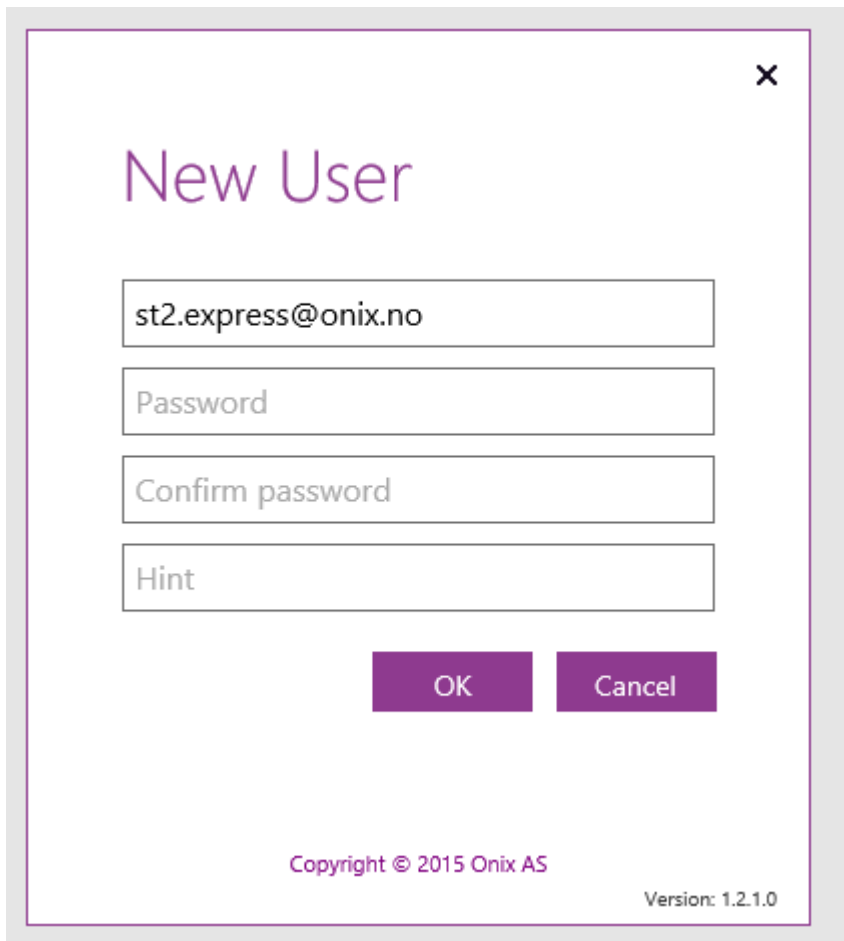


Get started with Onix Work Express!

If you have any issues using Express, please contact Onix Support on e-mail support@onix.no.

1. To get access to Onix Express, your supplier/expert have to give you access to your company. If you are in doubt, contact supplier/expert and check that you have access to Onix Express. When this is done, you can proceed.
2. To log in to Express, go to supplier/experts homepage. On this, you will find a log-in button. Contact your supplier/expert if you can't find the log-in button.
3. Supplier/expert can register you as a express user and send you an invite via e-mail. Follow the instructions in the e-mail. Your e-mail address will be your username when you log in. You create your own password when you log in for the first time. Then click OK, and log in.



X

New User

OK

Cancel

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Version: 1.2.1.0

A new dialogue comes up when you accept the invitation, in this one you choose which company/companies you want to access and choose Accept.

Log in

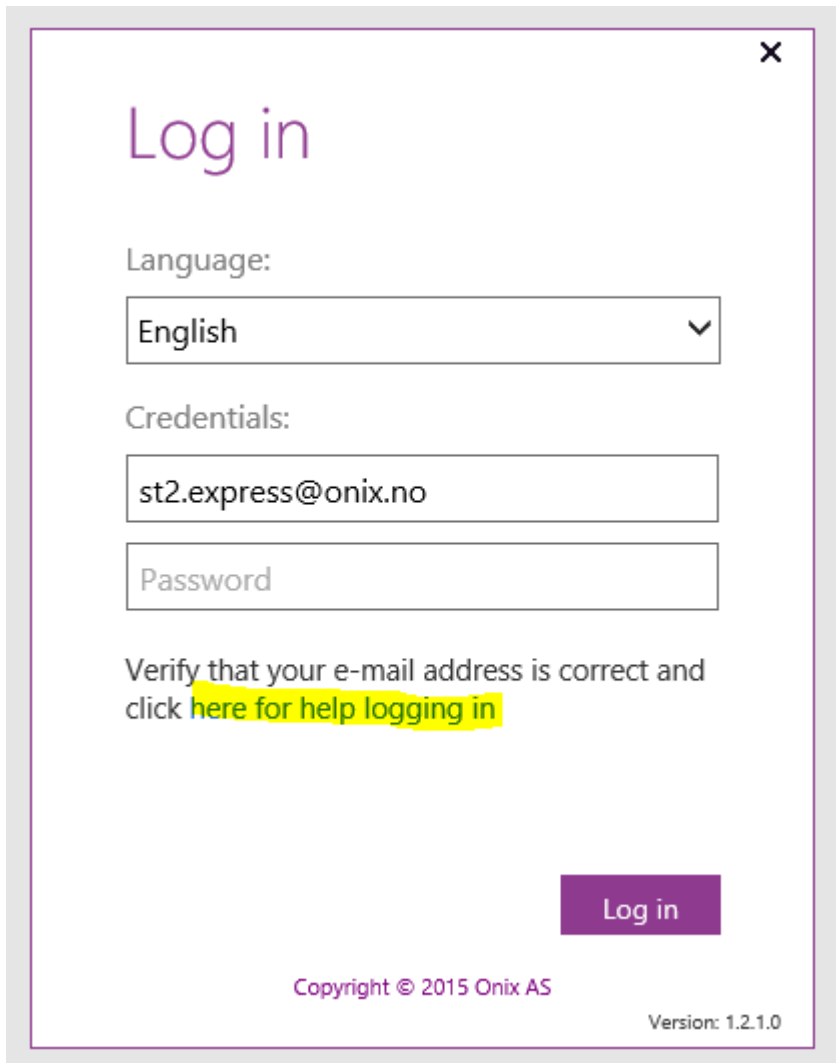
Click to select company(s) that you want to join.

Companies:

Bittermarka Barnehage invited from **Onix Demo Leverandør AS** Ignore

Accept Not Now!

4. If you forget your password, click the link «help logging in».
- If your supplier/expert has created a general Express log-in for your company, you can also click “help logging in” to create your own express user.



The screenshot shows a login form with the following elements:

- Title:** "Log in" in a large purple font.
- Language:** A dropdown menu currently set to "English".
- Credentials:** Two input fields. The first contains the email address "st2.express@onix.no". The second is labeled "Password".
- Instructions:** "Verify that your e-mail address is correct and click [here for help logging in](#)". The link text is highlighted in yellow.
- Buttons:** A purple "Log in" button.
- Footer:** "Copyright © 2015 Onix AS" and "Version: 1.2.1.0".

An e-mail will be sent the e-mail address added under Credentials. In the e-mail you receive you can do the following:

- Check password hint
- Change password
- Create your own express user (if this is set up by supplier/expert. Please check this first)

- You have now accessed Express – Main page. Click “Documents” in the right corner, and you will find all documentation from your supplier/expert when you click “Search”.

The screenshot displays the Onix Work application interface. The top navigation bar includes the 'onix work' logo, a 'Documents' button, and a 'Sign out' link. The main area is divided into three sections: 'Search Filter', 'Hits', and 'Preview'.

Search Filter: Includes a 'Freetext Search' field, a 'Select Location' dropdown, a 'Supplier' dropdown (set to 'Onix Demo Leverandør AS'), and an 'Advanced Created Date' filter with 'From' and 'To' fields. A 'Search' button is located at the bottom right of this section.

Hits: A table showing search results for 30 items. The first few items are:

Item	Date	Count
Kontroll: Demo - 23... Service Documentation HA-92234 HA-9... Lekeapparat	02.12.2015	345
Kontroll: 3752 Certificates 502 Tajje	27.11.2015	1234 1234
Kontroll: 3762 Declaration of conformity Tajje	27.11.2015	1234 1234
Kontroll: 3751 Certificates 501 Tajje	27.11.2015	1234 1234
Kontroll: 3758 Certificates 508 Tajje	27.11.2015	1234 1234
Kontroll: 3756 Certificates 506 Tajje	27.11.2015	1234 1234
Kontroll: 3760 Declaration of conformity 500 Tajje	27.11.2015	1234 1234
Kontroll: 3749 Certificates 600 Tajje	27.11.2015	1234 1234

Preview: Shows a document titled 'Lekeapparat HA-9220'. The document header includes the Onix logo, 'Kontroll' text, and a QR code. Below the header is a table with the following data:

Kunde/Customer	Beskrivelse av hovedenhet/Description of main unit	Sertifika/Certificate
Bittermarka Barnehage	Lekeapparat HA-9220	Demo 1226 Onix

The main content of the preview is a table with the following columns:

ID	Serial-/Serial No/Batch	Produsent/Maker
HA-9220	HA-92234	Hags

Additional information includes 'Lekeapparat HA-9220', 'Lekeplassforskriften', and 'Lekeplassforskriften'. The bottom of the preview shows a dimension of '8,35 x 11,69 in'.

To open a document, you click the row in your search. Here you can save or print PDFs directly from browser.

6. Functions in the list.

You can group your documents on equipment type, or choose no grouping.

You can choose to sort on date, serial-/batch number, Owners equipment ID or document type.

The screenshot shows the Onix Work interface. On the left is a 'Search Filter' panel with fields for 'Freetext Search', 'Select Location', 'Supplier' (Onix Demo Leverandør AS), 'Advanced Created Date' (01.09.2015 to 27.09.2016), and a 'Search' button. The main area is titled 'Hits' and shows a list of 100 items. The list is grouped by 'None' and sorted by 'Created Date'. A 'Fetch next 100 (2 remaining)' button is visible at the bottom of the list. On the right, a detailed view of a certificate is shown, including a QR code, the Onix logo, and a table of test results.

ID, Kjenningsnr. eller merke / Designasjon / number or mark	Angivelse av det som er prøvet med oppgave over materiale og dimensjoner (for kjøting bar søngen av 10 leker oppg.) / Description of gear	Antall av det som er prøvet / Number Tested	Datum da prøven ble utført / Date of test	Anvendt prøvekraft (last) / Test load applied (Tonn/Tons)	Tilsett arbeidsbelastning / Workload limit (Tonn/Tons)
2356890004	Stropp Båndstropp Serienr./Serial No/Batch : 2356890004 Produsent/Marker : Harnas Prod. År/year : 2011 Prod. iht./acc. to : Machinery directive 2006/42/EC Sikkerhetsfaktor : 6.1 Testet iht./Tested acc. to : Maskindirektiv 522	1	*	0.625T	0.33T

For effectivity, 100 random documents are displayed in the list. Search Filter is used to find the documents you are looking for. To see more documents, choose "Fetch next 100".

Reset your search

This close-up shows the 'Search Filter' panel. It includes a search input field containing '2356', a 'Select Location' dropdown, a 'Supplier' field with 'Onix Demo Leverandør AS', and an 'Advanced Created Date' section with date pickers for '01.09.2015' and '27.09.2016'. A 'Search' button is located at the bottom right of the panel.

Search in the span of chosen dates