

## FLAGGING RECORDING ACTIVITY

1. Sign onto the Web Page (Online Search).
2. Click on your user name.
3. Click on iRecordWeb Notification Service Settings
4. Enter the information in the "Add New Criteria".
5. Click "Add Criteria"

The E-mail Address (your user name) will be notified of any documents recorded that match the criteria that was entered.

Add the Criteria information to the list saved in Master Documents under "Flagged Criteria"