

Instructions on how to use FINAS Extranet

1. How to upload assessment material into Extranet

The material for the technical assessors should be compressed into individual .zip files for each technical assessor/technical field. Please arrange the documents in the .zip file to folders according the list of appendixes in the material request and include no more than one subfolder to each folder. The form of the compressed file should be .zip, so other compression formats like .rar or .7z should not be used. The size of an individual .zip file should preferably not exceed 50 Mb. **Please include the accreditation ID (or the applicant's name) to each .zip file.**

In addition to .zip files, also individual files (.doc, .pdf, .xls, etc.) can be uploaded into the Extranet.

Open the "Documents" tab and click on "Add new documents". Choose from the list the right folder for your file. Following folders are available:

1. **Yhteiset (Common)**
2. **Asiakas – FINAS (Customer - FINAS)**
3. **Tekninen alue 1 (Name of the technical field)**
4. **Tekninen alue 2 (Name of the technical field)**
5. **Tekninen alue 3 (Name of the technical field)**

The material directed to the lead assessor is uploaded the Customer – FINAS folder. The possible corrective actions after the assessment are uploaded into the Common folder. The materials directed to the technical assessors are uploaded into folders named after the technical field such as, for example "Water Chemistry" etc. The Common folder can be used for uploading of material directed to all assessors. The technical assessors have access only to the folders of their own technical fields and to the Common folder.

You don't have rights to folders that are shown grey.

Zip -file can be uploaded unextracted or by extracting the contents of the zip file. We recommend the first option and it is also systems default.

Individual files such as doc, .pdf, .xls, etc. can also be downloaded into these folders. Please inform FINAS akkreditointi@finas.fi when assessment material has been uploaded into Extranet.

2. How to download documents from Extranet to your computer

Go to the Documents page by clicking on the icon "Documents". On this page you will find a list of documents that are shared with you.

Choose from the list the documents or .zip files that you want to download to your computer and place the file/-s into a document cart by clicking "Add selected documents to cart", then open the document cart for downloading a .zip file containing the chosen materials.

Please note that you can also skip the document cart phase and download the files directly one by one by clicking the file and saving it to your computer.

FINAS will inform you when assessment reports are available in Extranet for downloading.

Please note that on the Documents –site it is possible to change the order of the listed documents by clicking the title in question (for example by clicking the title "Modified" you will have the documents ordered by the upload –date).

Please contact us if you have any problems with using FINAS Extranet.

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