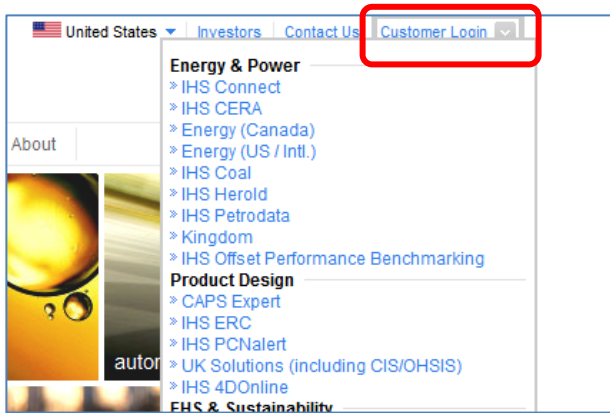


Feature – Watch Lists

This overview covers how to create and manage Watch Lists in IHS Standards Expert™.

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.

User Registration

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.

This information is considered confidential. For details, please review the IHS Privacy Policy.

» **Already registered?** [Log in ...](#)

Create your User Profile:

First Name:

Last Name:

Email Address:

Password:

Re-Enter Password:

I would like to receive:

product update and support information notifications

information about other IHS products and services

All fields are required.

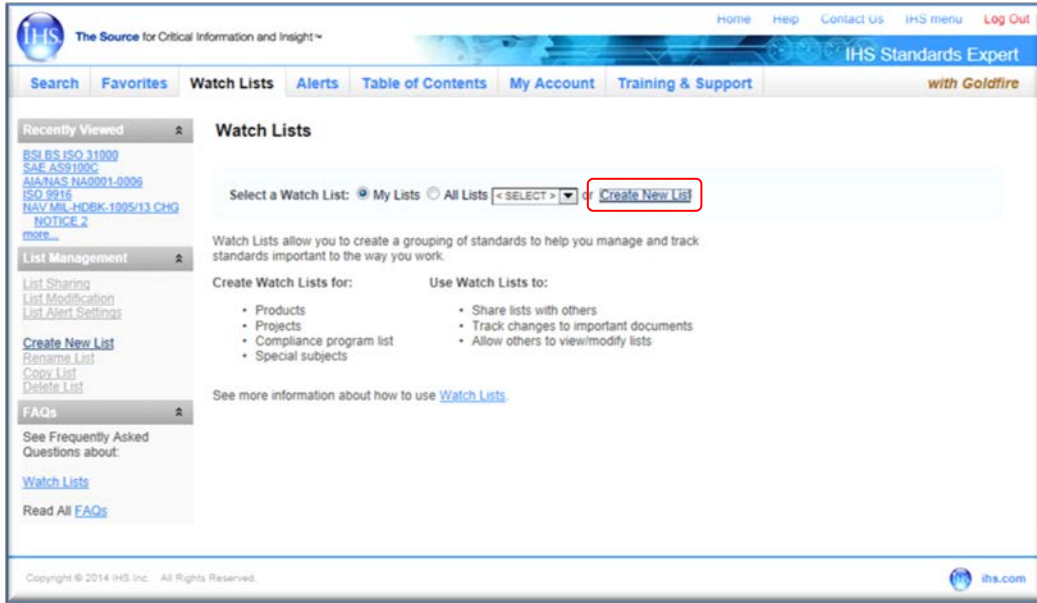
If you need assistance in completing this form please contact IHS Customer Care.

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

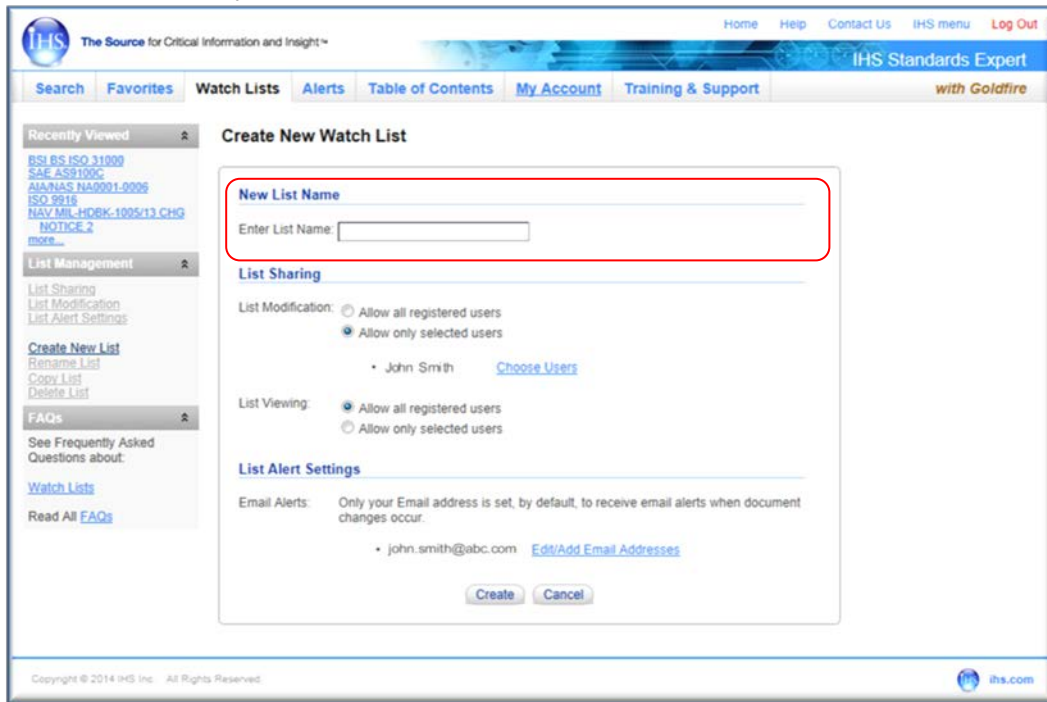
Creating a Watch List

Once you create a list, it is added to a drop-down menu that includes either your lists or all of your company's public lists, depending on which radio button you select. To create a new list:

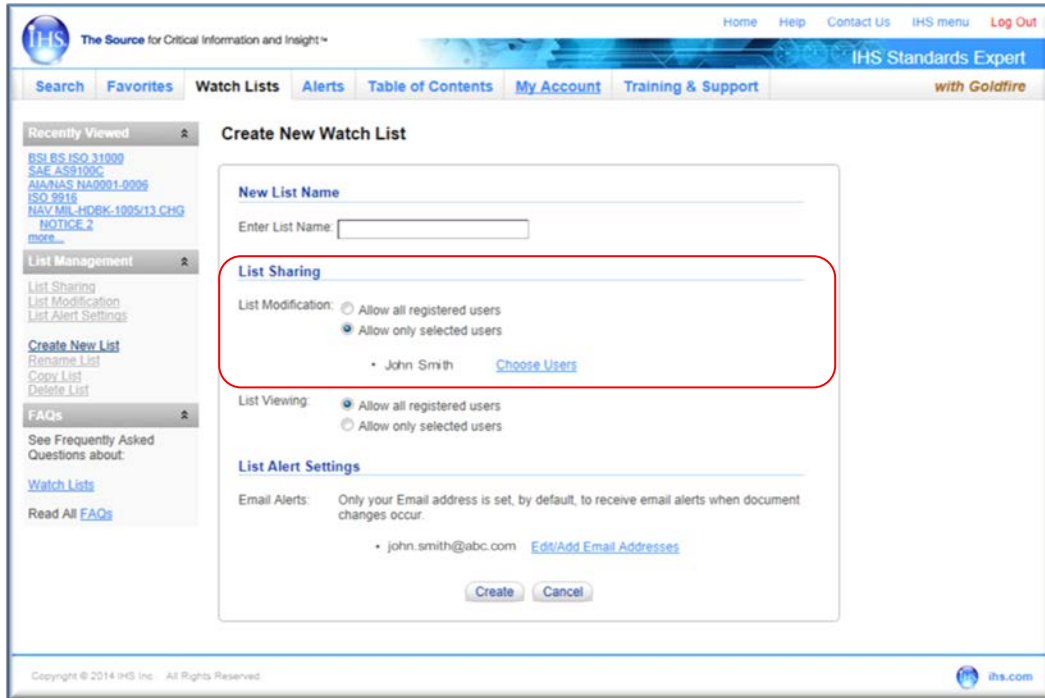
1. Go to the Watch Lists tab, and then click on the **Create New List** link.



2. Enter a name for your list in the **New List Name** section.

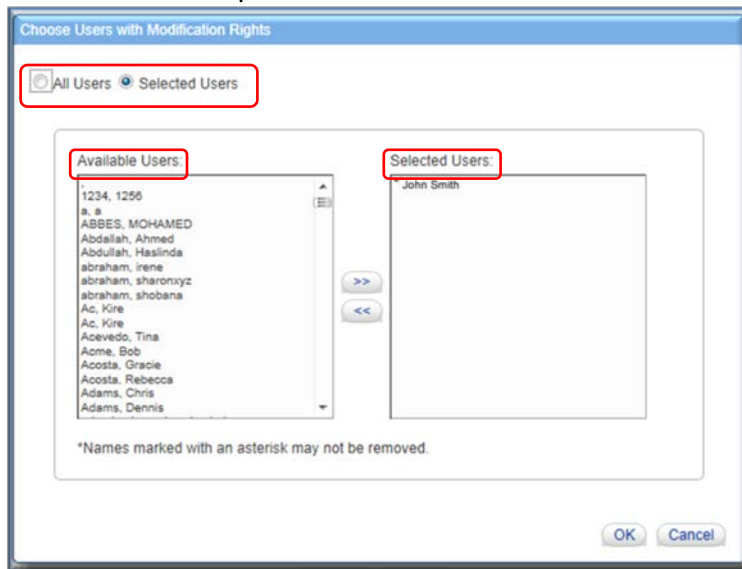


- In the **List Sharing** section of the page, you can set modification/editing and viewing rights for your lists.

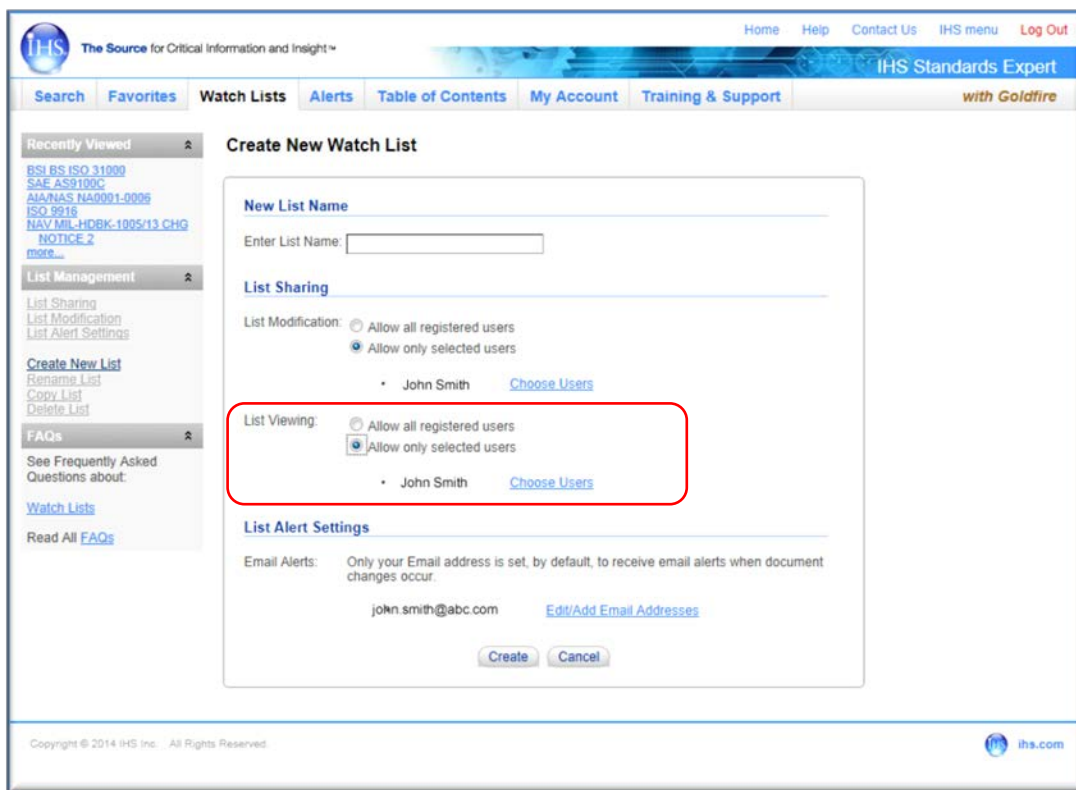


For **List Modification**, the default is set to **Allow only selected users**. This option gives list editing rights to those users you select and allows those users to add, delete, or update documents on the list.

- To grant modification rights to other users, click on the **Choose Users** link. The **Selected Users** option is the default.



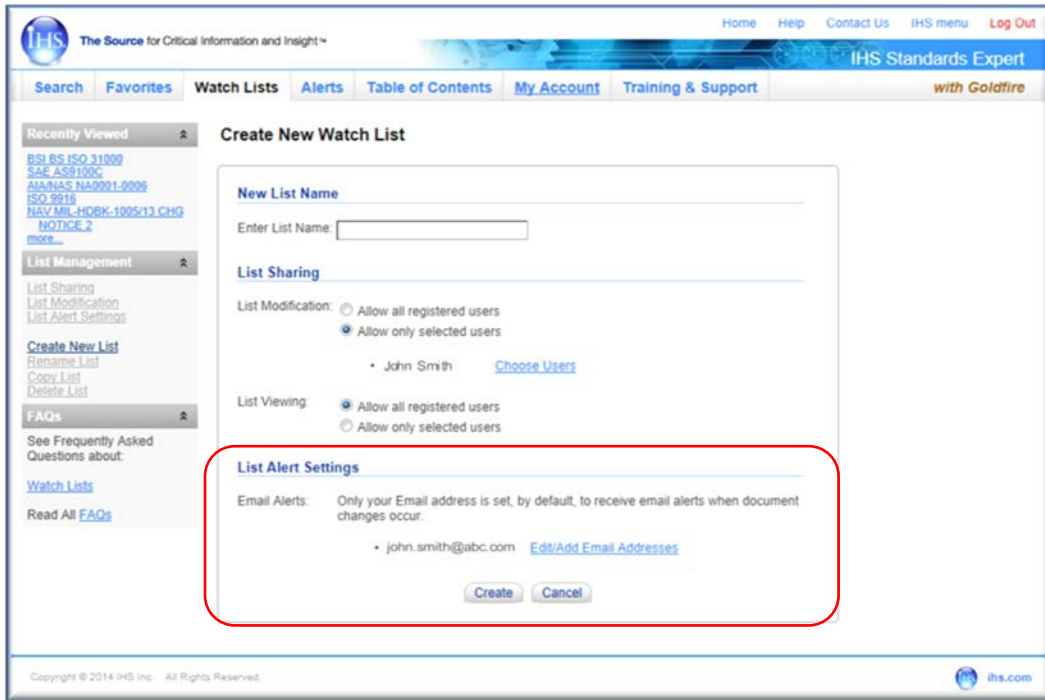
- b) Highlight the registered individuals from the **Available Users** list that you want to move to the **Selected Users** list and click the double-arrow button to move them, and then click **OK** button.
 - c) If you want all users to have modifications rights, select the All Users radio button option.
4. For **List Viewing**, the rights default is set to **Allow all registered users**, which allows all users registered under your company account to view the list.



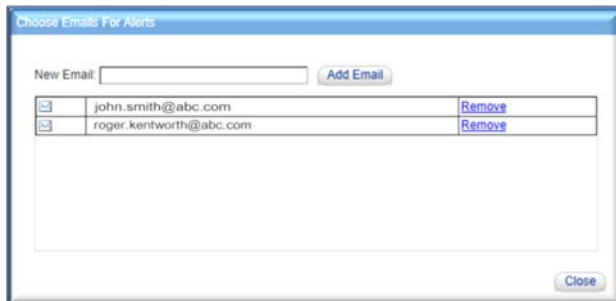
The screenshot shows the 'Create New Watch List' interface. The 'List Viewing' section is highlighted with a red box. It contains two radio buttons: 'Allow all registered users' (unselected) and 'Allow only selected users' (selected). Below the radio buttons, there is a list of users with a 'Choose Users' link next to 'John Smith'.

- a) To allow select users to view the list, change the **List Viewing** setting to **Allow only selected users**, and then click on the **Choose Users** link.
- b) Highlight the registered individuals from the **Available Users** list that you want to move to the **Selected Users** list and click the double-arrow button to move them, and then click **OK** button.

- The **List Alert Settings** section of the page allows you to set up users to receive email alerts whenever documents on your list are revised. By default, only your email address is set up to receive email alerts.



- To edit an existing email address or add a new email address, click the **Edit/Add Email Addresses** link.
- Enter the email address for the individual that will receive email alerts, and then click **Add Email**. Continue to add names as needed, and then click **Close**.



- Click the **Remove** link to delete an email address.
 - When you have finished adding or removing email addresses for List Alerts, click **Close**.
- If you are satisfied with the List Name, List Sharing, and List Alert settings, click the **Create** button.

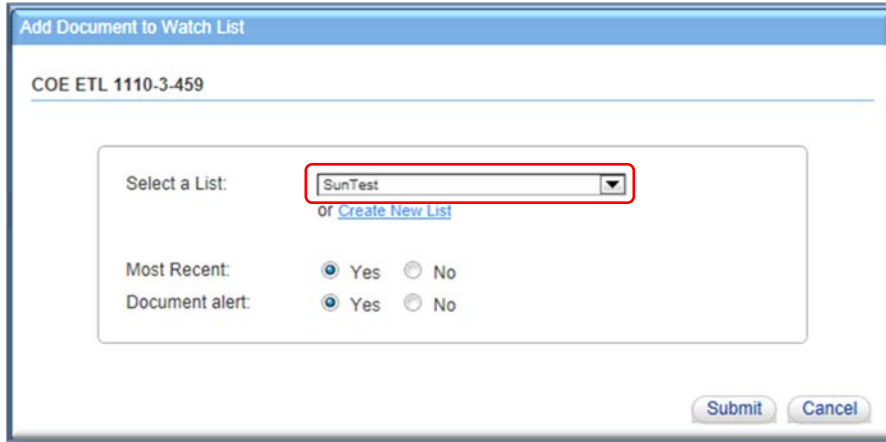
- Once your Watch List is created, you need to perform a search, locate the document in the Results List, and add the documents to your list.

Adding Documents to a Watch List

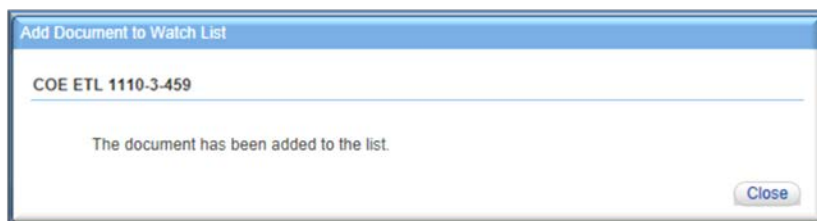
- To add a document to a Watch List, click on the **Search** tab and search for the document(s) you want to add to the list.
- In the Results List, click on the **Watch List (Add)** link in the **Tools** column of the results list. You can also add a document to a Watch List while viewing a document.



3. Select your list from the drop-down menu



- a) The **Most Recent** and **Document alert** options are selected by default.
Note: The Most Recent option will place the Most Recent revision of the document on your list, which could be addenda to a document, i.e., Addenda A, and not necessarily a complete replacement for the existing document. When the Most Recent option is set to **No**, the specific version of the document you have selected is placed on your list. If the document updates, your list remains at the specific version selected until you elect to update your list.
- b) The *Document alert* option is used to set an email alert for the document. If you do not want to receive alerts for the document, select **No**.
- c) Once you have selected your list and added your document, click the **Submit** button. A dialog box informs you that the document has been added.



- d) Click the **Close** button to return to the results list.

List Management

You have several options for modifying your list. You can modify the names of who you want to share the list with, modify which documents are on the list, change the alert settings, and create, rename, copy or delete your list.

1. To manage your list, go to the **Watch List** tab, select your list from the drop down menu, and then select your option from the **List Management** panel.

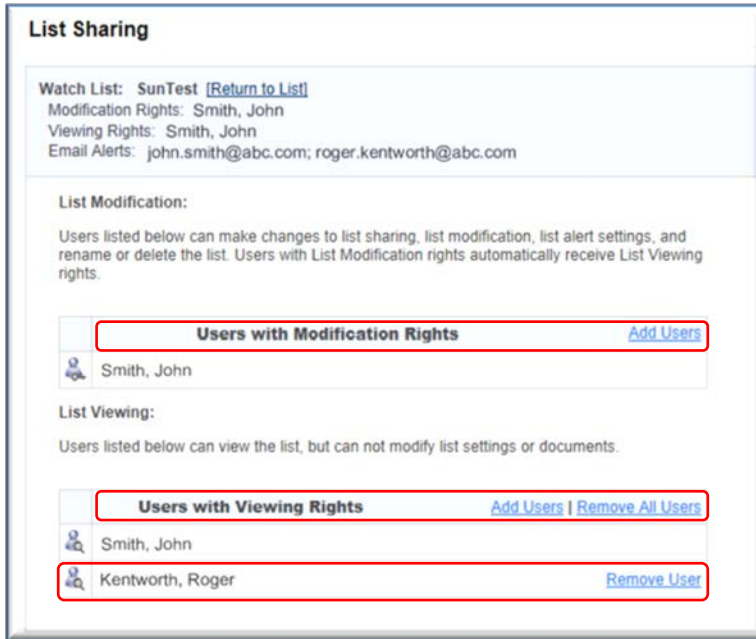
The screenshot shows the IHS Standards Expert interface. The top navigation bar includes 'Home', 'Help', 'Contact Us', 'IHS menu', and 'Log Out'. The main navigation bar has 'Search', 'Favorites', 'Watch Lists', 'Alerts', 'Table of Contents', 'My Account', and 'Training & Support'. The 'Watch Lists' section is active, showing a dropdown menu for 'SunTest' and a 'Create New List' button. Below this, there are 'Download List' and 'Print' buttons. The main content area displays a table of watch lists for the 'SunTest' list. The table has columns for Document Number, Status, Date, Title, and Updated by. The 'List Management' panel is highlighted with a red box, containing links for 'List Sharing', 'List Modification', 'List Alert Settings', 'Create New List', 'Rename List', 'Copy List', and 'Delete List'. The table lists four documents: ASME/BPVC SEC III-J, COE ETL 1110-3-459, DS DS/EN 13493, and NAV MIL-HDBK-1005/13 CHG NOTICE 2.

Document Number	Status	Date	Title	Updated by
ASME/BPVC SEC III-J	Active	07/01/2013	SECTION III DIVISION 3 CONTAINMENTS FOR TRANSPORTATION AND STORAGE OF SPENT NUCLEAR FUEL AND HIGH LEVEL RADIOACTIVE MATERIAL AND WASTE RULES FOR CONSTRUCTION OF NUCLEAR FACILITY COMPONENTS ANSI Approved Type of Change: Complete Revision	
COE ETL 1110-3-459	Active	11/30/1993	HAZARDOUS WASTE STORAGE CRITERIA	
DS DS/EN 13493	Active	08/19/2013	Geosynthetic barriers - Characteristics required for use in the construction of solid waste storage and disposal sites Type of Change: Complete Revision	
NAV MIL-HDBK-1005/13 CHG NOTICE 2	Active	05/15/1999	HAZARDOUS WASTE STORAGE FACILITIES	



List Sharing


2. Click on the List Sharing link to open your List Sharing options.





List Sharing

Watch List: SunTest [\[Return to List\]](#)
Modification Rights: Smith, John
Viewing Rights: Smith, John
Email Alerts: john.smith@abc.com; roger.kentworth@abc.com

List Modification:
Users listed below can make changes to list sharing, list modification, list alert settings, and rename or delete the list. Users with List Modification rights automatically receive List Viewing rights.

Users with Modification Rights		Add Users
	Smith, John	

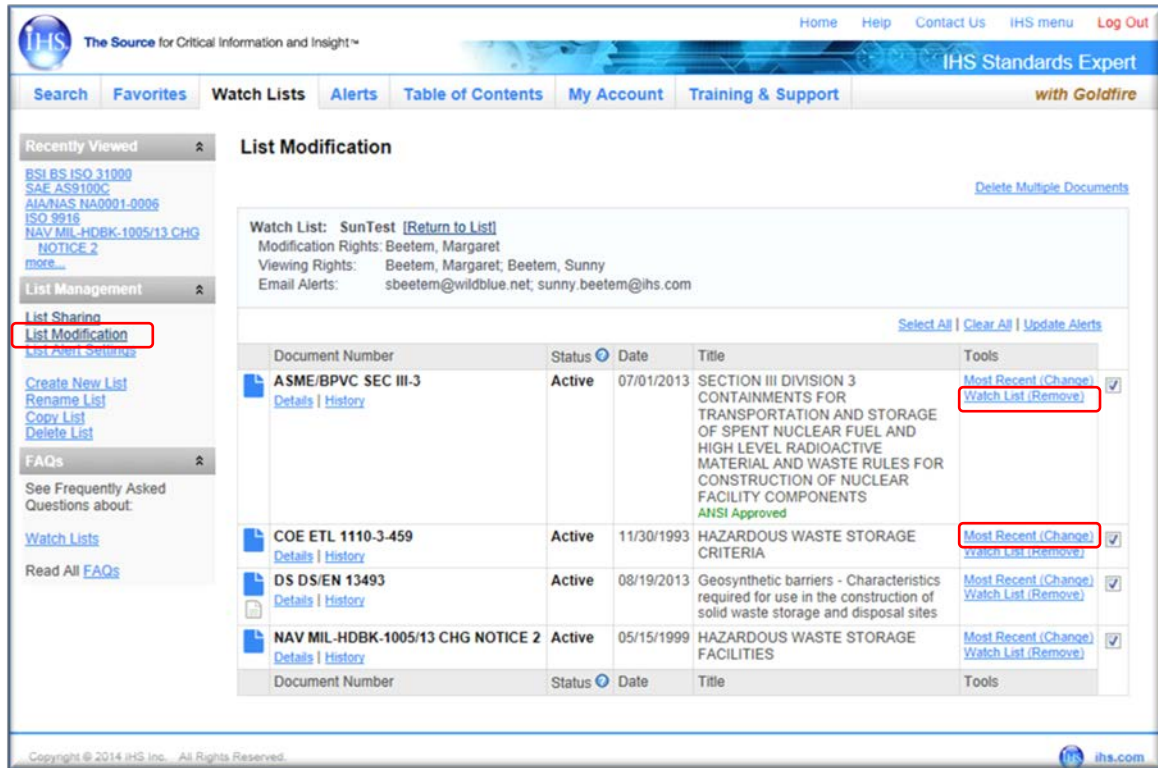
List Viewing:
Users listed below can view the list, but can not modify list settings or documents.

Users with Viewing Rights		Add Users Remove All Users
	Smith, John	
	Kentworth, Roger	Remove User

- a) To add registered users with rights to modify your list, select **Add Users** link in the **Users with Modification Rights** panel. The changes will take place immediately.
- b) To add users with rights to view your list, select the **Add Users** link in the **Users with Viewing Rights** panel.
- c) If you want to remove all users from viewing your list, select the **Remove All Users** link. The changes will take place immediately. To remove a specific user, select the **Remove User** link applicable to the user's name.

List Modification

- Click on the **List Modification** link to open your Watch List and options.



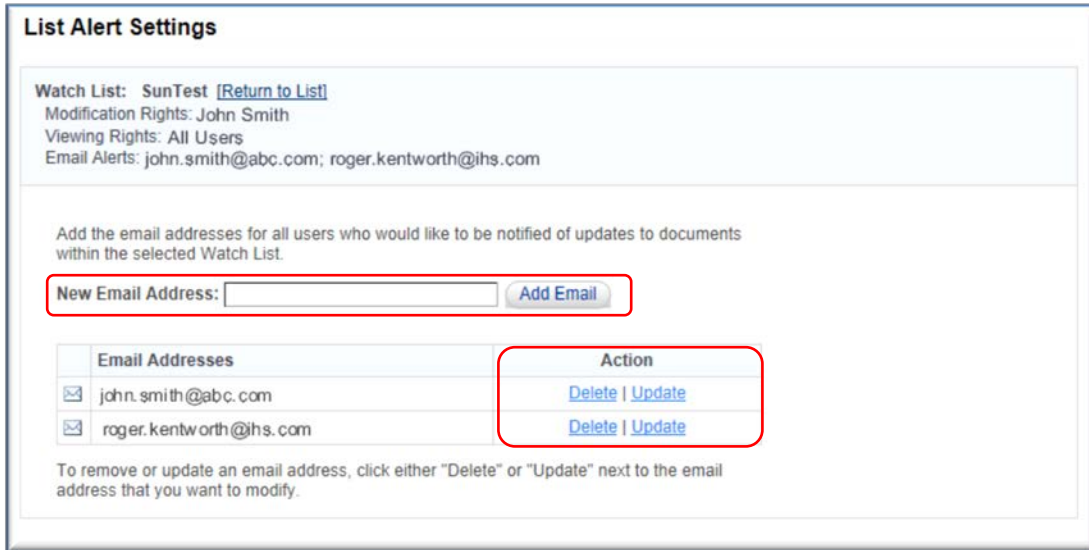
The screenshot shows the 'List Modification' interface in IHS Standards Expert. The page title is 'List Modification' and it includes a 'Delete Multiple Documents' link. The watch list is named 'SunTest' and is managed by Margaret Beetem. The table below lists the documents in the watch list:

Document Number	Status	Date	Title	Tools
ASME/BPVC SEC III-3	Active	07/01/2013	SECTION III DIVISION 3 CONTAINMENTS FOR TRANSPORTATION AND STORAGE OF SPENT NUCLEAR FUEL AND HIGH LEVEL RADIOACTIVE MATERIAL AND WASTE RULES FOR CONSTRUCTION OF NUCLEAR FACILITY COMPONENTS ANSI Approved	Most Recent (Change) Watch List (Remove)
COE ETL 1110-3-459	Active	11/30/1993	HAZARDOUS WASTE STORAGE CRITERIA	Most Recent (Change) Watch List (Remove)
DS DS/EN 13493	Active	08/19/2013	Geosynthetic barriers - Characteristics required for use in the construction of solid waste storage and disposal sites	Most Recent (Change) Watch List (Remove)
NAV MIL-HDBK-1005/13 CHG NOTICE 2	Active	05/15/1999	HAZARDOUS WASTE STORAGE FACILITIES	Most Recent (Change) Watch List (Remove)

- To delete a document from your Watch List, click on the **Watch List (Remove)** link for the document. The document is immediately deleted from your list.
- To modify your initial selection of the Most Recent option, click on the **Most Recent (Change)** link for the document, and that specific document will remain on your list. It will not update to the most recent version.

List Alert Settings

4. Click on the **List Modification** link to modify who will get email alerts when a document changes.



List Alert Settings

Watch List: [SunTest](#) [\[Return to List\]](#)
 Modification Rights: John Smith
 Viewing Rights: All Users
 Email Alerts: john.smith@abc.com; roger.kentworth@ihs.com

Add the email addresses for all users who would like to be notified of updates to documents within the selected Watch List.

New Email Address:

Email Addresses	Action
john.smith@abc.com	Delete Update
roger.kentworth@ihs.com	Delete Update

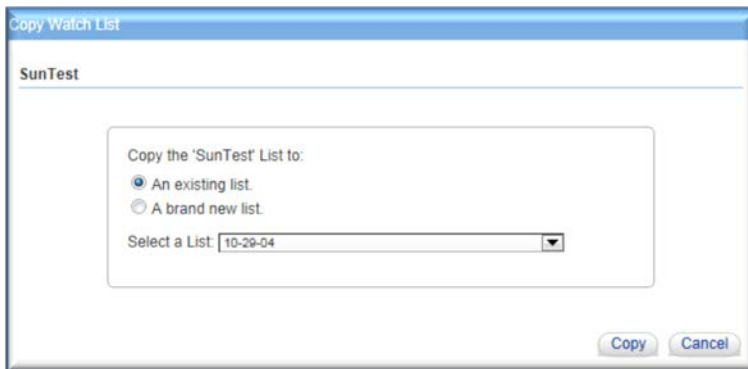
To remove or update an email address, click either "Delete" or "Update" next to the email address that you want to modify.

- a) Add a new email address by typing in the address and clicking the **Add Email** button.
- b) **Delete** or **update** any existing email accounts. A different dialog box displays for the option you select.
Note: If one person has Modification Rights, you must ensure that those rights are transferred to someone else before deleting their email from the list.

Copy, Delete, Rename List Options

Copy

5. If you want to copy your list to another list, click on the Copy link in the List Management panel.



Copy Watch List

SunTest

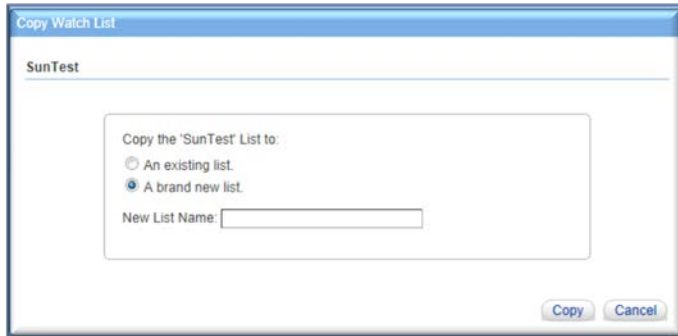
Copy the 'SunTest' List to:

An existing list.
 A brand new list.

Select a List:

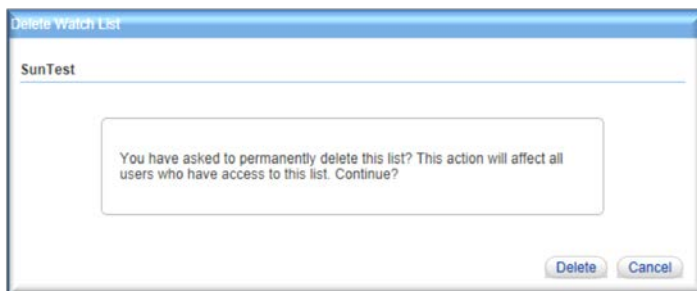


- a) To copy the list to another list you have already created, select **An existing list**, which is the default, select the list you want to copy to from the pull-down menu, and then click on the **Copy** button.
- b) To copy the list to a new list, select **A brand new list**, enter a **New List Name**, and then click the **Copy** button. The list will then be accessible by that name.



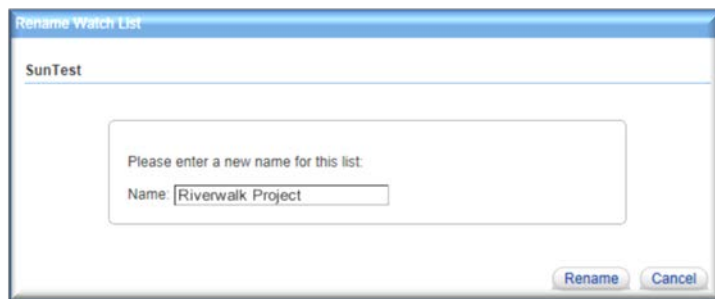
Delete

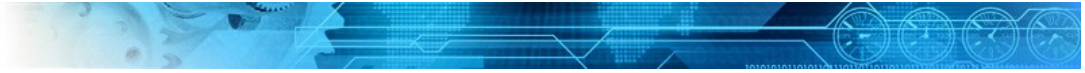
6. To delete a list, click on the **Delete List** link in the **List Modification** panel. The Delete Watch List dialog box opens asking for verification to delete. If you're certain you want to delete, click the **Delete** button.



Rename

7. To rename an existing list, click on the **Rename** link in the **List Management** panel, enter a new name, and then click the Rename button.





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