

Saving Searches — History and Alerts

The **History and Alerts** tab provides a single location in which to manage all of your past research activities.

History

The history feature automatically archives recent searches and recently viewed documents.

Recent Searches

Each search is automatically archived for seven days. From the History tab, click on the **Recent Searches** sub-tab to perform the following:

1. **Re-run a Recent Search** — click the **Run** link next to the appropriate search. The search will run and display the results.
2. **Modify a Recent Search** — click the **Modify** link next to the appropriate search. The original search form is displayed, allowing you to modify the search parameters.
3. **Schedule as Alert** — click the **Alert** link next to a search to save a recent search as an alert (see over).

Recent Documents Viewed

1. Click the **History** tab and then click the **Recent Documents** sub-tab. A list of your recently viewed documents appears. Viewed documents are automatically archived for 48 hours.
2. Click the name of a recent document. If the document is available in other formats (such as PDF, or LexisNexis® HotDocs®), icons appear in the format column. Click the icon to view the document.

The screenshot shows the 'History & Alerts' tab with sub-tabs for 'Recent Searches', 'Recent Documents Viewed', and 'History'. Below the sub-tabs is a message: 'Each search you have run over the past seven days is listed below (up to a limit of 100 searches). You may run, modify, or delete any Recent Search.' There is a 'Delete Selection(s)' button. The main table has columns for 'Search Terms', 'Viewed', 'Results', 'Run', 'Search', and 'Schedule as...'. It lists six search entries with their respective terms, dates, and result counts.

Search Terms	Viewed	Results	Run	Search	Schedule as...
1. (sentence) OR (INDEX-CODE((CRIMINAL LAW & DISPOSITION OF OFFENDERS OR CRIMINA...	25/05/06 11:17	>3000	Run	Modify	Alert
2. 88 ccc 3d 184	25/05/06 10:08	1	Run	Modify	Not available for source
3. (money) AND (INDEX-CODE((FUND RAISING)))	24/05/06 19:06	98	Run	Modify	Alert
4. (money and fund raising) AND (INDEX-CODE((FUND RAISING)))	24/05/06 16:36	53	Run	Modify	Alert
5. (money and fund raising)	24/05/06 16:34	233	Run	Modify	Alert
6. (money) AND (INDEX-CODE((FUND RAISING)))	24/05/06 16:33	99	Run	Modify	Alert

Saved Searches

Save a search and run it manually later. Saved Searches remain until you delete them. Save a search from the search page or when you are viewing your results.

1. **From the Search Page** — complete the search form, then click the **Save This Search** link, or;
2. **From the Results Page** — select the **Save Search** option from the **Next Steps** drop-down list.

Managing Saved Searches

From the **History and Alerts** tab, click the **Saved Searches** sub-tab to perform the following:

3. **Run a Saved Search** — click the **Run** link next to the appropriate search. The search will run and display the results.
4. **Modify a Saved Search** — click the **Modify** link next to the appropriate search. The original search form is displayed, allowing you to modify the search parameters.
5. **Schedule a Saved Search as an Alert** — click the **Alert** link next to the appropriate search. A form is displayed, prompting you for the alert settings.

Saving Searches — History and Alerts

Alerts

Alerts come in two forms: **scheduled searches** and **legal updates**. You may save a search as a scheduled search that runs at pre-defined intervals. You may also set up a legal update, which is a periodic search on specific legal topics. To view your current list of scheduled searches and legal updates, click the **History and Alerts** tab, then click the **Alerts** sub-tab.

Creating a Scheduled Search

1. **From any Search form** — click the **Save This Search** link. On the **Save Search** form, select the Save as an Alert checkbox, or;
2. **From the Results page** — click the **Create Alert** icon  or select the **Create Alert** option from the **Next Steps** drop-down list, or;
3. **From the History and Alerts tab** — click the **History** sub-tab. Click the **Recent Searches** or **Saved Searches** tertiary tab. Click the **Alert** link next to the recent search or saved search.
4. **From the Alerts page** — name the scheduled search (no longer than 255 characters). Select how often you want it to run. Enter an email address to specify where you want the results to be sent, or choose to view the results online only. To receive your results by email, specify your notification and results format preferences. Click the **Save** button.
Note: When you receive your results by email, the documents do not contain hot links to other documents.

Managing Alerts

Click the **History and Alerts** tab, then click the **Alerts** sub-tab. Click the **Scheduled Search** tertiary tab to perform the following:

1. **Manually Run an Alert** — click the **Run Now** link next to an alert.

2. **Change the Schedule for a Scheduled Search** — under the Schedule column, click the **Change** link next to a search, change the schedule, and then click **Save**.
3. **Change the Search Criteria for a Scheduled Search** — click the **Modify** link next to a search, make your changes, click **Test Search**, and then click **Save**.
4. **Delete an Alert** — click the checkbox next to an alert, then click the **Delete Selection(s)** link at the bottom. A confirmation screen appears. Click **OK** to delete the alert.

Creating a Legal Update

From the **History and Alerts** tab, click the **Alerts** sub-tab, then click the **Legal Updates** tertiary tab. Click **Create New Update** and follow the step-by-step process.

Note: If this is your first time creating a Legal Update, click the **Legal Update Wizard** link and follow the step-by-step process.

Managing Legal Updates

Click the **History and Alerts** tab, then click the **Alerts** sub-tab. Click the **Legal Updates** tertiary tab to perform the following:

1. **Manually Run a Legal Update** — click the **Run Now** link next to a legal update.
2. **Modify a Legal Update** — click the **Modify** link next to the legal update, change the settings in the step-by-step form that appears, and then click **Save**.