# TimeBase One

# Searching, browsing & viewing legislation

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- > Refine search results
- > Browse menu

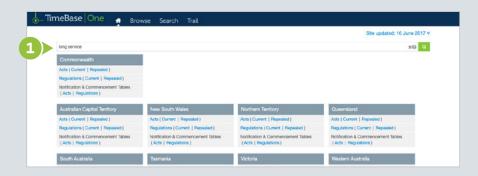
- > Working with browse results
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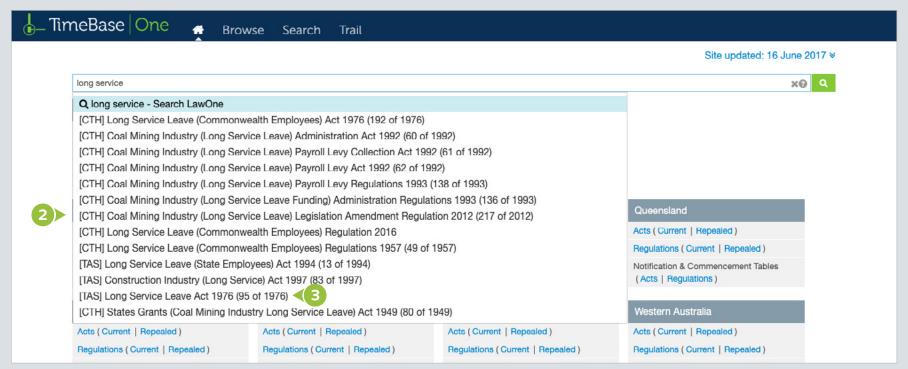
## Legislation title lookup

Access legislation titles in one click via lookup.

On the home page:

- 1 Start entering the title into the search field.
- 2 A lookup list will dynamically appear.
- 3 Click on the relevant title to go straight to the **full text**.







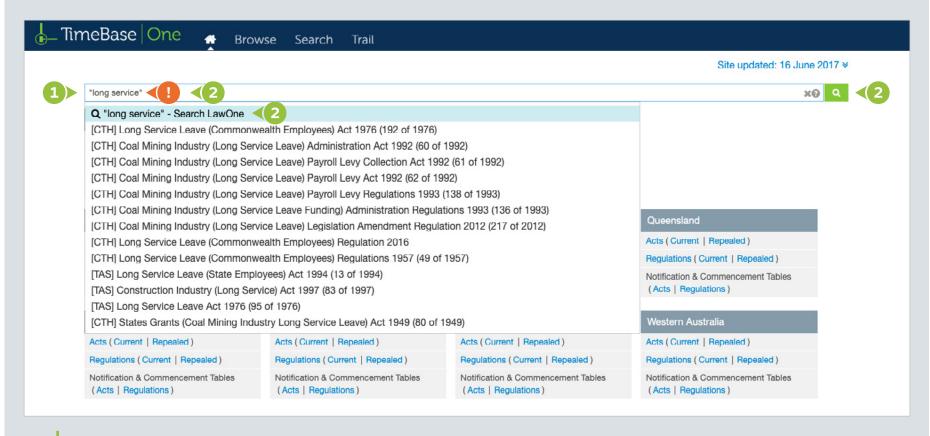
#### Quick full text search

Conduct a quick full text search (Google style) on the home page using one or more search terms.

On the home page:

- 1 Enter search terms into the search field.
- 2 Press enter to view the results.

• Make queries more precise by using search operators. For example, to search for an exact phrase, enclose the phrase in double quotation marks.





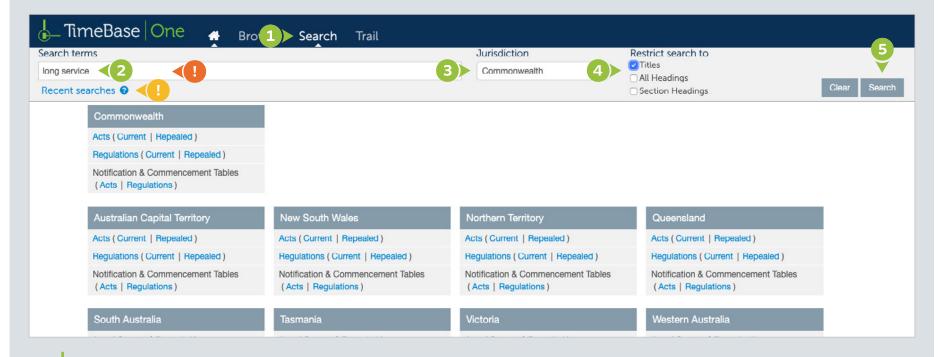
## Basic search by jurisdiction

Conduct a basic full text or title search by jurisdiction in search mode.

From any page:

- Click on the search tab.
- 2 Enter search terms into the search field.
- 3 Select a jurisdiction from the drop down menu (optional).
- 4 Tick the relevant check box to restrict the search to certain titles or headings (optional).
- 6 Click the **search button** to view the results

- Make queries more precise by using search operators. For example, to search for an exact phrase, enclose the phrase in double quotation marks.
- 1 To save time, load a recent search.



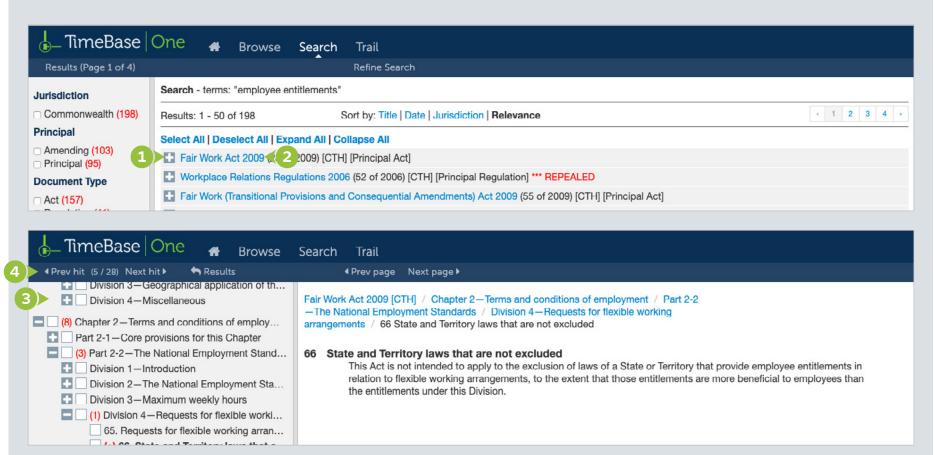
## Navigating search results

On the search results page:

- 1 Click on a toggle to see a summary of where the search hits occur.
- 2 Click on a **legislation title** to see the search hits in detail.

On the legislation title page:

- 3 Search hits are shown in the table of contents.
- 4 Search hits can be navigated using the previous hit and next hit links.



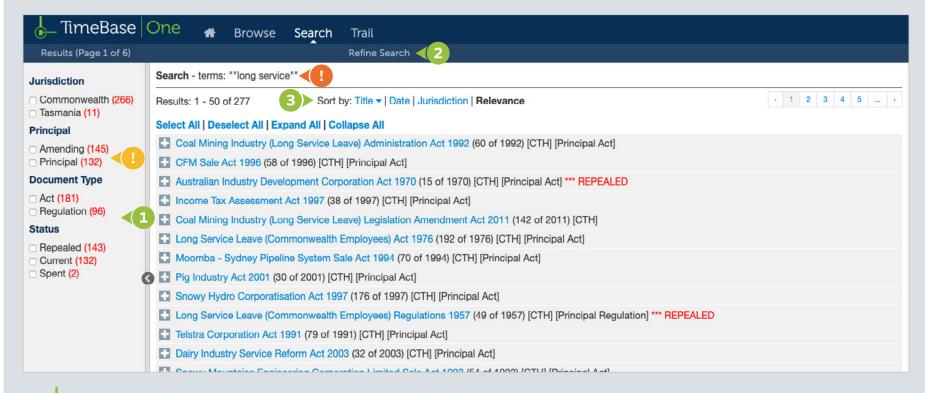
#### Refine search results (1/2)

For even more flexibility, search results can be manipulated in real time by adjusting the search facets.

From the search results page:

- 1 Select/deselect search facets to manipulate the search results.
- 2 Select **refine search** to reopen the search panel and change options.
- 3 Sort search results by clicking title, year, relevance or jurisdiction.

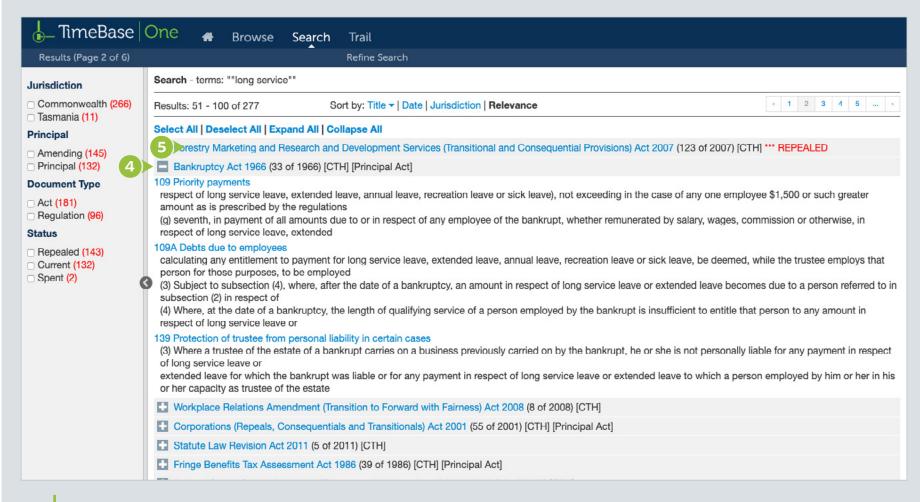
- A breadcrumb indicates what has been searched for and dynamically changes as search facets are adjusted.
- Search facets include status, principal or amending, jurisdiction and document type.





#### Refine search results (2/2)

- Toggle the search results to show/hide details of hits.
- 5 Click the document title to access its full text (if available).

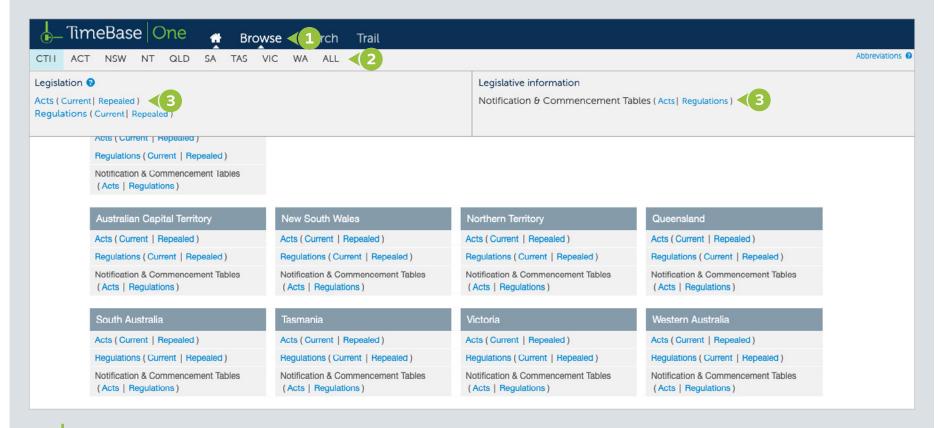


#### Browse menu

Browse legislation through multiple paths.

From any page:

- Click on the browse tab.
- 2 Click on any jurisdiction option (including all).
- 3 Click on one of the options in the browse panel to view browse results.





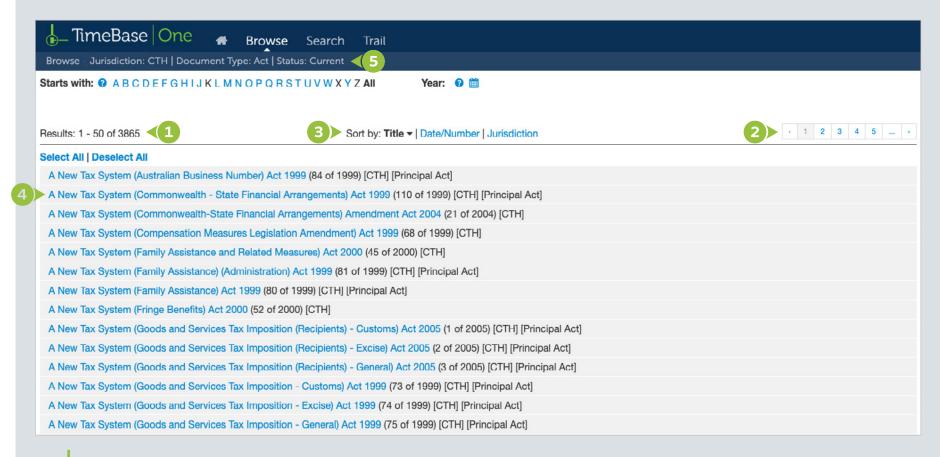
## Working with browse results

Browse results display a list of legislative items by title.

From the browse results page:

- View the number of results.
- 2 Click on a page number or arrow to navigate results.

- 3 Click on either title, date/number or jurisdiction to sort results.
- 4 Click on a title to access its **full text** (if available).
- 5 Refer to the **breadcrumb** for the browse summary.





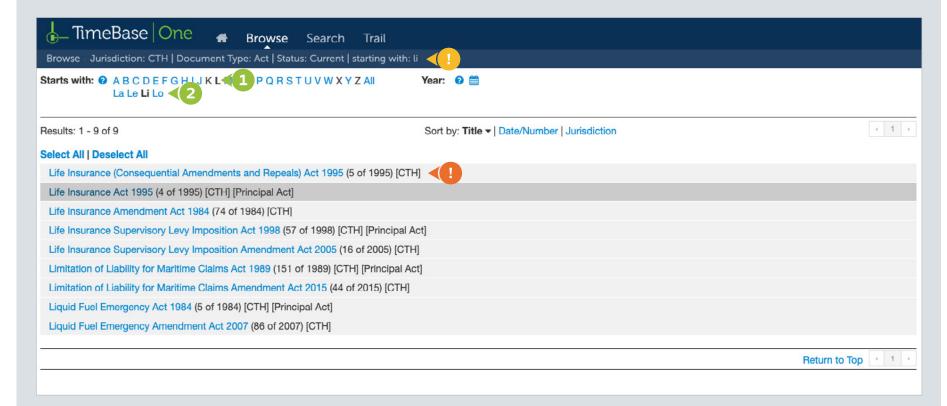
## Browse by alphabet

View results starting with a specific letter (or number) combination using the alphabet menu.

From the browse results page:

- 1 Click on a letter (or number) in the alphabet menu.
- 2 Click on a **combination** to view results starting with those two letters (or numbers).

- Browse results will dynamically **change** with each selection made.
- 1 A **breadcrumb** summarises browse options and dynamically changes as selections are made.





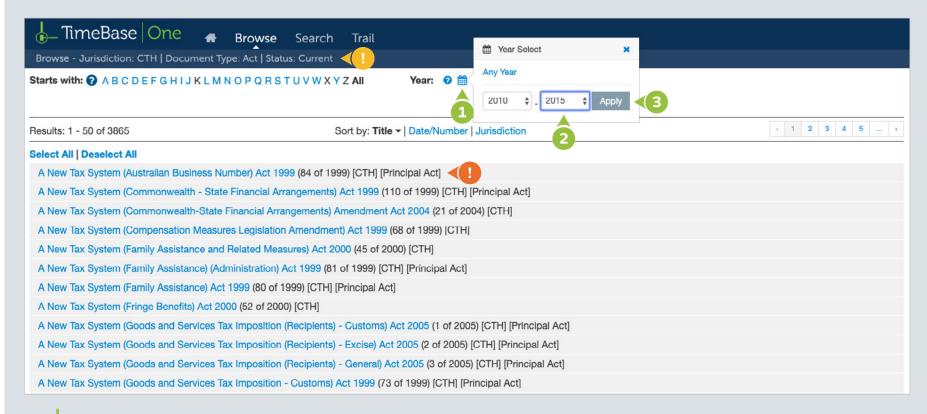
#### Browse by year

#### Narrow results by year of legislation.

From the browse results page:

- 1 Click on the year select icon.
- 2 Click on a year to limit results to that year (or year range).
- 3 Click apply to generate results.

- Browse results will dynamically change with each selection made.
- A **breadcrumb** summarises browse options and dynamically changes as selections are made.

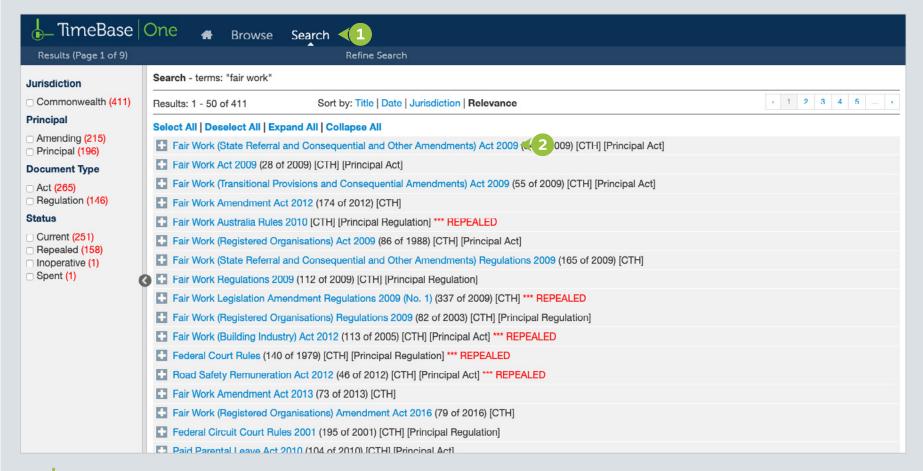




# Accessing full text legislation

#### Access full text legislation.

- 1 Use title lookup, search or browse to find legislation.
- 2 Click on a title to access its full text (if available).



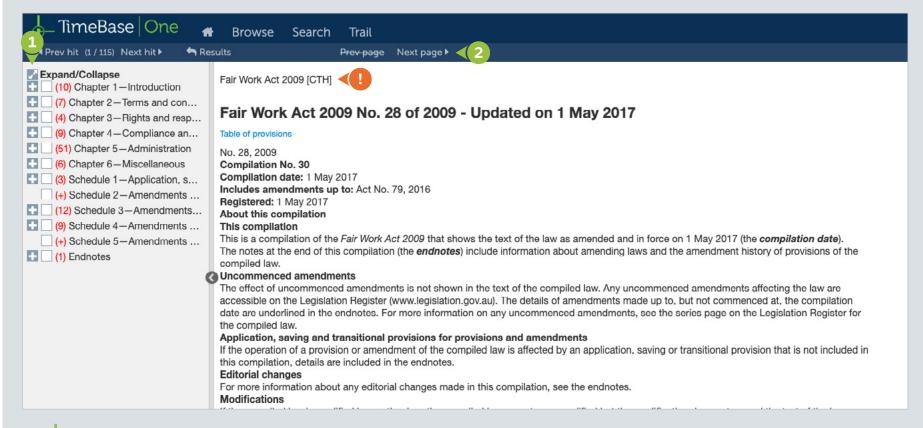
# Navigating full text legislation (1/2)

#### Navigate full text legislation content several ways.

On any page within the legislation:

- 1 Toggle to show (or hide) content in the **table of contents**, then click on content to view that page.
- 2 Click on next page or previous page.

• A **breadcrumb** indicates the location and hierarchy of the page.



# Navigating full text legislation (2/2)

On the main legislation page:

1 Click on a provision range to navigate to a section more quickly.

◆Prev hit (1 / 115) Next hit ▶ ★ Resi	
(9) Chapter 4—Compliance an (51) Chapter 5—Administration (6) Chapter 6—Miscellaneous (3) Schedule 1—Application, s (+) Schedule 2—Amendments (12) Schedule 3—Amendments (9) Schedule 4—Amendments (+) Schedule 5—Amendments (1) Endnotes	The notes at the end of this compilation (the <i>endnotes</i> ) include information about amending laws and the amendment history of provisions of the compiled law.  Uncommenced amendments  The effect of uncommenced amendments is not shown in the text of the compiled law. Any uncommenced amendments affecting the law are accessible on the Legislation Register (www.legislation.gov.au). The details of amendments made up to, but not commenced at, the compilation date are underlined in the endnotes. For more information on any uncommenced amendments, see the series page on the Legislation Register for the compiled law.  Application, saving and transitional provisions for provisions and amendments  If the operation of a provision or amendment of the compiled law is affected by an application, saving or transitional provision that is not included in this compilation, details are included in the endnotes.  Editorial changes  For more information about any editorial changes made in this compilation, see the endnotes.  Modifications  If the compiled law is modified by another law, the compiled law operates as modified but the modification does not amend the text of the law. Accordingly, this compilation does not show the text of the compiled law as modified. For more information on any modifications, see the series page on the Legislation Register for the compiled law. Self-repealing provisions  If a provision of the compiled law has been repealed in accordance with a provision of the law, details are included in the endnotes.  An Act relating to workplace relations, and for related purposes  Contents  Chapter 2—Terms and conditions of employment (§§ 41 to 333A)  Chapter 2—Terms and conditions of employment (§§ 532 to 572)  Chapter 5—Administration (§§ 17 to 80)  Schedule 1—Application, saving and transitional provisions relating to amendments of this Act  Schedule 3—Amendments made by the Fair Work Amendment (Transfer of Business) Act 2012  Schedule 3—Amendments made by the Fair Work Amendment Act 2015  Endnotes

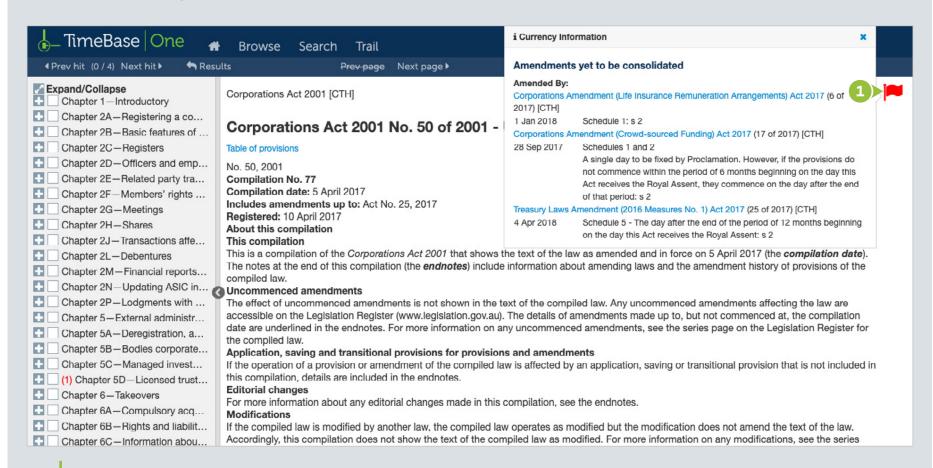


## Currency information

View the currency information for legislative instruments, including details of any uncommenced amendments.

From any page within the full text legislation:

① Click on the **red flag**.





Need further help or technical support? Talk to a TimeBase team member:

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(Mon-Fri, 8am-4:30pm)



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