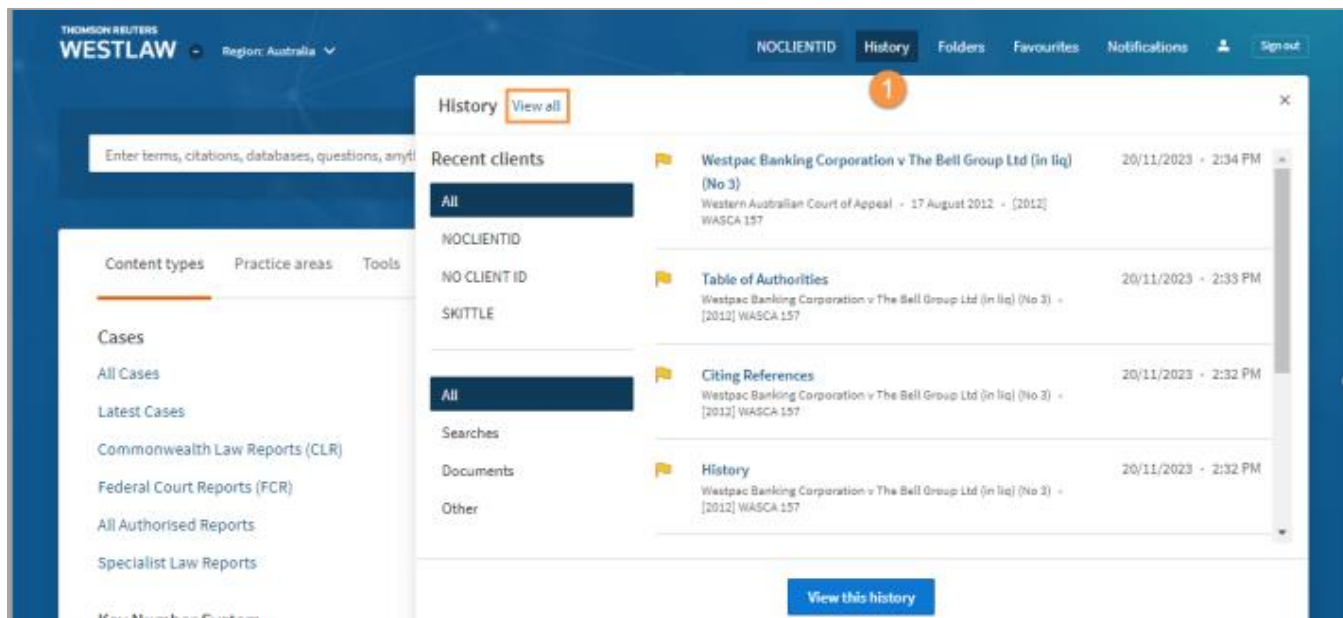## Search and Document History

History displays a list of all searches run and documents viewed over the last year.

1. Select History on the homepage and click **View All**. The search strings include filters and "search within results" have been applied.

2. The last 30 days is displayed, but the History is kept for 1 year.

    a. Use the date filter to change the date range displayed.

    b. Use keywords to refine your search results.

    c. Filter results by client ID.

    d. Filter to documents viewed, searches run, KeyCite, or related information.

    e. Download, print or email your history.

3.  When you sign out of Westlaw, you have the option to print the details of your session history. You can set this to occur automatically in your Profile preferences.



## Looking for more information?

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

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