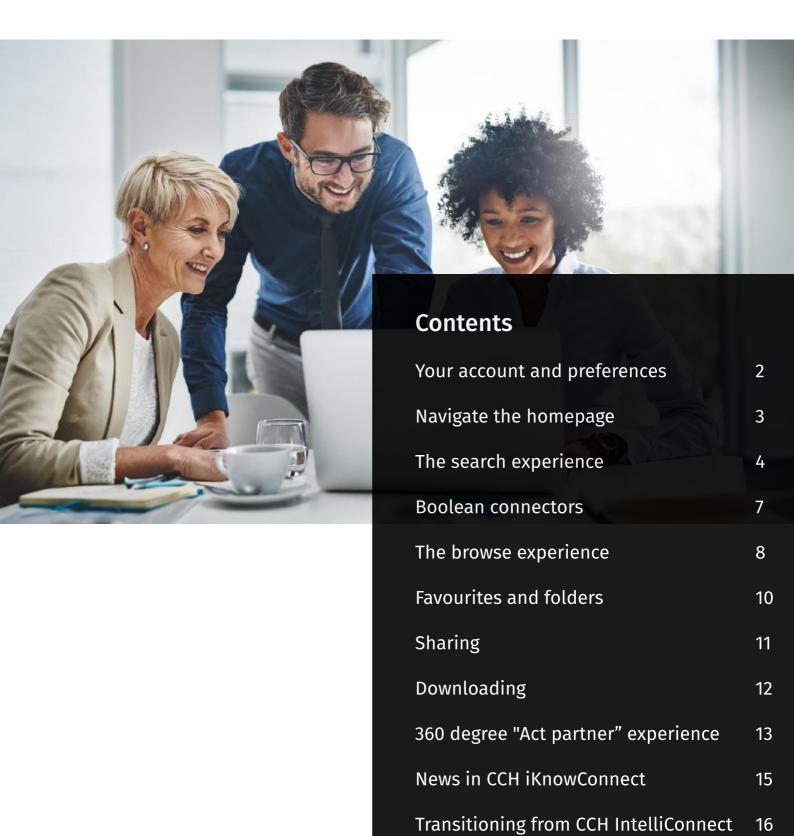


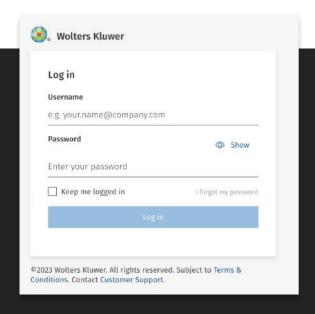
# **CCH iKnowConnect**

Quick start guide





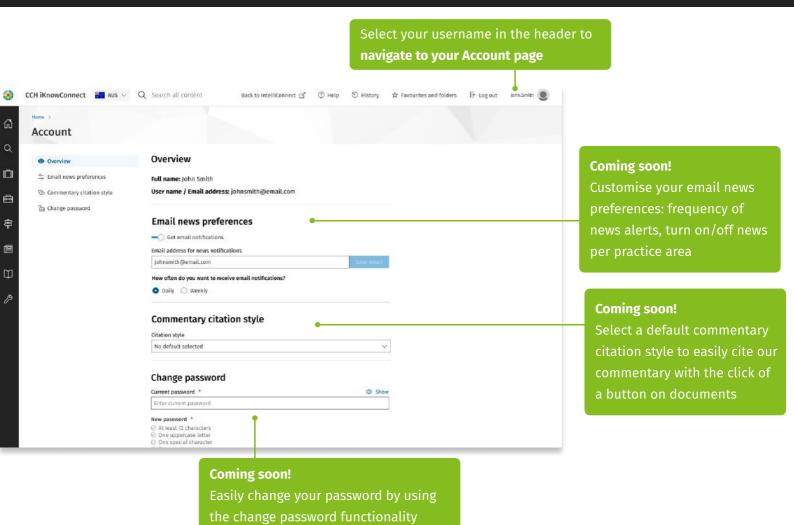
### Your account and preferences



#### Logging in

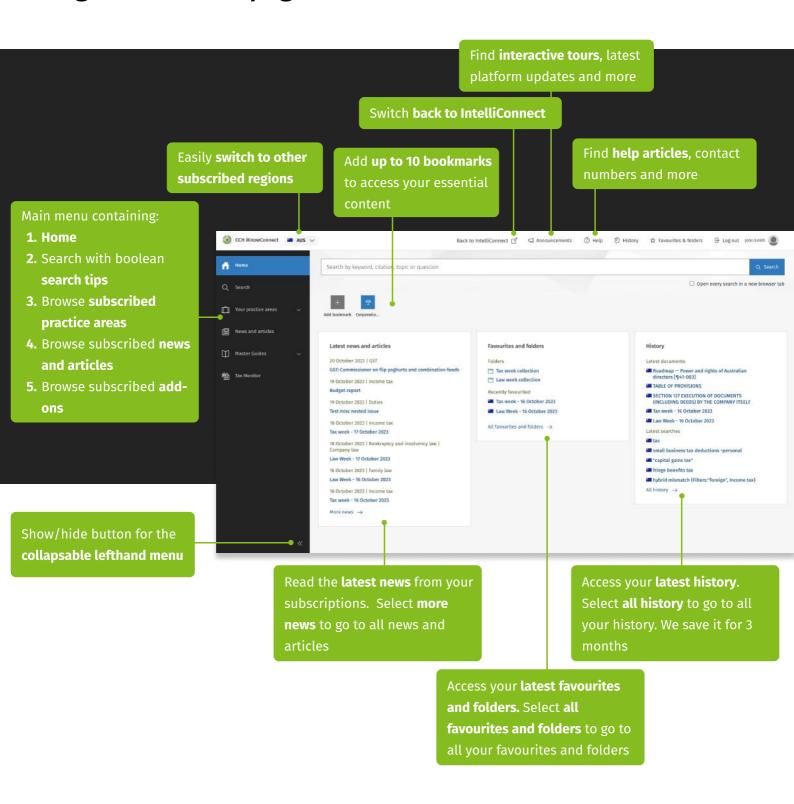
To save your login details and make it easier to access your account in the future, follow these steps:

- 1. Go to <a href="www.iknowconnect.cch.com">www.iknowconnect.cch.com</a>. You may also want to bookmark the website as a favourite in your web browser for quick access in the future.
- 2. Enter your login credentials to access your account.
- 3. Select the "Keep me logged in" option





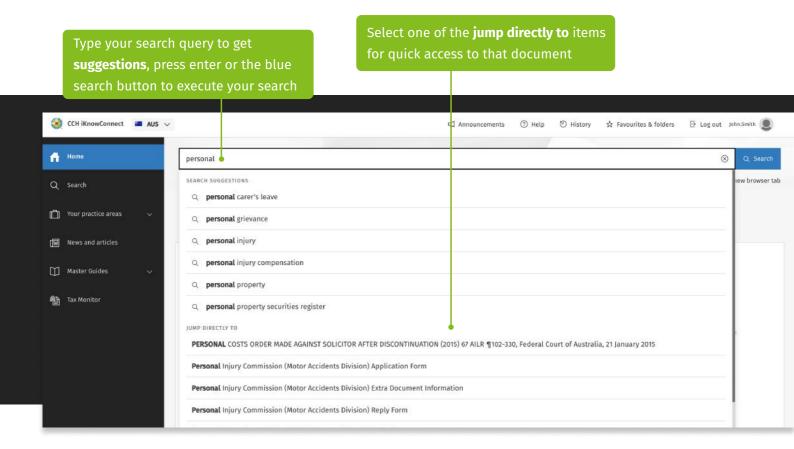
## Navigate the homepage



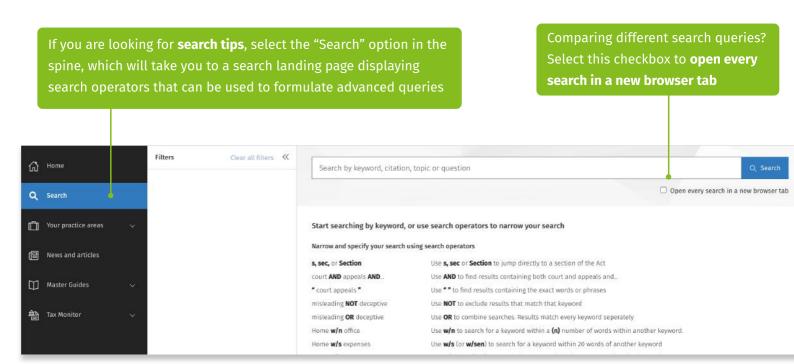


### The search experience

#### Via the homepage



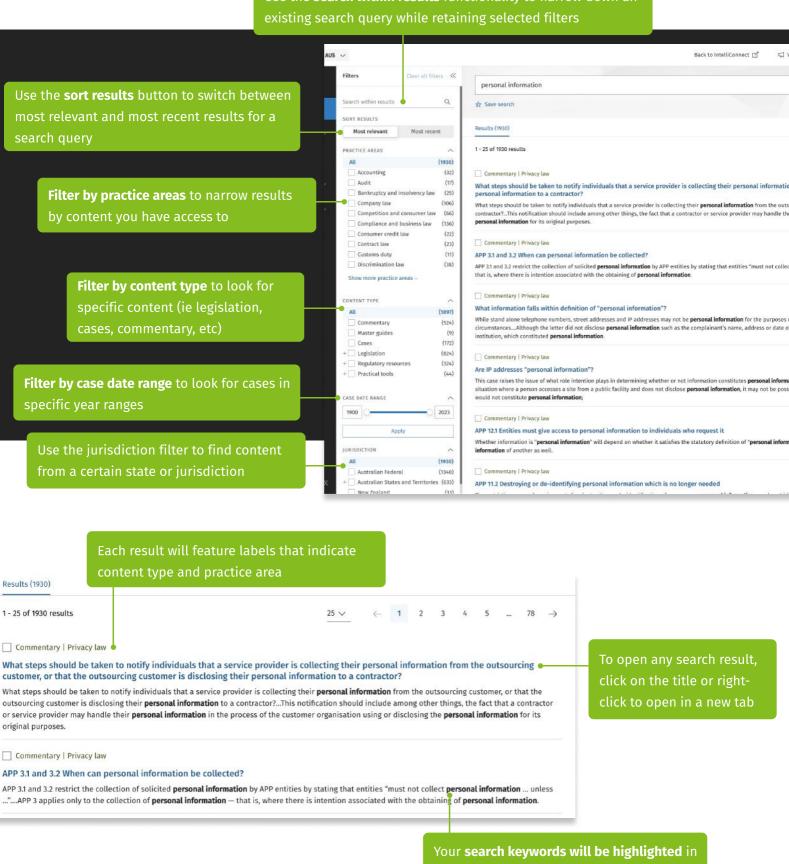
### Via the search landing page





#### Narrowing down your results

Use the **search within results** functionality to narrow down an existing search query while retaining selected filters

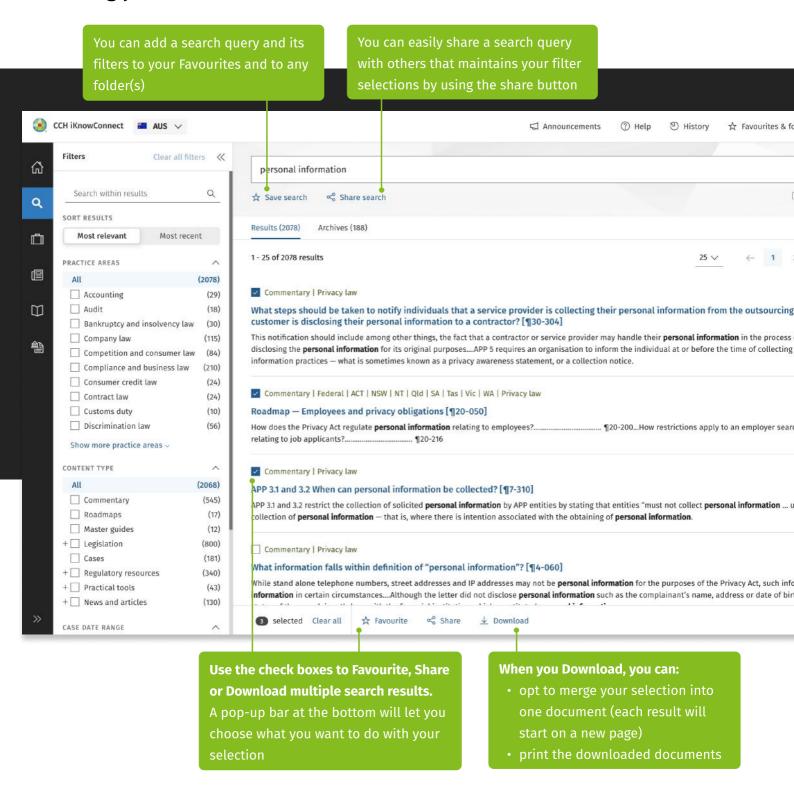


the search snippet

**CCH iKnowConnect** | Quick start guide



#### Collecting your results





#### **Boolean connectors**

These are all the boolean connectors you can use on CCH iKnow Connect

#### Narrow and specify your search using search operators

s, sec, or section	use s, set of section to	Jump unechy	to a section of the Act
and AND and all AND	II. AND to Cool months		

court **AND** appeals **AND**... Use **AND** to find results containing both court and appeals

and...

"court appeals" Use " "to find results containing the exact words or

phrases

misleading **NOT** deceptive Use **NOT** to exclude results that match that keyword

misleading **OR** deceptive Use **OR** to combine searches. Results match every keyword

seperately

Home w/n office Use w/n to search for a keyword within a (n) number of

words within another keyword.

Home w/s expenses Use w/s (or w/sen) to search for a keyword within 20 words

of another keyword

Home w/p expenses Use w/p (or w/par) to search for a keyword within 80 words

of another keyword

Credit **p/n** foreign Use **p/n** to search for a keyword preceded by no more than a

(n) number of words of another keyword

Depreciat\* Use \* (or!) for wildcard ending of keywords (E.g. depreciate,

depreciating, depreciation etc..)

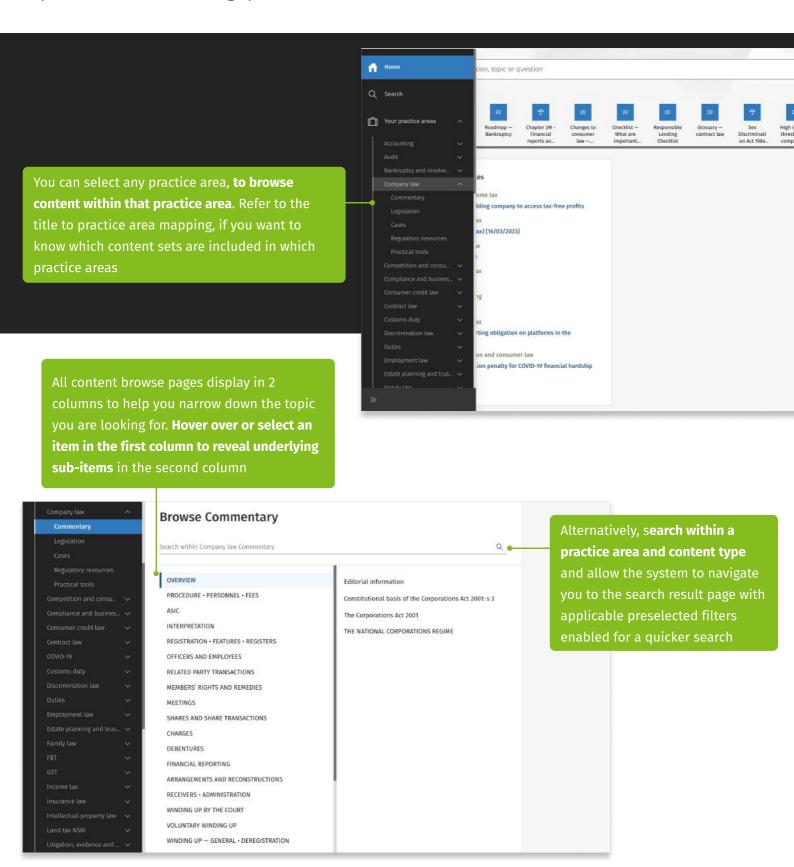
??clude (?=1 ??=2 ???=3...) Use ? for wildcard starting of keywords. Each ? includes one

letter. (E.g: include, exclude, occlude etc...)

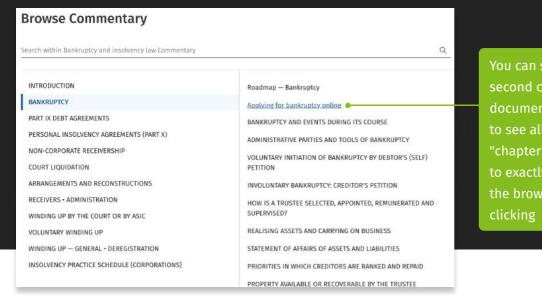


## The browse experience

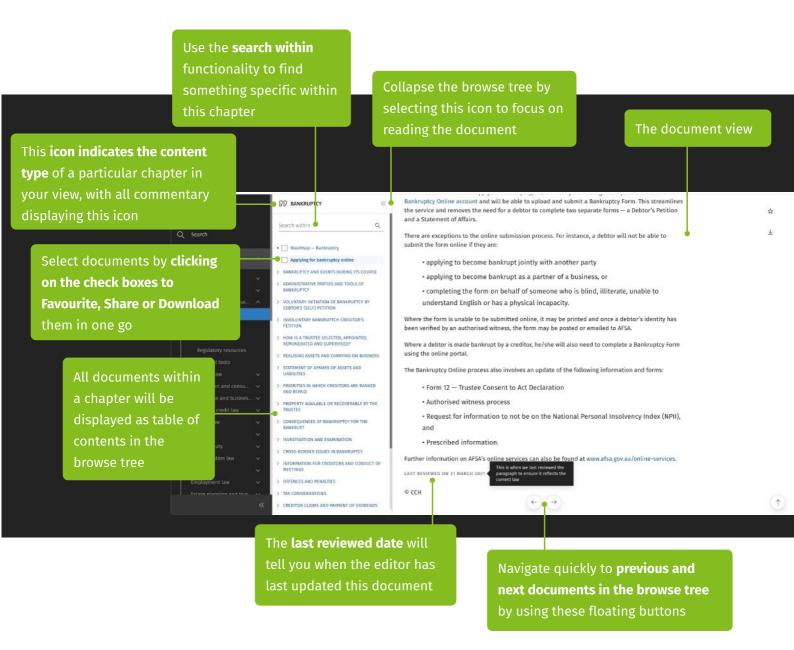
If you're not searching, you can browse content. Here's how:







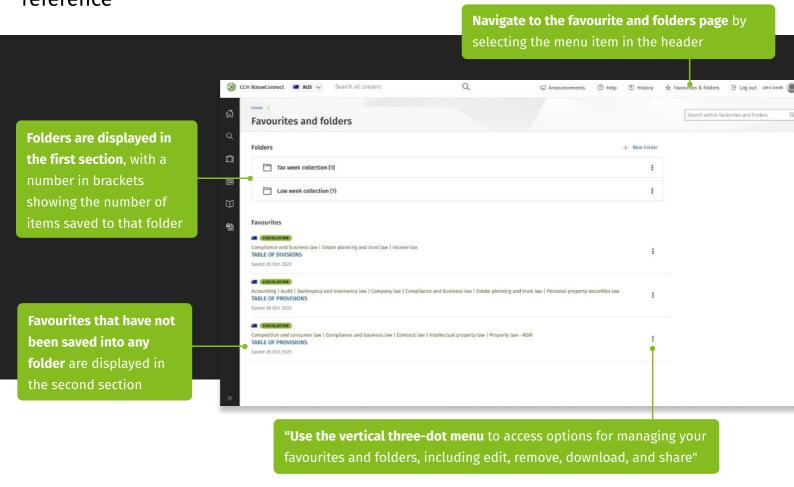
You can select any item in the second column and navigate to a document view with a browse tree to see all documents in that "chapter". This layout takes to you to exactly where you need to be in the browse tree without endless clicking



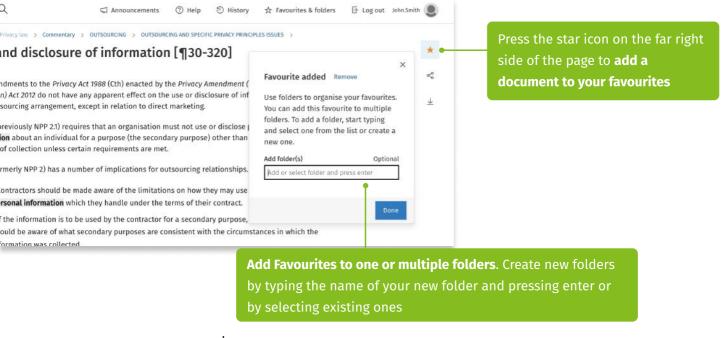


### **Favourites and folders**

Save your documents as favourites and organise them into folders for easy reference



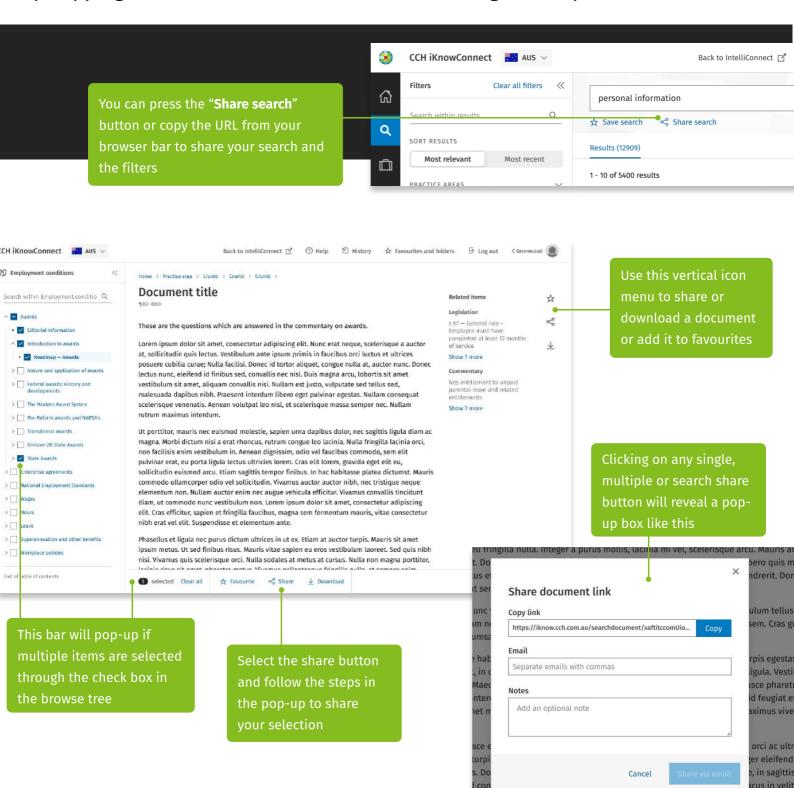
# Adding documents to your favourites and folders





# Sharing

With CCH iKnowConnect you can easily share content with your colleagues by using our share functionality. You can share searches, documents and more, by copying the URL from the browser or following the steps below

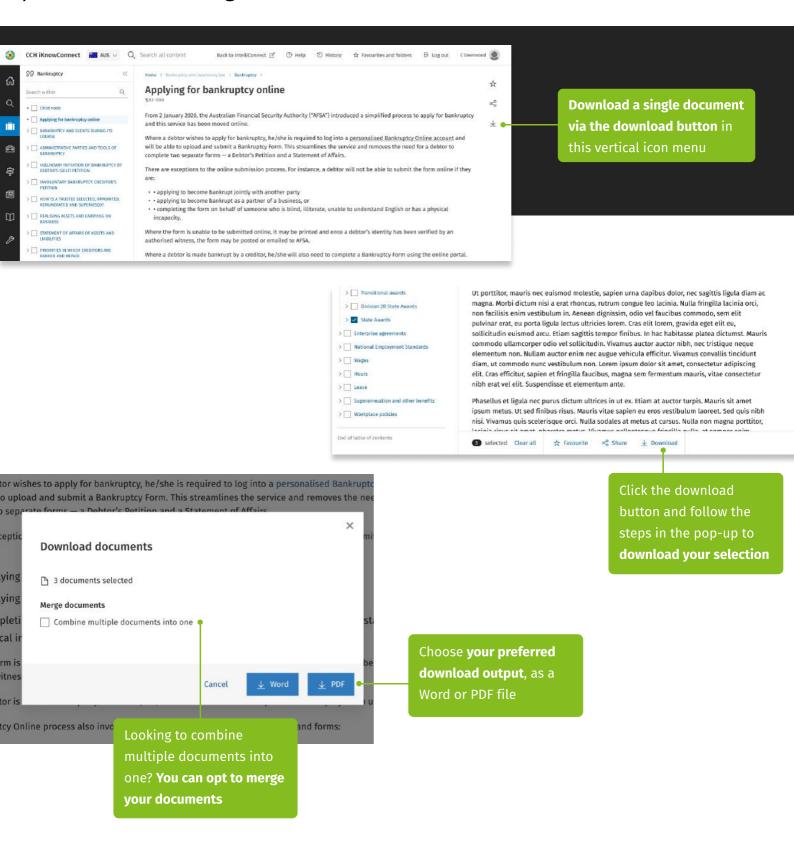


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### **Downloading**

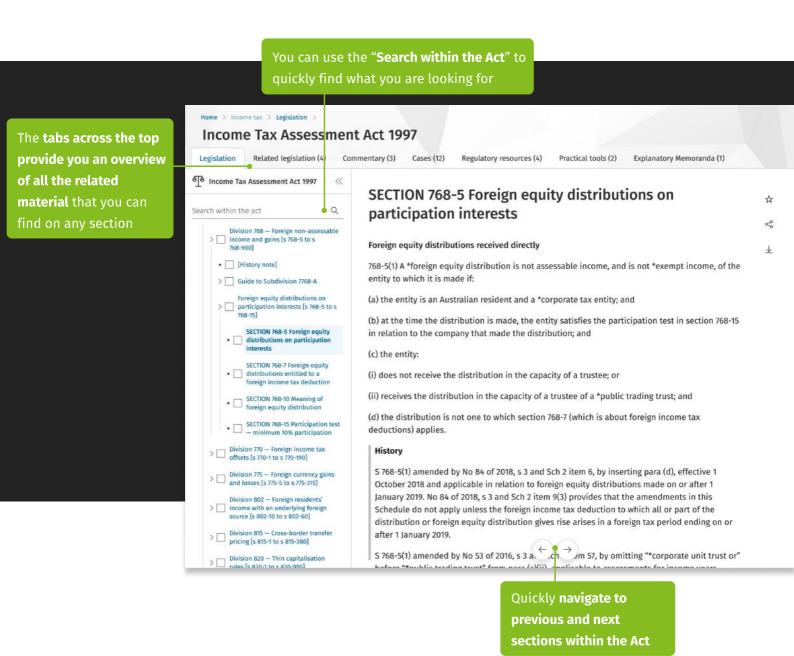
With CCH iKnowConnect you can also download anything for offline and/or print use. Follow the guide to make the most of the download feature





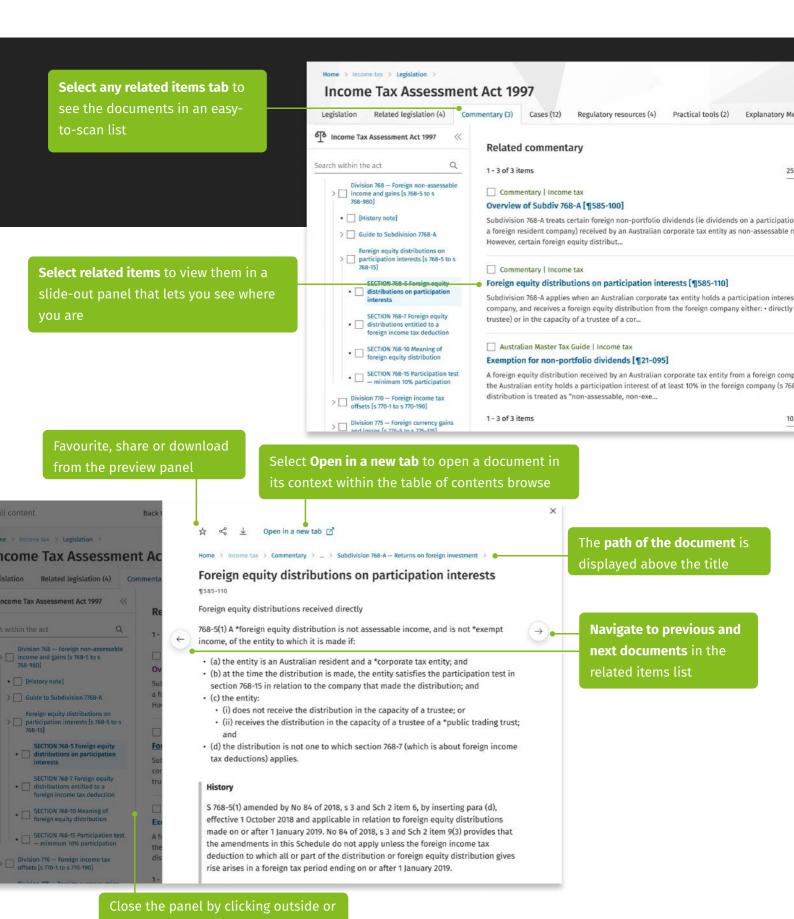
### The 360 degree "Act partner" experience

CCH iKnowConnect makes it easier to find all types of content related to a section of any Act, which will speed up your research and get you to the answer faster





#### Navigate the related content

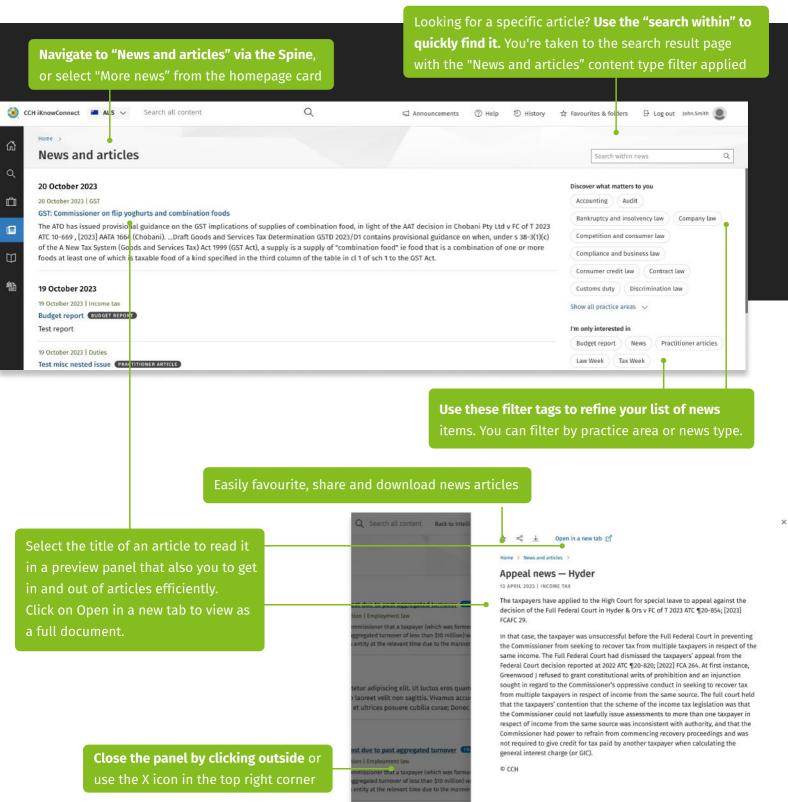


use the X icon in the top right corner



#### News in CCH iKnowConnect

CCH iKnowConnect gives you effortless access to a single news feed on your homepage tailored to your subscribed practice areas, saving valuable time and energy. Manage your email news alerts and preferences with just a few clicks in your account settings





### **Transitioning from CCH IntelliConnect**

#### A practice area approach

CCH iKnowConnect manages content in practice areas, whereas the subscriptions were title based in IntelliConnect. This change was made to improve your experience in the following ways:

**Clarity and Precision**: Practice areas provide a more precise and specific categorisation of legal and tax topics, making information easier and quicker to find and avoiding the ambiguity in titles that can make it difficult for users to find relevant information.

**User-focused**: Practice areas are based on the user's needs and interest rather than on legal terminology, making them more user-focused and giving non-legal professionals an easier platform to navigate in finding relevant information.

**Better Search Results**: By using practice areas instead of titles, the platform can provide more accurate and relevant search results. This is because practice areas can help the platform's algorithms to better understand the user's search queries and provide more tailored search results.

**Consistency**: Practice areas can provide a more consistent categorisation of legal topics across the platform, which can help reduce confusion and make it easier for users to find the information they need. We mapped the titles to each practice area below for easy reference.

Click here to find the "Title to practice area mapping guide"

If you have any questions or feedback, please do not hesitate to reach out to us!