Why are they useful?

It is important for students and practitioners to keep up to date with important developments in the law. Database alerting services allow you to set up an alert detailing the subjects that interest you. The database will then alert you by e-mail each time new material is added which matches your interests. In practice this will allow you to keep on top of new developments and in your studies it will ensure that your research e.g. for an essay/dissertation is continually updated.

Follow the instructions below to create alerts relevant to you:

**Westlaw: Creating an alert on a subject**

1. Login and select Alerts on the top banner

2. Select Westlaw tab and then click Create Alert

3. Select Westlaw UK Search and Topic Alert
4. Setting up Current Awareness Alerts

4. Give your Alert a name, description is optional and then click Continue

5. Select the content you would like to be included in your alert by clicking on ADD. Bear in mind that if you add all content your alerts are likely to be more comprehensive but if you are only interested in one aspect such as journal articles or cases they will be more focused. Then click continue.

6. Next select your topic/practice area. You can click ADD next to the Subject heading to add all content on the entire practice area or click on the Subject heading and then click ADD to select a more specific topic. Again refining your alert will produce more focused results. Again, click Continue.
4. Setting up Current Awareness Alerts

7. Next you can further refine your alert by adding search terms, and specifying the currency of documents included in your alert. This will then only bring you results which mention this term. If you have selected topics, you do not have to do this step, you can just click Continue.

8. Next enter your email address, you can edit other settings or just leave them as the default, then click Continue.
9. You can then set how often you want to receive the alert, set the time it will be emailed to you, set an end date (e.g. if you only need the alert until a hand-in date). Then click Save Alert.

![Schedule Alert](image)

**Westlaw: Managing/editing alerts**

If after setting up your alert you want to change it (alter how frequently you receive results, change the content covered because you are getting too many/few results) you can do so:

1. Select Alerts from the top toolbar and it will list alerts you have created

![Alerts](image)

2. Select Manage alert to edit any of the fields.

3. You can also suspend the alert for a specified period by selecting the pause icon, run it by pressing play or delete it by clicking the bin icon.
4. Setting up Current Awareness Alerts

Westlaw: Creating an alert from a search result

In addition to the Create a New Alert feature, alerts can also be created from a search result. This feature is particularly useful if you wish to create alerts on very specific subjects. They can be useful for ongoing research projects/dissertations as once you have searched for material you can get updates as new content is added.

1. Begin by running a search on Westlaw in the usual way. In addition to search terms, you can use the search within results option to focus your search.

2. Once you have a result list you are happy with, click on the Alert link (looks like a bell) in the top right hand corner of the screen. This will open a box where you can set the delivery settings and save the alert.
4. Setting up Current Awareness Alerts

**LexisLibrary: Creating an alert on a subject**

1. From the home page click on the person icon in the top right hand corner

2. Select My Alerts, then Current Awareness Updates and then click create

3. Give your alert a name and complete the sections for content type and jurisdictions coverage. Again, consider that if you tick all content your alerts are likely to be more comprehensive but if you are only interested in one aspect they will be more focused. Click Next.
4. Select a topic, note you can enter a search term and click Add to ensure your alert contains more relevant results. Click Next.

4. Choose your delivery options and add your ULaw email address. Click Next.
4. Setting up Current Awareness Alerts

5. Select how frequently you’d like to receive your alert. Click Next

6. You’ll then see a summary of your Alert. Click Finish and you’ll receive a confirmation message that your alert has been created successfully.

**LexisLibrary: Managing/editing alerts**

If after setting up your alert you want to change it (alter how frequently you receive results, change the content covered because you are getting too many/few results) you can do so:

1. Click on person icon in top right hand corner and select My Alerts.
2. Tick the alert you wish to edit, delete or run and select relevant option.
4. Setting up Current Awareness Alerts

3. You can also access the archive of alerts provided the alert has returned results (from this screen by clicking on its title)

LexisLibrary: Creating an alert from a search result

You can also create Search Alerts which will automatically provide updates to your search results at specified intervals. These can be useful for ongoing research projects/dissertations.

1. Begin by running a search on your topic. You can narrow your search by using the search within results option.

2. To set up a Search Alert, click on the bell link in the top right corner

3. Then, give it a name, select delivery and schedule options and select Save