

Creating Alerts

Learn how to create and manage alerts in Compass.

In Compass, alerts are associated with binders, so to create an alert, we have to start with a binder.

Suggested viewing: Binders 101

Once you've created a binder, make sure to save it. A yellow icon next to the binder name means there are unsaved changes.

To Save:

- Click **FILE**.
- Click **Save** for a custom built binder.
- Click **Save As** for a pre-built binder, (e.g. a "Quick Profile", Report, or shared).

To set up your alert:

- Click **FILE**.
- Under **Your Alert**, choose a notification frequency.
- That's it! You'll be notified when there are changes to ANY of the tabs in your binder. One alert covers the entire binder.
- To turn the alert off, under **Your Alert** set the frequency back to **None**.

DocketNavigator Home Pricing Articles **Training Center** Contact

Getting Started

Binders 101
A great place to start training! Learn how the Compass binder system will help you work smarter and faster by bundling searches and analytics.
Length 4:01

Saving and Sharing Binders
Learn how to quickly share your research with your team.
Length 1:24 | [Download Guide](#)

Creating Alerts
Learn how to create and manage alerts, how to bundle multiple alerts into a single email, and how to share alerts with other people.
Length 2:09

Exporting Binders
Learn how to export the tabs in your binder as a single file.

Coming Soon

FILE Save Save As Revert To Last Save Rename Delete Export Binder To XLS Your Alert: None Share Alert Share Binder Bookmark

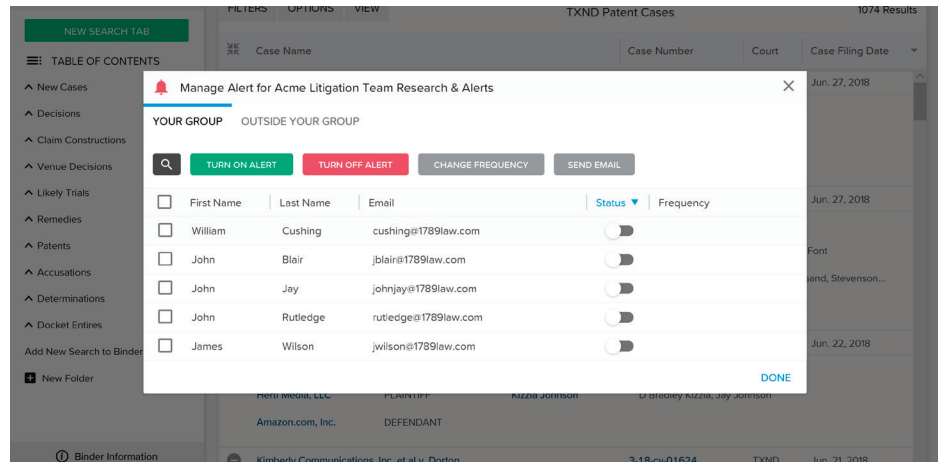
Acme Litigation Team Research & Alerts FILTERS OPTIONS VIEW

TXND Patent Cases (Copy) 1074 Results

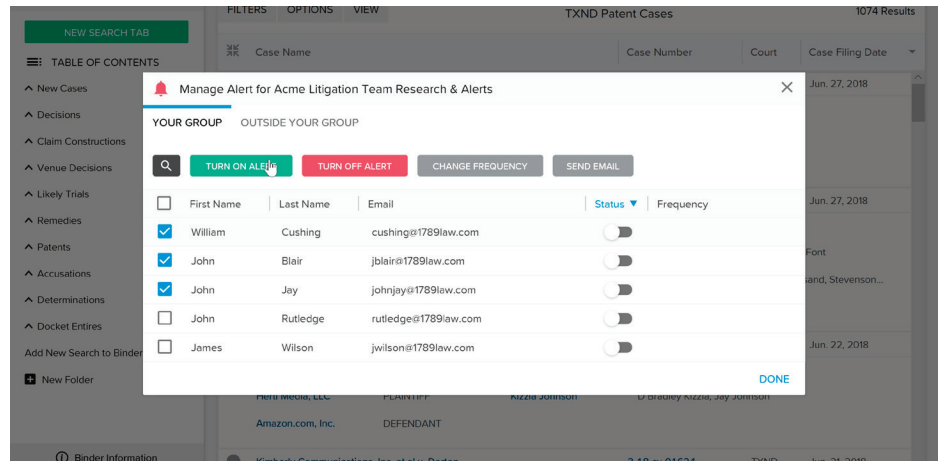
Case Name	Case Number	Court	Case Filing Date
Poly-America, LP v. Berry Global Group, Inc.	3:18-cv-01679	TXND	Jun. 27, 2018
Poly-America, LP	PLAINTIFF	Patterson + Sheridan	Jerry R Selinger, Kylie K Cameron
Berry Global Group, Inc.	DEFENDANT		
Inergetic AB v. Murata Electronics North America Inc	3:18-cv-01686	TXND	Jun. 27, 2018
Inergetic AB	PLAINTIFF	Ferraiuoli	Eugenio J Torres Oyola, Jean G Vidal Fort
Inergetic AB	PLAINTIFF	Ni Wang & Massand	Hao Ni, Krystal L McCool, Neal G Massand, Stevenson...
Murata Electronics North America Inc	DEFENDANT		
Hertl Media LLC v. Amazon.com Inc	3:18-cv-01638	TXND	Jun. 22, 2018
Hertl Media, LLC	PLAINTIFF	Kizzia Johnson	D Bradley Kizzia, Jay Johnson

To set up an alert for someone else:

- Make sure your binder is saved.
- Click **FILE**.
- Select **Share Alert**.
- This will give you a pop-up window.



- Select the names of the new recipients.
- Click the green **TURN ON ALERT** button at the top.
- Select a frequency.
- Click **DONE** or close the box. The binder will automatically be shared and alerts will begin.
- To remove the alert, repeat the steps above and select the red **TURN OFF ALERT** button.



- You can also share alerts from your **Binder Wall**. Watch the Navigating the Binder Wall video for more information.
- To manage your list of existing alerts, select **Alerts** in the main menu. Watch the Manage Your Alerts video for more information.



Please send an email to contact@docketnavigator.com if you have any questions. We're always happy to help.

