

Westlaw NZ

Working with Alerts Course Outline

Session Objectives

The purpose of this session is to:

- Enable a researcher to develop the skills required to create individual alerts in Westlaw NZ.

Learning Outcomes

At the end of this session the participant will be able to:

- Create a table of contents Alert to a database e.g. Cases, Journals, News & Current Awareness
- Create a search based alert by topic or keywords
- Create an Alert24 alert
- Work with the features in the My Alerts or Alert Centre page
- Edit, delete and suspend an alert

Session Duration

Approximately 20-30 minutes.

Session Delivery Methods

Internet (Webex/Telephone) - This training method is ideal for individuals or groups who are based remotely or where face to face training is not possible.

Note: The Webex session allows the participant to view the trainer's computer screen as they demonstrate research strategies on Westlaw NZ. At no time does the trainer access your computer.

Course Pre-requisites

The Advanced Features of Westlaw NZ require OnePass registration. If you access Westlaw NZ via an IP connection and have not setup a OnePass the Alert feature will not be available.

Training Specialist – Patricia Veen

A Thomson Reuters Training Specialist will conduct the session.