AS-11

The **AS-11 Tab** gives you **ASME Staff Contact** and **Committee Membership** personnel information.

To Search for a Committee

1. Click on the *AS-11* tab.
2. Enter *part* or *full* **Committee Name** in the **Committee Search** textbox then click on the **Search** button.
3. Click on any of the *report buttons* displayed under each committee.
4. Click on the *PDF file* displayed at the bottom left corner of the page to open and view the file.
5. When done *Close* the file.

To Search for a an Individual

1. Click on the *AS-11* tab.
2. Enter either their *first name*, *last name*, or *full name* in the *Staff/Volunteer Keyword Search* textbox then click on the *Search* button.
3. Click on the *name link* of the individual.
4. Click on the *PDF file* displayed at the bottom left corner of the page to open and view the file.
5. When done *Close* the file.

Custom Tracking Items

Custom Tracking allows you to add records and ballots to your customized tracking list so you don't have to search for them every time.

To add items to your customized tracking list:

1. Click on the *My Profile* tab.
2. Click on either *View All* button for Ballots or Records.
3. Locate your Ballot or Record on the list then click on the *Add to Custom Tracking* link.

To view your customized tracking items:

1. Click on the *Custom Tracking* tab.
2. Your item should appear on the page.

To remove items from your customized tracking:

1. Click on the *Custom Tracking* tab.
2. Check the box in the *Remove* column that corresponds to the item you want to remove.
3. Click on the *Remove checked Items* button.

Note: You can also click on the **Search** tab, locate the Ballot or Record, and click on the **Add to Custom Tracking link**.

What is C&S Connect?

C&S Connect is an ASME **members only, password protected application** that is used by Volunteers and ASME Staff to

- manage the standards development process
- conduct committee work
- track and update proposals, such as revisions to standards
- cast and track voting actions during the voting and balloting process
- collaborate and share information among committee members
- access important committee documents such as meeting Minutes and Agendas, New Member Resources, and download documents.

Search for Records and Ballots

The **Search** tab allows you locate a **Record** and **Ballot** in the system. The two types of searches you can perform are

Quick Search: In order to perform a **Quick Search** you must know the exact item # you are searching for.

1. Click on the *Search* tab.
2. Select one of the items on the *Search for* list box.
3. Enter the *exact #* in the *Enter a number* textbox then click on the *Search* button.
4. The Search results will appear on the page with *Action buttons* you can take.

Advanced Search allows you to combine search terms by entering specific parameters to narrow your search.

1. Click on the *Search* tab.
2. Select one of the options on the *Advanced Search for* list box.
3. Click on the *Open* button.
4. Enter the *information in each of the fields* you want to include in your search.
5. Click on the *Search* button.
6. The Search results will appear on the page with *Action buttons* you can take.

Note: For an **Advanced Search** only, you can enter the **full** or **partial** Record #, Ballot #, or Code Case #. Also, when searching for a **Ballot**, it is necessary that you include the **date the ballot was opened** and select the **Committee** from the Committee List.

ASME Codes & Standards
C&S Connect
New Member Basics

This pamphlet was created to provide you with simple step-by-step instructions on the most common tasks performed on C&S Connect. In this pamphlet, you will find instructions for:

- Logging on to C&S Connect
- Accessing New Member Resources
- Viewing/Updating Profile
- Viewing Committee Pages
- Sharing Large Files
- Custom Tracking Records & Ballots
- Accessing ASME Staff Contact & Committee Membership Information
- Searching for Record, Ballot, Code Cases

Login to C&S Connect

1. Open your web browser and type *http://cstools.asme.org*.
2. Enter your full **Email Address** registered in C&S Connect.
3. Enter your **Password** then click on the **Log in to Continue** option. (**Note**: Password is case-sensitive.)

If you experience login issues, contact your **Staff Secretary** or send an email to *csadmin@asme.org*.

New Member Resources

The **New Member Resources** feature offers new members everything they need to acquaint themselves with C&S Connect, Committee Pages, and actively participate in the voting process and committee actions.

To access the information

1. Click on the *My Profile* tab.
2. Click on the *New Member Resources* link.
3. Click on the *links* and *tabs* on the *Home* page.

Forgot / Change Password

1. Open your web browser and type http://cstools.asme.org.
2. Click the **Login** option on the CS Connect Home page.
3. Enter your full *Email Address* then click the *Forgot Password* link.
4. Re-enter your full *Email Address* then click on the *Reset Password* button.
5. An **ASME Password Reset Requested** email is sent to your email address. Open the email and click on the **Reset Password** link.
6. Re-click the **Reset Password** option.
7. Enter your **new password**. Must follow the required password format depicted below. Must be **8 characters minimum (ex. trnTRN22$ trnTRN22$)**

| Length | abc | ABC | 123 | @#$*!? |

8. Click the **Change Password and Continue** option.
9. On your web browser, type **cstools.asme.org** to be directed to CS Connect then click the **Login** option.

If you experience any problems, contact your Staff Secretary/Staff Contact or send an email to csadmin@asme.org.

Viewing Committee / Updating Profile

My Profile tab shows the Volunteers a page listing their Committee related information and Contact information.

1. Click on the *My Profile* tab.
2. To view *ballots* for a specific committee, click on the *View All* button under the *Ballots* column for the Committee you wish to view.
3. To *view records* for a specific committee, click on the *View All* button under the *Records* column for the Committee you wish to view.
4. To **send emails** to an entire *Committee* or selected *Committee Members*, click on the *E-mail* button for the Committee. You will be directed to the *VCC* tab.

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5. To *view committee information* such as the Charter, Officers, Meetings, Minutes and Agendas, click on the *View Committee Page* button under the *Committee Web Page* column.
(**Note:** This button is not active for all members.)
6. To access C&S PDF files, click on the *View PDFs* button under the *Access C&S PDFs* column.
(**Note:** The files you can access are based on your committee membership.)
7. To update your contact information, click on the *Update Contact Information* button. Click on the csadmin@asme.org link and send an email with your changes to the ASME designated staff.
8. To update your professional profile, click on the *Update Professional Profile* button. Enter the updated information on the form.

Viewing Committee Pages

You can use the menu items on the left side of the *My Committee Page* tab to access committee specific information such as:

- Minutes and Agendas
- Rosters
- Codes & Standards PDFs
- ASME C&S Policies, C&S Procedures & Guidelines

1. Click on the *My Profile* tab. The committees for which you are a member are listed.
2. Click on the *View Committee Page* button for the committee you would like to view.

To view the Committee Page of a committee for which you are NOT a member

1. Click on the *Committee Central* option on the top menu bar of the page to open the list of all committees.
2. Click on the link for the *Committee* you wish to be directed to.

Note: Certain items are available only if the committee provides them.

Sharing Large Files

Many companies impose size restrictions on email file attachments. As a solution, C&S Connect offers *Committee File Sharing*.

From any *Committee Page* or the *My Committee Page* tab:

To share a file with your committee:
1. In the menu on the left side of the screen, under *Codes & Standards Resources* section, click on the *Committee File Sharing* link.
2. Under *Committee Files*, click the *Add Files* link.
3. Select the *Committee* from the drop-down list with whom you want to share the file.
4. Click on the button associated with *Select a File to upload* and locate the file you want to share.
5. Enter a *File Description* for the file in the designated textbox.
6. To attach additional files repeat steps 3 through 5 above.
7. When done, click on the *Submit File* button.
Note: Send an email to the Committee to inform the Committee and/or ASME staff that the files have been posted.

To retrieve a file that has been shared:
1. In the menu on the left side of the page, under the *Codes & Standards Resources* section, click on the *Committee File Sharing* link.
2. Under *Committee Files*, click *View Files*.
3. Select the *Committee* from the drop-down list for which you want to view files then click on the *Select* button.
4. When the page refreshes, choose the file you want to open by clicking on the corresponding *Get File* link.
5. Click on the *PDF file* displayed at the bottom left corner of the page to open and view the file.
6. When done *Close* the file.