

TimeBase LawOne Quick Start Guide

Quick legislation search

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Show me how to...

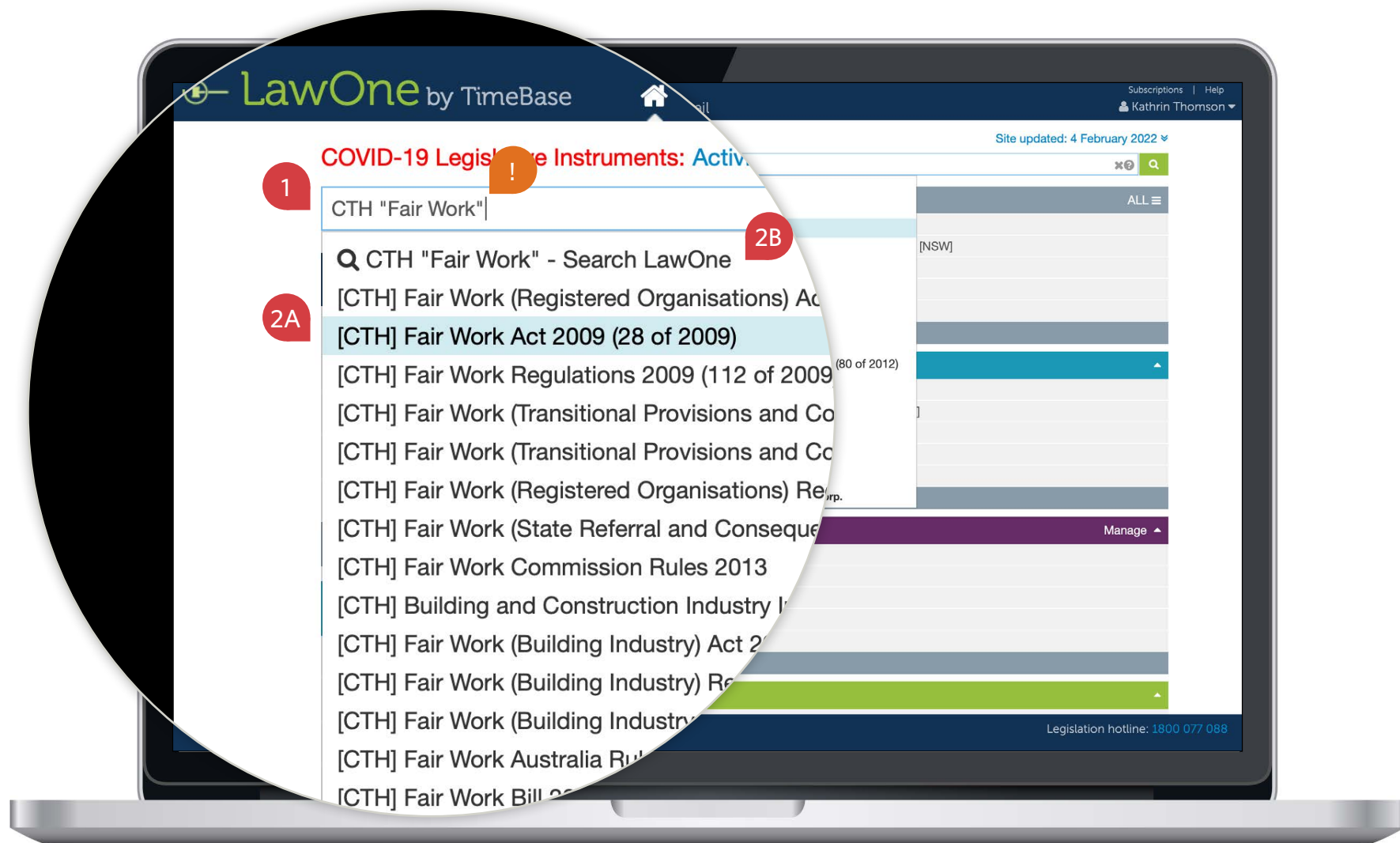
Access legislation in one click

Use the search field with dynamic lookup list on the home page to access the legislation you need *fast*.



Access legislation in one click

To search from the home page using search terms: **1** Type the **jurisdiction** (optional) followed by your **search terms** into the search field. A dynamic **lookup list** featuring the top results will appear. **2A** Click on a **title** to go straight to the full text legislation. **2B** If you cannot see the title you need, click the **search LawOne** option to load the full list of search results. **!** For best results, use **search operators** (such as double quotation marks for an exact phrase). →





Access legislation in one click continued

To search from the home page using act number and/or year: **1** Type the jurisdiction (optional) followed by the **act number** and/or **year**. A dynamic **lookup list** will appear featuring the top results. **2A** Click on a **title** to go straight to the full text legislation. **2B** If you cannot see the title you need, click the **search LawOne** option to load the full list of search results. **!** You can also search for a title using an **FRLI** number. →





Access legislation in one click continued

❗ For **tips and instructions** on how best to use the search field, click on the **help icon** and a popup will appear. □





Show me how to...

Access legislation via quick search

Conduct a Google-style search on the home page, then refine and sort your search results to find a legislative title quickly.



Access legislation via quick search

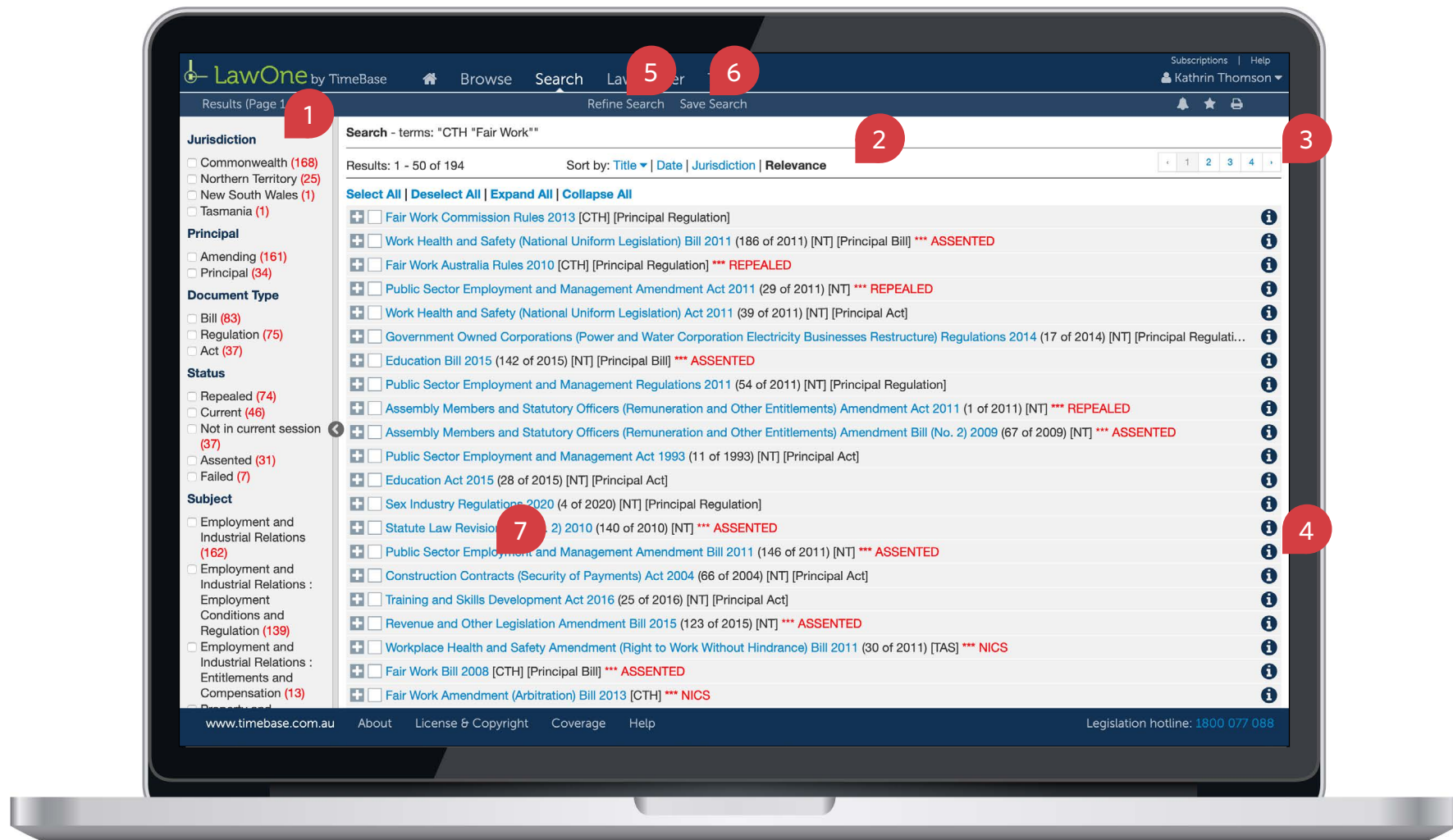
On the home page: ① Type your **search terms** into the search field. These can include the jurisdiction, year, act number, title keywords and FRLI number. ② Hit **enter** or click on the **search icon** to load the search results. ⚠ For best results, type the **jurisdiction followed by the act number or year** before the title keywords, and use **search operators** (such as double quotation marks for an exact phrase). →





Access legislation via quick search **continued**

On the search results page, you can: **1** Narrow your results by jurisdiction, principal, document, status, subject and responsible department (where applicable) in the sidebar. **2** Sort your results. **3** View more results (if available). **4** Click on the **key info icon** to view core info and quick links. **5** Click **refine search** to open the search panel and access more search options. **6** Save your search. **7** Click on a **title** to view the full text or details. →





Access legislation via quick search **continued**

Using the key info panel, you can access (where applicable): **1** The full text. **2** A link to the original source. **3** Currency and assent information. **4** Quick links to bills, downloads, tables, responsible government departments, related instruments (including cases and subordinate legislation) and relevant subjects. **!** To load all key info on a new page, click **view all details**. →

The screenshot displays the LawOne by TimeBase web application. The main search results list includes the 'Fair Work Act 2009' (28 of 2009) [CTH] [Principal Act]. A circular callout highlights the 'Key Info' panel for this act, which contains the following information:

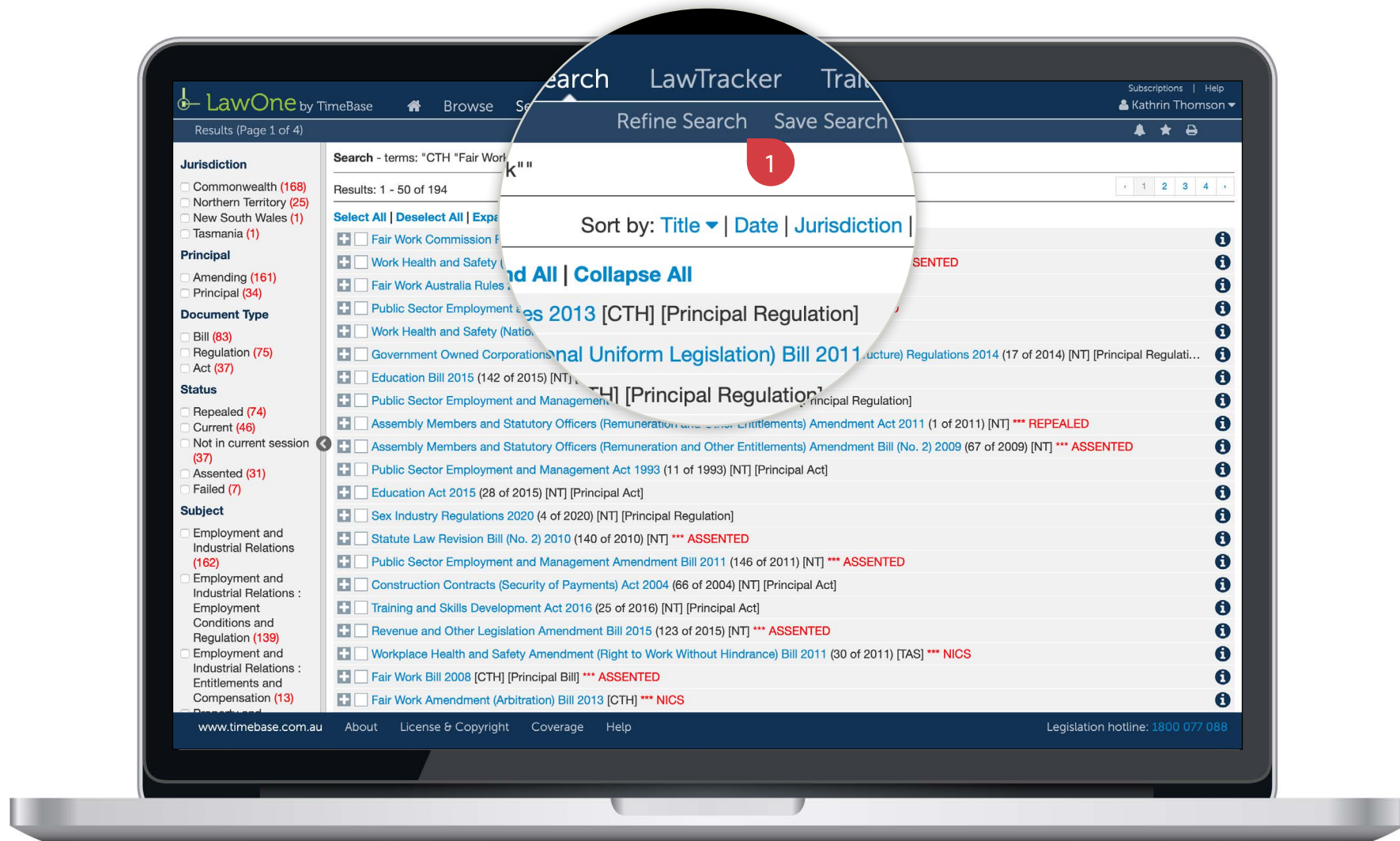
- 1** [Fair Work Act 2009](#)
- 2** [View original source](#)
- 3** **Currency:** Current - Consolidated 11 Sep 2021
- 4** **Assent:** 7 Apr 2009
- Bill:** [Fair Work Bill 2008](#)
- Downloads:**
 - [As Made](#)
 - [Latest Consolidation](#)
 - [Historical Consolidations](#)
- Tables:**
 - [Commencement Table](#)
 - [Table of Legislation](#)
 - [Table of Amendments](#)
- Bill Downloads:**
 - [Bill](#)
 - [Explanatory Memorandum](#)
 - [Second Reading Speech](#)
 - [More Downloads](#)
- Government Departments:**
 - [Responsible Departments](#)
- Related instruments:**
 - [Cases](#)
 - [Subordinate Legislation](#)
- Subjects:**
 - [Employment and Industrial Relations](#)
 - [Employment and Industrial Relations : Employment Conditions and Regulation](#)

The background shows the search results list with various filters on the left (Jurisdiction, Principal, Document Type, Status, Subject) and a list of search results including 'Fair Work Regulations 2009', 'Fair Work Act 2009', 'Fair Work Amendment Bill 2012', and 'Assembly Members and Statutory Officers (Remuneration) Bill 2016'.



Access legislation via quick search continued

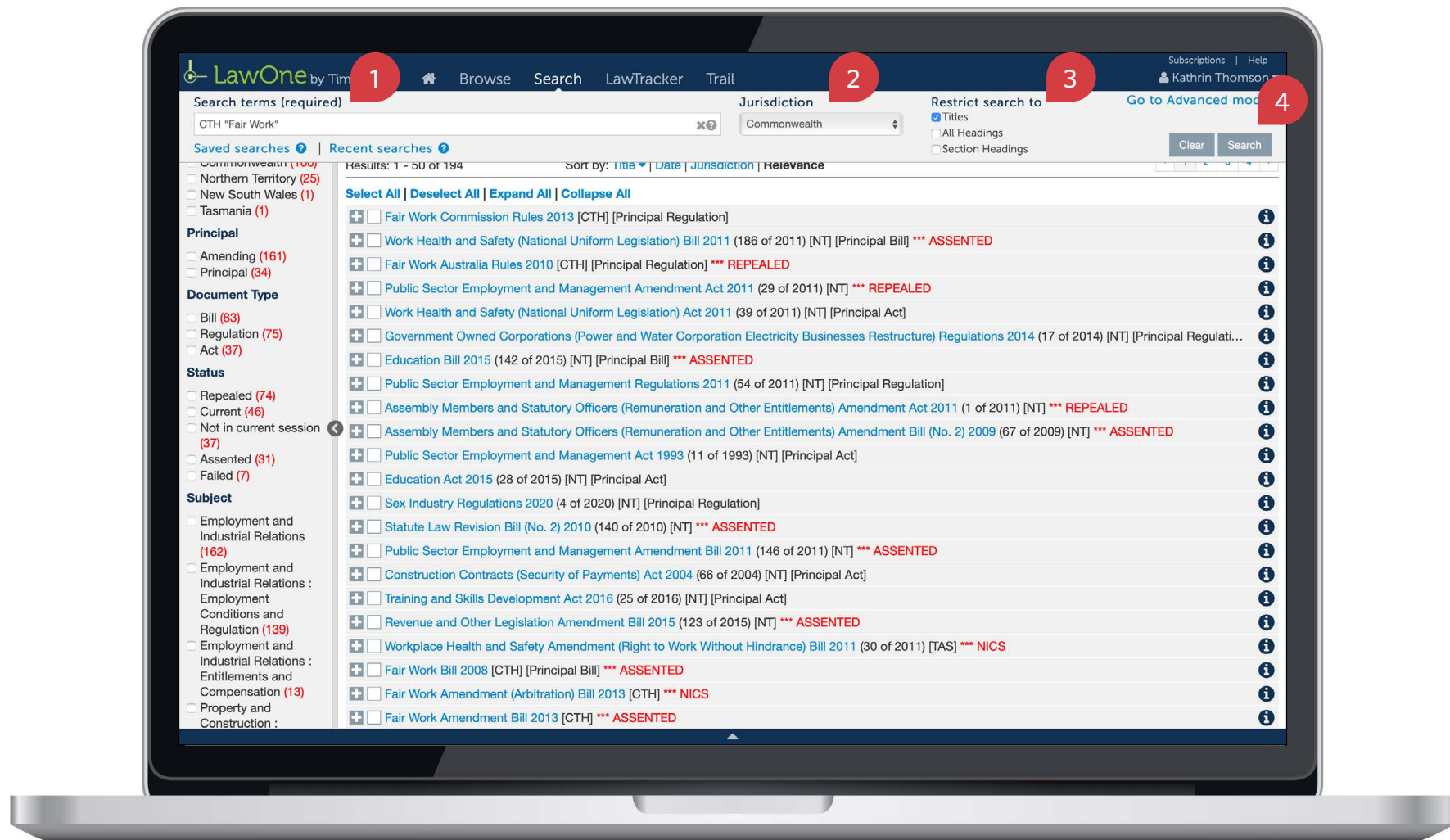
To further refine your search results: 1 Click on **refine search**. The search panel will open. →





Access legislation via quick search **continued**

Using the search panel, you can: **1** Modify your **search terms** in the search field. **2** Select a **jurisdiction**. **3** Restrict your search terms to **titles**, **all headings** (including subheadings) or **section headings** within a document. **4** Click **search** to update your results. **!** All search configurations are **saved** for the duration of your session. →





Popular search operators

Find	Operator (not case sensitive)	Example	Explanation
This term	Use the term of interest	writ	Finds sections containing the term <i>writ</i> .
This exact phrase	"..."	"assessable income"	Finds sections containing the exact phrase <i>assessable income</i> .
Any of these terms	OR, or, ,	misleading OR deceptive	Finds sections containing ANY of the terms <i>misleading</i> , or <i>deceptive</i> , or <i>both</i> .
All these terms	AND, and, &, space between words	employee AND entitlements	Finds sections containing BOTH terms <i>employee</i> and <i>entitlements</i> .
Not excludes unwanted terms	NOT, not, !	custody NOT child	Finds sections containing the term <i>custody</i> that DO NOT include the term <i>child</i> .
Match a single character	?	licen?e	Finds sections containing the terms <i>licence</i> and <i>license</i> .
Match multiple characters	*	neglig*	Finds sections containing variations of the term that starts with <i>neglig</i> such as <i>negligent</i> , <i>negligence</i> , <i>negligently</i> , <i>negligible</i> .
Terms within n characters	/n	breach /20 contract	Finds sections containing the term <i>breach</i> within 20 characters of the term <i>contract</i> .



Key points to remember

- ▶ Search terms can include **jurisdiction** (CTH, NSW), **year, act number, title** keywords and **FRLI** number.
- ▶ For best results, type the **jurisdiction** followed by the **act number** and/or **year** before the title.
- ▶ Use **search operators** (such as double quotation marks for an exact phrase).
- ▶ Use the **key info icon** to access core information and quick links.
- ▶ Look for **help icons** to access useful tips and instructions.

Need further help or technical support?

- > **Talk to a TimeBase team member on 1800 077 088 (Mon–Fri, 8am–4:30pm)**
- > **Email your questions to service@timebase.com.au**
- > **Access the full range of quick start guides at timebase.com.au**

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