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Introduction

Perinorm is an application designed to help you in searching for, displaying and administrating standards and technical regulations. Perinorm includes databases from twenty-three countries as well as data from the European and international standards institutes: making a total of more than one million data records in all.

Perinorm is trilingual (German, English and French) and can be obtained on DVD, online or as an intranet version. A Linux version is currently being prepared. The direct monthly updating of the data by the standards organisations guaranties a reliable supply of up-to-date information.

With around fifty search fields and extensive search functions, Perinorm offers users rapid and targeted access to all the information they require. Individual bookmarks, notes and profiles entered by users make for simple data administration. All user data can be updated automatically every month.

The Appearance of the DVD and Online Versions

As Perinorm has been developed on as a browser-based application, the DVD and online versions look more or less identical. Furthermore, both versions have identical operation modes. In other words, you, as a user, no longer have to adjust when switching from one version to the others (see also user interface page 3).

Individual Settings

The new version of Perinorm allows you to make and save a large number of individual settings. You can configure as many Search masks as you wish, save them and load them later for specific search tasks. The same applies to search queries.

Furthermore, in the Result list and in the Full display you can change your field selection and the order of the fields to suit your needs and choose between text and table layout.

Last but not least, in the results list and the full display you can chose from a great number of individual print and export options settings. You can save and reload them for future print and export orders. In addition, you can combine each data record with a Full text of you choice.

User interface

The user interface is composed of the main navigation area with the horizontal tab bar, the navigator on the left and the virtual text and working area.

On the upper edge of the screen you will see a **green bar** showing the language settings. Click the arrow to select the language you require (German, English or French). The bar also shows your log-in name. You can also log off here (except for the DVD workstation application).

Beneath the bar you will see a **blue bar** composed of tabs. By clicking with the mouse on this bar you can access various pages (Search, Result list, Customer data, etc.) The light-coloured tab always shows the page of the application you are currently using.

Below the tab bar, you will see the **working area** of the page you have selected (in our example, the Search mask).

On the far left, you will always see the **navigator** with a list of the functions directly related to the page you are working with.

If you wish to see further information about the current page, simply open the related help text by clicking the "i" symbol on any page of the application.

Info

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Update status

When you select this link in the Navigation column, a new window will open showing the update status of the collections of the different countries with the number of the respective data records and their last monthly update.

User data update report

Here you will find information on the latest user-data update.

Monthly customer info

This link takes you to a page on www.beuth.de/emedia containing the customer information which appear monthly.

Product news

Click this link to open a page with the latest Product news.

Tips and tricks

If you want to make optimal use of all the information on Perinorm, you must be familiar not only with the new software, but also with the data content. Here you will find examples of specific uses and interesting research, as well as tips and tricks on how to use Perinorm.

Hotline/Support

Here you will find technical support for all of DIN's electronic products.

Standards management forum

This link takes you directly to the page www.forum-normenmanagement.de containing important information on the subject of standards management.

Help

Click here to open the Perinorm help file.

Search

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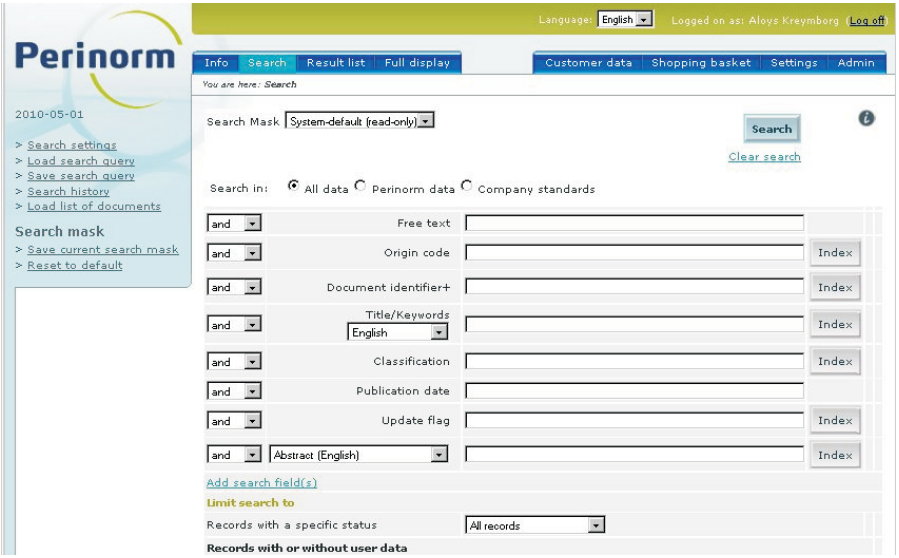
Search mask

When you launch Perinorm, the first page you will see is the Search mask, because the tasks you wish to perform with Perinorm generally begin with a search. If there are new customer infos, Perinorm starts with the Info tab.



On this page, you can save and load Search queries, set Search options, and load and save search masks.

Performing a search

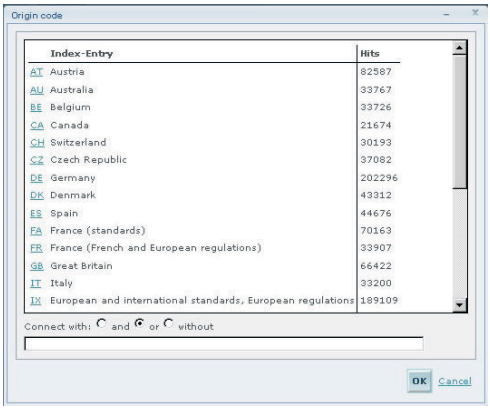
- Enter some search terms in one or more of the Search Masks and start your Search by clicking the **Search button**.

You will see the hits in the Result list.

- If you wish to determine the number of hits without switching to the Result list, simply click **Only count results**.
- Click **Clear search** to delete all the entries in the Search mask.

Index search

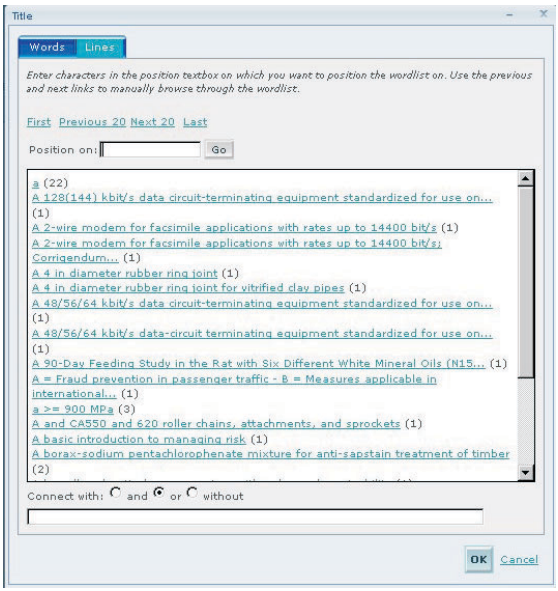
- Using the **Index** button, you can open a Selection window displaying the entries available in a specific search field.



- If you wish, you can choose between logical the operators **and**, **or** and **without**.
- Click **OK** to enter your Search term in the Search mask.

Determining the type of index

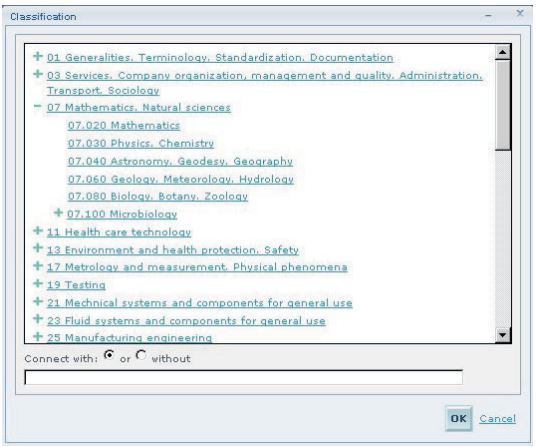
In some of the search fields (i.e. Title) you can determine whether to conduct your search in the Words or Lines index. Composite terms are displayed together in the Lines Index; in the Words index they are displayed as separate terms.



- Select between **Words** and **Lines**.
- Enter in the **Position on** field a string and click **OK**.
- Select with the mouse one or multiple search terms.
- With **OK** you load the search term into the search mask.

Index search classification

The Index search in the Classification field has a different structure.



In this dialogue, you will see the main and lower levels of the ICS classifications.

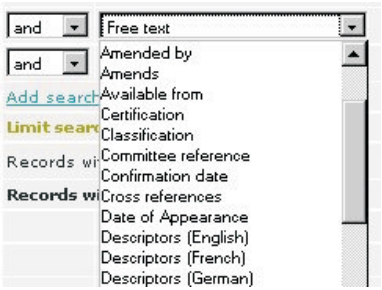
- Click on a **plus sign** to open a lower level.
- Click on a **minus sign** to close the lower level.
- Select a classification and confirm your choice by clicking **OK**.

Search options

The Search options are selected in the Search mask. The first step is to select a Search mask (next to the Navigator). Before you make this selection you must first save one or more customized Search masks (see section Save search masks page 13).

The next option concerns the **Data range** in which you want to carry out a search. You can choose between All data, Perinorm data and Company standards.

If you wish to change the **logical connector** (and, or, without) between the search fields, you can do so using one of the selection boxes. For the Title/Keywords field you can select only one language.



You can chose any Search field you want using a selection box. If you wish to use additional Search fields for your research, you can enter these in the Search mask using the **Add Search fields** link.

Connect Search with

You can now also limit the range of Data records you are looking for by your choice of **Status** (All records, Only valid records, Only withdrawn records and Without historical records).

In the case of User data (page 33), you are free to choose whether you wish to search for records with or without Bookmarks, Notes and Full texts. You can also choose whether you want to search for the hits of all profiles or of one specific profile only. Or you search for the hits which do not belong to any profile or to none specific profile.

Connect your search with a previous result

At the bottom of the Search mask you can choose whether you want to link your current search with a previous one.

- If you do, simply select one of the logical operators (and, or, without).

Note: This option is not available before you have performed a search with a valid search result.

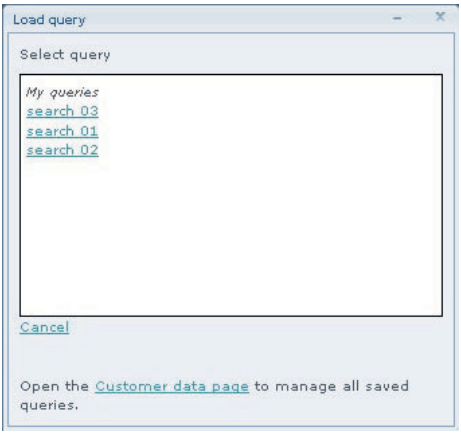
Functions in the Navigator

Search settings

You use this link to switch to the Settings/Search (page 69). There you can manage your Search masks, among other things.

Load search query

If you have already saved some Search queries, you can load these using a Dialogue window.



Save search query

You can save the entries in the current Search mask under one name so that you can use them again for research at a later date.
(see also User data/Saved queries page 43).

Search history

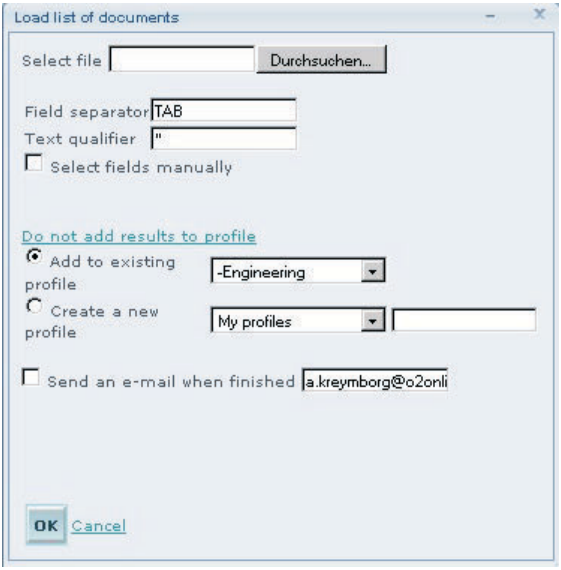
The Search queries for searches performed in the current session are displayed as a list. If you wish to relaunch them, click them with the mouse.

Note: When you end the session, the search history will be removed.

- Select **Save query** when you wish to keep the queries permanently.

Loading a list of documents

Using this function you can import **without export licence** Document identifiers as Search queries. These files are imported in ASCII format ".txt". They may contain only the document identifiers. The document identifiers must be separated by a Field separator. The document identifier notation must correspond to that used by Perinorm. **With export licence** you can also import other search criteria (e.g. Publication date).



- Select the import file using **Browse ...** and click **OK**.
- Select Field separator and Text qualifier.
- Activate the option **Select fields manually** only if the first line of the file you wish to import does not contain field names.

Add results to profile

- If you wish to add your hits to a profile, click the corresponding link.
- Select an existing profile.
- Or create a new profile for this purpose.

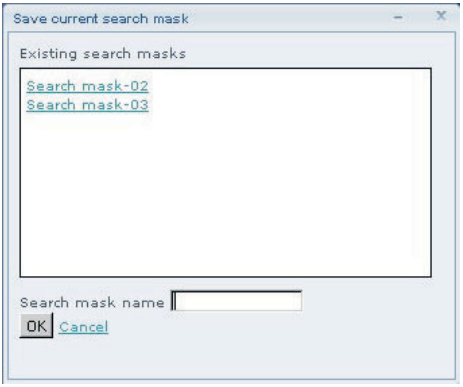
As importing large files can take a long time, this process is launched by a batch procedure.

- If you wish to be informed when the files have been imported, activate the option **Send an e-mail when finished**.
- Enter another e-mail address if desired and click **OK**.

Note: The alert service is not available in the DVD workstation and DVD network version.

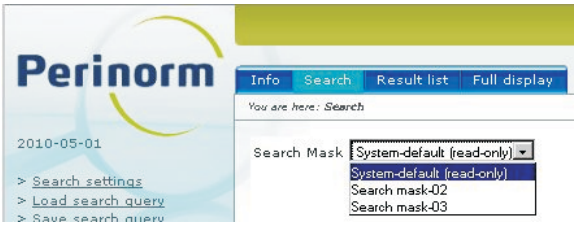
Saving and loading Search masks

You can search with the standard Search mask, or create one or several search masks (see also the Settings/Search page 69). This could be worthwhile if, for instance, you regularly need to conduct searches in fields that are not displayed in the default search mask.



You can add Search fields to the Search mask and then save these Search masks under a name.

- Enter a name for the Search mask and click **OK**.



- If you have saved individual Search masks, you can load them at any time, using a selection box, for research purposes.

Reset to default

- If you wish to reset your Search mask to default, simply click this link.

Result list

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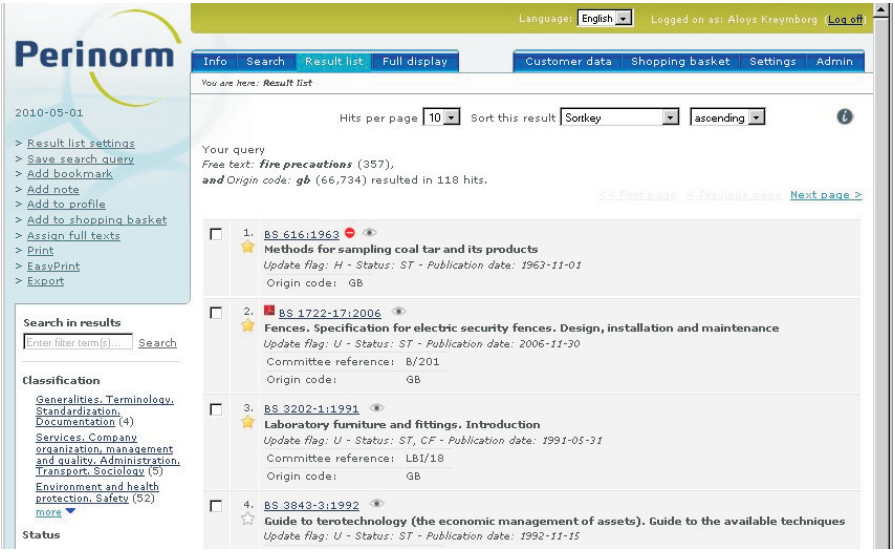
Result list

The Result list opens automatically when you start a search with the **Search** button. You can also access the Result list by clicking the **Result list** tab at the top of the page. You will now see the hits from your last search.



Display options

Beneath the tab bar, you can set the number of data records (10, 25, 50, 100) you wish to display on each page. If the set number – or a lower number – of hits are found, they will all be displayed. If the number of data records is greater, only the first will be displayed. You can now click the link to go to the **Next page**, the **Previous page**, the **Last page** and the **First page**.

- Click the icon to open a preview of the Full display.
- Click the document number to open the Full display of this data record.

Sorting the data records

The data records can be sorted in accordance with a series of fields, but only if less than 40,000 data records are found.

- Use a selection window to choose a field as a sorting criterion, and select the order in which you wish to sort the data (ascending, descending).

The default setting sorts the data records in accordance with the sort key provided by the data supplier.

Searching in the results

If you wish to refine your search, you can search for specific search terms in the hit list. The terms you enter will be searched for in every data field in the data records found. If you wish, you can undo the filtering process by clicking the mouse.

Other methods for filtering the results

In the Result list, hits are also filtered according to Classification, Status, Select records, Update flag and Origin code. The number of hits in the list is also displayed.

- When you click a link, only the filtered hits are displayed.
- If you wish, you can reset the filter and undo the filtering procedure.

Symbols in the Result list

Please note: In the **Settings** tab, you can choose whether to display the following symbols or not. (See the Settings/Result list page 70).

	This symbol means that the data record has been withdrawn.
	If you wish to keep a data record for later use, you can bookmark it by clicking the star that appears with the data record. If the star is yellow, you have bookmarked the record, if it is white, it means that you have not bookmarked it.
	This symbol means that there is a note assigned to this data record.
	This symbol means that the data record is assigned to a profile.
	This symbol means that this data record is the first notice of a draft.
	This symbol means that a Full text (PDF) is assigned to this data record. If you click this symbol, the Full text will be displayed in a form that your browser uses for this type of document. If more than one full text is linked to the document, a pop-up window will open providing information on the language in which the Full text in question is available (German, English, French, another language, or unknown). Click one of these languages once to open the document in question. **Please note:** For reasons of security, you may have to enter the path (URL) in your browser address line and then click Enter to open the PDF.
	This symbol means that this data record is a Company standard.

Functions in the Navigator

Settings

Here you can switch to the Settings/Result list (page 69). You can also change the display fields of the Result list and set other display options.

Save search query

In the Search mask, you can save the entries that led you to this Result list and give them a name.

Add Bookmark

With this link, you can add bookmarks to all or to selected (marked) documents (see also User data/Bookmarks page 33).

Add note

Using this link, you can add notes to all or to selected (marked) documents (see also User data/Notes page 35).

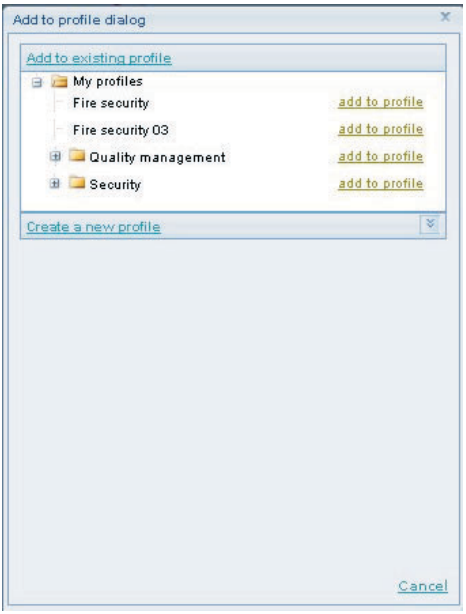
The following dialogue will now open:

- Enter a note in the **Content** field.
- Enter a name for the note and click **OK**.

Note: You can add as many notes as you like to any data record.

Add to profile

With this link you can add all or to selected (marked) data records to a profile.



- Select a profile and, if required, a sub-profile and click **Add to Profile**.

Create new profile

Here you can create a new profile for the marked data records.

- Click **Create new profile**.
- Enter a profile name.
- Then you select whether you wish to create the new profile (under **My profiles**) or you wish to create a new subprofile to an existing profile.
- Finally you decide if you want to activate the **alert service** in case of updates.

Please note: The alert service is not available in the DVD workstation and DVD network version.

Add to Shopping basket

With this link you can place all or selected (marked) data records in the Shopping basket (see also Shopping basket page 64).

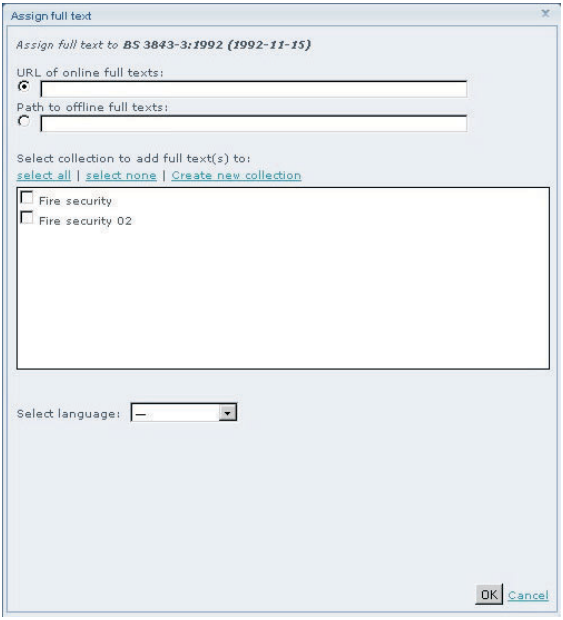
Assign Full texts

The option **Assign full texts** is available only to users who have been assigned the role of company Full text administrator. This role is assigned automatically in the DVD single-user system. With this option, you can link a data record to the related Full text.

Please note: Full texts are managed under User data/Full texts (page 51). There, you can compile full-text collections. In the Result list, Full texts can be assigned to single data records only.

- In order to perform this task, you must first select a single document, and then assign a Full text.
- Click on the link **Assign full texts** (if you have not selected any documents or have selected more than one, you will receive an error message).

A dialogue will now open:



If the document is already linked to Full texts, these will be displayed together with information on the language, the URL and full-text collection(s), to which they belong.

- Now, you must either enter a URL, provided that the Full text can be accessed via the Internet, or a path, if the Full text is located on your local network drive.

This must be the URL or the path of the document itself, so that when the URL or the file is opened, the desired full text appears immediately.

- Now select one or several full-text collections to which the full text belongs.

Please note: If no Full text collection exists, you must first create a new collection, because all Full texts must belong to at least one collection.

- If necessary, click on **Create new collection**, enter a new name and click Save.
- Here, you can also enter the document language. You can choose between German, English, French and "other languages".

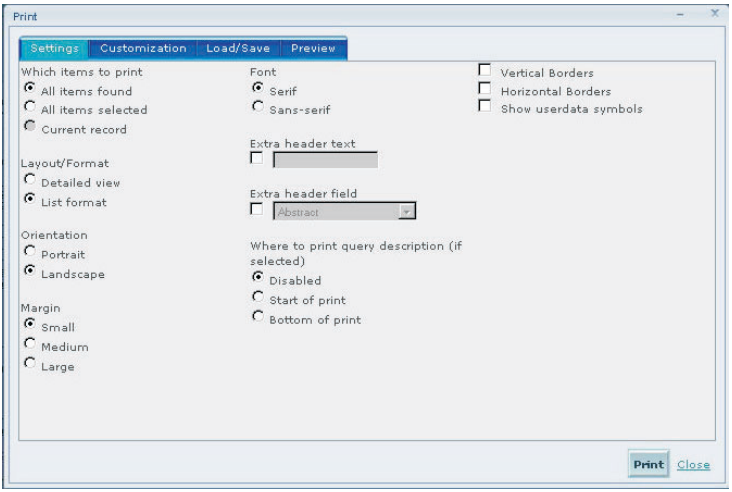
Please note: If you do not enter anything, the language of the Document full text will be referred to as unknown. So you might not be able to distinguish which language version is behind a Fulltext link.

- After you have entered all the information correctly, click **OK** to accept the changes.
- You can also cancel the process and return to the Result list without adding a Document full text.

Print

When you print, a PDF file is always created. Here, you have a variety of individual output settings to choose from. The Easy print command (page 22), on the other hand, is executed via the browser and cannot be configured.

■ When you click Print in the Navigator, the following dialogue will open:



In the **Settings** tab, start by choosing the range (All items found, All items selected, etc.) that you wish to print. Now select the layout (Detailed view, List format) and the Orientation as well as the desired margin width. You can also choose between serif and sans serif fonts. If you want, you can enter a text for the header or select the content of a field for the header. You can also choose whether, and where you want to print the Search query. Last but not least, you have the option of inserting Vertical or Horizontal Borders between the data records and clicking the option Show user data symbols.

Under the **Customization** tab use **add >** or **< delete** to select the fields you wish to print, determine their order and enter the desired column width for the various fields.

Under the **Load/Save** tab you can save your current printer settings and load or delete saved printer settings. You can also reload the default settings.

In the **Preview** tab, you can preview your print-out with the current printer settings.

■ When you have made your selection, click the **Print** button to start printing.

Easy print

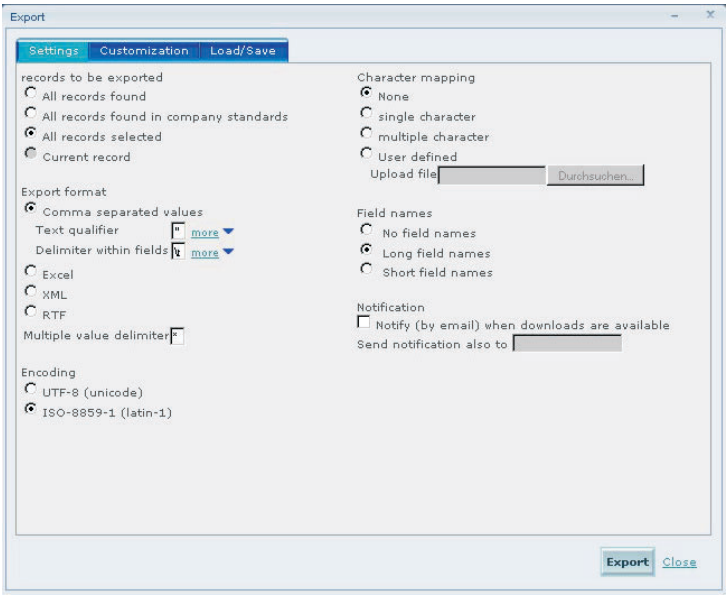
In this option, the selected data records are printed via the browser print function.

Export

The Export function allows you to save the results of your Search in a format readable by other programmes, especially by table calculator software.

Please note: The export function is active only if you have acquired a corresponding export licence. If you do not have a licence, you can only export data records that you yourself have created.

- If you click on the **Export** link, a dialogue with three tabs will open.



In the **Settings** tab, start by selecting the data records you wish to export (All records found, All records selected, or only Current record). You can choose between the following export formats: Comma separated values (CSV), Excel, XML and RTF. If you choose CSV format, please enter a Text qualifier and a Delimiter within fields; in the case of multiple entries, please select Delimiter within fields. For exporting, you can also select UTF-8 (Unicode) or ISO-8859-1 (Windows) font. Now decide how you wish to export special characters and umlauts/mutated vowels. Here, you can choose between the following Character mapping options: None, single character and multiple character. Alternatively, you can upload a User-defined table. Once you have done this, select whether you wish to export Field names (short or long), and if so, which ones.

Last but not least, if you want to export more than 1,000 data records by e-mail, decide whether you wish to be notified by email when the export file

is created. Extensive exports are executed in a batch procedure that runs in the background while you are working with Perinorm.

Please note: The alert service is not available in the DVD workstation and DVD network version.

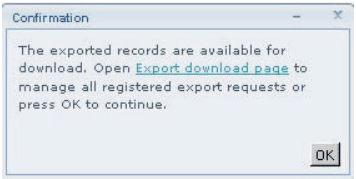
In the **Customization** tab use **add >** or **< delete** to select the fields you wish to export. Use the double arrows to set the order of the fields.

Under the **Load/Save** tab you can not only save your current export settings, but also load and delete saved export settings. If you wish, you can also reload the default settings.

- After you have made your selection, you can begin exporting by clicking the **Export** button.

If you make a mistake, you can also stop the process. Once you have saved the exportfile, it will remain in the Perinorm system but not on your local computer

If the Export has been successful, you will receive the following message:



You can directly download your export files now or download them later under User data /Download exported records (page 59).

Overview of Export Data fields and Codes

Code	Designation
AC	AC code
UP	Update flag
ID	Product ID
HB	Handbook
DP	Publication date
CM	Committee reference
NG	Notes (German)
NB	Notes (English)
NF	Notes (French)
NN	Notes (Other languages)
DC	Confirmation date
PU	Available from
SORT	omitted
AS	Amends
TS	Status
DI	Document identifier omitted
OV	Overview
DX	Expiry date
DA	Date of Appearance
XTR1	Extra1
XTR2	Extra2
XTR3	Extra3
AZ	Amended by
DV	Effective date
IU	Issuing body
HS	Hyperlink Amends
HA	Hyperlink Amended by
HI	Hyperlink Intern. relationship
HX	Hyperlink Replaced by
HZ	Hyperlink Replaces

Code	Designation
HH	Hyperlink History Of versions
II	International relationship
SK	Sortkey
CA	Classification
AD	Abstract (German)
AB[0]	Abstract (English)
AF	Abstract (French)
AN	Abstract (other languages)
LC	Origin code
RX	Replaced by
AL	Original language
PDF	PDF
PQ	Price
PI	Published in
SL	Sectional list
LE	Legislation
FM	Format/Pages
D2	Descriptors (German)
D3	Descriptors (English)
D1	Descriptors (French)
FN	Descriptors (other languages)
IF	Identifier fragments
B.IF	omitted
TG	Title (German)
TI	Title (English)
TF	Title (French)
TN	Title (original language)
TP	Transition Period
TR	Translations
AV	Full text address
VB	Full Text Online ID

Code	Designation
RH	History Of versions
RZ	Replaces
DR	Draft superseded
CE	Certification
XR	Cross references
WF	Withdrawal flag
WD	Withdrawal date

Full display

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- Export 30
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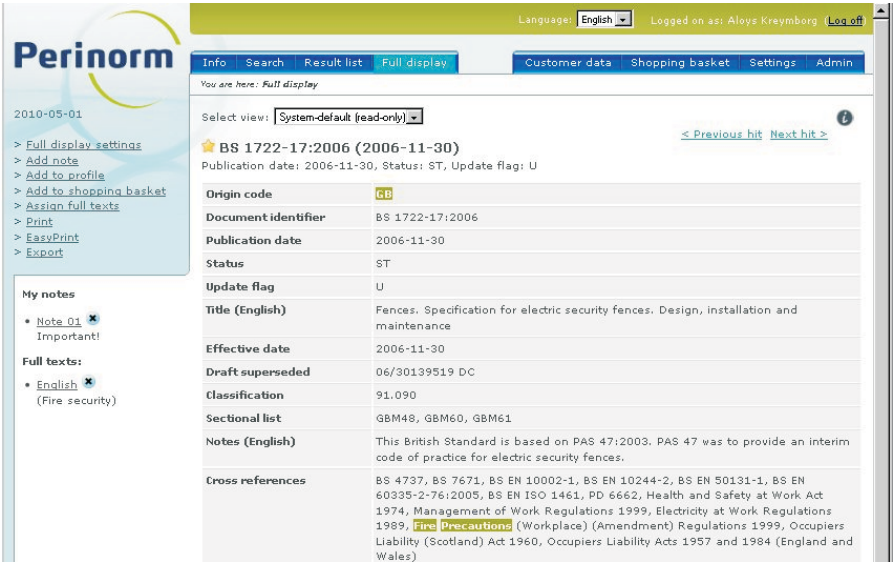
Full display

The **Full display** page contains all the information or the information selected by you for a single data record. The default setting lists all fields. The field selection can be changed however.



Display options

In the upper margin of the Full display, you can select a display format in a selection box. Before you do so, however, you must have already created and saved one or several customized display formats under Settings/Full display (page 72).

- To browse to and fro, click the links **< previous hits** and **next hits >**.
- In the field **Abstract**, you can open a table of contents of DIN standards.
- In the fields **Replaces**, **History of versions** and **Committee reference** click the links to switch to the Full displays of the corresponding data records.
- The field **Committee reference** contains a hyperlink for DIN standards to the websites of the competent standards committee.

Symbols in the Full display

Please note: In the **Settings** tab, you can choose whether to display the following symbols or not. (See the Settings/Result list page 70).

	This symbol means that the data record has been withdrawn.
	If you wish to keep a data record for later use, you can bookmark it by clicking the star that appears with the data record. If the star is yellow, you have bookmarked the record, if it is white, it means that you have not bookmarked it.
	This symbol means that there is a note assigned to this data record.
	This symbol means that the data record is assigned to a profile.
	This symbol means that this data record is the first notice of a draft.
	This symbol means that a Full text (PDF) is assigned to this data record. If you click this symbol, the Full text will be displayed in a form that your browser uses for this type of document. If more than one full text is linked to the document, a pop-up window will open providing information on the language in which the Full text in question is available (German, English, French, another language, or unknown). Click one of these languages once to open the document in question. **Please note:** For reasons of security, you may have to enter the path (URL) in your browser address line and then click Enter to open the PDF.
	This symbol means that this data record is a Company standard.

Functions in the Navigator

Settings

Use this link to switch to the Settings/Full display (page 72). There you can process further display options and also create and manage display formats.

Add note

see Result list page 17

Add to Profile

see Result list page 18

Add to Shopping basket

see Result list page 18

Assign full text

see Result list page 19

Print

see Result list page 21

Easy print

see Result list page 22

Export

see Result list page 22

Further options

In the left side, beneath the Link selection, you will see whether a note is available for the data record and/or whether the data record is assigned to a profile.

- Notes can be processed by clicking their name.
  Click **More ...** to display the entire content of the note.
  (see User data/Notes page 35)
- By clicking the blue cross ✖ behind the Note name or behind the Profile name, you delete notes from a data record and data records from a profile.
- If you remove a note, you can choose whether the note is to be deleted only for this data record or completely (for all data records).

User data (Customer data)

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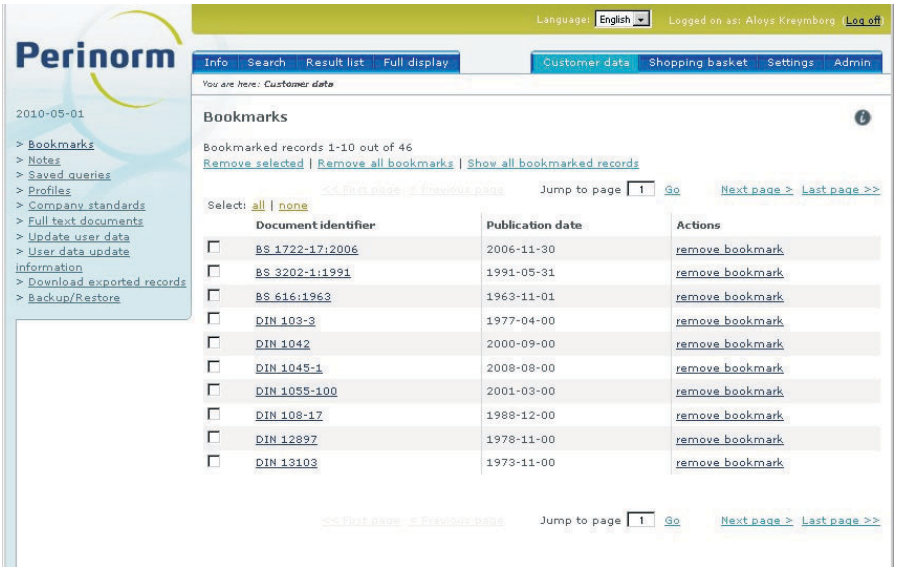
User data

On the **User Data** page you can manage your User data, starting with classical User data such as Bookmarks, Notes and Profiles. Here, you can also manage your Search queries, Company standards and Full text documents. From this page you can also update, backup and restore your User data and download the export files.

Bookmarks

There are various ways of incorporating specific data records into a user selection and marking them. The first and probably most simple solution is to bookmark them. You add Bookmarks in the Result list (see page 17) or in the Full display. On this page, you can manage any Bookmarks you may have added, in other words: you can remove Bookmarks, display the related data records, etc.



Displaying Bookmarks

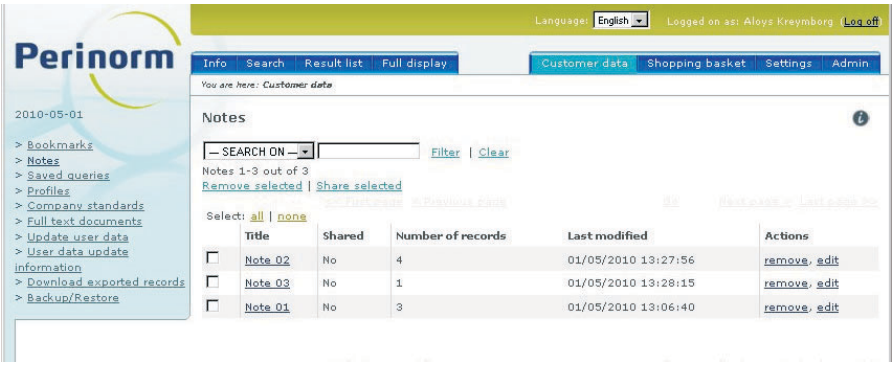
- If you have a great number of Bookmarks, you can browse through the list with the aid of the links **Next page, Last page, Previous page** and **First page**.
- Or you can enter a certain number of pages manually in the **Jump to page** field and click **OK**.
- If you click the Document identifier of the record, the record will open in the Full display.

Removing Bookmarks

- You can remove Bookmarks singly by clicking the **Remove bookmark** link.
- Alternatively, you can mark specific Bookmarks and click **Remove selected**.
- If you want to remove all of your Bookmarks, simply select all of your Bookmarks and click **Remove selected**.

Notes

Notes are comments (on texts) that are attached to one or more records. You can attach Notes in either the Result list or the Full display. As with the Bookmarks, if you can look in the Results list and in the Full display you will see whether they contain any Notes. Records with one or more Notes are marked with the symbol (unless the display of symbols for User data has been deactivated. See page 71).



View Notes

On this page you can see a list of all available Notes, or, if there are very many Notes, the first page of each Note. In this case you can browse through the list of Notes.

The following information is added to each Note: the name of the Note, the number of data records related to the Note in question, and the date when it was last edited.

- If you click the title of the Note, you will see the Result list showing all the hits for this Note.

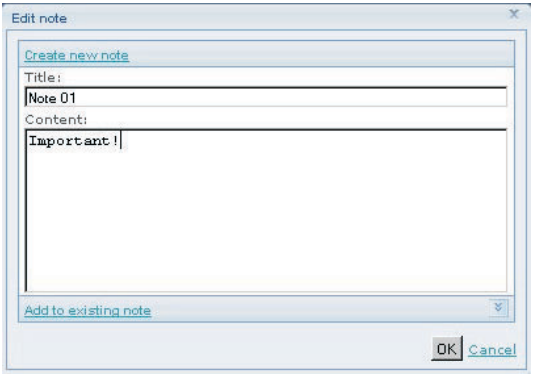
Removing Notes

You can remove Notes singly or as selections. They will then be removed from all data records.

- To remove single Notes, click **remove**, which you will find under **Actions**.
- Mark Notes and click **Remove selected**, to remove selected Notes only.

Edit Notes

When you edit a Note you change its name, the contents of the Note (or both).



- Edit the Note and click **OK** to save it.

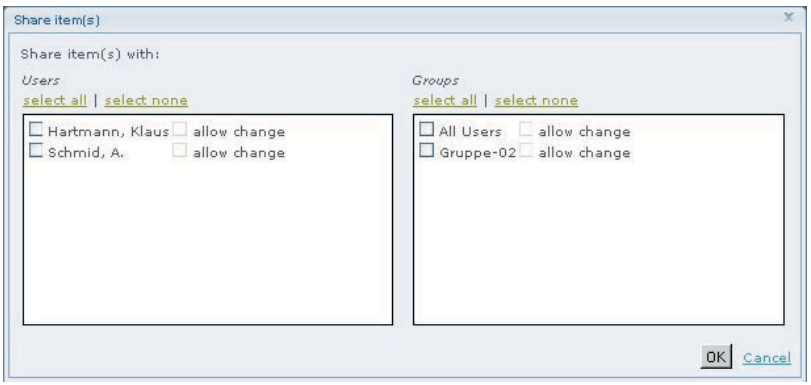
Searching in Notes

You can filter Notes with the aid of the search window.

- Choose whether you want to search in the Title or Content.
- Then click **Filter**, if you want to see only the Notes in the Result list to which your Search applies.
- If you make a mistake, click **Clear** to display all Notes again.

Share selected Notes

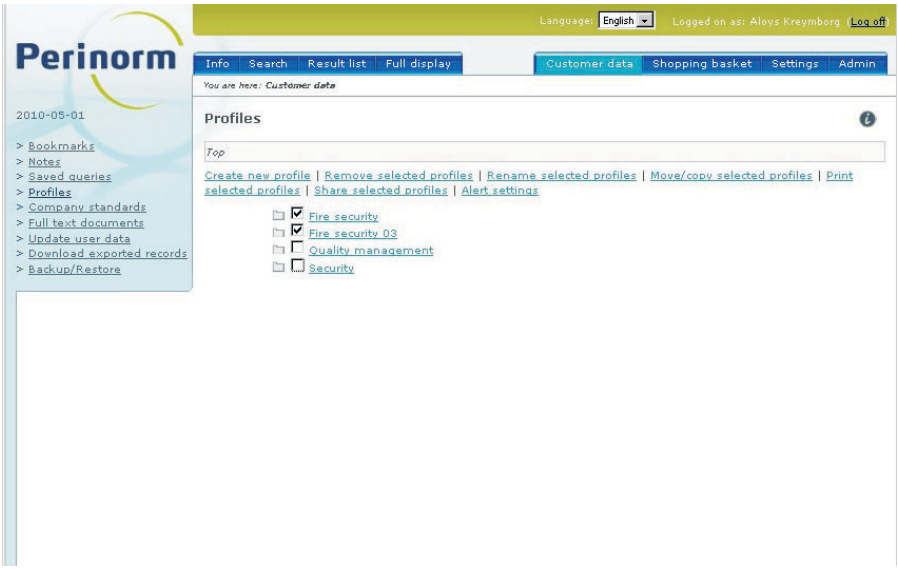
You can share Notes with specific users and/or groups.



- First mark the Note(s) you wish to share.
- Click **Share selected**.
- In the open dialogue, you can select both users and groups – singly or together.
- Last but not least, determine whether the Users/Groups are allowed to edit the Notes.

Profiles

Profiles are used to compile data records to documents which, for example, belong to one and the same subject area or – in the eyes of the user, and for different reasons – belong to a common category. Profiles can be hierarchical, in other words, they can contain not only documents but also other Profiles (Subprofiles) or a combination of both.



Generally, data records are assigned to a profile in both the Result list and the Full display. Here you can decide whether to assign data records to an existing profile or to create a new profile for them. You can also create new Profiles as copies of existing ones and then edit them (see below).

Changing profile levels

Initially, only the upper level of the Profiles is displayed (see the screenshot above); the related data records and Subprofiles are not shown.

- When you click on a Profile title, a list of Subprofiles (if available) will appear together with the related documents.
- In the upper row you can click the mouse to return to your first level or move to a superordinate profile.

Managing Profiles

In the Profiles list, you can mark specific profiles and use them to perform the following operations.

Please note: You cannot mark profiles under the function Create new profile.

Create a new profile

After you have clicked **Create new profile** a dialogue will open.

- Enter a name for the profile and click **Create**.

You will now see the newly created profile.

Remove selected profiles

This command removes the selected profiles.

Rename selected Profiles

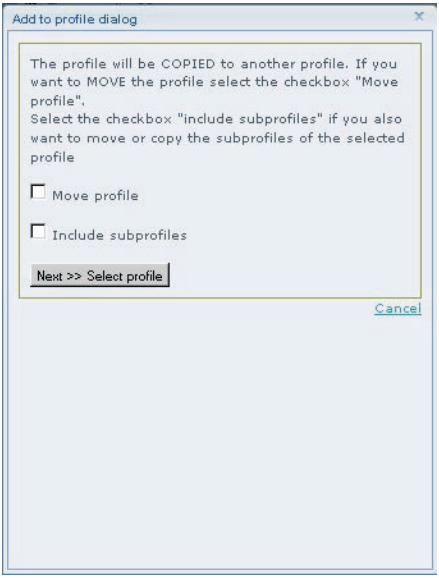
The names of the selected profiles are changed into editable text fields.

- You can enter new names in these fields, **Save** your changes, or stop the process by clicking **Cancel** for Profiles you do not wish to rename.

Move/copy selected Profiles

When you copy a profile, you keep the existing profile and create a new one with the same contents.

See the screenshot on the next page.



- In this case, do not activate **Move selected profiles**, but click Next.
- Now click **Add to profile dialogue** together with the profile to which you want to copy it, or click **Add to uppermost profile level** to save it as an independent profile.
- You can also create a new profile by saving the selected profile under a new name.

You can move selected profiles so that they are subordinate to another profile as a subprofile.

- To do so, mark Move profile in the dialogue that has just opened and then click **Next**.
- If you wish to add this profile to an existing one, click **Add to existing profile**.
- Now click **Add to existing profile** next to the profile you wish to subordinate it to, or click **Add to uppermost profile level** to save it as an independent profile.
- You can also create a new profile by saving the selected profile under a new name.

In both cases, i.e. Move and Copy, you can activate or deactivate the option **Include Subprofiles**.
If this option is selected, a copy will be made of every subprofile and saved in the profile copy as a subprofile.
If it is not selected, only the documents will be copied, and the copy will not contain any subprofiles.

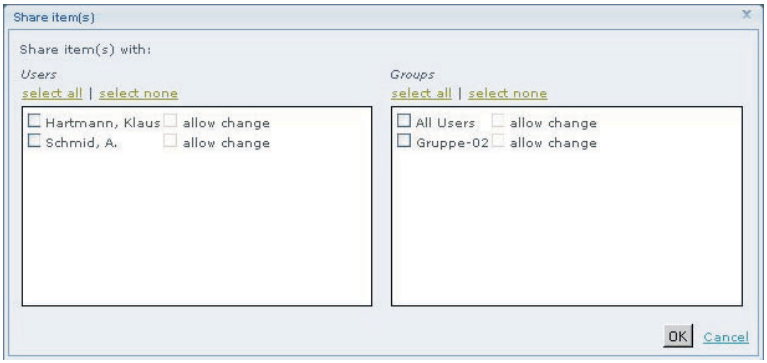
You can choose a file/tray for your copy or copies. The copies have the same name as the original with the Note ("Copy") attached to the name.

Print selected profiles

You will get an overview printout of the data records in the profile.

Share selected Profiles

Here you can make specific profiles available to some or all users/groups.



- First mark the profiles that you wish to share with others.
- Click **Share selected profiles**.
- In the open dialogue, you can select users and groups singly or together (all).
- Finally, you can determine whether the users/groups are entitled to edit the Profiles or not.

Alert settings

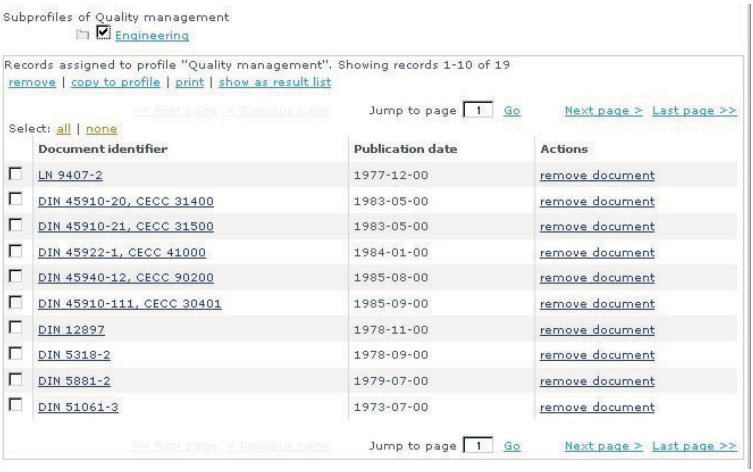
Here you can specify whether you want to be informed by e-mail - and, if so, at which e-mail address whenever changes are made to one or more profiles.

Please note: The alert service is not available in the DVD workstation and DVD network version.

Managing profile records

- When you click a profile title, a list of sub-profiles will appear together with the related documents (if both cases apply).

The document identifiers and the date of issue of the data records appear in the profile. If there are a lot of data records in the profile, the remainder may be displayed on the following pages.


Subprofiles of Quality management
Engineering

Records assigned to profile "Quality management". Showing records 1-10 of 19
remove | copy to profile | print | show as result list

<< First page < Previous page Jump to page 1 Go Next page > Last page >>

Select: all | none

	Document identifier	Publication date	Actions
	LN 9407-2	1977-12-00	remove document
	DIN 45910-20, CECC 31400	1983-05-00	remove document
	DIN 45910-21, CECC 31500	1983-05-00	remove document
	DIN 45922-1, CECC 41000	1984-01-00	remove document
	DIN 45940-12, CECC 90200	1985-08-00	remove document
	DIN 45910-111, CECC 30401	1985-09-00	remove document
	DIN 12897	1978-11-00	remove document
	DIN 5318-2	1978-09-00	remove document
	DIN 5881-2	1979-07-00	remove document
	DIN 51061-3	1973-07-00	remove document

<< First page < Previous page Jump to page 1 Go Next page > Last page >>

Remove

With **Remove**, you can remove data records from your profile. If you wish, you can remove several data records simultaneously by selecting them and then clicking remove.

Copy to profile

With this function, you can add selected documents to a different (existing) profile or newly created profile.

Print

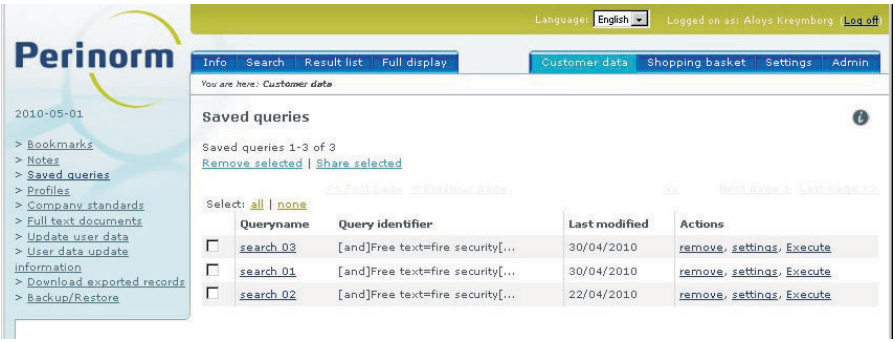
Here you can print all the data records as a list

Show as Result list

The data records in this profile will be displayed in the Result list.

Saved queries

You can save Search queries in the Search and Result list pages. If you wish to do so, use the link Save query. The last search query is saved.



This page contains the name, a short description of the query, and the date marking the last change to the Search query.

- If a large number of search queries have been saved, you can browse through the list using Next page, Previous page, Last page or First page, or enter a page number and confirm your entry by clicking OK.

Edit search queries

- Click the name of the Search query. The Search mask will open and the Search query will be loaded.
- If you click **Remove**, the Search query will be deleted.
- Use the **Execute** link to go to the Result list containing the hits for this Search query.
- With the aid of the **Settings** link, you can change or edit your Search query so that you will be informed when an edited Search result is available for this Search query.

This last option, which informs you when changes are made to the Search result, can be used if you want to observe standards that are of interest to you even if they have not yet been included in Perinorm, or do not even exist yet. You can enter one or more different addresses to which a notification should be sent, e.g. to a colleague, or to a second mail address.

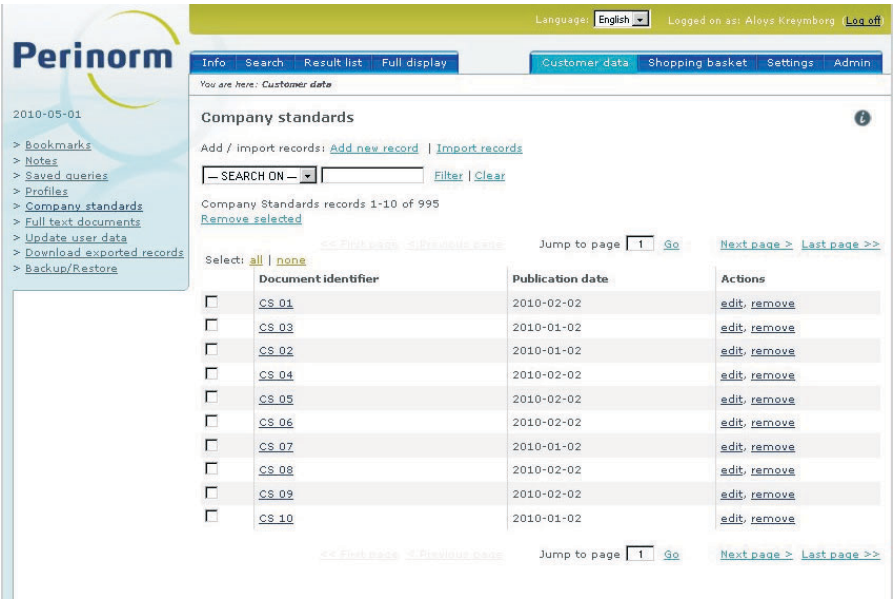
Please note: The alert service is not available in the DVD workstation and DVD network version.

Select search queries

Once you have selected one or several Search queries, you can arrange for all of them to be removed or to be made available to one, several, or all of the colleagues with whom you share a Perinorm Company license. If you make a saved Search query available to colleagues for joint use, they will be able to see or execute the Search query, but they will not be able to edit it.

Company standards

Company standards are data records that do not belong to Perinorm's database, but have been created by you. They may be company standards, for instance. Company standards can be created either singly from Company records or imported from other databases.



Viewing company standards

By default, all Company standards are displayed on this page, unless their number exceeds twenty-five. You can change the number of data records per page in the Result list (page 15).

- If you have large number of entries, you can browse through the list using Next page, Previous page, Last Page or First page, or enter a page number and confirm your entry by clicking **OK**.

If you want to see a smaller number of Company standards, you can filter the displayed result by conducting a search. You can search using Document Identifiers and Publication Dates.

- Choose the required Search field in the selection box, enter a part of the value you are looking for and click **Filter**.
- After you have conducted your search, click **Clear** to view all data records again.

In the Search mask (page), you can limit your search to Company standards. In the **Free text** field you can search for entries in the **Company standards** fields Extra 1, 2, 3.

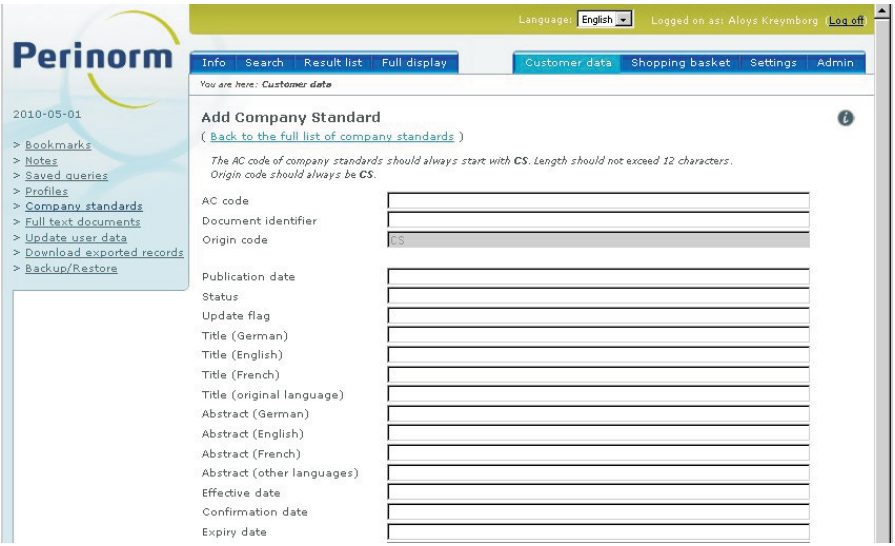
Removing/editing company data

Here, you can delete or edit existing company data

- To delete data, click on **remove** and click **OK** in the following dialogue.
- Editing involves filling in empty fields and/or editing existing entries.
- Click **Save** to accept your editing.

Adding Company standard

Using the link **Add new record**, you can manually add new data records. (See Additional fields for Company standards on page 96)



When adding a record, please observe the following points:

- Always enter an AC code.

The AC code must begin with the letters CS (Company Standard) and have a maximum length of 12 characters. It must not be identical with an existing company standard. Your company may have its own rules for indexing documents. If this is not the case, please observe the following guidelines:

- Always enter a document identifier.

Whereas the AC code is the unambiguous record key, the document identifier is the user's designation. You should therefore use a code that allows you and others to unequivocally identify the document by, for example, its identifier within a series of standards.

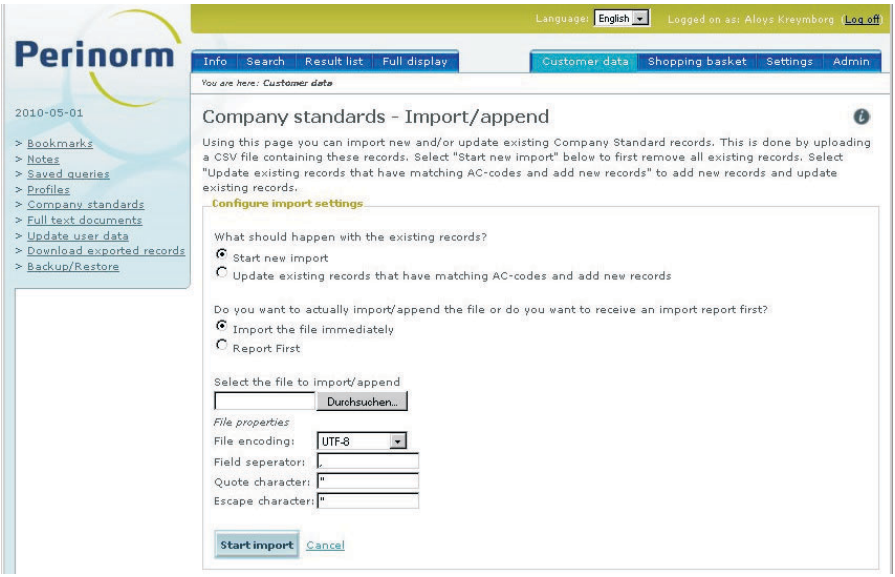
There are no other obligatory fields. However, it is worth filling out as many fields as possible so that you and your staff members can find the document and, once they have found it, access further information.

- Click **Save** to accept the new record.

Importing company standards

If you want to add a lot of data records, the simplest way is to create a CSV file with these records. You can then load this file by clicking the link Import records.

- Click the **Import records** link.



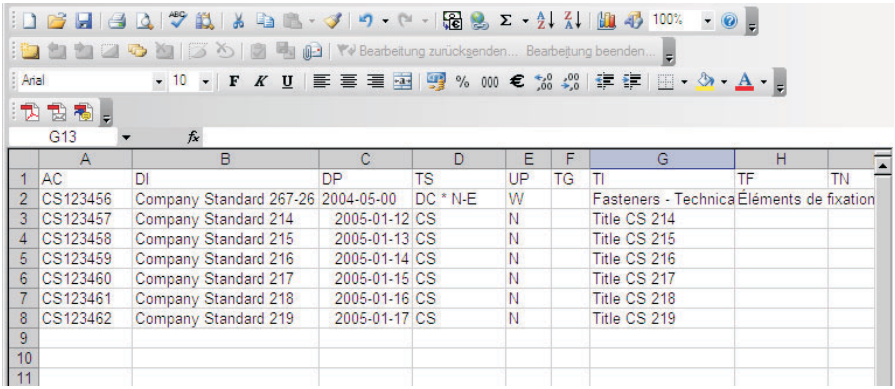
Configure import settings

- Select **Start new import** to remove existing data records.
- Select **Update existing records that have matching AC-codes and add new records** when you want to add new records and update existing records.
- Finally, choose whether you want to start importing the records immediately or to first view a report.
- Select the CSV file using **Browse** ...
- You can choose from the following file encodings: UTF-8, ISO-8859-1 and Windows-1252.
- Now select Field separators, Quote characters and Escape characters.
- Click **Start import**.

Recording CSV files in Excel and other editors

A CSV file is a text file used for storing or exchanging simply structured data. You can record or further process CSV files in Excel, or in other spread-sheet programs and editors, and continue working on them. The single entries are separated by a special separator, such as a semicolon for instance.

- Record a table in Excel (see screenshot).



	A	B	C	D	E	F	G	H	
1	AC	DI	DP	TS	UP	TG	TI	TF	TN
2	CS123456	Company Standard 267-26	2004-05-00	DC * N-E	W		Fasteners - Technica	Éléments de fixation	
3	CS123457	Company Standard 214	2005-01-12	CS	N		Title CS 214		
4	CS123458	Company Standard 215	2005-01-13	CS	N		Title CS 215		
5	CS123459	Company Standard 216	2005-01-14	CS	N		Title CS 216		
6	CS123460	Company Standard 217	2005-01-15	CS	N		Title CS 217		
7	CS123461	Company Standard 218	2005-01-16	CS	N		Title CS 218		
8	CS123462	Company Standard 219	2005-01-17	CS	N		Title CS 219		
9									
10									
11									

- Enter the field names in the first row (e.g. AC, DI, etc.).
- Then enter the data of your company standards.
- Click **Save as** and save your file in the format **CSV**.
- You always import the data of a CSV file in the **User data/ Company standards** page using the function **Import record ...** .

Important tips on recording

1. For each csv-file you create, you must enter a column heading in the first line. Your heading must be identical to the internal Perinorm program codes (see codes in Chapter List of English Search fields on page 88). If, for instance, you want to import the field document number into the csdata.mdb, the column heading must be called DI. You must always use capitals.

2. Every data record must have the field AC. You must therefore enter an unique key in Perinorm. To create a clear distinction between this key and Perinorm's AC codes (an AC code is composed of the 2-digit country code and an 8-digit number) it is absolutely essential that you enter the two-letter CS code for the company standards. Hence, in the csdata.mdb file the AC code will, for example, be CS00000001. Any one AC code may only be entered once. Should you accidentally use an AC code twice, Perinorm will register this when you import data into csdata.mdb and refuse to import the record. You will then receive a log-report containing the corresponding information.

3. The fields are limited in length (see table below). If you do not keep within this prescribed length, any content extending beyond the proscribed field length will be cut off when the record is imported. You will then receive a log-report containing information to this effect.

4. You do not have to fill in all the fields: you need only select the fields you wish to import. The sequence is not important.

5. In the directory CSDATA on the Perinorm DVD you can open an example file. In the file Sample.csv you find the Code names with long Field names in German, English and French.

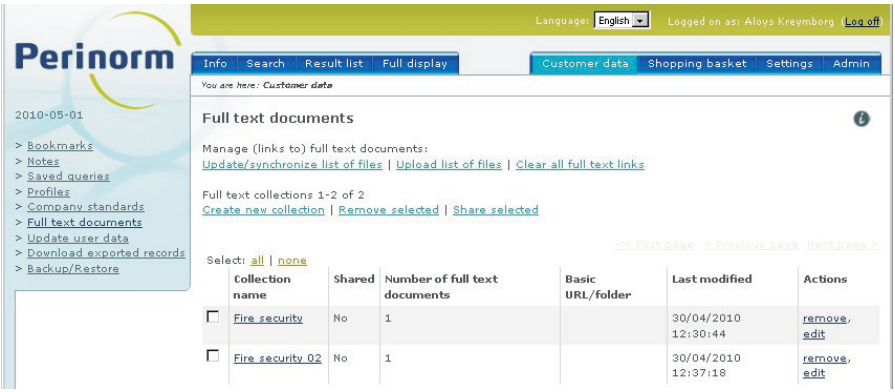
Fields you will only find in the CSDATA company database

In addition to Perinorm's data fields, you can also enter data in four additional company data fields. One of these fields is reserved for a special purpose. You can assign the three other data fields to a specific purpose and give them any names you choose.

Field identifier	Content
PDF	filename.pdf; determines which full text is displayed.
Extra 1	purpose is free
Extra 2	purpose is free
Extra 3	purpose is free

Full text documents

On this page, you can manage your full texts. The page is divided into two areas: At the top, you will see a selection of the various functions available for managing full texts and full text collections. Beneath this area, you will see a list of available Full text collections (providing they have been compiled).



Displaying Full text collections

By default, all full text collections - providing their number does not exceed twenty-five - are displayed on this page. You can change the number of data records per page in the Result list (page 15).

Each collection is quoted with its name, the number of full text documents it contains and the date it was last modified. The collection's name is executed as a link: if you click it you will see a Result list containing the data records in the collection.

Please note: If no full text collection exists, you must first create a new collection (see page 55).

Removing and editing Full text collections

- If you click **Remove**, the full text collection will be deleted.

Attention: When you remove a full text collection, you only remove the links between data records and full texts, but not the data records and the full texts themselves. In other words, the corresponding data records will no longer contain a link to the full texts.

- Click **Edit** to modify the full text collections.
- You can change the name and the path or the basic URL for the full texts.

Updating/synchronizing the file lists

The links between the data records and full texts are documented in the various file lists (Control file, Extended and Simple list; see the explanations on the following pages). In this dialogue, you can update and/or synchronize your file list of Full texts.

- First select the kind of list (control file, extended list or simple list) that is to be updated/synchronized.

Please note: Each user should define his or her own base URL (or the path for the DVD version), which contains subdirectories with all the PDF files. This applies to all file lists.

Updating/synchronizing the Control file

- Use **Browse** ... to select the control file or enter the base URL.
- Then decide whether the full texts in the control file are to be added to the full text collection.
- Or select **Synchronize**, in which case allocations contained in the full texts but not in the control file will be removed.
- When you have done so, mark the collections to which you wish to add the full texts and click **OK**.

Update/synchronize the Extended list

The extended list (created by the full text administrators) must have a similar structure to the control file. It always contains the AC Code and the language. The columns are separated by commas and each column can be framed by quotation marks. Subdirectories are separated by a slash or a backslash.

Example:
MyFulltexts\QualityAssurance\1234567.pdf;DE12345467;de
MyFulltexts\QualityAssurance\1234568.pdf;DE12345467;de
MyFulltexts\QualityAssurance\1234569.pdf;DE12345467;de
MyFulltexts\Construction\9234567.pdf;DE78657412;en
MyFulltexts\Downloads\3443567.pdf;DE41215467;de

- Use **Browse ...** to select the extended list file or enter the base URL.
- Then enter that part of the path in the extended list that is to be converted into the base URL.
- When you have done so, decide whether the full texts in the control file are to be added to the full text collections.
- Or select **synchronize**, in which case allocations contained in the full texts - but not in the extended list - will be removed.
- When you have done so, mark the collections to which you wish to add the full texts and click **OK**.

Update/synchronize Simple list

The Simple list (created by the full text administrators) may contain only one column, the path and the file name.

Example:
MyFulltexts\QualityAssurance\1234567.pdf
MyFulltexts\QualityAssurance\1234569.pdf
MyFulltexts\Construction\9234567.pdf
MyFulltexts\Downloads\3443567.pdf
"MyFulltexts\Downloads\1234567.pdf"
"MyFulltexts\Downloads\FGD567.pdf

- Use **Browse ...** to select Simple list or enter the base URL.
- When you have done so, enter that part of the path in the simple list that is to be converted into the base URL.
- Now decide whether to add the full texts in the simple list to the full text collections.
- Or select **Synchronize**, i.e. allocations contained in the full texts but not in the Simple list will be removed.
- When you have done so, mark the collections to which you wish to add the full texts and click **OK**.

Upload list of files

The File list (Control file, Extended list and Simple list) contains the links between the data records and the full texts. In this dialogue, you can upload your file list of full texts.

First select the type of file list (Control file, Extended list or Simple list) that is to be uploaded.

Load control file

- Use **Browse** ... to select Control file or enter the base URL.
- When you have done so, mark the collections to which you wish to add the full texts and click **OK**.

Upload Extended/Simple list

- Use **Browse** ... to select Extended/Simple list or enter the base URL.
- When you have done so, enter that part of the path in the list you want converted into the base URL.
- When you have done so, mark the collections to which you wish to add the full texts and click **OK**.

Clear all full text links

With this function, you clear all full text links to single documents and directories, but not the data records and full texts themselves.

- If you wish to irretrievably clear all full text links, click **OK** in the dialogue.

Create new collection

You must first create an empty collection before data records can be linked with documents.

- Click **Create new collection**, enter a name and click **OK**.

The new collection now appears in the list of collections.

Please note: In the Result list (page 15) and the Full display, you can link data records with full texts and assign them to this or several collections.

Remove selected

- With **Remove selected** you can immediately remove all collections (those that you have marked for this purpose).

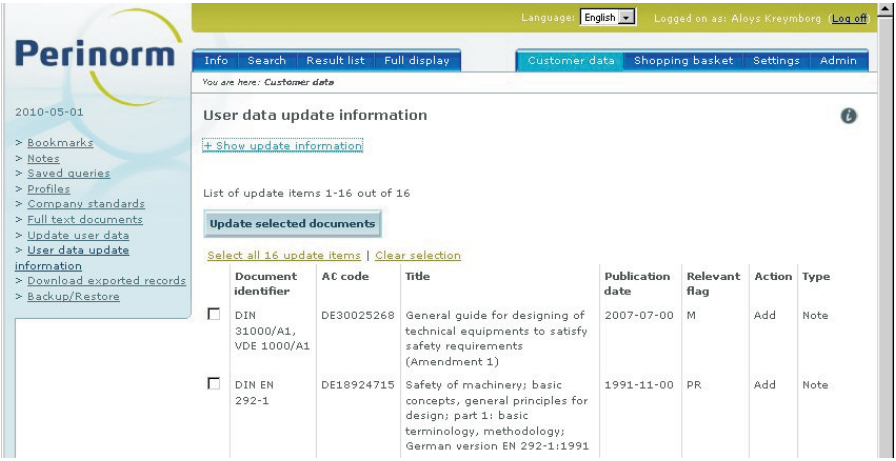
Share selected

If you click **Share selected** you make the selected collections, and particularly the Full text documents in these collections, available to one, several or all other users in your company inasmuch as this is permissible with the license you have acquired.

Update user data

Every month, a new update for the Perinorm database is issued. Data records that you have linked with Bookmarks, Notes or Profiles may have been amended or withdrawn.

- The **Update user data** function allows you to update your User data so that you always have the latest data at your disposal.



No matter whether you have defined updates or not, you will see the link Update user data at the top of the screen. This link enables you to perform an update with a new title and to create an update that is only performed once.

If you have already carried out certain updates, these will be displayed. You can perform the update again, edit the update settings or delete it.

Create new update

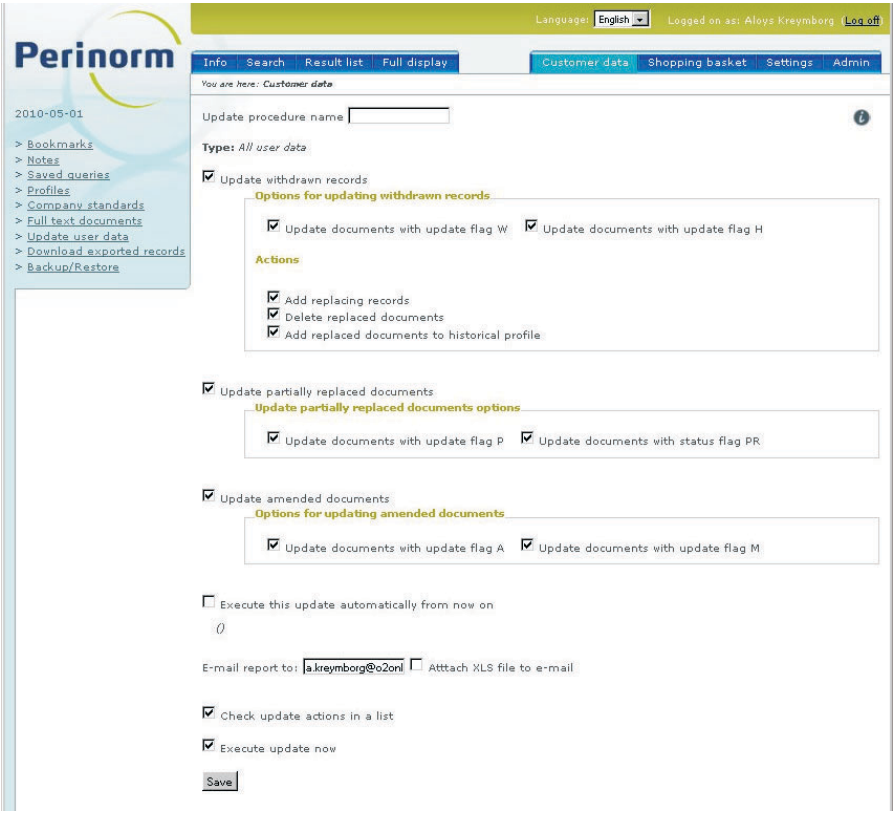
- After you have clicked **Create new update**, first choose which user data you wish to update.
- You can choose between updating all User data, only specific User data (Bookmarks, Notes and Profiles) or selected Profiles.
- Confirm your choice by clicking **OK**.

Please note: You CANNOT change this part when you modify the update later on. If you edit the update to include or exclude Notes, for example, you will have to create a new update procedure.

Setting update options

Here you can determine which specific actions you wish to perform.

- Click the corresponding options with the mouse.



Update withdrawn documents

- You can determine whether documents with the update flags W and/or H are to be updated (see Search fields page 88).
- The actions are subdivided again for withdrawing records. You can add successors, remove withdrawn records and/or transfer withdrawn data records to a special profile, known as the Historical profile. You can select any option singly or together with other options.

Update partially replaced documents

- In the case of documents with partial replacements, first choose whether documents that are being partially replaced during the current month (update code = P), or all documents partially replaced up to now (doc. type = PR), or whether all documents with a P or a PR are to be edited (= mark both options).

Update amended documents

n In the case of documents with an entry in the field "Amended by", first choose whether only documents that have been amended during the current month (update flag = A), or all previously amended documents (update flag = M) or whether all amended documents (A+M) are to be processed (= mark both options).
(see Search fields page 88)

Execute update procedure automatically

- If you select the option **Execute this update automatically from now on**, all actions will be performed automatically after the update is started. The update is conducted normally once a month when you load the new DVD or – in case of Perinorm Online – when the latest data are loaded.
- If you wish, you can have a report on executed update procedures sent to your e-mail address incl. an attached CSV file (optional).

Please note: The alert service is not available in the DVD workstation and DVD network version.

Check update actions in a list

- If you select the option **Check update actions in a list**, you will receive a list of the necessary update actions.
- You can then choose which update actions are to be performed and which ones are to be ignored.

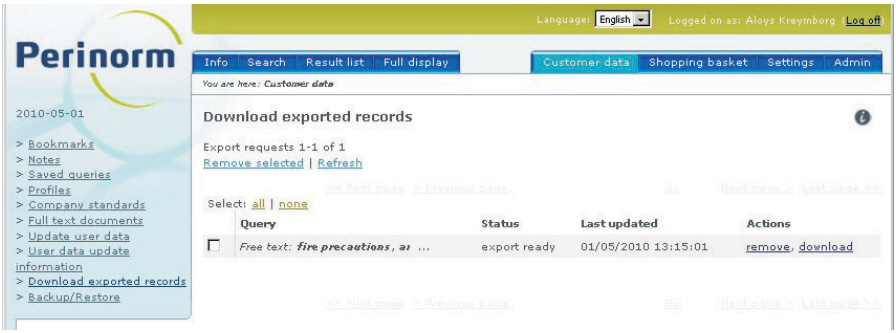
Execute update now

You can start the update actions immediately (when you save your options).

- Save your options.

Download exported records

Records can be downloaded to both the Result list and the Full display pages (see Result list page 15). After the files have been created, you can download them from this page. Here you will find a list of your exported files.



Every time files are exported, you will receive a status report. The status report states Export not started yet, Export started, or Export ready. Small exports are executed on request. Consequently they are always available. Larger exports, however, can be created in a batch file the background; hence, their status is initially announced with the phrase Export not started yet and subsequently with Started.

Download

If an export is available, you can start downloading it.

- Click **Download**.

The file you are downloading contains the information you have selected concerning the data records. You selected the display format when you performed the export.

Export in Perinorm Online and Internet

- When you select **Download**, you decide wether you wish to start the download or to save the download.

We recommend to select **Save** and enter file name and path.

Export in Perinorm Offline (DVD workstation and DVD network)

During the export the file is loaded to the application directory.

- After performing the update, you can open the file by clicking the link **Open**.
- Or you click the link **Open directory with Export data ....**

Further options

Here, you can also delete one or more exports if you no longer need them. You can use the **Refresh** link, to check whether the status of one of your exports has changed. The page view then changes accordingly.

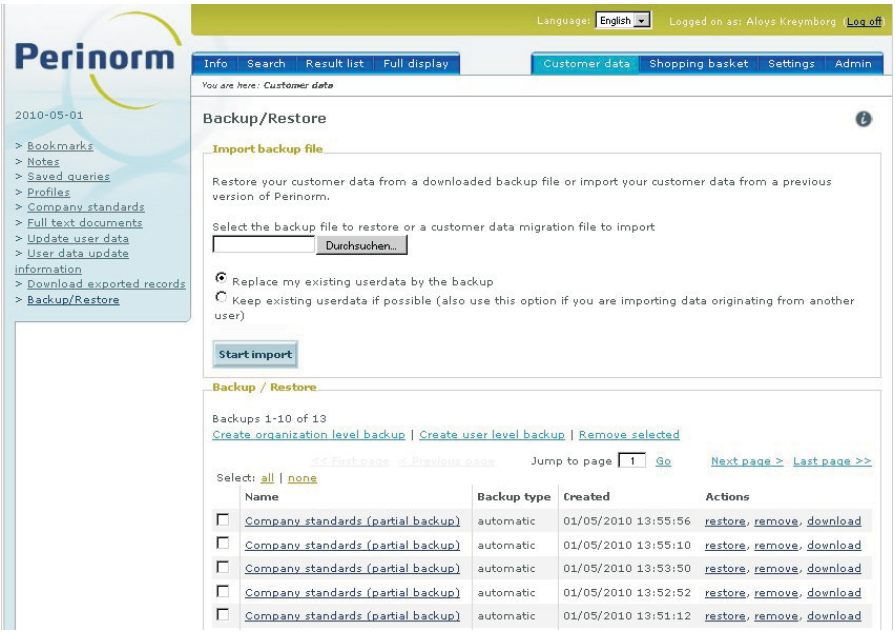
Please note: We recommend that you delete files you no longer need.

Backup/Restore

Here you can create backup files of your User and Company records (manually and automatically) and re-import back-up files that you have already saved.

Import backup files

You can import backup files from the old version of Perinorm, as well as newly created backup files, into the new version of Perinorm.



- Using **Browse** ... selected the desired backup file and click Start import.
- Now choose whether you wish to replace your existing user data by the backup or not.

Please note: When you import another user's backup files, please always select the second option.

Backup/Restore

You can create organization-level backups and user-level backups manually.

- Click the appropriate links, enter a name and click **OK**.

Restore

Use this link to restore the backup you have selected.

Remove

Use this command to remove the selected backup.

Download

Use this link to reimport the selected backup into Perinorm.

Shopping basket

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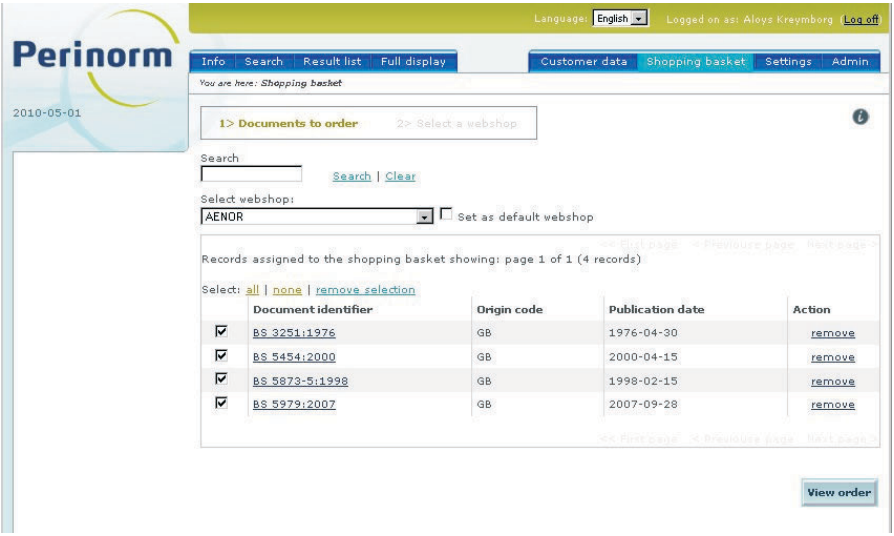
Place your order 65

Shopping basket

The Shopping basket is available only to users who are authorized to order from the Webshop (see Admin page 75). It allows authorized users to order documents directly online and, if required, to download them.

Before you can order a document, you must first place it in the Shopping basket. The Result list (page 15) and Full display (page 28) contain a link to the Shopping basket where you place your orders. Only users with an order authorization are entitled to use this link.

You need three steps to order documents from the webshop. The first page displays the documents that you have placed in the Shopping basket.



Select Data records

If you have selected twenty data records or less for the Shopping basket, they will all be displayed on one page.

- If not, you can browse through the list by clicking **Next page**, **Last page**, **Previous page** and **First page**.
- With **Search** option you can view a selection of the records.
- You can view record of the corresponding document in the Full display by clicking on the pertinent document number.
- You can also remove documents by clicking the **Remove** link or – after you have selected one or more documents – by clicking the link **Remove selection**.

Select Webshop

- Use the Selection box to choose the Webshop where you want to place your order.

If you generally use a specific Webshop, you should make this your default Webshop.

View order

- If you are satisfied with the selection of the documents to be ordered, click **View order**.

A second page will now open showing the selected Webshop and the documents you wish to order.

- You can print out a list of the ordered documents for your records, or choose a different Webshop and return to the Basket later.

Place your order

- Click **Place order** to submit your order to the Webshop you have selected.

The Webshop will now open in a new window.

Settings

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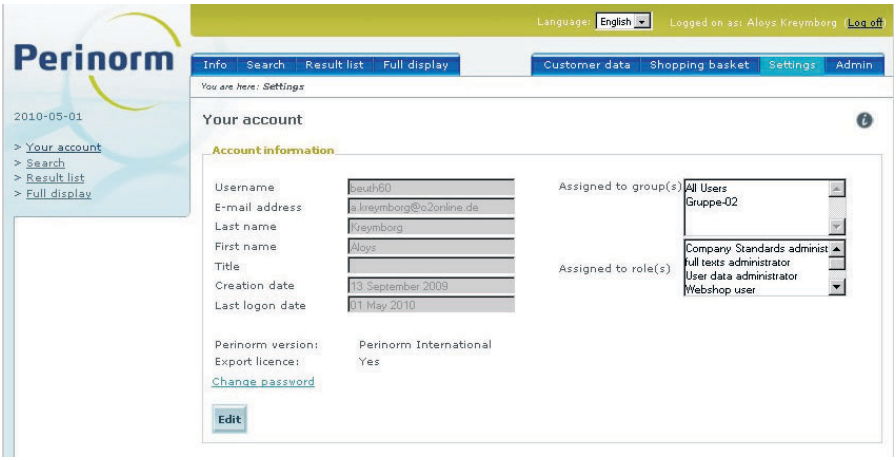
Settings

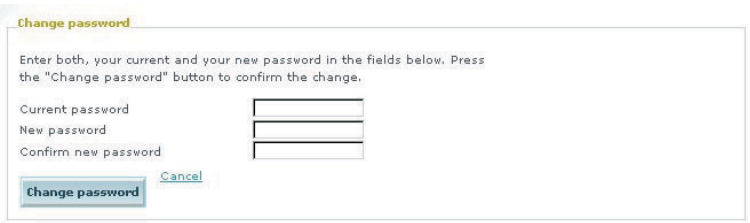
Use the **Settings** tab to edit and manage your personal settings. These include your account, Search, the Result list and the Full display. When you open this page using the tab bar, you will first see your Account information. If you open the Settings from any other pages (e.g. from Search or the Full display) the corresponding settings will be displayed.



Your account information

Under **Your account** you will see your Account information: your Username, your E-mail address, your Last name, the Creation date and your last Logon date.

- Use the **Edit** button to enter or change your E-mail address and Last name - but not your Username.
- Click the **Change password** link to create a new password.



To prevent anyone from making malicious changes to your password without your knowledge and thereby blocking your access to Perinorm, you will be asked to enter your current password when you use this function.

- Save your changes by clicking the **Save** button.

You can also see which group you belong to (certain User data can by used jointly by a number of users assigned to a specific group) and which roles are assigned to you. The Perinorm system provides for various specific roles, the most important being those of Company administrator and Webshop user. A Company administrator is entitled to add, remove or edit users (but not from his/her own organisation); a Webshop user is entitled to order copies of Full texts.

Please note: You find detailed information on the Management of Rights in the Chapter Administration page 75.

Search

Here you can start by choosing which Search mask (Standard or Customised search mask) you wish to use as your standard Search mask. If you want Perinorm to always search with the last used Search mask, please select the second option.

Managing search masks

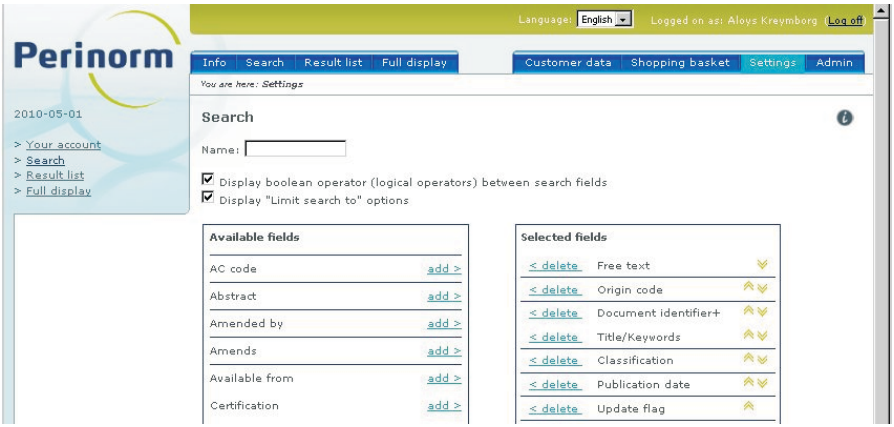
Under **Manage search mask** you will see the individual search masks you have already created. You can edit – or delete –- search masks you have created (see operation modes below).

Enable search filters

When you deactivate this option, the results of the filters Classifikation, Status, Select records, Update flag und Origin code are not displayed in the result list on the left. So you can speed up your search when you do not use these filters.

Create new search mask

Here, you can create your own individual search mask.



- First enter a name for the search mask.

Now you can determine for this Search mask wether logical operators are displayed between Search fields and wether the option “Limit search to” is active (i.e. the filters are displayed for the current search mask).

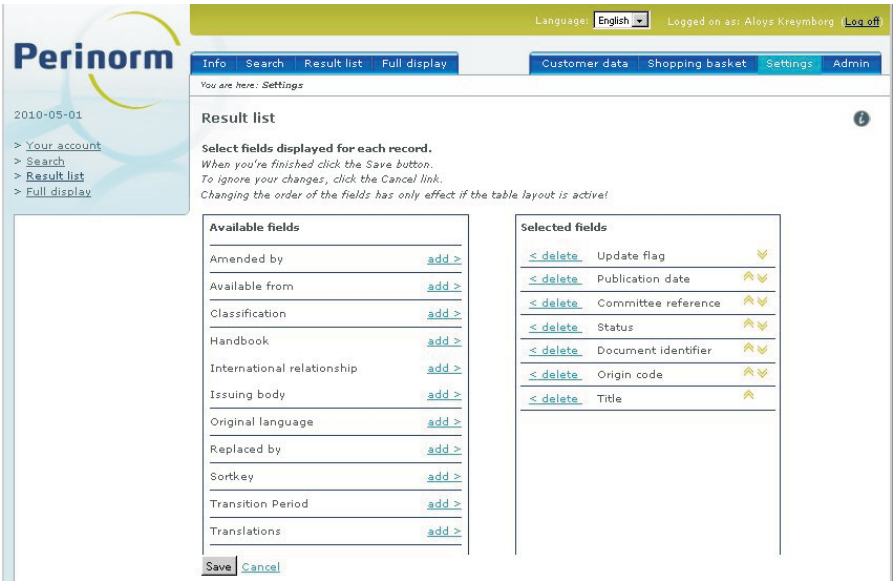
- Click **add >** to select the fields for the search mask.
- Click **< delete** to delete the fields you want to appear in the search mask.
- Click to change the sequence of the fields.
- At the end of the column, select the number of dynamic fields (with selectable field contents).
- Save your settings for the search mask.

Result list

In the Result list settings you can change your field selection and select further options.

Field selection

- Click on **Change Field selection** if you wish to display any other fields in the Result list.



In the column on the right, the fields will be listed that are currently displayed in the Result list. The available fields are listed in the column on the left.

- Click **add >** to select the fields for the display and **< delete** to remove the fields.
- Click the **Save** button to save your new selection.

Options

Show search query

When you select this option, you will see your search query and, if it is the case, the active filter on the Result list page. If this option is not selected, this line will not appear.

Display symbols for User data

If this option is selected, all the symbols for user data (Bookmarks, Notes and Profiles), the symbols for withdrawn records and first notice of drafts (only german documents) and the PDF symbol will be displayed. If you cancel your selection, no symbols will appear.

Layout (Table/Text layout)

In the Text layout, each data record appears as a number of lines and the whole field content is displayed. In the Table layout, a data record occupies only one line, with the details appearing from left to right. This means that several data records can be displayed on one page. On the other hand, if a lot of fields are displayed, you will have to scroll horizontally to see all of them.

Full display

Display options

You can start by deciding whether you want to display additional information or not. If you cancel the marking in the checkbox, the symbols for Withdrawals and bookmarks will no longer be displayed. The same applies to information on notes, full texts and profiles appearing to the left of the Full display.

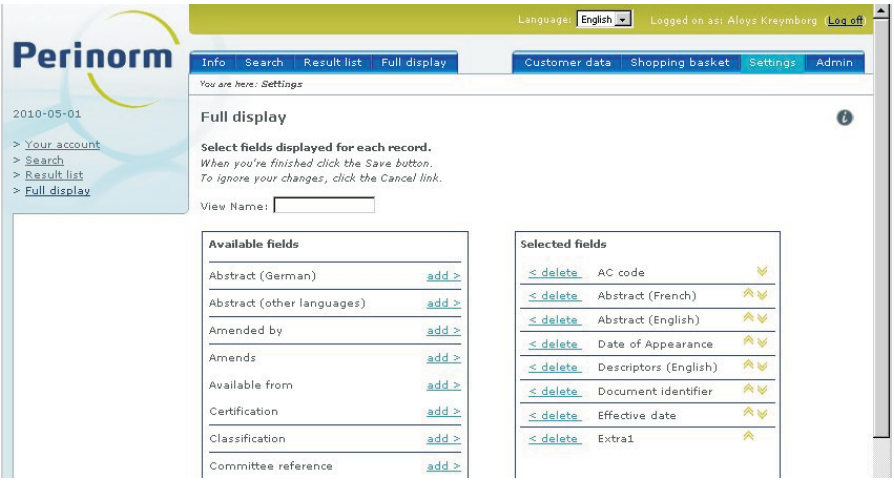
Select display formats

Here you can select your predefined display (the display that appears when you launch Perinorm, unless you have changed the display format). You can either select a display or, when you start your next session, use the format you used the last time

Creating new display formats

Finally, you can also add new display formats, or edit or delete existing ones.

- If you decide to add or edit a display format, a new page will open containing two columns for the fields.



The right-hand column contains the fields selected for this display. On the left you will see a list of all fields.

- By clicking **add >** and **< delete** you can add fields to the display of delete them.
- Click to change the sequence of the fields displayed.
- Once you have selected all fields to be displayed and have given your selection a name, you can save it by clicking the corresponding button on the lower edge of the page.

Access system (Offline versions only)

- Please enter your licence and export password here and click save.

Admin

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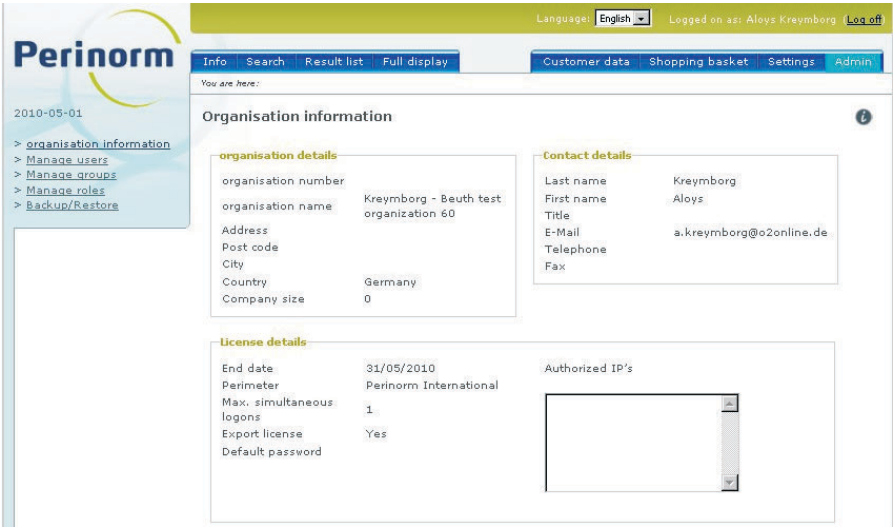
Manage roles 83

Administration

This page is only displayed to users who possess Company Administrator rights and are entitled to perform administrative functions.

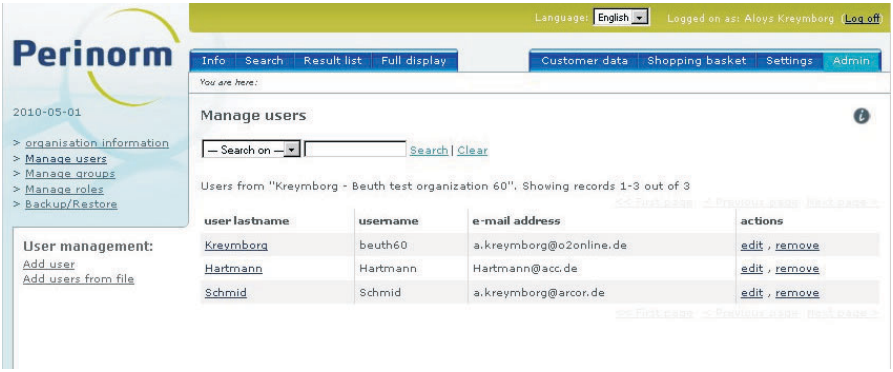


Organisation information

On the main page, you will see your organisation details, which are stored in the Perinorm application. The page is divided into three fields: for Organisation details, Contact details and for your License details. Here you can create a Default password: all of your company's users who have not yet created their own password will be given this password.

Manage users

This page lists all the users of your company.



Display/Search users

In the standard setting, up to twenty users are displayed. If your company has more than twenty users, you can browse through the entire list.

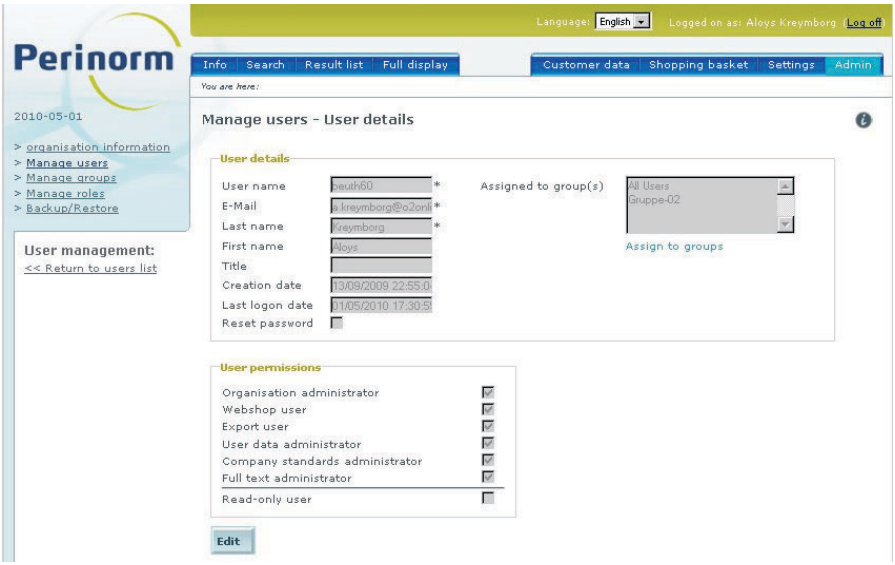
- You can also search for users by entering a part of a user's name or his/her e-mail address, and you select wether you search with the user name, user last name or e-mail address.
- Click **Search**.
- If you wish to cancel your search, click **Clear**).

Each user's last name, user name and e-mail address is displayed.

Manage user data - user details

When you click **Last name**, the page **Manage users - User details** opens. Here you will see a list of all the User details and User permissions.

- As Organisation Administrator, you can directly access the Manage users page by clicking the **Edit** link.



Here you can change e-mail addresses and last names, but not user names. You cannot change the password, but you can reset it. Users who reset their passwords will have to use the company's Default password again.

You can also change the groups to which a user is assigned.

- Click **Assign to groups**.

A small dialogue window will now open. On the right, it names the groups to which the user belongs. Other available groups are listed on the left.

- By selecting one or more groups and clicking the **>>** button you can assign the user to groups.
- By clicking the **<<** button, you can remove the user from the groups.

A user can also be assigned various roles. The important roles of Organisation Administrator and Webshop user are also listed in the bottom field of the

page. On the right, you will see check-boxes. Depending on which check-boxes are selected, specific user permissions can be granted or withdrawn again.

Add user

You can also add users.

- Click the link **Add user**.

The page **Manage users - User Details** will now open.

Note: See Tables on Allocation of Roles on the following two pages.

- Record all the data and store it by clicking the **Save** button.

Import users from a file

If you wish to add a large number of users, you can also use a CSV file for this purpose.

- Click the link **Add user(s) from a file**.
- Use **Browse…** to select a CSV file and click **OK**.

Table 1

Every user has at least the rights of the read only user.
As soon as one of the other roles is given to the user, he will additionally receive the rigths of the regular user and the the rights of that special role.

The basic user is the read only user.
The rights, which are marked in this colour are the rights from the read only user
The regular user has more advanced rights than the read only user.
The rights of the regular user are automatically set for every user which is not a read only user, there for this role does not have to be given explicitly to the user.
Every user with a role receives the rigths of the read only user, those of the regular user and the rights of that special role.
The rights marked in this colour are the rights from the regular user.
By activating the other roles, the additional rights will be activated.
Each of that addfional roles gives rights which can only be made available by giving the user that role.
E.g. the company standards administrator has to be user data administrator for adding bookmarks, profiles and notes to his company data.

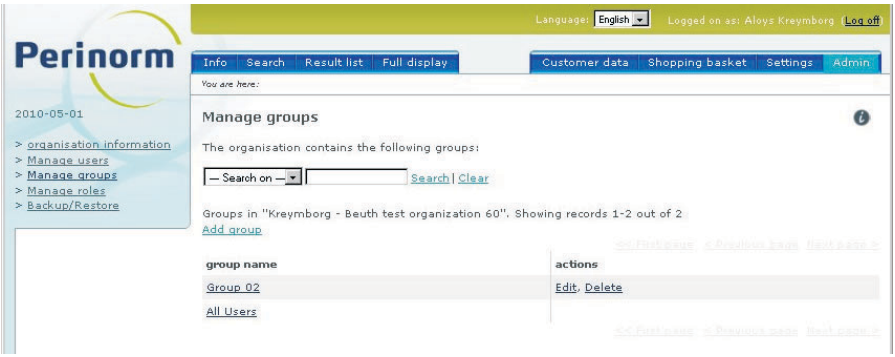
		Read Only User	Regular User	Organization administrator	Webshop user	User data administrator	Company standards administrator	Full text administrator	Export user
TAB search	Search settings	X	X	X	X	X	X	X	X
	Load search query	X	X	X	X	X	X	X	X
	Save search query		X	X	X	X	X	X	X
	Load list of documents		X	X	X	X	X	X	X
	Save current search mask	X	X	X	X	X	X	X	X
	search history	X	X	X	X	X	X	X	X
	Reset to default	X	X	X	X	X	X	X	X
TAB results	Resultlist settings	X	X	X	X	X	X	X	X
	Save search query		X	X	X	X	X	X	X
	Add bookmark					X			
	Add note					X			
	Add to profile					X			
	Add to shopping basket				X				
	Assign full texts							X	
	Print	X	X	X	X	X	X	X	X
	Easy-Print	X	X	X	X	X	X	X	X
	Export								X
TAB full display	Full display settings	X	X	X	X	X	X	X	X
	Add note					X			
	Add to profile					X			
	Add to shopping basket				X			X	
	Assign full texts								
	Print	X	X	X	X	X	X	X	X
	EasyPrint	X	X	X	X	X	X	X	X
	Export								X
	Bookmark document					X			
	Save search query		X	X	X	X	X	X	X

Table 2

	A	B	C	D	E	F	G	H	I	J
1	**Every user has at least the rights of the read only user.**									
2	**As soon as one of the other roles is given to the user, he will additionally receive the rigths of the regular user and the the rights of that special role.**									
3										
4	The basic user is the read only user.									
5	The rights, which are marked in this colour are the rights from the read only user									
6	The regular user has more advanced rights than the read only user.									
7	The rights of the regular user are automatically set for every user which is not a read only user, there for this role does not have to be given explicitly to the user.									
8	Every user with a role receives the rigths of the read only user, those of the regular user and the rights of that special role.									
9	The rights marked in this colour are the rights from the regular user.									
10	By activating the other roles, the addtional rights will be activated.									
11	Each of that additional roles gives rights which can only be made available by giving the user that role.									
12	E.g. the company standards administrator has to be user data administrator for adding bookmarks, profiles and notes to his company data									
13										
14			Read Only User	Regular User	Organization administrator	Webshop user	User data administrator	Company standards administrator	Full text administrator	Export user
42	TAB Customer Data	Bookmarks								
43		Notes					X			
44		Saved Queries		X	X	X	X	X	X	X
45		Profiles					X			
46		Fulltext documents							X	
47		CompanyStandards						X		
48		User data update					X			
49		User data update information					X			
50		Download exported records								X
51		Backup and restore		X	X	X	X	X	X	X
52	TAB Settings	Ihre Zugangsdaten		X	X	X	X	X	X	X
53		Search		X	X	X	X	X	X	X
54		Result list		X	X	X	X	X	X	X
55		Full display		X	X	X	X	X	X	X
56		Activation (standalone)		X	X	X	X	X	X	X
57	TAB Admin	Organisation information			X					
58		Manage users			X					
59		Manage groups			X					
60		Manage Roles			X					
61		Activation (multiuser)			X					

Manage groups

Groups consist of several users with certain common interests who may therefore need similar information. Such a group can, for instance, include people working on one and the same project or people with a conjoint access to a collection of full texts.



Viewing and managing groups

Here you will see a list of the groups in your organisation. If there are too many to display on one page, you can browse through the entire list.

- By entering a part of a group name you can launch a search. (If you use **Search** you must select group names even if this is the only choice available.)
- Click **Clear** to cancel your search.
- If you click the group names or **Edit**, you will see a page displaying detailed information on this group (see the following page: Manage groups - Group details.)

Add group

- Click **Add group**.
- Enter a new group name and click **Save**.

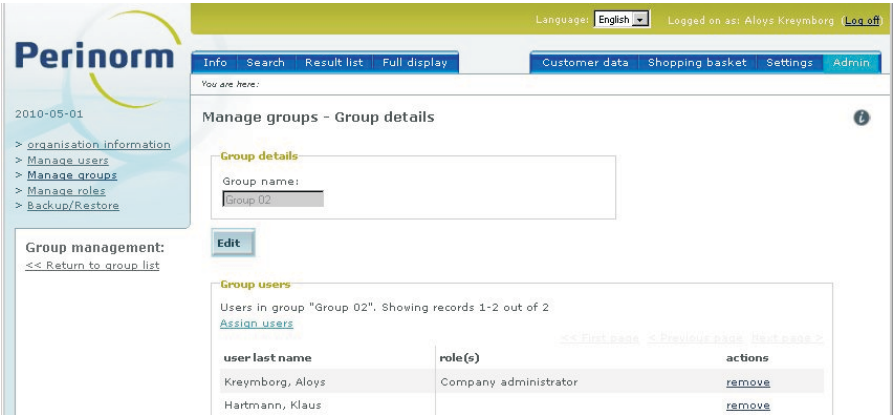
The new group will be included in the list of groups and can now be edited again.

Remove groups

- To remove a group, click **Delete**.

Manage groups - Group details

- On the Manage Groups page, click a group name, or click **Edit**.



The page is divided into two fields: The first field displays the group name. The second one contains all the users in this group as well as their roles (full text administrator, Company Standards administrator, User data administrator, etc.).

Assign users

- Now click **Assign users**.

After you have clicked this link, you will see a page with two columns. On the left, the users are listed who do not have these rights; on the right, the users who have these rights.

- Select one or more users and move them to the other side of the page by clicking the buttons **<<** or **>>**.
- After you have made your selection, return to the detailed display of the group data.

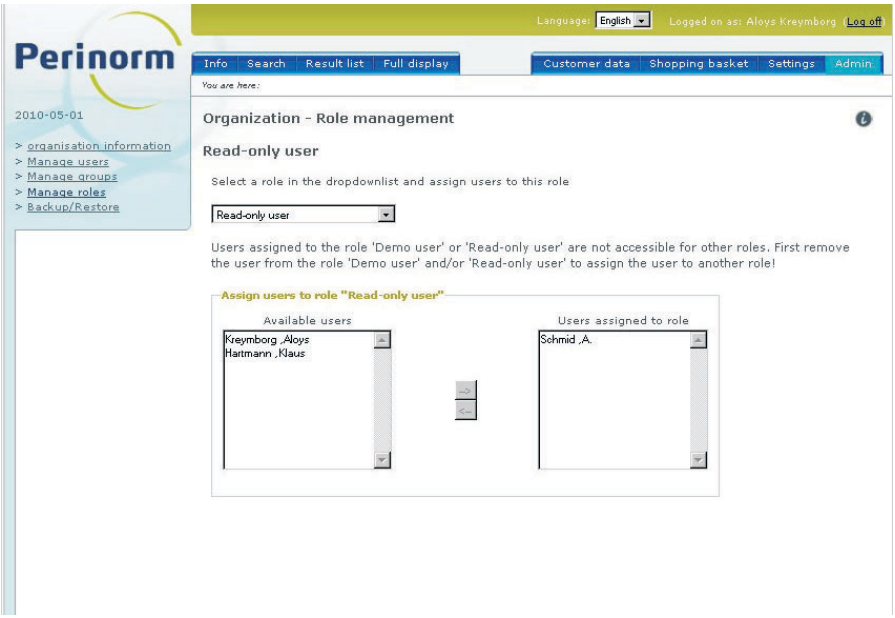
Remove users

- Here you will see a link that allows you to remove users from the group.
- Save your changes.
- When you have finished, you can click **Return to group list** on the left side of the page to return to the group list.

Manage roles

On this page, you can assign certain roles in your capacity as Company Administrator without selecting each user singly on this page (see below).

Furthermore, this page offers you a good overview of all users and their assigned roles/rights.



- First select the role in the dropdown list that is to be assigned to a user.
- In the list on the left, mark the user to whom the chosen role is to be assigned.

Once you have selected the user, the arrow pointing right is activated.

- Click the arrow to assign the role to the user.

By reversing this procedure, you can withdraw the role from the user.

- Select a user in the list on the right and click the arrow pointing to the left.

Please note: If you wish to assign a role to several users, you can do it by marking these users.

- Keep the left mouse button pressed and select with the cursor a range of users.

- Keep the left mouse button pressed and press CRTL to select single users.
- Pressing **CTRL**+**SHIFT** allows you to select all available users in the list and assign a certain role.

Boolean Operators

The List of Boolean Operators covers the following three types of operators:

Logical Operators,

Range Operators,

Truncation Symbols (or wildcards).

Operators help you to select precise records from a database. With the Logical Operators you only select records which fulfil certain search criteria, and with the Range Operators you select a range (e.g. the period 1960-1967). Truncation enables you to start a search even if you are not certain of the exact spelling of a descriptor, for example, or want to save yourself having to enter many similar search terms.

Logical Operators

With the help of Logical Operators you can rapidly find the desired records even in a very large database. Logical Operators enable you to connect a number of search terms. We shall first introduce you to the five main operators.

Operator	Description
AND (+)	And-connections between two search terms in a search field or between two terms in two search fields. Both terms must occur in the record.
OR (,)	One of the two descriptors must occur in the record or in one of the records.
WITHOUT (NOT) (#)	This exclusion connection searches in all records which do not contain the search term entered. "Not" may be used instead of "Without" if you prefer.
ALL	Here you search through all records which have an entry in the field in question.
NONE	Searches through all records which do not have an entry in this field.

Note: You can either write the operators as words (e.g. "AND") or use their symbols (e.g. "+"). If you use symbols, make sure that they are placed between blank spaces.

Range Operators

You can only enter these operators in numerical or in data search fields (with the exception of the TO(..)operator.

Operator	Description
<	You only search through records whose value is less than the one you have entered in the Search Field.
>	You only search through records whose value is greater than the one you have entered in the Search Field.
<=	You only search through records whose value is less than or equal to the one you have entered in the Search Field.
>=	You only search through records whose value is greater than or equal to the one you have entered in the Search Field.
(..)	You only search through records which are located in the range you have determined (e.g. ”1988-06-03 .. 1988-07-20” or ”Security .. security zone”

Truncation

There are two Truncation Symbols (* and ?). They are both wildcard characters for the following letters and symbols.

Operator	Description
*	This symbol represents one or any number of letters, or one or any number of symbols. For example, you can search records with the entry "secur*", which can contain the terms "security", "secure" and "security regulations" in the respective search fields.
?	This symbol only ever replaces one letter or symbol, or in the case of two "?", it replaces two letters or symbols. For example, "DIN 1??" searches for all DIN standards with the Document Identifiers DIN 1 - DIN 199.

List of English Search fields

Field identifier	Content
Abstract (English) AB	Textual description of the content of the document in English.
Abstract (French) AF	Textual description of the content of the document in French.
Abstract (German) AD	Textual description of the content of the document in German.
Abstract (other languages) AN	Textual description of the content of the document in other languages than English, French or German
AC Code AC	Shows the entire Key of the document which consists of Origin Code and 8 digit number.
Amended by AZ	States the source of the amending document or the document identifier of the amending document. Any other relevant information may also be included.
Amends AS	This field contains the document identifier and, if available, the publication date of any item that is amended by this document.
Available from PU	Publishing house or selling agent of the document (for all countries).
Certification CE	Name of certification scheme applicable to the standard.
Classification CA	The International Classification for Standards (ICS) is used for Perinorm by all organizations. For Perinorm a maximum of four notations will be used. For the time being only notations, no texts, are used. The maximum length of the ICS field is 39 (4x9 plus 3 "*"). This field can be used also for additional classification notations which have to be separated by a hash '#'. If only ICS is used then no '#' is needed. If an organization is not yet using the ICS this space can be used for the national classification system starting with a hash '#'. See Appendix: ICS Classification, page 97
Committee reference CM	Name or notation of the committee or body which produced the document.
Confirmation date DC	(Re-)confirmation date of document
Cross references XR	Normative and/or informative references taken from the document.
Date of appearance (DA)	If the delivery date of a document does not correspond to the entry in the publication date field (06 DP), as for German draft standards, it can be stated here.

Field identifier	Content
Descriptors (German) CT	Descriptors for the description of the document taken from one of the official ISO thesauri (Root or TIT). Terms used on national basis may also be included, but will not be translated by the thesaurus concordance mechanism.
Descriptors (English) ET	Descriptors for the description of the document taken from one of the official ISO thesauri (Root or TIT). Terms used on national basis may also be included, but will not be translated by the thesaurus concordance mechanism.
Descriptors (French) FT	Descriptors for the description of the document taken from one of the official ISO thesauri (Root or TIT). Terms used on national basis may also be included, but will not be translated by the thesaurus concordance mechanism.
Descriptors (other languages) FN	Descriptors for the description of the content of the document chosen from thesauri (Root or TIT). Terms used on national basis may also be included, but will not be translated by the thesaurus concordance mechanism.
Document identifier DI	Designation of document The syntax of a document identifier is determined by the body issuing the standard or technical rule. A document identifier usually consists of an abbreviation standing for the name of the body of rules, a sequential number and, where relevant, an indication that it is a supplement, amendment, technical corrigendum, etc. Some issuing bodies also incorporate the date of the year in the document identifier. In order to facilitate the search for document identifiers, there are two data fields by which to search: the "Document identifier" field (DI) for an exact search, and the "Document identifier+" field (DA) for an extended search. Exact search This field contains the exact designation of a document or the document identifier. It is also possible to use truncation on one or both sides combined with asterisks (*).
Document identifier+ DA	Extended search This field can be used for a search by entering a document identifier without blanks and/or symbols (e.g. DINEN485). Individual elements of the exact document identifier designation can also be entered (e.g. the sequential number "9000" or the appendage "Corrigendum"). This field also contains synonymous designations of document identifiers as search entries (e.g. "DIN 13", "VbF" or "ANSI 100"). The structure of the index in the "Document identifier+" field corresponds to the way Perinorm actually searches. If this index is used, the number must be entered without blanks (e.g. "DINENISO…."). A search in the "Document identifier" field, on the other hand, must be with blanks (e.g. "DIN EN ISO ….").

Field identifier	Content
Draft superseded DR	States the superseded draft(s) of a document. This field contains the document identifier and, if available, the publication date in brackets.
Effective date DV	Effective date of the document
Expiry date DX	Date until which objections against the publication of a draft of a technical rule or the withdrawal without substitution of a standard are possible (Format YYYY-MM-DD).
Full text address AV	States the addresses of fulltext information (microforms, facsimile [NormCD or IHS products] or character coded [SGML]) and PDF files.
Handbook HB	Secondary source of a document if published additionally.
History of versions RH	Complete chain of versions of a document (only available for data from DITR database of DIN Software GmbH).
International relationship II	References to identical and related European and International standards or legal documents are listed. The kind of relationship is marked by IDT (identical), EQV (equivalent), or NEQ (not-equivalent). There are other regional or national codes which can also appear, e.g.: REL (related) (CEN/CLC) MOD (modify) (ISONET) NEC (necessary) (ON) USE (useful) (ON)
Issuing body IU	Body, in whose name (or acronym) the document was published. Full name(s) if available.
Legislation LE	References to legal or provisional documents.
Notes (English) NB	Any kind of information can be given in this field.
Notes (French) NF	Any kind of information can be given in this field.
Notes (German) NG	Any kind of information can be given in this field.
Notes (other languages) NN	Any kind of information can be given in this field.

Field identifier	Content
Origin Code AC	Code for the country (or region) of origin of the document and unique record identifier.The first two letters are according to the country codes given in ISO 3166-1:1997 Codes for the representation of names of countries and their subdivisions - Part 1: Country codes . The code is a two letter symbol in capitals, e.g. AT Austria AU Australia BE Belgium CA Canada CH Switzerland CZ Czech Republic DE Germany DK Denmark ES Spain FA France (Standards) FR France (French and European Guidelines) GB United Kingdom IT Italy IX International, Regional, Multinational JP Japan NL Netherlands RU Russia SE Sweden SK Slovakia TR Turkey US USA ZA South Africa
Original language AL	The language(s) used for the publication of the document.To express a language use ISO 639:1988 Codes for the representation of names of languages. The code is an alpha two symbol using lower case letters, e.g.: af Afrikaans ar Arabic bg Bulgarian cs Czech da Danish de German el Greek en English es Spanish fi Finnish fr French ga Irish he Hebrew hi Hindi ja Japanese ko Korean nl Dutch no Norwegian pl Polish ps Afghan pt Portuguese ro Romanian ru Russian sh Serbo-Croatian sk Slovakian sl Slovenian sv Swedish th Thai see also next page

Field identifier	Content
Original language AL continuation	in Indonesian tr Turkish is Icelandic uk Ukranian it Italian zh Chinese iw Hebrew
Overview OV	This field contains brief introductory texts describing contents and practical relevance of standards. In the German data, these texts are used for announcing new standards in the standardization bulletin “DIN Mitteilungen”.
Pages PM	The number of pages of the document. The format of the documents should be by default A4 and not mentioned. Other formats may be added after a semicolon, if really necessary. If there is no page reference a statement could be given as ”not applicable”.
Price PQ	The price of the document in the country of origin if available. International documents will have only price groups. The code for the currency had to be according ISO 4217:1995
Publication date DP	Date of the publication of the document. The date has to be given as exact as possible. Unknown details (only months and days) are listed as zeros. The date format is YYYY-MM-DD. Examples: 1994-01-17, 1989-10-00, 1954-00-00 (AFNOR)
Published in PI	Primary source of a document if published in a bulletin or journal and not as a separate document. see page
Replaced by RX	States the successor of a document. Consists of document identifier followed by the publishing date.
Replaces RZ	States the predecessor of a document. Consists of document identifier followed by the publishing date.
Sectional list SL	Search for standards profiles or subsets of the database like Occupational safety, Construction catalogue or Technical law and for collections of technical rules as “Regelwerk AD-2000" or ”Sammeleintrag DIN-Regelwerk".

Field identifier	Content
Status TS	Code for the status of the document (defined by the document number and the publication date).There is a set of common codes which have to be used for **all** documents: **ST Standards** **DC Draft standards for public comment** **RG Administrative and legal documents** **TD (other) technical documents** If there are national codes in addition to these then they should be listed after the common code. In **German** data the following additional codes occur: B Notice G Law N Standard N-E Draft Standard PR Partially replaced PW Proposed for withdrawal TR Other technical rule TR-E Draft of a technical rule UVV Provision for accident prevention VN Preliminary standard VN-E Draft of a preliminary standard VV Administrative regulation In **British** data the following codes occur: CF Confirmed OB Obsolescent PC Proposed for confirmation PO Proposed for declaration of obsolescence PR Partially replaced PU Project underway (only for british documents) PW Proposed for withdrawal RV Revised SD Standstill document (only for british documents) SS Superseded WH Work in Hand WN Withdrawn In **Australian** data the following codes occur: AV Replaced standards which continues to be valid in other collections OB Obsolescent SS Superseded WN Withdrawn see also next page

Field identifier	Content
Status TS continuation	In **Canadian** data the following codes occur: 1 standard 10 adopted 11 part of a series 12 part of a series - adopted 13 joint 14 based on 15 part of a series - based on 16 joint - adopted 17 harmonized 18 endorsemsnt withdrawn [1] 2 preliminary 3 provisional 4 other recognized document 5 guide 6 special publication 7 withdrawn 70 withdrawn (adopted) 71 withdrawn (part of a series) 72 withdrawn (part of a series - adopted) 73 withdrawn (joint) 74 withdrawn (based on) 75 withdrawn (part of a series - based on) 76 withdrawn (joint - adopted) 77 withdrawn (Harmonized) 79 withdrawn (endorsed) [2] 1) Indicates a standard for which the SDO withdrew its endorsement of. 2) Indicates the withdrawal of an endorsed standard. 8 in press 80 in press (adopted) 81 in press (part of a series) 82 in press (part of a series - adopted) 83 in press (joint) 84 in press (based on) 85 in press (part of a series - based on) 86 in press (joint - adopted) 87 in press (Harmonized) 9 endorsed (might not necessarily have a copy) GC government of Canada form N-E-S Final draft is a possible entry (Austrian data) GD Guide (Turkish data only)
Title (English) TI	The complete title (including special symbols, blanks etc.) a) as printed on the document b) as translated following the structure of the original title

Field identifier	Content
Title (French) TF	The complete title (including special symbols, blanks etc.) a) as printed on the document b) as translated following the structure of the original title
Title (German) TG	The complete title (including special symbols, blanks etc.) a) as printed on the document b) as translated following the structure of the original title
Title (other languages) TN	The complete title in other languages than English, German or French (including special symbols, blanks etc.) a) as printed on the document b) as translated following the structure of the original title
Transition period TP	If a document remains valid for a certain transition period even after it has been replaced, this can be noted here.
Translations TR	Languages in which the document is translated and available. Linked to the code may be information concerning author and/or type of translation. Examples: en-AFNOR (AFNOR) en (DIN) fr-M [M=manuscript translation, not officially published] (DIN)
Update flag UP	Codes for the changes made since the previous edition of Perinorm. N New since the last update U Unchanged since the last update A Modified document since the last update (change in the 'Amended by' field)W Withdrawn since the last update H Historical document (document withdrawn for more than one month) The use of the following codes is optional: C Modified record since the last update F First notice (only for german data) I Intended withdrawal since the last update M All modified documents (with an entry in the 'Amended by' field) P Partially replaced since the last update R Re-instated since the last update S Change of status since the last update (only for British documents)
Withdrawal date WD	Withdrawal date of the document. This field usually used when the update flag is either "W" or "H", but can also be used for current documents when the withdrawal date is already known (for legal or provisional documents).

Additional Company standards fields

In addition to Perinorm's data fields, you can also enter data in four additional company data fields. One of these fields is reserved for a special purpose. You can assign the three other data fields to a specific purpose and give them any names you choose.

Field identifier	Content
PDF	filename.pdf; determines which full text is displayed.
Extra 1	purpose is free
Extra 2	purpose is free
Extra 3	purpose is free

ICS Classification (edition 6)

Terms and assigned Classification

A

Abrasives 25.100.70
Accessories 33.160.50
Accessories for lifting equipment 53.020.30
Accident and disaster control 13.200
Accommodation spaces 47.020.80
Accountancy 03.100.60
Acid secondary cells and batteries 29.220.20
Acids 71.060.30
Acoustic measurements and noise abatement in general 17.140.01
Acoustics and acoustic measurements 17.140
Acoustics in buildings. Sound insulation 91.120.20
Adhesives 49.025.50
Adhesives 83.180
Advanced ceramics 81.060.30
Aerials 33.120.40
Aerosol containers 55.130
Aerospace electric equipment and systems 49.060
Aerospace engines and propulsion systems 49.050
Aerospace fluid systems and components 49.080
Agricultural machines, implements and equipment 65.060
Agricultural machines, implements and equipment in general 65.060.01
Agricultural tractors and trailed vehicles 65.060.10
Agriculture 65
Agriculture (Vocabularies) 01.040.65
Aids and adaptations for moving 11.180.10
Aids for blind and partially sighted people 11.180.30
Aids for deaf and hearing impaired people 11.180.15
Aids for disabled or handicapped persons 11.180
Aids for disabled or handicapped persons in general 11.180.01
Aids for drinking and eating 11.180.40
Aids for incontinence and ostomy 11.180.20
Air mode containers, pallets and nets 55.180.30
Air quality 13.040
Air quality in general 13.040.01
Air transport 03.220.50
Aircraft and space vehicle engineering 49
Aircraft and space vehicle engineering (Vocabularies) 01.040.49
Aircraft and space vehicles in general 49.020
Aircraft tyres 83.160.20
Alarm and warning systems 13.320
Alcoholic beverages 67.160.10
Alcohols. Ethers 71.080.60
Aldehydes and ketones 71.080.80
Aliphatic hydrocarbons 71.080.10
Alkaline secondary cells and batteries 29.220.30
Aluminium 49.025.20
Aluminium and aluminium alloys 77.120.10
Aluminium electrolytic capacitors 31.060.50
Aluminium ores 73.060.40
Aluminium products 77.150.10
Ambient atmospheres 13.040.20
Amplifiers 33.160.10
Anaesthetic, respiratory and reanimation equipment 11.040.10
Analysis of blood and urine 11.100.30
Analytical chemistry 71.040
Analytical chemistry in general 71.040.01
Anhydrides 71.080.50
Animal and vegetable fats and oils 67.200.10
Animal feeding stuffs 65.120
Animal husbandry and breeding 65.020.30
Animal produce in general 67.120.01
Application layer 35.100.70
Application of statistical methods 03.120.30
Applications of information technology 35.240
Applications of information technology in general 35.240.01
Aramide materials 59.100.30
Aromatic hydrocarbons 71.080.15
Astronomy. Geodesy. Geography 07.040
Audio systems 33.160.30
Audio, video and audiovisual engineering 33.160
Audio, video and audiovisual engineering in general 33.160.01
Automatic controls for household use 97.120
Auxiliary materials and additives for plastics 83.040.30

B

Balancing and balancing machines 21.120.40
Ball and plug valves 23.060.20
Barrels. Drums. Canisters 55.140
Bases 71.060.40
Bearings 21.100
Bearings in general 21.100.01
Beekeeping 65.140
Belt drives and their components 21.220.10
Beverages 67.160
Beverages in general 67.160.01
Binders 87.060.20
Binders. Sealing materials 91.100.50
Biological evaluation of medical devices 11.100.20
Biological properties of soil 13.080.30
Biological sources and alternative sources of energy 27.190
Biology. Botany. Zoology 07.080
Birth control. Mechanical contraceptives 11.200
Bodies and body components 43.040.60
Body care equipment 97.170
Boilers and heat exchangers 27.060.30
Bolts, screws, studs 21.060.10
Bolts, screws, studs 49.030.20
Boring and milling machines 25.080.20
Bottles. Pots. Jars 55.100
Braking systems 43.040.40
Brazing and soldering 25.160.50
Bridge construction 93.040
Broaching machines 25.080.30
Building accessories 91.190
Buildings 91.040
Buildings and installations for processing and storage of agricultural produce 65.040.20
Buildings for commerce and industry 91.040.20
Buildings in general 91.040.01
Burners and boilers in general 27.060.01
Burners. Boilers 27.060
Buses 43.080.20
Bushings 29.080.20
Butter 67.100.20

C

Cable distribution systems 33.060.40
Cable or rope drives and their components 21.220.20

Cables 29.060.20
Cableway equipment 45.100
Cadmium and cobalt products 77.150.70
Cadmium, cobalt and their alloys 77.120.70
Camping equipment and camp-sites 97.200.30
Cans. Tins. Tubes 55.120
Capacitors 31.060
Capacitors in general 31.060.01
Car informatics. On-board computer systems 43.040.15
Carbon materials 59.100.20
Cardboard 85.080.30
Cargo equipment 49.120
Cargo spaces 47.020.85
Cases. Boxes. Crates 55.160
Cassettes and cartridges for magnetic tapes 35.220.23
Ceilings. Floors. Stairs 91.060.30
Cellular materials 83.100
Cement. Gypsum. Lime. Mortar 91.100.10
Central heating systems 91.140.10
Ceramic and mica capacitors 31.060.20
Ceramic products 81.060.20
Ceramic tiles 91.100.23
Ceramics 81.060
Ceramics in general 81.060.01
Cereals, pulses and derived products 67.060
Chain drives and their components 21.220.30
Character sets and information coding 35.040
Character symbols 01.075
Characteristics and design of machines, apparatus, equipment 21.020
Cheese 67.100.30
Chemical analysis 71.040.40
Chemical analysis of metals 77.040.30
Chemical characteristics of soil 13.080.10
Chemical elements 71.060.10
Chemical laboratories. Laboratory equipment 71.040.10
Chemical reagents 71.040.30
Chemical technology 71
Chemical technology (Vocabularies) 01.040.71
Chemicals for industrial and domestic disinfection purposes 71.100.35
Chemicals for purification of water 71.100.80
Chimneys, shafts, ducts 91.060.40
Chipless working equipment 25.120
Chipless working equipment in general 25.120.01
Chocolate 67.190
Chromium ores 73.060.30
Cinematography 37.060
Cinematography in general 37.060.01
Civil engineering 93
Civil engineering (Vocabularies) 01.040.93
Civil engineering in general 93.010
Clamps and staples 21.060.70
Cleaning appliances 97.080
Cleanrooms and associated controlled environments 13.040.35
Clocks 39.040.20
Clothes 61.020
Clothing industry 61
Clothing industry (Vocabularies) 01.040.61
Coals 73.040
Coated fabrics 59.080.40
Coatings and related processes used in aerospace industry 49.040
Coaxial cables. Waveguides 33.120.10
Cocoa 67.140.30
Coffee and coffee substitutes 67.140.20
Colour coding 01.070
Colours and measurement of light 17.180.20
Columns 71.120.20
Commercial refrigerating appliances 97.130.20
Commercial vehicles 43.080
Commercial vehicles in general 43.080.01
Company organization and management 03.100
Company organization and management in general 03.100.01
Complete, filled transport packages 55.180.40
Components and accessories for telecommunication equipment 33.120
Components and accessories in general 33.120.01
Components for aerospace construction 49.035
Components for conveyors 53.040.20
Components for electrical equipment 29.100
Components for electrical equipment in general 29.100.01
Components for rotating machinery 29.160.10
Compressors and pneumatic machines 23.140
Computer graphics 35.140
Computer-aided design (CAD) 35.240.10
Concrete and concrete products 91.100.30
Concrete structures 91.080.40
Conduits for electrical purposes 29.120.10
Connecting devices 29.120.20
Construction drawings 01.100.30
Construction equipment 91.220
Construction industry 91.010
Construction industry in general 91.010.01
Construction materials 91.100
Construction materials 91.100.01
Construction materials and building 91
Construction materials and building (Vocabularies) 01.040.91
Construction of airports 93.120
Construction of railways 93.100
Construction of ropeways 93.110
Construction of waterways, ports and dykes 93.140
Construction technology 91.200
Continuous handling equipment 53.040
Continuous handling equipment in general 53.040.01
Contractual aspects 91.010.20
Control components 23.100.50
Control equipment for electric power systems 29.240.30
Conveyors 53.040.10
Cooking ranges, working tables, ovens and similar appliances 97.040.20
Cookware, cutlery and flatware 97.040.60
Cooling systems. Lubricating systems 43.060.30
Copper and copper alloys 77.120.30
Copper products 77.150.30
Cork and cork products 79.100
Corrosion of metals 77.060
Cosmetics. Toiletries 71.100.70
Couplings 21.120.20
Couplings 43.040.70
Cranes 53.020.20
Crude petroleum 75.040
Cryogenic vessels 23.020.40
Cutting tools 25.100
Cutting tools in general 25.100.01
Cycles 43.150
Cylinders 23.100.20

D

Data communication networks 33.040.40
Data link layer 35.100.20
Data storage devices 35.220
Data storage devices in general 35.220.01

Deck and other equipment and installations 47.020.50
Dental equipment 11.060.20
Dental implants 11.060.15
Dental instruments 11.060.25
Dental materials 11.060.10
Dentistry 11.060
Dentistry in general 11.060.01
Diagnostic equipment 11.040.55
Diagnostic, maintenance and test equipment 43.180
Digital Enhanced Cordless Telecommunication (DECT) 33.070.30
Diodes 31.080.10
Dishwashers 97.040.40
Disinfectants and antiseptics 11.080.20
Distribution and vending machines 55.230
Dividing and tool-workpiece holding devices 25.060.20
Document imaging applications 37.080
Documents in administration, commerce and industry 01.140.30
Domestic and commercial equipment. Entertainment. Sports 97
Domestic and commercial equipment. Entertainment. Sports (Vocabularies) 01.040.97
Domestic electrical appliances in general 97.030
Domestic safety 13.120
Domestic, commercial and industrial heating appliances 97.100
Domestic, commercial and industrial heating appliances in general 97.100.01
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