User Guide for External users of
HADocs Web

What is the HADocs Web-portal?

If you are a Supplier who have received this from your customer, you will be able to use this portal to upload certificates and some metadata, to your customer.

The HADocs Web-portal gives you read access to the certificates for your orders at your supplier. These are stored in your suppliers HADocs system. You can use the portal to search for certificates and generate certificate packages from these.

In order to use the HADocs web-portal navigate a web-browser to the URL received from the documentation department.

Home-tab – Your latest deliveries

The Home-tab shows an overview of the latest deliveries this supplier has delivered to you.
For each delivery, the basic information is shown, and all of the data-fields are clickable links that will take you to the Deliveries-tab with information pre-filled as the search criteria. An example of this could be that you want to find all certificates for a specific project.
There is also two buttons on the far right of each delivery; one to easily create a PDF-package, and one for a Zip-package of all the certificates for that delivery.

Deliveries-tab – Searching certificates delivered to you

The Deliveries-tab lets you search all certificates this supplier has registered for your orders. You can here search using any fields related to the certificate, or the delivery. The button with a magnifying glass and two "+" signs allow you to add multiple search-criteria to further refine your searches.
The "Results" are all lines returned from your search. All lines have a button to their far right that adds it to the "Certificate basket" to be packaged as a PDF- or Zip-package; this button is hidden if the line is already in the basket. Lines in the certificate basket have a similar button that is used to remove a single line from the basket. The two buttons for packaging are to the left on the toolbar.

See the toolbar and buttons section for details on other buttons.

Creating a certificate package

HADocs supports creating certificate packages as PDF or Zip. Both package formats include a front page detailing which certificates are in the package.

- If you choose PDF, all certificates will be created as a single pdf with the front page first.
- If you choose Zip, you will get a Zip-file with a PDF for each Heat number, and the front page as a PDF. These certificates also include the associated metadata to ease registering these certificates into your HADocs.
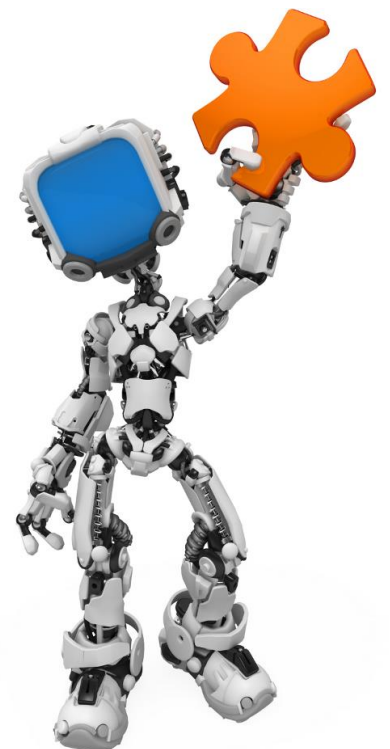
My Page-tab – User and company details

This page is used to change basic details of your user, and information about your companies addresses for certificate deliveries. Any project registered in your suppliers system allows you to specify a different address for certificates for that specific project. Multiple emails may be entered separated by a comma.

Remember to save your changes using the Save-button in the upper left of the screen.

Search Toolbar details

The following is an explanation of the buttons of the toolbars of different search tabs in the web-portal:

Icon	Description
	Create and download all certificates in the basket as a zip
	Create and download all certificates in the basket as a pdf
	Add all found certificates to basket
	Clear the basket
	Show/hide which columns in the result, basket and available criteria
	Add a search criterion with a search text and field
	Remove the last search criterion

Search bar

Below the toolbar you will find a Search Bar, which can contain one or more search criteria:

Each criteria consists of a search text and which field to be searched. Available searchable fields equal the columns shown in the grid. Pushing enter after typing the search text will replace using the mouse to click the Search button.

Note that all searches are "contains"-searches, this means that searching for "42" will give hits on any string that contains "42", like "13425".

Upload-tab – Supplier manual upload portal

This tab allows suppliers who do not have HADocs to manually upload certificates to their customers.

To the right of the heading is a link "Add another pdf…" which adds one more set of Upload-control with metadata to the page. To the right of that link is the button "Upload" which will upload all certificates currently added.

Certificates are added by first browsing to the relevant PDF-file, and then entering some basic information to aid the documentation department when approving the certificates. All certificates shown are uploaded when the Upload-button is clicked.