



WAN HAI LINES LTD.

WE CARRY, WE CARE.

<http://shipper.wanhai.com/>

Web site User Manual

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I. User Registration

1. If your company want to use our new e-shipping web site, please contact our Local office to register your company data.
2. Our local office PIC will initially create an administrator in our e-shipping web site for your company.
3. Once our local office has created your company administrator, the administrator will receive an email that contains your company ID, account ID and password respectively.
4. Then your administrator can log in e-shipping web site and create the other user account for each of your staff who would like to make a shipping request.

II. Login WHL e-Booking web site

Steps to Login

1. Access to our web site "shipper.wanhai.com".
2. Please login with Company ID, User Account and Password.



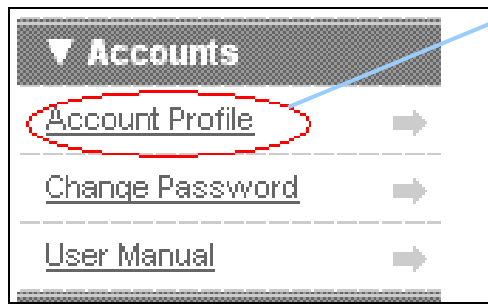
The screenshot shows the login interface for the WHL e-Booking website. On the left, there is a 'Welcome' message and a 'Legal information' section. The main content area contains the company logo and a login form. The form includes input fields for 'Company ID', 'User Account', and 'Password', a 'Language' selection with radio buttons for 'English' and 'Korean', and 'Login' and 'Reset' buttons. A 'Forgot Password' link is also present.

III. Setting Up Your User Account

User Account Creation:

Only the company administrator account can create a user account for each of your staff who would like to make a booking request.

1. Click "Account Profile" on the left navigator items.
2. Enter the user account which you want to create(maintain)
3. Fill in the required fields with the correct information.
4. Click "Save" button.




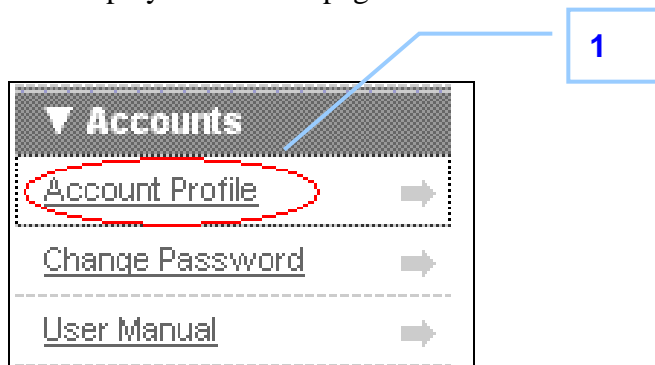
A screenshot of the 'Account Profile' form. The form is titled 'Account Profile' and contains several input fields. A red border surrounds the main form area. A blue arrow points from the right side of the form to a blue box containing the number '2'. At the bottom of the form, there are two buttons: 'Save' and 'Reset'. The 'Save' button is circled in red, and a blue arrow points from it to a blue box containing the number '3'.

User Account	<input type="text" value="shipping"/>	
User Name	First Name: <input type="text" value="TEST"/>	Last Name: <input type="text" value="ABCD"/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female	
Change Password	Original_Password	<input type="text"/>
	New_Password	<input type="text"/>
	Confirm_NewPassword	<input type="text"/>
eMail	<input type="text" value="bruce_chen@wanhai.com"/>	
TEL/FAX Format	+Nation Code - Area Code , Local No.	
Example	+82 - 2 , 1234567	
TEL	+ <input type="text" value="82"/> - <input type="text" value="2"/>	<input type="text" value="12345678"/>
FAX	+ <input type="text" value="82"/> - <input type="text" value="2"/>	<input type="text" value="12345678"/>
Mobile	<input type="text"/>	

Searching for Account(Admin User)












If you forget the account you have created or you want to inquiry (maintain) someone's profile, please follow below steps.





1. Simply click "Account Profiles" on the navigator items.
2. All accounts will be displayed.
3. Click the icon  of the certain account you want to search.
4. The user profile will be displayed on a new page.



All Accounts

Add User

User Account	User Name	eMail	User Detail
shipping	TEST ABCD	bruce_chen@wanhai.com	
emoto	MIWA EMOTO	miwa_emoto@wanhai.com	
hsasaki	HIROKO SASAKI	hiroko_sasaki@wanhai.com	
kuchida	KAORI UCHIDA	kaori_uchida@wanhai.com	
SIVA	SIVA	siva@wanhai.com	
CKLIM	CKLIM	yusrina@wanhai.com	 
HADIJAH	HADIJAH	hadijah@wanhai.com	
JANE	JANE LEE	jane_lee@wanhai.com	
PLTAN	PL TAN	pl_tan@wanhai.com	
MYCHER	MY CHER	muiyen_cher@wanhai.com	

Total Records : 11 , Record / Per Page , Now In Page / 2  First Page  Page Up / Page Down  Last Page 

2

Account Profile

User Account

User Name First Name: Last Name:

Gender Male Female

Original_Password

Change Password New_Password

Confirm_NewPassword

eMail

TEL/FAX Format +Nation Code - Area Code , Local No.
 Example +82 - 2 , 1234567

TEL + - ,

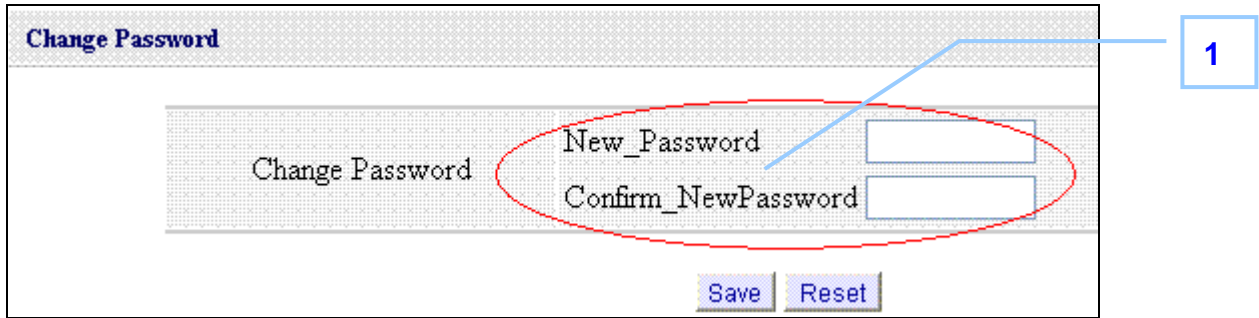
FAX + - ,

Mobile

3

Change Password

If customers want to change login password, please click "Change Password" then renew the New Password.



Otherwise, if users have any questions about e-booking, please click “User Manual” and take it for reference.

IV. Forget Account or Password

Forget Account

1. You can call your company administrator to find out your account ID.
2. Administrator can click “Accounts” to find out your account ID.

Forget Password

If you forget password,

1. Click ”Forget Password” on our login page.
2. Enter Company ID and User Account.
3. Click “Password Request” button.
4. You will receive the right password from your e-mail box lately.

