

TimeBase LawOne Quick Start Guide

Tracking legislation

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Show me how to...

Access my alert profiles

Access the my alert profile page so you can view and manage the alert profiles you follow and configure new alert profiles.



Access my alert profiles

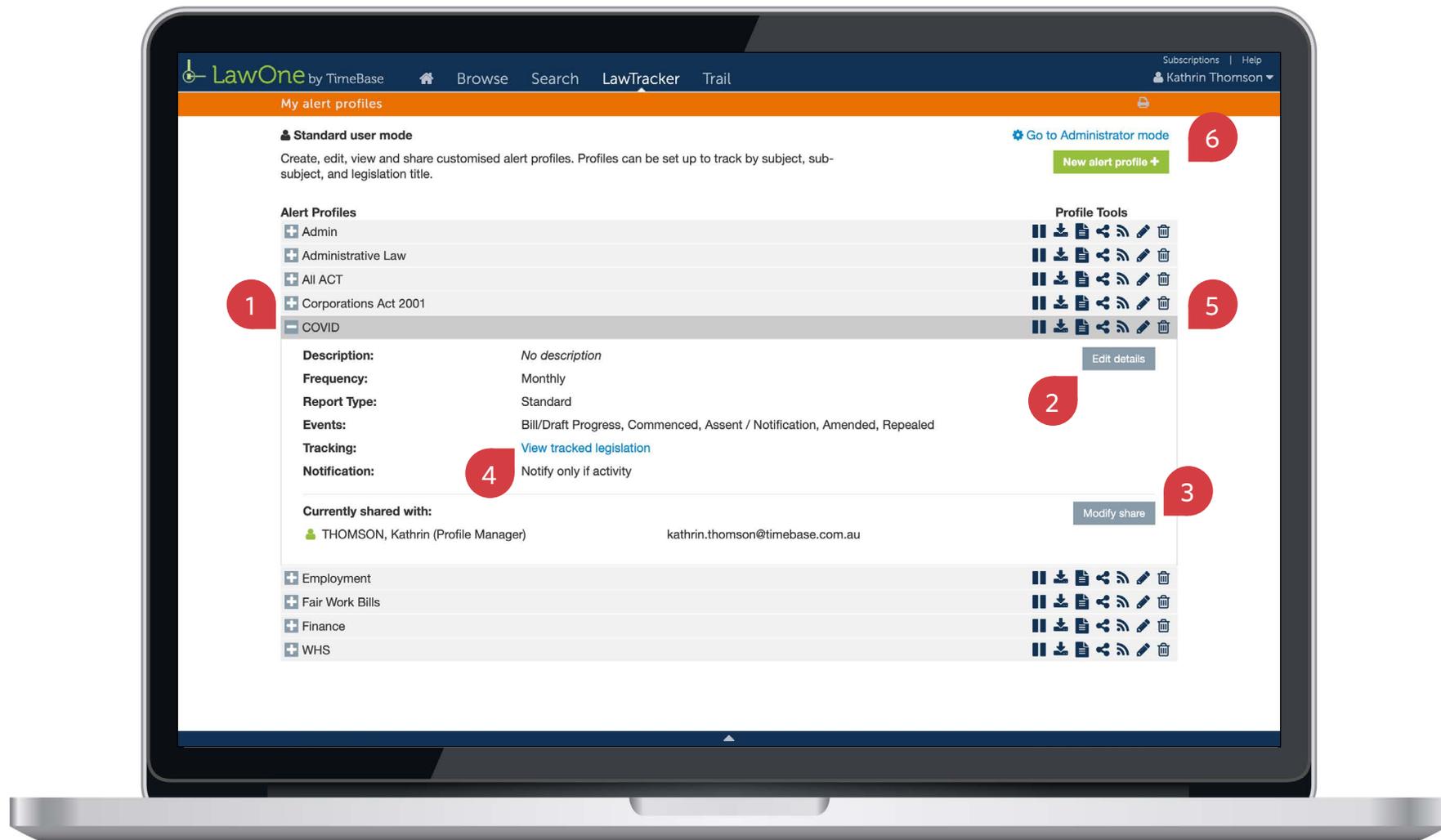
From any LawOne page: **1** Click on LawTracker. **2** Click on alerts. The my alert profiles page will load. →





Access my alert profiles continued

On the my alert profiles page, you can: **1** View a list of profiles you follow or manage and toggle to view the details and users of a profile. **2** Edit the details of alert profiles you manage. **3** Modify the list of users of alert profiles you manage. **4** View a profile's list of tracked legislation. **5** Use profile tools to suspend alerts, generate activity reports, share profiles, create RSS feeds or delete profiles. **6** Create a new alert profile. □





Show me how to...

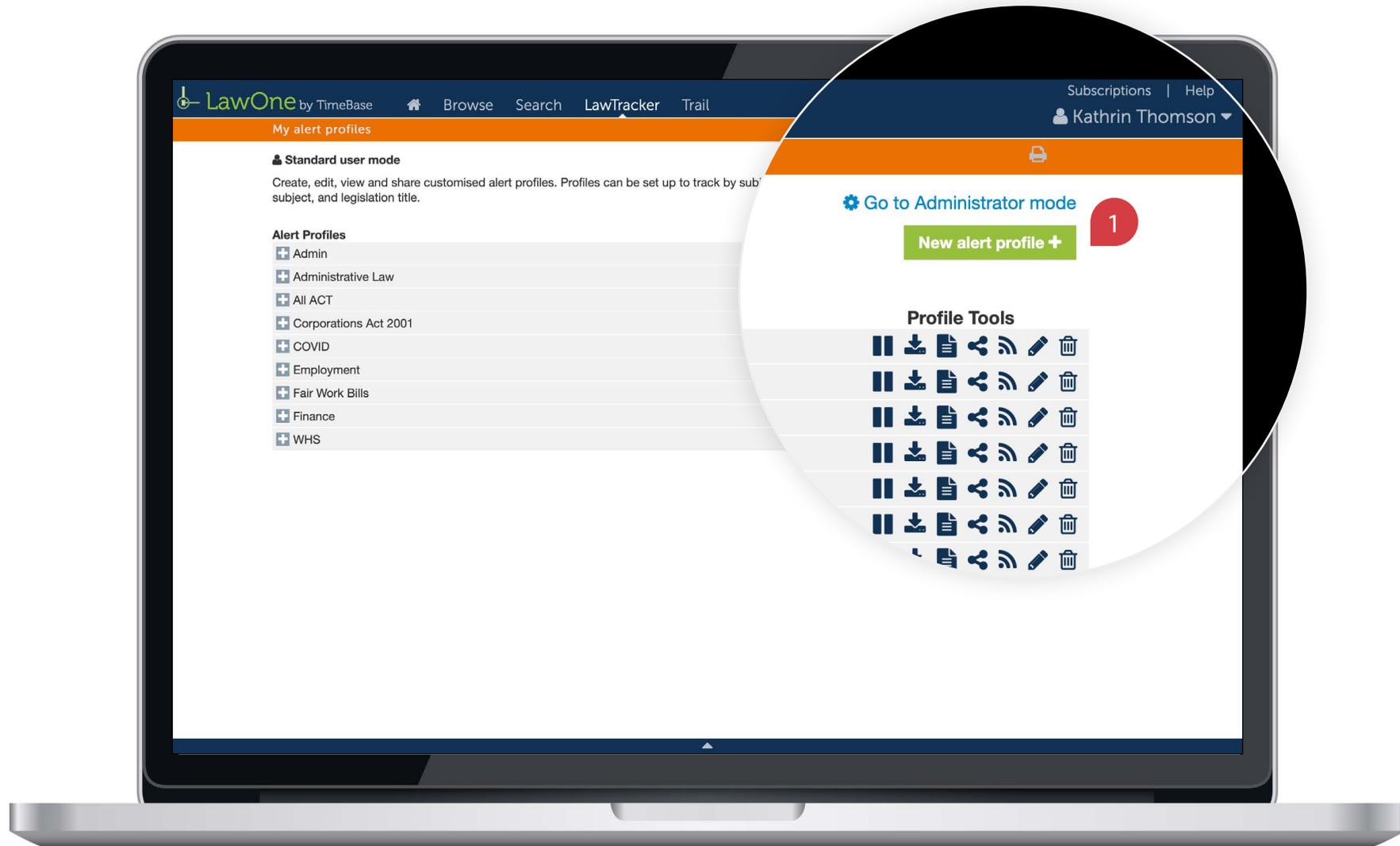
Create an alert profile

Create a new alert profile for tracking legislation, then follow the instructions to **track legislation by subject**, **track legislation by title** and **review and refine tracked legislation**.



Create an alert profile

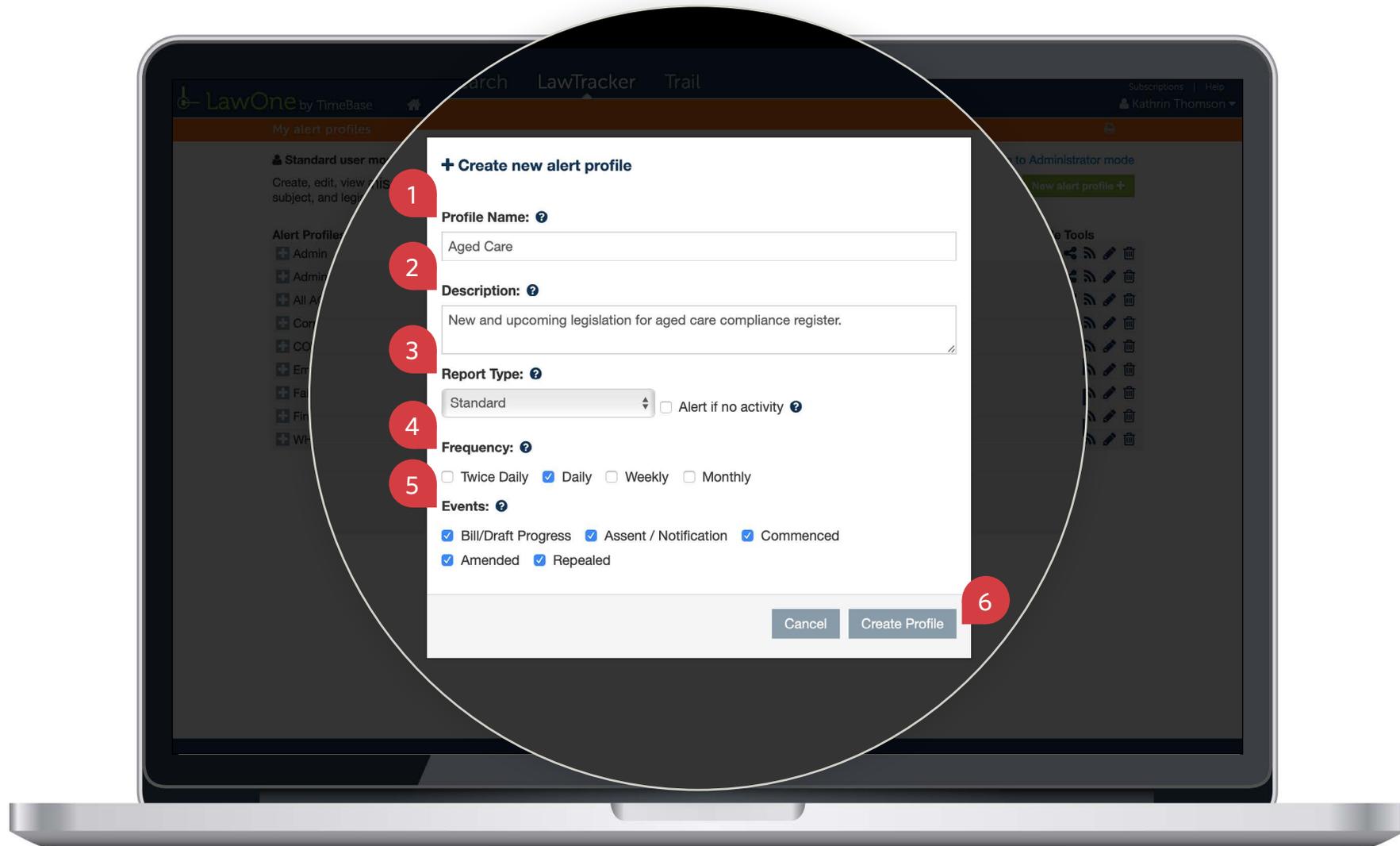
On the my alert profiles page: 1 Click on new alert profile. The create new alert profile popup will appear. →





Create an alert profile continued

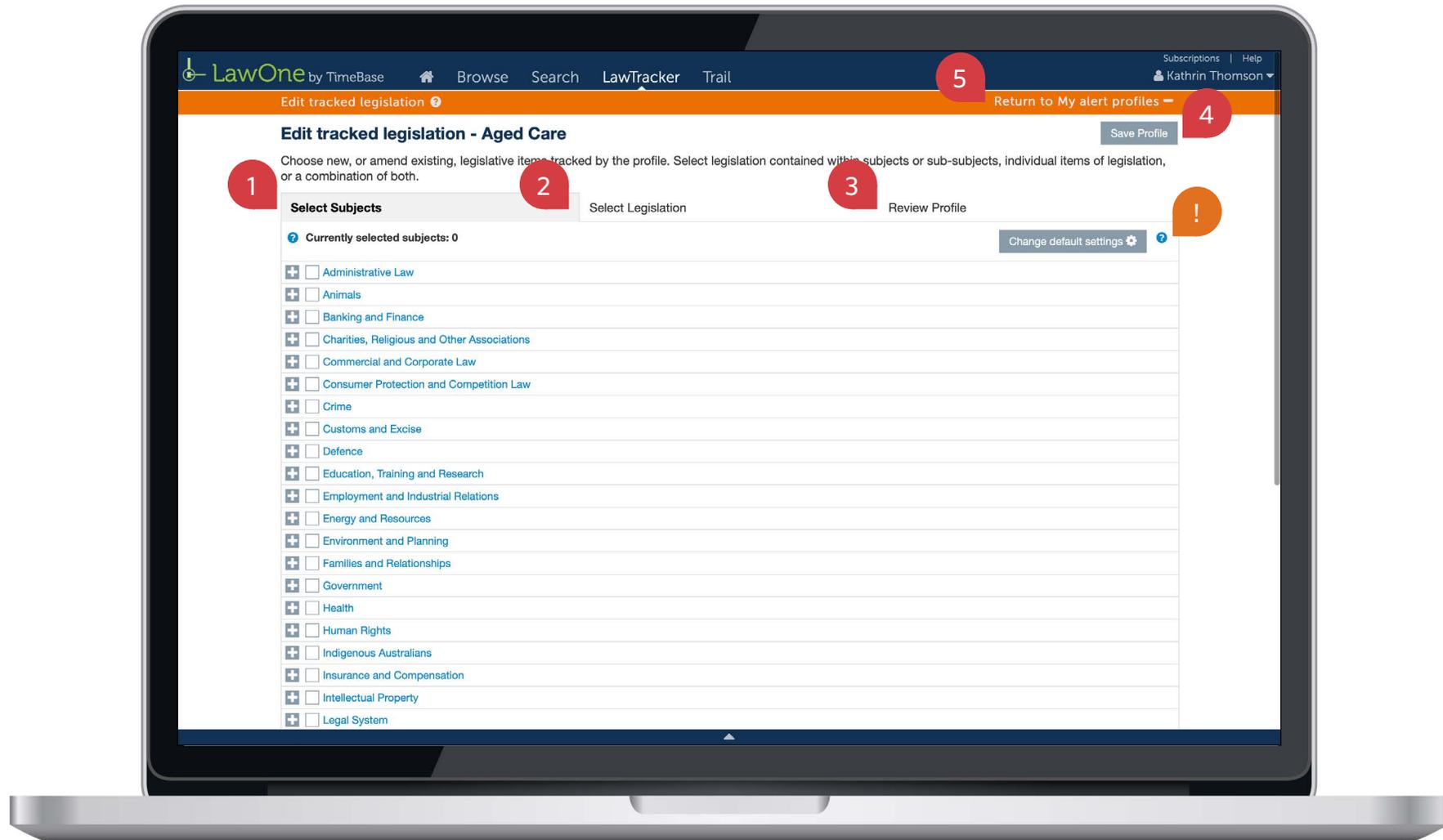
On the create new alert profile popup: ① Add a profile name. ② Include a description, such as the client, department or purpose (optional). ③ Choose a **report type** (most users choose **standard**). You can also opt to receive an alert when there is **no activity**. ④ Choose an **alert frequency**. ⑤ Choose which **events** to track. ⑥ Click **create profile**. The **edit tracked legislation** page will load. →





Create an alert profile continued

On the edit tracked legislation page, you can: **1** Configure the profile's list of tracked subjects (see track legislation by subject). **2** Configure the profile's list of tracked titles (see track legislation by title). **3** Review and refine the list of tracked titles (see review and refine tracked legislation). **4** Save the profile at any time. **5** Return to the my alert profiles page. **!** For tips and tricks on how to edit tracked legislation, click on the help icons.





Show me how to...

Track legislation by subject

Setting up an alert profile by subject is the fastest way to start tracking changes to legislation.



Track legislation by subject continued

Follow the instructions to create an alert profile, then under the 'select subjects' tab: **1** Click change default settings to view and edit tracked jurisdictions and documents for all selections. **2** Toggle a subject area to view the subjects within. **3** Tick a subject area/subject to add all legislation within it to the profile. **!** At any time you can click on a subject to view its full list of legislation in a new tab (without navigating away). →

The screenshot displays the 'Edit tracked legislation - Aged Care' page in the LawOne by TimeBase application. The page is titled 'Edit tracked legislation - Aged Care' and includes a 'Save Profile' button. Below the title, there is a section for 'Select Subjects (31)' and 'Select Legislation (46)'. The 'Select Subjects' section lists various subject areas, with 'Health (20)' and 'Aged Care' selected. The 'Select Legislation' section shows a list of jurisdictions (CTH, ACT, NSW, NT, QLD, SA, TAS, VIC, WA) and document types (Acts, Bills, Regulations). A 'Change default settings' button is visible next to the 'Acts' document type. Red callout boxes with numbers 1, 2, and 3, and an exclamation mark, point to specific UI elements: 'Change default settings' (1), 'Health' (2), and 'Aged Care' (3).



Track legislation by subject continued

To finish adding tracked subjects to the profile: **1** Review the tracked jurisdictions and documents for each subject. **2** Click on a **settings** icon to individually modify tracked jurisdictions and documents for the subject. **3** Review the **number** of selected subjects. **4** Save the profile. **5A** Return to the **my alert profile page** to finish OR **5B** Click **review profile** to review and refine the list of tracked legislation (see **review and refine tracked legislation**). □

The screenshot displays the 'Edit tracked legislation - Aged Care' page. 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 shows a list of subjects with checkboxes and a table of jurisdictions and document types. Red callout boxes highlight the following elements:

- 1**: A settings gear icon next to the 'Aged Care' subject.
- 2**: A dropdown menu for 'Aged Care' showing selected jurisdictions (ACT, NSW) and document types (Acts, Bills, Regulations).
- 3**: The 'Select Subjects (31)' button and the 'Currently selected subjects: 31' indicator.
- 3**: The 'Select Legislation' button.
- 4**: The 'Save Profile' button.
- 5A**: The 'Return to My alert profiles' link.
- 5B**: The 'Review Profile' button.

The table below shows the selected jurisdictions and document types for 'Aged Care':

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



Show me how to...

Track legislation by title

Search and select specific titles of legislation to add to a profile using search terms, legislation years, FRLI numbers and facets.



Track legislation by title

Follow the instructions to create an alert profile, then under the 'select legislation' tab:

- 1 Enter your **search terms** to search within a title, using **search operators** for best results.
- 2 Enter the **legislation year** (if known).
- 3 Enter the **FRLI number** (if known).
- 4 Use the **search facets** to search within specific jurisdictions, document types, status, principal and starting letters of titles.
- 5 Click **apply filters** to narrow the list of titles. →

LawOne by TimeBase | Subscriptions | Help | Kathrin Thomson

Browse Search LawTracker Trail

Edit tracked legislation | Return to My alert profiles

Edit tracked legislation - Aged Care

Choose new, or amend existing, legislative items tracked by the profile. Select legislation contained within subjects or sub-subjects, individual items of legislation, or a combination of both.

Select Subjects | **Select Legislation** | Review Profile

Currently selected: 0 items of legislation

Use filters to find titles to add to profile

1 **Words in Title:** "Aged Care" 2

3 **Year:** Enter legislation year... 2

Number: Enter legislation number... 2

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

4 **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

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
Ag An Au

5

Clear Apply Filters

Select All | Deselect All | Results: 1 - 50 of 150

- Aged Care (Accommodation Payment Security) Act 2006 (26 of 2006) [CTH] [Principal Act]
- Aged Care (Accommodation Payment Security) Levy Act 2006 (27 of 2006) [CTH] [Principal Act]
- Aged Care (Accommodation Payment Security) Levy Amendment (Norfolk Island) Act 2015 (55 of 2015) [CTH]
- Aged Care (Accommodation Payment Security) Levy Amendment (Norfolk Island) Bill 2015 [CTH] *** ASSENTED
- Aged Care (Bond Security) Act 2006 (26 of 2006) [CTH] [Principal Act]
- Aged Care (Bond Security) Amendment Act 2013 (77 of 2013) [CTH]



Track legislation by title continued

To finish adding tracked titles to the alert profile: **1** Review the list of titles and tick the titles you want to add to the profile (or click **select all** to add all titles to the profile). **2** View more results (if available). **3** Save the profile. **4A** Return to the **my alert profiles page** to finish OR **4B** Click **review profile** to review and refine the list of tracked legislation (see **review and refine tracked legislation**). □

The screenshot shows the 'Edit tracked legislation - Aged Care' page in the LawOne by TimeBase system. 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 - Aged Care' and contains a 'Select Legislation (50)' button. Below this, there are filter options for 'Words in Title', 'Year', 'Number', 'Jurisdictions', 'Document type', 'Status', 'Principal', and 'Starts with'. A list of 50 legislative items is displayed, with the first six items checked. The items are:

- Aged Care (Accommodation Payment Security) Act 2006 (26 of 2006) [CTH] [Principal Act]
- Aged Care (Accommodation Payment Security) Levy Act 2006 (27 of 2006) [CTH] [Principal Act]
- Aged Care (Accommodation Payment Security) Levy Amendment (Norfolk Island) Act 2015 (55 of 2015) [CTH]
- Aged Care (Accommodation Payment Security) Levy Amendment (Norfolk Island) Bill 2015 [CTH] *** ASSENTED
- Aged Care (Bond Security) Act 2006 (26 of 2006) [CTH] [Principal Act]
- Aged Care (Bond Security) Amendment Act 2013 (77 of 2013) [CTH]

Red callout boxes are placed on the screenshot to highlight key actions: **1** points to the 'Select All' button; **2** points to the 'Apply Filters' button; **3** points to the 'Save Profile' button; **4A** points to the 'Return to My alert profiles' link; and **4B** points to the 'Review Profile' button.



Show me how to...

Review and refine tracked legislation

After selecting legislation to track by subject or title, you can review the profile's list of tracked legislation and use filters to find and remove irrelevant titles.



Review and refine tracked legislation

After selecting legislation to track by subject or title, under the 'review profile' tab: **1** Review the total number of tracked titles. **2** Use filters to find specific titles. **3** Click apply filters to narrow the list of tracked titles. **4** Review the list and **untick titles to remove them** from the profile. **5** View more results (if available). **6** Save the profile. **7** Return to the my alert profiles page to finish. □

The screenshot shows the 'Edit tracked legislation - Aged Care' page in the LawOne interface. The page is titled 'Edit tracked legislation - Aged Care' and includes a 'Save Profile' button. The main content area is divided into two sections: 'Select Subjects (31)' and 'Select Legislation (17386)'. The 'Select Legislation' section is currently active, showing a 'Review Profile (17378)' tab. Below the tabs, there is a section for 'Currently tracking: 17378 items of legislation' with a 'Use filters to review tracked items' instruction. The filter section 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). There are 'Clear' and 'Apply Filters' buttons. Below the filters, the results are displayed as a list of 14 items, with the first four items checked. The list includes items like 'Abolition of Compulsory Age Retirement (Statutory Officeholders) Act 2001 (159 of 2001) [CTH]' and 'Aboriginal Cultural Heritage Act 2021 (27 of 2021) [WA] [Principal Act]'. The page also features a 'Return to My alert profiles' link in the top right corner. Red numbered callouts (1-7) are overlaid on the interface to highlight key elements: 1 points to the 'Review Profile (17378)' tab; 2 points to the filter section; 3 points to the 'Apply Filters' button; 4 points to the list of tracked items; 5 points to the 'Apply Filters' button; 6 points to the 'Save Profile' button; and 7 points to the 'Return to My alert profiles' link.



Show me how to...

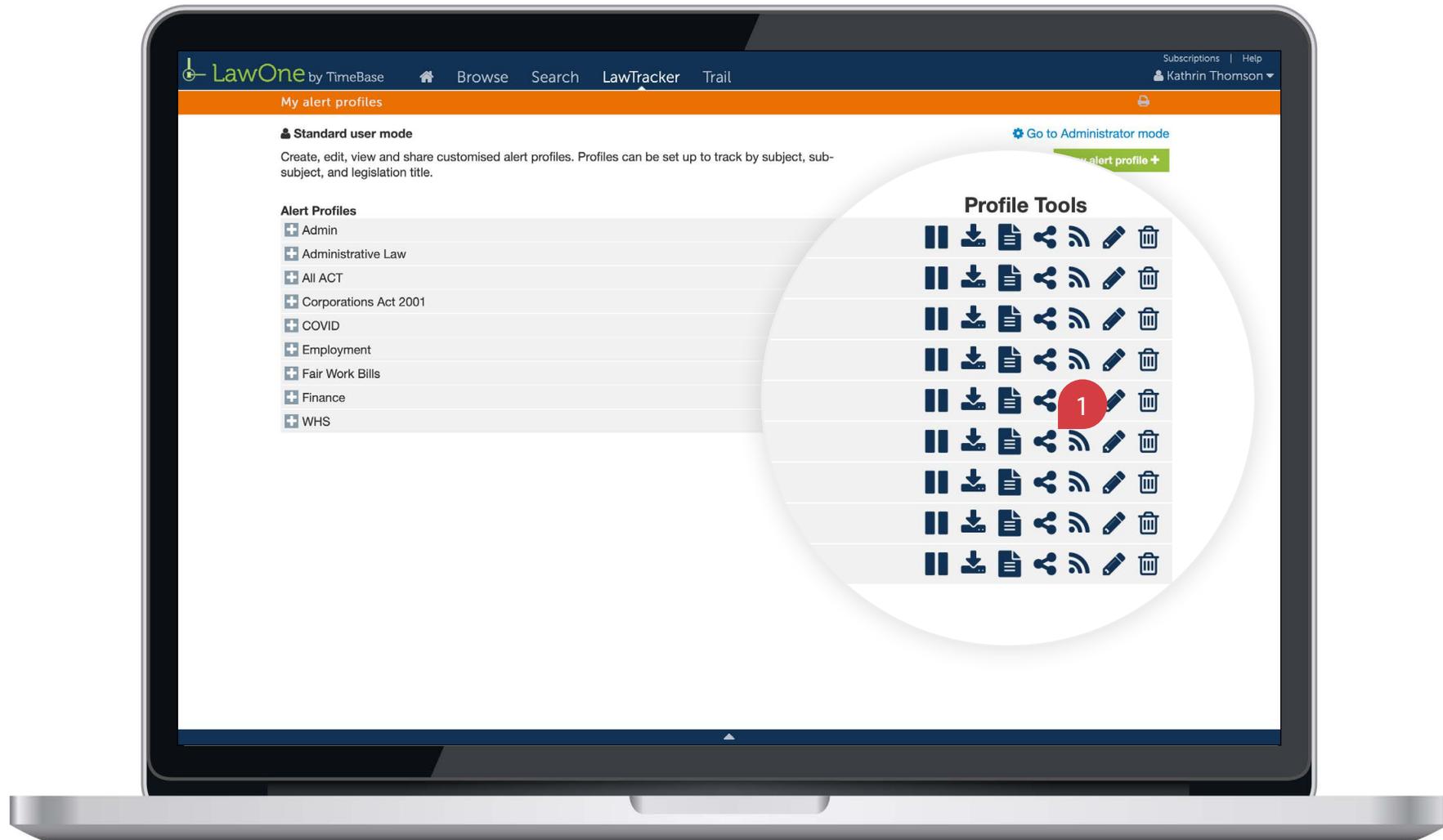
Share an alert profile

All profile users can share an alert profile with others in the organisation. Only profile managers can assign profile manager rights to another and remove any users from the profile.



Share an alert profile

On the my alert profile page: 1 Locate the profile you want to share and click on the **share icon**. The **share profile popup** will appear. →





Share an alert profile continued

On the share profile popup: 1 Click **add users**. 2 Enter the user's **email** address (which must be a valid organisational email address). 3 Click **add**. Their name will appear in the list below. 4 Click **OK** to finish. The user will start to receive **email alerts** for the profile. ! If you are the profile manager, you can also **assign profile manager rights** to others by ticking the profile manage checkbox. Profile managers are marked with a **green icon**. □





Show me how to...

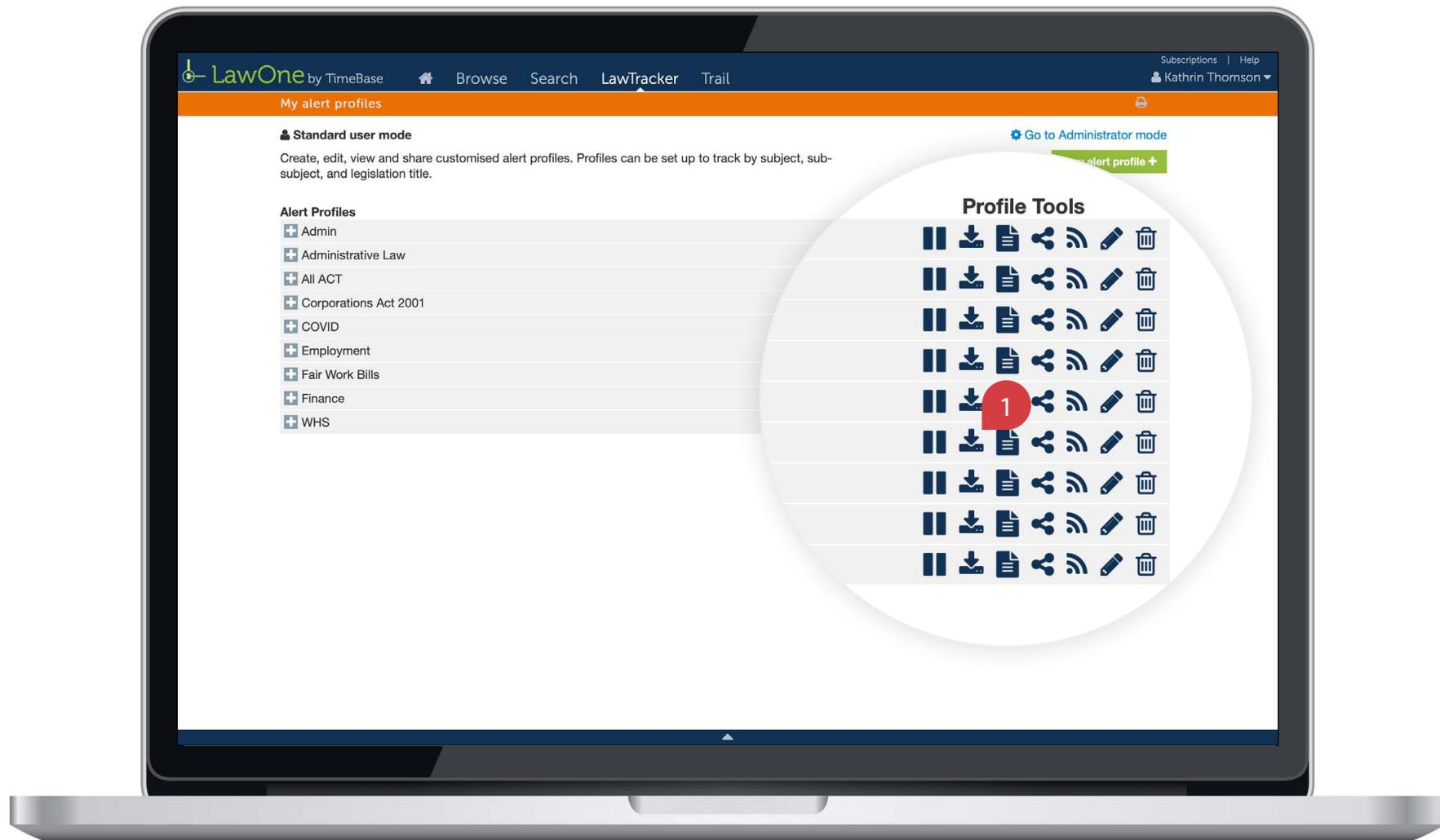
Generate alert profile reports

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

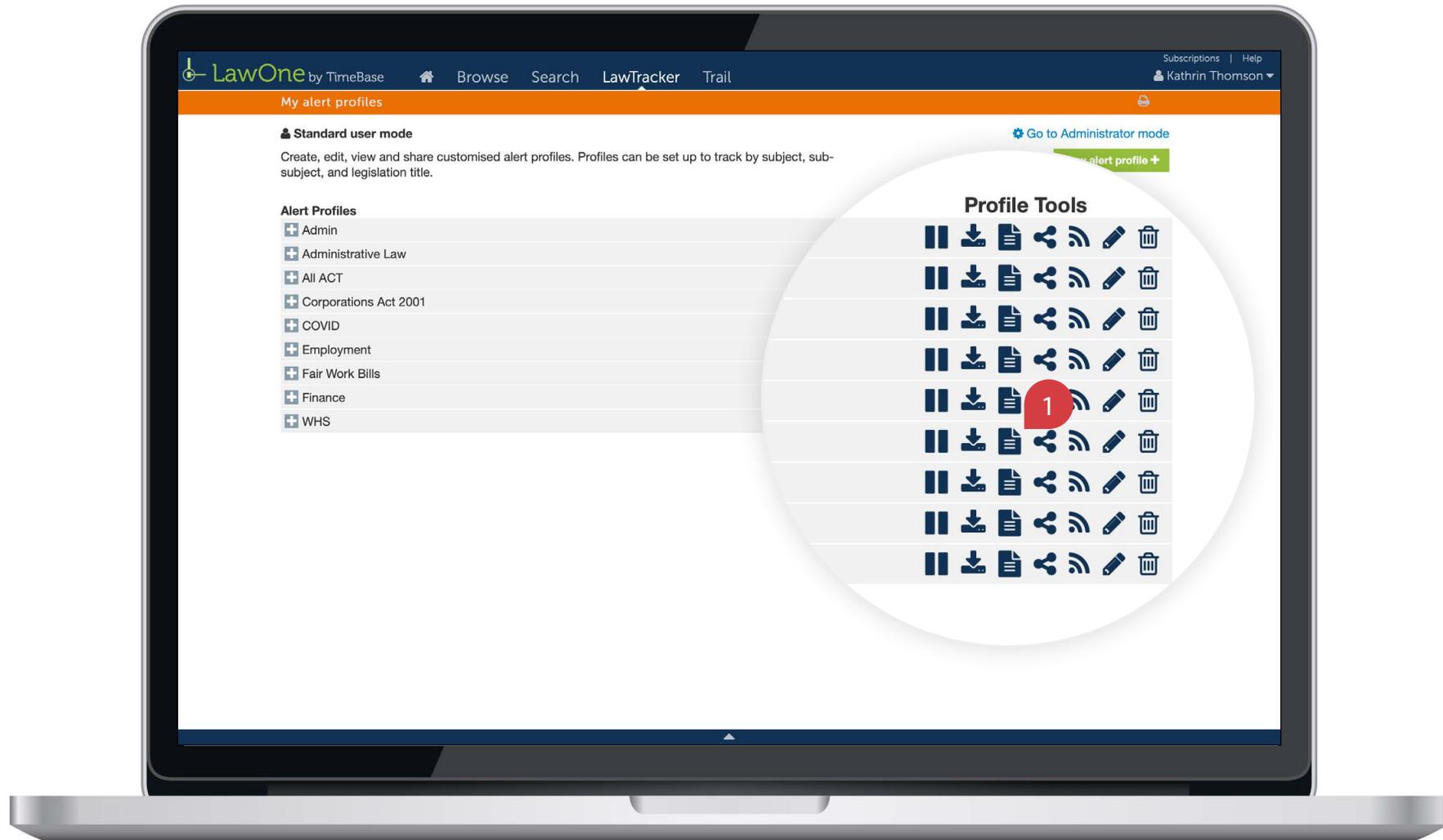
To download an alert profile report for the current date: **1** Click on the download as Excel report icon to immediately download the report as an Excel spreadsheet. →





Generate alert profile reports continued

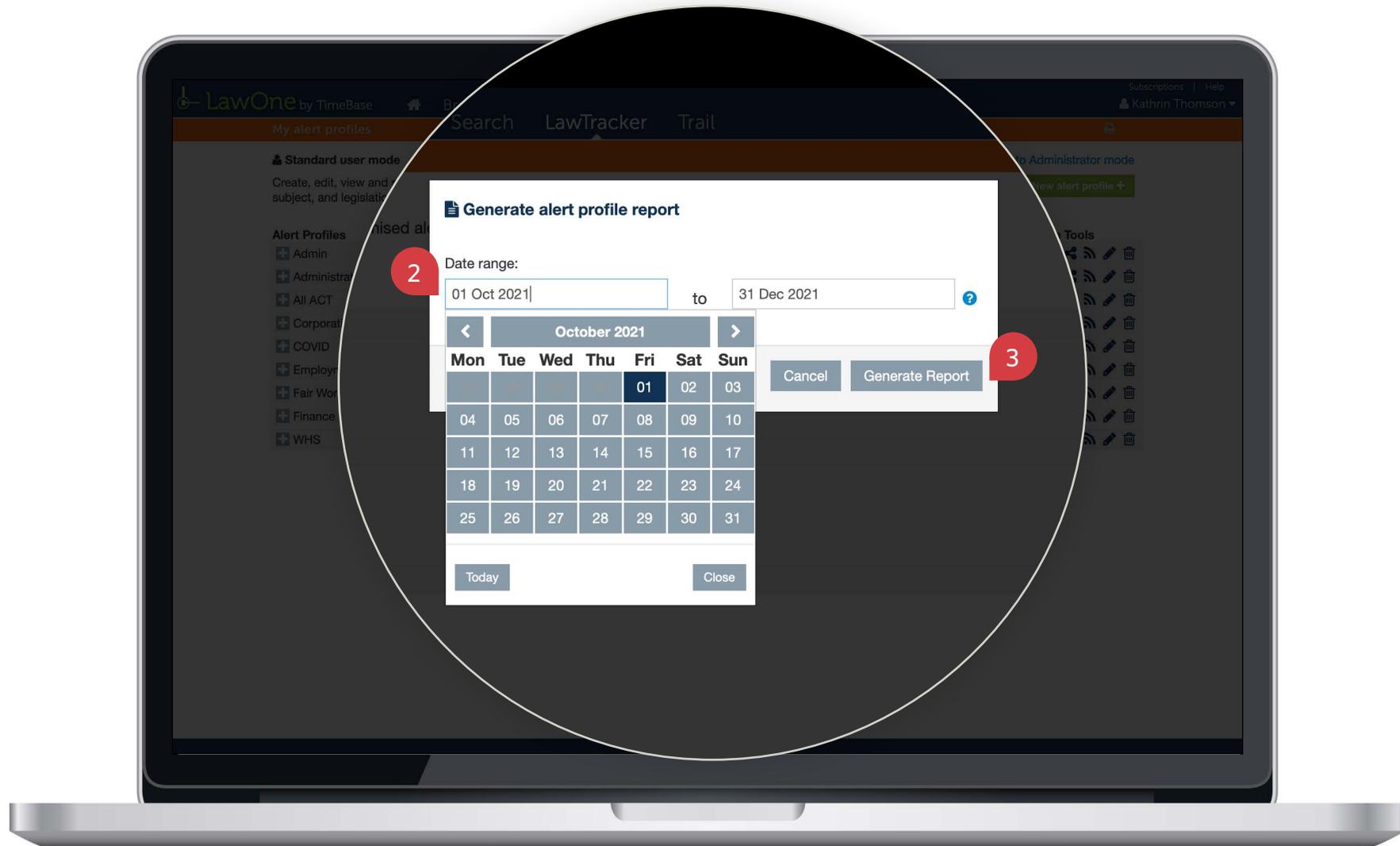
To generate an alert profile report for a custom date range: **1** Click on the alert profile report icon. A generate alert profile report popup will appear. →





Generate alert profile reports continued

On the generate alert profile report popup: **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 the 'Corporations Act 2001'. The page is annotated with red circles containing numbers 1 through 7, corresponding to the instructions in the text above.

- 1**: Points to the 'Alert profile report' title and the date range '1 Oct 2021 to 31 Dec 2021'.
- 2**: Points to the 'Sort by' dropdown menu, currently set to 'Title'.
- 3**: Points to the pagination controls showing '1' of 1 results.
- 4**: Points to the 'Select All' button.
- 5**: Points to the title of the first result: '[Amended, Subordinate] Corporations Act 2001 (135 of 2020) [CTH] [Principal Act]'.
- 6**: Points to the '!' key info icon next to the result title.
- 7**: Points to the 'Return to My alert profiles' link in the top right corner.

The page content includes the following sections:

- Amended By:**
 - Financial Sector Reform (Hayne Royal Commission Response) Act 2020 (135 of 2020) [CTH]**
 - 1 Oct 2021 Schedules 10 and 11 commence on 1 October 2021: s 2(1), table item 11
 - 5 Oct 2021 Schedule 3 commences immediately after the commencement of the provisions covered by table item 7: s 2(1), table item 5
 - 5 Oct 2021 Schedule 5 commences on the later of:
 - (a) the day after this Act receives the Royal Assent; and
 - (b) 5 October 2021
 - para (b) applies: s 2(1), table item 7
 - Financial Sector Reform (Hayne Royal Commission Response—Better Advice) Act 2021 (115 of 2021) [CTH] [Principal Act]**
 - Schedule 1, Part 3 commences at the same time as item 1150 of Schedule 1 to the Treasury Laws Amendment (Registries Modernisation and Other Measures) Act 2020 commences: s 2(1), table item 3
 - 1 Jan 2022 Schedule 1, Parts 1 and 2 commence on 1 January 2022: s 2(1), table item 2
 - 28 Oct 2025 Schedule 2 commences on a single day to be fixed by Proclamation. However, if the provisions do not commence within the period of 4 years beginning on the day this Act receives the Royal Assent, they commence on the day after the end of that period.
 - s 2(1), table item 4
 - Treasury Laws Amendment (2021 Measures No. 5) Act 2021 (127 of 2021) [CTH]**
 - 8 Dec 2021 Schedule 3, Part 1 commences on the day after this Act receives the Royal Assent: s 2(1), table item 4
 - 8 Dec 2021 Schedule 2 commences on the day after this Act receives the Royal Assent: s 2(1), table item 3
- Proposed Amendment By:**
 - Corporate Collective Investment Vehicle Framework and Other Measures Bill 2021 [CTH] *** AWAITING ASSENT
 - Corporations Amendment (Improving Outcomes for Litigation Funding Participants) Bill 2021 [CTH]
 - Corporations Amendment (Meetings and Documents) Bill 2021 [CTH] *** AWAITING ASSENT
 - Financial Sector Reform (Hayne Royal Commission Response No. 3) Bill 2021 [CTH] [Principal Bill]

The footer of the page includes the website URL www.timebase.com.au, navigation links (About, License & Copyright, Coverage, Help), and the legislation hotline: 1800 077 088.



Show me how to...

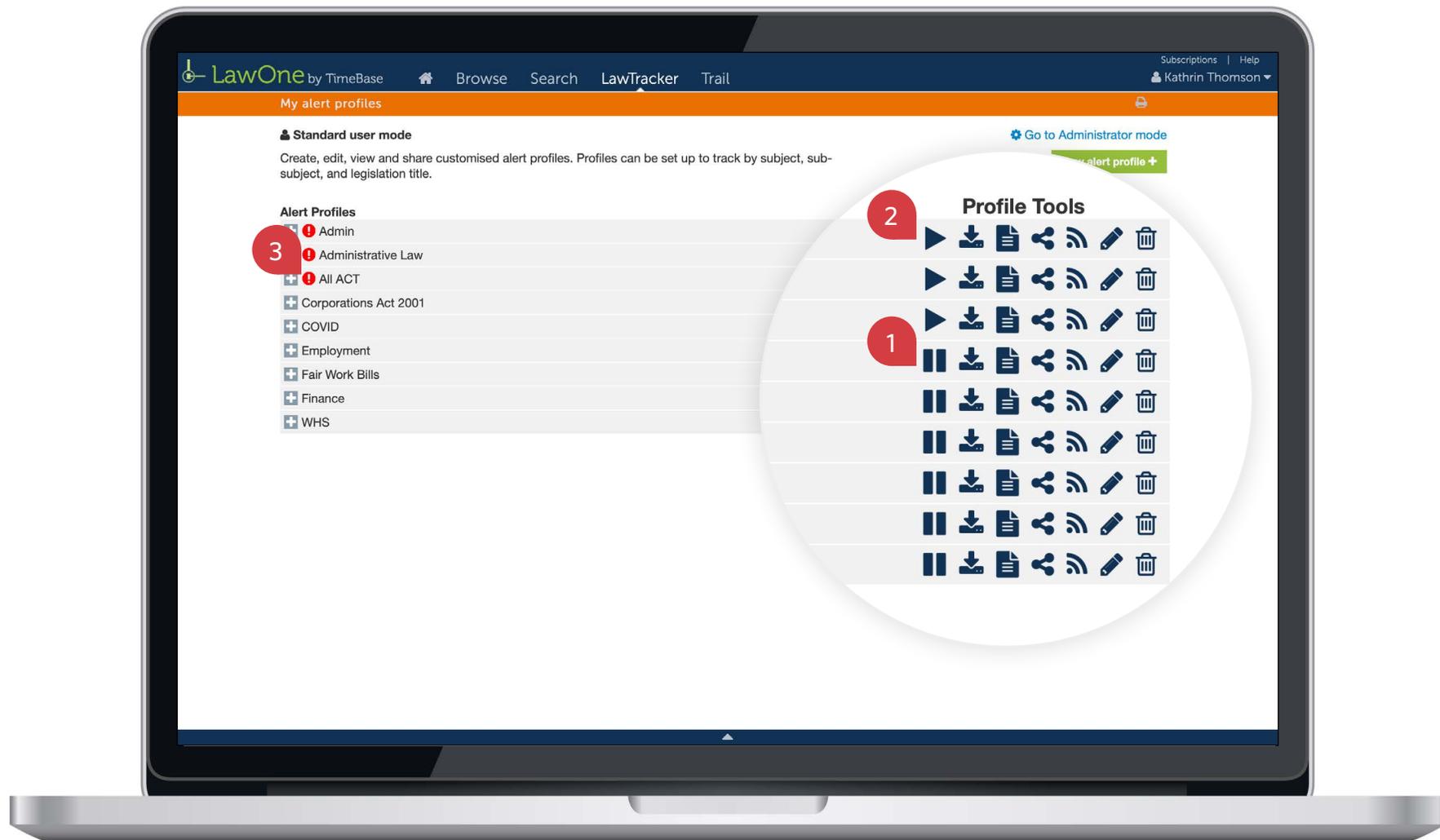
Suspend alerts for a profile

Going on leave? You might like to suspend an alert profile to avoid filling up your inbox while you're away. Shared users of the alert profile will not be affected by this change.



Suspend alerts for a profile

On the my alert profiles page: **1** Click on each **suspend alerts** icon. **2** Each icon will change to a **resume alerts** icon when clicked. Click this icon when you are ready to receive email alerts again. **3** Paused alerts are marked with a **red icon**. □





Show me how to...

Receive alerts via RSS feed

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



Receive alerts via 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 'My alert profiles' page in the LawOne by TimeBase application. The page is titled 'My alert profiles' and includes a 'Standard user mode' section with instructions on creating alert profiles. A list of 'Alert Profiles' is shown, including Admin, Administrative Law, All ACT, Corporations Act 2001, COVID, Employment, Fair Work Bills, Finance, and WHS. A magnifying glass highlights the 'Profile tools' section, which contains an RSS icon and a text box with the following text:

1 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:

2A `https://www.lawone.com.au/activity-feed?report=profile&profile=org-1-profiles-x3a4f52f26`

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



Show me how to...

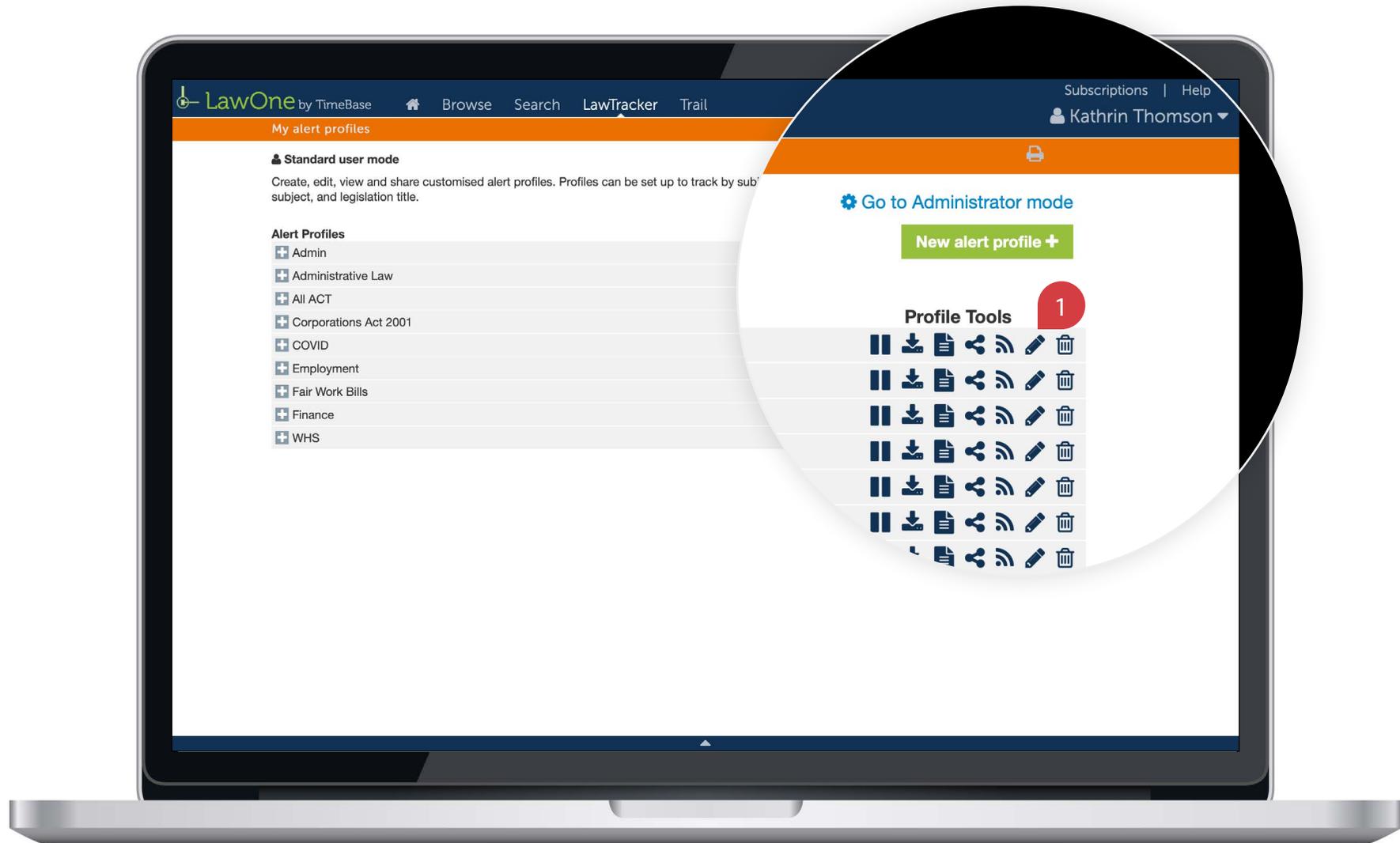
Edit tracked legislation

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

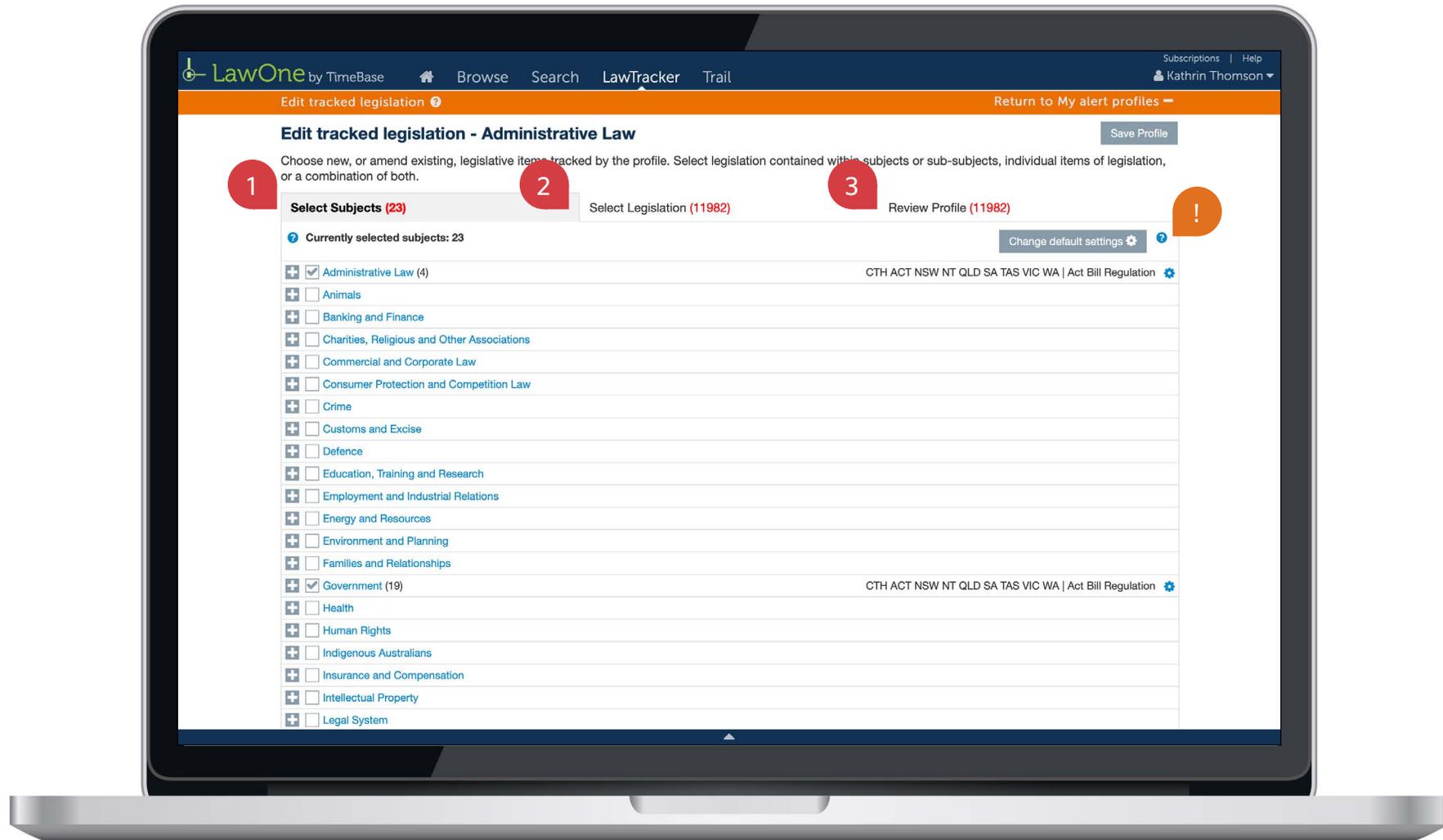
On the my alert profiles page: **1** Click on an edit tracked legislation icon. The edit tracked legislation page will load. →





Edit tracked legislation continued

On the edit tracked legislation page, you can: **1** Modify the profile's list of tracked subjects (see track legislation by subject). **2** Modify the profile's list of tracked titles (see track legislation by title). **3** Review and refine the list of tracked titles (see review and refine tracked legislation). **!** For tips and tricks on how best to edit tracked legislation, click on the help icons. □





Show me how to...

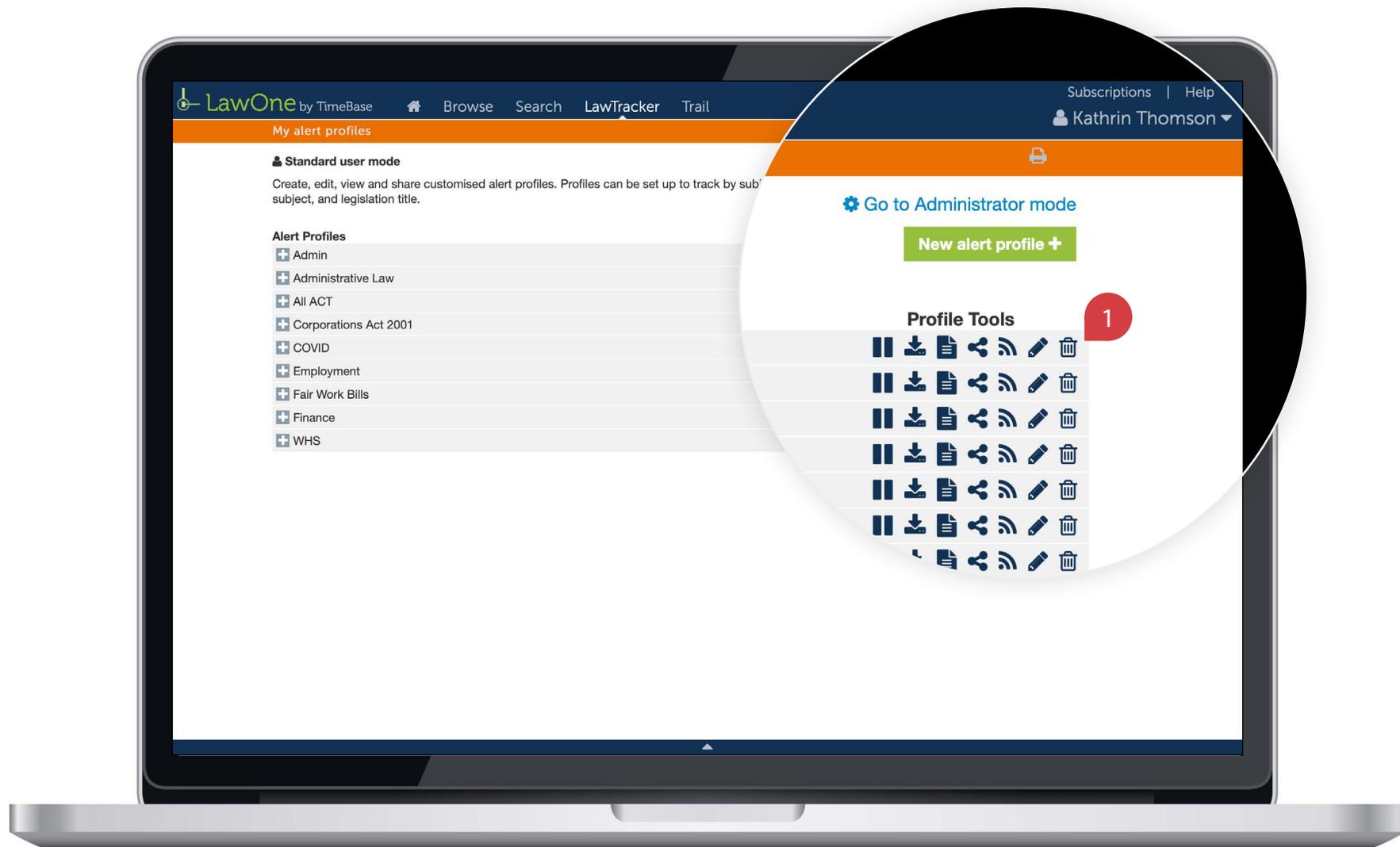
Delete an alert profile

Users can delete an alert profile from their list and stop receiving its email alerts. **Profile managers** can delete an alert profile from the system, affecting all shared users. Profile managers must assign profile manager rights to someone else (and remove their own profile manager rights) in order to delete an alert profile without affecting shared users.



Delete an alert profile

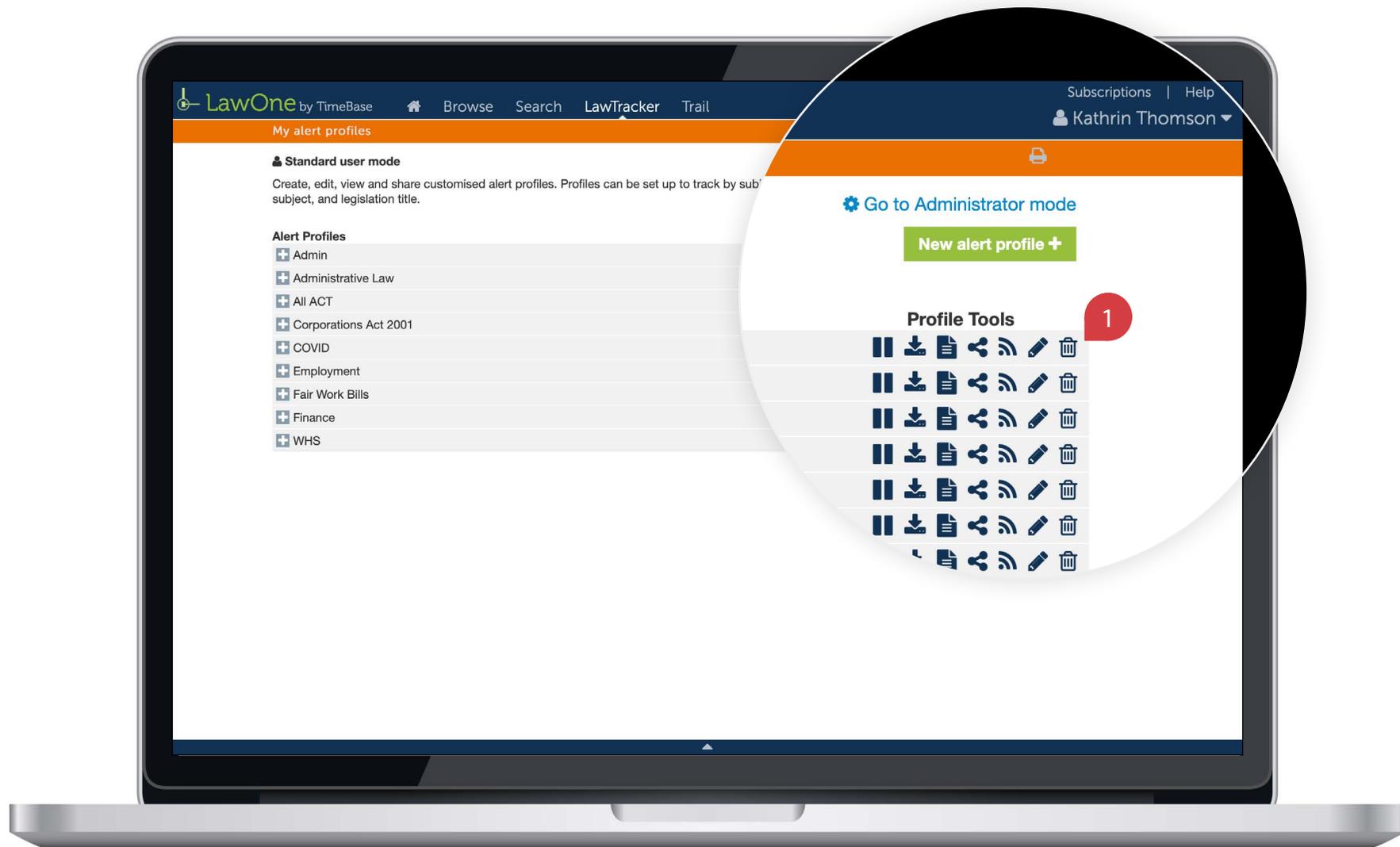
To delete an alert profile from your list (as a user): **1** Click on the delete profile icon. A delete profile popup warning will appear. **2** Click OK to finish. You will no longer receive email alerts for the profile (but others will). →





Delete an alert profile

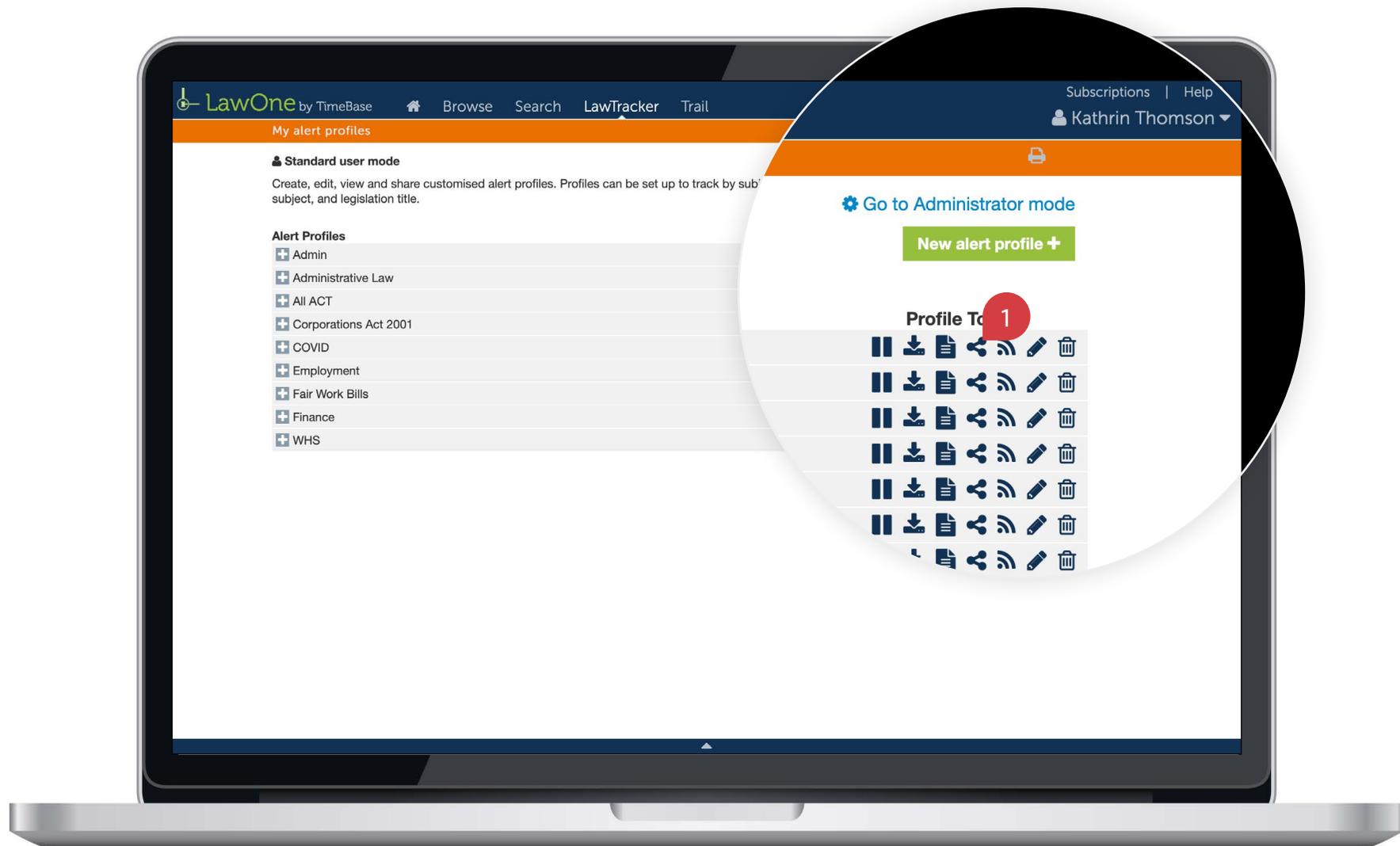
To permanently delete an alert profile for all users (as the profile manager): **1** Click on the delete profile icon. A delete profile popup warning will appear. **2** Click OK to finish. The profile will be deleted from the system and all users of the profile will stop receiving email alerts for that profile. →





Delete an alert profile

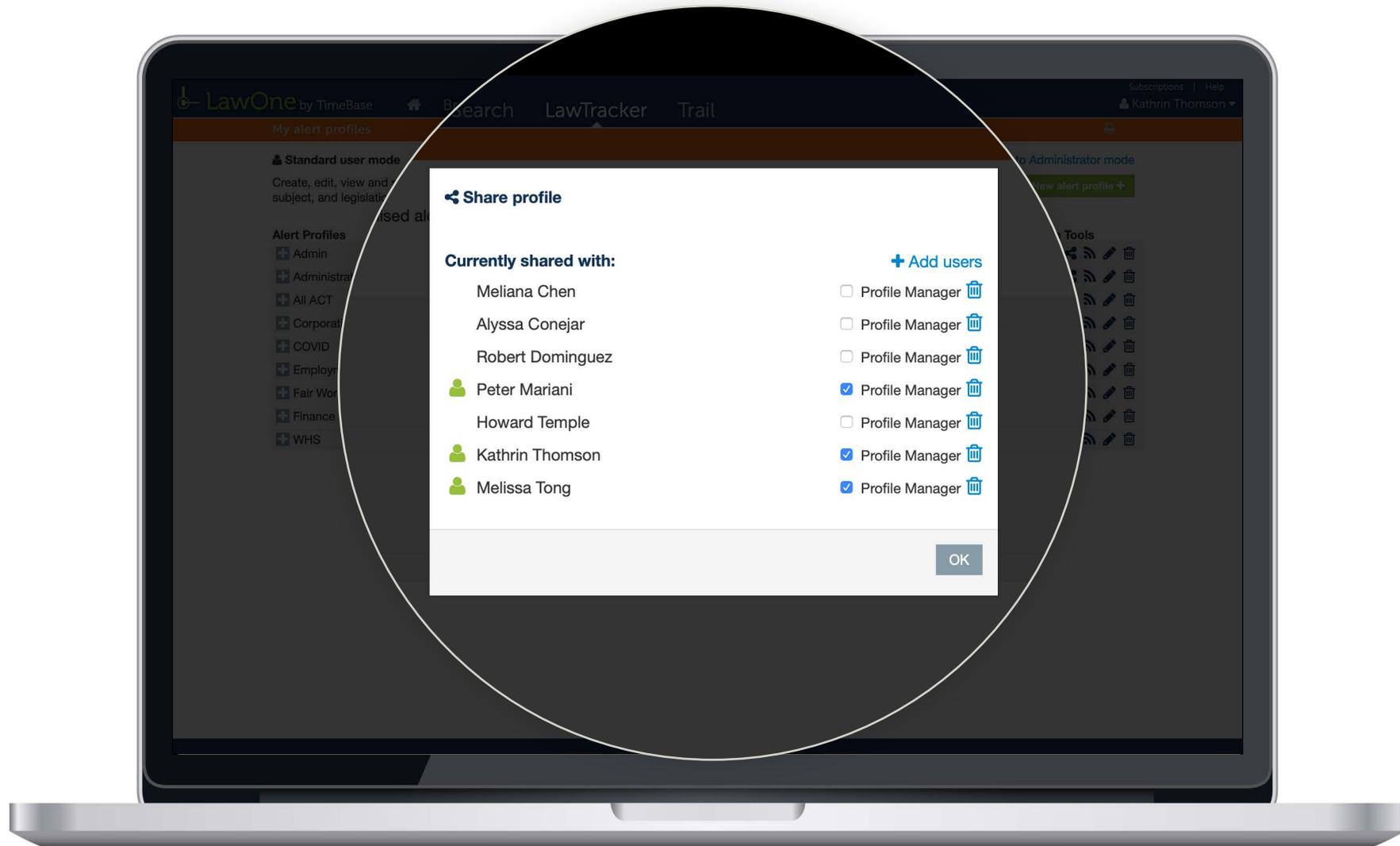
To delete an alert profile from your list (as the profile manager): **1** Click on the share profile icon of the profile you would like to remove from your list (and stop receiving email alerts for). The share profile popup will appear. →





Delete an alert profile **continued**

On the share profile popup: ① Tick the checkbox of the user you want to **assign profile manager rights to**. ② **Untick** the profile manager checkbox for **your name**. A warning will appear. Click **OK** to continue. ③ Click the **OK button**. ④ Click the alert profile's **delete icon** to remove the alert profile from **your list** and stop receiving email alerts for that profile (without affecting shared users). □





Key points to remember

- ▶ Creators of alert profiles are automatically assigned **profile manager** rights.
- ▶ Only profile managers and profile administrators can **edit** the details, tracked legislation and users of a profile and **assign profile manager rights** to others.
- ▶ All profile users can share an alert profile with others, delete a profile from their list, generate reports, suspend alerts and create an RSS feed.
- ▶ Only profile managers and profile administrators can **permanently delete a profile from the system**, affecting all users.
- ▶ You must **assign profile manager rights to another** user before deleting a profile from your list without affecting shared users.
- ▶ The **quickest way** to set up an alert profile is by adding **tracked subjects** that contain all relevant legislative items.
- ▶ 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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