

# Quick Reference Guide (FOR MEMBERS)

## Navigate and Access Documents



1 Open National Documents module and sign in:

<https://isolutions.iso.org/portal>



### New National Documents

New National Documents platform ongoing migration. For national experts now using the new system for accessing their national document workspace.

[Read more](#)

Committee members, Committee officers, Voters

### Sign in using your ISO credentials

Username  
example@bsigroup.com

Password  
.....

[I forgot my password](#)

☒ I have read and accept the declaration on copyright and data protection for participants in ISO activities.

Sign in

[Contact helpdesk](#)

2 Select committee and navigate to locate a document

### My committees

Title

☆ BSI/TC 1 "Test Committee 1"

☆ BSI/TC 1/1 "Test Sub-committee 1"

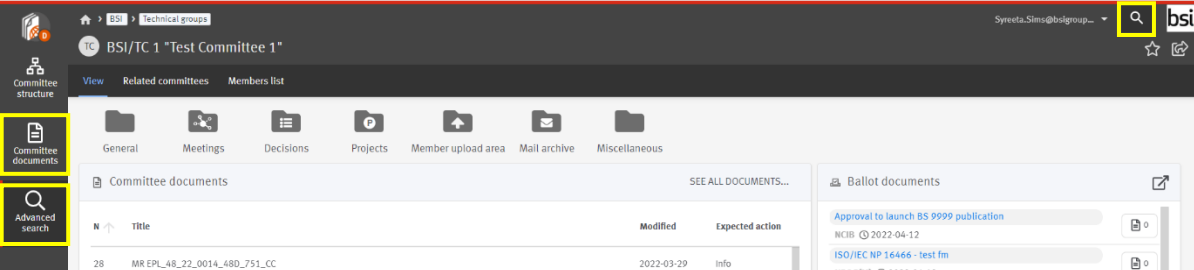
If your national committee is mirrored to an ISO or CEN committee then you will have access to those International or European documents too.

The screenshot shows the BSI/TC 1 "Test Committee 1" portal. The top navigation bar includes links for General, Meetings, Decisions, Projects, Member upload area, Mail archive, and Miscellaneous. The main content area is divided into two sections: "Committee documents" and "Ballot documents". The "Committee documents" section lists various documents with columns for Title, Modified, and Expected action. The "Ballot documents" section lists ballot documents with columns for Title, Modified, and Expected action. A blue arrow points from the "Ballot documents" section to a text box on the right.

Title	Modified	Expected action
Play	2022-04-05	
MR EPL_48_22_0014_ABD_791_DC	2022-03-29	Info
MR EPL_48_22_0016	2022-03-29	Info
MR EPL_48_22_0015	2022-03-29	Info
MR EPL_48_22_0013_ABD_790_DC	2022-03-29	Info

Title	Modified	Expected action
ISO/TC 369	2022-04-02	Ballot
ISO/TC 269	2022-04-01	Ballot
ISO/REC JTC 1/SC 24	2022-03-31	Ballot
ISO/REC JTC 1/SC 24	2022-03-31	Ballot
ISO/REC JTC 1/SC 24	2022-03-31	Ballot

This widget allows you to access the ballot application. Please see National Ballots Quick Reference Guide



### Quick Search (top right)

This will search everything across all documents you have access to. Can be words, metadata, title, users etc.

Entering alpha or numerical values, will retrieve back any document containing that combination.

If you enter more than one keyword, the search will default to the logical operator **AND**. If you wish to search for items containing any one of several words, then you should insert **OR** between each keyword. If you wish to search for items containing an exact phrase or combination of words in a specific order, then you should enclose the phrase within quotation marks, e.g. **"water quality"**.

### Committee Documents Search

This will open a search side window. You can search anything within the specified committee and can save a search to avoid having to specify each time.

Many search/filter options are available, most frequently used are:

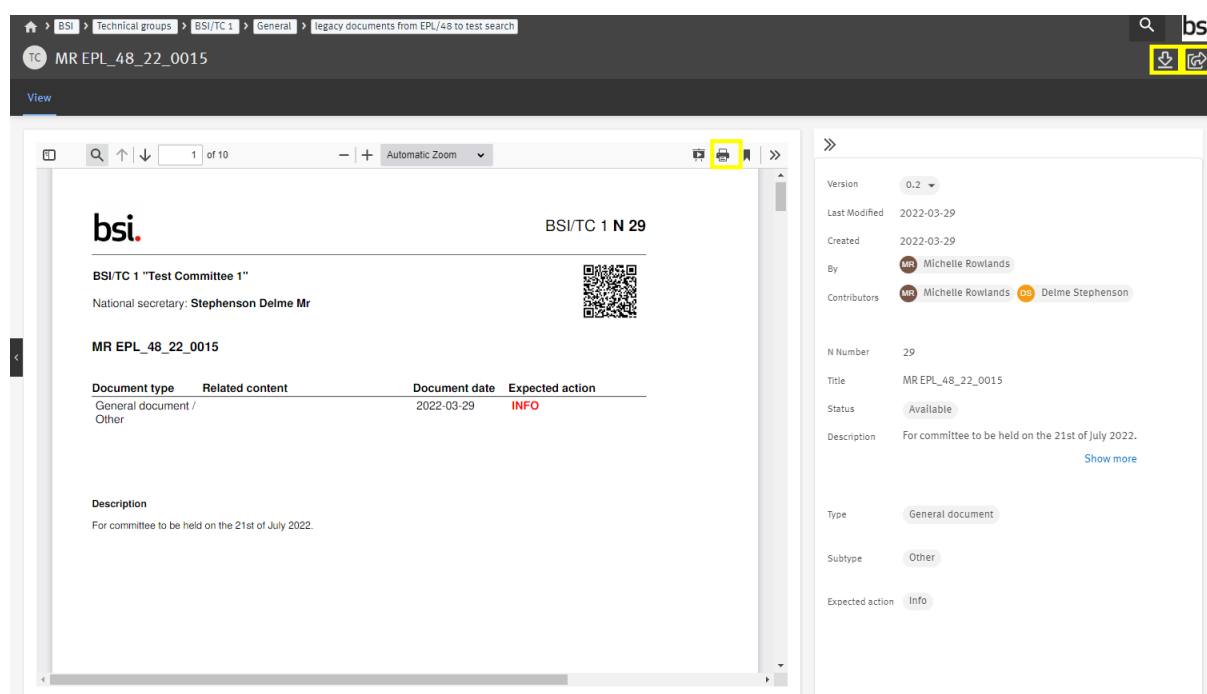
1. **Full text** – searches every word within the document, including the title.
2. **Title** – searches against document titles only
3. **N Number**: If known, will retrieve a single or range of documents

### Advanced Search

This allows you to search across everything to which you have access including all committees and emails. Use the side search window to specify your search criteria.

### Historical (eCommittees) documents:

All documents migrated across from eCommittees will carry an BSI Documents N number of 0. These migrated documents can be searched upon using any of the documents content, metadata, and attributes (inc. eCommittees document number e.g. MTE/001/01\_22\_0009 within the 'Quick Search'



This is page you will land on if you have selected a hyperlink in an email.

When viewing a file, there are various options such as the highlighted.

- Print
- Download
- Copy link