

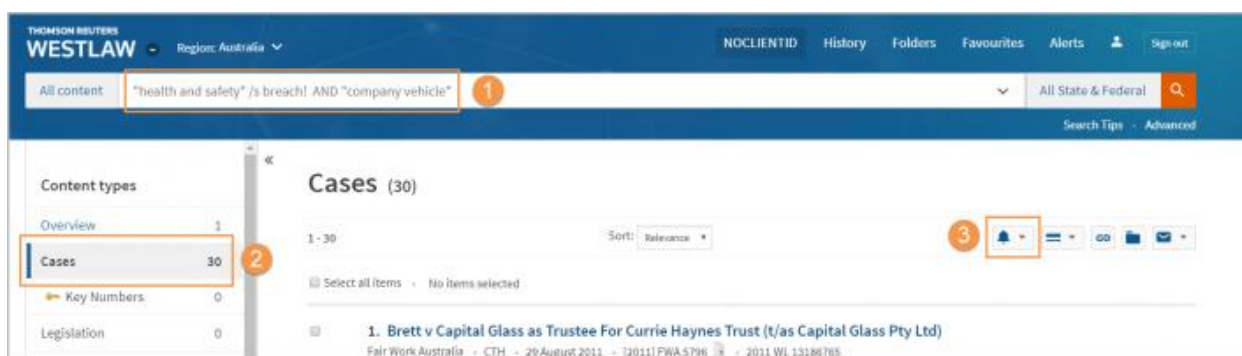


## Creating Westclip Alerts

Learn how to create a WestClip alert to receive updates on a search query

### WestClip Search Alert

1. Conduct a search, e.g., "health and safety" /s breach! AND "company vehicle"
2. Filter results by content type, e.g. Cases.
3. Select the Alert Bell to create an alert.



4. Enter a name for your alert – this will appear in the subject field of your email – and click **Continue**.

Back to Search Result > Create Alert

### WestClip Alert

1 Basics 4

**Name of Alert**  
Health Safety Breach company vehicle

**Description**  
optional notes

Notify me of changes to this alert  
Assign to Alert Group

**Continue**

5. In the Select Content section, the content type you refined by will be pre-selected. You can add additional databases and practice areas, if required. Press **Continue**.

## 2 Select Content

Content types
Specialty areas
Practice areas
Favorites

Content types 5

|   |                           |
|---|---------------------------|
| <input checked="" type="checkbox"/> Cases | ADD Secondary Sources     |
| <input type="checkbox"/> Legislation      | ADD The Laws of Australia |
|   | ADD Forms & Precedents    |

6. Your search terms will pre-populate in the search field.

- **Sort Order** by date or relevance.
- The **Documents no older than** allows you to limit your results to documents that were published, decided, or filed within the number of days you specify. This ensures your results will only include documents within that time-frame, regardless of when they were loaded and available on Westlaw.
- **Preview Results** will run a search listing the current results.
- Click **Continue**.

## 3 Enter Search Terms

Search

"health and safety" /s breach! AND "company vehicle"

6
Term Frequency
Terms and Connectors Help

**Sort Order**

Relevance

**Documents No Older Than**

Any Time

**4 Customize Delivery**

Alerts retrieve documents that have been loaded to Westlaw subsequent to the last time the alert was run. Some documents are not immediately available for electronic loading to Westlaw. Such documents thus may have a publication date (news articles), a decided date (case law), or a filed date (court documents) that occurs sometime in the past. "Documents No Older Than" allows you to limit your results to those documents that were published, decided, or filed within the number of days you specify. Using this feature will ensure that your results include only documents with publication, decision, or filing dates within the specified number of days regardless of the date they were loaded to and available on Westlaw.

7. Add the recipients' email addresses and required preferences for format, delivery, and detail level, and then click **Continue**.

**4 Customize Delivery**

Select Delivery

Email  HTML  XML  RSS  Portal  History Only

Portal Option  
SharePoint

Newsletters [Add](#)

You currently do not have any Newsletters. You need to create a Newsletter before you can add an alert to it.

**7**

Email settings

Recipients [Layout and Limits](#)

To [My Contacts](#)

Enter names, groups, email addresses or select from Contacts.

Subject  
WestClip Alert: Health safety breach company vehicle

Email Note  
optional notes

Format  
Microsoft Word

Number of Items  
500

What to Deliver  
 List of Items  Documents

Detail Level  
More Detail

[Preview Results](#)

Other settings (HTML, XML, RSS, Portal, History Only)

[Continue](#)

8. Select the frequency and time(s) of the alert, then click **Save Alert**.

**5 Schedule Alert**

**8**

Frequency  
Daily

End Date (DD/MM/YYYY)  
none

Alert even if there are no results

Alert At These Times  
(GMT+10:00) Brisbane

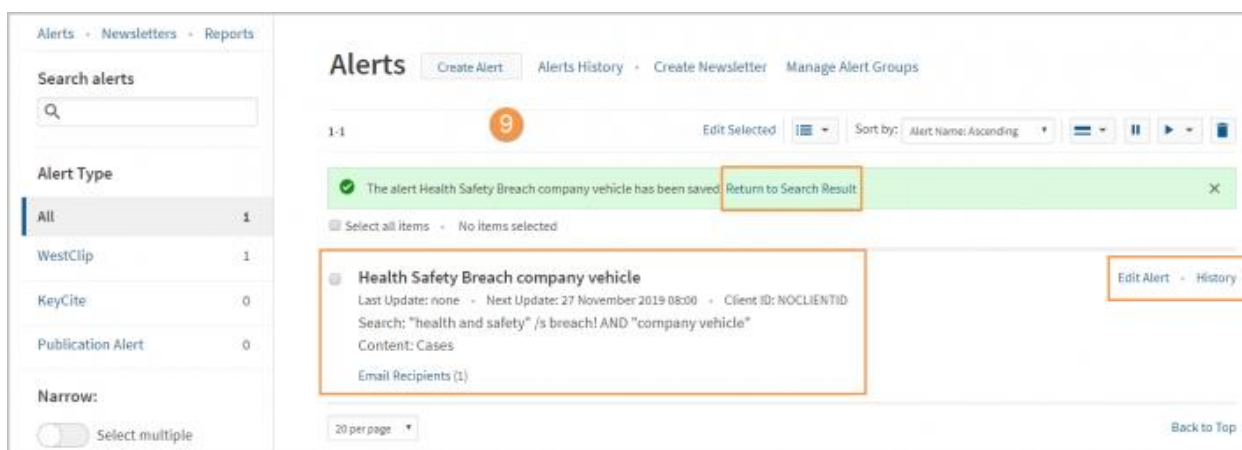
AM  12  1  2  3  4  5  6  7  8  9  10  11

PM  12  1  2  3  4  5  6  7  8  9  10  11

[Save Alert](#)

9. Once the alert is saved, you will be taken to the Alerts page where you can edit the alert, see the history of the search, or return to your search results.

10.



The screenshot displays the 'Alerts' management interface. On the left, a sidebar contains navigation links for 'Alerts', 'Newsletters', and 'Reports', along with a search bar and a filter for 'Alert Type' (All: 1, WestClip: 1, KeyCite: 0, Publication Alert: 0). The main area shows a confirmation message: 'The alert Health Safety Breach company vehicle has been saved.' Below this, a table lists the alert details: 'Health Safety Breach company vehicle', with fields for 'Last Update', 'Next Update', 'Client ID', 'Search', 'Content', and 'Email Recipients'. A 'Return to Search Result' button is highlighted in a green box, and an 'Edit Alert' button is highlighted in an orange box. The interface also includes a 'Create Alert' button, 'Alerts History', 'Create Newsletter', and 'Manage Alert Groups' links at the top.

## Looking for more information?

To sign into Westlaw Australia Precision, visit <https://aulaw.thomsonreuters.com>

For assistance using Westlaw Precision Australia, call 1800 020 548

To request training, click <https://support.thomsonreuters.com.au/request-training>

For additional training materials, visit <https://support.thomsonreuters.com.au/product/new-westlaw-australia>