effects 2.0
User Manual

December 2013

AUSTRIAN
STANDARDS

1   Contents

2 General information

General information on effects 2.0 and its versions is available under the item "Online tools & software" in the section "Products & Services".
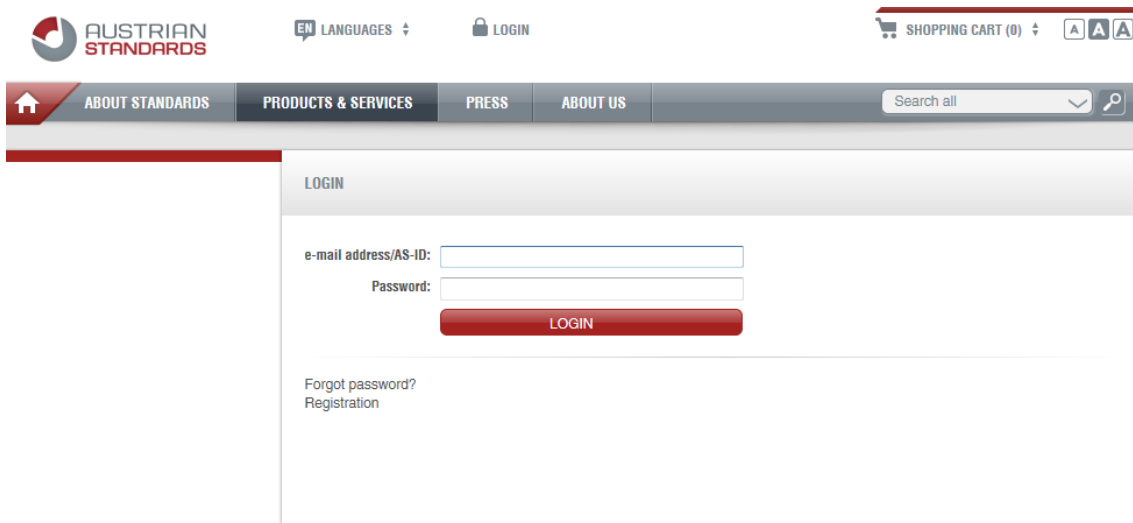
3 User interface

3.1 Login to effects 2.0

At https://effects.austrian-standards.at, you can directly log in to your online standards management system effects 2.0.
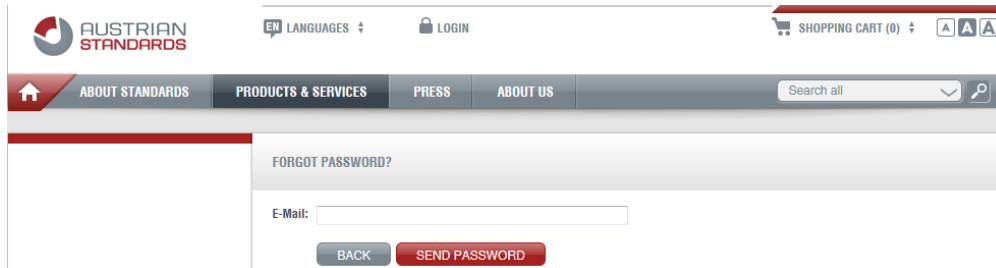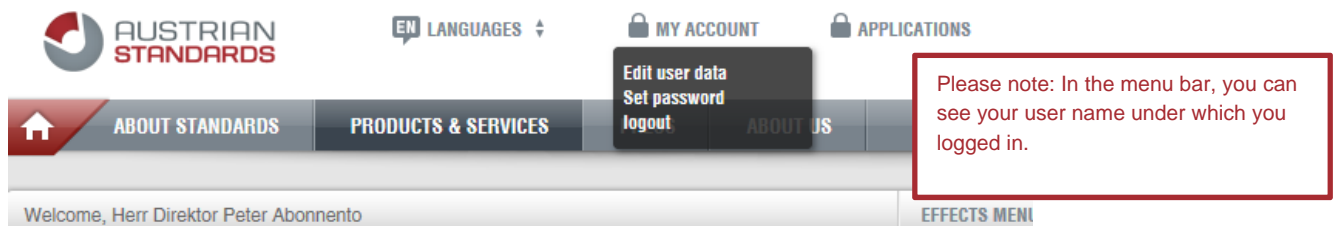
Did you forget your Austrian Standards password?

Click on the link "Forgot password?" in the login window and enter the e-mail address you specified when you registered with us. Subsequently you will receive an e-mail containing a link to your new password.
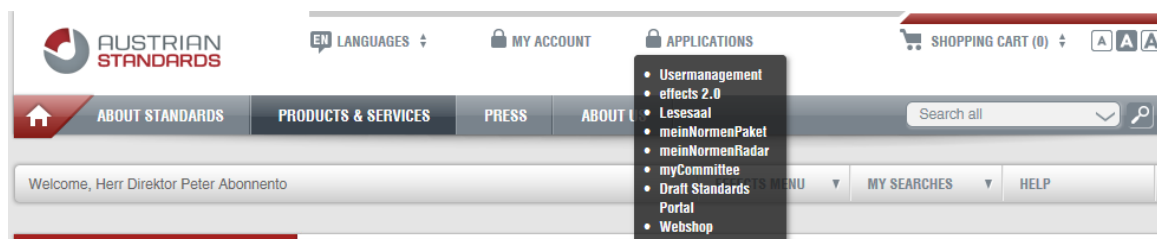
3.2 My account

Under "MY ACCOUNT", you can administer your user data or log out.

Please note: In the menu bar, you can see your user name under which you logged in.

3.3 Applications

By clicking on "APPLICATIONS" you can go to another application.

3.4 effects menu

In the "EFFECTS MENU", you can access your favourites, bookmarks, update settings, notes fields administration*, docs plus administration*, download docs client* and statistics".

* You can use those services if you have effects 2.0 basic or effects 2.0 premium.
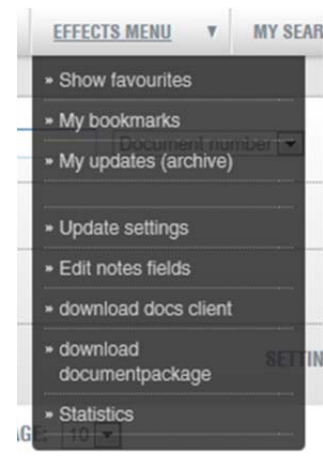
3.4.1   Favourites

Favourites are user-definable folders in which you can group a selection of your documents. Thus, you can easily organize sub-sets of the documents for your projects, different departments or sites. When you click on the favourite's name (the number of documents included in the folder is shown in parentheses), you can directly access all the documents related to the topic defined by you.

Click on ✎ to create new favourite folders or to edit or delete existing ones.

You can add the standards and normative documents bought that are available for downloading in "MY DOCUMENTS" by clicking on the link "ADD TO FAVOURITES" and organize them in favourite folders:
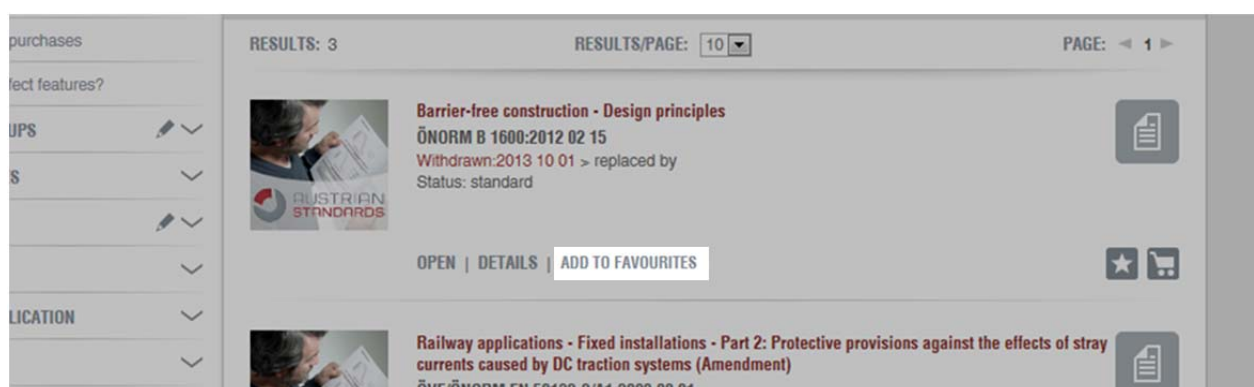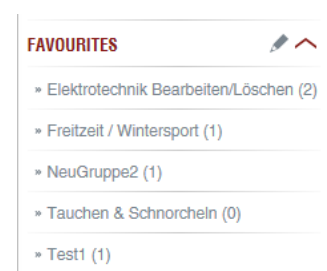
In the next step, you select the group of favourites. By clicking on "ADD", the document becomes available in the group selected:

Hint: You may, of course, assign one document to several favourites by repeating the process.
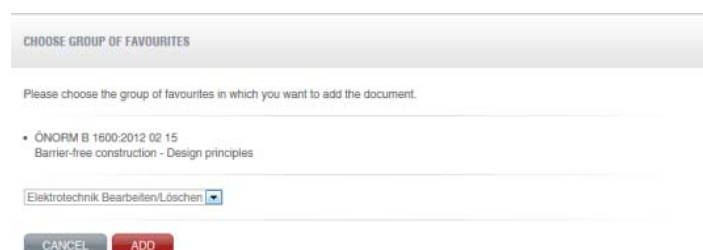
In a favourite folder, you can move, copy and delete more than one document in one go. To make it easier for you to work in a folder, the items may be sorted by document number, date of issue or date of withdrawal.

Please note: In the case of withdrawn documents, a link to the replacing document is added.

3.4.2 Bookmarks

Bookmarks help you to gather documents found for later ordering. If you are not authorized to place orders, you can send the bookmarks to the **competent person** in your organization by clicking on the link "Send selection" at the bottom of the list. This person can then order the documents.

Further options for bookmarks:

- **Add to shopping cart**: Moves the product selected to the shopping cart. Thus, it can be ordered later.

- **Delete bookmark**: Deletes the bookmark for the product selected.

- **Subscribe to InfoMails**: Activates the receipt of information on changes (e.g. withdrawal or publication of replacing documents) for products selected for delivery in effects.

- **Automatically purchase updates**: Activates the automatic purchase of replacing documents upon their publication for products selected for delivery in effects.

- **Add selection to cart**: In analogy with "> Add to shopping cart", all the products selected are added to the shopping cart in one go.

- **Send selection**: To send selected bookmarks, please select the recipient to whom the list is to be dispatched and click "> Send".

- **Delete items bookmarked by**: To delete items bookmarked by a specific user, please select his/her name and click on "> Delete items bookmarked by".

- **Sent bookmarks**: Here you can display bookmarks sent by you but that have not been ordered yet.

Example for sending bookmarks:

A user who is not authorized to place orders creates a bookmark for a standard and sends it to an authorized person for purchasing the standard.

As a result, the bookmark for the standard is saved for the user not authorized to place orders.

An e-mail containing the bookmark is dispatched to the user authorized to place orders. Via the e-mail message received, the authorized user can directly go to effects.

Based on the bookmark, the ordering process can be completed and the standard can be purchased. A confirmation is dispatched to the users who have sent and received the bookmark.

3.4.3   Update settings

Here you get an overview of your AutoUpdates and UpdateInfos.
Under **"UpdateInfos" in the EFFECTS MENU,** you can see all the documents for which you specified individually that you wish to receive UpdateInfos. Here you can activate the AutoUpdate option quickly and easily.

"**AutoUpdates"** lists all the documents that you individually selected for the automatic purchase of replacing documents, and **"AutoUpdate Topics"** displays all the documents covered by the topics for which you subscribed to the automatic purchasing of updates.

The tab **"No Subscriptions"** lists all the documents of your portfolio for which you subscribed neither to UpdateInfos nor to AutoUpdates. Here you can activate both types of subscriptions anytime.

In the tab **"From MNP"**, you can find updates from your meinNormenPaket (my standards package) account.

3.5 My documents, My updates, Search in all documents

"My documents" lists all the documents purchased for your organization. The figure stated in parentheses indicates the number of documents contained in this folder.

"Search in all documents" covers all the documents available from Austrian Standards. Here you can add new documents to your effects 2.0 by placing an order.

Hint*:* If you are not authorized to place orders directly, you have to contact the person in charge of centralized standards management in your organization for ordering documents. You can gather the documents you wish to purchase by creating bookmarks and then send the bookmarks to the competent person for order placement.

effects 2.0 premium ⌃

My documents (685)

My updates (3)

Search in all documents (310774)

docs plus (5)

Recent purchases

More effect features?

Under **"My updates"** on the left-hand side, you can see the new documents that are available for the topics or individual documents subscribed to or that have already been updated based on an AutoUpdate subscription. This information always relates to changes made to your documents in the current update period. Austrian Standards carries out updates every two weeks on the first and fifteenth day of each month. The "EFFECTS MENU" provides access to our archive function that retains all updates for up to six months so that they are available to you at a mouse click.

"**docs plus"** is included in the effects premium package and can also be purchased as an add-on to effects basic. This functionality serves for managing your organization's documents in addition to standards.

3.6 Language versions

By clicking on the 🛒 icon, you can see the language versions available.

ISO/TR 15608:2013)

Versions available

Add to cart(German)
Add to cart(English)

3.7 Searching and filtering

effects 2.0 offers you diverse filter and search options so that you can find the documents you need quickly and efficiently.

The search form provides several functions that allow you to narrow your search results. These functions are described below.

3.7.1 Search by document number

The search term you input is searched only in document numbers.

Example: "B 2110" returns all documents having the number "B 2110", i.e. all the versions of ÖNORM B 2110.

If there are no hits, effects 2.0 automatically performs a full-text search and displays a message for your information.

3.7.2 Search in titles

The search term you input is searched only in the field "document title".

3.7.3 (Full-text) search
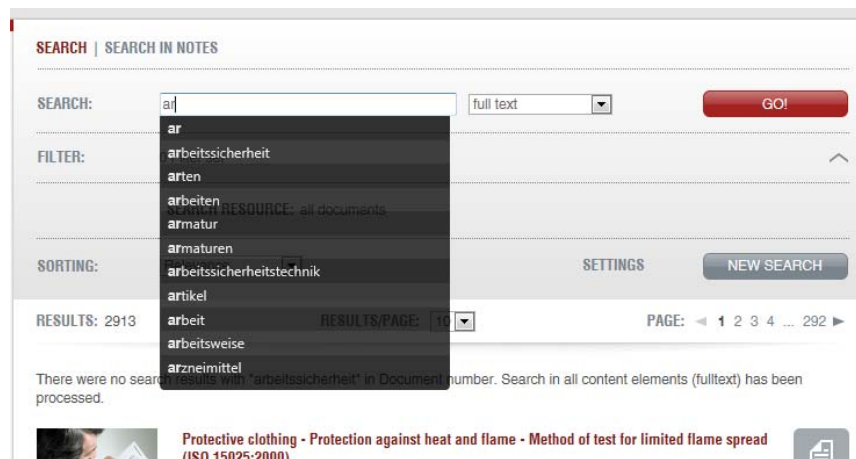
All documents available as full texts can be searched in effects 2.0. This means that the system searches for the search term also in the documents themselves. This function only applies to ÖNORM, ÖVE/ÖNORM and ISO standards. Searches in notes are also recorded in the search history and can be saved.

Hint: If a document is not included in your portfolio yet, search for it in "**All documents**" and add it to your effects 2.0.

The search form has an auto-fill feature: when you enter the first characters in the search field, the system proposes known and frequently used search terms.

3.7.4 Search terms

- You may enter one or more search terms, document numbers and/or words from the document title separated by spaces in any order you like.
- The search function is not case-sensitive.
- You do not need to use parentheses.
- Searching explicitly with parentheses is possible.
- A space between two search terms is interpreted as "AND".
- Search terms may be entire words or truncated words with * as a wildcard (e.g. "safe*").

Hint*:* Withdrawn documents are always shown in red and provided with the date of withdrawal. By a single mouse click on the record of such a withdrawn document, you can retrieve all replacing documents. If a replacing document has already been replaced by other documents, these are listed, too. If there are no replacing documents, the document has been **withdrawn without replacement.**
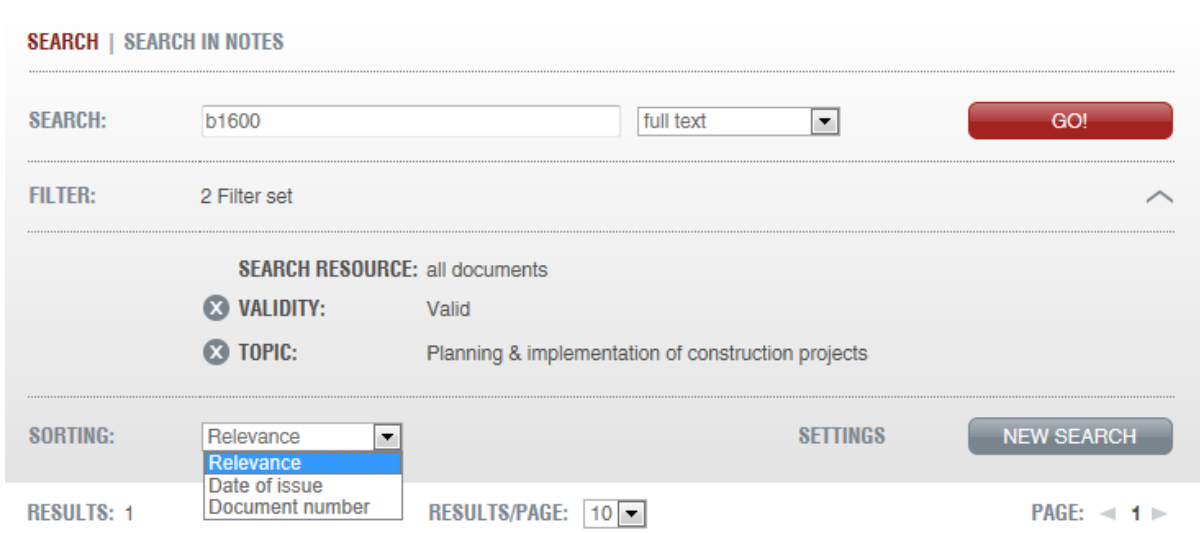
3.7.5 Improving your search

To further filter your search results, you can simply add or delete a search term in the search field and again click on "Search". The modified search is combined by "AND" with the previous filter settings.

All the **filters** applied are displayed below the search field and may be **deleted** one by one in any sequence.

The results are **sorted** by relevance in line with the following criteria:

- Occurrence of the search term in the title
- Occurrence of the search term in headings
- Number of occurrences of the search term in running text.

You may sort the results by **relevance, date of issue** or document number.

3.7.6 Filters

You will find the documents you need in no time by using the numerous filtering options.

VALIDITY

Here you can restrict the search to documents that are either in effect or withdrawn.

DATE OF PUBLICATION

Use your mouse to move the sliders displayed at the left-hand margin of the screen to the left or right. When you have narrowed the publication date as appropriate, please click on the link "narrow date" below to apply the filter. When you select a short period, the display automatically switches to a monthly scale.

TOPIC

Use this filter to search in subject fields relevant for you. It corresponds to the topic navigator in the online shop.

PUBLISHER

This filter restricts the search to specific — also international — publishers and standardization bodies.

Hint: Some filters additionally allow you to refine the output of results. For example, you may sort the results alphabetically or by the number of hits.

3.7.7 New search

Click on "NEW SEARCH" to reset all filters and search terms and to start a new search.

3.7.8   Saving search settings

Click on "SETTINGS" in the search form to save your personal search preferences. Whenever you click on "NEW SEARCH", the settings defined are used as defaults. Likewise, these settings are used after you log in and start to work in effects 2.0.

Please note: The "filter settings" apply to both the Webshop **and** effects 2.0 so that the same defaults are used in those applications, whereas "Category" is only relevant in the Webshop.

When you click on "SAVE", your personal settings are stored. When you click on "RESET", the standard values proposed by Austrian Standards are used. These are defined as follows:

- Searching by document numbers, sorting by relevance and displaying 10 hits per page.
- All the filters except for "Category" are closed.
- Filters are sorted by the number of hits.
- Upon the start-up of effects 2.0, the page "My updates" is displayed.

Hint: In order to start quickly a search after logging in to effects 2.0, please select the option "all documents" under the heading "Start effects 2.0 with".

3.7.9   Search history, My searches

To facilitate searching, your queries are logged in the SEARCH HISTORY. You can easily access these queries again by a simple mouse click. The floppy disk icon to the right of the search's name serves for saving queries for re-use in future sessions. Saved queries are displayed above the SAERCH HISTORY. Searches on notes are also recorded in the search history and can be saved.
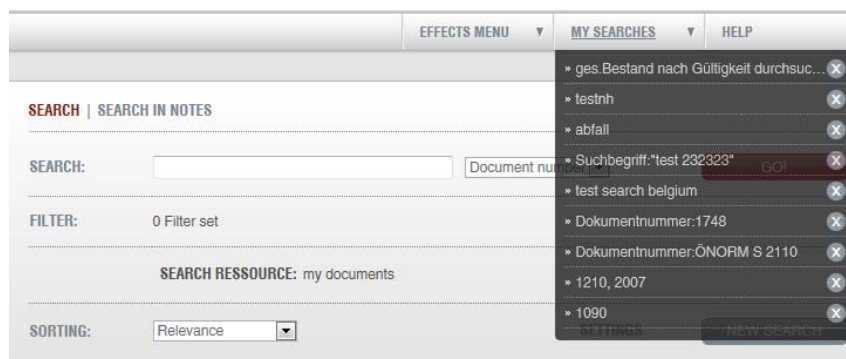
3.8 Updating

The effects 2.0 service of Austrian Standards plus includes an **automatic fortnightly check and update** of your documents. When a standard document is withdrawn, it is identified as obsolete by the information "withdrawn" plus the date of withdrawal.
Example: Withdrawn: 2010 03 15

You can use the function **"MY INFOGROUPS"** to define the settings for e-mail notifications and retrieve messages on withdrawn and updated documents.

If a document was withdrawn in the past two weeks, the **AutoUpdate** service automatically purchases and integrates the replacing document. You can subscribe to this service on the basis of individual documents or entire topics.
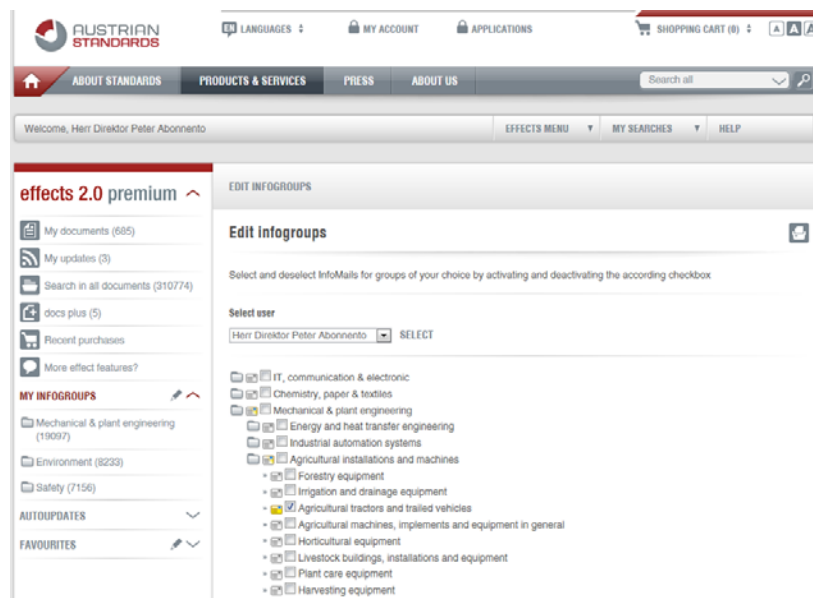
3.9 My InfoGroups

"MY INFOGROUPS" allows you to define settings for notifications on updates available for the topics of your choice.

Hint: When no InfoGroups are selected, a complete list of the topics to which you can subscribe is shown on the left-hand side. Click on ✎ to make your choice.

Then the topics are colour coded as follows:

- The yellow letter icon 📧 means that you subscribed to the entire field.
- The light yellow letter icon 📧 indicates that you subscribed to one or more sub-fields.
- The white letter icon 📧 shows that you did not subscribe to the entire field.

3.9.1   UpdateInfo

In contrast to "My InfoGroups" that serve for subscribing to entire topics, "UpdateInfo" keeps you informed about individual documents. This function is available for all documents included in your portfolio ("My documents"). Unlike AudoUpdate, It does not result in the automatic purchase of replacing documents – it is only after receiving a notification that you decide whether you buy the relevant document to keep your portfolio up to date. Under "My updates", you can directly go to UpdateInfo.

3.9.2   AutoUpdates

"AutoUpdates" cover the subscription to automatic purchases of updated documents for entire subject fields. Under "My updates", you can display a clearl listing of your AutoUpdates.

Example: The AutoUpdate service was set up for the field "Services" when effects was set up or upon request to the customer care team of Austrian Standards. Whenever a document from this field is withdrawn and replaced, the replacing document is automatically delivered to you. Thus, your standards portfolio is always up to date.
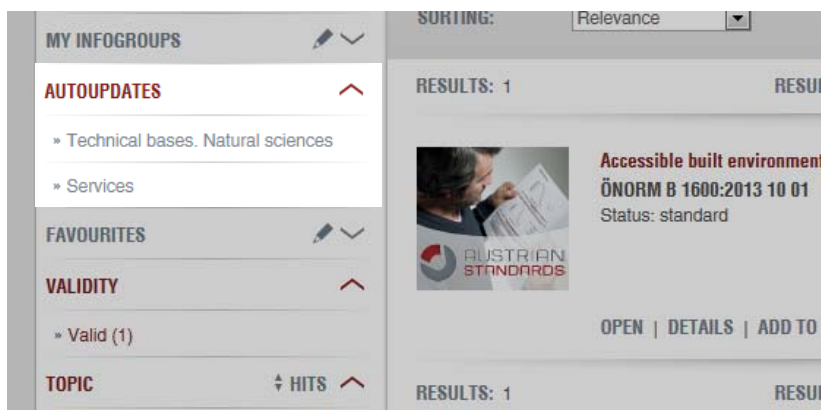
3.9.3   Individual AutoUpdates

You can subscribe to AutoUpdate for individual documents when the **person authorized to place orders** purchases a new document or for documents already included in your portfolio under the "Update settings" anytime. This subscription is inherited by replacing documents purchased.

3.9.4 InfoMails

In the fortnightly update check, changes related to your documents or topics are identified. This process covers the following areas:
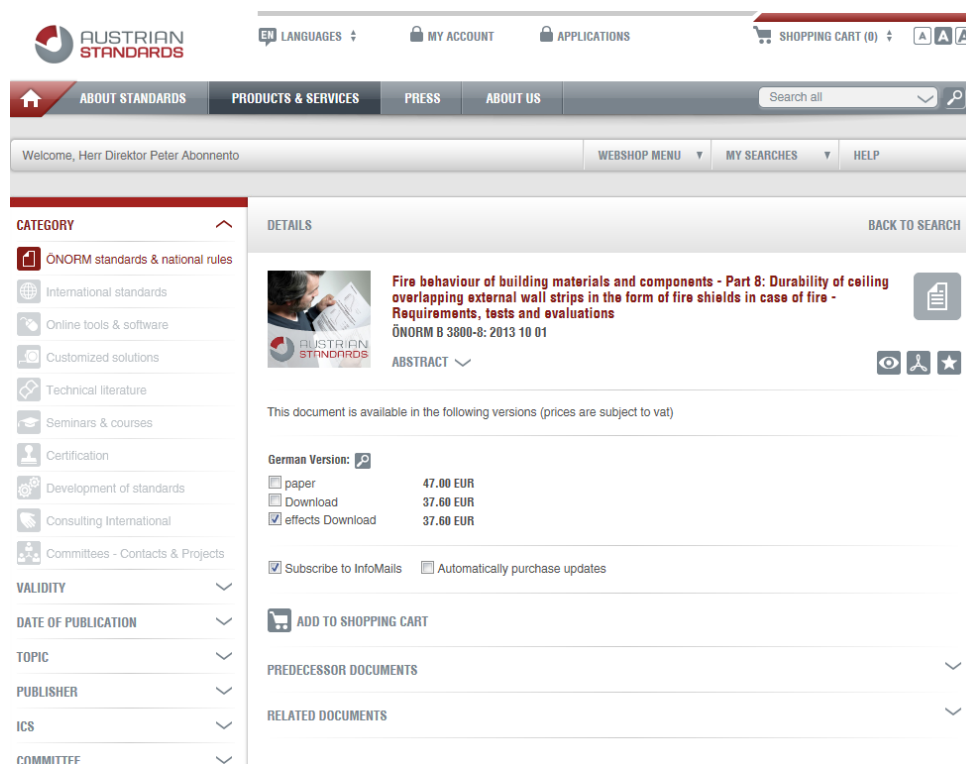
- My InfoGroups: Information on changes in relevant subject fields

- AutoUpdates: Automatic purchasing of replacing documents for the topics subscribed to

- UpdateInfo: Information on changes related to individual documents in your portfolio ("My documents")

- AutoUpdate: Information on automatically purchased documents individually subscribed to in your portfolio ("My documents")

Please note: To make sure that changes related to documents included in your portfolio do not go unnoticed, "UpdateInfo" is activated for each document that you purchase. You decide yourself whether you want to buy the replacing document. To receive an InfoMail, one of the options listed above has to be activated.

4 Ordering

4.1 Shopping cart

It only takes a few mouse clicks to buy a standard. After you selected the standard you need, it is placed in the shopping cart and, hence, registered for purchasing.

A message is displayed confirming that the article selected now is in the shopping cart.

ADDED TO CART

Thank you! The following product was added to your Shopping Cart:

Fire behaviour of building materials and components - Part 8: Durability of ceiling overlapping external wall strips in the form of fire shields in case of fire - Requirements, tests and evaluations
ÖNORM B 3800-8:2013 10 01
Document type: N
effects Download in German
Price: 37.60 EUR

ORDER NOW | NEW SEARCH | VIEW SHOPPING CART

SEARCH:		Document number ▼	GO!
FILTER:	2 Filter set		^

	SEARCH RESSOURCE:	all documents
✖ CATEGORY:	ÖNORM standards & national rules
✖ CATEGORY:	ÖNORM standards & national rules

SORTING:	Relevance ▼	SETTINGS	NEW SEARCH

4.2 Purchasing

After clicking on "ORDER NOW", you can check your order as well as your data and complete your purchase by clicking on "ORDER".

Items

ÖNORM B 3800-8:2013 10 01
Fire behaviour of building materials and components - Part 8: Durability of ceiling overlapping external wall strips in the form of fire shields in case of fire - Requirements, tests and evaluations N

1 Quantity effects Download in German Benachrichtigung	VAT 20 %	37.60 EUR
Total	SUM	37.60 EUR
	SHIPPING COSTS (10%)	0.00 EUR
Intermediate total	NET VALUE	37.60 EUR
	VAT 10%	0.00 EUR
	VAT 20%	7.52 EUR
Total	VALUE (VAT INCLUDED)	45.12 EUR

Payment Method

INVOICE   ^
You chose the payment method invoice.

CREDIT CARD   ˅

☐ I have read and agree to the general terms and conditions of Austrian Standards plus GmbH.

[e secured payment] [MasterCard SecureCode] [VISA] [VERIFIED by VISA]   BACK TO SHOPPING CART   ORDER

You receive a confirmation by e-mail from Austrian Standards and can access the new document under your documents or "Order History"

5 effects 2.0 premium functions (optional add-ons for effects 2.0 basic)

The following functions are included in effects 2.0 premium and can be obtained individually as add-ons for effects 2.0 basic:

5.1 Notes

- Addition of your own notes to all documents in the entire portfolio

- Creation of user-defined note types, e.g. date of revision, order information or assignment to corporate divisions, etc.

- Targeted searches in your own note fields

5.2 docs plus

- Input of user-defined bibliographic data

- Fast and efficient searches in your own bibliographic data

- Efficient compilation and uploading of files

- Organization of files in user-definable groups and subject fields

- Co-operation of several users

5.3 Statistics

- Regular analyses (monthly)

- Downloading as a PDF file

- Overview of the portfolio, updates and access

5.4 Co-branding

- Your own header with your own logo
  Familiar work environment for all users

The detail pages of effects 2.0 premium are described below. To ensure maximum efficiency and targeted use of the functions, you are recommended to benefit from the training programme and – especially for planning and set-up – the consulting services offered by Austrian Standards plus.

6 User management/user management administration

6.1.1 My data

In the user management section, you can edit the following data if the main user assigned the relevant permissions to you:
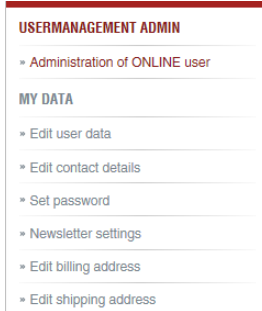
- ■ User data*
  You can edit your user data here.

- ■ Contact details*
  You can edit your contact details here.

- ■ Password
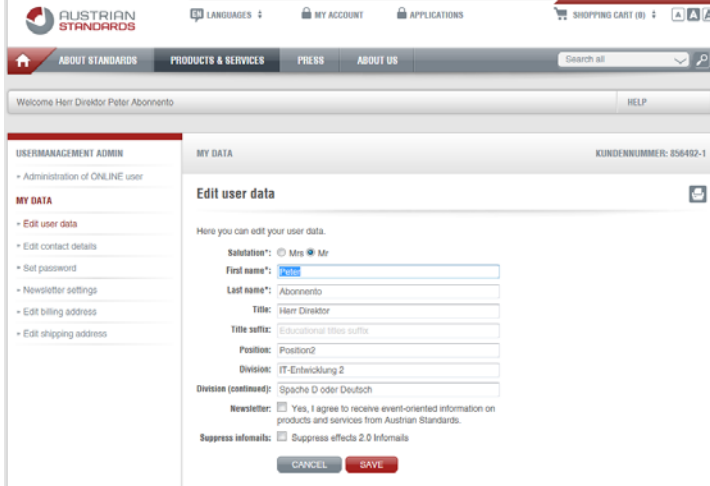 Define your personal password here. Please note that the password is case-sensitive and make sure that the password is only known to you. You can also change your password under "MY ACCOUNT".

- ■ Newsletter settings
  Here you can administer the newsletters you wish to receive.

- ■ Billing address*
  You can edit your billing address here. Your shipping address is adjusted automatically. If your shipping address differs from the billing address, please click on "Edit shipping address". The changes you make are checked/validated by Austrian Standards before they become effective. This may take until the next work day. Thank you very much for your kind understanding.

- ■ Shipping address*
  By default, your shipping address is identical to your billing address. You can specify a separate shipping address by editing the default entered here. If your shipping address and your billing address are identical, please make necessary modifications only to the billing address.

- ■ * Modifications are taken over by Austrian Standards and take approximately one work day.

6.1.2 User management administration
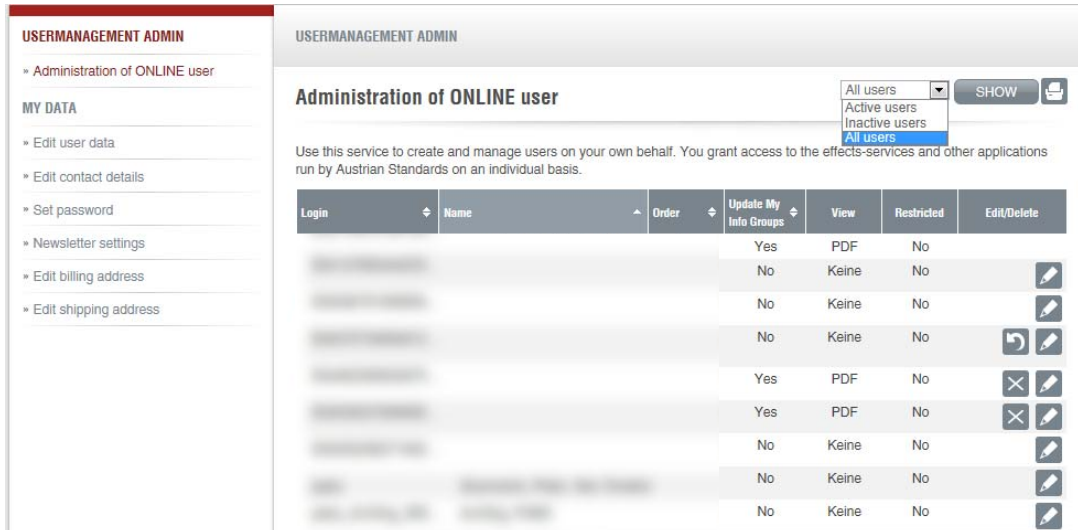
In the section "UserManagement Admin", the main user can administer the users who are to have access to effects 2.0 and assign personalized user permissions to them.

You can sort the user list by the individual columns by simply clicking on the column headings.

To create a new user, click on the icon NEW USER [+]

UserManagement administration allows the administrator to get quickly an overview of the users having specific permissions. Moreover, the administrator can also modify them by clicking on the icons.

6.1.3 Copying favourites and InfoGroup settings

In UserManagement Admin (click on "Edit user"), you can copy favourite folders and InfoMail settings of an existing user and apply them to another user who then can access the new folders and their contents under his/her favourites. The folders now exist separately for the two users and can also be used independently.

6.1.4 User permissions

In UserManagement Admin, you can assign permissions to the users for effects 2.0 and give them access to specific sections.

Update My Info Groups	View	Restricted	Edit/Delete
Yes	PDF	No	
Yes	PDF	No	✕ ✎
Yes	PDF	No	✕ ✎
Yes	PDF	No	✕ ✎
Yes	PDF	No	✕ ✎
Yes	None	No	✕ ✎
Yes	PDF	No	✕ ✎
No	PDF	No	✕ ✎
No	PDF	No	✕ ✎

When you click on "Deactivate user" ✕ , the user account is disabled and the user is listed under "inactive users". As a result, this user does not have access to the online standards management system any more.

When you click on the icon "Re-activate user" ↩ , the user is activated again and has access to the sections assigned by the administrator.

Click on the icon "Edit user" ✎ to define the settings for an existing user. The options available are the same as for creating a new user.

The user permissions in detail:

- **Set password**: The user may change his/her password himself/herself.

- **Edit contact details**: The user may edit the billing and shipping addresses.

- Access to **effects**: The user has access to effects 2.0.

- **effects** orders: The user can place orders in effects 2.0.
  (Attention: Only possible in combination with the Webshop permission!)

- **No viewing permission:** The user is not able to read PDF documents purchased.

- **PDF**: The user can access all the PDF documents purchased.

- **Edit My InfoGroups**: The user himself/herself can subscribe/unsubscribe to InfoGroups (topics on which update notifications are delivered by InfoMail).

- **Edit My InfoGroups of other users**: The user can define the settings for other users on the page "Edit My InfoGroups".

- **Read notes**: The user may view notes on documents in effects 2.0.

- **Edit notes**: The user may input notes in effects 2.0.

- **Administer note fields:** The user may administer the note fields.

- **Read docs plus**: The user has access to docs plus documents.

- **Upload docs plus**: The user can use the docs plus client to upload documents and enter their bibliographic data in effects 2.0.

- **Administer docs plus**: The user is authorized to administer the bibliographic data structure in docs plus.

- **Webshop orders**: The user is authorized to place orders in the Webshop of Austrian Standards.

- **List Webshop orders:** The user may list the orders placed in the Webshop.

6.1.5   Administering note fields:

Administrators additionally have access to the following module for working with notes:

"**Administer note fields".** To create new types of note fields, such as date of revision, order information or assignment to corporate divisions, please click on the relevant link.
In this module, you can define the note fields that are to be made available to the users. You can define different types of notes:

1. Fields for the input of free text: In this case you simply do not modify the default settings.
2. Fields with multiple options (dropdown): Simply tick the option "Show selection" and then click on ">Add new selection" to create a pick list.

The utilization of notes also results in additions to the user permissions (setting up and administering the field structure, inputting information, and reading of notes).

6.1.6 Setting up and administering docs plus

The administration of docs plus offers great flexibility. When you plan to use this functionality, we recommend you to give some consideration to the structure, utilization and relevant work processes in advance and will be pleased to support you in this phase.

The administration of the bibliographic data structure offers the following features:

- Pre-defined fields

- Own fields

- Search terms

- Selecting subject fields defined by Austrian Standards

- Own subject fields

- Own categories/publisher

This structure is subsequently available in the docs plus client for uploading documents and inputting bibliographic data and is synchronized with the effects 2.0 administration platform whenever the program is opened.

6.2 docs plus client

Austrian Standards makes available this client for use with effects 2.0 docs plus. In UserManagement Admin of the effects 2.00 platform, the administrator can assign the upload permission to individual users. As a result, these users can use the docs plus client and integrate documents and their bibliographic data into the effects 2.0 platform.

Hint: For reasons of quality assurance, it sometimes makes sense that users prepare packages of documents and send them to the administrator or another qualified person for checking. They can open, check and then simply upload these packages in the client.

6.2.1 Installation

Download the docs plus client from the effects 2.0 platform (EFFECTS MENU). To avoid firewall-related problems, the installation file is provided in a zip file that you can open with any commonly used data compression software (e.g. Winzip, WinRAR).

Execute the setup file to install the program on your computer.

6.2.2 Logging in

Enter your effects 2.0 user name and your personal password to log in and start the program. Then the docs plus client connects to the effects 2.0 server and updates the bibliographic data structure.

6.2.3 docs plus package

A package is made up of one or more documents plus attachments and the related bibliographic data.

To create a **new package,** click on

"New" and then on

"Add" to include a document in the list of documents.

To open an **existing package**, click on the "Open" button.
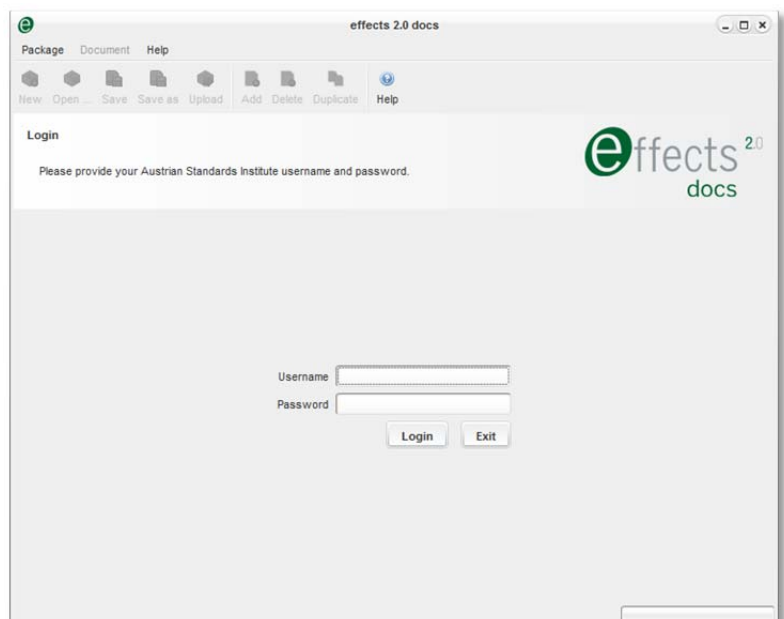
6.2.4   Bibliographic data

Here you maintain the bibliographic data prepared in the structure of docs plus administration in effects 2.0.
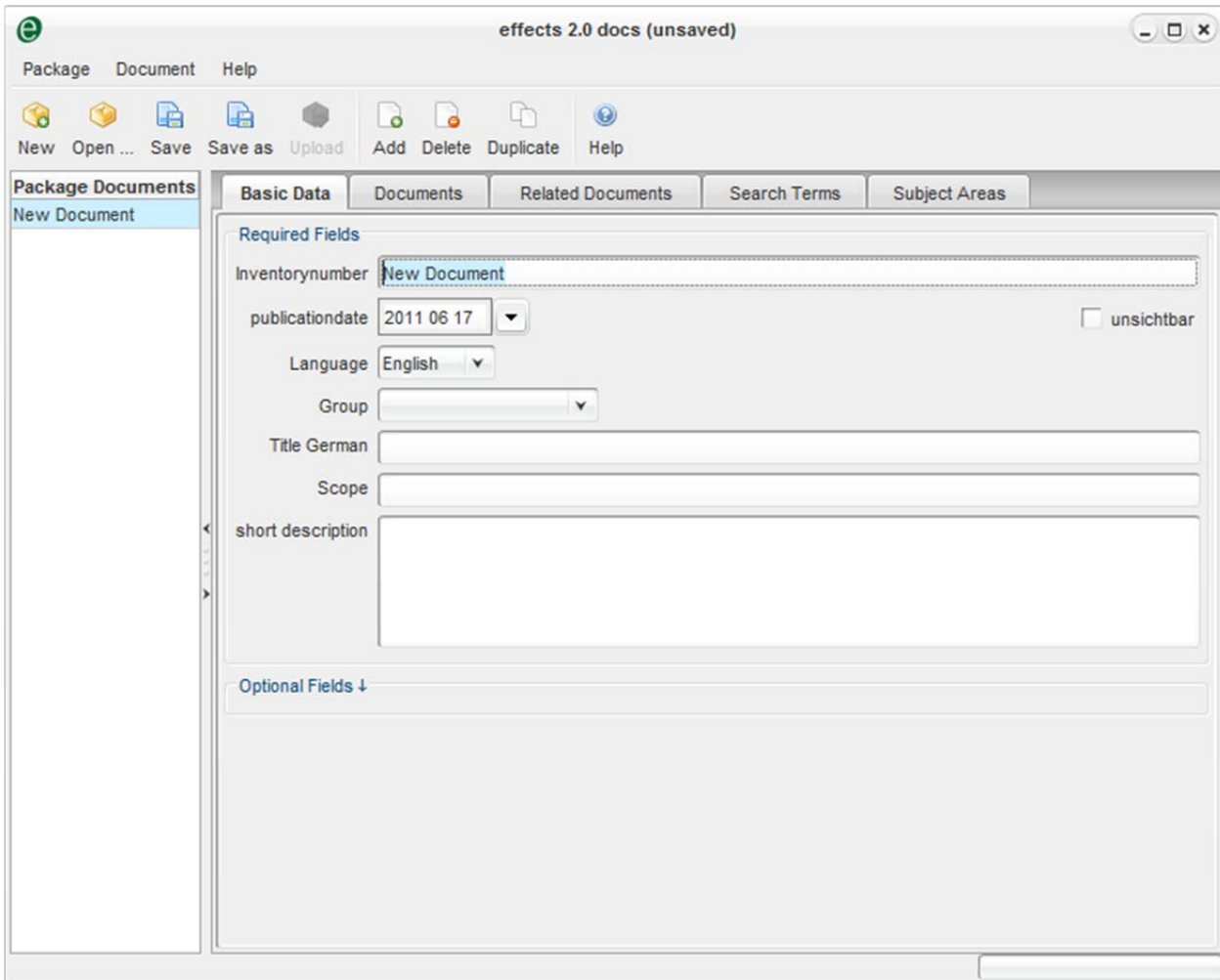
Save: Saves the package being edited. Please note any information that may be displayed at the bottom of the window.

Save as: Saves the current package under a new name.

Upload package: Uploads complete, finalized packages to the effects server.

Add: Adds a document to the list of documents.

Delete: Deletes the document selected from the list of documents. As a result, it is not uploaded to the server or updated.

Hide: The document selected is marked as hidden on the server, but is retained. The users cannot see the document, while you can prepare it and make it visible on a later date.

Hint: If you delete a document already uploaded to the server, it is only removed from the package file, but not deleted on the server. Use the option "Hide" to make sure that a document is not displayed in effects 2.0 anymore or define a replacing document.

6.2.5   Documents

The main documents should be PDF files so that their full text can be searched in effects 2.0. The contents of files in other formats as well as attachments are not searchable. Click on the button "Select file" to specify the main document. In the section below it, you can load any number of attachments by clicking on the icon 🗋 .
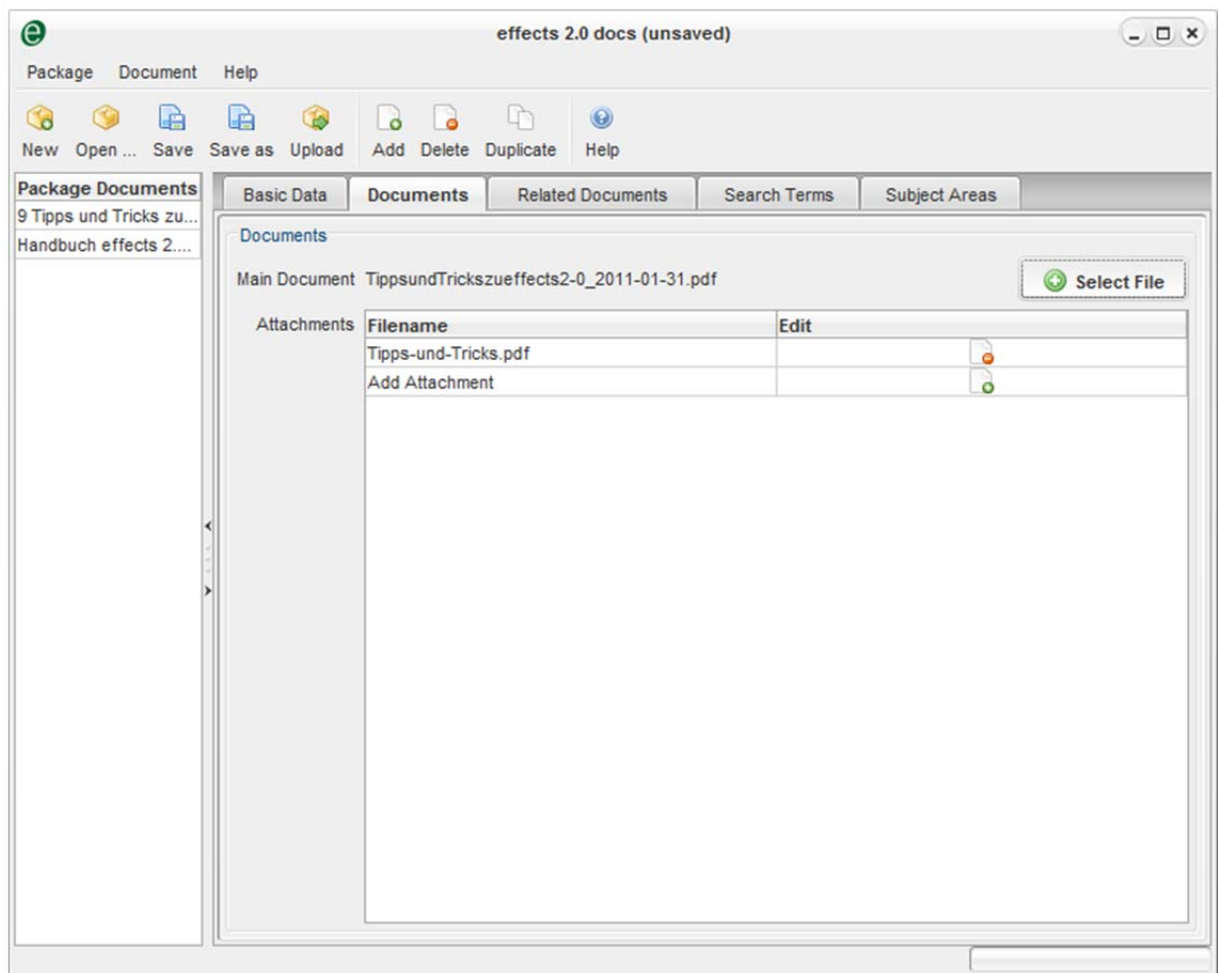
Hint: If your files are available in another format, convert them to the PDF format before uploading them.

6.2.6 Related documents
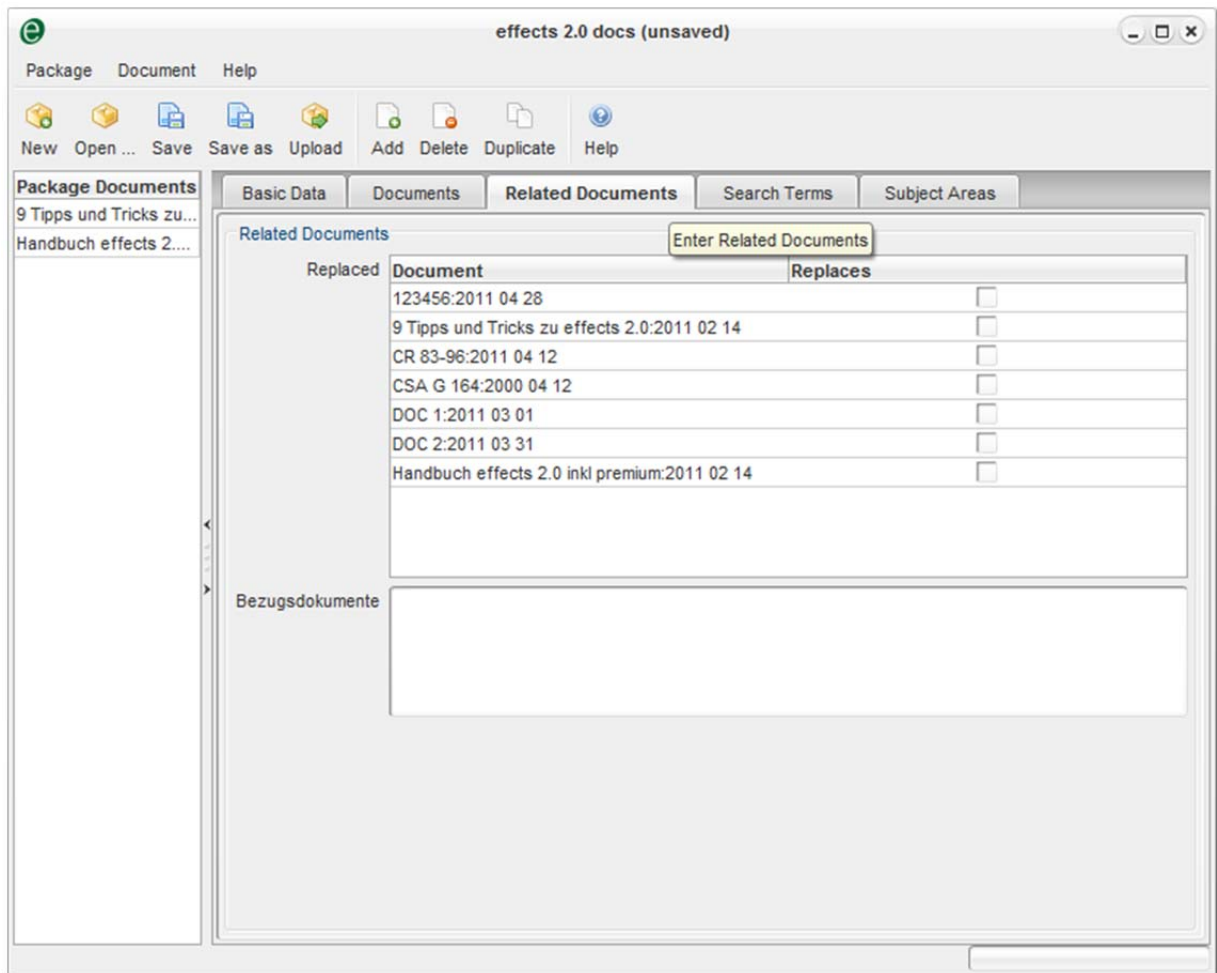
Here you can specify the document(s) that are to be replaced by the current document (on the effects 2.0 servers). These relations are indicated in the effects documents.

6.2.7   Search terms

The search terms defined by the central effects 2.0 administrators are available throughout your organization and help you ensure consistency in the assignment of keywords to your documents. For this reason, user-defined keywords cannot be used. If you want to add new search terms, please contact your administrator.
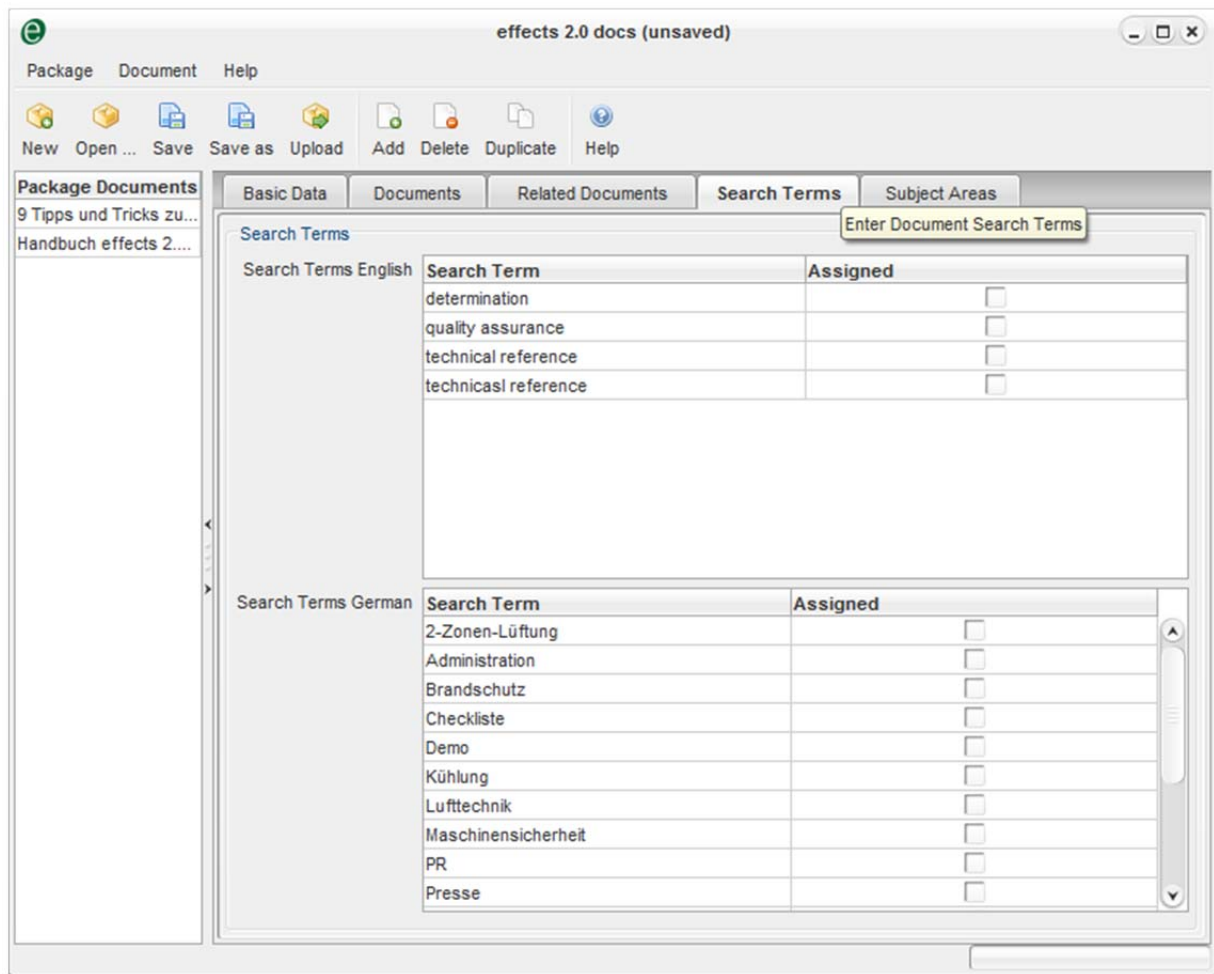
6.2.8   Upload package:

Use this button to upload a package you compiled and checked to the effects 2.0 server. On the next day at the latest, the docs plus documents are included in the effects index.

Hint: If you should discover a content-related error in the data after uploading a package to effects 2.0, just open the package, correct the error and simply upload the package again. After a maximum of one hour, the error is also corrected in effects 2.0.

6.2.9 Integrated program updates

The effects 2.0 client has an integrated update function that covers both software updates and synchronization with the bibliographic data structure stored on the server for your docs plus. This means that if the administrator appointed in your organization makes adjustments to the data structure in exceptional cases, these changes are also reflected in the docs plus client.

When a new version of the docs plus client is made available by Austrian Standards, you will be informed. To update the program and work with the new version, you only have to start the download and installation process. If you are unable to do this because of lacking user permissions, please contact your administrator.

7 FAQs on rights of use

7.1.1 Why are there rights of use on standards and normative documents?

ÖNORM standards are works protected under the terms of the Austrian Copyright Act (*Urheberrechtsgesetz*) and the Austrian Act on Standardization (*Normengesetz*) of 1971.

7.1.2 Who holds the rights of use for standards and normative documents?

The Austrian Standards Institute (ASI) is an impartial platform for developing ÖNORM standards and technical rules and exercises the exclusive utilization and exploitation rights conferred to it on the basis of the Act on Standardization of 1971.

7.1.3 Which documents are protected by those rights?

- All documents offered in printed and electronic form by Austrian Standards plus and ASI (excluding legal texts),

- Standards, especially ÖNORM standards in all publication forms and pre-standards (ÖNORM/ÖVE, EN, ISO, etc.) as well as related drafts,

- Supplements to ÖNORM standards, and

- Other standardization products.

7.1.4 What is reproduction?

Any use of an ÖNORM (e.g. transcribing, copying, printing, scanning, data transfer) that creates an additional copy in a directly or indirectly perceptible form.

Reproduction for personal and private use is regulated in Article 42 of the Austrian Copyright Act.

7.1.5 I want to copy a standard for my own use. What should I do?

Making several copies of an original document constitutes reproduction and requires permission. This permission has to be obtained from AS+ (Austrian Standards plus GmbH, Heinestrasse 38, A-1020 Vienna, Austria, e-mail: produktmanagement@austrian-standards.at).

7.1.6 What is required for processing copyrighted documents in an IT system?

Before standardization documents can be saved and made available in IT systems (e.g. network directories, centralized file servers), copyright agreements have to be made. A document is considered to be reproduced under provisions governing rights of use, for example, when:

- The entire original text / contents of a document (text, tables, figures, illustrations),

- Parts of the original text exceeding simple quotations, or

- The original text with only minor modifications is saved and made available in IT systems, or

- If the utilization of its contents goes beyond the scope of use on a single workstation.

7.1.7 What does use on a single or multiple workstations mean?

A license for use on a single workstation (single-user license) entitles you:

- to store documents once on your local hard disk (plus backup)

- to make a printout for your personal use

- to use documents on a single computer.

It is explicitly prohibited to:

- store the documents on a server and/or to make available the documents for several persons for their utilization (e.g. in shared folders, on the intranet or internet),

- to reproduce the documents on data carriers, by making several printouts or by sending them, for example, by fax or e-mail,

- to reproduce the documents in any other way or to make them accessible to third parties.

7.1.8   What happens if rights of use are not respected?

Any unauthorized reproduction constitutes an infringement resulting in the payment of damages and is punishable under Article 91 of the Copyright Act and Article 9 of the Act on Standardization of 1971.

For inquiries on copyright, please write to:

Austrian Standards plus GmbH, Heinestrasse 38, A-1020 Vienna, e-mail: produktmanagement@austrian-standards.at

Up-to-date information is available on our website at http://www.austrian-standards.at

System requirements

Operating systems:

- Windows XP SP3 or higher

- Windows Vista SP1

- Windows 7

Browser:

- Internet Explorer 7 (with up-to-date patches)

- Internet Explorer 8 (with up-to-date patches)

- Firefox 3.6

Imprint

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
Management:
DDr. Elisabeth Stampfl-Blaha
Commercial register number: FN 300135a
Register court: Vienna
VAT number: ATU63688218

Support

Austrian Standards plus GmbH

Heinestrasse 38, 1020 Vienna, Austria
Tel.: +43 1 213 00-808
Fax: +43 1 213 00-355
E-Mail: support@austrian-standards.at
Website: www.austrian-standards.at

Sales

Austrian Standards plus GmbH

Heinestrasse 38, 1020 Vienna, Austria
Tel.: +43 1 213 00-300
Fax: +43 1 213 00-355
E-Mail: sales@austrian-standards.at
Website: www.austrian-standards.at