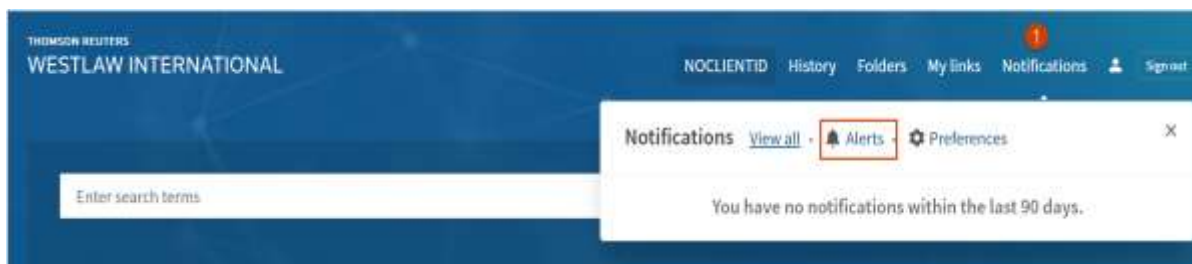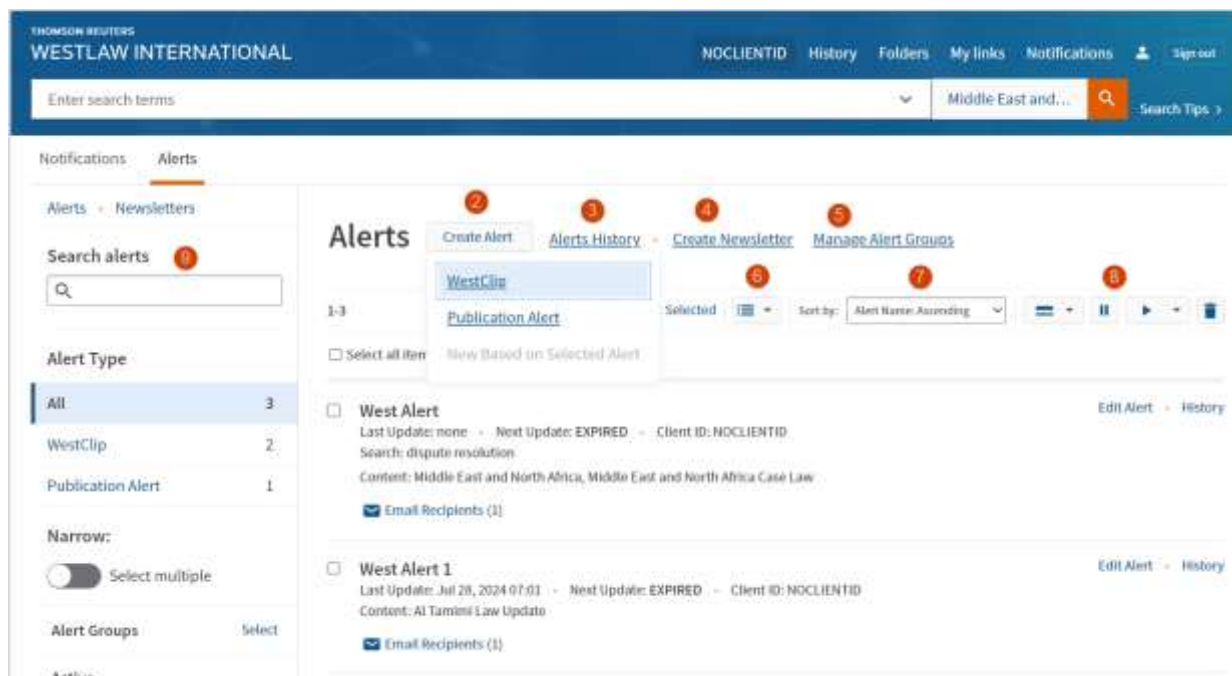## Alerts

This Westlaw International Alerts guide provides information relating to the creation and management of alerts and newsletters in Westlaw International.

Accessing Alerts

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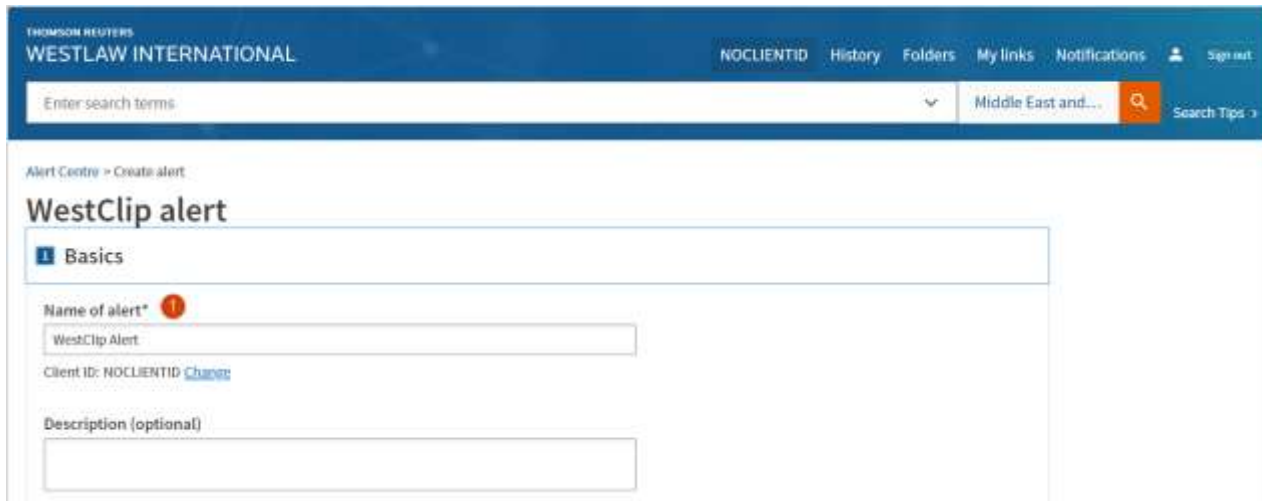

2. **Create Alert:** Select the Create Alert tab to create and schedule a Westclip or Publication alert.
3. **Alert History:** View previous alert scheduled from the Alert history tab.
4. **Create Newsletter:** create a professional-looking newsletters that aggregate results from multiple alerts.
5. **Manage Alert Groups:** Assign specific alerts to groups and manage what alerts are allocated to a group.
6. **Selected:** 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 and 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.
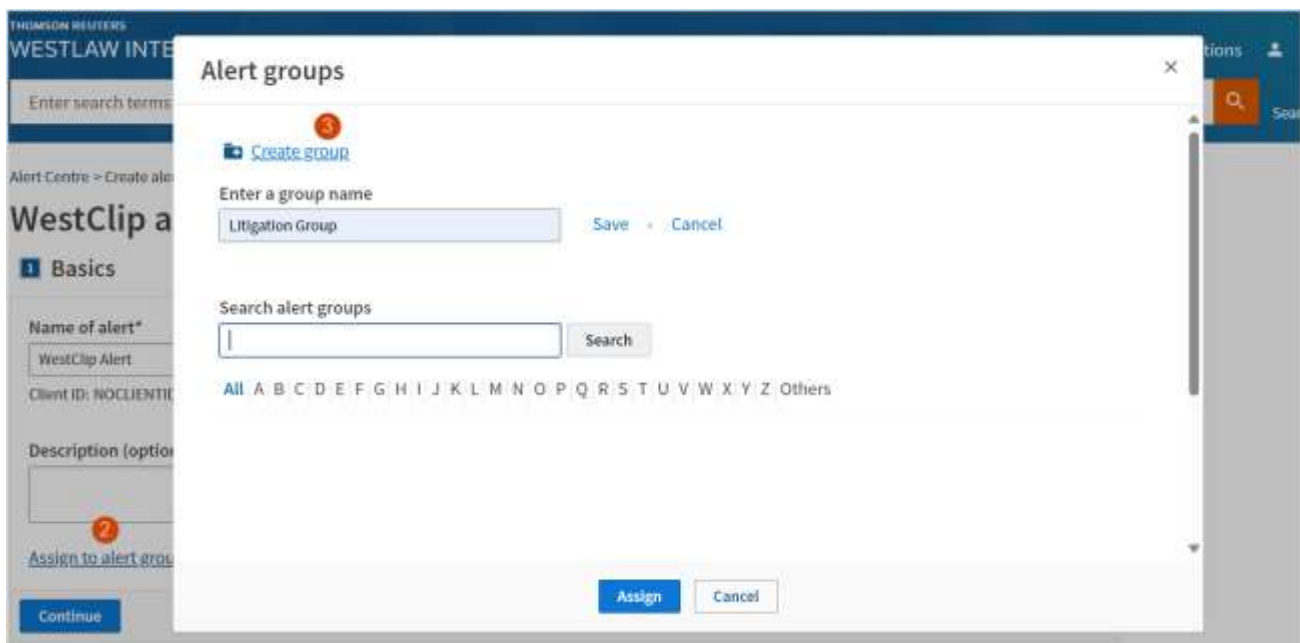
Creating a Westclip Alert

Click create alert and select an alert type from the drop-down list, e.g., Westclip or Publication Alert. Select Westclip Alert

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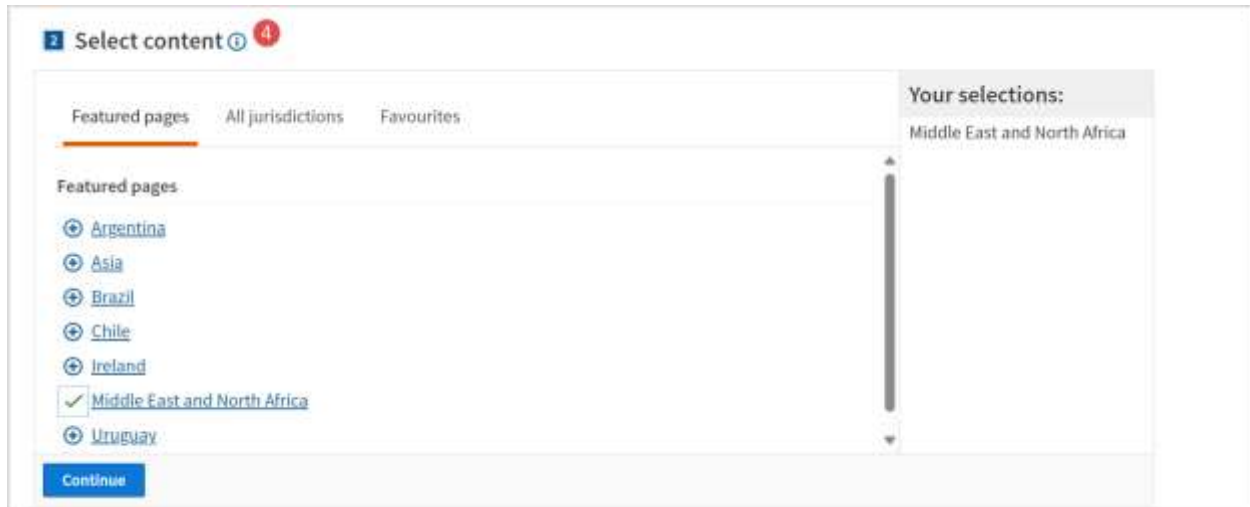

2. Assign to Alert Group: assign alerts to specific groups.
3. Create group: select this option and enter a group name and save.
    *   specific alerts can be saved to an alert group.
    *   select assign and continue to complete the alert process.
    *   should multiple groups be created a search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

4. Select Content: Click onto the select content option to select content within several Jurisdictions example: Middle East and North Africa. Select the ⊕ icon to choose multiple jurisdictions.

5. Select Topic: Click enter to be directed to search terms.
6. Enter search terms: enter a search term/keyword 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.

7. Customise delivery: by selecting a delivery option, enter recipient/s email addresses, the email can be delivered in multiple formats example: MS Word and PDF.

8. Schedule Alert: by selecting the frequency example: 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.

Customise delivery   Edit

Email settings:
Recipients: tanya.doolabh@thomsonreuters.com   **Alert fields:**
Deliver: List of items   **Number of items:** 500 results
Format: Microsoft Word (DOC)
Detail level: More detail

Schedule alert   8

Frequency   Alert at this time

Bi-Weekly   ˅   (GMT+02:00) Harare, Pretoria   ˅

                                      Sunday   ˅
End date (optional)
mm/dd/yyyy   10:00 AM   ˅

12/18/2024   📅

☑ Alert even if there are no results

Save alert

Creating a Publication Alert

Click create alert and select an alert type from the drop-down list, e.g., Westclip or Publication Alert. Select Publication Alert.
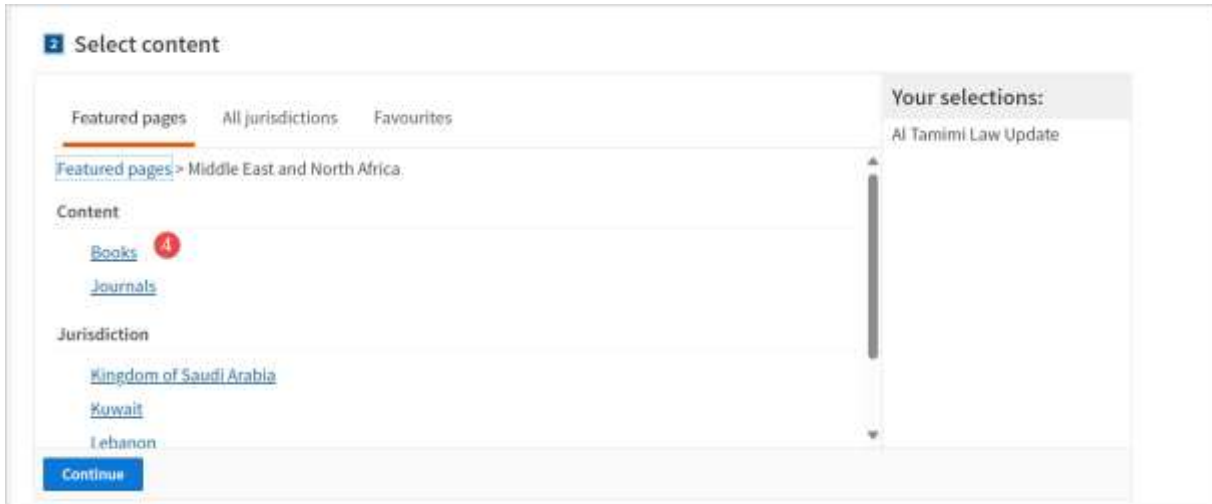
1. Name of Alert: enter a name for the alert. If desired, change the default client ID and add a description.
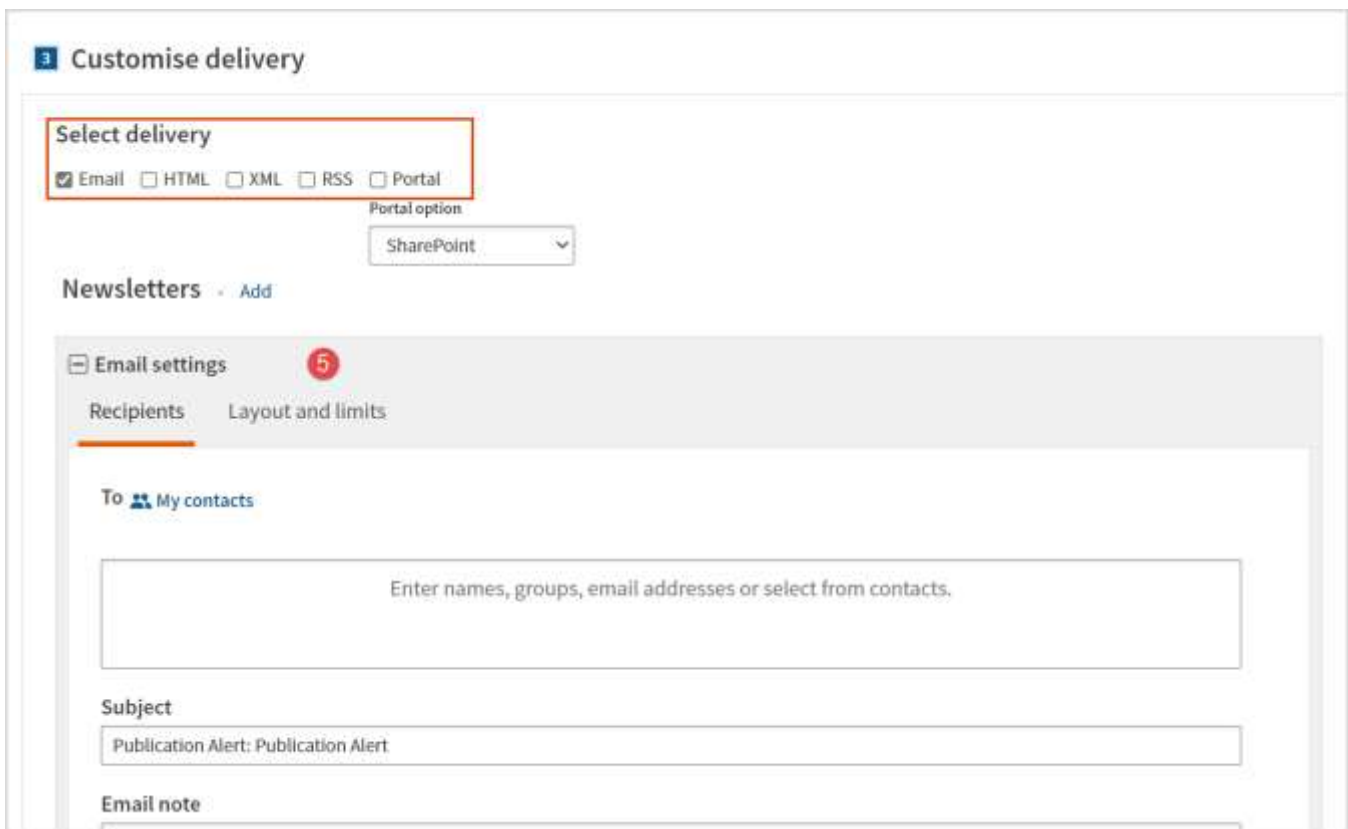

2. Assign to Alert Group: To assign an alert to a specific group.
3. Create group: select this option and enter a group name and save.
   - Specific alerts can be saved to an alert group.
   - Select assign and continue to complete the alert process.
   - Should multiple groups be created a search can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

4. Select Content: Click onto the select content option to select content within several Jurisdictions example: Middle East and North Africa.

- Select the ⊕ icon to choose multiple jurisdictions and content types of examples: books and journals.

2 Select content

Featured pages   All jurisdictions   Favourites

Featured pages > Middle East and North Africa

Content

   Books ④

   Journals

Jurisdiction

   Kingdom of Saudi Arabia

   Kuwait

   Lebanon

Your selections:
Al Tamimi Law Update

Continue

5. Customise delivery: by selecting a delivery option, enter recipient/s email addresses, the email can be delivered in multiple formats example: 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

6. Schedule Alert: by selecting the frequency example: 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.

Creating a Newsletter

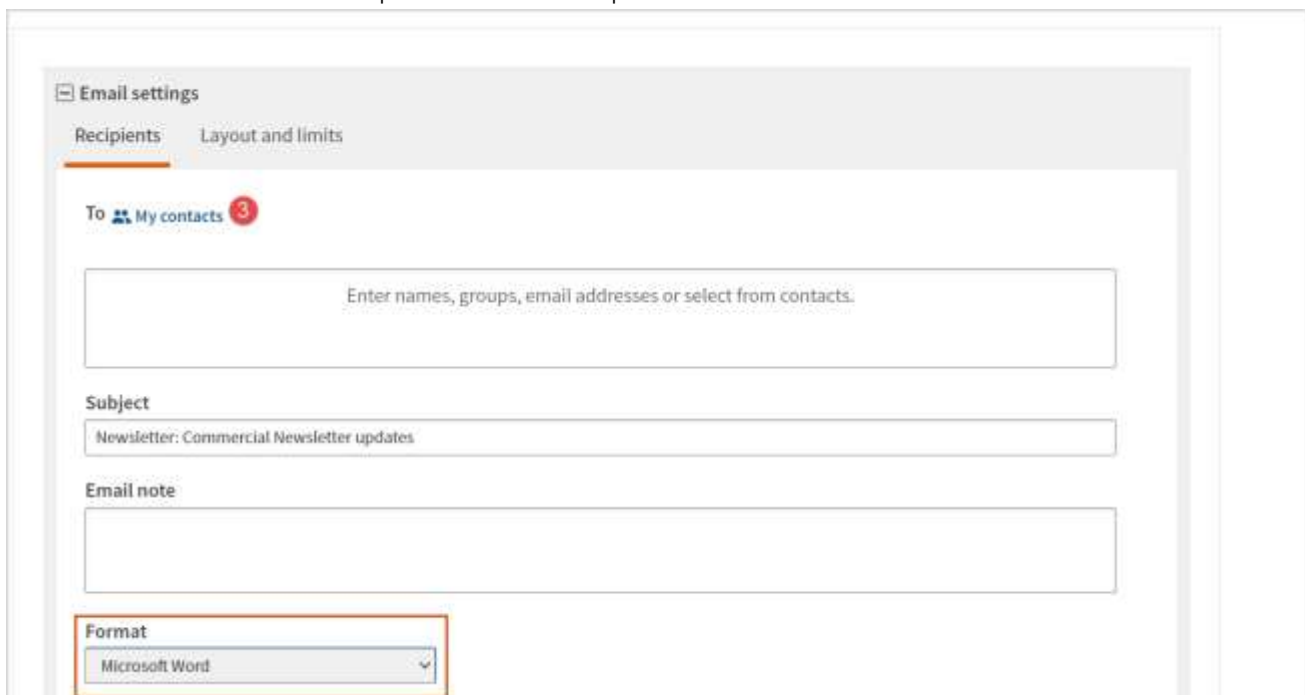Select the notification tab to access alerts and click onto the create newsletter option.

1. Name of Alert: enter a name for the alert. If desired, change the default client ID and add a description.

2. Select Alerts: Click onto 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 a text to narrow and refine the alert list to be included within the newsletter.

2 Select Alerts

All Alerts   Alert Groups

Your Selections:

Q Enter text to narrow your alert list, then select ADD to include it in this Newsletter   Clear

West Alert 1 (Publication Alert)

Westlaw Middle East Case Law ...

Your Alerts **2**

✓ West Alert 1 (Publication Alert)

⊕ West Alert (WestClip)

✓ Westlaw Middle East Case Law Alert (WestClip)

Continue

3. Customise delivery: by selecting a delivery option, enter recipient/s email addresses, the email can be delivered in multiple formats example: MS Word and PDF.

⊟ **Email settings**

Recipients   Layout and limits

To 👥 My contacts **3**

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

Subject

Newsletter: Commercial Newsletter updates

Email note

Format

Microsoft Word

4. Schedule Alert: by selecting the frequency example: 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.

Looking for more information?
To sign into Westlaw International – Middle East, visit global.westlaw.com
For assistance or to request training, email SSA.MENATrainers@thomsonreuters.com
For additional training materials, visit https://support.thomsonreuters.ae/