

Set your profile to "I am a Standards Expert only"

This will limit your search results to Codes & Standards only

Step-by-Step

1. Click the settings icon
2. Select the "Setup & Configuration" tab
3. Select "I am a Standards Expert only"
4. Click "Apply Changes"

Make sure you click "Apply Changes" after setting your preferences so that the changes take effect.

Configure your research experience:
 I am a Standards Expert only
 The Standards Expert role streamlines IHS Engineering Workbench to search only in the Codes & Standards knowledge bases.

I am a Research Analyst
 The Research Analyst role enables you to use all the tools in IHS Engineering Workbench that are available to you.

Search Preferences
 Search My Subscriptions only
 Limit Standards results to most recently revised standards
 Limit Standards results to active standards

Check the appropriate boxes under "Search Preferences" if you want to limit your standards searches to include only documents available in your subscriptions, only the most recent revision of standards, or only active standards.

Selecting "I am a Standards Expert only" limits searches to only standards content and will remove any additional applications from the home page menu, such as Browse Collections, etc.

View your search results in Table View

Table View lets you quickly scan the search results list to find the needed document

Select whether to view All Sources (based on your selected search criteria) or only documents included in your subscriptions.

Print your search results.

Toggle between List View and Table View using the appropriate icon.

Select whether to sort by Relevance (default setting) or Publication Date.

You can translate the search results into several languages.

Click on this icon for easy access to document information, plus Save, Export and Bookmark capabilities.

The Shopping Cart icon indicates that a document is not included in your current subscription. Click the icon to see options for obtaining access to the document.

Enter document number/keywords in the search box

Use a doc number (e.g., ISO 9001) when you know the exact document you're looking for

Document Type Ahead suggests standards documents that match the document number.

Concept Type Ahead suggests concepts that match the keywords.

The Intelligent Search Box automatically distinguishes between a standard document number (as shown at top) and keywords (below).

The search engine suggests document matches based on the doc number or keywords, allowing you to click through to a document from the suggestion list without having to execute the query.

Use Advanced Query Tools for more precise searches

You can limit your search to a specific organization, for example

The Advanced Query Tools allow you to build complex queries, and view Recent Queries and Saved Queries.

Note options to limit searches only to documents in your subscriptions, and to return only the most recent revisions and/or active standards.

You can limit a search to include just documents from one or more organizations (ASME, ASTM, SAE, etc.) by clicking "Select organization from list," searching in the pop-up list, checking the desired organization(s), and clicking "Apply" at lower right.

For more assistance with Engineering Workbench, view the [Quick Start Guide](#) or contact the IHS Markit Customer Care Center of Excellence for your region:

Americas:
 Toll Free: +1 800 447 2273
 Outside US/Canada: +1 303 858 6187

Europe, Middle East, Africa:
 +44 1344 328 300

Asia Pacific:
 +604 291 3600

Global Email: CustomerCare@ihsmarkit.com
Chat: www.ihsmarkit.com/CustomerCare
Web Page: www.ihsmarkit.com/CustomerCare

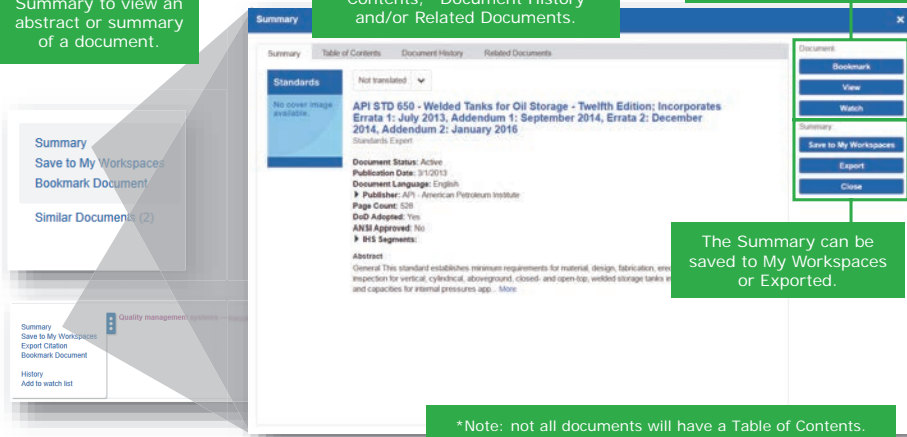
Use Document Summary to quickly review material

Bookmark, view, watch and more directly from the summary window

In either Table View or List View, select Summary to view an abstract or summary of a document.

You can translate the document information, or view the Table of Contents, * Document History and/or Related Documents.

You can choose to bookmark the document, view it in the built-in Document Viewer, or "Watch" the document to be alerted when it updates.



The Summary can be saved to My Workspaces or Exported.

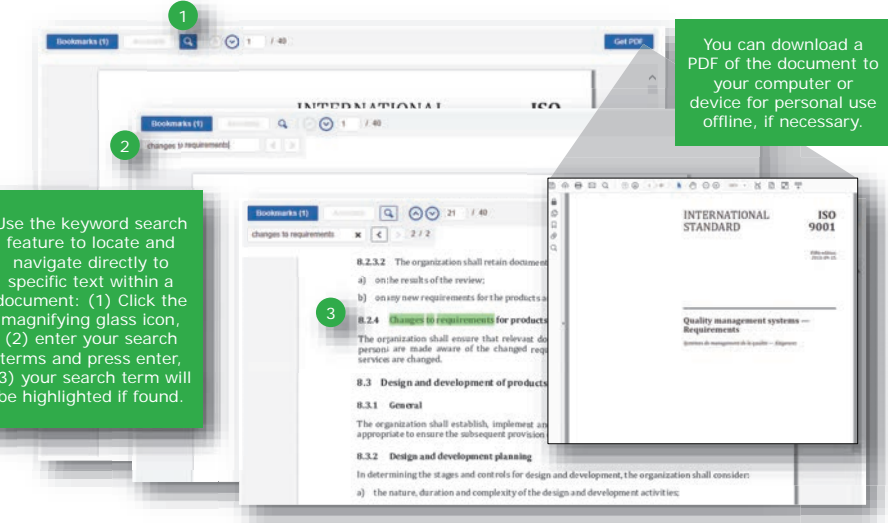
*Note: not all documents will have a Table of Contents.

Search for keywords or download a PDF

The Document Viewer lets you work with a standard in the way that best suits your needs

Use the keyword search feature to locate and navigate directly to specific text within a document: (1) Click the magnifying glass icon, (2) enter your search terms and press enter, (3) your search term will be highlighted if found.

You can download a PDF of the document to your computer or device for personal use offline, if necessary.



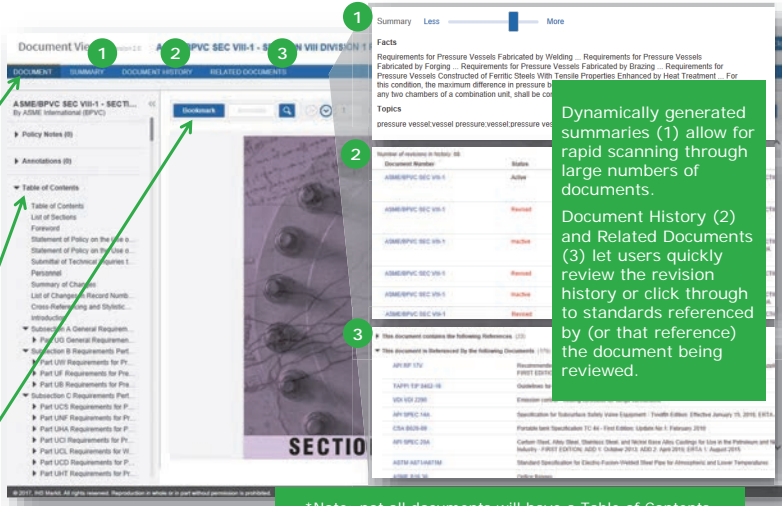
View documents online in the new Document Viewer

The built-in Document Viewer allows even large documents to open instantly

Document Viewer "streams" documents to allow instant access to even very large documents – no waiting for download.

Table of Contents lets users immediately navigate to specific sections.*

Create Bookmarks for easy access, or Annotations for project notes to preserve knowledge.



Dynamically generated summaries (1) allow for rapid scanning through large numbers of documents. Document History (2) and Related Documents (3) let users quickly review the revision history or click through to standards referenced by (or that reference) the document being reviewed.

*Note: not all documents will have a Table of Contents.

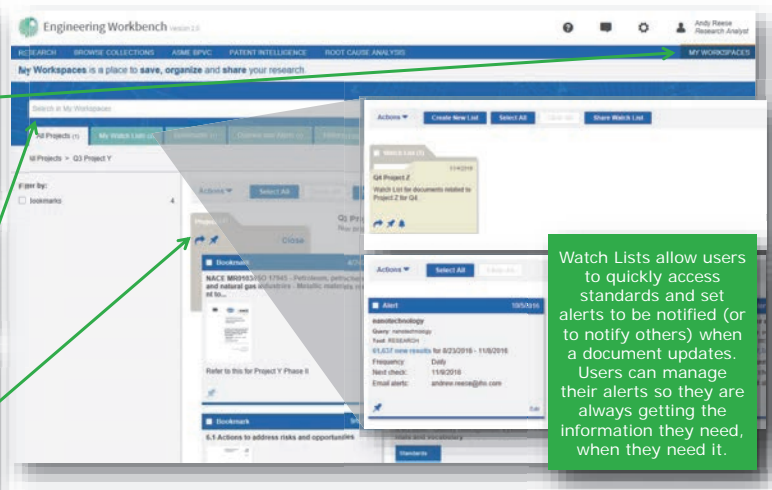
Organize your documents in My Workspaces

You can also set up Watch Lists and alerts to be notified when documents update

My Workspaces puts engineers in control of their personal information and saved content within the platform.

Saved content is searchable so users can quickly find needed information.

Project Folders are sharable, so teams have a single source of truth for documentation.



Watch Lists allow users to quickly access standards and set alerts to be notified (or to notify others) when a document updates. Users can manage their alerts so they are always getting the information they need, when they need it.

For more assistance with Engineering Workbench, view the [Quick Start Guide](#) or contact the IHS Markit Customer Care Center of Excellence for your region:

Americas:
Toll Free: +1 800 447 2273
Outside US/Canada: +1 303 858 6187

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Global Email: CustomerCare@ihsmarkit.com
Chat: www.ihsmarkit.com/CustomerCare
Web Page: www.ihsmarkit.com/CustomerCare