

EFFECTS 2.0

USER MANUAL

EFFECTIVE: DECEMBER 2022



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1 General

1.1 What is effects 2.0?

effects 2.0 by Austrian Standards allows you to conveniently manage the standards and normative documents you use online. Thus, you can always keep your documents up to date. With this online management solution, you can quickly access your documents and stay informed of the state of the art through automatic updates. Specific use cases in which effects 2.0 supports you:

- **How do I keep my standards up to date at several company sites?** effects 2.0 automatically checks your standards, informs you by e-mail and, if desired, performs company-wide updates.
- **How can all the employees access standards centrally?** effects 2.0 is a multi-user-platform offering centralized online access to your standards – anywhere and anytime.
- **How can I speed up searches for standards and avoid that several copies of one standard are bought?** effects 2.0's comprehensive search and filter functions and its bookmark feature help you find standards in a cost-efficient way and it provides a standardized purchasing process that automates ordering.
- **How can I buy standards at lower costs?** With effects 2.0, you get attractive discounts on documents.

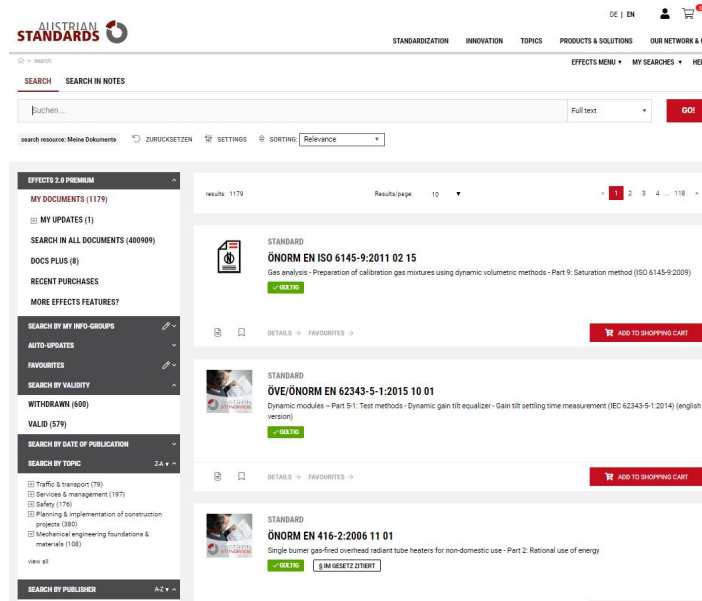


Figure 1 – effects 2.0

1.2 Login & user account

You need a user account and have to login to use effects 2.0. Open <https://effects.austrian-standards.at> in your web browser or log in with your user data under "MY AUSTRIAN STANDARDS" [1]. In case you forgot your password, you can request a new password in just a few steps [2].

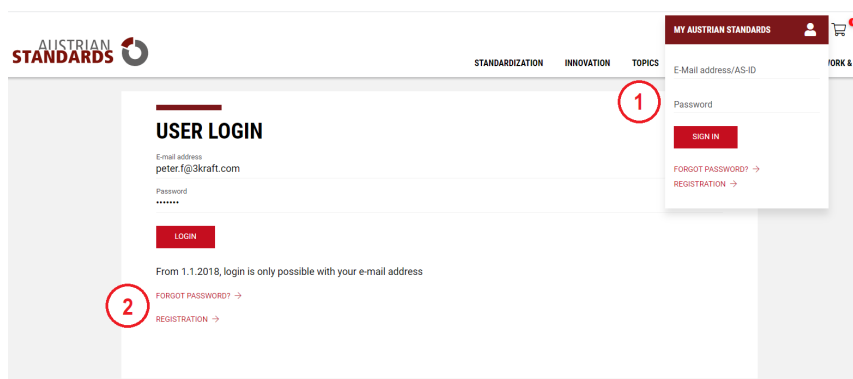


Figure 2 – Login

- To receive a new password, please enter the **e-mail address [3]** that you used for registering with Austrian Standards on the next page.
- Confirm the **security prompt [4]** and click on **Send password [5]**.
- You receive an e-mail allowing you to set a new password.

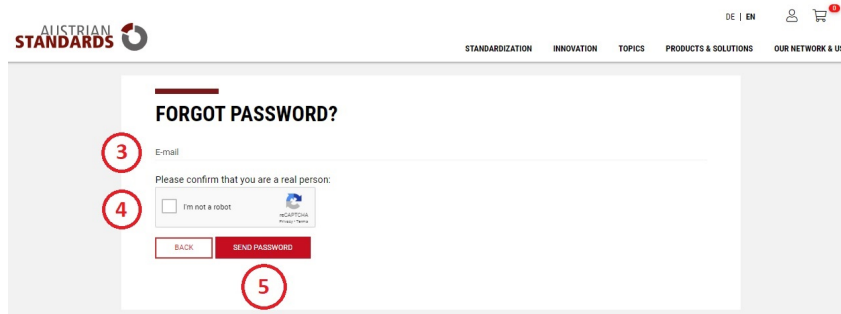
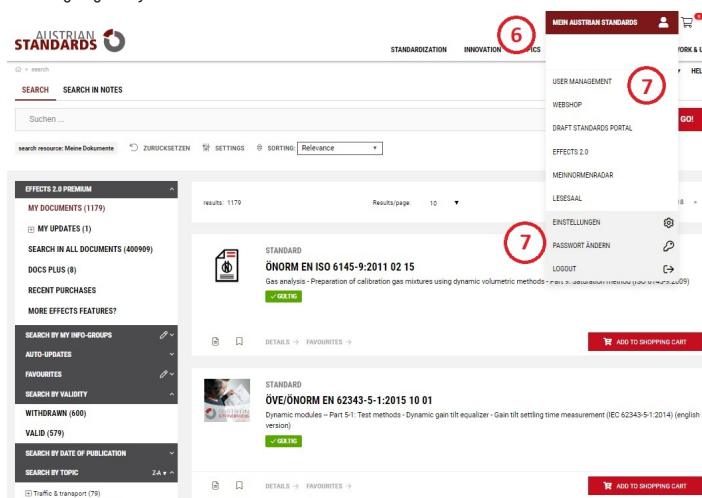
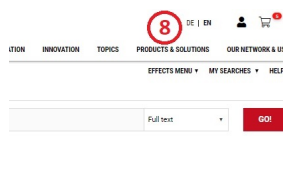


Figure 3 – Password forgotten

- After successfully logging in, select effects 2.0 from the list in the menu “MEIN AUSTRIAN STANDARDS” [6].
- You may change your password and modify your user data anytime by selecting the related items [7] from the menu “MEIN AUSTRIAN STANDARDS”.
- Of course, you may also change the language anytime [8].



a) Applications and user management



b) Language setting

Figure 4

2 Document overview

In the menu on the left-hand side, effects 2.0 gives you an overview of **documents already purchased** [1], **current updates** [2] and the entire **portfolio** [3] of all standards available.

Various **search** [4] and **filter functions** [5] help you narrow down your list of results and find documents quickly. **Recent purchases** [6] give you direct access to standards bought recently.

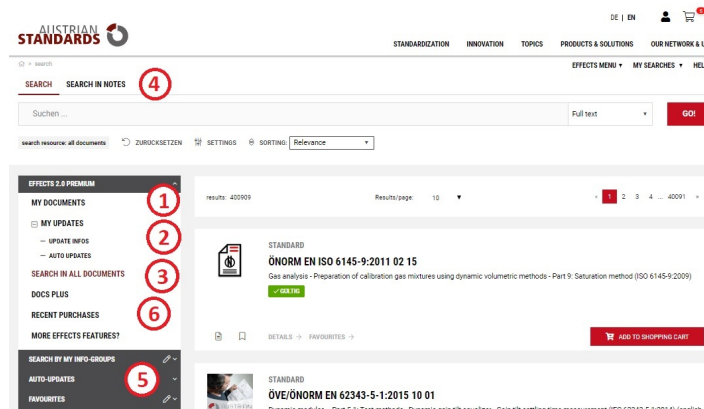


Figure 5 – Document overview

2.1 My documents

By clicking on **My document** [1], you can display all the standards already purchased as well as their number. Here you can **open** [2] your documents, show **details** [3], add them to your **bookmarks** [4] (see 5.2 Bookmarks), if appropriate, or save them to your **Favourites** [5] (see 5.1 Favourites).

To find your documents as quickly as possible you are recommended to use the **search** [6] and **filter functions** [7] (see 3 Searching and filtering).

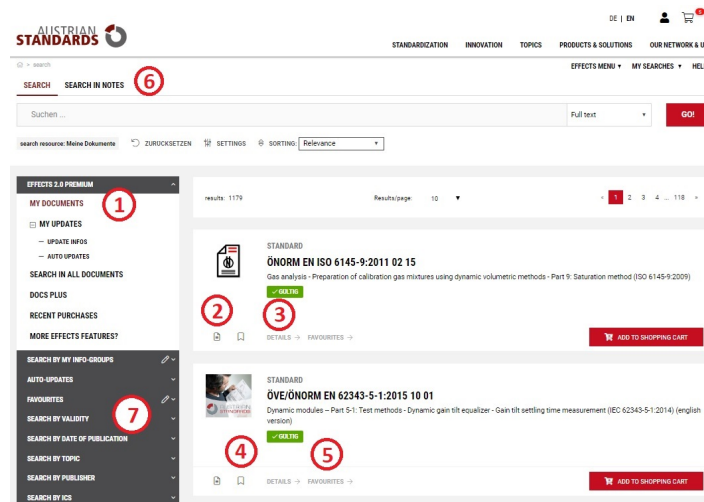


Figure 6 – My documents

2.2 My new documents

Every fortnight (on the first and fifteenth day of each month) Austrian Standards updates all documents. Under **My updates** [1] you can see for which of your documents a new version is available or which – if you subscribed to Auto Update – have already been updated.

In the **Effects menu** [2] you can use our archive function to access all updates of the past six months by a few clicks.

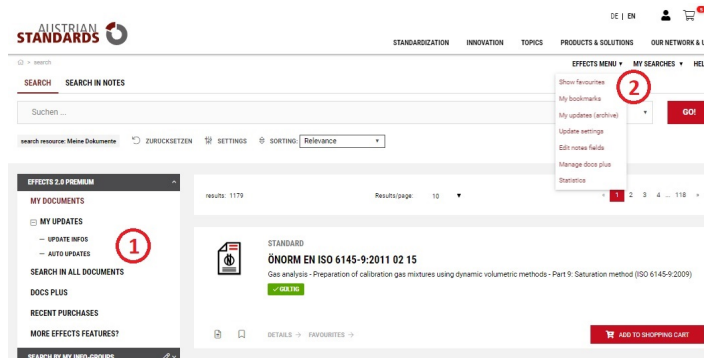


Figure 7 — My updates

2.3 Entire portfolio

Under **Search in all documents** [1] you get an overview of all documents that are available in a digital version and that can be managed automatically in effects 2.0. Here you can start to **order standards** [2] (see 6 Ordering), add documents to your **bookmarks** [3] (see 5.2 Bookmarks) or search for specific standards using the **search** [4] and **filter functions** [5] (see 3 Searching and filtering).

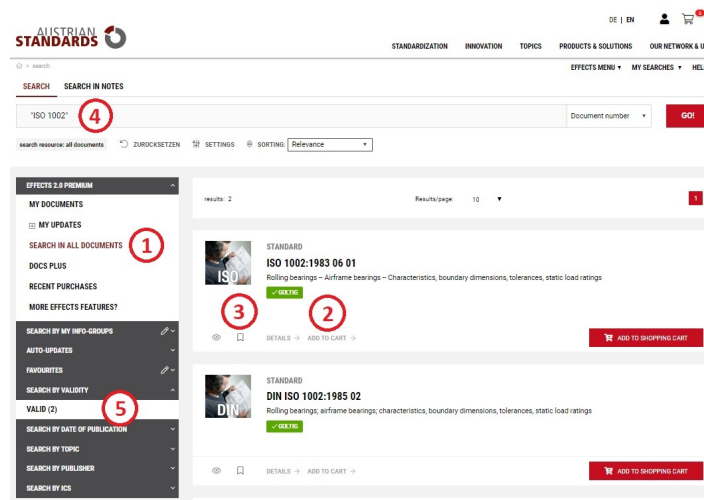


Figure 8 — Search in all documents

2.4 Recent purchases

Under **Recent purchases** [1] you get an overview of the orders placed with Austrian Standards during the past 30 days. You can **sort** [2] the documents by the date of publication, document number or date of purchase.

The screenshot shows the Austrian Standards website interface. At the top, there is a navigation bar with the logo and various menu items. Below the navigation bar, there is a search bar with the text 'ISO 1002'. To the right of the search bar, there is a dropdown menu for 'Document number' and a 'GO!' button. Below the search bar, there is a sidebar with several categories: 'MY DOCUMENTS', 'MY UPDATES', 'SEARCH IN ALL DOCUMENTS', 'DOCS PLUS', 'RECENT PURCHASES', 'MORE EFFECTS FEATURES?', 'SEARCH BY MY INFO-GROUPS', 'AUTO-UPDATES', and 'FAVOURITES'. The 'RECENT PURCHASES' category is circled in red with the number 1. The main content area shows search results for 'ISO 1002'. There are two results listed: 'ISO 1002:1983 06 01' and 'DIN ISO 1002:1985 02'. Each result includes a small image of the document cover, the title, and a brief description. There is also an 'ADD TO SHOPPING CART' button for each result.

a) Recent purchases

The screenshot shows the Austrian Standards website interface. At the top, there is a navigation bar with the logo and various menu items. Below the navigation bar, there is a search bar with the text 'suchen...'. To the right of the search bar, there is a dropdown menu for 'Document number' and a 'SEARCH' button. Below the search bar, there is a sidebar with several categories: 'MY DOCUMENTS', 'MY UPDATES', 'SEARCH IN ALL DOCUMENTS', 'DOCS PLUS', 'RECENT PURCHASES', 'MORE EFFECTS FEATURES?', 'SEARCH BY MY INFO-GROUPS', 'AUTO-UPDATES', and 'FAVOURITES'. The 'RECENT PURCHASES' category is circled in red with the number 2. The main content area shows search results for 'RECENT PURCHASES'. There is one result listed: 'CONCEPTS OF GEOLOGY APPLIED TO DEPOSITS OF INDUSTRIAL MINERALS AND ROCKS; CLAYS'. The result includes the title, the document number 'ONORM G 1046-2:1985 09 01', and the date of purchase '2020-05-08'. There is also a 'DOWNLOAD (GERMAN)' button and a 'DETAILS' link for the result.

b) Sorting by date of purchase

Figure 9

3 Searching and filtering

A great variety of useful search and filter functions helps you find documents quickly. Select the relevant **document folder** [1] from the menu on the left-hand side, limit the search results using the **filter options** [2] listed below and use the **search function** [3] to refine your search.

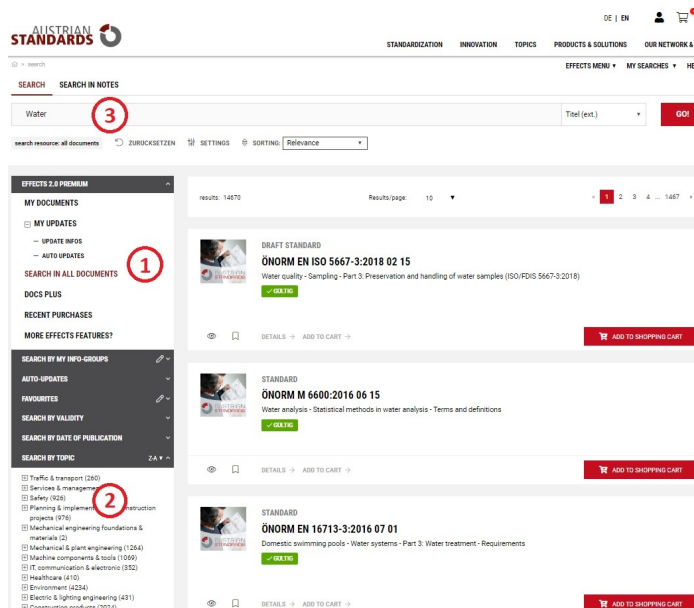


Figure 10 — Searching and filtering

3.1 Search function

effects 2.0 offers you various efficient search functions:

Simply enter search terms and keywords in the **search field** [1], select whether your search should be limited to the **document number** or the **document title** or whether it should extend to the **full text** [2] and finally click on GO! The results of your search are displayed in the hit list [3].

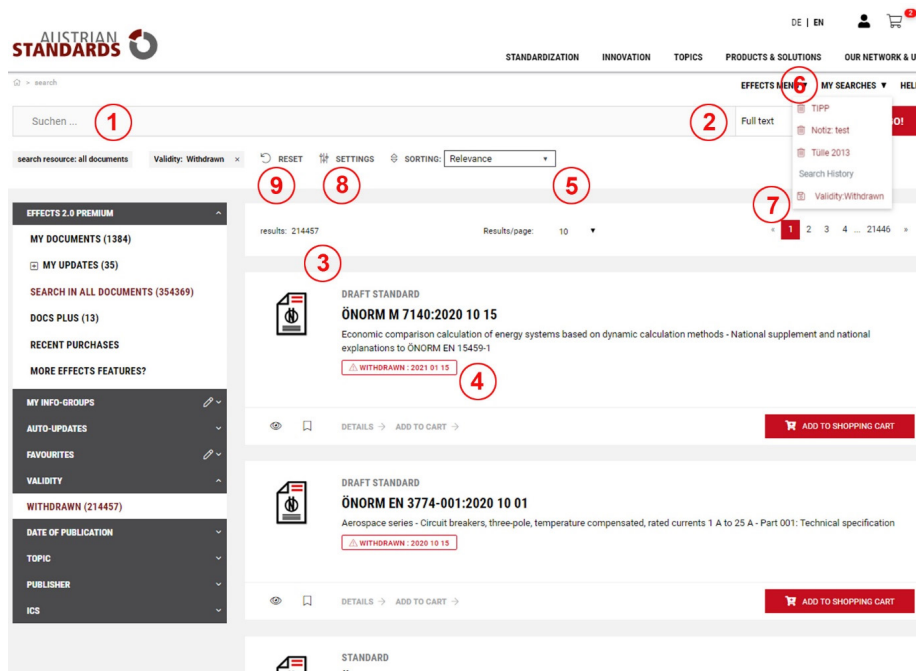


Figure 11 — Search function

Tips & hints:

- Improve your search result by entering several search terms simply separated by blank spaces.
- Use the character * as a placeholder for search terms with an identical string of characters (e.g. *accessib** for *accessible* and *accessibility*).

- For **withdrawn documents** [4] the date of withdrawal is shown in red.
- By a single mouse click on a withdrawn document, you can retrieve the document currently in effect.
- You may **sort** [5] search results by relevance, date of publication or document number.
- In addition to other parameters, the following main criteria are used for sorting the results by relevance:
 - Occurrence of the search term in the title
 - Occurrence of the search term in headings
 - Frequency of the search term in running text.
- In the menu **“My searches”** [6] you can access the search history of your current session. If you want to save a search query permanently, click on the **“save” icon** [7] in your search history.
- By clicking on **Reset** [9] you cancel all search inputs and filters defined and start a new search.

3.2 Filters

Various filter functions help you narrow your search results in a targeted way:

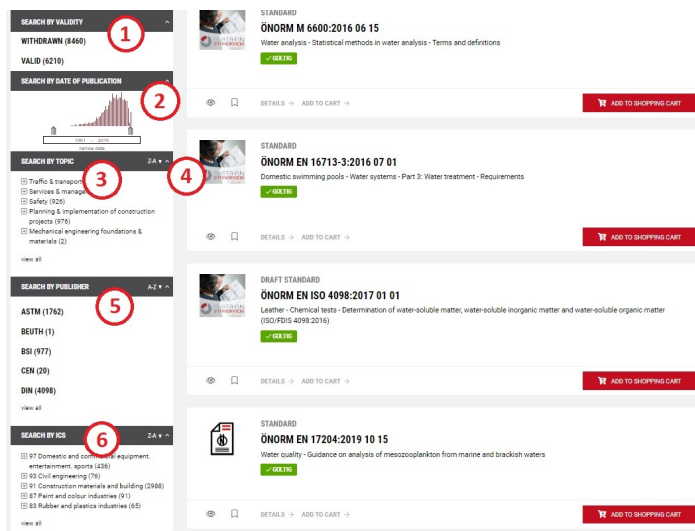


Figure 12 — Filter options

- Select the filter **Validity** [1] to retrieve only valid or withdrawn documents.
- Under **Date of publication** [2], you can use the sliders to define a period of time in which the documents you search were published and click on “narrow date”. In a further step you can reduce the period down to one month.
- Use the **Topic filter** [3] to restrict searches exclusively to the fields and subfields that are relevant for you. By selecting from the list next to this filter, you can **sort** [4] subfields by the number of hits or alphabetically.
- Use the filter **Publisher** [5] to restrict your search to documents published by specific – also international – standards developers.
- By means of **ICS** [6] you can filter your search results by the International Classification for Standards.

3.3 Saving filter and search settings

By clicking on **Settings** in the search form, you can define the following defaults for future searches:

Figure 13 — Filter and search settings

- **Search settings [1]:** Define whether you want to preferably search in the title, the full text or by document number and additionally specify how many hits are to be displayed per page and the way they are to be sorted.
- **Filter settings [2]:** Select the filter categories to be opened by default and the way in which hits are to be sorted. These settings, including the one for “Category”, will also apply to the Webshop.
- **Additional filter settings for effects 2.0 [3]:** Select further options to be displayed when you open the application.

4 Notifications and updates

effects 2.0 offers diverse options for keeping you informed about updated documents:

Figure 14 — Notifications and updates

- Based on **My Info Groups [1]** you receive notifications by e-mail informing you about updates available in subject fields of your choice.
- Update Infos provide automated information whenever documents included in your portfolio are updated. After receiving a notification, you decide whether you buy new versions in order to keep your portfolio up to date. You can find your Update Infos in the menu **My Updates [2]**.
- If a document has been changed in the past two weeks, the **Auto Update service [3]** automatically purchases and integrates replacing documents. You can subscribe to the Auto Updates for individual documents during the ordering process or later on under **Update settings [4]** in the effects menu. For Auto Updates applying to entire subject fields, please contact our Support team.

- In the course of the automatic biweekly checking and updating of all documents, you are informed about changes in your subject fields, automated purchases and Update Infos by e-mail.

Tips & hints

When a normative document is withdrawn, this is highlighted by the note “Withdrawn” together with the date of withdrawal.

When you download withdrawn documents, the watermark placed on the left-hand side in the PDF file shows the relevant information. It also includes a hyperlink to the current document in our Webshop.

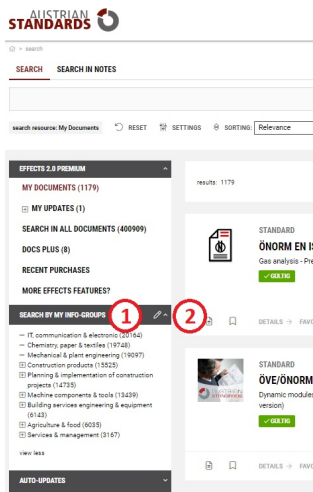
Please note that this information is only provided if the document has already been withdrawn at the time when it was downloaded.

If a document is withdrawn after you downloaded it, this withdrawal warning cannot be shown!

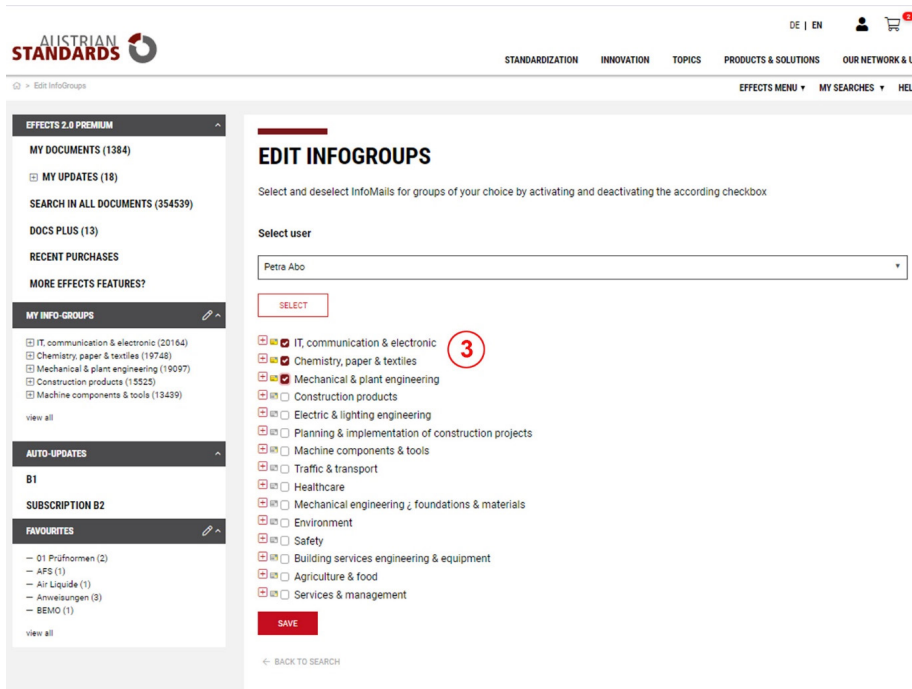
4.1 Selecting My Info Groups

The function **My Info Groups [1]** allows you to define the subject fields for which you want to be informed about updates of documents including in the entire portfolio. Here you can also see the Info Groups you subscribed to.

- To select your subject fields, click on the **edit icon [2]** in the menu bar.
- Open the subject fields and subfields and **activate [3]** the groups you need by clicking on the related checkbox.



a) Select My Info Groups



b) Activate My Info Groups

Figure 15

- A **yellow envelope icon [4]** means that you subscribed to the entire field. **Pale yellow envelope icons [5]** indicate that you subscribed to one or more subfields. Subject fields with **white envelope icons [6]** have not been selected (not even a single subfield).
- To adopt the changes made, click on **SAVE [7]** at the bottom of the page. On the next page, you confirm your settings by clicking again on SAVE.
- The **InfoGroups you subscribed to [8]** are now shown in the My Info Groups menu.

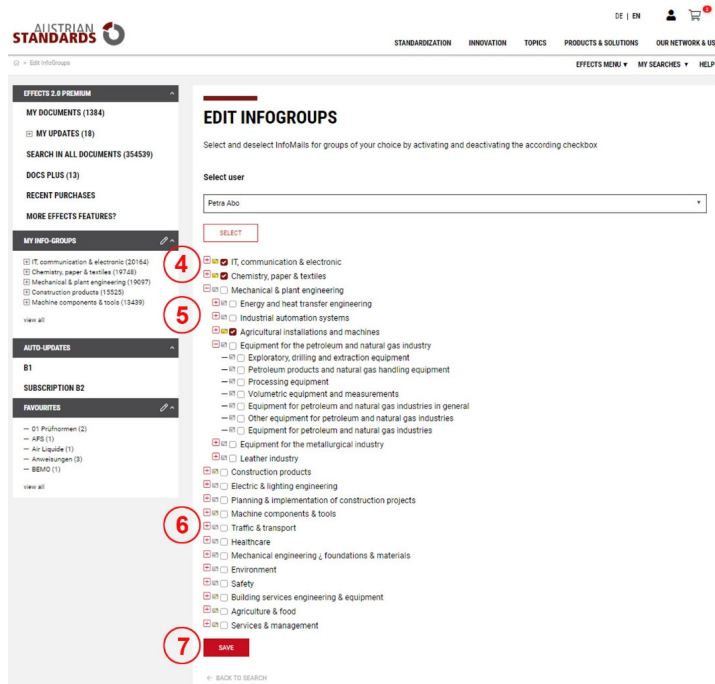


Figure 16 — Edit InfoMails

Tips & hints

- If you have not yet selected any Info Groups, a complete list of all fields that you can subscribe to is shown under My Groups.

5 effects menu

The **effects menu [1]** offers comprehensive tools and individual settings for smoothly managing your documents:

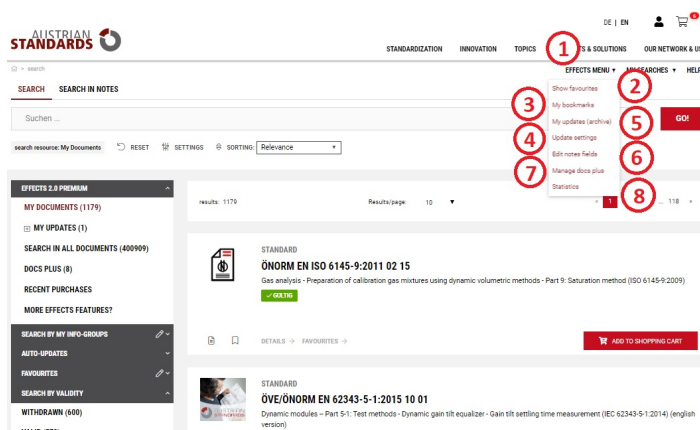


Figure 17 — effects menu

- Create **Favourites [2]** for documents you use frequently.
- Add documents to a list of **bookmarks [3]** for ordering later on or send entire lists of bookmarks to a person authorized to place orders.
- Activate the appropriate **Update settings [4]** for individual documents or entire groups.
- Access archived **updates [5]** for your documents again.

Available for effects 2.0 premium and as add-ons for effects 2.0 basic:

- Add personal **notes [6]** to all documents and manage them online.
- Manage not only standards but also corporate documents with **docs plus [7]**.
- Benefit from customized **Statistics [8]** and quickly access your data (only in effects 2.0 premium).

5.1 Favourites

Create as many favourite groups as necessary to organize the documents included in your portfolio in line with your needs. This makes it easy for you to group documents for individual projects, various departments or different sites in a clear way.

5.1.1 Creating favourite groups

- To create a favourite group, go to **Favourites [1]** in the effects menu.
- Enter the designation of your favourite group under **"Name" [2]** and click on **CREATE**.
- Now your favourite group is displayed in the **list [3]** above where you can edit, copy, show or remove it by clicking on the related **icon [4]**.

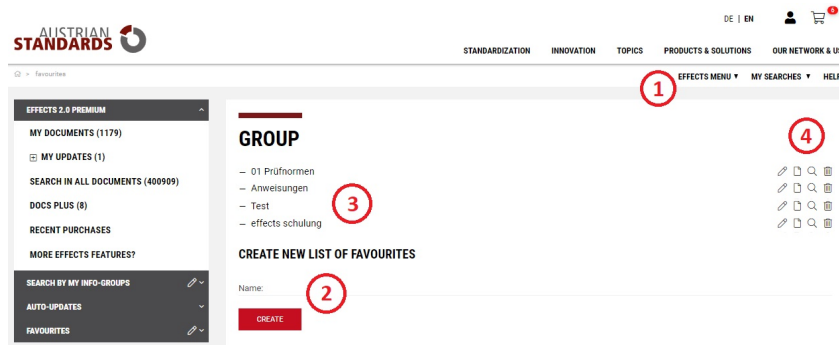


Figure 18 — Creating a favourite group

Tips & hints:

- In favourite groups, you can move, copy and delete more than one document in one go. To further facilitate working with groups, the items can be sorted by document number, date of publication or date of withdrawal.
- For withdrawn documents, you additionally get a hyperlink to the current document.

5.1.2 Adding documents to favourites

- Select the relevant document from **My Documents [1]** and click on **FAVOURITES [2]**.

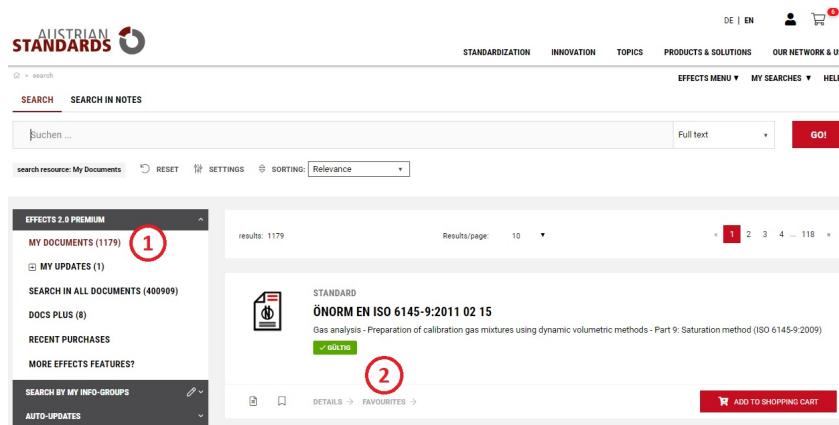


Figure 19 — Adding a document to favourites

- Select the appropriate **favourite group [3]** on the next page and file the document in this group by clicking on **ADD [4]**.

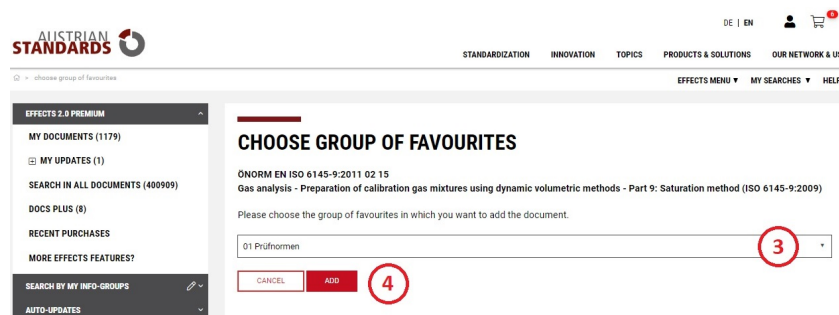


Figure 20 — Selecting a favourite group

Tips & hints:

- You may, of course, assign one document to several favourite groups by repeating the process.

5.2 Bookmarks

Bookmarks help you to gather documents for later ordering. Moreover, users who are not allowed to carry out purchases themselves can use bookmarks to send a list of documents to appropriately authorized persons in your company so that they place the order.

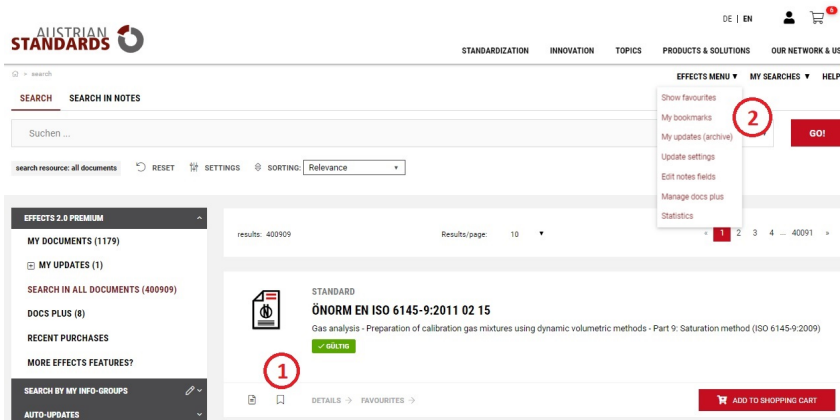


Figure 21 — Bookmark list

- Add any number of documents to your bookmark list by clicking on the **bookmark icon [1]**.
- Your current bookmark list is shown in the **effects menu [2]**.

5.2.1 Managing the bookmark list

- All the documents that you bookmarked are shown under **My bookmarks [2]** in the **effects menu [1]**.
- As required, you can order the version needed of the document bookmarked here: If you are authorized to place orders, you can put the version of the document needed into the **cart [4]**.
- Depending on the document version, you may additionally define **update settings [5]** or display a **preview [6]**.
- You can remove documents you do not need any more from the bookmark list by clicking on the **Delete button [7]**.
- At the bottom of your bookmark list, you can add a selection of several documents **to the cart [8]**, **send [9]** them to a person authorized to place orders or **delete [10]** all bookmarks or items bookmarked by individual users.

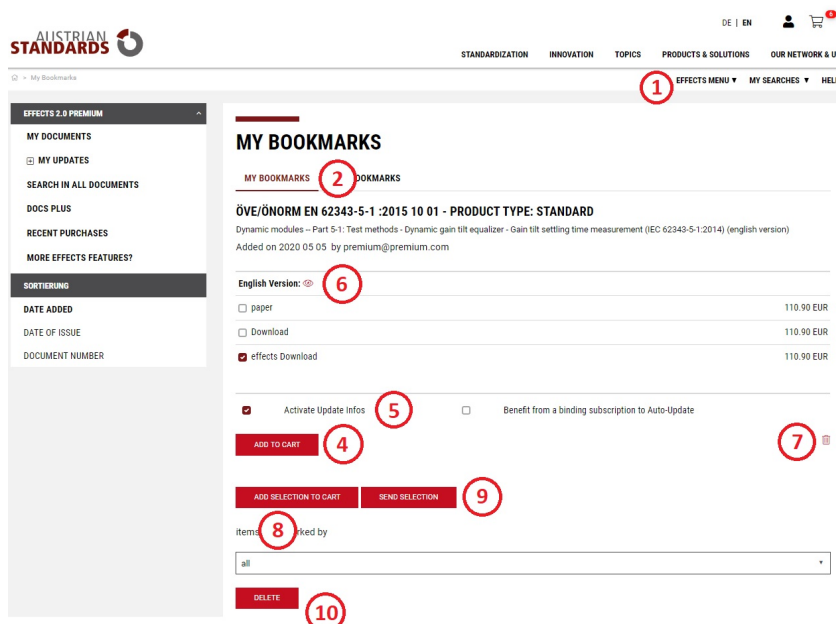


Figure 22 — Managing your bookmarks

5.2.2 Sending bookmarks

The bookmark list makes it possible for users who cannot purchase documents themselves to send a selection of documents needed to persons authorized to place orders in the company.

- First select those **documents** from your bookmarks that you want to pass on **[1]** and then click on **SEND SELECTION [2]**.

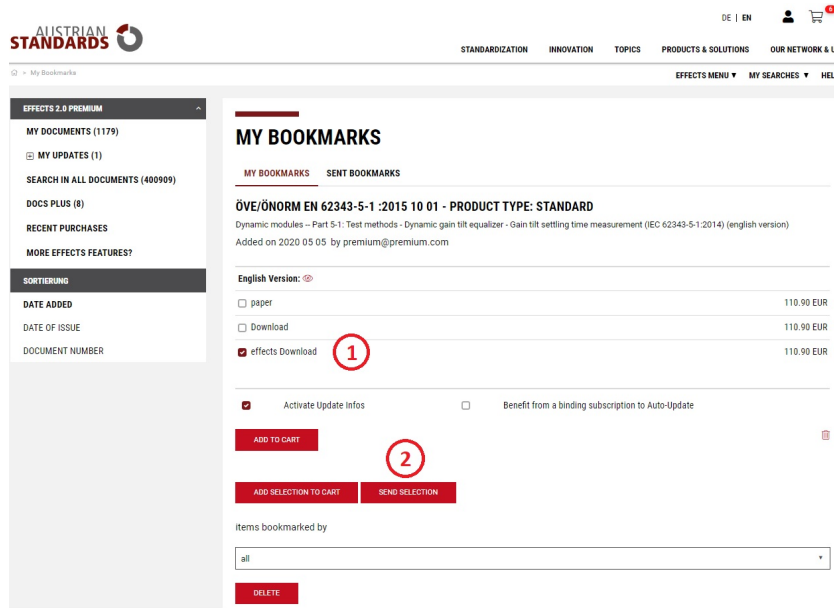


Figure 23 — Sending bookmarks

- On the next page, select the relevant user authorized to place orders and click on **SEND [3]**.

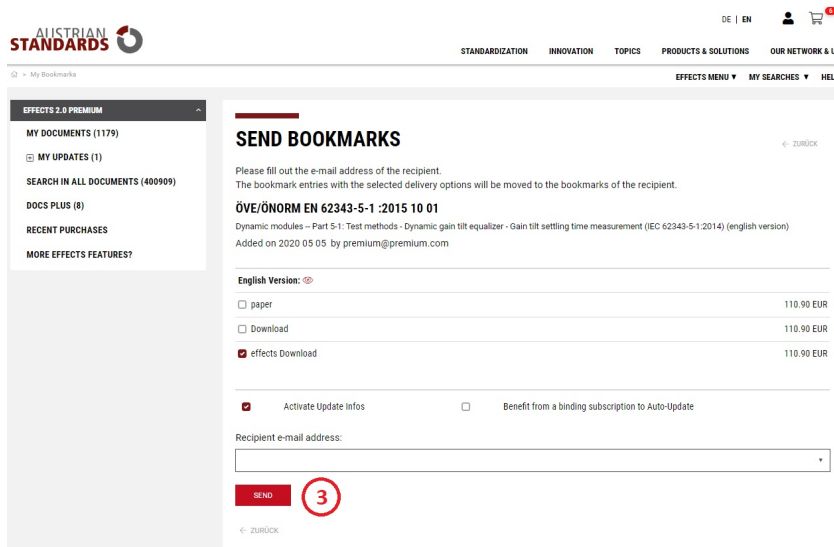


Figure 24 — Selecting a user authorized to place orders

- The user authorized to place orders receives a message by e-mail that contains a hyperlink to the bookmark list and the documents selected for ordering.
- The authorized user can access the bookmark list by clicking on the hyperlink and put the documents into the cart for the ordering process.
- After the purchase is completed, both the recipient and the sender of the bookmark list receive a confirmation by e-mail.

5.3 Update settings

The effects menu gives you a quick overview of the different **Update settings [1]** defined for the documents purchased. You can edit and modify the settings for all your documents here.

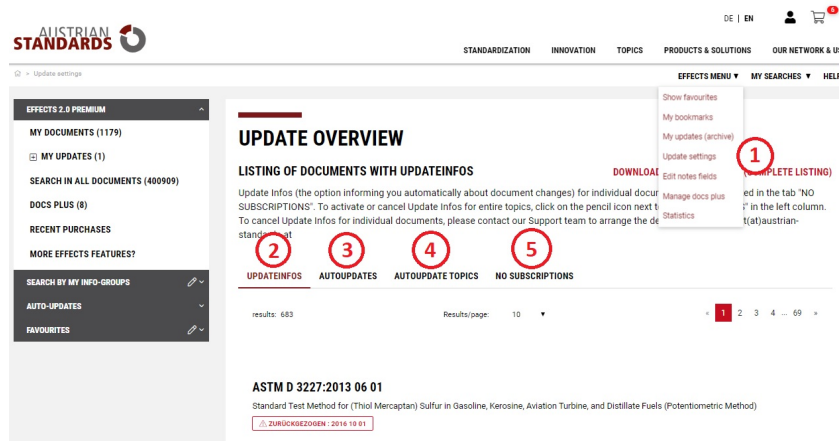


Figure 25 — Update settings

- For the documents listed under **UPDATEINFOS [2]** you will only receive a notification on updates for the time being. After receiving this notification, you can decide to order the new documents or not. If desired, you can book the Auto Update option for these documents here.
- **AUTO UPDATES [3]** list all the individual documents for which you subscribed to automated purchases of new versions.
- **AUTO UPDATE TOPICS [4]** show your documents from subscribed subject fields for which new versions will be bought automatically.
- **NO SUBSCRIPTIONS [5]** contains all the documents of your portfolio for which you subscribed neither to Update Info nor to Auto Update. Both types of subscriptions can be added later on here.

6 Ordering

You can order new standards and other normative documents in the **Webshop [1]** of Austrian Standards or directly in the folder **Search in all documents [2]** in effects 2.0.

- Search for the document needed using the filters available and add it **to the shopping cart [3]** with a mouse click
- By clicking on the **cart icon [4]** you go to your shopping cart and complete the ordering process there.

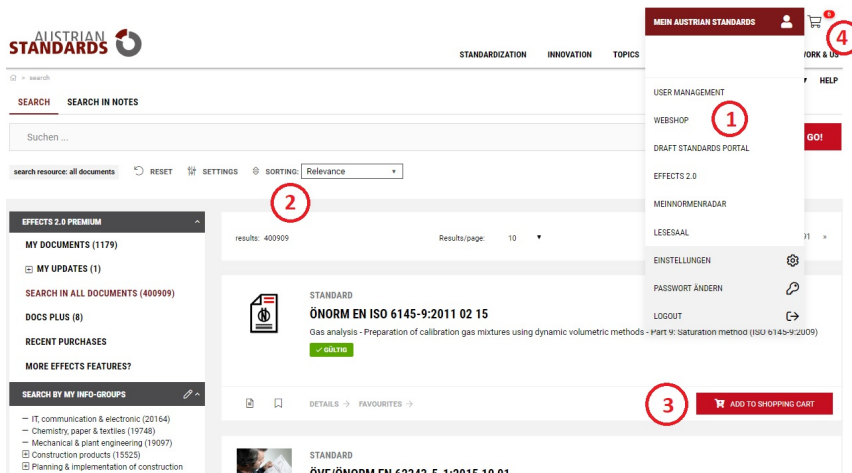


Figure 26 — Ordering

- As a rule, documents are available in the German and English language and in a printed or electronic (PDF file) version. Select the suitable version for you during the ordering process. Of course, you may also order (language) bundles that include all the **language versions [1]** available.
- effects 2.0 premium users benefit from an **enhanced preview [2]**: This function allows you to browse the entire document in the reading view for a limited time (30 seconds per page). Thus, you can assess the relevance of the document selected before buying it in order to avoid mispurchases.

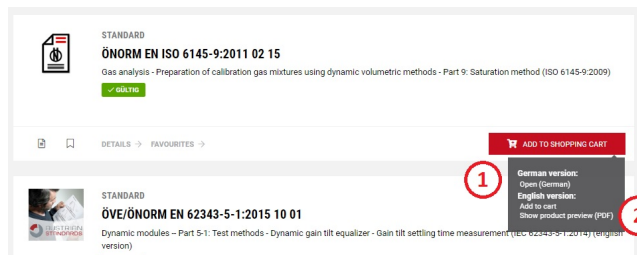


Figure 27 – Language versions and enhanced preview

- Select **NEXT [5]** to start the checkout process.

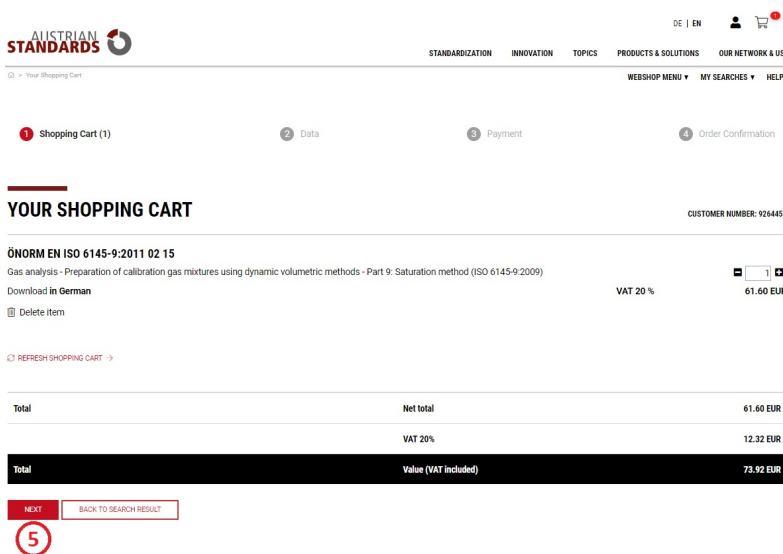


Figure 28 – Shopping cart

- Under **Data [6]** you can check your **shipping and billing address [7]**.

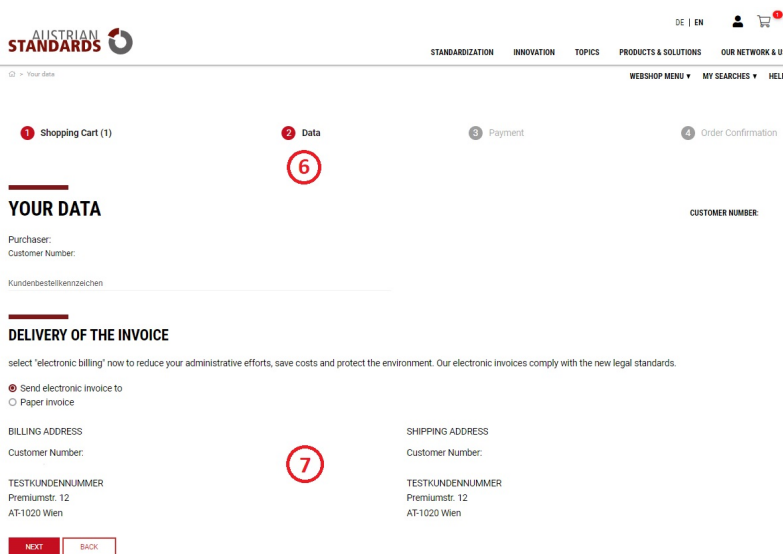


Figure 29 – Order data

- Select the payment mode desired under **Payment [8]** and click on **ORDER [9]**.

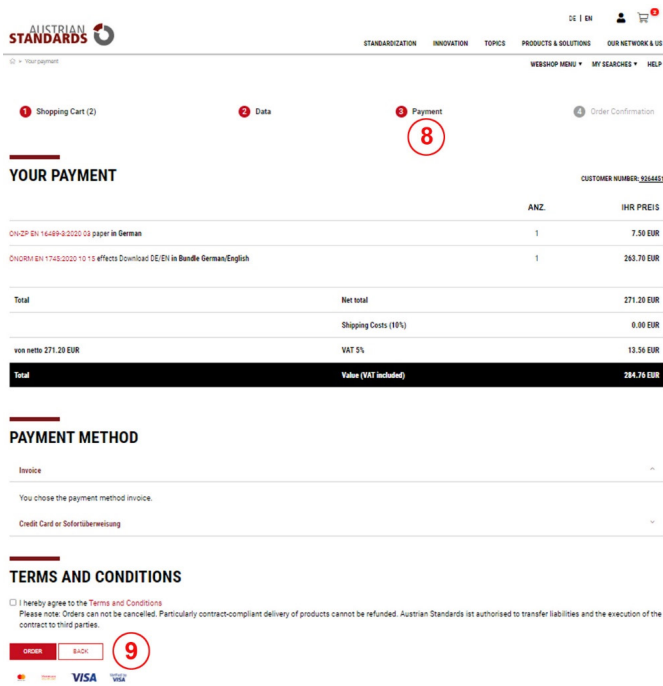


Figure 30 — Payment

- After successfully completing the order process, you can click on **Order confirmation [10]** to see your **order confirmation [12]** in the PDF format. Optionally, you will receive your invoice by e-mail.
- Here you can also conveniently **open recently purchased documents directly with effects 2.0 [11]**.

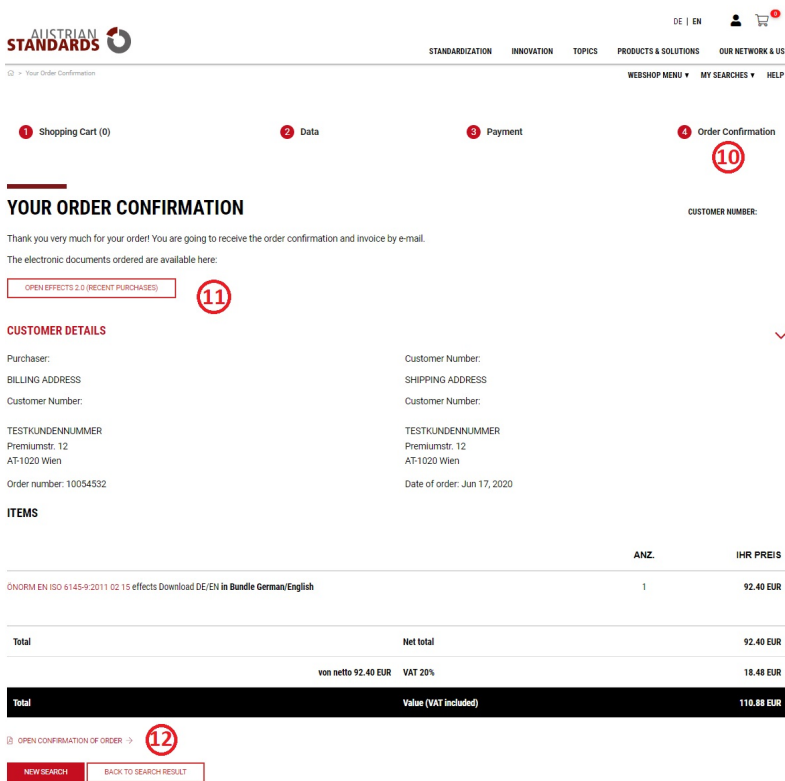


Figure 31 — Order confirmation

7 User management

Under **User management [1]** in **MEIN AUSTRIAN STANDARDS**, you can easily modify and manage your personal data under **MY DATA [2]** – provided that you have administrator permissions or have been given the required permissions by your administrator.

Under **ONLINE user management [3]**, administrators are additionally able to **create [4]** new users and administrate access permissions.

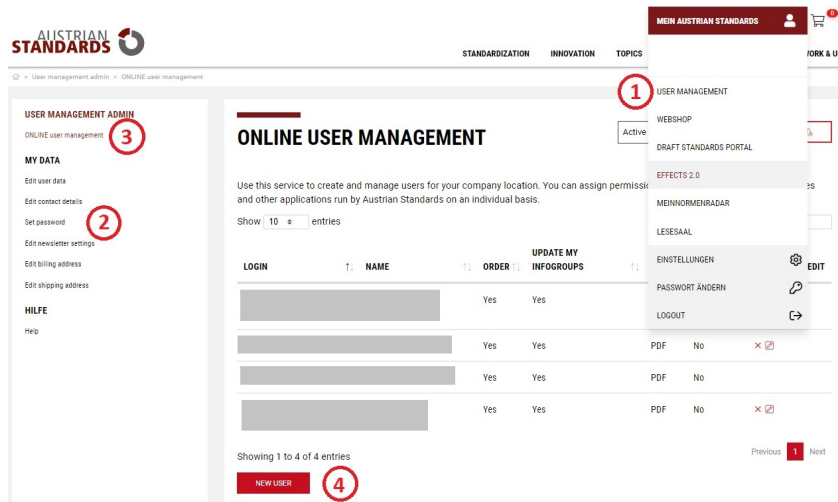


Figure 32 — User management

7.1 My data

- **Edit user data [1]**, such as name, title, department, etc., as desired.
- Modify or add **contact details [2]**, such as e-mail address and telephone number.
- Manage or change your **password [3]** for Austrian Standards.
- Subscribe to your Austrian Standards **newsletter [4]**.
- Modify or edit the information of your **billing and shipping address [5]**.

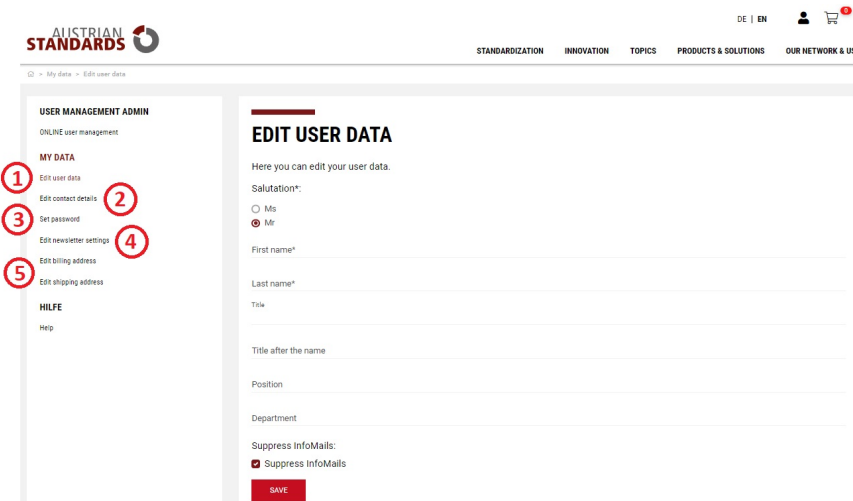


Figure 33 — Editing user data

Tips & hints:

- When you edit the billing address, the shipping address is automatically modified as well. If you want to specify a shipping address that differs from the billing address, please only edit the shipping address.
- Changes made to the billing or shipping address as well as user and contact details are checked, confirmed and only then activated by our Support team. We kindly ask you for your understanding that, as a result, such changes may take approximately one working data.

7.2 User data management

If you are an administrator, you can create new accounts for employees of your company by clicking on **NEW USER [2]** and assign different permissions to them under **Online user management [1]**.

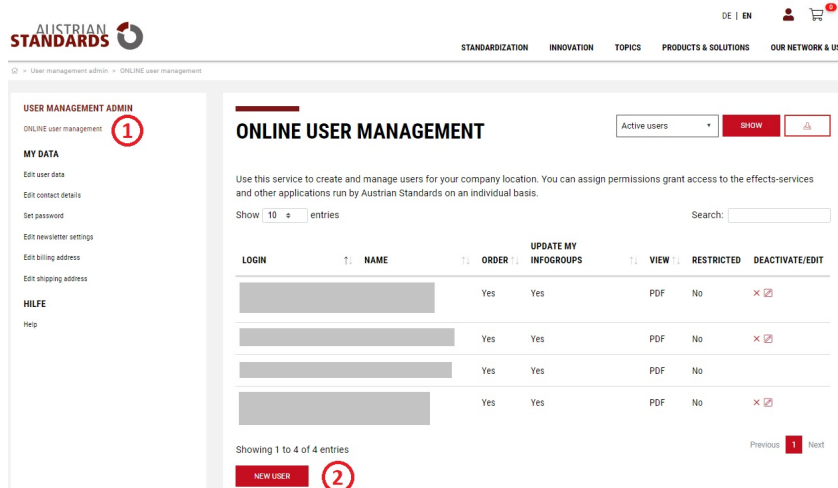


Figure 34 — User management administration

7.2.1 Creating new users

- Enter the **user data [1]** of the new user. Fields marked by an asterisk are mandatory.
- Assign **privileges [2]** for the utilization of effects 2.0:
 1. **Read permission:** The user may read standards purchased (PDF)
 2. **Change password:** The user may change his/her password.
 3. **Change address:** The user may change the billing or shipping addresses.
 4. **effects access:** The user can access effects 2.0
 5. **effects purchasing authorization:** The user is authorized to place orders (only possible with Webshop permissions).
 6. **effects statistics:** The user can access statistics (only for effects 2.0 premium).
 7. **Manage My InfoGroups:** The user can subscribe to his/her own InfoGroups.
 8. **Edit My InfoGroups of other users:** The user can edit the InfoGroups of other users.
 9. **Read notes:** The user may view notes added to documents in effects 2.0 (only for effects 2.0 premium).
 10. **Edit notes:** The user may add notes to documents in effects 2.0 (only for effects 2.0 premium).
 11. **Read docs plus:** The user has access to docs plus documents.
 12. **Upload doc plus:** The user can upload documents in docs plus.
- Select whether you want to take over **InfoGroups [3]** and **Favourite lists [4]** from another user.
- Click on **SAVE [5]**.

USER MANAGEMENT ADMIN
ONLINE user management

MY DATA
Edit user data
Edit contact details
Set password
Edit newsletter settings
Edit billing address
Edit shipping address

HILFE
Help

NEW USER

Please enter the personal data of the new user. Fields marked with * are mandatory.

USER DATA

1

E-mail*

Confirm e-mail*

Password*

Password (confirmation)*

Salutation*:
 Ms
 Mr

First name*

Last name*

Title

Title after the name

Position

Department

Department (continued)

Telephone

Fax

Company address*
 AS Premium TESTKUNDENNUMMER, Premiumstr. 12, 1020 Wien

Suppress effects 2.0 InfoMails

PRIVILEGES

2

No read permission

Change password
 Change address
 Leaseal
 effects access
 effects purchasing authorization
 effects statistics
 Manage My InfoGroups
 Edit My InfoGroups of other users
 Read docs plus
 Upload docs plus
 Manage docs plus
 Draft reader
 Webshop purchasing authorization
 List Webshop purchases
 Do not send infoMails
 Extended preview

INFOGROUPS

3

Please choose a user from which you wish to copy the Info Groups:

FAVOURITE LISTS

4

Please choose the favourite lists you want to add for the user:

BACK SAVE 5

Figure 35 – Creating a new user

7.2.2 Managing users

The menu **ONLINE user management** [1] gives you an overview of the users currently existing in your account.

- In the **selection menu** [2] you can choose to display all users, active users only or deactivated users only in the table. Moreover, you can get a list of users in the **Excel format** by clicking on the download icon [3].
- By clicking on the **column headings** [4] you can sort the table.
- Deactivate individual users by clicking on the **X icon** [5]. As a result, users are assigned to the group of **Deactivated users** [2] where you can activate them again by clicking on the arrow icon.
- To edit users or to modify their permissions, click on the **edit icon** [6] for the relevant user, make the necessary changes and confirm them by clicking on **SAVE**.

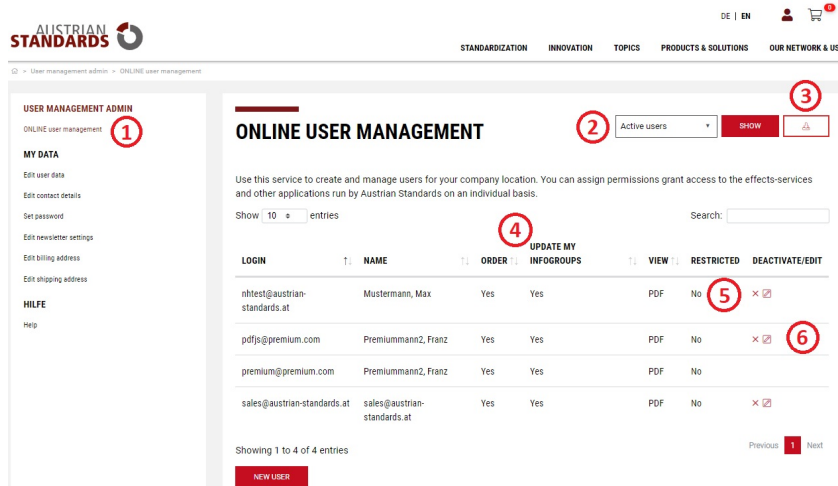


Figure 36 – Managing users

8 Premium functionalities

Further functionalities are exclusively provided to effects 2.0 premium customers for extra convenience. Customers using effects 2.0 basic can additionally subscribe to premium functions.

For example, add **notes** [1] to all documents, upload company-specific documents to effects 2.0 by means of **docs plus** [2], benefit from diverse **statistics** [3], customize the effects 2.0 user interface with your corporate logo, etc.

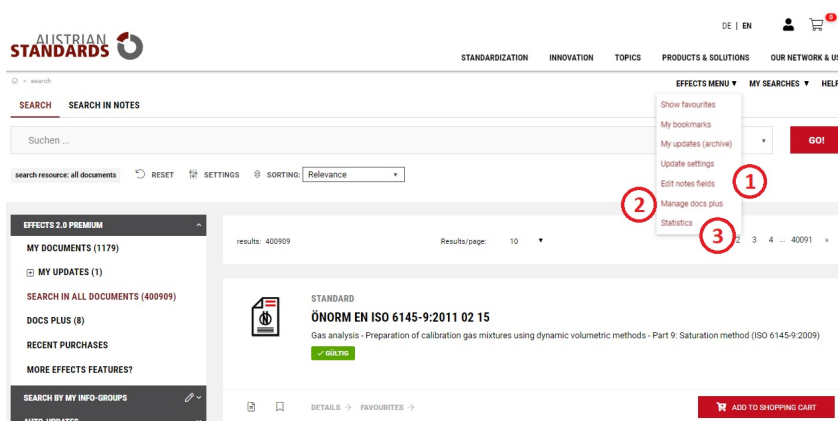


Figure 37 – Premium functions

8.1 Notes

Use this function to add notes to all documents in your portfolio, e.g. date of revision, order information, assignment to corporate divisions or projects and many more. This allows you to perform targeted searches on these notes when you look for specific documents.

8.1.1 Creating and managing note fields

- If you have administrator permissions, you can create and edit note fields via the effects menu **Edit notes fields [1]**.
- To create a note field, click on **ADD NEW NOTES FIELD [2]**

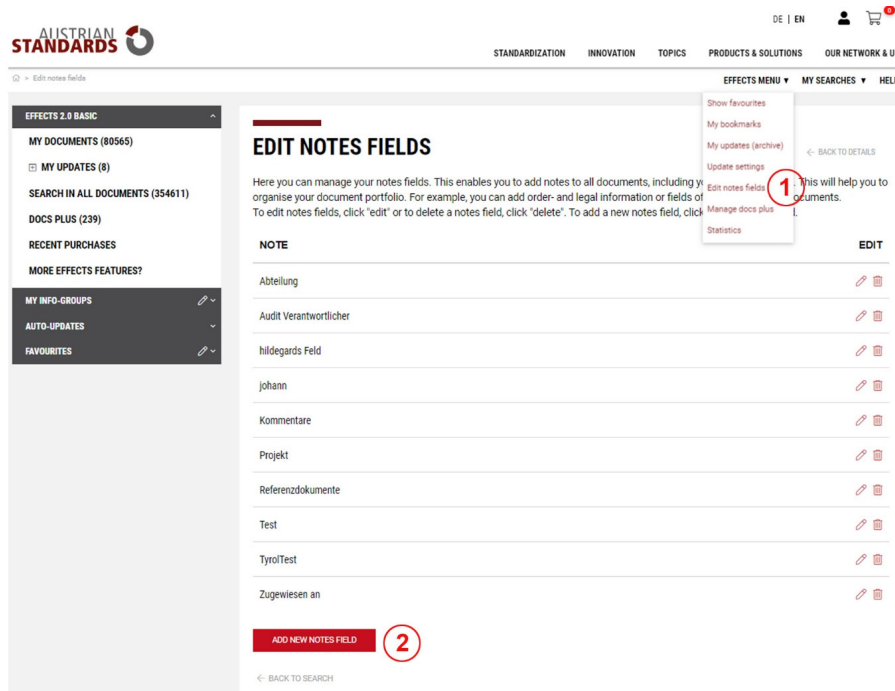


Figure 38 — Creating a note field

- On the next page, enter a designation for the notes field under **Name [3]**.
- Check the box **Copy when updated [4]** if your notes are to be transferred to follow-up documents when documents are withdrawn.
- Check the box **Show selection [5]** if users are to get a pick list (drop-down) defined by you for this notes field. In this case, enter the options to be shown in the pick list in the **fields of the form displayed [6]**. You may **add selections [7]** or remove fields by clicking on the **delete icon [8]**.

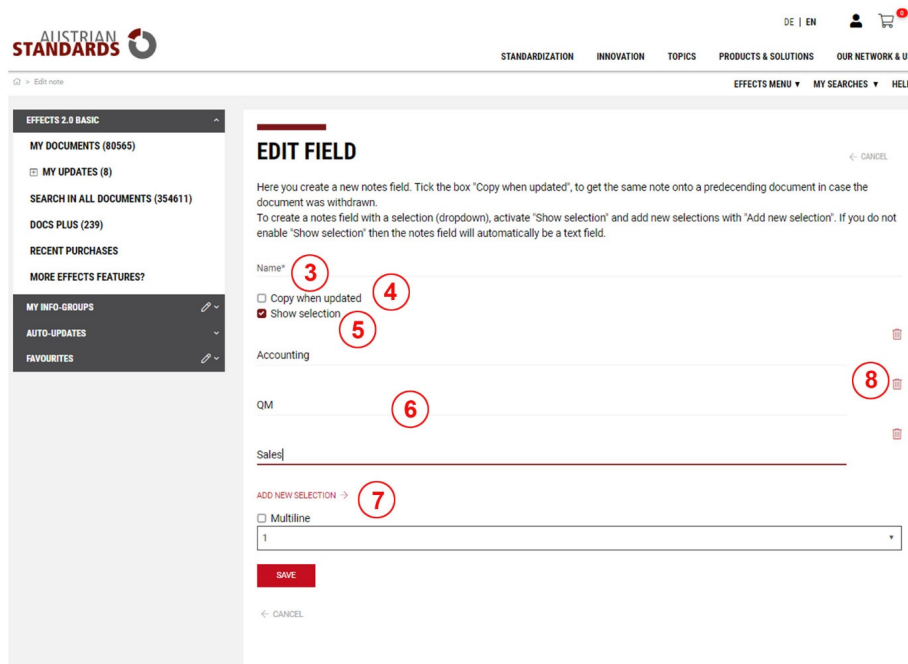


Figure 39 — Note field with pick list

- If you want to allow the input of free text in your notes field, do not check the box Show selection. In that case, optionally check the **Multiline box [9]** in order to define the size of the input field.
- Finally, click on **SAVE [10]**. Your notes field is now listed in the overview where you can edit or delete it again by clicking on the related icon.
- Moreover, your note is now displayed at the end of the detail view for all documents of your entire portfolio.

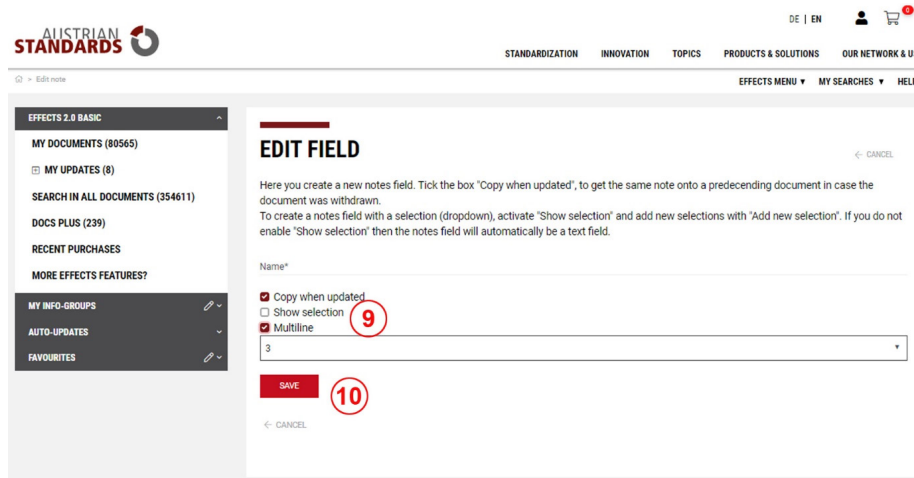


Figure 40 – Notes field with free text input

8.1.2 Adding notes to documents

If your administrator created notes fields and if you have the required permission, you can add notes to all documents in your entire portfolio of documents.

- To do so, select the desired document by clicking on the **document title [1]** or **DETAILS [2]**.

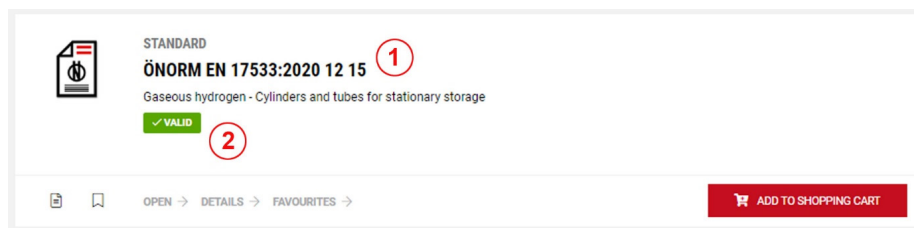


Figure 41 – Adding notes

- Scroll down to **NOTES [3]** at the bottom of the detail view.
- Type your notes in one of the notes fields provided if a **text field [4]** has been created or select a pre-defined note from the drop-down menu if a **pick list [5]** is available.
- Save your note by clicking on **SAVE [6]**. You can now find this document when you search for your note.

The screenshot shows a 'NOTES' section with the following elements:

- 3**: A red circle around the 'NOTES' header.
- 4**: A red circle around the 'Audit Verantwortlicher' field.
- 5**: A red circle around the 'Test' field.
- 6**: A red circle around the 'SAVE' button.

Figure 42 – Saving notes

8.2 docs plus

With docs plus you can also manage company-specific documents (e.g. corporate standards) in addition to standards in effects 2.0. Thus, you can keep your documents up to date in a secure place and permit selected employees to centrally access important data.

Installation does not require any additional software as docs plus is a purely web-based application.

effects 2.0 customers access their **docs plus [1]** via the left-hand menu. You can upload docs plus and manage the documents via the **effects menu [2]**.

The assignment of access permissions for docs plus is done by the administrator in **User management [3]** (see Chapter 7 User management).

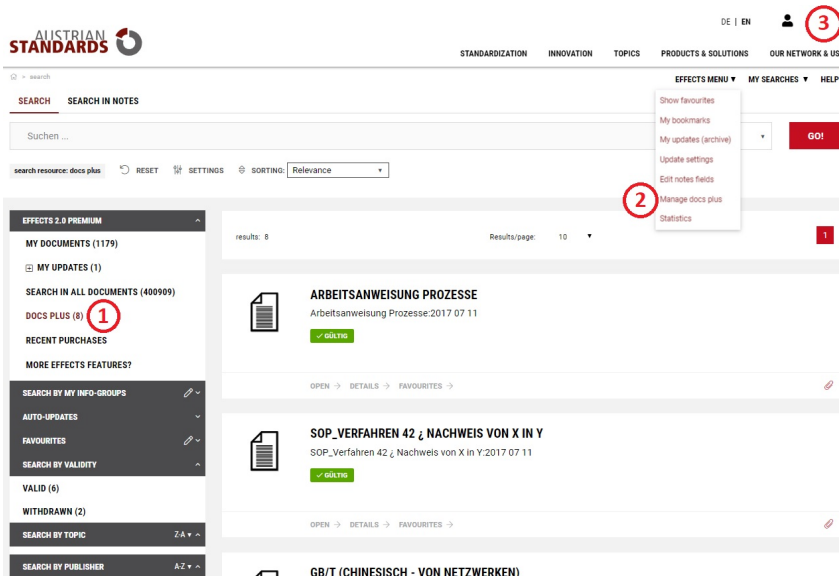


Figure 43 – docs plus

8.2.1 docs plus meta data

Before you upload and create documents as docs plus, configure a basic structure under **docs plus metadata [1]** for integrating and organizing all documents.

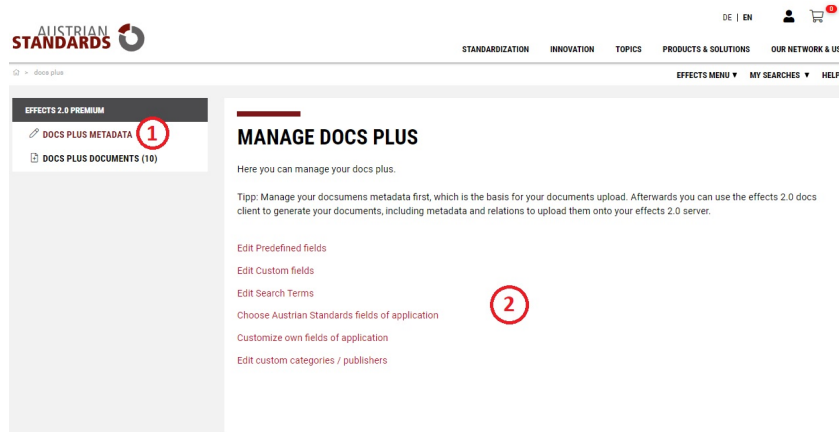


Figure 44 — docs plus metadata

The following **options [2]** are available for defining this metadata structure:

- **Predefined fields** for the basic master data of the documents in effects 2.0;
- **Custom fields** for information going beyond the predefined fields;
- **Search terms** for user-defined keywords;
- **Austrian Standards fields of application** for assigning your documents to our predefined subject fields;
- **Own fields of application** for assigning additional, freely defined subject fields;
- **Custom categories/publisher** for the assignment of your documents to special categories and the publisher of the document.

This structure defined by you is subsequently available for integrating and uploading documents.

Tips & hints:

- In practice, it has proved advantageous to put only one user in charge of managing metadata.
- For this feature we also recommend you to give fundamental thoughts to the structure and relevant work processes in advance. We will be pleased to advise you in this phase.
- Please do not forget to first create fields, in particular for categories you define yourself, in the docs plus metadata. This is necessary so that you can use these fields later on when you integrate documents.

8.2.2 Creating a docs plus document

- To create a new docs plus document, go to **docs plus documents [1]** and then click on **NEW DOCUMENT [2]**.

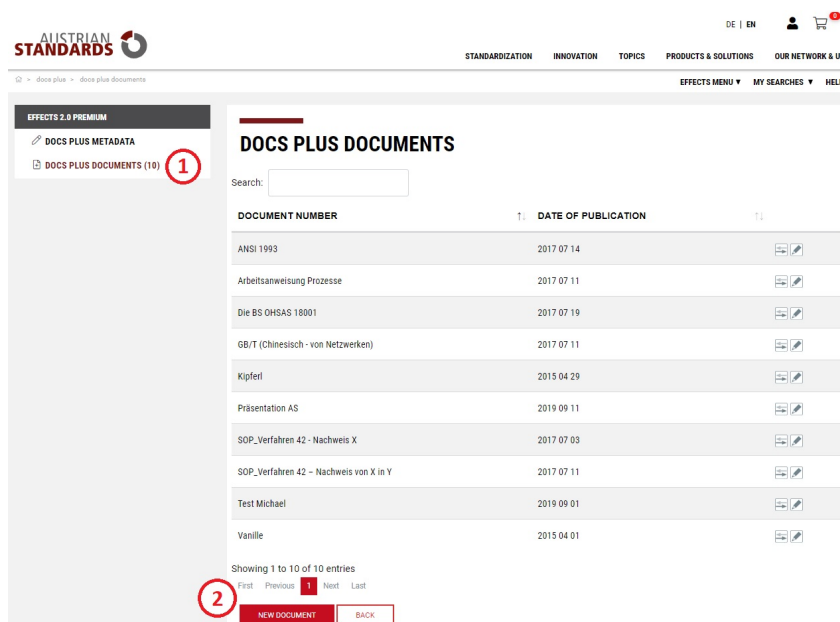


Figure 45 — Creating a docs plus document

- Under **Documents [3]** on the next page, upload the **main document [4]** in the PDF format (with text recognition) from your computer or data medium. This ensures that your document can be used for full text searches in effects 2.0.
- If a main document is also available in English, upload this file under **Main document (EN) [5]**. In addition, you may **Attach files [6]** belonging to the main document that are to be made available to the users.
- Click on **NEXT** to go to step 2.

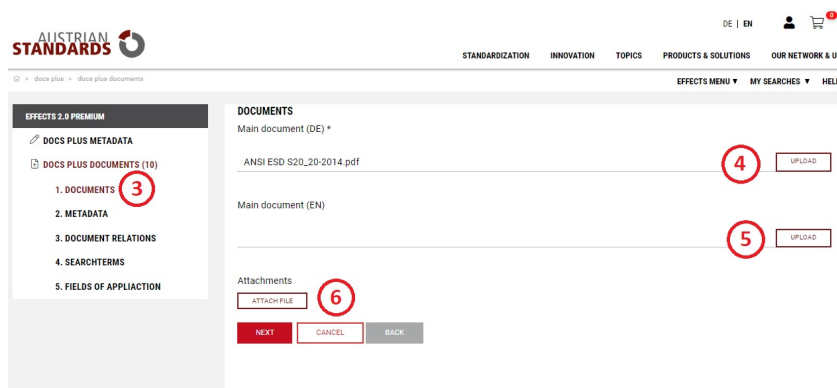


Figure 46 — Uploading a docs plus document

- Fill in the fields required for describing the document under **Metadata [7]**. Fields that are mandatory, have a red frame. In particular, do not forget to create fields for your own categories or publishers beforehand in the docs plus metadata so that you can enter the data in this step.
- To block the display of a document in effects 2.0, check the option **“Hidden” [8]**.
- Click on **NEXT** to go to step 3.

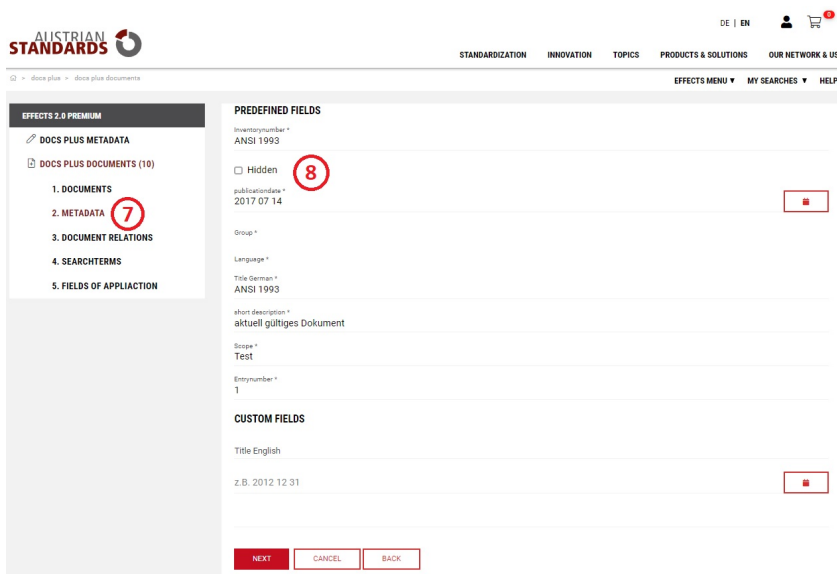


Figure 47 — Defining metadata

- Organize references to other documents under **Document relations [9]**.
- Specify whether the document **replaces [10]** other documents by selecting the relevant option.
- Indicate whether other documents from the Austrian Standards portfolio or your own docs plus are helpful in the application of the document. To do so, click on **ADD RELATED DOCUMENT [11]** in order to link another document with your document. By means of the search function, you can narrow your hit list, select the relevant document and save it.
- Existing links can be removed one by one by clicking on **Remove [12]**.
- Click on **NEXT** to go to step 4.

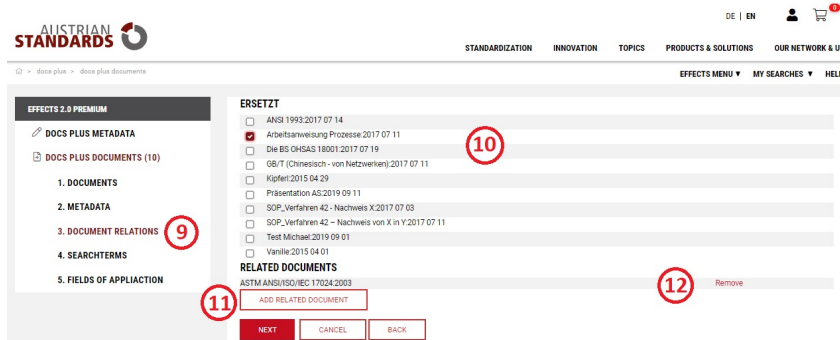


Figure 48 — Document relations

- Select the **Search terms [13]** defined in the doc plus METADATA that are to be assigned to your document. These search terms help you retrieve your documents faster in full text searches.
- Click on **NEXT** to go to step 5.

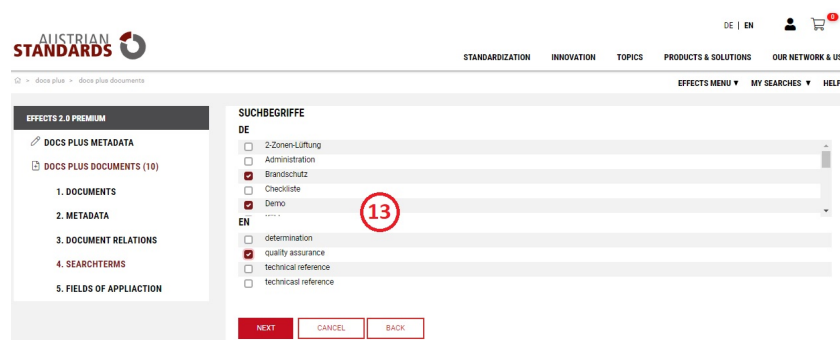


Figure 49 — Assigning search terms

- Assign **Fields of application [14]** you defined in your docs plus metadata to your document. This allows you to use the related filter in searches on docs plus.
- Complete the upload of your document by clicking on **FINISH [15]**.

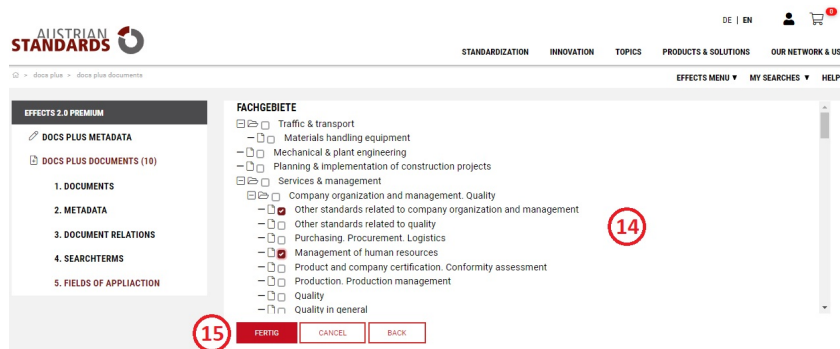


Figure 50 — Selecting fields of application

Tips & hints:

- If the button "Finish" is disabled, you have not yet completed all mandatory fields. When you click on "Finish" now, a window opens informing you of the missing mandatory fields. After another click on the "Finish" button, this window disappears again.
- You can also select the individual steps directly in the navigation bar on the left-hand side.

8.3 Statistics

Customers using effects 2.0 premium benefit from comprehensive statistics based on monthly analyses of the portfolio, updates and accesses that can be downloaded in the PDF format from the effects menu.

Tips & hints:

- Customers using effects 2.0 basic cannot subscribe to this feature.

8.4 Co-branding

With co-branding we give effects 2.0 premium customers the possibility to customize the look of effects 2.0.

By using your own header with your corporate logo, you give your employees a familiar environment for working with documents.

Tips & hints:

- For the integration of a co-branding environment, please contact our Support team.
- To make your work with effects 2.0 as efficient and goal-oriented as possible, we recommend you to benefit from the consulting services offered by Austrian Standards plus for in-house training – and in particular for planning and configuration.

8.5 easyUserAdmin interface

As an effects 2.0 premium customer, the easyUserAdmin interface offers you secure access control for managing your users via your own IT infrastructure.

This makes work easier for administrators and helps you efficiently manage access to confidential documents even if employees change frequently.

During setup, the Microsoft Active Directory user management used in your IT centre is linked to the user management of effects 2.0 via a secure connection. The ongoing operation of this interface facilitates day-to-day work with standards and normative documents:

- You have more flexibility and significantly higher security in access control.
- Your users can conveniently access effects 2.0 on your intranet.
- As the login data for work computers are used, users do not log on to effects 2.0 separately.
- All effects 2.0 functions that can be personalized (e.g. favourites, bookmarks, search settings) are always available.
- New employees automatically get access to effects 2.0 in this way.
- As soon as a user is no longer authorized to access your systems, the user cannot log on to effects 2.0 either: Employees who have left your company cannot access your documents without a company user account.
- If necessary, individual effects 2.0 accounts can still be controlled in user management as usual.
- From outside the corporate network, mobile access is possible without VPN connection (by entering user name and password).
- A technical fact sheet is available upon request.

8.6 Further benefits for effects 2.0 premium customers

8.6.1 Enhanced preview

The enhanced preview function gives effects 2.0 premium customers the opportunity to browse the entire content of ÖNORM documents before purchasing it. Each page of the document can be viewed for a maximum of 30 seconds and is blocked then. The pages included in the general preview can be viewed without any restrictions.

8.6.2 Drafts included

By subscribing to Auto Updates, effects 2.0 premium customers get exclusive access to draft documents intended to replace your existing ÖNORM standards.

Information on the availability of such drafts – including deadlines for and a link to the submission of comments – is provided in the effects 2.0 InfoMail.

This exclusive advance access to relevant drafts gives you an information edge for free. Moreover, this automates the process for obtaining drafts and standards for you.

9 FAQs on rights of use

9.1 Why are ÖNORM standards copyrighted?

The documents (ÖNORM, ONR, DIN, ISO, etc.) sold by Austrian Standards are protected by copyright.

9.2 Which documents are covered by copyright?

- All printed and electronic documents offered by Austrian Standards (excluding legislative texts),
- Standards, especially any type of ÖNORM standards and pre-standards (ÖNORM/ÖVE, -EN, -EN ISO, etc.) as well as related drafts and withdrawn documents in all publication modes,
- Supplements to ÖNORM standards, and
- Other standardization products (e.g. DIN).

9.3 What is reproduction?

Reproduction is any use of an ÖNORM standard that creates another copy (e.g. transcribing, copying, printing, scanning, data transfer) in a directly or indirectly perceptible form.

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9.5 May ÖNORM standards be published on the internet?

No, ÖNORM standards must not be published on the internet.

9.6 What happens in case of copyright infringements?

In case of infringements of copyright, Austrian Standards or the legal entities represented by Austrian Standards may bring claims, in particular, for injunctive relief, invoicing, payment, removal and publication of court decisions.

With regard to in-house utilization rights, please contact:

Austrian Standards plus GmbH

Heinestraße 38, 1020 Vienna, Austria

E-mail: service@austrian-standards.at

10 System requirements

Browser:

- Internet Explorer 11
- Microsoft Edge
- Google Chrome
- Firefox
- Safari

11 Imprint and contact

Media owner and publisher:

Austrian Standards plus GmbH

Heinestraße 38, 1020 Vienna, Austria

Tel.: +43 1 213 00

Fax: +43 1 213 00 -355

E-mail: office@austrian-standards.at

Website: www.austrian-standards.at

Legal form:

Gesellschaft mit beschränkter Haftung (private limited company)

Management:

Dr. Valerie Höllinger

Company register number: FN 300135a

Register court: Vienna

VAT number: ATU63688218

Support:

Tel.: +43 1 213 00-888

Fax: +43 1 213 00-355

E-mail: support@austrian-standards.at

Customer Service:

Tel.: +43 1 213 00-300

Fax: +43 1 213 00-355

sales@austrian-standards.at