

Westlaw Australia

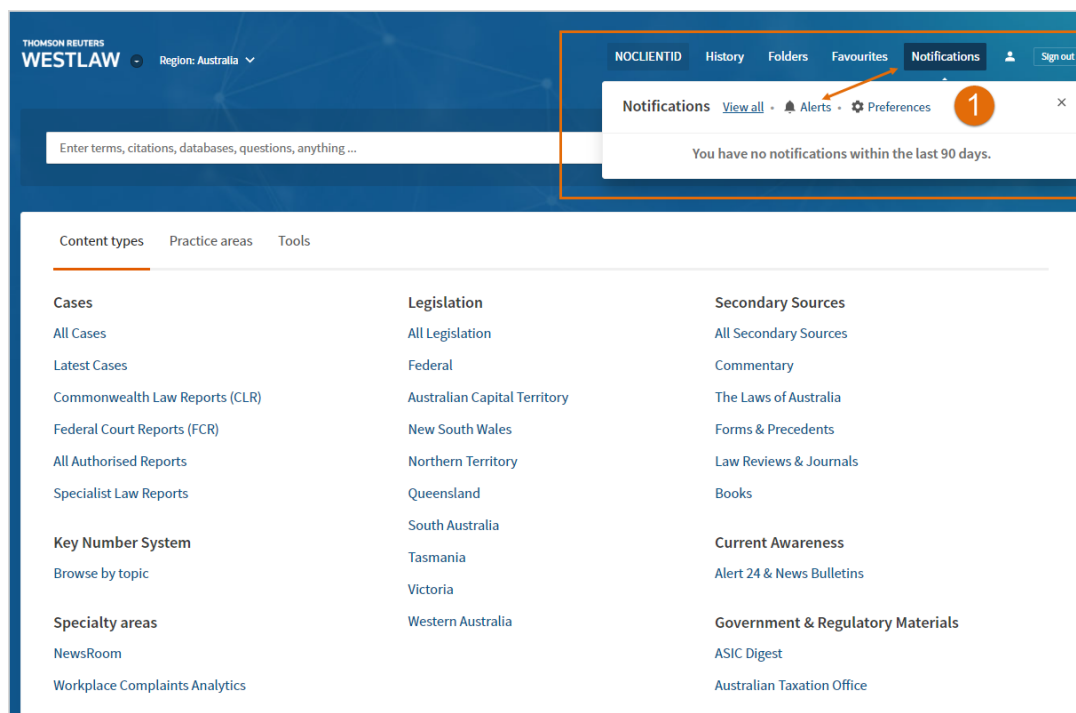
Alert24 Guide

Thomson Reuters Alert24 provides the latest details on legal and regulatory developments in key areas of practice.

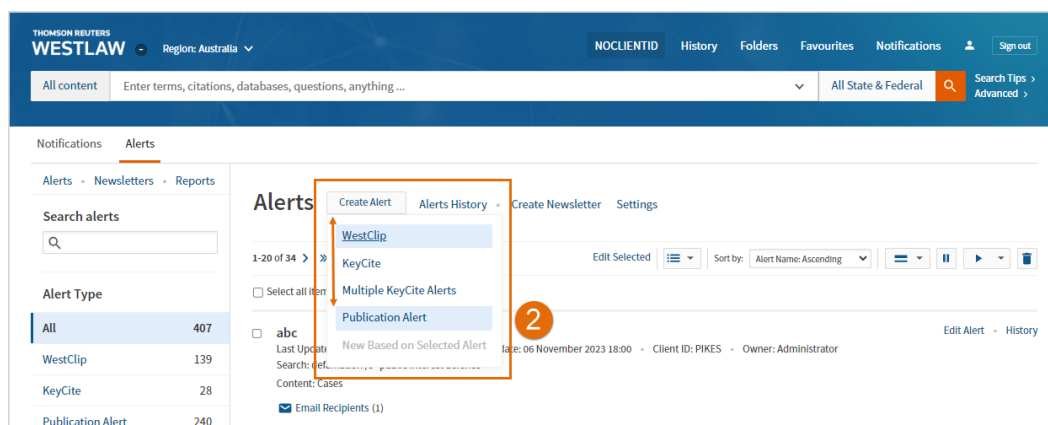
Alert 24 includes an overview of legislative changes (if there are any), case summaries with links to those cases, and any key press releases. Updates to information in the commentary products and Forms & Precedents publications are also included.

If your organisation subscribes to any of the Thomson Reuters Alert24 topics, follow these instructions to start receiving them automatically by email.

1. Log into the Westlaw Australia. Click **Notifications** then choose **Alerts**.



2. Click **Create Alert** then select **Publication Alert**.



- Give the alert a name – eg “Alert 24 – Intellectual Property” and description as this will help recognise the alert when the email notification arrives. Click **Continue**.

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WESTLAW Region: Australia

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All content Enter terms, citations, databases, questions, anything ... All State & Federal Search Tips > Advanced >

Alert Center > Create alert

Publication Alert

1 Basics

Administrator | Change owner

Name of alert
Alert24 - Intellectual Property

Description (optional)
Updates from Thomson Reuters Alert24 bulletin

Notify me of changes to this alert

Assign to alert group

Add categories

Continue

2 Select content

3 Customize delivery

4 Schedule alert

- Click on **Alert24 & News Bulletins** to display a list of Alert24 topics, then select the **Alert24** topic you want to start receiving e.g. Alert24 – Intellectual Property. Your selection will appear on the right hand side. Click **Continue**.

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Alert Center > Create alert

Publication Alert

1 Basics Edit

Name of alert: Alert24 - Intellectual Property

Owner: Administrator

Description: Updates from Thomson Reuters Alert24 bulletin

Categories:

Alert group: Unassigned

2 Select content

Content types Practice areas Favourites

Alert 24

- Alert 24 - Administrative Law
- Alert 24 - Banking & Finance
- Alert 24 - Bankruptcy & Insolvency
- Alert 24 - Building & Construction
- Alert 24 - Commercial Law
- Alert 24 - Competition & Trade Practices
- Alert 24 - Contract Law
- Alert 24 - Corporations
- Alert 24 - Court Practice & Litigation
- Alert 24 - Criminal Law
- Alert 24 - Family Law
- Alert 24 - General Practice
- Alert 24 - Income Tax
- Alert 24 - Intellectual Property
- Alert 24 - Media & Communications
- Alert 24 - Press Gallery
- Alert 24 - Property, Planning & Environment
- Alert 24 - State Duties & Other Taxes
- Alert 24 - Workplace & Employment Law

Your selections:
Alert 24 - Intellectual Property

Continue

Note: You can choose only one Alert24 topic at a time. To create an email alert to multiple topics, create an [Alert Newsletter](#).

5. In the **Customise Delivery** section type in the recipients email address. Tick the **Allow recipients to unsubscribe from this alert delivery** box to enable this option.

- In the **Format** section, select **Inline HTML** for the best reading experience.
- The default "What to deliver" option is to send a "List of items". Selecting "Documents" sends the full text of documents in the alert email.
- Leave the "Include out of plan documents" box unticked so you do not incur any charges. No further warning on individual out of plan documents in the alerts will be received.
- Click the **Continue** button to schedule the alert.

6. **Schedule Alert** – Choose frequency, the correct time zone, and specify the time you want it to arrive e.g. Daily, GMT +10:00 Canberra, Melbourne, Sydney, 9:00am.
7. Click **Save alert**.

4 Schedule alert

Frequency

- Daily
- Daily**
- Weekdays (M-F)
- Weekly
- Fortnightly
- Monthly

Alert at this time

(GMT+10:00) Canberra, Melbourne, Sydney

9:00 AM

Alert even if there are no results

Save alert

8. You will return to the **Alert Centre**, where a notification will display stating the alert has been saved. From this page, you can edit, delete, pause, manually run your alert/s, and add or delete recipients.

Alerts [Create Alert](#) [Alerts History](#) [Create Newsletter](#) [Settings](#)

1-20 of 35 >> [Edit Selected](#) Sort by: Alert Name: Ascending

✓ The alert Alert24 - Intellectual Property has been saved.

Select all items - No items selected

Note: To browse or search the archive of Alert24 content, click **Alert24 & News Bulletins** on the Westlaw Australia homepage.

Looking for more information?

To sign into Westlaw Australia, <https://aulaw.thomsonreuters.com>

For assistance using Westlaw Australia, email AUTrainers@thomsonreuters.com

For additional training materials, visit <https://support.thomsonreuters.com.au/product/new-westlaw-australia>