

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

DGS Single Use Plastic

EMAIL

Email Address

PASSWORD

Password

SIGN IN

[Forgot Password?](#)

Important Links

☎ If you are an Indian ship, to obtain your login credentials contact us below:

✉ psc-dgs@nic.in

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

Forgot Password

DGS Single Use Plastic

EMAIL

Email Address

PASSWORD

Password

SIGN IN

Request sent. Kindly check your emails.

[Forgot Password?](#)

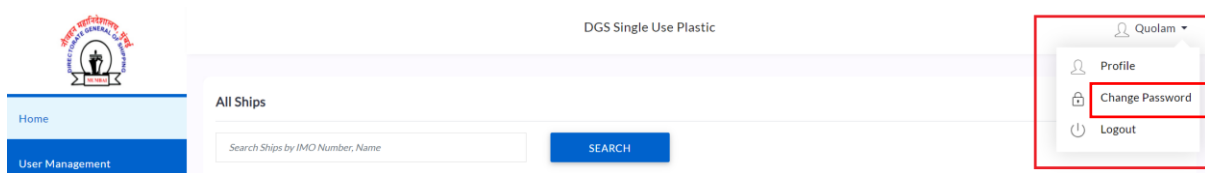
Important Links

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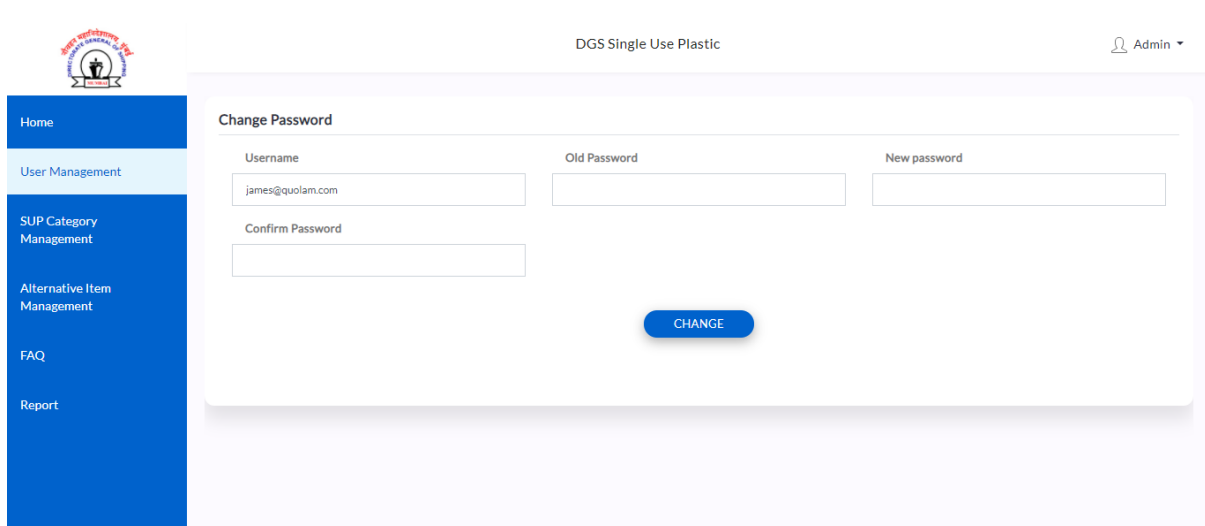
1. Click on forgot password link in Login page it will send you the new password to registered email id only if the email is correct you will get "Request sent. Kindly check your email" .
2. The password will be received in your email. Using that you can login the portal page.
3. The password is valid 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

The screenshot shows the 'All Ships' section of the application. It includes a search bar with the placeholder text 'Search Ships by IMO Number, Name' and a 'SEARCH' button. Below the search bar is a table with the following data:

Ship Name	IMO Number	Ship Type	Flag State	% Of Target Achieved	Edit
Sea Queen	7894561	ChemicalTanker	Andorra	0	

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

The screenshot highlights the 'ADD SHIP' button in the top right corner of the 'All Ships' section, which is enclosed in a red rectangular box.

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

DGS Single Use Plastic Admin

Ship Details

Name* Imo Number* Ship Type*

Distinct Number* Flag State*

Single Use Plastic Details ADD NEW SUP

Item Name* SUP Category* Quantity* Have you replaced SUP Item?*

SAVE DRAFT SUBMIT

DGS Single Use Plastic Admin

Ship Details

Name* Imo Number* Ship Type*

Distinct Number* Flag State*

Single Use Plastic Details ADD NEW SUP

Item Name*	SUP Category*	Quantity*	Have you replaced SUP Item?*	
<input type="text"/>	<input type="text" value="Select SUP Item"/>	<input type="text"/>	<input type="text" value="Select Status"/>	✖
<input type="text"/>	<input type="text" value="Select SUP Item"/>	<input type="text"/>	<input type="text" value="Select Status"/>	✖

SAVE DRAFT SUBMIT

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

User Management

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User Management ADD USER

SEARCH Filter By Role

Name	Contact Person	Email	Phone Number	Role	Action	View Members
Master Shipping	Vilas	akshay@quolam.com	8796686659	Admin	✎ ✖	🚫
Chang shipping corp.	James Dsouza	james+so@quolam.com	9902333984	Ship Owner	✎ ✖	👥

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

DGS Single Use Plastic Admin ▾

All Single Use Plastic Category **ADD SINGLE USE PLASTIC CATEGORY**

Key	Category Item	Action
1	Plastic spoon	
2	Plastic Bowl	
3	Plastic Glass	
4	Plastic Glass	
5	Plastic Container	
6	Plastic Waste Bag	

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

Add Single Use Plastic Category

DGS Single Use Plastic Admin ▾

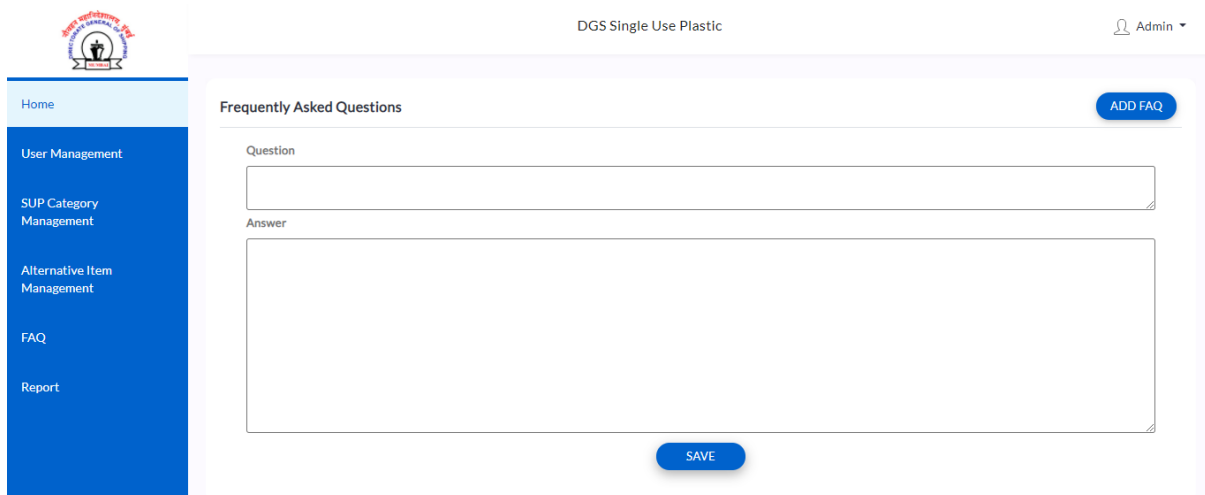
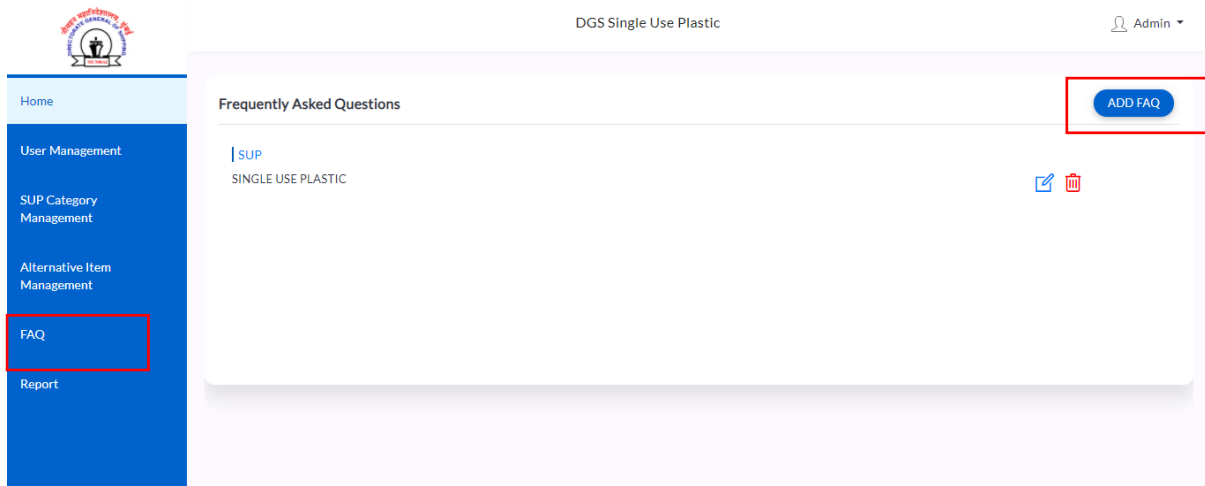
Add SUP Category

Category Name*

SAVE

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