



Setting Up Tracker News

Tracker News is a customizable news delivery feature that alerts you of new tax developments on a daily basis. You can set up Tracker News searches specific to your areas of interest and have the results delivered to you via email or RSS feed – or you can view your Tracker News results within IntelliConnect. Whichever way you choose to view your daily Tracker News, IntelliConnect makes it easy to receive up-to-the-minute results of your Tracker News searches.

TIP: As opposed to jumbling all news topics of interest into one Tracker News request, categorize your Tracker news requests by topic by creating a separate Tracker News request for each topic, individually. You will find it to be a more efficient way to review your Tracker results (Figure 1).

TIP: If you wish to track a specific search term within the news released each day, the “Custom search terms” options will find only news documents from your chosen topics that include the custom search terms you add (Figure 2).

- Click on Tracker News within the Quick Bar.
- Click Add/Modify Trackers in the Tracker News pane.
- Click the Target icon  located to the left of any Trackers you want to add to customize the Tracker (i.e., Federal Tax News).
- When you click the Target  icon, the Tracker Customization dialog box for the selected Tracker displays.
- Click in the checkbox next to topic of interest you want to include in the Tracker (i.e., Corporate Tax).
- Click in the checkboxes next to any specific types of documents you want to include in the Tracker.
- Name the Tracker News search accordingly within the Tracker Title field (i.e., Federal Tax News – Corporate Tax).
- If you want to apply custom search terms to the Tracker, type the search terms in the Custom search terms field (i.e., AFR).
 - If you want to apply a thesaurus to the Tracker, click in the checkbox next to Apply thesaurus.
- Name the Tracker News search accordingly within the Tracker Title field (i.e., Federal Tax News – AFRs).
- Click OK.
- Click Add Tracker(s) at the bottom to start receiving your Tracker results.

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Figure 1

The screenshot shows the 'Tracker Customization' dialog box. The 'Tracker Title' is 'Federal Tax News - Corporate Tax' and the 'Default Title' is 'Federal Tax News'. Under 'TOPICS', 'Corporate Tax' is selected. Under 'Document Types', 'Congress', 'IRS Letter Rulings', 'Other Full Text Documents', 'White House', 'General Counsel Memoranda', 'Judiciary', 'Technical Advice Memoranda', 'Internal Revenue Service', 'Miscellaneous', and 'Treasury Department' are selected. The 'Narrow by Search Options' section is empty.

Figure 2

The screenshot shows the 'Tracker Customization' dialog box. The 'Tracker Title' is 'Federal Tax News - AFR' and the 'Default Title' is 'Federal Tax News'. Under 'TOPICS', all topics are selected. Under 'Document Types', all document types are selected. The 'Narrow by Search Options' section has 'Custom search terms' set to 'afr' and 'Apply thesaurus' is checked.

Receiving Report Letters via email and/or RSS feed

With IntelliConnect, you can easily choose to receive selected Report Letters via email. You can also receive selected Report Letters via an RSS feed.

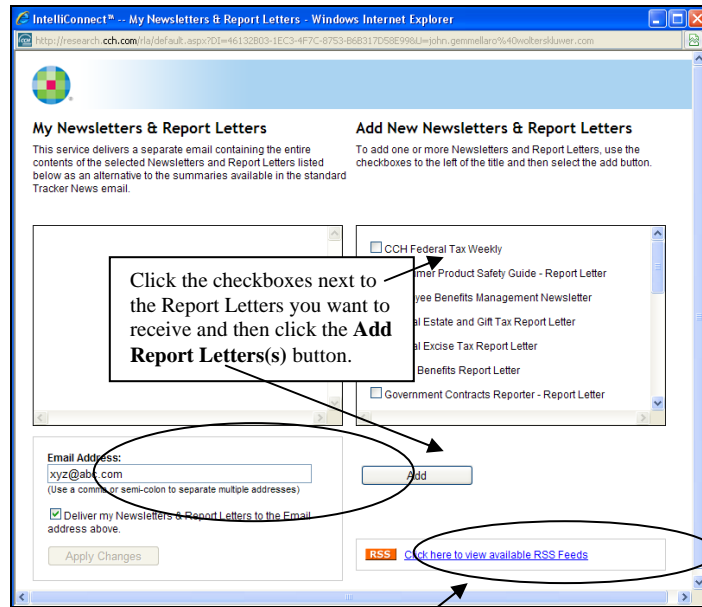
There are two ways you can receive Report Letters via email:

- You can subscribe to selected Report Letter alerts via the standard tracker process (see Setting Up Trackers above) and receive a Tracker Search email alert when a specified Report Letter has been published within IntelliConnect.
- You can choose to receive selected individual Report Letters in their entirety via email in IntelliConnect (see instructions below). In other words, each Report Letter is sent in a separate email with the title of the Report Letter in the subject line of the email message and the full text of the report in the body of the email.

Signing up for Report Letters to receive selected individual Report Letters in their entirety via email.

- Click the Tracker News link or icon located on the Quick Bar.
- The main Tracker News page displays on the right pane.
- Click the Sign up for E-Newsletters/Report Letters link
- The "My Report Letters" window is displayed and includes two main sections: My Report Letters and Add New Report Letters, along with an area in which you can verify or update your email address settings.
- Click the checkboxes next to the Report Letters you want to receive and then click the Add button.

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Add Newsletters & Report Letters to your RSS Reader

- At the bottom of the "My Report Letters" window, there is also a link to view available RSS feeds.
- Click on the RSS logo next to the title and follow on-screen instructions in the new window.