

ALERT24 QUICK GUIDE

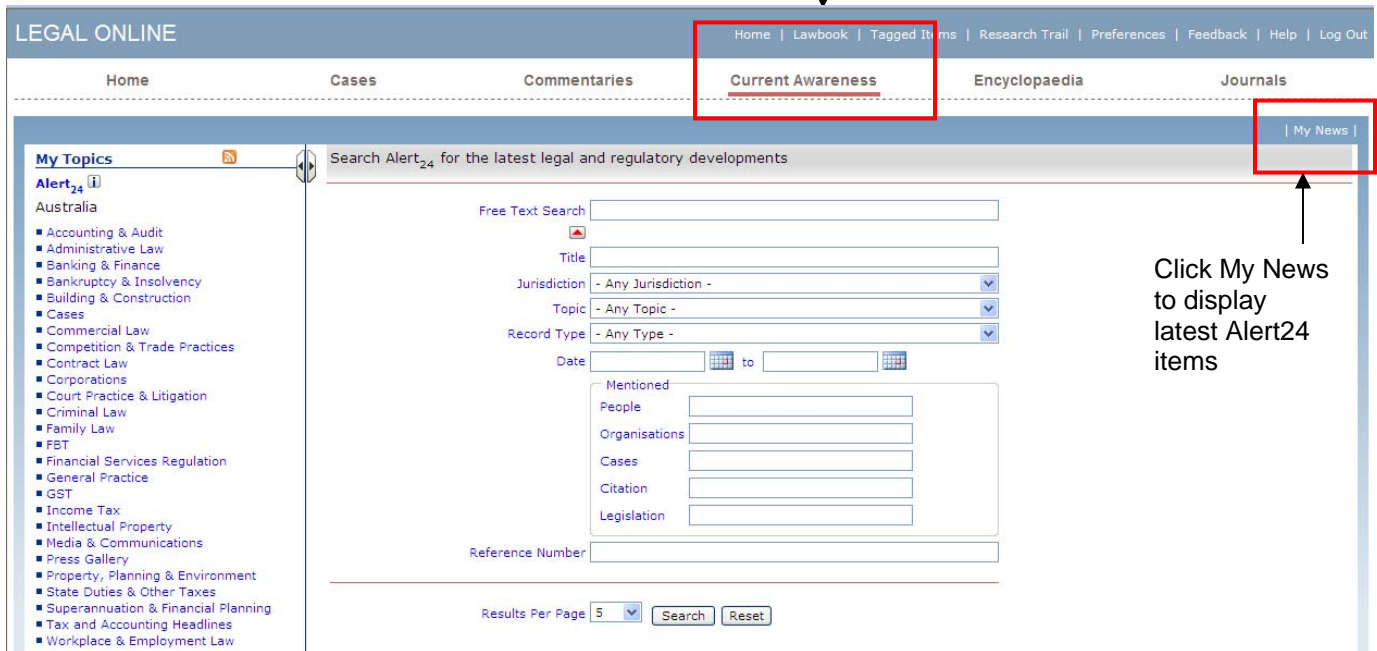
Alert24 is Thomson Reuter’s current awareness service providing the latest details on the legal and regulatory developments in key areas of practice. Users receive daily email alerts and can access their own personalised Web site tailored to their particular areas of interest.

1. Accessing Alert24

To access Alert24 log into <http://legalonline.thomson.com.au>

- Step 1.** Enter Username and Password and Click Login or (IP users click “IP users click here”). This will take you to the Legal Online homepage.
- Step 2.** Click **Current Awareness** from the toolbar

Click **Current Awareness** to access Alert24



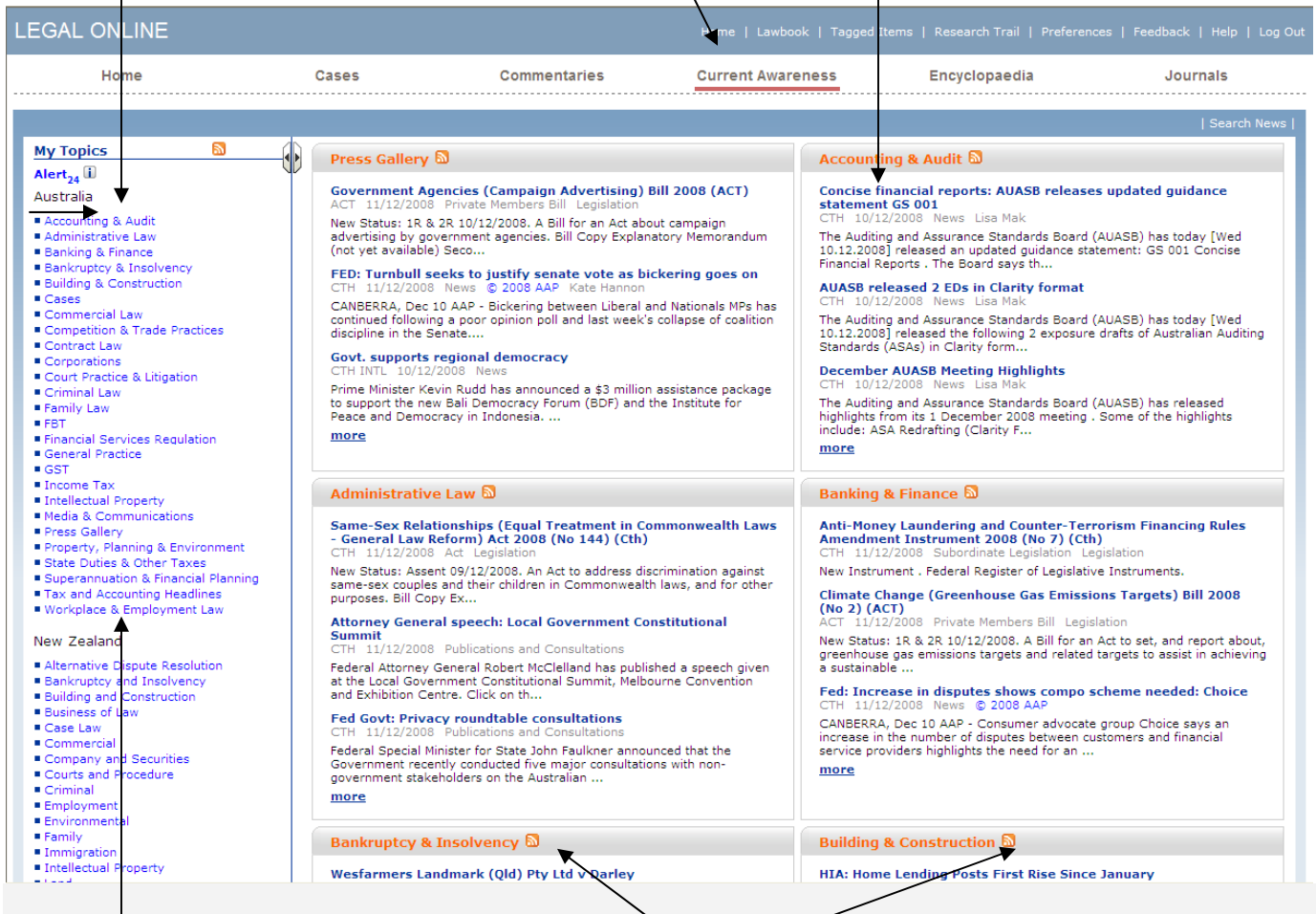
**Step 3.** Click **My News** to display the Alert24 homepage.

2, Alert24 Homepage

List of subscribed Topics

Select Current Awareness to display the Search page

Click item title to display full record



The screenshot shows the 'LEGAL ONLINE' interface with a navigation bar at the top containing 'Home', 'Cases', 'Commentaries', 'Current Awareness', 'Encyclopaedia', and 'Journals'. The 'Current Awareness' section is active. On the left, a 'My Topics' sidebar lists various legal categories under 'Australia' and 'New Zealand'. The main content area features several topic-specific news feeds, each with a title, date, and a 'more' link. Annotations with arrows point to the 'My Topics' list, the 'Current Awareness' tab, a news item title, and the 'RSS Feeds' icon.

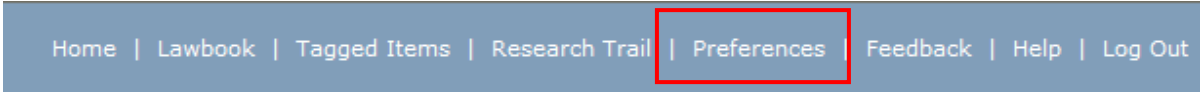
Click to display a list of current items for today.

RSS Feeds

**3. Preferences**

Alert24 uses a feature called Profile to create and manage different subject profiles for each user. Within the Profile options, a user can adjust the content and style of email alerts as well as set **My News** display preferences.

**Step 1:** From within Legal Online click **Preferences**



**Step 3:** Enter your E-mail address and click **Use Personal Profile**

Switch Profile

Create or edit profile

Create a new profile, or edit an existing one, by entering your e-mail address:

E-mail:

Use default profile

Use default profile, instead of personal profile:

**Step 4:** Select **Display Preferences, Alert24 My News** or **Alert24 E-Mail** tabs and setup user options

Profile for jsmith@lawfirm.com.au [Switch profile >>](#)

Display Preferences
Alert24 My News
Alert24 E-Mail

Automatic Login

When logging in, use preferences for:

Common Preferences

Show more search options: <input type="text" value="Yes"/>	Results per page: <input type="text" value="20"/>
Show hit highlighting: <input type="text" value="With a single colour"/>	Single screen view: <input type="text" value="No"/>
Show AustII links: <input type="text" value="No"/>	Default view: <input type="text" value="Research View"/>
Number of news items: <input type="text" value="3"/>	Show hits in summary: <input type="text" value="No"/>

Commentaries Preferences

Show history notes inline:

The Laws of Australia Preferences

Show case status flags:

[<<Back](#)

**Step 5:** Click **Save Preferences**

**Note:** To learn more about the preference options see the Alert24 Preferences Help guide.

**4. Searching Alert24**

The Alert24 search form is used to search for items by constructing and refining a search using fields and drop-down lists.

**To Search for an Item**

- Step 1.** Click **Current Awareness** from the Legal Online homepage
- Step 2.** Enter search term(s) and/or select one or more of the drop-down options (eg jurisdiction, topic)
- Step 3.** Click **Search**

**Example:** To search for items with ASIC in the title for February 2008, enter ASIC into the **Title field** and select a **date range** from the popup calendars (04/02/2008 to 29/02/2008).

Search Alert<sub>24</sub> for the latest legal and regulatory developments

Free Text Search

Title

Jurisdiction

Topic

Record Type

Date  to

Mentioned

People

Organisations

Cases

Citation

Legislation

Reference Number

Results Per Page

To restrict a search by date, select the required date from the popup calendars →

Select one of the options from the drop-down menu to narrow a search

Enter terms to locate Alert24 records where the specified search terms are mentioned

**Tips:** Click on one of the blue search fields to display popup help on searching. For example the Free Text Search help provides a list of search connectors you can use when searching.

Field Name	Field Description
Free Text Search	Use this to search across all fields available. Boolean and proximity Operators may be used.
Title	Use to search for words located in the title of an item.
Jurisdiction	Use to restrict the search to a specific jurisdiction.
Topic	Use to narrow the search to one topic. Note only topics subscribed to will be listed.
Record Type	Use to restrict search to items of a particular type ie cases, news, legislation
Date	Use the date popup calendars to restrict the search to the date an item was published.
Mentioned	Retrieves items with words mentioned in one of the areas listed.
Reference Number	Unique number assigned by Thomson.

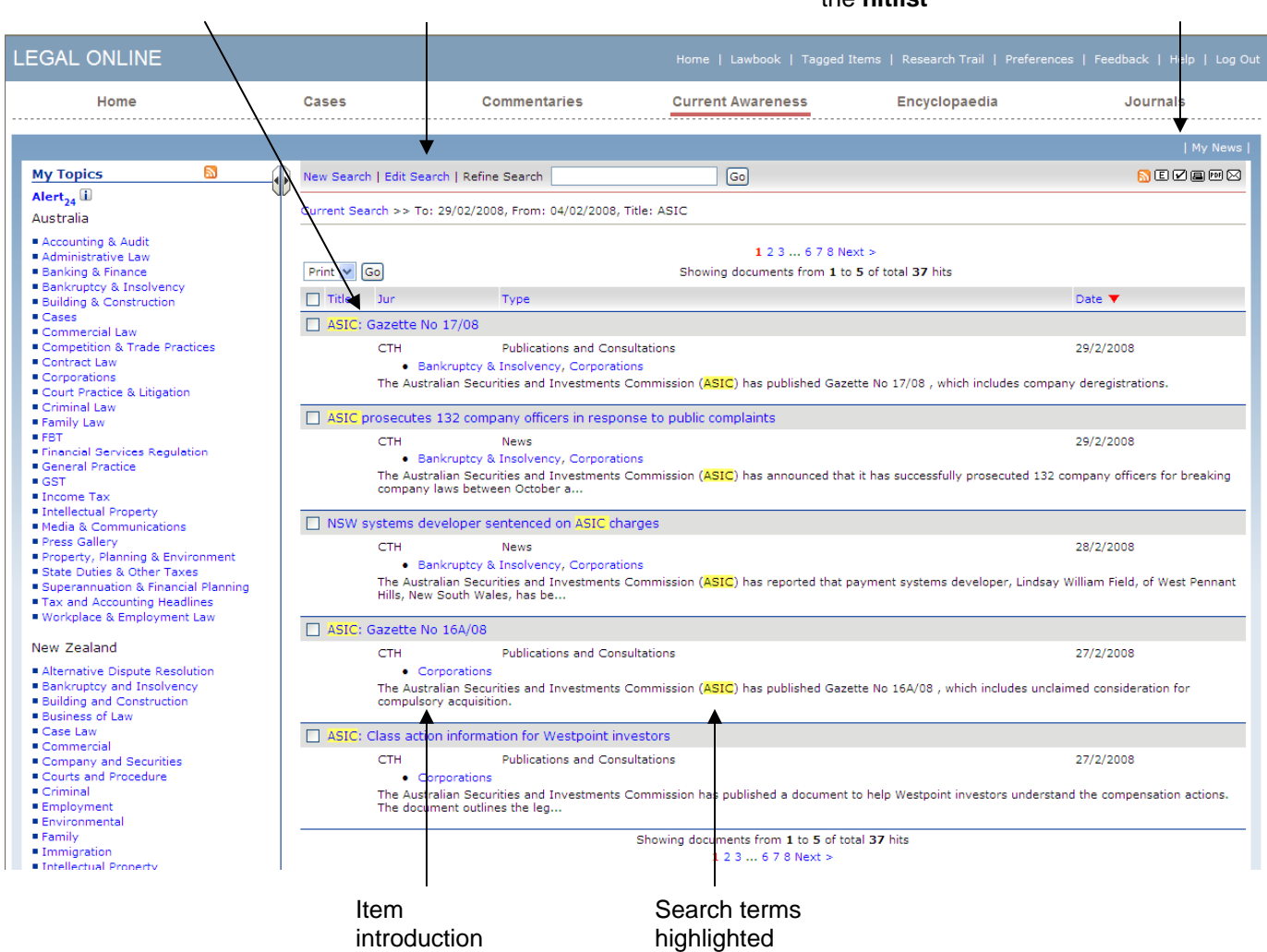
**5. Working with the Results (hitlist)**

The hitlist displays a list of items in reverse chronological order that satisfy your query. To display the full item select the item from the hitlist.

Select an item from the hitlist to display full text


**New, Edit and Refine Search**

Click one of the buttons located in the top right hand corner of the grey toolbar to **Edit, Tag, Print or Email** the hitlist

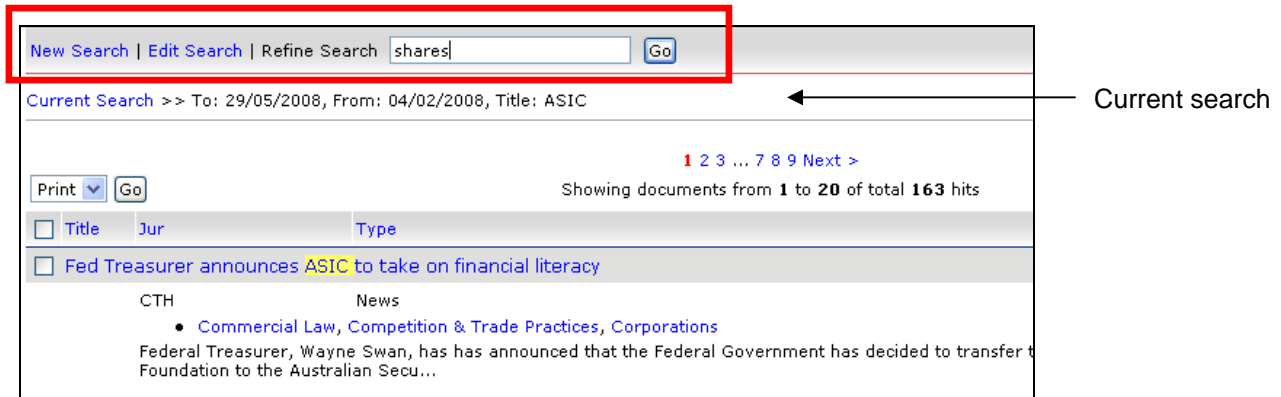


The screenshot displays the 'LEGAL ONLINE' interface. At the top, there are navigation links: Home, Lawbook, Tagged Items, Research Trail, Preferences, Feedback, Help, and Log Out. Below this is a secondary navigation bar with Home, Cases, Commentaries, **Current Awareness**, Encyclopaedia, and Journals. The main content area is divided into a left sidebar and a main results pane. The sidebar contains 'My Topics' and 'Alerts' sections with various legal categories. The main results pane shows search filters (To: 29/02/2008, From: 04/02/2008, Title: ASIC) and a list of 37 hits. The first five hits are visible, each with a title, jurisdiction, type, and date. Annotations with arrows point to specific elements: 'Select an item from the hitlist to display full text' points to the first document title; 'New, Edit and Refine Search' points to the search toolbar; 'Click one of the buttons located in the top right hand corner of the grey toolbar to Edit, Tag, Print or Email the hitlist' points to the toolbar buttons; 'Item introduction' points to the first line of a document snippet; and 'Search terms highlighted' points to the highlighted 'ASIC' text in the snippet.

## 6. Refining a Search

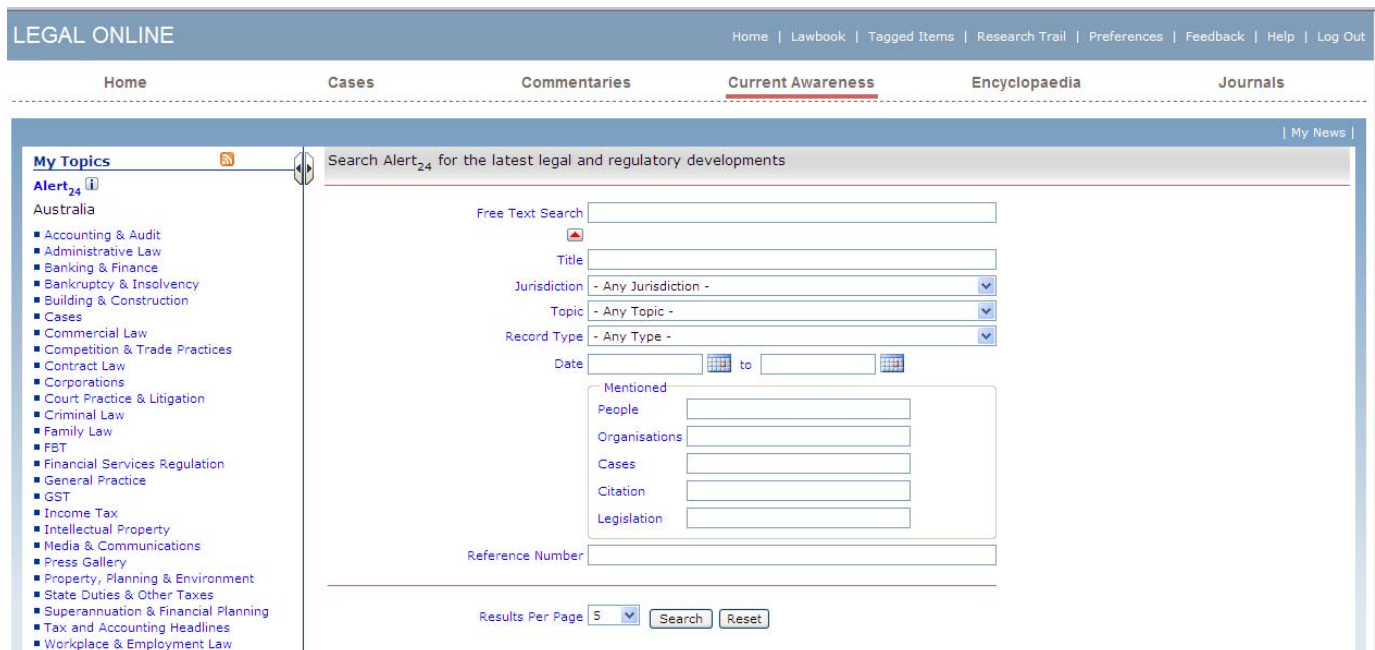
If a search did not retrieve relevant documents you can modify the search using the **Edit Search** link or the  button located in the top right corner of the page.

When a search retrieves too many documents use the **Refine Search** to enter an additional term or terms.



The screenshot shows a search bar with the text 'shares' and a 'Go' button. Below the search bar, there are links for 'New Search', 'Edit Search', and 'Refine Search'. The current search parameters are displayed as 'Current Search >> To: 29/05/2008, From: 04/02/2008, Title: ASIC'. A pagination bar shows 'Showing documents from 1 to 20 of total 163 hits'. Below this, there are columns for 'Title', 'Jur', and 'Type'. A search result is visible: 'Fed Treasurer announces ASIC to take on financial literacy' with a sub-heading 'Commercial Law, Competition & Trade Practices, Corporations' and a snippet of text: 'Federal Treasurer, Wayne Swan, has announced that the Federal Government has decided to transfer t Foundation to the Australian Secu...'. A red box highlights the search bar area, and an arrow points to the 'Current search' label.

Alternatively to clear the search and start again click **New Search**.



The screenshot shows the 'LEGAL ONLINE' search interface. At the top, there are navigation links: Home | Lawbook | Tagged Items | Research Trail | Preferences | Feedback | Help | Log Out. Below this, there are tabs for Home, Cases, Commentaries, Current Awareness, Encyclopaedia, and Journals. The 'Current Awareness' tab is selected. On the left, there is a 'My Topics' sidebar with a tree view of legal topics including Accounting & Audit, Administrative Law, Banking & Finance, Bankruptcy & Insolvency, Building & Construction, Cases, Commercial Law, Competition & Trade Practices, Contract Law, Corporations, Court Practice & Litigation, Criminal Law, Family Law, FBT, Financial Services Regulation, General Practice, GST, Income Tax, Intellectual Property, Media & Communications, Press Gallery, Property, Planning & Environment, State Duties & Other Taxes, Superannuation & Financial Planning, Tax and Accounting Headlines, and Workplace & Employment Law. The main search area is titled 'Search Alert<sub>24</sub> for the latest legal and regulatory developments'. It contains a 'Free Text Search' field, a 'Title' field, a 'Jurisdiction' dropdown menu (set to '- Any Jurisdiction -'), a 'Topic' dropdown menu (set to '- Any Topic -'), and a 'Record Type' dropdown menu (set to '- Any Type -'). There is also a 'Date' field with a calendar icon and a 'Reference Number' field. Below the search fields, there is a 'Mentioned' section with input fields for 'People', 'Organisations', 'Cases', 'Citation', and 'Legislation'. At the bottom, there is a 'Results Per Page' dropdown menu (set to 5) and 'Search' and 'Reset' buttons.

**Note:** Search term connectors (eg and, or, “”) can be used to refine a search.

7. Viewing a Document (Item)

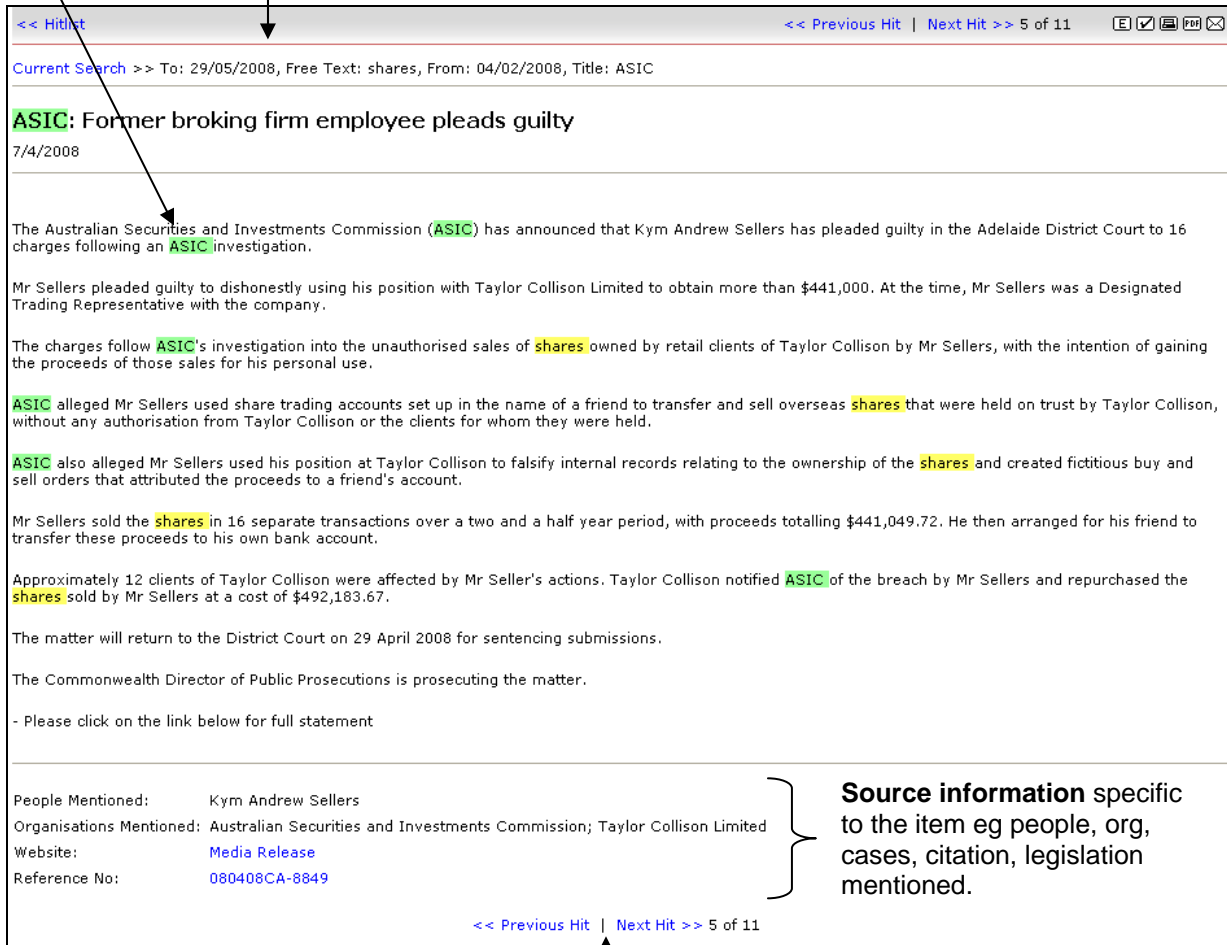
Items will link to key source documents. For example, case items will link to the full text of the judgment and FirstPoint summary where applicable.

**Note:** you must have a current subscription to these services to access these documents.

Search terms appear highlighted

Current Search

Click to view **Next Hit** or **Previous Hit**



<< Hit/Hit >> << Previous Hit | Next Hit >> 5 of 11

Current Search >> To: 29/05/2008, Free Text: shares, From: 04/02/2008, Title: ASIC

**ASIC: Former broking firm employee pleads guilty**  
7/4/2008

The Australian Securities and Investments Commission (ASIC) has announced that Kym Andrew Sellers has pleaded guilty in the Adelaide District Court to 16 charges following an ASIC investigation.

Mr Sellers pleaded guilty to dishonestly using his position with Taylor Collison Limited to obtain more than \$441,000. At the time, Mr Sellers was a Designated Trading Representative with the company.

The charges follow ASIC's investigation into the unauthorised sales of shares owned by retail clients of Taylor Collison by Mr Sellers, with the intention of gaining the proceeds of those sales for his personal use.

ASIC alleged Mr Sellers used share trading accounts set up in the name of a friend to transfer and sell overseas shares that were held on trust by Taylor Collison, without any authorisation from Taylor Collison or the clients for whom they were held.

ASIC also alleged Mr Sellers used his position at Taylor Collison to falsify internal records relating to the ownership of the shares and created fictitious buy and sell orders that attributed the proceeds to a friend's account.

Mr Sellers sold the shares in 16 separate transactions over a two and a half year period, with proceeds totalling \$441,049.72. He then arranged for his friend to transfer these proceeds to his own bank account.

Approximately 12 clients of Taylor Collison were affected by Mr Seller's actions. Taylor Collison notified ASIC of the breach by Mr Sellers and repurchased the shares sold by Mr Sellers at a cost of \$492,183.67.

The matter will return to the District Court on 29 April 2008 for sentencing submissions.

The Commonwealth Director of Public Prosecutions is prosecuting the matter.

- Please click on the link below for full statement

People Mentioned: Kym Andrew Sellers  
Organisations Mentioned: Australian Securities and Investments Commission; Taylor Collison Limited  
Website: Media Release  
Reference No: 080408CA-8849

<< Previous Hit | Next Hit >> 5 of 11

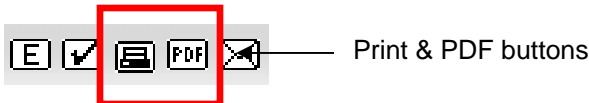
Click to view **Next Hit** or **Previous Hit**

## 8. Printing

With Alert24 you can choose to print your search results list, a document record or multiple documents.

### To Print an Alert24 Item

Use the Print or PDF buttons located in the top right corner of the document (ie the screen you are currently viewing).



**Step 1.** With the document Item displayed click the Print or PDF button

**Step 2.** Select **Print** or (**Open** then **Print** for PDF)

### Print and Go

Use the Print and Go feature to print multiple document items from the “hitlist”.



**Step 1.** Place a tick in the corresponding check box(s) from the hitlist

**Step 2.** Select **Print**, or **PDF** from the drop-down list

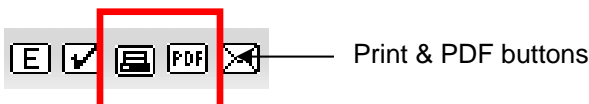
**Step 3.** Click **Go**

**Step 4.** Click **Print** or (**Open** then **Print** for PDF)

**Note:** The full document will be printed.

### To Print the Hitlist

Use the Print or PDF buttons located in the top right corner to print a Hitlist (ie the screen you are currently viewing).



**Step 1.** With the Hitlist displayed click the Print or PDF button

**Step 2.** Select **Print** or (**Open** then **Print** for PDF)

**Note:** The Hitlist is set at 20 results per page. To change select the Preferences link.



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## 9. Daily Email Alerts

Alert24 will be emailed daily, weekly and monthly to your preferred email address once a user profile has been setup. See the Preferences section of this guide or the Alert24 Preferences Help guide for more information on creating a user Profile and customizing e-mail alerts.

## 10. Help & Assistance

**Technical Support** Call Digital Support **1800 020 548** or email [LRA.digital.support@thomson.com](mailto:LRA.digital.support@thomson.com)

**Training Support** Call **1800 020 548** or email [LRA.Trainers@thomson.com](mailto:LRA.Trainers@thomson.com)

**Customer Support** Call **1300 304 195**