

# Lexis Advance™

My Workspace

Legal Research that  
revolves around you

## Lexis Advance™

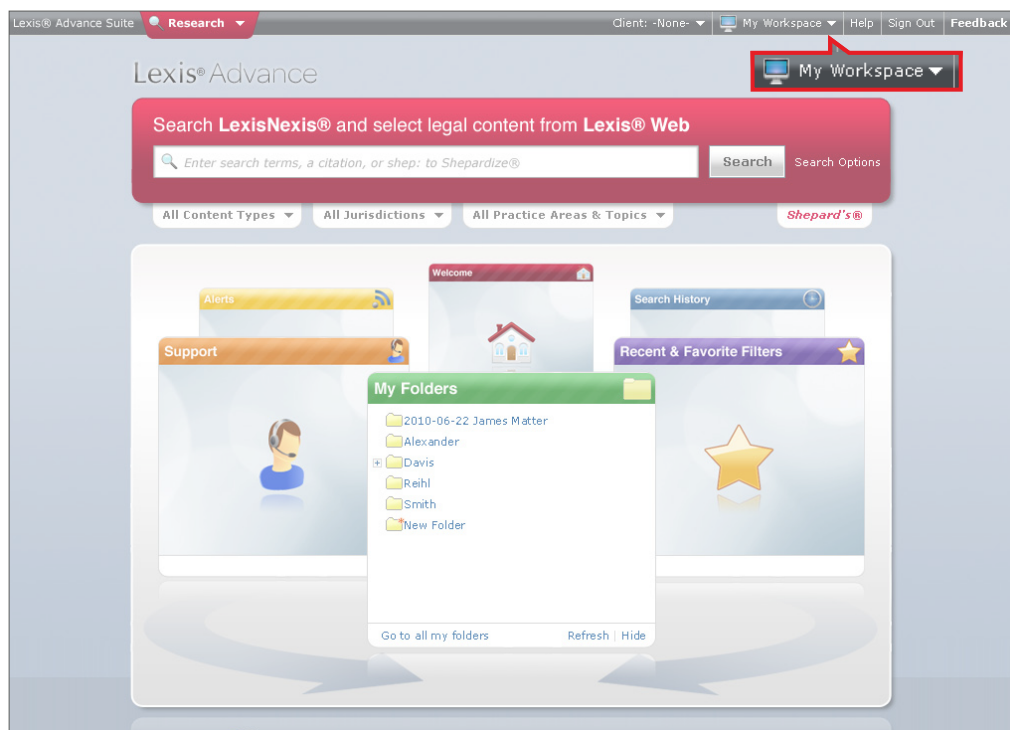
[www.lexisnexis.com/advance](http://www.lexisnexis.com/advance)



# Exclusive My Workspace

**You told us** you need to efficiently manage your results.

Being able to efficiently manage your legal research and do multiple tasks associated with your research is vital in your busy day. With **My Workspace** you can access, organize and manage your legal research all in one place through a visual and intuitive carousel interface. My Workspace stores your search history, recent and favorite filters, work folders, Alerts, and provides easy access to customer service.



To efficiently manage your research you can always access My Workspace through the navigation bar on the top right-hand side of Lexis Advance™.

# Work Folders

**Work Folders** will help you keep all your results organized in one place. They allow you to create and save search results, documents and notes to a folder so you can get to them quickly.\*



You can create as many folders and subfolders as you need and save items across all folders such as full documents, excerpts, annotations and searches. Items you purchase transactionally only remain in your folder for 90 days. Documents that you subscribe to remain in your folder until you remove them.

\*Subject to terms and conditions.

# Alerts

Keeping up with the vast amount of changing information in today's world is crucial for driving better outcomes for your case strategy and issues. With **Alerts**, we do the work.

Set up an Alert on your search or the *Shepard's*® Citations Service report you want to follow and the Lexis® service monitors any changes that occur. You can make your Alert criteria as broad or specific as you want by using the Alert filters. And the frequency is up to you—daily, weekly or monthly.

When there is a change you will be notified right in your Alerts panel or via email if you choose.

The screenshot displays the LexisNexis search interface with a search for "employment discrimination" yielding 62,407 results. A "Create New Search Alert" dialog box is overlaid on the right side of the screen. The dialog box contains the following fields and options:

- Title:** employment discrimination
- Type:** Search
- Monitor this Search for:** New Documents
- Search Terms:** age discrimination claim airline and pilot
- Client:** State Of Ohio (with a "New client" link)
- Narrowed By:** The content types you selected (Cases, Statutes and Legislation), plus all the items under You've Selected in your results.
- How Often:** Select (dropdown menu)
- Duration:** From 11/23/2010 To 11/25/2010
- Notification Options:** Online (dropdown menu)
- Distribution is subject to Terms and Conditions** (checkbox)
- Buttons:** OK, Cancel

The background search results are partially visible, showing a list of cases and a table of results by jurisdiction and court.

# Search History

If you get interrupted and need to retrieve your search results quickly and easily, you can go to Search History and review your entire search history including searches, emails and Alerts.

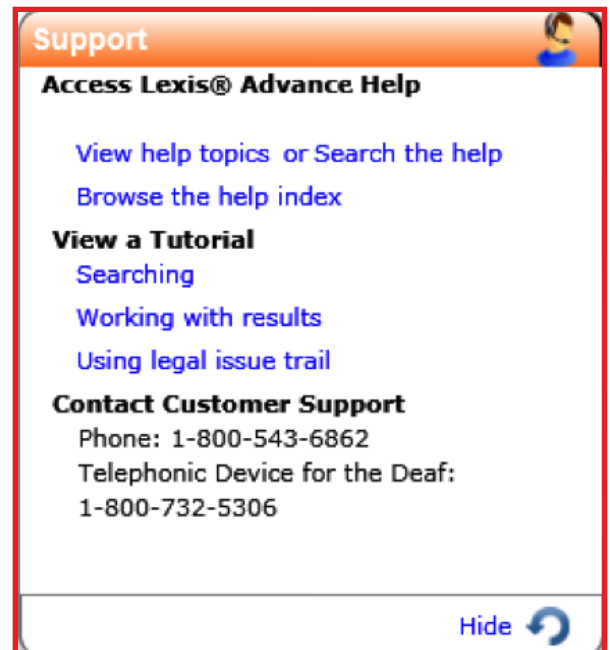
**Search History** provides you with an efficient way to manage your results so you can instantaneously see where you left off in your research and it allows you to eliminate rework.



# Support

With Lexis Advance™ you will get all the **Support** you need. You can access Lexis Advance help online anytime, plus access a comprehensive set of tutorials that demonstrate Lexis Advance features and functionality. Our team of customer support experts is there to help you.

This exclusive My Workspace tool in Lexis Advance will help transform the way you conduct legal research.



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

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