

# ALERTS



**TIP**



Click on the **Alerts** Icon (top left of your Group Portal ) to open the *most current alerts submitted* to the database

If you submit a Monthly AR File, Check Mark **Order by my Balance** and the system will list all submitted alerts that relate to your Company Accounts

## Alert Report

New Alert Reset Filters

Order a report on an Alert Company by Clicking on the **Run Report** Button

Order by My Balance:

Search [Advanced Filters](#)

Search:  Start Date:  End Date:

Search all Alerts by **Company** and **Date Range**

|          |  |                                    |  |   |
|----------|--|------------------------------------|--|---|
| 4/3/2020 | PONTEK FLOORING DISTRIBUTION LTD<br>2633 SIMPSON RD STE 1020<br>RICHMOND, BC V6X 0B9 |                                    |  | <input type="button" value="Run Report"/> |
| 4/3/2020 | VIVA PHARMACEUTICAL INC<br>13880 VIKING PL<br>RICHMOND, BC V6V 1K8                   | Amount: \$1,505.00<br>Satisfied: N |  | <input type="button" value="Run Report"/> |

Search [Advanced Filters](#)

**Advanced Filters** allows you to Show a list of your *Groups Alerts Only* your *Company Alerts Only* or *All Alerts* along with several Alert Types to filter

By Check Marking *"Show my posted Alerts"*

The system will list all Alerts submitted by your company and you can **Manage** the entry.

*Follow Prompts to Update or Remove Alert Entry*

|           |  |                            |                                |  |                          |   |
|-----------|--|----------------------------|--------------------------------|--|--------------------------|---|
| 1/20/2021 | FG SCHAEFFER CO<br>2145 FLORENCE AVE<br>CINCINNATI, OH 45206 | My Balance:<br>\$39,690.00 | My Account Numbers:<br>0190034 | •Broken Promise<br>•Days Slow<br>Days Slow: 1-30 Slow<br>•Paid in Full | FOOD EQUIP. MANUFACTURER | <input type="button" value="Run Report"/> <input type="button" value="Manage"/> |
|-----------|--|----------------------------|--------------------------------|--|--------------------------|---|

# SUBMIT A NEW ALERT

New Alert

Submit an Alert by Clicking the **New Alert** Icon (top left)

Alert Report

## ENTITY SEARCH

Close

Search By Name or Location

Or Search By Phone Or Fax Number

Entity Name

Phone / Fax Number

Alternate Name

Address

City

State/Province

Postal Code

Country

Reference Number

[Start Over / Clear Form](#)

Search

Fill out all information and hit **Search** From the search screen (not shown) Check mark all that apply and Click

Continue With Selected Entities

To open the screen below

Save Changes

You may add alert types to this alert on **AUSTADS GOLF**.

Address is Mail Store/Virtual Office

Alter Ego for Other Firm

Business Closed

Collection Account

Check Mark all that apply  
*Many of them have drop down options*  
**Save Changes**

"NA" can be entered in **Mandatory Fields** if you do not have the information required.

All Alerts will need the **Disclaimer** filled out to be submitted to the database  
**\*\*Contact Name and Contact Phone are Required Fields and Auto filled**  
**\*\*Check Acknowledge box for Submission **Save and Exit****

In event of a dispute, the following person may be contacted:

Contact Name

Contact Phone

I understand that any misuse, misrepresentations or incorrect information provided will result in revocation of alert posting privileges.

Check this box to acknowledge and submit alert

Save and Exit

Back To Edit