

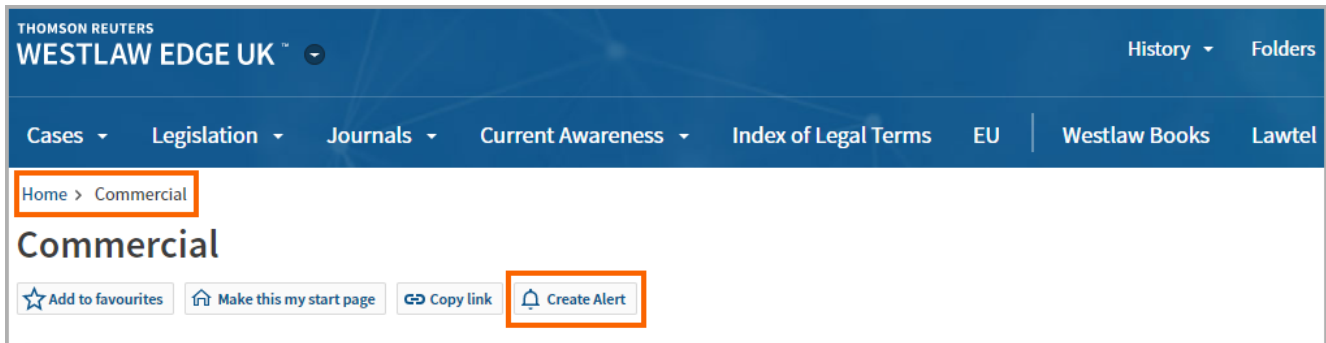
# Westlaw UK

## Alerts

On Thomson Reuters Westlaw™ UK you can set up email alerts from a Topic Page, a Search, or the Alert Centre.

### Topic Alert

1. To receive an email notification of new content added to a Topic or Sub-Topic page, click the "Create Alert" button underneath the name of the Topic or Sub-Topic page.



### Search Alert

1. After running a search and applying any relevant filters, click the bell icon next to your delivery icons.



### Creating the Topic or Search Alert

1. A pop-up window will open once you click the bell icon on your topic or search result page. From here, you will set up the Alert.
2. **Name this alert:** Give the alert a name. By default, this will be the name of the topic page, or the search conducted.
3. You can replace an existing alert by checking the box and selecting the alert you want to replace.
4. **Email address:** Type in the email addresses of the recipient(s). You can type them in or select from My Contacts. Your subscription email will be autocompleted by default.
5. **Method:** You can receive a list of results or the full text of the content via email. You can also receive content via RSS or HTML.

6. **File format:** You can choose from Word, RTF, PDF or CSV format, or receive an email with inline HTML (rather than an attachment).
7. **Frequency:** Choose to receive your email alert daily, on weekdays, weekly, fortnightly or monthly.
8. You can choose to be notified by email even if there are no new documents by checking this box.
9. Click Save Alert to save and return to your topic page or search results.
10. To add more advanced settings (e.g. change the time of delivery), first click Go to Alert Centre.

The screenshot shows the 'Westlaw UK Search and Topic Alert' form. It includes the following elements:

- 1:** The title 'Westlaw UK Search and Topic Alert' in the top right corner.
- 2:** The 'Name this alert' field containing the text 'Commercial'.
- 3:** The 'Select Alert to Replace' checkbox and dropdown menu.
- 4:** The 'Email address' field containing 'maresa.botha@thomsonreuters.com' and a 'My Contacts' link.
- 5:** The 'Method' dropdown menu set to 'Email - Search results'.
- 6:** The 'File format' dropdown menu set to 'Inline HTML'.
- 7:** The 'Frequency' dropdown menu set to 'Weekly'.
- 8:** The 'Alert even if there are no results' checkbox.
- 9:** The 'Save Alert' button.
- 10:** The 'Go to Alert Centre' button.

## Your Alert Centre

1. You can access the Alert Centre to edit and manage your alerts by clicking the Alerts link on the top static toolbar.
2. Search for an alert you have set up.
3. Filter your list of alerts by type, check whether the alert is active, or who is receiving the alerts.
4. To add/remove recipients for an alert click the email recipients link underneath the alert name to edit the delivery settings.
5. Re-sort your list of alerts. You can use the detail level menu to view more or less information for each alert.
6. Select alerts using the checkboxes to the left and then pause, resume, or delete them.
7. The name of Case Alerts and alerts created from a search are linked. You can click on this link to go to the case or to rerun the search.
8. To edit other alert settings, click the Manage Alert link to the right of the alert name.
9. To create a customized alert from the Alert Centre, click the Create Alert button at the top of the screen.

The screenshot shows the 'Alerts' page in the Westlaw UK interface. Callout 1 points to the 'Alerts' menu in the top navigation bar. Callout 2 points to the search bar within the alerts section. Callout 3 points to the 'Alert Type' dropdown menu on the left sidebar. Callout 4 points to the 'Email Recipients' checkbox for a selected alert. Callout 5 points to the 'Create Alert' button. Callout 6 points to the 'Edit Selected' button. Callout 7 points to the 'Paterson v Angelline (Scotland) Ltd' alert entry. Callout 8 points to the 'Manage alert' button for a specific alert. Callout 9 points to the 'Create Alert' button again.

### Create a Search and Topic Alert

This is a 6-step process. Once you have completed each step, click "Save Alert" to create the Alert.

#### STEP 1 – THE BASICS

- **Name:** Give the Alert a name
- **Description:** Add an optional description of the Alert
- **Alert Group:** If you have many Alerts, you can group these into categories. You can assign a new Alert to an existing or new Alert Group.

**1 Basics**

**Name of alert**

**Description (optional)**

[Assign to alert group](#)

## STEP 2 – SELECT CONTENT

Select the content you want to receive. Click “Add” next to the content set. If a content set can be further broken down into sub-content types (e.g. Legislation), click on the link to select any of the sub-content types.

**2 Select content**

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- All Content
- Cases
- Legislation
- Journals
- Current Awareness
- Overviews

**Your selections:**

- Cases > Cases (including Practice Directions and Permissions to Appeal)
- Cases > Pending Actions
- Cases > Permissions to Appeal
- Cases > Daily Cause Lists

## STEP 3 – SELECT TOPICS

Select topics to include in your Alert. Click “Add” next to the topic or click the link to view sub-topics. If you do not select any topics, the Alert will automatically include all topics.

**3 Select Topics**

Type here to find and select topics and subtopics for your query.

**Topics**

- Commercial
- Companies and partnerships
- Contract
- Crime
- Data and communications
- Employment and work
- Environment
- Equality and human rights
- Family
- Finance
- Health and social welfare
- Insolvency
- Intellectual property
- International
- Land
- Legal system
- Litigation and dispute resolution
- Local government
- Personal injury
- Planning and construction
- Public and constitutional law
- Social regulation
- Tax
- Torts
- Transport and shipping
- Trusts and personal property

**Your selections:**

- Commercial
- Companies and partnerships
- Contract

## STEP 4 – ENTER SEARCH TERMS

Enter the search terms for your Alert. If you left the previous topics section blank (to search all topics) then you must enter a search query. If you did select topics, you can leave the search terms section blank to receive all new information for the topics you have chosen.

You can also limit your results to those documents that were loaded to Westlaw UK within a specified number of days you chose.

#### 4 Enter Search Terms

Search Term frequency - Terms and connectors help [i](#)

**Include Only Cases With**  
 A Summary  A Digest

**Documents no older than** [i](#)  
 Past 3 months ▼

## STEP 5 – CUSTOMISE DELIVERY

Specify as many delivery methods as you need (e.g. Email and RSS). The advanced tab enables you to increase the font size, have search terms highlighted, include a cover page and/or change the appearance of links. You can also specify the maximum number of documents sent, and how much detail is displayed if you choose to receive a list of results.

#### 5 Customize delivery

**Select delivery**  
 Email  HTML  XML  RSS  Portal  History only  
 Portal option: SharePoint ▼

**Email settings**  
 Basic Advanced

**To** My contacts

**Subject**

**Email note**

**Format** **Number of items**  
 Inline HTML 500

**What to deliver**  
 List of items  
 Documents [i](#)

**Detail level**

[Preview results](#)

[+ Other settings \(HTML, XML, RSS, Portal, History only\)](#)

## STEP 6 – SCHEDULE ALERT

Specify the frequency of the Alert and choose what time of day the Alert will run. You can also specify an end date for the Alert.

### 6 Schedule alert

<b>Frequency</b>	<b>Alert at this time</b>
Fortnightly	(GMT+04:00) Abu Dhabi, Muscat
	Monday
	10:00 AM

**End date**  
(DD/MM/YYYY)

01/04/2024

Alert even if there are no results

**Save alert**

### Looking for more information?

To sign into Westlaw UK, visit [uk.westlaw.com](https://uk.westlaw.com).

For assistance using Westlaw UK, email [SSA.MENATrainers@thomsonreuters.com](mailto:SSA.MENATrainers@thomsonreuters.com)

For additional training materials, visit [Product Support](#) on Westlaw UK, or the Westlaw UK [training website](#).