

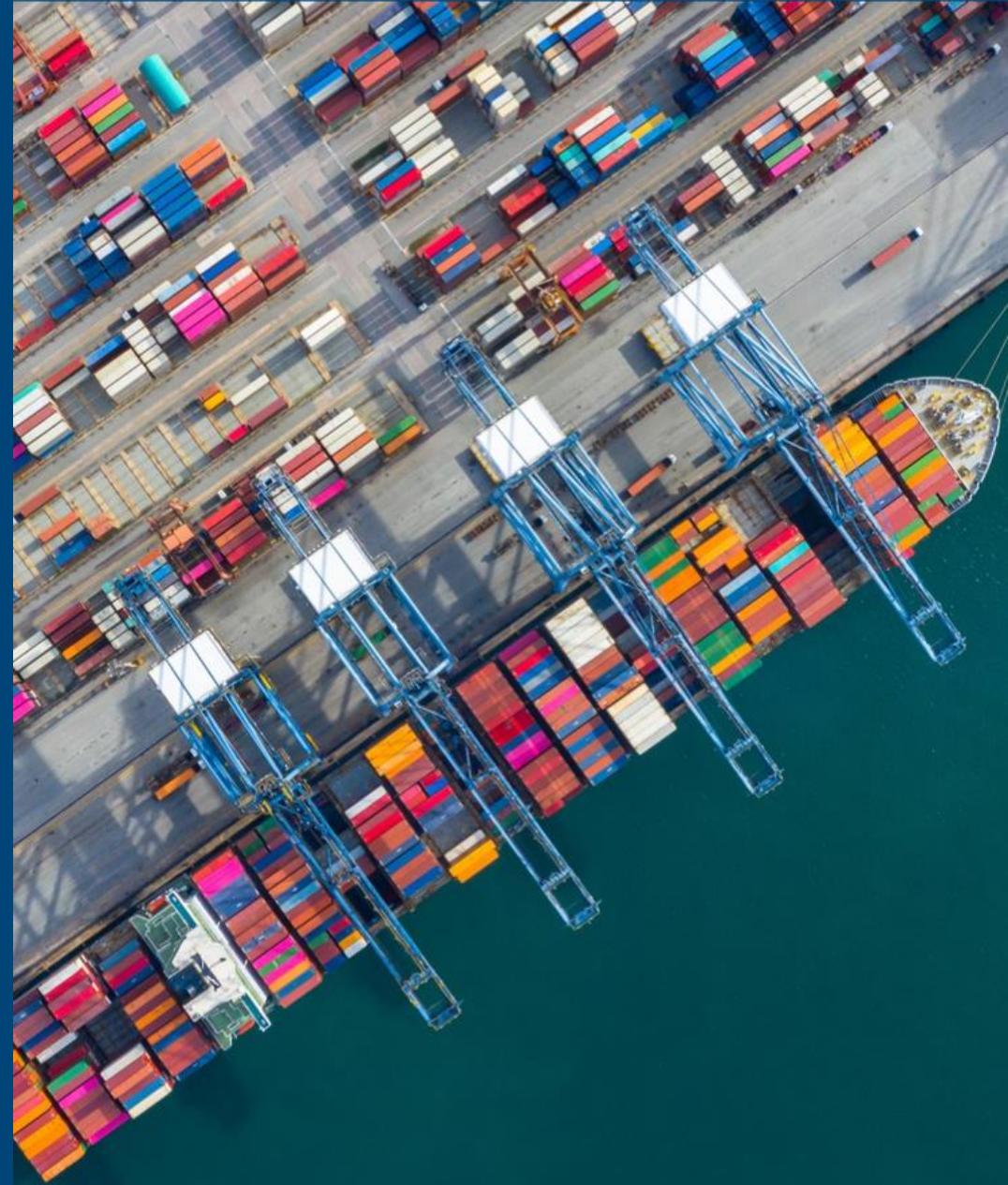
MyData

Manual for Data Providers

- *Signing in to MyData*
- *Adding a data service*
- *Receiving notifications on MyData*

portbase[®]

Keeping
things
moving



Signing in to MyData

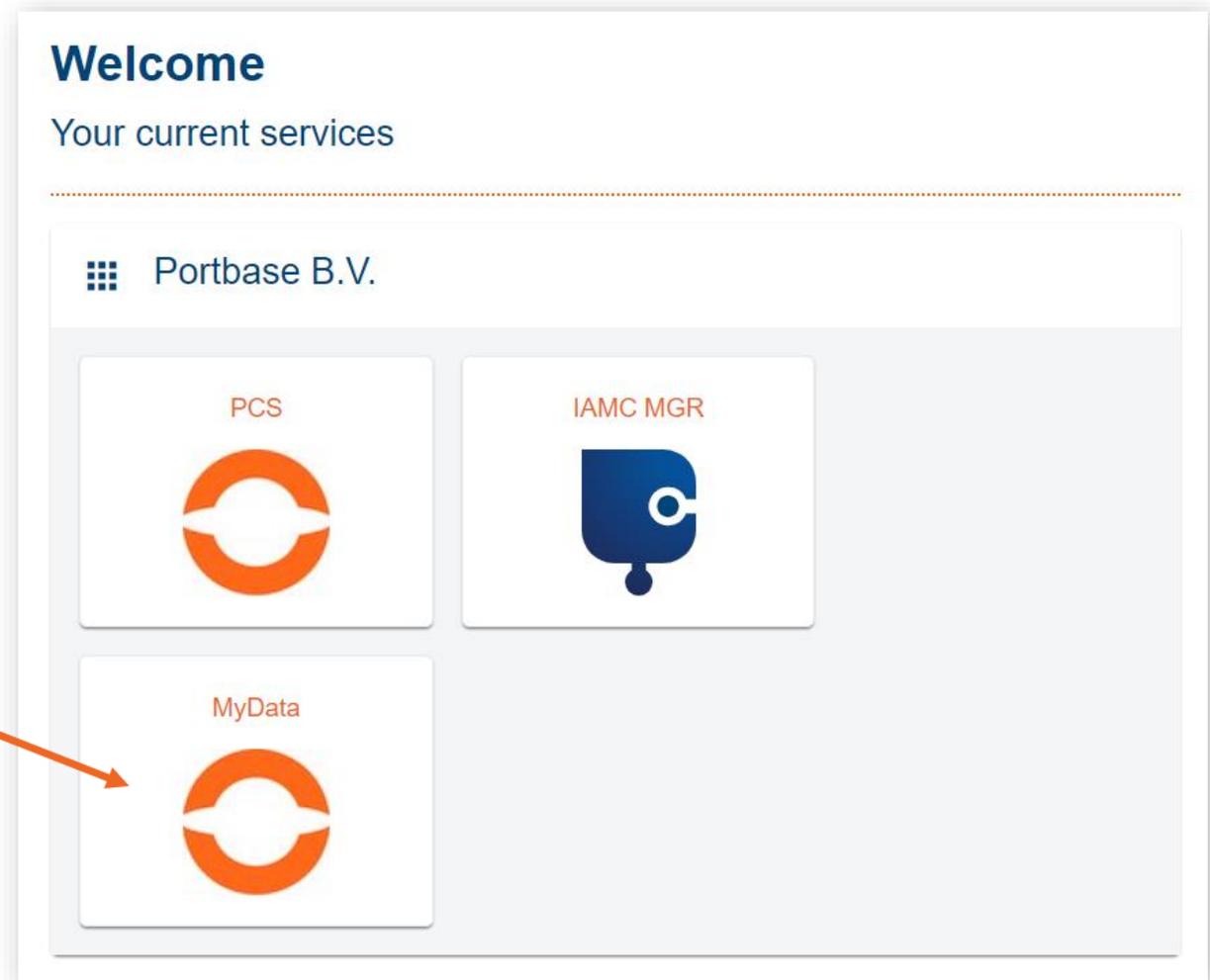
Go to www.mydataportal.pcs.portbase.com

or

1. Log in to www.IAMconnected.eu

2. Click on the “MyData” tile to access the application.

NB: Access to the application is limited to users with the role main administrator and data manager. On slide 10 you can find information about requesting the data manager role.

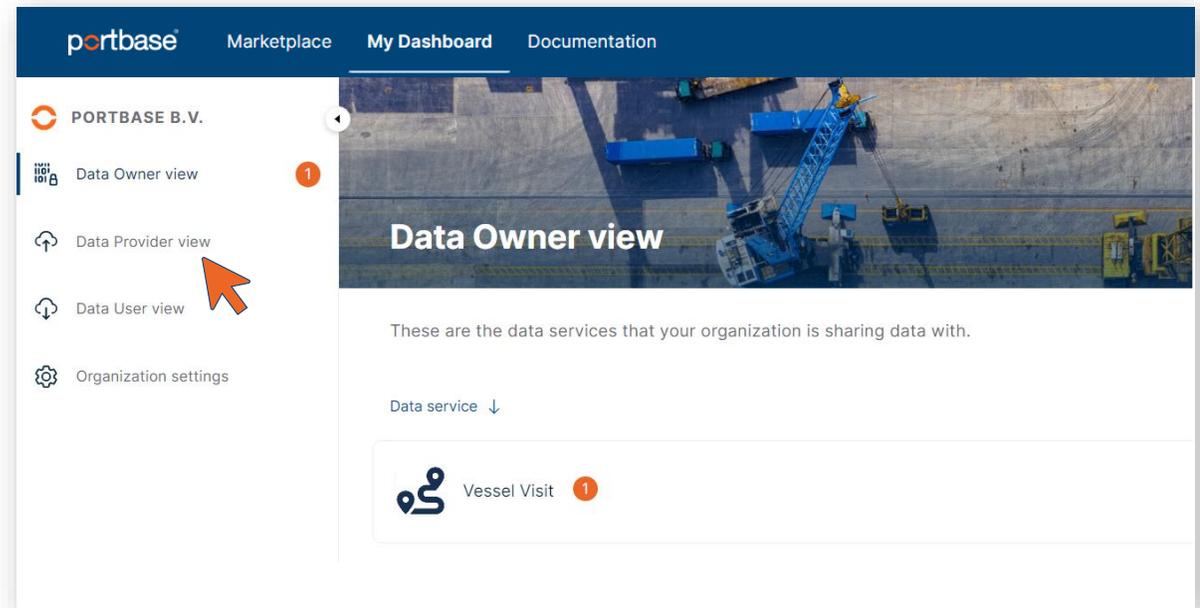
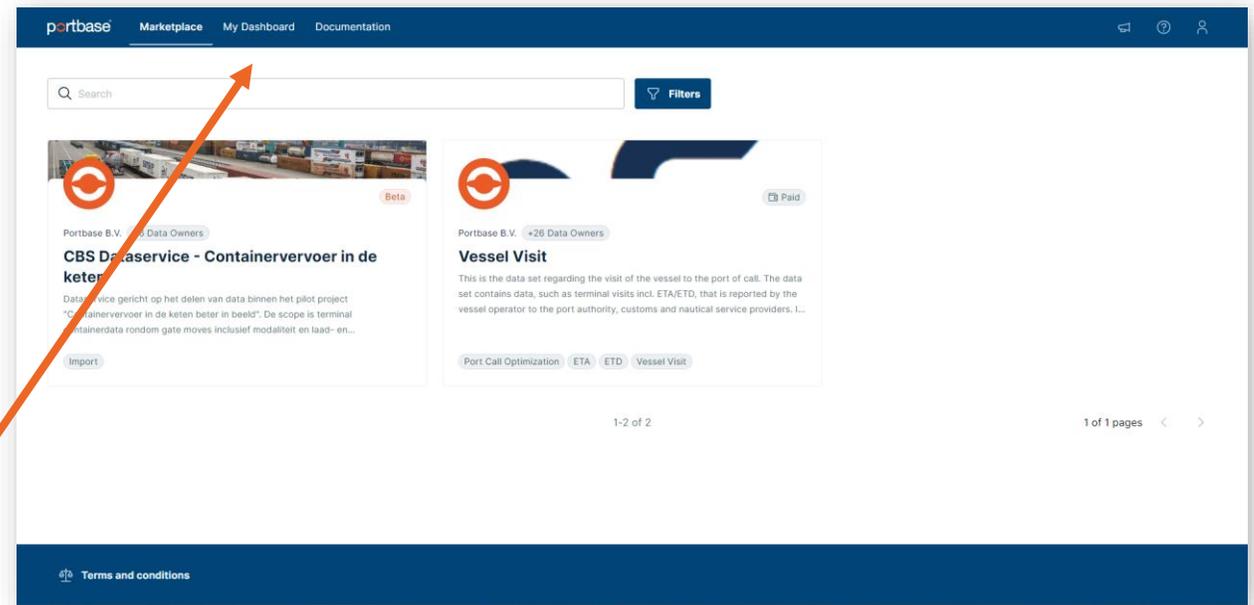


Adding a data service

4. In the application MyData, you enter at the “Marketplace”. This is the place where the range of data services is visible.

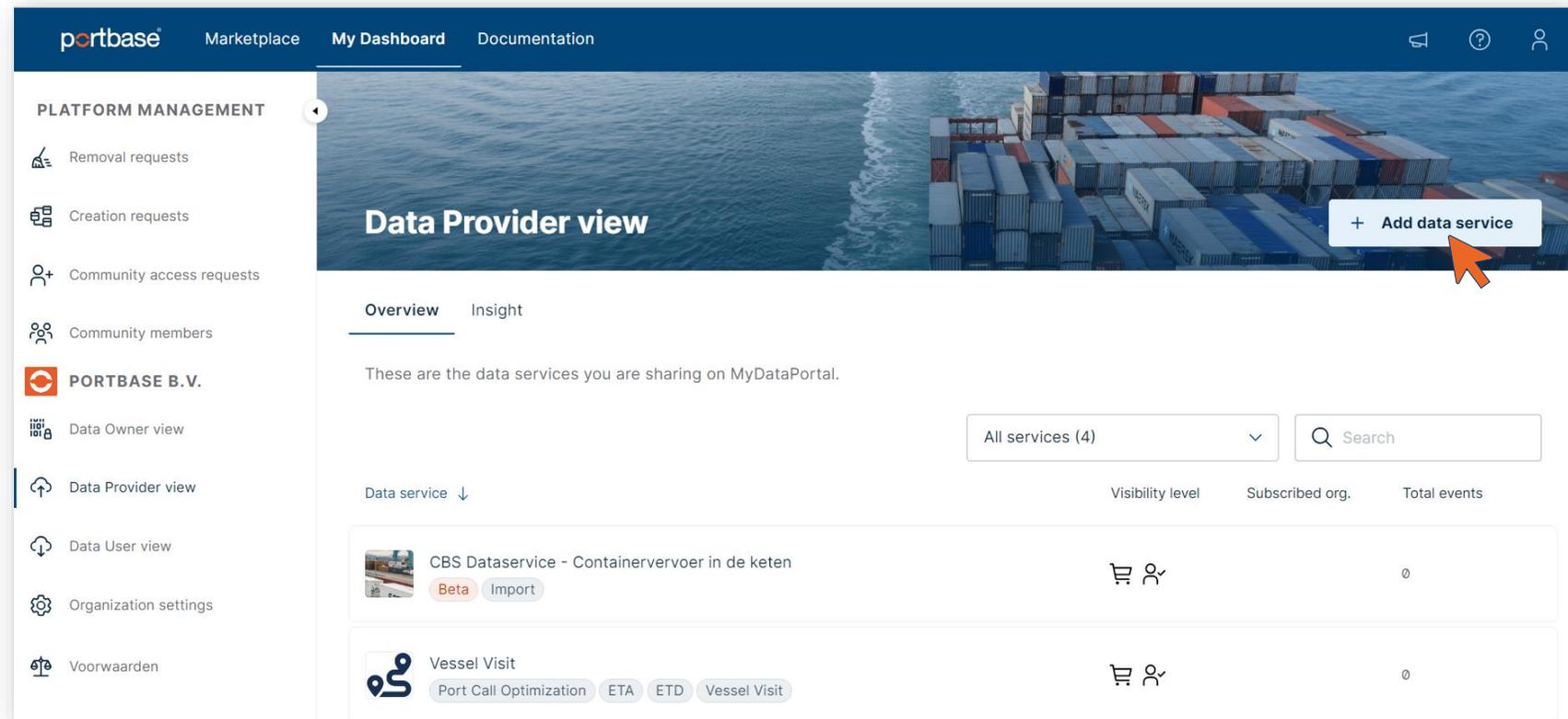
5. At the top you will see “My Dashboard”. Clicking on this will take you to an overview of all data services in which you are involved. The Data Owner view opens automatically.

6. On the left side of the menu you can select the “Data Provider” view. This will show you all data services that you offer as a data provider



Adding a data service

7. In de Data Provider view, click on: “Add data service” to start setting up a data service.



The screenshot displays the Portbase My Dashboard interface. The top navigation bar includes 'portbase', 'Marketplace', 'My Dashboard', and 'Documentation'. The left sidebar lists 'PLATFORM MANAGEMENT' options: Removal requests, Creation requests, Community access requests, and Community members. Below this, the user is identified as 'PORTBASE B.V.' with options for Data Owner view, Data Provider view (selected), Data User view, and Organization settings. At the bottom of the sidebar are 'Voorwaarden' and 'Voorwaarden'.

The main content area features a header with a background image of a ship's wake and the text 'Data Provider view'. A '+ Add data service' button is prominently displayed in the top right corner of this header, with an orange arrow pointing to it. Below the header, there are tabs for 'Overview' and 'Insight'. The text reads: 'These are the data services you are sharing on MyDataPortal.'

A dropdown menu shows 'All services (4)' and a search bar is available. Below this is a table of data services:

Data service ↓	Visibility level	Subscribed org.	Total events
 CBS Dataservice - Containervervoer in de keten Beta Import	 		0
 Vessel Visit Port Call Optimization ETA ETD Vessel Visit	 		0

Adding a data service

The Data Service Creation Wizard will open, which guides you through 3 steps:

1. Set up

focused on adding the **functional information** of the data service

2. Integration

focused on adding the **technical information** of the data service

3. Publication

Add data service ×

Adding a new data service requires three steps:

- 1. Set up:** Here you are asked to describe the data service, how to share it in the marketplace, invite organisations and more.
- 2. Integration:** Here you can configure technical settings. You are also provided a service token to connect your data service.
- 3. Publication:** Finally you can request your community owner to assess your data service. After it has been approved it will be published.



Set up — Integration — Publication

START



Step 1

Set up

This first step focuses on the functional description of the data service.

Here you are asked to describe the data service, configure sharing settings, invite organizations and more.

The image displays three overlapping screenshots of the 'Set up the new data service' form, illustrating the progression through different steps:

- Top Screenshot (Step 1):** Shows the 'General information' section. It includes a 'Title' field with the placeholder 'Title of the data service' and a 'Description' field. The left sidebar lists steps 1 through 7, with 'General information' selected.
- Middle Screenshot (Step 2):** Shows the 'Share settings' section. It asks 'How do you want to share your data service with other organisations?' and features three tabs: 'ON INVITE', 'ON REQUEST', and 'OPEN ACCESS'. The 'ON REQUEST' tab is selected, and 'Default' is the chosen option. The left sidebar shows steps 4 through 7, with 'Sharing' selected.
- Bottom Screenshot (Step 3):** Shows the 'Invite organizations' section. It includes a search field for organizations, a text area to 'Compose a message to go along with your invitations or send a default message.', and an 'ADD DEFAULT MESSAGE' button. A note at the bottom states: 'The invitation(s) will be sent when we approve your request for adding the data service'. The left sidebar shows steps 4 through 7, with 'Invites' selected.

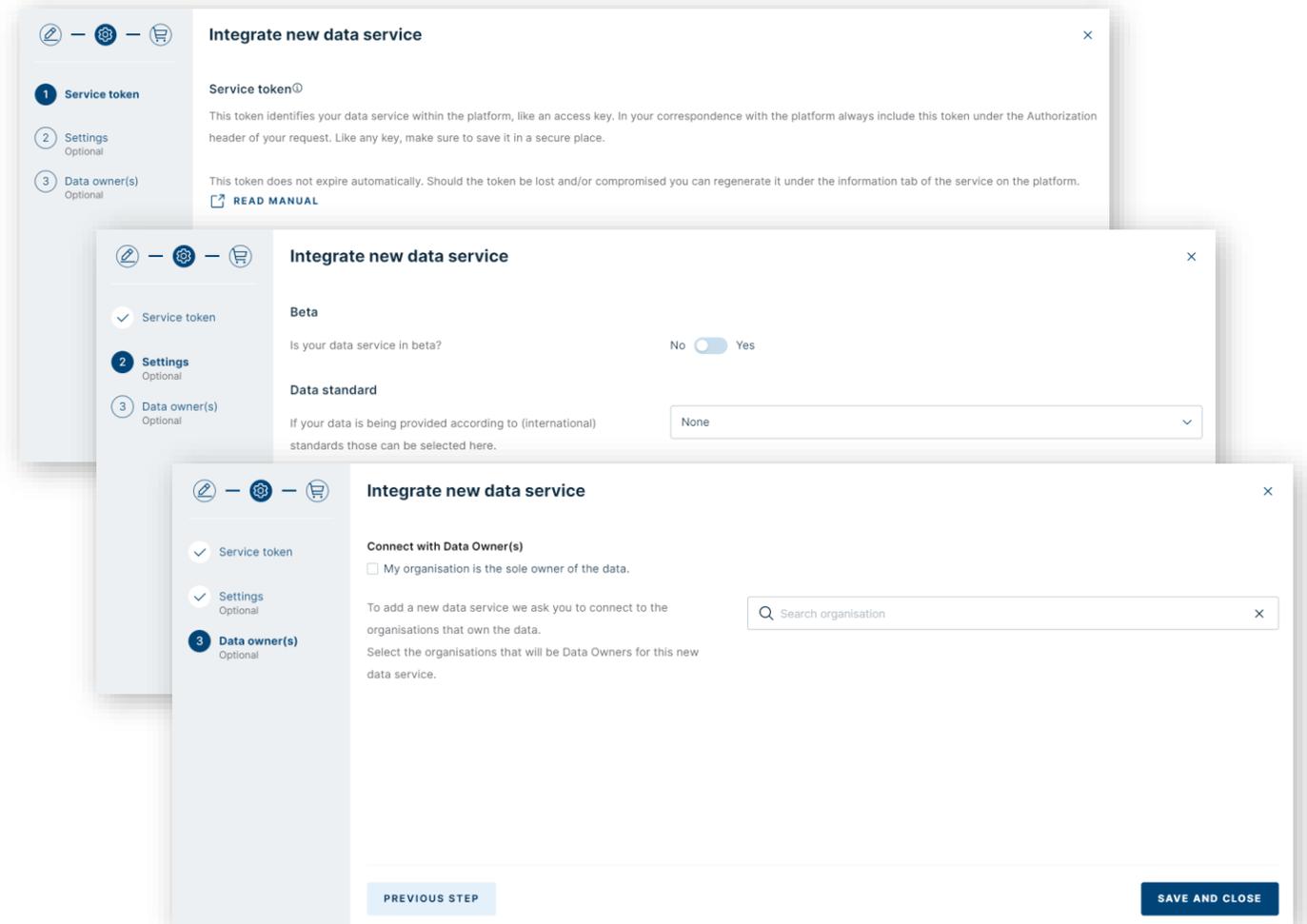


Step 2

Integration

The second step focuses on the technical description of the data service.

Here you can configure technical settings and a service token is provided to connect to the authorization register.





Step 3

Publication

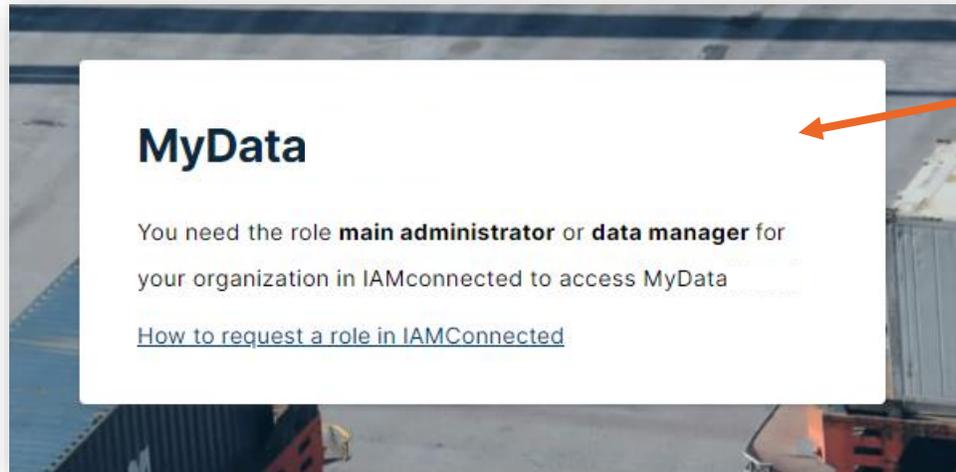
The final step is publication of your data service by requesting publication.

The Community Owner will look at your request and make sure it is ready for publication to the Marketplace. If they have any questions or concerns, they will reach out to your organization to resolve the issue together.

The screenshot shows the Portbase Marketplace interface. The top navigation bar includes 'portbase', 'Marketplace', 'My Dashboard', 'Documentation', and 'Styleguide'. The main content area is titled 'PORTBASE B.V.' and 'Data Provider view'. A notification window is overlaid on the page, titled 'Data service has been integrated'. The notification text reads: 'Your data service has been set up and integrated. You can now request publication of your data service. The community owner will review your data service and contact you in case of questions. Once the data service is published you will be notified through mail. Alternatively you can close this window and request publication later from your data service detail page.' Below the text, there is a progress indicator with three steps: 'Set up' (checked), 'Integration' (checked), and 'Publication' (not checked). At the bottom of the notification, there are two buttons: 'Close' and 'Request publication'.

Access to the application: MyData

MyData is available for users with the *main administrator* or *data manager* role in IAMconnected. This way, only employees who are authorized and involved in data sharing have access to MyData.



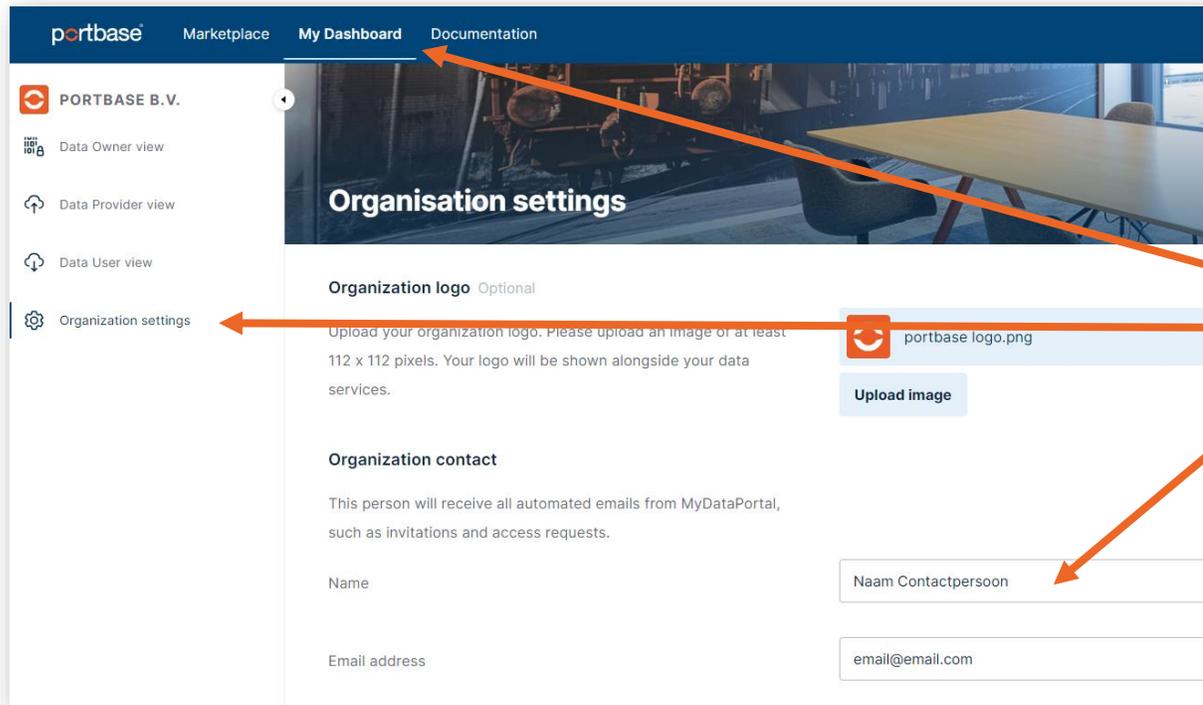
Do you see this screen when MyData opens?
Then you do not have the *data manager* role

You can request the *data manager* role as follows:

1. Log in to IAMconnected
2. Go to Profile, and then to Business Information
3. Click on Change and select the Data Manager role
4. After approval by the Main Administrator of your organization in IAMconnected, the Data Manager role is active.

Notifications

- If an organization requests access to a data service that you offer as a data provider, the contact person of your organization will receive a notification by e-mail to assess the request on MyData.
- You will also see an orange ball with a number **1** in MyData. This is a notification that there is an action waiting for you in MyData



- By default, your main administrator is marked as a contact person in MyData.
- If you want a different contact person / mailbox for receiving notifications, you can set this in: My Dashboard > Organization Settings

Questions?

If you have any questions, please contact:

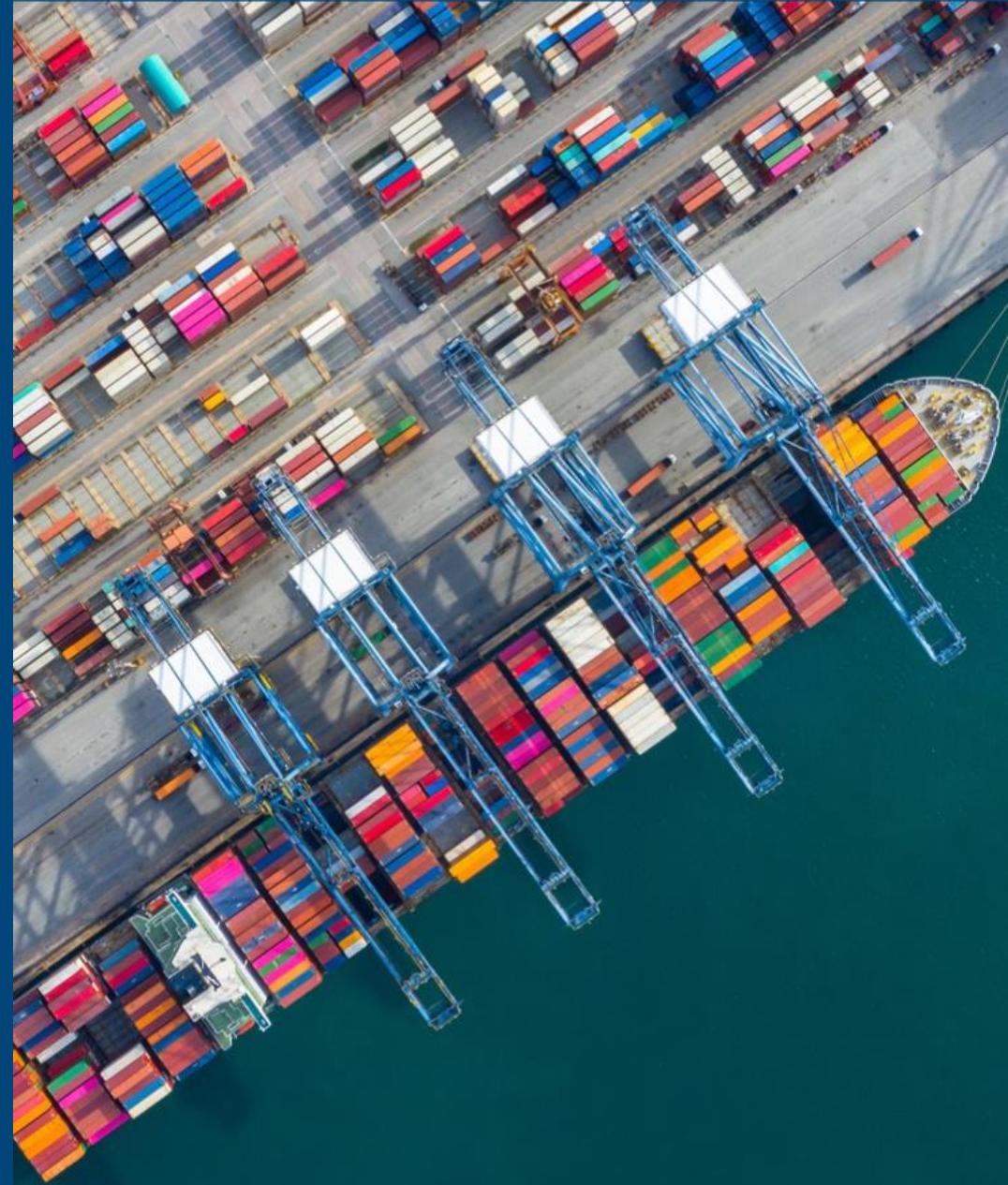
Customer Service

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Keeping
things
moving



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