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SYSTEM ADMINISTRATOR

To access OceanConnect.com System Administrator functions, log in and then click the Administration link on your OceanConnect.com sidebar menu. A menu page displays listing 4 groups of functions you need to fulfill your role as System Administrator:

- User Profile Functions
- User Functions
- Organization Functions
- General System Functions.

User Profile Functions

User Profile functions include activities related to your personal member account as System Administrator. You can also invite someone to register to become an OceanConnect.com member.

Updating your member account information

1. To update your member account information as System Administrator, 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 individual OceanConnect.com members' accounts. 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 an OceanConnect.com member's account, click the Manage User link. The current list of members displays listed by organization.

Add a new member account

1. To add a new OceanConnect.com member account, click the link under Add New User. 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 OceanConnect.com member account, 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 OceanConnect.com member account, click the Delete link to the right of the desired member. A confirmation page displays.
2. To delete that member account 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 System Administrator's (SA) point of view:

NOTE: If the organization that a prospective member belongs to already exists in the system, the SA does nothing—approval is the responsibility of the Organization Manager of that organization.

- The prospective member submits the electronic registration form for approval using the Register function.
- The system automatically categorizes registration requests by organization and department.
- Using the User Registration Inbox function, the SA reviews each request to determine whether the organization listed by the prospective member already exists in the system.
- If the organization does *not* exist in the system, the SA verifies the organization and department information by contacting the prospective member via email.

- The SA then either approves or denies the requested membership.
- The system automatically notifies the prospective member of approval or denial via email.

Approve new member

Note: The System Administrator should only approve (or deny) memberships for individuals from *new organizations*. A star (*) appears in front of the organization name if that organization is new. The process of approval has 3 parts, creating the new organization, creating the new department, and approving the new member.

Creating the new organization

1. Click User Registration Inbox link. A list of individuals requesting membership displays, listed by organization. You, as the System Administrator should only handle user requests from *new* organizations. These are indicated by a star (*) in front of the organization name.
2. To create the new organization, click the organization name link. The Organization Information page displays.
3. Enter the requested information. Items marked with a star (*) are required to create an organization.
4. Click *Submit.* A confirmation message displays.

Create the new department

5. Click the Administration link on the sidebar menu to return to the menu.
6. Click the User Registration Inbox link again. The list of users redisplays. Notice that the organization you just created no longer has a star (*) in front of it. You now need to create the department.
7. To create the department, click the department name link. The Create a Department page displays.
8. Enter the requested information. Items marked with a star (*) are required to create a department.
9. Click *Submit*. A confirmation message displays.

Approve the new member

10. Click the Administration link on the sidebar menu to return to the menu.
11. Click the User Registration Inbox link again. The list of users redisplays.
12. 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.*
13. 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.
14. 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 on 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 creating and managing departments and organizations; creating and managing systemwide and organization-level fuels; and adding, editing, or deleting vessel information.

Managing departments

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

Create a new department

1. To create a department within a particular organization, select the desired organization from the drop-down list and click *Submit*. 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 that 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 organization 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 and 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

To add, view, edit, or delete systemwide fuels or fuels for an organization, click the Manage Fuels link. A list of existing fuels listed by organization displays.

Add a fuel grade

Note: The System Administrator can add systemwide fuels only.

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. 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 organizations

To add, view and/or edit, or delete an organization, click the Manage Organizations link. A list displays of organizations that have employees who are OceanConnect.com members.

Create a new organization

1. To create a new organization, click the link under Add New Organization. The Organization Information page displays.

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

2. Enter the requested information and click *Submit.* Or click *Cancel* to return to the organization list without making any changes.

View and/or edit information about an organization

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

Delete an organization

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

Managing vessels

To view and/or edit, or delete vessels, click the Manage Vessels link. A list of existing vessels listed by organization displays.

Note: The System Administrator cannot add vessels. Only the Organization Manager or members of a particular organization can add vessels for that organization.

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.

General System Functions

General system functions include administering the discussion forums, administering feedback, administering Marcograms, managing the news, and administering Petroleum Argus prices and commentary.

Managing discussion forums

As System Administrator, you can create and delete discussion forums and threads within those forums. To perform these functions, click the Discussion Forum Administration link. The current list of discussion forums displays.

Add a discussion forum

1. To add a forum, click the link under Add New Discussion Forum. An entry form displays.
2. Enter the name of the new forum and click *Submit*. Or click *Cancel* to return to the forum list without adding a forum.

Note: Before the new discussion forum can be used, you must also create at least one thread under that forum. (See Add a thread below.)

Add a thread

1. To add a thread to a forum, click the name link for the desired forum. A list of threads (if any) under that forum displays.
2. Click the link under Add a New Forum Thread. An entry form displays.
3. Enter the name of the new thread and click *Submit*. Or click *Cancel* to return to the thread list without adding a thread.

Delete a discussion forum

1. To delete a forum, click the Delete link to the right of the desired forum. A confirmation page displays.
2. Click *Submit*. Or click *Cancel* to return to the forum list without deleting the forum.

Note: When you delete a forum, all threads are automatically deleted.

Delete a thread

1. To delete a thread, click the name link for the desired forum. The list of threads under that forum displays.
2. Click the Delete link to the right of the desired thread. A confirmation page displays.
3. Click *Submit*. Or click *Cancel* to return to the thread list without deleting the thread.

Note: When you delete a thread, all messages are automatically deleted.

Administering feedback

Feedback messages from members and site visitors are received in the Feedback Administration Inbox. The System Administrator can review, reply to, forward, move to a folder, or delete any feedback message. To access these functions—

1. Click the Feedback Administration link. The Feedback Administration menu page displays.
2. Click the Feedback Administration link on the menu. The feedback Inbox page displays. In the Inbox are the various feedback categories and the number of messages in each category. Below the Inbox are any folders you have created for storing messages and replies. (To create a folder, see *Administering Folders* below.)
3. Click the link for the desired feedback inbox category or folder. A list of the feedback messages received in that category displays.
4. Click the link for the desired feedback message. The message displays.

Reply to a feedback message

1. To reply to the message, display the message as described above and click *Reply.*
2. Enter your reply message, and click the “cc to yourself” box if you want a copy sent to you.
3. Select an option from the After Send drop-down box. The default is “Do Nothing.” You can also select to delete the message or move the message (and your reply) to a folder.
4. Click *Submit*. The reply is sent.

Forward a feedback message

1. To review and forward the message, display the message as described above and click *Forward.*
2. Enter the requested information, and click the “cc to yourself” box if you want a copy sent to you.
3. Select an option from the After Send drop-down box. The default is “Do Nothing.” You can also select to delete the message or move the message (and your forwarding message) to a folder.
4. Click *Submit*. The message is forwarded.

Administering feedback categories

As System Administrator, you can create, edit, or delete the categories under which members and site visitors can submit their feedback. To access these functions—

1. Click the Feedback Administration link. The feedback administration menu page displays.
2. Click the Feedback Category Administration link. The feedback category list displays.

Add a new feedback category

1. To create a new feedback category, click the link under Add New Feedback Category. An entry form displays.
2. Enter the new category name and click *Submit*. Or click *Cancel* to return to the feedback category list without adding a category.

Edit a feedback category

1. To edit a feedback category, click the Edit link to the right of the desired category. The Edit Category page displays.
2. Change the category name as needed and click *Submit*. Or click *Cancel* to return to the feedback category list without editing the category name.

Delete a feedback category

1. To delete a feedback category, click the Delete link to the right of the desired category. A confirmation page displays.
2. To confirm, click *Submit* to remove the category. Or click *Cancel* to return to the feedback category list without deleting the category.

NOTE: When you delete a category, all messages in that category are deleted. If you want to retain those messages, you should move those messages to another category before deleting the category.

Administering feedback folders

As System Administrator, you can create, edit, or delete folders to store feedback messages. To access these functions—

1. Click the Feedback Administration link. The Feedback Administration menu page displays.
2. Click the Feedback Folder Administration link. The feedback folder list displays.

Add a new feedback folder

1. To create a new feedback folder, click the link under Add New Feedback Folder. An entry form displays.
2. Enter the new folder name and click *Submit*. Or click *Cancel* to return to the feedback folder list without adding a folder.

Edit a feedback folder

1. To edit a feedback folder name, click the Edit link to the right of the desired folder. The Edit Folder page displays.
2. Change the folder name as needed and click *Submit*. Or click *Cancel* to return to the feedback folder list without editing the folder name.

Delete a feedback folder

1. To delete a feedback folder, click the Delete link to the right of the desired folder. A confirmation page displays.
2. To confirm deletion, click *Submit*. Or click *Cancel* to return to the feedback folder list without deleting the folder.

NOTE: When you delete a folder, all messages in that category are deleted. If you want to retain those messages, you should move those messages to another folder before deleting the category.

Administering Marcograms

To create, edit, or delete Marcograms, click the Marcogram Administration link. The tabular listing of Marcograms displays.

Create a new Marcogram

Note: Michael J. Marco will send content for Marcograms via daily email. When you create and submit a new Marcogram, the system automatically replaces the existing Marcogram on the Marcogram page. The system also automatically archives all Marcograms.

1. To add a new Marcogram, click the link under Add a New Marcogram. A new Marcogram entry form displays.
2. Copy the content from the email into the appropriate fields. Adjust the date if needed. Items marked with a star (*) are required to create a Marcogram.
3. Click *Submit*. Or click *Cancel* to return to the list of Marcograms without creating a new Marcogram.

Edit a Marcogram

1. To edit an existing Marcogram, click the Edit link to the right of the desired Marcogram. Existing information on the Marcogram displays.
2. Modify or add to the information displayed as needed and click *Submit*. Or click *Cancel* to return to the list of Marcograms without making any changes.

Delete a Marcogram

1. To delete a Marcogram, click the Delete link to the right of the Marcogram you want to delete. A confirmation page displays.
2. To confirm, click *Submit* to remove the Marcogram. Or click *Cancel* to return to the list of Marcograms without deleting.

Managing news

To purge articles older than 30 days; add, edit, delete, or search for news articles; or add, edit, delete or search for page groups (categories of articles); click the New Editor Desktop link. The Main Article Control menu page displays.

Purge news articles

1. To purge (delete) news articles that were added more than 30 days ago, click the Purge Articles link. A confirmation page displays.
2. Click *Submit*. Or click *Cancel* to return to the Main Article Control menu page without purging.

Add news article

1. To add a new news article, click the Main Article Control link. The tabular listing of current articles displays.
2. Click the link under Create a New Article. A new article entry form displays.
3. Enter the requested information. Items marked with a star (*) are required to create an article.
4. Click *Submit*. Or click *Cancel* to return to the list of articles without creating a new article.

Note: Adding a news article adds it to the database but it does not automatically display it under the News & Info tab for the ordinary member/site visitor. See *Publish news article* below to display the article in News & Info.

Search for news article

1. To find an article or group of articles, click the Main Article Control link. The tabular listing of current articles displays.
2. Select a Filter (article category) and/or a Duration (article age) and click *Go*.
3. Articles meeting your search criteria display.

Edit news article

1. To edit an existing news article, click the Main Article Control link. The tabular listing of current articles displays.
2. Click the Edit link to the right of the desired article. Existing information on the article displays.
3. Modify or add to the information displayed as needed and click *Submit*. Or click *Cancel* to return to the list of articles without making any changes.

Publish news article

1. To publish article (i.e., to display it when members/site visitors access the News function), click the Main Article Control link. The tabular listing of current articles displays.
2. Select “Yes” in the Publish column for the article you want to appear in News. As appropriate, also select a Page Group (category location) for the article.
3. Click *Publish*. A link for the article appears on the home page and in News.

Delete news article

1. To delete an article, click the Main Article Control link. The tabular listing of current articles displays.

2. Click the Delete link to the right of the article you want to delete. A confirmation page displays.
3. To confirm, click *Submit* to remove the article from the home page and from News. Or click *Cancel* to return to the list of articles without deleting.

Note: When you “delete” a news article, it no longer displays on the home page or on the News page. However, the article remains in the database and can be redisplayed by publishing it again. (See Publish news article above.)

Add page group

1. To add a new page group, click the Page Group Control link. The tabular listing of current page groups displays.
2. Click the link under Add New Page Group. A new page group entry form displays.
3. Enter the requested information. Items marked with a star (*) are required to create an article.
4. Click *Submit*. Or click *Cancel* to return to the list of page groups without creating a new page group.

Edit page group

1. To edit an existing page group name or abbreviation, click the Page Group Control link. The tabular listing of current page groups displays.
2. Click the Edit link to the right of the desired page group. Existing information on the page group displays.
3. Modify or add to the information displayed as needed and click *Submit*. Or click *Cancel* to return to the list of page groups without making any changes.

Delete page group

1. To delete a page group, click the Page Group Control link. The tabular listing of current page groups displays.
2. Click the Delete link to the right of the page group you want to delete. A confirmation page displays.
3. To confirm, click *Submit* to remove the page group. Or click *Cancel* to return to the list of page groups without deleting.

Note: When you delete a page group, all the articles in that page group are returned to the general listing.

Administering Petroleum Argus prices and commentaries

The System Administrator is responsible for updating the Petroleum Argus (PA) pricing information and commentaries that members and visitors see and access on the home page. Currently this process includes—

- Downloading new content information three times a day
- Entering and/or copying and pasting the new information into the OceanConnect.com system.

Download Petroleum Argus data, text, and image files

Note: Before you download PA files for the *first time*, create a folder on your C:\ drive to store all future downloads.

1. Display the DOS prompt (command prompt) and navigate to the folder you have created to store PA files (e.g., C:\Argus).
2. To access the PA ftp site, enter “ftp ftp.petroleumargus.com” and press Return. The PA system will prompt you for a user name.
3. Enter “Oceanconnect” and press Return. The PA system will prompt you for a password.
4. Enter “panama” and press Return. The prompt will change to ftp>.
5. To view the available files, enter “dir” and press Return. You will see the following files—
   - fareast.csv—pricing information for AG/PG and Singapore
   - europe.csv—pricing information for Northwest Europe and Western Mediterranean
   - us.csv—pricing information for Los Angeles, New York, or Gulf Coast
   - *.txt file—the most recent commentary for a specific region (e.g., AG/PG.txt)
   - *.gif (2 files)—the most recent 5-day and 90-day averages for a specific region (e.g., AG/PG5d.gif and AG/PG90d.gif).

Tip: Because PA updates different region files at different times of the day, you will need to develop a daily schedule for downloading and updating OceanConnect.com Argus displays in order to keep those displays up to date.

6. Set the mode to binary by entering “bin” and pressing Return.
7. To download a file, enter “get <filename>” and press Return. Repeat, downloading only files that have newer timestamps than files you already have in your C:\ drive directory.
8. When you have downloaded all the appropriate files, enter “quit” and press Return. Your C:\ drive directory prompt redisplays.
9. To close the DOS window, enter “exit”.
10. Use the information in the downloaded files as described below.

Edit fuel market pricing information

1. To edit an existing fuel market pricing information item, click the Petroleum Argus Admin link. The Petroleum Argus Administration page displays.
2. Click the Fuel Pricing Administration link. The list of current fuel market pricing items displays.
3. Click the Edit link to the right of the desired item. Existing information on the item displays.
4. Modify the information displayed based on the information contained in the latest *.csv file for that region. Select the commentary for that region from the drop-down

list. Use the browse buttons to select the .gif files for that region (if available). Items marked with a star (*) are required to create an item.
5. Click *Submit*. Or click *Cancel* to return to the list of items without making any changes.

Edit a fuel market commentary

1. To edit an existing fuel market commentary, click the Petroleum Argus Admin link. The Petroleum Argus Administration page displays.
2. Click the Commentary Administration link. The list of current fuel market commentaries displays.
3. Click the Edit link to the right of the desired commentary. Existing information on the commentary displays.
4. Modify the information displayed based on the information contained in the latest *.txt file for that region and click *Submit*. Or click *Cancel* to return to the list of commentaries without making any changes.

Create a fuel market commentary for a new region

Note: Most often, you will be *editing* fuel market commentaries for regions that already exist in the system. Only use the following steps to add a commentary for a *new* region. To edit an existing region's commentary, see *Edit fuel market commentary*.

1. To create a fuel market commentary for a new region, click the Petroleum Argus Admin link. The Petroleum Argus Administration page displays.
2. Click the Commentary Administration link. The tabular listing of current commentaries displays.
3. Click the link under Add a New Market Commentary. A new commentary entry form displays.
4. Enter or cut and paste the requested information based on the information contained in the *.txt file for the new region. Items marked with a star (*) are required to create a commentary.
5. Click *Submit*. Or click *Cancel* to return to the list of commentaries without creating a new commentary.

Create fuel market pricing information for a new region

Note: Most often, you will be *editing* pricing information for regions that already exist in the system. Only use the following steps to add a *new* region. To edit information for an existing region, see *Edit fuel market pricing information*.

Tip: If you are adding a new region, always create the commentary first (see Create fuel market pricing commentary for a new region).

1. To create fuel market pricing information for a new region, click the Petroleum Argus Admin link. The Petroleum Argus Administration page displays.
2. Click the Fuel Pricing Administration link. The list of current fuel market pricing items displays.

3. Click the link under Add New Market Pricing Information. A new information form displays.
4. Enter the requested information based on the information contained in the *.csv file for the new region. Select the appropriate commentary name from the drop-down list. Use the browse buttons to select the appropriate .gif files (if available). Items marked with a star (*) are required to create an item.
5. Click *Submit.* Or click *Cancel* to return to the list of items without creating a new item.

Delete fuel market pricing information

NOTE: It is unnecessary to delete fuel market pricing information items unless Petroleum Argus discontinues reporting on a particular region.

1. To delete a fuel market pricing information item, click the Petroleum Argus Admin link. The Petroleum Argus Administration page displays.
2. Click the Fuel Pricing Administration link. The tabular listing of current fuel market pricing items displays.
3. Click the Delete link to the right of the item you want to delete. A confirmation page displays.
4. To confirm, click *Submit* to remove the item. Or click *Cancel* to return to the list of items without deleting.

Delete a fuel market commentary

NOTE: It is unnecessary to delete a fuel market commentary unless Petroleum Argus discontinues reporting on a particular region.

1. To delete a fuel market commentary, click the Petroleum Argus Admin link. The Petroleum Argus Administration page displays.
2. Click the Commentary Administration link. The tabular listing of current fuel market commentaries displays.
3. Click the Delete link to the right of the commentary you want to delete. A confirmation page displays.
4. To confirm, click *Submit* to remove the commentary. Or click *Cancel* to return to the list of commentaries without deleting.