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1 What is the Standards Hub?

The Standards Hub is Standards Australia’s web based Document Management System. It also provides online applications for Public Commenting and Balloting.

1.1 Who will use the Standards Hub?

The Standards Hub is available to:

- Standards Australia staff.
- Committee members use the system for visibility to projects for which they are a committee member, submitting their comments, ballot and sharing reference materials and information.
- Members of the public can contribute comments during the Public Comment Phase of any project.

1.2 What are the benefits of using the Standards Hub?

The Standards Hub is designed to provide real time visibility of project statuses to stakeholders engaged within a project.

1.3 Which internet browsers can be used with the Standards Hub?

The system is regularly tested for functionality in common internet browsers, such as the following:

- Internet Explorer
- Firefox

For information on which versions of these internet browsers the Standards Hub is optimised for use with, refer to the Standards Hub Help page.

1.4 More questions

If you have any questions please contact the Standards Information Service (SIS) Team on 1800 035 822, or +61 2 9237 6171 (if outside Australia), or send an email to mail@standards.org.au.

2 How do I access the Standards Hub

1) Start an internet session by double-clicking on your internet browser icon on your computer. This would typically be one of the following icons on your computer desktop:

   - Internet Explorer
   - Firefox

2) Enter the following address into your internet browser: www.standards.org.au

3) On the homepage of the Standards Australia website, click on the Standards Hub ‘Login’ link
4) On the Standards Hub homepage, click on the ‘Committee Access’ button

5) The following screen is displayed
3 How do I log in to the Standards Hub?

The Standards Hub login screen provides access to the Hub for register users.

3.1 Logging in

1) Enter your designated email address for Standards Australia correspondence into the ‘Email’ field. This will be your registered login for access to the Standards Hub.

   If you are logging into the Hub for the first time, enter the password issued to you when you received registration confirmation.

2) Read the Conditions of Use and tick the checkbox to indicate you agree to the conditions set therein.

3) If you want the system to remember your username select the ‘Remember Me’ tick box.

4) Click on ‘Login’.

5) You are presented with the ‘Dashboard’ screen. This screen shows all of the projects progressing within the Standards Hub workflow.
3.2 I did not receive my Username and Password

If you did not receive your user name and password, contact the Standards Information Service (SIS) Team on 1800 035 822, or +61 2 9237 6171 (if outside Australia), or send an email to mail@standards.org.au.

3.3 I have forgotten my Username or Password

You can request a new password by clicking the ‘Forgotten password?’ link on the Hub login screen and following the instructions. A new password will automatically be emailed to you.

Your username is the email address you provided for correspondence with Standards Australia.

If you have tried this email address with the password and it does not work, please contact the Standards Information Service (SIS) Team on 1800 035 822, or +61 2 9237 6171 (if outside Australia), or send an email to mail@standards.org.au.

4 Browsing project & committee details within the Standards Hub

4.1 The Dashboard

The Standards Hub ‘Dashboard’ is the command centre console for projects contained within the Hub. You’ll notice 4 tabs on the screen, ‘Dashboard’, ‘Committee Workspace’, ‘Members’ and ‘My Profile’.

The ‘Dashboard’ is the default page displayed when you log in. It shows you all of your current projects in the Hub and separately, those that are at the Balloting Phase. The ‘Committee Workspace’ displays all documents uploaded by committee members or Standards Australia and will be discussed in more detail within the Standards Hub Committee Workspace – Committee Members Guide. The ‘Members’ area displays the membership of the committees you are associated to. The ‘My Profile’ area contains your personal details, and is where you are able to change your password.

The screen above illustrates the ‘Dashboard’ which allows committee members to review their current projects:

- **My Projects** displays all active projects, including:
  - **Project Name** – which is based on the Standard Naming Convention for the project with the Prefix DR, DR2, DR3 etc., to indicate the Standard is a draft. The Hub assigns numbering automatically.
  - **Project Title** – description of the project.
  - **Committee** – committee identifier.
  - **Project Manager** – name of the Project Manager assigned to this project.
• **Status** – where the project has progressed in the life cycle of the project:
  o Drafting
  o Open for Public Comment
  o Finalise commenting
  o Balloting
  o Finalise Ballot
  o Published

• **Created date** – the date that the project was created within the Standards Hub.

• **Last Update** – the date of the last action that progressed the project to this step in the workflow.

• **Actions** – displays icons that identify a project is either in Commenting or Balloting Phase.

### 4.2 Sorting projects on the Dashboard

All fields on the ‘Dashboard’, that show the yellow title bar, can be sorted in ascending/descending order. Click on the column in the yellow bar containing the title that you want to sort on and the records will sort.

*Click on any column title in the table to sort the projects by that column*

![Sorting Projects](image)

### 4.3 Where can I find out more details about a project?

Although the project Title explains a lot about a project, e.g. revision, adoption, correction, joint, etc., it is sometimes necessary for a committee member to explore more of the details behind a project.

The Standards Hub allows committee members to browse all project information once a project has been created in the Hub by Standards Australia.

The details shown will depend on the stage the project is at within the project life cycle.

1) From the ‘Dashboard’, locate the project required by scrolling down or sorting the projects displayed.

2) Click the ‘View’ icon on either the ‘Project’ or ‘Title’ column as displayed below:

![View Icon](image)

*Click either ‘View’ icon to see project details*

3) Click either ‘View’ icon to see the project details.

4) Project fields are displayed down the left hand side of the screen. Most fields are self-explanatory, except those with notations on the screen image.
4.4 How can I determine if a project is in the Commenting Phase?

Projects that are in the Commenting Phase may be identified in 2 areas of the ‘Dashboard’.

‘Open for Public Comment’ will appear in the ‘Status’ column, and the ‘Submit a Comment’ button will be displayed in the ‘Actions’ column.
4.5 How can I determine if a project is in the Balloting Phase?

Projects that are in the Balloting Phase may be identified in 2 areas of the ‘Dashboard’. ‘Ballot’ will appear in the ‘Status’ column, and the ‘Submit a Ballot’ button will be displayed in the ‘Actions’ column.

Any projects at the Balloting Phase are also displayed in the Balloting Projects list.

5 Related information

5.1 Standards Hub Guides

- **Hub Guide – Committee Members – Committee Workspace**
- **Hub Guide – Committee Members – Members Area**
- **Hub Guide – Committee Members – Public Commenting**
- **Hub Guide – Committee Members – Balloting**

5.2 Standards Hub On-line Tutorials

- **Dashboard and Project Details**
- **Committee Workspace**
- **Public Comment**
- **Public Comment on Other Drafts**
- **Project Ballot**
- **Members Area**
6 Document History

To follow details the history of this document:

<table>
<thead>
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<th>Date</th>
<th>Author</th>
<th>Amendment Details</th>
<th>Change Source</th>
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<td>Technology</td>
<td>1.0 - Initial release.</td>
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<td>17/12/2008</td>
<td>Technology</td>
<td>v2.0 - Content reviewed and updated.</td>
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<tr>
<td>22/05/2009</td>
<td>Training</td>
<td>v3.0 - Content reviewed and updated. Document Control Page included.</td>
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<tr>
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<td>Training</td>
<td>v3.1 - Minor editing and inclusion of Other Materials and Tutorials.</td>
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<td>v3.2 - Update screens as per Hub Release 1.5.5.</td>
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<td>09/11/2016</td>
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<td>v3.7 - Reviewed with minor amendments to reflect current practice.</td>
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