

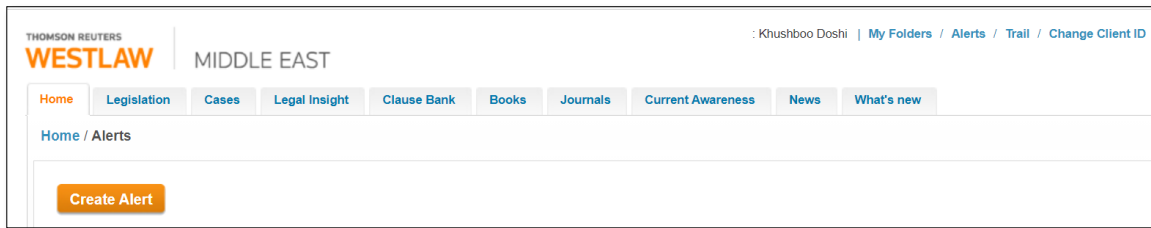
Westlaw Middle East

Setting Alerts

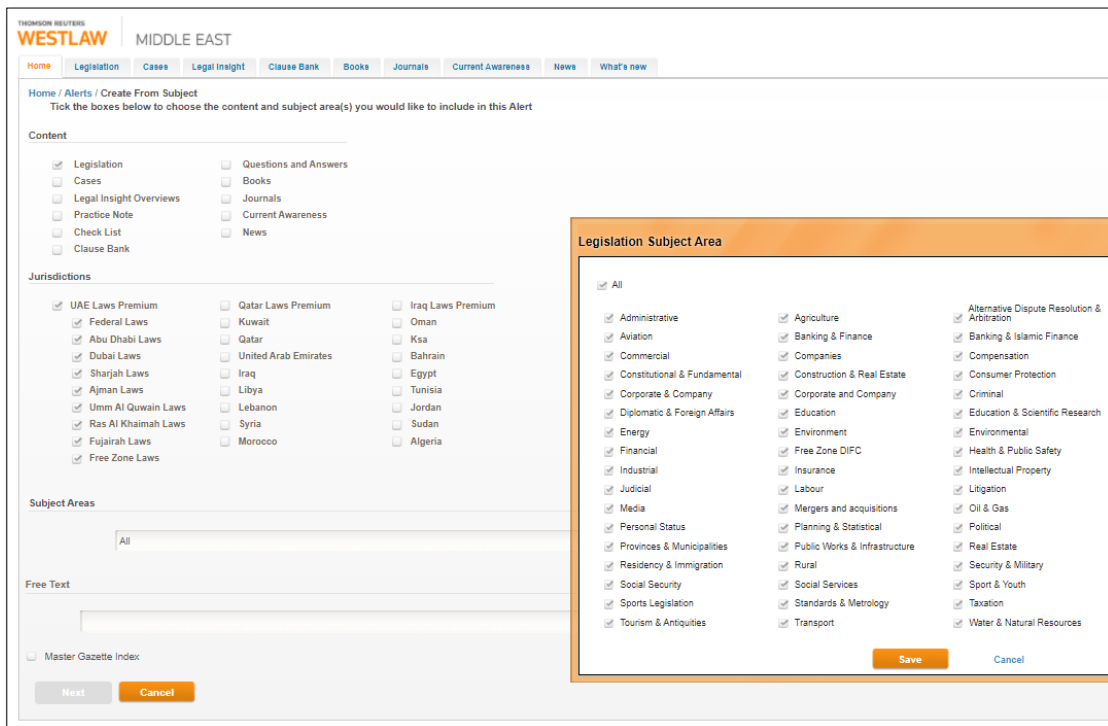
Setting Alerts on Westlaw Middle East : The Westlaw Middle East Alert function is a great way to stay updated on changes in the law. The alerts can be customized as required and will be sent directly to each user’s registered email address.

To create an alert

1. Select “Alerts” from the static toolbar located on the top right corner
2. Click “Create Alert”



3. You will be directed to a new page where you can choose the
 - a. Content type you want to be alerted for (e.g. legislation, books, cases, etc.). Selecting at least 1 content type is mandatory to proceed with setting the alert up.
 - b. Jurisdictions for content you are interested in (e.g. UAE, Qatar, Iraq, KSA etc.)
 - c. Subject Areas, the different categories or practice areas you can choose from, to prompt the platform to send focused alerts
 - d. Free Text, which is a “keyword” the platform will use to search for your results. Without the “free text”, the alert will not be saved.



4. Save the Alert by clicking “Next” and filling the final page for setting up the Alert. On this page you will have to choose:

Manage this Alert

Items marked with an * are required.

- Alert name**
- Client ID**
- Frequency**
- Notification**

E-mail

Format

Notify when there are no results
 Yes No

Scheduled
 Yes No

- Add IP Authentication**

Enables users to access links without entering a username and password.
Please enter your sponsor code. To check your sponsor code, contact
Customer Support on 0800 0282200 or email customer.service@westlaw.co.uk

- Alert Name – To create a custom name to save the alert by
- Client ID – This field can be left as is
- Frequency – To set the frequency of the alerts (
- Notification – This field provide the options to receive the results in full (full documents) or the titles (hyperlinks to the results)
- Email – Auto filled as per your OnePass profile
- Format – This field provides the option to set the preference as Word/PDF
- Notify when there are no results – The default field selection is set to “No” to ensure that no emails are sent when there are no matching results
- Scheduled – The default field selection is set to “Yes”. No change needs to be made
- IP Authentication – This field can be left as is

5. Click Save to save the changes and the Alert appears in the List of Alerts setup

Create Alert						
Show 10 entries						
Name	Client ID	Date	Frequency			
WLME Alert for KSA Education Laws	\$sessionClientId	08/09/2020	Daily	Manage	Run	Delete
WLME Alert for keyword Traffic/Transport for all content re Qatar	\$sessionClientId	08/07/2020	Daily	Manage	Run	Delete