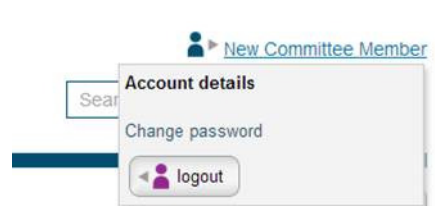




SPEX User guide

General navigation tips

1. When you log in to SPEX, you are taken to the member dashboard. The dashboard displays links to your current committee projects, any archived projects for your committees, and latest changes such as new documents or discussion posts. Click on the SPEX logo from any page to return to the dashboard.
2. Use the project list in the left hand column on any page to navigate between your projects.
3. Click on your name in the top right corner of any page to log out or change your password.



How to change your password

1. Log in to SPEX using your current username and password.
2. Click on your name in the top-right corner of the screen to open the account details box.
3. Click on **Change password**.
4. Follow the instructions onscreen to enter a new password.

Current password

New password

Repeat new password

The coloured bar along the bottom of the text box will change from red to green as you type to indicate the strength of your password. If the bar isn't green try entering more characters, or including numbers or capital letters, to make it more complex.

How to access committee documents

1. Log in to SPEX and select a project name from the dashboard to go to the project page:



2. On the project page, committee documents are displayed in the documents list. Use the sort buttons next to the column headings to sort the list by name, number, or date. Click on a document name to open the document.

Document name	Doc. no.	Upload date
<input type="checkbox"/> Formal interpretation form [67kb]	6	26/06/2014
<input type="checkbox"/> DZ 1234 v1.0 Ballot draft [3.1Mb]	4	25/06/2014
<input type="checkbox"/> DZ 1234 v0.1 [3.1Mb]	3	25/06/2014
<input type="checkbox"/> P1234 Agenda - Meeting 1 [107kb]	2	25/06/2014
<input type="checkbox"/> P1234 Terms of Reference [91kb]	1	25/06/2014

3. To download several documents, select the tick boxes and click **Download selected documents**. The documents will be downloaded into a zip file that you can then open or save.

How to post a message to a discussion forum

From the project page, you can post a message on the discussion forum that will be emailed to all members of your committee.

1. Under the discussion forum, click on **Start new thread**.



2. Type a subject and message into the text boxes. The message box will expand as you type.

Post New Message

Subject:

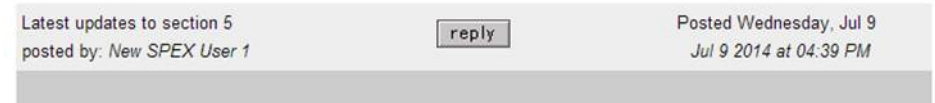
Message:

Post message

3. Click on **Post message** when you've finished typing. The message will be posted on the discussion forum on the project page and emailed to the members of your committee.

How to respond to a discussion message

1. From the project page, click on the topic listed in the discussion forum, then click **reply** to enter and post a message.



2. Follow the steps on this page for posting a message to a discussion forum. When you select **Post message** your response will be saved on SPEX and emailed to the members of your committee.

How to view committee details

1. On the project page, click on the **Committee details** button in the right hand column. The committee page displays a list of the members of your committee, their nominating organisations, roles, and email addresses.
2. Click on the project name in the left hand column to return to the committee page.

How to search SPEX

Use the search box in the top right of any page to search SPEX. If you are logged in, SPEX will search across all your active projects for documents and discussion posts. It will also display publicly available committee and project information.

1. Type your search term into the search box and click **GO**.
2. Tick the boxes on the results page to filter by documents, discussions, committees, or projects.



How to vote on a ballot draft

If you are a voting member of a Standards New Zealand committee, you will receive email notification when a committee ballot to approve a draft standard for publication has commenced. You can vote via SPEX until the ballot closing date.

P8001 Committee ballot

Ballot on: DZ 8001 Ballot

Ballot document:

Ballot closes: 18/07/2014

Combined procedure: No

Please tick the appropriate box and submit your ballot

Note:

1. A negative vote must be supported by detailed technical comment outlining the reasons for such a vote.
2. Editorial matters are not considered relevant grounds for a negative vote. Comments of an editorial nature, or comments of a technical nature, which do not warrant a negative vote, should be submitted below and a positive vote with comment recorded.
3. 'Combined procedure' means that the public comment stage and the committee postal ballot are undertaken simultaneously.
4. Additional material may be submitted by email to the project manager.

I agree
to the adoption of the above document as a New Zealand standard

I agree, and have supplied comments
to the adoption of the above document as a New Zealand standard

I do not agree, and have supplied technical reasons
to the adoption of the above document as a New Zealand standard

Comments

Clause number:

Page number:

Recommended change and reason:

I have submitted other material by email.

I confirm that this vote is submitted on behalf of Standards New Zealand, and in accordance with the Terms of Reference for the P8001 committee.

1. To vote, log in to SPEX and go to the project page.
2. Click on **Submit vote** next to the ballot name to open the ballot page.

Ballots		
Ballot name	Status	Ballot closes
 DZ 8001 Ballot	<input type="button" value="Submit vote"/>	18/07/2014

3. Select one of the three voting options.
4. If you select **I agree, and have supplied comments** or **I do not agree, and have supplied technical reasons**, the page will display a comment form to allow you to enter your comments or technical reasons.
5. To enter comments:
 - Enter the clause number, page number, and recommended change and reason in the text boxes.
 - If you have a general comment, type 'General' or 'n/a' for the clause and page number.
 - The comment box will expand as you type. You can also expand it by clicking on and dragging the bottom right corner of the text box.
 - Click on **Add another comment** to bring up a new comment box.
 - Click on **Remove comment (above)** to delete a comment.
6. If you are providing additional material to support your comments, tick **I have submitted other material** and email this to the project manager.
7. When you are ready to submit your vote, tick the confirmation statement to confirm your nominating organisation and committee.
8. Click on **Submit vote**. Your vote will be submitted to Standards New Zealand and you will receive email confirmation that your vote has been submitted successfully.

How to save a partly-completed vote

You can save a partly-completed vote and return to SPEX later to complete and submit it.

1. Log in to SPEX and follow the steps above for voting on a ballot draft.
2. Once you've started completing the ballot page, you can click the save button at any time. Your changes will be saved, but not submitted. You can then navigate back to the project page or log out of SPEX.
3. When you next log in, select the **Modify vote** button to return to your partly-completed vote.



Ballot name	Status	Ballot closes
 DZ 8001 Ballot	 Modify vote	18/07/2014

4. Continue to complete the ballot page and submit your vote as outlined above.