Get Updates Automatically: Create An Alert

🔔 To set up an Alert, look for the Alert "bell" icon. You'll find it at the top of many screens when you're conducting tasks that may require updates. For example, the icon is conveniently located at the top of your:

- Search results screen
- *Quick*CITE report

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**: Select an Alert title, review/edit search terms and select a client matter (optional).

B **Monitor Options**: Major revisions made to the *Quick*CITE citator record are monitored. The source of any major revisions may be courts, governments or the editorial team.
The following events constitute major revisions:

i.   When a document is added to the *Quick*CITE citator record

ii.   When cases are added to the Citing Cases table

iii. When a Signal in the document changes

iv.   When a modification is made to the History table

v.   When a modification is made to the Commentary table

Don't forget to click 'Create Alert'.

C **Delivery Options**: Select start and end dates, online or email/online delivery, etc. as well as the update frequency. 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 with your subscription.) After choosing your options, select Create Alert.