

Tracking Transactions to Client/Project

A new feature of Countyrecords.com lets you track transactions to your client or project. At the top of the search criteria screen you will now find a box entitled "**Tracking Number**" (see example below). Here, you can enter a code that will be applied to every subsequent transaction and later will be shown on your invoice. In this example, we are tracking transactions to the "Johnson Sept 2011" search.

The Tracking Code is **not required**. If you do not need to track transactions to a client or project, you can leave it blank.

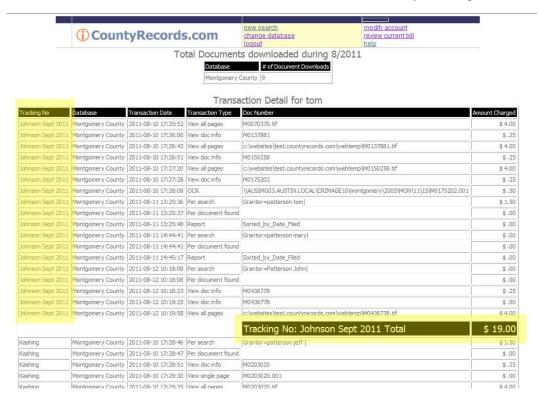


"Tracking Codes were built into the system as a result of requests from you, our valued customers." When the search results are shown and you select documents to view, "Johnson Sept 2011" will be applied to the transactions so they are "tracked" to this search.

Note that at this time we are unable to track the initial monthly subscription fee to a tracking code. But all subsequent searches can be tracked.

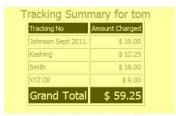
Tracking Codes on Invoices

When you receive your invoice copy via e-mail or when you review your billing activity on line using the "Review Current Bill" link, the transactions will be sorted and sub-totaled by Tracking Code.



Quick Summary of Tracking Codes

Near the end of your invoice copy, you will find a summary of each tracking code you entered along with the total amount billed to that tracking code.



Transaction Summary for tom
Date of first transaction: 2011-08-10 14:47:20
Date of last transaction: 2011-08-12 10:19:58

Type of Transaction	Number of Transactions	Amount Charged
Per search	6	\$ 9.00
View document information	9	\$ 2,25
View all document pages	7	\$ 28.00
View single page	1	\$ 1.00
Per Report	1	\$ 3.00
Per OCR Page	8	\$ 16.00
	Grand Total	\$ 59.25