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ORGANIZATION MANAGER

To access the OceanConnect.com Organization Manager functions, login in and then click the [Administration](#) link on your OceanConnect.com sidebar menu. A menu page displays listing 3 groups of functions you need to fulfill your role as Organization Manager:

- User Profile Functions
- User Functions
- Organization Functions.

User Profile Functions

User Profile functions include activities related to your personal member account as Organization Manager.

Updating your member account information

1. To update your member account information as Organization Manager, click the [My Personal Information](#) link. Your member information displays.
2. Enter updated information as needed.
3. Click *Submit*. (To return to the Administration menu page without making changes, click *Cancel*.)

Resetting your password

1. To change your password, click the [Reset Password](#) link. The Reset Password page displays.
2. Enter your old password and your new password. Your password should be 8-10 characters in length and should be a combination of letters, numbers, and symbols (e.g., 2Y\$WR34T). Re-enter your new password to verify it.
3. Click *Submit*. (If you decide not to change your password, click *Cancel*.)
4. If you changed your password, you must begin using your new password *immediately*.

User Functions

User functions include all activities involving establishing, verifying, editing, and deleting OceanConnect.com member accounts for individuals within your organization. You can also invite someone to register to become an OceanConnect.com member.

Inviting a user

1. To invite someone to become an OceanConnect.com member, click the [Invite a User](#) link. The Invite a User page displays.
2. Enter the requested information and click *Submit*. The system automatically sends an email inviting the individual to register to join OceanConnect.com.

Managing users

To add, view, edit, or delete the account for an OceanConnect.com member within your organization, click the [Manage Users](#) link. The current list of members within your organization displays.

Add a new member account

1. To add a new OceanConnect.com member account, click the link under Add New Member. The new user entry form displays.
2. Enter the requested information. Items marked with a star (*) are required to create a member account.
3. Click *Submit*. Or click *Cancel* to return to the list of members without creating a member account.

View and edit an existing member account

1. To edit an existing account for an OceanConnect.com member within your organization, click the [Edit](#) link to the right of the desired member. Existing information about that member account displays.
2. Modify or add information as needed. Items marked with a star (*) are required for a valid member account.
3. Click *Submit*. Or click *Cancel* to return to the list of members without making changes.

Delete an existing member account

1. To delete an existing account for an OceanConnect.com member within your organization, click the [Delete](#) link to the right of the desired member. A confirmation page displays.
2. To delete that member from the system, click *Submit*. Or click *Cancel* to return to the list of members without deleting.

Managing the User Registration Inbox

The following describes the membership approval process from the point of view of the Organization Manager (OM):

- The prospective member submits the electronic registration form for approval using the Register function.
- The system automatically categorizes registration forms by organization and department.
- Using the User Registration Inbox function, the OM reviews registration requests from individuals from his/her organization to decide whether to approve or deny.
- If the OM plans to approve the request, he/she must first make sure the department listed by the prospective member exists in the system. If it does not, the OM either adds the new department to the system or changes the department listed by the prospective member appropriately.
- The system automatically notifies the prospective member of approval or denial via email.

To approve or deny account requests from individuals within your organization, click the [User Registration Inbox](#) link. A list of individuals requesting membership displays.

Approve new member

1. If the department name is marked with a star (*), information about that department (within your organization) has not been entered. To complete this information, click the department link and see Step #2 of Create New Department below.

Note: If the department submitted by the prospective member has a typo (e.g., XYZ Department instead of XYX Department), and that department actually already exists in the system, do not create a new one. Simply use Step 2 below to correct the typo(s).

2. To view and/or edit information submitted by the prospective member, click the [Edit](#) link to the right of the person's name. The current member information displays. Make changes as needed and click *Submit*.
3. To approve a prospective member for OceanConnect.com privileges, click the [Approve](#) link to the right of the person's name. A confirmation page displays.
4. Confirm approval of the new member by clicking *Submit*. (Or click *Cancel* to return to the list of prospective members.) The system automatically notifies the new member via email.

Send email to prospective member

Note: The system automatically notifies prospective members of approval or denial of registration requests. Use this function if you need more information before making your membership decision.

1. If you need more information from a prospective member regarding his/her OceanConnect.com account, click the prospective member's name link or the mail icon next to the person's name. An email window displays.
2. Compose and send your message.

Deny new member

1. To deny a request to become an OceanConnect.com member, click the [Deny](#) link to the right of the person's name. A confirmation page displays.
2. To confirm denial of the new member account, click *Submit*. (Or click *Cancel* to return to the list of prospective members.) The system automatically notifies the new member via email.

Organization Functions

Organization functions include associating ports with your organization; creating and managing departments within your organization; creating and managing organization-level fuels; adding, editing, or deleting vessel information for your organization; and viewing and editing information about your organization.

Associating ports with your organization

1. To associate the ports where you do business with your organization, click the Associate Ports link. The list of available ports displays. Any associated ports have a check mark in the box to left of the port name.
2. Click the check box for any ports you want to add. You can also dissociate a port by clicking an already checked box to de-select it.
3. Click *Submit*. Or, click *Cancel* to return to the Administration menu page without changing the associated ports.

Managing departments within your organization

To create, view, edit, or delete a department within your organization, click the Manage Departments link. A list of departments displays.

Create a new department

1. To create a department within your organization, click the link under Add New Department. The Create Department page displays.

NOTE: If you are approving a new member and the department name is marked with a star (*), information about that department has not been entered. This situation occurs if a new member has requested privileges under a department name that has not yet been set up within your organization. You should set up the department before approving the member.

2. Enter the requested information. Items marked with a star (*) are required to create a department.
3. Click *Submit*. Or click *Cancel* to return to the department list without creating a department.

View and edit department information

1. To view and edit information about a department, click the Edit link to the right of the desired department. Existing information about the department displays.
2. Modify or add to the information displayed as needed.
3. Click *Submit*. Or click *Cancel* to return to the department list without making any changes.

Delete a department

1. To delete a department, click the Delete link to the right of the department you want to delete. A confirmation page listing existing information about that department displays.
2. To confirm deletion of the department, click *Submit*. Or click *Cancel* to return to the list of departments without deleting.

Managing fuels

Note: The Organization Manager can add/edit organization-level fuels only.

To add, view, edit, or delete fuels for your organization, click the [Manage Fuels](#) link. A list of your organization's existing fuels displays along with the system-level fuels.

Add a fuel grade

1. To add a fuel grade, click the link under Add New Fuel Grade. The Available Grade Types page displays.
2. Choose the grade type from the drop-down list and click *Submit*. A new fuel page displays for the grade type you selected.
3. Enter the name of the new fuel grade and appropriate specifications as needed. If you make an error and want to start over, click *Reset Fields*. When done click *Submit*.
4. Or click *Cancel* to return to the fuel grade list without adding a fuel grade.

View and edit fuel grade information

1. To modify information about a fuel grade, click the [Edit](#) link to the right of the desired fuel grade. (You can view but not edit system-level fuel grades.) The Edit Fuel Grade page displays.
2. Modify or add to the information displayed as needed. If you make an error, click *Reset Fields* to reverse any changes you have made. When done click *Submit*.
3. Or click *Cancel* to return to the fuel list without making any changes.

Delete fuel grade

1. To delete a fuel grade, click the [Delete](#) link to the right of the fuel grade you want to remove. A confirmation page listing the fuel grade specifications displays.
2. To confirm deletion of the fuel grade, click *Submit*. Or click *Cancel* to cancel to return to the list of grades without deleting.

Managing vessels

To add, view and/or edit, or delete your organization's vessels, click the [Manage Vessels](#) link. A list of existing vessels for your organization displays.

Add a vessel

1. To add a vessel, click the link under Add New Vessel. The Add Vessel page displays.
2. Enter the required information. If you make an error and want to start over, click *Reset Fields*. When done, click *Submit*. A confirmation message displays.
3. Or click *Cancel* to return to the vessel list without adding a vessel.

View and edit vessel information

1. To view and/or edit information about a listed vessel, click the Edit link to the right of the desired vessel. The Edit Vessel page displays.
2. Modify or add to the information displayed as needed and click *Submit*. Or click *Cancel* to return to the list of vessels without making any changes.

Delete a vessel

1. To delete a vessel, click the Delete link to the right of the vessel you want to delete. A confirmation page displays listing existing information about that vessel.
2. To confirm deletion of the vessel, click *Submit*. Or click *Cancel* to return to the list of vessels without deleting.

Modifying your organization information

1. To view and edit information about your organization, click the Modify My Organization link. Existing information about your organization displays.
2. Modify or add to the information displayed as needed and click *Submit*. Or click *Cancel* to return to the administration menu page without making any changes.