

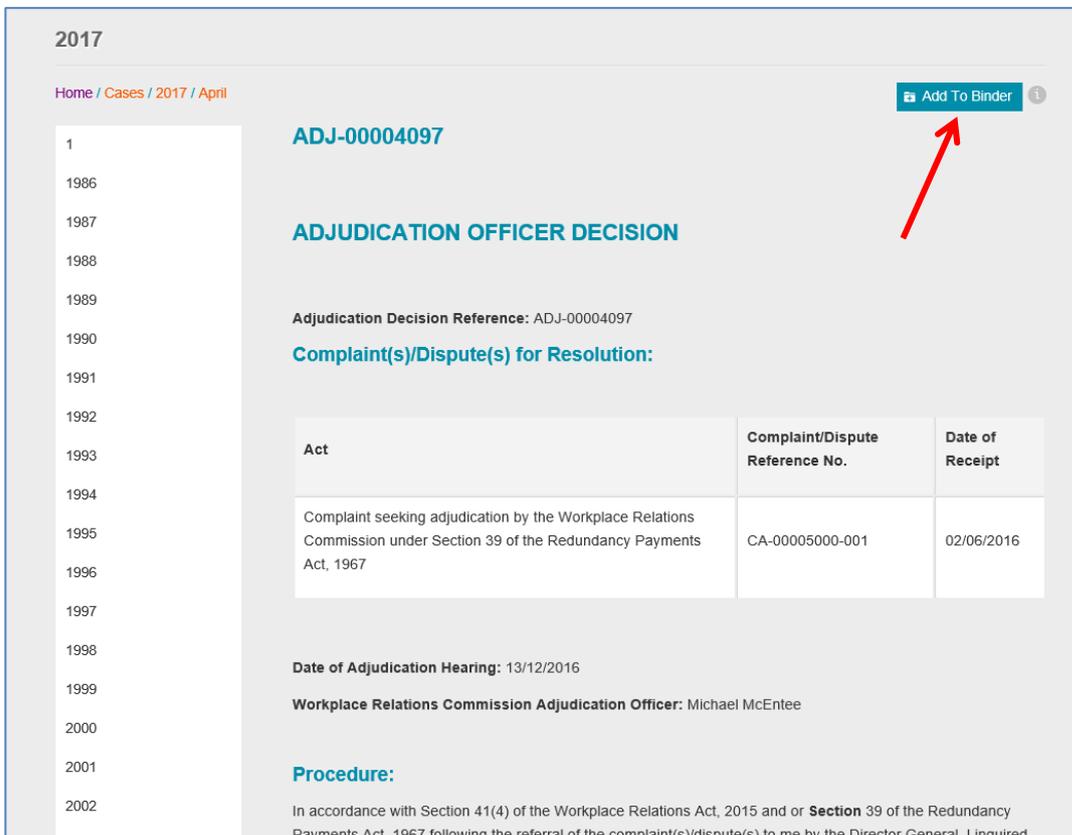
## Using the Binder Facility

The Binder facility on this Website allows users to capture and store information shown on web pages and to either print them or save them in Adobe's PDF format without the accompanying Menus, Sidebars, etc.

The Binder functionality is controlled by two buttons, which appear on most pages on the website. An 'Add to Binder' button on the top right of page content, and a 'Binder (0)' button on the top of each page (beside the 'Contact Us' button. (**Note** – some pages are not capable of being stored; on such pages, the 'Add to Binder' button will not appear.)

To use the Binder facility, please follow the steps below –

1. Go to the web page you require
2. To save the content from the page you are viewing, press the '**Add to Binder**' button.

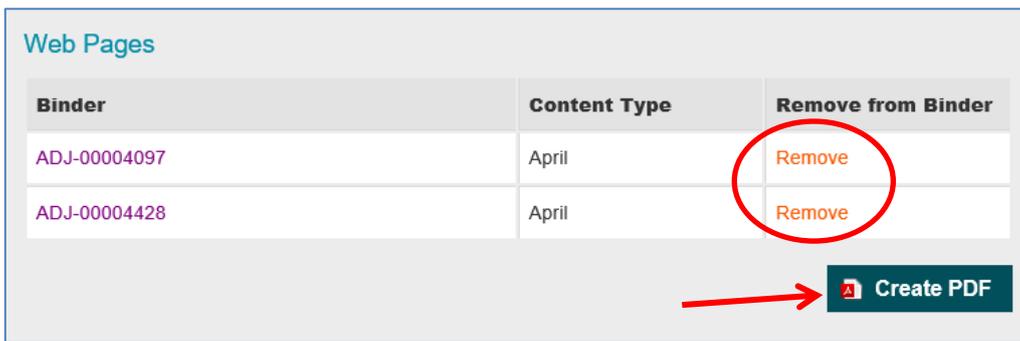


The screenshot shows a web page for the year 2017. The breadcrumb trail is 'Home / Cases / 2017 / April'. A sidebar on the left lists years from 1986 to 2002. The main content area displays 'ADJ-00004097' and 'ADJUDICATION OFFICER DECISION'. Below this, it states 'Adjudication Decision Reference: ADJ-00004097' and 'Complaint(s)/Dispute(s) for Resolution:'. A table follows with columns for 'Act', 'Complaint/Dispute Reference No.', and 'Date of Receipt'. The table contains one row: 'Complaint seeking adjudication by the Workplace Relations Commission under Section 39 of the Redundancy Payments Act, 1967', 'CA-00005000-001', and '02/06/2016'. Below the table, it says 'Date of Adjudication Hearing: 13/12/2016' and 'Workplace Relations Commission Adjudication Officer: Michael McEntee'. At the bottom, there is a 'Procedure:' section with text: 'In accordance with Section 41(4) of the Workplace Relations Act, 2015 and or Section 39 of the Redundancy Payments Act, 1967 following the referral of the complaint(s)/dispute(s) to me by the Director General, I inquired'. In the top right corner of the page content, there is a blue button labeled 'Add To Binder' with a folder icon and a small information icon. A red arrow points to this button.

3. View and Add any other pages/decisions that you wish, in the same way
4. Click the '**Binder (x)**' button at the top of the page. The figure in brackets shows the number of items you have added to the Binder.



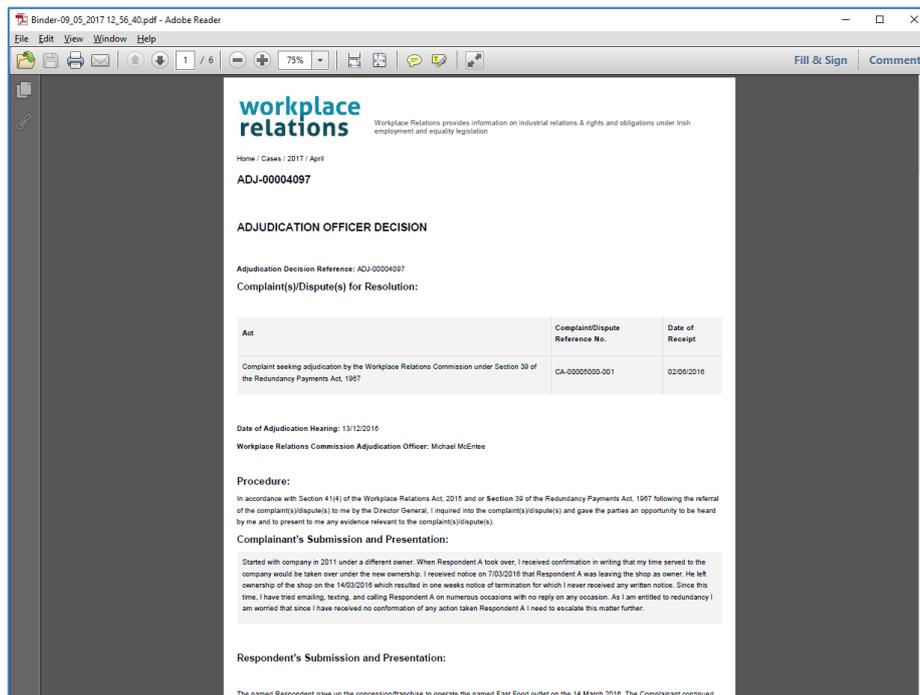
5. A page opens, listing the items you have added. You have the option at this stage of deleting an item from the list if you wish, by clicking the 'Remove' button beside it.



6. Click the 'Create PDF' button.
7. You may receive a message asking if you wish to Open or Save the PDF file – choose whichever option you wish.



8. The PDF file contains the text from the web page(s)/decision(s) you saved, with each saved page beginning on a new page within the file.
9. The document stores any embedded page links and any document links referenced at the foot of the relevant page, but does not bring in the various menus, etc. which would have been visible on the normal web page.



Should you have any problems using the Binder facility, please contact [webmaster@workplacereleations.ie](mailto:webmaster@workplacereleations.ie)