

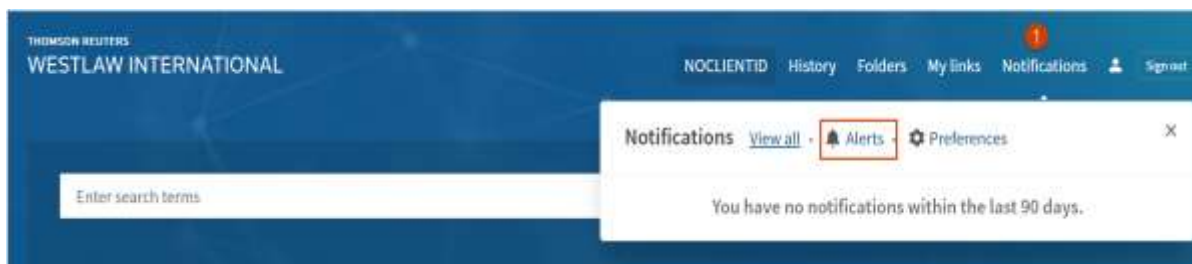


### Alerts

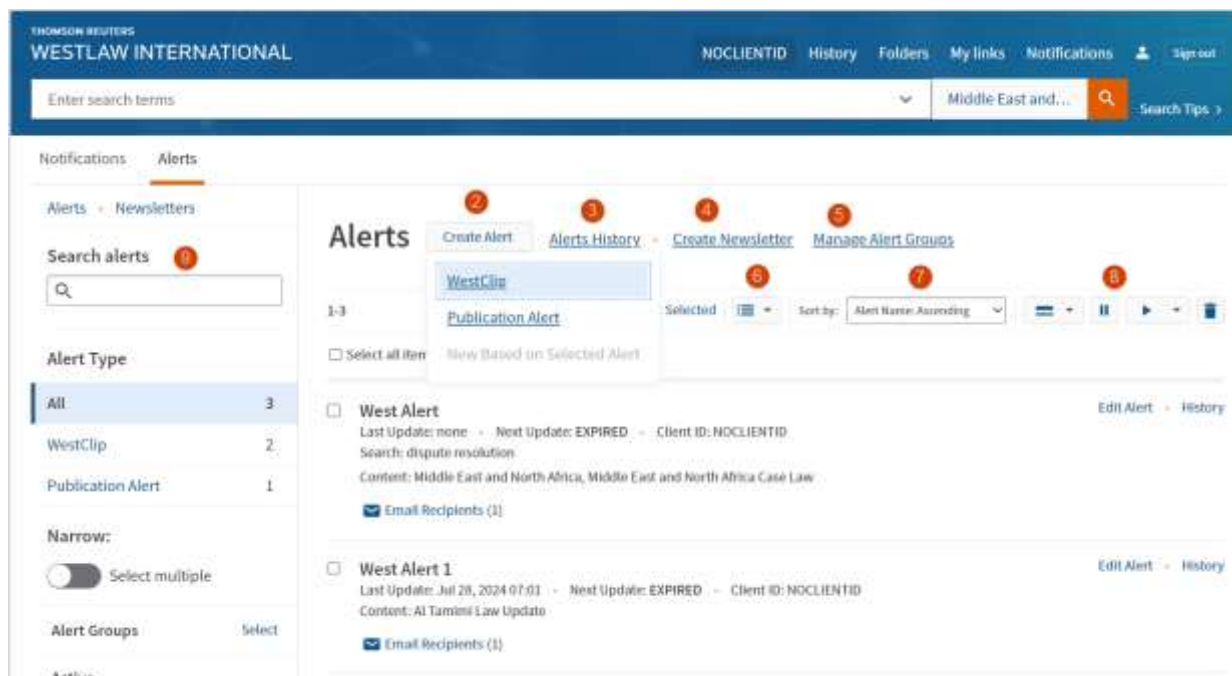
This Westlaw International Alerts guide provides information relating to the creation and management of alerts and newsletters in Westlaw International.

### Accessing Alerts

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



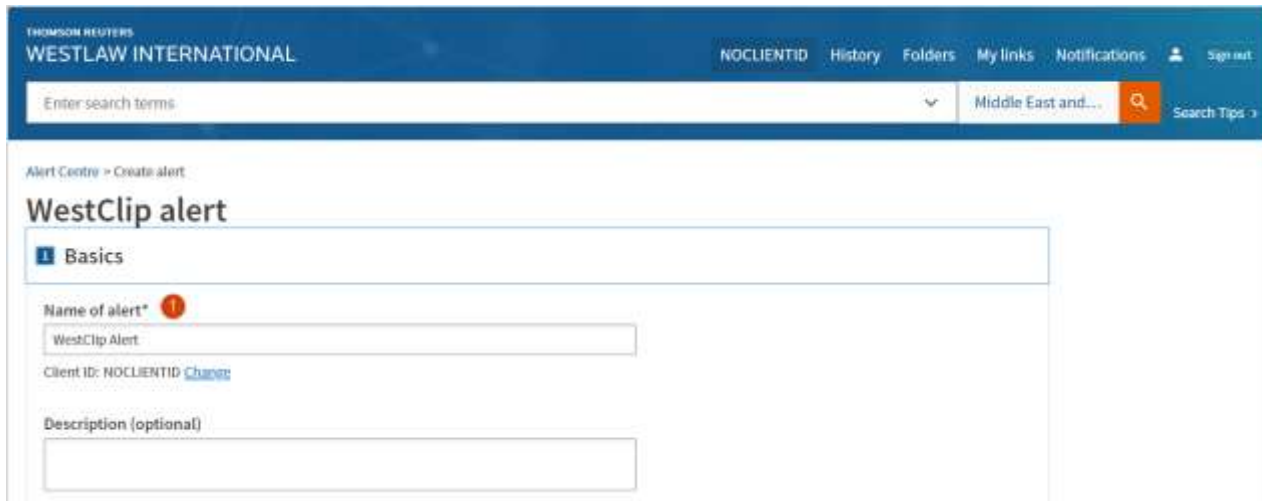
2. Create Alert: Select the Create Alert tab to create and schedule a Westclip or Publication alert.
3. Alert History: View previous alert scheduled from the Alert history tab.
4. Create Newsletter: create a professional-looking newsletters that aggregate results from multiple alerts.
5. Manage Alert 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

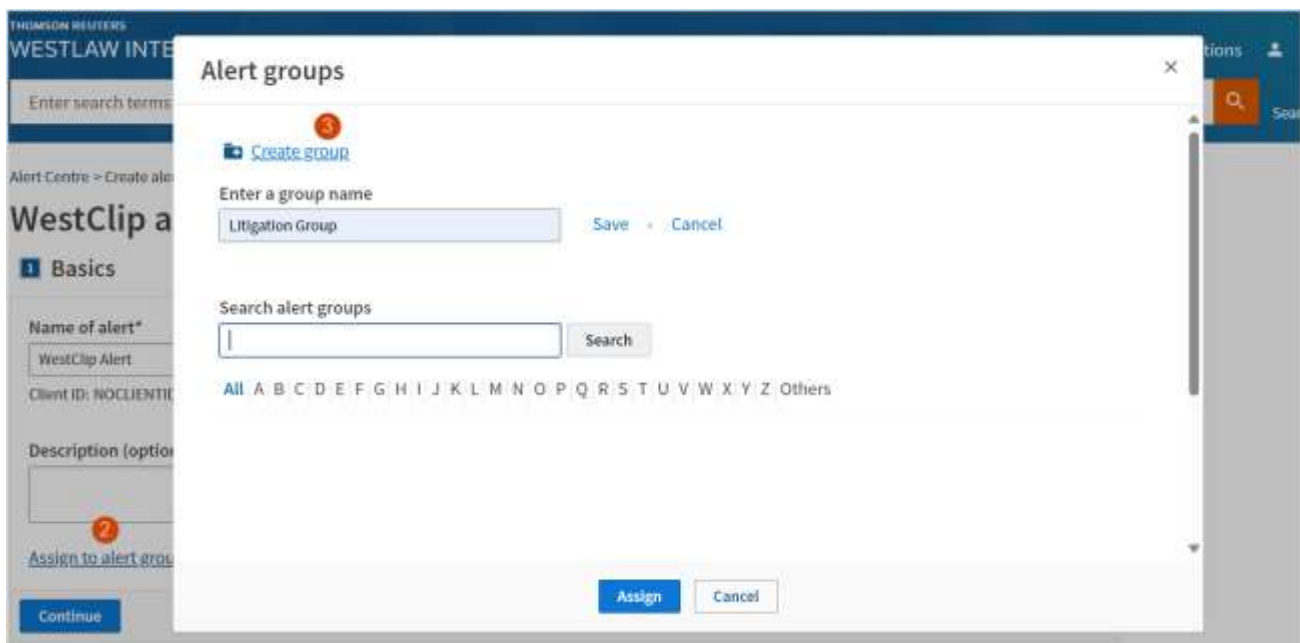
Click create alert and select an alert type from the drop-down list, e.g., Westclip or Publication Alert. Select Westclip Alert

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




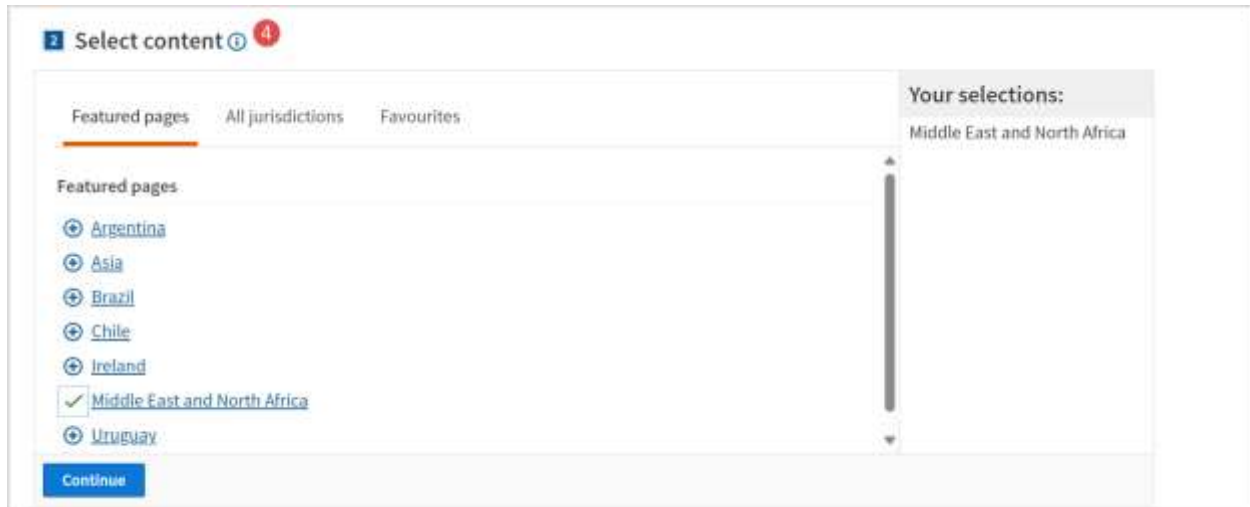
The screenshot shows the 'Alert Centre > Create alert' page in the Westlaw International interface. The page title is 'WestClip alert'. Under the 'Basics' tab, there is a 'Name of alert\*' field with a red circle '1' next to it, containing the text 'WestClip Alert'. Below it is a 'Client ID: NOCLIENTID' field with a 'Change' link. There is also a 'Description (optional)' field which is currently empty.

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.



The screenshot shows the 'Alert groups' dialog box overlaid on the 'Create alert' form. The dialog has a 'Create group' button with a red circle '3' next to it. Below it is an 'Enter a group name' field containing 'Litigation Group' and 'Save' and 'Cancel' buttons. There is also a 'Search alert groups' field with a 'Search' button. At the bottom of the dialog, there is an alphabetical list: 'All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Others'. At the bottom of the dialog, there are 'Assign' and 'Cancel' buttons. In the background, the 'Alert groups' field in the 'Basics' tab is highlighted with a red circle '2'.

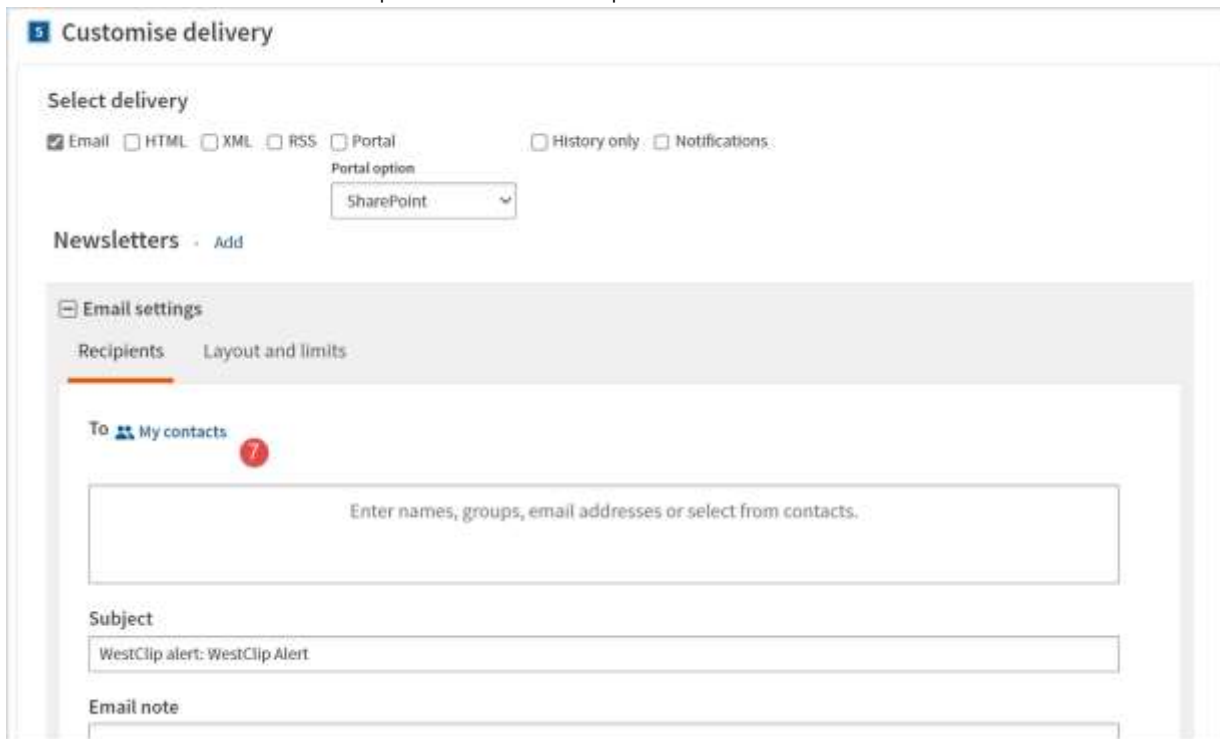
4. Select Content: Click onto the select content option to select content within several Jurisdictions example: Middle East and North Africa. Select the  icon to choose multiple jurisdictions.



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.



The screenshot displays the 'Customise delivery' configuration page. At the top, under 'Select delivery', there are radio buttons for 'Email' (checked), 'HTML', 'XML', 'RSS', 'Portal', 'History only', and 'Notifications'. Below this is a 'Portal option' dropdown menu currently set to 'SharePoint'. A 'Newsletters' section with an 'Add' link is visible. The 'Email settings' section is expanded to show 'Recipients' and 'Layout and limits' tabs. Under 'Recipients', the 'To' field is populated with 'My contacts' (indicated by a red circle with the number 7). Below this is a large text input field with the placeholder text 'Enter names, groups, email addresses or select from contacts.'. The 'Subject' field contains the text 'WestClip alert: WestClip.Alert', and the 'Email note' field is empty.

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  
Deliver: List of items  
Format: Microsoft Word (DOC)  
Detail level: More detail

**Alert fields:**  
Number of items: 500 results

### Schedule alert 8

**Frequency**  
Bi-Weekly

**Alert at this time**  
(GMT+02:00) Harare, Pretoria

**End date (optional)**  
mm/dd/yyyy  
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.

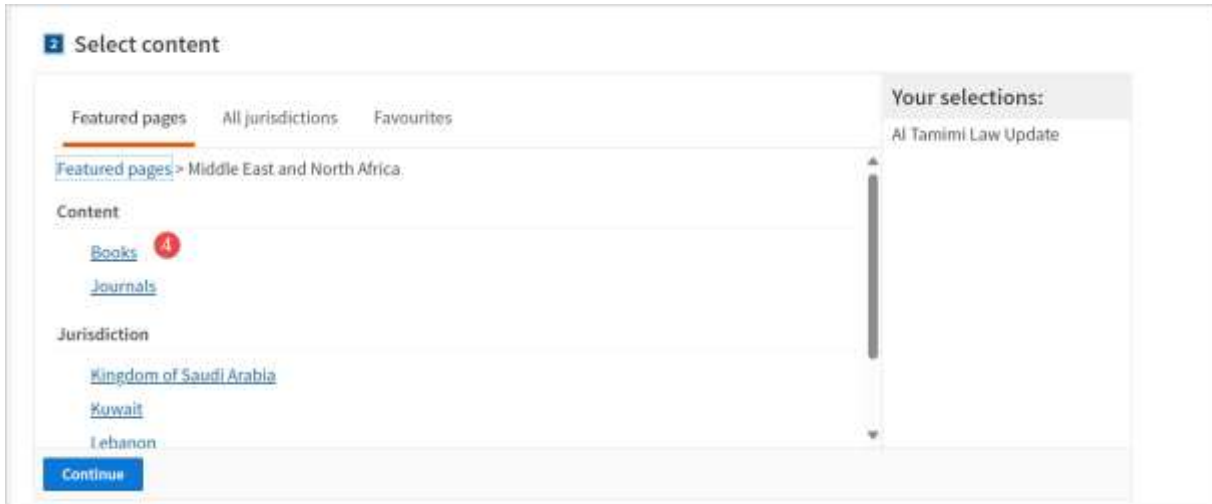
1. Name of Alert: enter a name for the alert. If desired, change the default client ID and add a description.

The screenshot shows the 'Alert Centre - Create alert' page for a 'Publication Alert'. The 'Basics' section includes a 'Name of alert\*' field with a red '1' icon, containing the text 'Publication Alert'. Below it is a 'Client ID: NOCLIENTID' field with a 'Change' link. There is also a 'Description (optional)' field. At the bottom of the 'Basics' section is a 'Continue' button. Below the 'Basics' section are two checkboxes: 'Select content' and 'Customise delivery'.

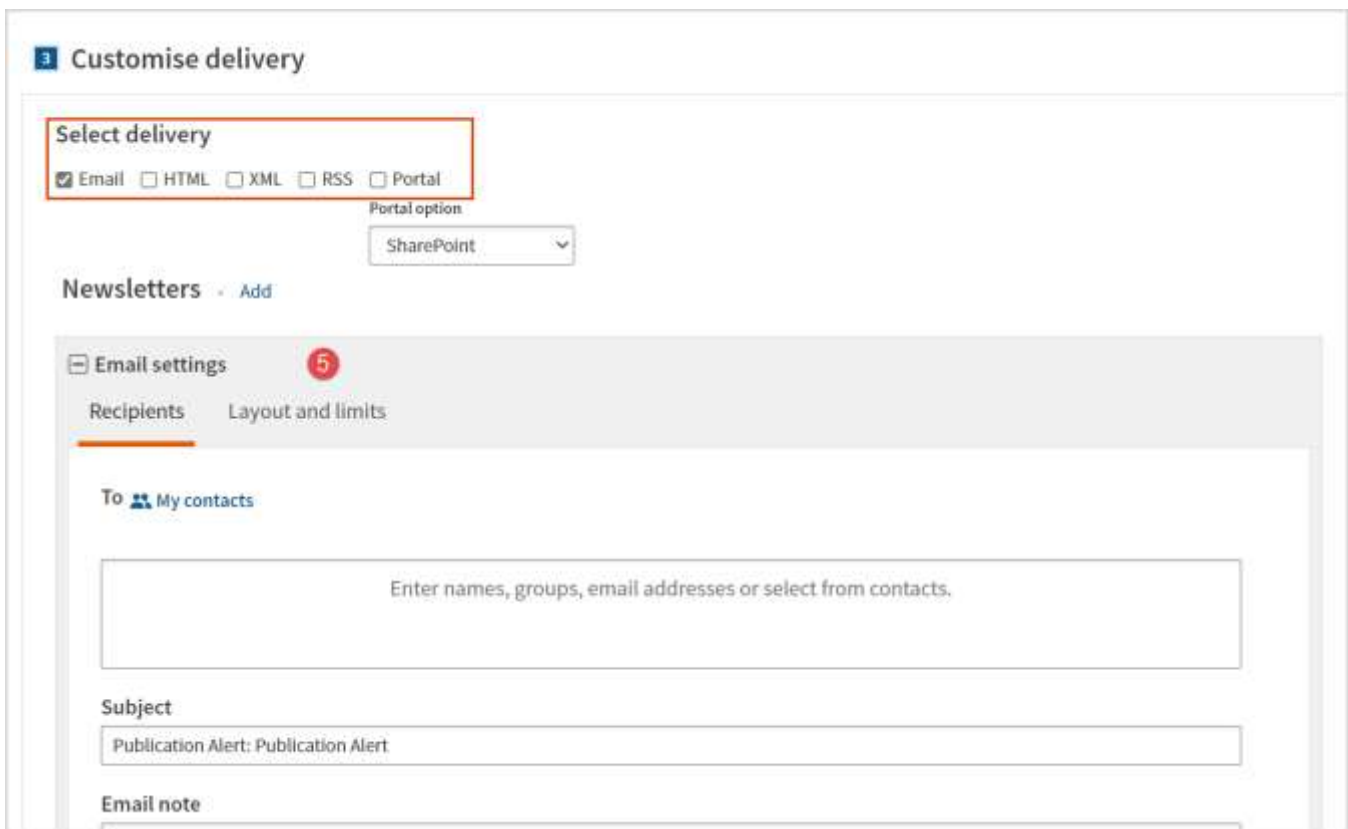
2. Assign to Alert Group: To assign an alert to a specific group.
3. Create group: select this option and enter a group name and save.
  - Specific alerts can be saved to an alert group.
  - Select assign and continue to complete the alert process.
  - Should multiple groups be created a search can be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

The screenshot shows the 'Alert groups' dialog box. It has a 'Create group' button with a red '1' icon. Below it is an 'Enter a group name' field containing 'Commercial Group', with 'Save' and 'Cancel' buttons. There is also a 'Search alert groups' field with a 'Search' button. At the bottom, there is an alphabetical list: 'All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Others'. At the bottom of the dialog are 'Assign' and 'Cancel' buttons.

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.



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.



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.

#### 4 Schedule alert

<b>Frequency</b> <span style="color: red;">B</span>	<b>Alert at this time</b>
Bi-Weekly	(GMT+02:00) Harare, Pretoria
<b>End date (optional)</b> mm/dd/yyyy	Sunday
08/31/2024	7:00 AM
<input checked="" type="checkbox"/> Alert even if there are no results	
<b>Save alert</b>	




## Creating a Newsletter

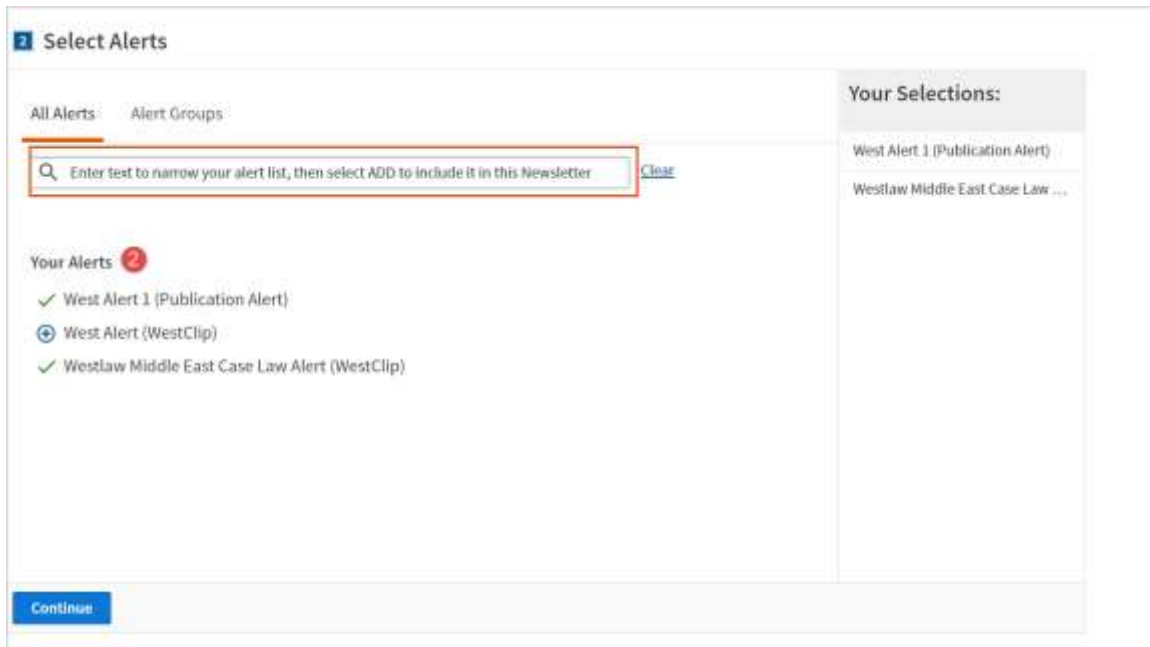
Select the notification tab to access alerts and click onto the create newsletter option.

The screenshot shows the Westlaw International Alerts interface. The top navigation bar includes 'THOMSON REUTERS WESTLAW INTERNATIONAL', 'NOCLIENTID', 'History', 'Folders', 'My links', 'Notifications' (highlighted), and 'Sign out'. A search bar is present with 'Enter search terms' and a dropdown menu showing 'Middle East and...'. The main content area is titled 'Alerts' and includes buttons for 'Create Alert', 'Alerts History', 'Create Newsletter' (highlighted), and 'Manage Alert Groups'. Below these buttons are controls for '1-3' items, 'Edit Selected', and sorting options. A list of alerts is displayed, including 'West Alert' and 'West Alert 1', each with details like 'Last Update', 'Next Update', 'Client ID', and 'Content'. There are also options to 'Email Recipients' and 'Edit Alert - History' for each alert.

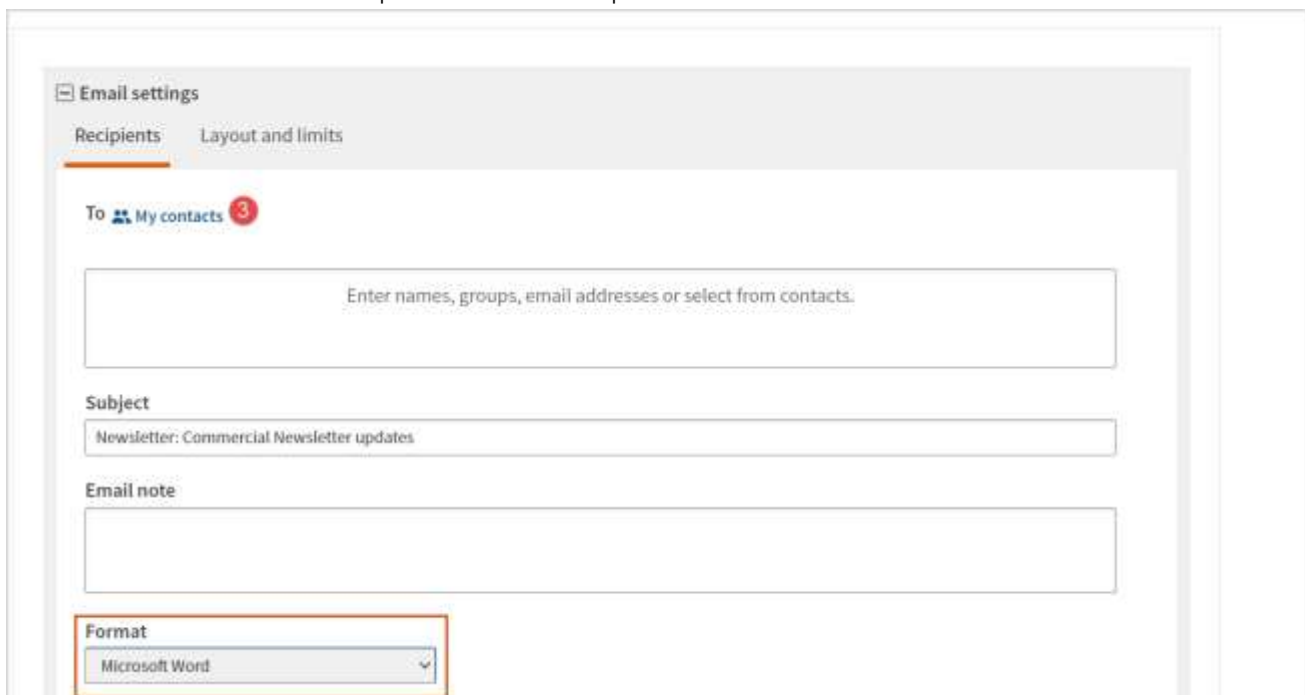
1. Name of Alert: enter a name for the alert. If desired, change the default client ID and add a description.

The screenshot shows the 'Alert Newsletter' creation form. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Alert Newsletter' and has a breadcrumb 'Alert Centre > Create Newsletter'. The 'Basics' section is active, showing a form with the following fields: 'Name of newsletter' (with a red '1' next to it) containing 'Commercial Newsletter update', and 'Description (optional)'. Below the form is a 'Continue' button. There are also sections for 'Select Alerts', 'Customise delivery', and 'Schedule newsletter'.

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.



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.



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.

#### 4 Schedule newsletter

**Frequency** 4

Weekdays (M-F)

Send Newsletter if no results

Include alerts with no results

**Send newsletter at these times**

(GMT+02:00) Harare, Pretoria

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

Continue separate email delivery of alerts included in newsletter

**Save newsletter**

### Looking for more information?

To sign into Westlaw International – Middle East, visit [global.westlaw.com](https://global.westlaw.com)

For assistance or to request training, email [SSA.MENATrainers@thomsonreuters.com](mailto:SSA.MENATrainers@thomsonreuters.com)

For additional training materials, visit <https://support.thomsonreuters.ae/>