

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.

st2.express@onix.no

Password

Confirm password

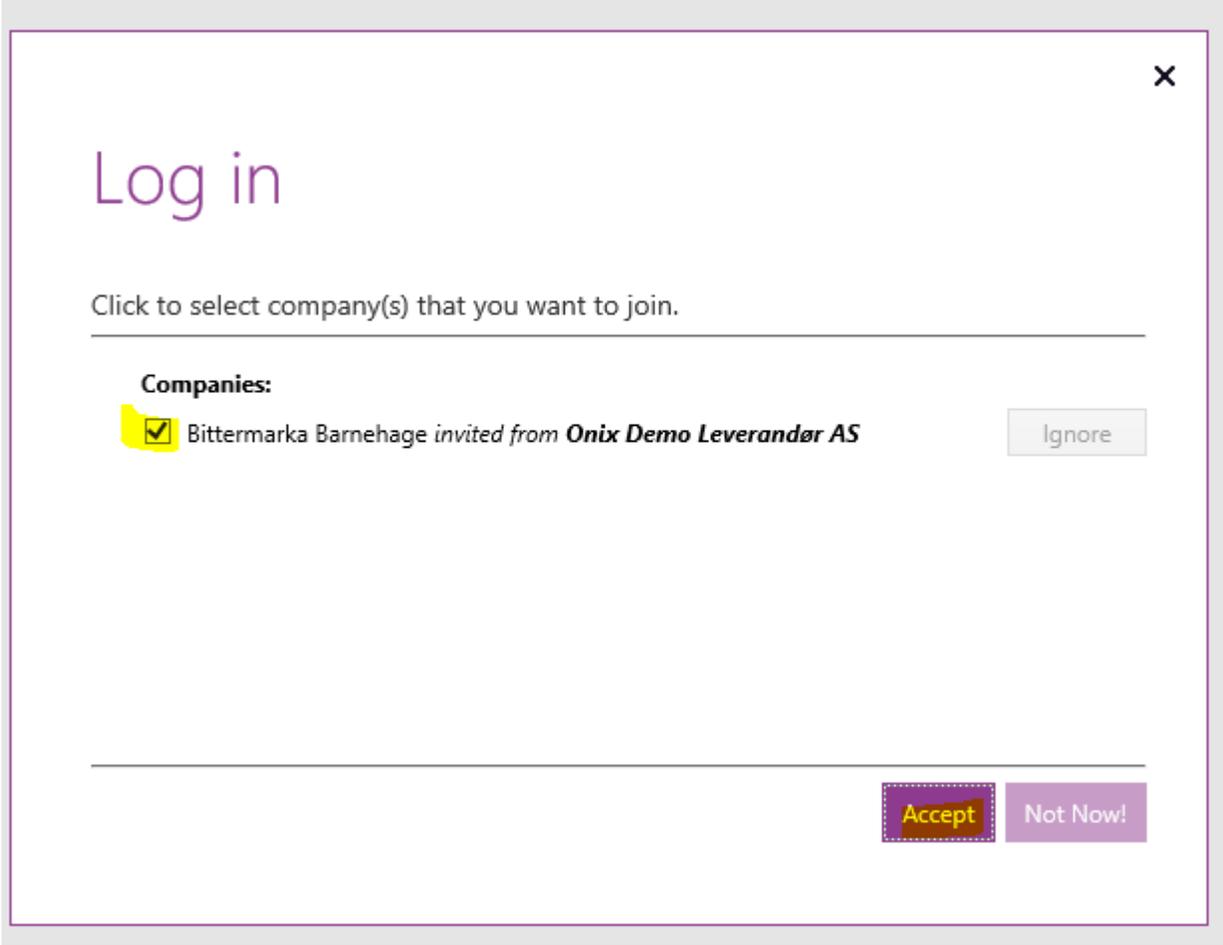
Hint

OK Cancel

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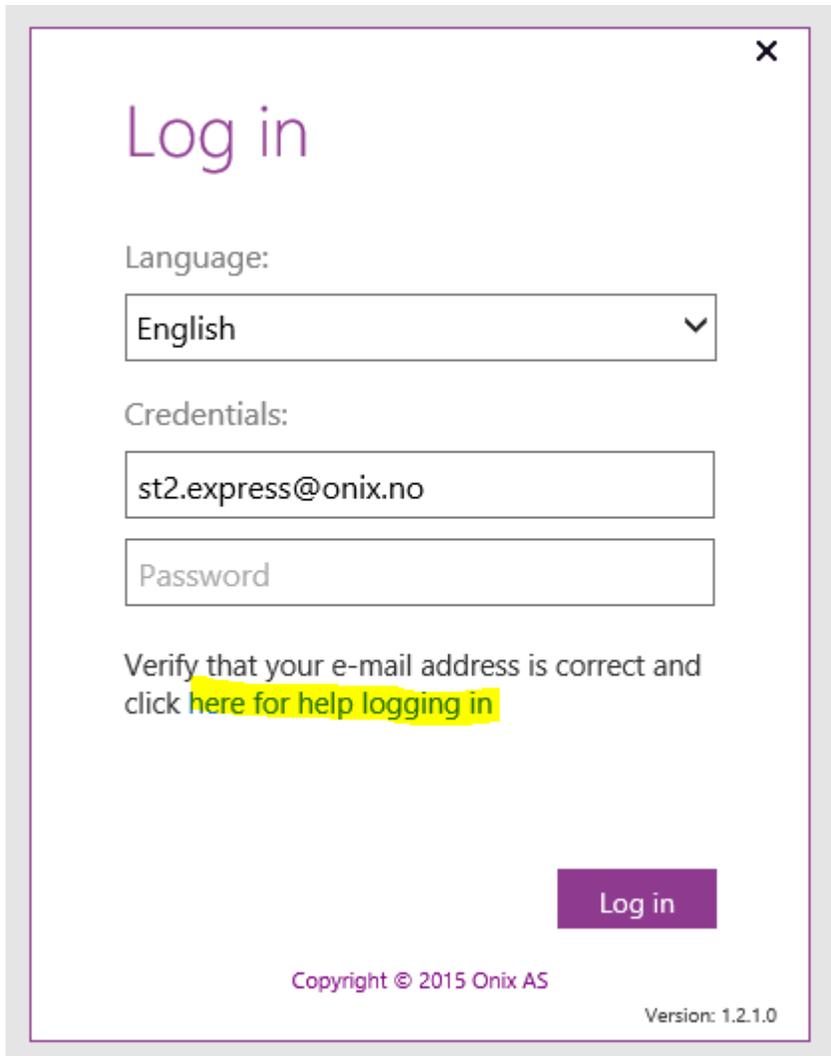
Version: 1.2.1.0

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.



The image shows a 'Log in' dialog box with a close button (X) in the top right corner. The main heading is 'Log in'. Below it, there is a prompt: 'Click to select company(s) that you want to join.' followed by a horizontal line. Underneath, the section is titled 'Companies:'. There is one entry: a checked checkbox (highlighted in yellow) next to the text 'Bittermarka Barnehage invited from **Onix Demo Leverandør AS**'. To the right of this entry is a grey 'Ignore' button. At the bottom of the dialog, there are two buttons: a yellow 'Accept' button and a purple 'Not Now!' button.

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 purple text.
- 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 row is highlighted:

Group	Date	Item(s)
Kontroll: Demo - 23...	02.12.2015	30 Item(s)
Service Documentation	Control Card	
HA-92234 HA-9...	345	
Lekeapparat	HA-9220	

Other search results include 'Kontroll: 3752 Certificates Landbased...', 'Kontroll: 3762 Declaration of conformity', 'Kontroll: 3751 Certificates Landbased...', 'Kontroll: 3758 Certificates Landbased...', 'Kontroll: 3756 Certificates Landbased...', 'Kontroll: 3760 Declaration of conformity', and 'Kontroll: 3749 Certificates Landbased...'. A 'No more items' message is shown at the bottom of the list.

Preview: Displays a document titled 'Kontroll: HA-9220'. The document header includes the Onix logo, a 'Kontroll' button, and a QR code. The document content is structured as follows:

Kunde/Customer	Beskrivelse av hovedenhet/Description of main unit	Sertifikat/Certificate
Bittermarka Barnehage	Lekeapparat HA-9220	Demo 1226 Onix
Lekeapparat HA-9220		
ID	Series-/Serial No/Batch	Produsent/Maker
HA-9220	HA-92234	Hags
Prod. ikke./acc. to	Plussering/Placement	
Lekeplassforskriften	Lekeplass	
Hovedenhet og underenheter/Units have been		
Testet/kontrollert ikke - tested/inspected acc. to		
Lekeplassforskriften	Ref. Sjekkliste/Check list	
Merknader/Remarks		

The document preview also shows a toolbar with icons for print, save, zoom, and other actions. A status bar at the bottom indicates the page size as '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 displays a list of search results under 'Hits' (100 Item(s)). The list is grouped by 'Group by (None)' and sorted by 'Sort by Created Date'. Each entry includes a document icon, title, date, and equipment type. 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, logos, 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 sengen 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/Mark : 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 contains a search input field with '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.

Search in the span of chosen dates