

**User instructions**

# **Mennens Certificates**



**Sterk staaltje**  
**MENNENS**

# Table of contents

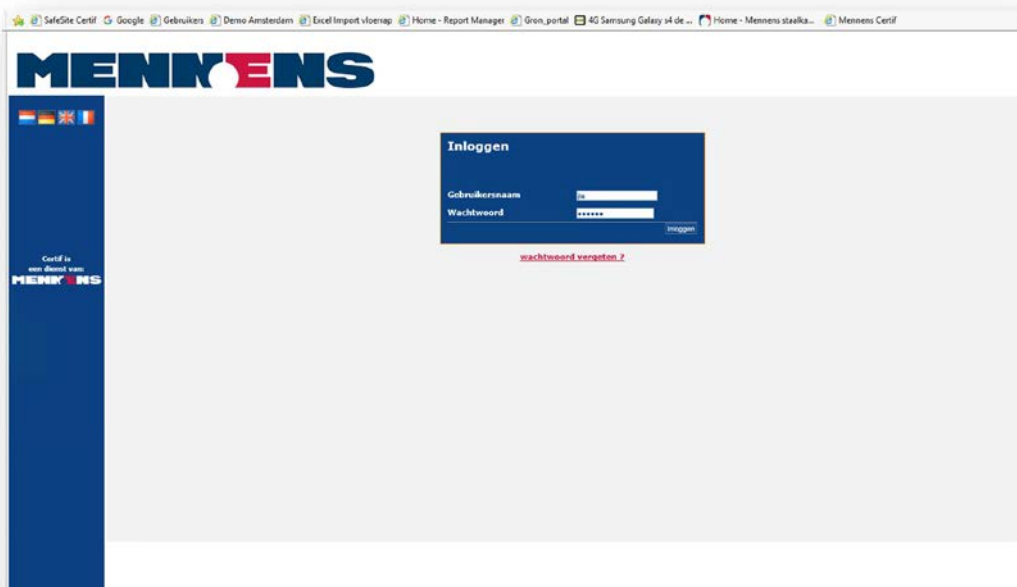
User instructions Mennens Certificates *(Machine Translated by Google)*

<b>Chapter 1</b>	<b>Getting started and logging in to Mennens Certificates</b>	<b>3</b>
1.1	Language selection	3
1.2	Login	4
<b>Chapter 2</b>	<b>The Start screen of Mennens Certificates</b>	<b>6</b>
2.1	Home screen	6
2.2	Search directly from the home screen	7
2.3	Menu selection	8
<b>Chapter 3</b>	<b>Search for Mennens Certificates</b>	<b>9</b>
3.1	The search screen	9
3.2	General explanation of search screen	9
3.2.1	Explanation of question mark	9
3.3	Search method	9
3.4	Explanation of other search fields	10
<b>Chapter 4</b>	<b>The search result</b>	<b>11</b>
4.1	The result screen	11
4.2	Customizing columns	12
4.3	Sort data	13
4.4	View certificate details	13
4.4.1	View information	14
4.4.2	Certificate A4	15
4.4.3	Certificate A3	16
4.4.4	Mark to be deleted	16
4.5	Printing certificates	17
4.6	Print result list	18
<b>Chapter 5</b>	<b>Account information</b>	<b>19</b>
<b>Chapter 6</b>	<b>Contact Mennens</b>	<b>20</b>
<b>Chapter 7</b>	<b>Log out of Mennens Certificates</b>	<b>21</b>
	<b>Overview of Mennens Branches</b>	<b>22</b>

## Chapter 1

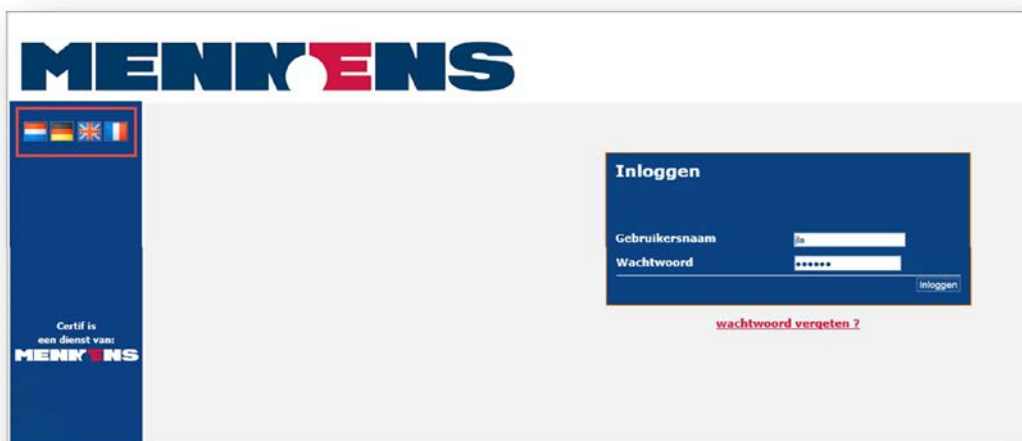
# Getting started and logging in to Mennens Certificates.

- Open your browser and surf to <https://portal.mennens.nl> or click here [Mennens Certif](#)
- The next screen appears:



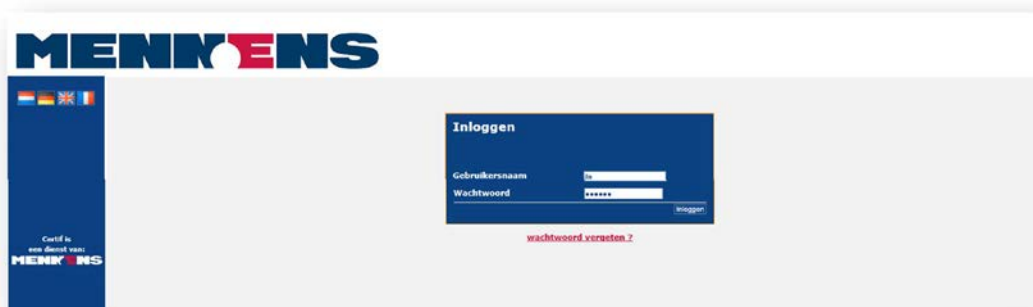
### 1.1 Language selection

By clicking on a country icon you can set the desired language.



## 1.2 Login

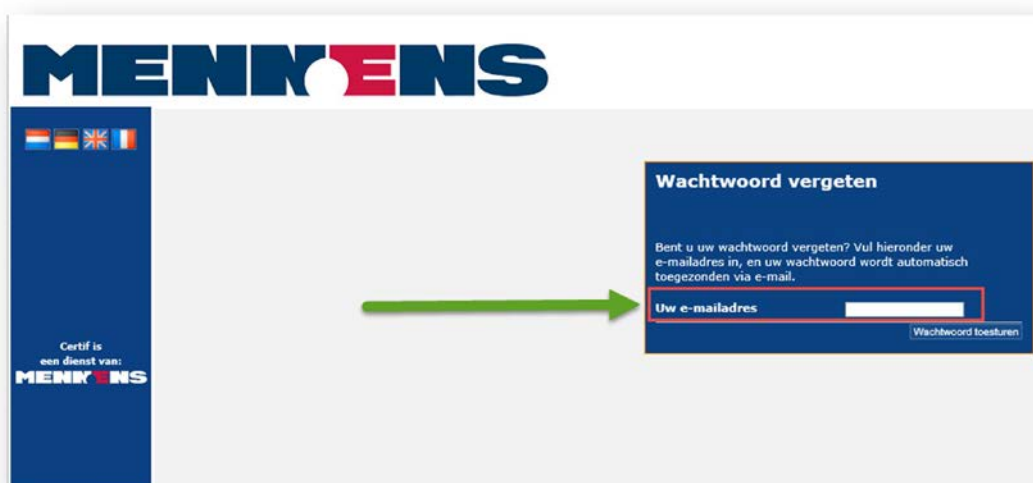
Log in by entering your username and password.



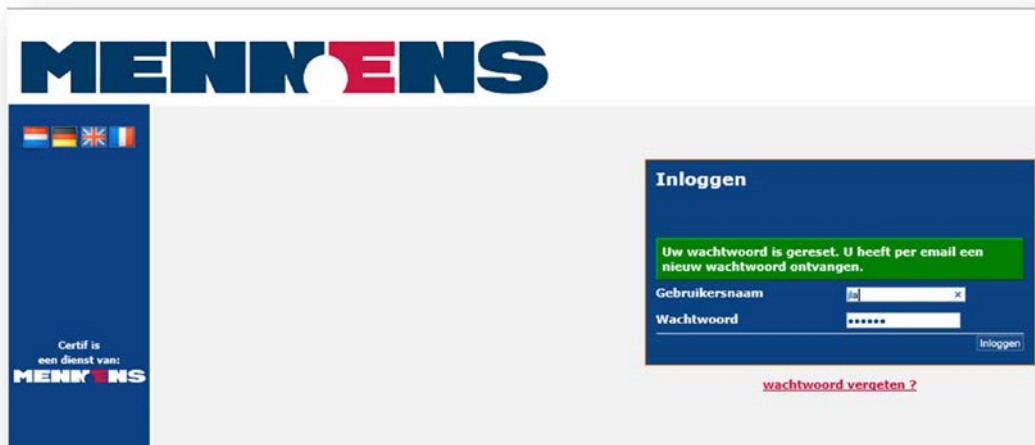
If you have forgotten your password, click on 'Forgot your password?'



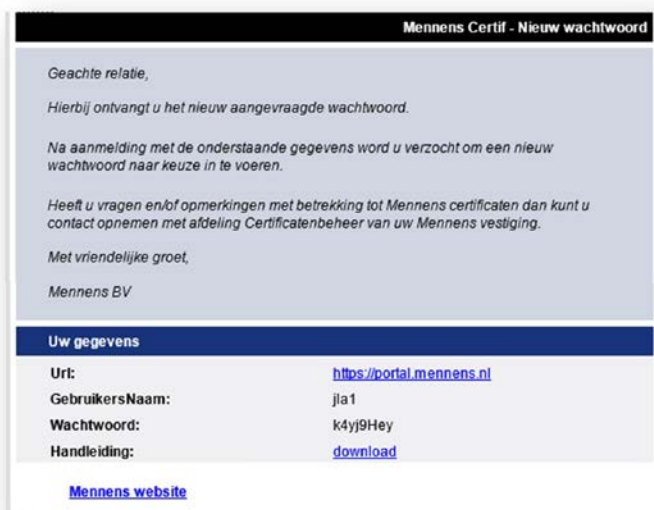
You will then be asked to provide your email address.



Here you can enter your email address and the new password will be emailed to you. This email address is checked with your user account email address at Mennens. It is not possible to specify a different address, in which case no e-mail will be sent.



The next notification will be emailed.



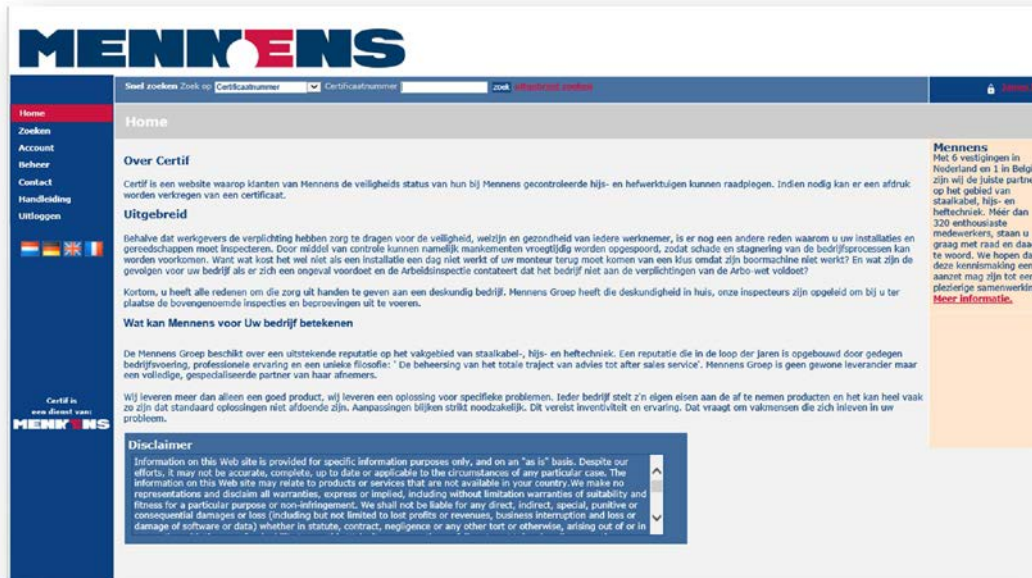
When you log in for the first time, you will immediately be asked to change the emailed password.

## Chapter 2

# The Mennens Certificates home screen.

## 2.1 Home screen

After you have successfully logged in, you will see the screen below:



From the menu you can start various operations, you can always return here by pressing the “Home” button



## 2.2 Search directly from the home screen

From the home screen it is possible to quickly search.



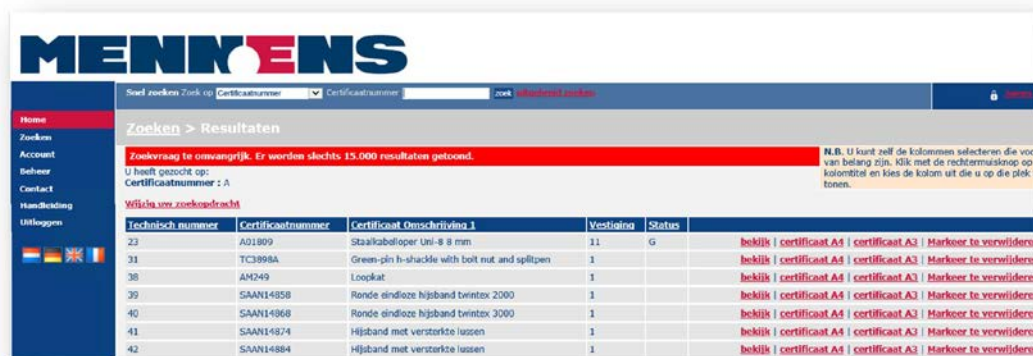
Quick search can be set to:



Enter a value here and click the search button



Result of the search: system displays all certificates containing an "A".



More information about searches and printing certificates is discussed in chapter 3.2

## 2.3 Menu selection

From the menu on the left of the screen you can request the following:

Home	Go to the homepage
Search	Start a search function
Account	Account details
Admin	Admin details
Contact	Contact Mennens
Manual	Manual Certif
Log out	Log out

## Chapter 3

# Search for Mennens certificates.

### 3.1 The search screen

The menu item Search or advanced search from the tool bar starts the following screen:

### 3.2 General explanation of search screen

The search screen is one of the most important and most used screens of the Mennens Certificates Portal. Here you can start a search with all kinds of criteria and extensive options.

Enter the information you are looking for in the relevant screens, then click on 'search'. We will go through the different fields with you step by step.

#### 3.2.1 Explanation of question mark

The above question mark is displayed in various search fields that you see on the screen.

If you hover over this question mark with your mouse pointer, you will see a text field that provides more information about the search field in question.

### 3.3 Search method

Before entering a search query, it is necessary to make a choice regarding the desired search method. You can choose from the "AND" search method or the "OR" method.

- With the "AND" method, the database will only find items that meet all the specified search criteria.
- With the "OR" method, the database will display all items that meet one of the specified search criteria.

### 3.4 Explanation of some search fields

The advanced search screen provides an overview of all possible search functions.

Search by certificate number.

**Certificate number**

Search by serial number.

**Serial number**

Search by technical id-number, this is an option for the Mennens employee.

**Technical id-number**

Search by 'Type of certificate'.

**Certificate type:**  Not defined

**Artikelcode:**  Not defined

**Delivery date:**

**Mennens Office:**

**Subscribercode:**

- Work- / Safety Equipment
- Course
- Webbing slings
- Hoisting equipment
- Lashing equipment
- Wire ropes
- Personal Protection Equipment

Search for Certificates from one Mennens branch.

**Mennens Office:**  Not defined

**Subscribercode:**  Not defined

**Location:**

**Sublocation:**

**Sublocation 2:**

- Amsterdam
- Groningen
- Rotterdam
- Dongen
- Hengelo
- Zwijndrecht

Search by subscriber code

**Abonneecode:**

Search by customer location 'Location:- Sublocation:- Sublocation 2'.

**Locatie:**

**SubLocatie:**

**SubLocatie 2:**

## Chapter 4

# The search result

In this chapter we will work with the search result and various possible operations. The images are based on a fictional customer, so your screen may look different.

### 4.1 The results screen

We searched with search terms

Type of certificate = lifting b = lifting straps

Location = "not defined" = all Subscriber code: xxxxxxxx



If the search does not return the desired results, you can specify a different selection using "Change your search". You will also see the following columns next to each other with the result:

Technisch nummer	Certificaatnummer	Certificaat Omschrijving 1	Vestigings	Status	
37325	2STUKS	Ronde eindloze hijsband liftfix rs-6.0	4		<a href="#">bekijk</a>   <a href="#">certificaat A4</a>   <a href="#">certificaat A3</a>   <a href="#">Markeer te verwijderen</a>
40825	2STUKS	Vlakke hijsband liftfix hb-1.0	4		<a href="#">bekijk</a>   <a href="#">certificaat A4</a>   <a href="#">certificaat A3</a>   <a href="#">Markeer te verwijderen</a>
40856	2STUKS	Vlakke hijsband liftfix hb-2.0	4		<a href="#">bekijk</a>   <a href="#">certificaat A4</a>   <a href="#">certificaat A3</a>   <a href="#">Markeer te verwijderen</a>
40857	2STUKS	Vlakke hijsband liftfix hb-2.0	4		<a href="#">bekijk</a>   <a href="#">certificaat A4</a>   <a href="#">certificaat A3</a>   <a href="#">Markeer te verwijderen</a>
40858	2STUKS	Ronde eindloze hijsband liftfix rs-3.0	4		<a href="#">bekijk</a>   <a href="#">certificaat A4</a>   <a href="#">certificaat A3</a>   <a href="#">Markeer te verwijderen</a>
44517	1STUKS	Ronde eindloze hijsband liftfix rs-6.0	4		<a href="#">bekijk</a>   <a href="#">certificaat A4</a>   <a href="#">certificaat A3</a>   <a href="#">Markeer te verwijderen</a>
44519	2STUKS	Ronde eindloze hijsband liftfix rs-6.0	4		<a href="#">bekijk</a>   <a href="#">certificaat A4</a>   <a href="#">certificaat A3</a>   <a href="#">Markeer te verwijderen</a>
44520	2STUKS	Ronde eindloze hijsband supracrus 3000	4		<a href="#">bekijk</a>   <a href="#">certificaat A4</a>   <a href="#">certificaat A3</a>   <a href="#">Markeer te verwijderen</a>

(NB: The columns are very easy to adjust to your wishes. See chapter 4.2 for this)

At the end of the tab we see the following:



Here you can browse, set the number of results per page, print a result list or change a search query.

## 4.2 Customize columns

With Mennens Certificates it is easily possible to adjust columns to your wishes. This way you can easily print a results list containing the values that are important to you. We have the following screen in front of us:

Technical id-number	Certificate Description 1	Certificate type	Manufacturer 1	Certificate number	
1290923	Rud lengketting ø 16 x 3000 mm	hjsm		GAK4936	<a href="#">view</a>   <a href="#">certificate A</a>   <a href="#">certificate A</a>
231073		hjsb		OGA114	<a href="#">view</a>   <a href="#">certificate A</a>   <a href="#">certificate A</a>
367945		hjsm	22533	GAAB4	<a href="#">view</a>   <a href="#">certificate A</a>   <a href="#">certificate A</a>
380257		hjsb	11753	BAW36	<a href="#">view</a>   <a href="#">certificate A</a>   <a href="#">certificate A</a>
381029		hjsb	33148	ANCP2259	<a href="#">view</a>   <a href="#">certificate A</a>   <a href="#">certificate A</a>
418164		hjsb	11753	KA24	<a href="#">view</a>   <a href="#">certificate A</a>   <a href="#">certificate A</a>
421752		hjsm		MAF5	<a href="#">view</a>   <a href="#">certificate A</a>   <a href="#">certificate A</a>
421753		hjsm		MAF6	<a href="#">view</a>   <a href="#">certificate A</a>   <a href="#">certificate A</a>
425495		hjsm		BR49	<a href="#">view</a>   <a href="#">certificate A</a>   <a href="#">certificate A</a>
426165		sjor	22533	POA332	<a href="#">view</a>   <a href="#">certificate A</a>   <a href="#">certificate A</a>

5 columns are shown.

We will now replace the ‘Technical id-number’ column with “Workload”.


Click with the right mouse button on the header column “Technical number”.

An overview appears with the available fields.

Another column can now be selected from the list:

The screenshot shows the Mennens website interface. On the left is a navigation menu with options like Home, Zoeken, Account, Beheer, Contact, Handleiding, and Uitloggen. The main content area displays a table with columns for 'Technical id-number' and 'Certificate Description 1'. A context menu is open over the 'Technical id-number' column header, listing various fields that can be selected to replace it. The 'Workload' option is highlighted with a red box. Other options include 'Choose columns', 'Mennens office', 'Subscribercode', 'Artikelcode', 'Description 1', 'Description 2', 'Serial number', 'Test before', 'Last trial date', 'Next inspection date', 'Last inspection date', 'Interval inspection', 'Status', 'Location', 'Sublocation', 'Sublocation 2', 'Delivery date', 'Ordernumber Mennens', 'Ordernumber customer', 'Ordernumber Mennens last', 'Ordernumber customer last', 'Certificate Description 2', and 'Manufacture certificate'.

Column “Technical number has been replaced by “Workload”



**MENNENS**

Fast search Search for Certificate number Certificate number search [advanced search](#)

Home  
Search  
Account  
Management  
Contact  
Manual  
Log out

Search > Results

Too much results. Only 15,000 results are shown.

You have searched for:  
Certificate number : A

[Change search criteria](#)

Workload	Certificate Description 1	Certificate type	Manufacturer 1	Certificate number
8000	Rud lengketting ø 16 x 3000 mm	hjjsm		GAK4936
		hjjsb		OGA114
		hjjsm	22533	GAAB4
		hjjsb	11753	BAW36
		hjjsb	33148	ANCP2259

You'll see how easy it is to customize the screen with just a few mouse clicks to display only the values that are important to you.

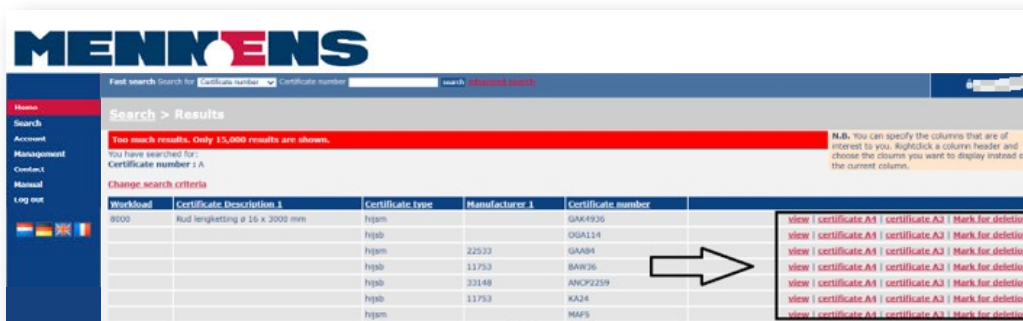
**Please note:** the columns you choose are saved automatically. During a subsequent visit, the columns of the last setting will be shown. It is important to note that the selected columns are the fields that are shown on the Print result list.

### 4.3 Sort data

You can easily sort the data by clicking the left mouse button on the column header. Ascending or descending.

### 4.4 View certificate details.

On the right of the results screen the following column:



**MENNENS**

Fast search Search for Certificate number Certificate number search [advanced search](#)

Home  
Search  
Account  
Management  
Contact  
Manual  
Log out

Search > Results

Too much results. Only 15,000 results are shown.

You have searched for:  
Certificate number : A

[Change search criteria](#)

N.B. You can specify the columns that are of interest to you. Rightclick a column header and choose the columns you want to display instead of the current column.

Workload	Certificate Description 1	Certificate type	Manufacturer 1	Certificate number	
8000	Rud lengketting ø 16 x 3000 mm	hjjsm		GAK4936	view   certificate.A1   certificate.A2   Mark for deletion
		hjjsb		OGA114	view   certificate.A1   certificate.A2   Mark for deletion
		hjjsm	22533	GAAB4	view   certificate.A1   certificate.A2   Mark for deletion
		hjjsb	11753	BAW36	view   certificate.A1   certificate.A2   Mark for deletion
		hjjsb	33148	ANCP2259	view   certificate.A1   certificate.A2   Mark for deletion
		hjjsb	11753	KA24	view   certificate.A1   certificate.A2   Mark for deletion
		hjjsm		MAFS	view   certificate.A1   certificate.A2   Mark for deletion

### 4.4.1 “view” information about the technical data.

The full screen looks like this:



The screen consists of three parts of information:

#### 1. Technical data

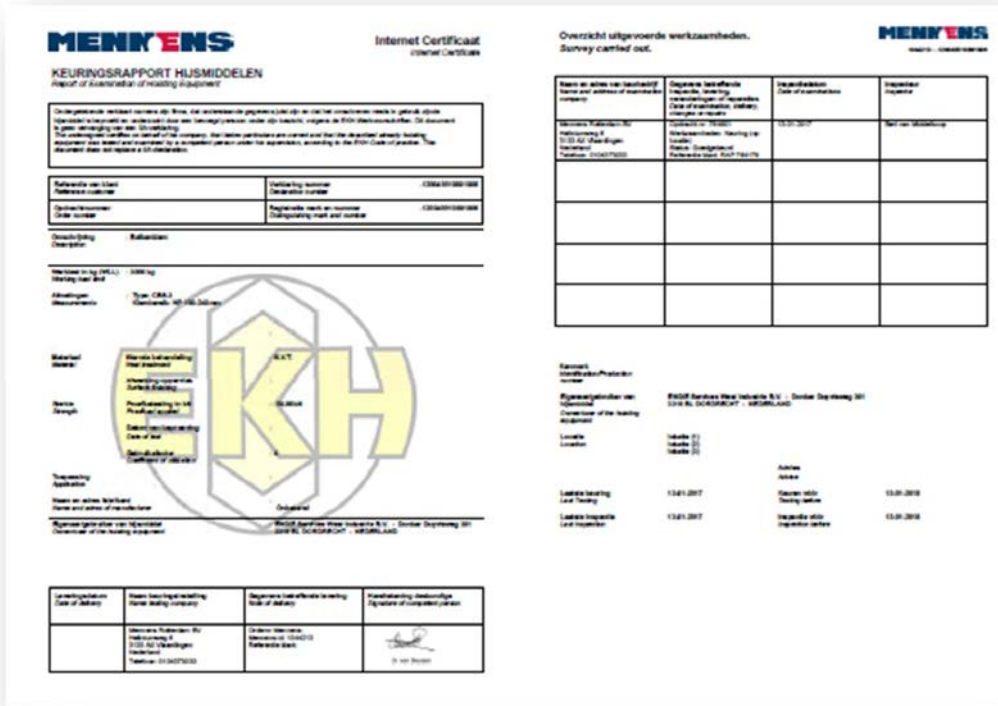
Certificaat Valbeveiliging - 8538			
Serienummer	8538	Safe Site ID	28048
Status	Goedgekeurd	Soort certificaat	Valbeveiliging
Laatste keuring	13-12-2016	Laatste inspectie	13-12-2016
Keuren vóór	13-12-2017	Inspectie vóór	13-12-2017
Locatie	lokatie (1) lokatie (2) lokatie (3)	Download PDF-Bestand	<a href="#">Download PDF-Bestand (A4)</a> <a href="#">Download PDF-Bestand (A3)</a>
Vestiging Safe Site	Safe Site B.V.	Opdrachtnummer	411708
Referentie klant		Ordernummer Safe Site (laatste)	
Ordernummer klant (laatste)			

#### 2. Details subscriber

Details abonnee:			
Abonneecode	XXXXXXXXXX	Rayon	amst
Betalercode	XXXXXXXXXX	Wijk	
Voorletters		Afdeling	
Naam	Afval 2016	Telefoon 1	
Adres		Telefoon 2	
PostCode		E-mail	
Plaats		Internet	
		Geheim	Nee

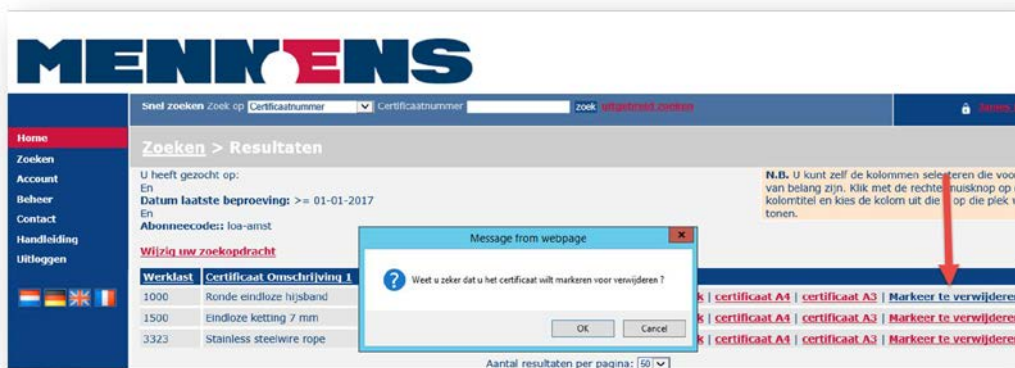


### 4.4.3 “Certificate A3” you can display/print the two pages on one page.



### 4.4.4 “Mark for deletion” you can indicate that the technical data can be deleted.

The actual removal is carried out by the Mennens certificate manager.



The status of the technical data is changed to “Cancel Delete”, This promotion can be cancelled

Werklast	Certificaat Omschrijving 1	Vestiging	Fabrikant 1	Certificatnummer	
	<b>Petal Dempster ABSORBICA L57</b>	11	11560	9538	bekijk   certificaat A4   certificaat A3   <b>Annuleer verwijderen</b>
	Skab Harnas BASE 7002	11	1021	073740053	bekijk   certificaat A4   certificaat A3   <b>Markeer te verwijderen</b>
	Petal touw 50m 10,5mm	11	11560	091-08121-003	bekijk   certificaat A4   certificaat A3   <b>Markeer te verwijderen</b>
	PETZL NAVARO 800 FAST	11	11560	07187677210	bekijk   certificaat A4   certificaat A3   <b>Markeer te verwijderen</b>
	PETZL NAVARO 800 FAST	11	0	0719259130	bekijk   certificaat A4   certificaat A3   <b>Markeer te verwijderen</b>
	Bercl Salm Alken Bacc M2	11	11560	14153702006	bekijk   certificaat A4   certificaat A3   <b>Markeer te verwijderen</b>

## 4.5 Printing certificates:

There are two options for printing your certificates.

1. from the overview (grid)

Werklast	Certificaat Omschrijving 1	Vestiging	Fabrikant 1	Certificaatnummer	
1000	Ronde eindloze hijsband	14	0	JLAD00001	<a href="#">bekijk</a>   <a href="#">certificaat A4</a>   <a href="#">certificaat A3</a>   <a href="#">Markeer te verwijderen</a>
1500	Eindloze ketting 7 mm	14	0	JLAD00002	<a href="#">bekijk</a>   <a href="#">certificaat A4</a>   <a href="#">certificaat A3</a>   <a href="#">Markeer te verwijderen</a>
3323	Stainless steelwire rope	14	0	JLAD00003	<a href="#">bekijk</a>   <a href="#">certificaat A4</a>   <a href="#">certificaat A3</a>   <a href="#">Markeer te verwijderen</a>

2. from details data.

**MENNENS**

Best zoeken Zoek op  Certificaatnummer  [Helpdesk Mennens](#)

Zoeken> Terug naar resultaten > Certificaat

**Certificaat Hijsbanden - JLA000001**

Certificaat nummer	JLA000001	Registratie merk en nummer	1092585
Status	Goedgekeurd	Soort certificaat	Hijsband
Werklast in kg (WLL)	1000 kg	Band	polyester (PEE)
Bandkleur	paars	Stijlgaren	polyester (PEE)
Omschrijving	Ronde eindloze hijsband	Breekkracht van kabel in kN /U (BL)	
Afwerking van bandoppervlak		Gebruiksfactor	7
Overige gebruikte onderdelen samenstel		Hijsband vervaardigd volgens noem	1492-2
Gemeten breedte		Kennmerk	00000001 / 935127
Cometen dikte		Datum van fabricage	01-01-2017
Werkende lengte	2,0 (onttrek 4,0 met)	Naam en adres fabrikant	Center
Type hand	1350 BC 1.0	Hijsband geleverd aan	
Afwerking van lussen			
Locatie	Mennens BV Oortdwing 40 1014 AN AMSTERDAM - NEDERL	Download PDF Bestand	<a href="#">Download PDF-Bestand (A4)</a> <a href="#">Download PDF-Bestand (A3)</a>
Vestiging Mennens		Opdrachtnummer	Handmatig
Referentie van klant		Ordernummer Mennens (laatste)	100001
Ordernummer klant (laatste)	Nieuw levering		

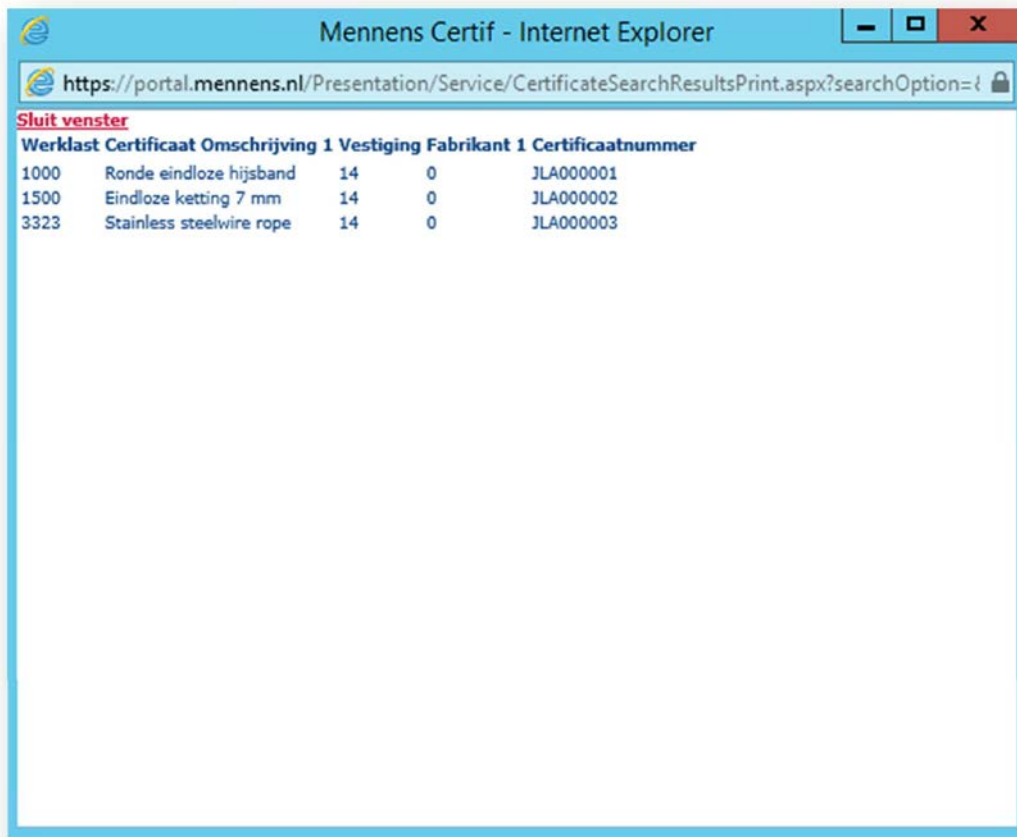
When clicking Download PDF file, the system will ask whether you want to open the file (Open), save it (Save) or cancel the action (Cancel).

If you choose to open (Open), you will receive the certificate on the screen and then you can choose to select printing from the menu screen of Adobe Acrobat.

If you would like to save it (Save), Adobe Acrobat will ask you where it should be saved.

## 4.6 Print result list

With Print result list you can print a concise overview of your lifting equipment.



The screenshot shows a web browser window titled "Mennens Certif - Internet Explorer". The address bar contains the URL: <https://portal.mennens.nl/Presentation/Service/CertificateSearchResultsPrint.aspx?searchOption=1>. Below the address bar, there is a red link labeled "Sluit venster". The main content area displays a table with the following data:

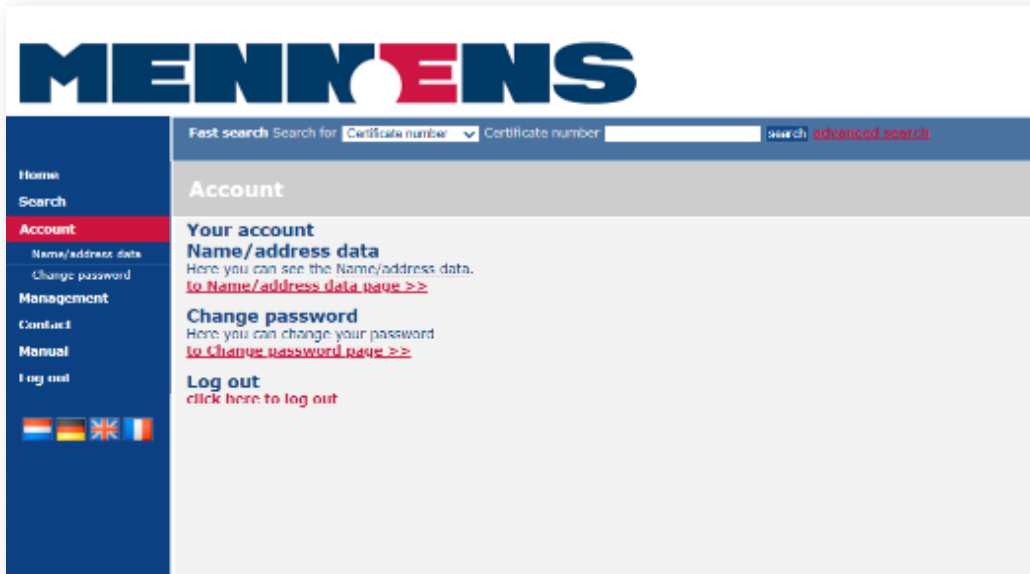
Werklast	Certificaat Omschrijving 1	Vestiging	Fabrikant 1	Certificaatnummer
1000	Ronde eindloze hijsband	14	0	JLA000001
1500	Eindloze ketting 7 mm	14	0	JLA000002
3323	Stainless steelwire rope	14	0	JLA000003

The fields of this list are shown based on your settings in the main overview. If you want to see data fields, you must make the field available in your main overview. (read more about this in chapter 4.2 adjusting columns)

## Chapter 5

# Account

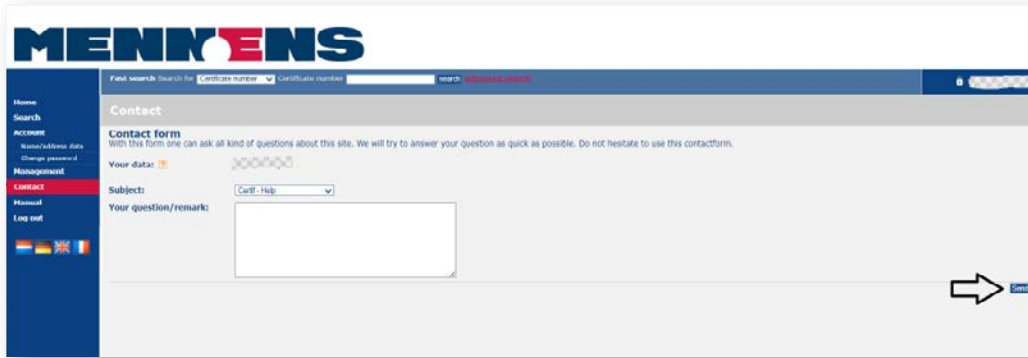
If you click Account you can view your account details, change your password or Log out.



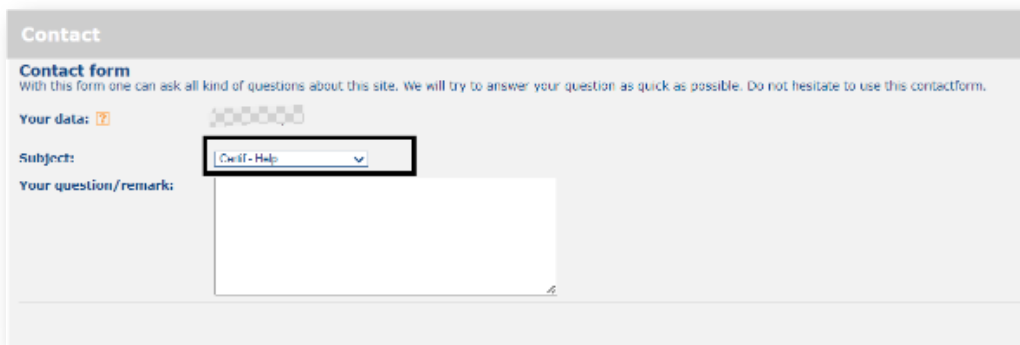
## Chapter 6

# Contact Mennens

If you click the ‘contact’ button, you can submit a question or comment via a form and the message will be delivered to the Certificate Manager of the Mennens branch using the “send” button.



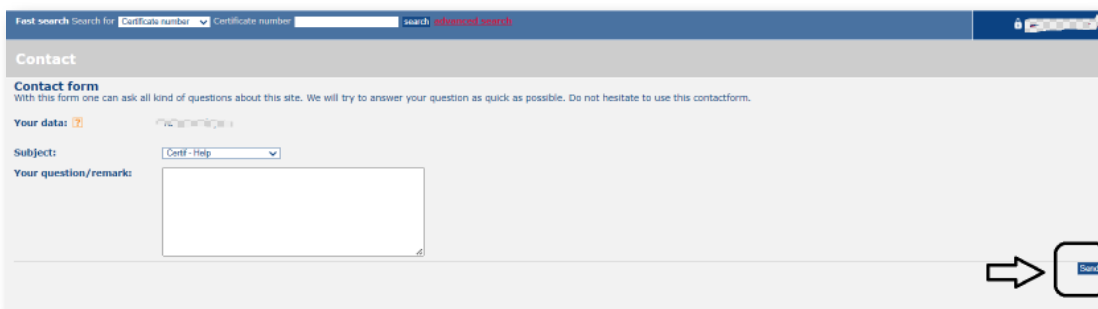
Choose the subject



Describe your question or comment:



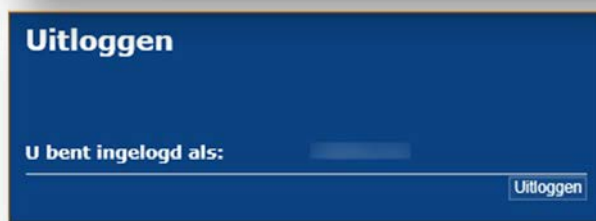
Click on “Send”



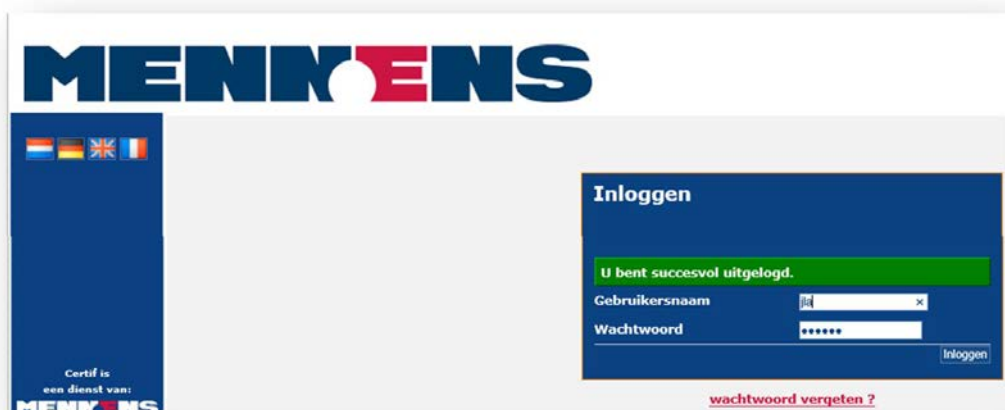
## Chapter 7

# Logging out Mennens Certificates

If you want to leave Mennens Certificates, you can click the ‘Log out’ button from the menu and the following message will be displayed.



Click Log Out



You have now successfully logged out.

The Quick view session of the Mennens Certificates ends here.

If you have any comments or concerns, please contact the Certificates manager of your Mennens branch.

**Mennens - Amsterdam**

Contactweg 40  
1014 AN Amsterdam  
Tel: +31 (0)20 581 18 11  
E-mail: amsterdam@mennens.nl

**Mennens - Dongen**

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5107 ND Dongen  
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