BIMCO's IDEA – Administrators guide

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Management of your company's IDEA account(s) takes place from bimco.org. Administering IDEA accounts comprise the following functions:

• Create users with login to bimco.org
• Setup the users with access to the IDEA account
• IDEA user and company related functionality
• Mini-database management

First you need to have the role of IDEA administrator and Staff updater, then login to bimco.org and select "My Account" at the top.

Create users with login to bimco.org (requires the role of Staff updater):

1. From My Account select "Staff details".
2. Click the "Add another contact" in order to setup a colleague with a login to bimco.org.
3. Once created they can go to register and press "Forgotten your password?" in order for them to create their own password.
   (They will receive an email with a link to create a password).

Setup the users with access to the IDEA account (requires the role of IDEA administrator):

Once a user is created in the Staff details, the IDEA administrator will be able to grant access for the IDEA account.

1. From My Account select "BIMCO's IDEA" and scroll down to Administration.
2. "Account" is the what will be the starting point for new users created. More on "Allow data-management", "Enable auto-modify" and "Enable auto-create" below.
3. The option "Users & delegation" is a list of all staff created in the staff details. "Access to account" is the users with access to IDEA and more on "Allow data-management" below.
4. The option "Printing email addresses" is the list of recipients, that can receive the PDF's by email from IDEA.
5. "Log" is the full administrator view of what has been done on the account.

IDEA mini-database

"Allow data-management" will allow for the users to be part of the mini-data for the company.

Mini-database management With IDEA you obtain a mini-database for your vessels and contacts. "Auto Create" and "Auto Modify" determine how this mini-database is build up and maintained by editing contracts from within idea.

If "Auto Create" is set this user can add records to the mini-database. (Vessels and Companies).

If "Auto Update" is set this user can update the records in the mini-database while editing documents.

For contacts/companies the below fields are stored:

• Company name: Simply the name • Company Address: This field contain the remainder of the address, i.e. all address lines city, country etc.

For vessels we have more fields • Vessel name/Barge's name • Bale in feet • Bale in metric

• When the Vessel is built • Yard name/built by • Call sign • Class • DWT • Flag • Grain in feet • Grain in metric • Vessel GT • Horsepower • IMO Number • L.O.A in metric • Maximum TEU • Vessel NT • Service speed • Summer DWT • Vessel type

Internally we keep a matrix describing what fields to use/display in each contract.

Above can seem a little complicated, but provides different options for maintaining your company mini-database and as idea administrator you have the ability to manage how this is best done within your company.