



CSA OnDemand™ Standards Access Quick User Guide

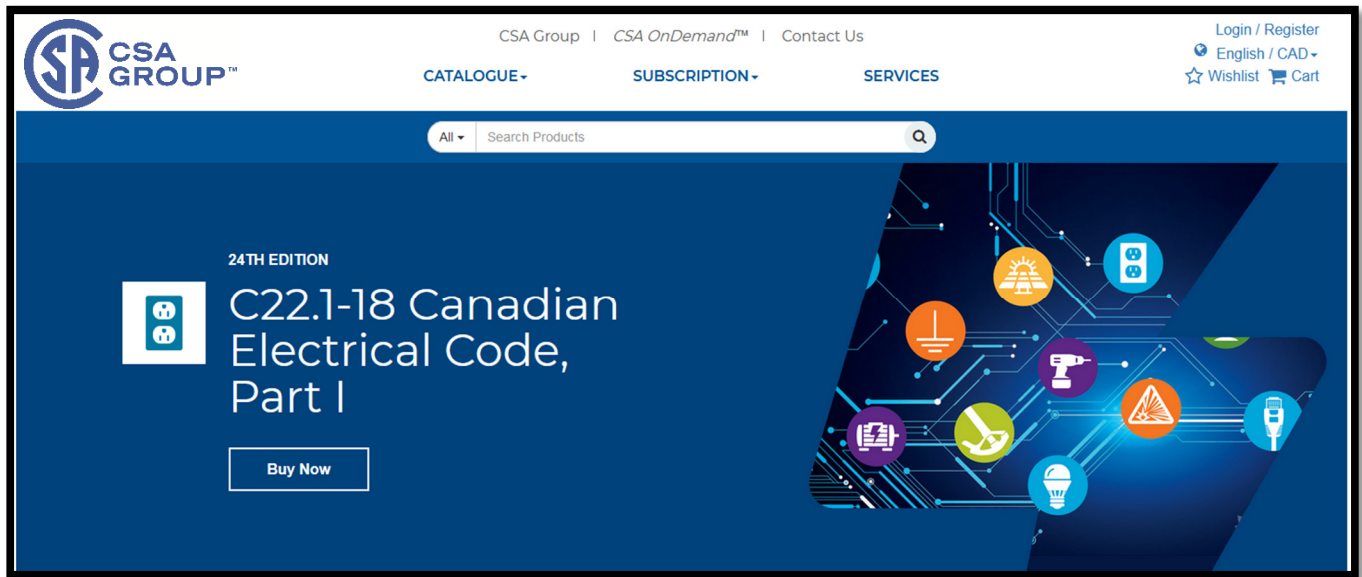
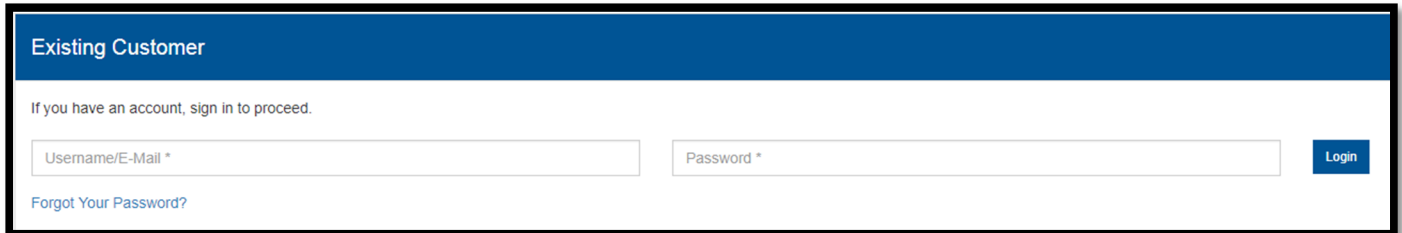


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Accessing your Standards

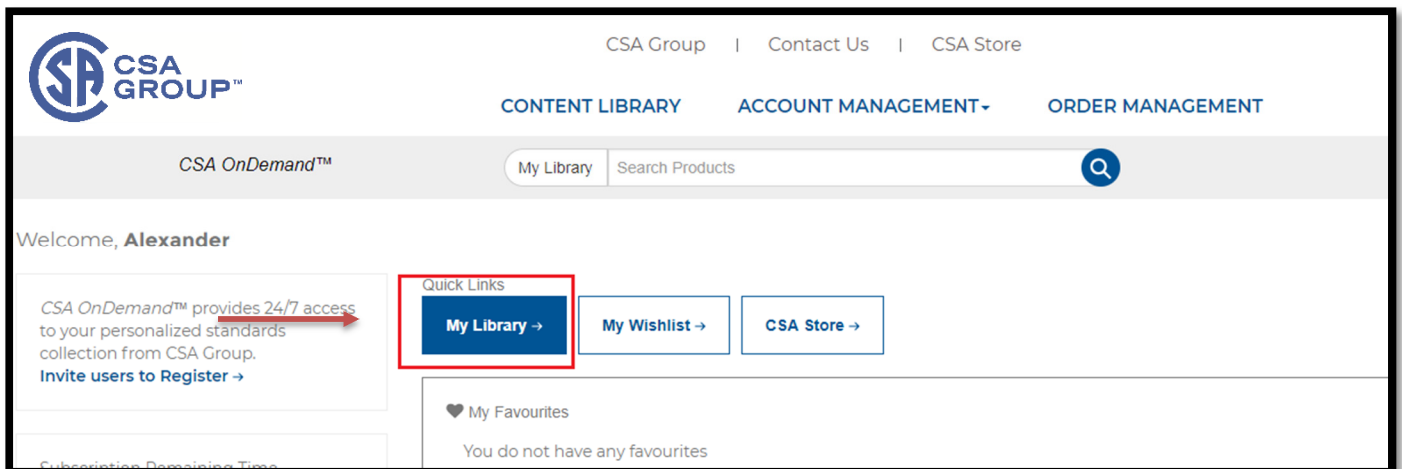
1. **First**, click on the link <https://store.csagroup.org/> to visit our new CSA online store.
2. In the upper right corner of the page, **click on login** and enter your login details.



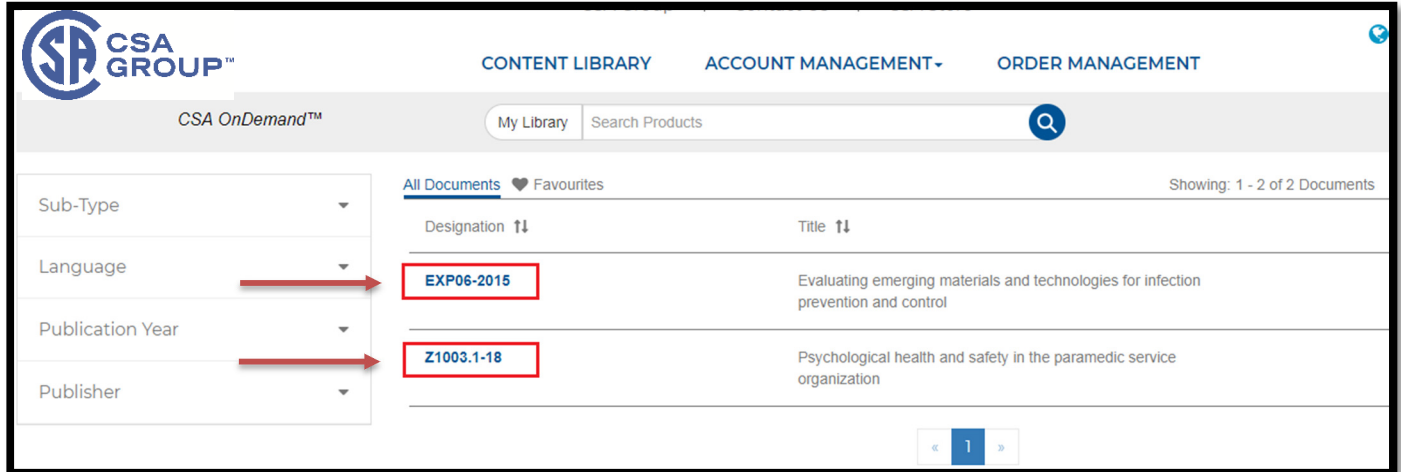
3. Next, **Click on CSA OnDemand™**



4. **Click on the tab named, “My Library”.**

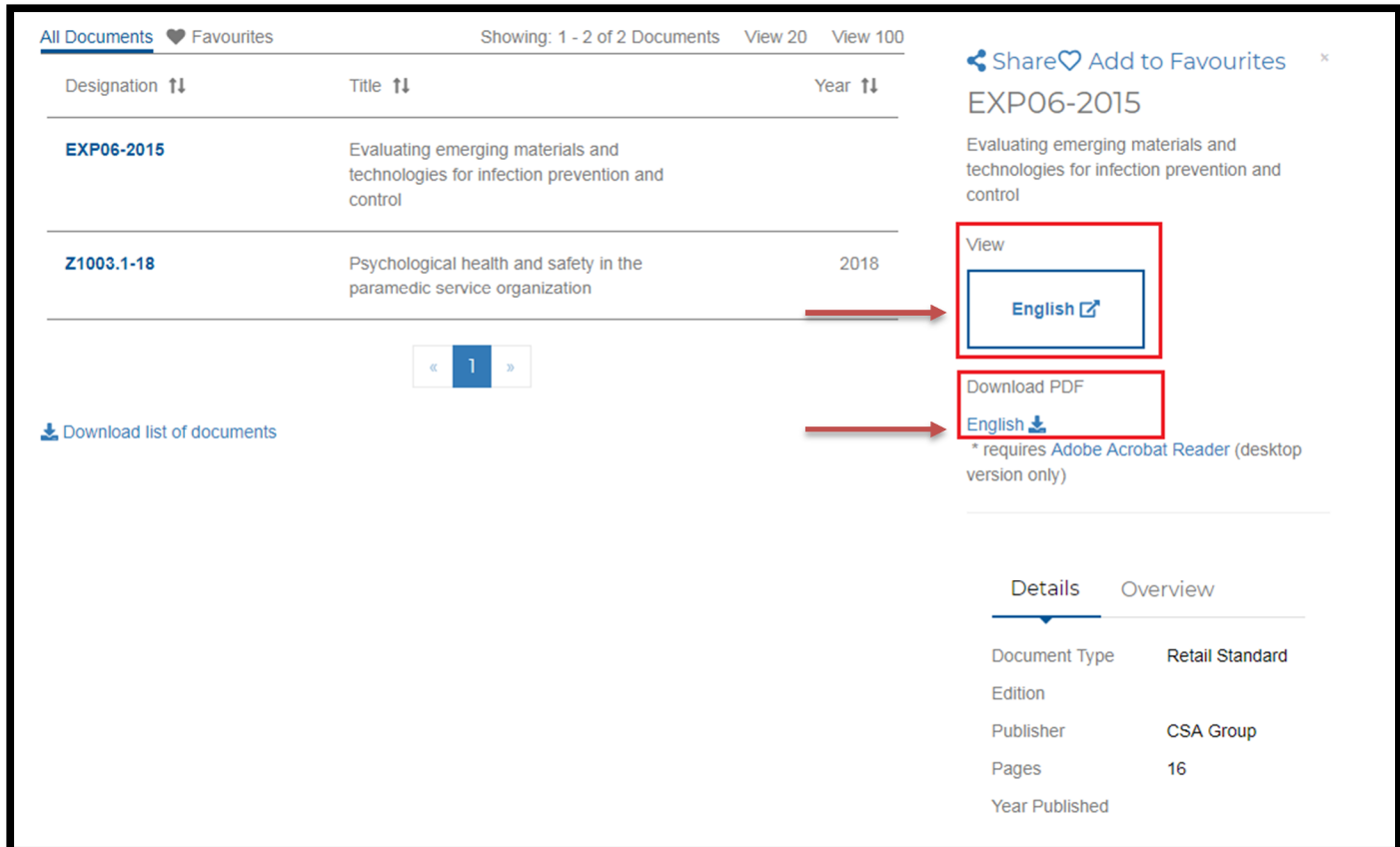


5. Once in the My Library section, you'll see a list of your purchased standards. **Click** on one of the Standards from the list.



The screenshot shows the 'My Library' section of the CSA OnDemand portal. It features a navigation bar with 'CONTENT LIBRARY', 'ACCOUNT MANAGEMENT', and 'ORDER MANAGEMENT'. Below the navigation is a search bar and a filter sidebar on the left with categories like 'Sub-Type', 'Language', 'Publication Year', and 'Publisher'. The main content area displays a table of documents with columns for 'Designation', 'Title', and 'Year'. Two documents are listed: 'EXP06-2015' (Evaluating emerging materials and technologies for infection prevention and control) and 'Z1003.1-18' (Psychological health and safety in the paramedic service organization). Red boxes highlight the designations, and red arrows point from the filter dropdowns to these documents.

6. On the right-hand side, you will see two options, **View English** and **Download PDF English**.



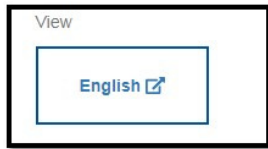
The screenshot shows the details page for the document 'EXP06-2015'. The page includes a table of documents, a sidebar with 'Share' and 'Add to Favourites' options, and a 'Details' section. The 'View English' and 'Download PDF English' buttons are highlighted with red boxes. Red arrows point from the document list to these buttons. A note below the 'Download PDF English' button states: '* requires Adobe Acrobat Reader (desktop version only)'. The 'Details' section shows the following information:

Details	Overview
Document Type	Retail Standard
Edition	
Publisher	CSA Group
Pages	16
Year Published	

7. **View English** is the **Web Viewer Version** which offers the option to save the Standard in your browser's memory for quick and easy access (even offline). Please note that this **Web Viewer** access of the Standard offers all the same functionalities as the saved PDF version (e.g. ability to add notes and highlights, etc.)

To save your Standard to your browser's memory, please follow these easy steps:

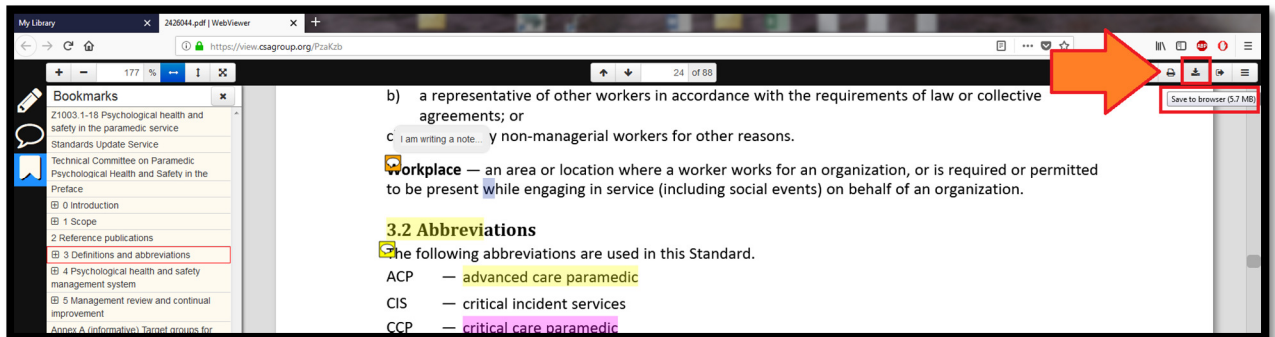
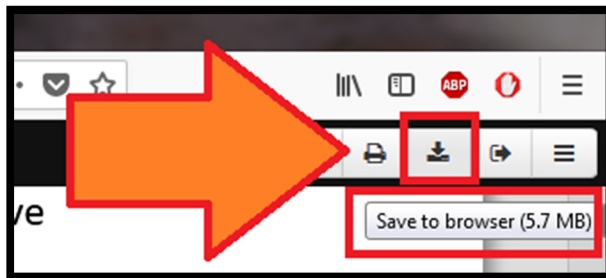
- 1) First, open the Standard through *CSA OnDemand™* using the **Web Viewer link**:



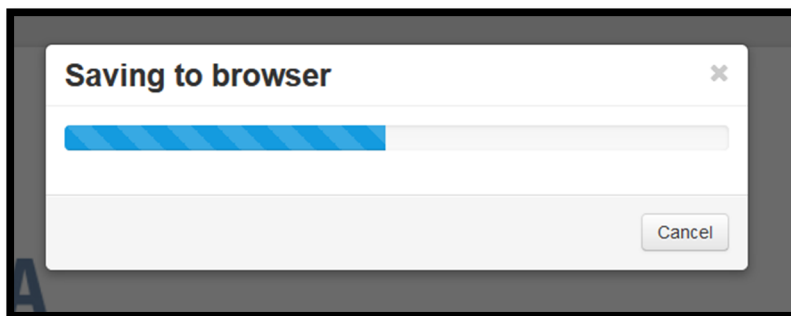
- 2) Create a bookmark and/favorite for this URL.

Note: For guidance on how to create a bookmark in your browser, please visit:
<https://www.computerhope.com/issues/ch000858.htm>

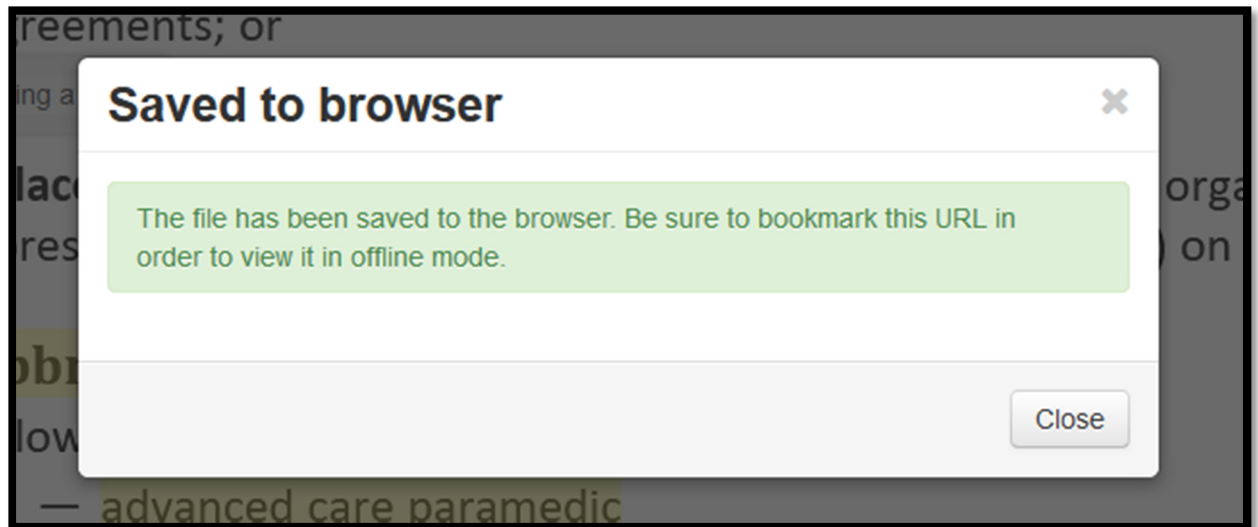
- 3) Next, **click** on this icon on the right-side of your screen to **save it to your browser**:



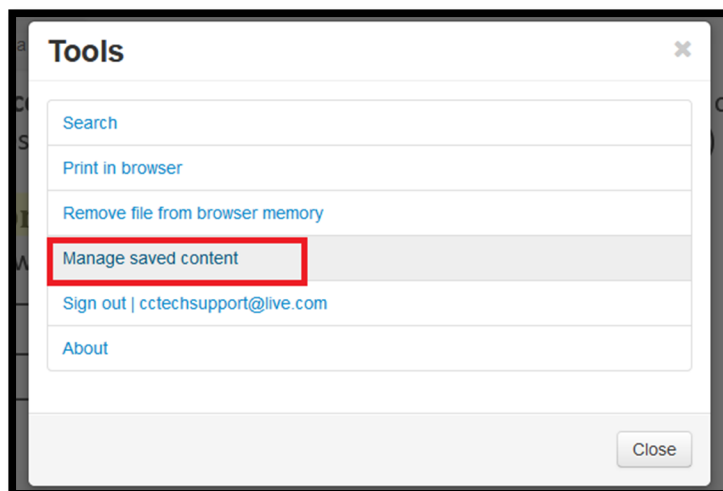
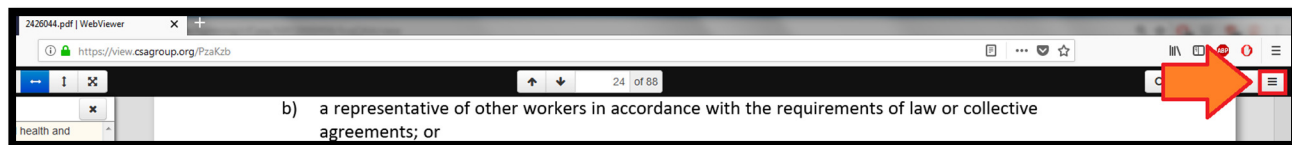
- 4) A progression bar will appear to show the progress of saving the Standard:

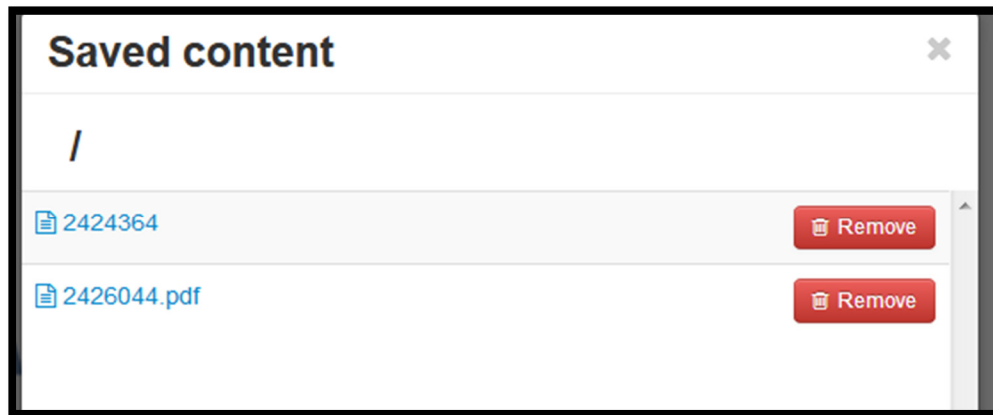


- 5) A message will appear once the Standard is saved suggesting bookmarking this webpage for future easy and quick access (offline and online):
- **Important note:** for offline viewing, the bookmark step must be executed prior to the “save to browser” step.

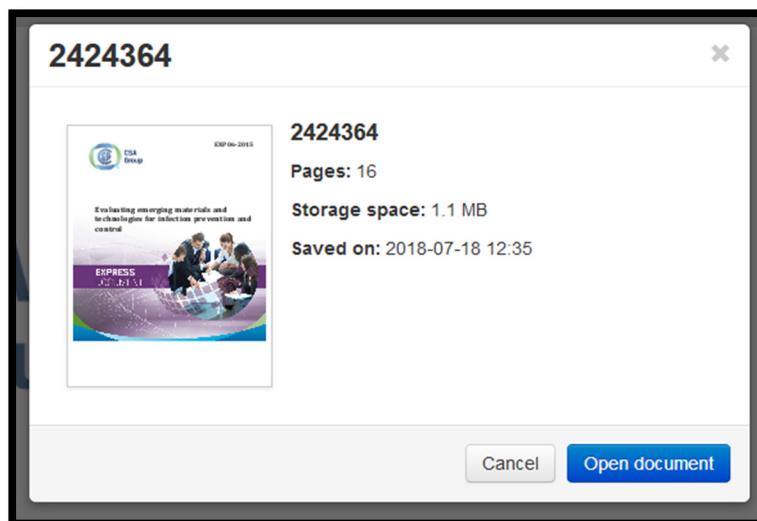


- 6) Now you can also manage your saved Standards by clicking on **tools icon** (the **3 lines** in the upper right corner) and then selecting “**Manage saved content**”:

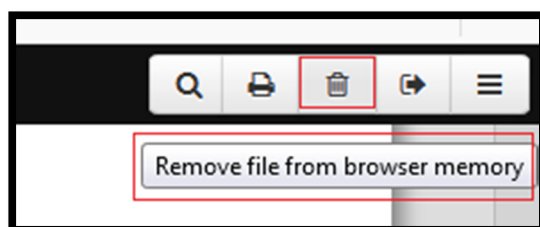




7) Note: If you **click** on the PDF number itself, you will get a detailed preview of the Standard and you can quickly switch from one Standard to another (within the web viewer) without having to go back to CSA OnDemand™:




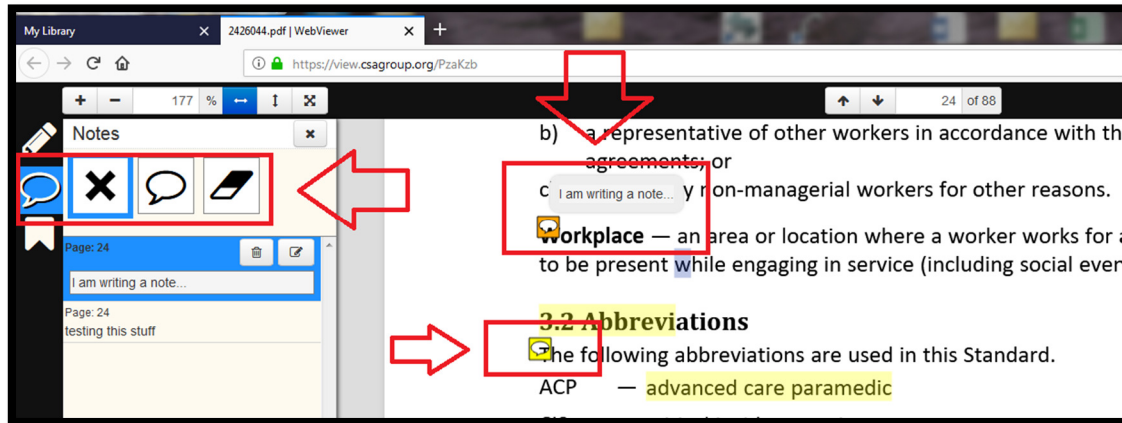
8) Saved Content (Standards) can be removed from the **'Managed Saved content'** menu as well as with this button on the upper right side of the Standard:



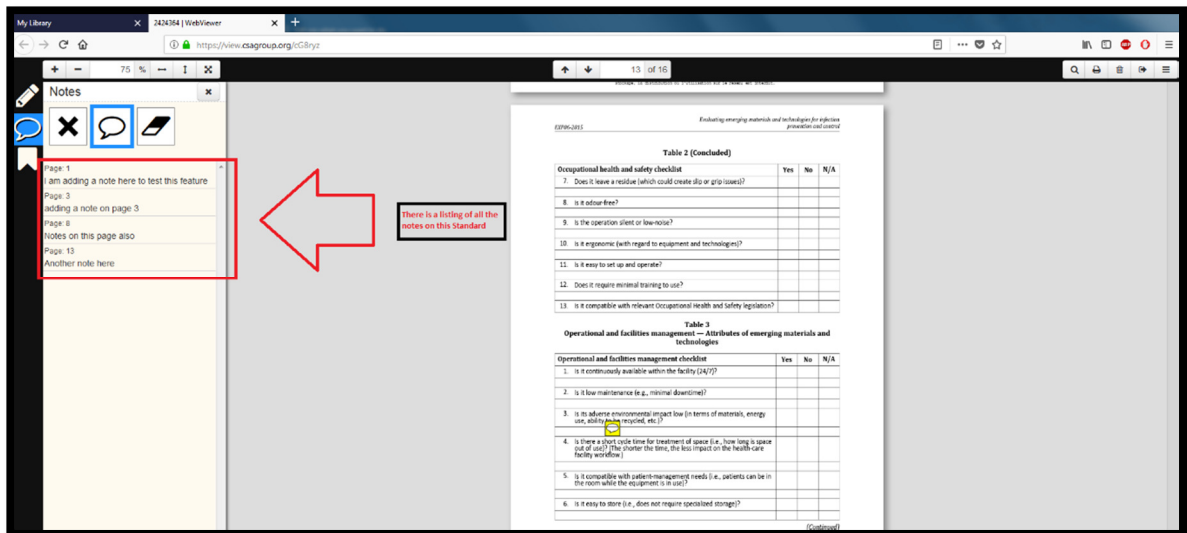
Adding Notes & Highlights

You can add your own **notes** and **highlights** through the online web viewer and they will be saved so they can be accessed from another browser and/or another device using the same login (or offline locally on the browser memory). Here's how to add your notes and highlights.

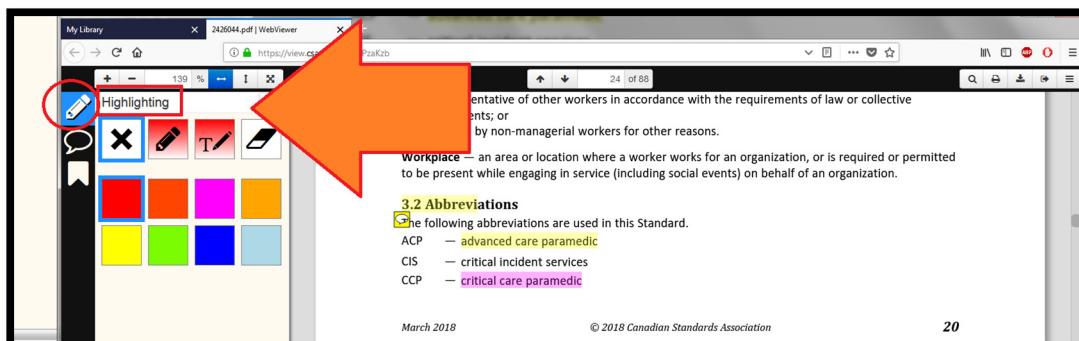
1. **Notes** can be added through the left side of the screen by clicking on the “Speech balloon” symbol. 



2. A list of all **notes** is visible on the left side of your screen. The list includes the page location for each note and you can select the note to jump-click to each note's location in the document:



3. Multiple colors are available for **highlights**, simply select the color and start highlighting:



Downloading PDF Files

1. See page 1 for instructions about how to access your PDF Library CSA OnDemand™.
2. Click on “**Download PDF English**” link to download the PDF (*one device limit per single user license*).

Designation	Title	Year	Status
Z1003.1-18 -- FREE DOWNLOAD	Psychological health and safety in the paramedic service organization	2018	Active
Z1003.1-F18 -- TÉLÉCHARGEMENT GRATUIT	Santé et sécurité psychologiques dans les organismes de services paramédics	2018	Active
EXP06-2015	Evaluating emerging materials and technologies for infection prevention and control	2015	Active

3. After you download the PDF, go to the *Downloads folder* in your system and open the PDF with **Adobe Reader** (do not open the downloaded PDF in the browser).

**Important: New digital rights management security has been placed on our Standards.*

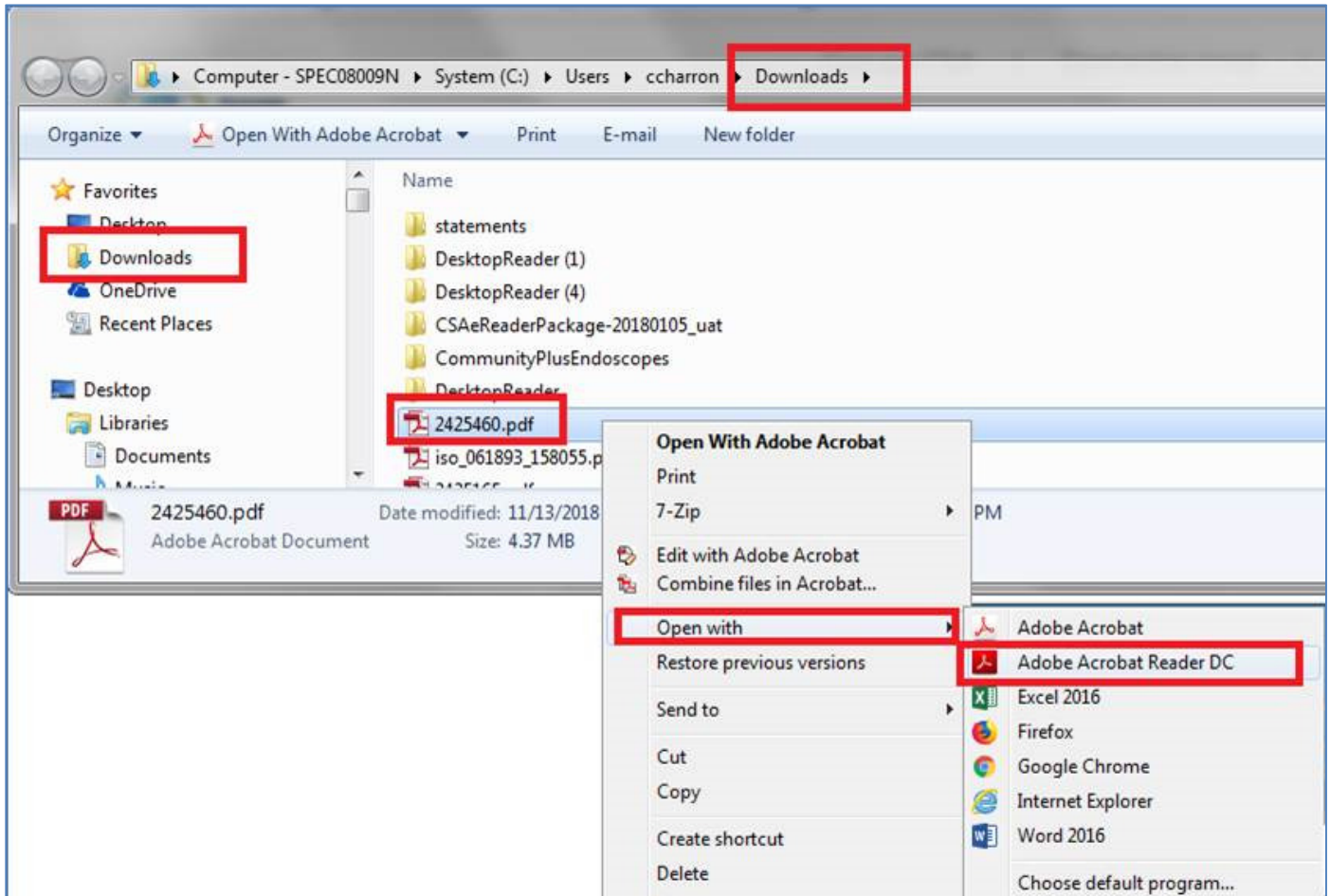
More detailed instructions with the Google Chrome Browser:

1. After clicking on the link to download the PDF

2. After some time, the download is completed, and the following pop-up shows up in the lower left corner of the screen. **You cannot simply open the PDF in your browser.** Please click on the small arrow located on the right side of the pop-up and select “**Show in Folder**”, that will show you the PDF file where it was downloaded on your PC, usually in the **Download** folder.

B651-18	Accessible design for the built environment
B149.1-15	Natural gas and propane installation

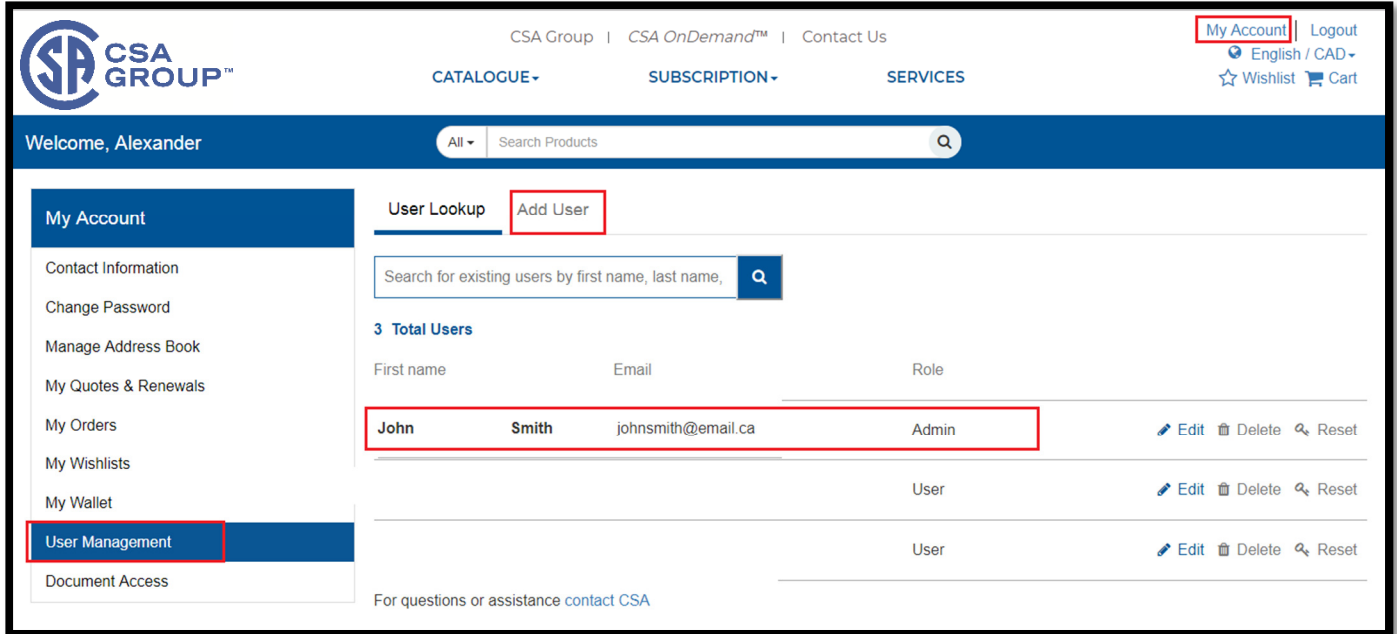
3. You should now see your Download folder where your PDF was saved. Simply do a right click on the PDF and click on “Open With” and make sure to select Adobe:



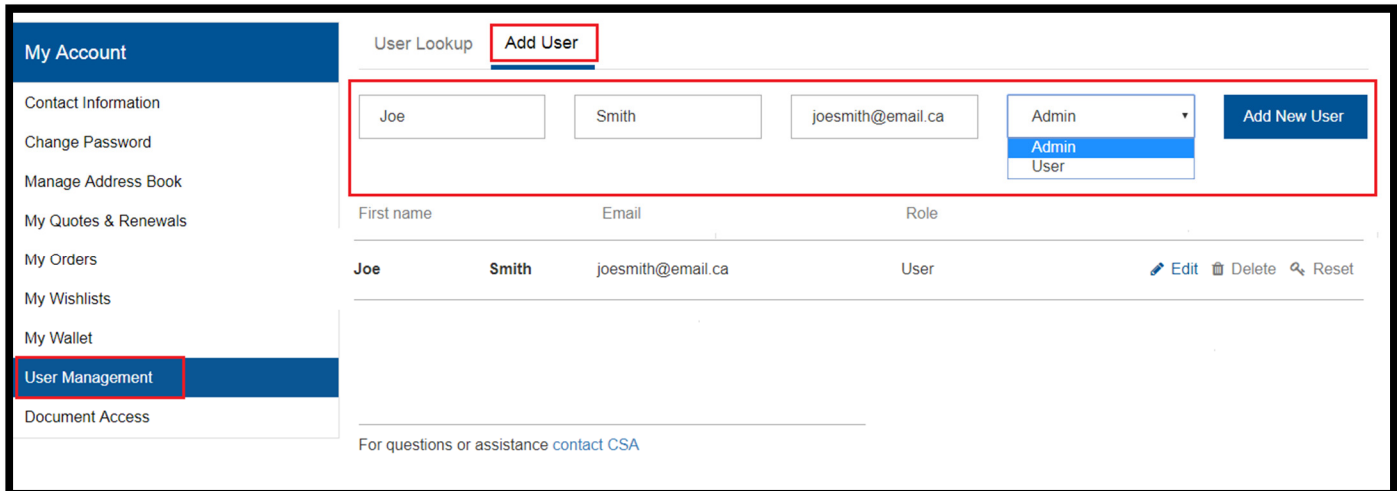
4. Your PDF should open (if any issues here please see page 11 for the most common errors).
The latest Free Adobe Reader version can be downloaded & installed from this link:
<https://get.adobe.com/reader/>

License and User Management

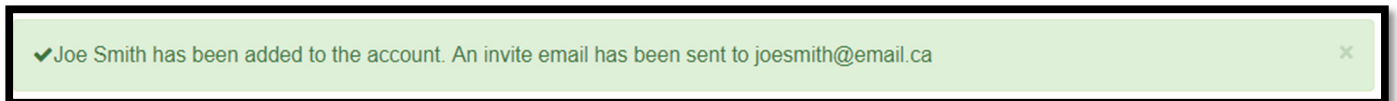
1. Single user Licenses and user accounts can be managed from your account by selecting the **“My Account”** tab in the top-right of your browser:



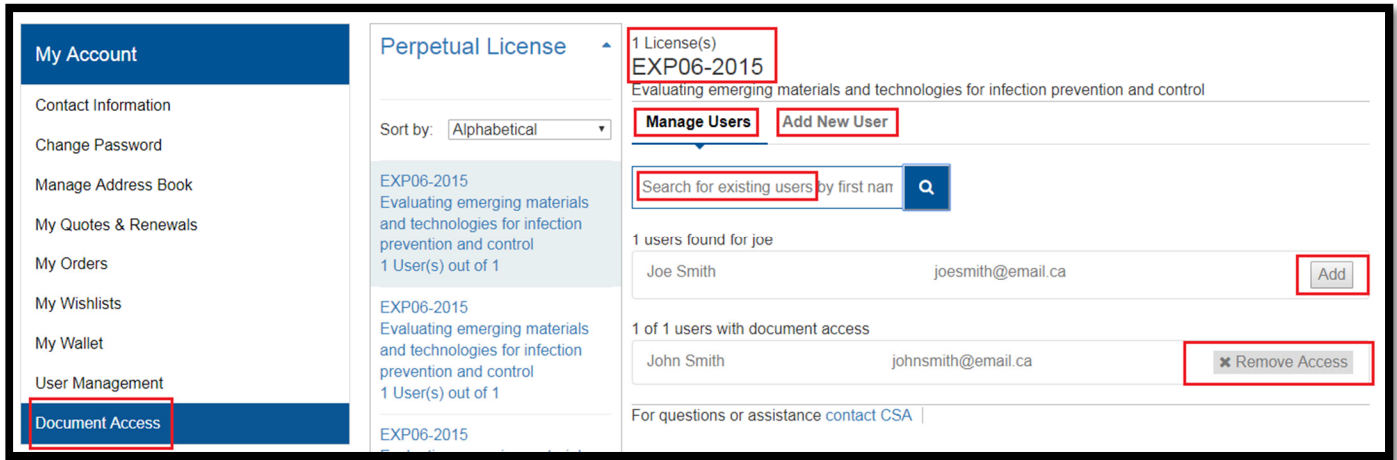
2. To **Add a User** select **User Management** (either as new admin or a new user) and then select **“Add User”**:



3. Once the new user is created, a confirmation message will appear indicating that an invite email was sent to the new user:



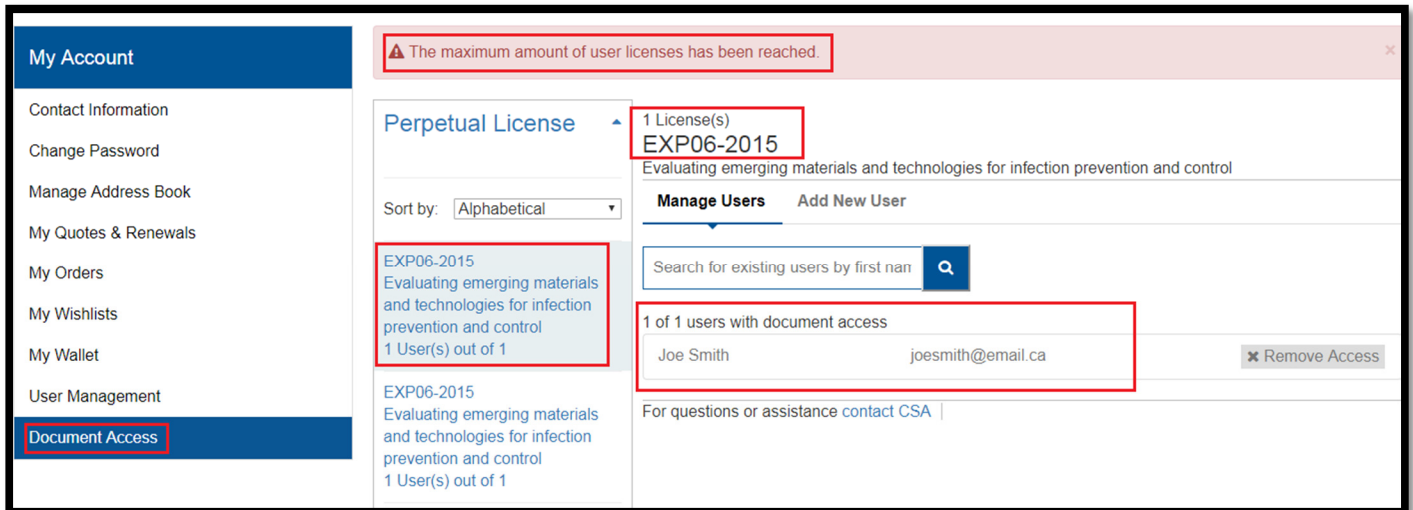
- The single user license can now be assigned to the new user under the section **Document Access**. Please note that if a Standard only has one license, it is assigned by default to the user admin who made the purchase. **To Add a new user to this license, please first remove yourself by clicking on Remove Access:**



Note: trying to add more than one user by single user license will give this error:



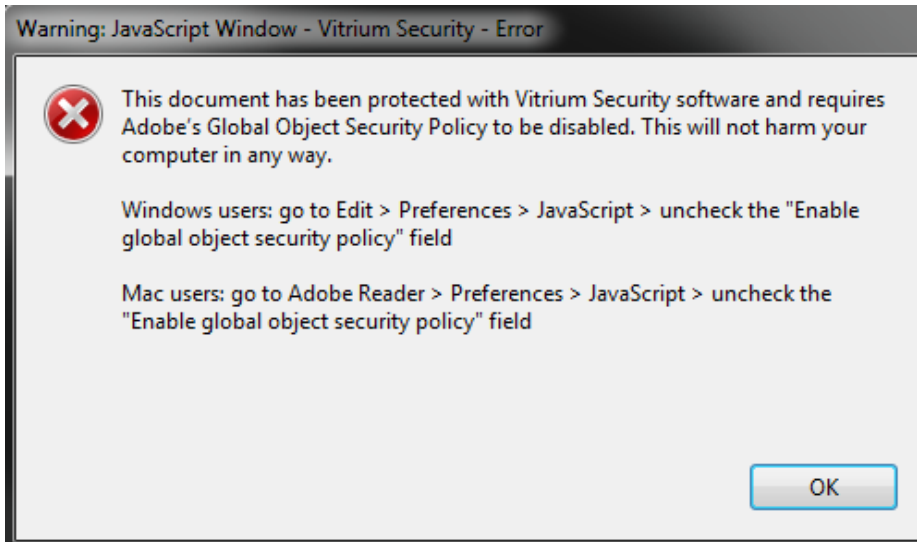
- The user 'Joe Smith' has now been successfully added to the EXP06-2015 single user license:



- Now 'Joe Smith' can login and have access to the EXP06-2015 Standard under **CSA OnDemand™**. Please see page 1 of this guide for instructions about accessing your Standard.

Troubleshooting Possible errors

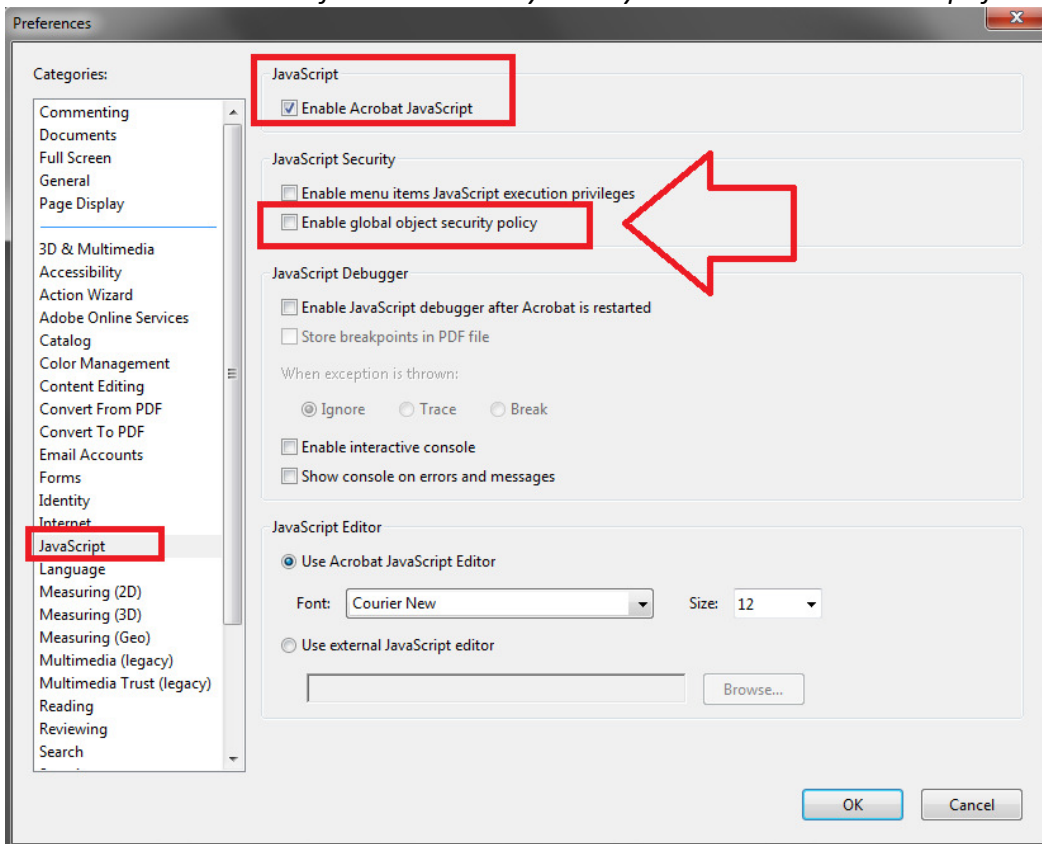
1. **Global security policy to be disabled:** If you encounter this error, please follow the steps below.



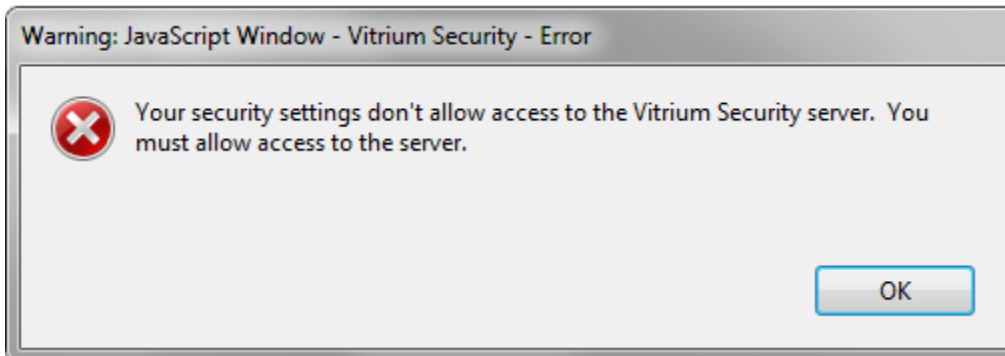
(Warning: JavaScript Window - Vitrium security - Error This document requires global security policy to be disabled. Please go to Edit > Preferences > JavaScript and uncheck the "Enable global object security policy" checkbox. Note: In some versions of Adobe Reader you may need to enable JavaScript first.)

In Adobe Reader, Click on **Edit > Preferences > JavaScript** and **uncheck** the "**Enable global object security policy**" checkbox.

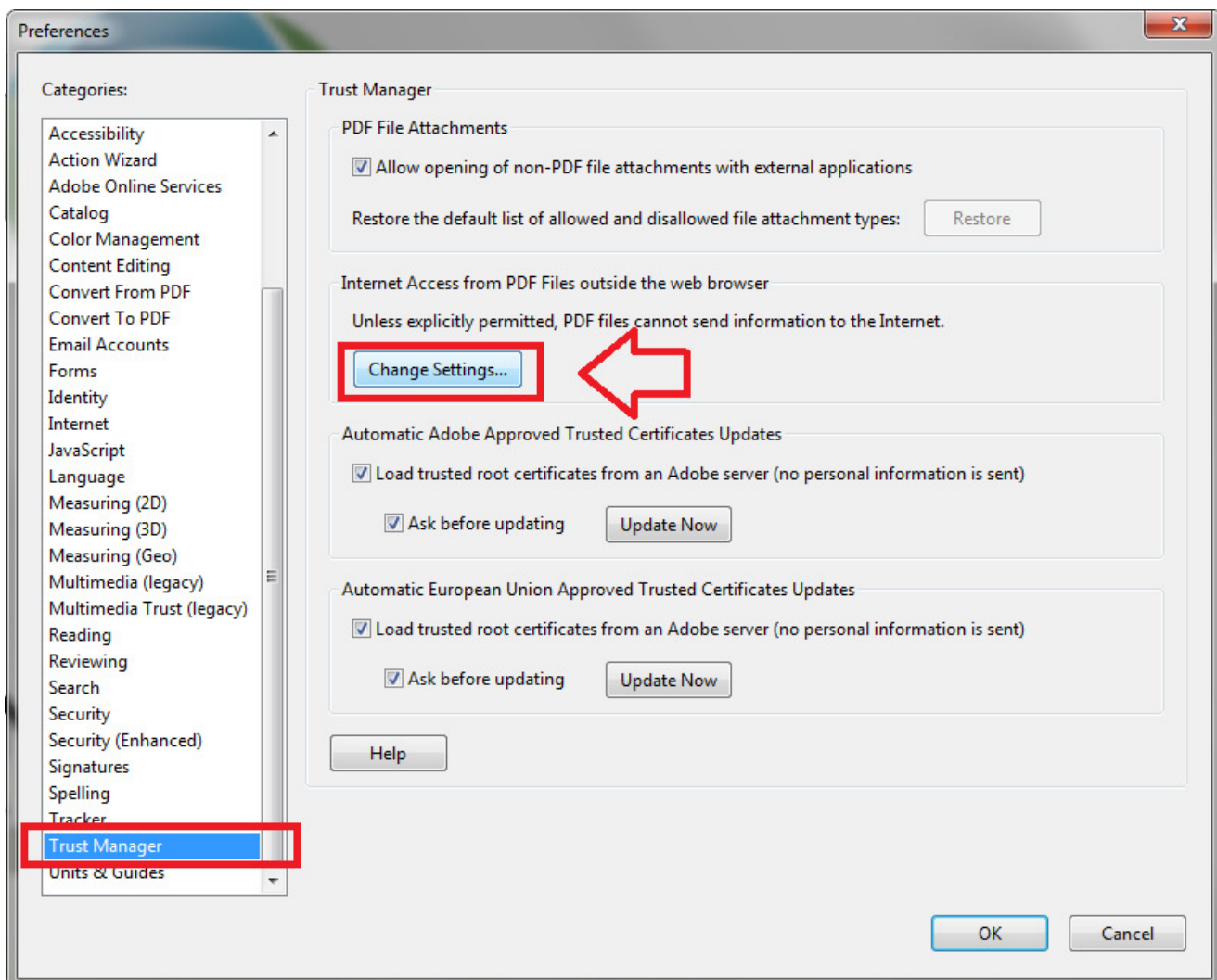
Note: In some versions of Adobe Reader you may need to enable JavaScript first.

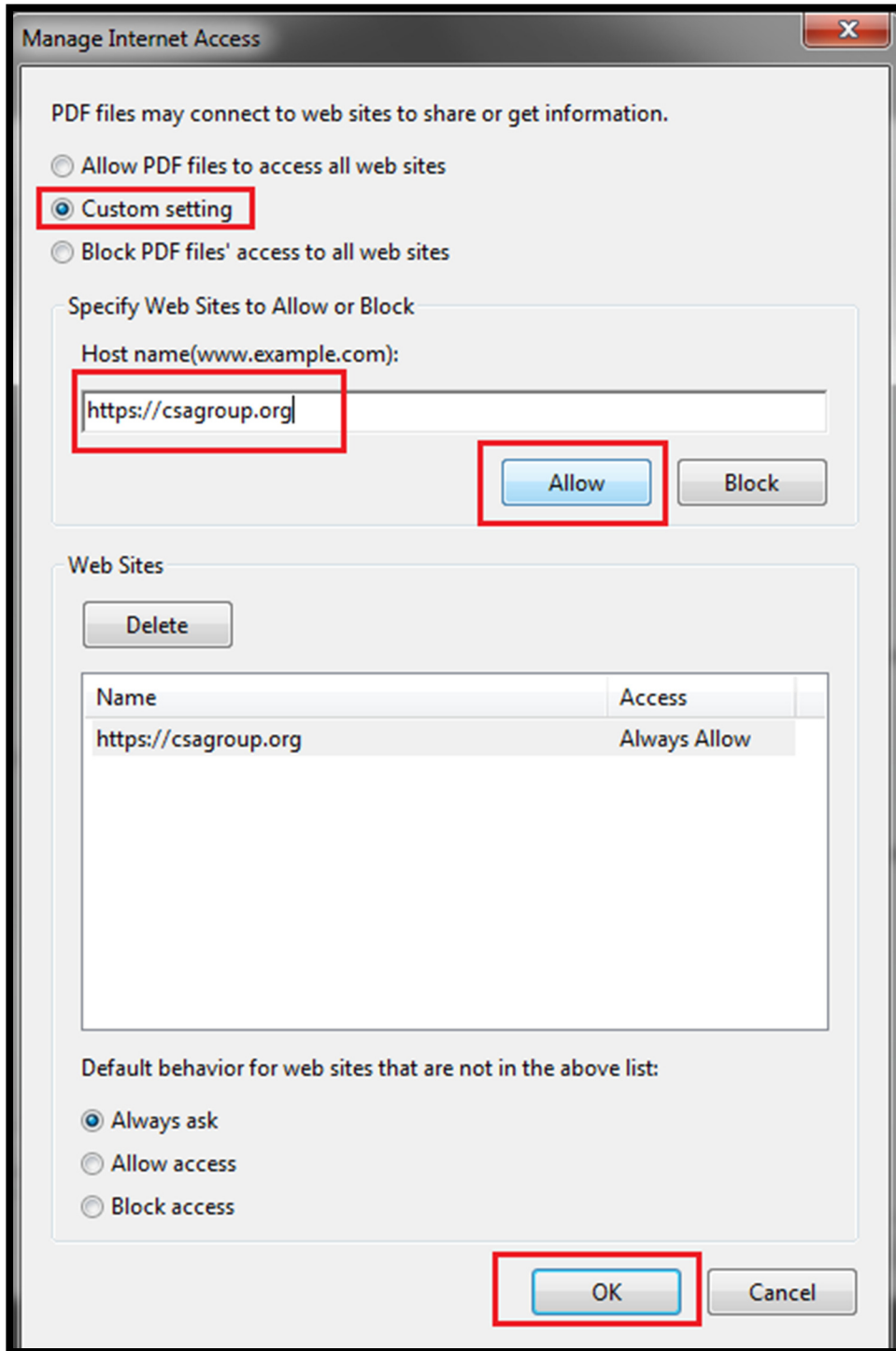


2. **Error your security settings don't allow access to the Vitrium Security server:** If you encounter this error, please follow the steps below.



In Adobe Reader, go to **Edit > Preferences > Trust Manager > Change Settings** and add the domain <https://csagroup.org> then click Allow.





* Revision May 3rd 2019. *