Australian Standards® Online

Welcome to your new Standards service exclusive to Australian Institute of Architects A+ Members. It has been specially developed to enable the Institute to provide a comprehensive Standards reference service to all A + members, as set out in the 'Terms of Use' below, at a fraction of the cost of the full SAI Global on-line subscription service.

This service will give you access to:

- All Australian Standards (AS)
- Joint Australia / New Zealand (AS/NZS)
- Adoptions of International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC) Standards

You will also be able to purchase Standards at a discounted rate. This is discount is exclusive to A+ members only.

Terms of use

- This service will allow you to search and reference Standards for a **period of 30 minutes** from the time you log on. You will receive a two minute warning before your time expires, once your time expires you will need to re-log in.
- To log in you need your **Institute member number and password**. If you have forgotten your member number and password please contact your local Chapter.
- The Institute's SAI Global subscription is a **read only service**. This means that you cannot:
  - Copy and paste: This is not a permitted function in this subscription.
  - Save documents: It is not possible to save entire documents, however it is possible to a save or email a single page image. Once saved, the pdf can be printed. Please note that the page will expire after approximately two hours and will become inaccessible due to breach of copyright.
  - Print: Printing an entire document is not a permitted function in this subscription, however you are able save and print single pages.
- To access Standards On-line you will need to be supported by either:
  - Microsoft Internet Explorer [Version 6, 7, 8 (RC1)]
  - FireFox [Version 3]
  - Safari [Version 4 (beta)]

- The SAI Global read-only service is normally unable to support Apple Mac users, however with this version they are now able to accommodate a range of these users. To further improve the service to Apple Mac users, they recommend the use of the following plug-ins:
    - for Firefox Version 2 one can be found at http://www.schubert-it.com/pluginpdf/ at a cost of about $10 and;
    - for Firefox Version 3 a free one is available at http://code.google.com/p/firefox-mac-pdf/

Whilst SAI Global are confident about the improvements offered by these plug-ins, SAI Global can not endorse, or take any responsibility for the use of either of them.

Standards Service Overview

In this section you will find information on how to login in and out, search and review a Standard, and register and maintain your membership.

Log in

- To access your new subscription, please click on the link and save to your 'favorites' http://www.saiglobal.com/online/AIALogin.asp.
- Log in using your Institute member number and password and click on submit.
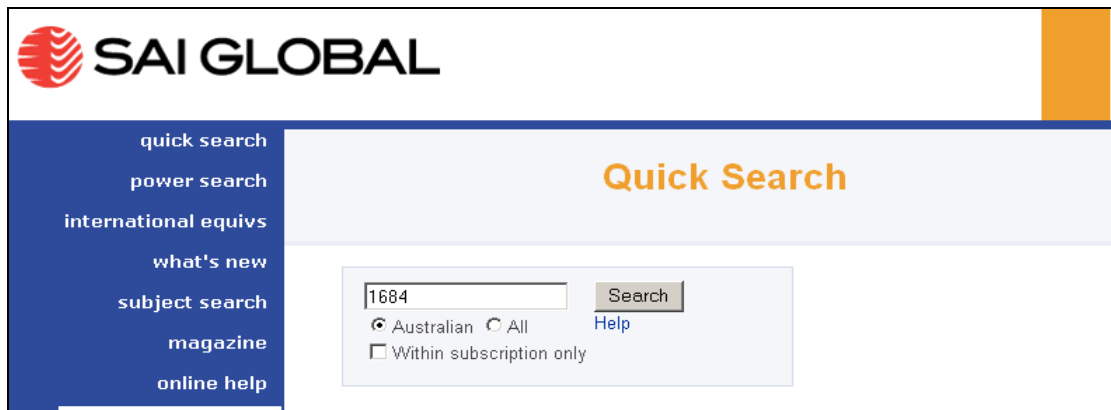
Logging out

- When your 30 minutes is up, you will need to return to the log in screen and re-log on. This will take you back to the home page of the subscription. A link to the last Standard that you reviewed will appear on this page.
- A dialogue box will pop up with a 2 minute warning before your 30 minute session expires.
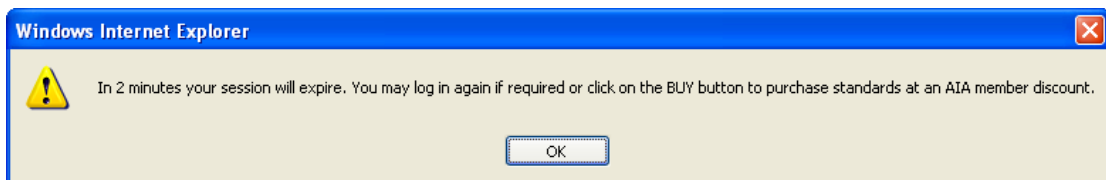
Search Standards

- Once you are logged in you are able to start searching Standards.
- Search for Standards by:
    - Typing in the designation number (type the number only for best results).
    - Using a key word for the subject area of interest for broader searches (it may take longer to find what you're looking for when using keywords, unless you're able to use fairly exact terms).

- In search results click on 'View Document' to open the publication or click on the title of the Standard, to open an overview of the publication including its abstract and history.

Reviewing the Standard

- Once you have selected the 'View Document' option, the table of contents will open. Click on the item of interest, and the Standard will open to that page.

- You can only **view one page at a time** when reviewing a Standard. To view the next or previous pages, use the forward and backward arrows in the tool bar (as opposed to the browser tool bar). You will find these buttons located underneath the Institute logo at the top of the page.
- To search with in a Standard, click on the binocular symbol in the tool bar.
- Please note that in some cases the index page number does not match the Standard page number, as the numbering starts at the covering pages, therefore pages will be out by a couple of numbers.
- To exit the page in the Standard and to return to the contents list, click on the 'exit' button in the tool bar.
- If you want to buy the Standard, click on the 'buy' button in the tool bar.

Save, Email and Print single pages

- Saving and/or emailing a single page is a permitted function in the subscription.

- Save:
  In the tool bar there is a 'Save a copy' icon. Click on this to save a pdf of the nominated page.

- Email:
  In the tool bar there is an 'Email' icon. Click on this to email a pdf of the nominated page.

- Print:
  To print the nominated page you will need to either open the saved or emailed pdf, and then print.

- Please note that the saved or emailed pdf will expire after approximately two hours and will become inaccessible due to breach of copyright.

Purchasing a Standard

A+ members are able to purchase Standards at a discounted rate of up to 20%. This discount is unique to Institute A+ members. You are able to purchase standards at the discounted rate either by phone or online.

Phone

- 131 242 - SAI Global Customer Service Centre

Online

- To buy any product from the SAI Global site, and in particular, to receive the A+ member discount, you need to be registered on the SAI Global site. Registration is free and only takes a few minutes. See 'Registration or updating your existing SAI Global log in', in this document for details on how register.
- If you are an existing SAI Global registered user, you will need to change your details in the 'Membership' tab. See 'Adding a Membership, in this document in order to obtain the discount.
- To buy a Standard that is in you're A+ service, click on the 'buy' button and a new InfoStore screen will open. You will need to have your pop-up blocker switched off or adjusted to always allow the SAI Global website, otherwise it will prevent a new screen from opening containing the SAI Global InfoStore and the Standard that you wish to purchase.
- If the pop-up blocker is switched on and you click on the 'buy' button, a dialogue box will open stating 'did you notice the information bar?' at the top of your screen. Shut down the dialogue box and right-click on the information bar, and click on 'always allow pop-ups from this site'. Click on 'cancel', then click on 'buy' again and the InfoStore page will open featuring the Standard you wish to buy.
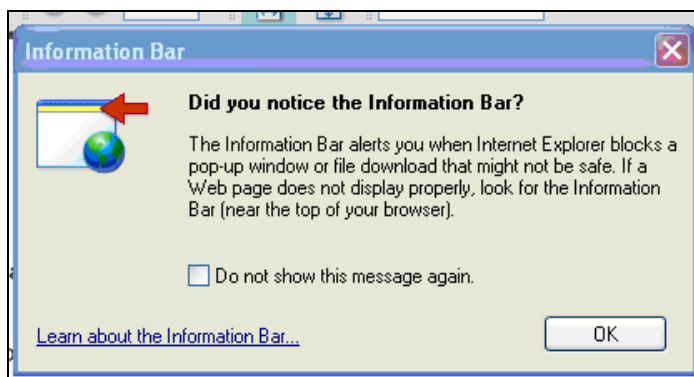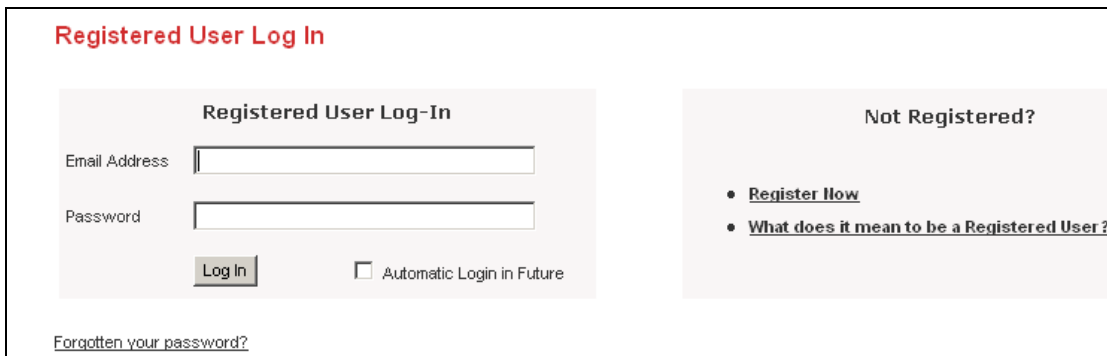

- Please note, if you click on 'temporarily allow pop-up blocks from this site', a dialogue box will open asking if you wish to log out of the Australian Standards site. Click on either 'cancel' or 'ok'; both will take you back to the table of contents for the Standard you were reviewing. You will need to click on 'buy' again and this time the InfoStore screen will open.

Registering or updating your existing SAI Global log in

- To register, visit http://infostore.saiglobal.com/store/.
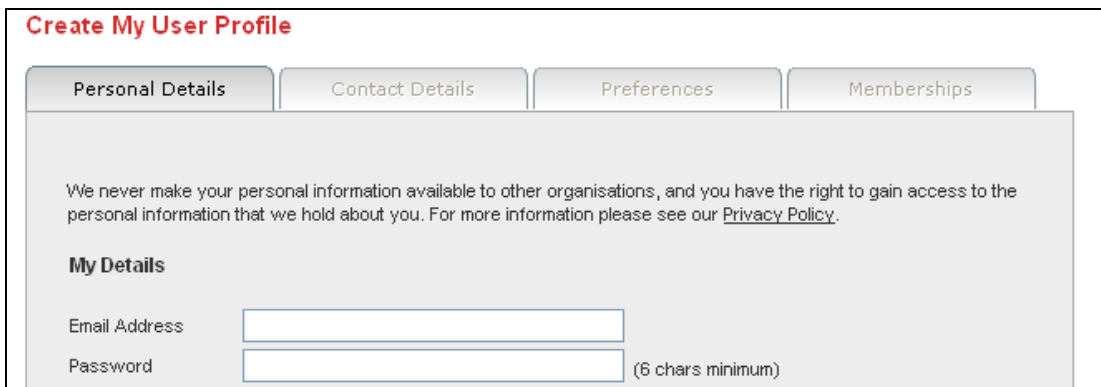- Click on 'login register' in the grey tool bar.
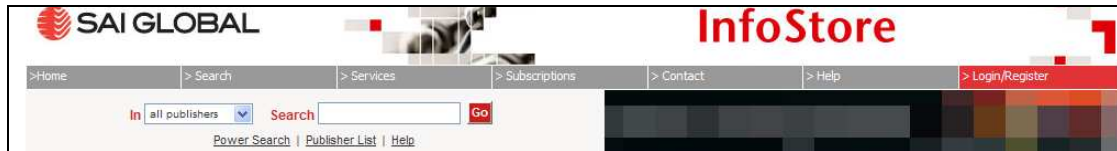
- The following screen open.

If you are registering for the first time:
- Click on the 'Register Now' link on right, and complete the registration by filling in the Personal Details, Contact Details, Preferences, and Memberships tabs.

- Once you have completed filling in the tabs, click on the 'Add Membership' button, and you will be logged in on the InfoStore site.

If you are updating an existing registration:

- Log in as a 'Registered User' using your email address and nominated password. Hover over 'My Profile' in the grey toolbar across the top of the page, and click on 'My Memberships'.

Adding a Membership:

- To obtain your discount, you will need to add a membership in the 'Memberships' tab.
- Click on the drop down menu next to 'Organisation' and select 'Australian Institute of Architects (AIA) A Plus Members' from the drop-down menu. Enter your Institute member number and password in the 'Member ID' and 'PIN' fields, and click on 'Add Membership'.

- With registration complete, your Institute A+ discount will be automatically applied when you purchase publications through the shopping cart.

Further Information

For further information or queries in relation to your Institute A+ Membership and access to your SAI Global Standards On-line subscription, please contact the Membership Services Unit at membership@raia.com.au.