

## FONASBA PORT PROCEDURES SURVEY

### UPDATE INSTRUCTIONS

Please use the following instructions to update your country's entries in the FONASBA Port Procedures Guide. If you have any enquiries regarding access to the Members' Area of the website please contact me, but other technical enquiries regarding completion of the survey should be directed to Andre Zanin at FENAMAR, e-mail: [fenamar@fenamar.com.br](mailto:fenamar@fenamar.com.br)

1. Go to the FONASBA Website, [www.fonasba.com](http://www.fonasba.com).
2. Access the Members area by using your password.
3. Click on the Link - Port Procedures survey
4. Click on "Fill Form" to start replying the survey
5. Initially, fill in the fields related to Country, City, Port and the email of contact person at the Member Association in case of any doubt.
6. Start filling the answers, noting on the left side menu that there are 12 items to be completed.
7. It is possible to partially save the given answers at any time and resume later. For that purpose, after item 12, click on the "save button".
8. To resume, click on "draft" and choose the Port you want to continue working on.
9. After filling out all answers for that Port, first save the answers to avoid any possible loss of data, then go back to the initial menu, reload that Port by using the Draft, go to the final step again and click on SUBMIT
10. After SUBMIT, the software will check if all mandatory fields were duly answered and, if anything pending, the corresponding item in the left-hand menu will be highlighted in RED.
11. Go to the RED highlighted items and complete the mandatory answers.
12. After going through all the RED highlighted items and completing the outstanding answers please repeat the steps to save and submit (9 and 10 above) again.
13. The form will only go to the database once all mandatory fields were completed.
14. Once you finalize a Port, such Port becomes a so-called "Model" and can be used to create any other Ports you may have with similar answers. In this case, you click on the "Model" button and choose the name of the Port already finalized by you. Then, you go to the top menu and change the name of the Port to the new one you want to answer. If all the answers are exactly the same, you just need to save + submit. If there are any answers you need to adjust, you just go to the specific item(s)/question(s) and change the reply accordingly - then save + submit. You can then go on, using any of the ports already submitted as "Model" for the next ones.
15. The software will not allow you to submit a model without first changing the initial fields (Country, City or Port).