

# Checkpoint (Australia) – Understanding the XYZ Publications

## Course Outline

### Objective

The purpose of the training session is to:

- Provide an overview of the features of the XYZ publications in Checkpoint
- Demonstrate how to 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 browse the XYZ Model Financial Accounts products online
- Bookmark key content
- Conduct a Terms and Connectors search
- Filter results
- Print/email/export/annotate documents
- Locate and open templates and checklists
- Know how to access help.

### Audience

Recommended for users that subscribe to XYZ Model Financial Accounts product(s) in Checkpoint.

### 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.