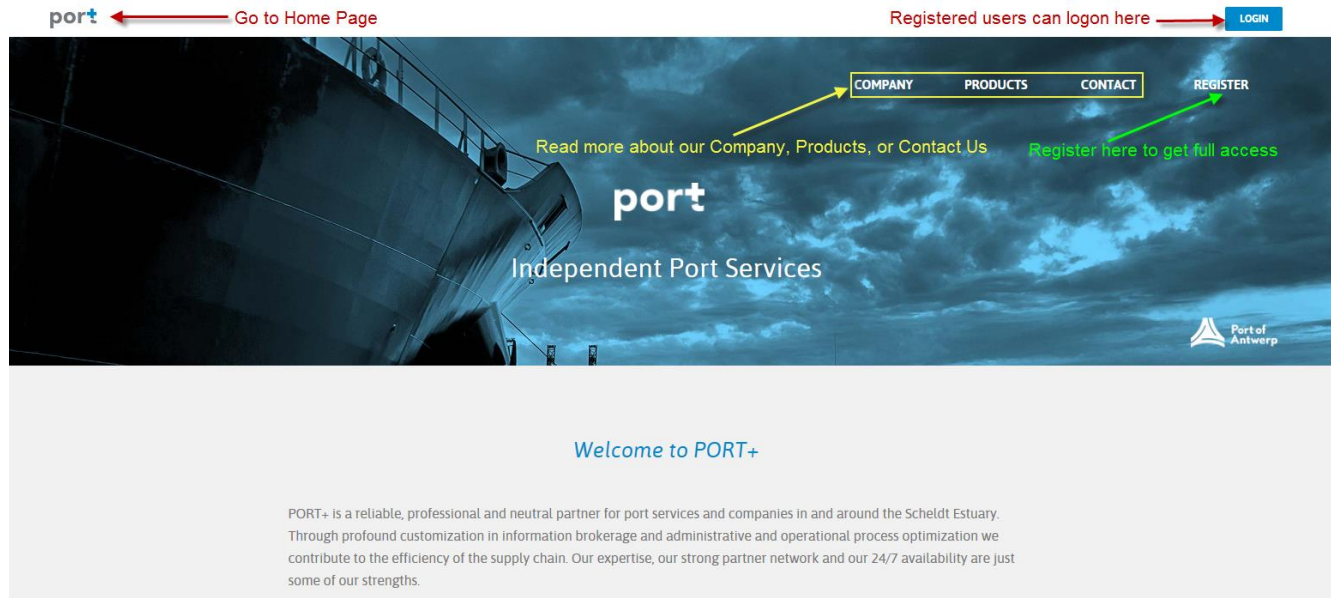


www.portplus.be Quick User Guide

1) Website



Users who already have access to the www.portdepartures.com, can login via this way, or directly via the www.portdepartures.com.

Tip: scroll down on each page, in order to see all information.

2) Registration

- Your company must be identified via the VAT number. If this already exists in our database, we kindly ask you to contact your Company Admin.
- Each company has (at least) one Company Admin (= contact person). He/she can manage all company users, subscriptions, etc. New users have to be created/invited by the Company Admin.
- Immediately upon Registration you can activate the free trial on Portdepartures and Portdirectory. These can also be activated later, whenever you want, although restricted to one time 30 days per company per tool. The Portdirectory Free version is open for free to everyone.
- Click Accept Terms and Next Step

COMPANY DETAILS

COMPANY NAME: PP Transport

STREET: Transportstraat 12

VAT: BE0404105166

POSTAL CODE: 2000

CITY: Antwerp

PHONE: Phone number

COUNTRY: Belgium

COMPANY ADMIN DETAILS

FIRST NAME: Jef

EMAIL: jef@pp.be

LAST NAME: Test

PASSWORD: *****

PHONE NUMBER: Phone number

REPEAT PASSWORD: *****

SUBSCRIPTION PLAN & RIGHTS

<input checked="" type="checkbox"/>	PORTDIRECTORY	FREE VERSION
<input type="checkbox"/>	PORTDEPARTURES	FREE TRIAL 30 days
<input type="checkbox"/>	PORTDIRECTORY +	FREE TRIAL 30 days

[ACCEPT TERMS](#)
 To continue please read and accept our terms of service.

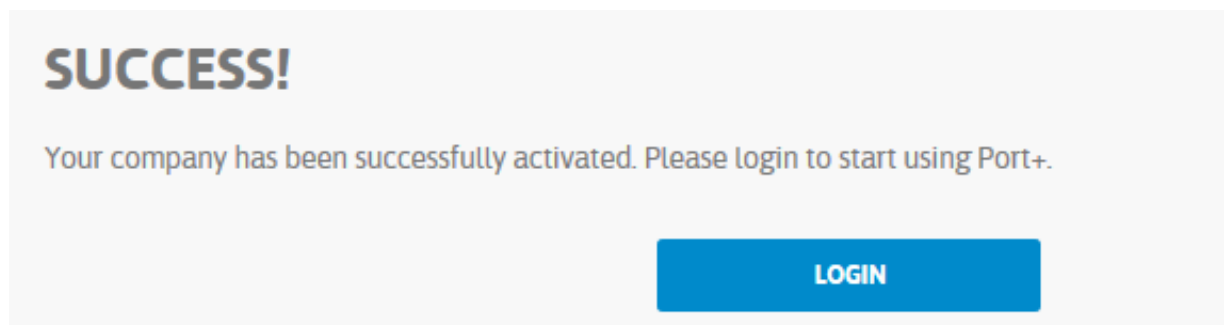
- A summary is given. Please check this and Confirm or go Back.

ACCOUNT SUMMARY

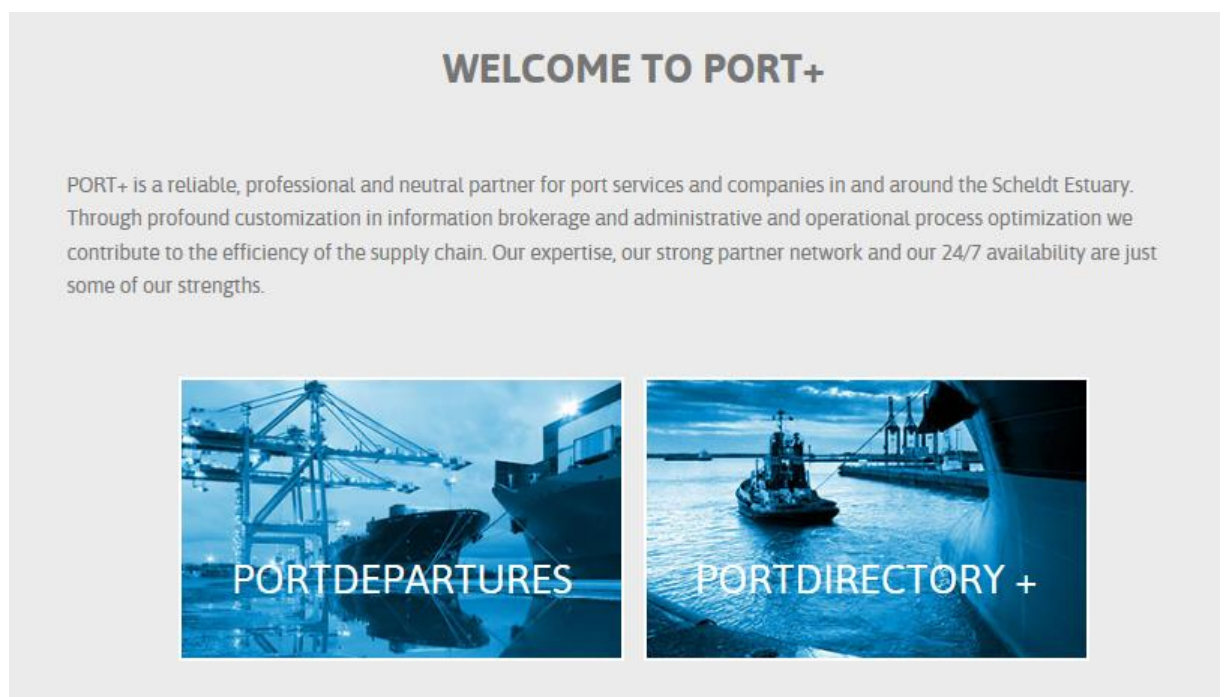
ADMIN INFO	COMPANY DETAILS	REQUESTED TOOLS
Jef Test jef@pp.be	PP Transport Transportstraat 12 Antwerp 2000 Belgium BE0404105166	Portdepartures Portdirectory +

BACK CONFIRM



- This sends an email to you, in which you can click the Activation link, that activates your account. You can login now.

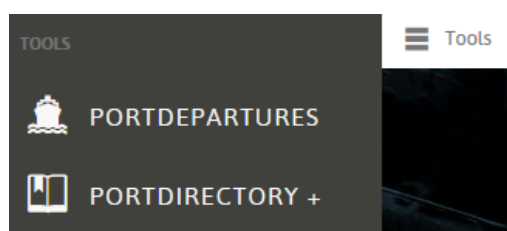



- After login, you see this Welcome screen, and you can go to the desired tool.



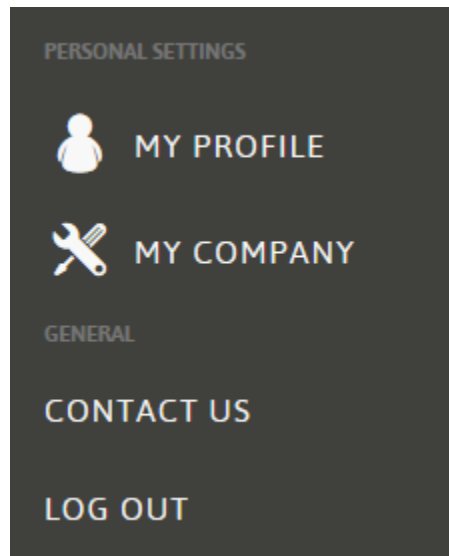
Once you are logged in, you see three icons on top of each page:

1.  Clicking this, navigates you back to the Home Page
2. Left top corner  Tools Clicking this opens a 'sliding' overview of your tools. You can go to your tools via this way. You can close this by clicking on Tools again.

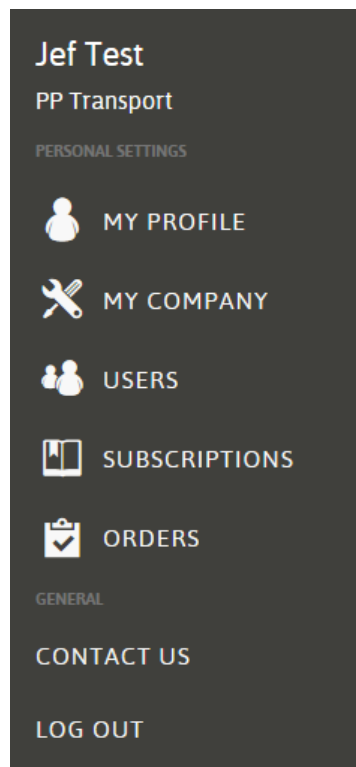


3. Right top corner  Clicking this opens your user and company profile.

- A user profile has limited options (manage your own details and password, see your company details/admins/other users, log out).



- An admin profile has more options (user options + manage your company users, their passwords and their tools, manage your company subscriptions and create orders, review your orders).



In Users you can:

The screenshot shows a user management interface. At the top, there is a blue navigation bar with 'ADD USER', 'USER TYPE', and 'TOOLS' dropdown menus, and a 'SEARCH USERS' input field. Below this is a filter section with buttons for 'ALL', 'ACTIVE', 'PENDING', and 'DELETED'. A table below lists users with columns for 'NAME CUSTOMER', 'FUNCTION', 'TOOLS', 'STATUS', and 'DETAILS'. A red box highlights the 'ADD USER' button. Red arrows point from text annotations to the 'ADD USER' button, the 'SEARCH USERS' field, and the 'DETAILS' link for the first user.

Annotations in the image:

- Red box around 'ADD USER' button.
- Red arrow pointing to 'ADD USER' with text: "Add users (an invitation will be sent to them)".
- Red arrow pointing to 'SEARCH USERS' with text: "Filter users by profile and/or the tools that they have. Search users by name."
- Red arrow pointing to 'DETAILS' link with text: "Go to user details".

NAME CUSTOMER	FUNCTION	TOOLS	STATUS	DETAILS
<input type="checkbox"/> JEF TEST	ADMIN	PORTDEPARTURES , PORTDIRECTORY +	ALLOWED	

- Add users, this will send an invitation email to the user. Once this is accepted, the user has access to the platform.
- You can search and filter users.

In User Details you can:

- Assign tools to users
- Assign profiles (admin/user) to users
- Delete your users

In Subscriptions you can:

- See your actual subscriptions and expiry dates
- Order our tools, increase your number of users

In Orders you can:

- See an overview of all the orders that you have placed