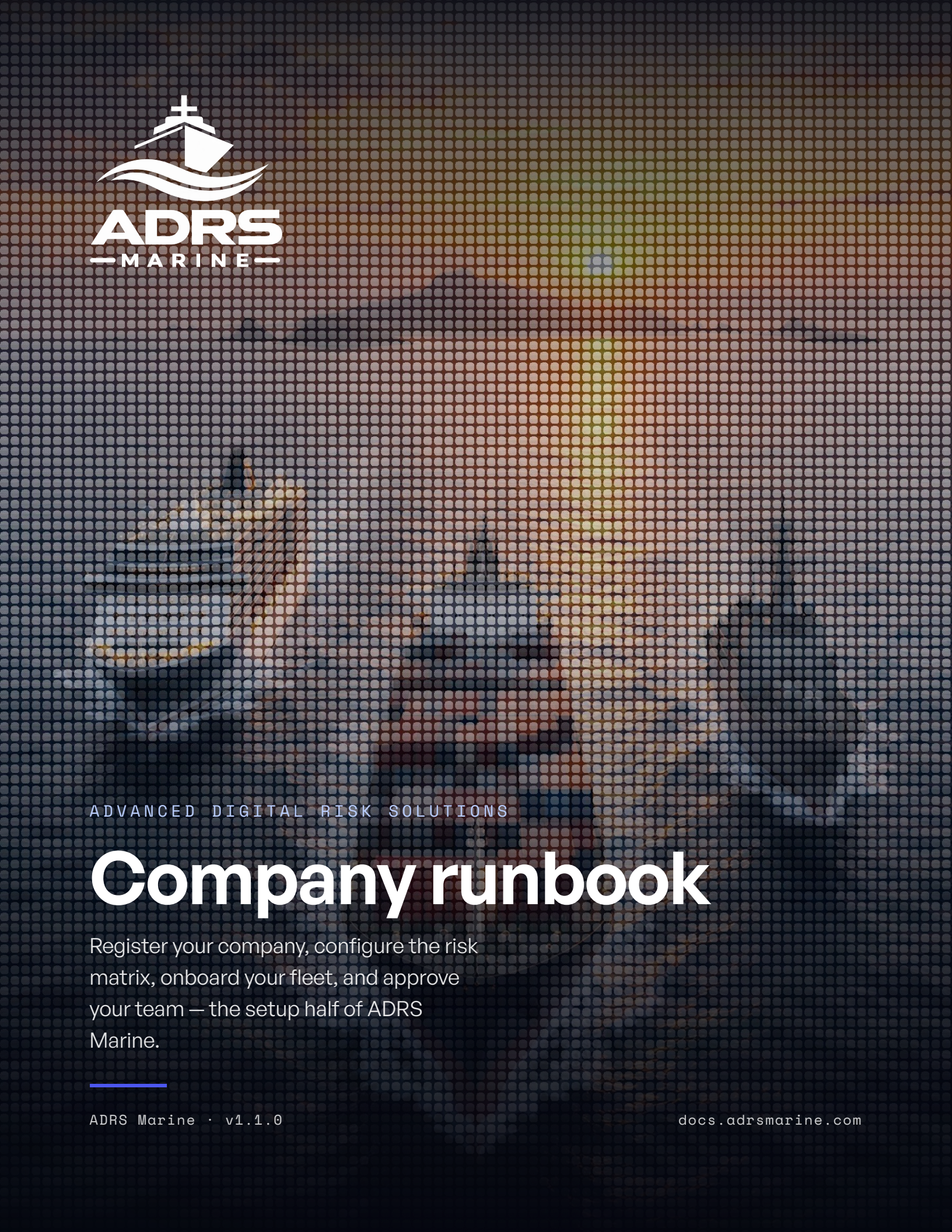


ADVANCED DIGITAL RISK SOLUTIONS

Company runbook

Register your company, configure the risk matrix, onboard your fleet, and approve your team — the setup half of ADRS Marine.

Contents

- Stage 1 — Company onboarding
- Stage 2 — Sign in
- Stage 3 — Risk matrix configuration
- Stage 4 — Vessel onboarding
- Stage 5 — Approve your team
- Your company is ready

GETTING STARTED

Company runbook

For the person setting the company up — the master user, and the admin afterwards. Follow it top to bottom to go from an approved company email to a fleet and a team ready to work. Your colleagues' side of this is the User runbook.

THIS RUNBOOK IS THE ADMIN'S HALF

Every stage here is done once, by whoever owns the company account. When it is finished, your colleagues join and do the everyday work through the User runbook — writing assessments and exporting reports, which you can do the same way. Take the PDF aboard if you want it to hand without a connection.

Stage	Who	Once or repeated
1. Company onboarding	Master user	Once
2. Sign in	Master user	Once
3. Risk matrix configuration	Company admin	Once, then rarely
4. Vessel onboarding	Company admin	Once per vessel
5. Approve your team	Company admin	Once per person, then ongoing

BEFORE YOU START — ADRS MARINE SETS YOUR COMPANY UP FIRST

You do not sign your company up yourself. ADRS Marine registers it from your signed agreement, against the master email on that agreement. Everything below is you onboarding *against* that registration — which is why it begins with your master email rather than an open sign-up form. If your company is not on the register yet, the email will not be recognised in Stage 1, and the screen offers a way to reach us.

Stage 1 — Company onboarding

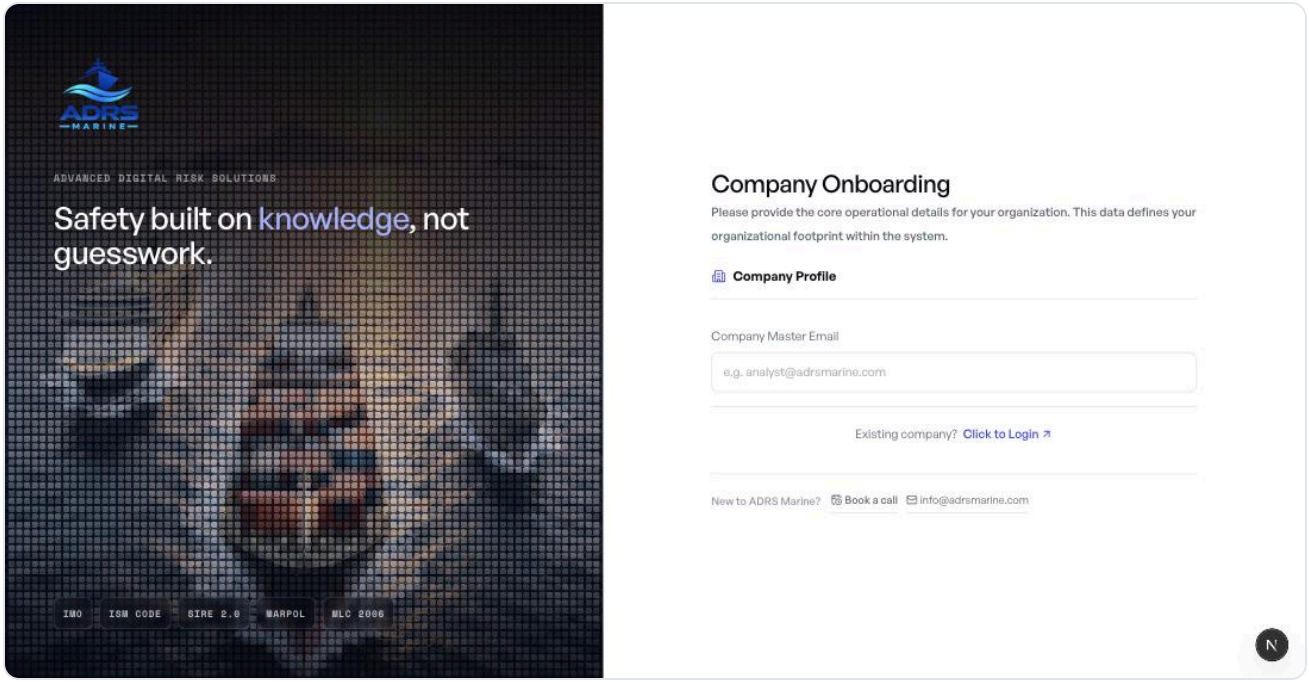
The screen is titled **Company Onboarding**. Only one person does this: the **master user**. Everyone else joins afterwards by naming the company — that is the User runbook, not this one.

1 **Open the platform and choose Click to Onboard**

From the sign-in screen, below the Log In button.

2 **Enter your company master email**

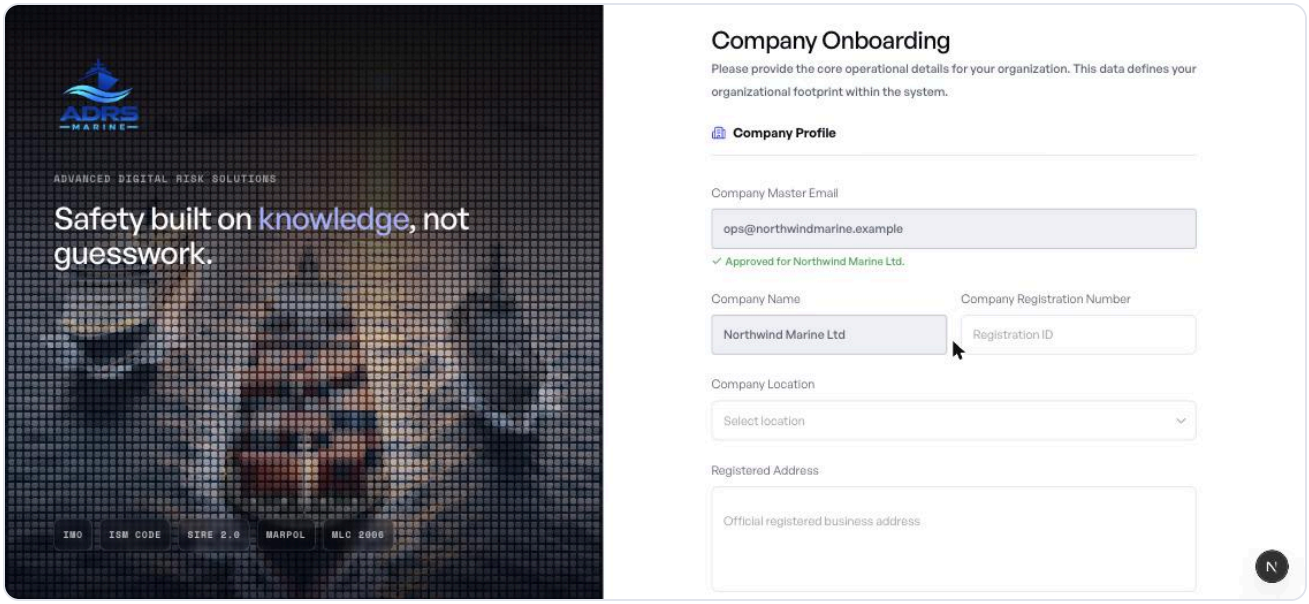
This is the address ADRS Marine holds on your agreement. Nothing else is asked for until it is recognised.



Stage 1 — onboarding opens with one field. The rest of the form appears only once the address is recognised.

3 **Wait for the green confirmation**

Approved for [your company] means you are on the register. The company name fills in automatically and is locked — it is the name on your agreement and will appear on every report you export.



The approved state. Company name comes from the register and cannot be edited; the remaining fields are yours to complete.

IF THE ADDRESS IS NOT RECOGNISED

You will be told it is not approved for onboarding yet. That usually means the agreement is not in place, a different address was registered, or there is a typo. The screen offers a way to book a call, which resolves it fastest.

4 **Complete the remaining fields**

Company registration number, location, and registered address. Upload a logo if you have one — it appears on every exported report, and a square mark reproduces best.

5 **Set your master credentials**

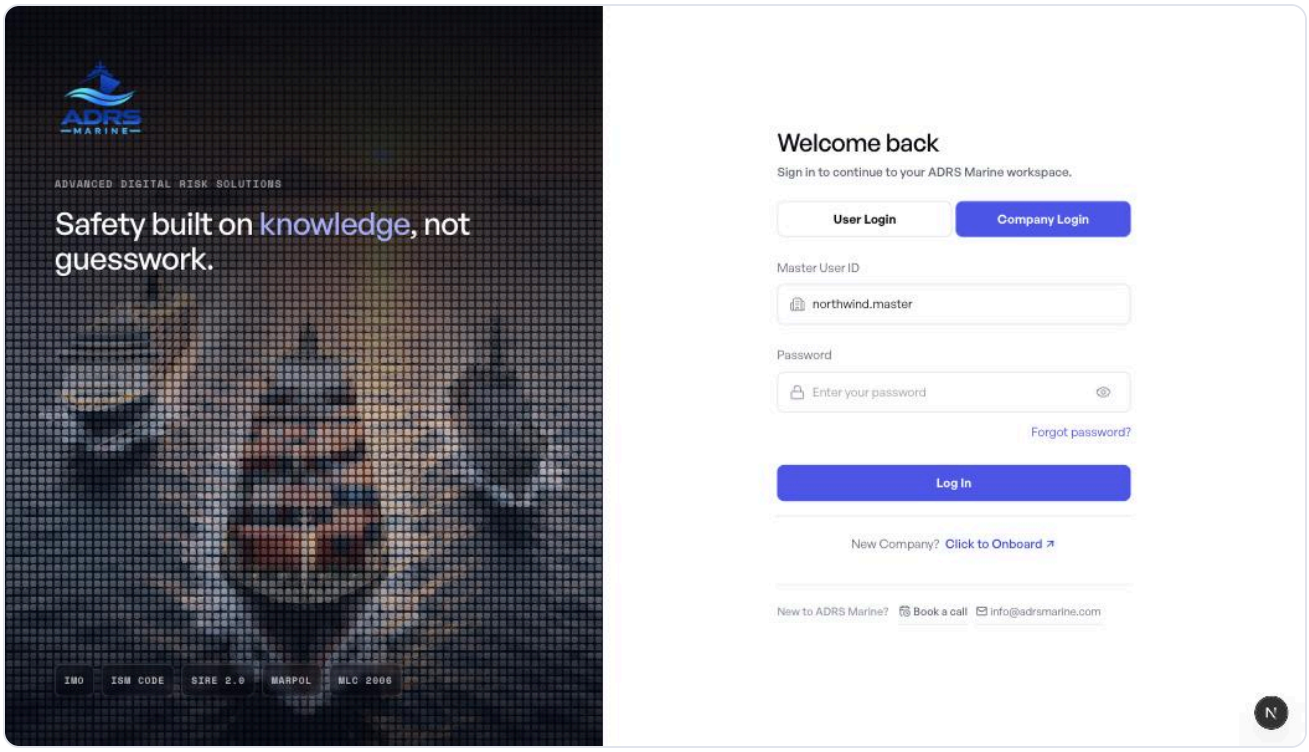
Scroll to Security Credentials and choose the master user ID and password. Keep these safe: this account configures everything else.

6 **Submit**

Your company workspace is created and you can sign in.

Stage 2 — Sign in

You want the **Company Login** tab — the one for the master account you just created. Your colleagues use the other tab, User Login, once you have approved them.

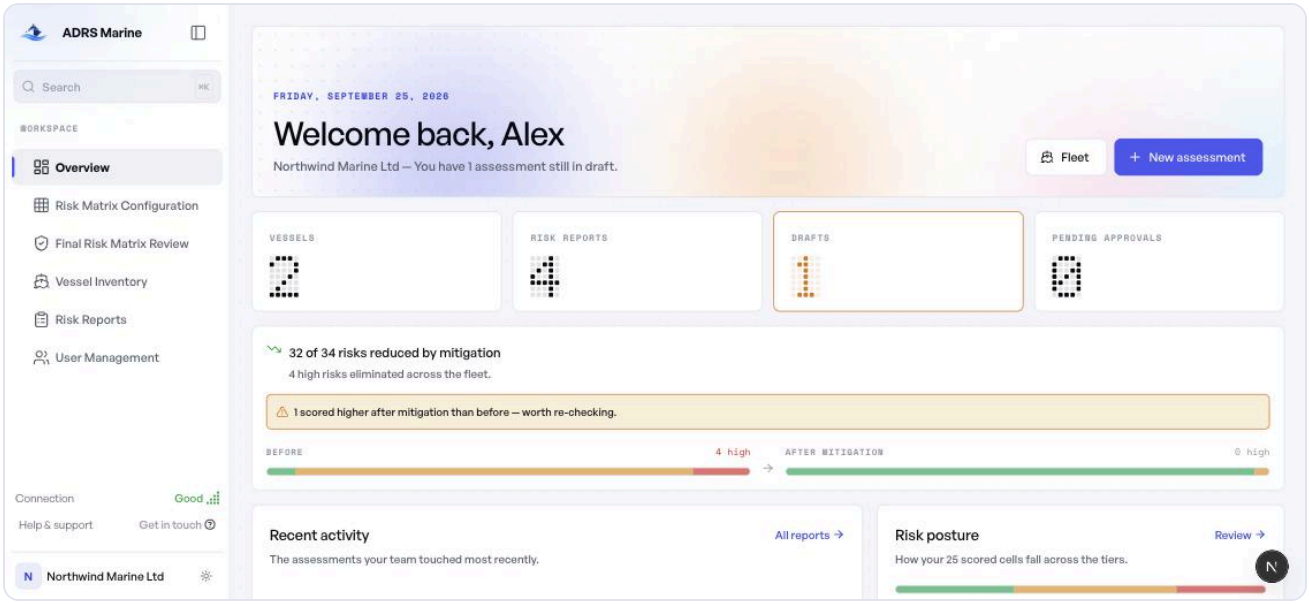


Stage 2 — the **Company Login** tab, which is the one the master user needs. The first field reads *Master User ID*, not *Email ID*.

Use this tab	If you are	It asks you for
Company Login	The master user, signing in to the company account you created in stage 1.	Master User ID
User Login	A team member, signing in to their own account after you approved it.	Email ID

The quickest way to tell you are on the right tab is the first field: **Company Login** asks for a *Master User ID*, **User Login** asks for an *Email ID*.

After signing in you land on the overview. Yours will be empty at this point — the screenshot below is a workspace already in use, so you can see what the figures mean once stages 3 to 5 are done.



An established workspace — not what you will see on day one. Fleet totals, what mitigation achieved, and where attention is needed.

Stage 3 — Risk matrix configuration

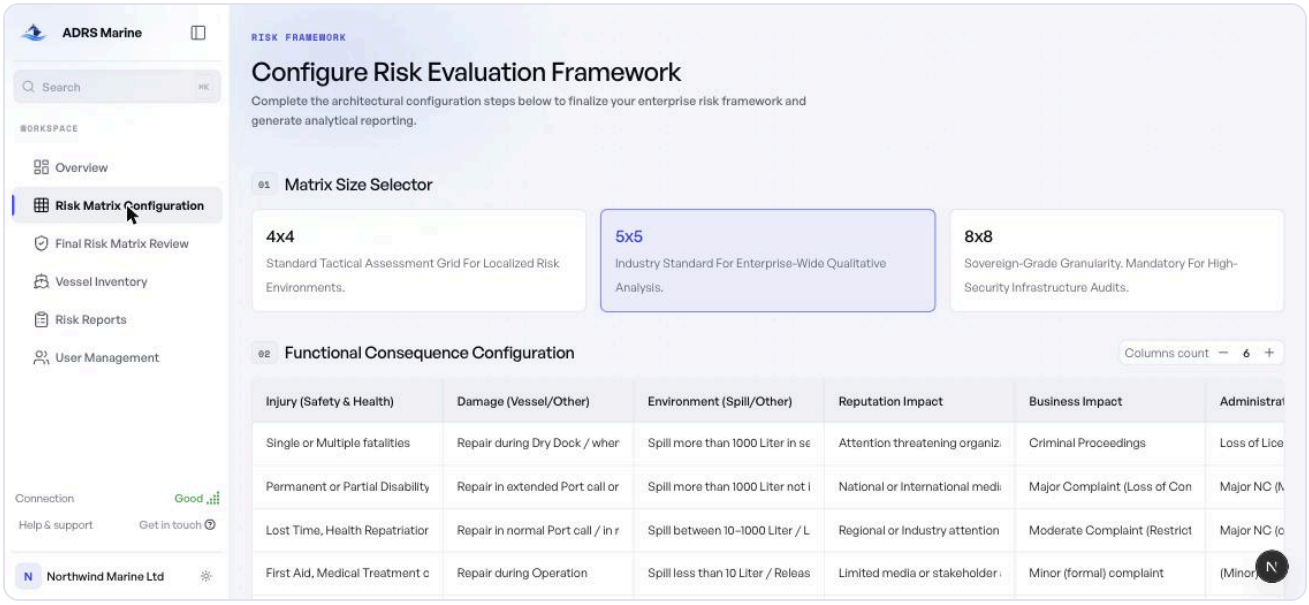
> **DO THIS BEFORE ANYTHING ELSE**
>
> No assessment can be scored until the matrix exists, because a score has no meaning without the scale behind it. Company admin only.

1. **Open Risk Matrix Configuration**
   From the sidebar.

2. **Choose a matrix size**
   5×5 is the industry standard. 4×4 suits a localised operation; 8×8 is for fine-grained audits.

3 Define what each severity level means

The Functional Consequence Configuration grid. For each level, describe the real outcome in concrete terms across the categories that matter to your operation — injury, vessel damage, environmental release, reputation, business impact, regulatory standing. Use *Columns count* above the grid to add or remove categories.



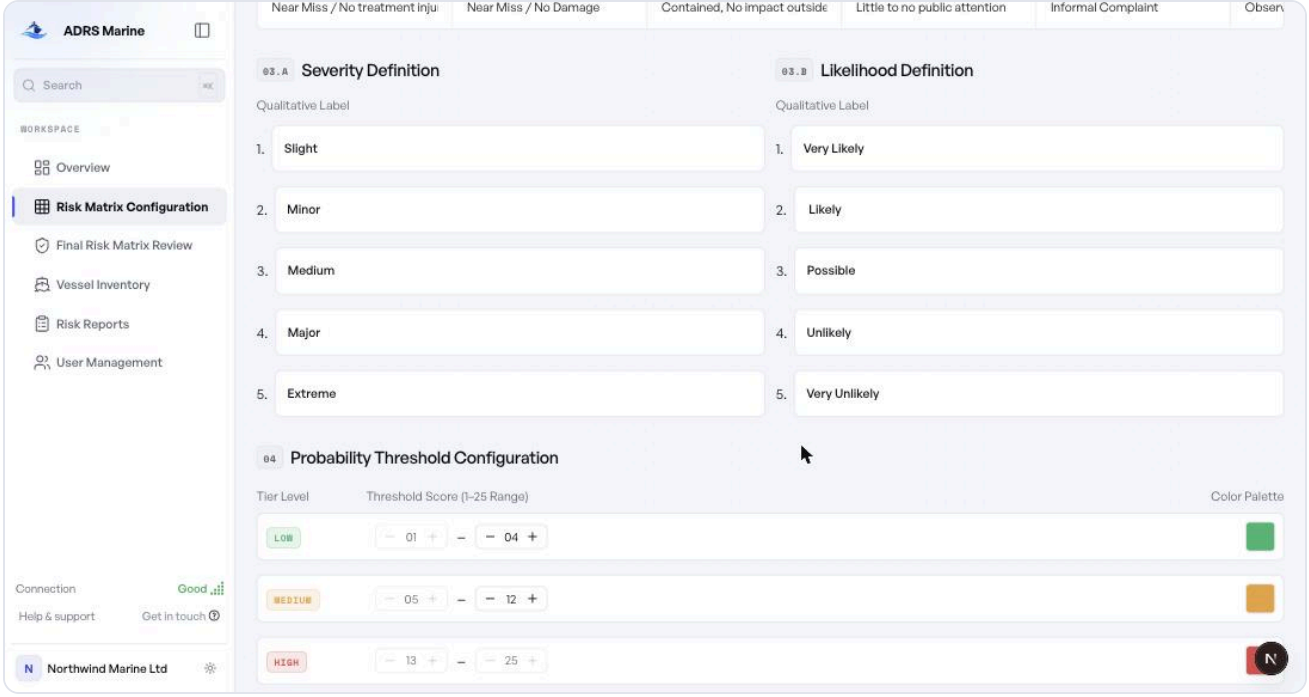
Stage 3 — matrix size, then what each severity level means in concrete terms.

THIS IS THE PART WORTH THE TIME

These definitions are what make two assessors score the same job the same way. Without them, one person's "Major" is another's "Medium".

4 Check the severity and likelihood labels

Both scales must run in the same direction: level 1 the least severe and the least likely, level 5 the most. Read the warning below before moving on.



Stage 3 — the severity and likelihood labels, and the score bands beneath them. Every label here is an editable field.

CHECK THE TWO SCALES RUN THE SAME WAY

Score is severity × likelihood, so both scales must be numbered in the same direction. If likelihood reads *Very Likely* at level 1 and *Very Unlikely* at level 5 while severity runs *Slight* to *Extreme*, the matrix is inverted: a severe and very likely event will score **lower** than the same event judged very unlikely.

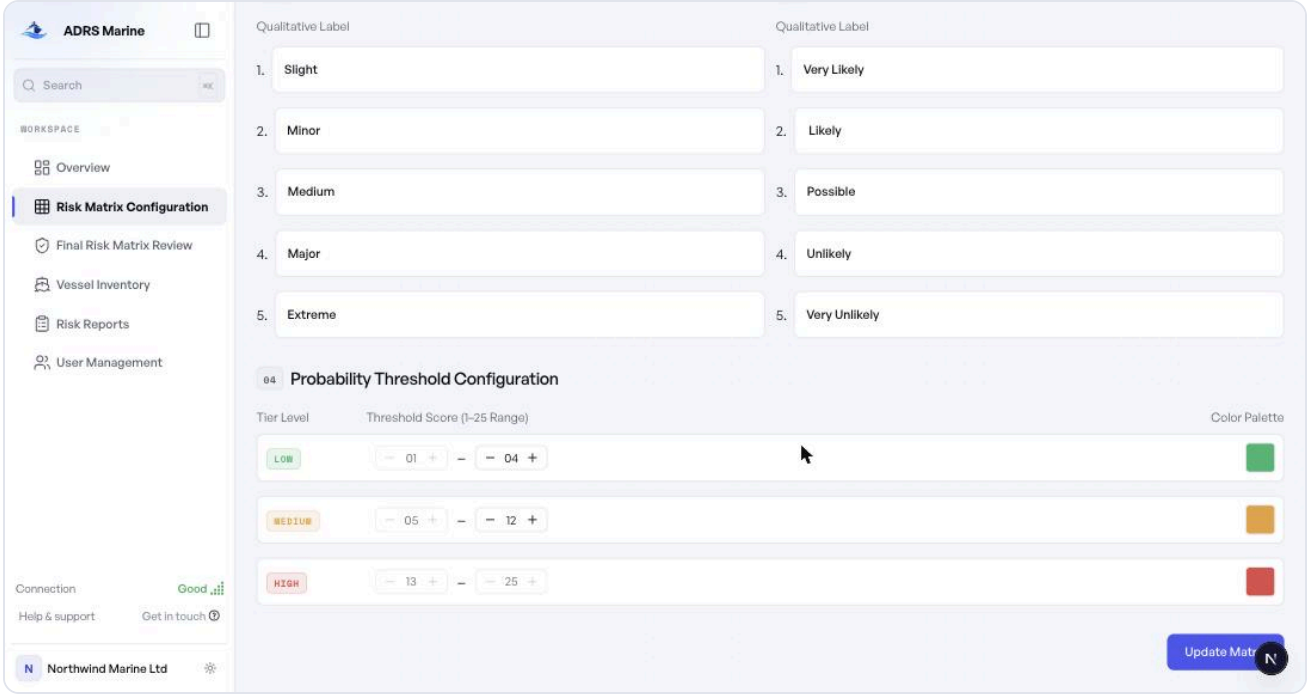
These labels are editable fields. Renumber them so level 1 is the least likely and level 5 the most, then regenerate. Verify on the review screen that the most severe, most likely cell is your highest score.

5 Set the score bands

Where Low becomes Medium, and Medium becomes High. They must be contiguous and cover the whole range the matrix can produce. Pick the tier colours here too.

6 Generate the matrix

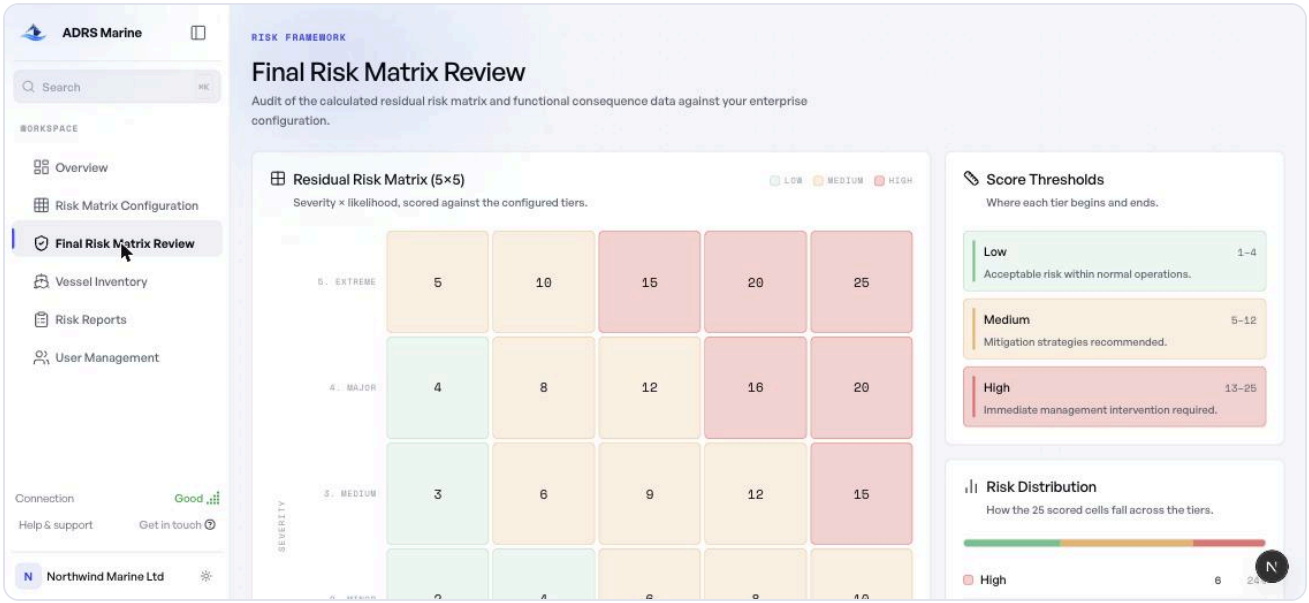
The button at the bottom right. On an existing matrix it reads *Update Matrix*.



Stage 3 — score bands and tier colours, then generate.

7 Review the result before using it

Open *Final Risk Matrix Review* and read the grid. Check the corners: the most severe and most likely combination must be your highest score, and must sit in the High tier.



Stage 3 — the generated matrix. Every cell is severity × likelihood, tinted by its tier.

Stage 4 — Vessel onboarding

The dialog is titled **Onboard New Vessel**. Every assessment belongs to a vessel, so the fleet comes before the first job. Company admin only.

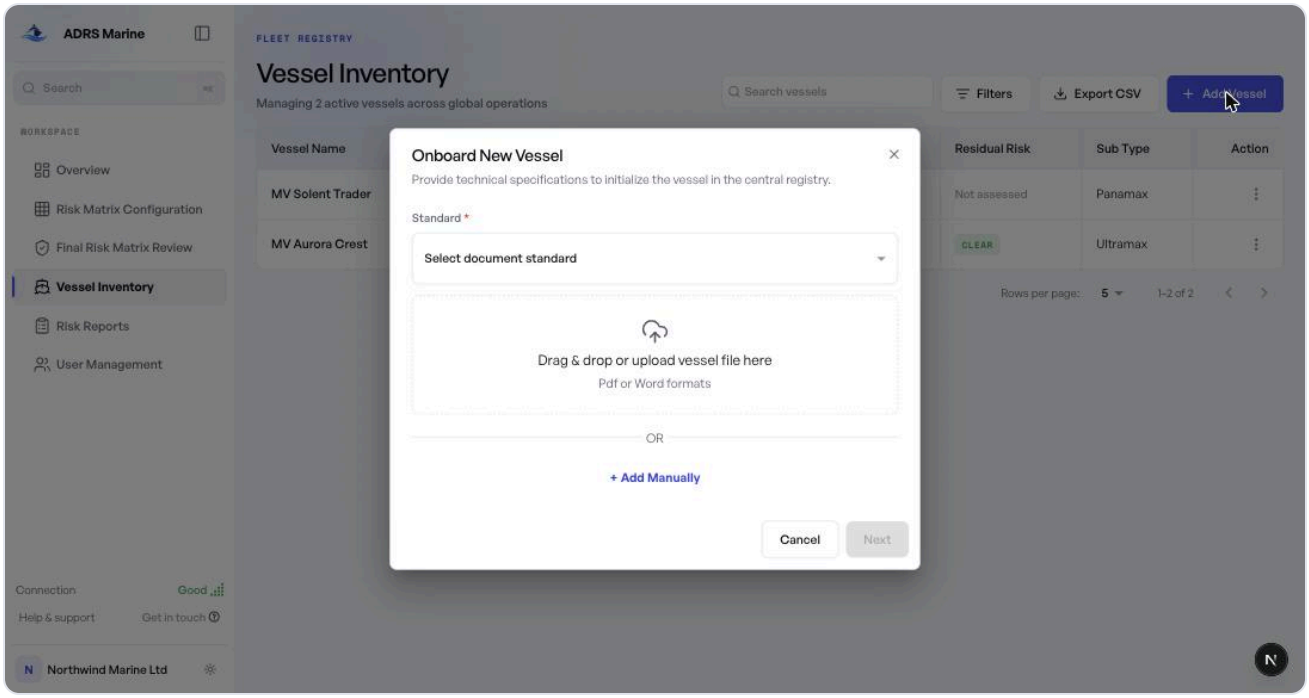
1 Open Vessel Inventory and choose Add Vessel

2 **Pick a document standard**

Three are supported: **Q88**, **OVPQ** and **VPQ**. It is required if you are uploading a document, and must be set *before* you upload, because it tells the platform how to read the file. Adding a vessel by hand does not need it — that is why vessels entered manually show a dash in the fleet list's Standard column.

3 **Either upload the vessel document, or add it by hand**

Drag in the questionnaire and let the platform read it, or choose *+ Add Manually* and type the details yourself.



Stage 4 — choose a standard, then either upload the vessel's document or add it manually.

What the upload accepts, and what it fills in

Accepted formats are **PDF and Word** — `.pdf`, `.doc` and `.docx`. The platform reads the questionnaire and fills the vessel record from it, so most of the form is completed for you:

Group	Fields it extracts
Ship identity	Vessel name, IMO number, call sign, flag, port of registry, year built, ship type and sub-type, owner, operator, manager
Engineering	Deadweight, gross tonnage, net tonnage, length overall, beam, draft, engine model and type, rated power, maximum speed

CHECK WHAT IT READ BEFORE SAVING

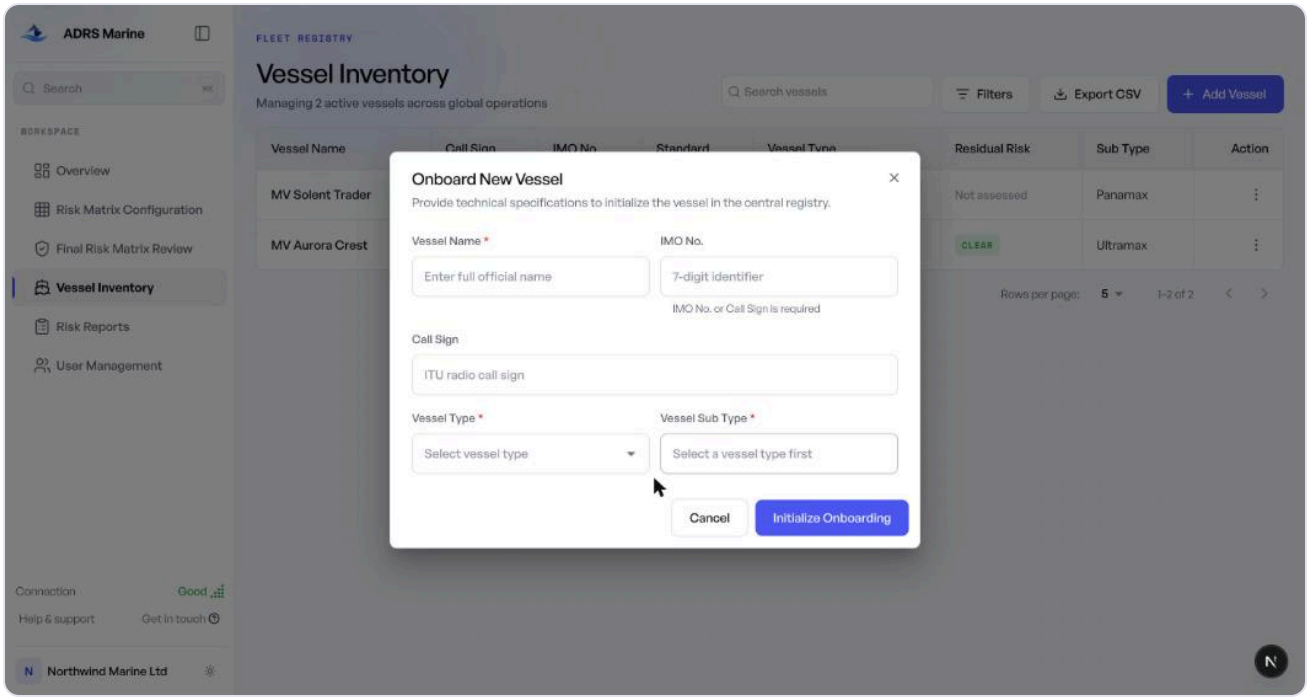
Extraction is only as good as the document. A scanned or non-standard questionnaire may leave fields blank or mis-read them, and anything missing can be typed in. The vessel name plus an IMO number or call sign are what the record cannot be saved without.

4 Fill in the identifying details

Vessel name and type are required. For the identifier you need *either* an IMO number *or* a call sign — not both. Sub-type is required and is used to tailor hazard suggestions later.

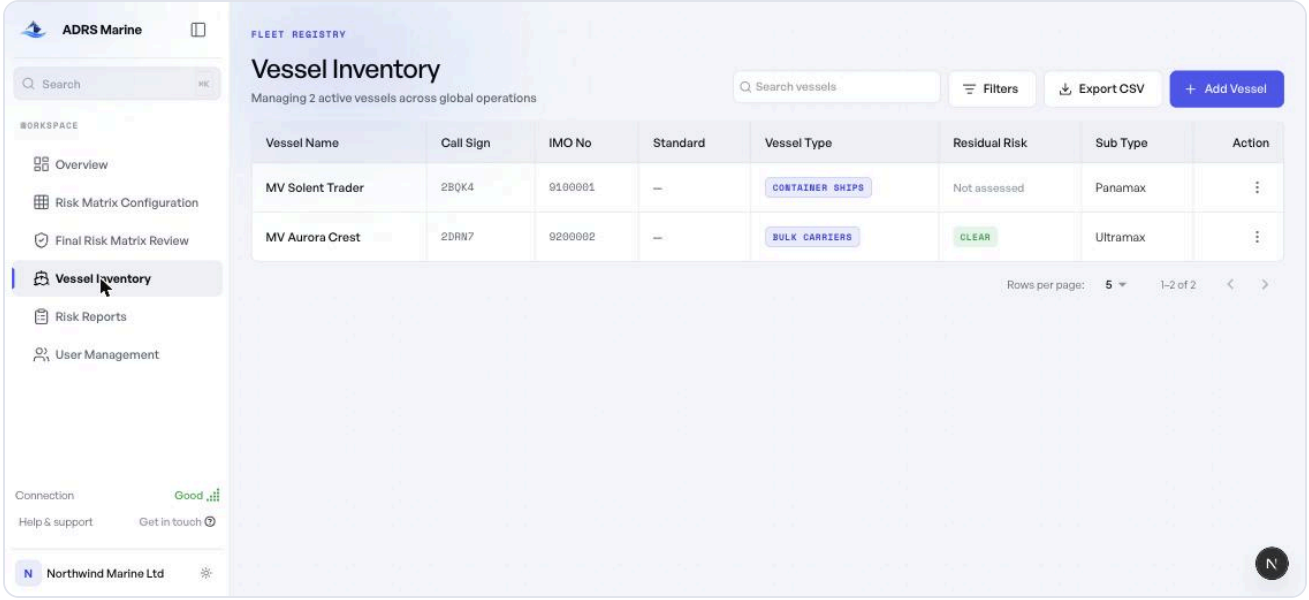
5 Choose Initialize Onboarding

The vessel joins the fleet registry.



Stage 4 — the manual form. Note that IMO number or call sign is required, not both.

Repeat for each vessel. The list shows residual risk per hull, so you can scan the fleet for the ship that needs attention.



Stage 4 complete — the fleet registry. Vessels with no assessment yet read as Not assessed.

Stage 5 — Approve your team

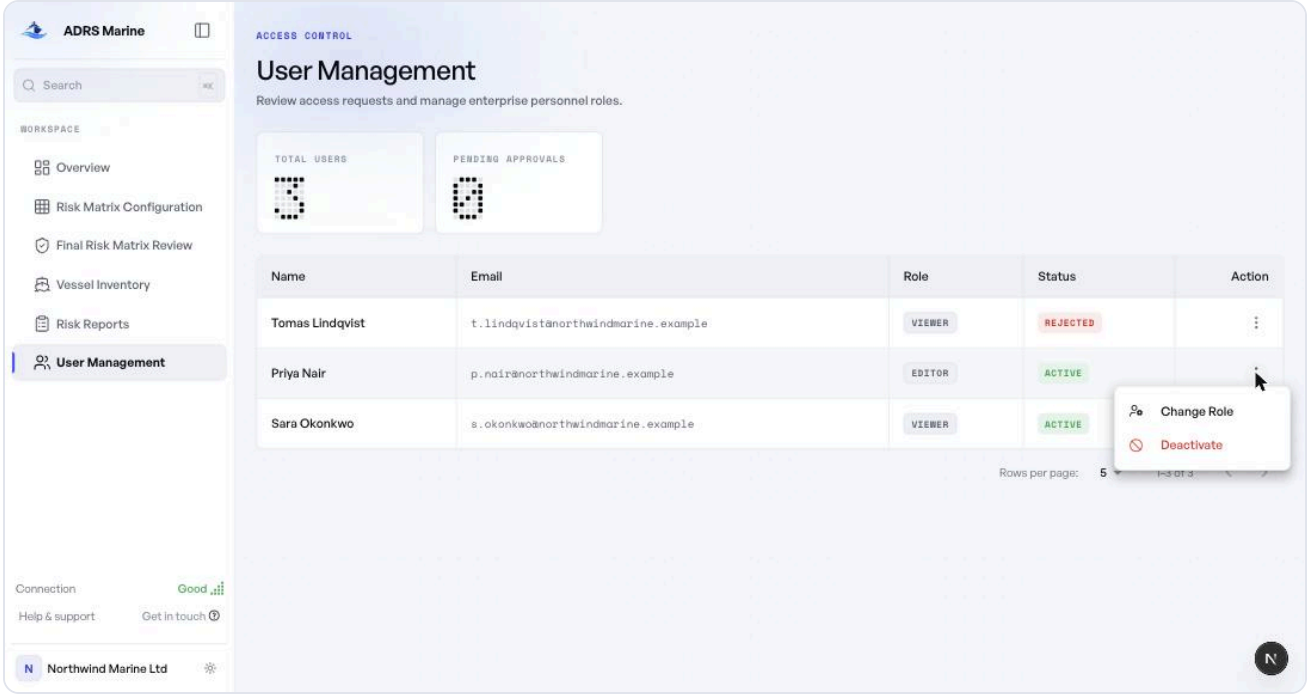
Access to your company is yours to grant. Your colleagues register themselves first, through the User runbook — but **nobody gains access until you approve them**. Every new account arrives as `PENDING` and stays locked out until you act on it.

> **YOU ARE THE GATE**
>
> A person who has registered cannot sign in, see a single assessment, or do anything at all until you approve them in User Management. If a colleague says they are stuck at a Pending screen, this is the step they are waiting on.

1. **Open User Management**
   Pending requests are counted at the top.

2. **Open the row menu for the pending person**
   Choose *Approve*, or *Reject* if you do not recognise them. Rejecting asks for a reason, which is kept with the record.

3. **Set their role**
   Change Role switches between Editor and Viewer.



Stage 5 — the row menu. What it offers depends on the person's status.

Their status	Menu offers
PENDING	Change Role, Approve, Reject
ACTIVE	Change Role, Deactivate
REJECTED or Not Active	Change Role, Activate

REJECTION IS NOT PERMANENT

A rejected or deactivated account can be activated again later from the same menu.

Roles decide which screens exist for that person at all — see Team & access for the full matrix. In short: an **Editor** writes assessments; a **Viewer** only reads them; neither can see the vessel inventory, the matrix or user management.

Your company is ready

The matrix exists, the fleet is registered, and your team can sign in. From here the day-to-day work — creating a risk assessment and exporting the report — is the same for you as for everyone else, and it lives in the User runbook. Point your colleagues there.

Stages 3 to 5 only come back when your risk policy changes, a vessel joins the fleet, or someone joins the team. If something does not behave as described, Troubleshooting covers the known issues and what to check first.

ADRS Marine — platform documentation

Screenshots use fictional sample data. No vessel, company or person shown is real.

Open the platform (https://web.adrsmarine.com) · support@adrsmarine.com

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PLATFORM

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DOCUMENTATION

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GET IN TOUCH

info@adrsmarine.com

BOOK A DEMO

Scan to schedule a call, or email info@adrsmarine.com

You have reached the end of the Company runbook.

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