

Let Vellum come to you

Set up a topic once, then receive new matching records by email. Use your trial to build a monitoring routine around work you already do.

You will need: a signed-in account with trial or paid access for saved searches and email alerts.

01 Start with your topic

Open **Search**, type **age assurance** and press Enter. Scan the results: are these the publications you would want to hear about again? Begin with a clear topic, then refine it.

02 Refine the matches

Use **Scope** to choose a jurisdiction, such as the UK. You can also narrow by regulatory system, publishing regulator or organisation. Use **Topics** where useful. Review the results before creating the alert.

03 Choose your email update

Select **Set up alerts** above the results. Choose **daily** or **weekly**, then **links only** or **links + summary**, and save your settings. You can also add an alert when saving a search.

04 Keep the setup useful

Use **Save search** to keep a query you will reuse. Find saved queries in **My Space → Saved searches**. Manage or switch off email alerts in **My Space → Alerts & reminders**.

LOOK FOR THESE SEARCH CONTROLS

↗ Share

☰ Export ▼

📌 Pin

☆ Save search

🔔 Set up alerts

✦ Summarise

Save search keeps a reusable query. **Set up alerts** adds scheduled email updates for matching records.

YOUR FIRST RESULT

One useful topic, one saved search and one email alert. New matching records will come to your account's email address.

Try it: UK age assurance

This is a suggested setup you can adapt to your own work. It does not create an alert until you save the settings in the app.

WORKED EXAMPLE

Search	age assurance
Scope	Jurisdiction: United Kingdom
Date	Start without fixed date limits for ongoing monitoring.
Saved-search name	UK age assurance (suggested name)
Email frequency	Weekly for a roundup; daily for a closer watch.
Email content	Links + summary for a briefing alongside the links.

What will arrive?

Daily alerts are sent in the morning; weekly alerts are sent on Mondays. Matching alerts are combined into a digest. If there are no new matching records, no email is sent.

Choose the level of detail

Links only gives you the matching records to open. **Links + summary** adds a briefing; document summaries are included where available. Open the source links when you need the full detail.

Adjust the signal

If the matches are too broad, narrow the scope. If they are too sparse, remove a filter. Fixed date limits can exclude future publications, so check them when setting up ongoing monitoring.

Know what you have saved

A **saved search** reruns your query against the current record. An **alert** emails new matches. A **pinned record** keeps an individual item for reference; pinning alone does not set an email alert.

CHECK YOUR SETUP

Open My Space and check that your saved search and alert are listed. Keep the first alert focused on a topic you already follow, so you can judge how useful it is.

Next: Find the evidence you need · Turn a search into a briefing

Companion to Vellum's Help & Resources. Controls and availability may vary by plan.