Checkpoint AU
Creating and Managing a Search Alert

Search Alerts can be setup in Checkpoint to send email notifications when new content is added to the platform. Two types of Alerts can be setup, **Product Based Alerts** and **Search Based Alerts.**

Search Based Alert

A notification is sent when new content is added to a Checkpoint that matches your search criteria. This can be applied to any search and is especially effective when used in conjunction with News Bulletins or News Alerts.

1. Run a Search
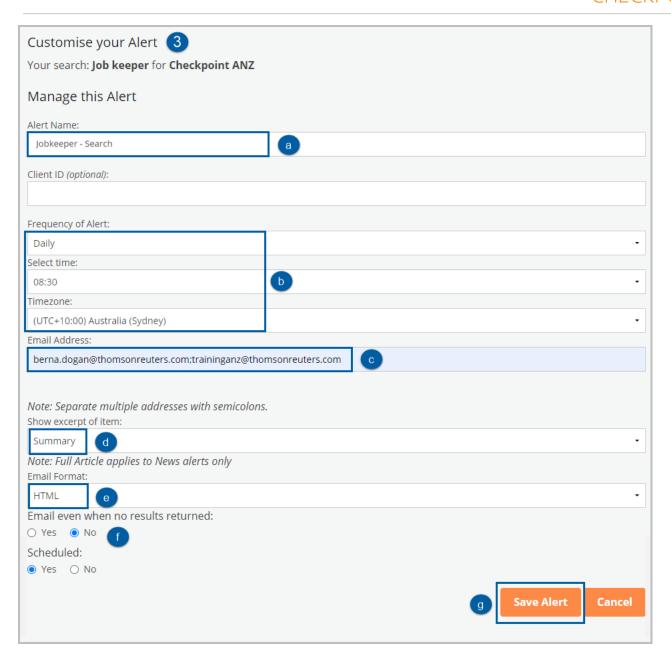2. Select the **Alert** icon located in the white toolbar
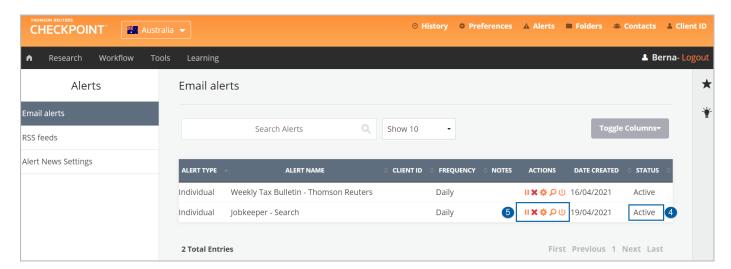

3. **Customise your Alert** screen.
   a. Enter a name for the Alert
   b. Change the frequency of the Alert if required
   c. If your email address is not displayed, enter it now
   d. Select your preferred option from the **Show excerpt of item** dropdown menu. This can be changed at any time after the Alert is saved
      Summary – provides a brief excerpt with a link to article
      Headline only – provides title only with a link to the article
      Full article – provides the full article within your email
   e. Choose your preferred email format
      HTML – email with a list of your results
      PDF – provides a PDF attachment
      RTF – provides an RTF attachment
   f. It is recommended that you leave the option **Email even when no results returned** set to **No** – this means you will only receive an email when new results have been found.
   g. Click **Save Alert**

Note: As per the settings below, Checkpoint will run a search every day at 8.30 am for any documents that have been added that contain the term 'Jobkeeper.' If a new document(s) is picked up in the search, Checkpoint email the document(s) details to the recipient(s).

Customise your Alert ③

Your search: **Job keeper** for **Checkpoint ANZ**

Manage this Alert

Alert Name:

| Jobkeeper - Search | ⓐ |

Client ID *(optional)*:

Frequency of Alert:

| Daily | ▾ |

Select time:

| 08:30 | ⓑ | ▾ |

Timezone:

| (UTC+10:00) Australia (Sydney) | ▾ |

Email Address:

| berna.dogan@thomsonreuters.com;traininganz@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 ● No   ⓕ

Scheduled:

● Yes ○ No

ⓖ **Save Alert**   **Cancel**

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4. Once saved, you will see the **Email Alerts** screen. This indicates that the Alert is saved and active
5. You have the ability to **Edit, Suspend** or **Delete** your Alert

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THOMSON REUTERS
CHECKPOINT™   🇦🇺 Australia ▾

⊙ History   ⚙ Preferences   ⚠ Alerts   ▪ Folders   👥 Contacts   👤 Client ID

🏠 Research   Workflow   Tools   Learning   👤 **Berna**- Logout

Alerts	Email alerts	★

Email alerts

| Search Alerts 🔍 | Show 10 ▾ | | Toggle Columns▾ |

ALERT TYPE ▴	ALERT NAME	CLIENT ID	FREQUENCY	NOTES	ACTIONS	DATE CREATED	STATUS
Individual	Weekly Tax Bulletin - Thomson Reuters		Daily		‖ ✖ ⚙ 🔍 ⏻	16/04/2021	Active
Individual	Jobkeeper - Search		Daily	⑤	‖ ✖ ⚙ 🔍 ⏻	19/04/2021	Active ④

2 Total Entries   First Previous 1 Next Last

Email alerts
RSS feeds
Alert News Settings

Managing a Search based Alert

1. Click onto the **Alerts** in the orange navigation toolbar to be directed to the **Alerts** screen.
2. Select the required action.
   a. **Suspend Alert** - stop the Alert for a set amount of time.
   b. **Delete Alert** – deletes an Alert
   c. **Edit Alert Settings** - return to the **Customise your Alert** screen, where you can make changes.
   d. **Edit Search** – allows you to add/remove products from the saved Alert
   e. **Run Search** – allows you to run the Alert to check for new additions to the publication