

Checkpoint NZ – The Essentials

Course Outline

Objective

The purpose of the training session is to:

- Provide an overview of the features and functionality of Checkpoint
- Demonstrate how to effectively and efficiently locate required information
- Demonstrate how to utilise platform features
- Outline support and help available.

Learning Outcomes

At the end of this session the participant will be able to:

- Locate and navigate subscription products
- Conduct a Natural Language and Terms & Connectors search
- Filter results and make use of links to jump to related content
- Print/email/export/annotate documents
- Locate and open a variety of tools, including calculators and templates
- Identify personalisation features, such as Quicklinks, History, Folders & Alerts and how to access help.

Session Duration

30 minutes (0.5 CPD points). CPD certificates are available upon request from your Training Specialist

Session Delivery

The training session will be delivered online via Microsoft Teams, which allows the participant to view the trainer's computer screen.

Training Specialist

Allison Patrick is a Training Specialist for TR's Australian and New Zealand Tax and Accounting customers and is focussed on ensuring they get the most out of their Checkpoint subscription.