



Day Ticket Tax Services

September 2002 Edition

CONTENTS

- 1. THE SERVICE**
 - 1.1 Contents
- 2. OPENING DAY TICKET TAX SERVICES**
 - 2.1 Opening Day Ticket Tax Services
- 3. PRINT MANAGER**
 - 3.1 Print Manager
- 4. SEARCH EXAMPLES**
 - 4.1 Navigator
 - 4.2 Normal Search
 - 4.3 Search Guide
- 5. OTHER INFORMATION**
 - 5.1 Editorial
 - 5.2 Technical Help
 - 5.3 Customer Services
 - 5.4 Training

1 THE SERVICE

1.1 Contents

The Day Ticket Tax services allow access to Tax Cases, or Tax Legislation, or both.

Tax Cases includes:

- full text law reports of all direct tax and VAT decisions made in the High Court and above from 1973 to current
- full text reports of the Special Commissioners' Decisions from 1995 to current
- full text versions of approximately 5,200 VAT Tribunal Decisions, including all new decisions
- digests of all important tax and VAT decisions for quick reference

Plus – HMSO Tax Cases; Tax Case Leaflets; Tax Transcripts

Tax Legislation provides the text of all legislative material relating to income tax, capital gains tax, corporation tax, national insurance contributions, inheritance tax, tax credits, VAT, stamp duty, insurance premium tax, landfill tax, aggregates levy, climate change levy including:

- statutes
- statutory instruments
- extra-statutory concessions
- statements of practice
- footnotes indicating amendments to legislation
- definitions
- additional helpful material including Revenue and other press releases and cross-references to the Revenue Internal Guidance Manuals.

Tax Cases and Legislation includes:

- statutes
- statutory instruments
- extra-statutory concessions
- statements of practice
- footnotes indicating amendments to legislation
- definitions
- additional helpful material including Revenue and other press releases and cross-references to the Revenue Internal Guidance Manuals.
- full text law reports of all direct tax and VAT decisions made in the High Court and above from 1973 to current
- full text reports of the Special Commissioners' Decisions from 1995 to current
- full text versions of approximately 5,200 VAT Tribunal Decisions, including all new decisions
- digests of all important tax and VAT decisions for quick reference

Plus – HMSO Tax Cases (dating from 1875 to the present day); Tax Case Leaflets; Tax Transcripts

2 OPENING DAY TICKET TAX SERVICES

2.1 Opening Day Ticket Tax Services

In order to access the Day Ticket Services you will need to click on the Tax Services button from the Butterworths Services page. From the Tax menu which you are then taken to, click on the Day Ticket Tax Services button. This will bring up the following screen:

The screenshot shows the Butterworths Tolley website interface. At the top, there is a navigation bar with the Butterworths LexisNexis direct logo and the Tolley brand name. Below the navigation bar, the page title is "Day Ticket Tax Services". There are three main service buttons: "Tax Cases Day Ticket", "Tax Legislation Day Ticket", and "Tax Cases & Legislation Day Ticket". Each button has a corresponding description and a "Buy Now!" button. Below the service buttons, there is a "First Time User" section with two links: "1. How to place an order" and "2. Making the most of your Day Ticket". At the bottom, there is a "How to Order Online" section with a link to "You can order a day ticket service from our online catalogue. Simply return to product".

In order to access the services on Day Ticket Tax Services you will need to click on the 'Buy Now' option found either under the service buttons on the Day Ticket Services page or on the 'Homepage' of the actual service you have chosen. This will take you to a separate screen where you are able to purchase a ticket. On this screen you will also be able to find more about the service by clicking on the appropriate button.

The screenshot shows the LexisNexis website interface for purchasing a "Tax Cases Day Ticket". At the top, there is a navigation bar with the LexisNexis logo and various links: "Company Home", "Services Home", "LexisNexis Group Home", "TotalSearch", "Online Catalogue", and "Customer Support". Below the navigation bar, there is a search bar and a "Search by Format" dropdown. A prominent red banner says "Order This Title Online" with a shopping basket icon and the text "CLICK to add this title to your shopping basket - you can always remove it later". Below the banner, there are "View Basket" and "Checkout" buttons. The main content area features a large "£" symbol and a "Tax Cases Day Ticket" title. To the right, there is a table with the following information: "Availability: Published" and "Day Ticket: £38.70 GBP". Below the table, there is a "Find out more about this title" button. At the bottom, there is a "Related Title(s)" section with links to "Tax Cases and Legislation Day Ticket", "Tax Cases", and "Tax Legislation Day Ticket".

Once you have made your purchase, you will be able to use the service by returning to the Day Ticket Tax Services page and clicking on the appropriate service. When you click on one of the databases you will be required to 'log in' on the following screen where you will be asked for the user name and password you have been provided with.

The screenshot shows the LexisNexis Butterworths Tax Cases login page. At the top, there is a navigation bar with links for Company Home, Services Home, LexisNexis Group Home, TotalSearch, Online Catalogue, and Customer Support. Below this is a banner for "day ticket tax services: tax cases" with a "DAY TICKET" button. A secondary navigation bar includes "tax direct libraries", "tax legislation", "tax cases and legislation", "sitemap", and "user guide". The main header features the Butterworths LexisNexis direct logo and a "Speed Depth Accessibility" graphic. Below the header is a "butterworths subscriber login" section with a text box for "User name:" and a password box for "Password:". There is a checkbox for "Remember my password" and "log on" and "forgot" buttons. To the right, there are icons for "user guides", "online product information", and "online training". A paragraph of text describes the service: "Butterworths Services provide access to a library of English and Scots law, at the touch of a button. The services incorporate Butterworths' best-known works and use an enhanced version of NETiles to enable users to benefit from quick and easy access to the information online via the Internet."

Once you have logged in to your chosen service select which database you wish to access from the list available.

The screenshot shows the LexisNexis Butterworths Tax Cases database selection page. It features the same navigation and header as the previous page. Below the header, there is a section for "First time users" with a "Buy Now!" button. A section for "Confirmed purchasers" lists several databases: Simon's Tax Cases, Special Commissioner's Decisions, VAT Cases Digest, VAT & Duties Tribunal Decisions, HMSO Tax Cases, Tax Cases Leaflets, Tax Transcripts, and Tax Cases Digest. A "Buy Now!" button is located below the list. At the bottom, there is a copyright notice: "© Reed Elsevier (UK) Limited 2002".

3. Print Manager

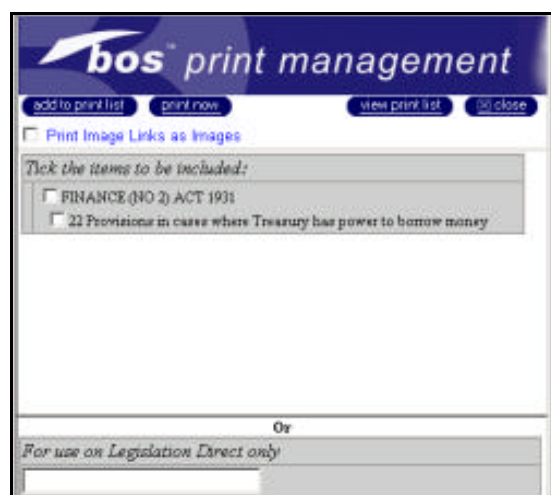
3.1 Print Manager

Whole enactments, or specific sections thereof, can be selected and collated for immediate or later printing.

Click on 'print manager' at the top of the text frame, next to the 'next item' icon.



The Print Management window will list all the relevant printable sections and schedules from your current location.



Selecting:

The whole enactment – check the box at the top of the list to the left of the full title
Sections of the enactment – check the box to the left of each required section.

- Once the required sections have been chosen click Add to print list; the print management window will show the selected enactment and/or provisions
- Click remove to remove everything selected from that particular enactment

- Click edit to select or deselect specific sections or schedules
- Click clear print list to remove all entries
- Click close to return and continue using Day Ticket Tax Services
- To view your current print list, click on the print management button, then click view print list.
- Click print now to print the selected text. Note that a new browser window will be opened. Click on the printer icon in the browser bar or use the file/print option

Note that the title and the commencement of the enactment will be printed at the top of each entry.

Once selection has been made add this to the print list, or if desired print the selection immediately by clicking on the 'print now' icon.

ADD TO PRINT LIST

Once a selection has been made, it is possible to print out immediately, by clicking on the 'print now' icon or if the section required to be printed can be added to the print list to print at a later stage (during the visit to the site).

Ensure that the tick box has been activated against the required sections to add to the print list and then click on the 'add to print list' icon at the top of the print manager dialogue box.





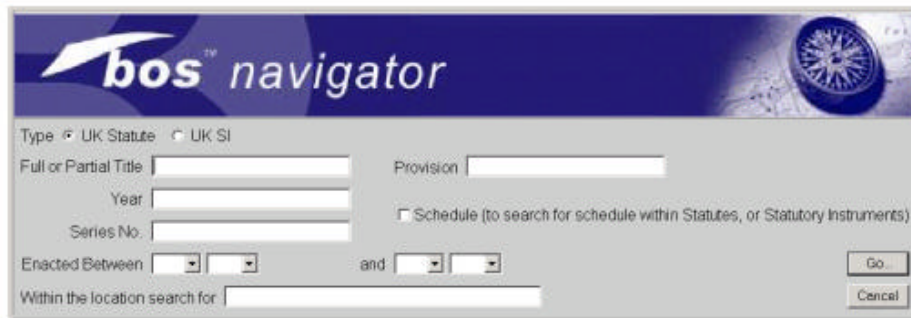
VIEW PRINT LIST

It is possible to view the print list by clicking on the 'view print list' at the top of the print manager dialogue box, or if this box is not open click on the 'print list' in the tools menu.

SEARCH EXAMPLES

4.1 Navigator

If you need to access a particular item and you know some or all of the title, any details of the year, series or chapter number, then the Navigator search best suits your needs. By entering full or partial details, the Navigator will take you directly to that enactment. If the details entered are not specific enough, you will be offered a list of possible matches from which to choose from.

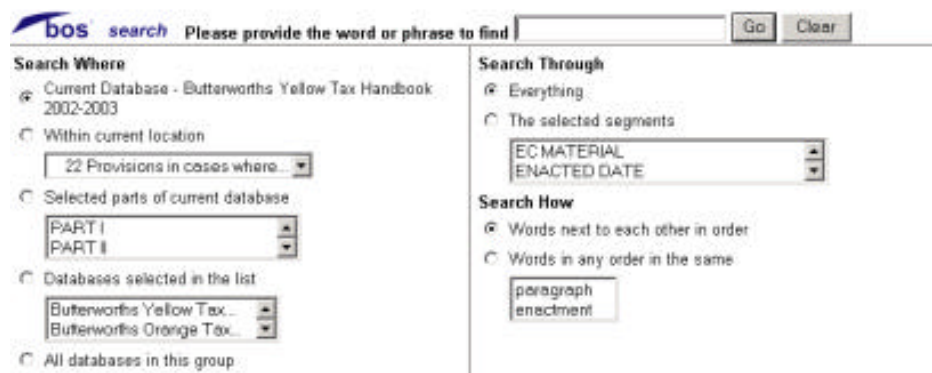


The screenshot shows the 'bos navigator' search interface. It features a search bar at the top with the 'bos navigator' logo and a compass icon. Below the search bar, there are several input fields and options: 'Type' with radio buttons for 'UK Statute' (selected) and 'UK SI'; 'Full or Partial Title' and 'Provision' text boxes; 'Year' and 'Series No.' text boxes; a checkbox for 'Schedule (to search for schedule within Statutes, or Statutory Instruments)'; 'Enacted Between' with two dropdown menus and an 'and' connector; and a 'Within the location search for' text box. 'Go' and 'Cancel' buttons are located at the bottom right.

4.2 Normal Search

This search is best suited when the information you require does not include news items, press releases etc. This is recommended for when your search is relatively simple, EG: one word or phrase, words connected by Boolean operators or words incorporating the wildcard facility.

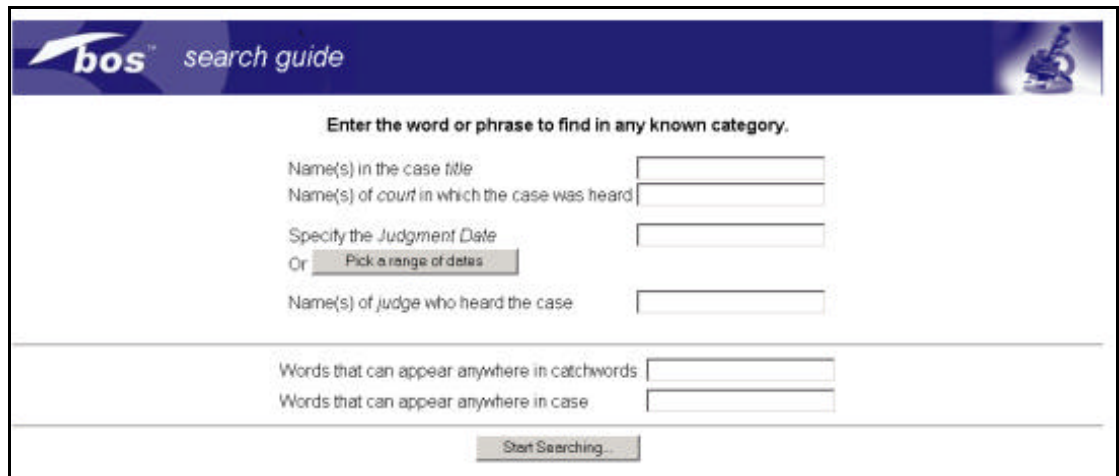
To use the library search, simply enter the word or phrase (remember to use the Boolean operator in Capitals EG: company AND finance, company OR finance) in the box provided. When the search is completed, you will be presented with a list of returned matches. The initial results screen will show the datasets with the number of hits opposite click on the one required for a fuller list of results.



The screenshot shows the 'bos search' interface. It has a search bar at the top with the text 'Please provide the word or phrase to find' and 'Go' and 'Clear' buttons. Below the search bar, there are two main sections: 'Search Where' and 'Search Through'. 'Search Where' includes radio buttons for 'Current Database - Butterworths Yellow Tax Handbook 2002-2003', 'Within current location' (with a dropdown showing '22 Provisions in cases where...'), 'Selected parts of current database' (with dropdowns for 'PART I' and 'PART II'), 'Databases selected in the list' (with dropdowns for 'Butterworths Yellow Tax...' and 'Butterworths Orange Tax...'), and 'All databases in this group'. 'Search Through' includes radio buttons for 'Everything' (selected), 'The selected segments' (with a dropdown showing 'EC MATERIAL' and 'ENACTED DATE'), and 'Search How' with radio buttons for 'Words next to each other in order' (selected) and 'Words in any order in the same' (with a text box containing 'paragraph enactment').

4.3 Search Guide

The search guide is designed to help perform Boolean searches without having to remember the operators required.



The screenshot shows a search interface with a dark blue header containing the 'bos' logo and the text 'search guide'. Below the header, there is a white area with the instruction 'Enter the word or phrase to find in any known category.' followed by several input fields and a 'Start Searching...' button.

bos™ search guide

Enter the word or phrase to find in any known category.

Name(s) in the case title

Name(s) of court in which the case was heard

Specify the Judgment Date

Or

Name(s) of judge who heard the case

Words that can appear anywhere in catchwords

Words that can appear anywhere in case

5 OTHER INFORMATION

5.1 Editorial

If you have a query about the content of Day Ticket Tax Services, you can contact us by telephone or E-mail. Simply call the Butterworths Direct help line on 0845 608 1188 and they will connect you to the appropriate person to deal with your query.

5.2 Technical Support

Telephone support is available during normal working hours (09 00 – 17 00 GMT)

Tel: (44) 0845 305 0500 Fax: (44) 01483 257917

To assist the helpline in resolving your problems as quickly as possible please have the following information to hand before calling

- What Internet browser are you using?
- What product do you subscribe to?
- Do you have a network or standalone PC?
- If you are on a network what type is it? (i.e. Novell, NT etc.
- Which version of DOS are you using?
- Which version of Windows are you using?
- What was the sequence of events leading up to your problem?

Support for our on-line services is also available:

09 00 – 17 00 Monday to Friday

08 00 – Midnight Saturday and Sunday on-line at:

<http://www.butterworths.com/content/support/techsupport.htm>

Or E-mail: online.support@butterworths.com

5.3 Customer Support

Butterworths Direct Helpline is available from Monday to Friday 09 00 – 17 00

Tel: 0845 608 1188

For calls from outside the UK: +44 20 7400 2977

5.4 Training

To find out more about our comprehensive training courses, and to reserve a place.

Tel: (44) 01932 334836 Fax: (44) 0207 400 4639

E-mail: training@butterworths.com