In this user guide we will go through the various features available for the administrator of a web subscription.
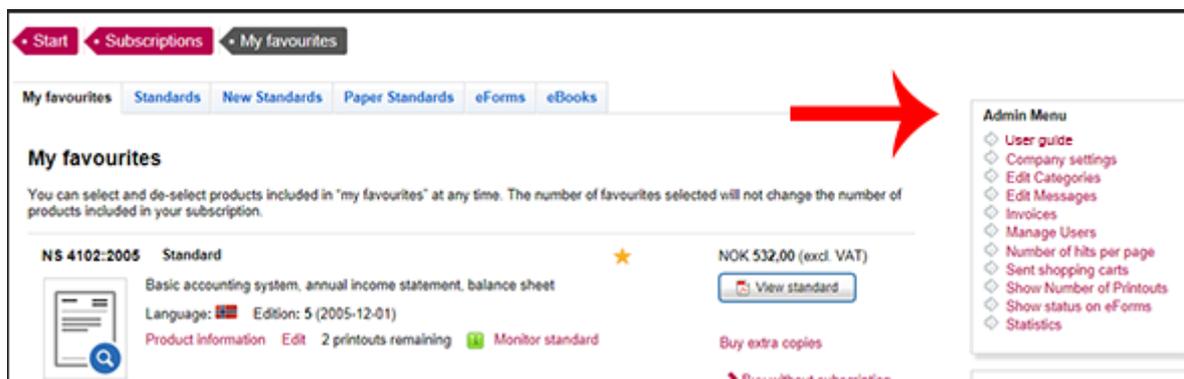
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1 Go to your subscription

To go to your subscription, click on the blue «Subscription» tab:

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2 The Administrator menu

The administrator menu can be found in the top right hand corner when you are inside your subscription:
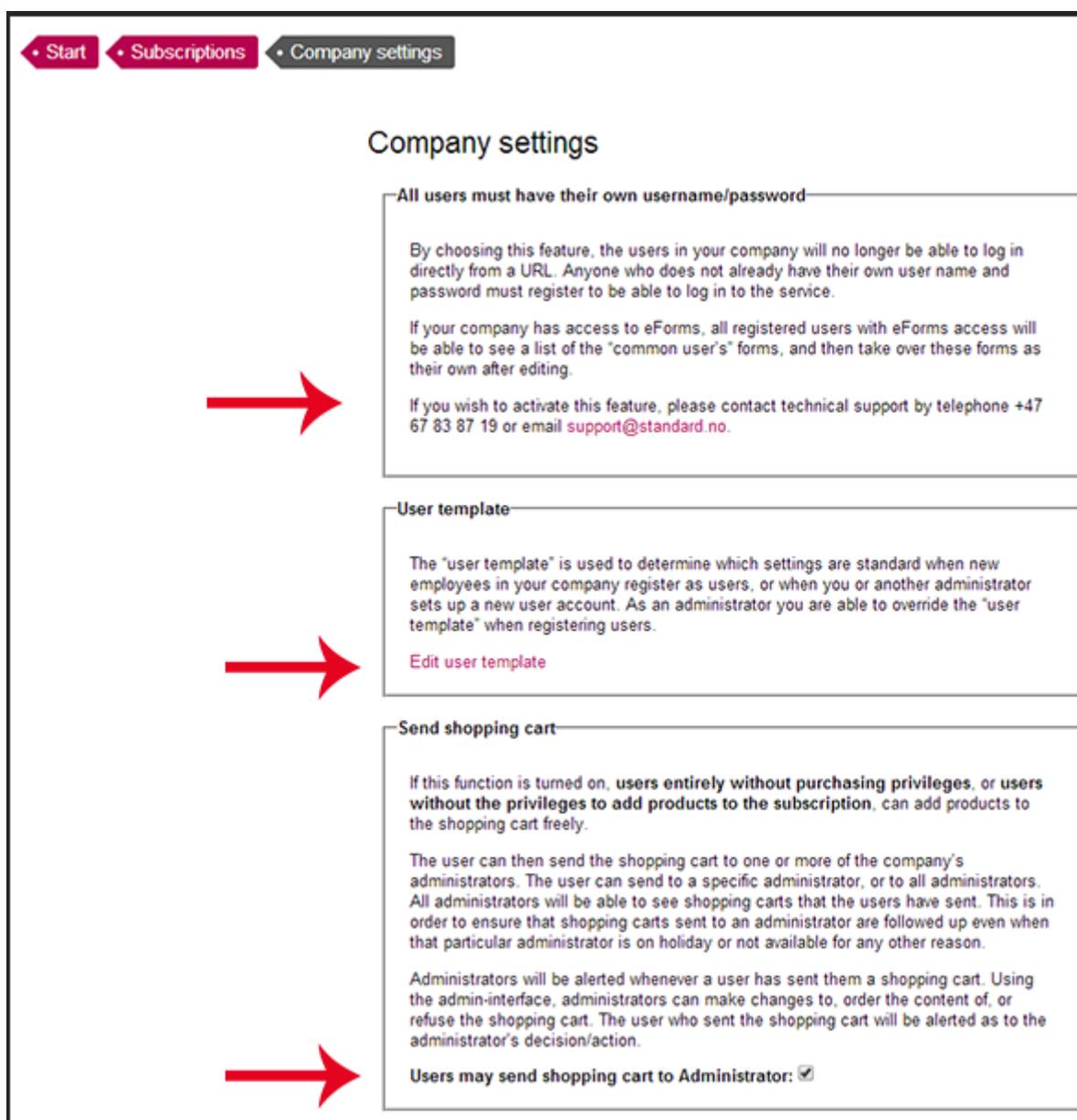
3 Company settings

Under company settings you have the following options:

You choose whether all users need to log in with a username and password.

You can set up a «user template» so that new users automatically are given the settings you have determined.

You can turn on the "Send shopping cart" feature to enable users without purchasing privileges to send a shopping cart to you or other administrators.

4 Edit Categories

The «Edit categories» menu makes it possible for you to organize the standards in categories of your own choice.

Enter the name of your category and click «Add»:

Next, search for the standards you wish to categorize, and click «**Edit**»:

Finally, choose a **category** and **contact person** (both must be selected) and click on the **«Save»** button:

5 Edit messages

The «Edit message» section makes it possible to create important messages for the users of the subscription:

Remember to check the box titled «Show this message to your company's users»

6 Invoices

«My invoices» gives you an overview of the invoices sent to your customer number:

My Invoices – Standard Online AS (5980)

Date	Invoice number	Order number	Amount	Orderer
02.02.2014	559192	418359	296,25	Cathri test relese1/2
02.02.2014	13958	418360	-296,25	Cathri test relese1/2
01.02.2014	559176	418337	0,00	
24.01.2014	558348	417410	296,25	
24.01.2014	558346	417408	1 375,00	

Note! Some customers have an invoice reception system with its own customer number. If this is the case, "My invoices" will only display invoices belonging to the customer number of the invoice reception.

7 Manage users

In this section you can set the access level of users, register new users, edit users and assign roles:

User administration

Search ☐ Display users without access

Name	Email	
Agnes Beathe Steen Fosse	asf@standard.no	Edit
Arild Moland	arildm@adaptive.no	Edit
Bente Rusten	bru@standard.no	Edit
Britt Nygaard	ben@standard.no	Edit
Børre Testevold	borretestvold@ovi.no	Edit
Cathri test relese1/2	cat1@oestby.com	Edit
cathrine ... sandvik	cathsan@testingtesting.no	Edit
cathrine blankett-test	cathrine@test.no	Edit
cathrine test jobbing release	slett.denne@testing.no	Edit
Cathrine Østby	cos@standard.no	Edit

1 2 3 4 5

Register new user

8Register new user

New user registration includes first name, middle name (if applicable), family name and email address.

Webshop access indicates which access level a user should have. When registering a new user, you can choose from the following roles:

Single purchase

The user can access standards in the subscription, but cannot add new standards. He or she can purchase standards separate from the subscription. The company will be billed for these purchases.

No purchasing privileges

The user can read the standards in the subscription only.

Administrator

The user is given full administrator privileges.

Note! If the user is to be allowed to print a standard, you must check the «Allow print» box.

As a subscription administrator you must allow/limit access to the **eForms** service, if eForms is part of your company's subscription.

In the "scope" menu you have two options:

All
You can choose for the user to have access to «All» forms. This means the user can read/edit all forms – including those created by other users.

Personal
If you choose for the user to have access to «personal» forms, he or she will only be able to access forms he or she has created.

9Number of hits per page

The «Number of hits per page» menu enables you to choose how many hits are displayed on the search result page. The options are 10, 20 and 50:

10 Sent shopping carts

This menu gives you an overview of the shopping carts that users in your subscription have submitted. You can edit, delete or approve the submitted shopping cart.

11 Show number of printouts

The «Show number of printouts» menu displays the number of printouts left per standard, and gives you the option to buy more copies.

We recommend you check this section regularly to ensure that the users always have suffcent prinouts available.

12 Show status on eForms

The «Show status on eForms» menu displays the forms that have less than 10 copies left. You can add extra copies here – the minimum being 10.

Start ‹ Subscriptions ‹ Show status on eForms

Show status on eForms

Displaying forms with less than 10 copies left.

Form	Description	Available	
Construction form 8417 C:2011	Form for the provision of security by the design and build contractor in connection with a design and build sub-contract	0	Buy extra
Byggesaksblankett 5179:2012	Sluttrapport med avfallsplan for rehabilitering og riving **Withdrawn**	0	
Constructiion form 8407 B:2011	Form for the provision of security by the design and build contractor during the execution	0	Buy extra

For an overview of your eForms, go to the "**Subscriptions**" tab, then click on "**eForms"** and "**Available**".
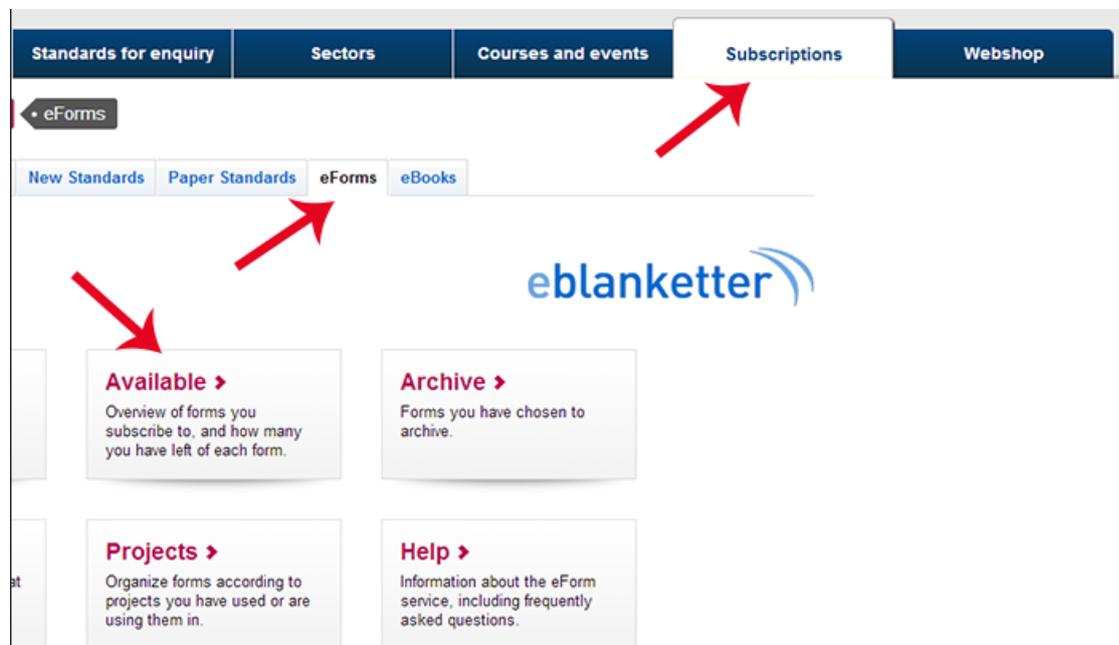
Standards for enquiry	Sectors	Courses and events	Subscriptions	Webshop

‹ eForms

New Standards   Paper Standards   eForms   eBooks

eblanketter

Available ›
Overview of forms you subscribe to, and how many you have left of each form.

Archive ›
Forms you have chosen to archive.

Projects ›
Organize forms according to projects you have used or are using them in.

Help ›
Information about the eForm service, including frequently asked questions.

Click on **"Status"** to show valid eForms. You can also buy new forms from this menu should you not have any left.

13 Statistics

The «Statistics» section provides you with information about the use of the subscription.

Logins gives you an overview of which IP addresses have been logged in at any one time.

Downloads shows which standards have been used in your subscription, from high to low.

Note! Make sure the «Collecting statistics» box is always checked. Otherwise you will lose all gathered statistics.

By clicking on **«Details»** you can see which IP addresses that have logged in to the subscription with "Success" or "Wrong IP":