



Creating Email Notifications

Print this document to follow along and take notes on the video.

1. You can setup your Field ID account to send you daily, weekly or monthly alerts on upcoming, overdue and failed events.
2. To get started click on My Account from the top menu
3. Then click on the Email Notifications tab
4. Click on Add or Create Your First Email notification Now
5. First, enter the name for your notification
6. You can then set the frequency, either Daily, Weekly or Monthly
7. Selecting your Content you can select up to 3 different pieces of information. This includes Upcoming Schedules, Overdue Schedules and Failed Events
8. You can then apply some filters to refine the data that you get alerted on
9. You can now specify who will get this notification. This can be people who either have or do not have Field ID accounts.

Notes: