

Network Rail Standards User Guide

Including:

Standard Engineering Drawings
Civil Engineering Standard Designs & Details - SDD

Access via IHS Standards Expert (ISE)

NR /IHS/UG1 Issue 4 January 2014





Introduction

Accessing Network Rail Standards on ISE

You now have access to the following Network Rail information via **IHS Standards Expert** – also known as **ISE**

- Network Rail Standards
- Standard Engineering Drawings
- Civil Engineering Standard Designs & Detail SDD

Access is normally via the following URL http://www.ihserc.com

Why ISE?

ISE provides a number of advantages over the previous system:-

You can get an automatic email alert when the standards that you frequently use are up – issued, withdrawn, superseded or amended in any way. You can receive Alerts for ANY of the over 1.6 million documents available in ISE – even if you don't subscribe to a supplement containing that document. Use the ISE Watch List function to get set-up to receive email alerts for the standards you want to track. You can even set-up email alerts for people that don't have access to ISE. Also use Watch Lists to manage your projects. Need a record of the standards used on a project at a particular time? Set up a Watch List.

Every Network Rail Standard provides dynamic links to the other Network Rail standards that are cross-referenced and to external information referenced (eg British Standards) where they are available in ISE. If you subscribe to the module containing the referenced document, you can view the associated PDF otherwise you can view the bibliographic data.

You have access to the complete history of a standard. So you can easily check whether you are using the latest issue or use this to find the current standard if documentation you are using has referenced a historic issue or an out-of-date number.

Add personal information using the "Note Add" feature. You can add Notes to any standard which can be viewed when the results lists are displayed after a search. All Notes can be viewed by anyone who has access to the same account as you. Contact the IHS Customer Care team to be set-up for this feature.

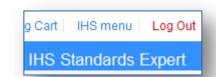
Quickly gain access to a PDF not in your subscription. If you access a document that you need full text access to, but it is not available in your current subscription, you will see an **Order** or **Request** icon instead of View. Click the icon to be taken to the IHS Retail order system.

To Start

Go to the following contents page and access **Appendix 1 "First Time Access"**. Follow the instructions given. You will need your login account details to access the service.

To Finish a Session

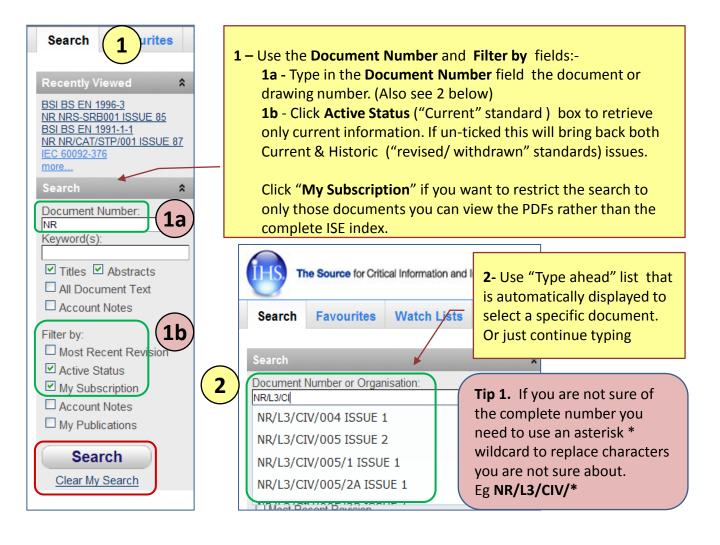
Always use the **Log Out** button to ensure the licences are released for someone else to Login.



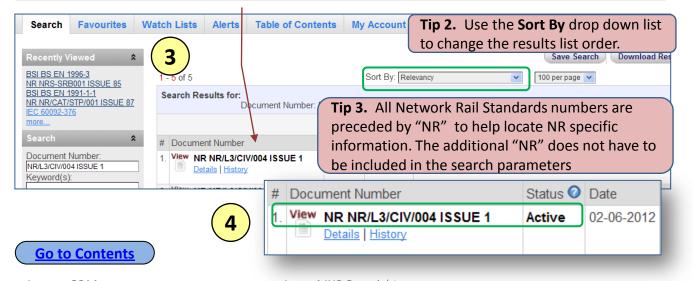
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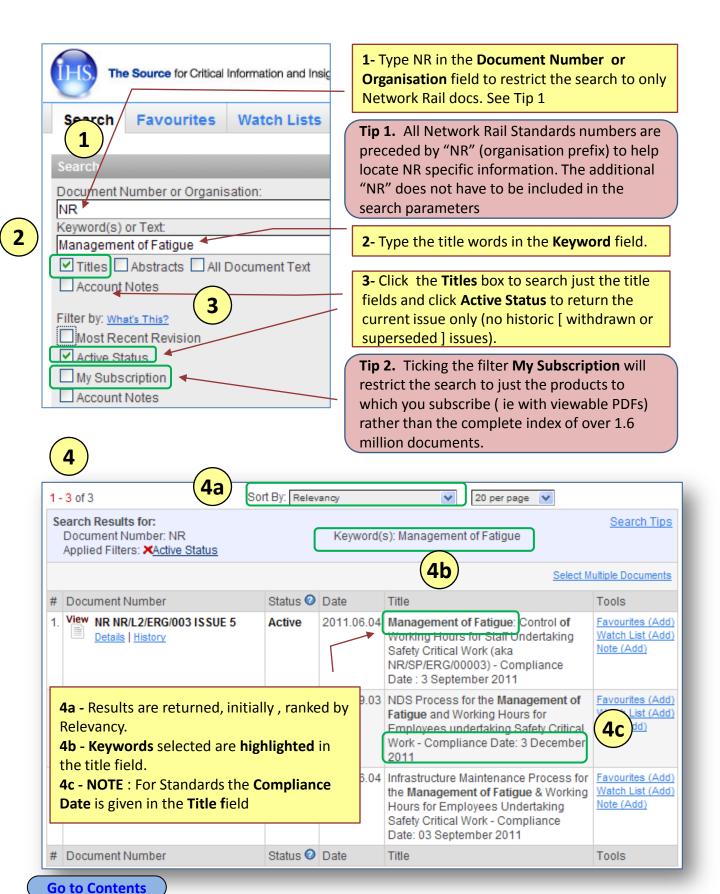
Using the Document / Drawing Number

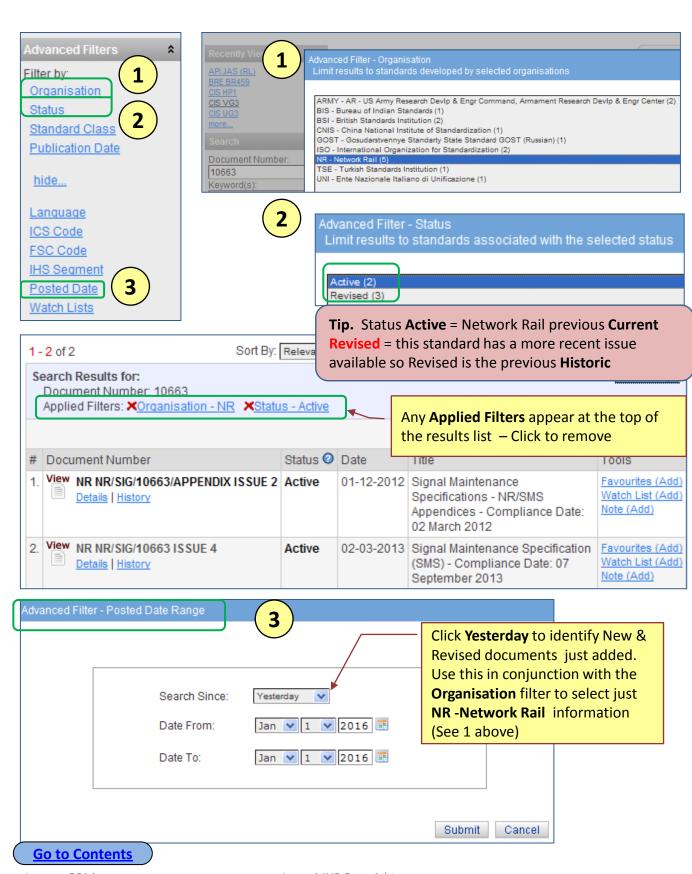


3- Documents meeting the specific search criteria selected are returned in the results list. Results are initially ranked by **Relevancy**. Exact matches come to the top of the results list.

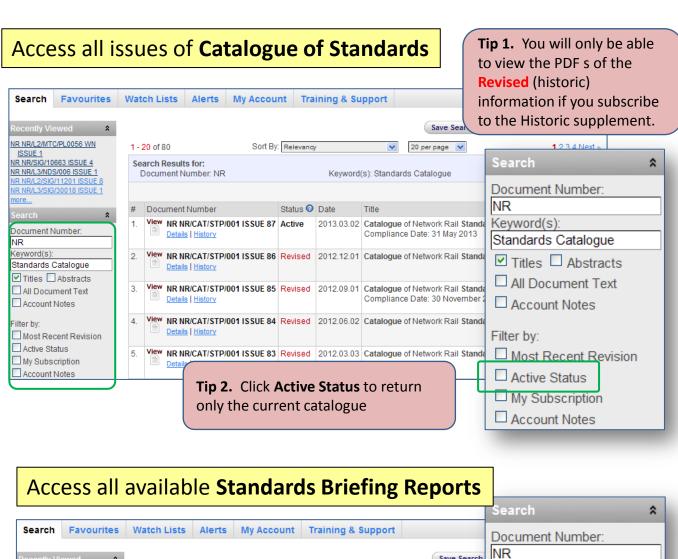


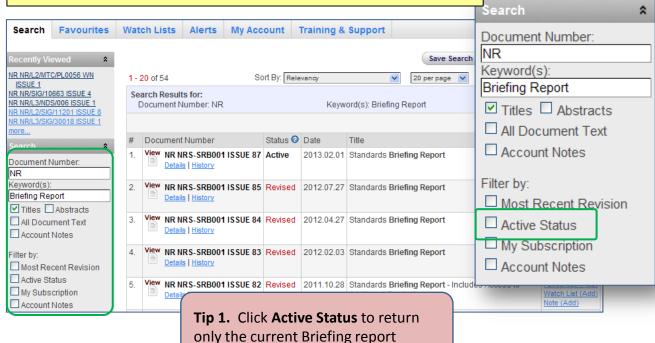
Using Document Title or Keywords





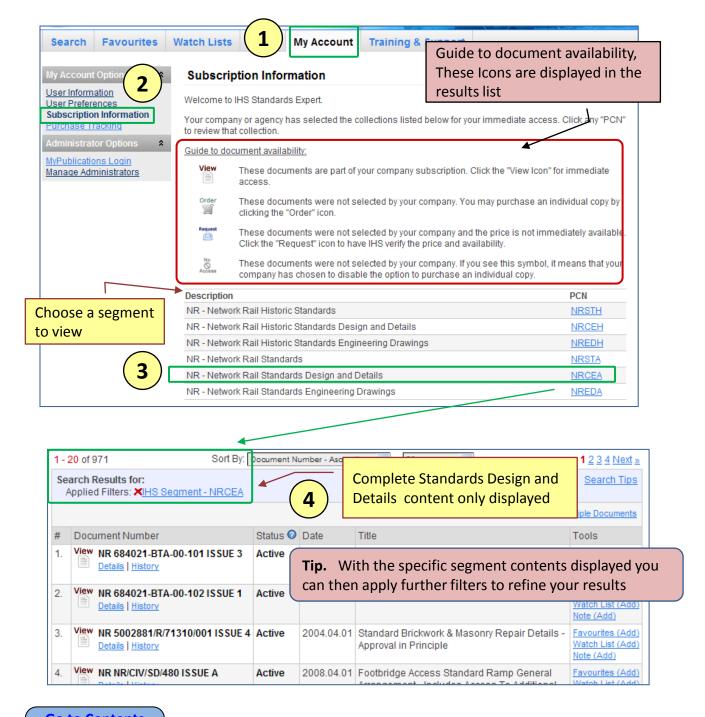
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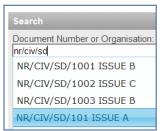




Use the My Account, Subscription Information to select just:

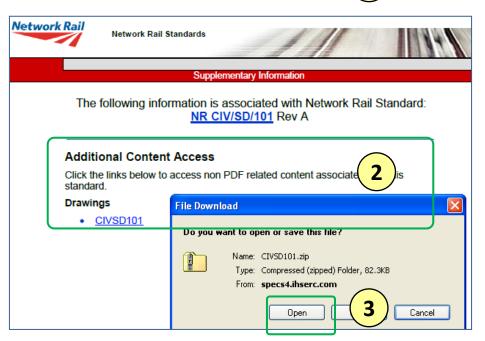
- Network Rail Historic Standards content
- Network Rail Standards Engineering Drawings
- Network Rail Civil Engineering Standard Designs & Details (SDD)

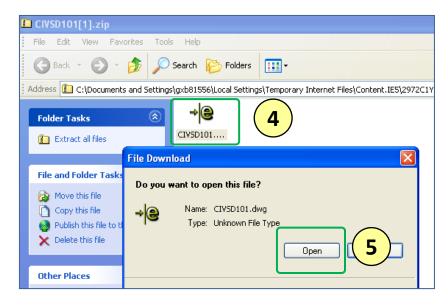




CAD drawings (eg format NR/CIV/SD/xxx .dwg) are accessed via the front page of the associated PDF. This access is notified by the statement Includes Access to Additional Content in the titles displayed in the results list.



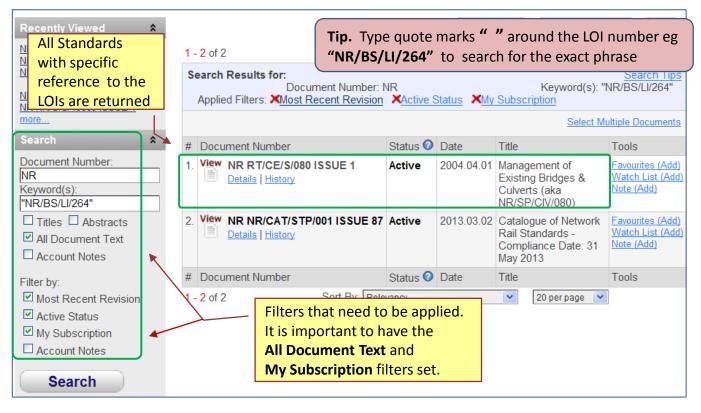


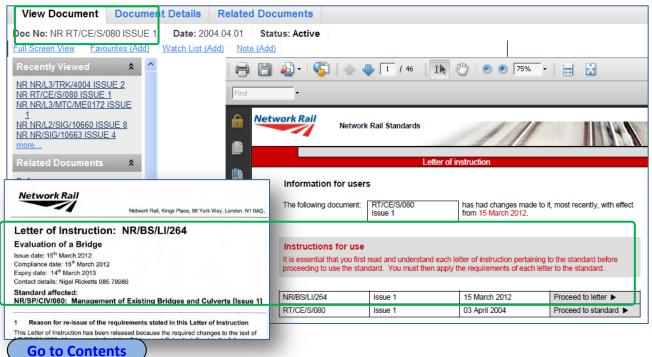


Tip. Any Standard providing access to additional data eg Word form, Spreadsheet, Video clip, will be accessed via the same process

Accessing Letters of Instruction

Letters of Instruction (LOI) are only available via the standard with which they are associated. Individual LOIs are accessible via a link on the standard cover page as shown below. All current LOIs are indexed in the Briefing Report and Catalogue of Network Rail Standards NR/CAT/STP/001. LOIs have the format NR/BS/LI/xyz

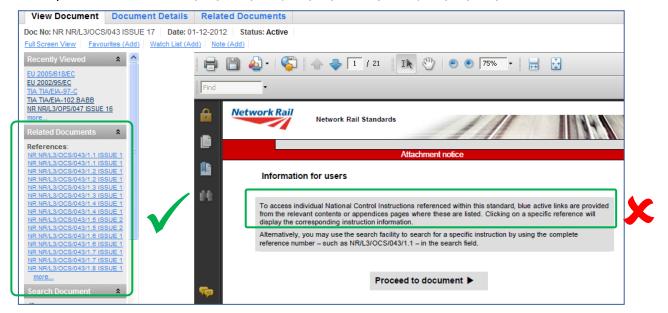


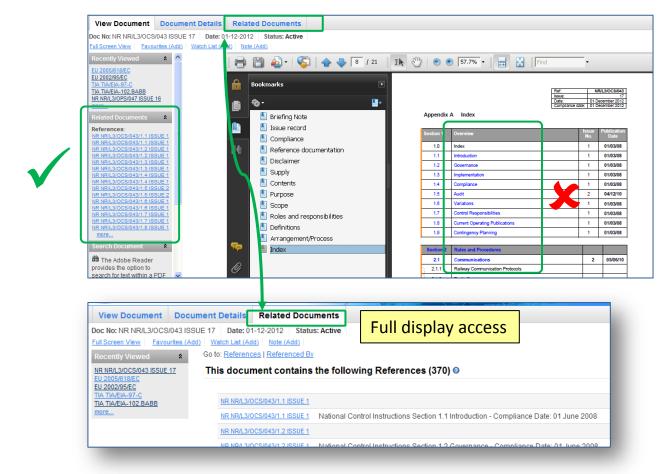


Accessing Content from Modular Standards

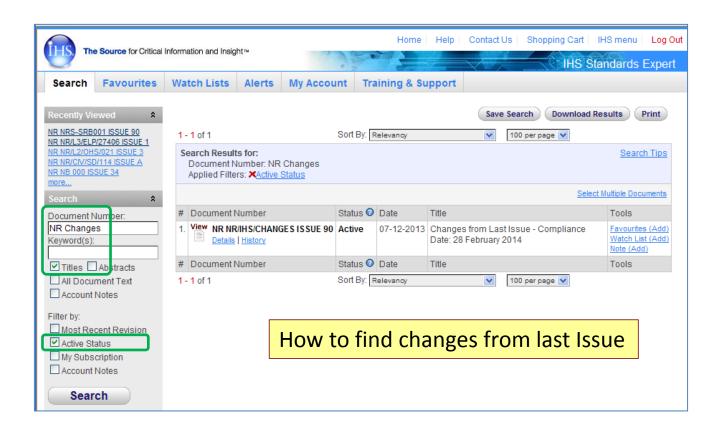
These Network Rail documents effectively provide an index to referenced modules.

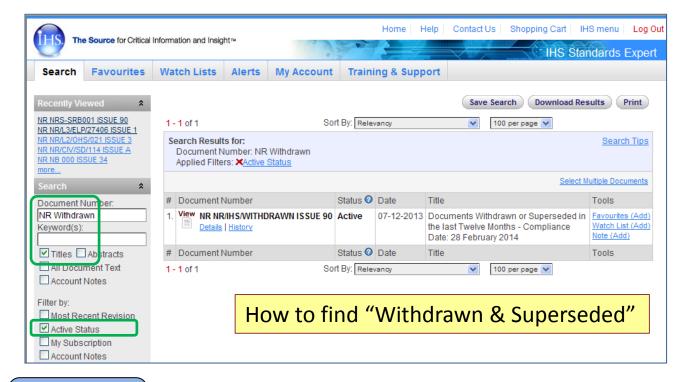
The links to the referenced documents are no longer from the blue active links within the document but are now accessed via the **Related Documents** links in the left hand column of the display. Example standards are: **NR/L3/OCS/043**, **NR/L3/RMVP/0201**, **NR/L2/SIG/30014**



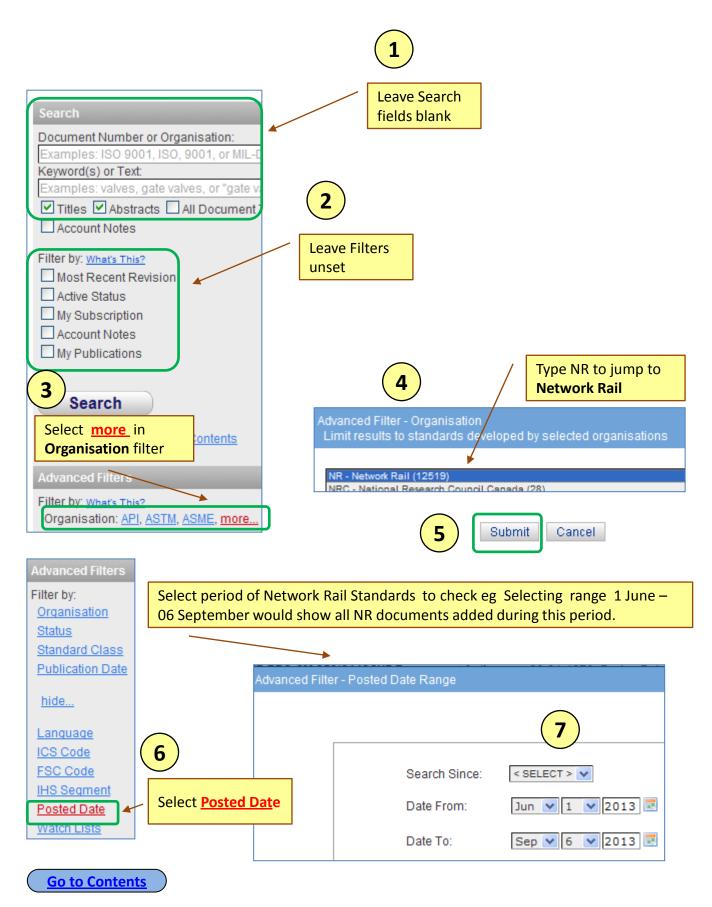


Accessing New & Revised Documents - 1

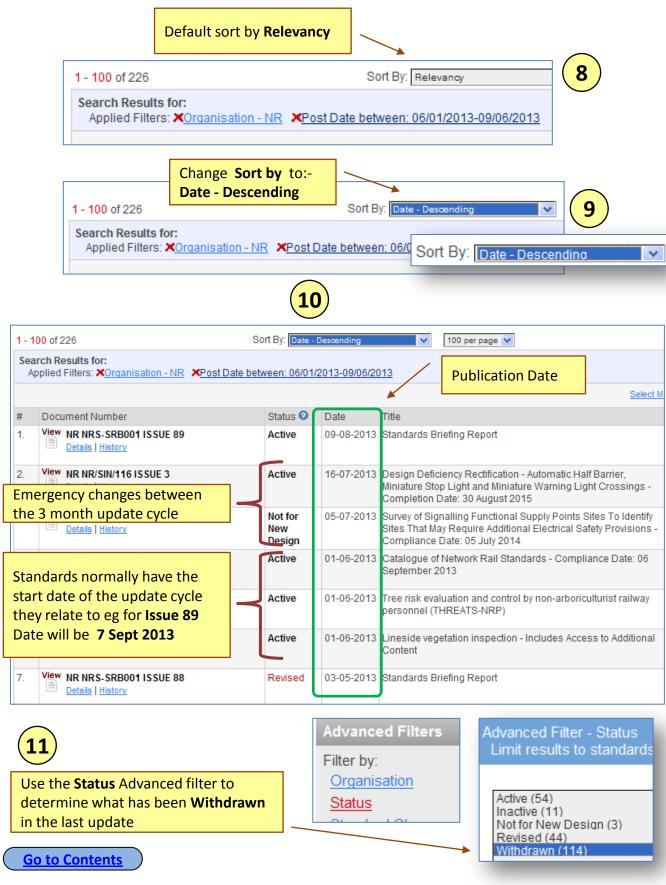




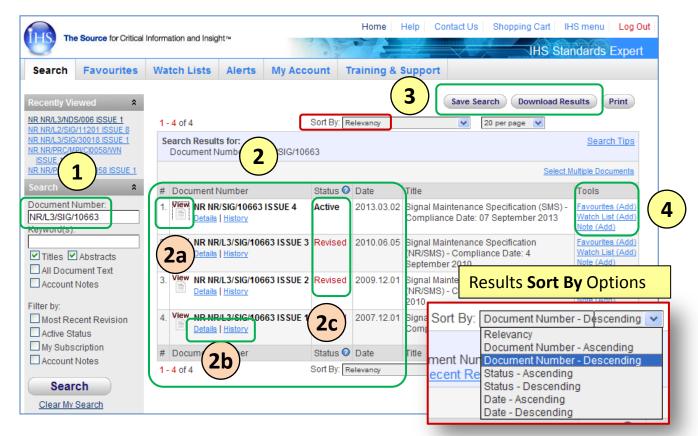
Accessing New Content - Over a period - 2



Accessing New Content - Over a period - 3



Understanding the Results lists



- 1 Key in Document Number and any initial filters required. Click Search
- Results with Active issue displayed first even when a superseded number is input in the Search box
 - (2a) Click View to display the selected PDF
 - Click <u>Details</u> | <u>History</u> to view the bibliographic data of the document
 - The status of each document is given. Filters allow you to select the status types you want to display in the results set.
- 3 Save Search Download Results Print

Save Search - Click to save the current search parameters – useful when several filters are applied

Download results – Export up to 1000 results in spreadsheet format

Favourites (Add)
Watch List (Add)
Note (Add)

Click specific topic to add to your:-

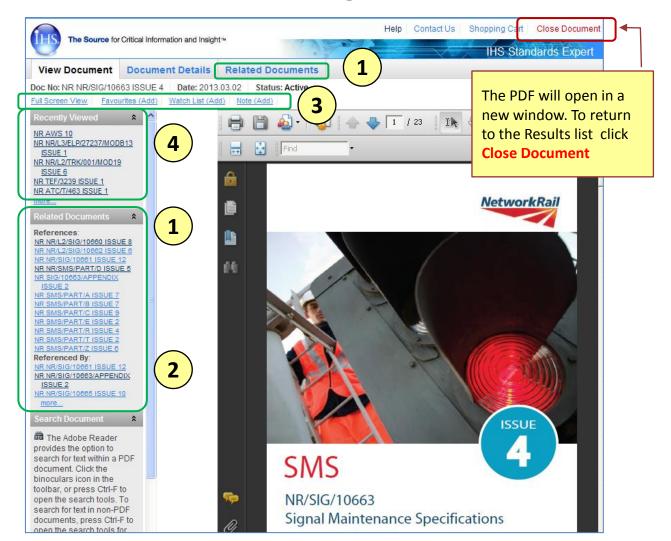
- Favourites list
- A particular Watch List
- Explanatory Notes to specific documents (requires you to have administrator permission)

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January 2014

Results

Using Links to Referenced Documents

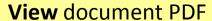


Related Documents. This gives quick link access to documents that are referenced within the document currently being viewed. Click a link to access any of the specific References. Detailed references can be viewed by clicking on the Related Documents tab.

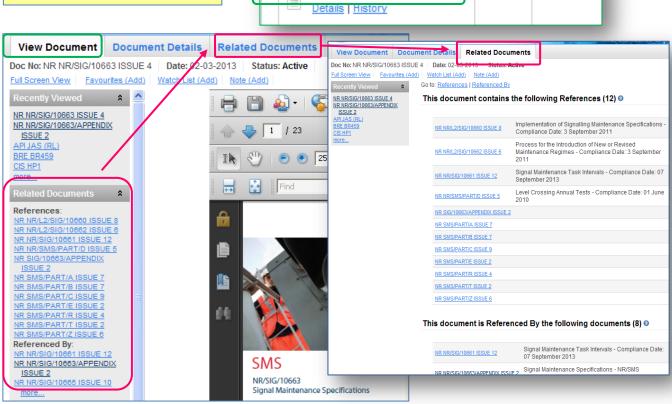
Tip. If you subscribe to a supplement containing the related document you will be able to view the PDF. Otherwise you will just have access to the bibliographic data if it is available in ISE. NOTE not every cross-referenced document will be available eg. RSSB Group Standards. However you do have access to the complete ISE index containing over 1.6 million documents.

- Other documents that have specific references to the document currently being viewed. Click a link to access a **Referenced By** document.
- Add the specific document to your **Favourites**, a **Watch List** or append a **Note** (if you have admin rights for this function)
- If you use the **Related Documents** links, use the **Recently Viewed** links to return to an earlier viewed PDF

Understanding the Bibliographic information



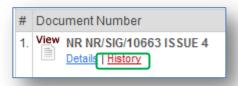


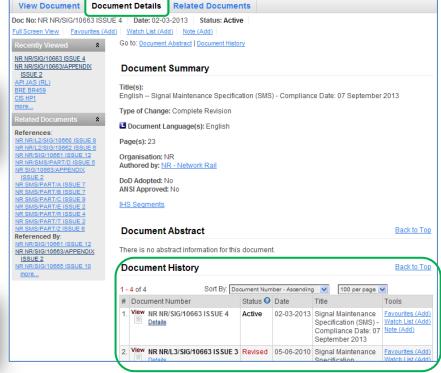


View document **Details**



View document **History**

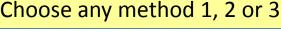




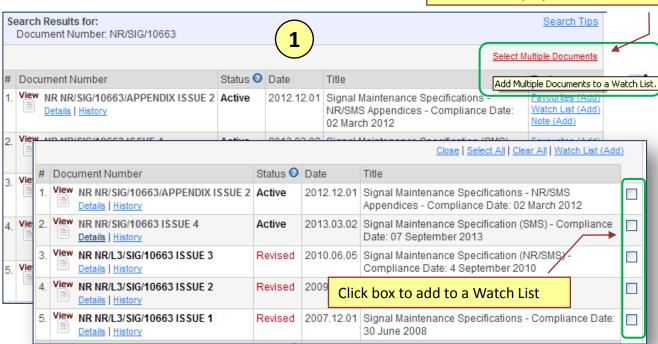
Using a Watch List 1 - How to select docs.

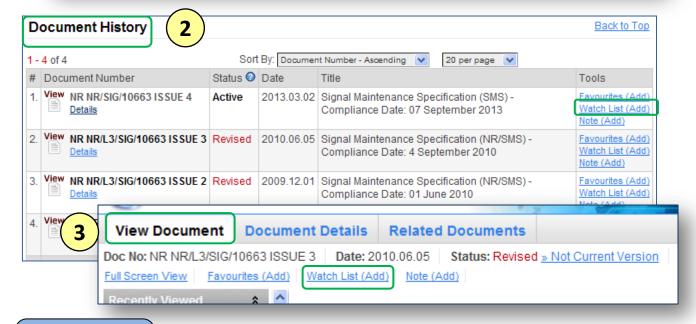
Tip - Use a Watch list to:-

- (a) Receive an email **alert** automatically the next time the status of a document changes eg. superseded, up-issued, replaced, withdrawn
- (b) Keep a historic record of documents used for a project at a particular time.
- (c) You can set up a Watch list for ANY of the 1.6 million documents in ISE even if you don't subscribe to the document.

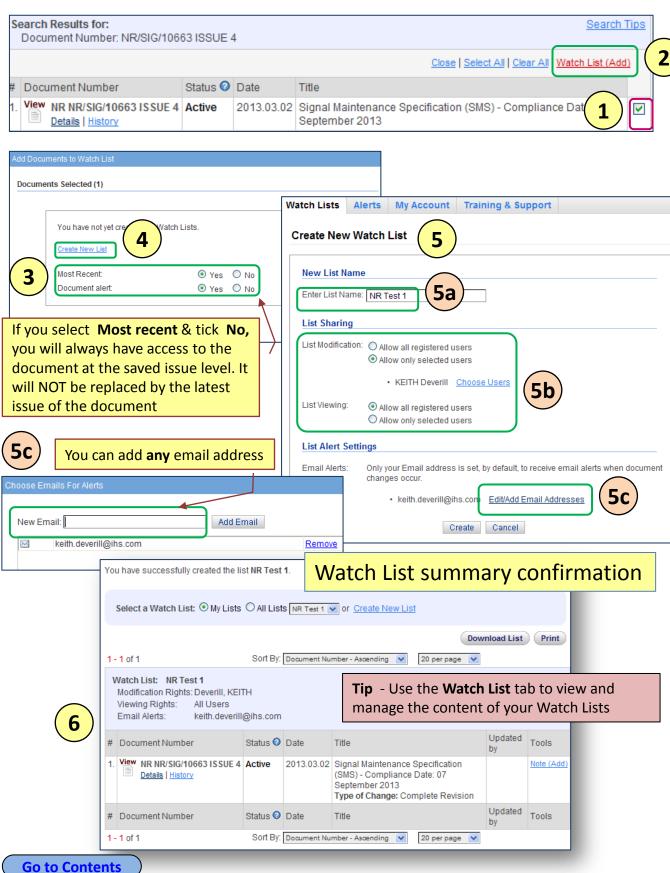


See Setting User Preferences if this is not displayed.





Results Using a Watch List 2 – How to Create a New Watch List



Results Using a Watch List 3 – Recommended Watch List Docs

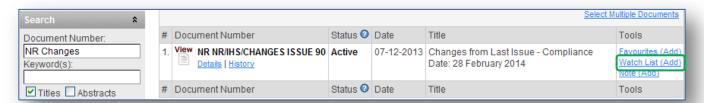
Tip - The following 3 documents are recommended to form an essential Watch List you should set up to ensure you get an email alert when:-

- The new issue Briefing Report is published providing you key details of New, Revised and Withdrawn documents and the current Letters of Instruction
- · Specific details of New & Revised documents are published
- Specific details of Withdrawn & Superseded documents over a period are published.

Briefing Report



Changes from Last Issue



Documents Withdrawn or Superseded

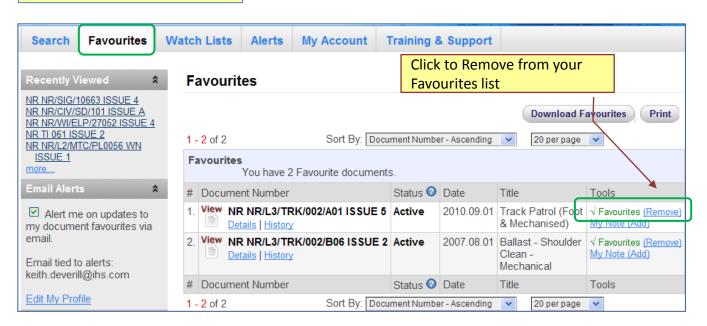


Results Favourites

Adding documents to your Favourites list.

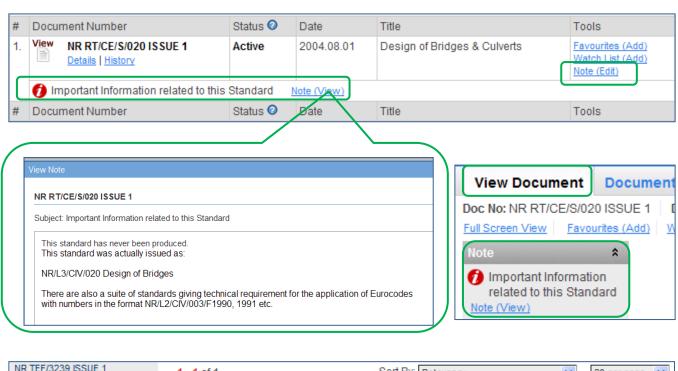
Se	Search Results for: Document Number: NR/L3/TRK/*			Click to add to your Favourites list		
	Select Multiple Documents					
#	Document Number	Status 2	Date	Title	Tools	
1.	View NR NR/L3/TRK/002/A01 ISSUE 5 Details History	Active	2010.09.01	Track Patrol (Foot & Mechanised)	√ Favourites (Remove) Watch List (Add) Note (Add)	
2.	View NR NR/L3/TRK/002/A02 ISSUE 4 Details History	Active	2010.09.01	Track Inspection - Supervisor	Favourites (Add) Watch List (Add) Note (Add)	

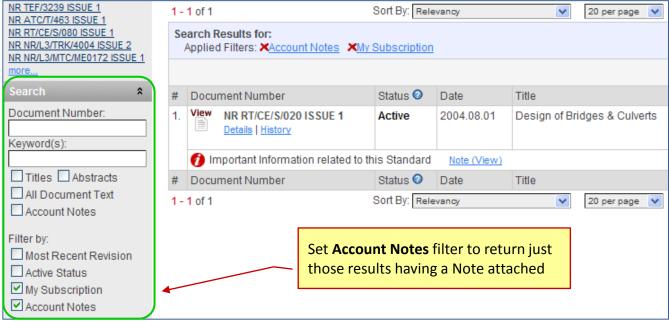
Managing Favourites



To add a **Note** to a standard you will need to have that access privilege set - see **Setting User Preferences** Appendix 2.

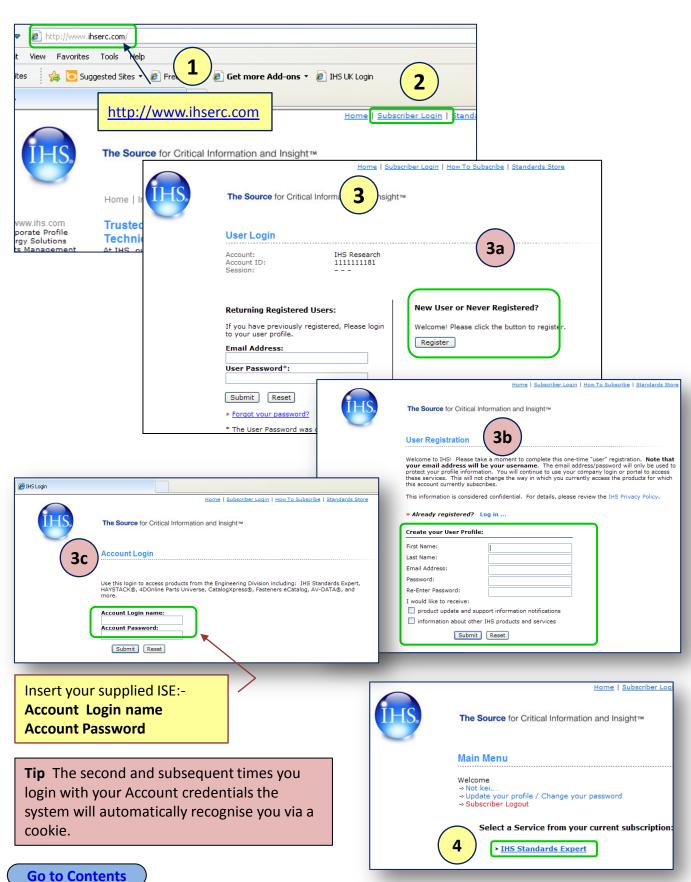
Notes are tagged to specific results and can be viewed in the Results lists and when the associated PDF is downloaded. Notes can be viewed by everyone on your account.





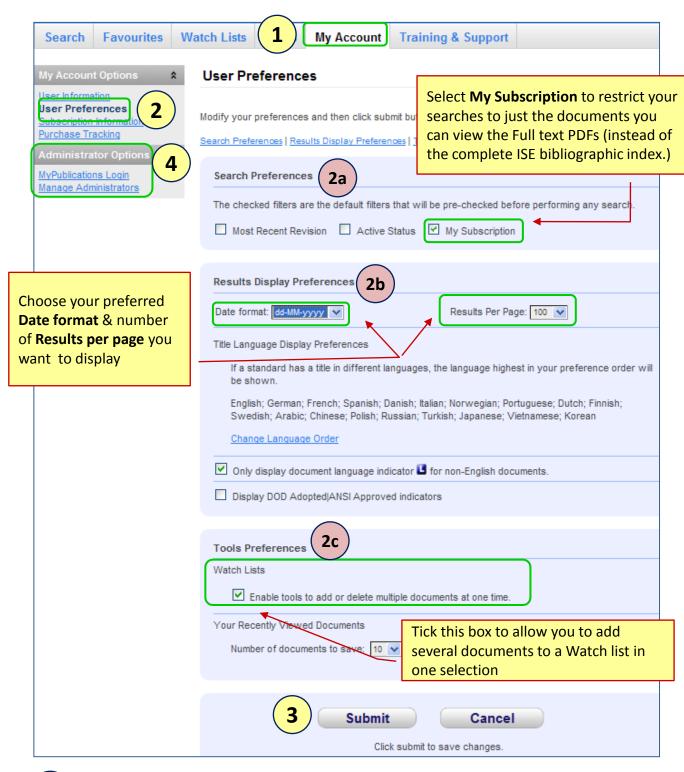
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First time access - Once off Registration



Appendix 2

First time access - Setting User Preferences





For more information on using Administrator functions or setting **User Notes** you need to contact the IHS Customer Care team. Tel 01344 328300 Customer.Support@ihs.com

Appendix 3 Useful stuff - 1

Spelling mistakes will be automatically corrected



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Fill out the form below	so IHS can contact you about this document:		need to view the PDF and it		
	Doc Number: BSI BS EN 15955-2 Doc Date: 2013.06.30			is not in your subscription, you will see a Request or	
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Call me with a qu	Call me with a quote on this document.			Complete the online form	
Note: We need all of the following information. Your contact information will be secure with IHS and will not be given or sold to any third party.			displayed to get a		
* Name	John Smith		documen	it quote from IHS.	
* Organization	Railways United				
* Address 1	Willoughby Road				
Address 2					
* City	London				

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Understanding the Status information I see

You are used to seeing "Current" or "Historic" status. On ISE the following status set applies:-

Advanced Filter - Status Limit results to standards associated with the selected status **Active** = Current Active (8407) Inactive (496) **Inactive** = Document number now Not for New Design (3) replaced by different number Pending (2) Revised (2766) **Not for New Design** = Standard is Withdrawn (845) being replaced by a new issue but the compliance date of the new standard has not been reached yet. **Pending** = To be added to service **Revised** = Replaced by more recent issue (= Historic) Withdrawn = No longer current and not replaced

Advanced Filters

Filter by:
Organisation
Status
Standard Class
Publication Date

hide...

Language
ICS Code
IHS Segment
Posted Date
Watch Lists

# Docume	ent Number	Status ② Date	Title	Tools	
		1			
Status Definitions					
Status	Meaning	Definition			
Active	Current	Valid and Current: Identifies a document that is currently in use and can be used for the purposes specified within the document.			
Not for New Design					
No Longer No Longer Identifies a document that is no longer current. These documents should be reviewed for possible replacement or superseding					

Need access to a Group Standard?

Network Rail Standards may cross refer to a Group Standard.

These normally have a document number starting with a G. For example

- GC/
- **GE/**
- GH/
- **GK/**

All Group standards can be accessed via the following URL:

http://www.rgsonline.co.uk/default.aspx

Issue 4 IHS Copyright

Contacting IHS Customer Care

Can't find what you are looking for?
Need some more information about ISE?

Email = <u>Customer.Support@ihs.com</u>

Telephone = 01344 328300

Add your own Notes