

User Registration Manual

VTE online Portal

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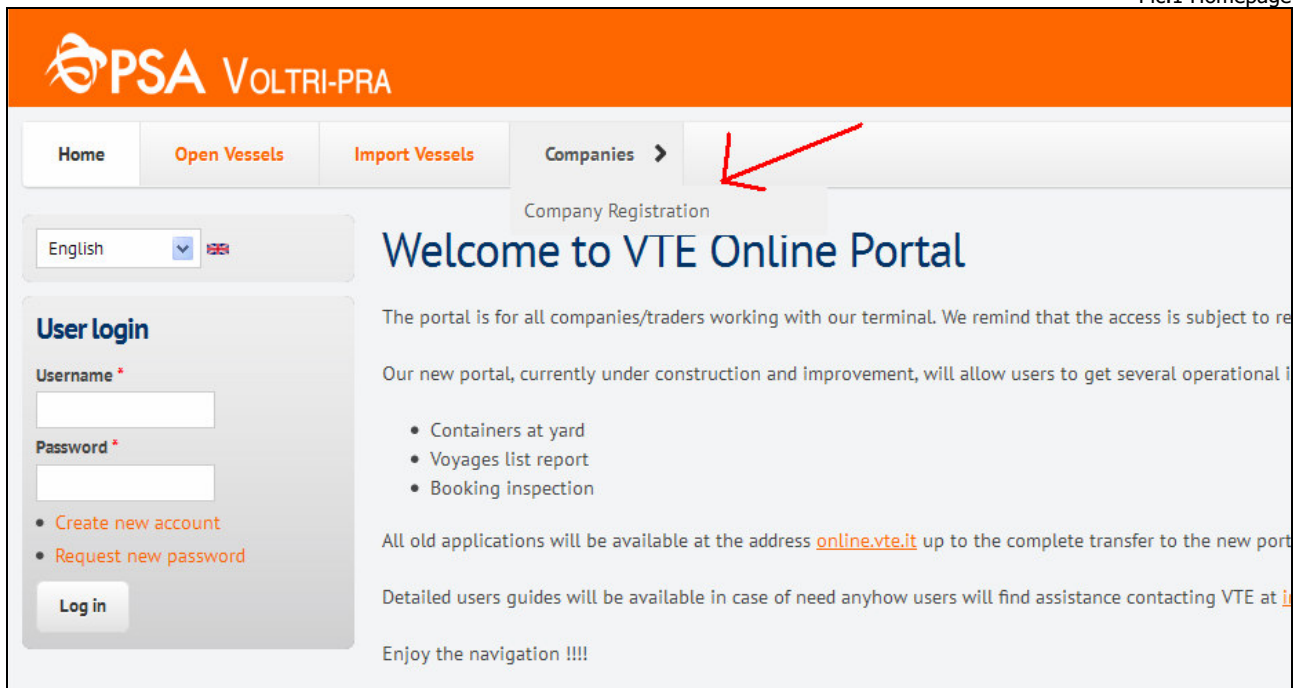
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Company Supervisor Registration

New VTE online Portal can be reached at the address <https://psa.vte.it>.

By clicking on the menu link Company at the voice Company Registration, the Supervisor or reference user for VTE online area of each Company will be able to submit the Company registration request.

Pic.1 Homepage



Each Company requesting access to VTE online reserved area must have only one online reference user or Supervisor. Should a second user register as Supervisor for the same Company, the system will point out an error.

The role of reference user for online reserved area is necessary as this user will be contacted by VTE for any kind of information should be related with online applications.

Furthermore this user will have to manage registrations for other members of its own Company as better explained later on this manual.

To register the Company the reference user or Supervisor will have to fill in the registration form following the instructions reported on Picture n. 2.

Pic. 2 Company Registration

User login

Username *
[input field]

Password *
[input field]

- Create new account
- Request new password

Log in

Company supervisor registration

The under mentioned (First Name and Last Name) *
Full Name [input field]

for the Company *
Shipping Line [input field]

Company Type *
Agent-Line [dropdown menu] *Select the registration requesting Company type*

email *
emailaddress@emailaddress [input field]

VTE Client Code [input field] *Code necessary for registration of Company type Agent - Line and Forwarder.*

Requests the access authorization for VTE online services with role of online se

Username *
Username [input field]

Privacy
According to art. 13 of Law Decree 30/06/03 n. 196 "Code about Protection of Personal personal data collected , by the company itself to managa contracts or any kind of comr

Read and accepted the Privacy Policy and Disclaimer *
 No
 Yes

Terms
The use of the Official Website (the "Website") of Voltri Terminal Europa S.p.A. ("VTE") is subject to the

No
 Yes

8 T a C d *Captcha control*

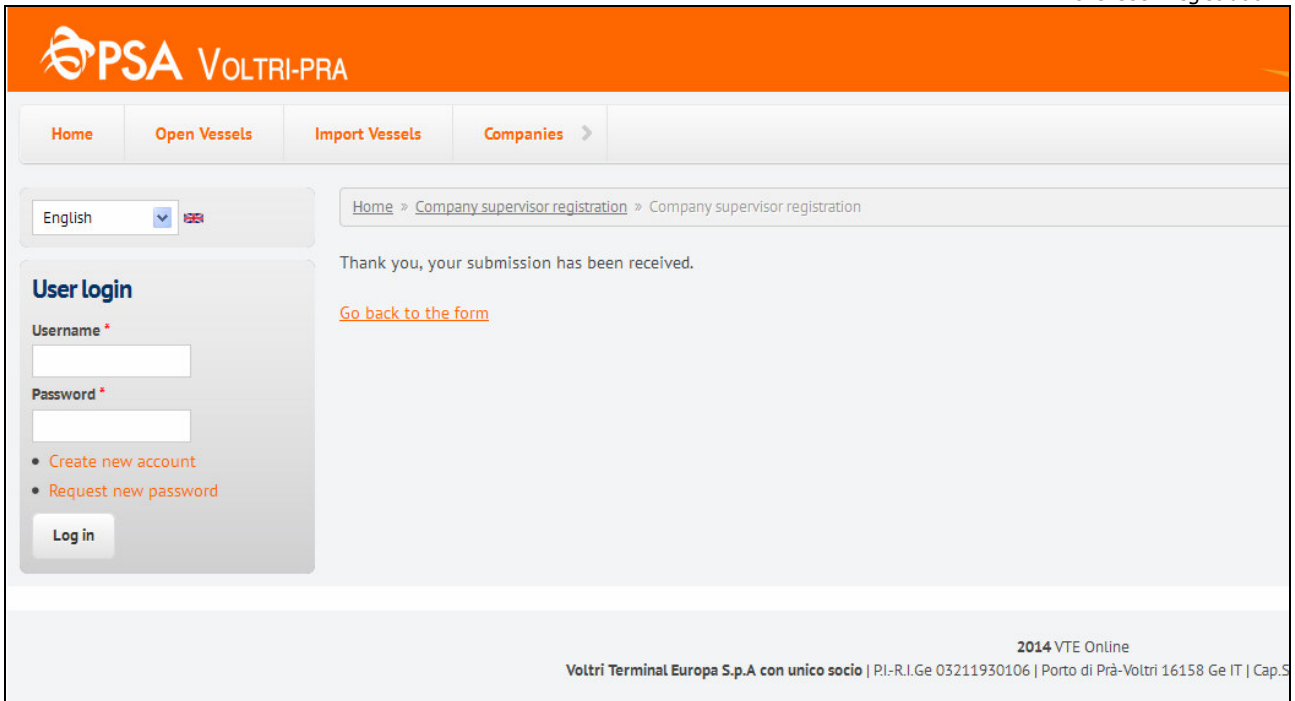
What code is in the image? *
[input field]
Enter the characters shown in the image.

Submission button *(arrow pointing to Submit button)*

Submit

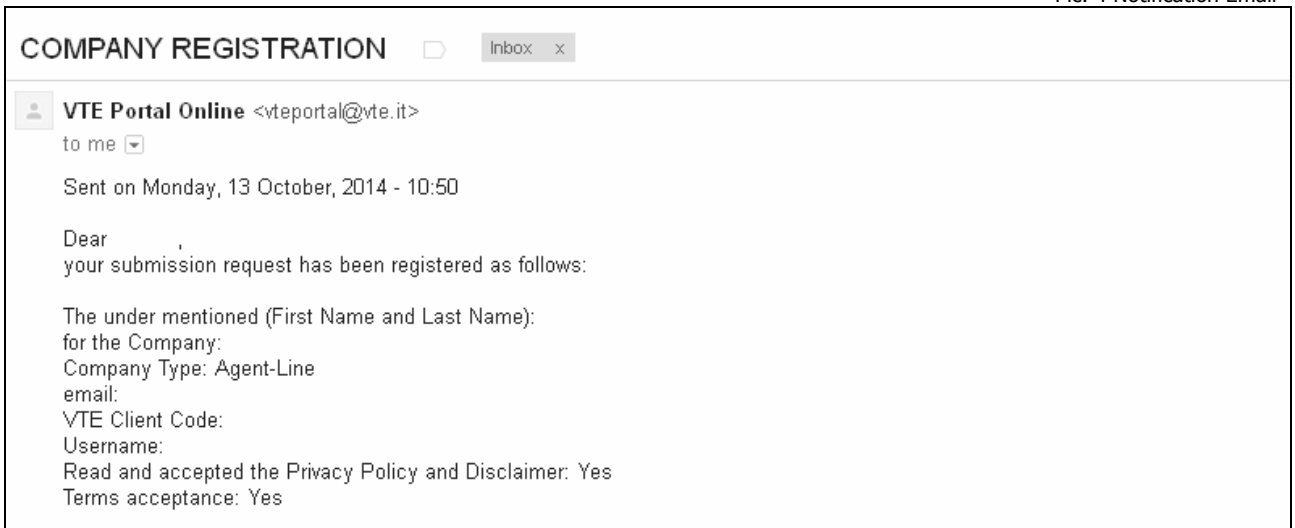
VTE client code (invoicing code) is a necessary information for some type of Companies like Agent-Lines or Forwarders as it let the access to some specific areas of the Portal and let the user select only relevant data. On the form the user will set its own Username which is the first information useful for login. Upon Submit, if the form has been duly filled, the user will be directed on a registration submission received page as shown on Pic.n.3.

Pic. 3 User Registration



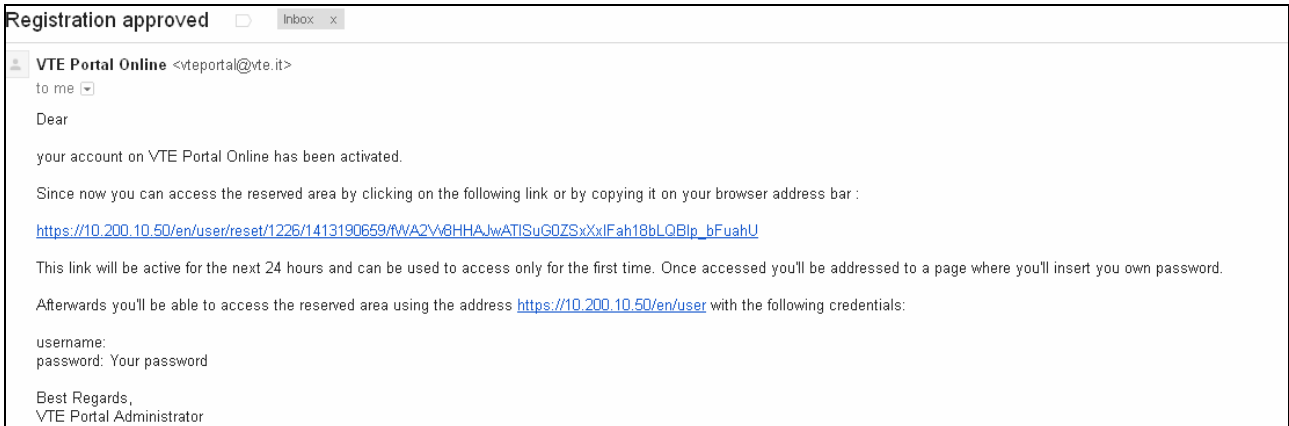
The user will receive a notification email from VTE Portal Admin at its email account. The notification email will contain all registration data.

Pic. 4 Notification Email



As soon as the Portal Admin will have concluded all controls, the request will be authorised and the user will receive an authorization email containing a link to the Portal as shows on Pic. n 5.

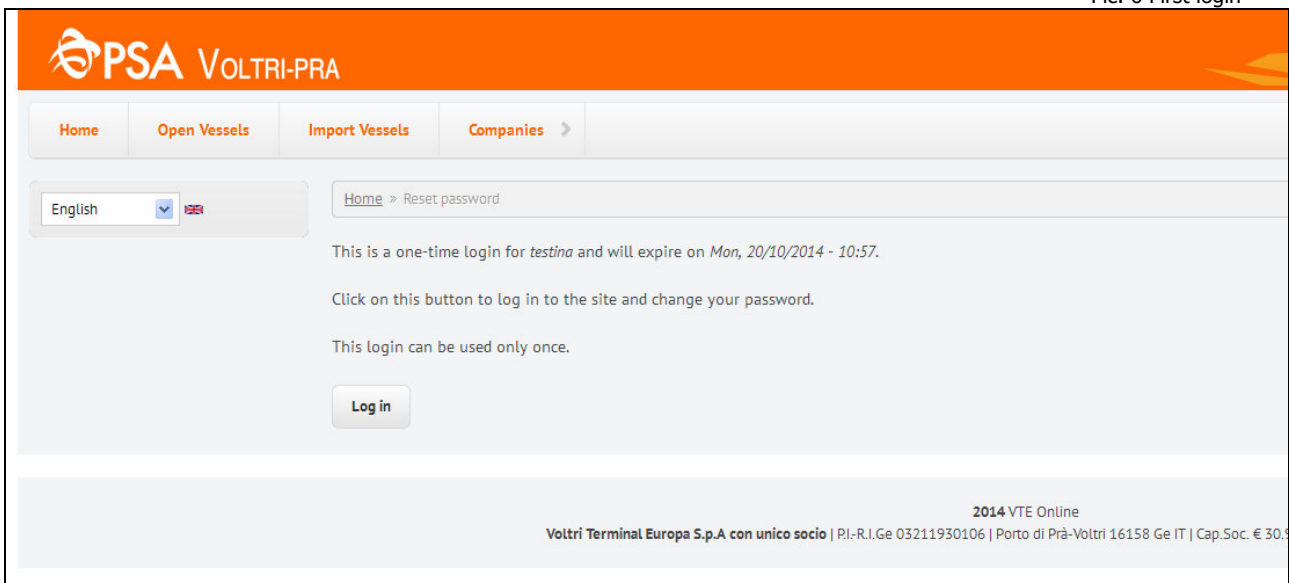
Pic. 5 Authorization email



As explained on the email, the link will be available for 24 hours since its arrival and has to be used only for the first login. After 24 hours, if the email link hasn't been used yet, the registration procedure must be repeated from the beginning.

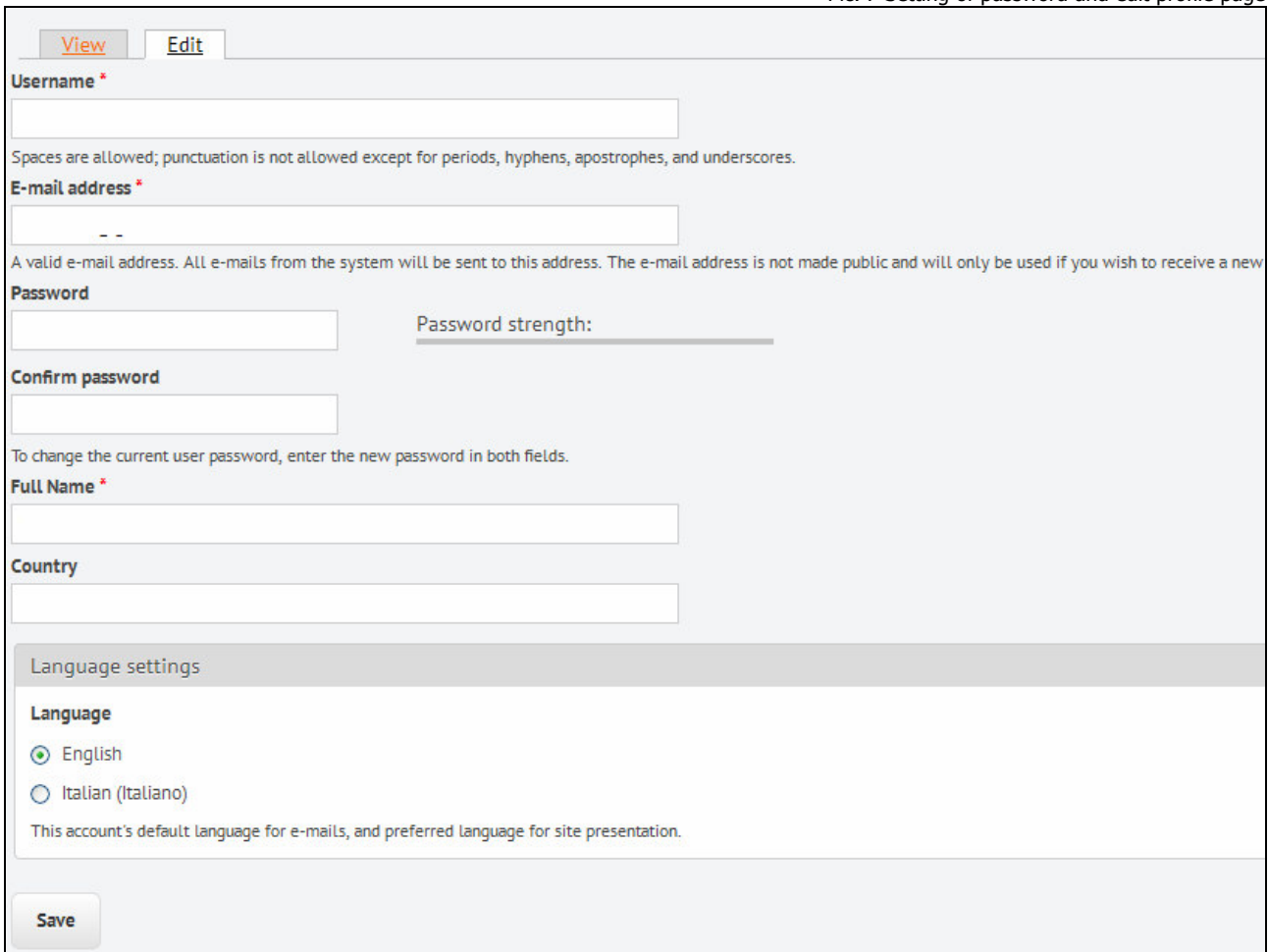
The link will open the page shown on Picture n.6. User has to click on "Log In" button

Pic. 6 First login



to set its own password and possibly update registration data.

Pic. 7 Setting of password and edit profile page



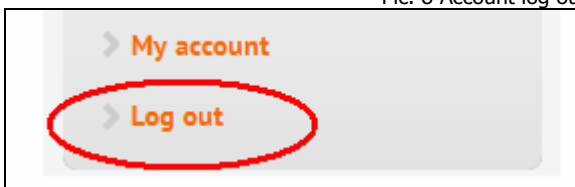
The screenshot shows a user profile editing interface. At the top, there are two tabs: 'View' (highlighted in orange) and 'Edit'. Below the tabs, the form is organized into several sections:

- Username ***: A text input field with a note below it: "Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores."
- E-mail address ***: A text input field with a note below it: "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new..."
- Password**: A text input field next to a "Password strength:" indicator.
- Confirm password**: A text input field.
- A note: "To change the current user password, enter the new password in both fields."
- Full Name ***: A text input field.
- Country**: A text input field.

Below these fields is a section titled "Language settings" with a sub-section "Language" containing two radio buttons: "English" (selected) and "Italian (Italiano)". A note below the radio buttons states: "This account's default language for e-mails, and preferred language for site presentation." At the bottom left of the form is a "Save" button.

After the submission of the form, the user has to Log Out and Log In again with the new credentials as shown on Pic.n.8.

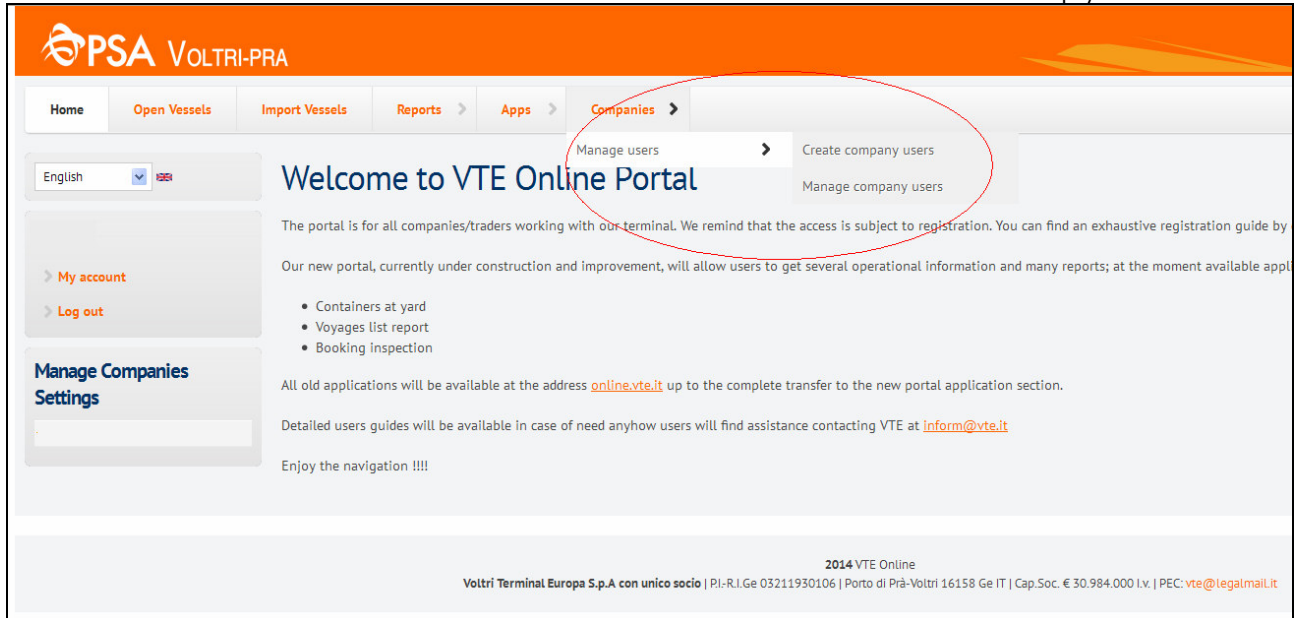
Pic. 8 Account log out



Company User Creation

Logging in again with new credentials the Supervisor will have the possibility to access two new menu items. The first one is related with User Creation and the second one with Managing Company Users.

Pic. 9 Comapny Users Creation



The Supervisor will have to create the access request for colleagues of its own Company by filling full name and email address for each of them.

Pic. 10 Massive User Creation

The screenshot shows the 'Create Users' form. The breadcrumb trail is 'Home > Create Users > Create Users'. The form title is 'Fill all fields row by row, then click "Create User"'. The form contains a table with two columns: 'First Name and Last Name' and 'E-Mail'. There are 10 rows of input fields. A 'Create users' button is located at the bottom left of the form.

First Name and Last Name	E-Mail
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Manage Company Users

The user creation will be completed as soon as the Supervisor will click on "Create Users" button. The system won't allow the creation of an user already registered.

As soon as Company users will be created, each of them will receive an email on their email account. This email will be exactly the same already received by the Supervisor and will contain a link to confirm the registration. The link will be available for 24 hours since the receiving of the email.

Each of the users registered at the system will be automatically authorised to access the reserved area with the VTE client code of their online Supervisor.

The Supervisor or online reference user will have the possibility to manage access of users of its Company through the menu item "Manage Company Users"

From this page it will be possible to grant or deny access to one or more users or modify user credentials by clicking on the edit link on the right of each user row (pictures 11-12)

Pic. 11 Manage Company Users



<input type="checkbox"/>	Username	Full Name	VTE Client Code	Active	Roles	Created date	Last access
<input type="checkbox"/>	gino gino	gino gino	CCST01	Yes	company user	13/10/2014 - 11:33	edit

Pic. 12 Update of user profile

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if

Password

 Password strength: **Fair**

Confirm password

 Passwords match: yes

To make your password stronger:

- Add uppercase letters
- Add numbers
- Add punctuation

To change the current user password, enter the new password in both fields.

Status

Blocked

Active

Full Name *

Country

Language settings

Language

English

Italian (Italiano)