MyFreedom Place Order Extended User Guide

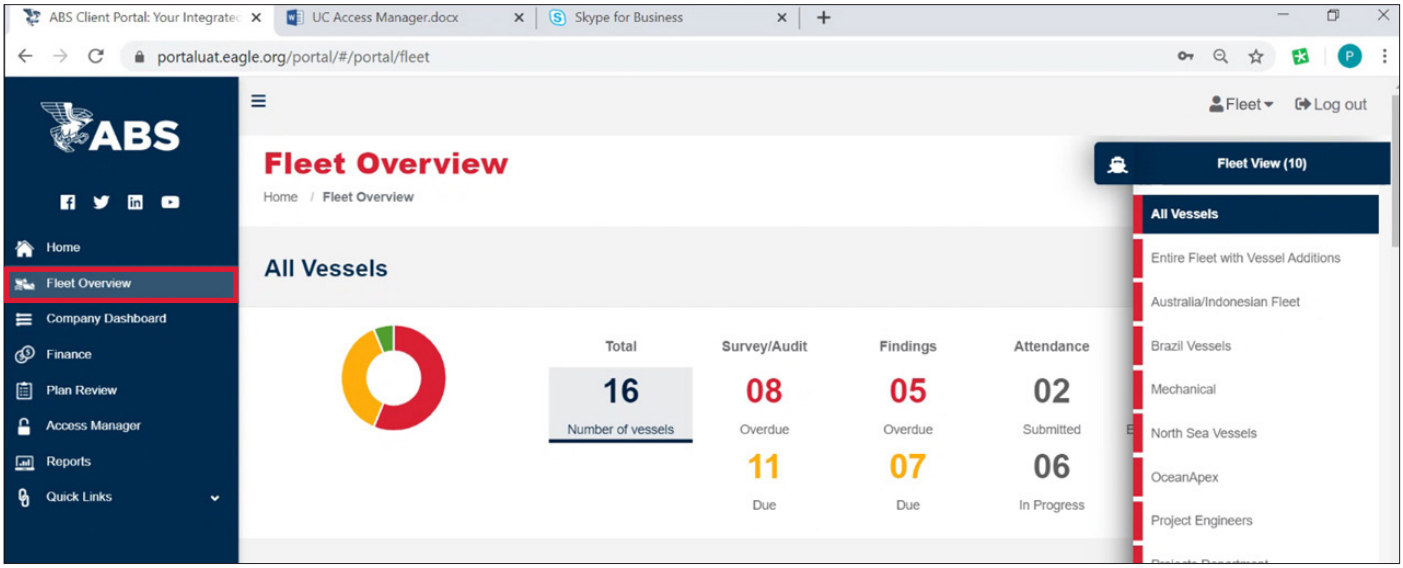
PLACE ORDER

Expanded Walkthrough

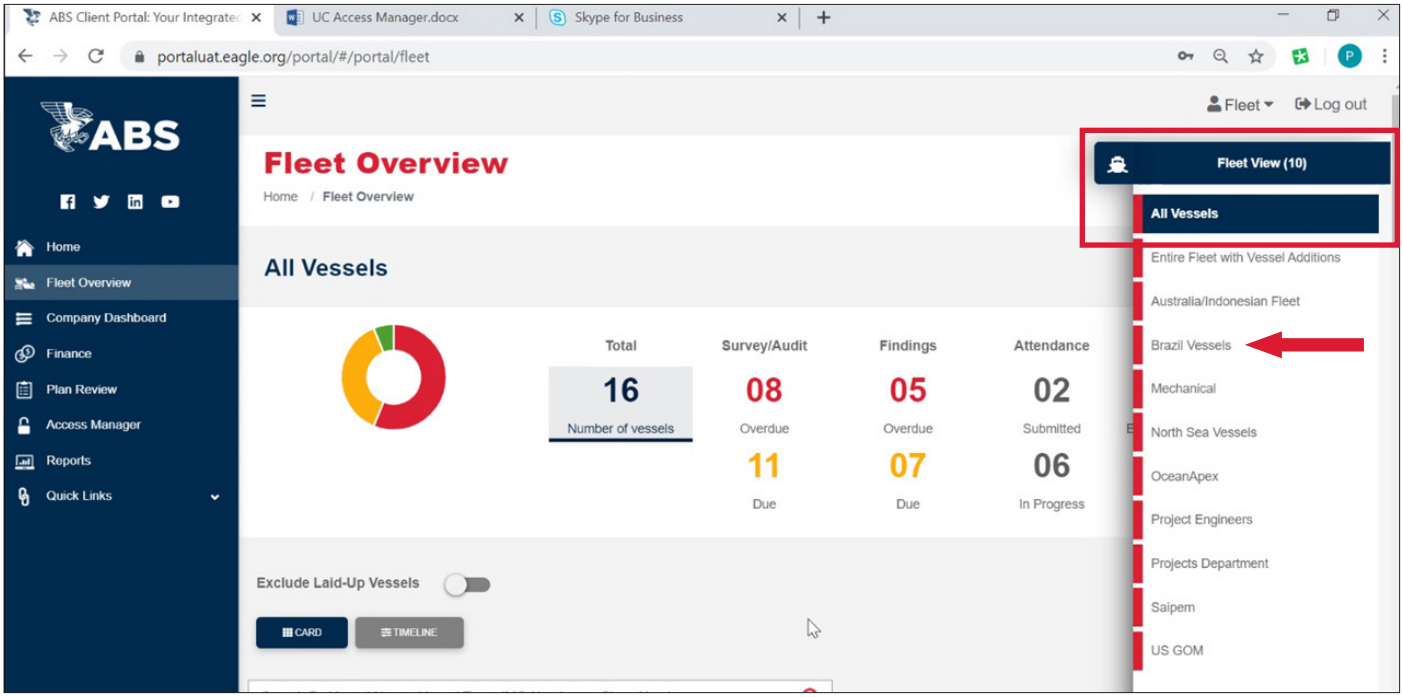
PLACE ORDER

All *account levels are able to place an order based on their vessel permissions. You are able to place an order in several ways using MyFreedom.

1. Start with selecting Fleet Overview from the left menu.

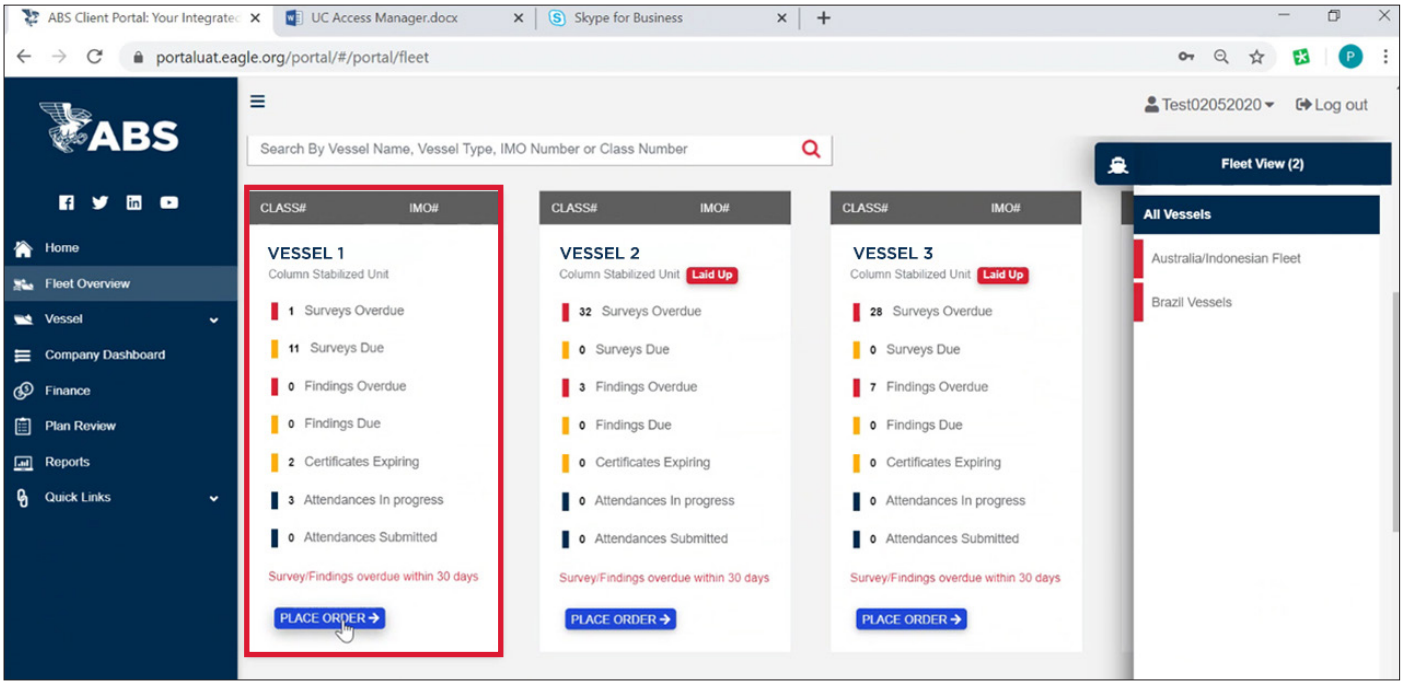


2. Next find the specific vessel you need by selecting the Fleet View drop down menu, and then clicking on the vessel of your choice.



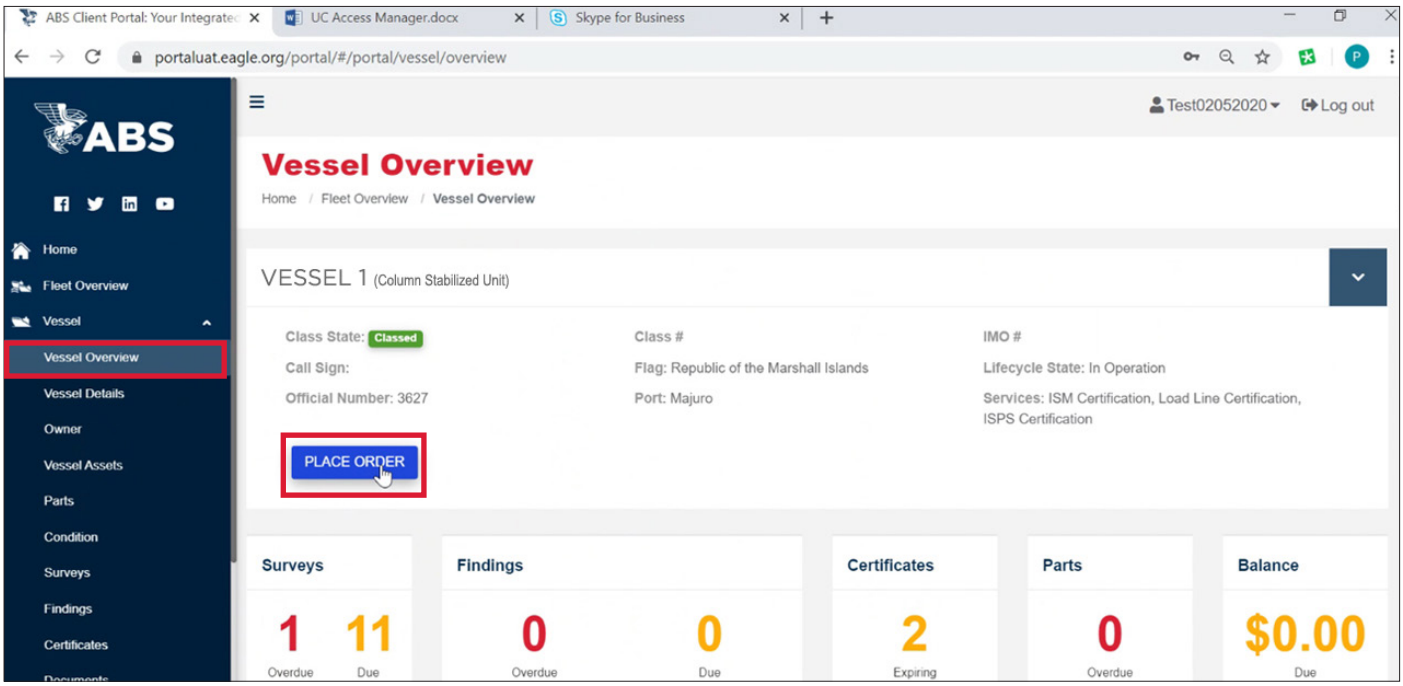
*Account level types: Account Manager, Administrator & Users

3. From the individual Vessel card, on the bottom of each card you will see the PLACE ORDER button. Select it to place an order.

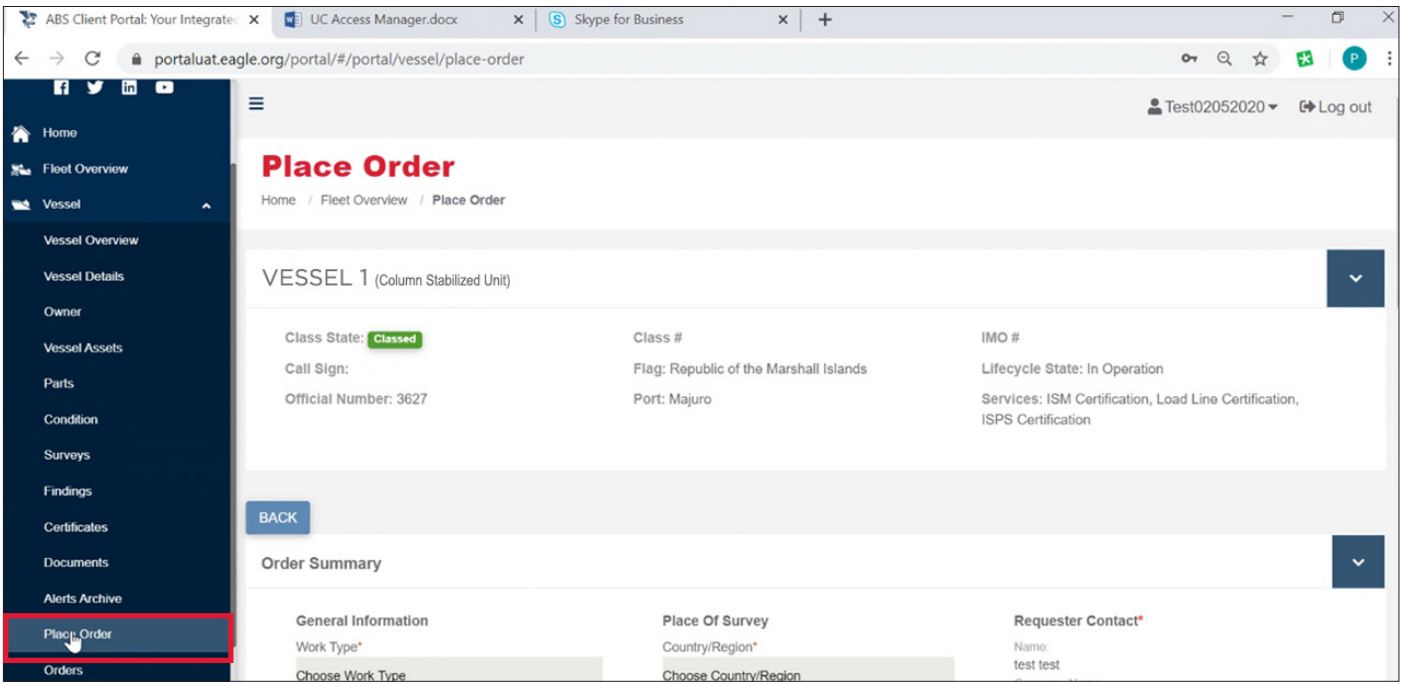


4. Another method is to select a vessel directly. Once the vessel profile "Vessel Overview" page opens you can place an order.

Note: This is true for all vessel subpages in the left navigation menu

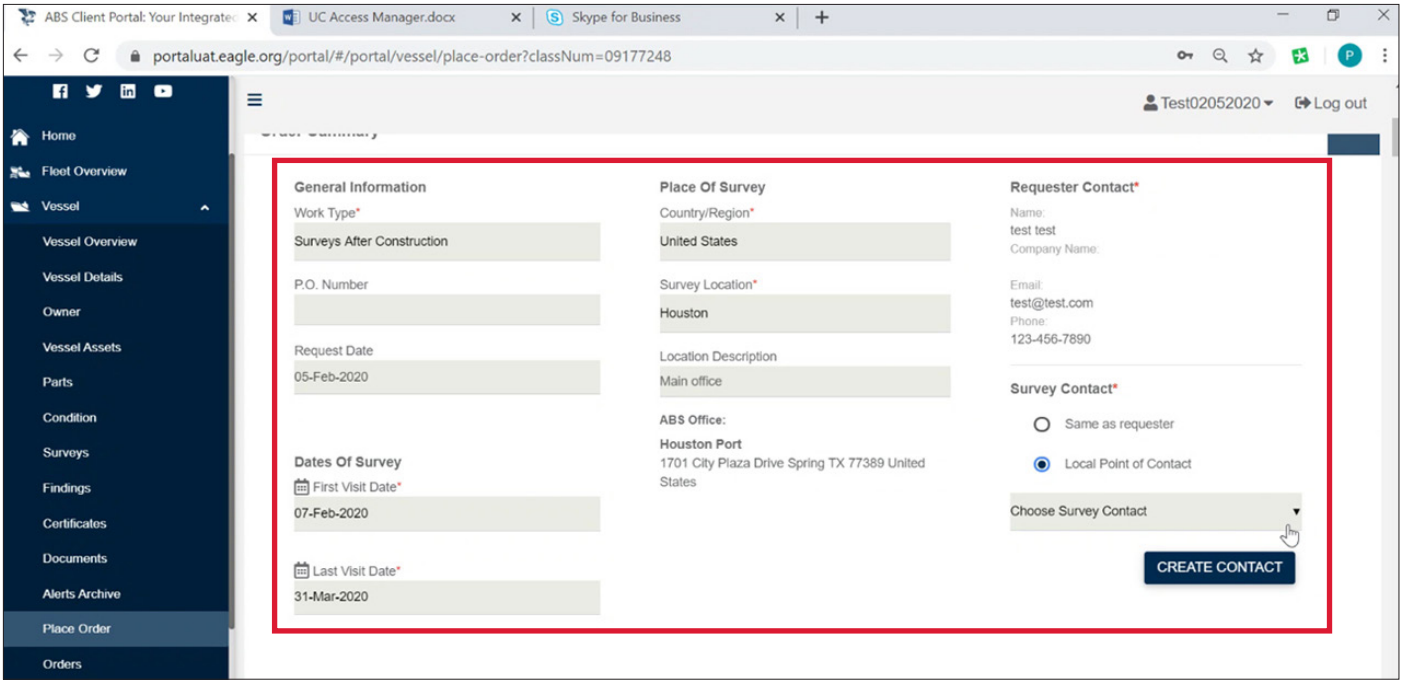


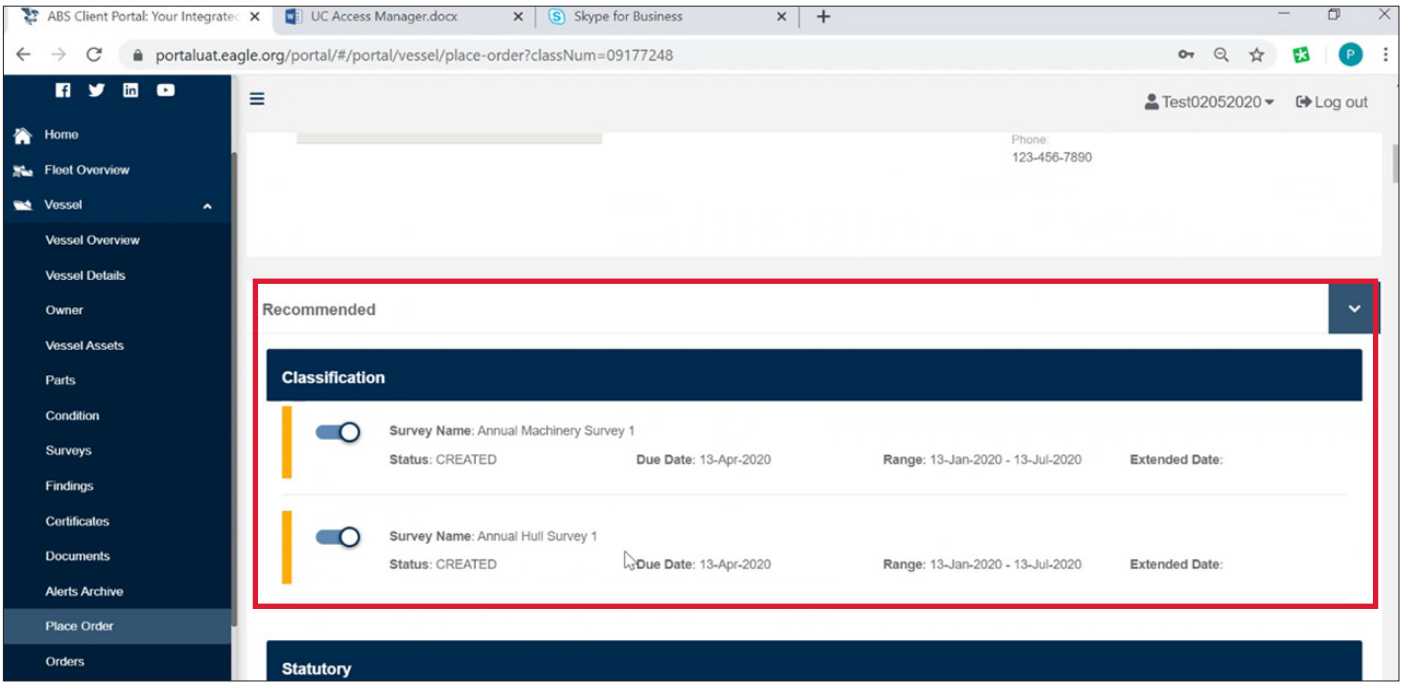
5. Or access Place order directly from the left menu: **Vessel > then select Place Order.**



6. Once on the **Place Order page**, fill out the following information:

- Fill out the order summary
- Select the Work Type (defaults as survey after construction)
- Request date defaults to “today’s date”
- The First Visit date must be within 90 days of “today’s date”
- Last Visit date needs to be greater than First Visit date
- Select Country
- Location, is then filtered based on the Country selected
  - Once selected, closest ABS office will show
- Location description provides notes for the attending surveyor if needed
  - Free form entry, not required to be filled out
- Select survey contact
  - Same as requester would
  - A list of recommended Surveyor will show based on the due status – these are pre-selected



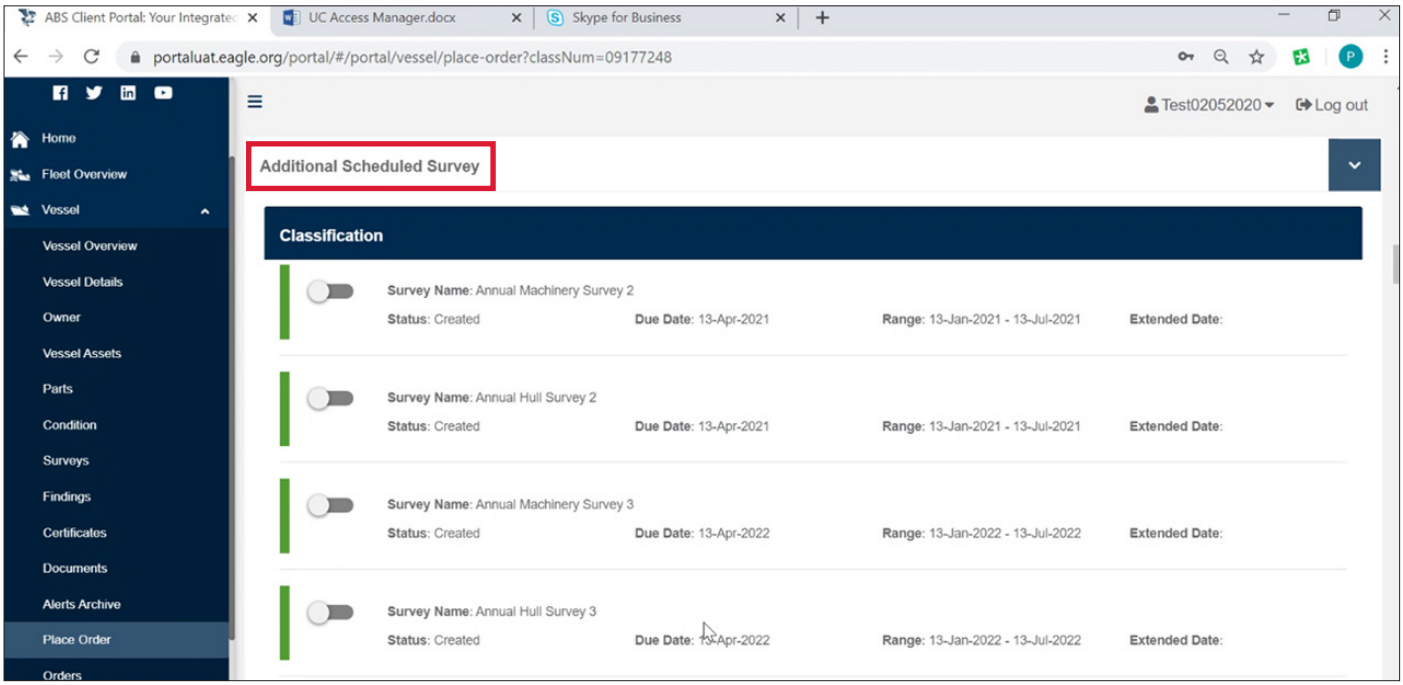


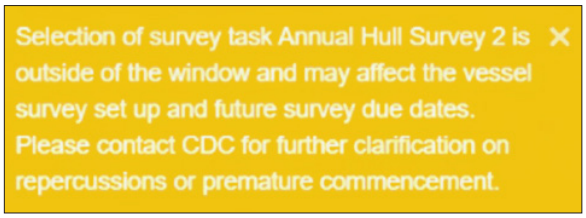
ADDING TO AN ORDER

Statutory surveys will be preselected if they are due or coming due (same for special services). You can also add additional Schedule Surveys and Occasional Surveys to add to your order as needed.

REMOVING A PRESELECTED SURVEY OR FINDING

If you need to remove a preselected survey or finding you will need to enter a "decline reason".

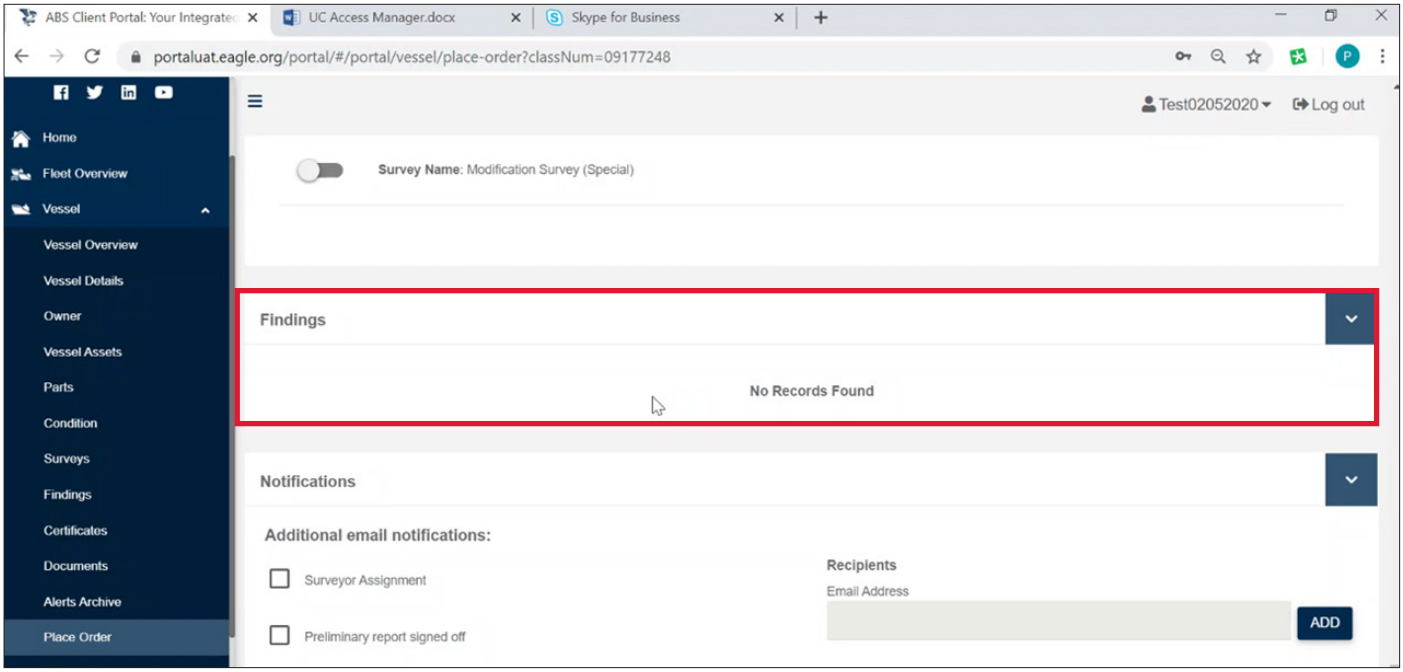




Note: If you select a survey that is not currently due you will receive a pop up – you are still able to add the survey you need, the pop up is just to confirm your selection. Close the popup window once read.

FINDINGS

Scroll down to view findings. If a finding is active it will be pre-selected.

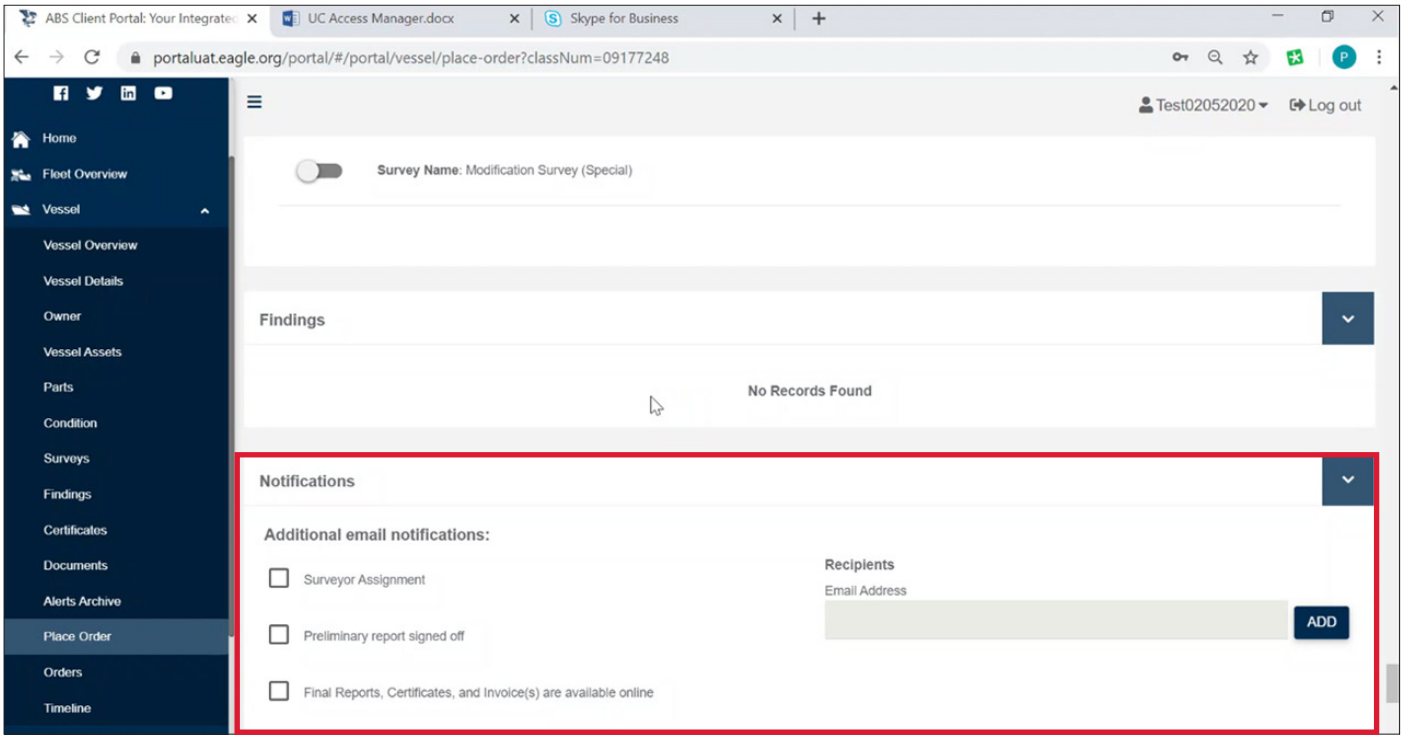


NOTIFICATIONS

Scroll down to assign or add additional email notifications for yourself or other people in your teams.

You will need to add each person's email address and then select the ADD button.

Note: This can only be done one person at a time.



ADDING ATTACHMENTS

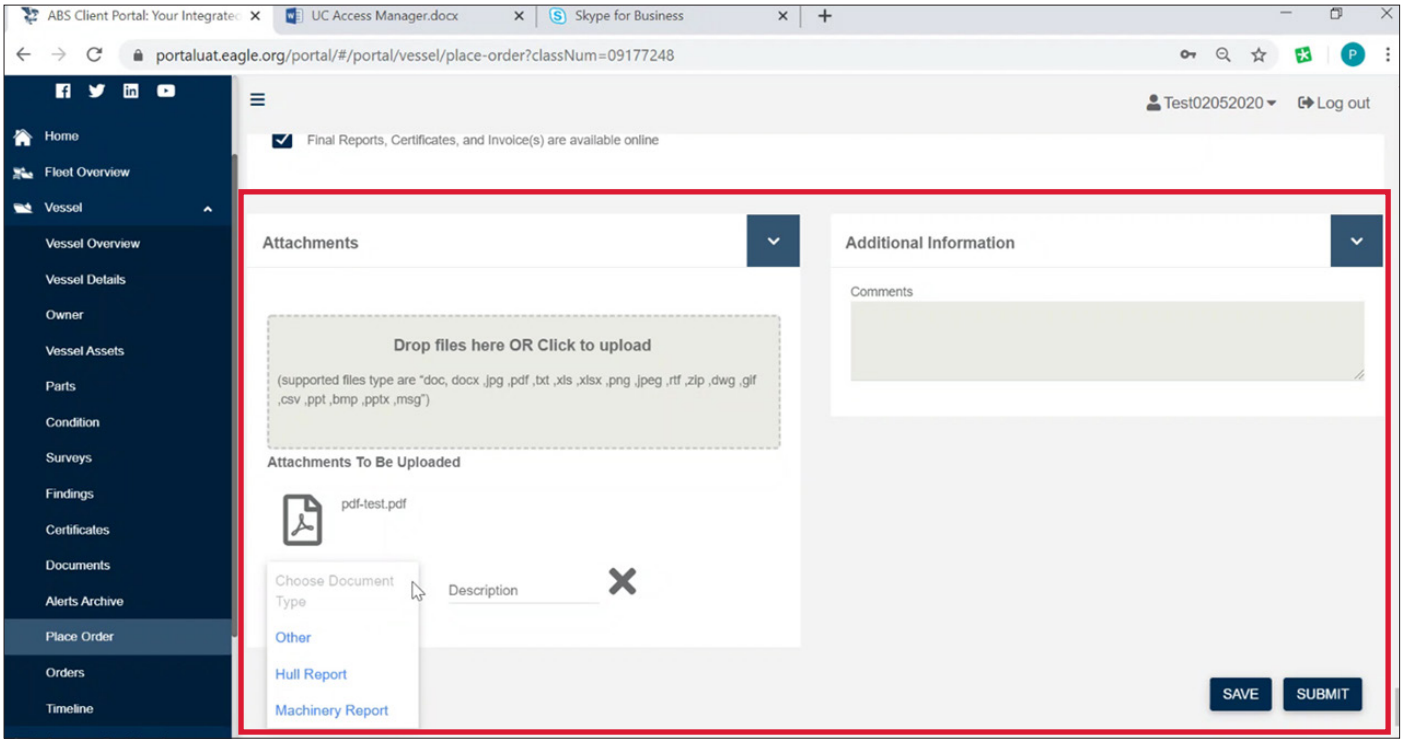
Under Notifications is Attachments.

Upload your file then identify your file type from the drop-down list and add a short description. You can also add additional comments (free form text up to 3000 characters).

Next click on the Save or Submit button on the bottom right of the page.

This will either:

1. **Save**: will be a draft that can be edited
2. **Submit**: will save the order as a final version which cannot be modified.



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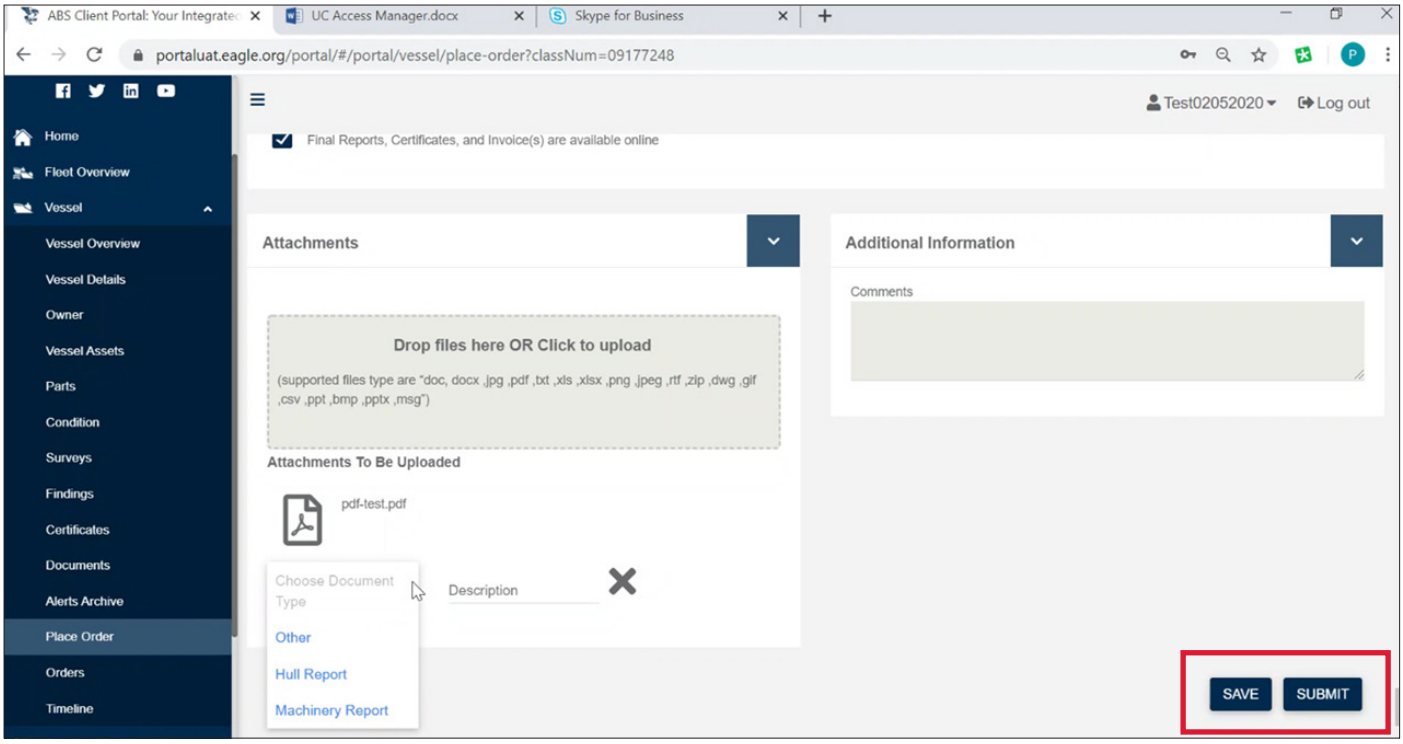
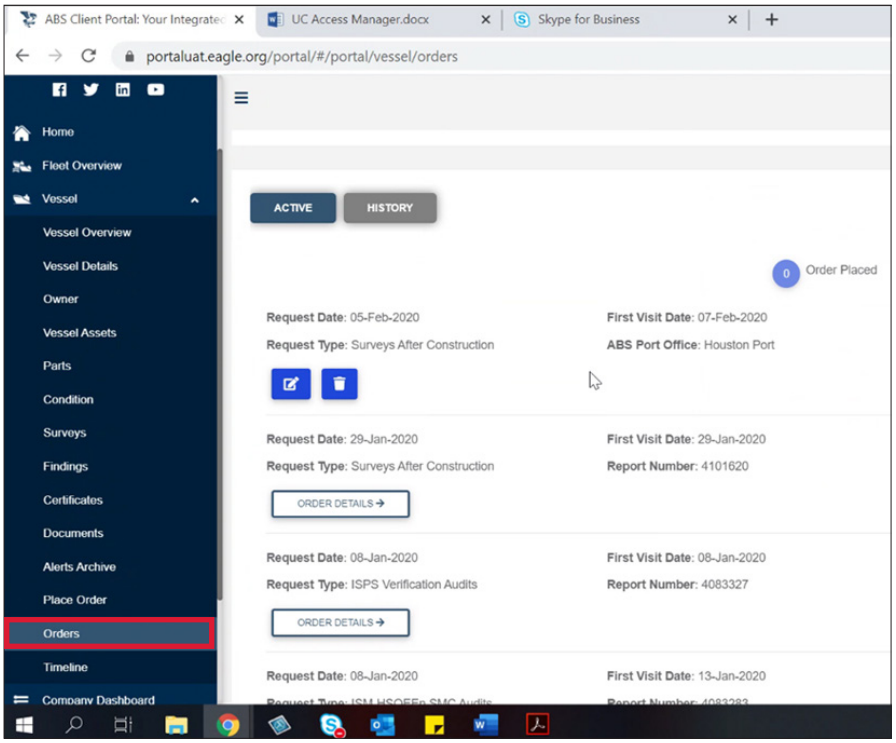


EDITING SAVED (DRAFT) ORDERS

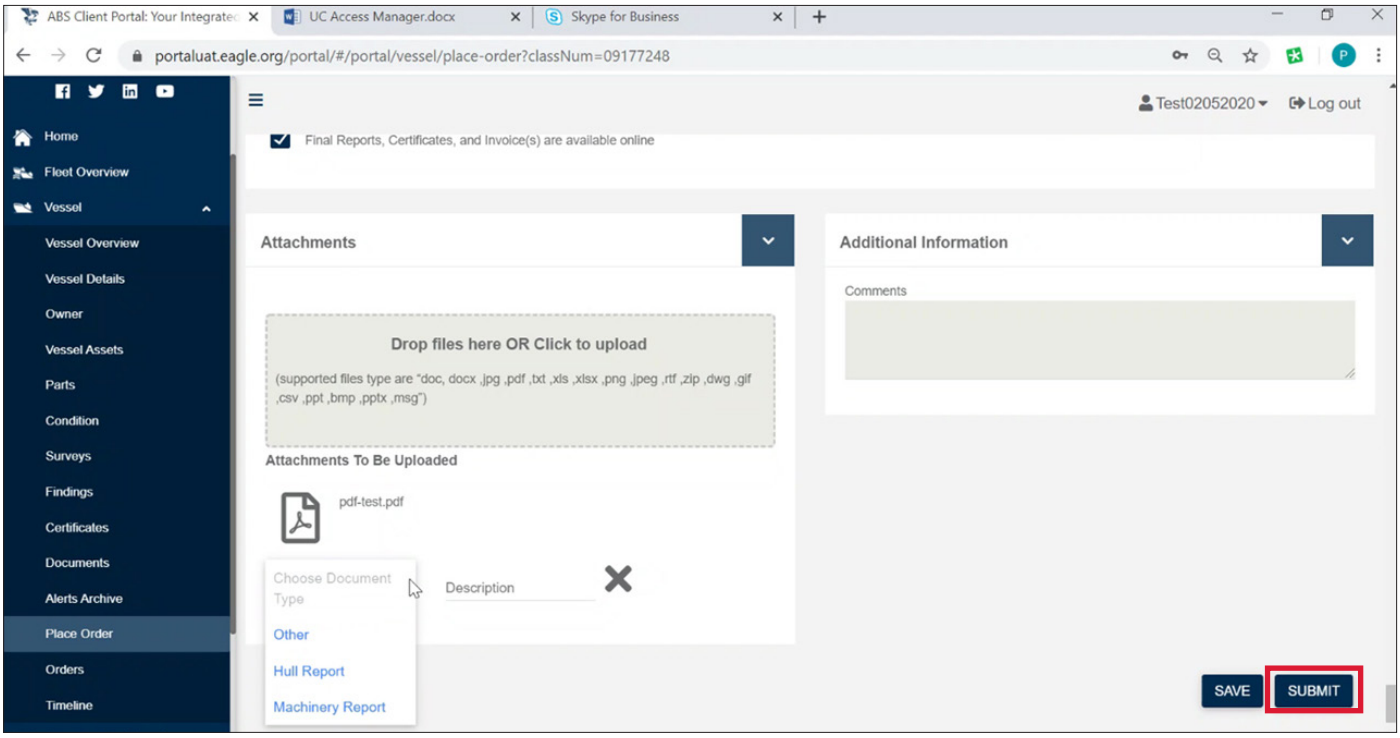
Use the left navigation menu to select **Orders**.

On this page you can edit or delete your saved order(s).

The (edit) button takes you back to the Place Order page where you can make any needed changes.

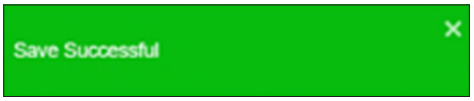


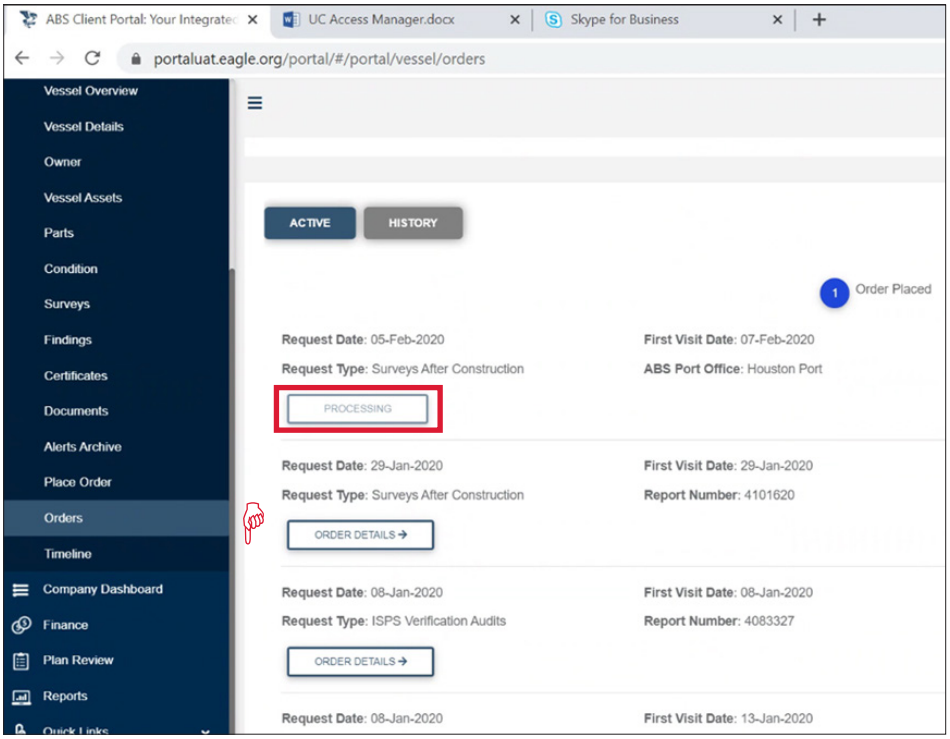
Once you are satisfied with your order it is time to submit.



Once submitted you will see a successful save popup. Close the popup to remove it from the screen.

Note: it can take up to 5 minutes for the order to process. Once it is processed the button will change from "Processing" to "Order Details".





For a full listing of Historical order placed select the History button from the Orders page.