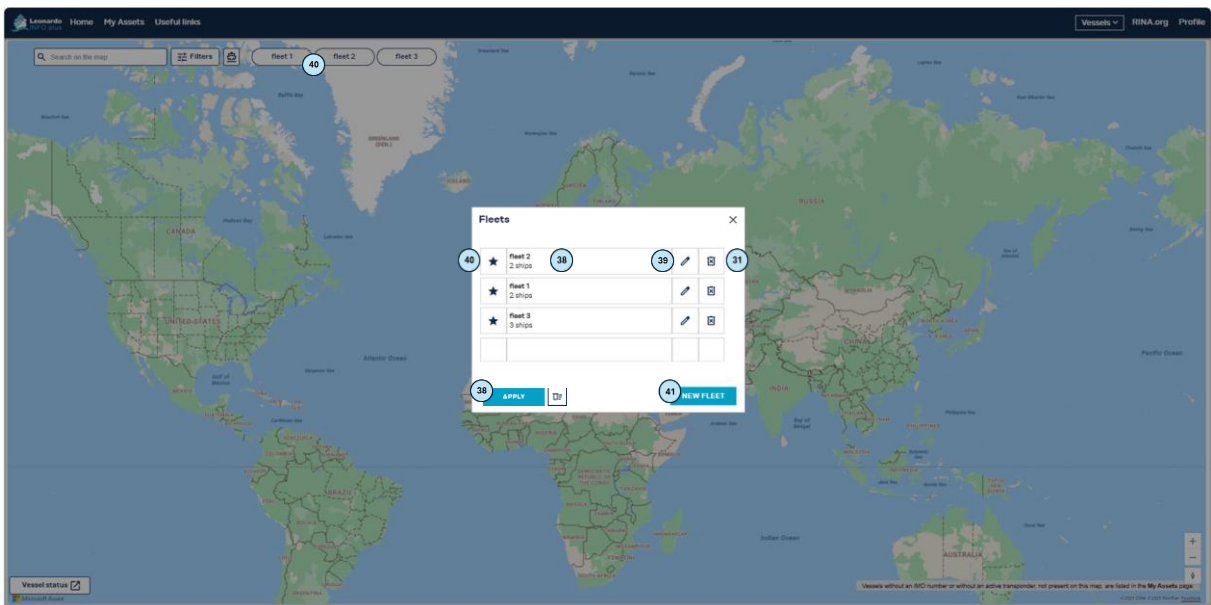
- Saved filters (35)**  
 The user can select the desired combination from the list of saved filters by clicking on the reference line and then on the "Apply" button.
- Deletion Line (31)** □  
 See "Deleting row" function, paragraph 3.2.5 "Filters".
- Change Filter Line Name (36)**  
 The user has the option to change the name of the saved filter combination by clicking on the pencil icon. Next, to confirm the changes, you need to click on the "Save" or "Cancel" button to go back.
- Delete all (37)**  
 The user has the option to delete the entire list of saved filter combinations by clicking on the "Delete all" button. Subsequently, the user sees a confirmation popup in which he can click "Yes" if he wants to delete the entire list, or "No" if he wants to go back.

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### 3.1.6 Fleets/Groups

The user has the ability to **create and manage Fleets** (for vessels) and **Groups** (for companies). In particular, by clicking on the button showing the symbol of the vessel (for vessels) and houses (for companies) placed on the map, the user displays the "Fleets"/"Groups" dashboard showing the list of the Fleets/Groups created and, once the "New fleet"/"New group" button has been clicked, he can perform several operations:



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- **Fleet Application (38)**

The user can select a specific Fleet/Group by clicking on the reference line and then on the "Apply fleet"/"Apply group" button. In this way, it will display on the map only the set of Vessels/Companies belonging to that selected Fleet/Group.

- **Deletion Line (31)**

See "Deletion line" feature

- **Edit Fleet/Group (39)**

The user has the possibility to edit a previously created Fleet/Group by clicking on the pencil symbol on the right end of the row. From here, the user sees the "Edit Fleet" dashboard where it is allowed:

- Select, through the respective checkboxes, new Vessels/Companies to add to the Fleet/Group. The search is facilitated by the presence of a Searchbar, filters and the scroll bar;
- Change the name of the Fleet/Group;
- Delete a Vessel/Company contained in that Fleet/Group (see "Delete line" functionality).

Once the changes have been made, the user must click on the "Save edits" button and on "Ok" in the confirmation popup to confirm them.

- **Selected Fleet/Preferred Group (40)**

The user has the option to select Fleets/Groups as favorites by clicking on the star symbol to the left of the reference line which, once clicked, turns black to indicate that that Fleet/Group has been added to favorites.


Favorite Fleets/Groups can be viewed on the map, at the top next to the Fleets/Groups symbol, thanks to new custom buttons that appear and contain the name of the selected Fleet/Group. In this way, by clicking on the respective button, the user can quickly view on the map the Vessels/Companies of his interest belonging to that Fleet/Group. To deselect the Fleet/Group, you need to click on the reference button again, so as to view the map without filters.

- **New Fleet/Group creation (41)**

The user has the possibility to create a new Fleet/Group by clicking on the "New fleet"/"New group" button located at the bottom right of the "Fleets/Groups" dashboard. From here, the user can proceed with the creation by following the same operational workflow as the "Edit Fleet/Group" feature paragraph 3.2.6 Fleets/Groups.

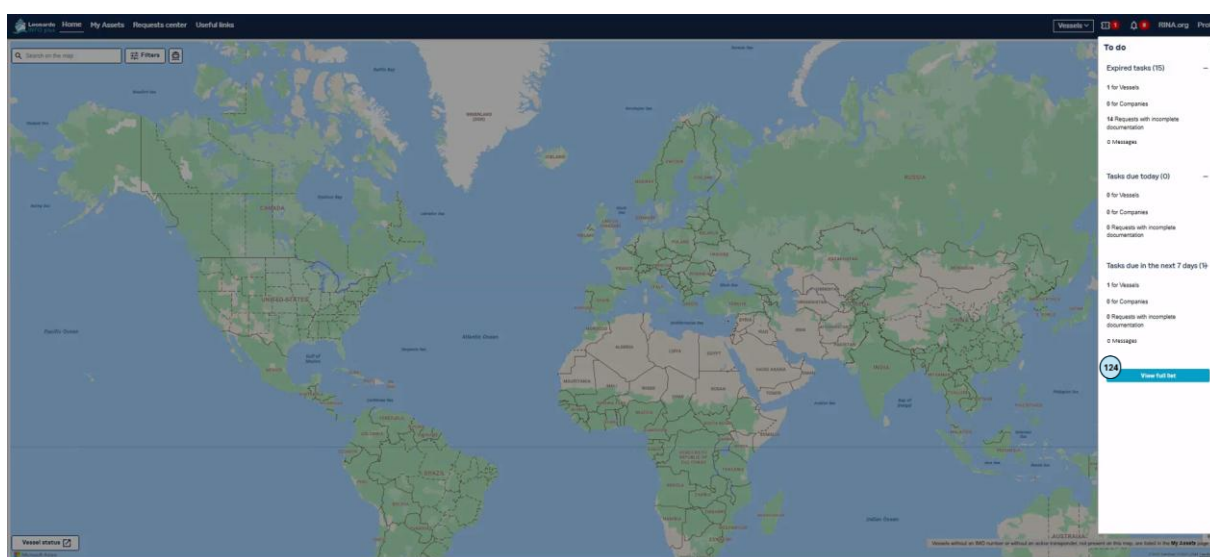
**The fleets and groups applied will always be maintained while browsing the site in all its sections.**

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### 3.1.7 Summary banner to do


The user has the possibility to view a summary of the To-Do's directly in the Dashboard, thanks to a **summary Banner (123)** that can be viewed by clicking on **the calendar symbol** on the right of the Homepage, showing the numeric badge indicating the total number of To-Do's in charge of the user. This banner allows a clear and immediate display of the most urgent activities to be solved in charge of the user who views it.



The Banner is divided into the following sections:

1. **Expired tasks**, followed by a number in parentheses indicating the number of tasks that have already expired. Under this heading, the tasks are quantified and divided into further sections, such as:
  - Vessels
  - Companies
  - Requests with incomplete documentation
  - Messages
  
2. **Tasks due today**, followed by a number in parentheses that indicates the number of tasks due on the current day. Under this heading, the tasks are quantified and divided into further sections, such as:
  - Vessels
  - Companies
  - Requests with incomplete documentation

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3. **Tasks due in the next 7 days**, followed by a number in parentheses that indicates the number of tasks due in the next 7 days. Under this heading, the tasks are quantified and divided into further sections, such as:

- Vessels
- Companies
- Requests with incomplete documentation
- Messages

**The Messages** have very precise expiration times established by the priority assigned by the owner when submitting the ticket itself. The priority is as follows:

- **High** = 48 working hours for message thread resolution
- **Medium** = 72 working hours for message thread resolution
- **Low** = 96 working hours for message thread resolution

Therefore, from the moment you open them, all messages regardless of priority will be displayed in section 3 "Tasks due in the next 7 days".


**The two dates** on which the deadline is calculated start from the date on which the inspection and/or removal of findings for vessels/companies is requested.

From the open Banner view, the user can perform the following operation:

- **Button view full list (124)**

By clicking on the View full list button, located at the bottom of the banner, the user is redirected to the Request center page, precisely in the To Do tab. (See paragraph 5.1.1)

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## 4 Messages

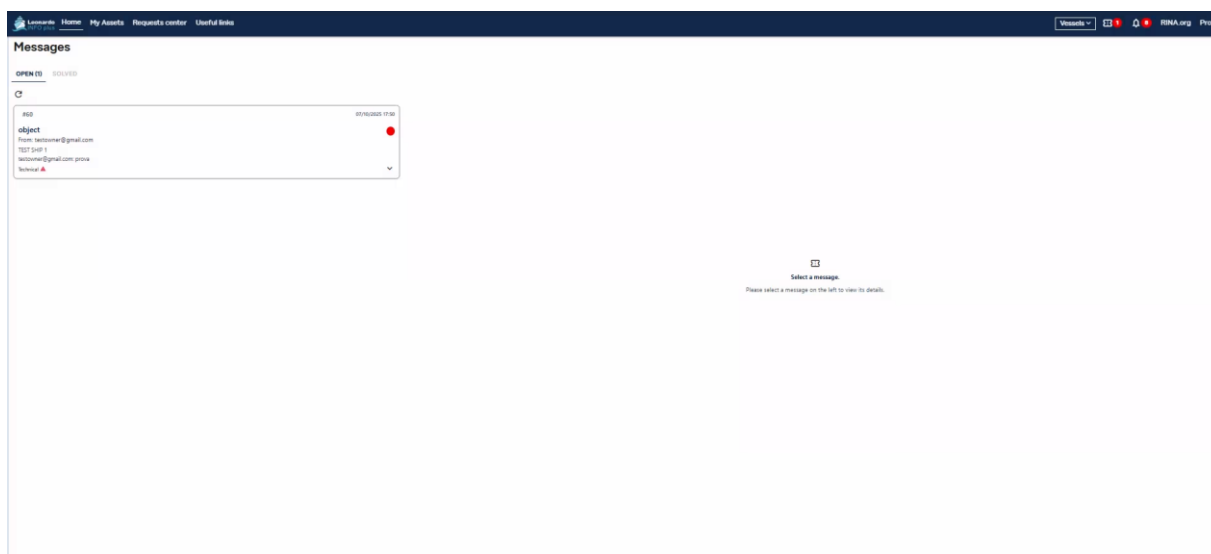
### 4.1 Overview

This macro-section allows the user to easily find his way around the section dedicated to requests, which allows you to manage communications **relating to messages and processes in progress in a simple and traceable way.**

This allows you to keep the status of communications under control at all times, facilitating the **exchange of information between the user and the RINA team** in a transparent and efficient way.

**The operational flow of the "Messages" section** allows users to manage the exchange of requests and information between Rina customers and internal users.

This flow ensures that each file is handled with the highest degree of attention and precision, thanks to the **possibility of attaching documents** and assigning a **degree of priority** to the request **that is about to be submitted**




#### 4.1.1 Message Management

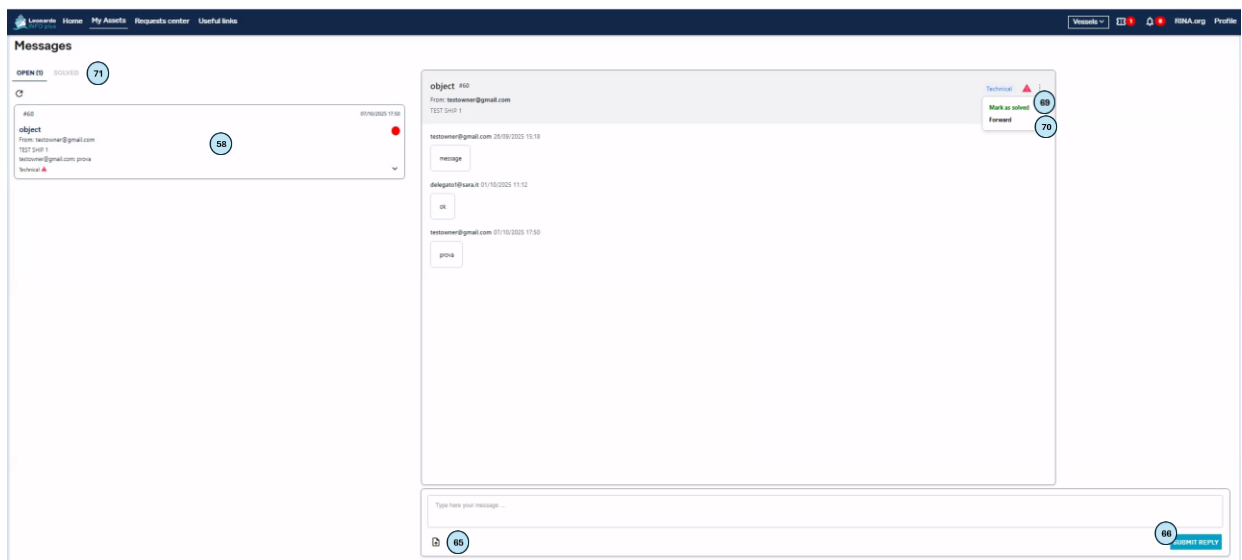
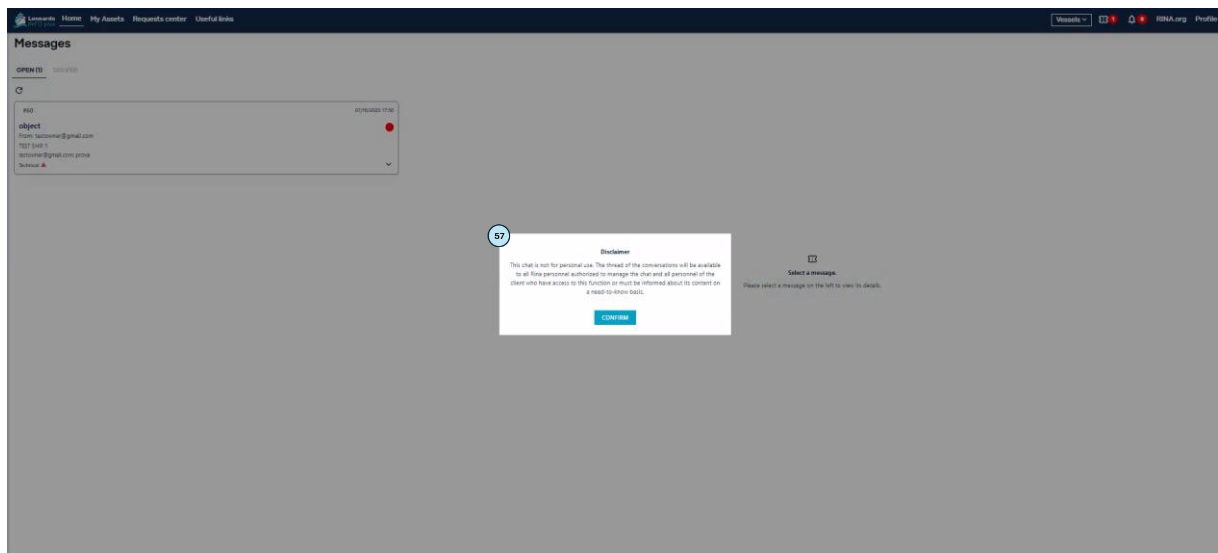
The user has the possibility to **manage and view the messages** received by clicking on the **button depicting the icon of a ticket** in the Header. The page is divided into two parts:

1. On the left, there are the **"Solved" (71)** and **"Open" (126) filters**. By default, the section filtered by "Open" is displayed, which contains message requests that are still being resolved. You can then click on the "Solved" filter to view the list of messages that have been closed. Once a message is in a "Solved" state, you can no longer reopen it and continue the reply thread.

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- By clicking on the left on one of the messages in the list, the message will be displayed on the right side of the page with all its content and the possibility of replying to the message received and/or attaching documents.



From here, the user can do several things:

- Message Disclaimer Display (57)**  
 The user, upon accessing the Messages page, sees a disclaimer specifying that the chat he is about to view and is taking charge of is not for personal use. In fact, all Rina internal

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users will have the ability to view all conversation threads for information purposes, including those they have not taken over.

- **Thread History List and Message View (58)**

On the left side of the "Messages" page, filtered by default for "Open", the user sees the history of all the requests that are still active, so as not to lose track of them, with the possibility of being able to view the individual message by clicking on it. This will display the content of the message on the right side of the page.

- **Document Uploads (65)**

The user has the possibility, by clicking on the upload icon, to upload documents to be attached to the request he is about to send.

- **Submit reply (66)**

The user, once the content of the reply to be sent has been typed in a chat of an already active ticket, can do so by clicking on the "Submit reply" button at the bottom right of the chat.

- **Mark as solved (69)**

The user, by clicking on the three dots at the top right of the chat, displays the "Mark as solved" button. By clicking it, you can proceed to mark the message as resolved. It will always be possible to view the resolved messages using the appropriate filter located at the top left of the messages page.

- **Filter Solved (71)**

The user, by clicking on the filter at the top left of the messages page, can change the display of the default messages and get the list of resolved messages. At any time the message can be reported in the main section following up on the last message.


- **Forward request (70)**

The user, by clicking on the three dots at the top right of the chat, displays the "Forward request" button. By clicking on it, you can proceed to forward the request to a RINA office enabled to manage messages.

When submitting the message, the owner is asked to indicate a **priority for its resolution** . In particular, the user can indicate the following:


- **High**
- **Medium**
- **Low**

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**Priority implies activation**, for the internal user, of a **To Do** on the Request Center page (see paragraph 5.1.1)

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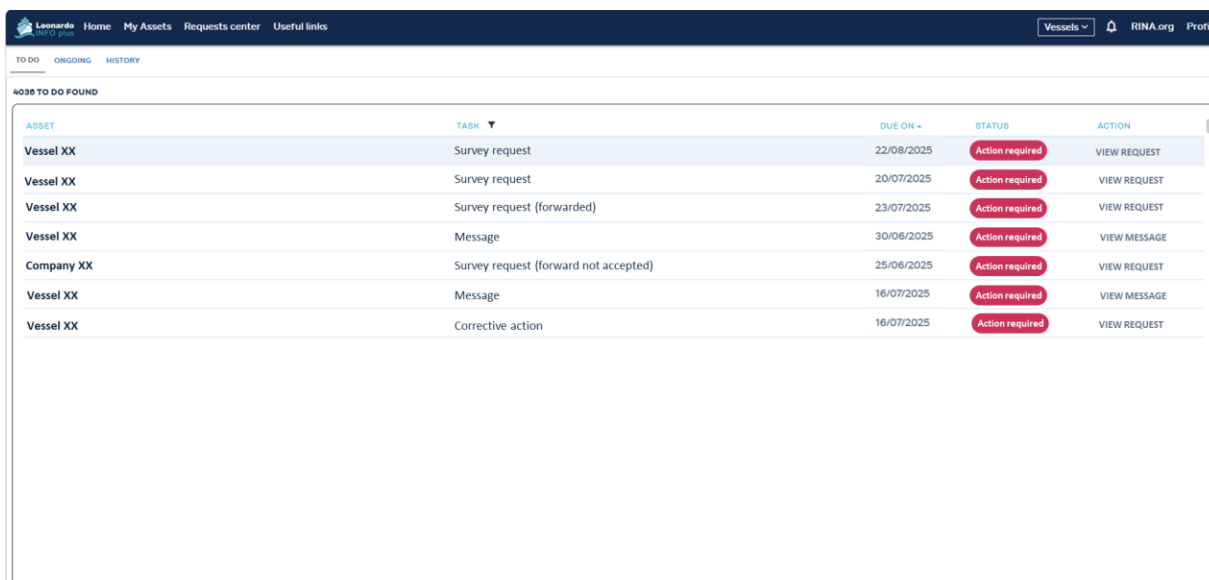
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## 5 Requests Center

### 5.1 Overview

This macro-section allows users to **manage and monitor all requests** through three main tabs.

1. The **"To Do"** section collects requests/resolution messages that require immediate action by the user;
2. The **"Ongoing"** section shows the requests already taken care of and in the process of completion, with status and progress indicators;
3. The **"History"** section collects all completed requests, allowing you to consult the history and access the details of the request.



ASSET	TASK	DUE ON	STATUS	ACTION
Vessel XX	Survey request	22/08/2025	Action required	VIEW REQUEST
Vessel XX	Survey request	20/07/2025	Action required	VIEW REQUEST
Vessel XX	Survey request (forwarded)	23/07/2025	Action required	VIEW REQUEST
Vessel XX	Message	30/06/2025	Action required	VIEW MESSAGE
Company XX	Survey request (forward not accepted)	25/06/2025	Action required	VIEW REQUEST
Vessel XX	Message	16/07/2025	Action required	VIEW MESSAGE
Vessel XX	Corrective action	16/07/2025	Action required	VIEW REQUEST

Each request can be consulted in detail via the **"View Request"** option and, if applicable. This system ensures clear and traceable operational management.


In this section, the Internal user will see the requests received for booking visits and the removal of findings and reminders of messages to which he has yet to respond.

The workflow of the **"Request Center"** section of LeoInfo+ begins with the **creation of a request** via the **"Place Request"** function. Once sent, the request appears in the **"To Do"** section, where it can be viewed in detail with **"View Request"** and managed by internal users. When it is taken over, the status is updated in the **"Ongoing"** tab. At the end of the activities, it is closed and automatically archived in **"History"**, where it can be consulted at any time.

Below, a summary of the explanation of the states present in the different tabs:

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Status	Description
Requested	The request is in Requested status when the Owner user has submitted a visit request or a Findings/Observations deletion request. Any change to a request in the Requested state, made by both users, does not change the state of the same. A request remains in the Requested status until the Internal user creates the Job. The request will appear in the <b>Ongoing</b> tab.
Planned	A request enters the Planned status as soon as the Internal user creates the Job and, therefore, accepts it. The request will appear in the <b>Ongoing</b> tab.
Requested Edited	A request enters the Requested Edited status when a Shipowner user proposes the change of the date and/or port for a request that already had a Job associated. The status, from Planned, changes to Requested Edited. The request will appear in the <b>Ongoing</b> tab.
Rejected	A Findings/Observations deletion request enters the Rejected status when the Internal user rejects the request by clicking the Reject button. The request will appear in the <b>Ongoing</b> tab.
Accepted	A Findings/Observations deletion request enters the Accepted status when the Internal user accepts the request, by clicking the Accept button. The request will appear in the <b>Ongoing</b> tab.
In Progress	A visit request enters the In Progress status upon reaching the date of the first access on board, up to the day before the date of the last access on board. The request will appear in the <b>Ongoing</b> tab.
Completed	A request enters the <b>Completed</b> status when the scheduled date for the last onboard visit related to the request is reached (the corresponding Job in LeoShip is in <b>Approved</b> status). The request will then appear in the <b>Ongoing</b> tab.
Closed	A request enters the <b>Closed</b> status once the Internal User closes and archives the request (the corresponding Job in LeoShip is in <b>Field</b> status). The request will then appear in the <b>History</b> tab.

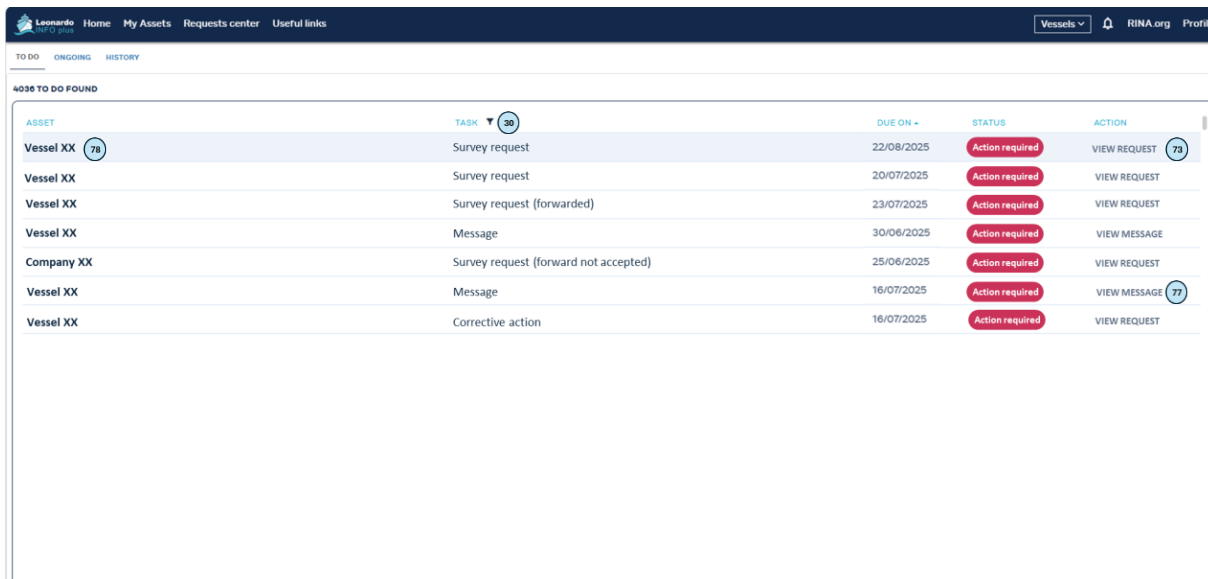
### 5.1.1 To Do

Once the user has accessed the **Request Center** by clicking on the appropriate button located in the Header of the site, he is directed by default to the "**To Do**" section.

The user can also **access the To Do section** by clicking on the button "**View full list**" located at the bottom of the **Banner summary To Do**, paragraph 3.1.7.

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The section is configured in **tabular format** and from here, the user can perform several operations:

- **Select categories and criteria by which you want to filter the view (30)**   
 The user can filter all columns in the table.
  
- **Vessel/Company Detail redirect (78)**   
 Once landed in the Request Center, in each tab that can be viewed, the user can click on the name of the Vessel/Company contained in the "Assets" column of the reference row to be redirected to the respective detail page (see paragraph 7)
  
- **Button View Request (76)**  
 In the "Action" column, the user sees the View Request button for visit requests when:
  - the user Owner requests a visit for a vessel/company
  - another RINA office forwards a request for a visit per vessel/company
  - another RINA office refuses a request for a visit submitted for a vessel/company
  - the Owner user modifies a visit request for a vessel/company with an associated job
  - the Owner user modifies the port/place of a vessel/company visit request without the associated job
  - the Owner user updates the finding/observation removal request for a vessel/company following rejection of the documentation.
 By clicking on it, the user is directed to the request summary page (see paragraph 5.1.4)
  
- **Button View Message (77)**

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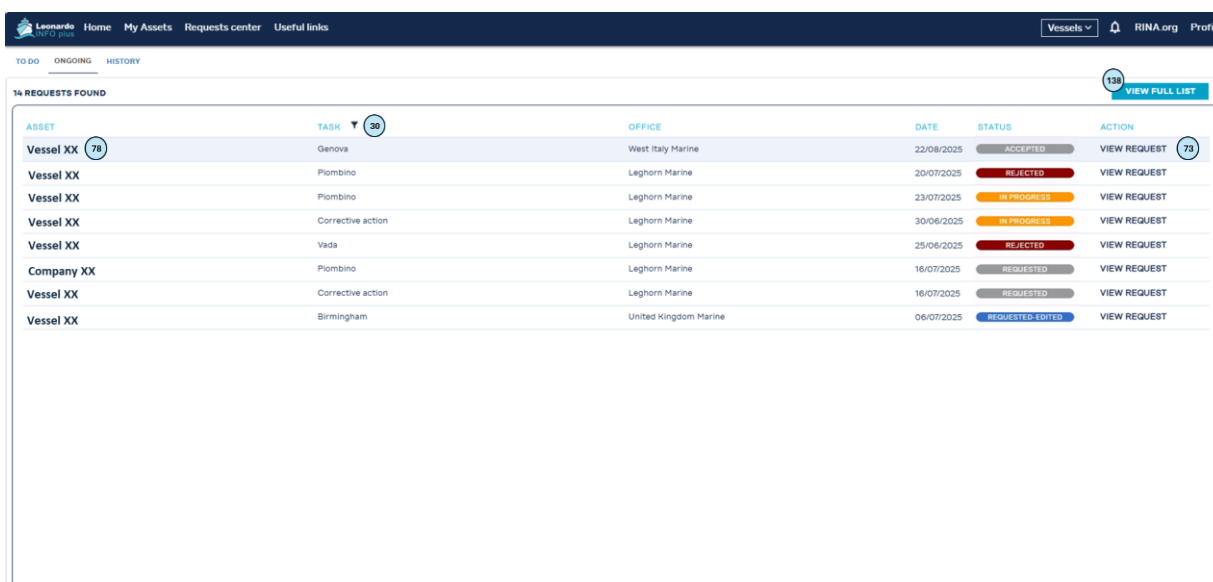
In the "Action" column, the user sees the View Message button next to:

- messages opened by the Owner user for a vessel/company/general request
- messages forwarded from another Rina office
- receiving a reply to a message already taken care of.

Clicking on it redirects the user to the "Messages" page. (See Paragraph 4)

### 5.1.2 Ongoing

The user can switch to the "Ongoing" tab by clicking on the button of the same name at the top of the "Request Center" page.




ASSET	TASK	OFFICE	DATE	STATUS	ACTION
Vessel XX (78)	Genova	West Italy Marine	22/08/2025	ACCEPTED	VIEW REQUEST (73)
Vessel XX	Piombino	Leghorn Marine	20/07/2025	REJECTED	VIEW REQUEST
Vessel XX	Piombino	Leghorn Marine	23/07/2025	IN PROGRESS	VIEW REQUEST
Vessel XX	Corrective action	Leghorn Marine	30/06/2025	IN PROGRESS	VIEW REQUEST
Vessel XX	Vada	Leghorn Marine	25/06/2025	REJECTED	VIEW REQUEST
Company XX	Piombino	Leghorn Marine	16/07/2025	REQUESTED	VIEW REQUEST
Vessel XX	Corrective action	Leghorn Marine	16/07/2025	REQUESTED	VIEW REQUEST
Vessel XX	Birmingham	United Kingdom Marine	06/07/2025	REQUESTED-EDITED	VIEW REQUEST

The section is configured in tabular format and from here, the user can perform several operations:

- **Select categories and criteria by which you want to filter the view (30)**   
The user can filter all columns in the table.
- **Vessel/Company Detail redirect (78)**   
See "Vessel/Company Detail redirect" feature
- **Button View Request (73)**  
In the action column, the user sees the view request button that allows them to be redirected to the request summary page. (see paragraph View Request 5.1.4)

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- **Filter View full list - offices (138)**

The user displays by default the filtered section for those assigned to him, so that he can quickly view and manage those that are his responsibility. In addition, thanks to the special filter, it also has the ability to view the requests assigned to other offices, so that you can always be informed and keep track of each activity. Finally, the user can choose to take charge of the tasks they view, even those that were not originally assigned to them.

### 5.1.3 History


The user can switch to the "**History**" tab by clicking on the button of the same name at the top of the "**Request Center**" page.

Here the user can view the requests that have been closed.

The section is configured in tabular format and from here, the user can perform several operations:

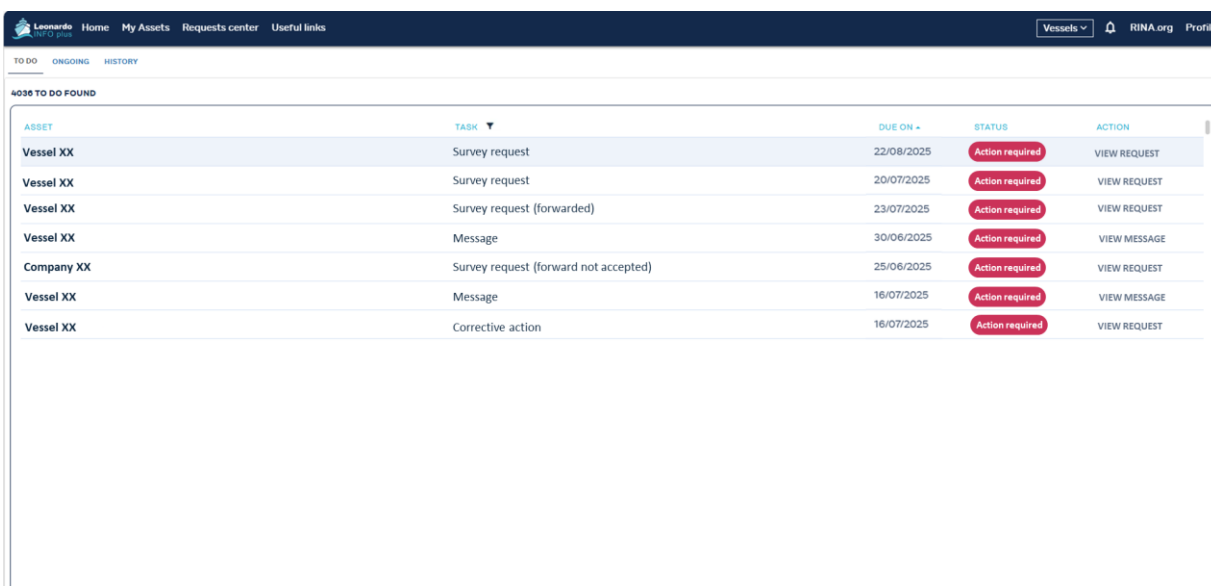
- **Select categories and criteria by which you want to filter the view (30)**   
The user can filter all columns in the table.
- **Vessel/Company Detail redirect (78)**   
See "Vessel/Company Detail redirect" feature, paragraph 5.1.1 "To Do".
- **Button View Request (73)**   
See "Button View Request" functionality.

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### 5.1.4 View Request

The user views the service request in the Request Center. By clicking on the **“View Request”** (see features ) placed in the To Do, Ongoing and History tabs of the Request center, precisely in the action column, the user displays the summary of the submitted request in all its parts.




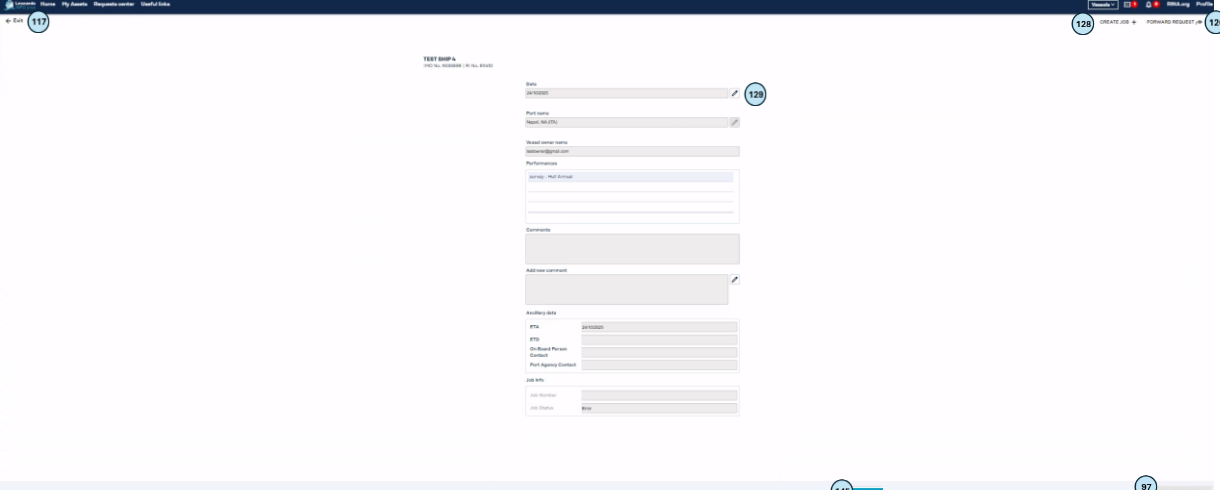
#### 5.1.4.1 Visit Request

In the Ongoing tab, under the "Status" column, the current status of the request is always present. Based on this, the display of the buttons on the View Request page changes. On the "View Request" page, for visit requests, at the top there is the name of the Ship/Company for which the visit has been requested with its reference data.

For requests in the REQUESTED state, the user can do several things:


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- **Button Exit (117)**  
The user, by clicking on the "Exit" button, can exit the View Request page.
- **Button Forward (126)**  
The user can forward the request to another office.
- **Button Decline (127)**  
If the request has been forwarded to the user, by clicking on the "Decline" button, the user can reject the request submitted by another office.
- **Button Create Job (128)**  
By clicking on the "Create Job" button, the user can proceed to create the job on Leoship.
- **Button Edit (129)**  
The "Edit" button, located next to the **date line and add new comment**, allows you to change the date of the visit that has been requested and to add a new comment to the request. For the date, once modified, it is shown in red, in the line below:
  - the original date
  - The new date
  - the user who modified it.
- **Button Undo (145)**  
By clicking this button, the user can delete all changes made to the visit request that have not yet been saved. The button is activated only after you make a change.

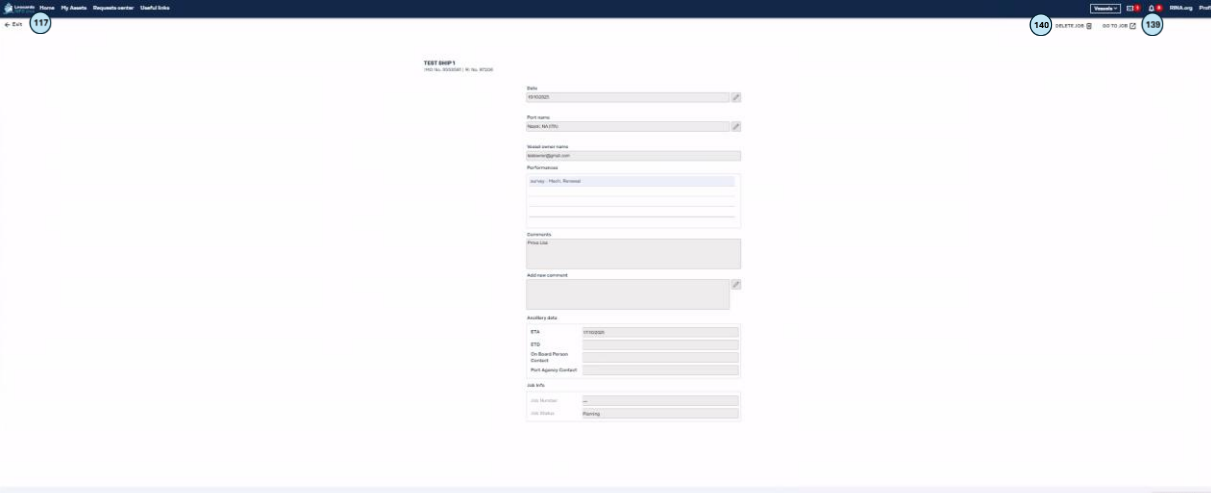
FILE NAME <b>LeoInfo+_Internal_User_Manual _v6</b>		REV. <b>6.0</b>	PAGE <b>38/75</b>
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- **Button Submit Changes (97)**

By clicking this button, the user can submit the changes made to the visit request. The "Submit Changes" button is only activated if changes have been made.

For requests in the PLANNED state, the user can do several things:



- **Button Exit (117)**

See "Button Exit" functionality

- **Button Go To Job (139)**


By clicking on the "Go to Job" button, the user is redirected to the Leoship page of the job corresponding to the visit request.

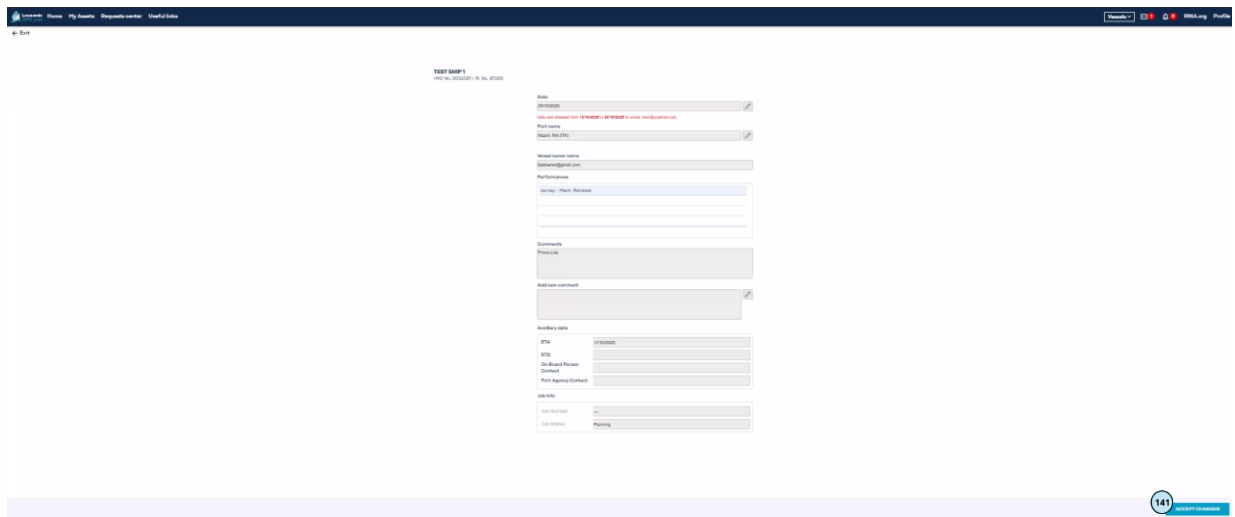
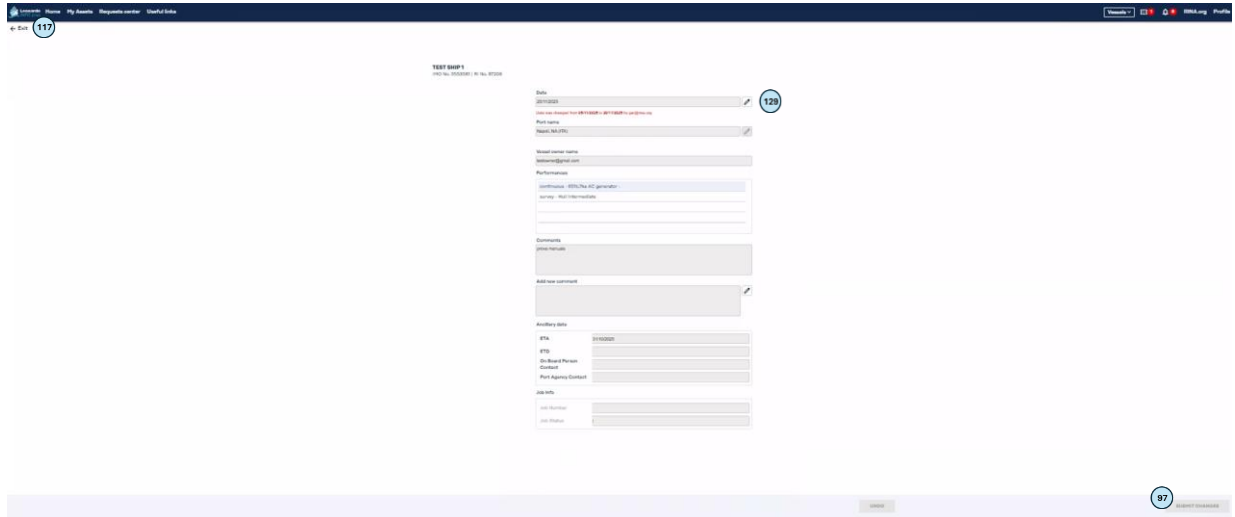
- **Button Delete Job (140)**

By clicking on the "Delete Job" button, the user has the option to delete the job corresponding to the visit request on Leoship. This button is only present if the job on Leoship is in the "Planning" status.

For requests in the REQUESTED EDITED state, the user can do several things:

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- Button Exit (117)** 

See "Button Exit" functionality.

In the event that a request in Planned status has been modified by the Owner user, by date or by port, this functionality will not be available to the Internal user, who will only be able to accept the changes and delete the job born from the previously accepted request and, only later, will be able to make changes and create a new job.

The user must necessarily delete the previously created job for the now modified visit also on the Leoship platform.
- Button Submit Changes (97)**

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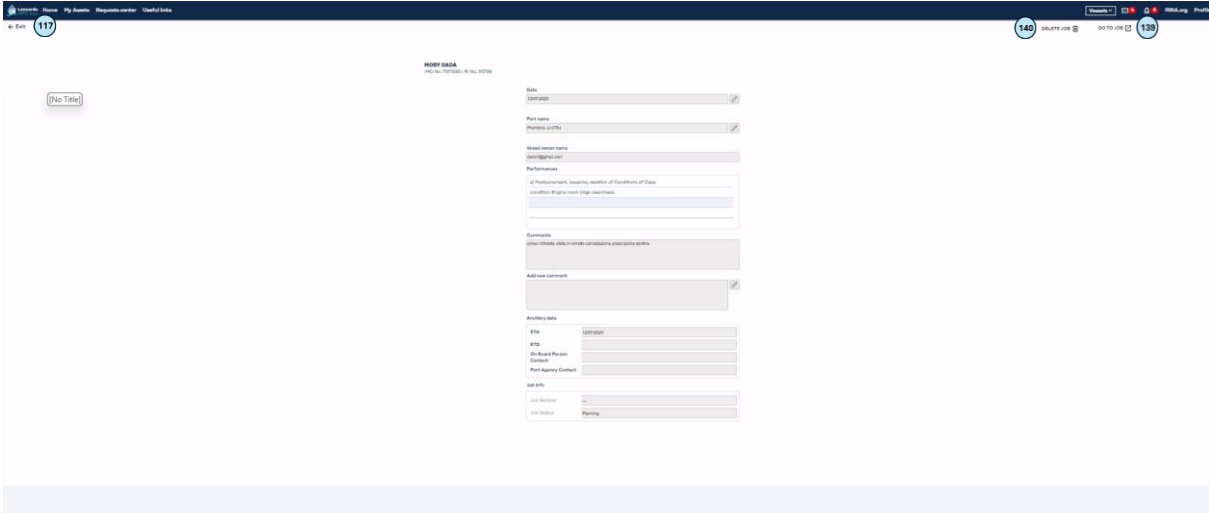
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By clicking this button, the user can submit the changes made to the visit request. The "Submit Changes" button is only activated if changes have been made.

- **Button Accept Changes (141)**

By clicking on it, the user can accept the date changes sent by the Owner. This button will only light up if changes have been made.

For requests in the IN PROGRESS AND COMPLETED state, the user can do several things:



- **Button Exit (117)**

See "Button Exit" functionality

- **Button Go To Job (139)**


See "Button Go to Job" functionality

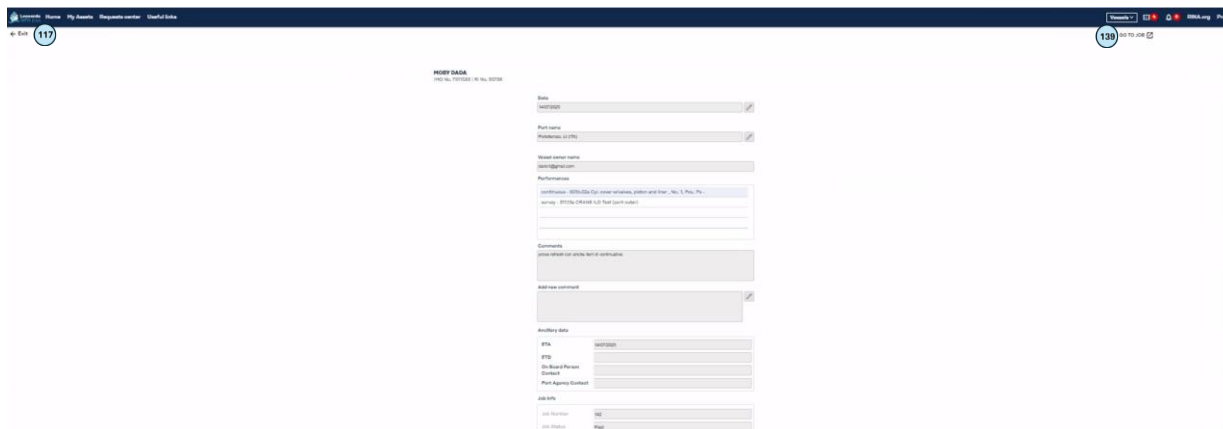
- **Button Delete Job (140)**

See "Button Delete Job" functionality. This button is only present when the status of the job on Leoship is in "Planning".

For requests in the CLOSED state, the user can do several things:

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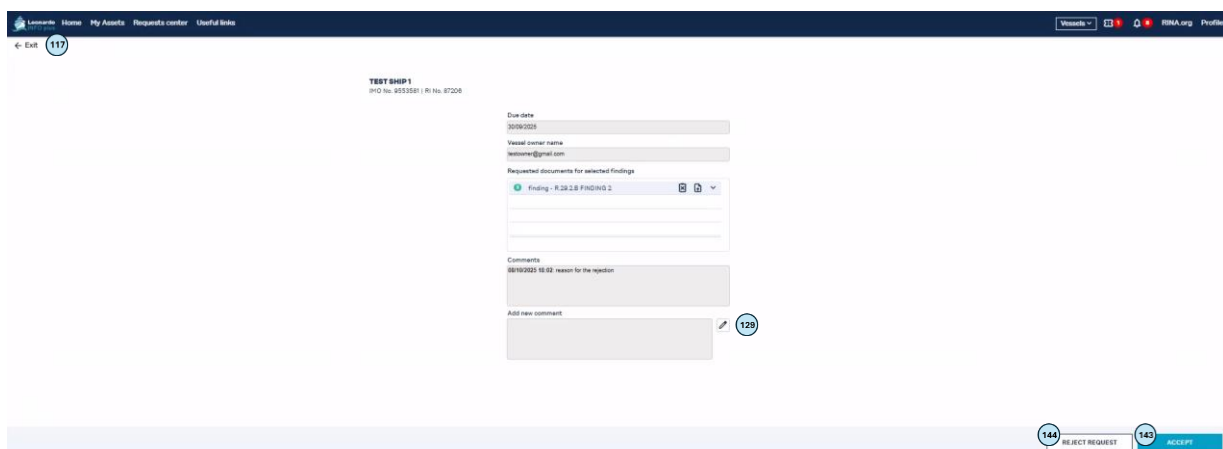


- **Button Exit (117)**   
See "Button Exit" functionality
- **Button Go To Job (139)**   
See "Button Go to Job" functionality


### 5.1.4.2 Findings & Observations Removal

For requests to remove Findings/Observations, the name of the Vessel/Company for which Findings/Observations removal has been requested with its reference data is displayed at the top. In addition, the status of the request is always present because, based on the latter, the display of the buttons on this page changes.

For requests in the REQUESTED state, the user can do several things:

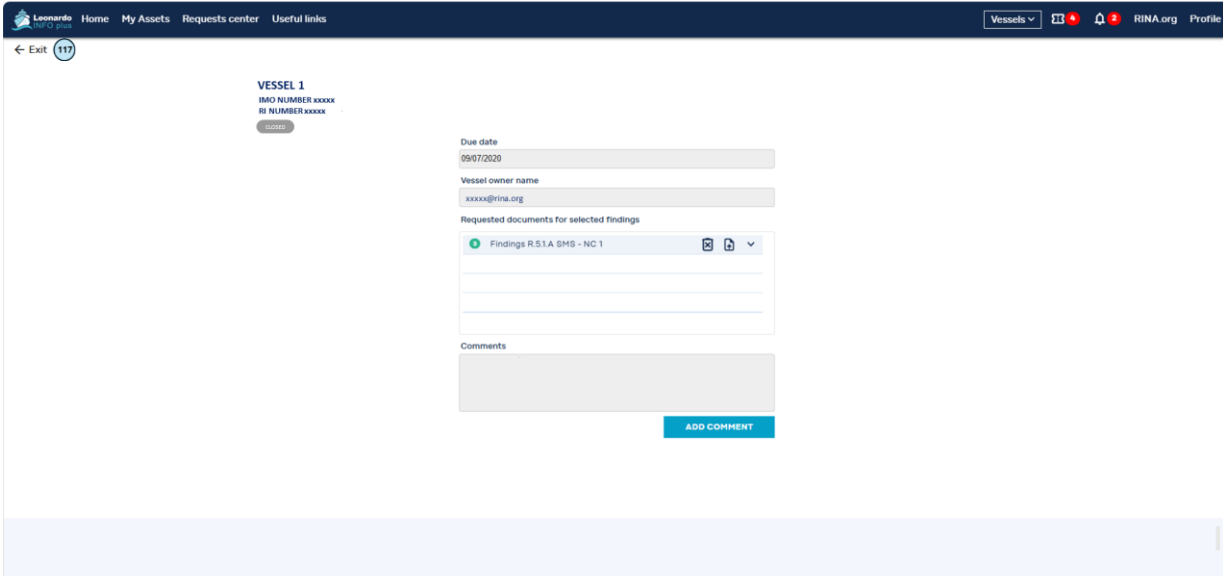


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- **Button Exit (117)**   
See "Button Exit" functionality
- **Button Accept (143)**  
The user, by clicking on the "Accept" button, accepts the documentation attached by the Owner user to the request.
- **Button Reject (144)**  
The user, by clicking on the "Reject" button, rejects the documentation attached by the Owner user to the request.
- **Button Edit (129)**   
See "Button Edit" functionality. In this case, it will only be available in the "Add new comment" field.


For requests in the ACCEPTED, REJECTED, CLOSED state, the user can perform several operations:



The screenshot shows the Leonardo VESSEL 1 interface. The top navigation bar includes "Leonardo Home My Assets Requests center Useful links" and "Vessels v RINA.org Profile". The main content area displays "VESSEL 1" with "IMO NUMBER xxxxx" and "RI NUMBER xxxxx". Below this, there is a "Due date" field with the value "09/07/2020", a "Vessel owner name" field with the value "xxxxx@rina.org", and a "Requested documents for selected findings" section with a dropdown menu showing "Findings R.5.1.A SMS - NC 1". At the bottom, there is a "Comments" section with an "ADD COMMENT" button.

- **Button Exit (117)**   
See "Button Exit" functionality

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### 5.1.5 Office closure

In some cases, the Owner user can submit a visit request that cannot be handled by opening a real job in **LeoShip**.

For example:

- request for the issuance of *a full-term certificate against a short term expiring*;
- request for extension of a visit due to force majeure;
- requests managed completely out of the system.

These cases are normally managed through virtual jobs or through operational activities external to the system.

To allow uniform management of all situations, the Internal user is provided with the possibility of accepting the request without creating a real job and subsequently proceeding to close it.

The features described in this section apply **only to visit requests**. There are no changes to requests for removal of findings.

Once the "View Request" button has been clicked on the visit request to be managed outside the system, the user can perform several operations:

- **Button Accept (146)**

The user, by clicking on the "Accept" button, takes charge of the request by declaring that it will be managed through out-of-system activities and without opening a real job in LeoShip.

Upon confirmation of the transaction:

- the request changes from **the Requested state** to the **Accepted state**;
- the To-Do associated with the internal user is closed;
- the "Create Job", "Forward" and "Accept" buttons are no longer available;
- the "Rollback" and "Close" buttons become available.

When the button is selected, a warning message is shown with the **Cancel** and **Confirm options**.


- **Button Rollback (147)**

The user, by clicking on the "Rollback" button, cancels the Accept operation and returns the request to its previous state.

Following the transaction:

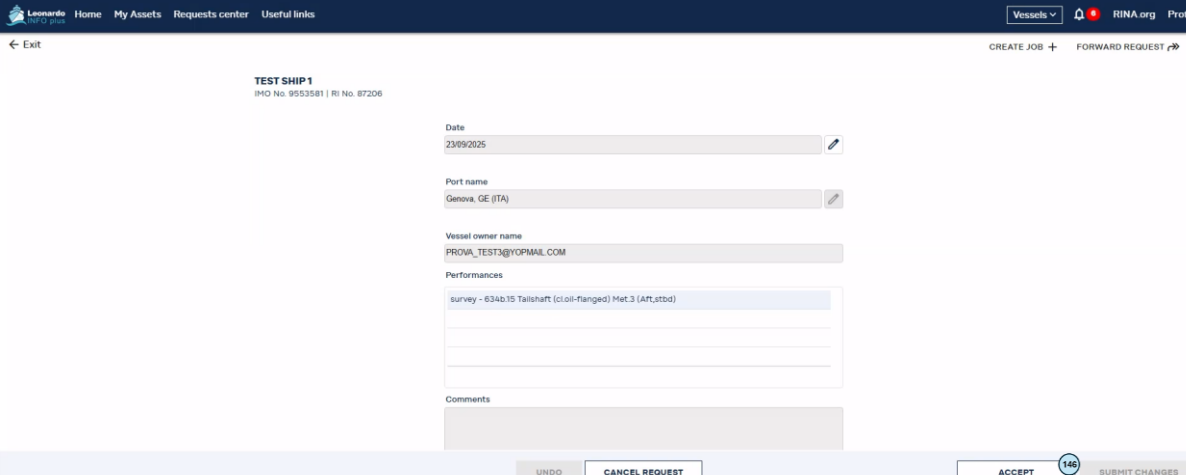
- the request returns to the Requested state;
- the To-Do of the Internal user is reopened;
- the "Create Job", "Forward" and "Accept" buttons are available again;

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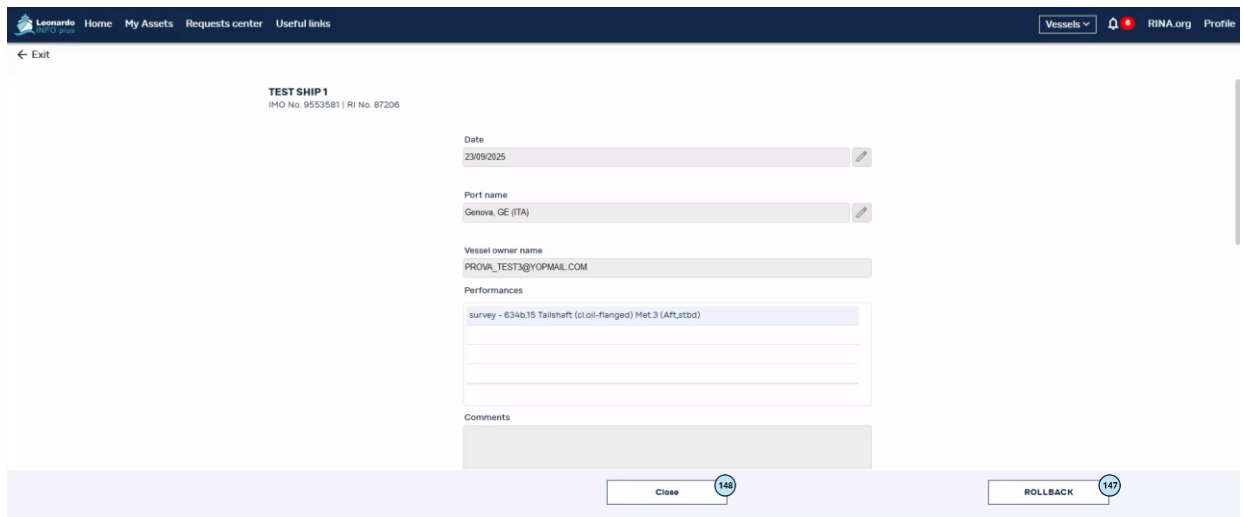
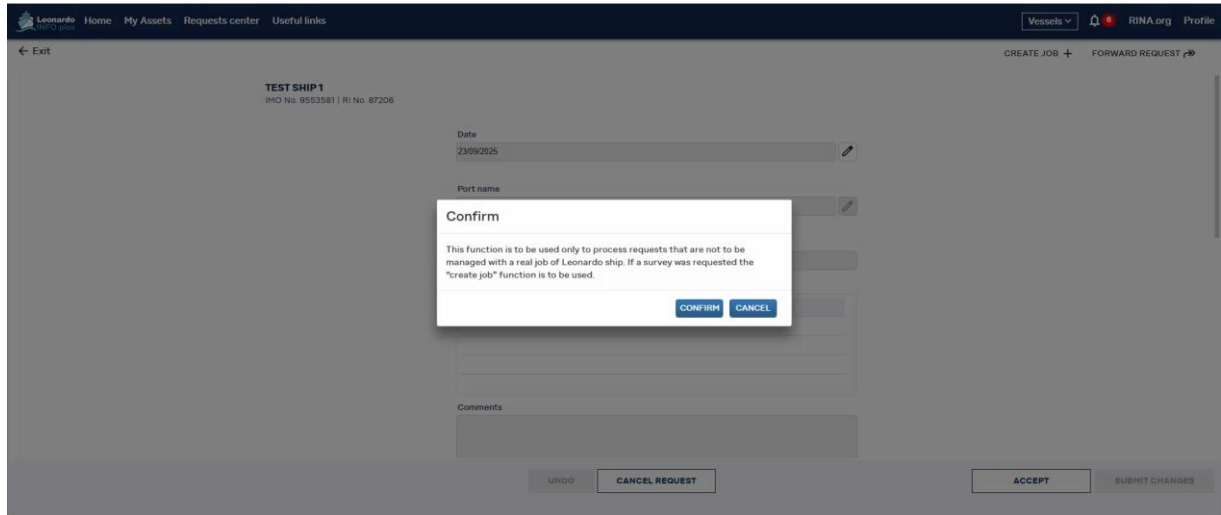
- The "Rollback" button is no longer available.
- **Button Close (148)**  
The user, by clicking on the "Close" button, manually closes the previously accepted request.  
The button is only available for requests in the Accepted state.  
At the closing:
  - the request changes from the Accepted state to the Closed state;
  - the request is removed from the *Ongoing tab*;
  - the request becomes available in the *History tab*.
- **Button Forward (126)**  
The user can forward the request to another office.
- **Button Create Job (128)**  
By clicking on the "Create Job" button, the user can proceed to create the job on LeoShip.
- **Button Exit (117)**   
See "Button Exit" functionality

Once the request is closed, it is no longer considered in the system's automatic update processes.



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### 5.1.6 Cancellation of the Request

The cancellation feature allows you to cancel a request that has already been submitted through the *View Request page*.

The feature is available for:

- *Visit Requests;*
- *Findings & Observations Removal.*

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Cancellation requires the mandatory inclusion of a reason and provides for the tracking of the operations carried out.

Cancellation is allowed only in the absence of any jobs associated with the request. Any jobs must be deleted in advance.

#### 5.1.6.1 *Cancellation request made by the Owner*

When the Owner requests the cancellation, the request goes into the **Cancellation Requested status**.

Entering the *View Request* page, the Owner user immediately sees a window showing the reason for the cancellation provided by the Owner user and the date on which the cancellation was requested.

After clicking "OK", it can perform several operations:

- **Button Confirm Cancellation (149)**

The user, by clicking on the "Confirm Cancellation" button, cancels the request.

The button is available only if any associated jobs are already deleted.

On the rescue:

- the request immediately goes into **the Cancelled** state;
- the request is moved to the **History tab**;
- the associated To-Do's are removed;
- an information notification is generated for the Owner.

- **Button Go To Job (139)**

Present only if the request has an associated job. See "Button Go to Job" functionality


- **Button Delete Job (140)**

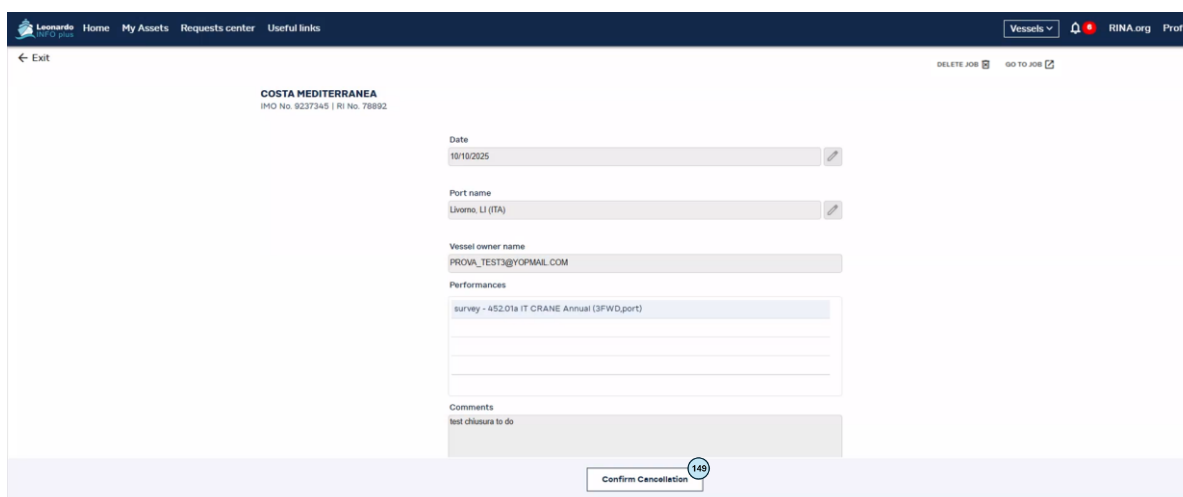
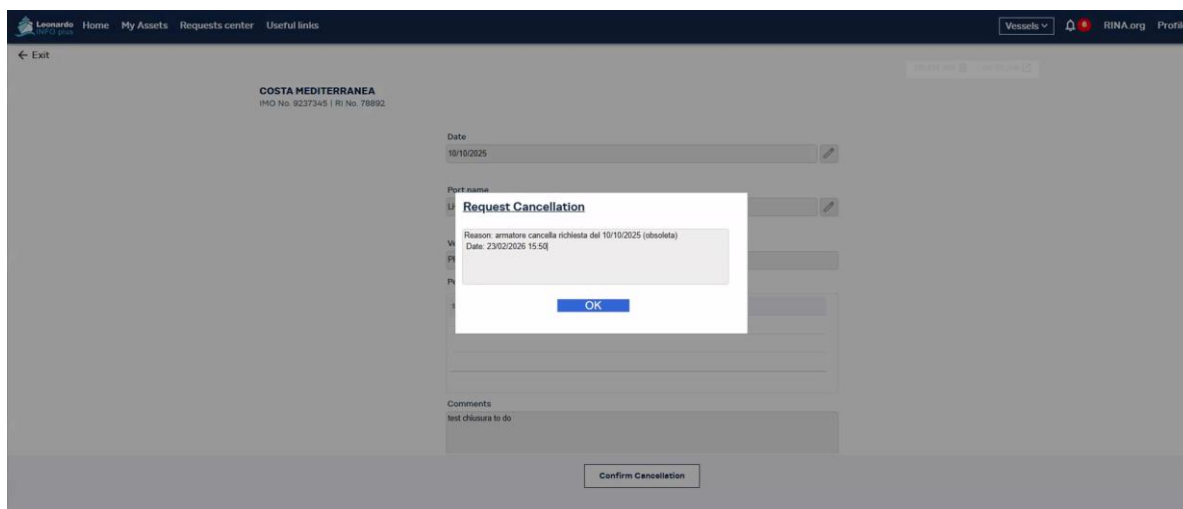
Present only if the request has an associated job. See "**Button Delete Job**" feature

- **Button Exit (117)**

See features

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### 5.1.6.2 Direct cancellation by the internal user

The Internal user can directly cancel a request from the View Request page. The request can be cancelled directly by the Internal user in the event that the request in question has not already been taken care of, i.e., without an associated Job. In the event that the request already has a Job associated, before cancellation, it must be deleted using the **Delete Job button (140)**.

From the View Request page, the user can do several things:

- **Button Cancel Request (150)**  
The user, by clicking on the "Cancel Request" button, cancels the request.

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The button is available only if any associated jobs are already deleted.  
 When selecting the button, the motivation must be entered.  
 On the rescue:

- the request immediately goes into **the Cancelled** state;
- the request is moved to the **History** tab;
- the associated To-Do's are removed;
- an information notification is generated for the Owner.

- **Button Exit (117)**

See features

- **Button Accept (146)**

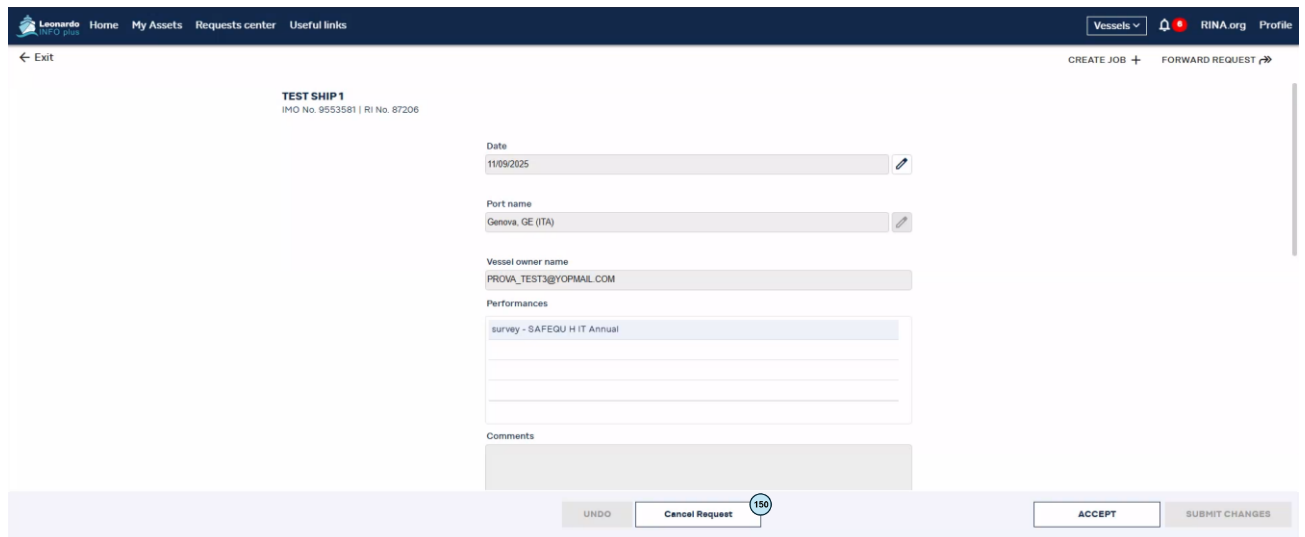
See **button Accept features (146)**

- **Button Forward (126)**

See **button Forward features (126)**


- **Button Create Job (128)**

By clicking on the "Create Job" button, the user can proceed to create the job on LeoShip.



The screenshot shows the Leonardo LeoInfo+ web interface. At the top, there is a navigation bar with 'Home', 'My Assets', 'Requests center', and 'Useful links'. On the right, there are 'Vessels', a notification bell, and 'RINA.org Profile'. Below the navigation bar, there are 'Exit', 'CREATE JOB +', and 'FORWARD REQUEST' buttons. The main content area displays details for 'TEST SHIP 1' (IMO No. 9553581 | RI No. 87206). The form includes fields for 'Date' (11/09/2025), 'Port name' (Genova, GE (ITA)), and 'Vessel owner name' (PROVA\_TEST3@YOPMAIL.COM). There is a 'Performances' section with a dropdown menu showing 'survey - SAFEGU H IT Annual'. At the bottom, there is a 'Comments' section and a footer bar with 'UNDO', 'Cancel Request' (with a '150' notification), 'ACCEPT', and 'SUBMIT CHANGES' buttons.

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## 6 My Assets

### 6.1 Overview

This Macrosection reports the functioning of the page relating to the **List of Vessels/Companies** and offers the user a **more specific view** than the **Dashboard**, while remaining at a **general overview level**, thanks to the **aggregate representation of the status of the deadlines**.

On this page, all the assets that the user can view, including those that are not represented on the map, are listed. The content displayed respects the filters and fleets selected in the Dashboard, maintaining consistency across navigation levels. The user can progressively deepen the information down to the single piece of data, thanks to a drill down system, up to the detail of the individual Vessel/Company (see paragraph 7).

The sorting of assets follows the "first due on" logic, i.e. those with imminent maturities are shown first. The status of deadlines is represented graphically by traffic lights, to offer an immediate view of priorities.

The **workflow of the My Assets section** describes step by step the actions that the user can perform within the *Vessels/Companies List*. It provides clear instructions on how **to access, filter, consult and download information** relating to the assigned vessels or companies.




VESSEL NAME	IMO	M	REQUESTED ACTIONS	STATUS	FIRST ACTION DUE ON
LOUKA	7630387	68108	100	100 0	01/03/1993
PAIRE JONIO	7222869	50445	25	25 0	08/11/1993
OSIA	7228417	64822	211	211 0	14/05/1997
GALLURA	6907224	48219	341	341 0	28/05/1997
ALICE NERO	7204118	72004	20	20 0	22/08/1997
SAN MATTEO PRIMO	7910763	53834	24	24 0	24/02/1998
JOHANNI	7258890	68027	13	13 0	28/03/1998
AL SALAH PETRARCA 90	7041851	47378	249	249 0	30/08/1998
FERRARA	8034831	75361	13	13 0	27/11/1998
SEABULK TOUCAN	8801587	66499	310	310 0	21/02/2000
VESETTA	781232	74202	19	19 0	09/05/2000
BRAZILIA	7914232	55008	243	238 5	01/08/2000
BODAI	7185932	52841	276	289 15	28/11/2000
WALD-S	8914437	58482	8	7 1	01/03/2001
DAVTONA	8021855	78776	142	142 0	05/09/2001
ZAANDAM	8195527	79376	11	11 0	30/04/2001

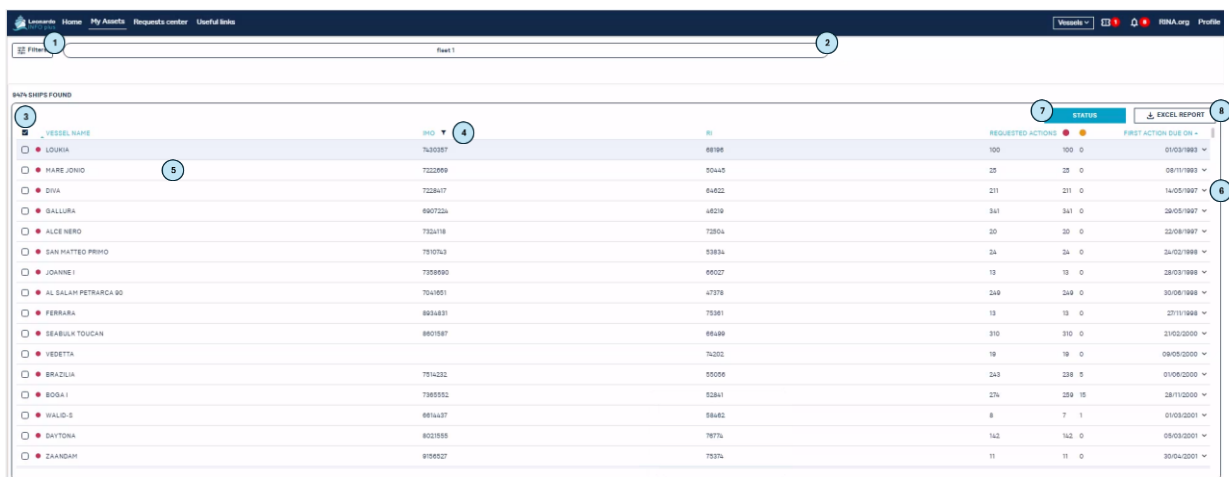
#### 6.1.1 List of Vessels/Companies

The user accesses the Vessel List or Company List section by clicking on the **"My Assets" button** located in the **Header of the respective dashboard** (Vessel Dashboard or Company Dashboard).

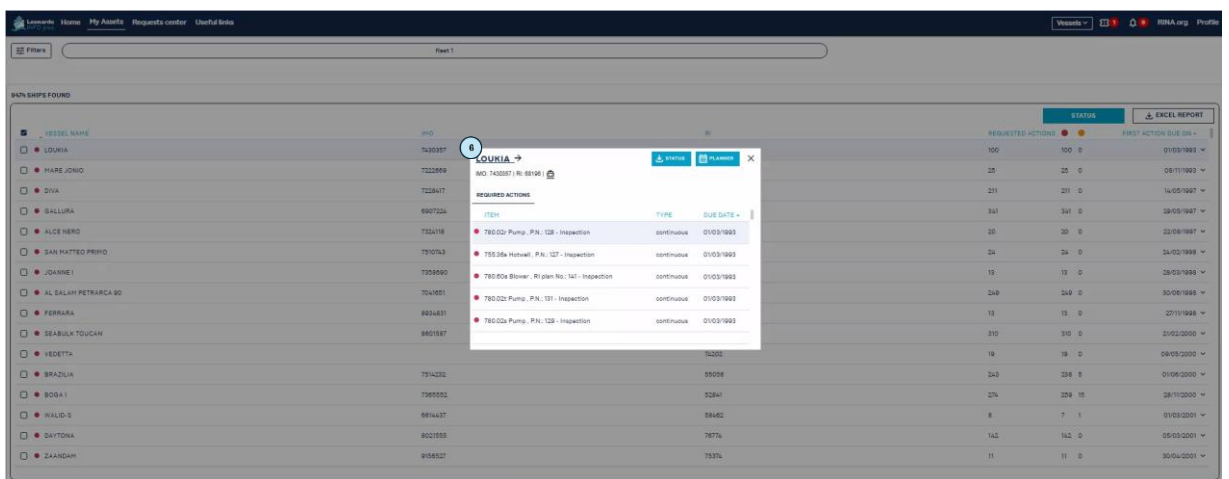
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The section is presented as a **table that lists, in list format, all the Vessels or Companies** assigned to the user, even those which are not present in the Dashboard, accompanied by the main information. The list is ordered according to the "first due on" logic, reporting the upcoming deadlines first. The status of deadlines is represented graphically by traffic lights, to offer an immediate view of priorities.



VESSEL NAME	ID	RI	REQUESTED ACTIONS	STATUS	FIRST ACTION DUE ON
LOUKIA	7430387	68198	100	100 0	01/03/1993
MARE JONIO	7222069	20440	25	25 0	09/11/1993
DIVA	7228417	64922	211	211 0	14/05/1997
GALLURA	6907226	48219	341	341 0	28/05/1997
ALICE NERO	7324118	72504	20	20 0	22/08/1997
SAN MATTEO PRIMO	7910763	53976	24	24 0	24/02/1998
JOANNE I	7395890	65027	13	13 0	28/03/1998
AL SALAH PETRARCA 90	7041051	47378	249	249 0	30/06/1998
FERRARA	8834831	75381	13	13 0	27/11/1998
SEABULK TOUCAN	8801987	66489	310	310 0	21/02/2000
VEDETTA		76202	19	19 0	09/03/2000
BRAZILIA	7914232	85006	243	238 5	01/08/2000
BOSAI	7385552	52841	276	259 15	28/11/2000
WALD-S	6614437	68482	8	7 1	01/03/2001
DAYTONA	8021855	78776	142	142 0	05/03/2001
ZKANDAH	9198527	79376	11	11 0	30/04/2001




ITEM	TYPE	DUE DATE
780.02 Pump, P.N. 128 - Inspection	continuous	01/03/1993
755.35a Hatch, P.N. 127 - Inspection	continuous	01/03/1993
780.05a Blower, Ri plan No: 141 - Inspection	continuous	01/03/1993
780.02i Pump, P.N. 131 - Inspection	continuous	01/03/1993
780.02a Pump, P.N. 128 - Inspection	continuous	01/03/1993

From here, the user can do several things:

- **Dashboard filters (1)**  The user can click on the "Filters" button, which is the same as the one present in the Dashboard, and has the possibility to use the same filters. In case the user has previously applied filters in the Dashboard, they will be applied to the Vessels/Companies List. At

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any time, the user can delete the filters and view the entire list by clicking on the appropriate button "Filters" and then on "Clear all" and "Apply".

- **Fleet/Group Application (2)**

At the top of the page are listed all the Fleets or Groups previously created in the Dashboard (see paragraph 3.1.6)

By clicking on the name of a Fleet/Group, the table is updated to show only the Vessels/Companies associated with that selection;

- If the user has already applied a Fleet/Group from the Dashboard, only the corresponding entities will be shown in the "My Assets" section;
- You can remove active Fleets/Groups at any time to return to the full view.

- **Massive checkbox management (3)**

By clicking on the first checkbox located next to the header of the first column of the table, the user will be able to choose between three options:

- Select all the checkboxes in the list;
- Uncheck all selected checkboxes;
- Hide all checkboxes, temporarily removing them from view.

- **Filters and column sorting (4)**

Each column header is accompanied by a funnel icon that appears when you hover over it. By clicking on it, the user can:

- Sort the table according to that column using the arrows pointing up (ascending) or pointing down (descending);
- Apply custom filters;
- Delete any filters that have already been applied using the "Clear all" and "Apply" buttons.

- **Retail Access (5)**


The user can click on a single row of the table to be redirected directly to the detail page of the selected Vessel or Company (see paragraph 7).

- **Required actions panel (6)**

At the bottom of each row is an expand icon. Clicking on it opens a popup showing the details of the Required Actions of that Vessel/Company, divided by individual item, accompanied by a traffic light indicator and ordered according to the "first due on" logic, reporting the upcoming deadlines first. (See paragraph 3.1.3)

- **Download Status PDF (7)**

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By selecting one or more Vessels/Companies using the checkbox next to the name, and clicking on the "Status" button, you can download the latest "Status Report" available in PDF format. Especially:


- For a single entry, a single PDF will be downloaded;
- For multiple entries, a .zip file containing the PDFs of each Vessel/Company will be generated.

In the event that the checkboxes are not present because the user is already on the page/dashboard of the specific Vessel/Company, it is possible to download the PDF by clicking directly on the "Status" button.

- **Download Excel Table (8)**

Via the "Excel Report" button, you can download the entire displayed list in .xls format. When there are checkboxes next to the items, you can choose the items to download in the Excel report. If you want to download the complete list, you will need to select all the checkboxes through the bulk selection (see "Bulk checkbox management" feature ) before clicking the "Excel Report" button.

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## 7 *Vessel/Company Detail*

### 7.1 *Overview*

This Macrosection reports the operation of the **Detail page of a Vessel or Company**, which can be accessed by clicking on the relevant row within the *My Assets section*, allowing a **further level of drill down** to reach maximum **detail**, accompanying the user up to the single data he wishes to view.


Once the selected Vessel/ Company row has been selected, the user is automatically redirected to the first tab of the detail, called "**Date**" for Vessels and "**Certificates**" for Companies.

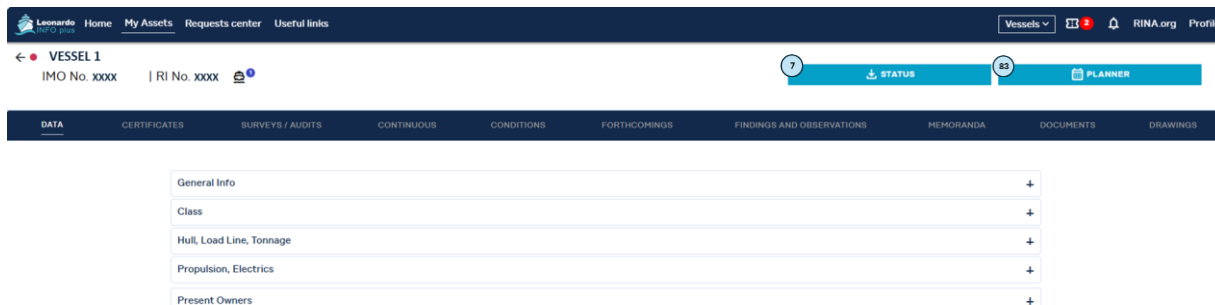
The page consists of a series of tabs that can be consulted, which allow you to navigate through the main information associated with the selected Vessel or Company:

- **Date**
- **Certificates**
- **Surveys/Audits**
- **Continuous**
- **Conditions**
- **Forthcomings**
- **Findings and Observations**
- **Memoranda**
- **Documents**
- **Drawings (when enabled)**

At the top left of the page you can always see the references of the Vessel/Company (Name, RI, IMO) and any Fleet/Group to which it belongs.

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At the top right, however, there are the following action buttons:

- **Download Status PDF (7)**   
See "Download Status PDF" feature
- **Button "Planner" (83)**  
The user can directly access the calendar of deadlines (Planner) relating to the Vessel/ Company (see paragraph 7.1.1)


### 7.1.1 Planner

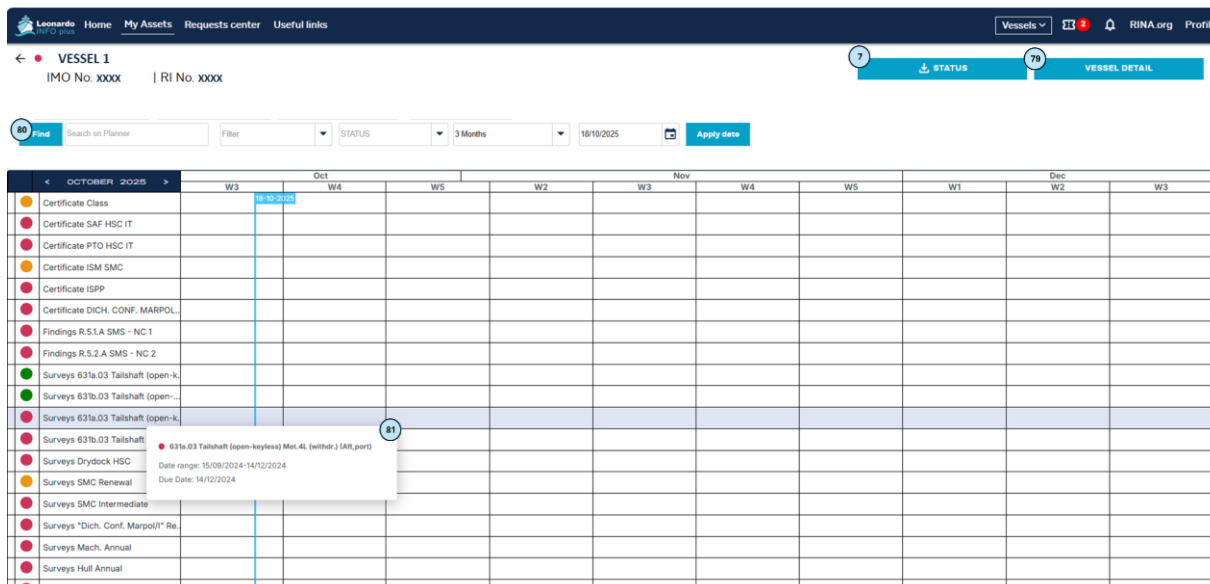
The user can access the **Planner** in two ways:

- By clicking on the **"Planner"** on the detail page of the Vessel/Company (see "Planner" Button functionality (83) )
- Or through the **Cruscotto delle Required Actions** (see "Required actions panel" feature )

The Planner looks like an **interactive calendar**, with a default visibility of **six months**. It shows all the deadlines associated with the selected Vessel or Company.

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From here, the user can do several things:

- **Download Status PDF (7)**   
See "Download Status PDF" feature
- **Button "Vessel/Company Detail" (79)**  
Using the "Vessel/Company Detail" button, the user can return to the detail page of the Vessel/Company.
- **Browse Filters - Planner (80)**  
You can apply a variety of **filters** to customize your calendar view, including:
  - **Search bar**, accompanied by the "Find" button to confirm your selection;
  - Filter by specific item of the deadlines;
  - Filter by expiry **status**;
  - Filter for **the displayed time range** ;
  - Filter by precise **date**, accompanied by a calendar and the "Apply date" button to confirm your selection.
- **Displaying deadline information - Planner (81)**  
Hovering the cursor over a deadline in the calendar (*mouse over*) shows a **tooltip** containing details about the selected item, thus allowing a quick and targeted consultation.

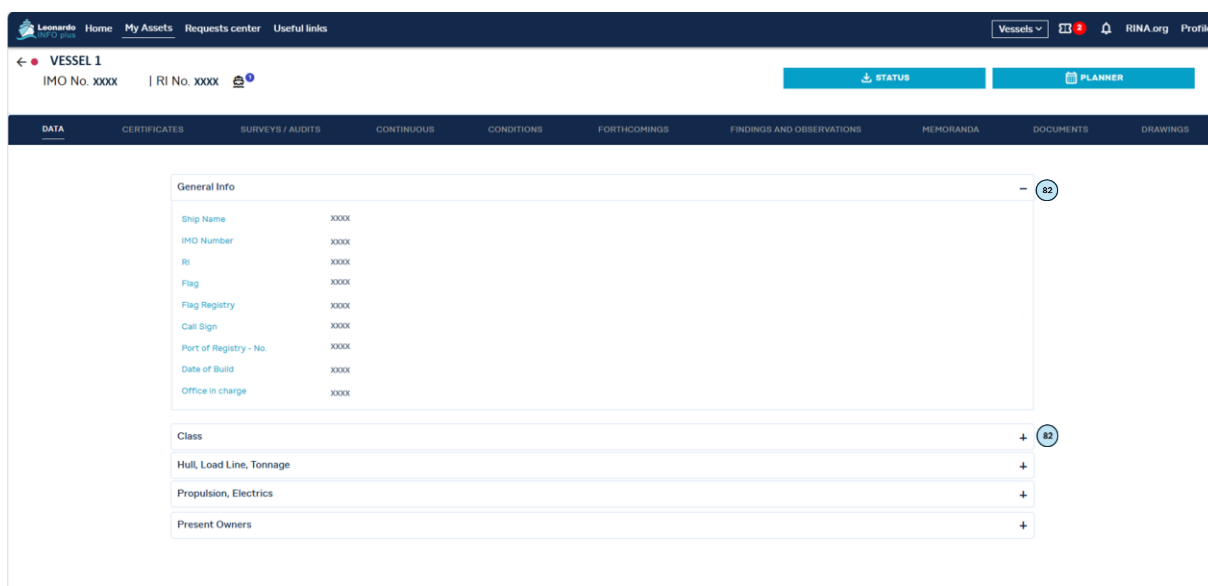
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### 7.1.2 Date

The user accesses the *DATA tab* on the Vessel Detail *page* by default, by clicking on the desired Vessel in the list of the Vessels list.

The page contains the *general information* of the selected Vessel and consists of a series of **sections**.



From here, the user can do the following:

- **Expandable Sections - Date (82)**  
By clicking on the "+" symbol at the end of each row, the user can view detailed information about the selected item. In addition, you can close the section at any time by clicking on the "-" symbol.


The "Date" tab is not present for Airlines.

### 7.1.3 Certificates

The user has the possibility, by clicking on the *CERTIFICATES tab* located on the *Vessel Detail page*, to view all the *current Certificates* issued to the selected Vessel.

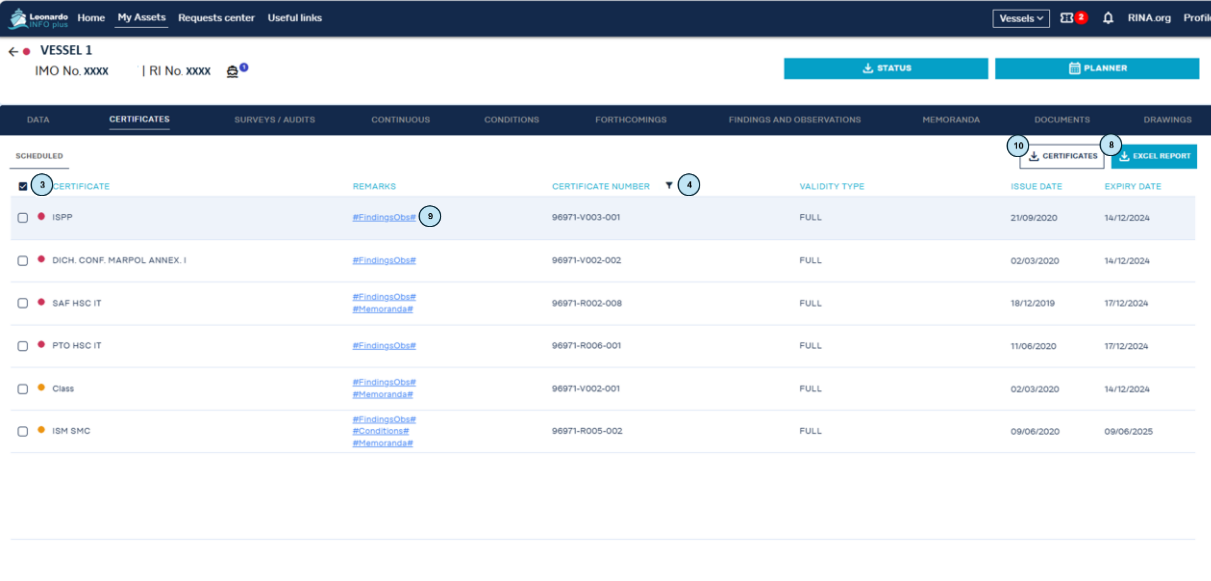
While, for Companies, the "Certificates" tab is accessed by default, displaying the **current certificates** issued to the selected Company.

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If there is an electronic certificate, the corresponding icon will be displayed in the corresponding row.

The page is organized in table format and shows the *certificates* with the relative data issued to the Vessel/Company.




SCHEDULED	CERTIFICATE	REMARKS	CERTIFICATE NUMBER	VALIDITY TYPE	ISSUE DATE	EXPIRY DATE
<input checked="" type="checkbox"/>	ISPP	#FindingsObs#	96971-V003-001	FULL	21/09/2020	14/12/2024
<input type="checkbox"/>	DICH. CONF. MARPOL ANNEX I	#FindingsObs#	96971-V002-002	FULL	02/03/2020	14/12/2024
<input type="checkbox"/>	SAF HSC IT	#FindingsObs# #Memoranda#	96971-R002-008	FULL	18/12/2019	17/12/2024
<input type="checkbox"/>	PTO HSC IT	#FindingsObs#	96971-R006-001	FULL	11/06/2020	17/12/2024
<input type="checkbox"/>	Class	#FindingsObs# #Memoranda#	96971-V002-001	FULL	02/03/2020	14/12/2024
<input type="checkbox"/>	ISM SMC	#FindingsObs# #Conditions# #Memoranda#	96971-R005-002	FULL	09/06/2020	09/06/2025

From here, the user can do several things:

- **Massive checkbox management (3)**   
See "Massive checkbox management" feature
- **Filters and column sorting (4)**   
See "Filters and column sorting" feature
- **Remarks (9)**  
By clicking on the name between two *hash marks*, the user has the possibility to be redirected to the corresponding tab of the Vessel/Company detail.
- **Download Certificates PDF (10)**  
By selecting one or more Vessels/Companies using the checkbox next to the name, and clicking on the "Certificates" button, you can download the *selected certificates* in PDF format. Especially:
  - For a single entry, a single PDF will be downloaded;

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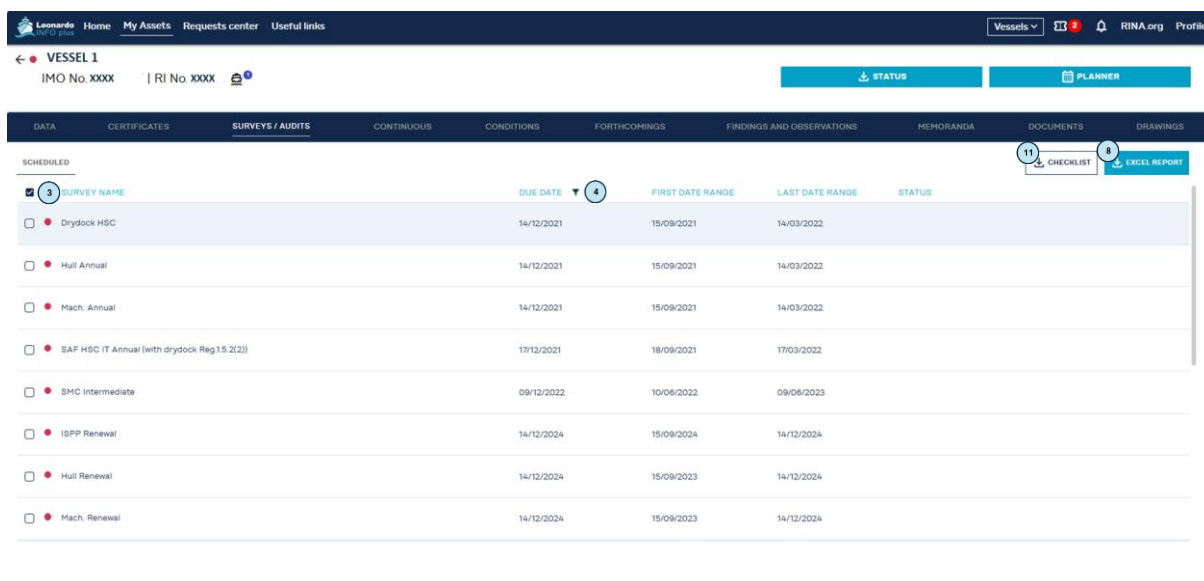
- For multiple entries, a .zip file containing the PDFs of each selected Certificate will be generated.

- **Download Excel Table (8)**   
See "Excel table download" feature

### 7.1.4 Surveys Audit

The user has the possibility, by clicking on the *SURVEYS/AUDITS tab* located on the *Vessel/Company Detail* page, to view all the *expiring Visits* of the selected Vessel or Company.


The page is organized in table format and shows *the expiring visits* with the relative data released to the Vessel/Company.



From here, the user can do several things:

- **Massive checkbox management (3)**   
See "Massive checkbox management" feature
- **Filters and column sorting (4)**   
See "Filters and column sorting" feature
- **Download Excel Table (8)**

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See "Excel table download" feature

- **Download Checklist PDF (11)**

By selecting one or more Vessels/Companies using the checkbox next to the name, and clicking on the **"Checklist" button**, it is possible to download *the file of the checklists still to be filled in* for the selected visits in PDF format. Especially:

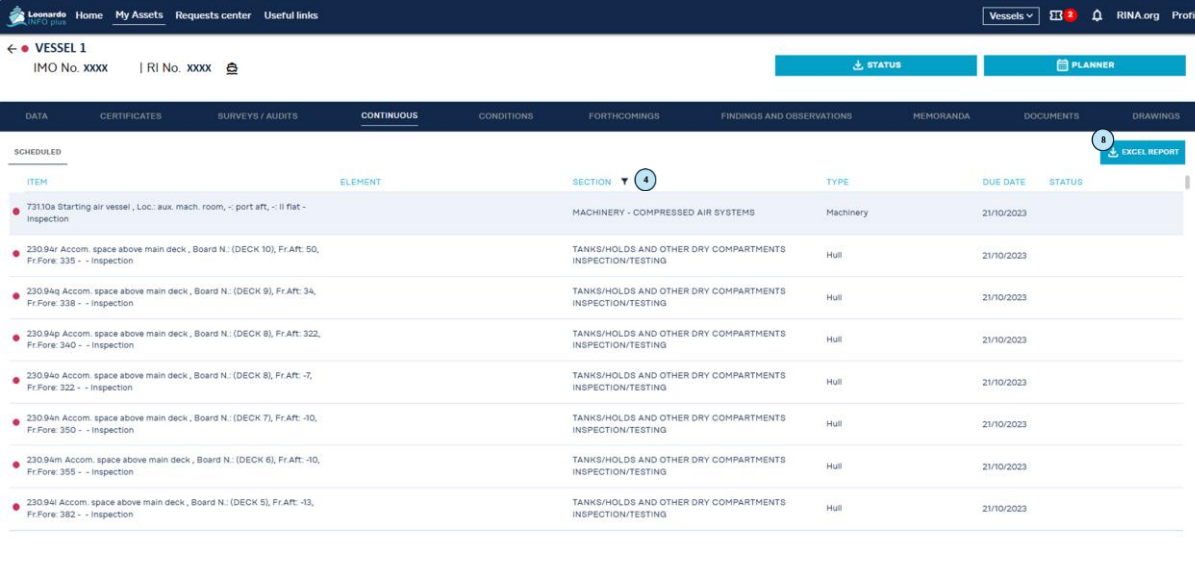
- For a single entry, a single PDF will be downloaded;
- For multiple items, a .zip file will be generated containing the PDFs of each selected checklist.

Companies will not have the **"Checklist" button**.

### 7.1.5 Continuous

The user has the possibility, by clicking on the **CONTINUOUS tab** located on the *Vessel Detail* page, to view all the *Continuous Visits* expiring for the selected Vessel.

The page is organized in table format and shows the *continuous visits* with the relative data released to the Vessel.



ITEM	ELEMENT	SECTION	TYPE	DUE DATE	STATUS
73110a Starting air vessel, Loc: aux. mach. room, -; port aft, -; II flat - Inspection		MACHINERY - COMPRESSED AIR SYSTEMS	Machinery	21/10/2023	
230.94r Accom. space above main deck, Board N: (DECK 10), Fr.Aft: 50, Fr.Fore: 335 - - Inspection		TANKS/HOLDS AND OTHER DRY COMPARTMENTS INSPECTION/TESTING	Hull	21/10/2023	
230.94q Accom. space above main deck, Board N: (DECK 9), Fr.Aft: 34, Fr.Fore: 338 - - Inspection		TANKS/HOLDS AND OTHER DRY COMPARTMENTS INSPECTION/TESTING	Hull	21/10/2023	
230.94p Accom. space above main deck, Board N: (DECK 8), Fr.Aft: 322, Fr.Fore: 340 - - Inspection		TANKS/HOLDS AND OTHER DRY COMPARTMENTS INSPECTION/TESTING	Hull	21/10/2023	
230.94o Accom. space above main deck, Board N: (DECK 7), Fr.Aft: -7, Fr.Fore: 322 - - Inspection		TANKS/HOLDS AND OTHER DRY COMPARTMENTS INSPECTION/TESTING	Hull	21/10/2023	
230.94n Accom. space above main deck, Board N: (DECK 6), Fr.Aft: -10, Fr.Fore: 350 - - Inspection		TANKS/HOLDS AND OTHER DRY COMPARTMENTS INSPECTION/TESTING	Hull	21/10/2023	
230.94m Accom. space above main deck, Board N: (DECK 5), Fr.Aft: -10, Fr.Fore: 355 - - Inspection		TANKS/HOLDS AND OTHER DRY COMPARTMENTS INSPECTION/TESTING	Hull	21/10/2023	
230.94l Accom. space above main deck, Board N: (DECK 4), Fr.Aft: -13, Fr.Fore: 382 - - Inspection		TANKS/HOLDS AND OTHER DRY COMPARTMENTS INSPECTION/TESTING	Hull	21/10/2023	


From here, the user can do several things:

- **Filters and column sorting (4)**

See "Filters and column sorting" feature

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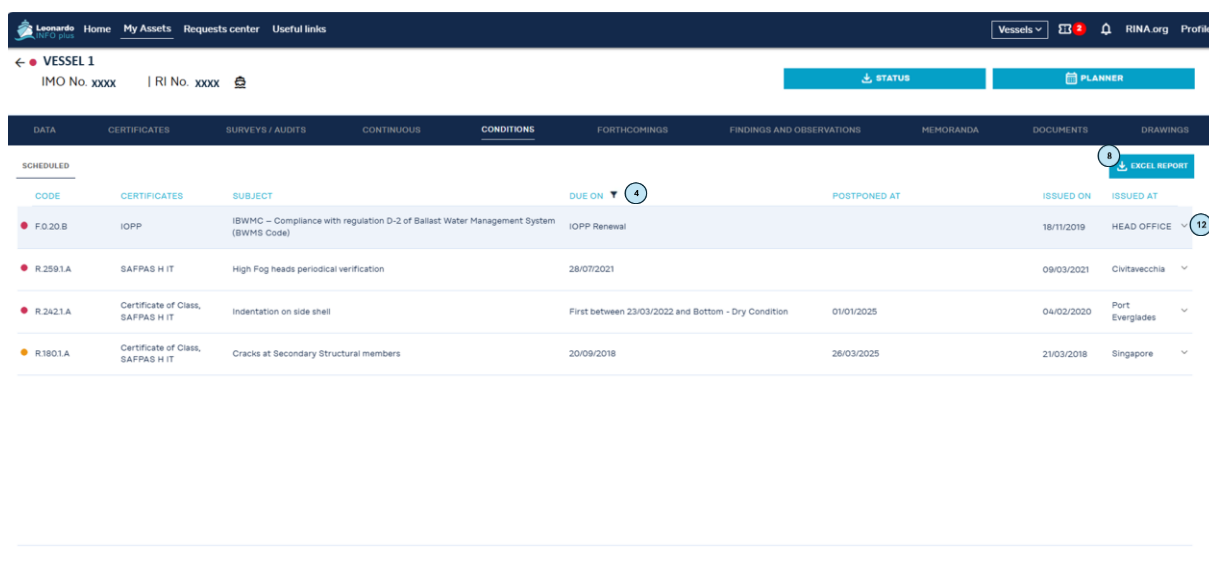
- **Download Excel Table (8)**   
 See "Excel table download" feature

The "Continuous" tab is not present for Airlines.

### 7.1.6 Conditions


The user has the possibility, by clicking on the *CONDITIONS tab* located on the *Vessel Detail* page, to view all the *active Conditions* for the selected Vessel.

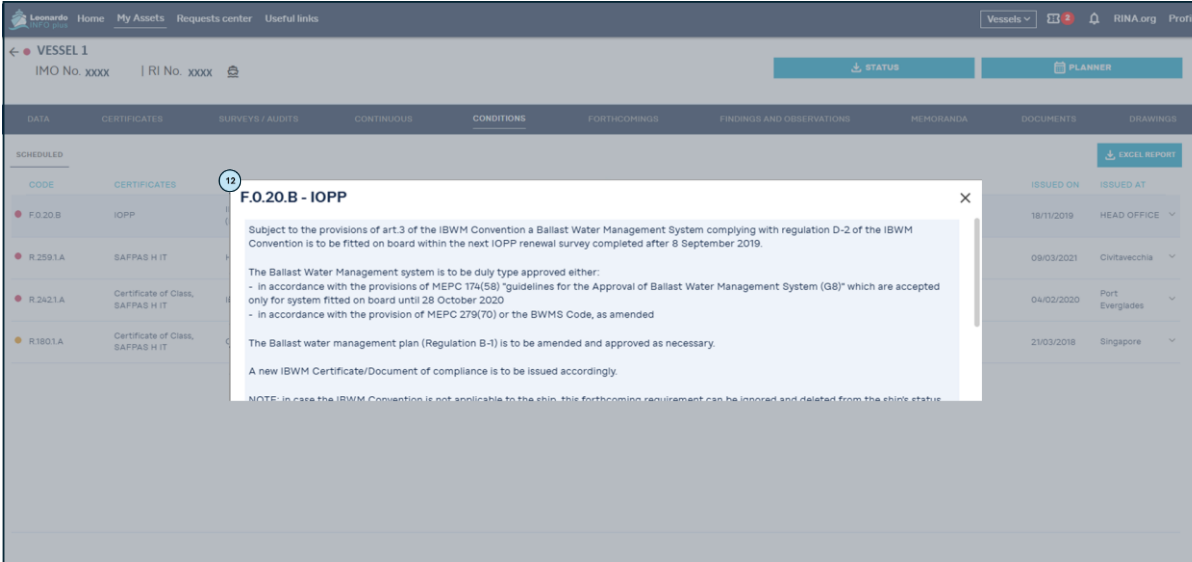
The page is organized in table format and shows the *conditions* with the relative data released to the Vessel.



CODE	CERTIFICATES	SUBJECT	DUE ON	POSTPONED AT	ISSUED ON	ISSUED AT
F0.20.B	IOPP	IBWMC – Compliance with regulation D-2 of Ballast Water Management System (BWMS Code)	IOPP Renewal		18/11/2019	HEAD OFFICE
R.259.1.A	SAFPAS H IT	High Fog heads periodical verification	28/07/2021		09/03/2021	Civitavecchia
R.242.1.A	Certificate of Class, SAFPAS H IT	Indentation on side shell	First between 23/03/2022 and Bottom - Dry Condition	01/01/2025	04/02/2020	Port Everglades
R1801.A	Certificate of Class, SAFPAS H IT	Cracks at Secondary Structural members	20/09/2018	26/03/2025	21/03/2018	Singapore

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The screenshot shows the Leonardo VESSEL 1 interface. The 'CONDITIONS' tab is active, displaying a table of certificates. A popup window titled 'F.O.20.B - IOPP' is open, showing the following text:

Subject to the provisions of art.3 of the IBWM Convention a Ballast Water Management System complying with regulation D-2 of the IBWM Convention is to be fitted on board within the next IOPP renewal survey completed after 8 September 2019.

The Ballast Water Management system is to be duly type approved either:

- in accordance with the provisions of MEPC 174(58) "guidelines for the Approval of Ballast Water Management System (G8)" which are accepted only for system fitted on board until 28 October 2020
- in accordance with the provision of MEPC 279(70) or the BWMS Code, as amended

The Ballast water management plan (Regulation B-1) is to be amended and approved as necessary.

A new IBWM Certificate/Document of compliance is to be issued accordingly.

NOTE: in case the IBWM Convention is not applicable to the ship, this forthcoming requirement can be ignored and deleted from the ship's status.

From here, the user can do several things:

- **Filters and column sorting (4)**   
See "Filters and column sorting" feature
- **Download Excel Table (8)**   
See "Excel table download" feature
- **Detail View (12)**  
At the end of each line there is an *expansion* symbol which, once clicked, allows you to display a popup containing the entire text of the line in question.


The "**Conditions**" tab is not present for Airlines.

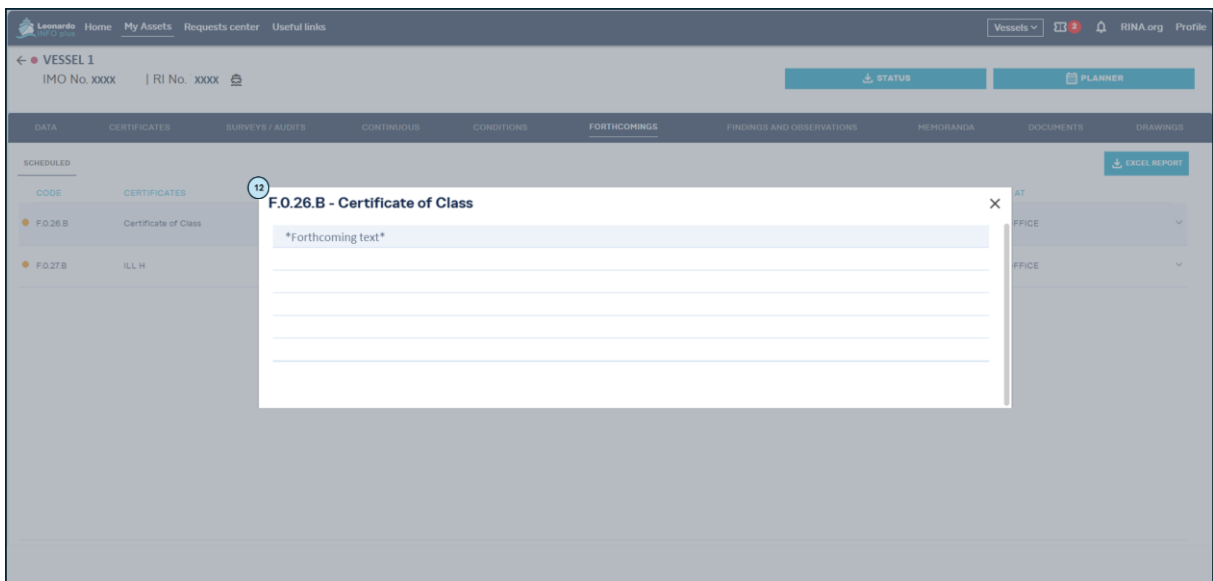
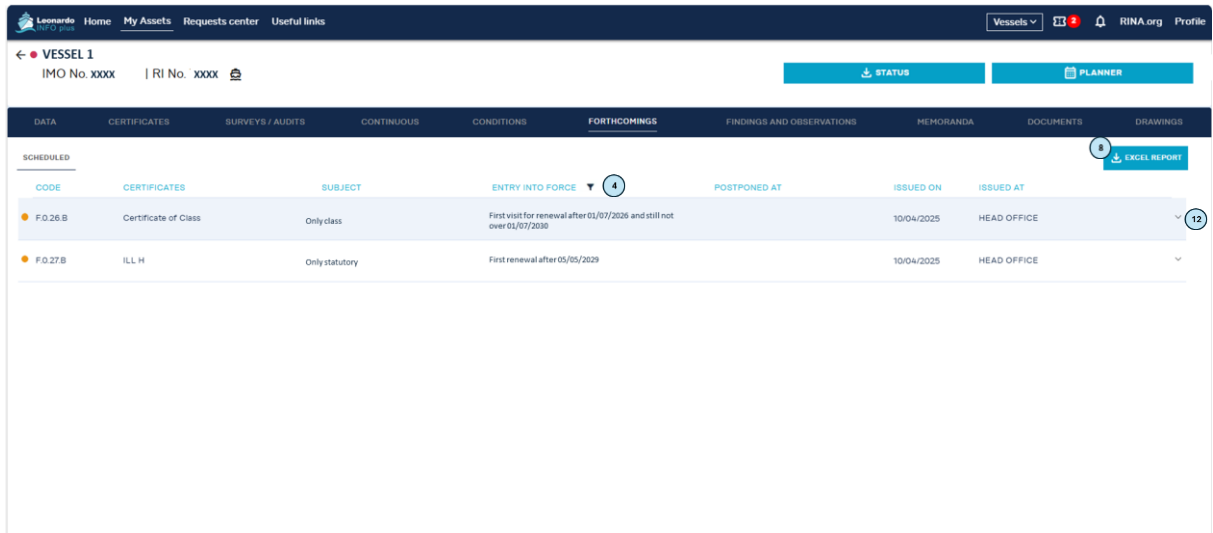
### 7.1.7 Forthcomings

The user has the possibility, by clicking on the *FORTHCOMINGS* **tab** located on the *Vessel Detail* page, to view all the *active Forthcomings* for the selected Vessel.

The page is organized in table format and shows the *forthcomings* with the relative data released to the Vessel.

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From here, the user can do several things:

- **Filters and column sorting (4)**   
See "Filters and column sorting" feature
- **Download Excel Table (8)**   
See "Excel table download" feature
- **Detail View (12)**

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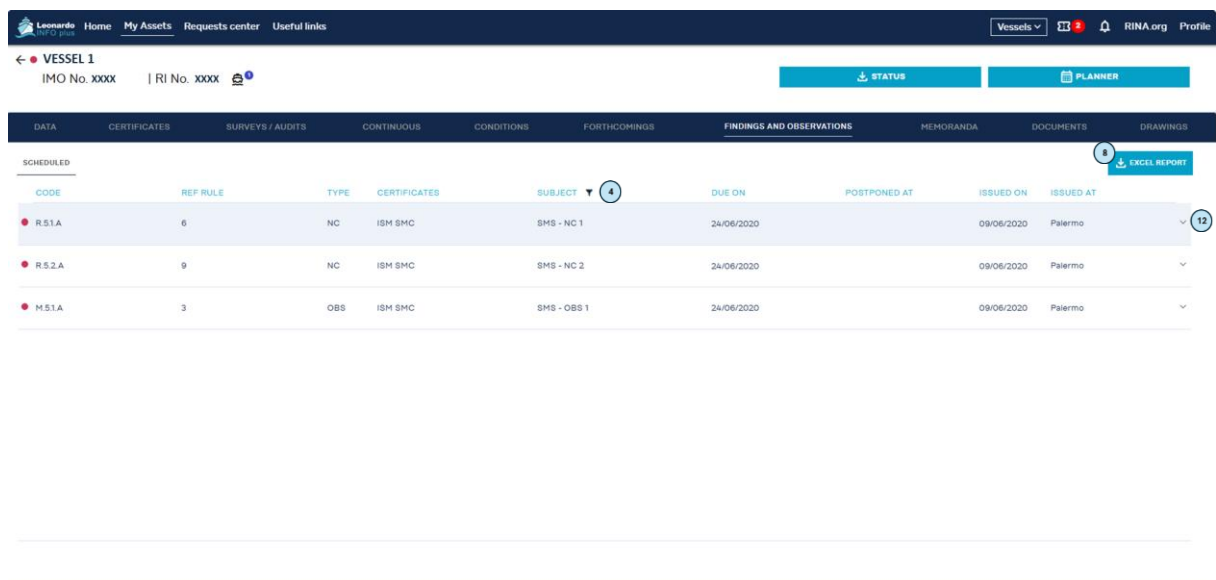
See "Detail view" feature

The "Forthcomings" tab is not present for Companies.

### 7.1.8 Findings and Observations


The user has the possibility, by clicking on the *FINDINGS AND OBSERVATIONS* tab located on the *Vessel/Company Detail* page, to view all the *active Findings and Observations* of the selected Vessel or Company.

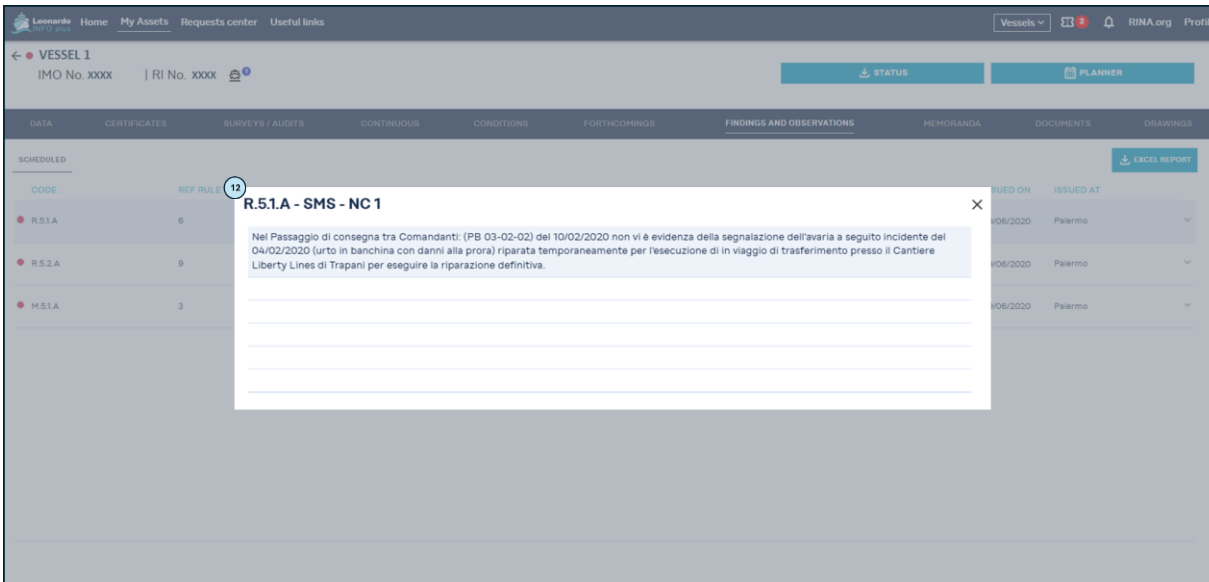
The page is organized in table format and reports the *findings and observations* with the related data released to the Vessel.



CODE	REF RULE	TYPE	CERTIFICATES	SUBJECT	DUE ON	POSTPONED AT	ISSUED ON	ISSUED AT
R.S1.A	6	NC	ISM SMC	SMS - NC 1	24/06/2020		09/06/2020	Palermo
R.S2.A	9	NC	ISM SMC	SMS - NC 2	24/06/2020		09/06/2020	Palermo
H.S1.A	3	OBS	ISM SMC	SMS - OBS 1	24/06/2020		09/06/2020	Palermo

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The screenshot shows the Leonardo Vessel Detail page for 'VESSEL 1'. The page has a navigation bar with 'Home', 'My Assets', 'Requests center', and 'Useful links'. Below the navigation bar, there are buttons for 'STATUS' and 'PLANNER'. The main content area is divided into several tabs: 'DATA', 'CERTIFICATES', 'SURVEYS / AUDITS', 'CONTINUOUS', 'CONDITIONS', 'FORTHCOMINGS', 'FINDINGS AND OBSERVATIONS', 'MEMORANDA', 'DOCUMENTS', and 'DRAWINGS'. The 'FINDINGS AND OBSERVATIONS' tab is active, showing a table of scheduled items. A detail view for 'R.5.1.A - SMS - NC 1' is open, displaying the following text: 'Nel Passaggio di consegna tra Comandanti: (PB 03-02-02) del 10/02/2020 non vi è evidenza della segnalazione dell'avaria a seguito incidente del 04/02/2020 (urto in banchina con danni alla prora) riparata temporaneamente per l'esecuzione di in viaggio di trasferimento presso il Cantiere Liberty Lines di Trapani per eseguire la riparazione definitiva.'

From here, the user can do several things:


- **Filters and column sorting (4)**   
See "Filters and column sorting" feature
- **Download Excel Table (8)**   
See "Excel table download" feature
- **Detail View (12)**   
See "Detail view" feature

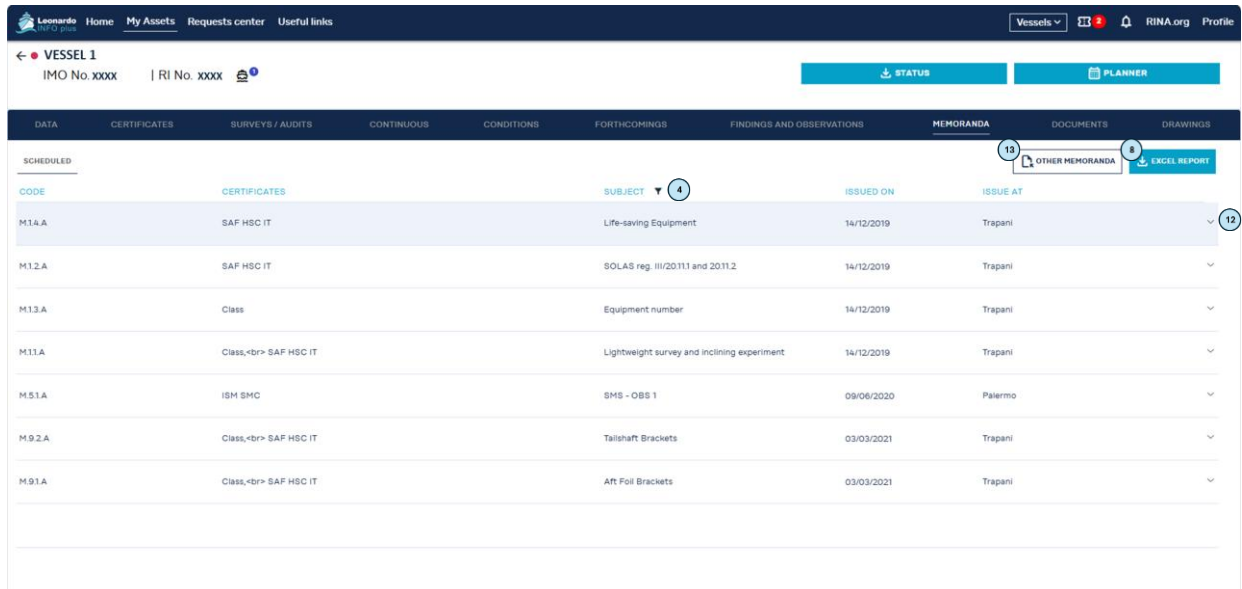
### 7.1.9 Memoranda

The user has the possibility, by clicking on the *MEMORANDA tab* located on the *Vessel/Company Detail* page, to view all the *active Memoranda* of the selected Vessel/Company.

The page is organized in table format and shows the memoranda with the relative data issued to the Vessel/Company.

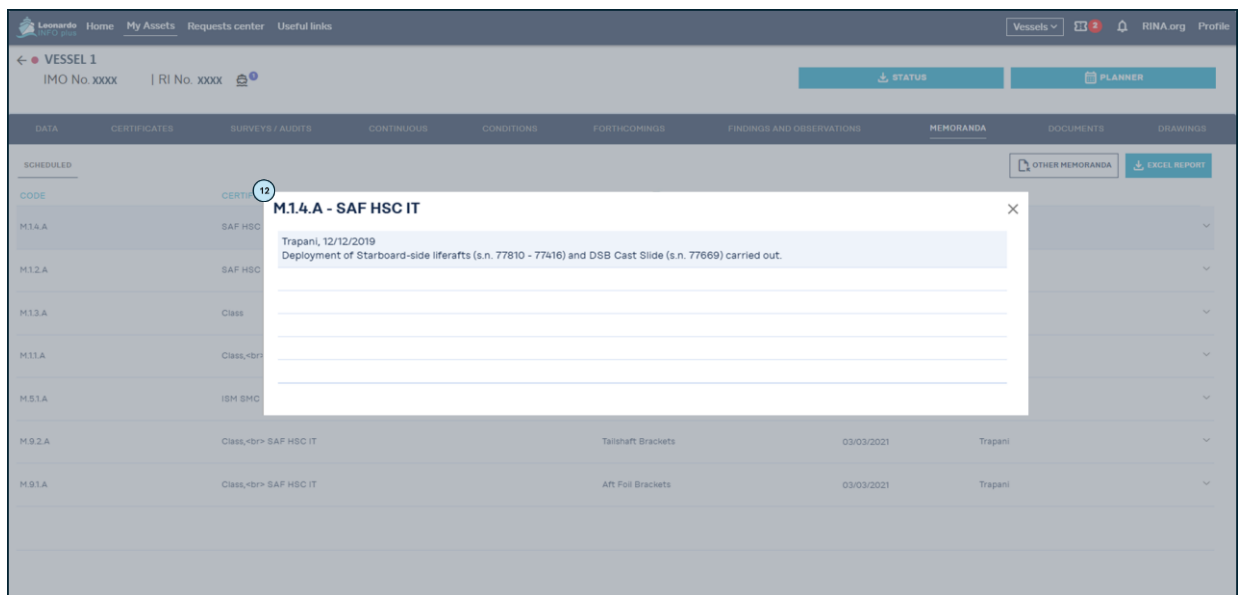
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The screenshot shows the 'MEMORANDA' section of the Leonardo VESSEL 1 interface. It features a table with columns for CODE, CERTIFICATES, SUBJECT, ISSUED ON, and ISSUE AT. A dropdown menu is open over the 'SUBJECT' column, showing a search filter (4) and an 'EXCEL REPORT' button (8). A '12' badge is visible in the top right corner of the table area.

CODE	CERTIFICATES	SUBJECT	ISSUED ON	ISSUE AT
M1.4.A	SAF HSC IT	Life-saving Equipment	14/12/2019	Trapani
M1.2.A	SAF HSC IT	SOLAS reg. III/2011 and 2011.2	14/12/2019	Trapani
M1.3.A	Class	Equipment number	14/12/2019	Trapani
M1.1.A	Class,   SAF HSC IT	Lightweight survey and inclining experiment	14/12/2019	Trapani
M.5.1.A	ISM SHC	SMS - OBS 1	09/06/2020	Palermo
M.9.2.A	Class,   SAF HSC IT	Tailshaft Brackets	03/03/2021	Trapani
M.9.1.A	Class,   SAF HSC IT	Aft Foil Brackets	03/03/2021	Trapani




The screenshot shows the same 'MEMORANDA' table as above, but with a modal window open for the item 'M.1.4.A - SAF HSC IT'. The modal displays the text: 'Trapani, 12/12/2019 Deployment of Starboard-side liferafts (s.n. 77810 - 77416) and DSB Cast Slide (s.n. 77669) carried out.' A '12' badge is also present in the top right of the modal area.

From here, the user can do several things:

- **Filters and column sorting (4)**   
See "Filters and column sorting" feature
- **Download Excel Table (8)**   
See "Excel table download" feature

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- **Detail View (12)**   
See "Detail view" feature
- **Other Memoranda (13)**  
By clicking on the "**Other Memoranda**" button, the user accesses a popup that allows him to view the data relating to some automatic reports that are present on the status of the Vessel and that fall into certain fixed types.

#### 7.1.10 Documents

The user has the possibility, by clicking on the *DOCUMENTS tab* located on the *Vessel/Companies Detail* page, to view and download all the *Documents* of the selected Vessel or Company.

The Vessels page consists of three tabs:

- **Jobs**
- **Vessel Status**
- **Other Documents**


Instead, the page for Companies consists of two tabs:

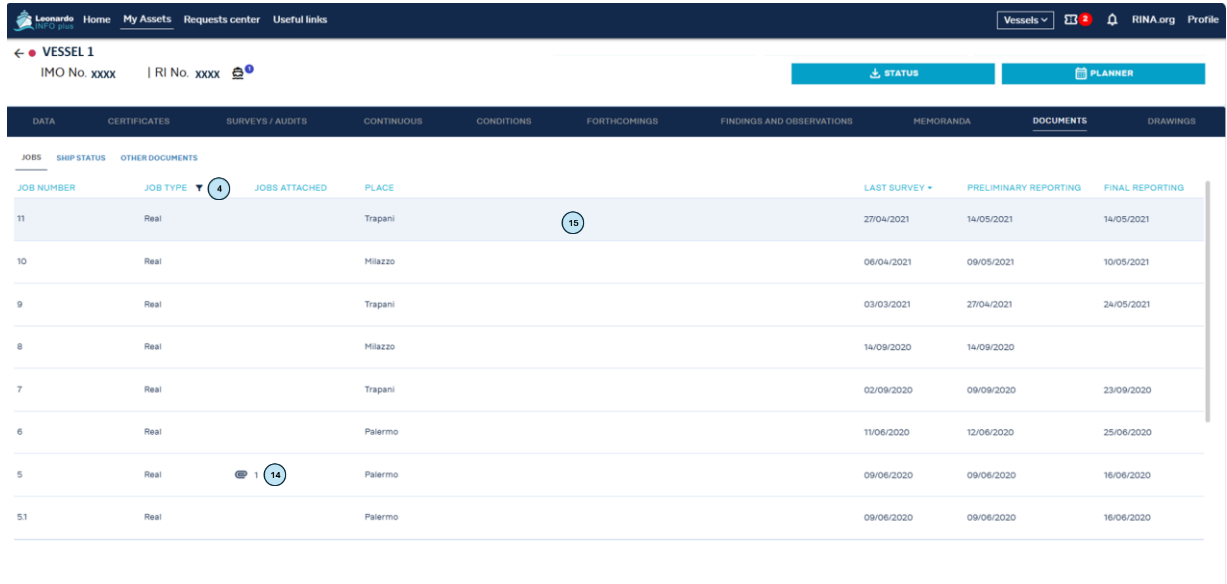
- **Jobs**
- **Company Status**

By default, the user lands on the "**Jobs**" **tab**, where it will be possible to download all the documents of the accesses on board. The page is organized in table format and shows the jobs with the related data released to the Vessel/Company.

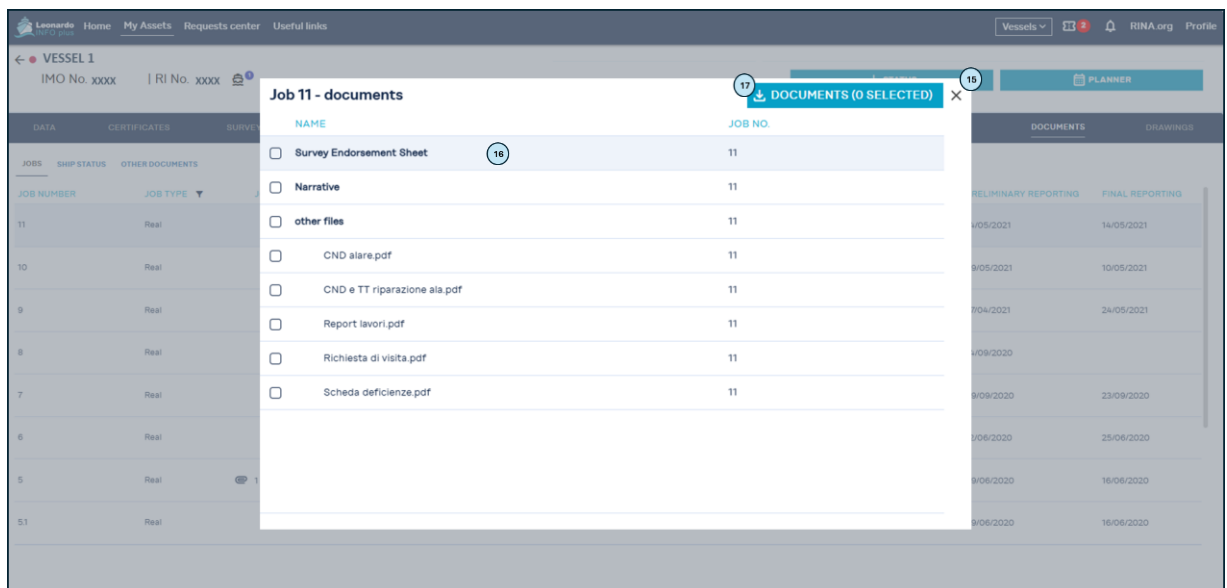
Upon access to the page, the table is filtered by default on the "*Job Type*" column to allow the display of only the "*Real Jobs*", in case the user decides to view virtual jobs as well, he will have to modify the filter applied in the column header.

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JOB NUMBER	JOB TYPE	JOBS ATTACHED	PLACE	LAST SURVEY	PRELIMINARY REPORTING	FINAL REPORTING
11	Real	13	Trapani	27/04/2021	14/05/2021	14/05/2021
10	Real		Milazzo	06/04/2021	09/05/2021	10/05/2021
9	Real		Trapani	03/03/2021	27/04/2021	24/05/2021
8	Real		Milazzo	14/09/2020	14/09/2020	
7	Real		Trapani	02/09/2020	09/09/2020	23/09/2020
6	Real		Palermo	11/06/2020	12/06/2020	25/06/2020
5	Real	14	Palermo	09/06/2020	09/06/2020	16/06/2020
E1	Real		Palermo	09/06/2020	09/06/2020	16/06/2020




NAME	JOB NO.
<input type="checkbox"/> Survey Endorsement Sheet	11
<input type="checkbox"/> Narrative	11
<input type="checkbox"/> other files	11
<input type="checkbox"/> CND alare.pdf	11
<input type="checkbox"/> CND e TT riparazione ala.pdf	11
<input type="checkbox"/> Report lavori.pdf	11
<input type="checkbox"/> Richiesta di visita.pdf	11
<input type="checkbox"/> Scheda deficienze.pdf	11

From the "Jobs" page, the user can perform several operations:

- **Filters and column sorting (4)**   
See "Filters and column sorting" feature
- **Jobs Attached (14)**

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In the "**Job Attached**" column, you can find a *paperclip* symbol only in correspondence with the "*master*" jobs to which "attached" jobs are attached. This symbol will be flanked by the number of linked jobs. By hovering the cursor over this symbol (mouse over), the list of linked jobs will be shown.

For *linked jobs* and "*master*" jobs with no linked jobs, the "**Job Attached**" column will be empty.

- **Detail Jobs (15)**

By clicking on any row in the table, a *popup* will appear with the list of documents of the selected job. In the event that the user clicks on a row where there is a job attached, the documents of all the linked jobs (*master and attached*) will be listed in detail regardless of which job is chosen in the "**Jobs**" tab.

- **Viewing Documents (16)**

By clicking on the individual document in the *jobs detail popup*, the latter will be displayed in the browser if the format is compatible. Otherwise, the *PDF document will be* downloaded.


- **Download Documents (17)**

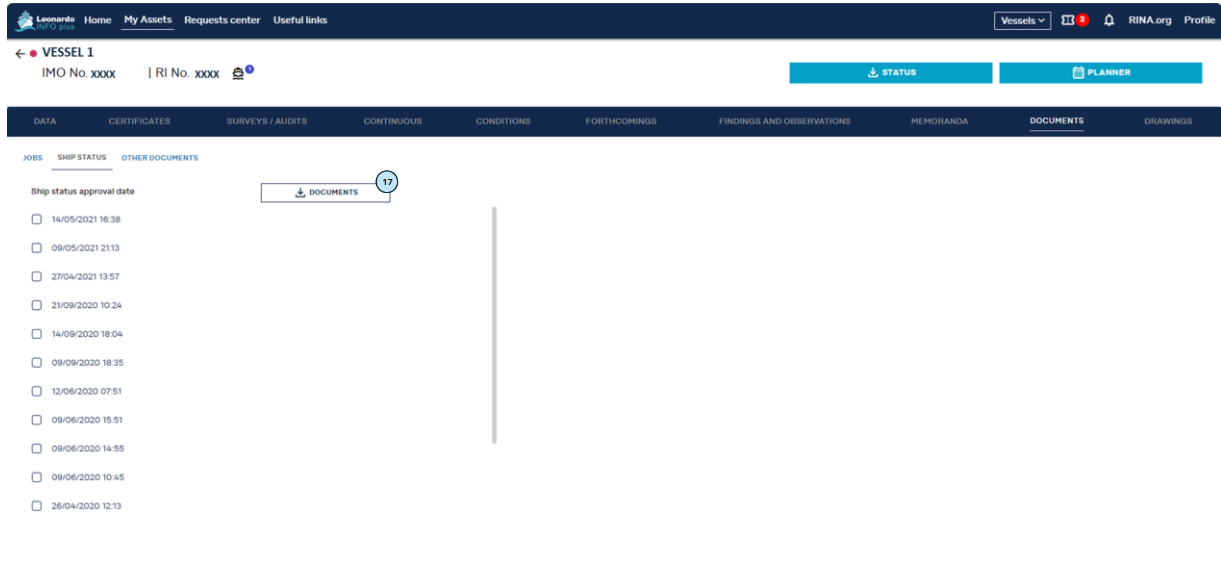
By selecting one or more documents via the checkbox and clicking on the "**Documents**" button , you can download the *document file* in PDF format. Especially:

- For a single entry, a single PDF will be downloaded;
- For multiple items, a .zip file will be generated containing the PDFs of each selected checklist.

By clicking on the "**Vessel Status/Company Status**" tab, the user lands on a page organized in list format showing the *Vessel Status Approval Dates*, from which it is possible to download the current and historical Statuses of the Vessels or Companies.

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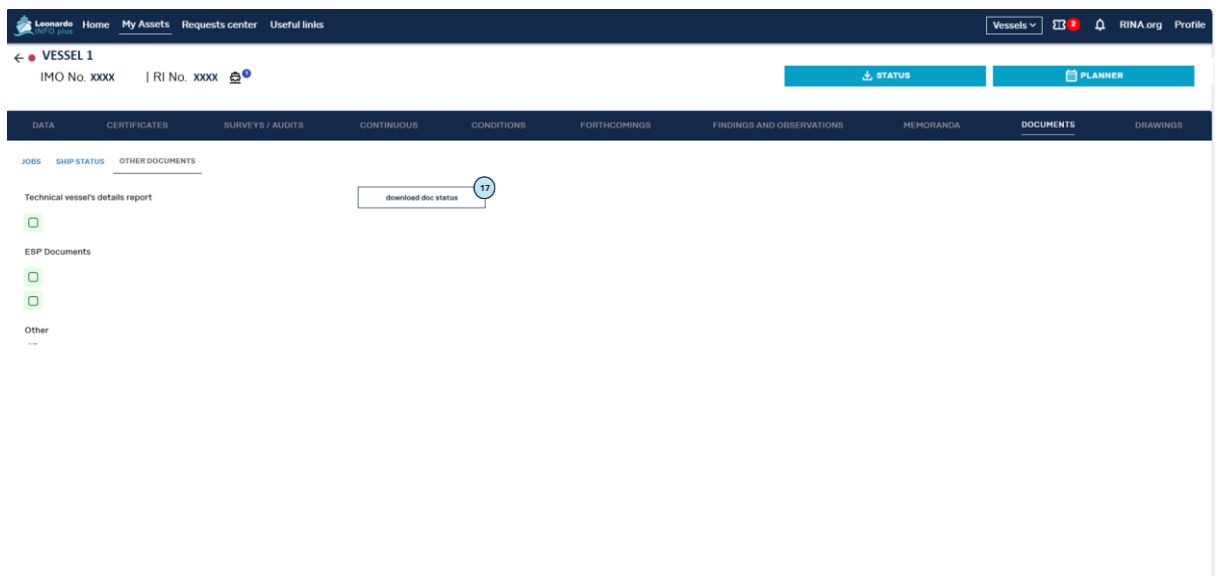
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From here, the user can do the following:

- **Download Documents (17)**   
 See "Download Documents" feature

For Vessels, by clicking on the "Other Documents" tab, the user lands on a page organized in list format, divided into categories based on the assignment groups on Leoship, containing all the *ancillary documents* issued on the Vessel.



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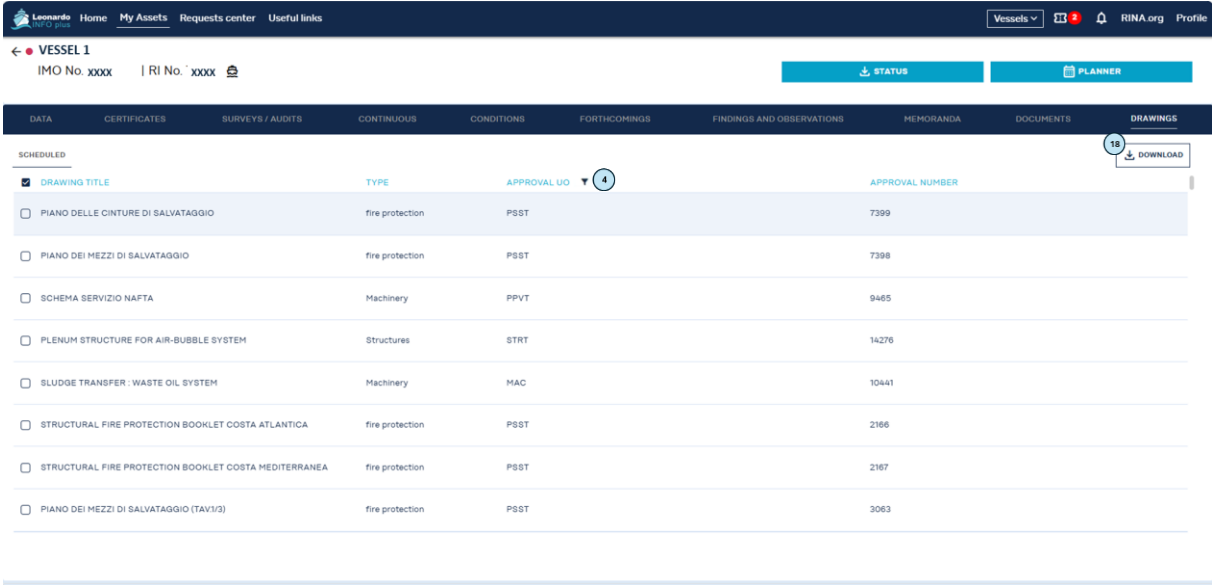
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From here, the user can do the following:

- **Download Documents (17)**   
See "Download Documents" feature

### 7.1.11 Drawings

This page is not always present, only when enabled for the specific vessel. The user has the possibility, by clicking on the *DRAWINGS* tab located on the *Vessel Detail* page, to view all the *Drawings* of the selected Vessel.



DRAWING TITLE	TYPE	APPROVAL UO	APPROVAL NUMBER
<input type="checkbox"/> PIANO DELLE CINTURE DI SALVATAGGIO	fire protection	PSST	7399
<input type="checkbox"/> PIANO DEI MEZZI DI SALVATAGGIO	fire protection	PSST	7398
<input type="checkbox"/> SCHEMA SERVIZIO NAFTA	Machinery	PPVT	9465
<input type="checkbox"/> PLENUM STRUCTURE FOR AIR-BUBBLE SYSTEM	Structures	STRT	14276
<input type="checkbox"/> SLUDGE TRANSFER - WASTE OIL SYSTEM	Machinery	MAC	10441
<input type="checkbox"/> STRUCTURAL FIRE PROTECTION BOOKLET COSTA ATLANTICA	fire protection	PSST	2166
<input type="checkbox"/> STRUCTURAL FIRE PROTECTION BOOKLET COSTA MEDITERRANEA	fire protection	PSST	2167
<input type="checkbox"/> PIANO DEI MEZZI DI SALVATAGGIO (TAV1/3)	fire protection	PSST	3063

From here, the user can do several things:


- **Filters and column sorting (4)**   
See "Filters and column sorting" feature

- **Download Drawings PDF (18)**

By selecting a Drawing and clicking on the "Drawings" button, you can download the *file of the* selected drawing in PDF format.

For Companies, the "Drawings" tab is never available.

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## 8 *Users management*

### 8.1 *Overview*

The "**Users management**" section represents the reference point for the **management of users and groups** within the LeoInfo+ platform.

Access to this section is **reserved for authorized users** and allows, based on the profile and permissions assigned, to independently administer the subjects authorized to use the system.

Through a clear and structured interface, it is possible to keep track of all active users, check deadlines, changes and personal information, as well as access features dedicated to the organization of work groups.


The section is designed to ensure transparency and ease of use, while maintaining a high level of control over permissions.

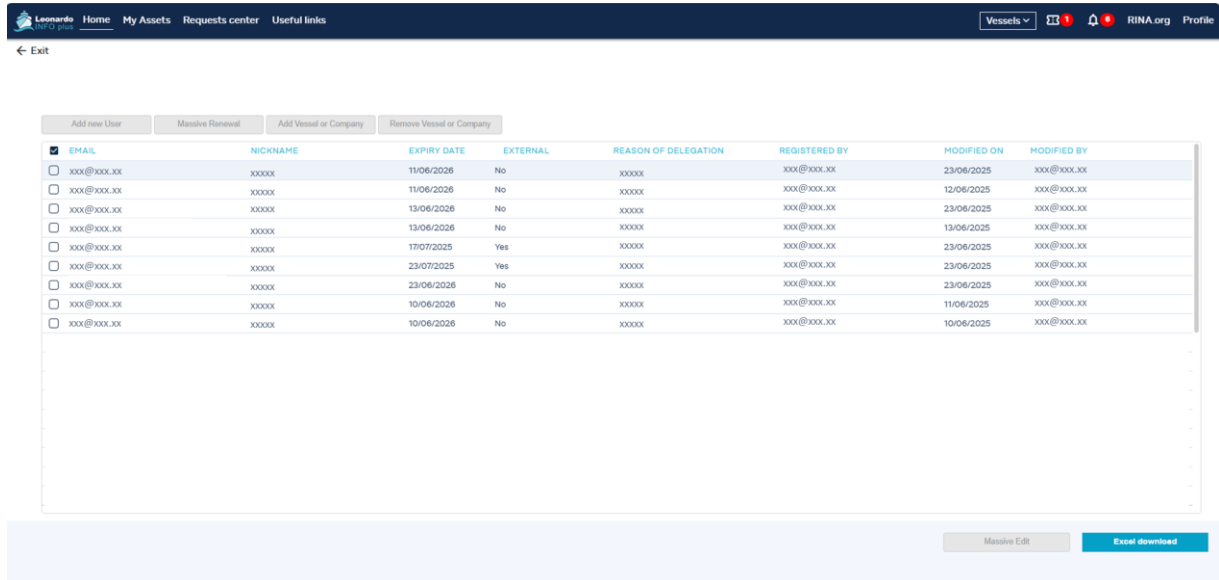
Once the section is accessed, **the enabled user can perform all the main management operations**, such as configuring new users or groups, updating existing information, and revoking or renewing permissions.

The interface is designed to guide the user through the different operational steps, dynamically adapting according to the type of subject to be managed. **The actions available vary depending on the access profile**, ensuring that each user only interacts with features that are consistent with their role.

All activities are supported by filtering, search and sorting tools that facilitate data consultation and make administration efficient even in the presence of large volumes of users.

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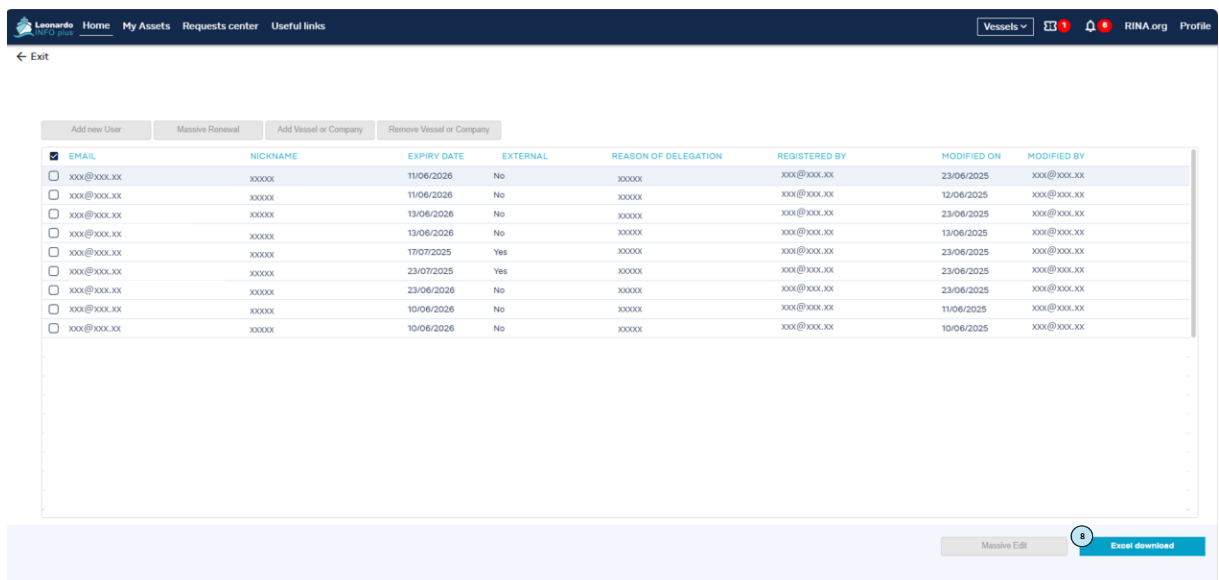


EMAIL	NICKNAME	EXPIRY DATE	EXTERNAL	REASON OF DELEGATION	REGISTERED BY	MODIFIED ON	MODIFIED BY
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	11/06/2026	No	xxxxxx	xxx@xxx.xx	23/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	11/06/2026	No	xxxxxx	xxx@xxx.xx	12/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	13/06/2026	No	xxxxxx	xxx@xxx.xx	23/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	13/06/2026	No	xxxxxx	xxx@xxx.xx	13/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	17/07/2025	Yes	xxxxxx	xxx@xxx.xx	23/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	23/07/2025	Yes	xxxxxx	xxx@xxx.xx	23/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	23/06/2026	No	xxxxxx	xxx@xxx.xx	23/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	10/06/2026	No	xxxxxx	xxx@xxx.xx	11/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	10/06/2026	No	xxxxxx	xxx@xxx.xx	10/06/2025	xxx@xxx.xx

### 8.1.1 View "Users management" page


The user, by clicking on the profile icon at the top of the header, displays the "Users management" button: once clicked, the user is redirected to the specific section.

The user, by clicking on the Users management button in the profile located in the Header, displays in tabular format all the delegated users within the site.



EMAIL	NICKNAME	EXPIRY DATE	EXTERNAL	REASON OF DELEGATION	REGISTERED BY	MODIFIED ON	MODIFIED BY
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	11/06/2026	No	xxxxxx	xxx@xxx.xx	23/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	11/06/2026	No	xxxxxx	xxx@xxx.xx	12/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	13/06/2026	No	xxxxxx	xxx@xxx.xx	23/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	13/06/2026	No	xxxxxx	xxx@xxx.xx	13/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	17/07/2025	Yes	xxxxxx	xxx@xxx.xx	23/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	23/07/2025	Yes	xxxxxx	xxx@xxx.xx	23/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	23/06/2026	No	xxxxxx	xxx@xxx.xx	23/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	10/06/2026	No	xxxxxx	xxx@xxx.xx	11/06/2025	xxx@xxx.xx
<input type="checkbox"/> xxx@xxx.xx	xxxxxx	10/06/2026	No	xxxxxx	xxx@xxx.xx	10/06/2025	xxx@xxx.xx


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From here, the user can do several things:

- **Download Excel Table (8)**   
The user can download the list of users with their respective data.

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## 9 Attachments

Documents supporting this functional document.

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