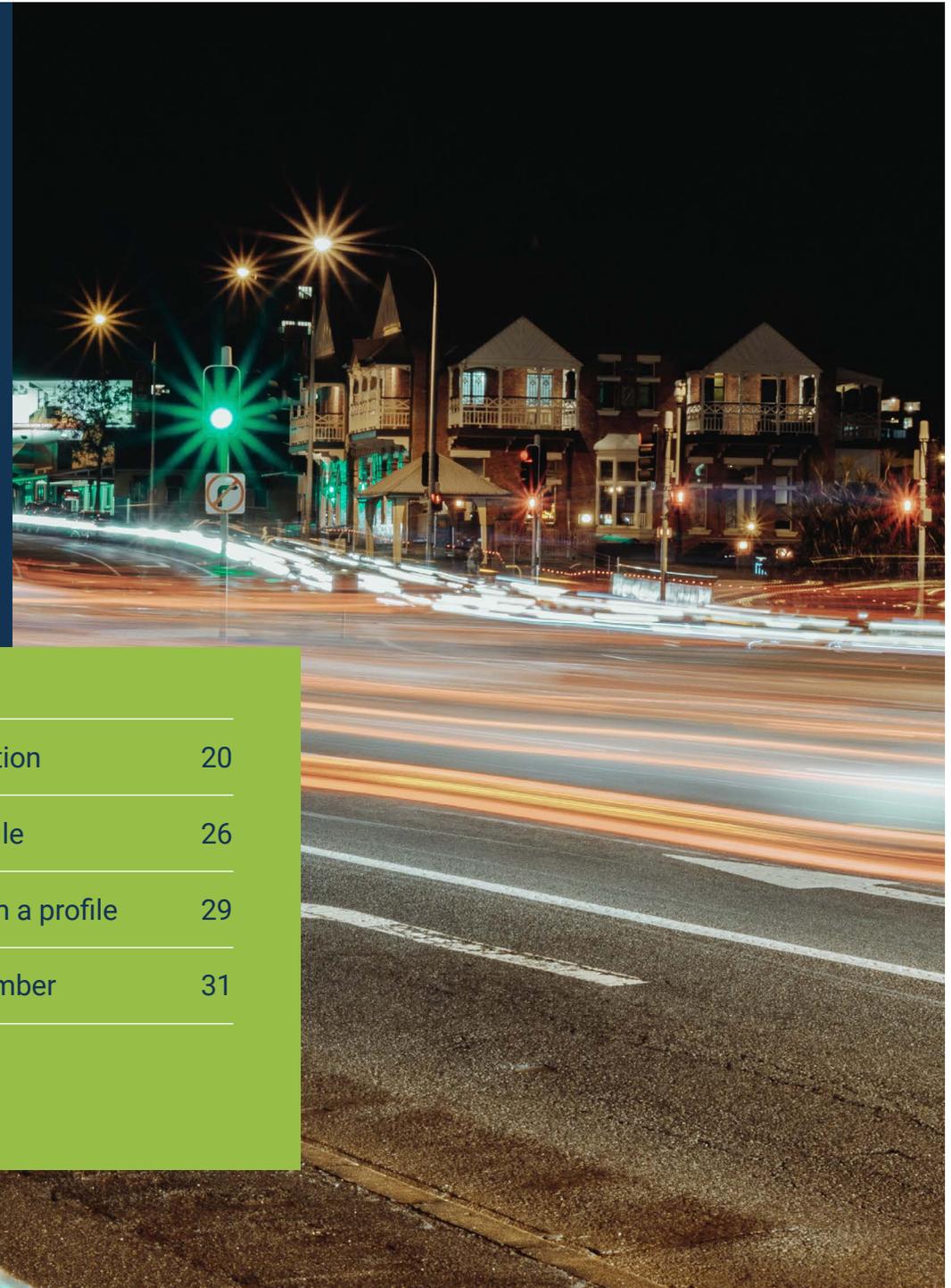


TimeBase LawOne Quick Start Guide

Profile administration

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Show me how to...

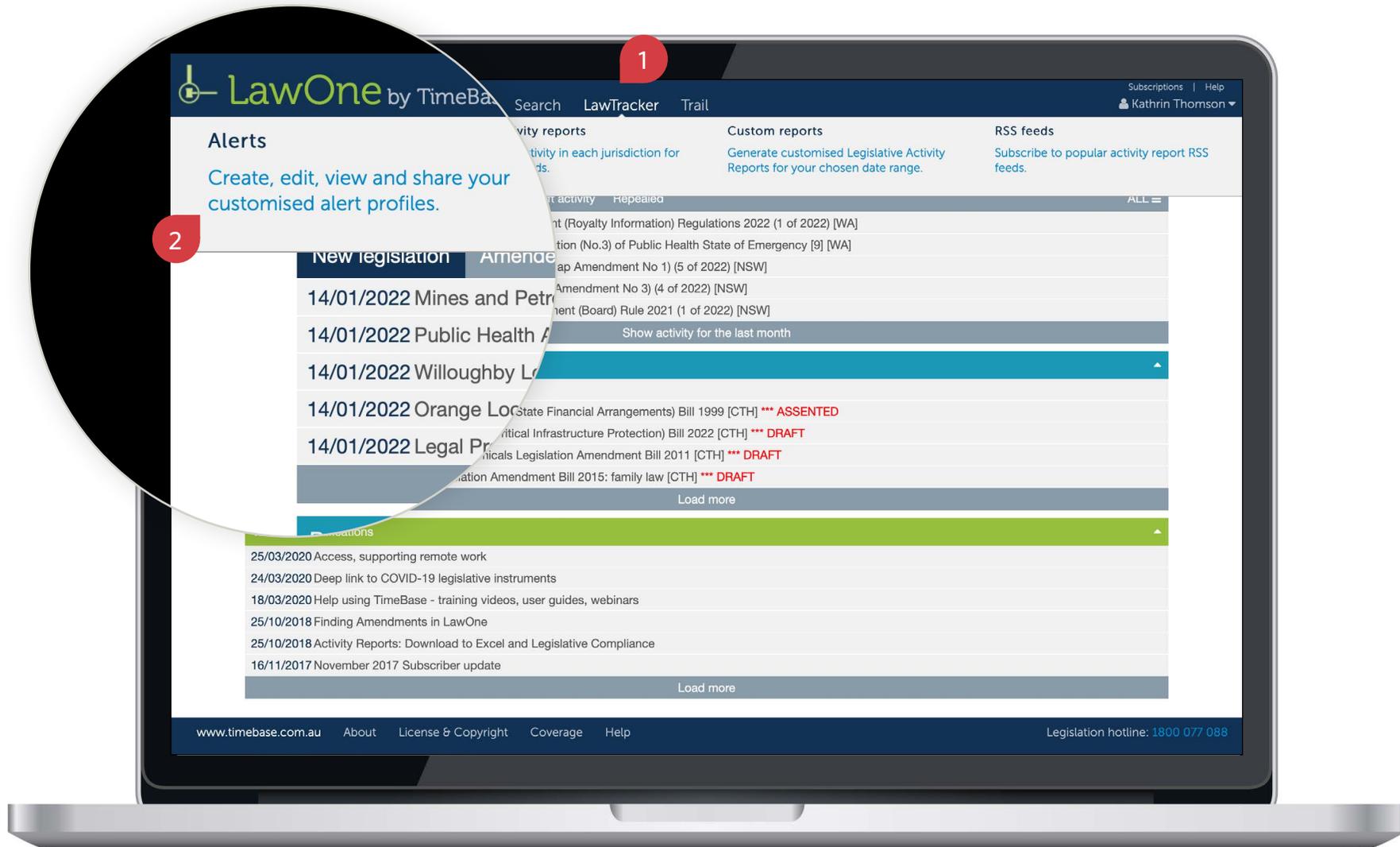
Switch to administrator mode

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

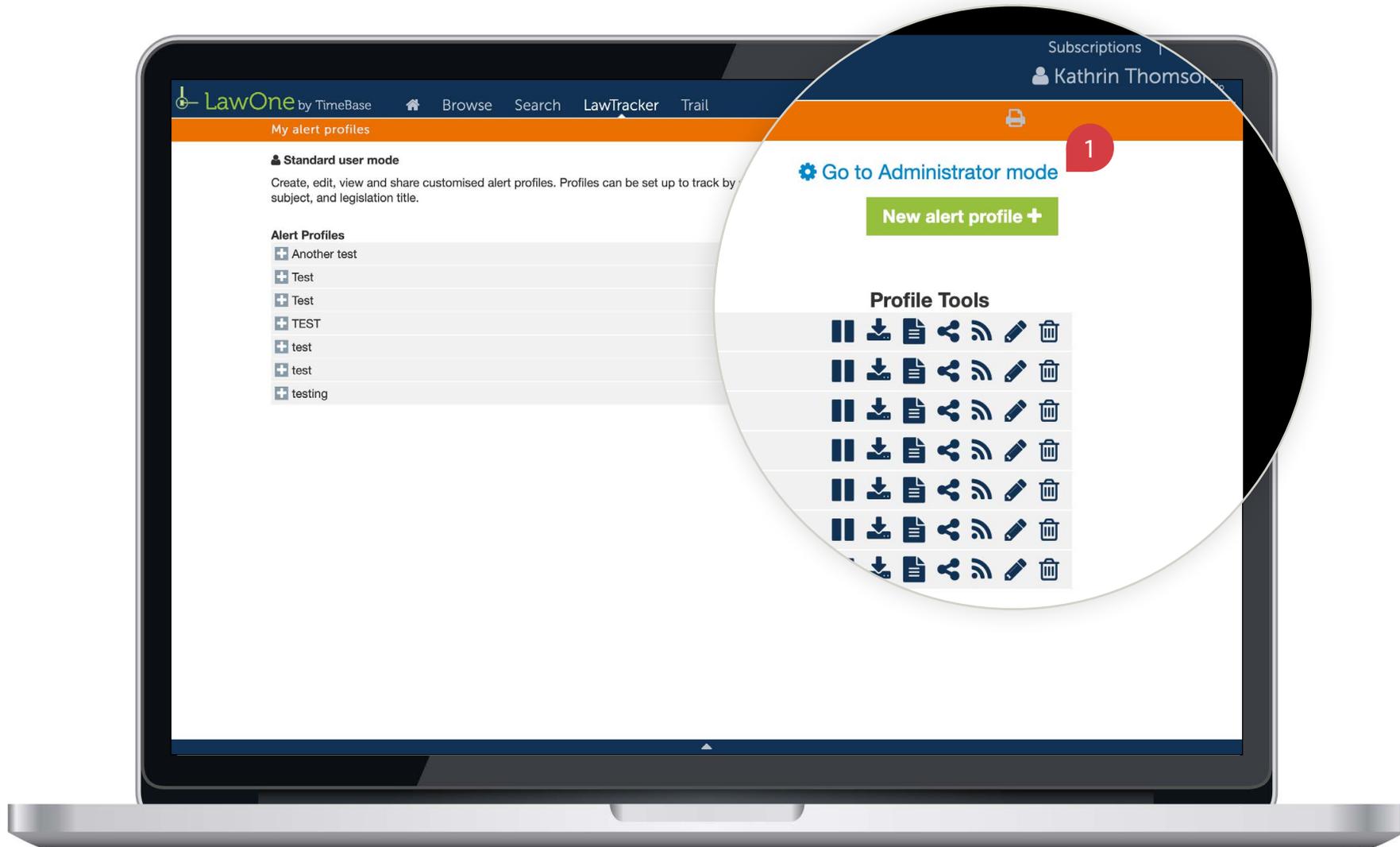
From any page: 1 Click on LawTracker. 2 Click on alerts. The my alert profiles page will load. →





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. →

The screenshot displays the LawOne Alerts Administration interface. At the top, the navigation bar includes 'LawOne by TimeBase', 'Browse', 'Search', 'LawTracker', and 'Trail'. The user is logged in as 'Kathrin Thomson'. The main content area is titled 'Alerts Administration' and shows 'Administrator mode' with a 'Go to Standard user mode' link. A red circle '1' highlights the introductory text: 'As a profile administrator, you have access to all alert profiles within the organisation. Profile administrators have additional permissions to add and delete users, assign permissions and edit profiles.' Below this, there are two tabs: 'Profiles by Profile Name' (selected) and 'Profiles by User'. A red circle '2' highlights the 'Admin' profile selected in the 'Profiles by Profile Name' tab. A red circle '3' highlights the 'Profile Tools' section, which includes icons for download, print, share, edit, and delete, along with an 'Edit details' button. The profile details for 'Admin' are shown below, including fields for Description, Frequency, Report Type, Events, Tracking, and Notification. At the bottom, there is a list of profiles with expandable plus signs and corresponding icons for each profile.

Profile Name	Description	Frequency	Report Type	Events	Tracking	Notification
Admin	No description	Monthly	Standard	Bill/Draft Progress, Commenced, Assent / Notification, Amended, Repealed	View tracked legislation	Notify only if activity

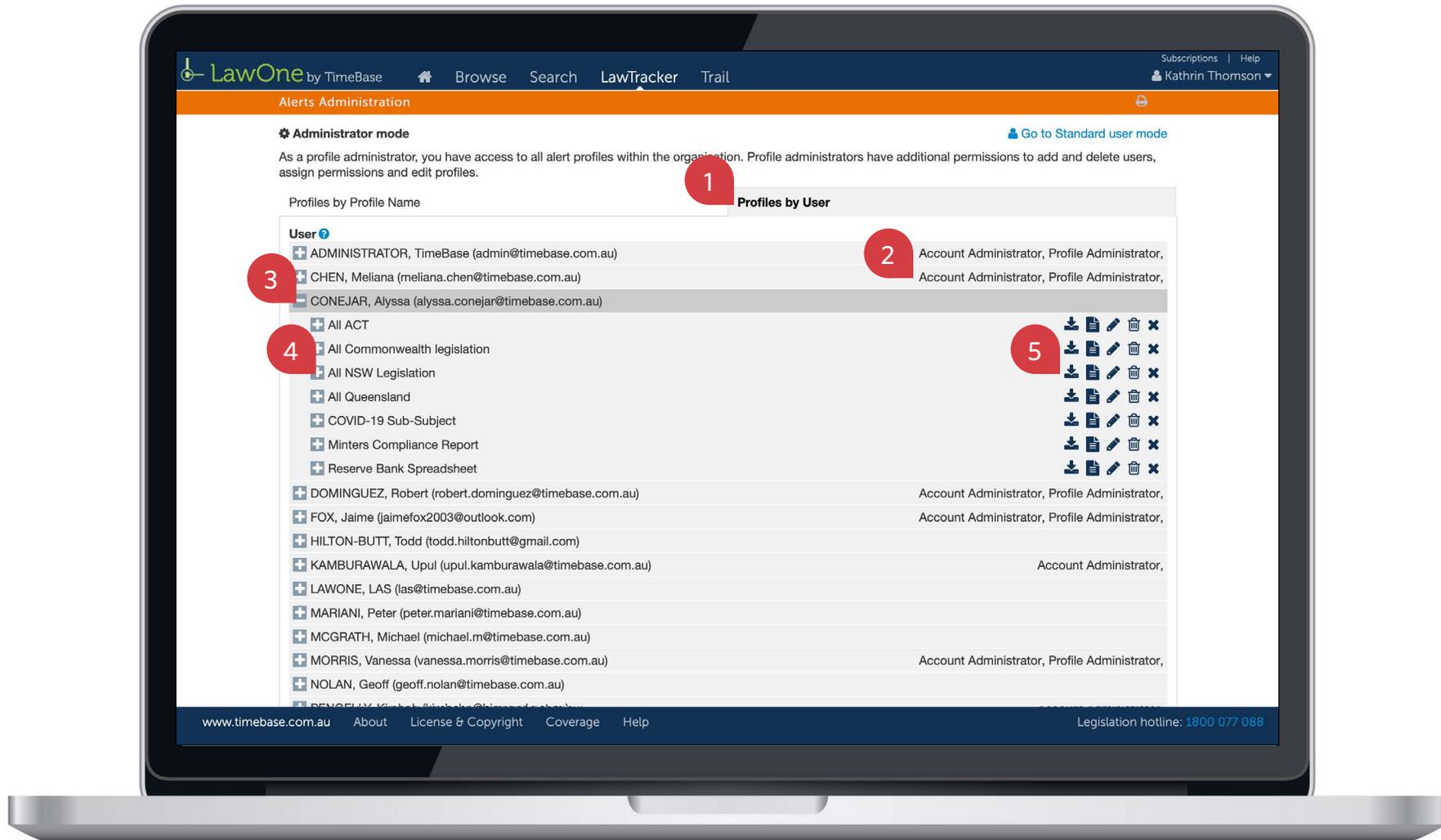
Currently shared with: THOMSON, Kathrin (Profile Manager) kathrin.thomson@timebase.com.au

- Administrative Law
- Aged Care
- Aged Care Test
- Aged care updates
- All ACT
- All Changes to Legislation
- All Commonwealth legislation
- All NSW
- All NSW Legislation
- All NT



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. →

The screenshot displays the LawOne Alerts Administration interface. At the top, the navigation bar includes 'LawOne by TimeBase', 'Browse', 'Search', 'LawTracker', and 'Trail'. The user is logged in as 'Kathrin Thomson'. The main content area is titled 'Alerts Administration' and shows 'Administrator mode'. Below this, there are two tabs: 'Profiles by Profile Name' and 'Profiles by User'. The 'Profiles by Profile Name' tab is active, showing a list of profiles. The 'Administrative Law' profile is selected, and its details are displayed in a modal view. A red circle with the number '1' highlights the profile name 'Administrative Law' in the list. Another red circle with the number '2' highlights the 'Edit details' button in the 'Profile Tools' section of the modal. The modal shows the following details for the 'Administrative Law' profile:

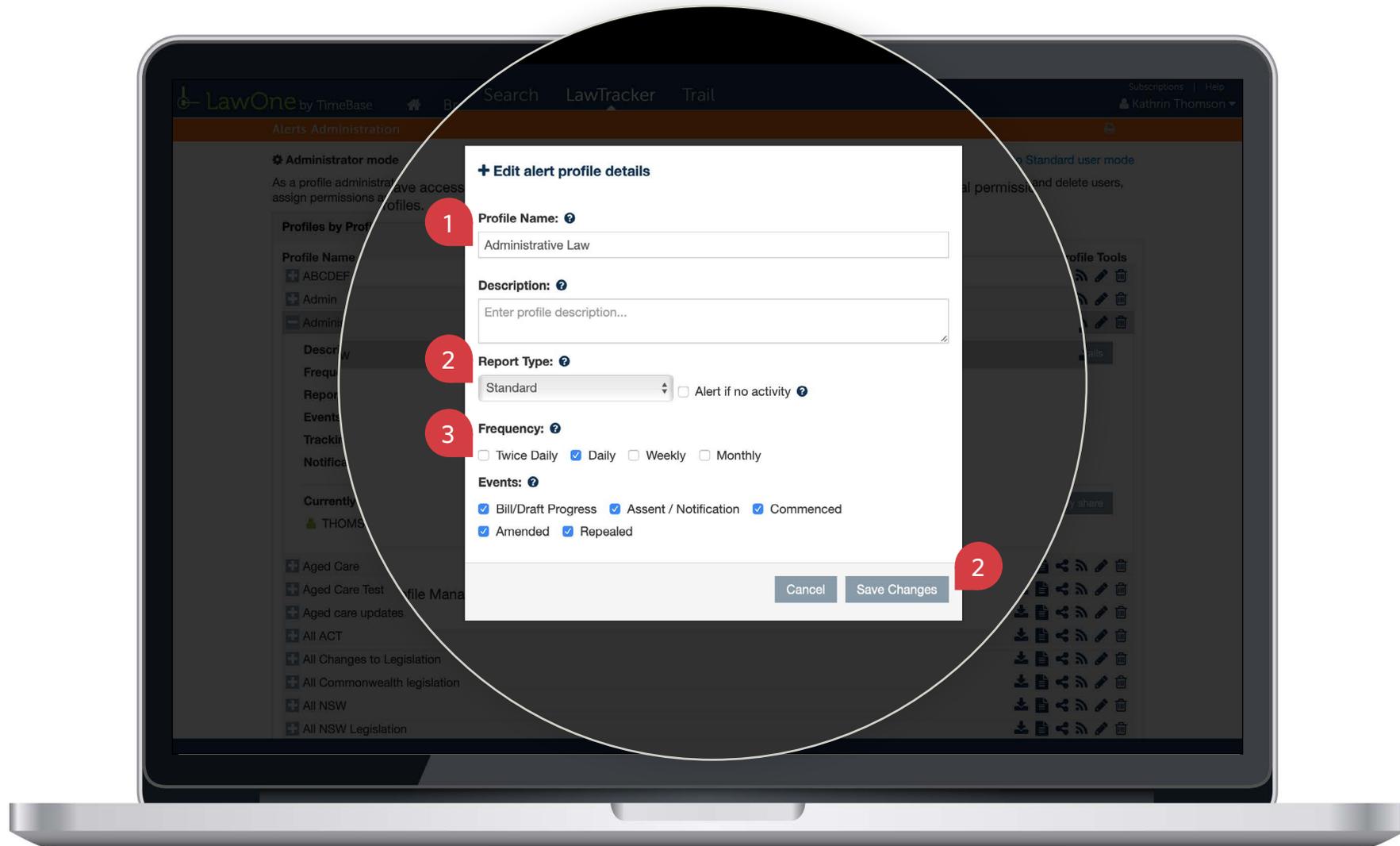
- Description:** No description
- Frequency:** Daily
- Report Type:** Standard
- Events:** Bill/Draft Progress, Commenced, Assent / Notification, Amended, Repealed
- Tracking:** [View tracked legislation](#)
- Notification:** Notify only if activity

Below the details, the 'Currently shared with:' section shows that the profile is shared with 'THOMSON, Kathrin (Profile Manager)' at 'kathrin.thomson@timebase.com.au'. At the bottom of the modal, there is a 'Modify share' button. The background shows a list of other profiles, each with a set of 'Profile Tools' icons (download, print, share, edit, delete).



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...

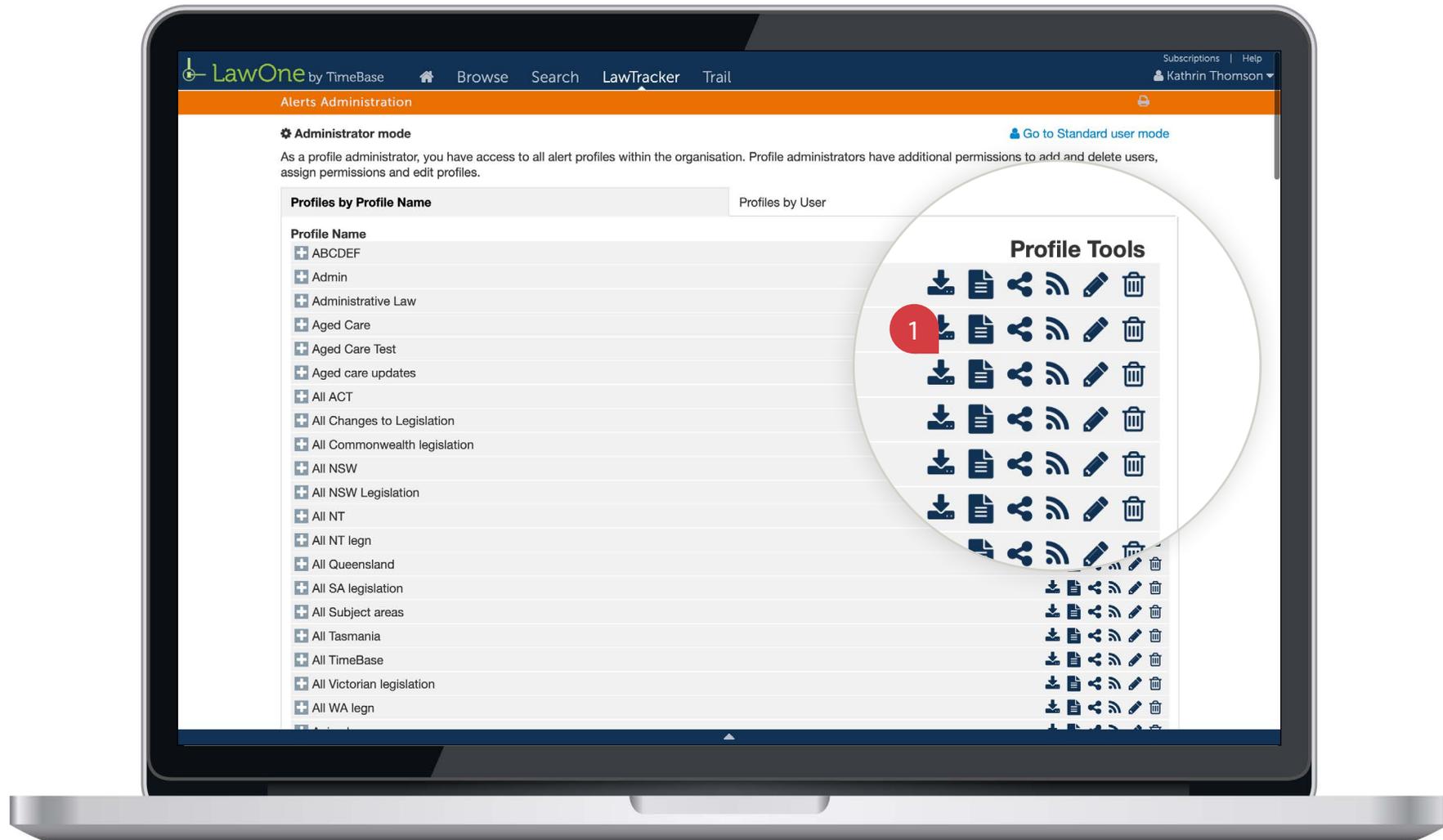
Generate alert profile reports

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

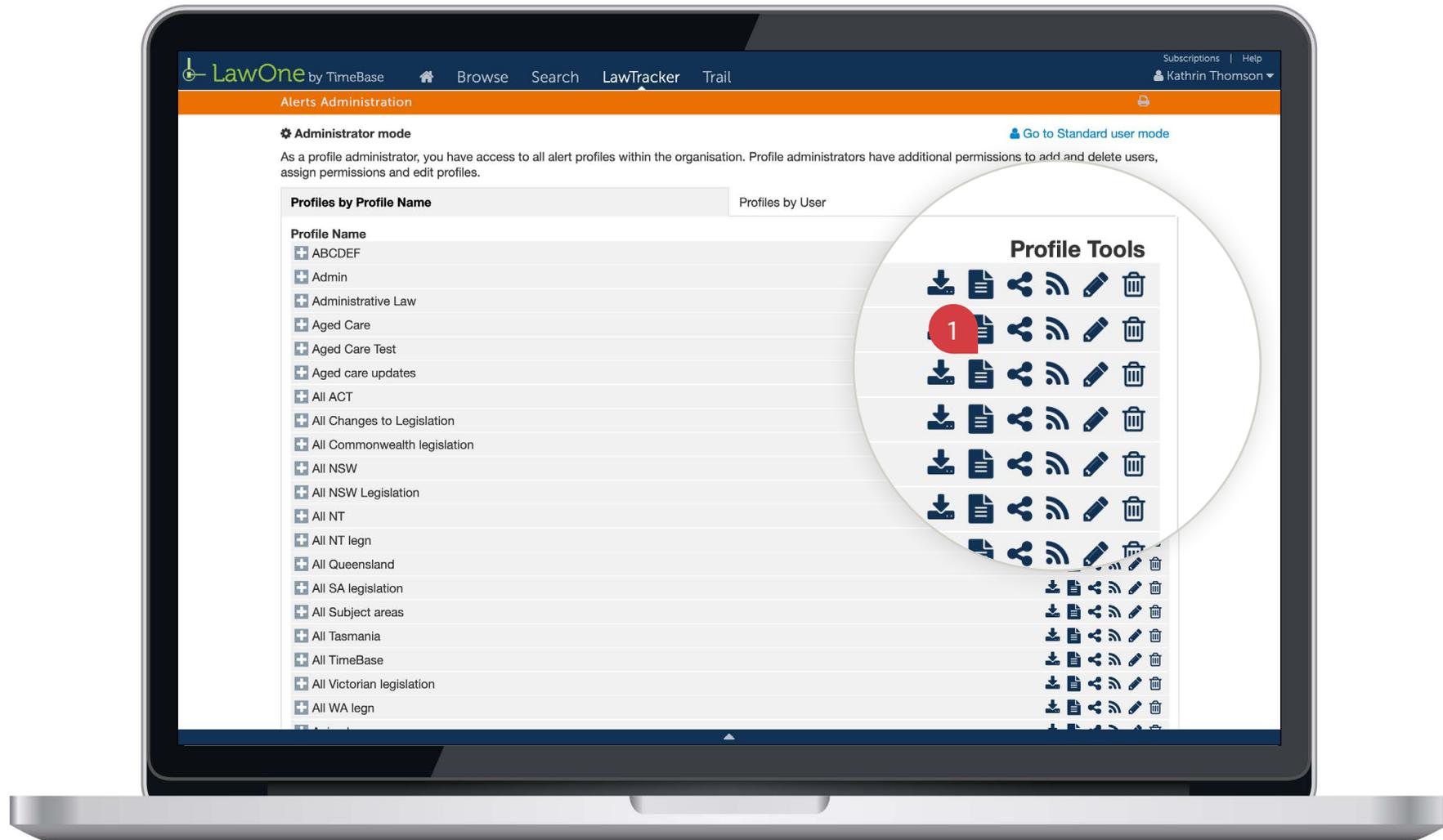
To download an alert profile report for the current date: 1 Click on the download as Excel report icon to immediately download the report as an Excel spreadsheet. →





Generate alert profile reports continued

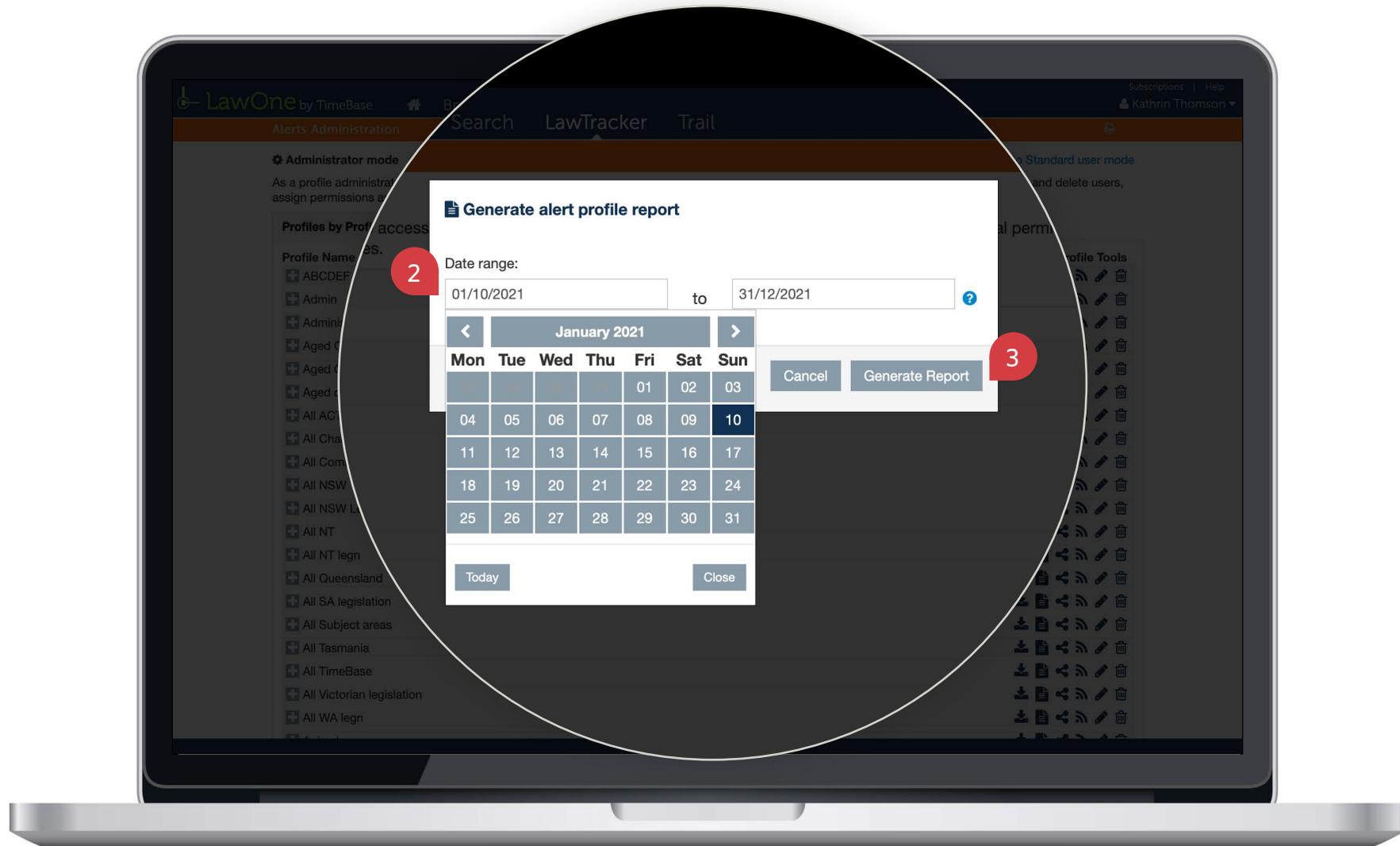
To generate an alert profile report for a custom date range: **1** Click on the alert profile report icon. A generate alert profile report popup will appear. →





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 shows the LawOne alert profile report page for 'Administrative Law'. The page includes a header with navigation links (Browse, Search, LawTracker, Trail) and user information (Kathrin Thomson). The main content area displays a report summary for the date range '1 Oct 2021 to 31 Dec 2021' and event types 'Bill/Draft Progress, Commenced, Assent/Notification, Amended, Repealed, Subordinate'. Below the summary, there are sorting options (Sort by: Title, Date, Jurisdiction) and a list of results. The first result is 'Aboriginal Cultural Heritage Act 2021 (187 of 2021) [WA] [Principal Act]'. The page also features a 'Return to My alert profiles' link and a 'Key Info' icon for each result.

Numbered callouts on the screenshot indicate the following features:

- 1**: Alert profile report title and summary.
- 2**: Sorting options (Title, Date, Jurisdiction).
- 3**: Pagination controls (1, 2, 3, 4, 5, ...).
- 4**: Action buttons (Select All, Deselect All, Expand All, Collapse All).
- 5**: Clickable title of the first result.
- 6**: Key Info icon for the first result.
- 7**: Return to My alert profiles link.



Show me how to...

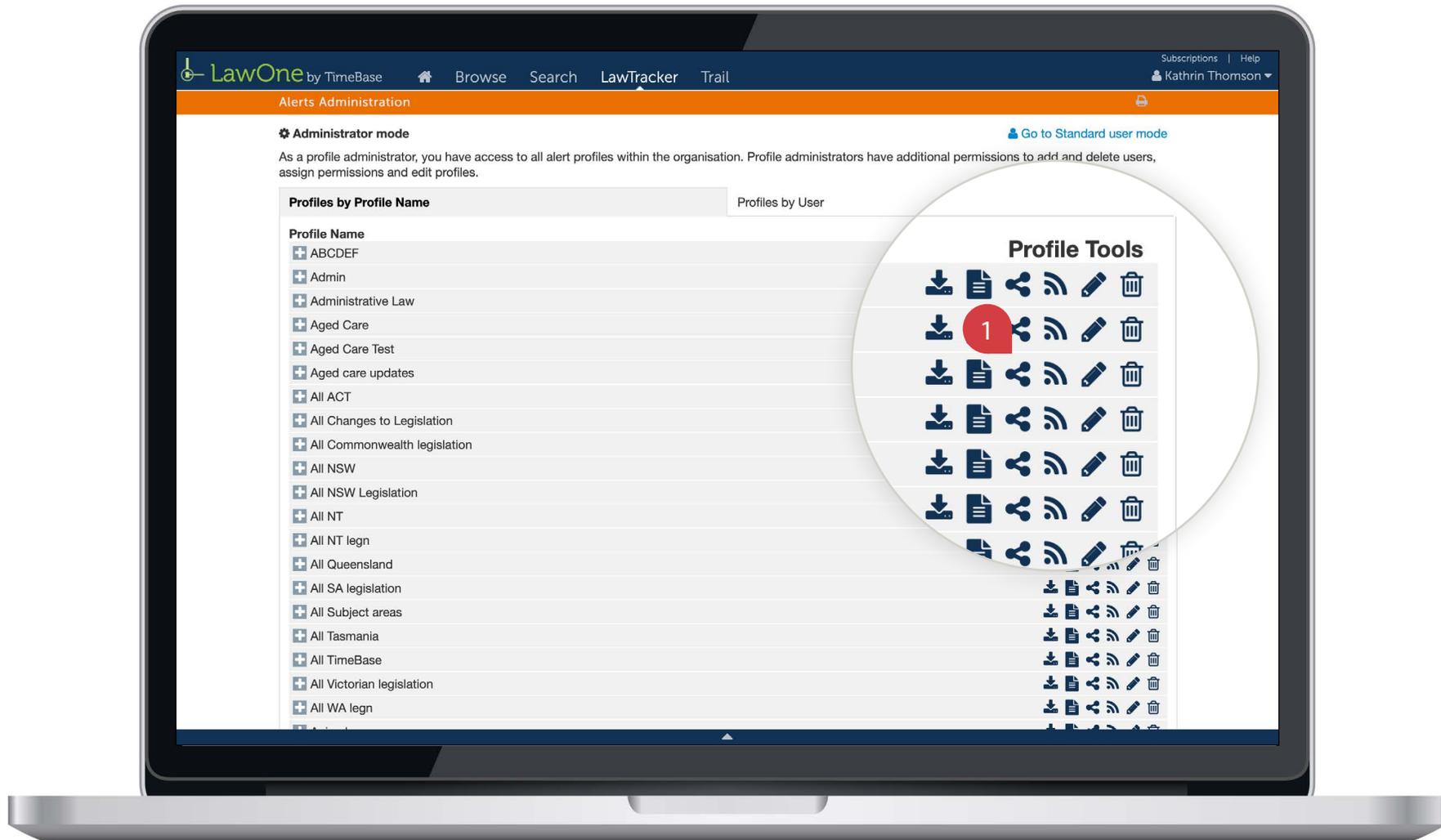
Share an alert profile

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



Share an alert profile

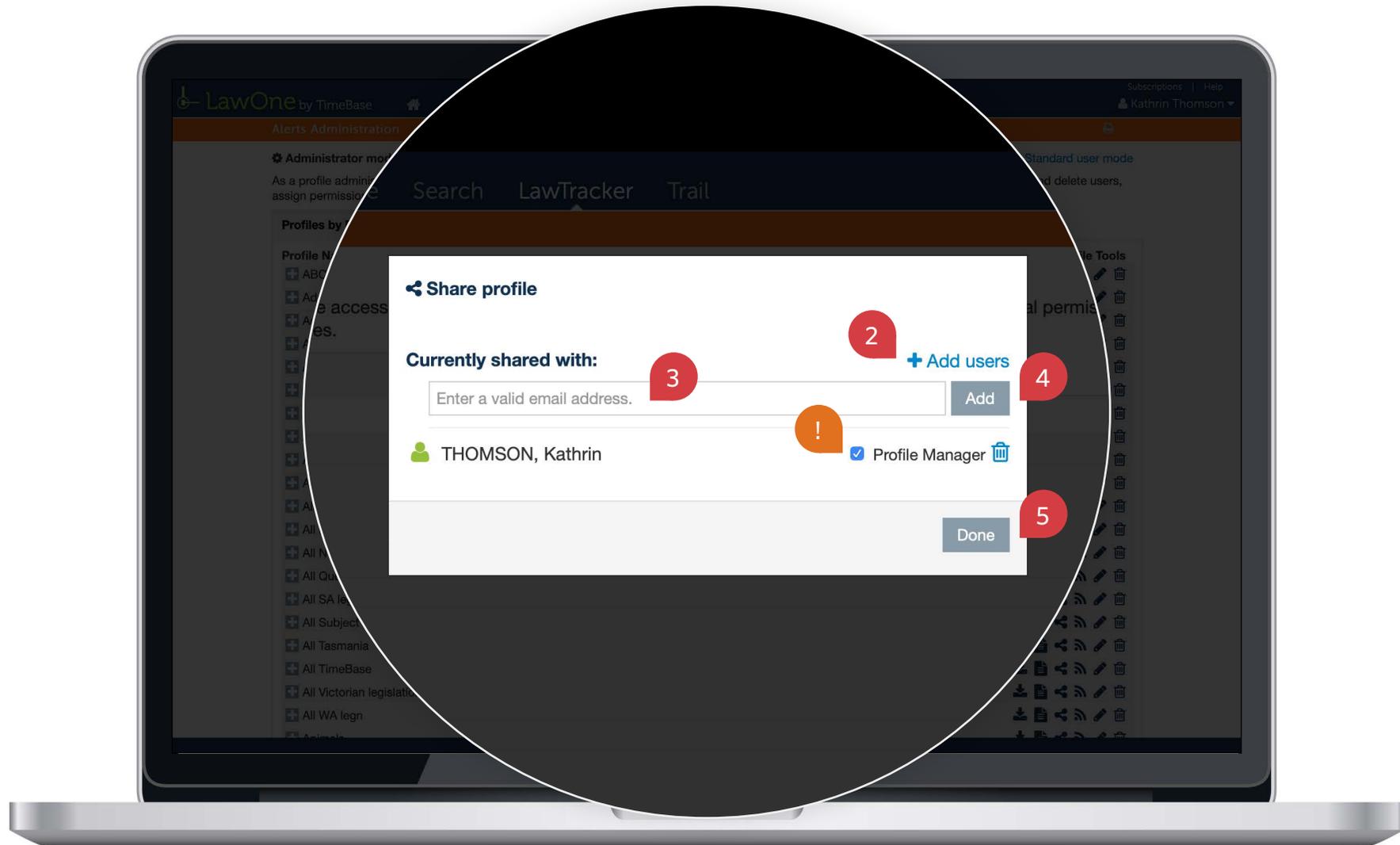
To share an alert profile: 1 Click on the share alert profile icon. A share profile popup will appear. →





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: 1 Click on the **RSS feed icon**. A popup will appear. 2A If you have a web-based RSS reader, use the **URL** provided to set up the RSS feed OR 2B If your **browser** supports RSS feeds, click on the **link** to subscribe to the feed. □

The screenshot shows the LawOne by TimeBase interface. The top navigation bar includes 'LawOne by TimeBase', 'Browse', 'Search', 'LawTracker', and 'Trail'. The user is logged in as 'Kathrin Thomson'. The main content area is titled 'Alerts Administration' and shows 'Administrator mode'. Below this, there is a list of profiles under 'Profiles by Profile Name'. A circular callout highlights the 'Profile Tools' section, which contains several icons. The first icon, representing an RSS feed, is highlighted with a red circle and the number '1'. A text box next to it provides instructions for creating an RSS feed (2A) and subscribing to it (2B).

Profile Tools

1

2A 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:
<https://www.lawone.com.au/activity-feed?report=profile&profile=org-1-profiles-x27048d951>

2B If your browser supports RSS feeds, you can subscribe to it by clicking on [this link](#).



Show me how to...

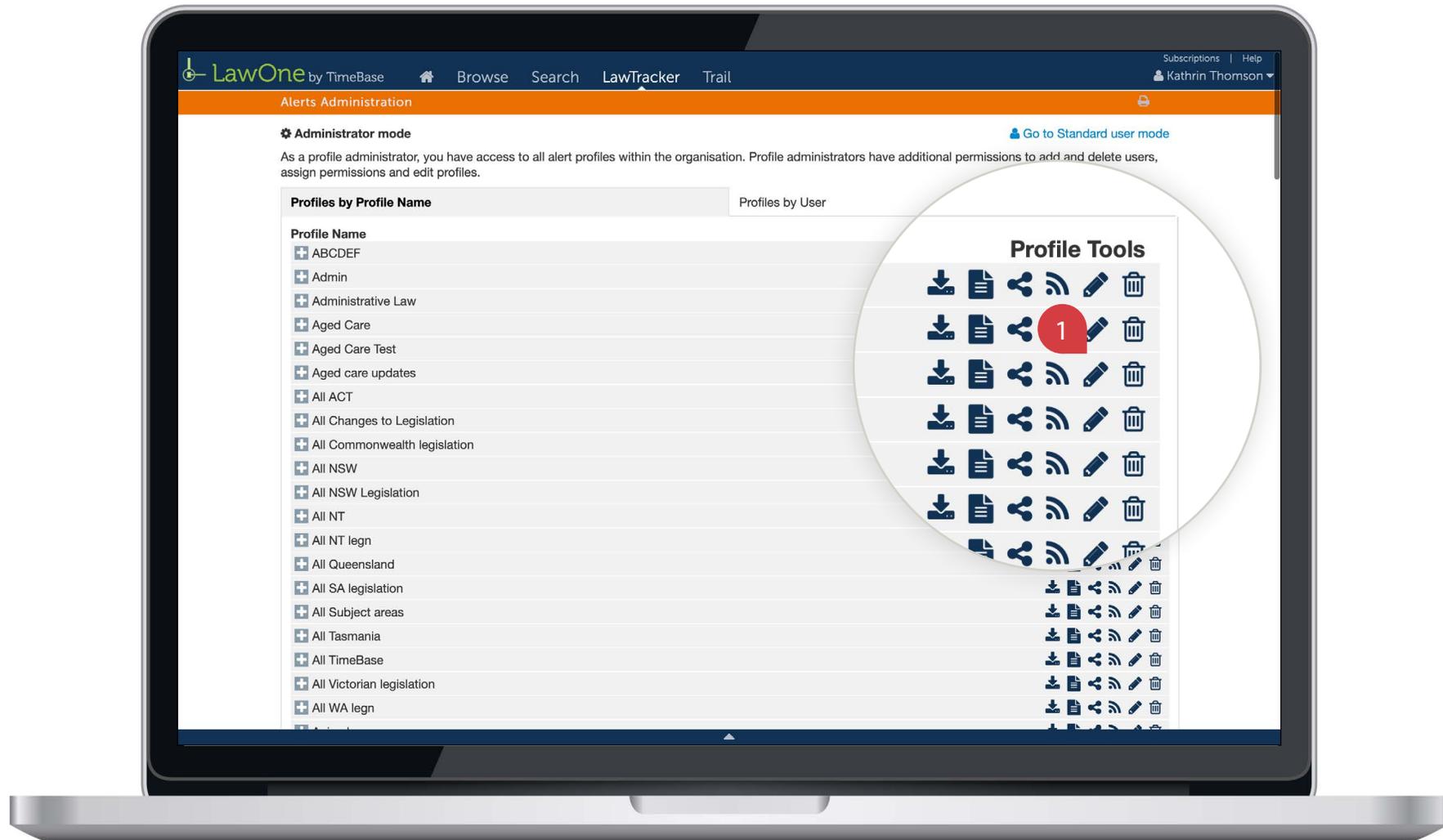
Edit tracked legislation

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

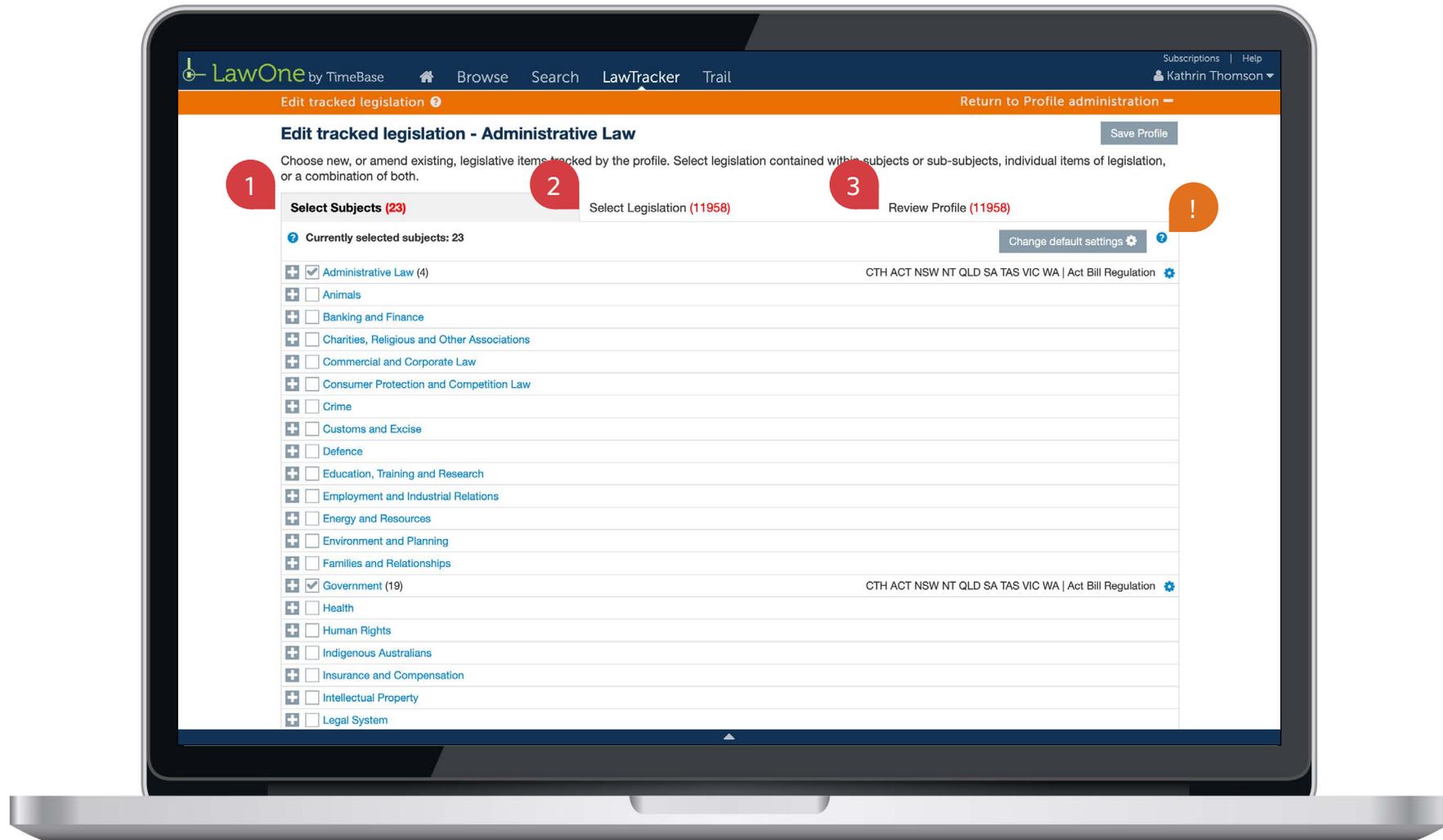
To edit tracked legislation for an alert profile: **1** Click on the edit tracked legislation icon. The edit tracked legislation page will load. →





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. →

The screenshot shows the 'Edit tracked legislation - Administrative Law' page in the LawOne interface. The page is divided into several sections and features several callouts:

- 1**: Callout pointing to the 'Select Subjects (23)' header.
- 2**: Callout pointing to the 'Currently selected subjects: 23' indicator.
- 3**: Callout pointing to the 'Administrative Law (4)' subject area.
- 4**: Callout pointing to the 'Select Legislation (11958)' header.
- 5**: Callout pointing to the settings icon for the 'Administrative Law' subject area.
- 6**: Callout pointing to the 'Change default settings' dropdown menu.
- 7**: Callout pointing to the 'Save Profile' button.
- 8**: Callout pointing to the 'Return to Profile administration' link.

The interface includes a navigation bar with 'LawOne by TimeBase', 'Browse', 'Search', 'LawTracker', and 'Trail'. The user is logged in as 'Kathrin Thomson'. The 'Administrative Law' subject area is expanded, showing a list of sub-areas with checkboxes: 'Freedom of Information', 'Judicial Review', 'Ombudsman', and 'Privacy'. A table of tracked legislation is visible, with columns for jurisdiction (CTH, ACT, NSW, NT, QLD, SA, TAS, VIC, WA) and document type (Act, Bill, Regulation). The 'Change default settings' dropdown menu is open, showing options for 'Acts', 'Bills', and 'Regulations'.



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**. →

The screenshot shows the 'Edit tracked legislation - Administrative Law' page in the LawOne interface. The page is titled 'Edit tracked legislation - Administrative Law' and includes a 'Save Profile' button. The main content area is divided into sections for selecting subjects and applying filters. The 'Select Legislation (11958)' section shows 'Currently selected: 11958 items of legislation'. The 'Use filters to find titles to add to profile' section includes fields for 'Words in Title' (Administrative Arrangements), 'Year' (2009), and 'Number'. Below these are checkboxes for 'Jurisdictions' (All, ACT, NSW, NT, QLD, SA, TAS, VIC, WA), 'Document type' (All, Act, Ordinance, Regulation, Bill, Aged Care Principle, Consumer Protection Notice), 'Status' (All, Awaiting assent, Current, Repealed, Draft, Assented, Not in current session, Failed), 'Principal' (Principal, Amending), and 'Starts with' (A-Z, Ad). The 'Results' section shows a list of 6 items, all of which are 'Administrative Arrangements Order 2009 [NT] [Principal Regulation] *** REPEALED'. The interface includes navigation buttons like 'Clear' and 'Apply Filters', and a 'Return to Profile administration' link. Red callout numbers 1 through 7 are overlaid on the screenshot to highlight key features: 1 points to the 'Select Legislation (11958)' button; 2 points to the 'Words in Title' search field; 3 points to the 'Apply Filters' button; 4 points to the 'Select All' link; 5 points to the 'Apply Filters' button; 6 points to the 'Save Profile' button; and 7 points to the 'Return to Profile administration' link.



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**. □

The screenshot shows the 'Edit tracked legislation' page for 'Administrative Law'. The interface includes a navigation bar with 'LawOne by TimeBase', 'Browse', 'Search', 'LawTracker', and 'Trail'. A user profile 'Kathrin Thomson' is visible in the top right. The main content area is titled 'Edit tracked legislation - Administrative Law' and contains a 'Review Profile (11955)' tab. The page is annotated with seven red circles containing numbers 1 through 7, corresponding to the steps in the text above. Callout 1 points to the 'Review Profile (11955)' tab. Callout 2 points to the filter section, which includes checkboxes for Jurisdictions (All, CTH, ACT, NSW, NT, QLD, SA, TAS, VIC, WA), Document type (All, Act, Ordinance, Regulation, Bill, Aged Care Principle, Consumer Protection Notice), Status (All, Awaiting assent, Current, Repealed, Draft, Assented, Not in current session, Failed), Principal (Principal, Amending), and Starts with (A-Z, Fa, Fe, Fi, Fr, Fu). Callout 3 points to the 'Apply Filters' button. Callout 4 points to the list of legislative items, which includes entries like 'Federal Council Referring Act (Victoria) 1889 (1051 of 1889) [VIC] [Principal Act] *** REPEALED' and 'Fee Units Act 1997 (47 of 1997) [TAS] [Principal Act]'. Callout 5 points to the 'Apply Filters' button. Callout 6 points to the 'Save Profile' button. Callout 7 points to the 'Return to Profile administration' link in the top right.



Show me how to...

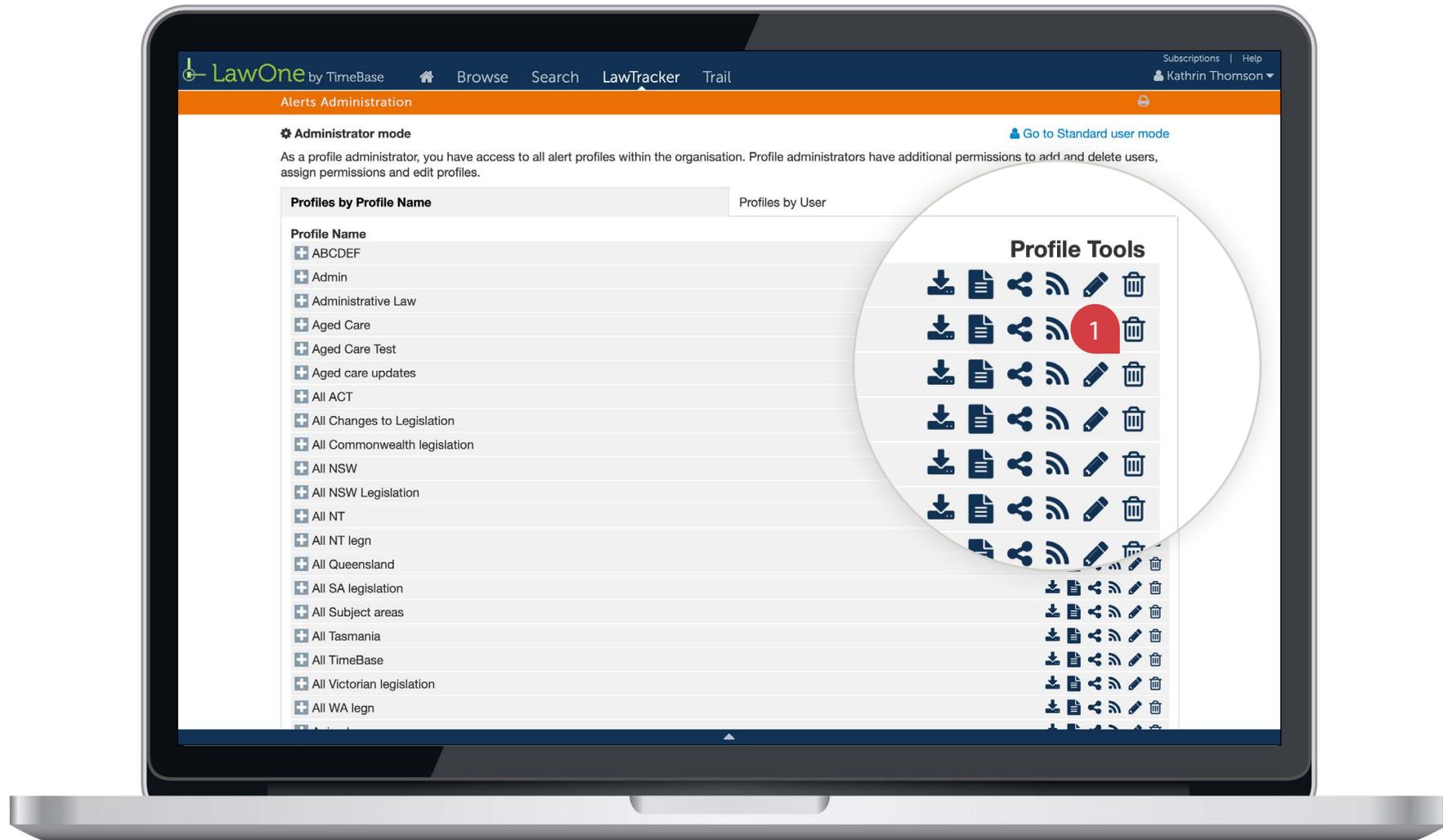
Delete an alert profile

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



Delete an alert profile

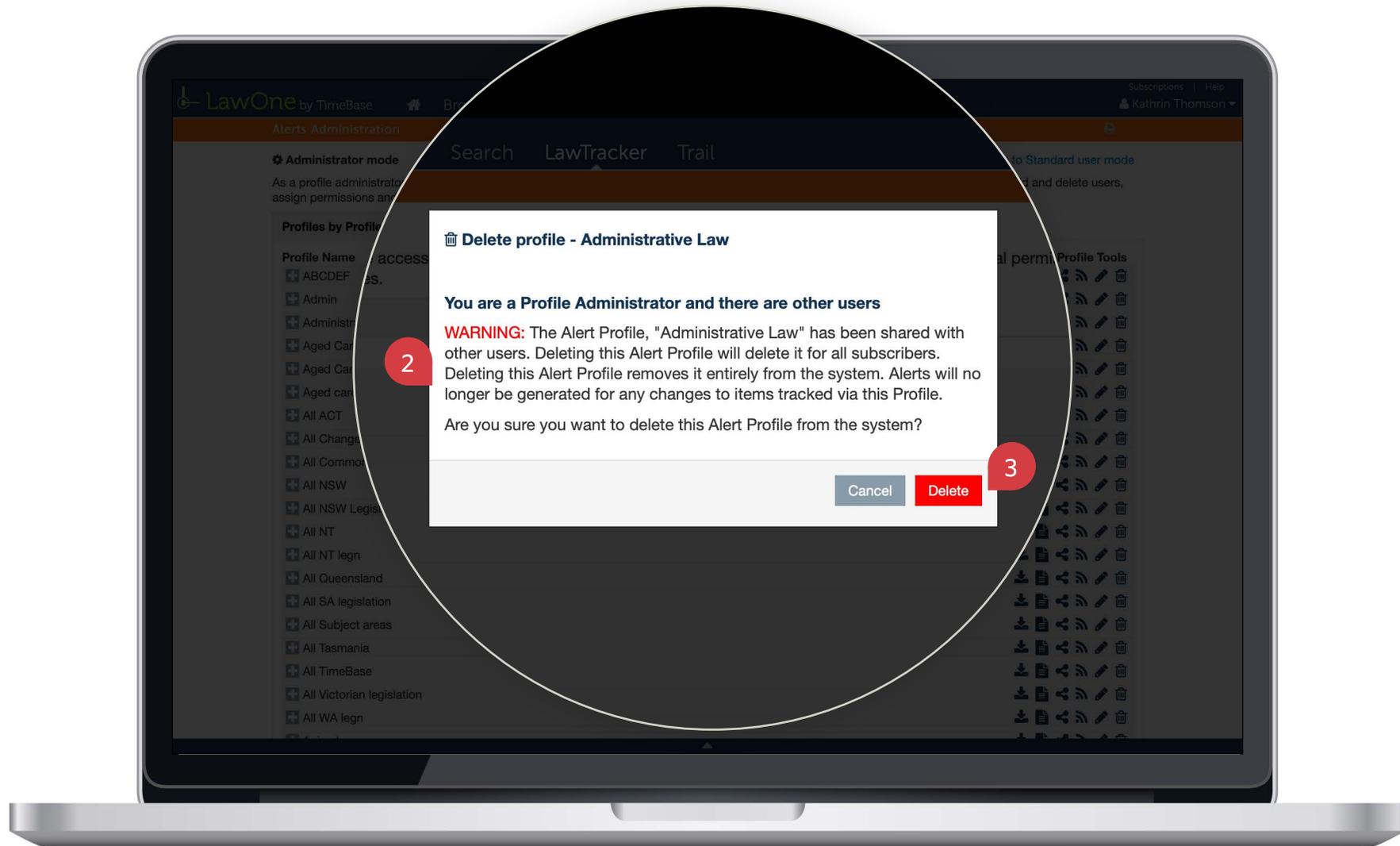
To delete an alert profile: **1** Click on the delete profile icon. A delete profile popup will appear. →





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...

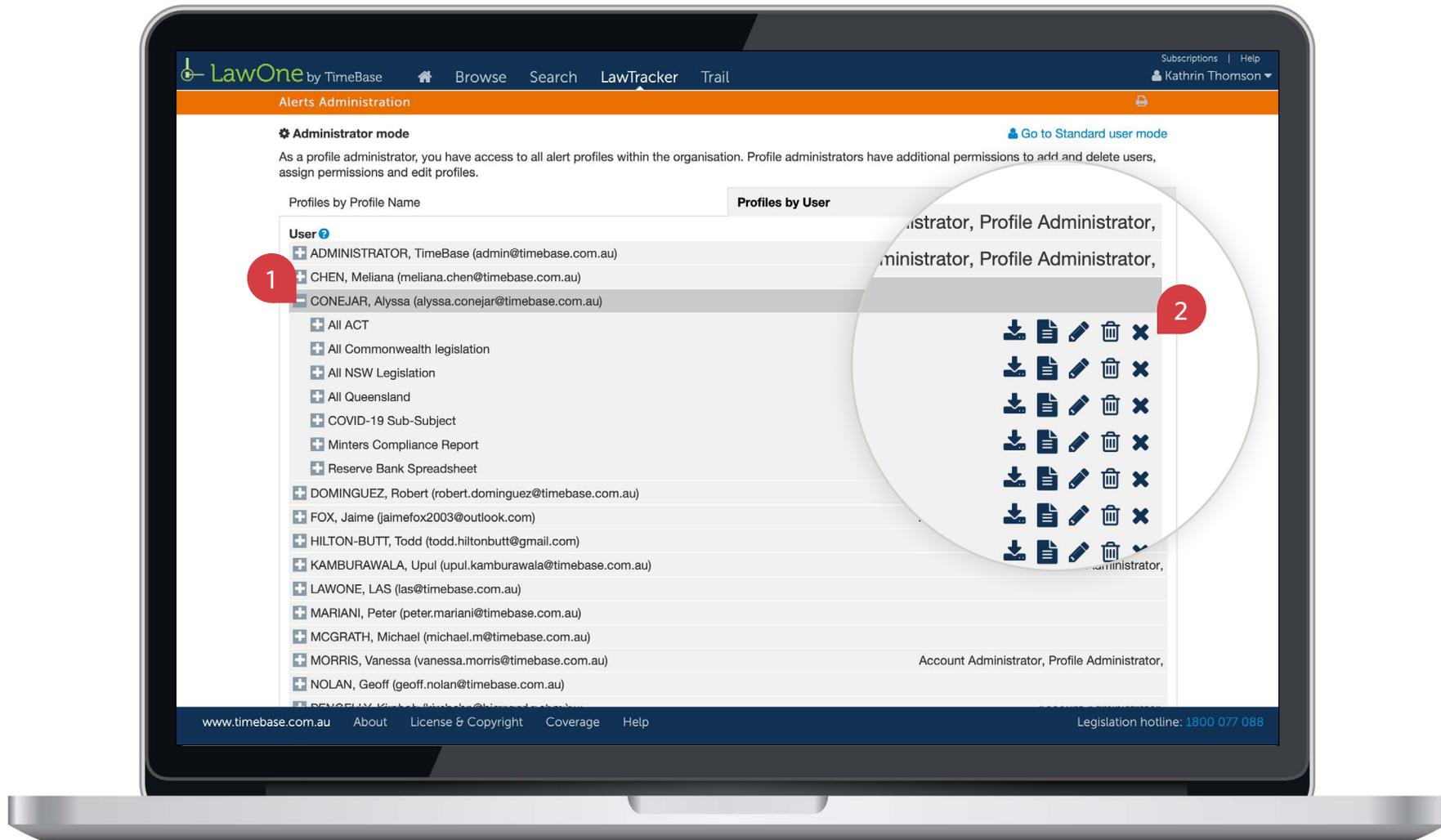
Remove a user from a profile

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**

TimeBase Pty Ltd

PO Box A2634, Sydney South, NSW 1235 Australia

E service@timebase.com.au

T +612 9262 3557 or 1800 077 088

timebase.com.au

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