

# 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

**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

Basic

Cases

**Legislation / Commentary**

Journals

News

Government and Regulatory

Forms and Precedents

Free Text

Legislation Title

Legislation Provision No. HC 15

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