HAVC User Portal
HAVC User Portal Guide

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The Croatian Audiovisual Centre has created a web application "HAVC User Portal" that enables its users to make entries in the Register and submit a Filming Registration.

HOW TO START THE APPLICATION?

The portal can be accessed via the following web address:

https://portal.havc.hr

HOW TO LOG IN TO THE APPLICATION?

Please click on the link above to access the HAVC User Portal login page (Image 1.).

Image 1.

HOW TO REGISTER A NEW USER?

Please select the option "Registration" on the homepage to open the new user entry form (Image 2.).

Image 2.

NOTE: Please check all the data before registering. Subsequent edits can only be made by HAVC employees.

When registering a new user, data validation will be performed and any errors will be marked in red. (Image 3.)
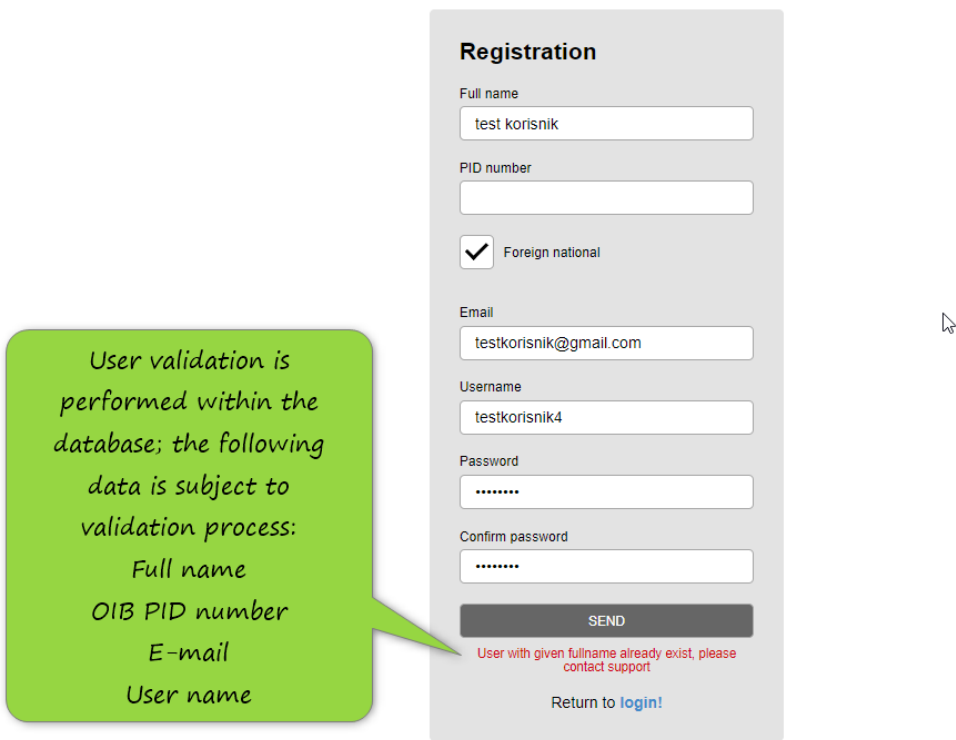
Image 3.

After registration, the user will receive the activation code on their e-mail; the code must be entered on the activation screen (Image 4.).
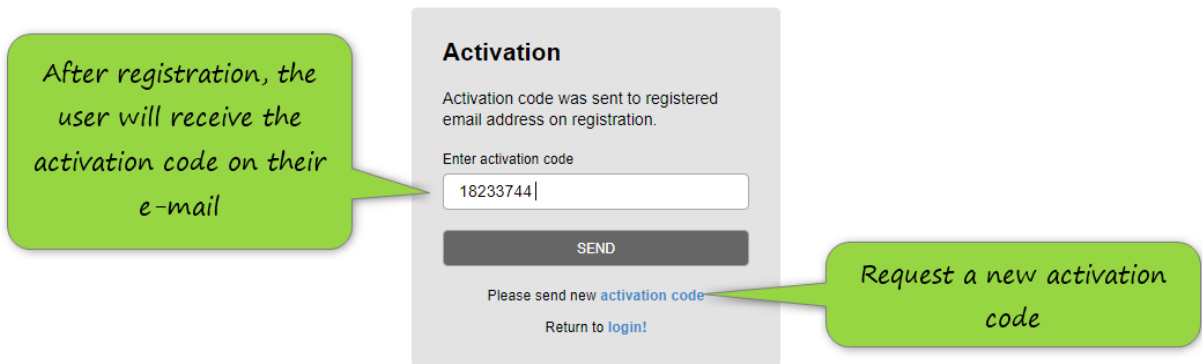

Image 4.

After successful activation, the user will be led to the homepage, where they can access the modules within the portal using the menu on the left. (Image 5.)

Image 5.

HOW TO ENTER USER DETAILS?

Select the option "User details" to access the user data update module (Image 6.).

Image 6.

Click on "Details" to open the user data overview in a new window; new user data can be entered here (Image 7.)
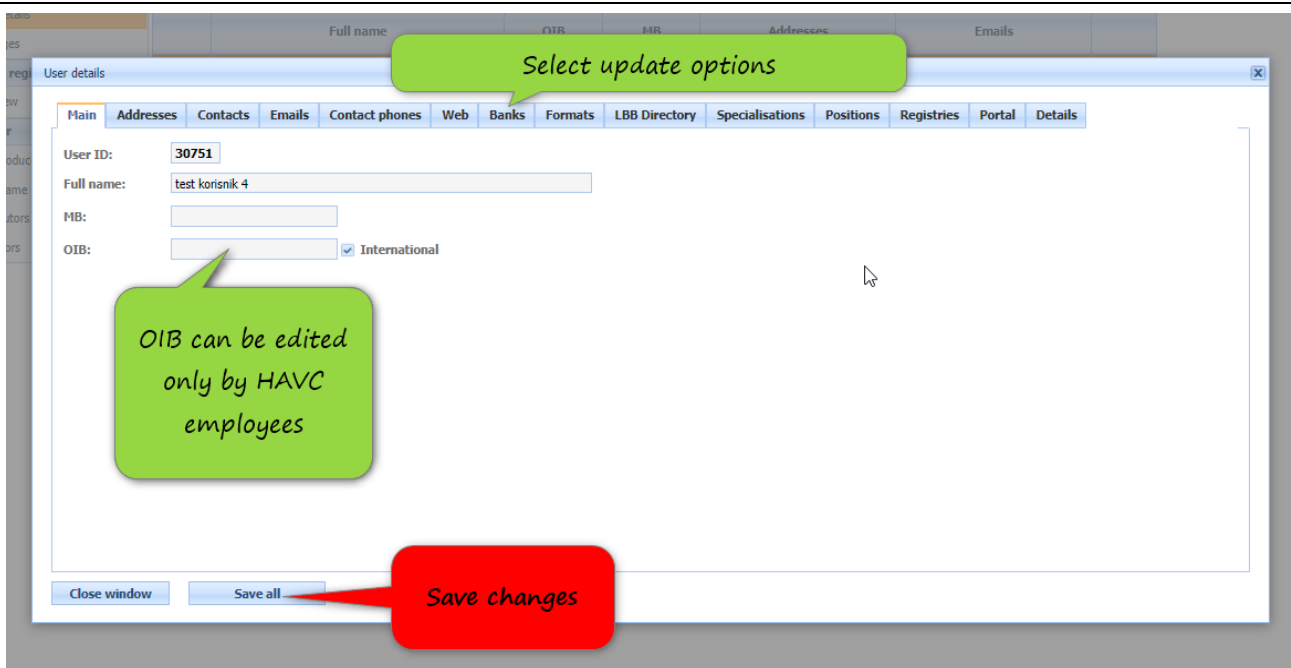
Image 7.

HOW TO ENTER NEW ADDRESS?

Select "Address" to open the overview of the addresses currently listed; here, the user can enter a new address or edit the existing address (Image 8.).
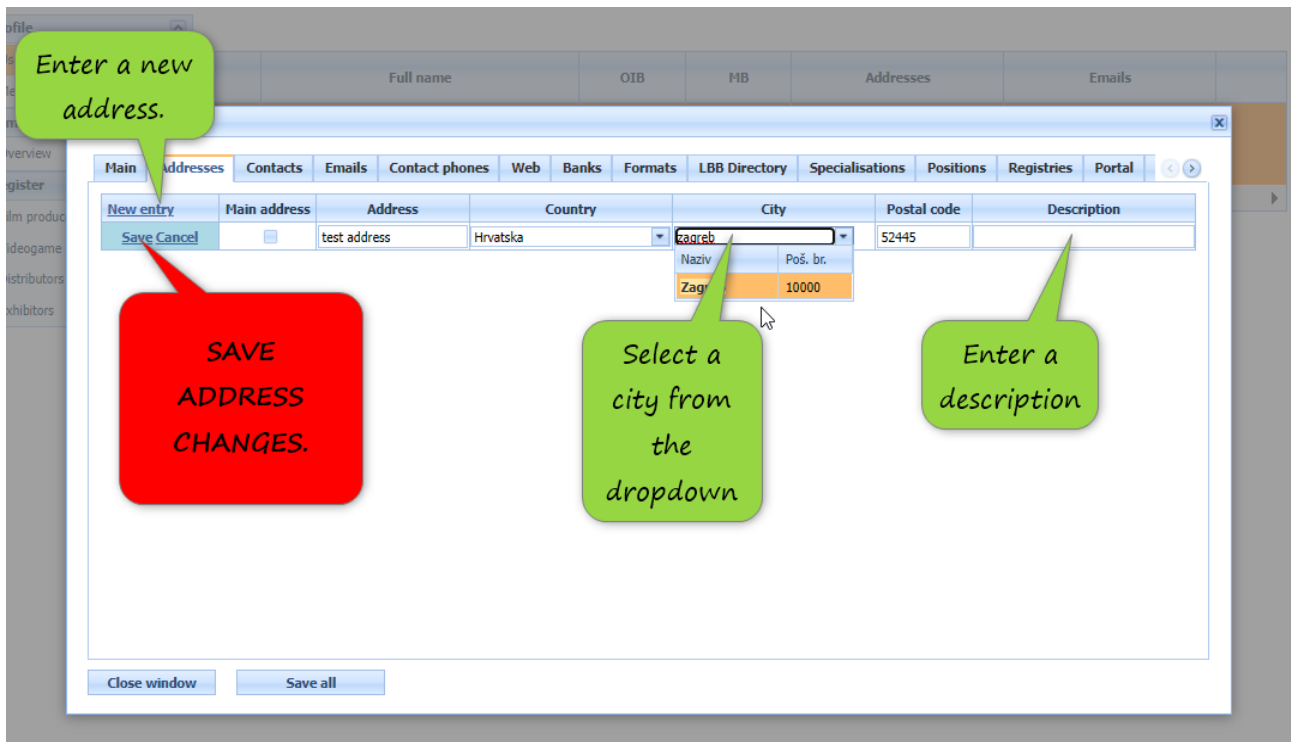

Image 8.

Select "Save" in the menu on the left to save the address in the database (Image 9.).
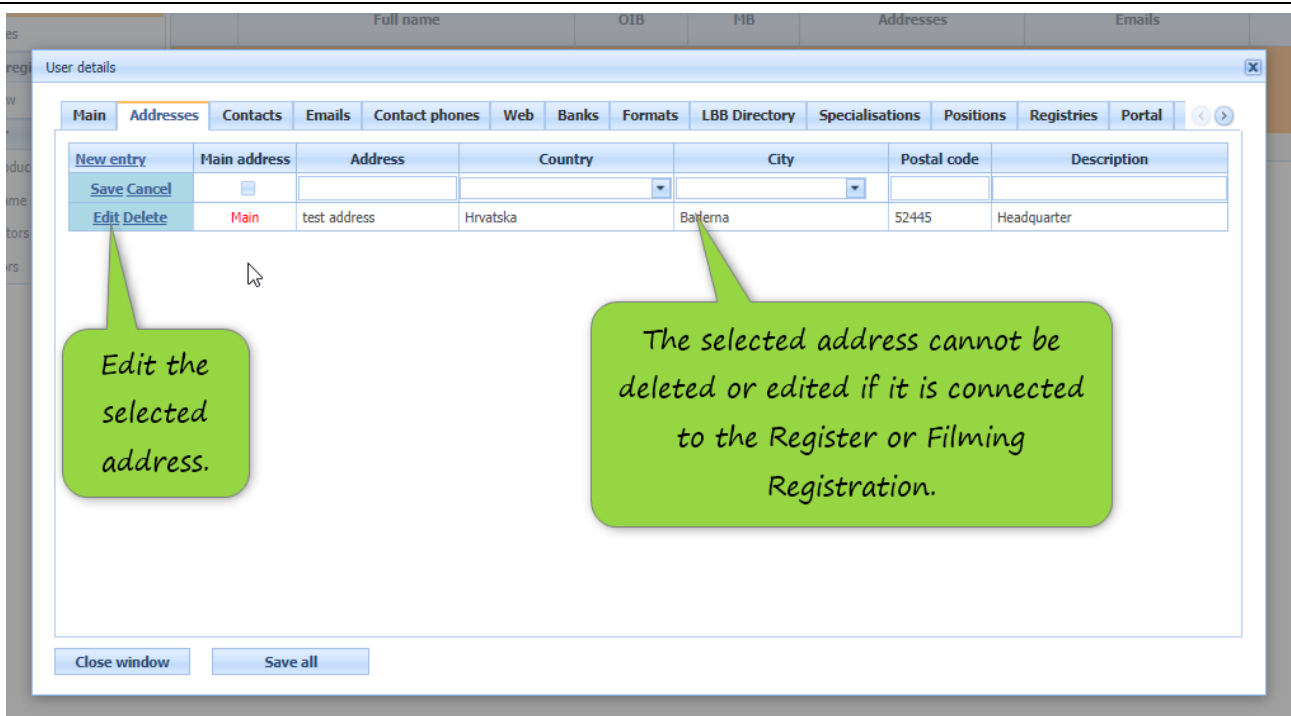
Image 9.

HOW TO EDIT ADDRESS CONNECTED TO FILMING REGISTRATION OR REGISTER?

If the address has been connected to the Filming Registration or the Register, the address can no longer be edited, the new address and data have to be added as a new entry (Image 10.) and the new address has to be selected within the Register or the Filming Registration.
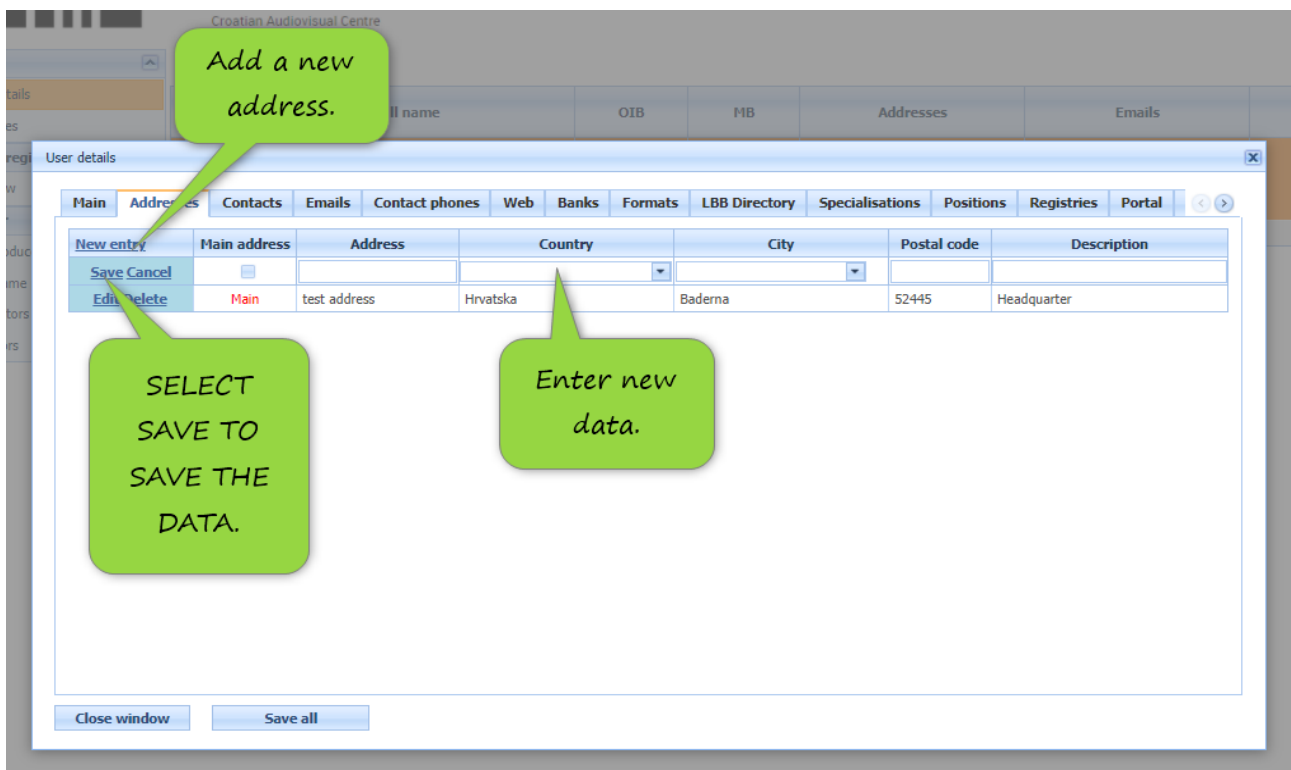

Image 10.

HOW TO ADD NEW CEO AND/OR CONTACT PERSON?

Please select "Contacts" to open the overview of the contacts and the CEO currently listed in the profile and add new contact persons or the CEO. (Image 11.)
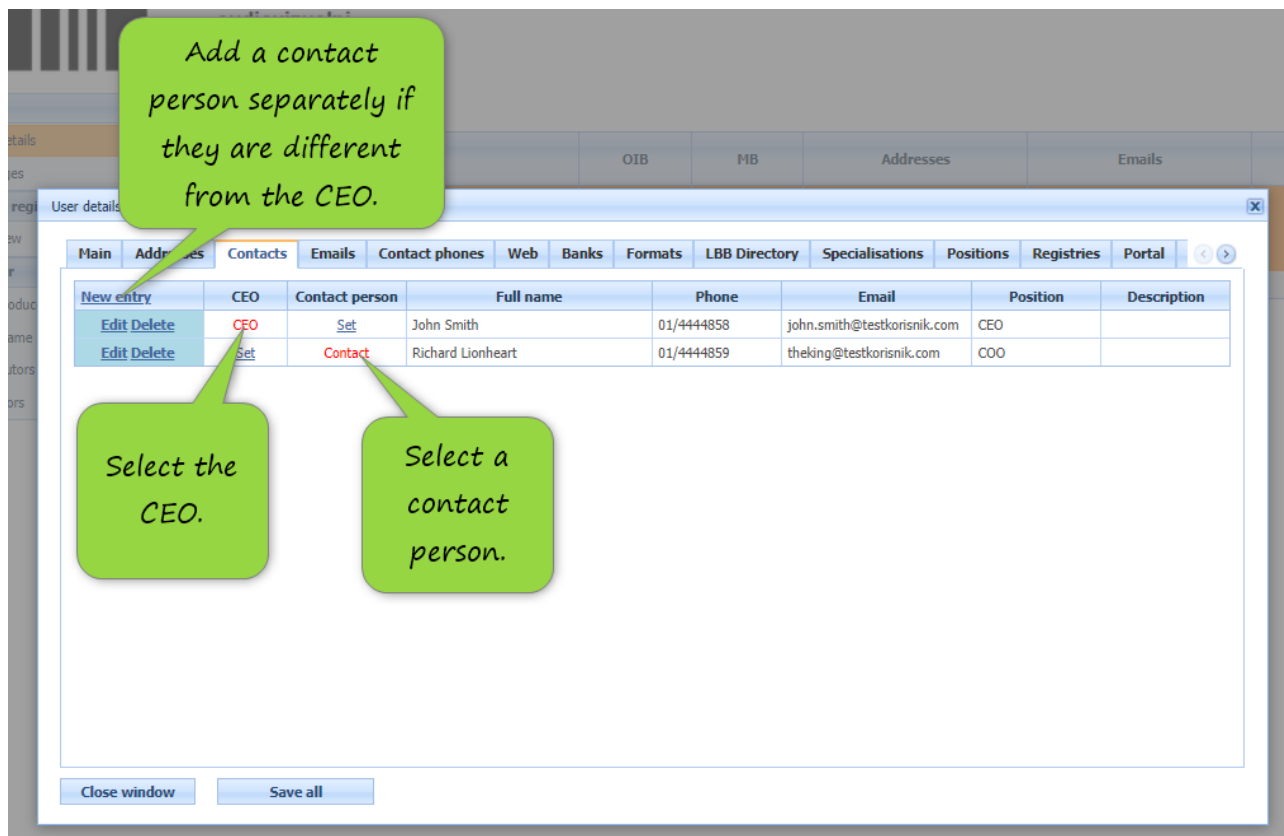

Image 11.

HOW TO SELECT ACTIVITY/SERVICE?

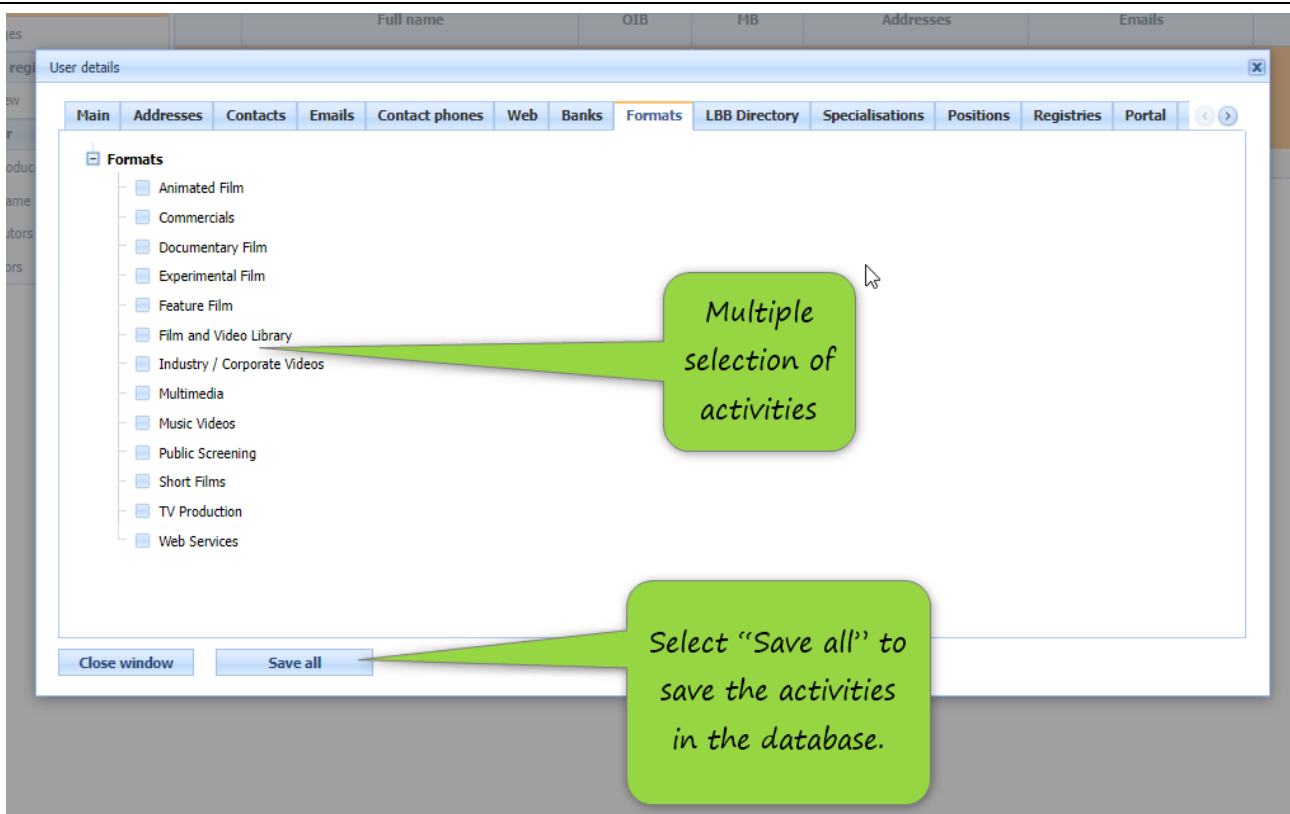Please select "Formats" to open the selection of activities; multiple selection is enabled (Image 12.).

Image 12.

HOW TO EDIT PORTAL ACCESS DATA?

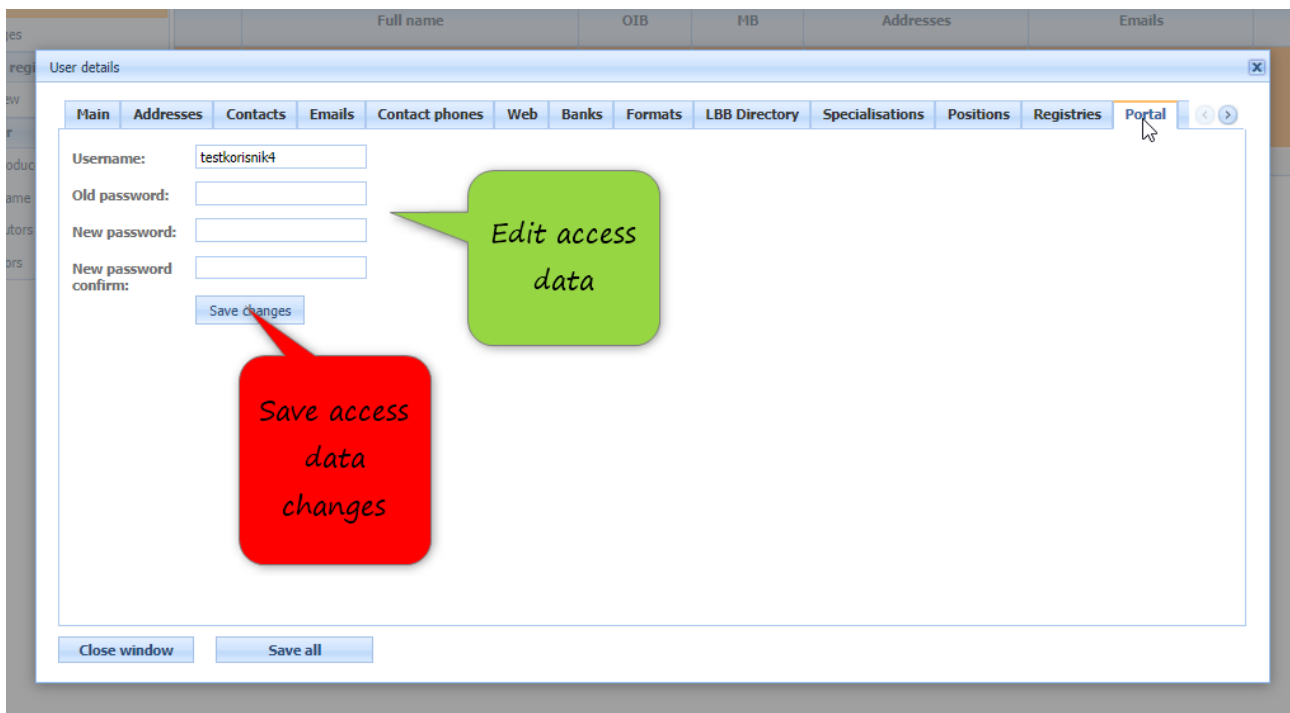Please select "Portal" to edit the access data (Image 13.).

Image 13.

WHICH DATA IS REQUIRED FOR NEW USER?

When registering a new user in the Filming Registration or the Register, the following data is required:

- **Registered address of the legal entity**
- **CEO**
- **Contact person**
- **Phone**
- **E-mail address**
- **Formats/Activities**