



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.

compass.astm.org

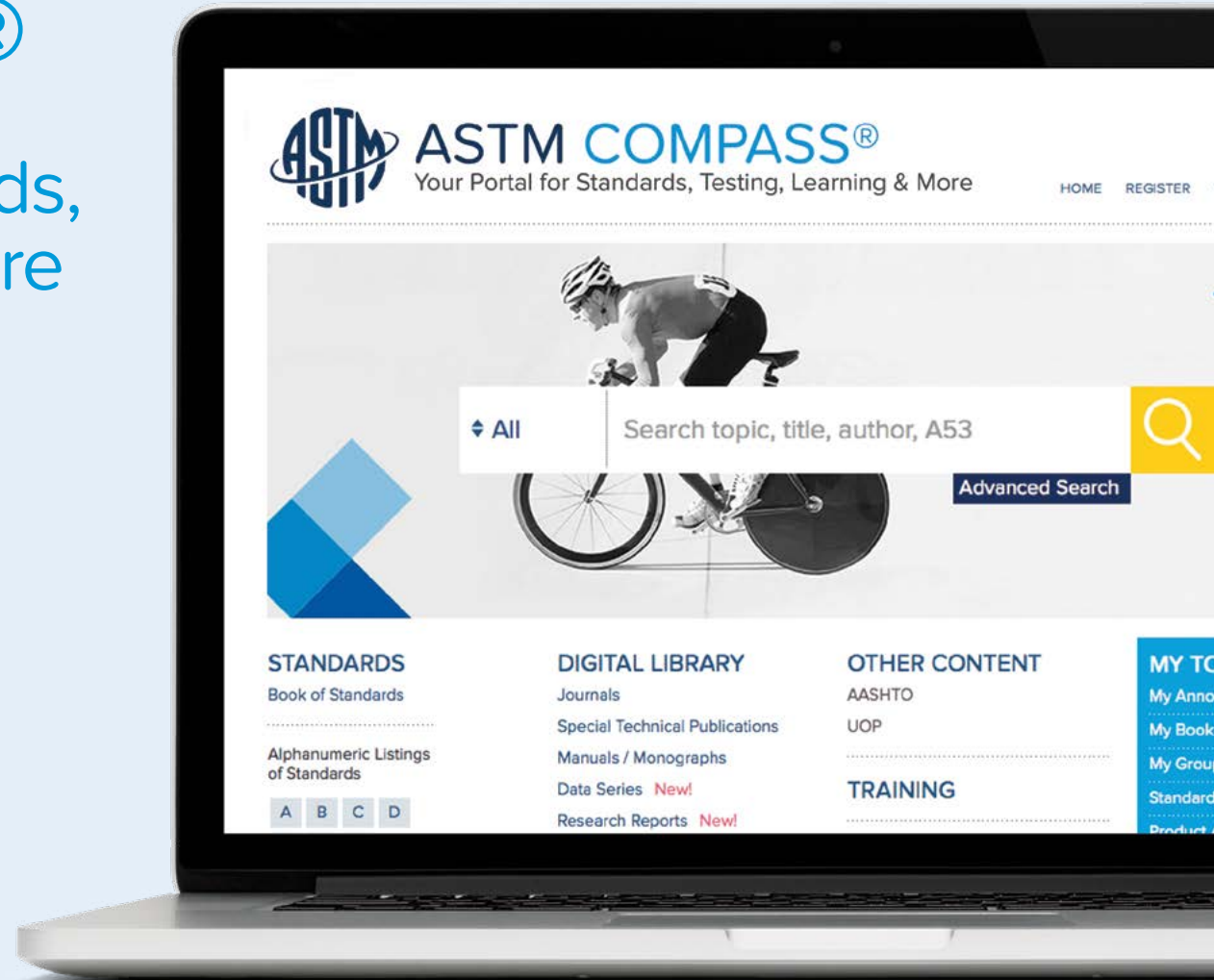


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Accessing ASTM Compass

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.

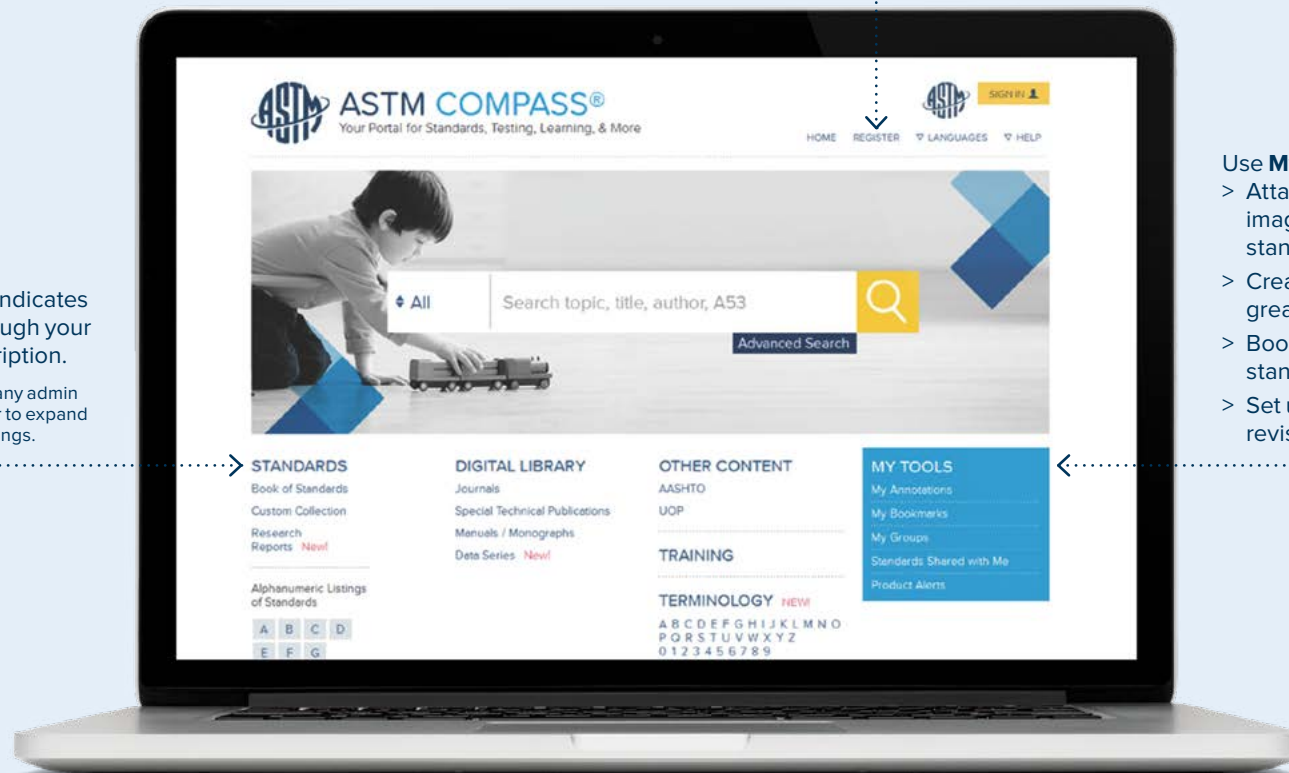
No need to provide IP addresses; no configuration or software needed on end-user computers (based on JavaScript which is a standard web technology pre-installed in every browser).

Accessing ASTM Compass

Create an account or use
your existing ASTM login
information

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

Please contact your company admin
or ASTM Account Manager to expand
your ASTM Compass offerings.



Use **My Tools** to:

- > Attach notes, links, images and other data to standards.
- > Create work groups for greater collaboration.
- > Bookmark relevant standards for faster access.
- > Set up alerts for new and revised standards.

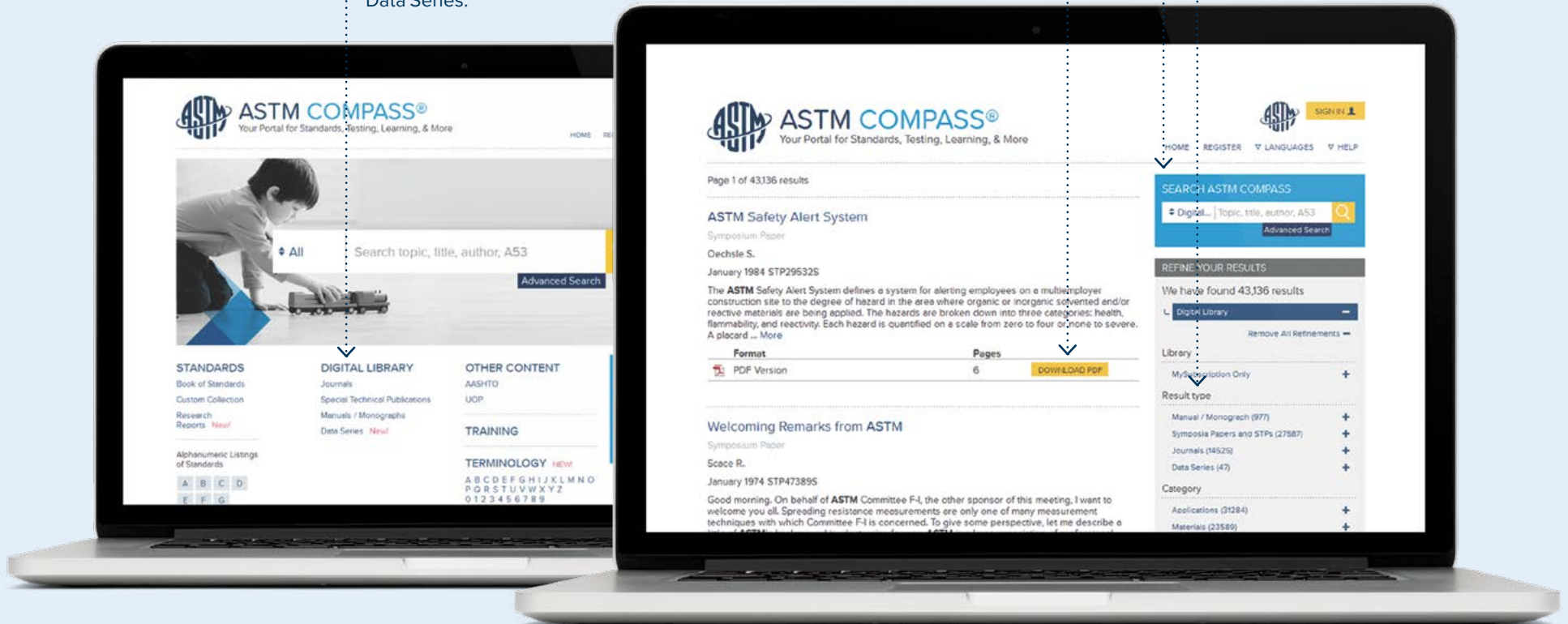
Using the ASTM Digital Library

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

Search the ASTM Digital Library by Topic, Title, Author or Category.

Download and print content.

Refine your Digital Library search by result type and category.

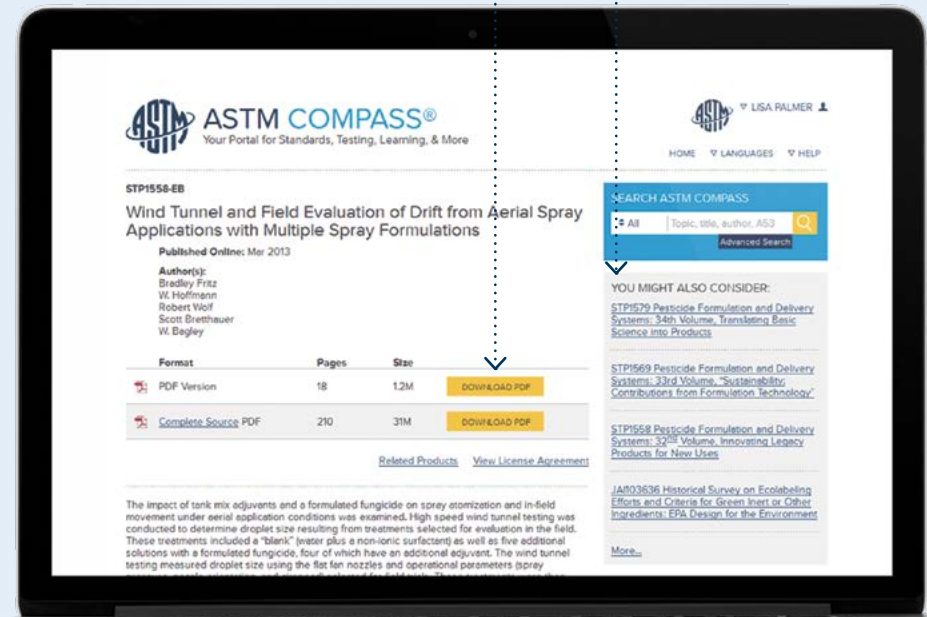
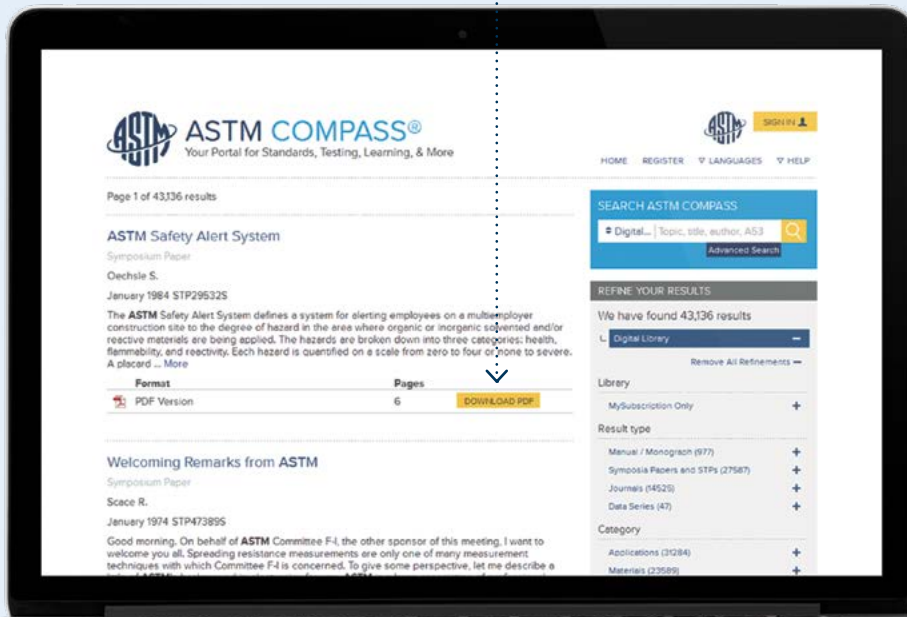


Using the ASTM Digital Library

Journals may be downloaded and printed.

STPs may be downloaded and printed.

Browse content related to your STP.

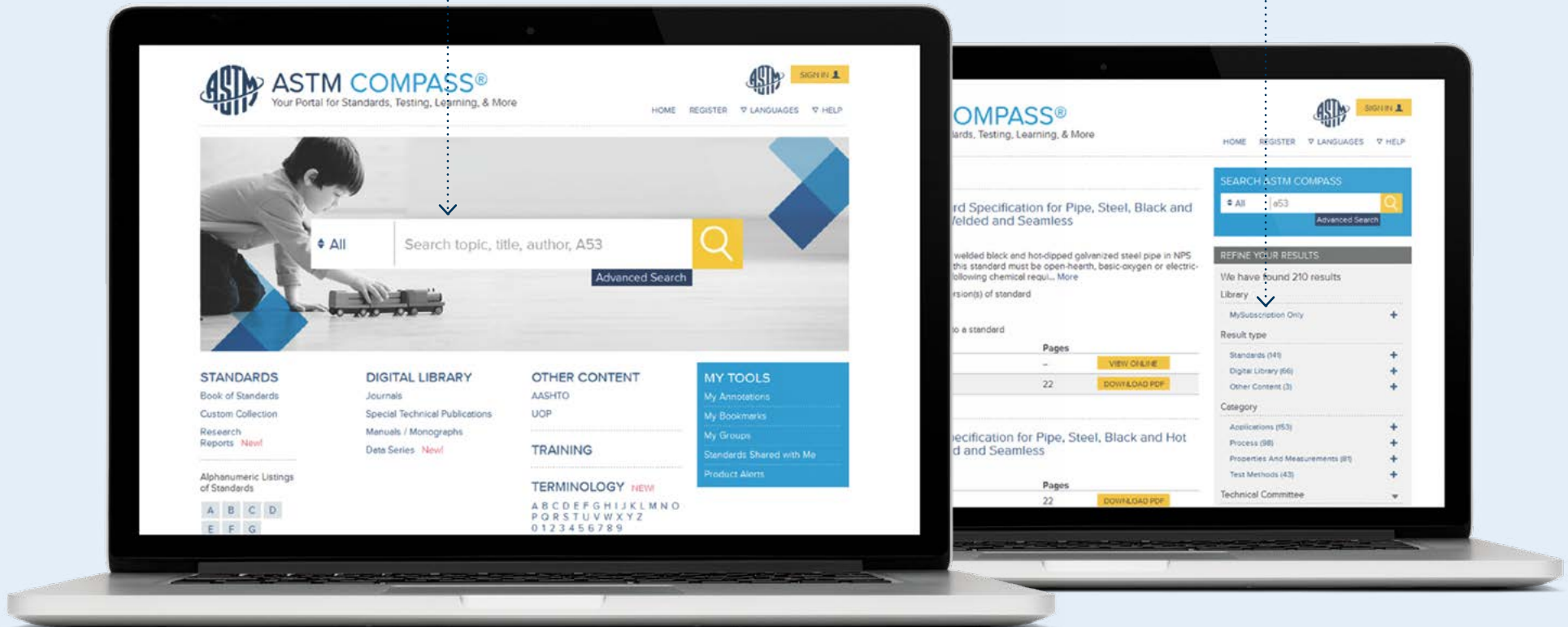


Searching for Content

Search ASTM Compass

Search all ASTM Standards and Digital Library by Standard Designation (i.e. A53) or by keyword(s). Results will be ranked by relevance and may include a mix of both Standards and Engineering Publications.

View all your licensed content with **My Subscription Only**

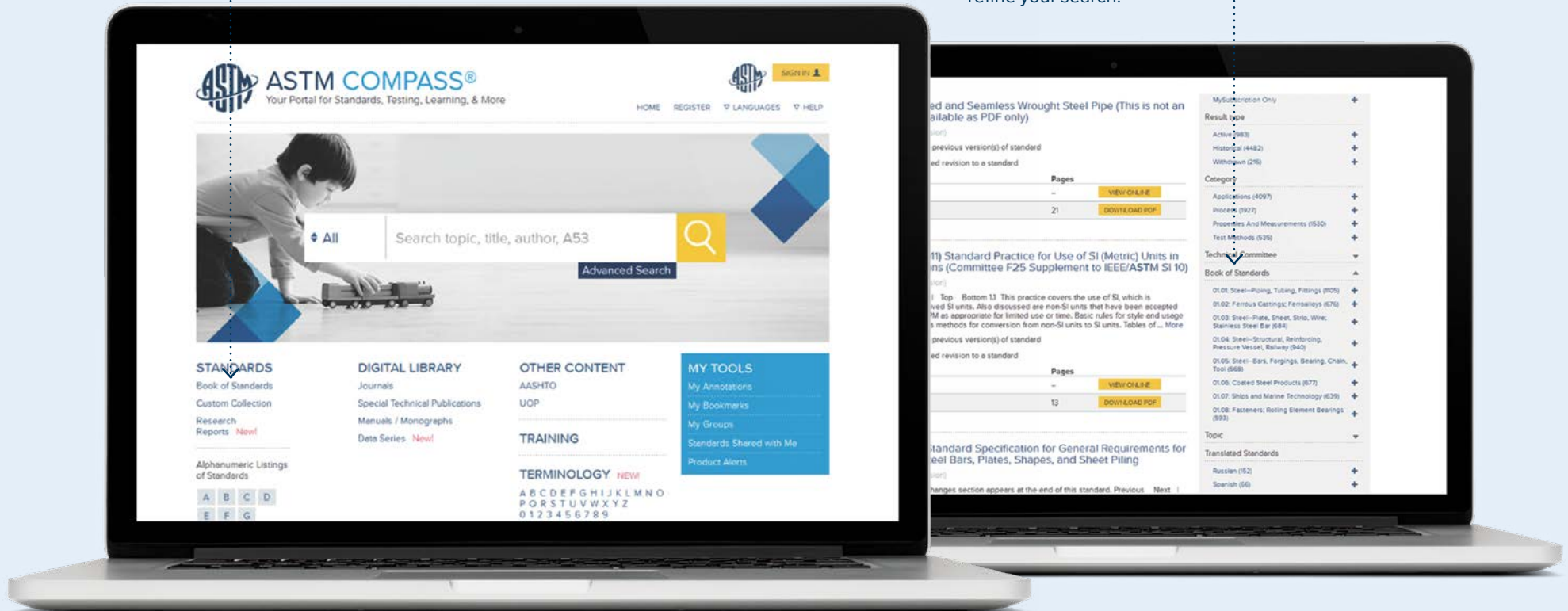


Searching for Content

ASTM Book of Standards

Direct links to the ASTM sections your organization subscribes to.

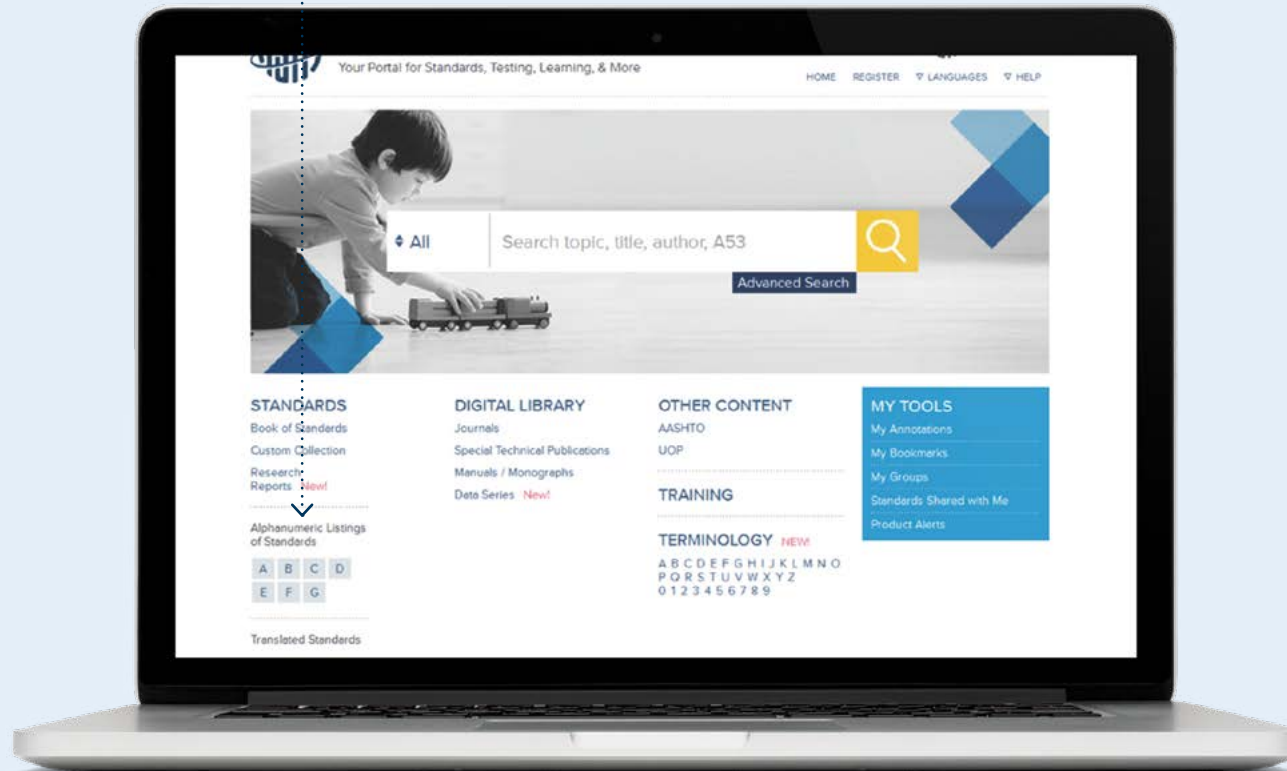
A complete list of standards that fall inside your section.
Select a volume to further refine your search.



Searching for Content

Alphanumeric Standards Listing

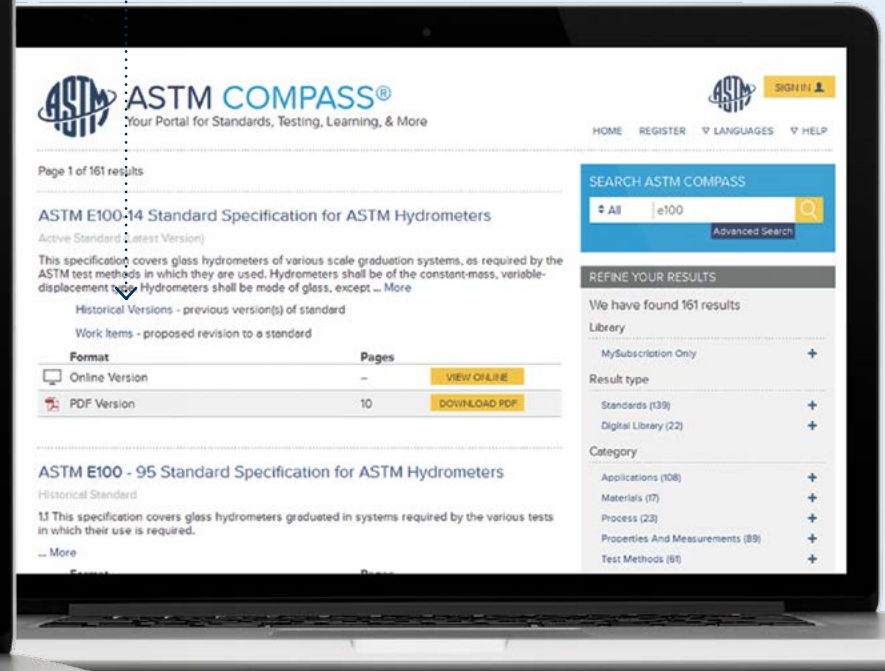
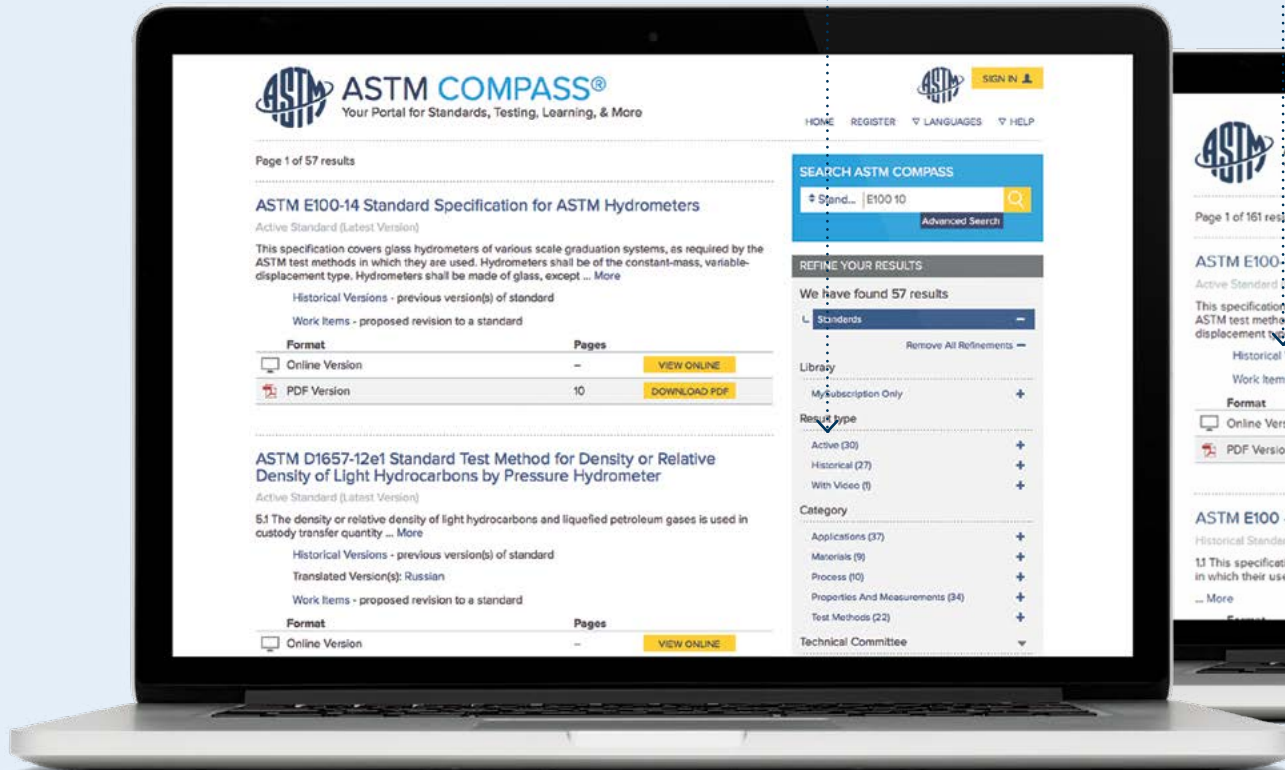
Alphanumeric Listings are quick links to the standards in your subscription (i.e. A123; B117; C2345; etc.).



Finding Historical or Withdrawn Standards

ASTM Compass features the most recent, active version of a standard as well as access to historical or withdrawn versions.

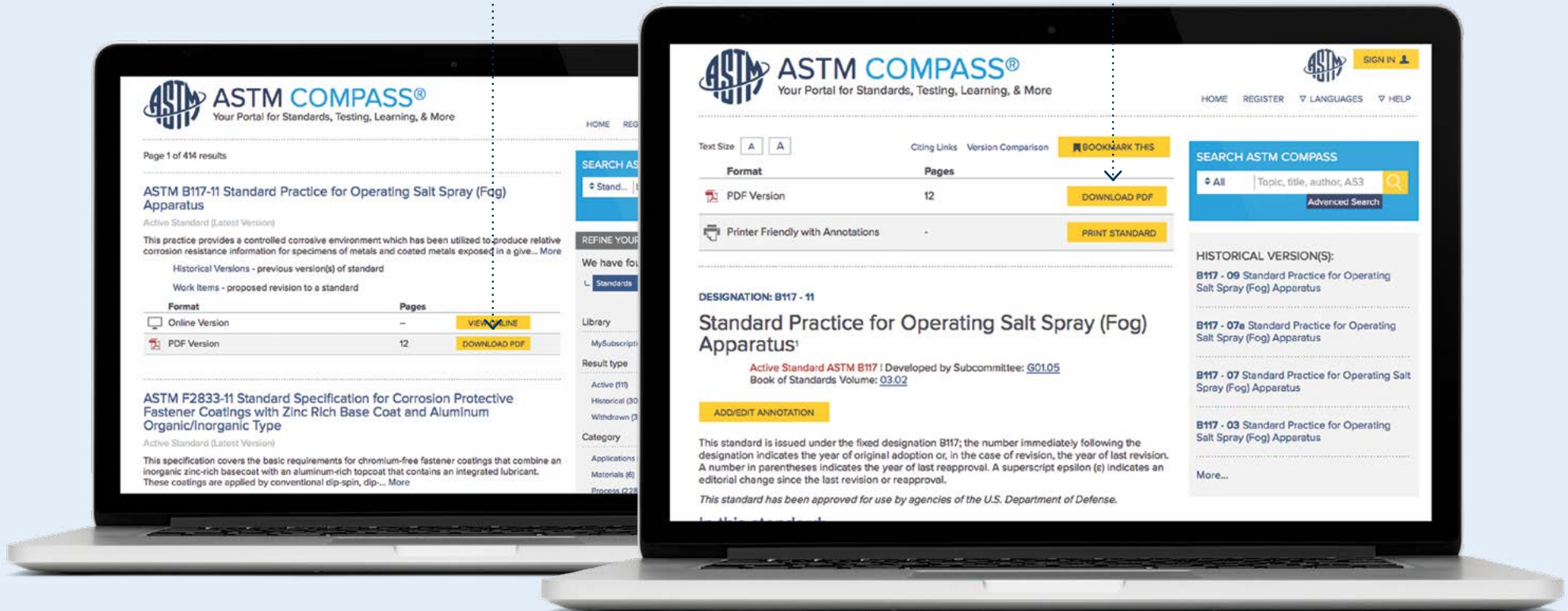
Historical versions are also listed under each full-titled active standard.



Downloading a Standard

Download a PDF from the search results page...

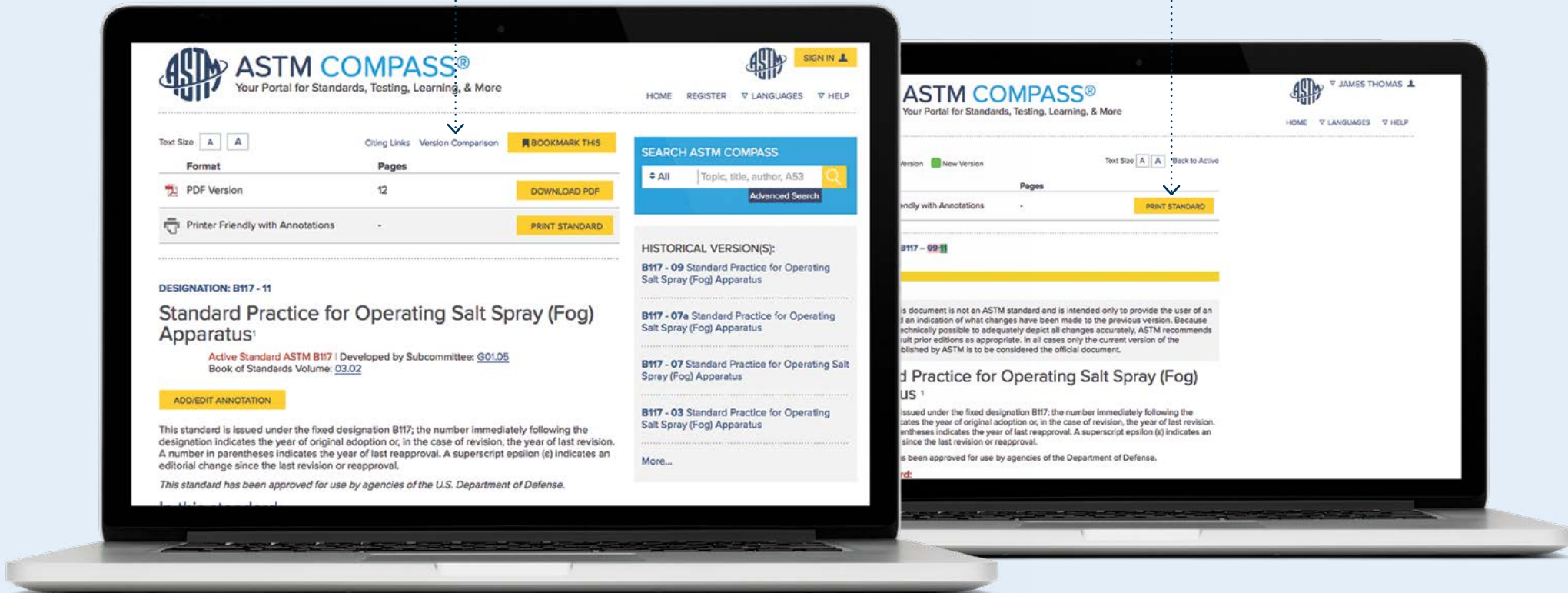
...or directly from the standard.



Comparing Changes between Active and Prior Standards

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

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



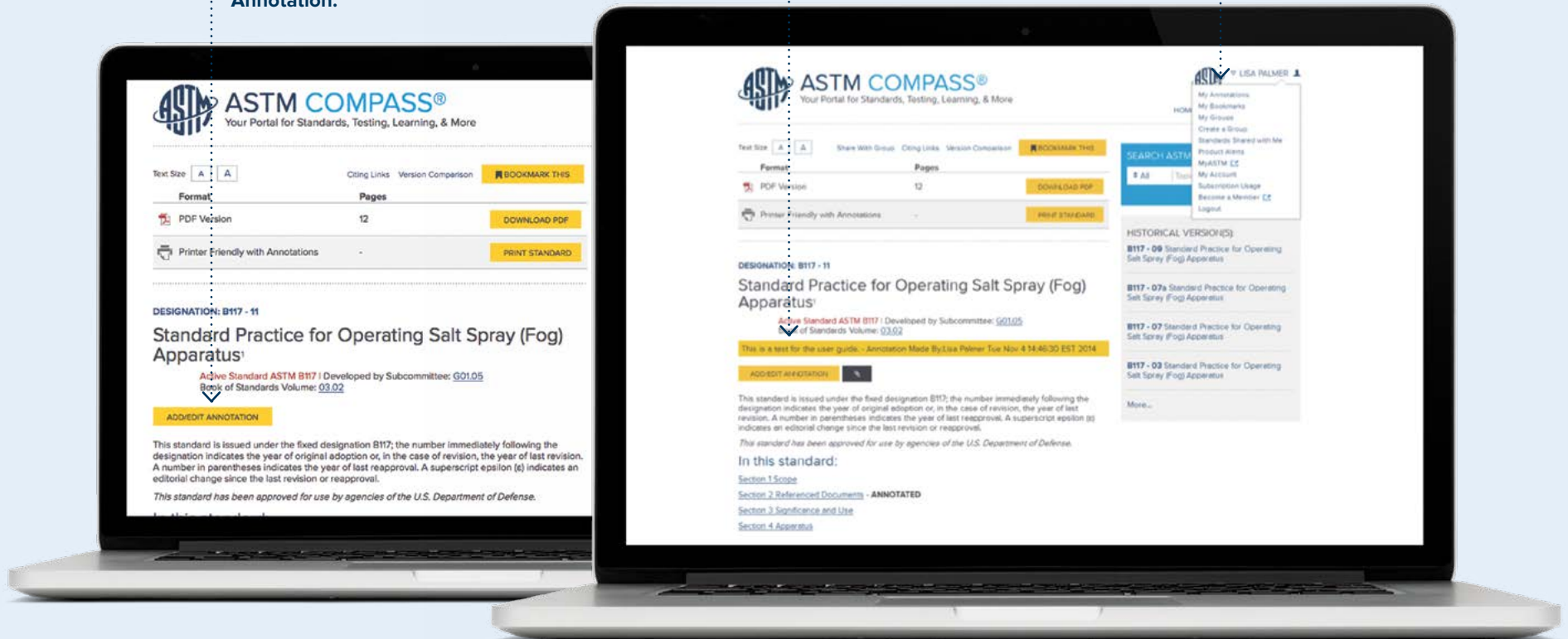
Creating an Annotation

You must be logged in 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 are noted and date and time stamped immediately in the standard's table of contents.

My Annotations in the Tool Center provides a master list of all your annotations.

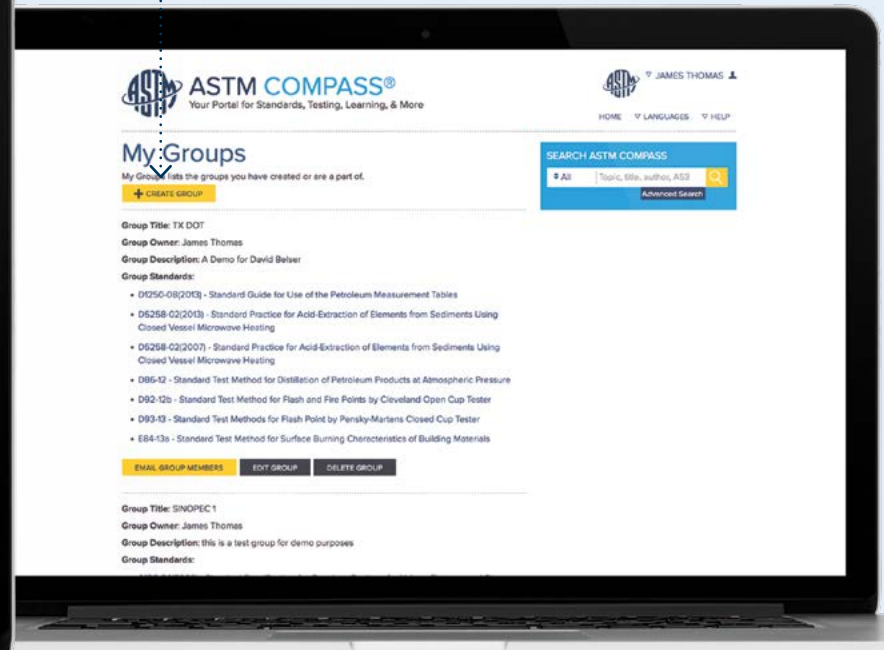
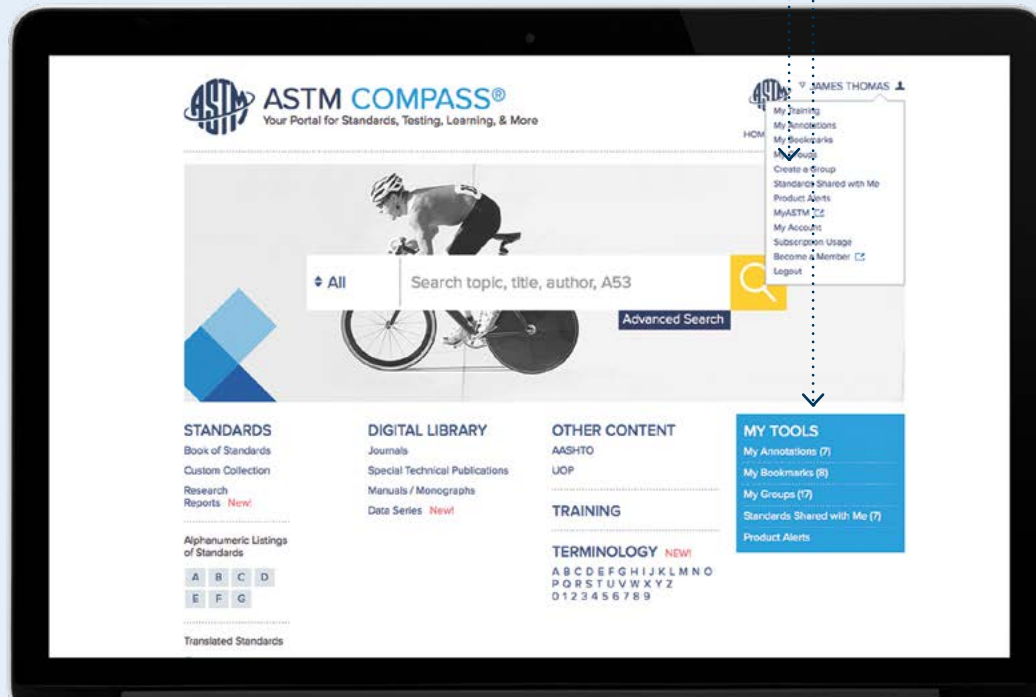


Creating a Group and Sharing Standards

You must be logged in to create a group.

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

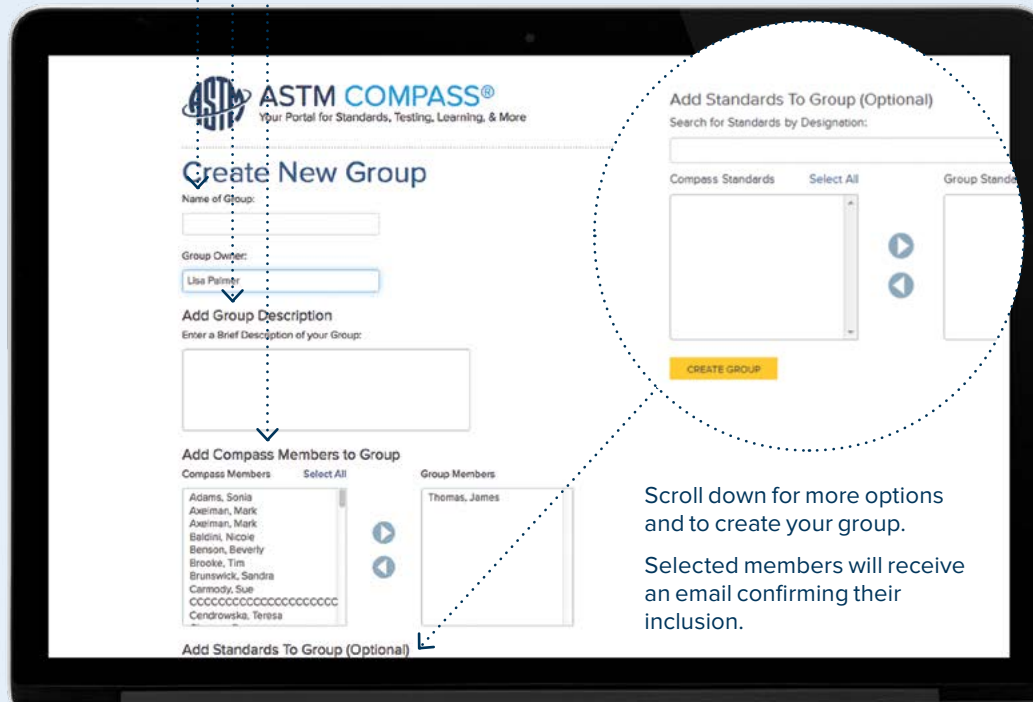
On the **My Groups** page, select **Create Group**.



Creating a Group and Sharing Standards

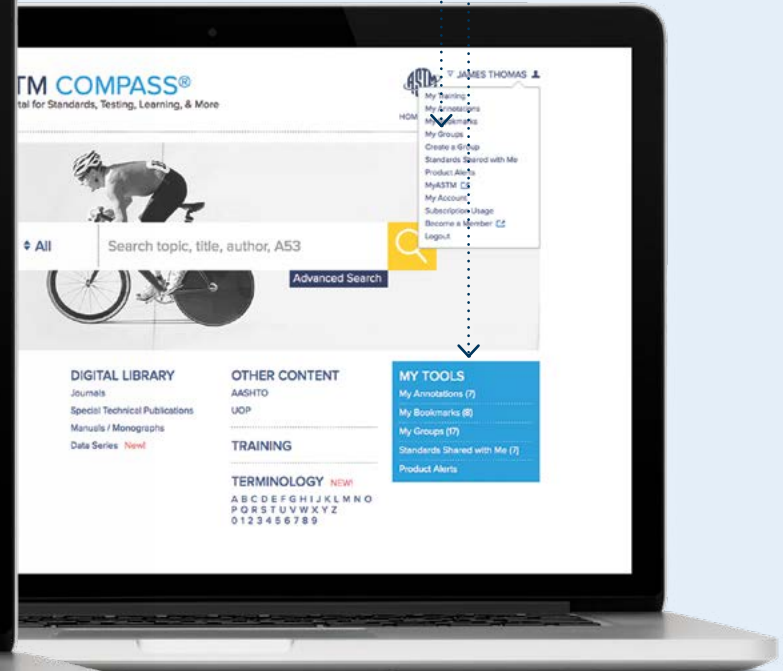
Name, describe, and add registered ASTM Compass customers to your group.

Edit or delete your group or contact your group members with **My Groups**.



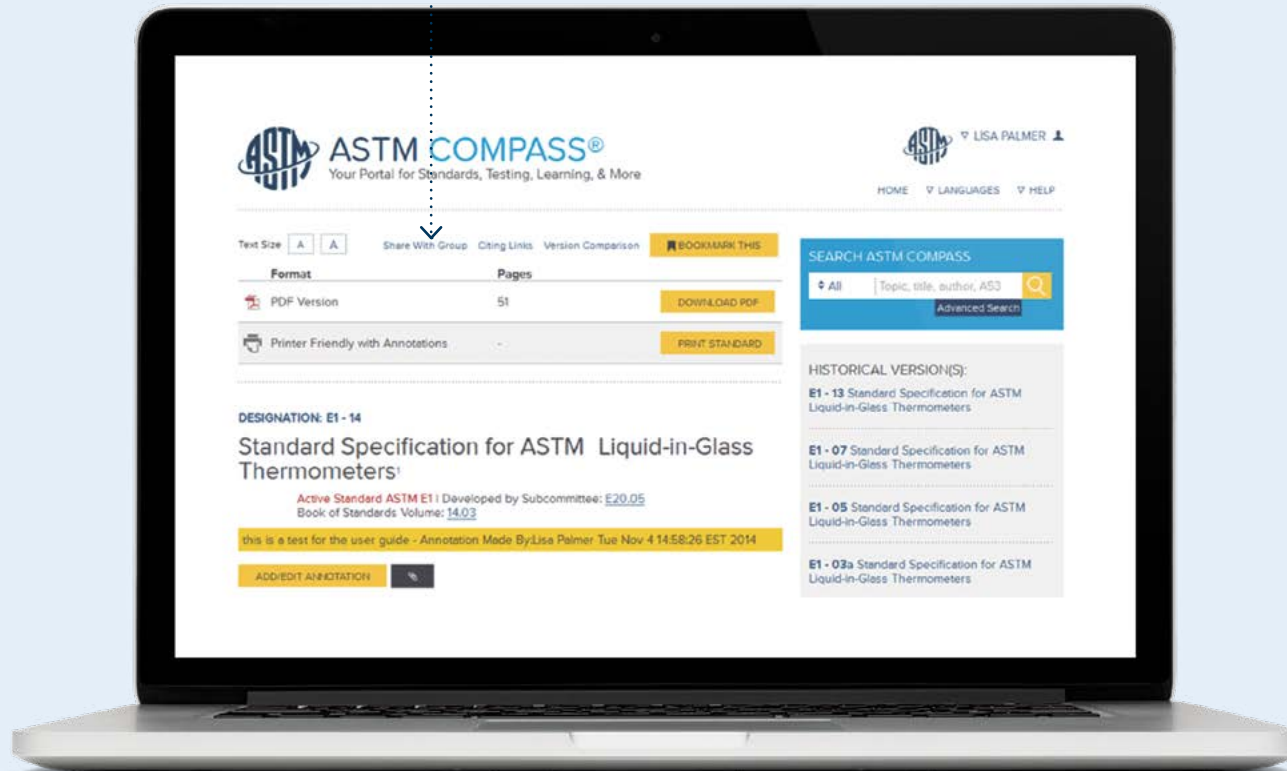
Scroll down for more options and to create your group.

Selected members will receive an email confirming their inclusion.



Creating a Group and Sharing Standards

Share a standard 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.

