

## Guide to Using CHRR Online

*CHRR Online is licensed for use in B.C. courthouse libraries only.*


### Scope

The *Canadian Human Rights Reporter* (CHRR) (KM220 C35) is in this database as well as unreported human rights decisions. The decisions are full text. Information about hearings that are pending and in process can also be found on this website.

### To Open the Database

- Double click on the CHRR Online icon. Click on **Sign In**, located on the left hand side of the screen.

### To Quit the Database

- Click on **Logout** on the left hand side of the webpage (you may have to scroll over). **If you do not logout before moving onto something else you will not be able to regain access for 20 minutes.**
- Click on the **Close**  button in the top right corner.

### Currency

- Click on **Current Law Notes** at the top of the screen and scroll down for currency information.

TO SEARCH FOR	USE	EXAMPLE
Phrase		<i>post traumatic stress syndrome</i>
Two words or more	And	<i>age and discrimination</i>
Alternate terms or synonyms	Or	<i>native or aboriginal</i>
A word root with any suffix	*	<i>harass*</i>
A word with one variable letter	?	<i>wom?n</i>
Words that are n words apart	<near/n>	<i>traumatic &lt;near/3&gt; stress</i>

### Performing Searches in CHRR Online

- Use one term only when searching the **Parties, Indexed As, Adjudicator, Cases Cited** and **Authorities Cited** fields. Phrase searches and the connectors mentioned above do not work in these fields.


### To Search for Keywords

**EXAMPLE:** *Find all decisions referring to wrongful dismissal and pregnancy or maternity*

- Type *wrongful dismissal and pregnan\* or maternity* in the **Full Text Search** textbox.
- Click on the **Search** button.
- The number of records or "hits" found by your search is displayed on the top of the case list.
- Use the scroll bar to move through the list of cases.
- To see the full text of any of the cases found click on **English full text** under the name of the case


### To Search for a Phrase

**EXAMPLE:** Find the phrase “pay equity”

- Type *pay equity* in the textbox.
- Click on .
- The number of records or "hits" found by your search is displayed on the top of the case list.
- Use the scroll bar to move through the list of cases.
- To see the full text of any of the cases found click on [English full text](#) under the name of the case.

### To Search by Parties

**EXAMPLE:** Find “Walsh v. Mobil Oil Canada”


- Scroll down to the **Parties** textbox.
- Type only one party’s name, either *Walsh* or *Mobil Oil Canada*, in the **Parties** textbox.
- Click on .
- The number of records or "hits" found by your search is displayed on the top of the case list.
- Use the scroll bar to move through the list of cases.
- To see the full text of any of the cases found click on [English full text](#).

### To Note up a Case

**EXAMPLE:** Note up “Wong v. Ottawa Board of Education (No.3)”

- Locate the case as above.
- Click on [Cited by](#) under the case name.



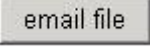
### To Note up Legislation

- Select the legislation from the drop down menu under [Legislation Cited](#) and enter the section number (section number is optional).
- Click on .

### To Browse Recent Decisions

- Click on **Current Law Notes** and scroll down through the list. Cases are organized by jurisdiction, listing Federal cases first and then alphabetically through the provinces. To see the full text any of the cases, click on the abbreviation for the language.

### To Print/Email Decision

- When you have the decision on the screen insert a copycard into the card reader and click on the **Printer Friendly**  button at the top left hand side of the document window.
- Click on the **Print**  icon at the top of the document window.
- To email the document, click on [Email Document](#), type the email address in the text box, and click on .

Updated June 2009

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