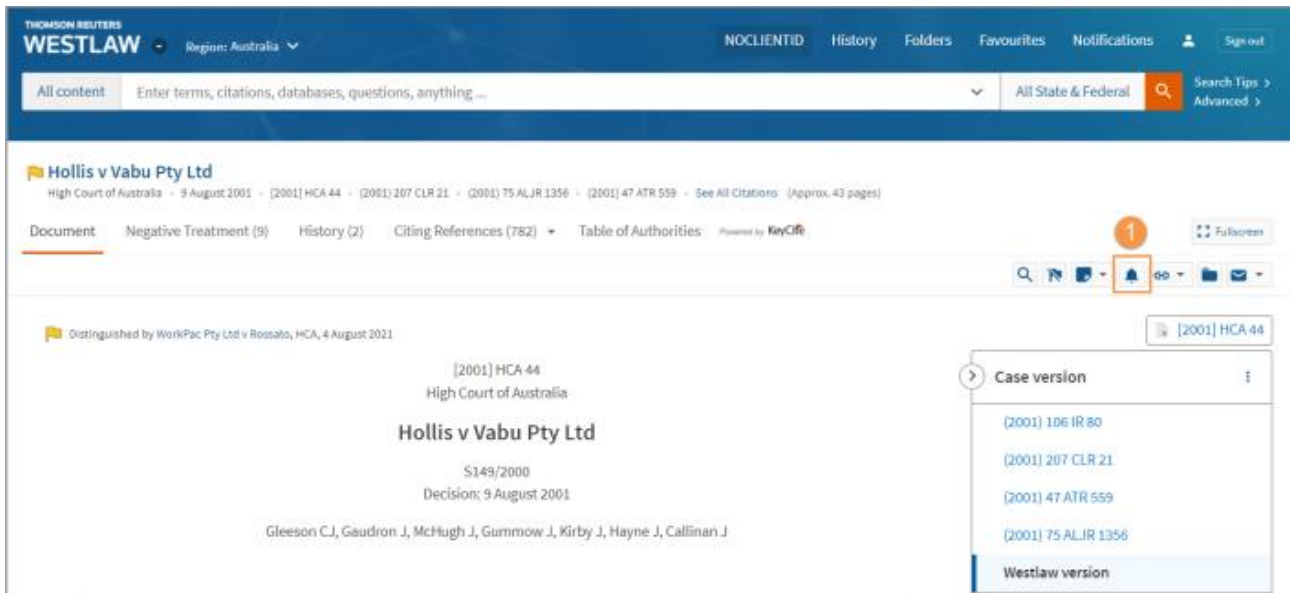




## Creating a KeyCite Alert

Learn how to create a KeyCite alert to receive updates on developments in a case.

1. In the case document you are viewing, select the **alert bell**.



2. Enter a Name for your alert - this will appear in the subject field of your email - and click **Continue**.

### KeyCite Alert

**1** Basics **2**

**Name of Alert**

Bicycle courier case - Hollis v Vabu

**Description**

optional notes

Notify me of changes to this alert

**Citation**

[2001] HCA 44

Assign to Alert Group

**Continue**

3. Tick the check boxes to be notified to **Citing References, History References**, or both. There is also an option to limit results to **Negative Treatment only**.
4. Select **Narrow by Content Type** and Other Filters to narrow the citing references by content type or a specific publication.  
Once you have filtered, click **Save**, and then click **Continue**.

**2 Select Content**

**Include Citing References**

Limit Citing References to Negative Treatment

Detail Level ⓘ

☰ Most Detail ▾

**3**

**Include History References**

Limit History References to Negative Treatment

Detail Level ⓘ

☰ Most Detail ▾

**4**  **Narrow by Content Type and Other Filters**

**Continue**

## Filter Citing References

Content Types

**Content Types**

**All Content Types** **4**

Cases

Legislation

**Secondary Sources**

Publication

(e.g. CLR, NZLR)

Save

Close

5. Add the email address of the recipients. You also have the option to include full text of new documents by ticking the checkbox. Once the email addresses have been added, click **Continue**.

**4 Customize Delivery**

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

**Email settings**

**Recipients** Layout and Limits **5**

**To** My Contacts  
jessica.fitzgerald@thomsonreuters.com

**Subject**  
KeyCite Alert: Bicycle courier case - Hollis v Vabu

**Email Note**  
optional notes

Include full text of new documents

**Format**  
Microsoft Word

**Continue**

6. Schedule your alert to a specific time and frequency, then click **Save Alert**.

**4 Schedule Alert**

**Frequency** **6**  
Daily

**Alert At This Time**  
(GMT+10:00) Brisbane  
2:00 AM

**End Date (DD/MM/YYYY)**  
none

Alert even if there are no results

**Save Alert**

- Once the alert has been saved, you will be taken to the Alerts page where you can edit the alert or return to the case document.

**Alerts** [Create Alert](#) [Alerts History](#) [Create Newsletter](#) [Manage Alert Groups](#)

1-2 7 [Edit Selected](#) [Sort by: Alert Name: Ascending](#)

✓ The alert Bicycle courier case - Hollis v Vabu has been saved. [Return to \[2001\] HCA 44](#)

Select all items • No items selected

**Bicycle courier case - Hollis v Vabu** [Edit Alert](#) [History](#)

Last Update: none • Next Update: 27 November 2019 08:00 • Client ID: NOCLIENTID  
Citation: [2001] HCA 44  
Content: History References, Citing References  
Email Recipients (1)

## 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>