

My Preferences allows you to customise your Checkpoint® experience. Changes are made by selecting or deselecting listed options.

To set your Preferences click the Preference menu located in the system toolbar. This will display a list of the following options:



## Account details

- *Email* – The email address entered here is the one that appears on outgoing emails from Checkpoint®. You should set this to the email address that you use in your day-to-day business.
- *Time zone* – The time zone that you select is displayed in the time stamp on items including, My folders, History and document delivery. All date/time stamps within Checkpoint® can be set to your local time.

**My Preferences**

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Account details

Email

Timezone

## General Preferences

The General section allows you to customise where you start in Checkpoint® and how your search results are displayed.

- *Which do you want to be the starting point of Checkpoint®?*  
Select the screen you would prefer to see each time you log in to the platform.
- *Search results per page*  
This setting determines how many results per page will display in your search results. This defaults to 25, but you can reduce this to 10 or increase it to 50.
- *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 results complete with search terms highlighted in context.

**General**

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

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

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*

**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

## Jurisdiction

The Jurisdiction section allows New Zealand and Australian customers to set their preference. By default Checkpoint® will select the jurisdiction based on the country where your subscription originated.

**Jurisdiction**

Site Wide Jurisdiction of Precedence:

- Australia
- New Zealand

## Password

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

**Password**

Click [here](#) to change your password.

**UPDATE**