new Westlaw (New Zealand)

Staying up to date

Course Description

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 Alerts
    - Create an Alert 24 email notification.
    - Set an alert to be notified of any news search results appearing in Westlaw, called a WestClip Alert.
    - Set an alert to be notified of updates to a Commentary Publication or Journal, called a Publication Alert.
    - Set an alert to be notified if the status of a case changes, called KeyCite Alert.

- Manage Alerts
    - Deliver Alerts to multiple recipients.
    - Understand how to edit/delete and share alerts in Alerts.

Session Duration

Approximately 30 minutes. Trainer will be online and available to assist with queries.

Session Delivery Methods

Online via Microsoft Teams. The Microsoft Teams meeting allows the participant to view the trainer's computer screen as they demonstrate research strategies on Westlaw. At no time does the trainer access your computer.

Learning Materials

Support materials including how to videos, research tips, user guides and webinar dates are on the Training and Support portal.
https://support.thomsonreuters.co.nz/

Training Specialist

Elizabeth Odom has over 14 years' experience in designing and delivering adult education training in the telecommunications and legal industries. Elizabeth's key focus is creating legal training and support programs specific to client's needs.
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