

IHS Intra/Spex

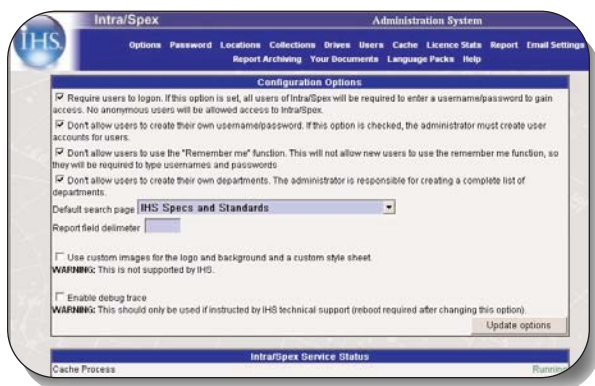
Administration Tool Tip Sheet



After you have installed Intra/Spex on your network, it must then be configured for your end-users. This Tip Sheet will help you add new locations, upload a new license file, add and/or edit your collections, map your drives, and add and/or edit user profiles (including passwords). For more detailed information, please refer to the Intra/Spex Administration Tool User Guide.

Configuration Options

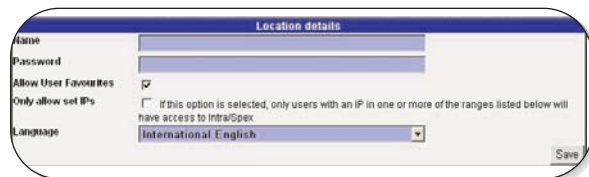
When you first log into the Intra/Spex Administrator Tool, the Options screen displays with a **Configuration Options** panel, which provides you with options for changing or updating user login requirements; a **Intra/Spex Service Status**, **Version Information**, and a listing of the **Last 20 logins to the Administration System**.



Adding a New Location

To add a new location for your users:

1. Click the **Locations** menu button, and then click **New Location**.
2. On the *Location Details* panel, enter a **Name** for the location and a **Password** if you've set one up with the Users menu option.
3. Select **Allow User Favorites** so users can set bookmarks for their favorite document search lists.
4. If you only want to allow users within a set IP range to use the application, select the **Only allow set IPS** check box. Once you have set up a new location, you can also use Edit Location to set the IP ranges.
5. Use the pull-down menu to select a **Language** for your new location, and then click Save to save the information.



Licensing Intra/Spex

If you created a *new location* you need to upload a license file that includes all of the documents within your users' subscription.

1. Copy the file you received from IHS to the Intra/Spex directory.
2. Click the **Locations** menu button, and on the *License Information* panel, click **Browse** to navigate to the directory where you copied the license file.
3. Once you have selected the license file, click **Upload File**. The file will automatically add the license information to your registry.

Licence Information				
	API Standards	ASME BPVC (2002,1998,1995)	AV-DATA Complete	IHS Specs and Standards
Licence key: Licence 1	Users 5	5	5	40
Expiry	11/2006	11/2006	11/2006	11/2006
PCN'S	APIW	HBP95A, TX1, TX10, TX12, TX1A, TX2, TX2A, TX3, TX3A, TX4, TX4A, TX5, TX5A, TX6, TX6A,	AC, AD, CFR, EASA, FAR, FO, FORMS,	161, 162, 163, 164, 165, 166, 170, 300(20), 340, 400N, 411(20), 411RL(20), 412(20), 413(20), 414(20), 414RL(20), 415(20), 416

To upload a new licence file, click on the browse button below, locate the file and click the "Upload File" button.

Upload File

Update a License

If you modified your subscription, you will receive a new license from IHS. You need to upload the file and update your license before your users can access their collections.

To update a license:

1. Copy the file you received from IHS to the Intra/Spex directory.
2. Click the **Locations** menu button, and click the **Edit** button for the location you are modifying.
3. Go to the bottom of the *License Information* panel and click **Browse** to navigate to the directory where you copied the license file IHS sent you.
4. Once you have selected the license file, click **Upload File**.
5. Click the **Select License** button for the location you are updating. A message box displays stating: *This license is already in use. Assigning it to this location will remove it from all other locations and the other locations will need to have a new license key assigned to them. Do you want to proceed? Yes or No.* Select **Yes**. The old license information is now replaced and the application is updated for your users.

Managing Collections

The procedures for adding a collection and updating a collection are exactly the same. In both instances, you must first upload the license file you received from IHS for the collection and you must copy the collection (index) to a drive that your users can access. It is recommended that collections be modified when no users are logged on, as modifying a collection while a user is searching can lead to unpredictable results.

To **add or update** a collection:

1. Click the **Collections** menu button, and then click the **Add collection** button.

Description	Issue Date	Path	Delete
AV-DATA	11/22/2004	C:\index\AVINDEX	Delete
American Petroleum Institute	03/11/2004	C:\index\API2004011	Delete
1995 ASME BPVC with 1998 and 1997 Addenda	12/03/2002	C:\index\spvc1995011	Delete
1998 ASME Standards	06/03/1998	C:\index\spvc1998011	Delete
2001 ASME BPVC with 2003 Addenda	09/24/2003	C:\index\spvc200303	Delete
PetroChemical Standards	04/01/2003	C:\index\Petro2003011	Delete
ASME BPVC 2004	11/17/2004	C:\index\spvc2004011	Delete

2. On the *Select location of the collection* dialog box, navigate to the drive where you have copied your collection and select that collection, and then click **OK**. In this example, we are adding the Specs & Standards Collection (also known as an index), version 04-12.
4. Once you have added the collection, it is recommended that you reboot the server.

Adding or Editing User Profiles

To add or edit a user, select the **Users** menu option. A list of all the users displays, which includes their username, full name, location, department, and language preference. All of the fields can be edited and are required fields.

To **add** a user, click the **New user** button. To **edit** an existing user, click the **Edit** button. The **User details** panel displays.

Enter or edit the **Username**, **Full name**, **Password**, **Department**, **Location**, and **Language**, and then click **Save**.

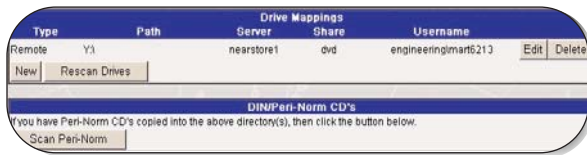
Important Note: For security purposes, you will not be sent a new password if you have forgotten your current password. You can simply enter a new password in this field and use it the next time you log into Intra/Spex.

Mapping Drives

The *Drive Mappings* and *Drive Details* panels are used to map to the drive where users access collection images. You can map to a:

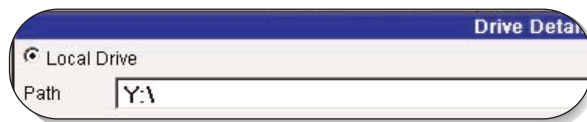
- **Local Drive** - Points your users to a local network drive (LAN) that users have mapped on their individual PCs.
- **Remote Drive** - Points your users to a remote drive on a server (WAN).
- **UNC Path** - A temporary network connection.

To edit or create a new drive path, click on the **Drives** menu option to open the *Drive Mappings* panel, and then select **New** or **Edit**.



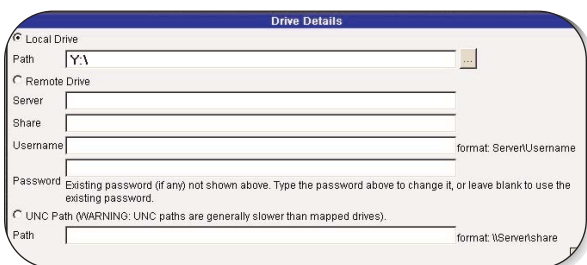
Local Drive

1. On the *Drive Details* panel, select the **Local Drive** radio button to point your users to a local network drive that your users have mapped on their individual PCs.
Note: A local drive can also be the hard drive of a single PC that all of your users access.
2. Click the **Location** button to navigate to the drive, select it, and then click **Save**.



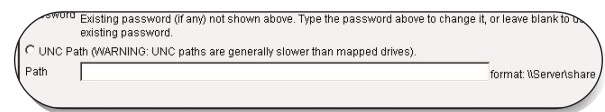
Remote Drive

1. On the *Drive Details* panel, select the **Remote Drive** radio button to access the server where the images are stored.
2. Enter the server name in the **Server** field.
3. Enter the name of the shared folder on the server in the **Share** field.
4. Enter your **username** and **password** for the server, and then click **Save**.



UNC Path

1. On the *Drive Details* panel, select the **UNC Path** radio button to access the server where the images are stored.
2. Enter the server name in the **Server** field.
3. Enter the name of the shared folder on the server in the **Share** field.
4. Enter your **username** and **password** for the server, and then click **Save**.



DIN/Peri-Nom CDs

If you have any DIN/Perinorm images on the mapped drive, use the **Scan Peri-Norm** button (on the main Drive Mappings window) to scan the drive for these images. A database is then created with just DIN/Perinorm images. Before your users can access any of these documents or images, they must first change their language choice to German.



Email Settings

The Email Settings menu option allows you to set up a SMTP server address for your users so they can receive email notification when their favorites update.



More Intra/Spex Administration Tool Features

The Administration Tool includes several other features that allow you to monitor and maintain Intra/Spex for optimal performance and usability. For more detailed information, refer to the IHS Intra/Spex Administration Tool User Guide.

License Stats

The License Stats menu option is a convenient way to monitor real-time usage of your IHS Intra/Spex data. You can monitor how many current users there are, who they are, and how long they've been online using a particular license. By monitoring usage statistics, you can monitor license denials and collection usage to see if you have to modify your license to add more users and/or collections in your IHS subscription.

Cache

When users download a document in the Intra/Spex application, it is downloaded to your server, not the user's PC. The Cache menu option allows you to view and monitor the details of the server cache.

Reports

The Reports menu option includes several types of reports that you can generate on usage data. It includes reports on logins, searches, the bibliographic data viewed, downloaded images, and access denials. It also includes the top users by online time, number of logins, bibliographic data viewed, the number of documents viewed, which bibliographic data was viewed, and the top documents downloaded.

Report Archiving

Report Archiving is a convenient tool for archiving reports you have previously run to track usage trends and perform report comparisons.

Password

Use the Password menu option to change your password, not the passwords for your clients (or users). To change user passwords, go to the **Users** menu.

Your Documents

The YourDocuments menu option allows you to set up collections comprised of documents and search filters (fields) specific to locations, users, or departments. The filters you set up are dependent upon the types of documents your users will access and what kind of data they need, such as a document's abstract, status, or the organization that owns the document.

Language Packs

The Language Packs menu option allows you to customize the buttons, fields, and search terms for your Intra/Spex users to fit their language choice. It also allows you to create new Language Packs or edit existing ones. For a list of the fields, their description, and their English nomenclature, refer to the Language Packs - Terms section in the IHS Intra/Spex Administration Tool User Guide.



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For More Information About IHS Inc.:
Worldwide +1 303 397 2896 (USA/Canada)
U.S. 800 716 3447
Web www.ihs.com