

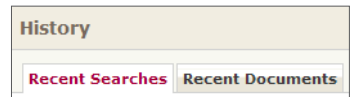
Research Manager

The Research Manager tab, located at the top of the Home Page, provides you with three sub tabs: **History**, **Saved Searches**, and **Alerts**.



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 seven days. The system will keep the last 100 searches. This allows you to **re-run a recent search** as originally constructed. You also have the opportunity to edit them first.

Recent Documents

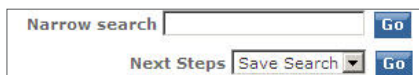
Each document you view is automatically archived for 48 hours. This allows you to **retrieve any document you've viewed** without having to remember what search you performed to find the document originally.

Saved Searches

The Saved Searches tab provides you with the facility to access all Saved Searches.

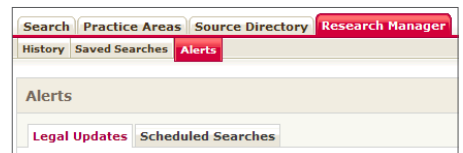
To save a search:

- Run (or re-run) a search
- After retrieving results, click on the drop-down next to **Next Steps**
- Select "Save Search"
- Click on **Go**



Alerts

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



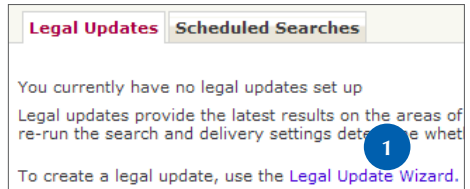
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Legal Updates

The **Legal Updates** tab allows you to access the list of your current legal updates. Legal Updates notify you of new journal and newsletter issues and cases from Australian Current Law Reporter.

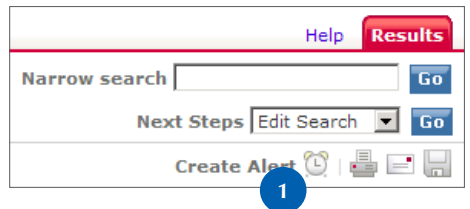
To set up a Legal Update

To establish legal updates follow the steps outlined in the Legal Express Update Wizard (1).




Scheduled Searches

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



To set up a Scheduled Search

- Once you have run a search, click on the Create Alert icon (1) at the top right of the screen.
- Give the scheduled search a name (2).
- Select how often you want to run the search, e.g. daily, weekly, monthly (3).
- Enter an email address to specify where you want the results to be sent (4).
- Tick the box “alert me only if there are new results” (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 new results by clicking on the  symbol next to the alert name.