

Westlaw AU

Setting Alerts on Westlaw AU – Course Outline

Objectives

This session will demonstrate how Alerts can be set up to keep the researcher informed if there are any updates to a Search, Product or Individual Document (eg. A Case)

Note: *The Alert feature is only available to those who sign in to Westlaw AU with a One Pass. IPP users can easily create a One Pass from within Westlaw AU*

Learning Outcomes

At the end of this session participants will be able to:

- Set an alert for a Search
- Set and Alert for an individual Document (eg a Case)
- Set an Alert for a product (eg Journals or Current Awareness)
- Deliver Alerts to multiple recipients
- View saved Alerts from within the Alert Centre

Session Duration

Approximately 30 minutes.

Session Delivery Methods

Online via WebEx / Telephone

Note: The WebEx session allows participants to view the trainer's computer screen. At no time does the trainer access your computer.

Learning Materials

Support materials including Guides, Videos and tips are available via the link below

<https://support.thomsonreuters.com.au/product/westlaw-au>

Training Specialist

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