Getting started with Checkpoint Australia

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 Australia Help and Support

Session Duration

30 minutes   (0.5CPE Point)

Session Delivery Methods

Online webinar using Microsoft Teams

Learning Materials

Support materials including guides, videos and tips are available via the link below
https://support.thomsonreuters.com.au/product/checkpoint

Training Specialists

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