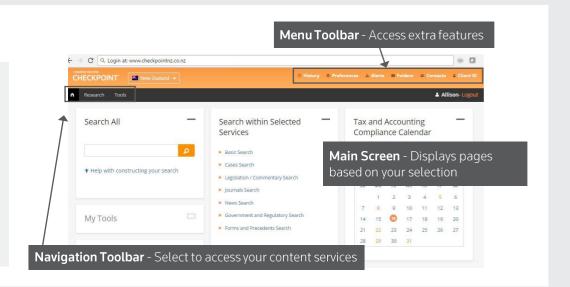# CHECKPOINT DESKTOP GUIDE

1. ACCESS

Use the links below to retrieve your username or password, or follow the prompts on the Checkpoint login page.
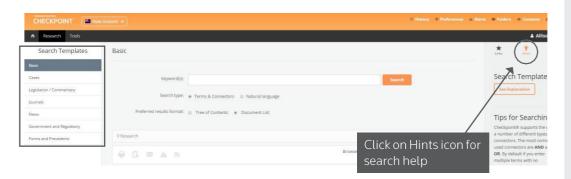
Retrieve username

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.
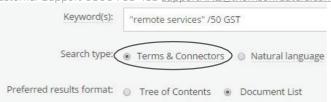
Click on Hints icon for search help

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.

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.
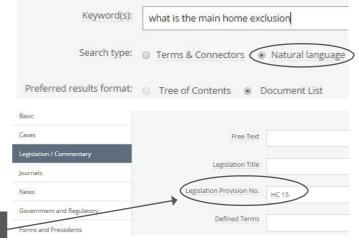
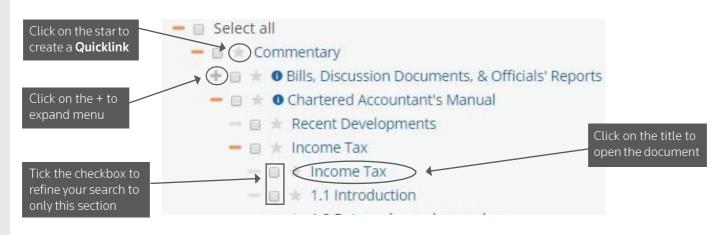### OTHER SEARCH TEMPLATES

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.

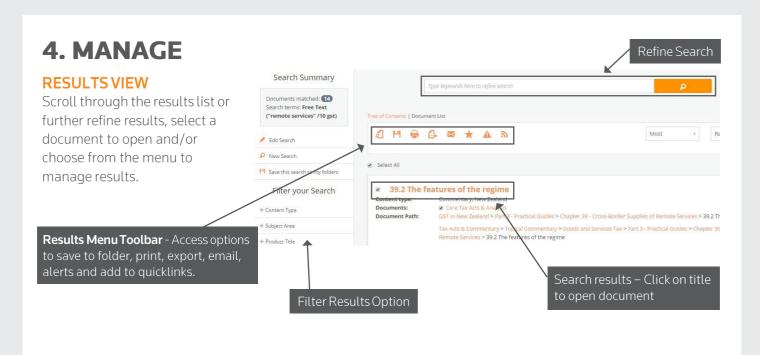Example of searching for provision number

CHECKPOINT DESKTOP GUIDE

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

Refine Search

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.

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.

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

Link to referenced content

Options to navigate to related content or other sections