

Legal Register Instructions for use

Taking the hard work out of compliance

Login to Your Greenspace Account

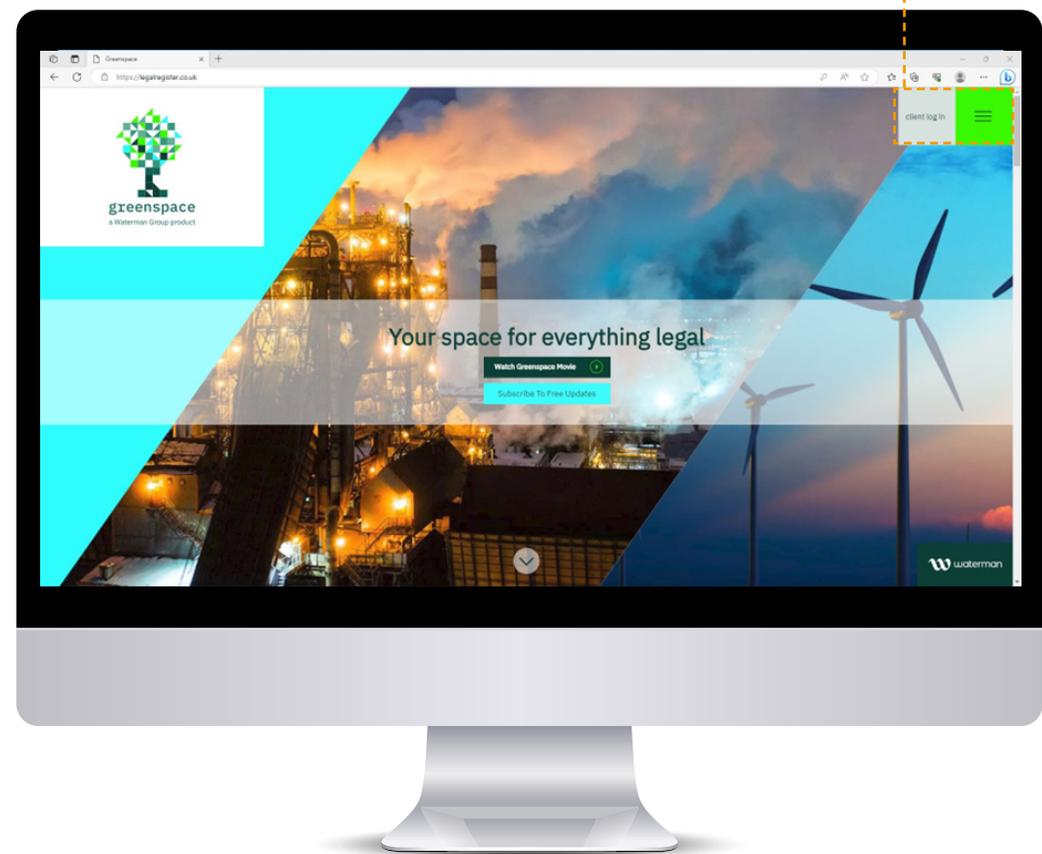
Navigate to: www.legalregister.co.uk

Users are provided with a username and password to access Greenspace.

Each user is assigned an access type;

- **'View only'** providing general viewing access only or;
- **'Admin'** that enables the edit function within the subscribed Greenspace Application (e.g. Legal Register).

Click and enter username and password



The Legal Register

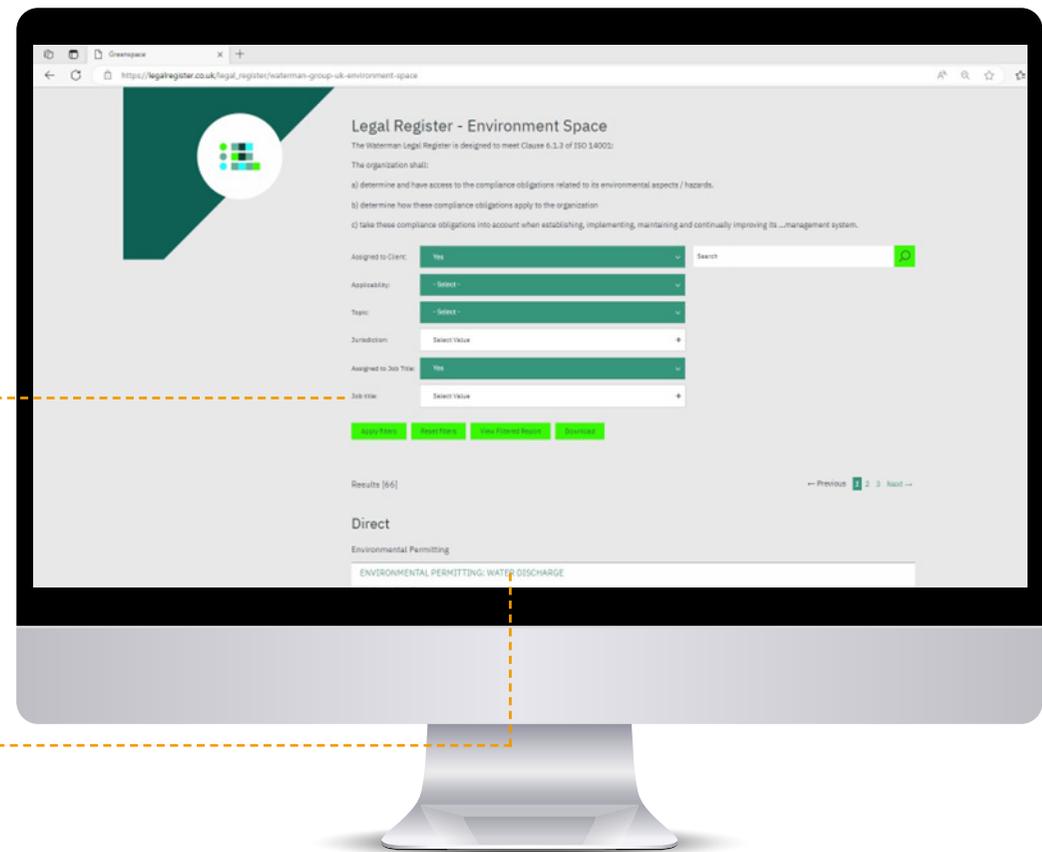
This page acts as a contents page containing relevant legislation assigned to your company, ordered into **4 applicability categories**:

1. Directly Applicable
2. Indirectly Applicable
3. Forthcoming
4. Other Requirements

An explanation is given at the bottom of the page under 'Explanation of Sections'

By selecting a filter and clicking search, entries can be filtered on the basis of the **country to which they apply, applicability and subheading**.

Legislation is arranged in subheadings firstly by **category**, here **DIRECTLY** applicable legislation, and then by **type** e.g. 'environmental permitting'.



The Legal Register

Each subheading on the home page acts as a **hyperlink** opening a new window containing:

Legislation is arranged in subheadings firstly by **category**, here **DIRECTLY** applicable legislation, and then by **type** e.g. 'environmental permitting'.

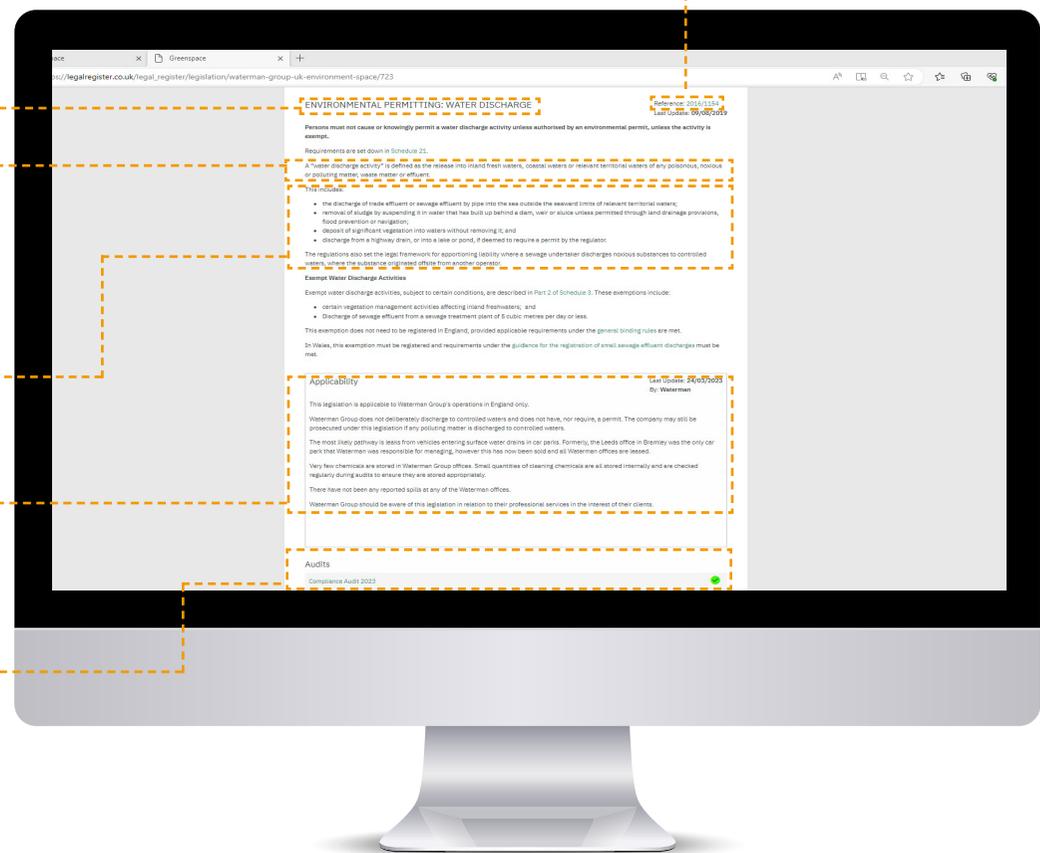
Summary of legislation.

Description of legislation

How the legislation applies to your company.

Indication of compliance
(Key of these symbols in 'Explanation of Sections').

Unique reference: For Acts of Parliament, EU directives and UK and EU regulations, the reference is the statutory index or act number and is a **hyperlink** to that legislation if further information is required.

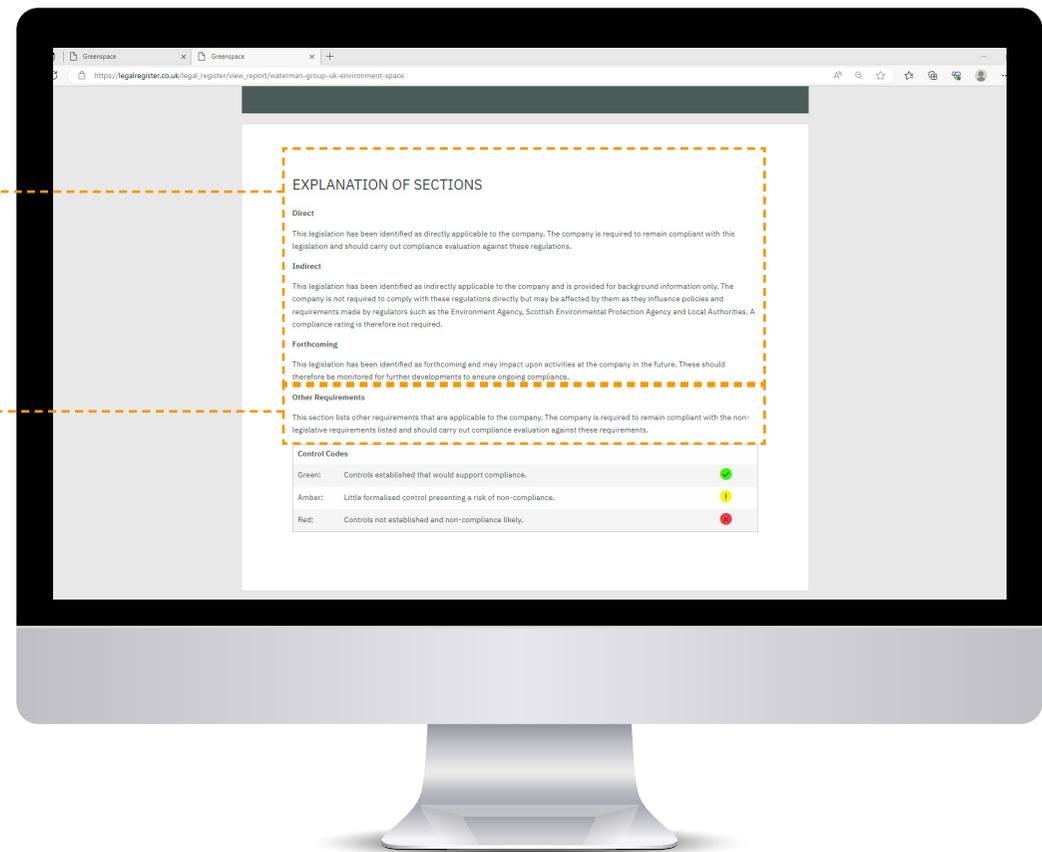


The Legal Register

At the bottom of the home page is an 'Explanation of Sections'.

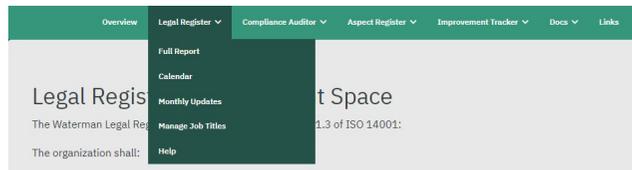
This area gives a **description of the 4 applicability categories** the legislation is divided into, including what you are obligated to audit.

A key to the **indication of compliance**, symbols used to indicate whether your company is complying with each piece of relevant legislation.



Legal Register Full Report

To view the report as a **complete printable document**, you can choose the option 'full report' in the 'Legal Register' menu:



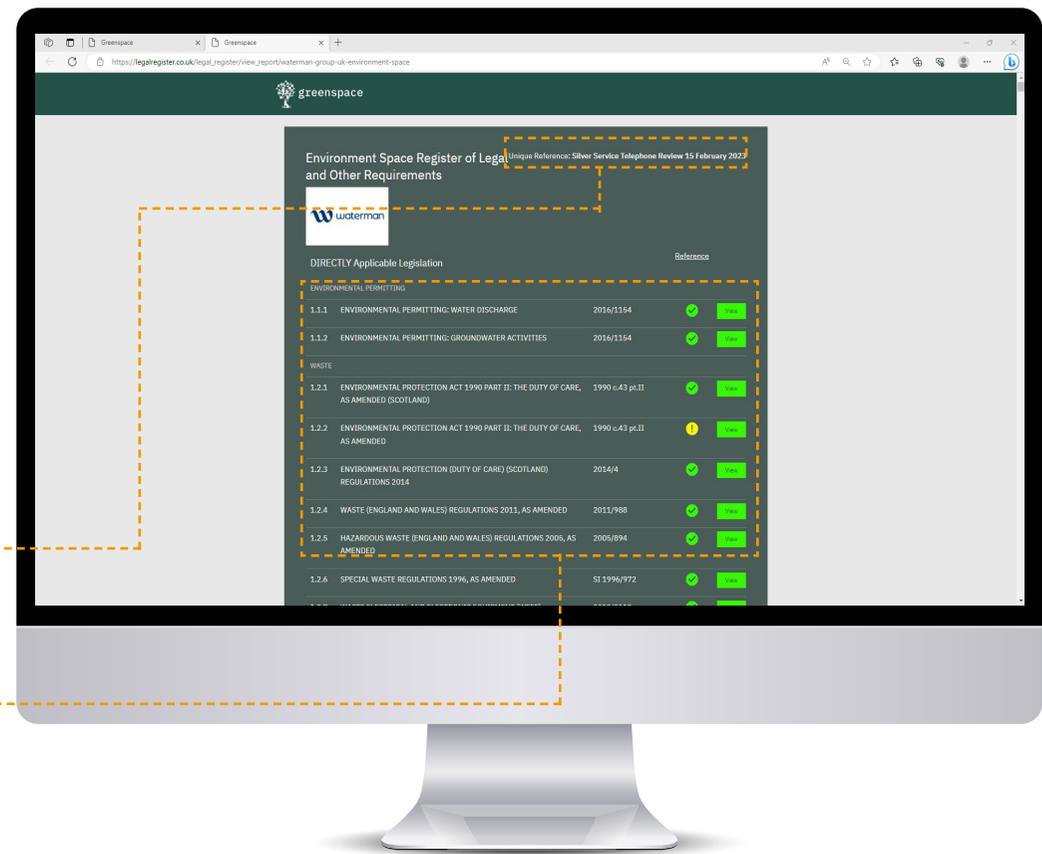
The report contains all the information accessible from the home page, and is divided into 3 sections:

(1) THE REPORT CONTENTS

Unique document reference number to link the report into the rest of your management system.

Summary of legislation information:

- Unique reference and hyperlink to the published regulations
- Last legislation update
- Indication of Compliance



Legal Register Full Report

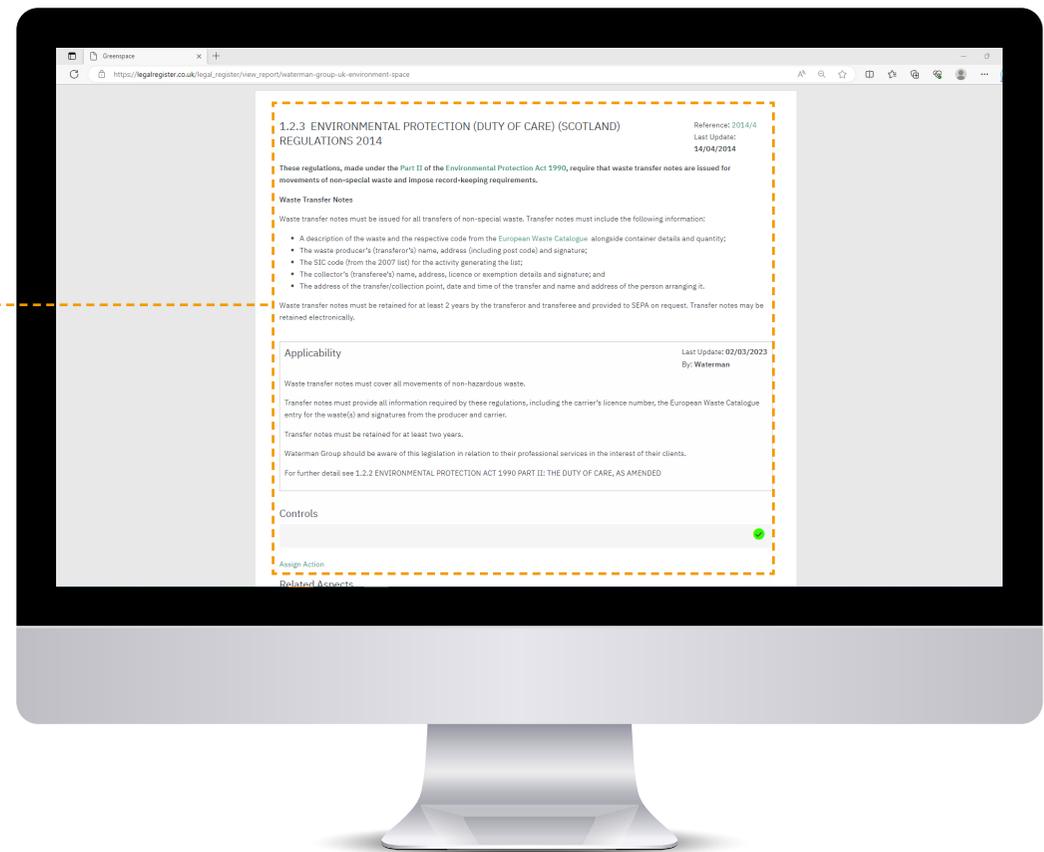
(2) EXPLANATION OF SECTIONS:

This appears as on the Legal Register home page (see pg 6).

(3) REPORT BODY

The body of the report displays each piece of legislation, its applicability and your compliance as can be accessed from the home page.

It is again divided into the applicability categories Directly Applicable; Indirectly Applicable; Forthcoming; and Other requirements, and then further divided by type.



The Calendar

This function presents known forthcoming changes to legislation relevant to your organisation in a monthly calendar format.

To view the calendar, choose the 'calendar' option in the 'Legal Register' menu:

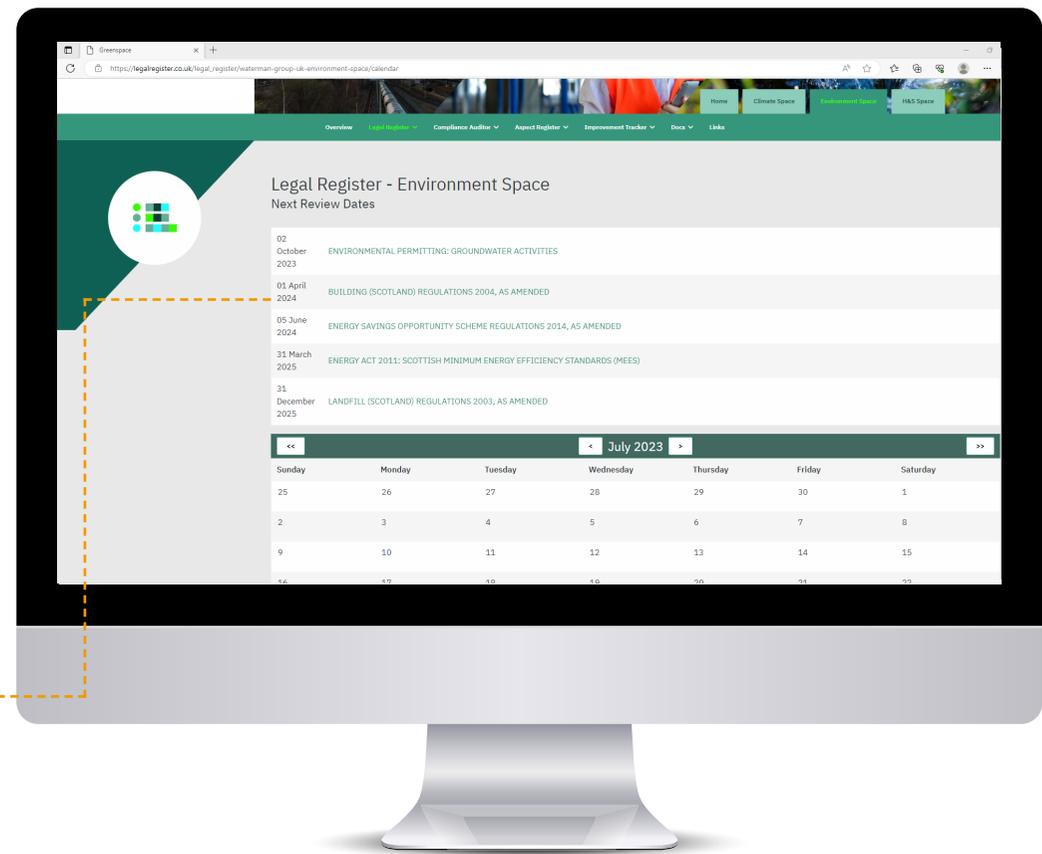


The calendar is divided into 2 sections:

(1) NEXT REVIEW DATES

This section lists the next five changes to legislation assigned to your register with confirmed dates for implementation.

Hyperlinks open the summary entry for each item.



The Calendar

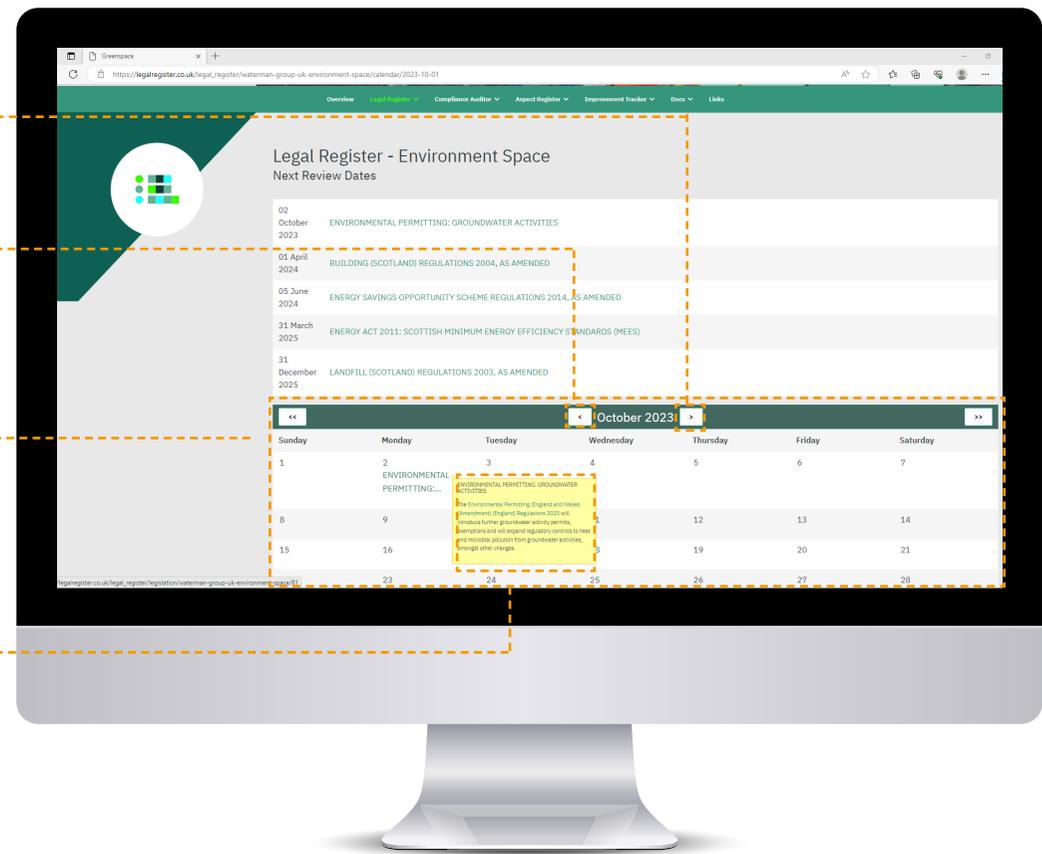
(2) THE MONTHLY CALENDAR

Navigate one year forward.

Navigate one month forward.

The **monthly calendar** displays when known changes to applicable legislation are due to take place.

Pointing your cursor at each entry provides details of changes to the respective legislation on each date.

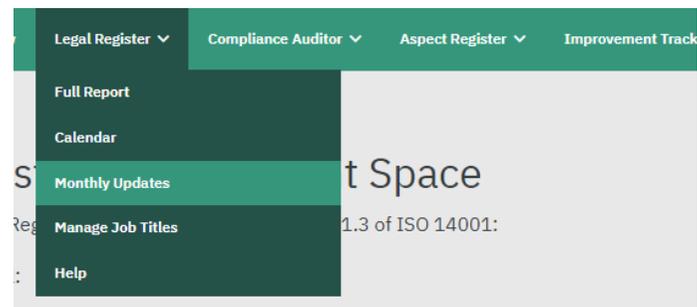


Monthly Updates Online

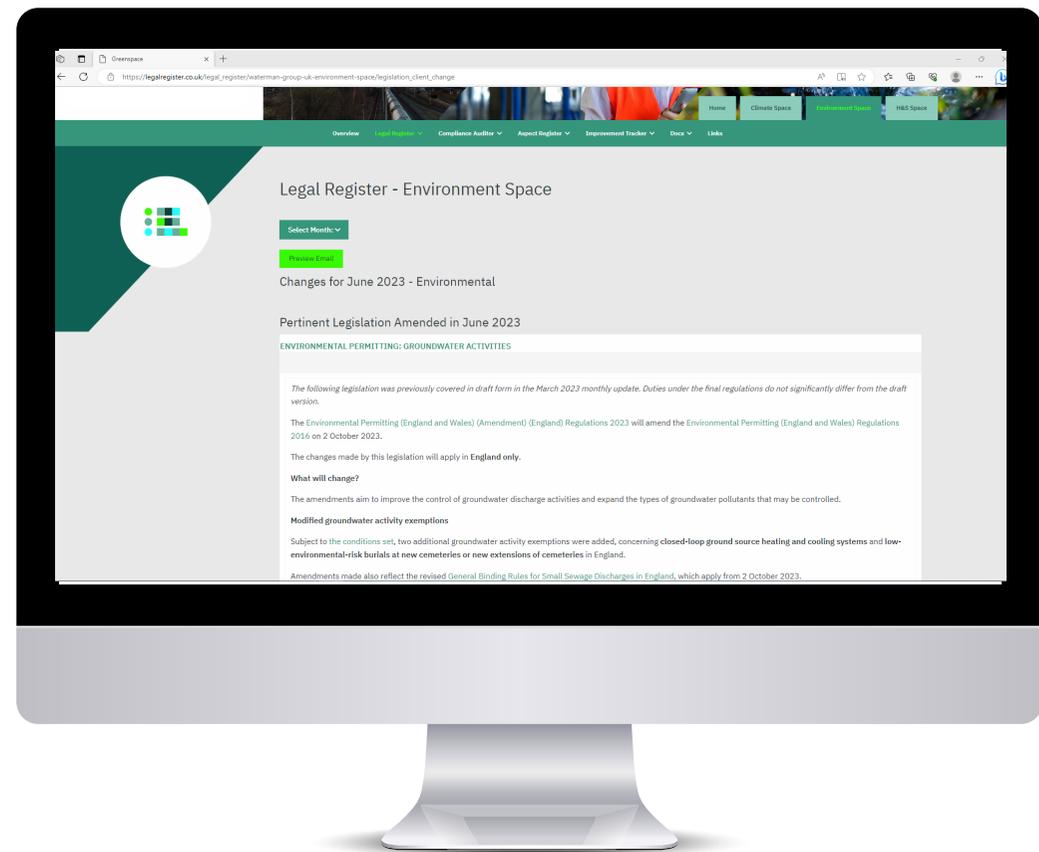
As well as being sent out by email, **Monthly updates** from June 2013 onwards are archived online.

Each bespoke monthly update presents:

- Changes to legislation relevant to your business;
- Forthcoming legislation;
- New consultations, publications and guidance; and
- Example prosecutions from the preceding month.



To view past updates, choose the 'Monthly Updates' option in the 'Legal Register' menu:



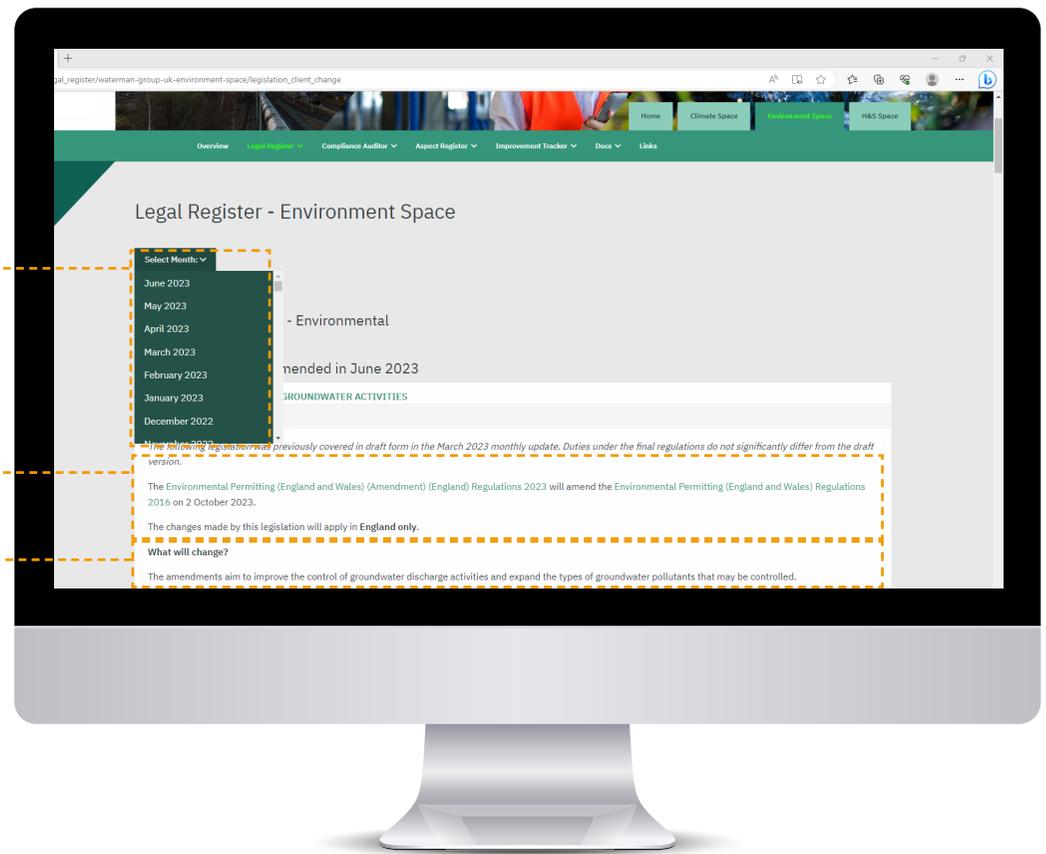
Monthly Updates Online

Previous updates are presented in the same format as the update emails.

Month Selection menu

Publications, Guidance, Consultations and prosecutions.

Changes to legislation in this month:



The 'Administrator' Log-in

The **Administrator** password provided when you subscribed allows you to update your legal and aspects registers and to upload or edit management system documents.

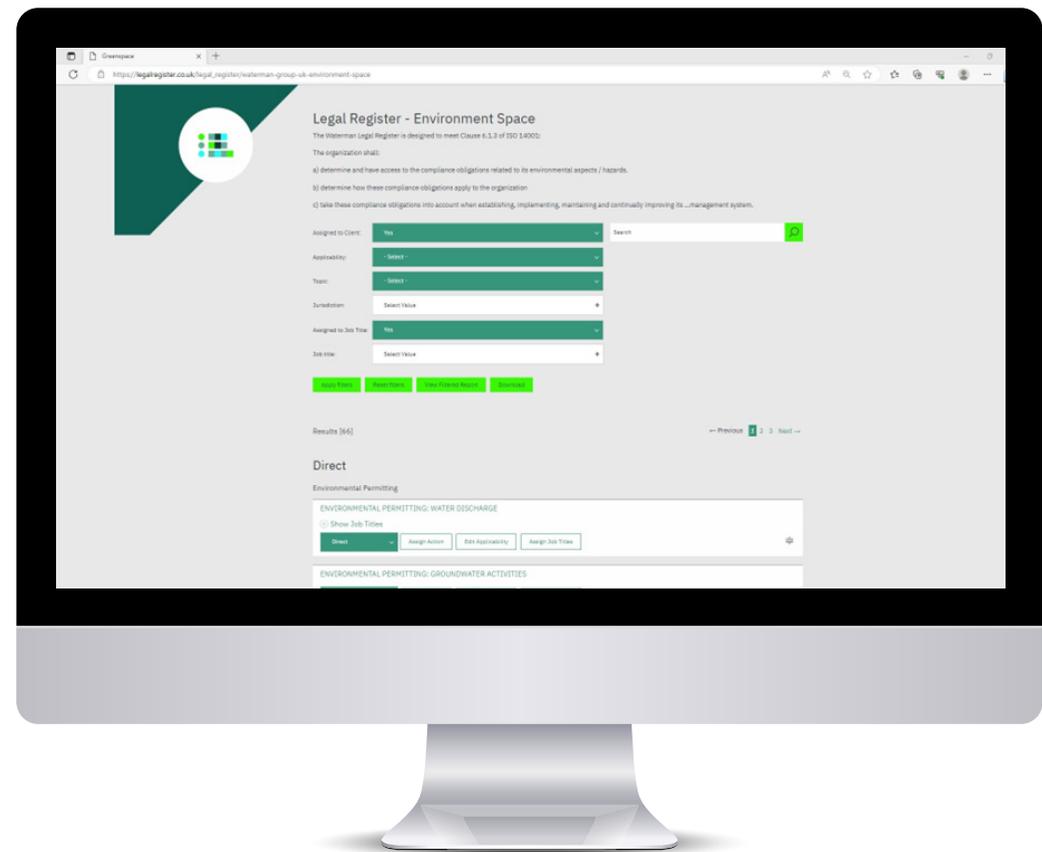
The administrator password allows you to edit **Applicability** and **Compliance sections** for each entry on the legal registers.

You may also edit the indication of compliance and reassign entries as **DIRECT**, **INDIRECT** or to **UNASSIGN** them completely.

This is a valuable tool for documenting any improvements, corrective action or other process or business developments related to your legal and other requirements. Using this tool demonstrates that you are actively managing your management system.

Updates are date-controlled, creating a documented record of changes.

You are not able to edit descriptions of legislation.

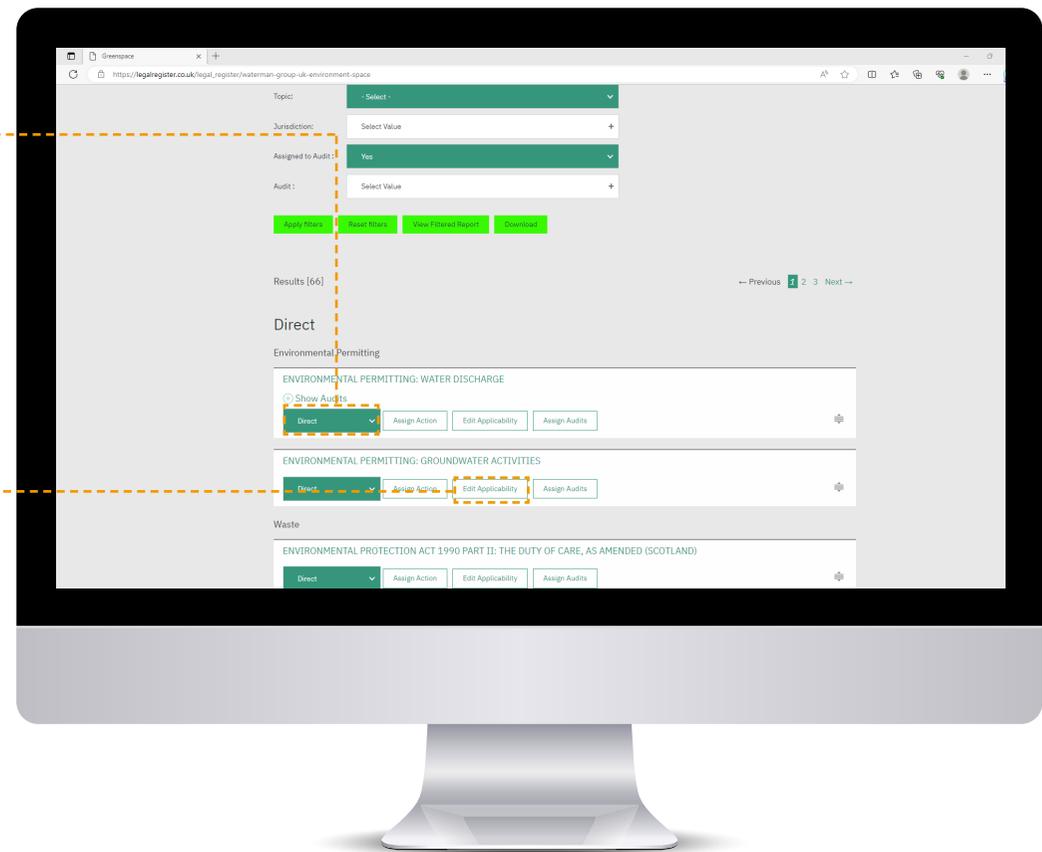


The 'Administrator' Log-in

The legislation is laid out on this page under the same category and type subheadings as in the report and home page.

Use this drop down menu to reassign entries.

Select the **'edit applicability'** option to edit your applicability, compliance text or indication of compliance.



Using the 'Administrator' Log-in

STEP 1:

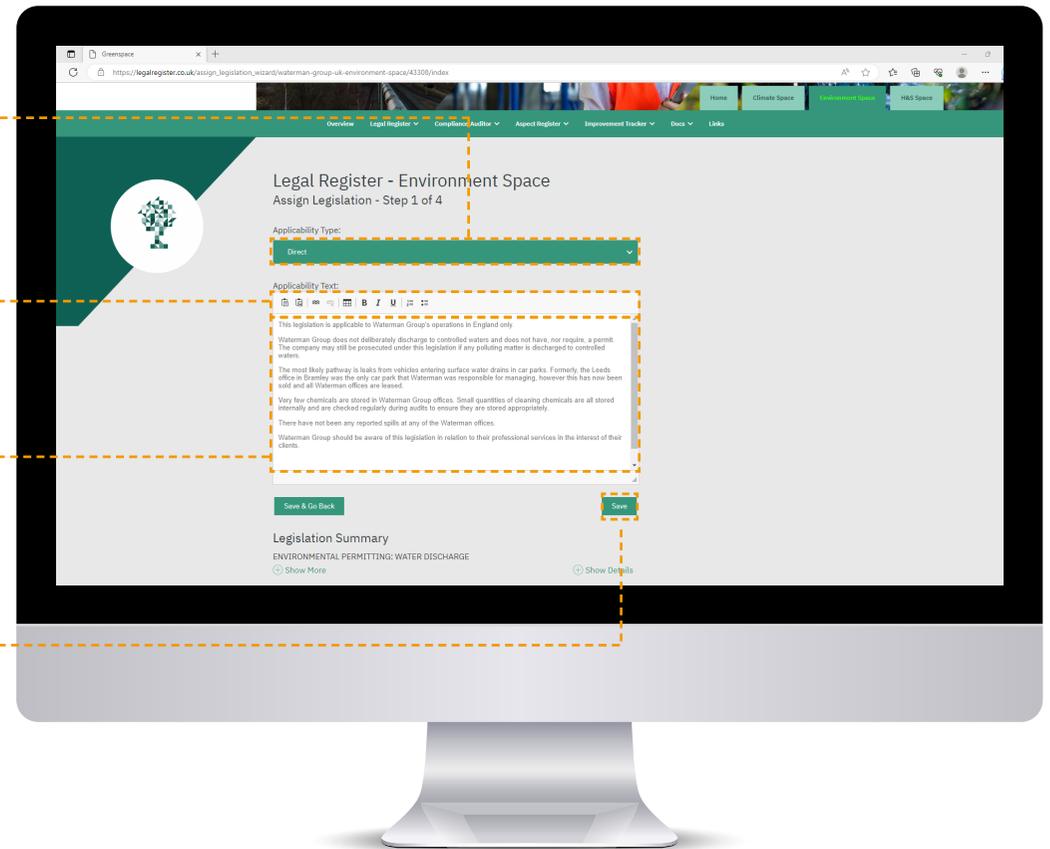
You can alter the applicability category and text here:

Drop down box allows you to select the applicability category of a piece of legislation.

Text editing toolbar.

Text box for editing applicability.

Click here to progress to STEP 2.



Using the 'Administrator' Log-in

STEP 2:

You can alter the indication of compliance and text here. You are not required to demonstrate compliance with indirectly applicable and forthcoming legislation; these are included for reference only.

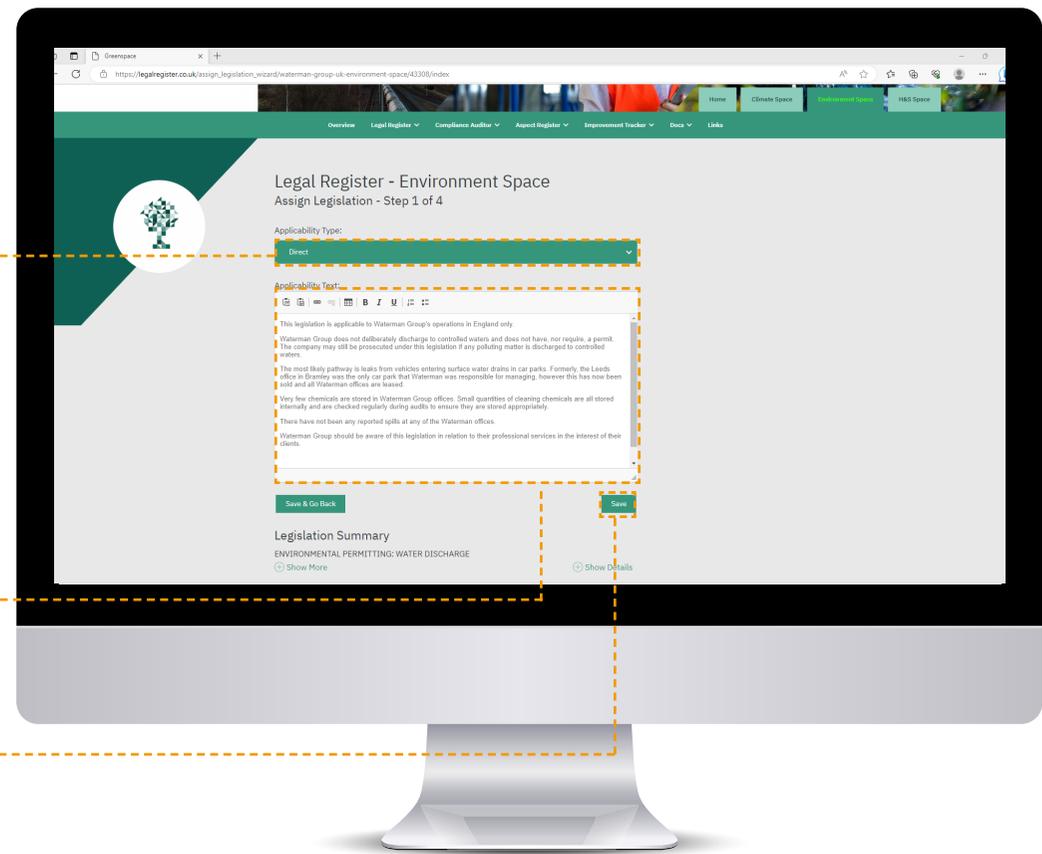
This drop-down box can be used to alter the 'indication of compliance' symbol to:

-  'red'
-  'amber' or
-  'green'

(see 'explanation of section' for details)

This text box can be used to add/enter text in the 'compliance' section.

Click here to progress to STEP 2.



Using the 'Administrator' Log-in

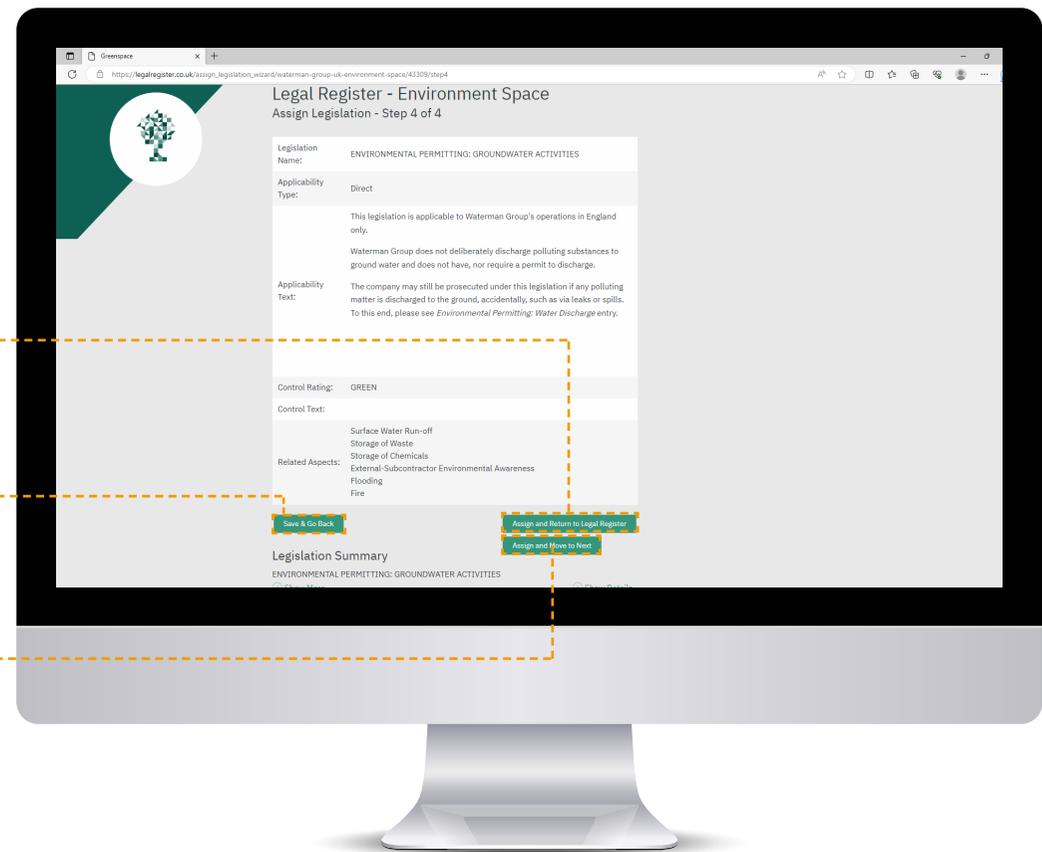
STEP 3:

Here you can **save your changes** and move on to the next piece of legislation or return to the main admin menu.

Click 'Assign and Return to Main Menu' to save your changes and **return to the 'admin' home page**.

Use 'Go Back' to return to the previous editing step.

Click 'Assign and Move to Next' to **save your changes and progress to step 1 of editing the next piece of legislation on your register**.



Logging Out

To log out of your Greenspace account, you can select the 'Log Out' option from the left hand side of the screen at any time.

If you have any further questions regarding the use of your legal register, please contact Waterman and we will be happy to provide additional assistance.

