

# IHS Standards Expert Training Manual

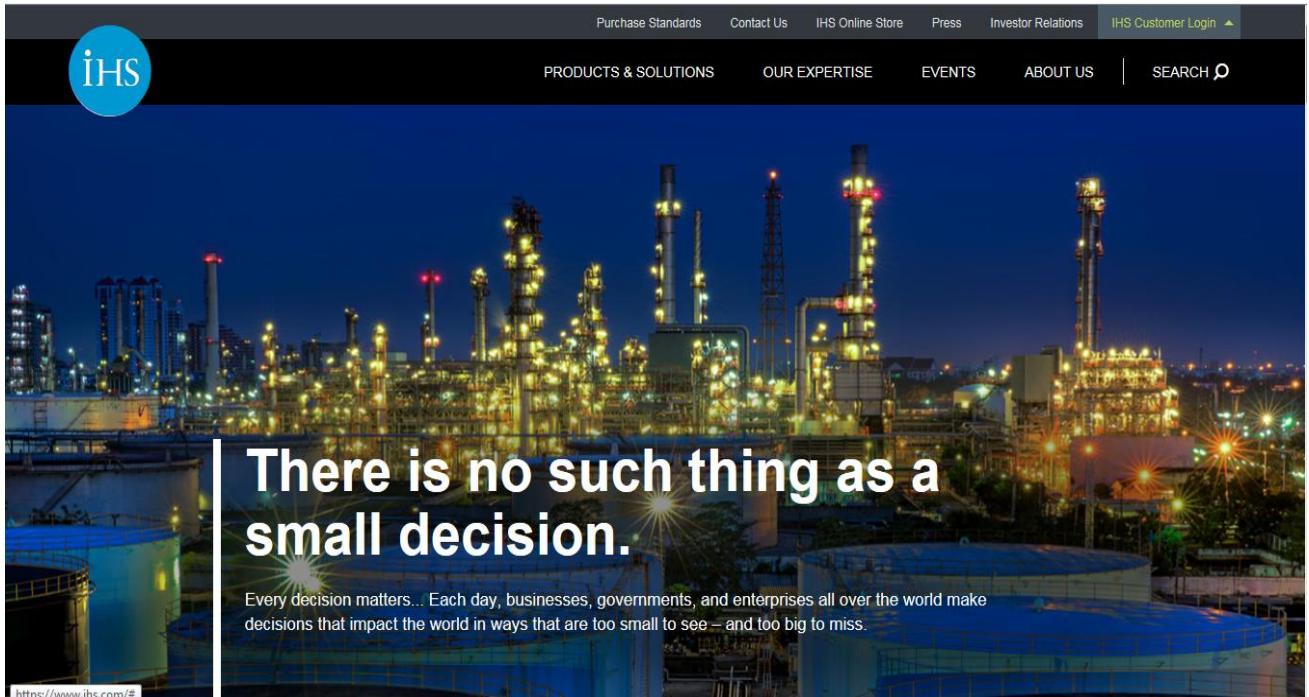


# IHS Standards Expert

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# Login from the Internet



Enter [www.ihs.com](http://www.ihs.com) in your internet explorer url bar.



On the right hand side of the screen click on **Customer Login** and from the options select **IHS ERC**

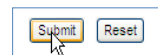


Enter the **Login name** and **Password** that has been issued.

<b>Account Login name:</b>	<input type="text" value="IHSERC"/>
<b>Account Password:</b>	<input type="password" value="*****"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

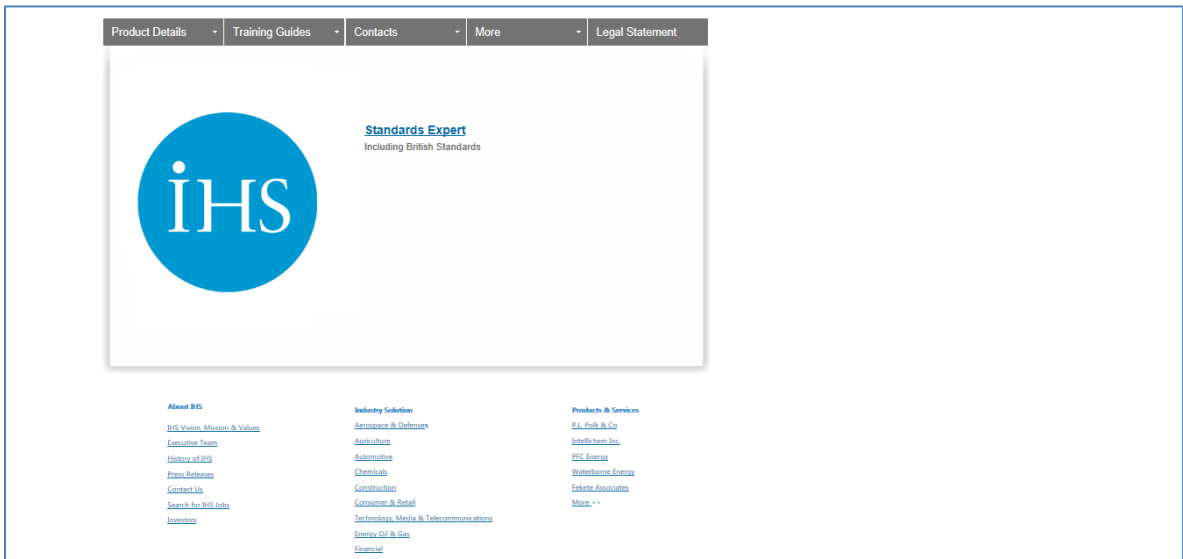
**NB:** If this is the first time that the login has been used on this computer, registration will need to be completed in order for personal profiles to be used. (See following pages).

Click on the **Submit** button.



**NB:** On all future logins use the generic **Login name** and **Password** and if registered you will be taken directly to the specific **Landing Page**

## Login from the Intranet



In some instances login to **IHS Standards Expert** will be done through the company Intranet page.

From the intranet page there will be a link which goes directly to the **IHS** page.

When the link has been selected a screen similar to the above will be shown. From here there you have access to a variety of different areas of the IHS Website.

If this is the first time accessing the product click on the link to **register for Standards Expert** then follow the instructions on the screen.

[Click here to register for Standards Expert](#)

Once registered or if registration was completed on a previous visit to the page click on the **Log into Standards Expert** link. This will then go directly to the product.

After you have registered above  
[Click here to log into Standards Expert](#)

**NB:** Design of the intranet pages may vary

# Registration

The screenshot shows the IHS User Registration page. At the top, there is a navigation bar with links: Home | Subscriber Login | How To Subscribe | Standards Store. The IHS logo is on the left, and the tagline 'The Source for Critical Information and Insight™' is on the right. Below the logo, the page title 'User Registration' is displayed. A welcome message follows, stating: 'Welcome to IHS! Please take a moment to complete this one-time "user" registration. **Note that your email address will be your username.** The email address/password will only be used to protect your profile information. You will continue to use your company login or portal to access these services. This will not change the way in which you currently access the products for which this account currently subscribes.' Below this, a note says: 'This information is considered confidential. For details, please review the [IHS Privacy Policy](#).' A link for 'Already registered? Log in ...' is provided. The main section is 'Create your User Profile:', which contains five input fields: First Name, Last Name, Email Address, Password, and Re-Enter Password. Below these fields are two checkboxes: 'product update and support information notifications' and 'information about other IHS products and services'. At the bottom of the form are 'Submit' and 'Reset' buttons. A note at the very bottom states: 'All fields are required. If you need assistance in completing this form please contact [IHS Customer Care](#).' At the bottom right of the page, there are links for 'Privacy | Legal | Terms and Conditions'.

The Registration screen will ask for basic details of the user.

Enter details such as **Name**, **Last Name** and **E-mail address**.

This close-up shows the 'Create your User Profile' section of the registration form. It contains three input fields: 'First Name' with the value 'Beth', 'Last Name' with the value 'Cutcliffe', and 'Email Address' with the value 'beth.cutcliffe@ihs.com'.

Enter a **Password** for the account.

This close-up shows the password fields. The 'Password' field contains seven asterisks (\*\*\*\*\*), and the 'Re-Enter Password' field also contains seven asterisks (\*\*\*\*\*).

Use the tick boxes to request **Product Updates** or **Information on other IHS Products**. Leaving these deselected will ensure that this information will not be sent.

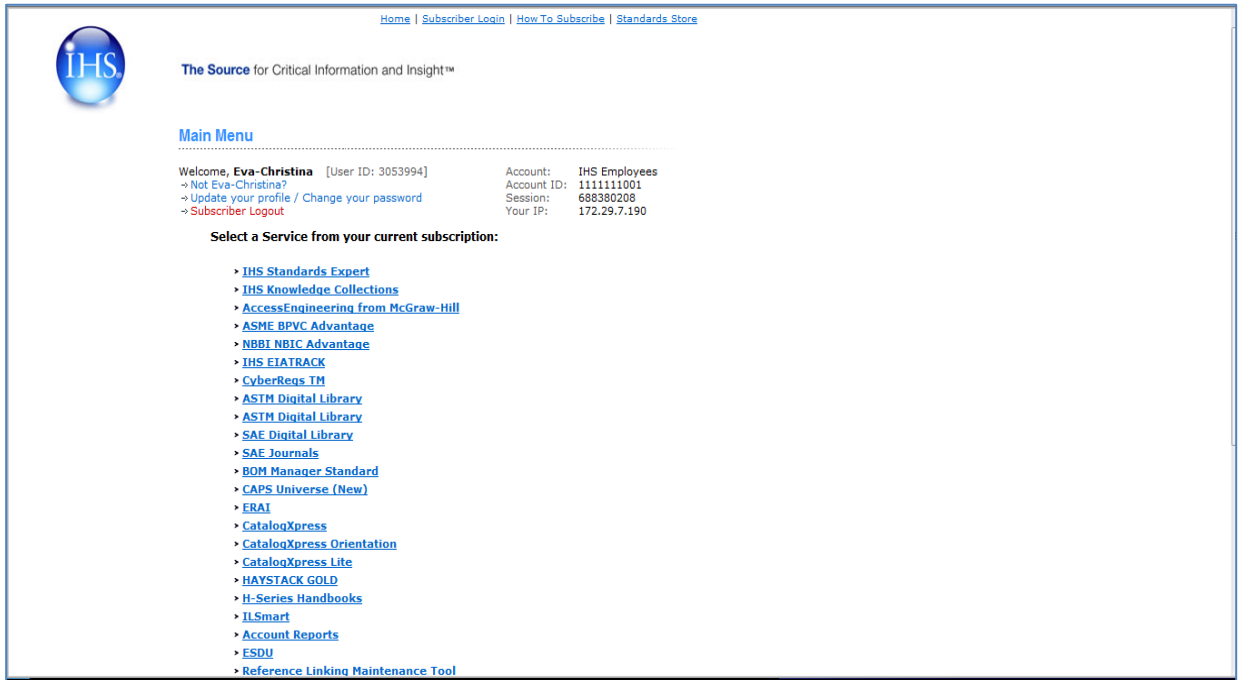
This close-up shows the 'I would like to receive:' section. It contains two checkboxes: the first is checked and labeled 'product update and support information notifications', and the second is unchecked and labeled 'information about other IHS products and services'.

Click on the **Submit** button.

This close-up shows the 'Submit' and 'Reset' buttons at the bottom of the registration form. A mouse cursor is pointing at the 'Submit' button.

**NB:** This username and password will be used for making any changes to your account profile. They will not be used to **Login** to **IHS ERC**.

# Landing Page



The screenshot shows the IHS Landing Page. At the top, there is a navigation bar with links: Home | Subscriber Login | How To Subscribe | Standards Store. Below this is the IHS logo and the tagline "The Source for Critical Information and Insight™". A "Main Menu" section is followed by a welcome message to "Eva-Christina" with a user ID of 3053994. To the right, account details are listed: Account: IHS Employees, Account ID: 1111111001, Session: 688380208, and Your IP: 172.29.7.190. Below the welcome message, there are links to "Update your profile / Change your password" and "Subscriber Logout". A section titled "Select a Service from your current subscription:" lists various services with expandable arrows: IHS Standards Expert, IHS Knowledge Collections, AccessEngineering from McGraw-Hill, ASME BPVC Advantage, NBBI NBIC Advantage, IHS FIATRACK, CyberRegs TM, ASTM Digital Library, SAE Digital Library, SAE Journals, BOM Manager Standard, CAPS Universe (New), ERAI, CatalogXpress, CatalogXpress Orientation, CatalogXpress Lite, HAYSTACK GOLD, H-Series Handbooks, ILSmart, Account Reports, ESDU, and Reference Linking Maintenance Tool.

From the **Landing Page** it is possible to do the following;

**Login as a different user:** ERC Logins are linked to IP Addresses of a computer. If a shared computer is being used to login use this link to change account details.

**Update your profile:** change the details on the account profile that were entered at registration, i.e. remove or add the request for product updates and information.

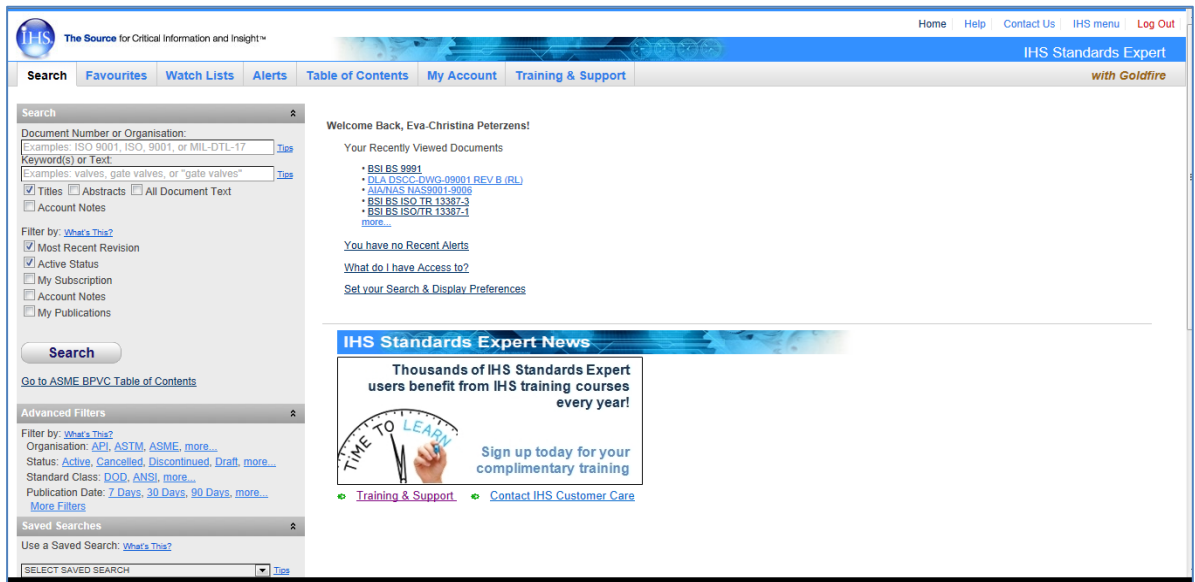
**Subscriber logout:** logout of the ERC database.

Underneath these links there is a list of products that the company has subscribed to. Click on the link for **IHS Standards Expert**.

Select a Service from your current subscription:

- › [IHS Standards Expert](#)
- › [IHS Knowledge Collections](#)
- › [AccessEngineering from McGraw-Hill](#)

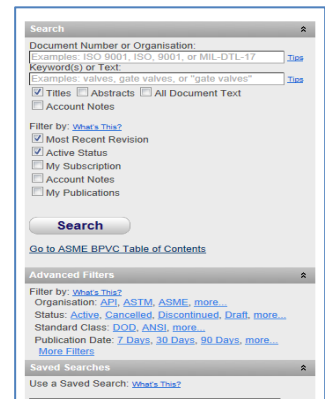
# Home Page



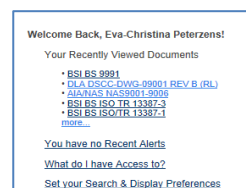
The **Standards Expert** product is sectioned by **Tabs**. The system will default to the **Search** tab on login. This is considered to be the **Home Page**.

The **Home page** is in 3 sections;

**Search Panel:** the area where criteria will be entered and refined to search for the document required.

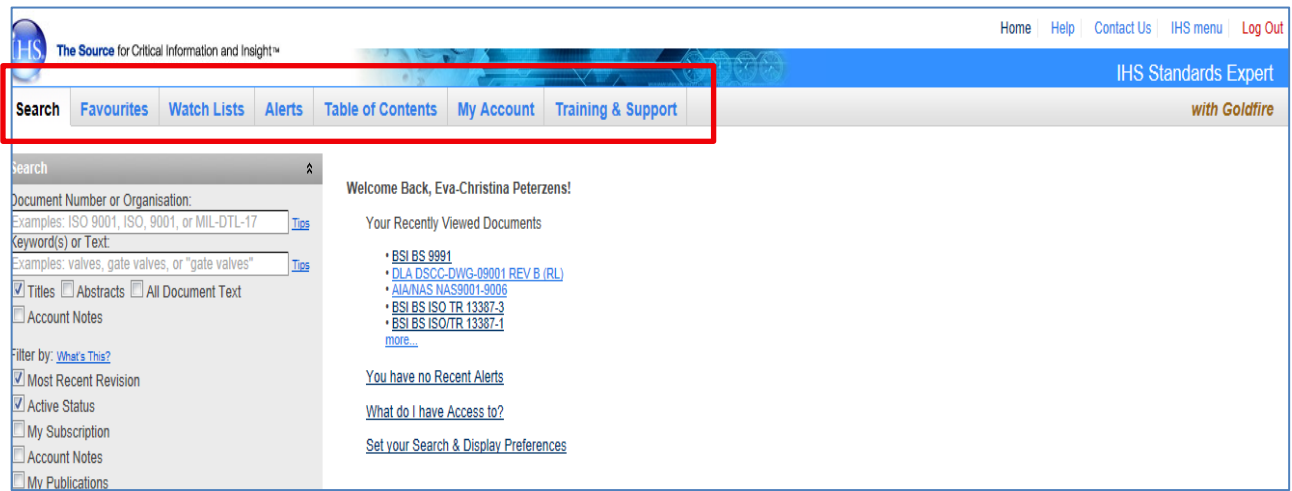


**Personal Profile:** shows information with regards to the user currently logged onto Standards Expert. This section also has quicklinks to access specific areas directly.



**IHS Standards Expert News:** newsletter with information regarding the **Standards Expert** product.

## Home Page - Tabs



The screenshot shows the IHS Standards Expert home page. At the top, there is a navigation bar with links: Home, Help, Contact Us, IHS menu, and Log Out. Below this, a blue banner displays the IHS logo and the text 'The Source for Critical Information and Insight™'. A red rectangle highlights a row of navigation tabs: Search, Favourites, Watch Lists, Alerts, Table of Contents, My Account, and Training & Support. The 'Search' tab is currently selected. Below the tabs, the page is divided into two main sections. The left section contains a search area with fields for 'Document Number or Organisation' and 'Keyword(s) or Text', along with filters for 'Titles', 'Abstracts', and 'All Document Text'. The right section displays a welcome message for 'Eva-Christina Peterzens!' and lists 'Your Recently Viewed Documents' with links to various standards like BSI BS 9991 and DLA DSCC-DWG-09001 REV B (RL).

**Favourites:** will list all favourites that have been added to this account. Ability to add notes to documents, remove from the favourites list and download to an Excel document.

**Watch Lists:** shows all watch lists that have been set up by the user. These can be shared with other users, and used to track important changes to standards

**Alerts:** shows any alerts that have been set up. This section will advise if an alert has been sent on either a **Watch List** or a document added to **Favourites**.

**Table of Contents:** this tab is specific to the ASME Boiler and Pressure Vessel Code's. The list will give direct access to a specific code if your company has subscribed to ASME BPVC.

**My Account:** gives an overview of the account, alerts etc. It also enables changes to be made to user preferences and gives the ability to view the subscription information.

**Training and Support:** information regarding help and support that is available as links through the Standards Expert product.



# Searching - Basic

The screenshot shows the IHS Standards Expert search interface. The search panel on the left includes a 'Document Number or Organisation' field with '9001' entered, and a 'Keyword(s) or Text' field. There are checkboxes for 'Titles', 'Abstracts', 'All Document Text', and 'Account Notes'. A 'Search' button is located below the search panel. The main content area displays a welcome message, a list of recently viewed documents, and a news section titled 'IHS Standards Expert News' with a link to 'Read Icon Overview'.

To search by **Document Number** go to the **Search** panel and enter the number directly into the Document Number or Organisation field.

A close-up of the 'Document Number or Organisation' search field in the IHS Standards Expert search panel. The field contains the text '9001' and a 'Tips' link is visible to the right.

To search for keywords use the **Keyword(s) or Text** field in the **Search** panel. Select the tick boxes to indicate areas the search engine will look in.

A close-up of the 'Keyword(s) or Text' search field in the IHS Standards Expert search panel. The field contains the text 'quality management'. Below the field are checkboxes for 'Titles', 'Abstracts', 'All Document Text', and 'Account Notes'. The 'Titles' checkbox is checked.

**And/Or Search**– to search for x and or x type the words into the search field, i.e. quality management searches for any documents including the words quality and/or management

**Phrase Search** – to search for phrases use “xxx” i.e. “quality management”

**Wild Card Search** – to replace a word or string of characters use \*, i.e. Enviro\* will return documents with Environment, Environmental, Envirosafety etc.

Use the tick boxes to select how to further filter the results i.e. by **Revision**, **Active Status**, within the **Subscription** or within **Account Notes**.

A close-up of the 'Filter by: What's This?' section in the IHS Standards Expert search panel. It contains checkboxes for 'Most Recent Revision', 'Active Status', 'My Subscription', and 'Account Notes'. The 'Most Recent Revision' and 'Active Status' checkboxes are checked.

When all criteria is entered click on the **Search** button

A close-up of the 'Search' button in the IHS Standards Expert search panel. The button is blue with the word 'Search' in white text.

# Results Screen - Options

**Search Results for:**  
Document Number: 9001  
Applied Filters: **X**Most Recent Revision **X**Active Status **X**Organisation - BSI ISO

Document Number	Status	Date	Title	Tools
BSI BS EN ISO 9001	Active	11/30/2008	Quality management systems - Requirements - CORR: August 31, 2009	<a href="#">Favourites (Add)</a> <a href="#">Watch List (Add)</a> <a href="#">Goldfire</a>
BSI BIP 2013	Active	07/29/2009	Understanding ISO 9001:2000 and Process-based Management Systems - Hardcopy Only - To Purchase Call 1-800-854-7179 USA/Canada or 303-397-7956 Worldwide	<a href="#">Favourites (Add)</a> <a href="#">Watch List (Add)</a> <a href="#">Goldfire</a>
BSI BIP 2014	Active	07/29/2009	Creating a Process-based Management System for ISO 9001:2000 and Business Improvement - Hardcopy Only - To Purchase Call 1-800-854-7179 USA/Canada or 303-397-7956 Worldwide	<a href="#">Favourites (Add)</a> <a href="#">Watch List (Add)</a> <a href="#">Goldfire</a>
BSI BIP 2015	Active	07/29/2009	Process Management Auditing for ISO 9001:2008 - Hardcopy Only - To Purchase Call 1-800-854-7179 USA/Canada or 303-397-7956 Worldwide	<a href="#">Favourites (Add)</a> <a href="#">Watch List (Add)</a> <a href="#">Goldfire</a>
BSI BS EN ISO 9001 A5 LAMINATED	Active	10/08/2008	Quality management systems. Requirements - To Purchase Call 1-800-854-7179 USA/Canada or 303-397-7956 Worldwide	<a href="#">Favourites (Add)</a> <a href="#">Watch List (Add)</a> <a href="#">Goldfire</a>
ISO 9001 CORR 1	Active	07/15/2009	Quality management systems - Requirements - TECHNICAL CORRIGENDUM 1 - Quatrième Edition	<a href="#">Favourites (Add)</a> <a href="#">Watch List (Add)</a> <a href="#">Goldfire</a>
ISO 9001	Active	11/15/2008	Quality management systems — Requirements - Quatrième édition	<a href="#">Favourites (Add)</a> <a href="#">Watch List (Add)</a> <a href="#">Goldfire</a>
ISO 9001 SMALL BUSINESS	Active	01/01/2010	ISO 9001 For Small Business - What To Do - Advice From ISO/TC176	<a href="#">Favourites (Add)</a> <a href="#">Watch List (Add)</a> <a href="#">Goldfire</a>

**Find more ... with Goldfire**

**Goldfire results for these Keywords: quality management ...**

**Browse by Content Class:**

- Codes & Standards (169466)
- Engineering Books (33497)
- Patents & Applications (407881)
- Other IHS Sources (88806)
- Articles & Journals (1320417)

**Browse by Concepts:**

**More Specific:**

- STEMCELL TECHNOLOGY INC. (2212)
- certified quality ... (1150)
- organization's quality ... (543)
- ISO quality management ... (478)
- effective quality ... (361)

**Made Up Of:**

- FPC system (385)
- quality objective (342)
- quality plan (33)
- WPK (38)
- WPK system (37)

To remove an applied filter use **Search Results for**. Click on the **x** at the side of the filter to be removed.

**Search Results for:**  
Document Number: 9001  
Applied Filters: **X**Most Recent Revision **X**Active Status **X**Organisation - BSI ISO

[Click to remove this filter from search.](#)

To change the order of the results click on "Sort by" at the top of the results.

Sort By: Relevancy

- Relevancy
- Document Number - Ascending
- Document Number - Descending
- Status - Ascending
- Status - Descending
- Date - Ascending
- Date - Descending

To download the list into an **Excel** document click on the **Download Results** button.

**My Account** **Training & Support**

[Save Search](#) [Download Results](#) [Print](#)

To view further detail regarding a document click on the **Details** link in the **Document Number** column

Document Number	Status	Date	Title
BSI 14/30273523 DC	Draft	05/14/2014	Draft BS EN ISO 9001 C
<a href="#">Details</a>   <a href="#">History</a>			
BS View Document Details	Active	11/30/2008	Quality management sys
<a href="#">Details</a>   <a href="#">History</a>			

# Results Screen – Detail & History

View Document

Document Details

Related Documents

Doc No: BSI BS EN ISO 9001 Date: 11/30/2008 Status: Active [See Revision Group](#)

[Full Screen View](#) [Favourites \(Add\)](#) [Watch List \(Add\)](#)

Go to: [Document Abstract](#) | [Document History](#)

Recently Viewed

BSI BS 9991  
DIA/DSCC/DWG-00001 REV.B  
(N/A)  
AN/AS NAS9001-0006  
BSI BS ISO TR 13387-3  
BSI BS ISO/TR 13387-3  
more...

Revision Group

BSI 1430273523 DC  
BSI BS EN ISO 9001

Related Documents

Equivalencies:  
AENOR UNE-EN ISO 9001:AC  
(COT)  
BSI BS EN ISO 10149-1 + A2 (COT)  
BSI BS EN ISO 9001-1  
LAMINATED (COT)  
CEN EN ISO 9001 (COT)  
References:  
BSI BS EN 12354-3  
BSI BS EN 12354  
BSI BS EN ISO 15011-1:AE  
LAMINATED  
BSI BS EN 12354-3  
BSI BS EN 12354-3  
more...

**Document Summary**

Title(s):  
English – Quality management systems - Requirements - CORR: August 31, 2009  
German – Qualitätsmanagementsysteme. Anforderungen - CORR: August 31, 2009  
French – Systèmes de management de la qualité. Exigences - CORR: August 31, 2009

Document Language(s): English

Page(s): 40

Organisation: BSI  
Authored by: BSI - British Standards Institution  
Committee: BSI-EN416 - BSI: Building Acoustics  
BSI-QS1 - BSI: Quality Management and Quality Assurance Procedures  
EN16 - EN16 - BSI: Building Acoustics  
QS1 - QS1 - BSI: Quality Management and Quality Assurance Procedures

DoD Adopted: No  
ANSI Approved: No

IHS Segments  
[View Aliases](#)

ICS Code: 03.120.10 - Quality management and quality assurance  
ISBN-13: 978050094717

Supersedes: BSI BS EN ISO 9002  
Supersedes: BSI BS 7795-1  
Supersedes: BSI BS EN ISO 9003

**Document Abstract** [Back to Top](#)

Keyword(s): Conformity, Consumer-supplier relations, Management, Planning, Process control, Quality, Quality assurance, Quality assurance systems, Quality management

**Document History** [Back to Top](#)

1 - 5 of 5

Sort By: [Document Number - Ascending](#) [100 per page](#)

Document Number	Status	Date	Title	Tools
BSI 1430273523 DC <a href="#">Details</a>	<b>Draft</b>	05/14/2014	Draft BS EN ISO 9001 Quality Management Systems - Requirements	<a href="#">Favourites (Add)</a> <a href="#">Watch List (Add)</a>
BSI BS EN ISO 9001 <a href="#">Details</a>	<b>Active</b>	11/30/2008	Quality management systems - Requirements - CORR: August 31, 2009	<a href="#">Favourites (Add)</a> <a href="#">Watch List (Add)</a>
BSI BS EN ISO 9001 <a href="#">Details</a>	<b>Revised</b>	11/15/2008	Quality Management Systems - Requirements	<a href="#">Favourites (Add)</a>

Information about and access to the document is split into 3 tabs.

The left hand panel of the screen will remain the same throughout the 3 tabs. This gives information regarding **Recently Viewed** documents and any related documents to the standard being viewed.

**Document Details** – information regarding the document. This will include a **Summary** of the document, document **Abstract** and any associated **History**

**Related Documents** - a list of any documents that are cross referenced to this standard. This tab will give a short description of the document

View Document

Document Details

Related Documents

Doc No: BSI BS EN ISO 9001 Date: 11/30/2008 Status: Active [See Revision Group](#)

[Full Screen View](#) [Favourites \(Add\)](#) [Watch List \(Add\)](#)

Go to: [Equivalencies](#) | [References](#) | [Referenced By](#)

Recently Viewed

BSI BS 9991  
DIA/DSCC/DWG-00001 REV.B  
(N/A)  
AN/AS NAS9001-0006  
BSI BS ISO TR 13387-3  
BSI BS ISO/TR 13387-3  
more...

Revision Group

BSI 1430273523 DC  
BSI BS EN ISO 9001

**This document has the following Equivalencies (4) [Disclaimer](#)**

Identical to AENOR UNE-EN ISO 9001:AC Quality management systems - Requirements (ISO 9001:2008/Cor 1:2009)

Identical to BSI BS EN ISO 10149-1 + A2 Acoustics - Laboratory measurement of sound insulation of building elements Part 1: Application rules for specific products - AMD: March 31, 2012; AMD: June 30, 2014

Identical to BSI BS EN ISO 9001 AS LAMINATED Quality management systems. Requirements - To Purchase Call 1-800-854-7179 USA/Canada or 303-397-7956 Worldwide

Identical to CEN EN ISO 9001 Quality management systems - Requirements

**This document contains the following References (22)**

BSI BS EN 12354-3 Building Acoustics - Estimation of Acoustic Performance of Buildings from the Performance of Elements - Part 3: Airborne Sound Insulation Against

**NB:** Clicking on the **History** link on the **Results** screen will bring you to the same screen as above but will direct the screen to the **Document History** section.

**View Document** – ability to view the document directly from this tab

# View a Document

**View Document** | Document Details | Related Documents

Doc No: BSI BS EN ISO 9001 | Date: 11/30/2008 | Status: Active [See Revision Group](#)

[Full Screen View](#) | [Favourites \(Add\)](#) | [Watch List \(Add\)](#)

**Recently Viewed**

- BSI BS 9991
- DLA DSCC-DWG-09001 REV B
- RLU
- AIAMAS NIAS9001-9006
- BSI BS ISO TR 13387-3
- BSI BS ISO/IR 13387-1
- [more...](#)

**Revision Group**

- BSI 14/30273523 DC
- BSI BS EN ISO 9001

**Related Documents**

**Equivalencies:**

- AENOR UNE-EN ISO 9001:AC (IDT)
- BSI BS EN ISO 10140-1 + A2 (IDT)
- BSI BS EN ISO 9001 A5
- LAMINATED (IDT)
- CEN ISO 9001 (IDT)

**References:**

- BSI BS EN 12354-3
- BSI BS EN 12516
- BSI BS EN ISO 19011 A5
- LAMINATED
- IEC 60300-1
- IEC 61100
- ISO 10001
- ISO 10003
- ISO 10005
- ISO 10009
- ISO 10007
- ISO 10012
- [more...](#)

**Search Document**

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To view the document click on the **View Document** tab.

**View Document** | Document Details | Related Documents

Doc No: [View text and images](#) | Date: 11/30/2008 | Status: Active [See Revision Group](#)

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When the **Accept** button has been selected the document will open in the window. To view this in a full screen click on the **Full Screen View** link.

**View Document** | Document Details | Related Documents

Doc No: BSI BS EN ISO 9001 | Date: 11/30/2008 | Status: Active [See Revision Group](#)

[Full Screen View](#) | [Favourites \(Add\)](#)

To return the screen to show all product features i.e. **Related Documents** and **History** tabs, click on the **Restore Product Features** link on the top left.

[Restore Product Features](#)

## Working with the Document



Once the document is open full use of Adobe Acrobat tools will be available.

Cut and paste an extract from the document in the normal way. (Ensure that the extract is referenced in the document it is pasted too)

The document can be saved to the desktop but this is not recommended as it may have been revised and therefore the saved version will not be the most up to date.

To ensure that the most current documents are being used or referenced always access them from **Standards Expert**.

If the document is to be printed please ensure that the **Copyright** laws pertaining to this have been read and understood.

## Copyright



Each publisher will have their own **Copyright** in place for these documents. The copyright agreement will be shown on the first instance of accessing a document by the publisher.

BSI are known to have the most stringent of copyright laws. A synopsis of these is shown below:

- You may not e-mail these documents to anyone, either within the organisation or externally.
- You can copy and paste up to 10% from a standard into an internal document.
- You can copy and paste up to 10% from a standard and send it via e-mail to an internal colleague.
- Always reference the standard the extract was taken from

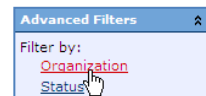
**To ensure total compliance with Copyright Laws please read the full Copyright of the Publisher before downloading or taking extracts from any documents.**

# Refining the Search

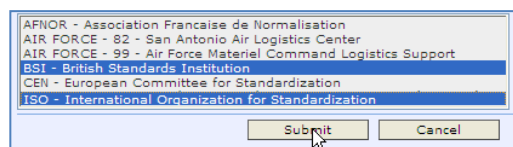
The screenshot displays the IHS Standards Expert search interface. At the top, there's a navigation bar with links: Home, Help, Contact Us, IHS menu, Log Out. Below this is a search bar and a list of tabs: Search, Favourites, Watch Lists, Alerts, Table of Contents, My Account, Training & Support. The main content area shows search results for document number 9001, sorted by Relevancy. The results are listed in a table with columns: Document Number, Status, Date, Title, and Tools. The left sidebar contains search filters like 'Most Recent Revision', 'Active Status', and 'My Subscription'. The top navigation bar includes links like 'Home', 'Help', 'Contact Us', 'IHS menu', and 'Log Out'.

Further refining of the results can be done by using the **Advanced Filters**.

To narrow the results by publisher click on the **Organisation** link.

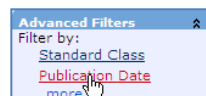


Select the organisation to be viewed. To view more than 1 organisation hold the **Ctrl** key down and select all organisations required then click on the **Submit** button.

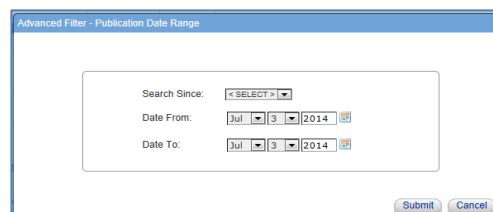


To narrow the results by document **Status** or **Standard Class** use the same process as above.

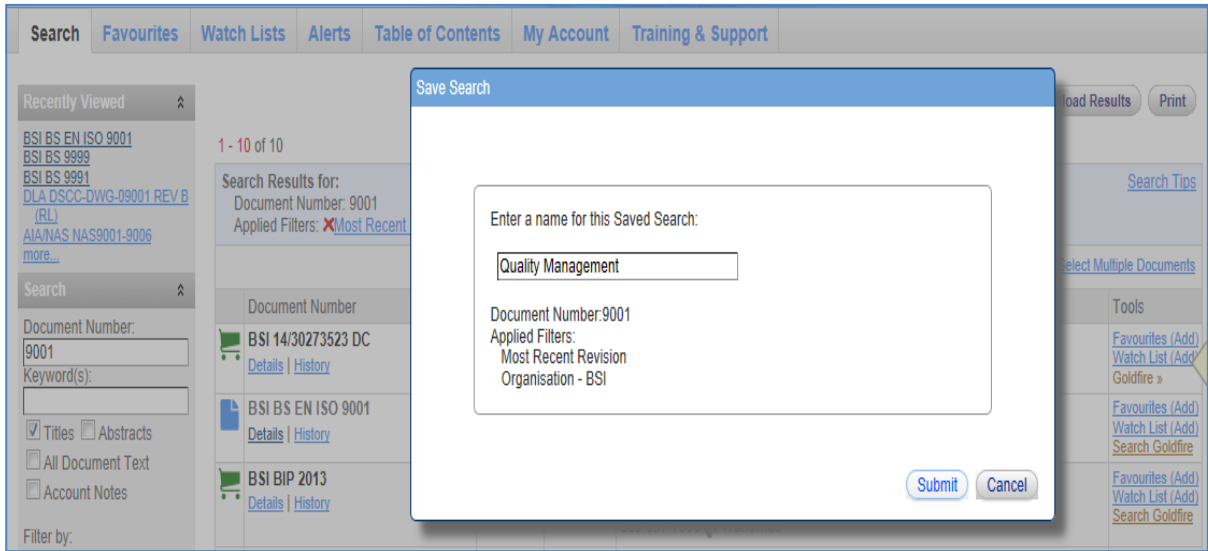
The results can also be refined by entering a date range for publication. Click on the **Publication Date** link.



Use the drop down boxes to select the date range that is to be viewed.

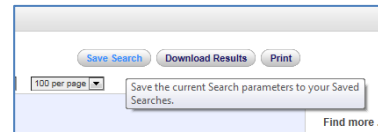


# Saving Searches

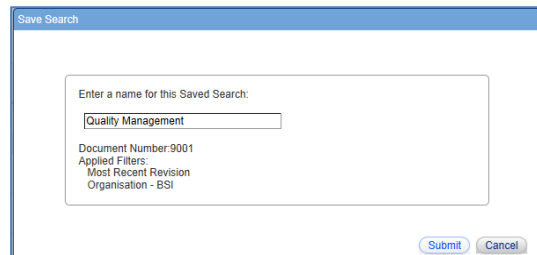


Once a search has been created it can be saved if it is to be used on a regular basis.

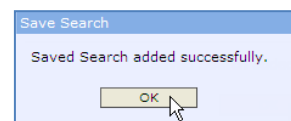
Set the criteria to be used for the search then click on the **Save Search** button.



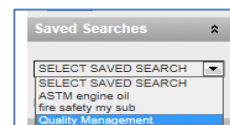
A dialogue window will be displayed, enter a unique name for the search so that it can be located easily in the future then click on the **Submit** button.



The system will confirm that the search has been saved. Click on the **OK** button.



Once saved, the search can be accessed by using the dropdown in the **Saved Searches** panel.



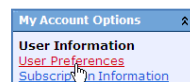


# My Account – Setting Preferences

To set preferences for the account click on the **My Account** tab from the Homepage.



In the **My Account Options** panel click on the **User Preferences** link.



**Search Preferences:** use the tick boxes to select or deselect the status of the document to be viewed

**Results Display Preferences:** Use the dropdown box to select the **Date format** and the **Results per Page**. Select the order by language of the title of the document

**Tools Preferences:** select the tick box to allow multiple selection of documents to be added to a **Watch List**.

Use the dropdown to select how many **Recently Viewed Documents** will be listed on the account profile.

# My Account – Subscription Information

**My Account Options**

- User Information
- User Preferences
- Subscription Information**

**Subscription Information**

Welcome to IHS Standards Expert.

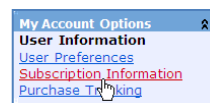
Your company or agency has selected the collections listed below for your immediate access. Click any "PCN" to review that collection.

Guide to document availability:

- These documents are part of your company subscription. Click the "View Icon" for immediate access.
- These documents were not selected by your company. You may purchase an individual copy by clicking the "Order" icon.
- These documents were not selected by your company. If you see this symbol, it means that your company has chosen to disable the option to purchase an individual copy.
- This icon indicates there is a Redline document available. Click the icon to View the Redline document.
- This icon indicates there is a Redline document available. However the account does not subscribe to this redline.

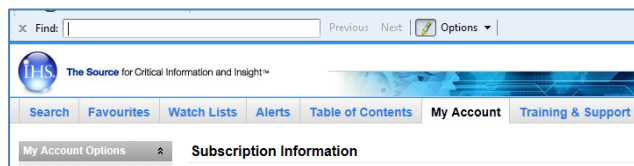
Description	PCN
3D Model Functionality	<a href="#">FP3DM</a>
AAMI - Standalone	<a href="#">ES297</a>
AIA/NAS	<a href="#">340</a>
API - Environmental and Safety	<a href="#">594</a>
API - Exploration and Production	<a href="#">592</a>
API - Measurement	<a href="#">596</a>
API - Measurement - Exploration and Production	<a href="#">59A</a>
API - Measurement - Gas Processing Plants	<a href="#">59E</a>
API - Measurement - Marine	<a href="#">59D</a>
API - Measurement - Marketing	<a href="#">59B</a>
API - Measurement - Pipeline	<a href="#">59C</a>

To view the document collections that the company currently subscribes to click on the **Subscription Information** link in **My Account Options**.



A screen will be displayed that will give the full list of collections in alphabetical order.

The quickest way to search this list for a particular collection is to use **Ctrl +F** from the key board and enter the search word.



The **PCN** column shows the **Product Code Number** for the section that the document 'belongs' to. To view all documents in this section click the link in the **PCN** column.

Description	PCN
(NFPA) - National Fluid Power Association	<a href="#">524</a>
AASHTO	<a href="#">526</a>
AASHTO Handbook Manual	<a href="#">AASHTO Handbook Manual</a>
AASHTO Highway Design	<a href="#">AASHTO Highway Design</a>

Search All Documents in this PCN.

# Favourites

The screenshot shows the 'Favourites' tab selected in the top navigation bar. The left sidebar contains links for 'Recently Viewed', 'Email Alerts', 'FAQs', and 'Read All FAQs'. The main content area is titled 'Favourites' and shows 'You have 2 Favourite documents.' Below this is a table with columns: Document Number, Status, Date, Title, and Tools. The table lists two documents: BSI BS 9991 and BSI BS ISO 16737. The 'Tools' column for each document contains links for 'Favourites (Remove)', 'My Note (Edit)', and 'My Note (Add)'. At the bottom right, there are buttons for 'Download Favourites' and 'Print'.

Document Number	Status	Date	Title	Tools
BSI BS 9991	Active	12/31/2011	Fire safety in the design, management and use of residential buildings - Code of practice	<a href="#">Favourites (Remove)</a> <a href="#">My Note (Edit)</a>
BSI BS ISO 16737	Active	08/31/2013	Fire safety engineering — Requirements governing algebraic equations — Vent flows	<a href="#">Favourites (Remove)</a> <a href="#">My Note (Add)</a>

The favourites list can be used for easy access to the most commonly used documents.

To add a document to the favourites list when the search has been completed click on the **Favourites (Add)** link in the **Tools** column on the **Results page**.

This screenshot shows search results for the keyword 'fire safety'. The table lists two documents. The 'Tools' column for the second document, BSI BS ISO 16732-1, shows a green 'Favourites (Add)' link, indicating it has been successfully added to the favourites list. Other links in the Tools column include 'Watch List (Add)', 'Search Goldfire', and 'Favourites (Add)'.

Document Number	Status	Date	Title	Tools
BSI BS 9991	Active	12/31/2011	Fire safety in the design, management and use of residential buildings - Code of practice	<a href="#">Favourites (Add)</a> <a href="#">Watch List (Add)</a> <a href="#">Search Goldfire</a> <a href="#">Favourites (Add)</a>
BSI BS ISO 16732-1	Active	09/30/2012	Fire safety engineering - Fire risk assessment - Part 1: General	<a href="#">Favourites (Add)</a>

Confirmation that the document has been added will be shown by the **Favourites (Add)** link turning green.

A close-up of the 'Tools' column for a document in the search results. The 'Favourites (Add)' link is highlighted in green, indicating it has been successfully added to the favourites list. Other links in the Tools column include 'Watch List (Add)' and 'Search Goldfire'.

To view favourites click on the **Favourites** tab on the **Homepage** this will display the screen seen above

This screenshot shows the 'Favourites' tab selected in the top navigation bar. The main content area displays the text 'Favorite documents you use'.

Download the favourites list into an Excel document by clicking on the **Download Favourites** button.

A close-up of the 'Download Favourites' button located at the bottom right of the Favourites page.

## Favourites - Cont

[Search](#) [Favourites](#) [Watch Lists](#) [Alerts](#) [Table of Contents](#) [My Account](#) [Training & Support](#) with Goldfire

Recently Viewed

BSI BS EN ISO 9001  
BSI BS 9999  
BSI BS 9991  
DLA DSCG-DWG-99001 REV B (RL)  
AIANAS NAS9001-9006  
[more...](#)

Email Alerts

☒ Alert me on updates to my document favourites via email.  
  
Email tied to alerts: eva-christina.peterzens@ihs.com  
[Edit My Profile](#)

FAQs

See Frequently Asked Questions about:  
  
[Favourites](#)  
  
Read All [FAQs](#)

Favourites

1 - 2 of 2

Sort By: Document Number - Ascending 100 per page

Favourites

You have 2 Favourite documents.

Document Number	Status	Date	Title	Tools
BSI BS 9991 <a href="#">Details</a>   <a href="#">History</a>	Active	12/31/2011	Fire safety in the design, management and use of residential buildings - Code of practice	<a href="#">Favourites</a> <a href="#">(Remove)</a> <a href="#">My Note</a> <a href="#">(Edit)</a>
BSI BS ISO 16737 <a href="#">Details</a>   <a href="#">History</a>	Active	08/31/2013	Fire safety engineering — Requirements governing algebraic equations — Vent flows	<a href="#">Favourites</a> <a href="#">(Remove)</a> <a href="#">My Note</a> <a href="#">(Add)</a>
Document Number	Status	Date	Title	Tools

1 - 2 of 2

Sort By: Document Number - Ascending 100 per page

Print the favourites list by clicking on the **Print** button.

To remove a favourite from the list click on the **(Remove)** link in the **Tools** column..

Title	Tools
Assistive products for persons with disability — Classification and terminology - CORR: June 30, 2008	<a href="#">Favourites</a> <a href="#">(Remove)</a> <a href="#">My Note</a> <a href="#">(Add)</a>

If a document is updated on the system the **Document (Update)** link will show in the **Tools** column. Click on this to update the document in favourites to the most current version.

ersons with and terminology	<a href="#">Favourites</a> <a href="#">(Remove)</a> <a href="#">My Note</a> <a href="#">(Add)</a> <a href="#">Document</a> <a href="#">(Update)</a>
on of the light	

**NB:** To retain a previous version of a document it must be added again to the favourites via the search engine. This will only be possible if the company subscribes to the Historical Document segment.

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# Favourites – Adding Notes

Search Favourites Watch Lists Alerts Table of Contents My Account Training & Support with Goldfire

Recently Viewed

- BSI BS EN ISO 9001
- BSI BS 9999
- BSI BS 9991
- DLA DSCG-DWG-09001 REV B (RL)
- ALA/NAS NAS9001-9006 more...

Email Alerts

☒ Alert me on updates to my document favourites via email.

Email tied to alerts: eva-christina.pelzerens@ihs.com

[Edit My Profile](#)

FAQs

See Frequently Asked Questions about:

[Favourites](#)

Read All [FAQs](#)

### Favourites

1 - 2 of 2 Sort By: Document Number - Ascending 100 per page

You have 2 Favourite documents.

Document Number	Status	Date	Title	Tools
BSI BS 9991	Active	12/31/2011	Fire safety in the design, management and use of residential buildings - Code of practice	<a href="#">Favourites (Remove)</a> <a href="#">My Note (Edit)</a>
BSI BS ISO 16737	Active	08/31/2013	Fire safety engineering — Requirements governing algebraic equations — Vent flows	<a href="#">Favourites (Remove)</a> <a href="#">My Note (Add)</a>
Document Number	Status	Date	Title	Tools

1 - 2 of 2 Sort By: Document Number - Ascending 100 per page

A specific note can be added to a document in **Favourites**. This can only be viewed by the user adding the note.

Click on **My Note (Add)** in the **Tools** column.

Title	Tools
Fire safety in the design, management and use of residential buildings - Code of practice	<a href="#">Favourites (Remove)</a> <a href="#">My Note (Add)</a>

Use the **Subject** field to enter a unique title for the note. This will be displayed underneath the document name when the note is saved.

Add/Edit My Note

BSI BS 9991

Subject:

(Only the Subject will be used for display purposes prior to opening the note.)

Enter the note to be added to the document then click on the **Save My Note** button.

Add/Edit My Note

BSI BS 9991

Subject:

(Only the Subject will be used for display purposes prior to opening the note.)

Only use pages 2-6

When saved, a link to the note will be displayed next to the document number. This is for viewing purposes only.

Favourites

You have 1 Favourite documents.

Document Number	Status	Date	Title
BSI BS 9991	Active	12/31/2011	Fire safety in the
Document Number	Status	Date	Title

To edit the note click on **My Note (Edit)** in the **Tools** column

Tools
<a href="#">Favourites (Remove)</a> <a href="#">My Note (Edit)</a>
Tools
<a href="#">My Note (Edit)</a>

# Watch Lists – Create a New List

The screenshot shows the 'Create New Watch List' form in the IHS Standards Expert interface. The form is divided into three main sections: 'New List Name', 'List Sharing', and 'List Alert Settings'. In the 'New List Name' section, there is a text input field for 'Enter List Name:'. The 'List Sharing' section contains two radio buttons for 'List Modification': 'Allow all registered users' (selected) and 'Allow only selected users'. Below the second radio button is a link 'Choose Users'. The 'List Alert Settings' section has a radio button for 'List Viewing': 'Allow all registered users' (selected) and 'Allow only selected users'. Below this is an 'Email Alerts' section with a note 'Only your Email address is set, by default, to receive email alerts when document changes occur.' and a list of email addresses, including 'eva-christina.peterzens@ihs.com' with a link 'Edit/Add Email Addresses'. At the bottom of the form are 'Create' and 'Cancel' buttons. The left sidebar contains links for 'Recently Viewed', 'List Management', 'List Sharing', 'Create New List', 'Rename List', 'Copy List', 'Delete List', 'FAQs', and 'Read All FAQs'. The top navigation bar includes 'Home', 'Help', 'Contact Us', 'IHS menu', 'Log Out', and 'IHS Standards Expert with Goldfire'.

To create a new watch list click on the **Create New List** link.

This screenshot shows a dropdown menu for 'Select a Watch List:'. It includes radio buttons for 'My Lists' (selected) and 'All Lists', followed by a '< SELECT >' button and a 'Create New List' link. Below the dropdown, a note states 'Watch Lists allow you to create a grouping of standards to help you manage and track'. A 'Create New List' button is also visible on the right.

Enter a **List Name** that will make the contents identifiable.

Use the radio buttons to select who can **Modify** or **View** the list. If **Allow only selected users** is chosen click on the **Choose Users** link.

This screenshot shows the 'List Modification' section of the form. It features two radio buttons: 'Allow all registered users' and 'Allow only selected users' (which is selected). A red arrow points to the 'Choose Users' link next to the selected radio button.

When the **Choose Users** link is used a list of users will be shown. Select the user and use the arrows to add to list. Click on the **OK** button once finished.

This screenshot shows a dialog box titled 'Choose Users with Modification Rights'. It has two panes: 'Available Users' on the left and 'Selected Users' on the right. The 'Available Users' pane contains a list of users with checkboxes. The 'Selected Users' pane is currently empty. There are 'Add' and 'Remove' buttons between the panes. At the bottom, there are 'OK' and 'Cancel' buttons.

To set up alerts for specific users click on the **Edit/Add Email Addresses** link. Enter the **New E-mail** addresses to be added, click on the **Add Email** button then click on **Submit**.

This screenshot shows the 'Choose Emails For Alerts' form. It has a 'New Email:' field with the text 'debbie.nwangwa@ihs.com' and an 'Add Email' button. Below this is a list of email addresses, including 'beth.cutcliffe@ihs.com', with a 'Remove' button next to it. At the bottom are 'Submit' and 'Cancel' buttons.

Once all criteria is selected click on the **Create** button

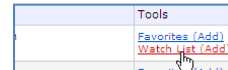
This screenshot shows the 'Create' and 'Cancel' buttons at the bottom of the form. A red arrow points to the 'Create' button.

# Watch Lists – Add Documents to the List

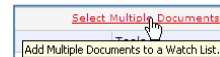
The screenshot shows the IHS Standards Expert search results page. The search results are sorted by Relevance, showing 100 of 134 results. The search criteria are 'fire safety'. The results table lists various BSI standards, including BSI BS 9991, BSI BS ISO 16732-1, BSI BS ISO 16737, BSI BS ISO/TR 13387-1, BSI BS ISO TR 13387-3, BSI BS ISO/TR 13387-7, BSI BS ISO/TR 13387-8, BSI PD ISO/TR 16730-2, and BSI PD ISO/TR 16730-3. Each row has a 'Tools' column with links for 'Favourites (Add)', 'Watch List (Add)', and 'Search Goldfire'. A 'Select Multiple Documents' link is also present at the top right of the results table.

Documents can be added to a watch list from the **Results** page of a search.

If just one document from the search is to be added click on the **Watch List (Add)** link in the **Tools** column.



To add more than one document click on the **Select Multiple Documents** link.

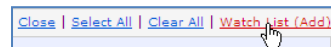


**NB:** This functionality will only be available if it has been set up in preferences on the **My Account** tab.

A new screen will be shown with a tick box column. Select the tick box against each of the documents that are to be added.

Document Number	Status	Date	Title	
BSI BS 9991	Active	12/31/2011	Fire safety in the design, management and use of residential buildings - Code of practice	<input checked="" type="checkbox"/>
BSI BS ISO 16732-1	Active	09/30/2012	Fire safety engineering - Fire risk assessment - Part 1: General	<input checked="" type="checkbox"/>
BSI BS ISO 16737	Active	08/31/2013	Fire safety engineering — Requirements governing algebraic equations — Vent flows	<input type="checkbox"/>

When the document selection has been made select the **Watch List (Add)** link.



Use the dropdown list to select the watch list to which the documents will be added then confirm the selection by clicking on the **Submit** button.

The screenshot shows the 'Add Documents to Watch List' form. It has a title 'Documents Selected (4)'. There is a 'Select a List:' dropdown menu with 'Building Regulations' selected. Below it is a 'Most Recent:' section showing 'BUREAU VERITAS 280708' and 'bureau veritas avs d1.5'. There is also a 'Document alert:' section with 'UN' and 'Uff'. At the bottom are 'Submit' and 'Cancel' buttons.

# Watch List – View a Current List

The screenshot shows the IHS Watch Lists interface. The top navigation bar includes links for Home, Help, Contact Us, IHS menu, and Log Out. The main navigation bar has tabs for Search, Favourites, Watch Lists, Alerts, Table of Contents, My Account, and Training & Support. The Watch Lists tab is active. On the left, there is a sidebar with links for Recently Viewed, List Management, List Sharing, List Modification, List Alert Settings, Create New List, Rename List, Copy List, Delete List, FAQs, and Read All FAQs. The main content area displays a list of documents under the heading 'Watch Lists'. The list includes columns for Document Number, Status, and Updated by. The first document is 'AF I AMC 32-9001' with status 'Act'. The second is 'ASQ Q9001' with status 'Act'. The third is 'BSI 14/30273523 DC' with status 'Dra'. The list is sorted by 'Number - Ascending' and shows '1 - 3 of 3' items. A 'Create New List' button is visible in the top right of the list area.

The watch list functionality enables a list of frequently used documents to be created and shared among an entire team unlike the **Favourites** tab which is specific to the registered user.

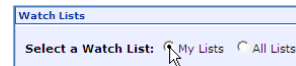
To view an existing watch list click on the **Watch Lists** tab.



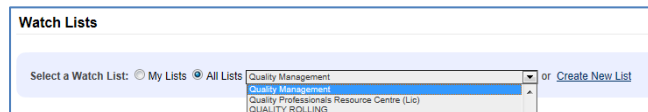
Use the radio buttons to select which lists are to be viewed;

**My List:** shows all lists that have been created by the registered user or where they have been specifically selected to modify or view.

**All Lists:** shows everything in **My Lists**, and lists created by other users whether or not the user can modify them.



Use the drop down to select the watch list to be viewed.



The screen will refresh and show a results page based on the **Watch List** selected.



# Watch Lists – List Management

The screenshot shows the IHS website's 'Watch Lists' section. On the left, a sidebar contains a 'List Management' panel with links: 'List Sharing', 'List Modification', 'List Alert Settings', 'Create New List', 'Rename List', 'Copy List', and 'Delete List'. The 'Delete List' link is highlighted. The main area, titled 'Watch Lists', shows a dropdown menu for 'Quality Management' and a 'Create New List' button. Below this is a table of watch lists:

Document Number	Status	Date	Title	Updated by
AF I AMC 32-9001	Active	04/01/1996	AMC HEADQUARTERS FACILITIES	
ASQ Q9001	Active	01/01/2008	Quality management systems - Requirements - T860E DoD Adopted   ANSI Approved	
BSI 14/30273523 DC	Draft	05/14/2014	Draft BS EN ISO 9001 Quality Management Systems - Requirements Type of Change: Draft	

From the **List Management** Panel it is possible to delete, rename or copy a list.

To carry out any of these functions the list required needs to be selected from the dropdown.

This screenshot shows the 'Watch Lists' dropdown menu. The 'Quality Management' option is selected and highlighted in blue. Other visible options include 'Quality Professionals Resource Centre (Lic)' and 'QUALITY ROLLING'.

To delete a watch list select **Delete List** in **List Management**, then confirm by clicking the **Delete** button.

This screenshot shows the 'Delete Watch List' dialog box. It contains a confirmation message: 'You have asked to permanently delete this list? This action will affect all users who have access to this list. Continue?'. There are 'Delete' and 'Cancel' buttons at the bottom right.

To rename a watch list select **Rename List** in **List Management**, enter the new name for the list then click on the **Rename** button.

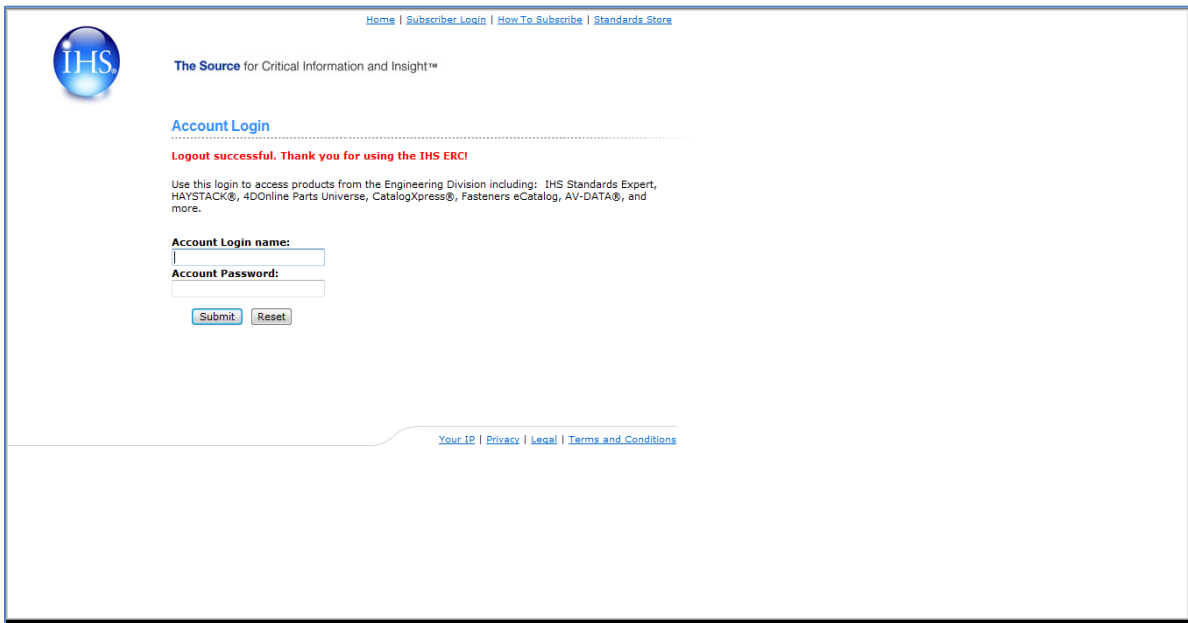
This screenshot shows the 'Rename Watch List' dialog box. It prompts the user to 'Please enter a new name for this list.' with a text input field containing 'Quality Management'. There are 'Rename' and 'Cancel' buttons at the bottom right.

A watch list can be copied to either an existing list or a to a new one. Select **Copy List** in **List Management**. Enter a **New Name** for the list then click on the **Copy** button.

This screenshot shows the 'Copy Watch List' dialog box. It asks the user to 'Copy the 'Aztec Project' List to:'. There are two radio button options: 'An existing list.' and 'A brand new list.'. The 'A brand new list.' option is selected, and the 'New List Name' field contains 'Aztec Project - Phase 2'. There are 'Copy' and 'Cancel' buttons at the bottom.

**NB:** when a list is copied all settings such as users that can view or modify a list will be copied.

# Logging Out



Home | [Subscriber Login](#) | [How To Subscribe](#) | [Standards Store](#)

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[Account Login](#)

**Logout successful. Thank you for using the IHS ERC!**

Use this login to access products from the Engineering Division including: IHS Standards Expert, HAYSTACK®, 4DOnline Parts Universe, CatalogXpress®, Fasteners eCatalog, AV-DATA®, and more.

**Account Login name:**

**Account Password:**

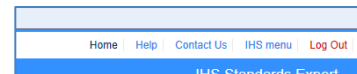
[Your IP](#) | [Privacy](#) | [Legal](#) | [Terms and Conditions](#)

Logging into IHS uses a licence that has been purchased with the subscription.

Generally there will be more logins than licences ensuring that only a certain amount of users can access IHS at any one time.

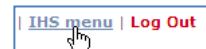
If a user is not logged out correctly another user may not be able to log on.

Select **Log Out** on the toolbar to log out correctly. Do Not use the x in the corner of the window.

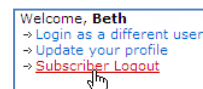


IHS will display the screen shown above which confirms that logout has been completed successfully.

Where an alternative product within **IHS ERC** is to be used then use **IHS menu** on the toolbar. This will direct the screen to the '**Landing page**' showing a list of products available.



To log out from the Landing page use **Subscriber Logout**. This will display the screen above which confirms that logout has been completed successfully.



**NB:** 'Time out' after 15 minutes of inactivity will happen automatically in order to release the licence.