

Checkpoint Australia

Getting started with Premier Payroll Administrator

Course Description

This course shows how to set up your Checkpoint profile, set quick links, browse and search Premier Payroll Administrator and set up alerts.

Learning Outcomes

This webinar shows how to use Premier Payroll Administrator more effectively.

- **Setting up your profile** – learn how to set up quick links to PPA and key sections, to quickly find information.
- **Setting up alerts** – learn how to set up an alert to notify you when information is updated.
- **Browsing** – learn how to browse PPA like a book and use its index to quickly find information.
- **Searching** – learn how to search for information by using simple research techniques.

Session Duration

Approximately 30 minutes

Session Delivery Methods

Microsoft Teams

Training Specialist

Mark Norman has over 10 years' experience as a legal trainer working with clients to improve their research skills. Mark also has over 10 years' experience as a research librarian in law firms in the UK and Australia.

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