Checkpoint – Getting Started
Course Outline

Objective

The purpose of the training session is to:

- Familiarise attendees with the basics of Checkpoint including access and navigation
- Demonstrate how to efficiently locate required information utilising browse and search techniques
- Demonstrate how to manage search results
- Introduce attendees to advanced features in Checkpoint
- Outline support and help available.

Learning Outcomes

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

- Access and log into Checkpoint
- Navigate to different areas
- Locate and browse product subscriptions
- Conduct a Natural Language search and basic Terms & Connectors search
- View documents and link to related content.
- Print, export or email documents
- Identify some of the advanced features available in Checkpoint including Quick links, alerts and annotations.
- Access further support and help

Audience

Recommended for new or infrequent users.

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.