

# MANUAL

## FOR THE DOCKWEILER WEBCERT

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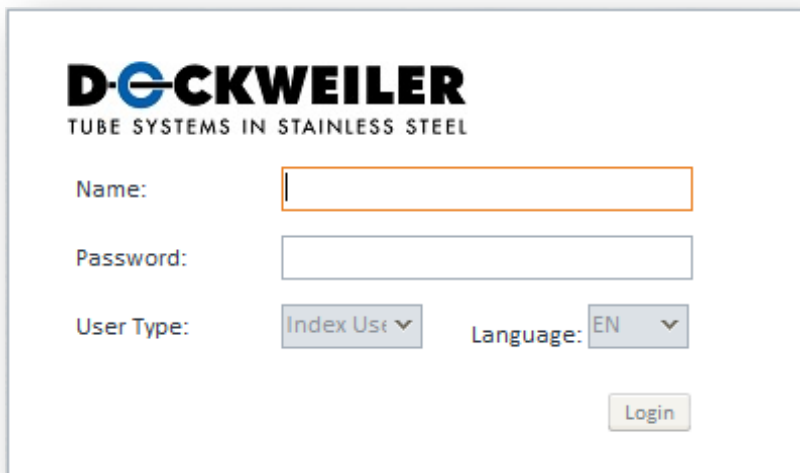
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## 1. Registration

The registration for the Dockweiler WebCert can be done via the login box on our website or by using the following link:

<https://documents.dockweiler.com/scr-webclient>

For the first registration please use your old login data or the new ones which we sent you in advance (see figure 1).



**D-CKWEILER**  
TUBE SYSTEMS IN STAINLESS STEEL

Name:

Password:

User Type: Index User ▾ Language: EN ▾

Login

Figure 1

You can choose the language at the login window (see figure 2).



**D-CKWEILER**  
TUBE SYSTEMS IN STAINLESS STEEL

Name:

Password:

User Type: Index User ▾ Language: EN ▾

EN  
DE

Login

Figure 2

After the first successful registration please change your password into a password of your own choice (see figure 3):

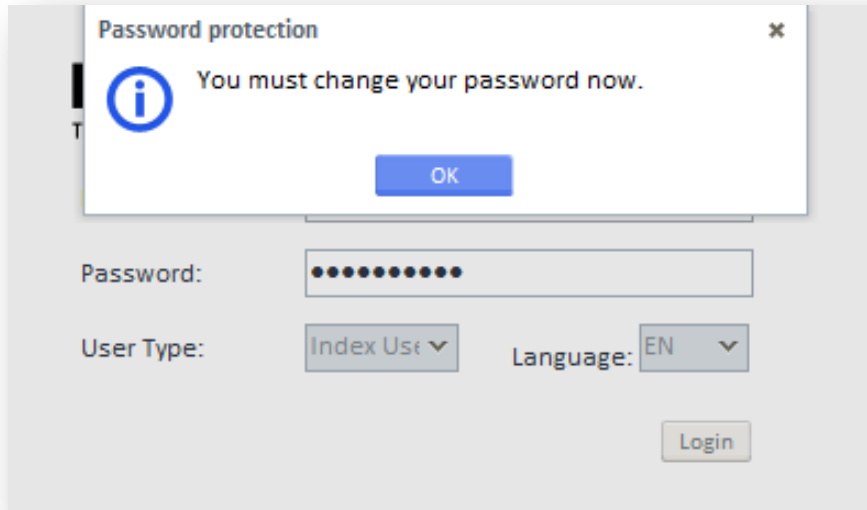


Figure 3

First enter your current password. Then you are allowed to determine a new password, which you have to confirm and recertify with OK (see figure 4).

**Hint:**

The new password must consist of uppercase and lowercase letters as well as numbers and special characters.

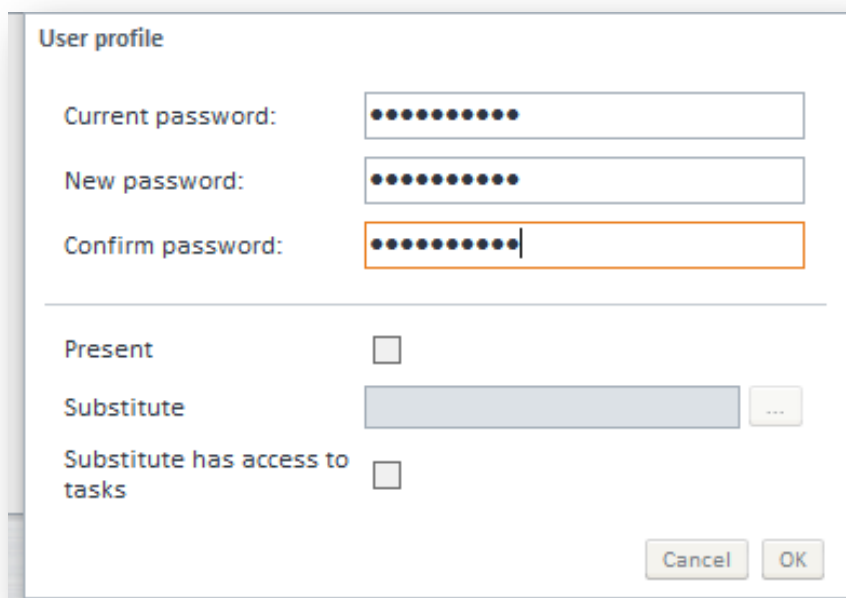


Figure 4

After the successful change you will see the following message (see figure 5):

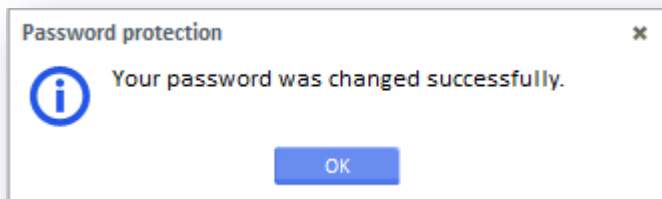


Figure 5

### References to privacy policy:

Your new password will be archived encoded and also the access connection will be encrypted. Also the administrators of the system will not be able to read out the password. Should you forget your password only an employee of the Dockweiler AG can reset your password and you will be asked to issue a new one.

## 2. Start window

On the left site you will find the three categories of our basic version (see figure 6):

- Approvals and certificates
- Basic search
- Special search

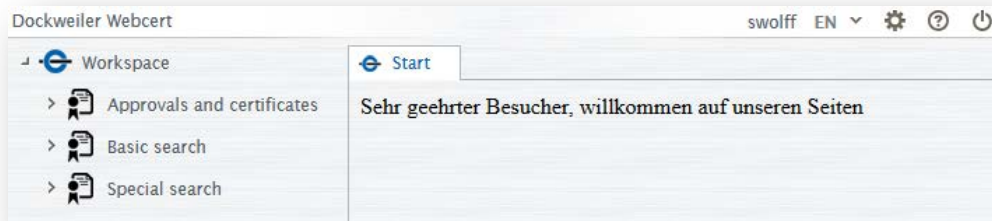


Figure 6

## 3. Approvals and certificates

Under “approvals and certificates” you can download all updated approvals and certificates of the Dockweiler AG (see figure 7).

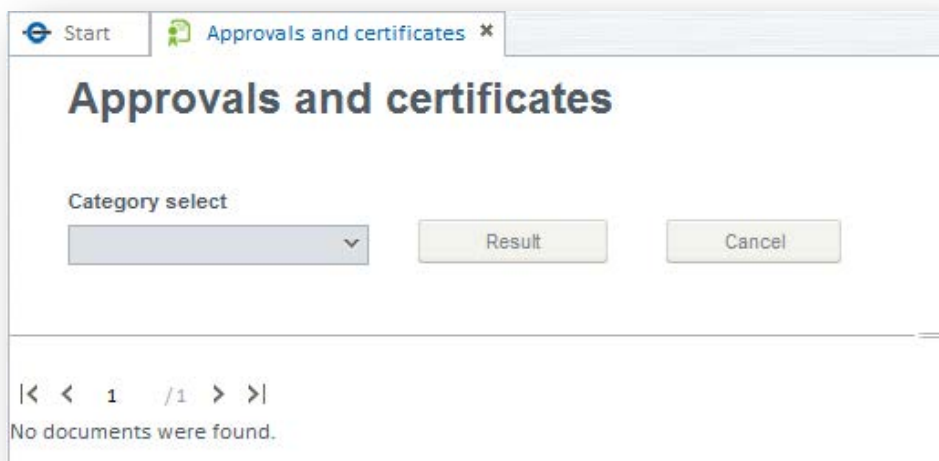


Figure 7

First select a category from the field (see figure 8). Click on the result button after your choice. Now you can find (see figure 9) all available documents:

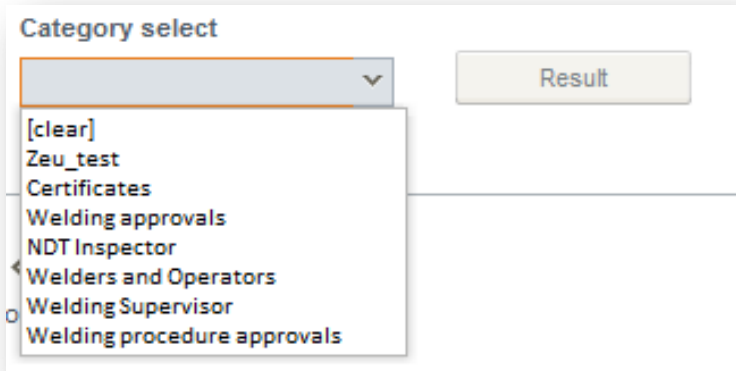


Figure 8

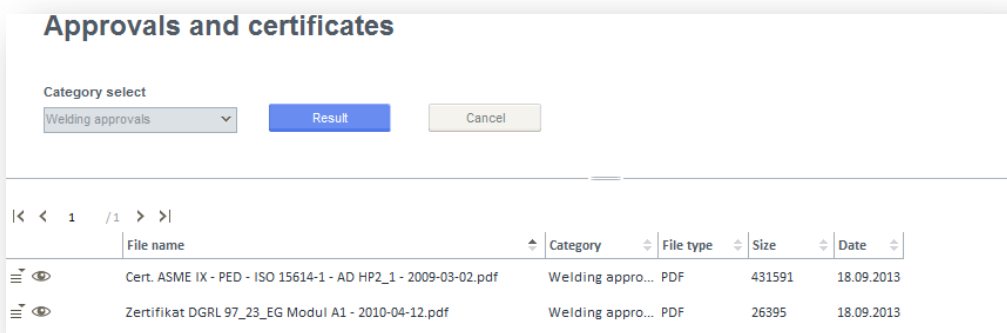


Figure 9

Please select your required document for downloading. Therefore please click on the dotted field left to the "eye".

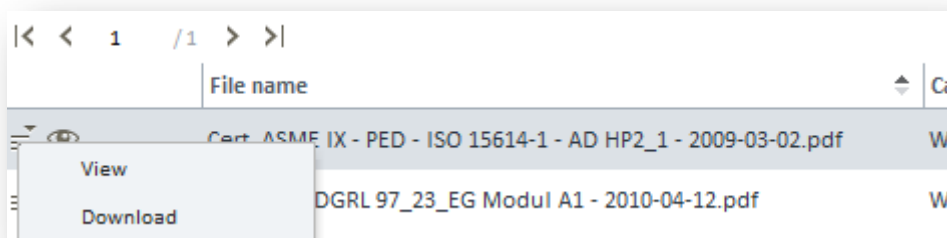
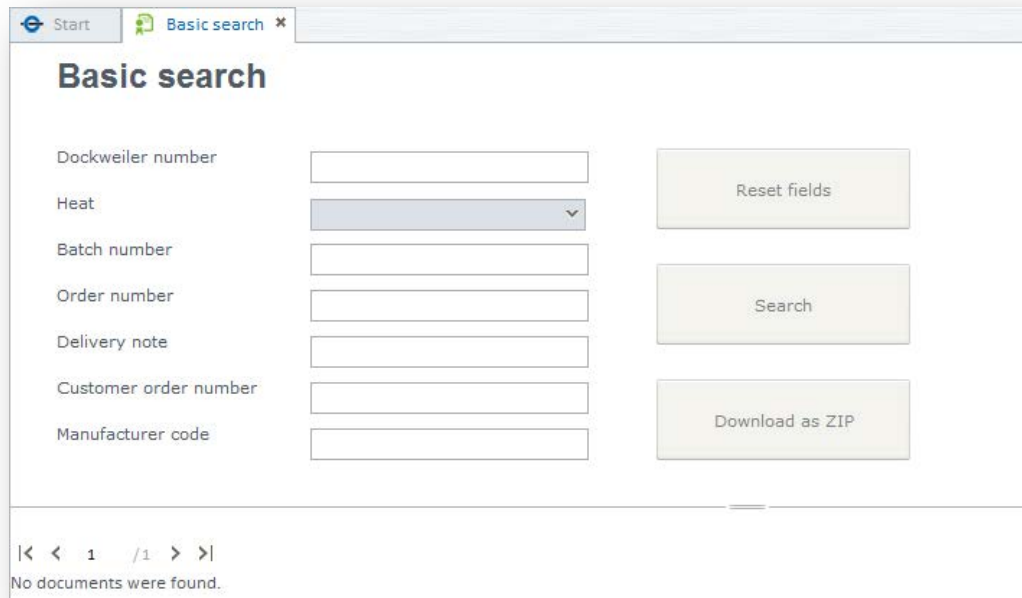


Figure 10

## 4. Basic search

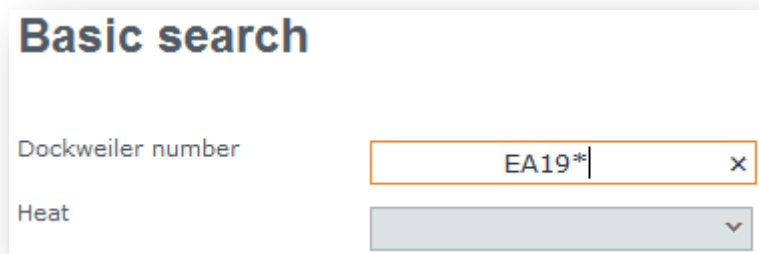
The “basic search” contains the already known search criteria (see figure 11). This is a quick and easy way to find all required documents.



The screenshot shows a web browser window with a tab titled 'Basic search'. The page has a title 'Basic search' and a search form with the following fields: 'Dockweiler number', 'Heat', 'Batch number', 'Order number', 'Delivery note', 'Customer order number', and 'Manufacturer code'. To the right of these fields are three buttons: 'Reset fields', 'Search', and 'Download as ZIP'. At the bottom of the form, there is a pagination indicator showing '|< < 1 /1 > >|' and the text 'No documents were found.'

Figure 11

In case a data is not exactly known, please complete it with an asterisk (see figure 12):

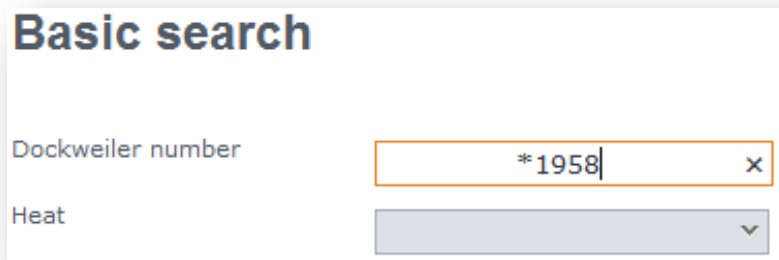


This close-up view of the 'Basic search' form shows the 'Dockweiler number' field containing the text 'EA19\*'. The 'Heat' field is a dropdown menu. The asterisk indicates that the search is for partial matches.

Figure 12



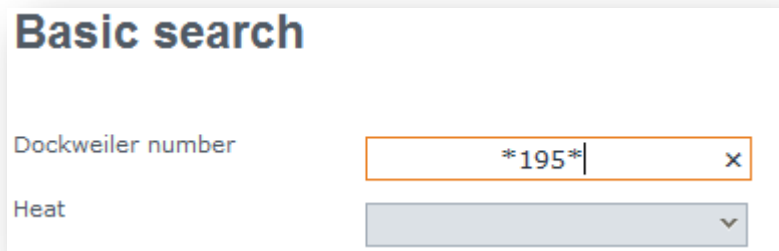
You can also place an asterisk in front of the value (see figure 13):



The image shows a search interface titled "Basic search". It contains two input fields. The first field is labeled "Dockweiler number" and contains the text "\*1958". The second field is labeled "Heat" and is a dropdown menu.

Figure 13

It is also possible to enter an asterisk before and after the value (see figure 14):



The image shows a search interface titled "Basic search". It contains two input fields. The first field is labeled "Dockweiler number" and contains the text "\*195\*". The second field is labeled "Heat" and is a dropdown menu.

Figure 14

**Hint:**

You can use the asterisk in all searching fields just the same as shown before. It is possible to use two or more fields at the same time (see figure 15):

**Basic search**

Dockweiler number:

Heat:

Batch number:

Order number:

Delivery note:

Customer order number:

Manufacturer code:

---

|< < 1 / 1 > >|

no.	Order pos.	Delivery note no.†	Del. note pos.	Batch no.	Heat no.	DW no.	Description
38430	202	1080060181	900001	1200071684	511928;K8...	DA1951	SPECIAL 12,70 MM / S31603 (316L) - WELDED

Figure 15

**4.1. Searching for the heat number**

You also have the possibility to search for more than one heat number at the same time. Click on the small arrow pointing down (v) and an input window will open (see figure 16).

**Basic search**

Dockweiler number:

Heat:

Batch number:

Order number:

Delivery note:

Customer order number:

Manufacturer code:

Heat selection window:

Figure 16

Now you can fill in the heat number on the left side and confirm with a click on the double arrow (») pointing to the right.

Your input will be displayed on the right side as well as in the search field of the heat number (see figure 17).

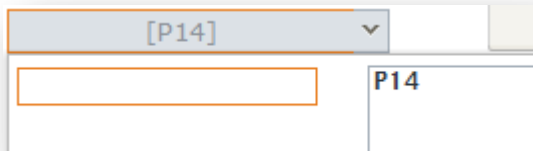


Figure 17

Now you can enter as many heat numbers as requested in the same way. Then confirm by clicking again the double arrow (») (see figure 18).

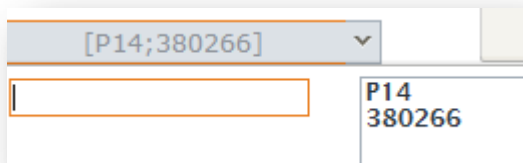


Figure 18

Click on the search button to see all available documents which contain one of the two or both heat numbers (see figure 19). Please select your document for downloading (see figure 9/10).

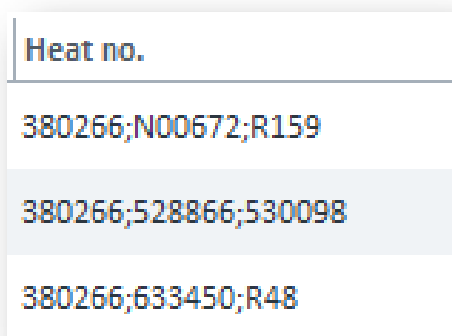


Figure 19

#### 4.2. Download your results as ZIP file

All required documents can be exported as a ZIP file. Therefore please press the “Download as ZIP” button (see figure 20). Afterwards you can unzip the file after finishing the download process. The documents are ready for storing, printing or **similar use**.

The screenshot shows a web browser window with two tabs: 'Start' and 'Basic search \*'. The 'Basic search' page has a title 'Basic search' and several input fields: 'Dockweiler number' (containing 'EA0990'), 'Heat' (a dropdown menu), 'Batch number', 'Order number', 'Delivery note', 'Customer order number', and 'Manufacturer code'. To the right of these fields are three buttons: 'Reset fields', 'Search', and 'Download as ZIP'. The 'Download as ZIP' button is highlighted with a green border.

Figure 20

## 5. Special search

The “special search” offers further fields for several parameters. This means you can search faster and more effective (see figure 21).

All search functions are identical to the “standard search”. But you have more options in order to provide a more complex input of the searching parameters.

**Special search**

Dockweiler number

Heat

Batch number

Dimension

Product group

Material

Customer material number

Customer order number

Order number

Order position number

Delivery note

Delivery note position

Quantity

Project

Manufacturer code

Reset fields

Search

Download as ZIP

---

< < 1 / 1 > >

Order no.	Order pos.	Delivery note no.	Del. note pos.	Batch no.	Heat no.	DW no.	Description	Quantity	Material
403000088	100	1080081578	900001	1300097908	0435587	EA2087	TUBE 33,70 MM X 2,00 MM 1.4404 - WELDED	42 M	1.4404 - WE...
1030035827	100	1080050775	900001	1200058310	0430358	DA0981	TUBE 33,70 MM X 2,00 MM 1.4404 - WELDED	5,99 M	1.4404 - WE...
1030041705	1600	1080060124	900014	1200068573	A2AV	DA2690	TUBE 33,70 MM X 2,00 MM 1.4404 - WELDED	24 M	1.4404 - WE...
1030040698	2000	1080058333	900020	1200068573	A2AV	DA2690	TUBE 33,70 MM X 2,00 MM 1.4404 - WELDED	6 M	1.4404 - WE...
1030053047	400	1080081257	900004	1300087791	528188	DA8920	TUBE 60,30 MM X 2,00 MM 1.4404 - WELDED	6,02 M	1.4404 - WE...
1030035346	500	1080050120	900004	1100041722	SE50230	BB0875	TUBE 48,30 MM X 2,00 MM 1.4404 - WELDED	12 M	1.4404 - WE...
1030035346	600	1080050120	900005	1200054468	0420258	CA5049	TUBE 60,30 MM X 2,00 MM 1.4404 - WELDED	102 M	1.4404 - WE...
1030035346	700	1080050120	900006	1000025510	87058	BA6555	TUBE 76,10 MM X 2,00 MM 1.4404 - WELDED	109,8 M	1.4404 - WE...

Figure 21

### Hint:

If you are looking for dimensions, material or product groups please insert **always** an asterisk because these fields always contain one or more values.

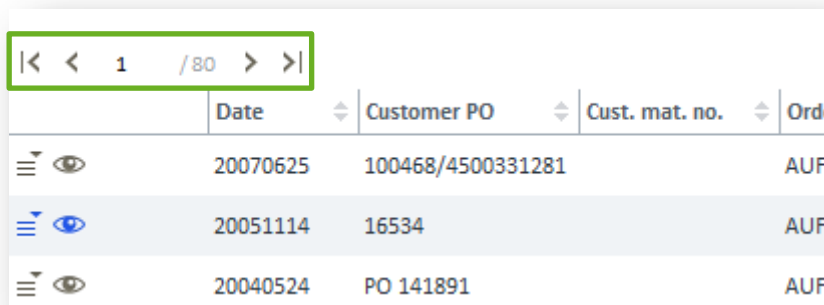
Based on technical reasons the product groups are specified in English only.

## 6. General references

### 6.1. Page function of the result list

It is possible to receive more than one page during your search.

As you can see on the example below (see figure 22) several results are shown to one search. This list includes 80 pages with 25 documents per page. Now you can narrow your search or move through the individual pages. You can scroll backwards and forwards by using the arrow keys next to the page number.



The screenshot shows a pagination control at the top with a green box around it, containing the text: |< < 1 / 80 > >|. Below this is a table with columns: Date, Customer PO, Cust. mat. no., and Order. The table contains three rows of data.

	Date	Customer PO	Cust. mat. no.	Order
☰ 👁	20070625	100468/4500331281		AUF
☰ 👁	20051114	16534		AUF
☰ 👁	20040524	PO 141891		AUF

Figure 22

### 6.2. Sort function in the result list

You will have the possibility to sort your results by different criteria. For example you can sort the data by date. Therefore please click on the double arrow in the field .

Now the result list will return to the first page and the results are shown sorted by date in an ascending order. That means the list always starts with the eldest or lowest figure. If you wish to have the results in a reverse order, please press the arrow once again.