
ONS USER GUIDE

This guide is a working document and will be periodically updated and redistributed. Comments for revision should be addressed to Niki de Bruin (niki.de.bruin@wolterskluwer.com)

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1. INTRODUCTION

STIPPUB/ONS (hereafter 'ONS') is a tool enabling authors to draft and submit summaries and news items for selected publications in an online environment. ONS has an integrated workflow that routes document to the relevant general editor (if applicable) for their review, and then on to Content Manager at Wolters Kluwer who will publish the document to one of our online platforms (Kluwer Arbitration, Kluwer Competition Law, Kluwer Intellectual Property and Kluwer Tax Law) as well as publish selected documents in a newsletter.

This document provides practical guidance on using ONS.

2. LOGGING IN

To reach ONS, please go to genons.kluwerlawonline.com

A screenshot of the ONS login interface. It features a light gray background with the title "Log in" in green at the top left. Below the title are two input fields: "Username" with a person icon and "Password" with a key icon. Both fields have a red asterisk on the right side. A black "Log in" button is positioned at the bottom right of the form area.

[Forgot password?](#)

To sign in, you will need a username and password.

Your credentials will be provided to you via email. If you have lost your password, please use the 'Forgot password' link below the log-in box.

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3. HOME SCREEN

After having logged in, you will be directed to the home screen, where you will see an overview of your documents which require your action and where you can create new documents.

The screenshot shows the ONS Home Screen. At the top right, there is a user profile for 'Mary' with a 'Log out' button and the Wolters Kluwer Law & Business logo. Below this is a 'Task overview' section with a 'New' button. The main area contains a search filter bar with fields for Type, Status (set to 'New item'), Owner (set to 'Mary'), Title, ID, and Date (format mm/dd/yyyy), and a 'Search' button. Below the filter bar is a table with the following columns: Type, Title, ID, Status, Status Date, Owner, and Actions. The table contains one row with the following data: Type: News, Title: New case summary, ID: KLI-KCL-ONS-20-4-002, Status: New item, Status Date: 20-01-2020, Owner: Mary, and Actions: - Choose action -.

Type	Title	ID	Status	Status Date	Owner	Actions
News	New case summary	KLI-KCL-ONS-20-4-002	New item	20-01-2020	Mary	- Choose action -

4. FILTERING THE HOME SCREEN OVERVIEW

The overview of documents can be filtered by:

- type: either 'case', 'news' or 'legislation'
- status:
 - all: all available statuses
 - draft: first draft of a document, not yet final
 - new item: final draft of a document
 - rejected: the general editor has not accepted the document for publication
 - rework: the general editor has assigned the document back to you for rewriting
 - standard: no status has been chosen
- owner: the name of the person who is required to take action regarding the document
- title: search for a document by entering words from its title
- ID: search for a document by entering (part of) document ID
- status date: search for a document by entering the date of the last status change of the document

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5. TAKING ACTIONS FOR YOUR DOCUMENTS

From the overview on the home screen, some actions are available for you depending on the status of the document. Please click the 'Actions' drop-down list behind the relevant document.

- status 'draft': select 'new' to promote the document to status 'new item', which means you consider the draft final. The document ownership will remain with you.
- status 'new': select 'for approval' to submit the document for approval to the general editor/Content Manager.
- status 'rework': select 'for approval' to submit the document for approval to the general editor/Content Manager again, after you have rewritten it.

When you choose an action, a popup allows you to enter a comment for the next person in the workflow (the general editor or the Content Manager):

Doc type	Document
Current user	Mary
Name	New case summary
Number	KLI-KCL-ONS-20-4-003
To user	<input type="text" value="John"/> ▾
From status	Rework
To status	Check GE
Date	21-01-2020
Comments	<input type="text"/>

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6. CREATING A NEW DOCUMENT

In the top right-hand corner of the home screen, please click 'new' to create a new document. Choose the content type that you were asked to create:

- Case (summary of a court decision, judgment or award)
- Legislation (summary of a model, rule or piece of legislation)
- News (analysis of a general legal development)

Next, click the relevant products for which you were asked to create content:

- KA: Kluwer Arbitration
- KCL: Kluwer Competition Law
- KMIP: module for Manual of Industrial Property, as part of Kluwer Intellectual Property Law (news items only)
- KPL: module for patent law, as part of Kluwer Intellectual Property Law (case summaries only)
- KTCL: module for trademark and copyright law, as part of Kluwer Intellectual Property Law (case summaries only)
- KITL: Kluwer International Tax Law

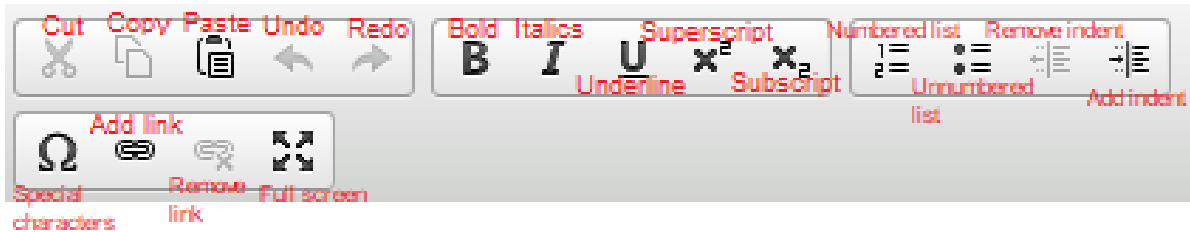
7. POPULATING A DOCUMENT TEMPLATE

For publication specific information on how to populate a document, please refer to the general editor and/or the Content Manager. The below constitutes general guidance how to use the template.

- Case/News reported and summarized by: over the top of the right-hand column, please press the small looking glass. Type in the relevant name in the search box until it appears in the list below. Click your name in the list to make it appear in the left-hand column. Multiple names can be selected.
- Case date/Date: please click the field to open a calendar. Scroll through the calendar, click the relevant date and confirm the date by clicking the check mark at the bottom. Please note that the date format in the system is American (month/day/year).
- Document type, Source, Case type, Jurisdiction, Court name (en), Court type: please select one value from the drop-down list. Please note that some 'Court name' will only contain values once you have selected the relevant jurisdiction.
- Parties: please press the word 'Add' to add claimants and defendants of the case. In the pop-up, there are drop-down lists for role, label and country, and a free text field for name. Press 'use' to return to the document template, where the party information has now been added
- Upload document(s): please upload the text of the court decision/legislation itself in PDF format, provided this document is freely available in the public domain and may be included in a commercial publication. Please give the file a title and upload the file from your computer.

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Text boxes contain a number of different formatting options:



Notes:

- Numbered and unnumbered lists: apply styling to existing text or press the list button before typing the list items. Use remove indent to exclude a line from the list and renumber the rest, or add indent to create a sub list item.
- Special characters: a pallet will open and a character can be selected which is then inserted in the text.
- Add link: on the Link Info tab that opens, enter the URL and please select 'http' or 'https' as appropriate
- Remove link: this will remove the hyperlink but not the URL itself.
- Full screen: press to open the text box in question in a full screen. Press 'full screen' again to return to the normal template screen.

8. SUPPORT

- For all publishing related queries - e.g. questions about planning, content and publication strategy - please continue to contact your dedicated Content Manager at Wolters Kluwer
- For all technology related queries - i.e. how-to questions relating to the system – please continue to contact your dedicated Content Manager at Wolters Kluwer