



Instructions for Dolf

You will find Dolf system on the following address

http://130.239.61.229/dolf/web_dolf

Make sure to save the address as a favorite!

➤ First time you login

Use your regular CAS login and password.

Welcome to WebDolf	
The system has indicated that this might be one of your first login attempts. In order to be able to use the system you will need to complete the following form:	
Domain Login	Existing User
Your First Name	
Your Last Name (swedish)	
Personnummer	
University email	
Class / Group	Unbound
Submit	

Fill in your first and last (family) name, your Swedish personal number (date of birth if you don't have Swedish personal number YYMMDD), your primary e-mail address and choose your class.



1. Register withdrawal

Log in on http://130.239.61.229/dolf/web_dolf with your cas-id.



This is the first view shown when you log in. Choose project to charge. In projects in education, a given budget per student is set. The budget is shown in Dolf once you choose project. An exceeded budget will be charged to your private account and billed to you privately. It's very important that you charge all your costs to the right project to avoid paying it yourself.

Own project is materials not covered by a course budget. Four times a year (November, February, May and June) an invoice will be sent by e-mail to your primary e-mail address registered in the Student Web. This invoice will include materials on your own project and over spent budgets in school projects. Please make sure you have registered an updated e-mail address in the Student Web.

NOTE:

If you can't find the current project you are working in, tell your teacher that the project card is missing in the Dolf system.



The screenshot shows a web browser window with the URL 130.239.61.196/web_dolf/. The page title is "DOLF ADMIN". The user is logged in as "Ingela Westerlund". The account credit is shown as 0,0. There is a warning message: "There is a browser issue with this site. Until that is resolved please use Google Chrome." Below this, there is a dropdown menu for "Own Project" set to "Own Project". The main section is titled "Register Withdrawal" and contains a form with the following fields:

Material Group	<ALL TYPES>
Material	- Select Material -
Amount	
<input type="button" value="Submit"/>	

Below the form, there is a section titled "Withdrawals in Own Project" with a total cost of 2,00. A note states "This project is not sponsored". A table lists the withdrawals:

Date	Project	Material	Amount	Unit	Cost
2014-09-12	_OWN_	Post-it, tiny 33x51	1,0	pcs	2,00

Next step will be to specify your withdrawal. Choose material, group and amount. Price will be shown in the box to the right of amount. Put in actual amount and press enter.

Your withdrawals will be shown in the list below, check that you have put it in correct. You can now continue to do all your withdrawals within this specific project.

Go back to start page and log out (you'll find that function under "File").

If you have any questions, stop by my office in the administration corridor or send an e-mail to ylva.johansson@umu.se