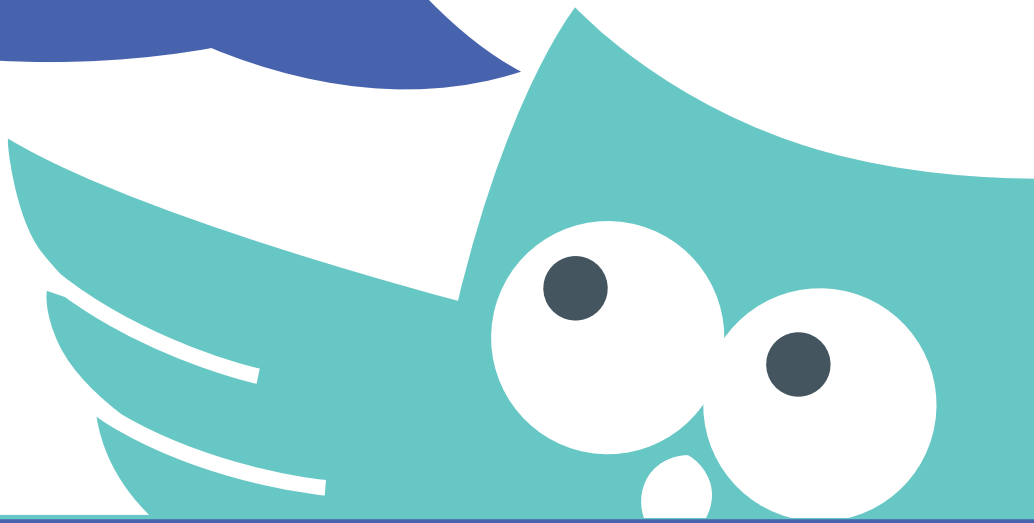


Perspective .info

In Brief User Guide



Logging on to Perspective.info

Open <https://perspective.info> in your browser.

Enter your email address and password.

If you have forgotten your password, click "Forgot your login details?" or contact the Pendragon helpdesk.

tom.hardy@pendragon.co.uk Password Log in

☐ Remember me [Forgot your login details?](#)

Perspective helpdesk
helpdesk@pendragon.co.uk
Tel: 0800 980 1332

Click the cog on the far right of the button bar to access **User Preferences**.

On the User Preferences page, you can change font size and access contextual help options. If you select **Show contextual help**, a brief description will appear whenever you hover over a button in the button bar.

Contextual Help

- ☒ Show contextual help
- ☐ Do not show contextual help

Side-by-side ? **⚙️**

User Preferences

- About
- Logged in as Tom Hardy**
- Account Settings
- Log Out

Annotations

Perspective

Table of Documents

Recently Opened

Title or Abbreviation



Search



Section



Copy Location

Annotations

Side-by-side



Annotations allow you to create notes in documents.

To add an Annotation, click the  button to the right of the text.

New annotation for Section 174

Annotation title

Annotation body [Insert link](#)

Privacy

☒ Private

☐ Shared with colleagues

Save Cancel

You can give the Annotation a title and write any additional information in the larger box.

You can attach a link to a relevant document by highlighting text and clicking "Insert link".

Using the radio buttons at the bottom of the window, you can choose whether to make your Annotation private or whether to share it with your colleagues.


Click "Save" to create the Annotation.

Once an Annotation has been created, the button will turn black .

To access an Annotation, click the black button.

Relevant Interpretation information

See definition of "the Old Cases Act"

 Private annotation by Tom Hardy
Click to view annotation

You can create multiple Annotations per provision, which can be edited or deleted as you wish.


View annotation for Section 174


Relevant Interpretation information

See definition of "the Old Cases Act"









Owner: Tom Hardy


Last modified: 27/10/2015 by Tom Hardy

Privacy:  Private

Delete  Go To Edit OK

To access a list of Annotations, click the Annotations button in the button bar.

Document	Location	Title	Owner	Privacy	Modified	Actions
Social Security Contributions and Benefits Act 1992	Section 174	Relevant Interpretation information	Tom Hardy	 Private	27 Oct 2015 16:37	  
Pension Schemes Act 1993	Section 1	Note	Tom Hardy	 Shared	29 Oct 2015 10:59	  

Show:  All ☐ Mine only

You can use the options in the bottom left corner of the window to filter the list to show Annotations in the current document, all Annotations or only Annotations that you have created.

For further information on Perspective.info
call Pendragon on: **020 7608 9000**
or email: **helpdesk@pendragon.co.uk**

Notes

Many documents on Perspective.info have notes attached to them. These may be for the whole document or for a specific section/paragraph.

Notes - Pension Schemes Act 1993

Notes	Document View
<ul style="list-style-type: none"> Document Notes Commencement Amendments Derivations and Destinations Interpretations Orders and Regulations Cases 	<p>Notes to section 95</p> <p>Commencement</p> <p>This section comes into force on 7 February 1994 (SI 1994/86).</p> <p>Amendments</p> <p>Sub-s (1)</p> <p>The words "paragraph (a), (aa) or (b) of section 94(1)" are substituted for the words "this Chapter" from 6 April 1997: Pensions Act 1995,</p>

The **Notes** buttons are located to the left of the text. Click the appropriate button to open the Notes window.



A tag indicates there are notes to the section/paragraph.



A red flag indicates the section/paragraph is also subject to modification.



An H indicates there are notes to the whole document.

Types of Note

- Commencement** When the provision comes into force and what brings it into force.
- Amendments** Lists all amendments, when they come into force and what brings them into force.
- Derivation/Destinations** Where the provision originated/where it is now.
- Interpretations** Lists modification and transitional information relevant to the provision.
- Orders and Regulations** Lists statutory instruments that are made under the enabling power of the provision.
- Cases** Links to cases that discuss the provision in detail.

Time Travel

Many documents on Perspective.info time travel, allowing you to view the text on any date in the past, present or future.

Today's Date The date at which you are sat at your computer.

View Date The date that you enter into the View Date box in the top left corner of the Main Window.

Changing the View Date

To view a document at a particular date, either:

- type the date in the View Date box and **hit the return key**, or
- use the Calendar to select the date and click **Set View Date**.

Use the buttons at the bottom of the Calendar to set the View Date to:

- today's date**, or
- 01/01/3000**, in order to see all amendments that do not have an appointed day for coming into force.

Note: When the date in the View Date box is not today's date, the colour of the date will be red instead of black.

Colour Key

Current View

Between Dates

Past

On This Day

Future

All



Colour key

"pensionable age" has the meaning given by the rules in

Gold text text has been inserted (19/07/1995)

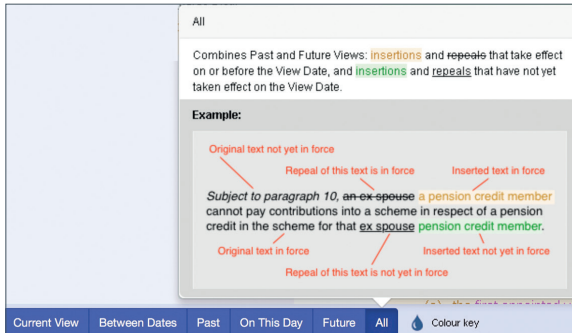
Purple text shows the phrase being defined

The **Colour Key** provides a description of the relevant colour coding whenever you hover over text in a document.

To turn the Colour Key on/off, click the button to the right of the View tabs in the bottom left of the window.

View Tabs

Perspective.info offers six View Tabs, which help you identify and understand amendments to a document.



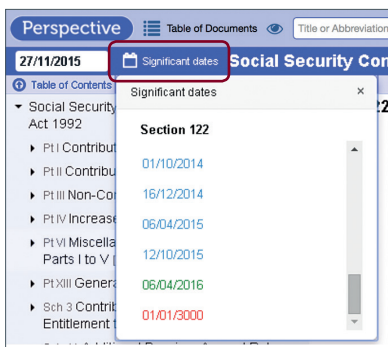
The **View Tabs** can be found at the bottom left of the window.

Clicking the View Tabs reveals colour coding that highlights amendments that have been made, or are going to be made, to a document.

The available View Tabs are: Current View, Between Dates, Past, On This Day, Future and All.

A description of the views can be found by enabling the Contextual Help settings (see "Logging on to Perspective.info") and hovering over the relevant View Tab.

Significant Dates



The **Significant Dates** button is located to the right of the View Date box.

Clicking the button reveals a list of dates that are relevant to the provision in view.

The dates in the list will change as you scroll through the document, showing the relevant dates for each provision.

Clicking a date from the list will change the date in the View Date box.

Significant dates is best used in conjunction with the On This Day view (see "View Tabs").

Printing

Perspective

Table of Documents

Recently Opened

Title or Abbreviation

Search

Section

Copy Location

Annotations

Side-by-side

Perspective

Print

Items selected below

Selected text in main window

Include table of contents

Social Security Contributions and Benefits Act 1992

- Social Security Contributions and Benefits Act 1992
 - Part I Contributions [ss 1-19B]
 - Part II Contributory Benefits [ss 21-62]
 - Preliminary [ss 21-23A]
 - ☒ Sect 21 Contribution conditions
 - ☒ Sect 22 Earnings factors
 - ☐ Sect 23 Provisions supplemental to sections 21 and 22

To **print** from Perspective.info, either:

- highlight text in the Main Window, click the print button and choose the "Selected text in main window" radio button; or
- click the print button, choose the "Items selected below" radio button and use the tick boxes to select specific sections, Chapters, Parts etc.

You also have the option to print the Table of Contents.

Note: If you are using time travel, be sure to print in colour.

Creating a Link to Perspective

Perspective

Table of Documents

Recently Opened

Title or Abbreviation

Search

Section

Copy Location

Annotations

Side-by-side

To create a link to a specific location on Perspective.info, click Copy Location in the button bar.

Copy Location

Create a shareable link to your current document, at your current location, view date, and time travel view

Link (Ctrl-C to copy to clipboard)

https://perspective.info/documents/act-pa2004?tt_option=tt-current&tt_date=20151

Close

Clicking **Copy Location** will open a box with a unique location url.

To copy the url, press "Ctrl-C" on the keyboard. The url can be pasted into other documents as well as emails.

The url contains time travel and view information.

Searching

To access the Search Window, click  **Search** in the button bar.

Where to search?

Search where? ☒ Current Document ☐ Recent Documents ☐ Selected Collections

☒ Pension Schemes Act 1993

Current Document: If you have a document open, this will be the default option.

Recent Documents: Allows you to search across the last 20 documents you have opened or a selection of them.

Selected Collections: Provides an option to search in a variety of different types of documents.

What do you want to find?

"guaranteed minimum pension" gmp

How do you want to search?

☐ Exact phrase

☒ Any of the terms*

☐ All terms* within the same 'section'

* A term is either a "phrase in quotes" or a word

Type your Search terms into the text box and select the Type of Search.

Exact phrase: To be used if you are searching for a single term or phrase.

Any of the terms: Searches for any occurrence of multiple terms.

All terms: Searches for occurrences of multiple terms within the same section.

Notes:

- A term is either a "phrase in quotes" or a word.
- Plurals of terms are automatically searched eg a search for "actuary" would find both "actuary" and "actuaries".

How do you want to limit/expand the search?

Within a certain scope?


☒ All text excluding notes


☐ All text including notes


☐ Titles and headings only

In a specific date range?

☒ All time

☐ From:  Today

To:  Today

☐ The last Year(s) 

Including/excluding notes: This option refers to the Perspective.info notes eg commencement and amendment notes.

Titles and headings only: This option will search document titles, as well as Part, Chapter, Schedule and section titles.

Restricting by date: This option enables you to limit results within a specific date range or by a certain number of months or years.

Search Results

Search results


This is a search for any of the terms "guaranteed minimum pension" gmp in all text excluding notes 

in **Acts** 

Hits	Fragments	Family	Date	Document Title
1	1	Act	Nov 2011	Pensions Act 2011
2	1	Act	Jul 2013	Finance Act 2013
2	2	Act	Jul 2013	Marriage (Same Sex Couples) Act 2013
2	2	Act	Jun 2002	State Pension Credit Act 2002
2	2	Act	Feb 1992	Social Security Administration Act 1992
2	1	Act	Oct 1985	Bankruptcy (Scotland) Act 1985

Click  and the Search results will open in a new tab.

To sort the Search results, click a column title:

Hits 	Fragments	Family	Date	Document Title
--	-----------	--------	------	----------------

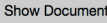

An arrow will appear next to the column being sorted.

To access the Search hits, click the document title. The hits are listed by location and are divided into fragments with contextual highlighting.

To open a document, click a fragment.

4	Section 165	<ul style="list-style-type: none"> • provision concerning entitlement to a guaranteed minimum pension for the purposes of section 46), treated as entitled to a guaranteed minimum pension to which he would have been entitled • 165 Guaranteed minimum pensions 1 The Board must notify the Commissioners of Inland Revenue accordance with this Chapter, the trustees or managers of the scheme are discharged from • from their liability to provide a guaranteed minimum pension (within the meaning of the Pension Schemes Act 1993) Notification under subsection (1) must be given as soon as reasonably practicable. 3
---	-------------	--

Note: The text of the fragments does not time travel.

To bypass the list of fragments, use  or  to open a document in the same or a new tab respectively.

To return to the full list of documents, click 

When Search hits are in Law Reports or Ombudsman determinations, click  to view a selection of Keywords etc.

Search Within Results

Use this function to search for term(s) within documents in the list of Search results.

Hit Highlighting

"**GMP** conversion" means amendment of the scheme **guaranteed minimum pension** rules,

Hits are highlighted in black in the document. There is also an arrow to the left of the text to indicate the location of a hit:

- ▶ Red arrows mean a hit is visible
- ▶ Faded arrows mean a hit is in hidden text eg text not yet in force or the Notes

To navigate hits in the document, use the arrows in the button bar  

To remove hit highlighting and arrows, untick 

To return to the list of Search results, click 

Altering Search Query

To alter your Search parameters in the Search Window, click 

Opening a Document

Click a document title to open it in the current tab or "Ctrl-click" to open it in a new tab.

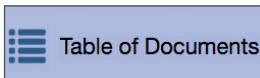
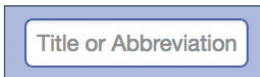


Table of Documents is available in the button bar at the top of the screen or on the Home Page.

Documents are listed by family. To open a specific document, click the family and find the document title.

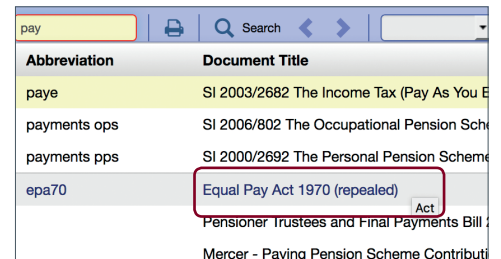
Document Finder



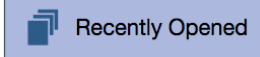
Document Finder can be used to open any document on Perspective.info apart from News and Surveys.

Start typing an abbreviation or any part of a document title. A list of possible documents will be offered.

If you hover over the document title, the document type (Act, SI, Commentary etc) will appear.



Recently Opened Documents



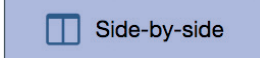
Recently Opened Documents, which is available on the Home Page and the button bar, lists the last 20 documents you have opened.

Recently Opened Documents

Ctrl-click to open document in a new tab

- [Statistics and Other Information \[stats\]](#)
- [Pension Schemes Act 2015 \[psa15\]](#)
- [HMRC Tax Manuals | PTM010000 | Pensions Tax Manual \[ptm\]](#)
- [BT Pension Scheme v HMRC](#)

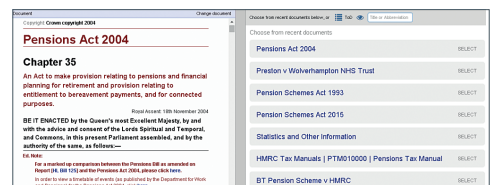
Side-by-side



The **Side-by-side** view can be used to look at two documents in the same tab.

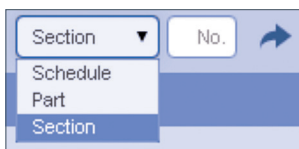
Click Side-by-side in the button bar and the window will split into two. If you have a document open, it will automatically open in the left pane.

You can then choose documents to view on the other side, either from your list of Recent Documents or by using the Table of Documents or Document Finder.



Navigating a Document

Location Tools



The easiest way to navigate to a particular place in a document is to use the **Location Tools** in the button bar.

Select Schedule/Part/Section etc, type the required location number into the blank box and press return or click the arrow button.

Alternatively, you can expand levels in the Table of Contents, on the left side of the Main Window, by clicking the right-facing arrows.

Table of Contents

