


# Westlaw AU


## Stay on top of an ever changing world with My Alerts.

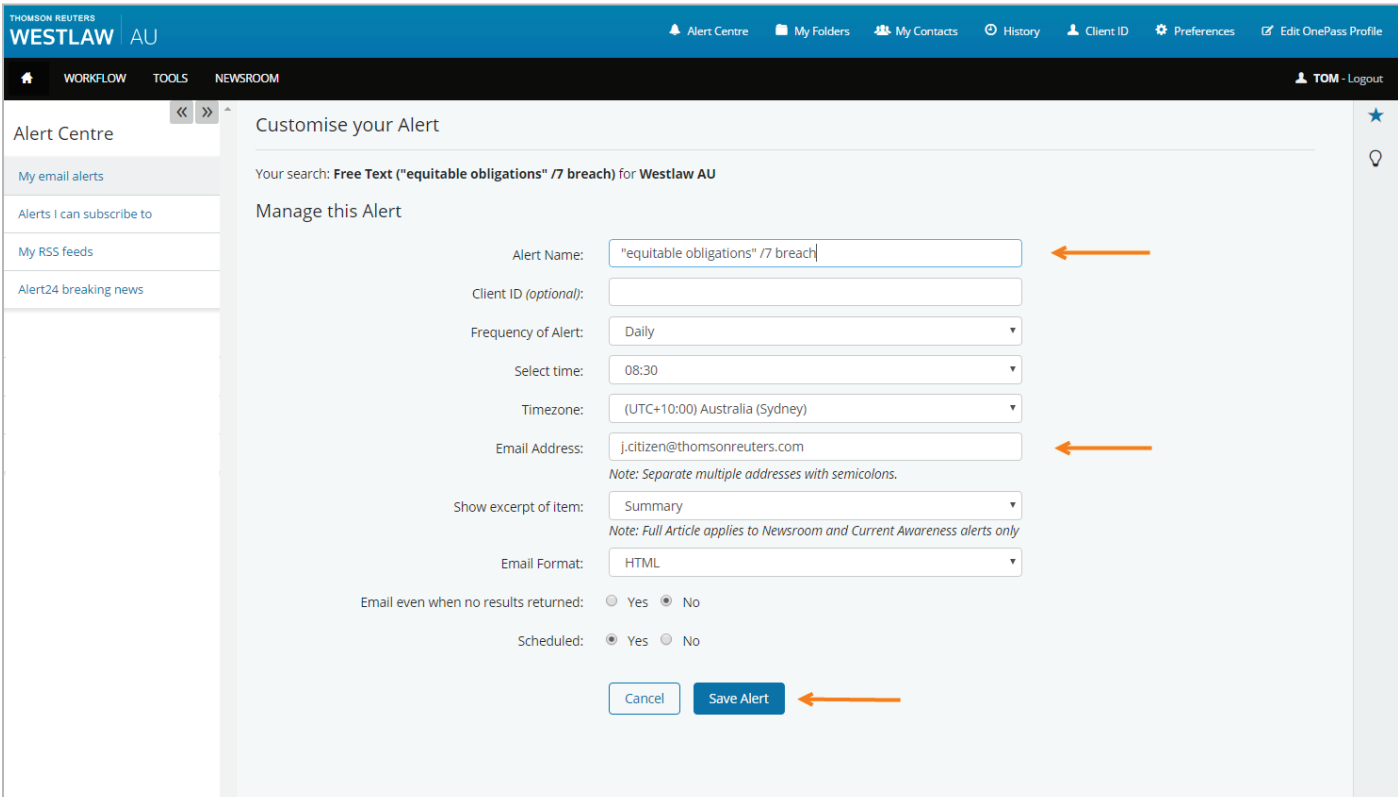
There are two types of Alerts available in Westlaw AU. Search based alerts and Table of Contents alerts. These alerts notify you of new documents added to Westlaw AU.

The **Alert Icon**  indicates that an alert can be set on the current search or selected items from the Table of Contents.

### Create a Search Alert

You can create an alert from the search results page. This will provide updates of new documents added to Westlaw AU which meet your search criteria.

1. Begin by running a search. From the search results page click the Alert Icon  to create an individual alert.
2. From the Customise your Alert page, enter an Alert Name and Email Address and select your preferred delivery options. Click Save Alert.



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Alert Centre

My email alerts

Alerts I can subscribe to

My RSS feeds

Alert24 breaking news

Customise your Alert

Your search: **Free Text ("equitable obligations" /7 breach) for Westlaw AU**

Manage this Alert

Alert Name: "equitable obligations" /7 breach

Client ID (optional):

Frequency of Alert: Daily

Select time: 08:30

Timezone: (UTC+10:00) Australia (Sydney)

Email Address: j.citizen@thomsonreuters.com

Note: Separate multiple addresses with semicolons.

Show excerpt of item: Summary

Note: Full Article applies to Newsroom and Current Awareness alerts only

Email Format: HTML

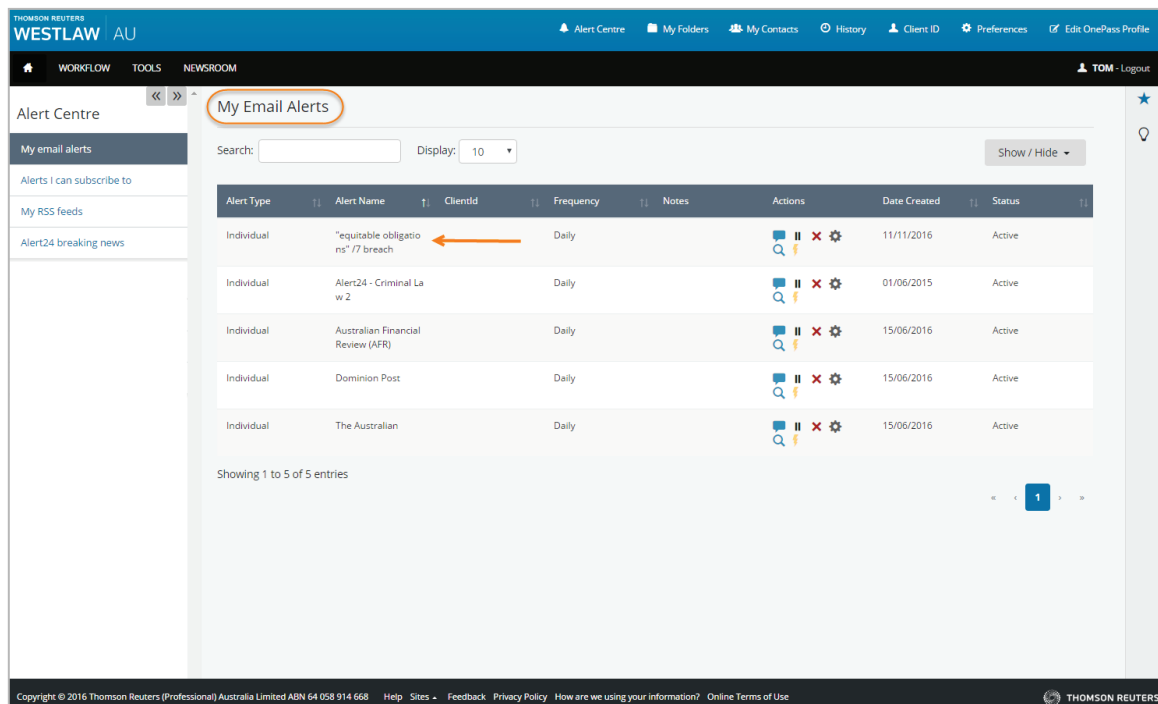
Email even when no results returned:  Yes  No

Scheduled:  Yes  No

Cancel Save Alert

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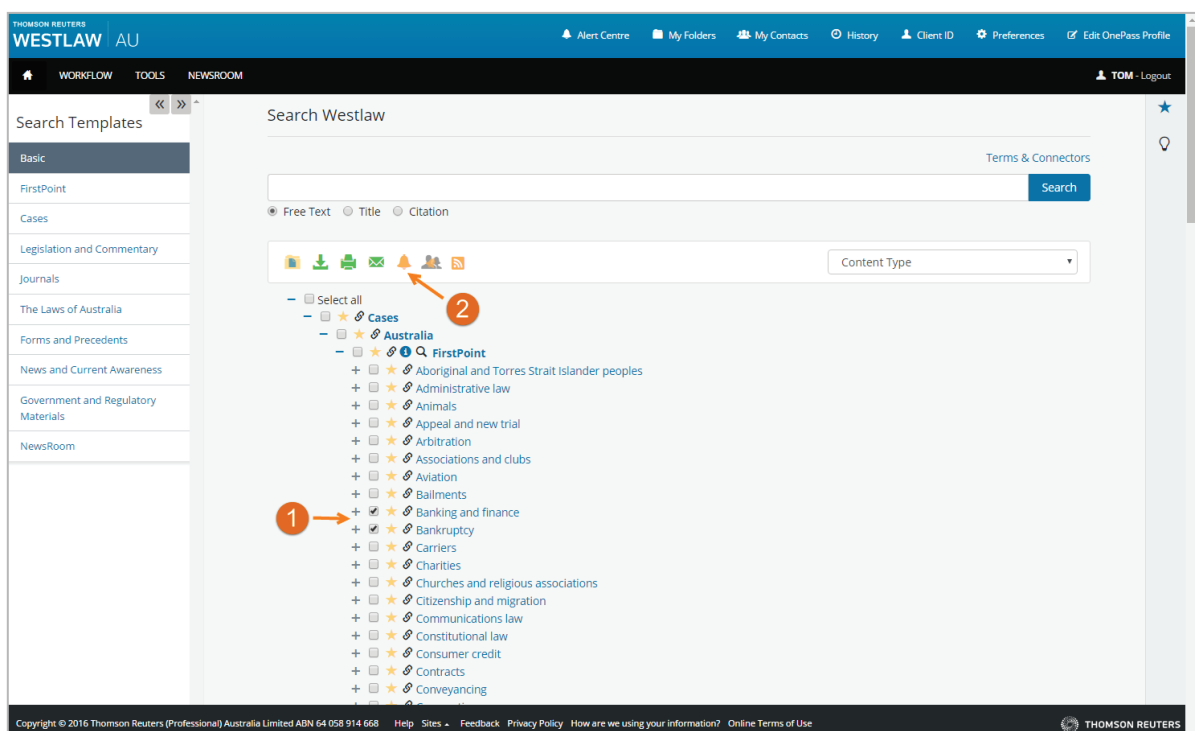
This will display the My email alerts page with a list of all your current alerts including your newly created alert.



## Create a Table of Contents Alert

Table of Contents (TOC) Alerts notify you of new documents added to the TOC. This can be used to set an alert on a product or sub level of a product ie Product/Part/Classification.

1. From the Homepage browse the table of contents and place a tick in the required product/s or product level/s ie FirstPoint – Banking & Finance + Bankruptcy.
2. Click the Alert Icon. 📧



- From the Customise your Alert page, enter an Alert Name and Email Address and select your preferred delivery options. Click Save Alert.

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### Customise your Alert

Your search: **Filtered Alert (Banking & finance, Bankruptcy)** for Westlaw ANZ

#### Manage this Alert

Alert Name:

Client ID (optional):

Frequency of Alert:

Select time:

Timezone:

Email Address:

Note: Separate multiple addresses with semicolons.

Show excerpt of item:

Note: Full Article applies to Newsroom and Current Awareness alerts only

Email Format:

Email even when no results returned:  Yes  No

Scheduled:  Yes  No

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**Note:** Maximum 200 documents per Alert.

This will display the My email alerts page with a list of all your current alerts as well as your newly create alert.

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### My Email Alerts

Search:  Display:  Show / Hide

Alert Type	Alert Name	ClientId	Frequency	Notes	Actions	Date Created	Status
Individual	"equitable obligations" /7 breach		Daily			11/11/2016	Active
Individual	Alert24 - Criminal Law 2		Daily			01/06/2015	Active
Individual	Australian Financial Review (AFR)		Daily			15/06/2016	Active
Individual	Banking & Finance + Bankruptcy Cases		Daily			11/11/2016	Active
Individual	Dominion Post		Daily			15/06/2016	Active
Individual	The Australian		Daily			15/06/2016	Active

Showing 1 to 6 of 6 entries

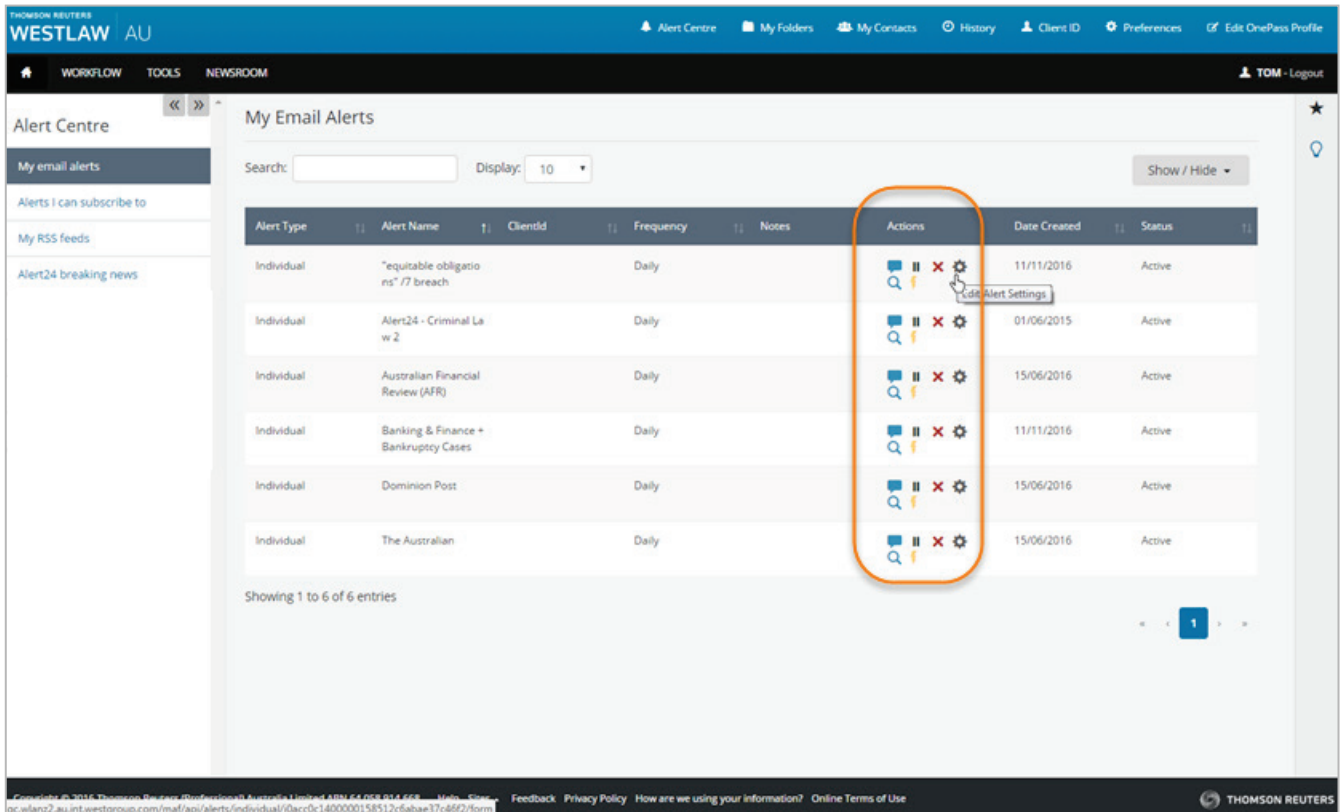
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## Managing Alerts

Westlaw AU features a number of different actions to assist you with managing your Alerts. Hover over each icon for help text describing each action.

It is also possible to **Search** for alerts and to **Sort** columns as required.

The **Show/Hide** drop down allows users to define what columns to display by default.



Should you require further help or assistance please contact our **Help Desk Support Team** on 1800 020 548 Monday to Friday 8am to 6pm (AEST).