



American
Water Works
Association

envoi
your resource for water knowledge

Quick Reference Guide

envoi is a digital platform providing water sector professionals access to the most relevant and accurate technical information in the industry, including 250 Standards and Manuals.

envoi.awwa.org

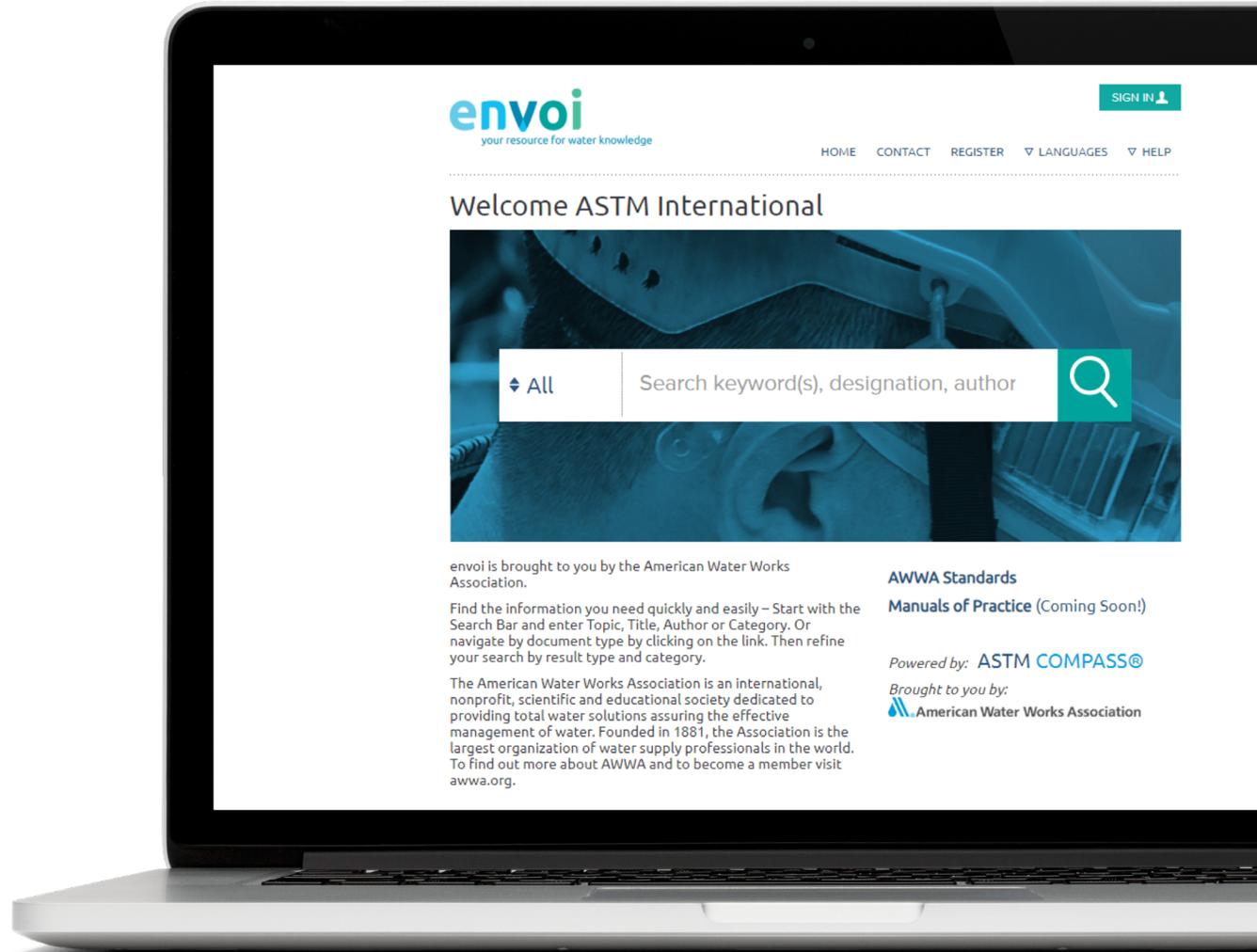


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Accessing envoi®

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 envoi.awwa.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 envoi, 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)

Single Sign On (SSO)

Through Active Directory Federated Services (ADFS), Microsoft AZURE, Shibboleth, and Open Athens. ASTM is able to connect with any set-up that uses SAML. This type of access provides the user with a unified experience and allows your organization to control which users can log into the subscription. ASTM gives organizations a direct link to their SSO page. Here, a user can log in with their network credentials. After the user logs in through the organization, they will automatically be registered/logged into envoi.

This option works best for organizations that have SSO configurations through ADFS or AZURE. Organizations that use configurations outside of these two services can still be configured in envoi and should contact our IT Department at vruiz@astm.org.

Accessing envoi®

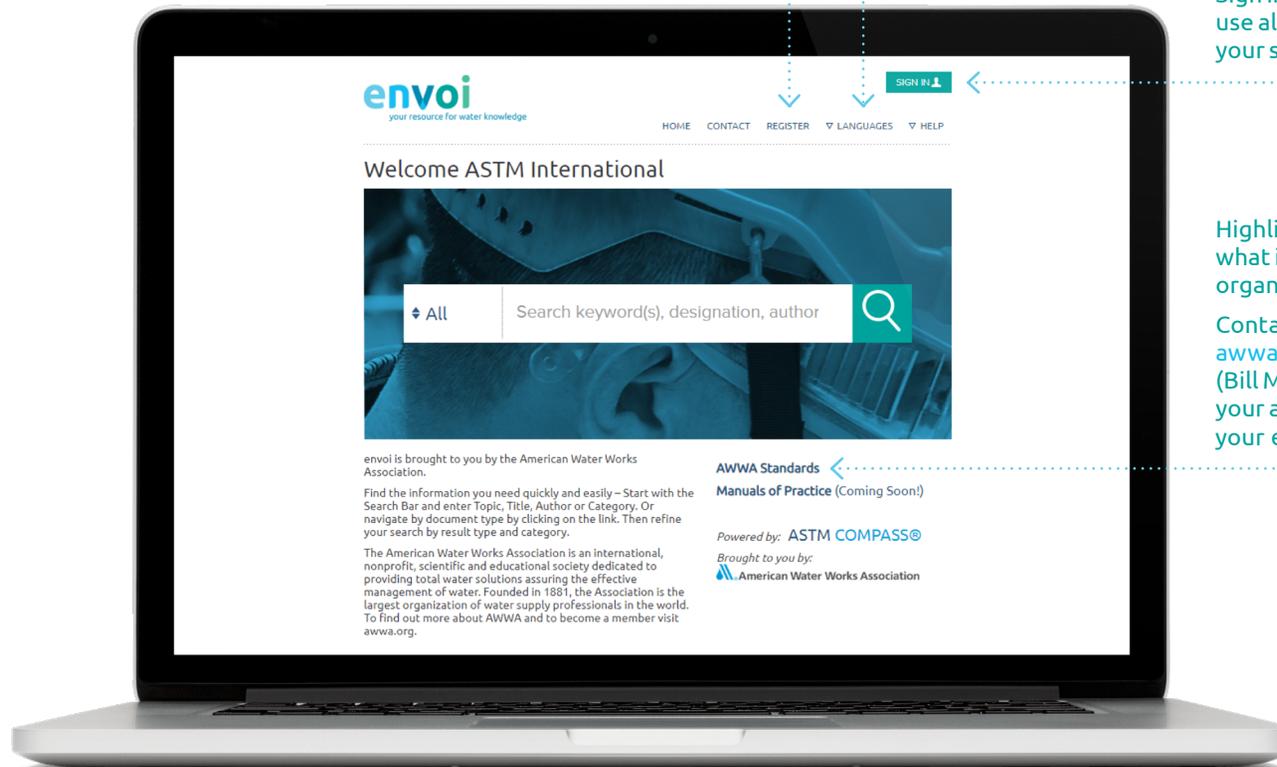
Create an account to access standards and utilize personalized tools.

Change the language of the homepage and the search results page by choosing from a dropdown list titled Languages. Please note, this does not translate the technical documents into the chosen language – just the navigation.

Sign in to envoi to use all the tools within your subscription.

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

Contact AWWA at envoi@awwa.org or +1.303.347-6260 (Bill Murphy) and reference your account number to expand your envoi content.



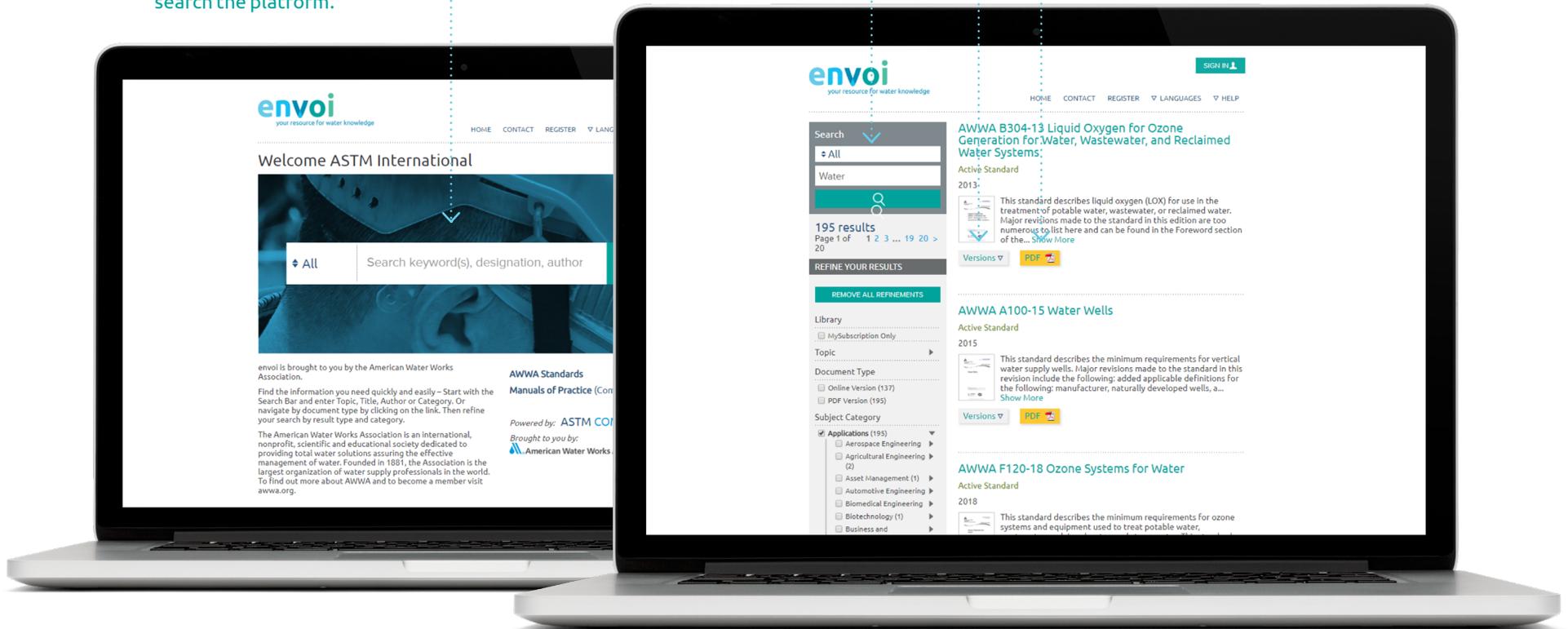
Searching for Content and Using the Refine Search

Use the search bar to go directly to the standard you need or use key words to search the platform.

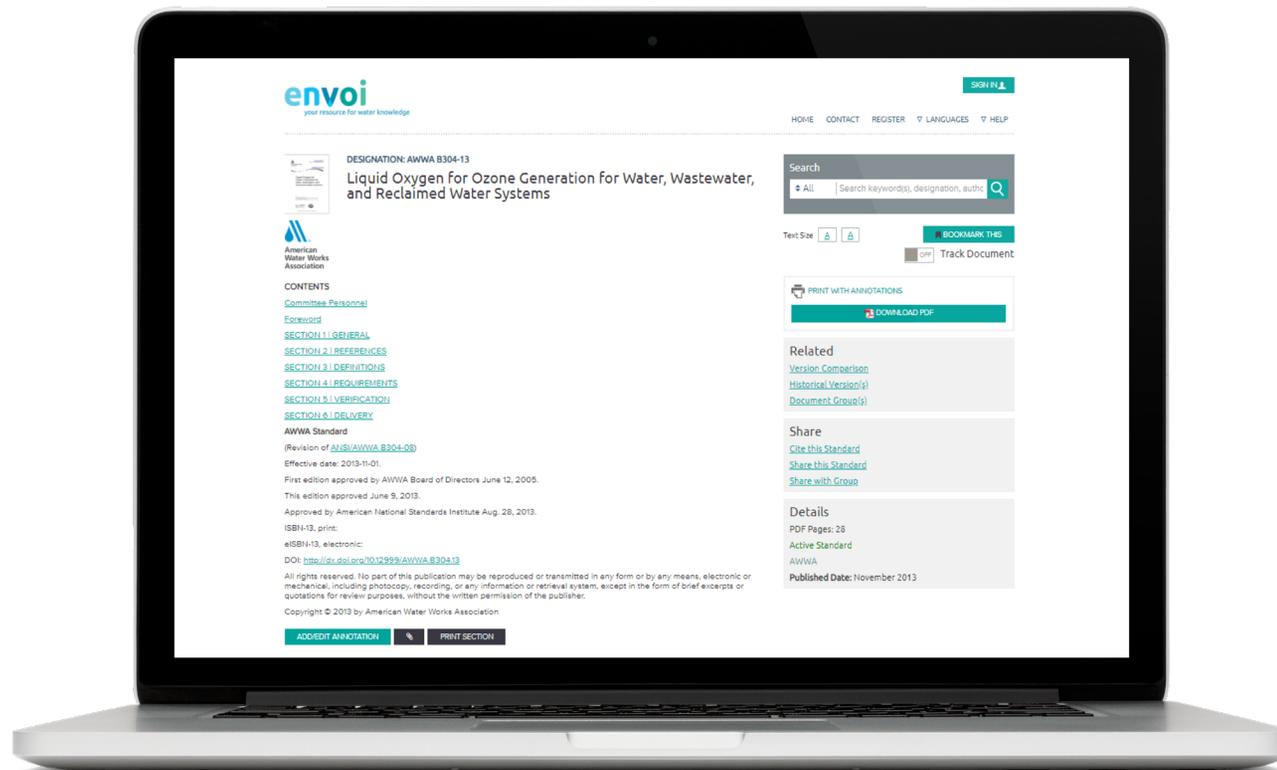
Refine your Digital Library search by result or document type, or category. You can also search by date at the top and toggle the results between oldest and newest.

View historical versions of standards.

Download and print content.



Online View for Standards



Underneath the search box, you can:

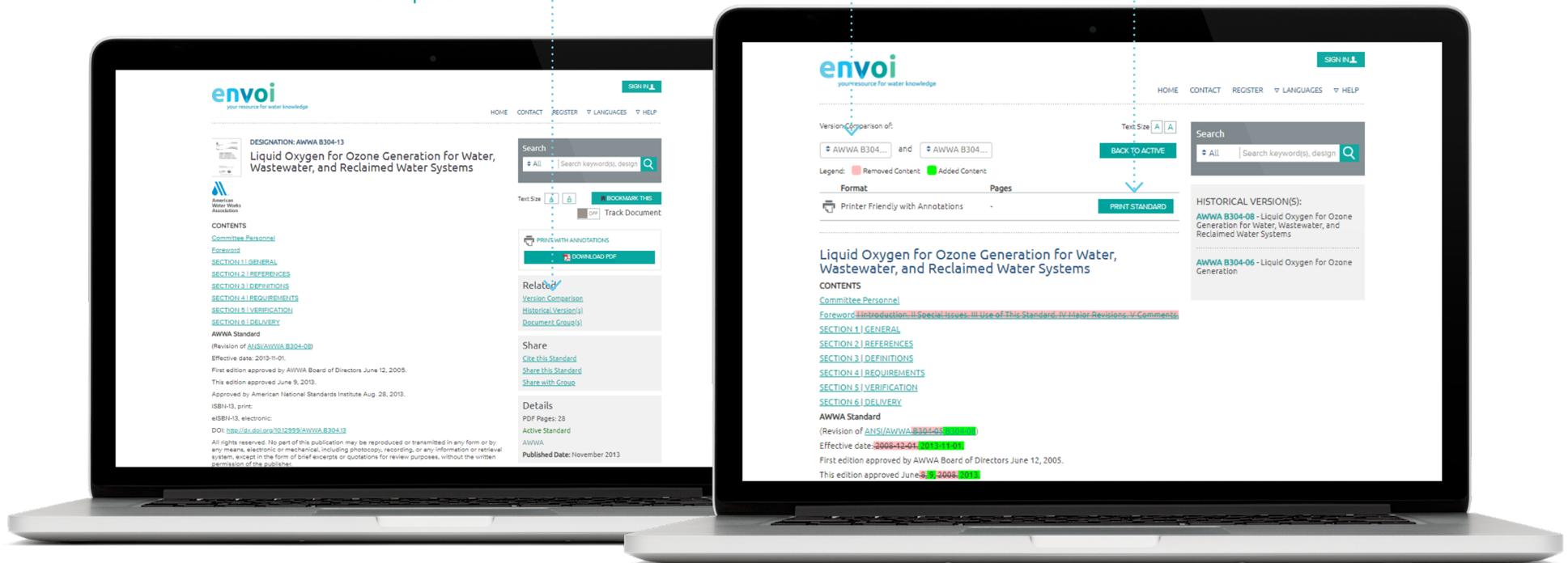
- Increase/decrease the font size for the page you're viewing
- Bookmark standards that you view most often
- Track documents to receive alerts when changes have been made to a standard
- Print the standard with annotations
- Print the online version or the PDF version
- Manage change by comparing versions of standards using color-coded highlights
- View historical versions of standards
- View other documents in related Document Groups
- Share a citation of the standard by e-mail, print, or download into a reference management system
- Share a document via a link to either the active or exact version(s) of a standard. Add your new link to your internal documents or email that link to anyone.
- Details shows the number of pages, whether the standard is active or historic, and the publishing date.

Comparing Changes between Active and Prior Versions of Standards

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

Choose the date you would like to compare. It will automatically populate with color-coded changes.

Click on Print Standard to download and print the redline version of the standard.



Creating an Annotation

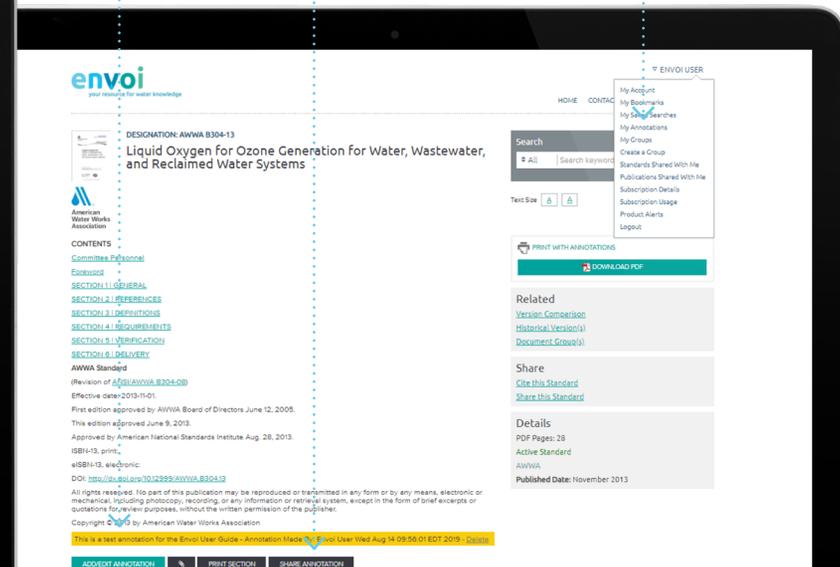
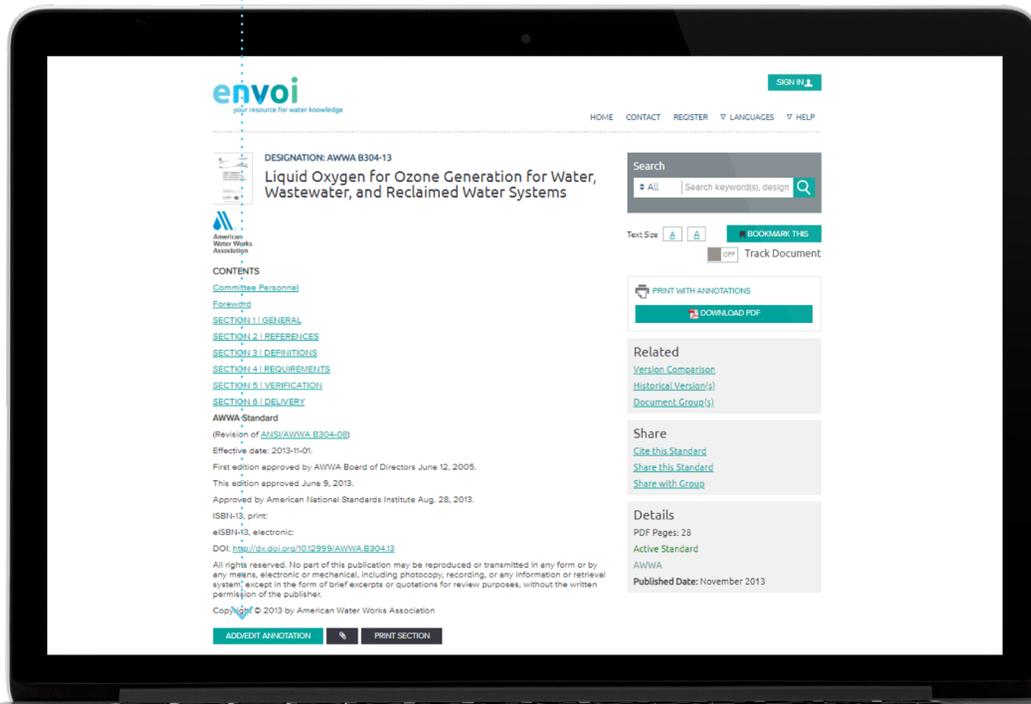
You must be logged in and in the online view of the standard to create an annotation.

After clicking on Add/Edit Annotation, a window will appear providing you with text and attachment options. When finished, click on Save Annotation

Annotations appear with the section above the annotation bar. The annotation will be saved with the user's name, date, and time of creation. All annotations are noted in the standard's table of contents

You can share your annotation to an individual registered user or to a group of users within your company. All annotations are private to the user unless shared.

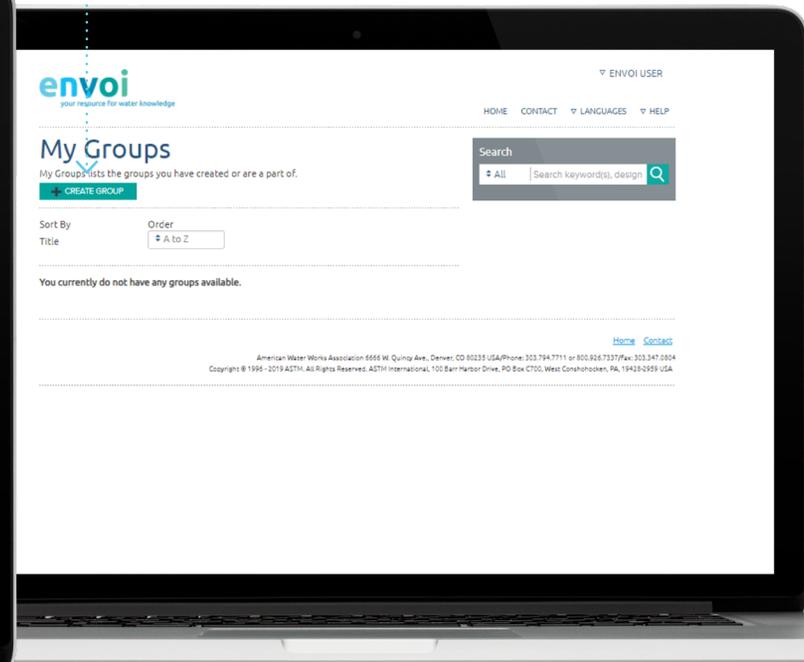
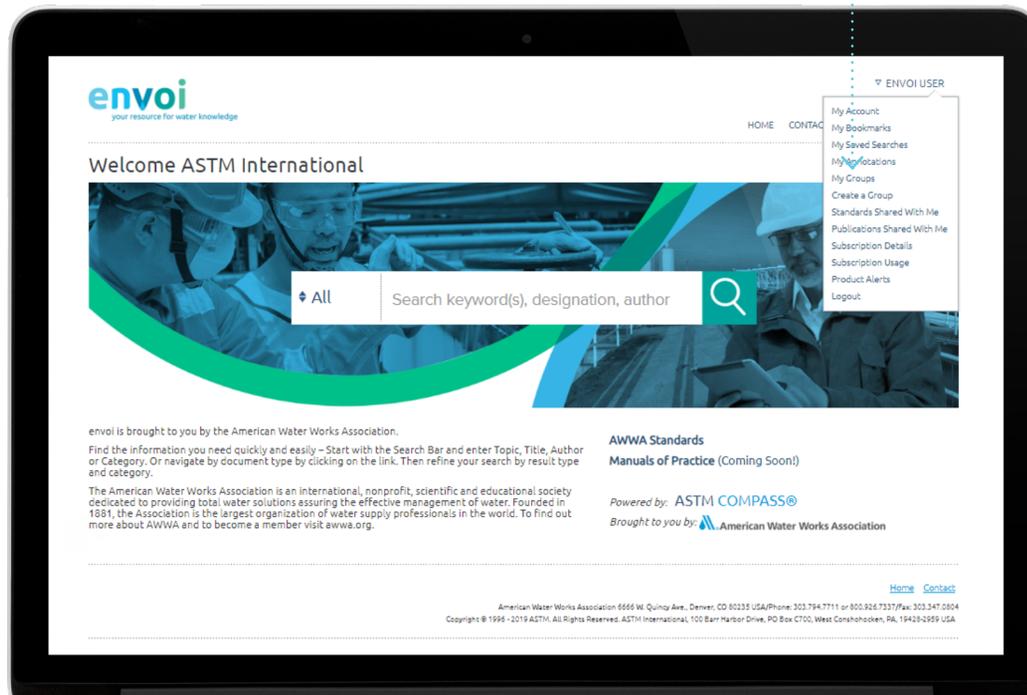
My Annotations under My Tools provides a master list of all your annotations.



Creating a Group and Sharing Standards

You can create and manage groups on the My Groups page.

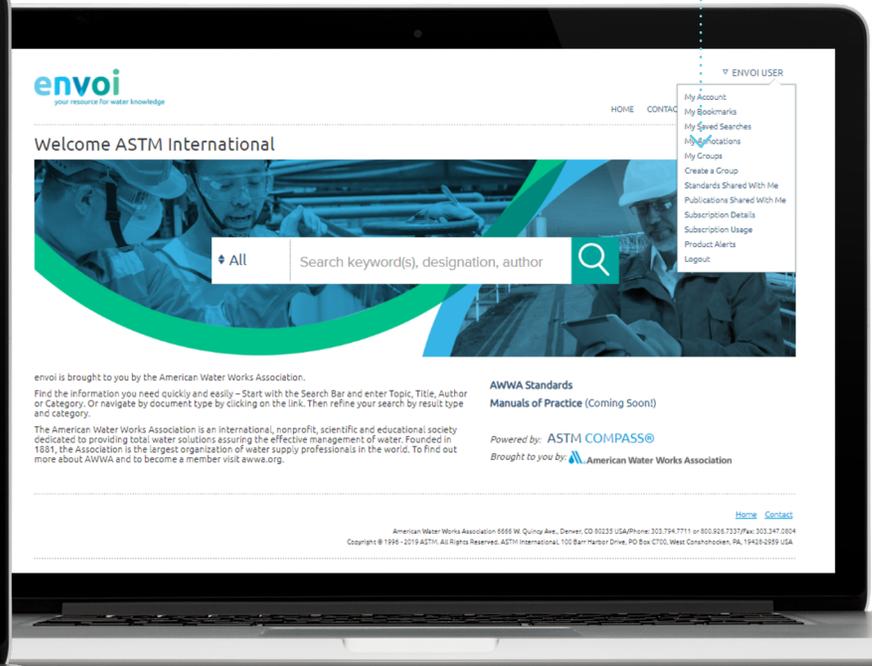
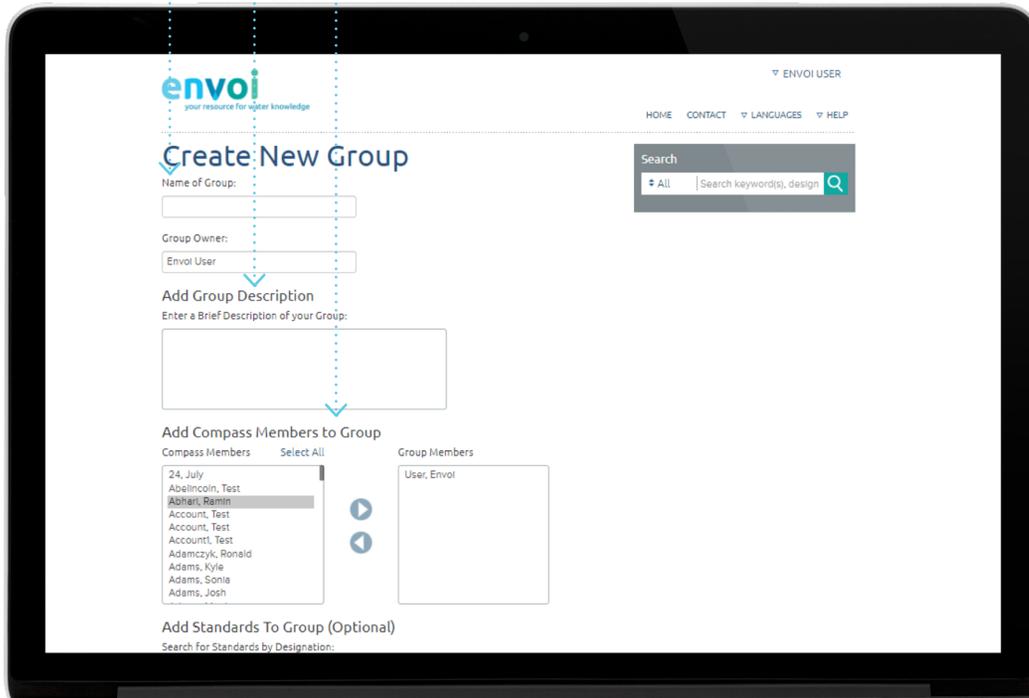
On the My Groups page, select Create Group



Creating a Group and Sharing Standards

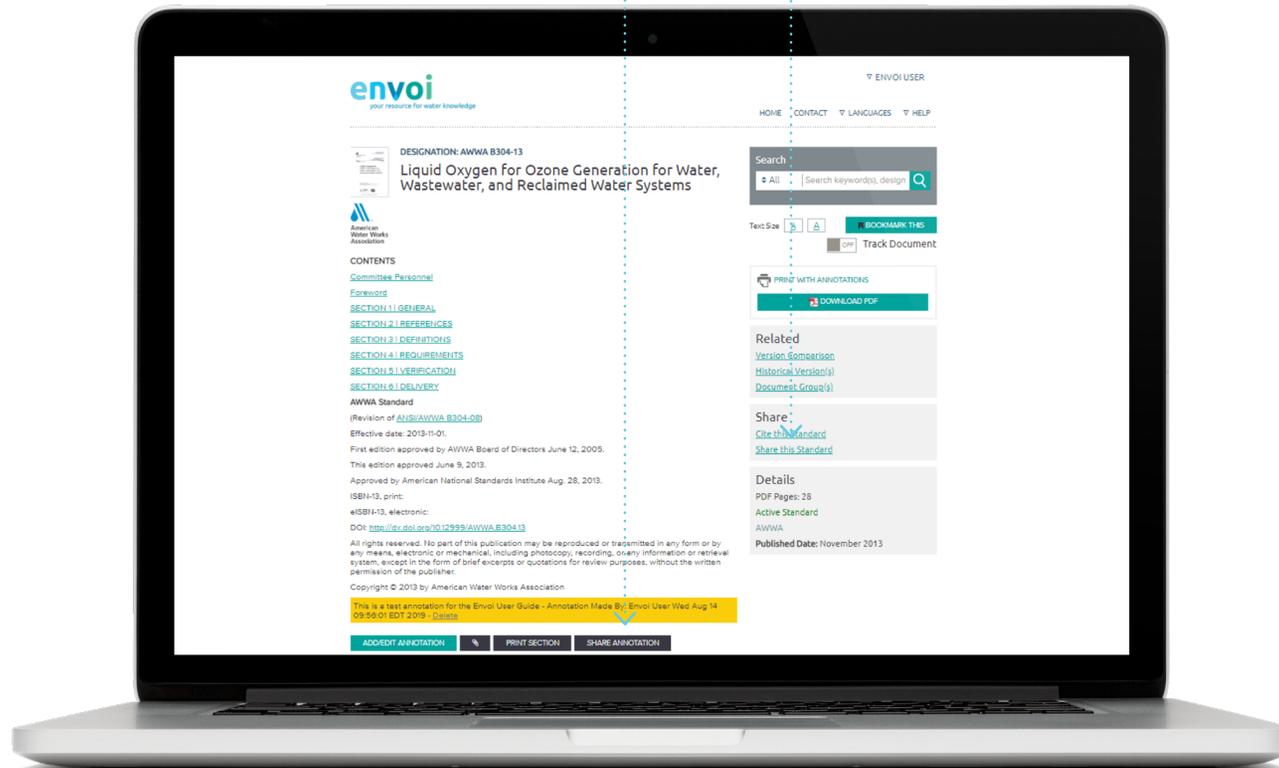
Name, describe, and add registered envoi users to your group.

Edit, delete, or email your group members with My Groups



Creating a Group and Sharing Standards

Share a standard with
or without annotations
with your group.

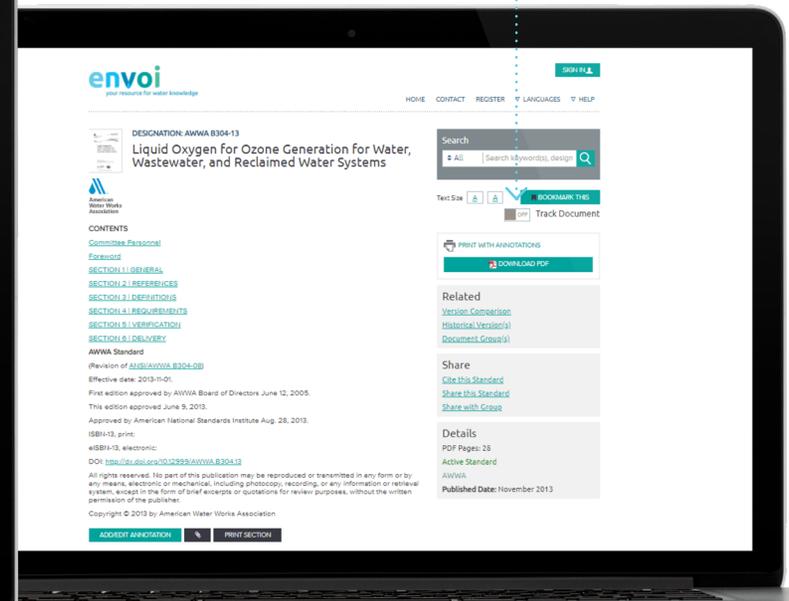
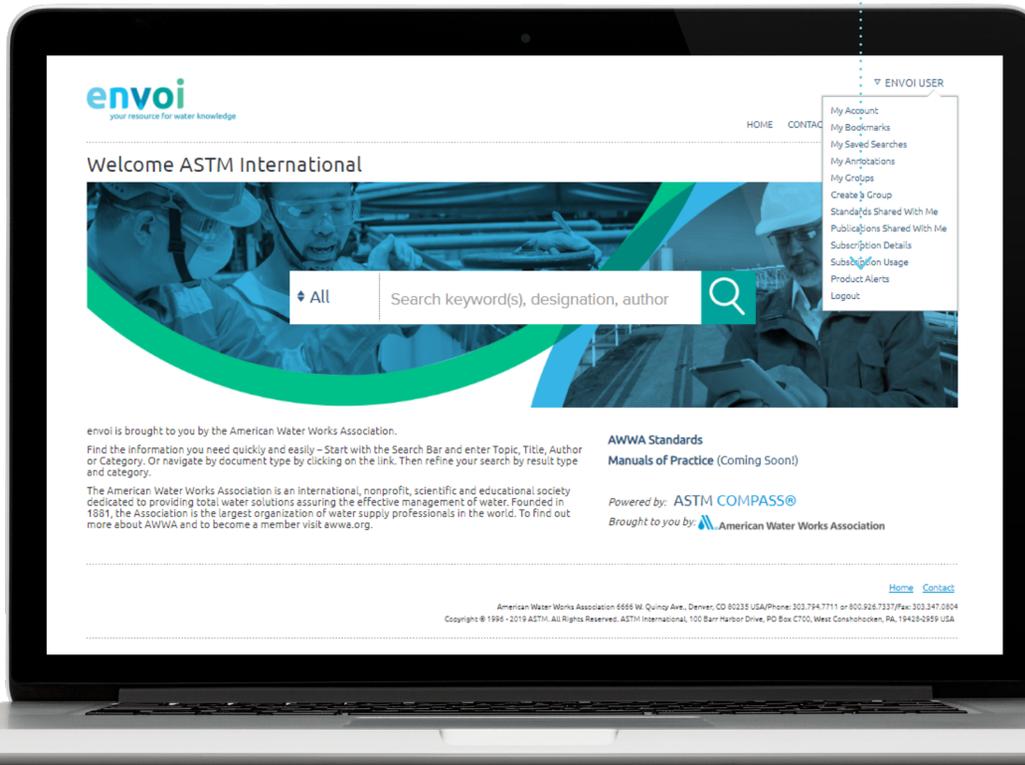


Setting Up Alerts

Tracking Individual Standards

Stay informed of new and revised standards and standards development activities with custom Product Alerts.

Track this standard by turning the Track Document toggle switch to ON. Untrack a document by turning the toggle switch too OFF. This can also be managed within the My Alerts page.

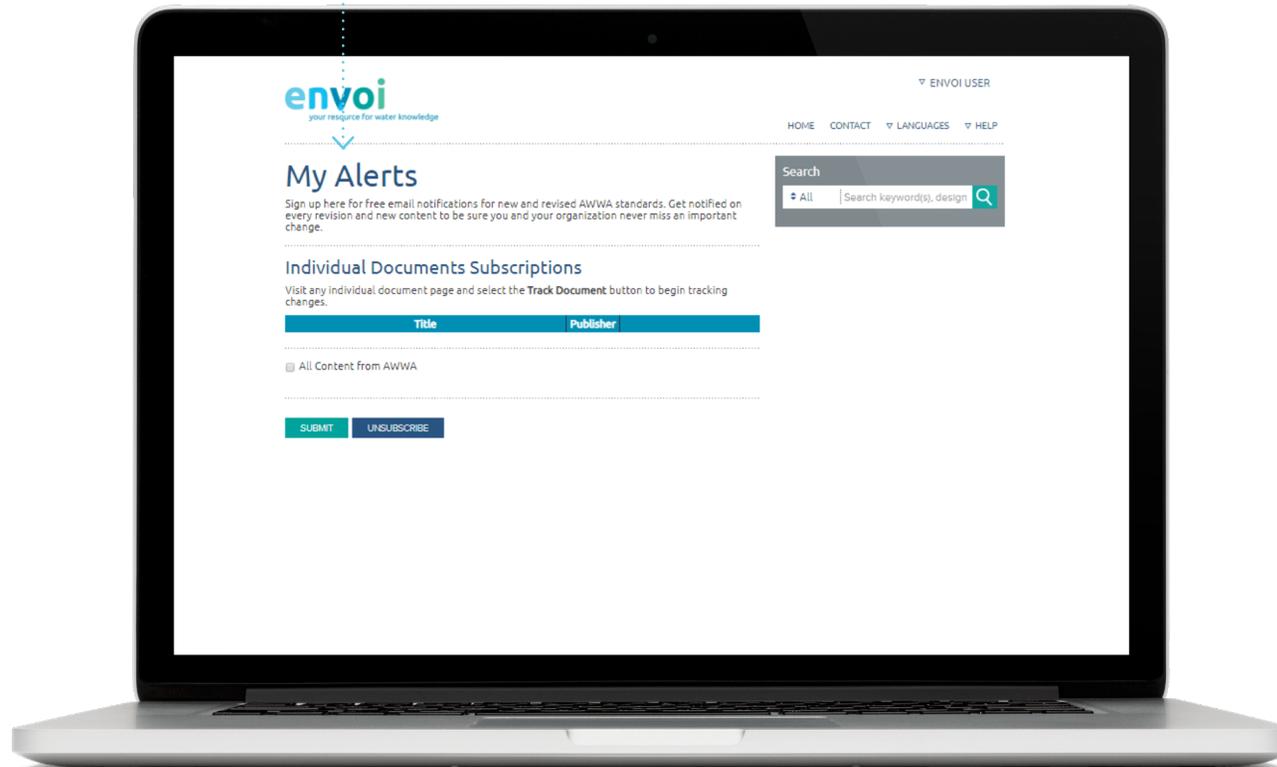


Setting Up Alerts

Tracking Individual Standards

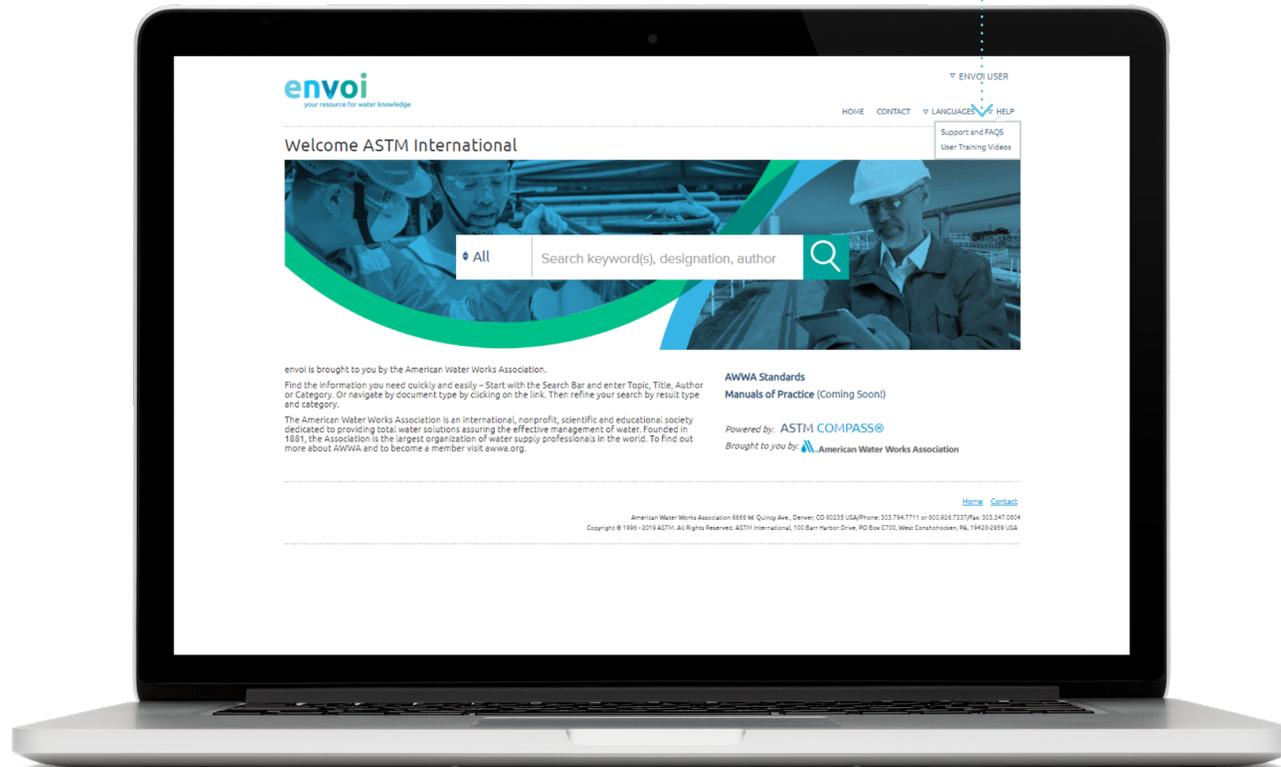
Create or modify alerts.

- Track new and revised standards/new work items.
- Track content by technical field or customize your list of standards.
- Track content from Other Publishers.
- Track any of ASTM's journals



Support

Additional guidance can be found in Support FAQs and User Training Videos in the Help tab.





American Water Works
Association

envoi
your resource for water knowledge

Have additional questions, concerns or suggestions?
envoi@awwa.org | tel +1.303.347.6260