

IHS Specs & Standards

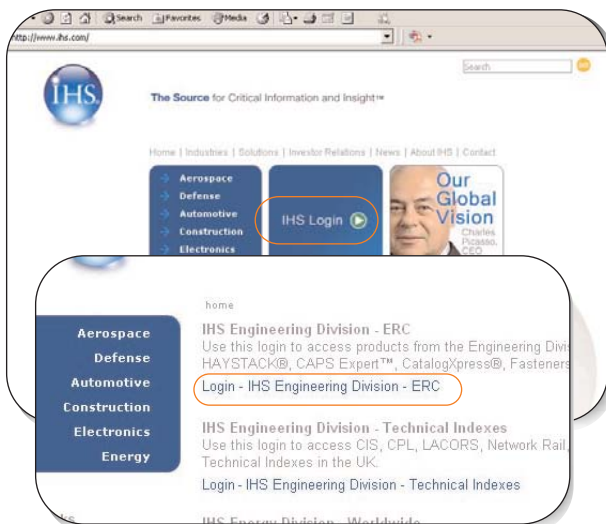
QuickStart Tip Sheet - The Basics



The Source
for Critical Information and Insight™

To Start IHS Specs & Standards:

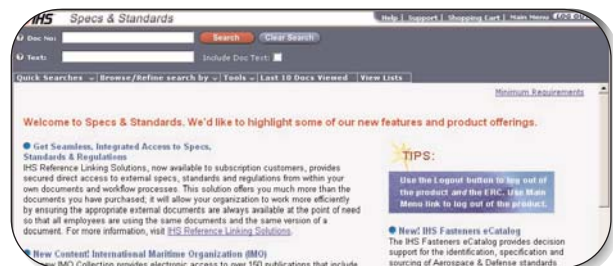
1. Go to <http://www.ih.com> and click on IHS Login.
2. On the Login Menu, select **Login - IHS Engineering Division - ERC**.
3. On the Login page, enter your company's account Username and Password (not your unique username and password).
4. On the ERC menu, select **Specs & Standards**.



Welcome Page

The IHS Specs & Standards service provides immediate access to more than 1 Million standards documents from over 370 Standards Developing Organizations (SDOs) and industry leaders worldwide, along with 350,000 U.S. military standardization documents. IHS Specs & Standards service offers full-text searching of documents by word or phrase, notification of revisions, and 24/7 worldwide access.

The IHS Specs & Standards Welcome page is the first screen that displays. It provides news and information on such topics as the latest added collections, solutions, and IHS offerings associated with Specs & Standards. From the Welcome screen, you can initiate a new search, link to documents in your personal document list, and use the many tools and menu options available to refine your search.



Menu Options - Overview

Quick Searches:

- **Subscription Only** - Search document collections within your subscription.
- **Current Version** - Search the most current version of any document, which may be historical or canceled.
- **Saved Searches** - Select from previously saved searches.
- **Table of Contents** - Navigate the Table of Contents for the ASME Boiler and Pressure Vessel Code or the MMS (Minerals Management Service) Standards Collection.

Browse Refine search by:

- **Organization** - Restricts the search to selected authoring organizations.
- **Status** - Restricts the search by the status you select: Active, Canceled, Current, Discontinued, Draft, Inactive, Not for New Design, Non-current, Obsolete, Pending, Revised or Withdrawn.
- **Segment** - Restricts the search to the selected segments (Product Code Numbers) of the Specs & Standards service.
- **Doc Type** - Restricts the search to specific types of documents, such as DoD Adopted Industry Standards, All Government Documents, etc.
- **Date** - Restricts the search by Date Range, either by the date the documents were posted in Specs & Standards or were published by the author. Classification (FSC) codes, which classifies all items of supply used by the Federal Government.
- **ICS Code** - Restricts the search by International Classification for Standards (ICS) codes, which is a hierarchical classification or numbering structure for international, regional, and national standards.
- **FSC Code** - Restricts the search by Federal Supply Classification (FSC) codes, which classifies all items of supply used by the Federal Government.
- **Lists** - Restricts the search by document Lists created by anyone using your password and username.

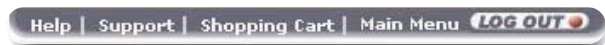
Last 10 Docs Viewed - Provides quick links to the last 10 documents you have viewed.

View Lists - Accesses the document List feature. searches attribute values. (2) Attributes are category specific.

Tools

- **Preferences** - Set your preferences for Language, Date format, and Result Counts.
- **Subscription** - Displays the content of your subscription.
- **Related Links** - Provides access to Global Engineering Documents, British Standards Online (BSI), Federal Item Identification Guides (FIIGs), Material Safety Data Sheets (MSDS), and SAE Quality Product Listings (QPLs).
- **Shopping Cart** - Allows you to purchase documents that are not included in your subscription.
- **Purchase Tracking** - Allows you to view all the documents you have purchased that are not in your subscription.

Additional Menu Options




Help

Click the **Help** button to get more information on all menu options and features of IHS Specs & Standards.

Support

Click the **Support** button to go to the IHS Customer Support Web screen (<http://engineers.ihs.com/support/index.jsp>). Contact IHS Customer Support whenever you have questions regarding the use of the IHS Specs & Standards or the scope of your subscription.

Shopping Cart

This is an optional feature to which you can subscribe. It allows you to purchase documents you find when performing a search that are not in your regular subscription. The documents are identified by a shopping cart  icon. Click on the icon to purchase, immediately view, and download a document.

Main Menu

When you click on this button, you are returned to the Engineering Resource Center (ERC) Main Menu, which allows you to select other IHS products to which you subscribe, change your profile information, log in as a different user, or log off of the ERC menu system.

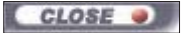


Logout

This option logs you out of IHS Specs & Standards and out of the ERC menu system.

Searching IHS Specs & Standards

A search may be performed in Specs & Standards with basic search filters or advanced search filters that refine your search. The search result list matching your search criteria includes a View icon if document images are available to you, the authoring organization of the document, the document number, the documents' status (Active, Inactive, etc.), the date the document was published, and the documents' title.

Sample Search by Doc No

1. Enter **Y14.3** in the **Doc No** field and press Enter on your keyboard or click **Search**. Not only is the most recent version of the document found, but earlier versions are listed as well.
2. Click on the **Summary** link for the first document in the list. The Summary is an abstract for the document. You can also use the View Doc, History, Referenced Documents, or Add Doc to List tabs.
3. Close the Summary window by clicking the Specs & Standards  **Close** button or the Microsoft Internet Explorer  Close button.
4. On the result list, click the **View** icon.  A secondary window opens with a copyright notice.
5. Read the notice carefully and click **Accept**. The first page of an electronic copy of the official copyrighted ASME Y14.3 document is displayed as an Adobe Acrobat PDF file. Use the Adobe Acrobat options to save, print, search text, or perform a copy or paste. You also have full access to the Specs & Standards menu options, such as History, Referenced Documents, etc.
6. Click on the Specs & Standards **Referenced Documents** tab to open a list of related documents.
7. Click on **ISO 128.30** to view a PDF of image of this related document, or to view the summary information for this document.
8. Click **Close** to close this secondary window.

Sample Search by Text

Example 1:

1. Enter **polyurethane coating** in the **Text** field and press **Enter** or click **Search**. The application searches document Titles and Abstracts, retrieving more than 400 documents on the topic.
2. To reduce the number of results, go to the **Quick Searches** tab and select **Current Version**. You don't even need to press Enter or Search! Your results are refined by more than half.

Example 2:

1. Click on the **Clear Search** button to clear out your previous search.
2. Enter **angle of attack** in the Text field and press Enter or click Search.
3. Go to **Browse/Refine Search by** and select **Organization (Org)**. A secondary window opens with a list of Standards Development Organizations (SDOs) relevant to your search term.
4. Select **SAE**. Your results are automatically refined to 7 records.
5. To save your search, click the **Save Search** button on the results table.

Note: You can remove a search filter by clicking the red **X**.



Additional Search Options

Include Doc Text

By default, entering terms in the Text field searches the Titles and Abstracts of the documents. To search Titles, Abstracts, *and* the full text of the documents, click the **Include Doc Text** check box to the right of the Text search field.

Boolean Searches

You can use Boolean searching in both the document number and document text fields. The Boolean terms **OR** and **AND** and **NOT** are all supported.

1. Type **123 or 456 or 789** in the **Doc No** field, and then click **Search**. This will return all documents that contain the number 123 or 456 or 789. You can then refine your search by other filters.
2. Type **butterfly or valve** in the Text field, and then click Search. Refine your search by other filters.

Combine Search Fields

You can also use any combination of document number, text, or advance filter options.

Search Results

After you initiate a search, the results are displayed beneath the menu bar. The number of documents retrieved is displayed in the upper left corner. This area also keeps track of your position within the results list.

Any time you add new search parameters in the Doc No or Text fields, or use a Browse/Refine Search filter, the counts are adjusted accordingly. You can sort by a column heading where a column heading is underlined.

Add to List Select All Clear All			Org	Doc No	Doc Date mm/dd/yyyy	Title	Status
<input type="checkbox"/>	1.	Summary	ASME	View Y14.3	01/01/2003	Multiview and Sectional View Drawings D	ACTV-CURR
<input type="checkbox"/>	2.	Summary	ASME	View Y14.3M	01/01/1994 (R 1999)	Multiview and Sectional View Drawings-Revision of ANSI Y14.3 - 1975 D	INAC-REVD
<input type="checkbox"/>	3.	Summary	ASME	View Y14.3	03/06/1975	MULTI AND SECTIONAL VIEW DRAWINGS; ERRATA - NOVEMBER 1975 (R 1987)	INAC-REVD
<input type="checkbox"/>	4.	Summary	ASME	View Y14 REPORT 3	01/01/1977	Guideline for Documenting of Computer Systems Used in Computer-Aided Preparation of Product Definition Data Design Requirements D	INAC-REVD

- The **Add to List** or **Select All** buttons add checked documents to your customized List. My Lists and All Lists allow you to quickly retrieve your most frequently referenced documents. You can also receive email notifications when documents on your lists are revised.
- **Summary** links go document summaries that provide a document's history, abstracts, and any available referenced documents reports.
- The **Org** column lists the document's authoring organization acronym or abbreviation. You can search IHS Specs & Standards by Organization by selecting it from the **Browse/Refine search by** drop-down list. If you hover over an Organization's acronym with your mouse pointer, a rollover pop-up displays the acronym name.
- In the Doc No column, click the **document number** or the **View** icon to view the document with Adobe Acrobat® Reader™ (version 4.05c or higher).

- The **Date** is the date the authoring organization published the original document.
- The **Title** column includes the document's title, as well as additional information. The column may include icons denoting the document is ANSI approved, a DoD Adopted industry standard, or the document is in a language other than English. Links to superceding documents are also found in the **Title** column.
- Documents are marked with a generic status (Active/Inactive) and a specific **Status**. The top status is the generic document status and the bottom is a specific status.
- Click the **Save Search** button to save your search result for later access.
Note: You must be registered to use this feature and may save up to 10 saved searches.
- Use the **Download Results** button to Open or Save the first 1000 results in an Excel spreadsheet format.



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