

GETTING STARTED

1. Open your Internet Browser (Internet Explorer is the most compatible) and go to the TaxBanter website www.taxbanter.com.au



2. Once in the TaxBanter website, head to the **TaxBanter Online** tab on the left hand side of the page

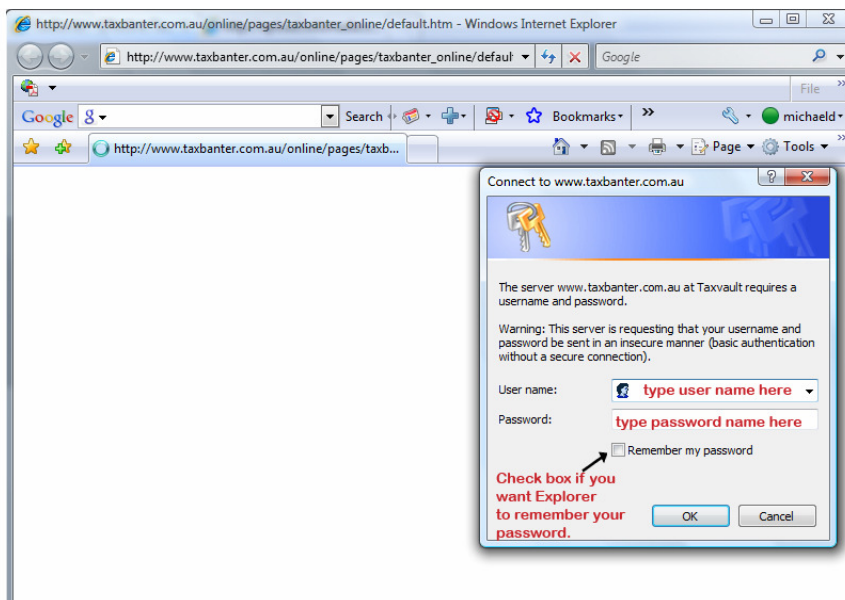


If you have any further questions on how to use TaxBanter Online – feel free to email to call us at TaxBanter on **03 9660 3535** or email enquiries@taxbanter.com.au

- This will take you to the TaxBanter Online page in the general TaxBanter website. Once in this page, click on the **'Client Log In' Button**.

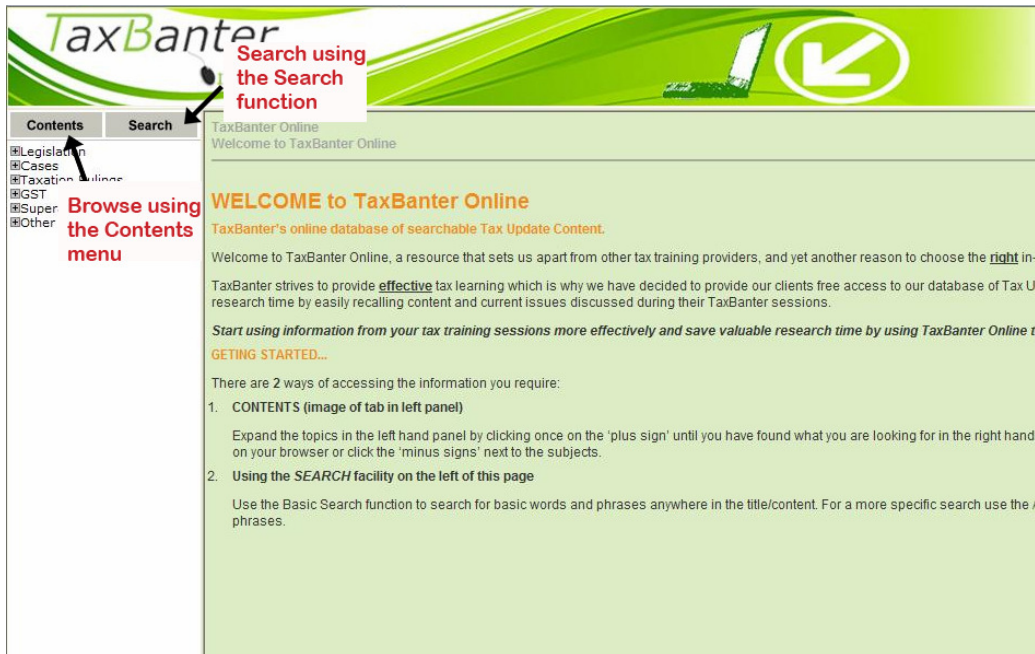


- This will open another webpage where you will be asked for your **Username and Password** – enter the username and password for your firm. This is provided on your TaxBanter Online card that should have been provided to you. If you are unsure of this password, please call us on 03 9660 3535 or email at enquiries@taxbanter.com.au



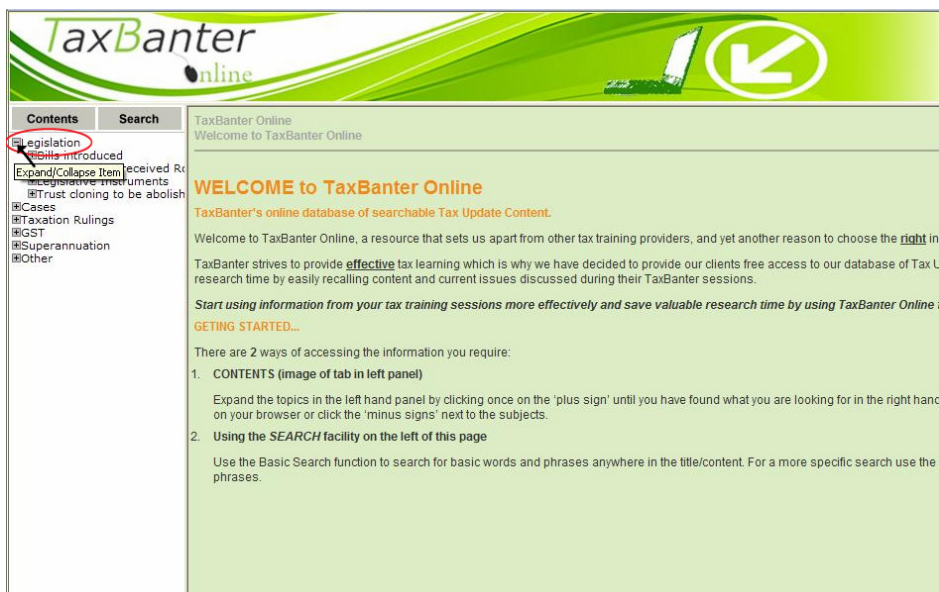
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5. You should now be directed to the TaxBanter Online homepage. Once you are here, there are two ways of searching – by **a) browsing the content menu** or **b) using the search function**. Access both of these by clicking on the grey tabs on the left hand panel of as indicated below.



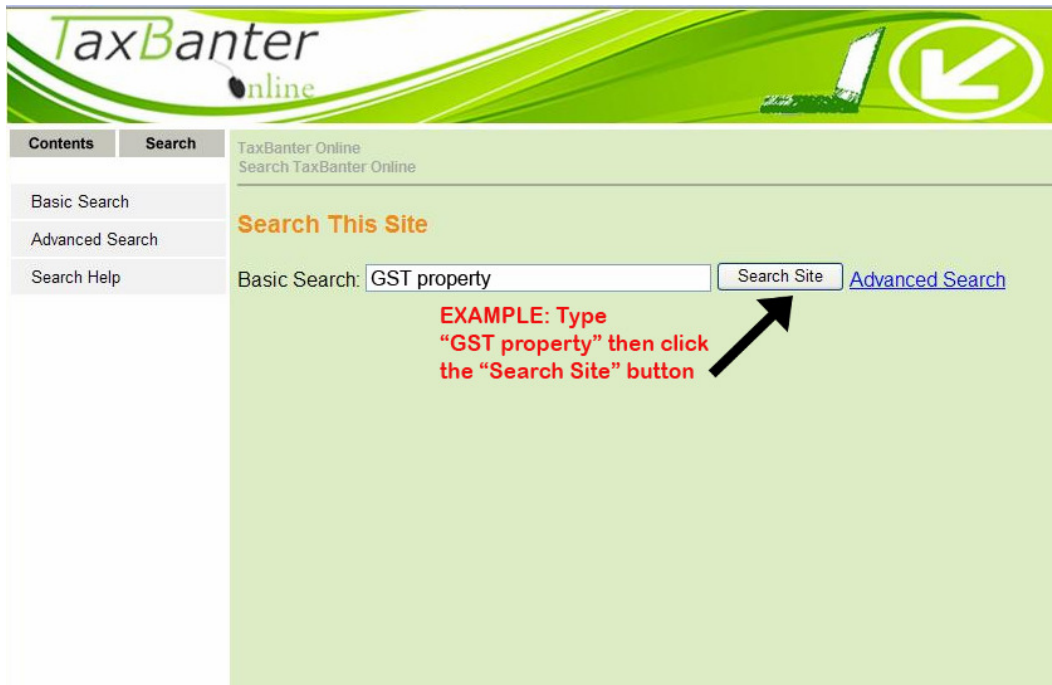
BROWSING THE CONTENT MENU

To browse the content menu, simply click on the topics in the left hand panel to expand and press the “Back” button on your browser to go backwards. Alternatively, click on the plus signs to expand topics and click on the minus signs to minimize topics as indicated below.



USING THE SEARCH FUNCTION

Type words into the Basic Search function and the search function will search content on the site for the most relevant content and present a list for you to click on. For example if you type in “GST Property” the first article contains GST and Property in the title, followed by articles that contain one of these words in the title and contain both in the content and so on, as indicated below.



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To use the basic search function more effectively you can use the following rules/functions to narrow your search:

- Search for pages which contain a specific word by prefixing it with a plus (+) sign. Only pages which contain that word will be shown.
- ignore all pages which contain a specific word by prefixing it with a minus (-) sign. Any page that contains that word will not be displayed in the search results
- search for a specific phrase by enclosing it in double quotes (""). Only pages that contain that exact phrase will be shown.

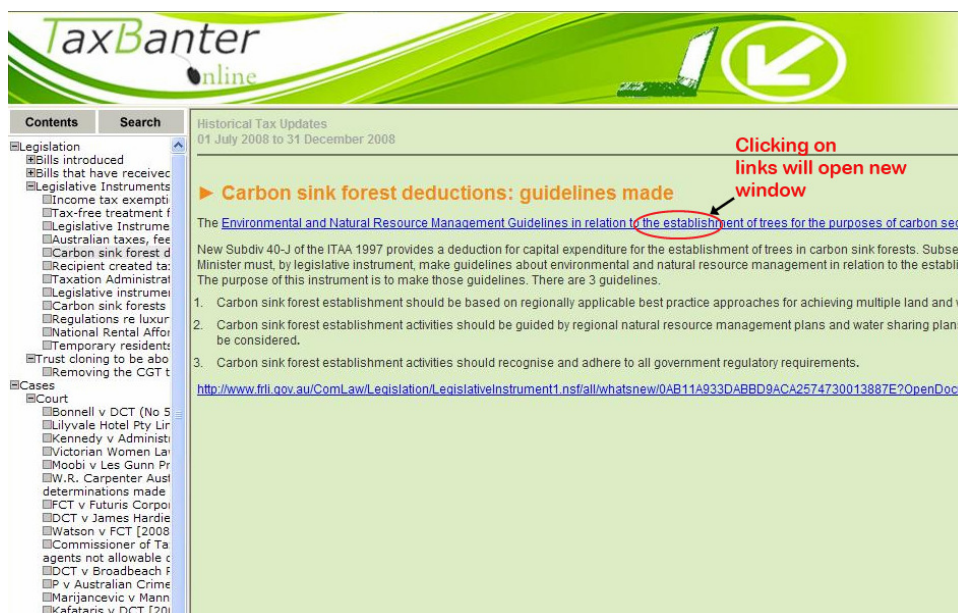
Type following into Basic Search field	Results will contain pages that:
gst property	contain either the word <i>gst</i> or the word <i>property</i> (or both)
+gst+property	contain both the word <i>gst</i> and the word <i>property</i>
gst+property	contain the word <i>property</i> . If the page also contains the word <i>gst</i> it may rank higher in the results list.
+gst-property	contain the word <i>gst</i> and not the word <i>property</i>
"disposal of property"	contain the exact phrase <i>disposal of property</i>

NB/ Search words are not case sensitive. Matches will be found in the page title, keywords, description and body text.

Alternatively you can use the "Advanced Search" option to do the same.

CLICKING ON A LINK

The content of the online database contains links to pages from other websites such as the ATO and are highlighted in blue and underlined. Simply click on the links and a new page will open and the link will be displayed. To get back to the TaxBanter online website simply "minimize" or "close" the new window that has opened.

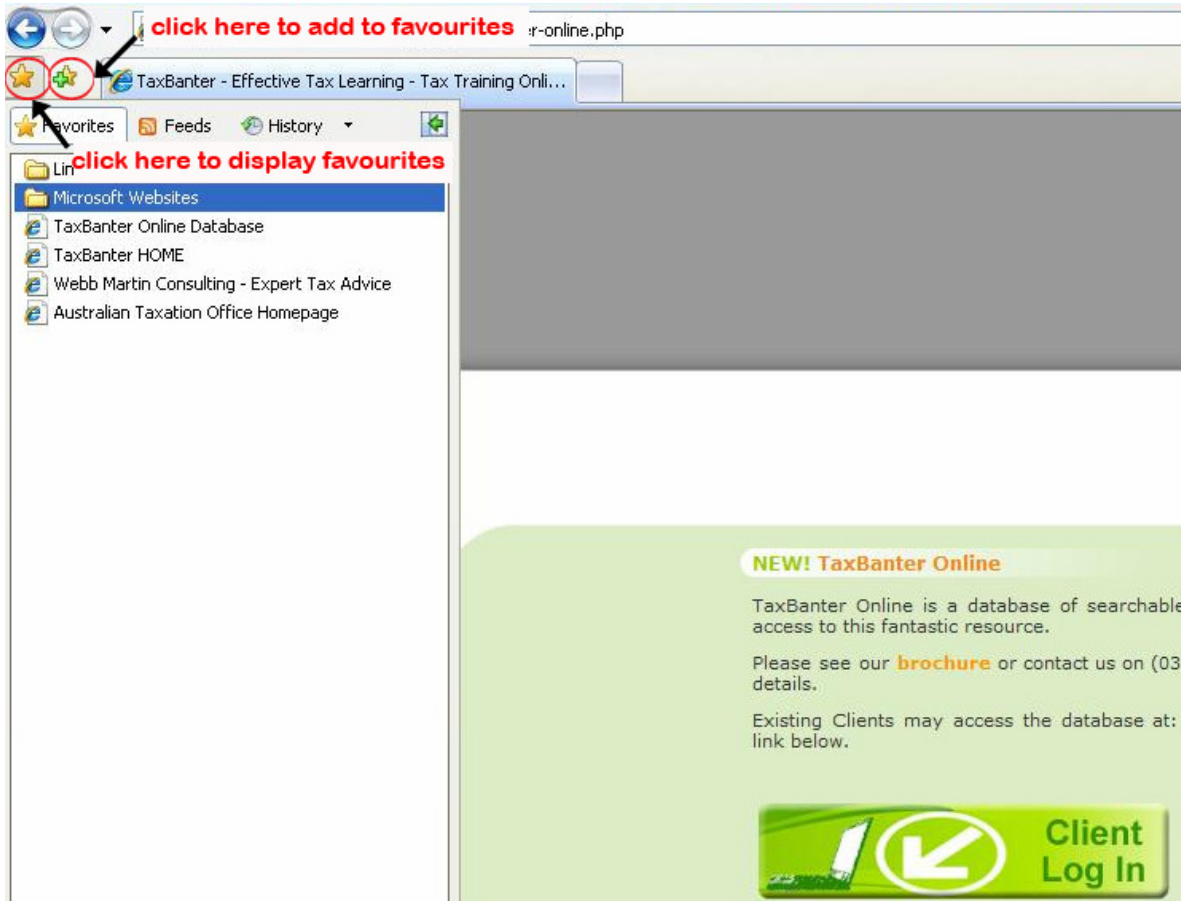


The screenshot shows the TaxBanter online website interface. The top navigation bar includes 'Contents' and 'Search'. The main content area displays a search result for 'Carbon sink forest deductions: guidelines made'. A red circle highlights a link in the text: 'The [Environmental and Natural Resource Management Guidelines in relation to the establishment of trees for the purposes of carbon sequ...](#)'. A red arrow points to this link with the text 'Clicking on links will open new window'. The left sidebar shows a navigation menu with categories like 'Legislation', 'Court', and 'Cases'.

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MAKE TAXBANTER ONLINE WEBSITE A “FAVOURITE”

In order to readily access TaxBanter Online, make it a “Favourite” in your Internet Explorer Browser. To do this, simply click on the star with the plus sign and name the sight when prompted eg. “TaxBanter Online”. To access your favourite websites, click on the star and a menu with your favourite websites will be displayed as shown below.



NB/ If you are using another version of Explorer and are not sure how to do this – use the help function and type in “favorite” (American spelling) to get detailed instructions.

NEED FURTHER HELP?

TaxBanter Online is designed to be a useful resource tool for our valued clients, and an extension of the **Effective Tax Learning** experienced in TaxBanter sessions. If you have any queries or issues, please give us a call on 03 9660 3535 or email us at enquiries@taxbanter.com.au. Alternatively for expert tax advice, contact our affiliate consulting firm Webb Martin Consulting. For more info visit their website at www.webbmartinconsulting.com.au