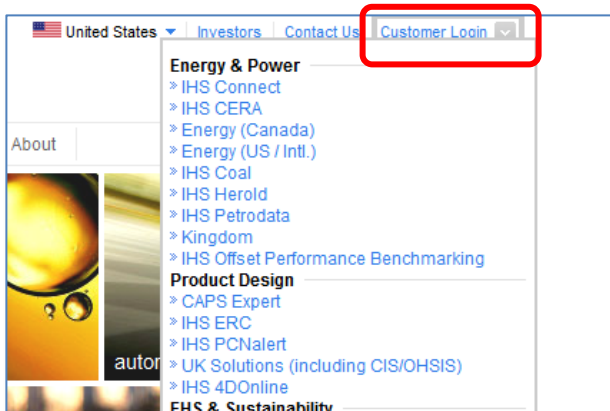# Feature – Basic Search

This overview covers how to perform a basic search in IHS Standards Expert [TM].

Accessing IHS Standards Expert

You can log into IHS Standards Expert from the IHS home page at http:\\www.ihs.com or, if you log in from an Intranet, simply select IHS Standards Expert from the Main Menu.

Registration

If you have not registered, the **User Login** screen displays prompting you to register. Click on the **Register** link to enter your profile information. You only have to enter this information once. A cookie is set on your machine and you will not be prompted to register again. If you HAVE registered, but your cookies have been deleted or you are logging in from a different machine, enter your email address and click **Submit**. Select IHS Standards Expert from the IHS ERC Main Menu.

Menu Tabs

The IHS Standards Expert application is developed in a tabbed format to provide quick access to the major features and functions that make IHS Standards Expert a valuable standards management tool.

Search	Favorites	Watch Lists	Alerts	Table of Contents	My Account	Training & Support

- **Search** - main search page; displays when you first log into the application. This tab provides the fields and filters required to perform a basic and Advanced Search. It is also the tab that displays the search results.

- **Favorites** - contains a single list of documents for quick access. Documents can be added to your Favorites list from search results, the Document Details tab, when viewing the actual document, the Document History list, and a Table of Contents section.

- **Watch Lists** - allows you to set up personal and shared document lists. Watch Lists provide a method for you and/or your project team to quickly retrieve frequently needed documents. Watch Lists can help you stay on top of regulatory and contract compliance issues.

- **Alerts** - requires registration as a unique user. Alerts allow you to save a document to your Favorites list or Watch List, and then set up an alert. This will send you an email or place a notice in your personal profile section informing you that the document has been modified by the authoring agency or organization and has updated in the IHS Standards Expert database.

- **Table of Contents** – requires subscription to American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code (BPVC) and Minerals Management Service (MMS) Referenced Standards collections. The Table of Contents is an expandable folder structure that allows you to navigate through these collections.

- **My Account** - provides User Information about your account that includes: User Preferences (Search filter options – Most Recent, Active Status, and My Subscription); Results Display (Date format, Results per page, Title Language, and DOD Adopted|ANSI Approved indicators); Tools (Watch List and Recently viewed).

- **User Preferences** – allows you to set the Date and Result Count Display, Recently Viewed Documents, Title and Language Display, Document Language Display, Search Filter options, DOD/ANSI Display, Subscription Information (list of standards collections to which you subscribe), and Purchase Tracking information.

- **Training & Support** – provides information and links to IHS tools that enhance the IHS Standards Expert product. It includes links to Online Help, Tech Tips, Release Overviews, Customer Care, Training, Demos, and FAQs.

Basic Search Filters

Basic searches are done by entering criteria in the Document Number or Keyword field and including (or excluding) other basic search filters to refine your results. Any combination of filters can be used. Basic search filters are located under the Search tool bar. Double arrows allow you to expand or collapse the filter options.

- **Document Number or Organization**
  Enter document numbers that contain alpha and/or numeric characters, such as MIL-DTL-17. Alpha characters can be entered as either upper or lower case. You can also include an organization acronym in your document number search, such as ASME B31.3

- **Keyword(s) or Text**
  Enter a keyword or a string of text, such as "steel gate valve" to search all document Titles.

- **Titles** - When selected, this searches the titles of every document in the IHS Standards Expert database for the keyword(s) you entered.

- **Abstracts** - The application searches the text of abstracts for the keyword(s) you entered.

- **All Document Text** - When selected, a search is performed on the entire content of all PDF documents for the keyword(s) you entered.
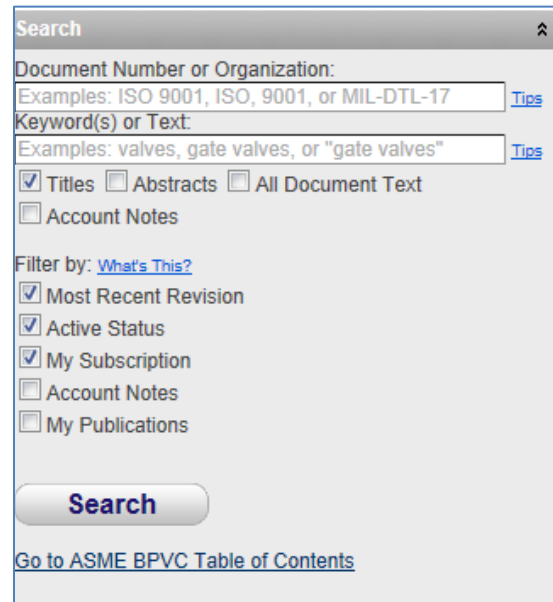
- **Account Notes** – Notes can be added to the document record of any document in the service by approved administrators only. Added Notes are visible and readable by all users, and can be viewed from Results List and the Document Window.

- **Most Recent Revision** - Most Recent Revision documents are the most current version of that document as issued by the authoring organization. In some cases, the most current version of a document is cancelled, inactive, or withdrawn.

- **Active Status** - By selecting the Active Status filter, search results are limited to only those documents that the authoring organization has labeled as Active.

- **My Subscription** - By selecting the My Subscription filter, search results are limited to only those documents to which you subscribe.

- **My Publications** - My Publications allows an Administrator from your company to add metadata records into Standards Expert. These publications are owned and maintained by your organization.
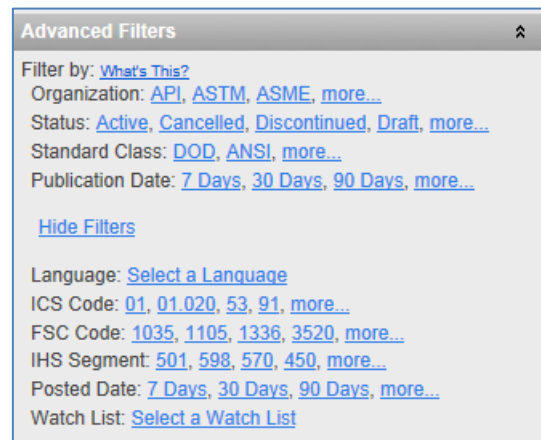
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Advanced Search Filters

The Advanced Search filters provide further refinements to your search criteria. Any combination of filters can be used in addition to the document number or keywords you enter. Some filters may not apply to the document for which you are searching, such as ICS or FSC codes. You can select one filter or multiple filters.

The **What's This** link is a simple pop-up with a brief description of the Advanced Search filters. If you click on the **more...** link for these filters, a secondary window displays with a list of items relevant to the filter.

- **Organization** - restricts a search to the selected authoring organizations.
- **Status** - allows you to select status types other than Active. These status conditions are assigned by the authoring organizations.
- **Standard Class** - includes military and federal documents and/or documents from a specific industry. Standard Class documents are associated with the organization type that authored or adopted/approved the document.
- **ICS Code** - International Classification System (ICS) is a broad subject classification structure for international, regional, and national standards. The system was created by the International Organization for Standardization.
- **FSC Code** - Federal Supply Classification (FSC) is a four-digit code assigned to all U.S. Government standardization documents. Items similar in physical or performance characteristics are requisitioned/grouped together for supply management purposes.
- **IHS Segment** - documents in the IHS Standards Expert application have been categorized into segments to refine the organization of the documents. In some instances, the segment and organization may be the same.
- **Publication Date** – the date the Standards Developing Organization (SDO) identified as the date the document is published; filter allows you to limit search criteria to a specific document publication range.
- **Language** – sets language preference for searching documents in the selected language.
- **Posted Date** – allows you to limit search criteria to a specific range when a document was last posted or updated in the IHS Standards Expert Index. Click a Posted Date link (7, 30, or 90 days) to apply a set number of days.
- **Watch List** - link to list of Watch Lists or All Watch Lists allowing selection from a drop-down menu instead of going to the Watch List tab.

Advanced Filters ⌃

Filter by: What's This?
Organization: API, ASTM, ASME, more...
Status: Active, Cancelled, Discontinued, Draft, more...
Standard Class: DOD, ANSI, more...
Publication Date: 7 Days, 30 Days, 90 Days, more...

Hide Filters

Language: Select a Language
ICS Code: 01, 01.020, 53, 91, more...
FSC Code: 1035, 1105, 1336, 3520, more...
IHS Segment: 501, 598, 570, 450, more...
Posted Date: 7 Days, 30 Days, 90 Days, more...
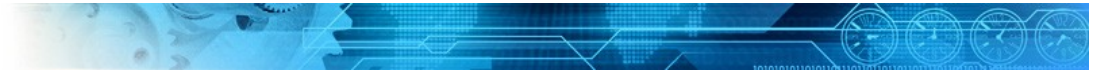Watch List: Select a Watch List

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Search Results

After initiating a search, results are displayed in a table format with your search criteria at the top of the list. The number of documents retrieved is displayed in the upper left corner of the table.

Anytime you add/modify search parameters, the counts are adjusted accordingly. If you want to remove a search filter, click on the **red X** for that filter.

- **View** - page icon goes to View Documents tab where an **IHS Terms & Conditions** notice displays. To view the document, click **Accept** to open the PDF in Adobe Acrobat Reader. From here, you can access Recently Viewed Document, other documents within the Revision Group (if applicable) or standards referenced within the document you are viewing.
- **Details** - link goes to the Document Details tab to view a Document Summary, Abstract (if available), and History information about the document.
- **History** - link goes directly to the document's history information section on the Document Details tab.
- **Favorites (Add)** - use to add the document to your Favorites list.
- **Watch Lists (Add)** - use add the document to a Watch List you have already created.
- **Download Results** - option to download and save the results as a .csv spreadsheet file. The number of downloadable results is limited to one thousand (1000) records.
- **Recently Viewed** - When you View a document, it places it under the Recently Viewed list that appears on the home page in the personal profile section and within the left-hand navigation panel on other screens throughout the application. These are active links that allow you to quickly access documents you have already opened and viewed. The default (and maximum) saves ten documents, but this can be modified under User Preferences on the My Account tab. As you view more documents, they replace the previously viewed 10 documents

Access Standards Where and When You Need Them

Use IHS Standards Expert to access standards on your desktop or laptop computer.

The IHS Standards Expert team is pleased to bring this update to our customers. The enhancements have been entirely driven by customer feedback and requests.

Our thanks to all of our user community for your ideas and continuing support.

~ The IHS Standards Expert Product Team

For more information
www.ihs.com
Worldwide Tel: +1 303 397 2896 (USA/Canada)
US Tel: +1 800 716 3447