

In this document it is described how you as an entrepreneur can use the service föranmälan.nu to handle applications and completion notifications to network owners. The service is free of charge for entrepreneurs and is based on EIO:s and *Svensk Energi's* recommendations to make the process as correct and complete as possible according to industrial rules and regulations.

Föranmälan.nu saves both time and resources by for instance skipping postal services. All application/completion notifications are easily accessible with searching and tracing capabilities as well as revision history. Every change that is made in an errand is saved and can be accessed if needed, this also includes appendices that have been attached.



## Getting started

### Start

To access the service you'll need a web browser and access to internet. The service can be used on computers, tablets and smartphones. Start the web browser and enter foranmalan.nu in the address bar. The startpage of the service will be shown.



### First time?

If you are a first time user you will need to create an account. To do this click on **Skapa konto** on the top of the page.



Notice that you can only create one account as a main user. The main user can then allow other users to share the account.

When you have clicked **Skapa konto** you will need to enter your user details and then click the button **skapa konto**, a verification email will be sent to the email you've entered.

Didn't receive an email? Make sure that you have entered the correct email address or that the mail isn't stuck in your spam filter.

### Log in

To log in click **Logga in** in the top left corner and enter your email address and password which will bring you to the overview page.



If you have forgotten your password, click **Återställ lösenord** and enter your corresponding email address and instructions will be sent on how to register a new password.

## My errands

When you have logged in you will see the overview of all errands under your account.

**föranmälanu**  
För- och Färdiganmälan på nätet

**Mina ärenden** Inloggad som Anders Falk, Mirakel Installatör AB

Mina ärenden Mitt konto Support Logga ut

Filtertext Filtrera Alla Ny föransölan

**Pågående: 176 st**

Status	Datum	Nätägare	Avser	Adress	Kontaktperson
	2016-07-09				
	2016-07-09	* Elköping Nät AB (test) *	Ny anl.	Storgatan 14A	
	2016-07-09	* Elköping Nät AB (test) *	Ny anl.	Storgatan 14A	
	2016-07-09	* Elköping Nät AB (test) *			
	2016-07-08	* Elköping Nät AB (test) *			

föranmälan.nu

## Current, Archived and Annulled

All your errands are divided under three categories representing current, archived and annulled errands. Under each category the errands are sorted so that the most current one is on top of the list.

For each errand there is a colored progress bar which shows the current progress of the errand while the color of the progress bar represents the status of the errand.

- Grey** New errand which have not yet been sent to a network owner. Also, errands that are archived and annulled are marked as grey.
- Green** Approval from network owners, i.e. installation approval or completed notification.
- Yellow** Errand on which you await clarification from the network owner.
- Red** Errand which has been rejected by the network owner. This can for example be because of the network owner requires further information.
-  If an errand has been registered to a network owner that is not connected to this service a yellow triangle with an exclamation mark will be shown. If this is the case you will have to manually send the errand by printing it out and send it by mail/fax or other traditional means.

If you click on the name of a network owner its contact information will be shown as well as forms and attachments with instructions that the network owner may have uploaded.

## Filtering

In the search bar you can filter out your errands by for example typing a phone number, name, address or the number of an electricity meter. Type in the text and then click **Filtrera** and the errands which corresponds the filtering text will be shown.

**Create a new application**

Click on **Ny föranmälan** to create a new errand.

## An Errand

The detail overview for an application/completion notification is shown when you click **Ny föränmälan** or **Visa** for an existing errand in the overview.

## Current status

Just above the green line on top of the page the current status for the errand, in this example the status is *Kvitterad färdigämälän*. Other examples of status that can be shown are for instance *Ny föränmälan*, *Inskickad föränmälan* and so forth.

## Buttons to save, send etc.

Under the green line there are different buttons that are used for different actions in an errand. When the errand lies with the network owner these buttons are not shown.

- Spara** For saving entered information in the form so that it can be resumed at a later occasion.
- Skicka in** The information in the form is saved and sent to the network owner for further processing.
- Annullera** To annulle an errand, it will then be moved to the *Annullerad* section in the overview.
- Arkivera** To file an errand when it is completed. The errand will then be moved to the *Klara* section in the overview.

If an errand lies with a network owner that isn't connected to the service there will be additional buttons so you can manually update the status of the errand.

## Choose a network owner

To be able to send in an errand you must first choose a network owner from the list *Nätägare*. If you choose a network owner that is not connected to this service a notification will warn you about this. You will however still be able to create the errand but as stated before, you will have to manually see to it that the errand will be mailed to the network owner.

## Standard information

Under the headlines *anläggningens adress*, *kund*, *fastighetsägare*, *kundanläggning*, *effektuppgifter* and *upplysningar* you can provide information corresponding to standard traditionell forms.

## Entrepreneur information

When you create a new errand the information under the headline *Installatör* will be appended automatically corresponding the information you have provided under your account *Mitt konto*.

## Completion notification

To be able to send a completion notification, *färdiganmälan* you must have provided all necessary information under the headline *färdiganmälan*. Note that the network owner is able to instantly approve a new errand if all the information is provided under *färdiganmälan* and the errand regards for example a change of fuse.

## Attachments

Here all attachments that you or the network owner have provided regarding the errand are shown. To add a new attachment click on *Lägg till bilaga* and look up the file you wish to attach. An errand can have several different types of attachments such as situation plans, drawings or regular documents.

## History

Under the headline *Historik* all old revisions of the errand is presented. This means that you can easily view or print the original application to a network owner. You can not make any changes in older revisions of an errand.

## Create a standard form

You can create a standard form pdf if you click **Blankett (pdf)** under the green line. This form can be mailed, saved and printed. If a network owner is not connected to this service you will have to send this form to the network owner. This could be via mail or possibly email if the network owner accepts applications in emails.

## My Account

Under the headline **Mitt konto** is where you can view and edit your account and contact information. Some of the information can only be edited by the administrator (account owner).

**Mitt konto** Inloggad som Anders Falk, Mirakel Installatör AB

Mina ärenden Mitt konto Support Logga ut

Spara Byt lösenord

Senast ändrat 2016-07-09

**Installatör Berit Svenson, Mirakel Installatör AB**

Behörighetsinnehavare: Berit Svenson Behörighetsnr: 123456-7890  
 Företagsnamn: Mirakel Installatör AB Telefonnummer: 0708-556311  
 Adress: Lilla Brogatan 19  
 Postnr och ort: 50335 Borås

**Användare: 3 st**

Namn	Mailadress	Mobilnummer	Admin	Gäst	Mail	SMS
Anders Falk	anders.falk@mirakel.nu		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Berit Svenson	berit.svenson@mirakel.nu		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
William Popovics	william.popovics@mirakel.nu		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Lägg till användare

## Entrepreneur

This is where you fill in contact information to the entrepreneur. This is the information that will be autofilled when a new errand is created.

## Users

In the headline **Användare** is where all users in the account are listed. This can be view as delegation of an authority.

For each added user it is possible to edit name, email address as well as

- Enable **Administratör** if a user should be an administrator for the account. As an administrator a user has the privilege to edit all information under the account as well as add/delete other users.
- Enable as guest **Gäst** if a user only is allowed to login and view content but they cannot edit, create or send errands to network owners.
- Enable **Mail** or **SMS** if a user will receive notifications via email or text messages on their phone when a network owner has handled an errand.

## Attachments

In **Bilagor** you can attach public company documents that you want network owners to have access to, for example company certificates.