Bureau of Indian Standards
e-Sale of Indian Standards

Indian Standards on DVDs

User Manual

Version 1.0

Prepared by

Everonn Education Ltd

Everonn Education Limited
Education beyond boundaries

Table of Contents

1. Introduction

1.1 Document Objective

This user manual provides necessary information on features and functionalities of the software for viewing Indian Standards on DVDs. By reading this manual, the user will gain thorough knowledge of the application.

1.2 Who will read this manual?

The users of the software for viewing IS leased on DVDs and the system administrators.

2. Overview

Using the application, all the Standards leased by the customers of BIS can be viewed. You have opted for one of the Two licensing types available, that is :

> 1. Standalone Model
>
> In the standalone model only one user can gain access to the application. (Access through Network is not possible).
>
> 2. Network
> In network model , the maximum number of simultaneous users available are 1, 5 10, 15.

3. Prerequisites for running the Application

Before using the application for the first time, the admin/user has to ensure the following tasks are performed.
1. The contents of the **Content DVDs** copied to the server.
2. The client and server applications sre installed as per information given in the installation manual.
3. MySQL database is configured on the server as per the installation manual.
4. The **Password Dongle (USB)** is available on the server or **Password DVD** is available in the DVD Drive. The application will not run without the password Dongle (or password DVD).
5. The client is connected to the server.
6. The system date is accurate.
7. Client can access the server via internet using FTP. (If connectivity is only through internet)

4. User Rights

This application will be used by the system admin and the users. Only the admin can login to the server application and other users will login to the client application. The admin has access to various other modules like creating new users, setting the maximum session time, setting the location of IS, viewing the usage report, renewing the lease and handling periodic updates to which normal user does not have access to. However, the admin can login to the client application using admin login credentials and has access to all the features except renewing the lease and handling periodic updates which can be done only on the server application.

The following table defines the access rights for each role.

Menu	Rights
Free Area	Common for all users
View IS	Common for all users
Reports	Individual users can view their reports and admin can view reports of all users
Settings	Requires admin rights and available only on the server application
Update	Requires admin rights and available only on the server application
Help	Common for all users
Login/Logoff	Common for all users

5. Common Features of the screens

1. Shortcuts are available against the sub menus for easy navigation.
2. By clicking on the document title in the grid display, the Standard opens in the internal viewer.
3. All the records displayed in the grid **can be sorted by clicking on the grid labels**. All the columns sortable except for the Document Title.
4. The admin/user can navigate Backward or Forward using the Back and Forward icons available on the menu bar.
5. Any location selected should be from the IP Address or from the Computer name like **\\Stpi-temp1\BIS or \\101.3.1.22\BIS**.

6. **Working with the Application**
   a. **Database Configuration, Activation and First Time Logging In**
      i. **Database Configuration on the Server**

- Before activating the license, MySQL database has to be configured.
- The admin can configure the server application to work via Network or Internet or Both.
- The Static/Public Host IP is required for accessing via internet.
- The Network Host IP is required for accessing via Network.
- The User ID and Password entered during the database configuration has to be entered.
- The Database name cannot be changed.
- After entering the login details click **Submit** button**.** The screen displayed below will open.
- Minimize the above screen until it displays the below message "Database settings successfully configured" and close the Command Prompt screen after the database is configured.
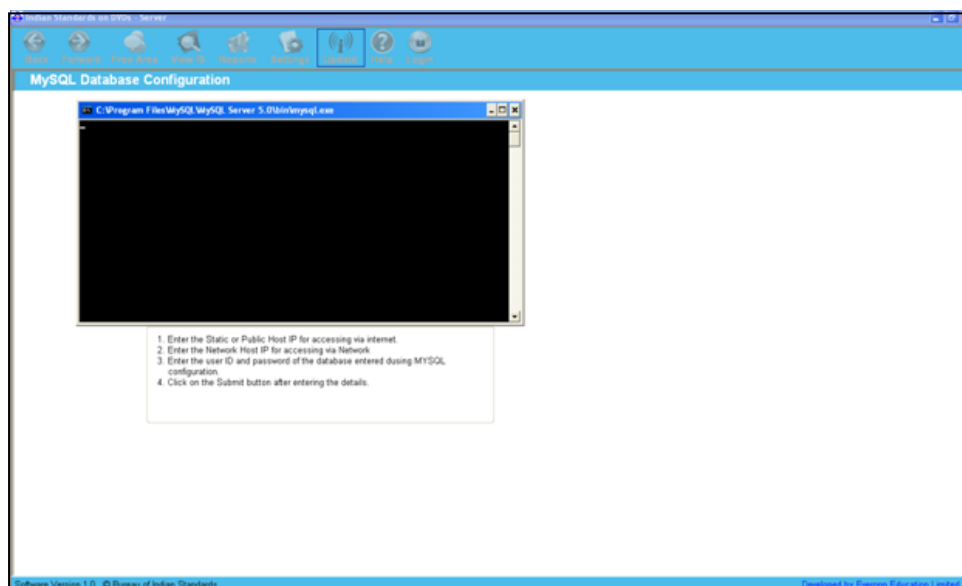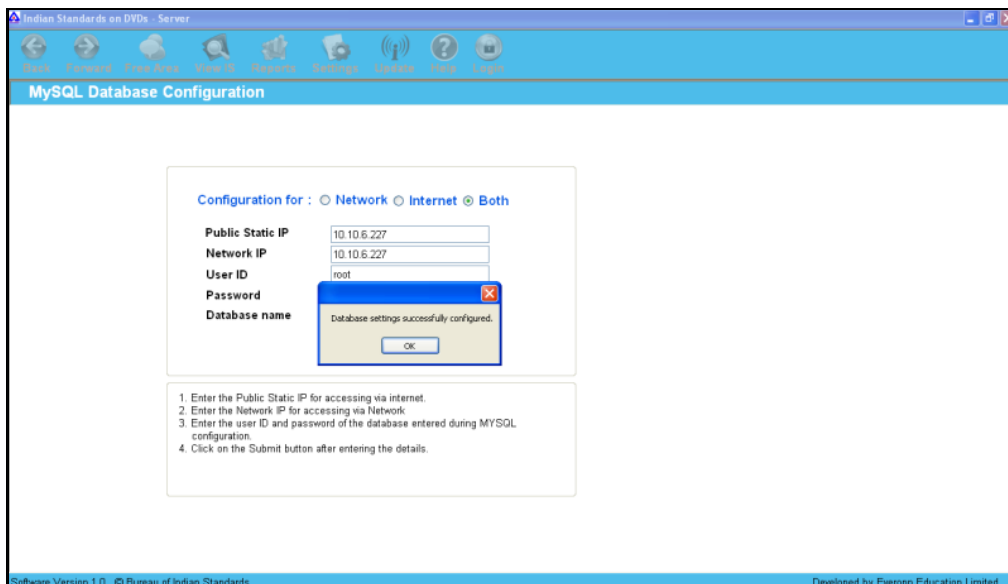
ii. Server Activation

- After configuration, the application has to be activated by entering the license key received in the email from Everonn Education Limited. (You may copy the activation key from email and paste it in the box)
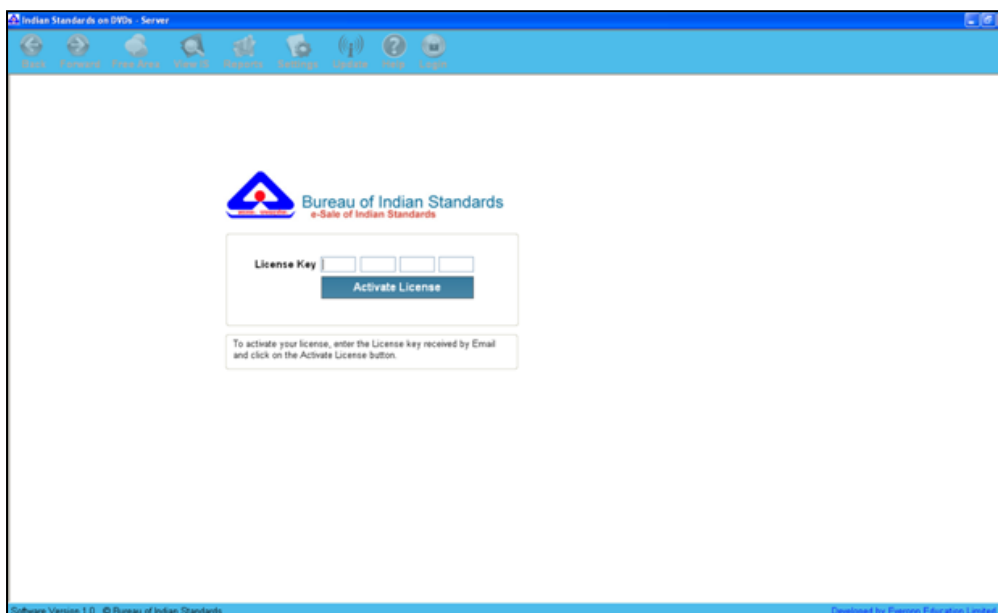
- After Activation, the message given below will be displayed and the server has to be restarted to enable the clients to access it.
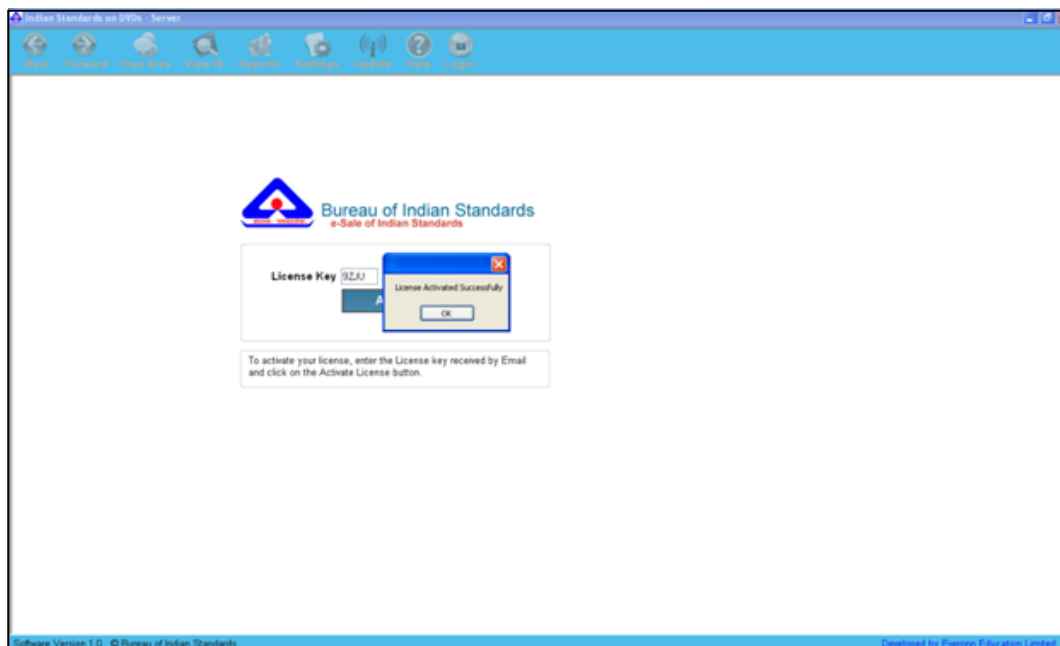
- Before logging in for the first time the admin has to activate the license.
- License activation can be done only on the server and only by the admin.
- When the package is shipped to the customer, the activation key will be sent via email mentioned on the Order Form.
- The admin user has to enter the license key thus received and click on the **Activate License** button.
- Once the license is activated, **"License Successfully activated** "message will be displayed.

Upon successful activation the following form opens.

- The default username is admin and cannot be changed.
- The admin has to enter his/her desired password in the **Password** textbox and the same password in the **Re-Enter password** textbox for verification.

- The admin has to enter a **Security Question and Security Answer** which will be used to retrieve the password if the admin user forgets it.
- The admin has to click on the **Content Location** textbox and select the location where the encrypted PDF documents were copied from the Content DVDs. The location has to be selected from the System IP/Name.
- Once all the details are entered the admin has to click on the **Submit** button.
- The details will be saved only if the **Password** and **Re-Enter Password** fields are matching and all the other fields have relevant data.

iii. Client Activation

- If the client is unable to access the shared folder from the server then authentication Network Username and Password has to be provided in local system.
- Client application should be installed on the client computer (user system).
- The client system can be activated to access the server via internet or local network.
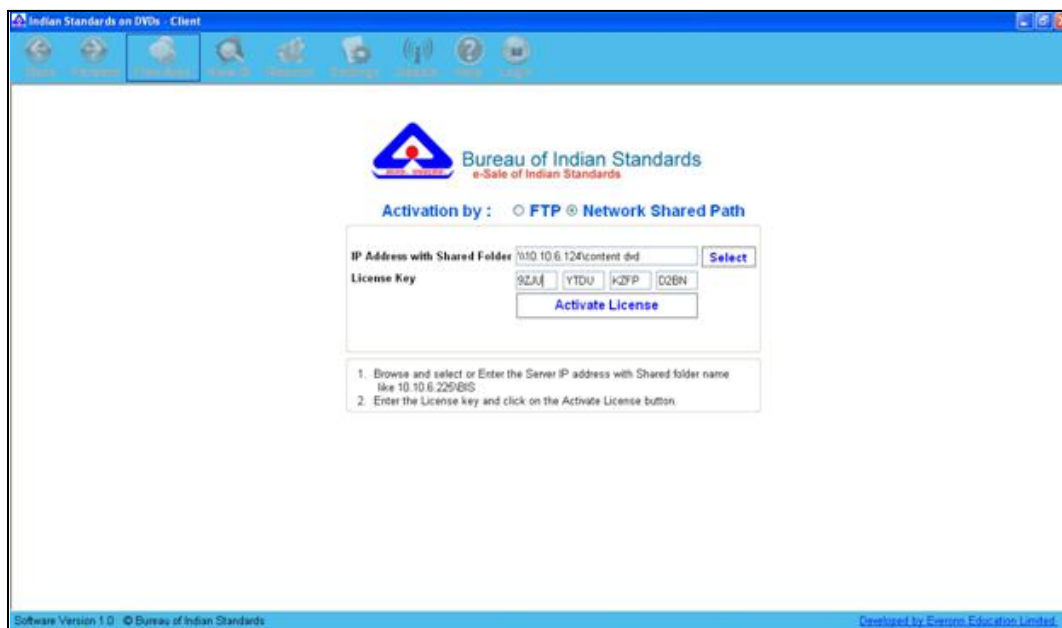
- The application has to be activated by entering the Server IP address and the shared folder name created in the server where the content files (Standards) are located, and license key received by email.
- After successfully activation the clients/users can login to the application by using the logins created by the admin. Administrators may inform the username and password to the users.

- The application can also be activated by entering the Host or IP Address with the Port number.
- The username and password of the ftp has to be mentioned.
- After entering the ftp details, the license key received by email has to be entered.
- After successfully activation the clients/users can login to the application by using the logins created by the admin.

b. Logging In
i. Server

- The admin has to enter the login credentials to login to the application.
- Once the admin is able to login he/she can create users by using the **Settings** menu which is described at a later part of the document.
- Prior to logging in, the admin can change the database configuration by clicking on the **Database Configuration** link.
- Without logging in, the admin can view the currently logged in users by clicking on the **Logged Users** link and choose to end the session of any user.
- Only Admin can access server application.

- Select **Settings -> MySQL Database Configuration.**
- Select **Type of Restoring -> Modify Configuration String**, enter the details and click **Submit** or Select **Type of Restoring -> Import PDF Content**, enter the details and click **Submit.**

- The **Forgot Password** link is used when the admin forgets his password and wishes to retrieve it. By clicking on the **Forgot Password** link the following form opens.

- The admin has to enter the Security Question and Security Answer that were entered during the activation of the license, and click on the **Retrieve Password** button.
- The password will be displayed for the admin.
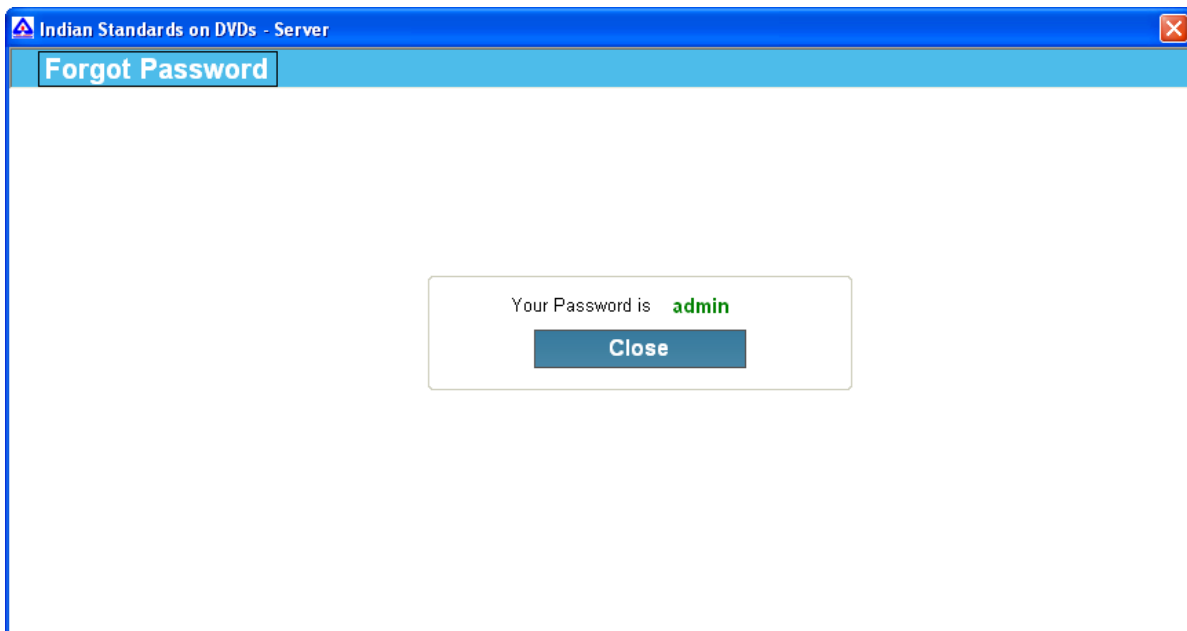
- The admin can click on the **Back to Login** button to go back to the login screen.
    - ii. **Client**
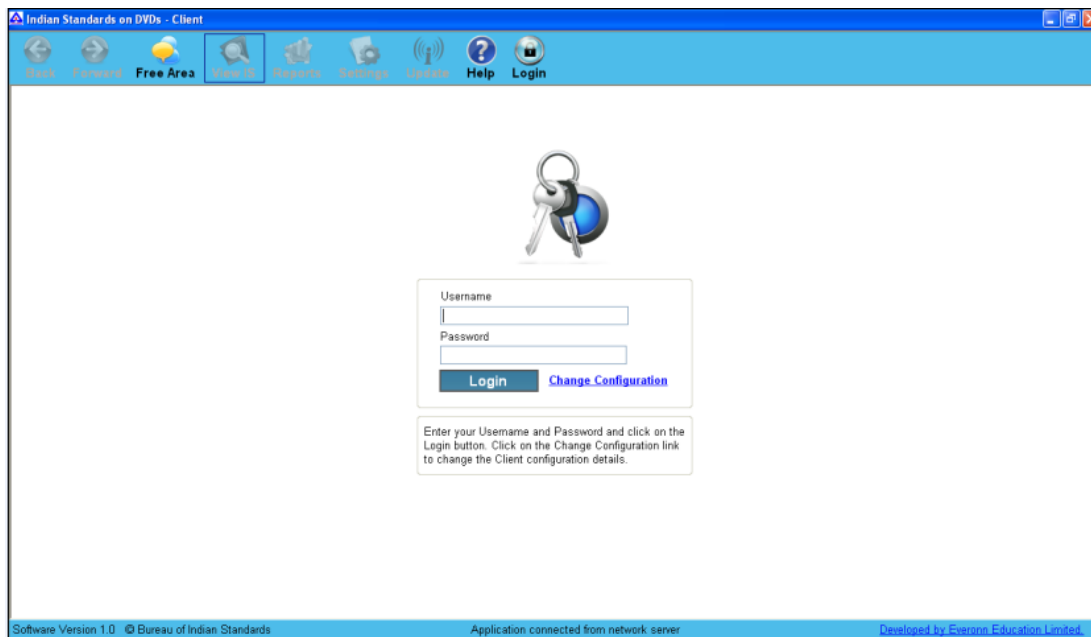
- The user can login to the application with the login credentials created by the admin.
- The number of concurrent users including the admin should be less than or equal to the number of licenses bought.

- If the user forgets the password he/she should contact the admin for password reset.
- When the location of the Standard changed in the server or if the client wants to change the access mode, the user can click on the **Change Configuration** hyperlink and update the new location and other relevant details.
- User and Admin can access client application.

- After logging into the server or client application, license details will be displayed.
- The order details of the customer will be displayed.
- By clicking on **Browse IS** or **Search IS** hyperlink in this screen the corresponding pages will open.

6.3 Free Area

After activating the application, the **Free Area** menu can be opened and viewed without logging in. The **Free Area** menu will have the following submenus.
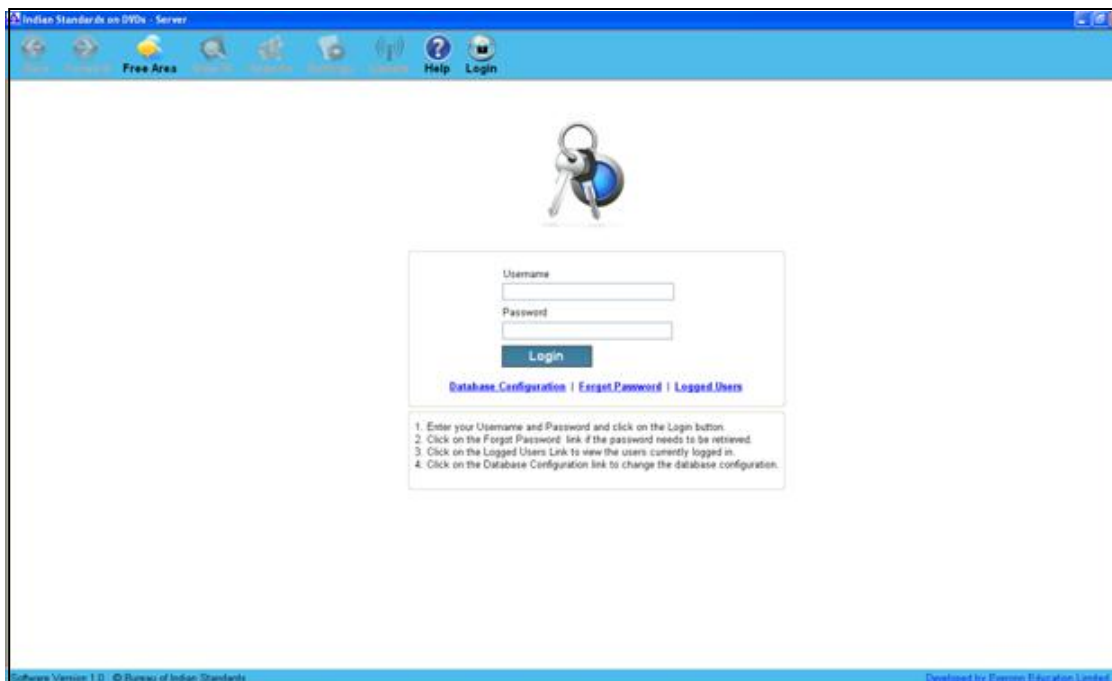
6.3.1 Price List (Alt +P)

This opens a PDF document which contains the price of various divisions. A downloadable excel file is available which contains the list of all IS documents.
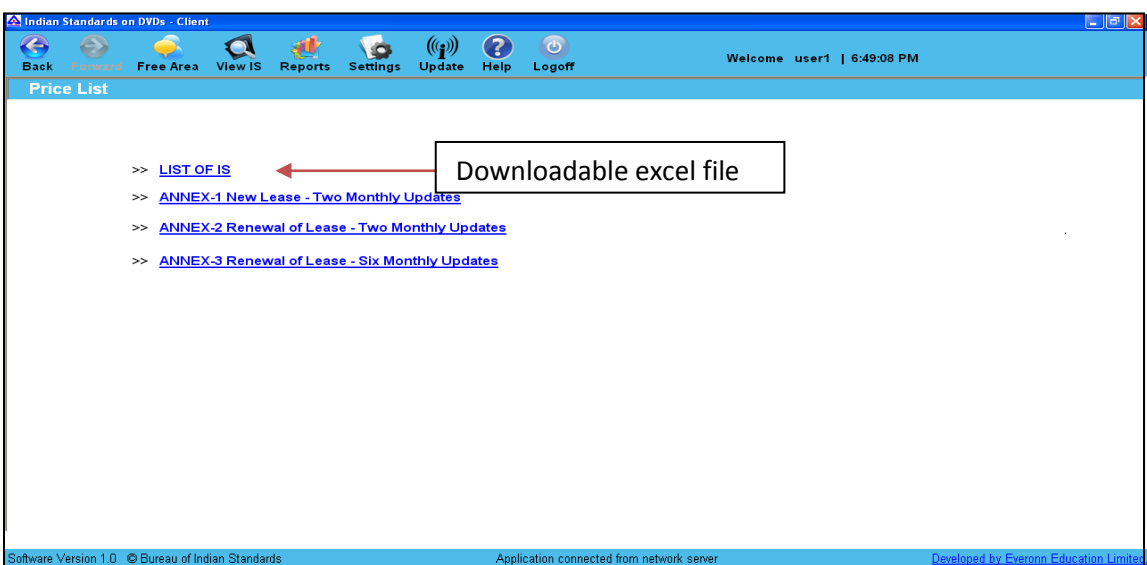
ANNEX I
ANNUAL LEASING CHARGE FOR INDIAN STANDARDS ON DVD
With bi-monthly updates

	Stand alone	1 Simultaneous USER	2 - 5 Simultaneous USER	6 - 10 Simultaneous USER	11 - 15 Simultaneous USER
Complete Set	300000	450000	510000	570000	630000
BPD	33600	50400	57150	63800	70600
CED	48000	72000	81600	91200	100800

6.3.2 Free Amendments by Division

- This contains the list of free amendments.
- Amendments can be viewed Division wise and can be sorted.

6.3.3 Free Amendments by Subdivision

- Click any Title link, it displays all the Subdivision as displayed in above screen.

6.3.4 Free Amendments by Amendment List

- The above screen displays Free Amendments list.

- Amendment No., Amendment Year and Status of Free Amendment will be displayed and click on print button to print the details displayed on the grid.

6.3.5 Free Amendment Search

- Free Amendment search option is to filter the records and click on print button to print the details displayed on the grid.
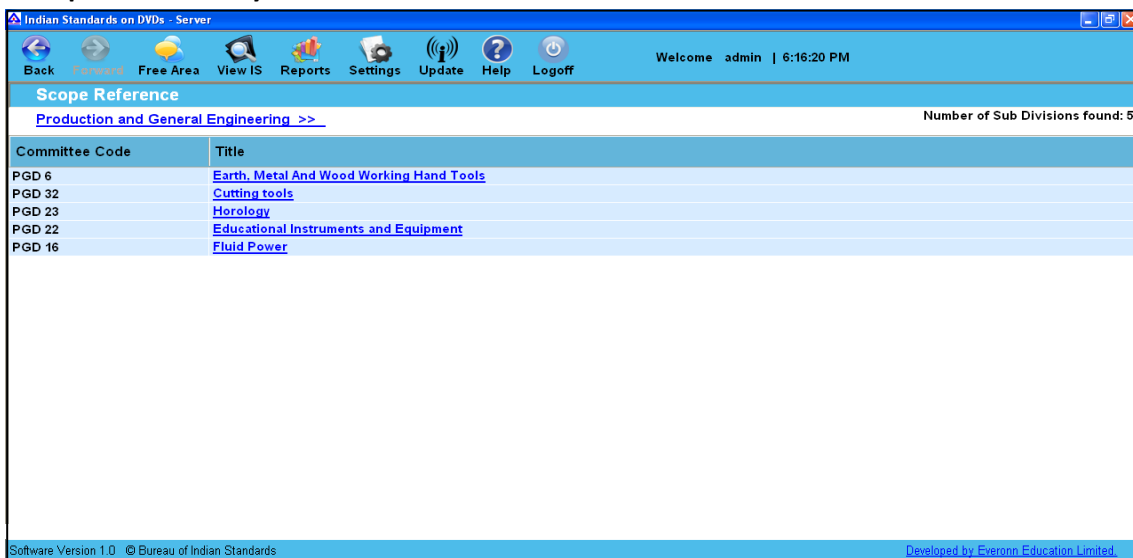
6.3.5 Scope Reference

Scope Reference by Division

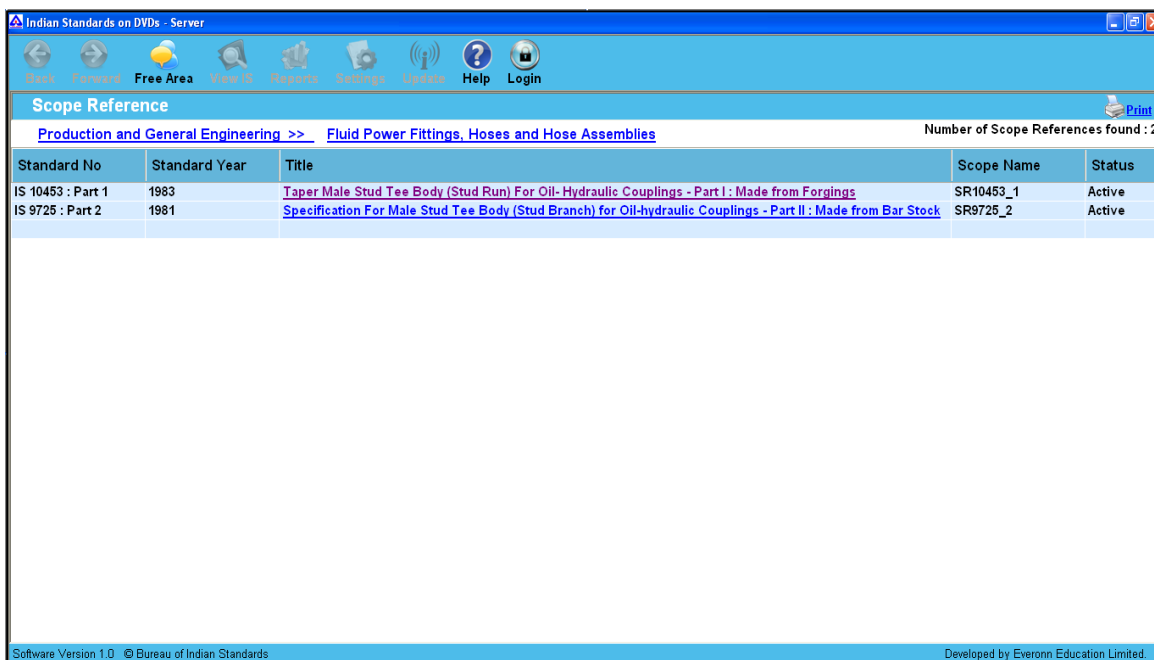- This contains links to various scope reference documents. This below screen displays the Scope by Division wise.

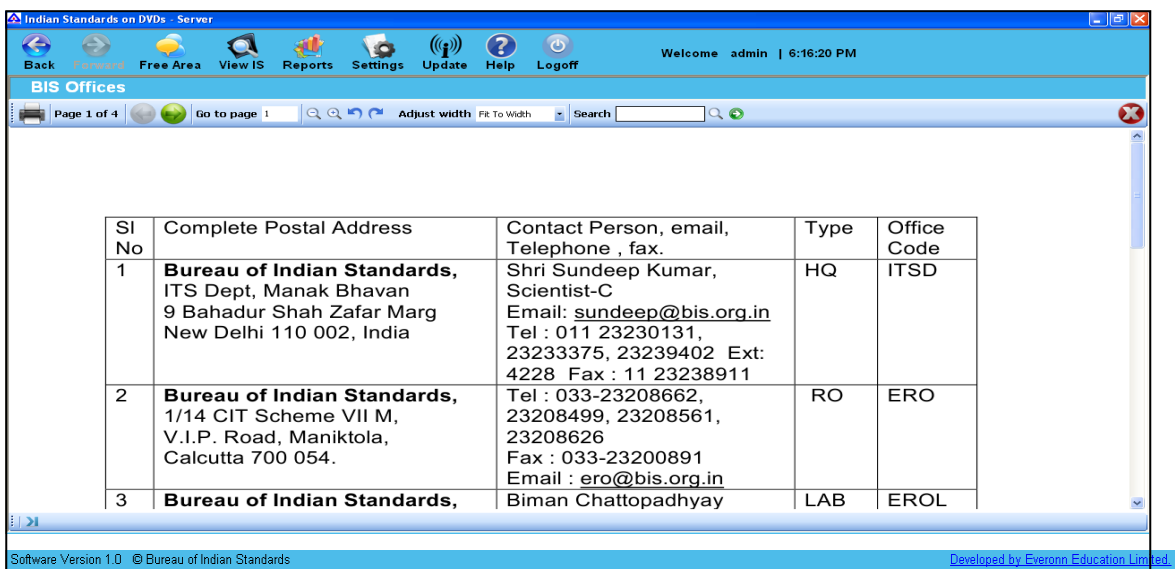### 6.3.6 Scope Reference by Subdivision

- • Click any Division from Scope Reference Division, it displays Scope Reference Subdivision wise.

- • The above screen displays the Scope Name, Status of the Scope Reference and click on print button to print the details displayed on the grid.

6.3.7 BIS Offices

This opens a PDF document which displays the various offices of BIS.

6.4 View IS

The **View IS** menu will have the following sub menus.

6.4.1 Browse Division wise IS (Alt + L)

- Divisions leased will be listed.
- Click on the Title to view sub-division/Committee.
- Click on the grid to sort.
- On the Sub Division screen, click on the Title to view list of IS.
- The list of Sectional Committee Titles along with their respective committee codes is displayed.
- The admin/user can click on any of the Titles to view the corresponding Document list.

- The list of **Divisions** purchased by the customer and the respective **Division Codes** are displayed.
- The admin/user can click on any of the Division titles to view the corresponding Sectional Committee list.

- The lists of Sectional Committee Titles along with their respective Committee Codes are displayed.
- The admin can click on any of the Titles to view the corresponding Document list.
- When any Sectional Committee title is clicked the document list is displayed.
- When the Division name which is displayed above the display grid is clicked, the **Browse Division wise IS** page opens.
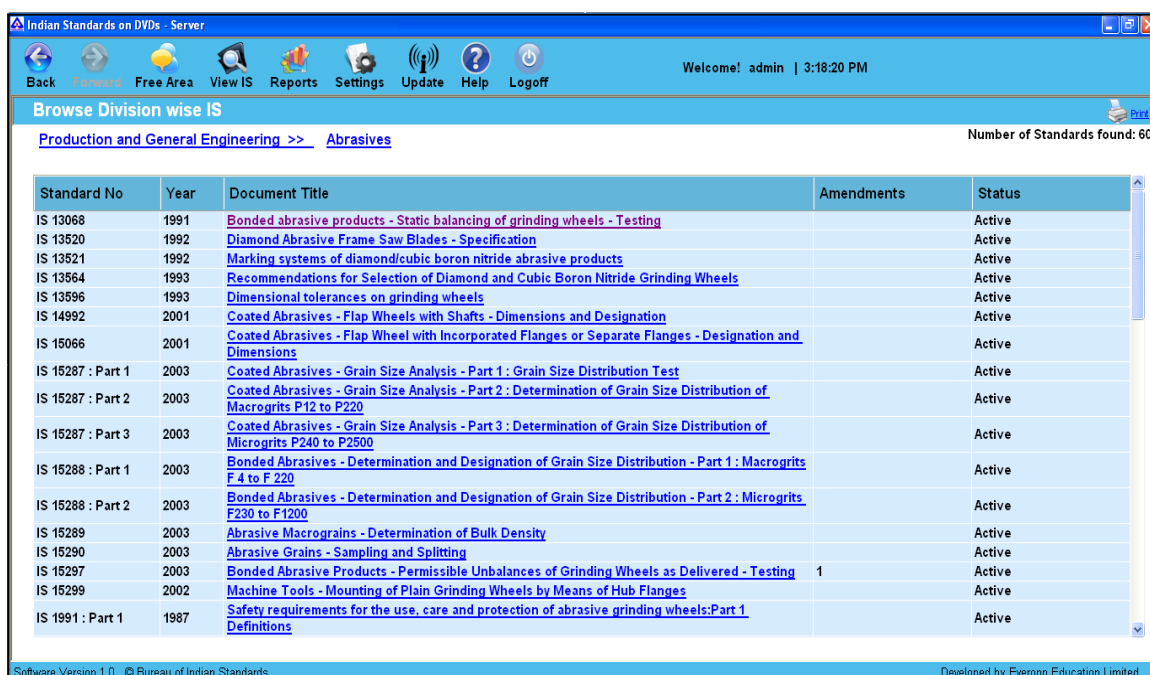
- The lists of Document Titles are displayed and click on print button to print the details displayed on the grid.

- The records can be sorted by clicking on the grid labels.
- The admin/user can click on any of the Titles to view the corresponding document.
- The rows in red are **Withdrawn Standards** and their status is **Inactive**.
- When the Division name or the Sectional Committee name which is displayed above the display grid is clicked, the respective form opens.
- When any Document Title is clicked it opens in the internal viewer as seen below.
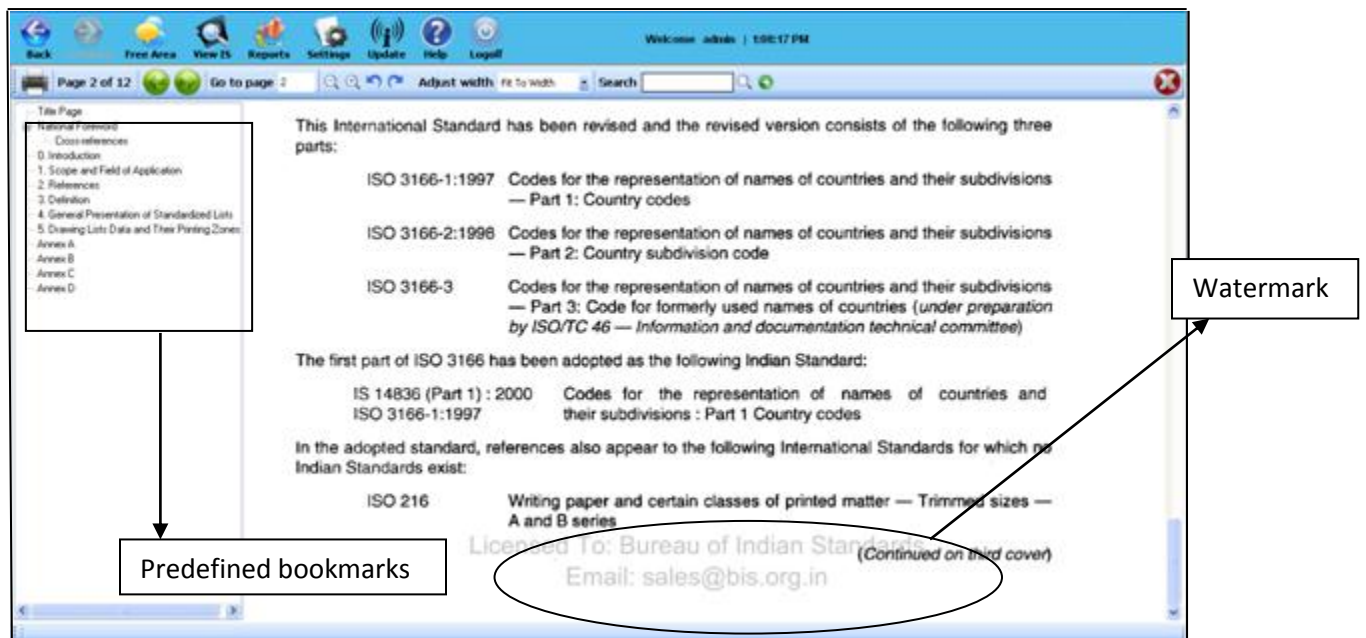
The viewer header has various features which are mentioned below.

- To view next page, click on page up & page down key.

6.4.2 Search IS (Alt + S)

- Search will happen by default for **Active** Standards and can be changed to search **Inactive** (Withdrawn) standards.
- The **Active/Inactive** option is not applicable when searching is done based on Committee Title/Code
- Search can be done by **IS Title/Number** or by **Committee Title/Code** selecting the value from the dropdown.
- After selecting from the dropdown the admin/user has to enter the search criteria and click on the **Search** button, and all the matching search contents will be displayed.
- If the admin/user clicks on the **Search** Button without typing any search criteria then all the documents available will be displayed.
- The records can be sorted by clicking on the grid labels and click on print button to print the details displayed on the grid.

All Division Search

- In the above screen **All Division** criteria is selected.
- It displays the search result under All Division.

Current Division Search

- In the above screen **Current Division** criteria is selected.
- It displays the search result under Current Division.

Indian Standards on DVDs - Search Result

Current division search result : 4

IS Code	IS Title	Committee ...
IS 12879 : Part 1	Microfilming of technical drawings and other drawing office documents:Part 1 Operating procedures	MSD 5
IS 12879 : Part 2	Microfilming of Technical Drawings and other Drawing Office Documents - Part 2 : Quality Criteria and Control of 35 mm Silver Gelatin Microfilms	MSD 5
IS 12879 : Part 3	Microfilming of technical drawings and other drawing office documents:Part 3 Aperture Card for 35 mm Microfilm	MSD 5
IS 12879 : Part 4	Microfilming of Technical Drawings and Other Drawing Office Documents - Part 4 : Microfilming of Drawings of Special and Exceptional Elongated Sizes	MSD 5

Indian Standards on DVDs - Server

Back | Forward | Free Area | View IS | Reports | Settings | Update | Help | Logoff   Welcome   admin | 6:16:20 PM

Search IS

Search by [Technical Committee ▾]   ● Active ○ Inactive

[   ]   [Search]   [Go Back]

Sub Division Name >> Industrial Engineering

Standard No	Year	Title	Committee Code	Amendments	Status
IS 13379	1992	Forestry Tools - Wooden Setting Cat, Bow Saw Blades - Specification	PGD 7		Active
IS 13380	1992	Forestry Tools - Hole Punch, Bow Saw Blades - Specification	PGD 7		Active
IS/ISO/IEC 17000	2004	Conformity assessment - Vocabulary and general principles	PGD 7		Active
IS/ISO/IEC 17011	2004	Conformity assessment - General requirements for accreditation bodies accreditating conformity assessment bodies	PGD 7		Active
IS/ISO/IEC 17024	2003	Conformity assessment - General requirements for bodies operating certification of persons	PGD 7		Active
IS/ISO/IEC 17025	2005	General Requirements for the Competence of Testing and Calibration Laboratories	PGD 7		Active
IS/ISO/IEC 17040	2005	Conformity assessment - General requirements for peer assessment of conformity assessment bodies and accrediation bodies	PGD 7		Active
IS/ISO/IEC Guide 28	2004	Conformity assessment - Guidance on a third-party certification system for products - Guidelines	PGD 7	1	Active
IS/ISO/IEC Guide 53	2005	Conformity assessment - Guidance on the use of an organization's quality management system in product certification - Guidelines	PGD 7		Active
IS/ISO/IEC Guide 67	2004	Conformity assessment - Fundamentals of products certification - Guide	PGD 7	1	Active
IS/ISO/PAS 17001	2005	Conformity assessment - Impartiality - Principles and requirements	PGD 7	1	Active
IS/ISO/IEC Guide 43-1	1997	Proficiency testing by interlaboratory comparisons - Guidelines : Part 1 Development and operation of profiency testing scheme	PGD 7		Active
		Profiency testing by interlaboratory comparisons - Guidelines : Part 2			

Number of Standards found : 17   ⏮ ◀ ▶ ⏭ Page 1 of 1 | No.of entries per page 100 ▾

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- The above screen displays the search criterion.

- If the search criterion does not match any of the available Standards then, the divisions where the particular search criteria matches will be displayed.

- However Standards of Divisions not purchased cannot be viewed.
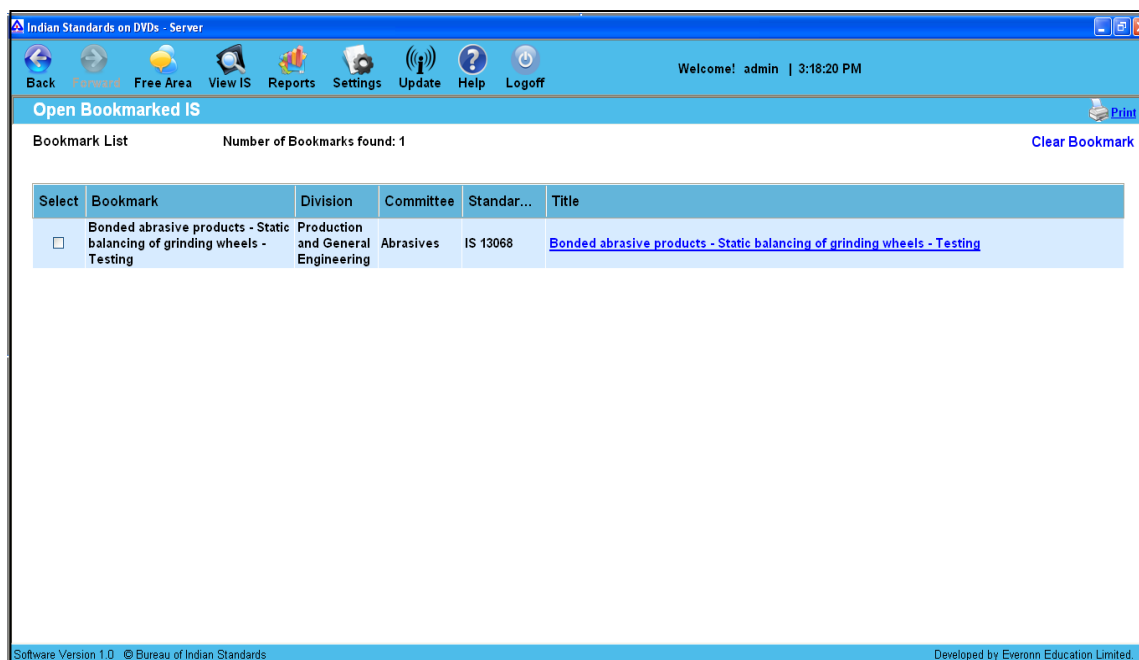
- The above screen displays the search results found in other divisions click on print button to print the details displayed on the grid.

6.4.3 Bookmark IS (Alt + B)

- While viewing any document in the PDF viewer, if the admin/user wishes to bookmark the particular document he/she can do by clicking on the **Bookmark IS** sub menu.
- The admin/user has to type the desired bookmark name or retain the default bookmark name and click on the **Save Bookmark** button.
- The document will be saved with the bookmark name for future reference.

6.4.4 Open Bookmarked IS

- All saved bookmarks can be viewed by clicking on the **Open Bookmarked IS** sub menu.
- The admin/user can select any bookmarked document and view it.
- Bookmarks can also be deleted by checking the check box against a particular bookmark and clicking on the **Clear Bookmark** hyperlink.
- When the **Select** label is clicked there is a toggle between all checkboxes checked and all unchecked.
- Records can be sorted by clicking on the row and click on print button to print the details displayed on the grid.

6.4.5 History (Alt + H)
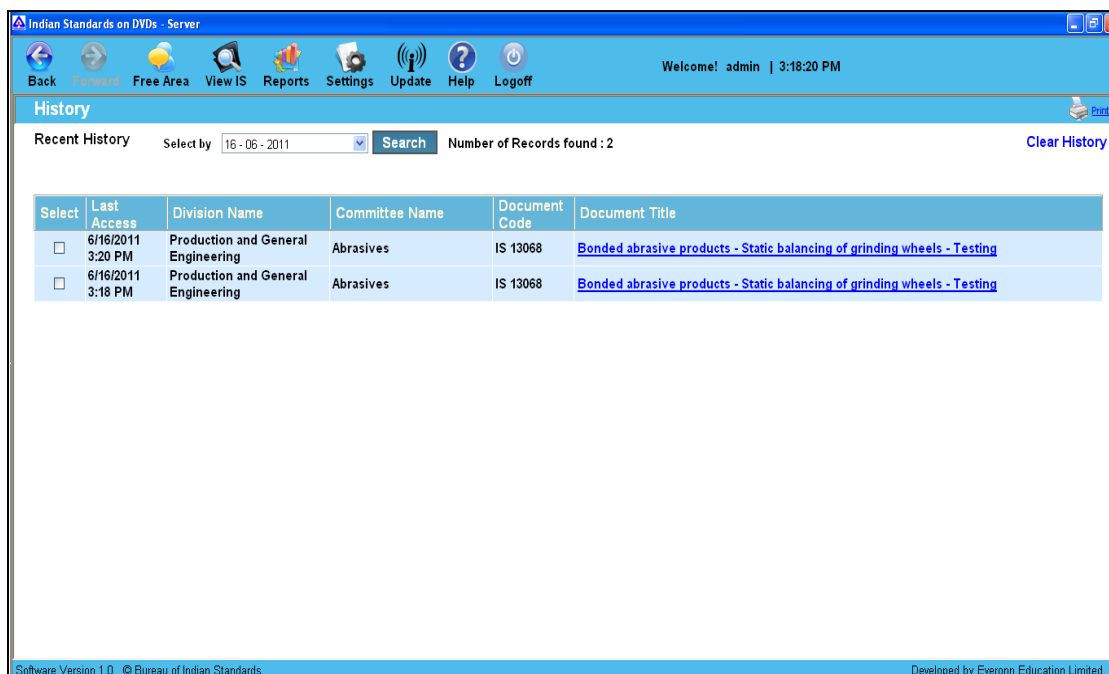
- Every document the admin/user views will be automatically saved under history.
- The admin/user can select any particular date and view details of the documents viewed on that date. By clicking on any particular document name, the document will open in the viewer.
- The records can be sorted by clicking on the grid labels.
- History can be deleted by checking the check box against a particular history item and clicking on the **Clear History** hyperlink.
- When the **Select label** is clicked there is a toggle between all checkboxes checked and all unchecked.
- Click on print button to print the details displayed on the grid.

6.5 Reports

The **Reports** menu will be used to get details of user activity. The **Reports** menu will have the following sub menus.

6.5.1   Usage Report (Alt + R)

- In the **Usage Report** form of the **Server Application,** the admin can view statistics of the views and prints of each user or all the users.
- The admin can select a particular user or select all users from the **Select User** dropdown and then select the date range for the report and click on the **View Report** button.
- In the **Client Application**, any particular user can view only his reports.
- Records can be sorted by clicking on the grid labels.
- Click **Print** button to print the details displayed on the grid.

- Select the Rows to print, Columns to print and click ok.

6.5.2 Details of Update

- This sub menu is only available in the **Server Application** and the admin can view the details of all the recent updates.
- If the admin misses out deploying any updates sent, it can be tracked from the reports generated in this page.
- Records can be sorted by clicking on the row and Click on print button to print the details displayed on the grid.

6.6 Settings

The **Settings** menu will have the following submenus.

6.6.1 Location of IS (Alt + C)

- By using this screen the admin can select the location of the Standards stored securely on the server.
- This screen will be used whenever the location of the Standards changed due to reasons like insufficient space, change of server etc.
- The admin has to select the location where the Standards are available by clicking on the **Browse** button and after selection he/she has to click on the **Submit** button for the changed to get saved.
- Every time the admin changes the location of the documents they have to be updated using this sub menu.
- **The content location can be changed only when all the connected clients logoff.**
- The content location path will also be displayed in the client but the client cannot modify the details.

6.6.2 Create new User (Alt + N)

- The admin can create new users by entering the name, username and password and clicking on the **Create User** button.
- In order to update any stored record the admin has to double click on the respective record, make the changes and click on the **Update** button. But the username cannot be updated.
- In order to delete any stored record the admin has to double click on the respective record and click on the **Delete** button.
- The **Clear** button is used to clear the contents of the textboxes without saving.
- The user limit of the particular license is displayed along with the number of users that can be created.

- The name, username and password created can be viewed.
- There is a provision to **Reset** the password if the client users forget them.
- In such cases the **Reset Password** link of the respective username is clicked and the new password can be entered and the **Reset Password** button has to be clicked to save the changes.
- The User can **Edit** the data which are saved.
- Admin login credentials cannot be deleted.
- **Session Time (the maximum time for which a user is permitted to remain inactive)** can be assigned to all the users individually.
- The admin can set the value for session time from 15 minutes to 99 minutes.
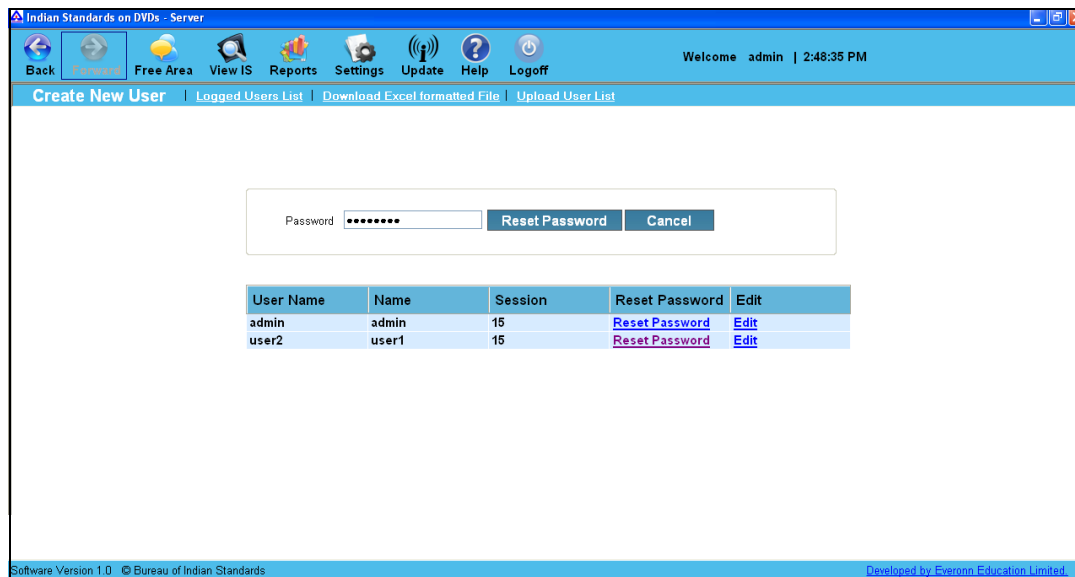
- By clicking on the **Logged user list** link, the admin can view the currently logged in users and can choose to end the session of any user by click on **Logoff** against the respective username.
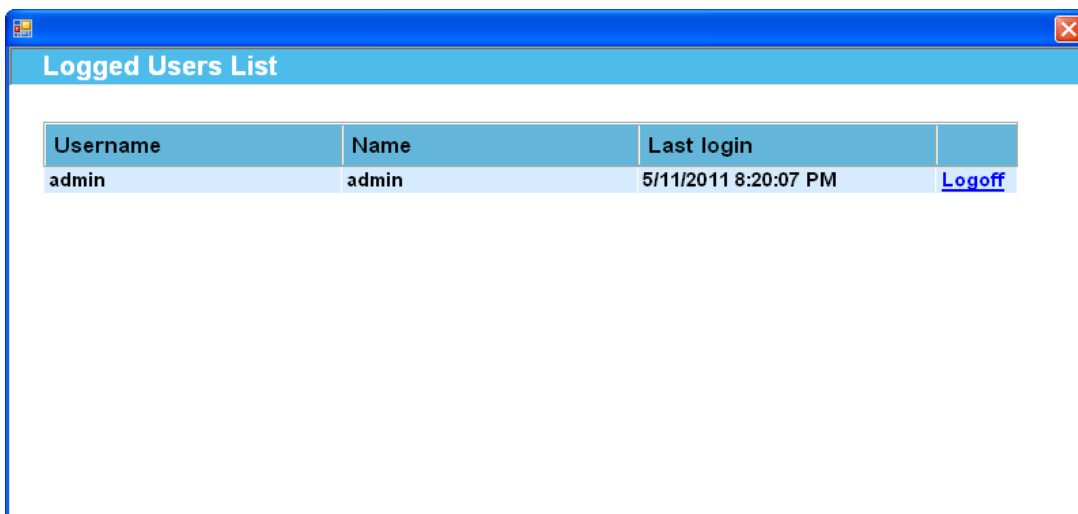
- By clicking on the **Download excel formatted file** link, the admin can download a excel file and enter the user details like name, username and password. This feature may be used to copy the existing user names and passwords (used for other popular applications) to this application.
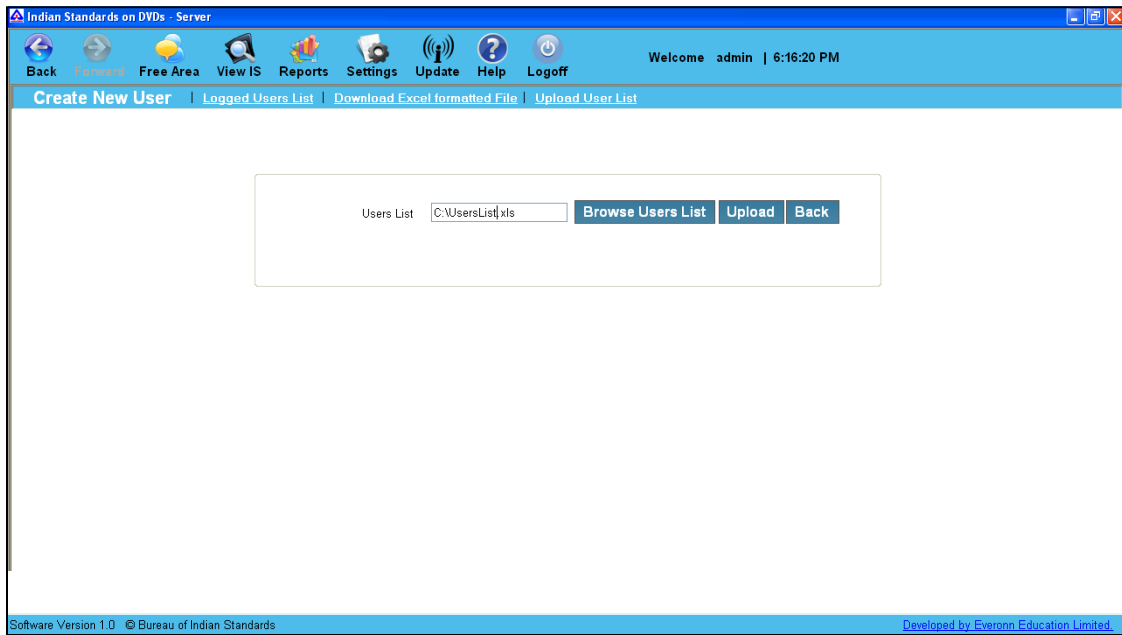
- Once the user details are entered, the excel has to be uploaded. The admin has to click on the **Browse Users List** button and select the excel sheet which contains the user details and on the **Upload** button to upload the excel file. This is an alternative method of creating new users. The user thus created can be modified or deleted only from the application.
- There is a count message for **Users Added** and **Users not added.**
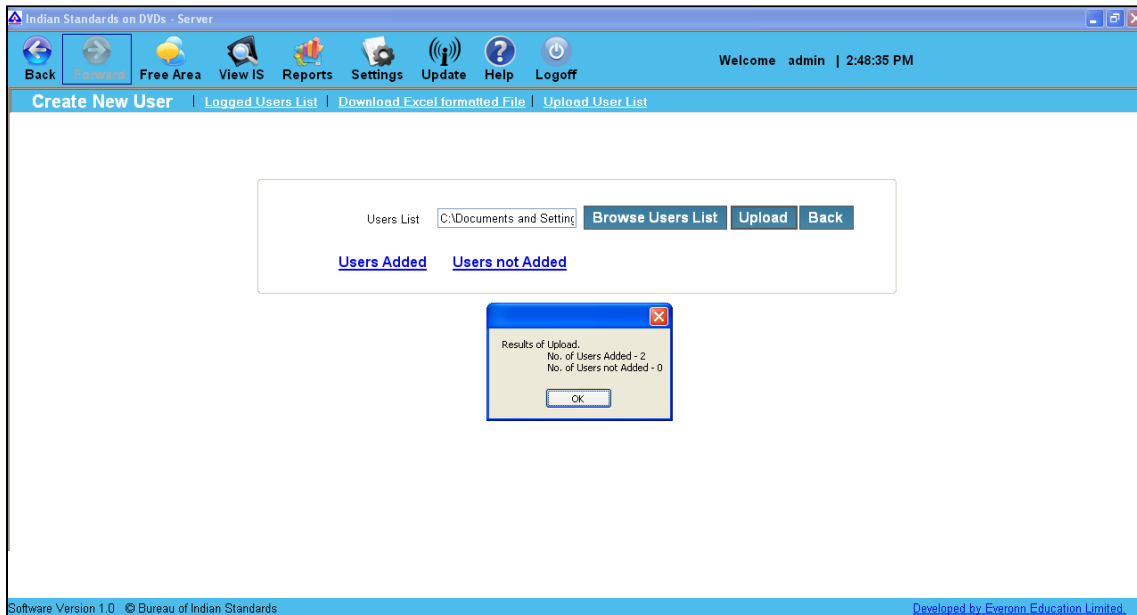
6.6.3 MySQL Database Configuration

- In this sub menu, the database configuration can be changed anytime as explained in the previous section.

- Select **Settings -> MySQL Database Configuration.**
- Select **Type of Restoring -> Modify Configuration String**, enter the details and click **Submit.**
- Select **Type of Restoring -> Import PDF Content**, enter the details and click **Submit.**

6.7 Update

The **Update** menu will have the following submenus.

6.7.1 Periodic Update (2/6 months)

- Updates will be sent to the customer as per the lease plan opted. (Initially once in two months but after one year it will be either two months or six months based on the model opted by the customer of BIS.)
- After receiving the **Updates DVDs**, the admin has to insert the Updates DVDs in the DVDs drive of the server and click on the **Update IS** button that is seen in the Updates Page.
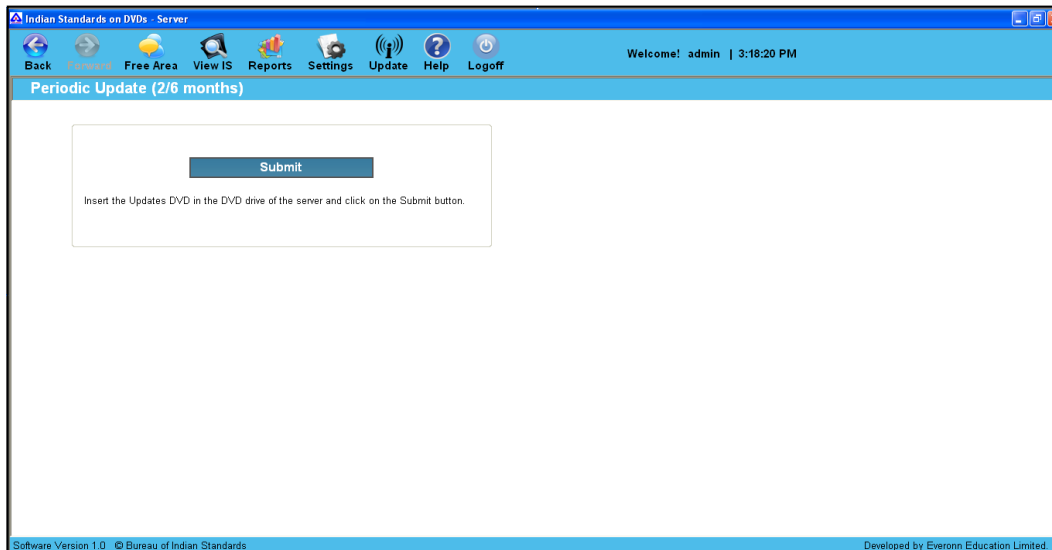
- • Click on **Submit** button, the message "Update Successfully Completed" will be displayed.
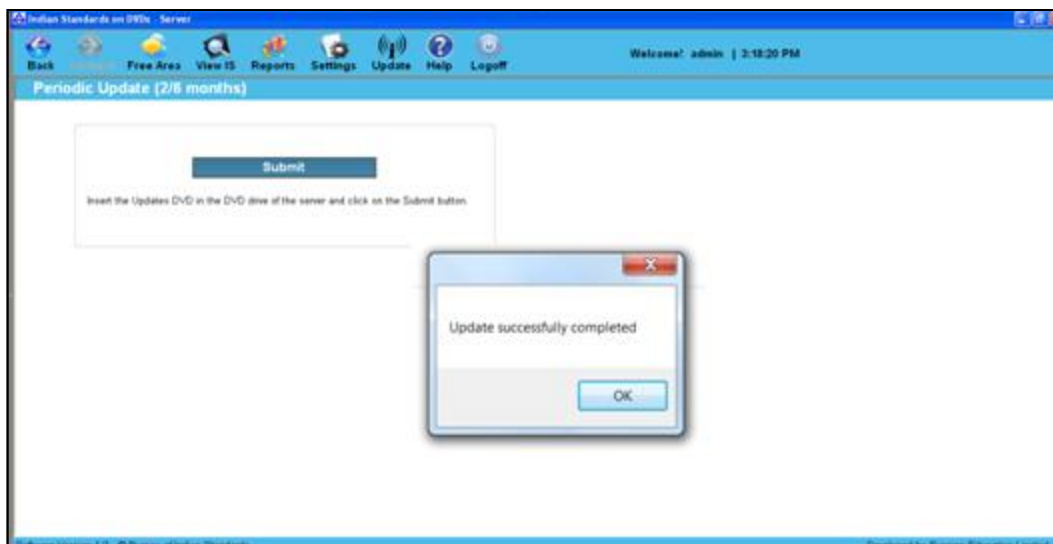
- • This will update the database and the admin has to manually copy all the encrypted PDF documents to the location (BIS folder) mapped to the application and rewrite all the existing files with the new ones.

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6.7.2 Renewal of Lease

- The customer can renew his lease before the end of the lease period (12 months).
- Upon renewal, the customer will receive a **Renewal DVDs** which the admin has to insert into the DVDs drive of the server and click on the **Submit** button on the renewal screen and the license will get renewed for a further period of One year.
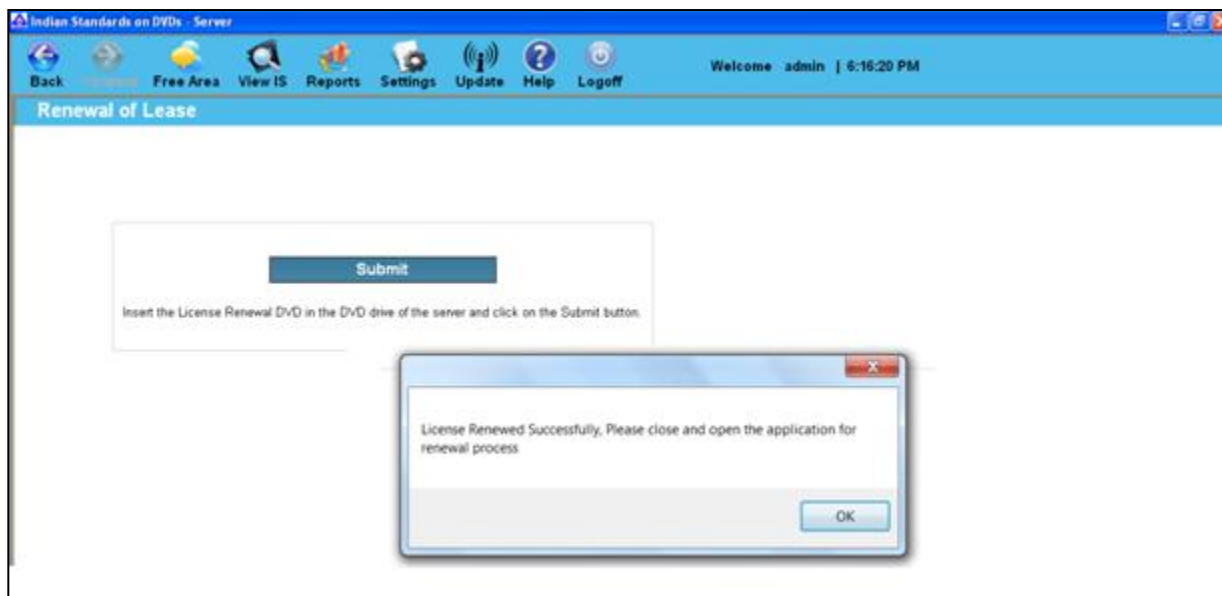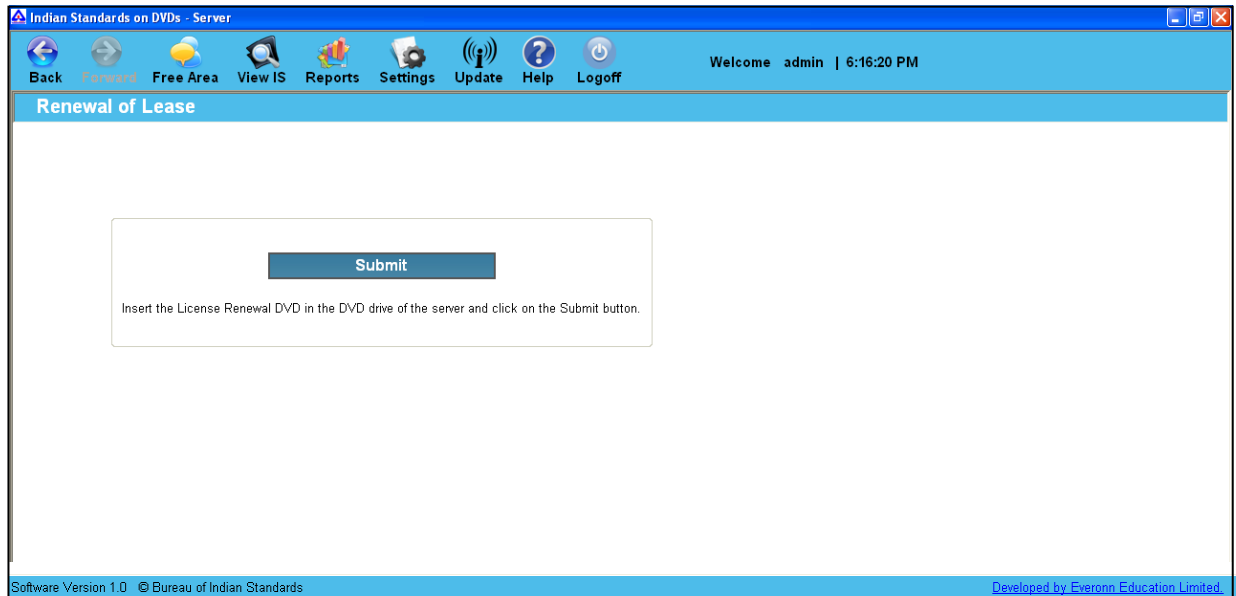
- Please close and open the application for renewal process.

6.8 Help

The Help menu will have the following submenus. The License Details sub menu alone requires the admin\user to login to the application. All the other sub menus can be viewed without login but after the license is activated.

6.8.1 User Manual (F1)

- The user manual available in this link will guide the admin/user to use the application.
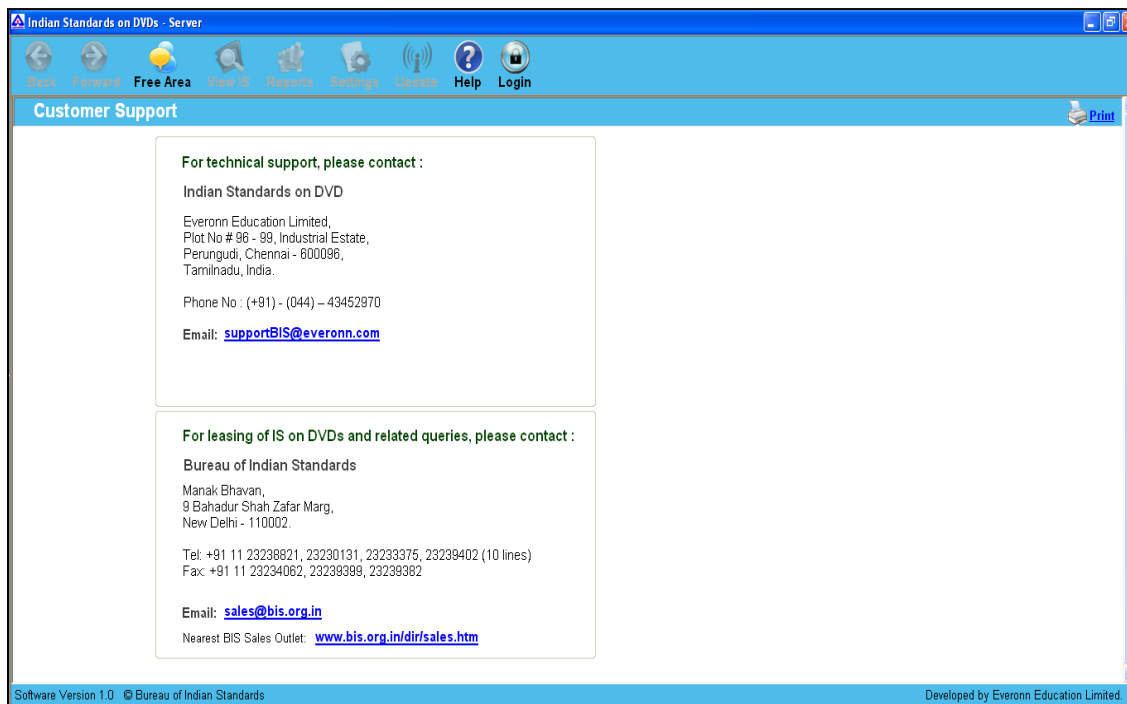- All the features of the application are described in the manual with appropriate screenshots so that the admin/user can use the application without any problem.
- If the admin/user requires help on any of the features of the application he/she can refer to the user manual.
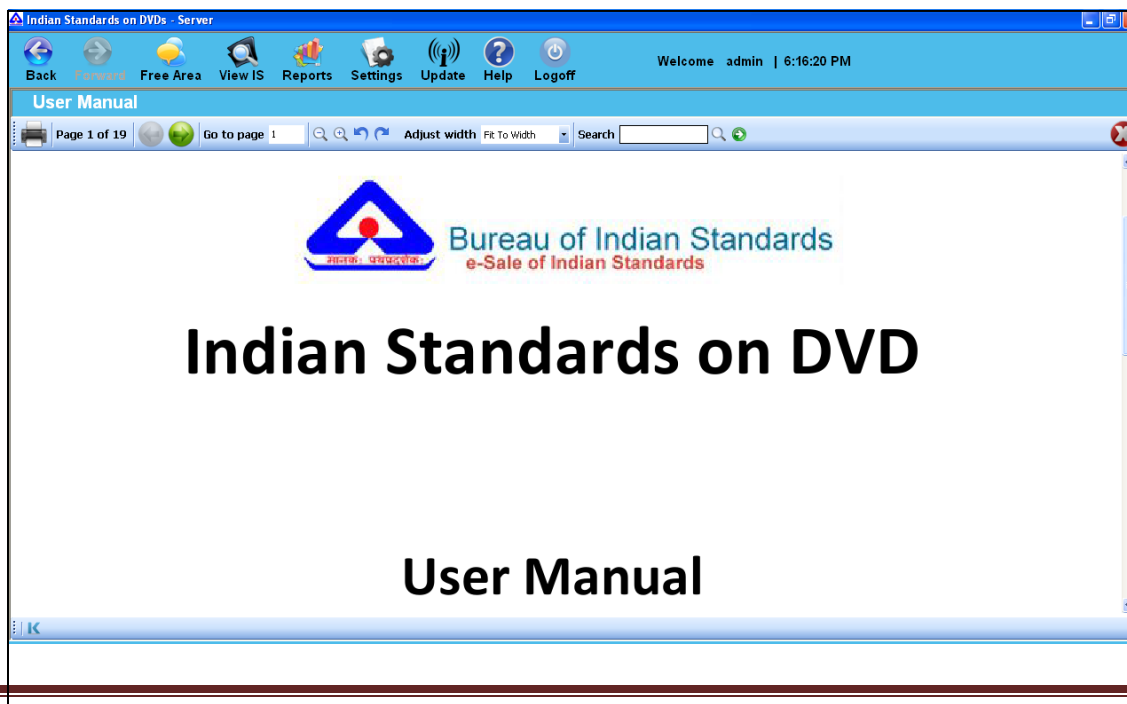
6.8.2 License Details

- After the admin/user logs into the application, he/she will be directed to the **License Details** screen as seen below which displays the license details of the customer.
- By clicking on **Browse IS or Search IS** hyperlink in this screen the corresponding pages will open.

6.8.3 Installation Manual

- The installation manual available in this link will give a step by step process to install the application. Following the installation manual will result in successful installation of the application.
- Installation of both the server and client application will be explained in detail.

6.9 Logoff

- If the admin/user wishes to logout from the application at any point of time, he/she can do this by clicking on the **Logoff** icon in the main menu. Please log off after finishing your work so that it gives an opportunity to those who are waiting to use the application.
- The admin/user can login back by using their respective login credentials as long as the concurrent users limit is not exceeded.

For technical assistance please contact the Help Desk of BIS as per details given below:

Technical Support Team,
Everonn Education Limited
"Everonn House",
Perungudi Industrial Estate
Chennai - 600 096 Email: supportbis@everonn.com
Phone: (+91) – (044) - 43452970

For general queries related to leasing of IS on DVDs please contact Director (Sales),

BUREAU OF INDIAN STANDARDS
Manak Bhavan,
9 Bahadur Shah Zafar Marg,
New Delhi - 110002
Tel: +91 11 23238821, 23230131, 23233375, 23239402 (10 lines)
Fax: +91 11 23234062, 23239399, 23239382
Email: sales@bis.org.in

Nearest BIS Sales Outlet: www.bis.org.in/dir/sales.htm