New Westlaw New Zealand

Setting Alerts on Westlaw New Zealand

Objectives

This session will demonstrate how Alerts can be set up to keep the researcher informed if there are any updates to a search, publication, or individual document.

This session will also cover how to set yourself up to receive Alert 24 email notifications.

Learning Outcomes

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

- Create an Alert 24 email notification.
- Set an alert for a search, called a WestClip Alert.
- Set an alert to a Publication, called a Publication Alert.
- Set an alert to follow a case, called KeyCite Alert.
- Deliver Alerts to multiple recipients.
- Understand how to edit/delete and share alerts in Alerts.

Session Duration

30 minutes   (0.5 CPD/CLE Point)

Session Delivery Methods

Webinar Session - Online using Cisco WebEx / Telephone

Note: The WebEx session allows participants to view the trainer's computer screen.   The audio element is via your telephone or through your computer. 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.co.nz/product/new-westlaw-new-zealand

Training Specialist

Elizabeth Odom