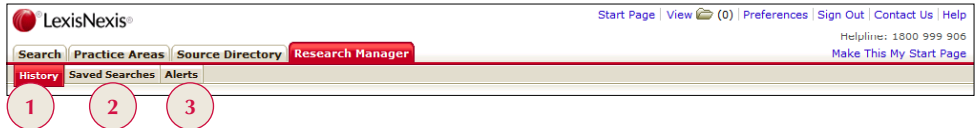


Research Manager

The Research Manager tab, located above the red line on the tool bar, provides you with three sub tabs: **History**, **Saved Searches**, and **Alerts**.



1. History - Recording recent search activity

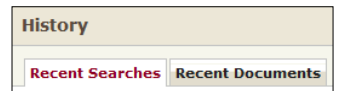
The History feature automatically archives recent searches and documents - cases, journals, and sections of a service - viewed.

Recent Searches

Each search you run is automatically archived for up to seven days. This allows you to **re-run a recent search** as originally constructed. You also have the opportunity to edit them first.

Recent Documents

Each document you view is automatically archived for 48 hours. This allows you to **retrieve any document you've viewed** without having to remember what search you performed to view the document originally.

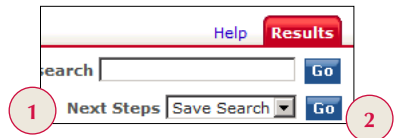


2. Saved Searches

The Saved Searches tab allows you to access all your Saved Searches.

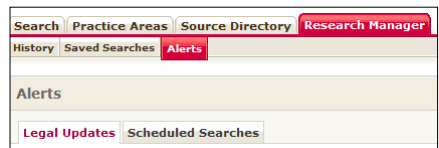
To Save a Search:

1. Run (or re-run) a search
2. After retrieving results, click on the drop-down next to **Next Steps** (1) after retrieving results
3. Select 'Save Search'
4. Click on **Go** (2)



3. Alerts

There are 2 functions in the Alerts section of the Research Manager: **Legal Updates** and **Scheduled Searches**.



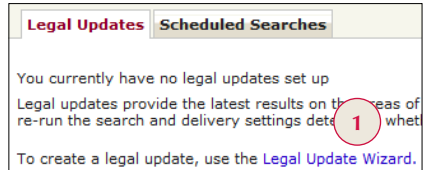
Research Manager | Helpline 1800 999 906 helpline@lexisnexis.com.au

Legal Updates

The **Legal Updates** tab allows you to access your current legal updates.

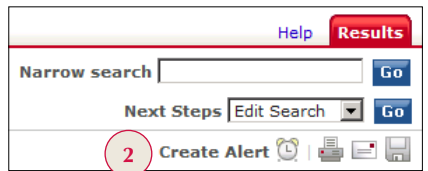
To set up a Legal Update

A very easy to follow Wizard is provided to help you set up Legal Updates. You can start this wizard by clicking on the Legal Update Wizard (1) link.



Scheduled Searches

The **Scheduled Searches** tab allows you to access your current Scheduled Searches.



To set up a Scheduled Search

- Once you have run a search, click on the Create Alert icon (2) at the top right of your screen
- Give the scheduled search a name (3)
- Select how frequently you want the search to run, e.g., daily, weekly, monthly (4)
- Enter an email address to specify where you want the results to be sent (5)
- Choose your notification and results format preferences (6)
- Click the **Save** (7) button

You can delete and modify alerts from within the Research Manager. You can also view the results from previous alerts by clicking on the + symbol next to the alert name.