

Westlaw NZ

How to Create Alerts

The Alert feature will ensure you are kept up to date with enhancements and developments on legal topics.

The  icon indicates that an Alert can be set on the current search or selected items from the Table of Contents.

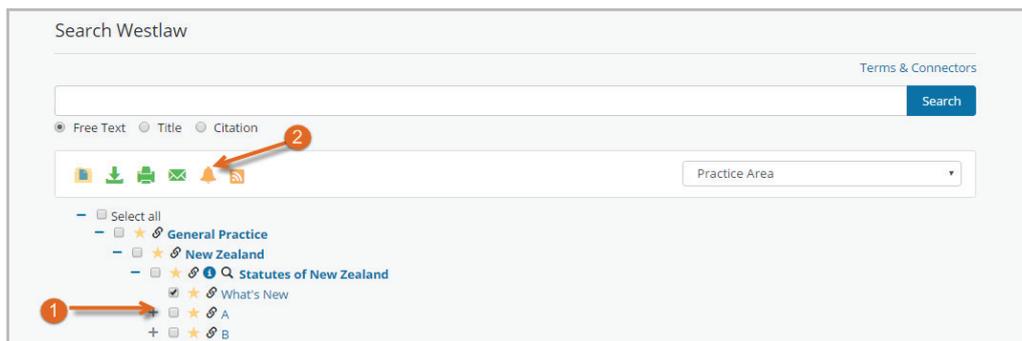
To get started you will need to log into Westlaw NZ and setup a number of alerts.

Log on to the service at <http://www.westlaw.co.nz>. Enter your Username and Password then click Sign In.

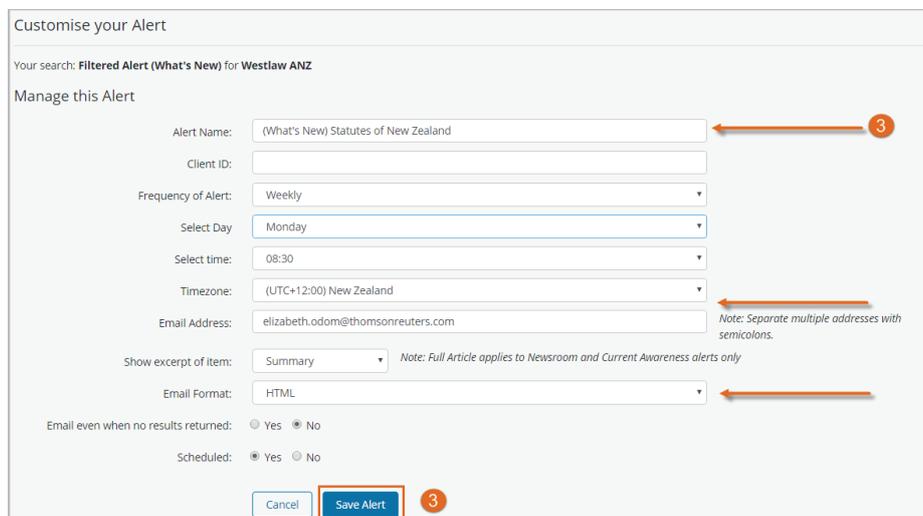
Create a Table of Contents Alert

Table of Contents (TOC) Alerts notify you of new documents added to the TOC. This can be used to set an alert on a product or sub level of a product.

- From the Homepage browse the table of contents and place a tick in the required product/s or product level/s
For example: To Create an Alert to Changes in Legislation. Drill down to “Statutes of New Zealand” and create an Alert to “What’s New”.
- Click the **Alert** icon.



- From the **Customise your Alert** page, enter an Alert Name and Email Address and select your preferred delivery options. Click Save Alert.



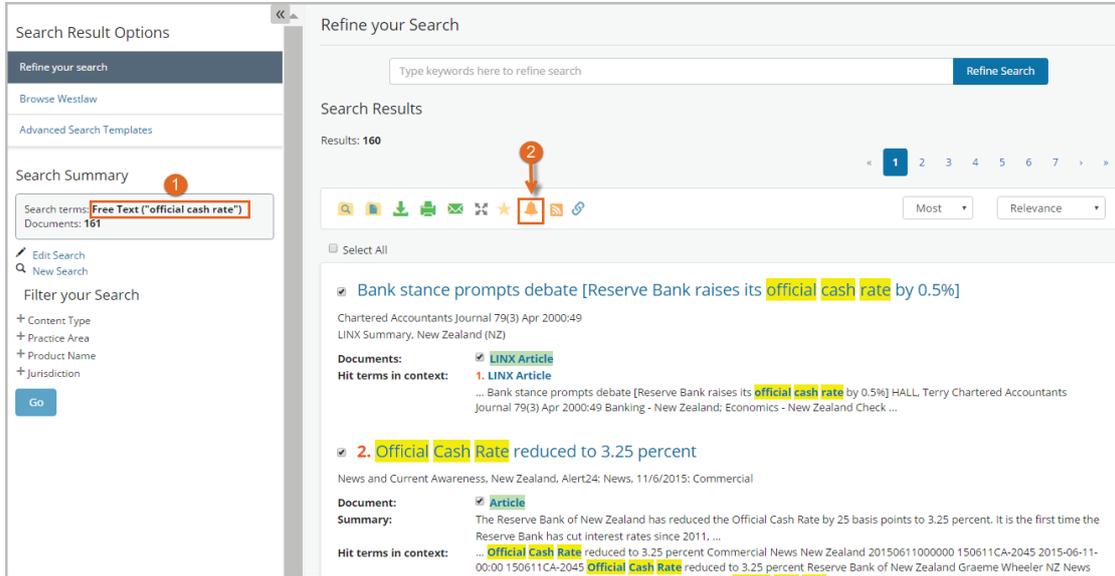
Note: Maximum 200 documents per Alert.

This will display the **My email alerts** page with a list of all your current alerts as well as your newly create alert.

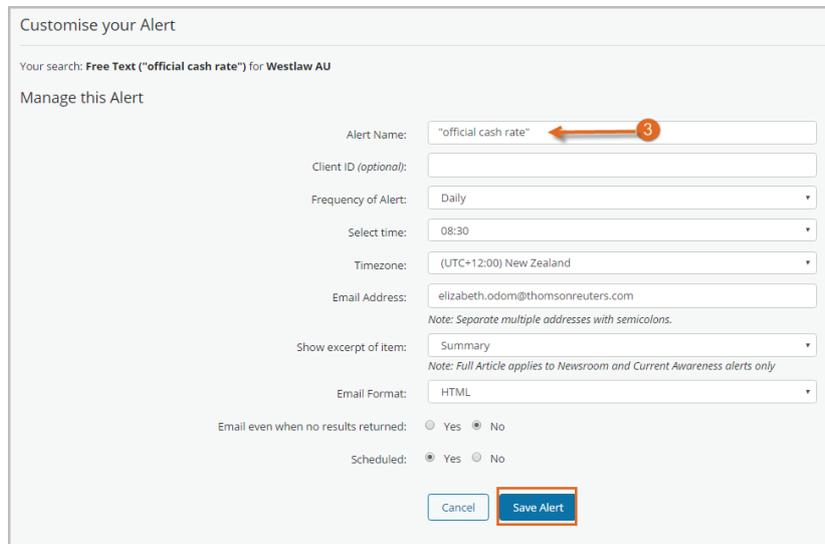
Create a Search Alert

You can create an alert from the search results page. This will provide updates of new documents added to Westlaw NZ which meet your search criteria.

1. Begin by running a search.
2. From the search results page click the  Alert icon to create an individual alert.



3. From the **Customise your Alert** page, enter an Alert Name and Email Address and select your preferred delivery options. Click Save Alert.



This will display the **My email alerts** page with a list of all your current alerts including your newly created alert.