Checkpoint Tip
Refining your Search results

After running a search on Checkpoint, you can refine your results by adding another search term(s) to your original search. This feature helps to avoid having to enter long and complicated search strings when running your initial search.

After running your search:
1. Enter an additional search term(s) in the **Refine search** field located above your results list. Checkpoint will search through the listed results for the exact terms you enter.
   Note: You have the option to use Connectors when using this search field. For assistance with using Connectors, click onto the **Hints** icon located in right-hand panel of the Results page.
2. Click the **Magnifying glass** to run your search.
   Checkpoint will search through the results for the term(s) you have entered.

The Search Summary located in the left-hand panel will display the number of results returned and the search terms entered. You can repeat the above steps as often as required.

3. Use the **Original Results** or **Back to Previous Step** link to return to previous results if required.

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