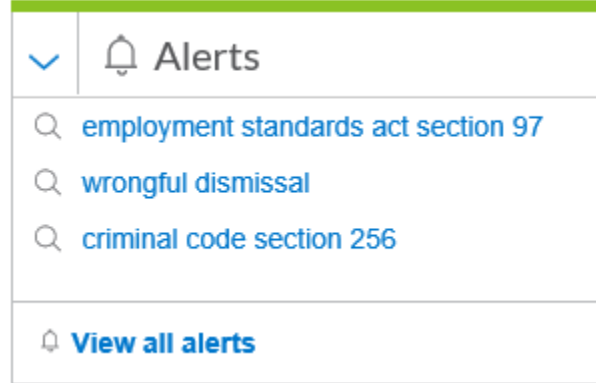


## Get Updates Automatically: Viewing Alerts

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, select it from the Alerts pod or select View all alerts (or Alerts from the More drop-down menu) to move to your Alerts management screen.

### Manage Alerts: edit, delete, pause, etc.

On the Alerts management screen, you can:

Lexis Advance® Quicklaw

Alerts (3) | Actions

Narrow By

Canada Research

Search Within Alerts

Enter search terms

Type

Search 3

Client

-None- 3

Delivery type:

Online 3

Frequency

As updates are available 3

1. employment standards act section 97

Description  
No description available

Terms  
employment standards act section 97

Filters  
CA Cases

Period  
14 Jun 2018 - 14 Jun 2020

Note  
No note available

Edit

Originated In  
Canada Research

Type  
Search

Client  
-None-

Frequency  
As updates are available

Delivery Type  
Online

2. wrongful dismissal

Description  
No description available

Terms  
wrongful dismissal

Originated In  
Canada Research

Type  
Search

**A** Filter results, even adding more search words to refine your results.

**B** Use the icons to:

• Select multiple Alerts for edits  1 SELECTED ▾

As you select, the red box counts for you

• Start Alert updates again after pausing 

• Pause the Alert updates 

• Delete the Alert updates 

**C** Browse and delete all results quickly, keep the results and mark as read or print your alert list.

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

**E** Move to your search results by selecting the Alert title link. The content bar (not shown) indicates which content has updated results. Look for the blue dots.

### Monitor a publication for updates

Create a Publication Alert for the sources you rely on. When you select the Get Documents link, look for the bell icon at the top of the source results screen.

Changes made:

- Updated the screenshot (new one includes the English/French language options on the black header bar.