

How to Create a LexisNexis Alert

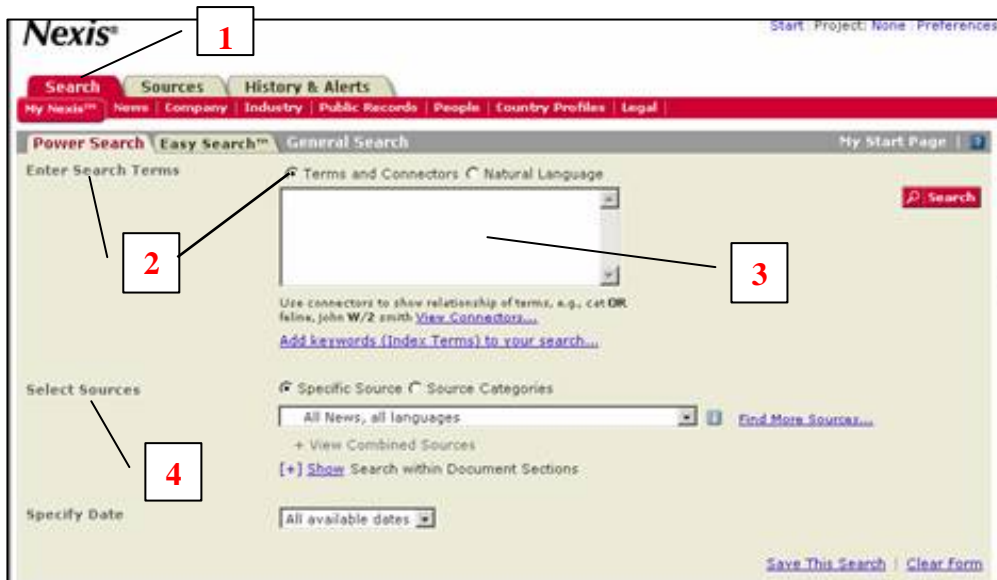
What is an Alert?

An Alert is a search that you run once and then schedule for automatic updates thereafter. The Alert will run on your schedule – hourly, daily, weekly, monthly – and will automatically notify you of any documents meeting your search requirements. You don't need to take time, nor remember, to run the search every day – LexisNexis does that for you. And since the Alert delivers only new material, there is no need to sift through old results!

Create the Search

After logging into www.nexis.com through OpenSource.gov or Intelink:

1. Click on the **Search Tab** at the top of the page
2. Click the **Power Search** button. Make sure that the Terms and Connectors radial button is selected
3. Type in your search terms
4. Select your desired source from the drop down list or by clicking "Find more Sources"
5. Click the red **Search** button



6. Review your results. If they need adjustment (too general, too narrow, etc.), click the edit search button and alter your search terms as necessary.
7. Once your results are perfected, click **Create Alert** or the Alarm Clock icon at the top right.



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8. On the next screen fill in the **Save Search/Schedule as Alert** form (as outlined below)

Saving the Search

Once on the **Save Search/Schedule as Alert** page:

- Name your search to remind you of its purpose
- Check **“Save as Alert”**
- Choose your schedule – hourly, daily, weekly or monthly. Choose the time (daily) or day (weekly, monthly) that works best. When choosing a time, remember that some publications upload later in the day – a later time may be better
- Type in your email address, or choose from the drop down
- Choose your document format – full text, list, expanded list, etc.
- Choose your delivery formats. If requesting your documents in full text, it is suggested that you choose “attachment” as the delivery format
- Click the red SAVE button

The screenshot shows the 'Save Search/Schedule as Alert' form with the following fields and callouts:

- 1**: 'Save As' text input field.
- 2**: 'Save as an Alert (Scheduled Search)' checkbox.
- 3**: 'Daily' radio button and 'Monday - Friday' dropdown menu.
- 4**: 'Email to' radio button and text input field.
- 5**: 'Send as' dropdown menu set to 'Attachment' and 'Email format' dropdown menu set to 'DOC'.
- 6**: 'Results Format' dropdown menu set to 'All Documents, Expanded List View'.

Other visible fields include: Project ID (None), Change Project ID... link, Run this... (Manually--No Automated Alerts, Hourly, Daily, Weekly, Monthly), Schedule (1 time(s) per day at 8:00 AM), Time Zone (Eastern Time (GMT-5:00)), Delivery Options (View online only, Last 10, Alert me only if there are new results, Include alert settings, Results Format, Default Font, Do not include duplicate documents), and Save/Cancel buttons.