



All users - responding to a file request

This workflow is for Agents and Surveyors.

The scenario's can be diverse: an agent can request a file with a vessel or a surveyor could request a file at a terminal and so on. For the terminal this was already in place, however the functionality is new to the relations.

This step by step will help you to respond to a file request and uploading the requested file or document required for the announcement process.

6 Steps

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Creation Date

July 25, 2022

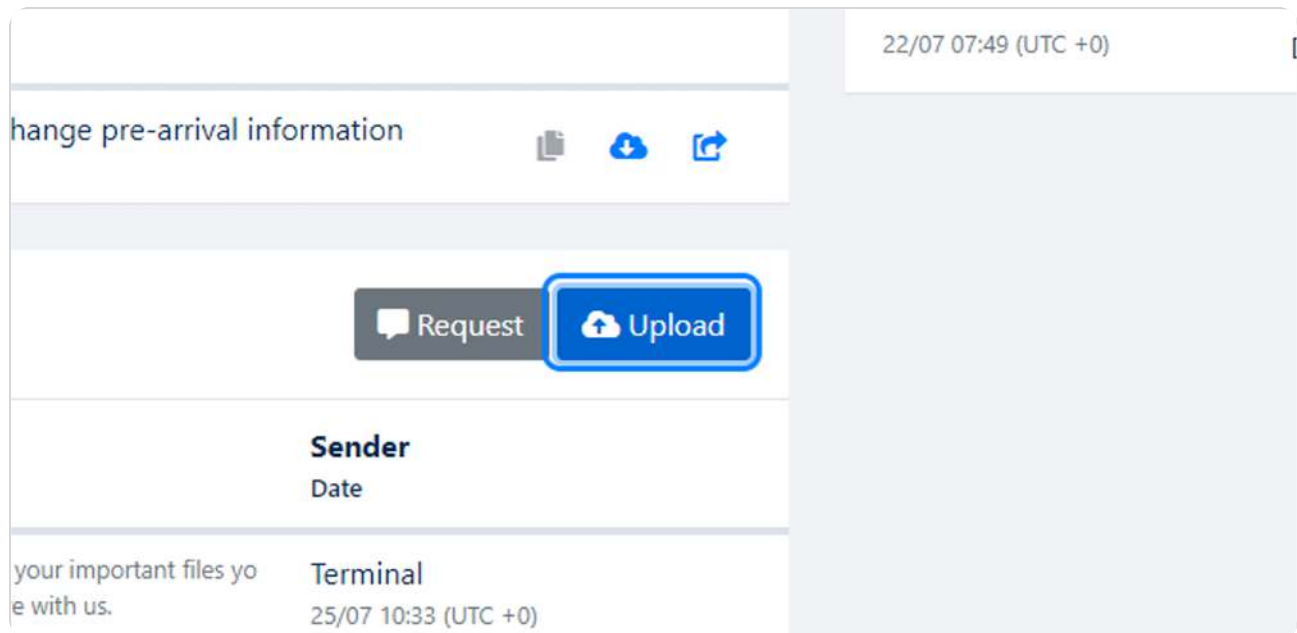
Last Updated

July 26, 2022

STEP 1

Click on Upload

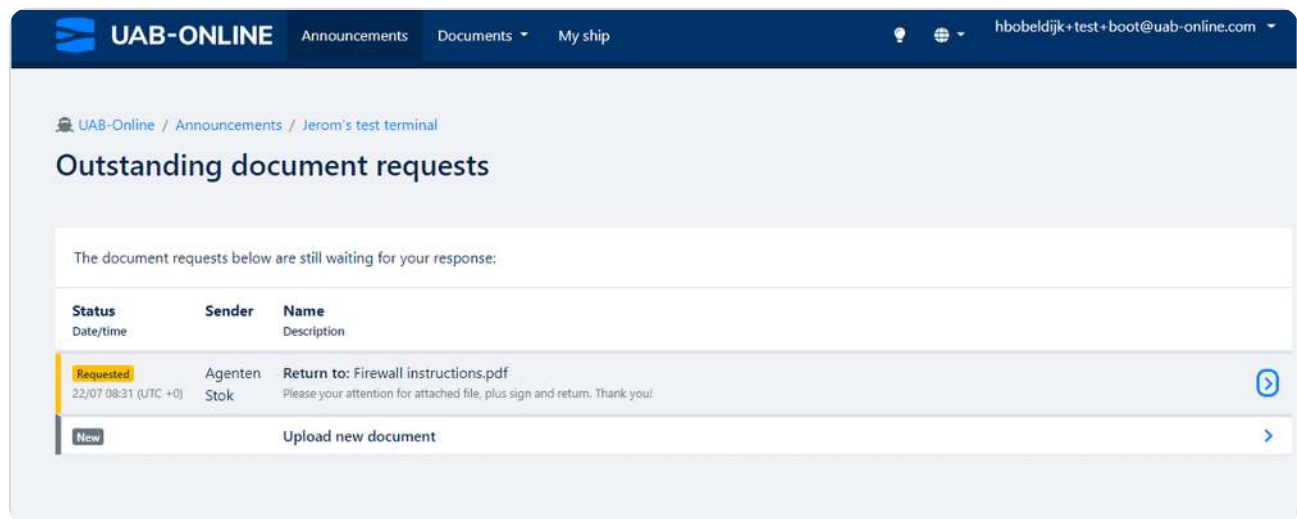
Once you are in the Online dossier, under Shared Files you may click on Upload



STEP 2

Click on the blue arrow to continue

You will have to click on the blue arrow in the specific line to continue with the request



STEP 3

Select "the file you wish to share" from file upload menu

UAB-ONLINE Announcements Documents My ship hboekdijk+test+boot@uab-online.com

← Upload return - Jerom's test terminal

Supplied file:
[Firewall instructions.pdf](#)

Remarks/instructions:
Please your attention for attached file, plus sign and return. Thank you!

Select file *
Firewall instructions.pdf X

Follow up action

☒ No action required (File will be sent immediately by email)
☐ Manually fill in / sign and return (File will be sent immediately by e-mail)

Send to *

☐ Jerom's test terminal
☒ Agenten Stok

Remarks/instructions

Send

STEP 4

Type "a remark for the person requesting the file or document"

Upload return - Jerom's test terminal

Supplied file:
[Firewall instructions.pdf](#)

Remarks/instructions:
Please your attention for attached file, plus sign and return. Thank you!

Select file *
Firewall instructions.pdf X

Follow up action

☒ No action required (File will be sent immediately by email)
☐ Manually fill in / sign and return (File will be sent immediately by e-mail)

Send to *

☐ Jerom's test terminal
☒ Agenten Stok

Remarks/instructions
Please find the requested file

Send

STEP 5

Click on Send

Upload return - Jerom's test terminal

Supplied file:
Firewall instructions.pdf

Remarks/instructions:
Please your attention for attached file, plus sign and return. Thank you!

Select file *
Firewall instructions.pdf

Follow up action
☒ No action required (File will be sent immediately by email)
☐ Manually fill in / sign and return (File will be sent immediately by e-mail)

Send to *
☐ Jerom's test terminal
☒ Agenten Stok

Remarks/instructions
Please find the requested file.

Send

STEP 6



Shared files log updated

Under Shared Files you will now see the update with the uploaded file and your remark.

Shared files

Request

Upload

Status	Filename Remarks	Sender Date	
Received	<div>Firewall instructions.pdf</div> <div>Please find the requested file.</div>	<div>You</div> <div>25/07 10:41 (UTC +0)</div>	
Requested	<div>Please upload your important files yo u want to share with us.</div>	<div>Terminal</div> <div>25/07 10:33 (UTC +0)</div>	
Received	<div>Firewall instructions.pdf</div> <div>Please find the requested file.</div>	<div>Agenten Stok</div> <div>25/07 09:17 (UTC +0)</div>	
Received	<div>Please upload your important files yo u want to share with us.</div>	<div>Terminal</div> <div>25/07 09:12 (UTC +0)</div>	



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