The Weekly Update – Never miss important regulatory changes

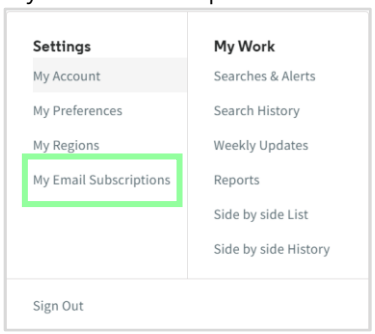
***Note:** The email versions of the Weekly Update, and its previous version the Weekly Alert, are deactivated by default. Even if you previously subscribed to the Weekly Alert you need to turn on the Weekly Update to start or continue receiving emails.

Follow this guide to quickly set up your Weekly Update with all the new and updated regulatory documents you need to ensure compliance. You'll then receive an email every Monday with a link to your customized Weekly Update.

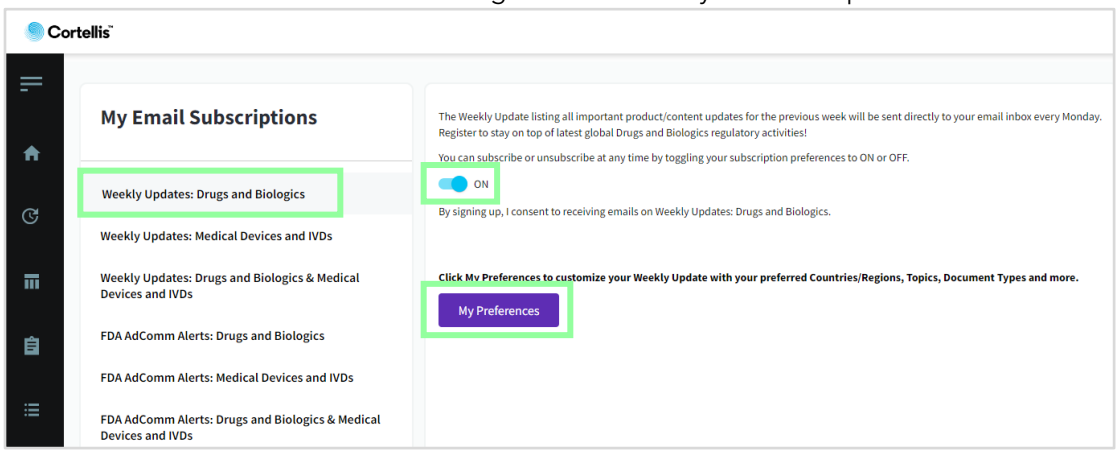
Example: Let's create a Weekly Update that covers guidances on Pharmacovigilance and Risk Management for North America and European countries for the Drugs and Biologics content.

Turning on your Weekly Updates

1. After logging into Cortellis hover over your name in the upper right-hand corner of the screen and select My Email Subscriptions under Settings.



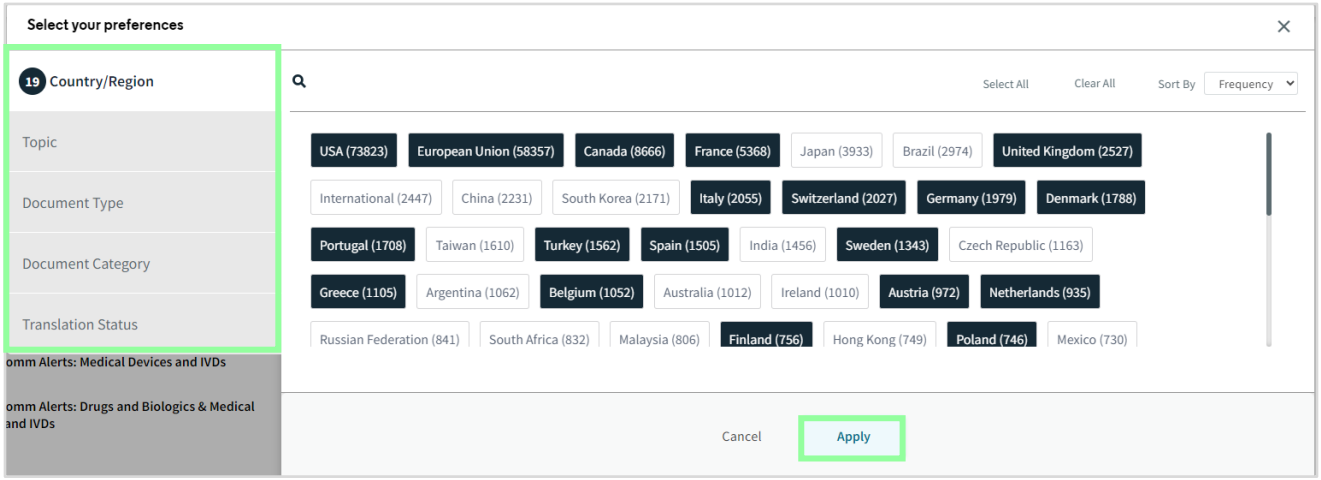
2. Select the content type you want to track. For this example, select Drugs and Biologics. What's visible to you is based on your subscription so all options might not be shown.
3. Next toggle the button from OFF to ON.
4. To customize click My Preferences. If you do not choose any customizing options, your Weekly Update will cover all content for the countries/regions covered in your subscription.



Customizing your Weekly Updates

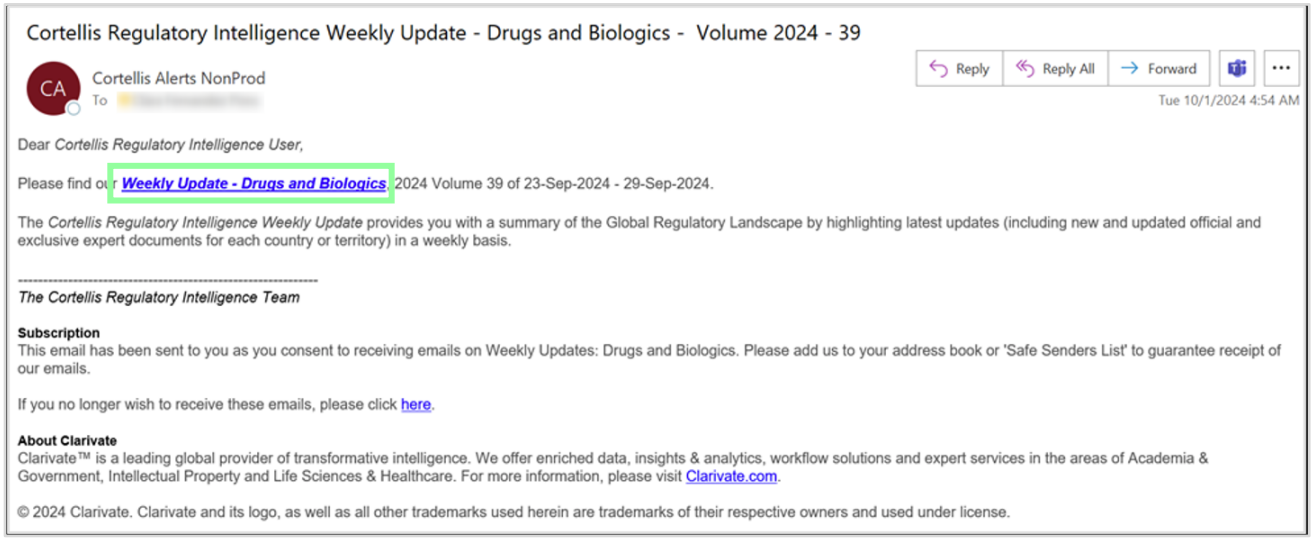
5. Use the filters on the left to Select your preferences. For this example, select Country/Region and click on the North American and European countries you want to track.
6. Next click on Topic and select Pharmacovigilance Technovigilance Risk Management, then Document Type and Guideline. Be sure to click Apply when you are done with your filters.

Your Weekly Update is now configured.

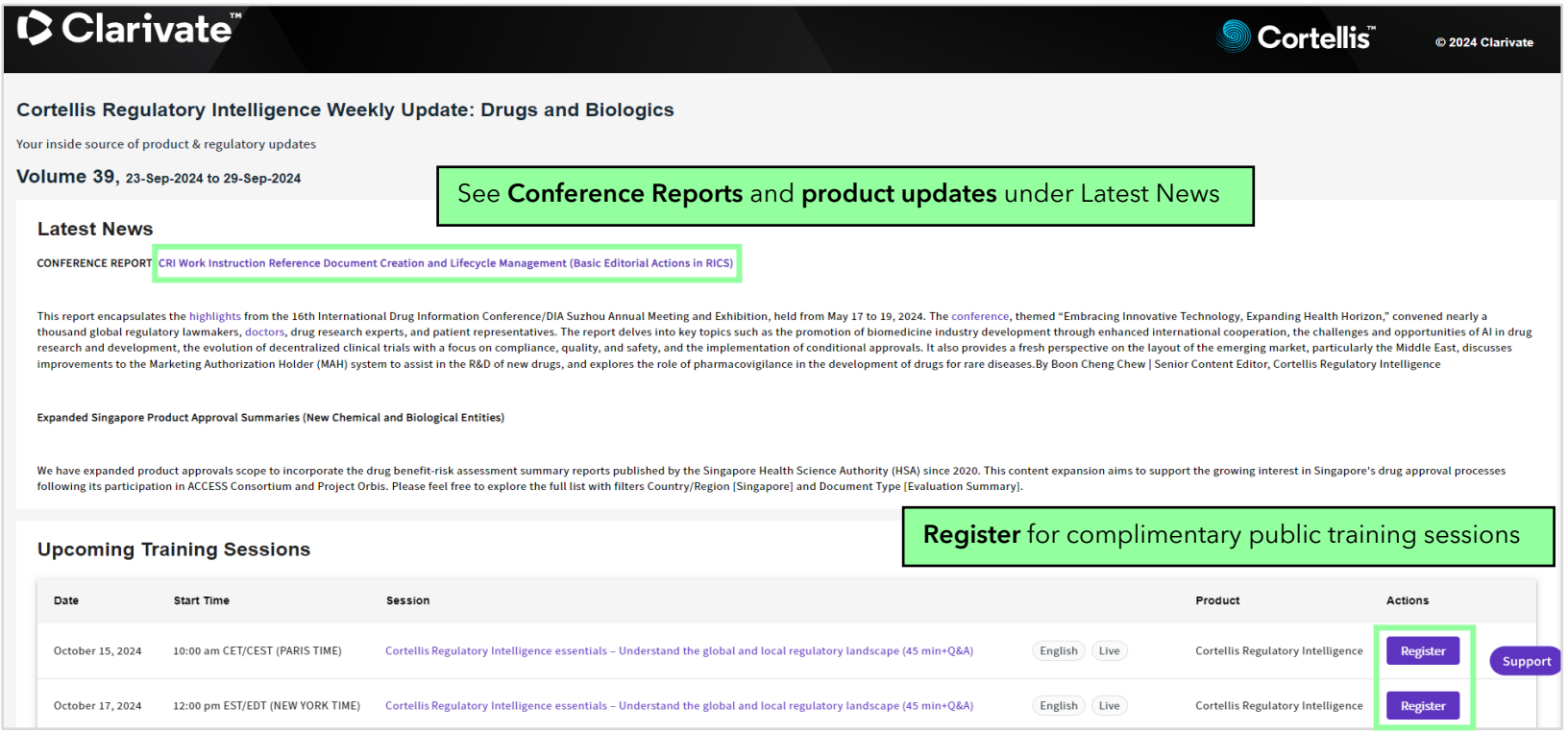


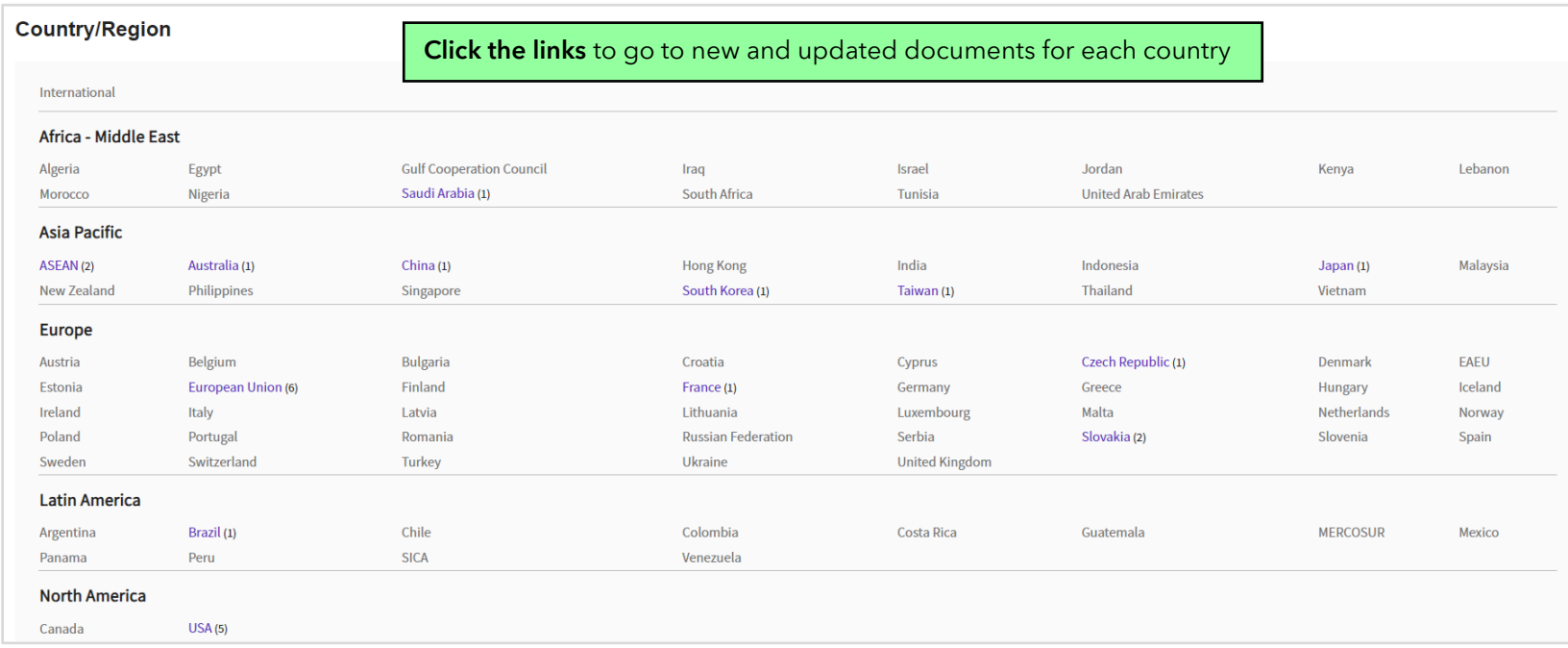
Weekly Update Email

You will begin receiving your Weekly Update email the Monday after set up. Click the link to open the Weekly Update. If you are not logged in to Cortellis you will be propted to log in first.



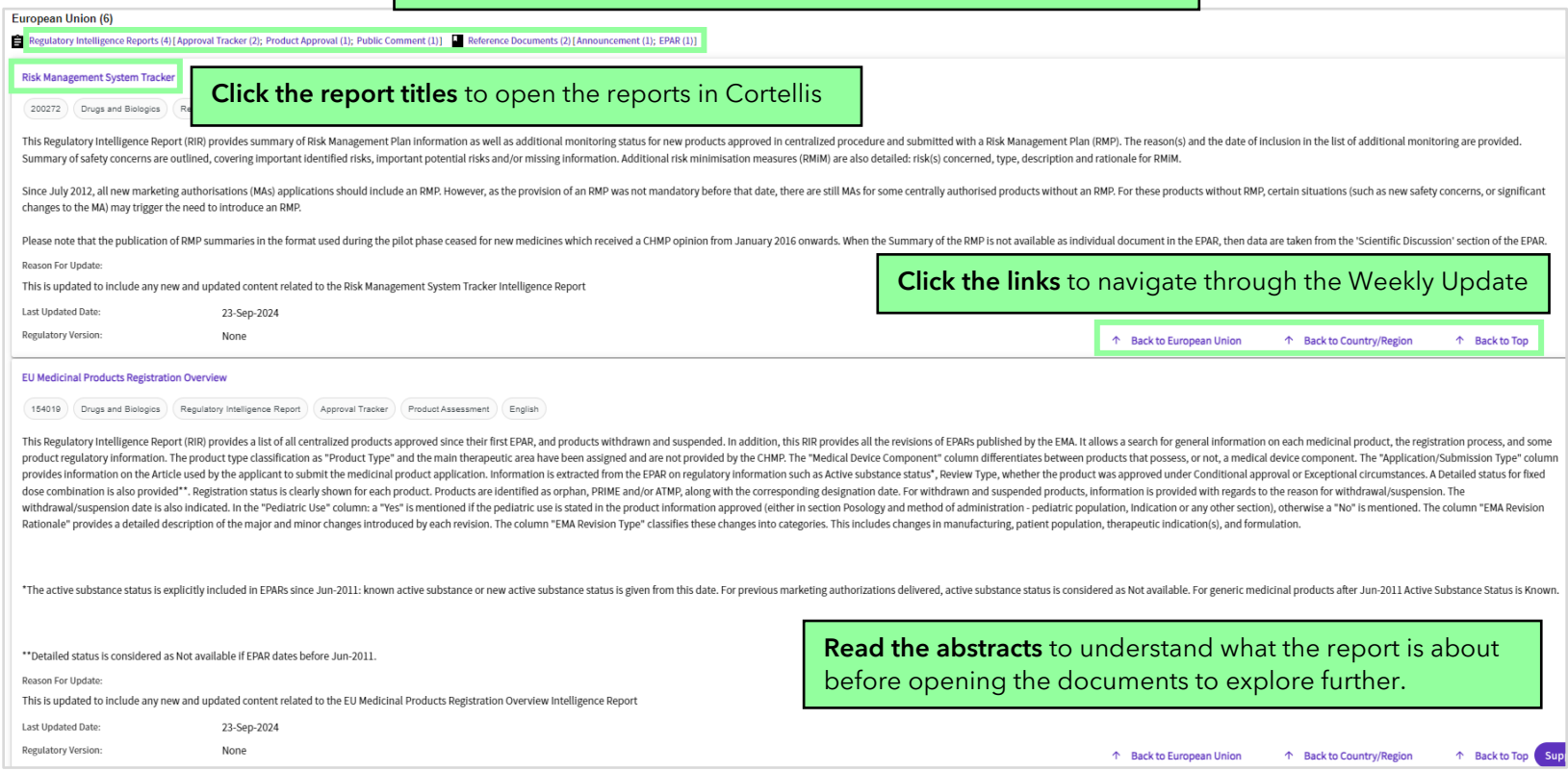
Weekly Update





Weekly Update

Click the links to jump to each report type for the country/region



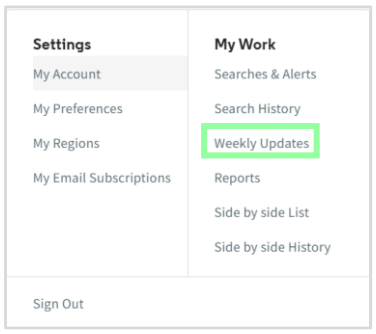
Click the report titles to open the reports in Cortellis

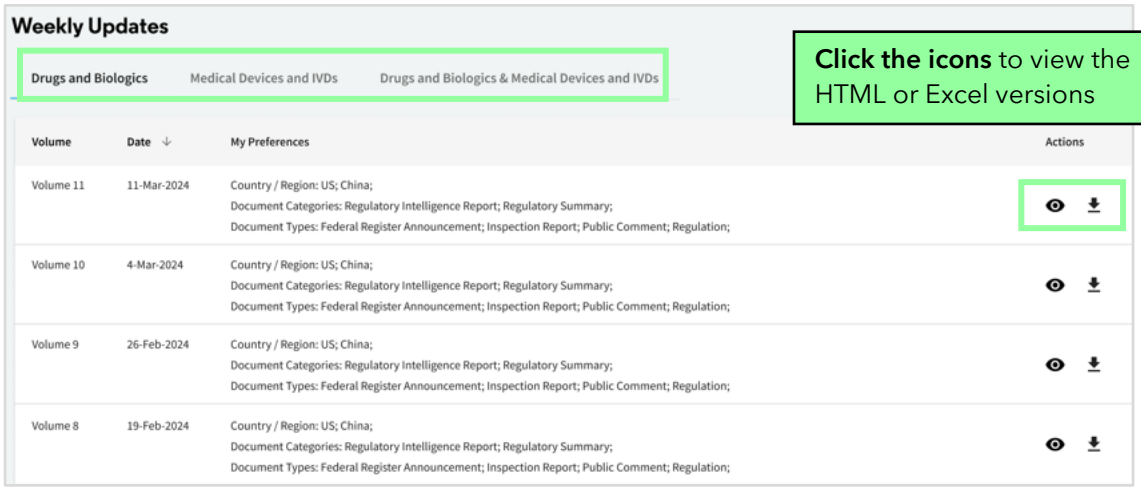
Click the links to navigate through the Weekly Update

Read the abstracts to understand what the report is about before opening the documents to explore further.

Viewing previous and Excel versions

Back in the Cortellis platform, hover over your name in the upper right corner and select Weekly Updates. Then select the version from the tabs at the top.





Click the icons to view the HTML or Excel versions

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