Westlaw UK: Alerts

On Westlaw UK you can set up alerts in a few ways:

- From a Search
- From a Topic page
- A Case Alert (see Tracking Cases in the Cases Guide)

You can also set up an alert from the Alert Centre.

**Topic Alerts**

To receive an email with any new content added to a Topic or sub-Topic page click the bell icon next to the name of the page:

From a Search

Having run a search and applied any filters, click the bell icon next to your delivery icons.

Then click Save Alert to save and return to your Topic page. If you want to add more advanced settings (e.g. change the time of delivery) then click Go to Alert Centre.

Give the alert a name. By default, this will be the name of the Topic page. You can also replace an existing alert by checking the box and selecting the alert you want to replace.

Type in the email address of the recipient(s). You can type them in or select from My Contacts.

**Method:** You can receive just a list of results or the full text of the content via email. You can also receive content via RSS or HTML.

**File format:** You can choose from Word, RTF, PDF or CSV format, or receive an email with inline HTML (rather than an attachment).

**Frequency:** Choose to receive your alert daily, just on weekdays, weekly, fortnightly or monthly.

You can also choose to be notified by email even if there are no new documents by checking this box.
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Your Alert Centre

You can access your Alert Centre to edit and manage your alerts by clicking the Alerts link on the top toolbar.

Search for an Alert you have set up

Re-sort your list of alerts, view more/less information for each

Select alerts using the checkboxes to the left and then pause, resume or delete

Filter your list of alerts by type, whether they are active, or who is receiving them

The name of Case Alerts and alerts created from a search are links. You can click on this link to go to the case or to rerun the search.

To add/Remove recipients for an alert: Click the Email recipients link underneath the alert name to edit the delivery settings.

To edit other alert settings: click the Manage alert link to the right of the alert name.

To create an alert from the Alert Centre then click the Create Alert button at the top of the screen.

Creating/Managing an Alert

This is a 6-step process. If you are managing (editing) an alert then you can skip to the step you want to change by clicking the relevant Edit link.

Step 1 – The Basics
Name: Give the Alert a name
Client ID: Here you can specify an appropriate client ID/Matter Reference if required
Description: You can put in an optional description of the Alert
Alert Group: If you have a large number of Alerts then you can group them into categories. You can assign this new Alert to an existing (or new Group)

Step 2 – Select Content
Here you can select the content you want to receive. Simply click Add next to the content set. If a content set can be further broken down (e.g. Legislation) then click on the links and any of the sub-content types.

Step 3 – Select Topics
Now you can select Topics to include in your Alert. Again, just click Add next to the Topic, or click the link to view any sub-Topics. If you do not select any Topics then you will automatically be searching all Topics.

Step 4 – Enter Search Terms
Here you enter in 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 then you can leave the search terms section blank to receive all new information for the Topics you have chosen.

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 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 just send a list of results.

Step 6 – Schedule Alert
As well as specifying the frequency, you can also specify an end date for the Alert and choose what time of day the Alert will run.