

1. Sign In

Enter your personal User ID (your email address) and Password in the boxes provided on the Justis homepage (www.justis.com) and then click Sign in to Justis.

To obtain a personal User ID and Password click the Register as a personal user link in the Sign In box and follow the prompts. You will need your Administrator ID and Password to complete the process.

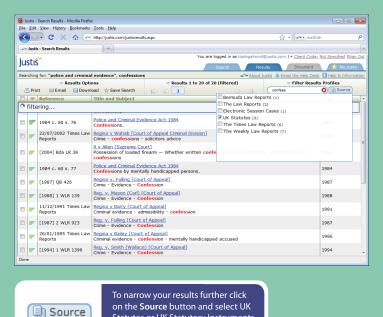
If the message "You are IP recognised" is displayed in the password field, this means that you need only ensure that your User ID is correct and click Continue to Justis. This will take you directly to the Search screen.



3. Results

If your search returns more than one document, you will be taken to the Results screen. Simply click on the title of the piece of legislation you wish to view.

The Filter Results Profiles box is an interactive search field that searches the information in the Reference, Title and Subject and Year columns of the data and will provide you with ranked results and highlighted search terms.

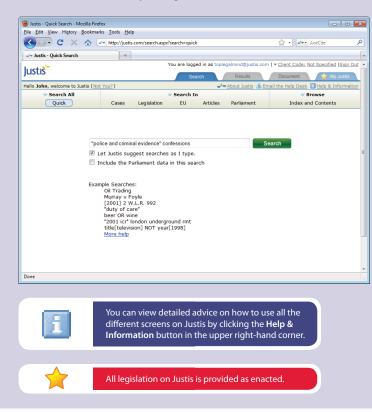


Statutes or UK Statutory Instruments

from the list provided.

2. Quick Search

Enter any name, reference or subject into the Quick Search field and Justis will search all the sources your organisation subscribes to.

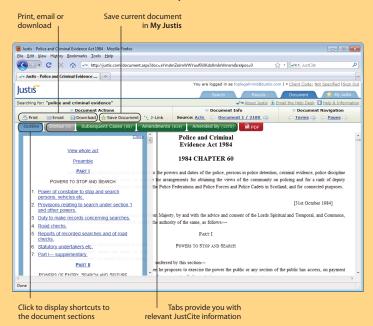


4. Viewing Your Document

A typical document view is shown below.

Use the **Terms** navigation arrows at the top right-hand side of the screen to instantly link to where your search term appears highlighted in red within the document. You can also search within the document on screen by pressing Ctrl+F.

Click the blue Outline tab above the document to view other sections of the Act or view the Act in its entirety.



5. Subsequent Cases Tab

If you subscribe to JustCite, the **Subsequent Cases** tab provides a list of cases that refer to the selected Statute or SI displayed on the **Document** screen.



6. Amended By Tab

The **Amended By** tab can be found at the top of the **Document** screen and provides a legislative trail of any amendments that have been made to the legislation.

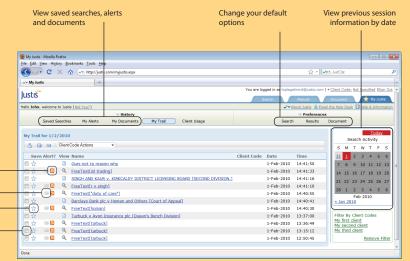


7. My Justis

My Justis is divided into two sections - History and Preferences.

In My Trail you can view all searches or documents you have conducted or viewed on the date selected.



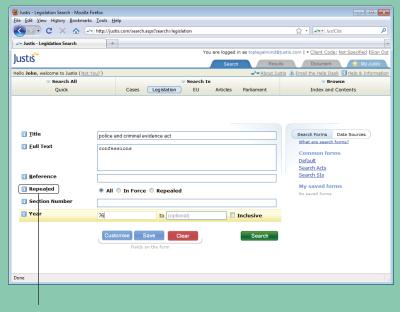


8. Other Search Options

For an even more structured approach use the form search by selecting **Legislation** from the **Search In** section of the **Search** screen.

The **Search In Legislation** screen contains a number of labelled boxes that will restrict your search to certain sections of the document e.g. **Title**, **Year** or **Section**. These fields can be combined to refine your search, pictured right.





Justis allows you to search all legislation, repealed as well as all legislation in force