

Content

- General..... 2
- User access levels..... 2
- User registration 3
- Internet access for registered users 4
- Password change 5
- Registration of an additional user 5
- Log off from the interface for registered users 5
- Browsing and searching the list of offers 6
- Offer creation..... 7
- Creation of *Marketing authorisation- group variations* offer 8
- Page reloading and deletion of search history 9

General

Recommended environment for using the Web offers portal.

Browsers

- Internet Explorer 7.0 >
- Mozilla Firefox 2.4 >
- Google Chrome 1.0 >
- Opera 9.0 >

Other browsers may also be used.

Other requirements

- JavaScript support

In the case of technical problems when using the Web offers portal, please contact us by e-mail: helpdesk@halmed.hr.

User access levels

Registered Users are users that have completed their registration procedure, received their user details for accessing the application and accessed the portal front page by entering their user name and password.

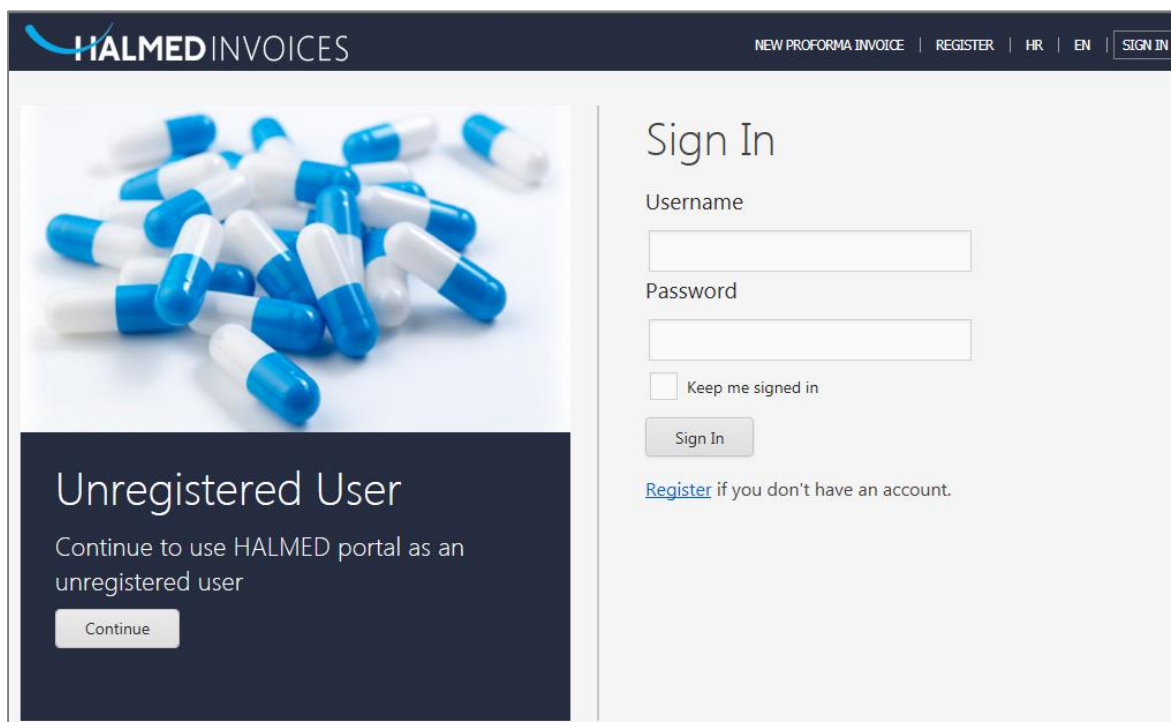
Unregistered Users may view the display of all their previous offers, write a note beside the offer, open the pdfs of previous offers, create a completely new offer and may edit their user details.

Unregistered Users are users that have on the portal front page by clicking the „Continue“ button, selected to use the portal as unregistered user. These may also be users having user details, but without using them.

Unregistered Users may create a completely new offer or by entering their PIN and number of the previous offer, create a new offer based on the existing one.

User registration

The interface access for registered users is available **only to users** who have completed their registration and obtained user details to accede the application. Users may register by clicking on the „**Register**“ option or „**Register**“ button on the portal front page.



The screenshot displays the HALMED INVOICES portal interface. At the top, the logo 'HALMED INVOICES' is on the left, and navigation links 'NEW PROFORMA INVOICE', 'REGISTER', 'HR', 'EN', and 'SIGN IN' are on the right. The main content area is split into two panels. The left panel features a photograph of blue and white capsules above a dark blue box with the text 'Unregistered User' and 'Continue to use HALMED portal as an unregistered user', with a 'Continue' button below. The right panel is titled 'Sign In' and contains a 'Username' field, a 'Password' field, a 'Keep me signed in' checkbox, a 'Sign In' button, and a link that says 'Register if you don't have an account.'

The registration procedure is divided in five steps/pages. The mandatory fields to be filled in are marked with red asterisks*. It is possible to navigate between pages by clicking the „**Previous**“ and „**Next**“ button. User details should be entered on the front page. The e-mail address where the user details will be sent is part of mandatory fields. Company details should be entered on the second page and details of the company's responsible person authorizing by its signature the creation of user details for a new user should be entered on the third page.

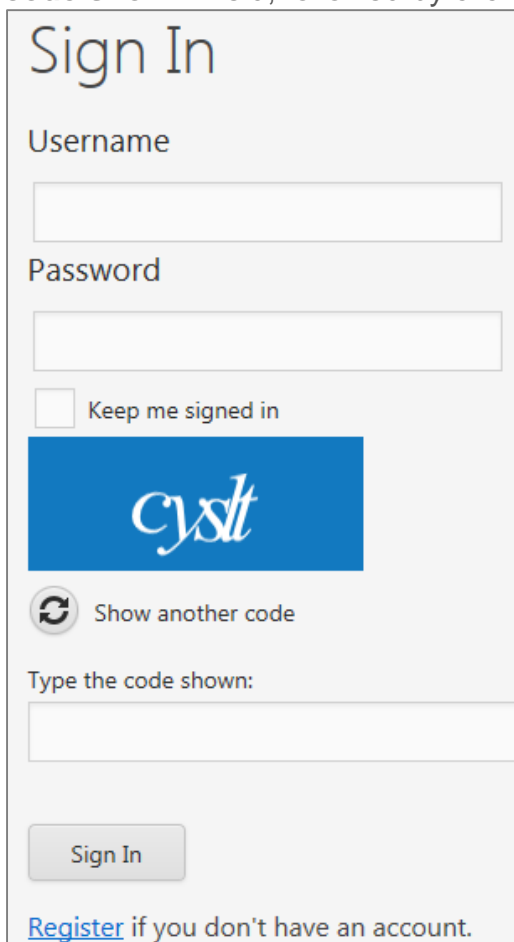
On the fourth page containing the overview of entered data, the option „**I agree to the Halmed Terms**“ should be marked and clicked on the „**Register**“ button. The link next to the registration request and the address where this request should be sent to complete the registration process are located on the last page.

Unsigned or uncertified requests will not be processed.



Within 10 days of the receipt of request, the Agency will activate the user account, and the information on user details will arrive by e-mail to the new user's e-mail provided..

Internet access for registered users

In order to accede the interface for registered users the „**Username**“ and „**Password**“ should be entered on the front page and clicked on the „**Sign In**“ button. If incorrect user details are entered, after three unsuccessful log-ins the field „**Type the code shown**“ will appear together with the picture featuring the code signs. If the signs on the picture are not readable, they may be changed by clicking on the „**Show another code**“ button. Signs on the picture should be transcribed in the „**Type the code shown**“ field, followed by clicking on the „**Sign In**“ button.



The screenshot shows a 'Sign In' form with the following elements:

- Sign In** (Title)
- Username** (Label) with an input field below it.
- Password** (Label) with an input field below it.
- Keep me signed in**
-  (Logo for 'cyst' on a blue background)
-  **Show another code**
- Type the code shown:** (Label) with an input field below it.
- Sign In** (Button)
- [Register](#) if you don't have an account. (Link)

The interface access for registered users is available only to the users who have completed their registration procedure and obtained user details for accessing the application. Users may register by clicking on the „**Register**“ option.

Password change

In order to change the **registered user's** password, the mouse cursor should be pointed to the surname and name located in the upper page corner on the right, followed by selecting the „**Manage Account**“ option in the menu that appears. The **Personal information** will be opened where the user may change his phone or mobile number. To change the password, click on the „**Change password**“ button. Two fields intended for entering and re-entering (check) of the new password will appear. The password must be at least 6 characters including both uppercase and lowercase letters and numbers. The entered data are confirmed by clicking on the „**Save and Close**“ button in the window for password change, followed by clicking on the „**Save**“ button in the **Personal information** window.

Only the application administrator is entitled to make changes in the surname, name, identification number and e-mail, based on an officially written request that should be sent to the address of the Agency for Medicinal Products and Medical Devices: Ksaverska cesta 4, 10 000 Zagreb.

On the reported e-mail address, the registered user will receive an e-mail with the new password, has the password change been successfully completed.

Registration of an additional user


The user logged in in the interface for registered users may register another user from the same company by clicking on the „**Register**“ button. In this case the company's data are already entered and only the new user's and responsible person's data should be completed.

Log off from the interface for registered users

In order to log off from the interface for registered users, the mouse cursor should be pointed to the surname and name located in the upper page corner on the right, followed by selecting the „**Sign Out**“ option in the menu that appears. The front page of the Web offers portal will be opened.

Browsing and searching the list of offers

On the front page of the interface for registered users, there is a tabular overview of all company's offers where you may view the following data: offer status, creation date, offer number and the name of the associate who created it. By clicking on the arrow located before the offer, additional data about the offer open with a list of services that are offered and the total offer amount.

#	Status	Created	Proforma Inv. No.	Referent	Details
	▼				
	★ Submitted	23/12/2014	21851	Teo Dvastnik	  
Procedure No.	Procedure Name	Price (Kn)	Quantity	Total (Kn)	
14004	Za dodatnu jačinu (podneseno istovremeno)	14,000.00	1	14,000.00	
				Total: 1	14,000.00

With the button located on the right of the offer, the PDF document of the offer may be viewed as well as details on the offer realization and notes. Sort ascending or descending is changed by clicking again on the column's name.

Created	Created
22/12/2014	23/12/2014
23/12/2014	23/12/2014

On the top of the list of offers, below the heading with columns' names, there is a raw with search fields. The searching of offers is possible by entering values in some of the fields (columns: Created, Proforma Inv. No. and Referent) or by selecting values from the descending menu (column: Status). The search criteria may be deleted by clicking on the „**Clear**“ option in the left corner of the search field.

#	Status	Created	↓	Proforma Inv. No.	Referent	Details
Clear	Submitted					
	★ Submitted	No data to display				
	☑ Fully paid					

Offer creation

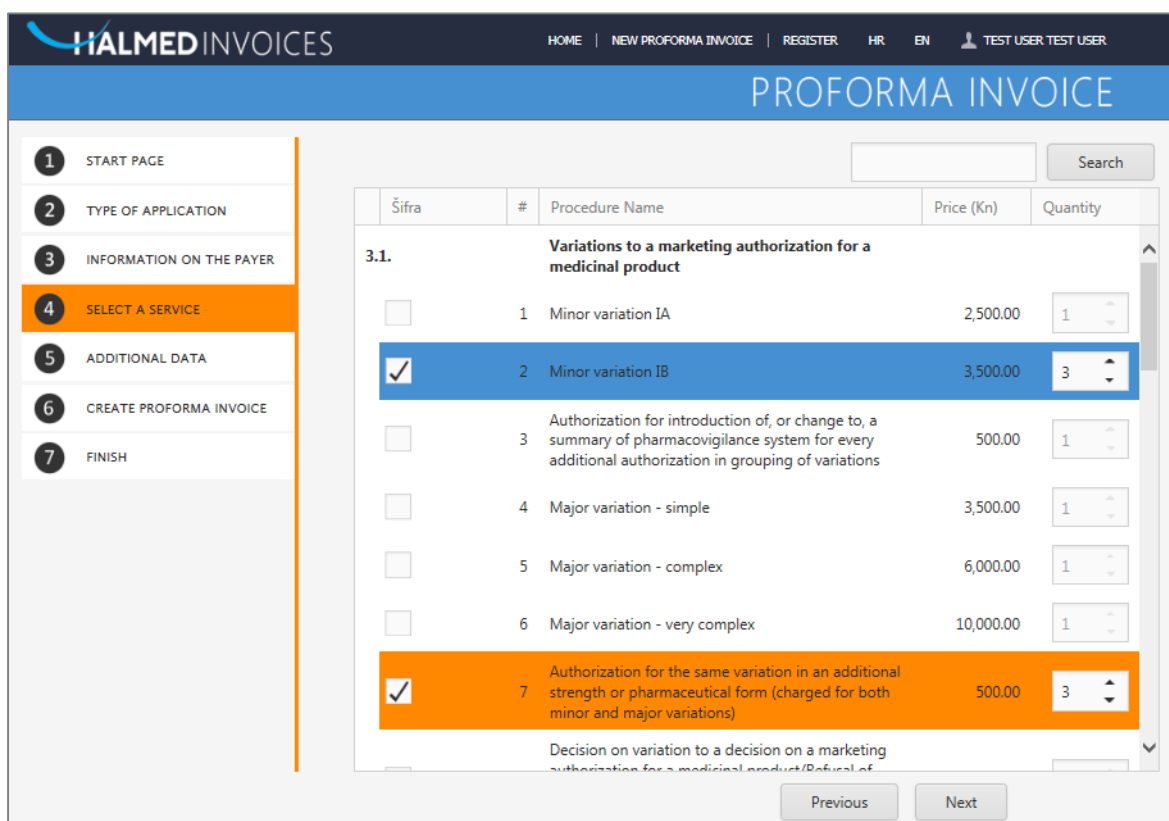
The procedure for creation of a new offer is initiated by clicking on the „**New Proforma Invoice**“ option. The procedure is divided in 7 steps/pages. The mandatory fields that should be filled in are marked with red asterisks*. It is possible to navigate between pages by clicking the „**Previous**“ and „**Next**“ button.

1. page – choice whether a new offer will be created or the data of an already existing offer, based on the personal identification number or offer number, will be downloaded
2. page – choice of the service type
3. page – filling in the details of payer and applicant
4. page – selection of the service whose offer is being created
5. page – filling in additional data, the list of additional data differs depending on the chosen procedure and service type
6. page – overview of the entered data and filling in of contact person's details
7. page – confirmation that the offer is created and a link for opening the offer's PDF document

Creation of Marketing authorisation- group variations offer

The „Marketing authorisation- group variations“ service type serves exclusively for offer creation for requests related to group variations in a way that a single offer may be created for variations reported in one application form (1 application form = 1 offer). The placing of ungrouped variations in one offer or placing of various variation groups in the same offer is not allowed and every payment based on such offers will be returned to the applicant for correction.

In the offer for the service type „Marketing authorisation- group variations“ on the „Select a service“ page, more services may be ticked as well as the amount of the ticked service.



The screenshot displays the HALMED INVOICES PROFORMA INVOICE interface. On the left, a vertical navigation menu contains seven steps: 1. START PAGE, 2. TYPE OF APPLICATION, 3. INFORMATION ON THE PAYER, 4. SELECT A SERVICE (highlighted in orange), 5. ADDITIONAL DATA, 6. CREATE PROFORMA INVOICE, and 7. FINISH. The main content area is titled "PROFORMA INVOICE" and features a search bar at the top right. Below the search bar is a table with the following columns: Šifra, #, Procedure Name, Price (Kn), and Quantity. The table lists several services under the heading "3.1. Variations to a marketing authorization for a medicinal product". Two services are selected with checkboxes: "2. Minor variation IB" (Price: 3,500.00, Quantity: 3) and "7. Authorization for the same variation in an additional strength or pharmaceutical form (charged for both minor and major variations)" (Price: 500.00, Quantity: 3). The table also includes unselected options like "1. Minor variation IA", "3. Authorization for introduction of, or change to, a summary of pharmacovigilance system...", "4. Major variation - simple", "5. Major variation - complex", and "6. Major variation - very complex". At the bottom of the table, there are "Previous" and "Next" navigation buttons.

Šifra	#	Procedure Name	Price (Kn)	Quantity
	3.1.	Variations to a marketing authorization for a medicinal product		
<input type="checkbox"/>	1	Minor variation IA	2,500.00	1
<input checked="" type="checkbox"/>	2	Minor variation IB	3,500.00	3
<input type="checkbox"/>	3	Authorization for introduction of, or change to, a summary of pharmacovigilance system for every additional authorization in grouping of variations	500.00	1
<input type="checkbox"/>	4	Major variation - simple	3,500.00	1
<input type="checkbox"/>	5	Major variation - complex	6,000.00	1
<input type="checkbox"/>	6	Major variation - very complex	10,000.00	1
<input checked="" type="checkbox"/>	7	Authorization for the same variation in an additional strength or pharmaceutical form (charged for both minor and major variations)	500.00	3

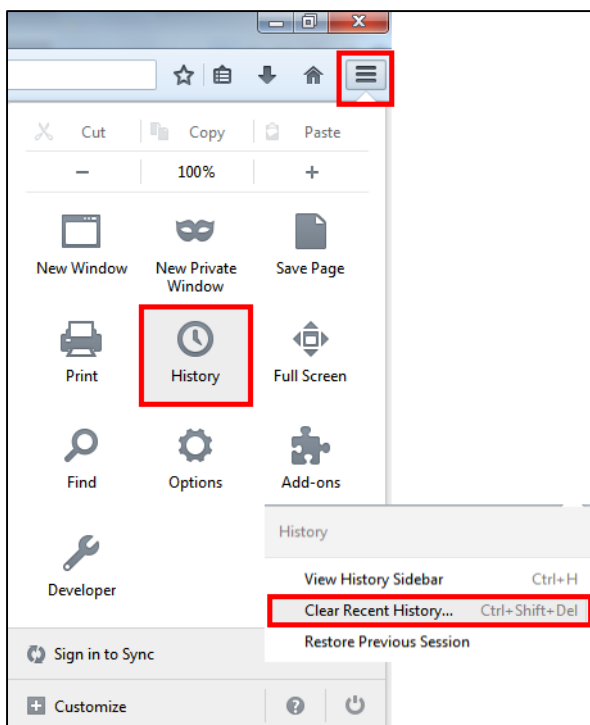
Page reloading and deletion of search history

If the page is not correctly downloaded, you may refresh it by pressing the **F5** key. If this not helps, it is recommended to delete the search history in your browser.

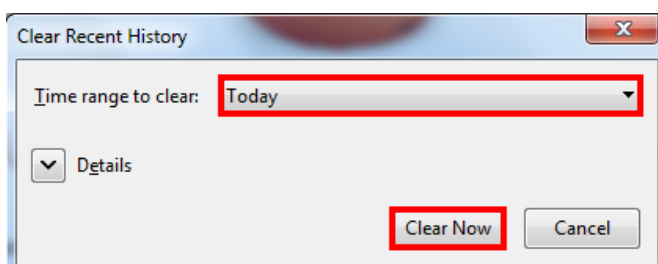
The procedure of search history deletion in various Internet browsers is described in the instructions below.

Mozilla Firefox


Click on the **Firefox** button in the upper left corner of the browser and select the „**Clear recent history**“ option in the „**History**“ menu.




A dialog window will be opened, where the desired time frame to be deleted will be setup, followed by clicking on the „**Clear now**“ button.

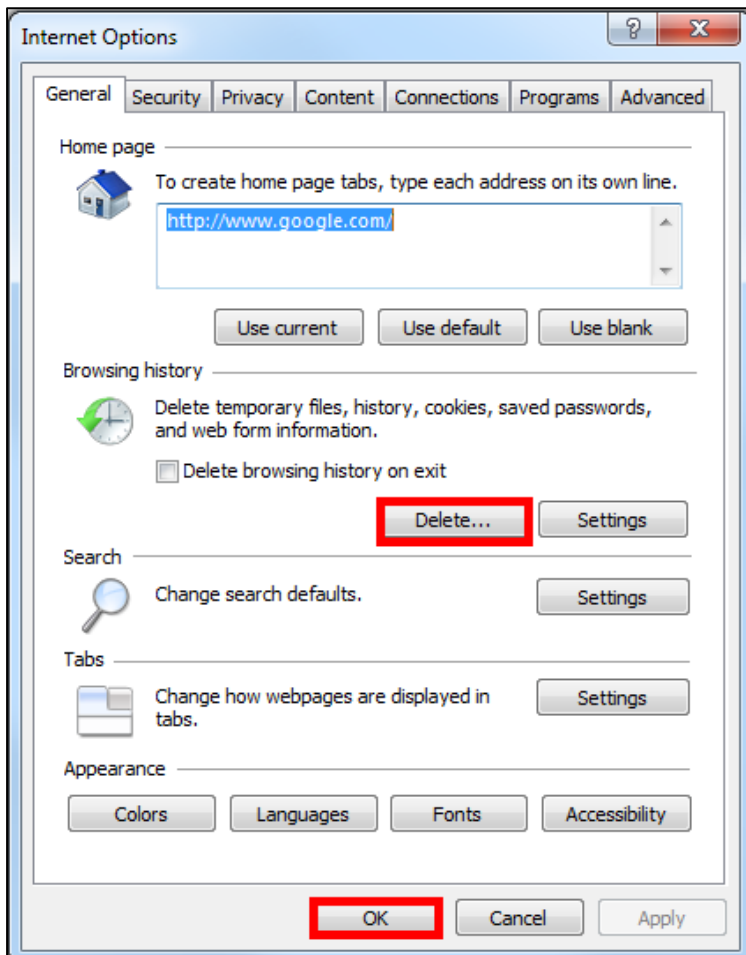


Google Chrome

Click on the  button in the upper corner on the right of the browser, select the „**History**“ option, and then click on the „**Clear browsing data**“ button. A dialog window will be opened, where the desired time frame to be deleted will be setup, followed by clicking on the „**Clear browsing data**“ button.

Internet Explorer

Click on the  button in the upper right corner of the browser and select the „**Internet Options**“ option. A dialog window will be opened, where on the „**General**“ card it should be clicked on the „**Delete**“ button, determine the settings to be deleted, followed by confirming the deletion, by clicking on the „**OK**“ button.



Opera

Click on the **Opera** button in the upper left corner of the browser and select the „**History**“ option. Maps will be opened with pages that have been searched. One of the maps should be marked, depending on the time period to be deleted and clicked on the „**Clear browsing data**“ button.

