

EUROPEAN COMMISSION DIRECTORATE-GENERAL FOR MOBILITY AND TRANSPORT

SRD - Shared Resource Directorate SRD.2 - Information management and systems

User Invitation & Organisation Management

Summary of changes:

Version	Date	Created by	Short Description of Changes
1.0		UDB Team	1 St Draft version of the document

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Voluntary Scheme lead user inviting Economic operator lead user

Actor(s): - VS Lead User

Under the 'USERS menu, clicks on 'Manage Users".

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My Volu System to System Users	+		Active	۵
Contact Person Lead users		Kristina Nenov Gimon Müller (rettVS leause) (Kristina Nenov) (Luise Schroeder) Shubham Shelke Andreas Merter) Selin Deniz Maktav	MANAGE CONTACT	
General Information				*
Type ID Type of person Company identifiee VAT Other legal identification Country		Voluntary Scheme ISCC Legal Entity DETRORGSTRCDHRB68185 DE816138724 Germany		

Fig 1. Manage Users

This opens the Manage Users section.

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Fig 2. Manage Users- List View Page

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heggath	Thrifox HEGGADIHALLY SOMASHEKAR	Thrilok HEIGGADHALLY. SCMASHEKAR@ext.ec.europa.eu	Targray	Economic Operator	Start Date - End Date	Start Date - End Date	Certification body Forgotten	lead user
Khajmoti	Mohamed Fahim KHAJA	mohamed-fahim khaja@ext.ec.europa.eu	Belga Bio Farm	Economic Operator	03/01/2024	03/01/2024	Active	×
nD0210ut	Joe Jewison	jewison@gbile	GBI	Economic Operator	01/12/2023	01/12/2023	Artive	×
n0021a/6	Bernie Ryan	admin@gbi.ie	GBI	Economic Operator	13/12/2023	13/12/2023	Active	• ×
n0021al6	Bemle Ryan	admin@gbl.ie	Green Biofuels Ireland Ltd	Economic Operator	13/12/2023	13/12/2025	Active	×
n002p8ya	Ján Horváth	Jan horvath@shmu.sk	SHI Alexandra	Economic Operator	15/12/2023	15/12/2023	Active	• ×
nD02u5e2	Andreas Feige	telge@iscc.system.org	Test - Trader	Economic Operator	16/01/2023	15/01/2023	Active	• ×

Click on "Invite Users", User able invite the Economic operator lead user.

After selecting one user "Invite Economic operator lead user" screen opens up

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And enter "Email" and "organisation" to invite.

Click on Send button.

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khajmoh	Monamed Fahim KHAJA	mohamed-fahim khaja@ext.ec.europa.eu	Belga Bio Farm	Economic Operator	03/01/2024	03/01/2024	Active	
n00210ut	Joe Jewison	jewison@gbi.le	GBI	Economic Operator	01/12/2023	01/12/2023	Active ×	
n0021al5	Bernie Ryan	admin@gb.le	GBI	Economic Operator	19/12/2023	13/12/2023	Active ×	
n0021al5	Bernie Ryan	admin@gbue	Green Biofuels Ireland Ltd	Economic Operator	13/12/2023	13/12/2023	Active ×	
0002p8ya	Jân Hervâth	Jan.horvath@snmu.sk	SHI Alexandra	Economic Operator	15/12/2023	15/12/2023	Active ×	
n002u9a2	Andreas Feige	teige@iscc-system.org	Test - Trader	Economic Operator	16/01/2023	16/01/2023	er(s) successfully invited. \times	
								-

User able to see "User successfully invited" confirmation message. Economic operator would have received an UDB invitation email on the registered mailbox.

Economic Operator user (Accept / Reject) invitation

Actor(s): - EO Lead User

EO Lead user get an invitation mail from the voluntary scheme as shown below.

Click on the link from the email, Enter the registered EU email and password to login



By clicking on the link, User able to see the Accept/Reject screen.

Union Database(UDB)		
Union Database for tracing liquid	and gaseous transport fuels	
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I have read the Privacy Diatement an	d I scientific 🛃	
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Click on Accept user able to see the confirmation image below

Union Database(UDB)	
Union Database for tracing liquid and gas	eous transport fuels
You have been invited to UDB. Please accept the	invitation to create your account
Your firstname test	
Your Isstnams Road	SUCCESS
Your Email address tester	
What kind of organisation are you? Econ	You have accepted an invitation. You will now be redirected to the UDB login page
Enter your Organisation TEST	
	Cancel OK
I have read the Privacy Statement and Laccept	
REJECT ACCEPT INVIT	

Click on "OK"

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Union Database for tracing liquid and gaveous transport fuets	8 ·
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Click on "Log in to the UDB".

User should be able to land on my organisation page for an invited organisation.

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How to change from in review to active organization

Actor(s): - EO Lead User

User land on My Organization page in IN REVIEW status image below.

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Click on 'EDIT' button

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User able to see the edit organization page and update with NTR ID.

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Click the 'Save' button

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User able to see the message as 'the organization has been updated'.

In my organization page status changed from IN REVIEW to ACTIVE image below

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