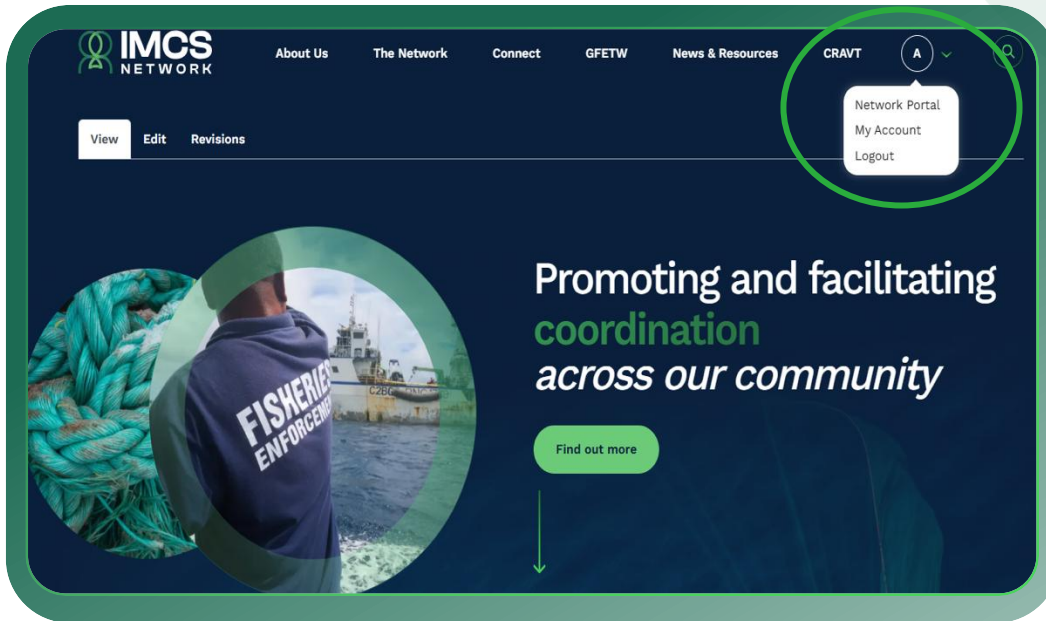


# Network Portal

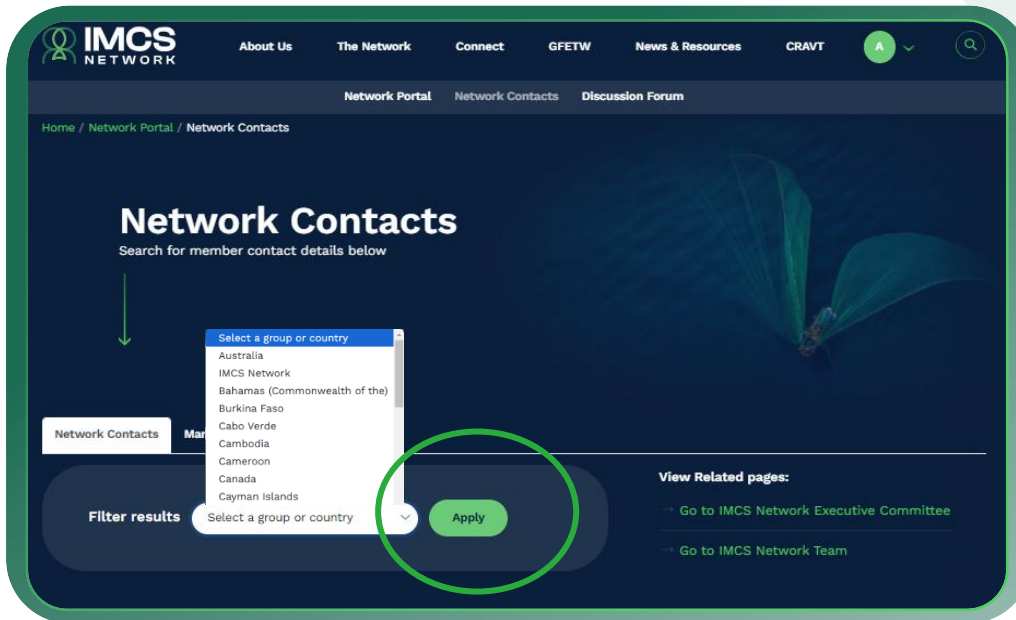
The Network Portal is a secure part of the IMCS Network website that is available to authenticated users.



The Network Portal currently provides users access to Network Contacts, a list of member and observer points of contact and the Discussion Forum.

## Network Contacts

Network Contacts is where Network Portal users may search for the contact details of a Network member.



The search function is a simple **drop-down** box where a user may select the country or fisheries organisation of interest and then click **Apply**.

## Network Contact Administrator Role

Every IMCS Network member and observer “group” requires an IMCS Network Administrator.

Group means the Network’s member (country or fisheries organisation) or observer (organisation or institution).

The role of the Administrator can grant or block Network Portal access rights to users in their group.

	Organisation / Agency	Group	Email
er	Acme Industries	Australia	newuser@example.co
er	test	Cambodia	newuser2@example.co
er 1	Observer Org.	AI2	testuser@example.co

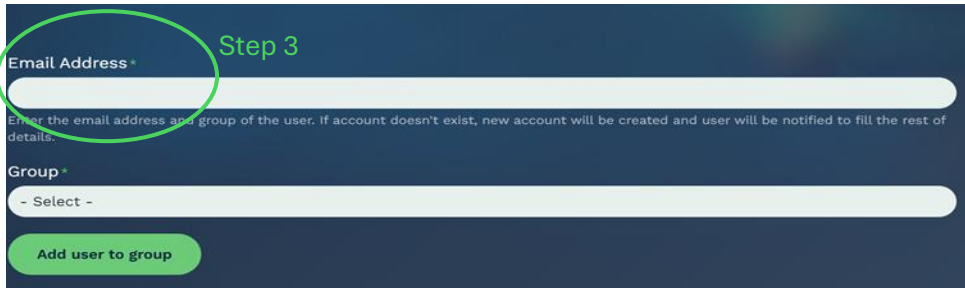
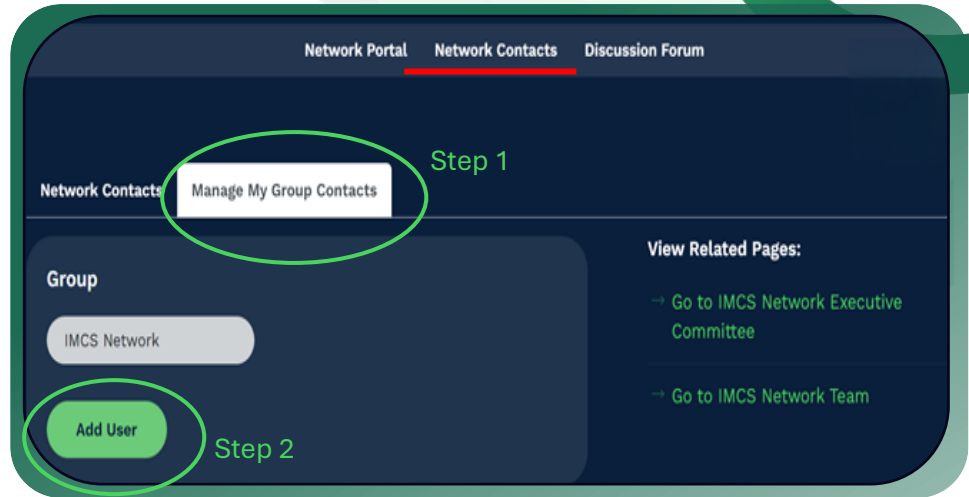
## How to add a user of your organisation

If you are an Administrator for your group, you can add a user to your own group. This is done via the **Network Contact** page.

Step 1: Select the tab *Manage My Group Contacts*

Step 2: Click the button *Add User*

Step 3: Enter the email address of the user you wish to invite to the Network Portal and click *Add User*



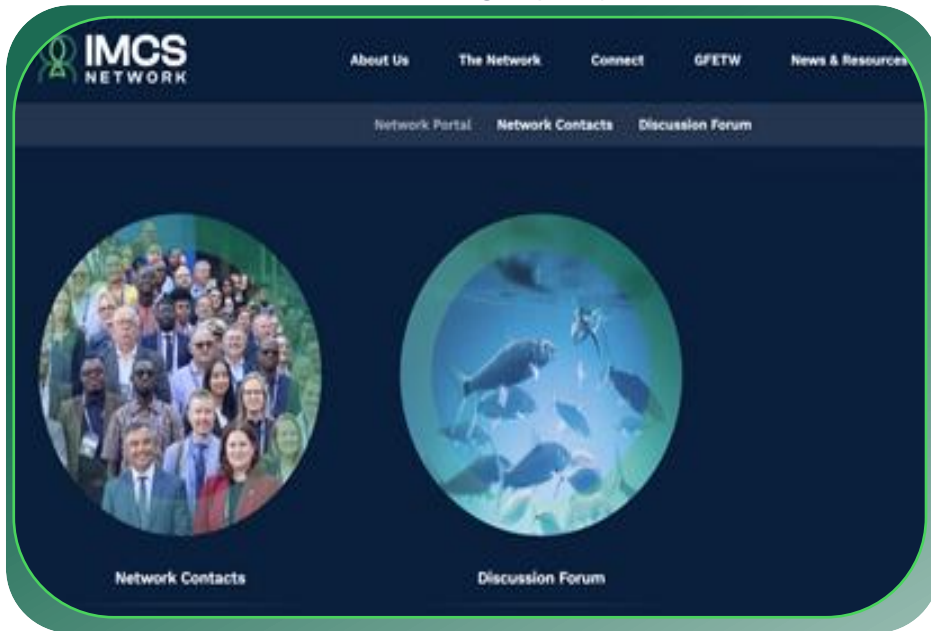
The screenshot shows the 'Add User' form with two input fields: 'Email Address\*' and 'Group\*'. The 'Email Address\*' field is circled in green and labeled 'Step 3'. Below the 'Email Address\*' field, there is a small text box that reads: 'Enter the email address and a group of the user. If account doesn't exist, new account will be created and user will be notified to fill the rest of details.' Below the 'Group\*' field, there is a dropdown menu showing '- Select -'. At the bottom of the form, there is a green 'Add user to group' button.

**Note** you can only add users to the groups that you administer and only these groups will show in the drop-down selection.

## Considerations when adding a user from your organisation.

After adding a new user, they will receive an email from the IMCS Network inviting them to complete their details and create a password. It is recommended that you inform the user that an email should be expected as the email may go to their Junk mail folder.

As an Administrator, it is worth noting that adding a user to your group may open up access privileges that cannot be restricted due to the nature of the group they are in.



The following access may need to be considered:

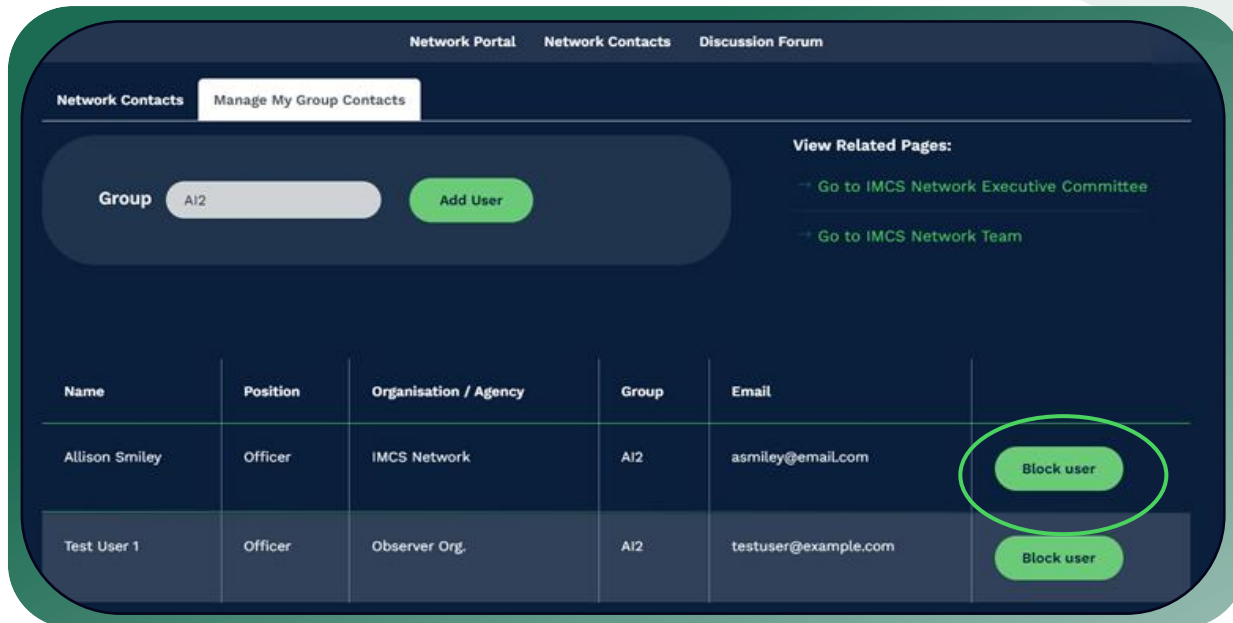
- All users can view the Network Contacts page
- All users will have access to the Discussion Forum
- The Discussion Forum features the ability to create chat rooms with restricted access. In most instances these restrictions are based on the group, not the individual user.

## How to block a user if they leave your organisation

Administrators are requested to be proactive in the management of users. If a user leaves your group, it is good practice to ensure that they are removed from your group (blocked).

Blocking a user can be achieved via the **Network Contact** page. Select the tab *Manage My Group Contacts*.

Identify the individual you seek to remove from your group and click *Block User*.

The screenshot shows the 'Network Contact' page with the 'Manage My Group Contacts' tab selected. At the top, there are navigation links for 'Network Portal', 'Network Contacts', and 'Discussion Forum'. Below the navigation, there are two tabs: 'Network Contacts' and 'Manage My Group Contacts'. A search bar contains the text 'AI2' and an 'Add User' button. To the right, there is a 'View Related Pages:' section with two links: 'Go to IMCS Network Executive Committee' and 'Go to IMCS Network Team'. Below this is a table of users. The table has columns for Name, Position, Organisation / Agency, Group, and Email. The first row is for Allison Smiley, an Officer at IMCS Network, in group AI2, with email asmiley@email.com. The second row is for Test User 1, an Officer at Observer Org., in group AI2, with email testuser@example.com. A green circle highlights the 'Block user' button next to Allison Smiley's name.