Lexis Advance® Quicklaw®

advancing what's possible

Tip Sheet | Get Updates: Creating and Viewing Alerts

When you create an alert, you schedule Lexis Advance® Quicklaw® to repeat an action automatically, and at specific intervals, to let you know of any changes or events that may have occurred. To create an Alert, follow the steps below.

Creating an Alert

Set up alerts to be notified automatically of new content results based on criteria of your search. To set up an **Alert**, look for the Alert *"bell"* icon.
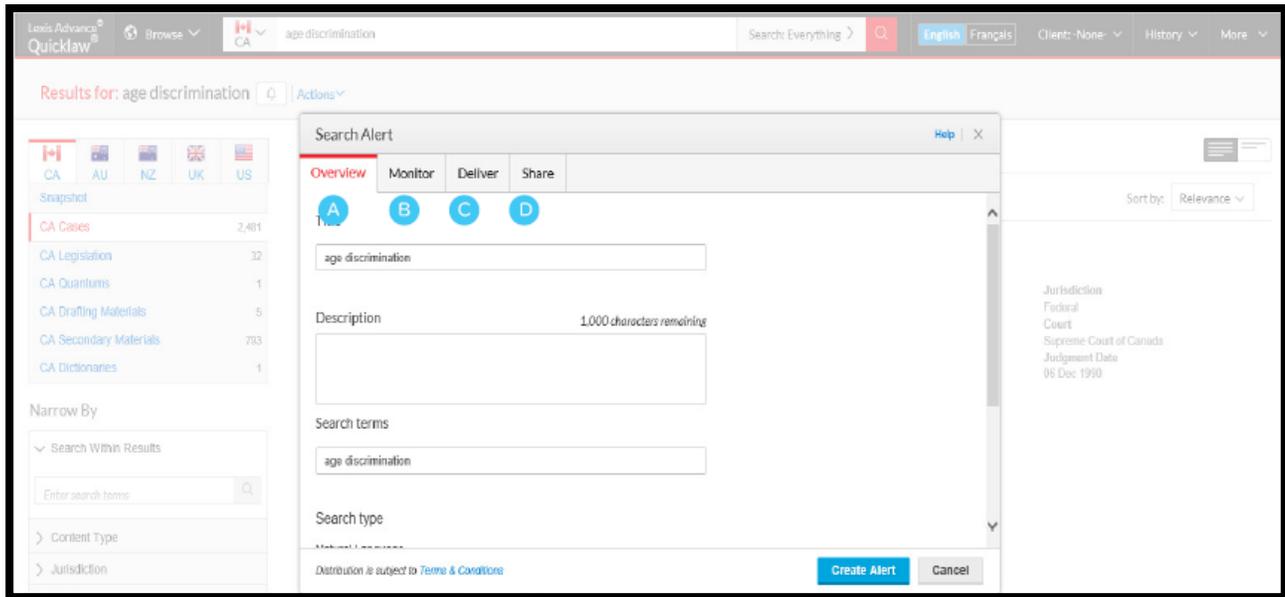
You will find it at the top of many screens when you are conducting tasks that may require updates.

You can create the following types of alerts:

- Search Alert
- *Quick*CITE Alert
- Topic Alert
- Publication Alert (From Explore Content, Browse Menu, Results List)
- Compare Search Results (Research Map)
- Find Similar Documents Alert (Research Map)
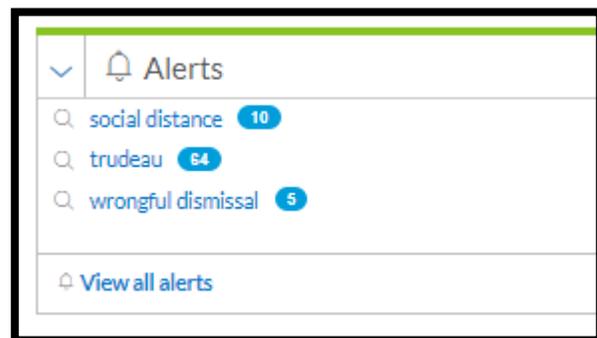
To create an Alert:

- Select the Alert icon and then choose your update options.
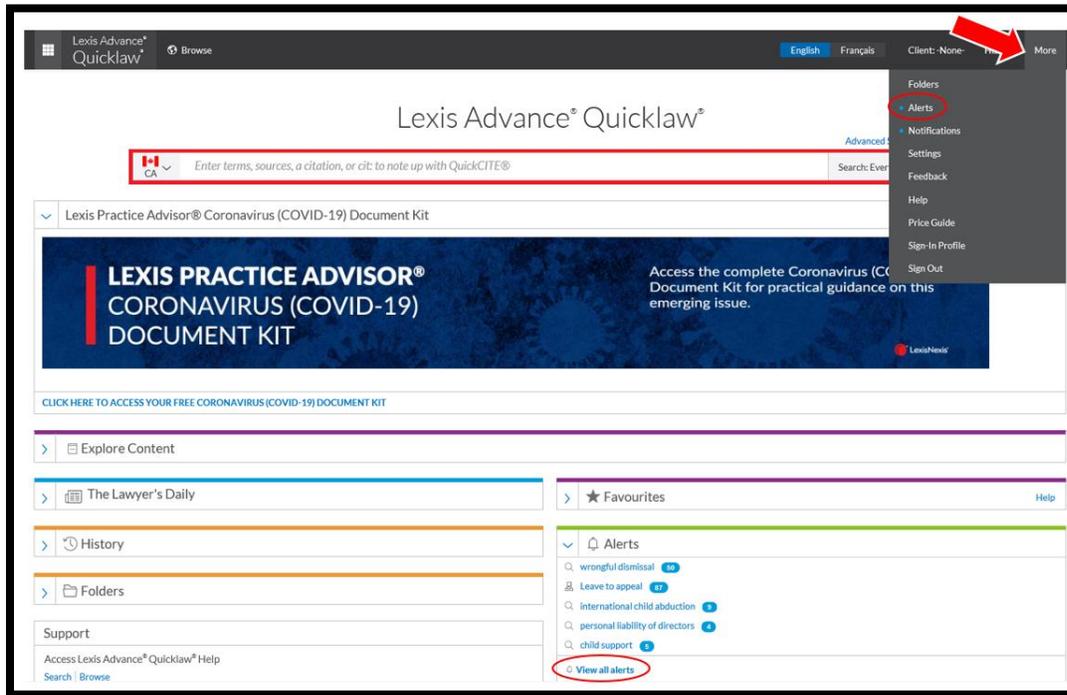- Move through the options screens in seconds, selecting just what you need.

A *Overview Options*: Name your Alert by giving it a title, provide a description and review and edit search terms and you can associate this alert to a client ID (optional).

B *Monitor Options:* Select the type of content you would like to be included in your alert. Select the checkbox of each content type you want the alert to search.

C *Deliver Options:* Select start and end dates of the alert, online or email & online delivery as well as the update frequency; this could be extended for two years. Choose the delivery day and time, or select *"as updates are available"* to get Alerts as they are released.

D *Share Options:* Add email addresses so colleagues also receive the Alert updates. (Note: Sharing may not be included in your subscription.) After choosing your options, click **Create Alert**.

Viewing Alerts

Alerts results are by default delivered to your email inbox, allowing you to view search terms to determine relevance. You can then select documents, review and use internal document links to navigate to other relevant documents.
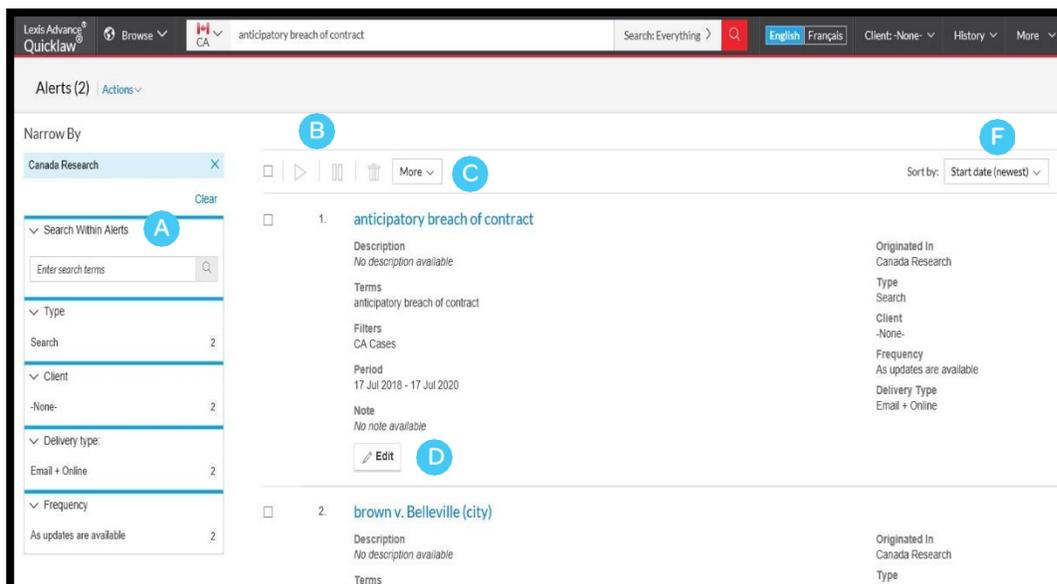
You can also view all your Alerts and check for updates from the Lexis Advance® Quicklaw® home page. Check the **Alerts pod** for blue dots which indicate that updated results are available for that item.

To view an alert, click on it from the Alerts pod. To move to your Alerts management screen, click **View all alerts** button or click **More > Alerts** from the top right-hand corner.
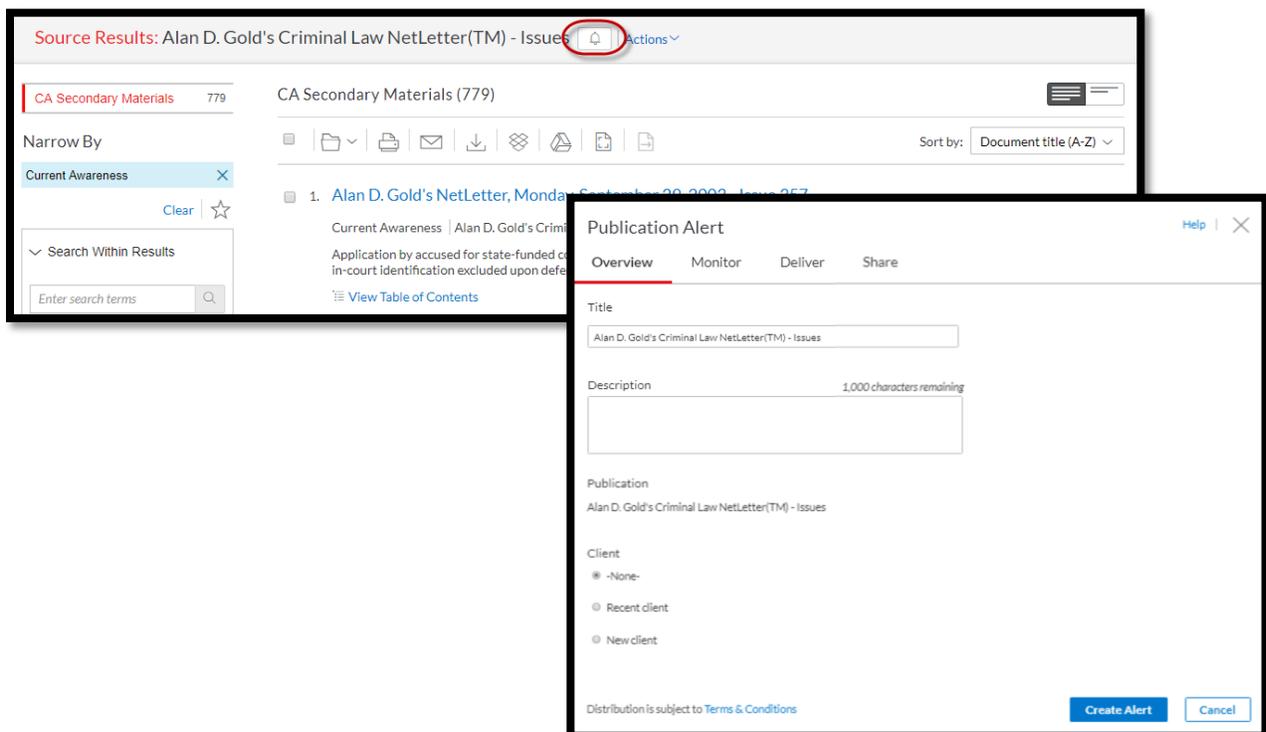
On the Alerts management screen, you can:

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A Filter results by search terms, Client ID, delivery type and frequency.

B Use the icons to:

- Select multiple Alerts for edits
- Start Alert updates again after pausing ▶
- Pause the Alert updates ⏸
- Delete the Alert updates 🗑

C Mark results as read, delete all results quickly or browse results in printer-friendly view.

D Edit search terms, change delivery frequency or content, and other options.

E Open your Alerts results list by selecting the Alert title link.

F Choose your sorting options by selecting Start date, End date and Alert title.

Monitor a publication for updates

You can create a **Publication Alert** to notify you when any new documents are subsequently added to the source that you rely on. When you select the **Get Documents** link, look for the **bell icon** at the top of the source results screen to create a publication alert and go through the different tabs as you would to create an alert.

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