



EMPLOYMENT LAW ONLINE

August 2000 Edition

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1. THE SERVICE

1.1 OVERVIEW

Employment Law Online is the comprehensive service for employment practitioners. The service is broken down into the following subsections:

- Harvey on Industrial Relations and Employment Law. Extensive commentary on Industrial Relations and Employment Law.
- Legislation. Legislation relevant to the field of Employment Law.
- Cases. A selection of cases relating to the area of Employment Law and Industrial Relations.
- E-mail Alerter. Provides tailored daily or weekly updates on new developments in Employment Law.
- Employment Links. Links useful to those practicing in the area of Employment Law.
- Daily News. A daily news update.
- Harvey Bulletin. Updates which compliment Harvey on Industrial Relations and Employment Law.
- IRLR Highlights. A selection of IRLR highlights.
- Archive.

2. OPENING THE SERVICE

2.1 OPENING THE SERVICE

To access the Employment Law Online service, select 'butterworths services' from the Butterworths Lexis Direct home page (single click) and then left click Employment Law Online, pictured below.



On the following screen, enter your username and password into the 'log on' screen as appears below.

Please provide your user name and password in the boxes below:

User name:

Password:

The subsequent screen will be the Employment Law Online Homepage, shown below.

A screenshot of the Butterworths LexisDirect Employment Law Online homepage. The page features a navigation menu at the top with links for home, butterworths services, and employment law online. Below the navigation menu, there is a sidebar with a list of links including harvey on industrial relations and employment law, legislation, cases, email alerts, employment links, daily news, harvey bulletin, IRLR highlights, archive, and feedback. The main content area is titled "employment law online" and includes a sub-header "The truly comprehensive service for employment practitioners". Below this, there is a section titled "IMPLEMENTATION OF BUREAU FALLS FURTHER BEHIND SCHEDULE" with a brief summary of the government's plans for criminal record checks. At the bottom of the page, there is a logo for the Industrial Relations Law Bulletin (IRL) and a copyright notice for Reed Elsevier (UK) Limited 2001.

3. UNIQUE FEATURES

3.1 NAVIGATION BAR

To aid navigation between the sections of the service, a common navigation bar, integrated at the top of each section can be used, pictured below.



To access any service, at any time, left click the appropriate heading once.

3.2 BOOKS ON SCREEN [BOS]



'bos' is Butterworth's own reference software system which gives you the advantage of immediate electronic access to all the information within your chosen browser.

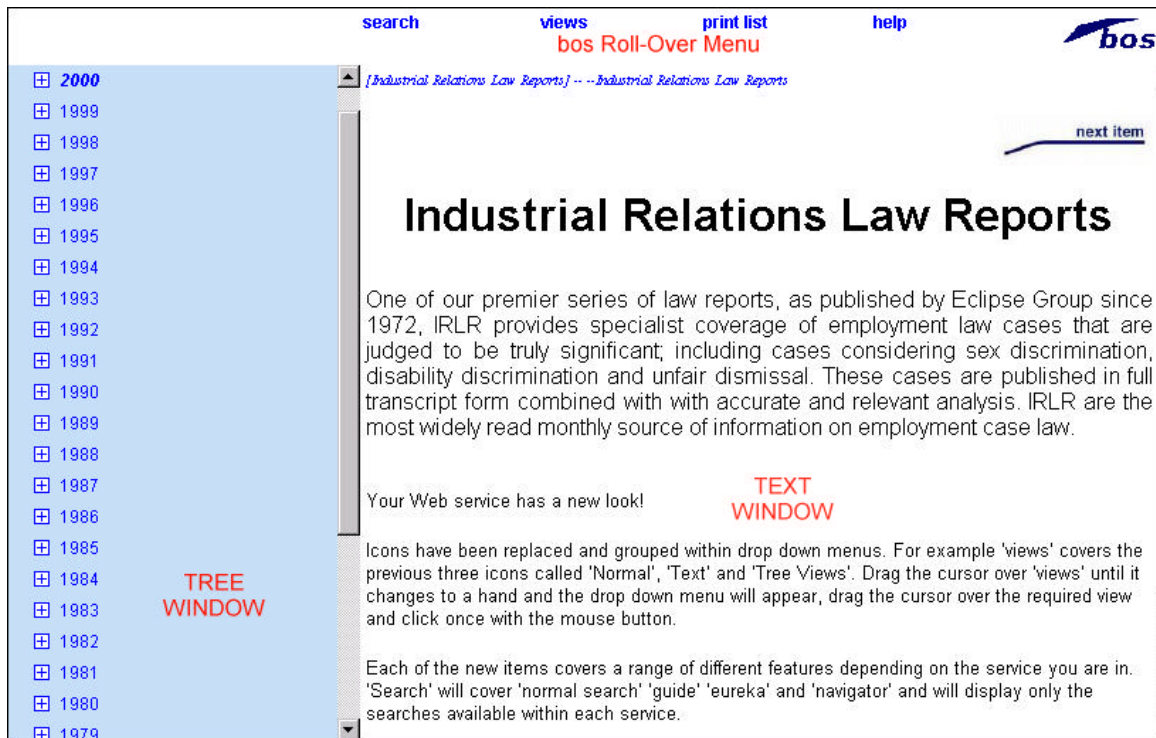
For an example of the application of bos within the Employment Law Online service, navigate to the Glossary section.

For details on how to browse records within bos please see 'Navigating bos'

3.3 NAVIGATING BOS

The bos areas of Employment Law Online are divided into three sections...

- The bos Roll-Over Menu
- Text Window
- Tree Window



The bos Roll-Over Menu contains four options, and is shown enlarged below.



The four options are...

- **Search** - Left click this once to access the search utility
- **Views** - Roll over this to bring up bos layout options
- **Print list** - Left click this to view your print list
- **Help** - Left click this to launch bos help.

In order to make a selection from the bos menu, move the cursor over one of the four options listed above. At this point, if further options are available they will appear below the relevant option. In the example pictured above, the cursor is positioned over the second option, views.

Three further options have appeared...

The further options under Views are...

- **Normal** -The default layout for bos, with both the tree window and text window visible, as pictured above.
- **Text** - Select this option to view only the text window.
- **Tree** - Select this option to view only the tree window.

Within the text window, two navigation buttons are available, pictured below...

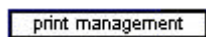


Left click the button pictured above to proceed to the following page of text.



Left click the button pictured above to return to the previous page of text.

Additionally, on certain text frames a print manager button may be available. Left click this once to access the bos Print Manager utility, pictured below. For details on using the Print Manager, please see 'Print Manager'.

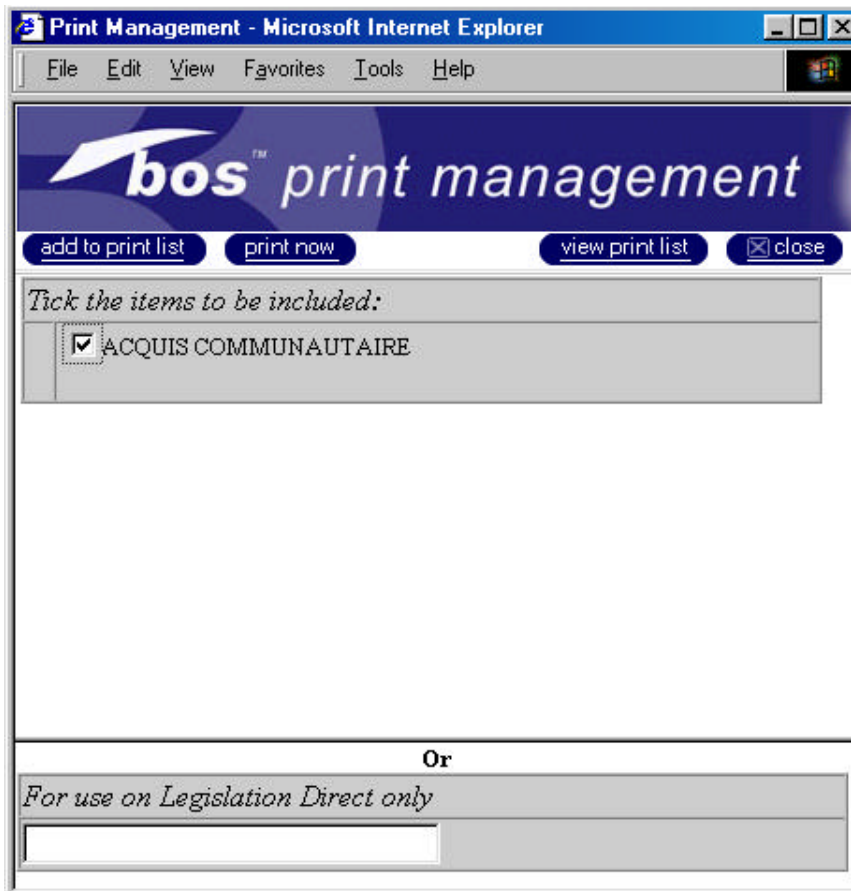


3.4 PRINT MANAGER

Whole archives, or specific sections of bos, can be selected and collated for immediate or later printing.

[print management](#)

The print manager button appears at the top and bottom of some text frames. Left click this button once to load the print manager.



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

Selecting material to print:

- To select all archives available for printing, check the box furthest to the left.
- To select individual archives for printing, check the appropriate box to the left of that heading.

To print later, left click the 'add to print list' button. To print immediately, left click the 'print now' button.

4. SEARCHING

4.1 TWO TYPES OF SEARCH UTILITIES

There are two principle types of search utilities to be found within Employment Law Online.

- The first is the 'normal' bos search engine. This can be accessed by moving the mouse over 'search', then left clicking 'normal', from the bos sub menu.
- The second is search type is called Navigator. For direct access to a specific enactment, use Navigator and enter full or partial details, such as the title, year and series number, of that enactment.

4.2 NAVIGATOR

Navigator can be found in the Legislation section of Employment Law Online.

Drag the cursor over 'search' and highlight and left click with the mouse button on 'navigator' to activate the Navigator search screen.

[search](#) [views](#) [print list](#) [help](#)
[normal](#) | [navigator](#)

Choose to search through one of the two modules (ie. UK Statutes, UK SI) by clicking on the appropriate radio button.

Enter details into one of a combination of the following boxes.

bos navigator

Full or Partial Title

Year

Series No.

Provision (eg section)

Type

UK Statute

UK SI

Tick to search for a Schedule

Enacted Between

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

and

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Go... Cancel

Once location(s) have been found, search for this text

Full or partial title – one word can be used i.e. taxes, or a phrase i.e. pension schemes

Year – enter the year that the enactment was made

Series Number – enter the chapter number of the Statute, the series number of the Statutory Instrument or the number of the Measure

Provision – if you want to see a particular provision type in the number of the provision you wish to view

Tick to search for a Schedule – if a specific Schedule is required, check the box and enter the Schedule number in the Provision section

Enacted between – if you are unsure of the exact details of the enactment, but know roughly when it was enacted, use the drop down boxes to specify a range of dates to search through

Once location(s) have been found search for this text – enter a key word(s) to be taken directly to the required text in the location required. This searches for words next to each other only

If the information entered in the Navigator window is sufficiently specific to identify a single enactment, it will go directly to that enactment (or provision thereof). If the details are not sufficiently specific, a list of possible matches to choose from will be displayed.

If the search identifies more than one enactment as meeting the search criteria, the results will be listed in a Search Results page each hit will provide a link directly to the appropriate location.

4.3 ACCESSING THE BOS SEARCH UTILITY

An example of a bos search engine can be accessed through the bos Glossary section, by moving the cursor over the 'search' option of the bos sub menu, and left clicking 'normal' which should appear, as shown below.


[search](#)
normal



[views](#)

[print list](#)

[help](#)

After left clicking 'normal', the main search page will appear, as shown below.

[search](#) [views](#) [print list](#) [help](#) 



Please provide the word or phrase to find

 [Clear](#)

Search where	Search How
<p><input checked="" type="radio"/> Current Database</p> <p><input type="radio"/> Selected parts of current database</p> <p><input type="radio"/> Databases selected in the list</p> <p><input type="radio"/> All databases in this group</p>	<p><input checked="" type="radio"/> Words next to each other in order</p> <p><input type="radio"/> Words in any order in the same</p>
<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">LEGISLATION</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Statutes Statutory Instruments</div> <div style="border: 1px solid gray; padding: 2px;">Harvey on Industrial Relations... Harvey Bulletin Archive All England Law Reports European Cases Unreported Transcripts Industrial Relations Law...</div>	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">paragraph provision enactment</div>

Note that although this utility was accessed via the Legislation sections of Employment Law Online, it is possible to select other sections of Employment Law Online to search through.

Please see a search example for guidance on using the bos search utility, see a bos search example.

5. SEARCH EXAMPLES

Employment Law Online uses the bos search engine. While browsing the Industrial Relations Law Reports, you require information on the test of fairness.

Please provide the word or phrase to find

- In the 'search where' section, leave the radio button selected on Current Database as you want to search through the whole Industrial Relations Law Reports.

Search where	
<input checked="" type="radio"/> Current Database	<input type="text" value="Industrial Relations Law Reports"/>
<input type="radio"/> Selected parts of current database	<input type="text" value="2000"/> <input type="text" value="1999"/> <input type="text" value="1998"/>
<input type="radio"/> Databases selected in the list	<input type="text" value="Harvey on Industrial Relations..."/> Harvey Bulletin Archive All England Law Reports European Cases Unreported Transcripts Industrial Relations Law...
<input type="radio"/> All databases in this group	

- Leave the 'search how' section as it is, as you want to find the words next to each other in order. Pictured below.

Search How

Words next to each other in order

Words in any order in the same

paragraph
case

- Next left click the 'go' button, to launch the search.



At this point, the service will search through the Industrial Relations Law Reports book. After a short wait, the results page will appear as below...

[search](#) [views](#) [print list](#) [help](#)

search results (61 total hits)

search text	<i>test of fairness</i>	search type	<i>Words are adjacent</i>
search location	<i>Industrial Relations Law Reports</i>	searching through	<i>All Text</i>

Industrial Relations Law Reports (61 hits in this database)

Industrial Relations Law Reports
2000
January 2000

[Highlights: January 2000 \[1 hit\]](#)
[WILSON \(appellant\) v. ETHICON LTD \(respondents\) \[2 hits\]](#)

In this case, sixty-one search results have been returned. The results are highlighted in blue, indicating it is a hyperlink. Left click the highlighted result to view the information.

6. OTHER INFORMATION

6.1 EDITORIAL

If you have a query about the content of the Employment Law Online service, 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. Alternatively, you can E-mail us with any editorial queries or comments by using the '[contact us](#)' links that appear on the home page. We welcome feedback from our customers about Employment Law Online so please feel free to contact us.

6.2 TECHNICAL HELP

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 help line 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.co.uk/content/support/techsupport.htm>

Or E-mail: online.support@butterworths.co.uk

6.3 CUSTOMER SUPPORT

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

Tel: 0845 608 1188

For calls from outside the UK: +44 0207 400 2822

6.4 TRAINING

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

Tel: (44) 0207 400 4639

E-mail: training@butterwoths.co.uk