





CCH iKnow Quick Start User Guide

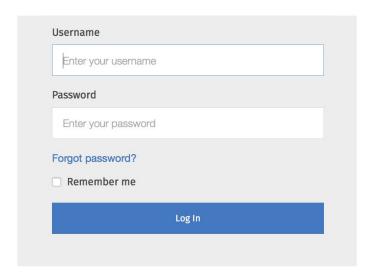
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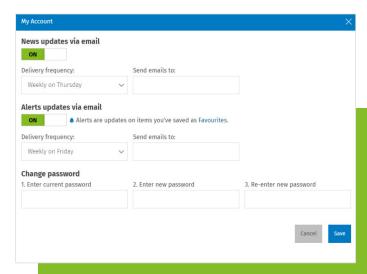
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→ Setting up your account





Save your login details and add to your favourite pages

- Visit www.iknow.cch.com.au and press CTRL+D to save the address to your favourites.
- Click the **Login** button on the top right hand of the screen.
- **3.** Enter your email address and password and check **Remember me** to save your login details for next time.

Customise your news delivery

- **1.** Save time and have the **latest headlines** sent straight to your inbox.
- **2.** Click your name at the top right of the screen to access **My Account**.
- Toggle News updates via email and Alerts updates via email on and off, decide the frequency of alerts to your selected email address.

Stay up to date with the news that affects you and your clients as it happens such as government announcements, legislation and cases.

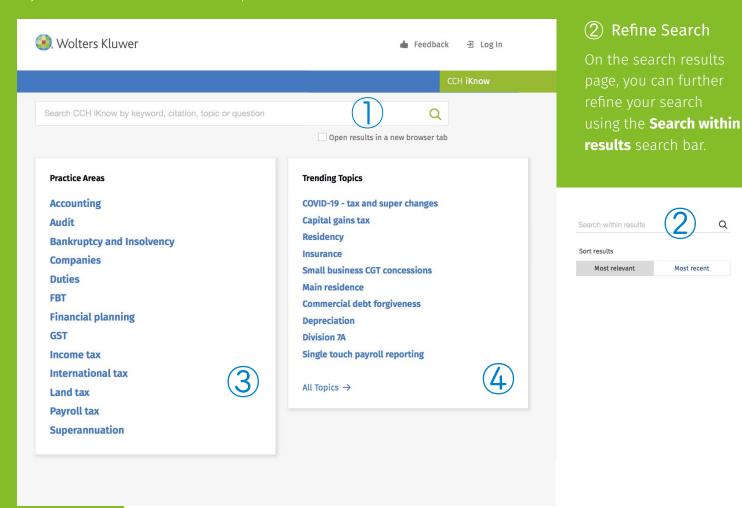




→ Navigate the homepage

1 Homepage: Search options

All searches are done through the search bar. The auto-suggest function makes it easier to find what you're looking for and you can check the tick box if you want the search results to open a new tab.



3 Practice Areas

Select a **Practice Area** to easily browse through the different types of content available to you. Click through to **Commentary, News, Tools and Source Material** that relate to that practice area.

4 Trending Topics

Explore **Trending Topics** from the home page. Click on a topic area and be taken directly to legislation, cases, rulings, commentary and more relating to that topic. You can also browse all topics alphabetically by clicking **'All Topics'**.





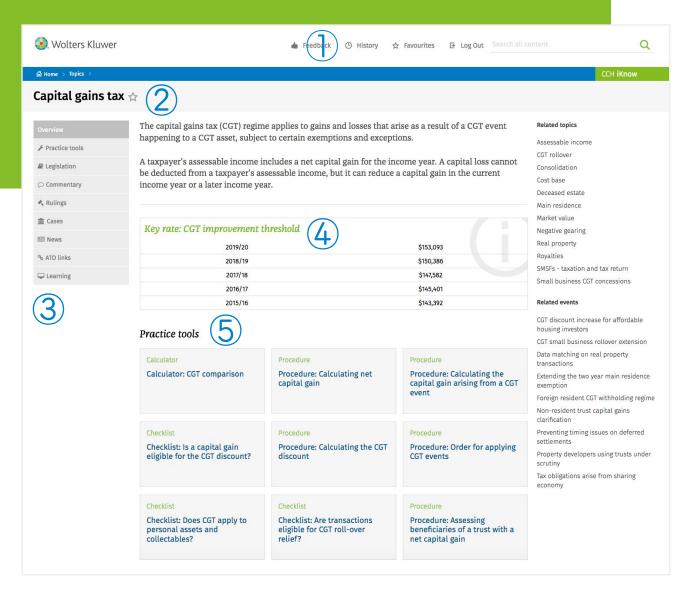
→ Get familiar with topic guides

(1) Search History

CCH iKnow automatically **saves your search history** for up to three months even if you didn't add it to your favourites.

② Favourites

Click the star to mark the topic as **favourite**.



3 Overview Panel

The **left-hand overview panel** shows all resources that can be accessed on the topic.

4 Key Rates

Enjoy easy reference to **key rates**.

(5) Practice Tools

Utilise **practical tools** specific to the topic at hand to step you through client issues.

CONTACT US

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