Legislation - Subordinate

Subordinate Manager

Select Components > Legislation from the drop-down menu in the administration (back-end) of your web site, and then click on the SUBORDINATE Sub Menu.

Description

The Subordinate Manager is where you can edit existing Subordinate Legislation, create new versions or add amendments. The default view displays SUBORDINATE legislation in a list form. Depending on the site SETTINGS, either single or dual language SUBORDINATE legislation files are displayed.

Screen Shot

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 Row A - Is the TOOLBAR row. It contains all the toolbar action buttons for associated processes. NOTE: Some buttons will require an item to be selected using the SELECT column (section E) check box next to the required item. Even though more than one item can be selected, the system will only allow one item to be chosen at a time (for work-flow reasons).

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 Row B - Is the SUB MENU row. It contains the sub-menus that are used to access the other areas of the Integrated Legislative Work-flow System (iLAWS).

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 Row C - Is the FILTER row. It contains the Filters that allow narrowing of the results shown in list section E. The row also displays the flag or flags of the language(s) chosen via the SETTINGS button in row A.

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 Row D - Is the COLUMN HEADINGS row. It contains the column headings for the section E list. Each heading can be toggled to sort the list in section E in ascending or descending order based upon the values in that column.

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Row E - Is the LIST TABLE. It contains the list of legislation for the selected legislation type.

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Row F - Is the FOOTER row. It allow the user to set a specific number of rows for display in section E, and any rows in excess of this number are then displayed via navigation buttons.

Toolbar (row A)

When the SUBORDINATE view is selected via Components > Legislation > Subordinate, at the top right in row A you will see the toolbar:

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New Version. Most legislation will be amended from time-to-time. iLAWS allows amendments to be linked to the parent item based upon a date. At some point a new version (reprint) will be created after significant amendments have accumulated. To enable the point-in-time aspect to function correctly the physical amendments are incorporated into the CURRENT Subordinate legislation by the responsible authority, and a new version is generated with its own commencement date. The amendments (linked to the previous Subordinate parent item) will disappear from the list presented to the public (front-end), but will still be available in this administration screen (back-end). If someone selects a point-in-time in the front-end before the New Version's commencement date, the old amendments will be displayed. To produce a new version, the CURRENT file must be selected (via the SELECT column), and the New Version toolbar button pressed to initiate a New Version of the Subordinate file.

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Add Amending To ensure that each item of Amending Legislation is linked to its parent, the ADD Amending button is included in this layout. The process begins by selecting the CURRENT parent item (via the SELECT column), and then clicking the Add Amending toolbar button.

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Edit. Click on this button to EDIT an item of legislation. The fields that can be edited are very limited as the integrity of the whole legislative process depends on the previously entered data being preserved. Normally in this screen the notes field

is the only fields that can be modified.

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Delete.
Click this button to delete any item of legislation. If the item has children (amending files), the process will abort and inform the user to resolve these files before the parent can be deleted. NOTE: Deleting a file will remove the file and any uploaded files from the server, so please use DELETE with care.

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Help. Opens this Help Screen.

Legislation Sub Menus (row B)

At the top left, above the Filter, you will see the following menu links.

List Filters (row C)

Filter by Partial Short Title

You can filter the list of items by typing part of the short title. You can also select a combination of Status and Published State.

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Filter. In the upper left corner just above the column headings is a Filter field and two buttons, as shown below:

If you have a large number of items in the list, you can use this filter to find the desired item(s) quickly. Enter part of the short title and press 'Go' to display the matching items. You can enter in whole words or part of a word. For example, "leg" will match all titles with the word "legislation" in them.

Language Flag(s)

Depending on the SETTINGS in row A either one or two flags will be displayed. iLAWS caters for single or dual language countries. In the case of single language countries only one short title column will be shown in row D.
The flags of all 72 Commonwealth nations are available in the database.

Filter by Status, Category and Published State

In the upper right area, above the column headings, there are two drop-down list boxes as shown below:

The selections may be combined. Only items matching all selections will be displayed in the list section E.

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 Select State. Use the drop-down list box to select the status: CURRENT, SUPERSEDED, REPEALED or NOT IN FORCE. These selections are permanently embedded in the system. By selecting "- Select Status -" items containing all status levels are displayed.

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 Select State. Use the drop-down list box to select the published state: Published or Unpublished.
 By selecting "- Select State -" items containing both publishing levels are displayed. These selections are permanently embedded in the system.

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Column Headings (row D)

Click on the column heading to sort the list by that column's value (see figure below). The sorted row will show a direction (up or down) triangle next to the column name.

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#. An indexing number automatically assigned for ease of reference.

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Select.
Check this box to select an item. After a box is checked,
click a toolbar button to perform an action on the selected item .
All toolbar buttons will only work on one SELECTED item at a time.
If multiple items are checked and you press a toolbar button a warning will be given and the process will be aborted.
NOTE: When another user is using an item a LOCK will appear preventing two users making changes to the same item simultaneously. If the LOCK has been inadvertently left due to a user not closing a window correctly then either the person that has checked out the item will have to re-open the item and close it correctly, or the site administrator will have to perform a GLOBAL CHECK-IN. This is only available to the Super Administrator. SEE THE LOCK IN SECTION E (item #4) IN THE TOP SCREEN SHOT.

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Item. Contains a number that will identify the item. Usually the number is related to the item itself (e.g. 2008-0004 is SL 4 of 2008). The number's format is critical and must be in the format YYYY-NNNN. The item numbers in section E can be hovered over to check the notes for the file. Items in BLUE have notes. Items in GREY do not.

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Version. Sequentially numbered as a whole number, and clearly identifies each version. If point-in-time is turned off in the SETTINGS then this version number is omitted.

- [main] Short Title. Contains the name assigned to the main language file. Clicking the Short Title text checks for the existence of the linked PDF file.

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[second] Short Title. Contains the name assigned to the second language
file. Clicking the Short Title text checks for the existence of the linked
PDF file. NOTE: This column is only displayed if dual languages are selected via the SETTINGS in row A.

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Date Made/Superseded. Contains the commencement date for CURRENT files, and the SUPERSEDED dates for the corresponding status items.

- Status. Contains the status applied to the file. CURRENT is applied at the generation of a New Subordinate file, whereas the status of SUPERSEDED is applied automatically during the New Version process.

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Published. Whether the item has been published or not. You can change the Published state by clicking on the icon in this column.

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ID. The ID number. This is a unique
identification number for this item assigned automatically.
It is used to identify the item internally, for example in internal
links. You cannot change this number.

List of Legislation (row E - multiple)
Contains the full list of legislation.
Footer (row F)

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Display #. The number of items to
display on one page. If there are more items than this number, you can
use the page navigation buttons (Start, Prev, Next, End, and page
numbers) to navigate between pages. Note that if you have a large
number of items, it may be helpful to use the Filter options, located
above the column headings, to limit which items to display.

Quick Tip

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You must add at Subordinate Legislation before adding any Amending Legislation.

Problems

Should you find any omissions or errors on this HELP page, please advise WWT4 via office@wwt4.com.