

# CCH<sup>®</sup> Research NetWork™ — Quick Reference

## Navigation Bar

The navigation bar features a search input field with the text "Type search terms here" above it. To the right of the search field are links for "Preferences", "Help", and "Log Out". A "Search" button is located to the right of the search field. Below the search bar is a menu with options: "Main Menu", "Clear Search", "Research History", "Research Folders", "Find by Citation", and "Search Tools".

Callouts point to the following elements:

- "Type search terms here" points to the search input field.
- "Set preferences" points to the "Preferences" link.
- "Run your search" points to the "Search" button.
- "Clear search terms and targets to search again" points to the "Clear Search" button.
- "View your research steps" points to the "Research History" button.
- "Display your personal document list" points to the "Research Folders" button.
- "Find documents by number or citation" points to the "Find by Citation" button.
- "Customize your search" points to the "Search Tools" button.

## My CCH Desktop Favorites

The "My CCH Desktop Favorites" page is divided into several sections:

- My CCH:** A horizontal menu with tabs for Human Resources Management, Payroll, Benefits, Pension, Labor and Employment Law, and Safety/OSHA. Each tab has sub-links for related topics.
- Favorite Research Publications:** A section titled "Favorite Research Publications — Select All" with a "Create your own library of frequently used publications." link. It lists several publications with checkboxes, such as "Pension Answer Book, Krass [Pension]" and "Payroll Management Daily Document Update".
- Research Tools:** A section with a "Quick Link:" input field, a "Search" button, and a "Run Recent Searches:" dropdown with a "Clear" button. Below this is a "Research Folders:" dropdown menu currently set to "HealthCare Compliance" and a "Favorite Searches" section.
- Latest News:** A section dated "Tuesday, May 23, 2006" with a headline: "Payroll Library Subscribers: We've added four NEW CALCULATORS!". The text describes new calculators added to the payroll management tools.
- Today's Tracker News:** A section titled "Today's Tracker News" with a "Sign up for Email Delivery" link and a "Set up News Tracker Searches" link. It shows a "Pension Tracker -- Pension" item with a "6" next to it.
- Downloads, Sign-Ups, and Links:** A section with sub-sections for "Health and Medical" and "Human Resources". Each sub-section includes links for "Install CCH@Hand desktop tools", "Download Login Express", and "Sign up for FREE [topic] Email Newsletters".

Callouts point to the following elements:

- "Save favorite research publications for quick and easy access" points to the "Favorite Research Publications" section.
- "Save favorite documents and organize them in research folders" points to the "Research Folders" dropdown menu.
- "Find your publications in these Research NetWork libraries" points to the "My CCH" menu.
- "View your customized Tracker News and stay current with daily highlights" points to the "Today's Tracker News" section.
- "Check in here for free tools, newsletters, and other handy links" points to the "Downloads, Sign-Ups, and Links" section.

## New Document Options Bar

Your important document options are always available at the top of the document screen.

The "New Document Options Bar" contains the following options:

- Document List (#5 of 5):** Includes "Previous", "Next", "List", and "1st Term" buttons.
- Nearby Documents:** Includes "Previous" and "Next" buttons.
- Research Folder:** Includes "Last Folder" and "Add" buttons.
- Store Document:** Includes "Export", "Print", and "Mail" buttons.
- Save Link:** Includes "Link Express Favorite" button.

Below the bar, a document title is visible: "CCH-EXP. MASTER-PAY. T25 New Hire Obligations."

# How Do I



## ✓ Browse Through Publications

- Click a publication to see a menu of sub-topics.
- Continue clicking links until you find a document or an item to search.


## ✓ Search Using Keywords

- On a library tab, click the checkbox next to the item(s) you want to search.
- Type your search terms in the box on the navigation bar. (For example, *FMLA*)
- Click **Search**.

### Customize your search

After you select items to search and type your search terms, click **Search Tools**, select your options, and then click **Search**.

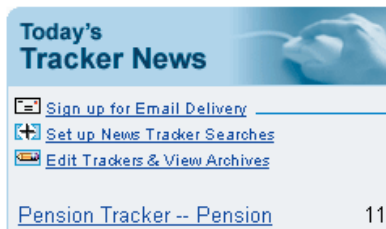
## ✓ Add a Document to Your Keep List

- Click the **Add** icon  at the top of a document.
- Select a research folder or create a new folder for the document.



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[health.cch.com](http://health.cch.com)



## ✓ Set up a Tracker News Search



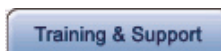
Click these links on My CCH to set up your Tracker News

Results appear here

## ✓ Add a Favorite Publication to My CCH

- On a library tab, click the white CCH logo  next to a publication.
- The publication is added to the Favorite Research Publications section on My CCH.
- To remove a favorite publication, click the blue CCH logo  next to the publication on the My CCH tab.

## ✓ Get Assistance and Training



Click the Training & Support tab for:

- Customer Support Web pages, e-mail addresses, and telephone numbers.
- The latest Quick Start Guides.
- Answers to frequently asked research questions.
- Information on Research NetWork training.

**Technical Support:** 800 835 0105  
<http://support.cch.com> | **Product Information:** 800 449 9525  
<http://support.cch.com>