

IHS CyberRegs Connect™



Tip Sheet

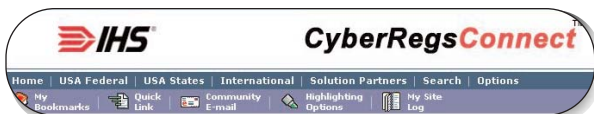
IHS CyberRegsConnect™ is one of the most comprehensive regulatory compliance libraries in existence, and the easiest to use. Its numerous built-in tools are designed to give you the ability to take command of the information you need.

Whether you are new to CyberRegsConnect or just want a refresher, this Tip Sheet will give you a quick overview for using site tools. It is an ideal guide to use after attending a CyberRegsConnect Online Training Session with a live Expert Trainer. The average session lasts only 30-40 minutes. Call toll free at 800.808.3372 or send an e-mail to cs@citation.com to sign up for your CyberRegs Connect Online Training Session today.

The Global Toolbar

When you first log on to CyberRegsConnect, you will see a global toolbar. In addition to the citation searching tools, there are tools associated with specific functions designed to maximize efficiency in your day-to-day work.

This global toolbar is accessible from any screen in CyberRegsConnect.

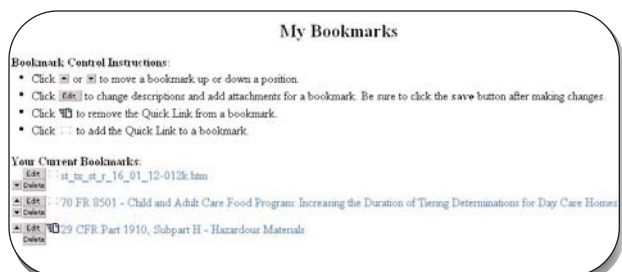


My Bookmarks



My Bookmarks conveniently replaces your browser's "Favorites" with much greater functionality. You can use *My Bookmarks* to save links to important documents and pages contained within CyberRegsConnect. With *My Bookmarks*, you can save links to menus and documents, arrange them in any order and provide detailed descriptions. It will store your links and provide an easy interface to quickly recall them, regardless of where your browser session originates.

While viewing a document that you want to bookmark, click on **My Bookmarks**, and then follow the easy instructions to add links, edit descriptions, and delete bookmarks. Use the up and down arrows located to the left of your bookmarks to organize your bookmarks by relevance.



Quick Link Icon



My Bookmarks provides a convenient list of book-marks but **Quick Link** provides an icon within the My Bookmarks list that quickly lets you identify the one link that is the most important to you at any given time. For your most frequently visited page, establish your Quick Link so that you can recall it with a single click.

On the My Bookmarks screen, use the **Bookmark Control Instructions** to add or remove a Quick Link for any document in the **Your Current Bookmarks** list.

- Click to remove the Quick Link from a bookmark.
- Click to add the Quick Link to a bookmark.

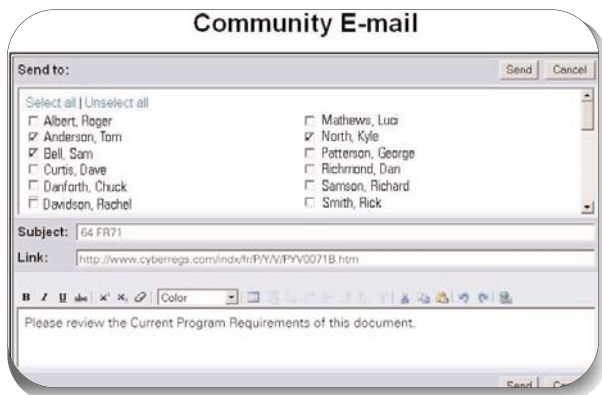
To access your Quick Link document from any screen you happen to be on within CyberRegsConnect, just click on the **Quick Link** icon in the toolbar.

Community E-mail Icon

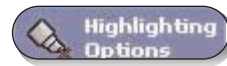


If you wish to notify other users in your organization about a page you are viewing, the Community E-mail tool automatically imbeds the link into the body of your message.

When you click on the **Community E-mail** link, you are presented with a list of all CyberRegs Connect users at your company. Simply choose from the list of recipients and fill in the Subject line and message box with any notes or instructions. The URL of the document you are viewing is included within the email message for quick reference.



Highlighting Options Icon

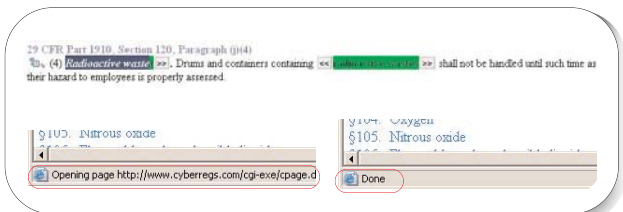
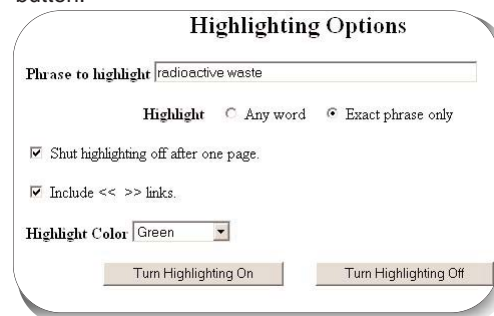


With Highlighting Options, you can conduct an automatic word search on the document you are viewing to

quickly get to specific information. CyberRegsConnect remembers your Highlighting Options so that no matter what document you go to, the highlighting will stay on until you turn it off. Not only are your keywords highlighted in a color of your choice, but previous/next navigation links surround the highlighted words, for example, <<radioactive waste>>. This allows you to quickly jump to the next (or previous) reference containing your keyword or phrase.

To use the Highlighting Options:

1. Open your document.
2. Click on the **Highlighting Options** menu icon, and then type in your keyword(s) or phrase(s).
3. Select (or deselect) the check box options.
4. Select your highlight color from the pull-down menu.
5. Click on the **Turn Highlighting On** button.
6. You can now view your document with the instances highlighted.
7. To turn highlighting off, simply click on the Highlighting Option icon, and then click the **Turn Highlighting Off** button.



Important Note: The application must check all instances of the keyword or phrase. Refer to your browser's status bar and when it displays DONE, all instances have been highlighted.

The Document Toolbar

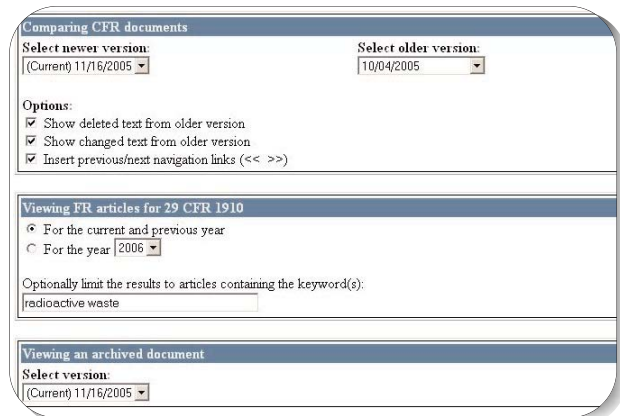
The document Toolbar is found at the top of every document. Each icon provides additional functionality for the document you are viewing.



Change Tracking Systems

The Change Tracking System tool has a powerful set of features that help you track changes to regulations. You can:

- ◆ view older versions of various regulatory documents, which are preserved in our archives.
- ◆ see an advanced comparison between a current document and an archived document (or compare two archived versions) in a detailed, color-coded display showing additions, deletions, and modifications.
- ◆ view Federal Regulations (FR) articles that initiated the changes for the Code of Federal Regulations (CFR).
- ◆ compare individual sections of a document to archived versions of those same sections, side-by-side on a split screen.
- ◆ jump to and from changed sections by selecting either a previous or next blue arrow.

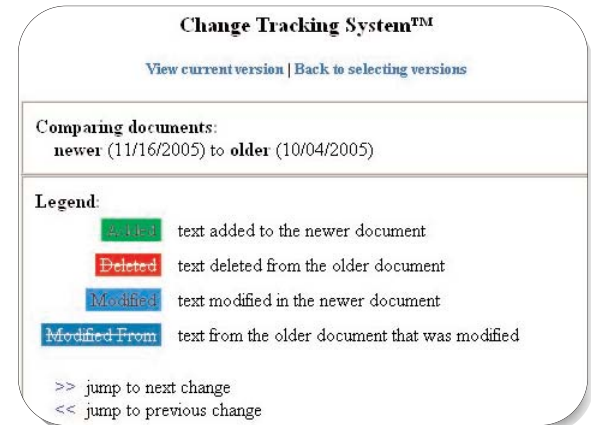


Printer Friendly

To print or save the contents of the entire document, click on the **Printer Friendly** tool to display the document without the menu, toolbar, or graphics. Your print dialog box opens, allowing you to print the document with your selected settings.



Click on the **Change Tracking System** icon. The dates automatically default to the most recent and previous version of the document. You can also change the dates, select other viewing tools, or select a version from the **Viewing an archived section** pull-down menu. Results are a color-coded document that displays exactly what has changed.








Reverse Links

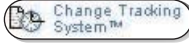




If a **Reverse Links** icon is displayed, it indicates that the document has been cross-referenced in other files. You can scroll through the lists or use the **Jump to results for** feature to go a specific list, such as FR, CFR, or States as shown in our example here.



The Section Toolbar

The Section Toolbar is located at the top of every section within your document. If an icon is displayed, the functionality associated with the icon is available for that particular section.

	<p>Hover over this tool icon at the section level for a pop-up box displaying the citation.</p>
	<p>These navigation tools allow you to quickly maneuver from the beginning of a section to the end of a section around the document quickly.</p>
	<p>The Side by Side icon displays in a higher levels of the document, such as a CFR part or range and not a subpart, after you have clicked on the green Change Track System button.</p> <p>When you click on  the Side by side icon in the toolbar, a separate window displays an older version and newer version of that part of the document. If you are at a subpart section level, simply select the Change Tracking System icon and an older version of the information is displayed side by side. Please note you must click the browser's Back button to get back to your previous window. If you click the Close icon, you are logged out of the entire application. Changes are highlighted according to the modification, such as text that is added, deleted, etc..</p> 

	<p>At the section level, the Change Tracking System tool allows you to view changes that occurred and the changes are in color-coded highlights for just the sections of interest. It automatically defaults to the older and newer version dates. However, you do have the option to changes these dates.</p>
	<p>The Reverse Links icon in the Section Toolbar indicates that the section is cross referenced in another document or documents. You can click on the Reverse Links icon for a dynamic library of all references.</p>
	<p>This icon is similar to the Document Toolbar icon but by using it in the Section Toolbar, only the section is printed, and not the entire document.</p>
	<p>RegMatch identifies, by scope of coverage, state documents that are comparable to Federal documents, and visa-versa, down to the section level.</p>
	<p>This icon is similar to the Document Toolbar icon but by using it in the Section Toolbar, a link is attached to the email for just the section you are viewing.</p>



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