You can now set up an alert to receive the latest developments for specific topics.

To set up an alert, click **Alerts** in the top right-hand corner of the screen.

Make sure **Practical Law** is selected in the top left-hand corner (if you have access to other products).

Then click **Create Alert** and select **Practical Law Current Awareness Alert**.

Setting up an alert is a two-step process: Select Content and then Schedule Alert.

You can set up as many alerts as you need and have alerts for each topic or an alert covering a number of subject areas and topics.

1) Select Content

Here you can select which Practice Areas or Topics are of interest. Click on the plus icon next to a Practice Area link to add all topics within that Practice Area into your alert.

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

You can also deselect your choice by clicking the tick icon.

Once your selection is complete, then scroll down to Schedule your Alert.
2) Schedule Alert

Now you can customise when your alert will be sent.

- **Frequency**: you can choose to receive your alert Daily, on Weekdays, Weekly, Fortnightly and Monthly. If you choose weekly, fortnightly or monthly then you can specify which day it runs.
- **End Date**: you can specify a date on which the alert will expire.
- **Alert even if there are no results**: tick this box if you want confirmation that the Alert ran, but that there is no new content for your topic(s).
- **Time**: Here you can specify the time of day your alert will run.

Then click on **Create Alert**.

**Alert Centre**

When you click **Alerts** on the top toolbar, you will be taken into your Alert Centre to manage, amend and delete your Alerts.

You can use the checkboxes to the left of each alert name and then the icons in the top right to pause, resume and delete alerts.

You can click the **Manage alert** link to the right to amend any information from the previous screens – Select Content and Schedule.

**Advanced Settings**

There are additional settings to further customise your alerts. You can access these by selecting the **Advanced Settings** button next to Create Alert.

These include the ability to customise delivery – to have the alert sent via RSS, HTML or XML.

You can add in additional recipients.

Enable **Group ID** for seamless access from the Alert (please contact Customer Support to get this set up).

Provide a **Reply To** address so that recipients can reply to the alert they receive.

Change the **Subject** line of the email and add an additional email note.

Change the **Detail** level so that recipients see more/less information about each result.

Change the **Format** – from inline text to an attachment.

Limit the number of items which should be sent.

**Unsubscribe from existing alert**

If you have an existing alert/email update for a Practice Area that you wish to delete, then click the person icon in the top right of the screen and select **Email preferences**. Then simply uncheck the boxes for the relevant alerts/updates and click **Save** at the bottom of the screen.