

# Westlaw Asia (new)

## Advanced Features Research Skills

Note: These advanced features are only available to those who sign into Westlaw Asia with a OnePass ID subscription.

### Session Objective:

The session will demonstrate and explain the advanced features available within Westlaw Asia (new).

### Learning Outcomes

At the end of this session, participants will be able to:

- Understand the significance of Client ID.
- Create and manage search and product alerts.
- Deliver alerts to multiple recipients.
- Annotate a document.
- Save a document to a folder.
- Personalise settings.
- View trail (search history).

### Session Duration

Approximately 30 minutes.

### Session Delivery Methods

Internet (WebEx) - 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 Asia. At no time does the trainer access your computer.

### Learning Materials

Support materials including guides, videos, tips and webinars are available via the link below:

<https://support.thomsonreuters.com.hk/>

### Training Specialist – Tracy Tsoi

A Thomson Reuters Training Specialist will conduct the session.