

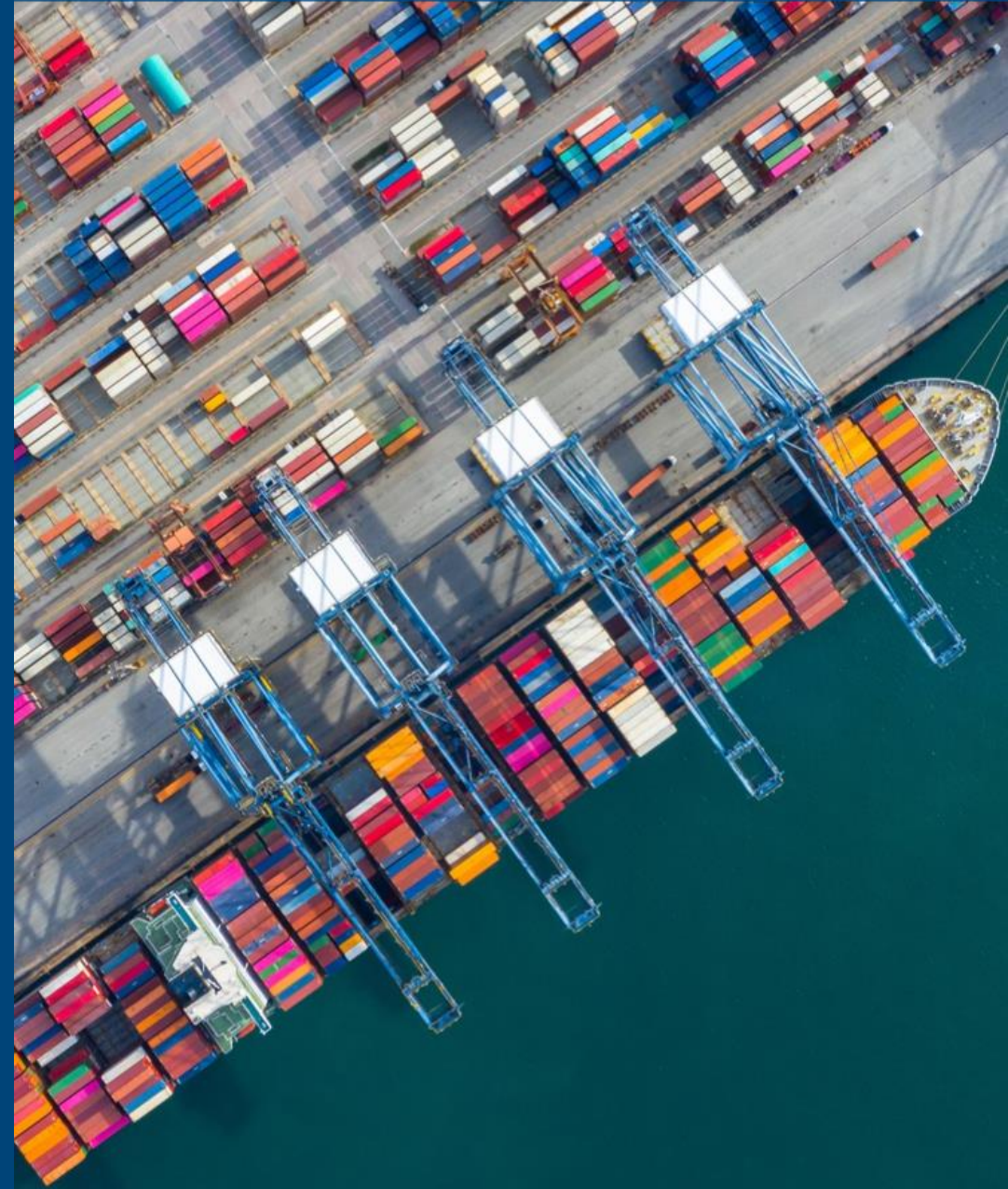
MyData

Manual for Data Users

- *Signing in to MyData*
- *Requesting access to a data service*
- *Requesting access to the data*

portbase[®]

Keeping
things
moving



Signing in to MyData

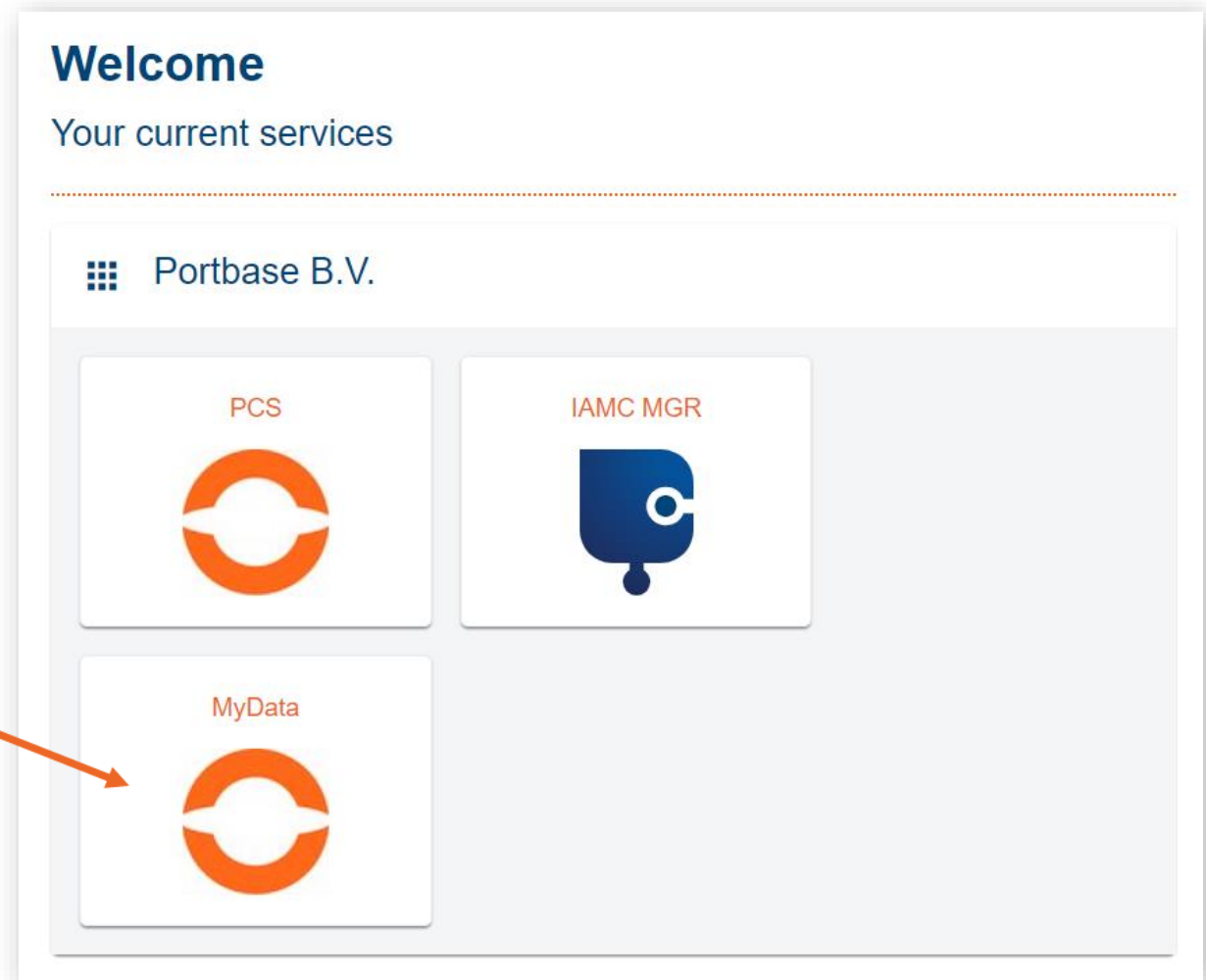
Go to www.mydataportal.pcs.portbase.com

or

1. Log in to www.IAMconnected.eu

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

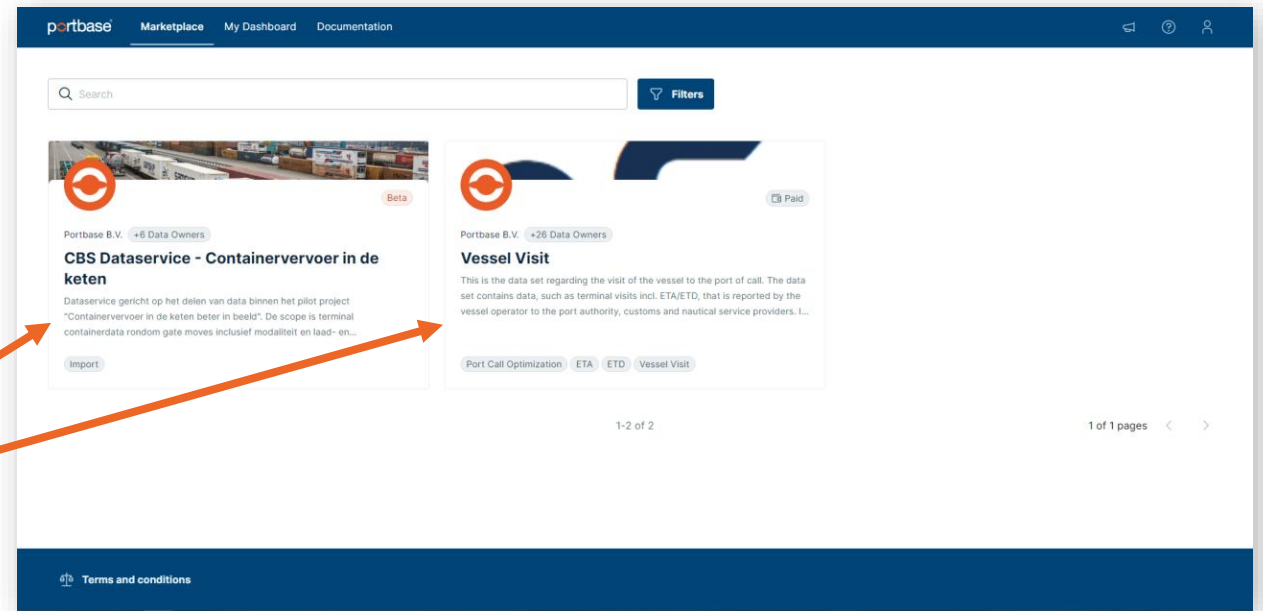
NB: Access to the application is limited to users with the role main administrator and data manager. On slide 10 you can find information about requesting the data manager role.



Requesting access to 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. If you click on a data service, information about the data service will be shown:



- **Overview:**
 - **Description** of the data service
 - **License Fee / Terms & conditions:** terms & conditions for using the data service (*if applicable*)
 - **Tags** related to the data service
- **Data owners:** owners of the data that is available in the data service (*if applicable*)
- **Documentation:** technical documentation to be able to connect to the data service
- **Contact information:** general and technical contact person of the data service

Requesting access to a data service

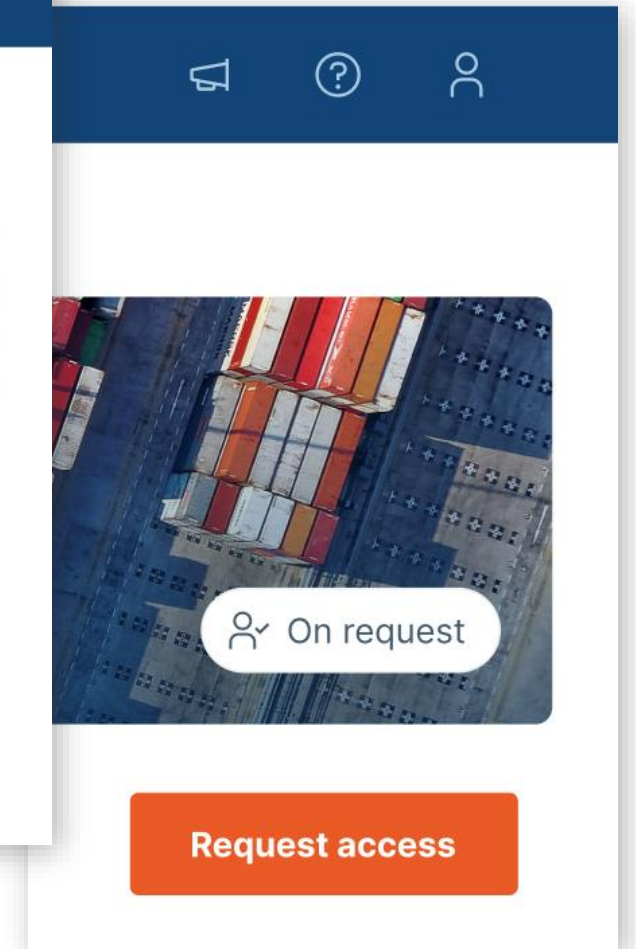
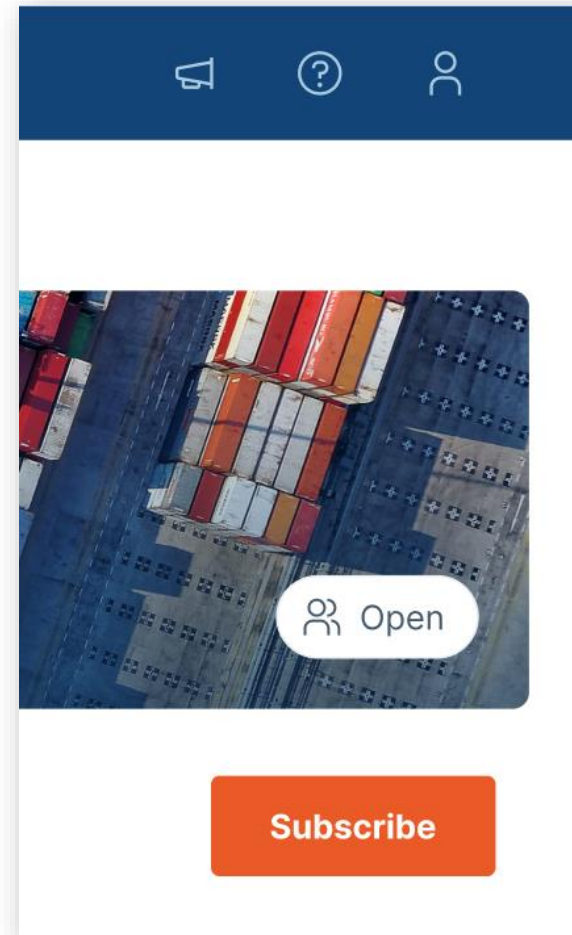
6. Interested in a data service? Simply request access to the data service by clicking the “Request access” button (in case confirmation is required from the data provider) or “Subscribe”.

Two scenarios are possible:

Scenario A. The data provider = Portbase

Scenario B. The data provider = an organization other than Portbase

The following slides explain both scenarios.



Scenario A.

The data provider is Portbase

7. In order to complete the request, additional information is required.

You will receive more specific instructions per email.

After completing the request successfully, the API credentials are provided by Portbase to connect to the data service.

8. You can then link to the API endpoint(s) based on the technical documentation

Your API Credentials

Your access request to this data service has been approved.

Within three working days you will receive the API credentials via email.

If you have not received any API credentials please contact service.request@portbase.com

Confirm

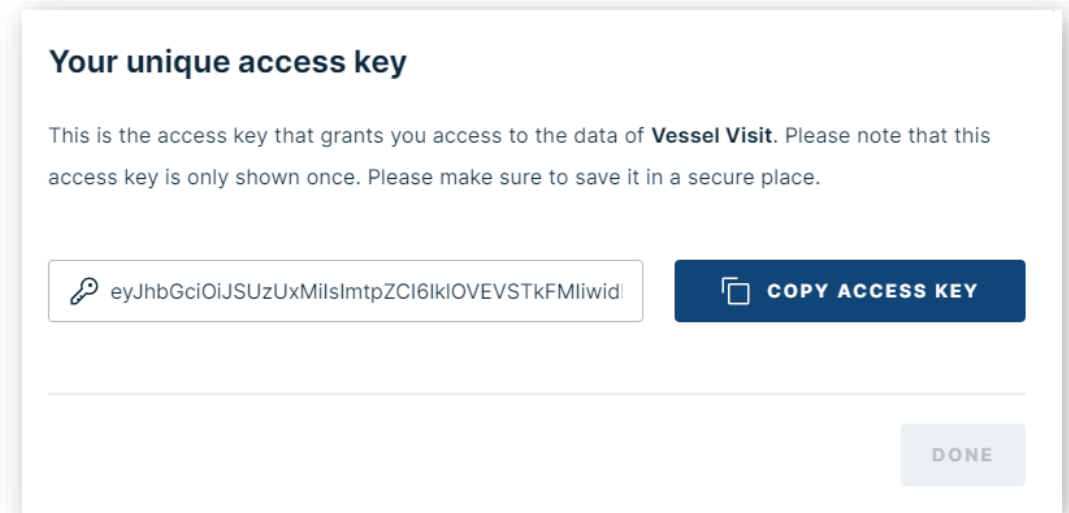
Note: If the data within the data service is offered on behalf of other data owners than Portbase, a data sharing permission (authorization) is required from the data owners before you as a data user can consume the data. More information about this on slide 7.

Scenario B.

The data provider is an organization other than Portbase

7. If you have permission to use the data service, you will receive a unique access key through MyData, which you can use to prove that your organization is authorized to use the data service.

8. You can then link to the API endpoint(s) based on the technical documentation



The screenshot shows a white notification box with a dark blue header. The header text is 'Your unique access key'. Below the header, there is a paragraph of text: 'This is the access key that grants you access to the data of **Vessel Visit**. Please note that this access key is only shown once. Please make sure to save it in a secure place.' Below the text, there is a white input field containing a key icon and the alphanumeric string 'eyJhbGciOiJSUzUzUxMlsmtpZCI6IklOVEVSTkFMIiwid'. To the right of the input field is a dark blue button with a white copy icon and the text 'COPY ACCESS KEY'. At the bottom right of the notification box is a light gray button with the text 'DONE'.

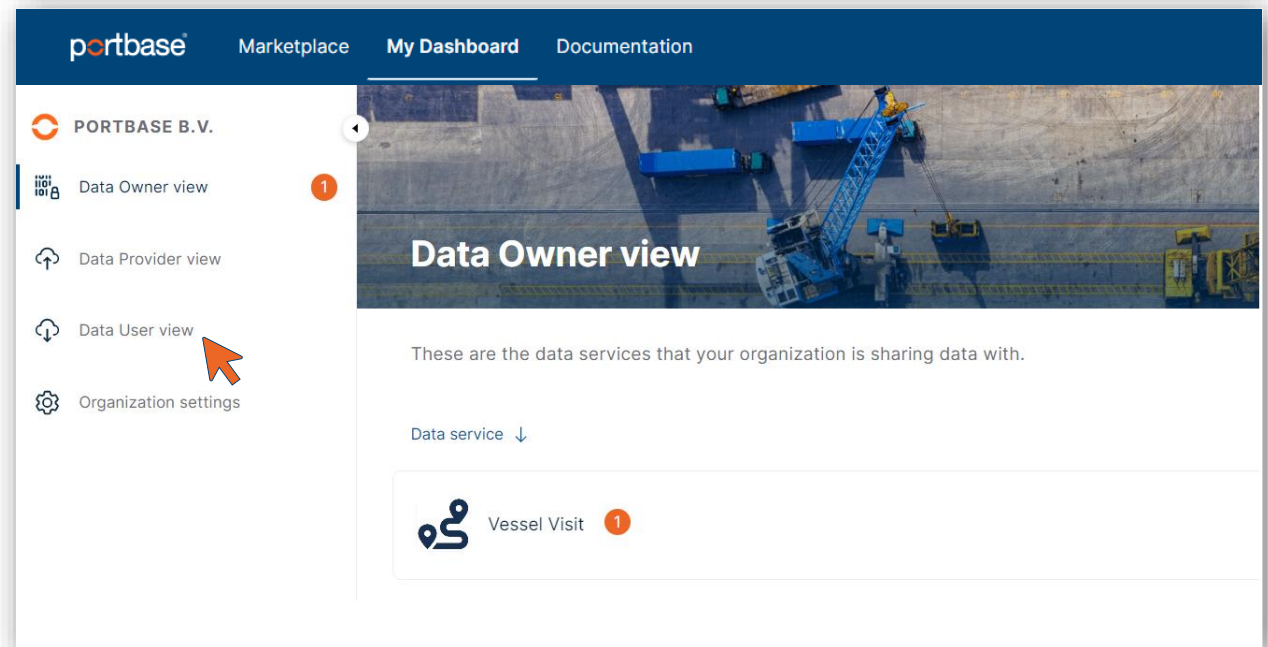
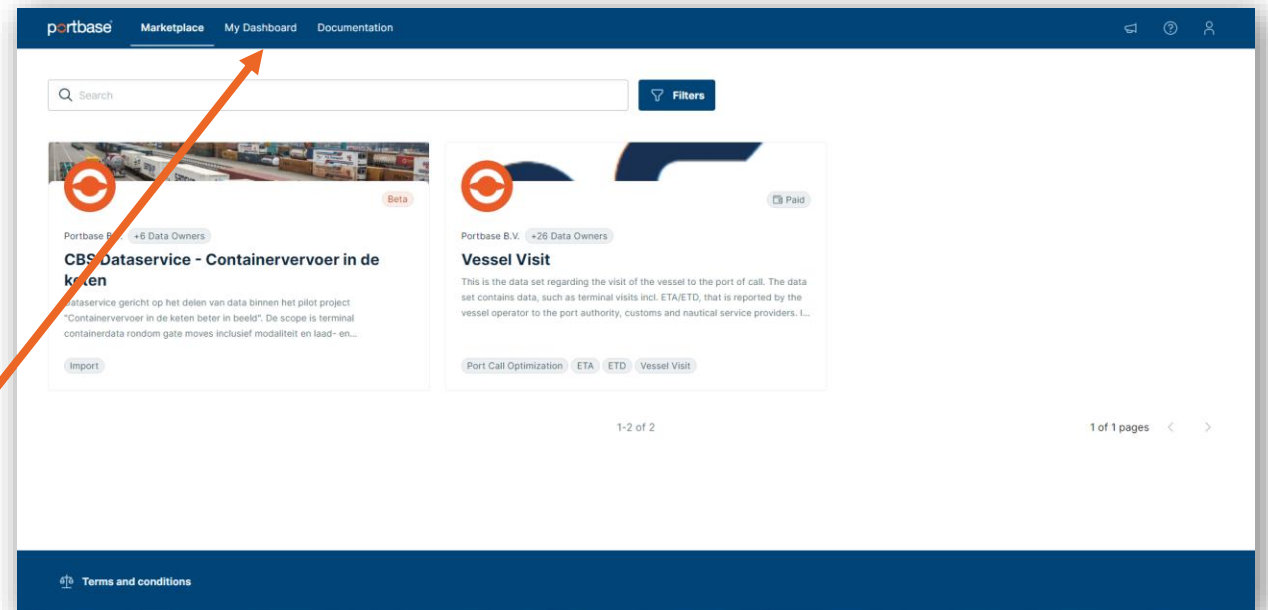
Note: If the data service offers data on behalf of other data owners than the data provider, a data sharing permission (authorization) is required from the data owners before you as a data user can consume the data. More information about this on the next slide

Requesting access to the data

To be able to consume the data, you must request permission (authorization) from the data owner(s) of the data service

9. At the top of the menu you will find “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.

10. On the left side of the menu you will also find the “Data User view”. If you click on this, you will get an overview of all data services to which you have subscribed.



Requesting access to the data

11. Click on the data service for which you want to request data permission (authorization) and then click on “Data access”.

Here you will find all data owners of the relevant data service.

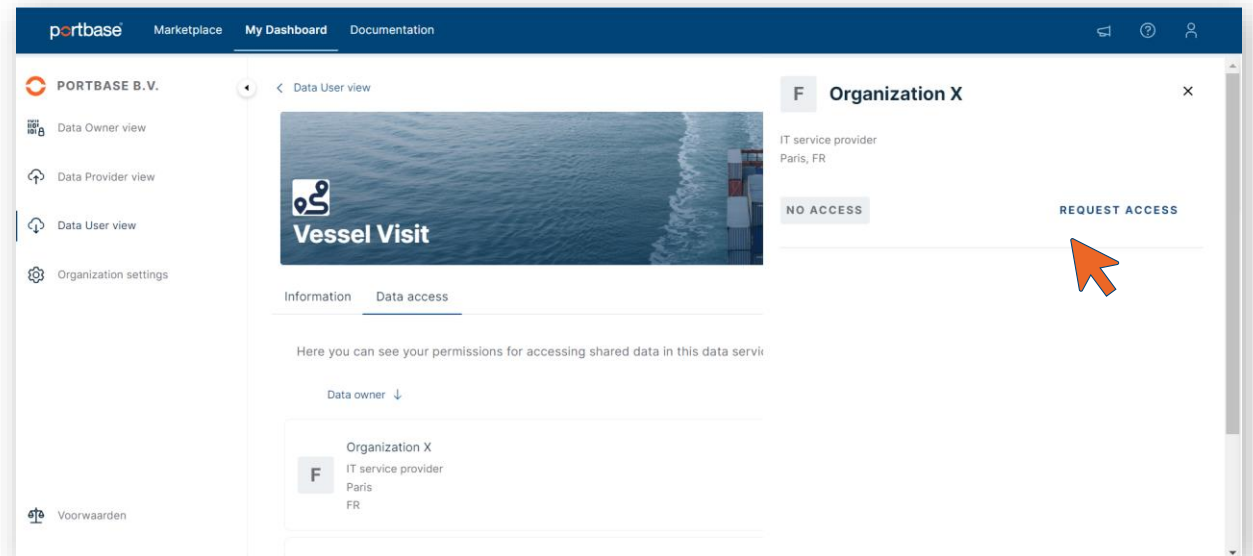
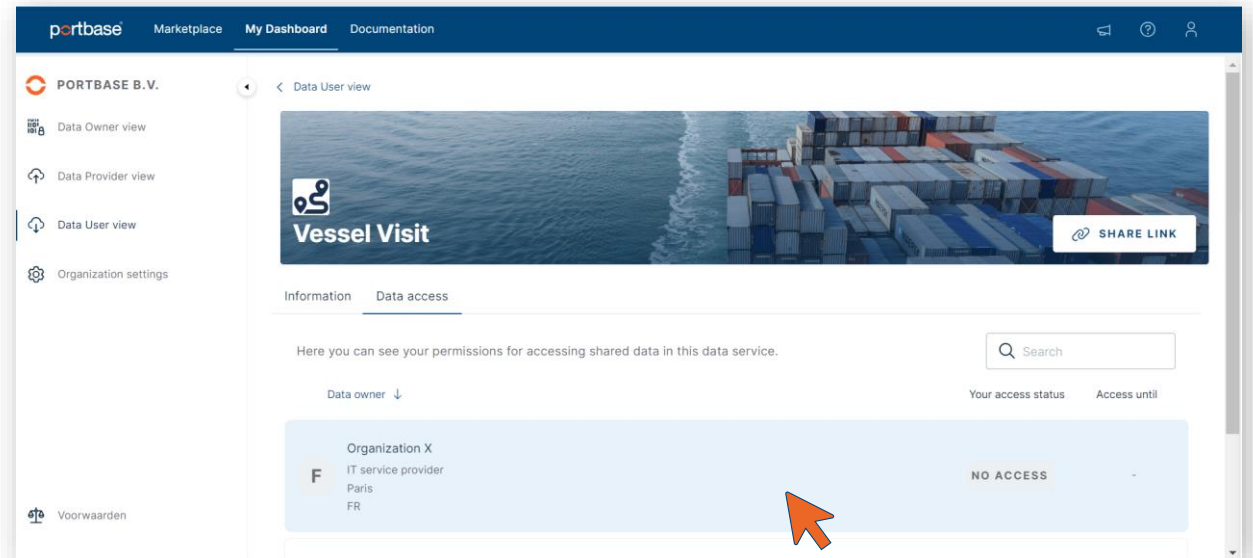
The screenshot shows the 'Data user view' dashboard in the Portbase interface. The top navigation bar includes 'portbase', 'Marketplace', 'My Dashboard', and 'Documentation'. The left sidebar lists navigation options: 'PORTBASE B.V.', 'Data Owner view', 'Data Provider view', 'Data User view', and 'Organization settings'. The main content area features a header with 'Data user view' and a 'BROWSE MARKETPLACE' button. Below the header, a text block states: 'These are the data services that your organization is invited to, has requested access to, is subscribed to, or has a paused subscription to.' A search bar and a dropdown menu for 'All data services (1)' are present. A table lists data services with columns for 'Data service', 'Status', 'Total events', and 'Last successful event'. One service, 'Vessel Visit', is listed with a 'SUBSCRIBED' status. An orange arrow points to the 'Vessel Visit' service name.

The screenshot shows the 'Data access' page for the 'Vessel Visit' data service. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main content area has a header with 'Vessel Visit' and a 'SHARE LINK' button. Below the header, there are tabs for 'Information' and 'Data access', with the latter being selected. A text block states: 'Here you can see your permissions for accessing shared data in this data service.' A search bar and a dropdown menu for 'Data owner' are present. A table lists data owners with columns for 'Data owner', 'Your access status', and 'Access until'. One owner, 'Organization X', is listed with a 'NO ACCESS' status. An orange arrow points to the 'Data access' tab.

Requesting access to the data

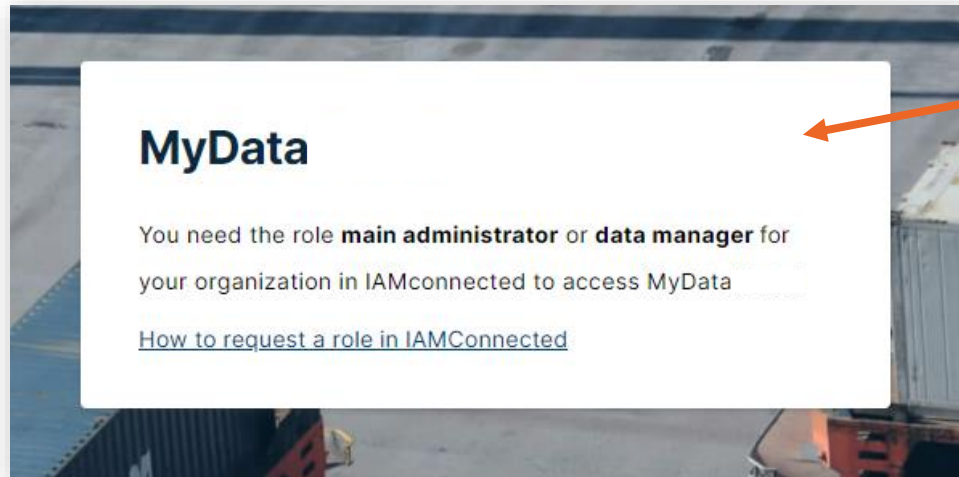
12. Click on a data owner and then on “request access” to request permission for the data of this organization.

13. After permission from the data owner(s), you can consume the data through the API of the data service



Access to the application: MyDataPortal

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.

Questions?

If you have any questions, please contact:

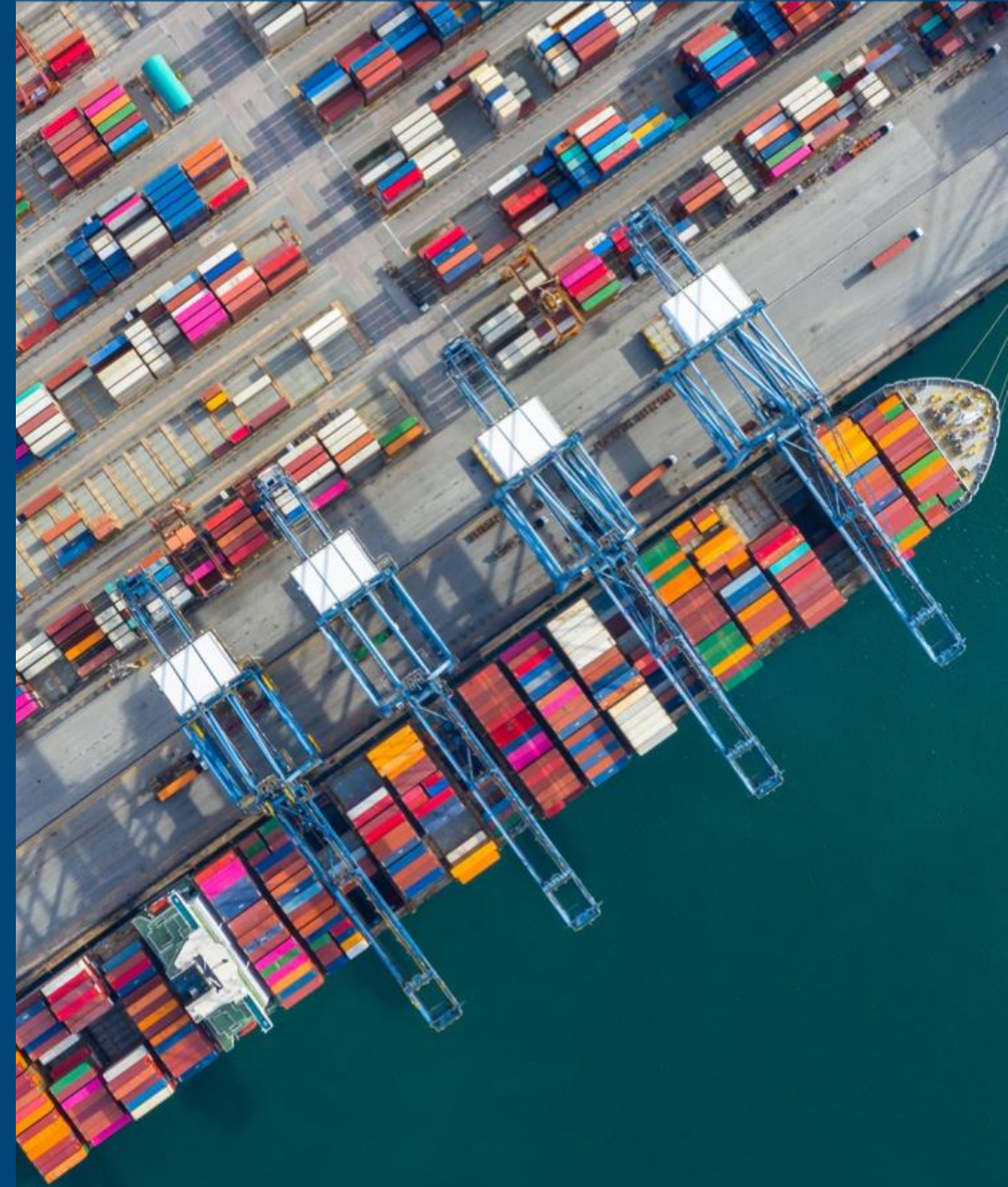
Customer Service

088-625 25 25

customerservice@portbase.com

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