

LawOne by TimeBase

Power search national legislation.

Quick start guide

Alert profiles

- > Creating an alert profile
- > Tracking content by subject
- > Tracking specific items of legislation
- > Reviewing profile content
- > Suspending email alerts
- > Alert profile reports
- > Sharing alert profiles
- > Creating an RSS feed
- > Editing alert profiles
- > Deleting alert profiles

Creating an alert profile (1/2)

Create a new profile for alerting and activity reporting.

From any page:

- 1 Click on the **LawTracker** tab.
- 2 Click on **alerts**.
- 3 Click on **new alert profile**.

! To create an **alert profile**, a user must be logged in as themselves using their own email address and password.

LawOne by TimeBase | Browse | Search | **1** LawTracker | Trail | vanessa.morris@timebase.com.au

Alerts **2** Create, edit, view and share your customised alert profiles.

Daily activity reports View daily activity in each jurisdiction for set time periods.

Custom reports Generate customised Legislative Activity Reports for your chosen date range.

RSS feeds Subscribe to popular activity report RSS feeds.

- 12/04/2016 Heavy Vehicle National Law Application (Infringements) Amendment Regulations 2016 (25 of 2016) [VIC]
- 12/04/2016 Drugs, Poisons and Controlled Substances Amendment (Administration of Schedule 3 and 4 Poisons by Pharmacists) Regulations 2016 (20 of 2016) [VIC]
- 12/04/2016 Building Amendment (Brimbank and Wellington Siting Requirements) Regulations 2016 (21 of 2016) [VIC]

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My alert profiles **3** New alert profile +

Profile Name	Profile Tools
+ All ACT	▶ 📄 🔗 📡 ✎ 🗑️
+ All Subject areas	⏸ 📄 🔗 📡 ✎ 🗑️
+ Compliance NSW and QLD	⏸ 📄 🔗 📡 ✎ 🗑️
+ Corporations	⏸ 📄 🔗 📡 ✎ 🗑️
+ Employment Law	⏸ 📄 🔗 📡 ✎ 🗑️

Creating an alert profile (2/2)

In the **create new alert profile** window:

- 1 Add a **profile name** (required).
- 2 Add a **description** (optional) to help define the purpose or summarise the profile.
- 3 Choose to receive a **standard** or **summary** report type from the drop down menu (most users choose **standard**).
- 4 By default, alerts are only sent to users if there has been activity on the items tracked by the profile. To continue receiving alerts when there is no activity, tick the **alert if no activity** checkbox.
- 5 Choose an alert **frequency**.
- 6 Choose one or more **events** to define the type of legislative activity you will be notified on.
- 7 Click **create profile**.

! An **edit profile** page appears after an alert profile is created. The collection of legislation items tracked by the profile can be further defined by subject, sub-subject and individual items.

The screenshot shows the 'Create new alert profile' window with the following fields and options:

- Profile Name: ?**: Text input field containing 'Intellectual property' (callout 1).
- Description: ?**: Text input field containing 'IP subject area for the practice group' (callout 2).
- Report Type: ?**: Dropdown menu with 'Standard' selected (callout 3). A checkbox for 'Alert if no activity ?' is visible (callout 4). The dropdown menu is open, showing 'Standard' (checked) and 'Summary Only'.
- Frequency: ?**: Radio button options: 'Twice Daily' (unchecked), 'Daily' (checked), 'Weekly' (unchecked), 'Monthly' (unchecked) (callout 5).
- Events: ?**: Checkboxes for 'Bill/Draft Progress' (checked), 'Assent / Notification' (checked), 'Commenced' (checked), 'Amended' (checked), and 'Repealed' (checked) (callout 6).
- Buttons**: 'Cancel' and 'Create Profile' (callout 7).

Tracking content by subject (1/2)

Selecting legislation to track by subject is the easiest way to set up an alert profile. All new legislation added to the selected subjects or sub-subjects category will automatically be tracked by the alert profile.

On the edit profile page, under the **select subjects** tab:

- 1 Click on **change default settings** to universally define the **jurisdictions, acts, bills** and **regulations** to be tracked for all selected subjects and sub-subjects.

- ! Click **show profile summary** to review the profile at any time.
- ! **New bills/drafts** added to relevant subjects are included in alerts.

Edit Profile - Intellectual property

Save Profile

! Show Profile Summary

Return to My alert profiles

Select Subjects

? Currently selected subjects: 1

- Administrative Law
- Animals
- Banking and Finance
- Charities, Religious and Other Associations
- Commercial and Corporate Law
- Consumer Protection and Competition Law
- Crime
- Customs and Excise
- Defence
- Education, Training and Research
- Employment and Industrial Relations
- Energy and Resources

Select Legislation

CTH ✓	ACT ✓	NSW ✓
NT ✓	QLD ✓	SA ✓
TAS ✓	VIC ✓	WA ✓
Acts		
Bills		
Regulations		

Review Profile

Change default settings ? 1

Tracking content by subject (2/2)

On the edit profile page, under the **select subjects** tab:

- 1 Toggle to reveal or hide **sub-subjects**.
- 2 Tick the **check box** of subjects and/or sub-subjects to define the profile.

- 3 Click the **document icon** to define the **jurisdictions, acts, bills** and **regulations** to be tracked for the corresponding subject or sub-subject.
- 4 Click **save profile**.

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[Edit profile](#) [Return to My alert profiles](#)

Edit Profile - Intellectual property

[Save Profile](#) [Show Profile Summary](#)

Select Subjects (1) [Select Legislation](#) [Review Profile](#)

? **Currently selected subjects: 1** [Change default settings](#)

<input type="checkbox"/> Insurance and Compensation	
<input type="checkbox"/> Intellectual Property (1)	
<input type="checkbox"/> Circuit Layouts	
<input checked="" type="checkbox"/> Copyright	ACT CTH NSW NT QLD SA TAS VIC WA Act Bill Regulation
<input type="checkbox"/> Designs	CTH ✓ ACT ✓ NSW ✓
<input type="checkbox"/> Patents	NT ✓ QLD ✓ SA ✓
<input type="checkbox"/> Trade Marks	TAS ✓ VIC ✓ WA ✓
<input type="checkbox"/> Wine Corporation & Plant Breeders' Rights	Acts ✓
<input type="checkbox"/> Legal System	Bills ✓
<input type="checkbox"/> Local Government	Regulations ✓
<input type="checkbox"/> Media and Communications	
<input type="checkbox"/> Migration and Citizenship	
<input type="checkbox"/> Occupational Health and Safety	
<input type="checkbox"/> Primary Industry	
<input type="checkbox"/> Private International Law	

Tracking specific items of legislation (1/2)

Using filters, find and add individual legislative items to the alert profile.

On the edit profile page, under the **select legislation** tab:

- 1 Use **filters** to find legislative titles.
- 2 Click **apply filters**.

! When tracking individual legislative items, alerts will only be generated when the legislation **commences, expires, is affected or is proposed to be affected** (repealed, amended, etc). Alerts will not occur for new legislation that replaces it, or concerns the same legislative concepts.

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Edit profile ? Return to My alert profiles -

Edit Profile - Intellectual property

Save Profile

Show Profile Summary ▾

Select Subjects **Select Legislation (1)** Review Profile

? Currently selected: 1 items of legislation

Use filters to find titles to add to profile

Words in Title: Copyright

Year: 2015

Number: Enter legislation number...

1

Jurisdictions: All CTH ACT NSW NT QLD SA TAS VIC WA

Document type: All Act Ordinance Regulation Bill Aged Care Principles Consumer Protection Notice

Status: All Awaiting assent Current Repealed Draft Assented Not in current session Failed

Principal: Principal Amending

Starts with: ABCDEFGHIJKLMNOPQRSTUVWXYZ All
Co

2

Clear Apply Filters

Tracking specific items of legislation (2/2)

- 3 Tick the check boxes of **legislation titles** to add them to the alert profile.
- 4 Click **save profile**.

! Click **show profile summary** to review the profile at any time.

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Edit profile ? Return to My alert profiles -

Edit Profile - Intellectual property

Select Subjects Select Legislation (1) Review Profile

? Currently selected: 1 items of legislation

Use filters to find titles to add to profile

Words in Title: Copyright

Year: 2015

Number: Enter legislation number...

Jurisdictions: All CTH ACT NSW NT QLD SA TAS VIC WA

Document type: All Act Ordinance Regulation Bill Aged Care Principles Consumer Protection Notice

Status: All Awaiting assent Current Repealed Draft Assented Not in current session Failed

Principal: Principal Amending

Starts with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Co

Clear Apply Filters

Select All | Deselect All | Results: 1 - 2 of 2

- Copyright Amendment (Online Infringement) Act 2015 (80 of 2015) [CTH]
- Copyright Amendment (Online Infringement) Bill 2015 [CTH]

Reviewing profile content

Review and refine the list of legislative items tracked by the alert profile.

On the edit profile page, under the **review profile** tab:

- 1 Review the list of legislation contained in the profile.
- 2 Apply **filters** to review the list of tracked items.

- 3 Deselect **legislation titles** to remove them from the alert profile.

- 4 Click **save profile**.

- 5 Click **return to my alert profiles** to view the list of alert profiles.

Edit profile ? 5 [Return to My alert profiles](#)

Edit Profile - Intellectual property

4 [Save Profile](#) [Show Profile Summary](#)

Select Subjects (1) Select Legislation (136) **Review Profile (136)**

? **Currently tracking: 136 items of legislation**
Use filters to review tracked items

Jurisdictions: All CTH ACT NSW NT QLD SA TAS VIC WA

Document type: All Act Ordinance Regulation Bill Aged Care Principles Consumer Protection Notice

Status: All Awaiting assent Current Repealed Draft Assented Not in current session Failed

Principal: Principal Amending

Starts with: [1](#) [3](#) [9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [A](#) [I](#)

[Clear](#) [Apply Filters](#)

1 Results: 1 - 50 of 136 1 2 3

Artist's Resale Rights Bill 2006 [CTH] [Principal Bill]

Australian Copyright Law Review [CTH]

3 Broadcasting Legislation Amendment Act 2007 (28 of 2007) [CTH]

Suspending email alerts

Temporarily suspend email alerts (useful when on leave).

From the **my alerts** page:

- 1 Click the **suspend icon**.
- 2 To start receiving email alerts again, click on the **resume icon**.

! The suspend email alert functionality **only affects the individual user**. It does not affect other users who receive the same email alert.

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My alert profiles | New alert profile +

Profile Name	Profile Tools
+ All ACT	▶ 📄 🔄 📶 ✎ 🗑️
+ All Subject areas	⏸️ 📄 🔄 📶 ✎ 🗑️
- Intellectual Property	1 ▶ ⏸️ 📄 🔄 📶 ✎ 🗑️

Description: Tracks all components of the Intellectual Property Product
Frequency: Half-daily Daily Weekly Monthly
Report Type: Standard
Events: Amended, Assent/Notification, Commenced, Bill/Draft Progress, Repealed
Tracking: [View tracked legislation](#)
Notification: Notify only if activity

+ All Subject areas	⏸️ 📄 🔄 📶 ✎ 🗑️
- ! Intellectual property	2 ▶ ▶ 📄 🔄 📶 ✎ 🗑️

Alert profile reports (1/2)

Generate an alert profile report that shows legislative and editorial activity published in profile specific activity emails.

From the **my alerts** page:

1 Click the **view alert profile report** icon.

2 Select a **date range**.

3 Click **generate report**.

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My alert profiles | New alert profile +

Profile Name	Description	Profile Tools
+ All ACT		[Play] [Document] [Share] [RSS] [Edit] [Trash]
+ All Subject areas		[Pause] [Document] [Share] [RSS] [Edit] [Trash]
- Intellectual Property	Tracks all components of the Intellectual Property Product	[Pause] [Document] [Share] [RSS] [Edit] [Trash]

Description: Tracks all components of the Intellectual Property Product
Frequency: Half-daily Daily Weekly Monthly
Report Type: Standard
Events: Amended, Assent/Notification, Commenced, Bill/Draft Progress, Repealed
Tracking: [View tracked legislation](#)

Generate alert profile report

Date range: 12 Apr 2016 to 13 Apr 2016 ?

Generate Report

Alert profile reports (2/2)

From the alert profile report page:

1 Toggle to reveal the **legislative and editorial activity** published in profile specific activity emails.

2 Click the **tick box** of items you wish to print.

3 Click the **print icon** to choose what you want to print.

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Alert profile report ? 3

date range: **1 Jan 2016 to 13 Apr 2016** | profile name: **'Intellectual Property'** | event types: **Bill/Draft Progress, Commenced, Assent/Notification, Amended, Repealed** | jurisdiction: **All** | document type: **All** [Return to My alert profiles](#)

This special Alert profile report shows legislative and editorial activity published in profile specific activity emails.

This report contains the latest data available to TimeBase. Due to the way legislative information is officially published by each jurisdiction there may be a time delay in the availability of confirmed data.

1 **[Amended]** [Copyright Act 1968](#) (63 of 1968) [CTH] [Principal Act]

Amended By:

- [Statute Law Revision Act \(No. 1\) 2016](#) (4 of 2016) [CTH]
10 Mar 2016 Schedules 4 to 6 - The 28th day after this Act receives the Royal Assent: s 2
- [Courts Administration Legislation Amendment Act 2016](#) (24 of 2016) [CTH]
1 Jul 2016 Schedule 5, Parts 1 and 2
- [Territories Legislation Amendment Act 2016](#) (33 of 2016) [CTH]
1 Jul 2016 Schedule 5

2 **[Amended]** [Copyright Regulations 1969](#) (58 of 1969) [CTH] [Principal Regulation]

- [Amended]** [Designs Act 2003](#) (147 of 2003) [CTH] [Principal Act]
- [Amended]** [Patents Act 1990](#) (83 of 1990) [CTH] [Principal Act]
- [Amended]** [Plant Breeder's Rights Act 1994](#) (110 of 1994) [CTH] [Principal Act]
- [Amended]** [Trade Marks Act 1995](#) (119 of 1995) [CTH] [Principal Act]

Sharing alert profiles (1/2)

Share alert profiles with team members and colleagues.

From the **my alerts** page:

1 Click the **share icon**.

2 Click on **add users**.

3 Enter an **email address**.

4 Click **add**.

LawOne by TimeBase | Browse | Search | LawTracker | Trail | vanessa.morris@timebase.com.au

My alert profiles | New alert profile +

Profile Name	Description	Frequency	Profile Tools
+ All ACT			[Play] [Print] [Share] [RSS] [Edit] [Delete]
+ All Subject areas			[Pause] [Print] [Share] [RSS] [Edit] [Delete]
- Intellectual Property	Tracks all components of the Intellectual Property Product	Half-daily Daily Weekly Monthly	[Pause] [Print] [Share] [RSS] [Edit] [Delete]

1

Share profile

Currently shared with:

2 + Add users

3 Enter a valid TimeBase Pty Ltd email address.

4 Add

- Peter Mariani [Search] [Delete]
- Vanessa Morris [Search] [Delete]
- Vi Ngo [Search] [Delete]
- Lauren Osbich [Search] [Delete]

Done

Sharing alert profiles (2/2)

The user who creates an alert profile automatically becomes its profile manager. The profile manager can edit and delete the alert profile from the system as well as assign other profile managers.

To assign a profile manager, from the **share profile** window:

- 1 Click on a user's **key icon**.
- 2 Select **profile manager** to assign profile manager rights.
- 5 Click **done** to close.

! The profile manager can be identified by the **green profile manager icon**.

The screenshot displays the 'Share profile' dialog box in the LawOne by TimeBase interface. The dialog is titled 'Share profile' and contains a section for 'Currently shared with:'. Below this section is an input field for 'Enter a valid TimeBase Pty Ltd email address.' and an 'Add' button. The list of users includes Peter Mariani, Vanessa Morris, Standard User (with a green profile manager icon), Vi Ngo, and Lauren Osbich. Each user has a key icon and a trash icon next to their name. A green arrow labeled '1' points to the key icon for Vanessa Morris, a green arrow labeled '2' points to the 'Profile Manager' radio button for Standard User, and a green arrow labeled '3' points to the 'Done' button. An orange exclamation mark icon is also present next to Peter Mariani's name. The background shows the 'My alert profiles' page with a sidebar and 'Profile Tools' on the right.

Creating an RSS feed

Create an RSS feed allowing you to monitor new content matching your query.

From the **my alerts** page:

- 1 Click the **RSS icon**.

The screenshot shows the 'My alert profiles' page in the LawOne by TimeBase interface. The page has a dark blue header with the 'LawOne by TimeBase' logo and navigation links: 'Browse', 'Search', 'LawTracker', and 'Trail'. The user's email 'vanessa.morris@timebase.com.au' is visible in the top right. Below the header is an orange bar with 'My alert profiles' on the left and 'New alert profile + [icon]' on the right. The main content area is a table of alert profiles. The 'Intellectual Property' profile is expanded, showing its details. A callout box on the right side of the 'Intellectual Property' profile highlights the RSS icon in the 'Profile Tools' column with a green circle and the number '1'. The callout box contains the following text:

Create an **RSS** feed allowing you to monitor new content matching your query. If you use a web-based RSS reader, you can create a new RSS feed with the following URL:

`http://beta-lawone@timebase.com.au`

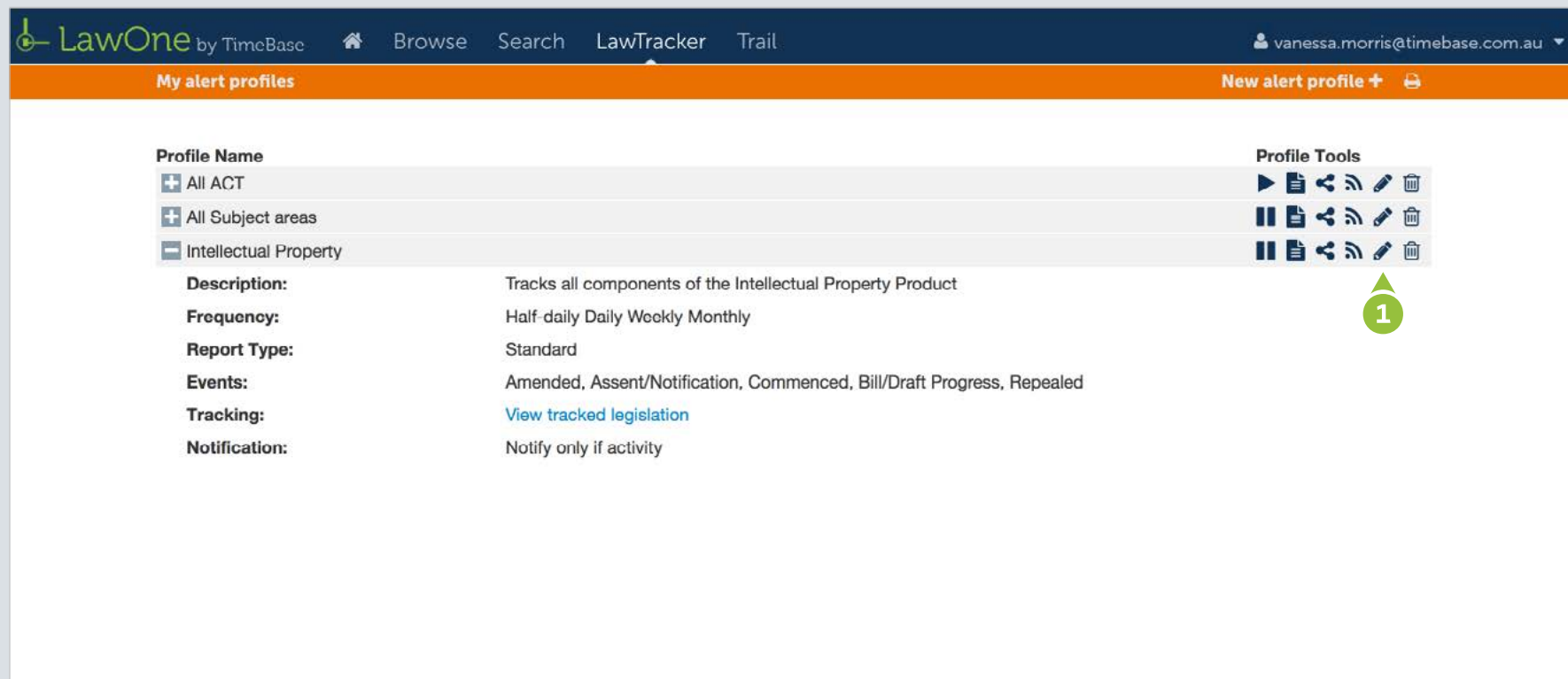
If your browser supports RSS feeds you may subscribe to it by clicking on [this link](#).

Editing alert profiles

Edit details of alert profiles, including subjects, legislation, years, documents types and more.

From the **alert profile report** page:

- 1 Click the **edit icon**. Follow the instructions for **tracking content by subject** (page 4), **tracking specific items of legislation** (page 6) and **reviewing profile content** (page 8).



The screenshot shows the 'My alert profiles' page in the LawOne by TimeBase application. The page has a dark blue header with navigation links: 'Browse', 'Search', 'LawTracker', and 'Trail'. The user's email 'vanessa.morris@timebase.com.au' is visible in the top right. Below the header is an orange bar with 'My alert profiles' on the left and 'New alert profile +' on the right. The main content area displays a table of alert profiles. The 'Intellectual Property' profile is expanded, showing its details. A green callout bubble with the number '1' is positioned over the edit icon in the 'Profile Tools' column for the 'Intellectual Property' profile.

Profile Name	Profile Tools
+ All ACT	▶ 📄 🔗 📡 ✎ 🗑️
+ All Subject areas	⏸ 📄 🔗 📡 ✎ 🗑️
- Intellectual Property	⏸ 📄 🔗 📡 ✎ 🗑️

Description: Tracks all components of the Intellectual Property Product

Frequency: Half-daily Daily Weekly Monthly

Report Type: Standard

Events: Amended, Assent/Notification, Commenced, Bill/Draft Progress, Repealed

Tracking: [View tracked legislation](#)

Notification: Notify only if activity

Deleting alert profiles

Remove an alert profile and no longer receive its email alert.

From the **alert profile report** page:

- 1 Click the **trash icon**.
- 2 Click **delete** or click **cancel** and assign another **profile manager**, then repeat the delete process.

⚠ When an alert profile is deleted by its **profile manager**, the alert profile will be removed from the system, ending all email alerts and affecting all shared users of the profile. For a profile manager to remove the alert profile from their own list without affecting others, another profile manager must first be assigned.

The screenshot shows the LawOne interface. At the top, there's a navigation bar with 'LawOne by TimeBase' and user information 'vanessa.morris@timebase.com.au'. Below this is a section titled 'My alert profiles' with a 'New alert profile +' button. A table lists three profiles: 'All ACT', 'All Subject areas', and 'Intellectual Property'. The 'Intellectual Property' profile is selected, showing its description and frequency options. A green circle with the number '1' points to the trash icon in the 'Profile Tools' column for this profile. Below the table, a modal window titled 'Delete profile - Intellectual property' is open. It contains a warning message: 'WARNING: The profile, "Intellectual property" has been shared with other users and has no other administrators. Deleting the profile will delete it from all users that it has been shared with. If you want the other users to still have access to it, you must assign at least one other administrator first.' Below the warning, it says 'Deleting a profile will mean you are no longer alerted to any changes on items you are tracking via this Profile.' and 'Are you sure you want to delete this profile?'. At the bottom of the modal are 'Cancel' and 'Delete' buttons. A green circle with the number '2' points to the 'Delete' button.

For more detailed instructions on
searching in LawOne, visit:

www.timebase.com.au/support/lawone/lawtracker.html

Need further help or technical support?

Talk to a TimeBase team member:

1800 077 088

(Mon–Fri, 8am–4:30pm)

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