

POLARIS SYSTEM

USER GUIDE

(customer)

1st Oct 2018

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Homepage

First impression landing page, display basic information for public end-users to know what POLARIS is.



WELCOME TO POLARIS

At Penang Port Commission, we want to give you the highest customer satisfaction as possible.
Feel free to fill up this CUSTOMER SATISFACTION FORM and fax to us, 04-3243416 for immediate attention.

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E-Bunkering Login

ID

Password

LOGIN

[Forgot password?](#)
[New User? Sign up now.](#)

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Information

Month	Dangerous Goods
December 2017	183
November 2017	319
October 2017	257
September 2017	175

5

6

News & Announcement

Announcement one

Announcement content lorem ipsum dolor sit amet provident, simillique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat.

Announcement two

sldkdjf lskad/jf laksjd fikdsj sdsa

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Others

[Dangerous Goods List](#)
[Multimodal DG Form](#)

1. **Header Menu** – Universal links to access important pages of the system
 - **POLARIS icon** link to homepage
 - **About Us** page displays more explanation information about what POLARIS is
 - **DGIS** page is the Dangerous Goods Information System for user to search for dangerous goods info
 - **Contact Us** page for user to drop a message to POLARIS
2. **E-Bunkering** – Link to e-bunkering login page. Will change to display user info when user is logged in
3. **Customer satisfaction form** – Link to PDF form page for user to download and fill up
4. **E-Bunkering Login** – Shortcut widget for user to login into e-bunkering, same as in e-bunkering login page
5. **Information table** – Display information about dangerous goods count in recent months
6. **News & Announcement** – Display list of announcement from POLARIS to the public
7. **Others** – Other links to DGIS page and Multimodal Dangerous Goods Form page

Dangerous Goods Information System (DGIS)

Page for user to query and search for dangerous goods info.

POLARIS About Us DGIS Contact Us E-Bunkering

Dangerous Goods Information System (DGIS)

UN Number PSN Search

UN #	IMDG Class	Proper Shipping Name	PPC Group	Remarks
31	jgig	4wtwr	gkig	kgu
10	dfsd	ergrw	hjkuy	gyug
2	test test	dfgdfg	sdvf	ervre
1	test	test	test	

First Previous 1 Next Last Total: 4 record(s)

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1. **Search function** – Search for dangerous good info from the system database, by the UN Number or the Proper Shipping Name (PSN)

Contact Us

Page for any public user to drop a message to POLARIS. The message submitted will be received by the admins of POLARIS.

Contact Us

Login Page

Page for customer to login into POLARIS system. New customer can also sign up by register through the "Sign up now" link.

The screenshot shows the POLARIS website header with navigation links: POLARIS, About Us, DGIS, Contact Us, and an E-Bunkering button. The main content area features three elements:

- 1. E-Bunkering Login:** A form with fields for CustomerID and password, a LOGIN button, and links for "Forgot password?" and "New User? Sign up now."
- 2. Weather Forecast Widget:** An AccuWeather.com widget for Butterworth, MY, showing a current temperature of 28° and a 6-hour forecast from 7pm to 12am.
- 3. E-Bunkering Button:** A dark blue button labeled "E-Bunkering" in the top right corner of the page.

Time	7pm	8pm	9pm	10pm	11pm	12am
Weather	Mostly cloudy	Mostly cloudy	Cloudy	Cloudy	Thunderstorm	Cloudy
Temperature	28°	28°	27°	27°	26°	26°
Humidity	34%	34%	37%	47%	51%	47%

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- 1. E-Bunkering Login** – Customer login to e-bunkering system
- 2. Sign up, Forgot password links** – Links for user to register as new customer, or retrieve forgotten password
- 3. Weather forecast widget** – widget for recent weather forecast

Customer Registration

To register as customer, user will need to fill up the registration form at this page as the **first step**.



E-Bunkering Registration Form - STEP 1

Login Information

Username:

Password:

*Password must contain min 8 characters, Capital, small letter, number and special characters

Contact Information

Company:

Contact Person:

Address:

Postcode:

City:

State:

Country:

Phone Number:

Fax Number:

Email:

Fill up the form and click "Next"

User will be redirect to page to register supporting document as the **second step** of the registration.

Upload the required supporting documents stated in order to proceed. The documents will be then reviewed by the POLARIS admin later on.

Customer can skip this step first by clicking the "Cancel" button to enter the system. However please note that customer will be unable to create any transaction before they have all the documents submitted and approved by the admin.

Registration Successful! Please proceed to submit the required documents.

Register Supporting Documents

Required Supporting Documents

#1	Document test:	Choose File	No file chosen
#2	Document test 1:	Choose File	No file chosen

Cancel Submit

After uploaded the documents, customer will need to submit documents for vessel declaration, as the **third step** of registration. Customer can also skip this step and declare it later on.

E-Bunkering Registration Form

Vessel Declaration

Choose File No file chosen Upload

Cancel

Upload vessel document

Success! Document submitted. Please wait for the approval of your vessel declaration.

E-Bunkering Registration Form

Vessel Declaration

No.	Documents	Status	Expired Date	Actions
1	vessel-declaration-document.pdf	Pending		

Choose File No file chosen Upload

Finish

After submitted all the documents, customer will need to wait for POLARIS admin to review and approve the submissions.

Customer will receive email notification to the email they had registered, when the admin approve or reject their application.

E-Bunkering Dashboard

Upon login, user will be redirected to their dashboard, which shows the overall information of the user's declaration transactions.

The dashboard features a header with the POLARIS logo and navigation links (About Us, DGIS, Contact Us) on the left, and a user profile widget labeled 'user one' on the right. Below the header is a 'New Declaration' button. The main content area displays four summary cards: 'TOTAL TRANSACTIONS 10', 'PENDING / IN PROGRE... 5', 'APPROVED 2', and 'REJECTED 3'. Below these is a 'Total Transactions:' section containing a table with 5 rows of transaction data. Red circles with numbers 1, 2, and 3 highlight the table, the 'New Declaration' button, and the user profile widget, respectively.

No.	Locations & Date	Terminal Operation Certification	Port Authority Authorization	Info
1	Location 1 05/09/2018 11:15:00	Pending	Pending	i
2	a, a 12/09/2018 11:00:00	N/A	Pending	i
3	Location 3 15/08/2018 04:00:00	Rejected	Rejected	i
4	12, 34 01/08/2018 03:45:00	N/A	Approved	i
5	12, 34 01/01/2018 08:00:00	Rejected	Rejected	i

1. **Dashboard tables** – show overall information of customer's transactions
2. **New Declaration** – create new declaration here. Customer will need to have their Bunker Permit and Vessel Declaration submitted and approved in order to create declaration.
3. **User widget** – widget to view user's profile. Upon expand, will be able to link to Dashboard, Profile page and Sign out:

The user profile widget for 'user one' is expanded, showing a profile card with a silhouette icon and the text 'user one @ user1'. Below the card are two buttons: 'Dashboard' and 'Profile'. A red arrow points to the 'Profile' button with the text 'Link to Profile page'. To the left of the profile card is a summary card for 'APPROVED 2'. Below the profile card is a 'Sign out' button. The background shows a partial view of a transaction card with 'Port Authority Authorizati' and 'Pending' status.

Profile

Page for customer to view and edit their user information. User can also submit bunker permit documents or vessel declaration documents here (if skipped during registration).

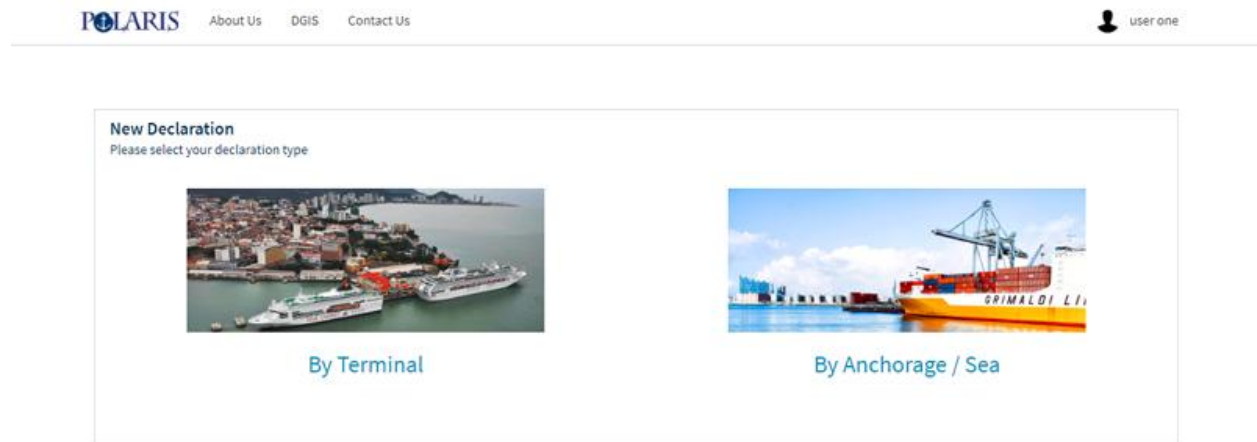
The screenshot shows the 'My Profile' page. At the top left is the POLARIS logo and navigation links: 'About Us', 'DGIS', and 'Contact Us'. At the top right is a user profile icon labeled 'user one'. The main content area is split into two columns. The left column contains a user profile card for 'user one' with a status of 'Active', a permit validity date of '30/08/2018', and '3' vessels. Below this card are two buttons: 'Bunker Permit' and 'Vessel', both circled in red with the number '2'. The right column is titled 'My Profile' and contains a form with the following fields: Username (user1, circled in red with '1'), Contact Person (user one), Company (company1), Address (address1), Postcode (postcode1), City (city1), State (state1), Country (country1), Phone Number (2987403281), Fax Number, Email (user@polaris.com), Reset Password, and Confirm Password. A 'Submit' button is located at the bottom right of the form.

1. **Profile information** – view and update profile information
2. **Bunker Permit, Vessel link** – links to submit bunker permit and vessel documents

New Declaration

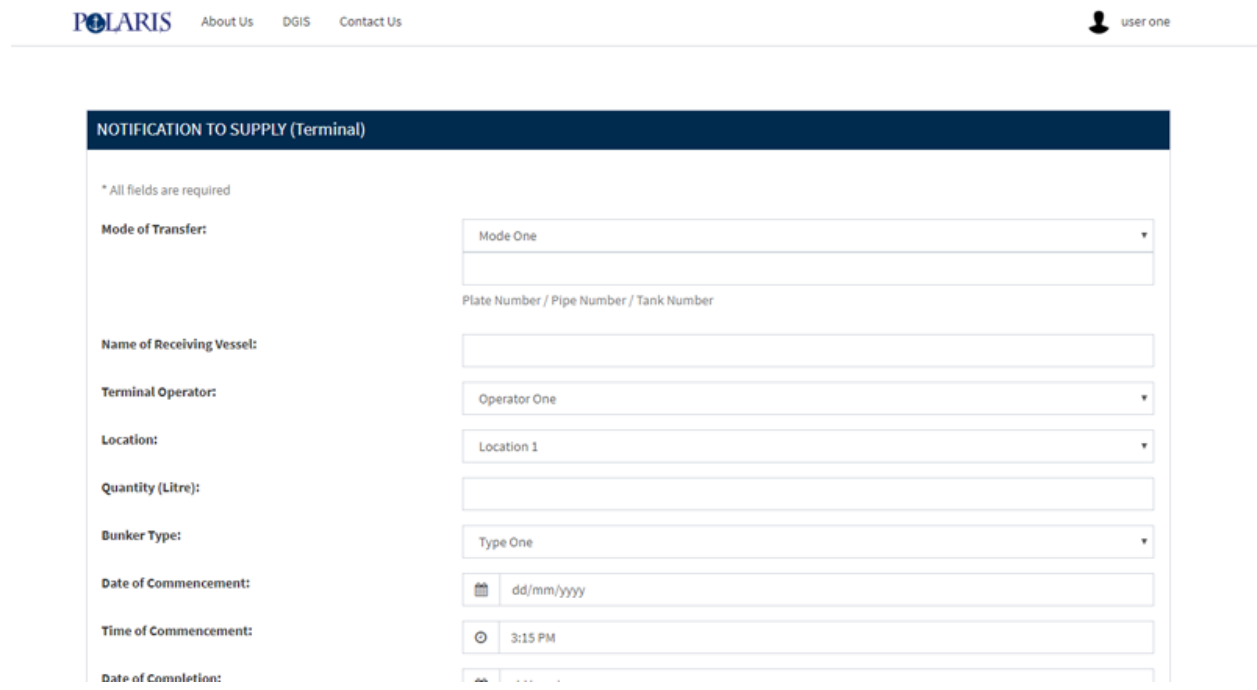
To declare new transaction, customer will need to choose the type of declaration, either Terminal or Anchorage/Sea.

**Note: Customer will be prompted back to submit required document for Bunker Permit if he/she doesn't have any or permit had already expired.*



The screenshot shows the 'New Declaration' page in the POLARIS system. The header includes the POLARIS logo and navigation links for 'About Us', 'DGIS', and 'Contact Us'. A user profile icon labeled 'user one' is in the top right. The main content area is titled 'New Declaration' with the instruction 'Please select your declaration type'. There are two options: 'By Terminal', represented by an image of a harbor with several ships, and 'By Anchorage / Sea', represented by an image of a large container ship named 'GRIMALDI L' at a port.

Then, proceed to fill up the declaration form and submit. POLARIS admin will then review and approve the declaration submitted.



The screenshot shows the 'NOTIFICATION TO SUPPLY (Terminal)' form in the POLARIS system. The header includes the POLARIS logo and navigation links for 'About Us', 'DGIS', and 'Contact Us'. A user profile icon labeled 'user one' is in the top right. The form is titled 'NOTIFICATION TO SUPPLY (Terminal)' and includes a note: '* All fields are required'. The form fields are: 'Mode of Transfer:' (dropdown menu showing 'Mode One'), 'Plate Number / Pipe Number / Tank Number' (text input), 'Name of Receiving Vessel:' (text input), 'Terminal Operator:' (dropdown menu showing 'Operator One'), 'Location:' (dropdown menu showing 'Location 1'), 'Quantity (Litre):' (text input), 'Bunker Type:' (dropdown menu showing 'Type One'), 'Date of Commencement:' (calendar icon and text input showing 'dd/mm/yyyy'), 'Time of Commencement:' (clock icon and text input showing '3:15 PM'), and 'Date of Completion:' (calendar icon and text input).

Terminal Declaration

NOTIFICATION TO SUPPLY (Anchorage / Sea)

* All fields are required

Name of Bunker Vessel:	<input type="text" value="asadfaew"/>
Bunker Permit Validity:	<input type="text" value="30/10/2018"/>
PDA License:	<input type="text" value="hgythe"/>
Name of Receiving Vessel:	<input type="text"/>
Location:	<div style="text-align: center;"><h2>Google Map</h2></div> <p>Latitude: <input type="text"/> Longitude: <input type="text"/></p>
Quantity (Litre):	<input type="text"/>
Bunker Type:	<input type="text" value="Type One"/>
Date of Commencement:	<input type="text" value="dd/mm/yyyy"/>
Time of Commencement:	<input type="text" value="3:15 PM"/>
Date of Completion:	<input type="text" value="dd/mm/yyyy"/>
Time of Completion:	<input type="text" value="3:15 PM"/>
Declarant (Full Name):	<input type="text"/>

Anchorage/Sea Declaration

Customer will receive email notification to the email they had registered upon the declaration submission, and when the admin approve or reject their declaration.