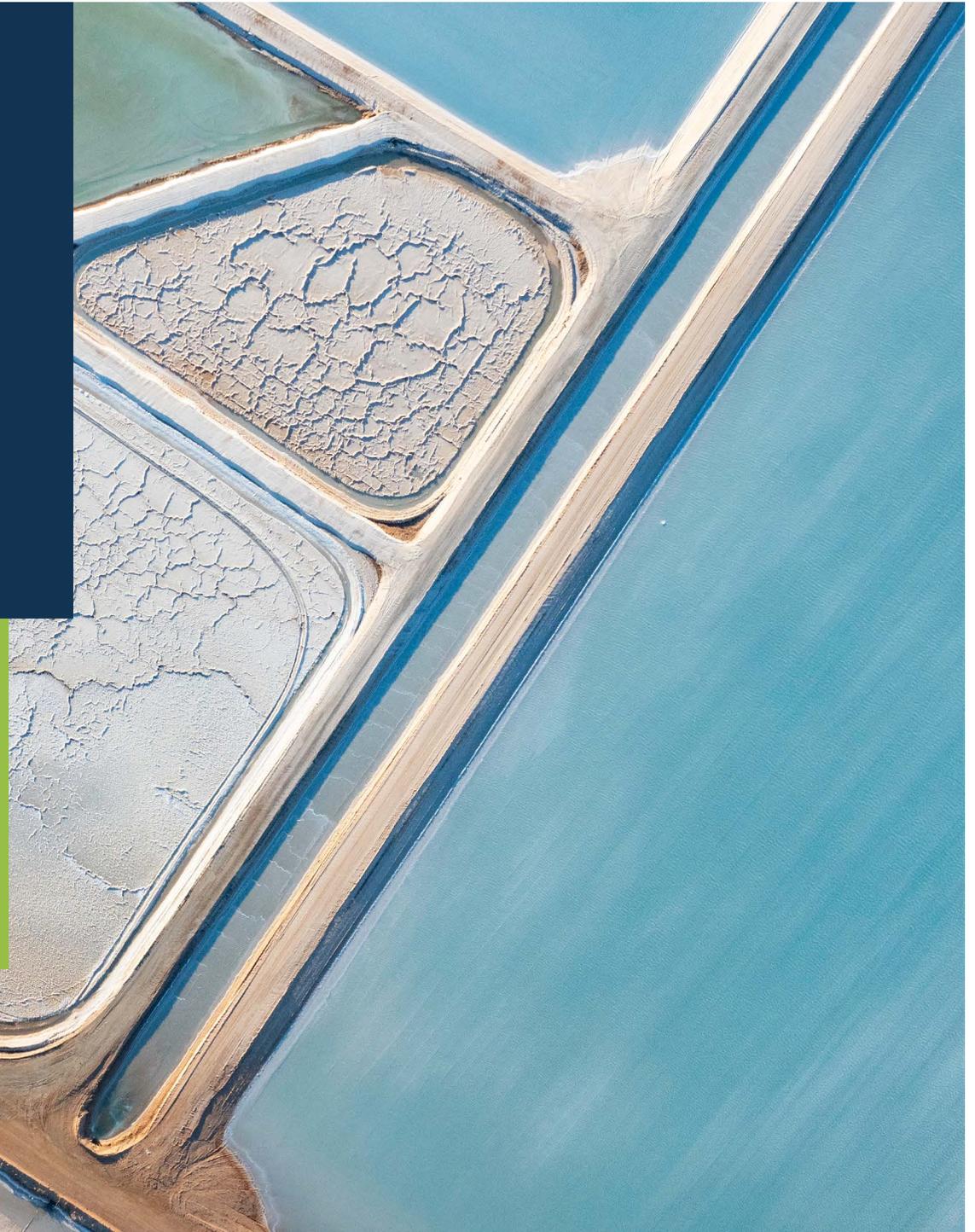


TimeBase LawOne Quick Start Guide

Basic legislation search

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Show me how to...

Conduct a basic search

Use the search panel to conduct a basic search, then modify and sort your results to find a legislative title.



Conduct a basic search

From any page: ❶ Click on **search** to open the search panel. ❷ Type your **search terms** into the search field. ❸ Select a **jurisdiction** (optional). ❹ Restrict your search terms to **titles, all headings** or **section headings** within a document (optional). ❺ Click the **search** button to load the search results. ⚠ For best results, use **search operators** (such as double quotation marks for an exact phrase). ⚠ All search configurations are **saved** for the duration of your session. →

The screenshot displays the LawOne search interface on a laptop. The search bar contains the text "Fair Work". The "Jurisdiction" dropdown is set to "Commonwealth". The "Restrict search to" section has checkboxes for "Titles", "All Headings", and "Section Headings". The search results are displayed below, including a "New legislation" section and a "Favourites" section. Red callout boxes with numbers 1 through 5 point to the search bar, the search terms, the jurisdiction dropdown, the restrict search to checkboxes, and the search button respectively.



Conduct a basic search continued

On the search results page, you can: **1** Modify your search results by jurisdiction, principal, document, status, subject and responsible department (where applicable) in the sidebar. **2** View/modify your search summary. **3** Sort results. **4** View more results (if available). **5** Click **refine search** to open the search panel and modify your search. **6** Save your search. **7** Click on a **title** to view the full text or details. **8** Click on the **key info icon** to view core info and quick links. →

The screenshot shows the LawOne search results page for the query "Fair Work". The interface includes a sidebar on the left with filters for Jurisdiction, Principal, Document Type, Status, and Subject. The main content area displays a list of search results, each with a checkbox, title, and status. Red callout boxes with numbers 1 through 8 are overlaid on the page to indicate key features:

- 1**: Points to the sidebar filter section.
- 2**: Points to the search summary area.
- 3**: Points to the sort options (Title, Date, Jurisdiction, Relevance).
- 4**: Points to the "View more" link.
- 5**: Points to the "Refine Search" button.
- 6**: Points to the "Save Search" button.
- 7**: Points to a search result title.
- 8**: Points to the key info icon (i) next to a search result.

The search results list includes items such as "Building and Construction Industry Improvement Amendment (Transition to Fair Work) Act 2012 (42 of 2012) [CTH]" and "Fair Work (Registered Organisations) Amendment (Ensuring Integrity No. 2) Bill 2019 [CTH] *** NICS".



Conduct a basic search continued

Using the key info panel, you can access (where applicable): **1** The full text. **2** 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 page, click **view all details**. □

The screenshot displays the LawOne by TimeBase interface. The search results for "Fair Work" are shown, with a magnified view of the "Key Info" panel for the "Building and Construction Industry Improvement Amendment (Transition to Fair Work) Act 2012".

Key Info - View all details

1 Building and Construction Industry Improvement Amendment (Transition to Fair Work) Act 2012
View original source **2**

3 **Currency:** Current - As made **2**

4 **Assent:** 15 Apr 2012

Bill: Building and Construction Industry Improvement Amendment (Transition to Fair Work) Bill 2011 [2011]

Downloads: As Made

Tables: Commencement Table

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 Conditions and Regulation



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

- ▶ Use **search operators** (such as double quotation marks for an exact phrase).
- ▶ All search configurations are **saved** for the duration of your session.
- ▶ Use the **key info icon** to access core information and quick links.

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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