

Browsing Your Subscriptions

- Click **Browse** on the **Quick Bar**.
- Click through the tree using the **+** and **-** icons to review the items in your subscription until you reach a document of interest.
- Click the **document** you wish to view. The **document** displays in the right pane.

Searching For a Specific Document Using Pinpoint

- Click **Pinpoint** on the **Quick Bar**
- Click through the browse tree on the left pane using the **+** and **-** icons to select a book of interest.
- In the right pane choose one of the listed options & type in the reference you are searching (e.g. case, provision of legislation, CCH paragraph number etc.)
- Click **Go**.

Changing Your Search Scope

Click the **search scope drop down** arrow and select a **search scope** from the available options.

- all content
- within results
- selected content
- this document
- Pinpoint

Searching Your Entire Subscription

- Select **all content** in the **Search scope** box.
- Type your search terms (e.g. input tax credits) in the search box.
- Click **Go**.
- Click the document you wish to view in the right pane.

Narrow Your Results Using Filters

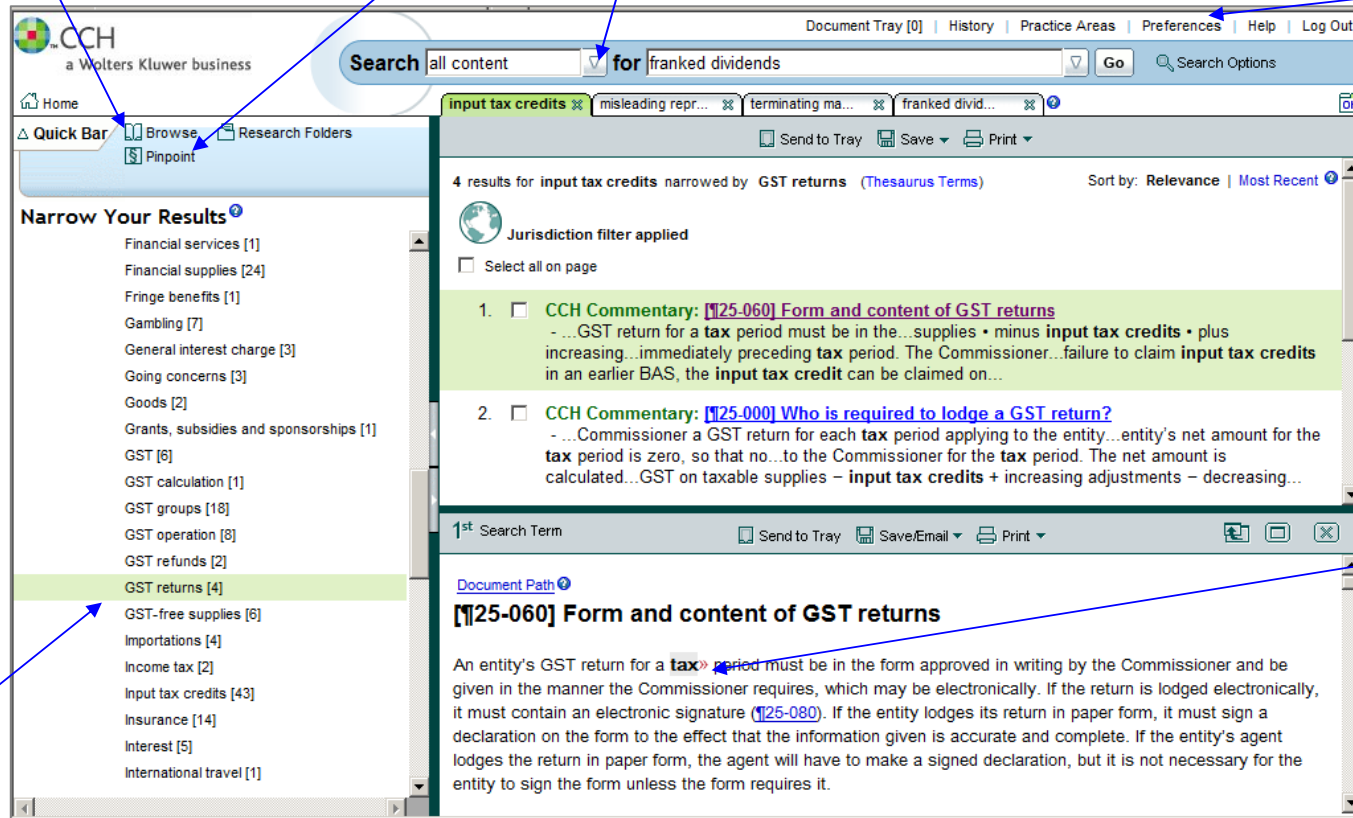
- **by Document Type** e.g. Commentary, Legislation, & Regulations
- **by Library** e.g. Tax, Corporate & Business Law or HR Employment
- **by Topic** e.g. Law\Family Law\Divorce\Child Abduction\Child Maintenance\Financial Arrangements
- **by Jurisdiction** e.g. Federal, State, Province & International

Searching Selected Content

- To search specific areas of content (e.g. **publication**)
- Click **Browse** on the **Quick Bar**.
- Locate the **publication, state** or other area on the tree you want to search.
- Click in the checkbox(es) next to the area you want to search. The search scope will be automatically changed to **selected content**.
- Type your terms in the **search box** & click **Go**.

Preferences

Customise your IntelliConnect service by selecting from a number of search, view, help & print/export/email options.



The screenshot shows the CCH IntelliConnect interface. At the top, there's a search bar with 'all content' selected in the search scope dropdown and 'for franked dividends' in the search text. Below the search bar is a 'Quick Bar' with 'Browse' and 'Pinpoint' buttons. On the left, a 'Narrow Your Results' tree shows various categories, with 'GST returns [4]' selected. The main pane displays 4 results for 'input tax credits' narrowed by 'GST returns'. The first result is highlighted: 'CCH Commentary: [125-060] Form and content of GST returns'. Below the results, there's a 'Document Path' section showing the selected document.

Search Terms appear highlighted in the document text, you can easily navigate between instances of the term by clicking on the red arrows to the left or right.

View and Manage Your Information

Viewing Search Results & Documents

- View your search results & documents using the convenient **split screen view**. You'll see your search results on the top & document on the bottom.
- After performing a search**, click on a document title in the search results pane.
- The **preview pane** opens at the bottom of the screen.
- Quickly scan through your results list by clicking different search hits & you'll see the corresponding document in the preview pane.
- Use the icons at the top right of the preview pane to maximize the preview pane, open the document in a new window, or close the preview pane.
- Green Text** indicates volume title
- Blue Text** indicates document title.

View the **Document path** for its file path, or context

Send to Tray selects documents you wish to send to **Document Tray**.

Save Documents in Research Folders by clicking on the **Save** button and click **Save selected to Research Folders**.

Document Tray temporarily keeps important documents for easy printing and saving.

History is always available at the top of the screen, you can return to recent documents you viewed or searches you conducted.

Maintain up to five **search tabs**.

Access your saved searches through the **Search Options Link**.

Search for **Most Recent** case or legislation.

Save or Print or Email lists & documents in PDF or text format.

The screenshot shows the CCH IntelliConnect web application. At the top, there's a search bar with 'all content' and 'for franked dividends'. Below the search bar are several tabs: 'input tax credits', 'misleading repr...', 'terminating ma...', and 'franked divid...'. The main content area displays search results for 'input tax credits' narrowed by 'GST returns'. The first result is highlighted in green: 'CCH Commentary: [125-060] Form and content of GST returns'. Below the results, there's a 'Document Path' section showing the breadcrumb: 'GST > Australian GST Guide Commentary > GST RETURNS • PAYMENTS • REFUNDS • ASSESSMENTS • RECOVERY > GST RETURNS > [125-060] Form and content of GST returns'. The document preview shows the title '[125-060] Form and content of GST returns' and the beginning of the text: 'An entity's GST return for a tax period must be in the form approved in writing by the Commissioner and be given in the manner the Commissioner requires, which may be electronically. If the return is lodged electronically, it must contain an electronic signature [125-080]. If the entity lodges its return in paper form, it must sign a'.