



All users - requesting a file or document

This workflow is for all UAB-Online users. All parties using the UAB-Online application can request files.

This step by step will help you to send in the request to another party (vessels, freighters, agencies, surveyors) to upload a document required for the announcement process.

5 Steps

Created by

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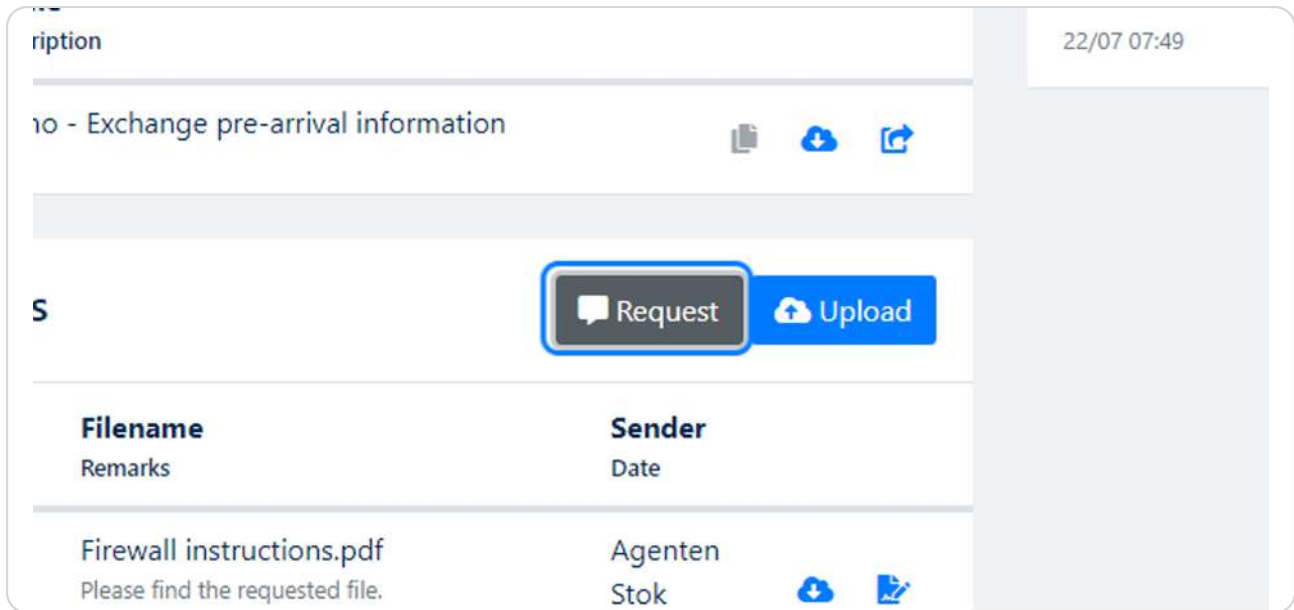
Last Updated

July 26, 2022

STEP 1

Click on Request

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



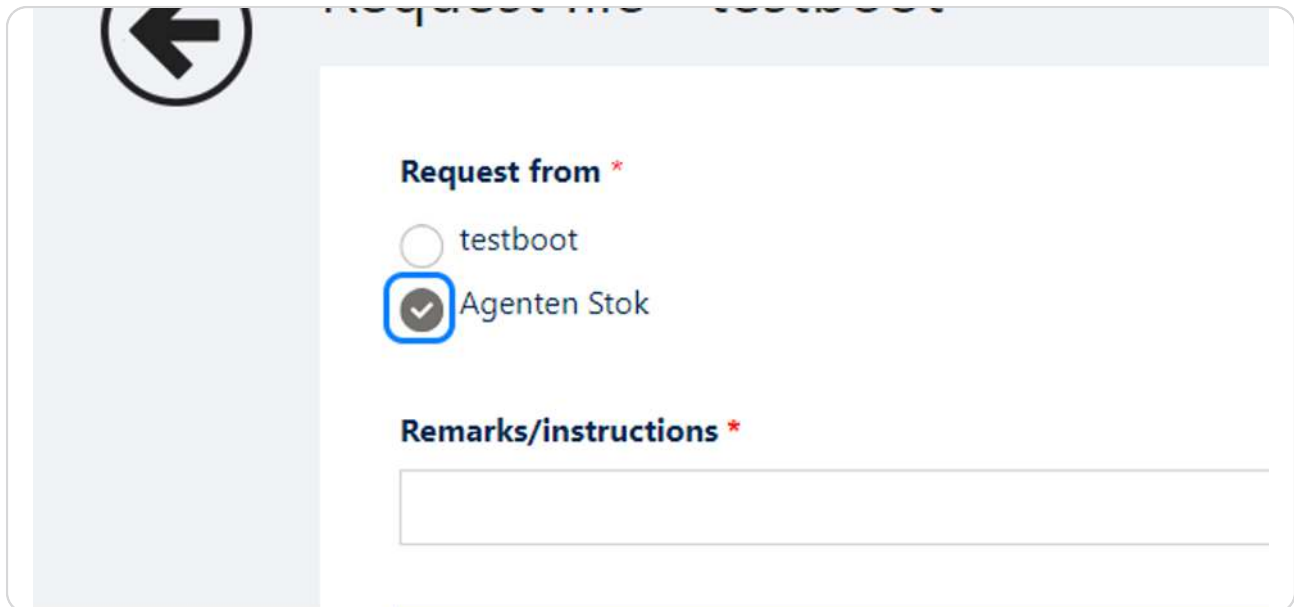
The screenshot shows a web interface for managing shared files. At the top, there's a header with a timestamp '22/07 07:49'. Below it, a section titled 'Description' contains the text 'to - Exchange pre-arrival information' and icons for document, upload, and share. A table below lists files with columns 'Filename', 'Remarks', 'Sender', and 'Date'. The first row shows 'Firewall instructions.pdf' with remarks 'Please find the requested file.', sender 'Agenten Stok', and a date. A 'Request' button is highlighted with a blue box above the table.

Filename	Remarks	Sender	Date
Firewall instructions.pdf	Please find the requested file.	Agenten Stok	

STEP 2

Click on your choice

Select who should receive the request for the document.



The screenshot shows a form titled 'Request from' with two radio button options: 'testboot' and 'Agenten Stok'. The 'Agenten Stok' option is selected, indicated by a blue circle with a checkmark. Below this is a section titled 'Remarks/instructions' with a text input field.

Request from *

☐ testboot

☒ Agenten Stok

Remarks/instructions *

STEP 3

Type "your request for the important document"

UAB-ONLINE Announcements Documents 6e44b2d59fad4577bcbfbab6a3047bd+jerom@mailspons.com Jerom's test terminal

Request file - testboot

Request from *

☐ testboot

☒ Agenten Stok

Remarks/instructions *

Please upload your important files you want to share with us

Send

STEP 4

Click on Send

Request file - testboot

Request from *

☐ testboot

☒ Agenten Stok

Remarks/instructions *







Please upload your important files you want to share with us.

Send

STEP 5

In the Shared files log you will now see that the request has been made

After this step the other party will receive a notification that they will have to upload a file. You will be notified once that has been done.

Shared files			 Request	 Upload
Status	Filename Remarks	Sender Date		
Requested	Please upload your important files you want to share with us.	You 25/07 10:33		
Received	Firewall instructions.pdf Please find the requested file.	Agenten Stok 25/07 09:17	 	
Received	Please upload your important files you want to share with us.	You 25/07 09:12		
Requested	Please upload your important files you want to	UAB-		



UAB-ONLINE