

Manage Your Firm's Alerts in One Place

Alerts Manager

The NEW Alerts Manager makes it easier for you to manage and monitor all the LexisNexis® Alerts at your firm. You'll have access and administration rights to every Alert created at your firm on:

- Dossier
- Lexis Advance CourtLink
- Lexis Advance Research
- Lexis Advance Tax
- Lexis Diligence
- Lexis Practice Advisor
- Lexis Medical Navigator
- Nexis
- Verdict & Settlement Analyzer

How to use Alerts Manager:

Step 1: Select Your Product

Start by accessing the product the Alert is set up under. For example, go to Lexis Advance® CourtLink® in the product switcher to access your firm's CourtLink Alerts. You must access the correct product before you can access the related Alerts.

Step 3: Edit, Delete, Pause or Share Alerts

Managing Alerts through Alerts Manager is similar to managing your own Alerts. You can edit sharing and notification settings and delete, pause or share Alerts across your firm. At this time, you cannot set up a new Alert for a user through Alerts Manager or edit the searches. You can set up a new Alert on your ID and share it with individuals in your firm, giving you more control over the Alert.

Step 2: Access Alerts Manager

Once you've selected the correct product, click **Alerts Manager** under the More menu at the top right of the product home page.

To manage Alerts, select the individual whose Alert you wish to manage, then:

- Modify Alert sharing and notifications through the edit button.
- Pause Alert(s) by selecting the checkboxes then clicking the pause button.
- Delete multiple Alerts by selecting the checkboxes then clicking the trash icon.
- Delete a single Alert by clicking the delete button to the right of the Alert.

