User Guide for External users of
HADocs Web

What is the HADocs Web-portal?

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. You can also search among delivered package- and article-documents.

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.

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

Log In-screen

The first page you meet is the login screen.

Enter your username and password and click the "Log In" button.

If you have forgotten your password, you can click the link "Forgot your password?". Enter your username or email and click "Next". This routine only works if you have registered an email beforehand. Contact the documentation department if you still need help to access the portal.

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.
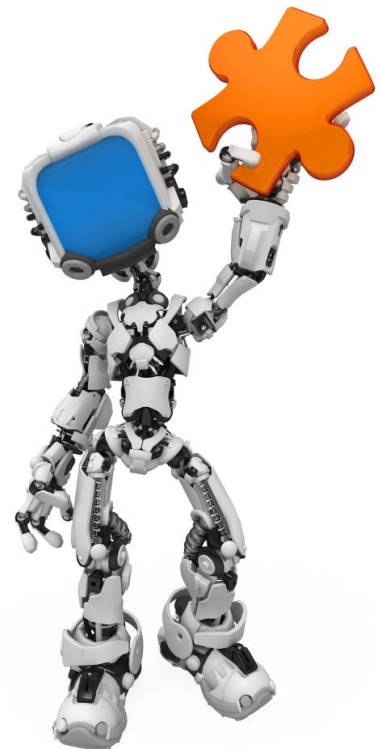
For all searches: Search Toolbar details

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
*	Download the basket as an Excel report
*	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

The buttons marked with a * are only available for the certificate-searches.

The magnifying glass buttons () allows you to modify the number of search-criteria to further refine your searches, for instance if you want to search for all certificates that matches a specific Article No and Heat No combination.

For all searches: Search bar

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

Each criterion 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 most all search-fields use "contains"-searches, this means that searching for "42" will give hits on anything that contains "42", like "13425". Some number fields are considered "key-fields" and will only yield results on complete number values.

If you are having problems finding what you are looking for, you can try the "Fuzzy Search"-button. Fuzzy Search generates extra search-criteria for the most common typographical errors, such as "0" vs "O" ("zero" vs "Oh"). This search may take longer time to complete.

You may also save the search-results directly to an Excel-report. (Only available for the certificate-searches)

If a row has a yellow background, it means the certificate or document has been digitally signed. Packing the certificates will break the digital signature, so we recommend downloading them as a Zip-file instead.

Some fields, like "Document type", is only searchable by selecting a value from a list. These search-criteria show up below the search bar, and relating checkbox have to be ticked to activate the search-criterion.

By default, only documents that are approved can be found. Tick the checkbox if you also want to include documents that are expired.

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 "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 packaging-buttons are found to the left on the toolbar.

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.

You can also save the basket contents as an Excel report.

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

Package Documents-tab – Searching package documents sent to you

The Package Documents-tab lets you search all package documents that has been shipped to you, and you can download them individually. You can search using any fields related to the document, revision, shipment, or document package.

Examples of documents that may be found here: Assembly drawings, BOM.

The "Results" are all lines returned from your search. All lines have a button (📄) to their far right that downloads the file.

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

Article Documents-tab – Searching article documents sent to you

The Article Documents-tab lets you search all article documents that has been shipped to you, and you can download them individually. You can search using any fields related to the document, revision, or article.

Examples of documents that may be found here: Data sheets, FDV documentation, user manuals.

The "Results" are all lines returned from your search. All lines have a button (📄) to their far right that downloads the file.

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

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 supplier's system allows you to specify a different address for certificates for that specific project. Multiple emails may be entered separated by a comma.

If you are also a customer of HADocs, you may enter your HADocs URL and the certificate packages will be delivered directly to your HADocs system.

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

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.