quick start guide
Construction Information Service

The Construction Information Service provides electronic access to standards, regulatory and advisory documents for the UK construction industry. There are more than 25000 documents available.

Location and logging on

CIS can be accessed via the A - Z list of databases in the **Electronic Resources** section of the Library website or on the **Databases** Quick Link menu. There are also links to it from appropriate subject resource guides.

Click on **C** on the A – Z List of Databases, then scroll down the page and click on the **Construction Information Service** link**.**

At the University of Bolton's Electronic Resources Login page, enter your university username and password and then click on **Login**. Now click on **View Product** under CIS on the IHS screen.

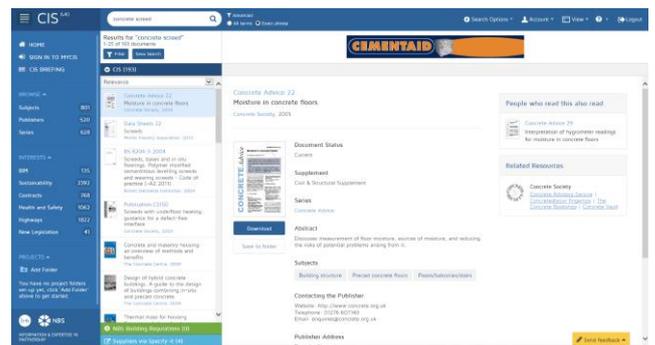The basic search box can be found on the blue bar at the top of the CIS home screen.
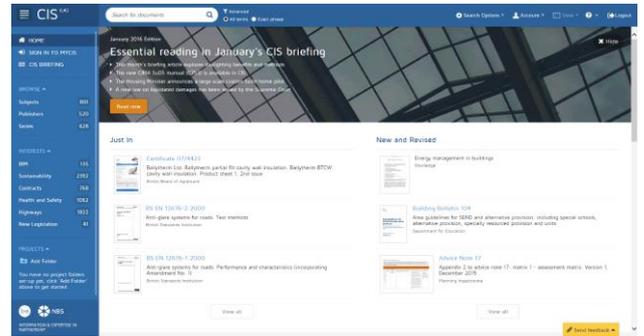
Basic Searching

Click in the search box and type in your search term(s), then click on the **Search** button to the right.

Make sure you mark the **Exact phrase** radio button, if you are searching for a phrase rather than a single keyword.
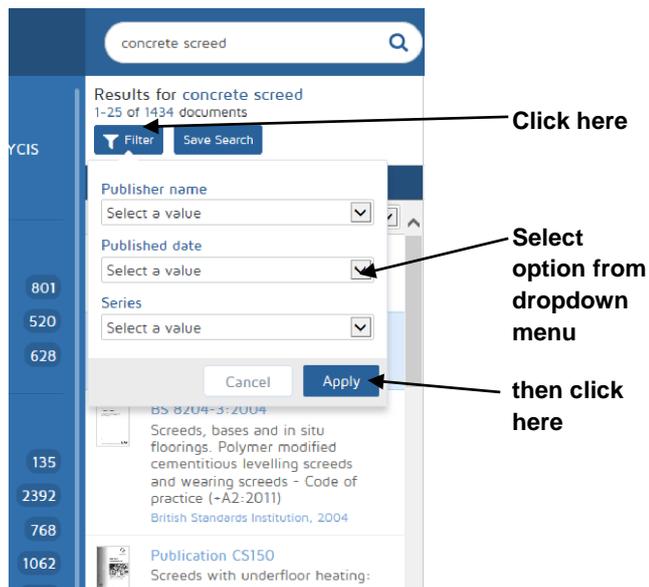
Results

The results screen is divided into three sections. The left-hand pane is the basic navigation pane for CIS, the middle pane shows your results and the right-hand pane gives the details of the result highlighted in the results pane.

Your results are shown in order of relevancy to your search term(s) but you can re-order your results by using the dropdown arrow in the sort box at the top of the results pane to select the order you require from a selection of date, title, publisher and series.

You can also filter your results by date, publisher or series by clicking on the **Filter** button and selecting the option you require from the dropdown selection and then clicking the **Apply** button.

Click here

Select option from dropdown menu

then click here

To clear any filters you have applied to your results, click on the **Filter** button, click on the cross beside any filter you want to clear, then click on the **Apply** button.

You can view results from **NBS Building Regulations** and supplier information via **Specify – It** by clicking on the appropriate link at the bottom of your results pane. Results will open in another window.

To see the full text of any document, click on **Download** on the details pane. A PDF of the document will open in a new window.

You can save the document by clicking 💾 on the PDF toolbar or you can print it out by clicking on 🖨 .

Click here to download

Click here to save

Saving results

To save results, you need to create a personal account. Click on **Sign in to MyCIS** on the left–hand navigation pane and click on the **Register Now** button on the Sign in window. Enter your details to create your account.

Once you are logged in, click on **Add Folder** in the Projects section of the left-hand pane. Give the folder a name and click on the tick beside it to create a folder. Now you can click on the **Save to Folder** button to add records to any folders you create. You can save searches as well as documents when signed in to MyCIS.

You can do an **Advanced Search** or browse CIS content by subject area, publisher or series. Use the **Help** link on the top tool bar of CIS for further assistance. Don't forget to click on **Logout** at the top of the page when you have finished using CIS.

Further support and information: for immediate help during staffed opening hours, please contact the Help Desk on 01204 903232 or email subjecthelp@bolton.ac.uk