SEARCHING SABINET LEGAL

All Sabinet’s Legal Products are searchable on the Sabinet Legal platform. The previous legal platform will remain available till 31 October 2011. Sabinet has been adding value to legal products since 1994. Our online legal products and services cover relevant South African legislative information from Bill tracking to consolidated Acts. The following is a graphic overview of all the legal products and services that we provide:

How to access
1. Go to the Sabinet Home page at: www.sabinet.co.za.
   From here the following options will allow direct access to the system:
   - Under the “IP Authentication Access to” heading: Click on All Legal Products, this will allow seamless access into the system. Select the product from the Search Menu to start your IP session or click on Login, and then on the IP authentication button.
• Under the “User ID and Password” heading: Click on “Legal Platform” Tab, and insert your ID and password to access the system.

• To bookmark the new page, use the following URL: http://discover.sabinet.co.za
Selecting a product

There are 2 ways in which to select a product:

1. Search an individual product
   - On the Sabinet Legal Home Page:
     Click on the product name in the diagram that you want to search on. If you have IP authentication the search screen will automatically open. If you use an ID and Password it will take you through to a Login screen where you have to login,
   OR
   Click on the Search Tab, which forms part of the top menu. The legal products you subscribe to will display in red and the others in grey. Click on the product that you want to search in. This will take you into that particular product’s search screen.

2. Search All
   - On this search screen you have the option to either search over:
     - **All Sabinet Legal Products (Mark All)**: Within this search you will receive results from all Sabinet Legal Products even if you have not subscribed to them. The products that you do not have access to will only display a result, but you will not have access to the related document. Please contact your library, if you have one, should you wish to obtain the document that you do not subscribe to or if you would like to subscribe to the relevant product. If you don’t have a library contact Client Services at Sabinet (info@sabinet.co.za) to either subscribe to the product or to purchase a once off document.
     - **Mark only those products that you want to search over**: You will be able to “Unmark All” and only select those products that you would like to search over and for which you would like to see results. You can still select products that you
have not subscribed to and see the results for them, but you will not be able to access the related document. You will have full access to the services that you subscribe to.

- **Search subscribed product(s):** This is the default search. The Sabinet Legal products you subscribe to will be marked. You can now “search across all” your subscribed Sabinet Legal products.

- **Exact Word(s):** See notes under the heading below called KEYWORD SEARCHING.

**The search screen**

- Once a product is selected, a search screen automatically appears. Each product’s search screen has all or some of the following elements:

  - **Keywords** Search fields: This also allows for Exact Phrase searching if needed.

  - **Boolean Searching** (AND, OR, NOT): This is possible within the keywords search fields or by dropdown list. Note that there is no need to type the Boolean “AND” because the system defaults to it. Also note that you must type the AND, OR and NOT, in capital letters for it to be picked up as Boolean Operators within your search string.

  - **Searching specific parts of a document:**

    - Everything situated directly underneath the keywords search fields at the bottom left of the screen are specific fields within a document, which can be searched in. E.g. you can choose to search just for your keywords in the Title field of a document.

    - Date Limits are also situated directly under the keywords search fields at the bottom right of each search screen, and can also be used as limits.

  - **Search Screen Menus and Defined Searching:** This is located towards the top of each product’s search screen. This allows for easy navigation around other search options within a product and also allows for quick defined searches within that product. (See detailed explanation of this under the heading below “Menus and Defined Searches”) Find below an example of what a typical search screen looks like:
**mySabinet**

Create your own “mySabinet” profile as it will enable you to have access to the additional functionality such as creating and managing your own lists, accessing your search history and saving your selected searches.

**Keyword searching**

With all our Legal Products, it is important to remember that the entire full-text of the documents is searchable. Some of the documents are very large. Thus it is important to search wisely when using keywords. If possible it is recommended that you use the correct search strategy like Exact Phrase searching, Boolean, Dates etc. The keywords, dates and numbers that you use will determine the accuracy of the information that you receive. Always think of synonyms as well.

- **Keywords:** this option allows the freedom to find keywords mentioned in any part of a document e.g. the full text of the document or the title of the document etc.
  - Let’s say you are looking for “Applications for public road carrier permits: Cape Town”, you could search like this: public road permits Cape Town.
  - Keyword searching will locate any type of information that is typed in the keywords search box, e.g. gazette number, act number etc.
- **Exact Phrase:** this option is available next to the keywords search boxes. This allows you to find words typed in that exact order in your results.
Please note that the double inverted commas (".") can also be used for this purpose. Thus you would either use the Exact Phrase Checkbox or you would use double inverted commas.

Note that you can also use two sets of double inverted commas in one search string. FOR EXAMPLE, in the Government Gazettes product, you can type in the keywords search field, the following search string: “labour relations” “Hendrik Christiaan Slabbert”. Searching by exact phrase will result in fewer but more applicable results, FOR EXAMPLE, in the Government Gazettes product, you can type in the following string: “Health and Safety Act”

Let’s say you are looking for Act Number 44 of 1988. You could search as follows in the Retrospective Government Gazettes Archive product:

- Step 1: Type in the search box: “No.44 of 1988”
- Step 2: Click on the Year Facet / Limit on your right hand side, choosing the year 1988, which will reduce your results substantially to the selected year.

**Boolean Searching:** this option allows you to combine words and/or numbers.

- **AND:** This is the system default – meaning that in your search strings in the keywords fields you do not have to type it out. E.g. if you are looking for “Environment AND Tourism” you can just type in the words “Environment Tourism” in the search field. The system will look for the documents which contain both these words.

- **OR:** If you type in or select the word OR, you will get results with either one of the keywords or numbers.

- **NOT:** This will exclude certain keywords or numbers totally from your search. E.g. “labour relations NOT unions”

- **NOTE:** when using OR / NOT, you have to make sure that the OR or the NOT is typed in **UPPERCASE**.

- **PROXIMITY:** use the ~ to search for words within a certain proximity of each other. E.g. if you are looking for land within 3 words of the word Act, e.g. “Land Rights Act” or “Land Act” then you will type in the following search string: “Land Act”~3

**Searching Specific parts of a document:** Everything situated directly under the keywords search fields, at the bottom left of the search screens are specific fields within a document that can be searched in. These vary per product. E.g. you can choose to search for: words appearing only in the title field of a document; numbers in the act number field in a document; regulation number or gazette number etc.

**Dates:** Restricting your search by dates can be very valuable to obtain the correct information.

- **Date Range:** Once you have typed words in the Keywords or other search fields, you can limit it by selecting a year range. Thus here you can type in the date from, and the date to. We recommend that you rather use the on-screen calendar to select the date. This is situated next to the date search box. If you use this on-screen calendar the correct formatting of the dates will be used in the dates search fields.
Specific date: If you want to search for a specific date only, select that date in either the Date From or Date To fields.

Year: Once you have typed words in the Keywords or other search fields, you can limit it by a specific year. Select the year by clicking on the pull down arrow, under the Year option.

Latest Info Loaded: Once you have typed words in the Keywords or other search fields, you can limit it by the Latest Info Loaded. The options here are: This Week’s; This Month’s; Previous Month’s; This Year’s; Previous Year’s.

• Search Button: This is located at the top and bottom right of the search screen. This is the final step of your search. When you click on this Search Button, the system will yield a search result if the information was found in the product.

• New Search Button: This is located at the top and bottom right of the search screen. This will clear or reset the entire search screen, providing you with a new blank search screen.

• Exact Word(s): Please note that this option is NOT found on the individual Search Screen of a product. This option is only found on the Search All search screen. It allows you to search for only the exact word without any other variations of that word on all the products. Tick this box should you not want to receive results of words containing the same stem as the keyword you want to search on e.g. searching for “Barnes” will not return documents that also contain the word “barn” or searching for “relationship” will not return documents that contain the word “relation”.

Defined searching
Towards the top of the Search screen we have made available some menus for the different products and also some defined searches. These defined searches allow you to type in the minimum information or do a few on screen selections to get to the desired information quickly in the product.

• Some examples are:
  o In the Government Gazettes Product: Click on Defined Searches, then click on Legal Notices, or Liquidations etc.
  o In the Netlaw Product: Click on List of Acts, and then click on Alphabetical List of Acts.

Find below an example of what this will look like, once you have chosen Liquidations in the Government Gazette Product:
Search results:
The following is an example of a screen that displays results from the Government Gazettes Product:

Search results are initially displayed in a listed format. All the results will be listed in groups of ten (10) on the screen. The following elements appear on this listed results screen: • Just above the initial listed result on your screen, you will have the following options:

- **Click on “Refine your search”** (this will take you back to the search screen displaying your current search within it).
- **Click on “Start New Search”** to go to a clean search screen where you can perform a new search.
• The number of results found.
• **A listing** of the results found (Brief format).
• **Sort my results by:** on the right hand side of this screen. This will allow you to sort the documents in your results according to various criteria e.g. Titles (A-Z) or dates.
• **Email results list:** Results can be emailed in an easy manner, by selecting the range of numbers you are interested in and entering the email address.
• **Filter using Facets:** Look towards the right of the results screen for these facets/filters/limits. It is helpful to reduce the number of results which a search produces. It displays grouped information that you can filter or drill down into, to refine or narrow down your search. Once you have clicked on a filter, your results will be reduced. This allows you to limit or filter your results to get more exact information. E.g. in the Government Gazettes Product you can choose Government Gazettes or Government Gazettes Index; E.g. in NetLaw you can choose NetLaw Regulations or NetLaw Acts; E.g. in the Municipal By-Laws you can select a province as a filter etc.
• You will then click on the red title of a document from your result list to view the full text of that item OR you can open the HTML/PDF version of the document by clicking on “Download Full-Text Document” situated under the Title of the document on the results page.
• On the view document page you will see the metadata of the document as well as the full text. If the PDF or Text / HTML version is available you can select these on the right hand side of the screen under Download Document(s).
• On the view document page you will also see Related Documents on the right. These will be valuable documents relating to your original search.

The following useful functions can be found on the right-hand side of the view screen:

• **Return to Search / Results Page:**

When you want to return to your search results you can click on the function which displays for example as "**Return to Government Gazette Results**" or "**Return to Search All**". This function will automatically direct you to your search results. Your search form is on the same page as your results should you wish to refine your search. Click on either "**Refine your search**" or "**Start New Search** at the top of the results page and the search form will open. You can then refine you search or perform a new search.

• **Add this document to My Action List**

When using this function your document will automatically be added to your “My Action List”. When your document has been added to the Action List you will be able to print, email, or delete the document. Click on the "Add this document to my Action List" icon. The document now enters your Action List. Now look at the "My Action List" icon at the bottom right hand side of the screen. The number in brackets next to your "My Action List" will indicate the number of records that you have placed in your action list. Should you wish to remove a record from “My
Action List” you can click on the “Remove this document from My Action List” icon. You can also remove it directly from “My Action List”.

You will also be able to add the document to an existing my Sabinet list or Mobile Briefcase or you can create a new my Sabinet List or Mobile Briefcase to add the document to.

It is **important to note** that if you only email one document from the “My Action List” the PDF will be attached, but if you email more than one document you will receive an HTML attachment with links to the relevant documents on the system.

- **Print document**

You can print the full text of the document which is displayed.

Please note:

- The action list will remain the same when you move from one product search to the next unless changed by you.
- The action list will be deleted when you end your login session.

**Printing Documents:**
Add a document from your result list to the Action List. Open the Action List and click on the printer icon next to the document, this will print the text of that document. Or you can click on the print icon below which will print a summary of all your documents in your Action List. If a PDF is available you can open the PDF and print from the PDF reader.

**E-mailing Documents:**
You can either use the option on the Result screen namely the “Email Results List” on the right hand side of the screen and add the numbers of the records which you would like to email OR add a document from your result list to your “My Action List”. From your Action list, click on the e-mail icon next to your document and email that record specifically. Or you can e-mail all the documents in your Action List by clicking on the e-mail icon at the bottom of your Action List.

**Go to the next record**
If you want to go to the next record on your results page without returning to your original results you can make use of the function which displays for example as “Record 2 of 10”. Use the arrows next to the record number information to move to the next record or back to the previous record.
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Should you need any assistance or should you need training please contact Client Services on +27 12 643 9500 or info@sabinet.co.za