



Alerts – Individual

User Guide

This guide covers the My Alerts functionality for individuals to manage their own alerts.

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Overview

Checkpoint enables you to set up alerts so you can be notified of when new documents are added to Checkpoint. You can define the areas to be notified, when and how you receive the alerts.

The documents that you will be notified about can be created using one or both of the following criteria;

1. **Search based** – Receive alerts are based on your search criteria to target specific topics or phrases
2. **Tree of Contents** – Receive alerts based on product or chapters

You can choose to set to receive alerts by;

1. Email
2. RSS feeds

About RSS Feeds

RSS (Really Simple Syndication) feeds allow you to view new online content, as soon as it's added, without having to log on to the service. To create, view and manage News Feeds you first need to obtain news reader software or use browser software with built-in news reader software. Examples of these include Internet Explorer, FireFox and Safari. These browsers can be used to manage your RSS feeds in the same way that you manage bookmarks. In the examples in this guide, the browser used is Internet Explorer.

Create a new alert

Tree of Contents based Alerts

Tree of Contents (TOC) Alerts notify you of new documents added to the TOC. This can be used to set an alert on a product or sub level of a product i.e. Product/Chapter/Period/Volume.

From the Research/Tools/Workflow or Learning tab, browse the tree of contents and place a tick in the required product/s or product level/s.

Example 1 – Product level, choose Business News and Alerts – Alert24 – Accounting & Audit, this will include any new documents to this product

Example 2 – Period level – choose News and Alerts – Alert24 – Administrative Law then 2014, this will include any new documents to this product in 2014.

Research







- Select all
- ★ Tax and Related News Services
- ★ Business News and Alerts
 - ★ Alert24 - Accounting & Audit
 - ★ Alert24 - Administrative Law
 - ★ Alert24 - Banking & Finance
 - ★ Alert24 - Bankruptcy & Insolvency
 - ★ Alert24 - Building & Construction

Creating an Email Alert

1. Click the **Alert**  icon.
2. From the **Customise your Alert** page, enter an Alert Name and select your preferred delivery options.
3. Click Save Alert.

Note: Maximum 200 documents per Alert.

This will display the **Email alerts** page with a list of all your current alerts as well as your newly create alert.

Email alerts

Search Alerts Show 10

ALERT TYPE	ALERT NAME	CLIENT ID	FREQUENCY	NOTES	ACTIONS	DATE CREATED	STATUS
Individual	Alert 24 - Accounting and Audit		Daily		   	21/09/2016	Active

1 Total Entries First Previous 1 Next Last

Search based alert

You can create an alert from the search results page. This will provide updates of new documents added to Checkpoint AU which meet your search criteria.

Begin by running a search.

Creating an Email Alert

1. From the search results page click the **Alert**  icon to create an individual alert.
2. From the **Customise your Alert** page, enter the details. Click Save Alert.

Customise your Alert

Your search: **Filtered Alert (Alert24 - Accounting & Audit) for Checkpoint ANZ**

Manage this Alert

Alert Name:

Client ID (optional):

Frequency of Alert:

Select time:

Timezone:

Email Address:

Note: Separate multiple addresses with semicolons.

Show excerpt of item:

Note: Full Article applies to News alerts only

Email Format:

Email even when no results returned:
 Yes No

Scheduled:
 Yes No

This will display the **Email alerts** page with a list of all your current alerts including your newly created alert.

Email alerts

Search Alerts Show 10

ALERT TYPE	ALERT NAME	CLIENT ID	FREQUENCY	NOTES	ACTIONS	DATE CREATED	STATUS
Individual	Alert 24 - Accounting and Audit		Daily			21/09/2016	Active

1 Total Entries First Previous 1 Next Last

Creating a RSS feed

1. Begin by running a search. From the search results page click the RSS feed  button to create a feed for the search or selected content from the Table of Contents.
2. Enter a RSS feed name then click the SAVE RSS FEED button.

Customise your RSS Feed

Your search: **Filtered Alert (Alert24 - Accounting & Audit) for Checkpoint ANZ**

RSS Feed Name:

Client ID (optional):

3. Go to Subscribe to RSS feed to complete the process and begin receiving feeds.

Subscribe to RSS feeds

1. This will display the RSS Feeds list from the Alerts section. Select and click the RSS name from the list (recommend to use IE 11 or Firefox. Chrome is not supported)

RSS Feeds

Search Alerts Show 10

RSS NAME	CLIENT ID	DATE	PUBLISHED LINK	ACTIONS
Accounting and Audit		11/11/2016	http://www.checkpointau.com.au/rss_content/rss_ia744d7790000014	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

2. This will display an Online Newsfeed page with your search criteria. Click on the **Subscribe to this feed** link. You can also choose to display results by Date or Title order.

Checkpoint AU - in the course of NOT connected with australia
You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

Subscribe to this feed

Displaying 0 / 0

All 0

Sort by:

Date

Title

3. Click the Subscribe button.

Subscribe to this Feed

Subscribe to this Feed
When you subscribe to a feed, it is automatically added to the Favorites Center and kept up to date.

Name:

Create in:

Add to Favorites Bar

[What is a Feed?](#)

4. This will display the confirmation message “You’ve successfully subscribed to this feed!” Click the **View my feeds** or gold star to display a list of your current RSS feeds.

You've successfully subscribed to this feed!
Updated content can be viewed in Internet Explorer and other programs that use the Common Feed List.
[★ View my feeds](#)

Checkpoint AU - in the course of NOT connected with australia

Today, 26 August 2014, 4 minutes ago



Displaying 0 / 0

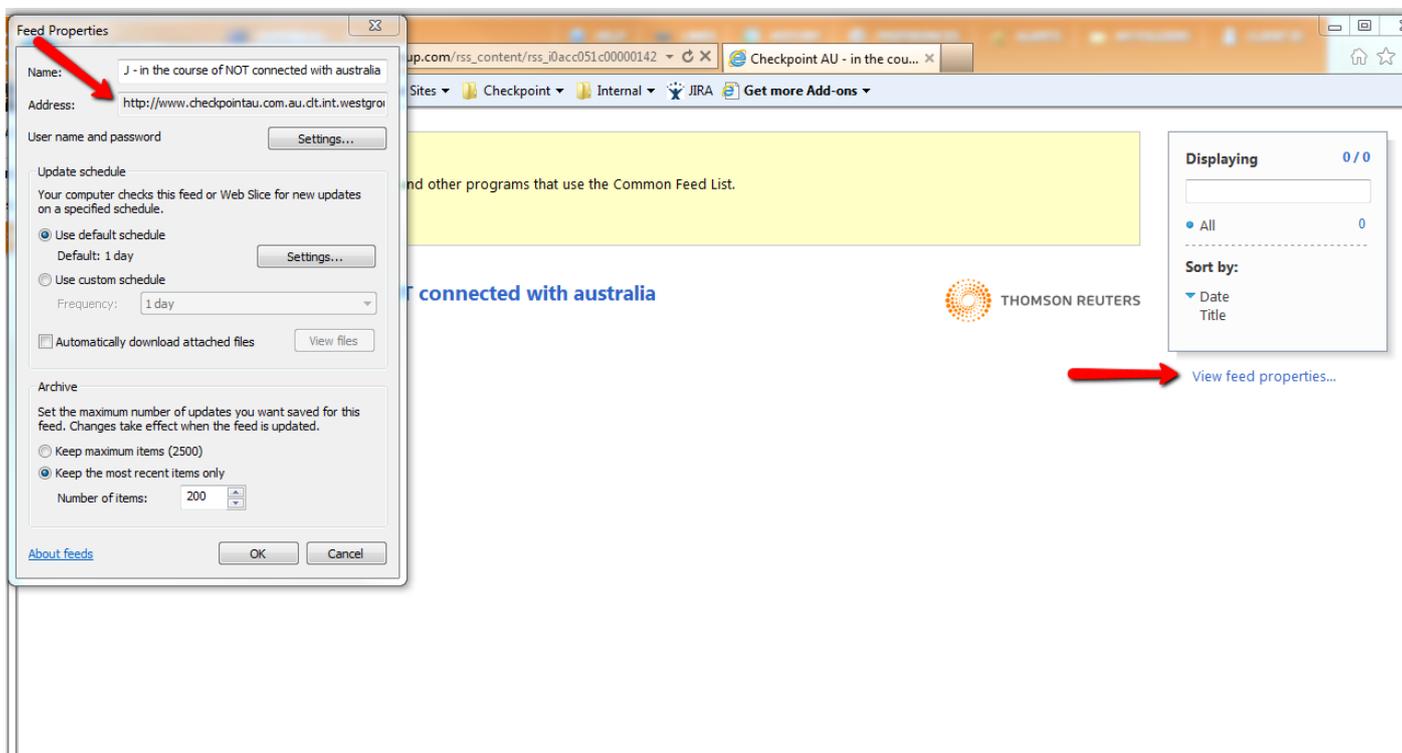
All 0

Sort by:

▼ Date
Title

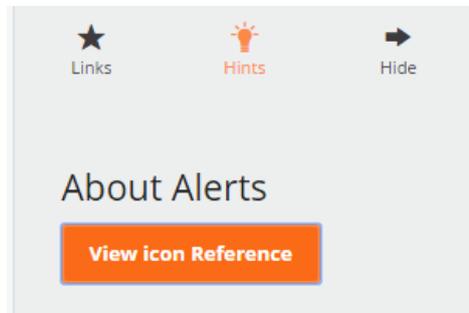
[View feed properties...](#)

- 5. If you want to include an RSS feed into your Intranet you can view the feed properties from the subscribe screen or by selecting the feed from the Favorite Center (yellow star);



Managing Alerts

Checkpoint features a number of different icons to assist you with managing your Alerts. For help and to view a full list of tools click Hints icon in the RHS menu. Then click on the **View icon reference** button



The features accessible to each person are controlled by the access level assigned. A person can have one of 2 My Alerts access levels;

1. Standard – Included as part of your subscription to Checkpoint. Allows user to self manage their own alerts
2. Alert centre – Additional functionality to manage organisational alerts for one or more users.

Contact your account manager or Customer Care if you are interested in an alert centre subscription.

My Alert Features

What do these icons represent?		
Icon	Name	What it does
	Share an Alert	Submits the Individual alert to be converted to an Organisational Alert
	Share Request pending administrator approval	Confirms the Alert has already been submitted
	Suspend Alert	Suspends an Alert from running
	Resume Alert	Resumes a suspended Alert
	Delete Alert	Deletes the alert permanently
	Unsubscribe	Unsubscribes you from the specific Organisational Alert
	Edit Alert Settings	Change the settings of the alert
	Edit Search	Edits the search criteria of this alert
	Run Search	Run a search based on the alert criteria

Share an alert and Unsubscribe to an Alert require Alert Centre permissions.

Alert Centre Features for Alerts

This section is only applicable for users with Alert Centre access.

Share an Alert with Others

Individual people can create their own personal alerts. In addition, they can share them with others in your organisation by suggesting that they become an organisational Alert. As the administrator, you will be required to accept or reject these requests.

1. Click **Alert Centre**.
2. Locate an alert from the **Email Alerts** page and click the **Share Alert with Others**  icon from the Actions column. The alert will appear in the Suggested Alerts page for the organisational administrator to accept or reject.

Subscribe to an Organisational Alert

Individual users can self subscribe to alerts which have been assigned to as Members. To subscribe to an organisation Alert;

1. Click **Alerts**.
2. Click **Alerts I can subscribe to** from the left column.
3. From the list of alerts click on the **Subscribe**  icon in the actions column or place a tick next to the alert name and click **Subscribe**. The alert or alerts selected will then appear in the My Email Alerts page.

Alerts I can subscribe to

Alert Name	Date Created	Frequency	Creator	Actions
<input type="checkbox"/> july8th_SearchResults_searchterm_Org	08/07/2014	DAILY	18 LRA	
<input type="checkbox"/> July8th_SearchResults_OrgAlert_HL_RTF	08/07/2014	DAILY	18 LRA	
<input type="checkbox"/> ITAA 36 org alert	08/07/2014	MONTHLY	TR INTERNAL USER 187	

Showing 161 to 163 of 163 entries

First Previous 13 14 15 16 17 Next Last

SUBSCRIBE

Tick multiple alerts and subscribe in bulk

Aggregate Organisational Alerts

Alert Centre provides the ability to aggregate organisational alerts into one daily email. To Aggregate Alerts

1. Click **Alerts**.
2. Click **Consolidate Org. Alerts** from the **Email alerts** page.
3. Choose a Frequency; enter an email address and whether you want to be notified of no results.
4. Click **Save Alert**.

THOMSON REUTERS CHECKPOINT® AUSTRALIA | HELP | LINKS | HISTORY | PREFERENCES | ALERTS | MY FOLDERS | CLIENT ID

HOME RESEARCH WORKFLOW TOOLS LEARNING Welcome back TR INTERNAL - [logout](#)

My Alerts

My email alerts

Alerts I can subscribe to

My RSS feeds

My email alerts

What do these icons represent?

Would you like to receive all your organisational alerts in one email? [Consolidate Org. Alerts](#) Show / hide columns

Show 50 entries Search:

Alert Type	Alert Name	Client ID	Frequency	Notes	Actions	Date Created	Status
Individual	All Alert24 News - IND headline HTML	tash personal login	Daily			23/07/2014	Active
Individual	All Alert24 News - IND full HTML	tash personal	Daily			23/07/2014	Active