Practical Law UK

Current Awareness Alert

To help you stay on top of the latest legal developments for specific topics and practice areas in Practical you can create a current awareness email alert.

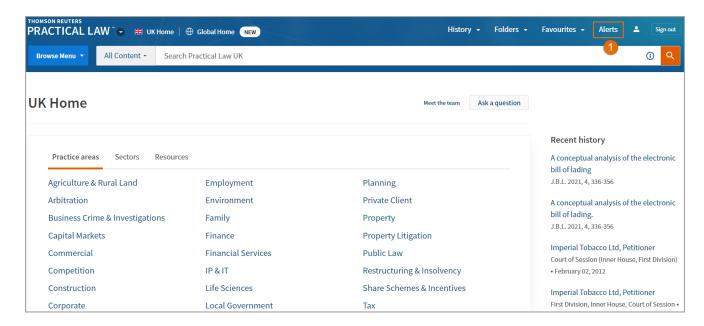
Setting up an alert is simple and quick an involves a two-step process:

- 1) Select the required Practice Areas
- 2) Schedule the Alert

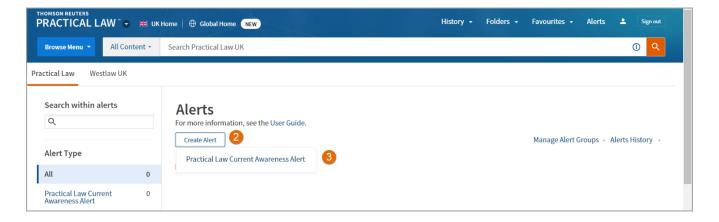
You can set up as many alerts as required and have an alert for each practice area, or an alert covering a practice area which includes related sub-topics.

Create an Alert

1. Once signed into Practical Law, you can set up an alert by clicking **Alerts** on the top right corner of the screen.



- 2. Click the Create Alert button.
- 3. Select Practical Law Current Awareness Alert





PRACTICAL LAW CURRENT AWARENESS ALERT GUIDE

- 4. Click on the plus icon next to a practice area to add all topics within that area into your alert. You can also click on the name of the practice area to select specific topics within that area.
- 5. All practice areas selected will now appear under Your Selections.
- 6. Schedule Alert: allows you to choose the frequency, end date, and when to receive the alert.

 Frequency: you can choose to receive your alert Daily, on Weekdays, Weekly, Fortnightly and Monthly.

 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, even if there is no new content for your topic(s).
 - Alert At This Time: specify the time zone and time most convenient to receive your email alert.
- 7. Then click on Create Alert.

