Standards Hub Step by Step Guide
Committee Member Instructions
Module 1 - Introduction and Navigation
Version: 3.5
Document Control

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<table>
<thead>
<tr>
<th>Name</th>
<th>Role Title</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philip Wood</td>
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Revision History

Major changes to this document are listed in the table below for each version of the document distributed.

<table>
<thead>
<tr>
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<th>Description / Section Revised</th>
<th>Date</th>
<th>Author</th>
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<td>Carmen Richardson</td>
</tr>
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<td>Rebecca Burgess</td>
</tr>
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<td>Rebecca Burgess</td>
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1. **What is the Standards Hub?**

The Standards Hub is Standards Australia’s web based automated workflow and Document Management System. It aims to enhance productivity and timeliness of Standards Development processes during:

- Drafting
- Commenting
- Balloting and
- Publishing

1.1 **Who will use the Standards Hub?**

The system will be available to:

- Internal Standards Australia staff for the purposes of project management, editing, quality assurance and publishing
- Committee members will use the system for visibility to projects for which they are a committee member, submitting their comments, ballot and sharing reference materials and information.
- Members of the public can apply and acquire their own user ID and password online so they can contribute comments during the public comment phase of any project.

1.2 **What are the benefits of using the Standards Hub?**

The Standards Hub is designed to provide real time visibility of project statuses to stakeholders engaged within a project.

Many of the manual forms and processes used during the life of a Standards Development project will be facilitated through the online collaborated system.

This ensures tasks within the projects lifecycle are performed in real time which will help reduce time delays and increase productivity.

1.3 **Which Web Browsers can be used with the Standards Hub?**

The system has been developed and tested on the following internet browsers:

- Internet Explorer (for Windows 7 version 8.0.7601.17514)
- Mozilla Firefox (for Windows 7 version 3.6.17 and MAC version 2.0.0.2)

1.4 **More questions?**

If you have more questions please contact the Customer Information Service Team on 1800 035 822, +61 2 9237 6171 (if outside Australia), or send an email to mail@standards.org.au
1.5 Other Materials

- Module 2 – Project Workspace
- Module 3 – Commenting and Balloting

**On-line tutorials**

- Dashboard and Project Details
- Committee Workspace
- Public Comment
- Project Ballot
- Members Area
2. How do I access the Standards Hub?

2.1 Accessing the Standards Hub

1) Start an Internet session by double-clicking on your Internet Browser icon on your computer. This would typically be one of the following icons on your computer desktop;

   - Internet Explorer (used on PC)
   - Firefox (used on either PC or MAC)

2) Enter the following address into your Internet Browser: www.standards.org.au

3) The Standards Australia website is displayed

4) Click on the Standards Hub button
5) The following screen is displayed. Click on the Standards Hub image or link below it.

![Standards Hub Home page](link)

Click here

6) The Standards Hub Home page is displayed.

![Standards Hub Home page](link)

Click here
7) To Login to the Standards Hub, click the “Login to Committee and Project Information”.

8) The following screen is displayed.
3. How do I log in?

3.1 Entering your user name and password

The Standards Hub login screen provides access to the HUB for registered users.

3.2 Logging In

1) Enter your designated email address for Standards Australia correspondence into the top field. This will be your registered login for access to the HUB.

If you are logging into the HUB for the first time enter the password issued to you when you received registration.

2) If you want the system to remember your username select the tick box next to “Remember Me”.

3) Click Login
4) You are presented with the “Dashboard” screen. This screen holds all of the projects progressing within the Standards Hub workflow.

3.3 I did not receive my user name and password

If you did not receive your user name and password, contact the Customer Information Service Team on 1800 035 822, +61 2 9237 6171 (if outside Australia), or send an email to mail@standards.org.au

3.4 I have misplaced or forgotten my username or password?

Your username is the email address you provided for correspondence with Standards Development. If you have tried this email address with the password and it does not work then please contact the Customer Information Service Team on 1800 035 822, +61 2 9237 6171 (if outside Australia), or send an email to mail@standards.org.au
4. **Browsing project & committee details within the Standards Hub**

4.1 **The DASHBOARD**

The Standards Hub DASHBOARD is the command centre console for project workflow within the HUB. You'll notice 4 tabs on the screen, "DASHBOARD", "COMMITTEE WORKSPACE", "MEMBERS", and "MY PROFILE".

The DASHBOARD is the default displayed when you log in. It shows you all of your current projects progressing through the Hub workflow and separately, those that are at the balloting stage. The COMMITTEE WORKSPACE displays all documents uploaded by committee members or Standards Australia and will be discussed in more detail within the Standards Hub Step by Step guide – Committee Workspace. The MEMBERS area displays the membership of the committees you are associated to. The MY PROFILE area contains your personal details, and is where you are able to change your password.

The screen above illustrates the DASHBOARD which allows committee members to review their current projects:

- "**My Projects**" displays all active projects, including:
  - **Project Name** – which is based on the Standard Naming Convention for the project with the Prefix DR, DR2, DR3 etc to indicate the Standard is a draft. The HUB assigns numbering automatically.
  - **Project Title** – description of the project
  - **Committee** – committee identifier
  - **Project Manager** – name of the Project Manager assigned to this project
• **Status** – Where the project has progressed in the life cycle of the project
  - Proposal
  - Drafting
  - Approval Editing
  - Set date for Public Comment
  - Open for Public Comment
  - Update draft for pre-ballot
  - Finalise commenting
  - Balloting
  - Finalise Ballot
  - Update Draft for pre-publication
  - Publishing approval
  - Published

• **Assigned To** – The name of the Standards Australia staff member who currently holds an action within the projects workflow. For example such actions within the workflow could be related to:
  - Editing underway to prepare a draft for commenting, balloting or publication
  - Desktop publishing to ensure the draft is formatted within the Standard template styling for the publication
  - Approval to progress the project to the next step

• **Priority** – High or Routine (internal Standards Australia process)

• **Created date** – the date that the project was created within the Standards Hub for delivery

• **Last Update** – the date of the last action that progressed the project to this step in the workflow

• **Actions** – displays icons that identify a project is either in commenting or balloting phase
4.2 Sorting Projects on the DASHBOARD

All fields on the DASHBOARD, that show the yellow title bar, can be sorted in ascending/descending order. Click on the column in the yellow bar containing the title that you want to sort on and the records will sort.

4.3 Where can I find out more details about a Project?

Although the Project name explains a lot about a project i.e. revision, adoption, correction, joint, it is sometimes necessary for a committee member to explore more of the details behind a project.

The Standards Hub allows committee members to browse all project information once a project has been created in the HUB by Standards Australia.

The details shown will depend on the stage the project is at within the project life cycle.

1) From the Dashboard, locate the project required by scrolling down or sorting the projects displayed

2) Click the view icon on either the Project Name or Title as displayed below:

You have now entered the Project Workspace.

More detail on this area is contained in Module 2 - Project Workspace.
3) Project fields are displayed down the left hand side of the screen. Most fields are self-explanatory except those with notations on the screen image.
4.4 How can I determine whether a project is in the Commenting Phase?

Projects that are in the Commenting Phase may be identified in 2 areas of the DASHBOARD.

“Public Comment” will appear under the “Status” column, and the 🗣️ icon will be displayed under the “Action” column.

4.5 How can I determine whether a project is in the Balloting Phase?

Projects that are in the Balloting Phase may be identified in 2 areas of the DASHBOARD.

“Balloting” will appear under the “Status” column, and the 📜 icon will be displayed under the “Action” column.

Any projects at the Balloting stage are also displayed in the Balloting Projects list.
Projects in Balloting

<table>
<thead>
<tr>
<th>Project</th>
<th>Title</th>
<th>Committee Manager</th>
<th>Due Date</th>
<th>Validity</th>
<th>Last Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR-95.1 1195</td>
<td>Ingredient Requirements for Organic Hair Products</td>
<td>Maria Juniper</td>
<td>2008-02-12</td>
<td>Valid</td>
<td>Routine</td>
</tr>
<tr>
<td>DR-95.1 1233</td>
<td>Sustainable Manufacturing Processes</td>
<td>Maria Juniper</td>
<td>2008-02-12</td>
<td>Valid</td>
<td>Routine</td>
</tr>
<tr>
<td>DR-95.1 1184</td>
<td>Ecological aspects of the setting fluids in production</td>
<td>Maria Juniper</td>
<td>2008-02-12</td>
<td>Valid</td>
<td>Routine</td>
</tr>
<tr>
<td>DR-95.1 1181</td>
<td>Guidance on manufacturing of certified organic skin care products</td>
<td>Maria Juniper</td>
<td>2008-02-12</td>
<td>Valid</td>
<td>Routine</td>
</tr>
<tr>
<td>DR-95.1 1185</td>
<td>Ecological manufacturing for 21st century hair</td>
<td>Maria Juniper</td>
<td>2008-02-12</td>
<td>Valid</td>
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</tbody>
</table>

Projects in Balloting

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