![Standards New Zealand logo - TE MANA TAUTIKANGA O AOTEAROA]

Online Library Administrator User Guide

This guide is for customers who purchased an Online Library subscription through our Webshop and are the account administrators or a new user who has been assigned the role of an account administrator. You will have more access rights than other type of users in your account. To know what features your access includes, please go through this user guide. To know more about this service visit our Webshop here.

Logging in to your account

- Go to www.standards.govt.nz
- Click on "Login" on the top and enter your registered email ID and password to login into your account
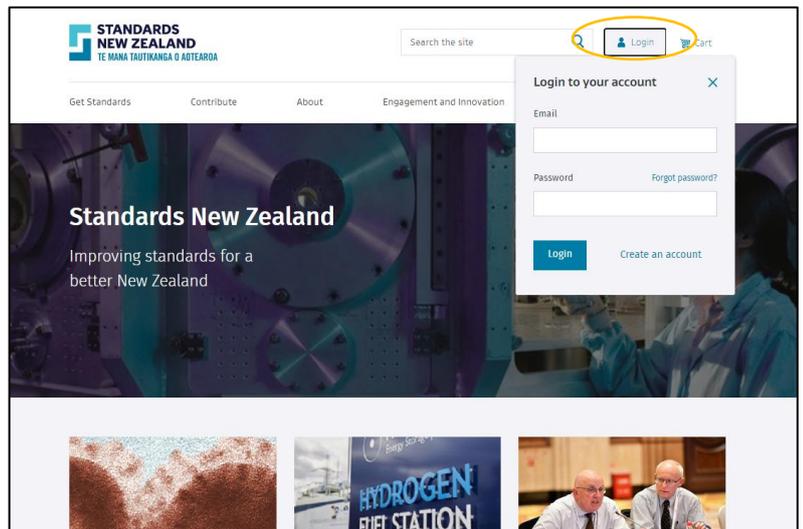
- Upon successful login you will see that the login button will change to "My account"
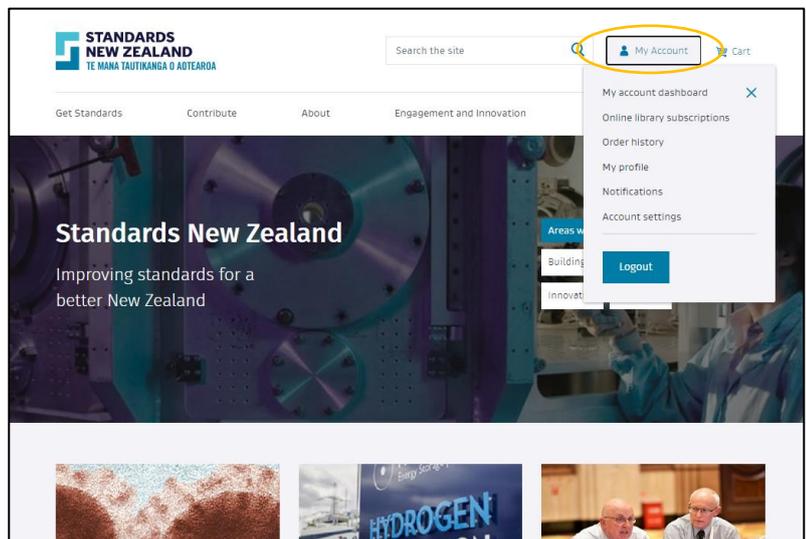
View and Edit profile

- Click on "My Profile" button on the left side panel
- On this tab you can update your email and password
- Enter your current password and click on "Save Changes"
- If you change your email ID, you will receive a verification email with a link
- Click on that link and your new email ID will be updated on your account

- Click on "Account settings" button on the left side panel
- On this tab you can view your account number
- You can choose to make PO number a mandatory or non-mandatory field on your invoices
- Under the address section, you can update your billing and shipping address
- After you are done making the changes click on "Save details" to update your account information

Online Library Portfolio Settings (functionality will differ if you have a personal account)

- Click on Online Library subscription under My Account button on top
- Click on Online Library on the left hand side panel
- You will be able to see all the information regarding your subscription on this page. More details in the following sections
- To add more standards to your subscription standards can be searched using the search bar on the top or the search bar under Online Library subscription heading

Finding and viewing standards in your subscriptions

- You will need to login using your registered email ID and password
- Click on "My account" Go to "Online Library" button on the left hand panel and click on view subscription
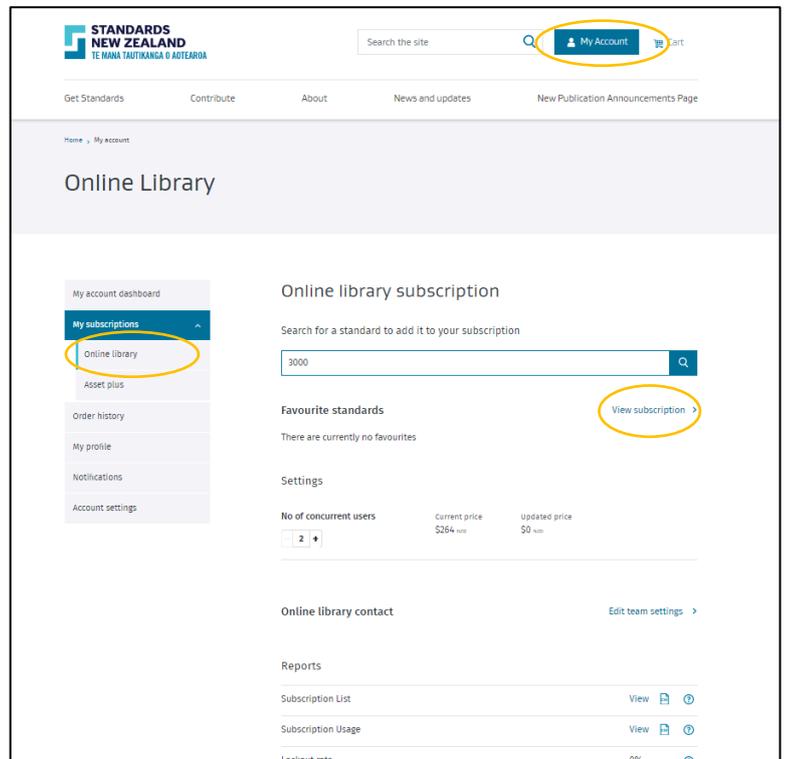
- Enter the title, keywords, or numbers that you want to search such as '3000' or 'Wiring rules' into the search box under your Online Library heading and click the search button
- Click on "view PDF" next to the standard you wish to view
- The star button enables you to add 5 standards to your favourite list and they will appear on your dashboard for ease of access
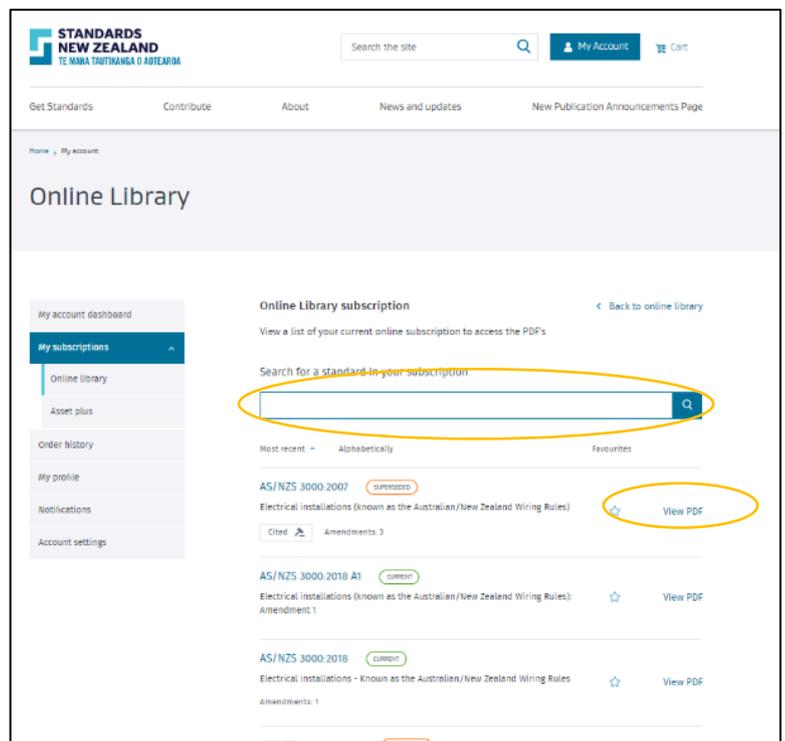
- You can also search and view standards using the top search bar on the website
- After you click on the standard from the search results you will land on that standard's page where will see "view PDF" button next to Online Library subscription
- Click on it and the standard will download on your computer
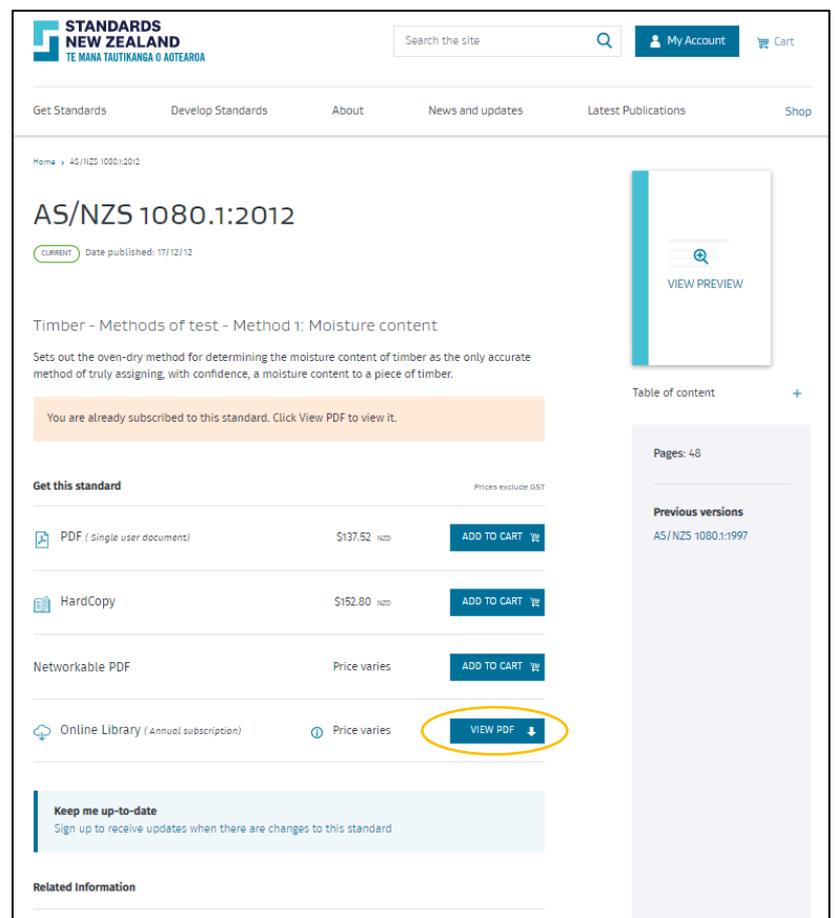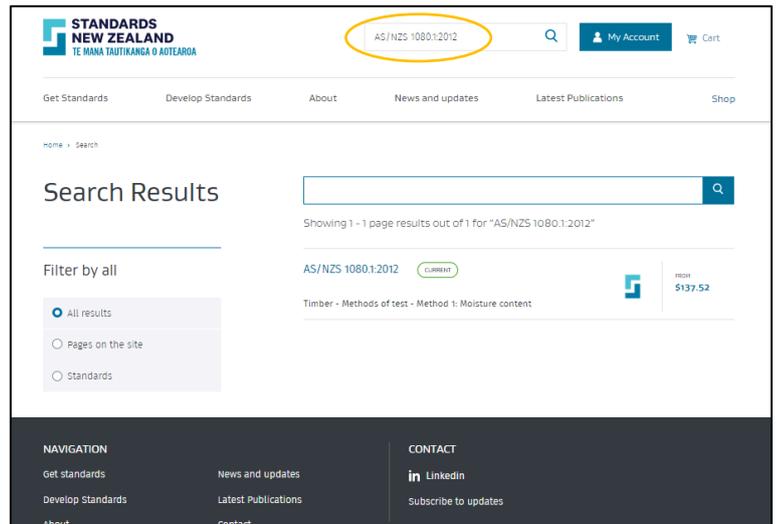
Concurrent users

- Your number of concurrent users limits the amount of staff who can log in to your Online Library subscription at the same time
- If your concurrent user limit has been reached and another user tries to log in to your Online Library subscription, they will not be able to view any standards in your subscription
- Users wanting to access the Online Library will have to wait until the other user(s) have logged out before they can try again
- If users have ongoing problems with logging in using the Read-only user, we recommend that you increase the number of concurrent users for your Online Library subscription; this can be done by emailing onlinelibrary@standards.govt.nz, and please include your customer number in the email. Note that additional charges will apply for extra concurrent users or
- Inform your read only users to logout before closing the browser. If they do not properly logout and close their session the system will keep them logged in for an hour and then automatically log them out
- You can increase your concurrent user from this dashboard by clicking on the "+" button and adding the updated number to your cart.
- Edit team setting button enables you to manage roles of all your team members and gives options to add/remove users
- As an administrator you can also set up users with rights of a purchaser or add another administrator to share your responsibilities. Please refer to the table at the end of this document to know more about all the roles
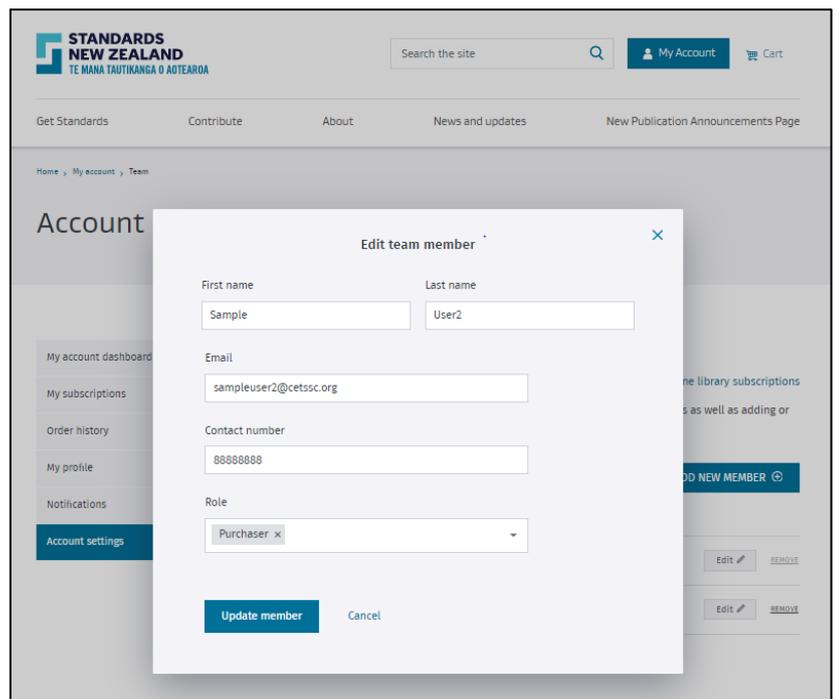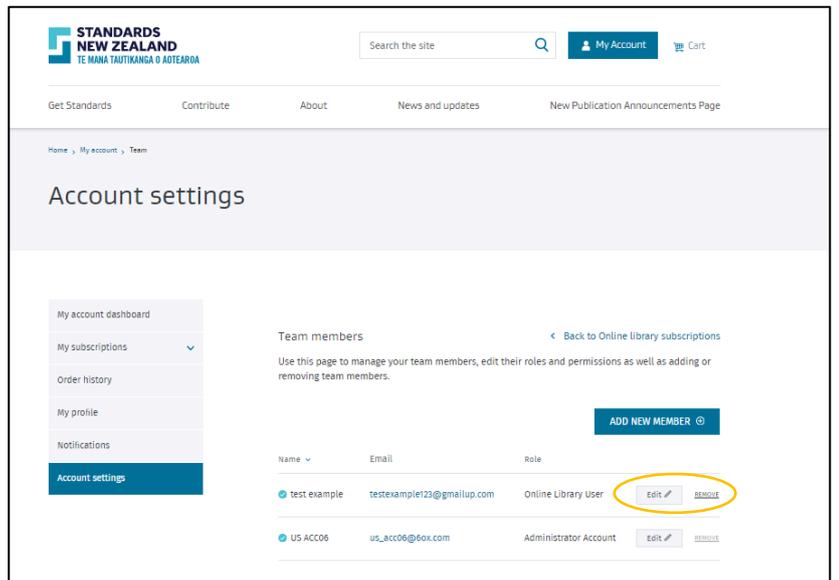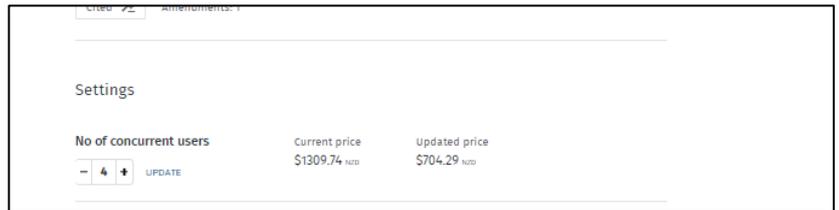
Reports

- As an administrator you also get to see list of standards you are subscribed to, your subscription usage log and the lockout rate under the reports section
- These reports are available for you to be viewed on screen or can be downloaded in a CSV file format
- Lockout rate is the number of times a read only user is denied access to your Online Library as the concurrent user limit has been reached

Purchasing a standard for your portfolio

- Type in the standard number/title you wish to add to your Online Library portfolio either in the top search bar or in the search bar appearing in next to your Online Library tab
- Click the 'search button' button
- Click the standard you wish to purchase from the search results
- Click 'Subscribe' next to the Online Library option
- Click on "View cart and checkout" button to go to cart or click on "keep shopping" to add more standards
- On the next screen check the ''Format' is "Online Library', check the quantity which is the number of 'Concurrent users' is correct (if you change this number it will affect your annual Online Library subscription cost)
- The shopping cart at the top of the page will show the number of items in your cart
- If you don't wish to complete order, click 'Remove
- When you are finished adding standards to your order, click the 'Proceed to checkout" button
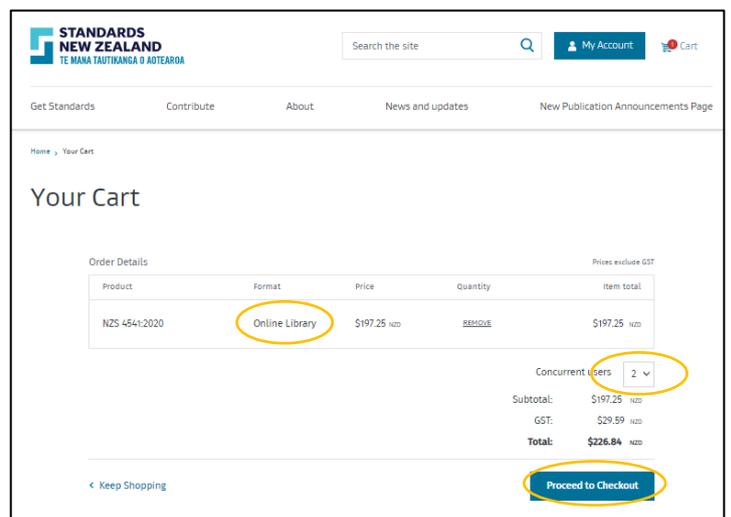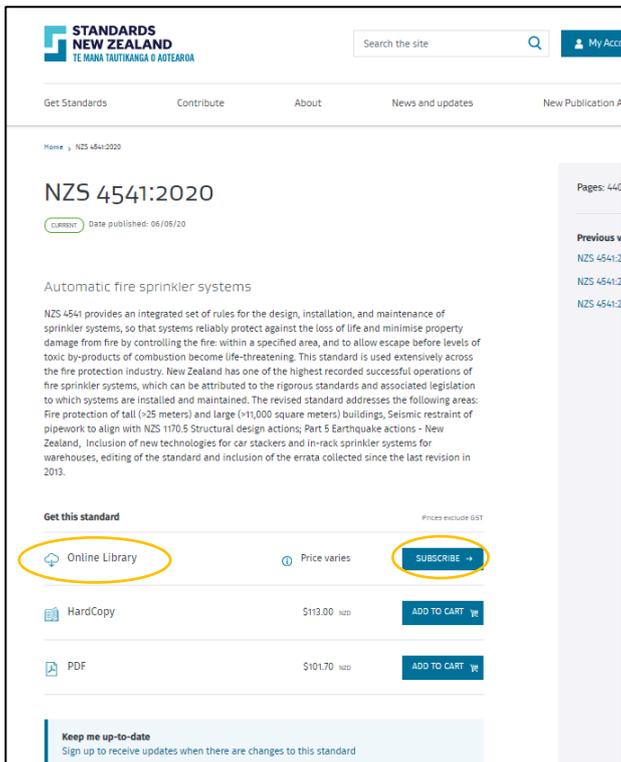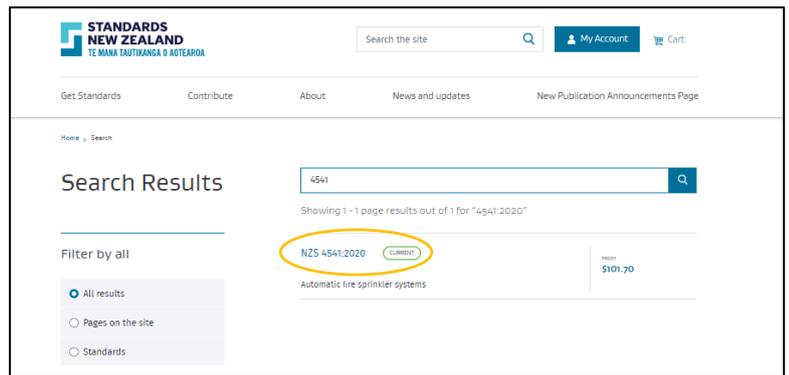
- On the checkout page you get to see your complete order before you make the payment. You can add a purchase order number, sign up for keep me up to date service
- If you would like order a hardcopy standard for your users. You can change the delivery address on this page for the book to be directly sent to them. If you would like to buy a PDF on behalf of someone, a button will appear on this page when the standard format in the cart is PDF. By checking yes on that button you can send the PDF directly to the requesters email ID. For more details please refer to the Webshop user guide
- Read and accept the Terms and Conditions (if you do not accept the terms and conditions the order will not be processed)
- Once the payment is accepted, your Standard(s) will be added to your Online Library portfolio and you will be emailed a paid GST invoice. For more details when the standard and the invoice will be made available to you please refer to the table at the end of this guide
- The order history page will also show the latest purchase in your account
- Your Online Library portfolio will not be updated until your payment has been received and processed if you have paid through internet banking. You will get instant access if you have paid using your credit/debit card
- Once your order has processed you will be sent an email advising you that your order has gone through, what was purchased and the amount of your purchase

- If the standard added was requested by a staff member of your organisation, you should advise the staff member that the standard is now available

Add standards requests from users

- Your user of Online Library subscription have an option to request standards to be added
- Login using your registered email ID and password
- Click on "My account" Go to "Online Library" button on the left hand panel and click on view subscription
- If a user in your organisation has requested a standard you will see a notification appearing on the left hand side panel
- The requests will appear in a list on this dashboard
- If you hover over the message icon in, you will be able to see the comment updated by the requester
- If you add the standard to the subscription or decide to remove the request, please inform the requester as they will not get any notification about your action
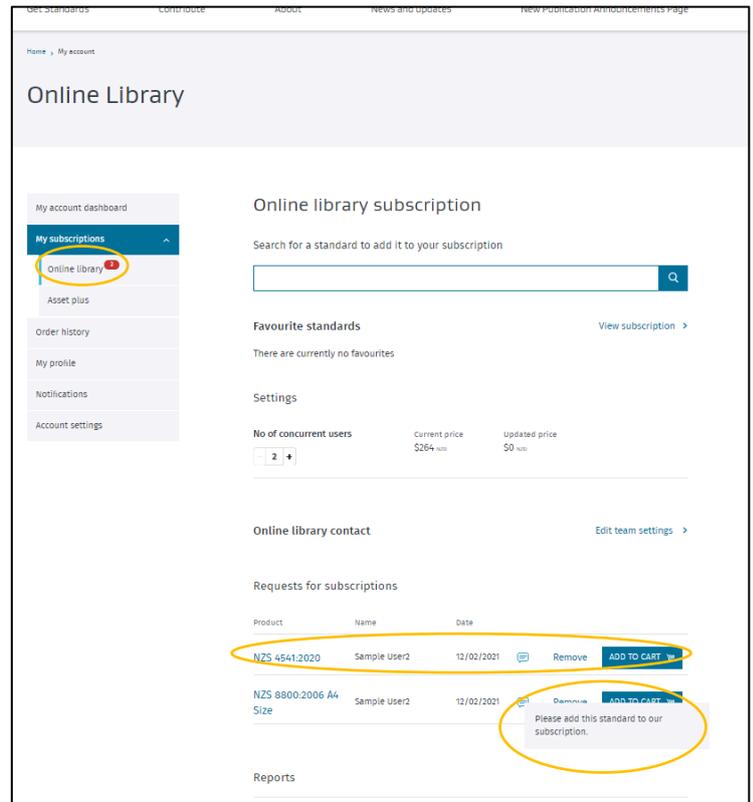
Finished using Online Library

- To logout, click "My Account" at the top of the page, then click 'Logout' at the bottom of the pop up box
- If you have successfully logged out, you will see 'Login' in the top right corner
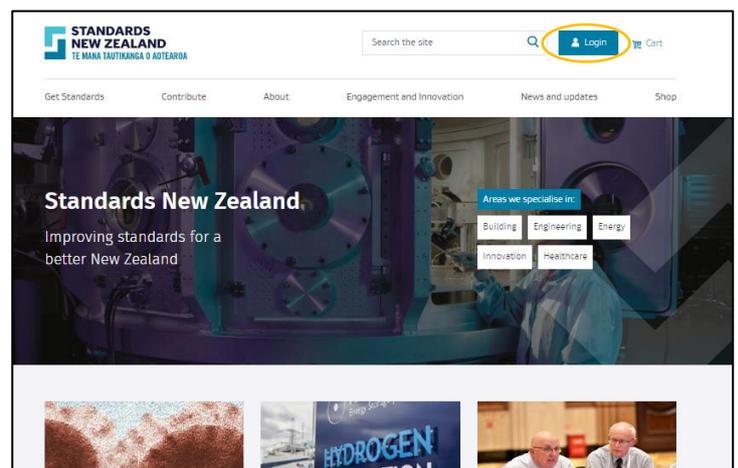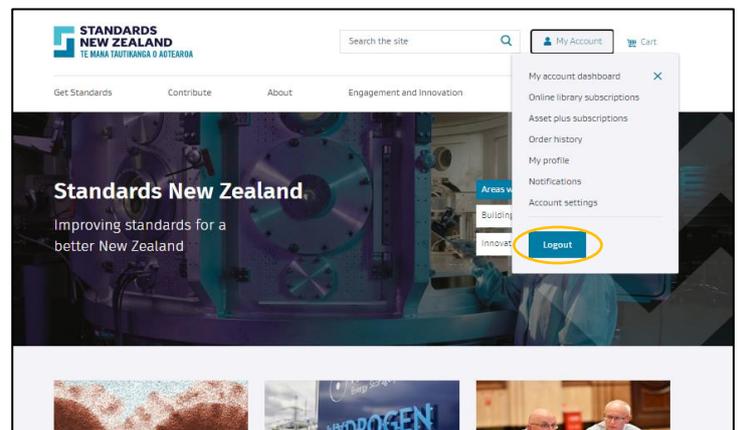
Invoice and product delivery timelines

Payment mode	Invoice delivery	Product type	Product delivery
Credit/Debit card	Immediate	PDF	Immediate
	Immediate	Hard copy	5-7 business days
	Immediate	Online Library	Immediate
	Immediate	Networkable PDF	Immediate
Internet banking	Payment received date	PDF	Payment received date
	Payment received date	Hard copy	5-7 business days from payment received date
	Payment received date	Online Library	Payment received date
	Payment received date	Networkable PDF	Payment received date
Direct credit	End of the month	PDF	Immediate
	End of the month	Hard copy	5-7 business days
	End of the month	Online Library	Immediate
	End of the month	Networkable PDF	Immediate

User Roles

- Administrator. An administrator will have full access to the account. This includes the ability to make changes to the subscription, such as adding users or standards, buying hard copies or PDFs of standards, management of the renewal process, and access to the online library of standards.

- Purchaser. A purchaser can buy hard copies and PDFs only. They can also access the online library of standards.

- User. A user can only access the online library of standards. There is also a new payments system, with the ability to set up a direct debit.

Do you need more information?

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

Email: onlinelibrary@standards.co.nz

Phone: 0800 735 656 during business hours