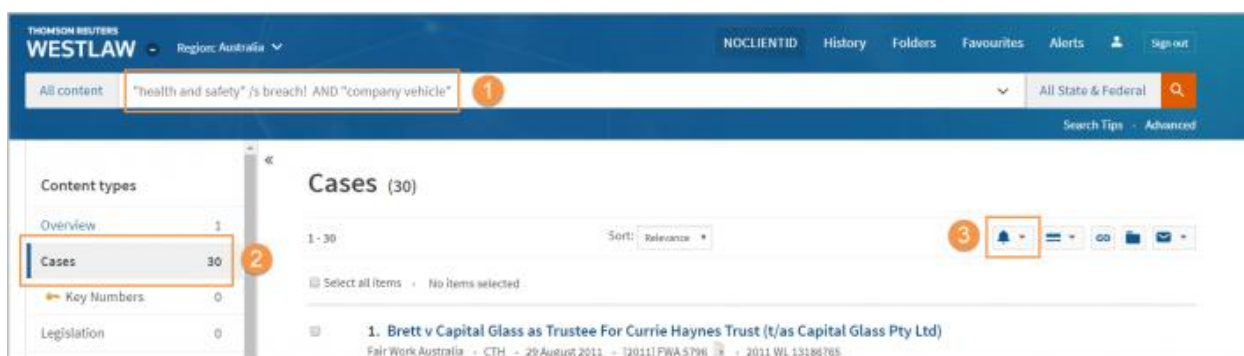


Creating Westclip Alerts

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

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

✓ Cases

ADD Legislation

ADD Secondary Sources

ADD The Laws of Australia

ADD Forms & Precedents

Continue

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 timeframe, 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

6

Term Frequency • Terms and Connectors Help ⓘ

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

Sort Order

Relevance

Documents No Older Than ⓘ

Any Time

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.

Continue

Preview Results

4 Customize Delivery

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.

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

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.

Alerts • Newsletters • Reports

Search alerts

Alert Type

- All 1
- WestClip 1
- KeyCite 0
- Publication Alert 0

Narrow:

Select multiple

Alerts

Create Alert Alerts History Create Newsletter Manage Alert Groups

1-1 9 Edit Selected Sort by: Alert Name: Ascending

The alert Health Safety Breach company vehicle has been saved. Return to Search Result

Select all items No items selected

Health Safety Breach company vehicle

Last Update: none Next Update: 27 November 2019 08:00 Client ID: NOCLIENTID

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

Content: Cases

Email Recipients (1)

Edit Alert History

20 per page

Back to Top

Looking for more information?

To sign into Westlaw Precision Australia, 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/>