



## AlertMe User Guide

### NEW USERS

Step 1: Click **Register here**

The image shows the AlertMe login page. At the top, it says "AlertMe" with a lock icon. Below that, it says "Log in to manage your notifications". There are two input fields: "Email" and "Password". Below the "Password" field, there is a "Log In" button with a question mark icon, and a link "Forgot password?". At the bottom, there is a yellow "Register here" button, which is highlighted by a red arrow pointing to it from the left.

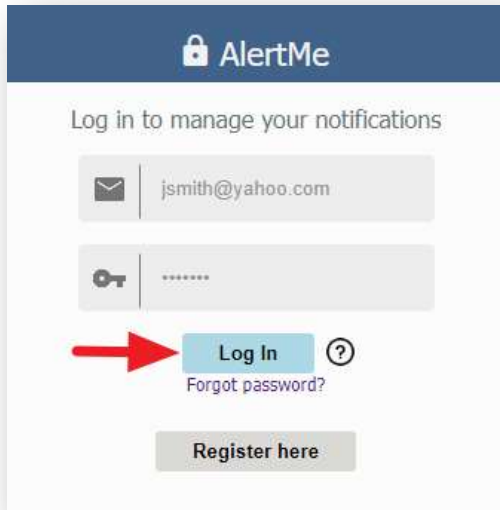
Step 2: Fill in the required fields and click **Register**

The image shows the AlertMe registration page. At the top, it says "Register for AlertMe" with a lock icon. Below that, it says "To register, please complete the below information.". There are five input fields: "Email" (filled with "jwiff@dts-doc.com"), "Email" (filled with "jwiff@dts-doc.com"), "First Name" (filled with "john"), "Last Name" (filled with "smith"), and "Password" (filled with "\*\*\*\*\*"). Below the "Password" field, there is a yellow "Register" button with a question mark icon, which is highlighted by a red arrow pointing to it from the left. Below the registration form, there is a link "Do you already have an account?" and a "Log In here" button.

Step 3: You will receive the below message if the user was created successfully. Click **OK** and proceed to your email Inbox or Spam folder to finalize the registration process by clicking on the activation link.

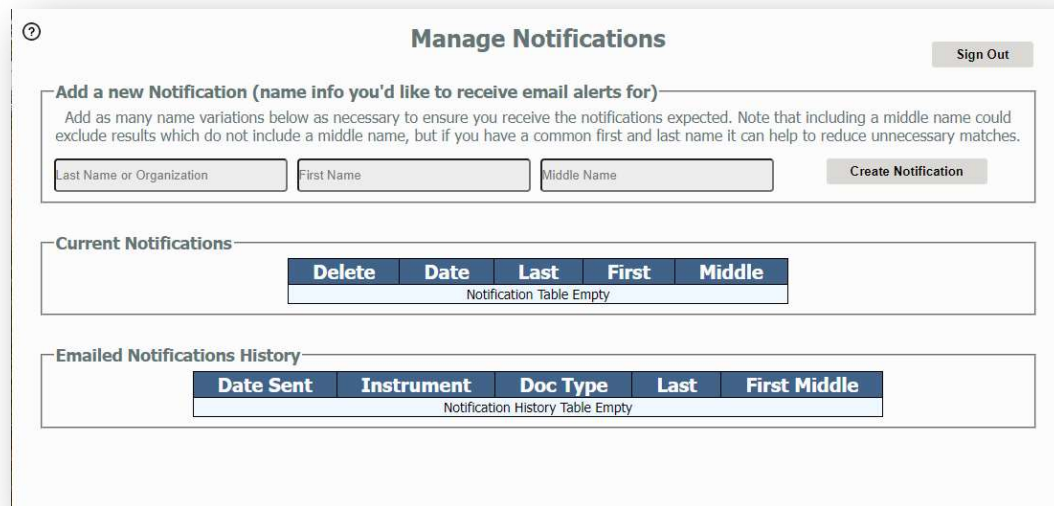
The image shows a success message dialog box. It says "trakrecordknoxvm says" and "User Created. Please check your email for your activation link.". There is a blue "OK" button at the bottom right.

Step 4: Enter your email address and password and click **Log In**.



The image shows the AlertMe login interface. At the top, there is a blue header with a lock icon and the text "AlertMe". Below the header, the text "Log in to manage your notifications" is displayed. There are two input fields: the first is for an email address, containing "jsmith@yahoo.com", and the second is for a password, shown as a series of dots. Below the password field is a red arrow pointing to a blue "Log In" button. To the right of the "Log In" button is a question mark icon. Below the "Log In" button is the text "Forgot password?". At the bottom of the form is a grey "Register here" button.

Step 5: Upon logging in you will set the **Manage Notifications** page.



The image shows the "Manage Notifications" page. At the top, there is a header with a question mark icon, the text "Manage Notifications", and a "Sign Out" button. Below the header, there is a section titled "Add a new Notification (name info you'd like to receive email alerts for)". This section contains a paragraph of text: "Add as many name variations below as necessary to ensure you receive the notifications expected. Note that including a middle name could exclude results which do not include a middle name, but if you have a common first and last name it can help to reduce unnecessary matches." Below this text are three input fields: "Last Name or Organization", "First Name", and "Middle Name". To the right of these fields is a "Create Notification" button. Below this section is a section titled "Current Notifications". This section contains a table with columns "Delete", "Date", "Last", "First", and "Middle". Below the table is the text "Notification Table Empty". Below this section is a section titled "Emailed Notifications History". This section contains a table with columns "Date Sent", "Instrument", "Doc Type", "Last", and "First Middle". Below the table is the text "Notification History Table Empty".

**Add a new notification** by filling in the Last Name or Organization, First Name and Middle Name and clicking **Create Notification**.

**Current Notifications** displays the active notifications you will be emailed about. (This table will be empty for new users.)

**Emailed Notifications History** section displays email alerts history previously sent.

**AlertMe**  
Welcome ncarpenter@dts-doc.com

**Manage Notifications** Sign Out

**Current Notifications**

Delete	Last	First	Middle
X	Doe	John	James
X	JOHNS	LISA MARIE	

**Add a new Notification**  
To ensure notification accuracy, please ensure fields are entered as indexed.

Last Name:  First Name:  Middle Name:  Create Notification

**Emailed Notifications History**

Date Sent	Instrument	Doc Type	Last	First
2019/09/27	201707100021287	MILITARY DISCHARGE	JOHNS	LISA MARIE

On the notifications page, you will see the “Current notifications” table at the top. This is a table that contains all of the active notifications for your account. (On new accounts, this table will be empty.) Below the notifications table is the “Add a new Notification” table. This is where a user can type in the last, first, and middle names that the user would like to be notified on. Clicking “Create Notification” will submit these criteria, which will then be stored in the database.

Below the “Add a new Notification” table is the “Emailed Notifications History” table. This table lists all of the

Notification History” table, after receiving an e-mail alert, an entry will show up here with the Date Sent, the Instrument Number you were notified for, the Doc Type of the instrument, the Last Name, and the First Name.

Once finished, click the sign out button at the top right and you will be redirected to the login page.