

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.

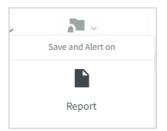
Regulatory	🗹 Drugs & Biologics 🛛 🗹 Medical Devices & IVDs	1. Access the relevant documents
All Comparison Tables Intelligence Re	eports Regulatory Summaries Source Documents	your alerts. To browse documer go to the Cortellis
Browse Search Filter by Country / Region	Q ⓒ Expand all ↔ Collapse all	Home Page and for example, click on Regulatory Summaries.
 Drugs and Biologics Authorities and Organizations 	Wedical Devices & IVDs Medical Devices Regulatory Framework	Find your topic in th
 Introduction Ministry of Health / Medicines Regulatory Agency Joint Agency 	Algeria, Argentina, Australia, Austria, Belgium, Brazil, Bulgaria, Canada, Chile, China, Colombia, Costa Rica, Croatia, Czech Republic, Denmark, Egypt, Estonia, European Union, Finland, France, Germany, Greece, Guatemala, Hong Kong, Hungary, India, Indonesia, Iraq, Ireland, Israel, Italy, Japan,	page to find Pharmacovigilance and Risk Manageme
 International and Regional Bodies Association of Southeast Asian Nations (ASEAN) Central American Integration System (SICA) 	Jordan, Kenya, Latvia, Lebanon, Lithuania, Malaysia, Mexico, Morocco, Netherlandis, New Zealand, Nigeria, Norway, Panama, Peru, Philippines, Poland, Portugal, Romania, Russian Federation, Saudi Arabia, Serbia, Singapore, Slovakia, Slovenia, South Africa, South Korea, Spain, Sweden, Switzerland, Taiwan, Thailand,	Click on the Country interest, for our example click USA , t
Pharmacovigilance and Risk Management Algeria, Argentina, Australia, Austria, Belgium, Brazil, Bulgaria, Canada, Chile, Chile, China, Colombia, Costa Rica, Croatia, Czech Republic, Denmark, Egypt, Estonia, European Union, <u>Finland</u> , France, Germany, Greece, Guatemala, Hong Kong, Hungary, India, Indonesia, Iraq, Ireland, Israel, Italy,	Tunisia, Turkey, USA, Ukraine, United Arab Emirates, United Kingdom, Venezuela, Vietnam In Vitro Diagnostics Regulatory Framework Algeria, Argentina, Australia, Austria, Belgium, Brazil, Bulgaria, Canada, Chile, China, Colombia, Costa Rica, Croatia, Czech Republic, Denmark, Egypt, Estonia, European Union, Finland, France, Germany, Greece, Guatemala, Hong Kong, Hungary,	open the document
Japan, Jordan, Kenya, Latvia, Lebanon, Lithuania, Malaysia, Mexico, Morocco, Netherlands, New Zealand, Nigeria, Norway, Panama, Peru, Philippines, Poland, Portugal, Romania, Russian Federation, Saudi Arabia, Serbia, Singapore, Slovakia, Slovenia, South Africa, South Korea, Spain, Sweden, Switzerland, Taiwan, Thailand, Tunisia, Turkey, USA, Ukraine, United Arab Emirates, United Kingdom, Venezuela, Vietnam	India, Indonesia, Iraq, Ireland, Israel, Italy, Japan, Jordan, Kenya, Latvia, Lebanon, Lithuania, Malausia, Maxico, Morocco, Notherlande, New	

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

🗮 Title	US PV Sumn	nary Updates	5	
Reports Content Set	1 (Reports) Regulatory	Deta	ls	
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beth.wise@clariv Add more emails se			@clarivate.com \times	



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.



Regulatory	Covid-19 Regulation T	racker			Drugs & Biologics	Medical Devices & IVDs	
All	Comparison Tables	Intelligence Reports	Regulatory Summaries	Source Documents			
Search							View all
			Search Advar	ced search			
≂ Filter Document Type Co	untry/Region Topic Date Filter	Last Updated Medical Devices S	All other filters Reset Filters				
۹						Select all 🛛 🔇 Clear all	Sort by Frequency
510(k) (25977) Gu	ideline (23035) EPAR (20273)	Meeting (11915) Supplement	tal Approval - NDA (11214) Federal Re	gister Announcement (10180) Form (6860) F	Press Release (6630) Wan	ning Letter (6313)
Public Comment (552	7) Inspection Report (5462)	Report (4897) Curriculum Vitae	e (4806) Product Miscellaneous (4791	Notification (4675)	Information Note (4082	2) Other type (3996)	Decree (3951)
Order (3739) Circ	ular (3025) Notice (3011) Qu	estions & Answers (2805) Anno	puncement (2794) Regulation (2724)	Law (2422) Provision	CHMP opin	ion (2275) Newsletter (21	169)
			Cancel	pply			

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.

Search					View all	
	Search	Advanced search				
⇒ Filter Document Type Country/Region Topic Date Filter Last Updated Medical Devices Specialty	All other filters	Reset Filters				
usa			Select all	😢 Clear all	Sort by Frequency	
Country/Region					My Regions	
USA (5616)						
	Cancel	Apply				

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



Search	
	Search Advanced search
マ Filter Document Type Country/Region Topic Date Filter Last Updated Medical Devices Speciality	All other filters Reset Filters
Qusa	Select all Sclear all Sc
Authorities and Organizations (1989) Clinical Research (1692) Regulatory Procedures (1519)	Dossier Format and Submission (1478) Manufacturing and Control (1424)
Pharmacovigilance Technovigilance Risk Management (1260) Compliance and Inspection (1084)	GXP (907) Packaging and Labelling (838) Legislative Framework (719) Distribution (667)
Generics and Biosimilars (476) Non Clinical Studies (456) Other Topic (354) Active Pharma	ceutical Ingredient (327) Fees (244) Import Export (221) Pediatrics (185) Product Assessment (182)
	Cancel 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**.

Showi	ing 1-10 of 578 results					2 ■ ~ ⊎ •	≔
Cu:	stomize Columns 41 Sorted b	y Relevance				Save and Alert on	٩
	Summary	Title	Abstract	Reason for Update	Country/Re	ery Reports	Product Catego
~	10-Nov-2009 V EU EN RD	98958 - Heads of Medicines Agency (HMA): PhVWP and CMD(h) Best Practice Guide for Work Sharing Concerning the Assessment of PSURs of Products	This document clarifies the role and responsibility of the PSUR-assessing reference member states (P-RMS) and PSUR- 	This document replaces "Heads of Medicines Agencies (HMA): PhVWP and CMD(h) Best Practice Guide for Work	European		Drugs and Bio
~	22-Oct-2009 V EU EN RD	97347 - EMEA/CHMP/GTWP/60436/2007: CHMP Guideline on Follow-Up of Patients Administered with Gene Therapy Medicinal Products - 22-Oct-	This guideline is describing recommendations for clinical monitoring and adresses specific aspects of the active 	Formatting Change: This Guideline replaces the draft version (IDRAC 83153) issued on 30-May-2008.	European Union	English	Drugs and Bio
	22-Oct-2009 V EU	97312 - EMEA/CHMP/EWP/692702/2008: Reflection	With clinical trials being conducted	Formatting Change on 19-Mar-2020: Last	European Union	English	Drugs and Bio



Save Search Query							
🗮 Title	PV guidelines USA						
Query Content Set Filters	NOT asdfasfasdasdf	etails					
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HTML	Text	Daily	*				
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Add more emails separated by (,) commas							
	Cancel	Save					

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.

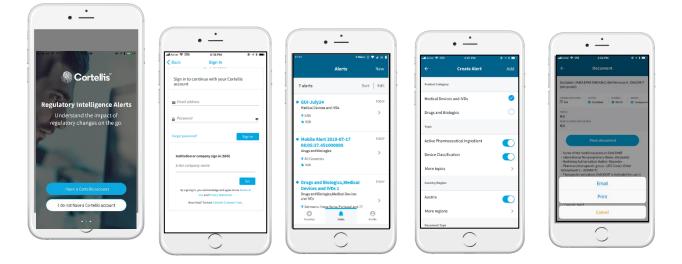
Download for Android



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

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