

# Westlaw AU

Workflow is designed to support you in your work by providing best practice procedural models for various topical areas. To access workflow select Workflow from the navigation toolbar.

The screenshot shows the Westlaw AU homepage. At the top, there's a navigation bar with links for Alert Centre, My Folders, My Contacts, History, Client ID, Preferences, and Edit OnePass Profile. On the far right, it says 'TOM - Logout'. Below the navigation bar is a search bar labeled 'Search Westlaw' with a 'Search' button. To the left of the search bar is a sidebar titled 'Search Templates' containing links for Basic, FirstPoint, Cases, Legislation and Commentary, Journals, The Laws of Australia, and Forms and Precedents. The 'WORKFLOW' button in the top navigation is circled in orange.

Each subject area has two components; [Navigation Schematic](#) and [Workflow Tools](#).

## Navigation Schematic

To access a navigation schematic, browse the table of contents by clicking the plus sign. The navigation schematic provides a contextual overview of a subject area, broken down into steps. Each step will provide a more detailed graphical outline of the key items from which the user can link to relevant legislation, cases, commentary, or interactive tools such as decision trees, flow charts or checklists. While all Workflows contain these tools, some precedents are only available with an upgraded subscription.

The screenshot shows a detailed navigation schematic for 'Acting for the vendor of a residential property workflow'. The left sidebar lists 'Document Options', 'Workflow Tools', and 'Other Search Templates'. Under 'Document in Context', it shows 'You are in: Home, Workflow, Australia, Property, Conveyancing NSW Workflows'. The main content area is titled 'Acting for the vendor of a residential property workflow'. It shows a flowchart with seven steps: Step 1: Pre-exchange, Step 2: Contract preparation, Step 3: Exchange, Step 4: Post-exchange, Step 5: Pre-settlement, Step 6: Settlement, and Step 7: Post-settlement. Each step has associated tasks and links to external resources. Orange arrows point from a callout box labeled 'Tools such as Checklists and Templates' to the 'Post-exchange' and 'Requisitions on title' sections. Another callout box labeled 'Links to Commentary' points to a section with a tip about strata certificates. A third callout box labeled 'Tips & Alerts' points to a section with an alert about unanswered requisitions. The bottom of the page includes copyright information and a Thomson Reuters logo.

## Workflow Tools

To access Workflow Tools, browse the Table of Contents by clicking the plus sign to expand the contents and locate the required workflow tools. The Workflow Tools component provides time saving tools to help you find and organise information, forecast and manage business scenarios. You have the ability to save and export tools and customise them for specific clients.

The screenshot shows the WESTLAW AU interface with the 'WORKFLOW' tab selected. On the left, there's a sidebar titled 'Search Templates' with categories like Basic, FirstPoint, Cases, etc. The main area is titled 'Search Workflow' with a search bar and dropdown for 'Document Type'. Below is a tree view of workflow tools under 'Property': 'Conveyancing NSW Workflows' (with sub-options like 'Acting for the vendor of a residential property workflow'), 'Workflow Vendor Tools' (with sub-options like 'Vendor instruction sheet', 'Vendor file guide', etc.), and other sections like 'Currency - Vendor Workflow' and 'Workflow post-exchange Checklist'. At the bottom, there's a copyright notice and a Thomson Reuters logo.

There are also a number of icons used throughout the navigation schematic. The key for these can be accessed at any time from a link in the contextual help located in the right hand pane.

This screenshot shows the 'Icons and conventions used across Workflow diagrams' help panel. It lists icons with their meanings: Tool (link to tool), Tip (useful tip), Trap (warning), Alert (specific situation), Commentary (links to commentary), Definition (definition), See Also (link to another step), and Task (actions required). The panel is overlaid on a workflow diagram for 'Acting for the vendor' which includes steps like Pre-exchange, Contract preparation, Exchange, Post-exchange, Pre-settlement, Settlement, and Post-settlement. The right side of the screen has several 'Tips for...' sections: Workflow Icons (highlighted with an orange arrow), Using Workflows Guide, Workflow Video 1, Workflow Video 2, Tips for Searching, Terms & Connectors, and Tips for Browsing. A footer at the bottom contains copyright and navigation links.

There are several supporting features which will aid in navigating around Workflow. These features are made available once you click through to a navigation schematic or workflow tool and include:

1. **Document in Context** - Displays the relative location of the document in the Workflow Table of Contents.
2. **Workflow Tools** - Provides direct access to all the tools available in the subject area.

The screenshot shows the WESTLAW AU Workflow interface. The top navigation bar includes links for My Alerts, My Folders, My Contacts, History, Client ID, Preferences, and Edit OnePass Profile. The user is logged in as TR INTERNAL IP | RRQ - Logout.

The main content area is titled "Acting for the vendor of a residential property workflow". It features a toolbar with icons for download, print, email, and other actions, along with a "Browse" button.

A sidebar on the left, titled "Document Options", contains sections for "Document in Context" (which is currently selected and highlighted with a red box), "Workflow Tools", and "Other Search Templates". The "Document in Context" section shows a breadcrumb trail: You are in: Home > Workflow > Australia > Property > Conveyancing NSW Workflows. Below this are links for "Select all" and a list of specific workflow tools under "Workflow Vendor Tools", such as Vendor instruction sheet, Conveyancer Costs Disclosure, Vendor file guide, etc.

The central content area displays the "Acting for the vendor of a residential property workflow" steps:

- Step 1:** Pre-exchange
- Step 2:** Contract preparation
- Step 3:** Exchange
- Step 4:** Post-exchange
- Step 5:** Pre-settlement
- Step 6:** Settlement
- Step 7:** Post-settlement

Next to the steps is a large callout box titled "Instructions to act" containing a bulleted list of actions. Arrows from this list point to various "Alert" and "Tip" boxes on the right side, which provide legal commentary and links to relevant laws and regulations like the Legal Profession Act 2004 s 317 and Conveyancers Licensing Act 2003 s 41.

At the bottom of the page, there is a footer with copyright information: Copyright © 2016 Thomson Reuters (Professional) Australia Limited ABN 64 058 914 668. Links for Help, Sites, Feedback, Privacy Policy, and Online Terms of Use are also present.

