ESR

Electronic Summary Report

Authorized User Guide and Training Manual

Application orientation, vessel maintenance, bulk updates, batch certification, permissions, and API integration

Document purpose	Audience	Source
Operational and training reference	Authorized Users and authorized account users	Application walkthrough recording dated August 27, 2026

NOTE: Production use
This guide supports Authorized Users who currently use ESRs to review account vessel information, prepare or review vessel updates, certify batch submissions, and monitor submitted work. Confirm current ESR on-screen instructions and ABSA requirements before using the guide for production work.

Prepared for ABSA ESR Portal Users

Questions or feedback regarding this manual should be directed to esr@absa.ca.

Document control

Item	Details
Document title	ESR Authorized User Guide and Training Manual
Version	1.0
Source recording	Microsoft Teams meeting-20260827_110126-Meeting Recording.mp4
Recording purpose	Create an ESR application user guide from the Authorized User perspective
Primary role	Authorized User
Application	Electronic Summary Report (ESR)
Jurisdiction	Alberta Boiler Safety Association (ABSA)

How to use this guide

The guide is organized to follow the Authorized User workflow: sign in, open the correct account, review vessel information, prepare or review updates, certify and submit batches, and monitor returned or completed work. Use sections 1 through 4 for orientation, then use sections 5 through 10 as task instructions when completing work in ESR.

- Blue numbered blocks: actions to perform in sequence.
- Notes: supporting context or navigation guidance.
- Important and Warning callouts: controls, restrictions, or irreversible considerations.
- Role callouts: activities reserved for the Authorized User.

IMPORTANT: Training data
Screenshots are captured from a demonstration recording and may show sample vessel, account, email, or browser data. Do not reuse visible sample values as production data.

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1. Application overview

1.1 Purpose of ESR

The Electronic Summary Report (ESR) application supports Authorized Users using ESR to review account vessel information, prepare or review vessel updates, certify batch submissions, and monitor submitted work. It supports direct updates in the web interface, spreadsheet-based bulk updates, and programmatic submissions through an API. Updates are organized into batches for Authorized User review and submission to ABSA administration.

1.2 Roles and responsibilities

Role	Demonstrated responsibilities	Submission authority
Authorized User	Manage account vessels; create, review, certify, and submit batches; manage user access; create API keys	Can submit batches to administration
Authorized account user	Update vessel information and create batches for an account	Cannot submit batches to administration
Administration	Review submitted updates and save approved changes in ABSA's system of record	Processes submitted batches
IT or software developer	Configure an organization system to retrieve or submit vessel updates through the API	API submissions create batches but do not submit them to administration

ROLE: Authorized User authority
Only the Authorized User can certify and submit a batch to administration. Authorized User status cannot be delegated in ESR; changes must be submitted to ABSA for update in the source system.

1.3 End-to-end operating model

Stage	What happens	Result
Access	User activates account or signs in	Dashboard is available
Select account	User opens an assigned account	Account workspace is displayed
Prepare changes	Update, add, sell, import, or receive API changes	Draft vessel updates are created
Review batch	Authorized User checks included updates and errors	Batch is ready for certification
Certify and submit	Authorized User confirms integrity and service status	Batch status changes to Submitted
Administration processing	Administration reviews updates	Batch is completed or returned for attention

2. Access and sign-in

2.1 First-time account activation

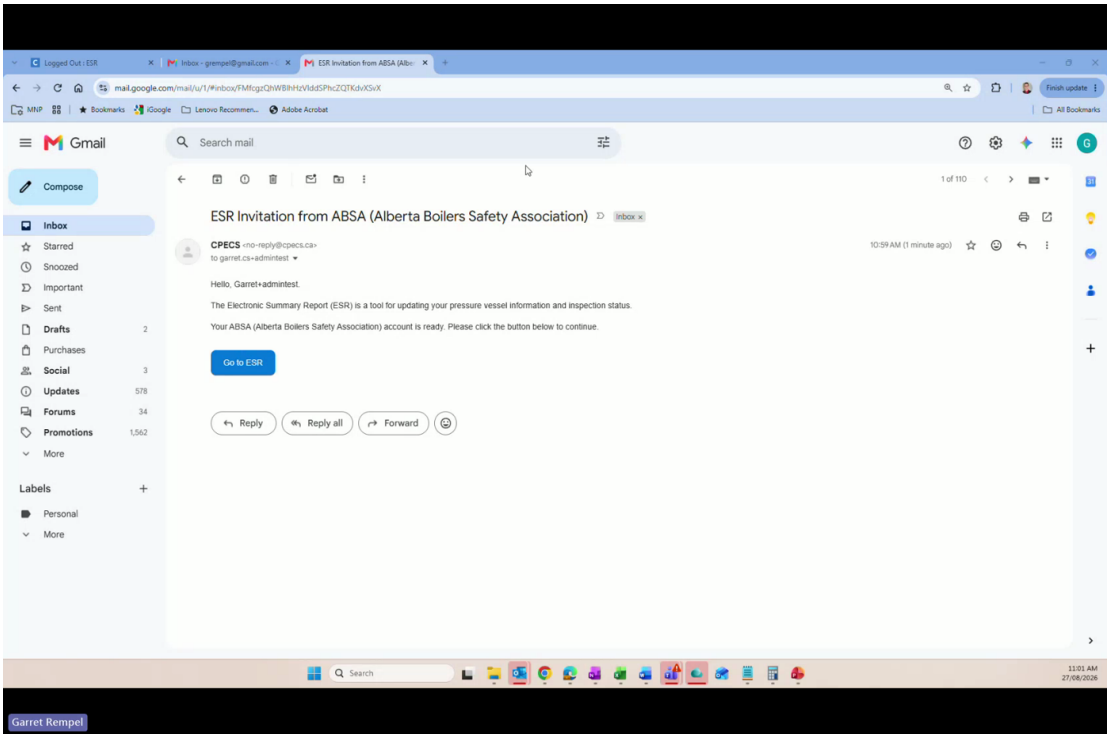


Figure 1. ESR invitation email from ABSA.

1	**Open the ESR invitation** Open the invitation email received from ESR on behalf of the Alberta Boiler Safety Association.
2	**Select the ESR link** Use the button or link in the invitation to go to ESR and begin account configuration.
3	**Create a password** At the password prompt, enter a password of your choice, then enter it again in the confirmation field.
4	**Reset Password** Select Reset Password to configure access.
5	**Return to ESR** After the password-change notification appears, select the link back to ESR. The login page opens.

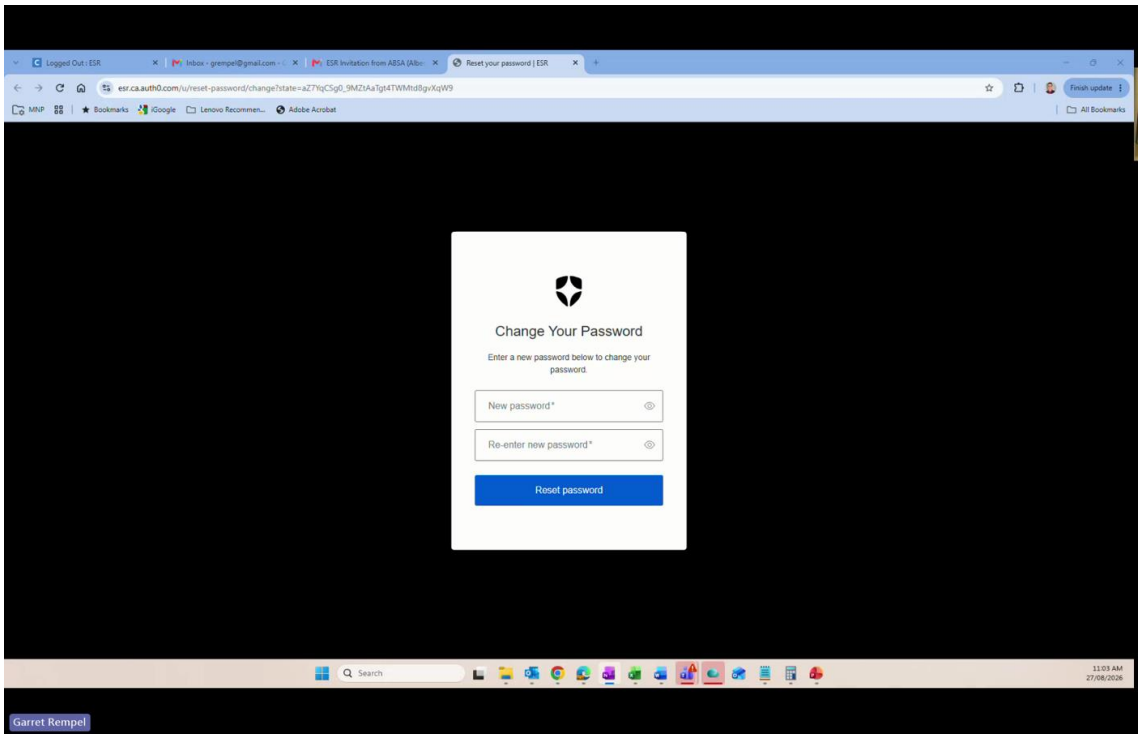


Figure 2. First-access flow shown during the walkthrough.

IMPORTANT: Invitation link
Use the invitation provided for first access. Returning users can enter the application from the regular ESR site.

2.2 Returning-user sign-in

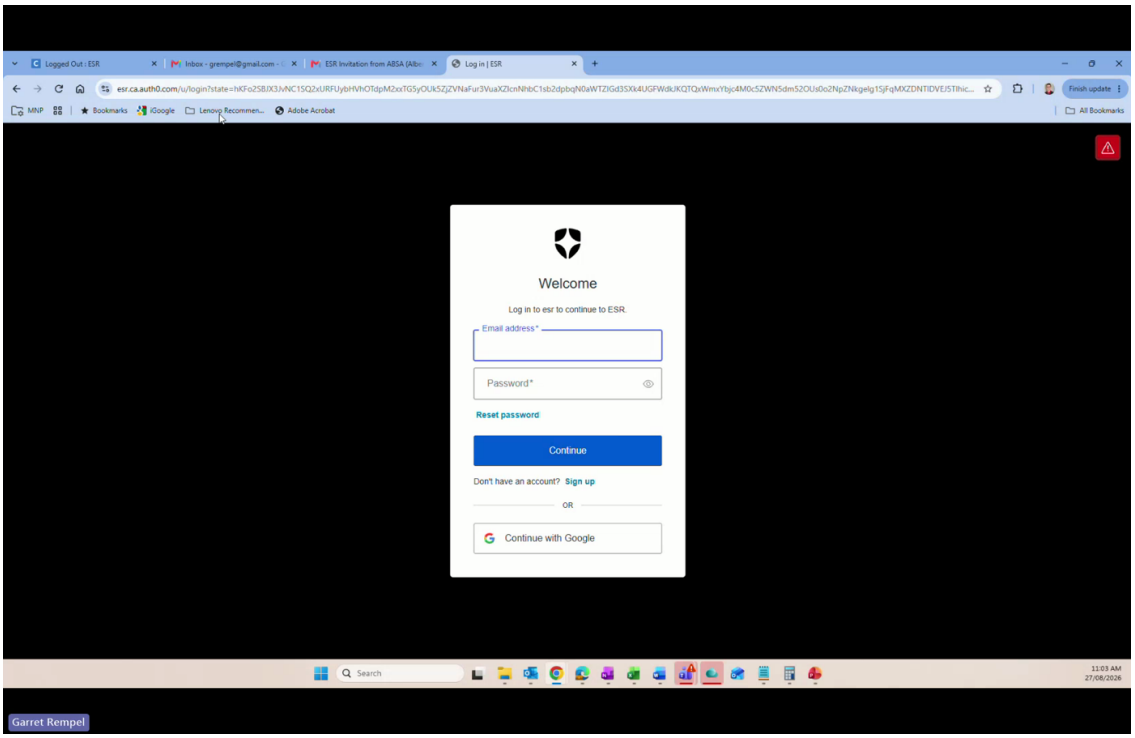


Figure 3. ESR sign-in screen.

1	**Open ESR** Go to esr.absa.ca. The welcome screen is displayed.
2	**Select Login** Select Login in the upper-right corner.
3	**Enter credentials** Enter the email address associated with the ESR account and the configured password.
4	**Continue** Select Continue to sign in. The Authorized User dashboard opens.

2.3 Sign out

1	**Return to the application header** When work is complete, navigate to a screen that shows the top application bar.
2	**Select Logout** Select Logout at the top of the page to end the session.

3. Authorized User dashboard and global navigation

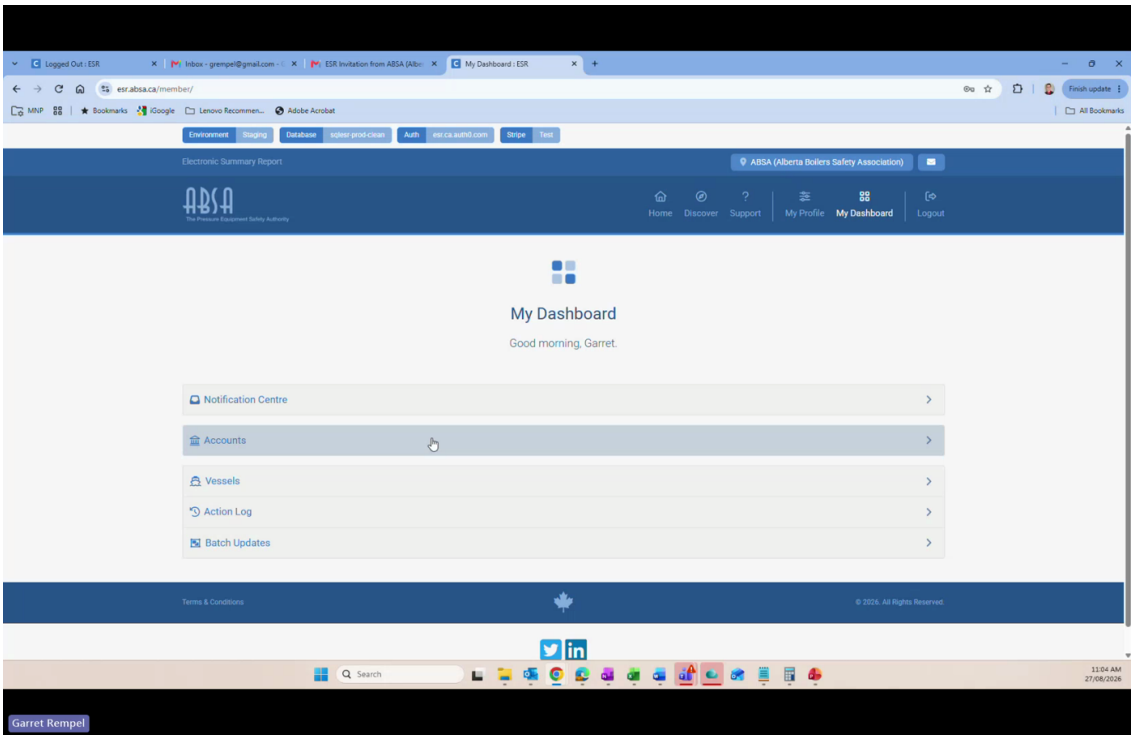


Figure 4. Authorized User dashboard and top navigation.

3.1 Dashboard functions

Area	Purpose
Notification Center	Notifies the user of changes to batch submissions, inspection submissions, and vessel updates when processing is completed.
Accounts	Lists accounts available to the current role and provides access to manage vessels in an account.
Vessels	Shows vessels across all accessible accounts and supports locating an individual vessel.
Action Log	Summarizes vessel exports downloaded by the user, organized by date.
Batch Updates	Manages bulk submissions of vessel updates sent to administration for processing in the system of record.

3.2 Top navigation

Menu	Purpose
Discover	Shows frequently asked questions added to the system.

Menu	Purpose
Support	Provides basic account-management answers, the ESR explanation, certification text, and a way to contact the jurisdiction.
My Profile	Shows account information and provides password and notification-preference controls.
My Dashboard	Returns to the main dashboard from a lower-level screen.

3.3 Support resources

- ESR explanation: describes the ESR document and the values and columns associated with an ESR update.
- Certification: displays the statement used to certify the integrity of an ESR submission and records confirmation and approval date.
- Contact Your Jurisdiction: sends a contact request or electronic message to ABSA administration for ESR support.

4. Account workspace

4.1 Open an account

1	**Open My Dashboard** Select My Dashboard in the application navigation.
2	**Open Accounts** Select the Accounts tab.
3	**Select an account** Choose an account associated with the current login. The Account Information page opens.

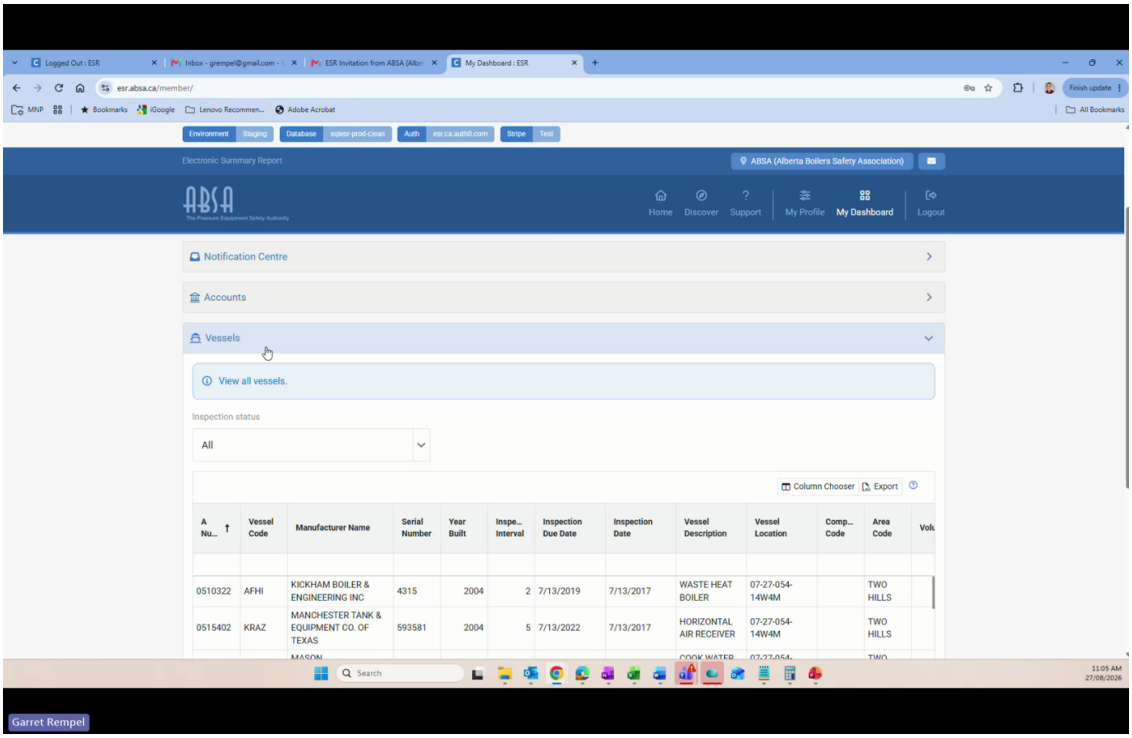


Figure 5. Account workspace with account-level vessel information.

4.2 Account Information screen

The Account Information page displays basic account details, the Authorized User name and email, and when the account record was last uploaded from the system of record. Account-level functions include Vessels, Action Log, Batch Updates, User Permissions, and API Keys.

Account tab	Use
Vessels	Review vessel records and create or manage vessel updates.
Action Log	Review vessel export activity.

Account tab	Use
Batch Updates	Review account batches and their current status.
User Permissions	Review or grant account access.
API Keys	Create and manage programmatic access for the account.

5. Vessels workspace

Before making vessel updates, confirm that the correct account is open and that the work belongs in ESR. Authorized Users remain responsible for reviewing the accuracy of prepared updates before final certification and submission, even when updates are entered by another authorized account user or received through an import or API process.

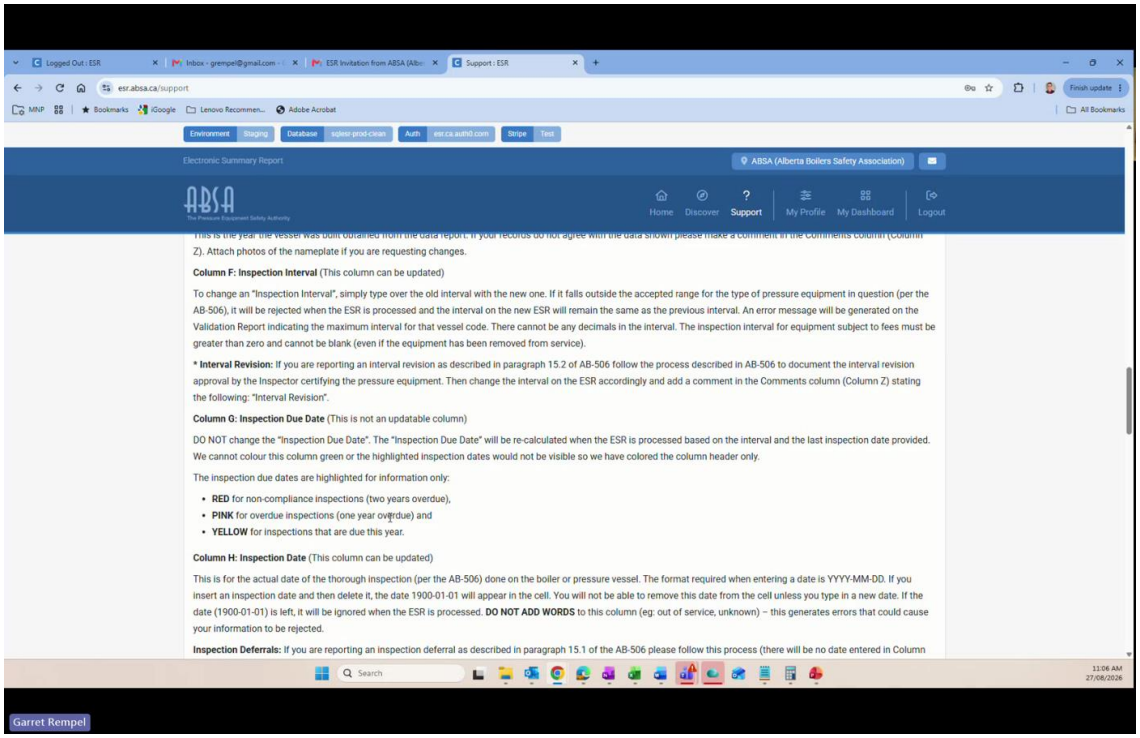


Figure 6. Vessels workspace and available vessel actions.

5.1 Vessel status tabs

Tab	Contents	Typical action
Vessels	Base information for vessels associated with the account	Open a vessel, export records, import updates, or add a purchased vessel
Updates in Draft	Pending updates started for vessels	Review or remove a draft
Updates Pending Completion	Updates submitted to ABSA administration but not yet processed in the system of record	Monitor processing
Rejected	Updates with errors or administrative feedback.	Correct and resubmit

5.2 Available update methods

Method	When to use	Outcome
User interface	Update a specific vessel or record a purchase or sale	Creates a draft vessel update
Excel export/import	Prepare bulk updates using the established ESR spreadsheet format	Creates an import that can be submitted to a batch
Programmatic API	Connect an organization system to ESR	Creates an ESR batch for Authorized User review and submission

5.3 ESR explanation

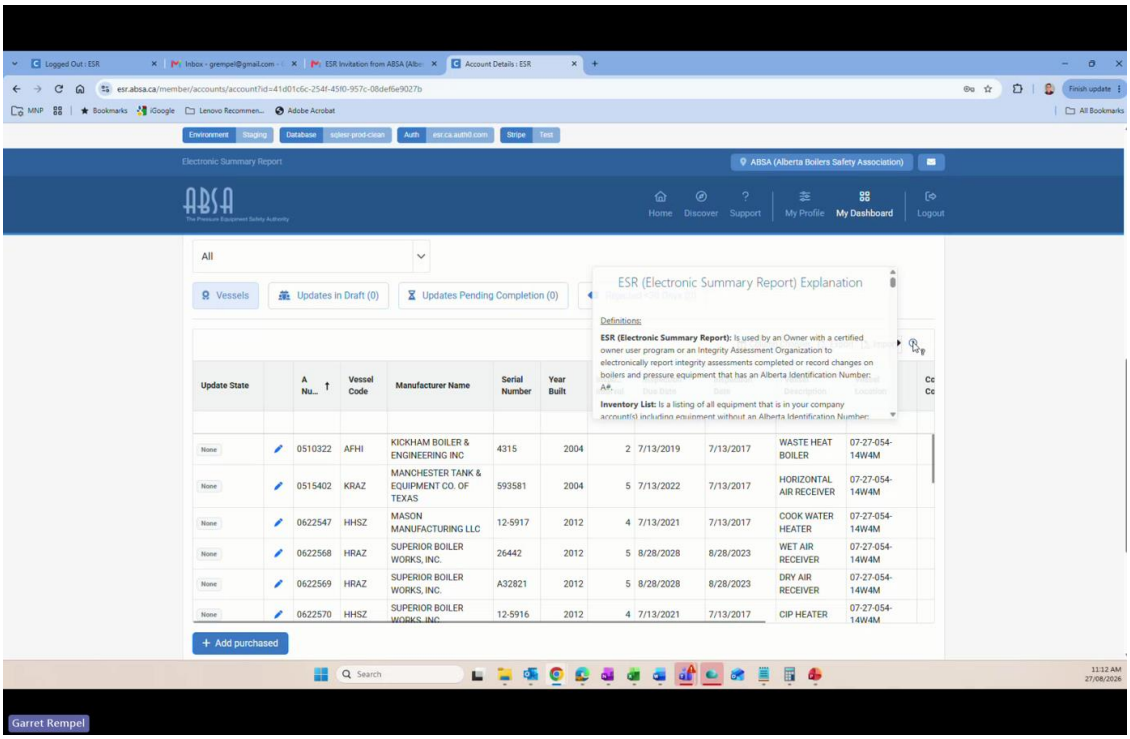


Figure 7. ESR explanation opened from the question-mark control.

Select the question-mark control in the Vessels view to open the same ESR explanation available from Support. Use the focused view to read the field and column guidance.

6. Manage individual vessels

6.1 Open a vessel record

1	**Open the account Vessels tab** From the Account Information page, select Vessels.
2	**Select a vessel** Select the vessel to be reviewed or changed. The Vessel Information page opens.

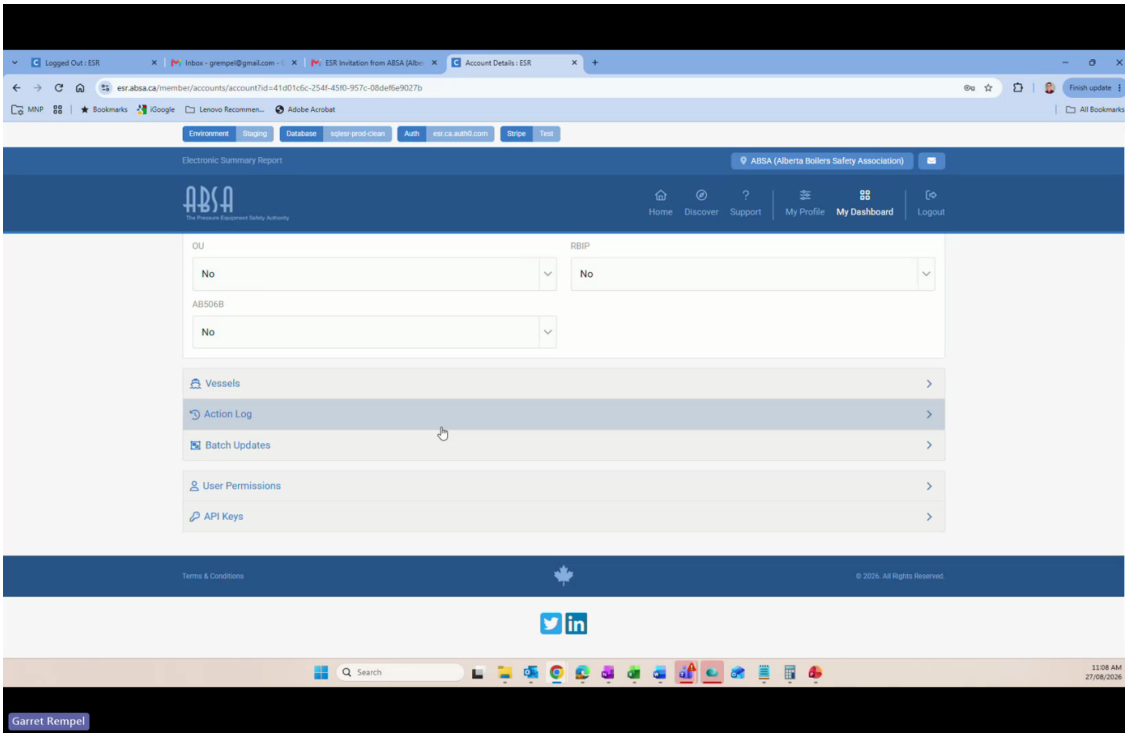


Figure 8. Vessel Information page.

The vessel record includes vessel information, attached parts and valves, and a journal of previous updates. Two primary actions are shown at the top: Update Vessel and Mark Vessel as Sold.

6.2 Update an existing vessel

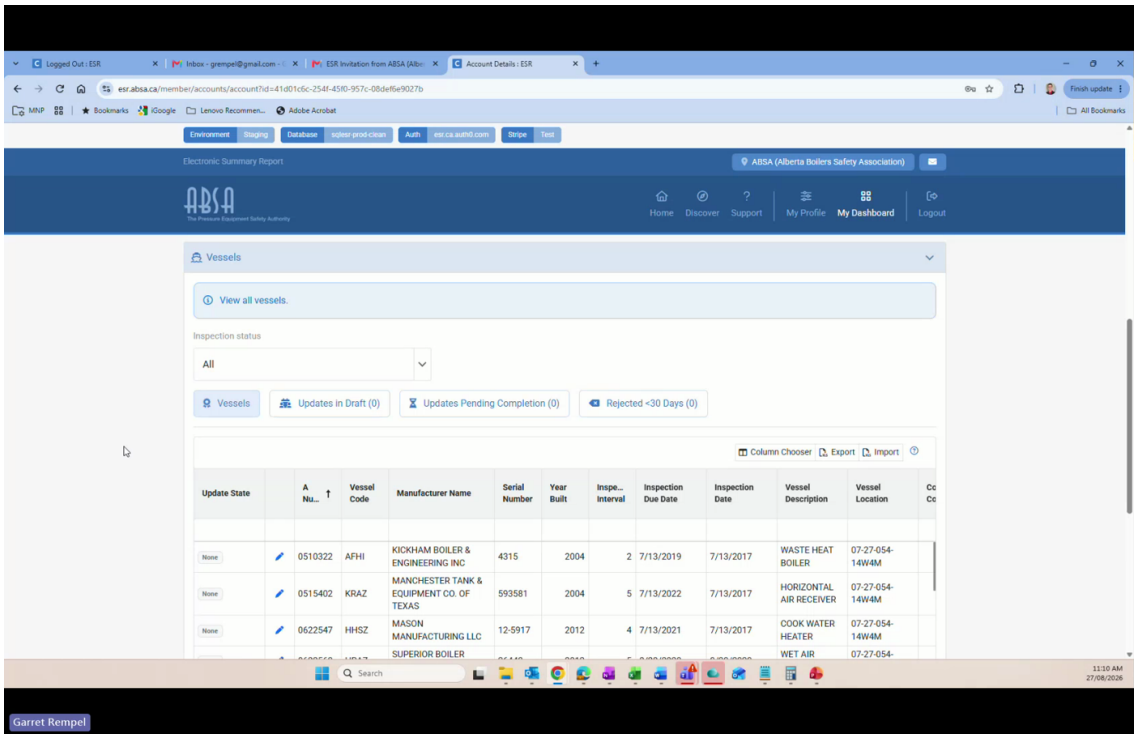


Figure 9. Vessel update workflow.

1	**Select Update Vessel** On the Vessel Information page, select Update Vessel.
2	**Edit the applicable fields** Update editable ESR fields such as location information, comments, inspection date, and other associated information.
3	**Review original and changed values** Use the displayed original value to compare the new entry with the value currently recorded.
4	**Save the draft** Select Update Vessel to create a draft vessel update. ESR returns to the Manage Account screen, where the update appears in draft status.

WARNING: Delete Update
Select Delete Update only when the entire vessel update should be removed and all saved changes reset. A draft can also be removed from the Vessels view using the trash-can control.

6.3 Add a purchased vessel

1	**Select Add Purchased** From the account Vessels view, select Add Purchased to open the Add Vessel page.
2	**Complete Transfer Information** Select the account associated with the purchased vessel. Enter the date of sale and available contact and vessel-location information. Transfer Information is required.
3	**Enter vessel information** Provide as much vessel information as available, including the A number, manufacturer serial number, year built, and other known details.
4	**Use Comments when reference data is limited** If identifiers or manufacturer details are unavailable, describe the vessel, origin, and other useful information in Comments for the administrator.
5	**Save** Select Save. ESR returns to Manage Account and displays the added vessel as a draft update.

NOTE: Available information
The walkthrough instructs users to enter as much vessel information as they have. Where reference information is missing, use Comments to provide context to administration.

6.4 Mark a vessel as sold

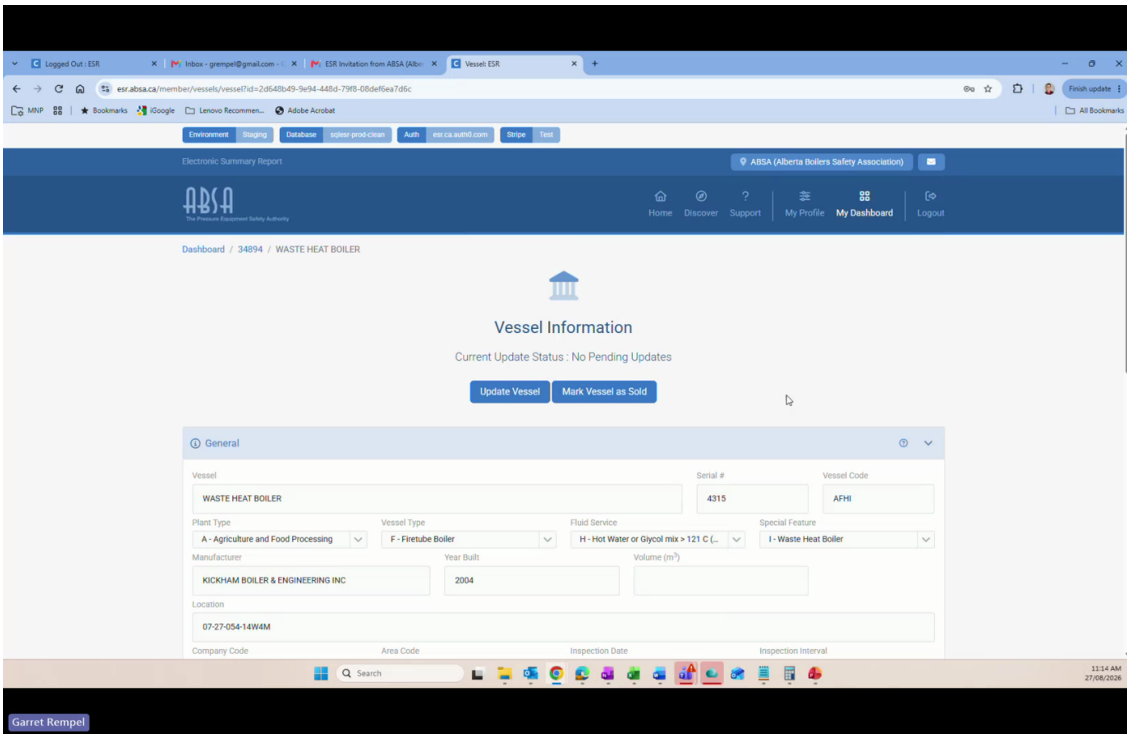


Figure 10. Vessel record used to begin the sale workflow.

1	**Open the vessel** From the account Vessels tab, select the vessel to be marked as sold.
2	**Select Mark Vessel as Sold** The Update Vessel page opens with purchaser information fields.
3	**Enter purchaser and transfer information** Select the purchasing company account and enter the date of sale plus available purchaser contact and location information.
4	**Update associated details if needed** Update any inspection records or vessel details associated with the sale.
5	**Save the sale** Select Update Vessel. ESR returns to Manage Account and displays a sold record for the vessel.

7. Bulk updates using Excel

7.1 Export vessel data

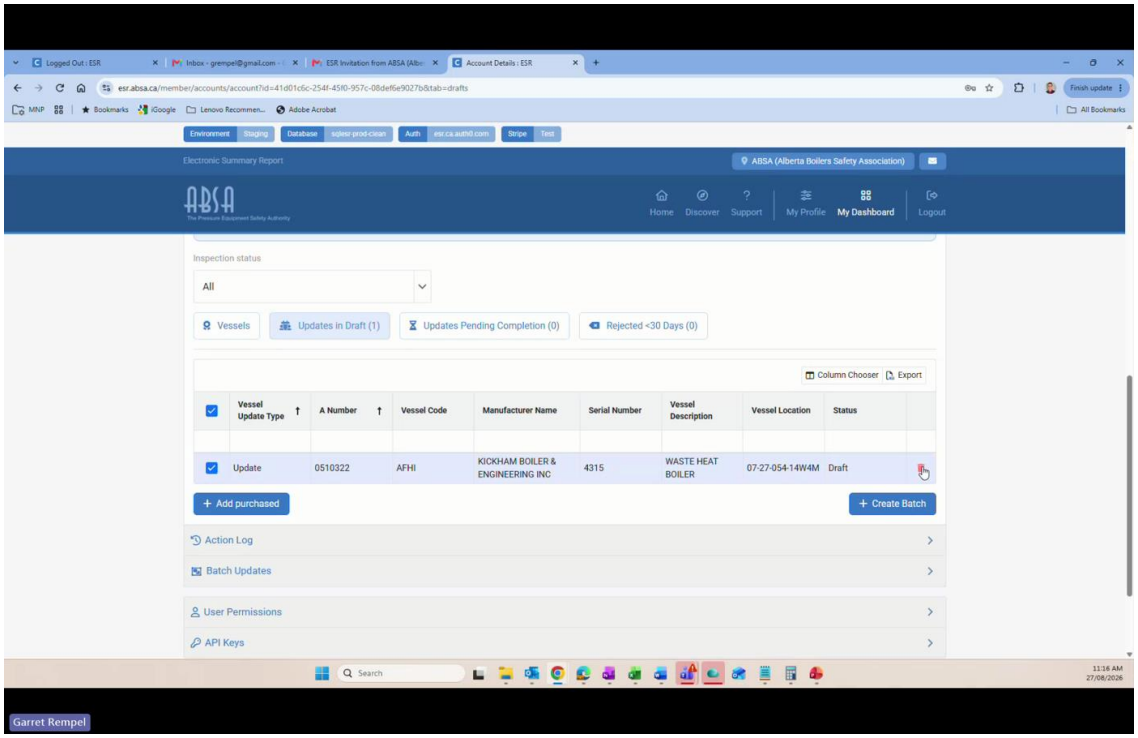


Figure 11. Export control above the account vessel table.

1	**Open Vessels** From the Account Information page, select Vessels.
2	**Select Export** Select Export above the vessel table. A vessel export spreadsheet is downloaded.
3	**Save the file** Save the Excel file to the computer.
4	**Edit the spreadsheet** Open the spreadsheet and make the same types of modifications used in the existing ESR process, such as changing inspection dates and other vessel information.
5	**Save the completed workbook** Save the Excel file after all intended changes are complete.

7.2 Import the updated spreadsheet

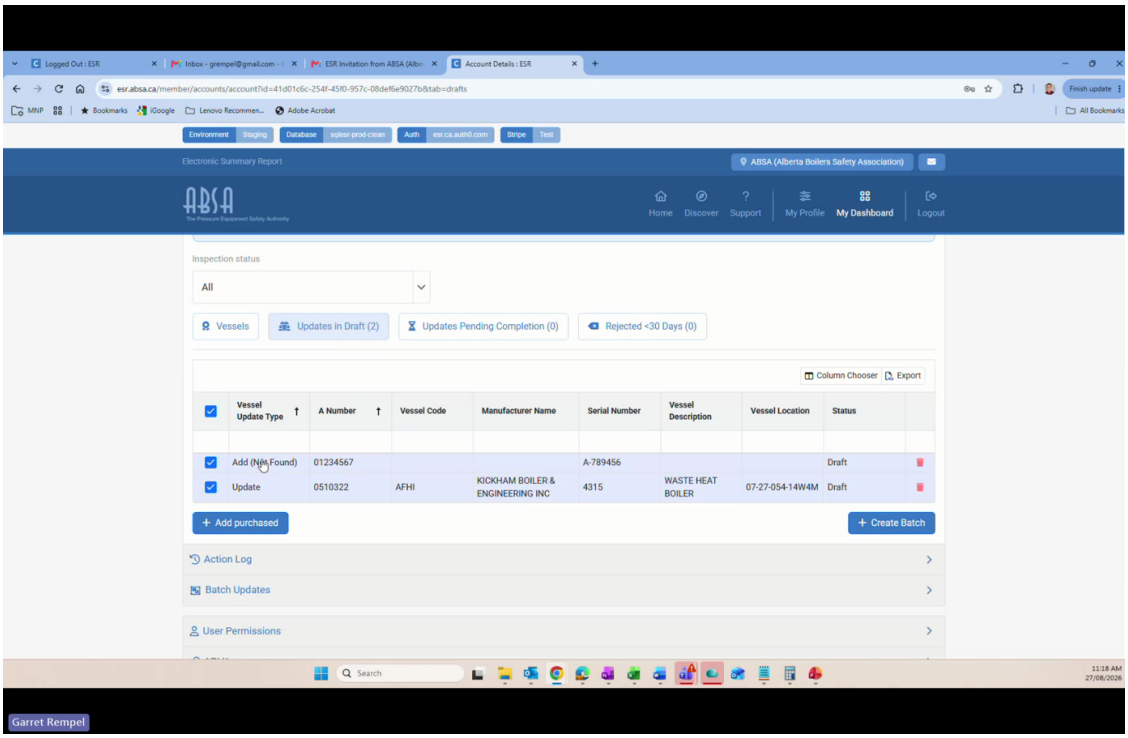


Figure 12. Imported vessel updates shown in ESR.

1	**Select Import** Return to the account Vessels view and select Import.
2	**Choose the file** Locate the updated Excel file on the computer and open it for upload.
3	**Review file details** On the Vessel Import page, review the file information and the summary of rows read.
4	**Review the preview** Inspect the vessel data retrieved from the spreadsheet.
5	**Review change categories** Confirm which vessels are being updated, which are being added because they were not identified in the original export, and which have no changes.

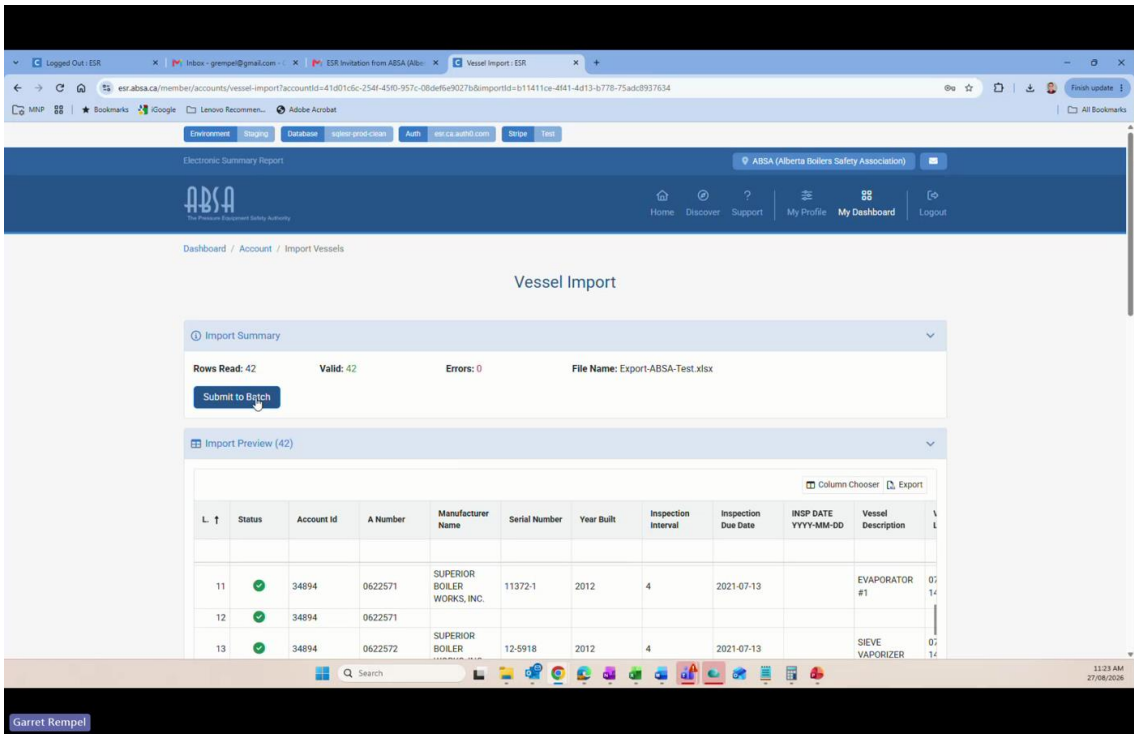


Figure 13. Vessel Import review with row summary and preview.

7.3 Create a batch from the import

1	**Select Submit to Batch** On the Vessel Import page, select Submit to Batch.
2	**Open the initial batch** ESR creates the batch and opens the Batch Update view. The batch remains in draft until the Authorized User reviews the included vessel updates, addresses any issues, and completes final certification and submission.
3	**Understand the state** The batch is created but has not yet been submitted to administration. It must be reviewed and submitted by the Authorized User.

IMPORTANT: Two-stage submission
Submit to Batch creates the initial batch. It does not submit the batch to administration.

8. Review, certify, and submit a batch

8.1 Review the Batch Update screen

Before submitting a batch to ABSA administration, review the batch header, created and updated dates, included vessel updates, and any errors or messages on the Batch Update screen. This is the Authorized User's final review point before certification and submission.

1	**Review the batch header** Confirm that the batch context and dates are appropriate.
2	**Review included vessel updates** Inspect each vessel update that will be submitted with the batch.
3	**Review update errors** Address any displayed update errors before submission.
4	**Remove an update when necessary** Select the X beside a vessel update to remove it from the batch when it is not appropriate or ready for submission.

8.2 Certify and submit

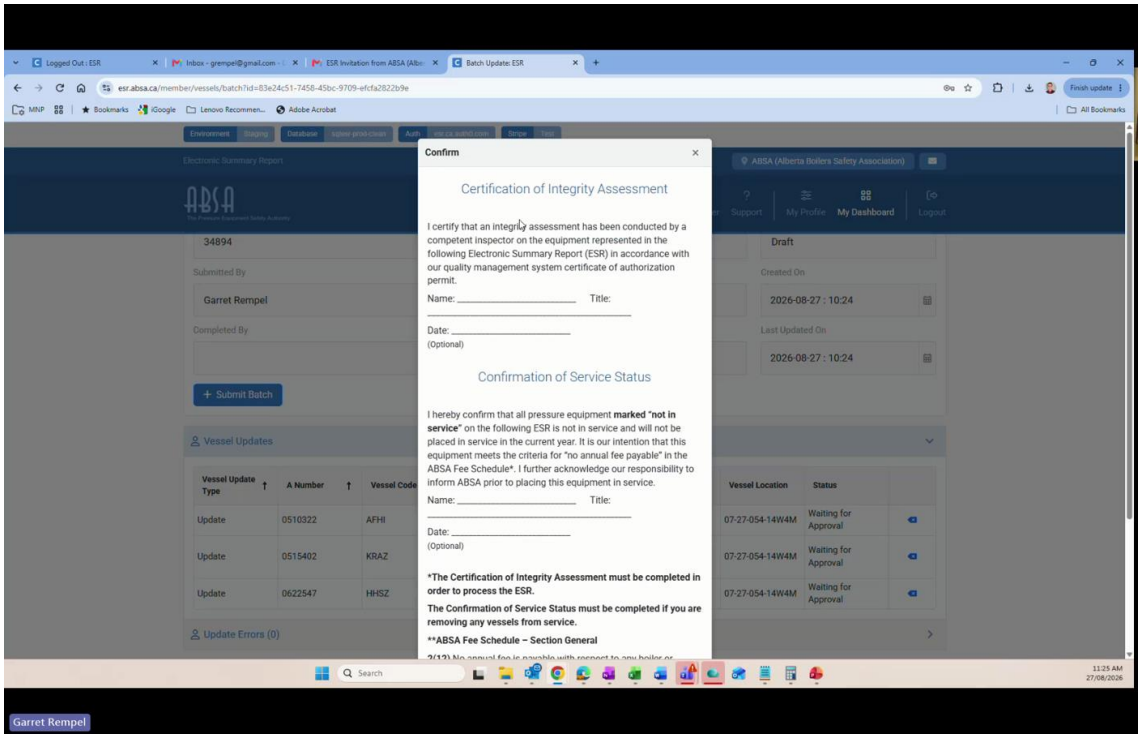


Figure 14. Certification of Integrity displayed before batch submission.

1	**Select Submit Batch** When review is complete, select Submit Batch.
2	**Review the certification** Read the certification of submission integrity and the confirmation concerning service status of the vessels being submitted.
3	**Acknowledge the certification** Select Yes to attest to the certification and submit the batch to ABSA administration for processing.
4	**Verify the result** Confirm that a submission note appears and the batch status changes to Submitted.

ROLE: Certification and submission
The certification and final submission are Authorized User responsibilities. Other account users can prepare updates and batches but cannot perform the final submission.

8.3 Monitor submitted batches

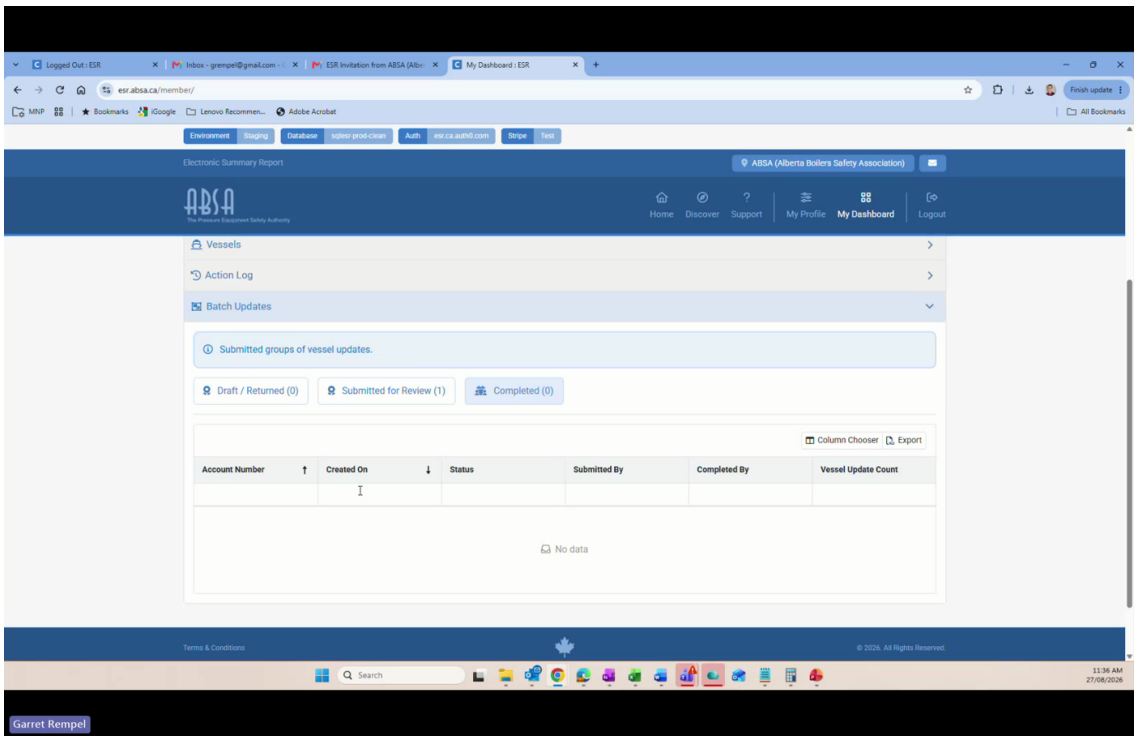


Figure 15. Batch list used to review submitted and processed batches.

1	**Open the dashboard or account Batch Updates area** Use the main dashboard for a cross-account view or the account page for account-specific batches.
2	**Choose the relevant status tab** Review Draft and Returned batches requiring attention, Submitted for Review batches being processed, or Completed batches updated in the system of record.
3	**Open a batch record** Select a record to open the Batch Information page and review the submitted batch and any updates.

Status area	Meaning
Draft and Returned	Batches requiring attention or resubmission.
Submitted for Review	Batches submitted and being reviewed by administration.
Completed	Batches completed by administration and updated in the system of record.

9. User permissions

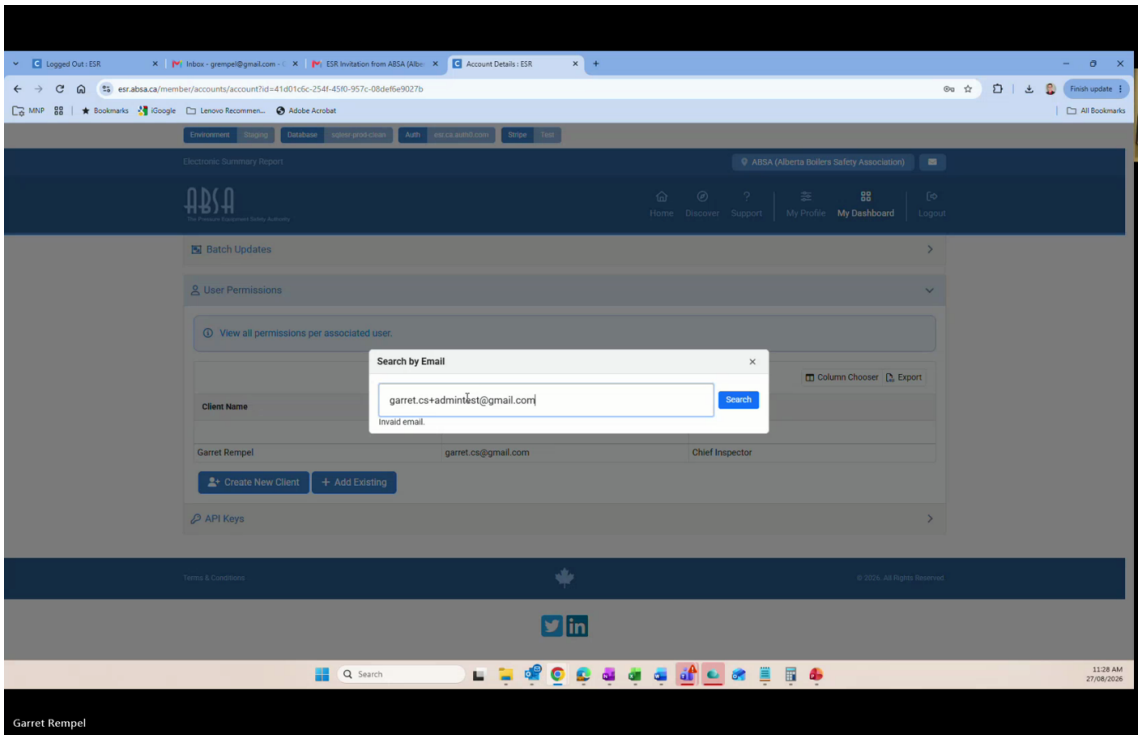


Figure 16. User Permissions area for an account.

9.1 Review account access

1	**Open an account** From My Dashboard, select the account to manage.
2	**Open User Permissions** Select User Permissions to view client or account logins with access to the account.

9.2 Add an existing user

1	**Choose Add Existing** Select the option to add a client or login that already exists in ESR.
2	**Enter the email address** Enter the email address of the account to be granted access.
3	**Search** Select Search to locate the account.

4	**Grant access** Select the result to grant privileges to the account. The added login appears with approved status.

9.3 Create a new client

The Authorized User can use the Create New Client option when the required client or login does not already exist. The recording identifies this capability but does not demonstrate the individual fields in the creation form.

WARNING: Submission authority
Granting account access does not grant batch-submission authority. Only the Authorized User can submit a batch to administration.

10. API integration and keys

10.1 API operating model

The ESR API allows an organization developer to connect a system of record and submit vessel updates directly. An API submission creates a batch in ESR, but the batch is not sent to administration automatically. The Authorized User must sign in, review it, and submit it manually.

10.2 Create an API key

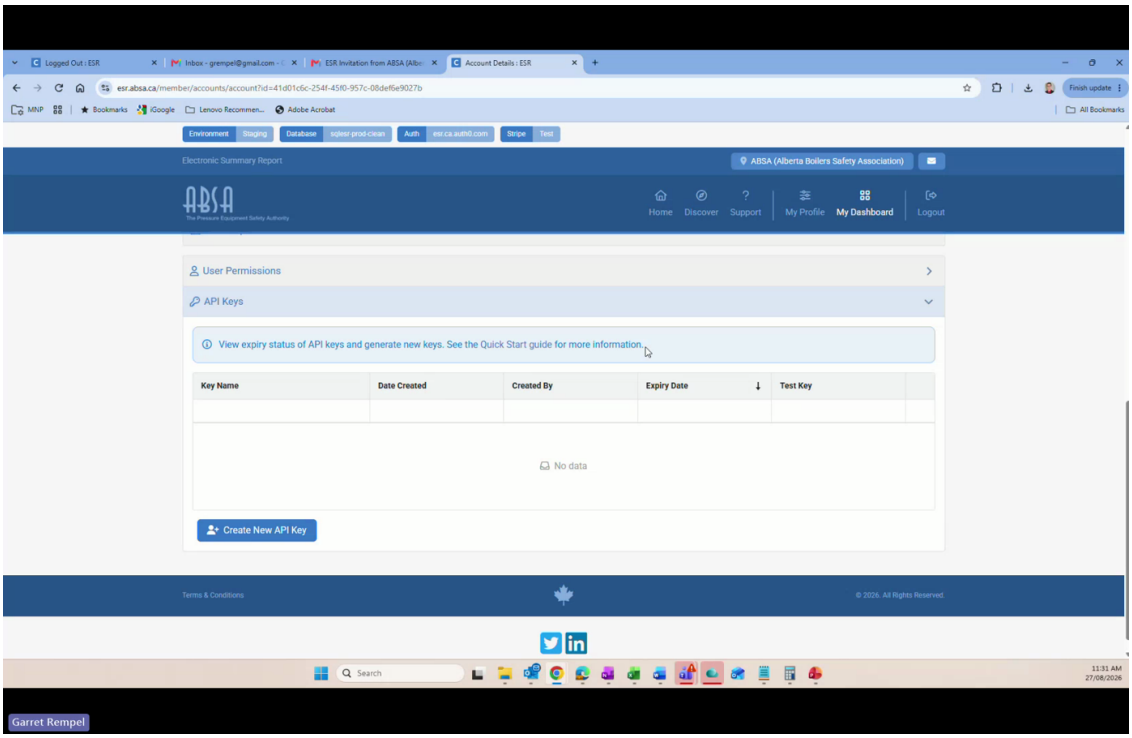


Figure 17. API Keys area for an account.

1	**Open the account API Keys area** From the Account Information page, select API Keys.
2	**Select Create New API Key** Open the new-key form.
3	**Enter a key name** Provide a name that identifies the key.
4	**Set an expiry** Enter an expiry in months. A value of 0 means the key does not expire; otherwise set a limit aligned with business process and security requirements.

5	**Choose test behavior** Select Test Key when IT must validate retrieval and submission without saving submitted changes. For production changes, use a key that is not marked as a test key.
6	**Save** Select Save to create the API key.
7	**Copy the key immediately** Copy the displayed key value and provide it to authorized IT staff.

WARNING: Key shown once
The key value cannot be recovered after leaving the creation result. If it is not copied, a new key must be created.

10.3 API documentation

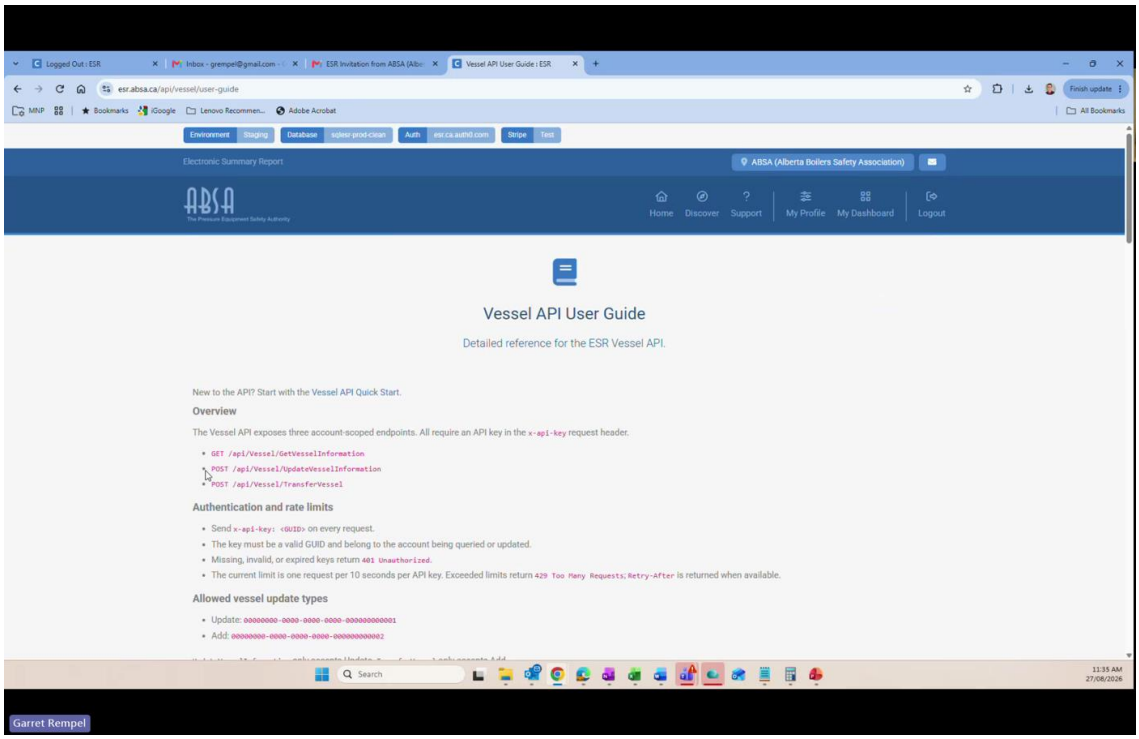


Figure 18. Vessel API documentation opened from ESR.

1	**Open Quick Start Guide** In the API Keys information area, select Quick Start Guide.
2	**Review connection guidance** Use Vessel API Quick Start for key creation, connection details, connection validation, and sending vessel information.

3	**Open Vessel API User Guide** From the Quick Start page, select Vessel API User Guide.
4	**Use the detailed reference** Consult the detailed guide for API endpoints, expected message payloads, data formats, and other interface information.

11. Training curriculum

11.1 Learning objectives

After completing training, a learner should be able to:

- Activate an ESR account and sign in.
- Navigate the dashboard, global resources, and account workspace.
- Explain the four vessel status tabs and three update methods.
- Create a draft update for an existing vessel.
- Record a purchased vessel and a sold vessel.
- Export, edit, import, validate, and convert spreadsheet changes into a batch.
- Review, certify, submit, and monitor a batch as Authorized User.
- Manage account permissions while preserving Authorized User submission authority.
- Create a test or production API key and locate API documentation.

11.2 Suggested instructor-led sequence

Module	Demonstration	Learner practice	Evidence of completion
A. Orientation	Dashboard, Support, Profile, account navigation	Locate assigned account and vessel tabs	Learner identifies each main screen
B. Single-vessel maintenance	Update a vessel	Create and then remove a draft	Draft appears, then is removed
C. Transfers	Add purchased and mark sold	Enter sample transfer details in training environment	Draft add and sold records appear
D. Bulk changes	Export, edit, import, review	Prepare a small spreadsheet update	Import categories are reviewed
E. Batch control	Review, remove, certify, submit	Review a training batch	Correct status transition is explained
F. Administration	Permissions and API keys	Locate controls and describe restrictions	Learner states role and key-handling rules

11.3 Guided practice scenarios

Scenario 1: Update an inspection date

Starting point: Account Information > Vessels. Open a vessel, select Update Vessel, change the inspection date, compare the original and new values, and save the draft. Verify that the update appears in Updates in Draft.

Scenario 2: Prepare a bulk update

Starting point: Account Information > Vessels. Export the spreadsheet, make training changes, save it, import it, review updated, added, and unchanged vessel groups, then select Submit to Batch. Stop before final submission unless the training environment and instructor authorize it.

Scenario 3: Review an API-created batch

Starting point: Dashboard > Batch Updates. Locate the draft created by the API, inspect included vessel updates and errors, and explain why a Authorized User must perform the final certification and submission.

WARNING: Training environment
Use only an authorized training or test environment for practice. Do not submit demonstration records to administration.

11.4 Knowledge check

Question	Expected answer
Who can submit a batch to administration?	The Authorized User.
What does Submit to Batch do?	Creates the initial batch for review; it does not submit to administration.
Where are unsuccessful or feedback-driven vessel updates found?	Rejected.
What can an authorized non-Authorized User user do?	Update vessel information and create batches, but not submit them.
What does a test API key do?	Allows validation of retrieval and submission without saving submitted changes.
What must be done when an API key is created?	Copy the displayed value immediately because it cannot be recovered.
Where can returned batches be found?	In the Draft and Returned status area of Batch Updates.

12. Operational job aids

12.1 Pre-submission checklist

☐ Correct account is open.

☐ All intended vessel updates are present.

☐ Imported rows and preview have been reviewed.

☐ Added, updated, and unchanged categories are understood.

☐ Update errors have been addressed.

☐ Unready vessel updates have been removed from the batch.

☐ Certification text has been read.

☐ Service status confirmation is accurate.

☐ Authorized User is performing the final submission.

12.2 Troubleshooting and recovery

Situation	Action demonstrated in the walkthrough
Do not want to retain a vessel update	Use Delete Update on the update screen or the trash-can control in the Vessels view.
Imported update should not be part of a batch	Select the X beside the vessel update on the Batch Update screen.
Vessel identifiers are unavailable during a purchase	Describe the vessel and available origin information in Comments.
Batch is returned or requires correction	Use the Draft and Returned area, correct the issue, and prepare it for resubmission.
Need help with ESR fields or columns	Open Support or the question-mark ESR explanation.
Need administrative support	Use Contact Your Jurisdiction to send a message.
API key value was not copied	Create a replacement key because the original cannot be recovered.

12.3 Screen-to-task quick reference

Task	Starting screen	Primary control
Open an account	My Dashboard	Accounts
Locate a vessel across accessible accounts	My Dashboard	Vessels
Update one vessel	Account Information > Vessels	Select vessel > Update Vessel
Add a purchase	Account Information > Vessels	Add Purchased

Task	Starting screen	Primary control
Record a sale	Vessel Information	Mark Vessel as Sold
Download vessel spreadsheet	Account Information > Vessels	Export
Upload vessel spreadsheet	Account Information > Vessels	Import
Create import batch	Vessel Import	Submit to Batch
Submit to administration	Batch Update	Submit Batch
Grant account access	Account Information	User Permissions
Create API access	Account Information	API Keys
Review batch progress	My Dashboard or Account Information	Batch Updates

Appendix A. Glossary

Term	Meaning in this guide
ABSA	Alberta Boiler Safety Association.
API	Programmatic interface used by an organization system to retrieve or submit vessel information.
Batch	A collection of vessel updates prepared for review and submission.
Authorized User	The ESR role with authority to certify and submit batches to administration.
ESR	Electronic Summary Report, used to update pressure vessel information and inspection status.
System of record	The source system in which administration processes and saves approved vessel changes.
Test key	An API key mode used to validate interface behavior without saving submitted changes.
Vessel update	A draft or submitted change to vessel information, purchase, or sale details.

Appendix B. Source and documentation notes

This guide was prepared from the transcript and visible application screens in the Microsoft Teams recording named Microsoft Teams meeting-20260827_110126-Meeting Recording.mp4. The walkthrough was narrated by Garret Rempel for the stated purpose of creating an ESR application user guide from the Authorized User perspective.

The source recording demonstrates screen navigation and operational behavior but does not specify every field-level validation rule, password-complexity requirement, administrative service level, or API endpoint. Those details should be taken from current ESR on-screen guidance, ABSA instructions, and the Vessel API User Guide.

NOTE: Screenshot use
Screenshots are representative frames from the recording and are intended to orient the reader. Application appearance and sample data may differ in other environments or later releases.

ESR submitter housekeeping

File naming: Include the ESR date & account number in the file name.
Ie. COMPANY XYZ 12345 4TH Qtr 2026-12-01

Authorization and certification:

Key reminder: Only the Authorized User can complete final certification and submission. See 1.2 and the role reminder in 8.2. Complete the Certificate of Integrity Assessment on the Report Explanation Sheet pop up, by clicking yes you agree that all information is correct/current and accepted.

Supporting documentation

Can be submitted via email to esr@absa.ca.
Provide enough information for any unusual comments or requested changes to be actioned without follow-up.

ESR — Quick Guide References

Instruction	Where to find the details
Sign in and select the correct account.	2.2 Returning-user sign-in; 4.1 Open an account
Review vessel information and identify required updates.	5.1 Vessel status tabs; 6.1 Open a vessel record
Prepare changes directly in ESR, through a spreadsheet, or through an API integration.	5.2 Available update methods; 6.2–6.4 Individual vessel changes; 10.1 API operating model
For spreadsheet updates: export, edit, save, import, and review the results.	7.1–7.2 Export and import vessel data
Prepare the batch for review. Submit to Batch creates a draft—not a final submission.	7.3 Create a batch from the import
Review the batch, resolve errors, and remove updates that are not ready.	8.1 Review the Batch Update screen
Authorized User: review the certification and service status, then submit.	8.2 Certify and submit
Verify that the batch status changes to Submitted.	8.2, step 4: Verify the result
Monitor progress, address returned items, and confirm completion.	8.3 Monitor submitted batches; §12.2 Troubleshooting and recovery
Provide supporting information for unusual changes or requests. Supporting documents can be emailed to esr@absa.ca.	Appendix B, ESR submitter housekeeping — Supporting documentation

Authorized User