

VAT Update User Guide

VAT Update Online
December 2003 Edition



Contents

1.	About VAT Update.....	3
1.1.	Benefits of the Service.....	3
1.2.	Subscriptions	3
2.	System Requirements.....	4
3.	Step by Step Guide	5
3.1.	Getting Started	5
3.2.	Using the Index.....	5
3.3.	Watching a Lecture	5
3.4.	Obtaining a CPE Certificate.....	6
4.	Getting Help.....	7

1. About VAT Update

VAT Update Online is a new online service that keeps you up to speed with VAT.

1.1. Benefits of the Service

- Quarterly Update covers all major changes in VAT
- Includes all major sources of change in VAT: ECJ, House of Lords, Court of Appeal, High Court, VAT Tribunal, Statutory Instruments, new legislation
- Single point of reference, to keep you up to date reliably and consistently
- Each Update includes 2 hours of audio-visual lectures, and is accompanied with sixty pages of commentary – written by top experts Mike Thexton and Dean Wootten, which explains the practical impact of changes quickly and clearly
- Includes an interactive quiz to test your understanding of each lecture
- Provides you with a total of 24 structures CPE points per year
- Includes an index allowing you to find previous discussions of key topics
- Compatible with data projectors for internal presentations

1.2. Subscriptions

To subscribe to VAT Update, contact Customer Services on 020 8662 2000 or email customer.services@lexisnexis.co.uk

2. System Requirements

PC with access to the Internet. This can either be via a modem or your Local Area Network.

The PC needs to have sound enabled.

Your PC also needs to have an internet browser that supports frames, accepts cookies and is also Java enabled. For example Microsoft Internet Explorer 5 or higher, or Netscape 4.6 or higher.

Shockwave plugin to play lectures. Click [here](#) to install it.

Adobe Reader click [here](#) to install it.

3. Step by Step Guide

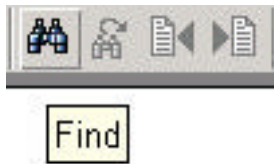
3.1. Getting Started

VAT Update is a subscription-based service and you will need to be a subscriber to view anything other than the free lectures.

3.2. Using the Index

Each Update is accompanied with a consolidated source Index. It runs throughout the calendar year, and is constantly updated. Each January's Index will be the final Index for the calendar year to 31 December.

The Index is in PDF format and will require Acrobat Reader to view it. Once the Index is open, you may find wish to find a particular word or phrase. Click on the **binocular icon** (shown below) to open the "Acrobat Find" window, enter the word or phrase and then click on "Find".



3.3. Watching a Lecture

From the home page you can click on any of the quarterly updates that form part of your subscription. You will then find a list of all the available lectures. The lectures are arranged with the most important development at the top.

To open a lecture, click on its title. You will need the free [Shockwave plugin](#) to view the lectures.

Once the lectures are open the following controls are available:

- Pause
- Fast Forward
- Rewind

These controls enable you to go to the relevant parts of the lecture and watch them at your leisure.

Each update is accompanied by notes. These are in PDF format and require [Acrobat Reader](#) to access them.

To download the notes, either

- Right-click on the Index link and select the Save option

or

- Click on the link to open the document and then Save

3.4. Obtaining a CPE Certificate

After watching all of the lectures in an Update, you will be entitled to CPE points.

VAT Update qualifies as structured CPE and a bespoke CPE certificate can be printed off the CD-ROM for your records. To qualify for the CPE certificate –and to access it - you will need to answer a series of multiple choice questions based on the Update for the quarter.

There will be one question for each lecture in the quarter. If you secure the required pass mark (75%) a CPE certificate worth six points per quarter may be printed from the screen.

4. Getting Help

For help with using VAT Update:

Telephone 0845 608 1188

or

email technical.helpdesk@lexisnexis.co.uk

For any queries regarding the content of the lectures:

email queries@onlinetutors.co.uk