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CHECKPOINT DESKTOP GUIDE

1. ACCESS



Use the links below to retrieve your username or password, or follow the prompts on the Checkpoint login page.

Retrieve username

Retrieve password

Login at www.checkpointau.com.au		⊙ History & Preferences 🛦 Alerts 🖀 Folders 🕸 Contact:
search Workflow Tools Learning		L Na
Search All –	Search within Selected Services Basic Search	Tax and Accounting Main Screen - Displays pages based on your selection
♥ Help with constructing your search	Cases Search Legislation / Commentary Search Journals Search News Search	Customer Service

Menu Toolbar - Access extra feature

2. SEARCH

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From the **Research** page, select a search template.

Research Workflow To	ols Learning		≜ TR
Search Templates	Basic		Links Hints
Basic			
Cases	Keyword(s):	Search	Tips for Sea
Legislation / Commentary			Checkpoint® suppo a number of differen
Journals	Search type:	is & Connectors 💿 Natural language	connectors. The mo
News	Preferred results Tre format:	e of Contents	used connectors are OR. By default if you
Sovernment and Regulatory	tormat.	Click on Hints icon for	multiple terms with connectors, Checkp
International Tax	9 Research	search help	automatically insert connector in betwee
	0 4 × 4	Content Type	The connectors you Checkpoint®, their s

BASIC SEARCH TEMPLATE

Recommended for users running a general search using keywords and across all content or the areas you choose. Select from one of two search types:

TERMS & CONNECTORS

Enter the exact terms to search. Option to use connectors/expanders to define relationship between terms.



NATURAL LANGUAGE

Enter terms, a phrase, or a question to retrieve up to 100 results matching keywords entered. Results include alternative words e.g. calculate and calculating.

Keyword(s): how	how do I calculate car expense deductions				
Search type: O To	erms & Connector	Natural language			
Basic					
Legislation / Commentary	Free Text Legislation Title	٩			
Journals	Legislation Provision No.	128AA			
Government and Regulatory	Legislation Jurisdiction	All Jurisdictions			

OTHER SEARCH TEMPLATES

Select from the list of search templates to search for specific content. Recommended for users with specific search criteria such as a Legislative provision, Case or Ruling citation.

Example of searching for provision number

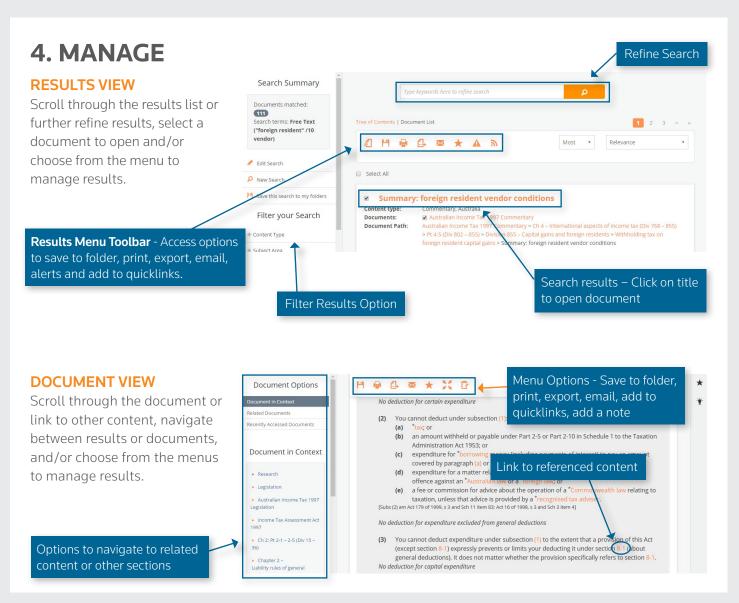
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3. BROWSE

Drill down within products to locate documents. This method is recommended for users with an understanding of their titles or topic.





Customer Support 1800 074 333 supportANZ@thomsonreuters.com | Checkpoint Help and Support - Link to online videos and guides