

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 title "Sabinet Discover Search Guidance and Tips" is displayed in white text on a black background. A red diagonal bar is located to the left of the text.

Sabinet Discover
Search Guidance and Tips

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Search **Guidance and Tips**

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Search Guidance and Tips

This guide is applicable to the basic as well as the advanced search functionality.

Search Strategies

1. Boolean Searching:

Boolean Searching allows you to link your keywords using the Boolean operators AND, OR and NOT.

AND: The system is by default set to use the AND Boolean operator when more than one search term is entered in the search field. For example, if you are looking for **environment AND tourism** you can just type in the words **environment tourism** in the search field without having to include AND in your search string. The system will look for the documents which contain both these words.

The screenshot shows the Sabinet search interface. The search term "tourism environment" is entered in the search field. The results page displays "You searched 'tourism environment'" and shows two results. The first result is "DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM : GAZETTE FOR LIMPOPO TOURISM AGENCY" with details: Document Type: Provincial Gazette Notice, Gazette Number: 2354, Notice Number: 161, Date: 2014-05-14, Province: Limpopo. The second result is "Botha v Department of Environment Affairs & Tourism, GA61465" with details: Document Type: CCMA Bargaining Council Awards, Award Date: 2000-05-01, Court: CCMA, Award Number: GA61465, Hearing Start: 1999-12-09. The interface includes filters for Document Type and options to save searches or create alerts.

OR: If you type in or select the operator OR from the dropdown in the **Advanced Search**, you will get results with either one of the search terms you've entered. For example, **tobacco OR smoking** will retrieve documents containing either of the two terms.

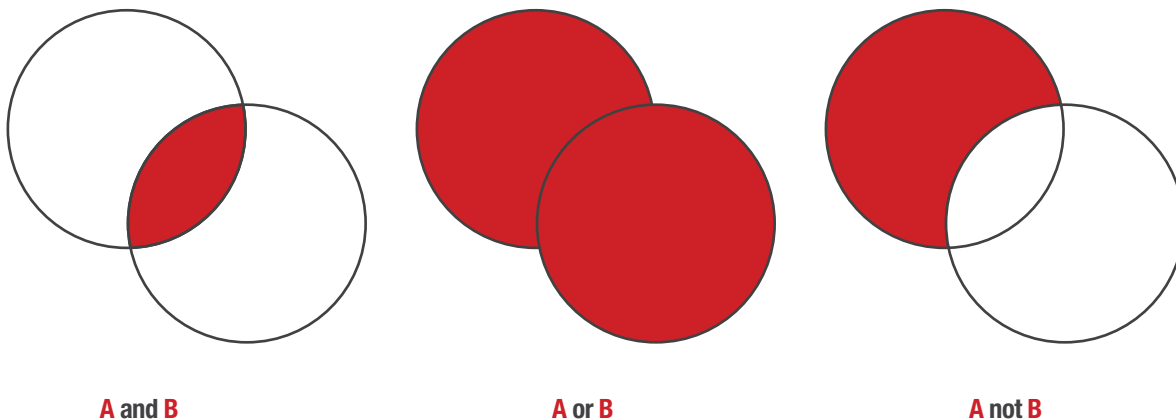
The screenshot shows the Sabinet search interface. The search term "tobacco OR smoking" is entered in the search field. The results page displays "You searched 'tobacco OR smoking'" and shows one result: "Notice Relating to Smoking of Tobacco Products in Public Places" with details: Document Type: Government Gazette Notice, Gazette Number: 20687, Notice Number: 1453, Notice Type: Government Notice, Date: 1999-12-03, Originator: Department of Health. The interface includes filters for Document Type and options to save searches or create alerts.

Note: Boolean operators (AND, OR and NOT) should be typed in capital letters in the search field if the dropdown list on the Advanced Search is not being used for it to be picked up as Boolean Operators within your search string.

NOT: This will exclude certain keywords or numbers totally from your search. For example, **labour relations NOT unions**. Results will contain both the words labour AND relations, but NOT the word unions.

The screenshot shows the Sabinet website's search interface. At the top, there is a navigation bar with links for 'Help / Support', 'Sabinet Website', 'Sabinet Law', and 'Sabinet African Journals'. A shopping cart icon and 'Action List' are also visible. The main header features the Sabinet logo and the text 'Facilitating access to information'. Below this, a banner for 'Government Gazettes' states 'Complete Government Gazettes from 1994 to the present, with daily updates.' The search bar contains the text 'labour relations NOT unions' and a red 'Search' button. Below the search bar are buttons for 'What's New', 'Index Archive', 'Gazettes PDF', and 'Defined Search'. A section titled 'You searched "labour relations NOT unions"' includes 'Save Search' and 'Create Alert' buttons. A 'Filter Results' section shows 'Results 1-20 of 2769' and a 'Relevance' dropdown. A document card for 'Labour Relations Act, 1995: Labour Relations Amendment Bill, 2017' is displayed, with details for Document Type, Gazette Number, Notice Number, Date, and Originator.

Illustration of how Boolean Operators function:



2. Proximity:

Use the tilde symbol ~ to search for words within a certain proximity of each other. For example, if you type **“land redistribution” ~3** in the title field, the system will retrieve results where these words appear within 3 words or less of one another in the title field of the document. Remember to place the keywords in **double inverted commas** (“ ”) and to put a **space** before the tilde symbol (~).

The screenshot shows the Sabinet search interface. The search bar contains the query "land redistribution" ~3. The search results are displayed in a list format. The first result is "Briefing on Land Redistribution by Minister of Land Affairs & Agriculture, at the Parliamentary Media" with a yellow highlight. The second result is "Progress made with Land Restitution & Redistribution". The interface includes filters for years (2014-2021) and subjects, and a sidebar with navigation options like "All Legal", "Search Years", and "Subject".

3. Truncation:

The system allows you to search for all variations of the same word by making use of a wildcard character [*]. If you for example search for **regio***, the search results will find results containing **region, regions, regional** etc.

The screenshot shows the Sabinet Advanced Search interface. The search terms field contains "regio*". The interface includes filters for Publication Type, Portfolio Type, and Filter Dates. The search results are displayed in a list format. The search bar contains the query "regio*". The search results are displayed in a list format. The interface includes filters for years (2014-2021) and subjects, and a sidebar with navigation options like "All Legal", "Search Years", and "Subject".

4. Wild Card:

Use an asterisk (*) as a placeholder in the word where the symbol/character is unknown. For example, entering the search term **wom*n** will retrieve result for both the words “woman” and “women”.

The screenshot shows the 'Advanced Search' interface. At the top, there is a dropdown menu for 'National Legislation (...)'. Below it, the search terms are 'wom*n' in a text box, followed by 'in' and a dropdown menu set to 'All fields'. To the right, there are two checkboxes for 'Exact Phrase', both of which are unchecked. Below the search terms, there is an 'And' dropdown menu and another 'in' dropdown menu set to 'All fields'. A red '+' icon is visible below the search terms. In the 'Additional' section, there is a 'Subject' dropdown menu set to 'Select Subjects' and a checkbox for 'Content I have access to' which is unchecked. At the bottom, there are buttons for 'New Search', 'Search', and 'Search Tips'. On the right side, there is a 'Filter Dates' section with 'Date From' and 'Date To' text boxes, and a 'Popular Date Filters' dropdown menu set to 'Please Select'.

Tips for retrieving better search results

1. Dates:

Restricting your search results to a certain date range in the ‘Advanced Search’ can be very valuable to obtain the correct information.

The screenshot shows the 'Advanced Search' interface. At the top, there is a dropdown menu for 'Government Gazettes'. Below it, the search terms are 'disaster management' in a text box, followed by 'in' and a dropdown menu set to 'Title'. To the right, there are two checkboxes for 'Exact Phrase', the first of which is checked. Below the search terms, there is an 'And' dropdown menu and another 'in' dropdown menu set to 'All fields'. A red '+' icon is visible below the search terms. In the 'Additional' section, there is a 'Notice Type' dropdown menu set to 'Select Notice Types' and a checkbox for 'Content I have access to' which is unchecked. At the bottom, there are buttons for 'New Search', 'Search', and 'Search Tips'. On the right side, there is a 'Filter Dates' section with 'Date From' and 'Date To' text boxes. The 'Date From' box contains '2020-04-01' and the 'Date To' box contains '2021-09-13'. Below the date filters, there is a 'Popular Date Filters' dropdown menu set to 'Please Select'.

2. Filter results:

Make use of the filtering options on the left of the screen to narrow down your search results. Results can for example be filtered according to Document Type, Publication Year, Subject, etc, depending on the product you are searching over.

Filter Results

Document Type

 All Document Types
 Government Gazette Notice (277)

Publication Year

 All Years
 2021 (82)
 2020 (195)

In terms of Acts

 All In Terms Of Acts
 57_2002 (258)
 57 2002 (10)
 63 2001 (2)

Subject

 All Subjects
 Health > Diseases and injuries (129)
 Environment Affairs and Water > Natural disasters (119)
 Health > Legislation (100)
 Environment Affairs and Water > Legislation (83)
 Transport > Legislation (40)

Notice Types

 All Notice Types
 Government Notice (244)
 General Notice (31)
 Board Notice (2)

Originators

 All Originators
 Department of Cooperative Governance (58)
 Department of Transport (47)
 Department of Basic Education (19)
 Department of Cooperative Governance and Traditional Affairs (18)

3. Exact word and exact phrase searching:

This search strategy restricts results to records containing that exact word or phrase you entered in the keywords field. A tick box is also available under the Advanced search to limit your search to the exact phrase entered in the search box.

Government Gazettes

Advanced Search

Search terms

disaster management in Title Exact Phrase

And extension of national state of disaster in All fields Exact Phrase

Additional

Notice Type

Select Notice Types

Content I have access to

New Search Search Search Tips

Filter Dates

2020-04-01 - 2021-09-13

Popular Date Filters

Please Select

Please note that the **double inverted commas (“ ”)** should be used when entering the terms in the basic search box or when not making use of the exact phrase tick box the ‘Advanced Search’.

Sabinet

Help / Support Sabinet Website SabinetLaw Sabinet African Journals

Cart + Action List Sign in

All Content / Search

All Content

Sabinet, one of the most respected thinkers at the intersection of law and technology, integrates content, technology and service to provide easy, round-the-clock access to credible online information from and about Africa.

Delivers comprehensive, flexible and accessible content which maximises access to information, reduces costs and the need to reference multiple sources.

Product Search Term

All Content "tourism industry" Search Advanced Search

You searched ""tourism industry""

Save Search Create Alert

X Clear all Search: "tourism industry" X

Filter Results

Results 1-20 of 5155 20 Relevance

Document Type

Search Document Types

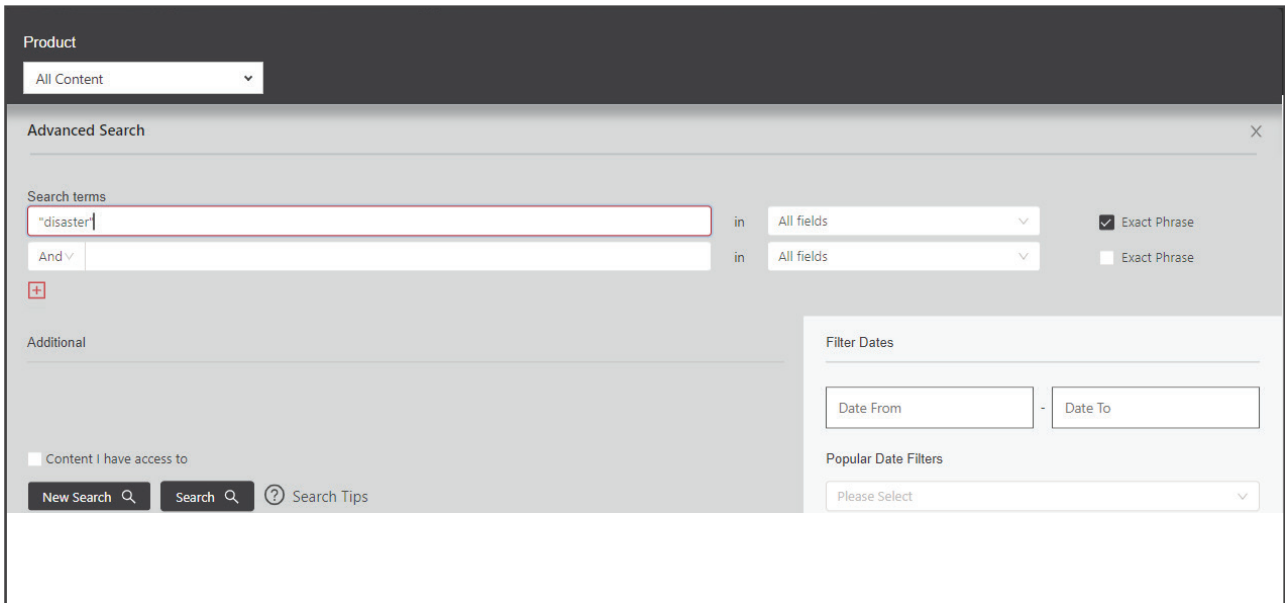
All Document Types

SA Media (3950)

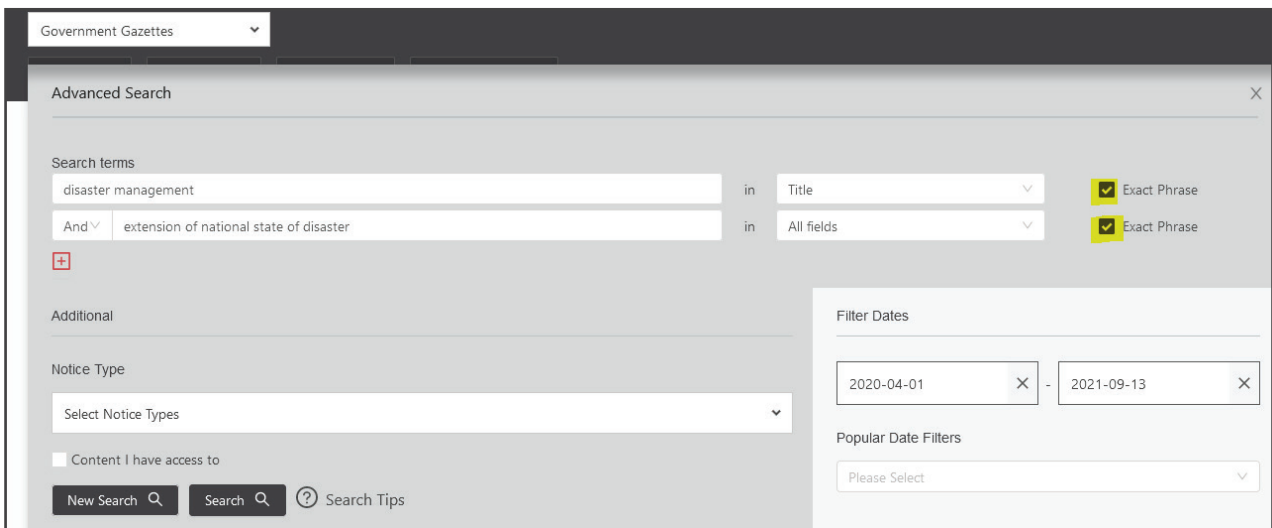
The tourism industry

Document Type: Kovsidex Publication Title: Tourism an exploration Date: 1994-09-01

Media Type: Books / Journal Article



Should you wish to combine two exact phrases, use the 'Advanced Search' option as illustrated.



Searching by exact phrase or word will result in fewer but more relevant results.

4. Keyword Searching

When performing a search, it is important to choose your keywords correctly. When searching Sabinet Discover **ALL Content**, it is important to remember that the entire full text of the documents is searchable. This can result in you retrieving too many results if your search is too broad. Your result set might be very large and not what you were looking for. Try refining your results by making use of the filtering options or by adding more keywords to your original search string. It is important to be specific when using keyword searching. The keywords, dates and numbers that you use will determine the accuracy of the results you retrieve. If no relevant results are retrieved, try to broaden your search string by entering more general terms or think of synonyms.

New search: Make use of the 'New Search' button in the bottom left-hand corner to start a new search from any page.

The screenshot displays the Sabinet Discover search interface. At the top, there is a breadcrumb trail: [Home](#) / [All Content](#) / [Search](#). The main heading is **All Content**. Below this, there is a brief description of Sabinet: "Sabinet, one of the most respected thinkers at the intersection of law and technology, integrates content, technology and service to provide easy, round-the-clock access to credible online information from and about Africa." and "Delivers comprehensive, flexible and accessible content which maximises access to information, reduces costs and the need to reference multiple sources."

The search interface includes a **Product** dropdown menu set to **All Content**. An **Advanced Search** modal is open, showing the following fields and options:

- Search terms:** A text input field containing `"disaster management"`.
- Search scope:** A dropdown menu set to **All fields**.
- Exact Phrase:** An unchecked checkbox.
- And:** A dropdown menu set to **And**.
- Additional:** A text input field for additional search terms.
- Filter Dates:** Two text input fields labeled **Date From** and **Date To**, separated by a hyphen.
- Popular Date Filters:** A dropdown menu with the text **Please Select**.

At the bottom of the modal, there is a checkbox for **Content I have access to** and three buttons: **New Search**, **Search**, and **Search Tips**.



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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