



Managing Alerts

Learn how to edit alert content, update the alert schedule and recipient details.

1. In the top menu click on **Notifications**.
2. **Edit Selected** allows you to add the selected alert to an alert group.
3. **Pause** a selected alert until a specified date.
4. **Run** the selected alert or resume the scheduled delivery.
5. **Delete** the selected alert.
6. **Edit Alert** allows you to edit the alert - name, content, search terms, delivery, and schedule.

The screenshot shows the Westlaw Alerts management interface. At the top, the 'Alerts' menu item is highlighted with a red box and a callout '1'. Below the search bar, the 'Alerts' section is active, showing a list of alerts. The 'Edit Selected' button is highlighted with a red box and a callout '2'. The 'Sort by' dropdown is set to 'Alert Name: Ascending'. The 'BicycleCourierCase' alert is selected, and its details are shown, including 'Last Update: 18 December 2019 07:08', 'Next Update: 19 December 2019 07:00', and 'Client ID: NOCLIENTID'. The 'Email Recipients (1)' button is highlighted with a red box and a callout '7'. The 'Edit Alert' button is highlighted with a red box and a callout '6'. The 'Pause' button is highlighted with a red box and a callout '3'. The 'Run' button is highlighted with a red box and a callout '4'. The 'Delete' button is highlighted with a red box and a callout '5'.

7. The **Email Recipients** link allows you to edit the recipients for the alert.
 - a. Edit delivery – Click this link to go directly to the Customise Delivery section of the alert.
 - b. Choose the email format:
 - c. HTML, XML, RSS, Portal - selecting these options allow you to create links to then add to your internal platforms to display the updated alert
 - d. History only - only displays the history of the alert
 - e. Notifications - displays the alert in your Notifications in the top menu
 - f. Add, remove, or edit email addresses, Continue, and Save Alert.

Email:

[EDIT DELIVERY](#) **a** **7**

4 Customize Delivery

Select Delivery

Email HTML XML RSS Portal History Only Notifications

Portal Option:

Email settings

Recipients **Layout and Limits**

To [My Contacts](#)

jessica.fitzgerald@thomsonreuters.com

Subject

WestClip Alert: BicycleCourierCase

Email Note

optional notes

Format **Number of Items**

What to Deliver

List of Items Documents

Detail Level

[Preview Results](#)

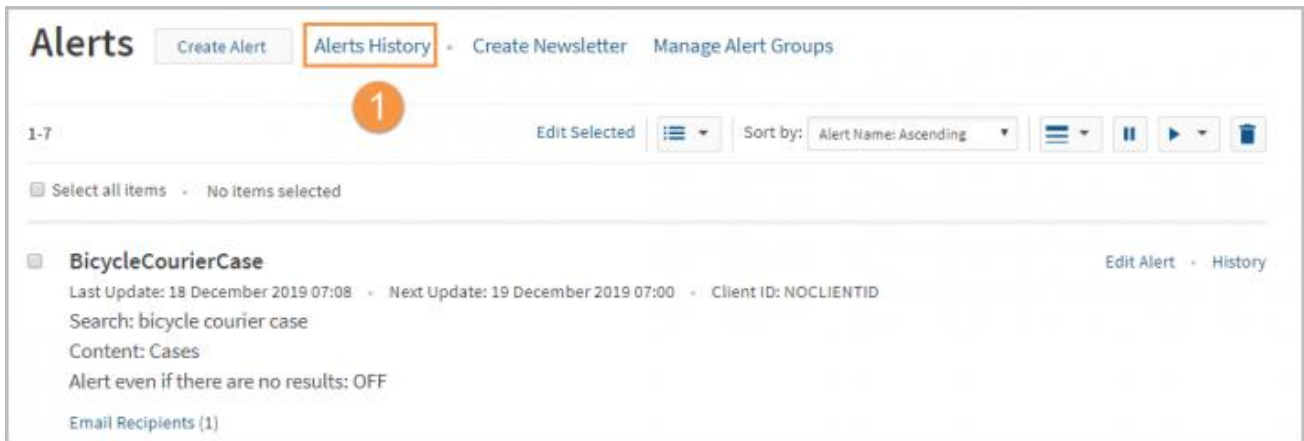
Other settings (HTML, XML, RSS, Portal, History Only)

[Continue](#)

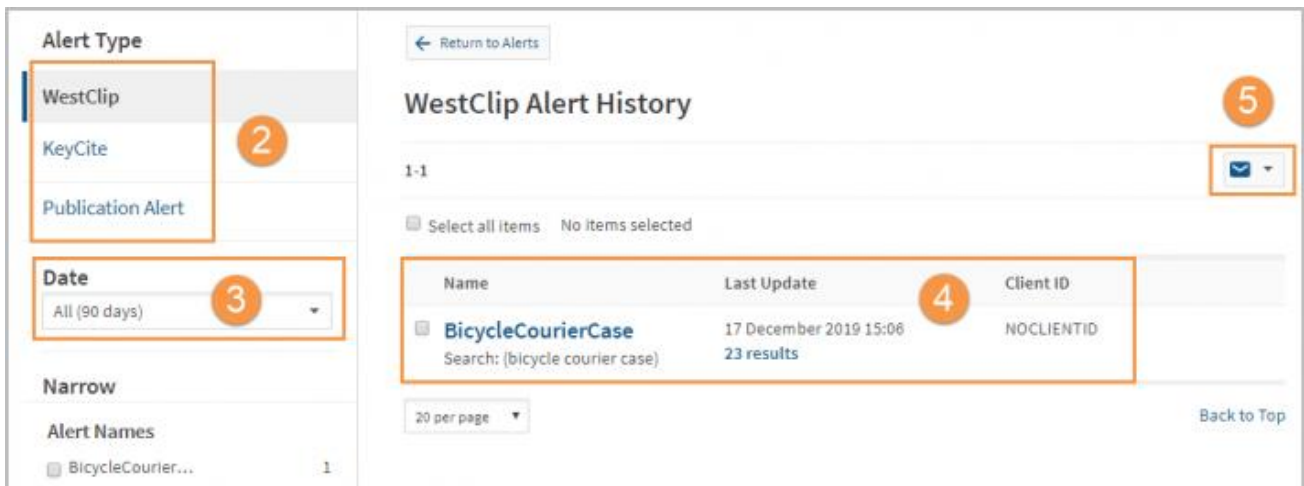
Alert History

Alerts History shows the alerts you have created that have been updated.

1. Select **Alerts History** in the Alert Centre.



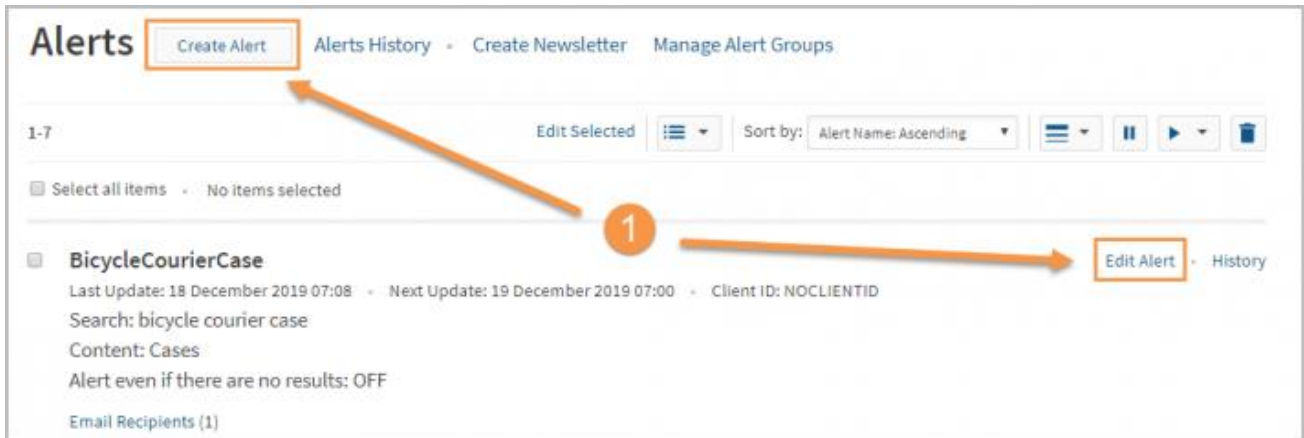
2. Filter the alert type by WestClip, KeyCite, or Publication Alert.
3. Change the date to see a specific range, or the last 7, 30, or 90 days of alert history.
4. The alert history shows the alert name, when it was last updated, and the Client ID.
5. Alert history can be emailed, printed, or downloaded.



Alert Groups

Alert Groups can filter the alerts shown in the Alert Centre and be used to create content-specific newsletters.

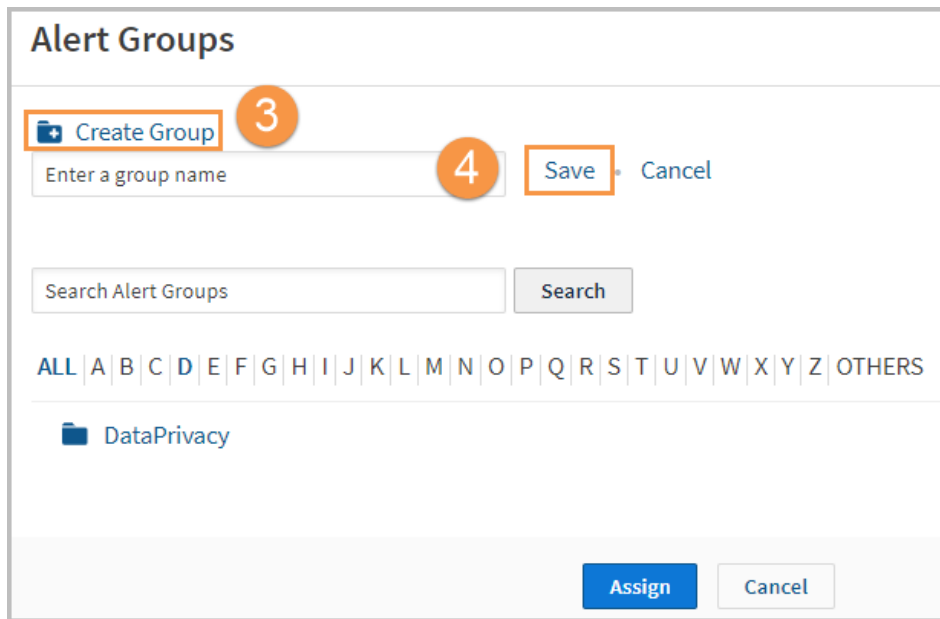
1. To create a new Alert Group, either edit an existing alert or create a new alert.



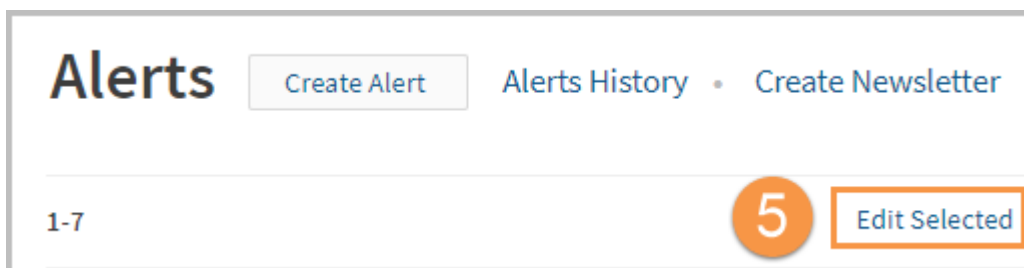
2. In the Basics section, click **Assign to Alert Group**.

The screenshot shows the 'WestClip Alert' form. The title is 'WestClip Alert'. Below the title is a section labeled '1 Basics'. The form has two input fields: 'Name of Alert' with the value 'BicycleCourierCase' and 'Description' with the value 'optional notes'. There is a checkbox labeled 'Notify me of changes to this alert' which is checked. Below the checkbox is a button labeled 'Assign to Alert Group', which is highlighted with an orange box. To the right of this button is a circled '2'. At the bottom of the form are two buttons: 'Continue' (blue) and 'Save Alert' (grey).

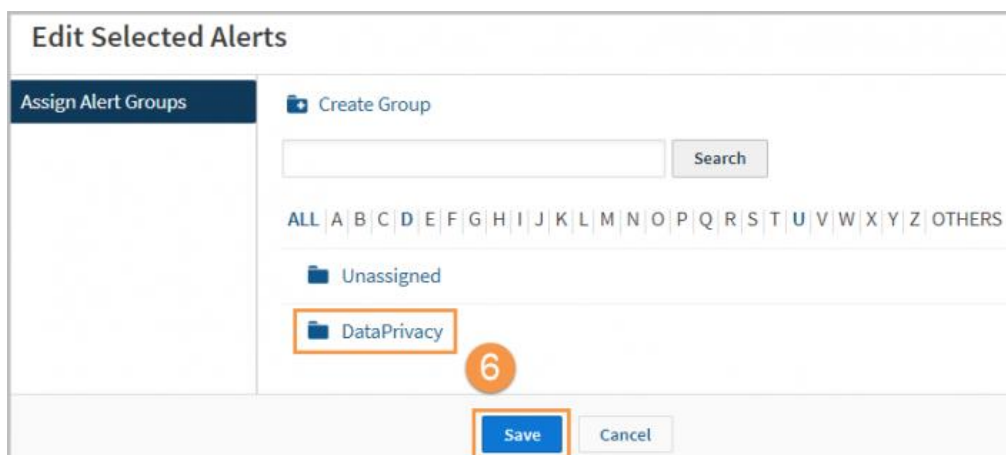
- In the pop-up window, click **Create Group**.
- Add a group name and click **Save**.



- In the Alert Centre, add alerts to the new Alert Group by ticking the check boxes and selecting **Edit Selected**.



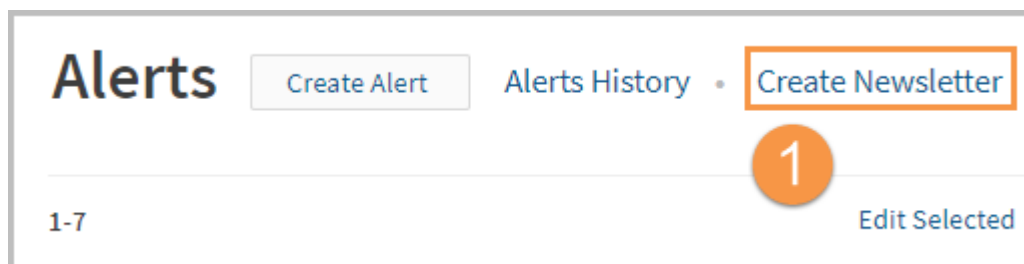
- Select the alert group and **Save**.



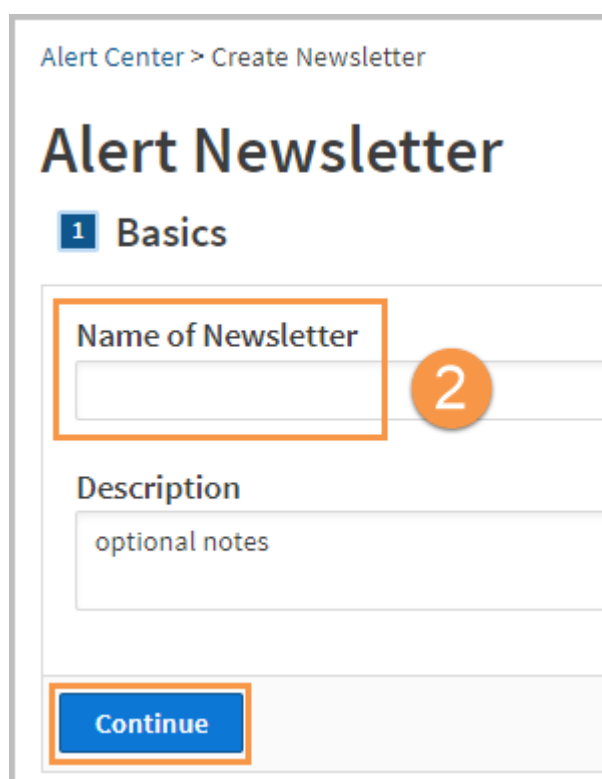
Newsletters

Newsletters consolidate multiple alerts into one email.

1. In the Alert Centre, click **Create Newsletter**.



2. Add a name for your newsletter and click **Continue**.



The screenshot shows the 'Alert Newsletter' form. At the top, it says 'Alert Center > Create Newsletter'. Below that is the title 'Alert Newsletter'. Underneath the title is a section header '1 Basics'. The form contains two main input areas: 'Name of Newsletter' and 'Description'. The 'Name of Newsletter' field is highlighted with an orange rectangular border, and a circled '2' is placed to its right. The 'Description' field has the placeholder text 'optional notes'. At the bottom of the form, there is a blue button labeled 'Continue', which is also highlighted with an orange rectangular border.

3. Add the relevant alerts by selecting **Add** and **Continue**.
 - a. If you have created an Alert Group, click this tab to add the group's alerts.
 - b. Your selections will display on the right-hand side.

Alert Newsletter 3

2 Select Alerts

All Alerts **Alert Groups** a

Enter text to narrow your alert list, then select ADD to include it in this Newsletter Clear b

Your Alerts

- ADD KimberlyClark (KeyCite)
- ✓ DataPrivacy-ReutersWires (Publication Alert)
- ADD BicycleCourierCase (WestClip)
- ✓ DataPrivacy-Cases (WestClip)
- ✓ DataPrivacy-Legislation (WestClip)
- ✓ DataPrivacy-NewsTopic (WestClip)
- ADD DataPrivacy-SecondarySources (WestClip)

Your Selections:

- DataPrivacy-Cases (WestClip)
- DataPrivacy-ReutersWires (Pub...
- DataPrivacy-Legislation (WestC...
- DataPrivacy-NewsTopic (WestC...

Continue

4. Add email addresses for the intended recipients and click **Continue**.

3 Customize Delivery 4

Email settings

Recipients Layout and Limits

To My Contacts

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

Subject

Newsletter: DataPrivacy newsletter

Email Note

optional notes

Format

Microsoft Word

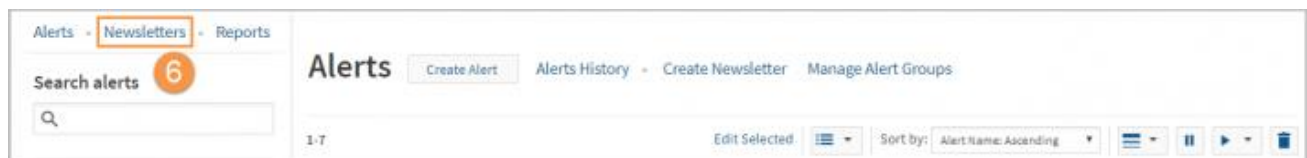
Note: Newsletter results are delivered as a list of results, with links to full text when available.

Continue

5. Schedule the newsletter's frequency, time, and individual alert delivery.
 - a. Change the frequency to daily, weekdays, weekly, fortnightly or monthly.
Choose whether to send the Newsletter and/or alerts if there are no results.
 - b. Select the time zone and time(s) you want the Newsletter to be sent.
 - c. In individual alerts included in the Newsletter are set to deliver via email, the delivery will cease when the alert is added to the Newsletter.
To continue receiving separate email delivery of alerts, tick the checkbox.

The screenshot shows the 'Schedule Newsletter' form. It is titled '4 Schedule Newsletter' with a large '5' in a circle at the top right. The form is divided into two main sections. The left section, labeled 'Frequency' with callout 'a', has a dropdown menu set to 'Daily'. Below it are two checkboxes: 'Send Newsletter if no results' (unchecked) and 'Include alerts with no results' (checked). The right section, labeled 'Send Newsletter At These Times' with callout 'b', has a dropdown menu set to '(GMT+10:00) Brisbane'. Below this is a grid of time slots for AM and PM, with the 9 AM slot selected. At the bottom of the right section, there is a checkbox labeled 'Continue separate email delivery of alerts included in Newsletter' with callout 'c' and an information icon. A blue 'Save Newsletter' button is at the bottom left.

6. To modify or view your list of newsletters, select **Newsletters** from the left panel in the Alerts Centre.



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>