



Global Ballast Water Management Programme Country Profile Database Administration Utility User Documentation

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Introduction

The country profiles database provides you with possibility of making information about your country's ballast water rules, regulations and initiatives available to students and researches around the world. This is a help document to guide you through using the administrations utility that will enable you to put that information on to the website.

Logging in to the administration module

You will have received you user name and password from the globallast administration team. Using this information you can now log in to the administration utility. This utility is found by selecting "*Admin*" in the country profiles website. Now use the user name and password you have been provided with and select "*Log in*". This will take you to the main page of the administration module.



Beware! After 20 minutes of inactivity you will be logged out of the administration utility. Any changes that are not saved will be lost.

Forgotten password

If you have forgotten your password you can retrieve it by selecting "*Forgot your password?*" on the log in page to the administration utility. You will be prompted to enter your user name and the e-mail address you have registered to your user account. The password is then sent to your e-mail account.

The main menu

Once you have logged in you will be taken to the main menu. The main menu contains three groups of commands: country profile, user profile and navigation commands.

Country profile

View profile - This will allow you to view the currently active profile as it appears on the website.

Edit profile - This will allow you to create a new draft profile for your country or continue editing an existing draft profile.

Preview edit - This will allow you to view the draft profile as it would appear on the website once activated.

Delete changes - This will delete the draft profile in its entirety. It will not affect the currently active profile or any of the previous profiles.

View history - This will show you a list of all the profiles associated with your country. Here you can also view the contents of all older profiles.



User profile

Edit user profile - Here you can change all of the information including your e-mail address associated with your user account.

Change password - Here you can change the password to your user account.

Send message - Using this utility you can send a message to the globallast country profiles administration team.



Navigation

Start page - This link will take you back to the main menu of the administration utility.

Logout - This link will log you out from the administration utility.

Start Page  *Logout* 

Profile handling

Creating a profile for the first time

If your country does not have an active profile you will have to start by creating an empty draft profile. This is done by selecting “*Edit Profile*” from the main menu. You will be taken to the first of seven pages containing fields that can be filled with appropriate information. When you have filled in the information of one page you select “*Next*” at the bottom of each page to go the following page containing fields. The last page is a preview page allowing you to see how your profile would appear on the website. **Note:** if you leave the computer idle for 20 minutes you will be automatically logged out of the system and any unsaved information will be lost. To save the information temporarily you can select “*Save as Draft and Exit*”.



Saving a draft profile for later editing

Once you have started filling in information into the fields you may at any time choose to save the information in the profile temporarily and exit. This can be done by selecting “*Save as Draft and Exit*” at the bottom of any of the profile editing pages. Selecting “*Go to Preview*” or “*Next*” will also save the information on the current page but will also lead you further on in the editing process.

Continued editing of an existing draft profile

If you have a previously saved partially completed draft profile and wish to continue making changes you can do so by selecting “*Edit Profile*” from the main menu. This will automatically open the draft profile you were editing previously.

Making changes to an existing profile

If there already is an active profile on the website for your country selecting “*Edit Profile*” will result in a new draft profile with all the information from the currently active profile. This means that you can directly add, change or delete information to the copy without affecting the active version of the profile. When the new profile is activated the old version will be saved in your profile history.



Sending a draft profile for verification

Once you have finished making changes to the profile you will need to send it to the administrators for verification in order for it to become activated. This can only be done on the seventh and last page of the profile editing process. If you wish to go to this page directly from the main menu select *“Edit Profile”* to open the current draft profile and then select *“Go to Preview”* at the bottom of the editing page. The previewing page will allow you to see what the profile will look like on the web site once activated. If you are finished with the edit you may select *“Save for Verification and Exit”*. This will send a message to the administrators that you wish to activate the profile for the website.

Activation of a profile

The administrators will receive a message to review your country profile once you send it for verification. They will review the profile information. If there are no additional changes necessary they are then able to activate the profile. Once a profile is activated a message is sent to inform you of this and the profile is now visible from the main website.

Receiving request for changes from administration

If the administrators find that additional changes or information is necessary they can send the draft profile back to you. A message is automatically generated informing you of this, as well as giving you the reason for the decision. You are then able to continue making changes to draft profile again by selecting *“Edit Profile”* from the main menu.

Resubmitting profile after requested changes

Once you have completed the necessary changes to the draft profile you can again send it to the administrators for verification by selecting *“Send for Verification and Exit”* on the last page of the profile editing process.

Deleting a draft profile

If you have started making changes to a draft profile and are unsatisfied with the draft you can delete the draft profile in its entirety by selecting *“Delete Changes”* from the main menu.



Be aware that this will permanently delete the draft profile and all the information therein. If you later wish to create a new draft profile select “*Edit Profile*” from the main menu.

User information

Editing your user information

Your user profile contains information like name, e-mail and address. To change this information select “*Edit user profile*” from the main menu. Your name and e-mail will be used by the administration utility and must be provided.



Changing your password

You can change the password at any time by selecting “*Change password*” from the main menu. The password must be at least six characters long. For safety reasons it is recommended that you chose a password that contains a mix of numbers and characters.



Sending a message to the administrators

If you have any questions you can easily get in contact with the administration team by selecting “Send message” from the main menu. Your message will be sent to all the members of the administration team.

