

# Westlaw AU

## Getting Started

Alert24 provides the latest details on legal and regulatory developments in key **areas of practice**. You can choose to receive regular email alerts or search Westlaw AU to access archived articles.

To get started you will need to log into Westlaw AU and setup a number of alerts.

1. Log on to the service at <http://www.westlaw.com.au>
2. Enter your Username and Password then click Sign In. IP Fixed users click Sign In by IP Access.
3. Browse the Table of Contents by clicking the +plus sign to expand the **News and Current Awareness** title.
4. Select **Alert24** to display a list of subscribed topics.

The screenshot displays the Westlaw AU web application interface. The top navigation bar includes 'Westlaw AU', 'Alert Centre', 'My Folders', 'Contacts', 'History', 'Client ID', and 'Preferences'. The user is logged in as 'JANINA'. The main content area is titled 'Search Westlaw' and features a search bar, a 'Terms & Connectors' link, and search filters for 'Free Text', 'Title', and 'Citation'. A list of search results is shown, with 'News and Current Awareness' and 'Alert24' highlighted by red arrows. The 'Alert24' section is expanded to show a list of legal topics, including Accounting and Audit, Administrative Law, Banking & Finance, Bankruptcy & Insolvency, Building & Construction, Commercial Law, Competition & Trade Practices, Contract Law, Corporations, Court Practice & Litigation, Criminal Law, Family Law, FBT, Financial Services Regulation, General Practice, and GST. The footer contains copyright information for Thomson Reuters (Professional) Australia Limited and links for Help, Sites, Feedback, Privacy Policy, and Online Terms of Use.

## Creating Email Alerts

To commence receiving email alerts you will need to create these in Westlaw AU using My Alerts or Alert Centre. All OnePass users will have access to creating alerts. If you are an IP user you will be required to create a OnePass.

There are three types of Alerts which are applicable to Alert24 in Westlaw AU. These alerts notify you through email of new documents added to your subscribed Alert24 topics. These include:

### 1) Table of Contents Alerts

Select an Alert24 topic or topics from the Table of Contents and receive updates daily, weekly or monthly when articles are published.

### 2) Search Alerts

This includes searching an Alert24 topic or topics by keyword/s then creating an alert so you are notified via email when new articles are published which feature your keyword/s.

### 3) Breaking News Alerts


Subscribe to receive notification of important announcements or events such as High Court decisions, Reserve Bank of Australia interest rate decisions, as well as major reports on policy, regulatory, topic or practice area.

## Creating a Table of Contents Alert

Table of Contents (TOC) alerts notify you of new articles published to Alert24 topics.

- From the Westlaw AU homepage browse the table of contents to locate Alert24 subscribed topics. Place a tick in the required topic or topics e.g. **Banking & Finance**.

The screenshot displays the Westlaw AU interface. At the top, there is a navigation bar with 'Alert Centre', 'My Folders', 'Contacts', 'History', 'Client ID', and 'Preferences'. Below this is a secondary navigation bar with 'WORKFLOW', 'TOOLS', and 'NEWSROOM'. The main content area is titled 'Search Westlaw' and features a search bar with 'Terms & Connectors' and a 'Search' button. Below the search bar, there are radio buttons for 'Free Text', 'Title', and 'Citation'. A 'Content Type' dropdown menu is visible. The main content area is divided into several sections, including 'Select all', 'Cases', 'Legislation and Commentary', 'Journals', 'Encyclopaedia', 'Forms and Precedents', 'News and Current Awareness', and 'Alert24'. The 'Alert24' section is expanded, showing a list of topics. The 'Alert24 - Banking & Finance' topic is highlighted in yellow. An orange arrow points from the 'Alert24' icon in the top navigation bar to the 'Alert24' section in the main content area. On the right side of the interface, there are sections for 'Tips for Searching', 'Training & Support', and 'Need Assistance?'. The footer contains copyright information and contact details for Thomson Reuters.

2. Click the Alert  icon.
3. From the **Customise your Alert** page, enter an Alert Name, select Frequency of Alert, enter a valid Email Address and click Save Alert to commence receiving your Alert24 alerts.

### Customise your Alert

Your search: **Filtered Alert (Alert24 - Banking & Finance)** for **Westlaw ANZ**

#### Manage this Alert

Alert Name:  ←

Client ID:

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

Cancel  ←

**Note:** The **My email alerts page** lists all of your current alerts as well as your newly created alert.

## Creating a Search Alert

You can create an Alert24 search based alert from Westlaw AU. This will provide an update when new articles are published in Alert24 which meet your search criteria.

1. From the Westlaw AU homepage select the required Alert24 topic or topics from the table of contents by placing a **tick** in the corresponding box/s e.g. Commercial Law and Corporations.
2. Enter your search terms into the Basic Search box e.g. **"class action"** and click Search.

Westlaw AU

Alert Centre My Folders Contacts History Client ID Preferences

WORKFLOW TOOLS NEWSROOM JANINA - Logout

Search Templates

Basic

FirstPoint

Cases

Legislation and Commentary

Journals

The Laws of Australia

A to Z of New Zealand Law

Forms and Precedents

News and Current Awareness

Government and Regulatory Materials

NewsRoom

Thomson Reuters Forms and Precedents Index

Search Westlaw

Terms & Connectors

"class action" Search

Free Text Title Citation

Content Type

Select all

- Cases
- Legislation and Commentary
- Journals
- Encyclopaedia
- Forms and Precedents
- News and Current Awareness
  - Alert24
    - Australia
      - Alert24 - Accounting and Audit
      - Alert24 - Administrative Law
      - Alert24 - Banking & Finance
      - Alert24 - Bankruptcy & Insolvency
      - Alert24 - Building & Construction
      - Alert24 - Commercial Law
      - Alert24 - Competition & Trade Practices
      - Alert24 - Contract Law
      - Alert24 - Corporations
      - Alert24 - Court Practice & Litigation
      - Alert24 - Criminal Law
      - Alert24 - Family Law
      - Alert24 - FBT
      - Alert24 - Financial Services Regulation
      - Alert24 - General Practice
      - Alert24 - GST
      - Alert24 - Income Tax
      - Alert24 - Intellectual Property

Tips for Searching

Westlaw® supports a number of different terms & connectors.

Click below to see the connectors you can use, their symbols and examples.

Terms & Connectors

Training & Support

Videos, user guides, FAQ's and more are all available to help you get the most out of your Westlaw experience.

Training & Support Resources

Our trainers are also willing to assist you with any questions you may have.

Ask a Trainer

Need Assistance?

Don't hesitate to contact our Technical Support Team via phone or email

1800 020 548 Email Us

3. From the search results page click the **Alert**  icon to create an individual alert.

Search Results

Results: 51

« 1 2 3 »

Most Relevance

Select All

1- Fin Review: ABC Learning faces investor class action

News and Current Awareness, Alert24: News, 22/7/2008: Corporations, Court Practice & Litigation

Document: Article

Summary: The Australian Financial Review (22/7/2008 p 3) reports that ABC Learning is facing a share-holder class action, alleging the company misled investors about its 2007 financial ...

Hit terms in context: ... Fin Review: ABC Learning faces investor class action Corporations Court Practice & Litigation News 20080722000000 080722CA-0561 2008-07-22-00:00 080722CA-0561 Fin Review: ABC Learning faces investor class action Australian Financial Review; IMF; ABC Learning News The Australian Financial Review (22/7/2008 p 3) reports that ABC Learning is facing a share-holder class action, alleging the company misled investors about its 2007 financial accounts. According to the AFR, the litigation will be funded by ...

4. From the **Customise your Alert** page, enter an Alert Name, select Frequency of Alert, enter a valid Email Address and click Save Alert to commence receiving your Alert24 search alert.

### Customise your Alert

Your search: **Free Text ("class action") for Westlaw AU**

#### Manage this Alert

Alert Name:  ←

Client ID:

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

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

Westlaw AU
Alert Centre My Folders Contacts History Client ID Preferences

WORKFLOW TOOLS NEWSROOM
JANINA - Logout

My Alerts

- My email alerts
- Alerts I can subscribe to
- My RSS feeds

### Alerts - My Email Alerts

Would you like to receive all your organisational alerts in one email? [Consolidate Org. Alerts](#) Show / Hide ▾

Display:  Search:

Alert Type	Alert Name	ClientId	Frequency	Notes	Actions	Date Created	Status
Individual	Alert24 - corporations articles		Daily		⏏ ⚙️ 🔍	19/02/2016	Active
Individual	civil penalty		Daily		⏏ ⚙️ 🔍	17/05/2016	Active
Individual	Alert24 - Banking & Finance Alert		Daily		⏏ ⚙️ 🔍	02/09/2016	Active
Individual	Alert 24 - Commercial + Corps: "Class Action"		Daily		⏏ ⚙️ 🔍	02/09/2016	Active

Showing 1 to 8 of 8 entries

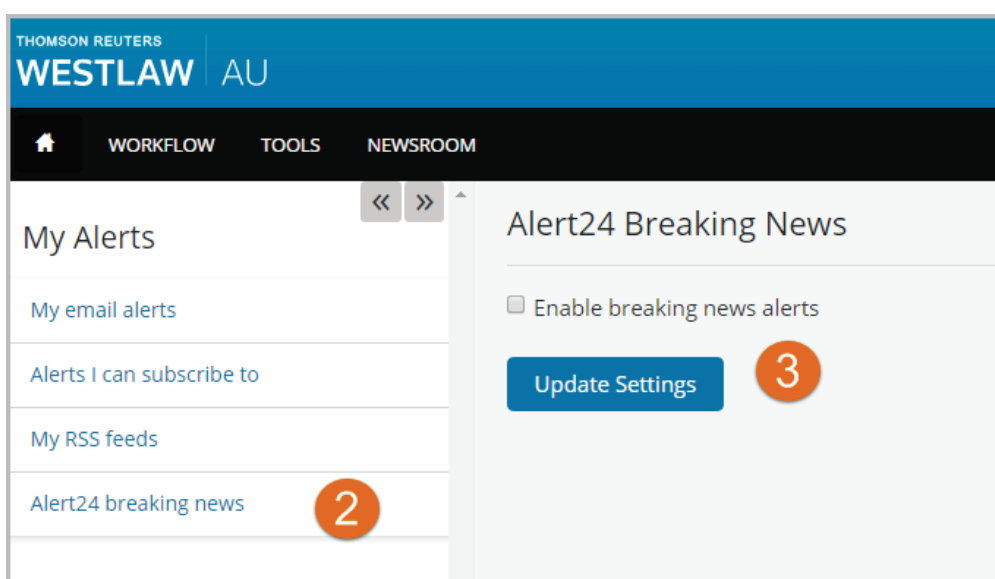
Copyright © 2016 Thomson Reuters (Professional) Australia Limited ABN 64 058 914 668 Help Sites Feedback Privacy Policy How are we using your information? Online Terms of Use THOMSON REUTERS

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

## Create a Breaking News Alert

The Alert24 Team will trigger a breaking news alert for important announcements or events in any of the Alert24 topics. These announcements or events can include: new High Court decisions; Reserve Bank of Australia interest rate decisions; the release of a major report that is highly significant for a particular policy, regulatory, topic or practice area. The Alert24 Team will mark this item as “breaking news” and it will be communicated immediately to customers who have subscribed via a Westlaw AU email alert.

1. Log into **Westlaw AU** and click **Alert Centre** (or My Alerts) from the navigation toolbar.
2. From the Alert Centre (or My Alerts) menu on the left, click **Alert24 Breaking News**.
3. Place a tick in the box and click **Update Settings**.



You will now commence receiving Alert24 breaking news email alerts.

[Click here for Trainers Tip](#) on breaking news.