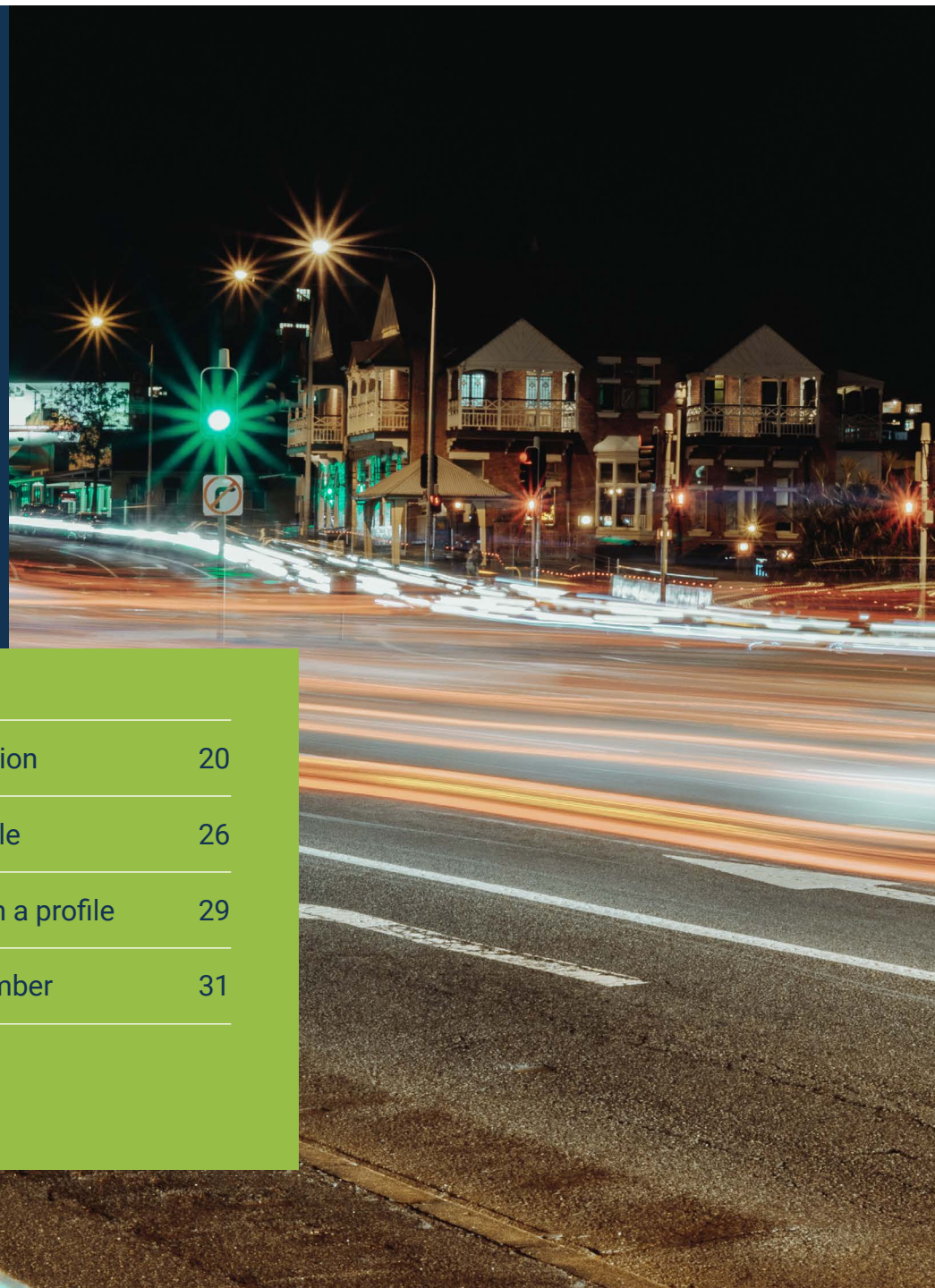


TimeBase LawOne Quick Start Guide

Profile administration

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Show me how to...

Switch to administrator mode

Switch from standard user mode (default) to administrator mode in order to view and manage all alert profiles for an organisation.



Switch to administrator mode

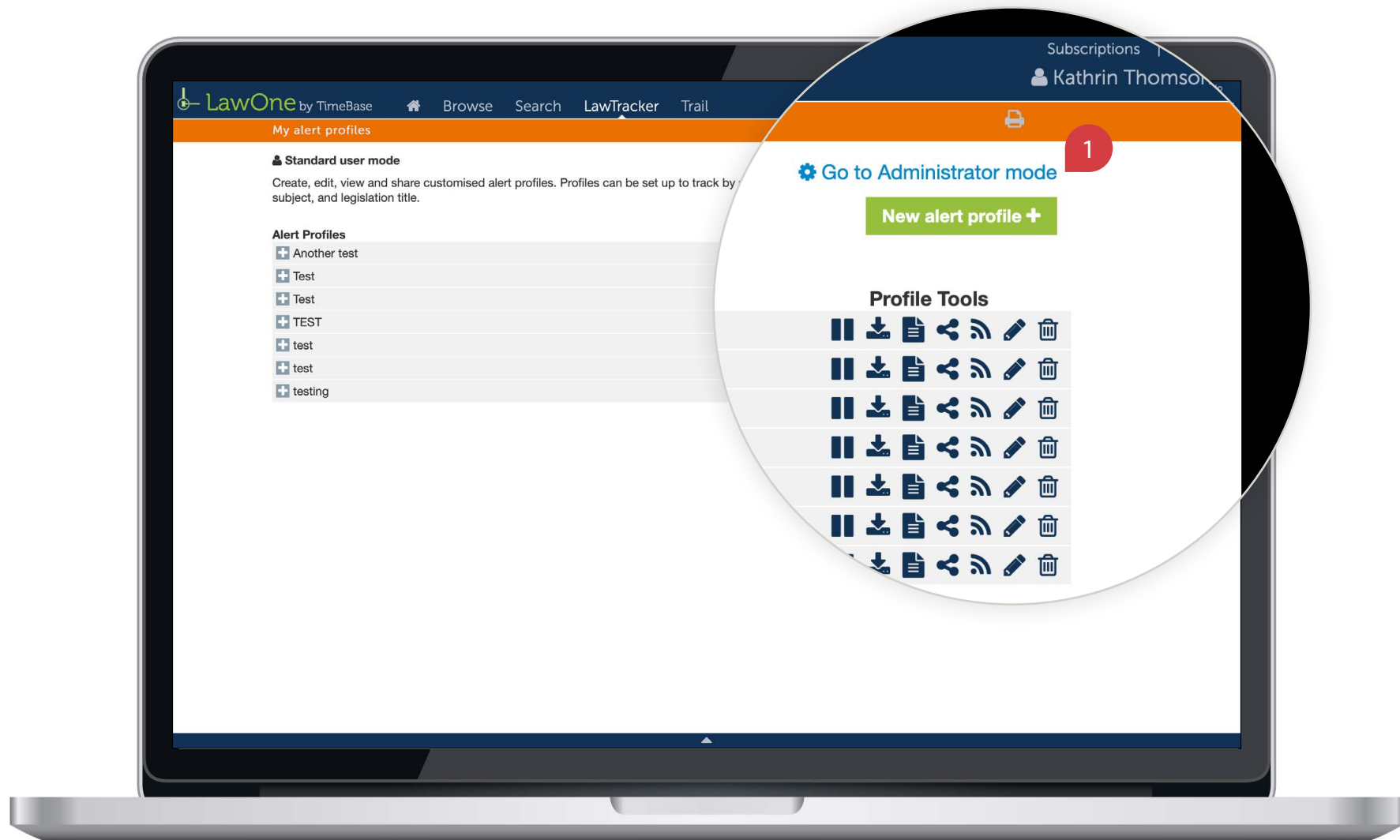
From any page: ① Click on **LawTracker**. ② Click on **alerts**. The my alert profiles page will load. →





Switch to administrator mode continued

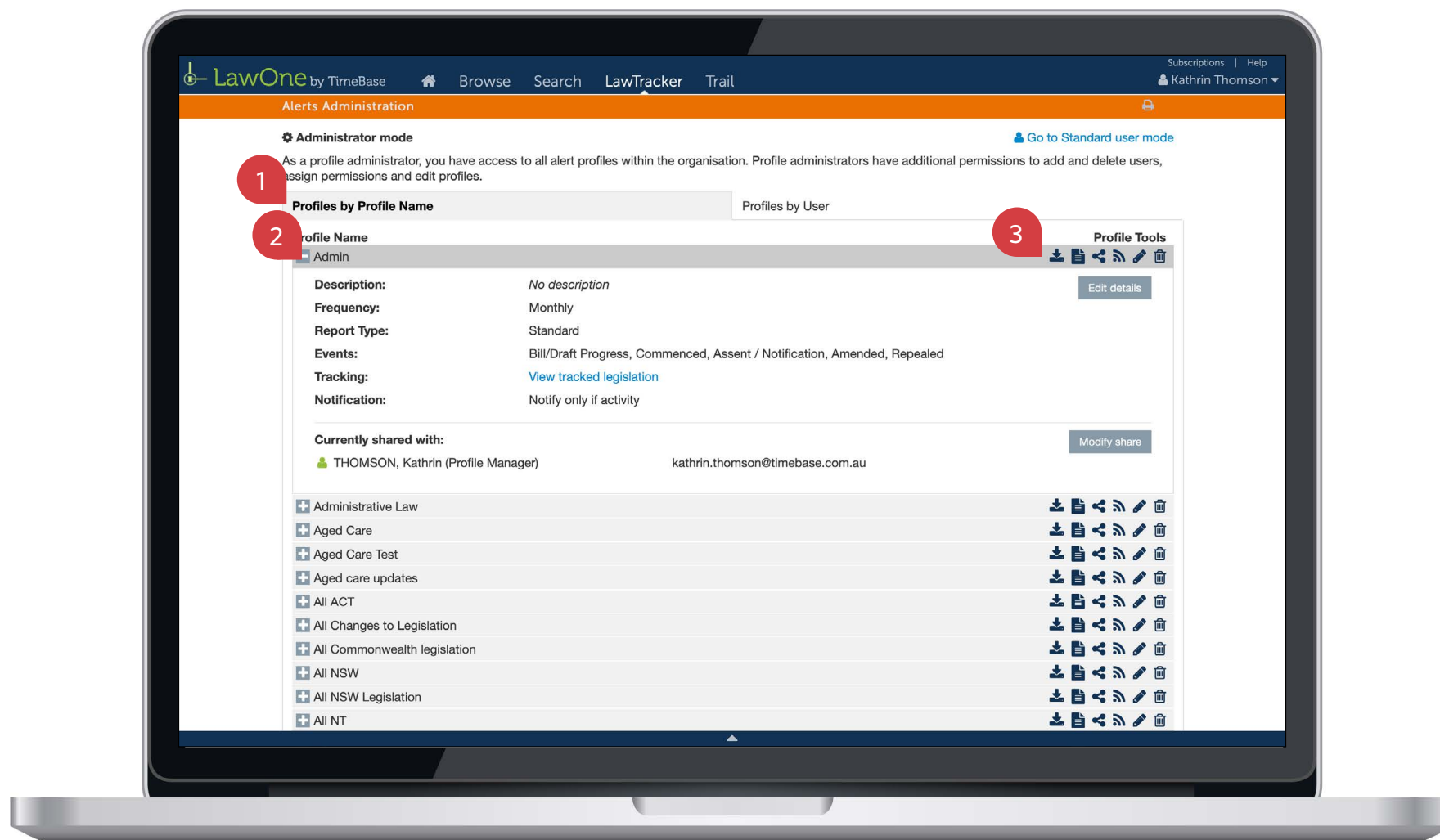
On the my alert profile page: 1 Click on go to administrator mode. →





Switch to administrator mode continued

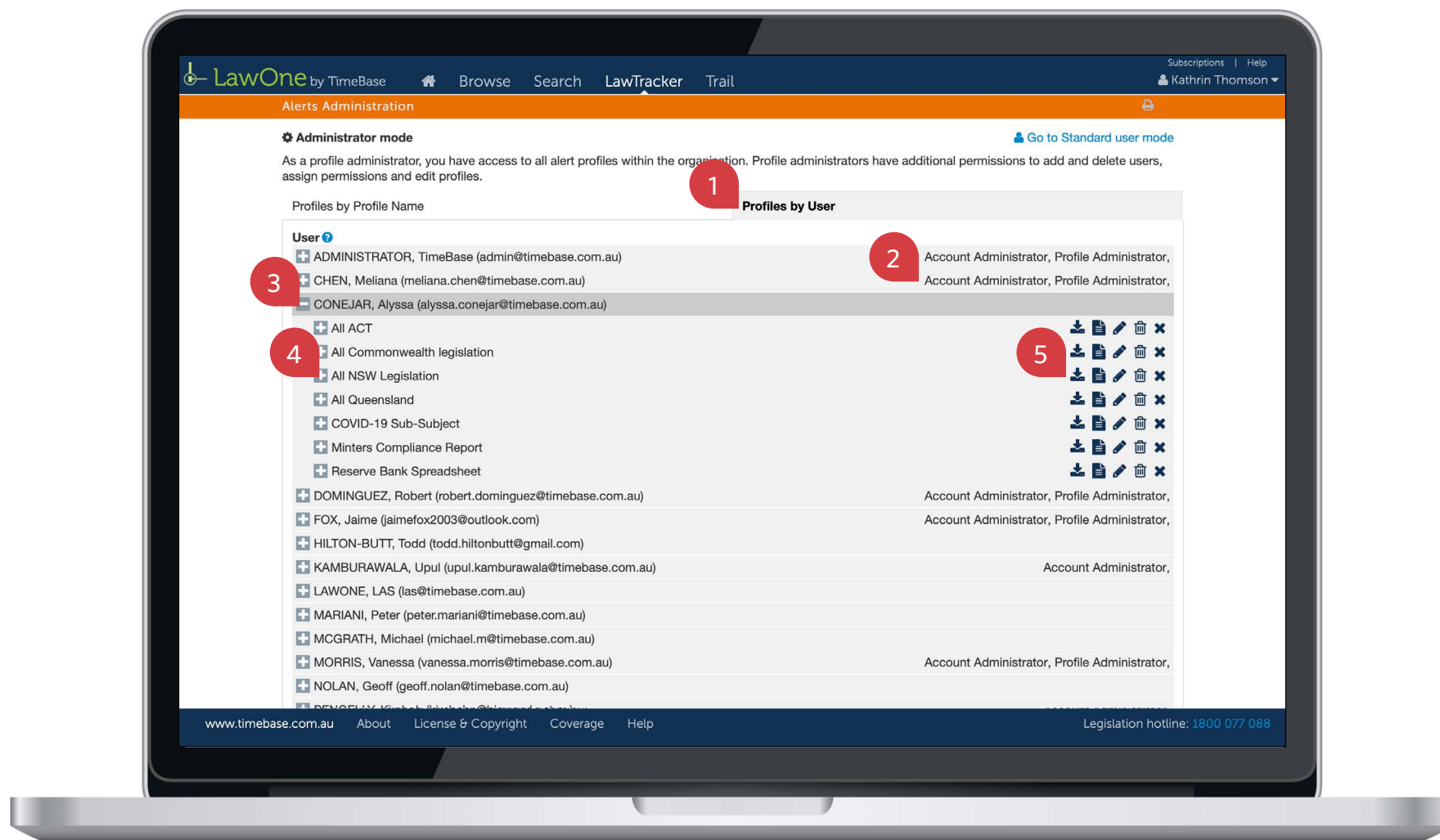
In administrator mode, under the 'profiles by profile name' tab, you can: **1** View and manage a list of all alert profiles for the organisation. **2** Toggle a profile to view and edit the **profile details**, including users and managers of the profile. **3** Access **profile tools** to generate reports and manage each alert profile. →





Switch to administrator mode continued

In administrator mode, under the 'profiles by user' tab, you can: **1** View and manage a list of all profile users by username. **2** See which user has additional permissions. **3** Toggle a username to view the profiles they follow or manage. **4** Toggle a profile to view and edit the profile details, including users and managers of the profile. **5** Access profile tools to generate reports, manage each alert profile and remove the user from the profile. □





Show me how to...

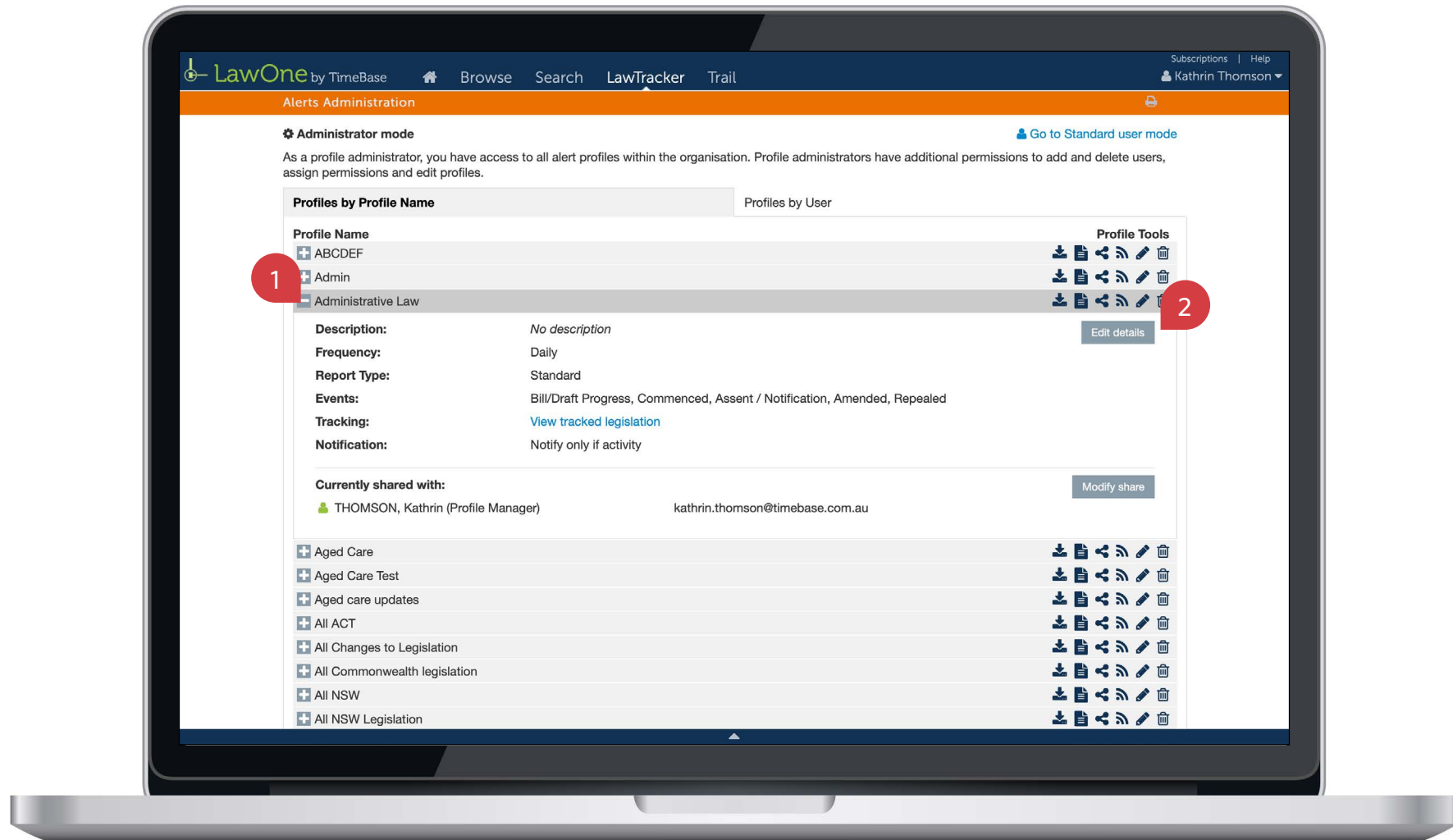
Modify alert profile details

Modify the name, description, frequency and more of an alert profile for **all users** of the profile.



Modify alert profile details

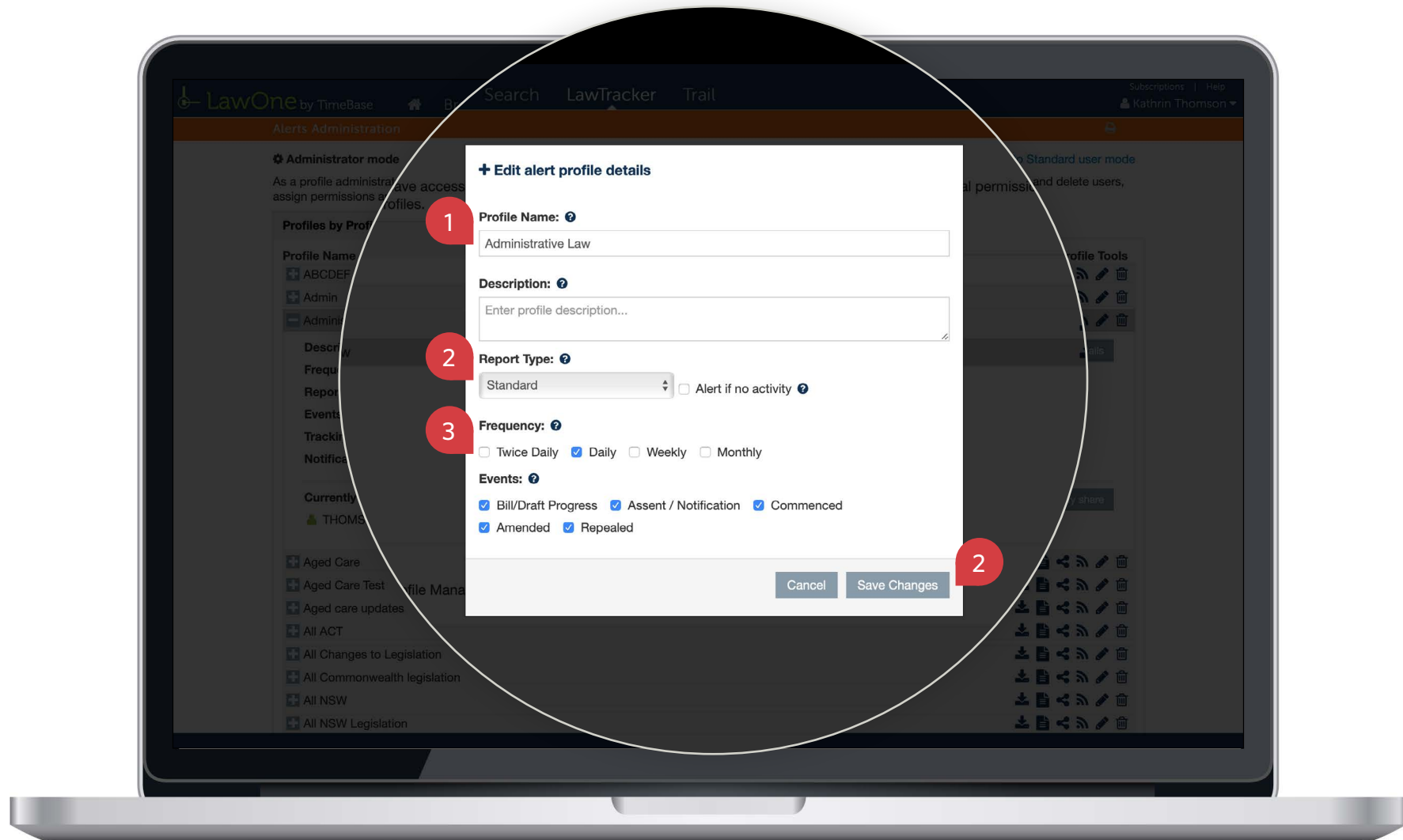
In administrator mode, under the 'profiles by user' tab: **1** Toggle a profile to view the details and users of the profile. **2** Click on edit details. An edit alert profiles details popup will appear. →





Modify alert profile details continued

On the edit alert profile details popup, you can: **1** Edit the profile name and description. **2** Select another report type and opt to receive alerts (even if there is no activity). **3** Edit the frequency of alerts and tracked events. **4** Click **save changes** to update the alert profile details. □





Show me how to...

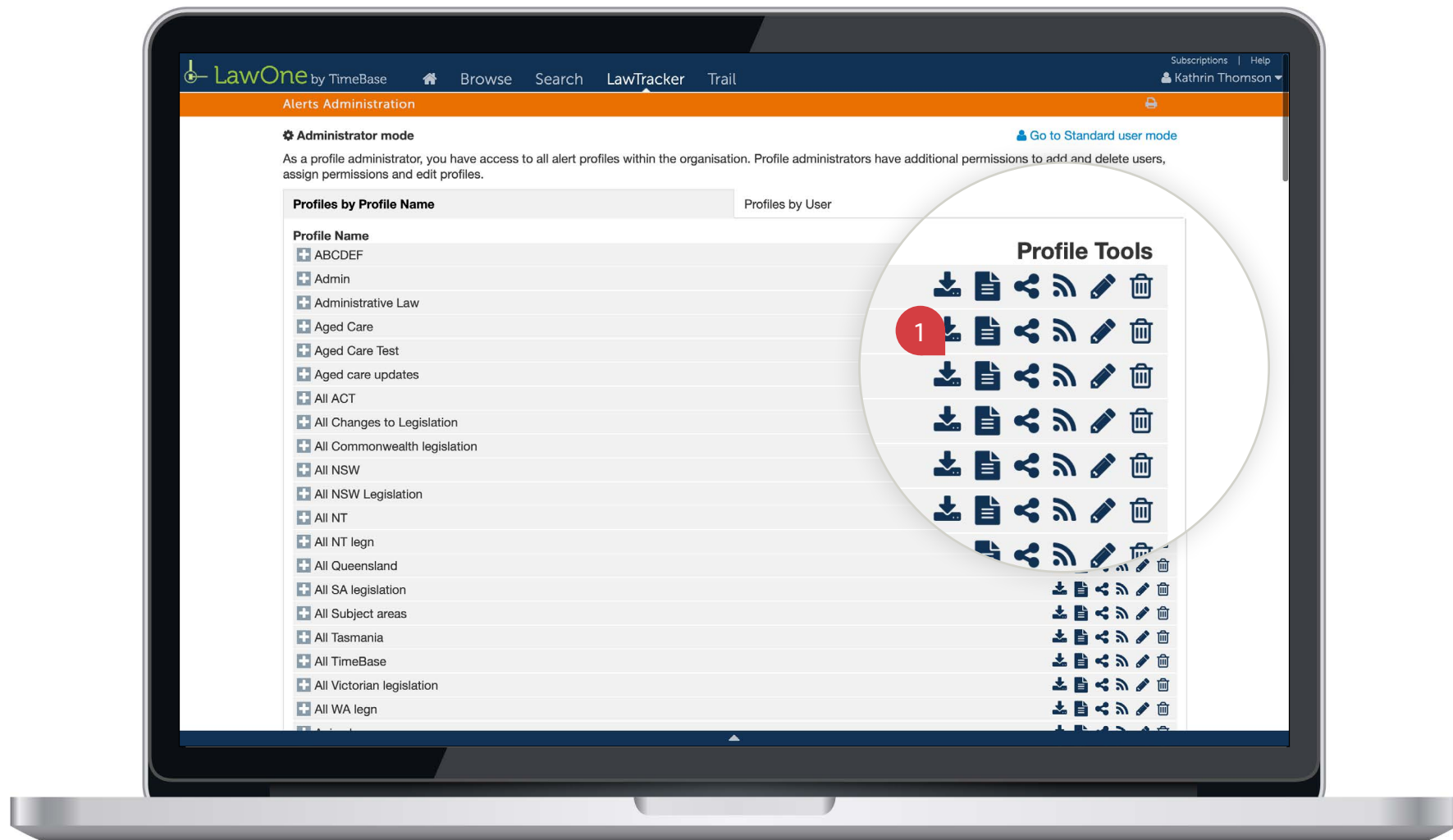
Generate alert profile reports

Use the **profile tools** to download an alert profile report for the current date or generate a report for a custom date range.



Generate alert profile reports

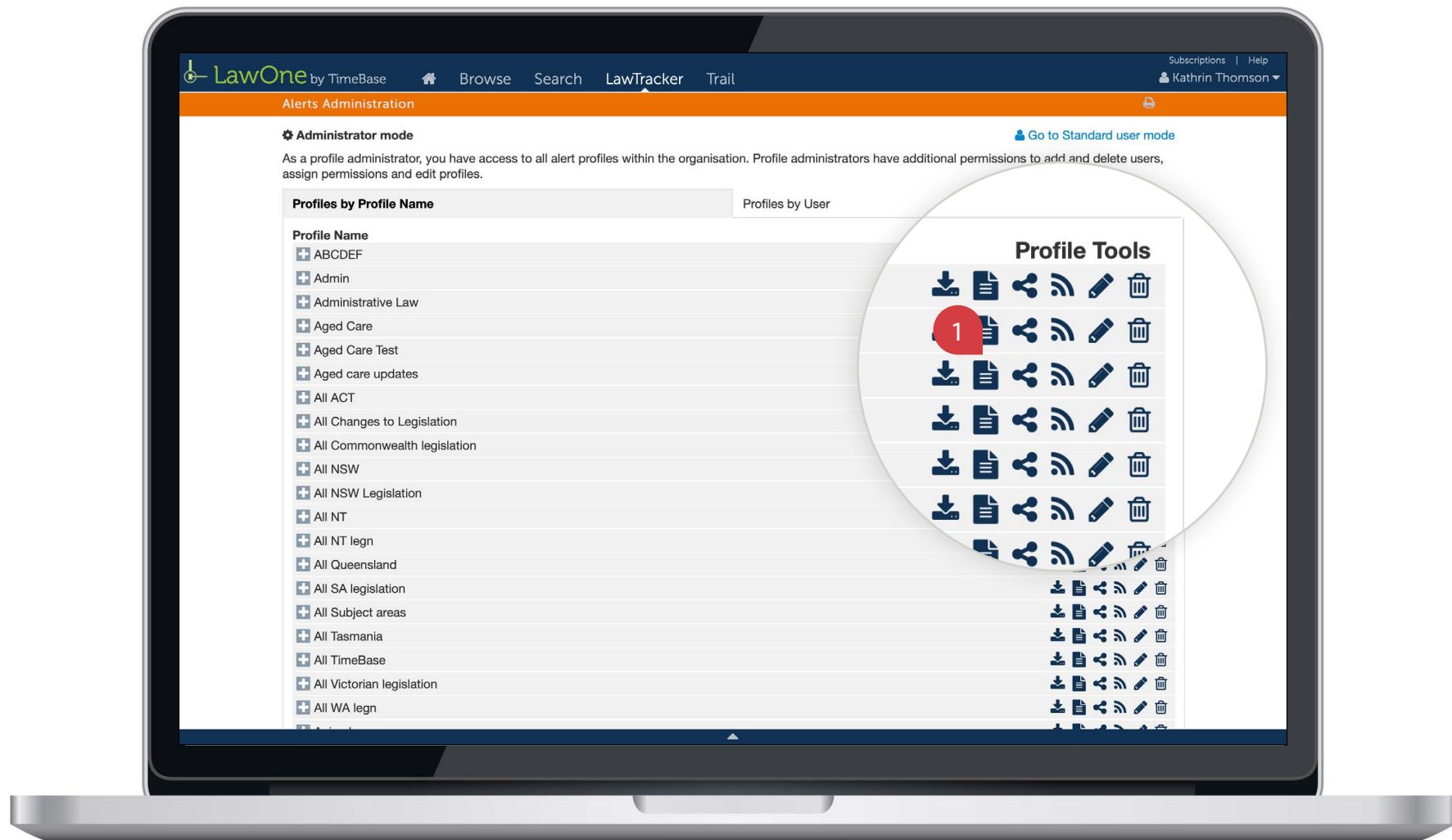
To download an alert profile report for the current date: ① Click on the download as Excel report icon to immediately download the report as an Excel spreadsheet. →





Generate alert profile reports continued

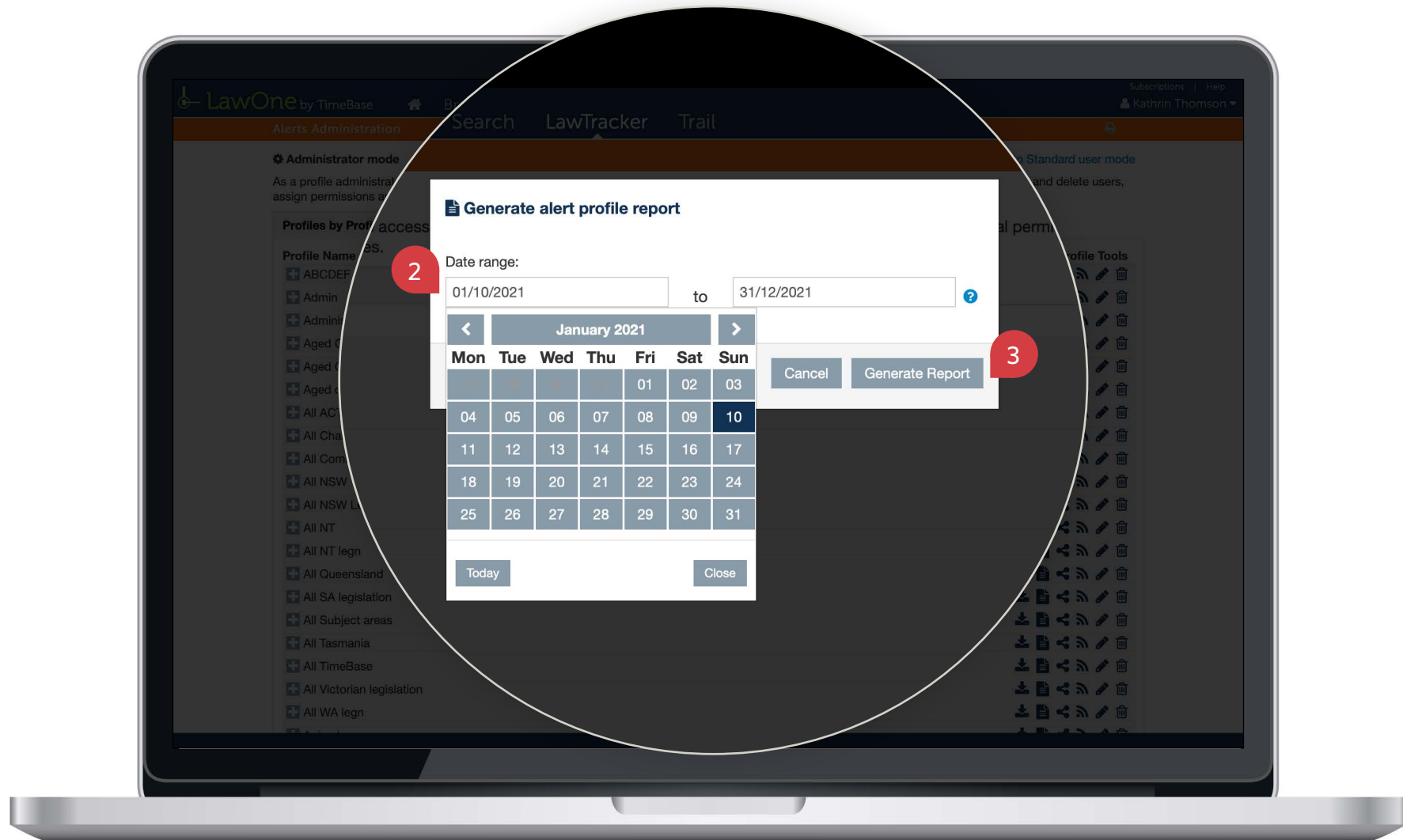
To generate an alert profile report for a custom date range: **1** Click on the alert profile report icon. A generate alert profile report popup will appear. →





Generate alert profile reports continued

2 Click on each **date range field** to trigger the **date selector** and make a selection. You can also **type a date** into each field. 3 Click **generate report** to load the report in a new page. →





Generate alert profile reports continued

On the alert profile report page, you can: **1** View a report summary and notes. **2** Sort the results. **3** View more results. **4** Toggle a title to view activity details for the date range. **5** Click on a title to load the full text or details. **6** Click on a **key info icon** to view the core info and quick links for a title. **7** Return to the **my alert profiles** page. **!** This report lists all **legislative and editorial activity** published in profile specific activity emails for the date range. □

The screenshot displays the 'Alert profile report' page in the LawOne by TimeBase interface. The page shows a report for the profile 'Administrative Law' covering the date range '1 Oct 2021 to 31 Dec 2021'. The report includes a summary of legislative and editorial activity, with a list of results (1 to 50 of 455) sorted by Title. The first result is 'Aboriginal Cultural Heritage Act 2021 (28 of 2021) [WA] [Principal Act]'. The page also features a list of related legislative and editorial activity, including 'Aboriginal Cultural Heritage Bill 2021 (56 of 2021) [WA] [Principal Bill]', 'Aboriginal Representative Body Bill 2021 (187 of 2021) [SA] [Principal Bill]', and 'Aboriginal and Torres Strait Islander Land and Sea Future Fund Act 2018 (145 of 2018) [CTH] [Principal Act]'. The page is annotated with numbered callouts: 1 points to the report title, 2 points to the sort options, 3 points to the pagination controls, 4 points to the 'Select All' button, 5 points to the first result title, 6 points to the 'key info icon' (i), and 7 points to the 'Return to My alert profiles' link.



Show me how to...

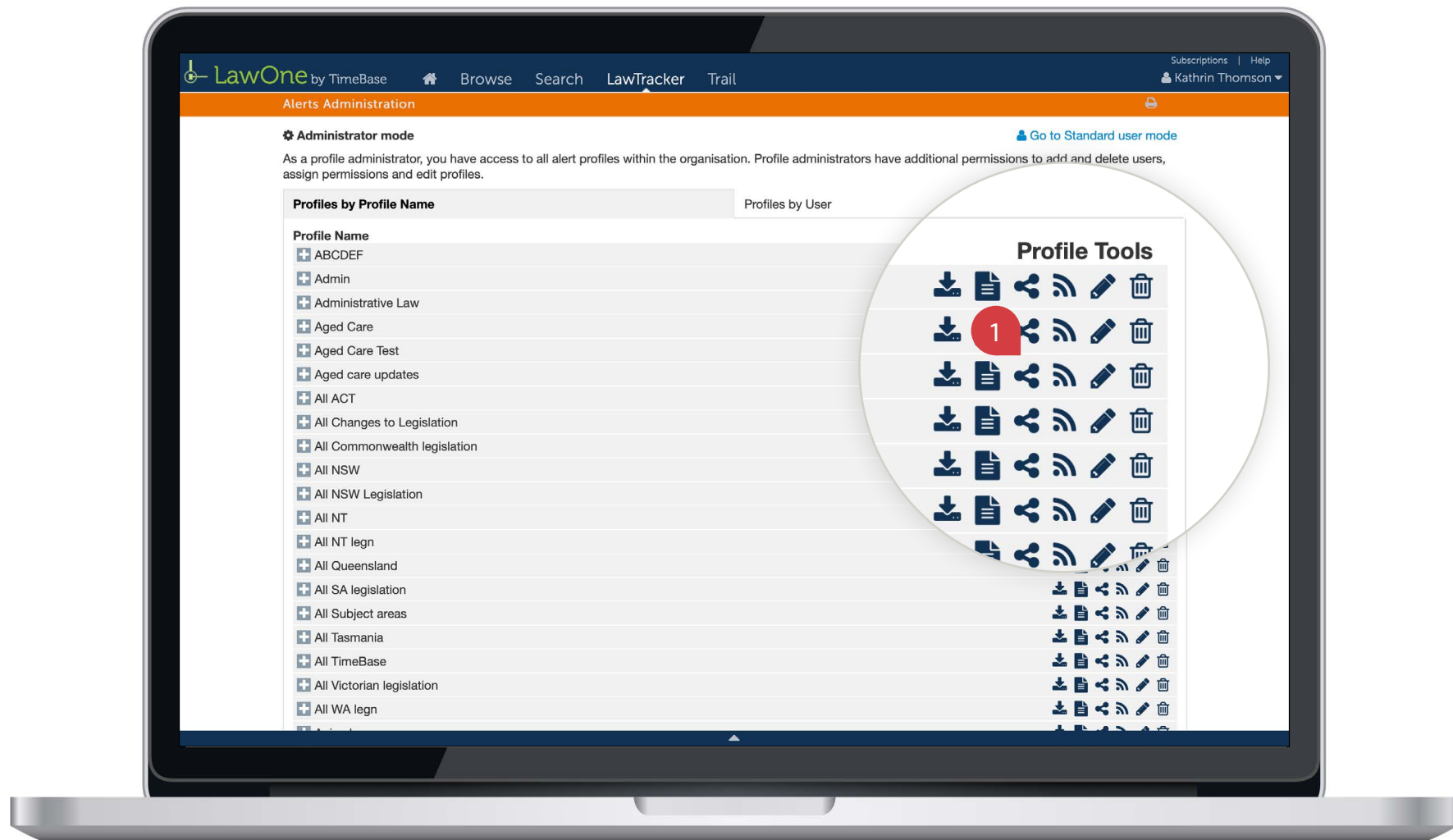
Share an alert profile

Use the **share alert profile tool** to add users to a profile, enabling them to receive email alerts.



Share an alert profile

To share an alert profile: 1 Click on the share alert profile icon. A share profile popup will appear. →





Share an alert profile **continued**

2 Click on **add users**. 3 Enter an **email** address. 4 Click the **add** button. The user will appear in the list below. 5 Click **done** to finish. The user will be listed under the alert profile details and will start to receive email alerts for the profile. ! You can also **assign profile manager** rights to a user by clicking the **profile manager checkbox**. □





Show me how to...

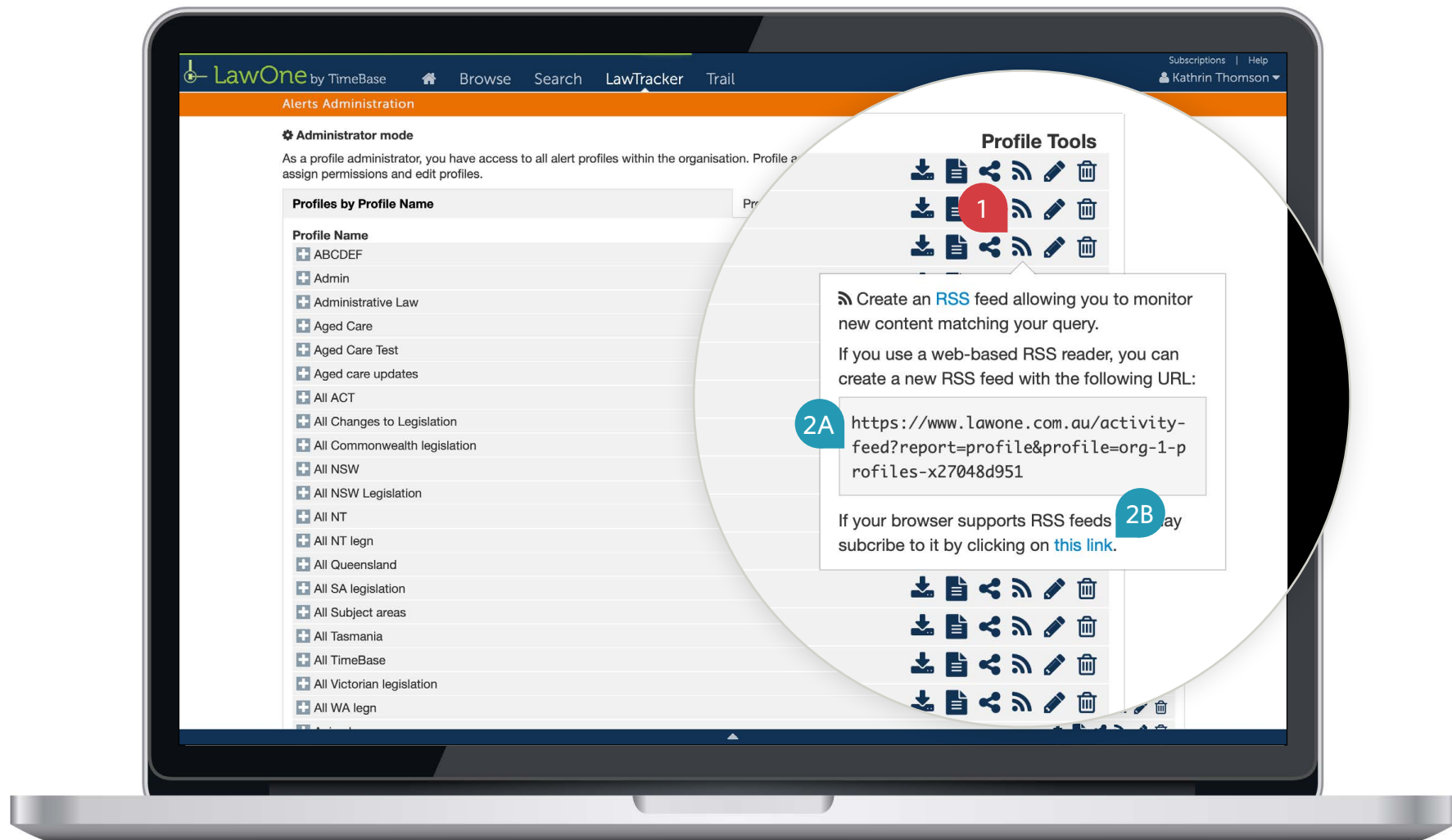
Create an RSS feed

Use the **RSS feed tool** to configure an RSS feed for receiving alerts via RSS reader.



Create an RSS feed

To create an RSS feed: ❶ Click on the **RSS feed icon**. A popup will appear. ❷A If you have a web-based RSS reader, use the **URL** provided to set up the RSS feed OR ❷B If your **browser** supports RSS feeds, click on the **link** to subscribe to the feed. □





Show me how to...

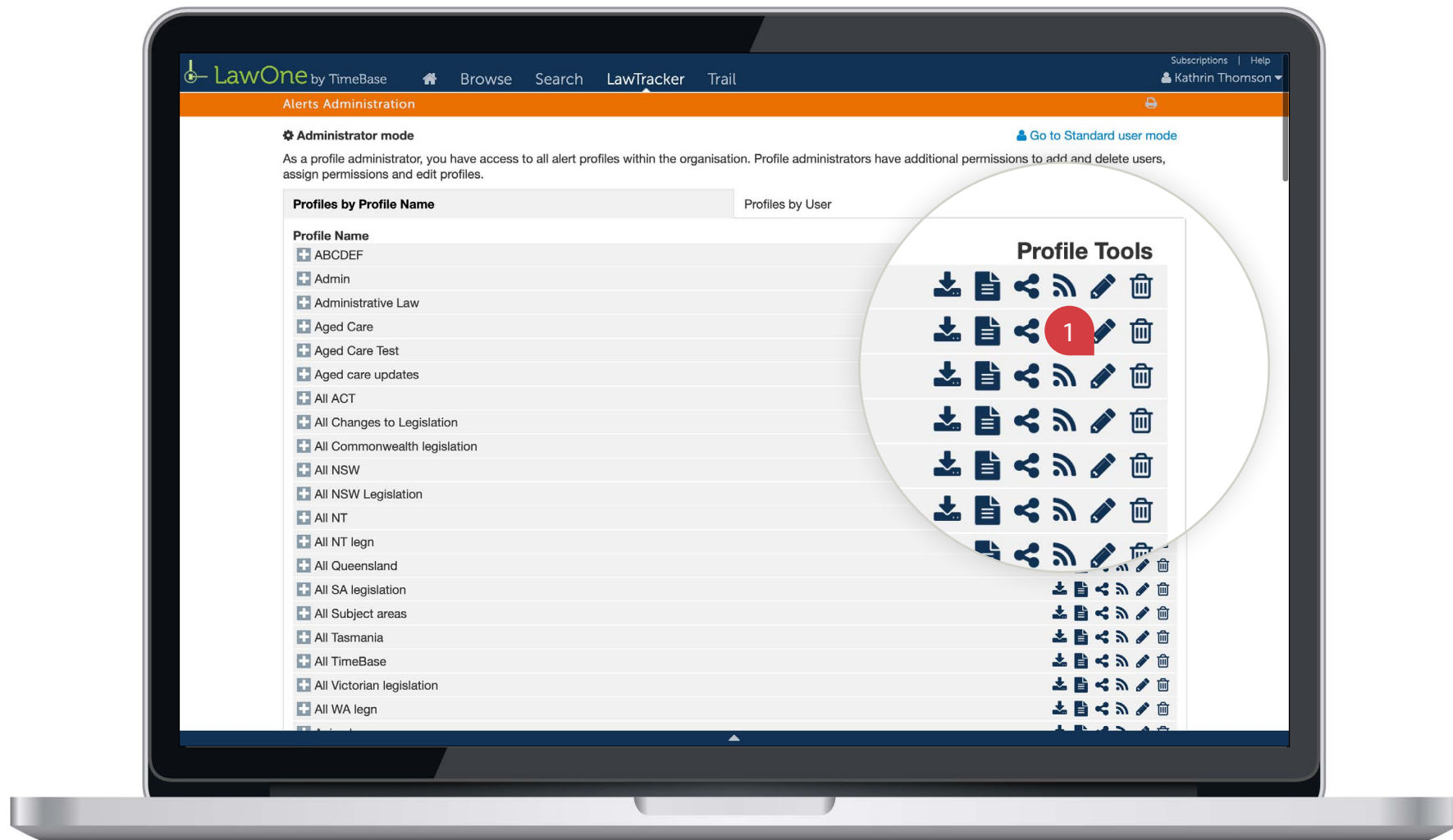
Edit tracked legislation

Use the **edit tracked legislation tool** to modify or refine an alert profile's list of tracked legislation by subject or title.



Edit tracked legislation

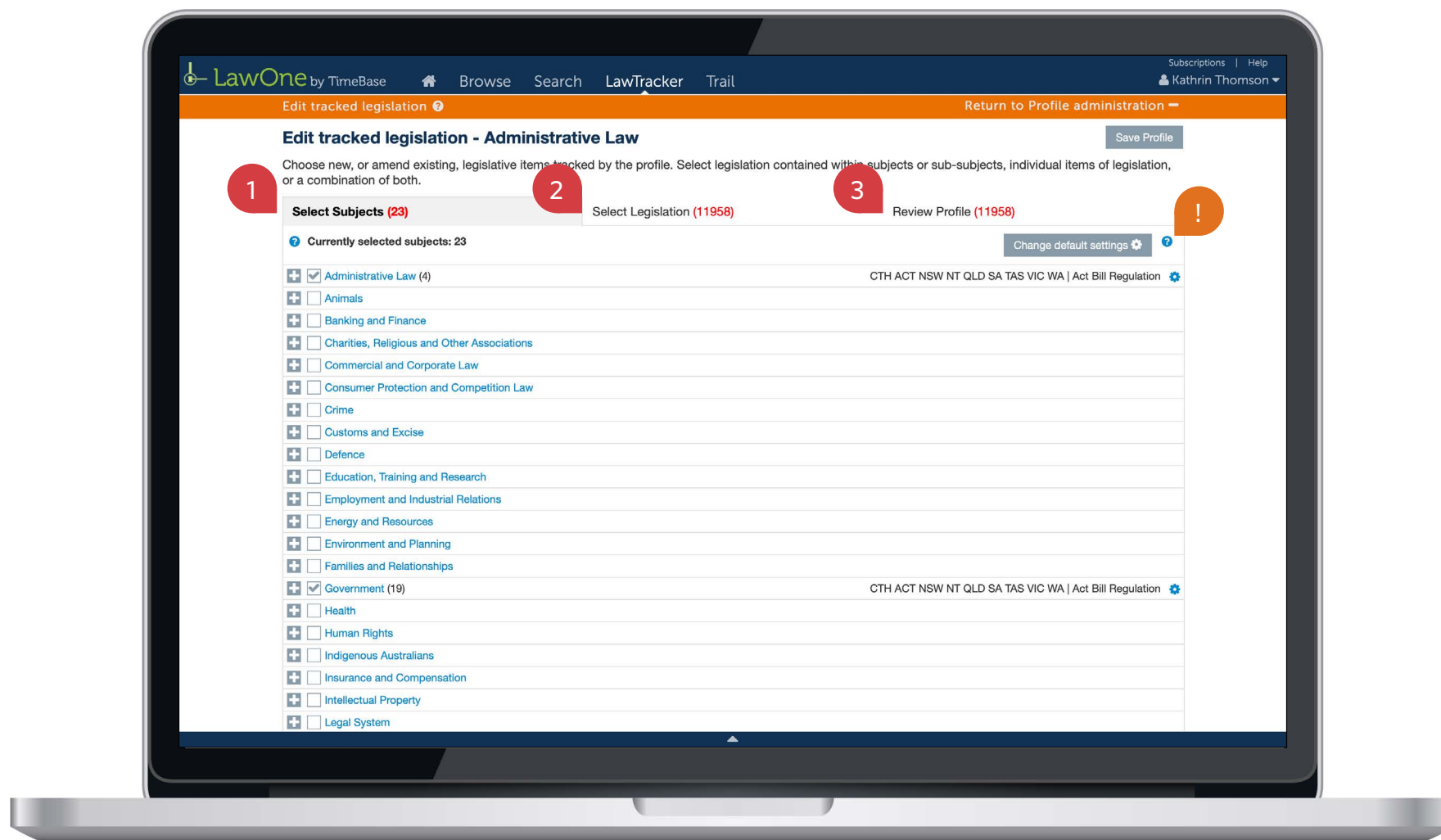
To edit tracked legislation for an alert profile: **1** Click on the edit tracked legislation icon. The edit tracked legislation page will load. →





Edit tracked legislation **continued**

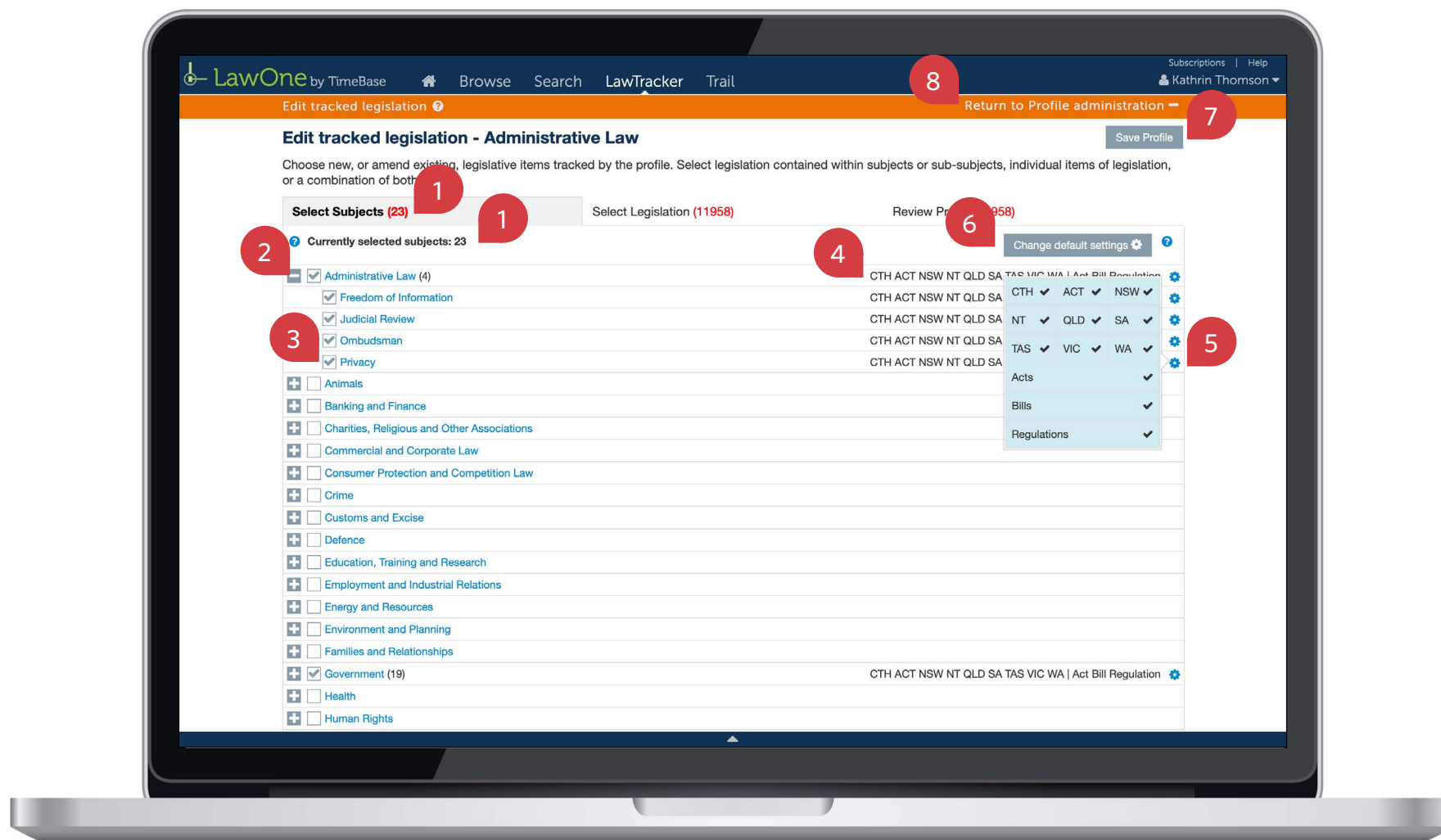
On the edit tracked legislation page, you can: **1** Modify the profile's list of tracked subjects and their settings. **2** Modify the profile's list of tracked titles using search terms and filters to find and add/remove titles. **3** Review and refine the list of tracked titles using filters to find and remove titles. **!** For tips and tricks on how best to edit tracked legislation, click on the help icons. →





Edit tracked legislation **continued**

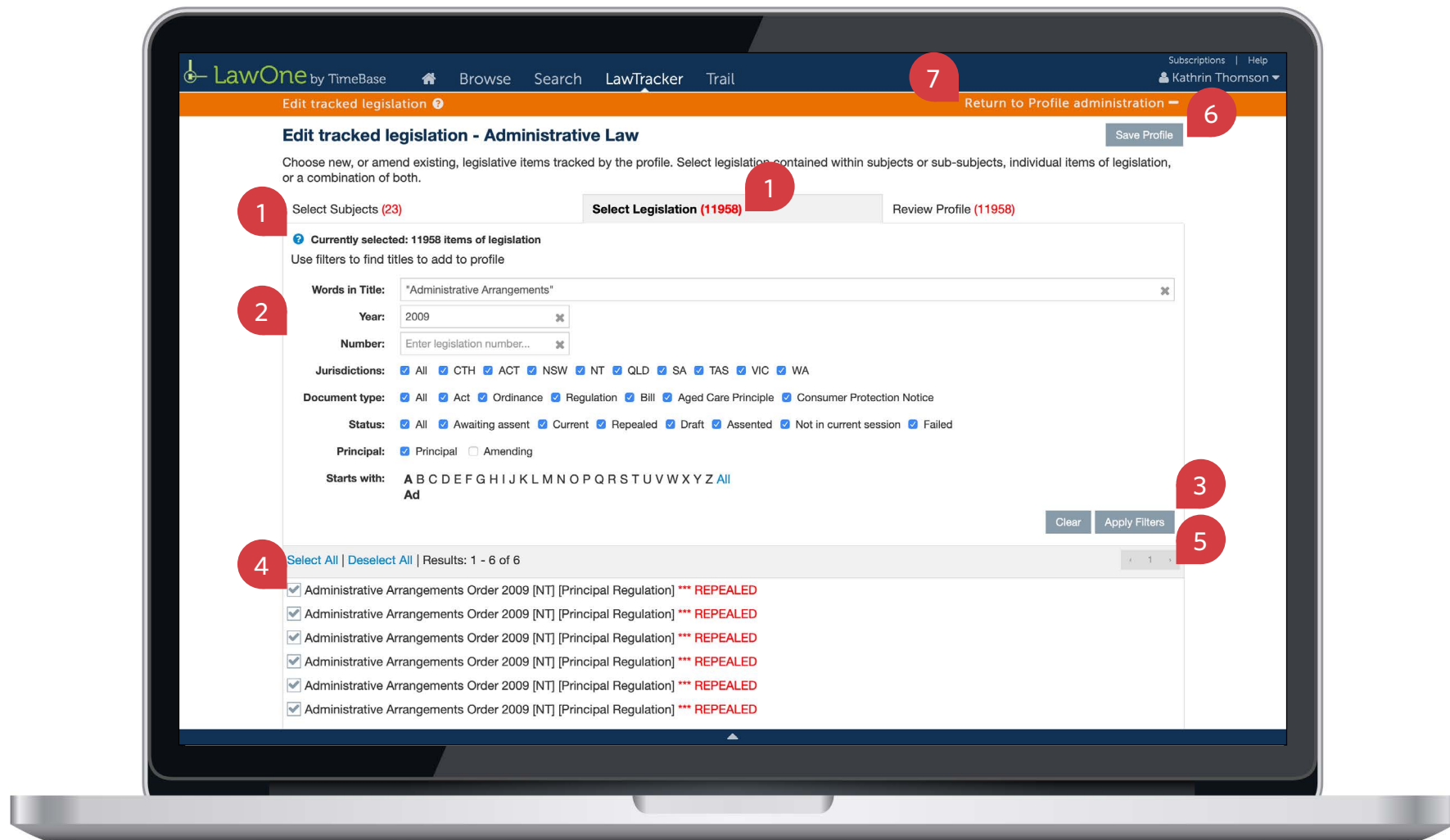
Under the 'select subjects' tab, you can: ① View the number of tracked subjects. ② Toggle a subject area to view the subjects within. ③ Tick/untick a checkbox to add/remove a subject from the profile. ④ View tracked jurisdictions and documents. ⑤ Click on a settings icon to modify tracked jurisdictions and documents. ⑥ Change default (global) jurisdiction and document settings. ⑦ Save the profile. ⑧ Return to the profile administration page. →





Edit tracked legislation **continued**

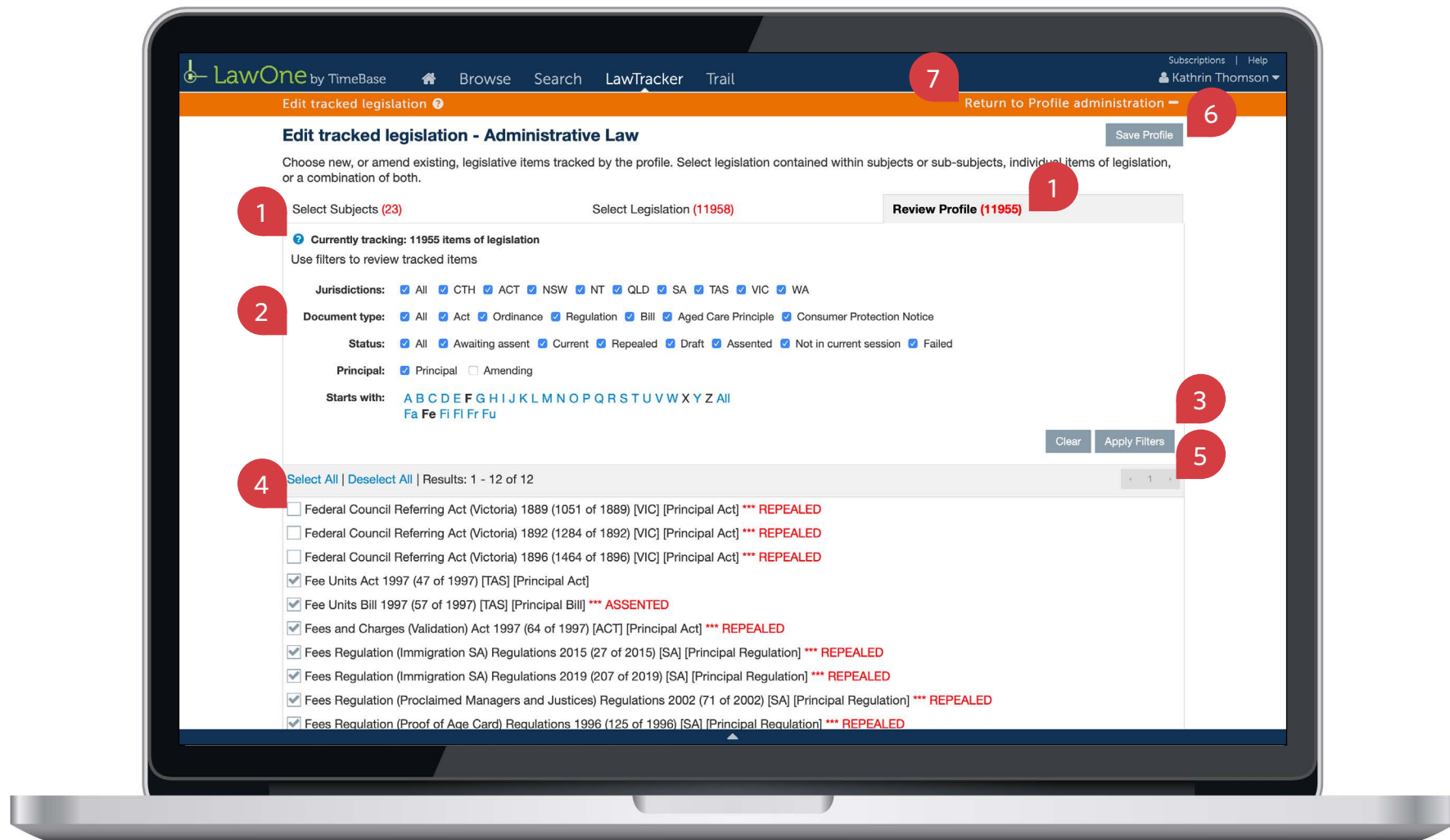
Under the 'select legislation' tab, you can: **1** View the **number** of tracked titles. **2** Use **search terms and filters** to find specific titles. **3** Click **apply filters** to update the list of titles. **4** View a **list of results** and tick/untick titles to **add/remove** them from the profile. **5** **View more** results (if available). **6** **Save** the profile. **7** Return to the **profile administration page**. →





Edit tracked legislation **continued**

Under the 'review profile' tab, you can: **1** View the **number** of tracked titles. **2** Use **filters** to find specific titles. **3** Click **apply filters** to update the list of titles. **4** View a list of results and **untick titles to remove them** from the profile. **5** **View more** results (if available). **6** **Save** the profile. **7** Return to the **profile administration page**. □





Show me how to...

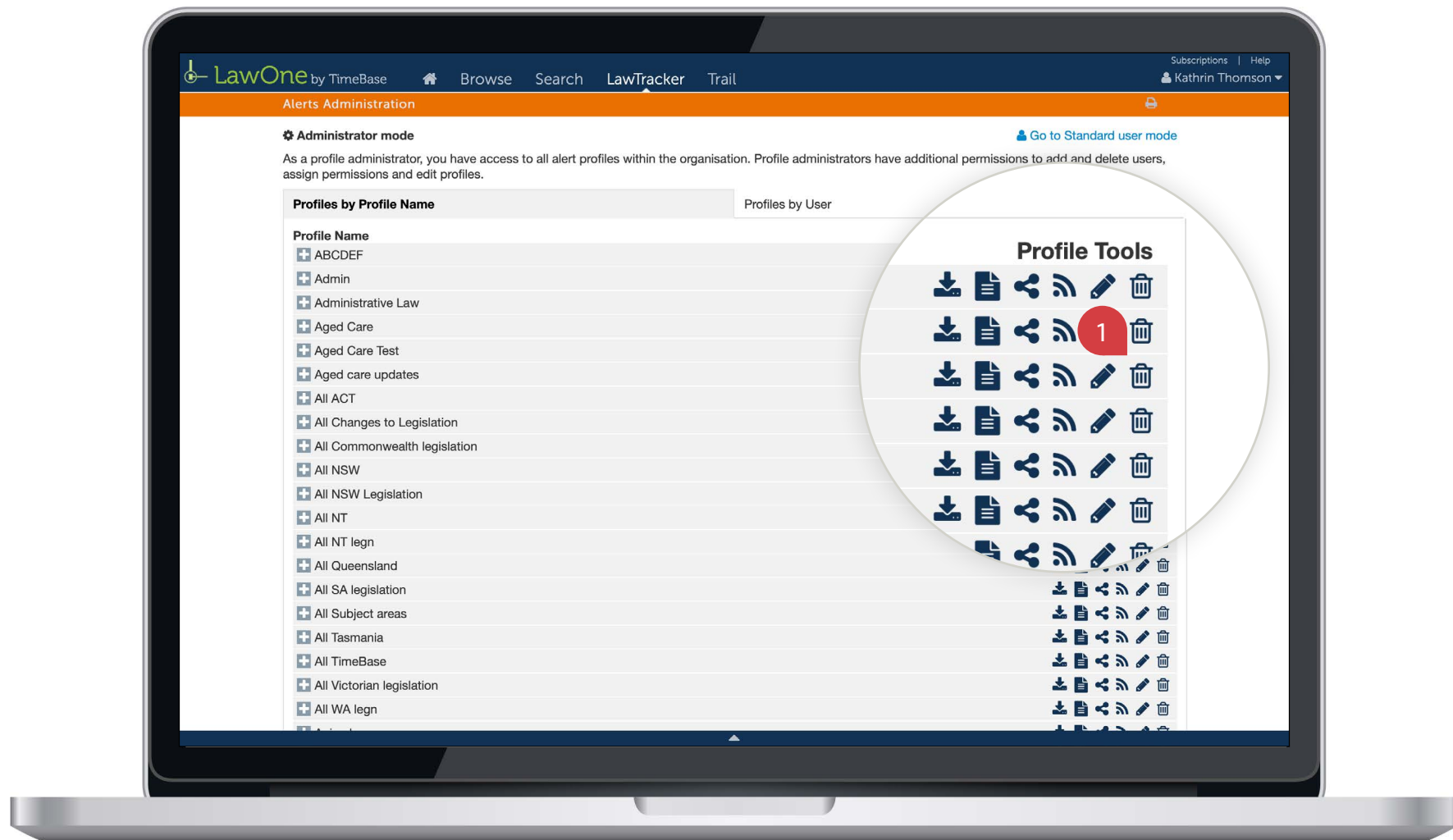
Delete an alert profile

Use the **delete profile tool** to permanently delete an alert profile from the system, affecting all users of the profile.



Delete an alert profile

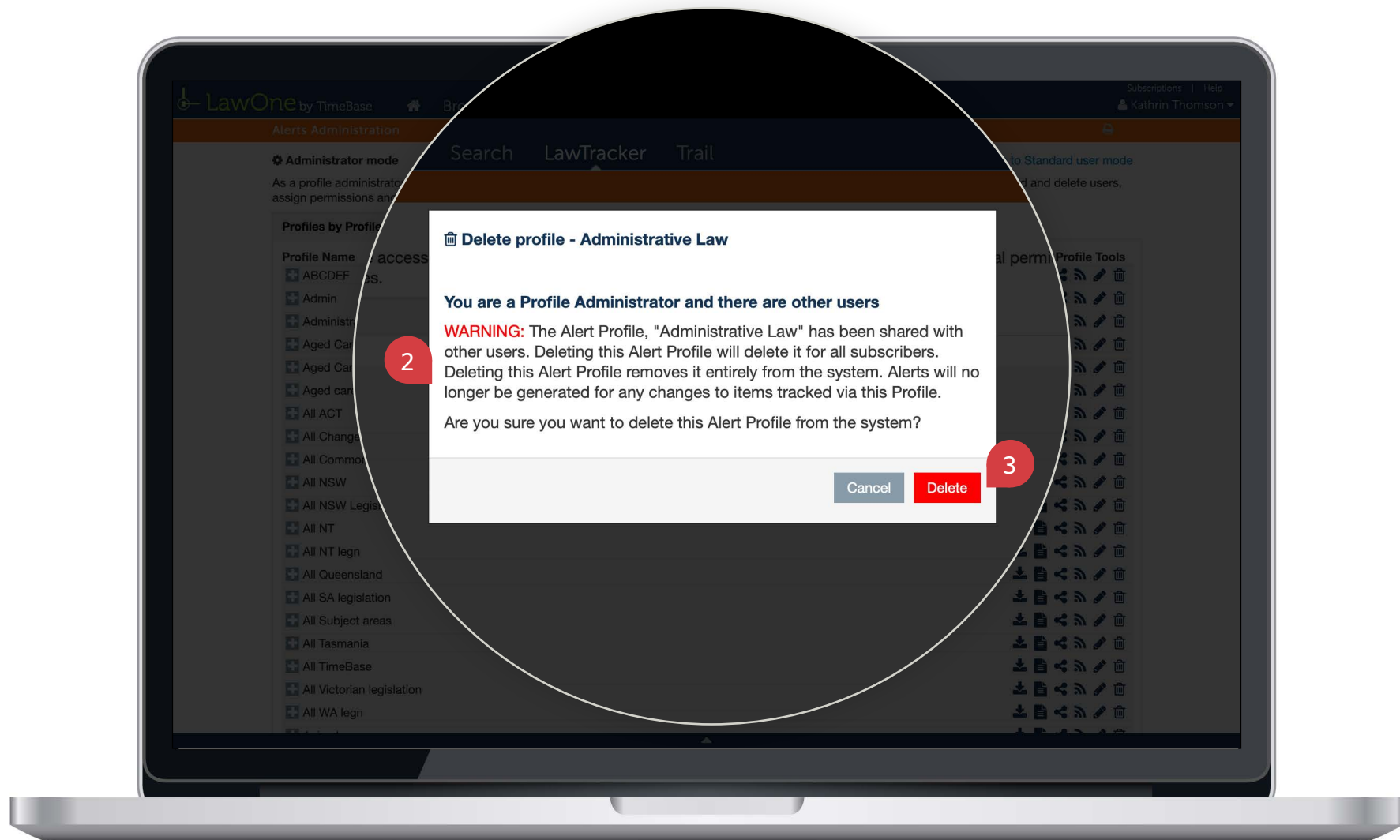
To delete an alert profile: 1 Click on the delete profile icon. A delete profile popup will appear. →





Delete an alert profile **continued**

2 Read the **warning** message. 3 Click **delete** to permanently delete the alert profile from the system. □





Show me how to...

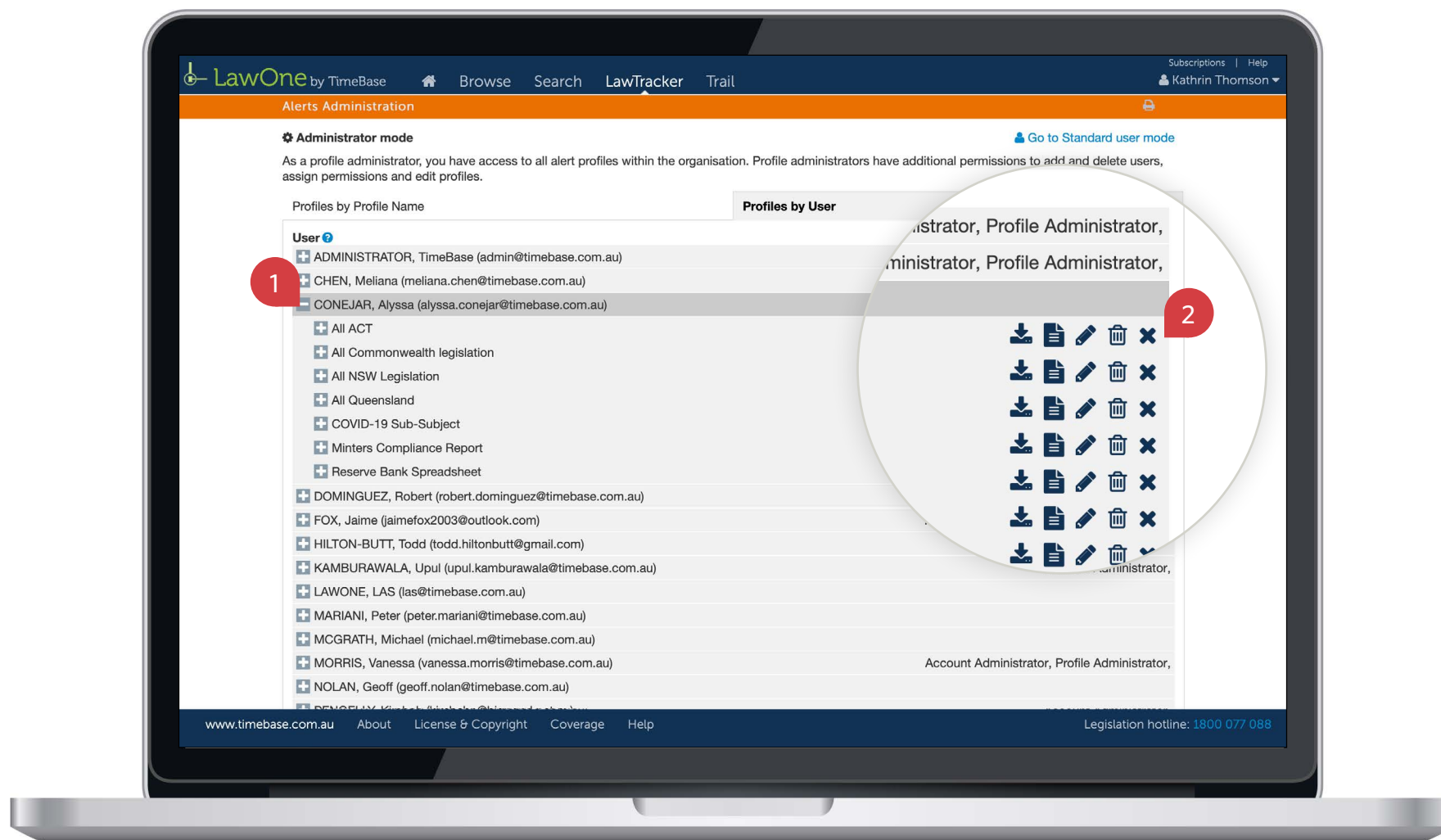
Remove a user from a profile

Use the **remove user from alert profile tool** to safely remove a user without affecting other users (or deleting) the profile.



Remove a user from a profile

In administrator mode, under the 'profiles by user' tab: **1** Toggle a username to view the profiles they follow or manage. **2** Click on the remove user from alert profile icon. A popup will appear. Click **OK** to finish. □





Key points to remember

- ▶ Profile administrators can view and manage **all alert profiles** in an organisation.
- ▶ You need to switch from standard to **administrator mode** to manage alert profiles.
- ▶ Deleting a profile will **permanently delete the profile from the system**, affecting all users.
- ▶ Look for the **help icons** for tips and tricks on how to manage alert profiles.

Need further help or technical support?

- > **Talk to a TimeBase team member on 1800 077 088 (Mon–Fri, 8am–4:30pm)**
- > **Email your questions to service@timebase.com.au**
- > **Access the full range of quick start guides at timebase.com.au**

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