

WHITE PAPER**Support for Standards Officers****How the Nautos Standards Managers can make your work easier****nautos** 

Nautos Standards Managers are our employees who take on tasks on your behalf that would otherwise be carried out in your company's standards department. The service is only possible when using our standards management system Nautos.

CONTENTS

- Procurement of standards
- Licence management
- Administration of standards management processes
- Data maintenance
- Consultation

**Manage. Your. Standards.**



PROCUREMENT OF STANDARDS

**How Nautos Standards Managers can help you procure standards:
Your Nautos Standards Manager ...**

- checks the availability of language versions, determines procurement costs and checks the availability of whether network licences.
- takes over the complete handling of your purchase requests, also for documents from all over the world.
- procures the required documents on your behalf.
- coordinates invoicing centrally via Beuth. How you benefit: Invoicing by a single service provider instead of individual invoices from each publisher.
- Provision of your documents via download or as uploads to your standards management solution Nautos.

LICENCE MANAGEMENT

**This is what Nautos Standards Managers do for you in the management
of licences and documents: Your Nautos Standards Manager ...**

- invites offers from all publishers.
- checks different options based on the various price models.
- regularly checks licences and adjusts them as necessary.
- sets up your access rights (licences) for the documents in your standards management solution.
- monitors compliance, including copyright.



ADMINISTRATION OF STANDARDS MANAGEMENT PROCESSES

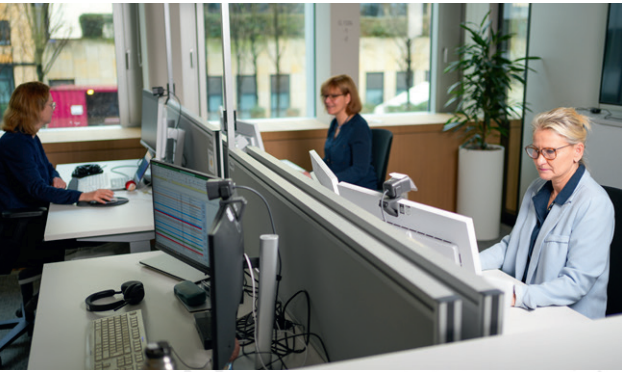
Nautos Standards Managers can help you with the administration of standards management processes: Your Nautos Standards Manager ...

- takes care of user administration as well as the maintenance of user data and access rights.
- advises you with the goal of optimal licensing of documents based on the documented ordering processes.
- monitors contingencies and order limits for you.
- draws up a complete report on cost centres and explains the monthly invoices to you.
- conducts regular telephone and web conferences for ongoing coordination with you.

DATA MAINTENANCE

How Nautos Standards Managers help you maintain your data: Your Nautos Standards Manager ...

- creates and maintains lists of standards in the system on your behalf, labels them and sets up individual monitoring processes.
- creates records for your standards management solution and imports additional metadata for full text connectivity.
- imports existing document lists into your standards management solution as a data migration during operations.



CONSULTING

Nautos Standards Managers provide the following consulting services:
Your Nautos Standards Manager ...

- supports you with expert know-how on topics such as IT, business processing and data content to meet your goals.
- is available at any time to provide you with organizational advice and to help you optimize your work steps.
- ensures, through regular coordination and workshops, that your individual wishes are always incorporated into ongoing processes and that workflows are adapted as required.
- creates customized training concepts for you and conducts training courses or web conferences. Users and order administrators are trained at the beginning as well as during operations.



Do you want support in the procurement,
provision and updating of standards?

Then we look forward to hearing from you.

Team

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