Here are 5 simple tips for being an efficient researcher using Decisis.

1. **Search with ultimate confidence.** On Decisis you can use the global search bar to run a search using natural language, search operators, or by citation. Natural language searching provides a broad search result list which can then be processed through using filters and the split screen design. Searching with search operators allows you to be more specific and will bring back a targeted search result list. Lastly, if you know a specific citation for a case or statue, you can plug it in the search bar and quickly find the document.

2. **Set a default landing page while browsing Decisis’ library.** If you find yourself accessing the same sources repeatedly, save time by setting that source and jurisdiction as your default view. You can also select your default presearch filter while searching all legal content. This will also allow you to access sources such as Kentucky Court of Appeals Cases, Kentucky Unpublished Cases, Revised Statutes of Kentucky, or Kentucky Worker’s Compensation Decisions.

3. **Search within your document.** There are two main ways you can search within their document for a specific term or phrase. First, there is a search box in the top left of the document that allows the researcher to put in any term or phrase. Decisis will then highlight that term or phrase and jump straight to where it is located in the document. Second, there is a drop-down box located in the top right of the document which includes all the original search terms. For example, if you run a search for Breach of Contract from the search bar, the drop down will include the terms Breach, Contract, and Breach of Contract. You will quickly be able to see how frequently each of those terms appear in the document and be able to jump from term to term with just one click.
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4. **Take advantage of the Decisis hyperlinking functionality.** Any case within the database that cites another case, or a statute will include a hyperlink to that other document. This is a quick and effortless way to jump from reading a case to checking a statute without having to run a new search or comb through a table of contents.

5. **Leverage the help center, chat, and support hotline.** Decisis provides 7 day/week live customer support. The customer service agents, available via chat and phone call, can help with technical issues and research assistance. Decisis also provides a full help center which includes helpful articles, FAQs, and tutorial videos. The Decisis help center can be found via the question mark in the top right corner of the home page. Decisis chat can be accessed via the chat icon in the bottom right of the homepage. Decisis customer service can be reached via phone at 1-833-DECISIS (1-833-332-4747).

For more information about Decisis, go to Decisis.com or to access Decisis go to kybar.org