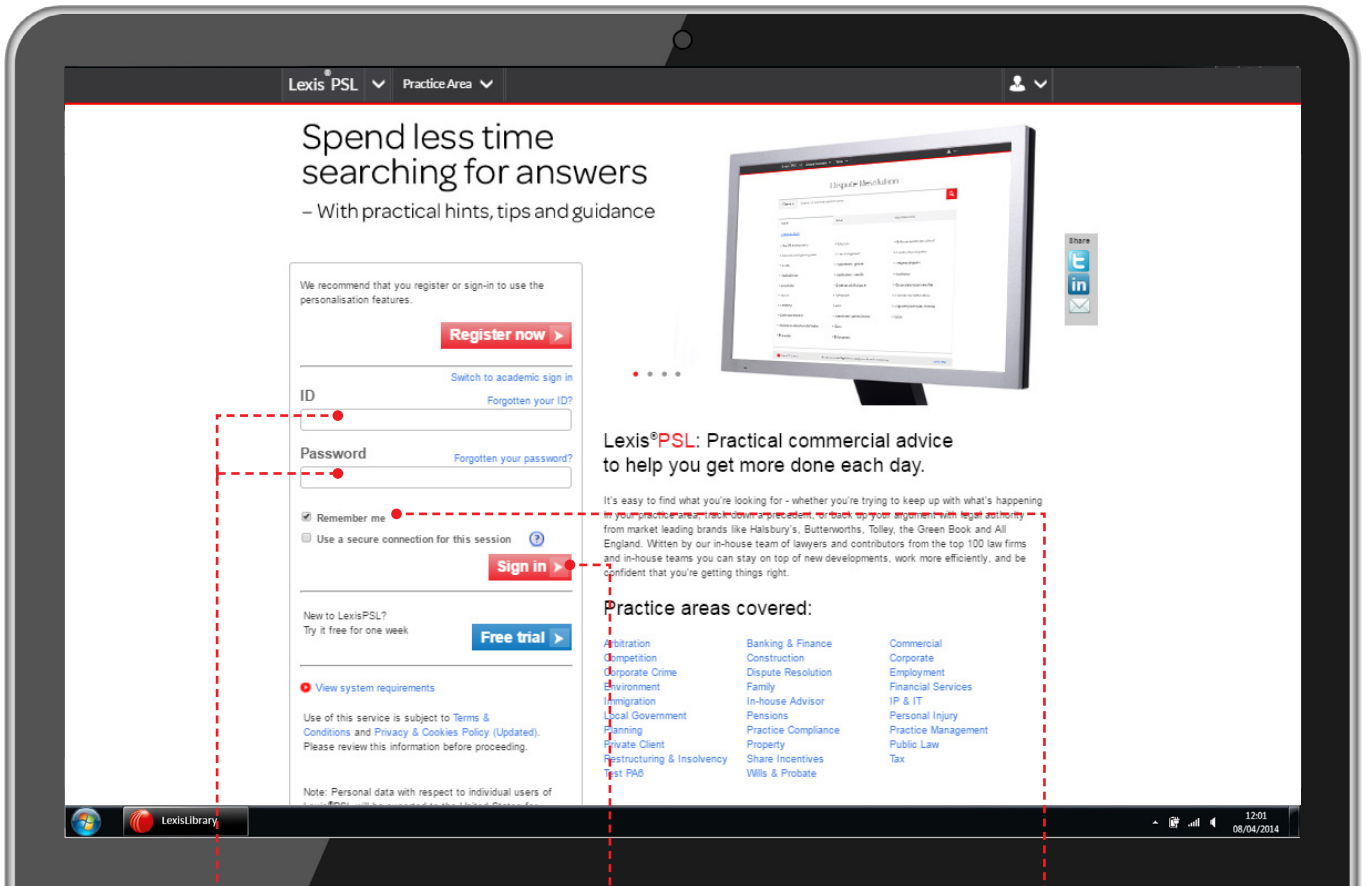


Lexis® PSL Full Guide

Login

To log on to LexisPSL follow this link www.lexisnexis.com/uk/lexispsl



Enter your username **ID** and **Password**

The **Sign in** button will take you to the homepage

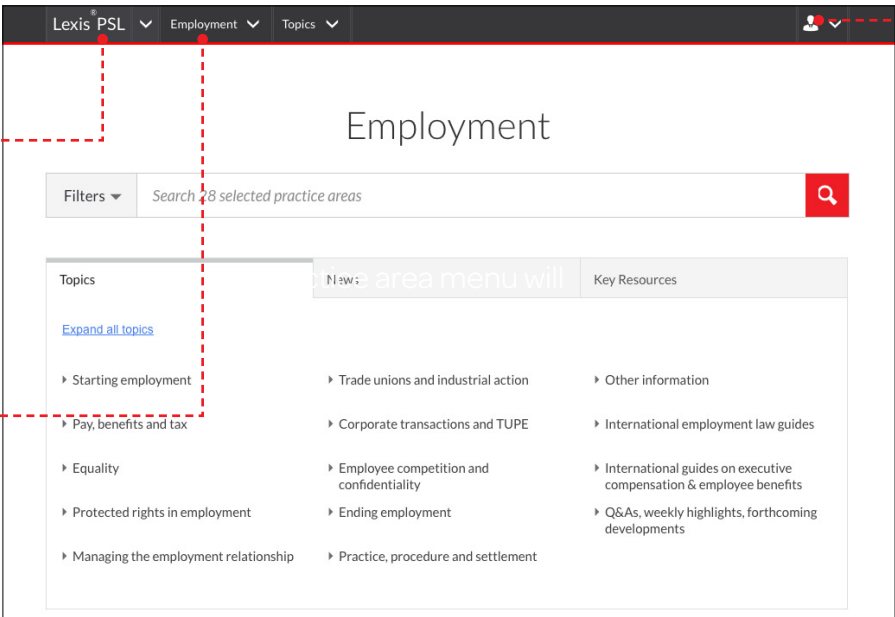
Tick the **Remember me** box. This will mean you are logged in automatically next time you access LexisPSL.

Find your Practice Area

When you reach the PSL service it may not necessarily display the practice area that you require.

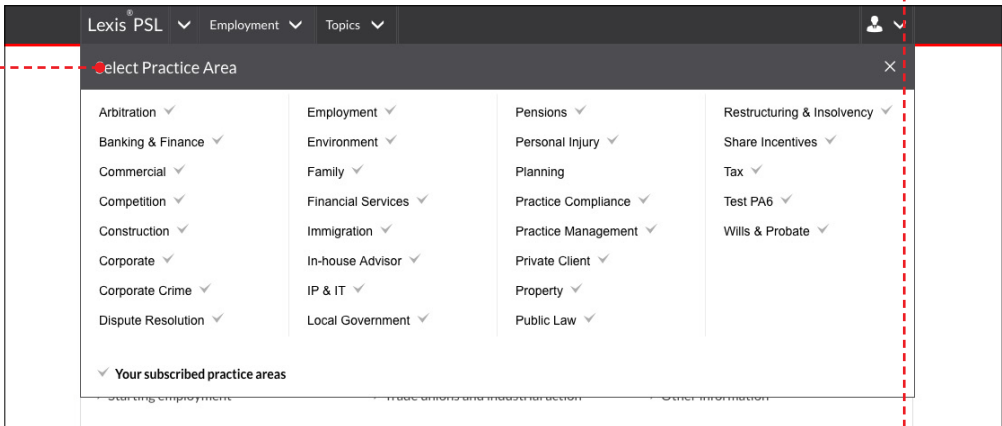
Click the **LexisPSL** logo to return to the home page at any point.

Select the dropdown arrow to change to another practice area.



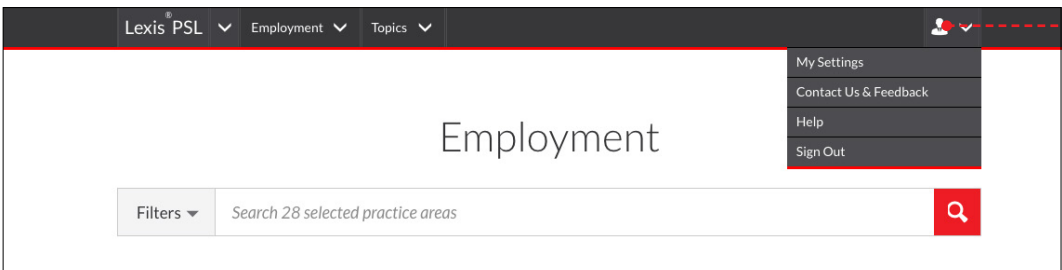
The screenshot shows the LexisPSL interface for the Employment practice area. The top navigation bar includes 'Lexis PSL', 'Employment', and 'Topics'. A search bar contains 'Search 28 selected practice areas'. Below the search bar, there are sections for 'Topics', 'New area menu will', and 'Key Resources'. The 'Topics' section lists various employment-related topics with dropdown arrows next to them. A red dashed box highlights the 'Lexis PSL' logo and the dropdown arrows in the 'Topics' section.

The practice area menu will appear in a pop up window.



The screenshot shows a 'Select Practice Area' pop-up window. The window lists various practice areas in a grid format, including Arbitration, Banking & Finance, Commercial, Competition, Construction, Corporate, Corporate Crime, Dispute Resolution, Employment, Environment, Family, Financial Services, Immigration, In-house Advisor, IP & IT, Local Government, Pensions, Personal Injury, Planning, Practice Compliance, Practice Management, Private Client, Property, Public Law, Restructuring & Insolvency, Share Incentives, Tax, Test PA6, and Wills & Probate. A section for 'Your subscribed practice areas' is also visible at the bottom. A red dashed box highlights the 'Select Practice Area' title and the grid of practice areas.

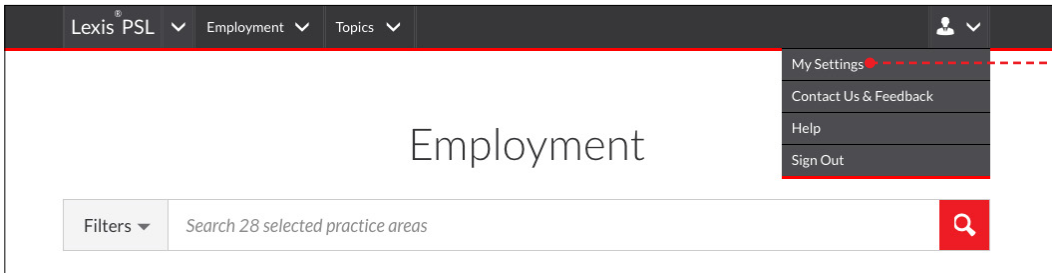
This icon will allow you to manage your settings, contact our experts, access help or sign out.



The screenshot shows the LexisPSL interface for the Employment practice area. The top navigation bar includes 'Lexis PSL', 'Employment', and 'Topics'. A search bar contains 'Search 28 selected practice areas'. On the right side, a user menu is open, showing options for 'My Settings', 'Contact Us & Feedback', 'Help', and 'Sign Out'. A red dashed box highlights the user menu icon and the menu items.

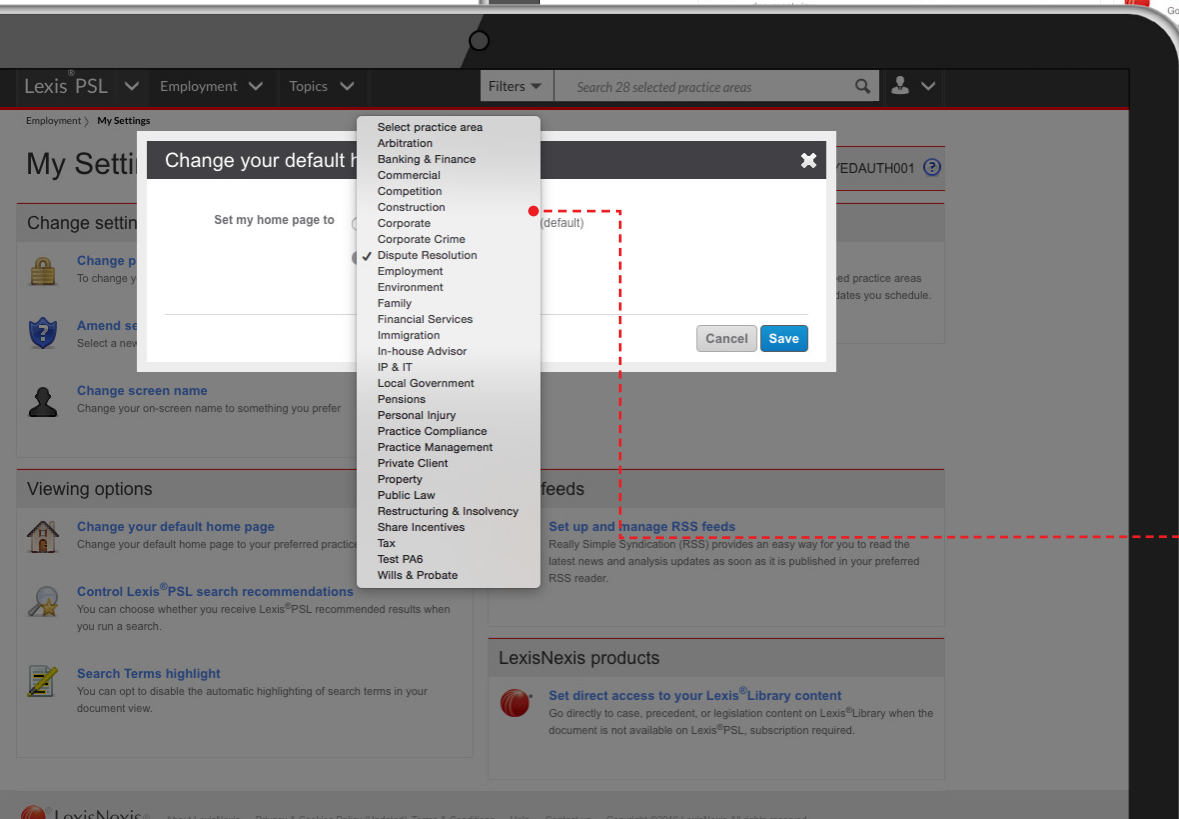
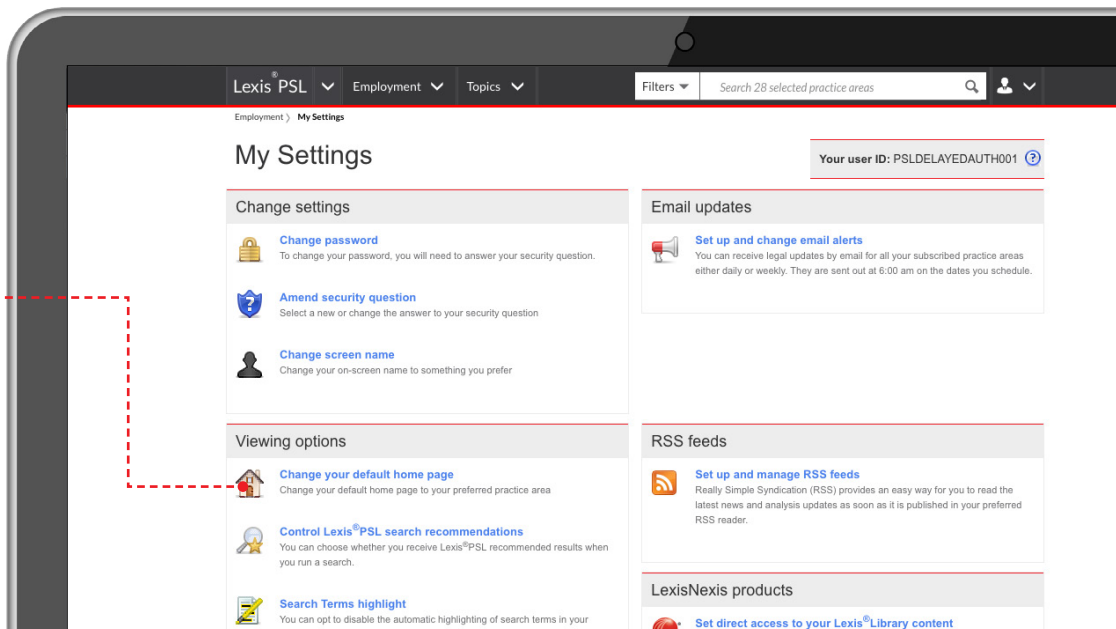
Remember my Practice Area

LexisPSL can remember your practice area the next time you use LexisPSL.



Navigate to **My Settings** under the top right icon.

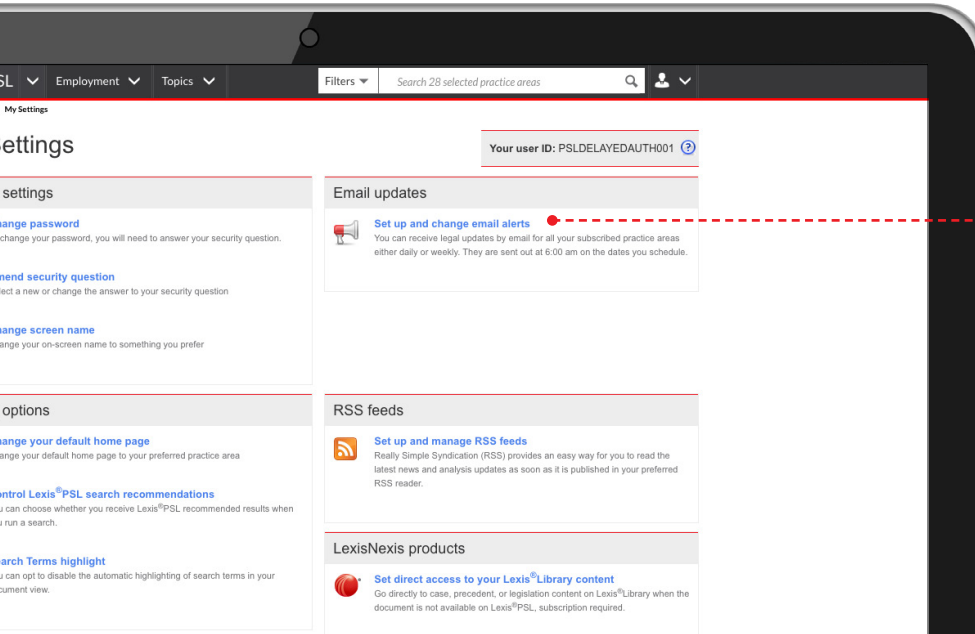
Select **Change your default home page**.



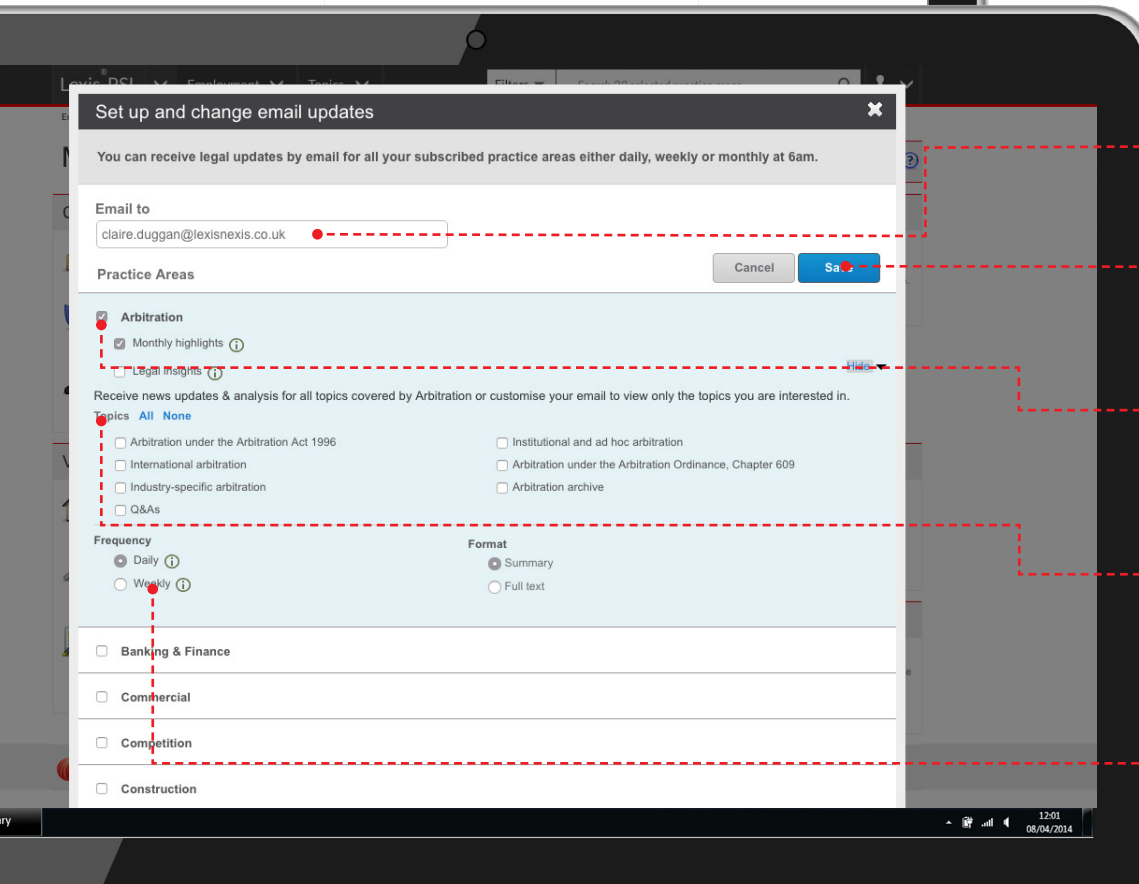
Choose your desired practice area from the drop-down list. Then click **Save** to apply changes.

Set up email alerts

Email alerts can be set up.



Select **Set up and change email alerts**.



Enter your **email address**

Click **Save** to finish setting up your alerts.

Tick the box next to the practice area that you wish to receive updates on.

To customize your legal insights, select/deselect the topics of interest.

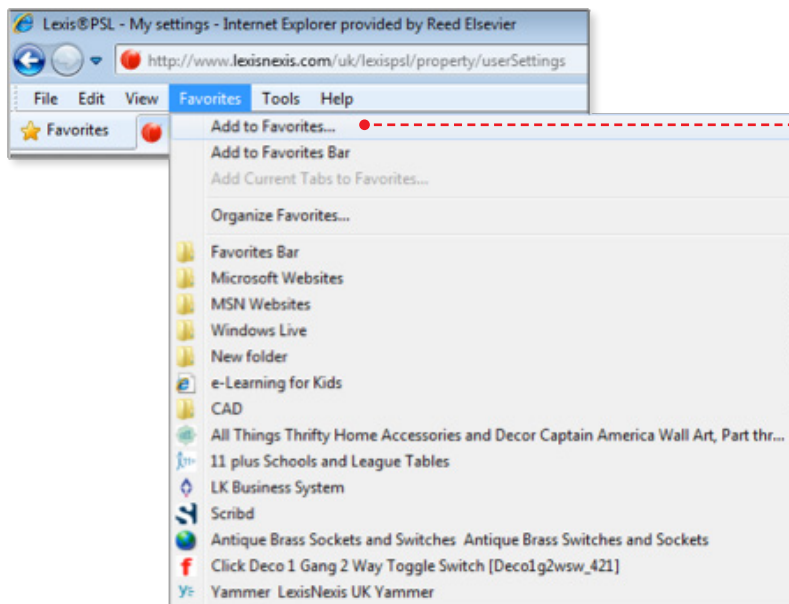
Select whether you wish to receive updates daily or weekly.

Add LexisPSL as a favourite or a bookmark using Internet Explorer and Google Chrome

LexisPSL can be added to your favourites within your Internet browser.

Internet Explorer

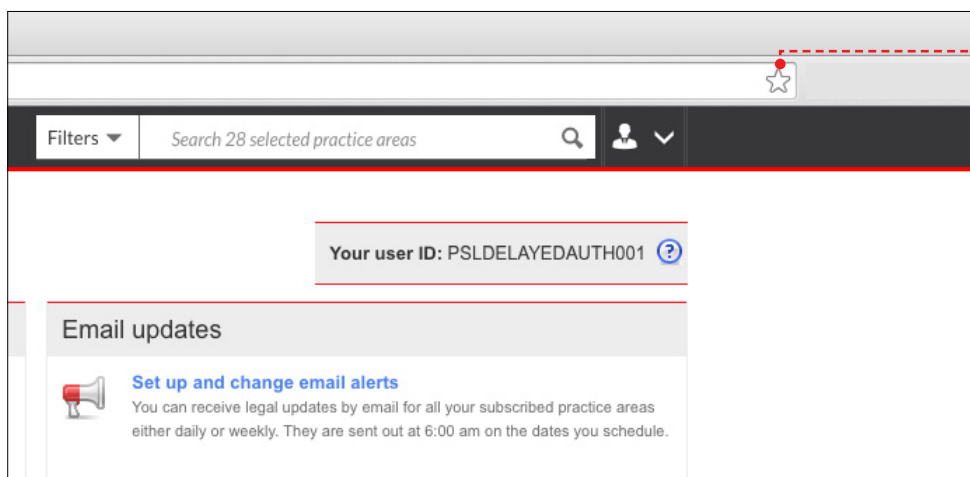
To add LexisPSL as a favourite using Internet Explorer:



Select *Favourites* from the internet browser menu bar or select the star next to *Favourites* on the tool bar.

Google Chrome

To add LexisPSL as a bookmark using Google Chrome:

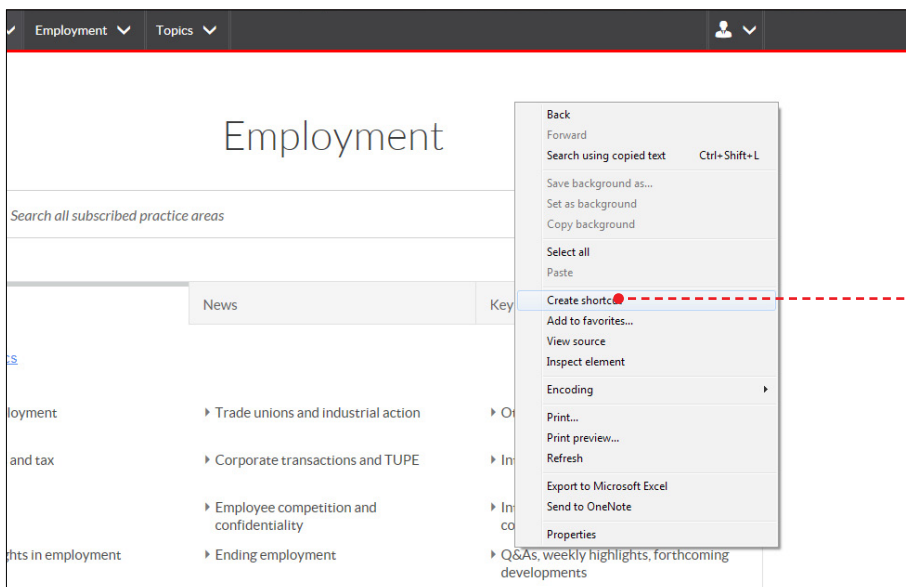


Select the star icon on the address bar to add LexisPSL to your bookmarks in Google Chrome.

Add as a shortcut on your desktop using Internet Explorer and Google Chrome

Internet Explorer

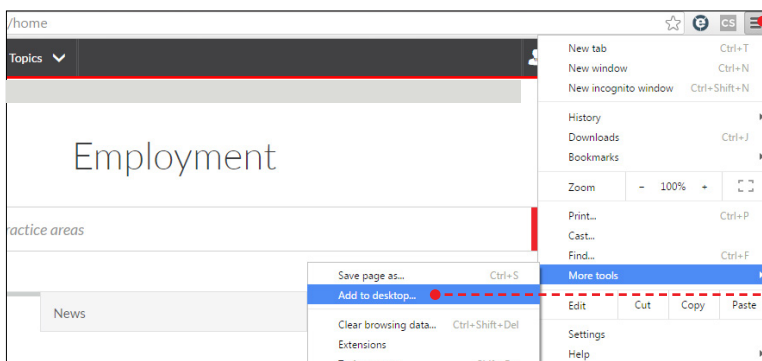
To add LexisPSL as a shortcut to your desktop using Internet Explorer:



Right click your mouse anywhere on the white space and select **Create shortcut** from the menu and click **OK** to select a desktop shortcut direct to the service.

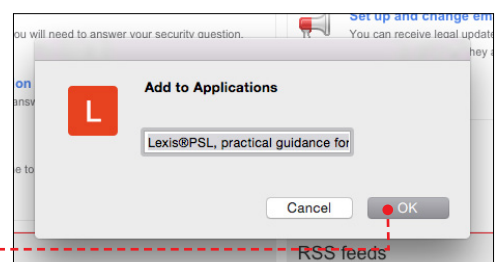
Google Chrome

To add LexisPSL as a shortcut to your desktop using Google Chrome:



Click on the Customize icon, navigate to **More tools** and select **Add to desktop**

A pop-up box will appear, select the locations to which you wish to add the shortcut and select **Ok**.



Navigating the home page

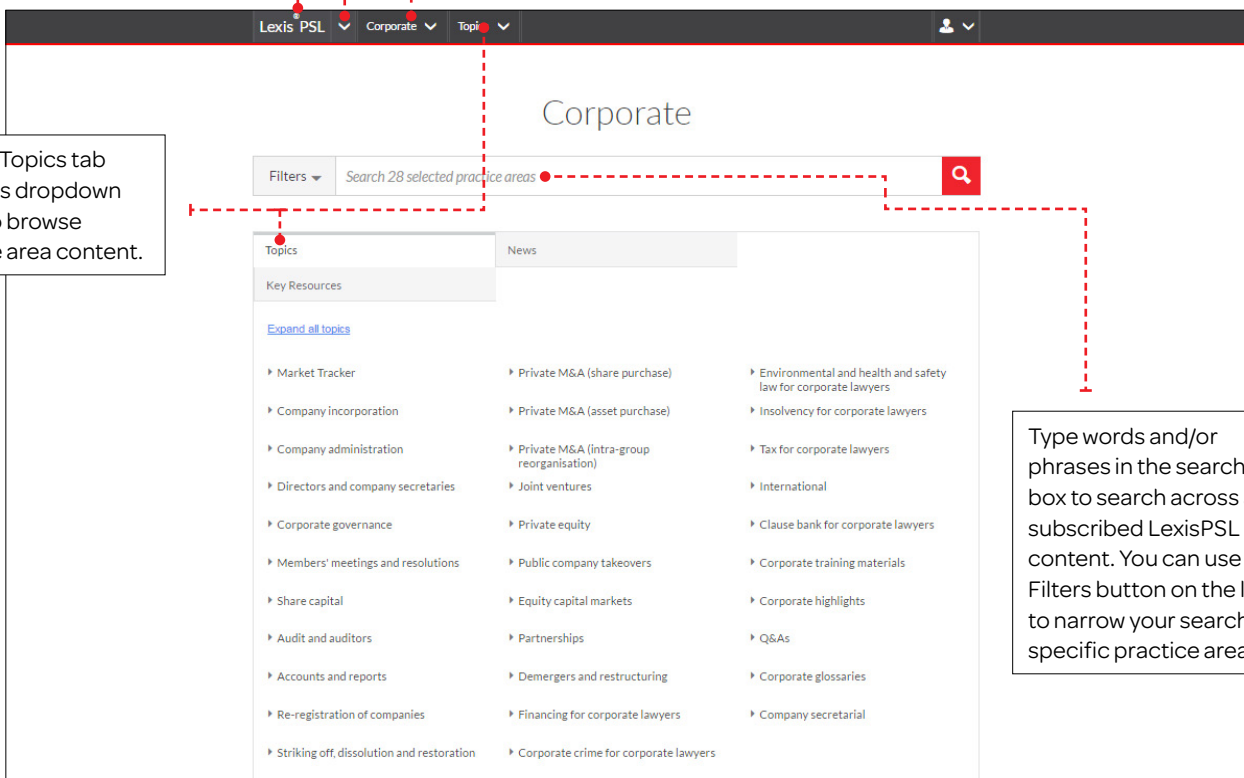
The Lexis PSL logo will take you back to your practice area homepage.

Select the arrow next to LexisPSL to navigate to Lexis Library, Lexis Nexis Webinars, Lexis Smart or Blog content.

Click on the current practice area title to open the menu and navigate to another practice area.

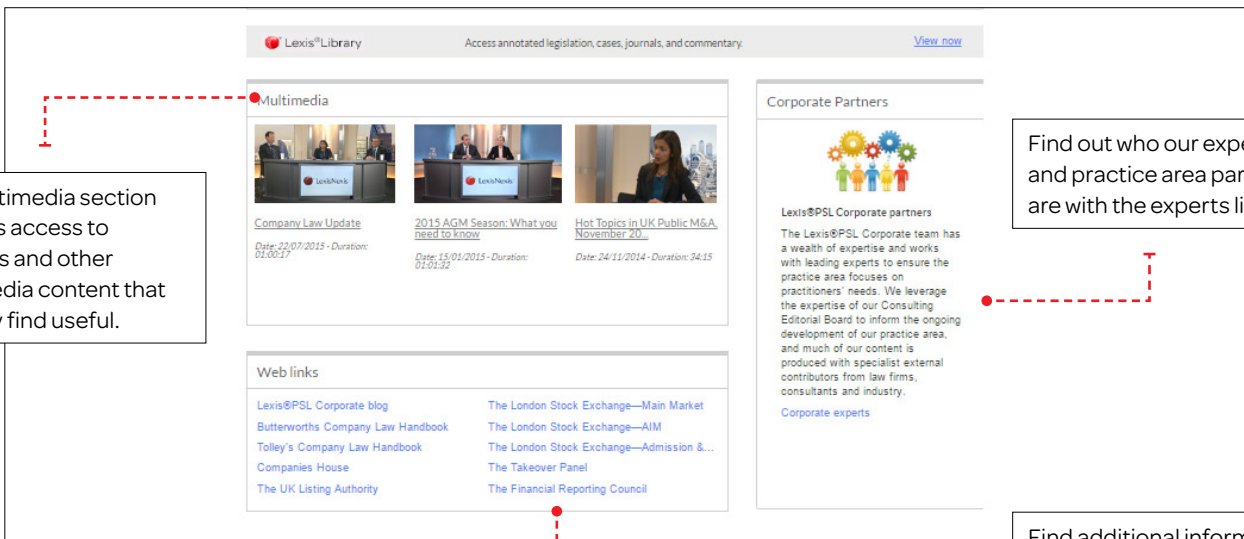
Use the Topics tab or Topics dropdown menu to browse practice area content.

Type words and/or phrases in the search box to search across all subscribed LexisPSL content. You can use the Filters button on the left to narrow your search to specific practice areas.



The Multimedia section provides access to webinars and other multimedia content that you may find useful.

Find out who our experts and practice area partners are with the experts link.



Find additional information through useful external links under Web links.

Next to Topics, you will find a News and Key Resources tab.

News:

The screenshot shows the 'News' tab interface. At the top, there are three tabs: 'Topics', 'News', and 'Key Resources'. Below the tabs is a blue toolbar with the text 'Never miss the latest corporate news' on the left, 'Subscribe to regular updates' in the center, and 'Email' and 'RSS' links on the right. Below the toolbar is a 'Latest News' section with three articles. The first article is 'Brexit and the future of the Capital Markets Union', the second is 'Market Tracker daily round-up—17 August 2016', and the third is 'CLLS/Law Society Company Law Committees' Joint Working Parties on Market Abuse, Share Plans and ...'. Each article has a 'Read More' link. To the right of the articles are two more articles: 'Market Tracker trend report—UK public M&A deals in H1 2016' and 'Piercing the corporate veil'. Above the first article is a link 'View all news | Highlights - August 2016'. Above the second article is a 'Read More' link. Above the third article is a 'Read More' link.

Set up email alerts or subscribe to RSS feeds using the hyperlinks in the blue toolbar.

Access the News Archive, or the latest monthly Highlights.

The News tab shows the six latest items, which can be viewed by clicking **Read More**.

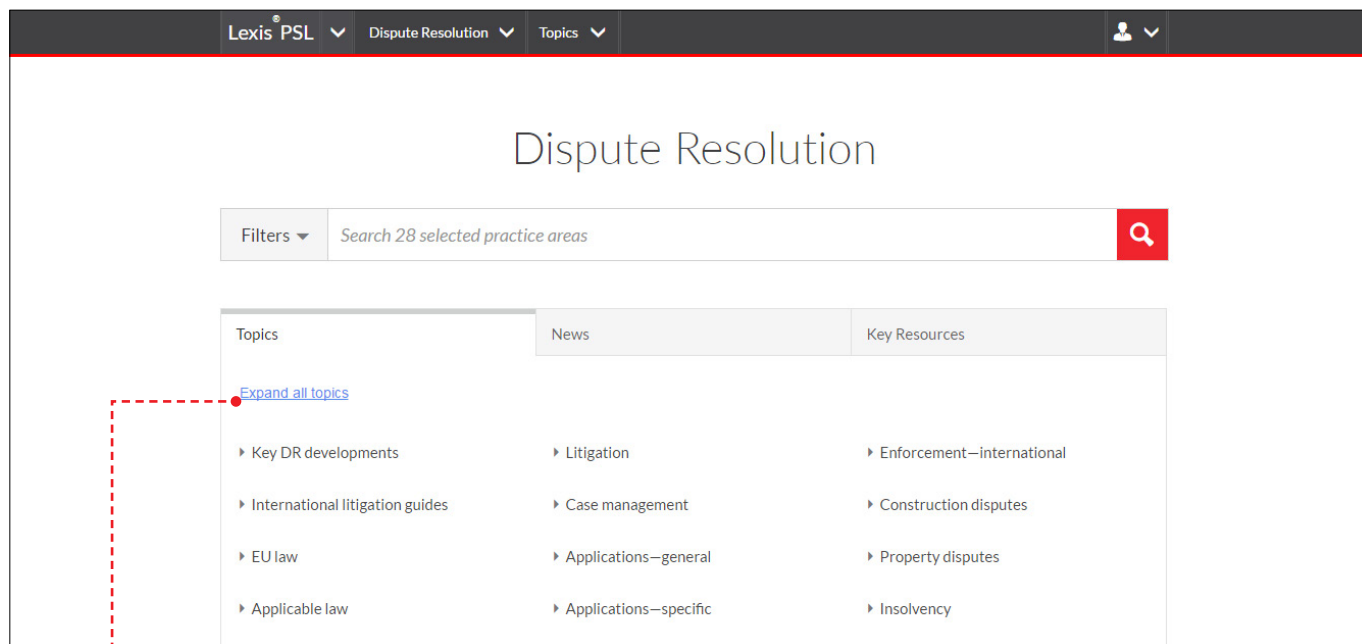
Key Resources:

The screenshot shows the 'Key Resources' tab interface. At the top, there are three tabs: 'Topics', 'News', and 'Key Resources'. Below the tabs is a list of resources. The first section is 'Public company resources' with links to 'The Takeover Code', 'The Takeover Code—Panel Statements', 'The Takeover Code—Practice Statements', 'Financial Conduct Authority Handbook', 'FCA Knowledge Base', 'Primary Market Bulletins', 'AIM Rules and guidance notes', 'Inside AIM', 'ICSA, GC100 and institutional investor guidance', and 'The UK Corporate Governance Code and Stewardship Code'. The second section is 'Pre-Companies Act 2006 resources' with links to 'Companies Act 1985 (at 07/11/06)', 'Companies Act 1985 (at 18/11/14)', 'Companies Act 1985—the remaining provisions', 'Companies Act 1985, Table A', and 'Table of destinations (the CA 1985 and the CA 2006)'. To the right of the list is a 'Tools' section with links to 'Market Tracker' and 'Corporate calculators'.

Key Resources contains quick access to the key documents, topics, and our collection of calculators and tools, curated by our team of practice area experts.

Lexis PSL is designed to take effort out of finding research and drafting materials by grouping them together by topic. You can access the topic you need on the homepage or from the Topics dropdown menu, which can be accessed on any page.

Viewing Topics

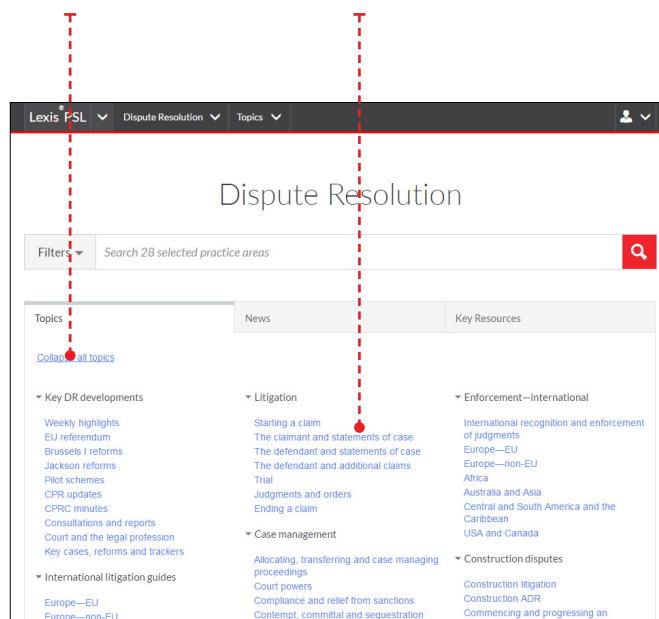
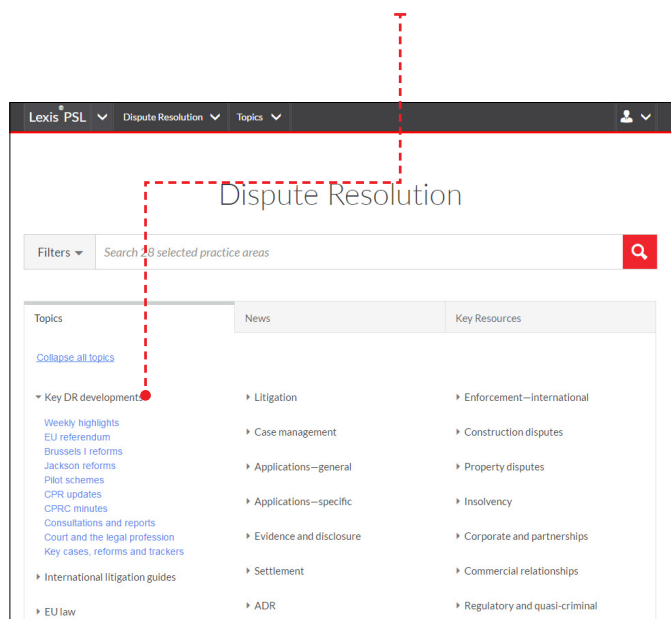


The Topics tab displays all of the high-level topics for the current practice area.

These can be expanded individually on headings to show the subtopics beneath.

Or you can click 'Expand all topics' to view everything at once. You can undo this by clicking on 'Collapse all topics'.

The topics area grouped under the black headings, with blue links underneath to signpost specific subtopic areas.



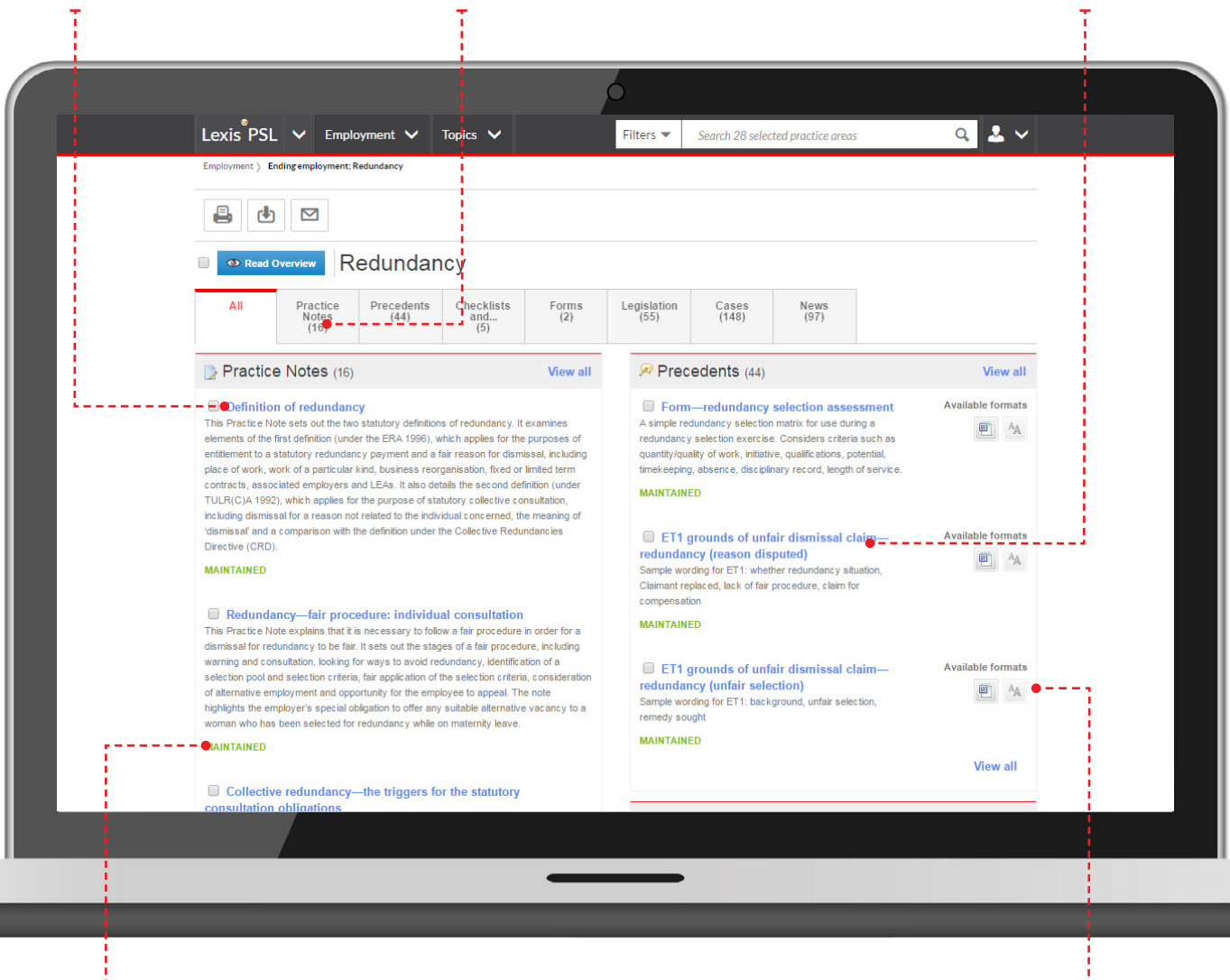
Viewing the collection of documents within a topic

The documents available for your topic are grouped together in pods according to document type, e.g. Practice Notes, News, Cases, Forms, Precedents, Checklists and Legislation.

Click on a content type in this banner to view the full range of documents available.

A small selection of the most popular documents within each document type appear directly in the pod, but to see all the available documents, click on the category tabs along the top.

To tell at-a-glance whether a document is the one you need, there is a mini-summary of its contents underneath the blue title.



A document will be flagged as **Maintained**, **New** or **Updated**, to give you the status of the information contained within, or to alert you to a new document.

Depending on your subscription, you may have access to some Forms and Precedents in a LexisSmart format. LexisSmart Forms are pdf documents that can be completed, saved and edited online. LexisSmart Precedents (Document Assembly) save time by generating a tailored document following the completion of a questionnaire. To access the LexisSmart version of a document, click on the **Document Assembly** button.

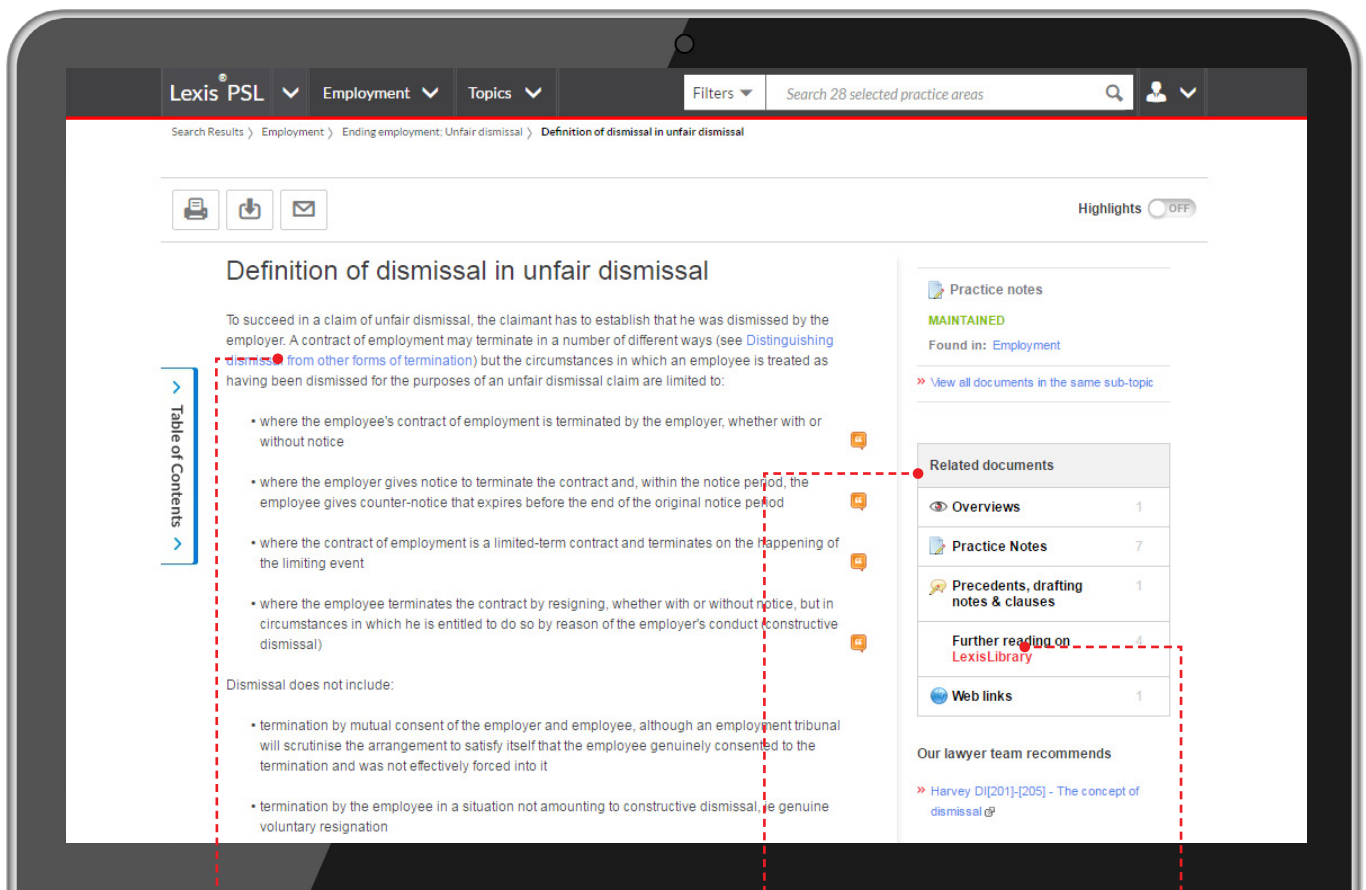
Navigating your selected document

Once you have clicked through to your selected Practice Note, Precedent, Checklist or other document within LexisPSL, there are several additional features available to help you save time. These are:

- Hyperlinks within the document to the underlying authority
- Hyperlinks to Related Documents on the same similar topic
- Hyperlinks to excerpts from key texts, expanding on the topic
- A **Table of Contents** button so you go straight to the relevant part within a document
- **Document Delivery** buttons to let you download, print or email the document
- A **Feedback** button so you can contact the LexisPSL team of lawyers with comments or queries in relation to that selected document

Hyperlinks within your Document

LexisPSL has been designed to work in layers so you are able to access just what you need without wasting time trawling through unwanted material. Most documents contain links directly through to other relevant material, whether that's legislation, cases, practice notes, forms, checklists extracts from key texts or other documents, so you can drill down as far as you need to go.



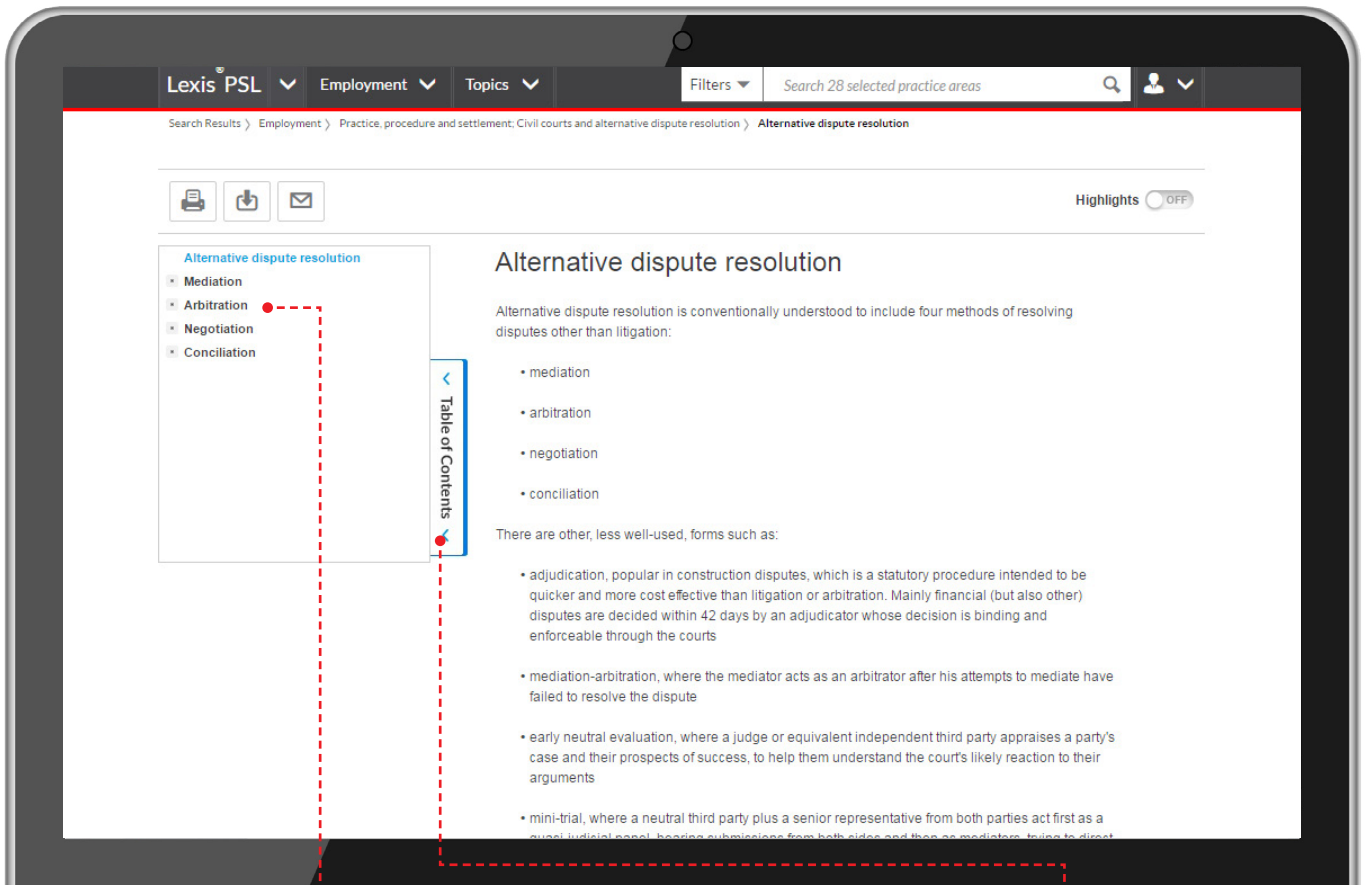
Links to cases, legislation or to other LexisPSL Practice Notes may be displayed within the text of the document itself. You may also see + signs on the right of the text which, when you hover over them show the underlying authority for the statement in the text. You can click on this link to go straight to that part of the legislation or case.

Related Documents are listed on the right hand side of the screen. These may be other relevant practice notes, precedents, forms or checklists. Clicking on a link to open that document

Links to **further reading** on LexisLibrary may be listed on the right of the screen. Depending on your subscription, these links will take you directly to a relevant document within the LexisLibrary service, for example, a section within Halsbury's Laws or another key text.

Document Table of Contents

Once you have opened a document, you can navigate quickly to a specific paragraph, section or heading using **Table of Contents** button. This appears on the left side of the black bar under the document.



Click on a heading to navigate to that particular paragraph/section/chapter of the document.

Click on the black **Table of Contents** button to view the different paragraphs, sections or chapters within your current document.

Downloading, printing and emailing selected documents



Use the check boxes to select one or multiple documents.



To print the document, click on the Print Delivery icon. The Print pop-up window will appear. Complete the fields as necessary and click Print.



To download and save the document, click the Download Delivery icon. The Download pop-up window will appear. Complete the fields as necessary and click Download.



To email the document, click on the Email Delivery icon. The Email pop-up window will appear. Complete the fields as necessary and click Email.

LexisAsk


The LexisPSL team of lawyers are always keen to receive your queries or comments on a particular document or aspect on the service. You can use the Feedback icon (on the right of the black bar underneath the document) to contact them for this purpose.



To send feedback, enter your name and a message.

Click **Send** to send a message through to the LexisPSL team.

LexisAsk ✕

 If you haven't been able to find the answer to your question, why not ask our experts? While we always love to hear from you, unfortunately we can't respond to questions which are fact-based or where our answer may constitute legal advice. Please therefore bear this in mind when submitting your question and do not include client or matter specific details.

[» Take a look at what others are asking.](#)

Name *

Email address *

Send me a copy

Page ID
https://www.lexisnexis.com/uk/lexispsl/employment/document/393759/55T3-HSP1-F18B-S03G-00000-00/Alternative dispute resolution.faces

Type your question here... 250 words remaining

Disclaimer

Your use of the LexisAsk service is subject to the following:

- *The [Terms of use](#), your agreement for access to LexisPSL and the points below (together the "[Terms](#)") apply to the LexisAsk service. By using this service, you confirm that you have authority to use the LexisAsk Service and to agree to and accept the [Terms](#).
- We do not provide and are not providing legal advice. You are solely responsible for your use of, and/or any reliance on, the LexisAsk service, responses to questions or the content of other Lexis materials. You accept that your use of the LexisAsk service (including any reply from us) does not create or imply a lawyer-client relationship of any kind. You accept that we do not owe you any duty of care.

* Submitting a question is strictly subject to the [Terms](#).

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Visit our website www.help.lexisnexis.co.uk
or follow us on Twitter [@LNResources](https://twitter.com/LNResources)
Helpdesk number: **0845 370 1234** (Calls cost 7p/min)

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