Checkpoint

Preferences

Checkpoint has several default settings that you can change to suit your individual research requirements. This can be done by navigating to the **Preferences** page.

1. Click **Preferences** from the orange tool bar to review and make changes to preferences.

2. The **My Preferences** profile screen will appear, containing the following settings.
3. **Account details**
   a. **Email** – Checkpoint will use this email to send alerts and other emails
   b. **Time zone** – The timestamp will appear in Folders, History, and Document delivery. All date/time stamps within Checkpoint can be set to your local time.
4. **General** – Set your starting point in Checkpoint, how your search results will display, and the preferred search type.
   a. **Which do you want to be the starting point of Checkpoint** –Set the screen Checkpoint will load
   b. **Search Type** – Select a radio button to set the preferred search type
   c. **Search Result per page** – Set the number of results to display per page.
      Note: The default per page is 25
   d. **Terms in Context** – Set how many times the search (items) are displayed and highlighted in the context of each result.
   e. **Research Browse by** - Choose how to display and search your product subscription. Products can be grouped by Content Type (all Commentary products are grouped together, Legislation products grouped together, etc), Product (will display your products in alphabetical order), or Subject Area (all FBT products are grouped together, GST products are grouped together, etc)
   f. **Search Results view** – Set the result view. The **Least** option will display a compact summary of the search result, and **Most** will display a more detailed result of the complete search terms highlighted in context
5. **Delivery Options – D**efines your printing, exporting, or emailing preferences in Checkpoint. The options only serve as defaults. Prompt boxes will also appear each time you click on a delivery icon at which time you can choose to override the defaults
6. **Jurisdiction** – Select the country of jurisdiction as the preference.
   Note: The default jurisdiction will be based on the country where your subscription originated
7. **Web Logging** - This allows Thomson Reuters to enhance the platform based on your patterns of usage.
8. **Administration** – Redirects you to the **Contacts** pages in Checkpoint
9. **Password** – Change your password
10. Select the **Update** button to save changes to your preferences profile.

My Preferences ②

Before you begin, you are required to verify your preferences to personalise your Checkpoint experience.

Step 1: Review your preference details.

Step 2: Click the **Update** button at the bottom of this page to save the selections.

③ Account details

Email ⓐ — berna.dogan@thomsonreuters.com

Timezone ⓑ — (UTC+12:00) New Zealand

④ General

Which do you want to be the starting point of Checkpoint? ⓐ
- ● Home
- ○ Research
- ○ Tools

Search Type (applies to Basic Search Template) ⓑ
- ○ Terms & Connectors
- ● Natural Language

Search Results per page (only applicable to Document List view): ⓒ
- ○ 10
- ● 25
- ○ 50

Terms in Context (number of extracts): ⓓ
- ○ 1
- ● 2
- ○ 3
- ○ 4

Research Browse by: ⓔ
- ● Content Type
- ○ Product
- ○ Subject Area

Search Results view: ⓕ
- ○ Least
- ● Most

⑤ Delivery Options

Default output Options:
- ☐ Display Status Indicators
- ☐ Highlight Search Terms
- ☐ Include Live Links
- ☐ Include Summary Page
- ☐ Include History Notes
- ☐ Include Footnotes

Default attachment:
- ○ HTML
- ○ PDF
- ● Word

⑥ Jurisdiction

Site Wide Jurisdiction of Precedence:
- ○ Australia
- ● New Zealand

⑦ Web logging ⓘ

Enable Events Tracking:
- ● On
- ○ Off

⑧ Administration

Click here to view Contacts in your account and manage contact groups

⑨ Password

Click here to change your password.

⑩ **Update**