

User Guide



Save your Research in Folders

Research on Multiple Projects & Cases at the Same Time

Organize Folders by Case, Client, Legal Principle, Topic etc.

Access your folders anywhere, Regardless of Device or Location



MySCCOnline, a new feature introduced to the Web Edition of SCC Online® introduces the very useful functionality of saving your research in folders. You can create your own folders, with your own folder names, and retrieve your research at any time from any computer using your SCC Online login. Your research stays organised and available.

No longer do you have to print every note or judgment as soon as you find it. Just store them all in a convenient folder, then sift through them to keep the best, and print just the summaries or the whole note or judgment.

With the ability to create folders by Matter, Client, Topic or any other method, you are now able to pick up your research where you left off regardless of computer or location. This added functionality also makes it possible to conduct research on several topics at the same time, saving research online instead of having to print your results or saving them on a particular computer.

This walkthrough shows you how to use this new feature effectively, from creating and organizing folders, to saving case notes and judgments, to being able to access these shortlisted notes and judgments at a later point.

Let's Get Started!

THE BASICS

Adding a [Document to	a Folder	
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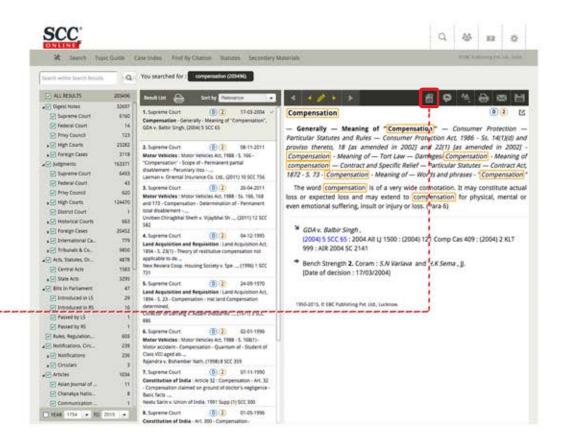
- Retrieving your Saved Research (
- Deleting a Document
- Printing your Research

Adding a Document to a Folder The Simple Way

Conduct a search using the SCC Online interface as you normally would. After going through the results, if you find documents that are of interest, you can add them to your own special "folder" for later retrieval.

To do this, please turn your attention towards this new button in the document column of the results window.







On clicking this button, you will get the popup below, where you can select the folder where you wish to save the document.

For now, save the document to the default folder (called "My Folder") and click on "OK" to continue.

The document will now be added to "My Folder" and you will receive a confirmation on the bottom right of your screen.

As you continue with your research, and you keep coming across documents which you find useful, keep adding them to your folder by clicking on the "Add to MySCCOnline® Folders" button above.

Simple, isn't it?

In the next chapter we will show you how to retrieve this saved research, delete some of the saved documents, and print a summary of the rest.







Retrieving your Saved Research

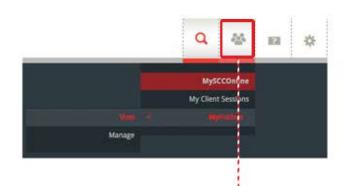
In the previous chapter you learnt how to save your research to MySCCOnline® Folders.

Now you will learn how to retrieve the saved folder and maybe delete some documents from it, and print a summary of the rest, or take printouts of complete documents as needed.

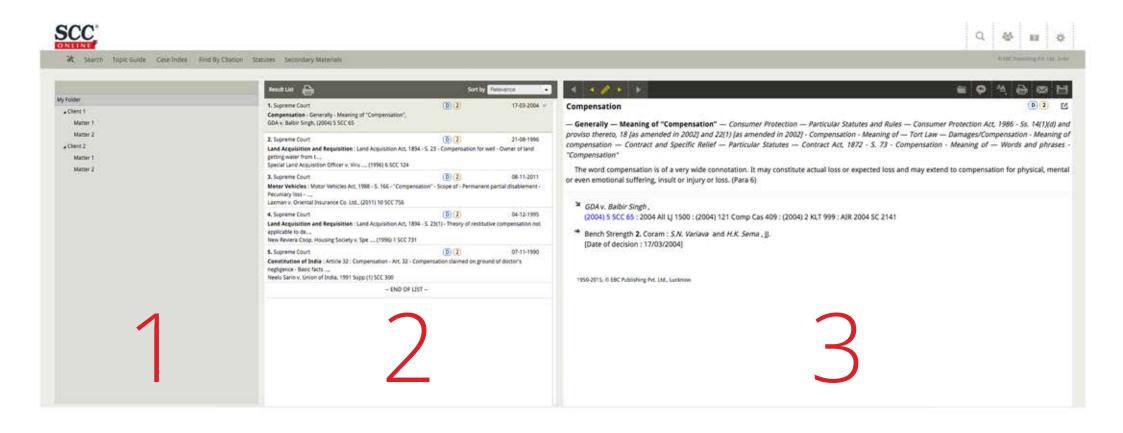
To get started, look at the top right corner of the interface and move your mouse over the icon shown below.



Once you do this, a menu like the one shown below will drop-down. To view your saved research simply click the menu item titled "View" within the "My Folders" section and this will bring you to a screen similar to the familiar search results screen.







Here you will be able to see:

A list of all your folders in column (1)
A list of the contents of the selected folder in column (2)
The expanded view of the highlighted document in column (3)



Deleting a Document

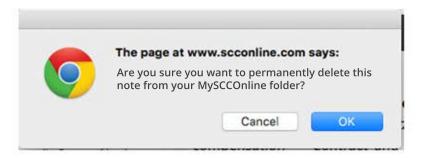
Another useful feature of MySCCOnline®, is the ability to delete some documents out of the ones that you shortlisted earlier so that your list of documents becomes more meaningful.

As you browse through the documents, you may come across one that you do not wish to retain anymore. With this document displayed, click on the "delete document" using the following method:

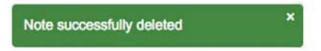
At the top of third column look for the folder icon and mouse over it. In the drop down menu which opens as a result, click the icon shown below to delete the selected document from the folder that it is in.



Upon clicking this delete icon, you will get a message from your browser to confirm your action in a window similar to the one shown alongside.



Clicking OK will delete the note and the following confirmation message will be shown at the bottom right of your screen.





Printing your Research

The functions covered in the walkthrough up till now give you the ability to shortlist and save your research in folders and to go back and look at that research at a later point. This allows you to break your research process into multiple sessions giving you the ability to continue research whenever your schedule permits it.

Once you have finished working on your research and would like to get a printed copy of it you can simply navigate back to the view interface of your MySCCOnline®.

Printing a List of Documents

If you would like to get a full printed list of the cases and documents included in your saved folders, please see the second column on the screen while viewing your folders.

At the top of the column, look for the printer icon in the grey band.

Clicking this icon, and selecting a list of results from the dropdown generates a PDF with a list of all your results from the selected folder. You can now choose to either print this document or save it to your desktop as you please.

Printing a Single Document

Just select the document that you would like to print. You can then navigate to the grey bar at the top of the third column and click the printer icon.

If a Trueprint[™] of the document is available the icon will also appear and will enable you to generate a Trueprint[™] of the saved document.

Clicking the print icon, generates a PDF version of your selected document in a new tab. You can now choose to either print this document or save it to your desktop as you please.



