

# Checkpoint AU

## Getting Started

### Objectives

This session demonstrates the basic functionality of Checkpoint, enabling the new or infrequent user to navigate and research effectively.

### Learning Outcomes

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

- Log in and Confidently Navigate the Checkpoint Platform
- Customise user settings
- Conduct a Basic Key Word Search using Natural Language or Terms and Connectors
- Save a Search
- Filter results or use Keywords to Refine
- Re-order results list
- Display, Download, Print or Save a document
- Edit a search
- Browse to explore Product content and Scope
- View Search History
- Locate Checkpoint AU Help and Support

### Session Duration

30 minutes (0.5CPE Point)

### Session Delivery Methods

Online webinar/ Telephone

### Learning Materials

Support materials including Guides, Videos and tips are available via the link below

<https://taxtraining.thomsonreuters.com.au/products/checkpoint/>

### Training Specialist

Customer Care: 1800 074 333

Tia Friedland