How to Guide

Standards Library



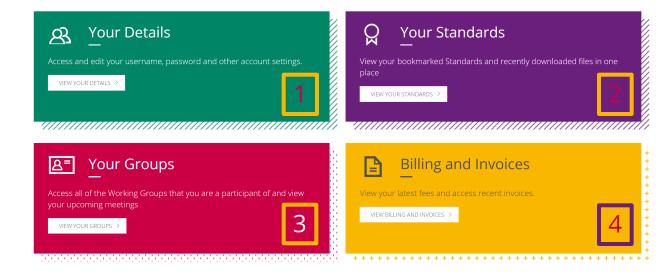


YOUR DASHBOARD

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





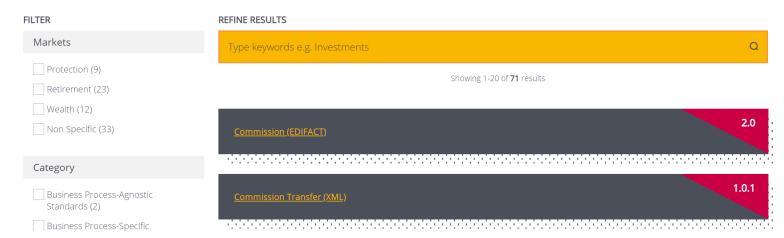


STANDARDS LIBRARY - NAVIGATION



Home > What we do > Criterion Standards > Standards Library

Criterion standards define common processes, data and technical details



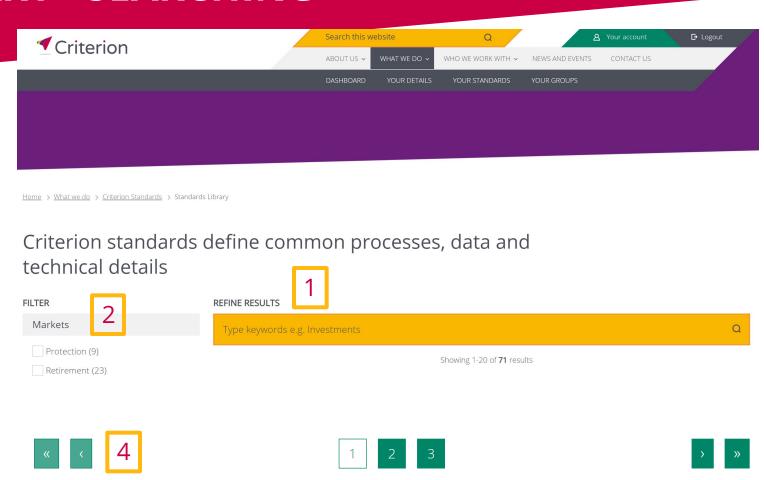
Access Criterion's Standards Library

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

STANDARDS LIBRARY - SEARCHING

Standards can be searched in a number of ways

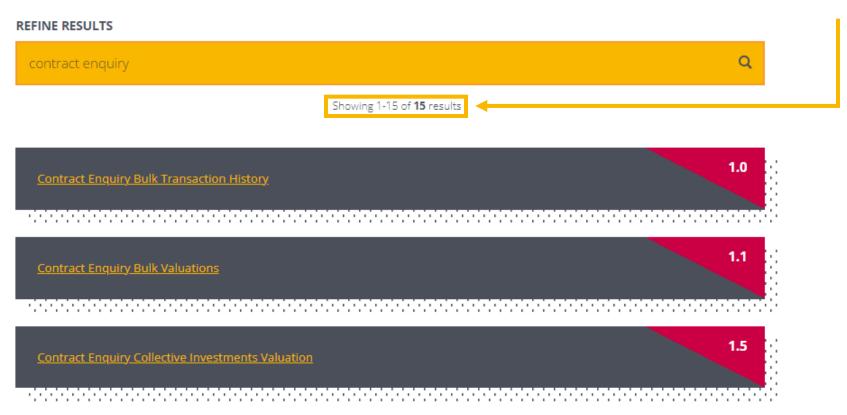
- Using the yellow search bar
- Applying filters under 'Filter'
- 3. Combination of the two
- 4. Navigating the full library using the pagination at the bottom of the list





STANDARDS LIBRARY – SEARCH BAR

For example, looking for 'contract enquiry' returns 15 results





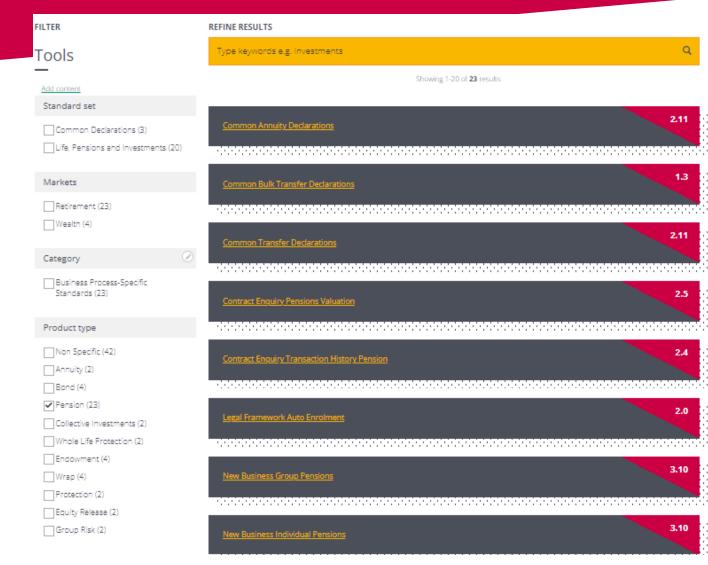
STANDARDS LIBRARY – SEARCH BAR

- You can scroll to view all 15 results
- You can preview a search result by selecting the version flag in the top right hand corner

REFINE RESULTS contract enquiry Showing 1-15 of 15 results 1.0 Contract Enquiry Bulk Transaction History 1.1 **Contract Enquiry Bulk Valuations** 1.5 Contract Enquiry Collective Investments Valuation

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





STANDARDS LIBRARY – PREVIEW WINDOW

A preview window appears displaying:

- 1. Name of Standard
- 2. Description
- 3. Versions
- 4. Ability to Bookmark a Standard
- 5. Specific version description
- 6. Change Request details
- 7. Related Standards

Contract Enquiry Pensions Valuation

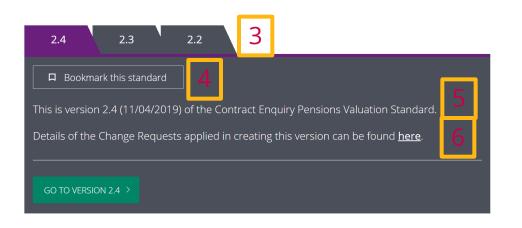
1

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

2

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

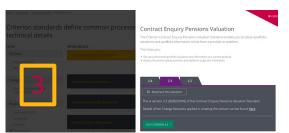




STANDARDS LIBRARY – PREVIEW WINDOW

■ CLOSE

- 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

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;
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Related Standards

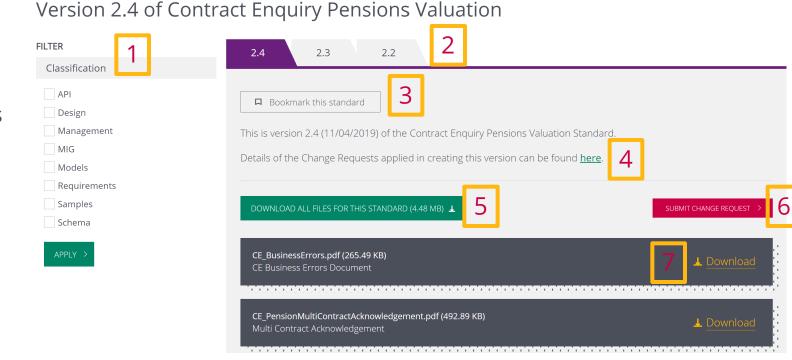
HTTP Message Transmission

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:

- 1. Filter by classification to look for a specific file type
- 2. 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

- 9-10 St. Andrew Square, Edinburgh, EH2 2AF
- <u>www.criterion.org.uk</u>
- enquiries@criterion.org.uk
- 0131 357 0100







