How to Guide

Standards Library



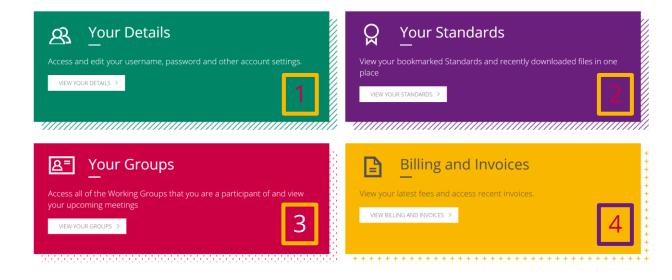


YOUR DASHBOARD

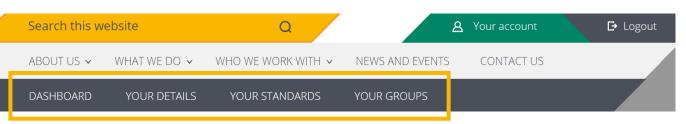
Remember your dashboard provides easy access to the information you use regularly, this includes:

- 1. Your Details (to make changes)
- 2. Your Standards (recently downloaded and Bookmarked)
- 3. Your Groups (meeting info and supporting documents)
- 4. Billing and Invoices (only if key account holder)

You can also access your dashboard, or dashboard items from the navigation bar from anywhere on the website







STANDARDS LIBRARY - NAVIGATION



Home > What we do > Criterion Standards > Standards Library

Criterion standards define common processes, data and technical details



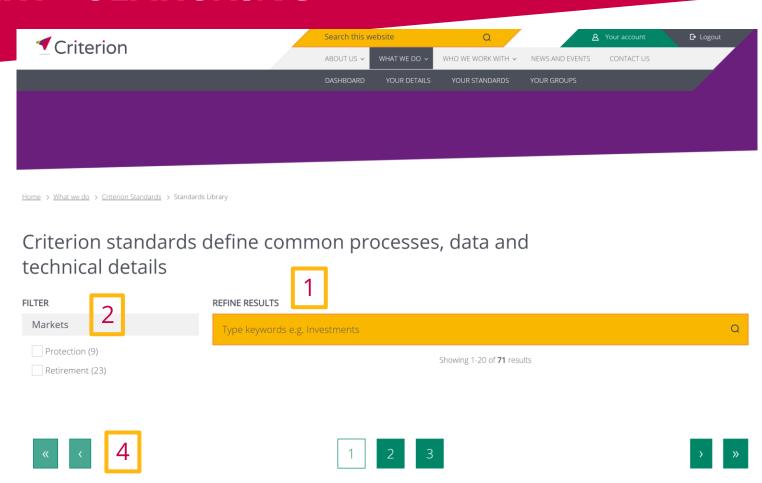
Access Criterion's Standards Library

- » Home
- » What we do
- » Criterion Standards
- » Standards Library

STANDARDS LIBRARY - SEARCHING

Standards can be searched in a number of ways

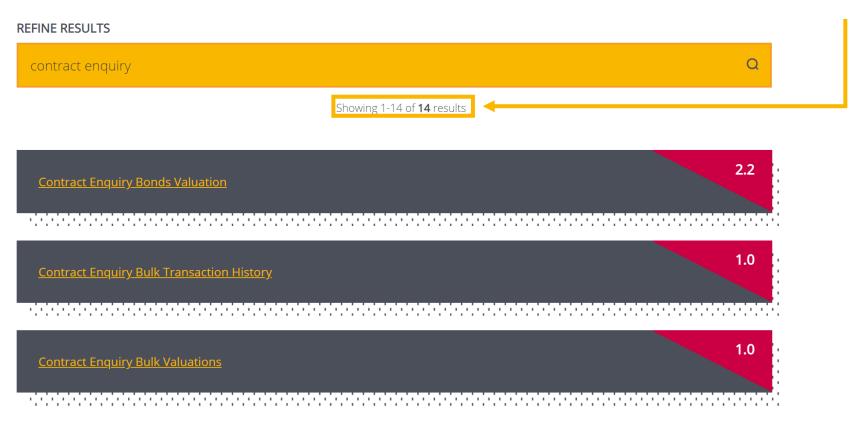
- 1. Using the yellow search bar
- 2. Applying filters under 'Filter'
- 3. Combination of the two
- Navigating the full library using the pagination at the bottom of the list





STANDARDS LIBRARY – SEARCH BAR

For example, looking for 'contract enquiry' returns 14 results

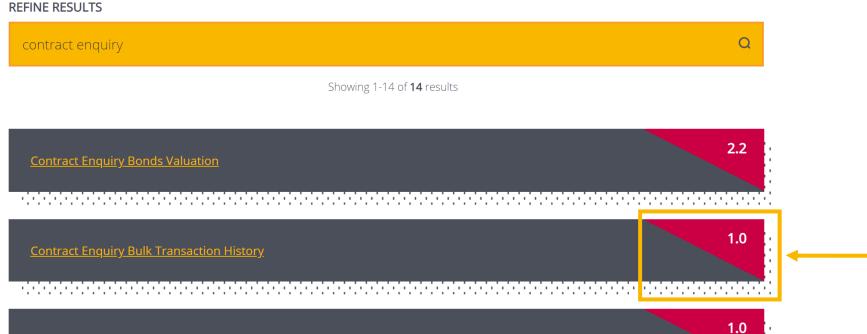


STANDARDS LIBRARY – SEARCH BAR

You can scroll to view all 14 results

You can preview a search result by selecting the version flag in the

top right hand corner



STANDARDS LIBRARY – APPLYING FILTERS

- Alternatively, you can apply filters to find Standards
- You can filter by markets, categories and product type to help narrow your search or find groups of Standards

Criterion standards define common processes, data and technical details





STANDARDS LIBRARY – PREVIEW WINDOW

A preview window appears displaying:

- Name of Standard
- Description
- Versions
- Ability to Bookmark a Standard
- 5. Specific version description
- Change Request details
- Related Standards

Contract Enquiry Pensions Valuation 1

The Criterion Contract Enquiry Pensions Valuation Standard enables you to obtain portfolio valuations and portfolio information online from a provider or platform.

This helps you:

- Get up to the minute portfolio valuations and information on a current product;
- Reduce the phone calls to providers and platforms to get this information.



Related Standards

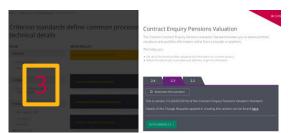




STANDARDS LIBRARY - PREVIEW WINDOW

E CLOS

- 1. You can switch between the versions from the preview window by selecting the purple tab
- 2. Access version directly by clicking 'GO TO VERSION 2.3' from the preview window
- 3. Easily return to your search results by clicking back into the main screen



Contract Enquiry Pensions Valuation

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Related Standards

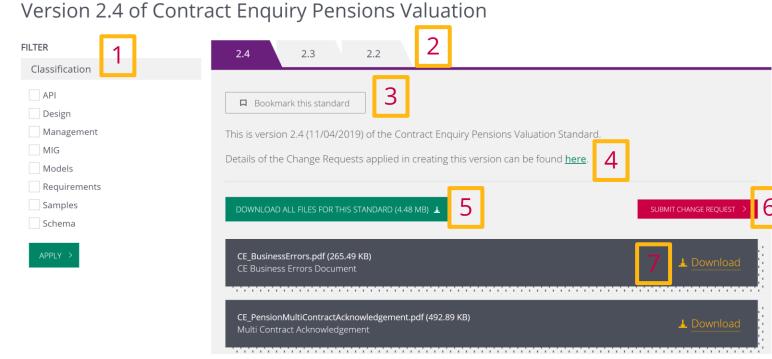
HTTP Message Transmission

STANDARDS LIBRARY – STANDARD FILES

Once you have selected your Standard version, you will be taken to a page with all files associated with that Standard

From this page, you can:

- Filter by classification to look for a specific file type
- Navigate to other Standard versions
- 3. Bookmark a Standard
- 4. View related Change Requests
- 5. Download all files for this Standard
- 6. Submit a Change Request
- 7. Download specific files you require





CONTACT US – WE'RE HAPPY TO HELP

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