



MY PREFERENCES

My Preferences is designed to allow you to easily customise your experience with using Checkpoint®. Changes are made by simply selecting or unselecting listed options and this quick guide gives you a basic breakdown of each of the options.

1. Account details

- *Email* – Set a default recipient address for email exports.
- *Time zone* – All dates/time stamps within Checkpoint® can be set to use your local time.

2. General Preferences

- *Which do you want to be the starting point of Checkpoint®?*
Select what screen you would prefer to see each time you log in to the platform.
- *Search results per page*
Select the option most suited to your internet speed. The more results you choose to see per page the longer the page will take to load.
- *Terms in context*
Set how many times your search term is displayed and highlighted in the context of the search results.
- *Research browse by*
Choose to search by *Content Type*, *Product* or *Subject Area*
- *Search results view*
Select “least” to show a compact summary of your search results or “most” to see more detailed search results which are complete with search terms highlighted in context.

3. Delivery Options

These define your preferences when exporting. The options only serve as defaults. Prompt boxes will also appear before each export at which time you can choose to override the defaults.

- *Display status indicators*
- *Highlight search terms*
- *Include live links*
- *Include summary page*
- *Include history notes*
- *Include footnotes*
- *Default attachment*

4. Password

A link is provided to OnePass where you can update your password details.

My Preferences

Account details 1

Email:

Timezone:

General 2

Which do you want to be the starting point of Checkpoint?: Home Research Tools

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

Delivery Options 3

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

Default attachment: HTML PDF

Password 4

Click here to change your password.

UPDATE

