

The Sabinet logo features the word "Sabinet" in a bold, black, sans-serif font. A red diagonal line is positioned above the letter 'i', and a red horizontal line is positioned below the letter 't'.

Sabinet

Facilitating access to information

The title "Sabinet myDiscover User Guide" is displayed in a large, white, bold, sans-serif font. A thick red diagonal bar is located to the left of the text, extending from the bottom left towards the top right.

Sabinet myDiscover
User Guide

Contents

| | |
|---------------------------|-----------|
| What is myDiscover | 3 |
| My Briefcases | 5 |
| My Alert | 9 |
| My Searches | 10 |
| My Orders | 12 |

What is myDiscover?

myDiscover is your personal space on **Sabinet Discover** where you have additional functionality available. It is available to subscribers and non-subscribers.

Subscribers will have the following **myDiscover** functionalities available:

- Your Action List will not be emptied when you close your browser
- My Profile
- My Briefcases
- My Alerts
- My Searches
- My Orders (Subscribers who are not subscribed to a specific product will be able to purchase non-subscribed content on Sabinet Discover)

Non-subscribers will have the following **myDiscover** functionalities available:

- My Profile
- My Briefcases
- My Alerts
- My Searches
- My Orders

You will be able to manage your purchases from your **myDiscover** account. You will have to be logged into your **myDiscover** account to make use of these additional features.

Creating a myDiscover profile

Step 1: Click on 'Sign In' at the top right of any page

Step 2: A sidebar will appear, click 'Create Profile'

Sign in to your Profile or Institution

* Username:

Please input your username!

* Password:

Please input your Password!

Forgot your password? [Reset Password](#)

No Profile? [Create Profile](#) [SIGN INTO ACCOUNT](#)

Step 3: Complete your details.

Create a Profile

* Username:

* Password:

* Email Address:

By registering, you agree to our [Terms and Conditions](#) and [Privacy Policy](#)

Opt-in to receive communication from us

Have a Profile? [Sign in](#) [CREATE PROFILE](#)

Step 4: Click on 'Create Profile'

Step 5: Verify your **myDiscover** profile using the authentication code sent to your email address.

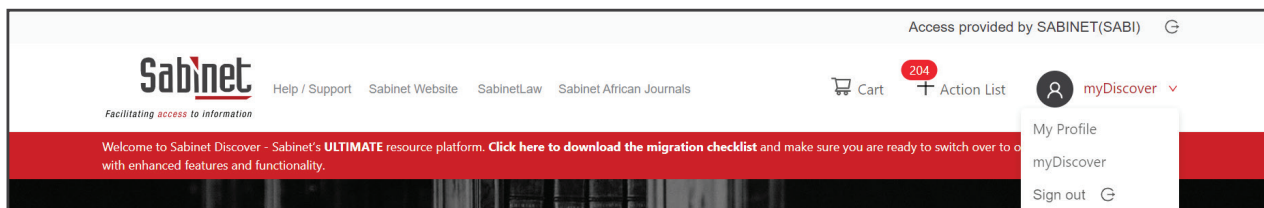
Step 6: Once verified by using the code received, sign in using your newly created username and password. Please note that this will be your personalised username and password and not your institutional access details

Step 7: Enjoy the additional functionality

Managing your myDiscover profile

Once you have logged into your **myDiscover** the Sign In option will be replaced with the profile icon and the following options:

- My Profile
- myDiscover
- Sign Out



My Profile

On the **My Profile** page your personal information, password and communication options can be changed.

You will be able to change your personal details as well as your password at any stage.

You will also be able to delete your account. However, this will mean that you will no longer have access to any information contained in your profile. The username and password you have created will also no longer be active and you will receive no further notifications from Sabinet.

A screenshot of the 'My Profile >> Personal details' page. The page title is 'My Profile >> Personal details'. Below the title is a breadcrumb: 'My Profile / Personal details'. A message says: 'Please fill out the form below to ensure that your profile is up to date.' The form contains the following fields:

- * First Name: [First Name] (placeholder text: 'Your first name - we will use this when communicating with you.')
- * Last Name: [Last Name] (placeholder text: 'Your last name - we will use this when communicating with you.')
- * Username: [chantelle] (placeholder text: 'Your login username - this is used for logging in and cannot be changed once set.')
- * Email Address: [Email Address] (placeholder text: 'Your email address - this is used for logging in and receiving communication from us.')
- Phone Number: [1 (702) 123-4567] (placeholder text: 'Your phone number to receive any communication from us e.g. SMS. The phone number must be in E164 format e.g. +27797897726')
- Marketing Options: Opt-in to receive communication from us (placeholder text: 'Opt in to any of our marketing newsletters or related communication.')

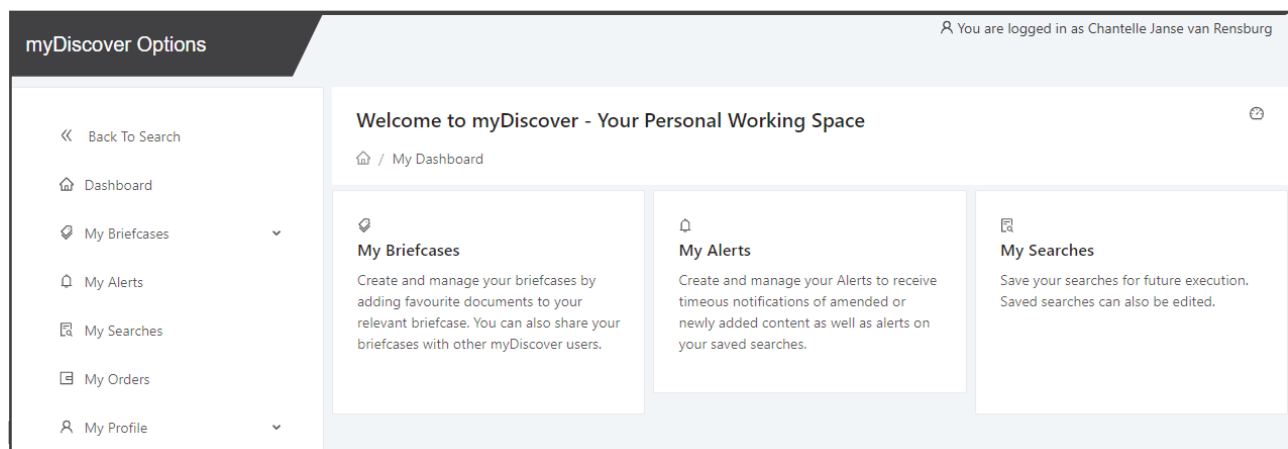
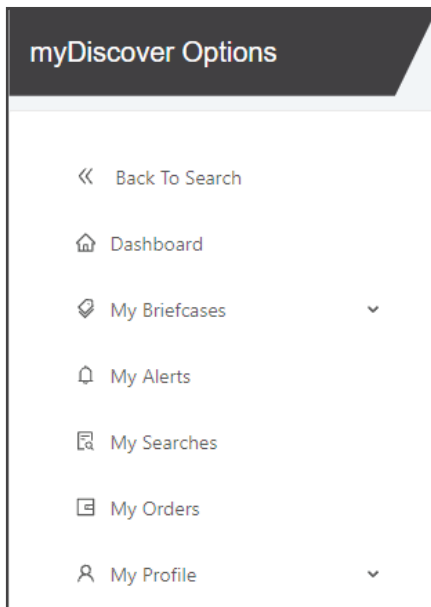
At the bottom of the form are four buttons: 'Cancel', 'Save', 'Change Password', and 'Delete Account'.

Dashboard - myDiscover Options

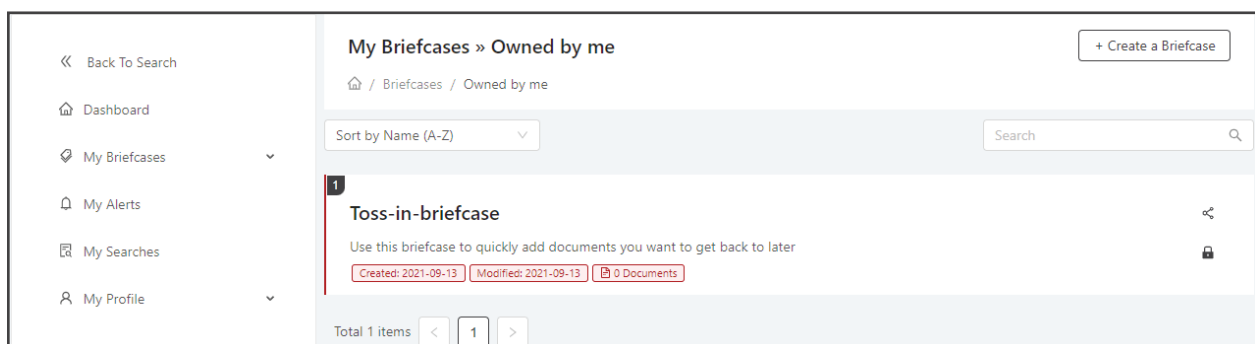
The Dashboard will provide you with easy access to:

- My Briefcases
- My Alerts
- My Searches
- My Orders

A **myDiscover** user can navigate back to **My Profile** at any stage, which will remain available on the left of the screen:



In this section you can create and manage your briefcases by adding your favourite documents to the relevant briefcase. You can also share your briefcase with and receive briefcases from other **myDiscover** users.



There will always be a default briefcase called your **Toss-in-Briefcase**. With this briefcase you will have the following options:

- Share your Briefcase
- Edit your Briefcase

The lock icon indicates the briefcase cannot be deleted. The Toss-in-Briefcase cannot be deleted as it is your default Briefcase. However, you will be able to create additional briefcases which you will be able to delete.

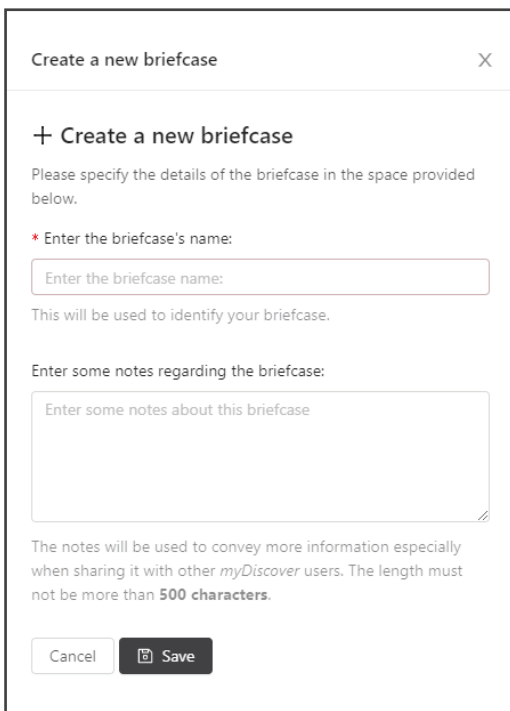
Create a Briefcase

Step 1: Click on '+ Create a Briefcase'

Step 2: A sidebar will appear prompting you to name your briefcase

Step 3: If desired, add notes or a description relevant to the specific briefcase

Step 4: Click 'Save'.

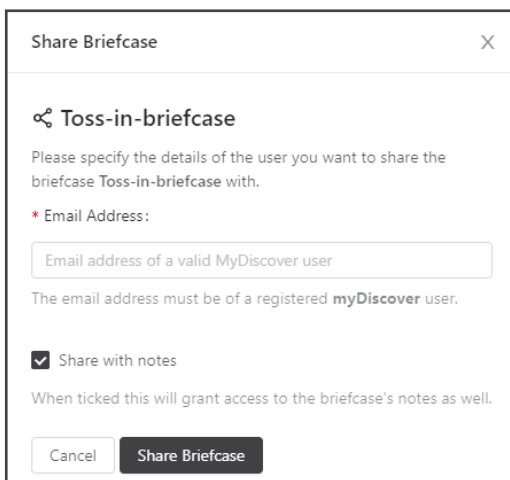


The screenshot shows a dialog box titled "Create a new briefcase" with a close button (X) in the top right corner. Below the title is a plus sign icon followed by the text "Create a new briefcase". A sub-header reads "Please specify the details of the briefcase in the space provided below." There are two main input sections: 1) "Enter the briefcase's name:" with a text input field containing the placeholder "Enter the briefcase name:" and a note below it stating "This will be used to identify your briefcase." 2) "Enter some notes regarding the briefcase:" with a larger text area containing the placeholder "Enter some notes about this briefcase" and a note below it stating "The notes will be used to convey more information especially when sharing it with other myDiscover users. The length must not be more than 500 characters." At the bottom, there are two buttons: "Cancel" and "Save".

Share a Briefcase:

Any of your briefcases can be shared with any **myDiscover** users.

You have the option to grant access to the briefcase notes to other **myDiscover** users you are sharing the briefcase with by selecting or deselecting the 'Share with notes' option.



The screenshot shows a dialog box titled "Share Briefcase" with a close button (X) in the top right corner. Below the title is a lock icon followed by the text "Toss-in-briefcase". A sub-header reads "Please specify the details of the user you want to share the briefcase Toss-in-briefcase with." There are two main input sections: 1) "Email Address:" with a text input field containing the placeholder "Email address of a valid MyDiscover user" and a note below it stating "The email address must be of a registered myDiscover user." 2) "Share with notes" with a checked checkbox and a note below it stating "When ticked this will grant access to the briefcase's notes as well." At the bottom, there are two buttons: "Cancel" and "Share Briefcase".

Edit a Briefcase

Edit My Briefcase

NEMA

Please specify the details of the briefcase in the space provided below.

* Enter the briefcase's name:

This will be used to identify your briefcase.

Enter some notes regarding the briefcase:

The notes will be used to convey more information especially when sharing it with other *myDiscover* users. The length must not be more than **500 characters**.

Step 1: Select the edit icon

Step 2: A sidebar will appear, edited the fields you wish to update

Step 3: Click 'Save' once the changes have been made.

Add an item to your Briefcase

A document can be added to a briefcase in any of the following ways:

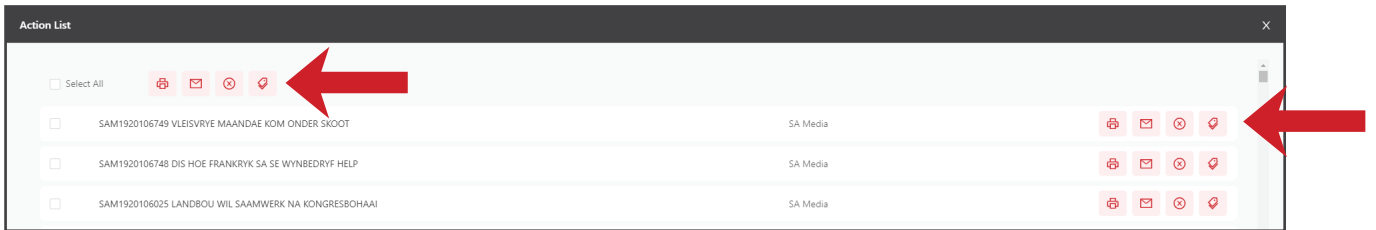
1. Clicking the Add to My Briefcase icon next to each result on the Result Page.

The screenshot shows the Sabinet website interface. At the top, there's a navigation bar with 'Sabinet' logo and links for 'Help / Support', 'Sabinet Website', 'SabinetLaw', and 'Sabinet African Journals'. A search bar contains 'labour' and a 'Search' button. Below the search bar, there are tabs for 'What's New', 'Index Archive', 'Gazettes PDF', and 'Defined Search'. The main content area shows search results for 'labour'. On the left, there are filter sections for 'Document Type' and 'Publication Year'. The search results list three items:

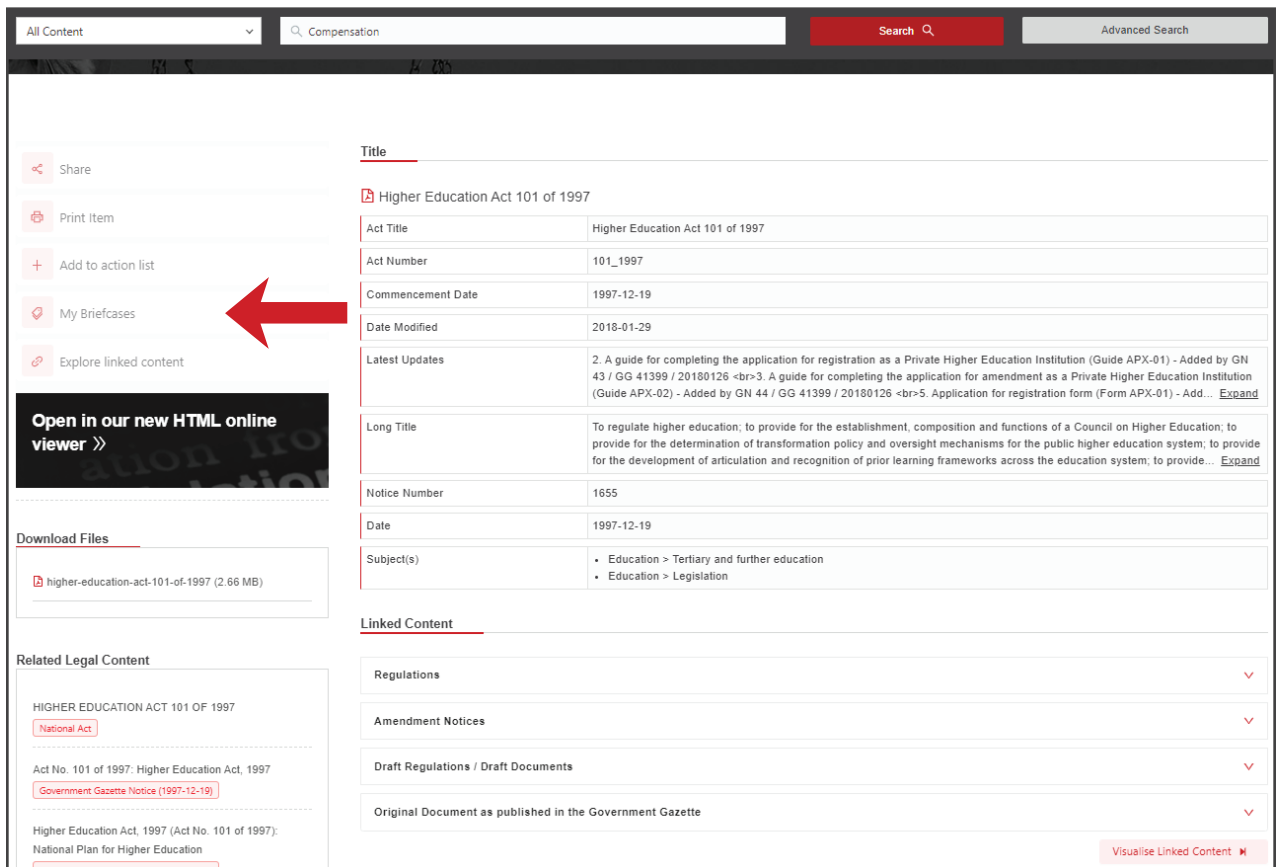
- 1. **Official Seals of the Labour Court and Labour Appeal Court**
Document Type: Government Gazette Notice | Gazette Number: 17492 | Notice Number: 62 | Notice Type: Proclamation | Date: 1996-10-04
Originator: President of the Republic of South Africa
- 2. **Appointment of Minister of Labour**
Document Type: Government Gazette Notice | Gazette Number: 19095 | Notice Number: 1488 | Notice Type: General Notice | Date: 1998-07-24
Originator: The Presidency
- 3. **Labour Relations Act (66/1995): Determination of Seat of The Labour Court**
Document Type: Government Gazette Notice | Gazette Number: 17057 | Notice Number: 335 | Notice Type: General Notice | Date: 1996-03-29
Originator: Department of Justice and Constitutional Development

Each result has a vertical menu of icons on the right: a plus sign (+), a downward arrow (↓), and a briefcase icon. A red arrow points to the briefcase icon for the second result.

2. You can add a document or sets of documents by clicking on  in the **Action List**.

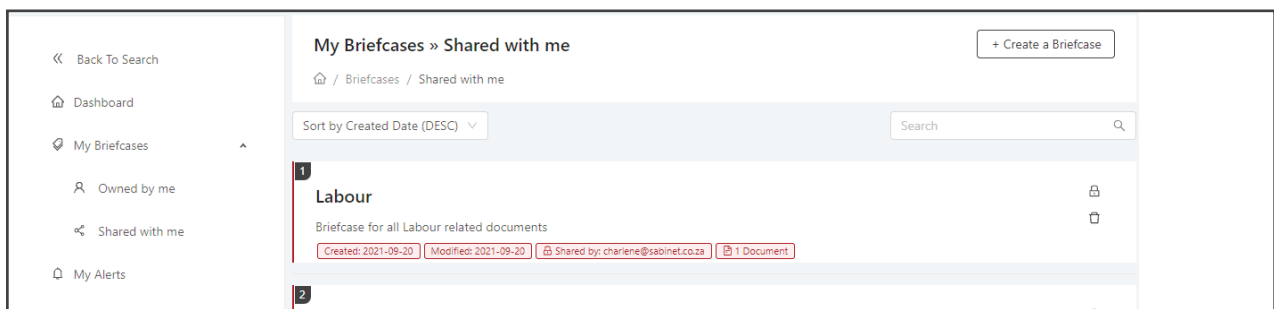


3. **SUBSCRIBERS** will have the option to add their documents to their briefcase on the **View Page** in the left-hand menu.



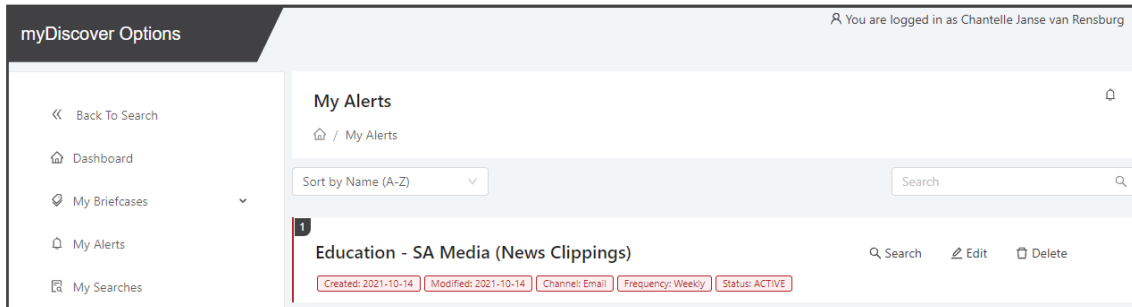
Shared with me

When a fellow **myDiscover** user shared their briefcases with you, you will receive a notification email from info@cloud.sabinet.co.za informing you that a briefcase has been shared with you. You can click on the link in the email or go to the **Shared with me** section under **My Briefcases** in your **myDiscover** Options.



My Alerts

You can set up an alert for any search that you have done should you wish to be alerted if new content is being added to that search's result set.



Saved Search Alert

You are able to create an alert of the search you have done. When additional records are loaded matching the search you will receive an alert.

Step 1: Complete your search

Step 2: Click on 'Create Alert' located under the search toolbar

Step 3: Name your alert and indicate how and how often you wish to receive the alerts

Step 4: Describe your alert, if desired

Step 5: Click on 'Create'.

You can edit or deactivate, or delete your saved Search Alerts in **My Alerts** under your **myDiscover** Options.

My Searches

Saved searches allow you to store the criteria for searching for information so that you can perform the same search later without re-entering it. This can be particularly useful for complex queries that you intend to use repeatedly, but any frequently used query benefits from being saved.

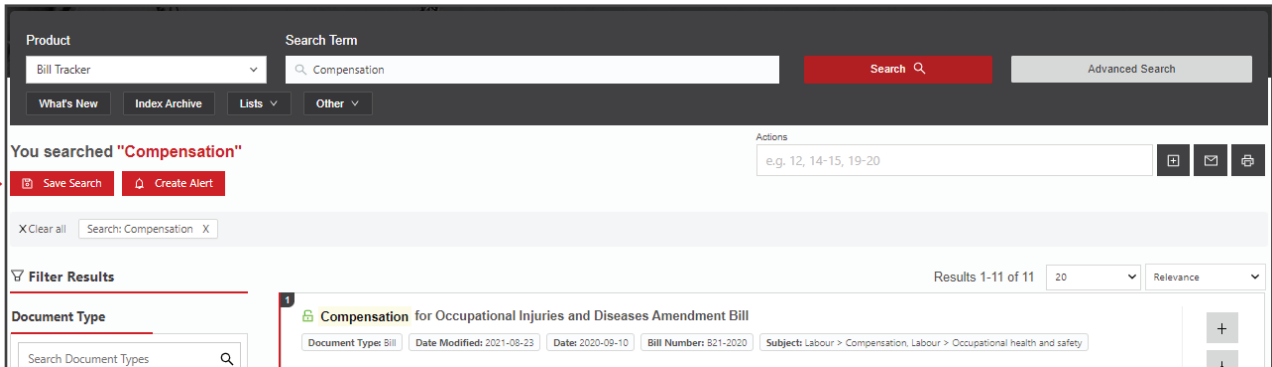
Saving your Search

Step 1: Complete your search

Step 2: Click on 'Save Search' located under the search toolbar

Step 3: Name your search and provide description

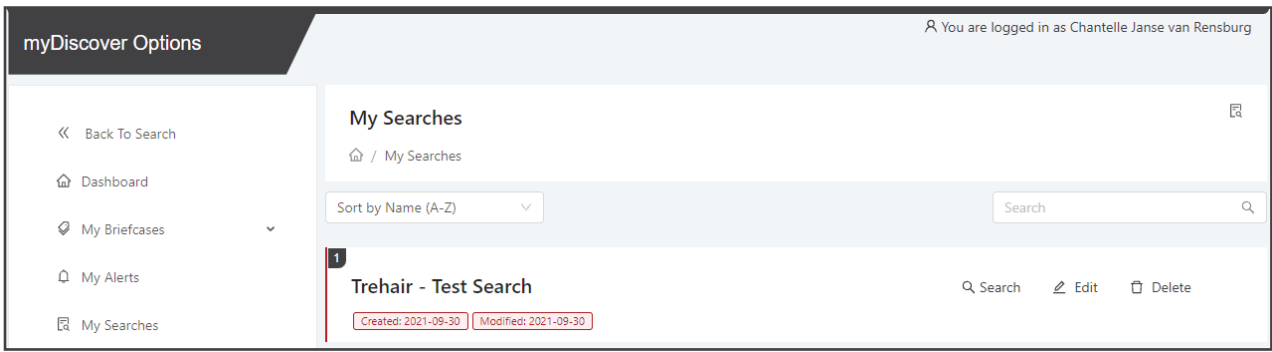
Step 4: Click 'Save'.

A screenshot of a 'Save Search' dialog box. It has a title bar with 'Save Search' and a close button (X). The form contains a text input field for 'Search Name' and a larger text area for 'Search Description'. Below the text area, there is a note: 'Provide a friendly description for this search. Max: 500 chars'. At the bottom right, there are two buttons: 'Save' and 'Cancel'.

Functionality in My Searches

You will be able to do the following with your Saved Searches:

- Edit your search name
- Run your search again
- Delete your search



Edit your search

To edit the title of your saved search and to add an alert to the saved search, click on **Edit** and a sidebar will appear. You will be able to:

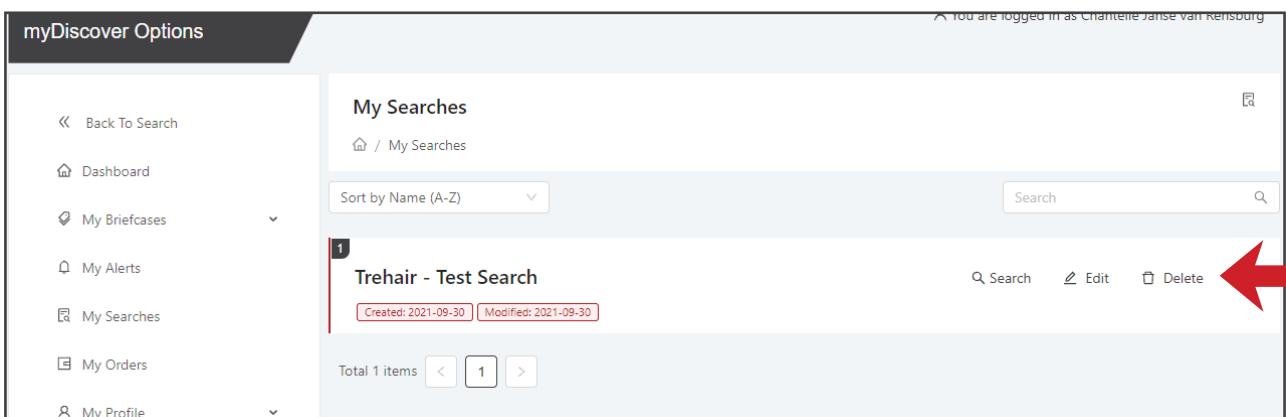
Step 1: Click 'Edit'

Step 2: A sidebar will appear where you will be able to rename your search

Step 3: Click 'Save'.

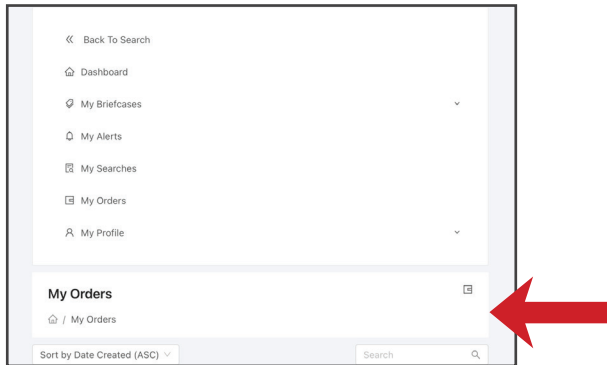
Delete your search

A **myDiscover** user can also delete a specific saved search if it is no longer needed by selecting the **Delete** option:

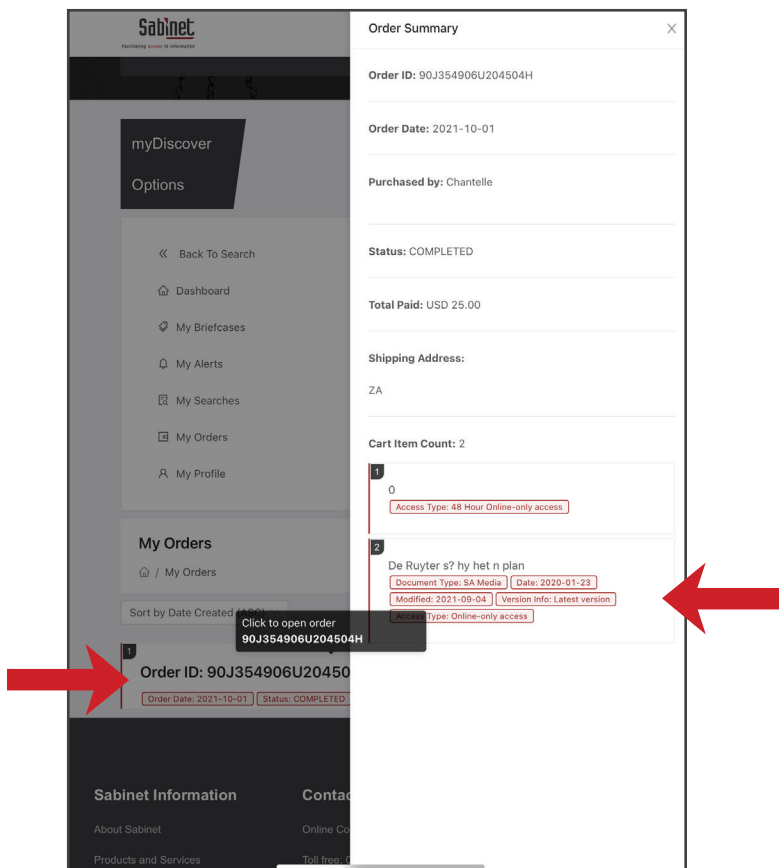


My Orders

After completing an ecommerce purchase, your orders will be visible under the **My Orders** tab under your **myDiscover** Options.



1. Select the order number to view your order.
2. **Cart Items** are linked to purchased documents.



Hint: Create a new briefcase for your purchased documents to keep them easily accessible.



Facilitating access to information

We offer free training on all our products and services. If you have any questions or queries or would like to book your training, please contact our support team at info@sabinet.co.za or **+27 12 643 9500**.

CONTENTS

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