



Canadian Human Rights Reporter

# CHRR Online

## USER GUIDE

### Introduction

**CHRR Online** is a database of Canadian human rights decisions on the CHRR Web Site. The database is accessed by password or Static IP. There is a Search Page that includes both field and full-text searching.

**CHRR Online** also includes the *Current Law Notes* page for current awareness. It includes the most recent decisions.

### CHRR Online Content

The database has published decisions from the *Canadian Human Rights Reporter* (C.H.R.R.) from Volume 1 (1980) to the most recent bound volume. It also includes unreported decisions.

Decisions are added to the database soon after they arrive in the CHRR office.

Reported decisions have full headnotes including names of parties; a detailed summary; keywords; cases, legislation and authorities cited.

Unreported decisions have a short headnote that includes the indexed as and citation (including the neutral citation).

A search may retrieve hits for some unreported decisions where the full text is not yet available online. This is indicated in the search results.

### CHRR Online

The best source for Canadian human rights law!

- ❖ *Comprehensive*
- ❖ *Expert Editing*
- ❖ *Affordable*
- ❖ *User-friendly search page*

[www.cdn-hr-reporter.ca](http://www.cdn-hr-reporter.ca)

### Signing on

The CHRR Web Site is at [www.cdn-hr-reporter.ca](http://www.cdn-hr-reporter.ca)

- Click on [Sign In](#)
- Enter your [username](#) and [password](#).
- If your organization has access by static IP you will not need to enter a password.

**Tip:** To get a desktop icon contact CHRR.

### Navigation Bars

To start a search, click on [Search](#) in the navigation bar on the left side of the Search Page. Use [New Search](#) or [Modify Search](#) on the Search Results page to go back to the Search Page to perform a new search or to modify the search.

Also on the left side of all pages there is a link to [Logout](#). If a user with password access forgets to logout, other users will be locked out until the page has been inactive for 20 minutes.

At the top of all pages, the Navigation Bar includes links to the *User Guide*, *Search Tips*, the French Search Page (*Français*) and to the *Current Law Notes* page.

### Full Text Search

You can search phrases and names in the text of all decisions. Full text searches can be combined with field searching.

- Use AND to narrow a search, OR to broaden a search and NOT to exclude terms. These words are not case sensitive.
- Some common boolean operators are listed in *Search Tips*. An asterisk truncates words.
- Proximity searches are used to search for terms that are in a specified proximity to each other, e.g.:  
poison\* <near/3> environment.

**Tip:** Boolean operators can be used in the Full Text field only.

**Tip:** A search can be limited by combining different fields and/or Full Text searching.

### Field Searching

Field searches allow more precise searching than just a Full Text search. A search can be restricted by [Year](#), [Jurisdiction](#), [Board/Tribunal/Court](#), etc. You can also search specific names and cases in [Parties](#), [Indexed as](#), [Adjudicator](#), [Cases Cited](#), etc.

It is easy to locate a decision if you have a CHRR cite, a neutral citation or the name of a participant in the case.

- Enter the [Volume](#) and [Page No.](#) or [CHRR Doc. No.](#) or [Neutral Citation](#).

**Tip:** Click on the arrow beside a field name to view the list of terms

- If you just know the name of a party, that name can be searched in the Parties field.
- If you know the name of the case, you can search that name in the Indexed as field.

**Tip:** Less is more! Use just the surname of parties and adjudicators. For example, using "Patch", rather than "Tom W. Patch", will get all variations of his name.

It is also easy to find cases, legislation and authorities that have been cited in a decision.

- Search in the Cases Cited field to locate references to decisions not published by CHRR, e.g., arbitration cases.
- Cases Cited, Authorities Cited and Legislation Cited were not indexed before Vol. 11 (1990) in CHRR, although the print *Revised Consolidated Index* to CHRR does include Cases Cited since Vol. 1.
- Legislation can be selected from the dropdown list and can be searched with or without a specific section number.

**Tip:** Search in Full Text for cases, legislation and authorities in decisions reported before Vol. 11 and in unreported decisions.

## Keywords

Use subject keywords from the CHRR authorized list of terms to search the database by topic.

**Tip:** You can start a search by clicking on a term in the *Thesaurus*.

- Click on See Thesaurus to view the list of terms with cross references.

## Search Tips

The *Search Tips* link is in the Navigation Bar. Basic information about search strategy and content are given.

**Tip:** Field heads with links take you directly to the topic

## Search Results

At the top of the Results Page there is a report on the search query ("Your search") and the number of results found.

The basic display gives the citation, consisting of the indexed as, year, CHRR volume/page no. or Doc. No. and jurisdiction. The neutral citation is given where available. Links to the full text of decisions are below the citation.

To show or hide the Keywords, Summary and Cited by (for noting-up), click on the arrow.

**Tip:** Be careful when you use Modify Search. On the Search Page you may not see that a search term is still selected. If you get no results, use Clear on the Search Page, and then do the search again.

## Noting-up Option: "Cited by"

This feature appears on the Search Results Page on the line below the citation for a decision. Use the arrow to display a list of all subsequent reported decisions, with links to the decisions that refer to the case at hand.

## Display of Full Text

Clicking on the link to the full text of a decision will open a pop-up window. Closing the pop-up will return you to the Results Page.

- Decisions that have been reported in CHRR full headnote with party names, summary, keywords and cases cited, etc.
- Use search (control F) in your browser to locate a search term.
- Unreported decisions have an short headnote added by CHRR, which includes the indexed as name, a brief summary and keywords.
- There are hyperlinks to CHRR decisions in both reported and unreported decisions.

**Tip:** To email a copy of the full text of a decision, select the Email Document link on the display of the decision.

## Printer-Friendly

This feature can be used to print the results of your search, the listing on the *Current Law Notes* page, as well as the full text of decisions.

## Current Law Search Page

The *Current Law Search Page* functions the same way as the *CHRR Online Search Page*, but access is limited to recent reported and unreported decisions that have not yet been published in a bound volume.

- All CHRR bound volume subscribers have free access to the *Current Law* database Search Page and *Current Law Notes*.
- Older, unreported decisions are not included in *Current Law*.

## Current Law Notes

*Current Law Notes* is a separate page that all *CHRR Online* and *Current Law* subscribers have access to. Just click *Current Law Notes* in the Navigation Bar to access this page.

**Tip:** Near the top of *Current Law Notes* the date of the last update is given.

- Decisions listed in the current issue of the *Human Rights Digest* are all in *Current Law Notes*.
- The most recently added decisions from all jurisdictions are displayed first.
- To select a specific jurisdiction use the drop down box.
- The indexed as, citation, a brief summary, are given for all decisions.
- Each decision has a link to the full text of the decision.

### Canadian Human Rights Reporter

1662 West 75<sup>th</sup> Avenue  
Vancouver, BC V6P 6G2

Phone: 604-266-5322 Fax: 604-266-4475 E-mail editor@cdn-hr-reporter.ca