



# SEDNA UI Guide

## Quick Guide

The screenshot displays the SEDNA email interface. On the left is a sidebar with navigation options: '+ Create', 'My Messages', 'Following', 'Drafts', 'Workflows', 'Contacts', 'Teams' (with sub-items 'All Teams' and 'Operations'), 'Sales', 'Buckets' (with 'Urgent Messages' and '12'), and 'Bookmarks' (with 'With Attachment', 'Urgent Messages', and 'Announcements'). The main area shows a search bar and a list of messages. The selected message is from Calvin Howell, titled 'Initial Voyage Plan - To Master of HALIFAX / Port Laura', with a subject line 'GOOD DAY DEAR SIR, THIS IS THE INITIAL VOYAGE...'. The message body includes a greeting, a reference to 'JR-DEAL-3345', and a request for confirmation of a route. The right side of the interface shows a preview of the message content.

**SEDNA**

Search for a term, tag, team or user Operations in:Inbox

Inbox(416) Archive Sent All Batch select Bulk archive

**Rose Blake** 14:08  
**Re: Invitation**  
Hey there, I am so excited to announce that on behalf of m...

**Calvin Howell** 13:54  
**Initial Voyage Plan - To Master of HALIFAX / Port Laura**  
GOOD DAY DEAR SIR, THIS IS THE INITIAL VOYAGE...  
JR-1234

**Elizabeth Townsend** 12:04  
**Juptier Vessel**  
Hello, I wanted to add some more information about the ve...  
JR-DEAL-3345

**Beth Nichols** 11:15  
**RE: Deal Discussion**  
Greetings all, following up on a deal I recently recieved for...  
JR-DEAL-12036

**Anika Curtis** 8:58  
**MV INNOVATION / CARGO DOCUMENTATION F...**  
GOOD DAY, PLEASE FIND THE FOLLOWING DETAILS REG...  
CARGO-IT

**automate-reporting@vessels.co.uk** 7:43  
**Daily Report: 94400MV CLARA CANADA**  
\*\*This is a generated message\*\* Good morning Today's re...  
MV-CLARA

**Ruthi Quinn** 7:42  
**RE: Business Deal**  
Hello, regrading the proposal last week there was a few th...

**Initial Voyage Plan - To Master of HALIFAX / Port Laura (Monday)**

From Calvin Howell  
To/Cc anikabotosh@sh...

GOOD DAY,  
THIS IS THE INITIAL V...  
TO MASTER OF AME...  
GOOD DAY CAPTAIN,  
PLEASE BE ADVISED  
PLANNING SHEET.  
PLEASE CONFIRM AT...  
RISK COMMUNICATO...  
=====

ROUTE : DIRECT  
INSTRUCTED SPEED  
WEATHER : BF 4-5'S  
=====

IF THERE IS A DELAY  
COMMENTS/SUGGES...  
CALVIN HOWELL  
SENIOR EXECUTIVE  
MADDEN PLC

- Collapse sidebar (Shift + G)
- Home (Shift + H)
- Compose new message
- Reply (Shift + R)
- Reply All (R)
- Forward (Shift + F)
- Duplicate (D)
- Share
- Copy message ID
- Find related messages
- Print
- Show plain text
- Bookmark Manager (Visible on hover)
- Unread SEDNA Guides
- Announcements pane
- Click initials to access in-app support and account settings

SEDNA

Search for a term, tag, team or user

Operations

in:Inbox

Inbox(416) Archive Sent All

Batch select Bulk archive Sort: Newest

Expand List →

My Messages

Following

Drafts

Workflows

Contacts

Teams

All Teams

Operations

Sales

Show more teams

Buckets

Urgent Messages 12

Show more buckets

Bookmarks

With Attachment

Urgent Messages

Announcements

Guides

What's New

JS Jane Smith

Rose Blake

Re: Invitation

Hey there, I am so excited to announce that on behalf of m...

Calvin Howell

Initial Voyage Plan - To Master of HALIFAX / Port Laura

GOOD DAY DEAR SIR, THIS IS THE INITIAL VOYAGE...

Elizabeth Townsend

Juptier Vessel

Hello, I wanted to add some more information about the ve...

Beth Nichols

RE: Deal Discussion

Greetings all, following up on a deal I recently recieved for...

Anika Curtis

MV INNOVATION / CARGO DOCUMENTATION F...

GOOD DAY, PLEASE FIND THE FOLLOWING DETAILS REG...

automate-reporting@vessels.co.uk

Daily Report: 94400MV CLARA CANADA

\*\*This is a generated message\*\* Good morning Today's re...

Ruthi Quinn

RE: Business Deal

Hello, regrading the proposal last week there was a few th...

Corey Gouse

Updated ETA for Queen Vessel

Hello sir/madam, please kindly find the daily updated ETA f...

Initial Voyage Plan - To Master of HALIFAX / Port Laura (Mon May 09 00:00:00 2022)

From Calvin Howell

To/Cc anikabotosh@ships.com

GOOD DAY ,

THIS IS THE INITIAL VOYAGE PLAN FOR YOUR REFERENCE

TO MASTER OF AMERICAN SPIRIT

GOOD DAY CAPTAIN,

PLEASE BE ADVISED THAT WE ARE SENDING YOU VOYAGE PLANNING SHEET. PLEASE CONFIRM ATTACHED FILES.

RISK COMMUNICATOR'S COMMENT:

=====

ROUTE : DIRECT

INSTRUCTED SPEED : 12.0 KTS

WEATHER : BF 4-5'S AND LOW SEA/SWELLS

=====

IF THERE IS A DELAY IN YOUR DEPARTURE, OR YOU HAVE ANY COMMENTS/SUGGESTIONS, PLEASE ADVISE US ANY TIME.

CALVIN HOWELL

SENIOR EXECUTIVE (CLAIMS)

MADDEN PLC

39894 TODD NECK SUITE 810 NEW JENNIFER, MT 34928

T550-708-5505X4129

1 attachment

Download all

Shipping-Manifest.pdf

275KB

Activity

May 8

Karina Reyes tagged Dustin Briggs on this 13:55

Seen by Karina Reyes 14:01

Karina Reyes

Did we update the voyage info for this @Dustin Briggs ? 14:12

Seen by Dustin Briggs and 5 other people 14:15

Dustin Briggs

@Karina Reyes Yes I followed up on this earlier. Ref: 05631 14:23

Seen by Reo Garrett Jane Smith 14:30 14:34

Type a comment

- Activity shows who has interacted with the message, and includes comments, tags, shares, replies
- Expand/Collapse Message List
- Update Bookmark
- Tags panel to apply 1) Green Job Tags 2) Blue Category Tags or 3) Purple Person Tags
- Apps
- Contact from address book
- Contact not from address book
- Message tile icons
  - Unread by all
  - Unread by you
  - Message has unread comments
  - Message has comments
  - Has category tag
  - Message is followed
  - Message has an attachment
  - Message is archived
  - Message has been shared
  - Message has person tag
  - Replied
  - Sent
  - Archived sent
  - Active delay
  - Cancelled delay

- Download attachment
- Preview attachment
- Flexdocs document tagging
- Next/Previous message
- Add comment

**SEDNA**

+ Create

- My Messages
- Following
- Drafts
- Workflows
- Contacts
- Teams
  - All Teams
  - Operations**
  - Sales
  - Show more teams
- Buckets
- Bookmarks
- Guides
- What's New
- Jane Smith

Search for a term, tag, team or user

Operations
in:Inbox

▼

Inbox(416)
Archive
Sent
All
Batch select
Bulk archive
Sort: Newest
Collapse List

<b>Rose Blake</b>	<b>Re: Invitation</b> Hey there, I am so excited to announce that on behalf of my manager, I would like to accept the invitation to the...	14:08
<b>Calvin Howell</b>	<b>Initial Voyage Plan - To Master of HALIFAX / Port Laura (Mon May 09 00:00:00 2022)</b> GOOD DAY, THIS IS THE INITIAL VOYAGE PLAN FOR YOUR REFERENCE TO MASTER OF AMERICAN SPIRIT GOOD DAY...	13:54
<b>Elizabeth Townsend</b>	<b>Juptier Vessel</b> Hello, I wanted to add some more information about the vessel. Please confirm on all points listed below and we can...	12:04
<b>Beth Nichols</b>	<b>RE: Deal Discussion</b> Greetings all, following up on a deal I recently received for the updated security systems upgrade from the team at...	11:15
<b>Anika Curtis</b>	<b>MV INNOVATION / CARGO DOCUMENTATION FOR</b> GOOD DAY, PLEASE FIND THE FOLLOWING DETAILS REGARDING REF FROM BELOW: 1. FRESH ETA AND VOYAGE...	8:58
<b>automate-reporting@vessels.co.uk</b>	<b>Daily Report: 94400MV CLARA CANADA</b> **This is a generated message** Good morning Today's received instructions from our phone conversation are now...	7:43
<b>Ruthi Quinn</b>	<b>RE: Business Deal</b> Hello, regrading the proposal last week there was a few thing I just wanted to confirm before we can advance on the...	7:42
<b>Corey Gouse</b>	<b>Updated ETA for Queen Vessel</b> Hello sir/madam, please kindly find the daily update 1.FRESH ETA AND VOYAGE NO. = AM/09TH May / 62L...	7:41
<b>Michael Ruiz</b>	<b>RE: REPULSE BAY - DAILY REPORT</b> good day please to be informed that as per shippers instruction received over the phone we booked pob for...	6:49
<b>Daniel Chambers</b>	<b>RECOVER: PRE ARRIVAL DOCS(Part 2)</b> REF FROM YOUR BELOW; 1.FRESH ETA AND VOYAGE NO. = AM/10TH MAY / 62L 2.ARRIVAL DRAFT AND...	6:31
<b>Denise Clarke - ABC</b>	<b>JANNA-MARIA III Noon Report Thu May 08 00:00:00 2022</b> VESSEL NAME: OCEANIC VOYAGE NUMBER: V391 LADEN/BALLAST: LADEN DATE AND TIME: THU MAY...	Yesterday
<b>Caitlin Salas</b>	<b>TAHIR KIRAN Noon Report Thu May 08 00:00:00 2022</b> GOOD DAY, VESSEL NAME: CLARA CATHERINE VOYAGE NUMBER: V1902 LADEN/BALLAST: LADEN DATE...	Yesterday
<b>Donald Willis</b>	<b>OLIVER DAVID Noon Report Wed May 08 00:00:00 2022</b> vessel name: tkvb thuringen voyage number: v1902 laden/ballast: laden date and time: wed may...	Yesterday
<b>Samantha O'connell</b>	<b>SHUN HUA Settlement</b> Greetings Ryan Please send us an invoice for your six below, Vessel: ERIDAN Fresh Water Supplied...	Yesterday

Expand/Collapse Message List

By expanding the message tiles list, you can view more messages at one time. This reduces the need for scrolling, while retaining all the important details such as whether a message has been Shared, Followed or Tagged.

The image shows a screenshot of the SEDNA Message Composer interface. On the left is a dark sidebar with navigation options like 'My Messages', 'Drafts', and 'Teams'. The main area contains a message composition form with fields for 'Subject', 'From', and 'To', along with a rich text editor. On the right, there are sections for 'Tags' (Suggested, Category, Person) and a 'Send' button. A 'Formatting options' panel is visible on the far left. Numerous yellow callout lines point to specific UI elements, each with a descriptive label.

Go back to message list (retaining current draft)

Discard draft

Message subject

Change team sending address

Change team sending address

Publish draft (allow colleagues to view draft)

Save draft (autosave interval of 30 seconds)

Send message

Switch to Activity

Click Job Tag from the list to apply it

Sending as team token

Click to expand CC or BCC fields

Expand formatting options

Click Category Tag from the list to apply it

Edit Signature

Click Person Tag from the list to apply it

Expand composer window

Search for available tags (JRs, Category, or Person tags)

Open SEDNA Link menu

Open Add from SEDNA menu

Attach file from local device

Open Flexdocs menu (once JR is selected)

Drag and drop space

Content insert options (Snippets and Templates)

Default signature automatically entered

**Formatting options**

- B Bold
- I Italic
- U Underline
- Strikethrough
- Normal Text type
- 11pt Font size
- Default Select font
- A Text color
- Background color
- Format painter
- Tx Remove formatting
- Aa Capitalization
- Align
- More
- Numbered list
- Bullet list
- Table
- Insert/edit link
- Horizontal line
- Source code
- Enter Plain text mode

Jane Smith  
StartVenta Systems

Save Time. Work Together.

The entire content of this email message is confidential. This also applies to any files attached to it. This email is intended for an individual or entity to whom they are addressed. In case you are not the addressee of this email, and you have received it in error, immediately contact the system manager. Disclosing, copying, distributing, or taking any action in reliance to the email content is strictly prohibited. Consider yourself notified.

Tags

SUGGESTED

Job Tag

Deal - DeepThink Training

Category Tags

Favourites. You don't have any favourite Category Tags in this Team, hover over the Category Tags to pin here.

NDA

Marketing

Pre-Fixture

Claim Arrived

Claim Sent On

Tax Authorisation

Person Tags

Keiran Storer

Oriana Foster

Marc Gill

Search for tags