

## Custom Collection Help – Standard User

For assistance please contact the Online Support team:

0208 996 7555

[BSOnlineSupport@BSIgroup.com](mailto: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 Standard Custom Collection user, you can view documents that have been added to the collection by your administrator.

Once you have signed into your BSOL account, you will always be taken to the 'Home' area. If your administrator has activated your subscription, 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. You can also access the My Custom Collection area by clicking on the 'My BSOL' tab and then clicking on the My Custom Collection link on screen or by clicking on the sub-tab underneath My BSOL on the header.

The screenshot shows the BSOL website header with navigation tabs: Home, Browse, My BSOL, Help, News. A search bar is present with a dropdown menu set to 'Number' and a 'Go' button. Below the header is the 'Search BSOL' section with two search boxes: 'BY STANDARD NUMBER' (containing 'eg. BS 1234') and 'OR SEARCH BY KEYWORD(S)' (containing 'eg. Usability... steam valves'). To the right is a 'SEARCH TIPS' box with several links. Below this is the 'MyBSOL' section. Under 'MY NOTIFICATIONS', it says 'You have not created any notification lists.' Under 'MY CUSTOM COLLECTION', it says 'BSI Test Normal' and 'You have used 10 of your 50 documents.' A red circle highlights the 'MY CUSTOM COLLECTION' header, and a red arrow points from the text below to the 'View collection >' link. Below the MyBSOL section are three columns of news: '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.

Here you will be able to;

- View documents within the collection once it has been activated.
- See how many standards are in the collection once it is active.
- Check whether there is room to add more standards to the collection.

- Search for documents within your collection as well as those within the full BSI online catalogue.

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.

British Standards Online BSOL

BSOL is a service from the British Standards Institution

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	<input type="button" value="Open Document"/>

**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 in PDF format by clicking on the 'Open Document' button. You will 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  Advanced Search

**File Download**

Do you want to open or save this file?

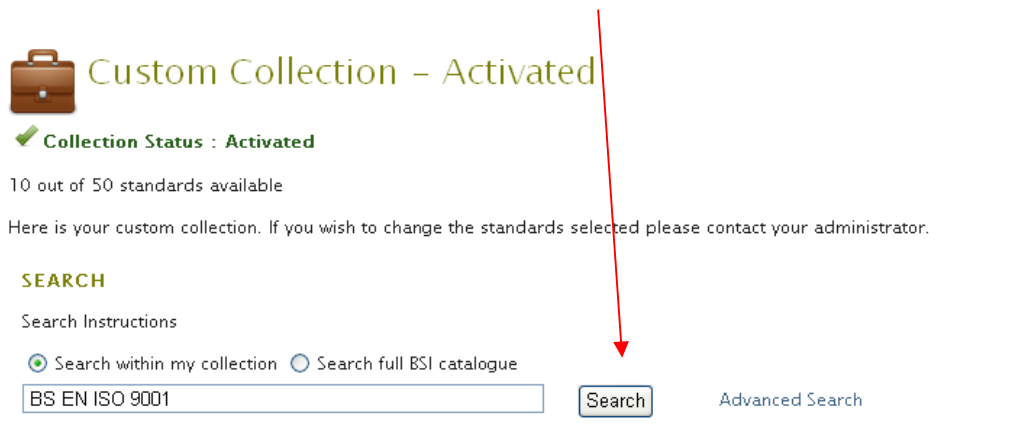
Name: 00000000000148197.pdf  
Type: Adobe Acrobat 7.0 Document, 570 KB  
From: bsol.bsiuat.com

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?](#)

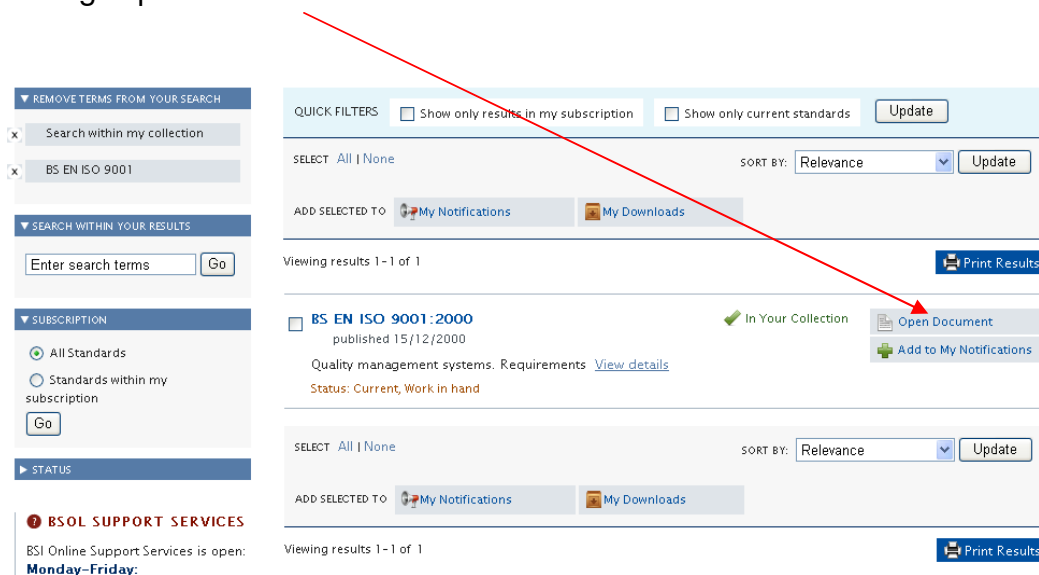
<input type="checkbox"/> BS EN 114000:1993, CECC 14000:1984	Harmonized system of quality assessment for electronic components: generic	Status : Current 366 KB	<input type="button" value="Open Document"/>
<input type="checkbox"/> BS EN ISO 13485:2003	Medical devices. Quality management systems. Requirements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

You can also use the search feature towards the top of the page to look for documents within your collection. Make sure the 'Search within my collection'

option is selected above the search box and then search using either a standard number or keyword and click the 'Search' button to start the search.



Once you click the 'Search' button the Search Results page will be displayed where you can further refine your search, browse or view a document by clicking 'Open Document'.



If you are unable to find the standard you require within you collection, please check that it is in our online catalogue by selecting 'Search full BSI catalogue' and searching again for the document. If the document is available online then please contact your subscription administrator who can advise you on whether the document can be added to the collection. If you need assistance in finding a standard or require advice on how to contact your administrator, please contact the Online Support team using the contact details supplied at the top of this document.

To return to the Custom Collection page, please click on the 'Home' tab and then on 'View Collection' under the 'My Custom Collection' section.

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