

ACTA Management System

Manual for viewers

1. Login to the system page 2
2. IMO number and "search" for vessel..... page 3
3. Download the service report and certificate.....page 4
4. Upload documents and picturespage 5
5. Contact if questions.....page 6

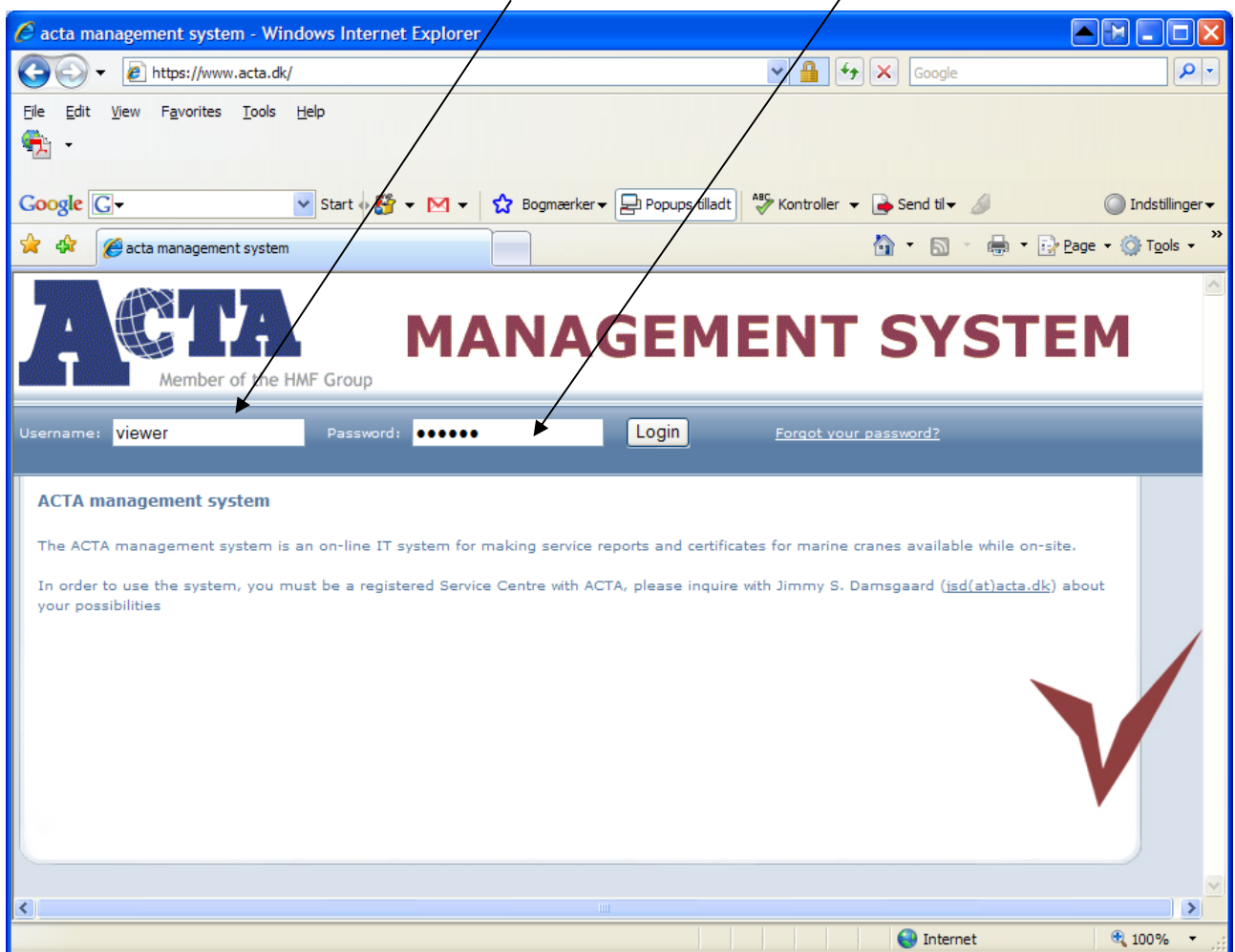
1. Login to the system

Write this web address to use the management system:

<https://www.acta.dk/>

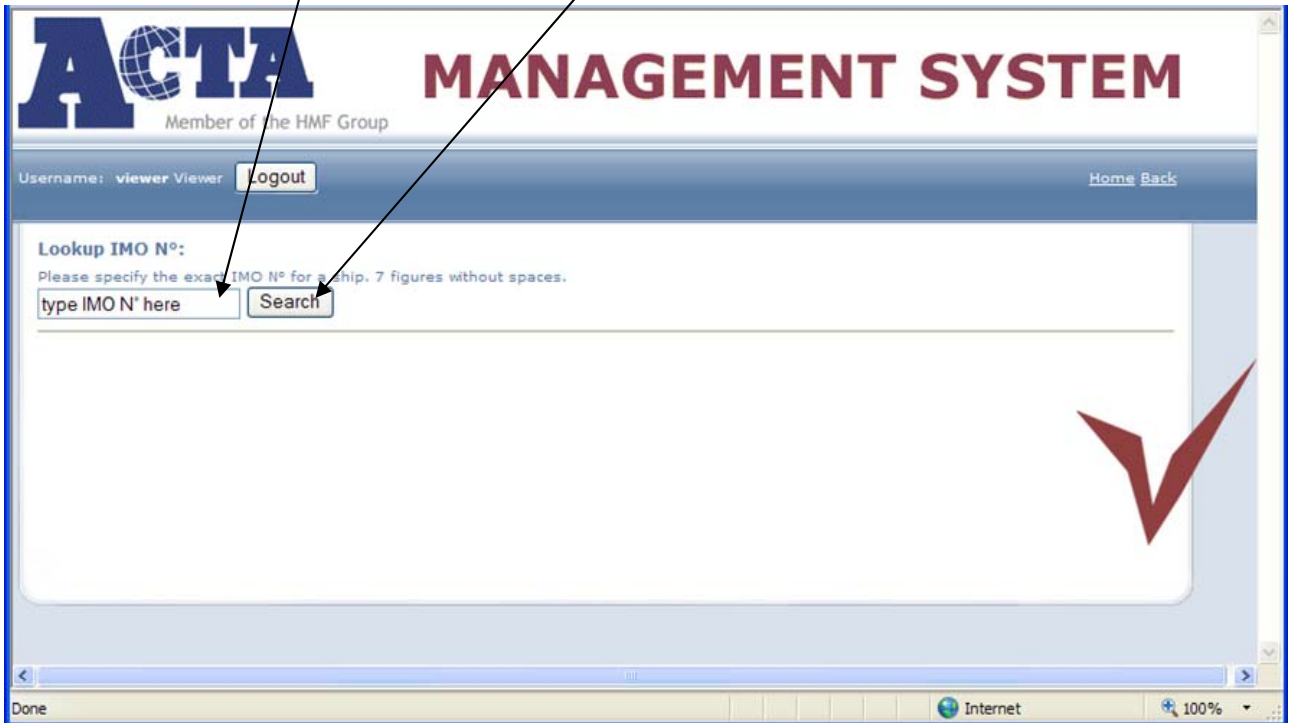
Please note https

Here you can type in your username: viewer and password: viewer.



2. IMO number and “search” for vessel

Now type in an IMO number and click the “search” button to see the vessel in the system.



The screenshot displays the ACTA Management System interface. At the top left is the ACTA logo with the text "Member of the HMF Group". To the right, the title "MANAGEMENT SYSTEM" is displayed in large, bold, red letters. Below the header, the user is logged in as "viewer Viewer" with a "Logout" button. A "Home Back" link is also present. The main content area features a "Lookup IMO N°:" section with the instruction "Please specify the exact IMO N° for a ship. 7 figures without spaces." Below this is a text input field containing the placeholder "type IMO N° here" and a "Search" button. Two black arrows point from the text above to the input field and the "Search" button. A large red checkmark is visible on the right side of the page. The browser's address bar shows "Internet" and the status bar shows "Done" and "100%".

A list of cranes will appear below the IMO number, and you can see the previous service reports and certificates, as well as ACTA’s remarks to the service report.

3. Download the service report and certificate

To download the service report or certificate click at the link with a date.

ACTA MANAGEMENT SYSTEM
Member of the HMF Group

Username: pia [Logout](#) [Order status](#) [Home](#) [Back](#)

Lookup IMO N°:
Please specify the exact IMO N° for a ship. 7 figures without spaces.
 [Search](#)

IMO N° of selected ship: 8881111
[New certificate](#)

Click on a cranes serial N° to get an overview of certificates and edit preliminary service reports.

IMO N°	Crane N°	Crane type	Manual Checklist	SP Kit N° 1	SP Kit N° 2	SP Kit N° 3	SP Kit N° 4	Latest servicereport	Latest certificate	ACTA remarks	Documents & Pictures
8881111	2222222	Hydraulic stores crane			N/A	N/A	N/A	24.. Mar 2009	24.. Mar 2009	View	+ Add

Select a document and/or a picture for the Crane above:

Document: [Gennemse...](#) Recommended max. file size: 3 MB
 Picture: [Gennemse...](#) Recommended max. file size: 3 MB

[Upload](#) [Cancel](#)

Too you can see if ACTA had any remarks to the service report.

4. Upload documents and pictures

When you have logged on into the system and have entered the IMO number you may upload pictures and documents.

The screenshot shows the ACTA Management System interface. At the top, there is a header with the ACTA logo and 'MANAGEMENT SYSTEM' text. Below the header, there is a navigation bar with 'Username: pia' and a 'Logout' button. The main content area is titled 'Lookup IMO N°:' and contains a search form with the IMO number '8881111' and a 'Search' button. Below the search form, there is a section for the selected ship (IMO N° 8881111) with a 'New certificate' button. A table lists various crane-related data, including IMO N°, Crane N°, Crane type, and various SP Kit N°s. The 'Documents & Pictures' column for the selected crane (2222222) has a '+ Add' button. Below the table, there are two 'Browse...' buttons for uploading documents and pictures, with a recommended maximum file size of 3 MB. There are also 'Upload' and 'Cancel' buttons. Arrows point from the text below to the 'Add' button and the 'Upload' button.

The boxes for uploading will appear when you click on “Add Documents & Pictures”.

Click on the “Browse...” button to find the file on your computer.

When you have chosen a file, click on the “Upload” button.

To view the documents and the pictures that has been uploaded to the crane click on “View”.

This is a close-up of the 'View / + Add' button in the table. The button is located in the 'Documents & Pictures' column for the crane with serial number 2222222. The button text is 'View / + Add'.

A new page will appear listing everything that has been uploaded for this crane. To see the document or photo you just have to click on the link.

The screenshot shows a page titled 'Available documents for crane serial no. 2222222'. It contains two tables. The first table lists available documents, and the second table lists available pictures. Both tables have columns for Date, Time, and Filename.

Date	Time	Filename
25-03-09	09:09:00	Checklist prior to service.dot

Date	Time	Filename
25-03-09	09:10:20	IMGb2339.jpg
25-03-09	09:09:34	P1010065.JPG
24-03-09	16:18:22	Pramme i Odense.jpg

5. Contact if questions

If you have any questions in relation to the use of the system, please contact Jimmy S. Damsgaard on jsd@acta.dk