



PROPERTY TAXATION

October 2000 Edition



CONTENTS

- 1. CONTENTS OF THE SERVICE**
- 2. OPENING THE SERVICE**
- 3. UNIQUE FEATURES**
 - 3.1 NAVIGATION BAR
 - 3.2 BOOKS ON SCREEN [BOS]
 - 3.3 SITEMAP
- 4. OTHER INFORMATION**
 - 4.1 EDITORIAL
 - 4.2 TECHNICAL HELP
 - 4.3 CUSTOMER SERVICES
 - 4.4 TRAINING

1. CONTENTS OF THE SERVICE

Property Taxation - Instant access to a wealth of material. The full text of Tolley's Property Taxes, Capital Allowances, Stamp Duties/Stamp Duty Reserve Tax and Estate Planning together with the VOA Manuals, is now available online, containing all the usual sophisticated search and cross-reference and tools with the added benefit of easy-to-update online format. Your service contains the following sections:

- **Capital Allowances.**
- **Estate Planning.**
- **Property Taxes.**
- **Property Tax Notice Board.**
- **Stamp Duty.**
- **Valuation Office Manuals.**

2. OPENING THE SERVICE

To access Property Taxation, select 'butterworths services' from the Butterworths Lexis Direct home page (single click) and then left click 'Tax Services' , pictured below.



The next screen you see will be the Tax Services page. From this page select Property Taxation.



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 following screen will be the Property Taxation opening screen, shown below.

The screenshot shows the opening screen for the Property Taxation Service. At the top left is the Tolley logo, a red sphere with the word "Tolley" in red. Below it, in smaller text, is "A Member of the LexisNexis Group". To the right of the logo is a navigation menu with links: "home", "butterworths services", "tax services", and "property taxation". On the far right, the text "Property Taxation" is displayed in a large, bold, black font, with a small image of a building to its right. Below the navigation menu is a horizontal line with a black background and white text listing various services: "direct news", "direct libraries", "isegpact & sims", "taxation", "tax planning", "international", "taxlink", "indirect", "customs", "shemap", and "user guides". The main heading "Property Taxation Service" is centered. Below this heading is a paragraph of text: "Instant access to a wealth of material - for full text of Tolley's Property Taxes, Capital Allowances, Stamp Duties/Stamp Duty Reserve Tax and Estate Planning together with the VDA Manuals, is now available online, containing all the usual sophisticated search and cross-reference and tools with the added benefit of easy-to-update online format." Below the text are six buttons arranged in two rows of three. The top row buttons are "Capital Allowances", "Estate Planning", and "Property Taxes". The bottom row buttons are "Property Tax Notice Board", "Stamp Duty", and "Valuation Office Manuals". At the bottom center of the page is a small copyright notice: "© Reed Elsevier (UK) Limited 2000".

3. UNIQUE FEATURES

3.1 NAVIGATION BAR



The Property Taxation Navigation Bar is pictured above. To access any section, simply left click on the relevant heading.

To return to Property Taxation, simply left click 'property taxation', at the top-right of the bar once.

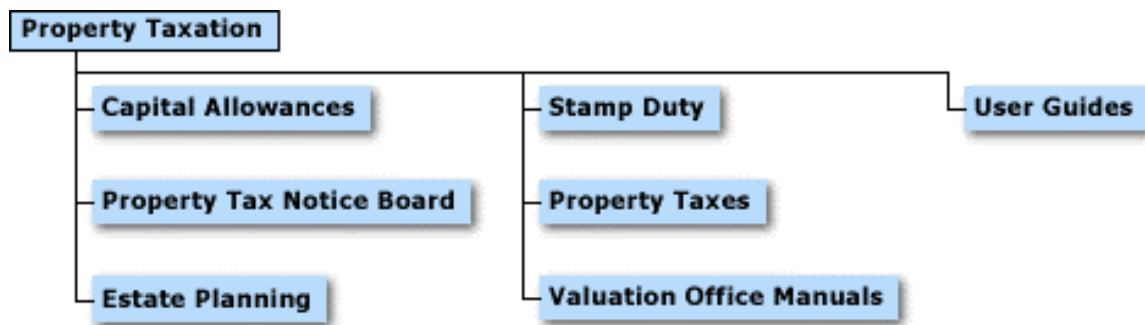
3.2 BOOKS ON SCREEN [BOS]

For information on books on screen, searching and print management, please refer to the Direct Services User Manual which can be located on the Online Product Manuals page.

3.3 SITEMAP

Users may also navigate Property Taxation by using the sitemap. The sitemap can be accessed by left clicking once the sitemap button on the navigation bar.

The Property Taxation sitemap is shown below. Areas can be accessed by left clicking on the required section.



4. OTHER INFORMATION

4.1 EDITORIAL

If you have a query about the content of the Property Taxation 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 Property Taxation so please feel free to contact us.

4.2 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 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

4.3 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



4.4 TRAINING

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

Tel: (44) 0207 400 4639

E-mail: training@butterworths.co.uk