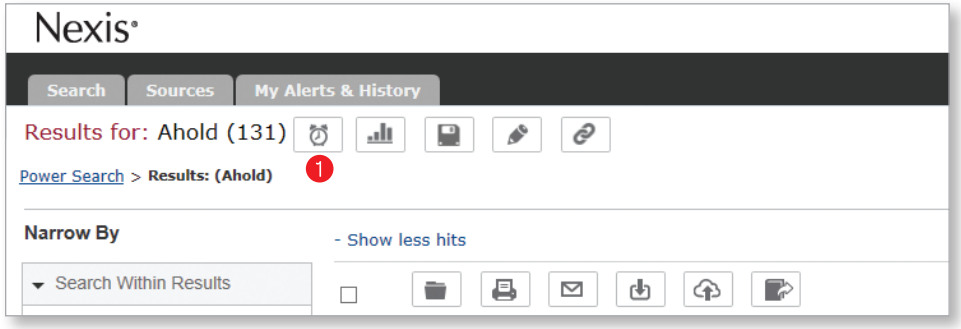
Nexis® Alerts provide continuous updates to your research—now with faster, easier set-up and easy sharing of your Alerts.

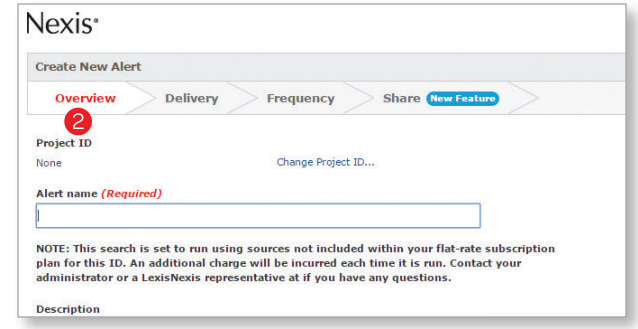
New Alert Set-up & Share Alerts

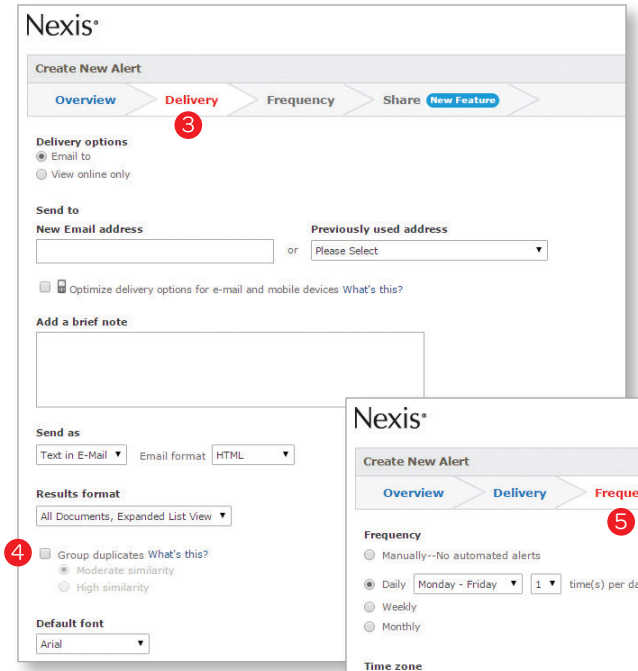
Your Nexis® subscription offers a simple way to stay current on critical changes to your important research issues. Alerts provide continuous updates on topics of interest online or via e-mail.

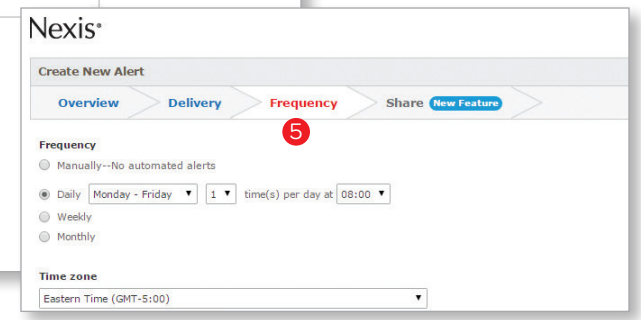
The improved three-step Alert process makes it easier and faster to set-up Nexis® Alerts. Similar options are grouped together by tab—Overview, Delivery and Frequency. Now, you can also save time and effort for those colleagues who wish to view alerts you've already created. The new 'Share' option allows you to quickly share your alerts with other users in your account.

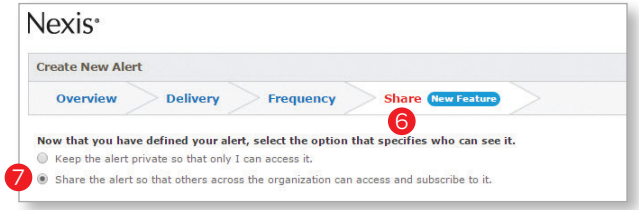
1. After running a Nexis search, simply click the **Create an Alert** icon to schedule automatic updates.
2. Select the **Overview** tab. Enter the **Alert name**. You may also add a Project ID or Description.
3. Select the **Delivery** tab. Choose from among various options.
4. Reduce repetitive documents by selecting the **Group duplicates** option. Deduplication is now available for your Alerts. Because this option reduces duplicative results, your Alert emails will be shorter and easier to scan. If you previously selected the Group duplicates at the Search or Results steps, you don't need to take any further action—deduplication will be automatically applied for your Alerts.
5. Select the **Frequency** of Alert updates.
6. Select the **Share** tab to allow your colleagues to subscribe to your Alert.
7. Specify who can see your Alert. To make your Alert visible to a colleague, you must click the button **Share the Alert** so that other users in your account can access and subscribe to it.











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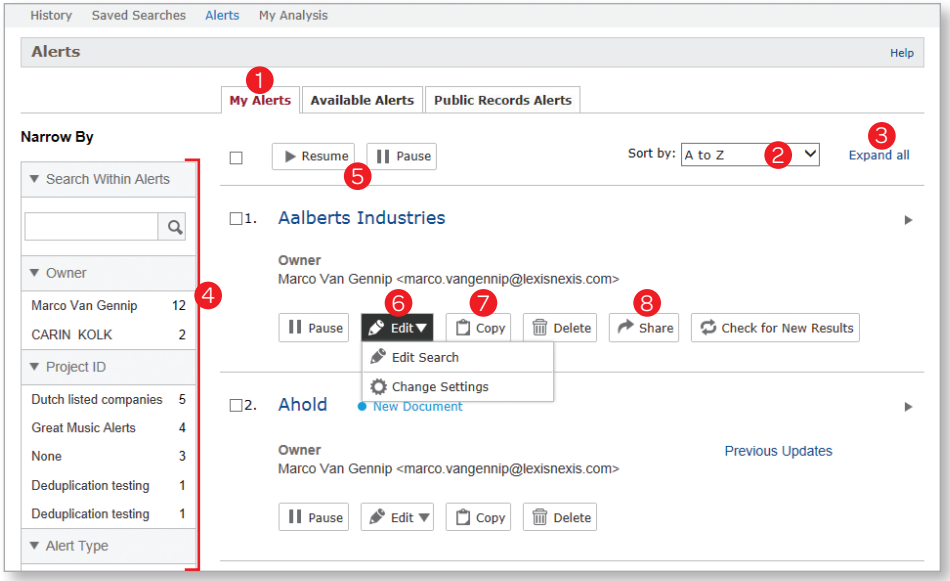
Redesigned 'My Alerts' tab for easier Alert management

The new 'My Alerts' hub makes it easier to review and manage existing Alerts. Save time with the new options that give you greater control of your Alerts.

My Alerts

The new **My Alerts** hub provides many details at-a-glance so you can efficiently manage all the Alerts that you have created or subscribed to.

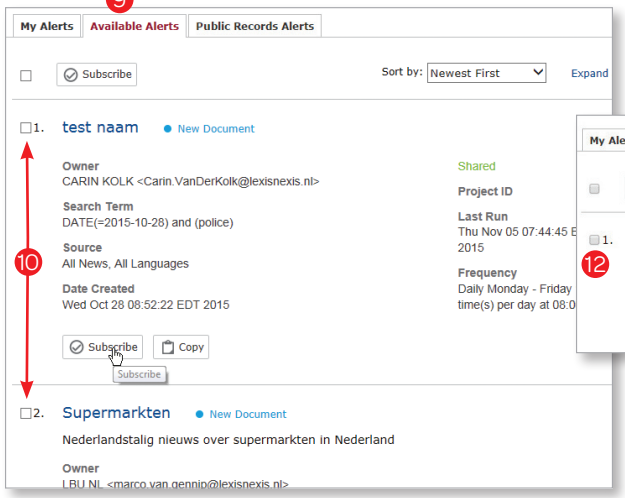
1. Click on the **My Alerts** tab.
2. **Sort** your results to show either newest or oldest results first.
3. **Expand** or **Collapse** the views of your Alerts. In Expanded mode, you can view more details of your Alert, such as search, source, format and status.
4. Filter your results within the **Narrow By** area. 'Search Within Alerts' enables you to search by a keyword. Apply filters to limit your results to an Owner, a Project ID, or the Frequency of an Alert.
5. Easily **Pause** or **Resume** your Alerts. Avoid in-box overload when you are out of the office.
6. **Edit** your Alert frequency or settings.
7. Quickly **Copy** an Alert as a template for creating a new Alert.
8. **Share** Alerts with your colleagues in the same Nexis account. Make your Alert visible to colleagues by clicking on the 'Share' button. Users will need to opt-in to subscribe to your Alerts.



Available Alerts

The new **Available Alerts** tab shows Alerts that your colleagues have opted to share.

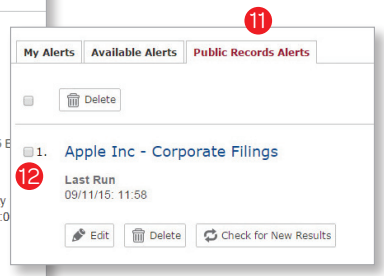
9. Click on the **Available Alerts** tab to view Alerts created by others within your Nexis account.
10. **Subscribe** to an Alert by checking the box.



Public Records Alerts

The new **Public Records Alerts** tab is available for those users with public records access. Please note that existing public records Alerts will appear on this new tab, separate from other types of Alerts.

11. Click on the **Public Records Alerts** tab to view Alerts set-up for public records.
12. Select the Alerts that you wish to view, edit, update or delete.



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