Specify-it User Guide
An introduction to using key facilities of the on-line system
Issue 3. April 2011

Specify-it is intuitive to use, but we hope this User Guide will help provide some extra information and tips to help you get the best value from the service.

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### How to search for, and find, supplier & catalogue information

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Specify-it is a continually updated electronic collection of construction component and equipment information for construction industry professionals. Specify – it provides immediate access to UK supplier contact details and access where relevant, to their full-text catalogues, data sheets, drawings, selector guides and brochures, from the suppliers listed as a result of any search.

- 10,000 manufacturers and suppliers (including overseas suppliers with recognised UK agents.)
- 850,000 full text colour pages
- 40,000 FastrackCAD drawings
- ISO accredited companies
- BBA certified products

Information from every manufacturer and supplier has been classified against a structured “Construction index” and/or “Process Engineering Index” so that the results of any search are rapid and accurate against your search criteria. You then chose the supplier that meets your exact needs.

Information searches can be made by :-

- Company name,
- Product/Trade name
- Component type (Classification)
- Catalogue title

The keywords you enter are searched for across all these categories simultaneously. You can also save links to your favourite suppliers into the new “Preferred Suppliers” list feature. Just a click from the Supplier Details page saves an active link into your personalised suppliers list, to save you search time for future access.

Specify-it now includes more than 40,000 CAD drawings from over 80 top UK Manufacturers via a seamless link with the FastrackCAD website. These FastrackCAD drawings are produced to exacting industry standards and are invaluable to architects when specifying building products. Just click the FastrackCAD /CAD icons to gain easy access to relevant CAD drawings.

Searching. You have several ways of finding information. Simply type in your search parameters and either choose to show the list of Suppliers returned first, or if you need to refine your search, choose to show the Classification list first before viewing the Suppliers details, catalogues and drawings available. You can restrict your searches by geographical location and other parameters.

User Notes. Also don’t forget you can personalise supplier details using the User Notes panel on the Suppliers Details screens where you can type up to 400 characters, which you can save and then view any time in the future when you access that supplier’s detail page.
Gold Subscription
- Complete access to all company details (Prime & Support see below) and full-text catalogues and other information sheets.
- Links to supplier sites
- Links to FastrackCAD database of 40,000 CAD drawings from relevant manufacturers

Silver Subscription
- Complete access to all company details and full-text catalogues for Prime companies
- Access to full company details for all Support companies – but not their catalogues
- Links to supplier sites
- Links to FastrackCAD database of 40,000 CAD drawings from relevant manufacturers

Bronze Subscription
- Complete access to all company details for Prime companies only – no catalogue access

Prime Companies
- Approximately 800 companies
- Listed in bold and ahead of Support Companies in any matching search results.
- Listings available to all subscription levels.

Support Companies
- Remaining 9,000 + companies
- Listings and detailed catalogues available to Gold subscribers only

All suppliers are listed alphabetically in the results sets.
To request more information on becoming a Prime Supplier, click the Add your literature link in the top right of the page. Complete the form with your details and add a request about gaining Prime Supplier status. Then, click Submit. IHS will contact you to discuss details. Alternatively email IHS using the Contact Information from Page 20
Tips:
1) Typing two or more words will search for entries containing all of the terms eg one two three would search for any entry containing references to one & two & three
2) Placing a number of words in quote marks " " will search for the exact phrase
3) You can use an asterisk * after any letters, to represent one or more characters eg Lon* will find all references starting with characters Lon eg London, longitudinally.

Search terms are keyed in here for finding supplier contact information and relevant supplier catalogues. You can search for:-
- Product and component types – eg. sealant, cladding, window, circular saw
- Company names – eg. British Gypsum, ICI Paints, Pilkingtons, DeWalt
- Trade names – eg. Gyproc, Dulux, Pyroshield

And you can use any combination of terms for precise result lists

Choose to display Suppliers list first or Classification "tree" first

Ticked, searches the “Construction Index”

Ticked, searches the “Process Engineering Index”

Ticked – restrict the search to only suppliers meeting these criteria. See Page 15

Use either of these fields to restrict the search to a particular location. See Page 16

Tip: Leave these set to maximise search hits
Number of **Suppliers (X)** meeting your search criteria. Results are returned in order of **Prime** then **Support** suppliers. Each displayed in alphabetical order. See **Page 12**

Number of **Classifications (Y)** that include your defined search criteria. Results are displayed showing the number of Suppliers (Supplier Count) against each classification listed. See **Page 11 & Page 14**

**Tip:** The search is made on both catalogues and company names containing the word/s

**Specify-it** is updated every week. Use this tab to view the latest suppliers, and existing suppliers with new catalogues, that have been added for a user selected period – 1 week up to 1 year. See **Page 17**

Use this tab as a short-cut to view catalogues that you have recently accessed. This information is recorded automatically against your specific login Username. The last 25 catalogues viewed will be displayed. See **Page 18**

Use this tab to view your favourite suppliers (added from the supplier details pages) as a list for ease of future access without having to run a search. See **Page 17**

**Tip:** With no search criteria selected, you can view the complete classification structure and the number of suppliers against each entry.

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Helpful advertisements are displayed that are only relevant to the search criteria input. Click on any Advert to link directly to the Supplier details page on Specify-it.
Example: Search for information (suppliers/catalogues) using Keywords “land drainage” (Phrase Search in quote marks) Also See Page 10 for alternative Search.

1 Search

All words placed between Quote marks “” will be searched for as an exact phrase - in this example:- “land drainage”

Tip: Use relevant keywords in the Search field. The more precise the phrase, the more precise the supplier list will be.

2 Results

8 Suppliers and 1 Classification contain the exact phrase land drainage.

Tip: If Classifications (X) are returned, you can click this Classifications tab to further refine your search. See Step 3b

3a Supplier Details Tab

Click the + to view the Relevant Catalogues list

Keywords have been located in a Relevant Catalogue. Click to view relevant catalogue

3b Classification Tab

See Page 11 & 14

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Without using quote marks, """" any information containing both terms: land and drainage will be returned. Results will also include the phrase land drainage.

Tip: If several Classifications (X) are returned, you can click this Classification tab to refine your search. See Step 3. Also see Page 14.

Alternatively you could have started by using an exact Phrase Search see Page 9.

Click links to view Suppliers or select a more exact classification. [More...] provides further classification details.

Tip: Hover cursor over classification text for a more detailed breakdown of content available for each entry.

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Refine search if required, using the Classifications tab

Select relevant Classification

Further "Land drainage" classifications are shown in relevant position in the Construction Index Classification tree.

Click blue text to select a more exact classification to identify specific suppliers.

Select alternative Classifications

Tip: Hover cursor over classification text for a more detailed breakdown of content available for each entry

Click on any classification "breadcrumb" to return to higher level in the classification tree.

Return to Contents Page
**Supplier Selection**

**Tip:** Click on **Supplier Name** or **Town** to sort results lists alphabetically. (Prime set still remain at the top of the list)

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Town</th>
<th>ISO Approved</th>
<th>FASTRACKCAD</th>
<th>BBAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geosynthetics &amp; Stormwater Management Ltd</td>
<td>Hinckley</td>
<td></td>
<td>FASTRACKCAD</td>
<td></td>
</tr>
<tr>
<td>Hunter Plastics Ltd</td>
<td>London</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JFC Manufacturing (Europe) Ltd</td>
<td></td>
<td></td>
<td>FASTRACKCAD</td>
<td></td>
</tr>
<tr>
<td>Marley Plumbing &amp; Drainage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polypipe Civils Ltd</td>
<td></td>
<td></td>
<td>FASTRACKCAD</td>
<td></td>
</tr>
<tr>
<td>Wavin - Heapworth</td>
<td>Doncaster</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wavin - OSMA</td>
<td>Chippenham</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Tip:** Note you can always select these parameters when you first start your search by selecting or completing the relevant fields eg

**Suppliers above the line are referred to as – Prime. Below the line - Support. Listed in alphabetical order.**

**Select a Supplier**

Click any **name** link to view the specific supplier’s catalogues

**See Page 13**
Click the **Classifications** tab

Click the *blue* active links to view the specific suppliers assigned to each classification

Tip: Hover cursor over classification text for a more detailed breakdown of content available for each entry

Tip: Detailed “breadcrumbs” are displayed showing the position in the Classification tree. Click relevant link to return to corresponding higher level in the Classification structure.

Tip: Note that suppliers are registered against all relevant information classifications, so the same supplier may appear under several references.

Click the **+** to expand the detail and view the lower level subject classification structure.

Click the **−** to restore to the higher level subject classification structure

Click the **name** links to view the specific suppliers catalogues

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Selection: Companies - ISO Approved / CAD drawings / BBA certificates

Supplier search results without the fields selected

Click here to access the Fastrackcad website to download relevant drawings in CAD (or PDF) format

Results with the optional fields selected

Just the 4 suppliers meeting the search criteria returned. Note there are 71 classifications that include the word bricks

Click on the BBA Icon to view the specific British Board of Agrément certificate information

Return to Contents Page
Using the Town name or Postcode reference to qualify your search

“Concrete Blocks” - 38 Suppliers

“Concrete Blocks” in Sheffield (shef*) - 1 Supplier

Select Town

Select Postcode

“Concrete Blocks” Derby postcode (DE) area - 1 Supplier

Return to Contents Page
What's been added recently?

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>New Company</th>
<th>New Catalogue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Technology Systems (ATS) Ltd</td>
<td>No</td>
<td>3</td>
</tr>
<tr>
<td>Ancon Building Products</td>
<td>No</td>
<td>2</td>
</tr>
<tr>
<td>Bauder Ltd</td>
<td>No</td>
<td>29</td>
</tr>
<tr>
<td>Ceva Security Gates Ltd</td>
<td>No</td>
<td>12</td>
</tr>
<tr>
<td>Dan Pal UK</td>
<td>Yes</td>
<td>5</td>
</tr>
</tbody>
</table>

New suppliers and catalogues, & existing suppliers with new catalogues, added in the last week, month etc.

NOTE: Latest are shown on Home page

Adding / removing Preferred Suppliers via “Suppliers Detail” pages

Click to Add

Preferred Suppliers

Click to Remove

Removing Preferred Suppliers via “Preferred Suppliers” pages
Adding User Notes on Supplier Details page

Once you have added **User Notes** don’t forget to click the **Save** button.

**Tip** For suppliers that you have written User Notes, add these suppliers to the **Preferred Suppliers** tab for quick access to relevant notes.

Recently Viewed

The **Recently Viewed** tab provides you quick access to recently accessed catalogues. Access up to the last 25 viewed, is provided.

- Maccaferri Ltd
- Neptune Outdoor Furniture Ltd
- Pipex Drainage And Civils Products
  - Universal manholes & inspection chambers - circular manholes
- SCP Environmental Ltd

The Supplier Details page will indicate if you have **Notes** available.
Accessing catalogues & data sheet information

Tip: If your subscription level doesn’t permit you access to specific catalogues you will see the “No entry” icon displayed. To upgrade your subscription contact IHS. Click on:

Click this Icon to print PDF content

Click this Icon to save a copy of the PDF onto your PC. Always check this is the latest edition before using.

Printing & saving information

Relevant Catalogues

- Ball mills and ancillary equipment
- Laboratory ball mills & ancillary equipment (5 pages)
- The handbook catalogue 2006

Other Catalogues

- Catalogue 2002
- Special sale offers

Click here to access a specific, catalogue or data sheet. All information is provided in PDF format and you will need the Adobe Acrobat Reader plug-in to view. This is freely available via the Internet:

http://get.adobe.com/uk/reader/otherversions/
If your enquiry is of a technical nature please check our technical support FAQ section for a quick solution. http://uk.ihs.com/about/frequently-asked-questions-faq-ihs.htm

<table>
<thead>
<tr>
<th>Enquiry</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Enquiries</td>
<td>+44 (0) 1344 328000</td>
<td><a href="http://uk.ihs.com/contact/index.html">http://uk.ihs.com/contact/index.html</a></td>
</tr>
<tr>
<td>EMEA Customer Care</td>
<td>+44 (0) 1344 328300</td>
<td><a href="mailto:customer.support@ihs.com">customer.support@ihs.com</a></td>
</tr>
<tr>
<td>(online form)</td>
<td></td>
<td><a href="http://uk.ihs.com/emea-customer-care/emea-customer-care-contact-form.html">http://uk.ihs.com/emea-customer-care/emea-customer-care-contact-form.html</a></td>
</tr>
<tr>
<td>Marketing Services</td>
<td>+44 (0) 1344 328170</td>
<td><a href="http://uk.ihs.com/contact/index.html">http://uk.ihs.com/contact/index.html</a></td>
</tr>
<tr>
<td>Document Orders</td>
<td>+44 (0) 1344 328039</td>
<td><a href="mailto:emeastore@ihs.com">emeastore@ihs.com</a></td>
</tr>
<tr>
<td>Electronic Publishing</td>
<td>+44 (0) 1344 328000</td>
<td><a href="http://uk.ihs.com/contact/index.html">http://uk.ihs.com/contact/index.html</a></td>
</tr>
<tr>
<td>To Advertise</td>
<td>+44 (0) 1344 328170</td>
<td><a href="http://uk.ihs.com/contact/index.html">http://uk.ihs.com/contact/index.html</a></td>
</tr>
</tbody>
</table>