



Part of Lloyd's List Intelligence

# i-law.com User Guide

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# Logging in to i-law

To access your i-law, locate the “Log in” button on the platform’s homepage. **1**

Choose your login method: **2**

Username and password: Enter your credentials in the provided fields and click “Login.”

If it is your first time logging in to i-law, you will be asked to verify your email address. This is done via an email sent to your registered email address.

Single Sign-On (SSO) Customer: **3**

- Click “Access with single sign-on”
- Follow your identity provider’s prompt
- Enter your organisation’s credentials
- Enjoy automatic login upon successful authentication

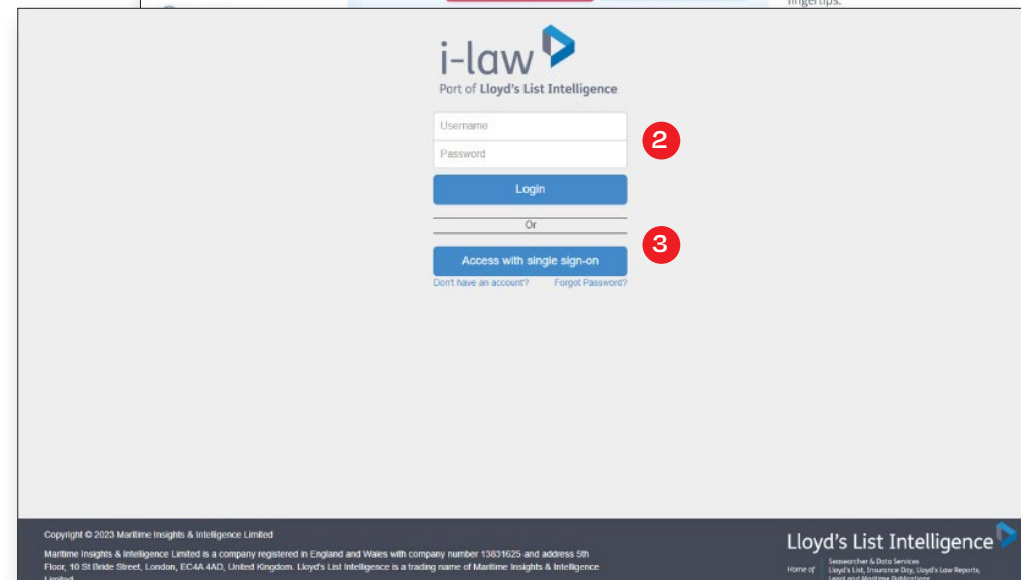
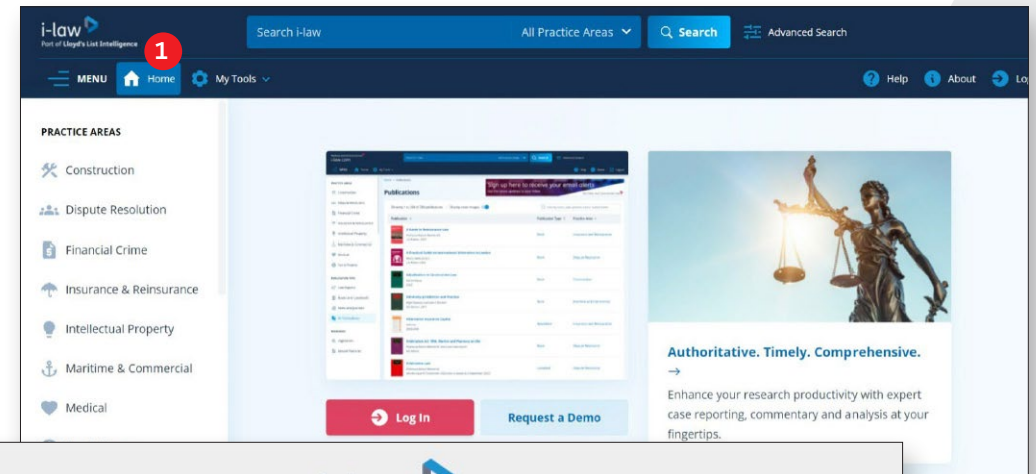
If you are having trouble logging in, please contact your account manager or the client success team:

## Helpdesk:

EMEA: +44 (0)20 7509 6499

APAC: +65 6028 3988

US Mobile: +1 (646) 856-1262



# Navigating content

The i-law homepage is where you can access your subscribed content and find out about new and updated titles. You can return to the homepage using the 'Home' link at the top of the page. **1**

## Accessing your titles

You can access and browse content by practice area or publication type. **2** **3**

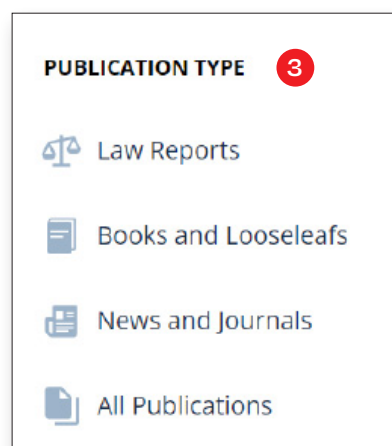
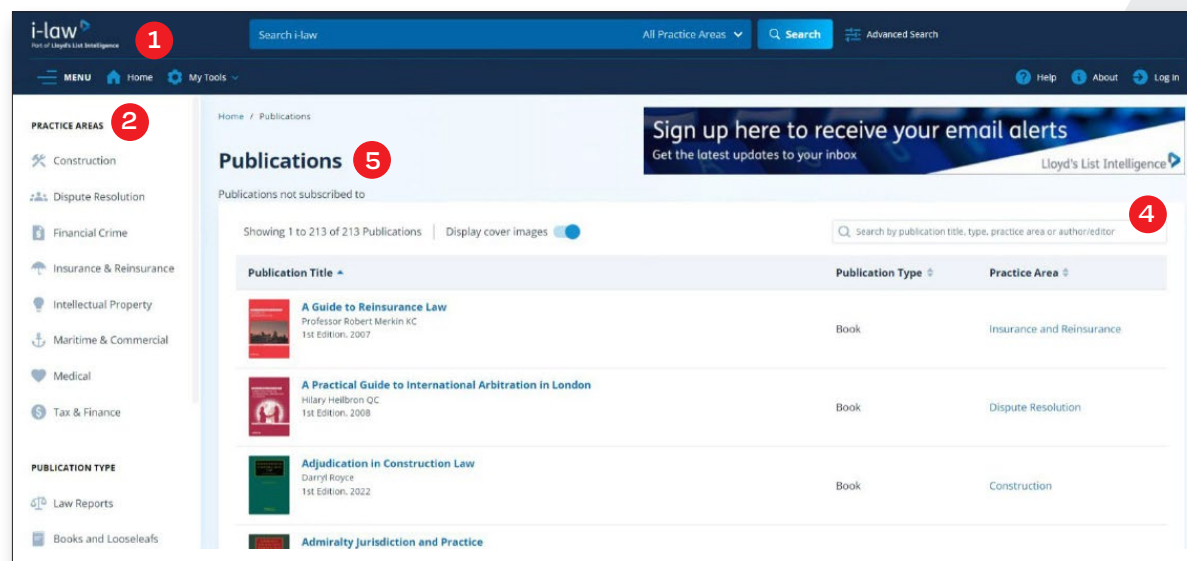
Titles are displayed in alphabetical order and include the cover image for easy identification. You can search by title or author/editor. **4**

## New and updated content

'What's new' sections are displayed on both the homepage and on each practice area. These highlight new titles and volumes, recent cases from our Law Reports series, and important and topical content chosen by our editors. **5**

## Hint

You can minimise or expand the practice area list on the left of the screen using the three-line icon on the top left.



# Browsing content

Once you have found the content you want to read (either by searching or using the left-hand menu and selecting from the title list), you can easily find the relevant chapter/section by using the Contents index. **1**

You can see a more granular breakdown of content into sections by using the table of contents or by checking cross-references in the Cross References tab. **2**  
**3**

If you want to add notes to a title, you can do so using the 'notes' tab. **4**

You can print, **5** email, **6** or download sections as a PDF. **7** PDF sections are print-equivalent, meaning they look identical to the printed version of the title – ideal for creating court bundles.

You can also add content to your folders. **8**

The image displays two screenshots of the i-law Arbitration Law interface. The top screenshot shows the 'Contents' index with a red circle 1 highlighting the 'Contents' link. The bottom screenshot shows the 'Table of Contents' tab with red circles 2 through 8 highlighting various navigation and action buttons.

**Arbitration Law**

Resources

Resources

Title pages

Preface

Prelims

Contents **1**

Table of cases

Other Tables

**Contents**

☐ Service Issue No 93

☐ 1 THE FRAMEWORK

☐ 2 APPLICATIONS TO

☐ 3 N

**Arbitration Law**

Document **2** Table of Contents **4** Notes **0** Cross References **3**

Add To Folder **8** Print **5** Email **6** PDF **7** Publication Details

Chapter

Service Issue No 93

# Searching content

Search can be accessed from the 'quick search' link on the homepage **1** or via the 'advanced search' link. **2**

## Quick search

To conduct a quick search, please select the type of content you want to search using the tick boxes. **3**

This is particularly useful if you want to quickly search for a specific citation from a law report. Use the information button for hints on how to format your citation search.

The screenshot displays the i-law search interface. At the top, the header includes the i-law logo, a search bar with the text "Search i-law" (marked with a red circle 1), a dropdown for "All Practice Areas", and a "Search" button. Below the header is a navigation bar with "MENU", "Home", and "My Tools". The main content area is titled "Advanced Search" (marked with a red circle 2). It features a "Free Text" search box containing "collision at sea" and a "Search" button. Below the search box are "Search Tips" and a row of tags: "collision at sea", "Law Reports", "News and Journals", and a "Clear All" button. A row of action buttons includes "Save as Alert", "Email", "Print", and "Download". The results section states "Your search has returned 3,159 results" and "Showing page 1 of 64", with an "Order by" dropdown set to "Date Published". On the right, a "Refine Search" sidebar (marked with a red circle 3) shows "Publication Type" with checkboxes for "Law Reports (2240)", "Books and Looseleafs", "News and Journals (919)", and "Special Features".

# Searching content: Advanced search

Use the Free Text **1** field to search across all practice areas and content types. You can search for a phrase, a specific search term, a citation, or a combination.

Our search works with Boolean search terms.

Hint: Use the 'Search Tips' information button **2** to find out more about how to use these.

## Refining your search

Advanced Search lets you refine your search criteria **3** by practice area, title, date, and other specific criteria relevant to the content type you are searching.

Hint: Try selecting different content types to see the search and filter options. For example, selecting 'Law Reports' allows you to search or refine your search by vessel name or judge, Books and Looseleafs by chapter title, etc.

Hint: You can delete specific search terms **4** to widen your search results without having to re-start a search.

The screenshot shows the 'Advanced Search' interface. On the left, the 'Free Text' field (1) contains 'collision at sea'. Below it is a 'Search Tips' button (2). To the right of the search field are tags for 'collision at sea', 'Law Reports', and 'Books and Looseleafs'. Below these tags are 'News and Journals', 'Special Features', and a 'Clear All' button. At the bottom of the search section are icons for 'Save as Alert', 'Email', 'Print', and 'Download'. On the right, the 'Refine Search' panel (3) has a 'Clear All' link at the top. Under the 'Publication Type' section, there are four checked items: 'Law Reports (2240)', 'Books and Looseleafs (601)', 'News and Journals (919)', and 'Special Features (8)'.

This screenshot shows a similar 'Advanced Search' interface. The 'Free Text' field contains 'collision at sea'. Below it is a 'Search Tips' button. To the right of the search field are tags for 'collision at sea', 'Law Reports', and 'Books and Looseleafs'. Below these tags are 'News and Journals', 'Special Features', and a 'Clear All' button. The tag for 'Books and Looseleafs' has a red circle with the number 4 next to it, indicating it can be deleted.



# Search results page

## Results list

The search results page displays 50 numbered results per page, **1** default ordered by Date published. **2** This can be changed to order by Relevance.

Each search result shows the date it was published **3** and what practice area and content type it is. **4**

## Print, share, download, save

Print: **5** You can choose to print your search results, selected search results, or specific documents from your search results.

Email: **6** You can share search results or specific documents by email. When you click on 'Email,' you will have to enter the email address you wish to send the results/documents to, and an optional message.

Download: **7** You can choose to download your search results, selected search results, or specific documents from your search results. Downloads are in PDF format.

## Save as alert

You can save a search as an email alert. **8**

The screenshot shows a search results page with the following elements and callouts:

- 1**: A search result entry for "PT ADIDAYA ENERGY MANDIRI v MS FIRST CAPITAL INSURANCE LTD".
- 2**: The title of the search result.
- 3**: The date of publication, "07 Oct 2022".
- 4**: The practice area and content type, "Maritime and Commercial" and "Law Reports".
- 5**: The "Print" button in the bottom navigation bar.
- 6**: The "Email" button in the bottom navigation bar.
- 7**: The "Download" button in the bottom navigation bar.
- 8**: The "Save as Alert" button in the bottom navigation bar.

The search result entry for "PT ADIDAYA ENERGY MANDIRI v MS FIRST CAPITAL INSURANCE LTD" includes the following text:

50. PT ADIDAYA ENERGY MANDIRI v MS FIRST CAPITAL INSURANCE LTD

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plaintiff, would have done in deciding whether or not to repair the SPM and where and how any such repair should be carried out. The terms of the insurance 12. The Slip dated 14 April 2018, under the LCH header, named the plaintiff as the "Assured": "... as owners and/or Sea Trust Marine Pte Ltd and/or PT Cakra Manunggal Semesta [another company owned and controlled by Mr Pramana] and/or PT Bahtera Niaga



# My tools

The 'My Tools' section is accessed from the top navigation. <sup>1</sup>

**Email Alerts:** Manage your search and publication email alerts.

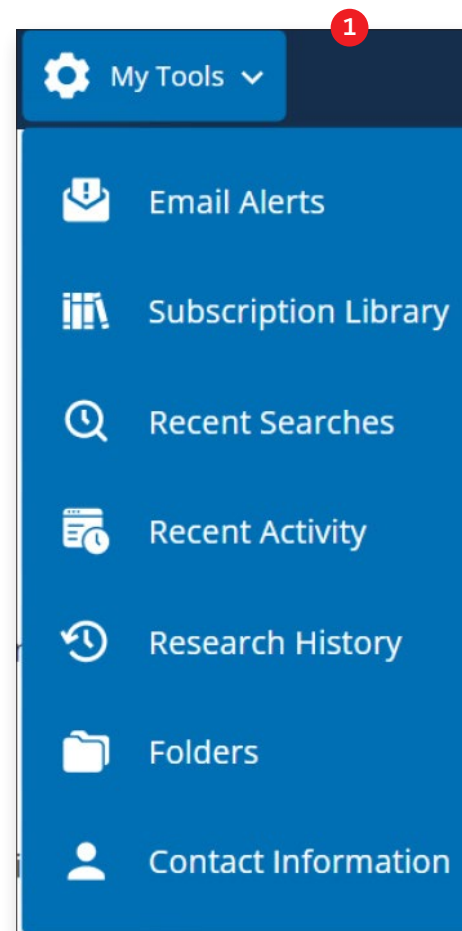
**Subscription library:** See all the titles in your subscription.

**Recent Searches:** View and re-run your search history.

**Recent Activity:** See your recently viewed publications, documents, and search terms.

**Folders:** Create and manage folders, and manage the documents within them.

**Contact Information:** Manage your contact details, update your password, and view your subscription end dates.



# Folders

Folders are accessed from the 'My Tools' dropdown. <sup>1</sup>  
You can create folders to easily group and access content around specific themes, for example, cases, clients, or research projects.

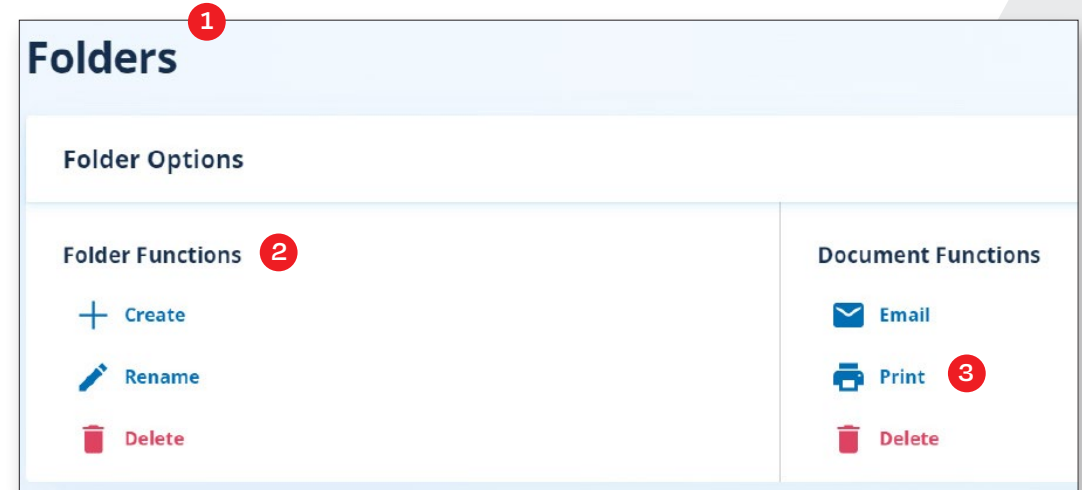
## Folders

You can create, rename and delete folders from the 'Folder Functions' section. <sup>2</sup> Important: Deleting a folder also deletes the documents within the folder.

## Documents

You can delete, email and print documents straight from your folders. <sup>3</sup> Simply select the documents using the tick boxes in the folder structure.

**Hint:** Remember that you can also add notes to documents.



# Alerts

## Search Alerts

Search alerts **1** can be set up from the searches you run on i-law, sending you an email alert when new search results appear. From the 'My Alerts' section under 'My Tools,' you can see, edit, delete and re-run these searches.

## Publication Alerts

Publication alerts **2** allow you to opt in to receive an email alert whenever specific publications are updated.

You'll see a full list of publications. To opt in or out, use the tick boxes next to the titles, then scroll down the page and press Update Alerts.

The screenshot shows the 'Alerts' section of the i-law interface. At the top, there are two tabs: 'Search Alerts' (marked with a red circle 1) and 'Publication Alerts' (marked with a red circle 2). The 'Search Alerts' tab is selected. Below the tabs, the 'Search Alerts' section is displayed, showing 'Showing 1 to 1 of 1 Search Alerts'. A search bar labeled 'Filter Alerts' is present. Below this is a table with two columns: 'Alert Name' and 'Actions'. The table contains one row with the alert name 'Collision at sea + Sanchi' and three actions: 'Edit', 'Run Search', and 'Delete'.

Alert Name	Actions
Collision at sea + Sanchi	<a href="#">Edit</a> <a href="#">Run Search</a> <a href="#">Delete</a>



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For further training or support  
please contact Customer Success

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APAC: +65 6028 3988

US Mobile: +1 (646) 856-1262