

The Sabinet logo features the word "Sabinet" in a bold, sans-serif font. A red triangle is positioned above the letter 'i', and a red horizontal line is positioned below the letters 'net'.

Sabinet

Facilitating access to information

The cover features a dark grey background with a hexagonal grid pattern. Various white icons representing different services (like a magnifying glass, location pin, power button, lightbulb, and cloud) are scattered across the grid. A network diagram with white nodes and lines is overlaid on the right side. A large, dark grey triangular shape points upwards from the bottom left, with a red diagonal stripe running through it.

Sabinet Discover

User Guide

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What is **Sabinet Discover**?

In a future where the certainty of change is a driver for innovation and new ways of doing things, access to enriched content, powered by the latest technology, is what drives the knowledge economy.

Sabinet Discover is the ULTIMATE research, news and legal resource platform.

All our content is now easily searchable on one platform with added functionality.

Sabinet African Journals is not searchable on this platform but is included in results to easily facilitate access to the journal platform.

What is **myDiscover**?

myDiscover offers you improved functionality such as keeping your **Action List** when closing your browser, creating briefcases in which you can keep regularly used documents, as well as keeping your saved searches that you perform regularly. Your alerts will also be available here.

For non-subscribers making use of use of once-off purchases, your purchased document(s) will also be stored here. Click here to access the **myDiscover** user guide.

1. Getting Started

1.1 Recommended Browsers

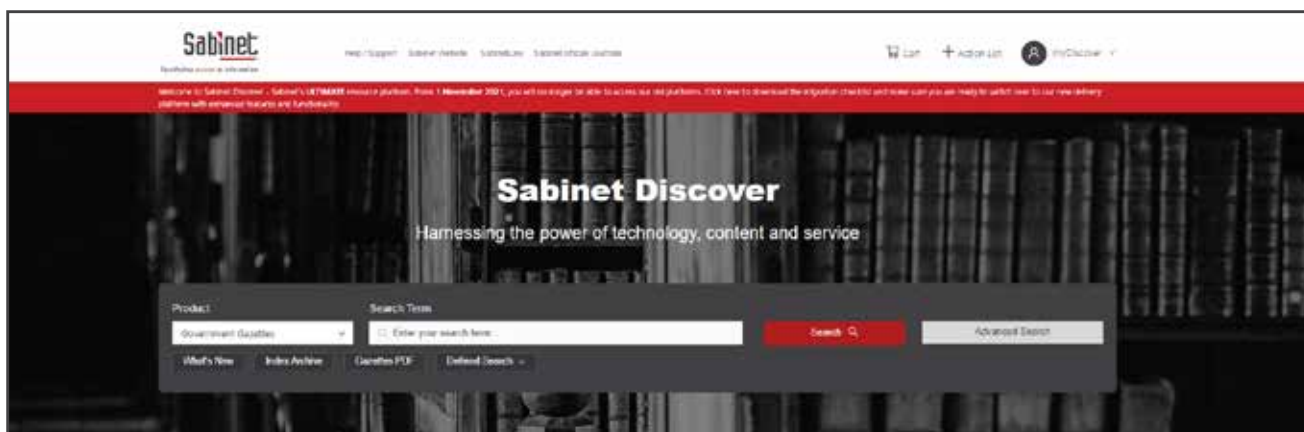
We support browsers on both Windows and Mac platforms such as Chrome, Firefox, Edge, Safari, Opera, etc.

You should find that all pages are functional in all browsers, however, no two browsers will render all pages identically. We recommend installing or updating to the latest version of your preferred browser.

Note: For Windows users, certain actions will open a new tab; however, for Mac users, this functionality is unavailable meaning new tabs will not open.

1.2 Accessing Sabinet Discover


To access **Sabinet Discover** directly, go to <https://discover.sabinet.co.za/> or access via our website www.sabinet.co.za




1.3 Accessing Sabinet Discover Content

From the home page, there are sign-in options for:

- Subscribers (see section 1.4)
- Non-Subscribers
- Subscribers who are not logged in.

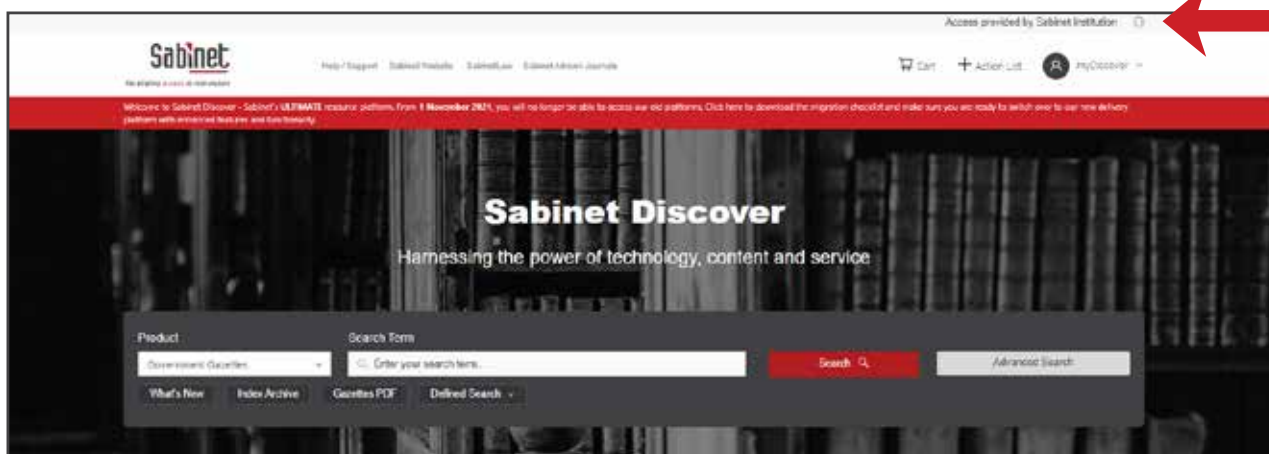
For subscribers, an unlocked symbol  will appear on all results which they are subscribed to and they will have automatic access to this content.

For non-subscribers or **subscribers who are not logged in**, a locked symbol  will appear on all results. These users will be prompted to either sign in to unlock this content or will be offered subscription options or purchasing options.

To make use of all functionality we recommended that you also create a **myDiscover** profile and follow the instructions below for signing into **myDiscover**.

1.4 Sign in and Authentication on Sabinet Discover

1. **Via Institutional Login:** The user will be prompted to type in their Username and Password should you make use of this access model Add the suffix @5Abin to existing passwords when signing in with an institutional username and password.
2. **IP Authentication Demonstration:**
If an institution uses IP Authentication as an access model, the access will be seamless and the user doesn't need to sign in to get access. The user will see the "Access provided by (their institution)" in the top bar as soon as they access the platform. It is automatically detected by the authentication process.



1.5 myDiscover

Subscribers as well as non-subscribers can create a **myDiscover** profile to gain access to additional functionality on **Sabinet Discover**. This additional functionality includes:

- My Briefcases
- My Alerts
- My Searches
- My Profile
- My Orders
- Additional Action List features

For more in-depth information on the **myDiscover** functionality refer to the [myDiscover User Guide](#).

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To check that you are logged into your **myDiscover**, simply go to the home page; the 'Sign In' option will be replaced by '**myDiscover**'.



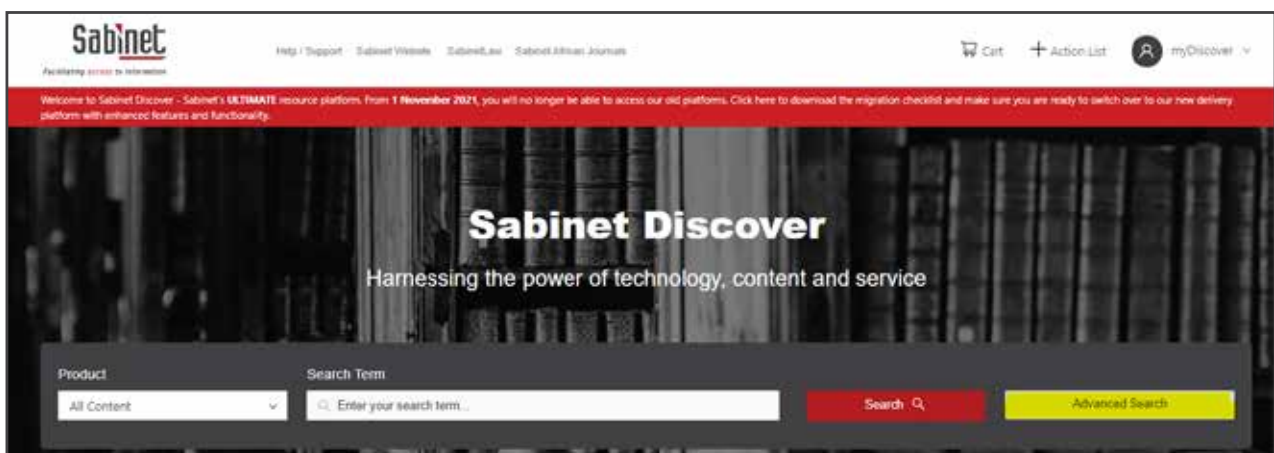
Once signed in, the following functionality becomes available:

- Create, manage, or share documents in your lists via **My Briefcases**
- Access your saved searches and execute them again
- Manage your alerts
- Update your profile details, including your sign in details
- From the result page you can save your search to myDiscover and create a search alert for this specific search
- Manage your orders
- Retain your **Action List** items when you close the browser or log out of the system.

Click to access **myDiscover**

2. Searching **Sabinet Discover**

On the **Sabinet Discover** home page, the search bar provides users with access to the platform's widespread, customisable and in-depth search functionality.



2.1 Starting a Search

There are various ways to search on **Sabinet Discover**: Users can search by 'Product' groupings:

- All Content
- All Legal Content
- All News Sources (Sabinet Newswire and SA Media (News Clippings))
- South African Citations
- SACat Plus
- WorldCat
- Sabinet African Journals (This will take you directly to <https://journals.co.za/> to conduct your search).

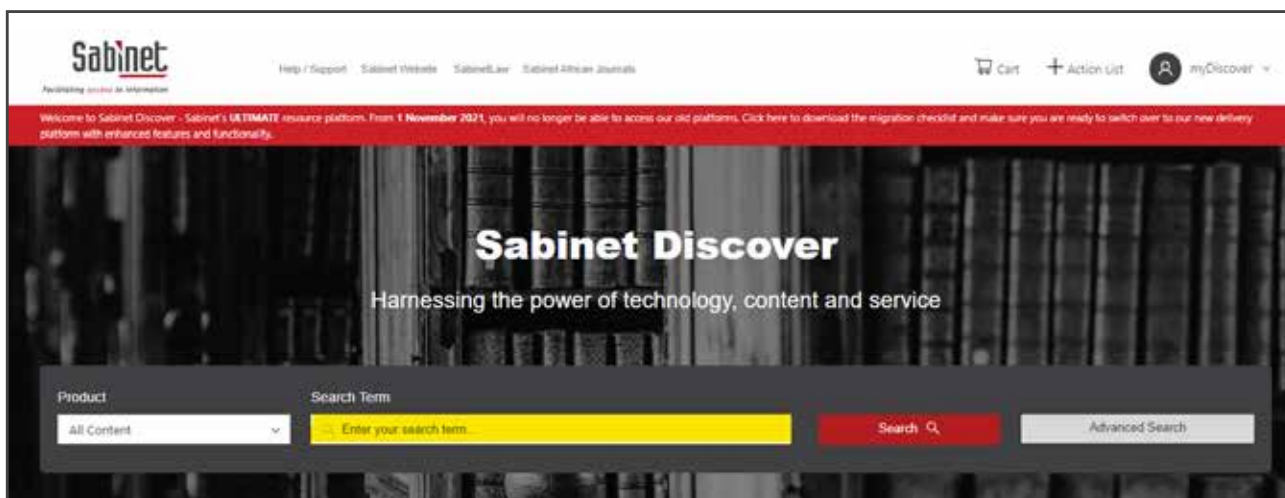
2.2 Basic Search

Users can search by using the 'Search Term' field which provides an easy option to search across all full text content within the Discover platform (refer to the [Search Guidance and Tips](#) user guide available under the Help tab).

Step 1: Type in your phrase or keywords. Use inverted commas (" ") for an exact phrase search

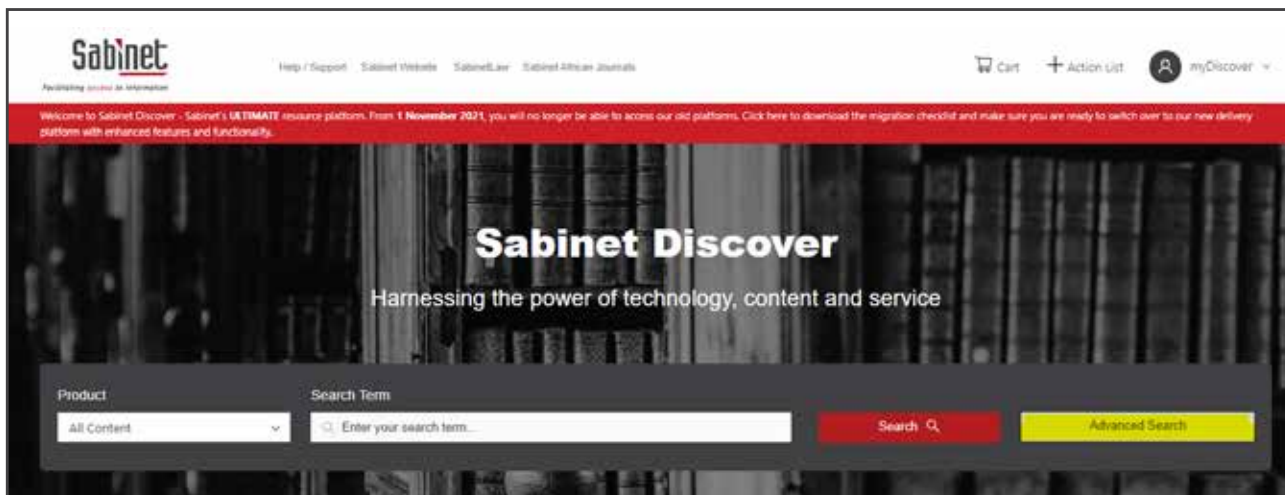
Step 2: Press Enter on your keyboard or click 'Search' to be taken to the search results page

Note: The search bar will remain static, appearing on all pages of the Sabinet Discover website. Users can start a new search by simply repeating the above steps.

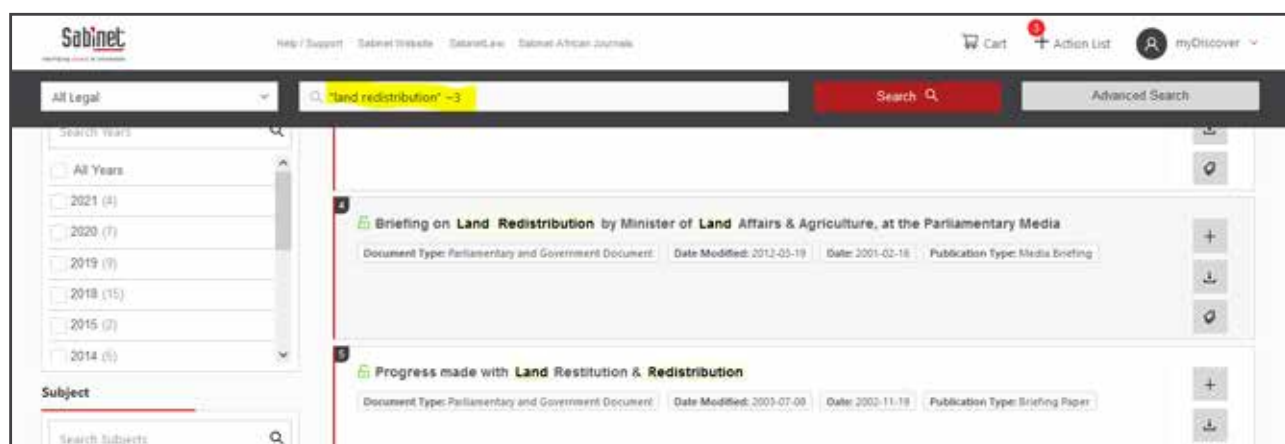


2.3 Starting an Advanced Search

For users wishing to specify or customise their searches further, clicking 'Advanced Search' after selecting a specific product group, offers several additional filters.



The search bar will expand with additional fields to complete which will help narrow down your search. Different products have different fields that can be selected, and some products have additional drop-down options which can also be used.

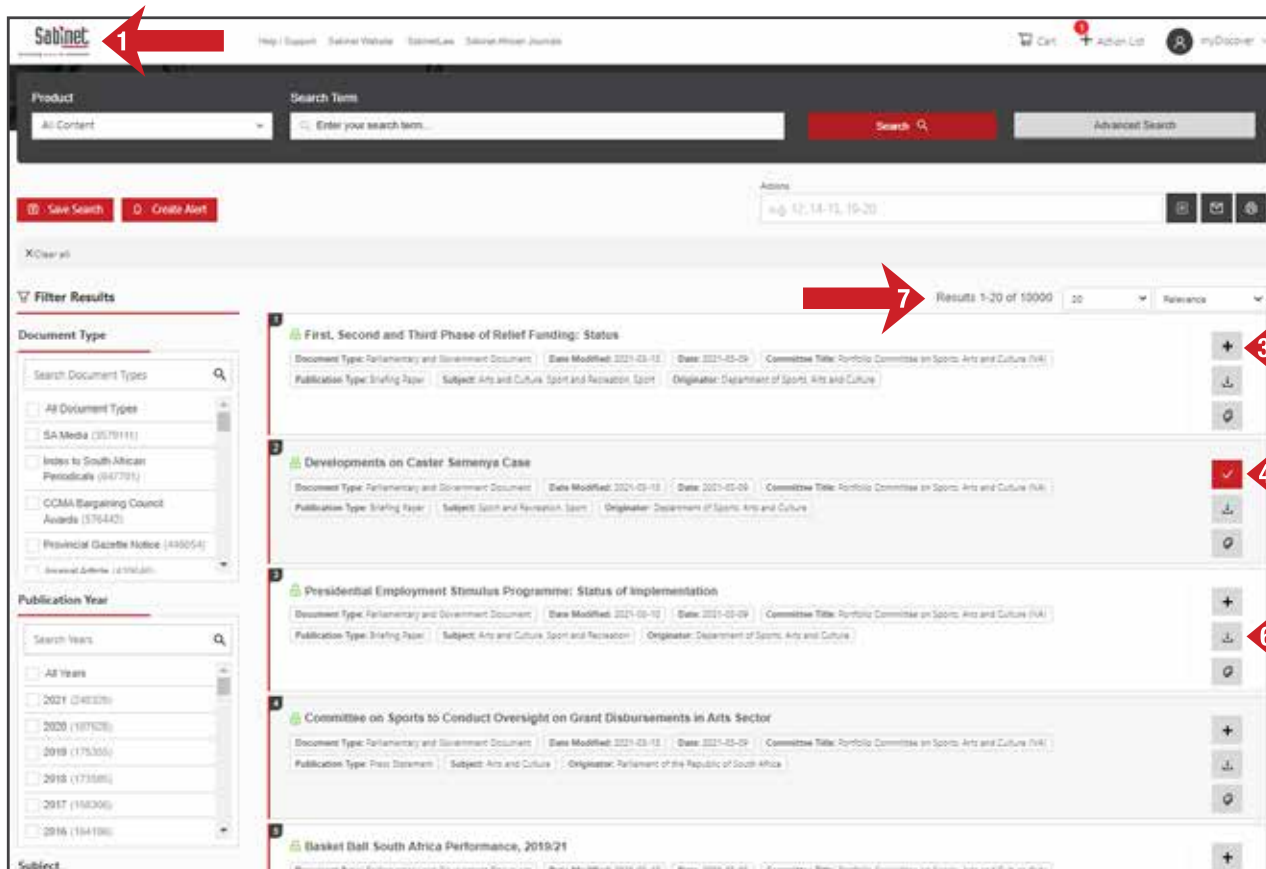


- Step 1:** Select the product in which you want to do an advanced search
- Step 2:** Click on 'Advanced Search'
- Step 3:** Enter your search terms. Additional terms can be added by using the plus sign
- Step 4:** (optional): Define the fields in which you want the search terms to be searched by clicking the 'All fields' drop-down
- Step 5:** (optional): Check the 'Exact Phrase' checkbox to specify that the exact phrase must be searched
- Step 6:** (optional): You can further define your search with the additional fields that are available within the specific product
- Step 7:** (optional): Filter results by date by populating the 'Date From' and 'Date To' fields
- Step 8:** Click on 'Search'.

Note: You can refine your initial search by using the fields available in the "Advance Search" and the facets on the results page.

2.4 The Search Results Page

For subscribers: Following a search, the user will be presented with their search results. The below is an example of a search results page displaying the results.



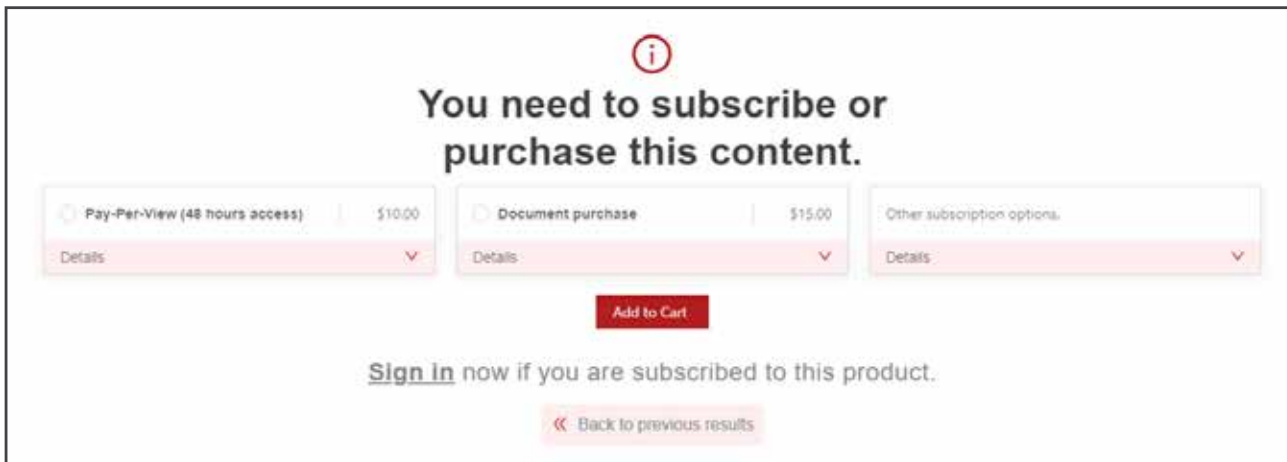
1. Sabinet Logo: Clicking this logo will take the user back to the home page.
2. Sort Results: Results can be sorted by Relevance, Newest first, Oldest first, Ascending Title sort (A-Z) and Descending Title sort (Z-A).
3. Add to **Action List**: Any result can be added to your **Action List** by clicking on the plus sign next to each result. The **+** will be replaced with a **✓** icon.
4. Remove from **Action List**: A result can be removed from the **Action List** by clicking on the red check icon.
5. Actions Menu: Items can also be added to your **Action List** by using the Actions Menu. Here you can select specific documents from the list or a range of documents to be added. You can also select specific documents from the list or a range of documents in the Actions Menu which you can choose to print and/or email.
6. You can download a document directly by clicking on the **↓** icon.
7. You can select the number of results that you want to display per page: 20, 50 or 100 results per page.

Note: The results pages are also numbered and you can navigate to the next page by using the page number or 'Prev' and 'Next' buttons at the bottom of the page.



For non-subscribers and those not subscribed to a specific product, the user will see a blue locked icon. 

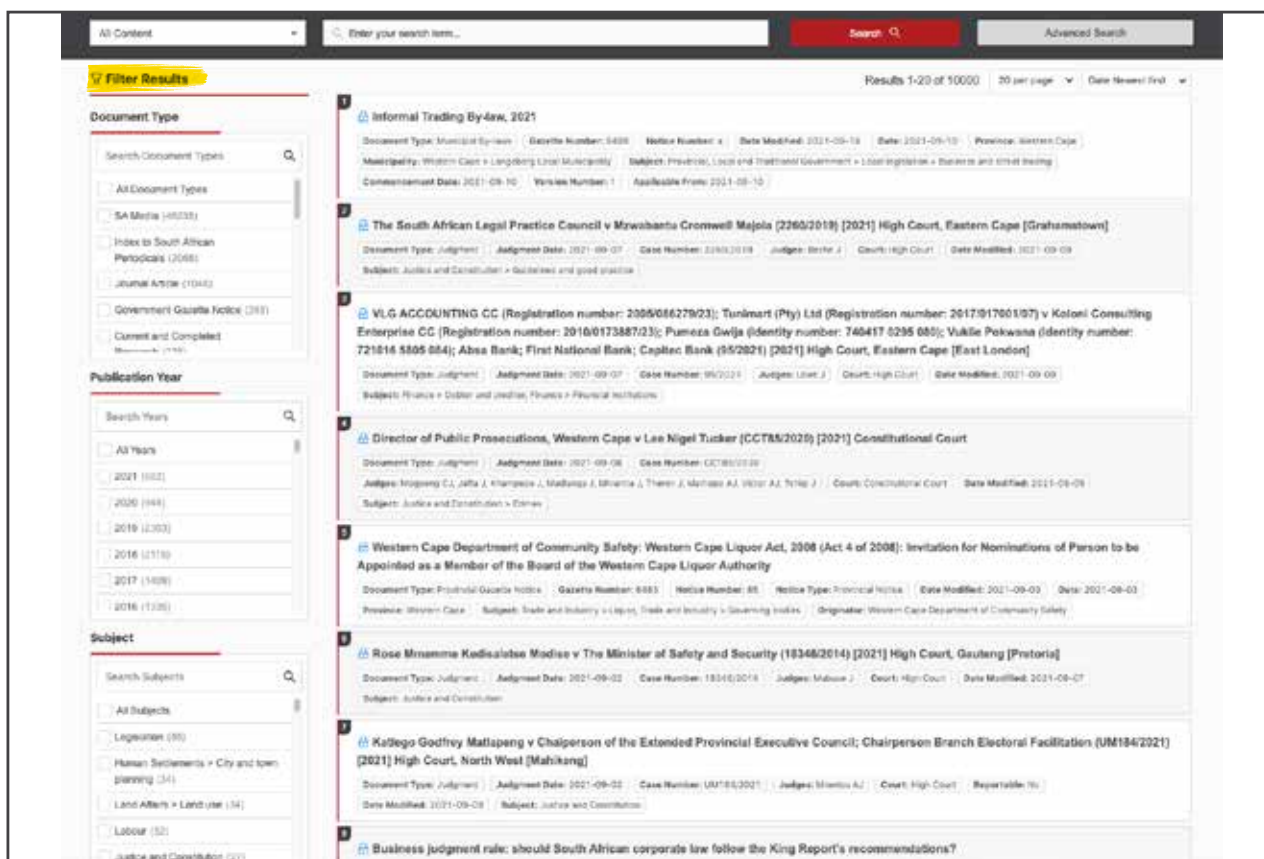
When clicking on a result page they will see the following screen, and then they can decide whether they want to subscribe to the product, purchase 48 hour access to the document, or purchase the document for permanent access.



2.5 Filtering Results

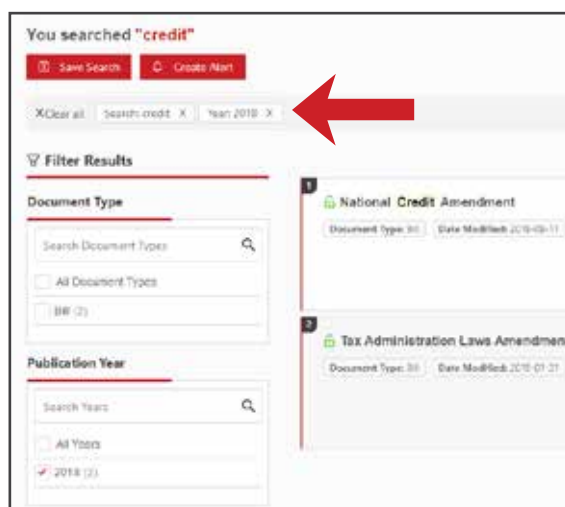
Once a search has been performed there are various filters available which will assist the user in retrieving more relevant results. These filters will be different depending on the product grouping or product option selected when doing the search.

Users can select singular or multiple filters by clicking their respective checkboxes under the headings Document Type, Publication Year, and Subject.



To remove a specific filter, the user must uncheck its respective box.

To remove all filters, the user must click the X beside 'Clear all'. The filters that you have selected to narrow your search will be listed in the top left hand corner. You can remove or clear these by clicking on the X.

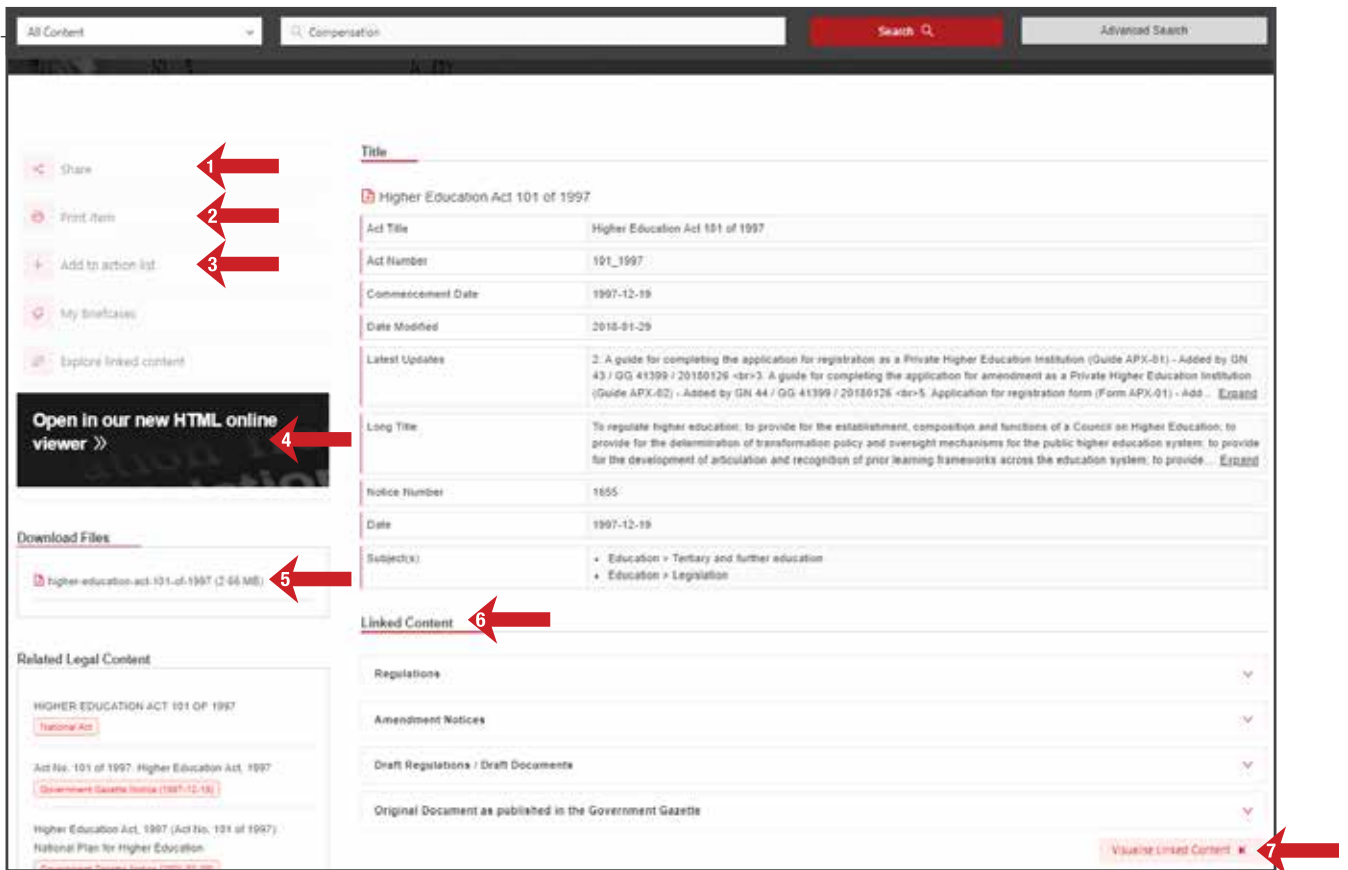


2.6 The Document View Page

As a subscriber, clicking on any search result will navigate to the document view page with all the metadata available. From this page subscribed users can:

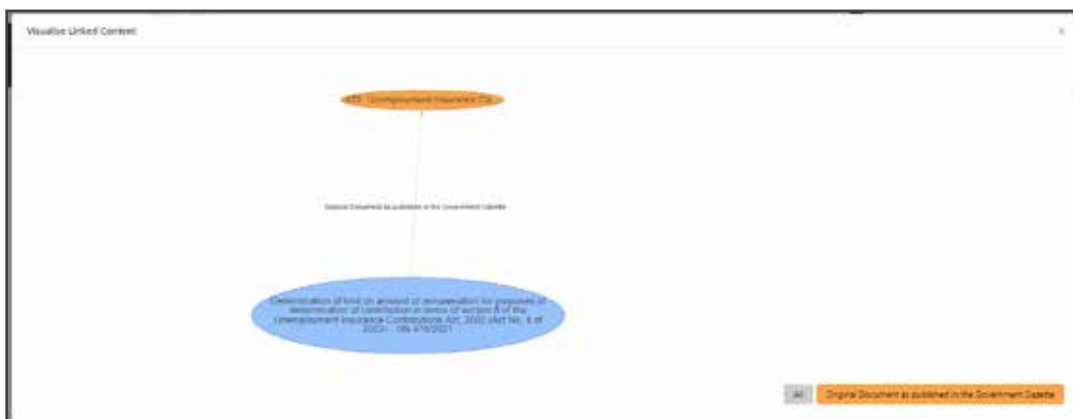
- Go to the next or previous result;
- Go back to search results;
- Download the full-text PDF or, on our value-added products such as National Legislation (NetLaw), Municipal By-Laws and Provincial Legislation, the HTML as well.

For users who are not subscribed to a specific product, clicking on any search result will prompt them to purchase the document through e-commerce. These options will be displayed once you select a result to which you don't have access.



1. Share search results via Facebook, LinkedIn, Twitter, Email and/or WhatsApp.
2. Print the metadata of the result from this page.
3. Add the item to the **Action List**.
4. All value-added products will have an HTML option available.
5. All full text products have a PDF document which can be viewed by clicking on any of the two PDF icons or on the Title at the top of the page.
6. Linked Content may be any content that is related to a specific document. These have been added by our Product Specialists and you can browse these documents by opening the section you wish to view. Linked Content can also be sorted by Title, Date, Gazette Number, or Notice Number.

With 'Visualise Linked Content' (7) the user can be shown a visual representation of the Linked Content.



2.8 The Action List

The **Action List** can be viewed at the top toolbar on all pages and has various levels of functionality, depending on whether a user is subscribed or has a **myDiscover** profile.

Subscribers with a **myDiscover** Profile

The user can select items on the view and results page and add them to the Action Menu. For more information on adding items to your **Action List** please refer to point 2.4 above.



The red number next to your **Action List** indicates how many items you already have in your list. Clicking on 'Action List' will display a list of its contents.



If you are not logged in to your **myDiscover** profile, the only functionality available will be to Print, Email or Remove either the entire list, specific selected results, or a single result.

Note: Once you sign out / close your browser / your session ends – you will lose the content in your Action List UNLESS you are signed into your myDiscover profile in which case the Action List will not be cleared.

Subscribers without a **myDiscover** Profile:

If you do not have a **myDiscover** profile or, as mentioned above, you are not logged into your **myDiscover** profile you will only have the ability to Print, Email or Remove either the entire list, specifically selected result, or a single result from your **Action List**.

Further, you will not be able to set alerts on the documents in your **Action List**.

Non-Subscribers with a **myDiscover** Profile:

You will have access to the **Action List** and you will have the ability to print, email, remove either the entire list, or a specifically selected result, or a single result from your **Action List**. As a non-subscriber your **Action List** will be cleared once you close your browser.

Non-Subscribers without a **myDiscover** Profile:

You will not have access to the functionality provided within the **Action List**.

[Click here](#) For Subscription Options

3. Menu Items

Each product has its own set of Menu Items under the Search Bar:



All legal and most news products have a 'What's New' section containing the latest information loaded for that product. All products have an 'Index Archive' which lists the items from Newest to Oldest with additional filters on the side.

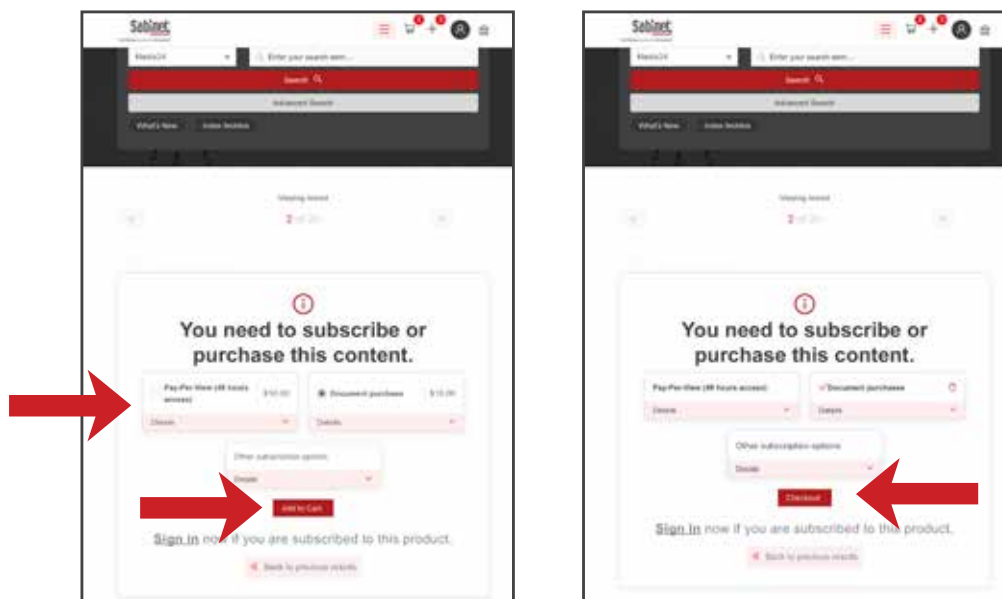
4. eCommerce

Non-Subscribers with a **myDiscover** Profile will be able to purchase Pay-Per-View or Document Purchase access to documents. Payment is facilitated through PayPal. You can pay using a PayPal account or a credit card. Please note that PayPal may do a test payment of USD1 which will be reversed before the payment is processed on your credit card.

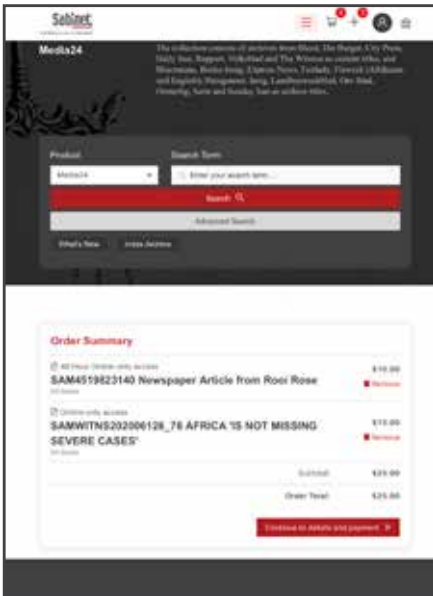
Step 1: From the results page, select the document you wish to purchase

Step 2: Select the option you wish to make use of, Pay-Per-View or Document Purchase and select 'Add to Cart'

Step 3: Select 'Checkout'

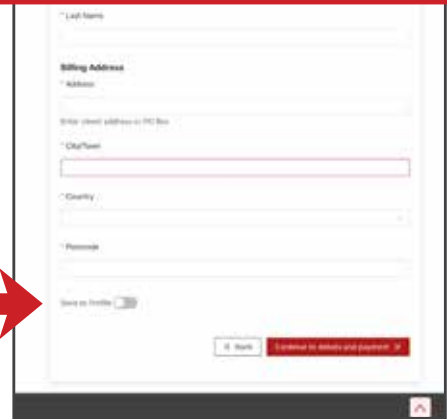


Step 4: Review your order and select 'Continue to details and payment'



Step 5: Complete your billing information and select 'Continue to details and payment'

Note: You can save the billing details to your profile by toggling the **Save to Profile Switch**.



Step 6: Choose your payment option – PayPal or Credit card and complete the required details



Step 7: Confirm payment

Step 8: Once payment has been completed your order will appear under the **My Orders** tab of your **myDiscover** Options. You can access the documents by selecting the order number or the links provided the Cart Items. In the *record view*, select the PDF icon. A PDF will either open in a new tab or automatically start downloading depending on your browser/device as well as the purchase option you chose.

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

If you have any issues accessing your document after payment has been confirmed, please send us an email to info@sabinet.co.za with the details of your order.



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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.

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