



KANAWHA SCALES & SYSTEMS, INC.

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User Manual

Web View

WEBVIEW

# User Manual

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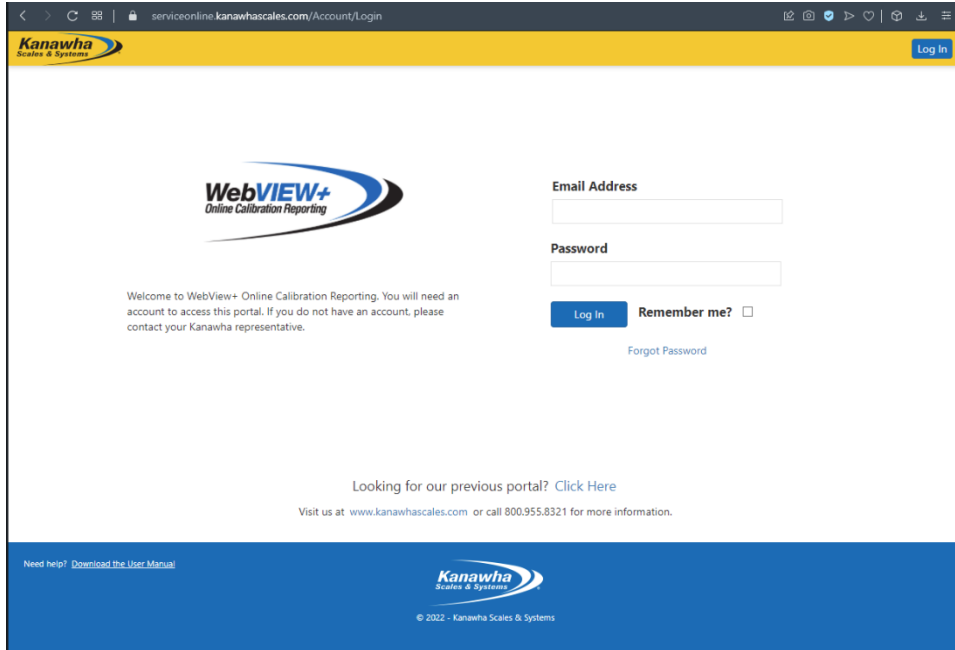
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# Logging in

Once you enter the proper URL into your browser, you will be redirected to a login screen.

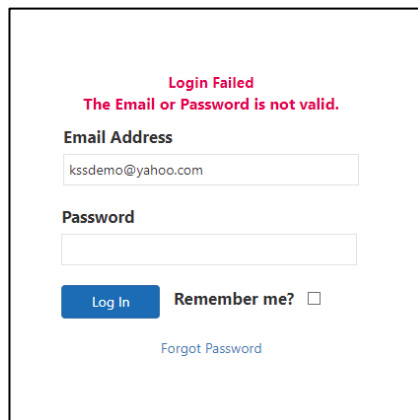


Enter your email address and password to login to the app.

Note: Email and Password are CASE SENSITIVE

## Login Failure

If you enter your email or password incorrectly, you will see a login failure message. You are free to attempt to login again.



## Forgot Password

If you have forgotten your password, click the “Forgot Password” link below the login fields. This will open the Password Reset page. On this page, enter the email address of your account, and click “Send Recovery Email.” After a moment, an alert will appear confirming the reset, and you will be redirected to Login.

You will receive a Password Recovery email from WebView shortly.

NOTE: If you cannot reset your password, and WebView displays a warning stating, “No user found for that email address” please contact your KSS representative to have an account created.

## Home Screen

Once you have successfully logged in, you will be taken to the home screen. This page contains some quick navigation buttons and a couple data grids.

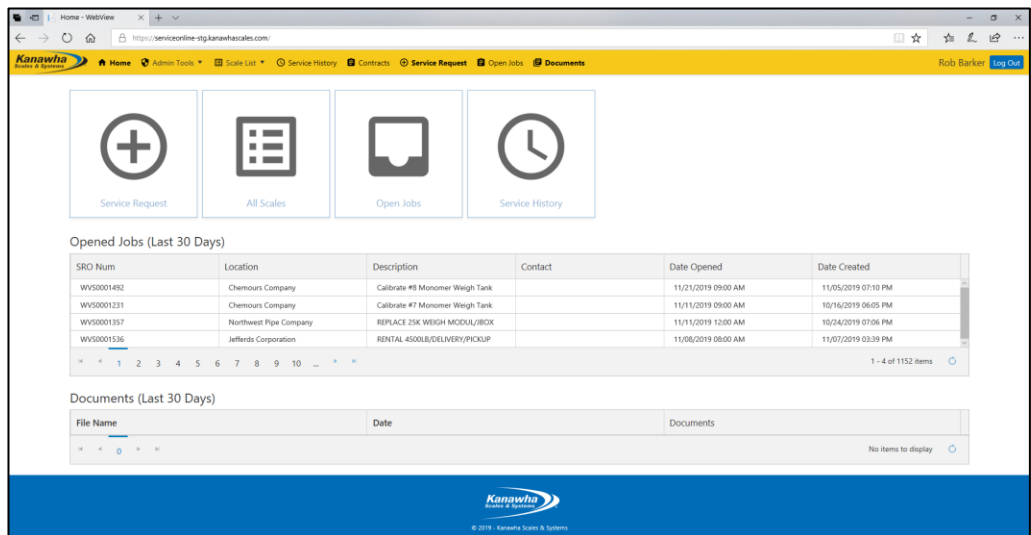
### Recently Opened Jobs

This grid will display some data for all jobs which have been opened in the last 30 days.

### Recent Documents

This grid lists any general customer documents which have been uploaded to Imaging in the last 30 days. To load a document, simply click the button under the “Documents” column of the grid. The document will open in a new browser tab.

NOTE: This grid displays only general documents, not Calibration Certificates or Service Reports



## Data Grids

Many of the grids in WebView contain similar functions, and can be manipulated as follows:

### Resizing

If a grid's columns are resizable, this can be done by hovering the mouse over the right edge of that column. The cursor will change to a resize icon. Seeing this, click and drag to resize the current column.

### Sorting

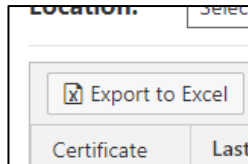
If the grid's data is sortable by column, simply click on the column's name to sort by that column's values.

### Toggling

To turn a column on/off, click on the icon on the right on the column name (this icon looks like three dots, aligned vertically.) A column menu will open. Hover over the "Columns" option, and a list of all columns will open. To hide a column, uncheck the box beside its name. The column should then be hidden.

### Export to Excel

A grid's data can be exported to Excel for review outside of WebView. To do this, click on the "Export to Excel" button at the top of a grid. The excel document will be downloaded to your PC.



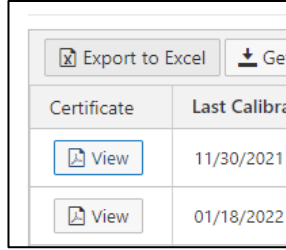
## Scale List

This page lists a customer's scales/units, grouped by which Location is selected. Above the grid is a dropdown menu that contains all of the customer's Locations. Selecting one will refresh the grid and reload it with only units for that location.

If multiple locations are available, select "(All)" in the dropdown to view all locations at once

## Latest Calibration Certificate

Clicking the "View" button on a unit's row will retrieve the most recent cal-cert (Calibration Certificate) for that unit. The document will open in a new tab (if available)



Certificate	Last Calibra
<a href="#">View</a>	11/30/2021
<a href="#">View</a>	01/18/2022

## Get All Certs

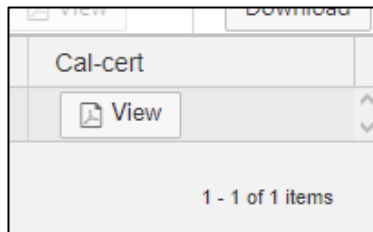
To get all cal-certs for units currently in the grid, click the “Get All Certs” button at the top of the grid. After a moment, a PDF containing all available certs will be downloaded.

## Service History

The Service history page lists all of the customer’s SROs, each SRO’s lines, as well as any Calibration Certificates for it.

### View SRO Lines

The far-left column of each SRO contains an “Expand” arrow. Clicking it will unfold the grid, listing that SRO’s lines. Clicking the “View” button on a line will open the cal-cert document associated with that line’s Unit.



NOTE: If no document is currently available, you will receive a notification.

## Get Service Reports

To get the service report(s) for an SRO, click that row’s “Service Report” button. If a document is available, it will open in a new tab.

NOTE: If no document is currently available, the button will be disabled.

## All Documents

To retrieve all service reports and cal-certs for an SRO, click that row’s “Download” button in the “All Documents” column. After a moment, the file will begin downloading.

NOTE: Depending on the number of documents available, this may take some time to load. Do not leave the page, or the operation may stop.

## Contracts

The status page displays a customer’s list of contracts, detailing their status, and relevant contact information. As with the other pages, this data is grouped by Location, chosen with a dropdown above the grid. A contract can also be expanded, displaying its contract lines.

### View Contract Lines

The far-left column of each contract contains an “Expand” button. Clicking it will unfold the grid, listing that contract’s lines. Here you will see unit information.

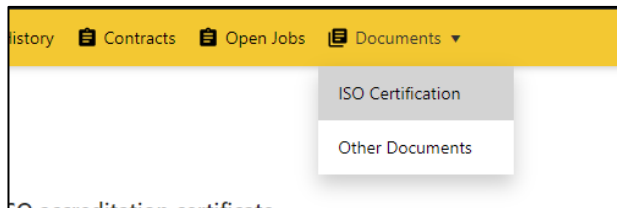
## Open Jobs

Open Jobs will display jobs (similar to service history), but only those with a status of ‘open’. These will typically be recent or upcoming service calls.

## Documents

### ISO Certificates

The ISO accreditation certificate of each KSS branch can be downloaded from the “ISO Certificate” page under the “Documents” drop-down.



From this page, simply click on the name of a KSS branch to open the document.