

# Checkpoint – The Essentials

## Course Outline

### Objective

The purpose of the training session is to:

- Demonstrate how to utilise a variety of search techniques
- Demonstrate different ways to refine search results
- Provide an overview of how different features in Checkpoint can increase efficiency when searching
- Outline support and help available.

### Learning Outcomes

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

- Conduct a Natural Language search
- Use a variety of Terms & Connectors to run a search
- Select the correct search template to use when searching
- Select specific products or groups of products to search
- Use the filter feature and refine search field to help manage results
- Understand how quick links and alerts can be used when searching
- Access further support and help

### Audience

Recommended for users familiar with the basics of Checkpoint, who want to improve their search skills.

### 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.