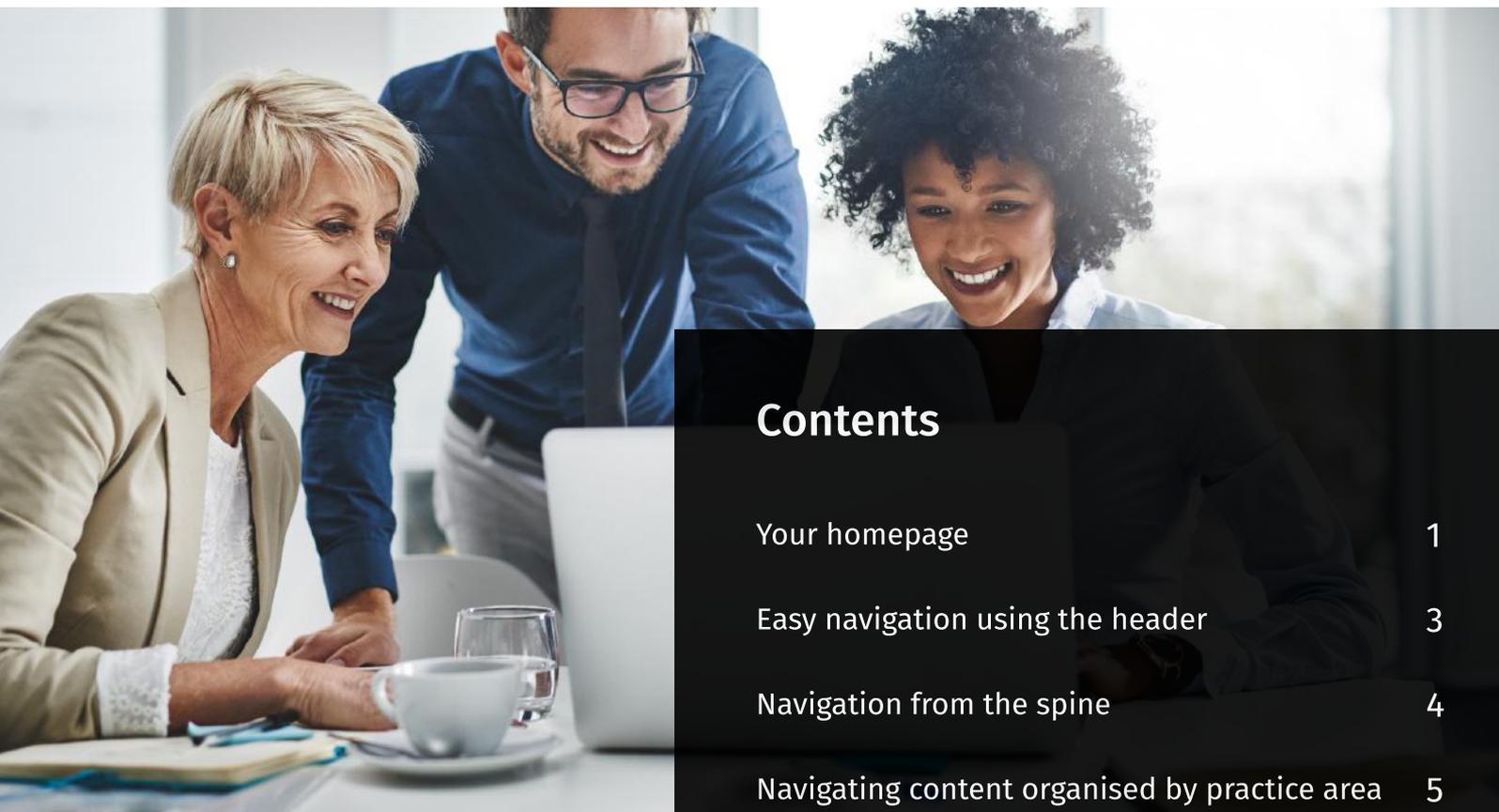


CCH iKnowConnect

Navigation guide

Navigating efficiently in CCH iKnowConnect

By mastering the art of efficient navigation, you will be able to swiftly access the tools, resources, and information you need, ultimately enhancing your productivity and effectiveness. Whether you are a beginner or an experienced user, this guide will provide valuable tips, techniques, and shortcuts to help you maximise your efficiency within CCH iKnowConnect.

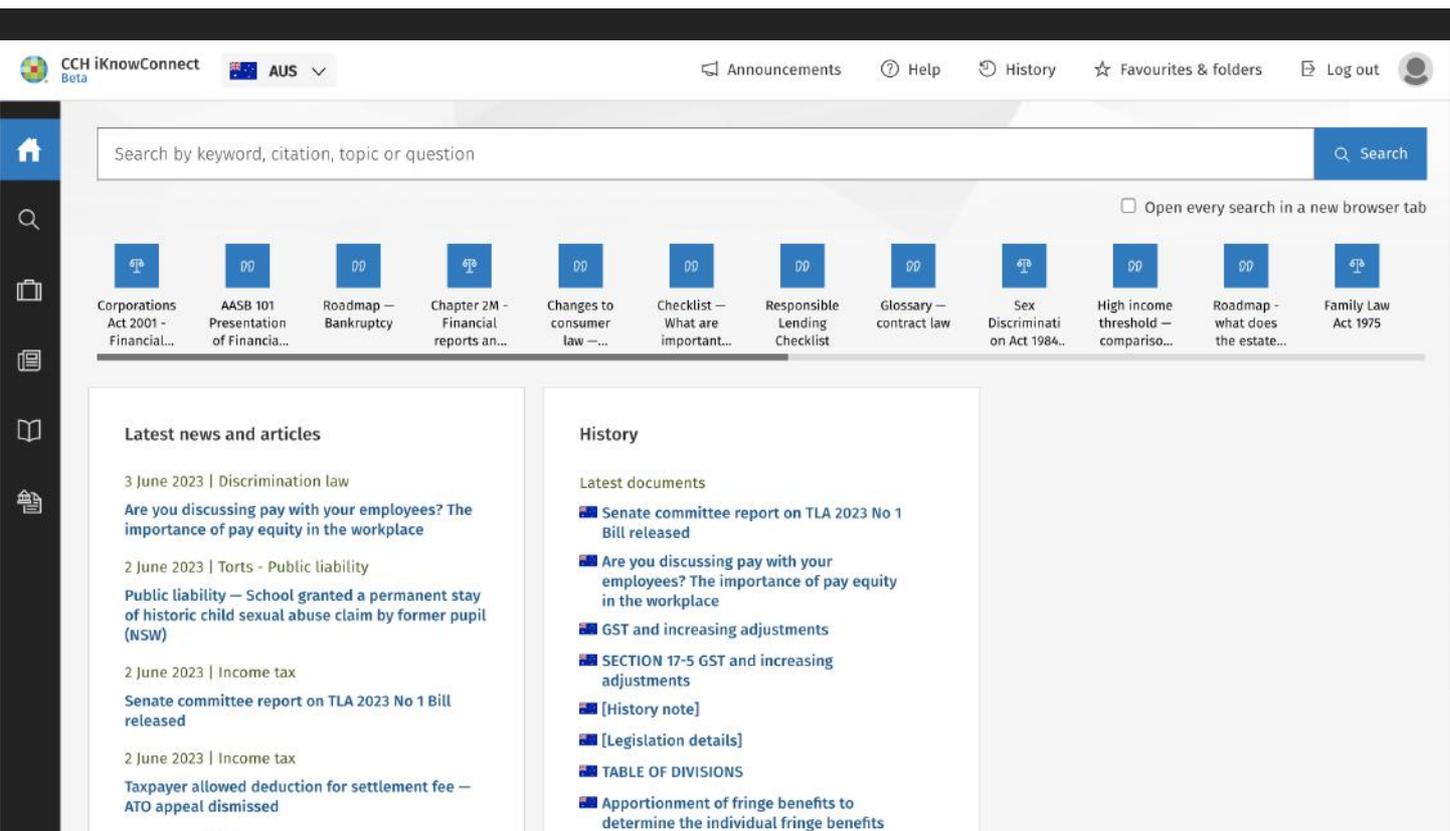


Contents

Your homepage	1
Easy navigation using the header	3
Navigation from the spine	4
Navigating content organised by practice area	5
Browse by content type	6
Browsing legislation – 360° view	7
Viewing your browsing history	9
Using shortcuts	10
Accessing your news feed	11

Your homepage

Over time, the homepage of CCH iKnowConnect will evolve into your personalised and interactive dashboard, specifically tailored to your preferences and behaviors. This dynamic dashboard aims to assist you in effortlessly discovering the information that matters to you the most. Here's how it works:



Shortcuts

The homepage shortcuts in CCH iKnowConnect offer carefully selected, practice-specific content for quick and easy access to vital resources. These shortcuts can be found right below the main search bar on the homepage.



TIP

Upon your initial login, the system will automatically direct you to the region boasting the highest number of subscriptions. Subsequent logins will remember your previous region selection, ensuring that you are taken directly to that region.

Homepage widgets

Latest news feed display: See recently added news articles based on your subscriptions, providing you with a curated selection of relevant and up-to-date information.

History widget: The history widget on the homepage allows you to conveniently access your recently viewed or accessed resources and modules within CCH iKnowConnect. This widget acts as a quick reference to your browsing history, enabling you to revisit important documents, research materials, or tools that you have recently interacted with.

Quick Access to Favourites and folders:

This widget will display up to 10 recently added favourites or folders, allowing you to easily navigate to the content that you use regularly. (Coming soon!)

More widgets coming soon!

Latest news and articles

3 June 2023 | Discrimination law

[Are you discussing pay with your employees? The importance of pay equity in the workplace](#)

2 June 2023 | Torts - Public liability

[Public liability – School granted a permanent stay of historic child sexual abuse claim by former pupil \(NSW\)](#)

2 June 2023 | Income tax

[Senate committee report on TLA 2023 No 1 Bill released](#)

2 June 2023 | Income tax

[Taxpayer allowed deduction for settlement fee – ATO appeal dismissed](#)

2 June 2023 | GST

[Rulings next week – residency and labour costs relating to capital assets](#)

2 June 2023 | GST

[Fuel tax: new rates of the road user charge](#)

2 June 2023 | Employment law

[National minimum wage increased by 5.75%](#)

[More news](#) →

History

Latest documents

[Senate committee report on TLA 2023 No 1 Bill released](#)

[Are you discussing pay with your employees? The importance of pay equity in the workplace](#)

[GST and increasing adjustments](#)

[SECTION 17-5 GST and increasing adjustments](#)

[\[History note\]](#)

[\[Legislation details\]](#)

[TABLE OF DIVISIONS](#)

[Apportionment of fringe benefits to determine the individual fringe benefits amount](#)

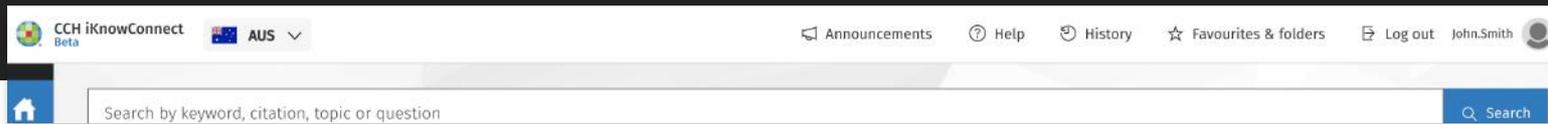
[Subdiv 832-A: When do the hybrid mismatch rules apply?](#)

[Subdiv 832-B: Concepts relating to hybrid mismatches](#)

[All history](#) →

Easy navigation using the header

The header at the top of every page allows you to quickly access key features of the platform such as the region switch or help.



Key navigation items on the header

1. **Home Button:** Click the Wolters Kluwer logo to return to the homepage of the region you are currently viewing.
2. **Region Switcher:** If you have subscribed to multiple regions, you can access them by selecting from the dropdown menu.
3. **Header search:** This search functionality is accessible on all pages, except the homepage and search results landing page. It allows you to search through all your subscribed content, similar to the main search bar.
4. **Back to IntelliConnect:** This temporary button allows you to quickly switch back to IntelliConnect.
5. **Announcements:** Stay up to date with the latest announcements and feature walkthroughs.
6. **Help:** Download our quick start guide or access resources and support contact details for your region.
7. **Search History:** View your search history for the last three months across all search regions (if applicable).
8. **Favourites and Folders:** Access your favourited searches and documents from all regions (if applicable).
9. **Logout:** End your CCH iKnow Connect session and log out of the platform.
10. **User Profile:** Click here to change your password and update your account settings.

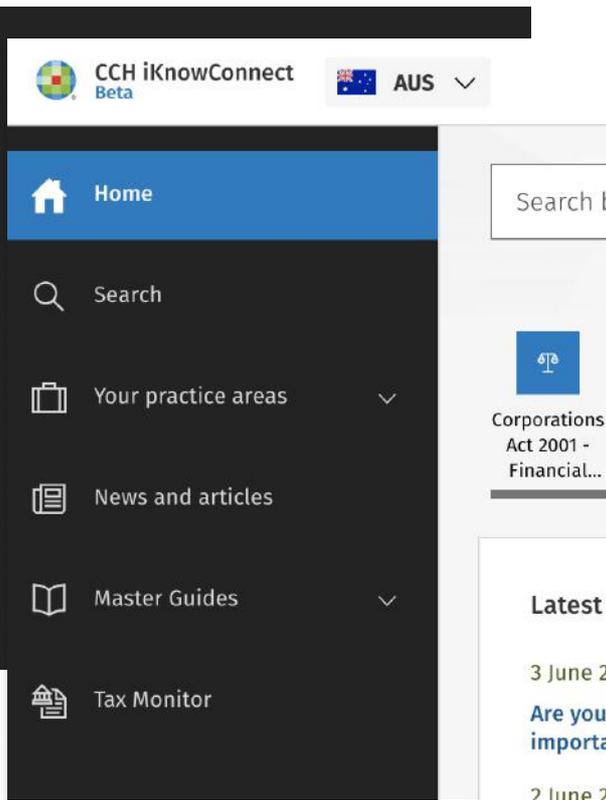


TIP

If you are logged in as an anonymous user, certain personalised features such as favourites and history will be unavailable

Navigation from the Spine

The left-side navigation spine in CCH iKnowConnect is a vertical menu that remains visible on all pages. It helps you easily access and explore different areas of the platform.



1. **Home:** Access the region-specific homepage as your starting point for research.
2. **Search:** Quickly find search tips before executing a search query.
3. **Subscribed Practice Areas:** Navigate to specific practice areas you've subscribed to for focused content.
4. **News and Articles:** Stay updated with the latest news and explore articles in your field of interest.
5. **Other Modules:** Access additional subscribed modules and tools, such as Master Guides.



TIP

Interaction Options:

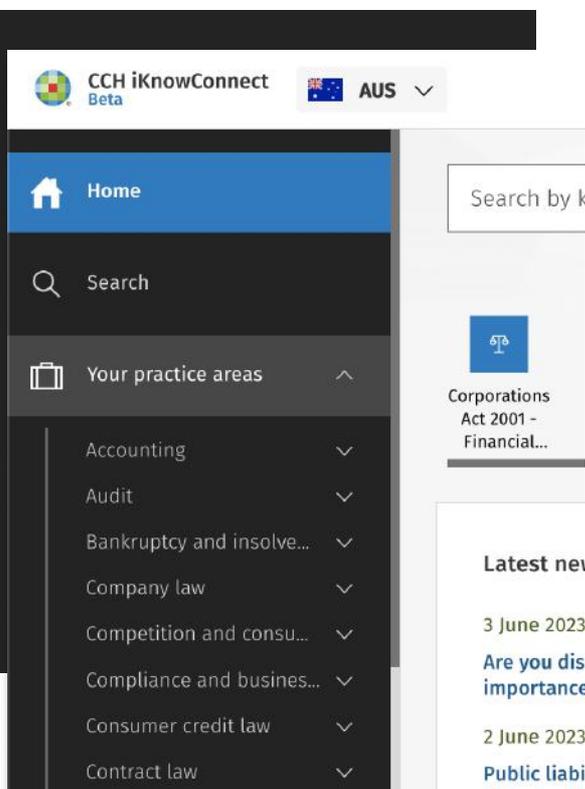
- **Hover Mode:** The navigation spine expands when you hover over it, optimizing screen space.
- **Expanded Mode:** Use the chevron icon to manually expand or collapse the navigation spine for constant visibility

Navigating content organised by Practice area

CCH iKnowConnect's intuitive practice area organisation provides easy access to all resources related to a particular area of practice and streamlines your research workflow.

How to locate your Practice Areas on the Navigation Spine:

Practice areas are an essential way to navigate the content within CCH iKnowConnect. Here's how to locate your subscribed practice areas:



1. To access your practice areas, hover your cursor over the briefcase icon on the left-hand side of the page. This will temporarily expand the navigation spine.
2. Click on the toggle button next to "Your Practice Areas" to show a list of your subscribed practice areas.
3. To view the content for a specific practice area, click the toggle button next to its name to reveal a menu of content types. The content for each practice area typically includes the following types:
 - Commentary
 - Legislation
 - Cases
 - Regulatory resources
 - Practical tools
4. Select a content type to display a landing page.

TIP
If you need to access a practice area that you have not yet subscribed to, contact us:

[Australia](#) | [Malaysia](#) | [New Zealand](#) | [Singapore](#)

Browse by Content type

To help users browse content in less clicks we've implemented content landing pages. These landing pages provide a tailored overview of the content that is specific to a particular practice area and content type.

1. Select a practice area and content type from the left-hand navigation spine.
2. The content landing page will display with a two-column menu structure
3. Select a main menu option to see sub-categories on the right.
4. Click a sub-category to launch a document browse tree and explore associated documents in a hierarchical view.
5. Expand or collapse browse tree nodes by clicking on the arrow.
6. Click on a node to navigate to a new level or section of content.
7. Utilise breadcrumbs above the document to quickly jump back to higher levels.

The screenshot shows the CCH iKnowConnect Beta interface. The top navigation bar includes the logo, a dropdown for 'AUS', a search bar, and links for 'Announcements', 'Help', 'History', 'Favourites & folders', 'Log out', and 'John.Smith'. The left navigation spine is expanded to show 'Commentary'. The main content area is titled 'Browse Commentary' and includes a search bar. Below the search bar, there are two columns of content. The left column is titled 'What's New in Commentary' and lists 'TAX CALCULATORS' with sub-items: TAX CALENDAR, INCOME TAX ASSESSMENT ACT 1997, INCOME TAX ASSESSMENT ACT 1936, JOBKEEPER PAYMENT, JOBSEEKER PAYMENT AND CORONAVIRUS SUPPLEMENT, ECONOMIC SUPPORT PAYMENTS, TAX RATES, TRUST RECOUPMENT TAX, and CUMULATIVE INDEX - NEW DEVELOPMENTS. The right column lists 'Individual tax calculators' with sub-items: Capital gains tax calculator, PAYG Tax Withheld Calculator, and Repayment Calculator for private company loans. A callout box on the right side of the page says 'Select a topic, act, ruling, bill, or other material from the left panel to browse' and includes an illustration of a person looking at a screen.

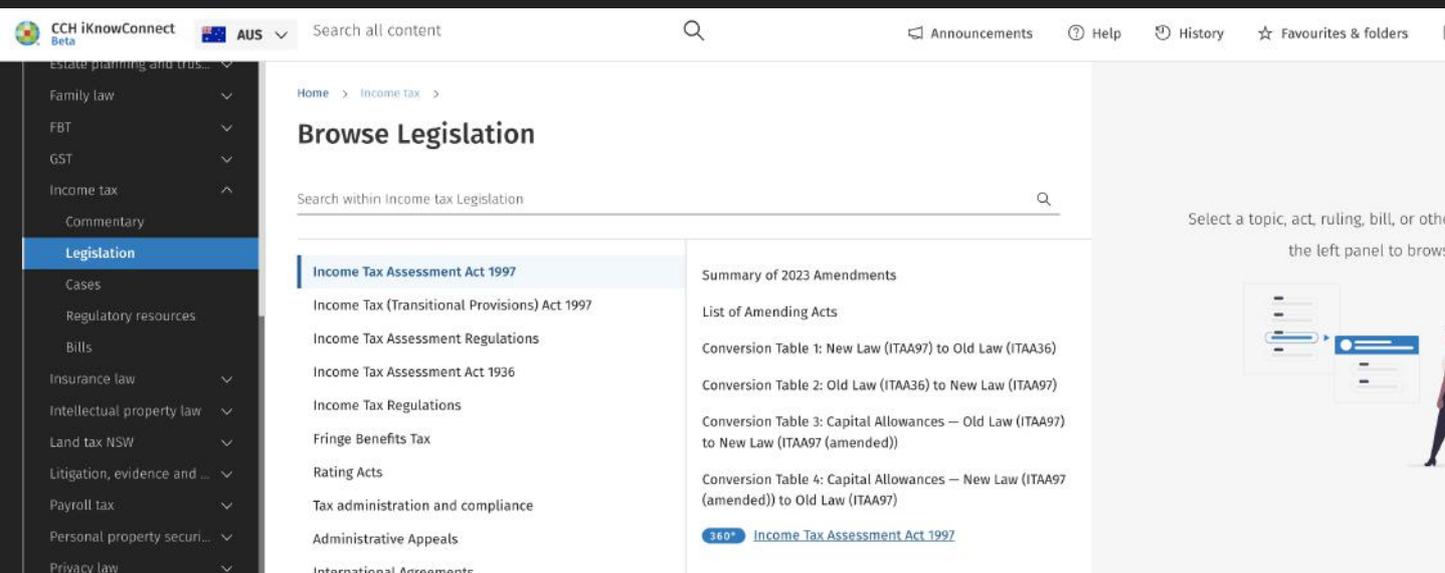


TIP

If you can't find what you're looking for, try using the search within feature on both the content landing page or the document browse tree. It will search specifically within the content to help you locate the information you need.

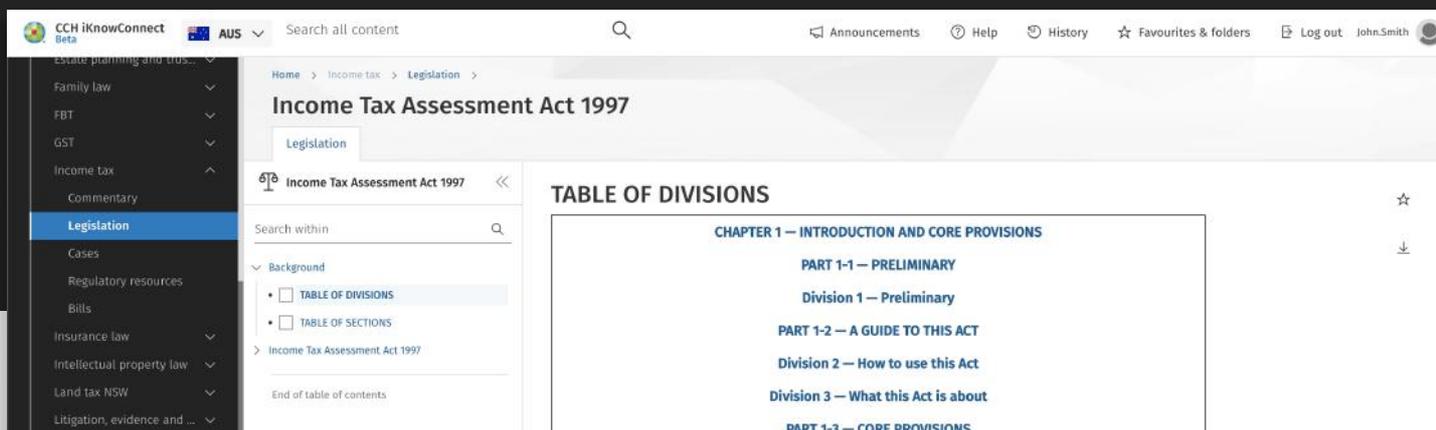
Browsing legislation – 360° view

CCH iKnowConnect's "360°" feature offers a comprehensive view of legislation, including related cases, commentary, regulatory resources, and practical tools specific to each section of an act. It is an essential feature for practitioners starting their research workflow with legislation.

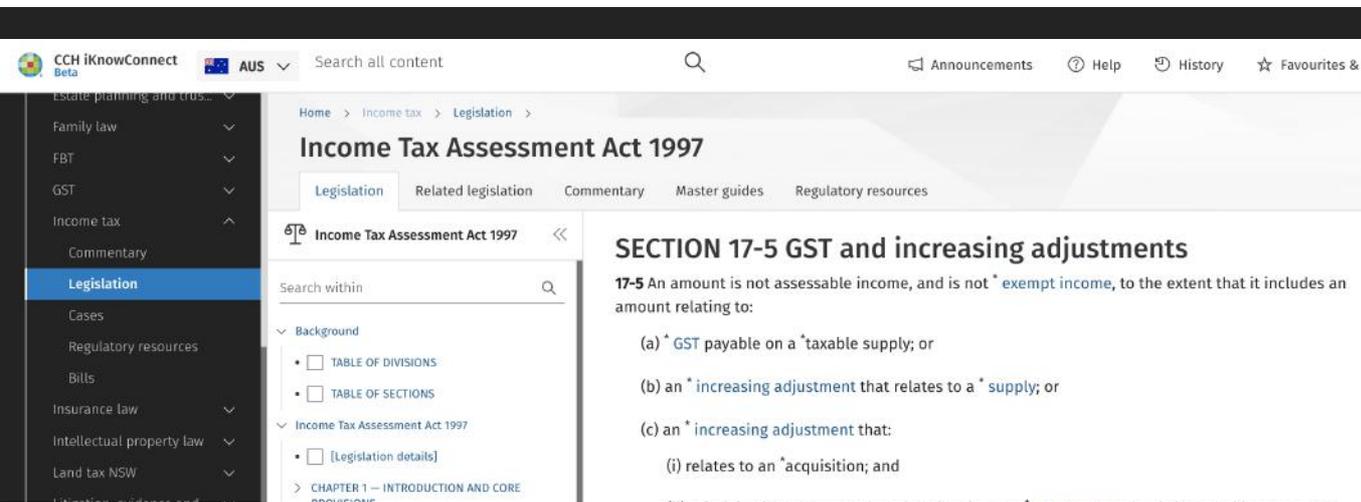


Using the 360° feature:

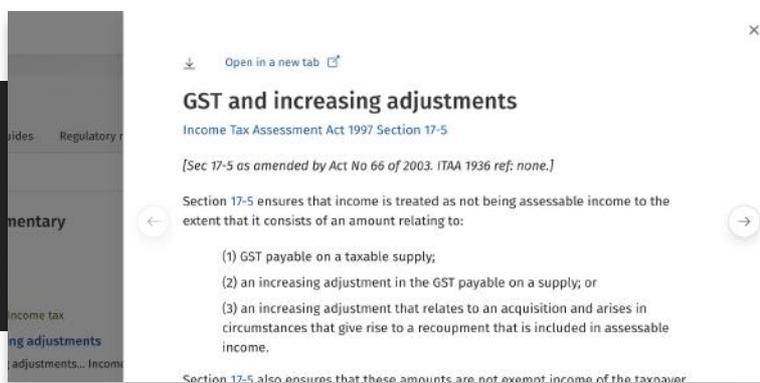
1. Select a “Practice area” and choose “Legislation” from the left-hand navigation.
2. The legislation content landing page will display with a two-column menu structure.
3. Hover over the main menu options to locate an Act.
4. Select an Act to launch a browse tree, displaying the legislation hierarchically.



5. Use the browse tree to navigate to a specific section of the Act.
6. If available, related item tabs will appear across the top.



7. Click a tab to reveal a list of related resources.
8. Select a related item to view it in a preview panel.
9. Click "Open in New Tab" to view the related document in its original context.



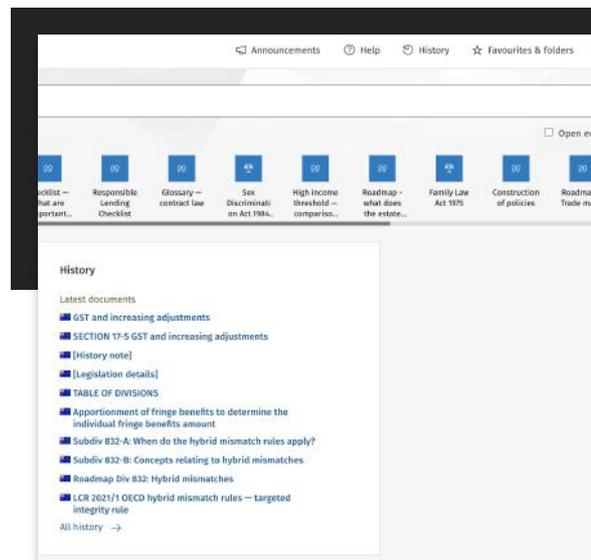
TIP
Please note that access to 360 and other value-added features, such as history notes, requires a subscription to the corresponding Practice Area.

Viewing your browsing history

In CCH iKnowConnect, you can easily access and review your browsing history to track your interactions, searches performed, and documents accessed. This help article provides two methods to view your browsing history within the platform.

Method 1: Viewing history on the homepage card

1. Homepage card: On the homepage, find the "History" card displaying the 10 most recent activities, including searches and document access.
2. Click "All history": Access your complete browsing history of the past 3 months by clicking "All history" in the card.



Method 2: Header link access

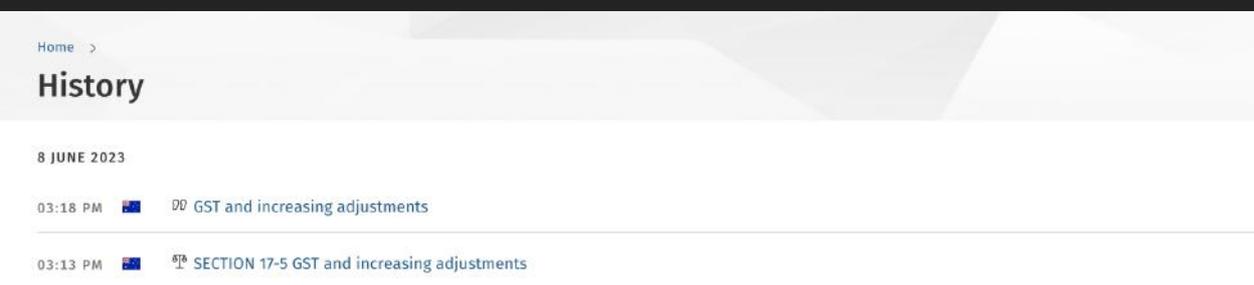
Header link: Use the "History" link in the header to access your recent activity history.

Review history: Your browsing history will appear chronologically, with the latest activity at the top. Scroll through to review interactions, searches, and document access.

Search capability: Utilise the search bar for efficient searches within your browsing history.

History Activity Details:

- **Region Flag:** Identifies the source region.
- **Date and Time:** Shows the access timestamp.
- **Content Type/Search Icon:** Indicates the content type or search.
- **Title or Search Query:** Displays the document title or search query.

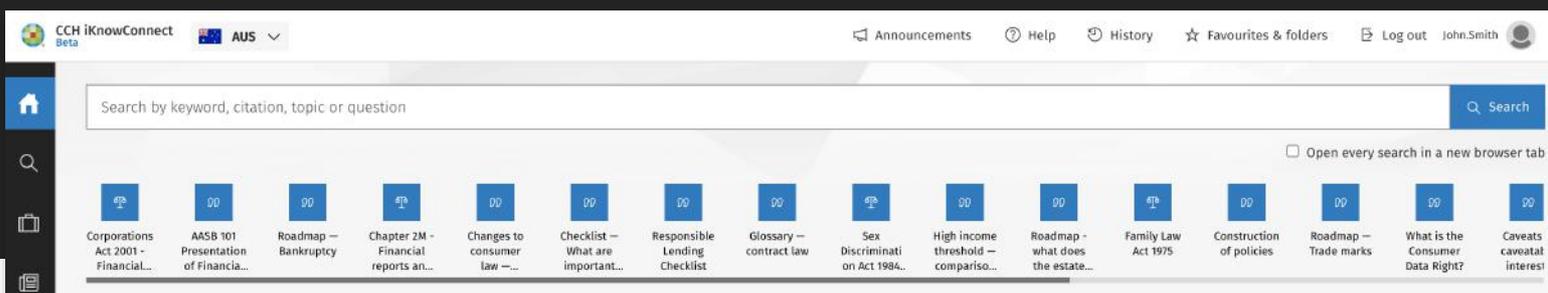


Using shortcuts

Shortcuts are curated by Editors based on the key content you subscribe to, providing quick access to relevant information and enhancing your browsing experience. Here's a quick overview on how to use Shortcuts

Locating Shortcuts:

- Find the "Shortcuts" section conveniently located below the search bar on the CCH iKnowConnect homepage.
- These shortcuts are tailored specifically to your subscriptions, ensuring you see the most relevant content.



Interacting with Shortcuts:

- Simply click on a shortcut to instantly access the associated webpage or information.
- Each shortcut is designed to provide quick and direct access to the content you need.

Managing Shortcuts:

- In the near future, you will have the ability to add, edit, or remove shortcuts according to your preferences.
- Stay tuned for updates on the upcoming feature that allows you to customise your shortcuts and tailor them to your specific needs.

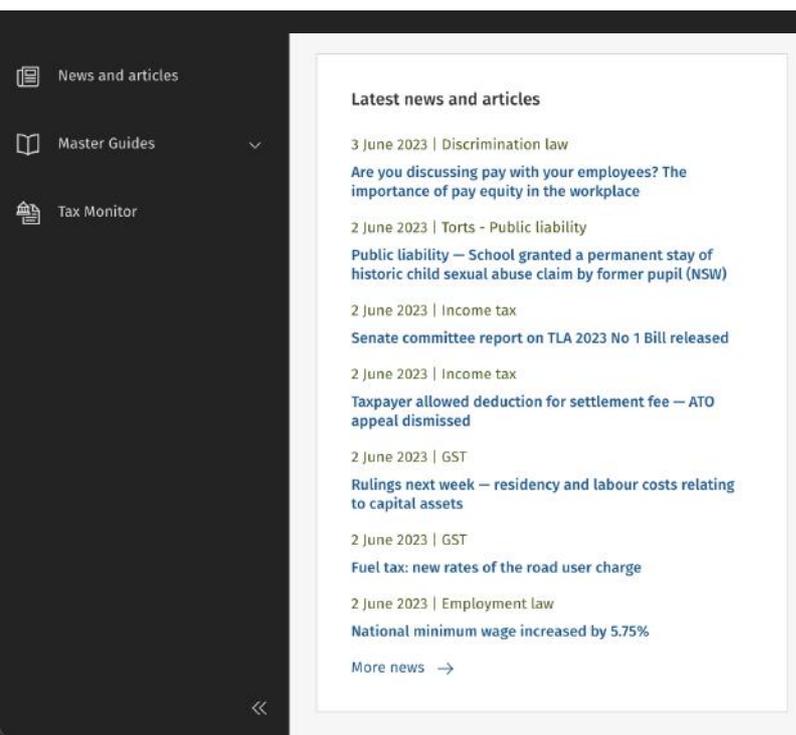
Accessing your newsfeed

The News Feed in CCH iKnowConnect is a valuable feature that enables you to stay up-to-date with the latest news articles relevant to your practice areas. This article will walk you through the different functions of the News Feed and how to effectively utilise its features.

Accessing the News Feed

To access the News Feed, log in to your CCH iKnowConnect account. You'll find the News Feed widget prominently displayed on the homepage, offering a continuous stream of the latest news based on your subscribed practice areas.

Alternatively, you can click on "News and Articles" in the left-hand navigation menu to access all news articles from the past two years.



News Articles Tagged to Practice Areas

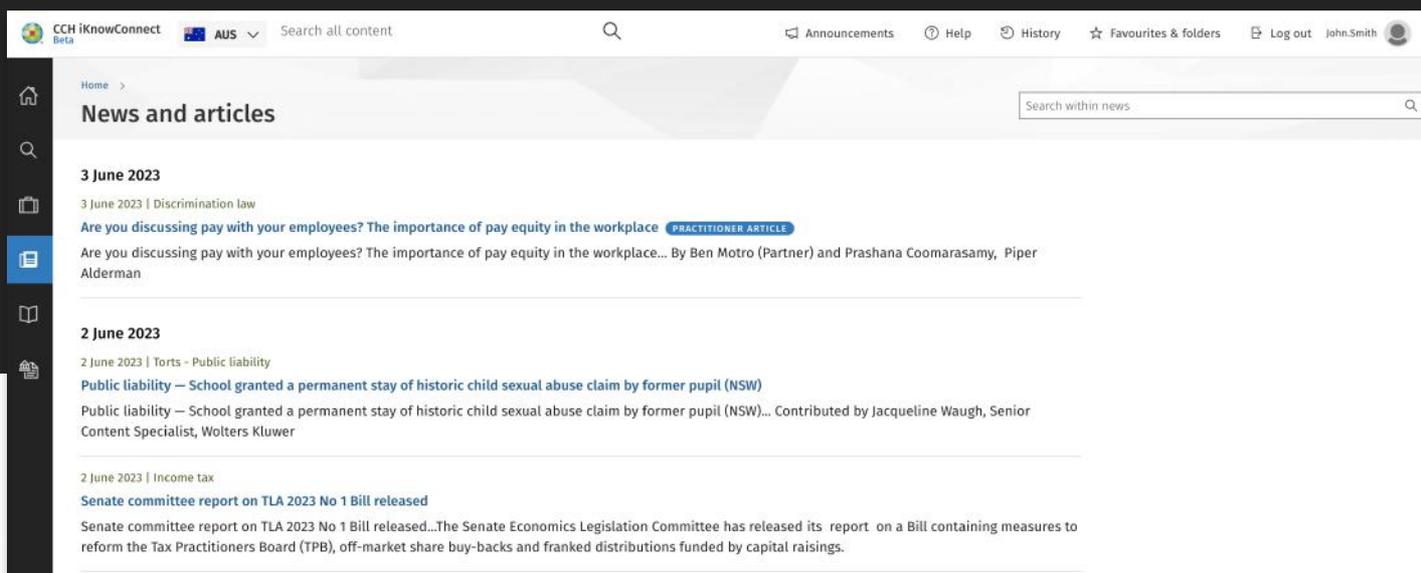
The News Feed in CCH iKnowConnect provides news articles specifically tagged to your practice areas. This ensures that you receive relevant and tailored content based on your specific areas of interest.

Searching Within the News Feed

You can search for specific news articles or topics of interest within the News Feed. Locate the search bar at the top of the News page, enter relevant keywords or phrases related to the news article you're looking for, and press Enter or click on the search icon.

Navigating and Reading News Articles

When you find a news article of interest in the News Feed, simply click on its title to access the full article. The article will open in a preview panel, allowing you to read it without losing your place in the News Feed. If you prefer a simple document view, you can click "Open in new tab" to access the article in a separate tab and easily share its URL.



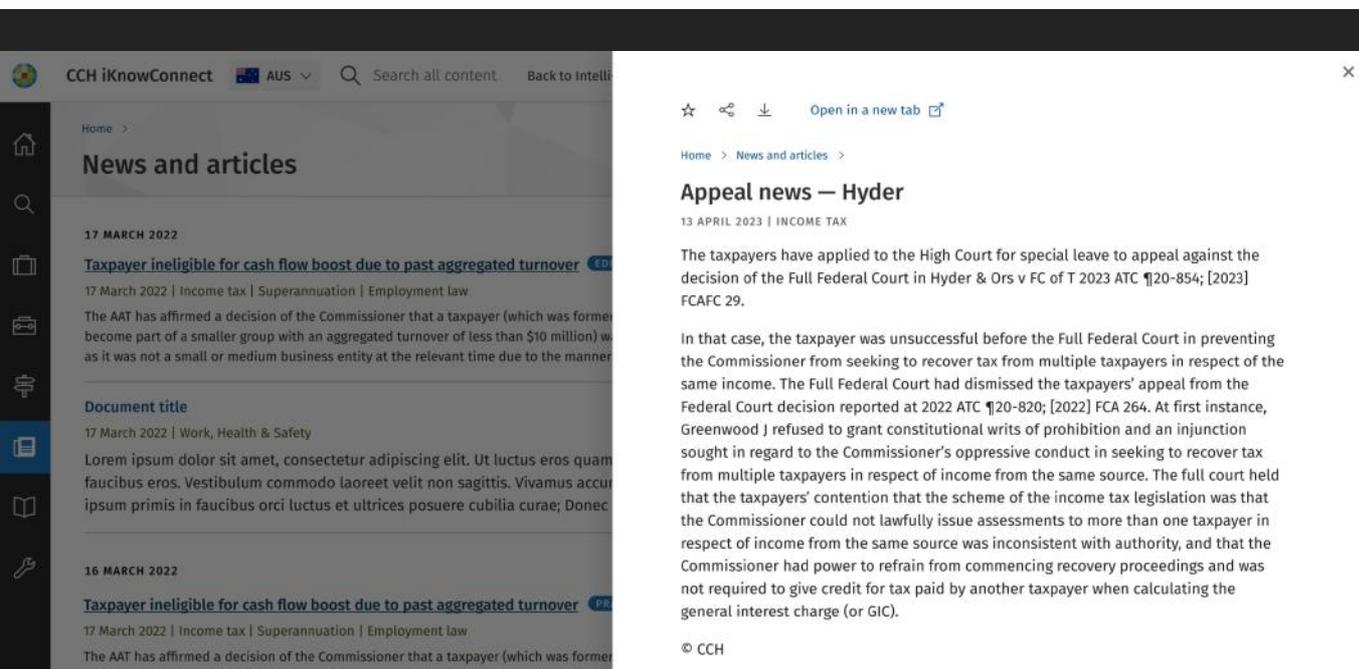
Filtering Articles by Practice Area and Type

In the future, CCH iKnowConnect will introduce additional filtering options to enhance your News Feed experience. You will be able to filter articles based on practice areas and article types, such as practitioner articles, news updates, industry insights, and more. These filters will enable you to focus on the specific content that is most relevant to your needs and interests.

Favouriting, Sharing, and Downloading News Articles

When you come across a particularly useful or interesting article in the News Feed, you will have the option to favourite, share, or download it for future reference. Simply click on the appropriate icon located at the top of the preview panel to favourite, share, or download the article.

Please note that some features, such as favouriting and sharing, are coming soon and will be available in future updates of CCH iKnowConnect.



The screenshot displays the CCH iKnowConnect interface. On the left, a sidebar shows navigation options like Home, News and articles, and Document title. The main content area shows a list of news articles. One article is highlighted, showing its title, date (17 MARCH 2022), and a brief description. On the right, a detailed view of an article titled "Appeal news — Hyder" is shown. This view includes the article's date (13 APRIL 2023), category (INCOME TAX), and the full text of the article. At the top of the detailed view, there are icons for favouriting, sharing, and downloading, along with a link to "Open in a new tab".



TIP

Access to news from the present and previous year is available on the news and articles page. However, news articles that are older than this period will be accessible through the Archive tab in the search results section. We anticipate the release of the Archive tab in the third quarter of 2023.