

Web Address

<http://www.approvalguide.com>

There will also be a link on the FM Approvals home page.

Register

Registration is required to view the online Approval Guide.

If you don't have login, please continue to register page: [Register](#)

Click the register link

Fill in required fields:

Email	Password
First Name	Last Name
Industry Type	Country
State/Province	Zip/Postal Code

Click Create button

Help - My Account – Logout

[Help](#) | [My Account](#) | [Logout](#)

- Help** To access online help
- My Account** To make changes to personal profile
- Logout** To logout of the website

Search Options

Searches may be performed using several criteria. The search-types are:

- Tree
- Country
- Certification Type
- Product
- Company
- Text
- Green Products

Search Options

TREE

Information is organized hierarchically by Divisions and then by subject areas.

- Navigate through the tree.
- Click on the lowest level folders in the tree to view Products.

COUNTRY

From the Country drop-down box select a country. Click the Search button

NOTE: The listing country may or may not indicate where a product can be bought or sold. View the company web site for additional information. Whenever possible a link to the company website is included in the listing.

CERTIFICATION TYPE

From the Certification drop-down select one of the following:

- CPD
- ATEX
- Canada

Click the Search button

KEYWORD SEARCHES

Keyword options are: Product, Company or Text

Search Options

PRODUCT SEARCH

Select the **Product** radio button to search by Product Name / Part Number / Model Number / etc.

- Does partial word searches across multiple words. If an exact match is not found, then products matching the first 4 characters of your search string (Product Name/Part Number) are returned.
- If you don't get any hits, try
 - Searching on a shorter Product Name / Part Number, for example only the first few characters of the Product Name / Part Number.
 - Clicking on the **Text** radio button and searching for the Product Name / Part Number in text.

COMPANY SEARCH

Select the **Company** radio button to search by Company Name.

- Does a partial word search when searching on a single word.
- Does whole word searches across multiple words.
- If you don't get any hits, try searching for the same Company with the **Text** radio button selected.

TEXT SEARCH

Select the **Text** radio button to search for Text.

- Does whole word searches.
- Use it to search for subject areas, for example "K5.6 Recessed"
- Use it to search for Products when you can't find the Product using the Product search.

GREEN PRODUCTS

First search by the product type you desire and then refine your search to products with the green symbol:

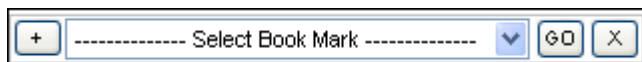


SEARCH TIPS

- Try searching with and without punctuation.
- Use specific words rather than generic categories. For example, instead of searching for sprinklers, search for a specific type of sprinkler.

Set Bookmarks

The Approval Guide allows any user to add and remove bookmarks.

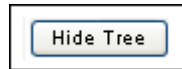


Select a product and click on the **+** to set a bookmark and click on the **x** to remove the bookmark.

Hide or Show Tree

The navigation bar on the left hand side of the screen allows you to start with a broad category and drill down to more specific sub-categories until reaching the product level. This view may be open or closed. The default setting is for the navigation bar to be open.

Click on Hide Tree or Click on Show Tree



Expand & Collapse

Subcategory choices that have a **+** or **-** sign can be expanded or collapsed



Click the **+** to expand



Click the **-** to collapse

Advanced Data Search

The magnifying glass icon after a folder is the link to do an advanced search.



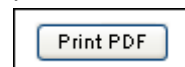
Clicking on the magnifying glass will open a separate search window.

This search is particularly valuable for knowledgeable customers who can set filters based on a range of values to find the products that best meet their needs.

1. Select criteria to filter search and click the Search button
2. Don't select any criteria and click the Search button to see all products in the folder
3. Hold the CTRL key down while clicking to select/deselect multiple values in the field
4. Company Name, Listing Country, and Certification Type are always available on the Data Search screen
5. Some other folders allow for searching on additional data. See the online User Guide, Appendix A for those locations

Print PDF

A PDF file of any listing can be produced by selecting a product and then clicking on the Print PDF button.



Adobe Reader can be downloaded for free at:

<http://www.adobe.com/products/acrobat/readstep2.html>