	Project: LeoInfo+	Notes:
---	----------------------	--------


**RINA**  
**LeoInfo+**

**"Flag Administration User Manual"**

**OCTOBER 2025**

- 1 -


FILE NAME <b>LeoInfo+_ User manual_Flag Administration_v4</b>		REV. <b>4.0</b>	PAGE <b>1/60</b>
--	--	--------------------	---------------------

	Project:	Notes:
	LeoInfo+	

**Index**


- 1 Document Objective and Placement..... 5
- 2 Site navigation ..... 7
  - 2.1 Overview..... 7
    - 2.1.1 Profile ..... 7
      - 2.1.1.1 Multilingual..... 8
      - 2.1.1.2 Users management ..... 8
      - 2.1.1.3 Login..... 8
      - 2.1.1.4 Logout..... 9
    - 2.1.2 RINA.org..... 10
    - 2.1.3 Switch Vessels/Companies/Public ..... 10
    - 2.1.4 Notifications ..... 10
    - 2.1.5 Useful links..... 12
    - 2.1.6 My Assets..... 12
    - 2.1.7 Home ..... 12
- 3 Dashboard (Home)..... 13
  - 3.1 Overview..... 13
    - 3.1.1 Vessel/Company Status ..... 13
    - 3.1.2 Map..... 14
    - 3.1.3 Vessel/Company Dashboard ..... 16
    - 3.1.4 Search on the map ..... 17
    - 3.1.5 Filters ..... 17
    - 3.1.6 Fleets/Groups ..... 20
- 4 Support ticket..... 23
- 5 Requests Center ..... 24
- 6 My Assets ..... 25
  - 6.1 Overview..... 25
    - 6.1.1 List of Vessels/Companies..... 25
- 7 Vessel/Company Detail..... 29
  - 7.1 Overview..... 29

FILE NAME <b>LeoInfo+_ User manual_Flag Administration_v4</b>		REV. <b>4.0</b>	PAGE 2/60
--	--	--------------------	--------------

	Project:	Notes:
	LeoInfo+	

- 7.1.1 Planner ..... 30
- 7.1.2 Date..... 31
- 7.1.3 Certificates ..... 32
- 7.1.4 Surveys Audit ..... 34
- 7.1.5 Continuous ..... 35
- 7.1.6 Conditions ..... 36
- 7.1.7 Forthcomings..... 37
- 7.1.8 Findings and Observations ..... 39
- 7.1.9 Memoranda ..... 40
- 7.1.10 Documents ..... 42
- 8 Users management..... 47
- 8.1 Overview..... 47
- 8.1.1 View "Users management" page ..... 48
- 8.1.2 Customer delegation workflow ..... 51
- 8.1.3 External User Delegation Workflow..... 58
- 9 Attachments ..... 60

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	3/60


	Project:	Notes:
	LeoInfo+	

**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
		Updated the way you select your favorite group and group at login.	
10/10/2025	4	<p>Corretto il testo da "Search on map" a "Search on the map".</p> <p>Insert updated images into the screens.</p> <p>Replaced the wording "Manage users" with "Users management".</p>	GDL DBC

Formatted: English (United States)

FILE NAME <b>LeoInfo+_ User manual_Flag Administration_v4</b>		REV. <b>4.0</b>	PAGE <b>4/60</b>
--	--	--------------------	---------------------

	Project:	Notes:
	LeoInfo+	

## 1 Document Objective and Placement

This document is the **user manual** for LeoInfo+, providing a **detailed guide** on the **features available** within for 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
    - Log out
  - RINA.org
  - Switch Vessels/Companies/Public
  - Notifications
  - Useful links
  - My Assets
  - Home
- **Dashboard** (Home):
  - Vessel/Company Status
  - Map
  - Vessel/Company Dashboard
  - Search on the map
  - Filters
  - Fleets/Groups
- **My Assets:**
  - List of Vessels/Companies
- **Vessel/Company Detail**
  - Planner
  - Date
  - Certificates
  - Surveys/Audits
  - Continuous
  - Conditions
  - Forthcomings

- 5 -

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	5/60


	Project:	Notes:
	LeoInfo+	

- Findings and Observations
- Memoranda
- Documents
- **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.

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	6/60

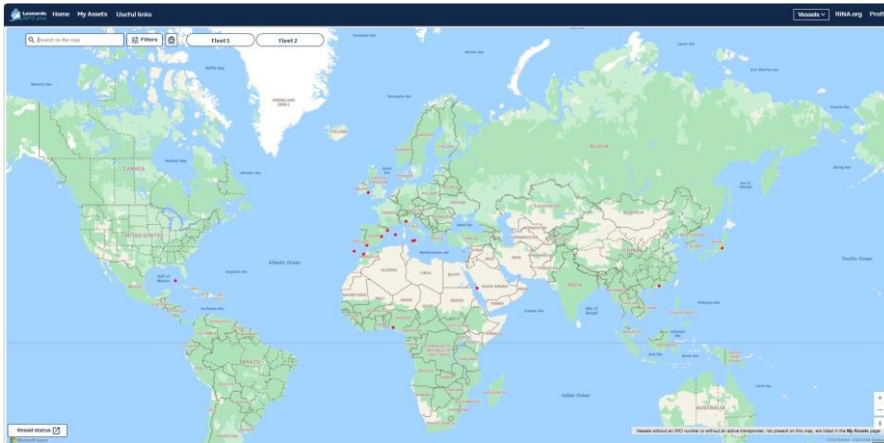
	Project:	Notes:
	LeoInfo+	

## 2 Site navigation

### 2.1 Overview

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

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




#### 2.1.1 Profile

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

From here, the user can do several things:

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

FILE NAME	REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4	4.0	7/60

	Project:	Notes:
	LeoInfo+	

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.

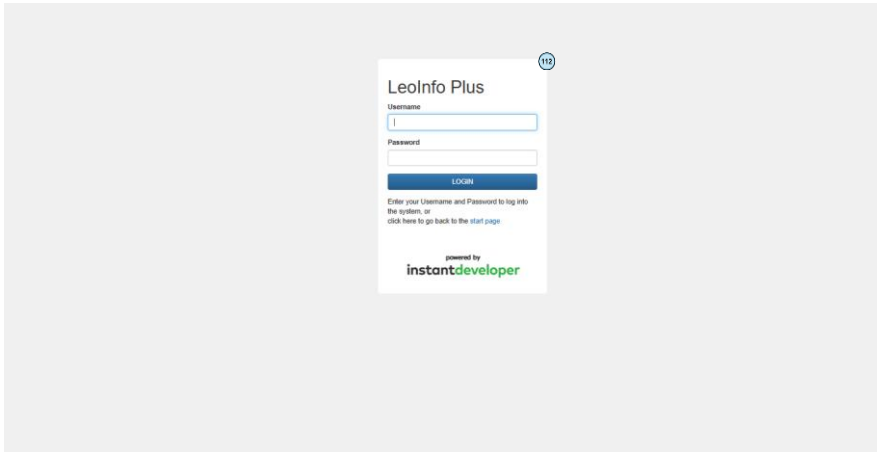
For details of the section, see paragraph 8 Users management.

#### 2.1.1.3 Login

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

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	8/60

	Project:  LeoInfo+	Notes:
---	--------------------------	--------



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 will have to 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)


#### 2.1.1.4 Logout

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

- **Logout (45)**

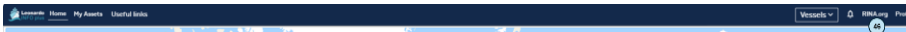
The user has the possibility, by clicking on the "Logout" button at the bottom of the Profile drop-down menu, to exit the profile with which he originally accessed the site and be redirected to the Login page, see paragraph 2.1.1.3 Login.

FILE NAME <b>LeoInfo+_ User manual_Flag Administration_v4</b>		REV. <b>4.0</b>	PAGE 9/60
--	--	--------------------	--------------

	Project:  LeoInfo+	Notes:
---	--------------------------	--------

### 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.

### 2.1.4 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.

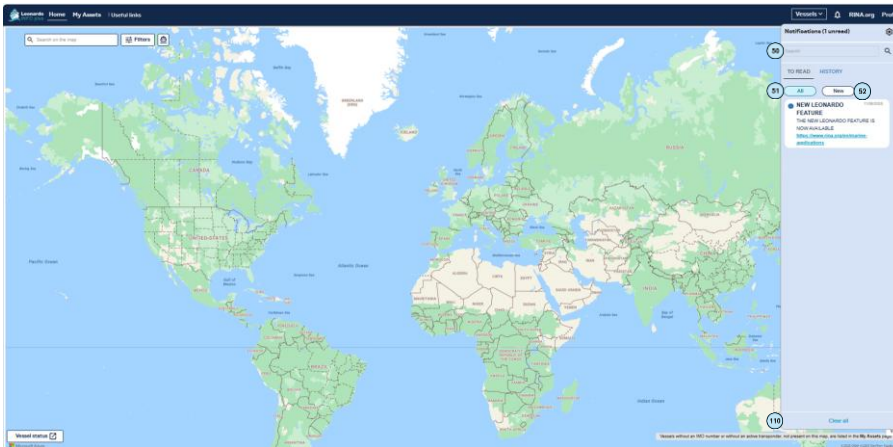
The bell icon shows, when a new notification is received, a **numeric badge** that shows the number of new notifications not yet displayed and which is automatically reset when accessing the Notifications section.

FILE NAME <b>LeoInfo+_ User manual_Flag Administration_v4</b>		REV. <b>4.0</b>	PAGE 10/60
--	--	--------------------	---------------

	Project:  LeoInfo+	Notes:
---	--------------------------	--------

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


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



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

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

FILE NAME <b>LeoInfo+_ User manual_Flag Administration_v4</b>		REV. <b>4.0</b>	PAGE 11/60
--	--	--------------------	---------------

	Project:  LeoInfo+	Notes:
---	--------------------------	--------

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

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

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

### 2.1.5 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.



### 2.1.6 My Assets

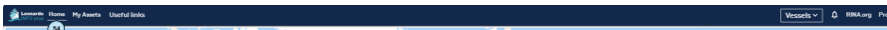
By clicking on the **"My Assets" button** in the Header, the user has the possibility to be redirected to the **list of Vessels/Companies** that can be viewed by him.

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


### 2.1.7 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.



FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	12/60

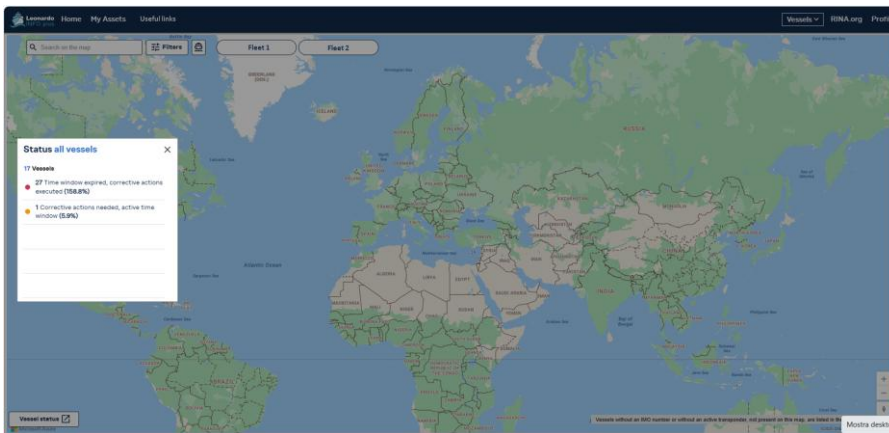
	Project:	Notes:
	LeoInfo+	

### 3 Dashboard (Home)

#### 3.1 Overview

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

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




#### 3.1.1 Vessel/Company Status

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

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

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

FILE NAME		REV.	PAGE
<b>LeoInfo+_ User manual_Flag Administration_v4</b>		<b>4.0</b>	<b>13/60</b>

	Project:	Notes:
	LeoInfo+	

- 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

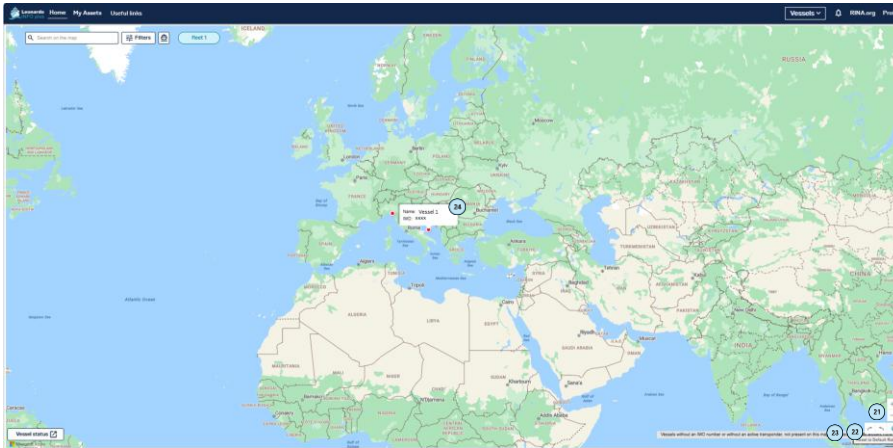
The user sees an **interactive map** that allows him to **view the Vessels/Companies to which he is entitled to access**.

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

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

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	14/60


	Project:	Notes:
	LeoInfo+	



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

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	15/60

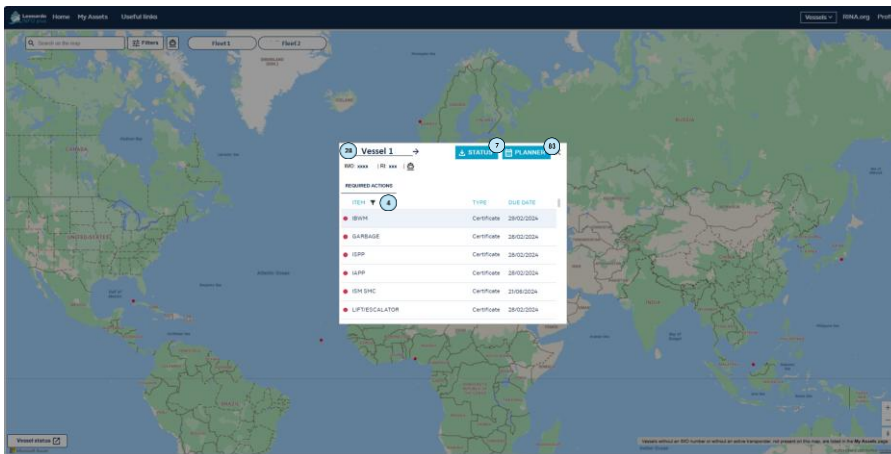
	Project:	Notes:
	LeoInfo+	

### 3.1.3 Vessel/Company Dashboard

By clicking on the Vessel/Company on the map, the user will see a **dashboard** bearing a **summary of the detail of the Vessel/Company in question**, which allows the user to view the **"Required Actions"**, sorted according to the "First action due on", associated with the selected Vessel/Company. (See Required actions panel feature [\[1\]](#)).

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)** [\[1\]](#)  
See "Filters and column sorting" feature
- **Download Status PDF (7)** [\[1\]](#)  
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").

- 16 -

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	16/60

	Project:	Notes:
	LeoInfo+	

- **Vessel/Company Detail Access (28)**

By clicking on the underlined name, located at the top left of the dashboard, the user accesses the detail page of the selected Vessel/Company. (See paragraph 7 "Vessel/Company Detail").

### 3.1.4 Search on the map

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

- **Searchbar (50)**

See "Searchbar" functionality



### 3.1.5 Filters

The user has the possibility to apply **filters** to the map to facilitate the search for a particular Vessel/Company or a set of Vessels/Companies that share some characteristics.


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

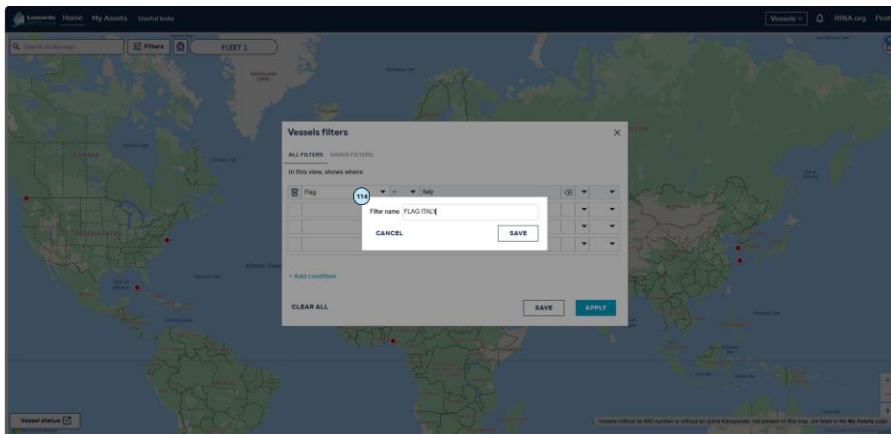
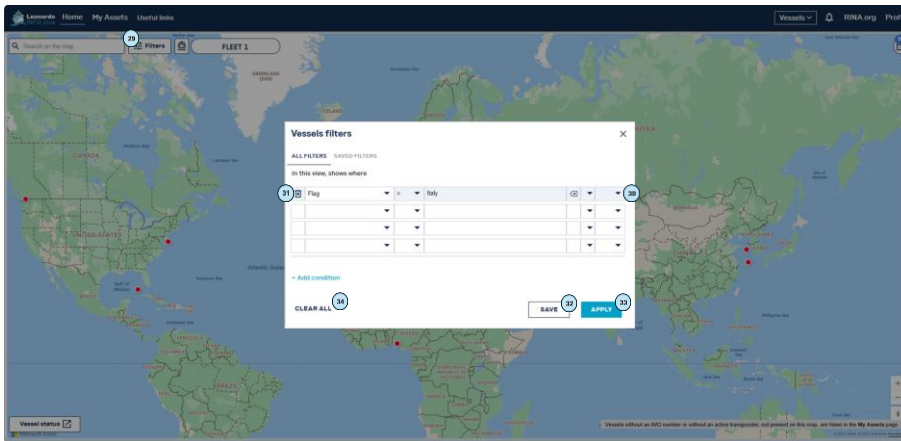
By clicking on the "**Filters**" **button (29)** at the top left of the map, the user displays the "**Vessel/Company filters**" dashboard divided into two tabs:

1. **All filters**
2. **Saved filters**

By default, the dashboard opens on the "All filters" tab.

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	17/60


	Project:  LeoInfo+	Notes:
---	--------------------------	--------



From here, the user sees a table where they can do several things:

- Category selection and filtering criteria (30)**  
 Each row is divided into several sections, each of which corresponds to a category or filtering criteria. Each section can be filled in:
  - by typing the object in question, or

FILE NAME <b>LeoInfo+_ User manual_Flag Administration_v4</b>		REV. <b>4.0</b>	PAGE 18/60
--	--	--------------------	---------------

	Project:	Notes:
	LeoInfo+	

- 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.

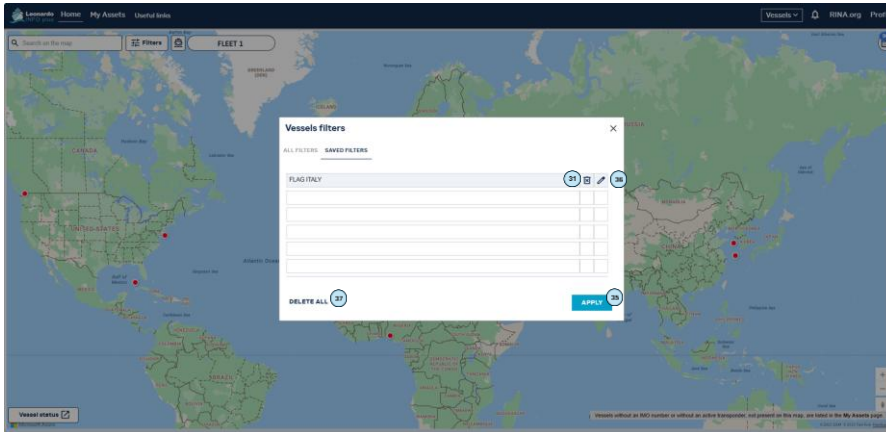
- **Clear all (34)**

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"**.

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	19/60

	Project:	Notes:
	LeoInfo+	




From here, the user displays the list of filter combinations created and then saved, and can perform the following operations:

- Saved filters (35)**  
 The user can select the desired combination from the list of saved filters by clicking on the reference line and then on the "Apply" button.
- Deletion Line (31)**   
 See "Delete Row" 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.

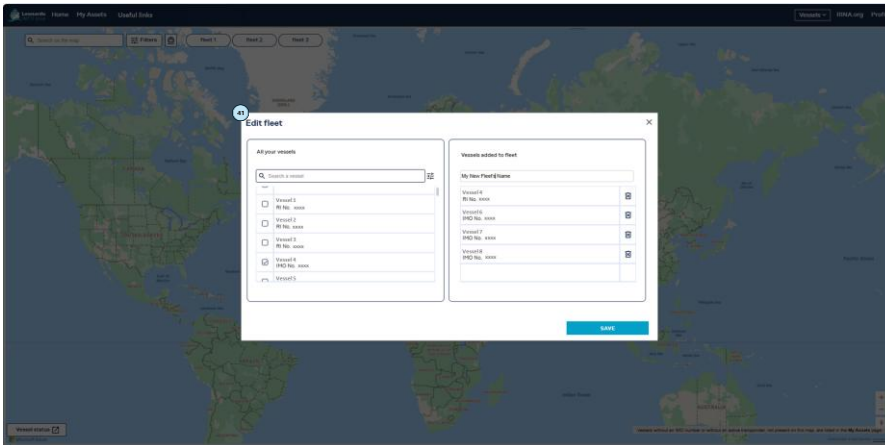
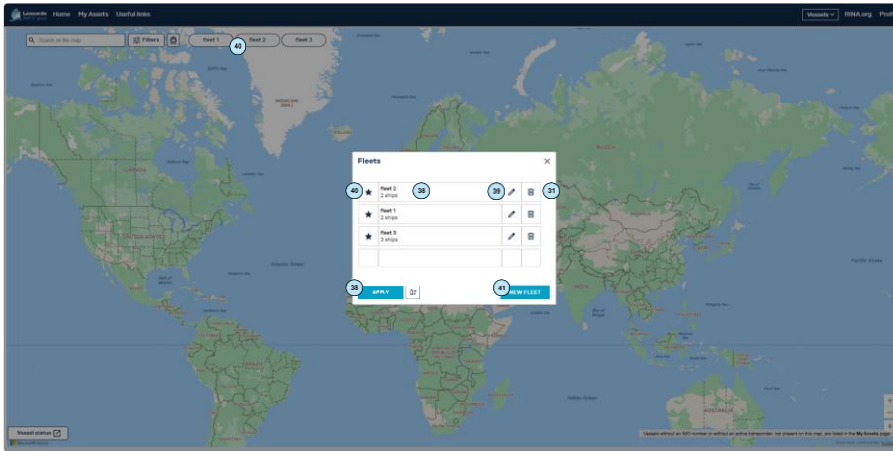
### 3.1.6 Fleets/Groups

The user has the ability to **create and manage Fleets** (for vessels) and **Groups** (for companies). In particular, by clicking on the button showing the symbol of the vessel (for vessels) and

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	20/60


	Project:	Notes:
	LeoInfo+	

houses (for companies) placed on the map, the user displays the "Fleets"/"Groups" dashboard showing the list of the Fleets/Groups created and, once the "New fleet"/"New group" button has been clicked, he can perform several operations:



- Fleet Application (38)

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	21/60

	Project:	Notes:
	LeoInfo+	

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

- **Deletion Line (31)**

See "Delete Row" feature

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

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

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


FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	22/60

	Project:	Notes:
	LeoInfo+	

#### 4 *Support ticket*

This macrosection is not available to the Flag Administration user.


FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	23/60

	Project:	Notes:
	LeoInfo+	

## 5 *Requests Center*

This macrosection is not available to the Flag Administration user.

FILE NAME		REV.	PAGE
LeoInfo+_User manual_Flag Administration_v4		4.0	24/60

	Project:	Notes:
	LeoInfo+	

## 6 My Assets

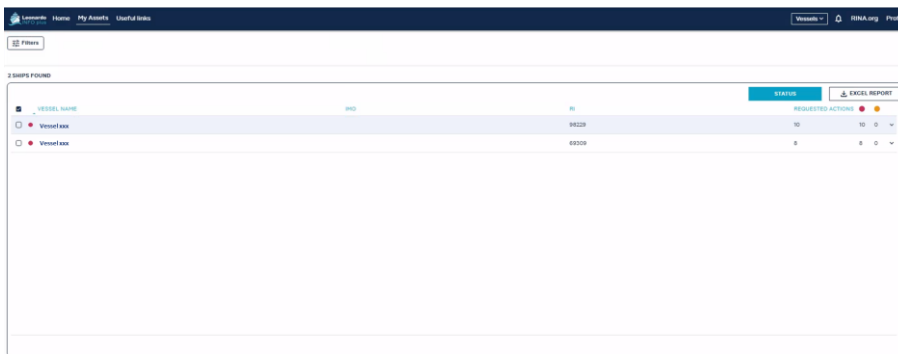
### 6.1 Overview

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.



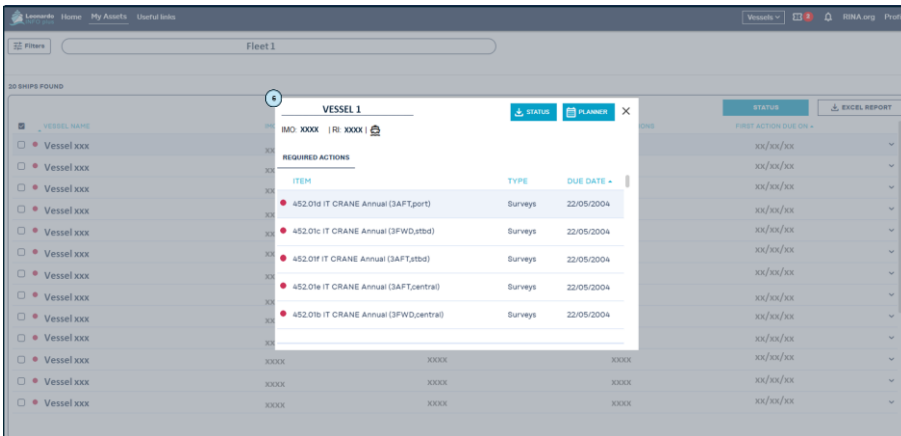
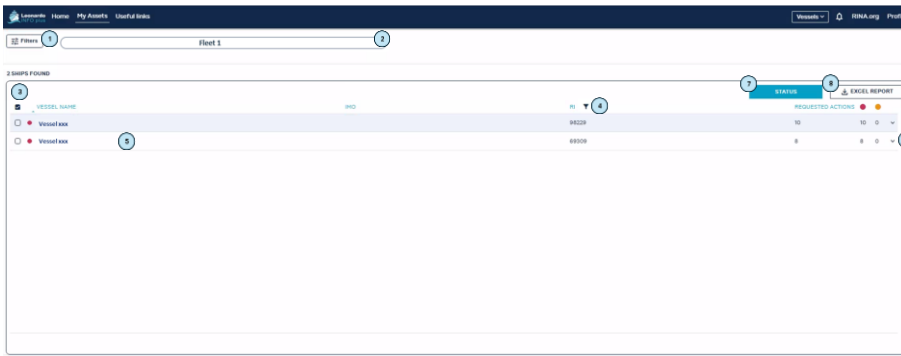
#### 6.1.1 List of Vessels/Companies

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).

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	25/60

	Project:	Notes:
	LeoInfo+	


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.



From here, the user can do several things:

- **Dashboard filters (1)**

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	26/60

	Project:	Notes:
	LeoInfo+	

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 3.1.5 "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 3.1.6 "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.

- **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 3.1.3 Vessel/Company dashboard)

- 27 -

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	27/60

	Project:	Notes:
	LeoInfo+	

- **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.

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	28/60

	Project:	Notes:
	LeoInfo+	

## 7 Vessel/Company Detail

### 7.1 Overview

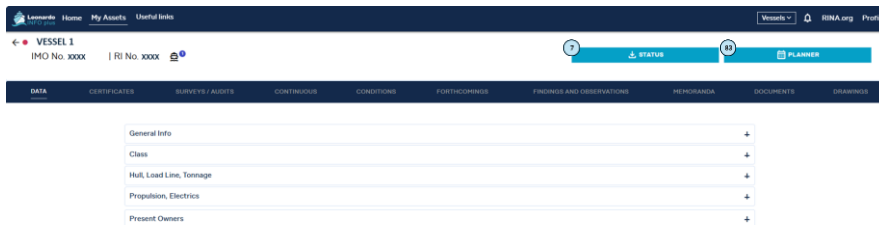
This Macrosection reports the operation of the **Detail page of a Vessel or Company**, which can be accessed by clicking on the relevant row within the *My Assets section*, allowing a **further level of drill down** to reach maximum **detail**, accompanying the user up to the single data he wishes to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

Once the selected Vessel/ Company row has been selected, the user is automatically redirected to the first tab of the detail, called **"Data"** 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:

- **Data**
- **Certificates**
- **Surveys/Audits**
- **Continuous**
- **Conditions**
- **Forthcomings**
- **Findings and Observations**
- **Memoranda**
- **Documents**

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.



FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	29/60

	Project:	Notes:
	LeoInfo+	

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

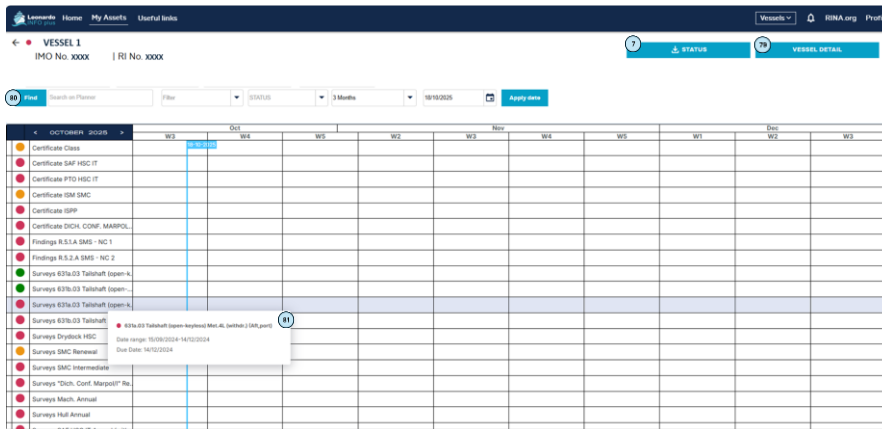
For Airlines, the user will not have the "Status" **button**.

### 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.



From here, the user can do several things:

FILE NAME	REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4	4.0	30/60

	Project:	Notes:
	LeoInfo+	


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

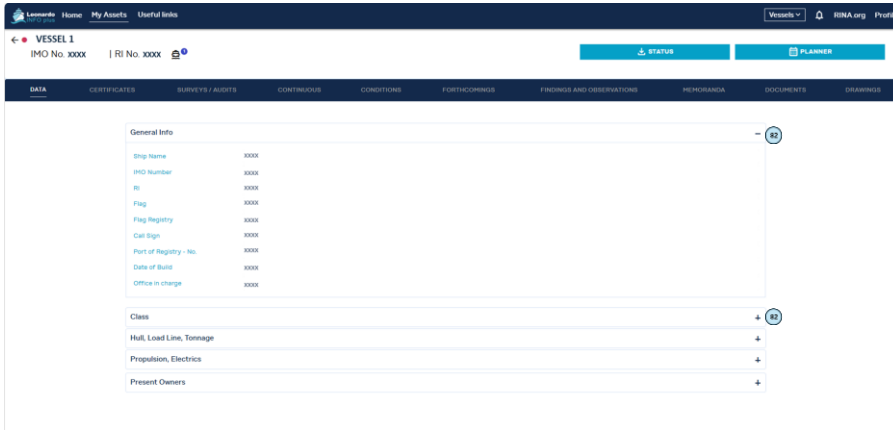
### 7.1.2 Date

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**.

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	31/60

	Project:	Notes:
	LeoInfo+	



From here, the user can do the following:

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

The "Date" tab is not present for Airlines.


### 7.1.3 Certificates

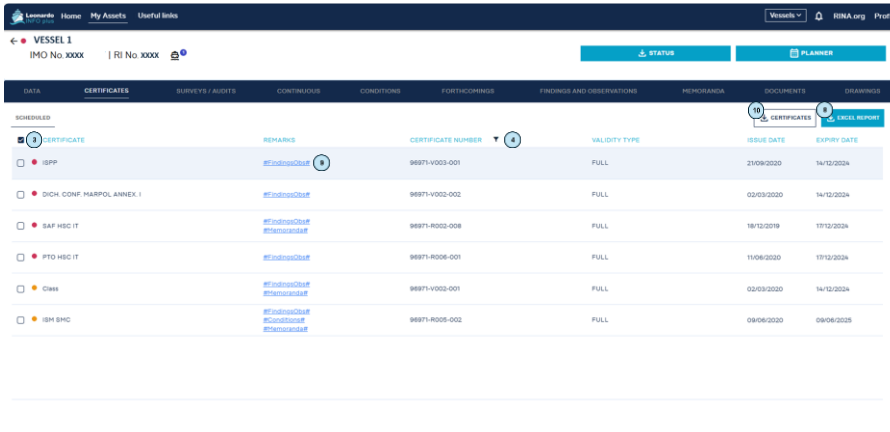
The user has the possibility, by clicking on the *CERTIFICATES* tab located on the *Vessel Detail* page, to view all the *current Certificates* issued to the selected Vessel.

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

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

FILE NAME	REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4	4.0	32/60


	Project:	Notes:
	LeoInfo+	



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)**  
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

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	33/60

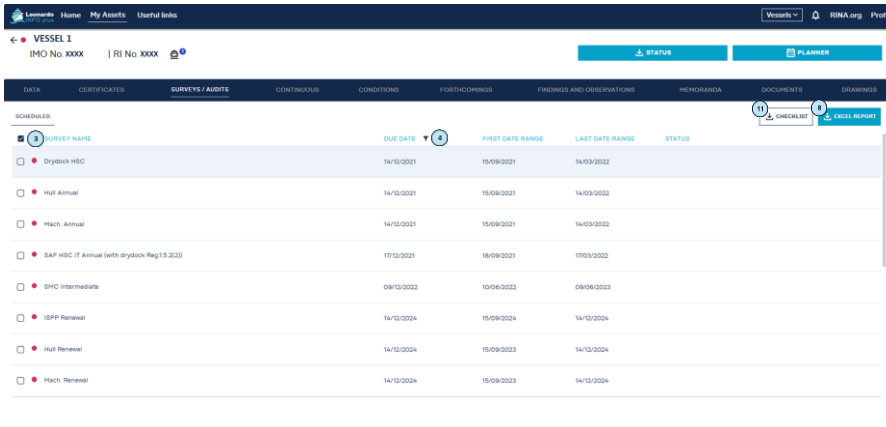
	Project:	Notes:
	LeoInfo+	

For Airlines, the user will only be able to use the "Certificates" button for certificates issued on behalf of their flag.

### 7.1.4 Surveys Audit

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


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



From here, the user can do several things:

- **Massive checkbox management (3)**   
See "Massive checkbox management" feature
- **Filters and column sorting (4)**   
See "Filters and column sorting" feature
- **Download Excel Table (8)**   
See "Excel table download" feature
- **Download Checklist PDF (11)**

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	34/60

	Project:	Notes:
	LeoInfo+	

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

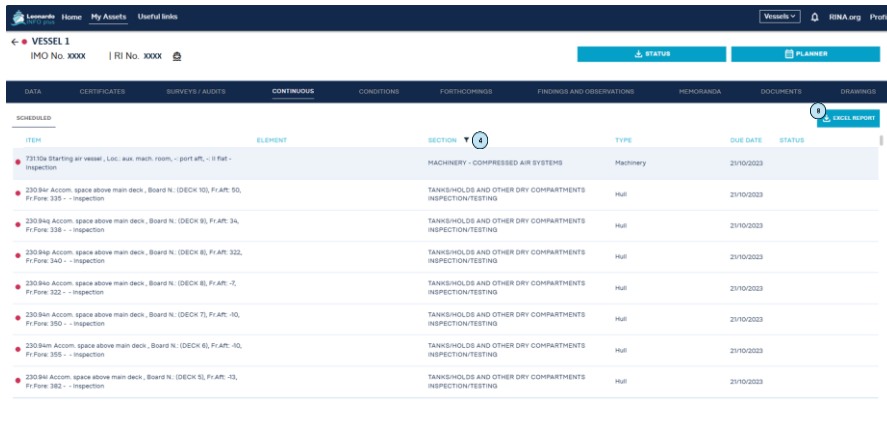
- For a single entry, a single PDF will be downloaded;
- For multiple items, a .zip file will be generated containing the PDFs of each selected checklist.

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

### 7.1.5 Continuous

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

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




ITEM	ELEMENT	SECTION	TYPE	DUE DATE	STATUS
7310a Starting or vessel, Loc. aux. mach. room, - port aft, - II flat - inspection		MACHINERY - COMPRESSED AIR SYSTEMS	Machinery	29/10/2023	
2308w Accom. space above main deck, Board N. (DECK 10), Ft.Aft: 50, Ft.Fore: 335 - - inspection		TANKSHOLDS AND OTHER DRY COMPARTMENTS INSPECTION/TESTING	Hull	29/10/2023	
2308q Accom. space above main deck, Board N. (DECK 8), Ft.Aft: 34, Ft.Fore: 338 - - inspection		TANKSHOLDS AND OTHER DRY COMPARTMENTS INSPECTION/TESTING	Hull	29/10/2023	
2308p Accom. space above main deck, Board N. (DECK 8), Ft.Aft: 322, Ft.Fore: 340 - - inspection		TANKSHOLDS AND OTHER DRY COMPARTMENTS INSPECTION/TESTING	Hull	29/10/2023	
2308o Accom. space above main deck, Board N. (DECK 8), Ft.Aft: -7, Ft.Fore: 322 - - inspection		TANKSHOLDS AND OTHER DRY COMPARTMENTS INSPECTION/TESTING	Hull	29/10/2023	
2308n Accom. space above main deck, Board N. (DECK 7), Ft.Aft: -10, Ft.Fore: 350 - - inspection		TANKSHOLDS AND OTHER DRY COMPARTMENTS INSPECTION/TESTING	Hull	29/10/2023	
2308m Accom. space above main deck, Board N. (DECK 6), Ft.Aft: -10, Ft.Fore: 355 - - inspection		TANKSHOLDS AND OTHER DRY COMPARTMENTS INSPECTION/TESTING	Hull	29/10/2023	
2308l Accom. space above main deck, Board N. (DECK 5), Ft.Aft: -13, Ft.Fore: 382 - - inspection		TANKSHOLDS AND OTHER DRY COMPARTMENTS INSPECTION/TESTING	Hull	29/10/2023	

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

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	35/60

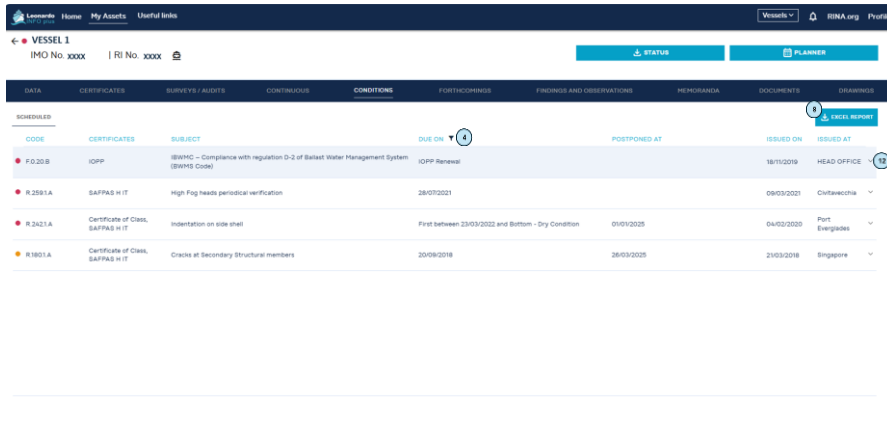
	Project:	Notes:
	LeoInfo+	

The "Continuous" tab is not present for Airlines.

### 7.1.6 Conditions


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

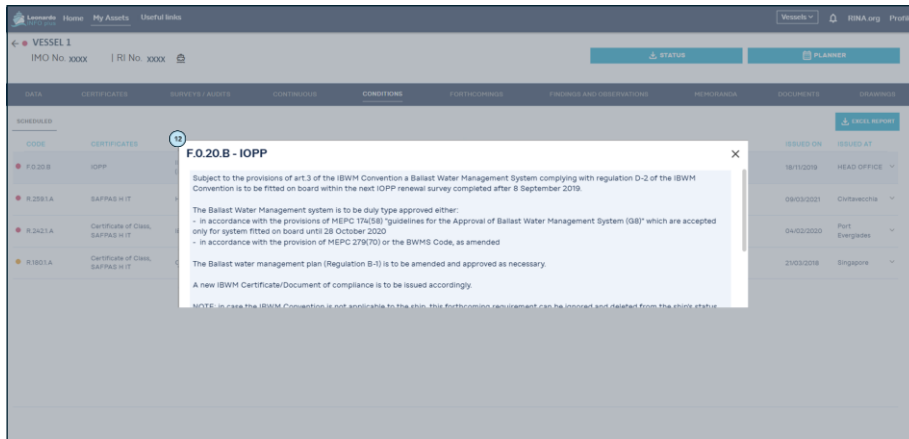
The page is organized in table format and shows the *conditions* with the relative data released to the Vessel.



CODE	CERTIFICATES	SUBJECT	DUE ON	POSTPONED AT	ISSUED ON	ISSUED AT
FD.20B	ICPP	SBWMS - Compliance with regulation D-2 of Ballast Water Management System (SBWMS Code)	ICPP Renewal		18/11/2019	HEAD OFFICE
R.2591A	SAFPA& H IT	High Fog leads periodical verification	28/07/2021		09/03/2021	Chitavecchia
R.2421A	Certificate of Class, SAFPA& H IT	Indentation on side shell	First between 23/03/2022 and Bottom - Dry Condition	01/01/2025	04/02/2020	Port Everglades
R.1801A	Certificate of Class, SAFPA& H IT	Cracks at Secondary Structural members	20/08/2018	28/03/2025	21/03/2018	Singapore

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	36/60

	Project:	Notes:
	LeoInfo+	



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

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

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

- in accordance with the provisions of MEPC 174(58) "guidelines for the Approval of Ballast Water Management System (GB)" which are accepted only for system fitted on board until 28 October 2020
- in accordance with the provision of MEPC 278(70) or the BWMS Code, as amended

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

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

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

From here, the user can do several things:

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


The "Conditions" tab is not present for Airlines,

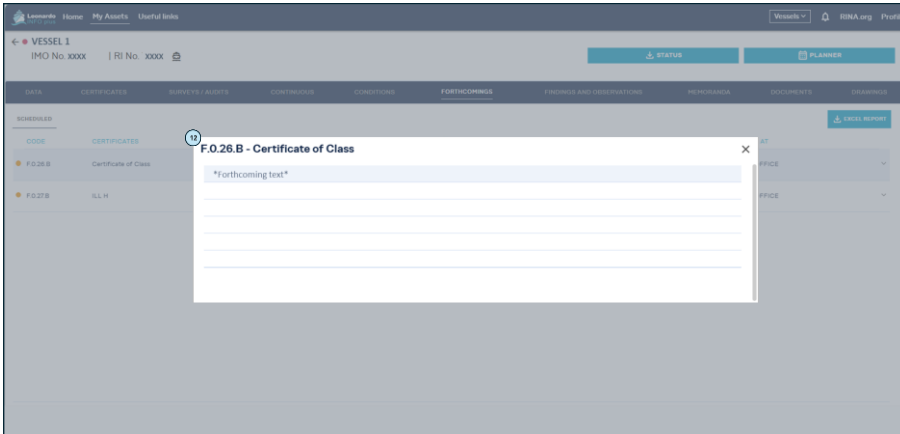
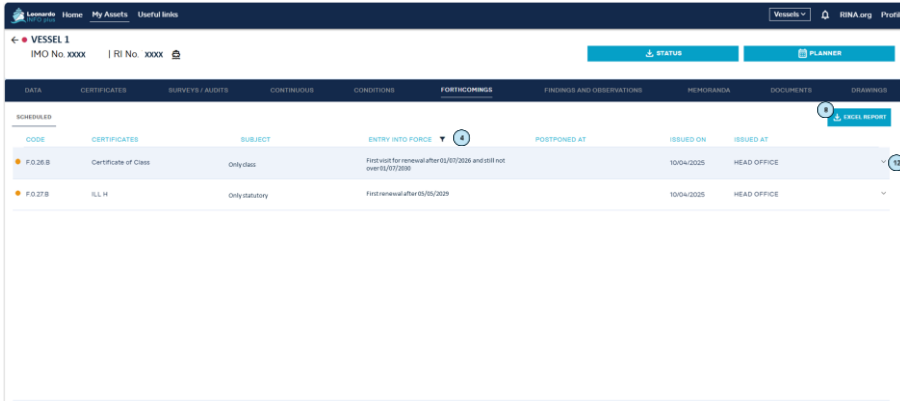
### 7.1.7 Forthcomings

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

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

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	37/60


	Project:	Notes:
	LeoInfo+	



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

FILE NAME	REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4	4.0	38/60

	Project:	Notes:
	LeoInfo+	

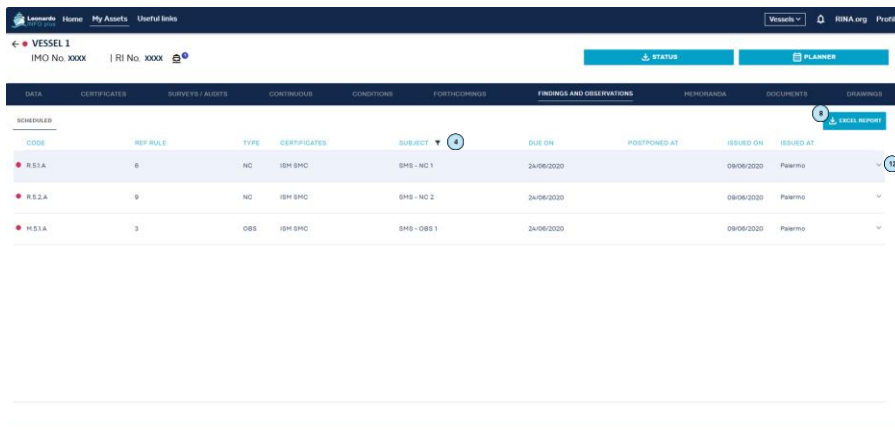
- **Detail View (12)**   
See "Detail view" feature

The "Forthcomings" tab is not present for Companies.

### 7.1.8 Findings and Observations


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

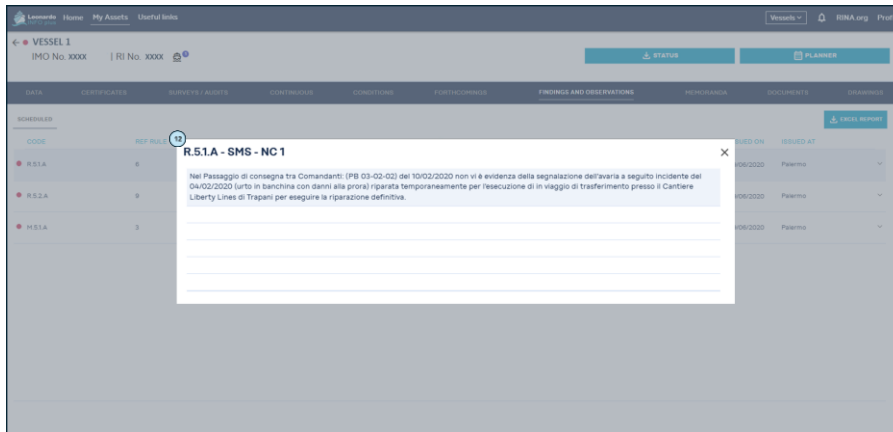
The page is organized in table format and reports the *findings and observations* with the related data released to the Vessel.



CODE	REF RULE	TYPE	CERTIFICATE	SUBJECT	DUE DN	POSTPONED AT	ISSUED DN	ISSUED AT
R.S1.A	8	NC	ISM-BMC	BMS - NC 1	24/06/2020		09/06/2020	Palermo
R.S2.A	9	NC	ISM-BMC	BMS - NC 2	24/06/2020		09/06/2020	Palermo
M.S1.A	3	OBS	ISM-BMC	BMS - OBS 1	24/06/2020		09/06/2020	Palermo

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	39/60

	Project:	Notes:
	LeoInfo+	



From here, the user can do several things:


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

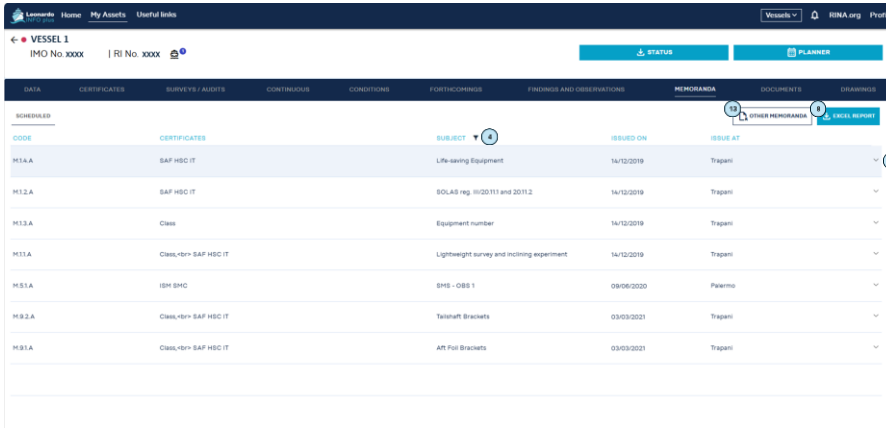
#### 7.1.9 Memoranda

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

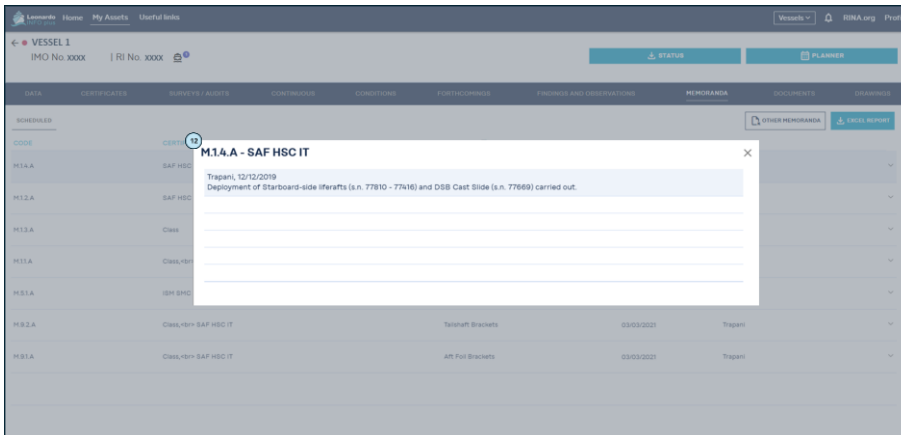
The page is organized in table format and shows the memoranda with the relative data issued to the Vessel/Company.

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	40/60

	Project:	Notes:
	LeoInfo+	



CODE	CERTIFICATE	SUBJECT	ISSUED ON	ISSUE AT
M1.4.A	SAF HSC IT	Life-saving Equipment	14/12/2019	Trapani
M1.2.A	SAF HSC IT	SOLAS reg II(2/11) and 2011.2	14/12/2019	Trapani
M1.3.A	Class	Equipment number	14/12/2019	Trapani
M1.1.A	Class<*> SAF HSC IT	Lightweight survey and inclining experiment	14/12/2019	Trapani
M1.5.A	ISM SHC	ISM - OBS 1	09/06/2020	Pakarno
M1.2.A	Class<*> SAF HSC IT	Titanium Brackets	03/03/2021	Trapani
M1.1.A	Class<*> SAF HSC IT	All Fall Brackets	03/03/2021	Trapani




CODE	CERTIFICATE	SUBJECT	ISSUED ON	ISSUE AT
M1.4.A	SAF HSC IT	Life-saving Equipment	14/12/2019	Trapani
M1.2.A	SAF HSC IT	SOLAS reg II(2/11) and 2011.2	14/12/2019	Trapani
M1.3.A	Class	Equipment number	14/12/2019	Trapani
M1.1.A	Class<*> SAF HSC IT	Lightweight survey and inclining experiment	14/12/2019	Trapani
M1.5.A	ISM SHC	ISM - OBS 1	09/06/2020	Pakarno
M1.2.A	Class<*> SAF HSC IT	Titanium Brackets	03/03/2021	Trapani
M1.1.A	Class<*> SAF HSC IT	All Fall Brackets	03/03/2021	Trapani

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

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	41/60

	Project:	Notes:
	LeoInfo+	

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

**7.1.10 Documents**

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

The Vessels page consists of three tabs:

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


Instead, the page for Companies consists of two tabs:

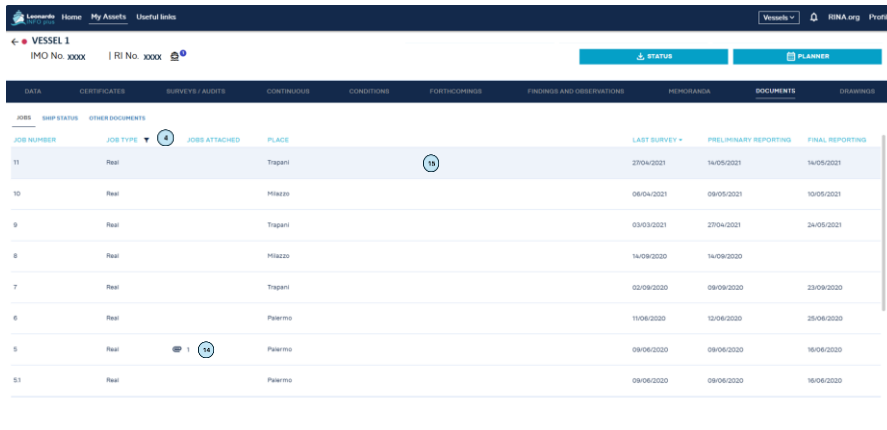
- **Jobs**
- **Company Status**

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

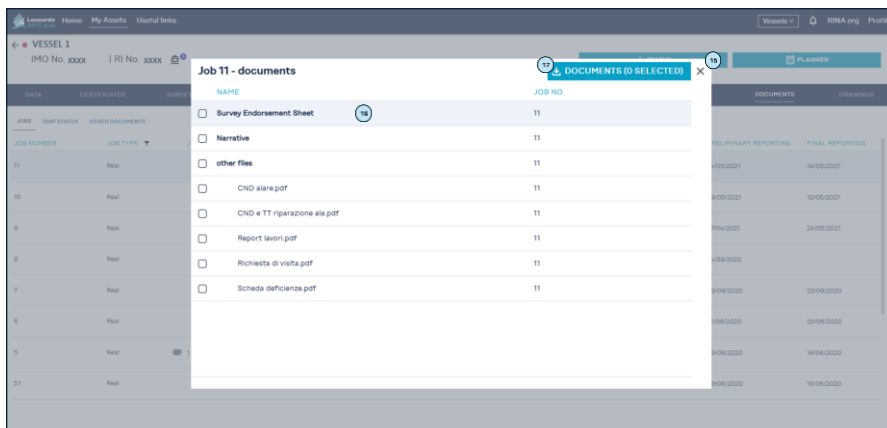
Upon access to the page, the table is filtered by default on the "*Job Type*" column to allow the display of only the "*Real Jobs*", in case the user decides to view virtual jobs as well, he will have to modify the filter applied in the column header.

FILE NAME		REV.	PAGE
<b>LeoInfo+_ User manual_Flag Administration_v4</b>		<b>4.0</b>	42/60

	Project:	Notes:
	LeoInfo+	



JOB NUMBER	JOB TYPE	JOB ATTACHED	PLACE	LAST SURVEY	PRELIMINARY REPORTING	FINAL REPORTING
11	Real	14	Tripani	27/04/2021	14/05/2021	14/05/2021
10	Real		Milazzo	08/04/2021	08/05/2021	10/05/2021
9	Real		Tripani	03/03/2021	27/04/2021	24/05/2021
8	Real		Milazzo	14/09/2020	14/09/2020	
7	Real		Tripani	02/09/2020	09/09/2020	23/09/2020
6	Real		Palermo	11/06/2020	12/06/2020	25/06/2020
5	Real	1	Palermo	09/06/2020	09/06/2020	16/06/2020
51	Real		Palermo	09/06/2020	09/06/2020	16/06/2020



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

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


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

- **Jobs Attached (14)**

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

- 43 -

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	43/60

	Project:	Notes:
	LeoInfo+	

by the number of linked jobs. By hovering the cursor over this symbol (mouse over), the list of linked jobs will be shown.

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

- **Detail Jobs (15)**

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

- **Viewing Documents (16)**

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


- **Download Documents (17)**

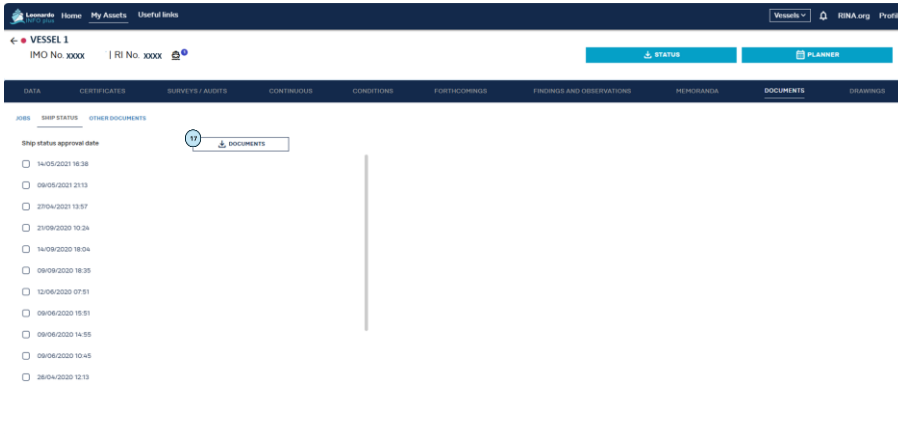
By selecting one or more documents via the checkbox and clicking on the "**Documents**" button , you can download *the document file* in PDF format. Especially:

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

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

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	44/60

	Project:  LeoInfo+	Notes:
---	--------------------------	--------




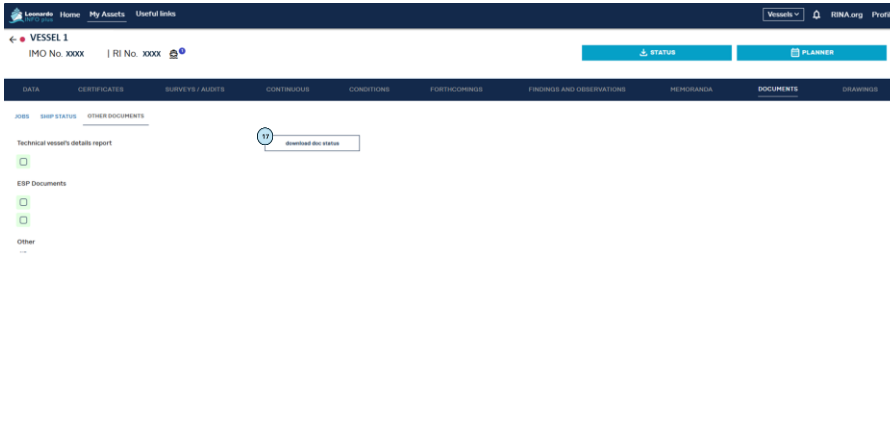
From here, the user can do the following:

- **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.

FILE NAME <b>LeoInfo+_ User manual_Flag Administration_v4</b>		REV. <b>4.0</b>	PAGE 45/60
--	--	--------------------	---------------

	Project:  LeoInfo+	Notes:
---	--------------------------	--------




From here, the user can do the following:

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

For Companies, it does not have the **"Documents"** tab.

FILE NAME <b>LeoInfo+_ User manual_Flag Administration_v4</b>		REV. <b>4.0</b>	PAGE 46/60
--	--	--------------------	---------------

	Project:	Notes:
	LeoInfo+	

## 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.

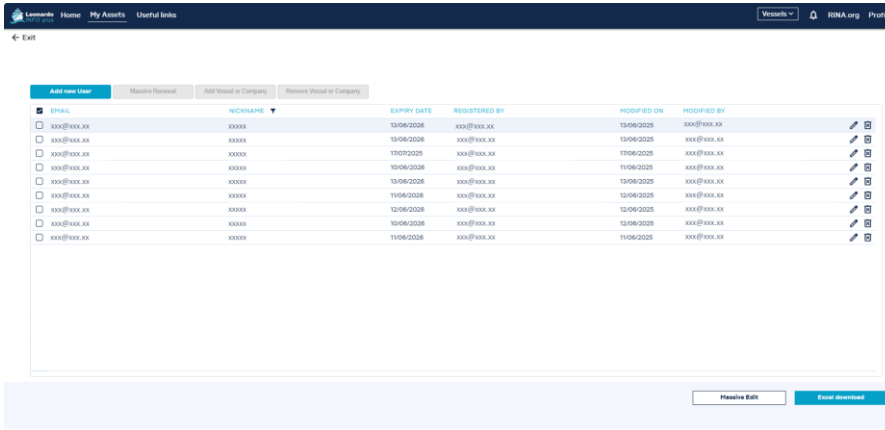
Once the section is accessed, **the enabled user can perform all the main management operations**, such as configuring new users or groups, updating existing information, and revoking or renewing permissions.

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.

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	47/60

	Project:	Notes:
	LeoInfo+	




**8.1.1 View "Users management" page**

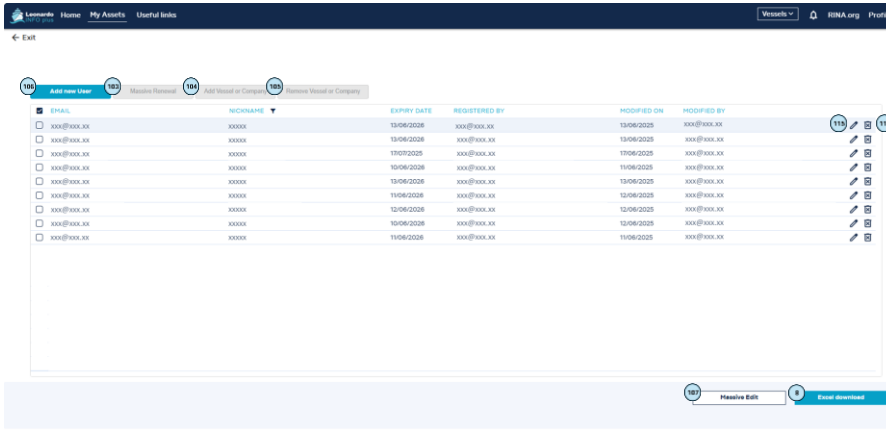
The user, by clicking on the profile icon at the top of the header, displays the "Users management" button: once clicked, the user is redirected to the specific section.

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.

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	48/60


	Project:	Notes:
	LeoInfo+	



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

FILE NAME	REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4	4.0	49/60

	Project:	Notes:
	LeoInfo+	

- **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
 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.

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	50/60

	Project:	Notes:
	LeoInfo+	

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).

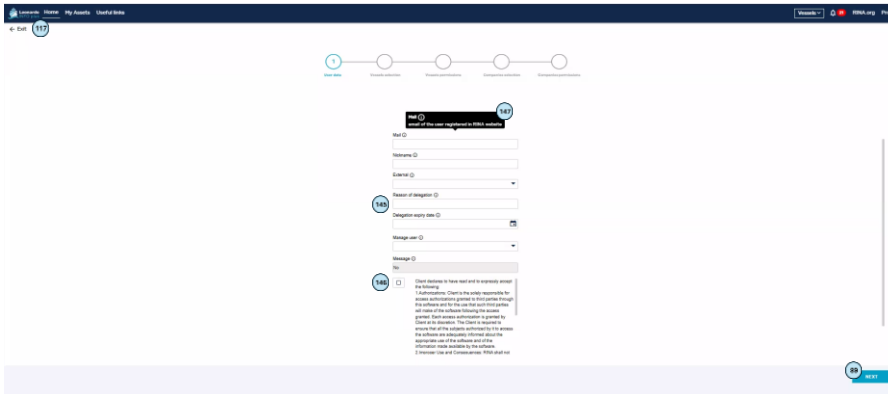
In particular, this workflow is structured according to the following steps:

- 1) **User Data**

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

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	51/60

	Project:	Notes:
	LeoInfo+	




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 user's expiration date.  
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) **User expiration date:** Indicates the date on which that user's access permissions will expire, without removing the user. 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.

FILE NAME	REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4	4.0	52/60

	Project:	Notes:
	LeoInfo+	

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

- **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)**  
The user, by clicking on the "Next" button, can move on to the next step.
- **Button Exit (117)**  
The user, by clicking on the "Exit" button, can exit the page.
- **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.


2) **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.



From here, the user can do several things:

FILE NAME <b>LeoInfo+_ User manual_Flag Administration_v4</b>		REV. <b>4.0</b>	PAGE <b>53/60</b>
--	--	--------------------	----------------------

	Project:	Notes:
	LeoInfo+	

- **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)**  
 With this button, the user can return to the previous step in the workflow.
- **Button Exit (117)**  
 The user can exit the entire workflow regardless of the step they are in.


**3) 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:

- 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

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).

FILE NAME	REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4	4.0	54/60

	Project:  LeoInfo+	Notes:
---	--------------------------	--------

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

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

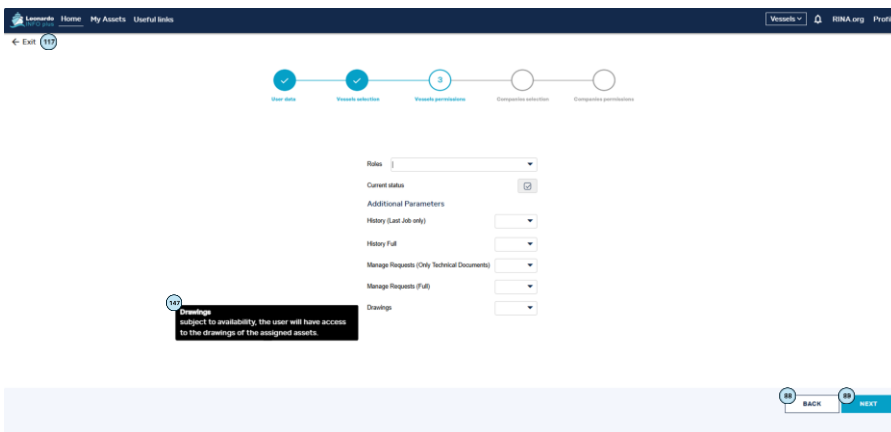
- Manage Requests (Only Technical Documents)
- Manage Requests (Full).

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" feature)

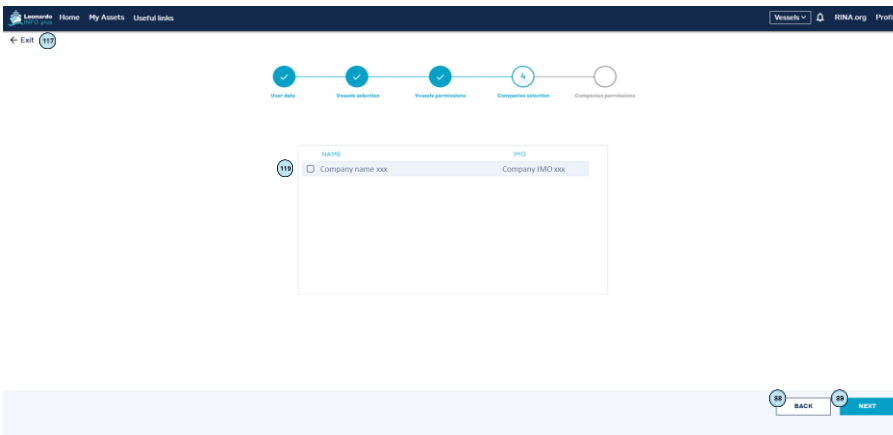
FILE NAME <b>LeoInfo+_ User manual_Flag Administration_v4</b>		REV. <b>4.0</b>	PAGE 55/60
--	--	--------------------	---------------

	Project:	Notes:
	LeoInfo+	

- **Button Back (88)**   
See "Button Back" functionality
- **Button Exit (117)**  
See "Button Exit" functionality

**4) 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:

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	56/60

	Project:  LeoInfo+	Notes:
---	--------------------------	--------

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

**5) 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

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.

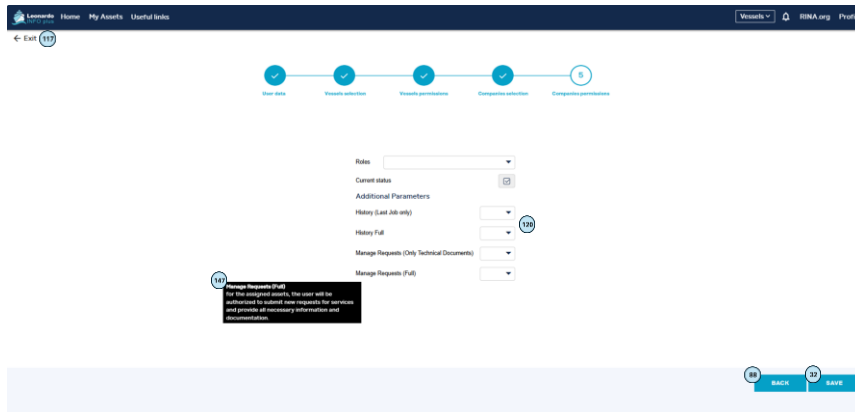
There will be the "ROLES" utility that will allow you to pre-select sets of permissions:

- 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.

FILE NAME <b>LeoInfo+_ User manual_Flag Administration_v4</b>		REV. <b>4.0</b>	PAGE 57/60
--	--	--------------------	---------------

	Project:	Notes:
	LeoInfo+	



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
- **Button Back (88)**   
See "Button Back" functionality
- **Button Exit (117)**   
See "Button Exit" functionality

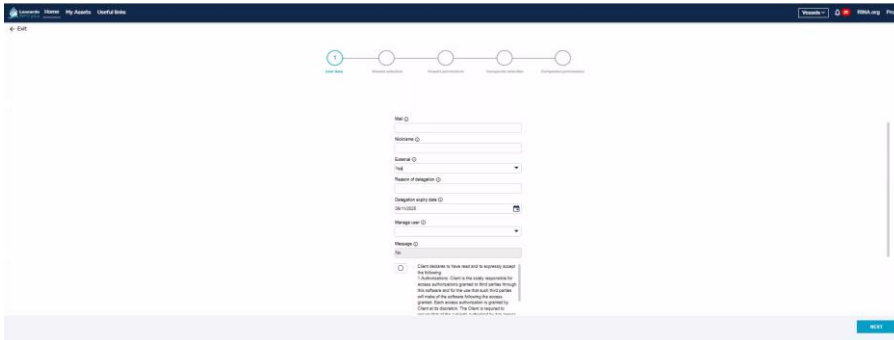
### 8.1.3 External User Delegation Workflow

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

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**.

FILE NAME		REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4		4.0	58/60

	Project:	Notes:
	LeoInfo+	



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 MESSAGES permission will NOT be selectable.
- The USERS MANAGEMENT permission will NOT be selectable.
- The maximum expiration date of the delegation will be equal to that of the delegating user.

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).

FILE NAME	REV.	PAGE
LeoInfo+_ User manual_Flag Administration_v4	4.0	59/60

	Project: LeoInfo+	Notes:
---	----------------------	--------

## 9 Attachments

Documents supporting this functional document.

Document	Document Name

FILE NAME <b>LeoInfo+_ User manual_Flag                  Administration_v4</b>		REV. <b>4.0</b>	PAGE 60/60
---	--	--------------------	---------------