

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.

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

Microsoft Teams - This training method is ideal for individuals or groups who are based remotely or where face to face training is not possible.

Note: The training 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

A Thomson Reuters Training Specialist will conduct the session.