

Westlaw New Zealand

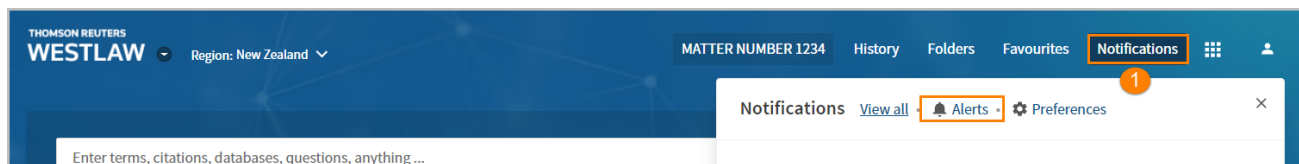
Alert 24 Guide

Thomson Reuters Alert 24 provides the latest details on legal and regulatory developments in key areas of practice.

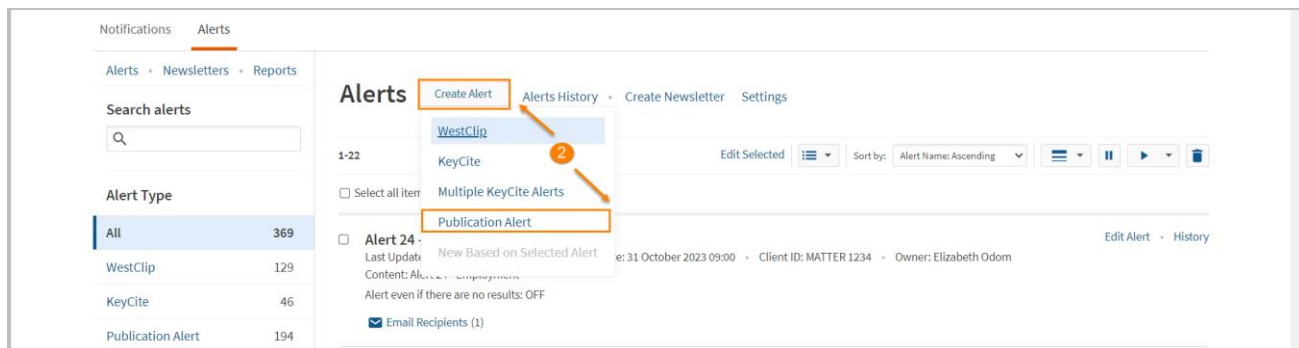
Alert 24 includes an overview of legislative changes (if there are any), case summaries with links to those cases, and any key press releases. Updates to information in the commentary products and Forms & Precedents publications are also included.

If your organisation subscribes to any of the Thomson Reuters Alert24 topics, follow the instructions below to start receiving them automatically by email.

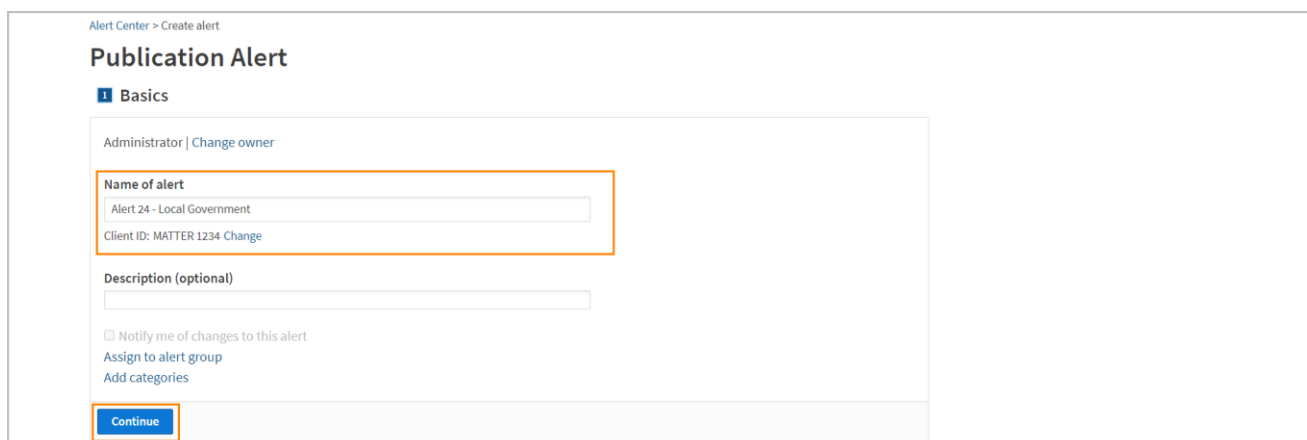
1. Log into the Westlaw (New Zealand) homepage. Click **Notifications** then choose **Alerts**.



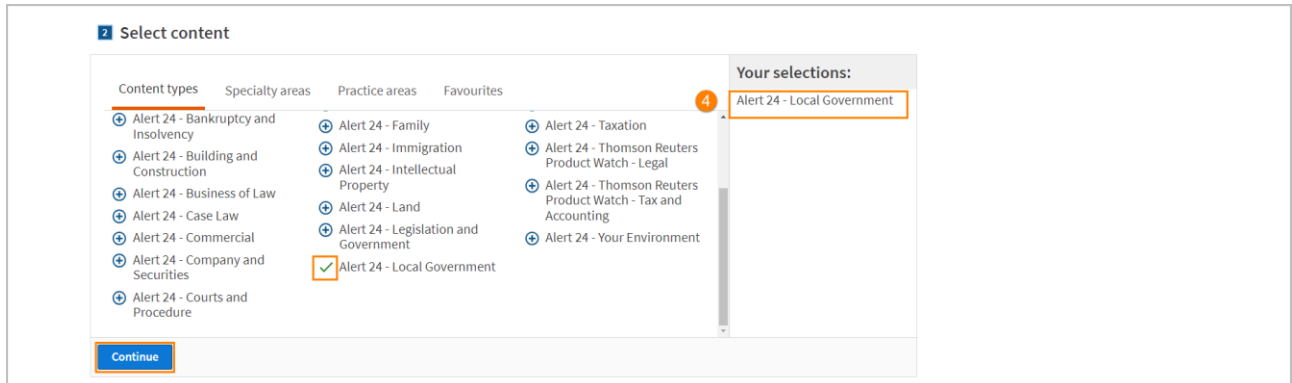
2. Click **Create Alert**. From the list choose **Publication Alert**.



3. Give your alert a name – eg “Alert 24 - Local Government” this will help you to recognise it in your inbox. Click **Continue**.



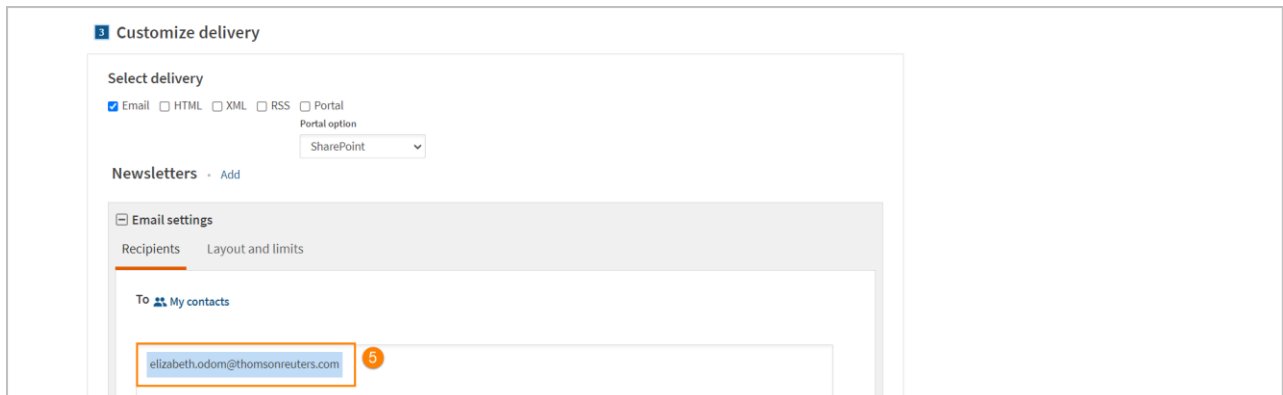
4. Click on **News & Current Awareness**, then the plus symbol beside the Alert 24 you want to start receiving . Your selection will appear on the right hand side of the window. Click **Continue**.



Note: You can choose only one Alert 24 topic at a time. To create an email alert to multiple topics, create an [Alert Newsletter](#).

5. Customise Delivery

- a. In Email settings, enter the email address you would like the Alert to be emailed to.



- b. **Format:** You can tick the checkbox to include full text of new documents, and change the format, i.e., **Word, RTF, PDF, or HTML**. By default your Alert 24 will be delivered as a Word attachment.

If you prefer not to have this attachment, from the foot of this step, choose the “inline html” option so the information is displayed within the email itself rather than an attachment (this setting is the common preference for most users).

Note: Documents are delivered as a single merged file. You may wish to select Multiple files (ZIP)

- c. **What to deliver:** By default, new and existing alerts are set to "List of items".

Selecting "**Documents**" allows users to read the [full text](#) of the documents in the alert email without needing to click on a link and log in to Westlaw to view the document. Click **Continue**.

Do not use a reply-to address
Subject
 Publication Alert: Alert 24 - Local Government
Email note

Format	As	Number of items
Inline HTML	Multiple files (ZIP)	100

What to deliver
 List of items
 Documents
 Include out-of-plan documents
 Other settings (HTML, XML, RSS, Portal)

Note: Excludes NewsRoom content. Royalty agreements limit our ability to support full text document format on this third party content.

Note: Tick "Include out-of-plan documents" **only** if you are happy to pay the charge for each out of plan document included in the alert. No further warning regarding charge on individual out of plan documents in the alerts will be received.

6. **Schedule Alert** – Choose the frequency and correct time zone, and specify the time you want it to arrive. It is recommended that "Alert even if there are no results" remains unticked.
7. Click **Save Alert**.

4 Schedule alert

6 Frequency Weekdays (M-F)	Alert at this time (GMT+12:00) Auckland, Wellington 9:00 AM
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End date
 (DD/MM/YYYY)
 Alert even if there are no results
7

8. You will return to the **Alert Centre**, where a notification will display stating the alert has been saved. In this screen, you can edit, delete, pause, or run your alerts. They should start arriving from the next working day.

Tip: The archive of Alert 24 email alerts is located on the Westlaw New Zealand homepage under **News & Current Awareness**. Browse the Alert 24 archive to see the latest ten articles or conduct a search across the archive.

Tip: You may wish to make an alert to **Alert24 Thomson Reuters Westlaw Product Watch**. Alert24 Product Watch – Legal ensures you are kept as up to date as possible with any commentary changes

to the product. When a commentary database is updated, we will publish the update to Product Watch with an overview of changes and link back to What's New.

Looking for more information?

To sign into Westlaw New Zealand, <https://nzlaw.thomsonreuters.com>

For assistance using Westlaw New Zealand, email NZtrainers@thomsonreuters.com

For additional training materials, visit <https://support.thomsonreuters.co.nz/product/new-westlaw-new-zealand>