

Creating a Newsroom alert

You can create alerts based on Newsroom searches to monitor the media as part of a current awareness service.

1. To create a Newsroom alert, go to the Newspaper or the media of interest.
2. Conduct your search, e.g., "lobby groups".

The screenshot shows the Westlaw Newsroom interface. At the top, there's a navigation bar with 'WESTLAW' and 'Region: Australia'. Below that, a search bar contains 'Australia & New Zeala...' and '"lobby groups"'. A red circle '1' is placed over the search bar area. Below the search bar, the page title is 'Australia & New Zealand News'. There are buttons for 'Add to Favourites', 'Set as start page', and 'Copy link'. A red circle '2' is placed over the search bar area. Below the search bar, there's a section for 'Top Australia Newspapers' with a list of newspapers and checkboxes. A red circle '3' is placed over the 'Bell' icon in the top right corner of the interface.

3. Click on the **Bell** icon to create the Westclip Alert.

The screenshot shows the Westlaw Newsroom interface with search results for 'adv: lobby groups'. The search bar at the top contains 'Australia & New Zeala...' and 'adv: lobby groups'. Below the search bar, the page title is 'Australia & New Zealand News (7,293)'. There's a 'Filter' sidebar on the left with options like 'Select multiple', 'Apply', 'Filter category', 'Search within results', 'Previously Viewed', 'Documents in Folders', and 'Annotated Documents'. The main content area shows a list of search results. A red circle '3' is placed over the 'Bell' icon in the top right corner of the interface, with an arrow pointing to it.

4. Enter a name for the Alert and click **Continue**. This title will appear in the subject field of your email.

THOMSON REUTERS
WESTLAW Region: Australia

TIPS History Folders Favourites Notifications Sign out

All content Enter terms, citations, databases, questions, anything ... All State & Federal Search Tips > Advanced >

Back to Search Result > Create alert

WestClip alert 4

1 Basics

Name of alert
Lobby groups in ANZ News

Client ID: TIPS Change

Description (optional)

Assign to alert group

Continue

2 Select content

3 Enter search terms

4 Customise delivery

5. As you continue through the Alert template you will notice the selected content and the search term are already populated in **Parts 2** and **3** of the template. These can be edited if required.
6. To schedule your Alert set your delivery times.
7. Ensure the email details are correct and then press Save Alert.

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WESTLAW All content Enter terms, citations, databases, questions, anything ... All State & Federal Search Tips > Advanced > Sign out

4 Customise delivery Edit

Email settings:
Recipients: md@tr.com ← 6
Deliver: List of items
Format: PDF
Detail level: More detail

Alert fields:
Number of items: 500 results

5 Schedule alert 5

Frequency
Weekdays (M-F)

Alert at these times
(GMT+10:00) Canberra, Melbourne, Sydney

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

End date
(DD/MM/YYYY)

Alert even if there are no results

Save alert 6

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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>