Lexis Advance Quicklaw Tip Sheet

Get Updates Automatically: Create An Alert

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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
- QuickCITE report

Select the Alert icon and then choose your update options

Move through the options screens in seconds, selecting just what you need.

Lexis Advance® S Brov	wse 🔻	age discrimination	Search: Everything 👻 🔍	Client: -None- 👻	History - More -
Results for: age discrimination Actions *					
Snapshot Cases	4,944	Search Alert Overview B C Deliver Share D	1	Sort by:	Relevance
Legislation Quantums Drafting Materials Secondary Materials	29 1 4 91	Title age decomination Description 1,000 characters remaining		R. (4th)	Jurisdiction Federal Court
Narrow By	0	Search terms age decomination Search ture		- Whether or andatory nal law —	Canada Judgment Date 06 Dec 1990
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Tribunal Decisions Court Decisions Select multiple	1,038 994	Recent client Note toron documentation		e en matière , 29 U.S.C. ss. ent et	
 Jurisdiction Court Timeline 		Distribution is subject to <u>Terms & Constitions</u> 2. Air Canada Pilots Assn. v. Kelly	Create Alert Can), 90 Harv. L.	

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 QuickCITE 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 QuickCITE 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.

