mySabinet User Guide

mySabinet is an additional, value-adding function available on the new Sabinet Legal Platform where the user can set up a personal profile.

mySabinet users will be able to create and manage their own lists, share lists, access search history and save selected searches.

When leaving the Sabinet Legal Platform do not Sign out from your mySabinet profile. By staying logged in you will have the mySabinet functionality available when you access the platform again without having to sign in.

The mySabinet functionality is only available while the user is logged in to mySabinet.

How to register
In order to make use of the mySabinet function the user will first have to register by using an email address and a selected password. Click on the “Register” option in the mySabinet dropdown menu. Confirmation of your registration will be sent to your e-mail account. Please save this email message for future reference since you will need your password when you want to sign in to mySabinet.
**mySabinet**

Click on the **mySabinet** Sign in option either on the right hand side of your screen or click on the **mySabinet** menu and select “Sign in”. No **mySabinet** functionality will be available without signing in. You sign in with your email address and password.

**I forgot my password**

If you forget your password, click on the “Forgot your password” link. You will be prompted to put in your email address and then click on “request”. Your password will be sent to your registered e-mail address.

**mySabinet Functionality**

Click on the **mySabinet** menu option to get a dropdown list of all the various options available:

- **my Lists**
- **my Shared Lists**
- **my Searches**
- **my Alerts**
mySabinet – Lists

mySabinet users will be able to create, rename, search or delete lists. By clicking on the list that you want to access from the mySabinet menu bar, you will see the documents that you have added to this list. You will be able to email, print, copy, remove or add the document to another list. You can also email, print or delete your entire list or print or e-mail only the metadata of the documents contained within your list.

The latest addition to your list will always display at the top of your list.

mySabinet Lists will open as the default page when you sign in on mySabinet.

Why do I want to create a list?
mySabinet users can create different lists where they can add relevant documents to a specific list. You will therefore create a list where all the documents that are relevant to you on a specific topic are available. You can then either add more or delete documents on these lists. You can also share a specific list(s) with other mySabinet users. If you have no more use for a list, you can also delete that list.
Functionalities available:

a) You can also create a List on your My Action List.
b) You can also add documents from your Action List to your specific selected list.
c) You can create notes on a specific document on your mySabinet – Lists by clicking on the “manage notes on this document icon” 

How do I create a list?

mySabinet users can create a list in 2 ways:

1) From their mySabinet –List screen (see screen shot above)
2) From their Action Lists directly (see screen shot below)

How do I add a document to one of my Lists?

You add documents to your Lists by clicking on “Add selected items to a mySabinet List” from your Action List. Please see the screen shot above.

mySabinet Shared Lists

You can share your mySabinet List with other mySabinet users. Please make sure that the person you wish to share your list with is a registered mySabinet user.
You can choose to share your list “with notes” or “without notes”. The “with notes” option will allow the user to share notes added to a specific document in your list together with the original document with other mySabinet users. The “without notes” option will only share the original document on the list.

You can only share a complete list. If you have shared a list, the Share icon “∥” will be next to your list name as well as the notes icon “□” if you have shared your list with notes.

Please note – if you delete your shared list, the list will also be removed from the users you shared it with.

Should the creator of the list add documents or delete documents from their shared list/s, it will also be updated on the shared list of the shared list users.

To access the lists people have shared with you, you should click on the “my Shared Lists”.

**Add/edit notes to documents from View Page**
When you click on a document title of a document that you have already added to a list, you will have the following option available: “□ MySabinet Document Notes” on your View Page screen. If you click on this option you will be able to add or change a note on that document.

**Search Lists**
You can perform a search across all your mySabinet lists to find specific documents by clicking on “Search List” at the top of your mySabinet Lists screen. Your results are only the results from your lists and not from the whole system.
mySabinet - Searches

After clicking on mySabinet Searches you will have 2 menu bars:

- My Recent Searches
- My Saved Searches

a) my Recent Searches
   It displays your search history for the past last 48 hours. From this list you can save the searches for future use.
   If you do not save the searches they will be deleted after a period of 48 hours.

b) My Saved Searches
   Once you have saved your search by completing the description and clicking on the “save” icon, you will get a list of all your saved searches. You can execute these saved searches to perform that specific search on the platform by clicking on the “run search” icon “Run”. Any new information added on the system since your previous search, will also be added to the results. The search performed will be the same but the results may differ. You can delete a saved search from your list.

The recent and saved searches only display the search terms you’ve entered in the search form to execute your search. If you have used facets to refine your results, it will not display within your search.
My Alerts
Your mySabinet profile will allow you to create an email alert on any of the products this includes products which you are not subscribed to. The full text of these documents will however not be available for you to view.

The alerts will inform you of any documents which are loaded on to the system which contains your specified criteria.

1) To create a new Alert

a) Click on the mySabinet dropdown and select my Alerts.

b) Click on the 🔄 icon to create a new alert.

c) Below is an example of the alerts form:

![Alerts Form Example]

d) Fill in the form –

Alerts can be set up in the same way in which you would do a keyword search on the search all page by completing any or all of the following fields:

- Document Title
2) Manage your alerts

a) You can manage your alerts in the *my Alerts* table. This list will display all of your active alerts.

b) By clicking on “email management” you can change the days of the week and the time on which you receive that particular alert.

c) Use the RSS feed button to active your RSS feeds for that specific alert.

**Mobile briefcases (This functionality is only available to NetLaw subscribers and applicable to the NetLaw product)**

mySabinet users will be able to create, rename, share, search or delete mobile briefcases. There are 2 different types of briefcases:

- A briefcase created by you or;
- A Briefcase shared with you

*A briefcase created by you*  
mySabinet users can create, rename, share, search or delete a briefcase/s to which they can add relevant documents. To add your required documents to your briefcase you will need to perform a search on the NetLaw product and add the relevant documents to My Action List. You will then select the relevant documents on My Action list and add them to an existing mobile briefcase or create a new mobile briefcase to
add the document to. This briefcase can be shared with other mySabinet users. You can add notes, with the add notes icon or edit your existing notes on a specific document within a briefcase.

When selecting the notes icon you will be able to add general notes to a document or notes in terms of a section of an Act. These notes can also be shared together with the applicable document with other mySabinet users (see below for more info).

You will also be able to add comments on the notes you have created or if you have shared the briefcase, together with the notes, with another mySabinet user/users and they will be able to post a comment on your notes.

The icon indicates that you have shared the briefcase and the icon indicates that you have shared the notes created on a document or in terms of a section of the Act.
A briefcase shared with you
These are briefcases which other mySabinet users have shared with you. You will be able to delete a shared briefcase/s or add comments to the notes if the user has shared the briefcase together with the notes however you will not have all the functionality available to you which you have on a briefcase you have created.

How do I create a mobile briefcase?
mySabinet users can create a briefcase in 2 ways:

- From their mySabinet –my Mobile Briefcases (see screen shot above)
- From their Action Lists directly (see screen shot below)

How do I add a document to one of my Lists?
You add documents to your mobile briefcases by clicking on “Add selected items to a Mobile Briefcase” from your Action List. Please see the screen shot above.

mySabinet Shared Briefcases
You can share your Mobile Briefcase/s with other mySabinet users. Please make sure that the person you wish to share your briefcase with is a registered mySabinet user.
You can choose to share your briefcase “with notes” or “without notes”. The “with notes” option will allow the user to share notes added to a specific document in your briefcase together with the original document with other mySabinet users. The “without notes” option will only share the original document in the briefcase.

You can only share a complete briefcase. If you have shared a briefcase, the Share icon “展品” will be next to your briefcase name as well as the notes icon “展品” if you have shared your notes.

Please note – if you delete your shared briefcase, the briefcase will also be removed from the users you shared it with.

Should the creator of the briefcase add documents or delete documents from their shared briefcase, it will also be updated on the shared briefcases of the shared briefcase users.

**Share Group**
Share groups will allow you to create a simple list of mySabinet users, who you would like to frequently share information with. You will notice the "Share Group" option when you click on the "Share" button when working with mySabinet Lists.

1) Creating and Managing a share group
   a) Click on the mySabinet dropdown and select my Share Group.
   b) Click on the 🔄 icon to create a new share group.
   c) Chose a name for your share group and click on the create.
   d) The share group has now been created.
   e) You can manage your share group in the my Share Group table.
   f) The following options are available to you:
      i) Add my Sabinet users to this group.
      ii) Rename this share group.
      iii) Delete this share group.
   g) You will now see that when you share a list the following icon will be next to your email address inserter 🔄. When clicking on this icon you can select any of the share groups which you have created.

**mySabinet Profile**
You can edit your profile or change your password.