



# Specify-it User Guide

An introduction to using key facilities of the on-line system

Issue 3. April 2011

**Specify-it** is intuitive to use, but we hope this User Guide will help provide some extra information and tips to help you get the best value from the service.

**View the User Guide Contents – Click the relevant page**

[Click here to start](#)



	Page	
<i>Click page number to link to relevant contents</i>		
How to search for, and find, supplier & catalogue information	3	
Learn the basics	4	5
Specify-it Homepage	6	7
Adverts can be helpful		8
Viewing CAD drawings	4	13
Saving to preferred supplier lists	13	17
What's been added recently		17
Adding User Notes		18
Recently Viewed		18
Printing & Saving information		19
Contacting IHS		20



*Click page number to link to relevant contents* **Page**

**By Keyword Search – Product , component type, company or trade name**

**9**

**Selection: Using the Classification Index**

**11**

**14**

**Selection: Companies - ISO Approved / CAD drawings / BBA certificate**

**15**

**Search by Town or Postcode**

**16**

**What's been added recently?**

**17**

**Specify-it** is a **continually updated** electronic collection of construction component and equipment information for construction industry professionals. Specify – it provides immediate access to UK supplier contact details and access where relevant, to their full-text catalogues, data sheets, drawings, selector guides and brochures, from the suppliers listed as a result of any search.

- 10,000 manufacturers and suppliers (including overseas suppliers with recognised UK agents.)
- 850,000 full text colour pages
- 40,000 FastrackCAD drawings
- ISO accredited companies
- BBA certified products

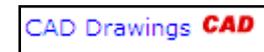
Information from every manufacturer and supplier has been classified against a structured "Construction index" and/or "Process Engineering Index" so that the results of any search are rapid and accurate against your search criteria. You then chose the supplier that meets your exact needs.

Information searches can be made by :-

- Company name,
- Product/Trade name
- Component type (Classification)
- Catalogue title

**The keywords you enter are searched for across all these categories simultaneously. You can also save links to your favourite suppliers into the new "Preferred Suppliers" list feature.** Just a click from the Supplier Details page saves an active link into your personalised suppliers list, to save you search time for future access.

**Specify-it** now includes more than 40,000 CAD drawings from over 80 top UK Manufacturers via a seamless link with the FastrackCAD website. These FastrackCAD drawings are produced to exacting industry standards and are invaluable to architects when specifying building products. Just click the FastrackCAD /CAD icons



**Searching.** You have several ways of finding information. Simply type in your search parameters and either choose to show the list of **Suppliers** returned first, or if you need to refine your search, choose to show the **Classification** list first before viewing the Suppliers details, catalogues and drawings available. You can restrict your searches by geographical location and other parameters.

**User Notes.** Also don't forget you can personalise supplier details using the **User Notes** panel on the Suppliers Details screens where you can type up to 400 characters, which you can save and then view any time in the future when you access that supplier's detail page.

**Gold Subscription**

- Complete access to all company details (**Prime & Support** see below) and full-text catalogues and other information sheets.
- Links to supplier sites
- Links to FastrackCAD database of 40,000 CAD drawings from relevant manufacturers

**Silver Subscription**

- Complete access to all company details and full-text catalogues for **Prime** companies
- Access to full company details for all **Support** companies – but not their catalogues
- Links to supplier sites
- Links to FastrackCAD database of 40,000 CAD drawings from relevant manufacturers

**Bronze Subscription**

- Complete access to all company details for **Prime** companies only – no catalogue access

**Information Types****Prime Companies**

- Approximately 800 companies
- Listed in **bold** and ahead of Support Companies in any matching search results.
- Listings available to all subscription levels.

**Support Companies**

- Remaining 9,000 + companies
- Listings and detailed catalogues available to Gold subscribers only

All suppliers are listed alphabetically in the results sets.

To request more information on becoming a Prime Supplier, click the **Add your literature** link in the top right of the page. Complete the form with your details and add a request about gaining Prime Supplier status. Then, click Submit. IHS will contact you to discuss details. Alternatively email IHS using the Contact Information from [Page 20](#)

**Tips:**

- 1) Typing two or more words will search for entries containing all of the terms eg **one two three** would search for any entry containing references to one & two & three
- 2) Placing a number of words in quote marks “ ” will search for the exact phrase
- 3) You can use an asterisk \* after any letters, to represent one or more characters eg **Lon\*** will find all references starting with characters Lon eg **London, longitudinally.**

The screenshot shows the Specify-IT search interface. At the top, there are navigation tabs: Home, Suppliers, Classifications, Recently Added, Recently Viewed, and Preferred Suppliers. Below the tabs is a search bar with a search icon. Underneath the search bar are two radio buttons: 'Show Suppliers' (selected) and 'Show Classifications'. Below these are several checkboxes for search criteria: 'Construction Index' (checked), 'Process Engineering Index' (checked), 'FastrackCAD' (unchecked), 'ISO Approved' (unchecked), and 'BBA Certificates' (unchecked). At the bottom, there are input fields for 'Town:' and 'Postcode:'. Red brackets group the radio buttons, the 'Construction Index' and 'Process Engineering Index' checkboxes, and the 'Town:' and 'Postcode:' fields. Yellow callout boxes provide detailed instructions for each of these elements.

Search terms are keyed in here for finding supplier contact information and relevant supplier catalogues. You can search for:-

- **Product** and **component** types – eg. sealant, cladding, window, circular saw
- **Company names** – eg. British Gypsum, ICI Paints, Pilkingtons, DeWalt
- **Trade names** – eg. Gyproc, Dulux, Pyroshield

**And you can use any combination of terms for precise result lists**

Choose to display **Suppliers** list first or **Classification** “tree” first

Ticked, searches the “Construction Index”

Ticked, searches the “Process Engineering Index”

**Tip:** Leave these set to maximise search hits

Ticked – restrict the search to only suppliers meeting these criteria. See [Page 15](#)

Use either of these fields to restrict the search to a particular location. See [Page 16](#)



Number of **Suppliers (X)** meeting your search criteria. Results are returned in order of **Prime** then **Support** suppliers. Each displayed in alphabetical order. See [Page 12](#)

**Tip:** The search is made on both catalogues and company names containing the word/s



Number of **Classifications (Y)** that include your defined search criteria. Results are displayed showing the number of Suppliers (Supplier Count) against each classification listed. See [Page 11](#) & [Page 14](#)

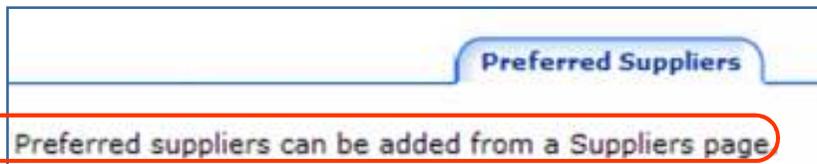
**Tip:** With no search criteria selected, you can view the complete classification structure and the number of suppliers against each entry.



**Specify-it** is updated every week. Use this tab to view the latest suppliers, and existing suppliers with new catalogues, that have been added for a user selected period – 1 week up to 1 year. See [Page 17](#)



Use this tab as a short-cut to view catalogues that you have recently accessed. This information is recorded automatically against your specific login Username. The last 25 catalogues viewed will be displayed. See [Page 18](#)



Use this tab to view your favourite suppliers (added from the supplier details pages) as a list for ease of future access without having to run a search. See [Page 17](#)

**Adverts – Can be helpful**

1

The screenshot shows the Specify-it search results page. The search bar contains 'door furniture'. On the left, there are filters for 'Show Suppliers' (selected) and 'Show Classifications'. Below these are checkboxes for 'Construction Index', 'Process Engineering Index', 'FastrackCAD', 'ISO Approved', and 'BBA Certificates'. The search results table lists several suppliers, including Fred Duncombe Ltd, Hillaldam Coburn Ltd, Kawneer UK Ltd, Komfort Workspace Plc, Laidlaw Solutions Ltd, and Lorient Polyproducts Ltd. On the right side of the results, there is a vertical list of advertisements for Sara, ECLISE, Horton, FURNITUBES, COBURN SLIDING SYSTEMS, and BRITANNIA. A yellow callout box points to the search results with the text: 'Helpful advertisements are displayed that are only relevant to the search criteria input. Click on any Advert to link directly to the Supplier details page on Specify-it'. A red circle '2' is placed over the advertisement area.

3

The screenshot shows the 'Supplier Details' page for Horton Automatics Ltd. The search bar still contains 'door furniture'. The page header shows 'Horton Automatics Ltd'. The main content area displays the company name, address (Hortonwood 31, Telford, TF1 7YZ, United Kingdom), telephone number (01952 670169), website (http://www.hortondoors.com), and email (TOKeefe@horton-automatics.ltd.uk). There is a 'Location Finder' button with a map icon and an 'Add to Preferred Suppliers' link. Below this is a 'Catalogues' section with a dropdown arrow, listing items like 'Airport security solutions secure access for your entire facility', 'Autoflow automatic revolving doors', and 'Controlflow automatic security portal'.

[Return to Contents Page](#)



Example: Search for information (suppliers/catalogues) using Keywords "land drainage" (Phrase Search in quote marks)  
 Also See [Page 10](#) for alternative Search.

1 Search



All words placed between Quote marks "" will be searched for as an exact phrase - in this example:- "land drainage"

**Tip:** Use relevant keywords in the Search field. The more precise the phrase, the more precise the supplier list will be.

2 Results

Suppliers (8) Classifications (1)

Supplier Name	Location
<a href="#">Hunter Plastics Ltd</a>	London
<a href="#">JFC Manufacturing (Europe) Ltd</a>	Oswestry
<a href="#">Polypipe Civils Ltd</a>	
<a href="#">Geoquip Services</a>	
<a href="#">Lytaq Ltd</a>	
<a href="#">Mastenbroek Ltd</a>	Boston
	Wigan
	St Helens

8 Suppliers and 1 Classification contain the exact phrase land drainage.

Click any supplier name to view the **Supplier Details** page giving access to catalogue/s containing the searched keywords

**Tip:** If **Classifications (X)** are returned, you can click this **Classifications** tab to further refine your search. See **Step 3b**

3a Supplier Details Tab

Supplier Details

**Hunter Plastics Ltd**  
 Nathan Way  
 Thamesmead  
 London  
 SE28 0AE  
 United Kingdom  
 Tel: 020 8855 9851  
 Fax: 0...

Click the **+** to view the **Relevant Catalogues** list

Relevant Catalogues

- Underground
  - Contents & general information (25 pages)
  - Underground drainage systems (10 pages)
  - Underground sewer pipes & fittings (4 pages)
  - Underground drainage system characteristics, installation & connections (21 pages)
  - Manholes & inspection chambers (18 pages)
  - Gullies (11 pages)
  - Land drainage perforated pipes (6 pages)
  - Technical information (17 pages)

Other Catalogues

- Multikwik plumbers guid
- Rainwater systems
- Rainwater technical
- Soil & waste technical
- Underground systems

Trade Names

Surefit

User Notes (400 characters max)

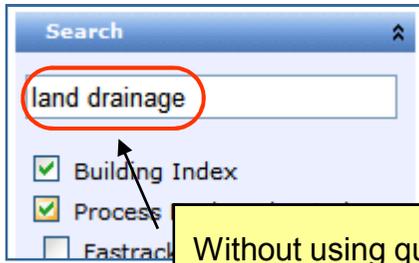
BBA Certificates

Keywords have been located in a **Relevant Catalogue**. Click to view relevant catalogue

3b

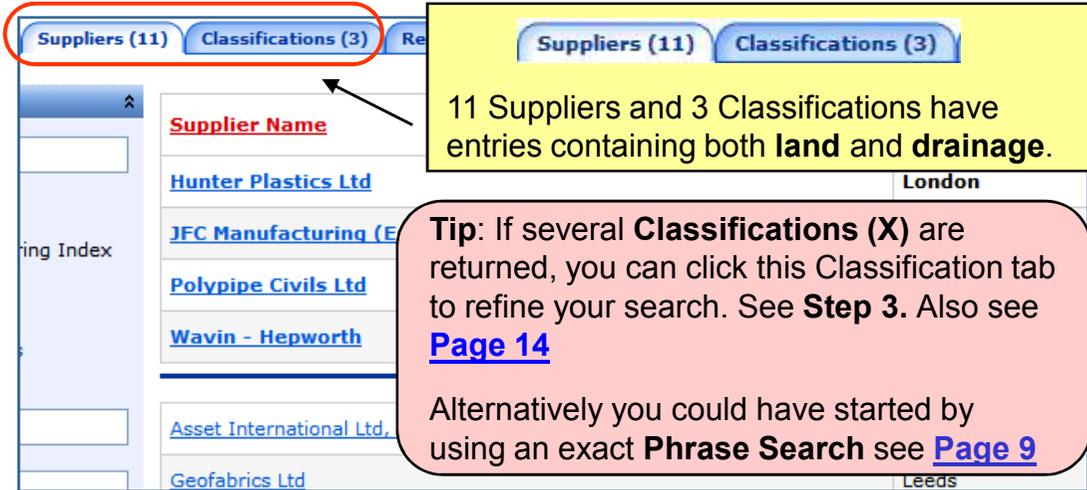
See [Page 11 & 14](#)

1 Search

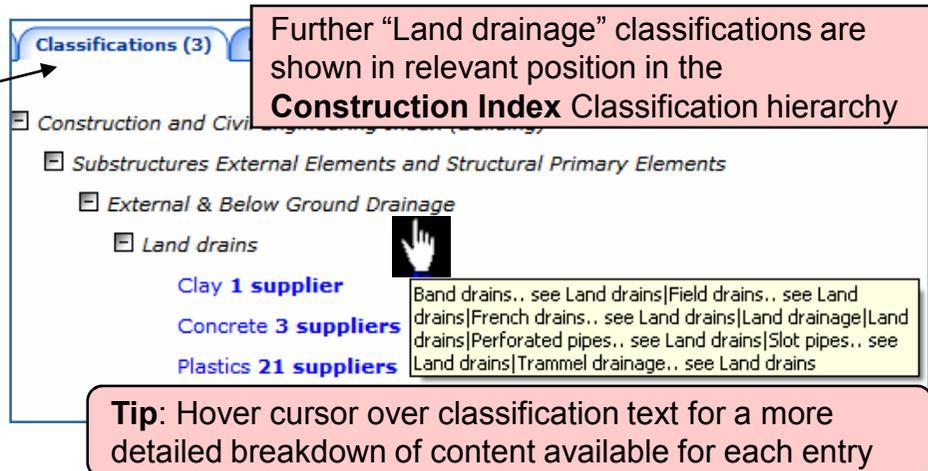


Without using quote marks, "" any information containing both terms:- **land** and **drainage** will be returned. Results will also include the phrase **land drainage**

2 Results



3 Select Classification



4 Select Supplier

See Page 12

Search

Classified Sections containing keyword "Land Drainage"

By Keyword Search - 2

3b Refine search if required, using the Classifications tab

(12)	Classifications (3)	Recently Added	Recently Viewed	Preferred Suppl
Supplier Count	Classification			
	24	Carriageway drainage systems.. see Land drains, plastics		
[More...]	Land drainage			

Click **blue text** to select a more exact classification to identify specific suppliers.

3c Select relevant Classification

(12)	Classifications (3)
Construction Index	Further "Land drainage" classifications are shown in relevant position in the <b>Construction Index</b> Classification tree
Substructures External Elements and Structural Primary Elements	
External & Below Ground Drainage	
Land drains	
Clay - 1 supplier	
Concrete - 4 suppliers	
Metal - 2 suppliers	
Plastics - 24 suppliers	

Tip: Hover cursor over classification text for a more detailed breakdown of content available for each entry

3d Select alternative Classifications

(4) Classifications Recently Added Recently Viewed Preferred Suppliers

Click on any classification "breadcrumb" to return to higher level in the classification tree

Supplier Classification		
Construction Index	Substructures External Elements and Structural Primary Elements	External & Below Ground Drainage
Supplier Name	Supplier Count	Classification
BCM GBC Ltd		Land drains
		Concrete
		FASTRACKCAD
		BBAs

Chose a relevant sub-classification that meets your exact needs or click on a **+** or **-** to view other classifications

Supplier Selection

4 See Page 12

Return to Contents Page



Search

Supplier Selection

4

By Keyword Search - 3

Tip: Click on **Supplier Name** or **Town** to sort results lists alphabetically. (Prime set still remain at the top of the list)

Tip: Note you can always select these parameters when you first start your search by selecting or completing the relevant fields eg

- FastrackCAD
- ISO Approved
- BBA Certificates

Town:  
Doncaster

Postcode:

Supplier Name	Town	ISO Approved	FASTRACKCAD	BBAs
<a href="#">Geosynthetics &amp; Stormwater Management Ltd</a>	Hinckley		FASTRACKCAD	1
<a href="#">Hunter Plastics Ltd</a>	London	<input checked="" type="checkbox"/>		2
<a href="#">JFC Manufacturing (Europe) Ltd</a>				1
<a href="#">Marley Plumbing &amp; Drainage</a>		<input checked="" type="checkbox"/>	FASTRACKCAD	7
<a href="#">Polypipe Civils Ltd</a>		<input checked="" type="checkbox"/>	FASTRACKCAD	17
<a href="#">Wavin - Hepworth</a>	Doncaster	<input checked="" type="checkbox"/>	FASTRACKCAD	9
<a href="#">Wavin - OSMA</a>	Chippenham	<input checked="" type="checkbox"/>	FASTRACKCAD	12

<a href="#">ABG Ltd</a>		<input checked="" type="checkbox"/>		
<a href="#">Asset International Ltd, Part of Hill &amp; Smith Holdings Plc</a>				
<a href="#">Brett Martin Ltd</a>				
<a href="#">Cooper Clarke Group Ltd</a>	Belton	<input checked="" type="checkbox"/>		

Suppliers above the line are referred to as – **Prime**. Below the line - **Support**. Listed in alphabetical order.

5 Select a Supplier  
Click any **name** link to view the specific supplier's catalogues

6 See Page 13  
Supplier Details

Return to Contents Page



New tab opens with specific supplier name from results list displayed

Click here to add (or remove) this supplier to (or from) your Preferred Suppliers tab

Supplier Details

**Marley Plumbing & Drainage**

Lenham  
Maidstone  
ME17 2DE  
United Kingdom  
Tel: 01622 858888

Web: <http://www.marley.co.uk>

Email: [marketing@marleyext.com](mailto:marketing@marleyext.com)

**Relevant Catalogues**

- Underground drainage systems

**Other Catalogues**

- Domestic fans product & installation guide
- Equator the hot and cold
- Waterloc stormwater management systems design and installation guide

**Trade Names**

Equator, Quantum, Waterloc

**User Notes (400 characters max)**

This company provides very quick and efficient product delivery. Catalogues are easy to use and are frequently updated.

**BBA Certificates**

Document Title: Marlev Equator PE-X pipe and fittings agreement certificate (detail)

Supplier contact details

Click to view CAD drawings

Add to Preferred Suppliers

Location Finder

Click link to **multimap** for exact location.

Dynamic links to Supplier website, and email - where available

CAD Drawings **CAD**

User notes available (see below)

You have notes for this supplier

Click to Open or close section below

**Relevant Catalogues** All Supplier Catalogues containing the specific terms from the Search. Click on the **+** to see specific titles and to view pdfs of specific catalogues:-

All Other Catalogues available from the supplier selected are displayed under **Other Catalogues**.

Searchable **Trade names** used by suppliers

Type and **Save** your own personalised **User Notes** for specific suppliers. You can then save this company as a **Preferred Supplier** to gain quick and easy access to these User Notes in the future.

View BBA certificates

Search

No Keywords selected

Selection: Using the Classification Index

**1** Click the **Classifications** tab

**2** Click the **+** to expand the detail and view the lower level subject classification structure.  
Click the **-** to restore to the higher level subject classification structure

**3** Click the **blue** active links to view the specific suppliers assigned to each classification

**Tip:** Note that suppliers are registered against all relevant information classifications, so the same supplier may appear under several references.

**Tip:** Detailed “breadcrumbs” are displayed showing the position in the Classification tree. Click relevant link to return to corresponding higher level in the Classification structure.

**4** Click the **name** links to view the specific suppliers catalogues

**Tip:** Hover cursor over classification text for a more detailed breakdown of content available for each entry

Construction Index

- Constructions and Materials
- Services; Electrical, Communications, Storage & Fittings
- Services; Plumbing, Heating & Ventilation
  - Above Ground Soil, Waste, Rainwater & Internal Drainage

Sanitary & Hygiene Fittings

Space & Central Heating Systems - Commercial & Industrial

Space Heating Domestic

Waste Disposal & Treatment

- Compactors, crushers, shredders & balers - 47 suppliers
- Refuse treatment systems - 8 suppliers
- Bins, skips & housings
- Chutes & hoppers
- Disposal transport systems
- Incinerators
  - Refuse incinerators
  - Industrial
- Water Treatment, Equipment & Supply, Storage & Heating

Suppliers (8) | Classifications | Recently Added | Recently Viewed | Preferred Suppliers

Supplier Classification

Construction Index | Services; Plumbing, Heating & Ventilation | Waste Disposal & Treatment | Refuse treatment systems

Supplier Name	Town	ISO Approved	FASTRACKC
Ener-G Plc	Manchester		

Relevant Catalogues

- Superstoker(next generation stoker type incinerator)
- Stoker type incinerators (1 page)

Other Catalogues

[Return to Contents Page](#)



Search

Selection: Companies - ISO Approved / CAD drawings / BBA certificates

Home Suppliers (213) Classifications (71) Recently Added

Supplier search results without the fields selected

Search: bricks

Supplier Name	Town	ISO Approved	FASTRACKCAD	BBA's
<a href="#">Acheson &amp; Glover Ltd, Ireland</a>	Dungannon		<a href="#">FASTRACKCAD</a>	
<a href="#">Alumasc Exterior Building Products Ltd, Facades division</a>	St Helens			
<a href="#">BASF Construction Chemicals UK Ltd</a>	Cheadle			
<a href="#">Britannia Architectural Metalwork Ltd</a>				
<a href="#">Bromley Adhesives</a>				
<a href="#">Cavity Trays Ltd</a>				

Click here to access the **Fastrackcad** website to download relevant drawings in CAD (or PDF) format

Home Suppliers (4) Classifications (71) Recently Added

Results with the optional fields selected

Search: bricks

Supplier Name	Town	ISO Approved	FASTRACKCAD	BBA's
<a href="#">Acheson &amp; Glover Ltd, Ireland</a>	Dungannon		<a href="#">FASTRACKCAD</a>	
<a href="#">Cavity Trays Ltd</a>	Yeovil		<a href="#">FASTRACKCAD</a>	
<a href="#">Keystone Lintels Ltd, (Ireland)</a>				
<a href="#">Tobermore Concrete Products Ltd</a>				

Just the 4 suppliers meeting the search criteria returned. Note there are 71 classifications that include the word **bricks**

Click on the BBA Icon to view the specific British Board of Agrément certificate information

User Notes (400 characters max)

BBA Certificates

Document Title	Section Title	Reference Number
Type N sitesealer waterproofing membrane agreement certificate	Composite waterproofing membranes, BBA certificate	

Return to Contents Page



### Using the Town name or Postcode reference to qualify your search

Home Suppliers (43) Classifications (10) Recently Added Recently Viewed Preferred Suppliers

SEARCH: "concrete blocks"

- Show Suppliers
- Show Classifications
- Construction Index
- Process Engineering Index
- FastrackCAD

Supplier Name	Town	ISO Approved	FASTRACKCAD	BBA
Acheson & Glover Ltd, Ireland	Dungannon		FASTRACKCAD	
Forticrete Architectural Masonry Products	Shotton Colliery			
Forticrete Stone	Sheffield			
Hanson (Brick Block Aggregate)	Maidenhead			
ID Pipes	Carlisle			

“Concrete Blocks” - 38 Suppliers

Home Suppliers (1) Classifications (10) Recently Added Recently Viewed Preferred Suppliers

SEARCH: "concrete blocks"

- Show Suppliers
- Show Classifications
- Construction Index
- Process Engineering Index
- FastrackCAD
- ISO Approved
- BBA Certificates

Supplier Name	Town	ISO Approved	FASTRACKCAD	BBA
Forticrete Stone	Sheffield		FASTRACKCAD	

“Concrete Blocks” in Sheffield (shef\*) - 1 Supplier

Town: shef\*

Postcode:

Select Town

Home Suppliers (1) Classifications (10) Recently Added Recently Viewed Preferred Suppliers

SEARCH: "concrete blocks"

- Show Suppliers
- Show Classifications
- Construction Index
- Process Engineering Index
- FastrackCAD
- ISO Approved
- BBA Certificates

Supplier Name	Town	ISO Approved	FASTRACKCAD	BBA
Hanson Building Products, Floors & Precast Division	Alfreton			

Select Postcode

Town:

Postcode: DE

“Concrete Blocks” Derby postcode (DE) area - 1 Supplier

What's been added recently?

Saving to Preferred Supplier lists

What's been added recently?

Supplier Name	New Company	New Catalogue
Air Technology Systems (ATS) Ltd	No	3
Ancon Building Products	No	2
Bauder Ltd	No	29
Cova Security Gates Ltd	No	12
Dan Pal UK	Yes	5

New suppliers and catalogues, & existing suppliers with new catalogues, added in the last week, month etc.  
**NOTE** : Latest are shown on Home page

Adding / removing Preferred Suppliers via "Suppliers Detail" pages

**Bardon Aggregates Ltd**  
Moordale House  
Hulland Ward  
Ashbourne  
DE6 3ET

[Add to Preferred Suppliers](#)

Click to Add

**Preferred Suppliers** **British Gypsum**

[Remove from Preferred Suppliers](#)

Click to Remove

Removing Preferred Suppliers via "Preferred Suppliers" pages

British Gypsum  
 Hillaldan Coburn Ltd

[Remove](#)

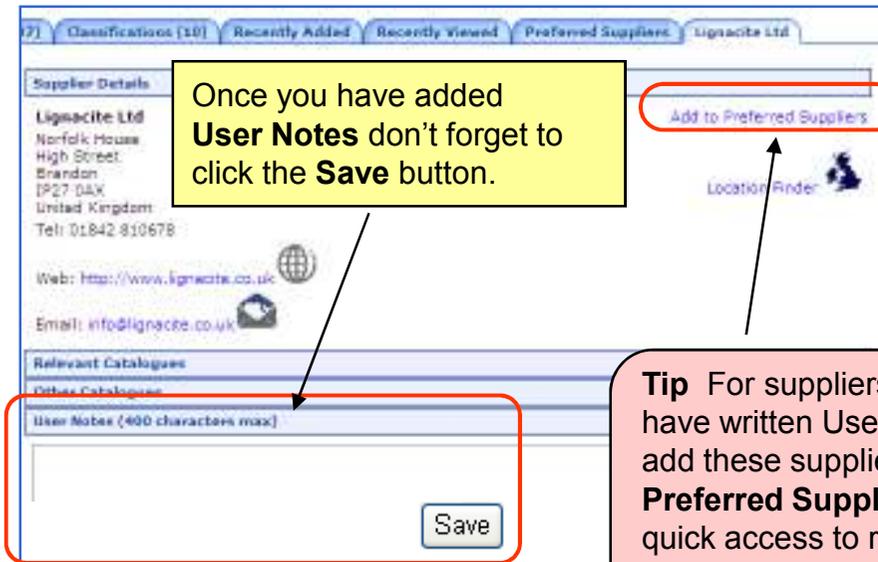
[Return to Contents Page](#)



Adding User Notes

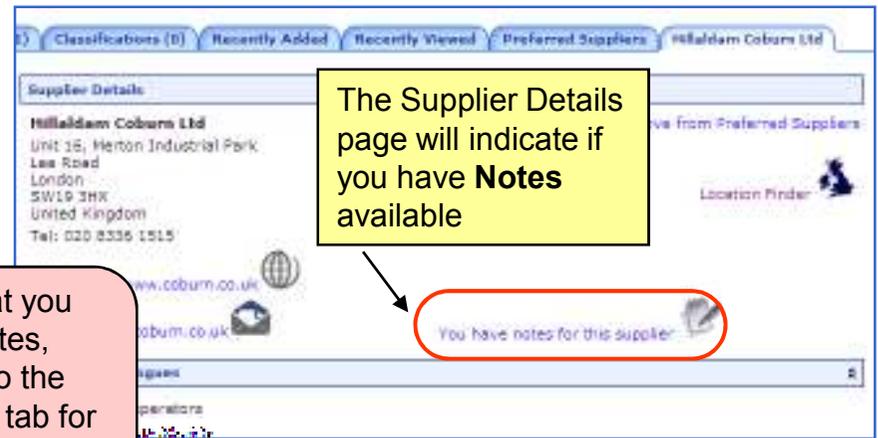
Recently Viewed

Adding User Notes on Supplier Details page



Once you have added **User Notes** don't forget to click the **Save** button.

**Tip** For suppliers that you have written User Notes, add these suppliers to the **Preferred Suppliers** tab for quick access to relevant notes



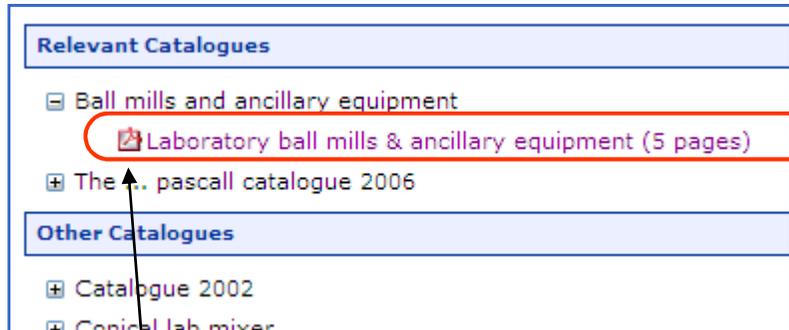
The Supplier Details page will indicate if you have **Notes** available

Recently Viewed



The **Recently Viewed** tab provides you quick access to recently accessed catalogues. Access up to the last 25 viewed, is provided

## Accessing catalogues & data sheet information



Click here to access a specific, catalogue or data sheet. All information is provided in PDF format and you will need the Adobe Acrobat Reader plug-in to view. This is freely available via the Internet:

<http://get.adobe.com/uk/reader/otherversions/>

**Tip** If your subscription level doesn't permit you access to specific catalogues you will see the "No entry" icon displayed.

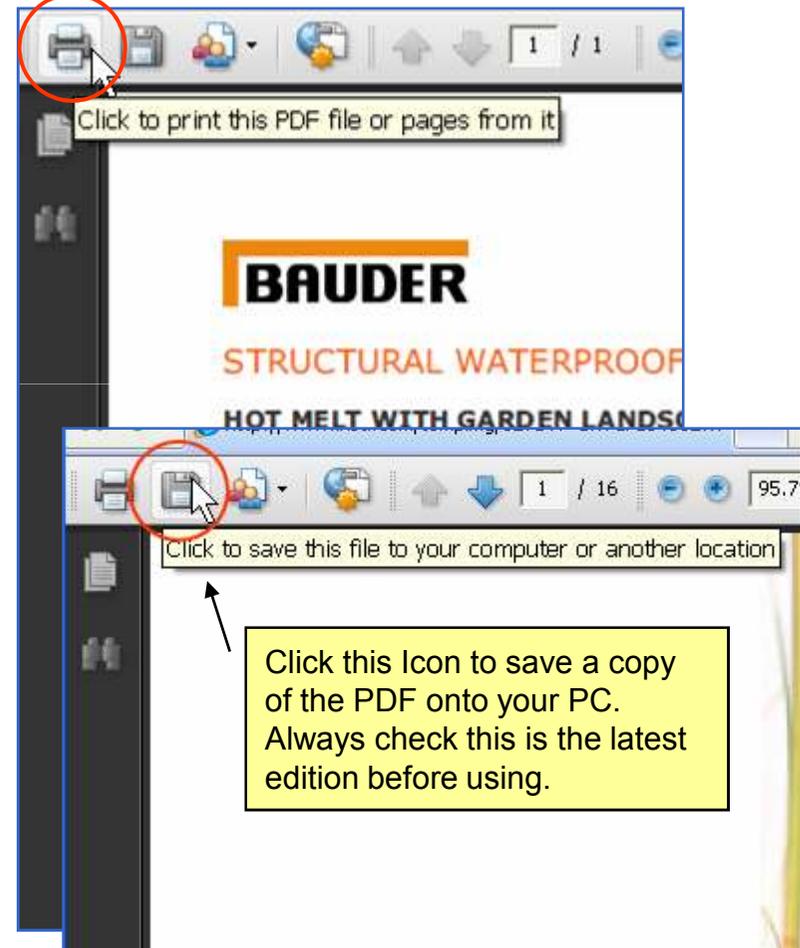
 Environmental cal

To upgrade your subscription contact IHS. Click on:~

[| How to subscribe |](#)

## Printing & saving information

Click this Icon to print PDF content



Click this Icon to save a copy of the PDF onto your PC. Always check this is the latest edition before using.

[Return to Contents Page](#)



**UK Location** IHS (Formerly Technical Indexes Ltd)  
 Willoughby Road  
 Bracknell  
 RG12 8FB

T: +44 (0) 1344 328000  
 F: +44 (0) 1344 328008  
 E: <http://uk.ihs.com/contact/index.html>

If your enquiry is of a technical nature please check our technical support FAQ section for a quick solution.  
<http://uk.ihs.com/about/frequently-asked-questions-faq-ihs.htm>

Enquiry	Telephone	Email
General Enquiries	+44 (0)1344 328000	<a href="http://uk.ihs.com/contact/index.html">http://uk.ihs.com/contact/index.html</a>
EMEA Customer Care ( <a href="#">online form</a> )	+44 (0)1344 328300	<a href="mailto:customer.support@ihs.com">customer.support@ihs.com</a> <a href="http://uk.ihs.com/emea-customer-care/emea-customer-care-contact-form.html">http://uk.ihs.com/emea-customer-care/emea-customer-care-contact-form.html</a>
Marketing Services	+44 (0)1344 328170	<a href="http://uk.ihs.com/contact/index.html">http://uk.ihs.com/contact/index.html</a>
Document Orders	+44 (0)1344 328039	<a href="mailto:emeastore@ihs.com">emeastore@ihs.com</a>
Electronic Publishing	+44 (0)1344 328000	<a href="http://uk.ihs.com/contact/index.html">http://uk.ihs.com/contact/index.html</a>
To Advertise	+44 (0)1344 328170	<a href="http://uk.ihs.com/contact/index.html">http://uk.ihs.com/contact/index.html</a>