BSI Documents

Quick Reference Guide (FOR MEMBERS)

Member Upload Area - Document Sharing

bsi.

☐ Clickable content

➡ Text applicable to

---

1 | **Open National Documents module and sign in:** https://isolutions.iso.org/portal

New National Documents

New National Documents platform ongoing migration. For national experts now using the new system for accessing their national document workspace.

Read more

👤 Committee members, Committee officers, Voters

Sign in using your ISO credentials

Username
example@bsigroup.com

Password
●●●●●●●●●●

🔒 I forgot my password

☑ I have read and accept the declaration on copyright and data protection for participants in ISO activities.

Sign in

🎧 Contact helpdesk

---

2 | **Upload committee document into Members Upload Area**

BSI › Technical groups
BSI/TC 1 "Test Committee 1"

View | Related committees | Members list

General | Meetings | Decisions | Projects | Member upload area | Mail archive | Miscellaneous

Member upload area

View | Members list

5 result(s)

Title

Create
File | Folder | Link

Create | **Bulk Upload**

Content *
Upload main file

Title

Source

Description

Cancel | Back | Create

1. Select the 'Members upload area' folder.

2. Then select the + DOCUMENT icon

3. To upload a file, select the 'file' icon

4. a. Next select, 'upload the main file' and locate the file on your PC.

   b. Then define the title, select a source from the picklist and add a description.

5. Finally select 'Create'. And a popup notification will appear in the bottom left of the screen and the file will preview.

---

3 | **File availability and notification to members**

Member upload area

View | Members list

6 result(s)

	Title	Modified	Author
☐	📁 Eve Functional testing	2022-03-23	EA Eve Agunblade
☐	📁 Test Folder	2022-03-17	PM Peter Maldens
☐	MBUA ISO	2022-04-08	SS Syreeta Sims
☐	Meeting Announcement Test 2	2022-03-18	PM Peter Maldens
☐	🔗 Google Test Link	2022-03-17	PM Peter Maldens
☐	Meeting Announrcement	2022-03-17	PM Peter Maldens

The file will be available immediately to all committee members, from within the Members upload area.

Committee members will receive a notification of this upload the next day, within the Documents notification email

---

PILOT VERSION DOCUMENTATION