



ASTM COMPASS®

Your Portal for Standards, Testing, Learning & More

Quick Reference Guide

Thank you for subscribing to ASTM Compass® — an easy-to-use solution for accessing, managing and sharing technical information organization-wide.

Combining proven industry standards and technical publications with intuitive management tools, ASTM Compass enables you tackle mission-critical work with a greater expertise, speed and efficiency.

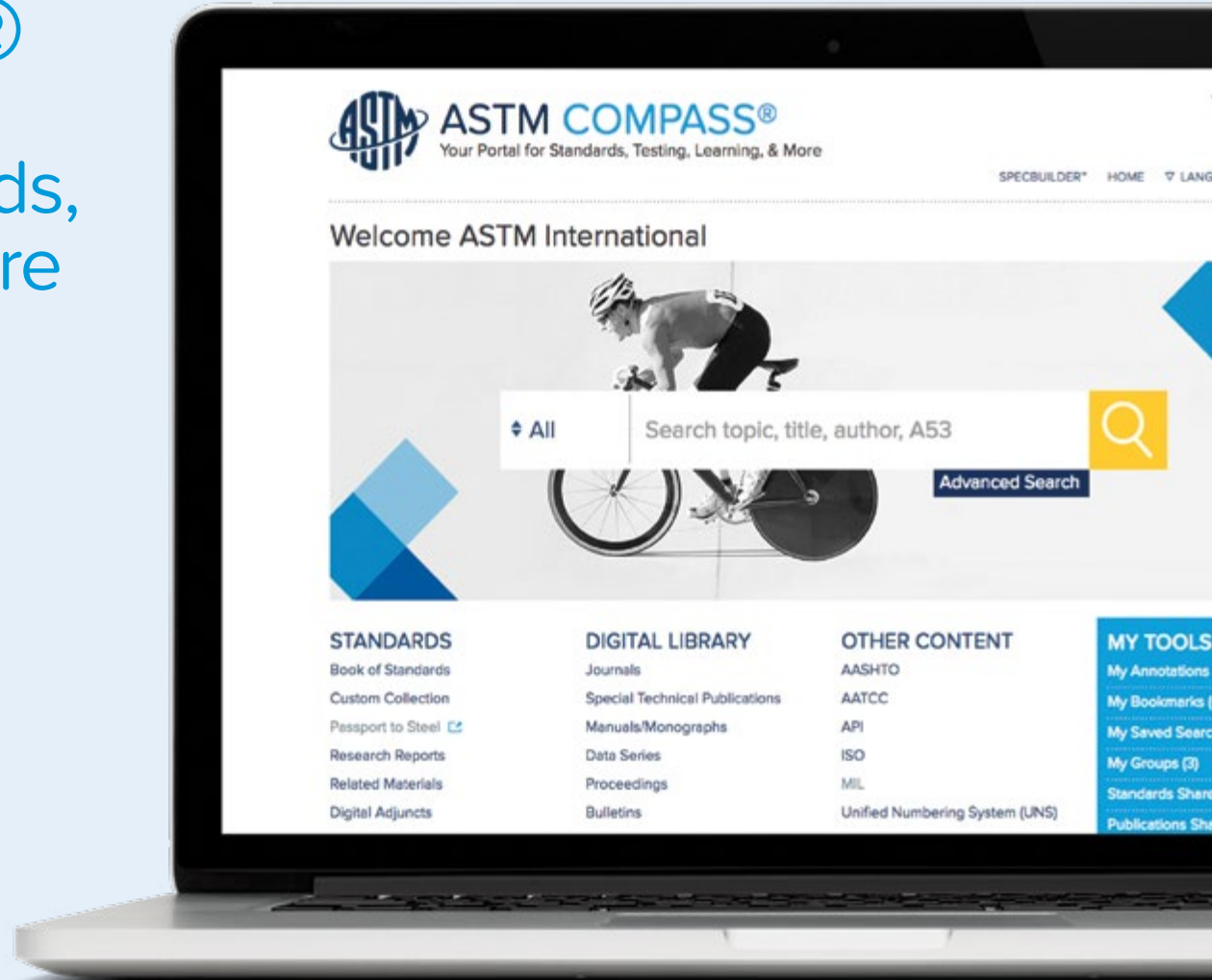


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Accessing ASTM Compass®

IP Recognition

With IP Recognition, our server recognizes users accessing the site by the IP address and allows for seamless pass through. You provide us with the IP address or ranges for the licensed locations.

Visit compass.astm.org.

Custom Application

ASTM can provide a simple application solution that is integrated into a page on your corporate intranet (or a web site not publicly accessible). The link accesses an HTML page and redirects the user to your company's landing page. We provide the application to be stored on your intranet at a location (URL) that you specify in advance. The application will send the user to ASTM Compass, check the credentials, and provides access to the subscriptions.

No need to provide IP addresses; no configuration or software needed on end-user computers (based on JavaScript which is a standard web technology pre-installed in every browser).

Accessing ASTM Compass®

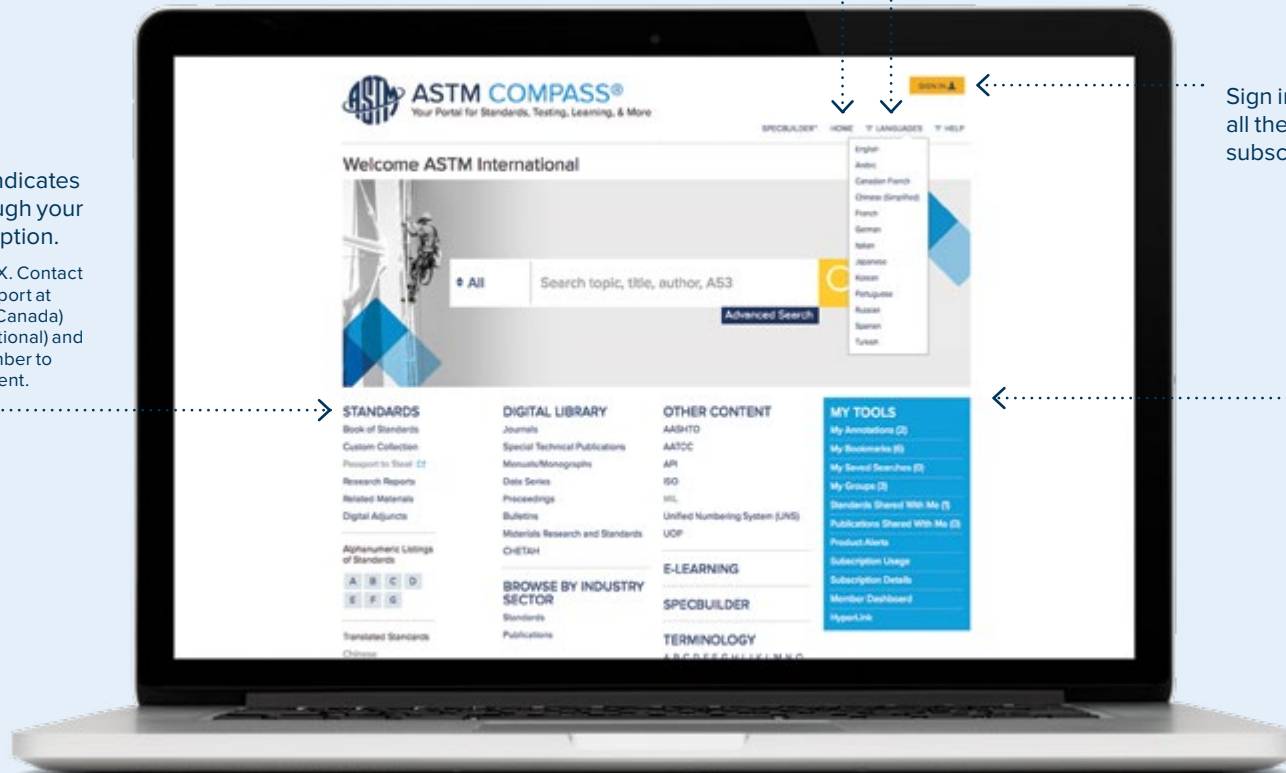
Create an account or use
your existing ASTM login
information

Change the language of the
homepage and the search
results page by choosing
from a dropdown list titled
Languages. Please note,
this does not translate the
technical documents into the
chosen language – just the
navigation.

Sign in to Compass to use
all the functions within your
subscription

Highlighted content indicates
what is available through your
organization's subscription.

Your account number is XXX. Contact
ASTM Inside Sales and Support at
+1.877.909.2786 (USA and Canada)
or +1.610.832.9585 (International) and
reference your account number to
expand your Compass content.



- Use **My Tools** to:
- > Attach notes, links, images and other data to standards.
 - > Create work groups for greater collaboration.
 - > Bookmark relevant standards and digital library papers for faster access.
 - > Set up alerts for new and revised standards.
 - > View Subscription Details
 - > Add hyperlinks to ASTM standards within your internal documents.

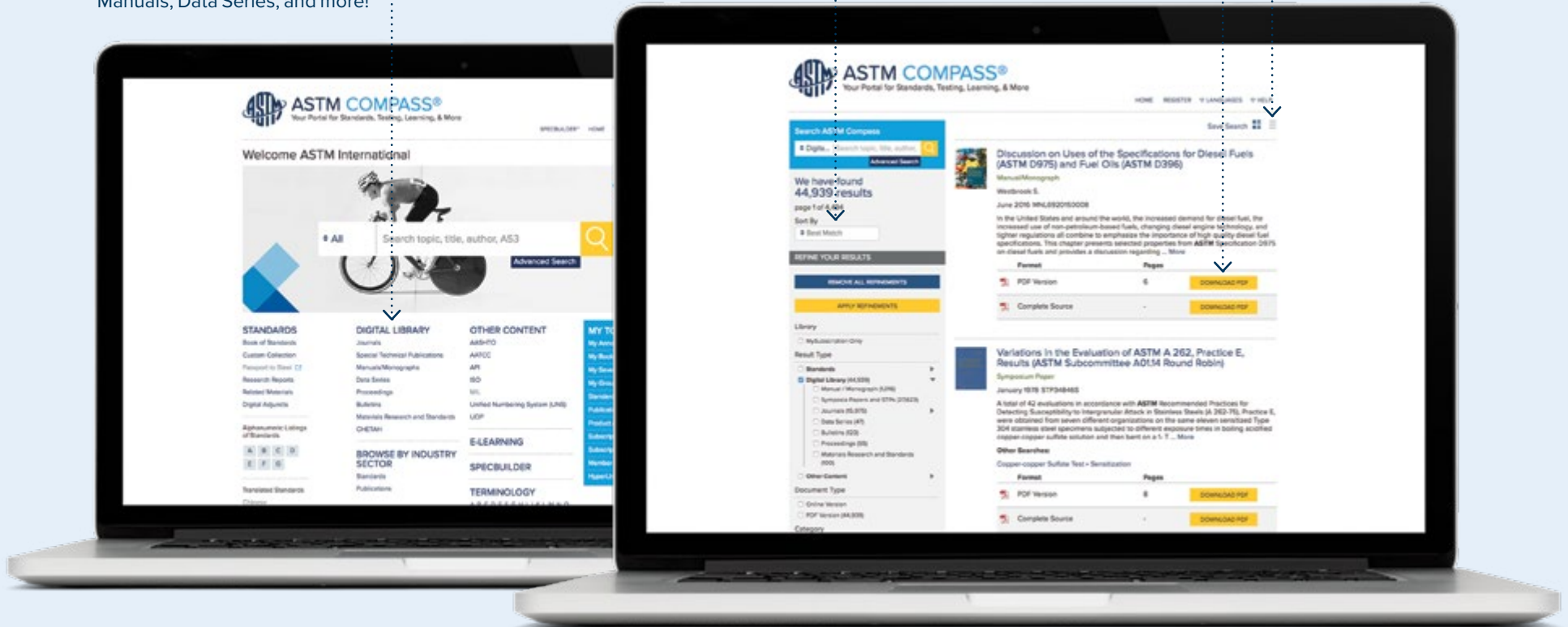
Using the ASTM Digital Library

The ASTM Digital Library provides access to all Journals, Special Technical Publications, Manuals, Data Series, and more!

Refine your Digital Library search by result or document type, category, technical committee, topic, industry sector, or date range. You can also search by date at the top and toggle the results between oldest and newest.

Download and print content.

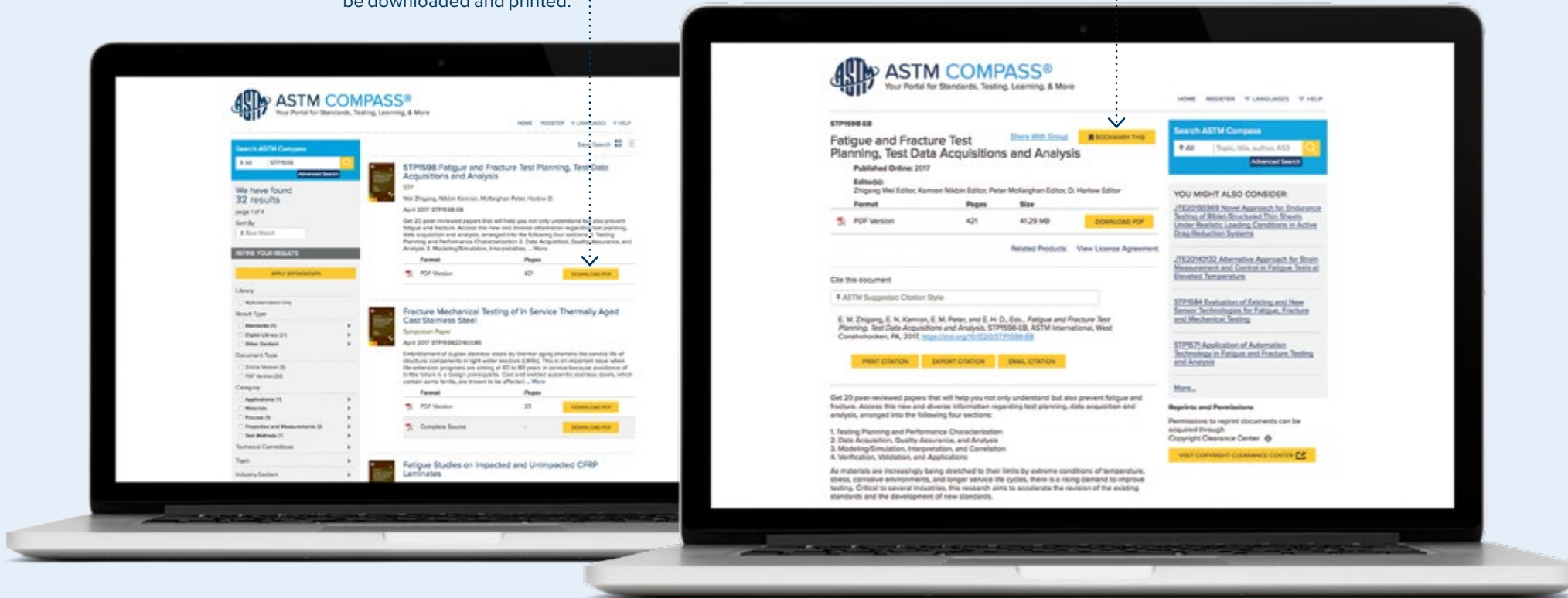
Expand View, List View, or Save Your Search



Using the ASTM Digital Library

All Digital Library content such as Journals, etc. may be downloaded and printed.

When you've logged in you can Share this Paper with a group or Bookmark it for easy reference.

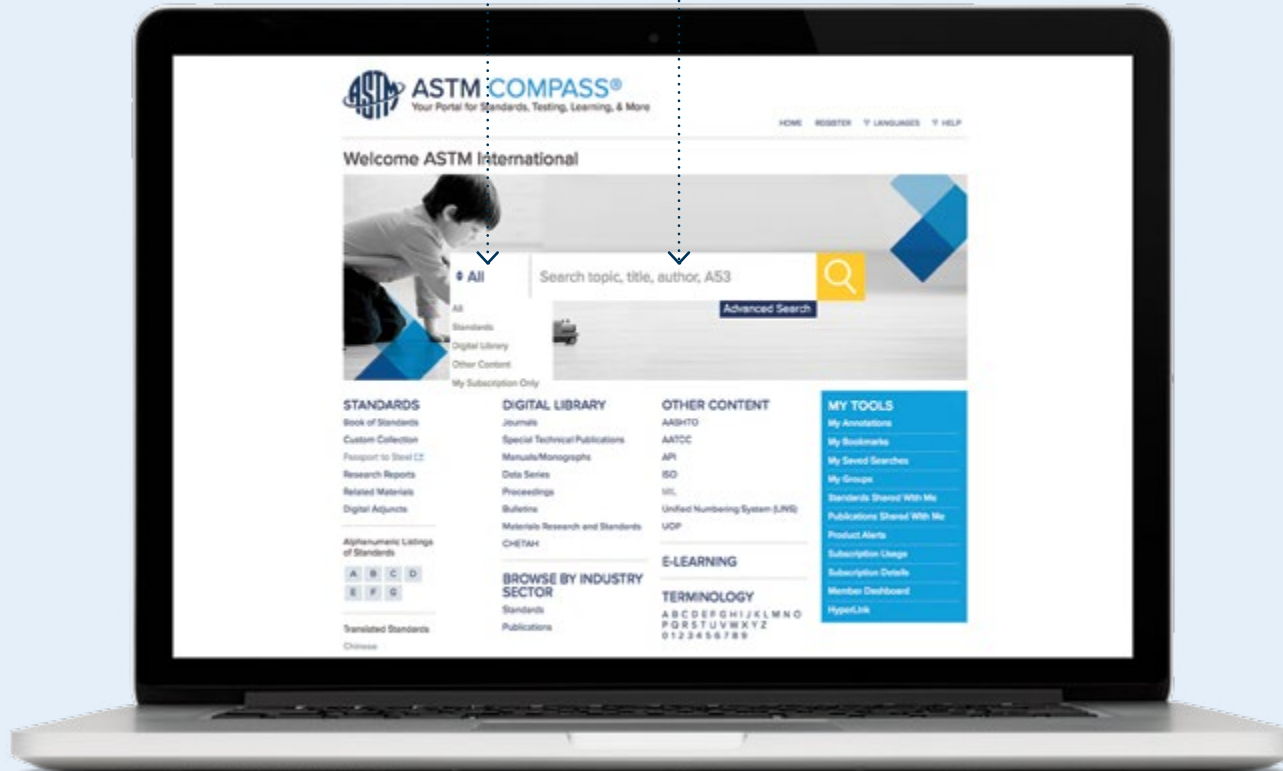


Searching for Content and Using the Refine Search

Search ASTM Compass®

You can narrow your search to just Standards, Digital Library, Other Content, or Your Subscription Only.

You can add a keyword or standard designation to the main search box.

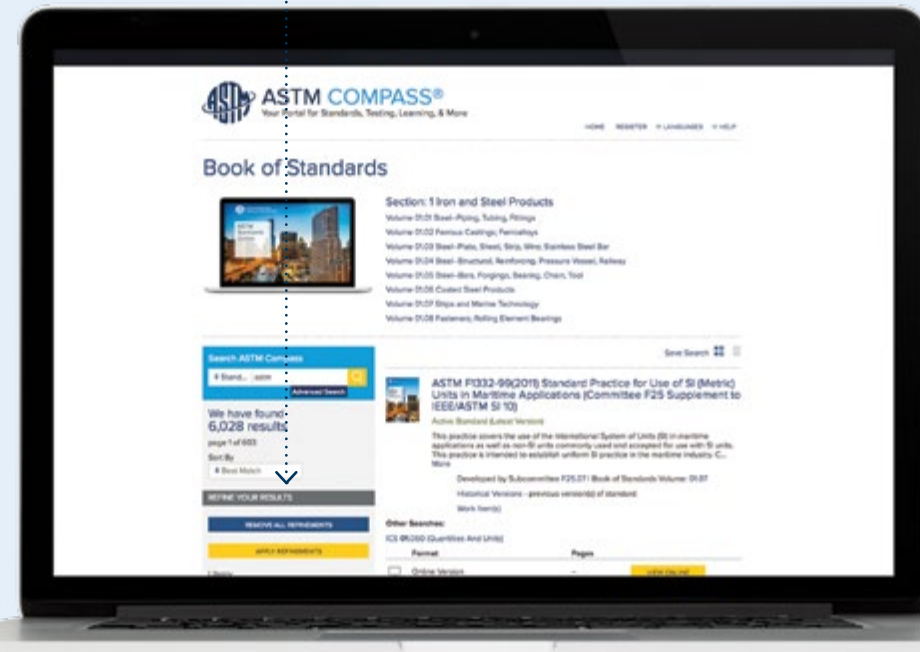


Searching for Content and Using the Refine Search

ASTM Book of Standards and Refine your Results

Direct links to the ASTM sections your organization subscribes to.

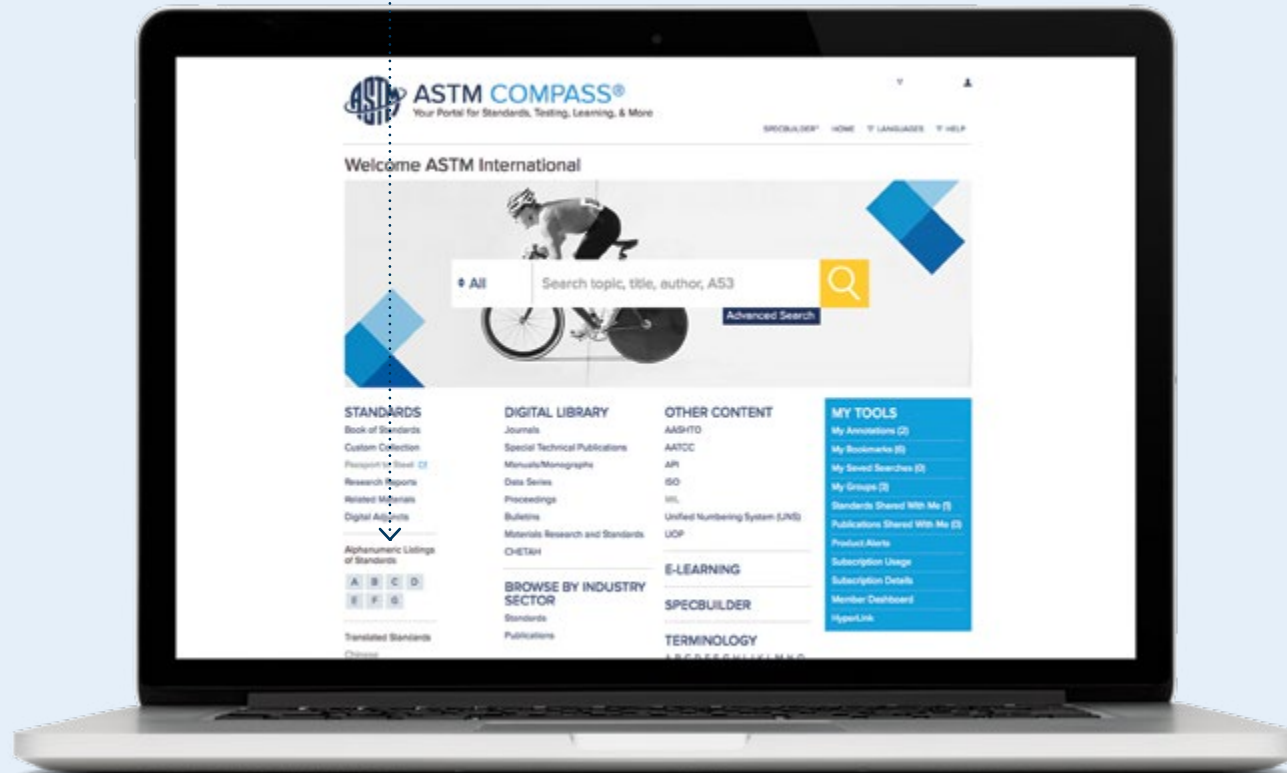
After clicking on a section within the Book of Standards, the results will be a complete list of standards that fall inside your section. Use the Refine Your Results to narrow your search further.



Searching for Content

Alphanumeric Standards Listing

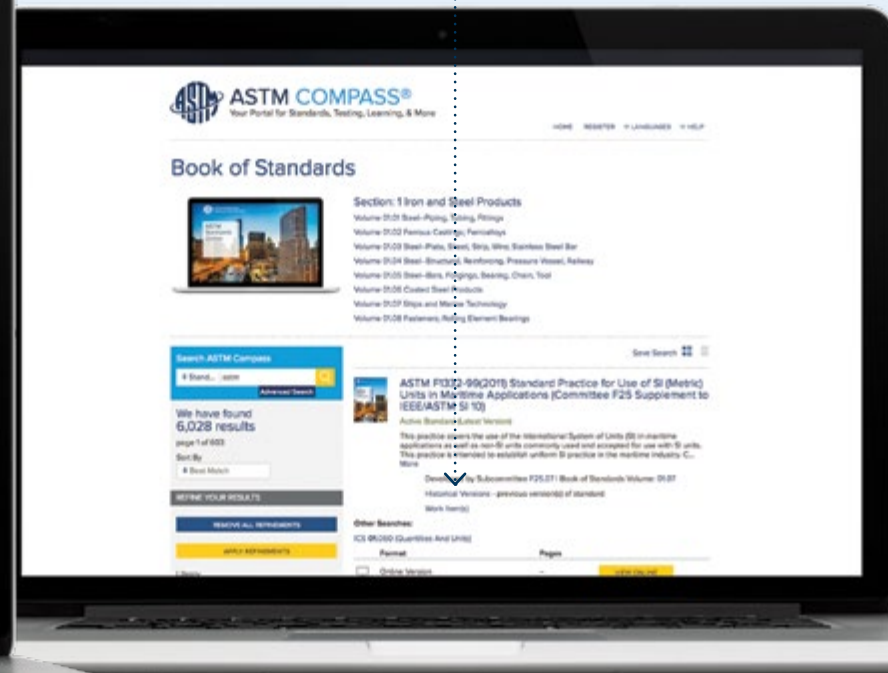
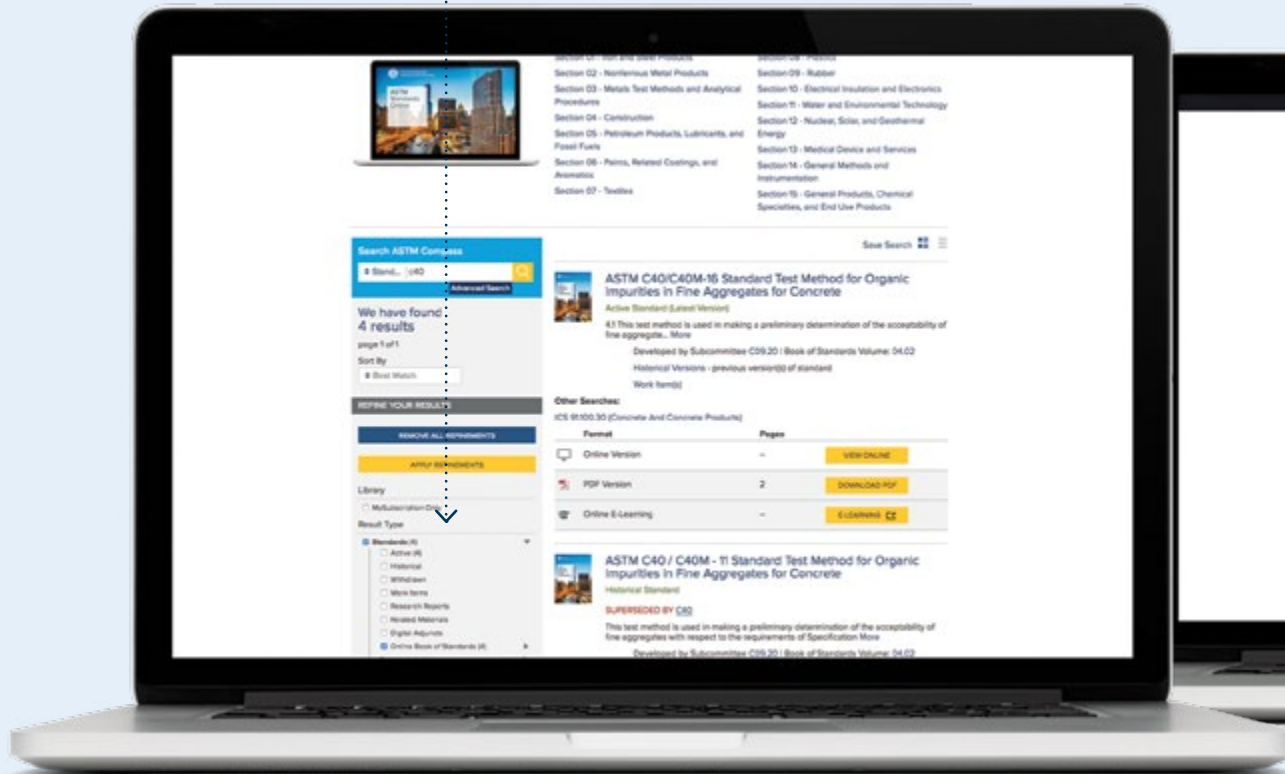
Alphanumeric Listings are quick links to the standards in your subscription (i.e. A123; B117; C2345; etc.).



Finding Historical, Withdrawn or Translated Standards and Work Items

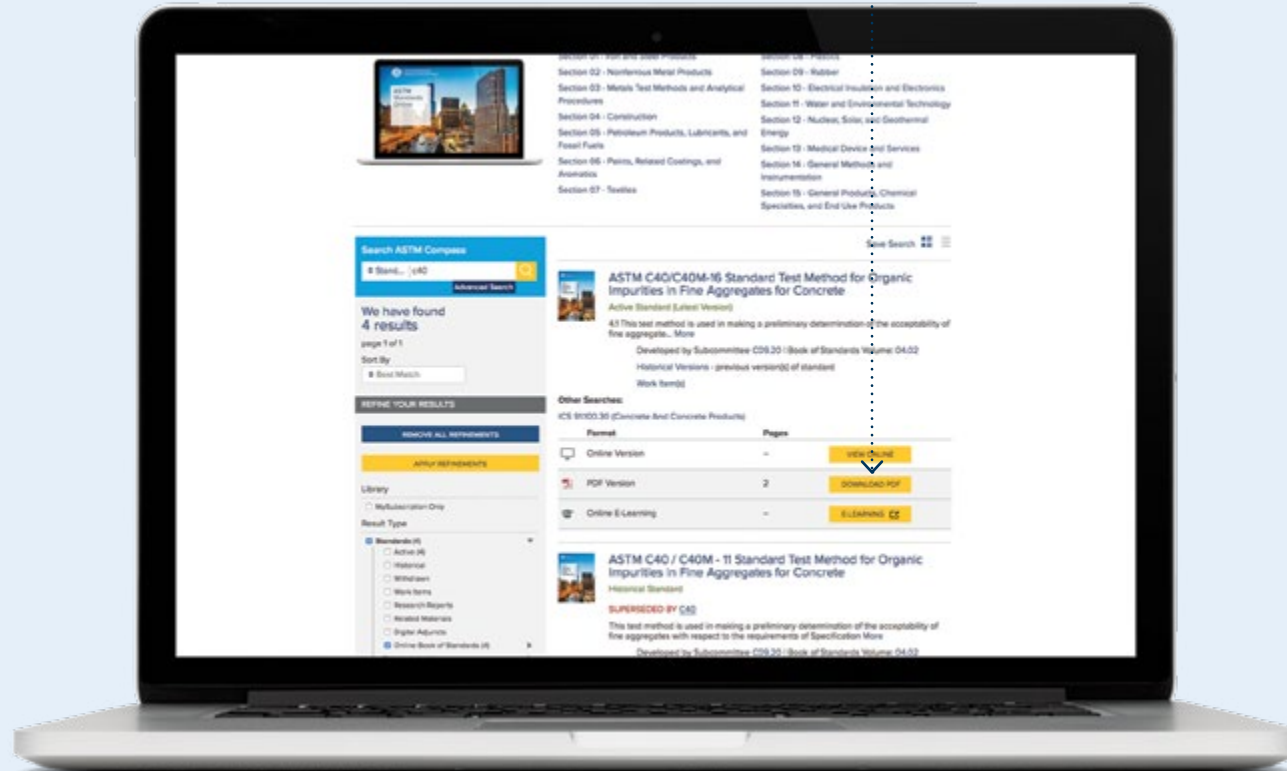
Search results can be refined by the active version of a standard, a historical or withdrawn version of that standard or by work items for that standard. You can also narrow your search to view standards that have been translated into other languages.

Historical versions are also listed under each full-titled active standard.

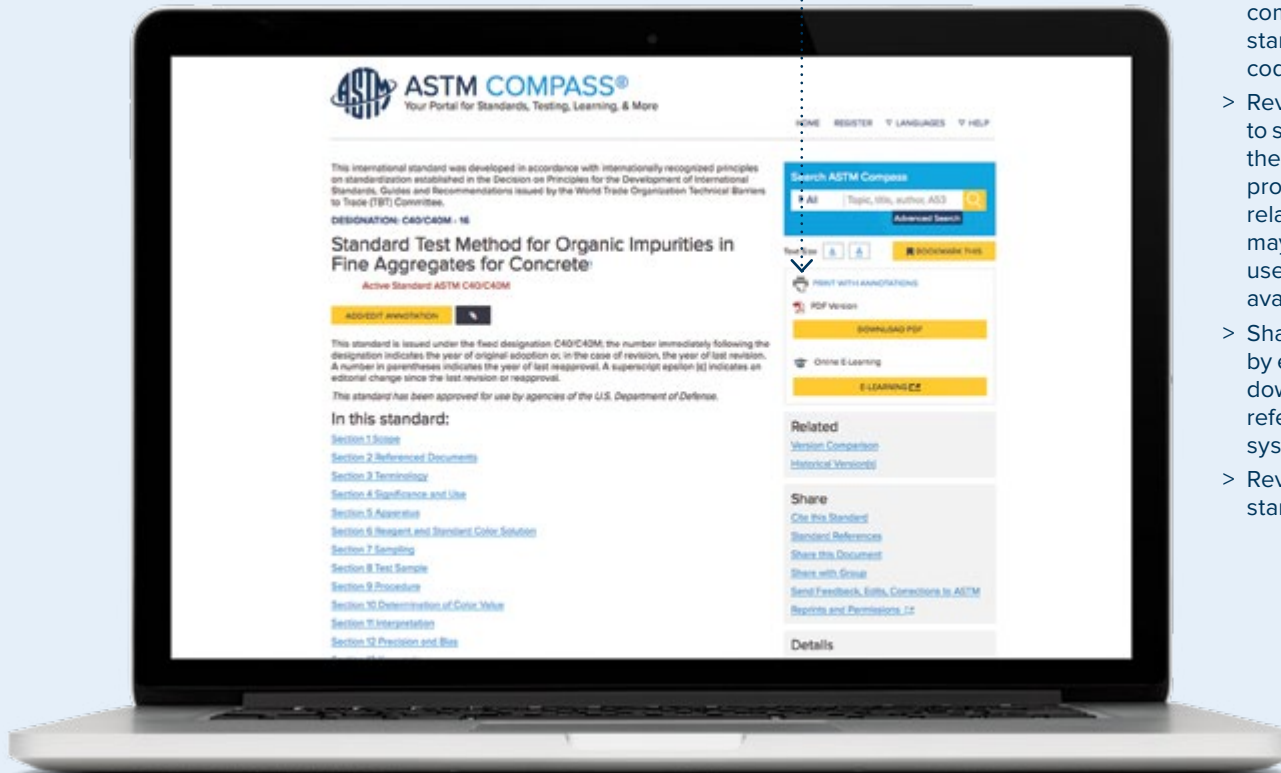


Downloading a Standard

Download a PDF from the
search results page or
directly from the online
review page.



Online View for Standards



Underneath the search box, you can:

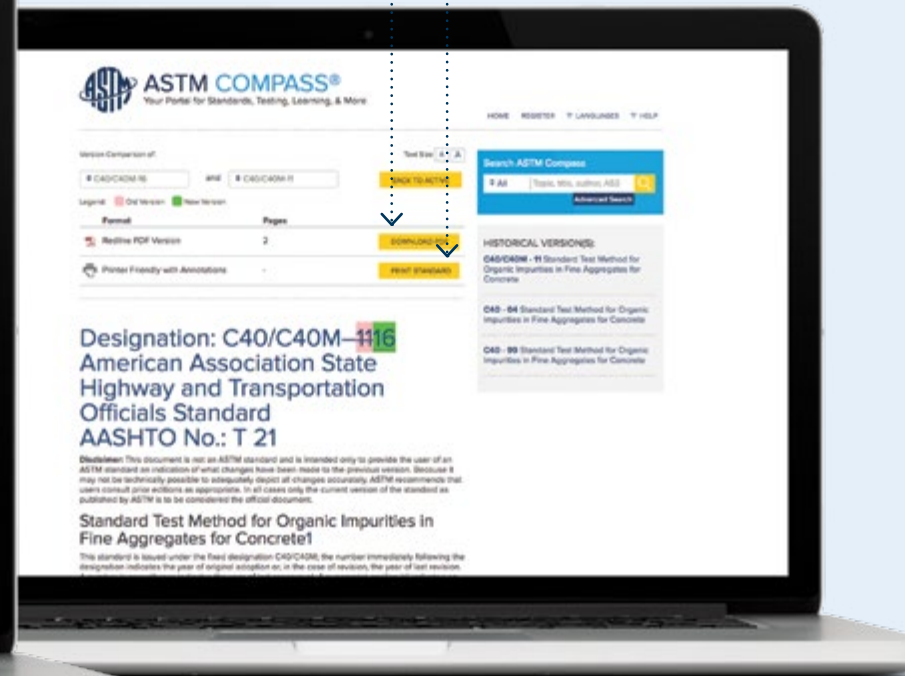
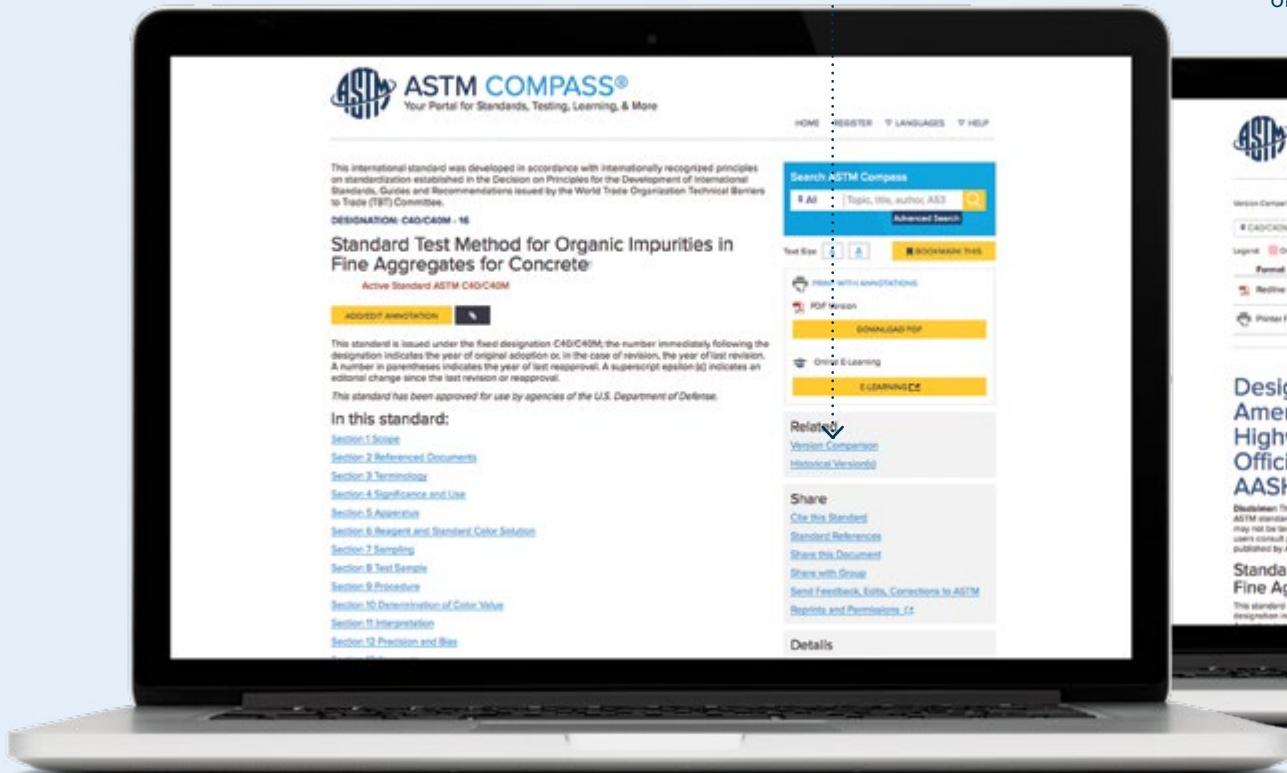
- > Increase/decrease the font size for the page you're viewing
 - > Bookmark standards that you view most often
 - > Print the online version or the PDF version
 - > Manage change by comparing versions of standards using color-coded highlights
 - > Review digital adjuncts to support the use of the standards. Adjuncts provide information related to a standard that may support or help you use the standard. View available adjuncts here.
 - > Share the citation by email, or print or download it into a reference management system
 - > Review the list of standards referenced
- > Share this Document - This tool allows you to link to either the active or exact version(s) of a standard. Add your new link to your internal documents or email that link to anyone. If the recipient does not have a subscription to that standard, the link will take the user to the ASTM webstore for purchase.
 - > Send your comments and questions about a standard right to the technical committee who developed it
 - > Get permission to reprint a standard in training materials or coursework
- The Details section shows the subcommittee who developed the standard, the volume of the ASTM Book of Standards that standard appears in, and the number of pages in the PDF of the standard.

Comparing Changes between Active and Prior Versions of Standards

From the active version
of a standard, click on
Version Comparison.

Click on **Download PDF**
to download and print
the redline PDF version
of the standard.

click on **Print Standard**
to print the color-coded
changes.



Creating an Annotation

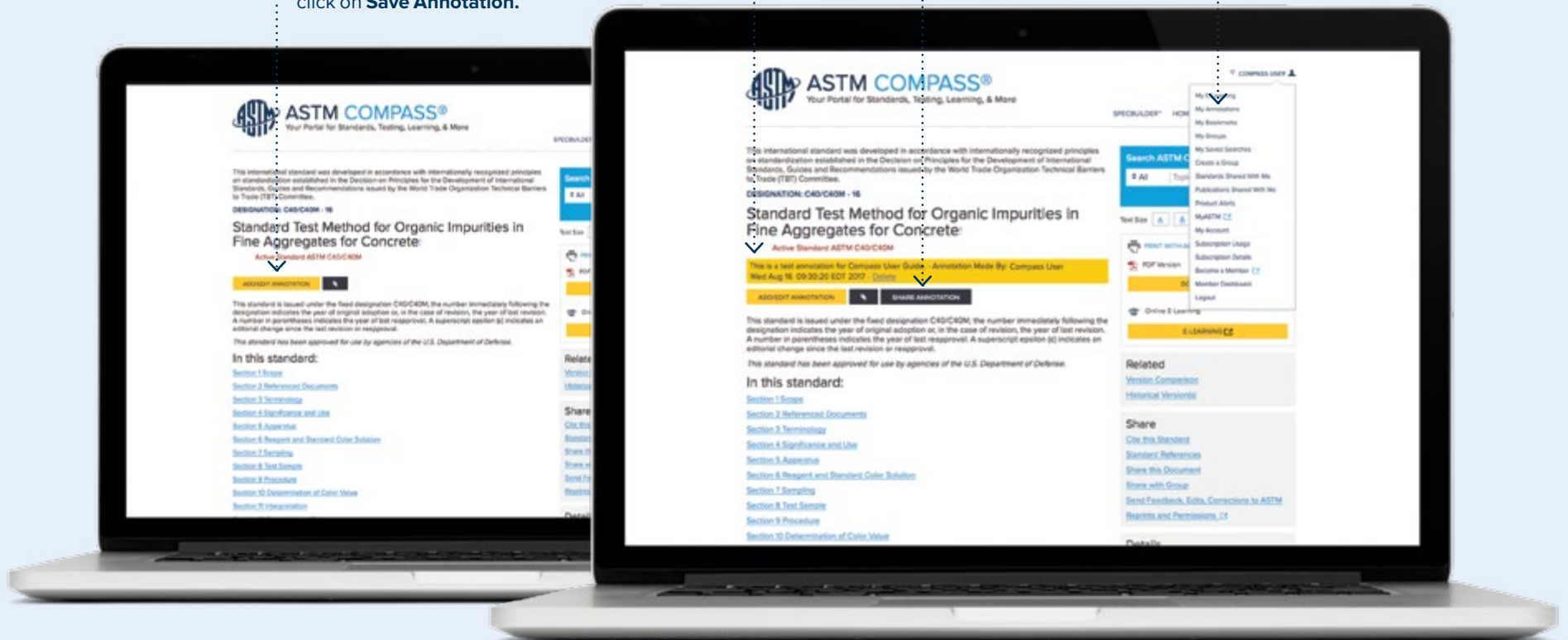
You must be logged in and in the online view of the standard to create an annotation.

After clicking on **Add/Edit Annotation**, a window will appear providing you with text and attachment options. When finished, click on **Save Annotation**.

Annotations appear with the section above the annotation bar. The annotation will be saved with the user's name, date, and time of creation. All annotations are noted in the standard's table of contents.

You can share your annotation to an individual registered user or to a group of users within your company

My Annotations under My Tools provides a master list of all your annotations.

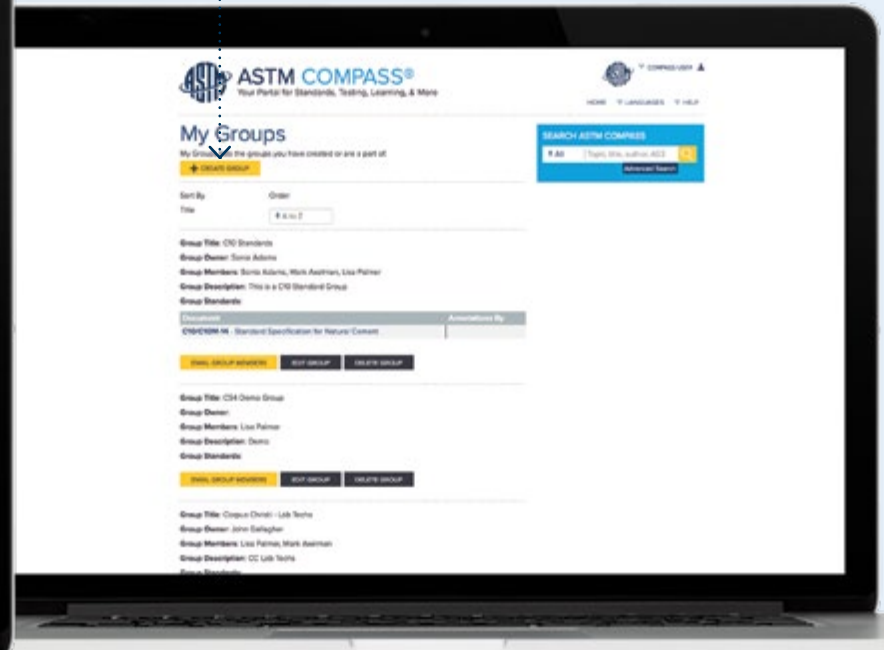
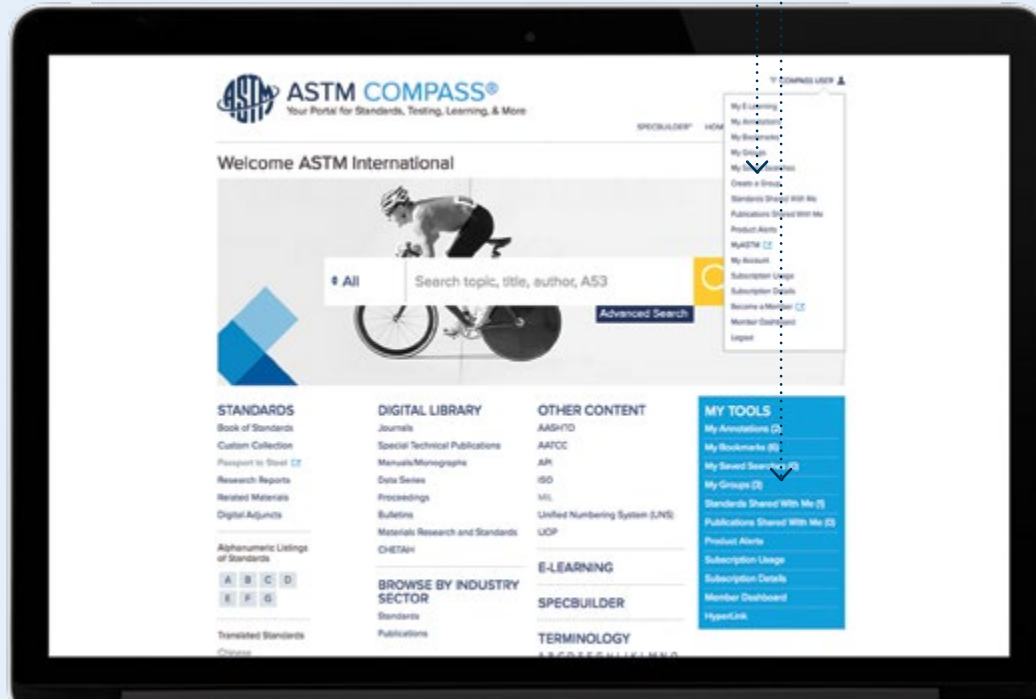


Creating a Group and Sharing Standards

You must be logged in to create a group.

You may also create and manage groups on the **My Groups** page.

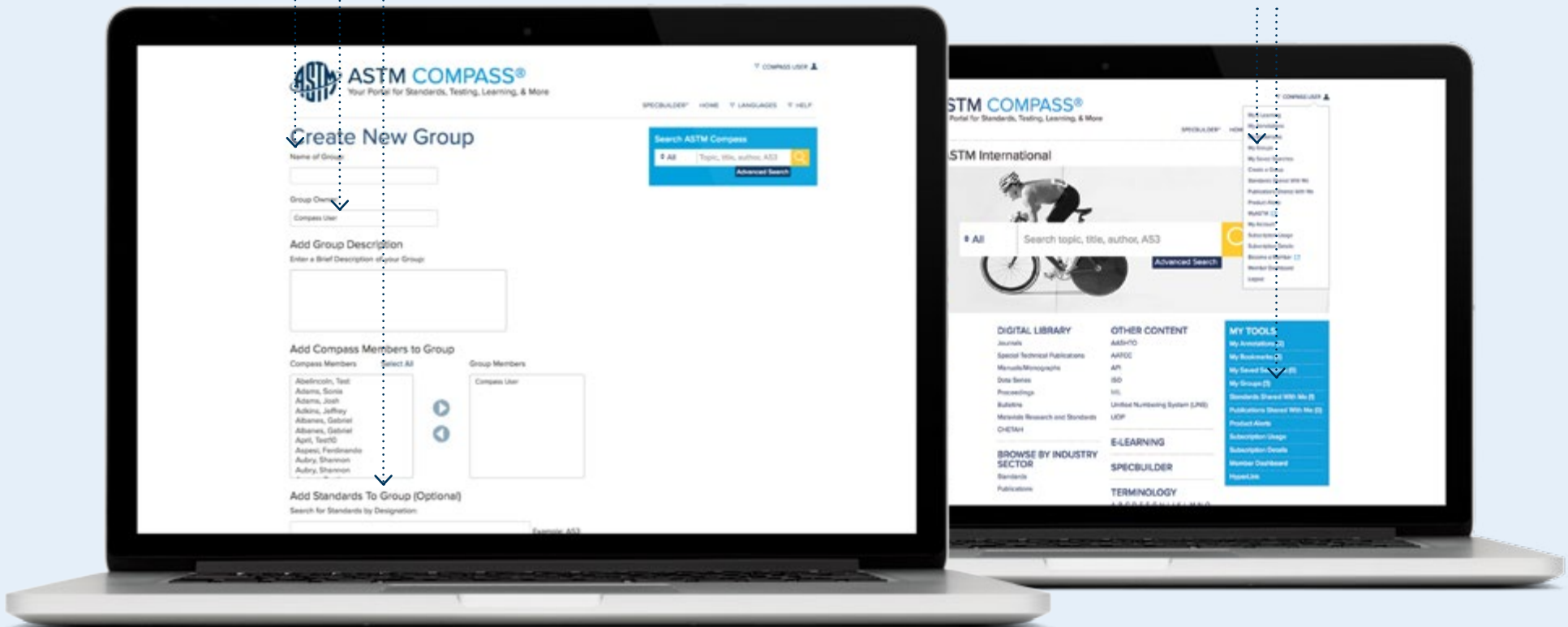
On the **My Groups** page, select **Create Group**.



Creating a Group and Sharing Standards

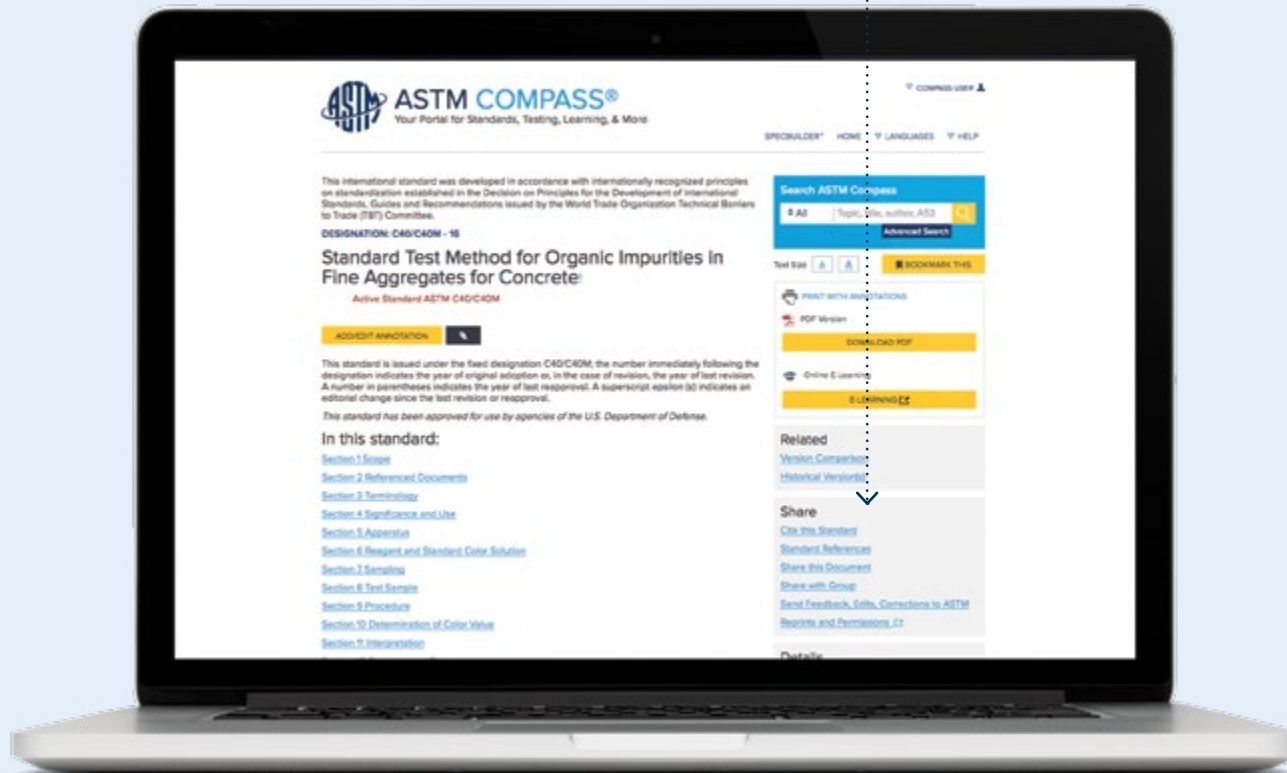
Name, describe, and add registered ASTM Compass® users to your group.

Edit, delete, or email your group members with **My Groups**.



Creating a Group and Sharing Standards

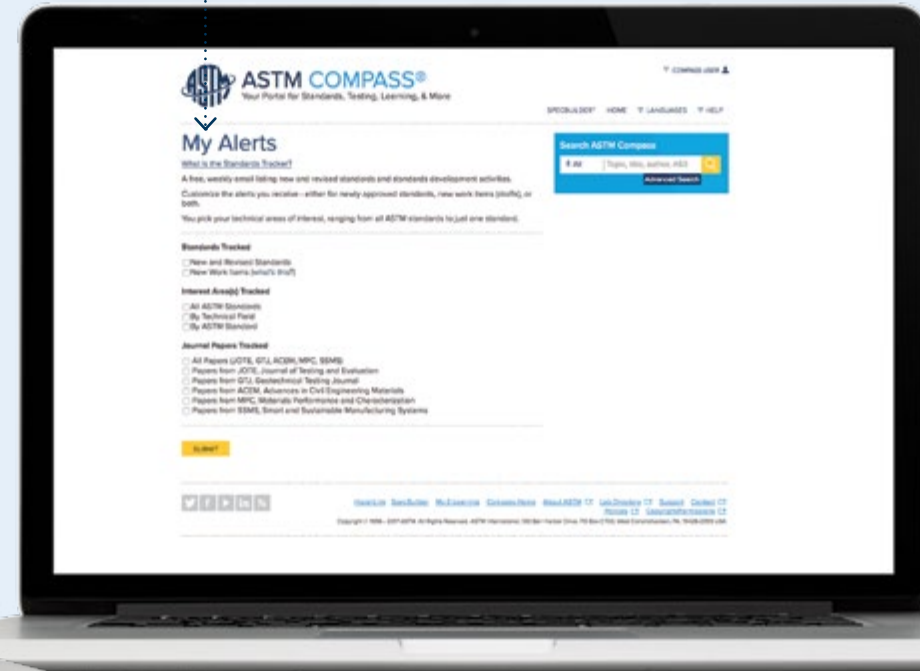
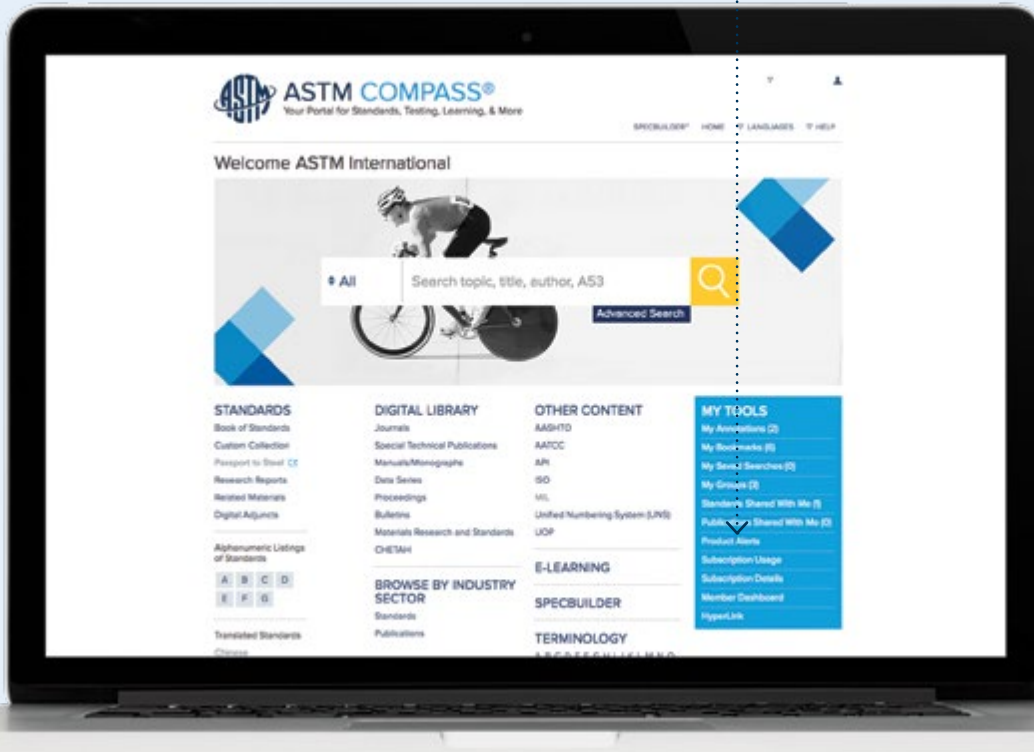
Share a standard with or without annotations with your group.



Setting Up Alerts

Stay informed of new and revised standards and standards development activities with custom **Product Alerts**.

- > Create or modify alerts.
- > Track new and revised standards/new work items.
- > Track content by technical field or customize your list of standards.



E-Learning

If an ASTM test method offers an online course in our Learning Management System (LMS), we will provide a link from the search results page. If the LMS is part of your current subscription, you will be redirected to the online course. If you do not have eLearning and would like to add it to your subscription, contact your account manager, sales@astm.org or tel +1.610.832.9580.

