



QUICK REFERENCE GUIDE

Employment SPECTRUM

January 2011

CASES AND DECISIONS SEARCH

The screenshot shows the 'Cases and Decisions Search' interface. It features a sidebar with navigation links like 'Home', 'Research Tracker', 'Scope/What's New', 'Help', and 'Log out'. The main search area includes a toolbar with a 'Note Up' button. The search form has several input fields: 'Full/Partial Citation' (with a help icon and example '(e.g. 2 S.C.R. 362)'), 'Case/Party Name', 'Court or Jurisdiction', 'Judge/Adjudicator/Referee/Arbitrator', 'Counsel', 'Dates Including and After: (e.g. June 1, 1979 or 1979)', 'Dates Including and Before: (e.g. May 5, 2000 or 2000)', 'Catchline terms', and 'Words around hits' (set to 'Off'). There are also checkboxes for 'or' search and 'phrase search', and a 'Search' button.

Search the entire collection of full-text decisions.

- Enter search terms into the appropriate text boxes. Search by full or partial citation, case/party name, court or jurisdiction, Judge/Adjudicator/Referee/Arbitrator, counsel, date, catchline terms, and words or phrases.

Note Up

Note Up: This button appears on the toolbar to the left of the navigation icons when a case is being viewed. Click this button to see case history and a list of citing references (where available).

LEGISLATION SEARCH

The screenshot shows the 'Legislation Search' interface. It features a sidebar with navigation links like 'Home', 'Research Tracker', 'Scope/What's New', 'Help', and 'Log out'. The main search area includes a toolbar with a 'Note Up' button. The search form has several input fields: 'Statute/Regulation Name', 'Jurisdiction' (a drop-down menu), 'Section', 'Subsection', 'Word or phrase', and 'Words around hits' (set to 'Off'). There are also checkboxes for 'or' search and 'phrase search', and a 'Search' button.

This search template enables you to search statutes and regulations by title, section, subsection, word or phrase.

- Enter the name of the statute or regulation
- Select the appropriate jurisdiction from the drop-down menu
- Enter the section, subsection, word or phrase in the appropriate text boxes

CASE SUMMARIES TOPICAL INDEX SEARCH

The screenshot shows the 'Case Summaries Topical Index Search' page. On the left is a navigation menu with 'Canada Law Book' and 'Employment Spectrum' expanded to show 'About', 'Commentary', 'Legislation', 'Classification Scheme', 'Case Summaries Topical Index', and 'Cases and Decisions'. The main content area has a search bar, a 'Words around hits' dropdown set to 'OR', and a 'Search' button. Below the search bar, there are checkboxes for 'D.L.R. Index - Employment-related topics' and 'A.C.W.S. Index - Employment-related topics'. There are also checkboxes for 'or search' and 'phrase search'.

Search all of the **D.L.R. Index**, the **A.C.W.S. Index**, or limit your search to a particular index.

- Select the content to be searched by checking the boxes provided in the template. If no boxes are checked the entire collection will be searched.
- Enter the term(s) in the text box provided.

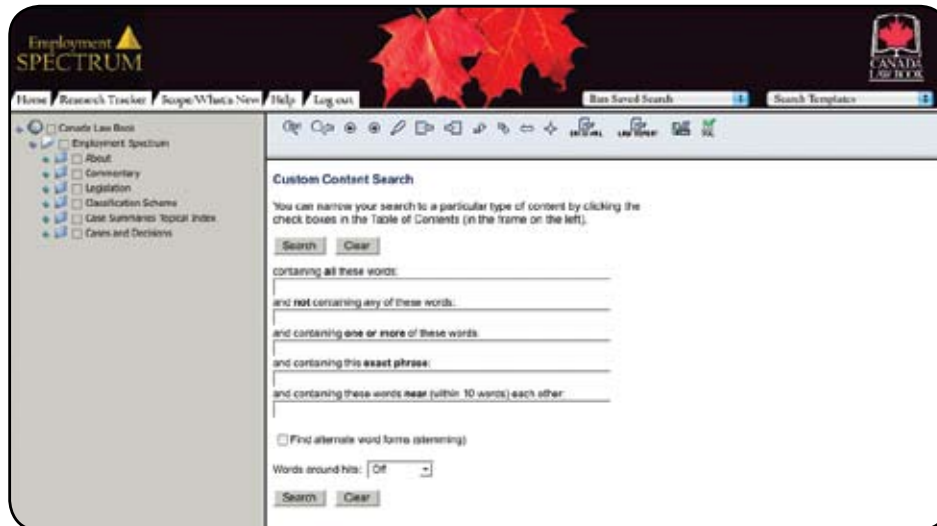
COMMENTARY SEARCH

The screenshot shows the 'Commentary Search' page. It features a search bar, a 'Words around hits' dropdown set to 'OR', and a 'Search' button. Below the search bar, there are checkboxes for 'or search' and 'phrase search'. To the right, there is a list of publication titles with checkboxes, including 'Canadian Employment Law (Bell)', 'Canadian Health and Safety Law (Klein)', 'Dismissal and Employment Law Digest (D.E.L.D.) (Levitt)', 'Employee Obligations in Canada (D'Amico)', 'Stress and Disability in the Workplace (D'Amico)', 'The Employment Bulletin (Editors: Bruce Grossman and Natalie McDonald-Grossman, Grossman & Gale LLP)', and 'The Law of Dismissal in Canada, Third Edition (Levitt)'. There are also input fields for 'Enter a paragraph number' and 'Enter a D.E.L.D. or Employment Bulletin citation'.

Search for words or phrases appearing in the text of the authored works. You can also search by paragraph section number.

- To search for term(s) anywhere in the authored works, type the word or phrase into the text box.
- To search for term(s) in a particular authored work or works, select the Commentary to be searched by checking the boxes provided in the template. Type the word or phrase into the text box.
- To go to a specific paragraph, enter the paragraph section number in the corresponding text box.
- To search for term(s) within a specific paragraph section number, type the word or phrase and the paragraph section number into the corresponding text boxes.
- The “or search” check box option allows you to expand your search to include search results for at least one of your terms. The “phrase search” check box option will treat your search terms as a phrase.

CUSTOM CONTENT SEARCH



Search across all the content of **Employment Spectrum** (classification schemes, indices, commentary, legislation and full-text decisions) or limit your search to specific content.

- Select the content to be searched by clicking on the plus sign to expand the Table of Contents on the left of the screen and then click the boxes beside the folders (if no boxes are checked the entire collection will be searched).
- Enter search terms in the appropriate text boxes.

The text box labelled “containing **all** these words” functions as an “and” search (i.e., all of the search terms must be included in the document).

The text box labelled “and **not** containing any of these words” functions as a “not” search (i.e., none of the search terms can be included in a document).

The text box labelled “and containing **one or more** of these words” functions as an “or” search (i.e., any one or more of the search terms must be included in the document).

The text box labelled “and containing this **exact phrase**” functions as a phrase search (i.e., the search terms must appear in the document in the exact order and proximity in which they have been entered in the text box).

The text box labelled “and containing these words **near** (within 10 words) each other” functions as a proximity search (i.e., the search terms must appear within 10 words of each other in a document).

Search Tips:

Use “*” wildcard to represent up to 40 characters at the end of a word (e.g., investiga*).

Use “?” wildcard to represent an unknown character in a word (e.g., Sm?th).

BOOLEAN SEARCH



Search across all the content of **Employment Spectrum** (classification schemes, indices, commentary, legislation and full-text decisions) or limit your search to specific content.

- Select the content to be searched by clicking the plus sign to expand the Table of Contents on the left of the screen and then click on the boxes beside the folders (if no boxes are checked the entire collection will be searched).
- Enter your query in the text box using the Boolean query syntax located at the bottom of the template.
- Specify where in the content your search terms should be located by using the “Select a field (Optional)” drop-down menu.

Operator	Example	Result
And	one two one & two one and two	Finds documents with both 'one' and 'two'.
Or	me you me or you	Finds documents with either 'me' or 'you'.
Not	^him not him	Finds documents that don't contain 'him'.
Exclusive or	apples - oranges apples xor oranges	Finds documents with either 'apples' or 'oranges', but not both.
Phrase	"to be or not"	Finds documents with the exact phrase 'to be or not'.
Single character wildcard	wom?n sh??	Finds documents with 'woman', 'women', etc., or 'this', 'that', 'them', etc.
Multiple character wildcard	a*n work*	Finds documents with 'an', 'addition', 'assign', etc., or 'work', 'works', 'working', etc.
Ordered proximity	"corporate tax law":10	Finds documents with 'corporate', 'tax' and 'law' within 10 words, in the order given.
Unordered proximity	"technical resource acquisition"@5	Finds documents with 'technical', 'resource' and 'acquisition' within 5 words, in any order.
Stemming (word form)	run%	Finds documents with 'run', 'ran', 'runs', and 'running'.
Synonym	(e.g., theft\$, late\$)	Finds words like stealing, fraud, pilferage, former, advanced, modem, etc.

DISMISSAL NOTICE PERIODS SEARCH

The screenshot shows the 'Dismissal Notice Periods Search' interface on the Employment Spectrum website. The page has a dark header with the 'Employment SPECTRUM' logo and a navigation menu on the left. The main content area contains a search form with the following fields:

- Word or phrase:** A text input field with a search icon and a 'Clear' button.
- Type of Position:** A dropdown menu with options: 'All', 'Upper Level Management', and 'Middle Level Management'.
- Name of Position:** A text input field.
- Salary Range:** Two text input fields labeled 'From' and 'To'.
- Length of Service:** Two text input fields labeled 'From' and 'To'.
- Age:** Two text input fields labeled 'From' and 'To'.
- Jurisdiction:** A dropdown menu with options: 'All', 'Alberta', and 'British Columbia'.
- Court:** A text input field.
- Judge:** A text input field.
- Dates Including and After:** A text input field with the example '(e.g. June 1, 1979 or 1979)'.
- Dates Including and Before:** A text input field with the example '(e.g. June 1, 1979 or 1979)'.
- Special Circumstances:** A dropdown menu with options: 'All', 'Effect of Inducement', and 'Effect of Force Majeure'.

Includes notice periods from the tables in Canadian Employment Law (Ball) and The Law of Dismissal in Canada, Third Edition (Levitt). The custom search template allows you to quickly and precisely find the decisions based on search terms such as type and name of position, salary range, length of service, age, jurisdiction, court, judge, date and special circumstances. The Dismissal Notice Periods search results are linked to the full text decisions. (where available)

- **Word or phrase:** When searching by Word or phrase, the search will look for matches in the body of notice periods case summaries.
- **Type of Position:** When searching by Type of Position, the search will look for matches in the Type of Position field (for example, Upper Level Management).
- **Name of Position:** When searching by Name of Position, the search will look for matches in the Name of Position field. To refine your search to find President and similar positions (e.g. Chief Executive officer), type the synonym character \$ at the end of your search term. For example: President\$. By using the \$ character, the search is looking for positions that have been grouped together as similar position types.
- **Salary Range:** You can use the Salary Range boxes to limit your search by salary range.
- **Length of Service:** You can use the Length of Service boxes to limit your search by length of service.
- **Age:** You can use the Age boxes to limit your search by age.
- **Jurisdiction:** You can search by jurisdiction by selecting one or more jurisdictions from the Jurisdiction menu on the search template.
- **Court:** When searching by Court, enter the words of the name in full without abbreviation.
- **Judge:** You can use the Judge box to limit your search by the name of the Judge by typing in the name of the Judge.
- **Dates:** You can use the Dates boxes to limit your search by judgment date or year.
- **Special Circumstances:** When searching by Special Circumstances, the search will look for matches in the Special Circumstances field (for example, Effect of Inducement).

TABS

There are several useful tabs across the top of the screen, shown below:



TABLE OF CONTENTS

Click on the tab “Table of Contents” to browse through all of the content that **Employment Spectrum** has to offer.

RESEARCH TRACKER

Click on the tab “Research Tracker” to enter a client ID, billing rate and any notes for your research session.

SCOPE/WHAT'S NEW

Click on the tab “Scope/What’s New” to see information on new features and currency information.

HELP

Click on the tab “Help” for explanations, tips and information on how to use **Employment Spectrum** and for contact information for our Technical Support Team.



LOG OUT

Click on the tab “Log out” to exit **Employment Spectrum**.


PRINTING/SAVING/EMAILING

Open the Print/Save/Email Options box by clicking on the  icon on the toolbar.

Select one of the following Document options to print, save or email:

- Document being viewed
- Selected documents from Hit List (you can select a maximum of 10 documents at a time)
- Selected documents from Table of Contents (TOC) (click the  icon on the toolbar to add check boxes to the TOC; you can select a maximum of 10 documents at a time)
- Hit List without Words around hits (select this option if you want to print, save or email the List itself)
- Hit List with  Words around hits (select this option if you want to print, save or email the List itself, including your search terms in context)

Select from the following Output options:

- Full text of document (Default)
- PDF of case(s) – Select preferences:
  (select this option to print, save or email an original PDF or a law report PDF for the case(s) you have selected, where available)
- Case summary/headnote(s)
- Case Note Up in full (history and treatments)
- Case history only
- Case treatments only

Select from the following other features:

- Highlight search terms
- Cover page for all documents
- Cover page for each document (includes the title of the document and its location in the service)
- Add note to cover page

Click the **PRINT, SAVE** or **EMAIL** button and follow the instructions for each type of output.

NAVIGATION ICONS



	Edit Search		Sync Contents
	Return to Hit List		Reference
	Previous Hit Doc		See PDF
	Next Hit Doc		See Law Report PDF
	Clear Highlights		Print/Save/Email
	Previous Doc		Check Table of Contents
	Next Doc		
	Previous Match		
	Next Match		

A complete list of the navigation icons and their specific functions is available on the Help page.

TECHNICAL SUPPORT

Toll-free phone support is available to electronic product subscribers. Call the Canada Law Book support helpline to get started with any CD-ROM, DVD or Internet service.

Support is available:
Mon. - Fri. 8:30 a.m. to 8:00 p.m. E.S.T.

In the Greater Toronto Area
(905) 713-4250
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