



Specify-it Online

Training Guide

Specify-it is a continually updated database of full text catalogues and technical specifications from UK suppliers (and overseas suppliers with recognised UK agents) of building components and equipment for the construction industry.

Powerful search software allows easy PDF retrieval, and the image you see is of the original document in Portable Document Format (PDF) or is produced from a high quality scan of the original source material, ensuring that the information you see is 100% accurate.

The advanced image viewer allows you to manipulate and enhance the document and full Windows functionality means that you can cut and paste into other applications.

Starting Specify-it

Open up your internet browser and type in the web address, **www.ihsti.com** Insert your user name and password, left click on **login**, and then select the title of **Specify-it** to enter the product.

Simple Search

Using the simple search allows you to search for product names, company names, trade names, component names etc. You may enter multiple words in which case they will implicitly be "anded" together. This facility allows you to search for phrases, and for products manufactured or supplied by particular companies.

Add as much or as little as you want in the box. You can also narrow your search from this box by deselecting the tick from either the product or company name.

Advanced Search

The Advanced Search Screen provides all the functionality of the Simple Search and in addition you can search across all fields or restrict your search.

The Advanced Search Screen allows you to build up complex searches using Boolean logic between the fields provided. You can search for Product **and** Company Name, and specify particular criteria you are not interested in. For example bricks **and** concrete **not** engineering.

You are able to further filter your Advanced Search by either town or postcode.

You may also specify whether you wish the companies retrieved to have ISO 9000 accreditation.



Wildcard Searching

You can use the following wildcards to narrow or broaden your search criteria:

- ? as a single character wildcard:

For example a search for **car?**

would retrieve care, card, cars and cart.

- * as a multiple character wildcard:

For example a search for **vent*** would retrieve vents, ventilation, vented, etc.

Once you have added your search terms select **search**.

Results

The database will now tell you how many times your criteria search terms were counted in the company name, catalogue title, and catalogue index. To view the list of manufacturers select **retrieve**.

Alternatively you can browse the product classification at the bottom of the page which will allow you to select the most appropriate product type. This will also reduce the number of inappropriate supplier names returned.

Once you have selected the product you are interested in you will be taken to a results list which gives you the company name and their marketing address, it will also tell you if the company has ISO 9000 accreditation and if they have any BBA certificates.

Click over the name of the selected company to view their catalogues.

The next page will give you the full address, phone and fax number for the company.

It will also tell you their e-mail address and website address if they have one. It will list the catalogues that match your search criteria under the title field, and will also tell you all their other catalogues that are held on the database. The tabs at the left-hand side of the page will also link you to any trade names that they have, and will tell you if they have any foreign principals, or UK agents.

Select the title of the catalogue you want to look at to view the image.

Printing

You can print hard copies of the document. Simply select the print icon on the tool bar.

Exiting from Specify-it Online

Once you have viewed the documents it is important to select the Logout icon on the top of the page. This ensures that the licence is returned after use. If you simply use the X to close down the window, or if your connection to the Internet is lost then the licence will remain in use. Specify-it is set with an automatic logout if the system is inactive for more than 20 minutes, and so will return the licence after this period.

Adobe Acrobat Icon Summary



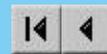
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