

TLOL Suite 3.0 User's Guide

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TLOL Suite™ 3.0

User's Guide

A guide to understanding and using TLOL Suite™ 3.0

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TLOL Suite™ 3.0 operates in the operating system called Microsoft™ Windows™ (from Windows™ Xp to Windows™ 8) created by Microsoft™ Corporation. To run TLOL Suite™ 3.0 under Microsoft™ Windows™ you first need to licence and install Microsoft™ Windows™.

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Introduction

Welcome to TLOL Suite™ 3.0¹, the complete reference system for tax and company law, containing content from the most widely referred to journals on direct taxes and company law such as ITR, ITR's Tribunal Tax Reports, Company Cases and many other popular ones.

TLOL Suite™ 3.0 contains:

(1) Case look up: Subject-wise reference, Section-wise reference, Party-wise reference, links to tax laws and judicial annotations; (2) Direct Tax Acts; (3) Schedules; (4) Notifications & Exemptions: Subject-wise reference and Section-wise reference; (5) Circulars: Section-wise reference, Text search, *etc.* (6) Rules; and more.

Context-sensitive help is available every step of the way by choosing the **≡About→Help**. You will probably find it easier to start using TLOL Suite™ 3.0 by referring to the instructions found in “Getting Started” of this manual, which shows you how to set up TLOL Suite™ 3.0 for your computer system.

“TLOL Suite™ 3.0 Basics” gives you an overview of how the contents within TLOL Suite™ 3.0 is organised and the workspace. Understanding the workspace will help you master TLOL Suite™ 3.0 faster.

“Searching under Reports” and “Searching under Statutes and Others” explain the various features within TLOL Suite™ 3.0 and how to use them productively in your work.

“Frequently asked questions” answers some common questions about TLOL Suite™ 3.0's operation.

“Technical Support” describes technical support options.

This documentation is intended to make all aspects of running TLOL Suite™ 3.0 a simple, straightforward matter.

1. Previously called ITR Online.

AboutTaxLawsOnLine.Com Pvt. Ltd.

TLOL Suite™ 3.0 is backed by TaxLawsOnLine.Com Pvt. Ltd. Our management team has significant legal experience, access to top law firms, law departments and providers, credibility within the legal community, and business-to-business e-commerce experience. Our developers have significant technical experience to deliver high-end, high-speed data driven solutions using cutting edge technology. Expert technical support on all aspects of TLOL Suite™ 3.0, from installation to operation to the underlying concepts of law referencing, is available during regular business hours; see “Technical Support” for details.

Documentation conventions

In this manual, the following conventions are used:

Keyboard keys are shown prefixed with the keyboard symbol. For instance,  F2 means to press the key labelled “F2” on your keyboard (usually near the top left corner of the keyboard). Similarly,  Tab,  Enter,  Delete, mean to press the key labelled “Tab”, “Enter” or “Delete” respectively.

 Shift+X,  Ctrl+X,  Alt+X mean to hold down the Shift, Control, or Alt key, then press the key immediately following (*ie* “X”).

Mouse operations are shown prefixed with a typical mouse cursor symbol.  Click or  Check means to press the left button on your mouse or other pointing device.  Right-click means to press the right most button on your mouse.

Menu selection items (as well as fields within an input screen) are shown in **Arial font**. When you need to select menu items from multiple menus, each item is separated by a right-arrow. For instance,  Reports→Sectionwise means select **Reports** from the main menu, then **Sectionwise** from the “Reports” menu.

When referring to a search feature as a method rather than as a menu-selection, it will be presented in **courier font**. For example, section-wise search will be presented thus: “**section-wise search**”.

When referring to a search feature as a label or a tab it will be presented in **Arial font**. For example, cases tab will be presented thus: **Cases**.

To enable users to conveniently access all features of TLOL Suite™ 3.0, “Menu” based and “Keyboard” based shortcuts have been provided. Starting from “Searching under Reports”, the first 2 lines below the title of the respective search feature provides the ways to access them using both methods. The first line provides the mouse-based menu selection and the second, the key-based selection sequences. More than one key sequence will be provided for important functions.

Text within inverted-commas followed by page number, generally indicate section titles in this manual or the title of a screen; for example, the section in this manual which describes the Reference-wise Search command is referred to elsewhere in the manual as “Referencewise Search”.

On screen buttons are shown thus, Button, with lines on top and bottom to indicate a button.

The term ‘Field’ usually refers to an input box or display box on the screen.

Chapter 1

Getting Started

Topics Covered

“Installation”

“Activation”

“Help”

“What’s New”

1.1 Installation

Requirements

TLOL Suite™ 3.0 is designed to operate on Microsoft™ Windows™ operating system (Windows™ XP SP3 onwards) and requires a colour display with a minimum resolution of 1024x768 pixels, DVD drive (supporting at least 8 GB media), 2GB of RAM (4GB recommended), 12 GB² free disk space and a permanent internet connection. The installation program **SETUP.EXE** will warn you if your system does not meet some of the minimum requirements.

Install the software

1. Close any anti-virus programs you may have running.
2. Insert the installation media into your DVD drive, wait for the program **SETUP.EXE** to start and follow the on-screen instructions. You may also refer to the installation instructions provided separately for a more detailed explanation of the installation procedure.

-
2. Disk space requirement may vary depending on the number of optional modules installed. Adequate free space must also be available in the installation drive(s) after installation is complete to ensure smooth functioning of the operating system.

Activate the software

1. If you have a single-user license for your TLOL Suite™ 3.0 software, you will be asked to activate your software; this is a simple, anonymous process that you must complete soon after installation. Refer “Activation” for more information.
2. If the Activation dialogue box isn't already open, choose  Help → Activate.
3. Follow the on-screen instructions.

If you install TLOL Suite™ 3.0 on more systems than your entitlement, it will be automatically de-activated on the initially installed system(s). See “Activation” for more details.

1.2 Activation

The Activation process is a simple procedure that connects to our licence servers over the internet and validates the current installation of TLOL Suite™ 3.0 to ensure the installation is under a lawfully purchased licence.

1.2.1 Automatic online activation

The activation procedure used in TLOL Suite™ 3.0 is completely transparent and helps licensed users to not only have a trouble-free experience in using one of the best legal referencing system in the market but also provides faster and effortless updates to content. Moreover users who have activated TLOL Suite™ 3.0 automatically can install and use it in up to 2 computer systems simultaneously. It is strongly recommended that users have a permanent and robust internet connection to take full benefit of TLOL Suite™ 3.0.

1.2.1.1 Auto activation failure

If TLOL Suite™ 3.0 is unable to access its activation servers check your system's internet connection and try again. If you are part of a LAN, please

check your proxy settings, dns settings, local and remote firewall. Your system administrator can help you in this regard.

If your system is still unable to access internet, or you do not have internet access, you may opt for “Manual offline activation” as a last resort. We strongly recommend auto-activation for the following reasons.

1. You can change your system anytime without losing your activation.
2. Automatic data updates requires auto activation.
3. You can run the product on up to two systems simultaneously.
4. Activation is immediate and does not require contacting our support desk.

1.2.2 Manual offline activation

“Automatic online activation” is strongly recommended, if manual activation is the only possible method, please click Cancel when you see the screen shown in Figure 1 and contact our tech support staff who will assist

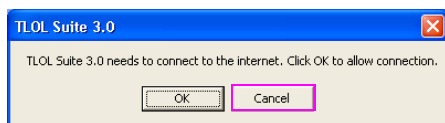


Figure 1: Activation confirmation window

in activating the product. In these cases TLOL Suite™ 3.0 will run with following limitations,

1. TLOL Suite™ 3.0 will run on only one system.
2. Updates will be made available only on hard media (CD, DVD, etc) only. Automatic data updates will be disabled.
3. System change/upgrade is not possible without involving support desk.

4. Activation will last for only three months. Subscribers will have to periodically contact Taxlawsonline support desk to re-activate their product.
5. If an activated installation is lost for any reason whatsoever, a new license has to be purchased at full cost.

1.3 Help

Help resources are available in a number of forms such as in-product, online and as hard copy. See “Help” for more details about in-product Help.

1.3.1 PDF documentation

The in-product Help is also available as a PDF file that is optimized for online browsing. Other documents such as installation guides may also be provided as PDF’s in the installation folder. All related documents will also be made available online at www.taxlawsonline.com.

Adobe™ Acrobat Reader™, available as a free download, is required for this feature.

1.3.2 Video Demos

Clear demonstrations of various product features are displayed with the help of self-running videos. See “Live Demo41” for more details.

The “PDF documentation” and the in-product “Help” may also contain embedded videos.

Adobe™ Flash Player™, available as a free download, is required for this feature to function properly.

1.4 What's New

Top new features of TLOL Suite™ 3.0

- Single interface for multiple resources: A number of important journals can be accessed within TLOL Suite™ 3.0 making legal referencing a desktop affair
- Completely re-designed and simplified user interface allowing single click access to all important functions
- Completely re-designed search engine with multiple options for narrowing search.
- Completely re-designed print controls with better formatted output.
- Exclusive new CLI-TruePage³ feature that allows printing of the originally reported pages. CLI-TruePage completely obviates the need for making photo-stat copies for journals published by Company Law Institute of India Pvt Ltd group. Every CLI-TruePage is printed like new and unlike photo-stat copies, the edges are not blurred or warped. Ideal for submission to courts as reference.
- Extensively re-worked data and additional information included from our archives.
- Faster online update facility through internet.

3. Separate subscription required.

Chapter 2

TLOL Suite™ 3.0 Basics

Topics Covered

“About Content”

“About the Workspace”

2.1 About Content

Caselaw, Statutes, valuable articles, speeches by law makers published since 1931 have been carefully selected, categorised and presented in a manner that is extremely useful to the tax or company-law practitioners. Content within TLOL Suite™ 3.0 is divided into two broad streams.

1. Reports
2. Statutes and Others

2.1.1 Reports

Content reported in popular periodicals are presented here with a host of search features aimed at taxation and company law professionals. This is the primary content and will be updated at select intervals through new DVD-media and more regularly online⁴. Within this section, content is further separated into four streams⁵ *namely*, Caselaw, Notification, Circulars and Articles. As you perform your search you can select the journal and the stream⁶ from which you desire the output. You can also switch streams or journals after the search is complete on one.

4. Using the Live Update feature. See “Automatic online activation”.

5. Not all streams are available for all journals.

6. Notification, Circulars and Articles will only be available on content published by the Company Law Institute of India Pvt Ltd group.

2.1.2 Statutes and Others

A major portion of the content here pertains to those not reported in journals/periodicals such as important Acts, Rules, Bills, important speeches *etc* which have a bearing on tax and company law. A smaller portion pertains to important reported information such as double-taxation agreements and Finance Bills which require frequent access.

2.2 About the Workspace

A comprehensive and easy-to-use workspace awaits the user of TLOL Suite™ 3.0. Emphasis has been placed on helping the user perform all tasks within a single screen. While most features are common across all workspaces, there are a few workspace-specific special optimizations. These are explained under the topics:

1. Workspace under “Reports”
2. Workspace under “Statutes and Others” and
3. Common Workspace Features

The workspaces described above will become available only after encountering “The TLOL Suite™ 3.0 Startup Screen”, the very first screen that welcomes the user on initiating TLOL Suite™ 3.0.

2.2.1 The TLOL Suite™ 3.0 Startup Screen

By design, TLOL Suite™ 3.0 opens with a pre-executed search under “Reports” to find the latest published content (See “About Content”) and displays the last 30 results on screen for a quick perusal (See Figure 2). You may browse through the search result or select any of the search options presented under the **≡ Reports** menu to start a new search.

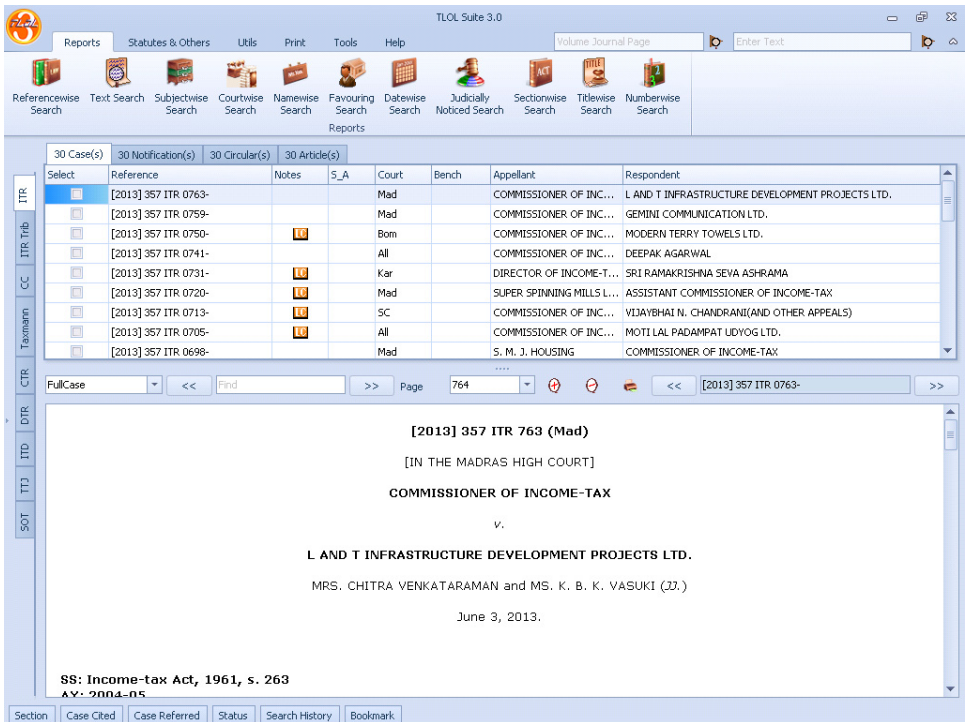


Figure 2: Startup Screen

2.2.2 Workspace under “Reports”

This workspace is optimized for content that requires citations for referencing purposes, primarily caselaw.

A typical workspace under the “Reports” section using Referencewise Search, is explained as an example using a screen-shot. See Figure 3.

2.2.2.1 Queries and Results

The TLOL Suite™ 3.0 GUI⁷ under “Reports” has been logically split into 2 vertical portions so that all queries made by the user is accommodated on the left side (“QUERY PANEL” in Figure 3) and the results on the right (“RESULTS PANEL” in Figure 3).

7. Graphical User Interface

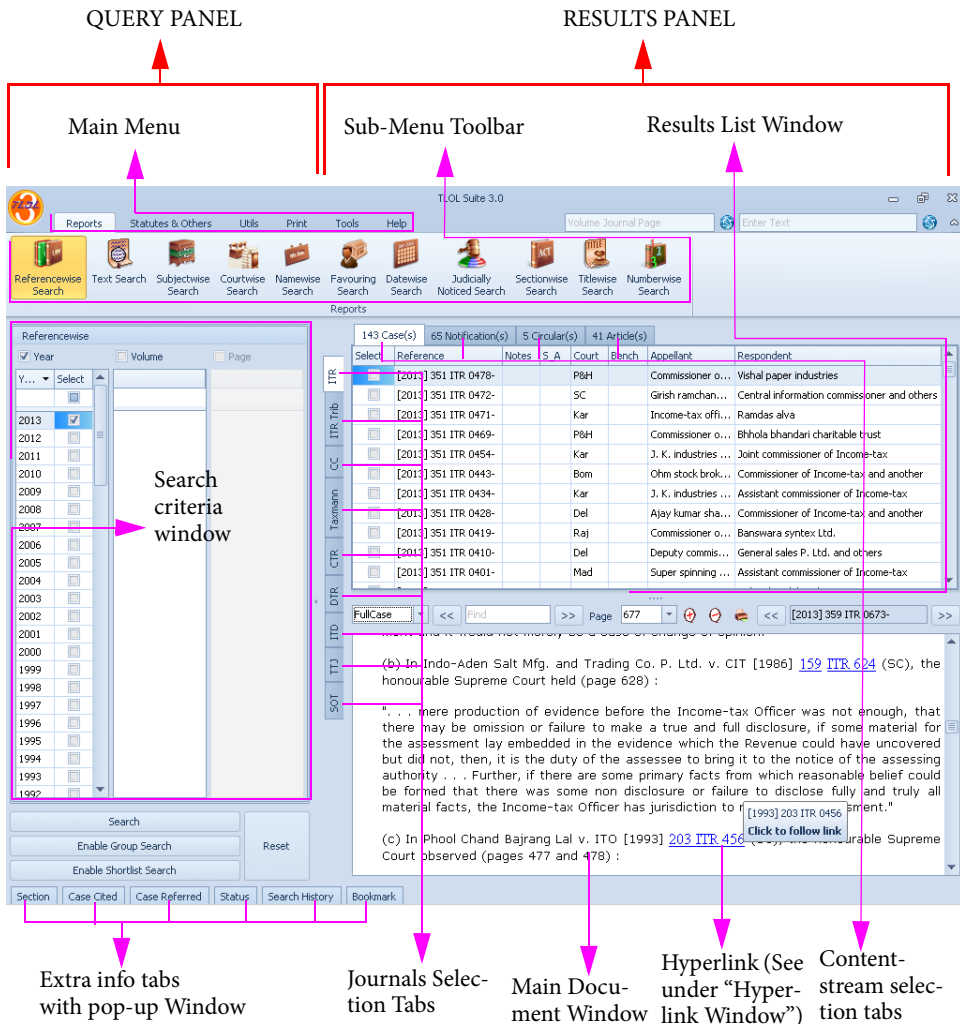


Figure 3: A Typical TLOL Suite™ 3.0 screen

2.2.2.1.1 Query Panel. The different search options offered by TLOL Suite™ 3.0 will appear on the left of the TLOL Suite™ 3.0 screen. The “QUERY PANEL” of the “Reports” section, when using subject-wise search is shown in Figure 4.

2.2.2.1.2 Results Panel. The results panel is a comprehensive tool in itself and offers a host of information in a single screen apart from having tabs with pop-windows at the bottom to provide extra information whenever

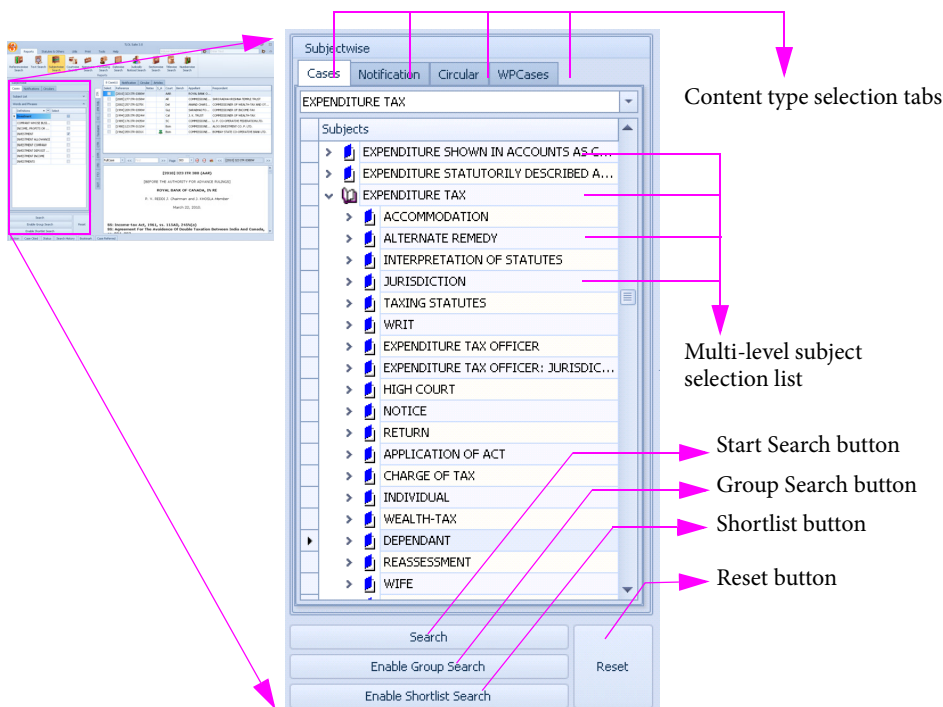


Figure 4: Typical Query Panel under “Reports”

needed. The “RESULTS PANEL” is logically split into two vertical portions. The top half contains the result list (“Results List Window” in Figure 3) and the bottom half shows text of the document based on the record you select in the result list (See “Main Document Window” in Figure 3). List of results presented in the “Results List Window” can be sorted and filtered in multiple ways by just clicking on the respective column head. A typical “RESULTS PANEL” under “Reports” section is shown in Figure 5.

Group Search. Any of the search features within the “Reports” section of TLOL Suite™ 3.0 can be grouped (*i.e.* combined) with other search features to produce a more focussed result set. “Group Search” works on all the content within “Reports” section. *For example:* You may perform a Reference-wise search on a specific volume and then click [Enable Group Search](#) (See “Group Search button” in Figure 4), select a judge name under Namewise and then click [Search](#) (See “Start Search button” in Figure 4) to find all cases in that volume decided by the selected judge. By default,

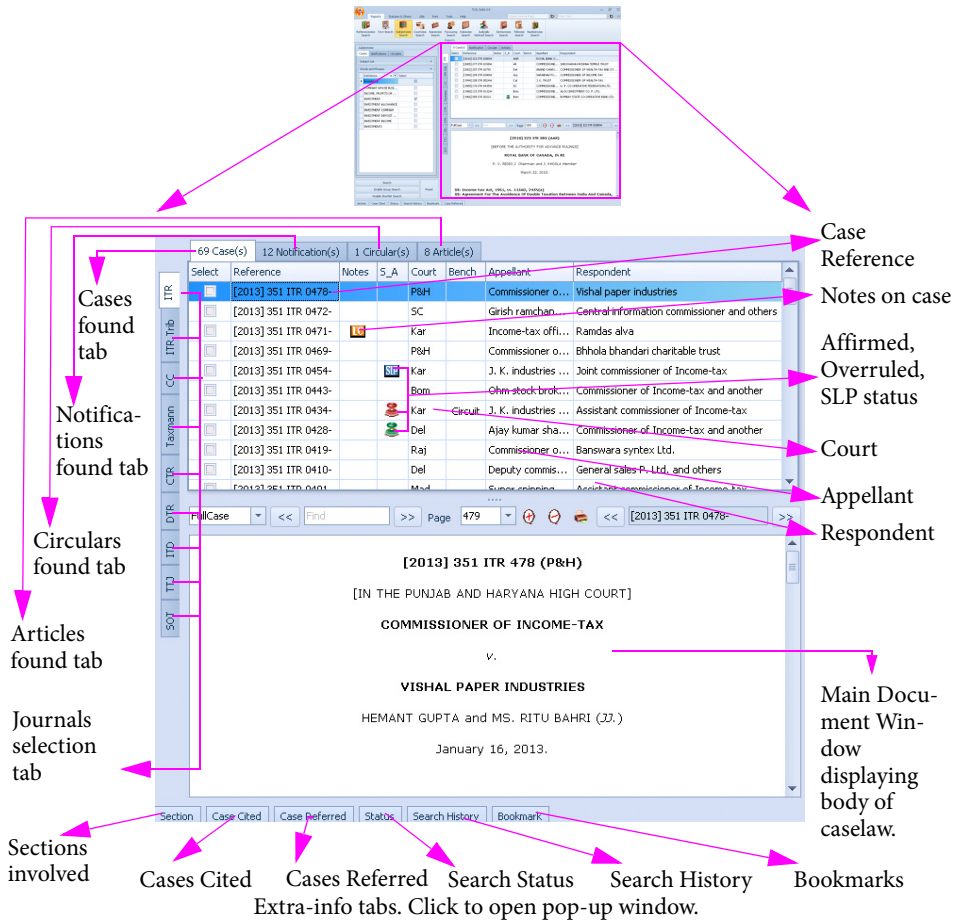


Figure 5: Typical Results Panel under “Reports”

unless “Group Search” is enabled, TLOL Suite™ 3.0 will automatically disregard any previously selected search function when a new one is selected. Group Search can be enabled before or after performing a search. Irrespective of when it is enabled, Group Search will always work on the whole data-set within “Reports” section. This icon  indicating that Group Search is active will be displayed next to the “Sub-Menu Toolbar” (See “A Typical TLOL Suite™ 3.0 screen”).

Shortlist Search. While “Group Search” works on the whole data-set available within “Reports” section and helps fine-tune your results before you

perform any search, “Shortlist Search”, as its name implies, allows you to narrow down *an existing result set* by searching within that set. For this reason, the Enable Shortlist Search button (See “Shortlist button” in Figure 4) will be available only when there are records available in the result set. Further you can “Shortlist Search” iteratively any number of times. This icon  indicating that Shortlist Search is active will be displayed next to the “Sub-Menu Toolbar” (See “A Typical TLOL Suite™ 3.0 screen”).

Shortlist search option will be disabled when the journal tab is changed.

2.2.2.1.3 Extra-info tabs. When viewing results under “Reports”, for each result displayed in the “Results List Window” additional information such as cases and sections referred, log of your current actions, tools to save your actions *etc* are available on a click of the respective “Extra-info tabs”.

On a  click, each of the tabs at the bottom of the results panel opens into a larger window showing more information. These pop-windows can also be permanently fixed on screen should you need it to be visible at all times. The following tabs are available:

Case Referred⁸. The case/cases referred to in the highlighted caselaw are listed on the left.  Click each referred case to view its content on the right panel within the pop-up window.

Case Cited⁸. This window contains two more tabs called Cited and Cited-in.  Clicking Cited lists cases that have been cited in the highlighted caselaw. While  Clicking Cited-in lists subsequent cases where the highlighted case has been cited.

Section⁸. The sections of different acts that have been dealt with in the highlighted caselaw are listed.  Clicking each item in the list will display the text of the section on the right.

Status. All actions performed are logged and listed in this window. Users can view the history of actions to check any action or sequence of actions previously performed.

8. Available only for caselaw results.

Search History. All search actions performed since the beginning of the current TLOL Suite™ 3.0 session are listed here. This list can be used to backtrack a few steps and start searching again or to save a particular search under a specific name. Searches so saved can be re-called at any time without having to remember the exact sequence of events.

Bookmark. Any portion of the result displayed in the “Main Document Window” can be highlighted and bookmarked. Each bookmark can be assigned a unique name with some comments. These bookmarks can be listed and recalled at anytime in the future. Tax professionals can use this to associate their work with the document text.

2.2.2.2 Hyperlink Window

↗ Click on any link in the “Main Document Window” to open “TLOL Suite™ 3.0- Hyperlink window”, where you can view the content of the selected link (See Figure 6). For every hyperlink clicked a separate tab will be added to the same hyperlink window. This is to avoid cluttering the

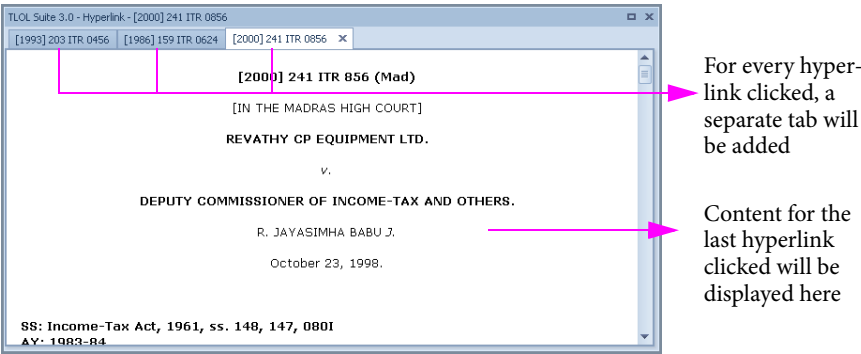


Figure 6: TLOL Suite™ 3.0- Hyperlink window

screen with multiple windows.

2.2.2.3 Journal and Content-stream Tabs

TLOL Suite™ 3.0 has vertical and horizontal tabs located above and to the left of the “Results List Window” to help the user access different types of

information without leaving the main screen. You may select the journal or the content-stream within that journal before or after performing any search.

2.2.2.3.1 Journal Selection Tabs. Located to the left of the “Results List Window” (See “A Typical TLOL Suite™ 3.0 screen”) these tabs are used for changing the information displayed in the “Results Panel” to those from the selected journal. All journals available⁹ within your installation of TLOL Suite™ 3.0 are listed here. “Journal Selection Tabs” can be changed either before or after completing your search to bring focus to the results falling under the selected journal.

2.2.2.3.2 Content-stream Selection Tabs. Located on top of the “Results List Window” (See “A Typical TLOL Suite™ 3.0 screen”) these tabs are used for changing the information displayed in the “Results Panel” to the content-stream¹⁰ of the selected journal⁹. “Content-stream Selection Tabs” can be changed either before or after completing your search to bring focus to the results of the selected content-stream for the selected journal.

2.2.2.4 Quick Finder fields

2.2.2.4.1 Quick Caselaw Finder. For quickly viewing the caselaw of a citation known to you, enter the citation, in the sequence mentioned in greyed text, in the “Quick Caselaw Finder Field” above the main menu. This will immediately display the citation in the “Results List Window” and the text of the case in the “Main Document Window” (See Figure 7). You may also enter just the volume number and the journal short-form (as indicated) to view all cases in that volume.

9. Available journals will depend on the TLOL Suite™ 3.0 modules opted for and subscribed to by the user.

10. Not all streams are available for all journals.

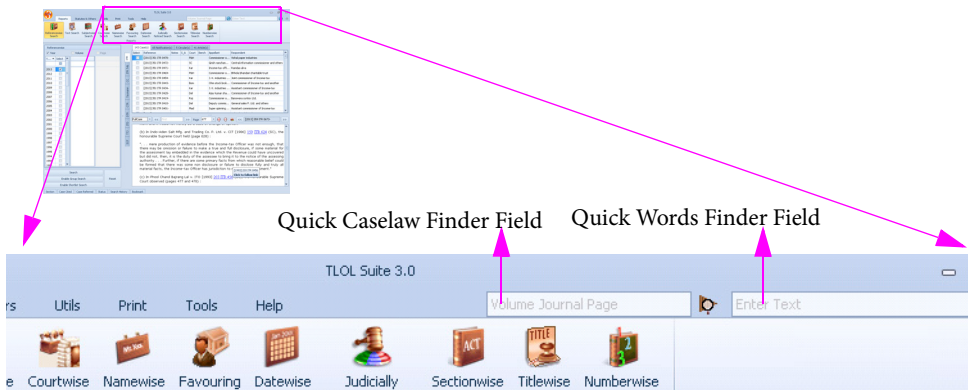


Figure 7: Quick Finders

Tutorial with video:.



2.2.2.4.2 Quick Words Finder. For quickly searching text, enter the required words in the “Quick Words Finder Field” above the main menu. This will perform a search for these words on all content in the “Reports” section (See “About Content”). The results, based on the journal and content-stream you select, will be displayed in the “Results List Window” and the text of the first result (automatically selected) will appear in the “Main Document Window” (See Figure 7). Please note that this quick finder only

searches for phrases or all the words appearing in the find field in the same order and expects words to be at least three characters long.

Tutorial *with video*:



2.2.3 Workspace under “Statutes and Others”

This workspace is optimized for content that do not need a citation for referencing purposes, primarily Acts, Rules, Bills *etc.* Unlike the “Reports” section which predominantly goes by citation, Text Search is the only search facility that is available here.

A typical workspace under the “Statutes and Others” section using Acts as an example is explained using a screen-shot in Figure 8

2.2.3.1 Queries and Results

The TLOL Suite™ 3.0 GUI⁷ under “Statutes and Others” has been logically split into 2 vertical portions so that all queries made by the user and their results are accommodated on the left side (See “QUERY-CUM-RESULTS PANEL” in Figure 8) and the resultant document on the right (See “DOC-

QUERY-CUM-RESULTS PANEL

DOCUMENT PANEL

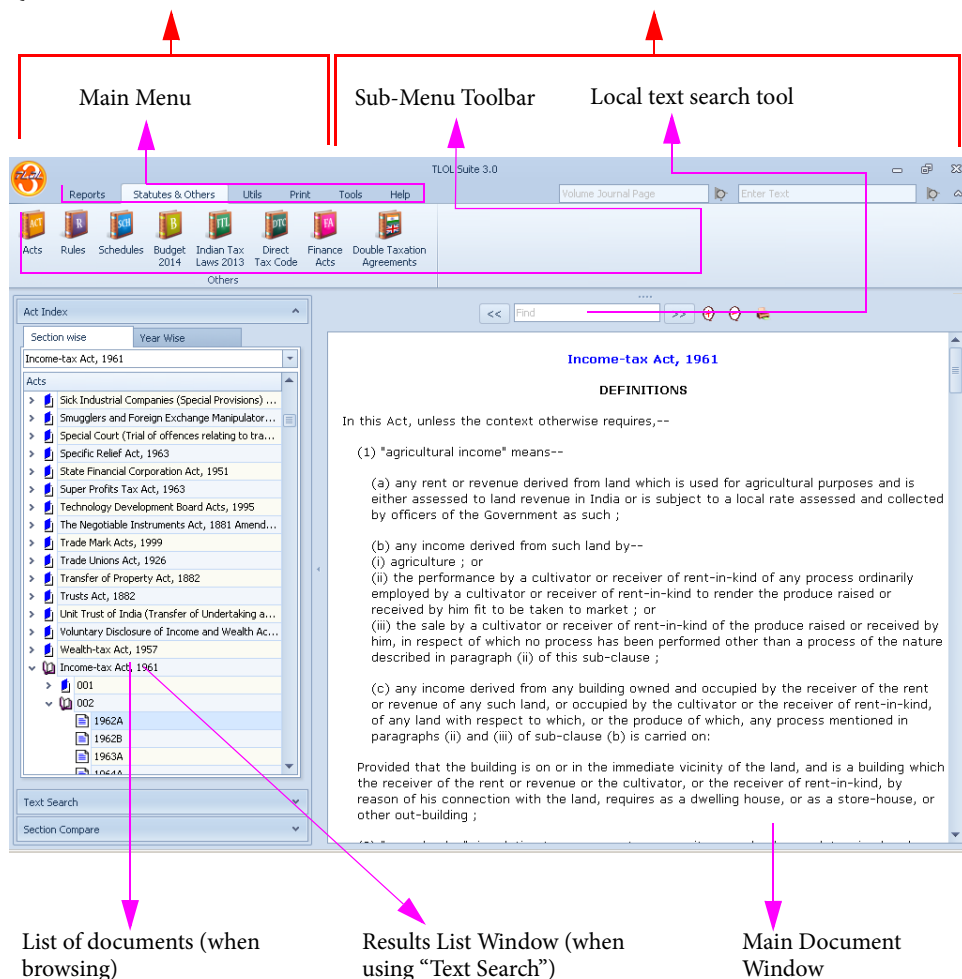


Figure 8: A Typical TLOL Suite™ 3.0 screen under “Statutes and Others”

UMENT PANEL” in Figure 8).

2.2.3.1.1 Query-cum-Results Panel. The “QUERY-CUM-RESULTS PANEL” in this section, by default also allows for browsing all available content. When the Text Search feature is invoked, the same panel doubles as a “Results List Window”.

2.2.3.1.2 Document Panel. The “DOCUMENT PANEL” in this section is

quite simple and serves to display the contents of the item selected in the “QUERY-CUM-RESULTS PANEL”, hence it contains only one large “Main Document Window”. As the content displayed in this window are usually long, users will find a local text search tool¹¹ in the toolbar above the main document window to quickly find information (See Figure 8).

2.2.4 Common Workspace Features

Features common to all functions within TLOL Suite™ 3.0:

2.2.4.1 Starting and Exiting

To start TLOL Suite™ 3.0, click  on the Windows™ taskbar and then select ≡ TLOL Suite™ 3.0 → TLOL Suite™ 3.0

To exit, within TLOL Suite™ 3.0, click  → Exit

2.2.4.2 Toolbar

Toolbar handling in TLOL Suite™ 3.0 is consistent with Microsoft™ Office style toolbars. When you move the mouse over any tool button a tool-tip message is displayed below the mouse-pointer briefly describing the function of the tool.

2.2.4.2.1 Main Menu and Sub-menu. The “Main Menu” and “Sub-Menu Toolbar” as shown in Figure 3 cover all the features offered by TLOL Suite™ 3.0. Click on the **Main Menu** and then on any button in the sub-menu toolbar to invoke that option.

2.2.4.3 Navigating menus

Menu selection in TLOL Suite™ 3.0 is consistent with normal Windows™ menu selection procedures.

11. This is different from the Text search feature found in query panels.

You may select a menu in any of the following ways:

- Use the mouse to  click on the menu name you want, to open it or its sub-menu.
- Press  Alt or  F10 followed by letter/letters automatically underlined in the toolbars to open a menu (for example,  Alt+R to open the Reports menu).
- Press  Alt or  F10, use the left-right arrow keys to highlight the main-menu item you want, then press up-down arrow keys to highlight the sub-menu item and then press  enter or  space to open it.

When you hover over some commands with a mouse the tooltip that appears will list a key-sequence (for example the tooltip for Court-wise Search shows “Ctrl+O”). You may press this key combination without opening the menu to directly execute the command. See also “Keyboard shortcuts”.

2.2.4.4 Preference and Settings

2.2.4.4.1 Journal Preference. This option allows you to select the journal on which any search will run first. Select the journal priority by  clicking the radio button  against its name and  click OK. See Figure 9.

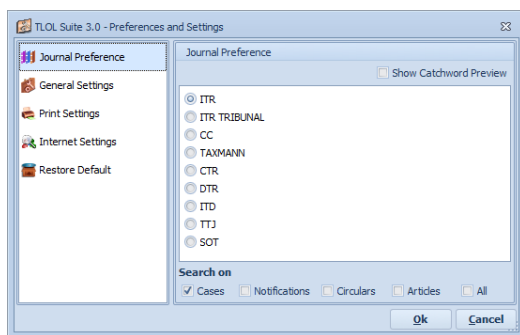


Figure 9: Journal Preference window under Preferences and Settings

Show Catchword Preview. Please ☐ check the box against the option **Show Catchword Preview** to preview the catchwords of any case¹². As you scroll the mouse over the results in the “Results List Window”, a popup window displaying the catchwords of the case below mouse cursor will appear. The same option can be selected using the “Mouse Right-click options” in “Results List Window”.

Search on. This option allows you to prioritise search to look-up only Cases or Notifications or Circulars or Articles first. Select the required stream by ☐ clicking the radio button ☐ against its name and ☐ click **OK**. This selection only affects the primary search operation, you may switch from one content stream to another within TLOL Suite™ 3.0 by ☐ clicking the relevant content stream tab. Only the selected content stream will be updated. By default, **Cases** tab will be selected. If you require all the content streams to be updated simultaneously, please ☐ click on the radio button ☐ against the option **All**. Selecting **All** will slow down the search feature.

2.2.4.4.2 General Settings. See Figure 10. This option allows to set the following.

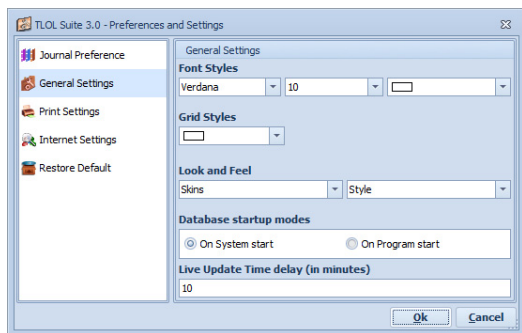


Figure 10: General settings window under Preferences and Settings

Font Style. You may change the font style, font size and font colour that appear on screen by selecting the required style from the list of available choices. Select the required style and ☐ click **OK**.

12. Catchword preview is functional only on journals published by Company Law Institute of India Pvt Ltd group.

Grid style. This option helps you to select the colour of the grid that appears on the screen. Select the required grid style and ↩ click OK.

Look and Feel. This option is used to select different themes for the general screen appearance. Select the required skin and ↩ click OK.

Database Startup Modes.

On System start:

On selecting this startup mode, TLOL Suite™ 3.0 database service will start automatically in the background when the system starts. ↩ Click on the ☐ radio button against the option and ↩ click OK. This mode is recommended for better performance.

On Program start:

On selecting this startup mode, TLOL Suite™ 3.0 database service will be started when the program starts and shut down when the program exits. ↩ Click on the ☐ radio button against the option and ↩ click OK.

Live Update Time delay (in minutes). You may use this option to set the time interval (in minutes) for the live update to start after the program is started. Enter the time limit (e.g. 5) in the field displayed and ↩ click OK. Live update will periodically check for updates based on the interval you set.

2.2.4.4.3 Print Settings. These options allow limited control over the layout of the printed page and the information that is presented therein.

Footer Text. Select either “Company Name” or “Customer Name” to be included at the bottom of every page printed from within TLOL Suite™ 3.0. You can choose the required option by ↩ clicking the radio button ☐ against the respective choices and ↩ clicking OK. By default, **Company Name** will be selected. See Figure 11

Paper Size. Select the optimum size suitable for your printer from the list of sizes available here. The selection here determines the default paper size for all printing within TLOL Suite™ 3.0 when using the “Justified Format” option under “Print” or “Printlist”. ↩ Click OK when done with the selec-

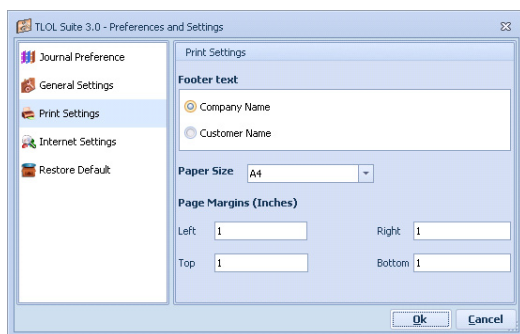


Figure 11: Print settings window under Preferences and Settings

tion.

Exceptions:“CLI-TruePage,” “Simulate Original page” use pre-set values that cannot be changed. Quick print buttons use the Windows™ system default print settings.

Page Margins. Allows you the set the left, right, top and bottom margins for all print output generated from within TLOL Suite™ 3.0. ↵ Click OK when done with entering the values.

2.2.4.4.4 Internet Settings. If your internet connection is proxy enabled, TLOL Suite™ 3.0 will, by default, use your internet explorer setting. If TLOL Suite™ 3.0 is unable to connect, you may provide proxy settings by

↵ clicking on  -> Preference & settings. In the window that appears, ↵ click on Internet settings on the left panel. ↵ Click on the ☐ radio button against **Manual Internet setting** on the right panel. Fill the details and ↵ click OK. See Figure 12

If TLOL Suite™ 3.0 is still unable to establish an internet connection, it may automatically ask you for proxy settings by displaying the auto window for internet settings. See Figure 13

2.2.4.4.5 Restore Default. This option allows you to restore all the current settings to factory default. ↵ Click Yes to restore settings. See Figure 14

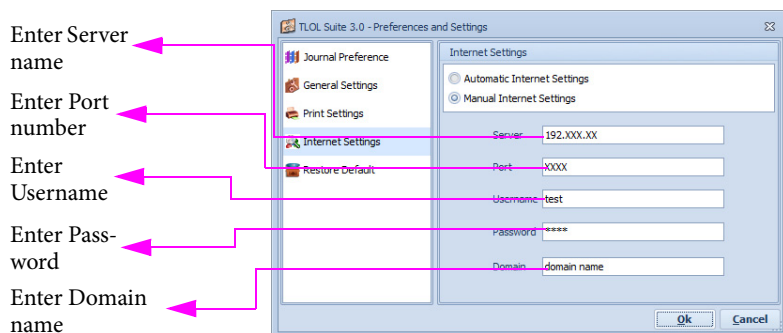


Figure 12: Internet Settings window under Preferences and Settings

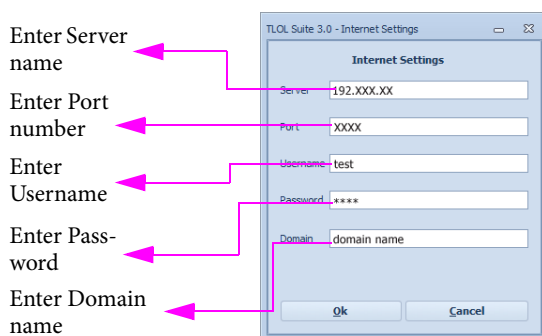


Figure 13: Auto window for Internet Settings

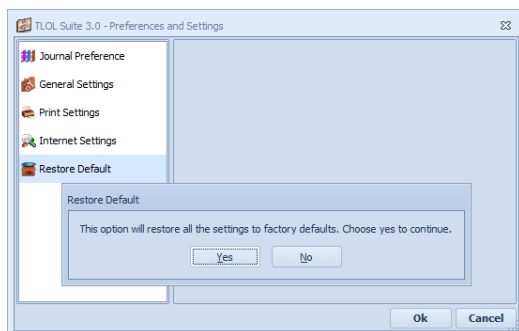


Figure 14: Restore Default window under Preference and Settings

2.2.4.5 Easy-select and Multi-select

Throughout TLOL Suite™ 3.0, in all areas where individual items have to be picked/selected from long lists, you will find one or both of the following features:

- Easy-select
- Multi-select

2.2.4.5.1 Easy-select. Quick and easy selection of items by automatically shortening or scrolling through long lists.

Empty fields are provided, generally below respective column labels, where you can place the cursor and type in characters. On typing the first few characters within this field, the list below will automatically shorten to show only the items containing the characters typed or the selection bar will move to the first item starting with the characters typed. See Figure 15 for an example of the “Easy Select Fields” under Reference-wise search.

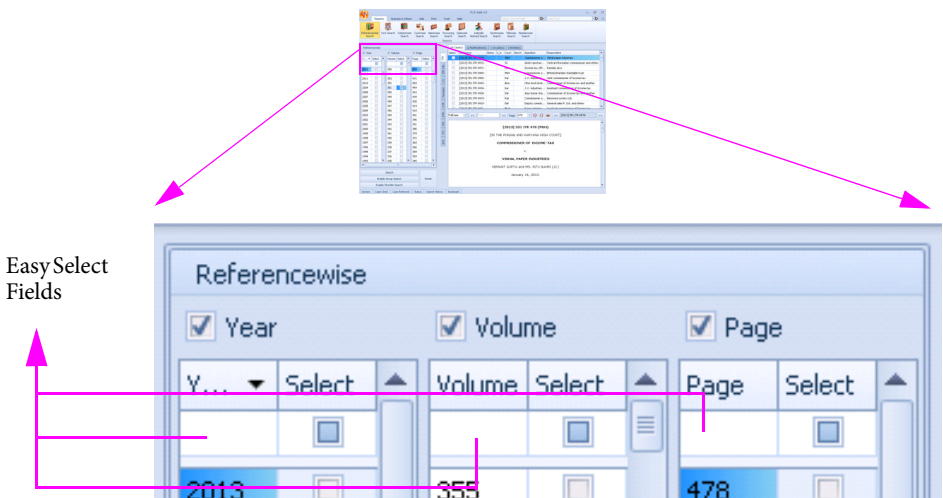


Figure 15: Easy Select

2.2.4.5.2 Multi-select. Non-contiguous selection of multiple items from lists

Wherever you find check boxes provided next to long lists of selectable items, TLOL Suite™ 3.0, depending on the context¹³ may allow multiple selection. For example, under Reference-wise search, the pages for the selected volumes may be checked without regard to the order in which they are presented so that only the checked items are displayed in the “Results List Window”. Further, multi-select can be used in combination with easy-select, where both are available. See Figure 16 for an example of a

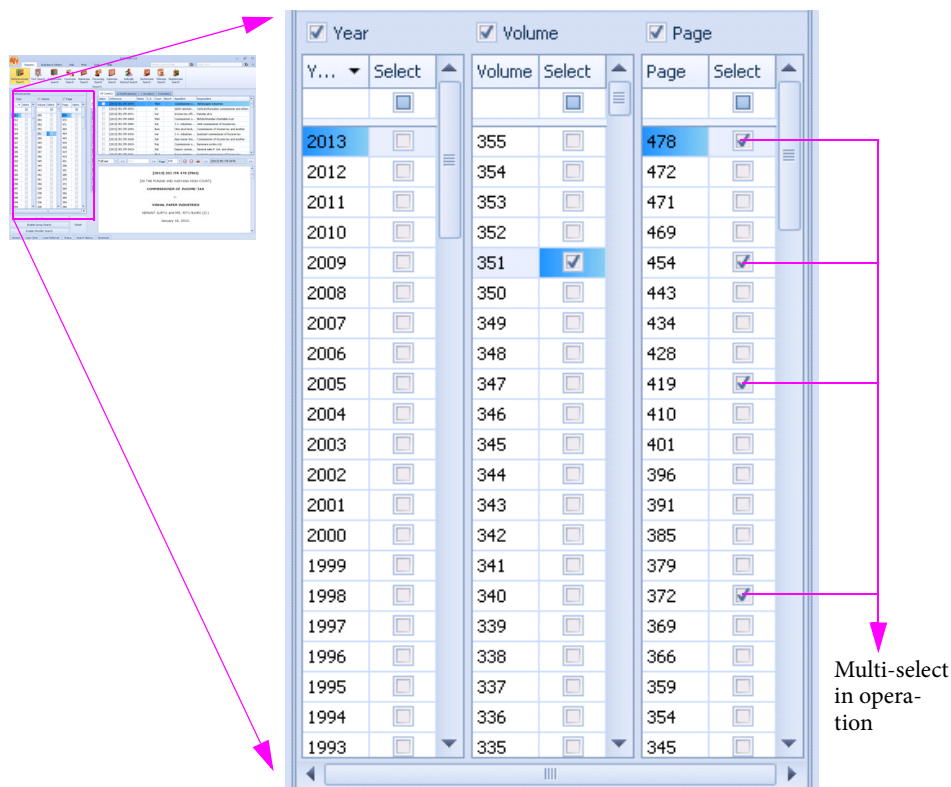


Figure 16: Multi-select

list that allows “Multi-select” using Reference-wise search as an example.

-
13. To determine whether multi-select is allowed in a particular area, simply try checking more than one item from the list. If checking the second item removes the first selection, then multi-select is not allowed.

2.2.4.6 Mouse Right-click options

Anywhere in the “Results List Window” or “Main Document Window” (See Figure 3),  right-click of the mouse will bring up a small menu to create bookmarks, control font type, size or colour, enable or disable certain features, zoom in or out, maximise current window etc. This is to make reading or identifying information easier.

2.2.4.6.1 Mouse Right-click options in “Results List Window”.

Right-click options in the “Results List Window” under “Reports” will help you to view the judge name, assessment year, add the selected case to the

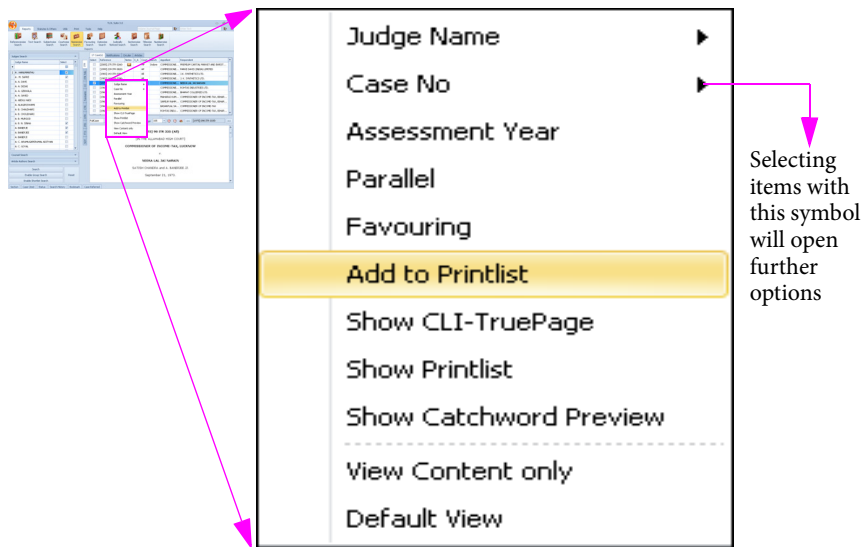


Figure 17: Mouse Right-click options in “Results List Window” under “Reports”

printlist, see catchword preview etc.

2.2.4.6.2 Mouse Right-click options in “Main Document Window” under “Reports” and “Statutes and others”.

Right-click options in the “Main Document Window” under “Reports” and “Statutes and Others” will help to print the document, show the preview of the document to be printed, change the display font style, colour etc. (See

Figure 18).

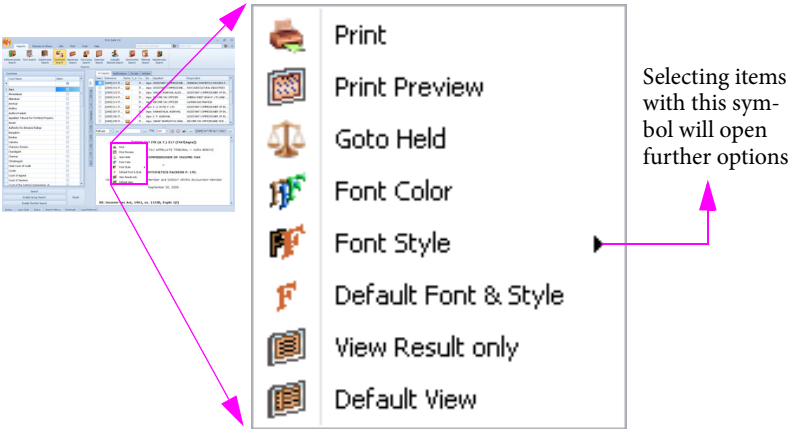


Figure 18: Mouse Right-click options in “Main Document Window” under “Reports”



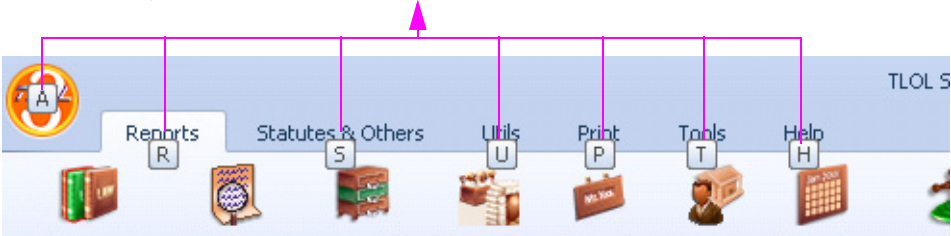
Figure 19: Mouse Right-click options in “Main Document Window” under “Statutes and Others”

2.2.4.7 Keyboard shortcuts

2.2.4.7.1 Primary Keyboard Shortcut. Within TLOL Suite™ 3.0 pressing the  Alt at any time will display the keyboard shortcuts to access the items within the “Main Menu” panel. Depressing the desired keyboard shortcut will display the next level of keyboard shortcuts. For example,

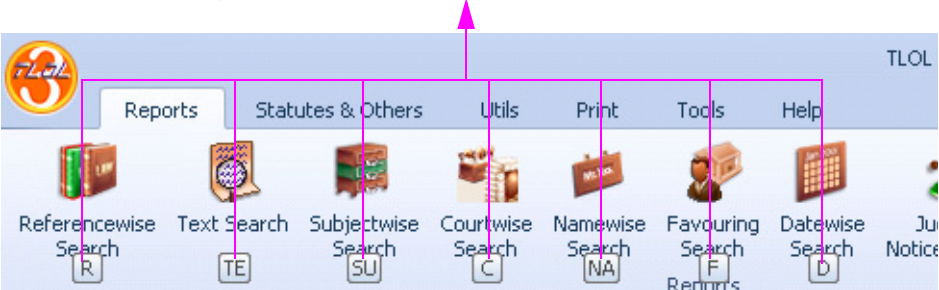
pressing  Alt will display the following over the “Main Menu”. Next,

Keyboard shortcuts revealed when  Alt is pressed once.



pressing  Alt will select  Reports and display the following over the “Sub-

Keyboard shortcuts revealed when  Alt is pressed after  Alt.



Menu Toolbar”. Pressing  Alt +  S +  U will bring up  Subjectwise search window.

2.2.4.7.2 Secondary Keyboard shortcuts. For certain important or frequently used search functions TLOL Suite™ 3.0 also provides a secondary set of shorter keyboard shortcuts for easier access using a  Ctrl + <key> sequence. For example pressing  Ctrl +  R will activate Referencewise search.

The secondary keyboard shortcut is displayed within a tooltip window when hovering the mouse over any search menu within TLOL Suite™ 3.0.

In this “Users Guide”, both the primary and secondary keyboards (if provided) appear immediately after the title explaining the respective search feature.

Chapter 3

Searching under Reports

Topics Covered

“Referencewise Search”	“Text Search”
“Subjectwise Search”	“Courtwise Search”
“Namewise Search”	“Favouring Search”
“Datewise Search”	“Judicially Noticed Search”
“Sectionwise Search”	“Titlewise Search”
“Numberwise Search”	

For an overview of the content available here please refer “Reports”.

3.1 Referencewise Search

≡ Reports → Referencewise  Alt+R+R or  Ctrl+R
See Figure 20

This search applies to: Caselaw, Notifications, Circulars, Articles.

Reference-wise search is a tool used to search for content whose reference (*citation*) is partly or completely known¹⁴. For partly known references, users can start with the known criteria (*e.g. Volume number*) and narrow down search to find data that is near the reference sought. For fully known references TLOL Suite™ 3.0’s easy point-and-click selection quickly displays the desired reference.

14.If the reference is completely known, the “Quick Caselaw Finder” may be easier to use.

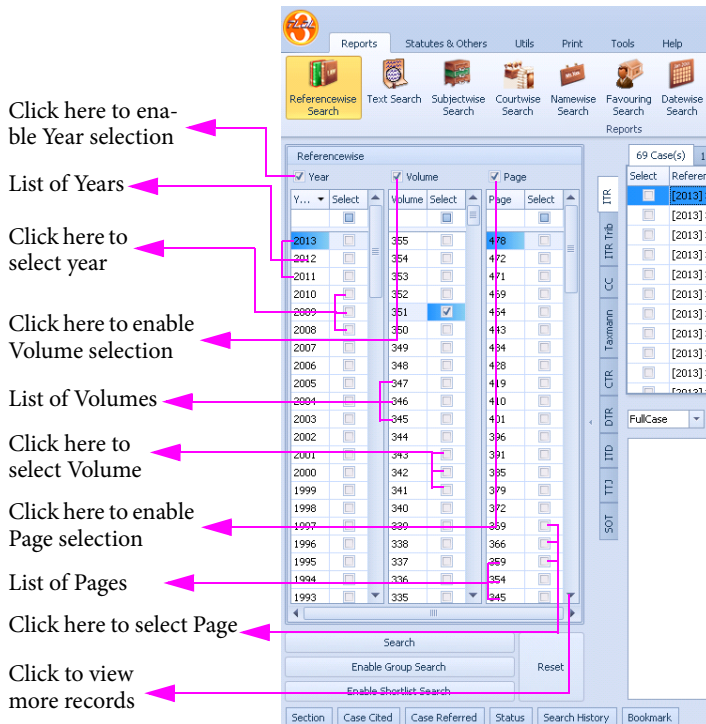


Figure 20: Query Panel: Referencewise Search

3.1.1 Starting with partial reference

If you do not know or know only part of the reference of a caselaw or statute or article you are searching for, you may start with an approximate value for either the **year** or **volume** option under **referencewise search**. Once you have found content matching your approximation it would be easier to narrow down your search by browsing through the smaller list of identified results.

3.1.1.1 Starting with year

1. Check **Year** above the first column in the “Query Panel”. The list of years available for selected journal will appear in the column below **Year**.

If you require results from a different journal, select the appropriate journal tab (See “Journal Selection Tabs”). The list of years will change to suit the selected journal.

2. Select the required year from the list displayed. Using the provided “Easy-select” field will help faster selection.
 - a. If you are selecting a single year, you may also ☐ check **Volume** and select the volume from the list displayed. TLOL Suite™ 3.0 will only display volumes published in the selected year.
 - b. You can also select multiple years by ☐ checking as many years as you want from the displayed list (See “Multi-select”). However, selecting multiple years will disable the **volume** and **page** columns.
3. ☐ Click Search to view results from all the volume(s) published in the selected year(s).

If no journal-tabs are selected, TLOL Suite™ 3.0 will first search on the journal mentioned in the top-most tab. You may also change journals tab after the search is complete on one, to start the same search on the next.

3.1.1.2 Starting with volume:

1. ☐ Check **volume** above the second column in the “Query Panel”. The list of volumes available for selected journal will appear in the column below **volume**.

If you require results from a different journal, select the appropriate journal tab (See “Journal Selection Tabs”). The list of years will change to suit the selected journal.

2. Select the volume from the list provided. Using the “Easy-select” will help faster selection.
 - a. If you are selecting a single volume, you may proceed directly to step 3 below, as “year” selection is redundant.
 - b. You may also select multiple volumes by ☐ checking as many vol-

umes as you want in the displayed list. (See “Multi-select”). However, selecting multiple volumes will disable the **year** and **page** columns.

3. ✎ Click Search to view all the results from selected volume(s). Scroll through the list till you reach the desired result.

3.1.2 Starting with complete reference¹⁵

1. ✎ Check **year**, select the year(s).
2. ✎ Check **volume**, select the volume(s).
3. ✎ Check **page** and select the page(s).
4. ✎ Click Search to view the result.

To view Notifications, Circulars or Articles associated with the selected reference(s), choose **Notification**, **Circulars** or **Articles** tab respectively. See “Content-stream Selection Tabs”

15.If the reference is completely known, the “Quick Caselaw Finder” may be easier to use.

3.1.3 Tutorial *with video*:



3.1.3.1 To search for reference “[2000] 245 ITR 0863”:

1. Select the journal “Income Tax Reports” from the available “Journal Selection Tabs”, by ☐ clicking ITR.
2. ☐ Check **Year**
3. Choose year “2000” by ☐ checking the box against that year.
4. ☐ Check **Volume**
5. Choose volume “245” by ☐ checking the box against that volume.
6. Similarly ☐ Check **Page**
7. Choose page “863” by ☐ checking the box against that page.

8. ↖ Click Search to view the case associated with the reference “[2000] 245 ITR 863”.

3.1.3.2 To search for reference in the year”1950”:

1. ↖ Check Year
2. Choose year “1950” by ↖ checking the box against that year.
3. ↖ Click Search to view the list of reference(s) associated to the year “1950” in the results panel.
4. Change the journal by ↖ clicking on the required “Journal Selection Tabs”. If the selected year is relevant to the journal selected TLOL Suite™ 3.0 will automatically find the references else the list of years will be replaced with a corrected list.

3.1.3.3 To search for references in multiple years “1955”, “1956”:

1. ↖ Check Year
2. Choose year “1955” and “1956” by ↖ checking the box against those years.
3. ↖ Click Search to view the reference(s) associated with the years “1955” and “1956” in the results panel.

3.1.3.4 To search for references in volume 1 from the journal “Company Cases”:

1. Select the journal “CC” from the available “Journal Selection Tabs”.
2. ↖ Check Volume
3. Choose volume “1” by ↖ checking the box against that volume.

4. Click Search to view all the references associated with volume “1” of Company Cases.

3.1.3.5 To search for references in multiple volumes “1”, “2” in the journal “ITR’s Tribunal Tax Reports”:

1. Select the journal “ITR Trib” from the available “Journal Selection Tabs”.
2. Click **Volume**
3. Choose volumes “1” and “2” by checking the box against those volumes.
4. Click Search to view the references in volumes “1” and “2” in “ITR’s Tribunal Tax Reports”.

3.1.3.6 To search for references in multiple pages “21”, “54” in the journal “Company Cases”:

1. Select the journal “Company Cases” from the available “Journal Selection Tabs” by clicking on CC.
2. Click **Volume**
3. Choose volume “1” by checking the box against that volume.
4. Click **Page**
5. Choose pages “21” and “54” by checking the box against those pages.
6. Click Search to view the references in pages “24”, “54”.

3.2 Text Search

≡ Reports → Text Search

 Alt+R+T+E or  Ctrl+T

See Figure 21

This search applies to: Caselaw, Notification, Circulars, Articles

TLOL Suite™ 3.0 provides a comprehensive text search tool that can be as simple or as complex as the user desires. Apart from being a robust feature on its own, the use of several advanced technologies makes the TLOL Suite™ 3.0 text search a fail-safe alternative to almost every other search facility when used with proper parameters. Moreover, you can combine the text search with other searches for greater precision. Please note that this search expects words to be at least three characters long.

TLOL Suite™ 3.0 text search has the following options:

General options

- Whole phrase
- Advanced

Caselaw options

- Notes
- SLP
- Catchwords
- Headnotes
- Judgment
- All

Steps for using the various options follow.

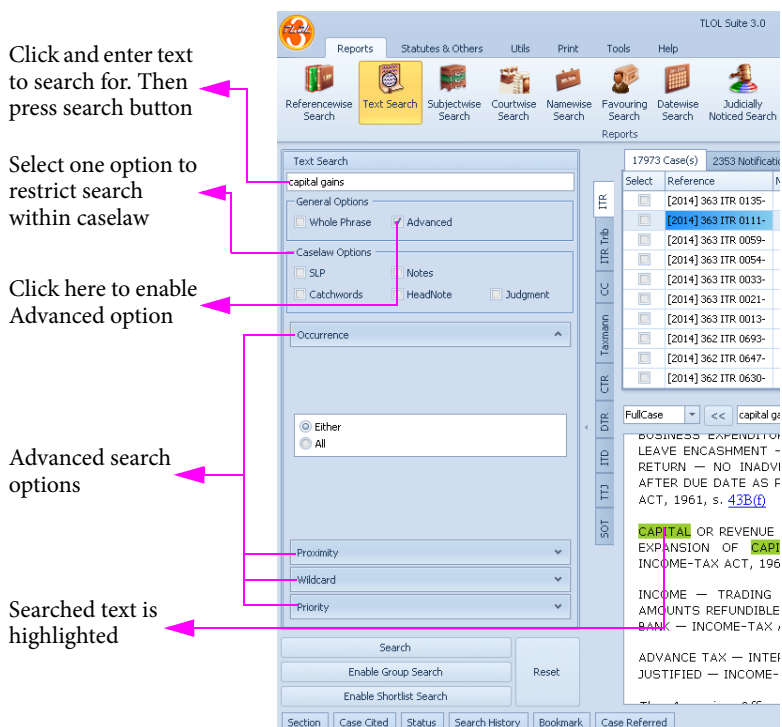


Figure 21: Query Panel: Text search

3.2.1 General

To find any word or set of words occurring in any order:

1. Enter the required word(s) in the empty field displaying the greyed Enter Text label.
2. Click Search to view the results in the “Results Panel”. TLOL Suite™ 3.0 checks for occurrence of all the required words in a document, in any order, before treating it as a valid result.¹⁶

¹⁶. Minor two and three letter words like *of*, *and*, *the*, *etc.* are ignored.

3.2.2 Whole Phrase

This feature is similar to the general word search except that it searches for the occurrence of all the words in the exact sequence in which they were entered.

To find a phrase or a set of words in the same sequence as entered in the query field:

1. Enter the required words or phrase in the empty field displaying the greyed **Enter Text** label.
2. ☐ Check the box against the **Whole Phrase** label.
3. ☐ Click Search to view the results in the “Results Panel”.

3.2.3 Advanced

This feature contains a number of sub-features that allow complex search possibilities. All other features under **Advanced**, except **Wildcard** will be enabled only when more than one word is entered in the query field. A short explanation of the sub-features, that follow, will help the user understand this module better.

3.2.3.1 Occurrence

This option enables searching for multiple words within a document based on their occurrence. The **Occurrence** options are:

3.2.3.1.1 Either. Enabling this option allows documents containing any one of the queried words to be treated as a result.

3.2.3.1.2 All. Enabling this option allows only documents containing all the queried words to be treated as a result.

3.2.3.2 Proximity

This option enables searching for multiple words based on their relative proximity to one another. You can search for documents with specific words that are “close” to one another, by varying degrees of “closeness”. The proximity could be:

3.2.3.2.1 Ordered. The words entered must be close to one another in the same sequence in which they were entered. In other words, if three words are entered in the query field, in each document of the result set, the second word must occur after a certain number of words from the first and the third word must occur within same distance from the second.

3.2.3.2.2 Unordered. The words entered must be close to one another but not necessarily in the sequence in which they were entered. In other words, if three words are entered in the query field, in each document of the result set the words must occur before or after a certain number of words of each other.

3.2.3.2.3 Distance. Just below the **Ordered** and **Unordered** labels is a slider gauge, labelled **Distance**, for setting the degree of proximity between the queried words. Moving the slider to the right increases the distance required between queried words.

3.2.3.3 Wildcard

This feature enables looking up variants of a word without having to specify them explicitly. Sub-options allows the user to decide whether the variants are formed by prefixing or suffixing letters to the required word(s). The following sub-options explain the “Wildcard” feature in more detail:

3.2.3.3.1 Preceding match. Documents containing words ending with the queried term are brought up. *For example:* querying for “mum” after enabling this option will add documents containing “minimum”, “maximum” *etc.* to the result set.

3.2.3.3.2 Succeeding match. Documents containing words beginning with

the queried term are brought up. *For example:* Querying for “admin” after enabling this option will add documents containing “administrator”, “administration” *etc.* to the result set.

3.2.3.4 Priority

This feature allows the user to selectively decide the priority for each of the queried words. *For example:* When three words are entered in the query panel, this option, allows the user to specify that the first word *must* occur, the second word *may* occur and the third word *must not* occur in the resultant documents. TLOL Suite™ 3.0 provides a tool to select the priority of up to three of the queried words.

3.2.4 Tutorial *with video*:



3.2.4.1 To search for the words “Capital gains” as a whole

phrase occurring in catchwords:

1. Enter “Capital gains” in the field displaying greyed Enter Text label.
2. ☐ Check the box against Whole Phrase
3. ☐ Check the box against catchwords label under caselaw options.
4. Choose the journal, if required.
5. ☐ Click Search.

3.2.4.2 To search for the word “capital” or “gains” occurring in the catchwords:

1. Enter “capital gains” in the field displaying greyed Enter Text label.
2. ☐ Check the box against Advanced label.
3. ☐ Check the box against Catchwords under caselaw options.
4. ☐ Click on the ▼ icon to the right of the field displaying Occurrence.
5. ☐ Click on the ☐ radio button to the left of Either.
6. Choose the journal, if required.
7. ☐ Click Search.

3.2.4.3 To search for the words “securities” and “agreements” occurring in the headnotes:

1. Enter “securities agreements” in the field displaying greyed Enter text label.
2. ☐ Click the box against Advanced label.

3. ✎ Check the box against **Headnote** label from the caselaw options.
4. ✎ Click on the ▼ icon on the right of the field displaying **Occurrence**.
5. ✎ Click on the ☐ radio button to the left of **All**
6. Choose the journal, if required.
7. ✎ Click Search.

3.2.4.4 To search for the words “Assessing further” occurring in the same order within 20 words from each other:

1. Enter “assessing further” in the field displaying greyed **Enter Text** label.
2. ✎ Check the box against **Advanced** label.
3. ✎ Check the box against **Judgment** from the caselaw options.
4. ✎ Click on the ▼ icon to the right of the field displaying **Proximity**
5. ✎ Click on the ☐ radio button to the left of **Ordered**
6. Move the slider gauge under **Distance** to the right and set to “20”.
7. Choose the journal, if required.
8. ✎ Click Search.

3.2.4.5 To search for the words “vehicles depreciation” occurring in any order within 23 words from each other:

1. Enter “vehicles depreciation” in the field displaying greyed **Enter text** label.
2. ✎ Check the box against **Advanced** label.

3. ✎ Check the box against **Judgment** from the caselaw options.
4. ✎ Click on the ▼ icon to the right of the field displaying **Proximity**
5. ✎ Click on the ☐ radio button to the left of **Unordered**
6. Move the slider gauge under **Distance** to the right and set to “23”.
7. Choose the journal, if required.
8. ✎ Click Search.

3.2.4.6 To search for various word forms ending in “late” within catchwords:

1. Enter “late” in the field displaying greyed Enter Text label.
2. ✎ Check the box against **Advanced** label.
3. ✎ Check the box against **Catchwords** under caselaw options.
4. ✎ Click on the ▼ icon to the right of the field displaying **Wildcard**
5. ✎ Click on the ☐ radio button to the left of **Preceding match**.
6. Choose the journal, if required.
7. ✎ Click Search to view documents containing “appellate“, “formulate” *etc.* in the results.

3.2.4.7 To search for various word forms beginning “comp” within headnote:

1. Enter “comp” in the field displaying greyed Enter Text label.
2. ✎ Check the box against **Advanced** label.

3. ✎ Check the box against **Headnote** under **caselaw** options.
4. ✎ Click on the ▼ icon to the right of the field displaying **Wildcard**
5. ✎ Click on the ☐ radio button to the left of **Succeeding match**
6. Choose the journal, if required.
7. ✎ Click **Search** to view documents containing “complete” “compliance” *etc.* in the results.

3.2.4.8 To search for the words “Commissioner” “tax” where the given words must occur in the result:

1. Enter “commissioner” “tax” in the field displaying greyed Enter Text label.
2. ✎ Check the box against **Advanced** label.
3. ✎ Check the box against **Headnote** from caselaw options.
4. ✎ Click on the ▼ icon to the right of the field displaying **Priority**.
5. ✎ Click on the ▼ icon within the combo box to the right of **Must** field.
6. Choose the journal, if required.
7. ✎ Click **Search** to view caselaw containing the words “commissioner” and “tax”.

3.3 Subjectwise Search¹⁷

≡ Reports → Subjectwise

Alt+R+S+U or Ctrl+S

See Figure 22

Subjectwise search is a tool primarily used to search caselaw using broad subjects allotted to them by expert editors. From among thousands of subjects relevant to different branches of taxation and company law our expert editors decide, within a broad framework, the most suitable ones for a particular case ensuring consistency across volumes of decisions. For notifications and circulars a much simplified but similar exercise is followed. TLOL Suite™ 3.0 uses these to make searching effortless for its users. You may perform the search using the following options,

- Subjects
- Words and Phrases

3.3.1 Subjects

This search applies to: Caselaw, Notifications and Circulars.

Select whether you want to search under **Cases** or **Notifications** or **Circulars** by clicking the appropriate labels.

3.3.1.1 Cases

1. Choose the subject from the pull down menu cum “Easy-select” field under **Cases** in the “Query Panel”. By default **Cases** will be enabled.

If you require results from a different journal, select the appropriate journal tab (See “Journal Selection Tabs”) ¹⁸.

17. Copyright for this feature and all subjects rests with the Company Law Institute of India Pvt Ltd group.

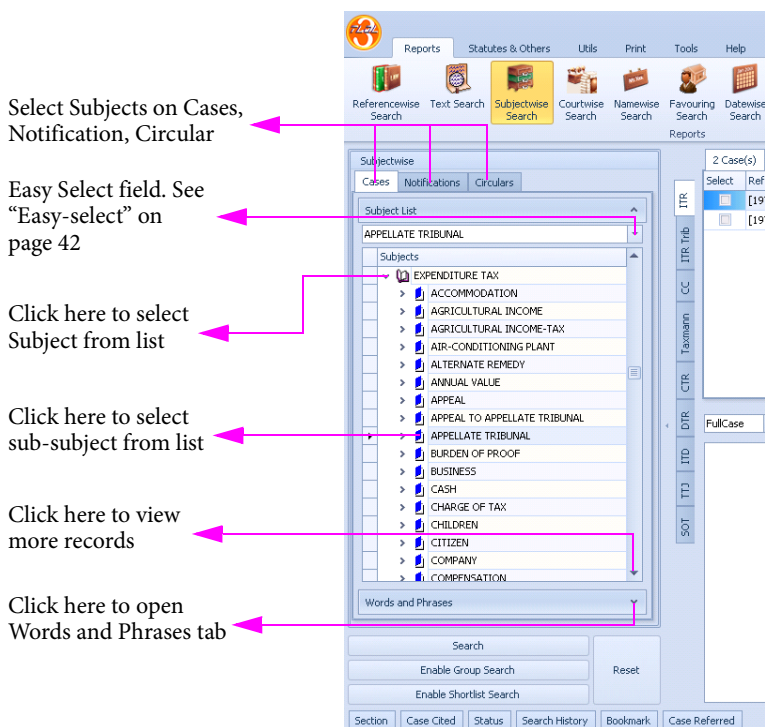


Figure 22: Query Panel: Subjectwise Search

- a. To view subjects that go with the selected subject, double click on the subject to open another level. You can drill down a number of levels.
2. Click Search to view the results under **Cases** in the “Results Panel”. (See “Results Panel”)

If no journal-tabs are selected, TLOL Suite™ 3.0 will first search on the journal mentioned in the top-most tab. You may also change journals tab after the search is complete on one, to start the same search on the next.

18.This search is functional only on journals published by Company Law Institute of India Pvt Ltd group.

3.3.1.2 Notifications

1. Click **Notifications** in the “Query Panel” to view the list of subjects.
2. Follow the steps given under “Cases” using the subjects under **Notifications**.

3.3.1.3 Circulars

1. Click **Circulars** in the “Query Panel” to view the list of subjects.
2. Follow the steps given under “Cases” using the subjects under **Circulars**.

3.3.2 Words and phrases

This search applies to: Caselaw.

You may also look up cases wherein the lexical definition or interpretation for a word or phrase has been given. See Figure 23.

1. Click **Words and Phrases** in the “Query Panel” to view the list of words and phrases.
2. Follow the steps given under “Cases” using the list under **Words and Phrases** instead of subjects.

Easy Select field. See
“Easy-select” on
page 42

List of Words
and Phrases

Click here to select
Words and Phrases

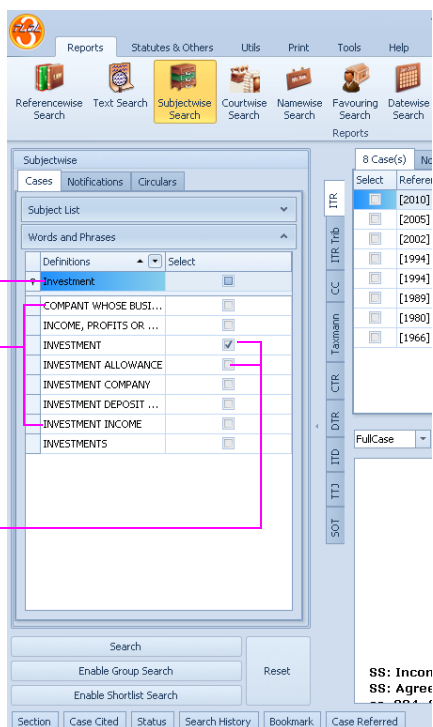


Figure 23: Query Panel: Words and phrases search

3.3.3 Tutorial *with video*:



3.3.3.1 To see cases on penalties imposed for delay in the filing of returns by unregistered firms:

You would need to do a query on the subjects: “Unregistered Firm”, “Return” and “Penalty”.

1. Choose “Unregistered firm” from the list of subjects displayed or type  U+n+r in the “Easy-select” and select the subject “Unregistered firm” from the shortened list of subjects.

The highlight will move to “Unregistered firm” in the subjects list.

2. Double  click on the subject name “Unregistered firm”.
3. A second level branches out under “Unregistered firm”. Select “Return” from that level and double  click on it.

4. In the third level that opens, select “Penalty”.
5. Choose the journal, if required.
6. ↗ Click Search to view cases referring to the subject “Unregistered firm”, “Return” and “Penalty” under **Cases** in the results panel.

3.3.3.2 To look up various definitions for the word “Actual Cost”:

1. ↗ Click **Words and Phrases** in the “Query Panel” to view the list of words and phrases.
2. Choose “Actual Cost” from the list displayed or type  **A+C+T+U** in the “Easy-select” and select “Actual Cost” from the top of the list.
3. Choose the journal, if required.
4. ↗ Click Search to view cases where the term “Actual Cost” has been interpreted.

3.4 Courtwise Search

≡ Reports → Courtwise

 Alt+R+C or  Ctrl+O

See Figure 24

This search applies to: Caselaw.

Courtwise Search is a tool used to search for cases held in specified court(s) or bench(es).

1. Choose the court name from the list displayed in the “Query Panel” or use “Easy-select” and select from the shortened list.

If you require results from a different journal, select the appropriate

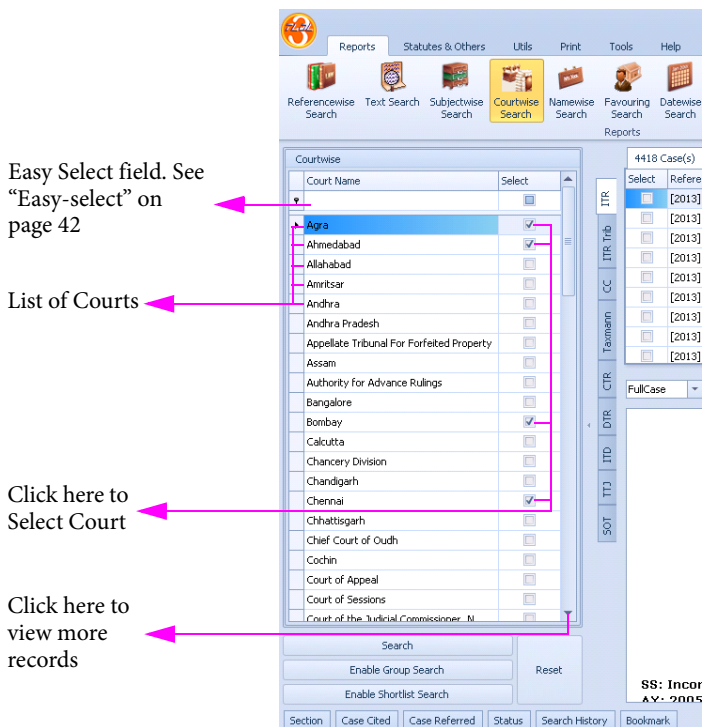


Figure 24: Query Panel: Courtwise Search

journal tab (See “Journal Selection Tabs”).

- a. If you want to select a single court, choose the required court name from the list displayed and proceed to step 2.
 - b. You can also select multiple court names by  checking as many names as you want from the displayed list (See “Multi-select”).
2.  Click Search to view results of all the cases held in the selected court(s) in the “Results Panel”. (See “Results Panel”)

If no journal-tabs are selected, TLOL Suite™ 3.0 will first search on the journal mentioned in the top-most tab. You may also change journals tab after the search is complete on one, to start the same search on the next.

3.4.1 Tutorial *with video*:



3.4.1.1 To see a list of cases under court “Assam”:

1. Choose “Assam” from the list of court names displayed, or type  **A+S+S** in the “Easy-select” and select the court name “Assam” from the shortened list.
2. Choose the journal, if required.
3. ↗ Click Search to view the list of cases held in “Assam” court.

3.5 Namewise Search

≡Reports→Namewise  Alt+R+N+A or  Ctrl+M

See Figure 25

Namewise Search is a tool to find caselaw/articles based on the names of Judges, counsels or authors. The following options are available:

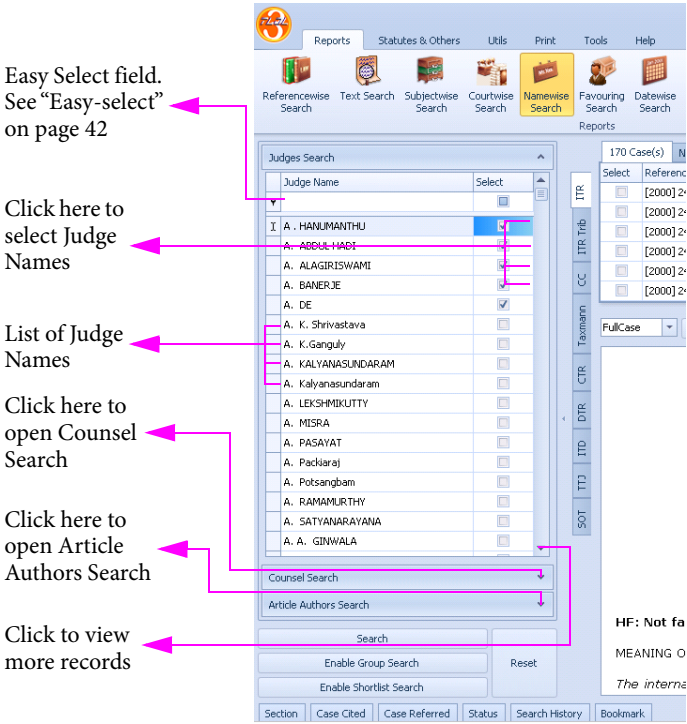


Figure 25: Query Panel: Namewise search: Judge Search

- Judges Search – Identify caselaw presided over by a specific judge(s).
- Counsel Search – Identify caselaw based on the counsel(s) appearing for them.
- Article Authors Search – Find article written by specific author(s).

Decide on the search appropriate to your needs and use the steps given under the respective search below to perform them.

3.5.1 Judges Search

This search applies to: Caselaw.

1. Click **Judges search** in the “Query Panel” to view the list of judge names. Choose the judge name from the list displayed or use “Easy-select” and select from the shortened list.

If you require results from a different journal, select the appropriate journal tab. (See “Journal Selection Tabs”).

- a. If you want to search using a single name proceed to step 2.
 - b. You can also select multiple names by checking as many names as you want from the displayed list. (See “Multi-select”).
2. Click **Search** to view the results in the “Results Panel”. (See “Results Panel”)

If no journal tabs are selected, TLOL Suite™ 3.0 will first search on the journal mentioned in the top-most tab. You may also change journals tab after the search is complete on one, to start the same search on the next.

3.5.1.1 Tutorial *with video*:



3.5.1.1.1 To find cases involving judge named “Arun Kumar”:

1. Choose “Arun Kumar” from the list of judge names displayed, or type  A+R+U in the “Easy-select” and select the judge name “Arun Kumar” from the shortened list of names containing the letters “aru”.
2. Choose the journal, if required.
3. Click Search to view the list of cases referring to judge “ARUN KUMAR”.

3.5.2 Counsel Search

This search applies to: Caselaw.

1. Click **Counsel search** in the “Query Panel” to view the list of counsel names.

2. Follow the steps given under “Judges Search” using counsel names instead of judge names.

3.5.2.1 Tutorial *with video*:



3.5.2.1.1 To find cases involving counsel named “Ananth Kumar”:

1. Choose “Ananth Kumar” from the list of counsel names displayed, or type  A+N+A in the “Easy-select” and select the counsel name “Ananth Kumar” from the shortened list.
2. Choose the journal, if required.
3. Click Search to view the list of cases referring to the counsel name “Ananth Kumar”.

3.5.3 Article Authors Search

This search applies to: Articles.

1. Click **Article Authors search**¹⁹ in the “Query Panel” to view the list of author names.
2. Follow the steps given under “Judges Search” using author names instead of judge names.

3.5.3.1 Tutorial *with video*:



3.5.3.1.1 To find articles authored by “Anil Jain”:

1. Choose “Anil Jain” from the list of author names displayed, or type **A+N+I** in the “Easy-select” and select the author name “Anil Jain” from the shortened list.
2. Choose the journal, if required.

19. This search is functional only on journals published by Company Law Institute of India Pvt Ltd group.

3. Click Search to view the list of articles referring to the author name “Anil Jain”.

3.6 Favouring Search

≡ Reports → Favouring

 Alt + R+F or  Ctrl+U

See Figure 26

This search applies to: Caselaw.

This tool allows you to search based on the party in whose favour the judgment was held, *i.e.* appellant, department, claimant *etc.* This feature is more effective when used in combination with another search under **Group-search** or as an additional option under **Shortlist**.

1. Choose from the list of favouring options displayed in the “Query Panel” or use “Easy-select” and select from the shortened list ²⁰.
 - a. If you want to select a single favouring option, choose the required one from the list displayed and proceed to step 2.
 - b. You can also select multiple favouring options by checking as many as you want from the displayed list. (See “Multi-select”).
2. Click Search to view the results in the “Results Panel”. (See “Results Panel”)

If no journal tabs are selected, TLOL Suite™ 3.0 will first search on the journal mentioned in the top-most tab. You may also change journals tab after the search is complete on one, to start the same search on the next.

20. This search is functional only on journals published by Company Law Institute of India Pvt Ltd group.

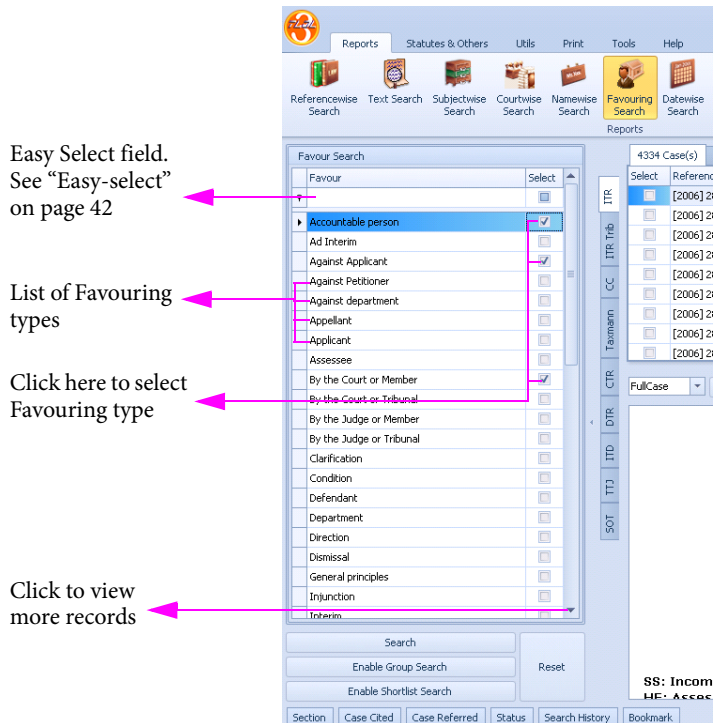


Figure 26: Query Panel: Favouring Search

3.6.1 Tutorial *with video*:



3.6.1.1 To see a list of cases in favour of “Appellant”:

1. Choose “Appellant” from the list of favouring options displayed or type  **A+P+P** in the “Easy-select” and select “Appellant” from the shortened list.
2. Choose the journal, if required.
3. ↗ Click Search to view the list of cases held favouring “Appellant”.

3.7 Datewise Search

≡Reports →Datewise  Alt+R+D or  Ctrl+D
See Figure 27

Datewise search is a tool used to find content within a range of dates. You may search using the following options:

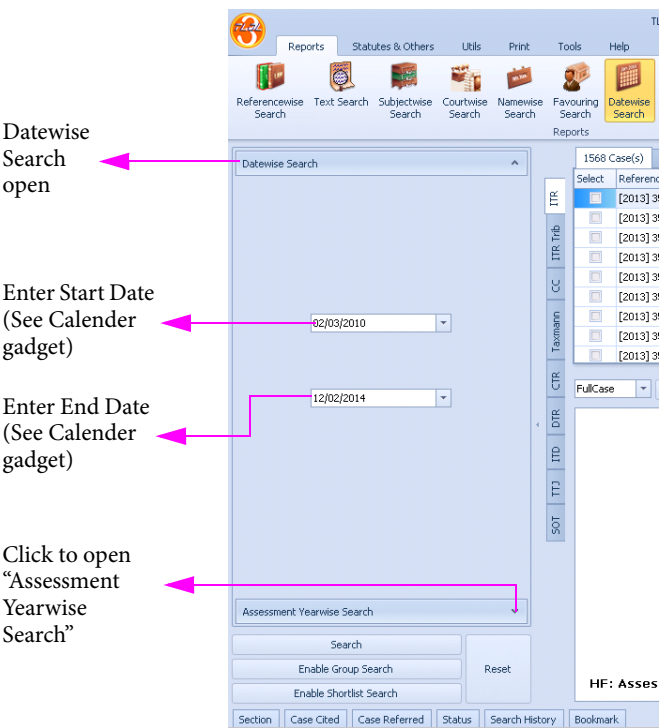


Figure 27: Query Panel: Datewise Search

- Datewise Search
- Assessment Yearwise Search

3.7.1 Datewise Search

This search applies to: Caselaw, Notifications and Circulars.

1. Click **Datewise search** if necessary, by default **Datewise search** will be open, in the “Query Panel” and select the lower limit of the date in “From date” field and the upper limit in the “To date” field using the calendar gadget provided.

If you require results from a different journal, select the appropriate journal tab. (See “Journal Selection Tabs”).

2. Click **Search** to view the results in the “Results Panel”. (See “Results Panel”)

If no journal tabs are selected, TLOL Suite™ 3.0 will first search on the journal mentioned in the top-most tab. You may also change journals tab after the search is complete on one, to start the same search on the next.

3.7.1.1 Tutorial *with video*:



3.7.1.1.1 To see a list of cases within the date range starting “18/1/2013” to “26/2/2013”:

1. Ensure “Datewise Search” is selected and open in the “Query Panel”.
2. Select “From Date” as “18/1/2013” and “To Date” as “26/2/2013”.
3. Choose the journal, if required.
4. Click Search to view the list of cases held within the selected date range in the “Results Panel”.

3.7.2 Assessment-yearwise Search

This search applies to: Caselaw.

Assessment-yearwise search is used to find the list of cases per-

taining to a particular assessment year or range of assessment years.

1. Click **Assessment Yearwise search** in the “Query Panel”.
2. Click within the field displaying the greyed **Year From** label and select the starting year from the pull down list or enter it in the same field (1972 will mean the assessment year 1972-1973).
3. Click within the field displaying the greyed **Year To** label and select the starting year from the pull down list or enter it in the same field (1973 will mean the assessment year 1973-1974).

If you require results from a different journal, select the appropriate journal tab. (See “Journal Selection Tabs”).

4. Click **Search** to view the results in the “Results Panel”. (See “Results Panel”)

3.7.2.1 Using the Calendar Gadget

The calendar gadget simplifies the selection of dates without errors using a point and click interface. See Figure 28 .

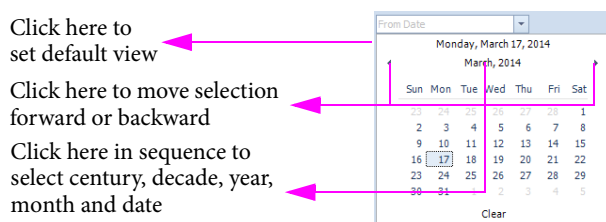


Figure 28: Query Panel: Calendar Gadget

1. Click twice on the second line from the top mentioning the month and year to see a list of years. (± 5 years from the current year). To go back or forward further click thrice on the same line and use the left and right arrows displayed. Select the required year from the list displayed by clicking on it. The calendar gadget will change to show a list of months in the selected year.

2. ↗ Click on the required month to choose it. The calendar gadget will change to show a list of dates in the selected month.
3. ↗ Click on the required date to choose it.

3.7.2.2 Tutorial *with video*:



3.7.2.2.1 To see a list of cases dealing with assessment year starting “1989-90” to assessment year “1999-2000”:.:

1. Ensure “Assessment-yearwise Search” is selected and open in the “Query Panel”.
2. Select the “Year From” as “1989” and the “Year To” as “1999”.
3. Choose the journal, if required.
4. ↗ Click Search to view the list of cases dealing with required assess-

ment years in the “Results Panel”.

3.8 Judicially Noticed Search

≡ Reports → Judicially Noticed  Alt+R+J or  Ctrl+J

See Figure 29

This search applies to: Caselaw.

Judicially Noticed search is a tool which allows user to search for caselaw that have been judicially noticed. *Affirmed, over-ruled, distinguished, followed* cases fall under this category. This search feature is primarily useful as part of a “Group Search” or as an additional parameter for “Shortlist Search”.

1. Select one from the list of judicially-noticed entries displayed in the “Query Panel” or use “Easy-select” and select from the shortened list.

If you require results from a different journal, select the appropriate journal tab (See “Journal Selection Tabs”).²¹

- a. If you want to select a single entry proceed to step 2.
 - b. You can also select multiple entries, by  checking as many items as you want from the displayed list (See “Multi-select”).
2.  Click Search to view results in the “Results Panel”. (See “Results Panel”)

If no journal tabs are selected, TLOL Suite™ 3.0 will first search on the journal mentioned in the top-most tab. You may also change journals tab after the search is complete on one, to start the same search on the next.

21. This search is functional only on journals published by Company Law Institute of India Pvt Ltd group.

Easy Select field.
See “Easy-select”
on page 42

Click here to
select item

List of items

Click to view
more records

The screenshot shows the 'Judicially Noticed Search' interface. At the top, there's a menu bar with 'Reports', 'Statutes & Others', 'Utils', 'Print', 'Tools', and 'Help'. Below this is a row of search icons: Referencewise Search, Text Search, Subjectwise Search, Courtwise Search, Namewise Search, Favouring Search, and Datewise Search. The main panel is titled 'Judicially Noticed Search' and contains a table with a 'Select' column. The table lists various legal terms, some of which are already selected (checked). Annotations with pink arrows point to the 'Easy Select' field, a checkbox for 'approved', the list of items, and a link to view more records at the bottom.

Judicially Noticed	Select
I approved	☒
applied	☐
distinguished	☐
followed	☒
affirmed	☒
not followed	☐
decided	☐
followed	☒
dissented from	☐
affirmed in	☐
reversed	☐
commented upon	☐
relied on	☐
explained	☐
overruled	☐
considered	☐
disapproved	☐
doubted	☐
not approved	☐
distinguishable	☐
varied	☐

Search
Enable Group Search
Enable Shortlist Search
Reset

Section Case Cited Case Referred Status Search History Bookmark

HF: Asse

Figure 29: Query Panel: Judicially Noticed Search

3.8.1 Tutorial *with video*:



3.8.1.1 To see a list of cases that were “Affirmed”:

1. Choose “Affirmed” from the list displayed or type  A+f+f in the “Easy-select” and select the entry “Affirmed” from the shortened list.
2. Choose the journal, if required.
3.  Click Search to view the list of cases that were “Affirmed”.

3.9 Sectionwise Search

≡ Reports → Sectionwise

 Alt+R+S+E or  Ctrl+E

See Figure 30

This search applies to: Caselaw, Notifications and Circulars.

Sectionwise search is a tool used to find cases that explicitly refers to a section of an act.

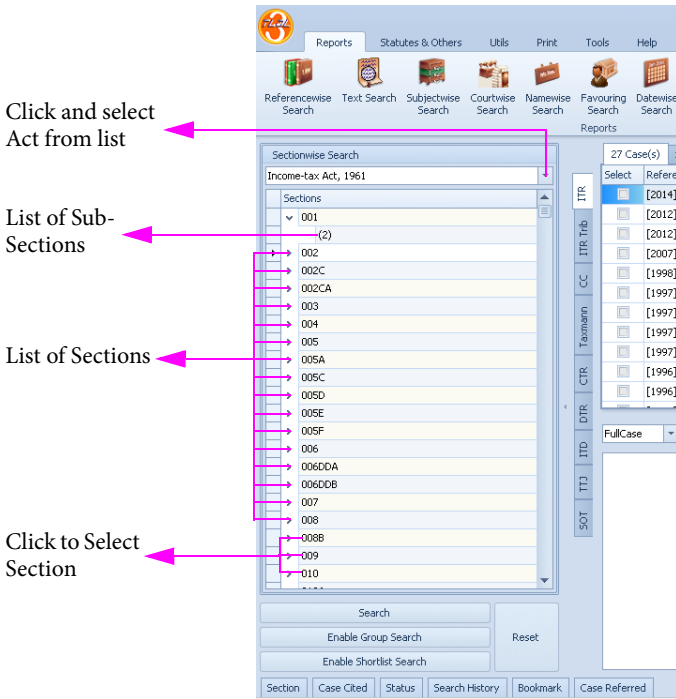


Figure 30: Query Panel: Sectionwise Search

1. Select the Act from the pull down menu cum “Easy-select” field in the “Query Panel”. A list of available sections will appear in the column below. If you want to search by section, click the required section and proceed to step 4. If you require sub-section wise results, proceed to step 2.

If you require results from a different journal, select the appropriate journal tab (See “Journal Selection Tabs”).²²

22. This search is functional only on journals published by Company Law Institute of India Pvt Ltd group.

2. Double ⌘click on the section number or ⌘click on the > icon against the section number to view the list of sub-sections.
3. ⌘Click on the required sub-section from the list.
4. ⌘Click Search to view results in the “Results Panel”. (See “Results Panel”)

If no journal tabs are selected, TLOL Suite™ 3.0 will first search on the journal mentioned in the top-most tab. You may also change journals tab after the search is complete on one, to start the same search on the next.

3.9.1 Tutorial *with video*:



3.9.1.1 To see a list of cases referring to section “80” of the “Income Tax Act” of any year:

1. Choose “Income Tax Act 1961” from the pull down menu.

2. Click on the > icon against section “080” from the list.
3. Choose the journal, if required.
4. Click Search to view the list of cases referring to section “080” in the “Results Panel”.

3.10 Titlewise Search

≡ Reports → Titlewise

 Alt+R+T+I or  Ctrl+I

See Figure 31

Titlewise search is a tool to find caselaw and articles based on their titles. The following options are available,

- Cause Title – Search for names of appellant or respondent appearing in the title of the case.
- Notes Title – Search for words within the titles of editors notes for caselaw.
- Article Title – Search for words in the title of articles published.

Decide on the search appropriate to your needs and use the steps given under the respective heads below to perform them.

3.10.1 Cause Title Search

This search applies to: Caselaw.

This search is used to find case(s) by looking-up names of appellant, respondent if their position is known, or either party if their position is not known. If you are unsure of the name, a portion of the name can also be entered here.

Exact Match

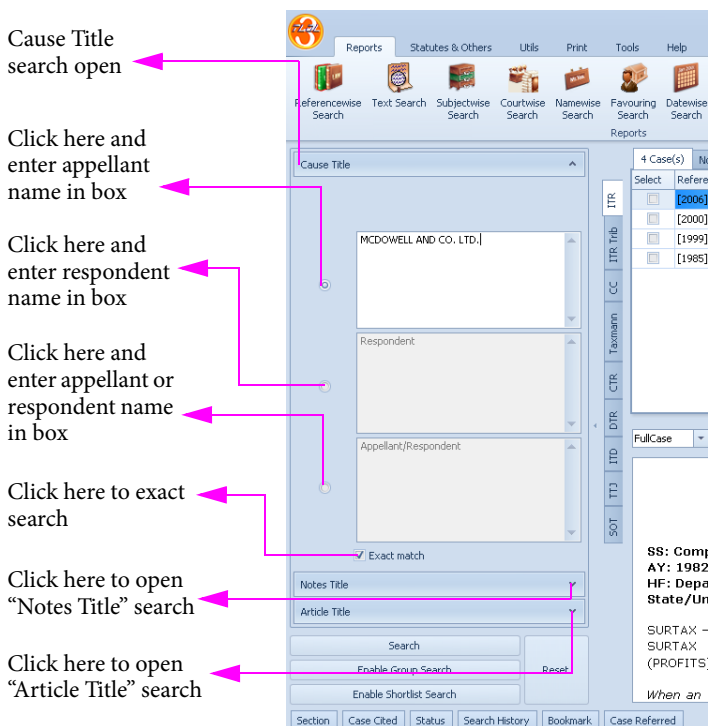


Figure 31: Query Panel: Titlewise Search: Cause Title

To search for the exact names, as entered, please check the box displayed against the label **Exact match**.

3.10.1.1 Using Appellant name

To find caselaw(s) using the name of the appellant:

1. Click **Cause Title** if necessary, by default **Cause title** will be open in the "Query Panel".
2. Enter the appellant name in the field displaying the greyed **Appellant** label. By default the appellant field will be enabled when you enter **Cause title** search for the first time. If the field is not enabled for text entry, click on the ☐ radio button to the left of the field.

- a. If you want to exactly match the words entered, please refer to “Exact Match”.
3. If you require results from a different journal, select the appropriate journal tab. (See “Journal Selection Tabs”).
4. Click Search to view the results in the “Results Panel”. (See “Results Panel”).

If no journal tabs are selected, TLOL Suite™ 3.0 will first search on the journal mentioned in the top-most tab. You may also change journals tab after the search is complete on one, to start the same search on the next.

3.10.1.2 Using Respondent name

To find caselaw(s) using the name of the respondent.

1. Enter the respondent name in the field displaying the greyed **Respondent** label after clicking the ☐ radio button to the left of that field.
 - a. If you want to exactly match the words entered, please refer to “Exact Match”.
2. If you require results from a different journal, select the appropriate journal tab. (See “Journal Selection Tabs”).
3. Click Search to view the results in the “Results Panel”. (See “Results Panel”).

If no journal tabs are selected, TLOL Suite™ 3.0 will first search on the journal mentioned in the top-most tab. You may also change journals tab after the search is complete on one, to start the same search on the next.

3.10.1.3 Using a name which could be either Appellant’s or Respondent’s

To find caselaw(s) using the name of party who could be either the appel-

lant or respondent:

1. Enter either the name of the party in the field displaying greyed **Appellant/Respondent** label by clicking the ☐ radio button to the left of that field.
 - a. If you want to exactly match the words entered, please refer to “Exact Match”.
2. If you require results from a different journal, select the appropriate journal tab. (See “Journal Selection Tabs”).
3. Click **Search** to view the results in the “Results Panel”. (See “Results Panel”).

If no journal tabs are selected, TLOL Suite™ 3.0 will first search on the journal mentioned in the top-most tab. You may also change journals tab after the search is complete on one, to start the same search on the next.

3.10.1.4 Tutorial *with video*:



3.10.1.4.1 To find case(s) containing appellant named “T.A.V. Trust”:

1. Enter “T.A.V. Trust” in the **Appellant** field. By default the radio button against the appellant field will be selected.
2. Choose the journal, if required.
3. ↗ Click Search to view the case(s) containing appellant name “T.A.V. Trust”.

3.10.2 Notes Title²³

This search applies to: Caselaw.

This search finds caselaw by looking up the titles of the editors notes to cases. See Figure 32 .

1. ↗ Click **Notes Title** in the “Query Panel”.
2. ↗ Click and enter the required text in the **Notes title** field.
3. ↗ Click Search to view the results in the “Results Panel”. (See “Results Panel”).

23. This search is functional only on journals published by Company Law Institute of India Pvt Ltd group.

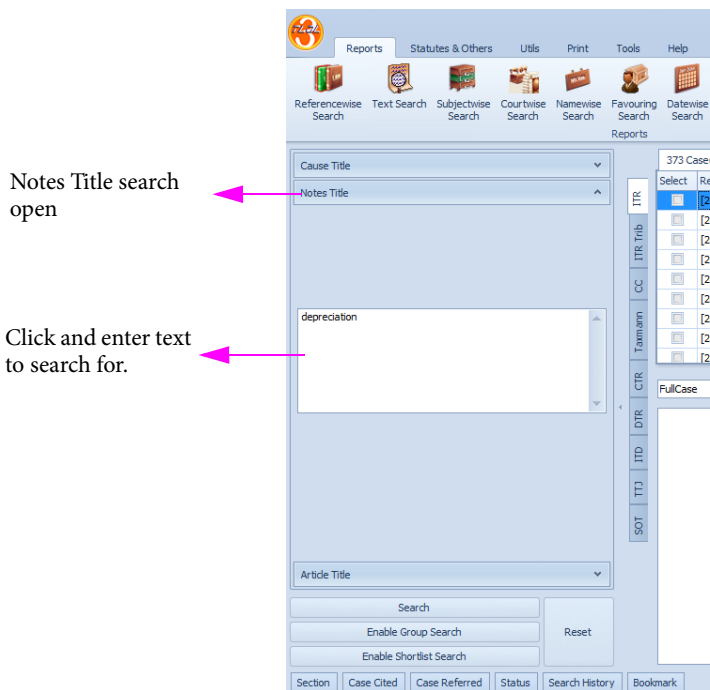


Figure 32: Query Panel: Titlewise Search: Notes Title

3.10.2.1 Tutorial *with video*:



3.10.2.1.1 To find caselaw(s) containing the word “Depreciation” in the title of the Editor’s Note:.

1. Enter “Depreciation” in the Notes Title field.
2. Choose the journal, if required.
3. ↗ Click Search to view the caselaw(s) corresponding to the given text.
4. ↗ Click the  icon displayed against the caselaw to view the notes referring to the given text in the pop-up window.

3.10.3 Article Title²⁴

This search applies to: Articles.

This search identifies article(s) by searching within the titles of articles published in different journals. See Figure 33 .

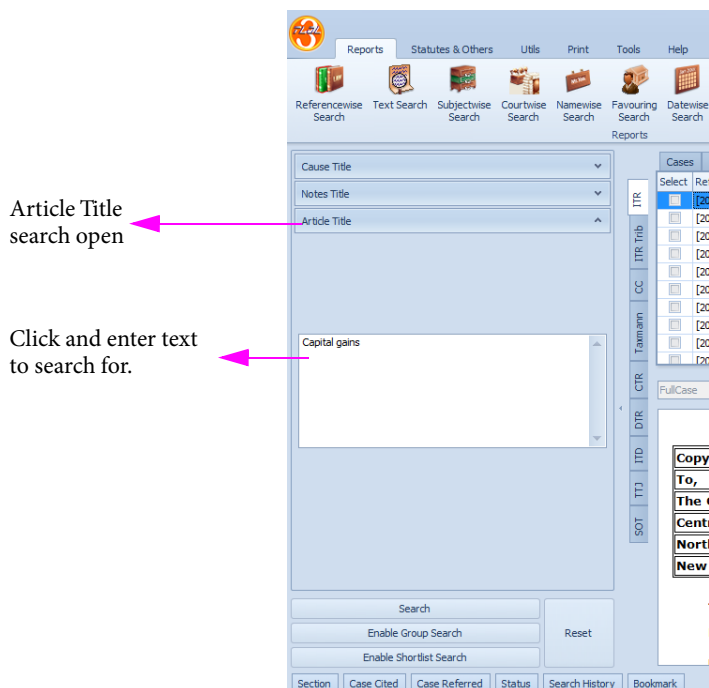


Figure 33: Query Panel: Titlewise Search: Article Title

1. Click Article Title in the “Query Panel”.
2. Click and enter the required text in the Article Title field.²³
3. Click Search to view the results in the “Results Panel”. (See “Results Panel”).

24. This search is functional only on journals published by Company Law Institute of India Pvt Ltd group.

3.10.3.1 Tutorial *with video*:



3.10.3.1.1 To find article(s) containing the word “Depreciation” in the title:.

1. Enter “Depreciation” in the Article Title field.
2. Choose the journal, if required.
3. Click Search to view article(s) with title containing “Depreciation” in the results panel.

3.11 Numberwise Search

≡ Reports → Numberwise

⌘ Alt+R+N+U or ⌘ Ctrl+N

See Figure 34

Numberwise search is a tool to find caselaw from its Case number, Notification and Circular using file numbers or notification and circular numbers. You may search using the following options,

- Cases
- Notifications
- Circulars

3.11.1 Cases

This search applies to: Caselaw.

This search is used to look up a case from its case number.

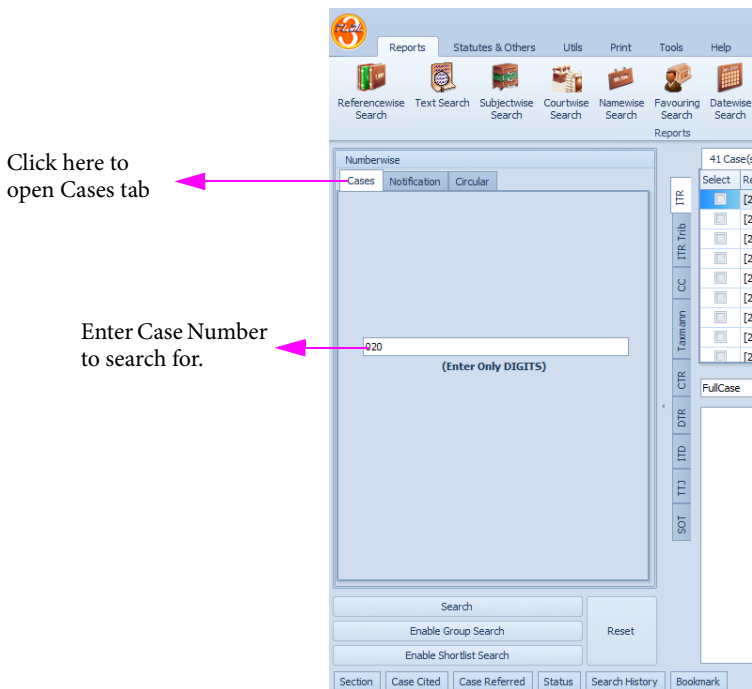


Figure 34: Query Panel: Numberwise Search: Case Number

1. Click and enter the case number in the field displaying greyed Enter

Case Number label. By default Cases will be open.

If you require results from a different journal, select the appropriate journal tab. (See “Journal Selection Tabs”).

2. Click Search to view the results in the “Results Panel”. (See “Results Panel”)

3.11.1.1 Tutorial *with video*:



3.11.1.1.1 To search for Caselaws with case number “242”:

1. Choose the journal, if required.
2. Enter “242” in the Case number field.
3. Click Search to view caselaw(s) with case number “242”.

3.11.2 Notifications

This search applies to: Notifications.

This search is used to look up a particular notification if its file number or notification number is known. See Figure 35.

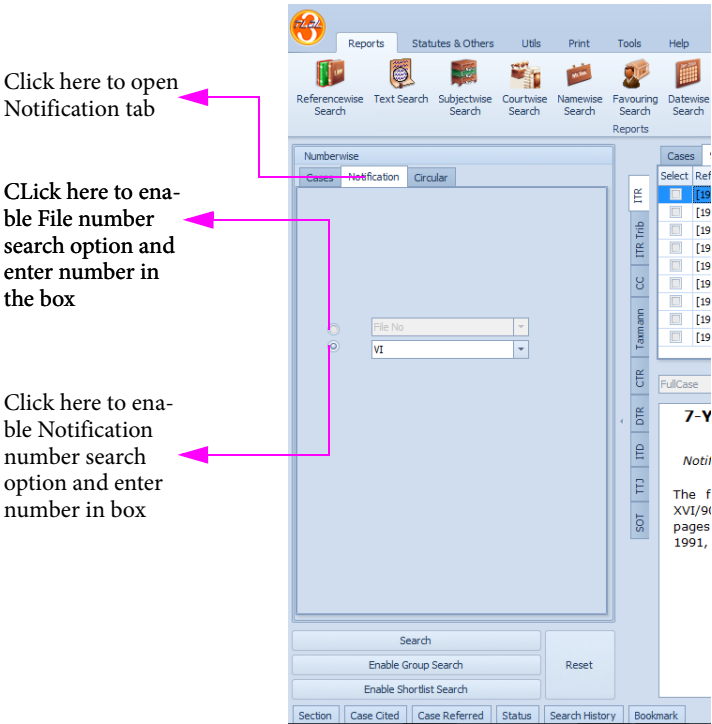


Figure 35: Query Panel: Numberwise Search: Notification number

1. Click **Notification** tab next to the **Cases** tab in the “Query Panel”.
 - a. If you want to search on file numbers, select the number from the pull down list by clicking on the ▼ icon to the right of the field displaying the greyed **File No** label or enter the number in the same field by clicking on the greyed **File No** label. By default the **File No** field will be enabled.
 - b. To search using notification numbers, click on the ☐ radio but-

ton to the left of the field displaying the greyed Notification No label to enable it.

- c. Enter the number in the same field by clicking on the greyed Notification No label or select the number from the pull down list by clicking on the ▼ icon to the right of the field displaying the greyed Notification No label

If you require results from a different journal, select the appropriate journal tab. (See “Journal Selection Tabs”)²⁵.

2. Click Search to view the results in the “Results Panel”. (See “Results Panel”)

3.11.2.1 Tutorial *with video*:



25. This search is functional only on journals published by Company Law Institute of India Pvt Ltd group.

3.11.2.1.1 To search for notification with file number “[No.80]”:

1. Choose the journal, if required.
2. Select “[No.80]” from the pull down list by clicking on the ▼ icon to the right of the field displaying the greyed File No label or enter the number in the same field.
3. Click Search to view the notification with file number “[No.80]”

3.11.3 Circulars

This search applies to: Circulars.

This search is used to look up a particular circular if its circular number or file number is known. See Figure 36.

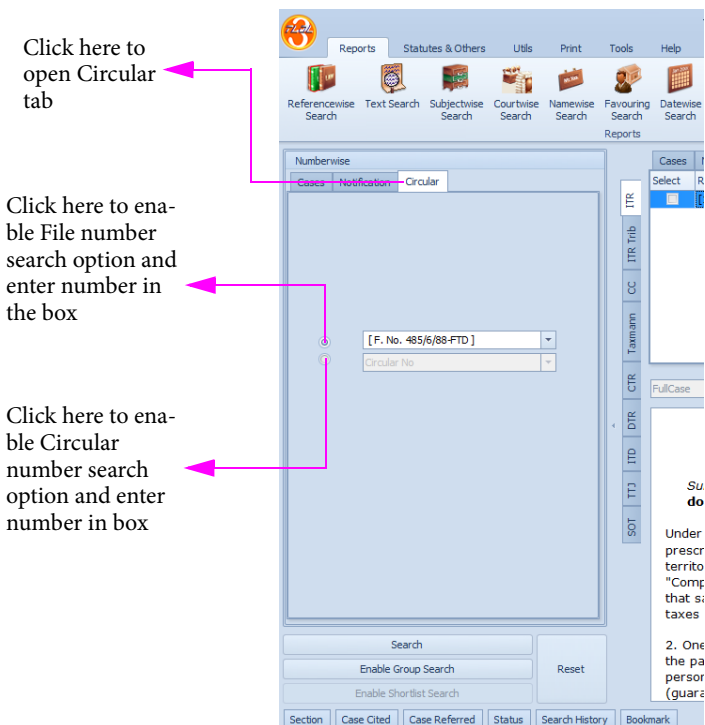


Figure 36: Query Panel: Numberwise Search: Circular number

1. Click the **Circular** tab next to the **Notification** tab in the “Query Panel”.
 - a. If you want to search on file numbers, select the number from the pull down list by clicking on the ▼ icon to the right of the field displaying the greyed **File no** label or enter the number in the same field by clicking on the greyed **File No** label. By default the **File No** field will be enabled.
 - b. To search using circular numbers, click on the ☐ radio button to the left of the field displaying the greyed **Circular No** label to enable it.
 - c. Enter the number in the same field by clicking on the greyed **Circular No** label or select the number from the pull down list by clicking on the ▼ icon to the right of the field displaying the greyed **Circular No** label.
2. Click Search to view the results in the “Results Panel”. (See “Results Panel”)

3.11.3.1 Tutorial *with video*:



3.11.3.1.1 To search for the circular with file number “F.No. 275/11/8MT(B)”:

1. Choose the journal, if required.
2. Select “[F.No. 275/11/8MT(B)]” by clicking on the ▼ icon to the right of the field displaying the greyed **File No** label or enter the number in the same field.
3. Click Search to view the circular with file number “[F.No. 275/11/8MT(B)]”.

Chapter 4

Searching under Statutes and Others

Topics Covered

“Acts”

“Rules”

“Schedules”

“Budget”

“Indian Tax Laws”

“Direct Tax Code”

“Finance Acts”

“Double Taxation Agreements”

For an overview of content available here please refer “Statutes and Others”.

4.1 Acts²⁶

≡ Statutes and others → Acts

⌘ Alt+S+A or ⌘ Ctrl+Q

See Figure 37

≡ Acts option allows users to browse or search sections of various Acts as they existed in a year. The following sub-options are available,

- Act Index – Browse the contents of the provided Acts.
- Text search – Search for words or phrase contained in the Acts.
- Section Compare – Identify differences in section text between two selected years.

26. In some Acts only sections that have a bearing on caselaw have been provided.

4.1.1 Act Index

Lists various Acts in alphabetical order. You can browse the Acts either Year-wise or Section-wise by clicking the appropriate tabs.

4.1.1.1 Sectionwise

Lists the sections and the years they were amended in corresponding to the act selected.

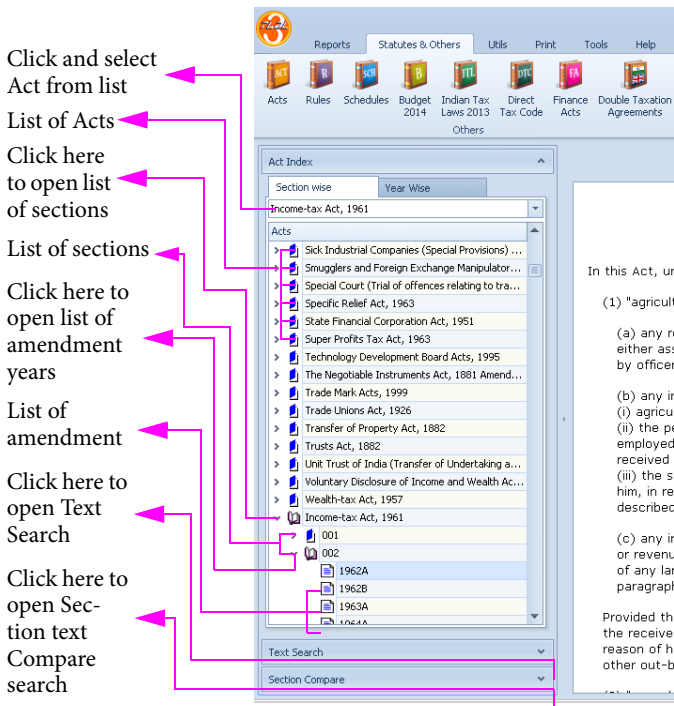


Figure 37: Query cum Results Panel: Acts: Sectionwise

1. Click **Sectionwise** in the “Query-cum-Results Panel”. (By default **Sectionwise** will be enabled).
2. Choose the Act from the pull-down menu cum “Easy-select” field. You may also type the first few characters of the Act name to make selec-

tion easier.

3. The selected Act will be highlighted.
4. Double ⌘ click on the Act name or ⌘ click on the ➤ icon against the Act name to view the list of sections.
5. Double ⌘ click the section or ⌘ click on the ➤ icon against the required section to view the list of year(s) the section was amended in.²⁷
6. ⌘ Click on the year to view the section text in the “Main Document Window”(See Figure 8).

4.1.1.2 Tutorial *with video*:



27. The letter “A” will be suffixed to the year for the first amendment made that year, the letter “B” for the second amendment made, if any, and so on.

4.1.1.2.1 To see section 123 in “Evidence Act, 1872” in the year 1999:.

1. Choose “Evidence Act, 1872” from the pull-down menu.
2. ↗ Click on the > icon against the “Evidence Act, 1872” to view the list of sections under the act.
3. ↗ Click on the > icon against section “123” to view the list of years.
4. ↗ Click on the year “1999” to view section 123.

4.1.1.3 Yearwise

Lists the years in which the Act was amended, followed by the sections in that Act. See Figure 38 .

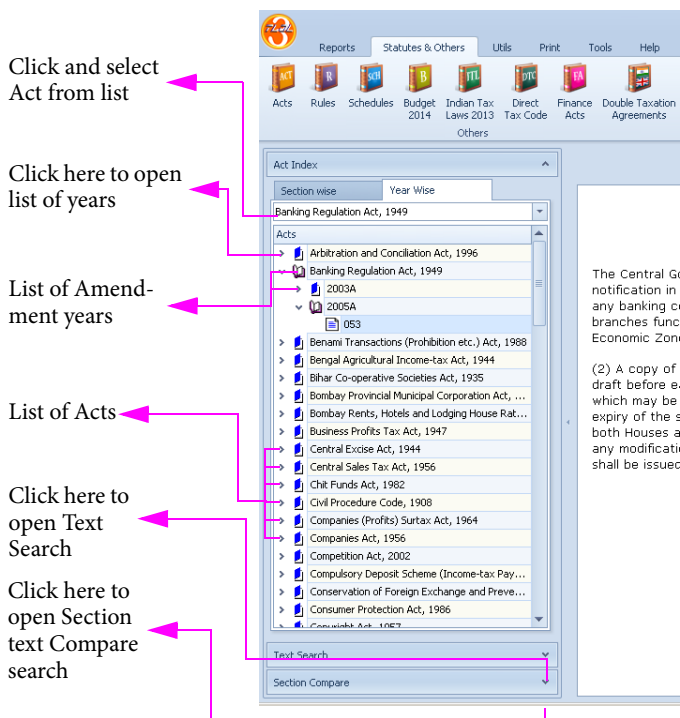


Figure 38: Query cum Results Panel: Acts: Yearwise

1. Click **Yearwise** in the “Query-cum-Results Panel”.
2. Choose the Act from the pull-down menu cum “Easy-select” field. You may also type the first few characters of the Act name to make selection easier
3. The selected Act will be highlighted.
4. Double click on the Act name or click on the > icon against the Act to view the list of amendment years.
5. Double click the required year or click on the > icon against the required year²⁸ to view the list of sections amended in that year.
6. Click on the section to view the content in the “Main Document Window” (See Figure 8)

28. The letter “A” will be suffixed to the year for the first amendment made that year, the letter “B” for the second amendment made, if any, and so on.

4.1.1.4 Tutorial *with video*:



4.1.1.4.1 To see section 30 of “Partnership Act, 1932” in the year 1999:.

1. Choose “Partnership Act, 1932” from the pull-down menu.
2. ✎ Click on the > against the “Partnership Act, 1932” to view the list of year(s).
3. ✎ Click on the > against the year “1999” to view the list of sections in it.
4. ✎ Click on the section 30 to view the content.

4.1.2 Text search

Searches the selected Act for the queried word(s). See Figure 39 .

1. ✎ Click **Text Search** in the “Query-cum-Results Panel”.

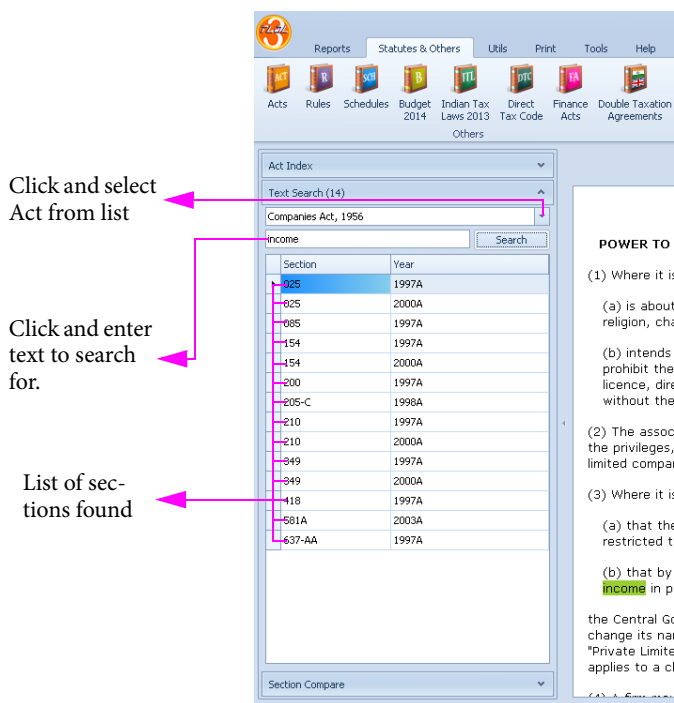


Figure 39: Query cum Results Panel: Acts: Text Search

2. Choose the Act from the pull-down menu cum “Easy-select” field displaying greyed **Acts** label.
3. Click and enter the text in the field displaying greyed **Enter text** label.
4. Click **Search** to view the results below in the “Results List Window” in the “Query-cum-Results Panel”. See Figure 8.
5. Click on any item in the results list to view content containing the queried word(s) in the “Main Document Window”. By default the first item in the list will be automatically selected.

4.1.2.1 Tutorial *with video*:



4.1.2.1.1 To search for the word “income” in “Companies Act, 1956”:

1. Choose “Companies Act, 1956” from the pull-down menu in the Acts field.
2. ↗ Click and enter “income” in the field displaying the greyed Enter text label.
3. ↗ Click Search. All the sections found will be displayed with the corresponding amendment years in the “Results List Window”.
4. Select section 85 corresponding to year “1997” from the results list to view the content.

4.1.3 Sections Compare

Identifies the difference(s) in sections between two separate years. See

Figure 47 .

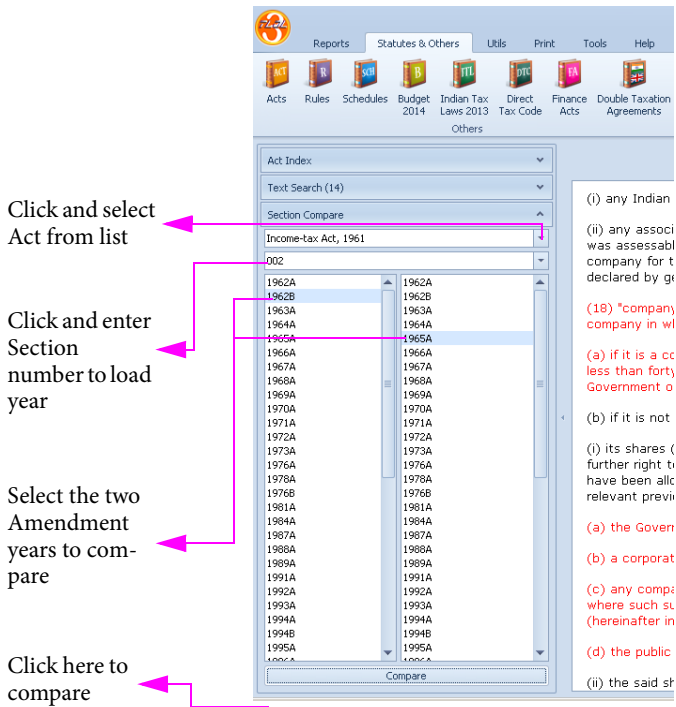


Figure 40: Query cum Results Panel: Sections Compare

1. Click **Sections Compare** in the “Query-cum-Results Panel”.
2. Choose the required Act from the pull-down menu cum “Easy-select” field displaying greyed **Acts** label.
3. Choose the required section from the pull-down menu cum “Easy-select” field displaying greyed **Sections** label.
4. The list of years will appear in two separate columns below.
5. Select the required year in the first column.
6. Select the year of comparison in the second column.

7. Click Compare to view the result in the “Main Document Window”. The difference(s), if any, will appear in red.

4.1.3.1 Tutorial *with video*:



4.1.3.1.1 To compare section 10 of the “Estate Duty Act, 1953” as amended between the years 1953 and 1965:.

1. Choose “Estate Duty Act, 1953” from the pull-down menu in the **Acts** field.
2. Choose “10” from the pull-down menu in the **Sections** field.
3. The list of years will appear in the two separate columns.
4. Select “1953” in the first column.
5. Select “1965” in the second column.

6. Click Compare to view the differences displayed in red in the “Main Document Window”.

4.2 Rules

≡ Statutes & Others → Rules

 Alt+S+R or  Ctrl+L

See Figure 41

≡ Rules option allows users to browse or search for rules or schemes as they existed in a year. The following sub-options are available,

- Rule Index – Browse the contents of the provided Rules or Schemes.
- Text search – Search for words or phrase contained in the Rules or Schemes.

4.2.1 Rules Index

Lists various Rules and schemes for viewing.

1. Click Rule Index in the “Query-cum-Results Panel”. (By default Rule Index will be open and enabled).
2. Choose the Rule name from the pull-down menu cum “Easy-select” field.
3. The selected Rule/Scheme name will be highlighted.
4. Double click on the Rule name or click on the > icon against the Rule name to view the list of rules.
5. Double click the required rule or click on the > icon against the required rule to view the list of year(s) the rule was amended in.
6. Click on the required year to view the content in the “Main Docu-

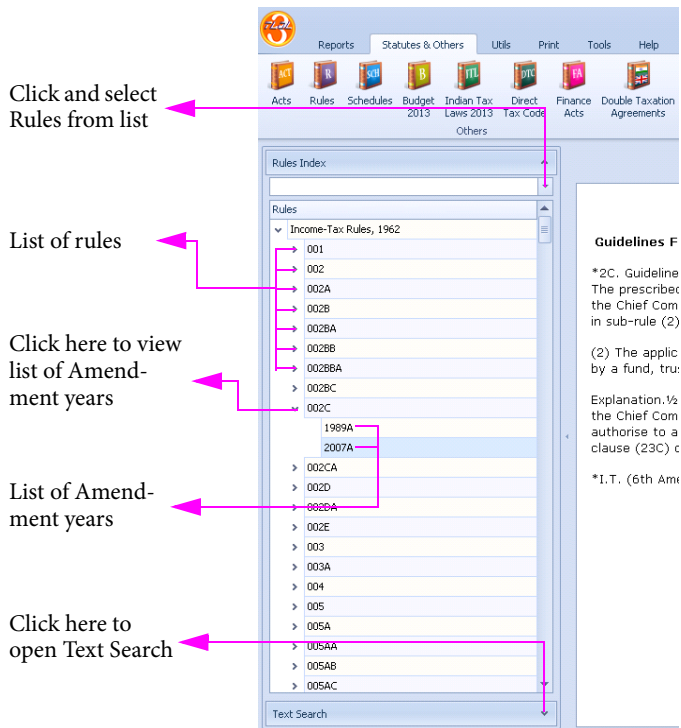


Figure 41: Query cum Results Panel: Rules: Rules Index

ment Window”. See Figure 8.

4.2.1.1 Tutorial *with video*:



4.2.1.1.1 To see rule 5 in “Gift Tax Rules, 1958” in the year “1963”:.:

1. Choose “Gift Tax Rules, 1958” from the pull-down menu.
2. ✎ Click on the > icon against the “Gift Tax Rules, 1958” to view list of rules.
3. ✎ Click on the > icon against rule “5” to view the list of years.
4. ✎ Click on the year “1963” to view rule “5”.

4.2.2 Text search

Searches the selected Rule for the queried word(s). See Figure 42.

1. ✎ Click **Text Search** in the “Query-cum-Results Panel”.

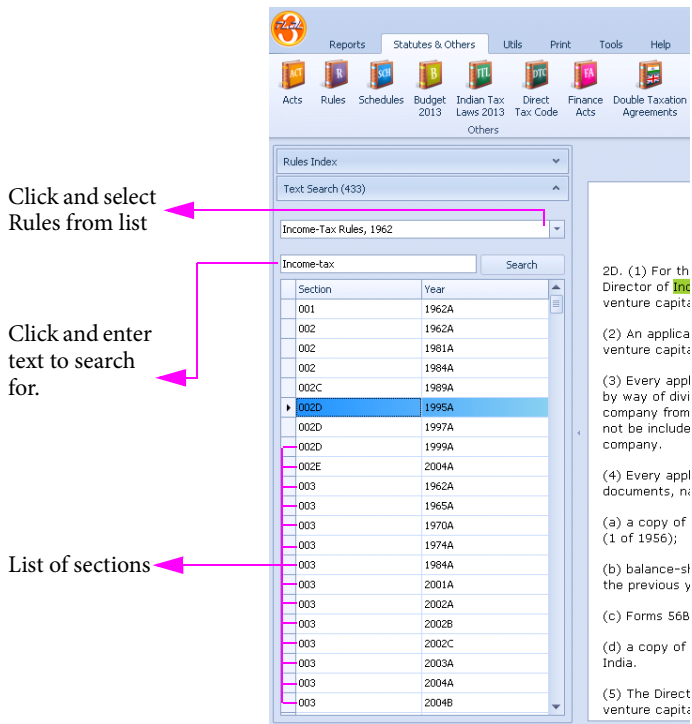


Figure 42: Query cum Results Panel: Rules: Text Search

2. Choose the Rule name from the pull-down menu cum “Easy-select” field displaying greyed Rules label.
3. ↗ Click and enter the text in the field displaying greyed Enter text label.
4. ↗ Click Search to view the results below in the “Results List Window” in the “Query-cum-Results Panel”. See Figure 8.
5. ↗ Click on any item in the Results List to view content containing the given word(s) in the “Main Document Window”. By default the first item in the list will be automatically selected.

4.2.2.1 Tutorial *with video*:



4.2.2.1.1 To search for the word “contributed” in “Income-Tax Rules, 1962”:

1. Choose “Income-Tax Rules, 1962” from the pull-down menu in the Rules field.
2. Click and enter “contributed” in the field displaying the greyed Enter text label.
3. Click Search. All the rules found will be displayed with the corresponding amendment years in the “Results List Window”.
4. Select the rule 67 corresponding to year “1994” from the Results List to view the content.

4.3 Schedules

≡ Statutes & Others → Schedules  Alt+S+S or  Ctrl+H

See Figure 43

≡ Schedules option allows users to browse or search rules of various schedules as they existed in a year. The following sub-options are available,

- Schedule Index – Browse the contents of the provided rules list.
- Text search – Search for words or phrase contained in the rules.

4.3.1 Schedules Index

Lists various rules for viewing.

1.  Click **Schedule Index** in the “Query-cum-Results Panel”. (By default **Schedule Index** will be open and enabled).
2. Choose the Act name from the pull-down menu cum “Easy-select” field.
3. The selected Act name will be highlighted.
4. Double  click on the Act name or  click on the > icon against the Act name to view the list of rules.
5. Double  click the required rule or  click on the > icon against the required rule to view the list of year(s) the rule was amended in.
6.  Click on the required year to view the content in the “Main Document Window”. See Figure 8.

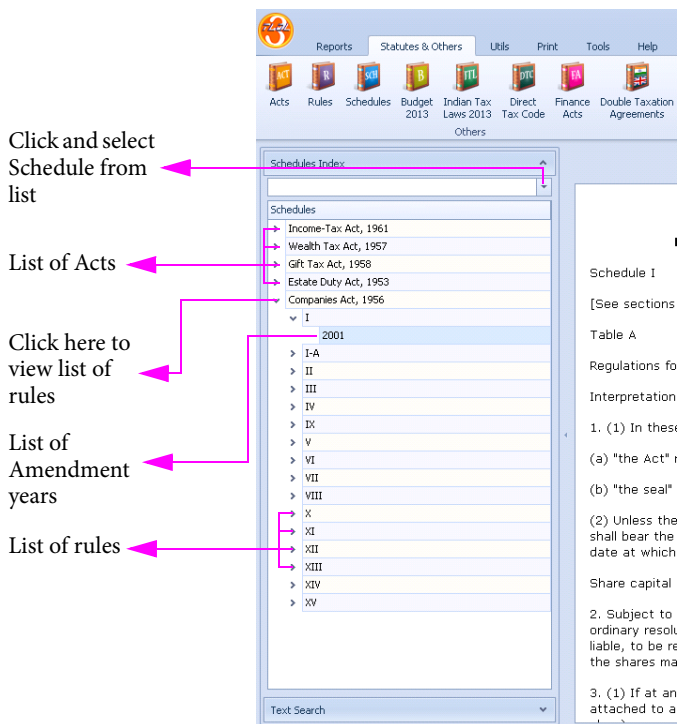


Figure 43: Query cum Results Panel: Schedules: Schedules Index

4.3.1.1 Tutorial *with video*:



4.3.1.1.1 To see rule “I” in “Wealth Tax Act, 1957” in the year “1999”:.:

1. Choose “Wealth Tax Act, 1957” from the pull-down menu.
2. ✎ Click on the > icon against the “Wealth Tax Act, 1957” to view list of rules.
3. ✎ Click on the > icon against rule “I” to view the list of years.
4. ✎ Click on the year “1999” to view rule “I”.

4.3.2 Text search

Searches the selected Rule for the queried word(s). See Figure 44

1. ✎ Click **Text Search** in the “Query-cum-Results Panel”.

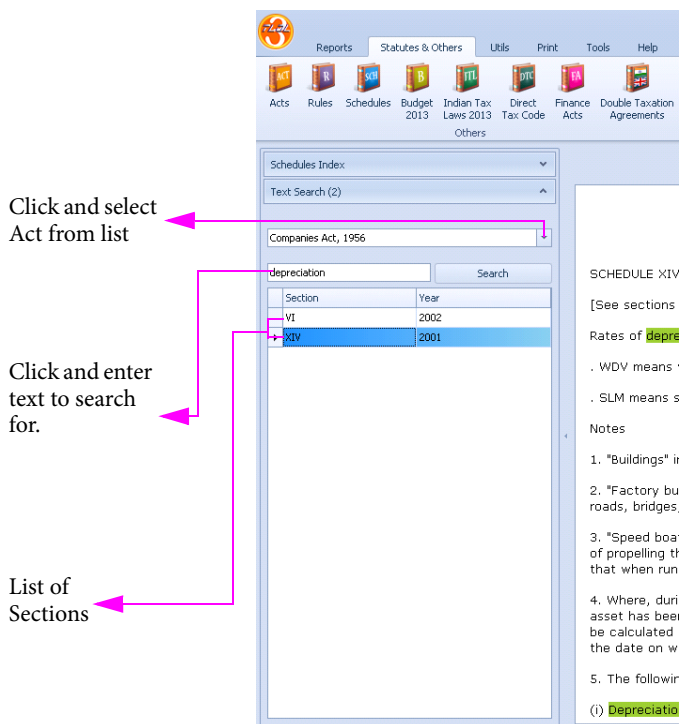


Figure 44: Query cum Results Panel: Schedules: Text Search

2. Choose the Act name from the pull-down menu cum “Easy-select” field displaying greyed Schedules label.
3. Click and enter the text in the field displaying greyed Enter text label.
4. Click Search to view the results below in the “Results List Window” in the “Query-cum-Results Panel”. See Figure 8.
5. Click on any item in the Results List to view content containing the given word(s) in the “Main Document Window”. By default the first item in the list will be automatically selected.

4.3.2.1 Tutorial *with video*:



4.3.2.1.1 To search for the word “assessment” in “Income-Tax Act, 1961”:

1. Choose “Income-Tax Act, 1961” from the pull-down menu in the Schedules field.
2. Click and enter “assessment” in the field displaying the greyed Enter text label.
3. Click Search. All the rules found will be displayed with the corresponding amendment years in the “Results List Window”.
4. Select rule “IV” corresponding to year “1971” from the results list to view the content.

4.4 Budget

≡ Statutes & Others → Budget
2014

⌘ Alt+S+B or ⌘ Ctrl+B

See Figure 45

This presents the current year's budget as presented by the Finance Minister of India. The speech and the bill are available for browsing and searching. The following sub-options are available,

- Budget Index – Browse the current year budget containing speech and the finance bill.
- Text search – Search for words or phrase contained in the budget.

4.4.1 Budget Index

This is an index to the current year's Budget of the honourable Finance Minister of India. You may view the speech or the bill.

1. Click Budget 2014 Index in the “Query-cum-Results Panel”. (By default Budget 2014 Index will be open and enabled).
2. Choose the appropriate item from the pull-down menu cum “Easy-select” field.
3. The selected item will be highlighted.
4. Double click on the required item or click on the > icon against the required item to view the content in the “Main Document Window”. See Figure 8.

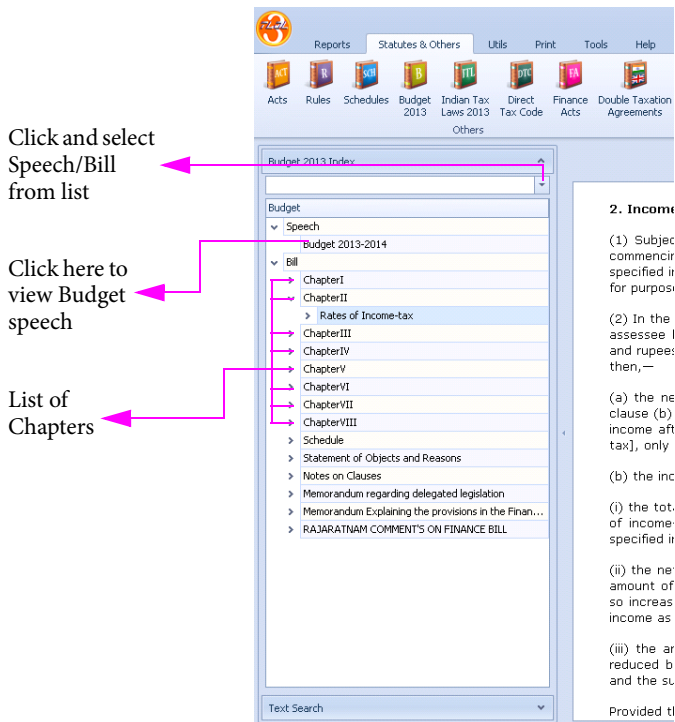


Figure 45: Query cum Results Panel: Budget 2014: Budget Index

4.4.1.1 Tutorial *with video*:



4.4.1.1.1 To see the current year budget speech:.

1. Choose “Speech” from the pull-down menu. The selected item will be highlighted.
2. ↗ Click on the > icon against “Speech”.
3. ↗ Click on “Budget Speech of Minister of Finance for 2014-2015” to view the speech.

4.4.2 Text search

Searches the selected item for the queried word(s). See Figure 46.

1. ↗ Click **Text Search** in the “Query-cum-Results Panel”.
2. ↗ Click and enter the text in the field displaying greyed **Enter text**

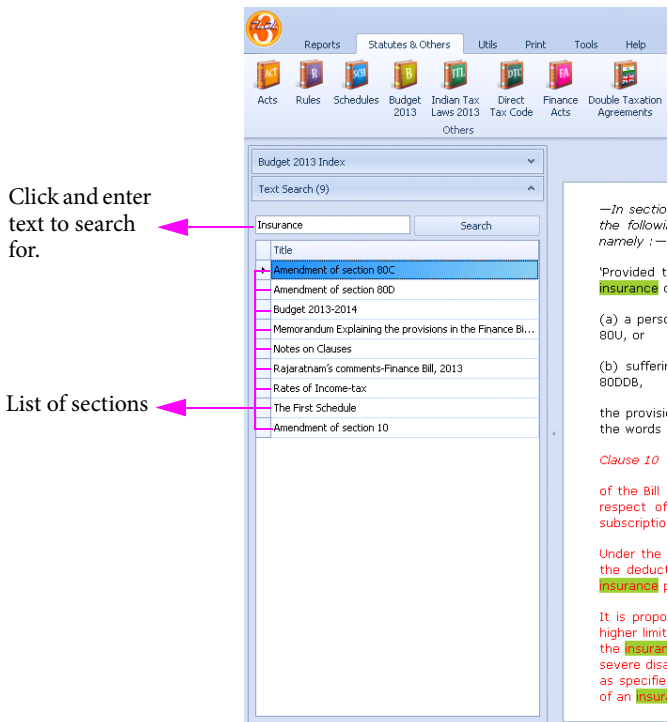


Figure 46: Query cum Results Panel: Budget 2014: Text Search

label.

3. Click Search to view the results below in the “Results List Window” in the “Query-cum-Results Panel”. See Figure 8.
4. Click on any item in the results list to view content containing the given word(s) in the “Main Document Window”. By default the first item in the list will be automatically selected.

4.4.2.1 Tutorial *with video*:



4.4.2.1.1 To search for the word “economy” in the budget:.

1. ↗ Click **Text Search** in the “Query-cum-Results Panel”.
2. ↗ Click and enter “economy” in the field displaying the greyed **Enter text** label.
3. ↗ Click **Search**. All the sections found will be displayed in the “Results List Window”.
4. Select “Insertion of new section 43CA” from the results list to view the content.

4.5 Indian Tax Laws²⁹

≡ Statutes & Others→Indian Tax Laws  Alt+S+I or  Ctrl+W

See Figure 47

The Indian Tax Laws, a premier publication from Company Law Institute of India Pvt Ltd since 1962, is available here with comprehensive notes to help users browse and search up to date information on direct tax laws. The following options are available,

- Indian Tax Laws Index – To browse or search sections of various acts.
- Text search – Search for words or phrase contained in the Indian Tax Laws.

4.5.1 Indian Tax Laws Index

Used to browse the content of the provided acts within Indian Tax Laws.

1. Click Indian Tax Laws 2013 Index in the “Query-cum-Results Panel”. (By default Indian Tax Laws Index will be open and enabled).
2. Choose the Act from the pull-down menu cum “Easy-select” field.
3. The selected Act will be highlighted.
4. Double click the Act or click on the > icon against the Act to view the list of Chapters under that Act.
5. Double click the required chapter or click on the > icon against the required chapter to view the list of sections.

²⁹.Copyright Company Law Institute of India Pvt Ltd

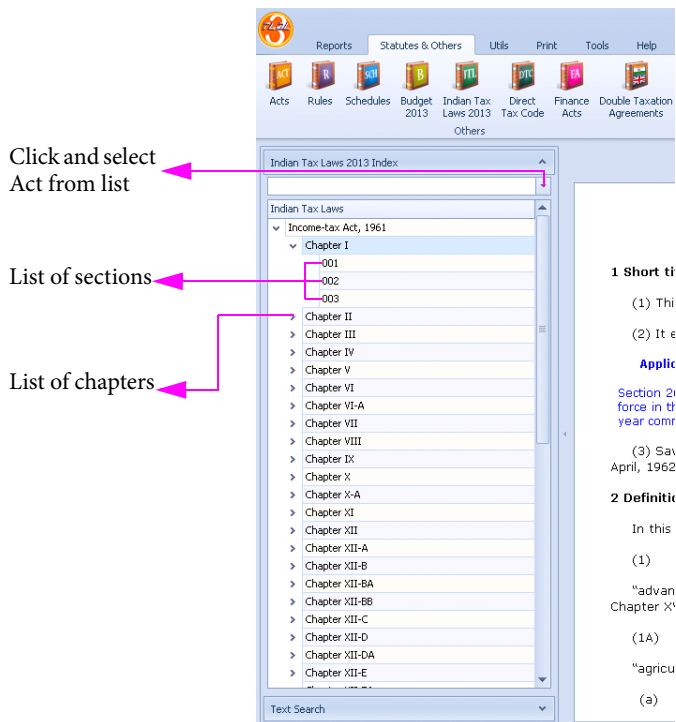


Figure 47: Query cum Results Panel: Indian Tax Laws 2013: Indian Tax Laws Index

6. Click on the required section to view the content in the “Main Document Window”. See Figure 8.

4.5.1.1 Tutorial *with video*:



4.5.1.1.1 To see the content referring to “Wealth Tax Act, 1957” under Chapter “I” of Section “2”:

1. Choose “Wealth Tax Act, 1957” from the pull down menu.
2. The selected Act name will be highlighted. ↖ Click on the > icon against “Wealth Tax Act, 1957” to view the list of Chapters.
3. ↖ Click on the > against “Chapter I” to view the list of sections.
4. ↖ Click on the section “2” to view the content of “Wealth Tax Act, 1957” under “Chapter I” in the “Main Document Window”.

4.5.2 Text search

Searches the selected Act for the queried word(s). See Figure 48.

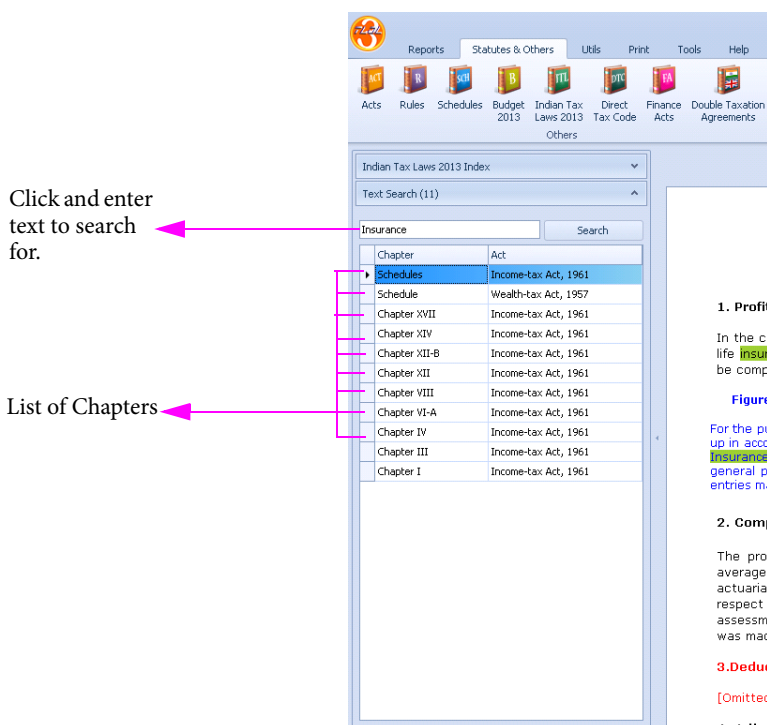


Figure 48: Query cum Results Panel: Indian Tax Laws 2013: Text Search

1. Click **Text Search** in the “Query-cum-Results Panel”.
2. Click and enter the text in the field displaying greyed **Enter text** label.
3. Click **Search** to view the results below in the “Results List Window” in the “Query-cum-Results Panel”. See Figure 8.
4. Click on any item in the results list to view the given word in the “Main Document Window”. By default the first item in the list will be automatically selected.

4.5.2.1 Tutorial *with video*:



4.5.2.1.1 To search for the word “agreement” in acts:.

1. ↗ Click **Text search** in the “Query-cum-Results Panel”.
2. ↗ Click and enter “agreement” in the field displaying the greyed **Enter text** field.
3. ↗ Click **Search**. All the chapters found will be displayed in the “Results List Window”.
4. Select the item “Chapter X” “Income-tax Act, 1961” from the results list to view the word “agreement” in the “Main Document Window”.

4.6 Direct Tax Code

≡ Statutes & Others → Direct Tax  Alt+S+D+I or  Ctrl+G
Code

See Figure 49

This is used to view the content of the Direct Taxes Code 2010. The following sub-options are available,

- Direct Tax Code Index – To view the contents regarding the direct taxes code.
- Text Search – Search for words or phrase contained in the direct tax code.

4.6.1 Direct Tax Code Index

Used to browse the content of the direct tax code chapterwise.

1.  Click Direct Tax Code Index in the “Query-cum-Results Panel”. (By default Direct Tax Code Index will be open and enabled).
2. Choose the chapter from the pull-down menu cum “Easy-select” field.
3. The selected chapter will be highlighted.
4. Double  click the chapter or  click on the > icon against the chapter to view the title of selected chapter.
5. Double  click the chapter’s title or  click on the > icon against the chapter’s title to view the list of sections of that chapter.
6.  Click on the required section to view the content in the “Main Document Window”. See Figure 8.

Click and select chapters from the list

List of Sections

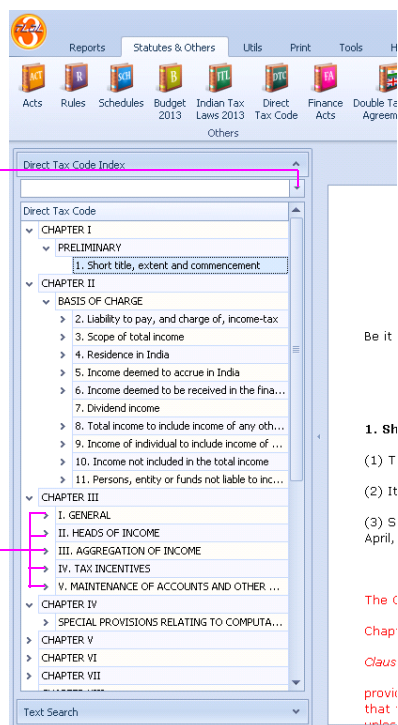


Figure 49: Query cum Results Panel: Direct Tax Code: Direct Tax Code Index

4.6.1.1 Tutorial *with video*:



4.6.1.1.1 To see the section titled “Modes of Investment” under “Chapter IV”:

1. Select “Chapter IV” from the pull-down menu. The selected chapter will be highlighted.
2. ↗ Click on the > icon against “Chapter IV” to view the title of the chapter.
3. ↗ Click on the > icon against “Special provisions relating to computation” to view list of sections.
4. ↗ Click on “Modes of investment” to view “Chapter IV”.

4.6.2 Text search

Searches the selected chapter for the queried word(s). See Figure 50

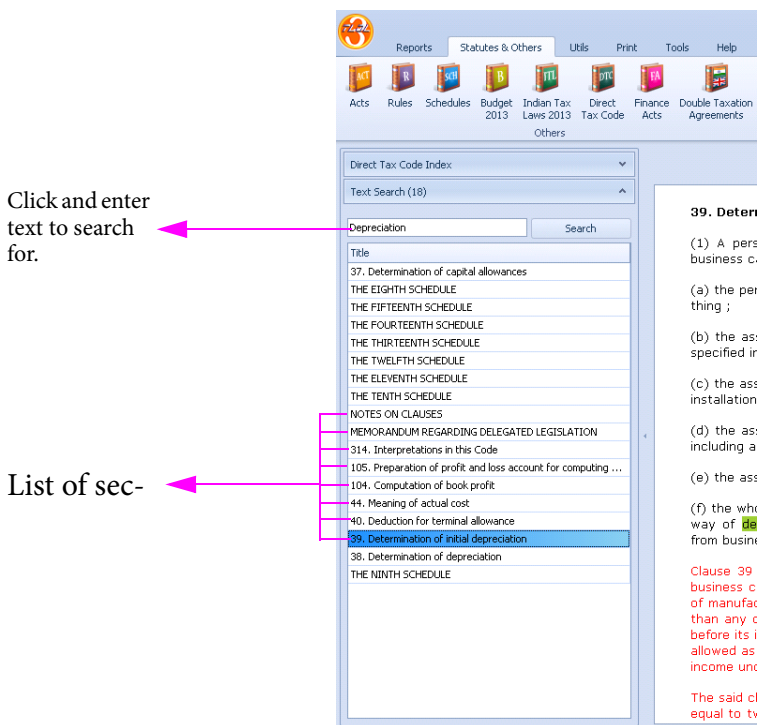


Figure 50: Query cum Results Panel: Direct Tax Code: Text Search

1. Click **Text Search** in the “Query-cum-Results Panel”.
2. Click and enter the text in the field displaying greyed **Enter text** label.
3. Click **Search** to view the results below in the “Results List Window” in the “Query-cum-Results Panel”. See Figure 8.
4. Click on any item in the results list to view the content containing the given word(s) in the “Main Document Window”. By default the first item in the list will be automatically selected.

4.6.2.1 Tutorial *with video*:



4.6.2.1.1 To search for the word “revaluation” in the content:.

1. ↗ Click **Text Search** in the “Query-cum-Results Panel”.
2. ↗ Click and enter “revaluation” in the field displaying the greyed **Enter text** field.
3. ↗ Click **Search**. All the sections found will be displayed in the “Results List Window”.
4. Select the section “Computation of book profit” from the results list to view the content.

4.7 Finance Acts

≡ Statutes & Others → Finance Acts  Alt+S+F or  Ctrl+Y

See Figure 51

Finance Acts module contains all the Finance Acts and related budget speech, bills and amendment acts since the year 1935.

4.7.1 Finance Act

To view the content of the finance Act of various years.

4.7.1.1 Index

Index is used to view the finance Act in any year using its ITR reference.

1.  Click **Finance Act** in the “Query-cum-Results Panel”. (By default **Finance Act** and **Index** will be open and enabled).
2. Choose the year of amendment of finance Act from the pull down menu cum “Easy-select” field .
3. The selected year will be highlighted.
4. Double  click the year or  click on the **>** against the year to view the act/acts amended in the selected year.
5. Double  click the act or  click on the **>** against the year to view the corresponding ITR reference.
6.  Click on the ITR reference displayed to view the content in the “Main Document Window”. See Figure 8.

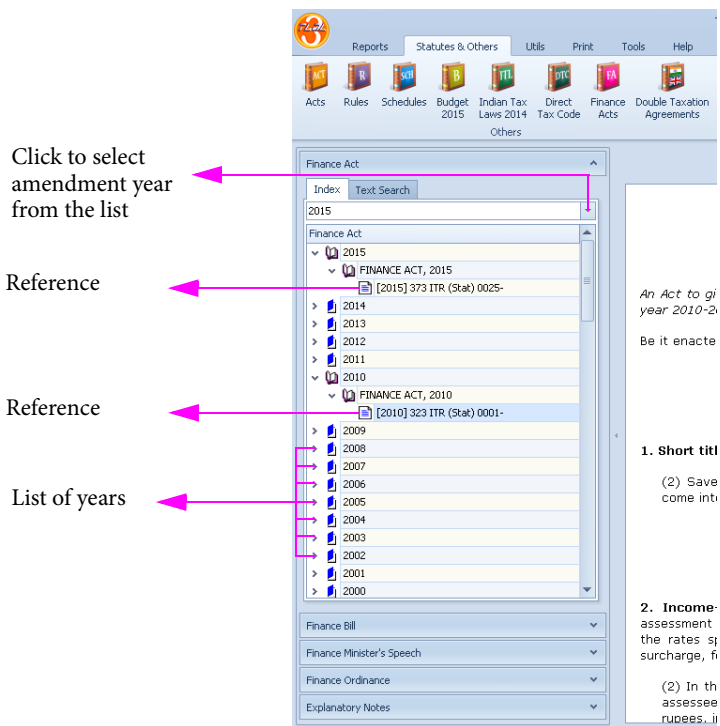


Figure 51: Query cum Results Panel: Finance Acts: Finance Act Index

4.7.1.2 Tutorial *with video*:



4.7.1.2.1 To see the Finance act in the year “1990”:

1. Select year “1990” from the pull down menu. The selected year will be highlighted.
2. ↗ Click on the > icon against “1990” to view the Act.
3. Select “Finance Act, 1990” from the list displayed.
4. ↗ Click on the > icon against “Finance Act, 1990” to view the corresponding ITR reference.
5. ↗ Click on the ITR reference “[1990] 184 ITR (stat) 0005” to view the “Finance Act, 1990”.

4.7.1.3 Text search

Searches the selected Act for the queried word(s). See Figure 52.

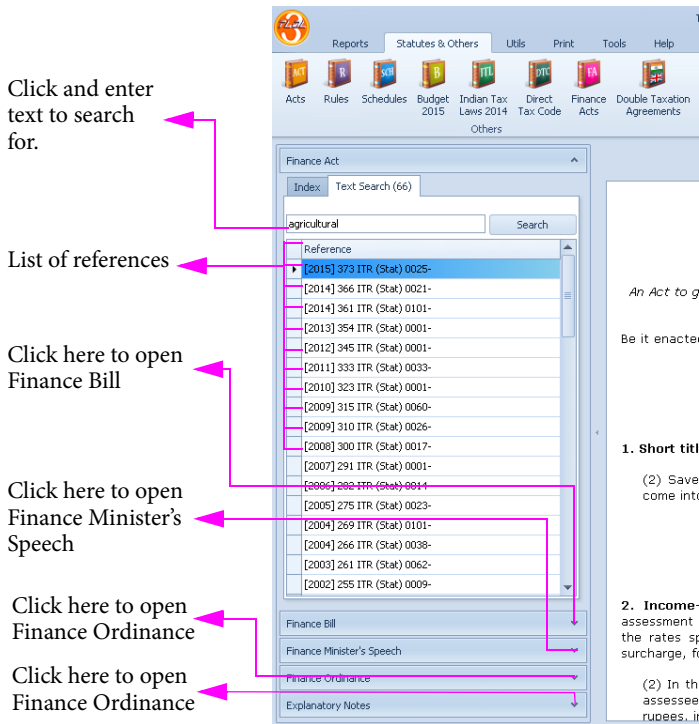


Figure 52: Query cum Results Panel: Finance Acts: Text Search

1. Click **Text Search** in the “Query-cum-Results Panel”.
2. Click and enter the text in the field displaying greyed **Enter text** label.
3. Click **Search** to view the results below in the “Results List Window” in the “Query-cum-Results Panel”. See Figure 8.
4. Click on any reference in the results list to view content containing the given word(s) in the “Main Document Window”. By default the first reference in the list will be automatically selected.

4.7.1.4 Tutorial *with video*:



4.7.1.4.1 To search for the word “resident” in the act:.

1. Click **Text Search** in the “Query-cum-Results Panel”.
2. Click and enter “resident” in the **Enter text** field.
3. Click **Search**. All the ITR references will be displayed in the “Results List Window”.
4. Select the reference “[2003] 261 ITR (stat) 62” from the results list to view its content.

4.7.2 Finance Bill

To view the Finance Bill in any year using its ITR reference. See Figure 53.

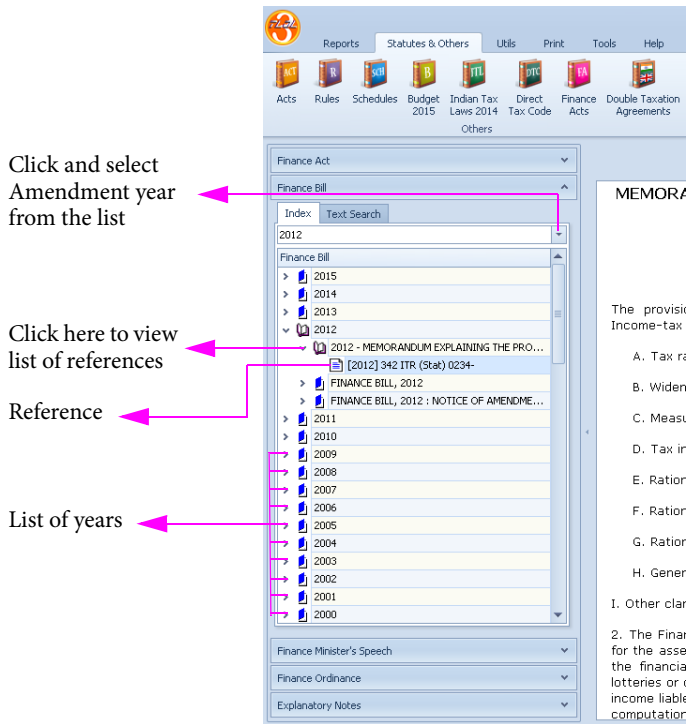


Figure 53: Query cum Results Panel: Finance Acts: Finance Bill Index

4.7.2.1 Index

1. Click Finance Bill in the “Query-cum-Results Panel” to view the years in which the Finance Bill was amended.. (By default Index will be open and enabled).
2. Follow the steps given under “Index” using Finance Bills instead of Finance Acts.

4.7.2.2 Tutorial *with video*:



4.7.2.2.1 To see the Finance bill in the year “2000”:

1. Select year “2000” from the pull-down menu. The selected year will be highlighted.
2. ✎ Click on the > icon against “2000” to view “Finance Bill, 2000”.
3. ✎ Click on the > icon against “Finance Bill, 2000” to view the corresponding ITR reference.
4. ✎ Click on the ITR reference “[2000] 242 ITR (stat) 33” to view the “Finance Bill, 2000”.

4.7.2.3 Text Search

Searches the selected Bill for the queried word(s). See Figure 54.

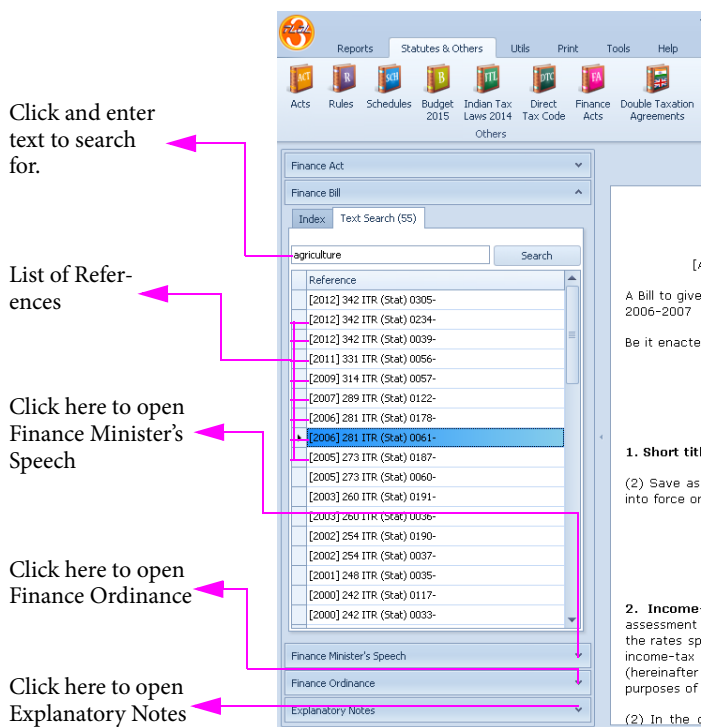


Figure 54: Query cum Results Panel: Finance Acts: Finance Bill Text Search

1. Click **Text Search** in the “Query-cum-Results Panel”.
2. Follow the steps given under “Text search”.

4.7.2.4 Tutorial *with video*:



4.7.2.4.1 To search for the word “agriculture” in the bill:.

1. Click **Text Search** in the “Query-cum-Results Panel”.
2. Click and enter “agriculture” in the **Enter text** field.
3. Click **Search**. All the ITR references will be displayed in the “Results List Window”.
4. Select the reference “[2001] 248 ITR (stat) 35” from the results list to view its content.

4.7.3 Finance Minister’s Speech

To view the budget speech presented by the honourable Finance Minister of India based on its ITR reference. See Figure 55.

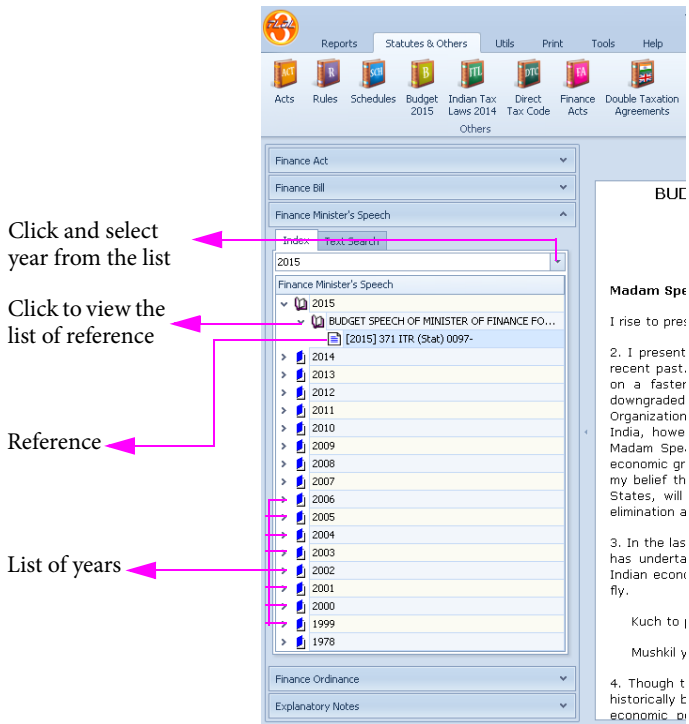


Figure 55: Query cum Results Panel: Finance Acts: Finance Minister Speech Index

4.7.3.1 Index

1. Click Finance Minister's Speech in the "Query-cum-Results Panel" to view the list of years containing the budget speech. (By default Index will be open and enabled).
2. Follow the steps given under "Index" using Budget Speech of Minister of Finance instead of Finance Acts.

4.7.3.2 Tutorial *with video*:



4.7.3.2.1 To view the budget speech of “Finance Minister” for the year “2005”:

1. Select “2005” from the pull-down menu. The selected item will be highlighted.
2. Click on the ➤ icon against “2005” to view the “Budget Speech of Minister of Finance for 2005-2006”.
3. Click on the ➤ icon against the “Budget Speech of Minister of Finance for 2005-2006” to view the corresponding ITR reference.
4. Click on the ITR reference “[2005] 273 ITR (stat) 0025” to view the budget Speech.

4.7.3.3 Text Search

Searches the selected Speech for the queried word(s). See Figure 56

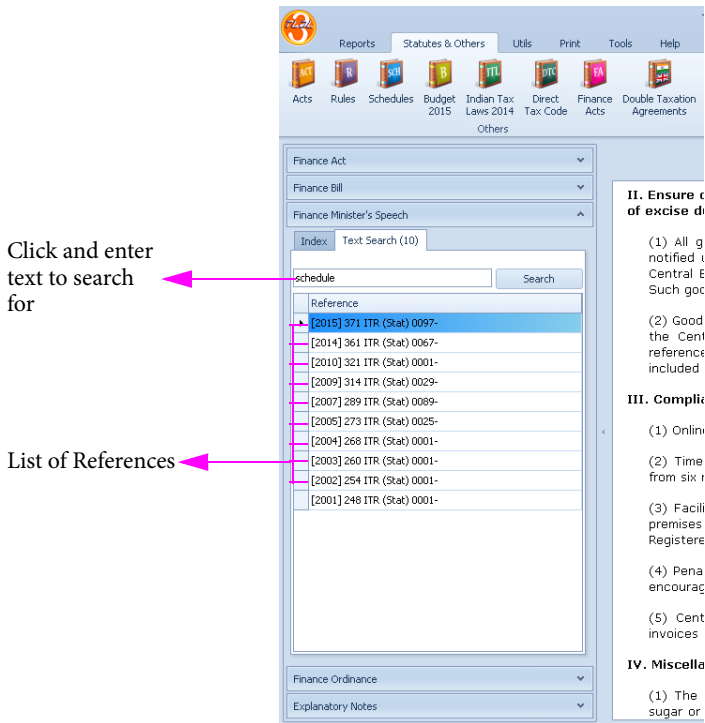


Figure 56: Query cum Results Panel: Finance Acts: Finance Minister Speech: Text Search

1. Click **Text Search** in the “Query-cum-Results Panel”.
2. Follow the steps given under “Text search”.

4.7.3.4 Tutorial *with video*:



4.7.3.4.1 To search for the word “mobilize” in the speech:.

1. Click **Text Search** in the “Query-cum-Results Panel”.
2. Click and enter “mobilize” in the **Enter text** field.
3. Click **Search**. All the ITR references will be displayed in the “Results List Window”.
4. Select the reference “[2005] 273 ITR (stat) 25” from the results list to view its content.

4.7.4 Finance Ordinance

To view the list of finance ordinances with its ITR reference. See Figure 57.

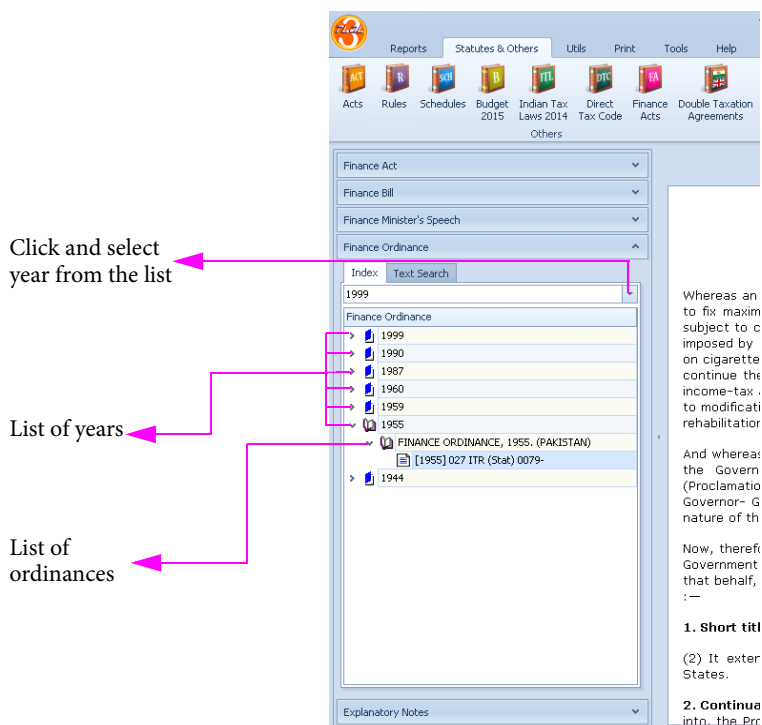


Figure 57: Query cum Results Panel: Finance Acts: Finance Ordinance Index

4.7.4.1 Index

1. Click Finance Ordinance in the “Query-cum-Results Panel” to view the list of years containing the ordinances passed.
2. Follow the steps given under “Index” using finance ordinances instead of finance acts.

4.7.4.2 Tutorial *with video*:



4.7.4.2.1 To see the Finance Ordinance in the year “1944”:

1. Select the year “1944” from the pull-down menu. The selected year will be highlighted.
2. ↗ Click on the > icon against “1944” to view “Finance (Amendment) Ordinance, 1944”.
3. ↗ Click on the > icon against “Finance (Amendment) Ordinance, 1944” to view the corresponding ITR reference.
4. ↗ Click on the ITR reference “[1944] 012 ITR (stat) 0039A” to view the “Finance (Amendment) Ordinance, 1944”.

4.7.4.3 Text Search

Searches the selected Ordinance for the queried word(s). See Figure 58.

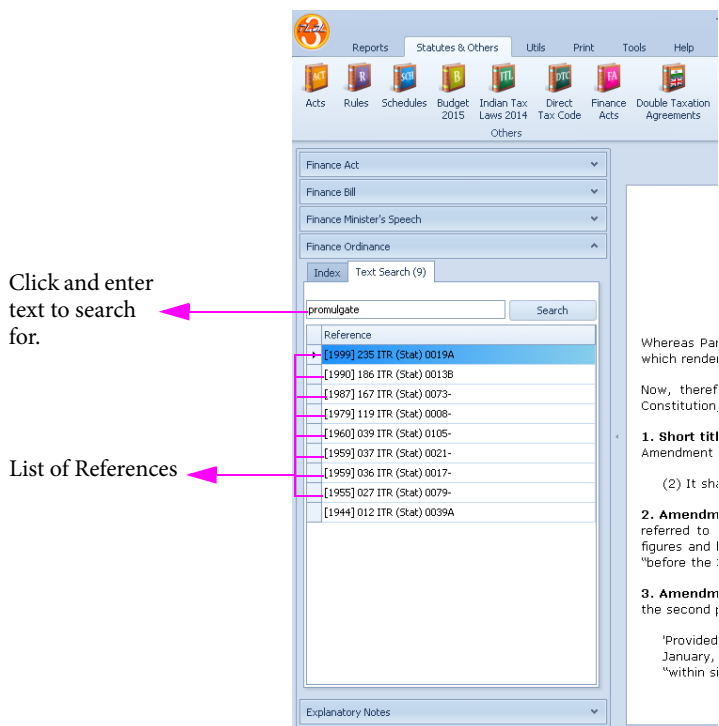


Figure 58: Query cum Results Panel: Finance Acts: Finance Ordinance Text Search

1. Click **Text Search** in the “Query-cum-Results Panel”.
2. Follow the steps given under “Text search”.

4.7.4.4 Tutorial *with video*:



4.7.4.4.1 To search for the word “promulgate” in the ordinance:.

1. ↗ Click **Text Search** in the “Query-cum-Results Panel”.
2. ↗ Click and enter “promulgate” in the **Enter text** field.
3. ↗ Click **Search**. All the ITR references will be displayed in the “Results List Window”.
4. Select the reference “[1987] 167 ITR (stat) 73” from the results list to view its content.

4.7.5 Explanatory Notes

To view the explanatory notes to the various finance acts using the corresponding ITR reference. See Figure 59.

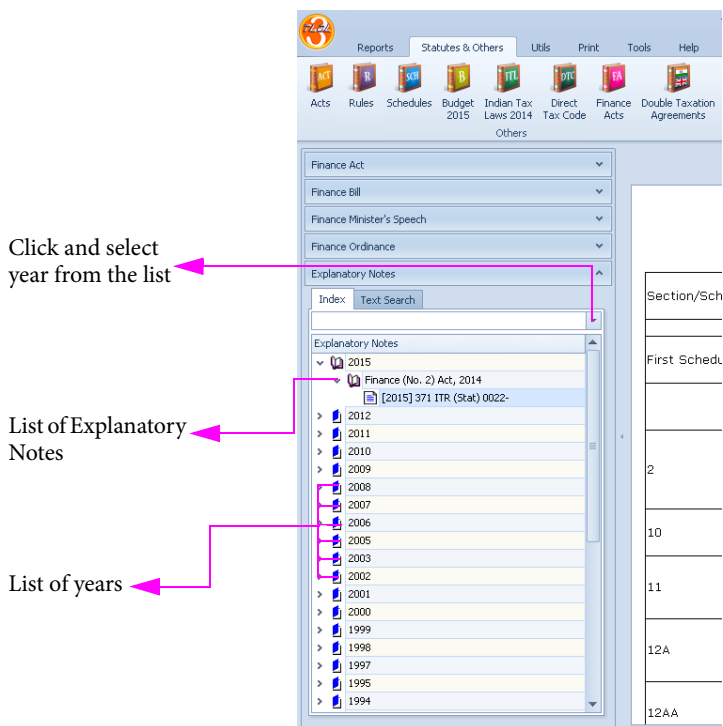


Figure 59: Query cum Results Panel: Finance Acts: Explanatory Notes

4.7.5.1 Index

1. Click **Explanatory Notes** in the “Query-cum-Results Panel”
2. Choose the year of amendment of finance act from the pull down menu cum “Easy-select” field.
3. The selected year will be highlighted.
4. Double click the year or click on the > against the year to view the act/acts amended in the selected year.
5. Double click the required act or click on the > against the act to view the corresponding ITR reference.

6. ↗ Click on the ITR reference displayed to view the contents in the “Main Document Window”. See Figure 8.

4.7.5.2 Tutorial *with video*:



4.7.5.2.1 To see the Explanatory Notes to the “Finance act, 1970”:.:

1. Select year “1971” from the pull down menu. The selected year will be highlighted.
2. ↗ Click on the ➤ icon against “1971” to view the act.
3. Select “Finance Act, 1970” from the list.
4. ↗ Click on the ➤ icon against “Finance Act, 1970” to view the corresponding ITR reference.
5. ↗ Click on the ITR reference “[1970] 079 ITR (stat) 0033” to view the explanatory notes to “Finance Act, 1970”.

4.7.5.3 Text search

Searches the selected notes for the queried word(s). See Figure 60 .

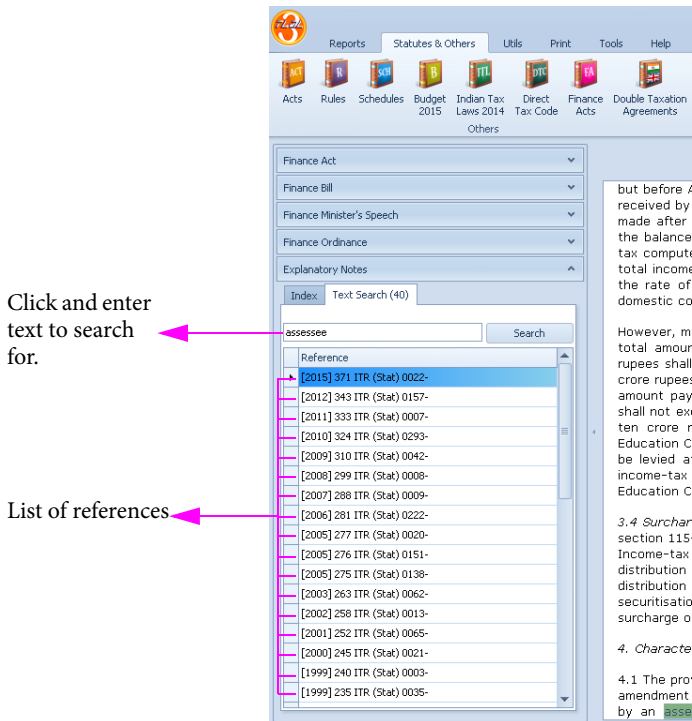


Figure 60: Query cum Results Panel: Explanatory Notes: Text Search

1. Click **Text Search** in the “Query-cum-Results Panel”.
2. Click and enter the text in the field displaying greyed **Enter text** label.
3. Click **Search** to view the results below in the “Results List Window” in the “Query-cum-Results Panel” See Figure 8.
4. Click on any reference in the results list to view content containing the given word(s) in the “Main Document Window”. By default the first reference in the list will be automatically selected.

4.7.5.4 Tutorial *with video*:



4.7.5.4.1 To search for the word “infrastructure” in the Explanatory Notes:.

1. Click **Text Search** in the “Query-cum-Results Panel”.
2. Click and enter “infrastructure” in the field displaying the greyed **Enter text** label.
3. Click **Search**. All the references containing the required words will be displayed in the “Results List Window”.
4. Select the reference “[2015] 371 ITR (stat) 0022” from the results list to view its contents.

4.8 Double Taxation Agreements

≡ Statutes & Others → Double
Taxation Agreements

⌘ Alt+S+D+O or ⌘ Ctrl+Z

See Figure 61

This module displays the double taxation agreements with various countries, amendment years (if any) and the ITR reference(s). The following options are available,

- Double Taxation Agreements Index – To view the agreement with a specific country and the year it was amended in.
- Text Search – Search for words or phrase contained in the agreement.

4.8.1 Double Taxation Agreements Index

This is used to view the agreement with a respective country and the year it was amended in (if any) with its ITR reference.

1. ⌘ Click **Double Taxation Agreements Index** in the “Query-cum-Results Panel”. (By default **Double Taxation Agreements Index** will be open and enabled).
2. Choose the country from the pull-down menu cum “Easy-select” field.
3. The selected country will be highlighted.
4. Double ⌘ click the country name or ⌘ click on the > icon against the country name to view the list of amendment year(s).
5. Double ⌘ click the required year or ⌘ click on the > icon against the required year to view the corresponding ITR reference(s).
6. ⌘ Click on the required ITR reference to view the agreement in the “Main Document Window”. See Figure 8.

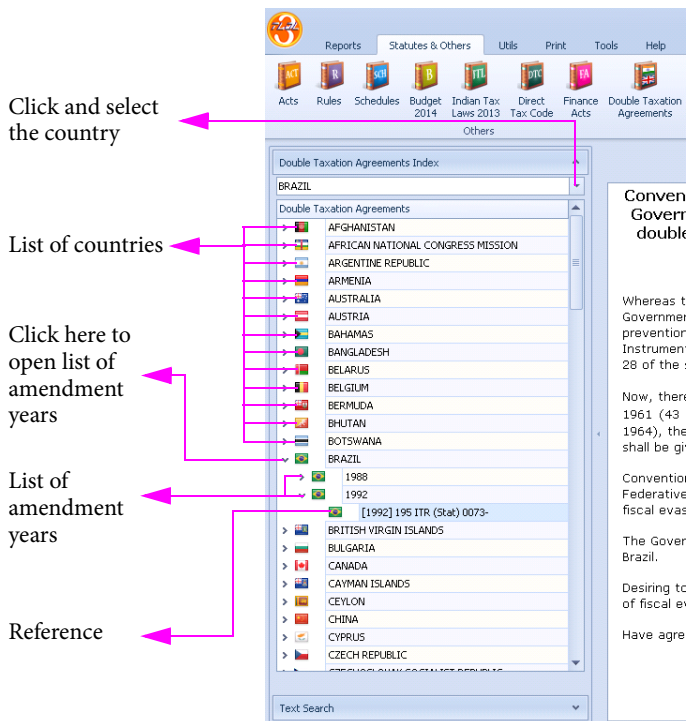


Figure 61: Query cum Results Panel: Double Taxation Agreements: Index

4.8.1.1 Tutorial *with video*:



4.8.1.1.1 To see the agreement(s) with “Brazil”:

1. Select “Brazil” from the pull-down menu. The selected country will be highlighted.
2. ↗ Click on the > icon against “Brazil” to view the list of amendment year(s).
3. ↗ Click on the > icon against the year “1988” to view the corresponding ITR reference.
4. ↗ Click on the ITR reference “[1988] 171 ITR (stat) 14” to view the agreement.

4.8.2 Text search

Searches the selected country for the queried word(s). See Figure 62 .

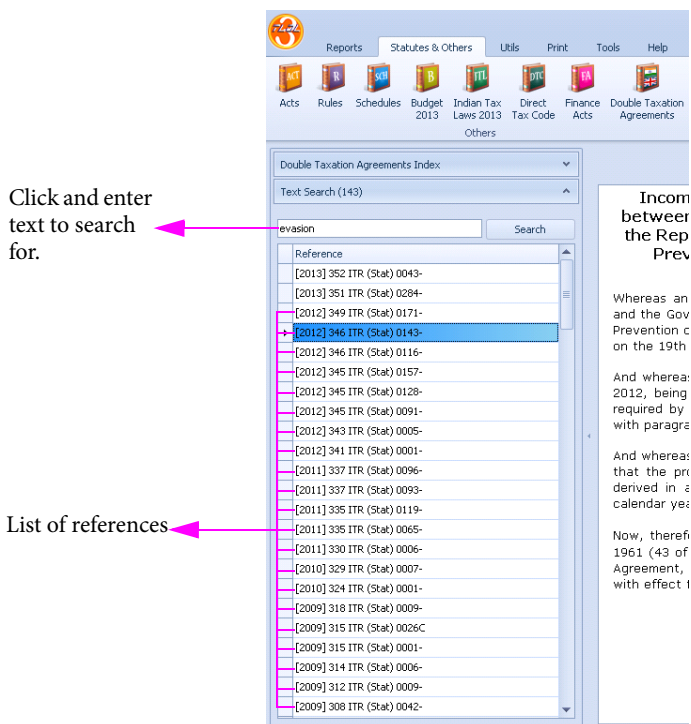


Figure 62: Query cum Results Panel: Double Taxation Agreements: Text Search

1. Click **Text Search** in the “Query-cum-Results Panel”.
2. Click and enter the text in the field displaying greyed **Enter text** label.
3. Click **Search** to view the results below in the “Results List Window” in the “Query-cum-Results Panel”. See Figure 8.
4. Click on any reference in the results list to view content containing the given word(s) in the “Main Document Window”. By default the first reference in the list will be automatically selected.

4.8.2.1 Tutorial *with video*:



4.8.2.1.1 To search for the word “evasion” in the agreement:.

1. ↗ Click **Text Search** in the “Query-cum-Results Panel”.
2. ↗ Click and enter “evasion” in the field displaying the greyed **Enter text** label.
3. ↗ Click **Search**. All the agreements will be displayed with the corresponding ITR reference(s) in the “Results List Window”.
4. Select the reference “[2009] 318 ITR (stat) 0009” from the results list to view the agreement.

Chapter 5

Other functions within TLOL Suite™ 3.0

Topics Covered

“Utils”	“Print”
“Tools”	“Help”

5.1 Utils³⁰

This option contains a number of additional utilities to help the tax practitioner, like statutory forms, calculators for tax, tds and capital gains.

5.1.1 Income Tax Forms

≡ Utils → Income Tax Forms  Alt+U+I or  F6

See Figure 63

More than 300 forms spread across assessment years are available at a mouse click. Moreover, every form has got expert guidance built-in to ensure mistakes are minimised.

30.The content available under this section will depend on the modules subscribed to.

The forms are in state-of-the-art Adobe's PDF format. In order to use this feature you should have installed the freely distributed Adobe™ Acrobat Reader™ 9.0 or higher. In case you do not have this, you may install it from TLOL Suite™ 3.0's DVD from the ACROREAD directory.

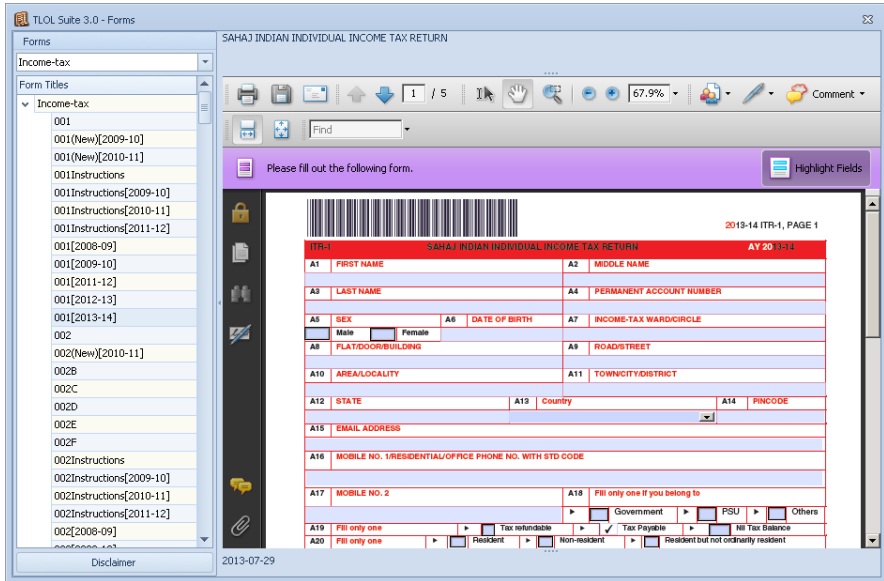


Figure 63: Income-tax Forms

1. Click on **≡ Utils** → **Income Tax Forms** to open the “TLOL Suite™ 3.0– Forms” interface.
2. Choose the Act name from the pull-down menu cum “Easy-select” field.
3. The selected Act will be highlighted.
4. Click on the **>** against the selected Act to view the list of form numbers.
5. Click on the required form number to view the form.

Save option is available only if you own a license for Adobe Acrobat. If you

require to save the form choose this  disk icon seen on top of the form window; in the dialogue box that comes up, enter the file name to save in. To restore a saved form choose **≡File→Open** and select the file to restore.

- It is recommended that, when filling forms your entry does not exceed the width and height of the input box provided on screen.

5.1.1.1 Tutorial *with video*:



5.1.2 Tax Calculator

≡ Utils→ Tax Calculator

 **Alt+U+T+A** or  **F7**

See Figure 64

Income Tax Calculator is used to compute the income tax to be paid by a assessee.

Computation will be based on the type of assessee and assessment year followed by the inputs from you. The following are common inputs required

- Type of Assessee
- Assessment Year
- Taxable Total Income

The screenshot shows the 'TLOL Suite 3.0 - Income-tax Calculator' window. It contains several input fields and calculated values. Annotations with arrows point to specific fields:

- Click and select type of Assessee from the list:** Points to the 'Type of Assessee*' dropdown menu, which is currently set to 'Local Authority'.
- Click and select assessment year from the list:** Points to the 'Assessment Year*' dropdown menu, which is currently set to '2011-12'.
- Click and enter total income:** Points to the 'Taxable Total Income*' input field, which contains the value '2000000'.
- Click reset to clear the fields:** Points to the 'Reset' button at the bottom of the window.
- Click calculate to compute the income-tax to be paid:** Points to the 'Calculate' button at the bottom of the window.

Other visible fields and values include:

- 'Status of Individual*': Select Status
- 'Normal Tax': 6,00,000
- 'Surcharge, if any on above Tax': Nil
- 'Education Cess': 12,000
- 'Secondary Education cess': 6,000
- 'Total Tax Liability': 6,18,000
- 'Adjusted Total Income*': 0
- 'Alternate Minimum Tax (Sec. 115JC)': 0
- 'Education Cess': 0
- 'Secondary Education cess': 0
- 'Total Alternate Minimum Tax': 0
- 'Income Tax Payable': 6,18,000

A red asterisk and the text '* Mandatory Fields' are located near the bottom of the input section.

Figure 64: Income-tax Calculator screen showing “Local Authority”

1. Click on  Utils → Tax Calculator to open “TLOL Suite™ 3.0–Income-tax Calculator” interface.
2. Depending on the type of assessee you will have to enter various figures mentioned in the Income-tax calculator screen and ensure your

31.Fields will be enabled based on selection made.

input is complete.

3. ↖ Click Calculate to compute the amount of Income-tax to be paid.
4. ↖ Click Reset to clear the fields and enter data afresh.
5. ↖ Click Close to close the form.

5.1.2.1 Tutorial *with video*:



5.1.2.1.1 To compute the Income–tax of a “Domestic Company” for the assessment year “2010-11”:

1. Select “Domestic Company” from the pull-down list within the field displayed against **Type of Assessee**.
2. Select “2010-11” from the pull-down list within the field displayed against **Assessment Year**.

3. Enter “5000000” in the field displayed against **Taxable Total Income**.
4. Enter “22456” in the field against **Book Profit**.
5. Click Calculate to compute the amount of Income-tax to be paid by the company.

5.1.3 TDS Calculator

≡ Utils → TDS Calculator

 Alt+U+T+D or  F8

See Figure 65

The TDS calculator computes the income-tax to be deducted at source.

Computation is based on the nature of payment and assessment year followed by other inputs from you. The following are common inputs required³².

- Nature of Payment
- Assessment Year
- Total Amount Payable

1. Click ≡ Utils → TDS Calculator to open “TLOL Suite™ 3.0–Tax Deduction at Source Calculator” interface.
2. Depending on the nature of payment you will have to enter various figures mentioned in the TDS calculator screen and ensure your input is complete.
3. Click Calculate to compute the amount of Income-tax deduction at

³². Fields will be enabled based on selection made.

Click and select nature of payment from available options

Click and select assessment year

Click and select types of securities

Click and select types of recipient

Click and enter the value to calculate

Click calculate to compute the TDS amount

Nature Of Payment*	193-Interest on Securities
Assessment Year*	2008-09
Select Type Of Securities*	Interest on listed debentures
Select Date of Payment*	Select Date
PAN of the Recipient*	Select Pan Availability
Select type of Recipient*	Domestic company where payment > 1 crore
Select type of Payer*	Select Payer
Select: Whether Single payment or Aggregate*	Select Type Of Payment
Select type of Rent*	Select Rent
Total Amount Payable*	5000000
Amount to be deducted	1133000

* Mandatory Fields

Calculate Reset Close

Figure 65: Tax Deduction at Source Calculator screen showing “Interest on Securities” source.

4. Click Reset to clear the fields and enter data afresh.
5. Click Close to close the form.

5.1.3.1 Tutorial *with video*:



5.1.3.1.1 To compute the tax deduction at source on “Interest on salaries” for the assessment year “2009–10”:.

1. Select “193-Interest on salaries” from the pull-down list within the field displayed against **Nature Of Payment**.
2. Select “2009–10” from the pull-down list within the field displayed against **Assessment Year**.
3. Select “Interest on 8% savings (taxable) bonds” from the pull-down list within the field displayed against **type Of securities**.
4. Select “Domestic company where payment > 1 crore” from the pull-down list within the field displayed against **type of recipient**.
5. Enter “2000000” in the field displayed against **Total Amount Payable**.

6. Click Calculate to compute the amount to be deducted.

5.1.4 Capital Gains Calculator

≡ Utils → Capital Gains Calculator Alt+U+C or F9

See Figure 66

The Capital Gains Calculator computes the short-term/ long-term capital gain tax on applicable transactions.

Click and select for date of purchase

Click and select type of assessee

Click and select date of sale

Click and enter input here

TL01 Suite 5.0 - Capital Gains Calculator

Date Of Purchase* 13/12/2011 Date Of Sale* 17/03/2012

☐ In Case Of Share

Number Of Months 3 Type Of Capital Gain Short Term

Assessment Year 2012-13 Financial Year 2011-12

Type Of Assessee* Local Authority

SHORT TERM

☐ Non-Depreciable Assets ☐ Lump Sum Sale ☒ Depreciable Assets ☐ Shares

DEPRECIABLE ASSETS

Full Value Of Consideration* 10000

Transfer Expenses 1000

Written Down Value Of The Block Of Assets At The Beginning Of The Year* 400

Assets Acquired During The Year And Belonging To The Same Block Of Assets 100

Short Term Capital Gain/Loss 8500

* Mandatory Fields

Calculate Reset Close

Figure 66: Capital Gains Calculator showing short term capital gains for “Local Authority”

Short-term/ long-term capital gains can be computed based on the inputs from you³³. The following are common inputs required.

33.Fields corresponding to your selection will be enabled automatically.

- Date Of Purchase
- Date Of Sale
- ☐ Check the box displayed against In case of shares, if required.
- Type of Assessee

Short-term or long-term capital gain calculation will be automatically selected depending on the number of months between purchase and sale.

1. ☐ Click **≡ Utils** → **Capital Gain Calculator** to open “TLOL Suite™ 3.0–Capital Gains Calculator” interface.
2. ☐ Click **Calculate** to compute the Capital gains.
3. ☐ Click **Reset** to clear the fields and enter data afresh.
4. ☐ Click **Close** to close the form.

5.1.4.1 Tutorial *with video*:



5.1.4.1.1 To compute the short-term capital gains of an “Individual” for the financial year “2012-13”:

1. Select “Date of Purchase” as “08/03/2012”.
2. Select “Date Of Sale” as “06/03/2013”.
3. The number of months and the “Type of Capital Gain” for the assessment year and the Financial Year will be displayed.
4. Select “Individual” from the pull-down list within the field displayed against **Type of Assessee**.
5. The fields for “SHORT TERM” will appear.
6. ⚡ Click on the ☐ radio button to the left of the field displaying **Lump Sump Sale**.

7. Enter “10000” in the field displayed against Full value of consideration.
8. Enter “1000” in the field displayed against Net worth of undertaking or division.
9. Enter “1000” in the field against Cost of the agriculture land purchased.
10. Enter “9000” in the field against Cost of the land or building purchased.
11. ☐ Click Calculate to compute the Net short-term capital gain.

5.2 Print

This option allows the user to make hard copies of content within TLOL Suite™ 3.0 should such a need arise. Selected content can also be added to a list and printed together as a bundle using the “Printlist” feature. Within Print, except for CLI - TruePage, all other options will contain the following sub-options:

- **Simulate Original page**

TLOL Suite™ 3.0 will try to preserve the layout of the originally printed pages by following the original line breaks. There will be a one-to-one correspondence of lines between pages printed through TLOL Suite™ 3.0 and the original pages. Any preferences set using “Print Settings” under “Preference and Settings” will be ignored. See Figure 67.

- **Justified Format**

This is the default option. Pages will be printed with lines fully justified. Use this option if you do not wish to preserve the original layout and to save paper. Optimum paper size and margins suitable to your needs can be selected everytime by ☐ clicking on the Page Setup icon on the toolbar on top of the preview window or permanently using

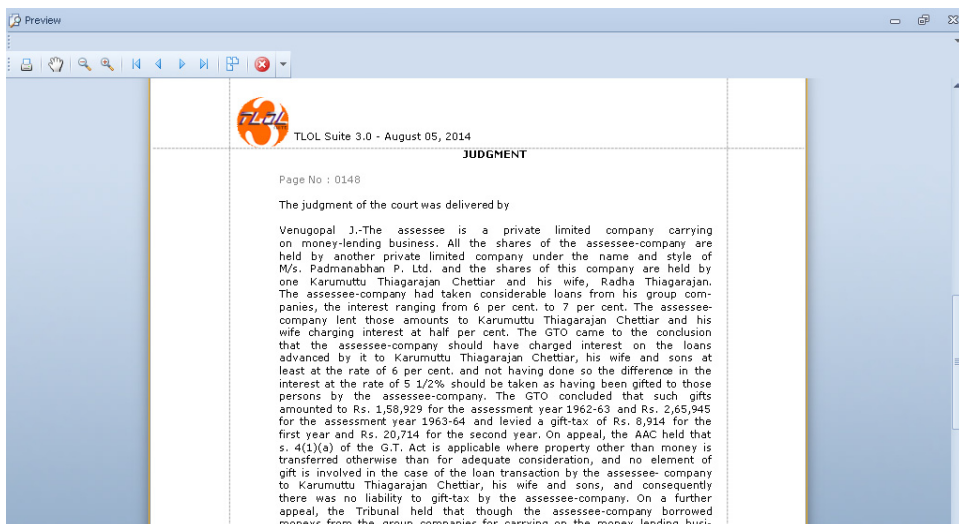


Figure 67: Print: Simulate Original Page

“Print Settings” under “Preference and Settings”. See Figure 68 .

Page Setup icon. Click here to set layout options

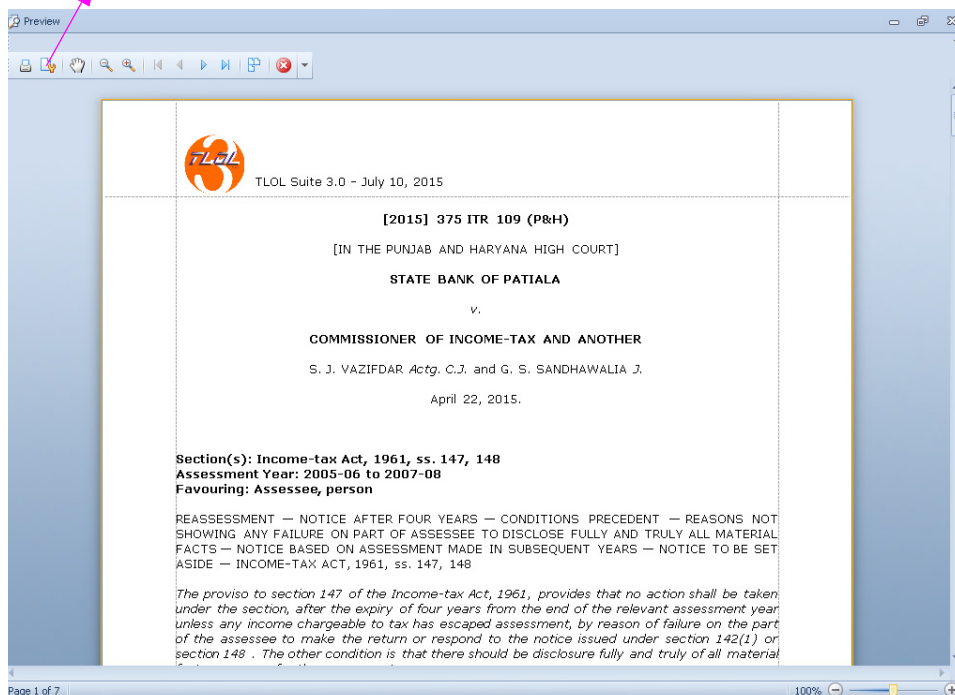


Figure 68: Print: Justified Format

5.2.1 Preview & Print

≡ Print → Preview & Print

Alt+P+P+R

See Figure 69

Use this option whenever there is a need to preview the selected document(s) on screen before sending it to the printer. The following are the sub-options available,

Select simulate or justified format

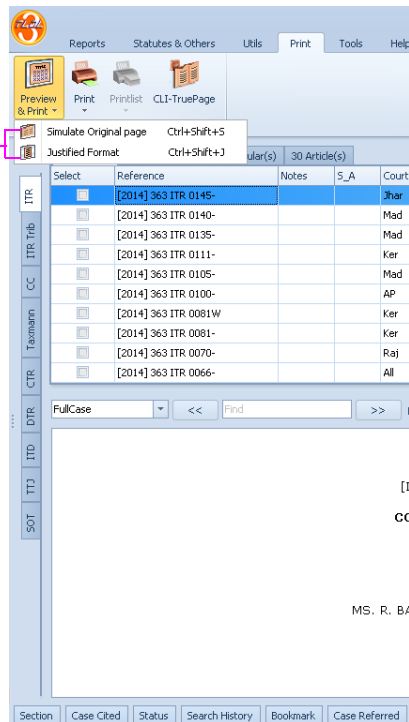


Figure 69: Preview and Print

5.2.1.1 Simulate Original page

1. Click  Print → Preview & Print → Simulate Original page.
2. A window will open showing a preview of the first of the selected pages. Use the right arrow icon to view more pages.
3. Click the print icon within the preview window to send pages to printer.

5.2.1.1.1 Tutorial *with video*..



5.2.1.2 Justified Format

1. Click ≡ Print → Preview & Print → Justified Format.
2. Follow from step 2 under “Simulate Original page”.

5.2.1.2.1 Tutorial *with video*..



5.2.2 Print

≡ Print → Print

 Alt+P+P+I

See Figure 70

Use this option to send the selected content directly to printer. For options and procedure see those under “Preview & Print”^{34,35}. (See Figure 71).

5.2.2.1 Simulate Original page

1. Click ≡ Print → Print → Simulate Original page.

34. The icon  indicates that the document will be printed through the default printer.

35. The icon  indicates the default printer.

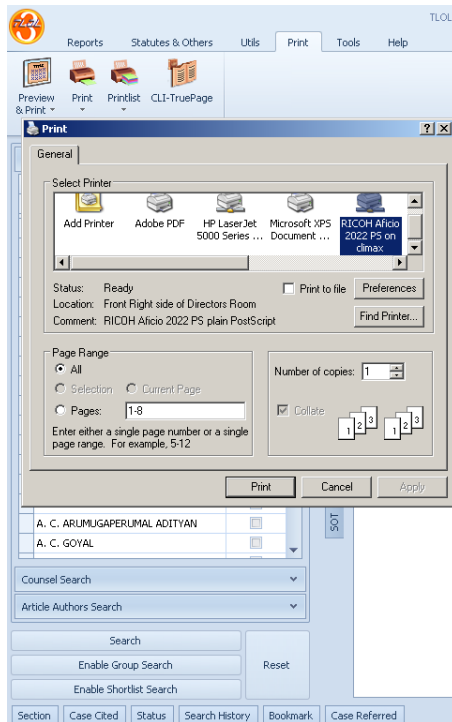


Figure 70: Print directly to printer

2. A print dialogue will appear with the list of available printers.
3. Select the required printer and click Print to send the selected document to that printer.

5.2.2.2 Justified Format

1. Click **Print** → **Print** → **Justified Format**.
2. Follow from step 2 under “Simulate Original page”

Select simulate or justified format

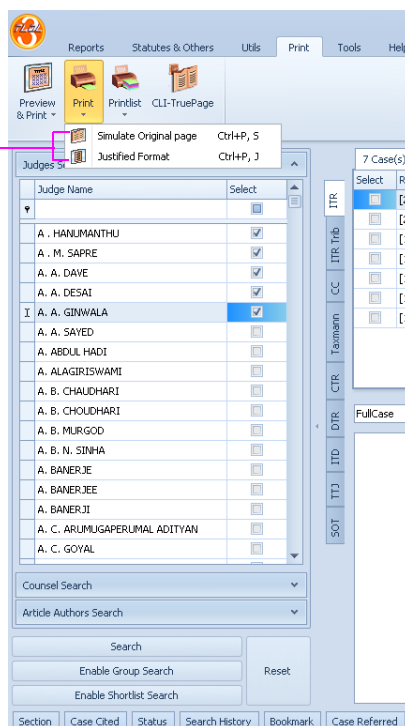


Figure 71: Print options

5.2.3 Printlist

≡ Print → Printlist

Alt+P+P+N

See Figure 72

Use this option to add and accumulate selected content to a printlist and print them together as a bundle. The following printing options are available,

- **Add to the Printlist** – Adds the selected content to the list.
- **Show** – Displays the list of documents currently held in the Printlist and allows sending them to the printer.

Select Add to
Printlist or
Show Print-
list

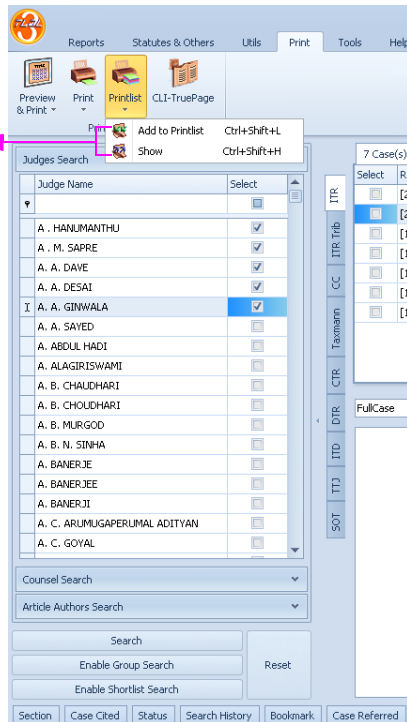


Figure 72: Printlist options

5.2.3.1 Add to Printlist

See Figure 73.

1. From the “Results Panel” select any content. Multiple selections can also be made by placing a check mark in the first column titled **Select**.
 2. You can follow one of the following steps:
 - a. Click Print → Printlist → Add to Printlist.
 - b. Perform other search operations and repeat step 1 and a to add more content to the Printlist
- or
- a. Right click the required caselaw.

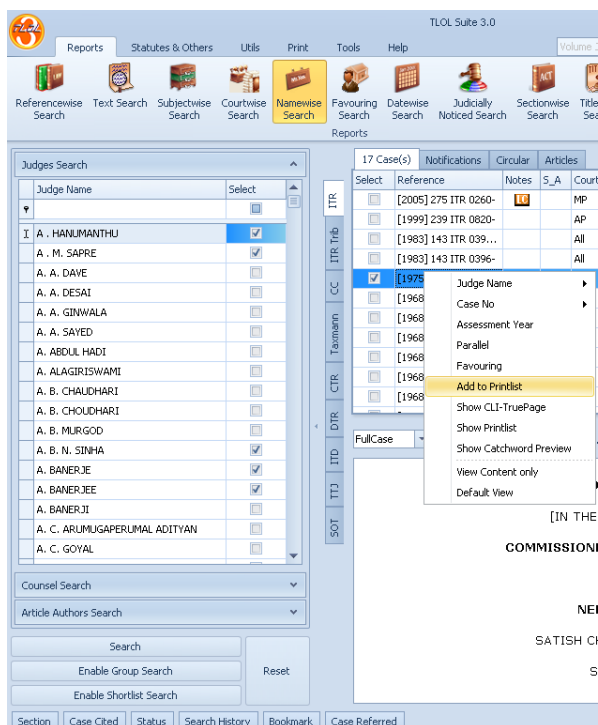


Figure 73: Printlist: Add to printlist

- b. A list of options will be displayed.
- c. Click on the option **Add to Printlist**.

5.2.3.1.1 Tutorial *with video*..



5.2.3.2 Show

You can follow any one of the following steps mentioned below to view the documents added to the printlist. See Figure 74.

1. Click **≡ Print** → **Printlist** → **Show** to view the list of documents held in the `Printlist`.

or
2. Right click on the selected case and click on the option **≡ Show Printlist** in the “Results List Window”.

Documents
available in
Print List

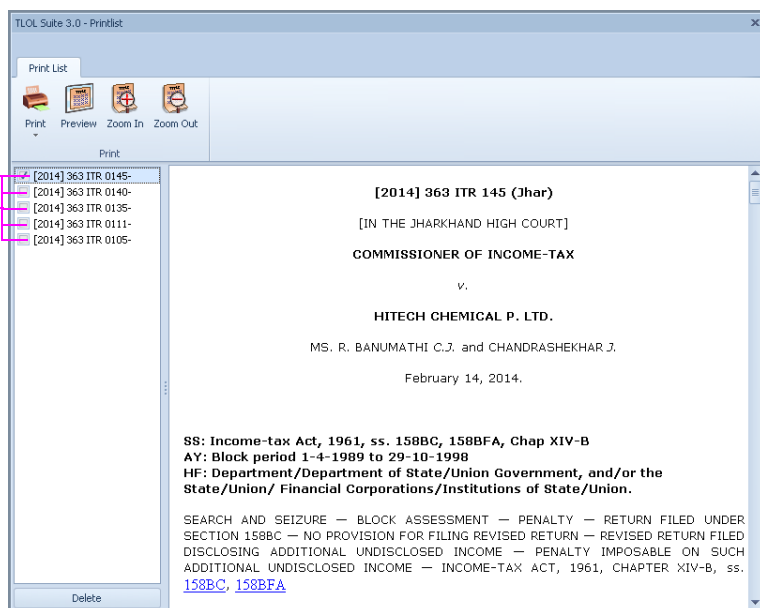


Figure 74: Printlist: Showing available documents

5.2.3.2.1 Tutorial *with video*..



5.2.4 CLI-TruePage^{36,37}

≡ Print → CLI-TruePage

Alt + P + C or

Ctrl + Shift + Home

See Figure 75

CLI-TruePage is a unique feature within TLOL Suite™ 3.0 which allows its users to view and print pages which are exact copies of those from the originally printed volumes. For this reason any preferences set using “Print Settings” under “Preference and Settings” are ignored. TLOL Suite™ 3.0 users

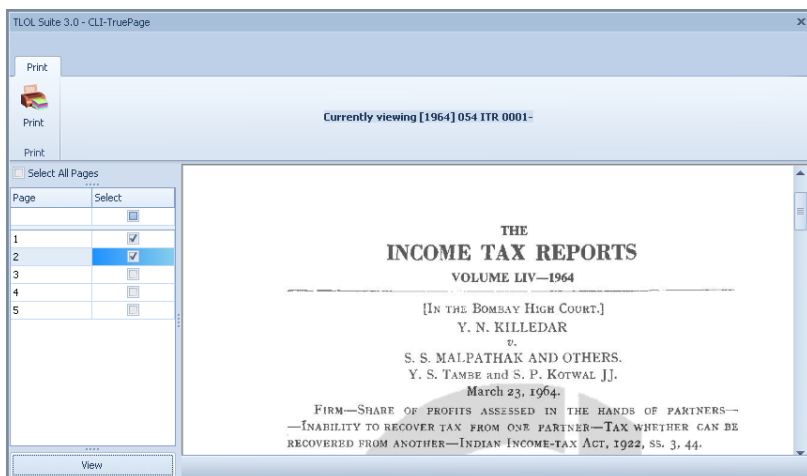


Figure 75: CLI-TruePage

no longer have to worry about ruining original volumes from their library when all that is needed are copies of a few pages. TLOL Suite™ 3.0 will access the internet every time this feature is used³⁸.

36. Separate subscription, activation is required for this module.

37. This feature is available only for content published by the Company Law Institute of India Pvt Ltd group.

38. If TLOL Suite™ 3.0 is unable to establish internet connection, a proxy window may appear (See “Internet Settings”).

You can select and view only one page at a time. You can follow any one of the following steps mentioned below.

1. Select a document in the “Results List Window”.
2. Click  **Print** → **CLI-TruePage** to open the “TLOL Suite 3.0 – CLI-TruePage” interface.
3. The window shows the list of pages in the left-side panel.
 - a. Select the required pages by checking the box against the required page.
 - b. If you want to select all the pages, check the box against **Select all pages**.
 - c. Click **View** to preview the content of the selected page(s) in the right panel.
 - d. Click the  icon to send the selected page(s) to the printer

or

1. Right click on the selected document in the “Results List Window”.
2. Click on the option  **Show CLI-TruePage** in the “Results List Window”.

5.2.4.1 Tutorial *with video*:



5.3 Tools

5.3.1 Live Update

☰ Tools → Live Update

⌨ Alt+T+L or ⌨ Ctrl+Insert

See Figure 76

This feature is only available on the Single-user and Multi-user server licenses of TLOL Suite™ 3.0..

This feature downloads new content from our web servers and updates the local system periodically. TLOL Suite™ 3.0 will automatically access our servers over the internet³⁹ for new data and feature updates. If required, these will be downloaded automatically and applied to the users local con-

tent repository or programs respectively. Users may also run this feature anytime they wish to check for updates, by using the keyboard commands or mouse sequence mentioned above.

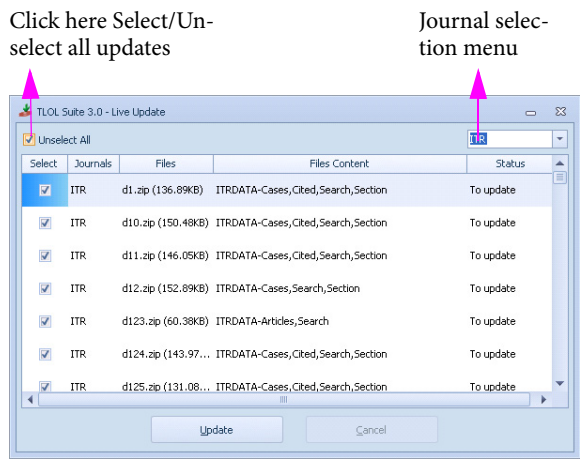


Figure 76: Live Update

1. Click on **Tools** → **Live Update**.
2. TLOL Suite™ 3.0 will access our servers and report if updates are available alongwith a message that TLOL Suite™ 3.0 will be shutdown. See Figure 77. Click **Yes** to continue.

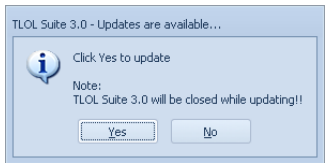


Figure 77: Live Update: Updates Available screen

3. A warning screen informing that TLOL Suite™ 3.0 must not be started while the updates are in progress will appear. Click **OK** to shutdown TLOL Suite™ 3.0 and start Live Update.

39.If TLOL Suite™ 3.0 is unable to establish internet connection, a proxy settings window may appear (See “Internet Settings”).

4. Live Update dialogue box will appear specifying the content, journal names, file sizes and update status of the files.
5. By default, all the files to be updated will be checked. If you do not want a specific file to be updated, please un-check the same (Not recommended).
 - a. You may select updates for only your favourite journal by clicking on the **Journal selection menu** and selecting the journal. See Figure 76.
6. Click Update to update the database⁴⁰.

Performing Live Update when TLOL Suite 3.0 is not running.

When TLOL Suite™ 3.0 is not running, you can update the content from the programs menu by clicking on Start-> Programs-> TLOL Suite 3.0-> Live Update.

40. TLOL Suite 3.0 will be closed and must remain so while files are being updated.

5.3.1.1 Tutorial *with video*:



5.4 Help

TLOL Suite™ 3.0 comes with a complete online help system that makes continuous learning about new features a simple matter.

Further this section contains information that will help the TLOL Suite™ 3.0 user know about the status of his product and the features that are available and activated in the current installation.

5.4.1 TLOL Suite 3.0 help

≡ Help → TLOL suite 3.0 help

 Alt+H+T or  F1

See Figure 78

Throughout TLOL Suite™ 3.0, press  F1 to get help describing the section of the program you are using.

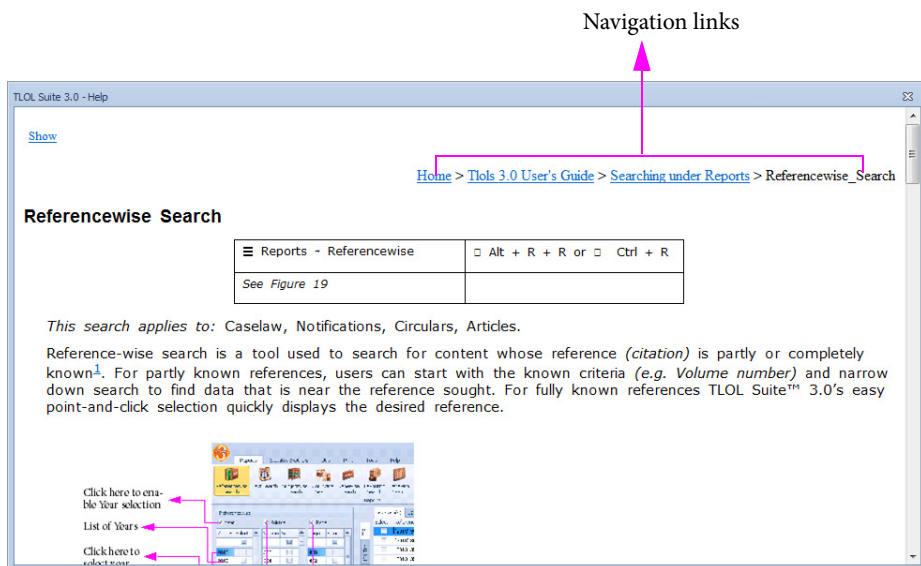


Figure 78: TLOL Suite 3.0 help window when you are in the referencewise section

You may also open help window by  clicking on **Help** → **TLOL suite 3.0 help**. This window displays all help topics which generally are the same name as the command they describe. The help function handles like any other Windows™ help function.

- Search is used for finding topics containing a specific text.
1.  Click on Search.
 2. Enter the word in the field displayed below.
 3.  Click on GO.
 4. Select the required topic from the list to view its contents.
 5. To view the entered word highlighted,  check the box against the option **Highlight search result**.

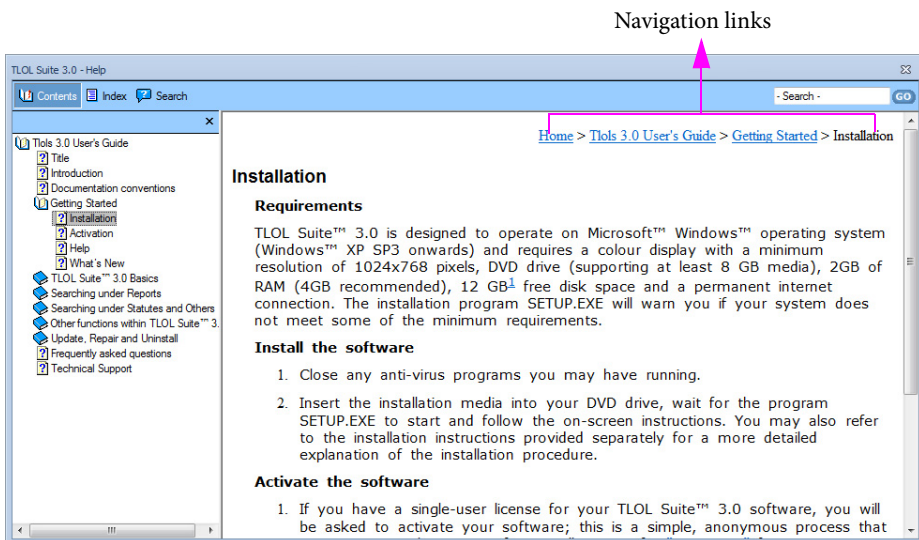


Figure 79: TLOL Suite™ 3.0 help main window

6. When you are done looking at the help text, press **Alt+F4** or click outside of the help box to continue.

Video Demos⁴¹

Embedded videos may be available within the “TLOL Suite 3.0 help” under the “Tutorial” topics.

5.4.2 Live Demo⁴¹

Help→Live Demo

Alt+H+L or **F2**

See Figure 80

This feature shows a video demo on using TLOL Suite™ 3.0 and the working of various search tools within TLOL Suite™ 3.0. To view a video demonstration for a particular function, click on its name in the left panel to see the

⁴¹.Requires Adobe™ Flash Player™

video on the right.

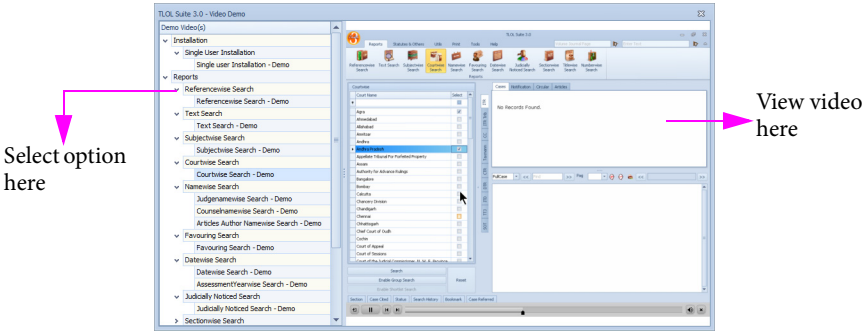


Figure 80: Live Demo

- 1. Click ≡ Help → Live Demo to view the working of the search tools.

5.4.3 About Us

≡ Help → About Us Alt+H+A+B or F3
See Figure 81

This feature displays all the details and the relevant information about Tax-LawsOnLine.Com Pvt. Ltd..

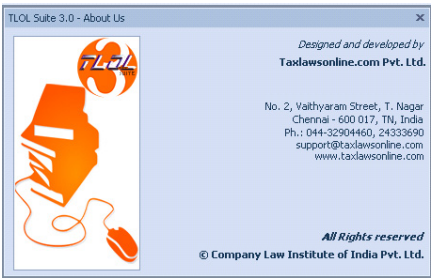


Figure 81: About Us

- 1. Click ≡ Help → About Us to view details.

5.4.4 Account Details

≡ Help→Account Details Alt+H+A+C or F4

See Figure 82

This feature displays details of the user’s account and status of various features. The following information is available:

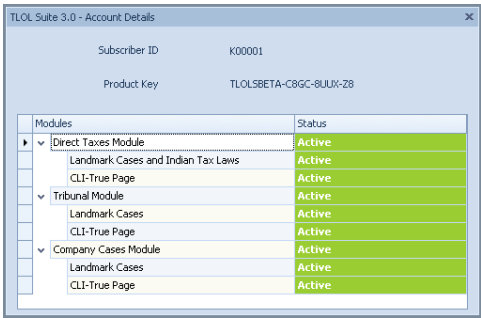


Figure 82: Account Details

- Subscriber ID
 - Product Key
 - Other feature details
- Click on ≡Help→Account Details to open a window displaying the details.

5.4.5 Activate/Upgrade TLOL Suite 3.0

≡ Help →Activate/Upgrade Alt+H+A+T or F5
TLOL Suite 3.0

See Figure 83

This feature is used to Activate or Upgrade the product features. Users can

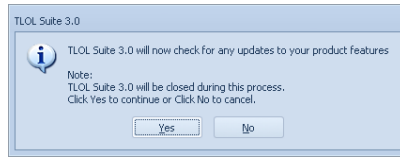


Figure 83: Activate/Upgrade TLOL Suite 3.0

at any time activate new features or content when the need arises.

1. Click  **Help** → **Activate/Upgrade TLOL Suite 3.0**.
2. Click **Yes** to upgrade the product key in the window that appears.⁴²

⁴².TLOL Suite 3.0 will close automatically on clicking **Yes**

Chapter 6

Update, Repair and Uninstall

Topics Covered

“Update”

“Repair”

“Uninstall”

TLOL Suite™ 3.0 may require maintenance when software updates are released or on rare occasions when the database or program files gets corrupted due to system or program malfunction. The “Update” and “Repair” options, displayed when SETUP is re-invoked on an existing installation takes care of these issues. The “Uninstall” option is required when you are moving or removing the current installation.

6.1 Update

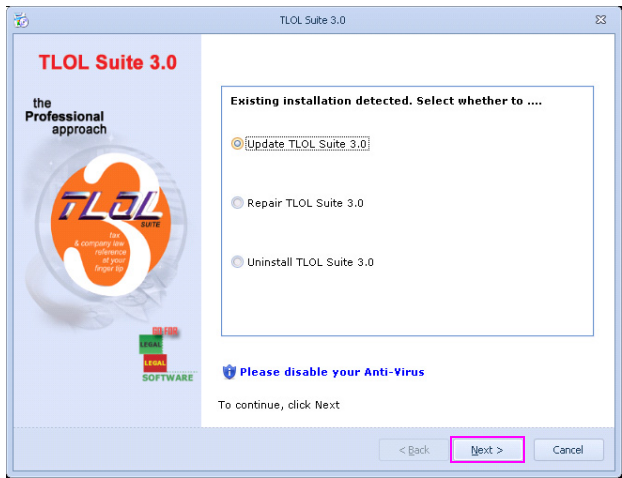
6.1.1 Single User

1. Place the latest TLOL Suite™ 3.0 media in the DVD drive.

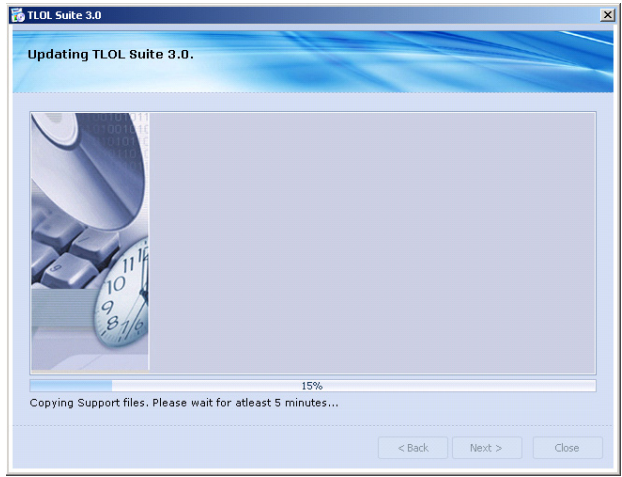
You can update latest data by following either steps *a* and *b* or steps *c* to *e* given below.

- a. Double  click the shortcut icon  on the desktop.
- b. Proceed to step 2.
or
- c. Open drive containing TLOL Suite™ 3.0 DVD media.
- d. Double  click on “Setup.exe” (may also appear as  SETUP).
Administrator privileges are not required.
- e. Proceed to step 2.

- 2. A TLOL Suite 3.0 window will appear.
- 3. Click on the radio button against the option **Update TLOL Suite 3.0.**

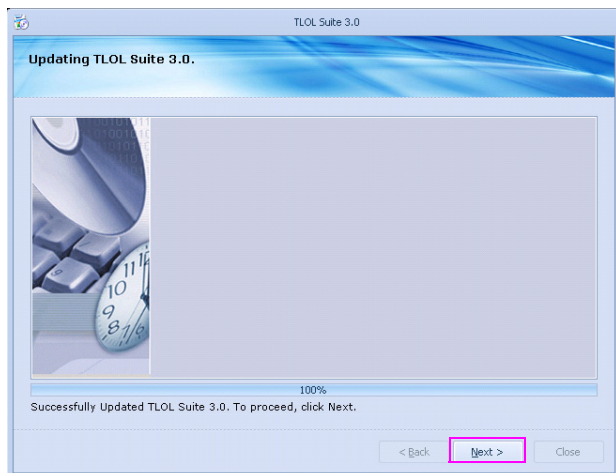


- 4. Click Next to start the update process.
- 5. A screen displaying a message “Updating TLOL Suite 3.0” will appear. Please wait till the update is completed.

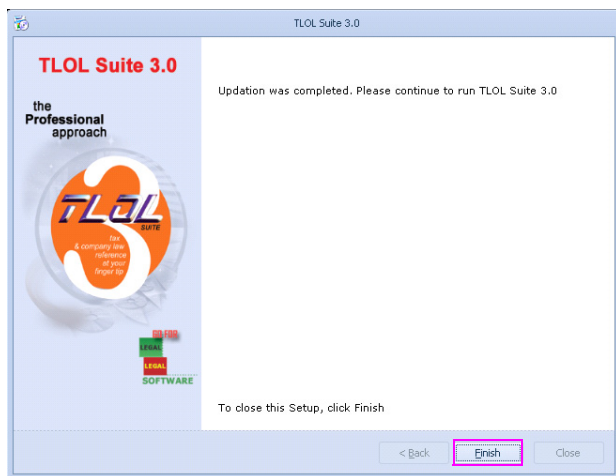


- 6. Once the process is completed, the following message will be dis-

played: “Successfully Updated TLOL Suite 3.0”. ↪ Click Next to proceed.



7. A screen displaying a message “Updation was completed. Please continue to run TLOL Suite 3.0” will appear.



8. ↪ Click Finish to complete the update process.

6.1.2 Multi-user

6.1.2.1 Multi-user server

This is applicable only for the Multi-user version of TLOL Suite™ 3.0. Please ensure you are running the update process only on the system containing server installation.

1. Follow steps 1 to 8 given under “Single User” in “Update”.

6.1.2.2 Multi-user Node

Data updates are not required on the nodes.

1. Follow the steps given under “Single User”, except step 5, in “Update”.

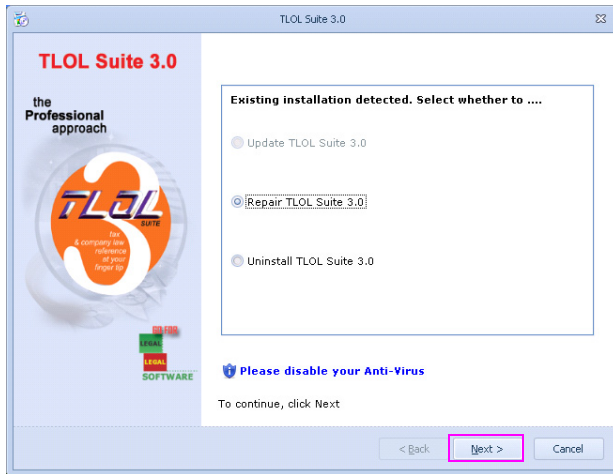
6.2 Repair

6.2.1 Single User

1. Place the latest TLOL Suite™ 3.0 media in the DVD drive.
2. Open drive containing TLOL Suite™ 3.0 DVD media.
3. Double ⌘ click on “Setup.exe” (may also appear as  SETUP)
 - a. Windows™ XP users, refer to step 4.
 - b. Windows™ 7 and Windows™ 8 users, skip to step 5.
4. For Windows™ XP users only,
 - a. If you do not have Administrator rights, SETUP will prompt you to enter password. Enter the administrator password, ⌘ click Ok and proceed to step 6.
 - b. If the SETUP does not prompt for administrator password, pro-

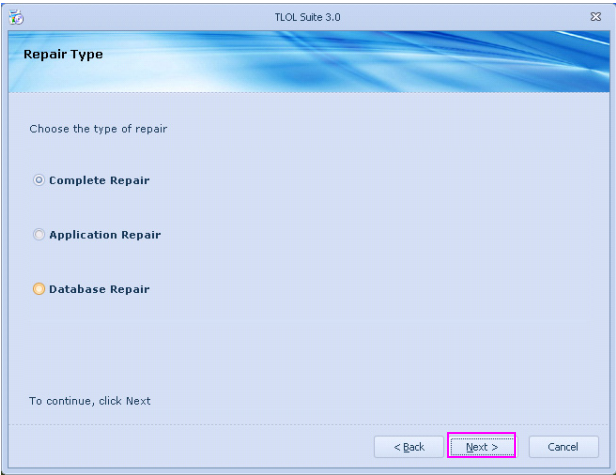
ceed to step 6.

5. For Windows™ 7 and Windows™ 8 users only,
 - a. If the SETUP prompts for administrator password, enter the password, ↵ click OK and proceed to step c.
 - b. If the SETUP does not prompt for administrator password, proceed to step c.
 - c. A User Account Control (UAC) window will appear. ↵ Click Yes to continue.
6. Wait for TLOL Suite 3.0 window to appear.
7. In the window that appears, ↵ click on the ☒ radio button against the option **Repair TLOL Suite 3.0**.

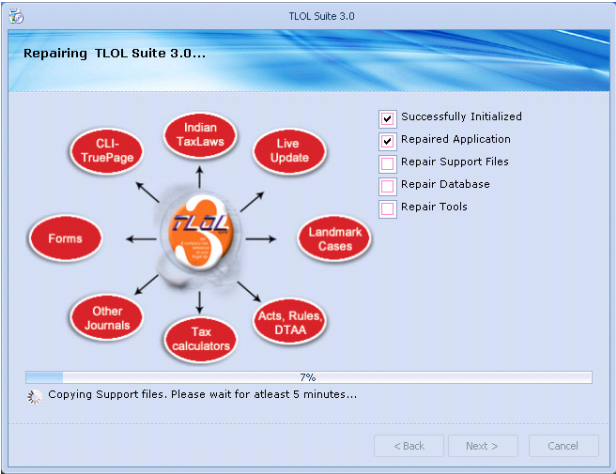


8. ↵ Click Next to continue.
9. You will find three types of repair options.
 - a. **Complete Repair:** For rectifying application and database problems.
 - b. **Application Repair:** For rectifying application problems. Before selecting this option, kindly refer to FAQ No:19
 - c. **Database Repair:** For rectifying database problems. Before

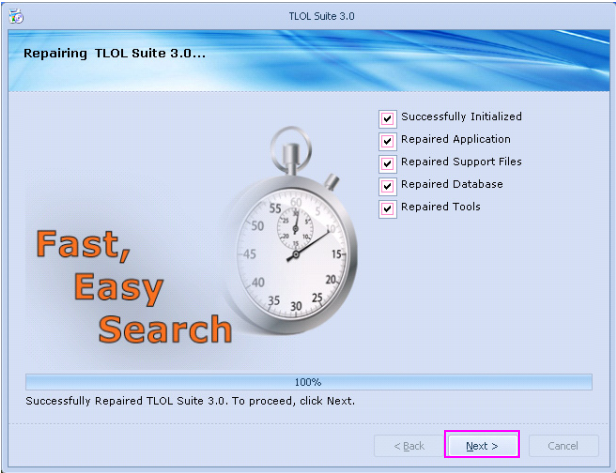
selecting this option, kindly refer to FAQ No:19
⇒ Click on the ☐ radio button against the required repair type.



- 10. ⇒ Click Next to start the repair process.
- 11. Please wait till the files are copied.

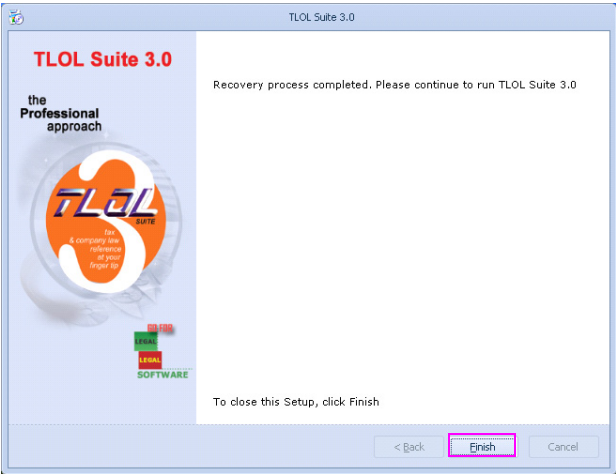


12. Once the process is completed, click Next to continue.



13. A screen displaying the message “Recovery process completed. Please continue to run TLOL Suite 3.0” will appear.

14. Click on Finish to complete repair process.

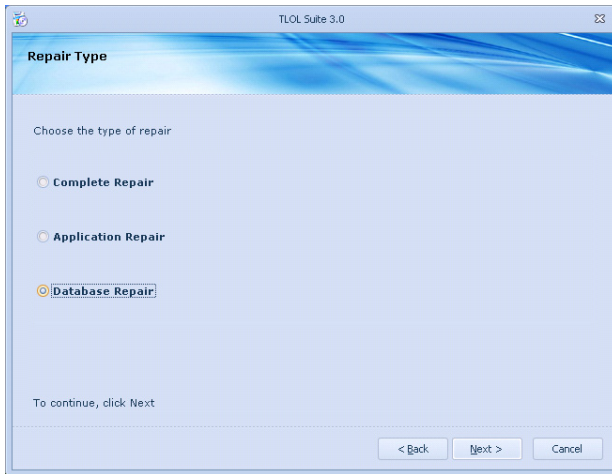


6.2.2 Multi-user

6.2.2.1 Multi-user Server

This is applicable only for the Multi-user version of TLOL Suite™ 3.0. Please ensure you are running the repair process only on the system containing server installation.

1. Follow steps 1 to 8 under “Single User” in “Repair”.
2. In step 9, click on the ☒ radio button against the option **Database repair**, which is the only permissible option.



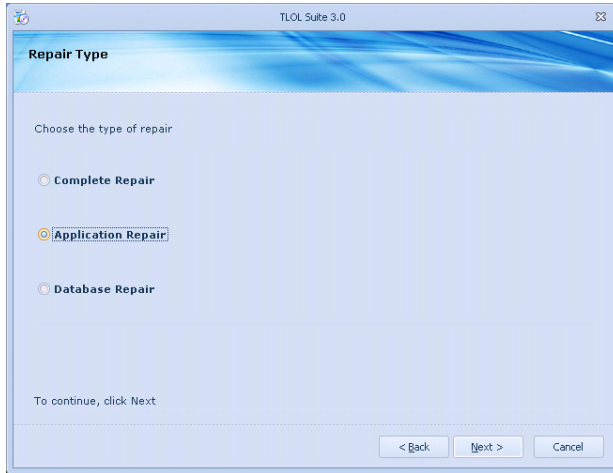
3. Follow steps 10 to 14 given under “Single User” in “Repair”.

6.2.2.2 Multi-user Node

Please ensure you are running the repair process only on the system containing node installation.

1. Follow steps 1 to 8 under “Single User” in “Repair”.
2. In step 9, click on the ☒ radio button against the option **Application**

repair, which is the only permissible option.



3. Follow steps 10 to 14 given under “Single User” in “Repair”.

6.3 Uninstall

6.3.1 Uninstall from Programs menu

1. ↗ Click on Start-> All Programs-> TLOL Suite 3.0-> Uninstall.
2. A screen displaying the message “Uninstall TLOL Suite 3.0” will appear.
3. ↗ Click Next to start un-installation process. Please wait till the process is completed.
4. Once the process is completed, a screen displaying the message “Successfully uninstalled TLOL Suite 3.0” will appear.
5. ↗ Click Close.

6.3.2 Uninstall using Control Panel

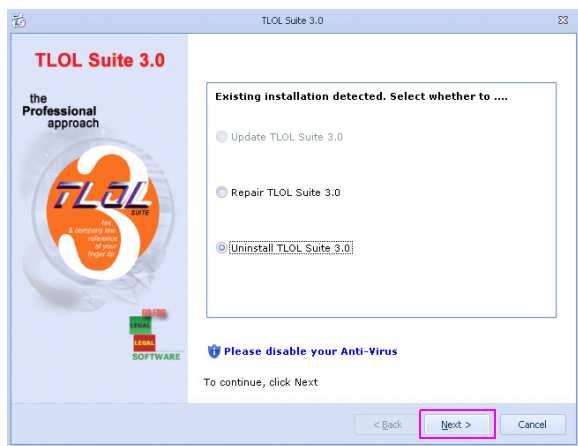
1. If you do not have Administrator rights, please login as administrator to continue with the uninstall process.
2. ↗ Click on Start-> Control Panel.
 - a. Windows™ XP users, refer to step 3.
 - b. Windows™ 7 and Windows™ 8 users, refer to step 4.
3. For Windows™ XP users only,
 - a. Within the “Control Panel” window, ↗ click on the option **Add or Remove programs**.
 - b. A window will appear showing the list of currently installed programs.
 - c. Select **TLOL Suite 3.0** from the list.
 - d. ↗ Click on the option **Change/Remove** to uninstall TLOL Suite™ 3.0.
4. For Windows™ 7 and Windows™ 8 users only,
 - a. Within the “Control Panel” window, ↗ click on the option **Programs and Features**.
 - b. A window will appear showing the list of currently installed programs.
 - c. Select **TLOL Suite 3.0** from the list.
 - d. ↗ Click on the option **Uninstall**, displayed above the list of programs.

6.3.3 Uninstall using SETUP

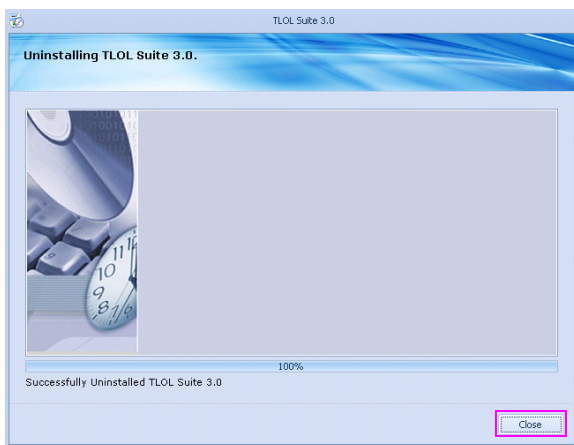
1. Place the TLOL Suite™ 3.0 media in the DVD drive.
2. Open drive containing TLOL Suite™ 3.0 DVD media.

3. Double  click on the file “Setup.exe” (may also appear as  SETUP)
 - a. Windows™ XP users, refer to step 4.
 - b. Windows™ 7 and Windows™ 8 users, skip to step 5.
4. For Windows™ XP users only,
 - a. If you do not have Administrator rights, SETUP will prompt you to enter password. Enter the administrator password,  click OK and proceed to step 6.
 - b. If the SETUP does not prompt for administrator password, proceed to step 6.
5. For Windows™ 7 and Windows™ 8 users only,
 - a. If the SETUP prompts for administrator password, enter the password,  click OK and proceed to step c.
 - b. If the SETUP does not prompt for administrator password, proceed to step c.
 - c. A User Account Control (UAC) window will appear.  Click Yes to continue.
6. Wait for TLOL Suite 3.0 window to appear.
7. In the window that appears,  click on the ☐ radio button against the

option Uninstall TLOL Suite 3.0.



8. Click Next to start the un-installation process. Please wait till the process gets completed.
9. Once the process is completed, a screen displaying the message “Successfully uninstalled TLOL Suite 3.0” will appear.
10. Click Close.



Kindly restart your machine for complete removal of TLOL Suite™ 3.0.

Appendix A

Frequently asked questions

1. *While installing TLOL Suite™ 3.0, I see some drives highlighted in red. what's wrong?*

TLOL Suite™ 3.0 requires minimum 12 GB free disk space for complete installation. If the disk does not have the required space, you will see those disks coloured red. In such cases, you need to make available enough disk space to continue with the installation on that disk.

2. *I have set a bookmark and commented it. How do I view the comments when I see the bookmark later?*

↖ Click on the **Bookmark** tab to view the bookmarks stored. You can view the comments under **Description**.

3. *Can I view full case as I scroll through the search result?*

Yes. You can view full case by scrolling down in the “Main Document Window”. As you select another reference in the “Results List Window”, the case related to the selected reference will be automatically refreshed. You can also maximise the “Main Document Window” to view its content full screen.

4. *When I execute TLOL Suite™ 3.0, I get a message that “Another instance of TLOL Suite™ 3.0 is already running”. What should I do?*

When TLOL Suite™ 3.0 exits abnormally, it may not be completely removed from memory. In such cases, press  **Ctrl+Alt+Delete**.

↖ Click on Task Manager. All active applications are listed in this window. Choose **TLOL Suite 3.0** from the list and ↖ click End Process. Once the TLOL Suite 3.0 is removed from memory, you can execute TLOL Suite™ 3.0 again.

5. *When performing node installation, server IP address and port number are not detected automatically. What do I do?*

You can follow one of the following three options:

- a. Please check whether the node is part of a LAN. If not, connect to a LAN where the TLOL Suite™ 3.0 server is also connected.
 - b. Please check whether a firewall or anti-virus is blocking the connection.
 - c. You can check with your LAN administrator and enter IP of the server with port number directly in the Product Activation window.
6. *TLOL Suite™ 3.0 intermittently stops functioning in a windows domain environment with the following error condition: Error No:6 “Could not start database”. What should I do?*

Check with your LAN administrator if your domain policy allows non-domain users who do not belong to the domain and who do not have administrator rights to start windows service.

7. *I get an error immediately after running Setup.exe. What should I do?*

For any error that occurs during installation, please contact our tech-support to resolve the issue.

8. *I get an error “Could not connect to database”. What should I do?*

Please close TLOL Suite™ 3.0 and start it again or contact tech-support.

9. *When I execute TLOL Suite™ 3.0, I keep getting an error “Error number 9”: cannot connect to server” error message every time. Why does this happen?*

↖ Click OK displayed within the message box and follow one of the steps mentioned below:

- a. On systems with low memory or slow CPU, this error is likely to occur the very first time TLOL Suite™ 3.0 is started after a system

boot. This error will disappear if you start the program again.

- b. Ensure browser proxy settings are correct. Add local host and IP address of the system to the proxy exceptions.
- c. Immediately after starting TLOL Suite™ 3.0, press  **Ctrl+Alt+Delete**. ↩ Click on Task Manager. If either one or both the java processes are not running, please contact technical support.
- d. You can upgrade your RAM and then try running TLOL Suite™ 3.0.

10. *I get an error “Unable to connect to remote server”. What should I do?*

- a. In single user installation, please close the application and re-run the same from the desktop.
- b. In Multi-user installation, go to Start-> All programs-> TLOL Suite 3.0-> Start server. A window will appear. ↩ Click on the option Restart Service to resolve the problem.

11. *If my system has to be re-initialised with a fresh Operating System installation, how do I re-install TLOL Suite™ 3.0?*

Refer “TLOL Suite™ 3.0 Installation Instructions” attached separately, to re-install TLOL Suite™ 3.0. Provide the same product key to activate via internet.

12. *Is it possible to run TLOL Suite™ 3.0 on two machines simultaneously?*

Yes, you can run TLOL Suite™ 3.0 on two machines simultaneously, but, you have to use automatic online activation. Refer “Automatic online activation” in TLOL Suite™ 3.0 User Guide.

13. *When I activate TLOL Suite™ 3.0, I get a message that says “Attempted to read or write protected memory. This is often an indication that other memory is corrupt”. What should I do?*

Please check your system's date and time. Ensure they are set correctly and re-run TLOL Suite™ 3.0.

14. *If the activation failed, what should I do?*

Please check whether internet connection is available. Also, while you activate, check whether anti-virus and firewall is turned off. Then try activating TLOL Suite™ 3.0 again.

15. *Will old bookmarks and saved searches from ITRONLINE 2.8 get restored?*

Yes, while installing the new version, old bookmarks and saved searches will be restored automatically to the new version.

16. *How to migrate from ITRONLINE 2.8 to TLOL Suite™ 3.0?*

Just follow the “TLOL Suite™ 3.0 Installation Instructions”, attached separately.

17. *How to verify modules that are currently active?*

Within TLOL Suite™ 3.0, ↗ click on ≡ Help → Account Details to see the active and inactive modules.

18. *Can I install in FAT partition?*

No, you cannot install TLOL Suite™ 3.0 in FAT partition, it can be installed only on NTFS partition.

19. *In repair option, while running “Setup.exe” what do you mean by Application repair, Database repair and Complete repair and which should be opted for rectifying TLOL Suite™ 3.0 application?*

Repair option is used to rectify problems while starting TLOL Suite™ 3.0 application.

Repair option in single-user mode:

- a. **Complete repair** option is best suited to rectify most problems.
- b. You can opt for **Application repair**, if any error message is displayed immediately after starting TLOL Suite™ 3.0.
- c. You can opt for **Database repair**, after following procedure below.

- Start TLOL Suite™ 3.0. On getting an error, (without closing the error window) press  **Ctrl+Alt+Delete**. ↩ Click on Task Manager. A list of applications running will be displayed in a window. ↩ Click on **Process** tab. Check whether two “java.exe” processes are running (one under “tlooluser” and another under your login name). If you do not see them or see only one of them you can proceed with this repair.

Repair option in Multi-user server:

- a. You can opt for **Database repair** option, which is the only permissible option.
- b. If you have installed node in a server, then refer “Repair” in “Single User”.

Repair option in Multi-user Node:

- a. You can opt for **Application repair** option, which is the only permissible option.
- b. If you have installed node in a server, then refer “Repair” in “Single User”.

20. *Setup32.exe or Setup64.exe which one should I use for update, install, repair or uninstall?*

Setup32.exe has to be run on Windows™ 32-bit version while Setup64.exe has to be run on Windows™ 64-bit version. To identify whether your PC is running 64-bit version of Windows™ or 32-bit version of Windows™:

- a. On computers running Windows™ XP:
 - ↩ Click on **Start**, right ↩ click on **My Computer**, and then ↩ click on **Properties**.
 - If “x64 Edition” is displayed under **System** in **General** tab, you are running the 64-bit version of Windows™ XP.

- If you do not see “x64 Edition” displayed under **System** in **General** tab, you are running the 32-bit version of Windows™ XP.
- b. On computers running Windows™ Vista or Windows™ 7 or Windows™ 8:
- ↗ Click on **Start**, right ↗ click on **My Computer**, and then ↗ click on **Properties**.
 - If “64-bit operating system” is displayed next to **System type**, you are running the 64-bit version of Windows™ Vista or Windows™ 7 or Windows™ 8.
 - If “32-bit operating system” is displayed next to **System type**, you are running the 32-bit version of Windows™ Vista or Windows™ 7 or Windows™ 8.

21. *My installation went through successfully, but I see an Error Log window. What should I do?*

If you find Error Log window at the end of SETUP, do the following:

- a. Path to the error log file will be displayed at the bottom of the window. Please make a note of the folder location.
- b. Open the folder containing the error log file.
- c. Attach the file InstallLog.xml to an e-mail and send to support@taxlawsonline.com to resolve the issue at the earliest.

22. *I am a system administrator for a large LAN. Is there any easy way to deploy TLOL Suite™ 3.0 across all machines?*

Yes. We have a special PUSH INSTALL application ready for large networked offices. Please contact our tech-support.

23. *I am getting a CRC error[Cyclical Redundancy Check] error during installation. What should I do?*

CRC error appearing during installation usually represents a defective

media. Please call tech support for media replacement.⁴³

⁴³Standard terms and conditions apply.

Appendix B

Technical Support

We provide free, unlimited technical support for all registered users of the full version of TLOL Suite™ 3.0 for the first 30 days after purchase. Before contacting us, please make sure you have checked the relevant section of this manual, as well as the questions and answers found in “Frequently asked questions”.

Our aim is to ensure that you are completely satisfied with TLOL Suite™ 3.0. We greatly welcome your suggestions and comments and will strive to implement your recommendations in succeeding versions.

You may contact us in any of the following ways:

By Email: support@taxlawsonline.com (recommended for best response).
Please include the following: support@taxlawsonline.com

Your Subscription Number, full name, company name, address,

Product Key⁴⁴

Product information

All information about the problem

By fax: (044) 24322015. If you send a fax, please include the following:

All information as requested for email support, plus

Telephone number

Return fax number

44.Product Key can be found on opening the DVD mailer.

By telephone: (044) 32904460/32469718. Our technical support department is open Monday through Friday, 9:00 a.m. to 5:30 p.m. Please have all information as requested for email support ready before calling.

By mail. Please write to:

Technical Support Department

TaxLawsOnLine.Com Pvt. Ltd.

2, Vaithyaram Street, T. Nagar,

Chennai

600 017

INDIA

Please include the same information as requested for a fax inquiry.

Support after 30 days

If you need additional assistance beyond the initial 30-day free support period, please contact the Technical Support Department.

Upgrade Policy

As a subscriber to TLOL Suite™ 3.0 you automatically benefit from any software upgrades besides the promised data updates. “Major upgrades” are defined as significant improvements to the functionality of TLOL Suite™ 3.0 and are designated with new whole-digit version numbers (e.g., from version 2.x to 3.0).

Defective media Replacement

To replace defective media, please call our Technical Support Department at (044) 32904460/32469718. If you choose to write, please enclose only the defective disk(s), not the entire product package. If the disks are post-marked, or you call us for replacement, within 30 days of purchase, we will replace them free of charge. After this period, please contact our Technical Support Department for prices.