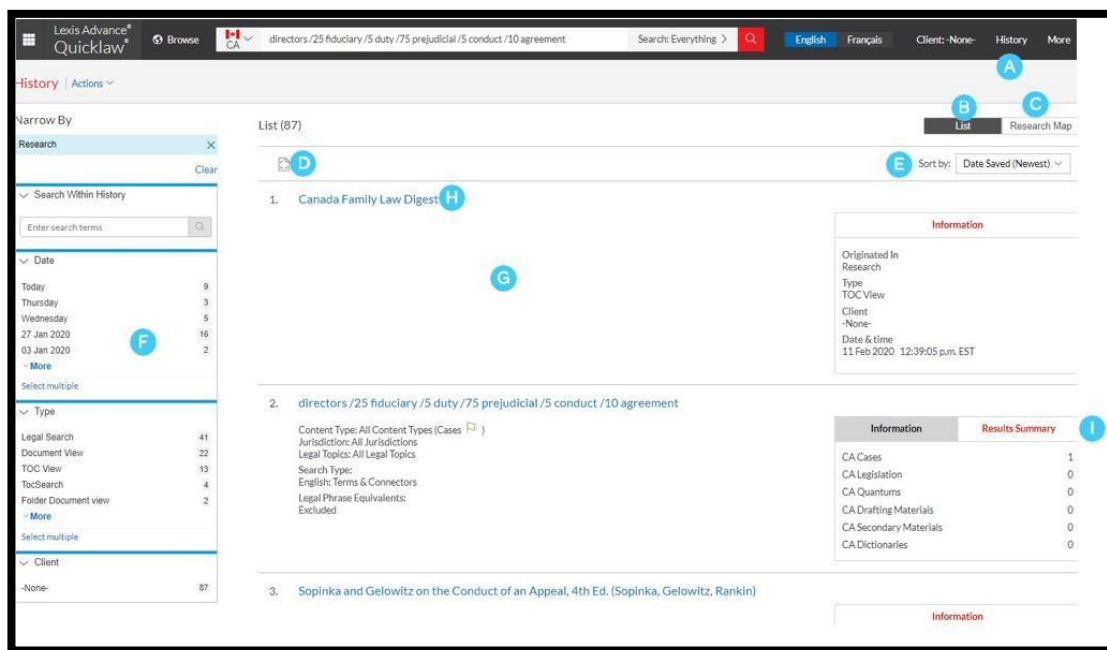


Tip Sheet | **History: View Searches and Use The Map**

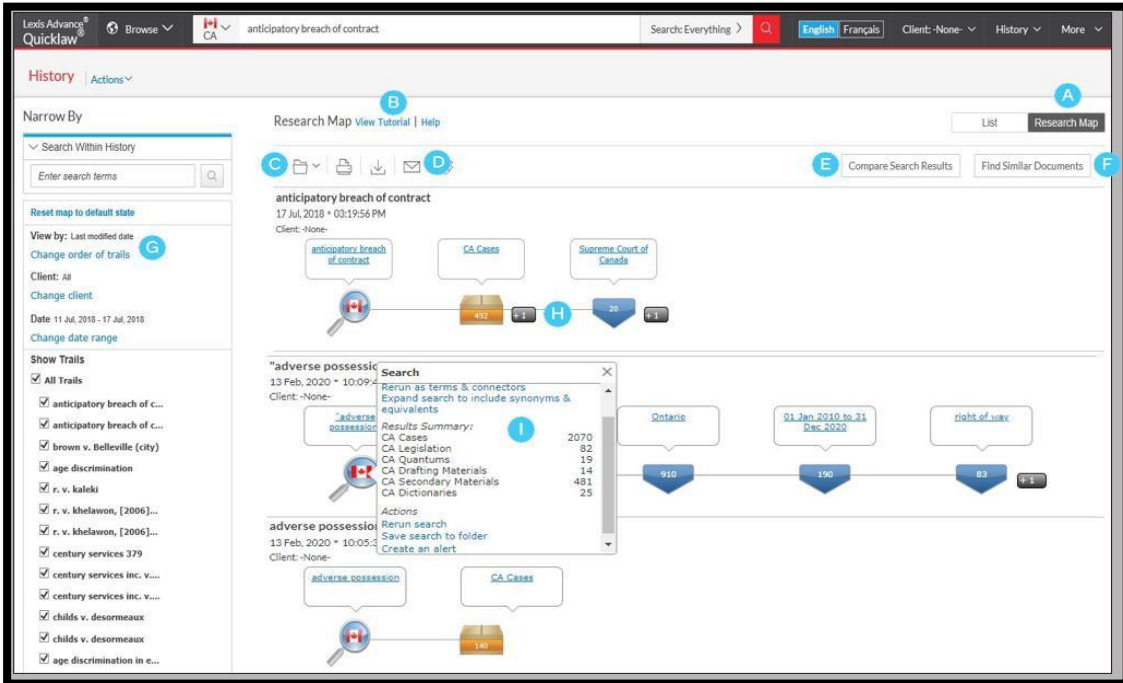
The **History** option automatically retains records of your research activities for the last 90 days. These activities include the searches you perform; the documents you view, print, download, and email; the items you save to folders; and so on. You can display your research history as a list or in a graphical format called **Research Map**, which enables you to compare different searches to find common and/or similar results.



- A** Return to a past search easily. Select from the five most recent searches or documents from the **History** pod on the landing page or click **History** in the black header bar. Link to your complete history list by selecting **View all history**.
- B** The **List View** shows you a list of all your conducted searches and viewed documents within the last 90 days.
- C** View your search history in a *graphical map* by clicking **Research Map**.



- D** Get a *printer-friendly* list of searches.
- E** Sort your history by date (oldest or newest first), client number type (alphabetical or reverse alpha order) or search title (alphabetical or reverse alpha order).
- F** Filter your history to display by date or date range, client or task type. Only dates with research are included. When you select how you would like to refine your search, the filter displays in blue under Narrow by. To remove the filter, simply click the X in the blue box.
- G** See extensive search details up-front, such as content categories, search type and more.
- H** Return to your search by clicking the search title.
- I** The **Results Summary** shows the total number of documents retrieved for all high-level content types including *Legislation, Cases, Quantums, Drafting Materials, Secondary Materials* and *Dictionaries* regardless of whether this content was viewed or accessed when the search was originally executed.

USE THE RESEARCH MAP TO EXPAND YOUR SEARCH



The screenshot displays the Lexis Advance Quicklaw interface. At the top, there is a search bar with the text "anticipatory breach of contract". Below the search bar, there are navigation tabs for "History" and "Actions". On the left side, there is a "Narrow By" sidebar with a "Search Within History" section and a "Show Trails" section. The main area shows two search results. The first result is "anticipatory breach of contract" with a date of "17 Jul 2018" and a client of "None". It has a "Research Map" showing connections to "anticipatory breach of contract", "CA Cases", and "Supreme Court of Canada". The second result is "adverse possession" with a date of "13 Feb 2020" and a client of "None". It has a "Research Map" showing connections to "adverse possession", "Ontario", "01 Jan 2010 to 31 Dec 2020", and "right of way". A "Results Summary" pop-up window is open for the "adverse possession" search, showing a table of document counts for various content types.

Content Type	Count
CA Cases	2070
CA Legislation	82
CA Quantums	19
CA Drafting Materials	14
CA Secondary Materials	481
CA Dictionaries	25

- A** Get a step-by-step graphical depiction of your research. Click **Research Map** to identify explored versus non-explored paths, possibly uncovering other relevant results.
- B** Learn more about map icons and graphical trails.
- C** Add your History Map to one of your folders or create a new one.
- D** Share your History Map via email, download it or print it.
- E** Compare two or three search results to find common documents — and perhaps expand your research. Click on a Results icon () or a Filter icon () and choose *Select search to compare search results*. Once you're done selecting, click on **Compare Search Results**.
- F** Find similar, relevant documents by clicking the numbered black boxes icon in your map and then choose *Select this document to find similar*. Once you're done selecting, click on **Find Similar Documents** on the upper right-hand corner. This is a fast way to compare relevant documents and to find ones you may not have reviewed yet.
- G** Filter by client, date, etc. and search for words included in your map. You can also exclude specific searches/trails on your map or change the trail order. Click *Reset map to default state* to clear filters.
- H** Click a map icon and choose to re-run your search or save a search to a folder.
- I** Clicking on the magnifying glass allows users to see the total number of documents retrieved for all high-level content types, regardless of whether this content was viewed or accessed, when the search was executed.