

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

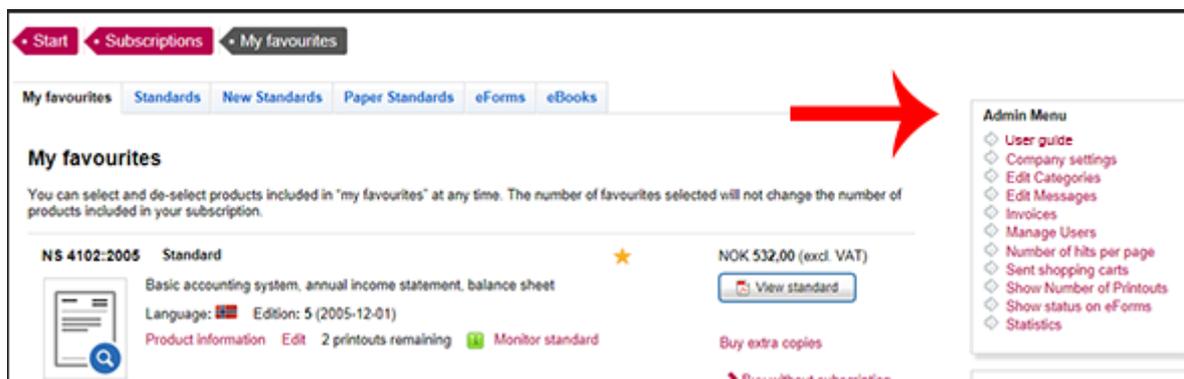
1 Go to your subscription

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



2 The Administrator menu

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



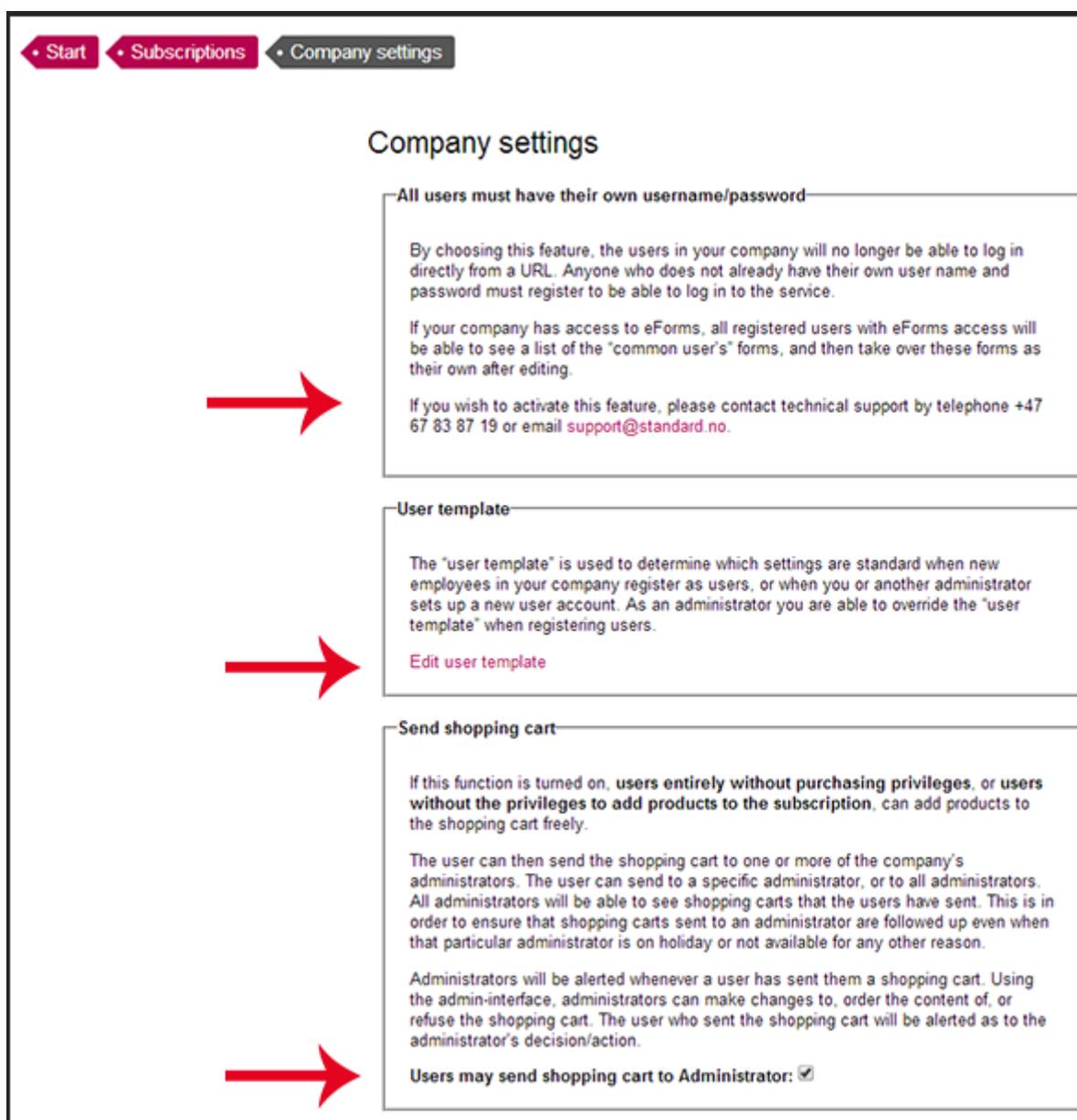
3 Company settings

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.



The screenshot shows a navigation bar with three items: 'Start', 'Subscriptions', and 'Company settings'. The 'Company settings' section is active. Below the title 'Company settings', there are three distinct sections, each with a red arrow pointing to it from the left:

- All users must have their own username/password**

By choosing this feature, the users in your company will no longer be able to log in directly from a URL. Anyone who does not already have their own user name and password must register to be able to log in to the service.

If your company has access to eForms, all registered users with eForms access will be able to see a list of the "common user's" forms, and then take over these forms as their own after editing.

If you wish to activate this feature, please contact technical support by telephone +47 67 83 87 19 or email support@standard.no.
- User template**

The "user template" is used to determine which settings are standard when new employees in your company register as users, or when you or another administrator sets up a new user account. As an administrator you are able to override the "user template" when registering users.

[Edit user template](#)
- Send shopping cart**

If this function is turned on, **users entirely without purchasing privileges, or users without the privileges to add products to the subscription**, can add products to the shopping cart freely.

The user can then send the shopping cart to one or more of the company's administrators. The user can send to a specific administrator, or to all administrators. All administrators will be able to see shopping carts that the users have sent. This is in order to ensure that shopping carts sent to an administrator are followed up even when that particular administrator is on holiday or not available for any other reason.

Administrators will be alerted whenever a user has sent them a shopping cart. Using the admin-interface, administrators can make changes to, order the content of, or refuse the shopping cart. The user who sent the shopping cart will be alerted as to the administrator's decision/action.

Users may send shopping cart to Administrator:

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»:

• Start • Subscriptions • Edit categories

Edit categories

| | Customer | Category | Name |
|-------------|----------|----------------------|------------------------|
| Edit Delete | 5980 | Armatur | Armatur |
| Edit Delete | 5980 | betong | betongstandarder |
| Edit Delete | 5980 | Byggkonfer | Byggkonferasen |
| Edit Delete | 5980 | Elektro | elektrostandarder |
| Edit Delete | 5980 | Kvalitet | Amerikanske standarder |
| Edit Delete | 5980 | Ny test | TEST |
| Edit Delete | 5980 | Prosjekt | Avdeling prosjekt |
| Edit Delete | 5980 | Renhold | Renhold |
| Edit Delete | 5980 | Tekniske a | ekniske anlegg |
| Edit Delete | 5980 | test kateg | test |
| Edit Delete | 5980 | test_abo | kategori |
| Edit Delete | 5980 | vedlikehol | vedlikehold |
| Edit Delete | 5980 | VVS | Rorleggerstandarder |
| Add | | <input type="text"/> | <input type="text"/> |



NB! The categories will not appear in the search results unless you have assigned standards to them. To assign a standard, select "Edit" in the search results.

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

Now showing results in **Standard number** for "8405" Viewing results 1 - 1 of 1

NS 8405:2008 **Standard** ★ NOK 588,00 (excl. VAT)

 Norwegian building and civil engineering contract
Language:  Edition: **2** (2008-10-01)

[Product information](#) [Edit](#) 4 printouts remaining  [Monitor standard](#) [View standard](#)

[Offline](#)

[Buy extra copies](#)

[Buy without subscription](#)

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

The screenshot shows a web interface for editing a subscription item. At the top, there are navigation tabs: «Start», «Subscriptions», and «Edit Item». The main content is divided into three sections:

- Product:** A form with fields for 'Number' (NS 8405.2008), 'Title' (Norwegian building and civil engineering contract), and 'Product URL' (https://www.standard.no/no/Brukersider/Logg-inn-ekstranett/?UID=54fadbbc4bb7a9b9142f91f4e8d1f190&FileID=sPI6QTh7HBXcC35ltfgeQ%3D%3D).
- Assign categories:** A section with two lists. 'Available categories' includes 'Armatyr', 'Byggkonferansen', 'elektrostandarder', 'Amerikanske standarder', and 'TEST'. 'Selected categories' includes 'kategori' and 'betongstandarder'. A red arrow points from the 'Available categories' list to the 'Selected categories' list, indicating the transfer of items.
- Assign contact persons:** A section with two lists. 'Available contact persons' includes 'Kirsten Johnsen', 'Einar Morten', 'Morten Aasheim', 'Tove Bakke', and 'Anders Lindström'. 'Selected contact persons' includes 'Cathrine Sandvik' and 'Hanne KAlstad'. A red arrow points from the 'Available contact persons' list to the 'Selected contact persons' list, indicating the transfer of items.

At the bottom of the form, there is a green 'Save' button, which is highlighted by a red arrow pointing to it from the left.

5 Edit messages

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

The screenshot shows a web interface for editing a message for company users. At the top, there are navigation tabs: «Start», «Subscriptions», and «Edit message for your company users». The main content is titled 'Edit message for your company users' and includes the following elements:

- A paragraph: 'Below, you may write a local message to your company users. If you want to remove the message, uncheck the checkbox below.'
- A section titled 'Headline/ingress' with a text input field containing 'Message to the users'.
- A section titled 'Body' with a large text area containing '...continue writing message to the users...'
- A checkbox labeled 'Show this message to your company's users', which is checked.
- A 'Save message' button.

A red arrow points to the 'Show this message to your company's users' checkbox, indicating that it should be checked.

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:

• Start • My Page • My Invoices

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:

• Start • Subscriptions • User administration

User administration

Search Display users without access

| Name | Email | |
|-------------------------------|---------------------------|------|
| Agnes Beathe Steen Fosse | asf@standard.no | Edit |
| Arild Moland | arldm@adaptive.no | Edit |
| Bente Rusten | bru@standard.no | Edit |
| Britt Nygaard | ben@standard.no | Edit |
| Berre Testevold | berrestevold@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

8 Register new user

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

The screenshot shows a user registration form with two main sections: 'User information' and 'WebShop access'. The 'User information' section includes fields for 'Customer account number' (5980), 'First name', 'Middle name', 'Family name', 'Email', and 'Repeat email address'. Below these fields are 'Save' and 'Cancel' buttons. The 'WebShop access' section includes 'Access level' (a dropdown menu with 'Choose role' selected), 'Allow print' (checkbox), and 'Allow monitoring of subscribed standards' (checkbox). Below this is the 'eForms access' section with 'Access' (checkbox), 'Administrator' (checkbox), 'Edit' (checkbox), and 'Scope' (dropdown menu with 'Personal' selected). Red arrows point to the 'Choose role' dropdown, the 'Allow print' checkbox, and the 'eForms access' section.

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.

eForms access 

Access

Administrator

Edit

Scope

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.

9 Number 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:

• Start • Subscriptions • Number of items on search result pages



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.

• Start • Subscriptions • Sent shopping carts

Sent shopping carts

The list shows shopping carts which the users in your company have sent. Users are able to delete their sent shopping carts as long as they are listed as "Received" or "Read" in the list below.

You can make changes to, or delete sent shopping carts prior to making an order. Users are able to follow the status of their sent shopping carts under "My Page". Should you choose to delete a shopping cart, the sender will be alerted by email. You can choose to write a comment/reason why you have deleted the cart.

Display only shopping carts sent directly to me:

Hide accepted (ordered) shopping carts

| Name | Date | Sent by | Sent to | Status | |
|---------------------------------|------------|--------------------|----------------------|----------|---|
| Hanne tester å sende handlevogn | 2014-02-04 | Test WSK Webfase 2 | Hanne Test webfase 2 | Received | Open View content |



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 sufficient printouts available.

• Start • Subscriptions • Show number of printouts

Show standards with or less printouts.

| Date | Product | Prints | |
|------------|--|--------|---|
| 2013-11-23 | AWS A1.1:2001 Metric Practice Guide for the Welding Industry | 3 |  |
| | File name: a1.1 Number of pages: : | | |

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.

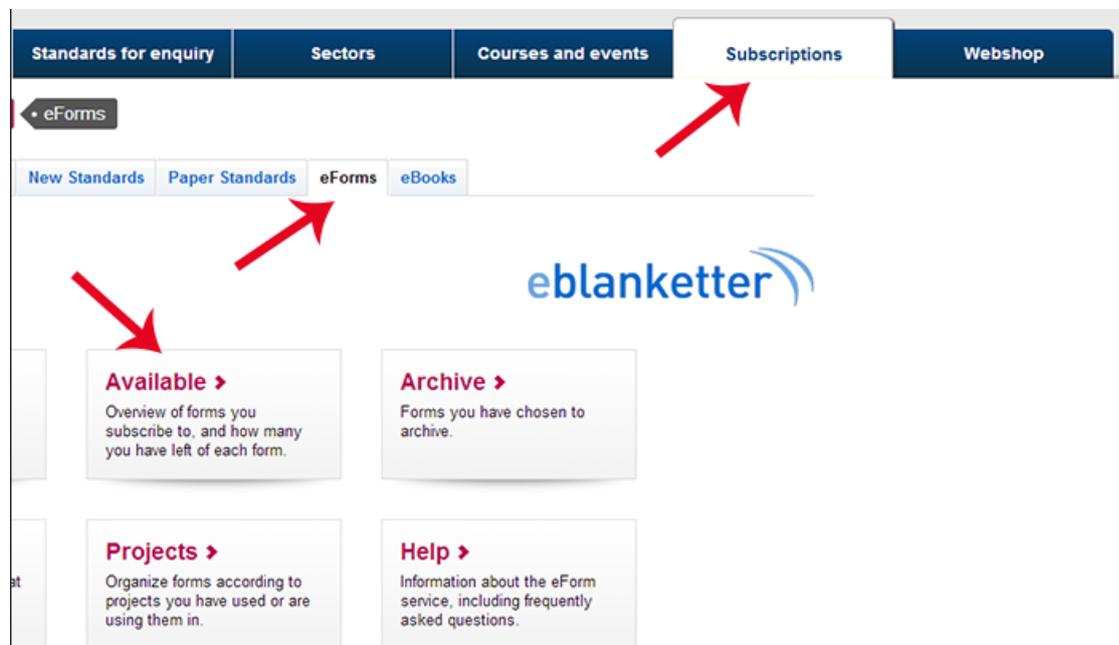
• Start • Subscriptions • Show status on eForms

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 | Slutrapport med avfallsplan for rehabilitering og rivning Withdrawn | 0 |  |
| Construction 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**”.



The screenshot shows the eblanketter website interface. At the top, there is a navigation bar with tabs: "Standards for enquiry", "Sectors", "Courses and events", "Subscriptions", and "Webshop". Below this, there is a sub-navigation bar with tabs: "New Standards", "Paper Standards", "eForms", and "eBooks". The "Subscriptions" tab is highlighted, and a red arrow points to it. Below the sub-navigation bar, there is a grid of four cards: "Available", "Archive", "Projects", and "Help". The "Available" card is highlighted, and a red arrow points to it. The "Available" card contains the text: "Overview of forms you subscribe to, and how many you have left of each form." The "Archive" card contains the text: "Forms you have chosen to archive." The "Projects" card contains the text: "Organize forms according to projects you have used or are using them in." The "Help" card contains the text: "Information about the eForm service, including frequently asked questions." The eblanketter logo is visible in the center of the page.

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

| Form | Description | Status | Spent | Available | |
|---------------------------------|---|--------|-------|-----------|--------------|
| - Anleggsblankett 8432:2010 | Kontrakt om skogdrift | | 9 | 61 | Fill out new |
| Create template | | | | | |
| + Blankett 8353:2011 DAK-manual | Teknisk produktdokumentasjon - Byggetegninger - Krav til DAK-manualer | | 14 | 19 | Fill out new |
| + Blankett 8409 | Alminnelige kontraktsbestemmelser for kjøp av byggevarer | | 7 | 43 | Fill out new |

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.



Statistics for 5980

| | | |
|-----------|------|---|
| Logins | 1099 | Details Last reset 2013-11-23 |
| Downloads | 985 | Details Last reset 2013-11-23 |

Top 10 downloads

| Standard | en | no | no/en | Total |
|-----------------------|-----|----|-------|-------|
| NS-EN 13523-0:2001 | 178 | 0 | 0 | 178 |
| NS 8405:2008 | 0 | 57 | 0 | 57 |
| NS 3420-0:2009 | 0 | 46 | 0 | 46 |
| NS-ISO 2859-0:1995 | 38 | 0 | 0 | 38 |
| NS-EN ISO 9001:2008 | 1 | 0 | 34 | 35 |
| NS-EN ISO 3098-0:1997 | 33 | 0 | 0 | 33 |
| NS 3405:1984 | 0 | 27 | 0 | 27 |
| NS 3420-0:2012 | 0 | 20 | 0 | 20 |
| NS 3420-0:2011 | 0 | 19 | 0 | 19 |
| NS 3420-0:2010 | 0 | 14 | 0 | 14 |

Collecting statistics

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”:

- Start
- Subscriptions
- Statistics

Details for 5980

| | |
|---------------|------|
| Successful | 1097 |
| Access denied | 0 |
| Wrong IP | 2 |

User information

| IP | Date | Direct link | Status |
|----------------|---------------------|-------------|---------|
| 188.95.241.142 | 2/2/2014 4:22:17 PM | 1 | Success |
| 188.95.241.142 | 2/2/2014 4:21:16 PM | 1 | Success |
| 188.95.241.142 | 2/2/2014 4:20:28 PM | 1 | Success |

