

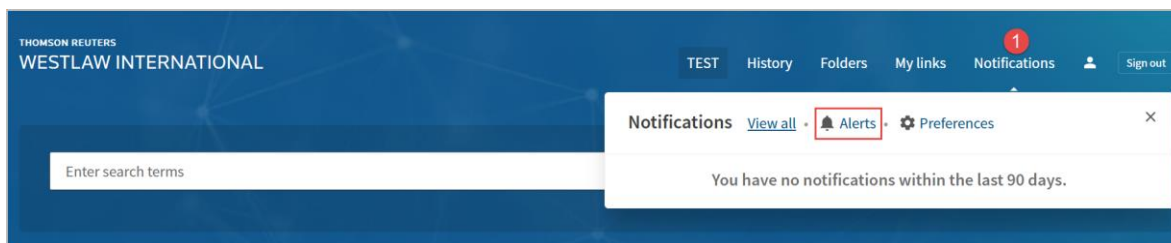


Alerts

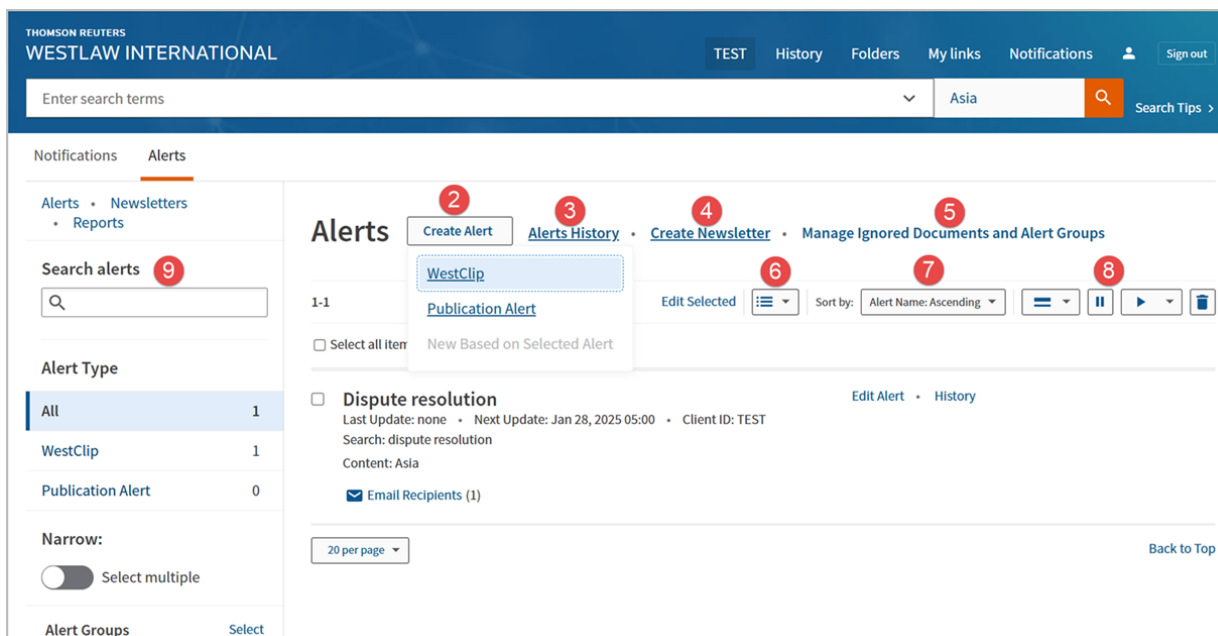
This Westlaw International Alerts guide provides information relating to the creation and management of Westclip, Publication and Newsletter alerts in Westlaw International.

Accessing Alerts

1. On the Westlaw International homepage select the **Notifications** option and choose **Alerts**.



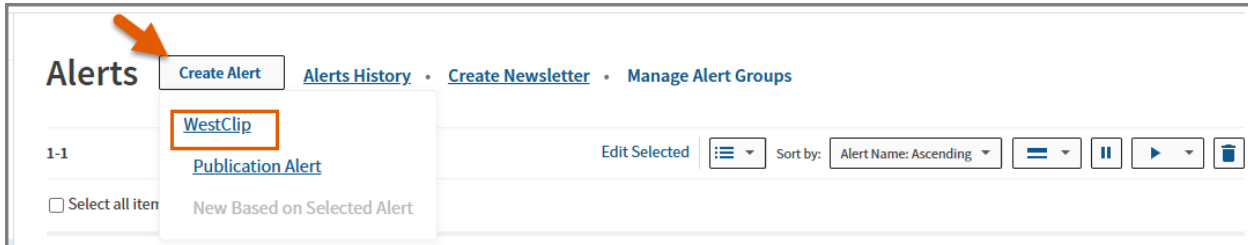
2. **Create Alert:** Select the **Create Alert** tab to create and schedule a Westclip or Publication alert.
3. **Alert History:** View previous alert scheduled from the Alert history tab.
4. **Create Newsletter:** Create a professional-looking newsletters that aggregate results from multiple alerts.
5. **Manage Ignored Documents and Alert Groups:** Assign specific alerts to groups and manage what alerts are allocated to a group.
6. **View Dropdown:** Change the alert view to either a list or grid view.
7. **Sort By:** Sort Alert type by ascending or descending.
8. **Setting options:** Detailed level menu, pause scheduled alert, resume delivery of the alert and delete alert
9. **Search Alerts:** Search for specific alerts that have been created under the Westclip or publications alerts.



Creating a Westclip Alert

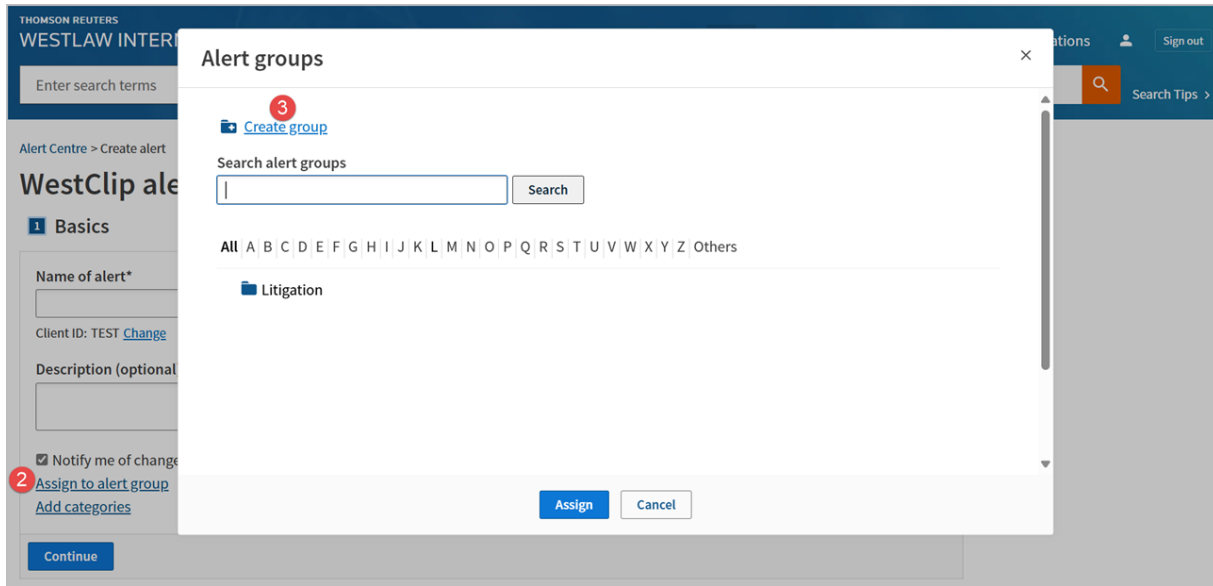
A Westclip alert allows you to receive email updates on a search query. This is a great way to keep up to date on new content that is published based on your search criteria.

To create a Westclip click **Create Alert** and select, **Westclip**.

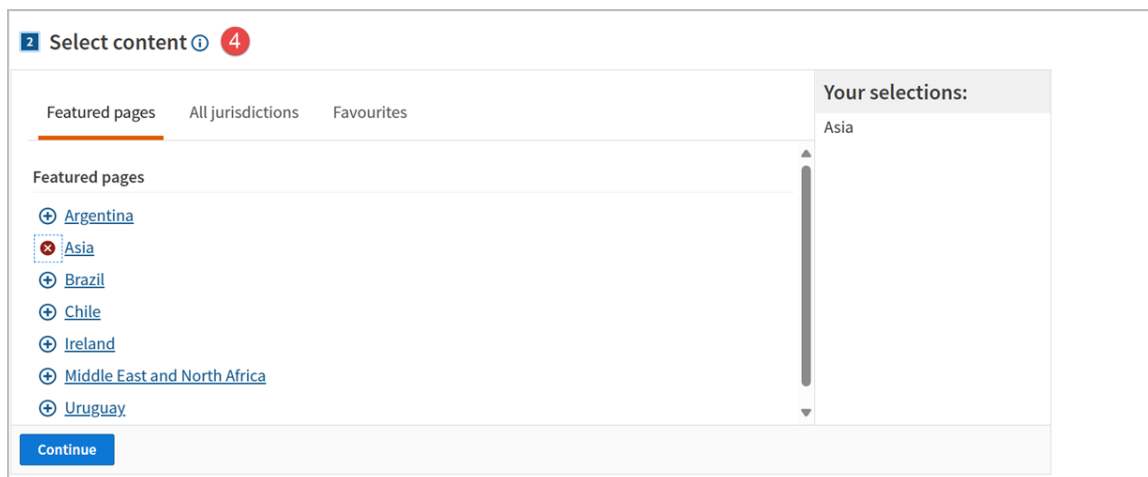


1. **Name of Alert:** Enter the alert name, the alert description is optional.

2. **Assign to Alert Group:** Assign alerts to specific groups.
3. **Create group:** Select this option and enter a group name and save.
 - Specific alerts can be saved to an alert group.
 - Select **Assign** and continue to complete the alert process.
 - Should multiple groups be created a search can be conducted using the search engine or alphabetical list.



4. **Select Content:** Click **Continue** to move onto the select content option. Select the icon to choose the content or jurisdiction. Click the link to view further breakdown of that category. You can select multiple content types and multiple jurisdictions.



5. **Select Topic:** Click **Continue** to be directed to search terms.
6. **Enter search terms:** Enter search term/s which will highlight in your alert results. Use the search term in conjunction with the terms and connectors and sort alerts by relevance and frequency.

4 Enter search terms

Search **6** Term frequency • Terms and connectors help [i](#)

Sort order
Relevance ▼

Documents no older than [i](#)
Any time ▼

[Continue](#) Preview results

7. **Customise delivery:** Select a delivery option and enter recipient/s email addresses. You can select multiple delivery formats, e.g. MS Word and PDF.

5 Customise delivery

Select delivery
 Email HTML XML RSS Portal History only Notifications

Portal option
SharePoint ▼

Newsletters • [Add](#)
You currently do not have any Newsletters. You need to create a Newsletter before you can add an alert to it.

Email settings
Recipients Layout and limits

To* [My contacts](#) **7**

Subject*
WestClip alert: Westclip

Email note (optional)

- 8. Schedule Alert:** Selecting the frequency, e.g. daily, weekdays, weekly, bi-weekly, and monthly.
- Change the alert time zone and choose the day, date and time depending on the selection.
 - Choose an end date to stop alerts which can be edited to be resumed.
 - Tick in the box to be alerted although no new content is available in a category and select **Save alert**.

5 Customise delivery Edit

Email settings:
Recipients: lipika.malhan@thomsonreuters.com
Deliver: List of items
Format: PDF
Detail level: Less detail

Alert fields:
Number of items: 500 results

6 Schedule alert 8

Frequency
Daily

Alert at these times
(GMT+05:30) Chennai, Kolkata, Mumbai, New

AM 12 1 2 3 4 5 6 7 8 9 10 11

PM 12 1 2 3 4 5 6 7 8 9 10 11

End date (optional)
mm/dd/yyyy
12/31/2025

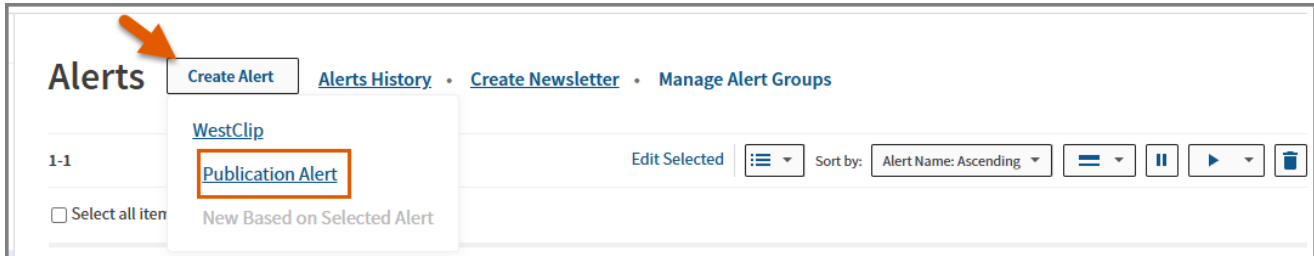
Alert even if there are no results

Save alert

Creating a Publication Alert

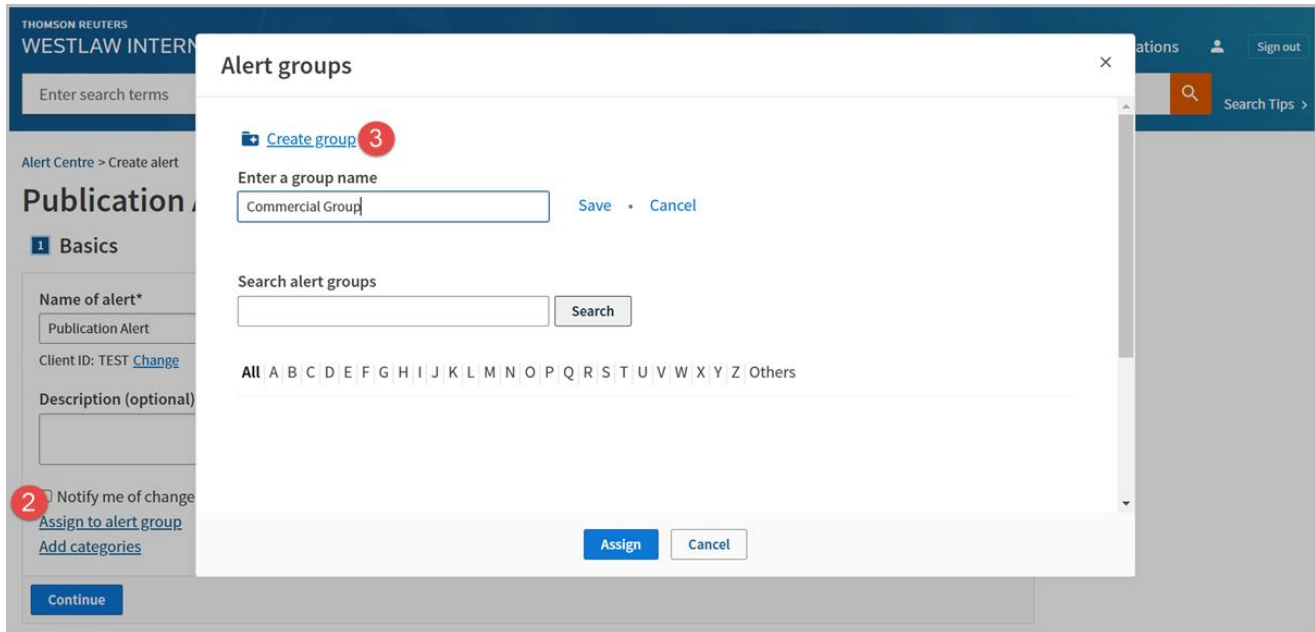
A publication alert will notify you when a product has been updated. This is useful for monitoring secondary sources such as Journals or Books.


Click **Create alert** and select Publication Alert.

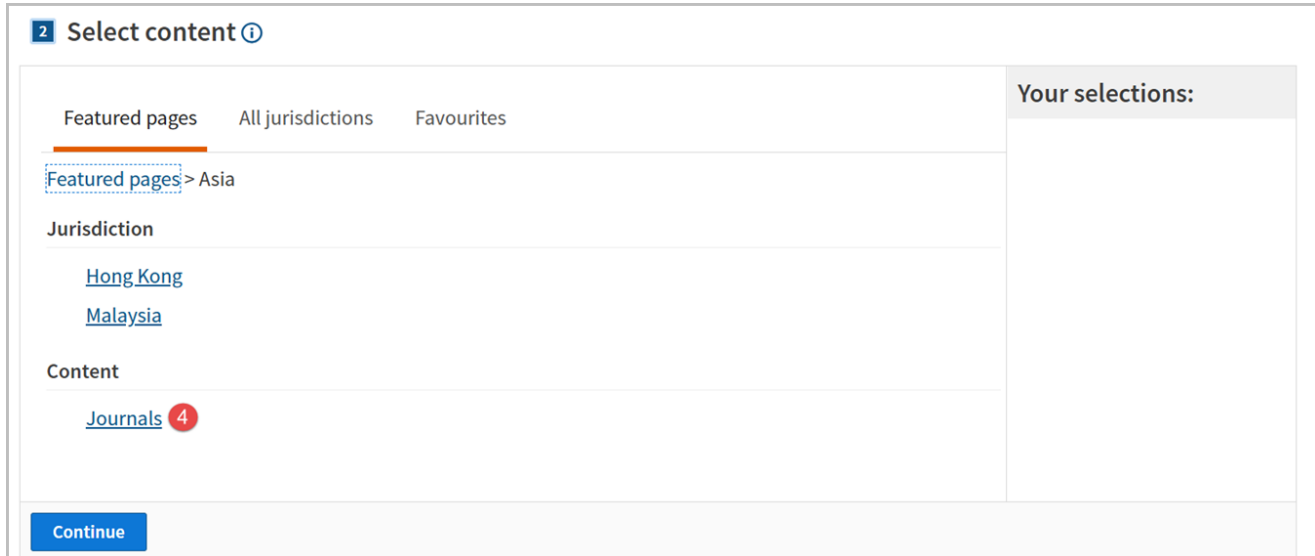


1. **Name of Alert:** Enter a name for the alert. Be descriptive so you recognise the alert when you receive the email notification in your inbox. If desired, change the default client ID and add a description.

2. **Assign to Alert Group:** To assign an alert to a specific group.
3. **Create group:** Select this option and enter a group name and save.
 - Specific alerts can be saved to an alert group.
 - Select **Assign** and continue to complete the alert process.
 - Should multiple groups be created a search can be conducted using the search engine or alphabetical list.



Select Content: Click **Continue** to move onto the select content option. Select the  icon to choose the content or jurisdiction. Click the link to view further breakdown of that category. You can select multiple content types and multiple jurisdictions.



4. Customise delivery: Select a delivery option and enter recipient/s email addresses. You can select multiple delivery formats, e.g. MS Word and PDF.

3 Customise delivery

Select delivery

Email HTML XML RSS Portal

Portal option

SharePoint

Newsletters [Add](#)

Email settings 5

Recipients Layout and limits

To My contacts

Enter names, groups, email addresses or select from contacts.

Subject

Publication Alert: Publication Alert

Email note

- 5. Schedule Alert:** Select the frequency, e.g. daily, weekdays, weekly, bi-weekly, and monthly.
- Change the alert time zone and choose the day, date and time depending on the selection.
 - Choose an end date to stop alerts which can be edited to be resumed.
 - Tick in the box to be alerted although no new content is available in a category and select save.

4 Schedule alert

Frequency 6 Alert at this time

Daily (GMT+08:00) Kuala Lumpur, Singapore

End date (optional) 9:00 AM

mm/dd/yyyy

12/31/2025

Alert even if there are no results

Save alert


Creating a Newsletter

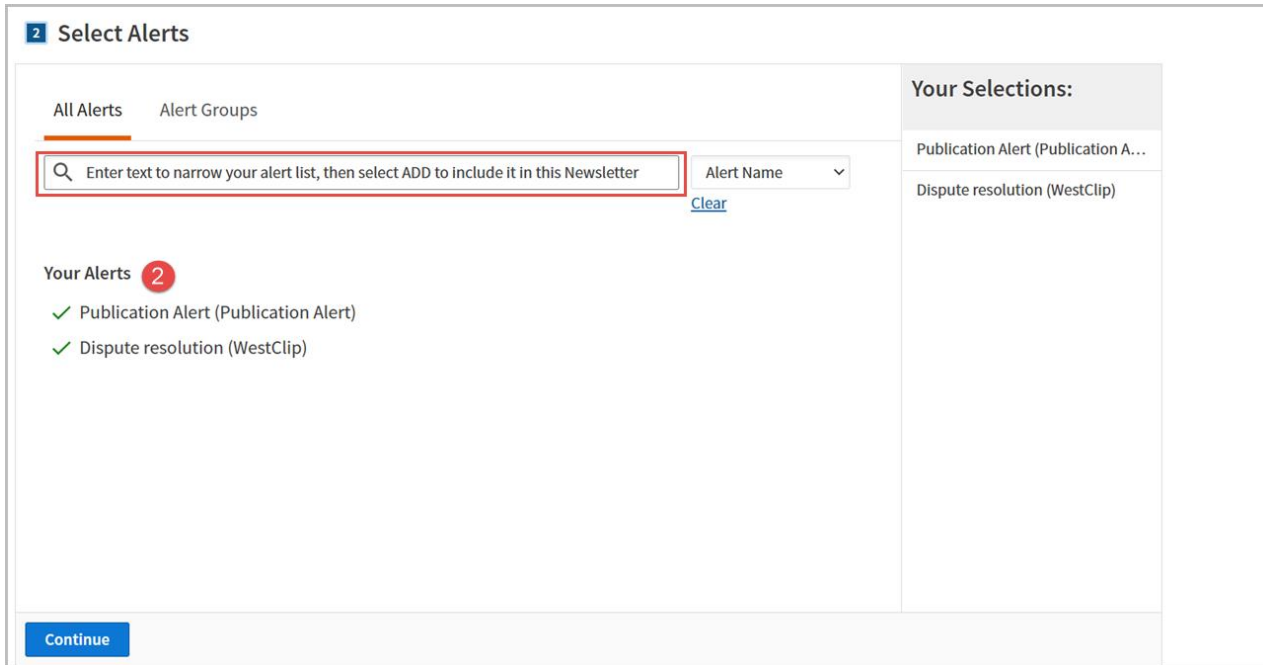
Select the notification tab to access alerts and click onto the create newsletter option.

The screenshot shows the Thomson Reuters Westlaw International interface. At the top, the 'Notifications' tab is selected. Below the navigation bar, the 'Alerts' section is active, with the 'Create Newsletter' button highlighted. The main area displays a list of alerts, including 'Dispute resolution' and 'Publication Alert', with options to edit or view history for each.

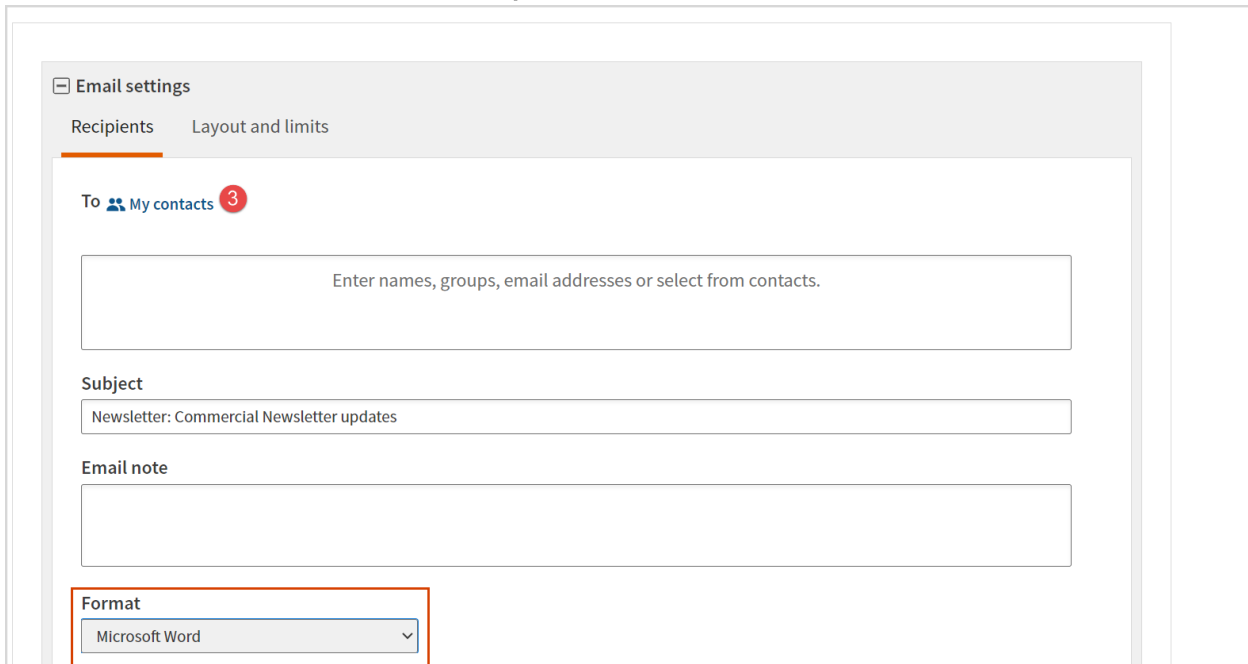
1. **Name of Alert:** Enter a name for the Newsletter alert. If required, add a description.

The screenshot shows the 'Alert Newsletter' creation form. The 'Basics' step is selected, showing a form with a 'Name of newsletter*' field (marked with a red circle and '1') containing 'Commercial Newsletter updates', and an optional 'Description' field. A 'Continue' button is visible at the bottom of the form.

- Select Alerts:** Click the **All Alerts** option to select content from previously created alerts that you want to add to a newsletter.
 - Select the  icon to choose multiple WestClip and Publication Alerts.
 - Enter text to narrow and refine the alert list to be included within the newsletter.



- Customise delivery:** Select a delivery option and enter recipient/s email addresses. You can select multiple delivery formats, e.g. MS Word and PDF.



- 4. Schedule Newsletter:** Select the frequency, e.g. daily, weekdays, weekly, bi-weekly, and monthly.
- Change the alert time zone and choose the day, date and time depending on the selection.
 - Tick the box to continue receiving separate email delivery of alerts in addition to this newsletter delivery.
 - Tick in the box to be alerted although no new content is available in a category and select save.

4 Schedule newsletter

Frequency 4

Weekdays (M-F) ▼

Send newsletter at these times

(GMT+05:30) Chennai, Kolkata, Mumbai, New ▼

AM 12 1 2 3 4 5 6 7 8 9 10 11

PM 12 1 2 3 4 5 6 7 8 9 10 11

Send Newsletter if no results

Include alerts with no results

Continue separate email delivery of alerts included in newsletter ⓘ

[Save newsletter](#)

Looking for more information?

To sign into Westlaw International – Asia, visit <https://asia.westlaw.com>

Research assistance or to request training, email Asia.Trainers@thomsonreuters.com

Training materials, visit [Westlaw International – Asia | Thomson Reuters](#)