

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.

2. Parliamentary Questions and Debates

Select **Parliament** from the **Search In** navigation bar at the top of the **Search** screen then select **Parliamentary Questions** from the **Common forms** section on the right of the page. This will give you a specific set of search fields relevant to the preset topic you selected. Each preset will search over a selection of specific parts of the document for the search terms you've entered in the fields.

If you wish to include debates in your searching then select **MPs' Contributions** from the list of presets.

3. Tracking Legislation

Select **Parliament** from the **Search In** section of the **Search** screen then select **Tracking Legislation** from the preset list on the right of the page. This will give you a specific set of search fields relevant to the preset topic you selected.

Each preset will search over a selection of specific parts of the document for the search terms you've entered in the fields. You can search for any documents relating to a particular Bill or Bills by typing the name in the **Legislation** field or the topic into the **Full Text** field.

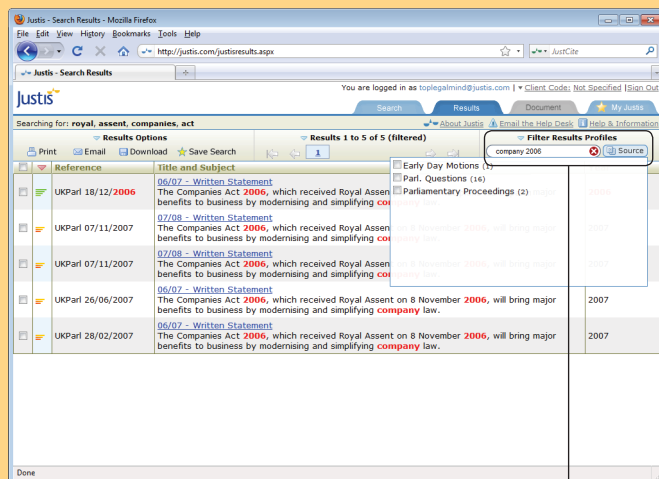
4. Search Operators

There are several search operators or connectors you can use to improve your search, which include the following:

- ▶ Put a phrase in speech marks to ensure those words appear next to each other in a document, e.g. "health and safety".
- ▶ To look for all words beginning with the same letters use the asterisk, e.g. work* to find work, worker, working, works, etc.
- ▶ If you are unsure as to which word to use for a particular search use 'or' between the words, e.g. gun or firearm.
- ▶ To specify your terms to be within a certain number of words from one another use 'w/number', e.g. discrimination w/5 age.
- ▶ To specify your terms being within 10 words of one another, use 'near', e.g. discrimination near age.

5. Refining Results

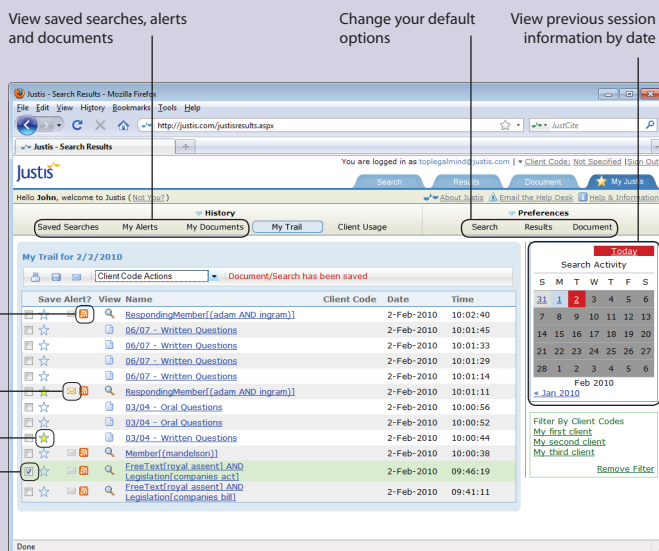
The results are organised by relevance, which is determined by the frequency that your search term appears in the document. To change the order of the results, simply click on the title at the top of one of the columns. For example, click the column title **Reference** and all results will be sorted into reverse chronological order by precise date. To narrow your results further, click on the **Source** button and select the Parliamentary data source from which you would like your results displayed. The other results will then be removed.



The **Filter Results Profiles** box is an interactive search field that searches the information displayed on the results page. Type in a word and all results will be removed from the list unless they contain that word (or any word beginning with the letters you've typed in) within the results rows displayed.

6. My Justis

Access the **My Justis** section of the service by clicking the **My Justis** tab in the top right of the screen. This will present you with a list of all the searches you've undertaken, as well as all the documents you've opened today. From here you can save that information, add a client code tag to your research and set up email alerts.



Click to view the RSS feed, and then subscribe to it

Click to set up an email alert

Click to add document or search to the permanent archive

Tick box and click **Client Code Actions** to group and save searches or documents

7. Other Search Options

In the **Search In Parliament** screen, you can include extra fields by clicking the **Customise** button at the bottom of the screen. This will bring up all searchable fields for you to add to your search form by ticking the relevant box to the left. Once you've selected your fields and clicked **Finished** you can click **Save** at the bottom of the screen to save your unique collection of search fields. Your customised form will then appear under the heading **My saved forms**.

The **Data Sources** selection tab to the right of the search fields allows you to use the tick boxes to decide which areas of the database you wish to include within your search.

