LexisNexis® Dossier® Alerts

Alerts are scheduled searches that run automatically. This feature is helpful if you want to update search results periodically without having to run the search each time. Each time an Alert runs, it only searches documents added since the last time the query ran.

You can create an Alert on a Company, Executive or Industry.

You may save up to 5,000 alerts per ID and display up to 50 alerts per page.

Alerts with new results have the blue label New Documents. You can create an alert after running a search even if the search does not yield results.

Create a Company Dossier Alert

Take the following steps to create a Company Dossier Alert

1. Sign into your product and access Dossier.
2. Enter your search criteria and run the search.
3. Open the report and click on one of the following sections: Note: if you want to create an alert in multiple sections you must create multiple alerts.
   - Current News
   - SEC Filings - select any source under the dropdown
   - Industry Knowledge - select any source under the dropdown except the Industry Overview
   - Investment Research - select any source under the dropdown.
   - News - select any source under the dropdown.
   - Legal - select any source under the dropdown.
   - Intellectual Property - select any source under the dropdown.
4. Click the Alert Icon.
5. Enter the Alert Name..
6. Select the Frequency, - Daily, Business Daily, Weekly, Monthly or Manually
7. Adjust Time Zone if necessary,
8. Select Delivery Type
   - Email - Enter up to 3 email addresses separated by commas or spaces.
   - View Online Only
9. Select Results Format.
10. Click Create.

Create an Executive Dossier Alert

Take the following steps to create a Executive Dossier Alert

1. Sign into your product and access Dossier.
2. Click on the **Executive Tab.**
3. Enter your search criteria and run the search.
4. Click on one of the following sections:
   - Executive Profiles
   - Company Directories & Profiles
   - People Directories & Profiles
   - All News.
4. Click the **Alert** Icon.
5. Enter the **Alert Name..**
6. Select the **Frequency**, - Daily, Business Daily, Weekly, Monthly or Manually
7. Adjust **Time Zone** if necessary,
8. Select Delivery Type
   - Email - Enter up to 3 **email addresses** separated by commas or spaces.
   - View Online Only
9. Select **Results Format.**
10. Click **Create.**

Create an Industry Dossier Alert

Take the following steps to create an Industry Dossier Alert

1. Sign into your product and access Dossier.
2. Click on the **Industry Tab.**
3. Enter your search criteria and run the search.
4. Click on one of the following sections:
   - Recent Industry News
   - Industry SWOT Analysis
   - Other Industry Reports
4. Click the **Alert** Icon.
5. Enter the **Alert Name.**
6. Select the **Frequency**, - Daily, Business Daily, Weekly, Monthly or Manually
7. Adjust **Time Zone** if necessary,
8. Select Delivery Type
   - Email - Enter up to 3 **email addresses** separated by commas or spaces.
   - View Online Only
9. Select **Results Format.**
10. Click **Create.**

Edit a Dossier Alert

Take the following steps to change the alert schedule or delivery schedule:

1. Click the Alerts & History tab in Dossier.
2. Click Alerts.
3. Click Chance Settings.
4. Enter your changes.
5. Click Save.

Running a Dossier Manually

Alerts automatically update based on the schedule you set in the Alert settings. However, if you need to update the alert results before the scheduled update, you can update the alert manually.

Take the following steps to run a Dossier alert manually:

1. Click the Alerts & History tab in Dossier.
2. Click Alerts.
3. Click Check For New Results.

Pausing and Resuming a Dossier Alert

Take the following steps to pause or resume a Dossier alert manually:

1. Click the Alerts & History tab in Dossier.
2. Click Alerts.
3. Click Pause or Resume.

Delete a Dossier Alert

Take the following steps to delete a Dossier alert:

1. Click the Alerts & History tab in Dossier.
2. Click Alerts.
3. Click the Trashcan icon.
4. Confirm Deletion.