USER MANUAL

Single Use Plastics Application

Directorate General of Shipping
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Introduction

This document is a User Manual for admin users of DG Shipping's Single Use Plastics Application

Logging In

Login

1. Enter email ID and password
2. Click on Sign In
3. On login you shall be redirected to the application Homepage

Forgot Password

1. Click on forgot password link in Login page it will send you the new password to registered email id only if the email is correct you will get "Request sent. Kindly check you email" .
2. The password will be received in your email. Using that you can login the portal page.
3. The password is valid only for 5 minutes after receiving the email.
4. On success a notification message shall popup on the screen.

My Profile
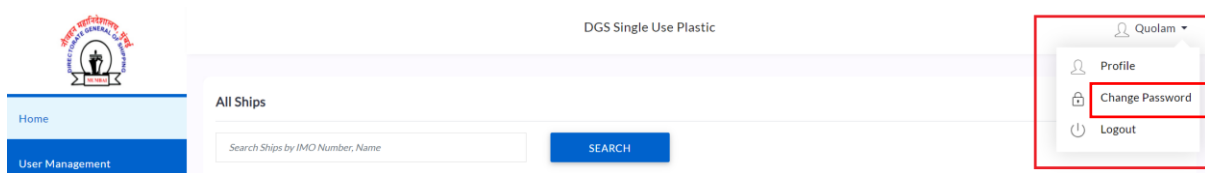
1. On the right side section with the User can see an avatar with the user name and a dropdown containing three options:
   a.   Profile: Can updated profile details like email, address, mobile number
   b.   Change Password: Allows Users to change their password
   c.   Logout – will take the user out of the application, to the Login Page

Change Password
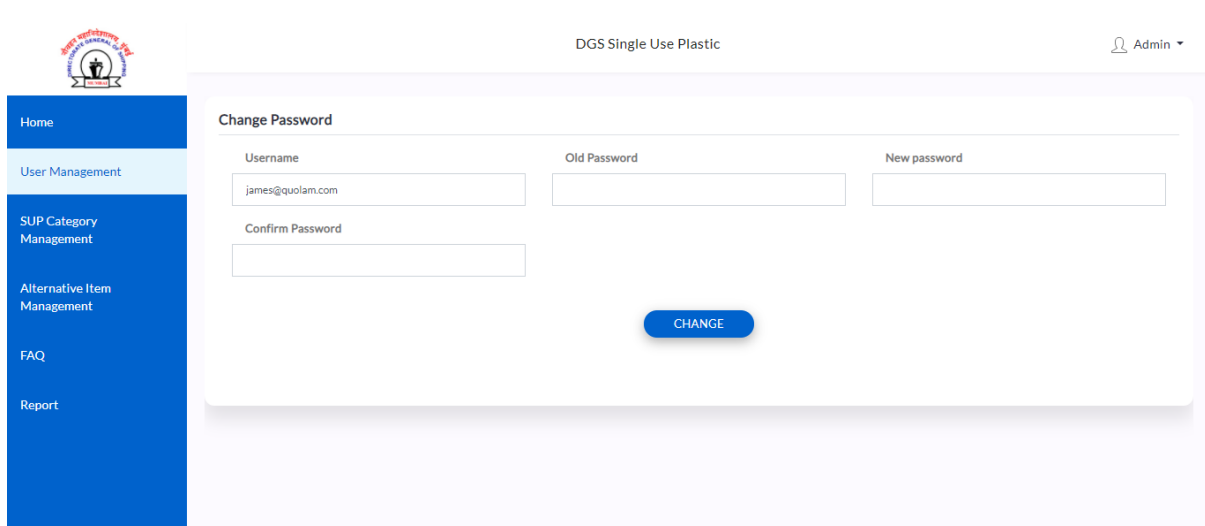
This will provide the option to change the password.

Homepage

1. On successful login, user is redirected to the homepage
2. It will show the ships which the user has created and or belonging to the user
3. "Add Ship" allows users to add a ship and enter the ship's Single User Plastic details
4. There is a Search bar which will allow the user to search for specific Ship names.
5. 'Edit' icon allows the user to edit the ship details (like Ship Details and Single Use Plastic details)

Add Ship

1. This functionality allows the user to add ship information like Ship Name, Imo Number, Ship type, Distinct number, Flag State
2. Add New SUP give option to add Single Use Plastic Details
3. You can add multiple single use plastic item to ship by clicking on ADD NEW SUP
4. SAVE DRAFT will save the ship information in draft mode. The user can edit and update anytime when it is in Save Draft mode. Once submitted, the user cannot change the IMO number

5. The user can also add/delete several Single Use Plastic items on this screen

User Management

1. A listing of All Users is shown on the screen
2. The User can use the 'Edit icon' to edit User details
3. The User can use the 'Delete icon' to deactivate the user
4. "View Members" gives the relation between the user and ports

Single User Plastic Category Management

1. List of all Single Use Plastic categories
2. Admin users can Edit/ Delete to exiting Category

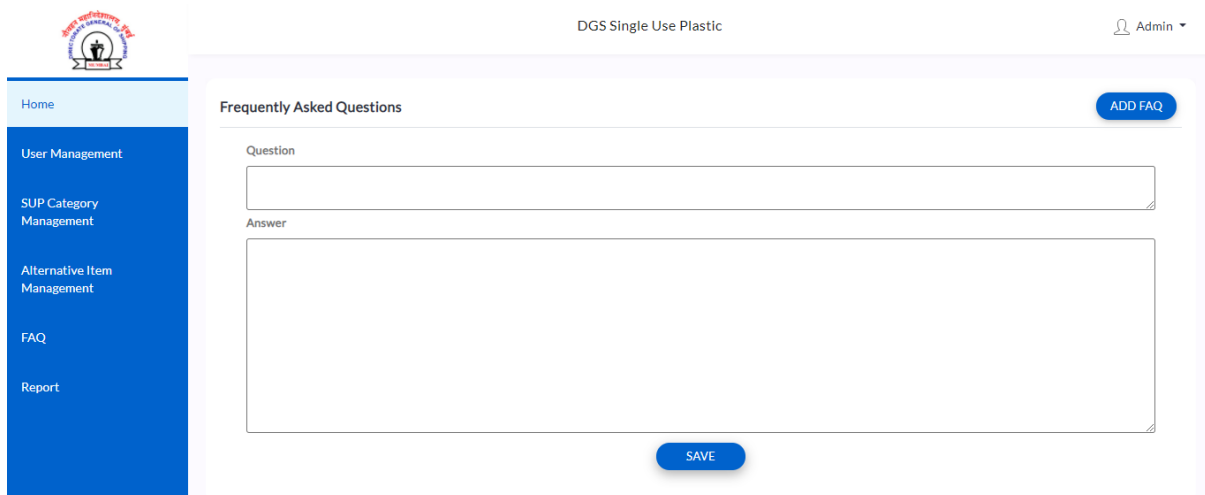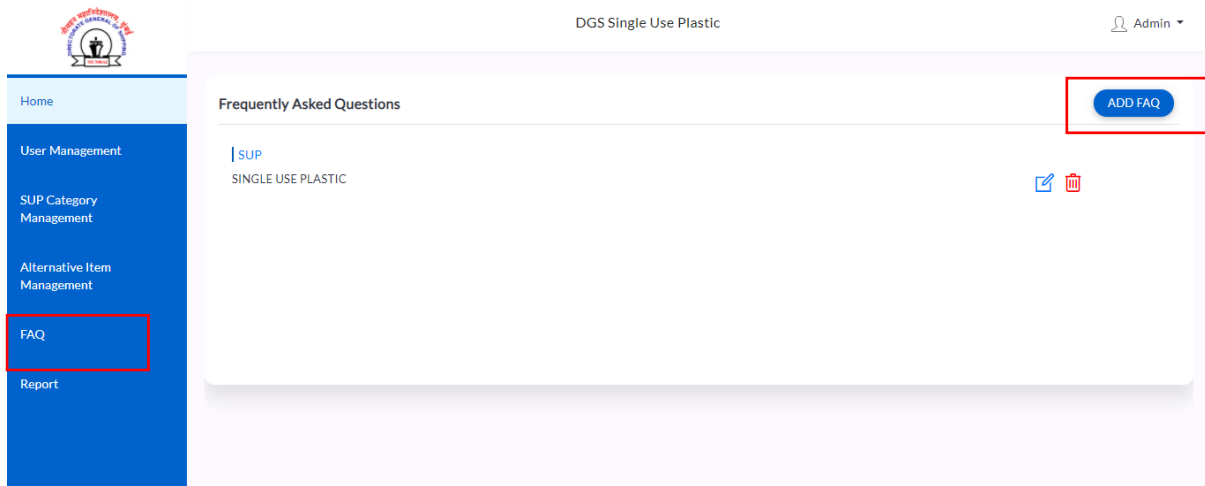# Add Single Use Plastic Category

A new Single Use Plastic Category can be added via this screen.

Frequently Asked Questions (FAQ)

1. List of all FAQs, with the ability to Edit or Delete
2. Add FAQ will allow the user to add a new FAQ