

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 **Quick Search** screen.

2. Quick Search

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

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

3. Form Search

For an even more structured approach, use the form search by selecting one of the options from the **Search In** section of the search screen - **Cases**, **Legislation**, **EU**, or **Articles**.

Each screen contains a number of labelled boxes that will restrict your search to certain sections of the document, e.g. **Parties**, **Citation** and **Subject** for cases, or **Title**, **Reference** and **Section Number** for legislation. These fields can be combined to refine your search.

Most search fields on Justis accept Boolean operators and wildcards.

Operator	Symbol	Example	Result
or		A or B	Document can contain either A or B or both
not	!	A not B	Document must contain A and must not contain B
near		A near B	Document must contain A within 10 words of B
within # of	w/	A within 5 of B	Document must contain A within 5 words of B

Customise

Add and remove fields by clicking on the **Customise** button, and save your custom forms for later use.

Data Sources

To select specific databases to search, click the **Data Sources** button and use the check boxes displayed.

4. Results

If your search returns more than one document, you will be taken to the **Results** screen where the results are displayed in order of relevance. Simply click on the title of the document 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.

Source

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

5. Viewing Your Document

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

The green tabs at the top of the page provide you with relevant JustCite information, e.g. **Subsequent Cases** shows a list of cases that refer to your document; and **Amended By** provides a legislative trail of any amendments made to a piece of legislation. You will need a JustCite subscription to see some of these tabs.

Print, email or download | 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 | Green tabs provide you with relevant JustCite information

Help & Information

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

6. My Justis

Click on the **My Justis** tab in the top right of any screen on Justis to edit your personal settings and manage your activity history.

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

Under **Saved Searches** and **My Documents** you can view and manage all searches or documents you have saved within Justis.

When you sign in to Justis you have the option to attach a **Client Code** to your session. Under **Client Usage** in My Justis you will find a list of recorded sessions for each Client Code, and the time spent on each.

View saved searches, alerts and documents | Change your default options | View previous session information by date

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 your permanent archive | Tick box and click Client Code Actions to group and save searches or documents