# Creating a Product Alert

A product based alert notifies you via email when new content is added to a specific Checkpoint product. This can be applied to any product, and is especially effective when used in conjunction with News/Bulletins or Alerts that you subscribe to.

Step 1: Click onto the *Research* link located in the black toolbar and select the product you want to set up the alert on. Your product list is located below the search template.

Step 2: Click the Alert icon ⚠ located in the white toolbar.

Click the + icon to view available products in each Content group.
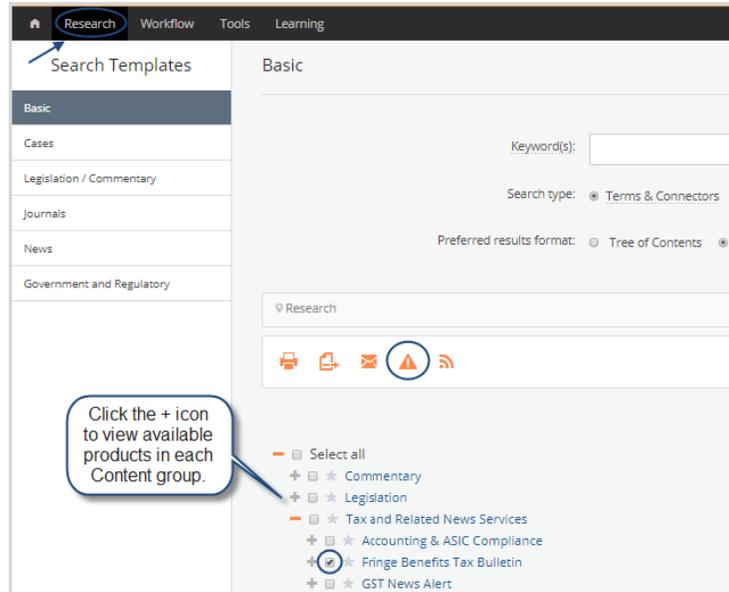
Step 3: From the *Customise your Alert* screen:

- enter an Alert name
- change any alert settings if required
- click Save Alert.

**It is recommended that you leave *Email even when no results returned* set to No which means you will only receive an email when new results have been found.

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You will be directed to your Alerts screen, where you will see the Alert you just created. This indicates that the Alert is saved and active. No further steps are required.

Optional: You can review and manage your saved alerts at any time by clicking onto the Alerts link located in the orange toolbar.
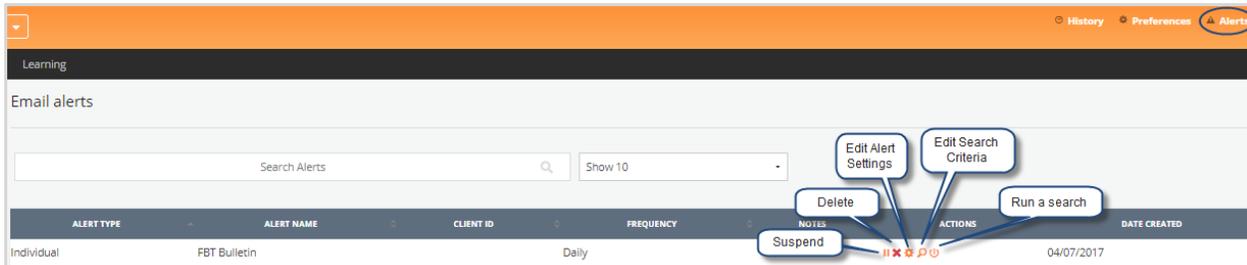
Did you know? You can also set up search based Alerts. After running your search, click onto the Alert icon. Once your Alert is saved, you will receive an email notification when any documents are added to Checkpoint that meet your search criteria.