

CHECKPOINT INTERNATIONAL TRADE LIBRARY QUICK REFERENCE

Logging in to Checkpoint

1. Launch your browser and enter the Checkpoint address in the browser location bar:

<http://checkpoint.tr.com>

The **Checkpoint Login** screen appears.

 **NOTE:** Bookmark this page or add it to your Favorites so you will not have to retype the URL every time you want to access Checkpoint.

2. Enter your **User Name** and **Password**, and then click **Login**.

The Checkpoint screen that appears depends on the Login and Search Practice Area settings in the General Settings Options.

 **NOTE:** You can use your user name and password to open only one Checkpoint session at a time. Select the **Save Name/Password** check box to save your login information. You will not be prompted to enter your User Name and Password on future Checkpoint sessions.

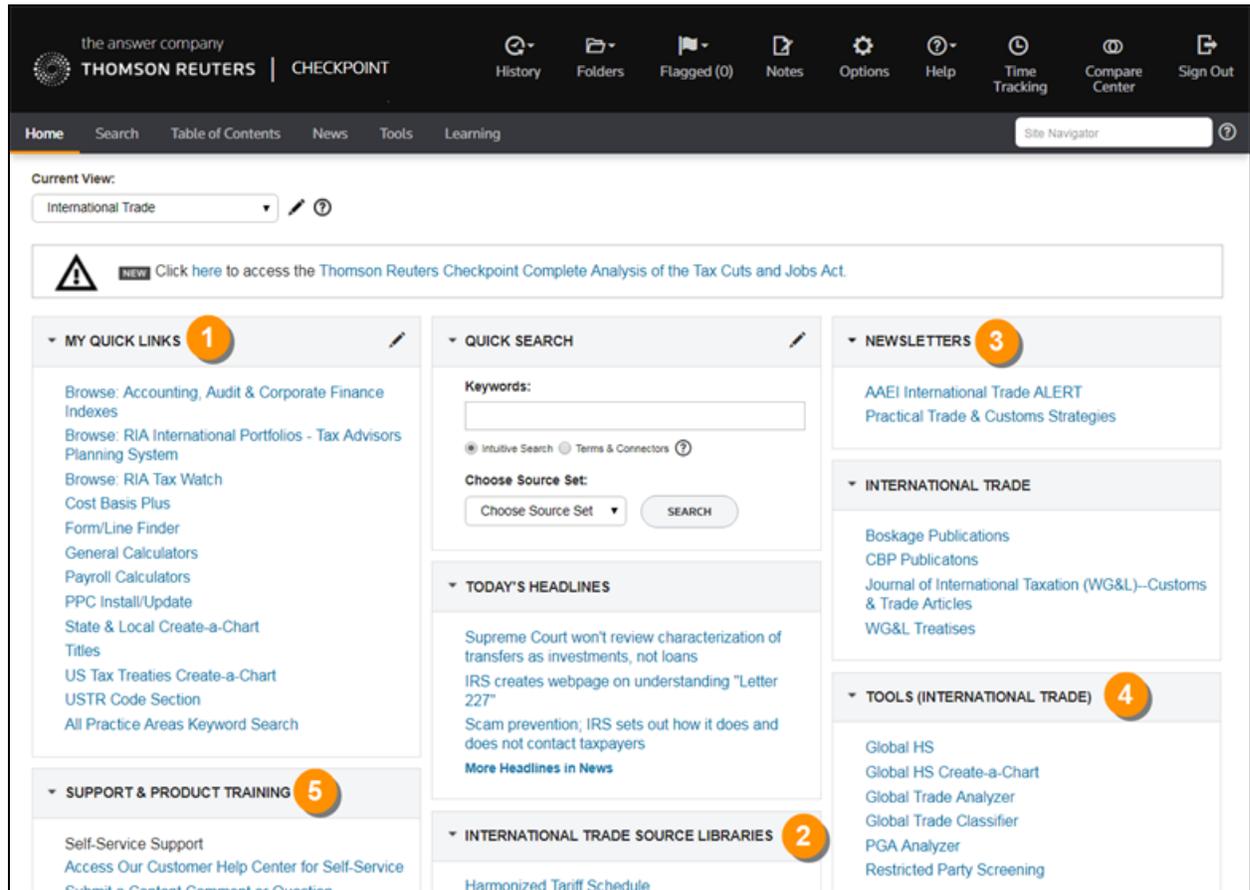
Ending a Session Remotely

Checkpoint does not permit multiple logins with the same User ID. If you are logged into Checkpoint on another machine or browser and attempt to login, Checkpoint will provide an option for you to close the original session and continue the login process.

For support, go to <http://support.checkpoint.tr.com>, or call 800.431.9025.

Using the Home Screen

Checkpoint's **Home** screen provides quick links to Checkpoint tools and documents, access to current news of interest to Checkpoint subscribers, updates related to Checkpoint features and content, and easy access to training and support.



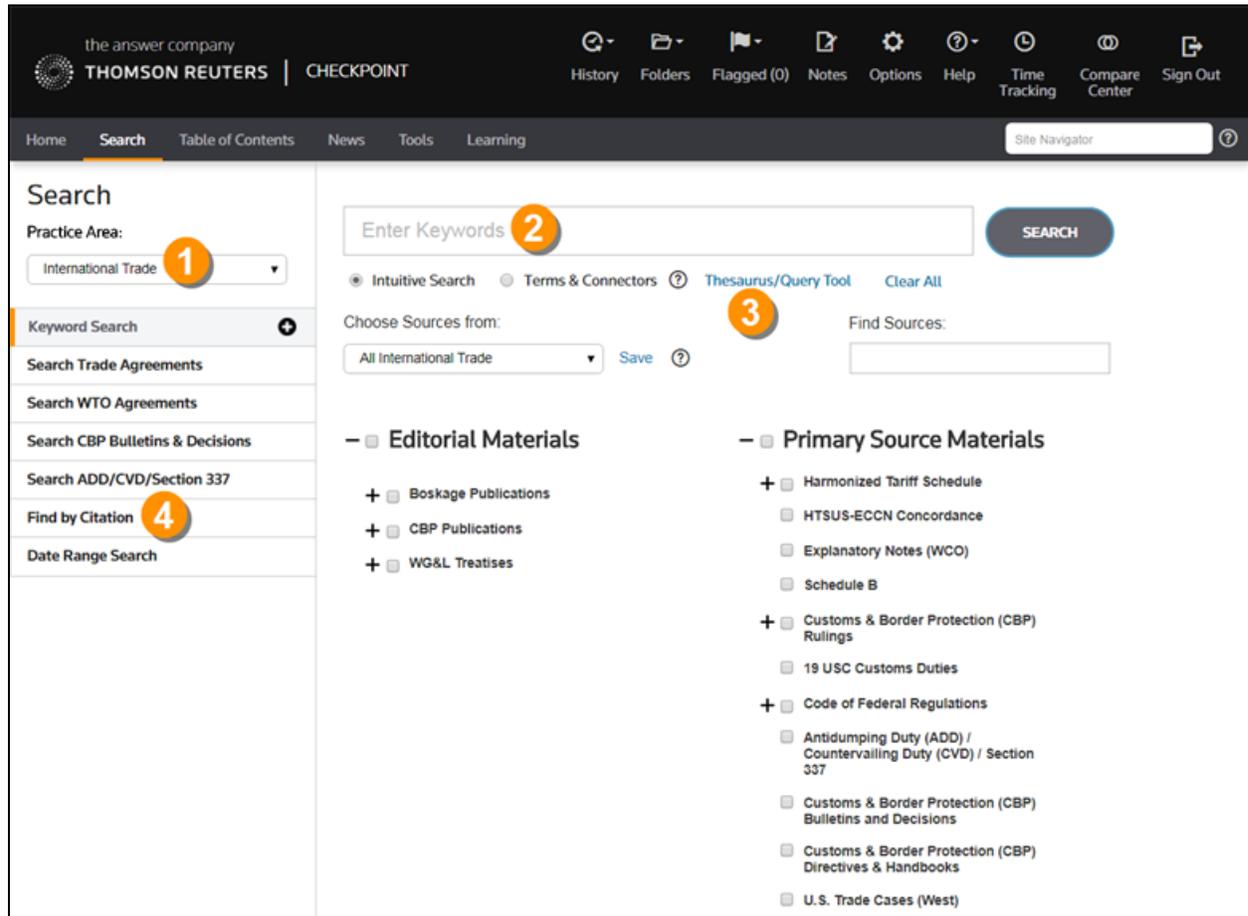
<p>1</p>	<p>My Quick Links can be customized to include links to resources on Checkpoint that you use most frequently. Click Edit. Then click Add Links (default) to add links to titles, search tools, and tools. As needed, click Organize Links to delete, rearrange, or rename links.</p>
<p>2</p>	<p>The International Trade Source Libraries pane links to libraries in the Table of Contents, including the Harmonized Tariff Schedule and Explanatory Notes.</p>
<p>3</p>	<p>The Newsletters pane lets you quickly access newsletters you have subscribed to, such as AAEI International Trade Alert.</p>
<p>4</p>	<p>The Search Tools links let you quickly access tools such as customized Find by Citation search templates.</p>

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The **Assistance - Self Service, Support & Product Training** links make it easy to access the **Customer Help Center** and **Product Training**, where you can find instructor-led and self-study product training, user guides, and other reference materials.

Using the International Trade Library Search Screen

The **International Trade** practice area on the **Search** screen provides a launch point from which to perform keyword searches on related sources. Use the left navigation bar search templates for quick access to specific research targets.

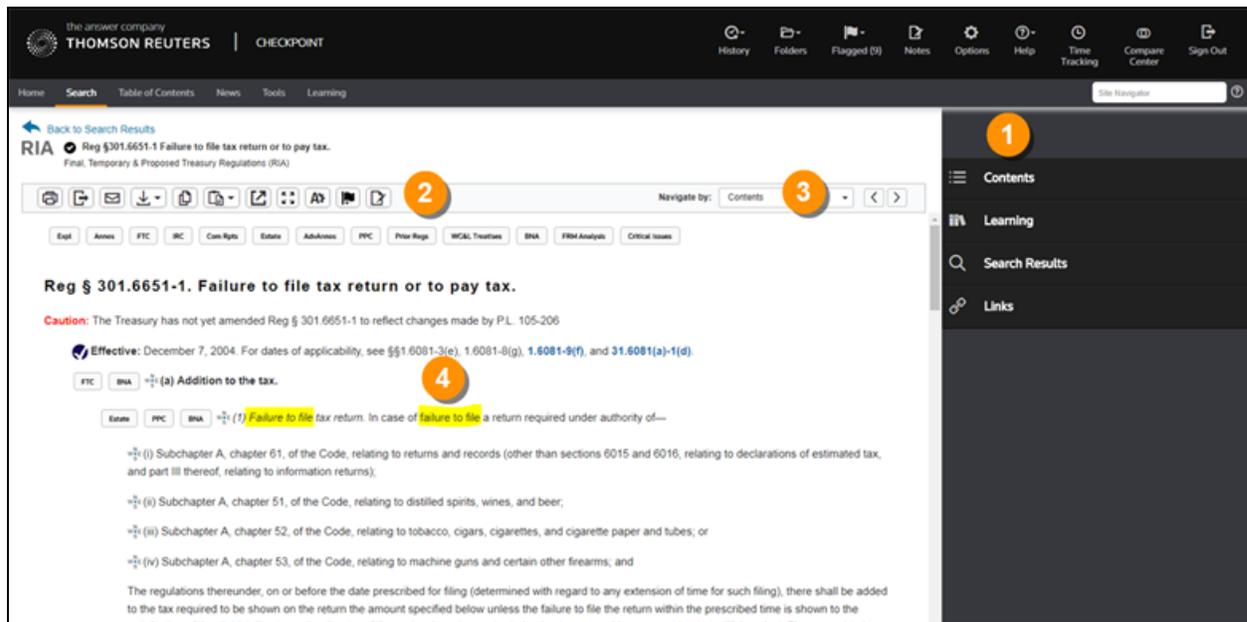


1	Select the International Trade practice area to use sources and search tools specific to the area of research.
2	To perform a keyword search enter search terms, select the sources to search, and then click Search . You can perform a keyword search in two ways: Intuitive Search recognizes questions, common phrases, connectors, or citations, and interprets your query accordingly to retrieve the most relevant results, including relevant variations. Terms & Connectors will limit your search to the exact words you typed, without any variations. The search AutoComplete feature will suggest keywords as you type in the field.

<p>3</p>	<p>Open Checkpoint's Thesaurus/Query Tool to enhance your keywords with such features as a spell checker, a thesaurus of alternative terms, a list of connector symbols, and previously used keyword combinations.</p>
<p>4</p>	<p>Select a search template to perform a search by filling in requested information. For example, use Find by Citation to request a code section from an official documentation source.</p>

Using the Document Screen

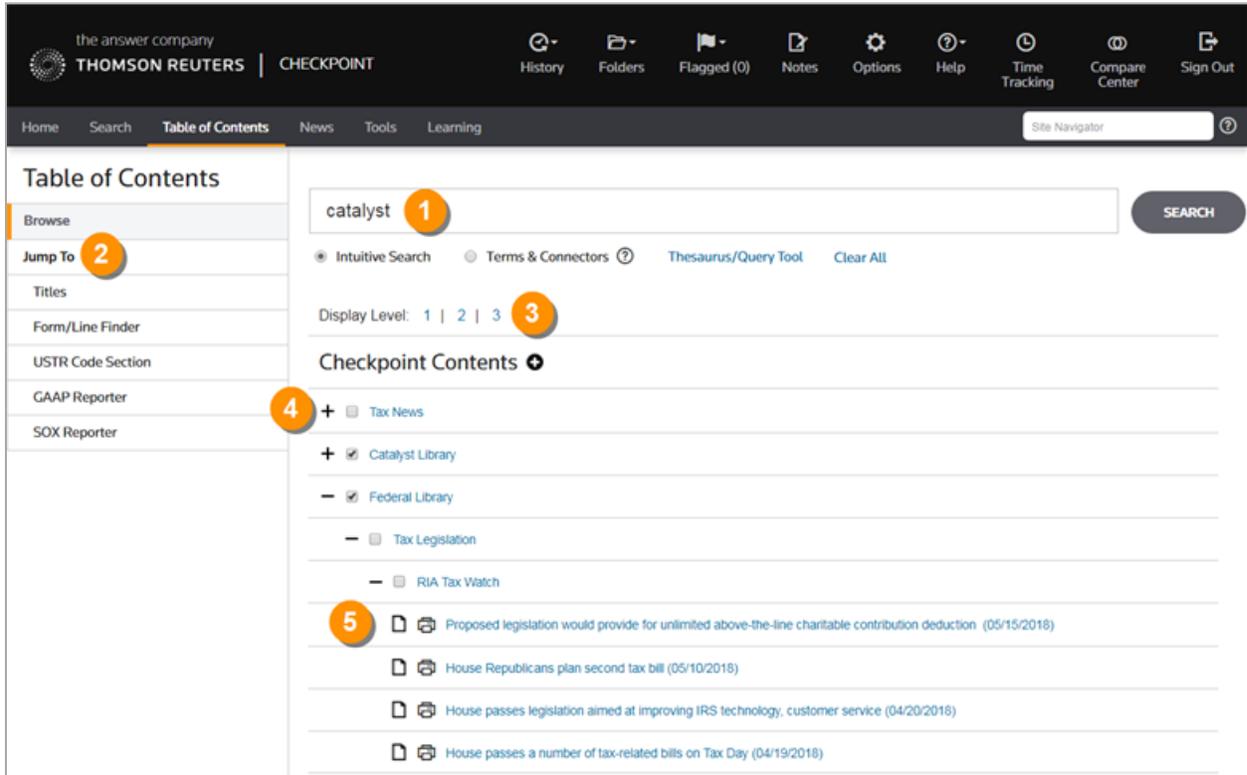
The **Document** screen provides a format for viewing Checkpoint content that is organized into a single document, with various tools and features for saving, sharing, linking, and navigating.



<p>1</p>	<p>When you open a document, the Context Panel on the right contains features you can use to explore your document content. Not all features appear for every document. The feature tabs that are visible depend on whether the document is part of a search result or is opened by browsing the Table of Contents. To open a feature, click the tab.</p>
<p>2</p>	<p>Document tools include Print, Export, E-mail, Save, Open in New Window, Selected Text Option, Show Permalinks, Full Screen, Document Display Options, Flag this document, and Add Note.</p>
<p>3</p>	<p>Use the Navigate by field and arrow buttons to advance to the next Best result or Document found by your search, the next document listed in the Table of Contents, or the next occurrence of a Keyword.</p>
<p>4</p>	<p>Keyword occurrences appear with yellow highlighting throughout the open document. You can also highlight content within a document and save it as a note.</p>

Using the Table of Contents Screen

Checkpoint's **Table of Contents** provides access to all of the sources available to you through your subscription. Content is organized hierarchically into broad practice area categories. You can drill down through levels of content to find individual documents.



<p>1</p>	<p>Perform a keyword search by selecting at any level, entering keywords, and then clicking Search. You can perform a keyword search in two ways: Intuitive Search recognizes questions, common phrases, connectors, or citations, and interprets your query accordingly to retrieve the most relevant results, including relevant variations. Terms & Connectors will limit your search to the exact words you typed, without any variations. The search AutoComplete feature will suggest keywords as you type in the field.</p>
<p>2</p>	<p>The Jump To options provide navigation to content and tools, including Titles, which lets you create a custom set of links to topical sections of the Table of Contents, and Form/Line Finder, which lets you search tax form guidance by entertaining tax year, form number, and line number.</p>
<p>3</p>	<p>Click the number of the Table of Contents level you want to view. Level 1 displays only the high-level Table of Contents source titles. Level 2 opens each</p>

	source to the next content level. Level 3 opens to one further level.
4	Click the "+" symbol next to a title to view its contents. Click a title to generate a Table of Contents screen listing only that title and its contents.
5	Print any document in the Table of Contents by clicking the Print tool next to the document title. Hold down the Ctrl key on your keyboard to select up to 15 documents at a time to print.

Harmonized Tariff Schedule of US (HTSUS)

The **Harmonized Tariff Schedule of the United States (HTSUS)** is the primary resource for determining tariff classifications for goods imported into the United States. Content is housed in the HTSUS database and functions as a Finder tool or HTSUS look-up table that resides inside a Checkpoint document that includes specific look-up features and functionality. The look-up tool allows users to make classification decisions about the products they are importing/exporting.

In the HTSUS, goods are logically arranged so they appear in headings beginning with the most basic substances, and ending with more advanced manufactured goods. This progression is found within the chapters and the sections.

Following is an example of a Checkpoint Table of Contents search of Chapter 1 of the HTSUS:

If you open Chapter 1, for example, you will notice that the headings are displayed in large gray columns:

You will see two top line links: **Section Notes** and **Chapter Notes**. From these links, you can obtain more specific information about the section and chapter content. All headings and subheadings for HTSUS chapters in Checkpoint will expand and collapse to allow for easy comparison of text at the same level.

- Click + to expand a heading or subheading.
- Click - to collapse a heading or subheading.

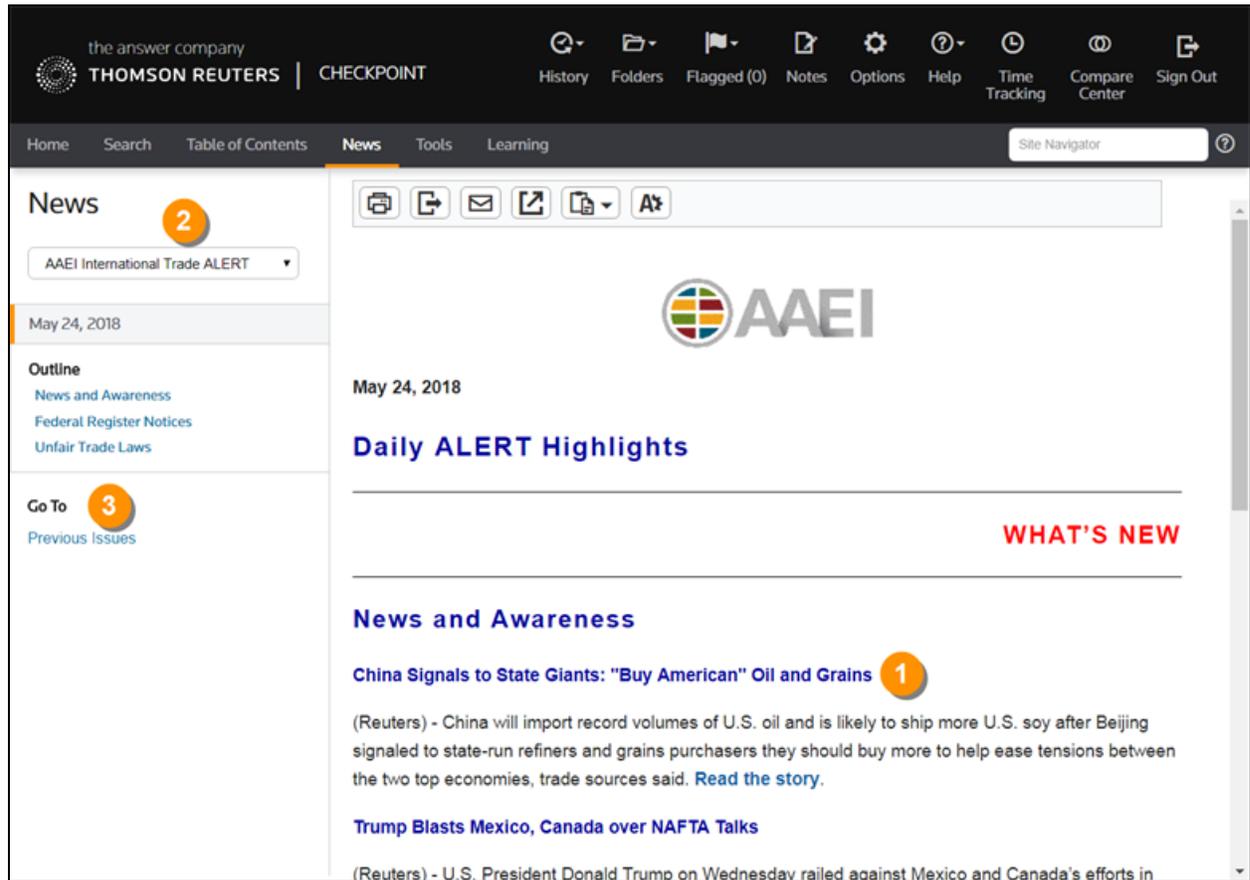
 **NOTE:** With one click of the **Expand All** feature (red arrow above), you can open all of the subtopics for each of the listed items.

Clicking the  icon (Related Rulings) provides a listing in the left pane of related custom rulings.

Clicking the  Explanatory Notes (WCO) icon links to a preview window with Explanatory Notes for the associated heading. The  triangle icon links to a preview window with alert information from the ABI database. The  icon shows the hierarchy of the heading next to it.

Using the News Screen

The **News** screen provides the latest editions of several subscription-based news services in the areas of tax, accounting, and finance. Most of the news services provide access to earlier editions and e-mail delivery options.



1	Headlines, summaries, or opening paragraphs are generally provided for each news article. In some newsletters, the headline is a link to the full article. In others, a document symbol at the end of the paragraph or a Read the story link takes you to the full article.
2	Use the News Service drop-down list to view other newsletters included in your subscription.
3	You can easily go to previous alerts and archives using the Previous Issues link.

Legend

Icon	Description
	Click the help icon to view a brief description of the tool or feature.
	Hover on the compass icon to view your location in the document.
	Click top line or side line link buttons to view additional material related to the document you are reading.
	Click the book icon to display the source in table of contents format.
	Indicates that the document is currently in the Flagged document list.
	Indicates a code or regulation subsection with multiple effective dates.
	The Checkpoint logo Indicates editorial commentary is available.
	Click the permalink icon to create a desktop icon.
	Click the information icon to display a pop-up window with a brief description of the source.
	Indicates the document has a note attached to it.