



Facilitating access to information

The background of the cover features a dark grey hexagonal pattern on the left side, overlaid with various white icons including a magnifying glass, a location pin, a power button, a cloud with a download arrow, a lightbulb, and a cloud with an upload arrow. On the right side, there is a network diagram with white nodes and connecting lines. A solid red diagonal bar runs from the bottom left towards the center.

Sabinet Discover

User Guide

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What is **Sabinet Discover**?

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

All our content is easily searchable on one platform with added functionality. Sabinet African Journals is searchable on this platform, but for the best results, please navigate to <https://journals.co.za>.

What is **myDiscover**?

myDiscover offers additional 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 one-time purchases, your purchased documents will also be stored here. [Click here](#) to access the **myDiscover** user guide.

1. Getting **Started**

1.1 Recommended Browsers

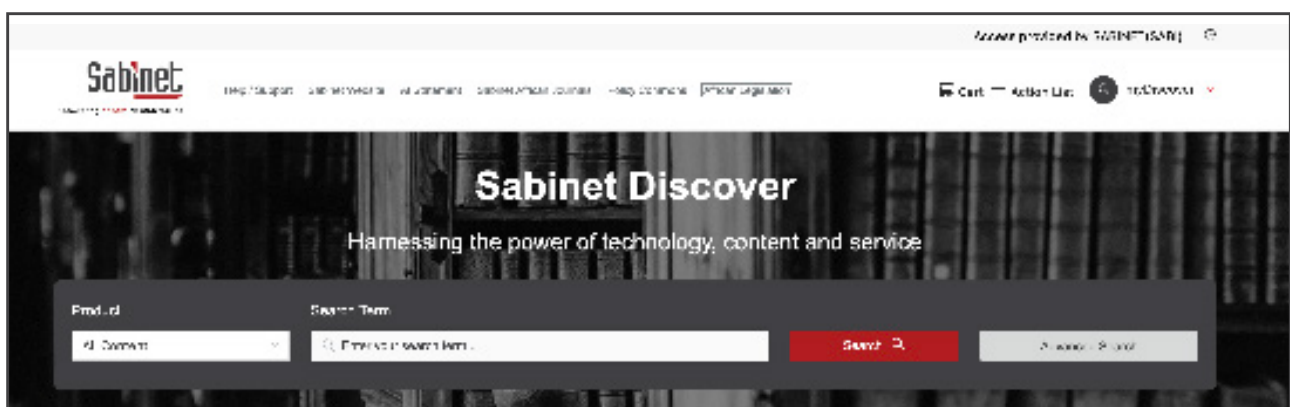
We support browsers on both Windows and iOS platforms including Chrome, Firefox, Edge, Safari, Opera, etc.

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 this functionality is unavailable to iOS users.

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 homepage, users can sign in with the following options:

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

For subscribers, an unlocked symbol  will appear next to all content they have access to, allowing automatic access.

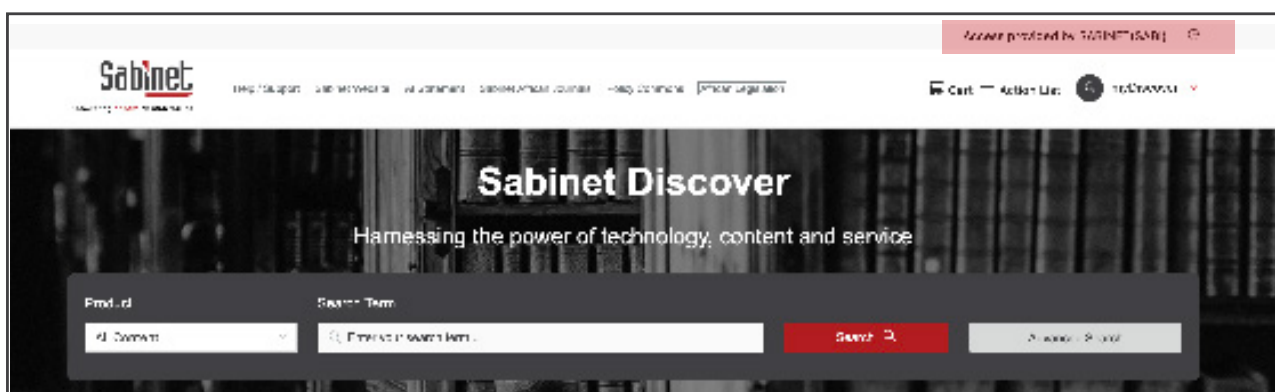
For non-subscribers or **subscribers who are not signed in**, a locked symbol  will appear next to restricted content. These users will be prompted to either sign in to unlock the content, subscribe, or explore one-time purchase options.

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

- **IP Authentication:**

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 (your institution name)" in the top bar as soon as they access the platform. It is automatically detected by the authentication process.



- **Email Domain Authentication:**

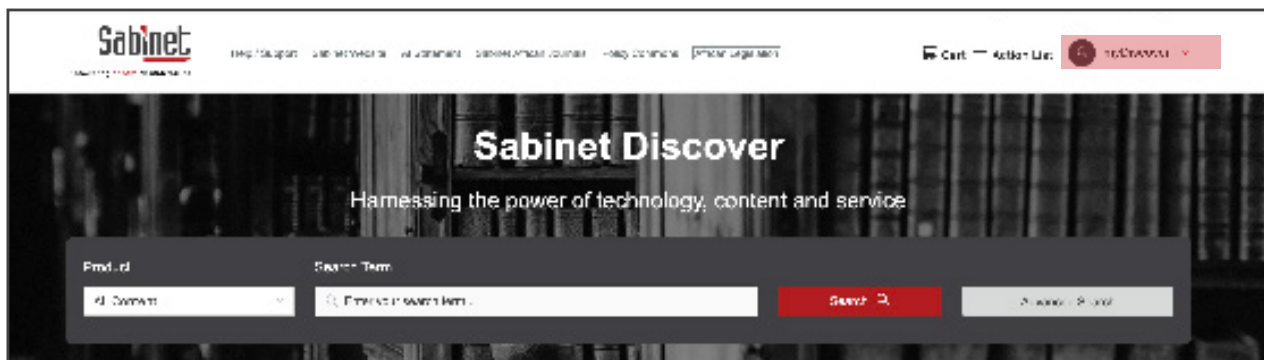
If an institution uses email domain authentication the user will need to navigate to "Sign In" and register a myDiscover profile using their institutional email address.

1.5 myDiscover

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

- Discover Dashboard
- 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**.



To verify that you are logged into your myDiscover account, simply visit the homepage; 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 **myBriefcase**
- 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**

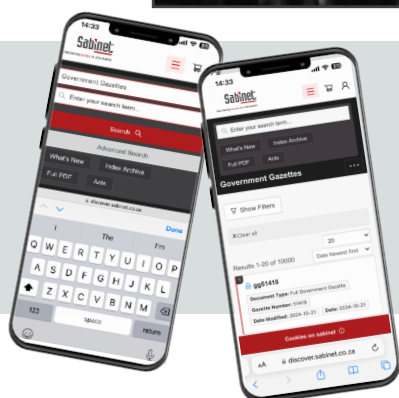
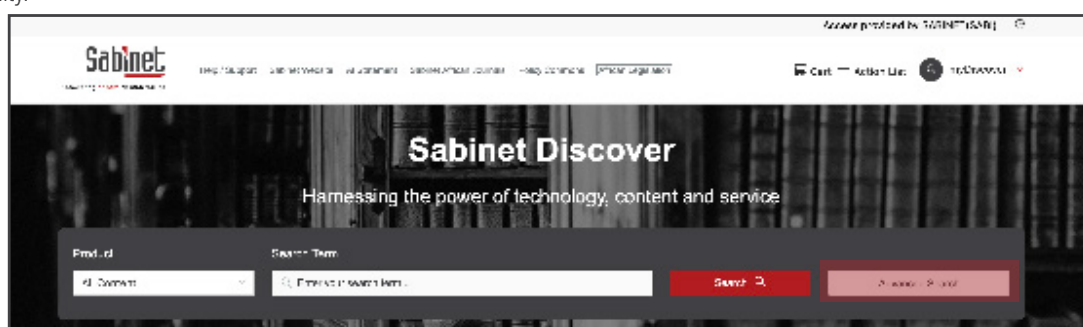
1.6 Sabinet Discover Dashboard

The Sabinet Discover Dashboard is a subscription add-on functionality which allows clients to receive their alerts in a dashboard format and to view and set reminders for upcoming legislative events in a calendar.

For more in-depth information on the **Sabinet Discover Dashboard** functionality refer to the **Sabinet Discover Dashboard User Guide**.

2. Searching Sabinet Discover

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



Searching Sabinet Discover on Mobile

Sabinet Discover on mobile functions the same as on the web, with one difference: After completing a search, the Product Menu temporarily hides to maximise screen space for results. To bring it back, tap the search bar, and the menu will reappear.

Sabinet

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2.1 Starting a Search

There are various ways to search on Sabinet Discover. Users can search by Product groupings or within in a specific product specifically.

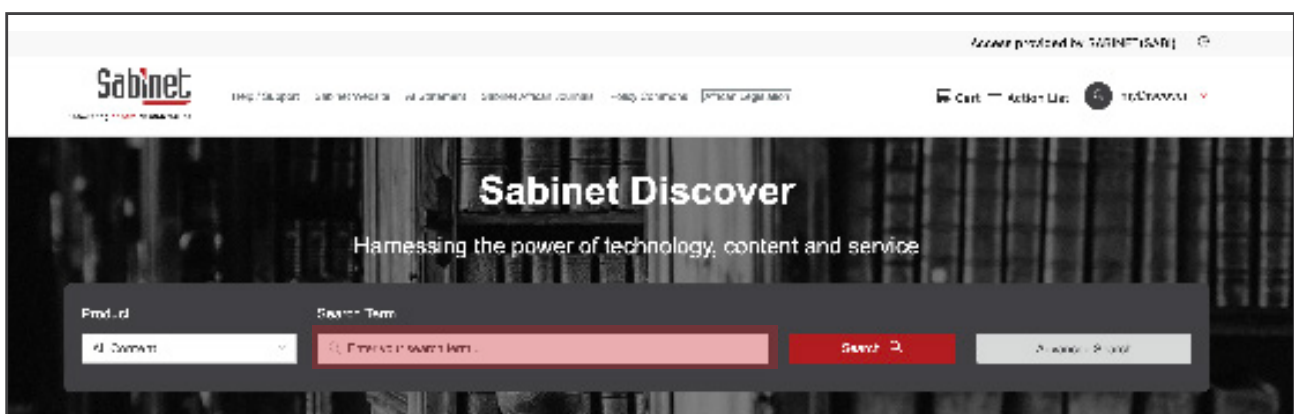
2.2 Basic Search

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

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

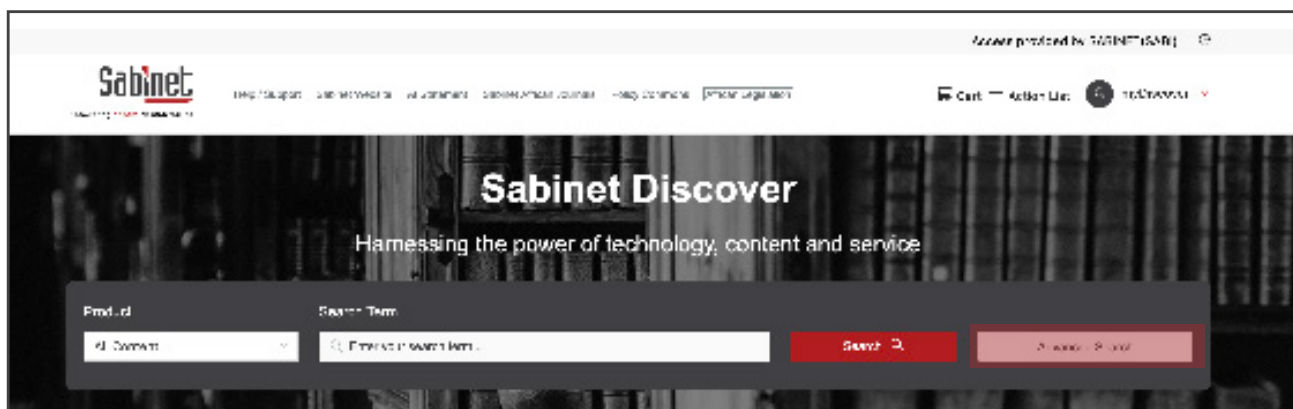
Step 2: Press Enter on your keyboard or click 'Search' to be taken to the search results page

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 metadata fields to search over.



Harnessing the power of technology, content and service

Product

All Content

×

Advanced Search

Search

Clear current search

ⓘ

Select the relevant product from the Product list to open its Advanced Search

Search terms

in

All fields

And

in

All fields

+

Additional

☐

Content I have access to

Search

Search Tips

Filter Dates

Date From

Date To

Popular Date Filters

Please Select

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 'Product' 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'.

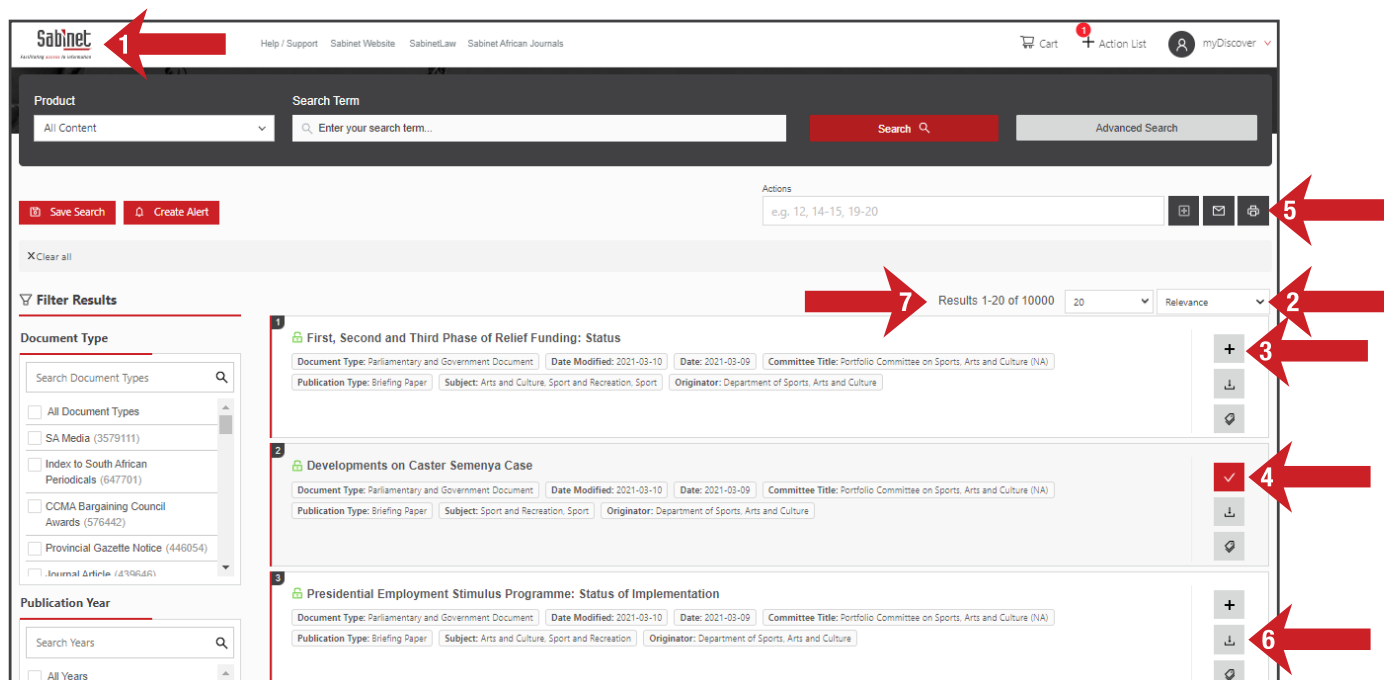
Note: To clear an advance search select the 'Clear current search' button.

For best results select a specific product to do an Advanced Search on to receive the additional fields relevant to the product.

Select the "Content I have access to" tick box on the Advanced Search screen to limit your search results to only content you or your institution subscribes to.

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.



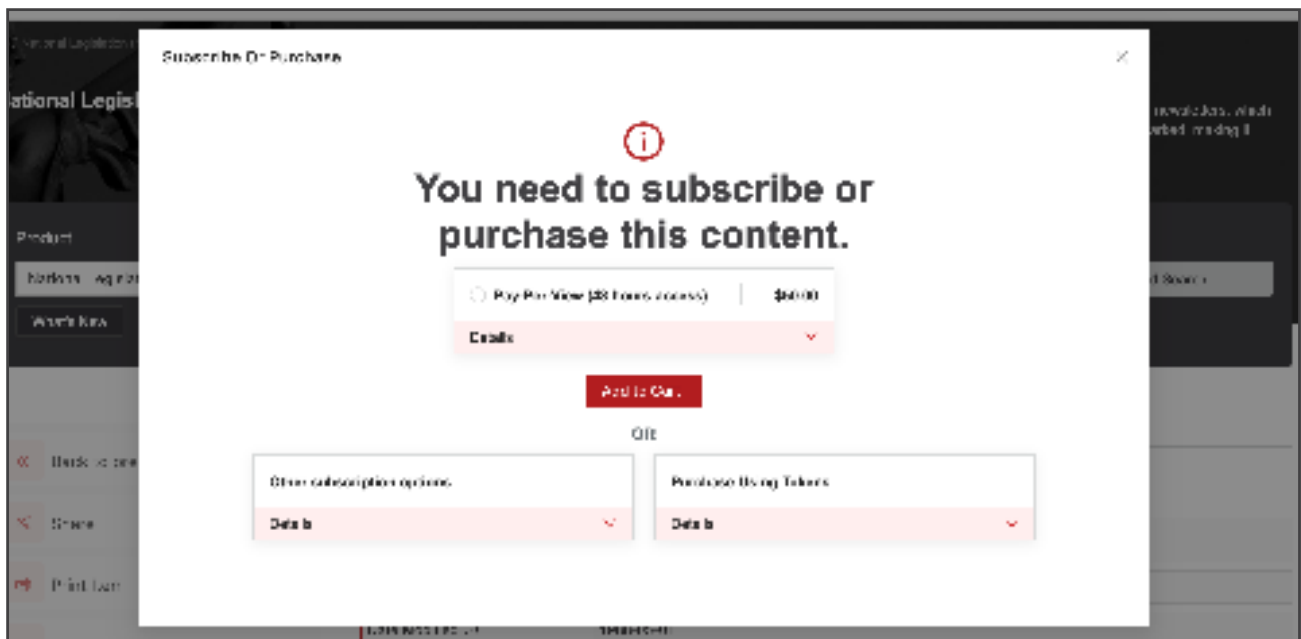
1. Sabinet Logo: Clicking this logo will take the user back to the home page.
2. Sort Results: Results can be sorted by Relevance, Newest first, Oldest first, Ascending Title sort (A-Z) and Descending Title sort (Z-A).
3. Add to Action List: Any result can be added to your Action List by clicking on 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 a blue locked icon will be displayed. 

When clicking on a result page users will see the metadata on the results page but will not be able to download the relevant document. When they click on one of the download options they will see the following screen and 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**.

Filter Results

Document Type

Search Document Types

☐ All Document Types

☐ SA Media (46235)

☐ Index to South African Periodicals (2096)

☐ Journal Article (1048)

☐ Government Gazette Notice (368)

☐ Current and Completed Documents (779)

Publication Year

Search Years

☐ All Years

☐ 2021 (682)

☐ 2020 (944)

☐ 2019 (2303)

☐ 2018 (2115)

☐ 2017 (1409)

☐ 2016 (1335)

Subject

Search Subjects

☐ All Subjects

☐ Legislation (35)

☐ Human Settlements > City and town planning (34)

☐ Land Affairs > Land use (34)

☐ Labour (32)

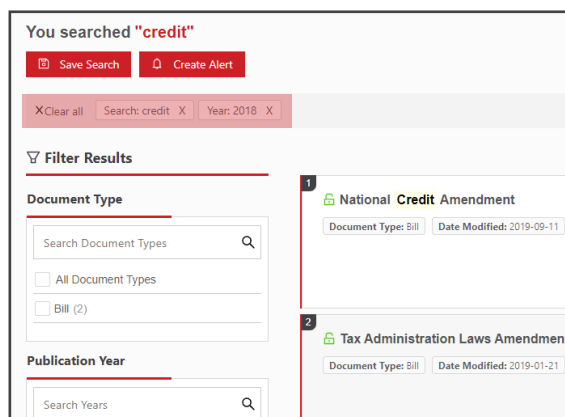
☐ Justice and Constitution (27)

Results 1-20 of 10000 20 per page Date Newest first

- Informal Trading By-law, 2021**
Document Type: Municipal By-laws | Gazette Number: 8489 | Notice Number: a | Date Modified: 2021-09-14 | Date: 2021-09-10 | Province: Western Cape
Municipality: Western Cape > Langeberg Local Municipality | Subject: Provincial, Local and Traditional Government > Local legislation > Business and street trading
Commencement Date: 2021-09-10 | Version Number: 1 | Applicable From: 2021-09-10
- The South African Legal Practice Council v Mzwabantu Cromwell Majola (2260/2019) [2021] High Court, Eastern Cape [Grahamstown]**
Document Type: Judgment | Judgment Date: 2021-09-07 | Case Number: 2260/2019 | Judges: Beshe J | Court: High Court | Date Modified: 2021-09-09
Subject: Justice and Constitution > Guidelines and good practice
- VLG ACCOUNTING CC (Registration number: 2005/086279/23); Tunimart (Pty) Ltd (Registration number: 2017/017001/07) v Koloni Consulting Enterprise CC (Registration number: 2010/0173887/23); Pumeza Gwija (Identity number: 740417 0295 080); Vukile Pokwana (Identity number: 721016 5805 084); Absa Bank; First National Bank; Capitec Bank (95/2021) [2021] High Court, Eastern Cape [East London]**
Document Type: Judgment | Judgment Date: 2021-09-07 | Case Number: 95/2021 | Judges: Lowe J | Court: High Court | Date Modified: 2021-09-09
Subject: Finance > Debtor and creditor, Finance > Financial Institutions
- Director of Public Prosecutions, Western Cape v Lee Nigel Tucker (CCT85/2020) [2021] Constitutional Court**
Document Type: Judgment | Judgment Date: 2021-09-06 | Case Number: CCT85/2020
Judges: Mogoeng CJ, Jaffa J, Khampepe J, Madlanga J, Mhlantla J, Theron J, Mathopo AJ, Victor AJ, Tshiqi J | Court: Constitutional Court | Date Modified: 2021-09-09
Subject: Justice and Constitution > Crimes
- Western Cape Department of Community Safety: Western Cape Liquor Act, 2008 (Act 4 of 2008): Invitation for Nominations of Person to be Appointed as a Member of the Board of the Western Cape Liquor Authority**
Document Type: Provincial Gazette Notice | Gazette Number: 8483 | Notice Number: 85 | Notice Type: Provincial Notice | Date Modified: 2021-09-03 | Date: 2021-09-03
Province: Western Cape | Subject: Trade and Industry > Liquor, Trade and Industry > Governing bodies | Originator: Western Cape Department of Community Safety
- Rose Mmemme Kedisaletse Modise v The Minister of Safety and Security (18346/2014) [2021] High Court, Gauteng [Pretoria]**
Document Type: Judgment | Judgment Date: 2021-09-02 | Case Number: 18346/2014 | Judges: Mabuse J | Court: High Court | Date Modified: 2021-09-07
Subject: Justice and Constitution
- Katlego Godfrey Matlapeng v Chairperson of the Extended Provincial Executive Council; Chairperson Branch Electoral Facilitation (UM184/2021) [2021] High Court, North West [Mahikeng]**
Document Type: Judgment | Judgment Date: 2021-09-02 | Case Number: UM184/2021 | Judges: Mtembu AJ | Court: High Court | Reportable: No
Date Modified: 2021-09-09 | Subject: Justice and Constitution
- Business judgment rule: should South African corporate law follow the King Report's recommendations?**

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**.

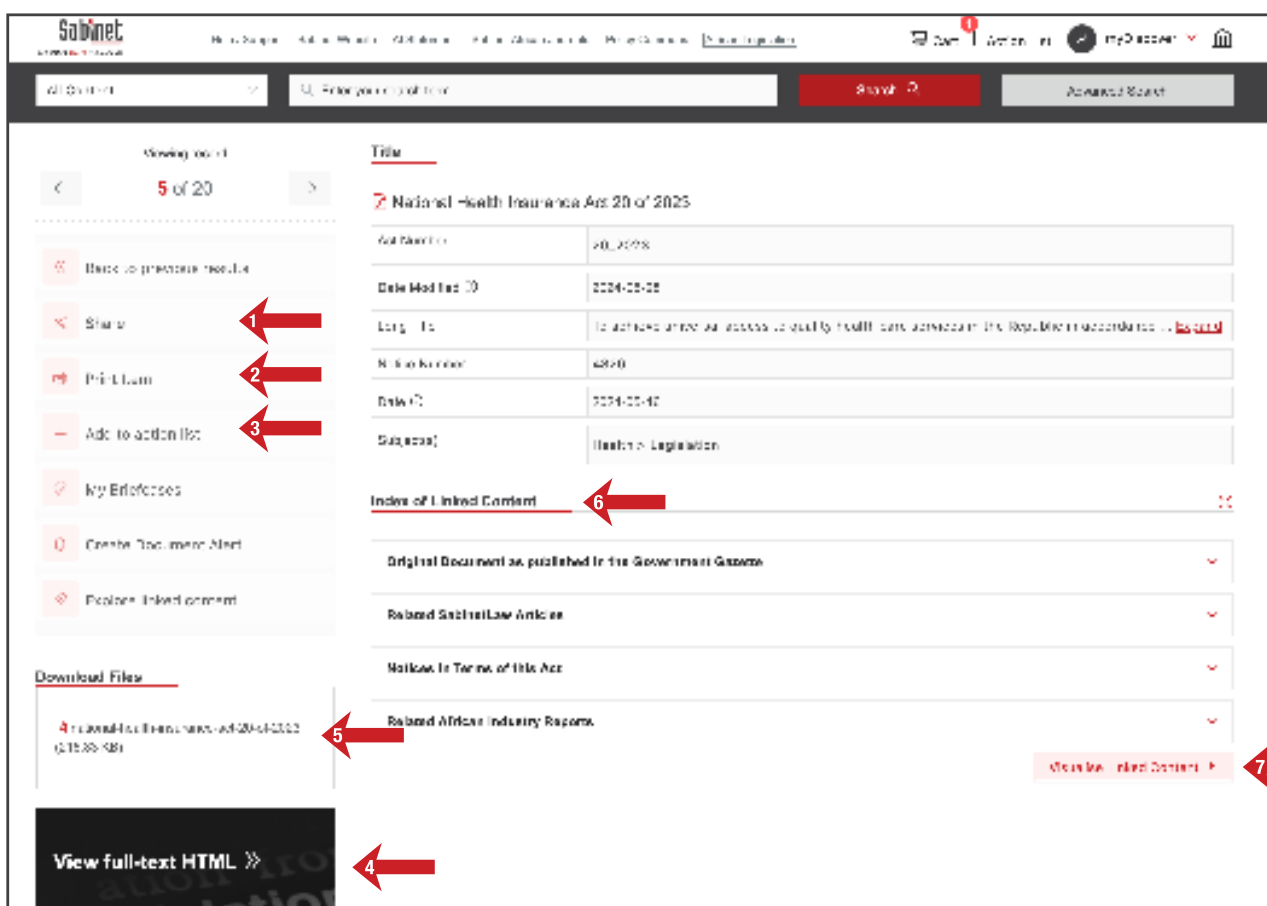


2.6 The Document View Page

All users are able to view the **Record View** page of the search results and see the metadata available.

From this page users can:

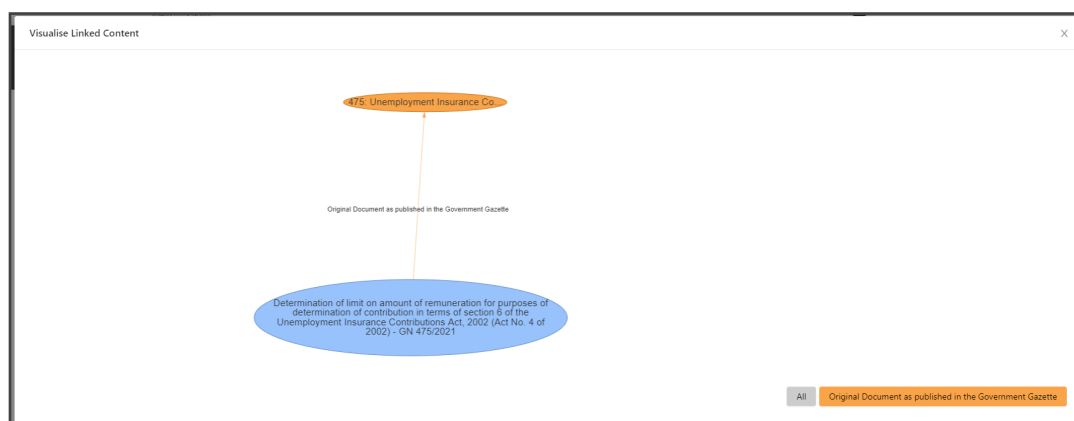
- Go to the next or previous result;
- Go back to search results;
- Subscribers can download the full-text PDF or, on National Legislation (NetLaw), Municipal By-Laws and Provincial Legislation, the HTML as well.
- Non-Subscribers can purchase access to the document via ecommerce by clicking on one of the download options.



The document view page has a number of options and tools available.

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) NetLaw subscribers can view a visual representation of the Linked Content.

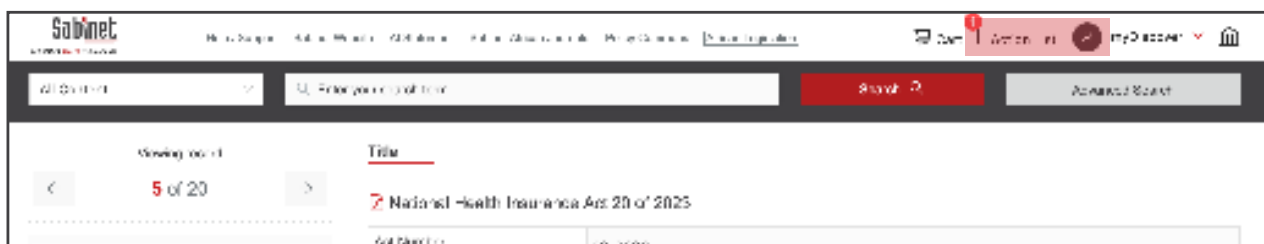


2.8 The Action List

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 List 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 signed 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 signed in with 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. What is the **NetLaw AI Research Assistant**?

The NetLaw AI Research Assistant is an innovative AI tool designed to assist both novice and experienced users to streamline the research process by offering quick and insightful answers while guiding the user to the relevant legal documents.

This functionality is currently only available on National Legislation (NetLaw) to subscribers.

For more in-depth information on the **NetLaw AI Research Assistant** functionality refer to the **Sabinet Discover: Research Assistant User Guide**.

5. eCommerce

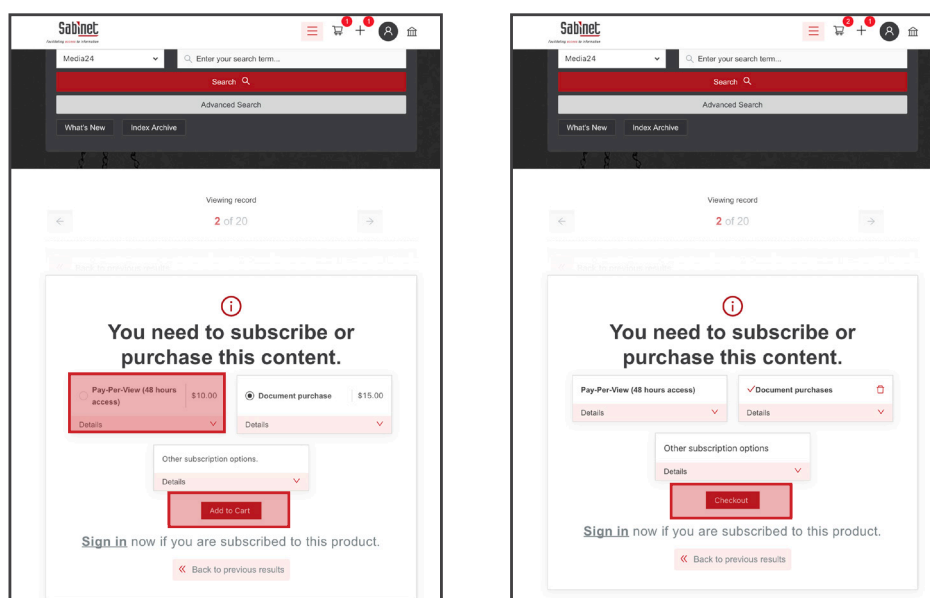
Non-Subscribers with a **myDiscover** Profile will be able to purchase Pay-Per-View or Document Purchase access to documents. Payment is facilitated through PayPal. You can pay using a PayPal account or a credit card. Please note that PayPal may do a test payment of USD1 which will be reversed before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

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

Step 2: In the record view page select any of the download options

Step 3: Select the option you wish to make use of, Pay-Per-View or Document Purchase and select 'Add to Cart'

Step 4: Select 'Checkout'



Step 5: Review your order and select 'Continue to details and payment'

The screenshot shows the Sabinet Media24 search interface. At the top, there's a search bar with 'Media24' selected in the product dropdown. Below the search bar, there's an 'Order Summary' section. It lists two items: 'SAM4519823140 Newspaper Article from Rooi Rose' for \$10.00 and 'SAMWITNS202006126_76 AFRICA 'IS NOT MISSING SEVERE CASES'' for \$15.00. The subtotal is \$25.00 and the order total is \$25.00. A red button at the bottom says 'Continue to details and payment'.

Step 6: 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**.

The screenshot shows a billing address form. It includes fields for 'Last Name', 'Address', 'City/Town', 'Country', and 'Postcode'. There is a 'Save to Profile' toggle switch and a red button at the bottom that says 'Continue to details and payment'.

Step 7: Choose your payment option – PayPal or Credit card and complete the required details

The screenshot shows the payment options screen. It displays the same order summary as in Step 6. Below the order summary, there's a 'Billing Information' section with fields for 'First Name', 'Last Name', 'Address', 'City/Town', 'Country', and 'Postcode'. At the bottom, there are two payment options: 'PayPal' and 'Debit or Credit Card'.

Step 8: Confirm payment

Step 9: 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 contact us via email on info@sabinet.co.za with the details of your order.



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**.

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