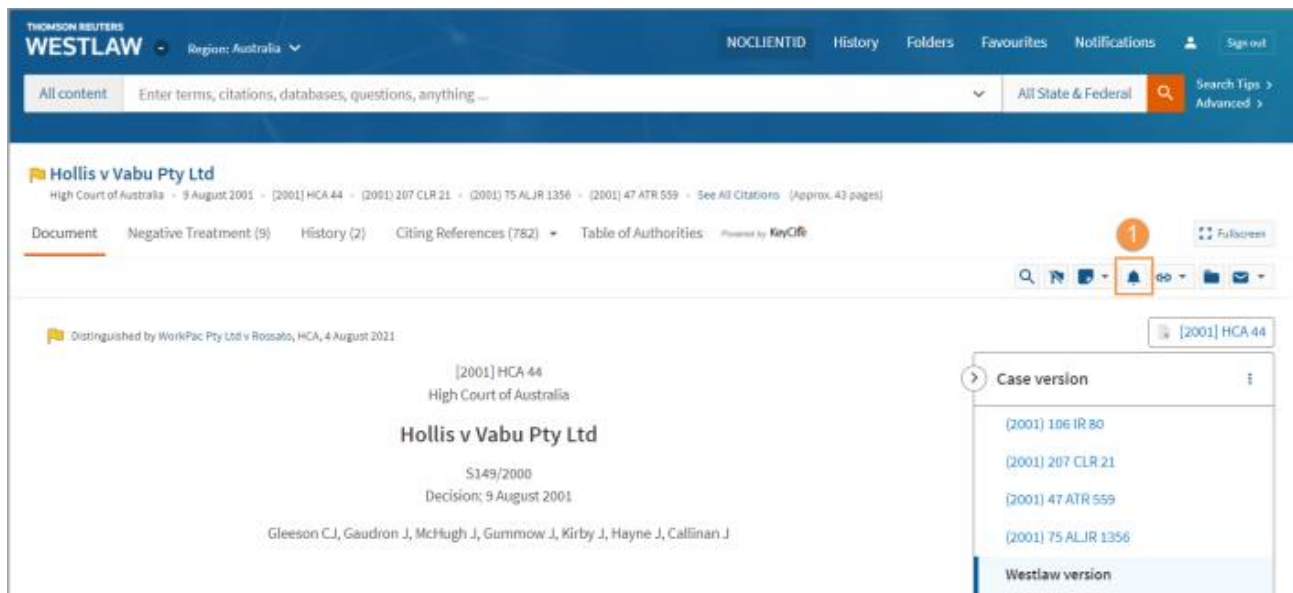


Creating a KeyCite Alert

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

Search Within Results

Jurisdictions

Reported Status

Content Types

☒ All Content Types

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**.

The screenshot shows the 'Customize Delivery' step, which is the fifth step in the process. It features a 'Newsletters' section with a message stating that no newsletters exist yet. Below this is the 'Email settings' section, which has two tabs: 'Recipients' and 'Layout and Limits'. The 'Recipients' tab is active and contains a 'To' field with the email address 'jessica.fitzgerald@thomsonreuters.com', a 'Subject' field with the text 'KeyCite Alert: Bicycle courier case - Hollis v Vabu', and an 'Email Note' field with the text 'optional notes'. There is also a checkbox labeled 'Include full text of new documents' and a 'Format' dropdown menu set to 'Microsoft Word'. A 'Continue' button is located at the bottom of the form.

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

The screenshot shows the 'Schedule Alert' step, which is the fourth step in the process. It features a 'Frequency' dropdown menu set to 'Daily', an 'End Date (DD/MM/YYYY)' field set to 'none', and a checkbox labeled 'Alert even if there are no results'. To the right, there is a section titled 'Alert At This Time' with two dropdown menus: the first is set to '(GMT+10:00) Brisbane' and the second is set to '2:00 AM'. A 'Save Alert' button is located at the bottom of the form.

7. 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](#) [Filter](#) [Refresh](#) [Delete](#)

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

☐ Select all items • No items selected

<input type="checkbox"/> 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 Precision Australia, visit <https://aulaw.thomsonreuters.com>

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For additional training materials, visit <https://support.thomsonreuters.com.au/>