CCH Intelliconnect
database offers access to electronic resources on business, company and securities, tax, employment, HR and Property and Conveyancing law. It provides commentary and analysis and access to business-related cases and legislation.

To find CCH Intelliconnect
1. Go to library.manukau.ac.nz
2. Click on the Articles tab.
3. Click on the letter C in the alphabet at the top of the screen.
4. Click on the CCH Intelliconnect link.
(For off-campus use, you will be prompted for your MIT username and password).

Searching
Searching All Content
1. Select all content (default setting) in the Search/Browse bar at the top of the screen.
2. Type the keywords or phrases in the search box.
3. Click on the symbol.

Searching Libraries and Subscriptions
CCH Intelliconnect database is made up of libraries of resources that we subscribe to (e.g. Tax, Business Law). Within the libraries are subscriptions (e.g. NZ Tax Cases, NZ Business Law Guide Legislation).
1. When you log in, the list of the libraries that MIT subscribes to will be displayed in the Browse menu (the default setting) in the left sidebar.
2. Click in the box next to the library you would like to search or use the + or – icons to find a subscription within a Library. Clicking on the + sign will expand the list. Clicking on the – sign will collapse or reduce the list.
3. Click in the box next to the subscription/s you would like to search.
4. Type the keywords or phrases in the search box at the top of screen.
5. Click on the symbol.
6. Search results will be displayed in the pane on the right side of the screen.

Results Display: The document type and the subscription where it is located are listed above the document title.

Viewing Results: Click on a document title to view the content. The document will be displayed in the lower pane of the screen. Search results will be displayed in the upper pane of the screen.

Tip: To open the document in a new window, click on the symbol in the right side of the toolbar above the document. To close the document, click on the cross in the top right corner of the window.

Keywords and phrases are highlighted in the document. Click on the link or on the red arrows at the beginning and the end of each keyword to move to the next occurrence of the keyword or phrase within the document.

Sorting Your Results: The search results will be displayed in Relevance order. This means that the results that most closely match the keywords or phrases you used in your search will be listed first. Click on the Most Recent button in the left sidebar to display the results in date order. Click on the Categories button in the left sidebar to sort results by Document Type.
**Narrowing Your Results:** You can use filters to narrow your search results. They are displayed in the left sidebar next to the search results and include by Document Type (e.g. CCH Commentary, Cases, Legislation and News), by Library (e.g. Employment and HR, Business Law) and by Topic (e.g. Tax, Company and Securities Law). Click on the + sign next to a filter to view the full list of document categories. Click on a document category to display the links to individual documents.

You can also narrow your search results by clicking on the down arrow in the drop-down menu in the Search/Browse bar. Options include:

- **Search:** *within results, selected content, within document and all notes.*

**Searching for Individual Documents**

You can search for individual documents by using the Browse function.

1. Click on **Browse** (if necessary) in the bar at the top left corner of the screen.
2. A list of libraries will be displayed in the left sidebar under the heading **All Content**. Click on the + icons to expand the subscriptions in a library until you reach the document you want to access.

You can also search for individual documents by using **Pinpoint** which allows you to search by a Reference number, such as the section number of an Act or a case citation.

1. Click on **Pinpoint** in the bar in the top left corner of the screen.
2. Click on one of the libraries (e.g. Employment and HR) that are listed in the left sidebar. Click on the + sign next to a library if you want to view the list of subscriptions in the library.
3. Click on the subscription you want to search (e.g. NZ Employment Law Legislation). Every subscription will have its own search template.
4. Fill in the search template as required and click on **Go**.

**Boolean Connectors**

Boolean connectors are used to connect keywords and phrases together in a search.

- **AND** – Allows you to combine keywords together in a search e.g. business **AND** ethics. Search results will include both keywords or phrases.
- **OR** – This allows you to search for words with similar meanings e.g. business **OR** company. Search results including either or both of the keywords will be displayed.
- **NOT** – Using this connector allows you to exclude a keyword from your search results e.g. employment **NOT** casual

In this database, the word will be excluded from the search results only if it is more than 20 words away from the other word.

**Search Tabs:** Every time you carry out a new search, a search tab will automatically be generated. Your search results will be displayed on the tab.

**Printing, Saving and Emailing Individual Documents:** Click on the icons above the document pane to Print, Save/Email or Send to Tray. The Send to Tray option allows you to store documents for printing and saving for the duration of your search session. Click on the Document Tray link at the top of the screen to access the documents you have saved during your search session. Select documents by clicking in the box next to a document title or clicking in the box next to Select all on page. Click on the Save/Email or Print icons and select an option from the drop-down menu (e.g. Print selected as PDF).

**Printing/Saving Documents from a Results list**

Select a list of documents for printing or saving by clicking in the box next to individual citations or by clicking in the Select all on page box at the top left of the results list. Click on the Save/Email, Print or Send to Tray icons at the top of the results list.

**History:** Click on the History link at the top right of the screen to access documents you have viewed or searches you have carried out during your search session.

**Help:** The database includes online tutorials, guides and context sensitive Help. You can also click on Help at the top right of the screen.

**Log Out:** Click on Log Out at the top right of the screen to log out of the database.

If you need any help contact the librarian at MIT Manukau Library.