

# Checkpoint AU

## Homepage features

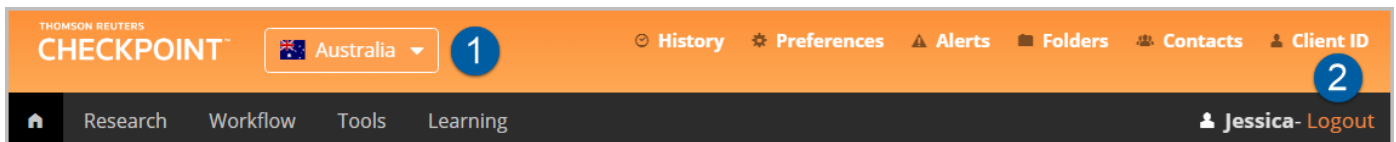
Checkpoint's homepage is designed to allow easy access to different areas and features such as search history and folders, as well as quick access to products, tools, and search templates.

### Navigation

The orange and black menu bars are available at the top of every screen in Checkpoint.

1. If you subscribe to both New Zealand and Australian publications, you can move between Checkpoint New Zealand and Checkpoint Australia by selecting the appropriate country from the dropdown.
2. Use the Logout link to end your Checkpoint session.

**Note:** Workflow and Learning options are not included on the Checkpoint New Zealand site.



The functions of each menu option are listed in the table below:

SYSTEM TOOLBAR	DESCRIPTION
HISTORY	Access your recent searches and the documents you have viewed. Checkpoint® records and saves your research for a period of 14 days.
PREFERENCES	Set your preferences for interacting with Checkpoint®, including search results display and document export format.
ALERTS	Access a list of all your alert notifications you have set up. You can view and edit your alerts.
CONTACTS	Access a list of contacts within your Checkpoint subscription so you can share folders with
FOLDERS	Retrieve search results and documents you have saved in the past. You can organise your saved searches and documents into folders for easy retrieval.
CLIENT ID	Enter a client ID to help distinguish documents between projects and clients.
NAVIGATION TOOLS	DESCRIPTION
HOME	Click Home for direct access back to the home page.
RESEARCH	Click Research to access content specific search templates for searching and browsing.
WORKFLOW	Click Workflow to access workflow solution tools.
TOOLS	Click Tools to access calculators, checklists, decision trees, flowcharts, templates and model documents.
LEARNING	Click Learning to access learning modules in relation to core technical areas of tax and accounting.



## Overview

Each box on the homepage contains specialised content. All of these, excluding the search bar, can be moved around the homepage to suit your specific needs by 'dragging and dropping'. Each box can also be minimised or maximised by clicking the – minimise icon in the top right-hand corner.

The screenshot shows the Thomson Reuters Checkpoint homepage for Australia. The interface includes a search bar at the top, a navigation menu, and several content boxes. Numbered callouts (1-11) point to specific features: 1. Search bar; 2. Help link; 3. Browse by Topic links; 4. Research menu; 5. My Quicklinks; 6. Tax and Accounting Compliance Calendar; 7. News Headlines; 8. What's New; 9. Customer Service; 10. My Products; 11. My Tools.

1. Conduct a Terms & Connectors search across all of your subscribed products, including Tools, by entering your keywords into the search field. As you type, suggested terms may appear to assist in your research.
2. Click the **Help with your Search** link to view a list of Terms & Connectors available to use.
3. To run a more targeted search, select one of the **Browse by Topic** links to be directed to a topic-specific search template.  
**Note:** These templates are subscription dependent.
4. You can also access these and other search options by clicking **Research** in the black navigation toolbar.
5. **My Quicklinks** are content that you bookmark in Checkpoint. You can create a quicklink anywhere you see a star icon by clicking on the star, entering a relevant name, and clicking save.
6. The **Tax and Accounting Compliance Calendar** displays relevant compliance dates which are highlighted in orange. Click on the date to view the calendar item and applicability.
7. **News Headlines** provides a daily feed to selected Thomson Reuters Tax and Accounting news articles.
8. **What's New** provides links to new training material and other resources.
9. **Customer Service** provides links to Australian and New Zealand contact information.
10. **My Products** lists up to 20 of your subscribed products in alphabetical order. To view a complete list, click the **View More Products** link. To search or browse a product, click the title.
11. **My Tools** lists up to 10 tools in alphabetical order. To view a complete list, click the **View More Tools** link. To search or browse a tool, click the title.