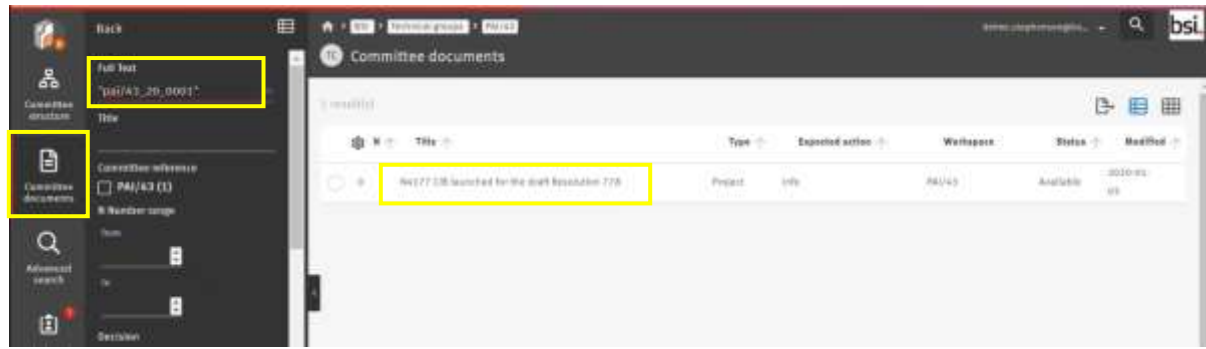


Quick Reference Guide (FOR MEMBERS)

Locate N-Documentation

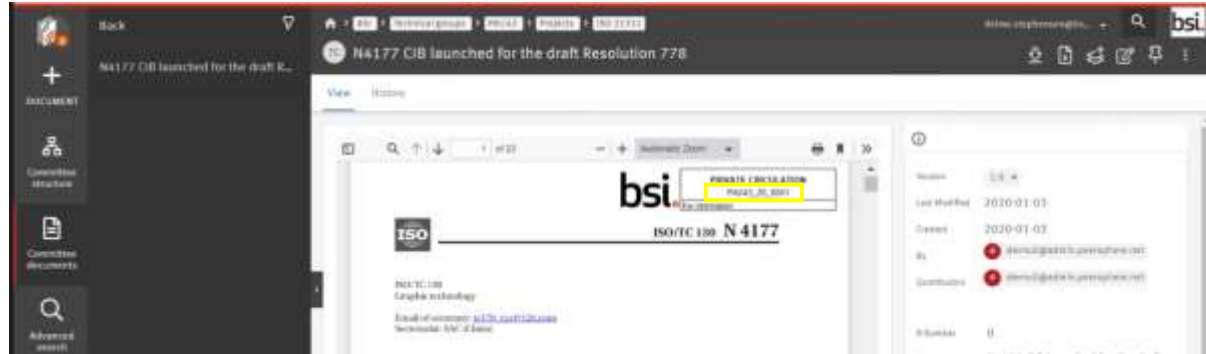
Clickable content

1 Locate N-Doc migrated over from eCommittees



The N number for legacy documents (migrated over from eCommittees) will be displayed as N 0*.

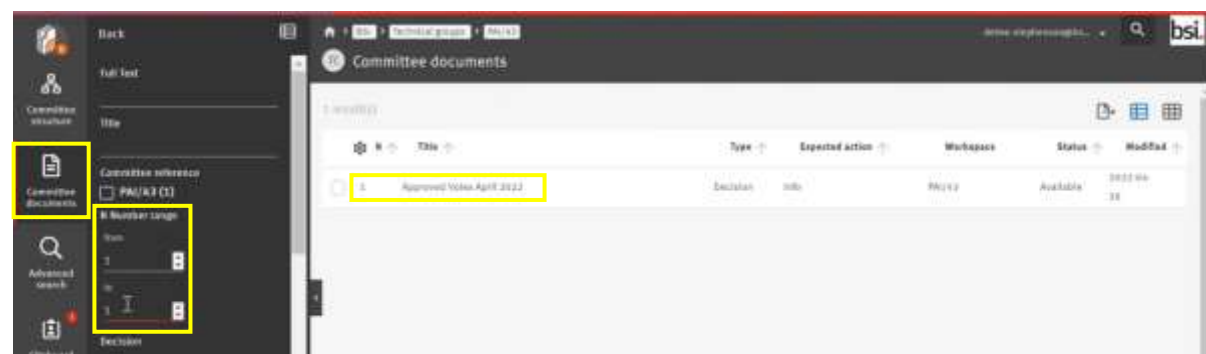
1. To search for legacy documentation, use the Committee documents search
2. Enter the documents eCommittees Reference, into **Full text field**, with *quotation marks either side*. This will allow you to search for both national and mirrored committee documents. The document(s) matching your search criteria will be displayed.
3. The search result(s) will not display the eCommittees N number, as this appears within the document itself.
4. Having opened the file, you will see the eCommittees Reference on the top right of the cover page.



If you do not know the specific N-number of a document, you could enter the first part of the Committee reference (e.g. *PAI/43_20*). Or utilise alternate search criteria provided.

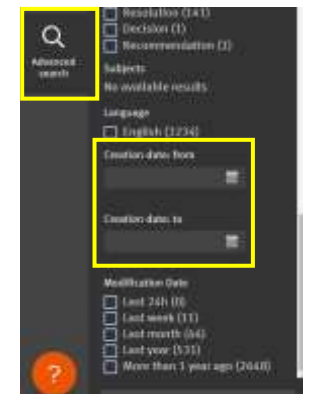
*N 0 numbers are sometimes assigned to ISO/CEN ballot supporting documentation.

2 Locate files created on BSI Documents



To locate files that have been uploaded onto BSI Documents (as opposed to migrated over from eCommittees).

1. To search for documentation uploaded into BSI Docs. Also use the Committee documents search
2. If you know the exact number, then that can be entered into the **from and to** fields.
3. Then the single document will display to the right



3. Alternatively, use other criteria such as creation date range (within the Advanced Search feature). Which will bring back multiple results for you to locate your required file in