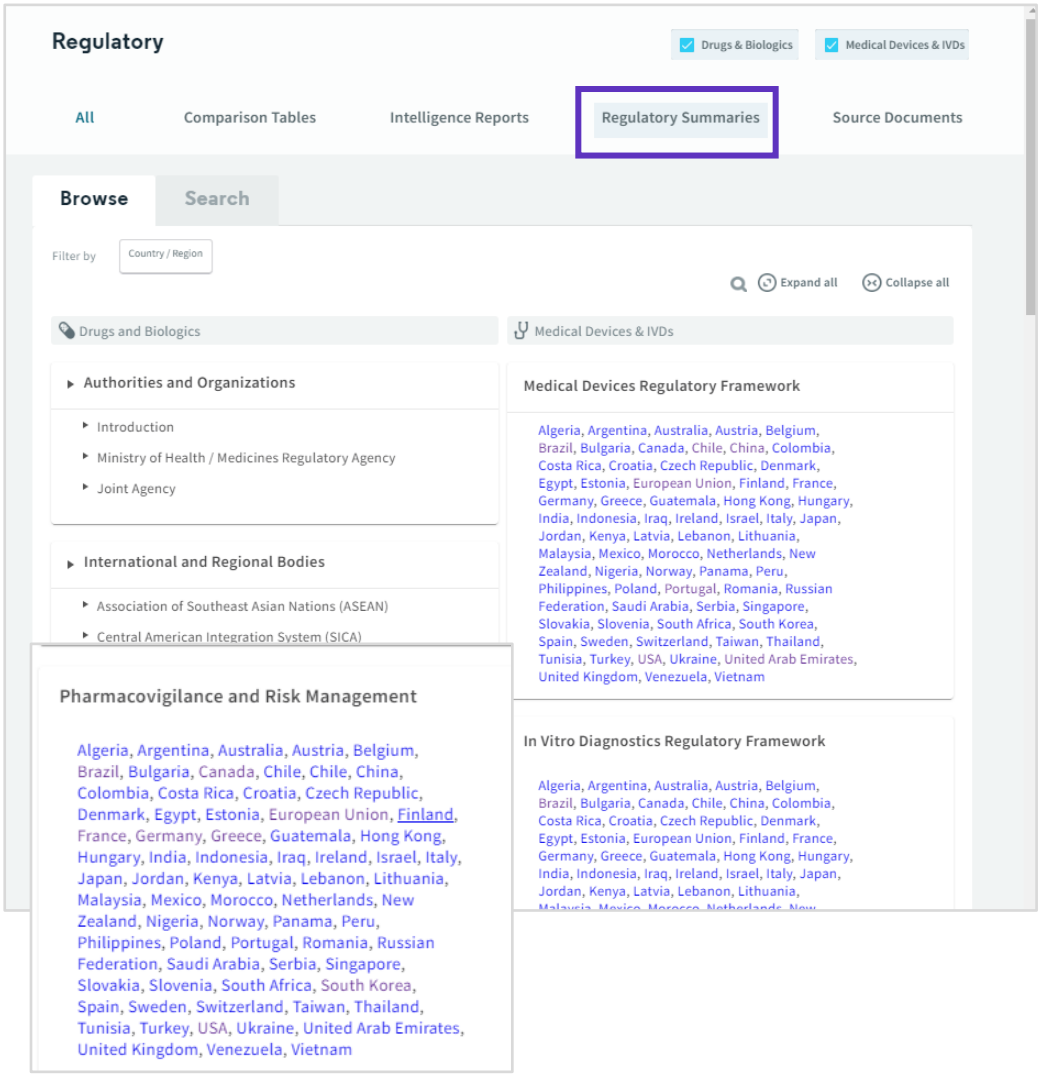
Customized alerts: Keeping up with regulatory changes

You need to keep up to date with **regulatory changes** and you want to know when **new or updated documents** for your areas of interest are published. This quick guide will show you how to set up email alerts in ***Cortellis Regulatory Intelligence*** and the **Cortellis Regulatory Intelligence App** so you can be automatically notified of changes by email.

Please note that alerts translate across the desktop version of Cortellis and the App. To download the App go to the App store for your device and search "Cortellis" then follow the prompts to log in and set up your account. There's a separate guide specifically for the App and abridged instructions at the end of this guide.

Example: I want to be notified when new requirements for pharmacovigilance are issued by the FDA.



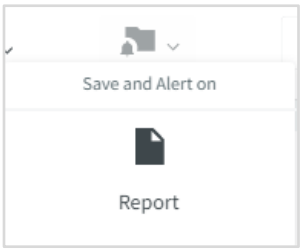
1. Access the relevant documents for your alerts.

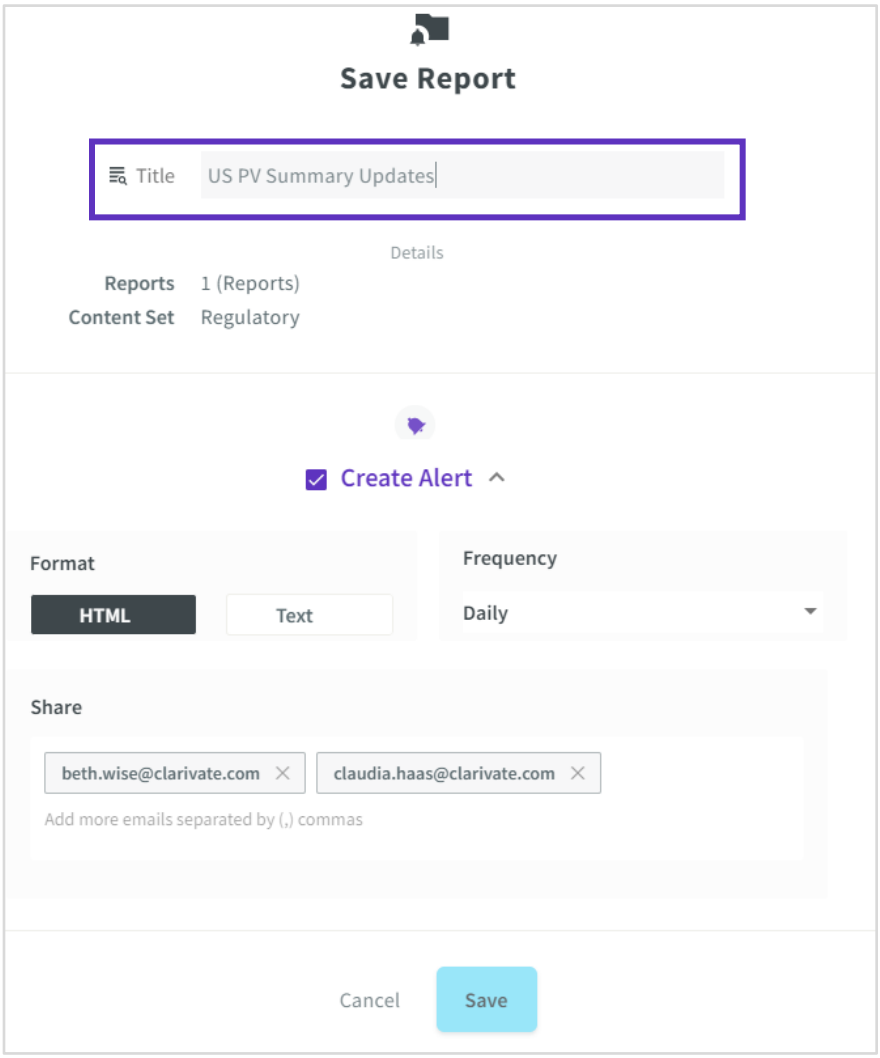
To browse documents, go to the **Cortellis Home Page** and for this example, click on **Regulatory Summaries**.

Find your topic in the list – scroll down the page to find **Pharmacovigilance and Risk Management.**

Click on the Country of interest, for our example click **USA**, to open the document.

1. The document is displayed, click on the **Save and Alert** icon at the top right of the report and select **Report**.





2. In the pop up enter a **title for your alert**. This title will be in the subject of your email.

3. Click **Create alert** to customize the **Format and the Frequency** of the alert. The default is HTML and Daily.

4. **Share the alert** with colleagues by adding additional email addresses. Click **Save.**

Going forward you will receive an email on the day, week or month (depending on the frequency you selected) that the report on **Pharmacovigilance & Risk Management** is updated, which can include the addition of new guidelines to the report.

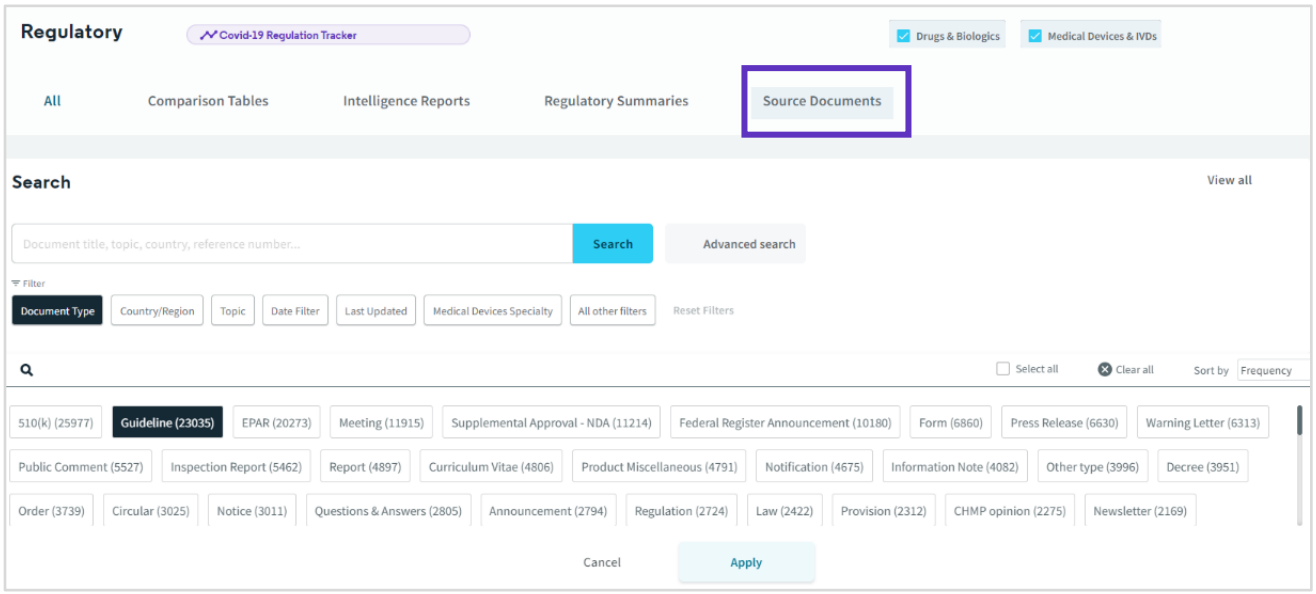
The email itself contains the Cortellis abstract of the document and the Reason for Update field which highlight the additions/updates.

Setting up an alert on a search

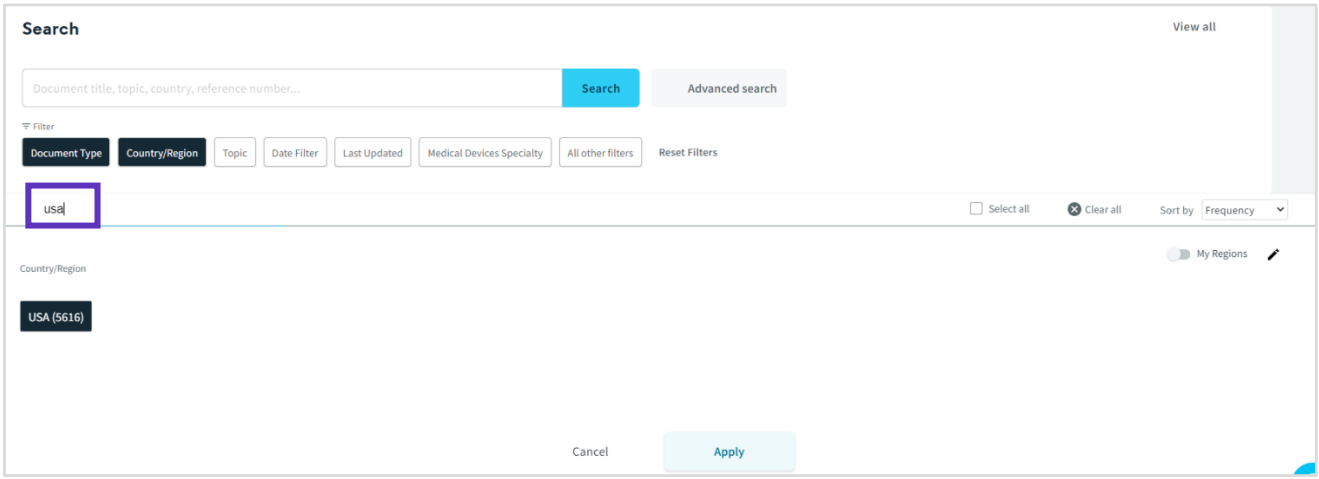
For this, let us use the search tool on the Regulatory Home page but you can set up alerts using any type of search.

Example: Find all valid regulatory guidelines for the US that mention Pharmacovigilance.

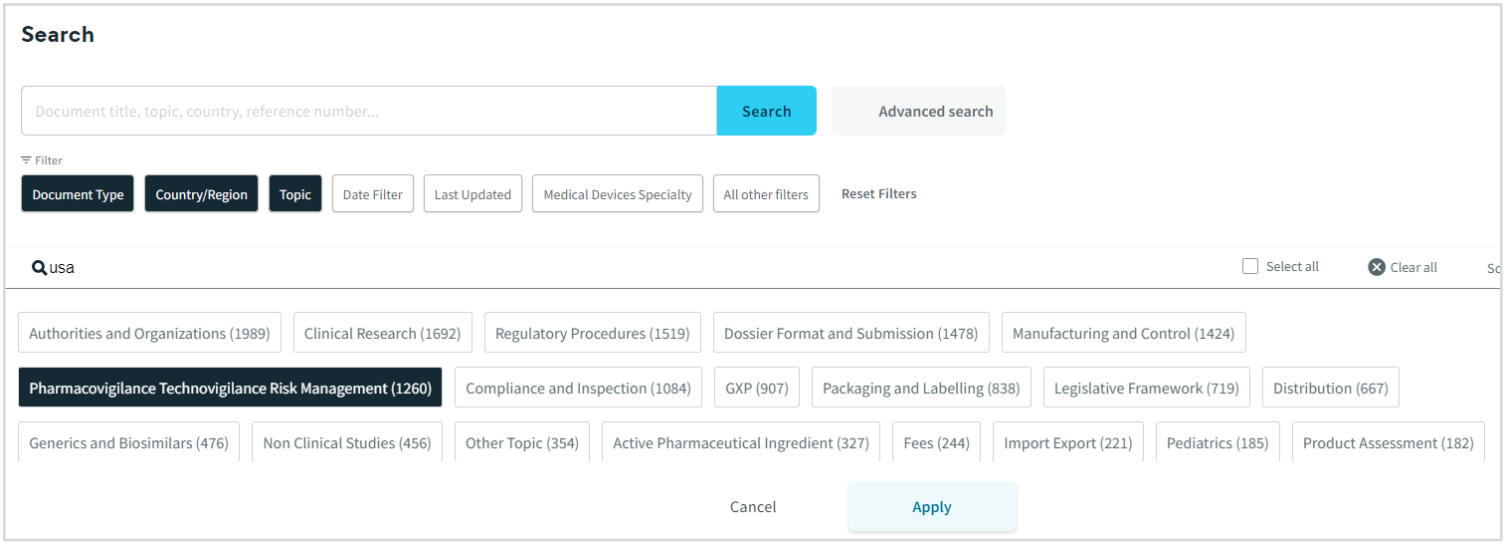
1. Start by clicking on the **Source Documents** tab.
2. Click the **Document Type** tab and select **Guideline** from the list.



3. Next click **Country/Region** tab and select **USA** from the list that appears. You can also use the search tool to quickly find your term in the list. Click **Apply.** The tabs turn black once you've applied a filter.



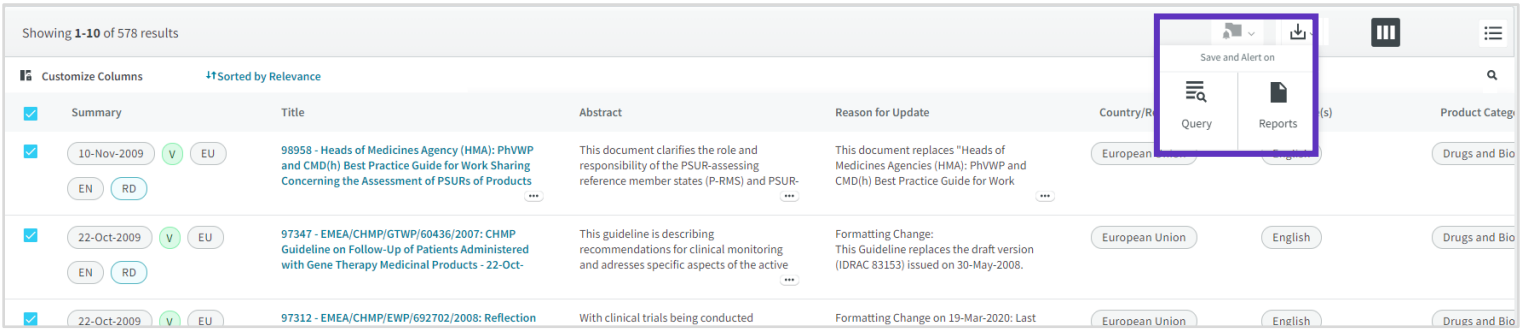
4. Next, open the **Topic** tab and select Pharmacovigilance Technovigilance Risk Management and click **Apply.**

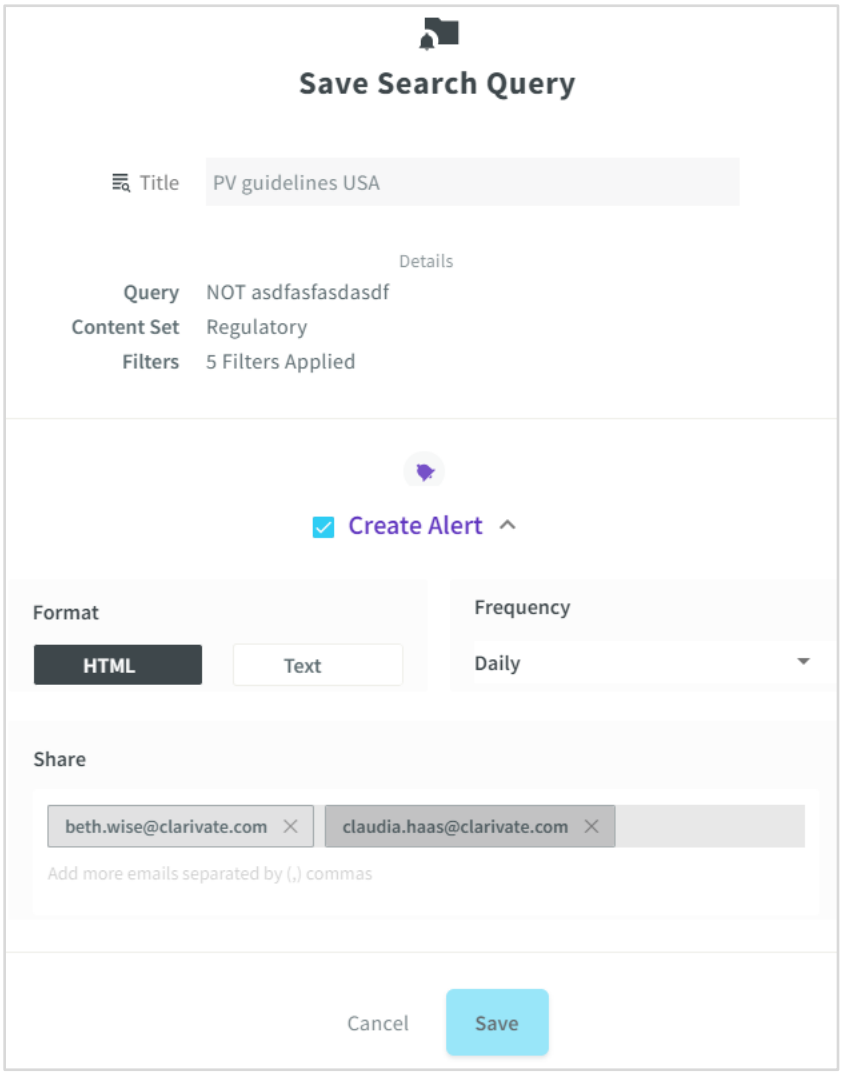


5. Once you have completed your search strategy click the **blue Search** button.

6. Now you see a results page with the reports that match your search query. To set up your alert click on the **Save and Alert** icon and select **Query.**

Choosing Query will ensure that your alert **finds new reports** added to Cortellis. **Choosing Reports** will only alert you when there is a **change to the reports you found in your original search**.





7. In the pop up enter **a title for your alert** in the Title field.

8. Click **Create Alert** and change the **Format and Frequency** if desired.

9. Click **Save.**

Going forward, you will receive an email on the day, week, or month depending on the frequency you selected, that valid U.S. guidelines mentioning PV or its synonyms are added to Cortellis.

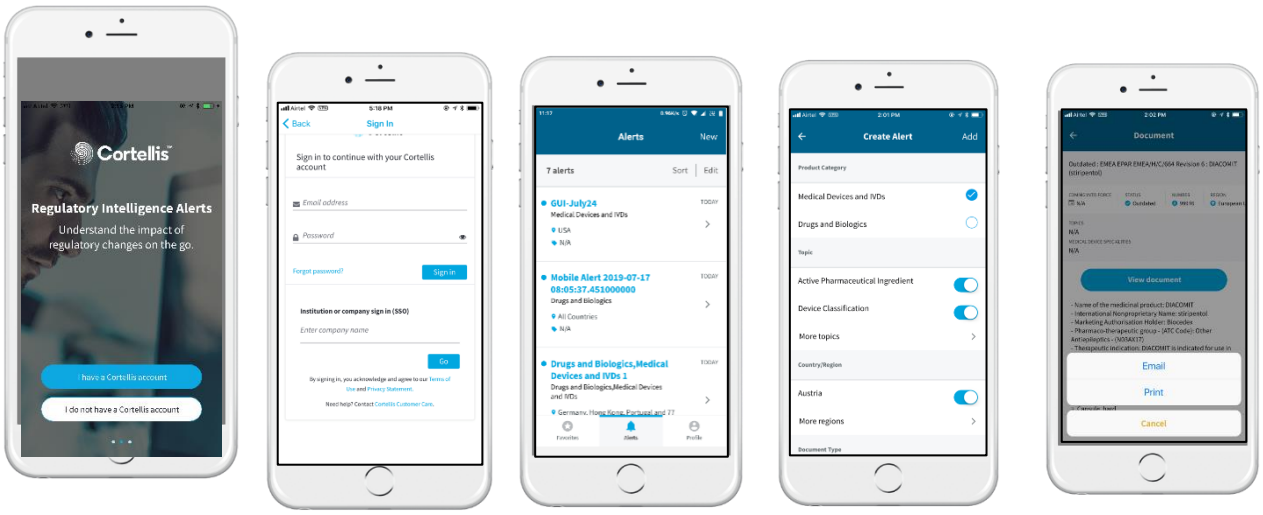
Cortellis Regulatory Intelligence Alerts Mobile App

If you are interested in receiving alerts to your phone so you can stay up to date while on the go, you can download the app now by scanning the codes below or searching for “Cortellis” where you buy apps.

Download for Android

Download for Apple

To log in simply enter your Cortellis login details, or if your company has SSO, select SSO and enter your corporate credentials. *



If you would like to set up a new alert via the app, simply select New from the top of the Alerts panel, select your preferences, and choose a name for the alert. Your new alert will also appear in Cortellis.com.

You can share the alert by opening the alert and choosing Select from the top left and then share. You can also choose to favourite your alerts to read them offline.

If your interests have changed, you can change your interest settings from the Profile tab at the bottom of the app screen.

*Some companies have opted out of searching for their company name in the SSO log in. Users from these companies will not be able to use the app.

For more information contact Customer Service at **LS Product Support**