

# User Manual For Third Party Users

Version 1.0

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## Document Revision History

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## 1. Third Party File Upload

Third party upload screen will be used to upload the files by third party user.

### Validations:

- Vessel name, Inspection type, vessel IMO number, vessel official number, Link expiry day's details will be displayed on screen.
- If the file format is not supported to preview, those files will be downloaded to local system.
- Once the expiry date is over, link will be auto submitted and shows as expired to Third party user.
- Clicking on submit, files will be submitted to file transfer application and link will be expired.

### 1.1.Login to third party file upload

1. Click on link shared in mail as shown in the following screen.

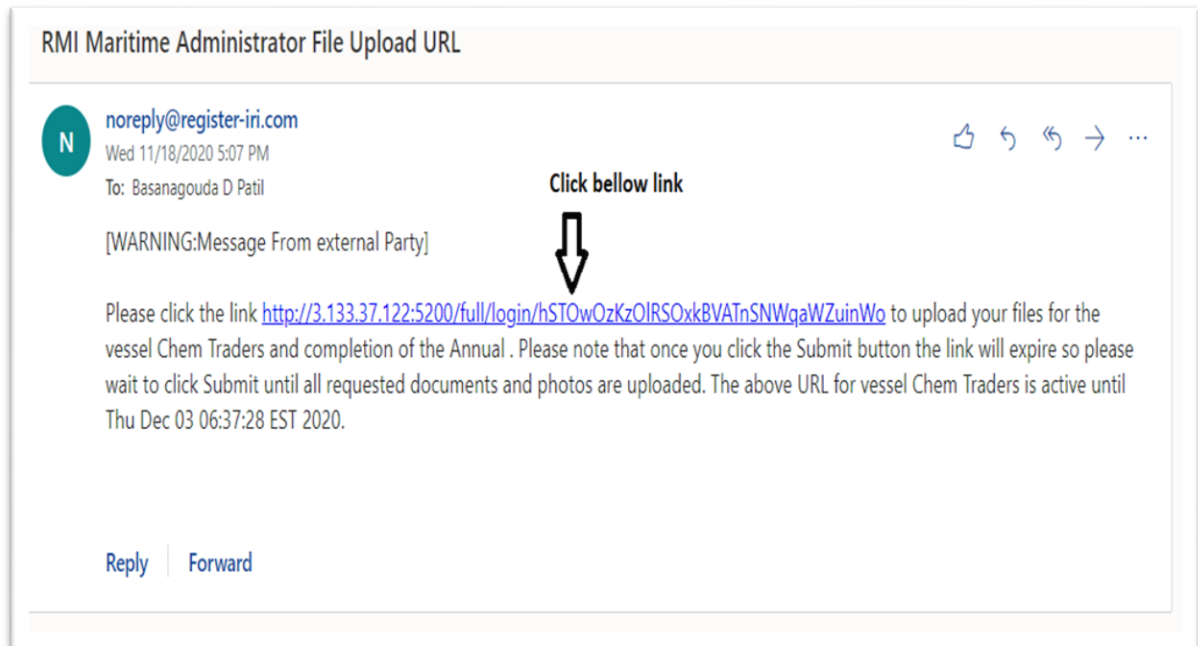


Figure 1 Send upload link –shared link

2. Clicking on link shared, it will be open with browser and generate OTP screen will be displayed as shown in the following screen.

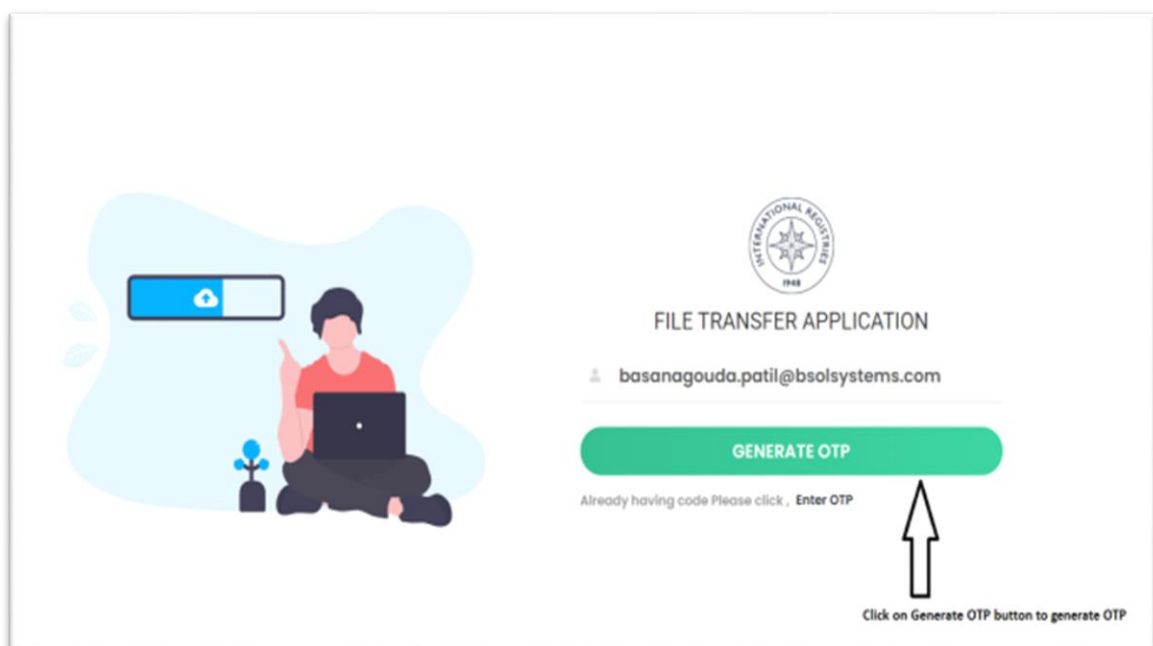


Figure 2 Send upload link –Generate OTP screen

3. Clicking on Generate OTP button, OTP mail will be sent and displayed as shown in the following screen.

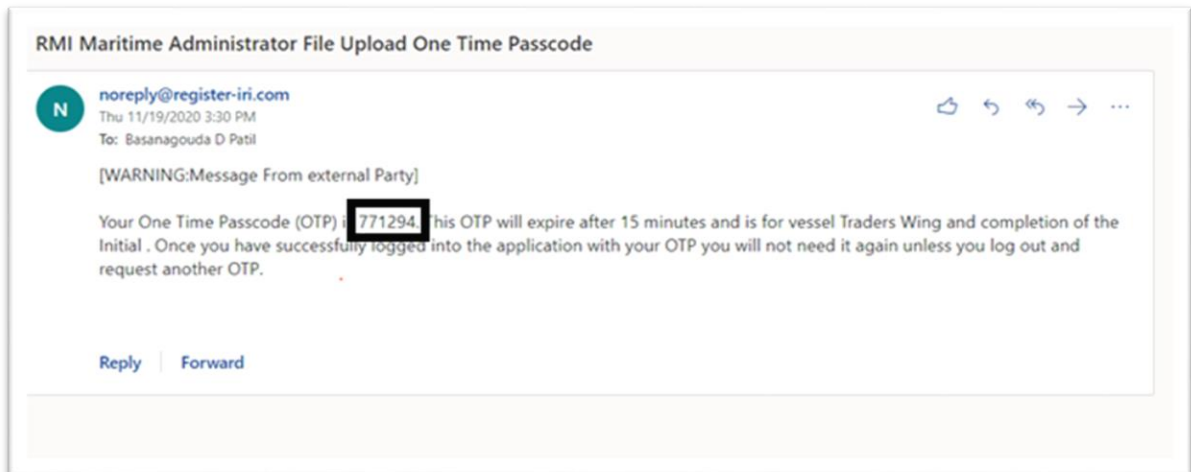


Figure 3 Send upload link – OTP sent in Mail

4. Copy OTP from mail and Paste/Enter it in Enter OTP screen as shown in the following screen.

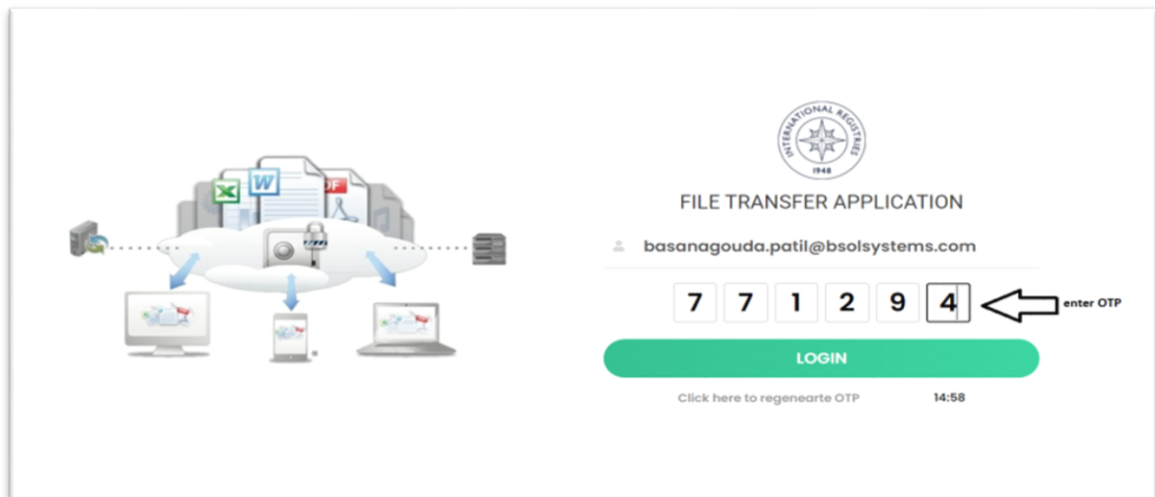


Figure 4 Send upload link –Enter OTP screen

5. Clicking on Login button, user will be logged into the third-party upload screen as shown in the following screen.

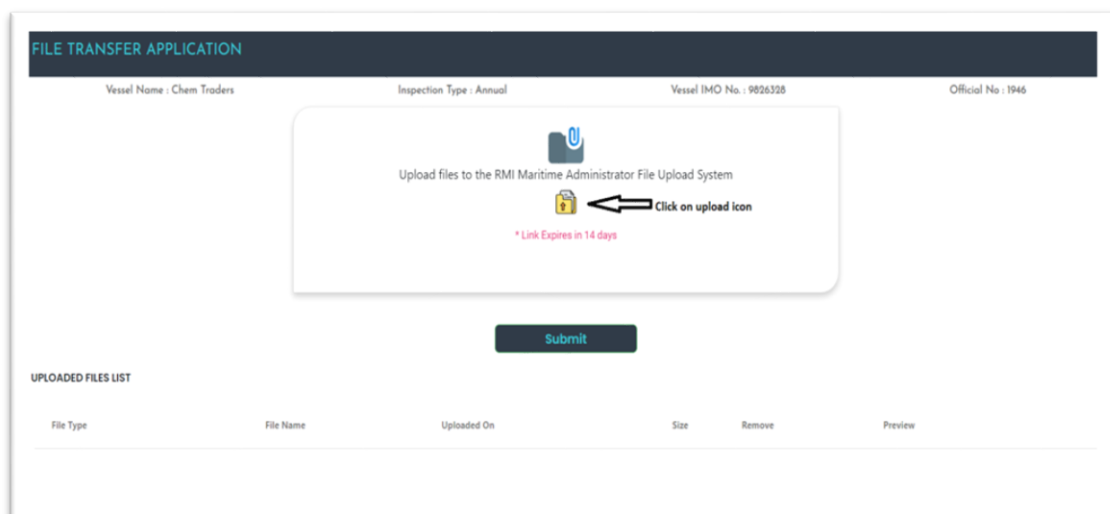


Figure 5 Third party file upload screen –upload option

## 1.2. File Upload

1. Click on upload icon displayed in yellow color and select single/multiple files at a time as shown in the screen.

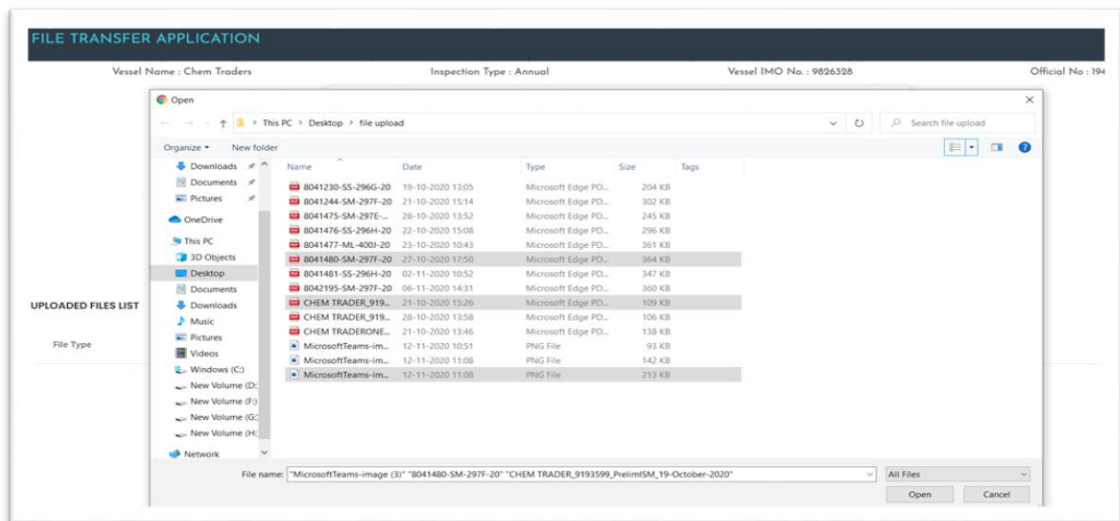


Figure 6 Share to third party file upload –Select file screen

2. Click on Open button, the files selected will be loaded to share file to third party file upload screen, and there will be separate progress bar for each file uploaded as shown in the following screens.

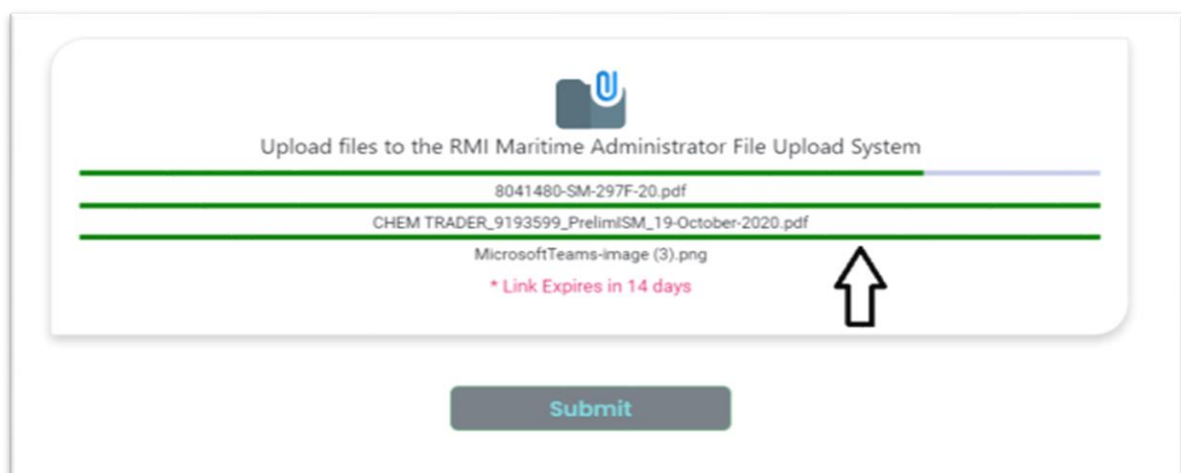


Figure 7 File upload Progress bar

3. Once the uploading of files completed success message will be displayed and, all the files will be listed below as shown in the following screen.

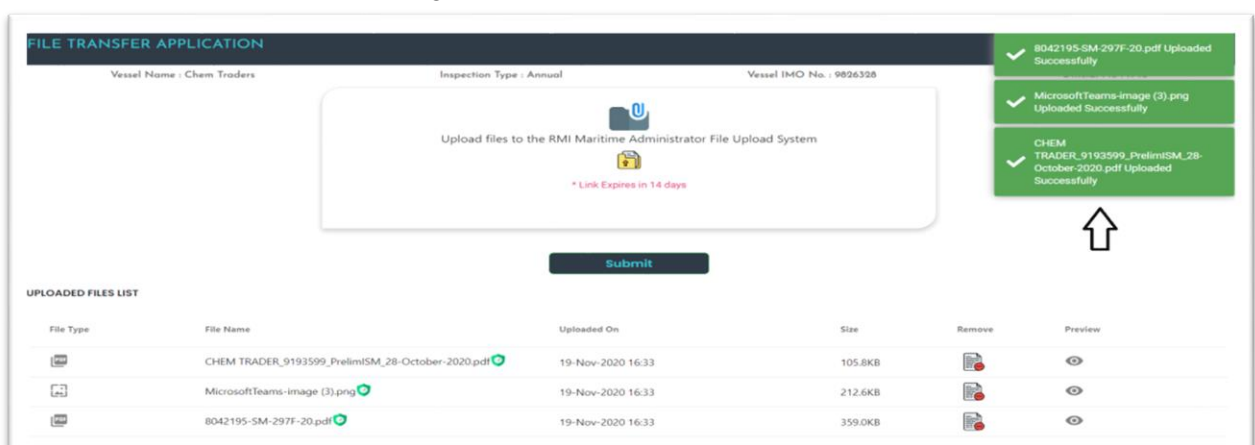


Figure 8 File upload success message

### 1.3. File Preview

1. Click on the preview icon, to preview the uploaded files, as shown in the following screen.

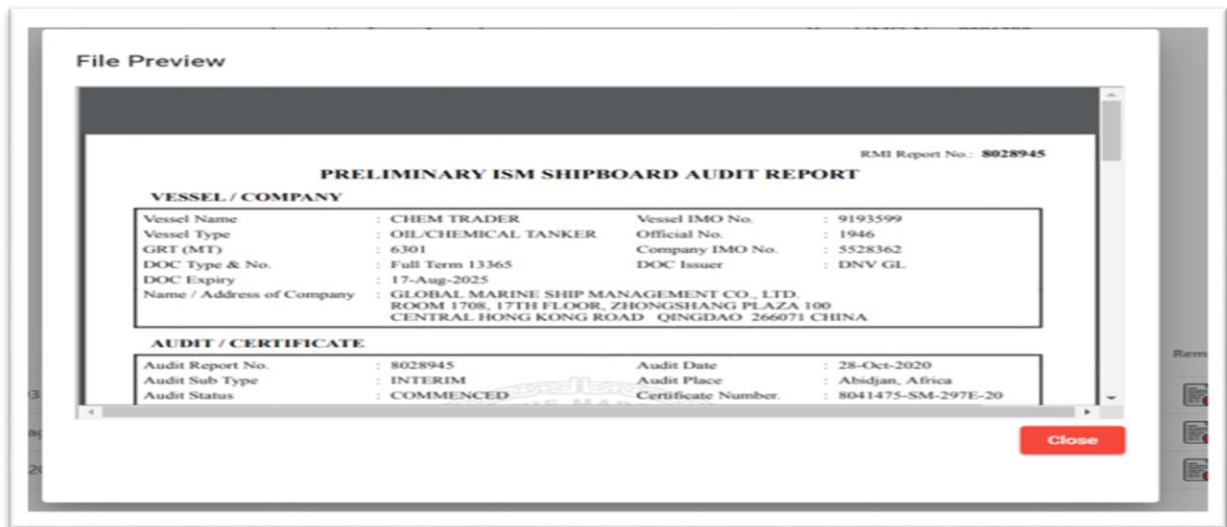


Figure 9 File upload Preview.

### 1.4. File Remove

1. Click on Remove icon, confirmation popup will be displayed to remove files from the list as shown in the following screen.

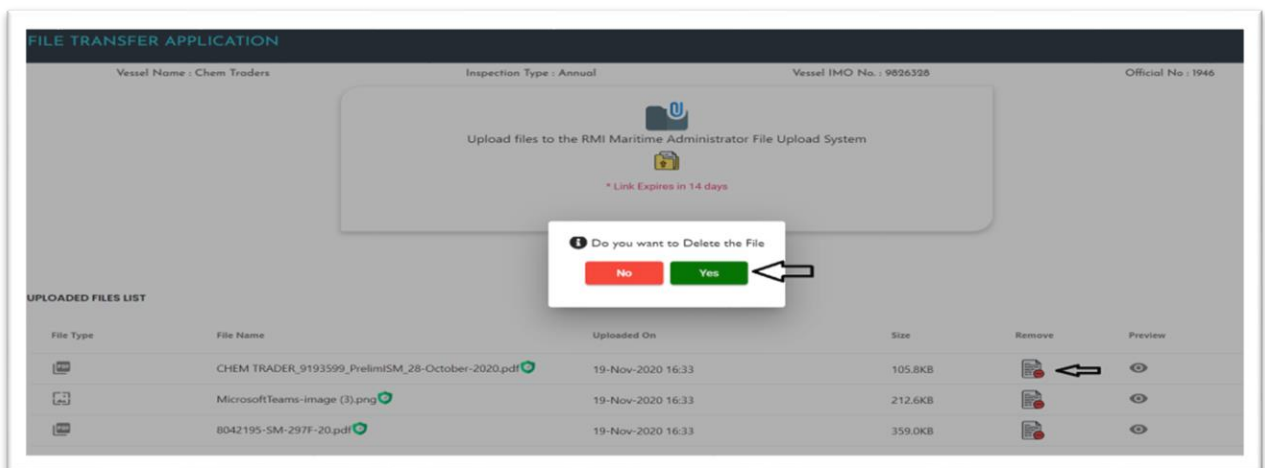


Figure 10 File Upload remove option

2. Clicking on yes button, file will be removed from the list and success message will be displayed as shown in the following screen.

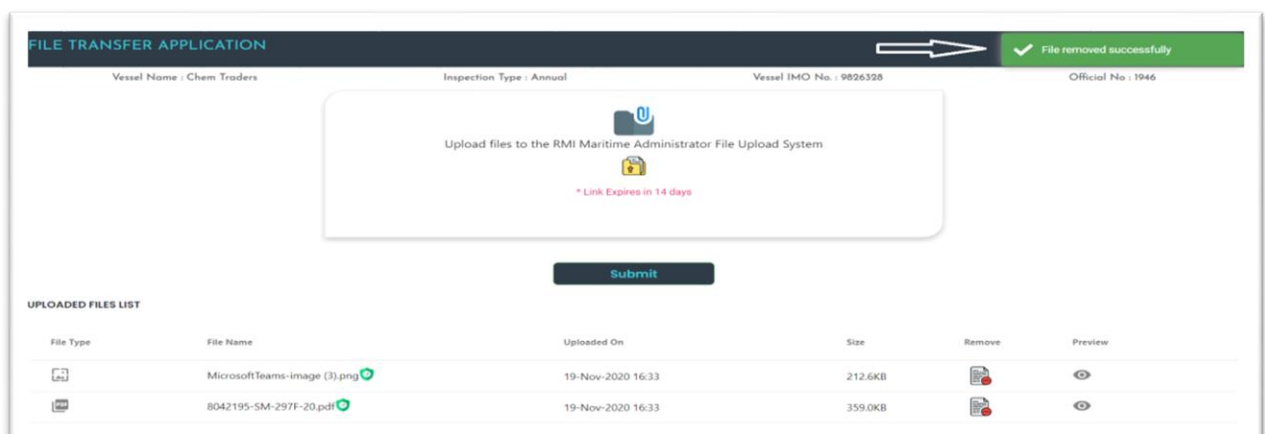


Figure 11 File upload success message on removal of file



## 1.5. File Submit

1. Clicking on Submit button, confirmation popup will be displayed as shown in the following screen.

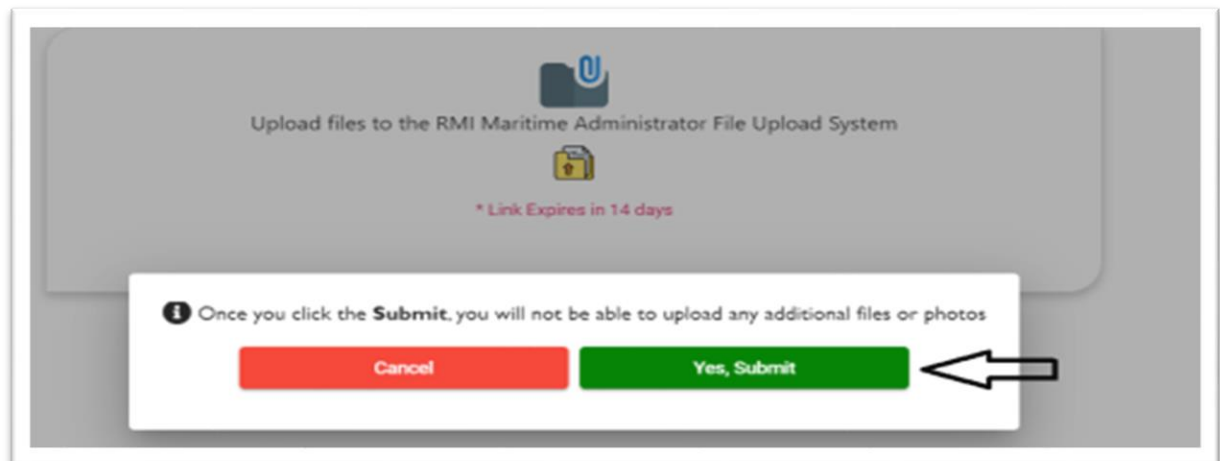


Figure 12 File upload submit confirmation popup

2. Clicking on Yes, submit file will be uploaded to file transfer application and success message will be displayed as shown in the following screen.

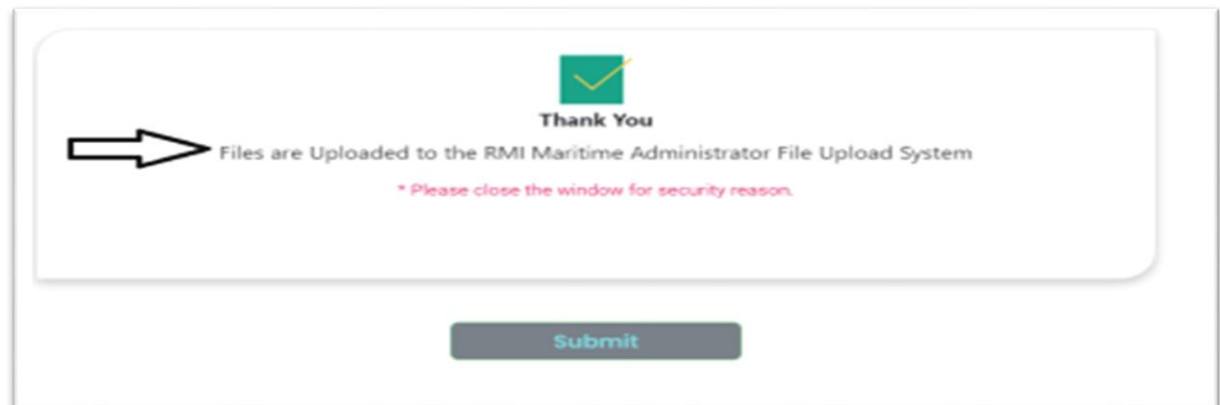


Figure 13 File upload Submit success message

## 2. Third Party File Download

Third party download feature will be used to download the files shared to third party user.

### Validations:

- Once the link got expired can't be used to download the files.
- After review or download of file, status will be updated from red to green in file transfer application.

### 2.1. Login to third party file download

1. Click on link shared in mail as shown in the following screen.

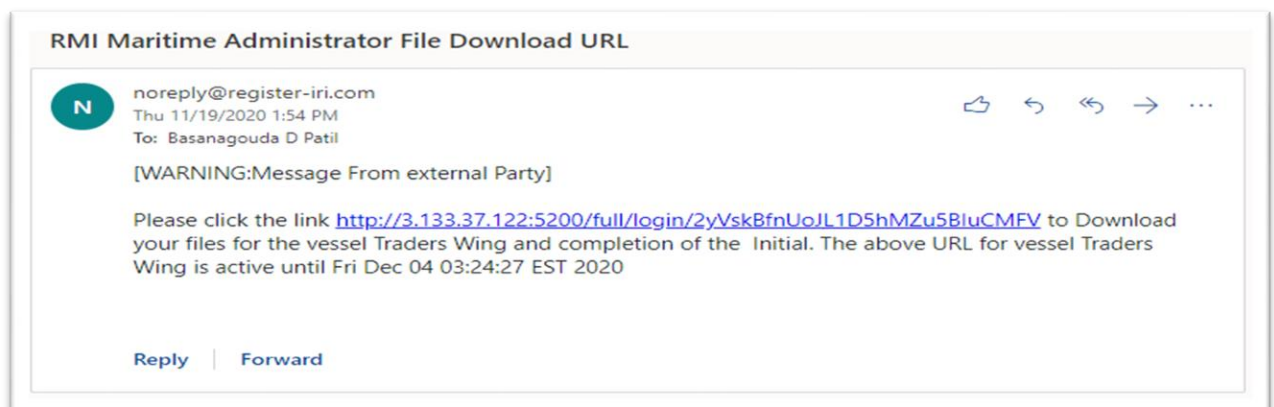


Figure 14 Send download link –shared link

- Clicking on link shared, it will be open with browser and generate OTP screen will be displayed as shown in the following screen.

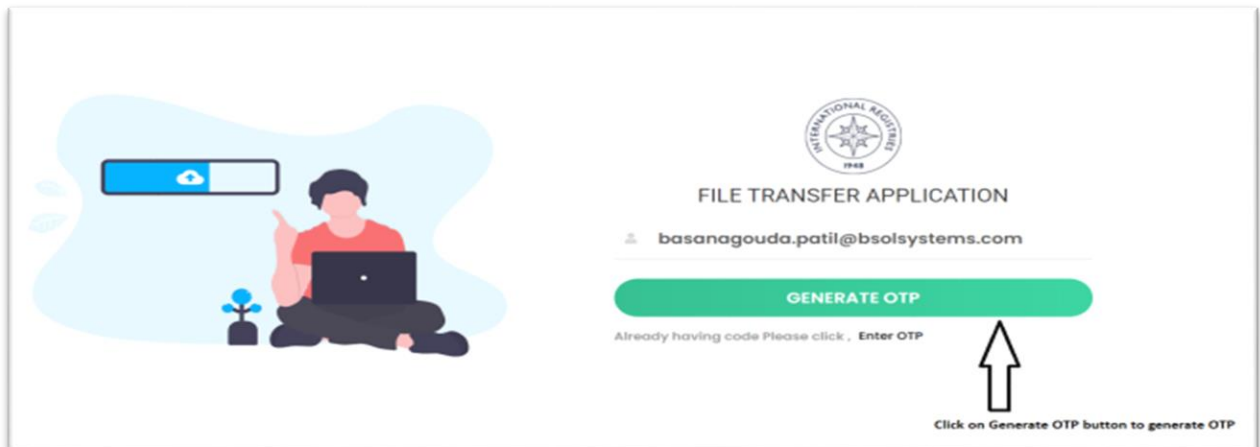


Figure 15 Send download link –Generate OTP screen

- Clicking on Generate OTP button, OTP mail will be sent and displayed as shown in the following screen.

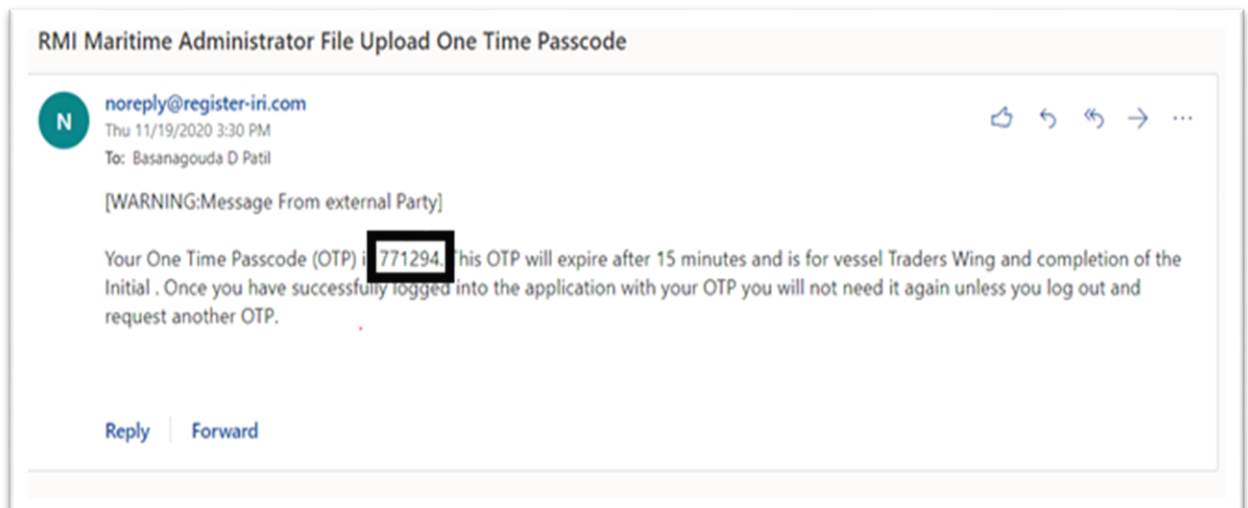


Figure 16 Send download link – OTP sent in Mail

- Copy OTP from mail and Paste/Enter it in Enter OTP screen as shown in the following screen.

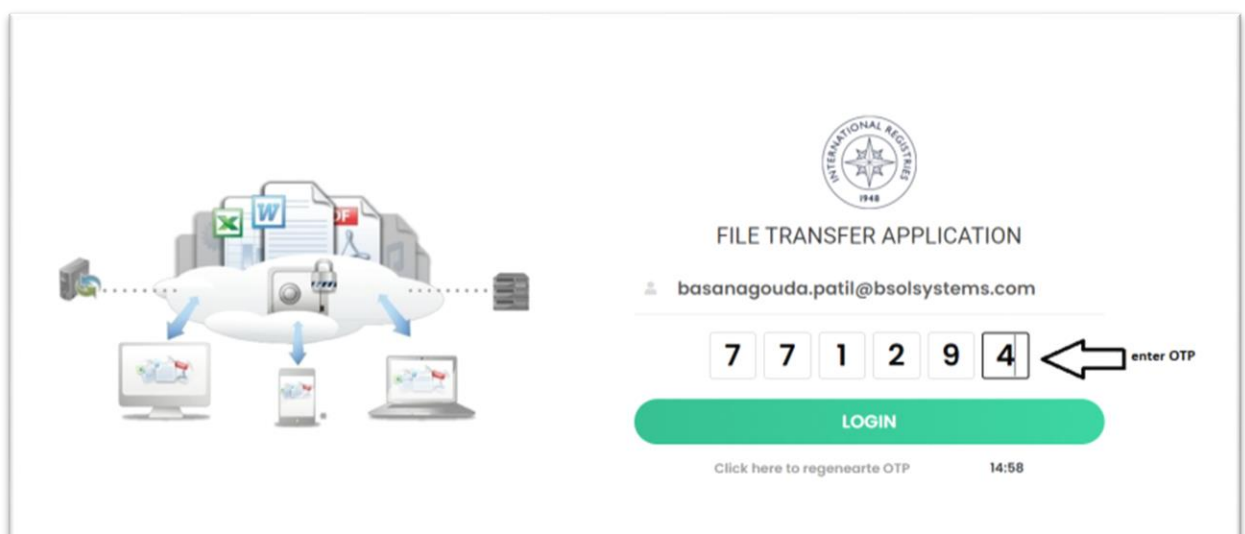


Figure 17 Send download link –Enter OTP screen

- Clicking on Login button, user will be logged into the third-party download screen as shown in the following screen.

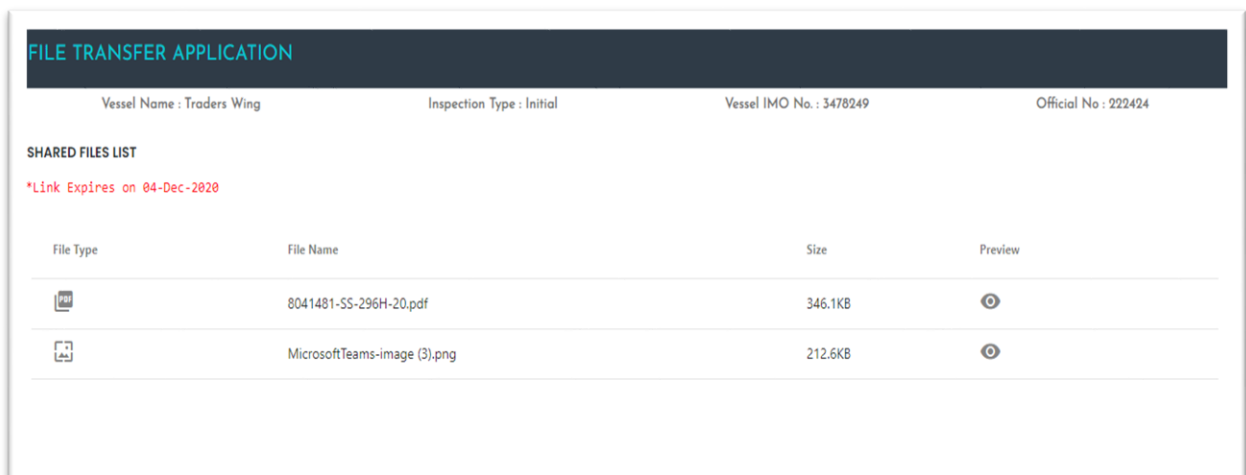


Figure 18 Third party file download screen

## 2.2.File download

- Click on file name to download the file as shown in the following screen.

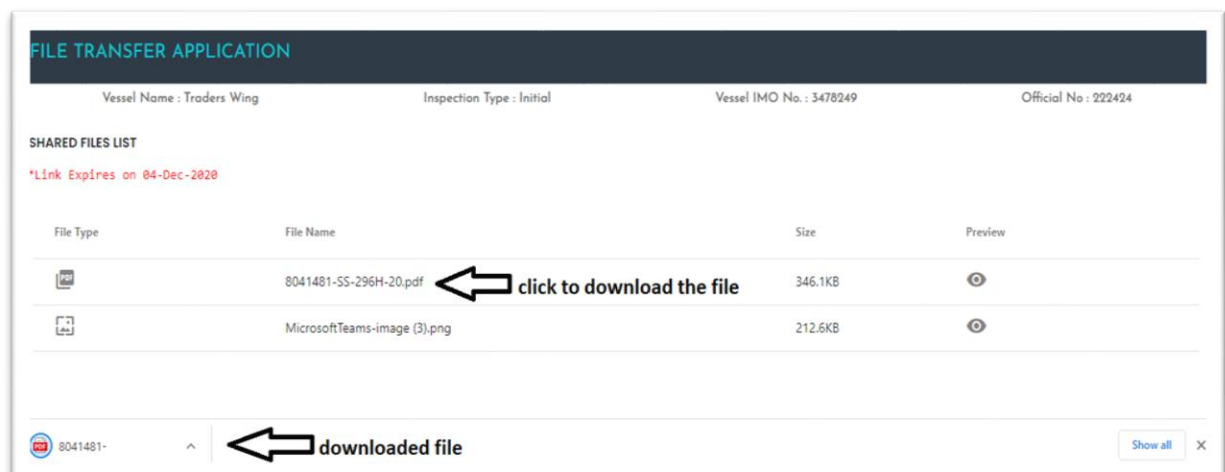


Figure 19 Third party file download screen – File download

## 2.3.File Preview

- Click on file preview option to preview the file as shown the following screen.



Figure 20 Third party file download screen – File Preview

### 3. Logout from third party file Upload/Download

Clicking on user image icon and click on logout option as shown in the following screen.

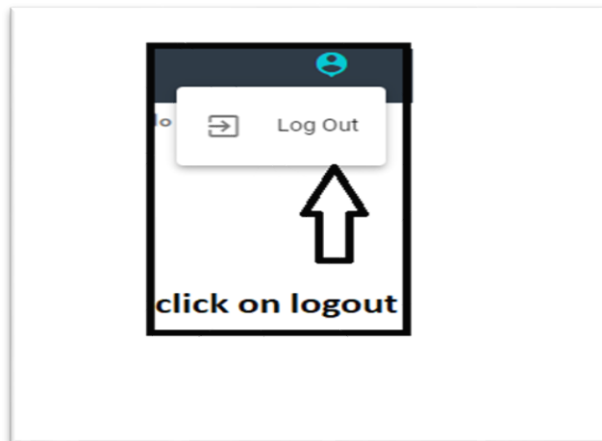


Figure 21 Third party logout option – Logout