



Westlaw New Zealand

Staying up to date

Course Description

This course will demonstrate how alerts can be set up to keep you informed if there are any updates to a search, publication or document as well as how to receive the Alert24 email notifications.

In this session learn how to:

- Monitor “What’s New” in commentary publications.
- Create an Alert24 email notification.
- Set an alert to be notified of any new search results appearing in Westlaw using a WestClip Alert.
- Set an alert to be notified of updates to a commentary publication or Journal using a Publication Alert.
- Set an alert to be notified if the status of a case changes, called a KeyCite Alert.
- How to manage and share alerts with others.
- Consolidate multiple alerts into a Newsletter.

Session Duration

Approximately 30-minutes.

Session Delivery Method

Online via Microsoft Teams. **Note:** The Webinar session allows participants to view the trainer’s computer screen. At no time does the trainer access your computer.

Learning Materials

Online help and support materials available [here](#):

Training Specialist

Each session will be facilitated by one of our ANZ Training Specialists.