

# Checkpoint AU – The Essentials

## Course Outline

### Objective

The purpose of the training session is to:

- Provide an overview of the features and functionality of Checkpoint
- Demonstrate how to effectively and 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 navigate subscription products
- Conduct a Natural Language and Terms & Connectors search
- Filter results and make use of links to jump to related content
- Print/email/export/annotate documents
- Locate and open a variety of tools, including calculators and templates
- Identify personalisation features, such as Quicklinks, History, Folders & Alerts and how to access help.

### 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.