

# Checkpoint Tip

## Applying Filters to your Search Results

Checkpoint provides you with the option to filter your search results by a variety of different categories. This will enable you to target key areas relevant to your research, group your results for quick review and exclude results that are not applicable. What filter options are available will depend on what type of content you are searching for.

After running your search:

1. Locate the **Filter your Search** option in the left-hand panel of the Results page.

The screenshot shows the Checkpoint search interface. On the left, the 'Filter your Search' panel is visible, with a blue box around the 'Content Type' filter and a circled '1' next to it. The main search results area shows a search for 'calculating taxable importations' with 100 documents matched. The top result is 'Calculation of GST on taxable importations' from the 'Australian GST Handbook'. The 'Hit terms in context' section shows the document's content with highlighted terms like 'taxable importations' and 'importation'.

2. Click the preferred Filter option to view available groupings and the number of results included in each group
3. Click a group to view results, or
4. View results from multiple groups. Make your selections and click the **Go** button

This close-up shows the 'Filter your Search' panel. The 'Product Title' filter is expanded, showing a list of document groups. The 'Australian Tax Handbook (4)' and 'Weekly Tax Bulletin (62)' groups are selected with blue checkmarks. A blue box highlights the 'Product Title' filter and the selected groups, with a circled '2' next to the filter and a circled '3' next to the selected groups. The 'Jurisdiction' filter is also visible with a circled '4' next to it. A blue box around the 'Go' button indicates the final step to view the results.




The Search Summary located in the left-hand panel will display the filters applied to the results.


5. Use the links here to return to the **previous step** or **original results** if required.


### Search Summary

Documents matched: **6**

Search terms: **calculating taxable importations + (Product Title("Australian Income Tax 1997 Commentary"))**

 New Search

 Original Results **5**

 Back to Previous Step

