

## Search Using the Jurisdiction and Document Type Filters

Using the various filters and Related Information links, you can locate explanatory material on your topic quickly and easily, as well as see how other jurisdictions treat the same issue.

- Try a Selected Practice Areas search by typing in a search term at the top of the screen and click Go. Then, in the left pane, narrow your results by Jurisdiction, and select the desired state(s). The resulting list will reflect only the documents in the selected Jurisdiction(s) relating to the searched topic.
- Then, re-filter the list using the Document Type filter, such as Explanations. The resulting list will reflect only the Explanations in the selected Jurisdiction(s) on topic.
- Next, click on and open an explanation from the results list and click on the Related Information-All States link at the top of the Explanation document.
- A new tab will appear and display a list of the same explanations (paragraph numbers) across all of the states that address the researched topic will appear.

### Narrowing Your Results Using the Filters

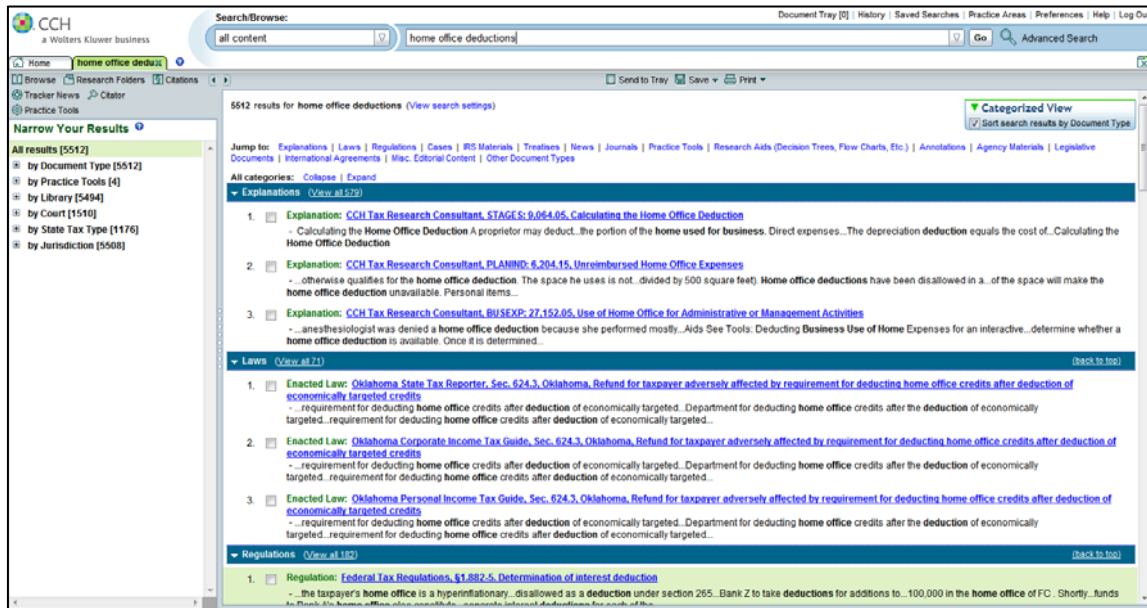
You can narrow your results by using filters. Filters, which appear in the left pane, break down the results returned into smaller, more meaningful categories so that you can easily manage your results.

#### To Use the Filters

- Run a search and view results  
in the right pane.

Use the + and – icons next to each filter in the left pane to expand and collapse the table of contents.

- Click on a filter in the left pane and the results for that filter will display in the right pane.



After you run a search, the filters available in your subscription (which are also relevant to your research and the content returned) are listed in the Narrow Results menu in the navigation pane on the left side of your screen.

### Filters are available in the following categories:

- By Document Type** – Allows you to sort (view) your search results into specific categories by document (e.g., News, Explanations, Treatises, Journals, Annotations, Laws and Legislative Documents, Regulations, etc.).
- By Practice Tool** – Allows you to narrow (view) your results to only the practice tools, such as Interactive Research Aids, Smart Charts and Calculators, that were located by the search.
- By Library** – Lists (view) your results by publication so that you can see where your results were located within the publications in your subscription.
- By Courts** – Allows you to sort (view) your search results by court .
- By State Tax Type** – Provides a quick way for a state tax researcher to easily sort (view) results by tax type. *(This includes all document types for the specific State Tax Type.)*
- By Jurisdiction** – Gives you the ability to cross filter by federal, state and international information. This is helpful to further narrow and focus your results on a particular area of interest.

### TIP: Searching Within Results

- With your search results displayed, click the down arrow next to the search scope and select within results.
- Type new search terms.
- Click Go.
- IntelliConnect searches for your new search expression within the search results of the selected search, and then displays your results. The tab name will change based on the new search terms.