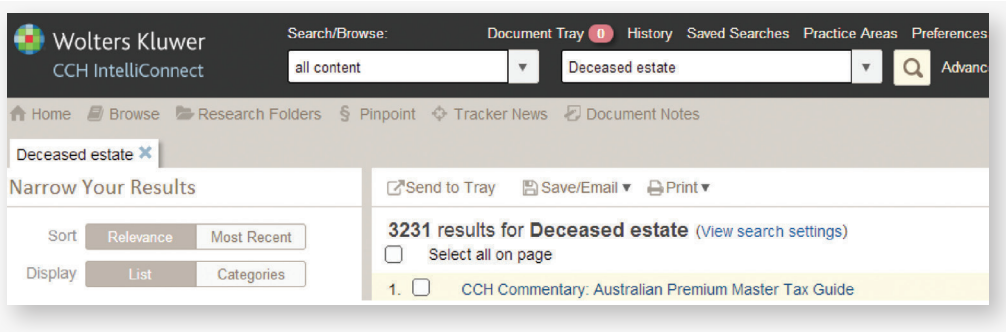




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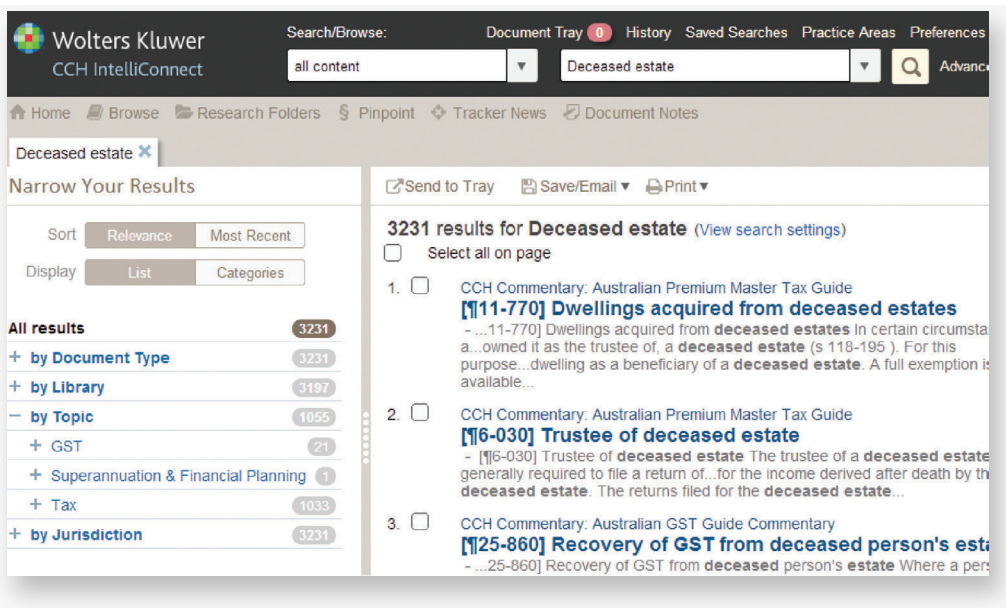


Filtering your search



- **Sort by Relevance.** This is a default setting. You might want to search for the most relevant information.
- **Sort by Most Recent.** When you are looking at news or cases you probably want to see the most recent results.
- **Display by List.** This is a default setting. It displays all results available for your search.
- **Display by Categories.** This allows you to list the result by document type. You might want to do this if there's a specific document type you're looking for, eg a case.

TIP: You can keep "Display by Categories" as your default view by going into "Preferences" on top right corner.



FILTER	WHAT	EXAMPLE
Document type	Filters your search according to commentary, legislation, news, cases etc.	You might just be interested in news on self-managed super. Click news and filter by most recent to see the most recent news.
Library	Shows you search results dissected by chapters of your subscription.	You might want to find results on "Product disclosure" from your "Contract Law" library.
Topic	This is situation based sorting. Shows you search results sorted in each topic dealing with that situation.	For example, "Auditors from your Insurance Law" topic.
Jurisdiction	Shows you results sorted by legal jurisdiction.	Use this in conjunction with other filters like Document type. You might be interested in most recent news on payroll tax in the state of Queensland.

TIP: Use multiple filters in conjunction with each other. For example, you might want to find commentary on GST from the topic of international tax, in jurisdiction of New Zealand.

Use “Advanced Search” to see results on, before or after a certain time. Great when doing retrospective research or searching for a Tracker News item from a specific month/year.

Remember, some titles such as our archived Master Tax Guides are already segmented by date, so searching within selected content will keep you on track.

For more detail or to arrange a complimentary training session, please email: custraining@cch.com.au

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