

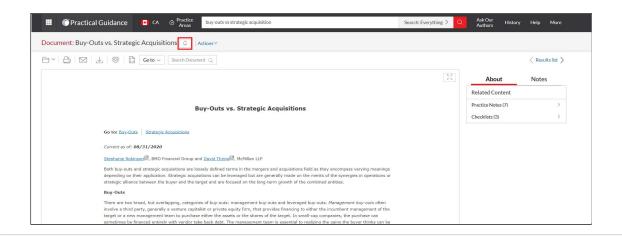
Track and receive alerts about updates in the law and recent developments that may affect your practice.

Document-level alerts will allow you to:

- Save time by reviewing document changes alerts versus doing a manual "search and compare"
- Ensure you are viewing the most up-to-date language and latest practical guidance
- Gain peace of mind knowing that you are providing clients with the most current legal advice

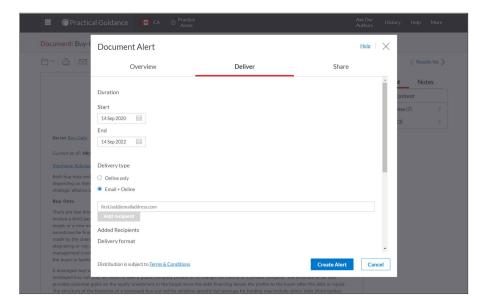
## **Setting up document alerts**

Once you have accessed a document you want to add an alert to, click the alert icon in the Practical Guidance document window.



## **Set up options**

Alerts will appear within Practical Guidance. You can also choose to receive alert notifications by email.



## **Manage alerts**

View, filter, edit or delete alerts through the Practical Guidance alerts profile page by clicking More > Alerts. Receive notifications each time a document has been updated, and easily access the document.

