

IHS Intra/Spex

Tip Sheet - Delivery Solution for IHS Data Collections



The Source
for Critical Information and Insight™

IHS Intra/Spex provides a comprehensive, valuable solution for companies who need instant access to data but who experience problems with Internet accessibility. It is the most comprehensive, single source of engineering information deliverable on an Intranet that resides behind your company's firewall, preserving the security of confidential company information.

The IHS Intra/Spex Intranet solution includes IHS Specs and Standards, ASME BPVC, AV-DATA, and Petrochemical Standards.

Intra/Spex Support

If you need help with Intra/Spex, click the product's Help button or for additional assistance, contact the IHS International Network Operations representatives listed below:

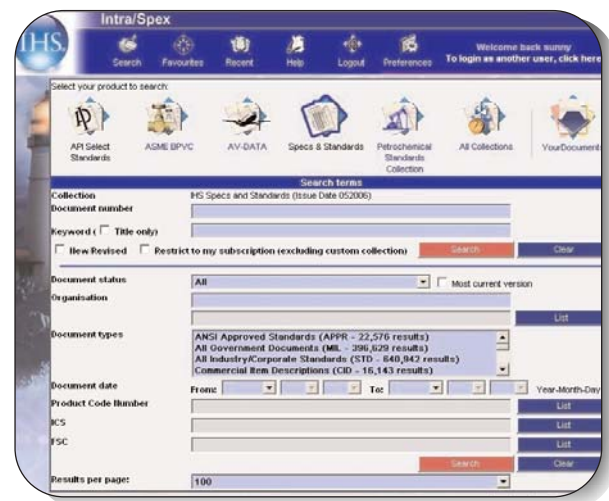
Rami Martinez: rami.martinez@ihs.com

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Main Search Screen

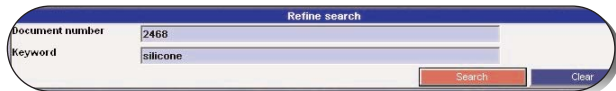
To begin a search in Intra/Spex:

1. On the Intra/Spex login screen, enter your username and password.
2. On the main search screen, click on the collection you want to search. In our example below, Specs & Standards collection has been selected, which provides several search filters.
3. Enter your search term, and then click Search.

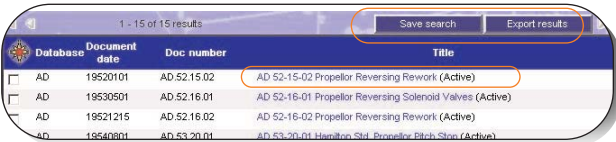


Search Results

1. On all collections, simply enter your search criteria and click the red **Search** button.
2. To refine your search using a more specific document number or keyword, use the **Refine Search** dialog box found in every collection at the end of every result list page.



3. To open an image and abstract of a document from your results list, click on the document title.
4. To save your search in your Favorites directory, click on **Save search**.

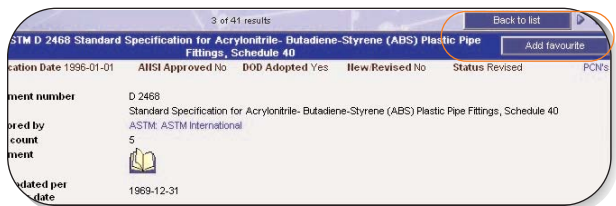


5. To save your results list as a Microsoft Excel Comma Separated Values (csv) file for viewing in Microsoft Excel, click the **Export Results** button.

Viewing Documents

A document abstract displays in API Standards, ASME BPVC, AV-DATA Complete, and PETRO Standards in addition to an image of the document. The abstract contains Document Details, Document History, and any referenced documents.

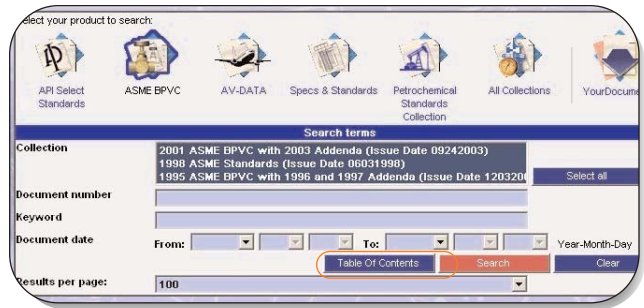
1. Click the **Back to List** button to return to your list.
2. Click the **Add Favorite** to add the document to your bookmarked favorites.



3. For **All Collections** and **Specs & Standards**, you must click the open book to view an image of the document.
4. Once you've opened the document, you can use the Adobe Acrobat Reader to print, save a copy, email, or search the document for specific text.

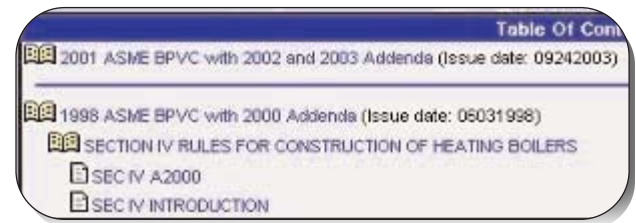
Table of Contents Searches

The API Select Standards, ASME BPVC, AV-DATA, and Petrochemical Standards Collection each include a **Table of Contents** button that links to a list of the documents available for that collection. The list expands to the page level of a document in a specific section. When you click on the page icon, a PDF version of the document displays with additional information, which may include document details, history, and referenced documents.



ASME BPVC Table of Contents Example

1. To view a document page in the Table of Contents list, click the **Table of Contents** button on the main search page.
2. Click on an ASME BPVC issue, and then click on a section of the issue.
3. Continue clicking on the open book icon to expand the collection until you are at the page level.



4. At the page level, click on a page title to display an image of the page with Adobe Acrobat Reader.

Search Fields

In addition to the standard search fields, some collections include search filters and list boxes unique to the collection.

The standard search fields include:

- **Document Number** - This will only search the Document Number field. It will not find alpha characters if the Standards Organization has not made these part of the document number.
- **Keyword** - The Keyword search is a broader search and will produce more hits. *Example* – API 5I will search all the indexed fields and return results on API and 5I in the document field, society field, and the title field. Use this search in conjunction with the other filters to limit the amount of documents returned.

Additional search filters include:

- **Title Only** - Select this in Specs & Standards to refine your search to documents with your keyword in the title of the document.
- **New/Revised** - Select this in Specs & Standards to search documents that are new or revised since your last update of the collection.
- **Restrict to my subscription** - Select this in Specs & Standards to search only those documents within your subscription.
- **Document Status** - Select this in Specs & Standards to search only those documents with a specific status, such as Active, Cancelled, Obsolete, etc.
- **Organization** - Use this in Specs & Standards to limit your search to the Standards Development Organization that published the document.
- **Document Types** - Select this in Specs & Standards to search only those documents that are ANSI Approved, DoD Adopted, etc.
- **Document Date** - Available in all of the Collections, select this to search for documents published within a date range.
- **Product Code Number** - In Specs & Standards, this represents an IHS document set.

Search Fields *(continued)*

- **ICS** - In Specs & Standards, this is the International Classification Standard number.
- **FSC** - In Specs & Standards, this is the Federal Supply classification code.
- **Results per page** - This sets the number of results you want displayed on the screen. The options are 20, 100, 500, or 1000.

Menu Options

You can access all of your menu options on every screen. The options include:

- **Search** - Click the **Search** icon to reset your search and return to the main window of the collection you are searching.
- **Favorites** - Click the **Favorites** icon to view your bookmarked searches. Only bibliographic data can be bookmarked, images cannot.
- **Recent** - Click on the **Recent** button to view a list of the documents you have recently opened and viewed.
- **Help** - Click the **Help** button to open a PDF help file that contains detail information on the various Intra/Spex collections and the search filters associated with them.
- **Logout** - Click on the **Logout** button to log out of the application at any time. You are allotted a limited amount of time to log back in. Once the time limit has passed, you must log back in on the Login screen.
- **Preferences** - Click on the **Preferences** button to open the User Preferences dialog box. This dialog box allows you to change your password or your language preference. Language preferences are initially set up for you by your System Administrator.
- **To login as another user** - If your computer is shared, use this option to logoff the current user, return to the login screen, and login with your username and password.

Intra/Spex Collections

API Standards:

Includes manuals, training material, standards, specifications, recommended practices, bulletins, and other publications for the transportation, production, engineering, and handling of petroleum products.

ASME BPVC:

Includes all eleven sections of the ASME BPVC Code as well as Code Cases, Addenda, Interpretations, and Code Case Updates. This collection is used by personnel required to research and test the design of pressure vessels and power producing machines.

AV-DATA:

Includes documents for domestic and international aviation authorities and agencies.

Specs & Standards:

Includes over 545,000 active standards from 450 Standards Developing Organizations (SDOs) in addition to historical standards and over 370,000 active and historical military standards.

Petrochemical Standards:

Includes industry standards from over 30 US industry standards societies, including ASME BPVC and API Select. This collection is used by personnel working with processes that produce petroleum, petroleum based chemicals and non-petroleum based chemicals.

All Collections:

Includes documents from all of the Intra/Spex Collections, except for the Your Documents collection.

Your Documents:

Includes documents found with search filters unite to your department or company. the search filters are defined by your System Administrator.



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