HAVC User Portal Guide

e-mail: registracija@havc.hr

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.).

	Hrvatski audiovizualni centar Croatian Audiovisual Centre			Langu
AVC - Korisnički po	ortal v4.1.0	C3	Language selectio	on
		Username		
		Password		
		LOGIN		
		No customer account? Register		
			New user registration	
	Plea	Welcome! se contact us for any additional questi	ons concerning:	
	•	registration or login to portal registraci	ja@havc.hr	
	•	filming registration evidencija.snimanj	a@havc.hr	
		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.).

	Registration Full name	Legal full name
	PID number	OIB (Personal identification number)
If this field is checked, OIB is not required.	Foreign national Email	Please ensure the e-mail address is spelled correctly to be able to receive the
	Username	activation code.
An existing user cannot be	Password	If the submitted
registered more than once.	Confirm password	parameters are accurate, the user will receive the
	SEND	activation code on the above registered e-mail.
	Return to login!	The activation code can be entered on the next page.

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.)

	Registration	
	Full name	
	test korisnik	
	PID number	
	Foreign national	
	Email	₿.
User validation is	testkorisnik@gmail.com	ν2
performed within the	Username	
	testkorisnik4	
database; the following	Password	
data is subject to		
validation process:	Confirm password	
Full name		
OIB PID number	SEND	
E-mail	User with given fullname already exist, please contact support	
User name	Return to login!	
	Image 3.	
	C	
After registration, the user will receive th on the activation screen (Image 4.).	ne activation code on the	ir e-mail; the code must be entered
	Activation	
After registration, the	Activation code was sent to registered	
user will receive the	email address on registration.	
activation code on their	Enter activation code	

Return to login!	code

Request a new activation

Image 4.

18233744

e-mail

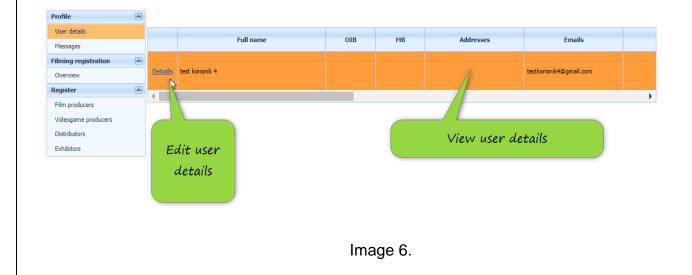
After successful activation, the user will be led to the homepage, where they can access the modules within the portal using the menu on the left. (Image 5.)



Image 5.

HOW TO ENTER USER DETAILS?

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



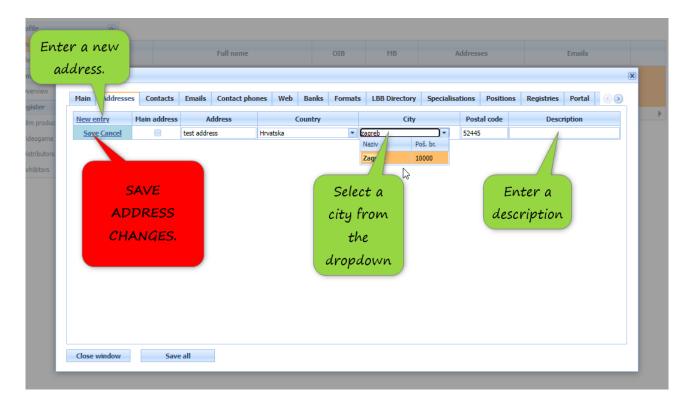
Click on "Details" to open the user data overview in a new window; new user data can be entered here (Image 7.)

User details			Full name		S	elect	м ^в update o	Address ptions	EAC		Emails			
Main Address	es Contacts	Emails	Contact phones	Web	Banks	Formats	LBB Directory	Specialisations	Positions	Registries	Portal	Details		
User ID:	30751													
Full name:	test korisnik 4													
MB:														
OIB:	1		Internation	al										
									S					
	B can bi only by emplo													
Close window	Sav	e all		Save	char	aes								

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.).





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

New e	<u>ntry</u>	Main address	A	ddress		Country		City		Postal code	Descr	ription	
	<u>Cancel</u> Delete	Main	test addre	255	Hrvatska			Bailerna	•	52445	Headquarter		
S	dit th elected ddres:	d					delet	e selected ed or edi to the Re Re	ited if	it is cor or Film	nnected		



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.

A	atian Audiovi dd a n	new									
es C	addres	SS. II name			OIB	МВ	ŀ	Addresses		Emails	
regi User details											×
Main Addrer es Co	ontacts E	Emails Contact pho	nes Web	Banks	Formats	LBB Directory	Specialisa	tions Positi	ons Registries	Portal ()	
auc	address	Address	(Country		City		Postal code	Desc	ription	
me <u>Save Cancel</u> Edit Delete	Main te	est address	Hrvatska	1	-	Baderna	*	52445	Headquarter		
rs SELEC SAVE T SAVE T DATA	⁻ О НЕ	1		Enter da	• new ta.						

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.)

ails is regi Us	ser details	perso they	on sep y are d	ontact arately i lifferent e CEO.				OIB		МВ		Addresse	25		Emails	X
N	Main	Addr _es	Contacts	Emails Cor	itact phones	Web	Banks	For	mats	LBB Direct	ory S	pecialisations	Position	ns Registries	Portal	$\langle \rangle$
duo	New e	htry	CEO	Contact person		Full nam	ie			Phone		Email		Position	Descripti	on
ame	Edit	<u>Delete</u>	CEO	Set	John Smith				01/44	144858	john.sm	nith@testkorisnik.c	om CEO	D		
utors	Edit	<u>Delete</u>	Set	Contact	Richard Lion	neart			01/44	144859	theking	@testkorisnik.com	CO	0		
DIS		elect ti CEO.		re all	Select contac persor	et										



HOW TO SELECT ACTIVITY/SERVICE?

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

Main	Addresses	Contacts	Emails	Contact phones	Web	Banks	Formats	LBB Directory	Specialisations	Positions	Registries	Portal	< <
Fr Fr		ials itary Film ntal Film ilm Video Library / Corporate Vie ia leos reening ns ction	leos					Multiple selection activities					
Close	window	Save	all –				sa	ect "Save ve the ac a the data	tivities				

Image 12.

HOW TO EDIT PORTAL ACCESS DATA?

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

				-								
Main	Addresses	Contacts	Emails	Contact phones	Web I	Banks Format	s LBB Directory	Specialisations	Positions	Registries	Portal	00
Usernar	me: te	stkorisnik4									-0	
Old pas	sword:											
New na	ssword:				Edi+	access						
					Earci	ACCESS						
New pa confirm	ssword				da	ita						
		Save changes										
		Sav	re acc	cess								
			data									
			nnin									
		с	hange	25								
		с	data hanga	25								
		c	hange	25								
		С	hange	25								
		c	hange	25								

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