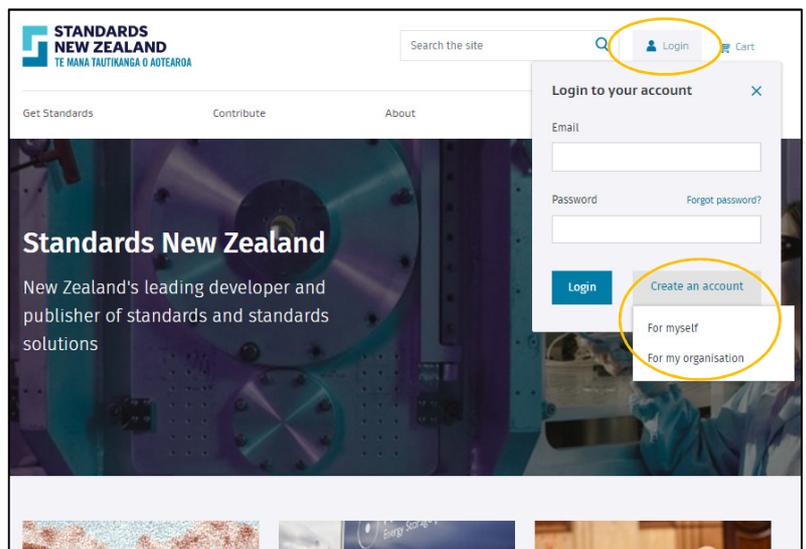


Online Library Getting Started Guide

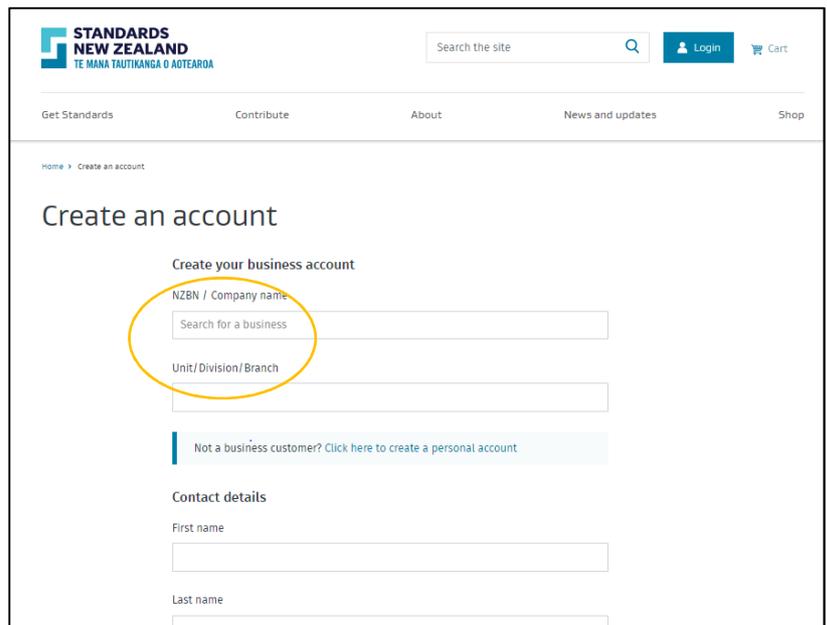
This guide is for customers who would like to purchase an Online Library subscription through our Webshop. It provides you with details about how to purchase a subscription and what features are available through this service. For more information about this service, [visit our website](#).

Creating an account

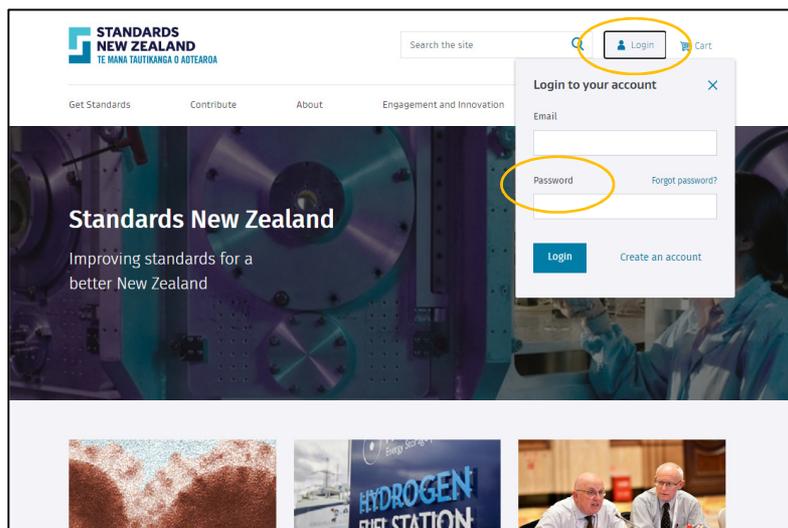
- Go to www.standards.govt.nz
- Click 'Login' on the top right hand corner of the page.
- Click on the 'Create an account' button on the pop up.
- Select 'For myself' or 'For organization'.



- If you create an account for your organisation, please ensure you enter the correct organisation name and the unit/division/branch.
- If you choose 'For myself', the above two fields will not appear.
- Complete the rest of the information and click 'Create account' at the bottom.

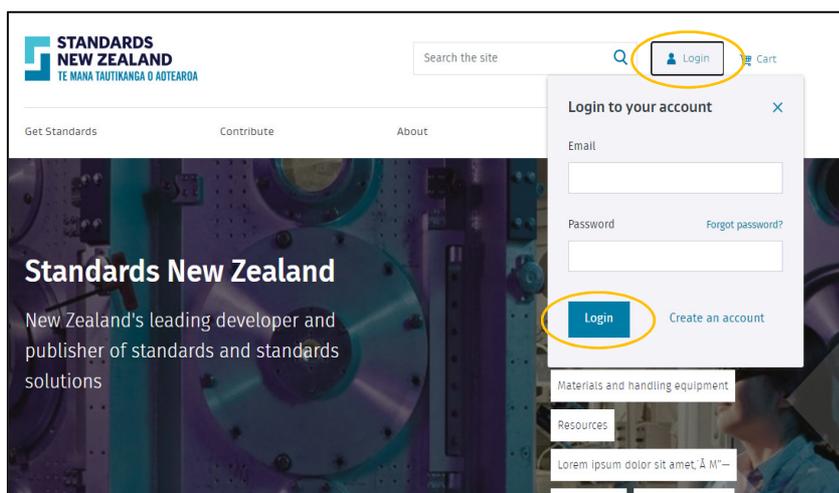


- Once your account is created, an email verification link will be sent to your email ID.
- After you have verified your email ID you can click on the 'Login' button on the top of the page and enter your email and password to log in into your account.
- If you are successfully logged in, the 'Login' button changes to 'My account'.

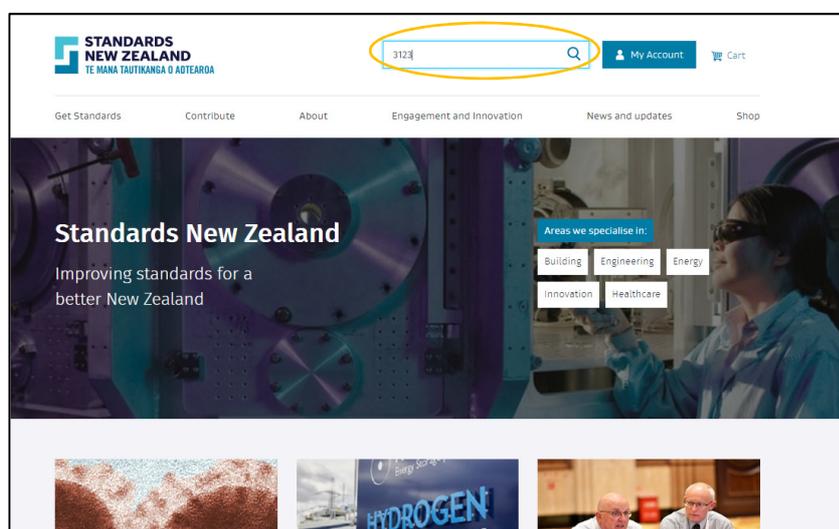


Setting up your Online Library subscription

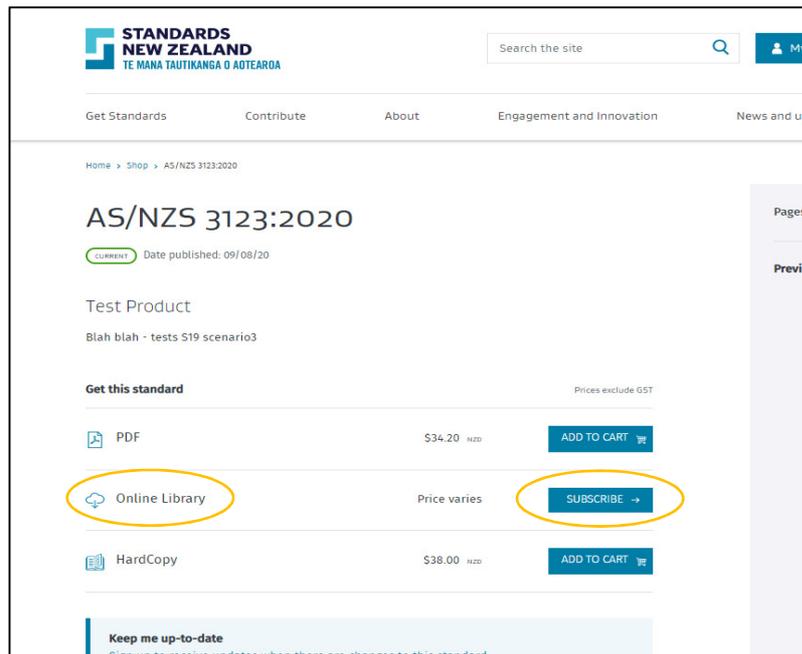
- Log in using your registered email ID and password.



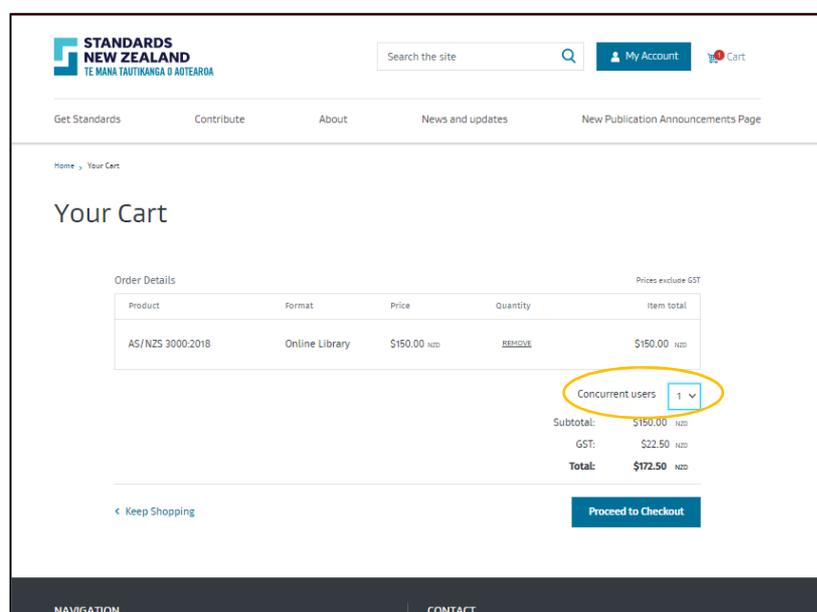
- Search for the standard(s) you wish to subscribe to, using the search option.
- You can search standards by entering the standard number or title.



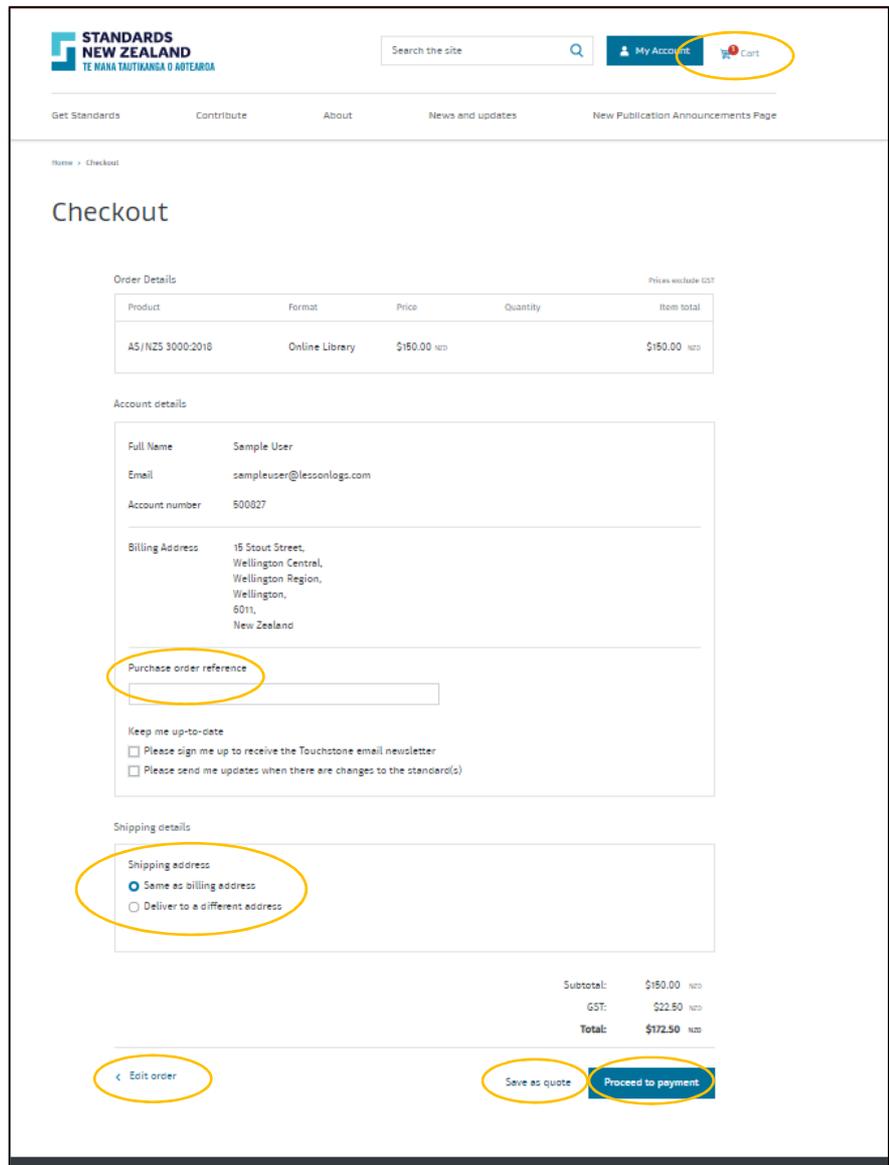
- Click on the standard name in the search results to go to the product page.
- Click on the 'Subscribe' button next to the Online Library option to purchase this standard in an Online Library annual subscription.
- You will then see a pop up with a 'View cart and checkout' option
- Click on 'View cart and checkout' to complete the purchase, or click on 'Keep shopping' to add more products to your Online Library.



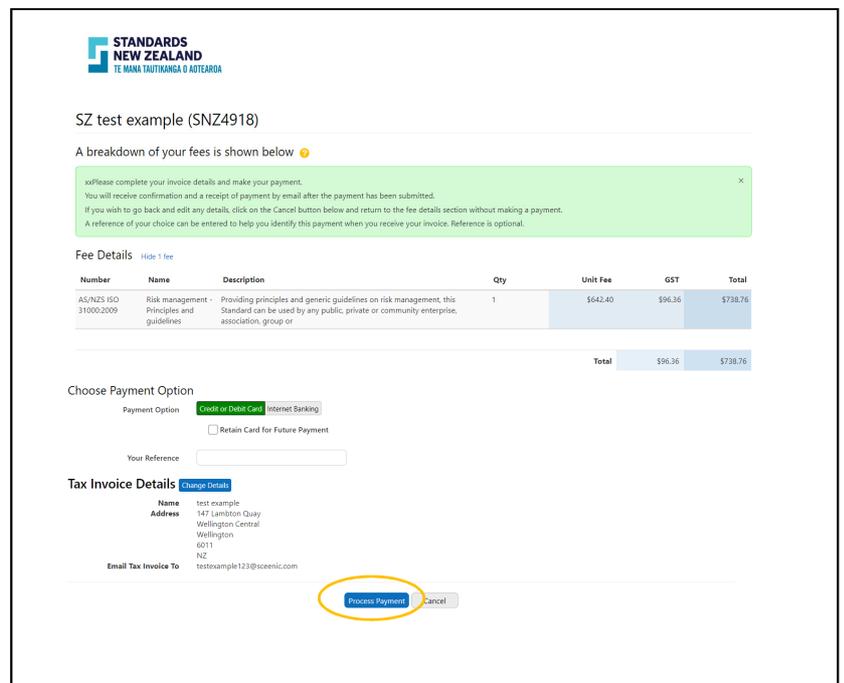
- Once you are done adding standards to your cart, click on the 'View cart and checkout' option in the pop up and you will be directed to your cart.
- You can change the number of concurrent users who need access to the Online Library on this page.
- The concurrent user quantity determines the maximum number of Read-only users that can be logged into your portfolio of standards at the same time.



- After you click on 'Proceed to check out', you can review details of your order before you make payment.
- You can add more standards to your order by clicking 'Edit order'.
- You are also given an option to add a PO number on this page.
- When you have finished shopping, click 'Proceed to payment' to continue.
- A pop up with terms and conditions will appear for you to read and accept.
- Read the Terms and Conditions and click on 'Accept'. If you choose 'Don't Accept', the transaction will not proceed.
- If you do not want to proceed with payment, you can save this order as a quote and it will remain valid for 30 days. You can come back any time during this 30 day period to complete the purchase.



- Payment can be made by credit or debit card or internet banking.
- Choose your method of payment and complete the purchase.



- Once the payment is accepted, your standard(s) will be added to your Online Library portfolio and you will be emailed a GST invoice.
- The Order history page will also show the latest purchase in your account.
- Your Online Library portfolio will not be available until your payment has been received and processed, if you have paid using internet banking.
- Once your order has processed you will be sent an email advising you that your order has been accepted, what was purchased, and the value of your purchase.

The screenshot displays a user's account dashboard with a sidebar menu on the left containing: My account dashboard, My subscriptions, Order history (highlighted), My profile, Notifications, and Account settings. The main content area shows a table of past orders with columns for Order No., Date, Purchaser, Price, Status, and View. A single order is listed with Order No. 00020, Date 19/08/2020, Purchaser test example, Price \$738.76, and Status Paid. Below the table is an 'Order confirmation details' section with a warning: 'Your download link will expire on 26/8/2020. You must save your PDF to your computer to have continued access.' This is followed by a table of order items:

Product	Type	Qty	Price	Item Total
AS/NZS ISO 31000:2009	Online Library	1	\$642.40	\$642.40 <small>incl GST</small>
			GST	\$96.36 <small>incl GST</small>
			Order total	\$738.76 <small>incl GST</small>

Below the table, the following details are provided:

- Name: test example
- Email: testexample123@sceenic.com
- Billing address: test example, 147 Lambton Quay, Wellington Central, Wellington, 6011, New Zealand
- Date: 19/08/2020
- Customer number: 4918
- Order number: 00020

Congratulations! Your Online Library Portfolio and Account are now ready to be used

Viewing your Online Library (functionality will differ if you have a personal account)

- Click on Online Library subscription under the 'My Account' button at the top of the page.
- Click on 'Online Library' on the left side panel.
- You can see all the information regarding your subscription on this page.
- To view standards in your subscription, click on the 'View subscription' button, then the 'View PDF' button next to the standard you want to view.
- The star button lets you add five standards to your favourites list. They will appear on your dashboard for quick and easy access.
- You can increase your number of concurrent users here by increasing the number and adding the new price to the cart.
- The 'Edit team settings' button lets you manage your team members and their roles.
- As an administrator you can also view the list of standards you are subscribed to, your subscription usage log and the lockout rate, under the reports section.
- These reports can be viewed on screen, or downloaded in CSV file format.
- Lockout rate is the number of times a Read-only user is denied access to your Online Library, when the concurrent user limit is reached.

The screenshot shows the 'Online Library subscription' page. At the top right, a 'My Account' dropdown menu is open, with 'Online library subscription' highlighted. Below this, the 'Online library subscription' page features a search bar and a 'View subscription' button. A table of 'Favourite standards' lists items like 'NZS 4541 Supplement 1:1998' and 'Automatic fire sprinkler systems', each with a 'View PDF' link. The 'Settings' section shows 'No of concurrent users' set to 3, with 'Current price' at \$1309.74 and 'Updated price' at \$0. An 'Edit team settings' button is also visible. Below the settings are 'Reports' for 'Subscription List', 'Subscription Usage', and 'Lockout rate' (0%), and a 'Subscription period' of 27/01/2021 to 27/01/2022 (1 year).

This close-up shows the 'Settings' section. It includes a 'No of concurrent users' dropdown menu currently set to 3, with an 'UPDATE' button. To the right, it displays 'Current price' as \$1309.74 and 'Updated price' as \$704.29.

The 'Account settings' page shows a 'Team members' section with a table of users. The table has columns for Name, Email, and Role. Two members are listed: 'test example' (testexample123@gmail.com, Online Library User) and 'US ACC06' (us_acc06@fox.com, Administrator Account). There are 'Edit' and 'Remove' buttons for each member, and an 'ADD NEW MEMBER' button.

The 'Online Library Subscription List' page shows a table of subscribed standards. The table has columns for EAN and Title. The list includes items such as 'NZS 4218:1983 Specification for seismic resistance of engineering systems in buildings', 'NZS 4541 Supplement 1:1998 Automatic fire sprinkler systems', and 'NZS 4541:1987 Automatic fire sprinkler systems'.

For more information, or to give feedback, please contact the Standards New Zealand Online Library team:

Email: onlinelibrary@standards.govt.nz

Phone: 0800 782 632 during business hours.