

Nexis®

Search Sources History & Alerts
History Saved Searches Alerts

Stay Informed with LexisNexis® Alerts

Did you know that your Nexis subscription offers a simple way to stay current on critical changes to your important research issues?

LexisNexis Alerts provides continuous updates on topics of interest online or via e-mail. Alerts are created once you run a search; simply click the Alert icon (**Create Alert**) after running a search to receive automatic updates on a monthly, weekly, daily or intra-daily schedule.

Alerts may be run using any content collection—legal, news, legislative/political, intellectual property, company/industry intelligence, biographical and more. In one easy click, you can ensure that you have the most current information on any issue critical to your success.

To Set Up a LexisNexis Alert Update:

First, run a *nexis.com*® search and review your results. Then, click the **Save As Alert** link at the top of your results screen. (You can select this link even if your search found 0 documents.) Fill in the Save LexisNexis® Alert form:

- A** Name your saved search and check the **Save as an Alert (Scheduled Search)** box.
- B** Select your **update frequency**:
 - Hourly (and select weekdays or weekend days)
 - Daily (and select weekdays or weekend days and once, twice or three times per day)
 - Weekly (and select the day and time)
 - Monthly (and select the date and time of day)
 - Time zone (select the appropriate time zone for search scheduling)
- C** Select your **delivery options**—online or e-mail. If you select e-mail, provide an e-mail address for the delivery and, if necessary, include a note that will be included in the e-mail delivery. You may also specify the attachment type and formatting.
- D** If you want to be notified via e-mail only when your search has new results, click the check box.
- E** To include the settings you have provided for your Alert saved search each time you receive an update, click the check box.
- F** Indicate the format and font for your displayed results.
- G** To exclude any duplicate documents or to include a cover page in your results, click the appropriate check box.

The screenshot shows the 'Save Search/Schedule as Alert' form in the LexisNexis interface. The form is titled 'Save Search/Schedule as Alert' and includes a 'Help' link. Below the title, there is a instruction: 'To save a search, enter a name then click Save. Or, to save it as an alert, enter a name, select the check box, then set a schedule and delivery method.' The form is divided into several sections: 'Save as' (with a 'Project ID' field set to 'None'), 'Run this...' (with radio buttons for 'Manually--No automated alerts', 'Hourly', 'Daily', 'Weekly', and 'Monthly'), 'Delivery options' (with radio buttons for 'View online only' and 'Email to'), 'Send as' (with a checked box for 'Alert me only if there are new results'), 'Results format' (set to 'All Documents, Expanded List View'), and 'Default font' (set to 'Courier'). There are also checkboxes for 'Do not include duplicate documents' and 'Include cover page'. The form ends with 'Save' and 'Cancel' buttons. Red callouts A through G are placed over the form to highlight specific fields and options mentioned in the text.

After you've made your selections, click **Save**.

Each time your search is updated, you will receive only new items. Your stored Alert searches can be found by selecting the **Alerts** tab, then the **Alert** sub-tab. From this sub-tab listing, you can:

- Edit or delete your saved search
- Run a FOCUS™ feature search on the most recent search results
- Review previous results
- Update your search on the spot

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