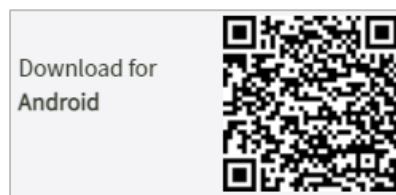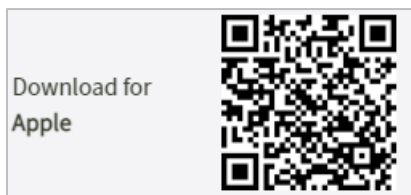# Cortellis Regulatory Alerts mobile app

**The Cortellis Regulatory Alerts mobile app keeps you up to date with the regulatory landscape by delivering daily updates to your mobile device. You will have at-your-fingertips access to your Cortellis regulatory alerts whilst travelling or whenever you are unable to access the Cortellis web platform (**Cortellis.com**). The mobile app provides the following benefits:**

- Search on the go! The app includes fully functioning search and filtering that mirrors the desktop application
- Be notified when new content has been added or existing content has been updated
- Import existing alerts from Cortellis.com
- Create new alerts from the app on subject areas and geographic regions of interest
- View documents and associated data
- Save important documents in your own offline library and be notified whenever your favourite documents are updated
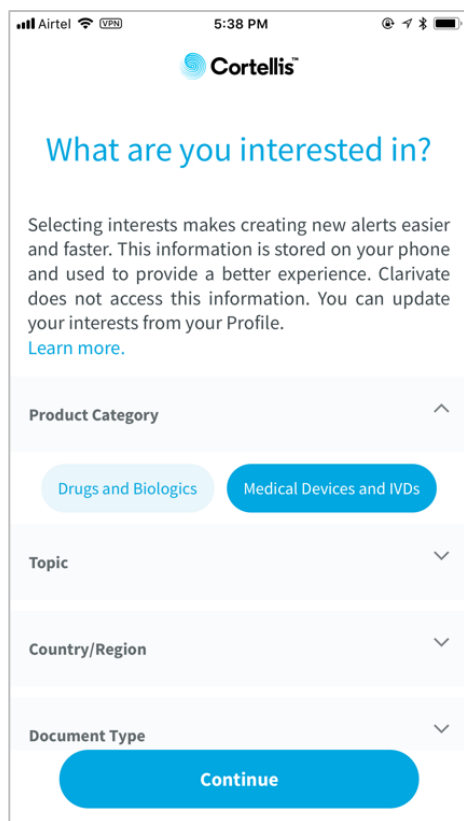- Print documents from wireless-enabled printers and email document links to colleagues

**To get the app running, please follow these simple steps:**

1. **Download** the Cortellis Regulatory Alerts mobile app by using these links:



2. After download, **tap the Cortellis app icon**. You will briefly see a splash screen as the app loads. Once loaded, a button appears, stating "**I have a Cortellis account**". After tapping this button, the sign in screen will be visible. Enter your **Cortellis credentials** and tap **Sign in**.
3. If you log in using Single Sign On (SSO) tap the **Sign in with SSO** link located at the bottom of the sign in screen, enter your **company name*** and tap **Go**. Next, you will be prompted to **enter your corporate credentials**. Once entered, the app login process will be completed.

*Some SSO Companies have not opted to use the Sign in with SSO link and therefore will not be able to use the app.
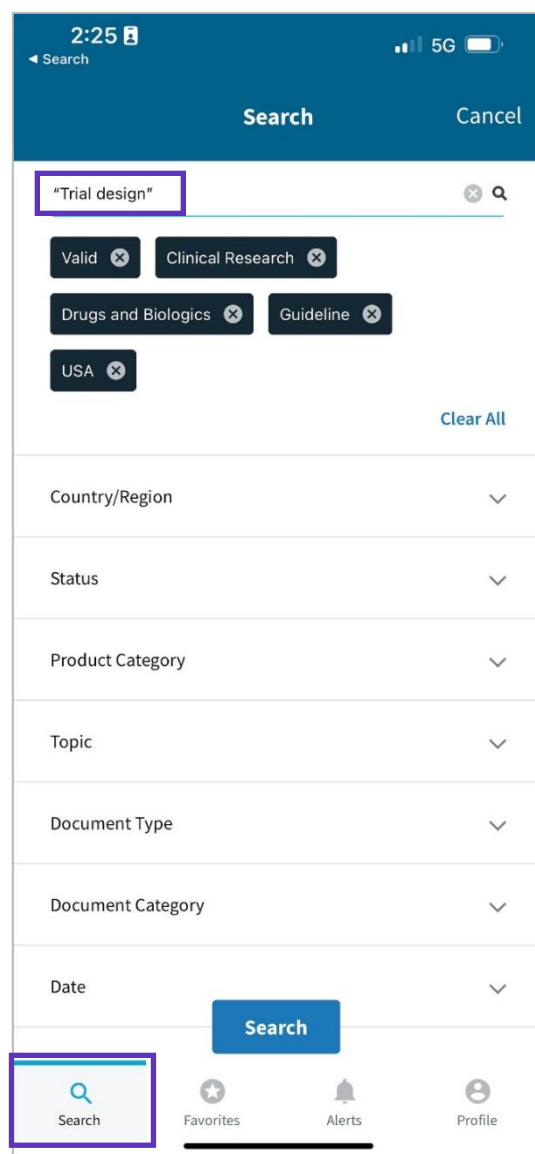
## Your interests

**1.**     After signing in for the first time, you will be prompted to select **Your interests**. Pick your preferred product categories if you have access to both Drugs and Biologics and Medical Devices and IVDs, topics, countries/regions, document types and/or document categories and tap **Continue**.

**2.**     This step can be skipped, but its information can be used as default settings to make creating new alerts on the app faster and easier. You can update your interests from your **Profile** at any time.
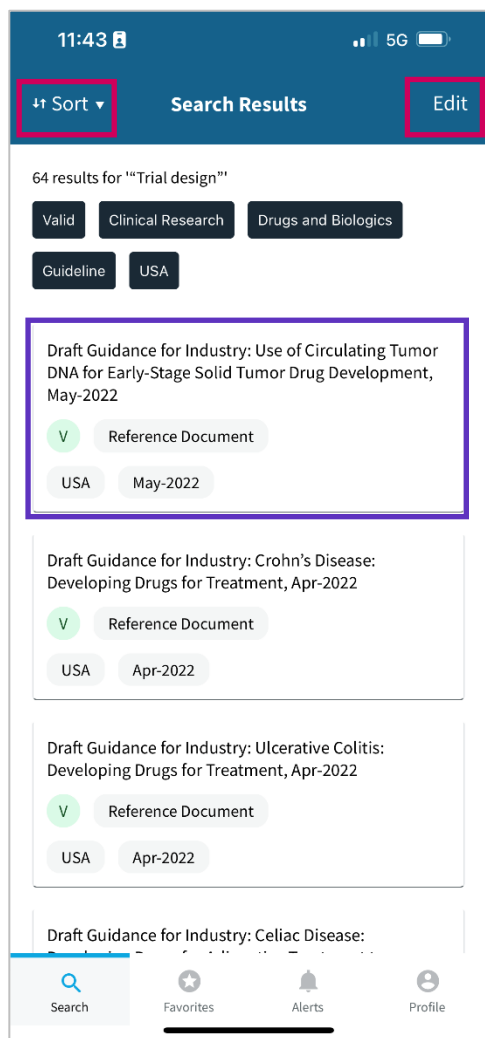
## Search

Find documents on the go with the fully functioning search that uses keywords/phrases and filters in the same way as search on Cortellis.com.

*Example: Find all valid FDA guidelines on clinical research that mention trial design*



1.  Click the **Search icon** on the left-hand side of the bottom navigation bar
2.  Enter the phrase **"trial design" in the search bar**. Enclosing the phase in quotes will search as a phrase
3.  Click the **Country/Region filter** and select **USA**. Selected filters appear in black at the top
4.  Under **Status** choose **Valid**
5.  Those with Drugs and Biologics and Medical Devices and IVD's can limit to just one of these Products under Product Category if desired
6.  Under **Topic** choose **Clinical Research**
7.  Under **Document Type** select **Guidelines**
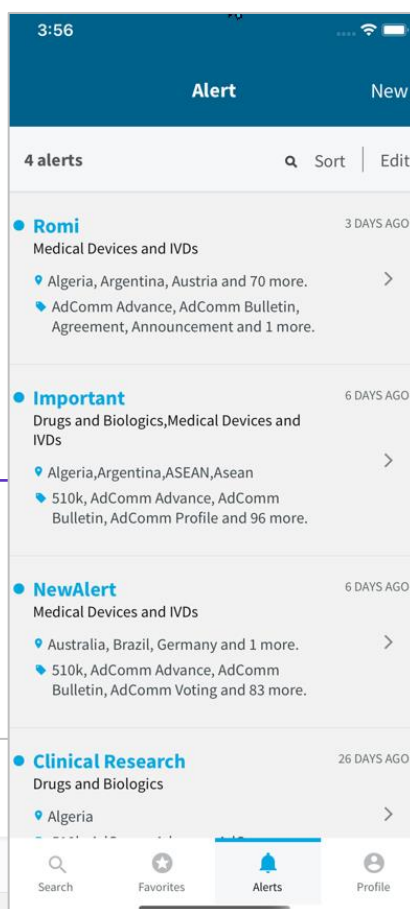8.  Click the blue **Search** button to view your results
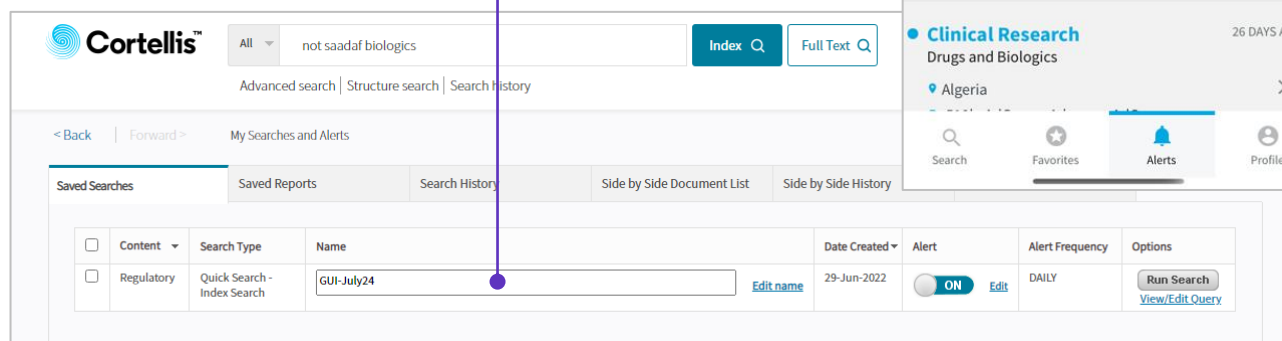
## Search results

1.     Click document titles to view
2.     Select Sort to change how documents are sorted. Default is by date with the newest documents first
3.     Click Edit to add/remove search terms and filters

## Alerts exported from Cortellis.com

1.     Alerts set up on Cortellis.com are automatically imported and listed on the mobile app's Alerts screen.
2.     If you have daily/weekly/monthly alerts set up on Cortellis.com, you will also receive daily/weekly/monthly notifications to your device when there are content updates.
Please note that alerts created on Cortellis.com take 24 hours to appear in the App.
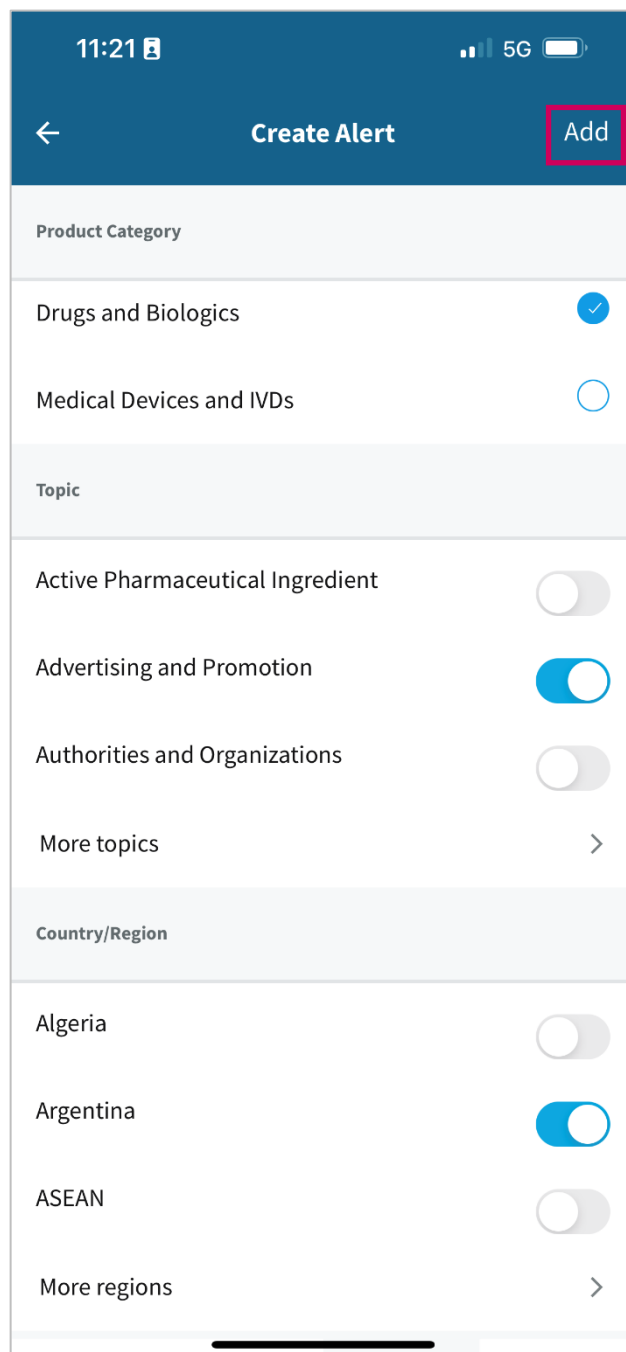
**Alerts in Cortellis.com**

**Create new alerts from the app**

1. Tap **New** at the top right of the app's Alerts screen. If you have Your interests set up, the pre-selected options will be suggested. **Make changes as needed by activating/deactivating the toggle bars** for product categories, countries/regions, document types and/or document categories

2. You can select a subset within each section. Tapping **More** ("More topics", "More regions" etc.) **will give you the full lists.** You can use the search tool to identify relevant alert criteria. Activate the associated toggle bar(s) and tap **Done** to return to the Alerts screen

3. Once all relevant options have been selected, tap **Add to save the alert**. If an alert has a topic selected, the topic will be taken as default alert name. If there is no topic, you will be prompted to enter a name for the alert

4. Your alert is created, and you will receive a confirmation message by email. Alerts created on your mobile device will have a daily frequency by default

**Receiving alerts**

Alerts will now appear in your mobile device's notifications and via email to the email address used to set up your Cortellis.com account.

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