

IHS Custom Collection

Tip Sheet - Select Specific IHS Specs & Standards Documents



The IHS Custom Collections Service allows you to build a unique subscription collection with documents from societies for which an entire collection purchase is not an economical option. Simply follow the instructions in this Tip Sheet to tell us the documents you need, and an IHS Sales Representative will contact you with pricing information.

If you want to purchase documents from Global Engineering, you must contact your IHS Sales Representative with your list of documents. Global purchases are one-time purchases only and document update services are not available.

Note: Some Standards Development Organization (SDO) documents are not available for Custom Collections or they have restrictions. To discuss unavailable or restricted SDO documents, contact your IHS Sales Representative.

Registration and Login

In order to request a quotation for a Custom Collection, you need to tell us the documents in which you are interested. Two separate logins are required: your main **Account Login**, or the Subscriber Login, and a unique **User Login**. The User Login allows us to identify your unique request and keep your document list private. Please note that your system must accept cookies in order to take advantage of this feature.

How to Register and Login

You must first login with your **Account Login**.

1. Go to <http://www.ihs.com> and click on **IHS Login**.
2. On the Login Menu, select **Login - IHS Engineering Division - ERC**.
3. On the **Account Login** page, use the following account username and password, and then click **Submit**:
username: **Custom100**
password: **Collection**



(Note: IHS does not sell or rent online user information in any way, nor will your name be added to any mailing lists. You will not receive unwanted spam as a result of completing this registration form.)

How to Register and Login *(continued)*

4. To identify yourself as a unique user, which allows us to identify your Custom Collection request and keep it private:

- a) Enter your information into the appropriate **Create your User Profile** fields on the **Registration** page, and click **Submit**. All fields are required. (See below.)

Note: If you should delete your cookies, the database will still remember your information and you can use the **Already Registered Login** button. You do not have to create another profile.

5. On the **Main Menu** page, select **Specs & Standards**.

For Your Convenience

Use this box to write down your personal username and password in case you are asked for it by IHS at a later date.

My Unique User Information:

Username: _____

Password: _____

Creating Your Unique Document List

Before you can add documents to a list, you must first create a list with your personal specifications.

Note: You must be a registered user to create or modify a list. If you are not, you will be prompted to register.

To create a list:

1. Click the **View Lists** tab on the main search screen menu bar.



2. A secondary window opens, which is the *View My Lists* screen. Click the **Create List** tab on this screen.

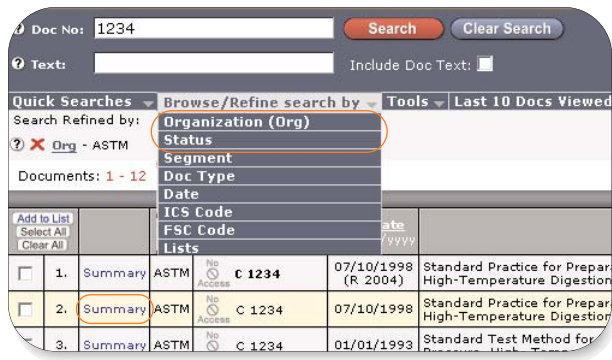
3. On the *Create List* window, enter a descriptive **List Name**.

4. Click the **Yes** for **Secure List**. By selecting **Yes**, only you can access and update your list.
5. Click **Yes** for **Private List**. You must select **Yes** for **Private Lists** to ensure that no one else can view or access your collection.
6. Click **Submit**.
7. Click the **Close** button on the top right corner of the *Create List* window.
8. You are returned to the IHS Specs and Standards search window, where you can
 - a) perform a search
 - b) select the documents you want to add to your list.

Searching with IHS Specs & Standards

Use the convenience of IHS Specs and Standards to search for documents to build your unique document List.

1. On the IHS Specs and Standards search window, enter a Document number in the **Doc No** field and/or text in the **Text** field. In our example, we entered 1234 in the **Doc No** field.
2. If your list is too long and you want to refine your search, use the search parameters found in the **Browse/Refine search by** pull-down menu, and then click **Search**. In our example, we refined our search by **Organization (ASTM)**, and then by **Status (Active)**.



3. If additional information on a document is required, click the **Summary** links to review document Abstracts, Document History, and any Referenced Documents.
4. Click **Close** on the *Summary* window to return to your search results list.

Adding Documents to your New List

Once you have created your list and performed a search:

1. Click the **check boxes** for the documents you want to add to your requested Custom Collection list.



2. Click the **Add to List** button to open the *Add Items to List* window.

Adding Documents to your New List (continued)

3. On the *Add items to List* window, select your list from the pull-down menu if it is not already displayed.



4. If you would like to receive document updates, select **Most Current** in the search results, and then click **Submit**. If you want a date or revision-specific document, select **Specific Version**. If you select multiple versions of the same document, leaving the default of **Most Current** will result in adding only one document to your list.)



Email Your Request for Quote

Once your list is complete, please email the following company information to receive your pricing quote:

- Company location(s)
- Number of users at the location(s)
- Company Name, Address, and Telephone Number
- Name and email address of the person requesting the quote
- Special Handling Code (See below. If this box is blank, contact your IHS Sales Representative for the code.)
- Your List name

Send the request for pricing to custom.lists@ihs.com, or to your IHS Sales Representative. Your list will be reviewed by your Sales Representative who will then contact you to proceed with the quote for your Custom Collection.

Special Handling Code:



IHS Specs and Standards Document Lists FAQs

What is a List Administrator?

The registered user who creates a list is always the List Administrator. They can modify the list, delete the list, and allow other registered users to administer the list, should they choose. There can be more than one List Administrator, for example, when a team is working together on a specific project and you would like more than one List Administrator.

Why do I need both Secure settings and Private settings?

Secure lists may only be modified by the List Administrators, or the person who created the list. This is important because you are accessing a public site, and a Secure list will ensure the privacy and integrity of your list.

Private lists may only be viewed by you, the Administrator, or any registered user to whom you have granted viewing rights.

Non-Private lists can be viewed by any registered user accessing the public site. Therefore, IHS recommends you elect to make all of your Custom Collection lists private.

How do I know if documents on my list have recently Updated?

Click on the **View Lists** tab, and then the **List Updates** tab to open the *List Updates* window.

IHS Custom Collections Service FAQs

Is there a minimum price for a Custom Collection subscription?

Yes. Custom Collection subscriptions have a minimum price of \$250.00.

What if I want to change my Custom Collection documents?

Custom Collections are based on an annual subscription. No credit will be given for documents or locations dropped mid-term.

How do I get a Custom Collection if I don't subscribe to IHS Specs and Standards?

You must subscribe to IHS Specs and Standards for licensing purposes. IHS Specs and Standards allows you to add documents to your Custom Collection, selecting documents to which you normally do not subscribe.

How does IHS calculate my cost for a Custom Collection?

The IHS pricing database automatically calculates the base price of a collection and assigns the appropriate multipliers and applicable discounts. Your IHS Sales Representative then presents you with that dollar amount as a quote.



The Source
for Critical Information and Insight™

For more information on IHS Inc.:
Worldwide +1-303-397-2896 (USA/Canada)
U.S. 800-716-3447
Web www.ihs.com