



# Using Lexis Advance® Alerts

## With Lexis Advance® Alerts you can:

- Follow any legal, news, pending legislation, topic or issue on a daily, weekly or monthly basis
- Get regular updates on citing authorities that could potentially affect the validity of your case with the *Shepard's Alert*® tool
- Receive all new articles from a single publication or group of publications on a daily, weekly or monthly basis
- Be notified immediately of pending legislation that may impact statutes you are monitoring
- Monitor news, cases or legislation on a legal topic for a specific practice area
- Find new cases or other documents by setting an Alert to compare search results

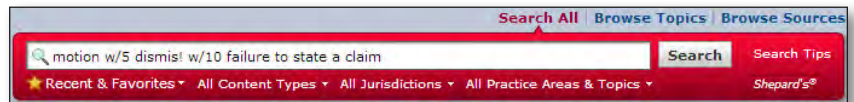


Learn more: [www.lexisnexis.com/advance](http://www.lexisnexis.com/advance)

Login: [www.lexisadvance.com](http://www.lexisadvance.com)

# To Create a Search Alert

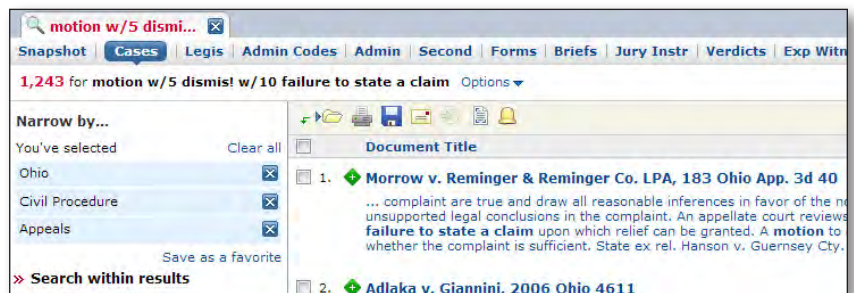
1. Run a search in the Red Search Box.



2. Refine your results with the filters on the left to make sure you have the most relevant results.



3. Once you have the results you want to monitor you can set up your Alert by clicking the Alert icon 📧 at the top of your results.



**TIP:** To get the best, on-target Alert results, refine your search before saving it as an Alert.

- Use search terms that are specific to your research, joined by connectors to define the relationships of the search terms, i.e., medical negligence and clinical negligence
- Avoid terms that are too general, such as "illness" or "behavior" as well as noise words such as "the" and "if"
- Use Search Filters (Pre & Post) to further refine your results prior to saving it as an Alert (i.e., Court, Practice Area, Legal Topic, etc.)

## To Create a *Shepard's* Alert

The *Shepard's*® Citations Service helps you validate your research and ensure the case or statute you are citing is good law. Once you have *Shepardized*™ a case or statute, set an Alert to monitor any change in analysis, new negative analysis or customize your settings to select specific treatments and headnotes for which you wish to be alerted.

1. Click the *Shepard's* link within the Red Search Box, or type "shep:" and enter your citation to retrieve your *Shepard's* report.




2. Once you have retrieved your *Shepard's* report, click the Alert icon 📧 to set your Alert.



# To Set an Alert on a Specific Publication

With Lexis Advance you can set an Alert for a single publication or group of publications.

1. Select **Browse Sources** above the Red Search Box.
2. Browse for the specific source by typing the title in the Sources search box on the left, or by browsing for the title by alphabetical order.
3. Add the source to your search by clicking on the source title and then selecting the option to “Add this source to the search.”
4. The source you have added to your search will appear at the bottom of the Red Search Box, indicating that you will be searching in that source. Enter your search terms and then set your Alert.
5. Once you have retrieved your results, click on the Alert icon  to set your Alert.



**TIP:** To set an Alert to retrieve all articles from a specific publication on a daily basis, we recommend searching on a common term such as “the,” which may be found in all articles.


You can set up an Alert on a specific publication using the source post search filter from a regular search (no need to go through “Browse Sources”).

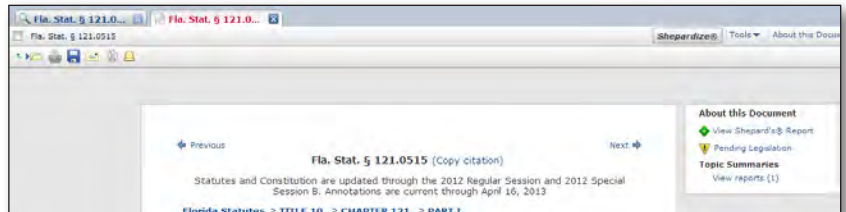
## To Set a Pending Legislation Alert

On Lexis Advance, you can set an Alert to monitor a statute and be notified of any bills from the current legislative session that propose to modify it.

1. Enter a citation for a statute in the **Red Search Box**.



2. Click on the Alert icon  to set an Alert for pending legislation that may amend, repeal, or enact a change to your statute.



# To Set a Topic Alert

On Lexis Advance, you can set an Alert to monitor a legal topic for a specific practice area and be notified immediately of any news, cases or legislation on that topic.

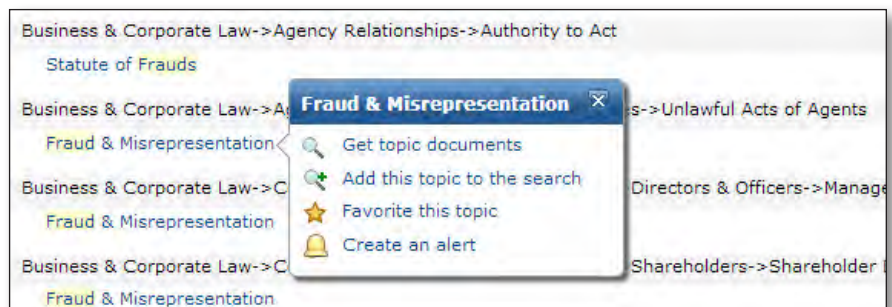
1. Select **Browse Topics** above the Red Search Box.



2. Enter your key terms into the Search for topics box and click "Search." Any practice areas that have your topic as a subsection will be identified with a green icon identifying the number of results.



3. Select the practice area you are interested in. Then click on the subsection to set your Alert.

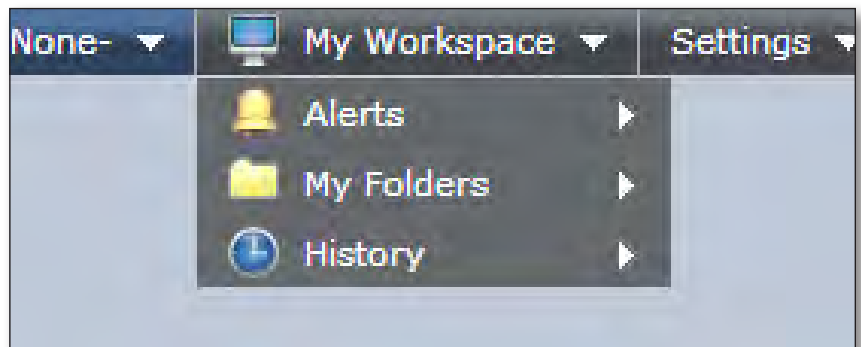


**TIP:** Set Topic Alerts to retrieve new documents and updated documents from many different content types, such as: cases, news, administrative materials, briefs, legislative materials and more!

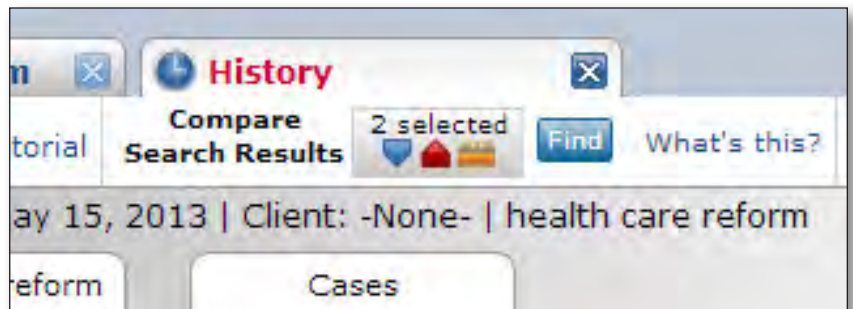
## To Create a Compare Results Alert

On Lexis Advance, you can compare results of two searches you have conducted to find documents in common. You can even set an Alert to be notified of any new documents related to the search including, but not limited to: news or law review articles, cases, statutes, treatise materials and more.

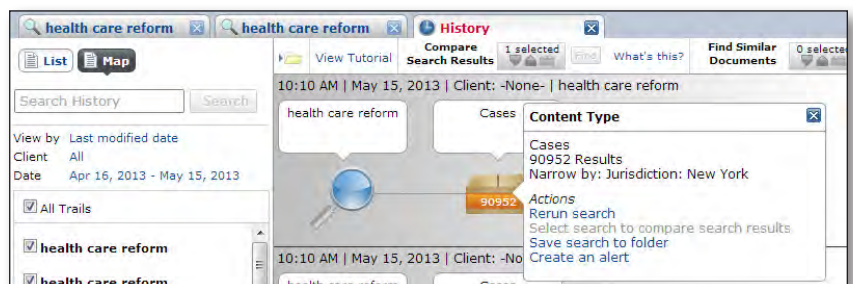
1. Click on **My Workspace** at the top of the Lexis Advance toolbar, to access your **History**.



2. Select to view your **Research Map**. Then click on the search you wish to select to compare results.



3. The searches that you've selected to compare results will appear at the top of the screen under **Compare Search Results**. Click **Find** to view documents in common between the searches.



4. Once you have retrieved your results, click on the Alert icon 📧 to set your Alert.

# Alert Monitoring and Delivery Options

Once you have retrieved your results, click the Alert icon  to set your Alert.

1. In the **Create New Search Alert** pop up, type a title or name for the Alert.
2. Click the **Monitor** tab to select the content types you would like to be included in your Alert results. The content choices will vary depending on the type of Alert you are setting.

**TIP:** The Alert will monitor the content types you selected using pre- and post-search filters, in addition to the content types you select under the Monitor tab. Alert results are available online as they are processed; only the email notification is scheduled (daily, weekly, or monthly).

3. Click the **Deliver** tab to select the frequency with which you wish to retrieve your results as well as the means of delivery: online or email.
4. Click to **save** your options.

**TIP:** The default Alert duration is one year. This may be modified to save the Alert up to two years.

## **TIP: SHARING ALERTS**

Customers who have **Work Folder Sharing** enabled can share Alerts by selecting "Share" under the Delivery Options. Enter a user's first or last name or email address to locate the individual with whom you would like to share.

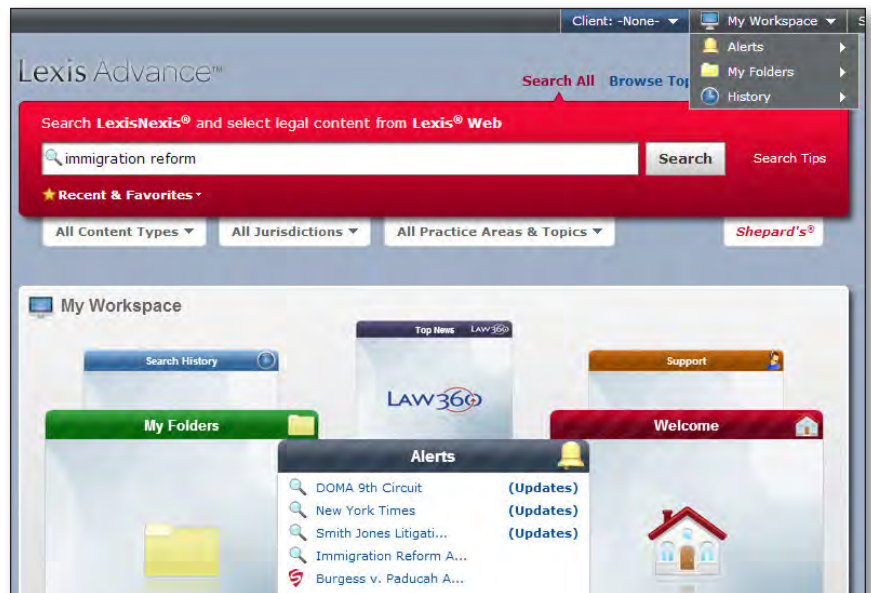
**TIP:** Alerts will include all pre- and post-filters at the time an Alert is set up.

# Managing Your Alerts

Once you have set an Alert, you can easily update, edit, delete, pause, restart or mark an Alert as read.

## Access your Alerts:

1. From the **My Workspace** carousel on the Lexis Advance home page.
2. From the Lexis Advance toolbar, under **My Workspace**.



3. Select the Alert you wish to modify, and then click on the **Actions** pull-down to update, edit, delete, pause, restart or mark your Alert results as read. After you have made your modifications, click **Save**.



**TIP:** Alerts with new results will have the "Updates" flag.

Try it now at:  
[www.lexisadvance.com](http://www.lexisadvance.com)



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