

User Guide – Revamped HAFFA Website

Background:

Further to the IT Sub-committee Annual Report 2013-2014, we are delighted to announce the launch of the revamped HAFFA website. This is the result of collaboration, dedication, and a lot of efforts made by the Sub-committees, Executive Committee and Secretariat over the past months. Following the Executive Committee decision to revamp the HAFFA website in 2013, official tender process was carried out to look for the most suitable service provider taking up the task.

Our goals:

- ✓ Establish effective communication channels with Members and the industry;
- ✓ Build up a professional image of the Association; and
- ✓ Enhance efficiency in membership management and administration.

Not only does the new webpage have an updated look, it features new functionality as well. In its entirety, the new HAFFA website provides a clean, concise, contemporary, user-friendly and easy-to-navigate layout with strong brand reinforcement. Moreover, it will also work well on a mobile device. The new website would be compatible with Internet Explorer 9, Firefox 30 & Chrome 37 or newer version. Where the new HAFFA website is pleasing to the eye, the newly simplified menu of the website allows for quick navigation to the latest industry-wide information and news.

In addition, you can easily catch the latest information through viewing the moving banner and “What’s New” column under the Home page. You can quickly get access to the details of activities like courses and events through the calendar embedded under the Home Page. In responding to the market needs, an advanced search engine with selected criteria is built in to empower the public to search for a Member company they desired for better business matching purpose.

As a privilege for Members, a web page with login feature is developed. Members can manage or update their company information on-line (*note: the Secretariat will check the edited information before uploading onto the HAFFA website*). Moreover some important information (*e.g. HAFFA News, Cargo Security, Trading Conditions, Statistics, etc.*) can only be accessed after Members successfully login under the “Member Only” page. Please visit the HAFFA webpage to view the brand new interface:
<http://www.haffa.com.hk>

Feature of the Member Login System:

The system consists of 2 types of Member login: Admin and General

➤ **Admin Login**

- To view your company profile.
- To update company profile and submit edited information to HAFFA through the system.
- To create, delete and amend your staff login database (i.e. give username and password).
- To view those webpages exclusively for Member only.

Members are highly recommended to change your initial password and keep it secure so that unauthorized person will not be able to alter your user database and change your company profile (*note: the Secretariat will check the edited information before uploading onto the HAFFA website*). Meanwhile, please set your security question after the initial login so that you can retrieve the password by email automatically if you forgot your password.

➤ **General Login**

- To view those webpages exclusively for Member only.
- To change viewer’s own password.

Without the Member login account, you will NOT be able to view those webpages exclusively set up for Member only. Please contact the HAFFA Secretariat at 2796 3121 if you have not yet registered with us for the initial login.

User Guide

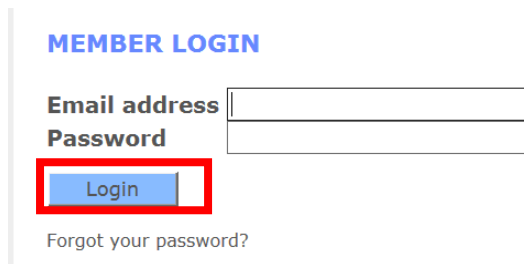
I. How to login the "MEMBER ONLY" page

1. Please visit HAFFA website <http://www.haffa.com.hk>.

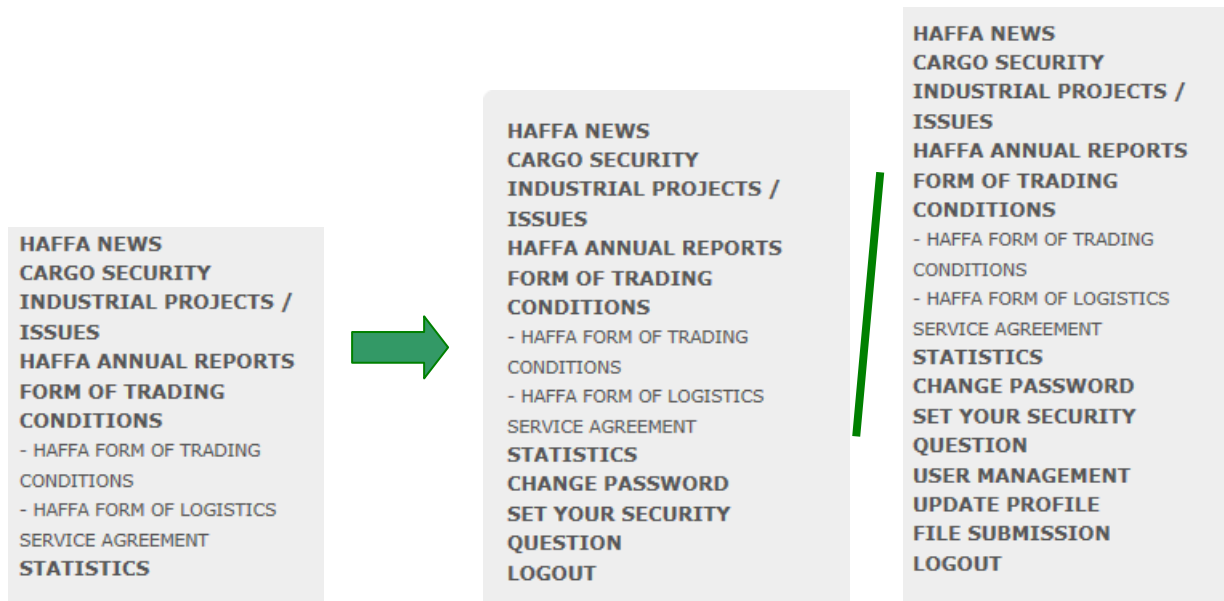
Under the Home Page, click "LOGIN".



2. Fill in the designated email address and password. Then click → Login

The image shows a 'MEMBER LOGIN' form. It has two input fields: 'Email address' and 'Password'. Below the 'Password' field is a blue 'Login' button, which is highlighted with a red rectangular box. Below the button is a link that says 'Forgot your password?'. The form is titled 'MEMBER LOGIN' in blue text.

3. After login, a menu bar will be shown under left column as below:



II. Procedure of Username and Password Management

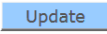
1. Apart from getting access to the information that is exclusively for Member only, your **authorized** administrative (admin) staff can carry out USER MANAGEMENT [see item 5].

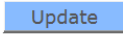
i.e. **General** staff : please refer to item 2 to 3

Authorized admin staff: please refer to item 2 to 5.

2. CHANGE PASSWORD:

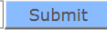
You are highly recommended changing the password after initial login and also changing the password at least every six months.

After login the system, please select "CHANGE PASSWORD" at the left menu bar. Please input the current password and the new password, and then click "Update" button , the new password will be in effect.

<p>CHANGE PASSWORD</p> <p>SET YOUR SECURITY QUESTION</p> <p>USER MANAGEMENT</p> <p>UPDATE PROFILE</p> <p>FILE SUBMISSION</p> <p>LOGOUT</p>	<p>CHANGE PASSWORD</p> <p>Current password <input type="text"/></p> <p>New password <input type="text"/></p> <p>Confirm New password <input type="text"/></p> <p></p>
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3. SET YOUR SECURITY QUESTION:

You are highly recommended setting your security question after initial login and then changing the security question at least every six months. If you forgot your password, you can retrieve it via email automatically after correctly answer the security question. Otherwise, the system will not send the password to your email account automatically and you are required to reset the account through your authorized admin staff.

After login the system, please select "SET YOUR SECURITY QUESTION" at the left menu bar. Please input the security question and answer, and then click "Submit" button , the security question will be set.

Note: There are samples of security questions available for reference purpose. However, you can freely set your own question and answer.

<p>CHANGE PASSWORD</p> <p>SET YOUR SECURITY QUESTION</p> <p>USER MANAGEMENT</p> <p>UPDATE PROFILE</p> <p>FILE SUBMISSION</p> <p>LOGOUT</p>	<p>Sample Security Questions (for reference only)</p> <ul style="list-style-type: none">• What is the last name of your mother?• What is your favourite sport/pet/drink/food?• Which City you like most? <p>Your Security Question <input type="text" value="Which City you like most"/></p> <p>Your Answer <input type="text" value="Hong Kong"/></p> <p></p>
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4. Forget Username and/or Password:

a) Forget username (email address)

If you forget the username (email address), please contact your admin staff to check the email address against the list under the webpage of "USER MANAGEMENT". Your admin staff is required to login with "admin" username and password to get access to this page. If no such record is found under the list, a new account can be created according to the procedure under the "USER MANAGEMENT" [item 5]

b) Forget password

An email with your current password will automatically be sent to your login email after you have correctly input the email address and answer the "Security Question" that was set by you.

Under the "LOGIN" page, click 'Forgot your password?'

HAFFA 香港貨運物流業協會有限公司
HONGKONG ASSOCIATION OF FREIGHT FORWARDING AND LOGISTICS LTD.

LOGIN | SEARCH

MEMBER LOGIN

Email address

Password

Login

Forgot your password?

RETRIEVE YOUR PASSWORD

- **If you have never view this website or you have forgotten your login email:**
Your company administration department will provide the email address and password for "login" so you can freely view our information. Please contact them.
- **If you have the login email but have forgotten your password:**
Please enter your email address below. We will send your password to you through email.

Email address Submit

Input the login email address and then click "Submit" button

Submit



RETRIEVE YOUR PASSWORD

- **If you have never view this website or you have forgotten your login email:**
Your company administration department will provide the email address and password for "login" so you can freely view our information. Please contact them.
- **If you have the login email but have forgotten your password:**
Please enter your email address below and answer the security question. We will send your password to you through email.

Email address

Security Question Which City you like most

Answer



RETRIEVE YOUR PASSWORD

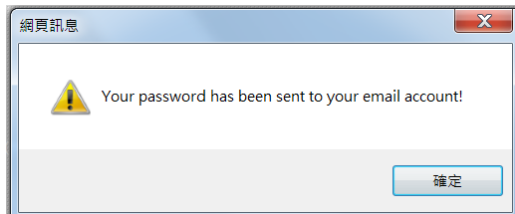
- **If you have never view this website or you have forgotten your login email:**
Your company administration department will provide the email address and password for "login" so you can freely view our information. Please contact them.
- **If you have the login email but have forgotten your password:**
Please enter your email address below and answer the security question. We will send your password to you through email.

Email address

Security Question Which City you like most

Answer

Input the answer (**should be exactly match with upper and lower case in accurate manner**) and then click "Retrieve Password" button

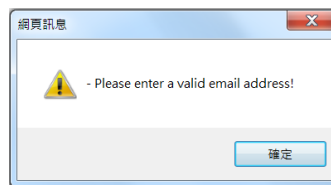
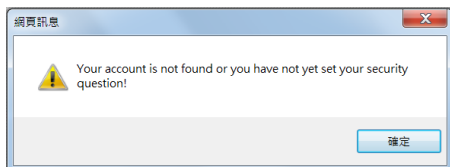


From: HÁFFA Webmaster [<mailto:webmaster@haffa.com.hk>]
To: enquiry@haffa.com.hk
Sent: 1 Aug 2014 13:07:21 +0800
Subject: HÁFFA website password retrieval



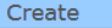
Please find below your password for accessing the HÁFFA website :
chan111

If the email is invalid, the error message below will be shown. Please make sure your email address is the registered email address, otherwise contact your company's admin staff for the correct email address.

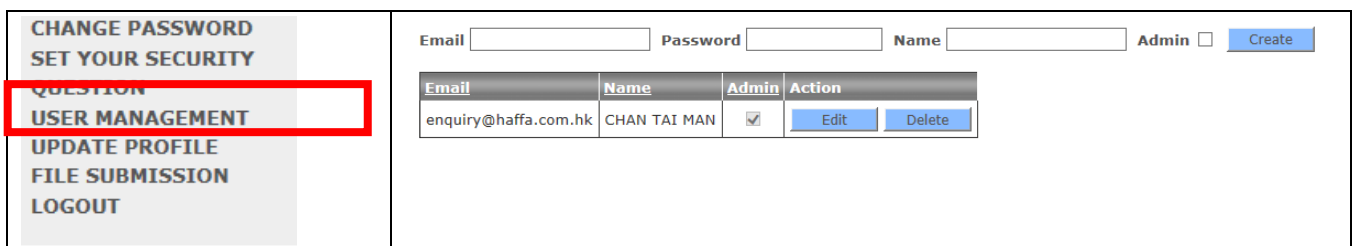


5. USER MANAGEMENT:

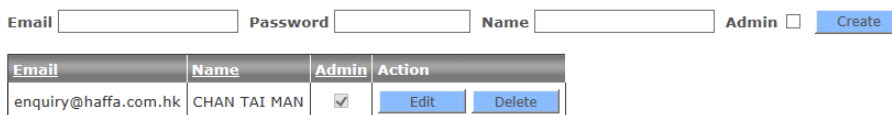
The system allows you to create an account for each staff by their email address. While there is no limitation on the number of accounts created, each member company is recommended **not to create more than 3 admin staff account** for the sake of security.

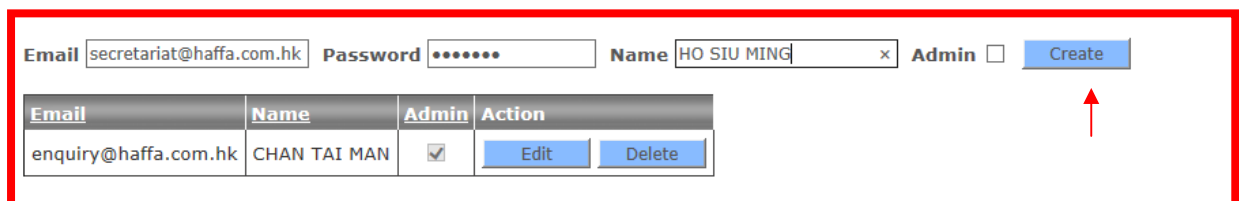
After login, please select "USER MANAGEMENT" at the left menu bar. Please input the email address, password and name of user, and then click "Create" button , the record will be added.

Your admin staff can then login the system and get access to the information that is exclusively for Member only.



a) Create username and password






Email	Name	Admin	Action
enquiry@haffa.com.hk	CHAN TAI MAN	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
secretariat@haffa.com.hk	HO SIU MING	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Note:

- The admin staff should assign an initial password for the viewing staff and advise the viewing staff to change password by themselves periodically.
- Please **do not click the "Admin" button** / for general user. Only the one who is **authorized** by the company to administrate the "USER MANAGEMENT", "UPDATE PROFILE" and "FILE SUBMISSION" is needed to click the select box / . The "Admin" button and name of user can be edited after clicking the "Edit" button . When the update is done, click "Update" button , otherwise click "Cancel" button .

III. Procedures of Update Company Profile

Members have all along received a letter from HAFFA of requesting update of company profile annually. From now on, you can update your company profile through the HAFFA website.


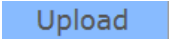

After login the system, please select "UPDATE PROFILE" at the left menu bar. Please check and input the updated information, and then click "Send Request" button. [Send Request](#).

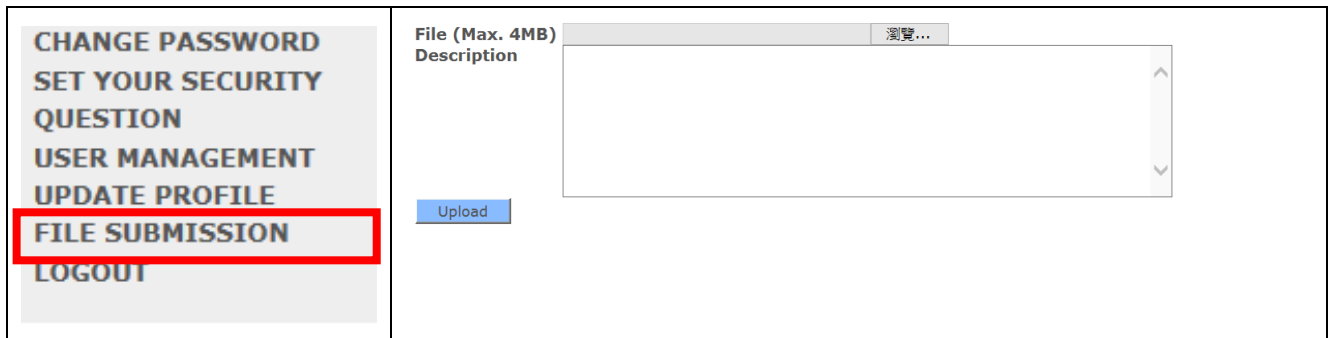
<p>CHANGE PASSWORD</p> <p>SET YOUR SECURITY QUESTION</p> <p>USER MANAGEMENT</p> <p>UPDATE PROFILE</p> <p>FILE SUBMISSION</p> <p>LOGOUT</p>	<p>English Name</p> <p>中文名稱</p> <p>Address</p> <p>Tel</p> <p>Fax</p> <p>Email</p> <p>Website</p> <p>Status</p> <p>...</p> <p>...</p> <p>Send Request</p>	<p>Testing</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="checkbox"/> ★ IATA Approved Cargo Agent <input type="checkbox"/> △ FIATA Licencee</p> <p><input type="checkbox"/> ◆ FIATA Individual Member <input type="checkbox"/> ○ Regulated Agent (RA)</p> <p><input type="checkbox"/> ■ ISO9001 Accredited Company</p>
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Note: The update process of company profile is not real-time. That means the information will be submitted to HAFFA office through email and the information will then be processed once the information is checked and approved by the HAFFA secretariat. This will minimize the risk that your company information being altered by unauthorized person.

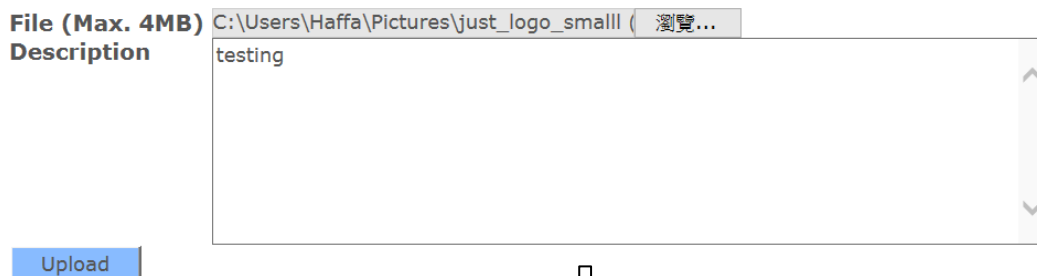
IV. Procedures of sending file to HAFFA.

Members can submit their file(s) (e.g. BR, training certificate etc) to HAFFA through this platform.

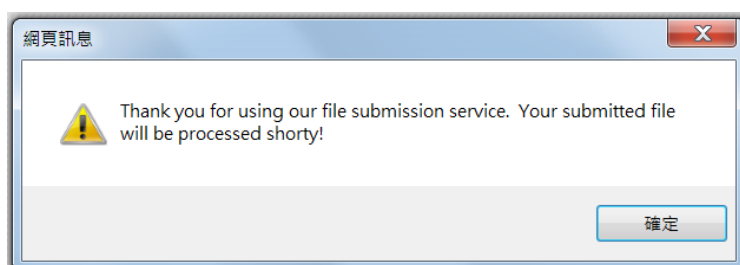
After login the system, please select "FILE SUBMISSION" at the left menu bar. Please select the appropriate file from "瀏覽" button  and input the appropriate description, and then click "Upload" button . The file will be uploaded onto the HAFFA website. You can then click "確定" button  to return to HAFFA website.



The screenshot shows a user interface with a left-hand menu and a main content area. The menu items are: CHANGE PASSWORD, SET YOUR SECURITY QUESTION, USER MANAGEMENT, UPDATE PROFILE, FILE SUBMISSION (highlighted with a red box), and LOGOUT. The main content area has a header "File (Max. 4MB)" and a "Description" label. There is a "瀏覽..." button for file selection and an "Upload" button.



The screenshot shows the file selection process. The "File (Max. 4MB)" field contains the path "C:\Users\Haffa\Pictures\just_logo_small (". The "Description" field contains the text "testing". There is an "Upload" button.



The screenshot shows a confirmation message dialog box titled "網頁訊息". The message reads: "Thank you for using our file submission service. Your submitted file will be processed shortly!". There is a "確定" button.

~ End ~