

The Checkpoint® homepage is designed for easy access to all the different areas of the site. The tool bar provides links to features such as search history and folders while “portlets” offer quick access to products, tools and search templates.

MENU BAR

The menu bar is available at the top of every screen in Checkpoint®. 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.
TOOLS	Click Tools to access calculators, checklists, decision trees, flowcharts, templates and model documents.
LOGOUT	Logout of Checkpoint®.

PORTLETS

Each portlet contains specialised content occupied within a small window. These can be moved around the homepage to suit your specific needs by simply “dragging and dropping” the box. They can be minimised by clicking on the down arrow, and expanded by clicking on the right arrow. Their location and state are remembered, giving you a customised homepage tailored to your needs.

TAX AND ACCOUNTING COMPLIANCE CALENDAR

This calendar displays relevant compliance dates. Relevant dates are highlighted in orange. Click on the date to see the calendar item and applicability.

Tax and Accounting Compliance Calendar

-- All Events --

← Nov 2016 →

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Events occurring on 20/11/2016

- Event Date:** 20 November
- Subject Area:** PAYE, Large Employers
- Applicability:** Large employers
- Item:** PAYE deductions for 1-15 November 2016 and employer deductions form

- Event Date:** 20 November
- Subject Area:** PAYE, Small Employers
- Applicability:** Small employers
- Item:** PAYE deductions for all of October 2016, employer deductions form, and employer monthly schedule for October 2016

- Event Date:** 20 November
- Subject Area:** NRWT
- Applicability:** Monthly payers
- Item:** NRWT deducted during October 2016 for monthly

SEARCH ALL

Conduct a “free text” Terms & Connectors search across all your subscribed products, including Tools, by entering your keywords directly into the search box. This supports connectors and expanders and suggested terms.

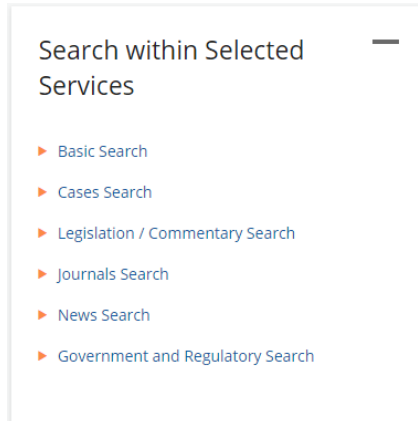
Search All

🔍

[💡 Help with constructing your search](#)

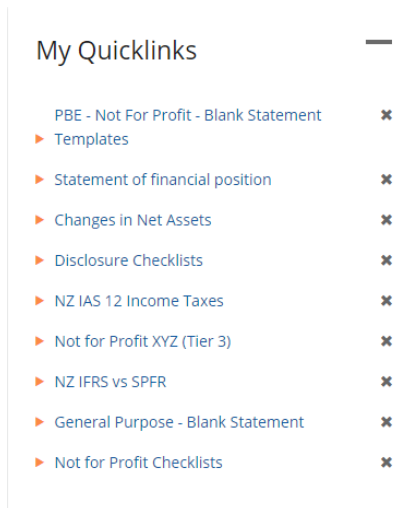
SEARCH WITHIN SELECTED SERVICES

Select and click an Advanced Search template for searching and browsing within a selected service. These templates have specific fields relevant for the content you are researching, for example the Legislation/Commentary template has as Provision number field.



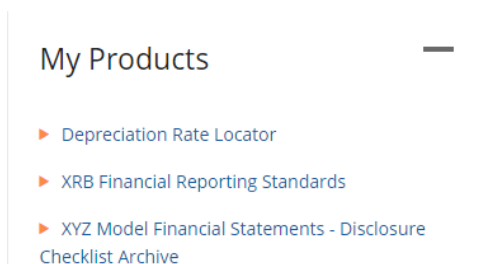
MY QUICKLINKS

Create a list of quick links for one click access to your most frequently accessed areas content.



MY PRODUCTS

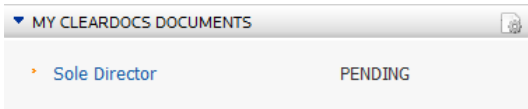
This portlet is subscription aware and provides one click access to your products and services.



MY TOOLS

Provides immediate access to your subscribed Tools.





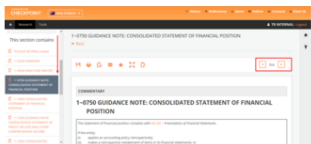
DID YOU KNOW

Provides Tips and Hints for using Checkpoint, these are updated regularly.

Did You Know

From within a document, you can quickly navigate to other sections of the chapter.

- ▶ Scroll through pages by selecting the **Next/Prev** buttons located at the top of the document
- ▶ Jump to different pages by selecting the links in the **This section contains** menu located on the left hand side



CUSTOMER SERVICE

Provides links to New Zealand and Australia contact information.

Customer Service

- ▶ [Contact Details](#)
- ▶ [Account Management Details](#)
- ▶ [Thomson Reuters Website \(AU\)](#)
- ▶ [Thomson Reuters Website \(NZ\)](#)