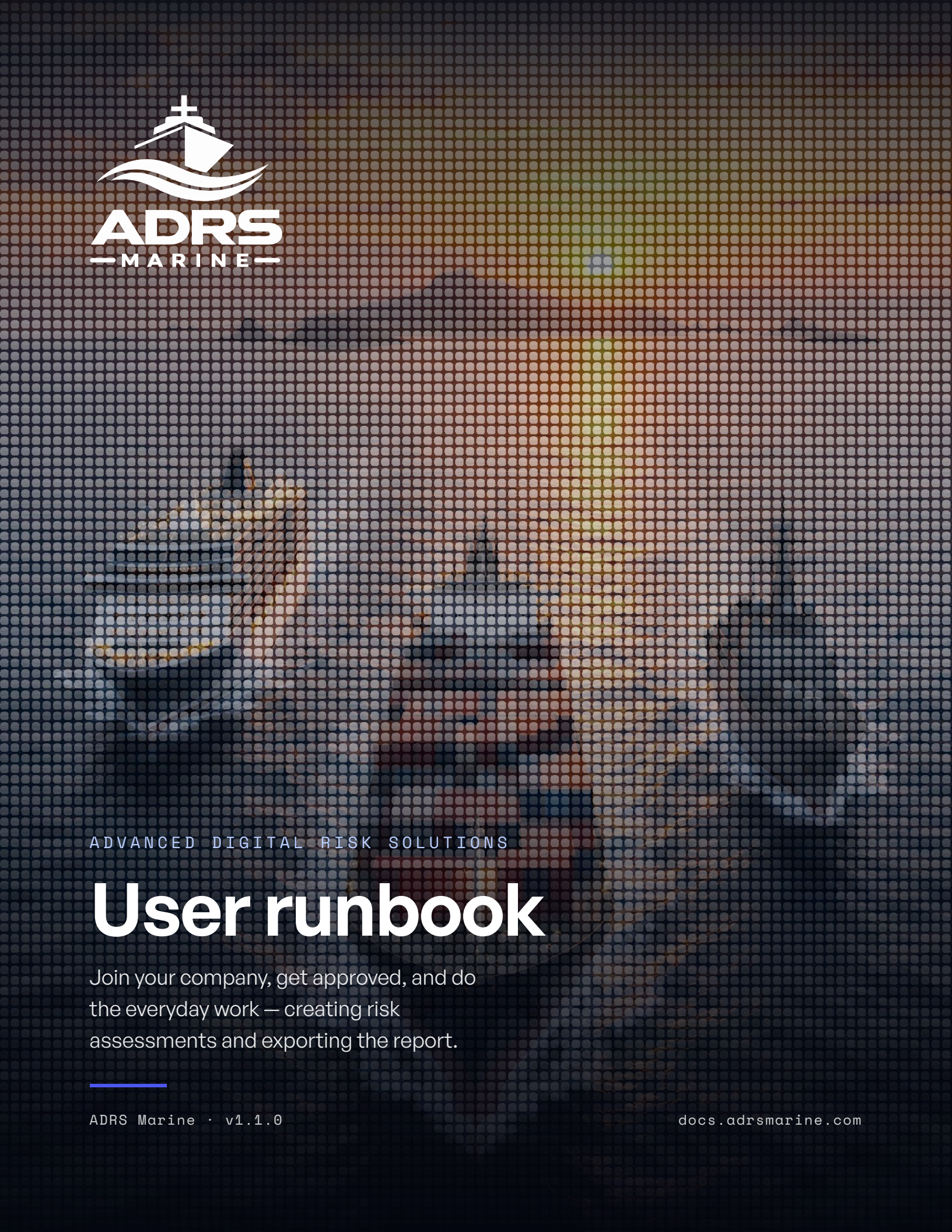


ADVANCED DIGITAL RISK SOLUTIONS

User runbook

Join your company, get approved, and do the everyday work — creating risk assessments and exporting the report.

Contents

- Join your company
- Get approved
- Sign in
- Create a risk assessment
- Export the report
- That is the loop

GETTING STARTED

User runbook

For everyone who is not the company admin. Your company is already set up; this is how you join it, and how you create a risk assessment and export the report once you are in. Setting the company up is the Company runbook.

BEFORE YOU START

Your company must already be registered by its admin, and that admin will approve your account before you can sign in. If you are the person setting the company up, use the Company runbook instead — this guide is for everyone who joins afterwards.

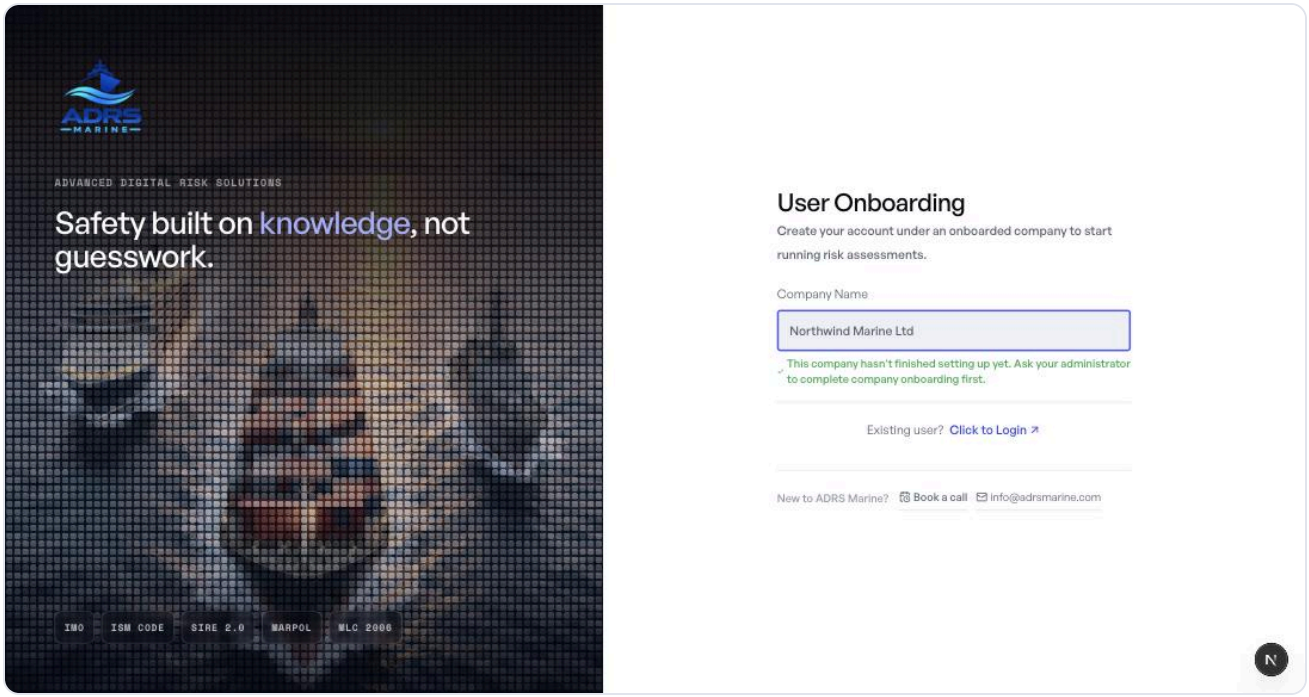
Step	Who	Once or repeated
1. Join your company	You	Once
2. Get approved	Your company admin	Once
3. Sign in	You	Once
4. Create a risk assessment	Editor or admin	Every job
5. Export the report	Anyone	Every job

Join your company

You do not need the company master email — you register by naming the company, on the screen titled **User Onboarding**.

1. **Open the platform, choose Click to Onboard, then the user tab**
2. **Type the company name**
   Exactly as registered. Capitalisation does not matter.
3. **Complete name, email and password**
   These appear once the company is confirmed.
4. **Submit**

The account is created as `PENDING`, and you cannot sign in yet — that is the next step.



Joining by company name. If the company is not recognised, the reason is shown inline.

If it says	Then
We couldn't find that company	The name is not on the register. Check the exact spelling with your administrator.
This company hasn't finished setting up yet	Your company is approved, but its admin has not finished company onboarding. They must complete the Company runbook first.
More than one company is registered under this name	Two organisations share the name. Contact ADRS Marine so the right one can be identified.

Get approved

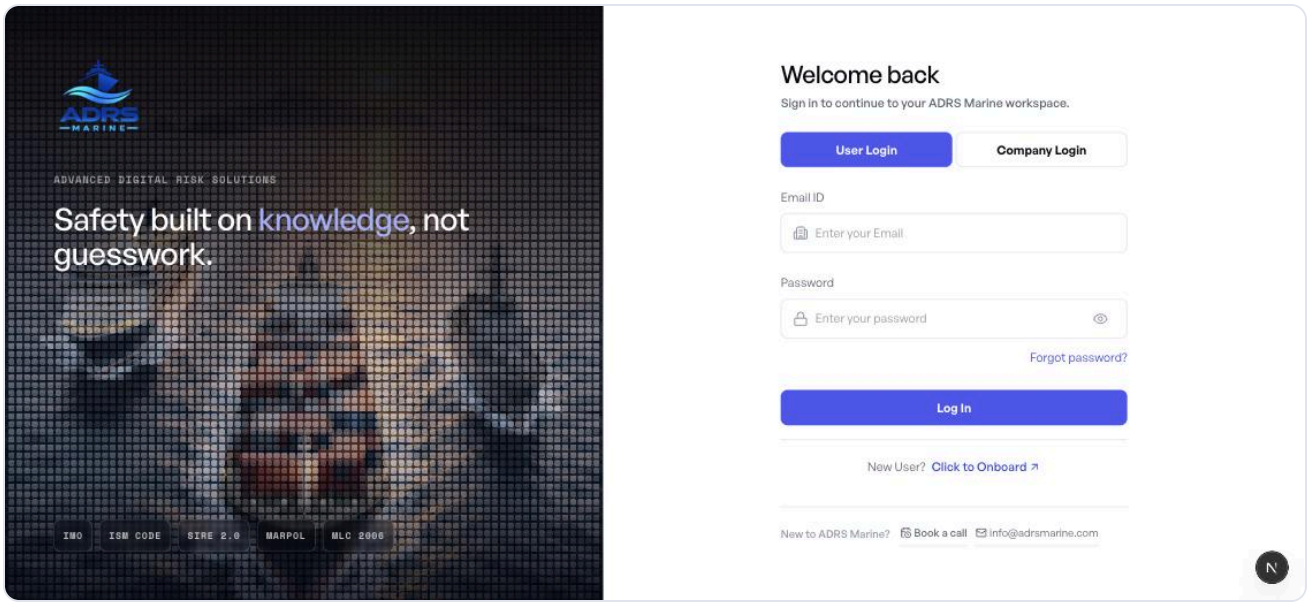
Registering does not let you in on its own. Your account is held as `PENDING` until a **company admin at your organisation approves it** and sets your role. This is deliberate — nobody reaches your company's assessments automatically.

YOU CANNOT SIGN IN UNTIL YOUR ADMIN APPROVES YOU

If you are stuck at a Pending screen, nothing is wrong with your account — it is waiting on your company admin. Ask them to open *User Management*, approve you, and choose your role (Editor or Viewer). Once they do, you can sign in straight away.

Sign in

Once you are approved, use the **User Login** tab — not Company Login. The giveaway is the first field: **User Login** asks for your *Email ID*, the address you registered with; Company Login asks for a Master User ID, which belongs to the admin.



The sign-in screen. The two tabs lead to different accounts — you want User Login.

FORGOTTEN YOUR PASSWORD?

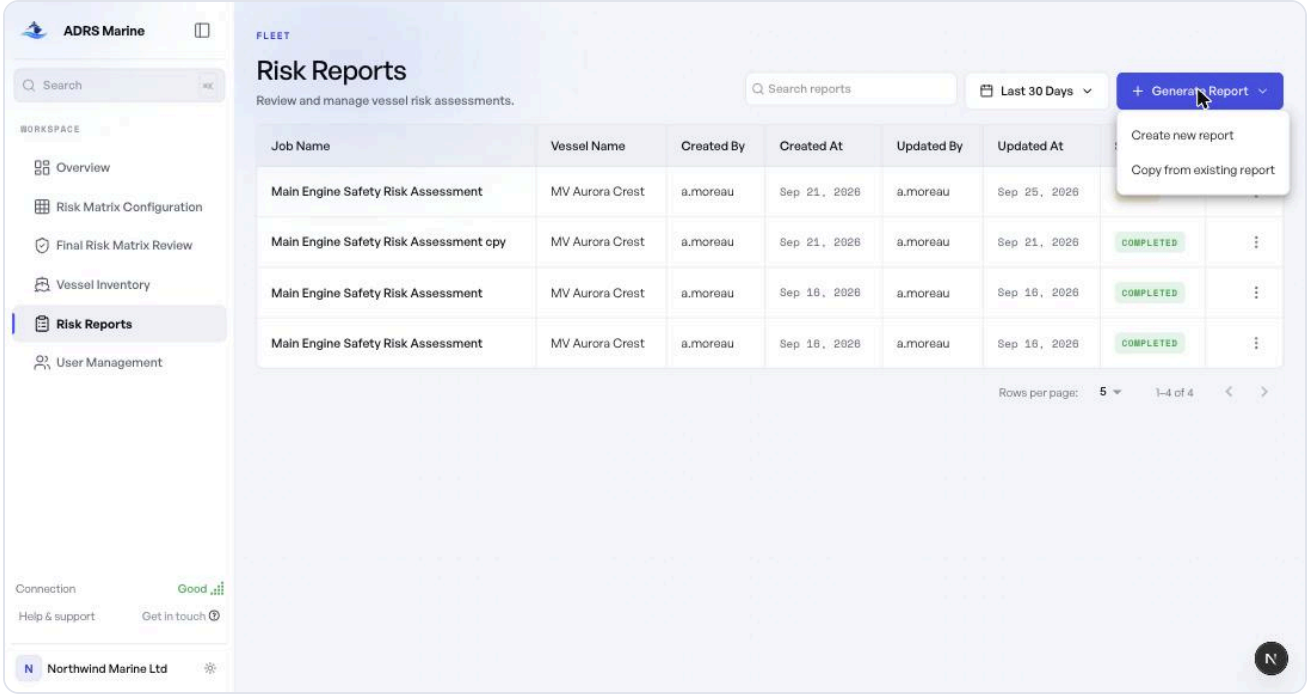
Forgot password? on the sign-in screen emails you a short-lived code and lets you set a new one. An administrator cannot set your password for you — see Getting access for the full reset.

Create a risk assessment

This is the everyday work, and it repeats for every job. You need the **Editor** role (or admin); a Viewer can read and export assessments but not write them.

1 **Open Risk Reports and choose Generate Report**

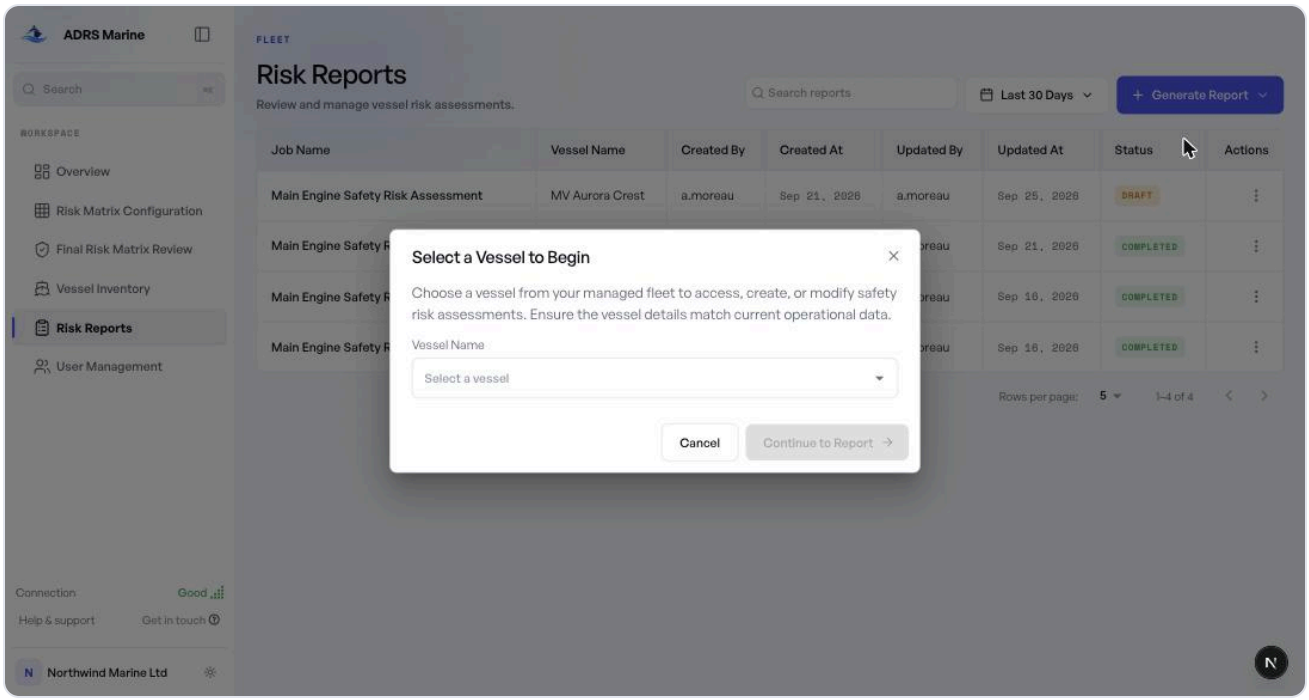
Pick *Create new report*, or *Copy from existing report* to reuse the structure of a job you have already assessed.



Start fresh, or copy the structure of a previous assessment.

2 Choose the vessel

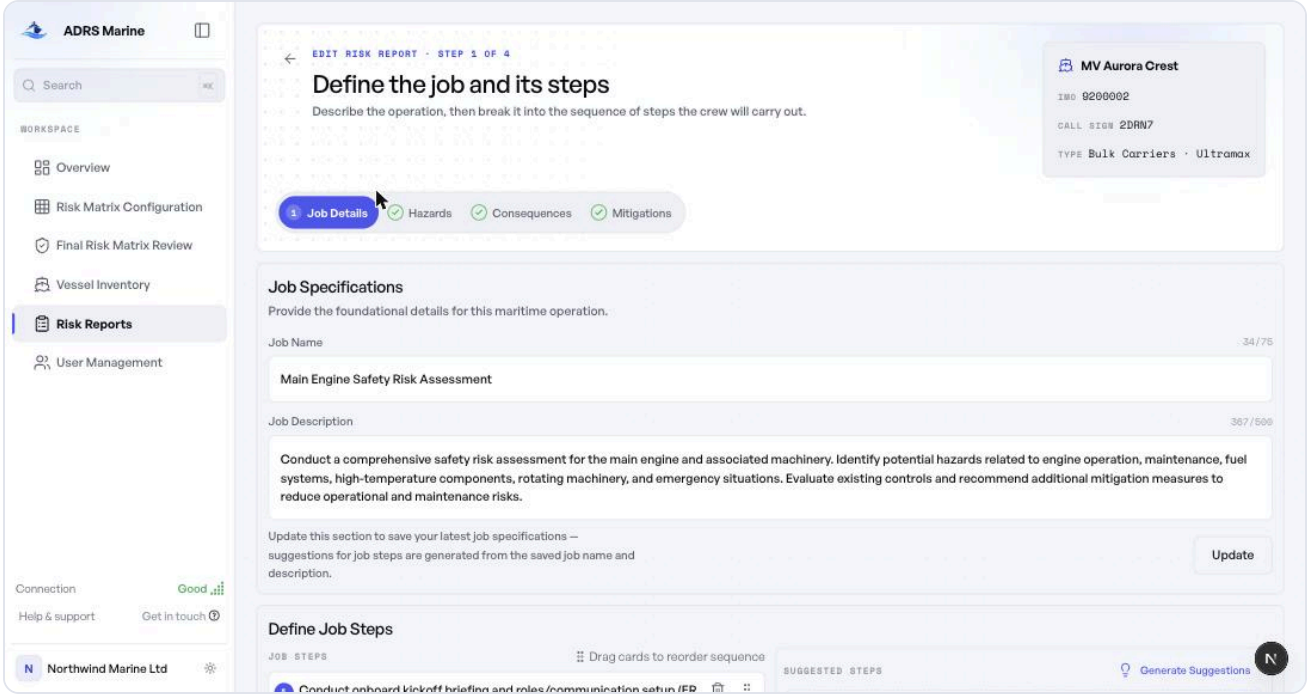
From your company's fleet.



Every assessment belongs to a vessel.

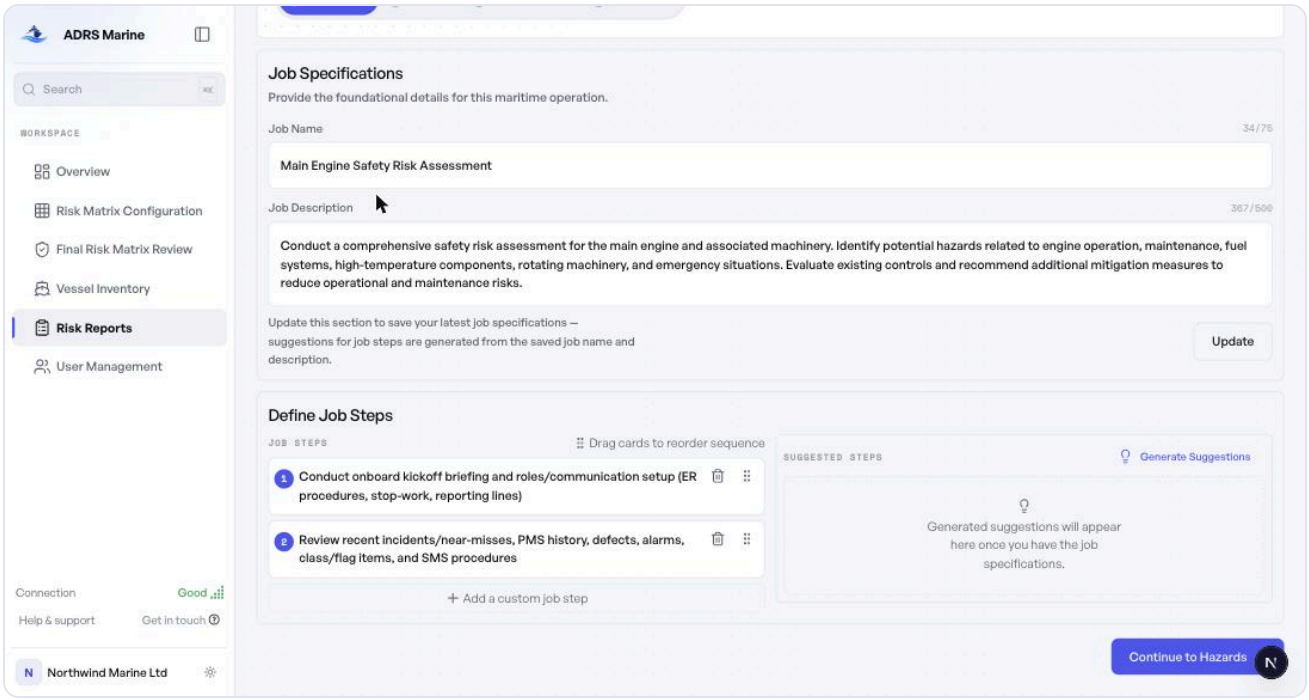
Step 1 of 4 — Define the job

Name the job and describe it. The description is what the suggestion engine reads, so a fuller description produces better suggestions.



Step 1 — job name and description. The vessel you chose stays in view, top right.

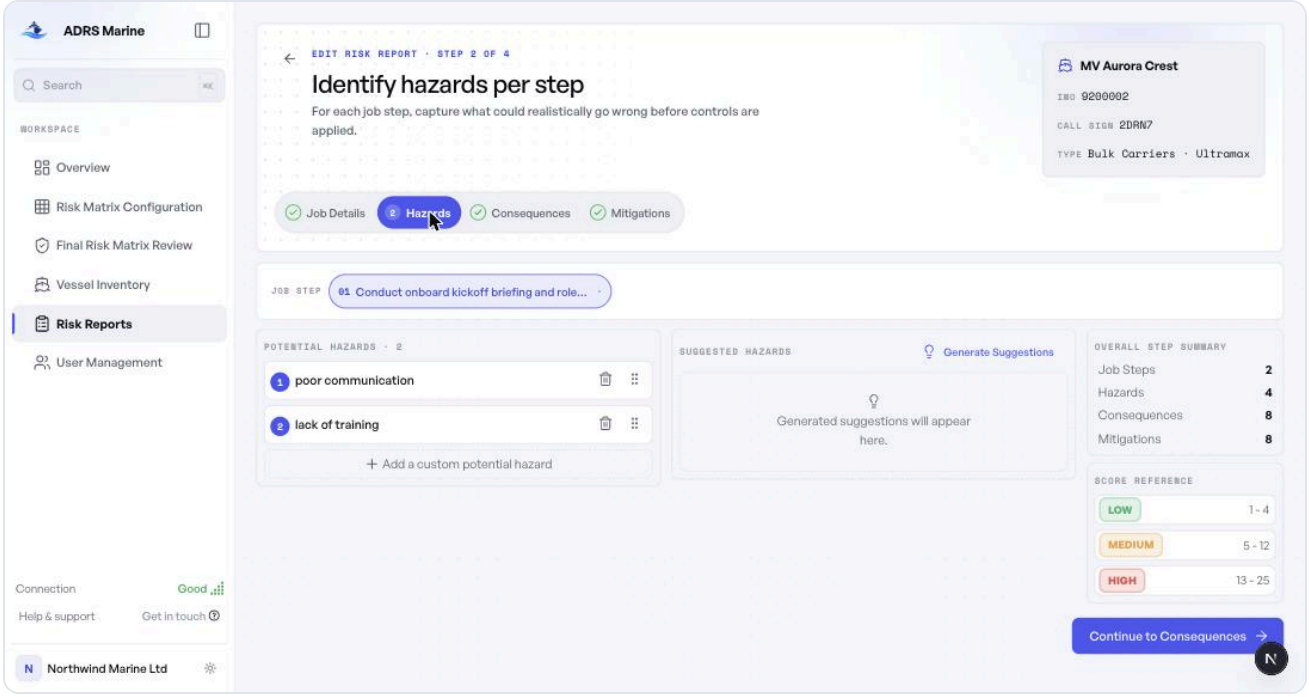
Then break the job into the sequence of steps the crew will carry out. Drag the cards to reorder them. *Generate Suggestions* proposes steps from the job name and description — click one to adopt it, and edit it afterwards.



Step 1 — the job steps. Suggestions are proposals; nothing is added unless you choose it.

Step 2 of 4 — Identify hazards

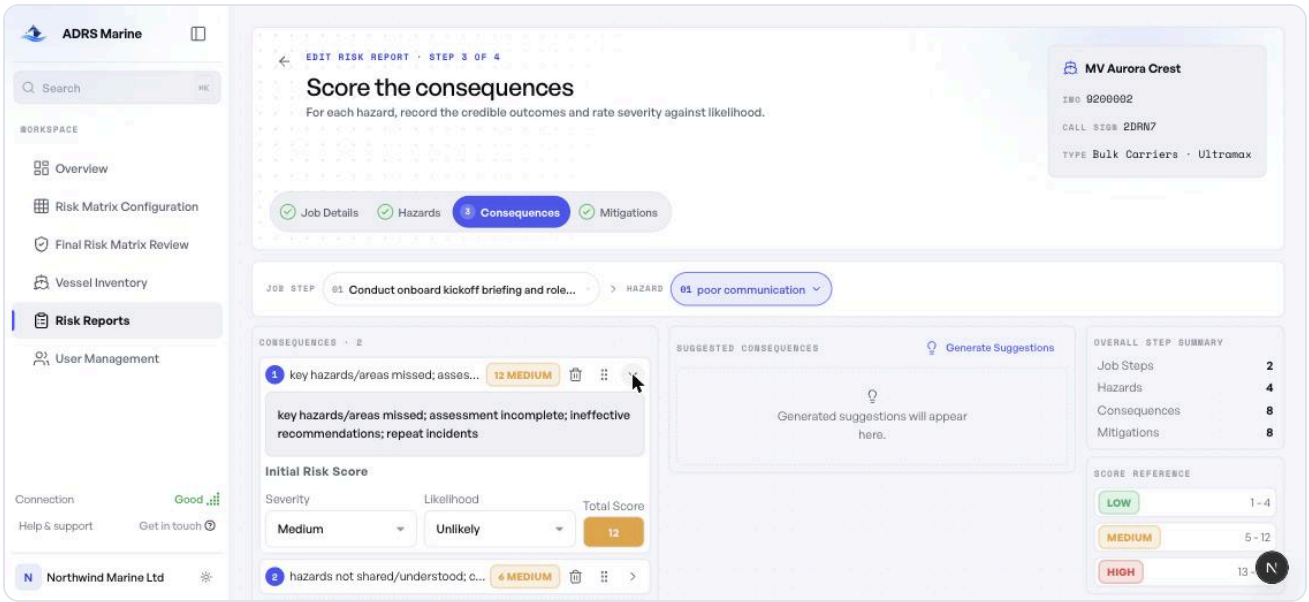
For each job step, what could realistically go wrong before any controls are applied. Use the job step selector to move between steps. The panel on the right keeps a running count and the score reference in view.



Step 2 — hazards for the selected job step.

Step 3 of 4 — Score the consequences

For each hazard, the credible outcomes — and how bad each would be. Expand a consequence to score it: choose a severity and a likelihood, and the total is calculated and banded for you.



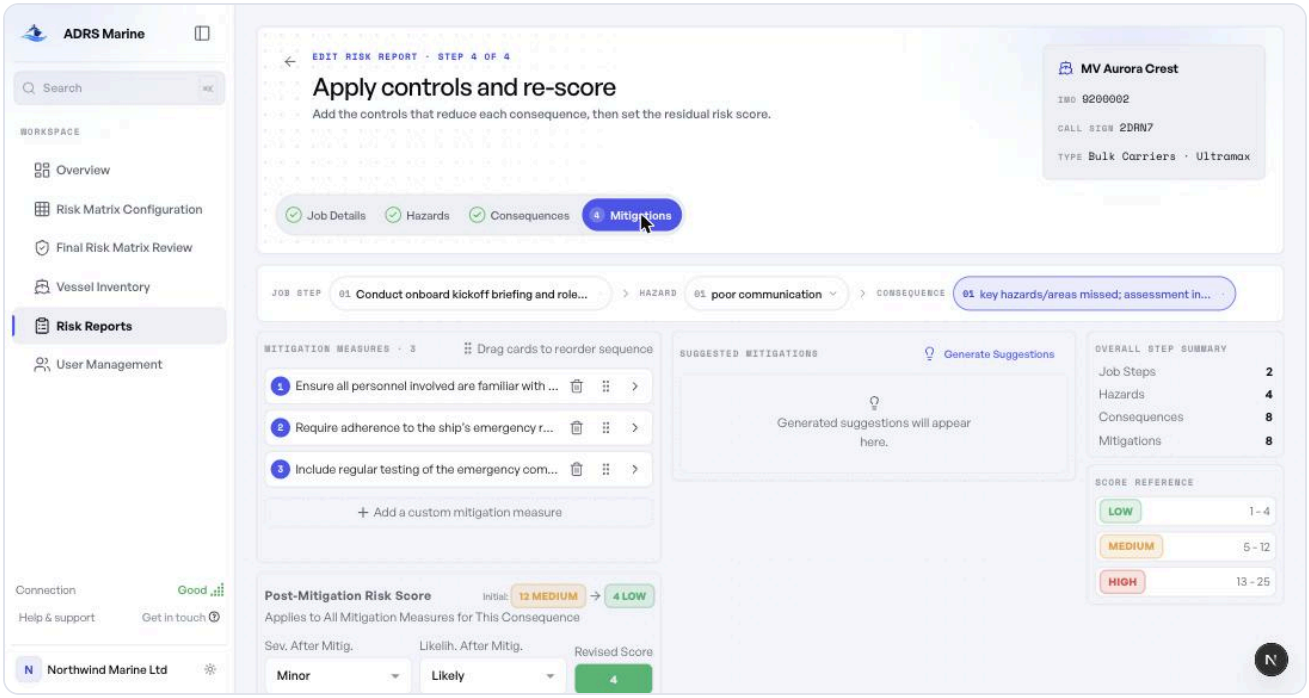
Step 3 — the initial risk score. This is the risk as it stands today, before the mitigations in this assessment.

SCORES ATTACH TO CONSEQUENCES, NOT HAZARDS

“Fire” is not a risk until you say what the fire does. That is why the score sits one level down.

Step 4 of 4 — Apply controls and re-score

For each consequence, record what you are doing about it, then score it again with those measures in place. The header shows the initial score and the new one side by side, so the difference the mitigation makes is visible as you work.



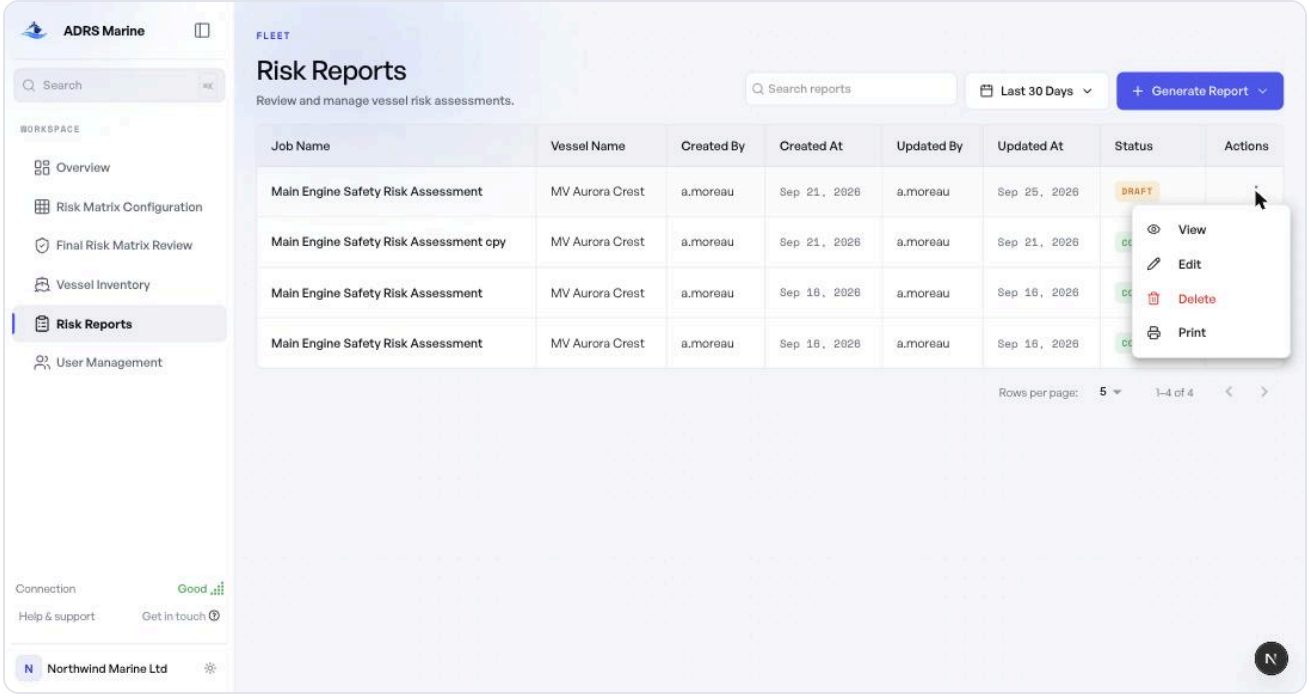
Step 4 — mitigation measures and the residual score. The breadcrumb shows which job step, hazard and consequence you are working within.

> **YOUR WORK SAVES ITSELF**
>
> Assessments save a moment after you stop typing, and the header tells you the state. Closing the tab by accident does not cost you the session, and if the connection drops your changes are held until it returns.

An assessment stays a `DRAFT` until every consequence has a mitigation and both scores. Once it does, it becomes `COMPLETED`.

Export the report

1. Open the row menu on Risk Reports



The row menu on a report.

Action	Does	Who
View	Opens the assessment read-only.	Everyone
Edit	Reopens the four-step wizard.	Admin, Editor
Delete	Removes it permanently.	Admin, Editor
Print	Opens the print preview.	Everyone

DELETE CANNOT BE UNDONE

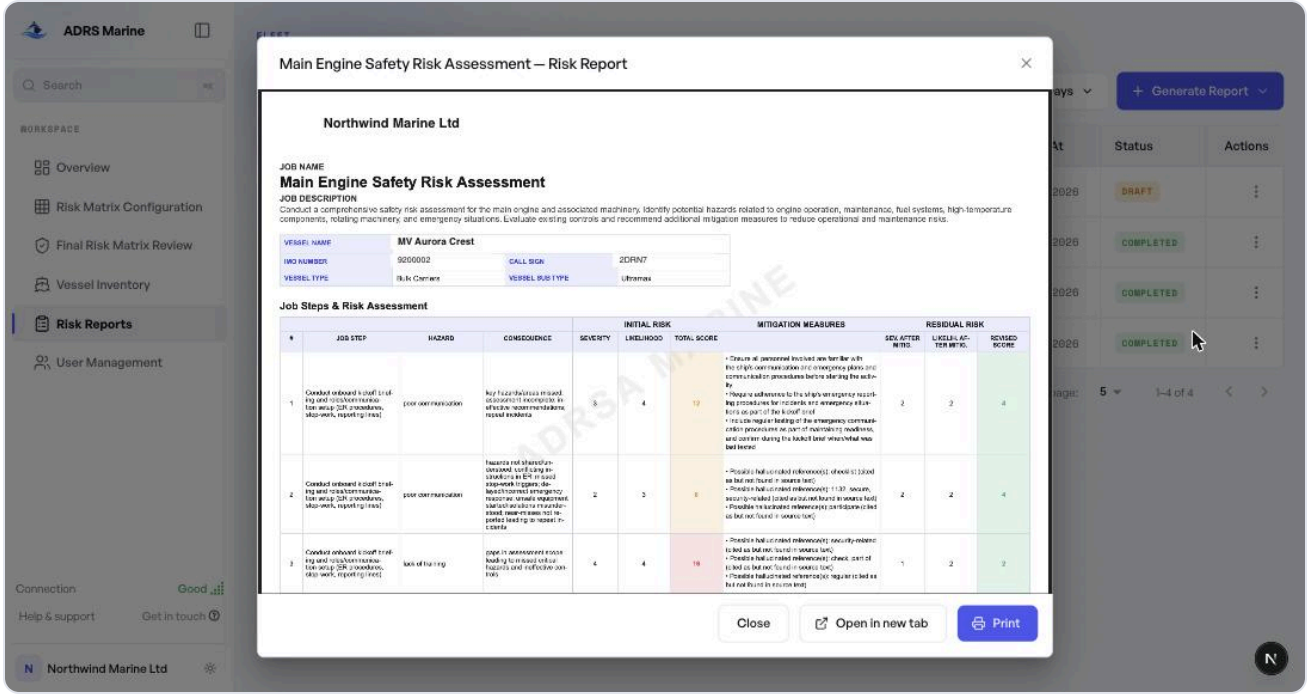
There is no archive and no restore, and the assessment's scores leave the fleet totals with it. Read the job name in the confirmation before agreeing.

2 Choose Print

The preview shows exactly what will be printed: your company name and logo, the vessel's identity, and every job step, hazard, consequence and mitigation with both scores side by side.

3 Print, or open in a new tab

Print raises your browser's print dialog. To keep a PDF, print and choose *Save as PDF* as the destination.



The print preview. Initial and residual scores sit side by side, which is the comparison an auditor is usually looking for.

That is the loop

From here it is a new assessment and a new report for each job. The matrix, the fleet inventory and user management belong to your company admin — if you need a new vessel added or your role changed, that is a request to them, and the Company runbook is where their side is written.

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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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 User runbook.

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