



i-law.com

A 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

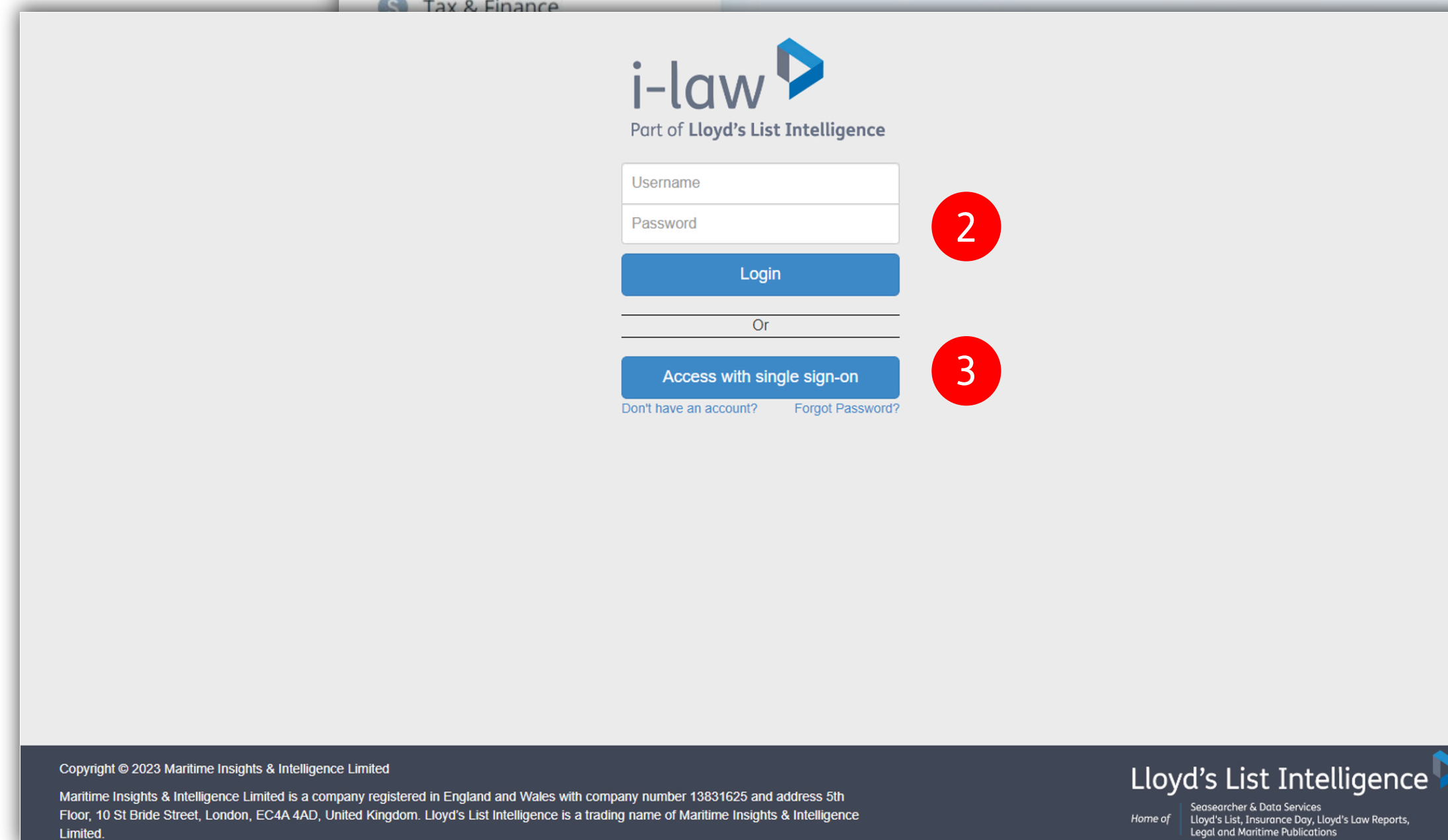
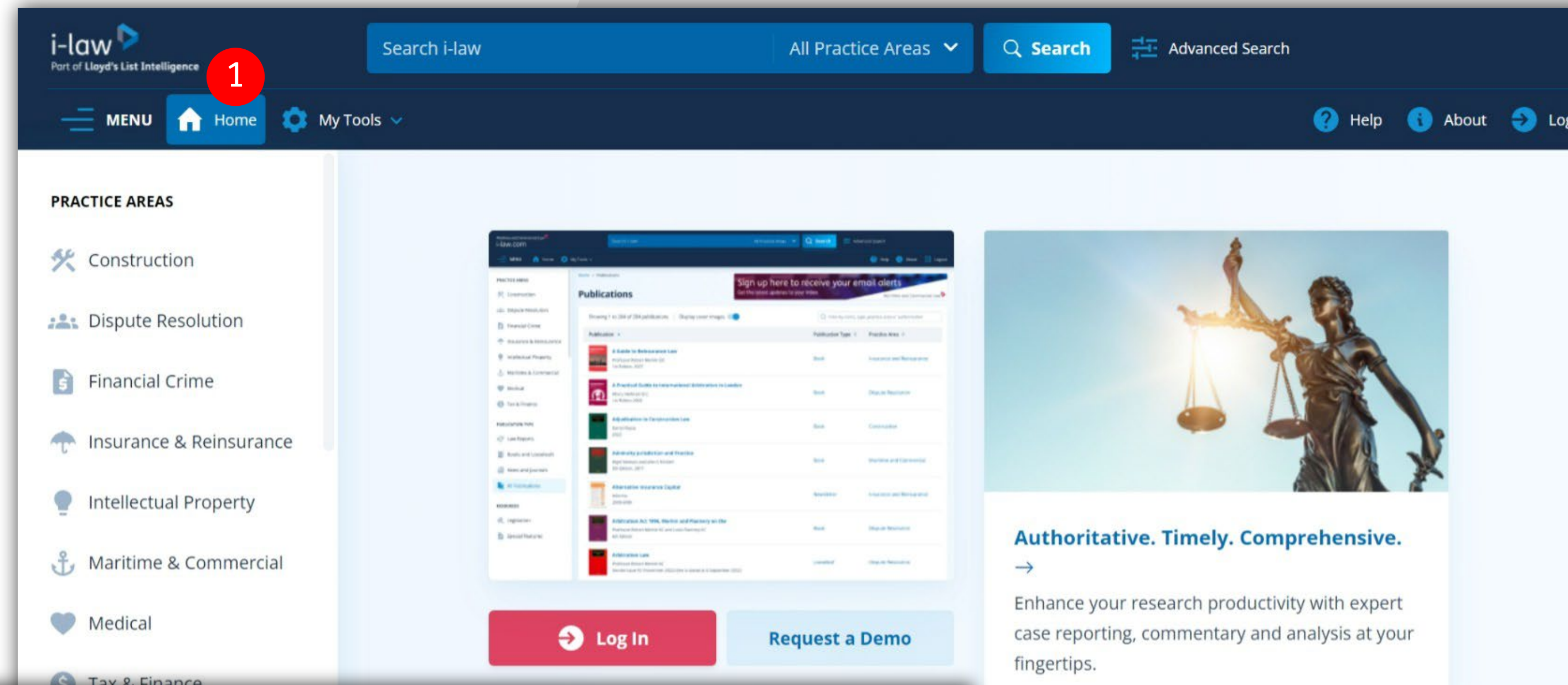
If you are having trouble logging in, please contact your account manager or contact the client success team:

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 **2** or publication type. **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.

The screenshot shows the i-law website interface. At the top, there is a search bar and navigation links. The left sidebar contains a 'PRACTICE AREAS' list and a 'PUBLICATION TYPE' list. The main content area displays a list of publications with columns for 'Publication Title', 'Publication Type', and 'Practice Area'. A search bar is located at the top right of the main content area.

Publication Title	Publication Type	Practice Area
A Guide to Reinsurance Law Professor Robert Merkin KC 1st Edition, 2007	Book	Insurance and Reinsurance
A Practical Guide to International Arbitration in London Hilary Heilbron QC 1st Edition, 2008	Book	Dispute Resolution
Adjudication in Construction Law Darryl Royce 1st Edition, 2022	Book	Construction
Admiralty Jurisdiction and Practice		

PUBLICATION TYPE **3**

- Law Reports
- Books and Looseleaves
- News and Journals
- All Publications

Browsing content

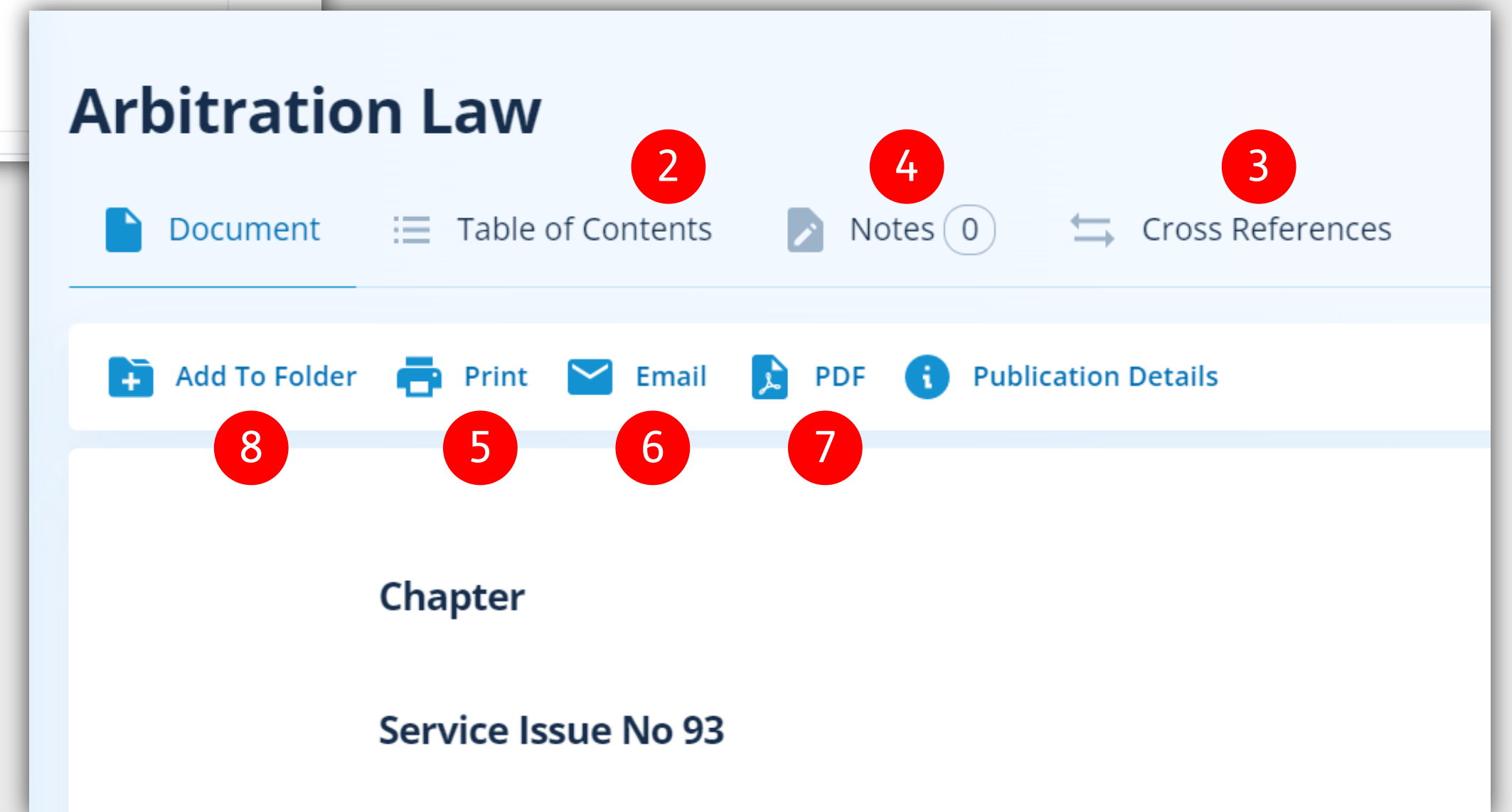
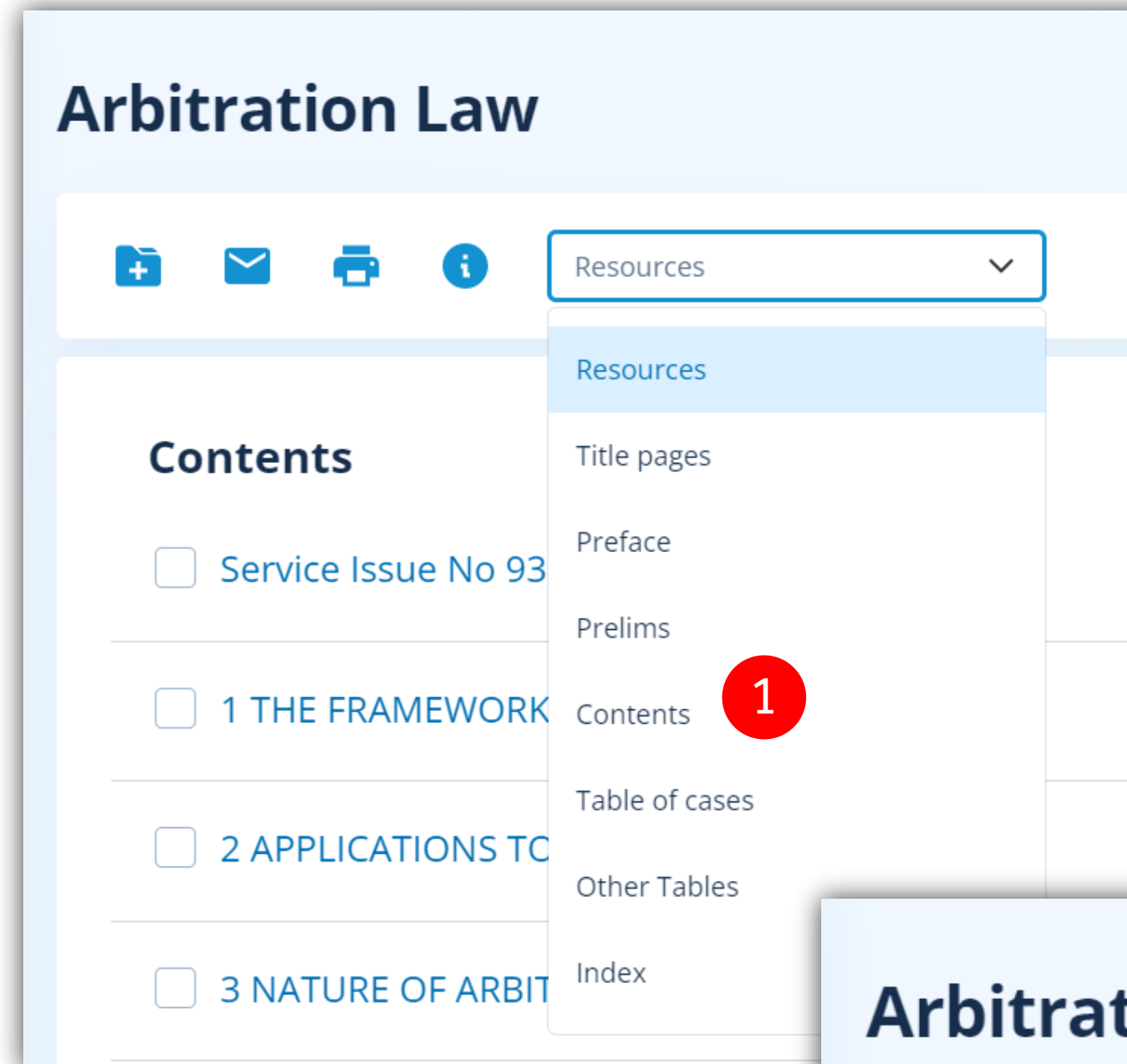
Once you have found the content you want to read (either by searching or using the left-hand menu and selecting from the title list), you can easily find the relevant chapter/section by using the Contents index **1**.

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

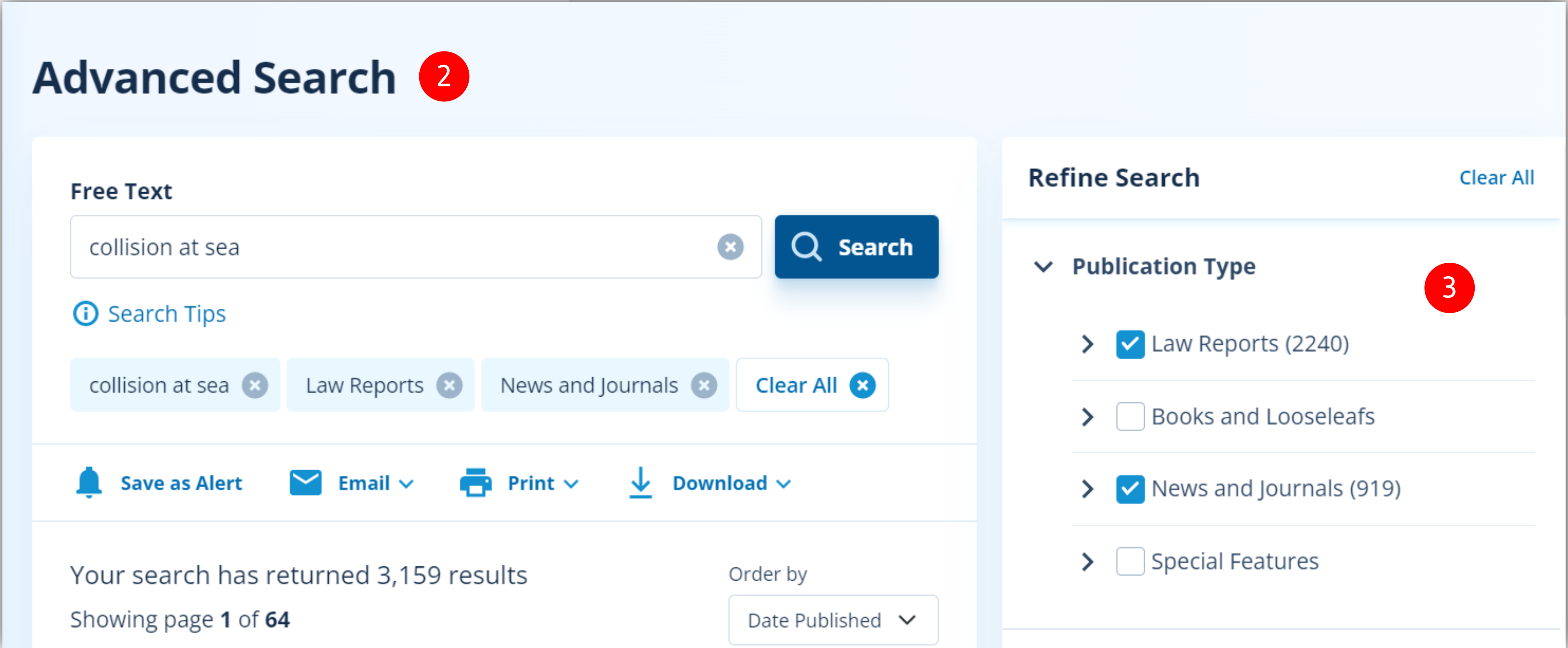


Searching content

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.



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.

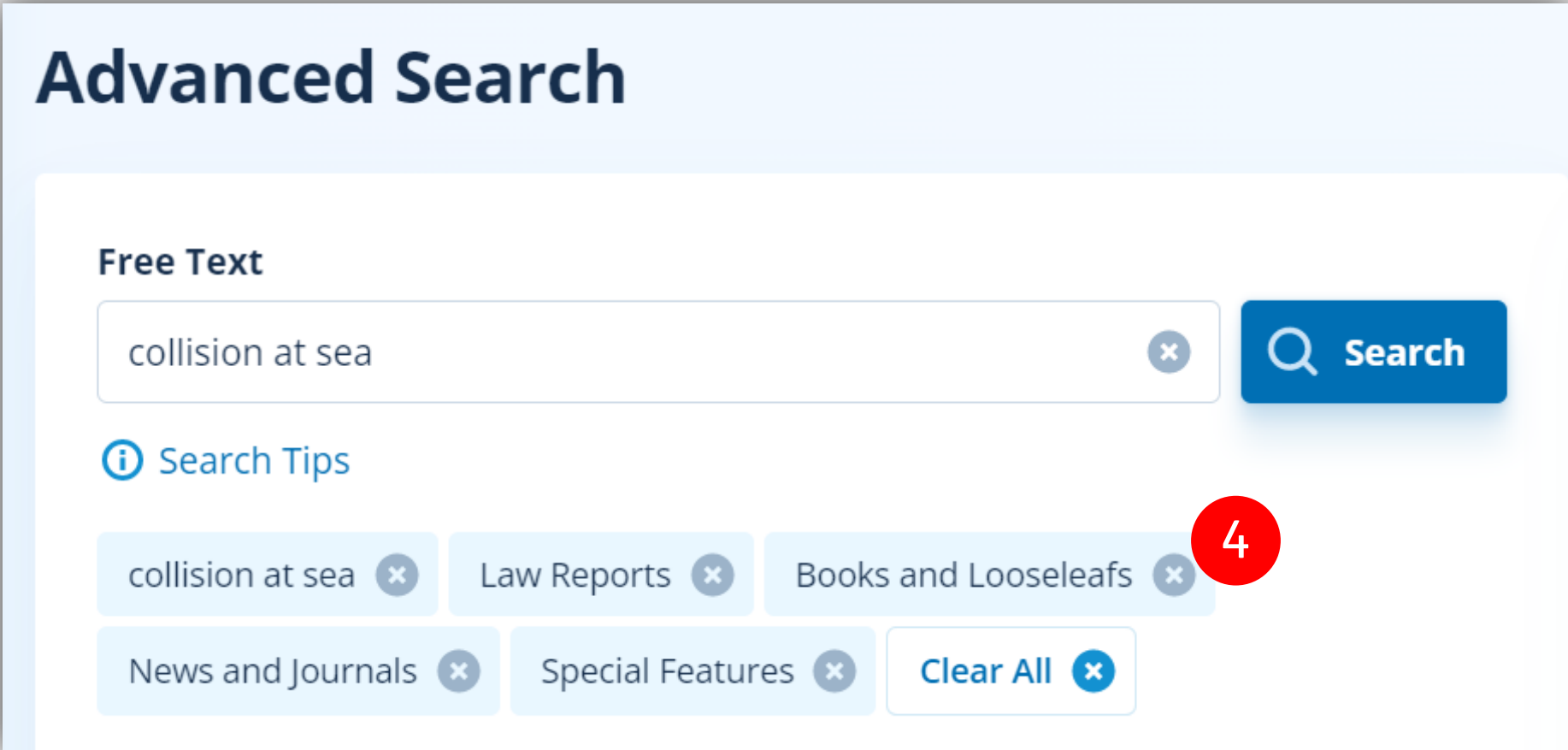
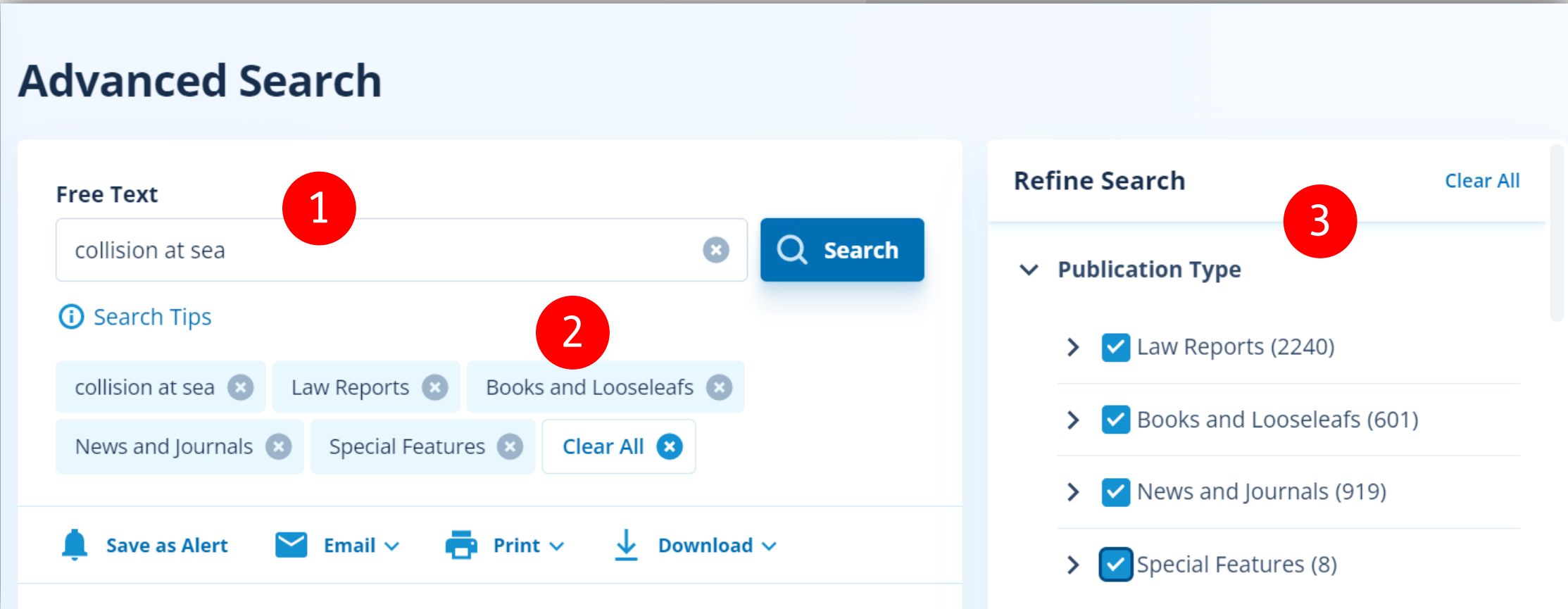
Hint: Use the ‘Search Tips’ information button **2** to find out more about how to use these.

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.



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**.

SHIPPING CO'S STOWAGE TANK CONTAINERS BY AND OTHERS (THE MSC FLAMINIA") [2022] 2 Lloyd's Rep. 341 [2022] EWHC 835 (Admlty) Before Mr Justice Andrew

20 Oct 2022 | Maritime and Commercial | Law Reports

1

50. PT ADIDAYA ENERGY MANDIRI v MS FIRST CAPITAL INSURANCE LTD **2**

Lloyd's Law Reports Plus | [2022] Lloyd's Rep. Plus 107

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

3 07 Oct 2022 | Maritime and Commercial | Law Reports

4

1 2 3 4 5 > >>

8 Save as Alert **6** Email **5** Print **7** Download

My tools

The 'My Tools' section is accessed from the top navigation **1**.

Email Alerts: Manage your search and publication email alerts

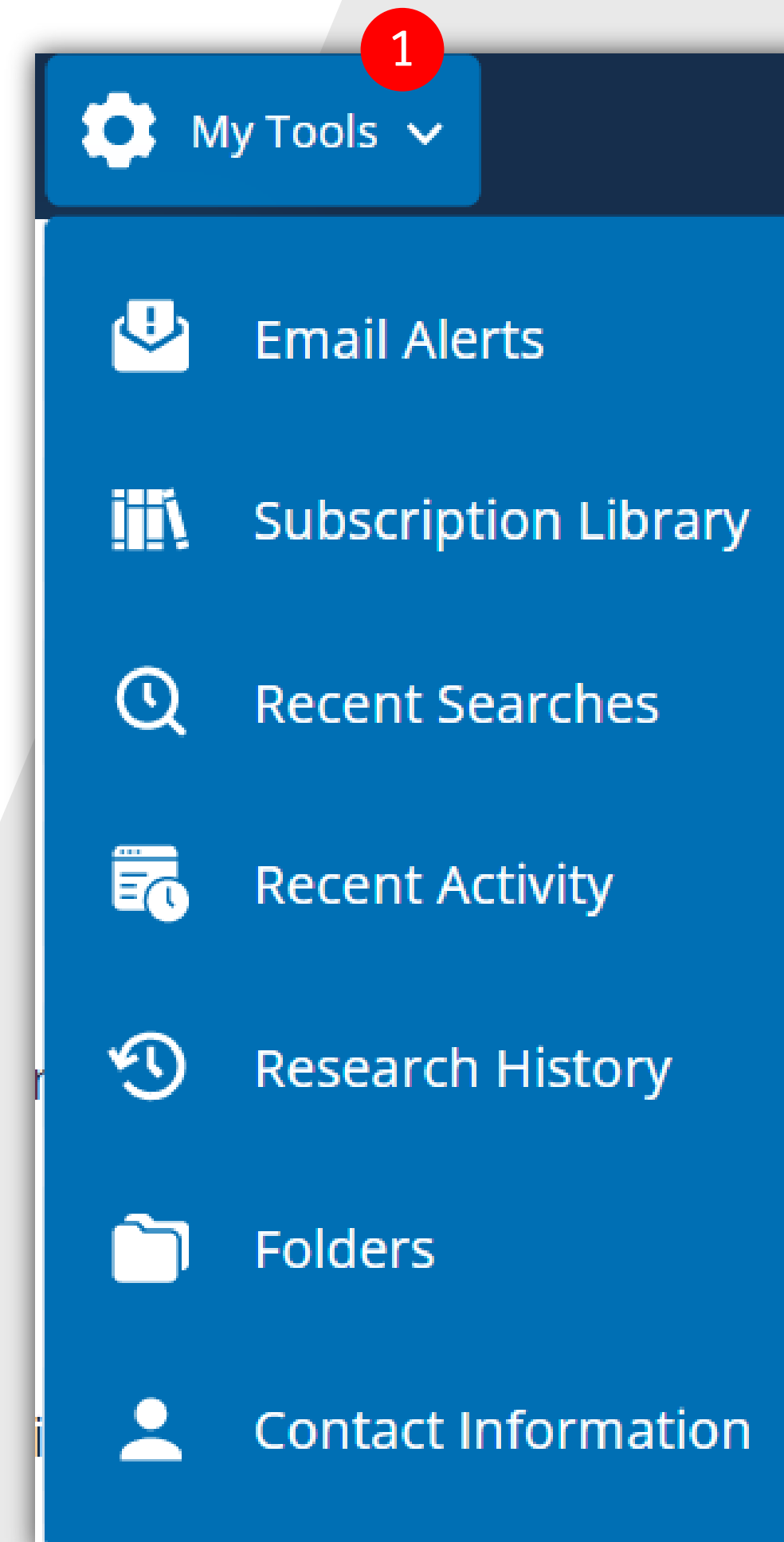
Subscription library: See all the titles in your subscription

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 **1**. 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. **2** Important: Deleting a folder also deletes the documents within the folder.

Documents

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

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

The screenshot displays a user interface for managing folders. At the top, the word "Folders" is prominently displayed with a red circle containing the number "1" next to it. Below this, the "Folder Options" section is visible. The main area is divided into two columns: "Folder Functions" and "Document Functions". The "Folder Functions" column includes three items: a plus sign icon followed by "Create", a pencil icon followed by "Rename", and a trash can icon followed by "Delete". A red circle with the number "2" is positioned to the right of the "Folder Functions" header. The "Document Functions" column includes three items: an envelope icon followed by "Email", a printer icon followed by "Print", and a trash can icon followed by "Delete". A red circle with the number "3" is positioned to the right of the "Print" item.

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.

Alerts **1** **2**

Search Alerts Publication Alerts

Search Alerts

Showing 1 to 1 of 1 Search Alerts

Alert Name ▲	Actions
Collision at sea + Sanchi	Edit Run Search Delete

[i-law.com](https://www.i-law.com)

For further training or support
please contact Customer Success

CustomerSuccess@LloydsListIntelligence.com

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