You can now set up personalised alerts and manage your preferences in one place. Customise your preferences at any time – easily enable new alerts or disable ones that you don’t need.

There are three types of alerts which you can set up:

1. **Pricing Alerts (NEW)**
   Notifications informing you of changes in your price assessments or formulas, triggered by the criteria that you choose.

2. **Market Alerts**
   Real-time news notifications on individual commodities about price changes and events affecting prices.

3. **Summary Alerts (NEW)**
   A single email summarising your selected alerts. Tailor frequency, date and time to best suit your information needs.

You should be able to see new 📣 icons in the navigation bar, the Market Alerts window and the Quotations window on the Home page. If they cannot be seen on your platform you may need to refresh your browser by clicking **CTRL+ F5**. You should then be able to view all the new icons.

Email alerts will be sent from alerts@icis.com. Make sure that you exclude this address from your spam filters in order to have timely access to your selected market updates.
Set up Price Alerts

To set up an alert, click on the [Create New] button on the Email Alerts window or click on the [ ] in the Quotations window for your chosen price assessment.

This will open the Create New Price Alert window.

1. Enter a name for your alert.
2. Use the Search Quotes function to find the price you subscribe to, then select it in the list of results.
   
   You can also set up a Formula Alert by selecting one from your saved Formulas. Click on the [ ] icon to open the list.

3. Configure the change criteria that will trigger your alert since the last assessment.
   
   You have three options to trigger your alert:
   
   1. Any change in price
   2. Price increases, decreases or changes by a specified percent
   3. Price rises above, falls below, or changes by a specified value

   You can select the High, Mid or Low price point for your alert.

4. Set the delivery criteria for your alert and specify a time and date.
   
   You can choose to receive the alert: Daily, Weekly, Monthly or On Publication

   Tick the box if you want to include it in your Summary Alert.

5. Once you have made your selection, click Save Alert.

All the Price Alerts that you set up will be listed in the Price Alerts section.
To set up your market alerts, follow the steps below:

1. Search for the market you subscribe to by using the search function or by scrolling through the list.

2. Select the commodity and region that you want to receive the market alerts for by clicking on the button. The button will turn to to show that the alert is active.

Email alerts will be sent from alerts@icis.com. Make sure that you exclude this address from your spam filters in order to have timely access to your selected market updates.
You can choose to receive a single email summarising your chosen alerts and tailor the frequency and time to your needs.

To receive **Summary Alerts emails** follow the steps below:

1. Tick the **Add to Summary** check box in your **Price Alerts list**. Your alerts will automatically appear in your **Summary Alerts list**.

2. Activate your **Summary Alerts** by clicking on the **on** button. The button will turn to **off** to show that the alert is active.

3. Set the delivery criteria for your **Summary Alerts email** and specify a time and date.

4. Once you made your selection click on the **Update button**.

You can also choose to receive **Summary Alerts** instead of individual emails for your alerts if you prefer to receive one email instead of individual alerts.

You can do this by following these steps:

1. Add your alerts to **Summary** by ticking the box in the **Price Alerts list**.

2. Deactivate **on** your individual **Price Alerts**.

3. Make sure the **Summary Alerts button** is active. **off**