

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](#)

Menu Toolbar - Access extra features

Main Screen - Displays pages based on your selection

Navigation Toolbar - Select to access your content services

2. SEARCH



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

Search Templates

- Basic
- Cases
- Legislation / Commentary
- Journals
- News
- Government and Regulatory
- Forms and Precedents

Basic

Keyword(s):

Search type: Terms & Connectors Natural language

Preferred results format: Tree of Contents Document List

Click on Hints icon for search help

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.

Keyword(s): "remote services" /50 GST

Search type: Terms & Connectors Natural language

Preferred results format: Tree of Contents Document List

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): what is the main home exclusion

Search type: Terms & Connectors Natural language

Preferred results format: Tree of Contents Document List

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

Legislation / Commentary

Free Text

Legislation Title

Legislation Provision No.

Defined Terms

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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.

Click on the star to create a **Quicklink**

Click on the + to expand menu

Tick the checkbox to refine your search to only this section

Click on the title to open the document

4. MANAGE

RESULTS VIEW

Scroll through the results list or further refine results, select a document to open and/or choose from the menu to manage results.

Refine Search

Results Menu Toolbar - Access options to save to folder, print, export, email, alerts and add to quicklinks.

Filter Results Option

Search results - Click on title to open document

DOCUMENT VIEW

Scroll through the document or link to other content, navigate between results or documents, and/or choose from the menus to manage results.

Options to navigate to related content or other sections

Menu Options - Save to folder, print, export, email, add to quicklinks, add a note

Link to referenced content