

Setting up an Alert on Intelligize

An alert is the quickest way to keep track of what's happening in your industry. Alerts enable you to gain immediate notice of relevant disclosures from companies of interest, identify changes to rules or regulations, monitor M&A activity, and track competitive activity—just to name a few topics.

Setting up Alerts is Easy

1. Run your search* and click the **Add Alert** button at the top of the search bar.
2. Name your alert.
3. Choose how you want to be notified (through the Intelligize platform, or via email to yourself and/or colleagues).
4. If you choose email, you can also select whether you'd like a link to the relevant documents only, or whether you'd like the documents attached as well.
5. Finally, you can choose when you want to receive your alert. (Some users like to receive their alerts immediately upon a new event, while others prefer them to be grouped together and emailed on a specific day and time.)

**Note: if you choose a date in your search, you will not be able to set up an alert. Think of it this way, an Alert is forward looking. When you fill in a date, you are looking at historical data.*

To retrieve your alerts, click on the **Alert** button at the top of the screen between the **Search** bar and **Workspace** button. Here you can view, edit or delete existing alerts. Alerts are specific to each application in Intelligize, so you need to be in the app to retrieve your alert.

An Example

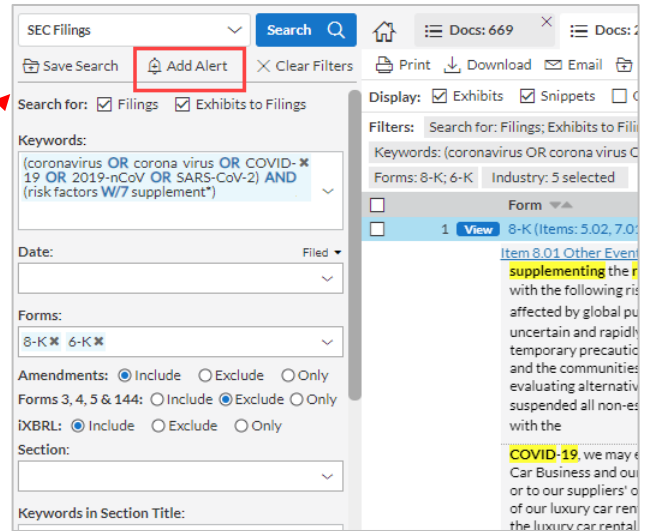
Challenge: You want to find the latest Risk Factors as found on 8-K and 6-K supplements to risk factors based the Coronavirus as reported by your peers in the banking industry – and be notified of future filings.

Solution: Open the **SEC Filings** application. You can search the Coronavirus related Sample Searches (located on the far-right column) that have been set up by our team of experts or create your own search. In this example, we are searching the Sample Searches.

The screenshot shows the SEC Filings application interface. On the left, there are search filters for Keywords, Date, Forms, Amendments, and Keywords in Section Title. The main area contains two charts: 'XBRL Adoption Rate - 10-K Filings' and 'Filings by Industry - 10-Ks per Year'. On the right, there is a 'Sample Searches' list with a search input field containing 'coron'. A red arrow points to the 'Sample Searches' list.

Since you want to look at the banking industry, we can refine the Sample Search by using the Industry filter. Clicking the Search Button will display the results

The screenshot shows the SEC Filings application interface with the Industry filter set to 'bank'. The search filters on the left include Keywords, Date, Forms, Amendments, and Keywords in Section Title. The Industry filter is set to 'bank', and a list of industry codes is displayed, including 6021 - NATIONAL COMMERCIAL BANKS, 6022 - STATE COMMERCIAL BANKS, 6029 - COMMERCIAL BANKS, NEC, 6099 - FUNCTIONS RELATED TO DEPOSITORY BANK, and 6162 - MORTGAGE BANKERS & LOAN CORRESPOND.



Click the **Add Alert** button at the top of the filters and you will see a pop-up that lets you set the specific options for your alert. Clicking OK after choosing your preferences will save the Alert.

Reminders:

- You cannot use the date filter and create an alert
- Alerts are application specific

After setting up Alerts



At the top of the screen, you will see when you have alerts to review.

Add Alert ✕

Alert Settings:
 Alert Name:

Logic:
 Keywords: (coronavirus OR corona virus OR COVID-19 OR 201...
 Search for: Filings; Exhibits to Filings
 Forms: 8-K

Alert Type:
 Email Intelligize Notification RSS Feed

Email Settings:
 Recipients:

Separate multiple values with semicolon

By creating this alert, you understand that your name and contact details will be provided to the individuals you are registering to receive these alerts by way of notification and to facilitate any unsubscribe requests.

Contents:
 Hyperlinks to the documents
 Include documents as attachments
 Include text snippets from each document

Schedule:
 Send an email whenever a document triggers the alert
 Include the entire filing and all attached exhibits
 Group all alerts into one email sent:
 at