How to set up Current Awareness alerts for others

Thomson Reuters Practical Law™ allows you to create alerts for others within the Alert Centre.

Creating a Current Awareness Alert
Alerts may be set up to receive new content on specific Practice Areas or Topics.

First, click Alerts in the top right-hand corner of the Practical Law screen. Then, click Create Alert and select Practical Law Current Awareness Alert.

You can set up as many alerts as you need and have alerts for each topic or an alert covering several subject areas and topics. Each alert can be sent to multiple recipients.
First, select the **Practice Areas** or **Topics** that of interest to you. Click on the plus icon next to a Practice Area link to add all topics within the Practice Area to your alert. Alternatively, you may click the **Practice Area** name to select specific **Topics** within that Area.

To remove any content from your Alert, click the name from the Your Selections box on the right.

Once your selections are complete, scroll down to **Schedule your Alert**.

You may customise how frequently and when you will receive your alert:

- You may choose to receive your alert Daily, on Weekdays, Weekly, Fortnightly and Monthly.
- If you choose weekly, fortnightly or monthly you can specify which day it runs.
- Choosing an end date will specify a date on which the alert will expire.
- You can specify the time of day your alert will run.
- Once the scheduling is complete, click **Advanced Settings**.
Adding recipients to the Current Awareness Alert

Here you can change the name of the Alert, e.g. you could call it “Capital Markets update for X” or include additional notes in the description.

Select any additional delivery methods, e.g. RSS and then specify the email address(es) of any recipient(s). You can remove yourself by clicking on your email address.

The Advanced tab enables you to change the format (font size and appearance of links) for the alert.
Alerts for others

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Additional options include:

- Ability to set a “reply to” email address should the recipient try to reply to the alert.
- Set the subject line of the email alert.
- Add in additional email note.
- Change the detail level displaying for each development.
- Change the format of the alert from in the body of the email to an attachment.
- Specify the maximum number of developments to be delivered.

Then click Save and your alert will be saved into the Alert Centre and will run on the next scheduled day.

To change any aspect of the alert, then click Manage Alert next to the relevant item in your Alert Centre.

Looking for more information?
To sign into Practical Law UK, visit uk.practicallaw.thomsonreuters.com.
For assistance using Practical Law UK, call +44 345 600 9355