Capitol Watch Alerts and Tracks

Overview
The Alerts feature on Thomson Reuters Westlaw™ increases your ability to access important information by streamlining the process for creating alerts, enhancing options for delivering results, and consolidating all of your alerts into one, easy-to-use interface.

Accessing Westlaw Alerts
At the Westlaw® homepage, click Alerts in the upper-right corner (Figure 1).

Browsing the Alerts Page
The Alerts page consolidates all of your alerts and Capitol Watch Tracks into a single list. Viewing options include the following:

- To view alerts by type, click a category under Alert Type in the left column. Each alert type shows the number of alerts it contains.
- Narrow your alerts by selecting one or more filters under Narrow in the left column. Available filters include Active or Inactive, Client ID, and Recipients.
- Use the tabs at the top of the page to create an alert or Capitol Watch Track, view alert history, or create a newsletter.
- Customize your display using the buttons on the toolbar. You can change the display from list view to grid view, sort the list, choose the level of detail, pause an alert and then resume running it, manually run an alert to see its results immediately, and delete an alert.
Creating a Capitol Watch Alert

To create a Capitol Watch alert, complete these steps:

Click **Create Alert** and select the **WestClip®** alert type from the drop-down menu (Figure 2).

![Figure 2. Selecting an alert type](image)

1. The WestClip Alert page is displayed (Figure 3). In the **Basics** section, enter a name for the alert. If desired, change the default Client ID and add a description.

![Figure 3. WestClip Alert page](image)

The alert can also be assigned to an Alert Group in order to organize the alerts by topic, geographic region, client, or project. Click **Assign to Alert Group**. Then click **Create Group**. Select a name for your group and click **Save**. Then click **Assign**.

![Figure 4. Alert Groups](image)
Categories and descriptive terms can also be added to the alert. From the Basics screen, click Add Categories. Type in a category name or term, click Add, and then click Apply.

Click Continue. The process for creating an alert is similar for each type of alert.

2. In the Select Content section (Figure 6), select the content you want to search. For example, to select all Capitol Watch content, click Add next to Capitol Watch. To select specific content, click the Capitol Watch link. You can select up to 20 different types of content. Click Continue.
3. In the *Enter Search Terms* section (Figure 7), enter a Boolean Terms and Connectors query in the Search box. Click **Preview Results** if you would like to preview your result and verify that your search terms and other settings yield the result you want at no charge. Click **Continue**.

![Figure 7. Enter Search Terms](image)

4. In the *Customize Delivery* section (Figure 8), select a delivery method (e.g., Email, HTML, XML, RSS, Portal, or History Only) and select the settings for that method. **History Only** will deliver results only to online Alert History, while all other options deliver results via the method chosen as well as online Alert History. Click **Continue**.

![Figure 8. Customize Delivery section](image)

5. In the *Schedule Alert* section (Figure 9), set the frequency for the alert. Select the time zone and time of day the alert will run and whether you want to be notified when there are no results.

![Figure 9. Schedule Alert section](image)
6. Click **Save Alert**. A confirmation message and the new alert summary are displayed on the Alerts page (Figure 10).

![Figure 10. Alerts page](image)

**Creating a Capitol Watch Track**

To create a Capitol Watch Track:

Click **Create Alert** and select **Capitol Watch Track** from the drop-down menu (Figure 11).

![Figure 11. Selecting Capitol Watch Track](image)

1. The Capitol Watch Track page is displayed (Figure 12). In the Basics section, enter a name for the Track. If desired, change the default Client ID and add a description. Enter a state or federal bill citation or a state regulation citation.

   For state and federal bills you may want to use, select the **Citation Builder** feature. The **Citation Builder** link provides a template for citation formats for congressional and state bills. Click **Citation Builder**.

![Figure 12. Capitol Watch Track page](image)
Fill out the relevant portions of the Citation Builder template, then click Create.

![Citation Builder page](image)

The Track can also be assigned to an Alert Group in order to organize the Track by topic, geographic region, client, or project. Click Assign to Alert Group. Then click Create Group. Select a name for your group and click Save. Then click Assign.

![Alert Groups page](image)

Categories and descriptive terms can also be added to the alert. From the Basics screen, click Add Categories. Type in a category name or term, click Add, and then Apply.

![Categories page](image)
2. In the **Customize Delivery** section (Figure 16), select a delivery method (e.g., Email, HTML, XML, RSS, Portal, or History Only) and select the settings for that method. **History Only** will deliver results only to online alert History, while all other options deliver results via the method chosen as well as online alert History. Click **Continue**.

![Customize Delivery](image)

Figure 16. Customize Delivery section

3. In the **Schedule Alert** section (Figure 17), set the frequency for the alert. Select the time zone and time of day the alert will run and whether you want to be notified when there are no results.

![Schedule Alert](image)

Figure 17. Schedule the Alert section

4. Click **Save Alert**. A confirmation message and the new alert summary are displayed on the Alerts page. (Figure 18).

![Alerts page](image)

Figure 18. Alerts page
Creating Alerts or Tracks from a Results Page

To create an Alert from a results page, click the **Create WestClip Alert** icon (Figure 19) at the top of the results page. The Alert Center page will then display this search and help you set up your alert entry.

![Figure 19. Create WestClip Alert from Results page](image)

To create a Capitol Watch Track from a results page, click the **Track** icon (Figure 20) on the desired result. The Alert Center page will then display and help you set up the track.

![Figure 20. Create Capitol Watch Track from Results page](image)

To keep a federal or state bill or a regulation from appearing in all future WestClips, click the **Ignore** button (Figure 20).

**LOOKING FOR MORE INFORMATION?**

Westlaw is available on the Web at westlaw.com.
For assistance using Westlaw, call 1-800-WESTLAW (1-800-937-8529).
For free reference materials, visit legalsolutions.com/westlaw-support.