

1. Sign In

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

To register as a Personal User, click Register on the Sign In screen and follow the prompts. You will need your Administrator ID and Password to complete the process.

If you see the "Continue" button then you have IP recognition or have opted for Justis to remember your Password. Click this button and you will be taken straight to the Justis Search screen.

2. Quick Search Screen

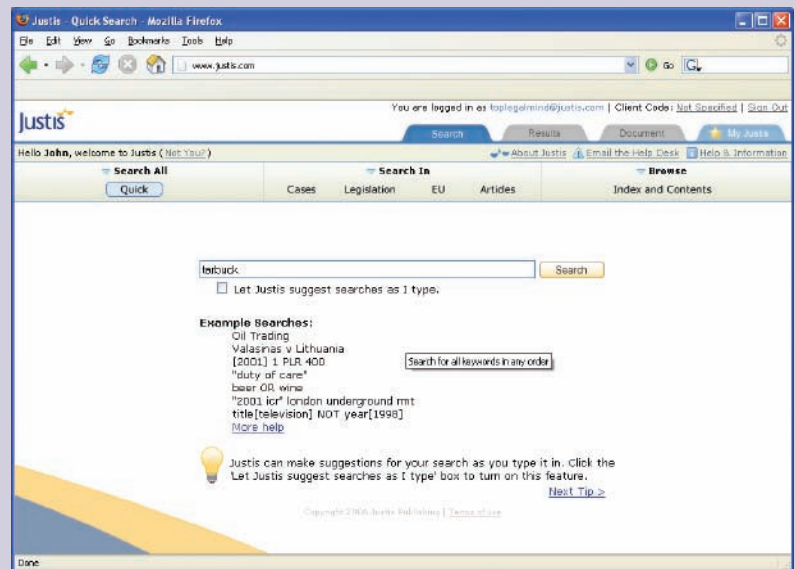
Enter any term or phrase into the Justis Quick Search field and Justis will search all sources your organisation subscribes to.

When searching for phrases, be sure to put quotations around the phrase you're searching for, e.g. "unfair dismissal". Without quotes the Justis Quick Search assumes AND between words, e.g. unfair AND dismissal.



You can view detailed advice on how to use all the different screens on Justis.com by clicking the Help & Information button in the upper right hand corner.

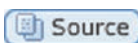
Operator	Symbol	Example	Operator
or		A or B	Documents can contain either A or B or both
not	!	A not B	Documents must contain A and must not contain B
within # of	w/	A within 200 of B	Documents must contain A within 200 words or less of B



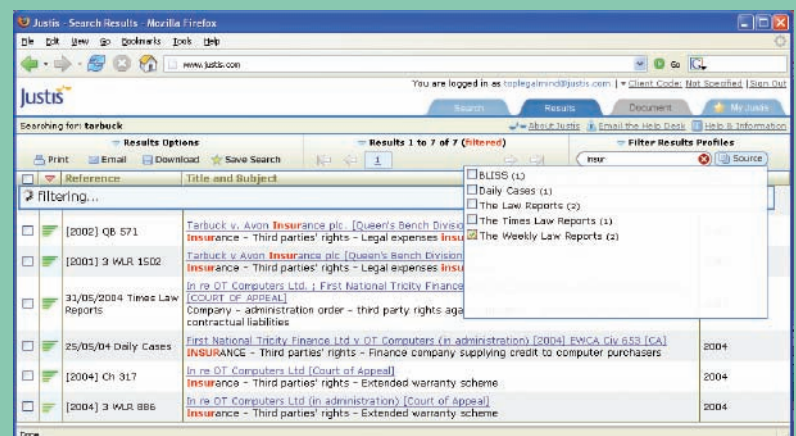
3. Search Results

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

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



To narrow your results click on the Source button and select the case law series from which you would like your results displayed.



4. Viewing Your Document

A typical document view is displayed on the right.

Use the "Term" navigation arrows at the top right 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.

Annotations for the document view:

- print, download or email
- save current document in My Justis
- link to the original printed version (PDF) where available
- click to display shortcuts to the document sections
- search terms highlighted in red
- tabs provide you with relevant JustCite information

5. 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 today.

Annotations for My Justis:

- view saved searches, alerts and documents
- change your default options
- view previous session information by date
- click to set up an email alert
- click to add document or search to the permanent archive
- tick box and click create client code to group and save searches or documents

6. Other Search Options

For a more structured search use the Justis Form Search by selecting Cases from the Search In section of the Search screen.

The Search screen contains a number of labeled boxes that will restrict your search to certain sections of the document e.g. "Parties", "Citation", "Subject". These fields can be combined to refine your search, pictured right.

UK Cases

To select the specific database(s) you wish to search, click the down arrow next to UK Cases, Irish Reports and Digests and/or Scottish Cases and tick the box beside the series you wish to search.

Add / Remove Fields

To Add/Remove fields, click on the green plus (+) sign and tick/untick the boxes beside the search fields you wish to include.

Search In Cases options:

- UK Cases
- Irish
- Scottish
- European

Search fields:

- Parties: v
- Full Text:
- Citation: volume series page or number
- Court:
- Year: to inclusive
- Subject:
- Headnote: