

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.
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.
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 21/11/2016**

- Event Date:** 21 November 2016
- Subject Area:** Tax
- Applicability:** PAYG
- Item:** Medium PAYG withholders: remit PAYG amc  
\*. Remit October monthly PAYG amounts.

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- Event Date:** 21 November 2016
- Subject Area:** Tax, BAS
- Applicability:** BAS Monthly
- Item:** Monthly BAS due for Oct (inc. GST; PAYG)

### SEARCH ALL

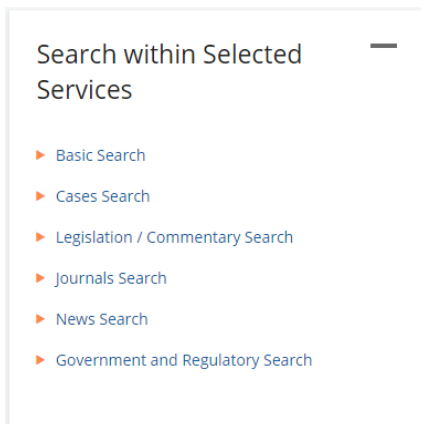
Conduct a “free text” Terms & Connectors search across all your subscribed products, including Tools, by entering your keywords directly into the search box. This supports connectors and expanders and suggested terms.

**Search All**

[Help with constructing your search](#)

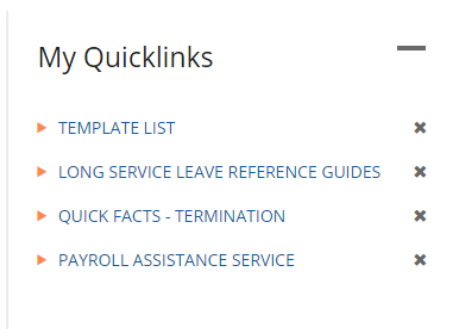
ADVANCED SEARCH TEMPLATES

Select and click an Advanced Search template for searching and browsing within a selected service. These templates have additional search fields such as Provision number, for the content you are researching.



MY QUICKLINKS

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



NEWS HEADLINES

Provides a feed to selected Thomson Reuters tax and accounting news articles to help you keep up to date with the latest news.



MY PRODUCTS

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

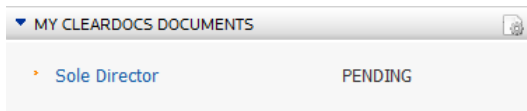
MY TOOLS

Provides immediate access to your subscribed Tools.



### MY CLEARDOCS DOCUMENTS

The "My Cleardocs documents" portlet provides quick access to the most recent Cleardoc's documents you have created. It also lists your pending documents.



### CUSTOMER SERVICE

Provides links to Australian and New Zealand contact information.

