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**RINA**  
**LeoInfo+**  
**"Owner's 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	4	Added Undo button in View Request  Replaced "Support ticket" with "Messages".  Updated the way you select your favorite group and group at login.  Corretto il testo da "Search on map" a "Search on the map".  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.	GDL DBC
10/10/2025	6	Aggiornata la dicitura "Requests with expired document upload" in "Requests with incomplete documentation" nel summary banner to do.  Insert updated images into the screens.  Added the "Add new comment" field with pencil icon for editing on the visit request pages (updated image and description of the Edit button).  Replaced the wording "Manage users" with "Users management".  Introduced a new feature for the "Message" field in the first step of the user delegation workflow.	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

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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
    - User group
    - Login
    - Logout
  - RINA.org
  - Switch Vessels/Companies/Public
  - Messages
  - Notifications
  - Requests Center
  - Useful links
  - My Assets
  - Home
- **Dashboard** (Home):
  - Vessel/Company Status
  - Map
    - Vessel/Company Dashboard
  - Search on the map
  - Filters
  - Fleets/Groups
  - Summary banner to do
- **Messages**
  - Message management
  - Message creation
- **Requests Center:**
  - To Do

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- Ongoing
- History
- Place Request
- View Request
  - 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
  - Customer delegation workflow
  - External User Delegation Workflow

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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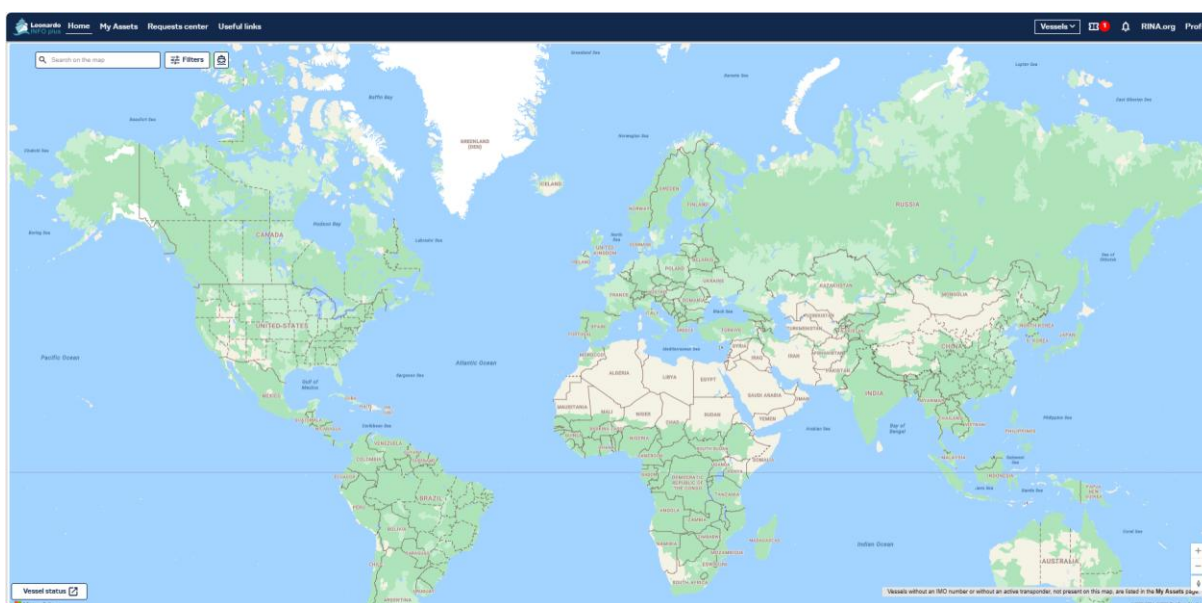
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## 2 Site navigation

### 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)**

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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 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**.

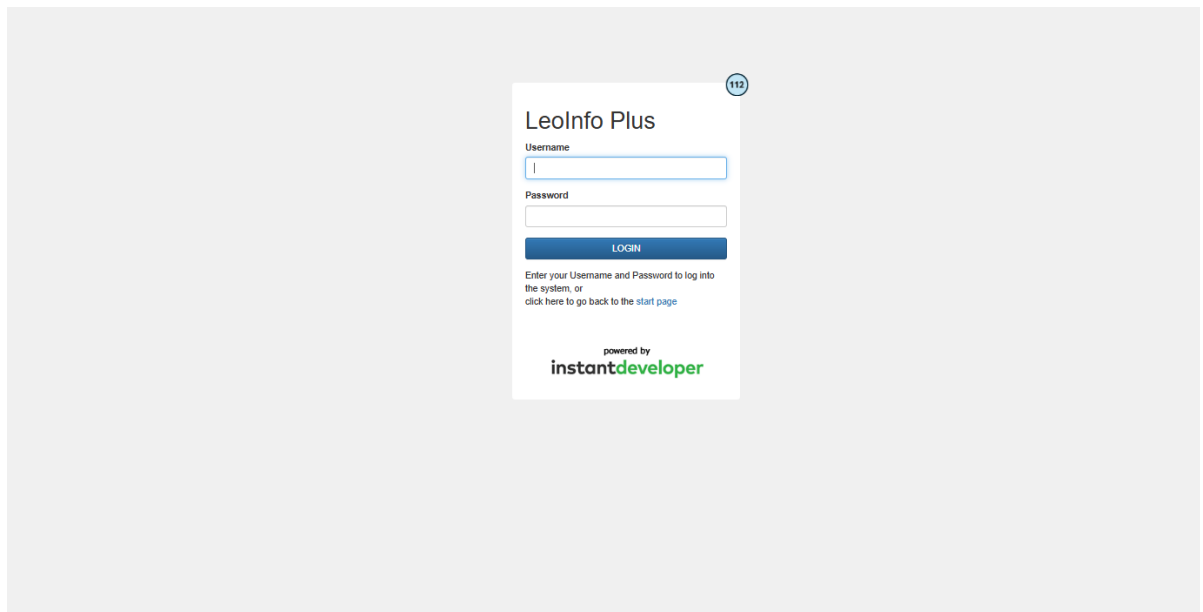
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From here, the user can do several things:

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


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

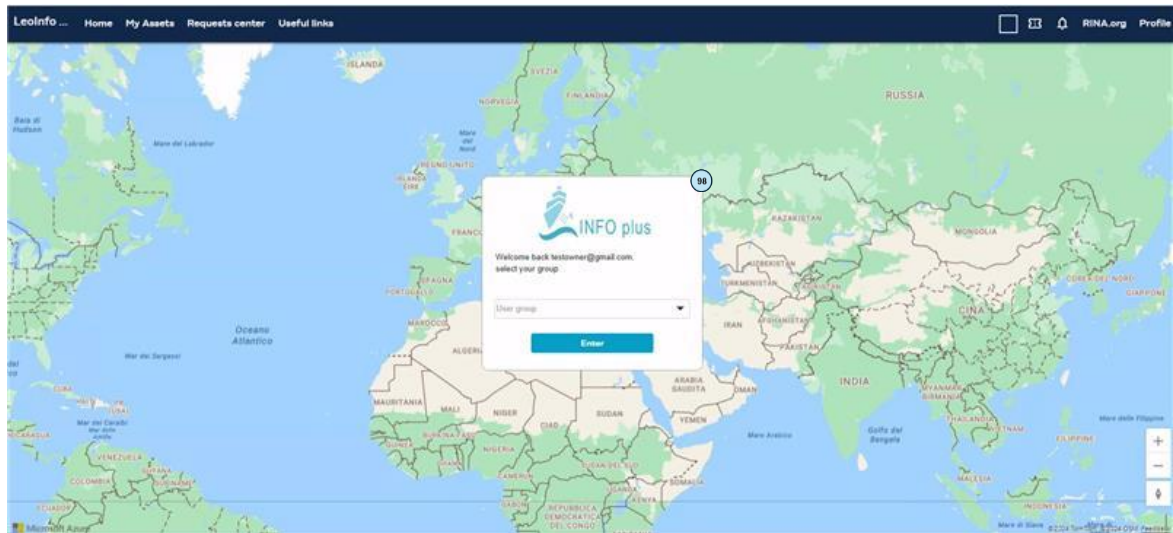


- **Group Selection at Login(98)**

When the user logs in for the first time, they see a pop-up from which they can choose the group they want to log in with. The number of groups visible and selectable by the user during access depends on the number of proxies obtained by Companies and/or Flags. Each time you log in, you must select the group you want to log in with, as long as you have not specified your preferred group in the dedicated section (see "User group" function).

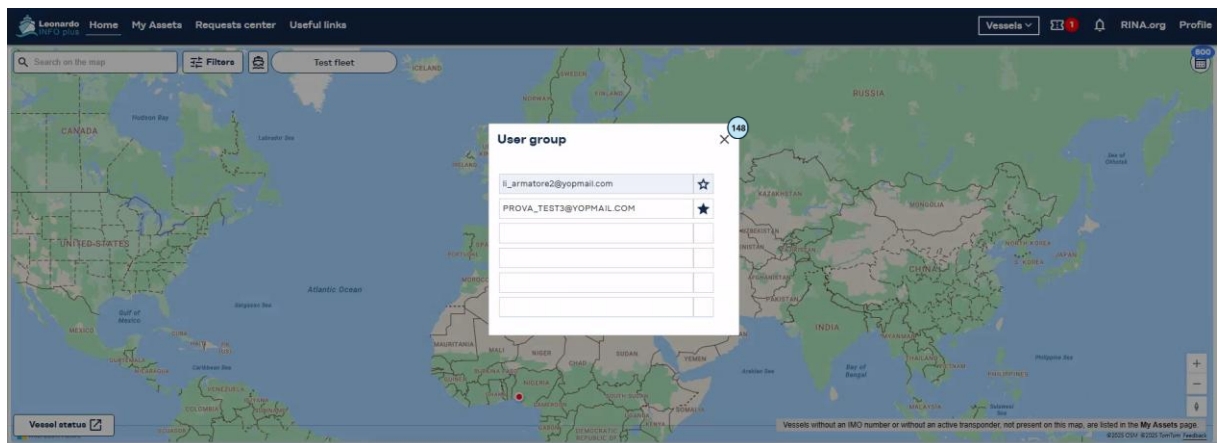
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- **User group (148)**

The user has the possibility, by clicking on the "User group" item in the drop-down menu of the profile, to choose the preferred group with which to log in at each access. Once you have chosen your favorite group, by clicking on the star symbol, you can change it at any time.




### 2.1.1.4 Logout

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

- **Logout (45)**

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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.



### 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.

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### 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.

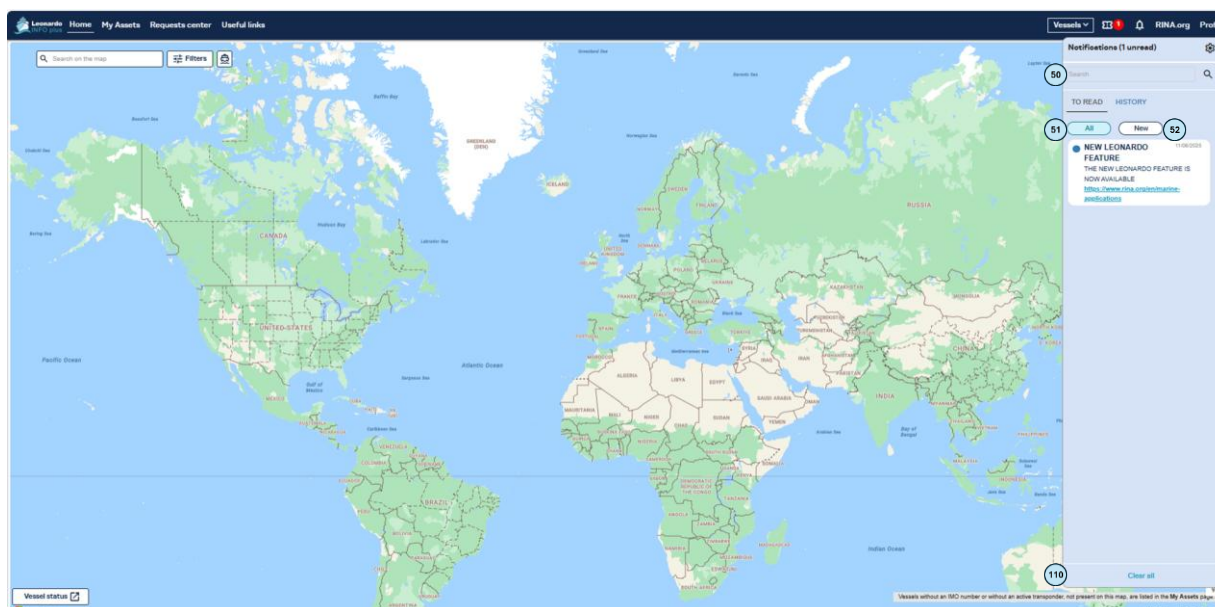
### 2.1.5 Notifications

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.

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)**

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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)**  
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


### 2.1.6 *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".

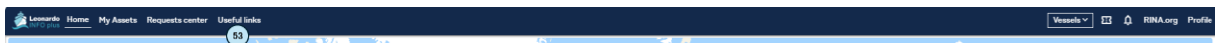
- 1) This section is **available exclusively** to users who have been assigned the "**Manage Request (Full)**" or "**Manage Request (Only Technical Documents)**" permission. For details of permissions, see **Vessels Permissions**

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### 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

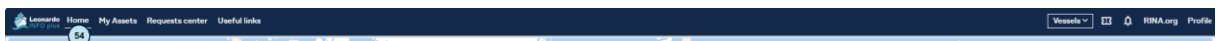
By clicking on the **"My Assets" button** in the Header, the user has the possibility to be redirected to the **list of Vessels/Companies** that can be viewed by him.

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


### 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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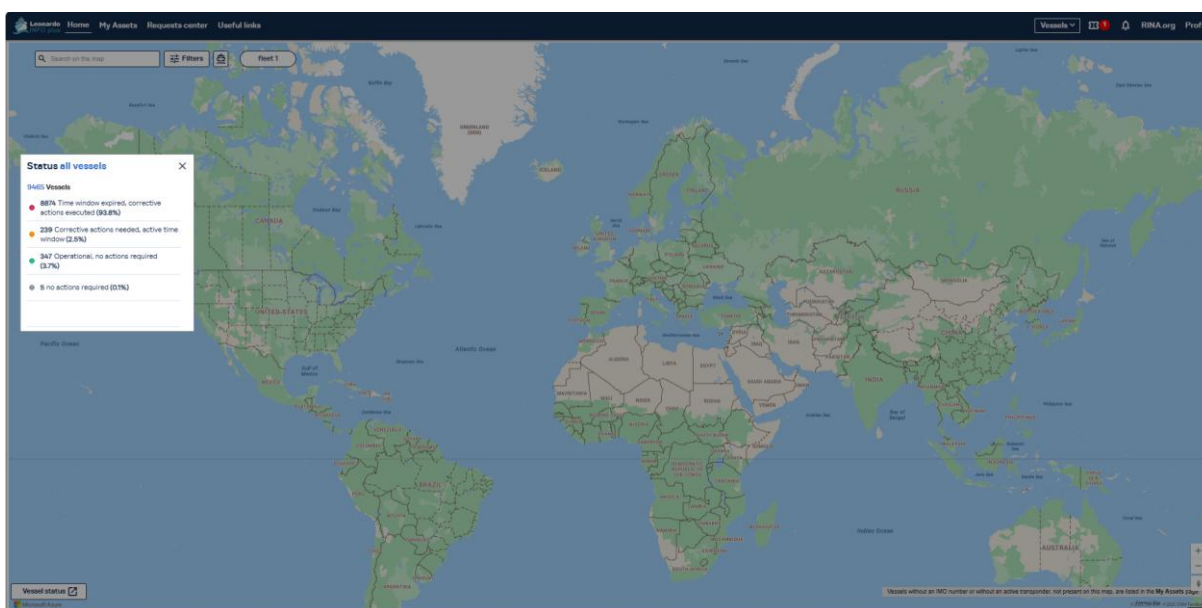
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### 3 Dashboard (Home)

#### 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.

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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.
- 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

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**.

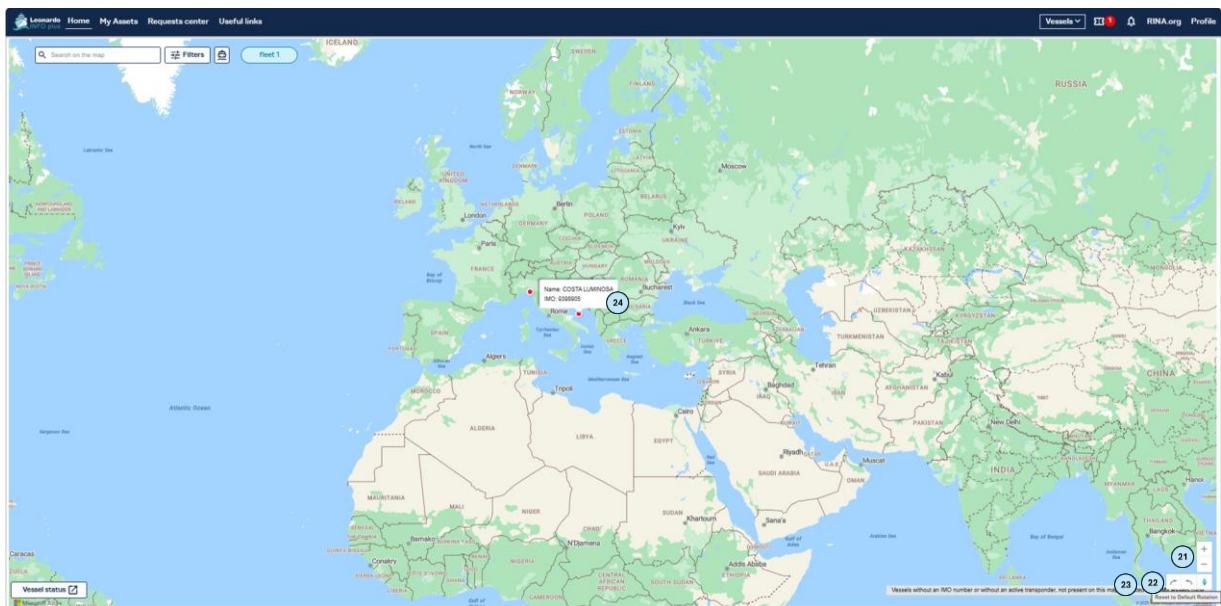
In particular, the items are identified within the map through the same traffic light indicators described in the "**Traffic light indicators**" paragraph 3.1.1 "Vessel/Company Status", in base al loro status.

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

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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.
- 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:

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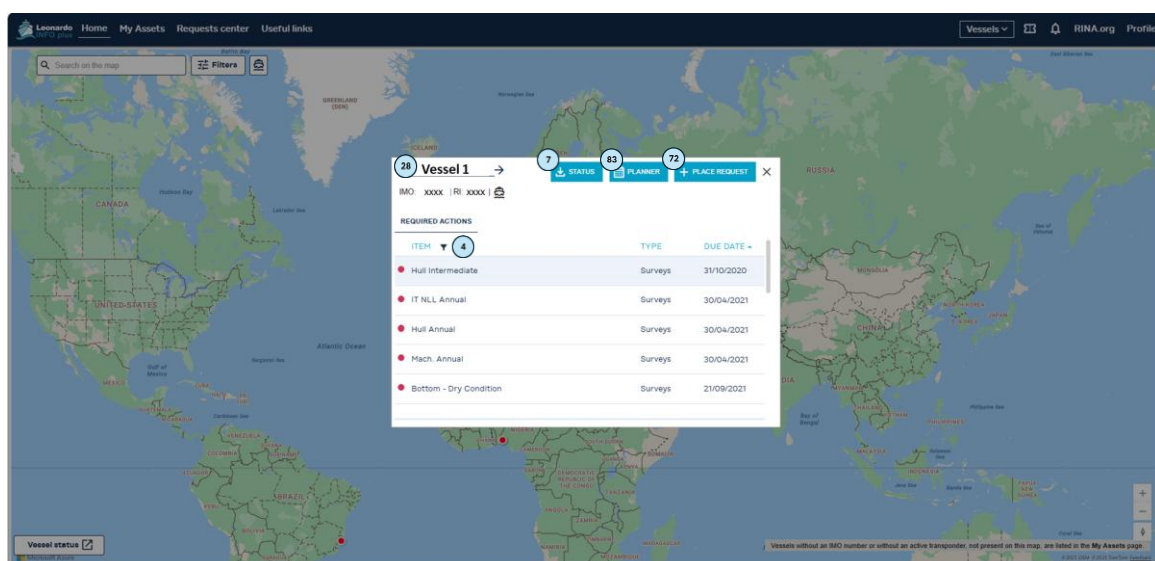
- Vessel/Company Name
- IMO number (only for Vessels)
- Address (only for Companies).

### 3.1.2.1 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.



From here, the user can do several things:

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

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- **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 "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").
- **Button Place Request (72)**   
See "Button Place Request" functionality

### 3.1.3 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)**   
See "Searchbar" functionality




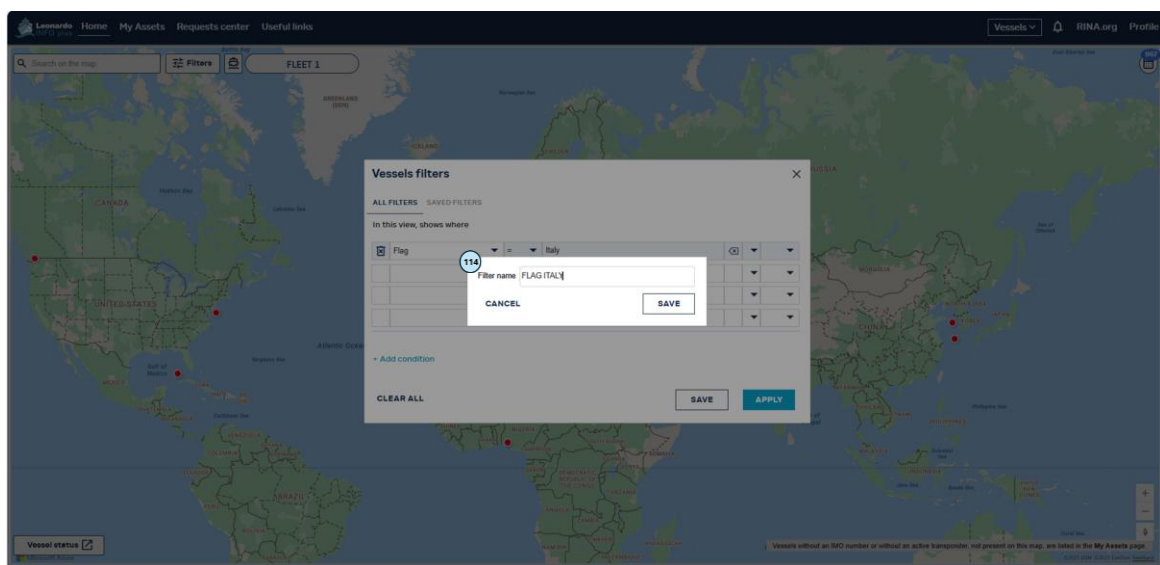
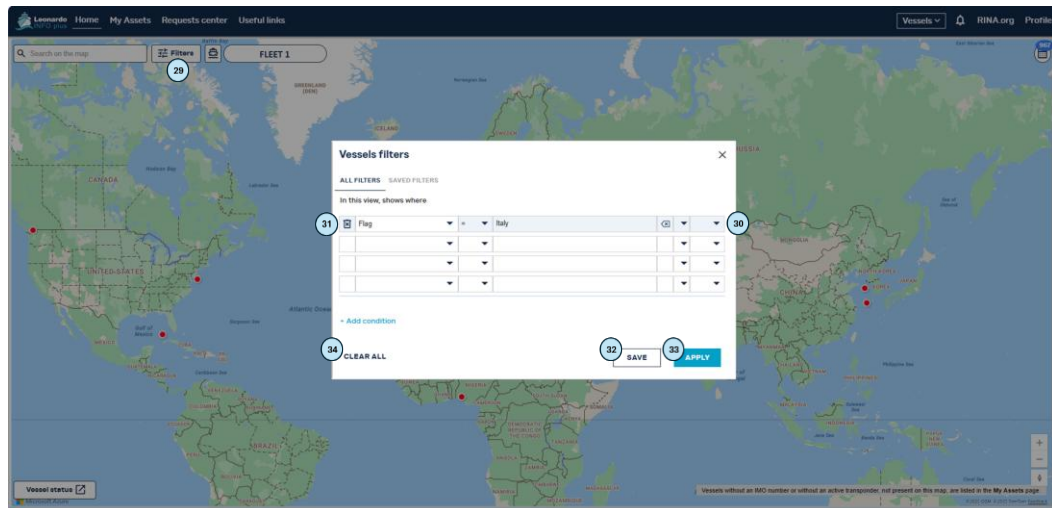
### 3.1.4 Filters

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.**

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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:

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)

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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.

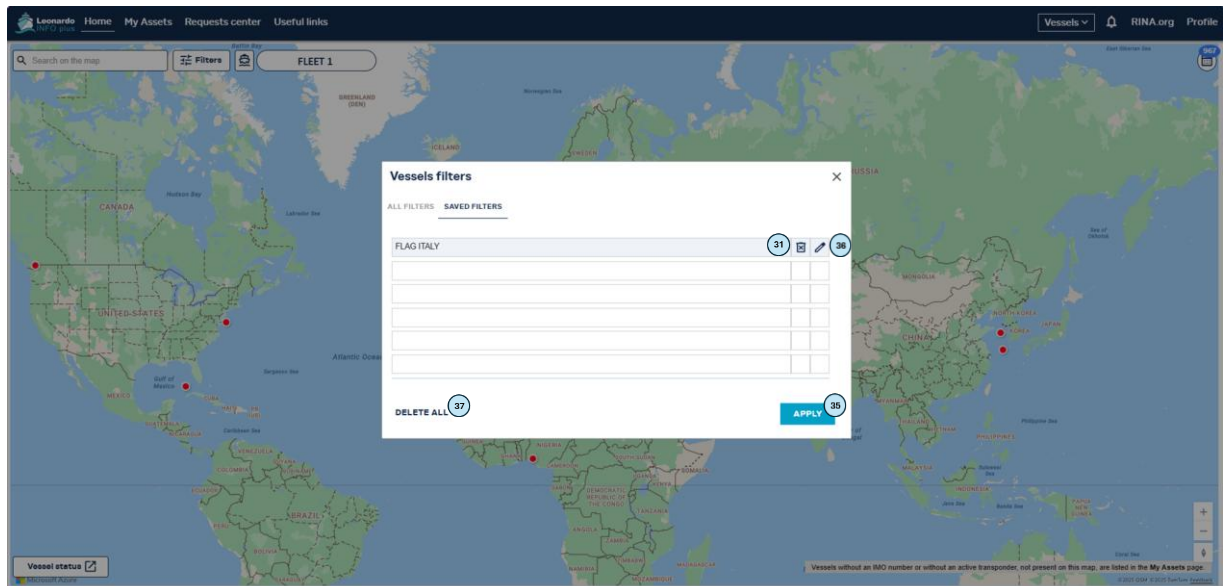
- **Clear all (34)**

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.

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:

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- 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 "Deletion line" feature
- 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.

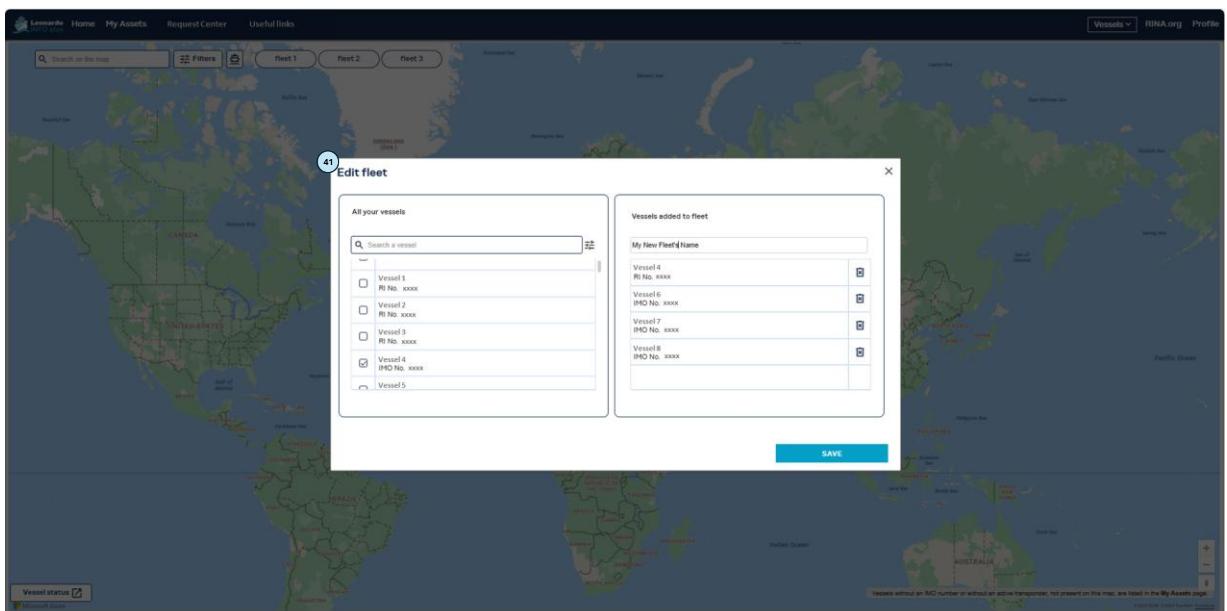
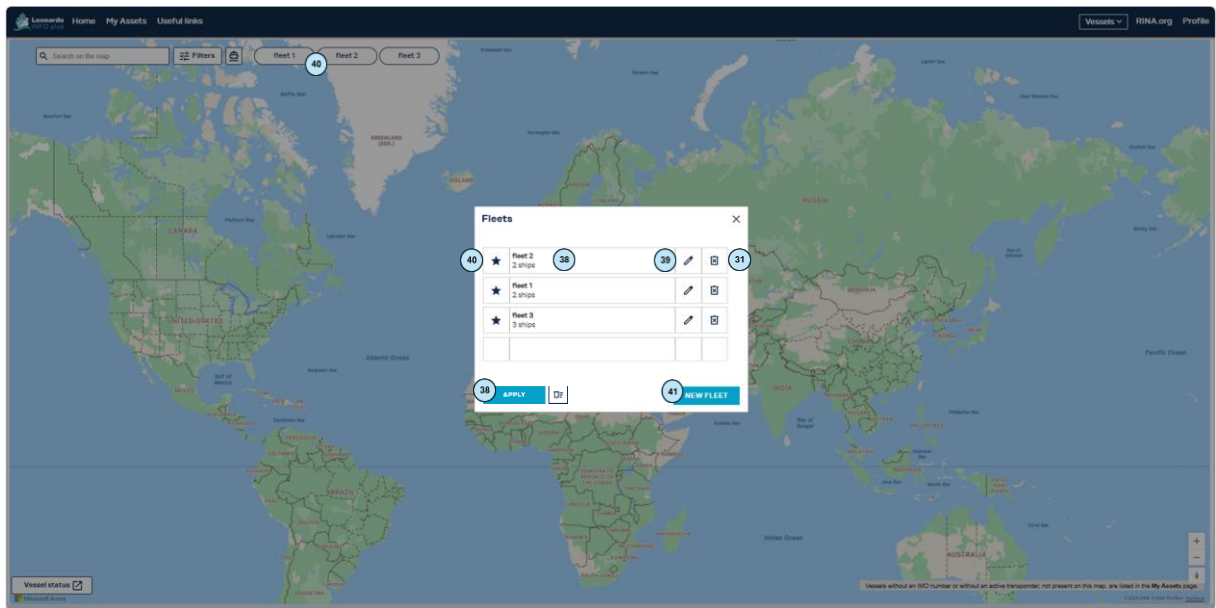
### 3.1.5 Fleets/Groups

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

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showing the list of the Fleets/Groups created and, once the "New fleet"/"New group" button has been clicked, he can perform several operations:



- Fleet Application (38)

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The user can select a specific Fleet/Group by clicking on the reference line and then on the "Apply"/"Apply" 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 "Deletion 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 possibility to select Fleets/Groups as favorites by clicking on the star symbol to the left of the reference line which, once clicked, turns blue to indicate that that Fleet/Group has been added to the 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 following the same operational workflow as the "Edit Fleet/Group" functionality

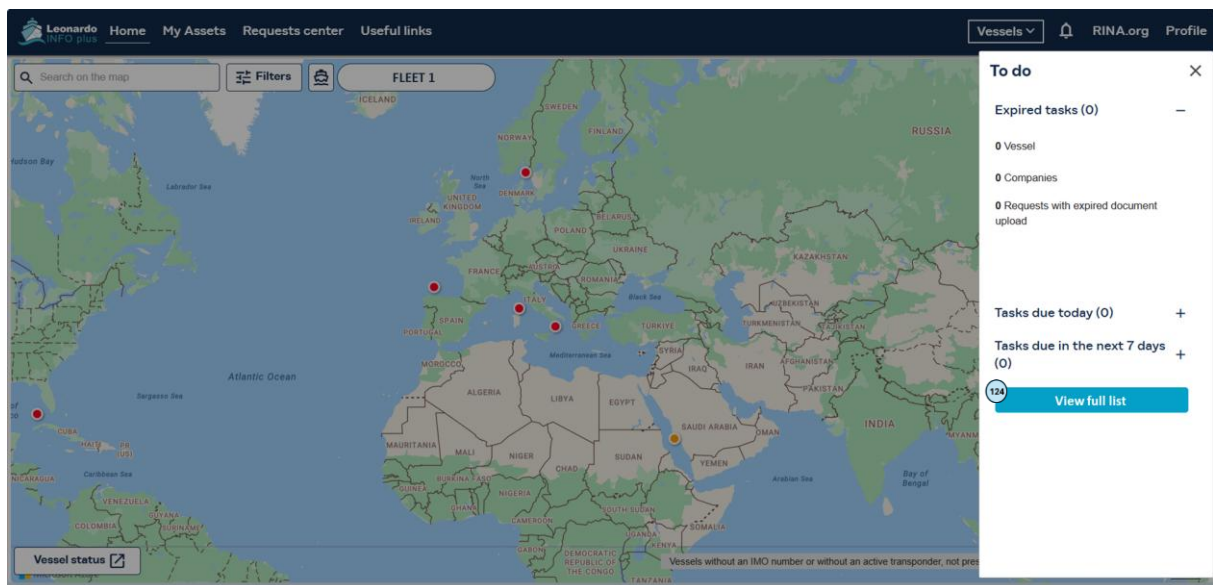
**The fleets and groups applied will always be maintained while browsing the site in all its sections.**

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### 3.1.6 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.
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

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- Requests with incomplete documentation.
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.

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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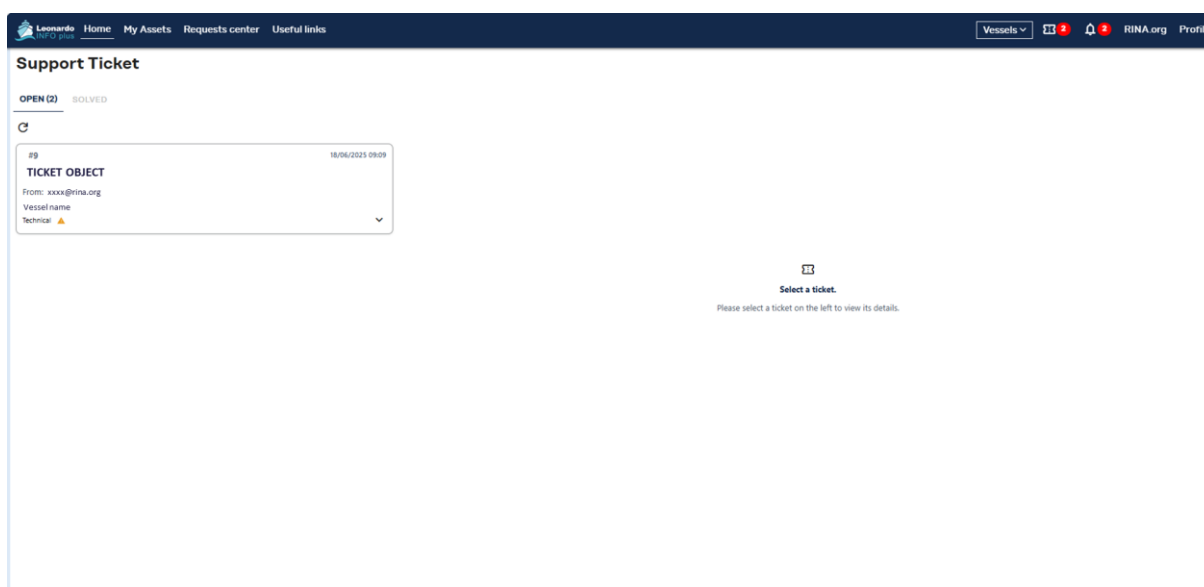
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## 4 Messages

### 4.1 Overview

This macro-section allows the user to easily find their way around the section dedicated to messages, which allows you to manage **ongoing and resolved communications 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.




#### 4.1.1 Message management

The user has the ability to **manage and view the messages** sent by him/her by clicking on the **button depicting the icon of a ticket** in the Header.

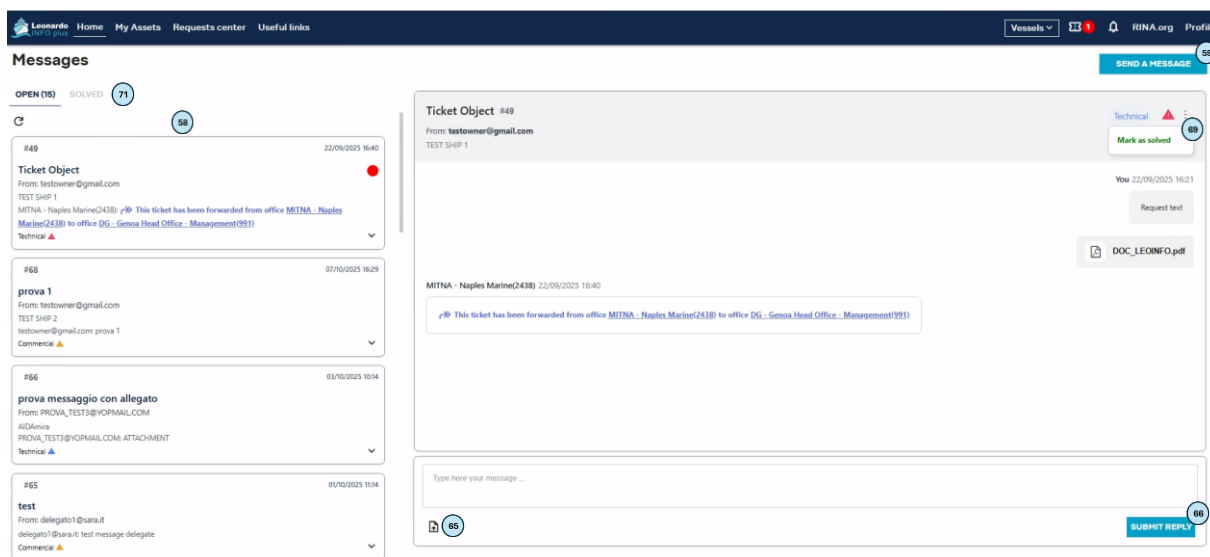
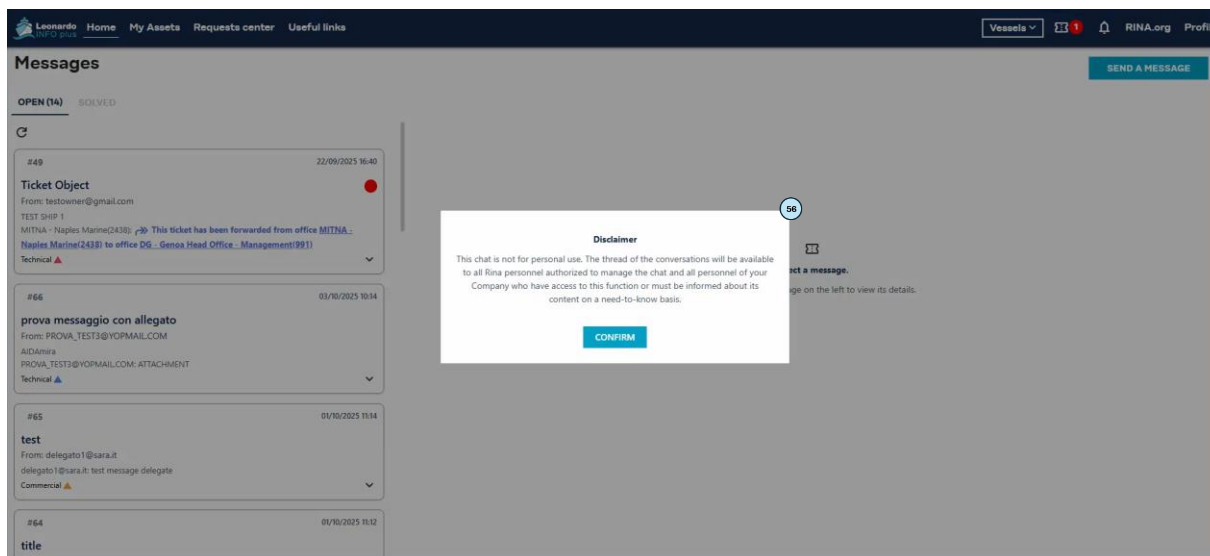
The page is divided into two parts:

1. On the left, there are the **"Solved" (71)** and **"Open" (126) filters**. By default, the section filtered by "Open" is displayed, which contains messages that are still being resolved. You can then click on the "Solved" filter to view the 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 conversation 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 (56)**

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The user, when accessing the message support page, sees a disclaimer specifying that the chat he is about to view and in which he will type his request is not for personal use. In fact, all Rina internal users will have the opportunity to view the request sent by him and take charge of it to solve it.

- **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 he has typed the content of the reply to be sent in a chat of an already active message, 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. You will always be able to view resolved messages using the appropriate filter located at the top left of the support ticket 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 those solved. At any time the message can be reported in the main section following up on the last message.


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

- **Send a message (59)**

At the top right of the page, the user sees the "Send a message" button. By clicking on it, you can create a new message.

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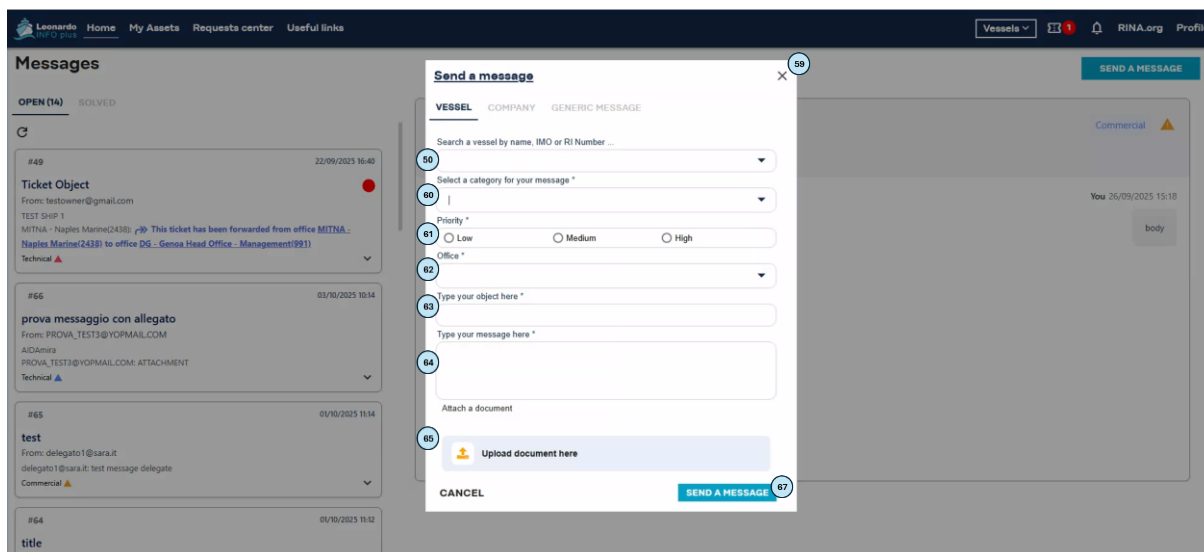
### 4.1.2 Message creation

In the Messages section, the user has the option to **Send a vessel/company specific message or generic**. Once you have clicked on the **“Send a message”** located at the top right of the message management page (see paragraph 4.1.1), the Owner user is redirected to the **Creating a Message**. This section is organized in three tabs:


1. **Vessel**
2. **Company**
3. **Generic message**

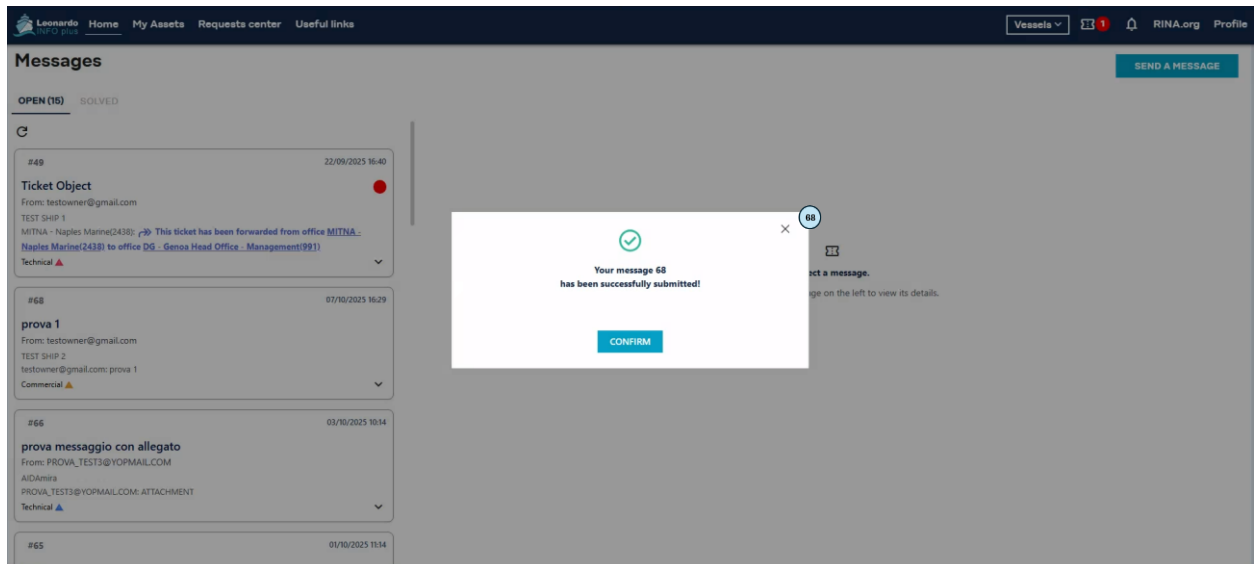
By default, the user first sees the "Vessel" section. By switching, you have the possibility to generate message requests specific to your needs. In particular, by selecting the Vessel or Company tab, the Vessel/Company and Office fields will be pre-filled by default. While, in the Generic message tab, you will have to fill in each mandatory field manually.

The content of the three tabs is the same, by convention the manual shows the description of the "Vessel" tab.



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From here, the user can do several things:

- **Searchbar (50)** 

The user can select a vessel through the searchbar function
- **Category (60)**

The user must select the category of the message they are about to submit:

  - Commercial
  - Technical

This step is mandatory.
- **Priority (61)**

The user must select the priority to be assigned to the message he is about to submit, each of which corresponds to a processing time of the message.


In particular, the priorities from which it is possible to choose are:

  - High
  - Medium
  - Low

This step is mandatory.
- **Select the office (62)**

The user must select the office to which they want to forward the message they are creating. This step is mandatory and will be pre-filled in case the user is submitting a


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request from the Vessel or Company tabs. In the Generic message tab, however, you will have to select it manually.

- **Type your object here (63)**  
The user must write the subject of the message they are about to submit. This will make it easier to view and recognize. This step is mandatory.
- **Type your message here (64)**  
The user must write within this space the content of the message he wants to submit. This step is mandatory.
- **Document Uploads (65)**   
The user can insert documents and attach them to the message (see "Upload Documents" function)
- **Submit reply (67)**  
The user, once he has filled in all the fields above, can submit the message by clicking on the "Submit reply" button at the bottom right of the banner. This will send your request.
- **Message submission confirmation disclaimer (68)**  
Once the message has been submitted, the user sees a disclaimer that communicates the confirmation of correct submission.

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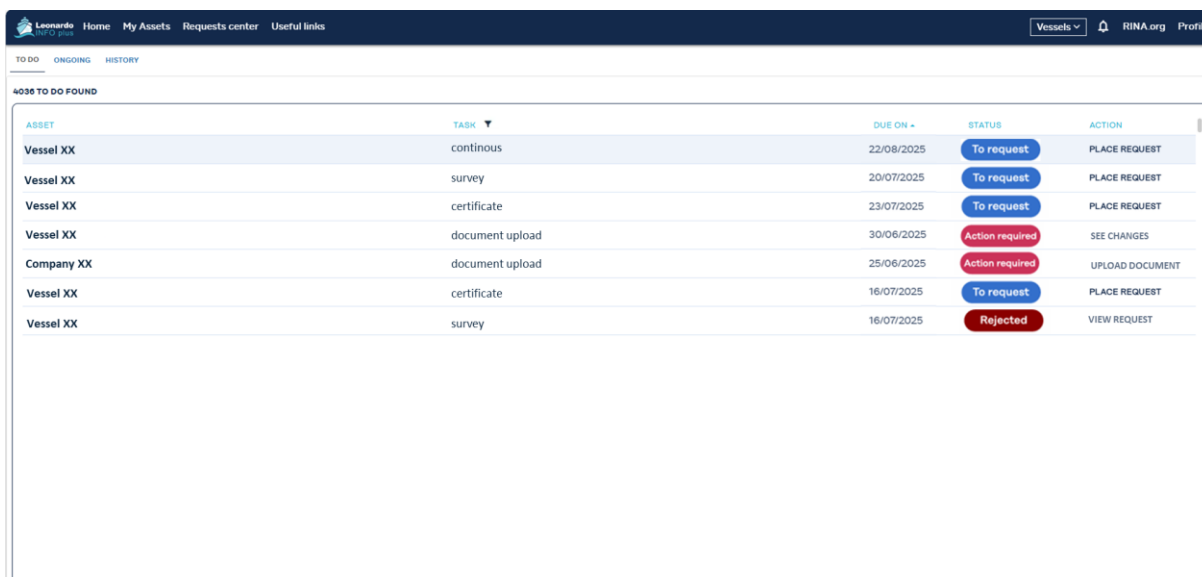
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## 5 Requests Center

### 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 that require immediate action from 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.




ASSET	TASK	DUE ON	STATUS	ACTION
Vessel XX	continuous	22/08/2025	To request	PLACE REQUEST
Vessel XX	survey	20/07/2025	To request	PLACE REQUEST
Vessel XX	certificate	23/07/2025	To request	PLACE REQUEST
Vessel XX	document upload	30/06/2025	Action required	SEE CHANGES
Company XX	document upload	25/06/2025	Action required	UPLOAD DOCUMENT
Vessel XX	certificate	16/07/2025	To request	PLACE REQUEST
Vessel XX	survey	16/07/2025	Rejected	VIEW REQUEST

Each request can be consulted in detail via the **"View Request"** option and, if applicable, users can also create new requests via the **"Place Request"** function. This system ensures clear and traceable operational management.

The user will see on this page all the activities in charge, including requests for document uploads, visits to be booked and documents for the removal of findings and observations to be submitted.

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.

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

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.

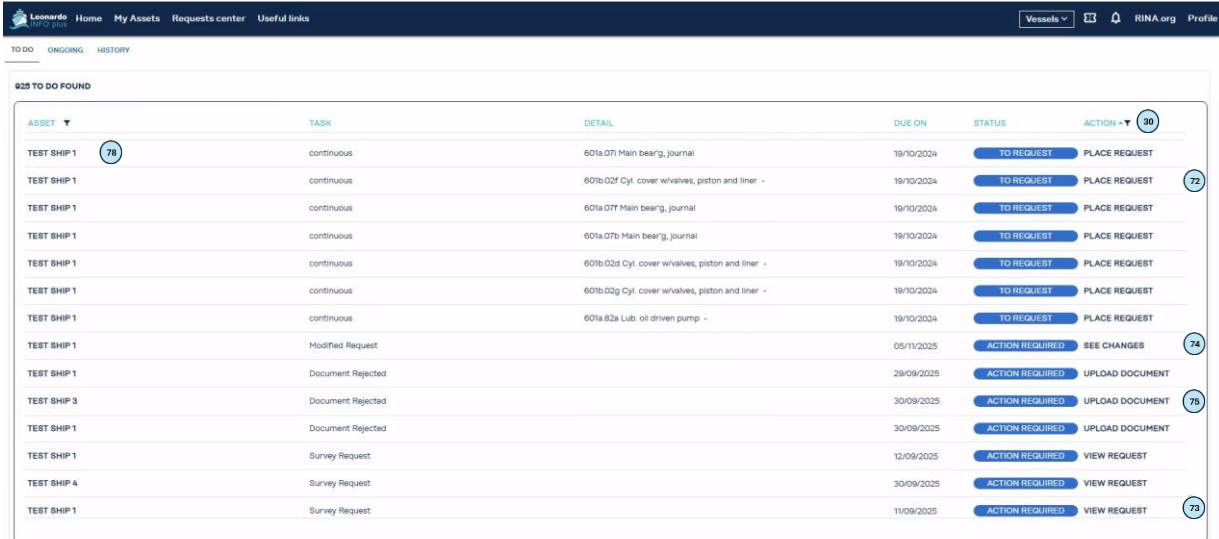
### 5.1.1 To Do

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.

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The user can also access the To Do section by clicking on the button “View all list” located at the bottom of the Banner summary To Do (see paragraph 3.1.6).




ASSET	TASK	DETAIL	DUE ON	STATUS	ACTION
TEST SHIP 1	continuous	601a.071 Main bear'g, journal	19/10/2024	TO REQUEST	PLACE REQUEST
TEST SHIP 1	continuous	601b.02f Cyl. cover w/valves, piston and liner -	19/10/2024	TO REQUEST	PLACE REQUEST
TEST SHIP 1	continuous	601a.077 Main bear'g, journal	19/10/2024	TO REQUEST	PLACE REQUEST
TEST SHIP 1	continuous	601a.07b Main bear'g, journal	19/10/2024	TO REQUEST	PLACE REQUEST
TEST SHIP 1	continuous	601b.02d Cyl. cover w/valves, piston and liner -	19/10/2024	TO REQUEST	PLACE REQUEST
TEST SHIP 1	continuous	601b.02g Cyl. cover w/valves, piston and liner -	19/10/2024	TO REQUEST	PLACE REQUEST
TEST SHIP 1	continuous	601a.82a Lub. oil driven pump -	19/10/2024	TO REQUEST	PLACE REQUEST
TEST SHIP 1	Modified Request		05/11/2025	ACTION REQUIRED	SEE CHANGES
TEST SHIP 1	Document Rejected		29/09/2025	ACTION REQUIRED	UPLOAD DOCUMENT
TEST SHIP 3	Document Rejected		30/09/2025	ACTION REQUIRED	UPLOAD DOCUMENT
TEST SHIP 1	Document Rejected		30/09/2025	ACTION REQUIRED	UPLOAD DOCUMENT
TEST SHIP 1	Survey Request		12/09/2025	ACTION REQUIRED	VIEW REQUEST
TEST SHIP 4	Survey Request		30/09/2025	ACTION REQUIRED	VIEW REQUEST
TEST SHIP 1	Survey Request		11/09/2025	ACTION REQUIRED	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)**  
 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 "Vessel/Company Detail").
- Button Place Request (72)**  
 In the "Action" column, the user sees this button corresponding to expiring visits. Clicking on it redirects you to step 2 of the Visit Request WF for the vessel/company referenced in the asset column. See paragraph 5.1.4 Place Request.
- Button View Request (73)**  
 In the "Action" column, the Owner user sees the View Request button in correspondence with the visit requests from the moment there are 7 days left from the date of a visit for a vessel/company for which the ancillary data have not yet been entered. By clicking on it, the user is directed to the request summary page (see paragraph 5.1.5 View Request).

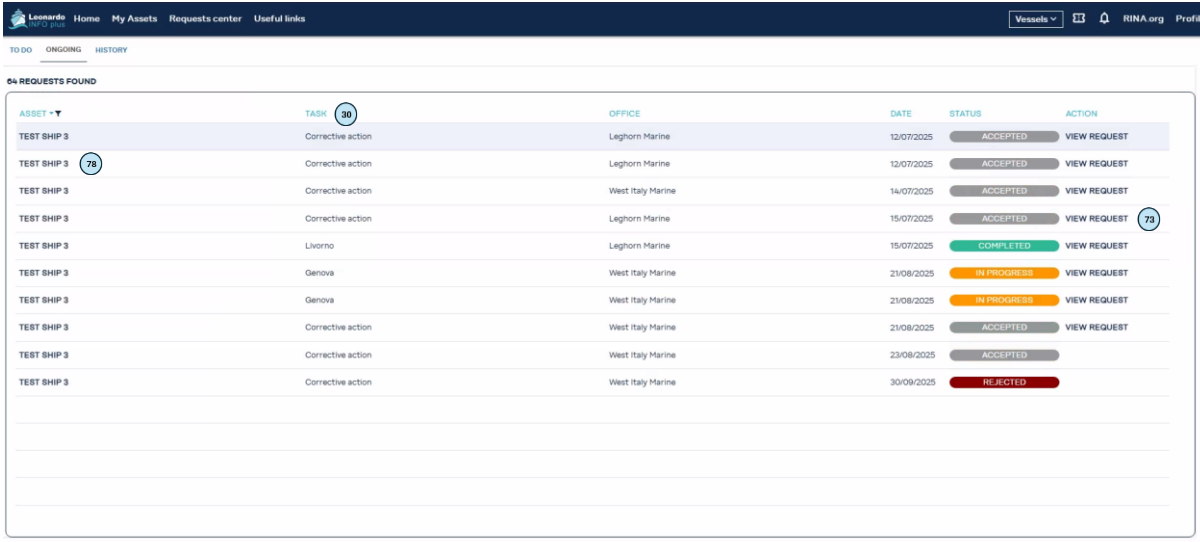
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- Button See changes (74)**  
 In the "Action" column, the user sees the See changes button in correspondence with requests for visits of vessels/companies for which the internal user has changed the date. Clicking on it redirects you to the detail page of the corresponding request. (see paragraph 5.1.5 View Request).
- Button Upload Document - To Do (75)**  
 In the "Action" column, the user sees the Upload Document button in correspondence with the Findings & Observations removal requests in the "Rejected" state, i.e. for which the internal user has rejected the documentation. Clicking on it redirects you to the detail page of the corresponding request. (see paragraph 5.1.5 View Request).

### 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 (30)	OFFICE	DATE	STATUS	ACTION
TEST SHIP 3	Corrective action	Leghorn Marine	12/07/2025	ACCEPTED	VIEW REQUEST
TEST SHIP 3 (74)	Corrective action	Leghorn Marine	12/07/2025	ACCEPTED	VIEW REQUEST
TEST SHIP 3	Corrective action	West Italy Marine	14/07/2025	ACCEPTED	VIEW REQUEST
TEST SHIP 3	Corrective action	Leghorn Marine	15/07/2025	ACCEPTED	VIEW REQUEST (75)
TEST SHIP 3	Livorno	Leghorn Marine	15/07/2025	COMPLETED	VIEW REQUEST
TEST SHIP 3	Genova	West Italy Marine	21/08/2025	IN PROGRESS	VIEW REQUEST
TEST SHIP 3	Genova	West Italy Marine	21/08/2025	IN PROGRESS	VIEW REQUEST
TEST SHIP 3	Corrective action	West Italy Marine	21/08/2025	ACCEPTED	VIEW REQUEST
TEST SHIP 3	Corrective action	West Italy Marine	23/08/2025	ACCEPTED	VIEW REQUEST
TEST SHIP 3	Corrective action	West Italy Marine	30/09/2025	REJECTED	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.

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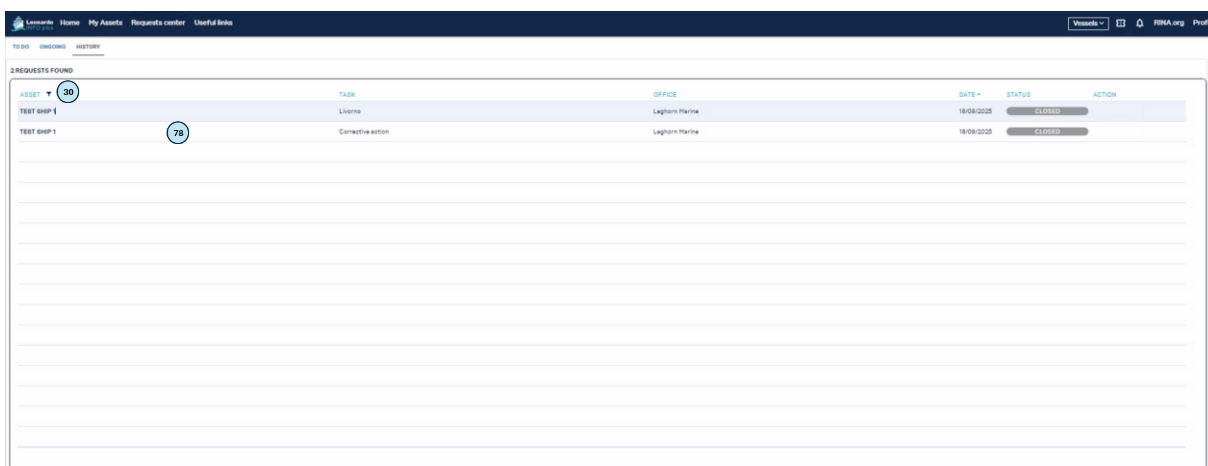
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- **Vessel/Company Detail redirect (78)**   
 See "Vessel/Company Detail redirect" feature
- **Button View Request (73)**   
 In the action column, the user sees the view request button that allows them to be redirected to the request summary page. (see paragraph 5.1.5 View Request)

### 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

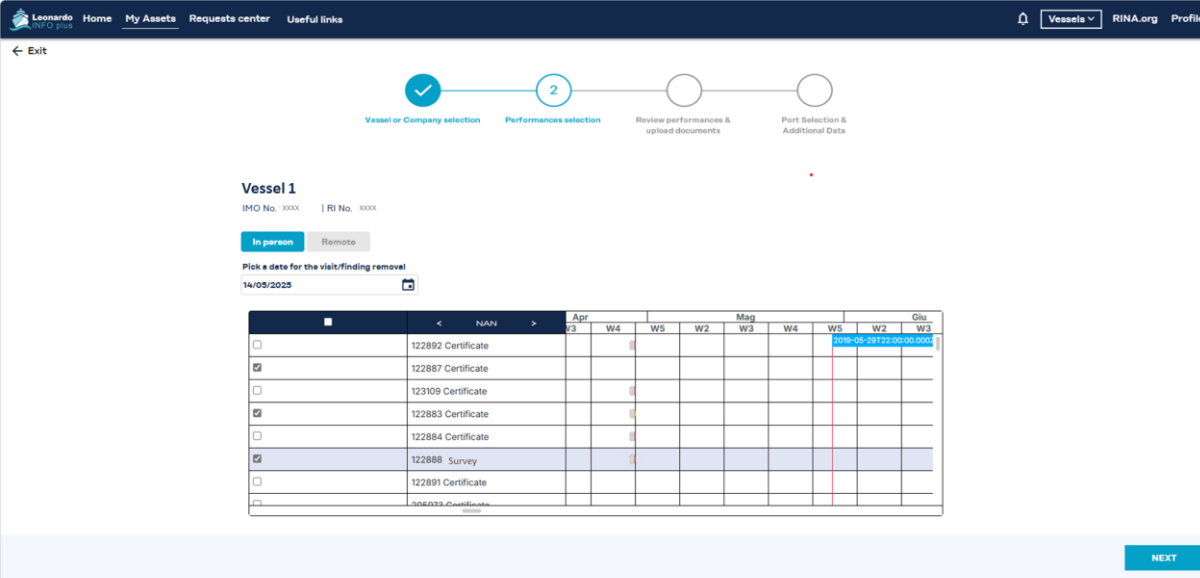
### 5.1.4 Place Request

The functionality allows the user to **start the process of requesting RINA's service (visit for a Vessel or a Company, closing finding, closing of the prescription).**

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By clicking on the "Place Request" button, located on the detail page of the Vessel or Company or in the respective dashboard in the Dashboard or in My Asset (see paragraph 3.1.2.1 Vessel/Company Dashboard), the user accesses the second step of the visit request workflow. On all pages of the workflow there is an **Exit button (117)**. With this button, the user can exit the entire workflow regardless of the step they are in. In fact, this button is fixed and is present in all steps. Once clicked, the user sees a disclaimer that warns him that by exiting the workflow he will lose all the data entered up to that moment.



**Vessel 1**  
IMO No. 10000 | RI No. 10000

**In person** Remote

Pick a date for the visit/finding removal  
14/05/2025

	< NAN >	Apr			Mag			Giu		
		F3	W4	W5	W2	W3	W4	W5	W2	W3
<input type="checkbox"/>	122892 Certificate									
<input checked="" type="checkbox"/>	122887 Certificate									
<input type="checkbox"/>	123109 Certificate									
<input checked="" type="checkbox"/>	122883 Certificate									
<input type="checkbox"/>	122884 Certificate									
<input checked="" type="checkbox"/>	122888 Survey									
<input type="checkbox"/>	122891 Certificate									
<input type="checkbox"/>	1086033 Certificate									

NEXT

In particular, this workflow is structured according to the following steps:


### 1) Vessel or Company selection

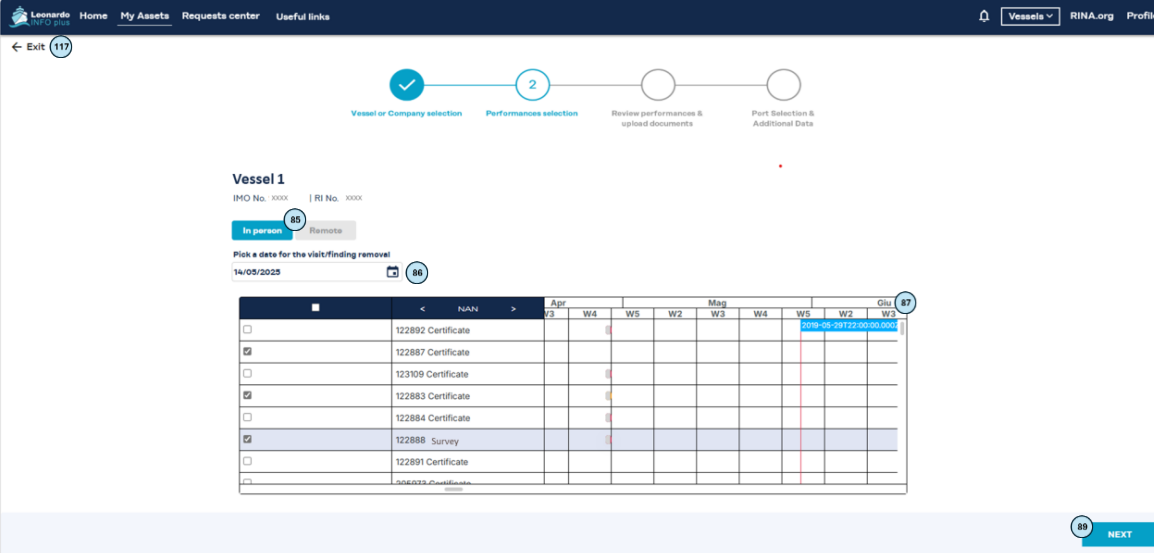
This step is skipped, considering that the visit request/findings removal workflow always starts from a section of a specific Vessel/Company.

### 2) Performances Selection

The user can select visits or requests for removal findings from a planner related to a specific vessel/company.

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Leonardo Home My Assets Requests center Useful links

Vessels RINA.org Profile

Exit 117

1 Vessel or Company selection 2 Performances selection 3 Review performances & upload documents 4 Port Selection & Additional Data

Vessel 1  
IMO No. XXXX | RI No. XXXX

In person 85 Remote

Pick a date for the visit/finding removal:  
14/05/2023 86


	< JAN >	Apr	Mag	Giù
		T3 W4 W5 W2 W3 W4 W5 W2 W3		W3
<input type="checkbox"/>	122892 Certificate			
<input checked="" type="checkbox"/>	122887 Certificate			
<input type="checkbox"/>	123109 Certificate			
<input checked="" type="checkbox"/>	122883 Certificate			
<input type="checkbox"/>	122884 Certificate			
<input checked="" type="checkbox"/>	122888 Survey			
<input type="checkbox"/>	122891 Certificate			
<input type="checkbox"/>	206203 Certificate			

88 NEXT

From here, the user can do several things:

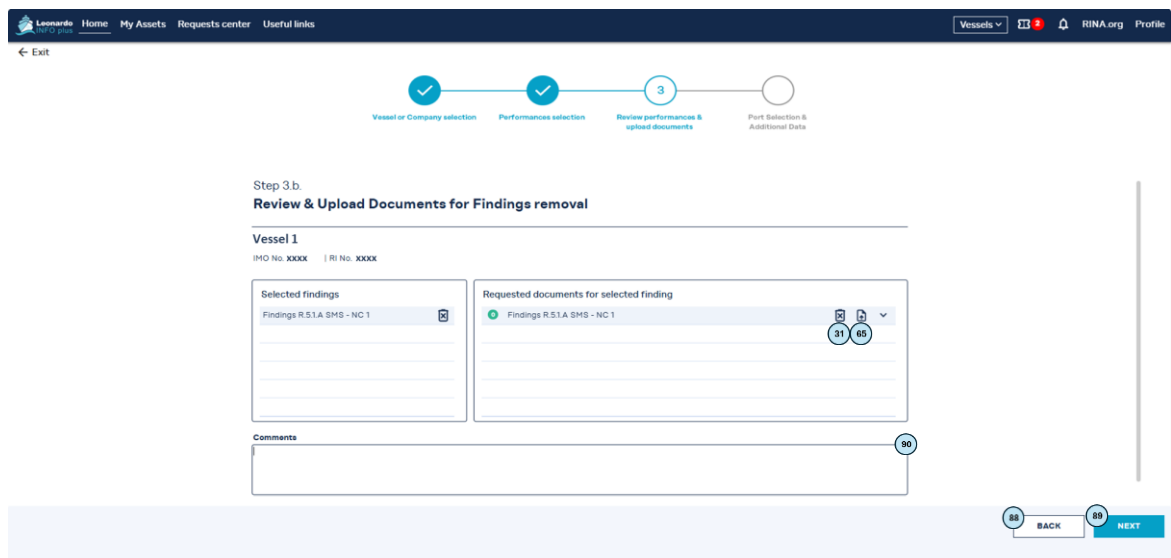
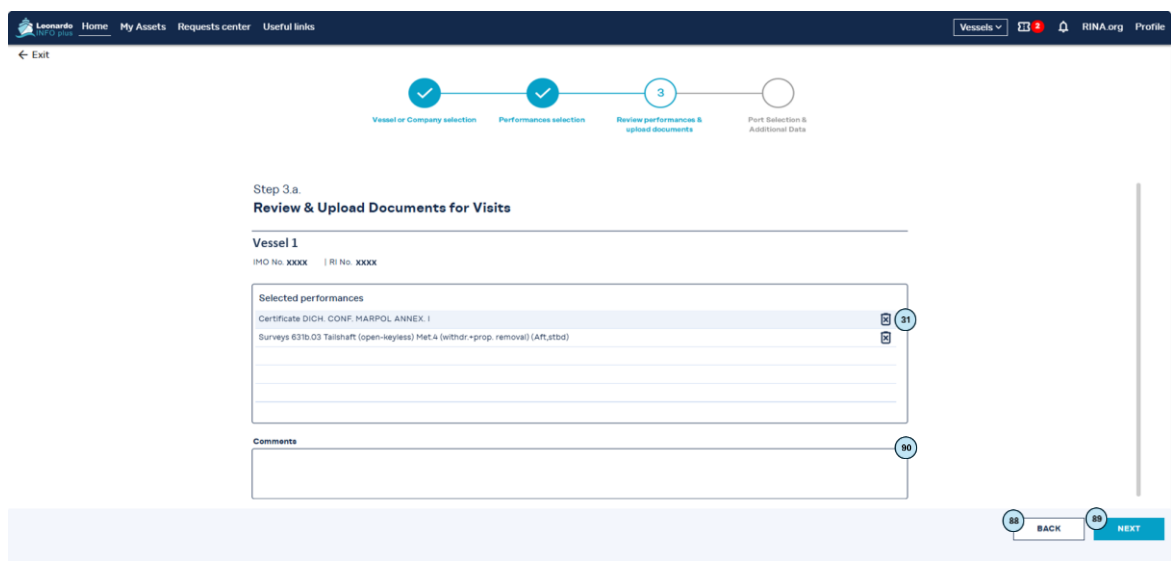
- In person/remote filters (85)**  
 The default user will have the view filtered by "In person", which allows him to request the /findings removal visit in presence.  
 By clicking on the "Remote" filter, you can select the remote visit mode.
- Date selection (86)**  
 The user, thanks to the special bar complete with calendar, can select the date on which he prefers the visit/findings removal to be carried out.
- Planner for Visit/Findings removal selection (87)**  
 Through this particular planner, the user can select, via checkbox, the specific item for which to request a visit or a request for removal of findings.  
 This planner allows you to view:
  - A vertical bar that indicates today's date by default, but which can change based on the date filter entered, always indicating the filtered date.
  - the months divided into weeks.
- Button Next (89)**  
 Thanks to this button, the user, once he has filled in all the mandatory fields of the step, can move on to the next step of the workflow.

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### 3) Review performances

In this step, the user can make a review of the items chosen in the previous step. In case the user has chosen both a visit request and a removal of findings, he will see a warning warning that the step he is viewing will be divided into two separate steps, one for visit requests and the other for requests for removal of findings and observations.



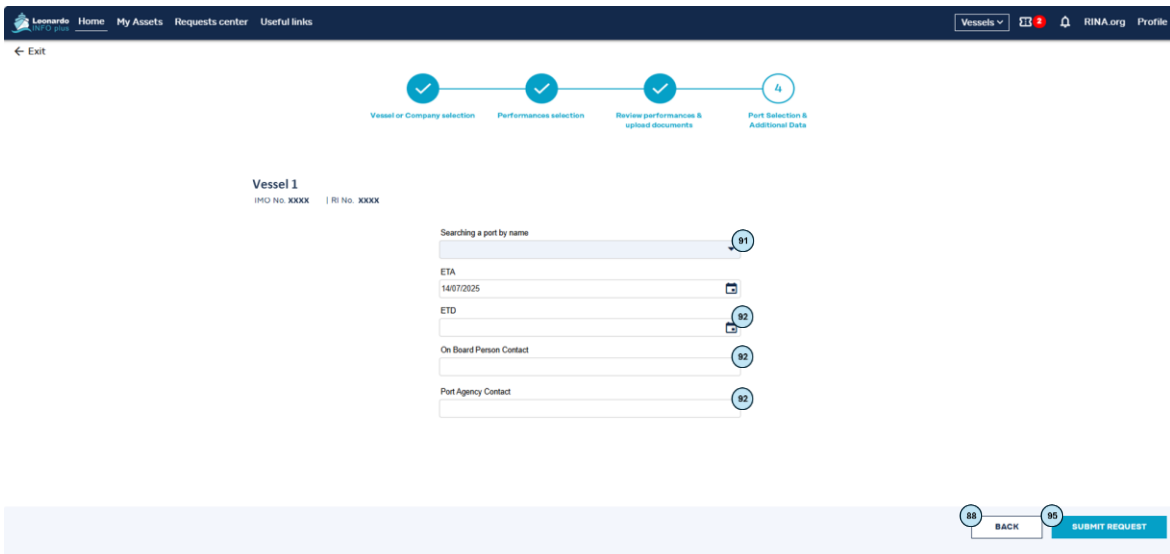
From here, the user can do several things:

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- **Deletion Line (31)**   
See "Deletion line" feature
- **Comments (90)**  
In this section, the user can add optional comments to attach to their visit request/findings removal.
- **Document Uploads (65)**   
The user can enter documents and attach them to the request for removal of findings.
- **Button Back (88)**  
With this button, the user can return to the previous step in the workflow.
- **Button Next (89)**   
See "Button Next" functionality


#### 4) Port selection & additional data



From here, the user can follow several operations:

- **Port/Place selection (91)**  
Here, the user can choose the port or location where he wants the visit (in person) to be carried out. The search is possible via a searchbar, see "Searchbar" feature .

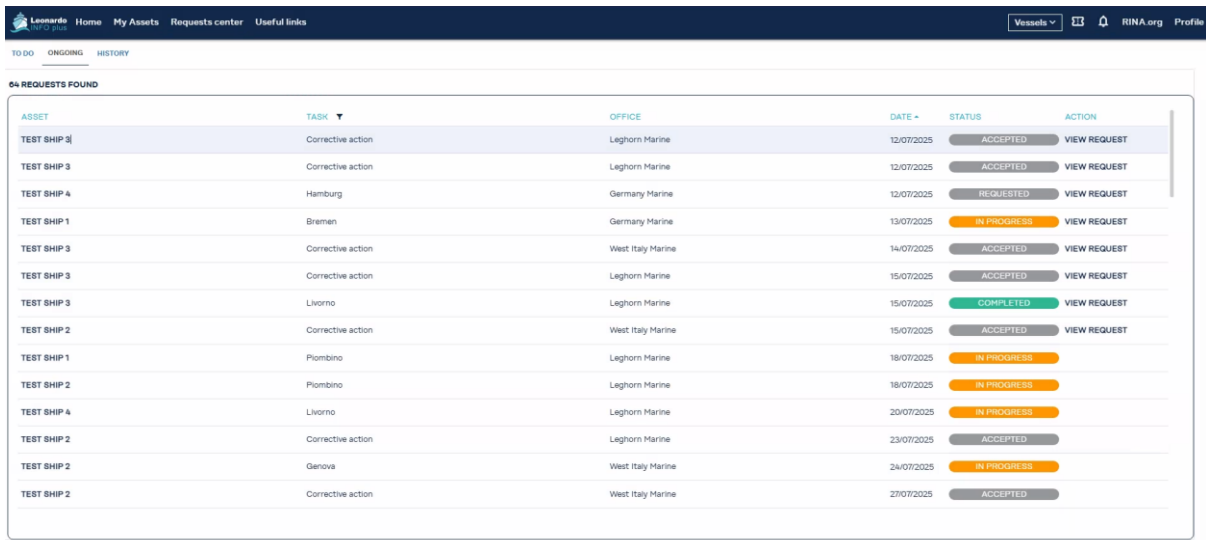
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- **Additional data (92)**  
The user can enhance the fields relating to ancillary data. These fields are not mandatory to submit the request but are necessary 7 days before the date on which the visit is requested. (see "Button view request" functionality )
- **Button Back (88)**   
See "Button Back" functionality.
- **Button Submit Request (95)**  
By clicking this button, the user can conclude the visit request/findings removal workflow and submit it.

### 5.1.5 View Request

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




ASSET	TASK	OFFICE	DATE	STATUS	ACTION
TEST SHIP 3	Corrective action	Leghorn Marine	12/07/2025	ACCEPTED	VIEW REQUEST
TEST SHIP 3	Corrective action	Leghorn Marine	12/07/2025	ACCEPTED	VIEW REQUEST
TEST SHIP 4	Hamburg	Germany Marine	12/07/2025	REQUESTED	VIEW REQUEST
TEST SHIP 1	Bremen	Germany Marine	13/07/2025	IN PROGRESS	VIEW REQUEST
TEST SHIP 3	Corrective action	West Italy Marine	14/07/2025	ACCEPTED	VIEW REQUEST
TEST SHIP 3	Corrective action	Leghorn Marine	15/07/2025	ACCEPTED	VIEW REQUEST
TEST SHIP 3	Livorno	Leghorn Marine	15/07/2025	COMPLETED	VIEW REQUEST
TEST SHIP 2	Corrective action	West Italy Marine	15/07/2025	ACCEPTED	VIEW REQUEST
TEST SHIP 1	Piombino	Leghorn Marine	18/07/2025	IN PROGRESS	
TEST SHIP 2	Piombino	Leghorn Marine	18/07/2025	IN PROGRESS	
TEST SHIP 4	Livorno	Leghorn Marine	20/07/2025	IN PROGRESS	
TEST SHIP 2	Corrective action	Leghorn Marine	23/07/2025	ACCEPTED	
TEST SHIP 2	Genova	West Italy Marine	24/07/2025	IN PROGRESS	
TEST SHIP 2	Corrective action	West Italy Marine	27/07/2025	ACCEPTED	

#### 5.1.5.1 Visit Request

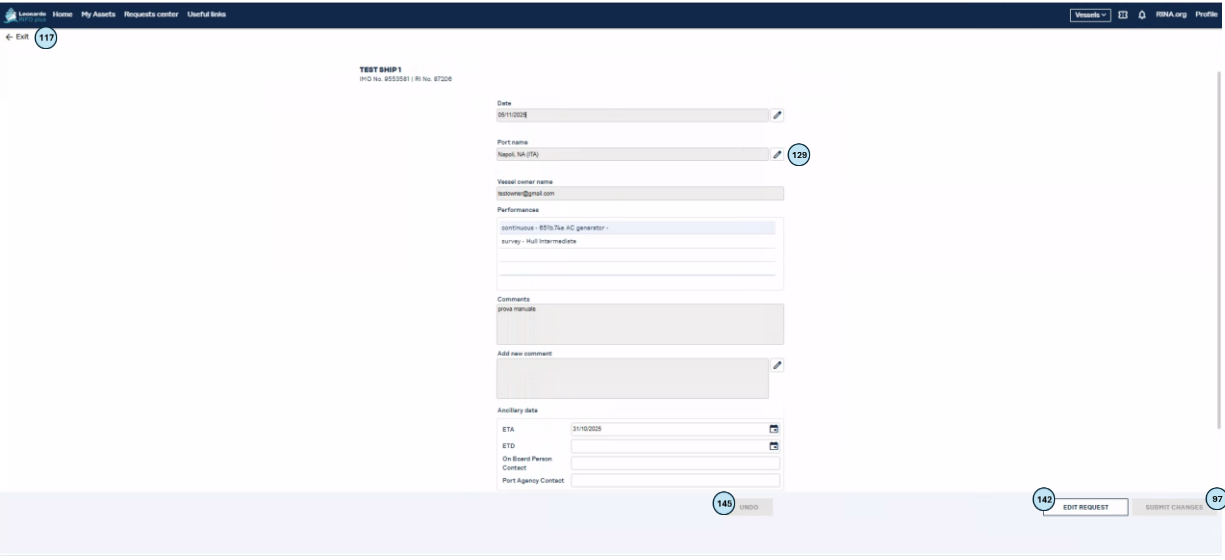
In the Ongoing tab, under the "Status" column, the current status of the request is always present. Based on this, the display of the buttons on the View Request page changes. On the

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"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:



- **Button Exit (117)**  
The user can exit the View Request page. See features **Exit button (117)**.
- **Button Edit (129)**  
The "Edit" button, located next to the **date, port and add new comment** line, allows you to edit or add the information in the relevant box.  
For the "Date" and "Port name" fields, once the data has been modified, it is shown in red, in the line below:
  - Original date/port
  - New date/port
  - user who edited them.
- **Button Edit Request (142)**  
The user, by clicking on the "Edit Request" button, allows the user to modify the information present in the visit request by reopening the workflow from step 2, where I can select only other services outside of findings and observations. (see paragraph 5.1.4 Place Request)
- **Button Undo (145)**

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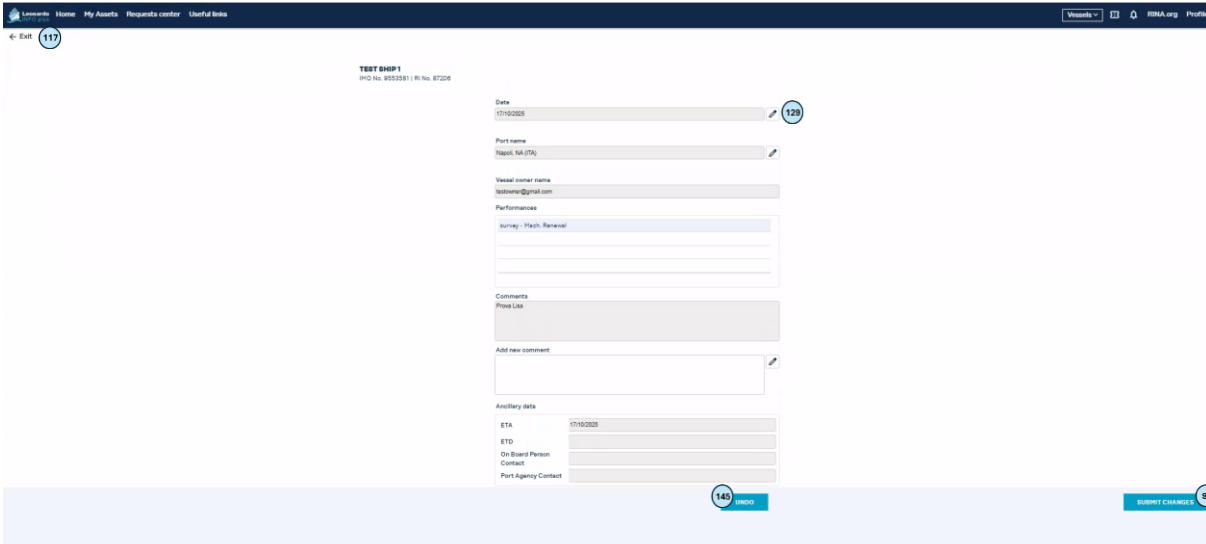
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By clicking this button, the user can delete all changes made to the visit request that have not yet been saved. The button is activated only after you make a change.

- **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)**

The user can exit the View Request page. See features **Exit button (117)**.

- **Button Edit (129)** □

See "Button Edit" functionality.

- **Button Undo (145)** □


See "Button Undo" functionality.

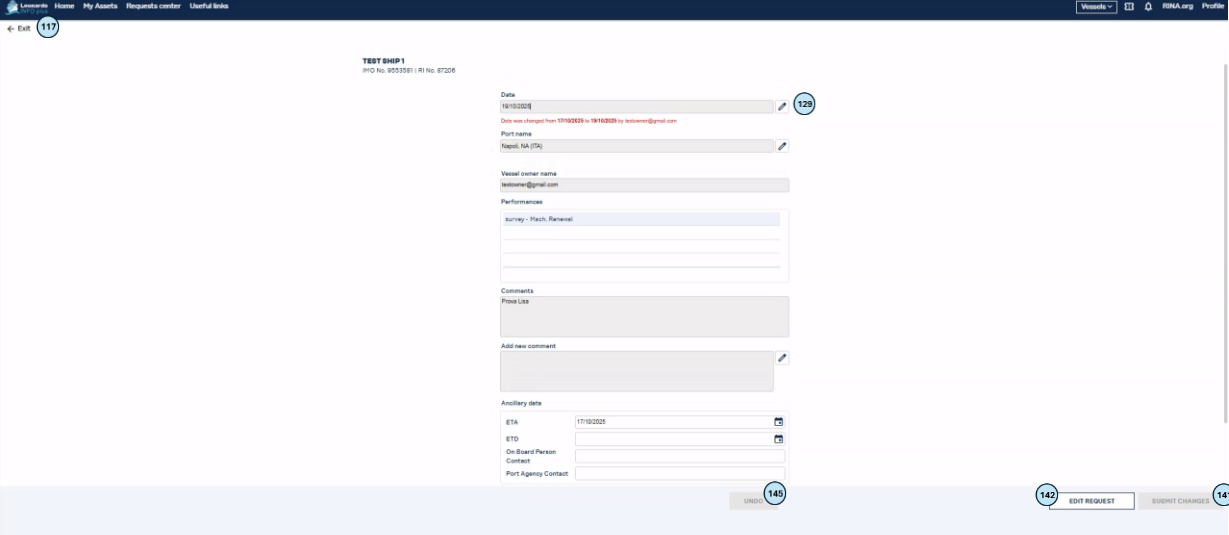
- **Button Submit Changes (97)**

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 REQUESTED EDITED state, the user can do several things:

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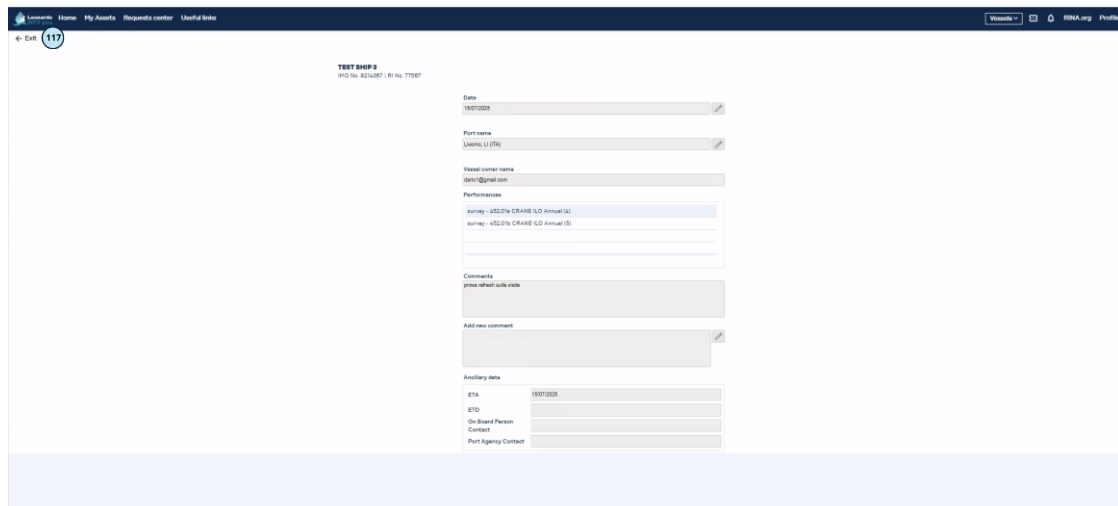
The screenshot shows a web application interface for managing requests. At the top, there is a navigation bar with 'Home', 'My Assets', 'Requests center', and 'Useful links'. The main content area displays a request form for 'TEST SHIP 1' (RFD No. 9253581 | RI No. 87206). The form includes several sections: 'Date' (19/10/2025), 'Port name' (Hull: NA (FR)), 'Vessel owner name' (testowner@gmail.com), 'Performances' (a table with one row: 'Survey - Hatch: Renewal'), 'Comments' (a text area with 'Please List'), and 'Auxiliary data' (ETA: 17/10/2025, On Board Person, Contact, Port Agency Contact). Callout boxes 117, 129, 142, and 145 are placed over the 'Exit' button, the 'Date' field, the 'Edit Request' button, and the 'Undo' button, respectively.

- **Button Exit (117)**  
The user can exit the View Request page. See features **Exit button (117)**.
- **Button Edit Request (142)**   
See "Button Edit Request" functionality
- **Button Edit (129)**   
See "Button Edit" functionality.
- **Button Undo (145)**   
See "Button Undo" functionality.
- **Button Accept Changes (141)**  
By clicking it, the user can accept the date changes sent by the Internal user. This button will only light up if changes have been made.

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

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- **Button Exit (117)**  
 The user can exit the View Request page. See features **Exit button (117)**.

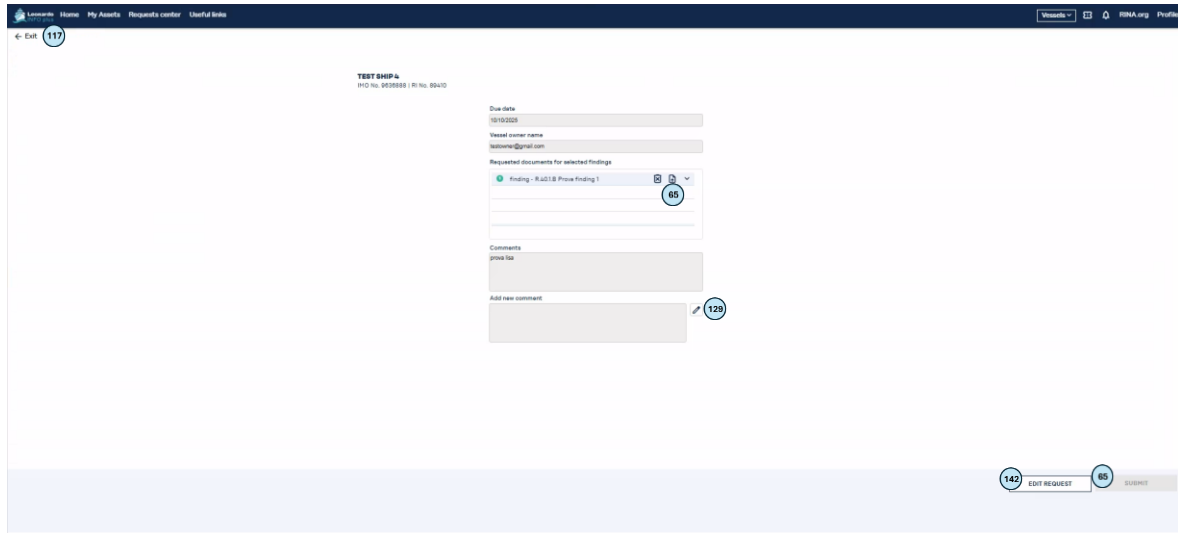
### 5.1.5.2 Findings & Observations Removal

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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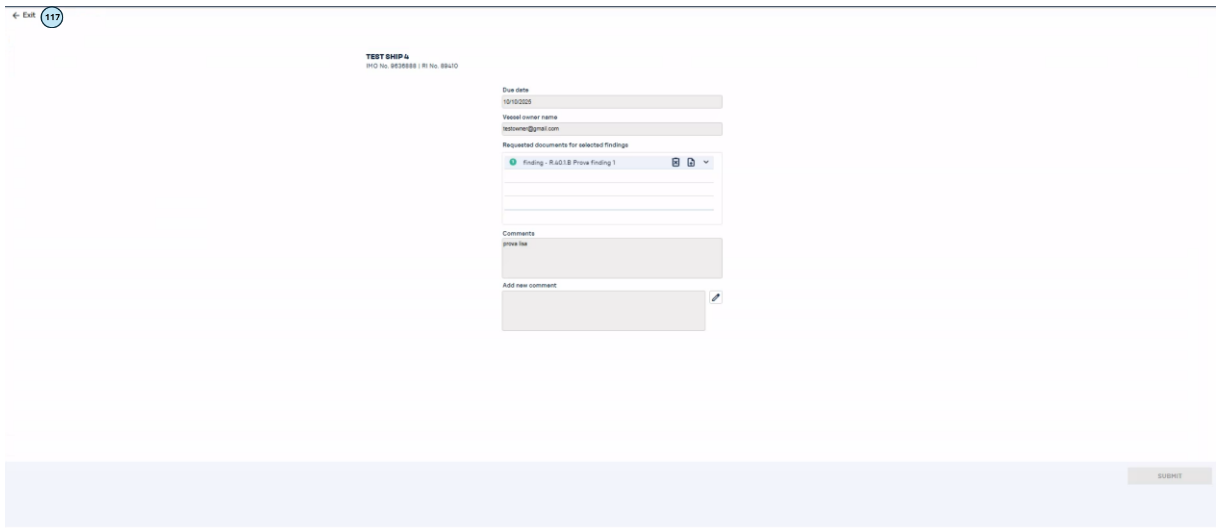


- Button Exit (117)**  
 The user can exit the View Request page. See features **Exit button (117)**.
- Button Edit Request (142)**   
 The user can only select the performance related to the Findings and Observations. (see paragraph 5.1.4 Place Request)
- Button Edit (129)**   
 See "Button Edit" functionality. In this case, the functionality will only be present for the "Add New Comment" field.
- Document Uploads (65)**   
 The user can enter documents and attach them to the request for removal of findings.

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

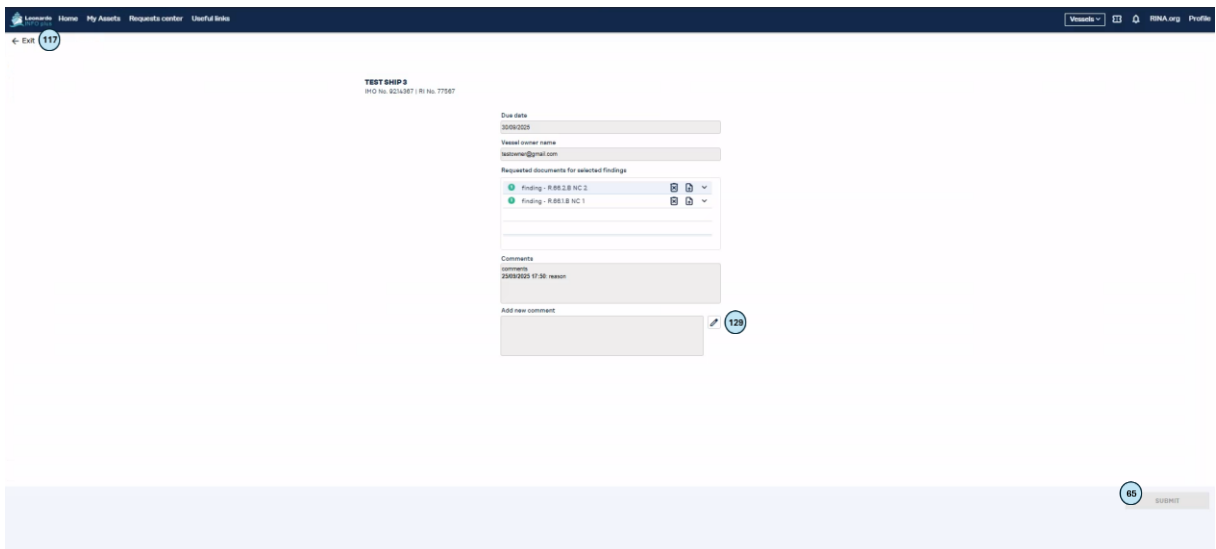
FILE NAME <b>LeoInfo+_Owner                  User_Manual_v6</b>		REV. <b>6.0</b>	PAGE 48/93
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- **Button Exit (117)**  
See features **Exit button (117)**.

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




- **Button Edit (129)**   
See "Button Edit" functionality. In this case, the functionality will only be present for the "Add New Comment" field.

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- **Button Exit (117)**  
The user can exit the View Request page. See features **Exit button (117)**.
- **Document Uploads (65)**   
The user can enter documents and attach them to the request for removal of findings.

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### 5.1.6 Cancellation of the Request

The feature allows the Owner to request the cancellation of a request already submitted through the *View Request page*.

The feature is available for:

- Visit Requests;
- Findings & Observations Removal.

The request for cancellation requires the mandatory inclusion of a reason.

#### 5.1.6.1 Cancellation request by the Owner user

The Request Request functionality is available on the View Request page.

From here, the user can do several things:

- **Button Cancellation Request (151)**

By clicking on the "Cancellation Request" button, the user requests the cancellation of the request.

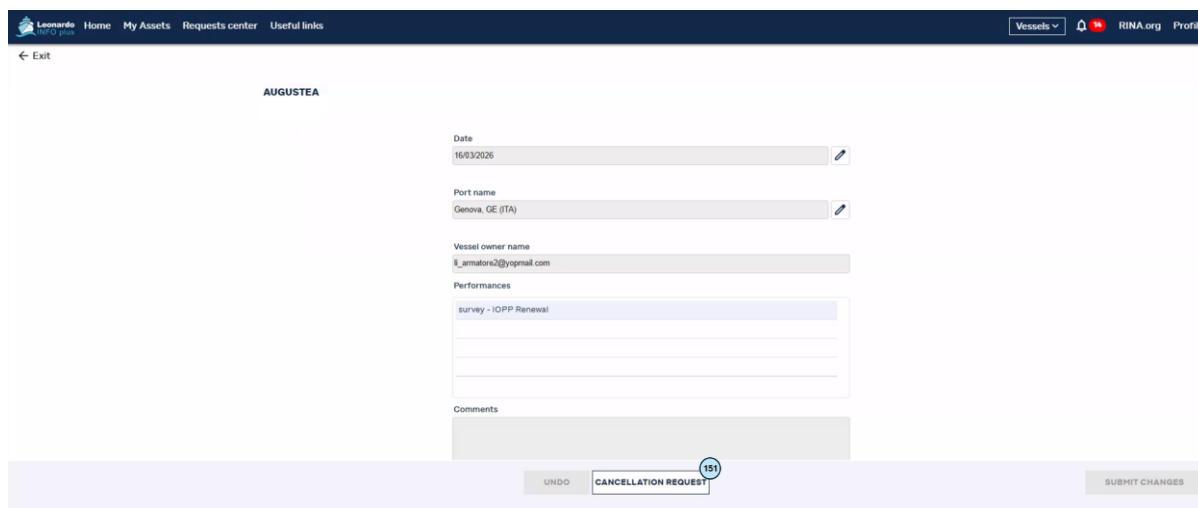
When selecting the button, the mandatory entry of the motivation is required.

On the rescue:


- the request goes into **the Cancellation Requested** state;
- the request can no longer be modified;
- the request remains visible in the *Ongoing* tab until the process is completed.

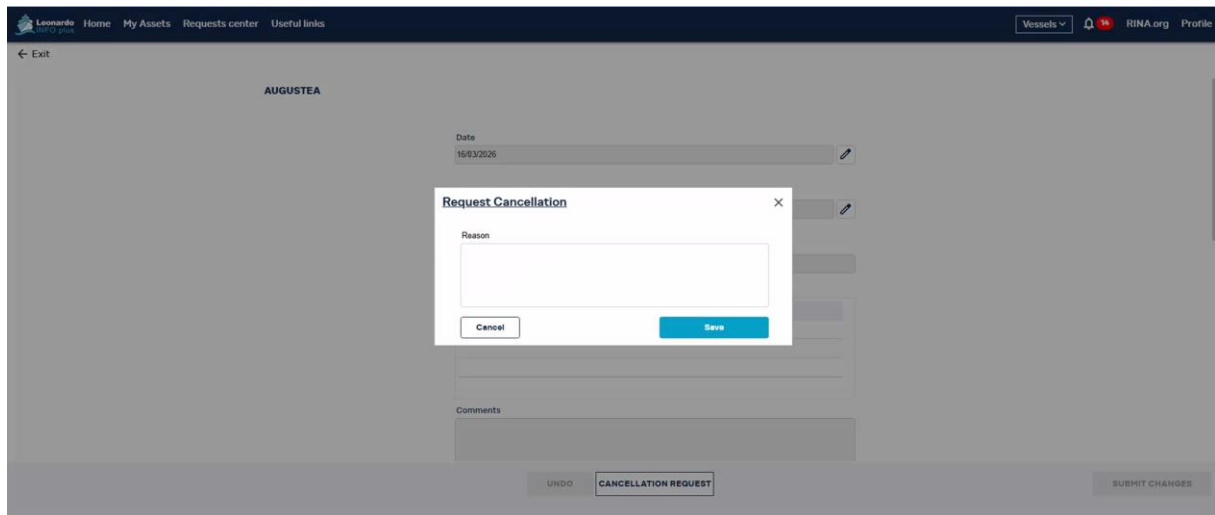
- **Button Exit (117)**

See features **Exit button (117)**.



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In the event that the request is cancelled by the Internal User, the Owner receives an **information To-Do** relating to the cancellation of the request.

The Owner can only view the cancellation notice.


After acknowledgment, the informational To Do is automatically removed from the list of To-Do's.

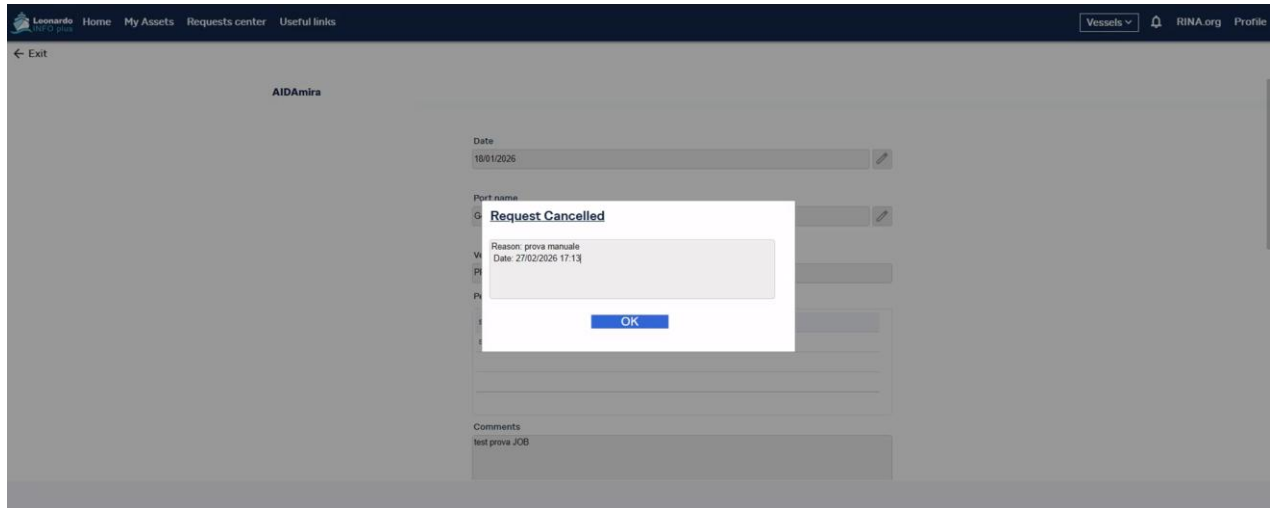
The acknowledgment action does not affect the status of the request, which is already in **the Cancelled** state at the time of cancellation made by the internal user.

### 5.1.6.2 Cancellation by Internal User


The Internal User may decide to cancel a visit request submitted by the Owner user, who will receive a warning To Do that will give him the opportunity to view the request just cancelled.

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## 6 My Assets

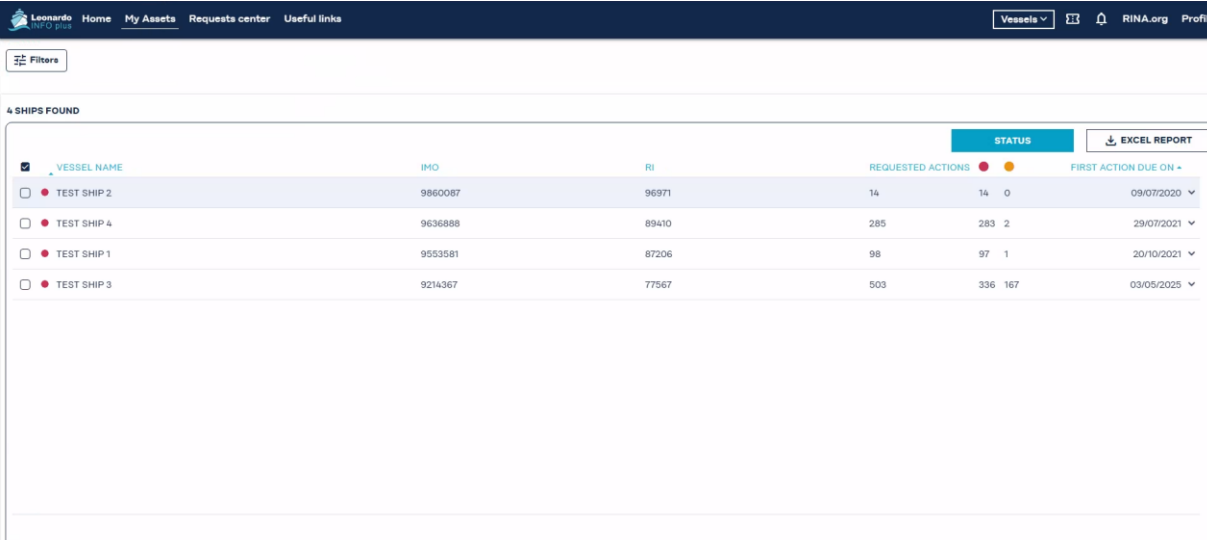
### 6.1 Overview

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 Vessel/ Company Detail).


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	RI	REQUESTED ACTIONS	STATUS	FIRST ACTION DUE ON
TEST SHIP 2	9860087	96971	14	14 0	09/07/2020
TEST SHIP 4	9636888	89410	285	283 2	29/07/2021
TEST SHIP 1	9553581	87206	98	97 1	20/10/2021
TEST SHIP 3	9214367	77567	503	336 167	03/05/2025

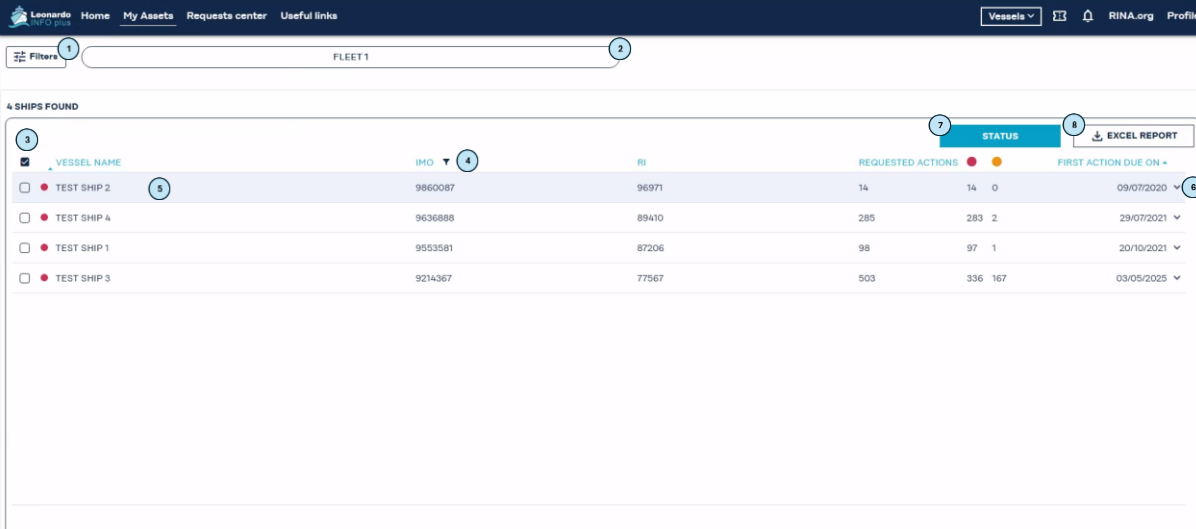
FILE NAME <b>LeoInfo+_Owner User_Manual_v6</b>		REV. <b>6.0</b>	PAGE <b>54/93</b>
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### 6.1.1 List of Vessels/Companies


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).

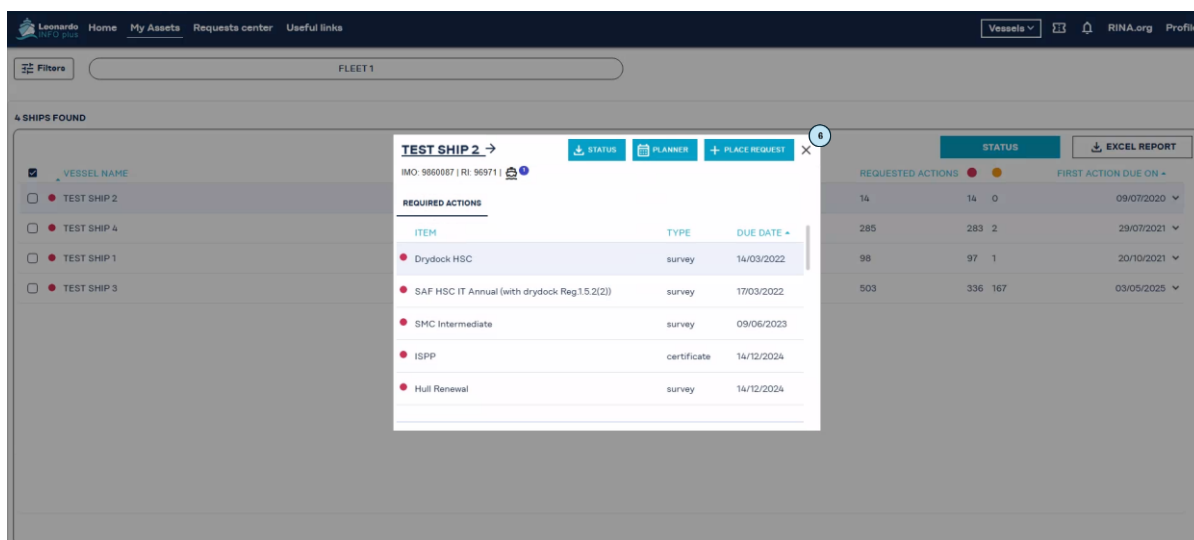
The section is presented as a **table that lists, in list format, all the Vessels or Companies** assigned to the user, even those not present in the Dashboard, accompanied by the main information. The list is ordered according to the "first due on" logic, reporting the upcoming deadlines first. The status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



3	VESSEL NAME	IMO	RI	REQUESTED ACTIONS	STATUS	FIRST ACTION DUE ON	8
5	TEST SHIP 2	9860087	96971	14	14 0	09/07/2020	6
	TEST SHIP 4	9636888	89410	285	283 2	29/07/2021	
	TEST SHIP 1	9553581	87206	98	97 1	20/10/2021	
	TEST SHIP 3	9214367	77567	503	336 167	03/05/2025	

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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 any time, the user can delete the filters and view the entire list by clicking on the appropriate "Filters" button and then on "Clear all" and "Apply" (For the complete operation of the "Dashboard Filters", see paragraph 3.1.4 "Filters").

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

At the top of the page are listed all the Fleets or Groups previously created in the Dashboard (see paragraph 3.1.5 "Fleets/Groups").


- 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.

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- **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 "Vessel/Company Detail").

- **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 3.1.2.1 Vessel/Company dashboard.

- **Download Status PDF (7)**

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.

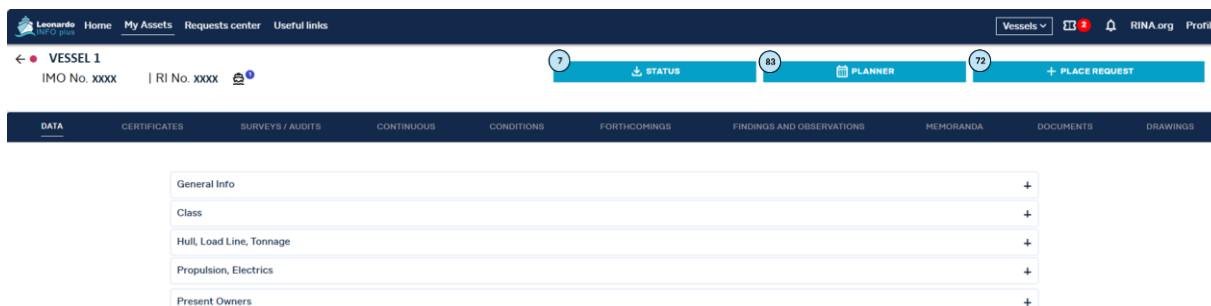
The page consists of a series of tabs that can be consulted, which allow you to navigate through the main information associated with the selected Vessel or Company:

- **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 "Planner").
- **Button "Place Request" (72)**   
See "Button Place Request" functionality


### 7.1.1 Planner

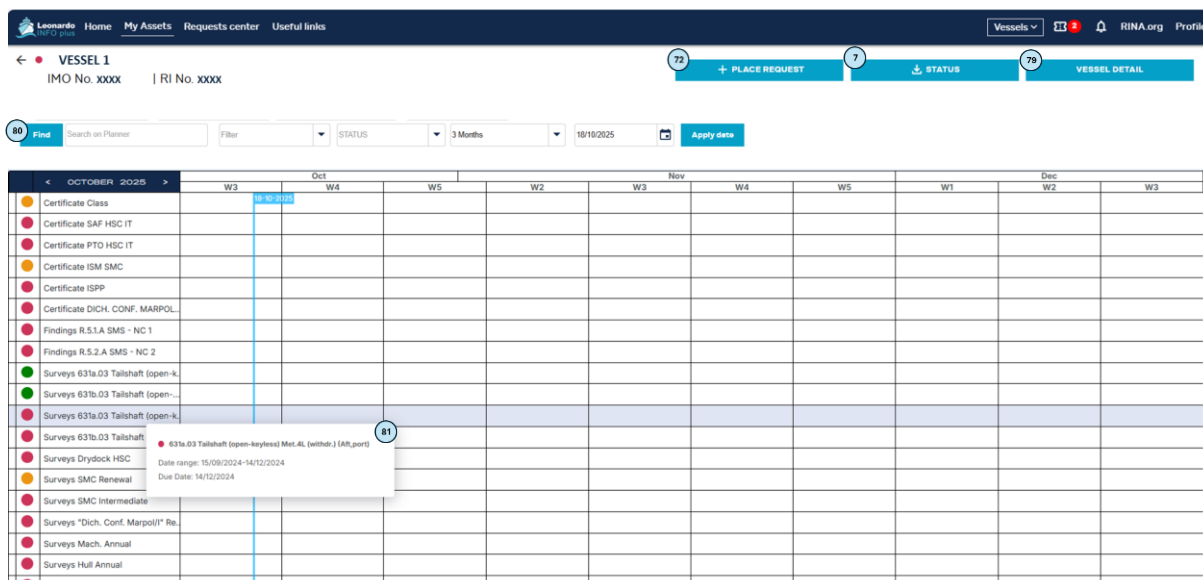
The user can access the **Planner** in two ways:

- By clicking on the "**Planner**" on the detail page of the Vessel/Company (see "Planner" Button functionality );
- 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.
- **Button "Place Request" (72)**   
See "Button Place Request" functionality
- **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**

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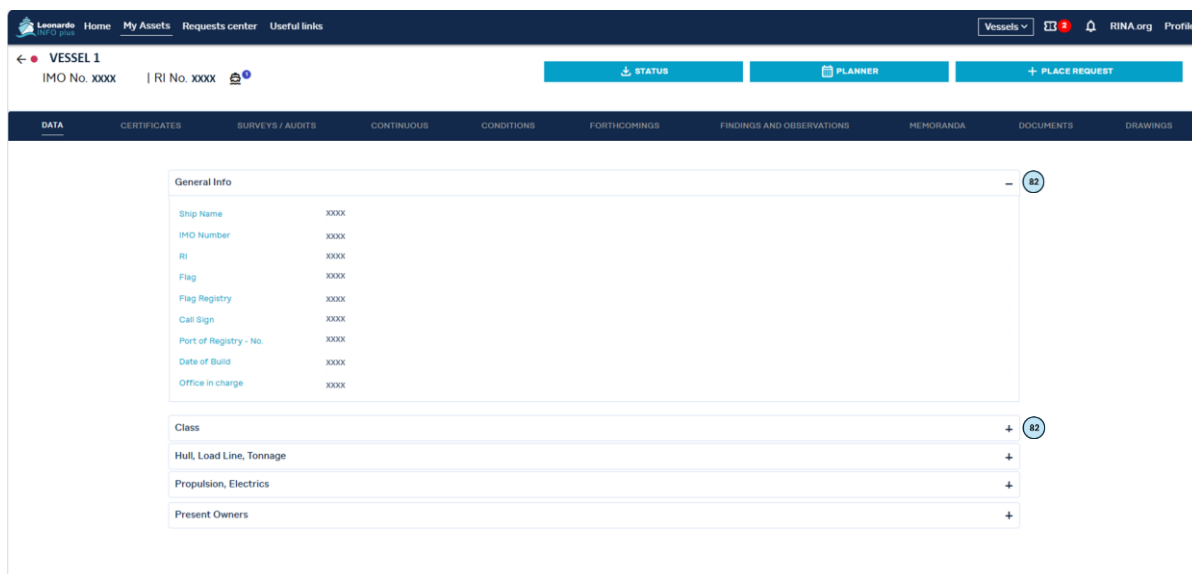
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containing details about the selected item, thus allowing a quick and targeted consultation.

### 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

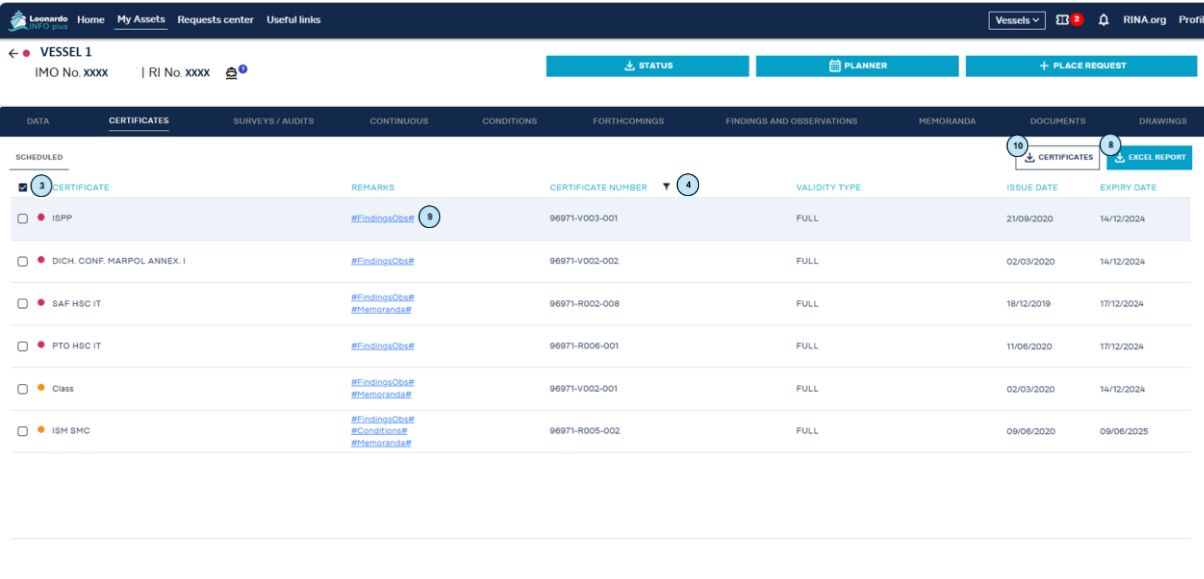
The user has the possibility, by clicking on the *CERTIFICATES tab* located on the *Vessel Detail page*, to view all the *current Certificates* issued to the selected Vessel.

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

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




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

The page is organized in table format and shows the *certificates* with the relative data issued 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
- **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)**

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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:

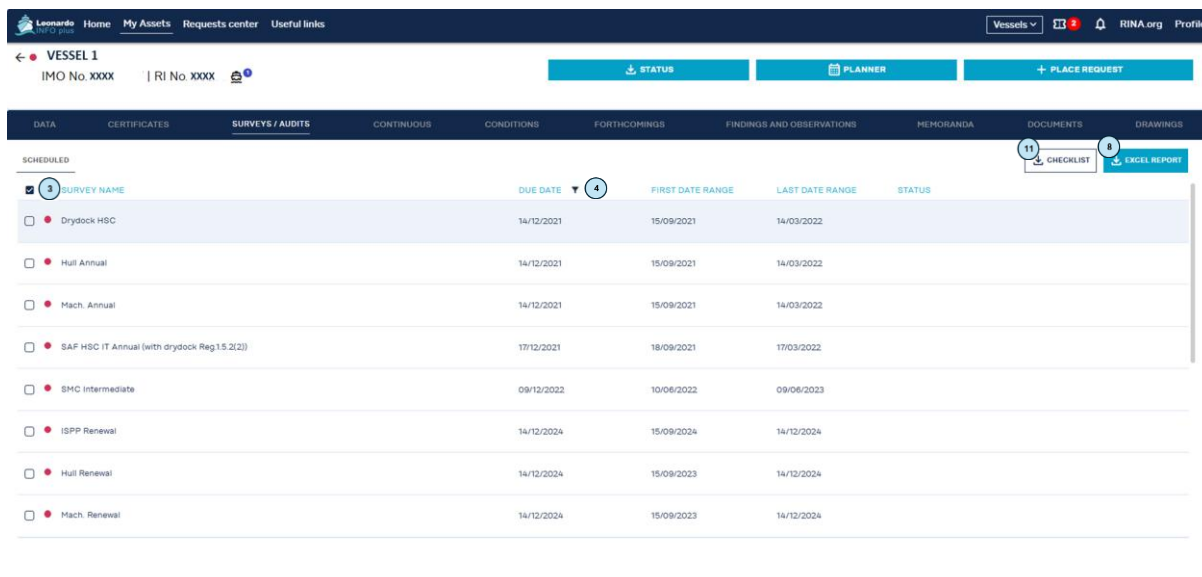
- For a single entry, a single PDF will be downloaded;
- For multiple entries, a .zip file containing the PDFs of each selected Certificate will be generated.

- **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

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

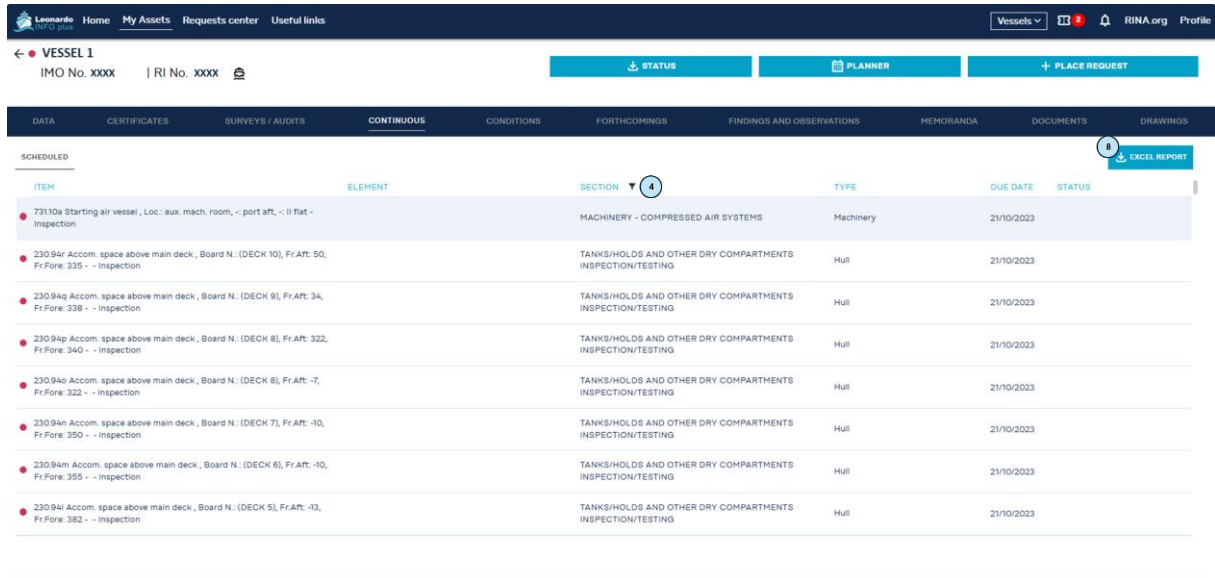
### 7.1.5 Continuous

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.

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The screenshot shows the 'CONTINUOUS' tab in the Leonardo Vessel 1 interface. It displays a table of scheduled inspections with the following columns: ITEM, ELEMENT, SECTION, TYPE, DUE DATE, and STATUS. The 'SECTION' column is currently set to '4'. A notification icon with the number '8' and an 'EXCEL REPORT' button are visible in the top right corner of the table area.

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 7), 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 8), 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 7), 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 6), 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 5), 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
- **Download Excel Table (8)**   
See "Excel table download" feature


The "Continuous" tab is not present for Airlines.

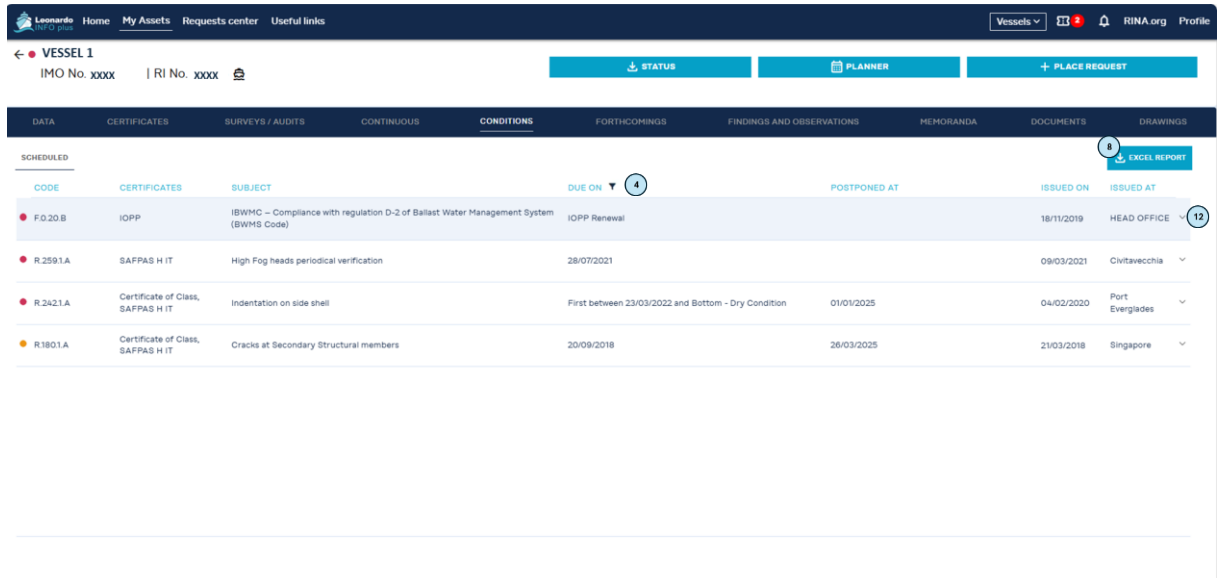
### 7.1.6 Conditions

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.

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← VESSEL 1  
 IMO No. xxxxx | RI No. xxxxx

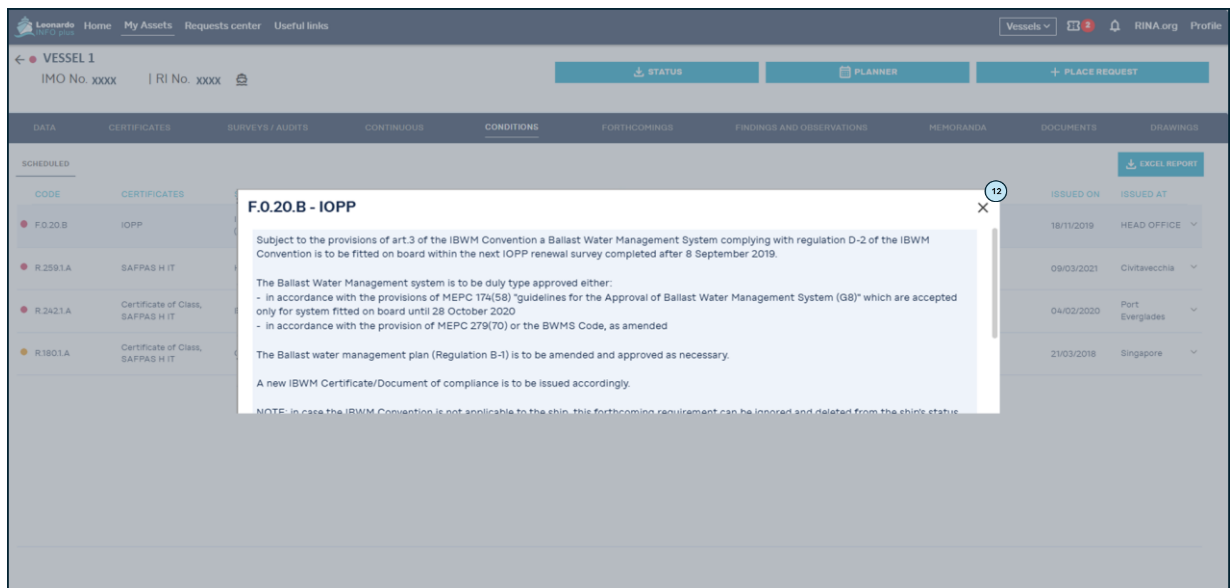
STATUS PLANNER PLACE REQUEST

DATA CERTIFICATES SURVEYS / AUDITS CONTINUOUS **CONDITIONS** FORTHCOMINGS FINDINGS AND OBSERVATIONS MEMORANDA DOCUMENTS DRAWINGS

SCHEDULED

CODE	CERTIFICATES	SUBJECT	DUE ON	POSTPONED AT	ISSUED ON	ISSUED AT
F.0.20.B	IOPP	IBWMC – Compliance with regulation D-2 of Ballast Water Management System (BWMS Code)	IOPP Renewal		18/11/2019	HEAD OFFICE
R.2591.A	SAFPAS H IT	High Fog heads periodical verification	28/07/2021		09/03/2021	Civitavecchia
R.2421.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

EXCEL REPORT



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← VESSEL 1  
 IMO No. xxxxx | RI No. xxxxx

STATUS PLANNER PLACE REQUEST

DATA CERTIFICATES SURVEYS / AUDITS CONTINUOUS **CONDITIONS** FORTHCOMINGS FINDINGS AND OBSERVATIONS MEMORANDA DOCUMENTS DRAWINGS

SCHEDULED

CODE	CERTIFICATES	ISSUED ON	ISSUED AT
F.0.20.B	IOPP	18/11/2019	HEAD OFFICE
R.2591.A	SAFPAS H IT	09/03/2021	Civitavecchia
R.2421.A	Certificate of Class, SAFPAS H IT	04/02/2020	Port Everglades
R1801.A	Certificate of Class, SAFPAS H IT	21/03/2018	Singapore

EXCEL REPORT

**F.0.20.B - IOPP**

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)**

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See "Excel table download" feature

- **Detail View (12)**

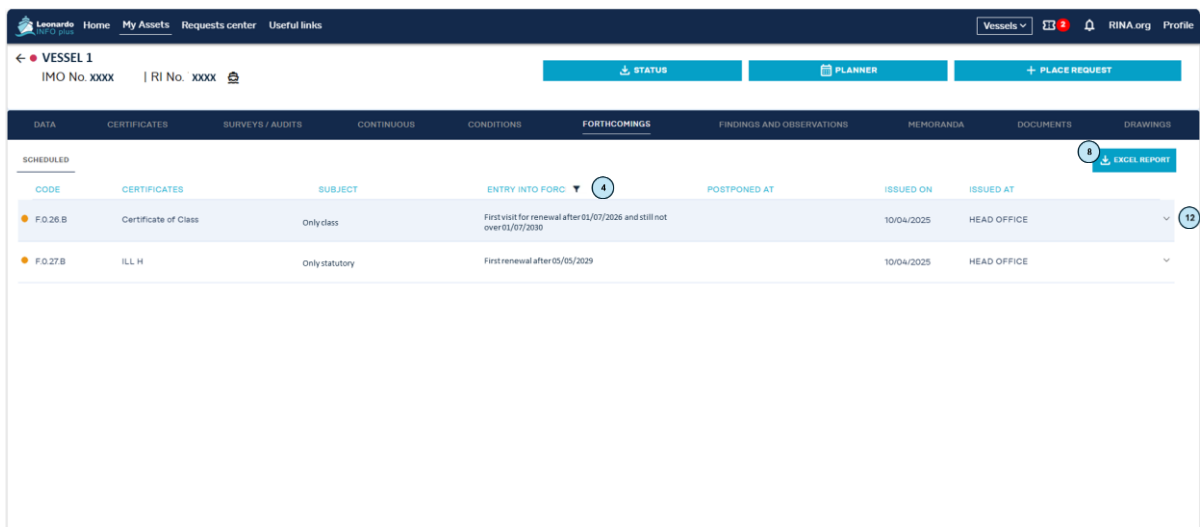
At the end of each line there is an *expansion* symbol which, once clicked, allows you to display a popup containing the entire text of the line in question.

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


### 7.1.7 Forthcomings

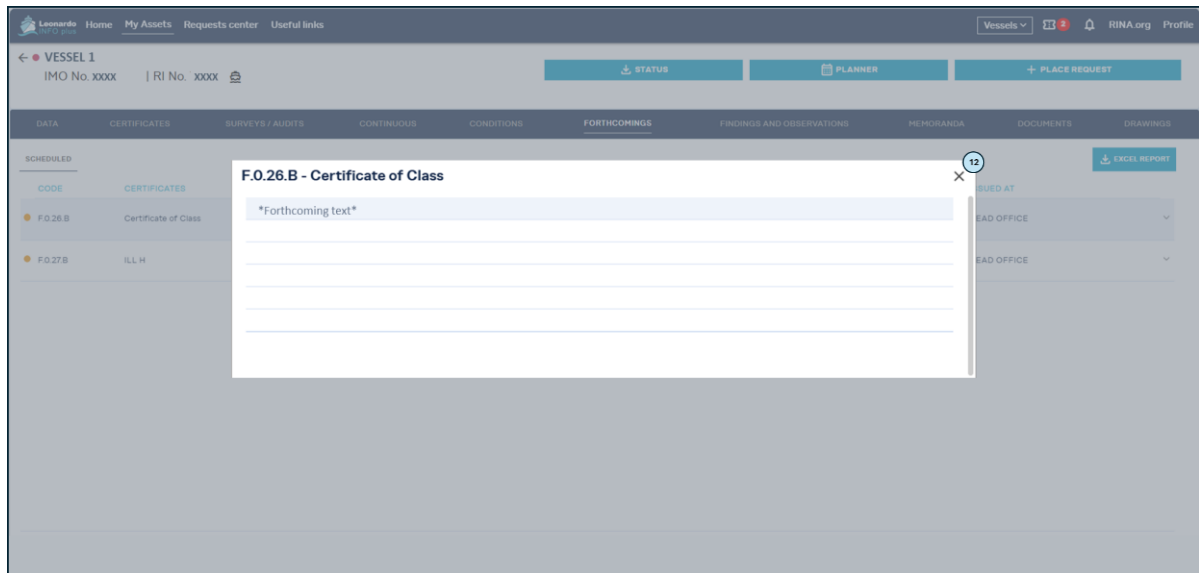
The user has the possibility, by clicking on the *FORTHCOMINGS* tab located on the *Vessel Detail* page, to view all the *active Forthcomings* for the selected Vessel.

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)**   
See "Detail view" feature paragraph 7 Vessel/Company Detail


The "Forthcomings" tab is not present for Companies.

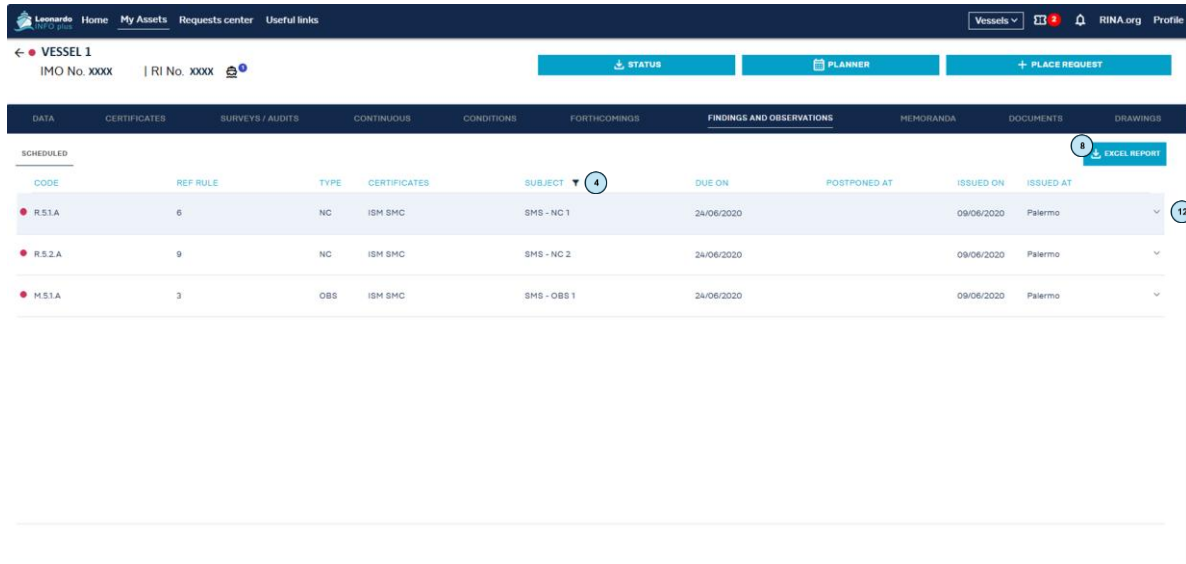
### 7.1.8 Findings and Observations

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.

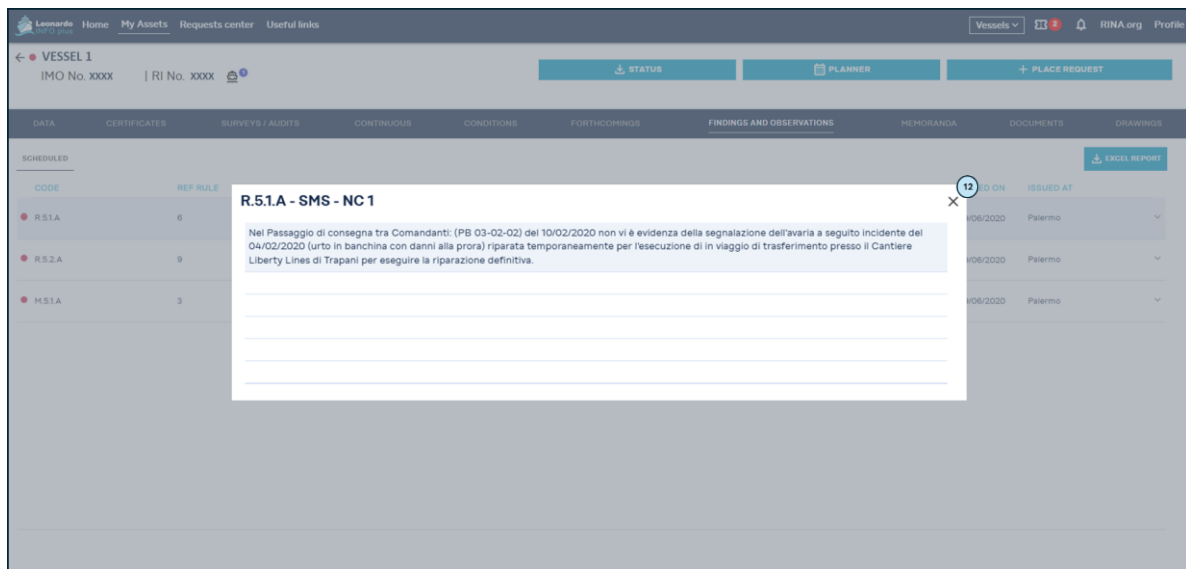
The page is organized in table format and reports the *findings and observations* with the related data released to the Vessel.

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CODE	REF RULE	TYPE	CERTIFICATES	SUBJECT	DUE ON	POSTPONED AT	ISSUED ON	ISSUED AT
R.5.1.A	6	NC	ISM SMC	SMS - NC 1	24/06/2020		09/06/2020	Palermo
R.5.2.A	9	NC	ISM SMC	SMS - NC 2	24/06/2020		09/06/2020	Palermo
H.5.1.A	3	OBS	ISM SMC	SMS - OBS 1	24/06/2020		09/06/2020	Palermo




**R.5.1.A - SMS - NC 1**

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

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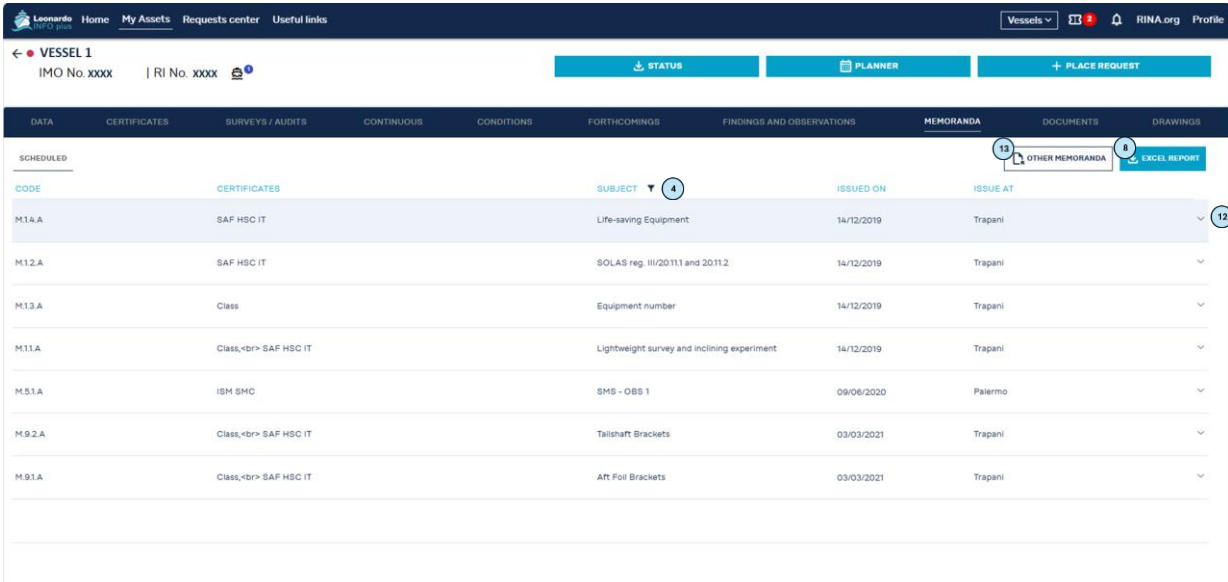
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- **Detail View (12)**   
 See "Detail view" feature

### 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.

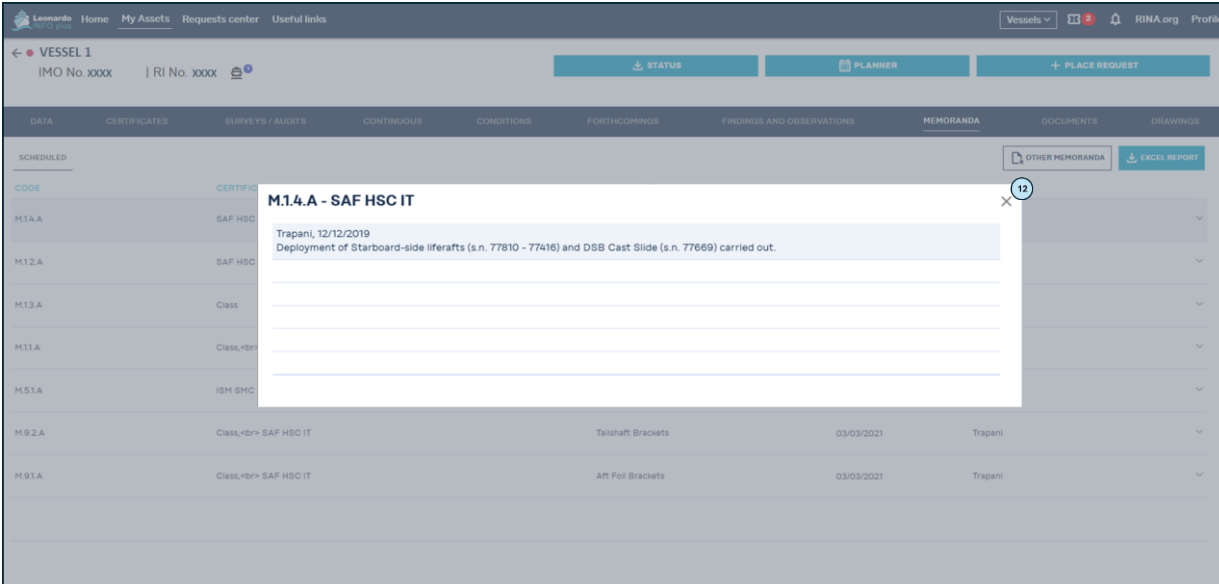
The page is organized in table format and shows the memoranda with the relative data issued to the Vessel/Company.



CODE	CERTIFICATES	SUBJECT	ISSUED ON	ISSUE AT
M14.A	SAF HSC IT	Life-saving Equipment	14/12/2019	Trapani
M12.A	SAF HSC IT	SOLAS reg. III/2011 and 2011.2	14/12/2019	Trapani
M13.A	Class	Equipment number	14/12/2019	Trapani
M11.A	Class-> SAF HSC IT	Lightweight survey and inclining experiment	14/12/2019	Trapani
M51.A	ISM SHC	SMS - OBS 1	09/06/2020	Palermo
M92.A	Class-> SAF HSC IT	Tailshaft Brackets	03/03/2021	Trapani
M91.A	Class-> SAF HSC IT	Aft Foil Brackets	03/03/2021	Trapani

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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)**   
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.

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The Vessels page consists of three tabs:

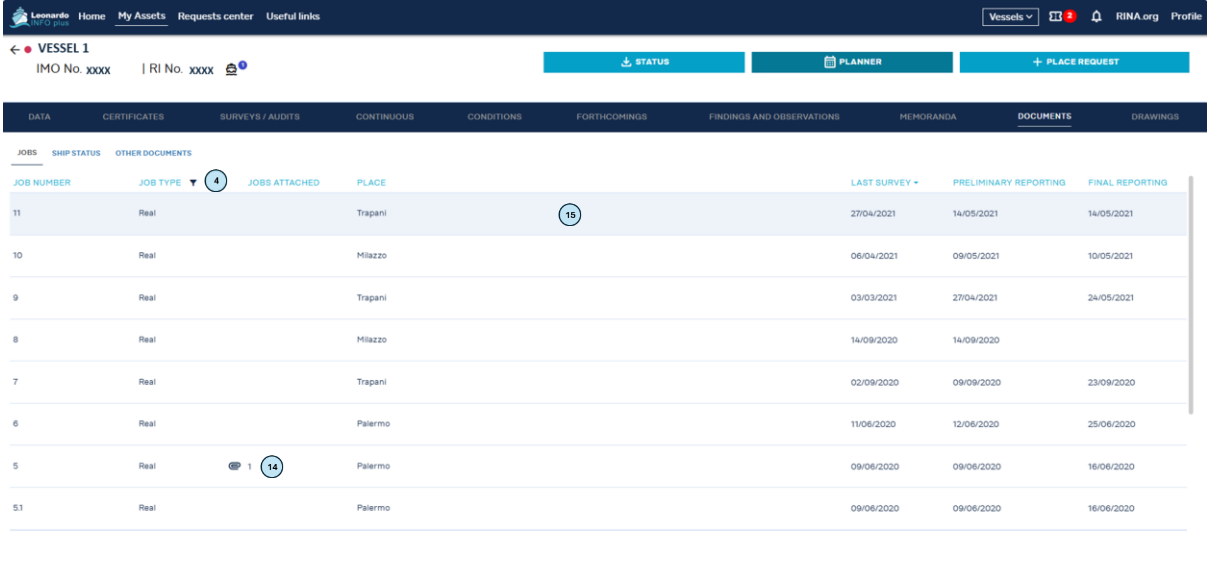
- **Jobs**
- **Vessel Status**
- **Other Documents**

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.

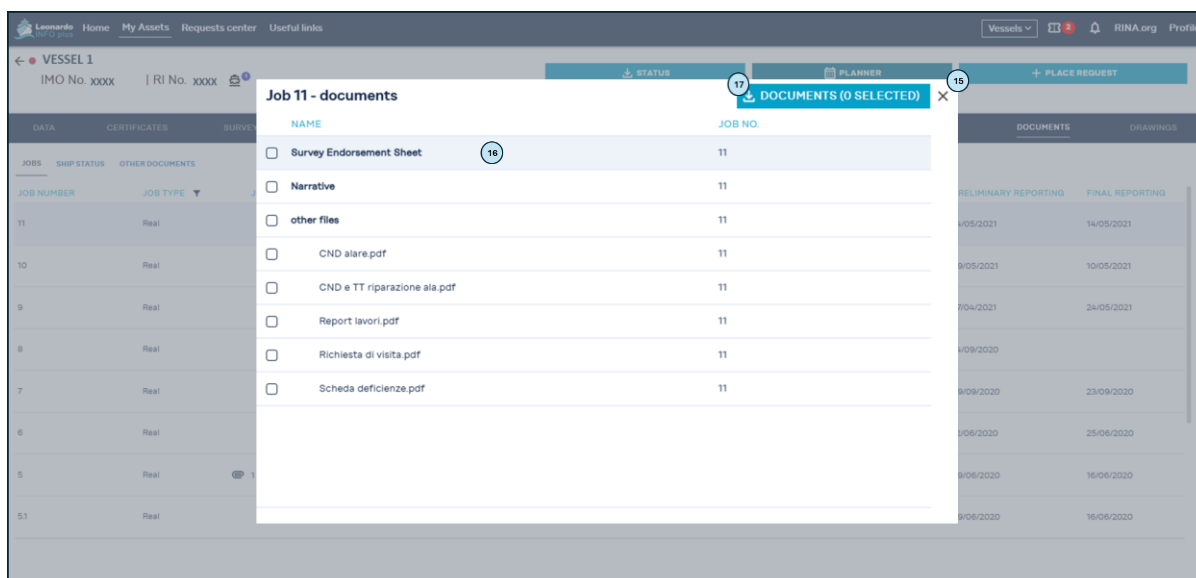
Upon access to the page, the table is filtered by default on the "*Job Type*" column to allow the display of only the "*Real Jobs*", in case the user decides to view virtual jobs as well, he will have to modify the filter applied in the column header.



JOB NUMBER	JOB TYPE	JOBS ATTACHED	PLACE	LAST SURVEY	PRELIMINARY REPORTING	FINAL REPORTING
11	Real	15	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
51	Real		Palermo	09/06/2020	09/06/2020	16/06/2020

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

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

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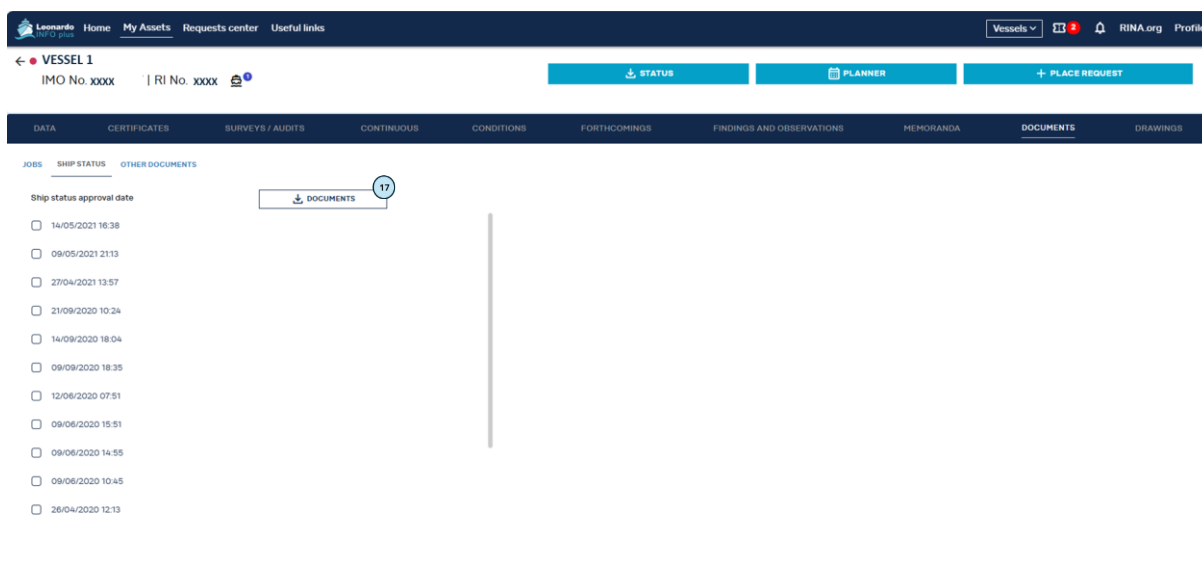
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- **Download Documents (17)**

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.




From here, the user can do the following:

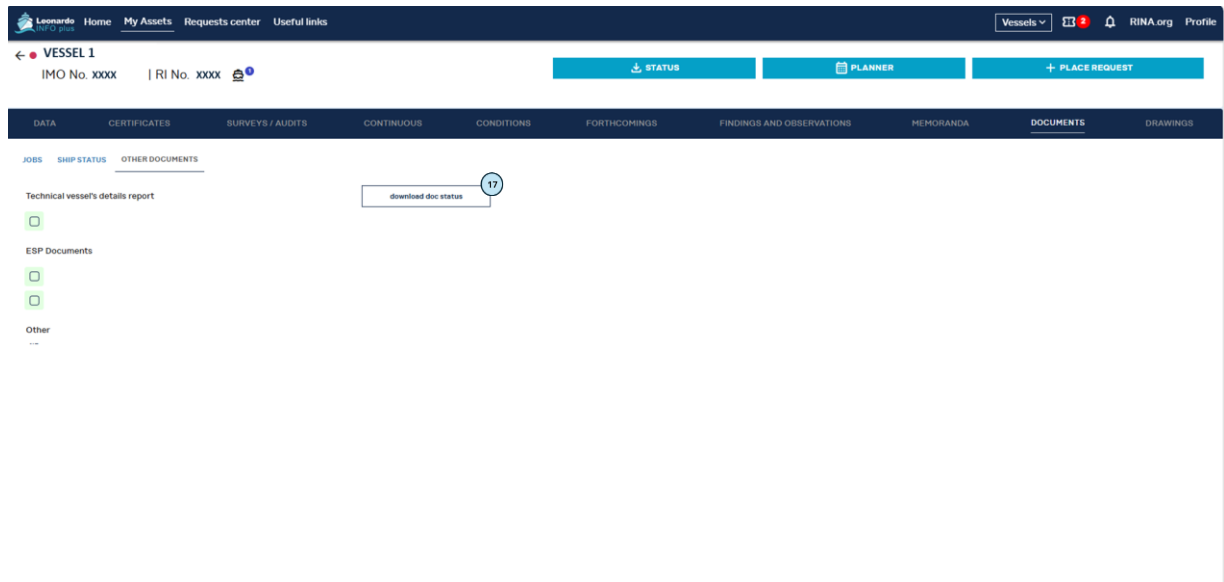
- **Download Documents (17)** □

See "Download Documents PDF" 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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From here, the user can do the following:

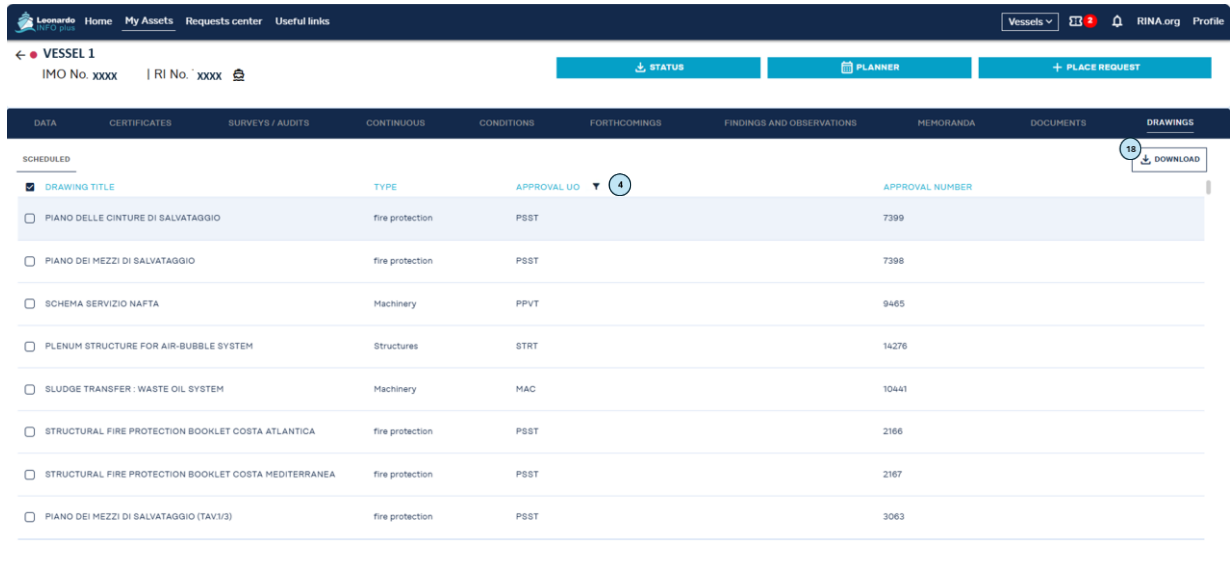
- **Download Documents PDF (17)**   
See "Download Documents PDF" feature

### 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.

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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

- **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.

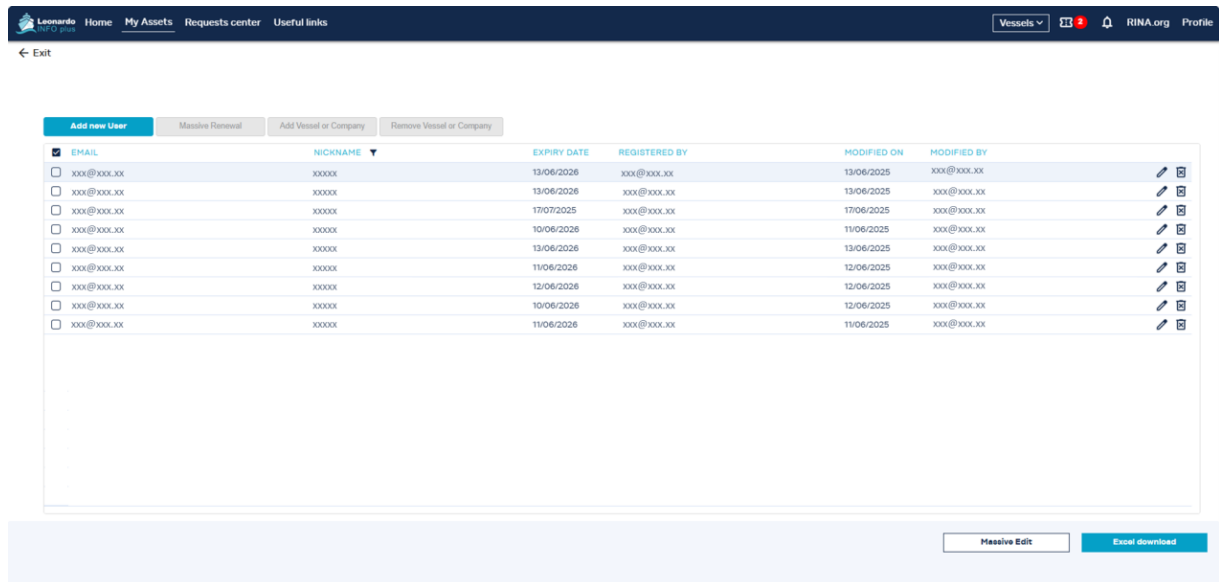
Once the section is accessed, **the enabled user can perform all the main management operations**, such as configuring new users or groups, updating existing information, and revoking or renewing permissions.

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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### 8.1.1 View "Users management" page

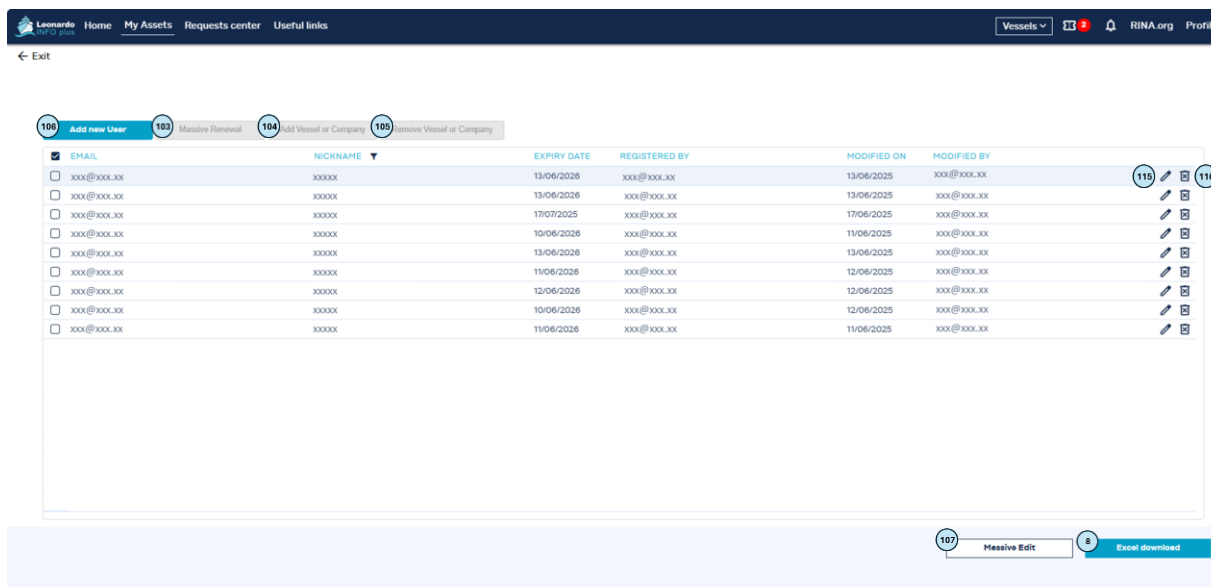
The user, by clicking on the profile icon at the top of the header, displays the "Users management" button: once clicked, the user is redirected to the specific section.

The authorized user, by clicking on the Users management button in the profile located in the Header, displays **in tabular format all the users who have been delegated within the Owner/flag group/Flag group.**

The External user who is enabled for user management will only see users delegated by him.

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From here, the user can do several things:

- Button Add New User (106)**  
 Once the user has accessed the Users management page, he can click on the "Add New User" button to access the first step of the workflow of delegating a new user that involves entering the data. (see paragraph 8.1.2 Customer delegation workflow)
- Download Excel Table (8)**   
 The user can download the list of users with their respective data. See "Excel table download" feature
- Edit User (115)**  
 The user can edit an individual user by clicking on the edit symbol at the end of each row. Once clicked, the user sees the first step of the delegation workflow, see paragraph 8.1.2 Delegation workflow. From here, the user has the possibility, thanks to the "Next", to navigate within the workflow and edit each entry already filled in previously, with the exception of:
  - Email address
  - flag external user.
 Once the desired changes have been made, the user must click on the "Save" button to save them.
- Massive Edit (107)**

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By clicking the "Massive Edit" button, the user can make massive changes and enable the following buttons:

- **Massive Renewal (103):**

The user can select the delegated users for whom he wants to make a massive change using the checkboxes located at the beginning of the reference line.

From here, by clicking on the "Massive Renewal" button, view the table with the new calculated expiration dates (internal users today's date +12 months; external users today's date +15 days).

The user then has the option of changing these dates on time before clicking on the "Save". The maximum limits for the expiration dates of utilities specified in paragraph 8.1.2 Customer delegation workflow

- **Add Vessel or Company (104):**

The user can select the delegates for whom he wants to add Vessels/Companies on the utilities through the checkboxes located at the beginning of the reference line.

From here, by clicking on the "Add Vessel or Company" button, the user sees a pop up containing two tabs:

- Vessel
- Company.

By default, the user lands on the **Vessel tab (104.1)** where there is a list of vessels assigned to the delegating user with the Vessel Name, IMO and RI fields. The user can select the vessels to be assigned via checkbox before each line.

If the user clicks on the **Company tab (104.2)**, it displays the list of companies assigned to the delegating user with the Company Name and IMO fields. The user can select the companies to be assigned by selecting the checkboxes placed before each row.

If the user adds a Vessel/Company that has already been assigned, it will not be added a second time.

N.B. For all delegated users who have not been assigned all vessels/companies in a group, you will need to manually add permission to any new assets added to the group. Whereas, delegates to all vessels/companies in the group will automatically see new assets whenever new ones are added.


- **Remove Vessel or Company (105):**

The user can select the delegates for which he wants to remove Vessels/Companies on the utilities through the checkboxes located at the beginning of the reference line.

From here, by clicking on the "Remove Vessel or Company" button, the user sees a pop up containing two tabs:

- Vessel
- Company

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By default, the user lands on the **Vessel tab (105.1)** where there is a list of all the vessels in the delegating user's group (even those not assigned to him) with the Vessel Name, IMO and RI fields. The user can select the vessels to be removed by selecting the checkboxes located before each line.

If the user clicks on the **Company (105.2)** tab, he displays the list of all the companies in the group to which the delegating user belongs (even those not assigned to him) with the Company Name and IMO fields. The user can select the companies to be removed via checkbox before each row.

If the user removes a Vessel/Company that some of the selected users have not assigned, the operation will be successful on the other users.

In addition, the **Massive Edit** button also makes the table itself editable in a timely manner, giving the user the opportunity to modify, for each user, some data. To confirm the changes, the user must click on the "Save" button.

- **Disable User (116)**

The user can disable an individual user by clicking on the disable symbol at the end of each row.

Once clicked, the user will see a confirmation pop-up in which they will have to click on the "**Disable (116.1)**" button to permanently disable the user.

A user who had been enabled the Owner/flag group/Flag user but who, for various reasons, has expired, views the site containing the data of the Public user.

### 8.1.2 *Customer delegation workflow*


The user enabled for user management can access the delegation workflow by clicking on the "**Add New User**" (106) , located on the Users management page (see paragraph 8.1.1 View the "Users management" page).

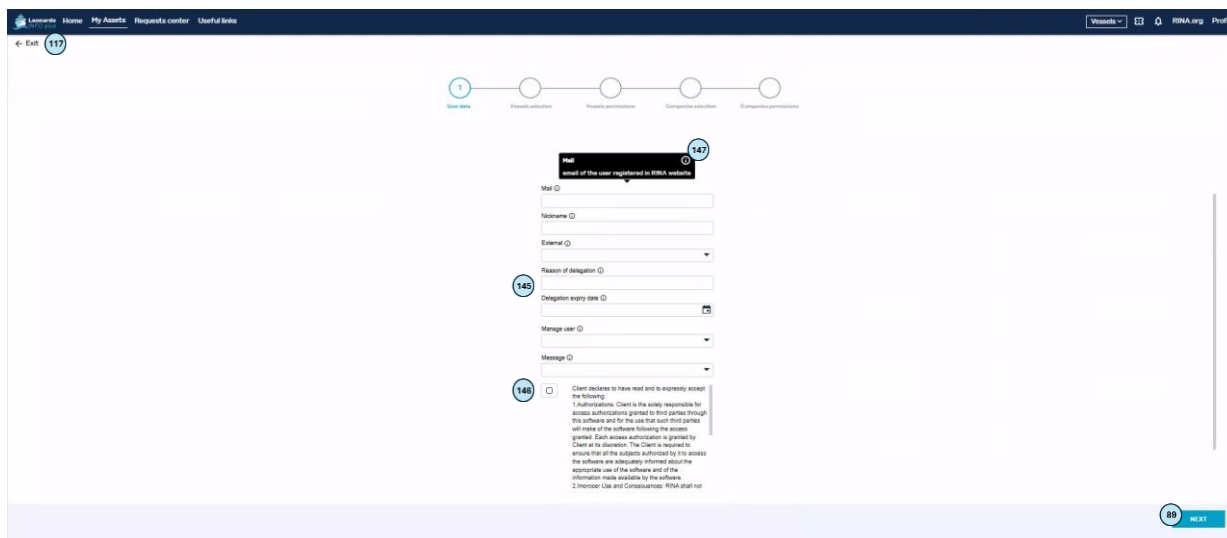
In particular, this workflow is structured according to the following steps:

#### 2) **User Data**

In this first step, the user must enter the data required by the page. Some of these are mandatory, others optional.

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The user, from here, can perform several operations:

- **Data compilation (145)**

To create a user, the user must specify when entering data:

- a) **External User (YES/NO)** – Indicates whether the user you're enabling is internal or external to your organization. This field affects the suggested expiration date of the delegation.  
 If yes (External User = YES), the MESSAGES permission will NOT be selectable in the general information entry step.
- b) **Reason for delegation:** allows you to enter the reason for which you are enabling the user. It is required only if External User field = YES.
- c) **Delegation expiration date:** Indicates the date on which access permissions to that user will expire, without the user being removed. The system proposes an expiration date based on the type of user ("External User" field):
  - if External User=YES, preset today's date plus 15 days,
  - if External User = NO, preset today's date plus 12 months.
 These preset dates are also the maximum validities that can be assigned to a delegated user. The date is mandatory and the user can enter any date within the limits imposed.
- d) **Manage user (YES/NO):** Indicates whether the user you are enabling will also have the ability to enable/manage users.

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If the user creates an External user who is enabled for user management, the user will have a delegation workflow with some limitations. See paragraph 8.1.3 External User Delegation Workflow.

- e) **Message (YES/NO):** Indicates whether the user has the ability to read and send messages. In case the "External" field is populated with "YES", the Message field will be populated by default with "NO", without the possibility to change the choice.

- **Field Description Tooltip (147)**

Each field has a symbol next to it that activates a tooltip with the description of the field.

- **Button Next (89)**

See "Button Next" functionality

- **Button Exit (117)**

See features **Exit button (117)**.


- **Disclaimer acceptance (146)**

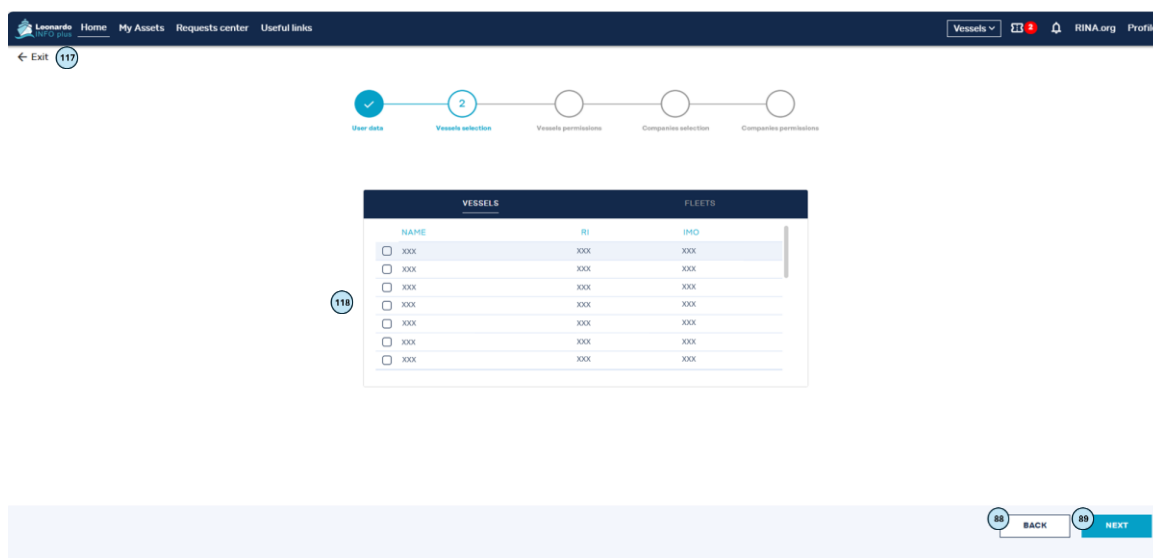
At the bottom of the page, the user must flag a disclaimer to continue the workflow regarding Authorizations, Improper Use and Consequences and Revocation and Monitoring of Authorizations.

### 3) Vessels Selection

In this second step, the user can select the Vessels to be assigned to the delegated user through the list of vessels assigned to him. In case the user does not have any vessels assigned, the second and third steps are skipped.

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From here, the user can do several things:

- **Vessel/Fleet Selection (118)**

The user can choose from the list of vessels assigned to him, those to be assigned to the user via the checkboxes located at the end of the reference line.

You can also assign a fleet of those created by you. Selecting a fleet and returning to the vessel view will show all vessels in the fleet as selected. These may be individually deselected or other vessels outside the fleet may be selected.

The user can proceed in the workflow without having selected any vessel/fleet.

- **Button Next (89)**

See "Button Next" functionality

- **Button Back (88)**

See "Button Back" functionality


- **Button Exit (117)**

See features **Exit button (117)**.

#### 4) Vessels Permissions

In this third step, you must select the permits you want to assign for the vessels in question from a list of permits, such as:

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- Current Status (always selected and never removable for both Vessels and Companies) allows you to:
  - o view all the data that make up the current status,
  - o access the planner with all its features,
  - o view and download the current certificates from the dedicated page in the Details,
  - o view the Documents section limited to Current Status, Certificates, and Other Documents.
- History (Last Job only) allows you to:
  - o view the Documents section limited to Last job.
- History (Full). By selecting this permission, the History (Last Job Only) permission is also automatically assigned and allows you to:
  - o view the entire contents of the Documents section,
  - o view all History sections of the Detail pages
- Manage Requests (Only Technical Documents). This permission does not give access to the Place Request button, which is linked to the Manage Request (Full) permission and allows you to:
  - o manage visit requests by uploading the necessary documents,
  - o View information about visit requests (read-only data).
- Manage Requests (Full) permette di:
  - o request visits and submit documents for the removal of Findings and Observations via the "Place Request" button on whatever page it is available,
  - o Go to the Manage Request page.

Selecting this permission also automatically assigns the Manage Request (Only Technical Documents) permission.


Those who do not have this permission:

- o They will never see the "Place Request" button
  - o They will never access the Manage Request page.
  - o They will not display the deadlines of their vessels/companies on the TO DO page and widget
  - Drawings, applicable only to Vessels, allows users who have this permission to:
    - o view and access the section dedicated to Drawings on the Vessel Detail page
- Users who do not have this permission do not see the section either.

If the user who is creating the delegation is enabled to manage users with the only permission assigned for vessels "History (Last Job only)", then he can choose to assign only the History permission (Last Job only).

In case the user has not selected any vessel in the previous step, the third step is skipped.

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In case of delegation to an **External user**, it will not be possible to select the permissions:

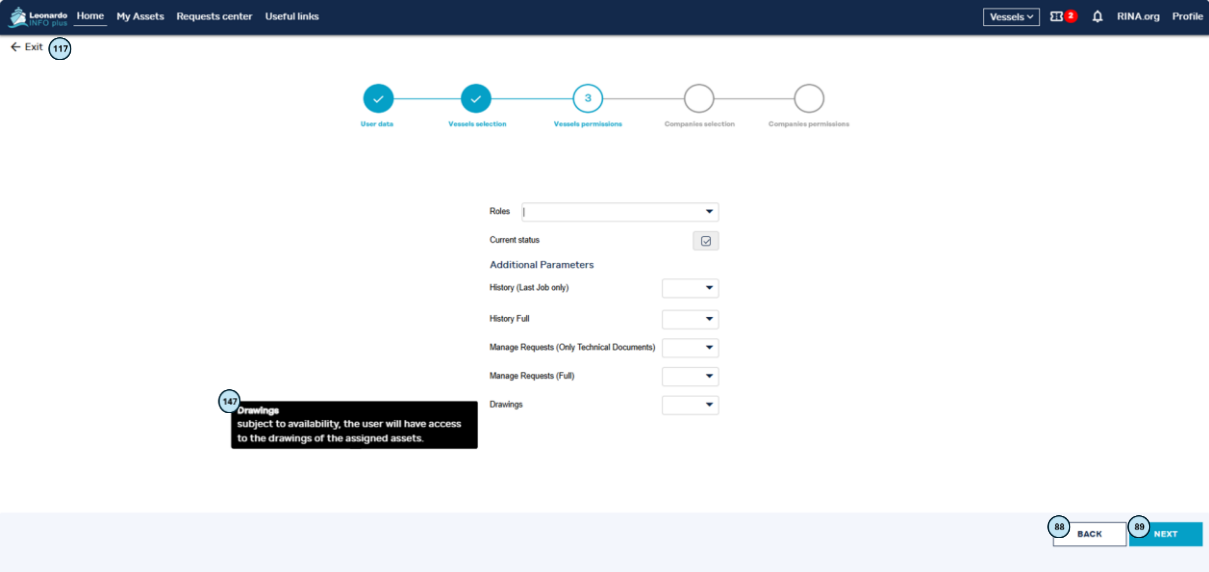
- Manage Requests (Only Technical Documents)
- Manage Requests (Full).

You will always be able to assign only a subset of your permissions.

There will be the "ROLES" utility that will allow you to pre-select sets of permissions:

- Full: Select all permissions
- Partial: seleziona solo History (Last Job only) e Manage Requests (Only Technical Documents)


Once a role has been selected, it will always be possible to select/deselect other permissions.



From here, the user can do several things:

- **Field Description Tooltip (147)**   
See "Field description tooltip" feature
- **Button Next (89)**   
See "Button Next" functionality  
Alternatively, in case there are no other subsequent steps, the user sees the button "**Save**"   
See "Button Save" functionality

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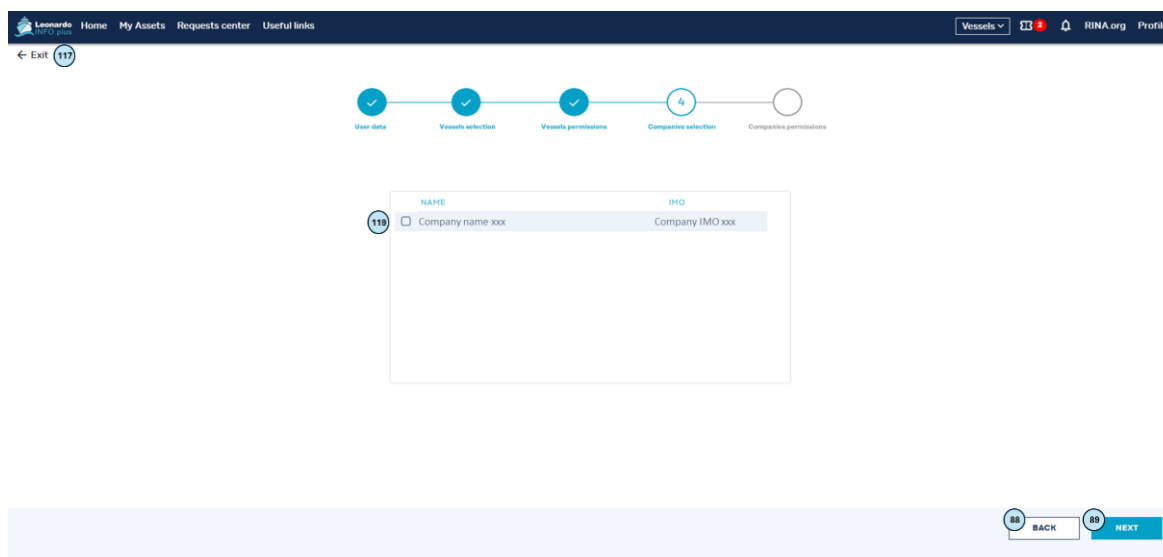
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- **Button Back (88)**   
See "Button Back" functionality

- **Button Exit (117)**  
See features **Exit button (117)**.

## 5) Company Selection

In this fourth step, the user can select the Companies to be assigned to the user through the list of companies assigned to him. In the event that the user does not have assigned companies, the fourth and fifth steps are skipped.



- **Selection of Companies/Groups (119)**

The user can choose from the list of companies assigned to him, those to be assigned to the user through the checkboxes located at the end of the reference line.

You can also assign a group of companies from those created by you. Selecting a group and returning to the company view will show all the companies in the group as selected. These may be individually deselected or other companies outside the group may be selected.


The user can proceed in the workflow without having selected any company/group.

It is possible to proceed without having selected any company only if at least one vessel has been selected in step 2.

From here, the user can do several things:

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- **Button Next (89)**   
See "Button Next" functionality
- **Button Back (88)**   
See "Button Back" functionality
- **Button Exit (117)**  
See features **Exit button (117)**.

## 6) Companies Permissions

In this fifth step, in case the user has selected at least one company by filling in the fourth step, the user must now select the permissions of the companies he wants to assign to the user from a list of permissions, such as:

- Current Status (always selected and never removable)
- History (Last Job only)
- History Full
- Manage Requests (Only Technical Documents)
- Manage Requests (Full)
- Drawings

If the user who is creating the delegation is enabled to manage users with the only permission assigned for companies "History (Last Job only)", then he can choose to assign only the History permission (Last Job only).

In case of delegation to an **External user**, it will not be possible to select the permissions:

- Manage Requests (Only Technical Documents)
- Manage Requests (Full)


You will always be able to assign only a subset of your permissions.

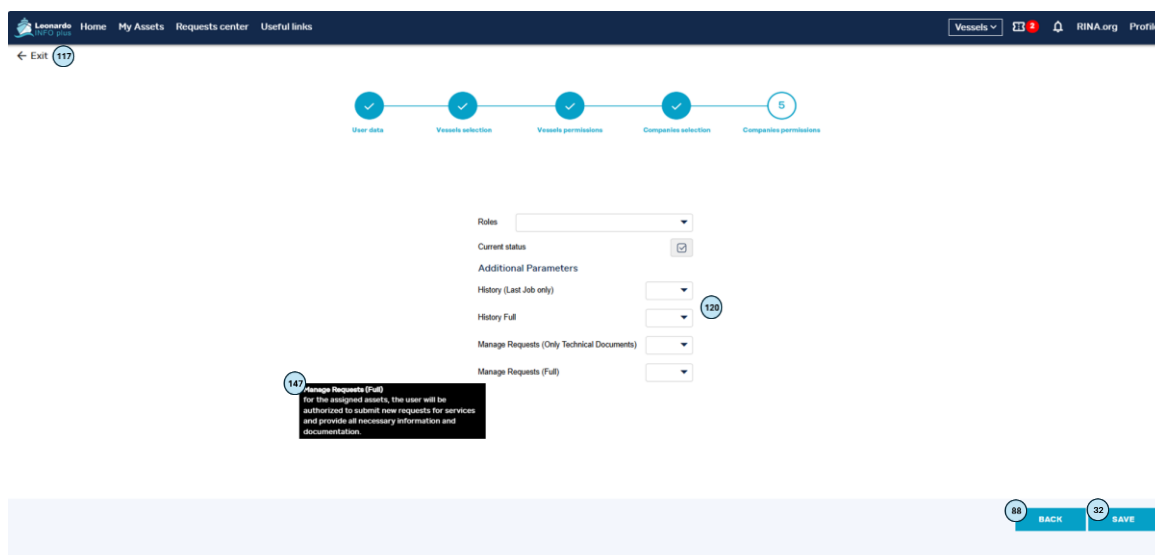
There will be the "ROLES" utility that will allow you to pre-select sets of permissions:

- Full: Select all permissions
- Partial: seleziona solo History (Last Job only) e Manage Requests (Only Technical Documents)

Once a role has been selected, it will always be possible to select/deselect other permissions.

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From here, the user can do several things:

- **Field Description Tooltip (147)**   
See "Field description tooltip" feature
- **Company Permit Selection - subset of permits (120)**  
The user enabled to manage users with the only permission assigned for companies "History (Last Job only)", after selecting at least one vessel, selecting the permissions to be assigned to the vessel and selecting a company, sees the fifth step of the workflow being able to choose to assign only the History permission (Last Job only).
- **Button Save (32)**   
See "Button Save" functionality
- **Button Back (88)**   
See "Button Back" functionality
- **Button Exit (117)**  
See features **Exit button (117)**.

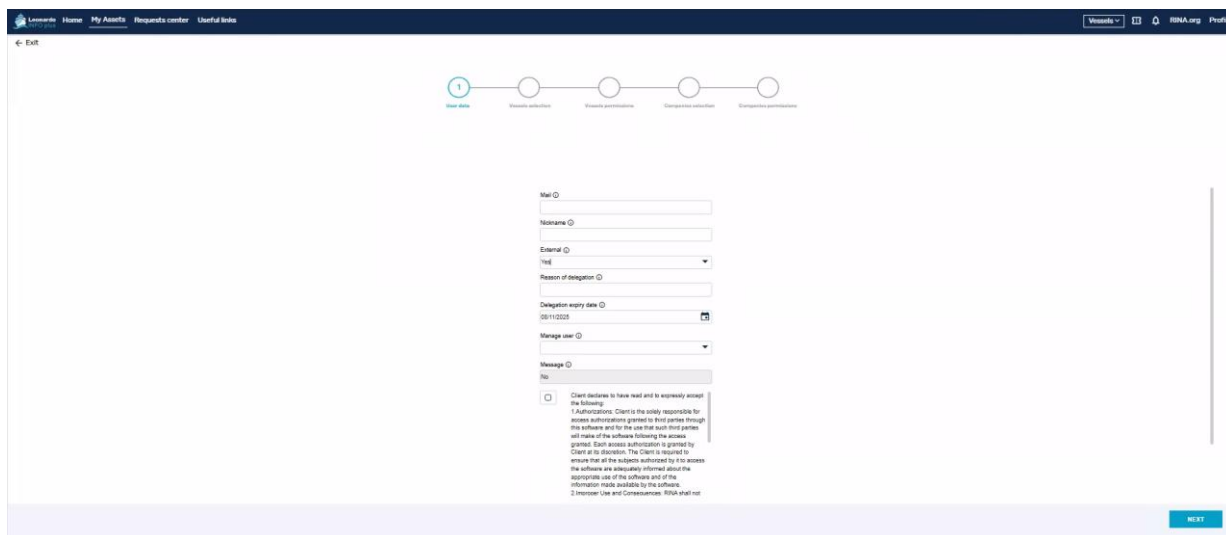
### 8.1.3 External User Delegation Workflow

The enabled user can decide to **delegate** some activities to an **External user**, i.e. external to his or her organization.

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As described in the **First step** of the delegation workflow, see paragraph 8.1.2 Customer Delegation Workflow, by creating a delegate user of type External, the user must **also specify whether this is enabled for Users Management**.



If **so**, the External user has the possibility to create **other external users** to whom he can delegate activities, to which, however, it will never be possible to create additional accounts.


So, the External user enabled for user management sees the Users Management page:

- **View delegated users – external user (120)**  
 The External user enabled for user management, on the Users management page, does not see the other users in the group, but only those created by him.

The delegation workflow displayed by the External user remains the same as described in the paragraph 8.1.2 Customer delegation workflow. However, it will undergo some changes, such as:

- **New User Creation – External User (121)**  
 In the general information entry step:
  - the EXTERNAL = YES flag will be preselected and cannot be modified
  - the MESSAGE = NO flag will be preselected and cannot be modified.
  - The MANAGE USER permission will NOT be selectable.
  - The maximum expiration date of the delegation will be equal to that of the delegating user.


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Proceeding with the creation, both on the permits page for vessels and for companies it will not be possible to select the permits:

- Manage Requests (Only Technical Documents)
- Manage Requests (Full).

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## 9 Attachments

Documents supporting this functional document.

Document	Document Name

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