

Custom Collection Help – Administrative User

For assistance please contact the Online Support team:
0208 996 7555

BSOnlineSupport@BSIgroup.com

Opening times: Monday to Fri between 09:00 and 17:00 UK time,
except Wednesday when lines open at 10:00 UK time.

As a Custom Collection administrator you are able to manage the content of your subscription. Your collection has two key modes of operation; 'Active Mode' and 'Administrative Mode'. In 'Active Mode' you can view documents within your collection as well as add new documents. 'Administrative Mode' allows you to edit your collection at renewal. If you are a new subscriber to a Custom Collection, your account collection will start in 'Active Mode'.

Once you have signed into your BSOL account, you will always be taken to the 'Home' area. You will see 'My Custom Collection' under the 'My BSOL' section, as circled below in red. As long as you are signed in, you can return to the 'Home' area at any time by clicking on the 'Home' tab in the top left hand corner of the page. Or, to access the 'My Custom Collection', area you can click on the 'My BSOL' tab and go to the 'My Custom Collection' area from that page.

The screenshot shows the BSOL website interface. At the top, there is a navigation bar with the BSOL logo and a search bar. Below the navigation bar, there is a 'Search BSOL' section with two search boxes: 'BY STANDARD NUMBER' and 'OR SEARCH BY KEYWORD(S)'. To the right of the search boxes is a 'SEARCH TIPS' section. Below the search boxes is a 'MyBSOL' section. In the 'MyBSOL' section, there are two main areas: 'MY NOTIFICATIONS' and 'MY CUSTOM COLLECTION'. The 'MY CUSTOM COLLECTION' area is circled in red and contains the text 'BSI Test Normal' and 'You have used 10 of your 50 documents.' Below this text is a link that says 'View collection >'. A red arrow points from the text above to this link. Below the 'MyBSOL' section, there are three columns of content: 'RECENT NEWS FROM BSOL', 'BSOL NEWSLETTER ARCHIVE', and 'BSOL FAQs'.

Please click on the 'View Collection' link to view the contents of your Custom Collection.

As the Custom Collection Administrator on you will be able to do the following on this page:

- Activate the subscription if the subscription is in Administrative mode.
- Remove documents if the subscription is in Administrative mode.
- See how many standards are currently within your collection and how many you may add in total
- Use the 'Quick Search' tool, in the top right hand corner of the page, to look for documents to add to you collection.
- View documents within your collection once subscription is active.
- Check whether the collection is in 'Administrative Mode'.

The standards within your collection will be listed in the middle of the page and more information on each document can be obtained by clicking on the document title. Please note that if your subscription is new and you have not yet added any documents to your collection, then no documents will be listed here.

British Standards Online **BSOL**™

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Welcome, **BSOL USER** | **Logout**

Home Browse **My BSOL** Help News

Quick Search Number search Go Advanced

My Account My Notifications My Downloads Custom Collections

Custom Collection – Activated

Collection Status : Activated

10 out of 50 standards available

Here is your custom collection. If you wish to change the standards selected please contact your administrator.

SEARCH

Search Instructions

Search within my collection Search full BSI catalogue

[Advanced Search](#)

ADD SELECTED TO [My Notifications](#) [My Downloads](#)

Viewing results 1–10 of 10

<input type="checkbox"/> BS 25999-2:2007 Business continuity management. Specification	Status : Current 366 KB <input type="button" value="Open Document"/>
<input type="checkbox"/> BS EN 114000:1993, CECC 14000:1984 Harmonized system of quality assessment for electronic components: generic specification: photomultiplier tubes	Status : Current <input type="button" value="Open Document"/>
<input type="checkbox"/> BS EN ISO 13485:2003 Medical devices. Quality management systems. Requirements for regulatory purposes	Status : Current 1.464 MB

BSOL SUPPORT SERVICES
BSI Online Support Services is open:
Monday-Friday:
9am – 5pm (UK Time)
except **Wednesdays:**
10am – 5pm (UK Time)
Tel: +44 (0)20 8996 7555
Fax: +44 (0)20 8996 7001
Email:
bsonlinesupport@bsigroup.com
Feedback

BSOL FAQs
How can I change the documents within my Custom Collection?
How can I see what documents have been removed?
How do I search the full catalogue?
How do I change the number of results per page?
How do I search my collection?
How many documents are in my

Any document within your collection can be downloaded to view in PDF format by clicking on the 'Open Document' button.

You will then be given the option to either open or save the document as shown below.


Search within my collection Search full BSI catalogue

Enter search terms Search

Advanced Search

File Download

Do you want to open or save this file?

 Name: 00000000000148197.pdf
Type: Adobe Acrobat 7.0 Document, 570 KB
From: bsol.bsiat.com

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Status :
Current
366 KB
Open Document

BS EN 114000:1993, CECC 14000:1984
Harmonized system of quality assessment for electronic components: generic
Status :
Current

You can add more documents to your Custom Collection at any time, as long as you have space remaining in your collection. The total number of documents in your collection and the number that have been added so far can be seen here.

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Home Browse My BSOL Help News Quick Search Number search Go Advanced

My Account My Notifications My Downloads Custom Collections

Custom Collection – Activated

Collection Status : Activated
10 out of 50 standards available
Here is your custom collection. If you wish to change the standards selected please contact your administrator.

SEARCH
Search Instructions
 Search within my collection Search full BSI catalogue
bs ohsas 18001 Search Advanced Search

ADD SELECTED TO: My Notifications My Downloads

Viewing results 1-10 of 10

<input type="checkbox"/> BS 25999-2:2007 Business continuity management. Specification	Status : Current 366 KB Open Document
<input type="checkbox"/> BS EN 114000:1993, CECC 14000:1984 Harmonized system of quality assessment for electronic components: generic specification: photomultiplier tubes	Status : Current Open Document

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Feedback

If you have space remaining in your collection you can add more documents from our online catalogue using the search tool. Enter the standard number in the search box, select 'search full BSI catalogue' and click the 'Search button'.

You will then be presented with a list of search results which you can refine using the options on the left hand side of the page.

The screenshot shows the BSOL search interface. At the top, it says 'Showing 18 results for "bs ohsas 18001"'. On the left, there are several filter sections: 'REMOVE TERMS FROM YOUR SEARCH' with a search box containing 'bs ohsas 18001'; 'SEARCH WITHIN YOUR RESULTS' with an input field and a 'Go' button; 'SUBSCRIPTION' with radio buttons for 'All Standards' and 'Standards within my subscription'; and 'SUBJECT', 'INDUSTRY SECTOR', and 'MODULE' sections. On the right, there are 'QUICK FILTERS' for 'Show only results in my subscription' and 'Show only current standards', a 'SELECT' dropdown set to 'All | None', and a 'SORT BY' dropdown set to 'Relevance'. Below these are buttons for 'ADD SELECTED TO' with options for 'My Notifications', 'My Downloads', and 'Custom Collection'. The main results area shows two items: 'BS OHSAS 18001:2007' and 'BS OHSAS 18001:2007 (Paperback)'. Each item has a checkbox, a 'Not In Your Subscription' status, and buttons for 'Add to My Notifications' and 'Add to Custom Collection'. A red arrow points from the text above to the 'Add to Custom Collection' button for the second item.

Once you have located the document you require simply click on 'Add to Custom Collection'.

If you have recently renewed your subscription, your collection may be in 'administrative mode' which allows you to remove documents in order to build a new collection for your next subscription period. If your collection is in 'administrative mode' you will see the following when you enter the Custom Collection area;

Activate your collection: step 1 of 2

The screenshot shows a page titled 'Fill your collection allocation' with the subtitle 'Activate and access your standards'. It states 'Currently your collection contains 10 standards out of a possible 50' and has a 'Continue searching' link. At the bottom, it says 'YOUR COLLECTION SO FAR' and has a 'Proceed to step 2' button. A red arrow points from the text below to the 'Proceed to step 2' button.

This shows that, as the administrator, you are still in the process of building your collection. While in 'administrative mode' standards users are not able to access the Custom Collection. Once you are happy with your collection you can proceed to step 2 and activate your collection so that all users will be able to access your documents.

NB: You are able to add documents to your collection as well as remove documents while in Administration mode. Once the account is 'Activated' you are no longer able to remove documents. Care should be taken here.

Custom Collection

Collection status: **10** out of **50** standards
 admin mode

Activate your collection: step 2 of 2

Fill your collection allocation
 Activate and access your standards

This collection is currently in Admin Mode. This means that you can add and remove documents, but your users will not be able to view the documents in your collection.

Once the Collection has been activated:

- Your users will be able to view/download documents.
- You will be able to add documents to your Custom Collection (until you have reached the limit).
- You will **NOT** be able to delete documents.

Currently your collection contains 10 standards out of a possible 50 standards

Are you sure that you are ready to activate this Custom Collection?

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 except **Wednesdays:**
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Fax: +44 (0)20 8996 7001

Email:

Online Support Service numbers are located on the right hand side of each page. Please call us if you are unsure we are here to assist you.

Please read this message carefully before activation.

When you are ready to activate your account please click on;

While your subscription is in administrative mode you can both add and remove documents.

To remove a document simply click on the 'Remove' button next to the document title on the Custom Collection Page.

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Home Browse My BSOL Help News Quick Search search Advanced

My Account My Notifications My Downloads Custom Collections

Custom Collection

Collection status: **10** out of **50** standards
 admin mode

Activate your collection: step 1 of 2

Fill your collection allocation
 Activate and access your standards

<< Back to search results

Currently your collection contains 10 standards out of a possible 50
 Continue searching

2 standard(s) were successfully added to this collection.

YOUR COLLECTION SO FAR

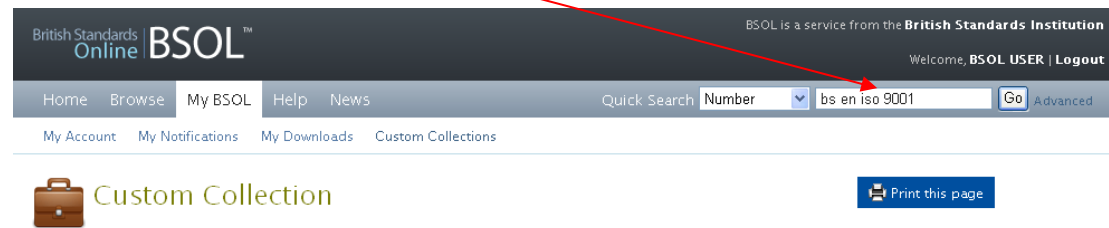
ADD SELECTED TO

Viewing results 1-10 of 10

<input type="checkbox"/> BS 25999-2:2007 Business continuity management. Specification	Status: Current <input type="button" value="Remove"/>
<input type="checkbox"/> BS EN 114000:1993, CECC 14000:1984 Harmonized system of quality assessment for electronic components: generic specification: photomultiplier tubes	Status: Current <input type="button" value="Remove"/>

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 Feedback

To add a document to your collection, search for the document using the 'Quick Search' facility in the top right hand corner of the web page.



Once you have entered the name of the standard you are looking for, click on the 'Go' button and you will be presented with a list of results. You can then add the document you require to your collection by clicking on the 'Add to Custom Collection' option next to the document title.

Please remember that you can contact the Online Support team if you require further assistance.