User Guide

Thank you for using envoi — an easy-to-use solution for accessing, managing and sharing technical information.

Combining AWWA Standards, Manuals, and technical information with intuitive management tools, envoi enables you tackle mission-critical work with a greater expertise, speed and efficiency.

awwa.org/envoi
Table of Contents

3  Accessing envoi
4  Using envoi
5  Searching for content
7  Finding historical or withdrawn standards
8  Downloading a standard
9  Comparing changes between active and prior standards
10 Creating an annotation
11 Creating a group and sharing standards
14 Setting up alerts
Accessing envoi

IP Recognition
With IP Recognition, our server recognizes users accessing the site by the IP address and allows for seamless pass through. You provide us with the IP address or ranges for the licensed locations.

Other Options for Access
We have other options available for accessing envoi across your organization.
If IP Recognition is not an accepted method for your organization, we will work with you implement other accepted authentication methods that will allow seamless access to envoi.

AWWA Organizational Members have access to current standards as part of membership.
Contact us at envoi@awwa.org to inquire about upgrading your access to expanded content on envoi.

Visit awwa.org/envoi
Using envoi

Register an account on envoi to use personalization tools (annotate, bookmarks etc.)
Searching for Content

Search envi by Topic, Title, Author or Category

Refine your search by result type and category
Searching for Content

Search envoi by Standard Designation (i.e. C651) or by keyword(s).

Results will be ranked by relevance.

View all your content with My Subscription Only
Finding Historical or Withdrawn Standards

envoi features the most recent, active version of a standard as well as access to historical or withdrawn versions.

Historical versions are also listed under each full-titled active standard.
Downloading a Standard

Download a PDF from the search results page

Or directly from the full text view of the standard
Comparing Change Between Active & Prior Versions of Standards

From the active version of a standard, click on Version Comparison
Creating an Annotation

You must log in or register (see above on how to register) to create an annotation.

After clicking on Add/Edit Annotation, a window will appear providing you with text and attachment options. When finished, click on Save Annotation.

Annotations are noted and date and time stamped immediately in section of the standard referenced.
Creating a Group & Sharing Standards

You must log in or register to create a group.

You may create and manage groups on the My Groups page.

On the My Groups page, select Create Group.
Creating a Group & Sharing Standards

Name and describe your group. Add registered envoi users to your group. Scroll down for more options and to create your group. Selected members will receive an email confirming their inclusion.

Edit or delete your group or contact your group members with My Groups.
Creating a Group & Sharing Standards

Share a standard with your group
Setting Up Alerts

Stay informed of new and revised documents with custom Product Alerts

- Create or modify alerts.
- Track new and revised standards/new work items.
- Track content by technical field or customize your list of standards