



Training Guide

The Construction Information Service (CIS) is a fully comprehensive and easy to use source of technical information for all professionals involved in the construction industry.

Getting Started

Open up your internet browser and type in the web address www.ihsti.com. Insert your username and password and click login. Then either:

→ Click on The Construction Information Service to enter the product

OR

→ Use the Integrated Simple Search function to search across all IHS products that you subscribe to.

To do this:

- Check the boxes of the products you wish to search
- Enter your search criteria in the Search box at the top of the page and click on Search
- The number of results for each product will be listed

→ Click on the results summary found to link straight to the search results in your chosen product

CIS Home page

The CIS home page displays the date of the last content update as well as the number of New and Revised Documents added since the user last logged in.

The following options are available from the CIS home page:

- Search
- Browse CIS Documents
- Quick Links
- My CIS
- Knowledge Resources
- CIS Press Room
- CIS News



The Source
for Critical Information and Insight™

The
Construction
Information
Service

Searching

• Simple Search

Type your search term here  Search CIS and Specify it

Using the search box you can enter a term or phrase. Enter as much or as little information as you like in the search box. For example you may enter BS 5588 and Fire OR simply enter 5588 to retrieve the same results.

Below the search box are some useful links:

- Get search tips - clicking on this link will take you to a help page which describes how to get the best results out of your search.
- Go to advanced search - See below.
- Previous saved searches - this link will take you to My CIS and display all your previously saved searches to save you re-entering them.

• Advanced Search

By selecting Advanced Search you can refine your search by the following fields below:

Advanced Search

You can use the options on this page to create a very specific search. Just fill in the fields you need for your current search.

 Search CIS

In whole document , search for	<input type="text"/>		
In document title and abstract , search for	<input type="text"/>	or	<input type="text"/>
In document number , search for	<input type="text"/>	or	<input type="text"/>
In publisher , search for	<input type="text"/>	or	<input type="text"/>
In series , search for	<input type="text"/>	or	<input type="text"/>
In subject , search for	<input type="text"/>	or	<input type="text"/>
Year of publication Between (yyyy):	<input type="text"/>	and (yyyy)	<input type="text"/>

- Wildcard Searching - Remember you can use the suffix * to find alternative word endings, e.g Vent* will find you vent, vents, ventilation, ventilated etc.

Document Download

By clicking on the individual document title from your search results you will be taken to the document download page. This page displays all document information including:

Bibliographic information, History, Publisher details, Location of document in CIS Supplement structure, Publisher copyright agreement, Table of Contents.

To agree to the copyright message and download the document click View Document**. The document will open in a separate window.

• Search Results

A simple search will search the entire CIS database as well as Specify-it*.

The results page gives you the option to refine your search by date range, publisher or by document bibliographical information.

You may also refine your search by clicking on any of the Related phrases.

Having refined your search, click on the Save Search button to save this search for future use.

You can choose to view your results in a Table view or List view.

Results can be ordered by clicking on Year, Title, Document number or Publisher.

To add any of the documents to your favourites for future use click on Add to favourites.

Preferences can be set in My CIS to personalise the number of documents displayed per page.

To view a document click on the individual document title.

Browse CIS documents

From the home page click on any of the listed subjects to display all documents classified under that subject heading.

You can continue to refine your results by clicking on the subject sub-classifications.

To browse documents available by a particular publisher click on Publishers on the Tool Bar at the top of the page.

* Specify-it provides you with access to full-text, full-colour catalogues, data sheets, selector guides and brochures from an extensive range of suppliers covering the UK and overseas suppliers with recognised UK agents

** To view the PDF documents please ensure you have installed the Adobe Acrobat Reader software from www.adobe.com

Quick Links

The home page lists 5 of the most commonly used documents in the construction industry. To access these documents click on the document title.

Knowledge Resources

All of the resources listed in this area are available free as part of your CIS subscription. To access any of these resources please click on the text displayed.

CIS News

Available as part of your CIS subscription is the monthly CIS Roundup, providing detailed articles on a current topic of interest.

Daily news feeds from Construction News are available by clicking on the news stories listed. Set the number of news stories displayed by clicking on Preferences in My CIS.

CIS Press Room

Click on the CIS Press Room to read about all the latest developments in CIS.

My CIS

Provides users with the opportunity to view their subscription status, store favourite documents, set personal preferences and save searches.

Click on My CIS from either the Tool Bar at the top of the page or the navigation area on the left hand side of the screen.

You will be asked to enter your individual username and password.

NB. This is different to the company username and password that you used to log in to CIS.

The first time you visit My CIS you will need to create a username and password by clicking on Register a new account. If you have cookies enabled on your machine this username and password will be remembered each time you use CIS.

NB. If you had a username and password as part of your favourites on the previous CIS website all your details will have been copied across. There is no need for you to re-register.

Favourites

This area enables you to categorise your favourite documents into folders. There is no limit to the number of folders that can be created. To do this click on Add New Folder.

Click on Add to favourites from your search results to store your documents in the folders.

Preferences

This area enables you to set preferences for the following areas:

- Number of search results displayed per page
- Order of search results
- CIS supplements that you would like to search.

This enables you to switch off the search for supplements you do not subscribe to Number of News feeds displayed on the Home Page.

Select news topics of interest.

Saved Searches

You can save searches for future use by clicking the Save Search button on the Search Results Page.

These can be viewed by clicking on Saved searches in My CIS.

Logout

When you have finished using CIS click "Log out of CIS" button on the tool bar at the top left side of the page.

CIS will automatically logout if left inactive for 20 minutes.

Accessibility

CIS has been designed with accessibility as a priority and we endeavour to meet or exceed current UK accessibility legislation***

Navigating CIS

Links are clearly indicated and labelled throughout.

A consistent navigation toolbar is used throughout.



Web Browsers

CIS is accessible by all commonly used browsers on both MAC and PC, including Internet Explorer, Netscape, Mozilla Firefox and Safari.

Use of JavaScript has been kept to an absolute minimum.

Cascading Style Sheets are used throughout to ensure consistency and accessibility.



***This excludes third party content provided as part of the service.

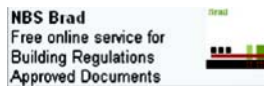
Accessibility contd....

Text

Text sizes are dynamic enabling the user to increase or reduce the size as required.

Images

Text is used alongside each image in CIS, ensuring that text browsers and text reader browsers can identify to the user what the image represents



Colour

Colour schemes have been chosen to ensure that colour contrasts between text and backgrounds are kept to a consistently high level.

No information is lost if the user views the page without colour.

Frames



Frames may hinder navigation for users. For this reason CIS has been developed without the use of frames.

Helpline Number

If you have any problems with searching or finding documents then please contact our Customer Support team for free advice on +44 (0)1344 328300.

Adobe Acrobat Icon Summary



Zoom in to text or graphic



Fit to page width / height to current window



Go to next page / last page



Go to previous page / first page



Find word within a PDF Document



Select text / image to copy



Select table to copy



Hand tool for browsing



IHS, Willoughby Road, Bracknell, Berkshire RG12 8FB, UK

t: +44 (0) 1344 328000 e: marketing@ihs.com w: www.uk.ihs.com