Table of Contents

TABLE OF CONTENTS ......................................................................................................................... 2

1 INTRODUCTION .................................................................................................................................. 3
  1.1 WHAT IS THE ONLINE BROWSING PLATFORM (OBP)? ................................................................. 3
  1.2 WHAT IS A NATIONAL PUBLIC ENQUIRY (NPE)? ......................................................................... 3

2 USER INTERFACE AND NAVIGATION ............................................................................................... 4
  2.1 NAVIGATION.................................................................................................................................... 4
  2.2 SEARCHING THROUGH THE OBP CONTENT ................................................................................ 4
    2.2.1 Category of items available on OBP ......................................................................................... 4
    2.2.2 Performing a search .................................................................................................................. 5
    2.2.3 Searching for drafts under enquiry ......................................................................................... 6
    2.2.4 Browsing / filtering search results ......................................................................................... 7

3 ACCOUNT MANAGEMENT ................................................................................................................... 7
  3.1 ACCOUNT CREATION AND MANAGEMENT ................................................................................. 7
    3.1.1 Creating an Account .................................................................................................................. 7
    3.1.2 Editing your Account Information ............................................................................................. 8
  3.2 SIGN IN/OUT OF THE OBP ........................................................................................................... 8
    3.2.1 Logging in ................................................................................................................................. 8
    3.2.2 Logging out ............................................................................................................................... 9
    3.2.3 Password forgotten .................................................................................................................... 9

4 PREVIEW OF STANDARDS AND DRAFTS ....................................................................................... 10

5 PARTICIPATE TO NATIONAL PUBLIC ENQUIRIES / COMMENT ON DRAFTS ............................ 11
  5.1 PARTICIPATING TO NATIONAL PUBLIC ENQUIRIES (NPE) ..................................................... 11
  5.2 COMMENTING ON A DRAFT ........................................................................................................... 11
    5.2.1 Add a comment ......................................................................................................................... 11
    5.2.2 Edit a comment ......................................................................................................................... 12
    5.2.3 Submit a comment .................................................................................................................... 13
  5.3 SEARCH AND REVIEW MY COMMENTS ....................................................................................... 13
  5.4 SEARCH AND REVIEW MY CURRENT AND PAST ENQUIRIES .................................................. 14

6 NOTIFICATIONS ................................................................................................................................. 15
  6.1 ENQUIRIES CLOSING SOON ........................................................................................................ 15
  6.2 UPDATES TO A DRAFT OR A STANDARD .................................................................................... 15
    6.2.1 Subscribe to this notification ................................................................................................. 15
    6.2.2 Unsubscribe to this notification ............................................................................................... 16

7 HELPDESK AND INFO ....................................................................................................................... 16
1 Introduction

The National public enquiry is a module of the Online Browsing platform allowing registered users to review ISO drafts under enquiry, comment on them, and submit their comment(s) to the National ISO member.

1.1 What is the Online Browsing platform (OBP)?

The OBP is an application allowing users to preview the free clauses of ISO standards, graphical symbols, codes, terms and definitions, and their translations where available.

The free clauses of ISO standards are: foreword, table of contents, introduction, scope and bibliographical references. Looking at these can help a user understand the scope of the standard and its use. All ISO standards and other ISO publications can be purchased from the ISO member in your country (see the full list here, http://www.iso.org/iso/home/about/iso_members.htm).

Users can also browse terms and definitions, and graphical symbols included in ISO standards as the OBP contains all the terminology and symbols extracted from the entire catalogue of ISO standards. Additionally, they can search for country codes.

1.2 What is a National Public Enquiry (NPE)?

National public enquiry is a process run at the national level and enabling the public to review and comment on ISO draft standards.

What is a draft?

In this user guide, a “draft” or “draft standard” corresponds to an ISO Draft International Standard (DIS). This is a key milestone preceding the publication of a new International Standard (IS). Indeed at this stage a draft is submitted to ISO Central Secretariat by the ISO committee secretary. It is then circulated to all ISO members who get 3 months to vote and comment on it.

During these 3 months, all interested parties and the public can review the draft and submit feedbacks to the ISO member so that it will be considered before the final draft is published.

If you are interested in having more information on the Draft International Stage and how you can contribute, please contact the ISO member in your country (http://www.iso.org/iso/home/about/iso_members.htm).

This user guide is there to help you:

- searching and previewing drafts under enquiry, standards, graphical symbols, etc. on the OBP
- participating in national public enquiries by reviewing and commenting on draft standards
2 User interface and navigation

2.1 Navigation

The OBP home page shows you the Search tab which is the entry point for any searches on OBP content.

This menu allows you to:
- Sign in or Create an account
- Switch interface language
- Consult help and FAQs
- Perform new searches

The Search tab allows you to search through the OBP content

Figure 1 – OBP Home page

2.2 Searching through the OBP content

You don’t need an account in the OBP or to be signed in to perform searches and preview OBP content.

2.2.1 Category of items available on OBP

The table below lists the different category of items available for preview on OBP:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standards</td>
<td>ISO International standards and ISO Drafts International Standards (DIS). For all these standards you can preview online their free clauses (foreword, table of contents, introduction, scope and bibliographical references).</td>
</tr>
<tr>
<td>Collections</td>
<td>Collections of standards focused on themes such as quality management and environmental management.</td>
</tr>
<tr>
<td>Publications</td>
<td>Handbooks providing information and guidance on how to implement ISO standards.</td>
</tr>
<tr>
<td>Graphical symbols</td>
<td>Sets of symbols covering certain uses or themes.</td>
</tr>
<tr>
<td>Terms &amp; Definitions</td>
<td>All instances of terms and definitions used within ISO standards under clause 3.</td>
</tr>
<tr>
<td>Country codes</td>
<td>Internationally recognised codes of letters and/or numbers that can be used to countries and subdivisions.</td>
</tr>
<tr>
<td>Drafts under enquiry</td>
<td>ISO Drafts international standards (DIS) that are under national public enquiry. These are drafts for which you can temporarily preview, during the time of the enquiry, their full content for commenting.</td>
</tr>
</tbody>
</table>
2.2.2 Performing a search

To search within the OBP content:

a) open the Search tab,
b) enter a word or sentence in the search field, or leave it empty if you wish not to constrain the search on specific word(s)
c) select a category or language if you wish to constrain your search to a specific category of item or a language, otherwise leave them to “All”
d) then hit Enter or click on the Search icon.

To display all available content, leave the search field empty, set the category and language to “All” and hit Enter or click the Search icon.

Search results are displayed in a separate tab called Search results.

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Search Behaviour</th>
<th>example</th>
</tr>
</thead>
<tbody>
<tr>
<td>term</td>
<td>Searches terms only (does not return any hits found in the definition of the term)</td>
<td>term:information</td>
</tr>
<tr>
<td>term-exact</td>
<td>As above but only returns results exactly matching the search term used (case sensitive, no stemming)</td>
<td>term-exact:information</td>
</tr>
<tr>
<td>termdef</td>
<td>Searches within terminology definitions only (opposite to searching using &quot;term&quot;)</td>
<td>termdef:(ordered set of eight bits)</td>
</tr>
</tbody>
</table>
### 2.2.3 Searching for drafts under enquiry

To search within the OBP content for draft under enquiry:

1. select the **Search tab**
2. select the category **“Drafts under enquiry”** to constrain the search to these,
3. enter a word or phrase in the search field, or leave it empty if you wish to search for all drafts under enquiry,
4. hit **Enter** or click on the **Search icon**

All drafts under enquiry will appear in the **Search results tab**. You can easily identify them as they will have a green **Comment button** next to the standard’s title.

If a draft standard is **under enquiry** you will see a green **Comment button** next to its title.
2.2.4 Browsing / filtering search results

Search results are displayed in the separate tab Search results. There you can use different filters and sorting features to browse through the results.

To modify the scope of your search, click on the search options button. Switch search results layout:
- sort by search relevance, standard reference or publication date
- select number of results displayed per page

Hover mouse cursor over an item to reveal preview pane. Click on the title to open the item and display all preview sections.

Filter search results by category. Click on a category to only show items of this type. Within a specific category, narrow down search results using "facets". Facets allow the classification of items using characteristics such as Committee, Technical sector, etc. Facets change depending on type and other facets you have selected.

3 Account Management

You don’t need an account in the OBP to perform searches and preview OBP content. However you will need an account and be logged in to participate to an enquiry, review and comment on drafts.

3.1 Account creation and management

3.1.1 Creating an Account

a) Go to the Online Browsing Platform and click Sign In on the top right corner

b) Click Create Account and enter the information required or select one of the Social media login option

Clear your filters

Switch search results layout:
- sort by search relevance, standard reference or publication date
- select number of results displayed per page

Hover mouse cursor over an item to reveal preview pane. Click on the title to open the item and display all preview sections.
c) You will receive a confirmation email and will be asked to validate your account.

### 3.1.2 Editing your Account Information

Once your account is created, open the **My Account** tab and click on **Profile**.

![Figure 6 – Editing your profile](image)

### 3.2 Sign in/out of the OBP

#### 3.2.1 Logging in

Once your account is created, follow these steps to login:

a) Go to the Online Browsing Platform and click **Sign In** on the top right corner
b) Enter your **username** and **password** or select one of the **Social media login** option
c) Click **Sign In**
### 3.2.2 Logging out

To log out of the OBP, select **Sign Out** from your personal menu.

![Figure 8 – Logging out](image)

### 3.2.3 Password forgotten

If you forgot your password, click on the link **Forgot your password?** right above the Sign In button and follow the instructions on the screen. Within the next few minutes you will receive an e-mail with a link to reset your password.

![Figure 9 – Password forgotten](image)
4 Preview of standards and drafts

To preview standards, drafts, terms and definitions, graphical symbols, or any other item of the OBP:

a) Perform a search using the Search tab
b) Then from the Search results tab click on the title of the item you wish to preview
c) A new tab will open for each item you open. In this tab you will be able to preview and browse the free content.

You don’t need an account in the OBP, or to be signed in to search and preview OBP content.

Figure 10 – Preview the content of a standard
5 Participate to National Public Enquiries / Comment on drafts

As explained in the introduction of this user guide, only free clauses of standards are available for preview on the Online Browsing Platform (OBP). However, in case of drafts under national public enquiry, you can be granted access to the full draft and comment on it for the time of the enquiry. Once the enquiry is closed, you will no longer be able to view the full draft or comment it.

National public enquiries are limited in time. Only during the enquiry timeframe you will be granted free access to the full draft for review. If you wish to buy the draft, please contact the ISO member in your country.

If you are interested in participating to an enquiry and therefore contribute by sending comments on the drafts to the ISO member, please proceed as explained below.

5.1 Participating to National Public Enquiries (NPE)

In order to be granted access to the full draft, you need to first register to the enquiry. To do this you need to be logged in and click on the Comment button next to the draft title.

If this is the first time you participate to an enquiry, you will be asked through a wizard to complete your user profile and accept the NPE terms and conditions. Only once this is done, you are granted access to the full draft for commenting.

5.2 Commenting on a draft

5.2.1 Add a comment

Once you registered to an enquiry, you are granted full online access to the draft standard and you can start adding comments.

To do this follow the below steps:

a) browse down to the clause (or page) you wish to comment on and click the Add comment button
b) Fill in the required fields and click **Save**. (note that you can attach a file to your comment, if you need to attach more than one file, zip them and upload the Zip file)

Once a comment is saved it is only visible to you (it is not yet submitted to the ISO member). You can review it, edit it, or delete it. Once ready, you can submit it to the ISO member to take it into consideration.

Some drafts are not available in HTML format but in PDF. In these cases, you can only add your comments at the end of every page, please always indicate the clause you are referring to in your comment to help the ISO member processing it.

### 5.2.2 Edit a comment

The comment can be edited or deleted as long as it has not been submitted to the ISO Member. Once the comment has been submitted to the ISO Member, you can no longer edit or delete it.

To **edit** your comment, follow these steps:

a) Go to the draft you have commented

b) Click on the icon 📝

c) Once edited, click **Save** to register your changes.

To **delete** your comment, follow these steps:

a) Go to the draft you have commented

b) Click on the icon 🗑

c) Click **OK** to confirm the deletion.

Note that the same can be done from the **Enquiries** menu. This menu groups all the running and past enquiries you participated in and all your comments. This menu is accessible from the **My account tab** (see section “Search and review my comments” of this user guide).
5.2.3 Submit a comment

In order for your comments to be taken into consideration by the ISO member, you must submit your comments before the end of the enquiry.

The enquiry end date is visible on the header of the draft under enquiry.

If you have saved some comments but not submitted them, you will receive a notification email two weeks before the end of the enquiry. For more information see the “Notifications” section of this user guide.

Once you are ready to submit your comments to the ISO member, follow these steps:

a) Go to the draft you have commented
b) Locate the comment(s) you are ready to submit
c) Click on the Submit button

![Figure 15 – Submitting your comments](image)

Once submitted your comment and its attachment will be visible to the ISO member.

Note that on some ISO member’s platforms, submitted comments may also be made visible to other commenters, but in this case it will be anonymously made visible. Your name will not be disclosed to other commenters.

5.3 Search and review my comments

You can review and search all the comments you posted on the drafts using the Enquiries menu of the My account tab.

To access the My comments page, follow these steps:

a) If you are not already logged in, you need to Sign in to the platform
b) Open the My account tab
c) Select the Enquiries menu
d) Click on the My comments button

The My comments page allows you to view all your comments, as well as search and filter them. You can edit, delete or submit your comments directly on this page.
Each comment has a reference to the commented draft standard and section. Click on this link to open directly the draft in another tab.

When an enquiry has closed, you can still access your comments from the My comments page but you can no longer edit them nor submit them.

5.4 Search and review my current and past enquiries
You can review and search all the running and past enquiries you registered to using the Enquiries menu of the My account tab.
To access the My enquiries page, follow these steps:

a) If you are not already logged in, you need to Sign in to the platform
b) Open the My account tab
c) Select the Enquiries menu
d) Click on the My enquiries button

The My enquiries page allows you to view the list of running and past enquiries you registered to. From this view you can click on the standard number and open the draft in another tab.

**When an enquiry has closed**, you can still access the drafts from this view by clicking on the standard number. However you will no longer be able to view the full draft, but only the free clauses, additionally you will no longer be able to add or submit any comments.

6 Notifications

6.1 Enquiries closing soon

You will receive an alert via email **two weeks before an enquiry closes if you have saved comments but not submitted them**. It will remind you that you need to submit your comments if you wish the ISO member to take them into account.

This notification is automatic and you cannot unsubscribe to it.

6.2 Updates to a draft or a standard

You can chose to be kept informed on any changes with standards you are interested in. You will then receive an alert via email when there is any updated information regarding a standard you follow, e.g. when a new standard is published or withdrawn.

6.2.1 Subscribe to this notification

First of all, you will need to sign into your account. Then just click the Follow button on the draft or standard you wish to be kept informed on.

![Figure 19 – Receive notifications on standards’ updates](image)
6.2.2 Unsubscribe to this notification

If you wish to stop receiving emails about standards’ updates:

   a) open the My Account tab
   b) select the Notifications menu
   c) check the standards you wish no longer to follow, and click on Remove selected.

![Unsubscribe to notifications](image)

Figure 20 – Unsubscribe to notifications on standards’ updates

7 Helpdesk and Info

For further questions and assistance on National public enquiries, or the purchase of drafts ISO standards, please contact the ISO member in your country (http://www.iso.org/iso/home/about/iso_members.htm).

For any other technical assistance or question on this user guide, contact the ISO helpdesk helpdesk@iso.org.