Checkpoint Research Tip

THOMSON REUTERS CHECKPOINT®

Creating a Product Alert

A product based alert notifies you via email when new content is added to a specific Checkpoint product. This can be applied to any product, and is especially effective when used in conjunction with News/Bulletins or Alerts that you subscribe to.

Step 1: Click onto the *Research* link located in the black toolbar and select the product you want to set up the alert on. Your product list is located below the search template.

Step 2: Click the Alert icon \triangle located in the white toolbar.

Research Workflow Tools	Learning	
Search Templates	Basic	
Basic		
Cases	Keyword(s):	
Legislation / Commentary	Search type:	Terms & Connectors
News	Preferred results format:	◎ Tree of Contents ⑧
Government and Regulatory		
Click the + icon	V RESEarCh	
to view available products in each Content group.	 Select all Select all Select all Tax and Related News Services Tax and Related News Services Accounting & ASIC Compliance Kringe Benefits Tax Bulletin 	

Step 3: From the *Customise your Alert* screen:

- enter an Alert name
- change any alert settings if required
- click Save Alert.

**It is recommended that you leave *Email even when no results returned* set to No which means you will only receive an email when new results have been found.

Customise your Alert
Your search: Filtered Alert (Fringe Benefits Tax Bulletin) for Checkpoint ANZ
Manage this Alert
Alert Name:
FBT Bulletin
Client ID (optional):
Frequency of Alert:
Daily
Select time:
08:30
Timezone:
(UTC+10:00) Australia (Sydney)
Email Address:
allison.patrick@thomsonreuters.com
Note: Separate multiple addresses with semicolons. Show excerpt of item:
Summary
Note: Full Article applies to News alerts only Email Format:
HTML
Email even when no results returned: © Yes
Scheduled:
Yes O No
Save Alert Cancel

Checkpoint Research Tip

THOMSON REUTERS CHECKPOINT®

Creating a Product Alert

You will be directed to your Alerts screen, where you will see the Alert you just created. This indicates that the Alert is saved and active. No further steps are required.

Optional: You can review and manage your saved alerts at any time by clicking onto the Alerts link located in the orange toolbar.

•			O History 🔍 Preferences 📣 Alerts
Learning			
Email alerts			
	Search Alerts	Q Show 10	Edit Alert Settings Delete Run a search
ALERT TYPE	ALERT NAME	CLIENT ID O FREQUENCY	NOTES ACTIONS DATE CREATED
Individual	FBT Bulletin	Daily	Suspena 04/07/2017

Did you know? You can also set up search based Alerts. After running your search, click onto the Alert icon. Once your Alert is saved, you will receive an email notification when any documents are added to Checkpoint that meet your search criteria.