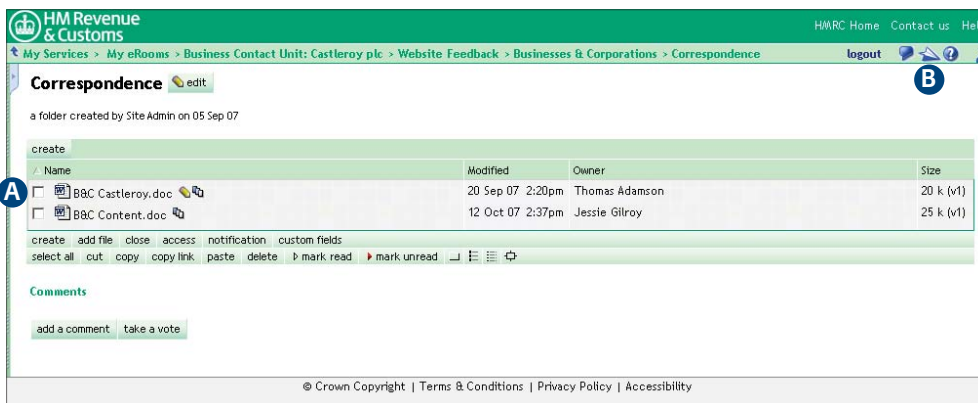


# Customer Member

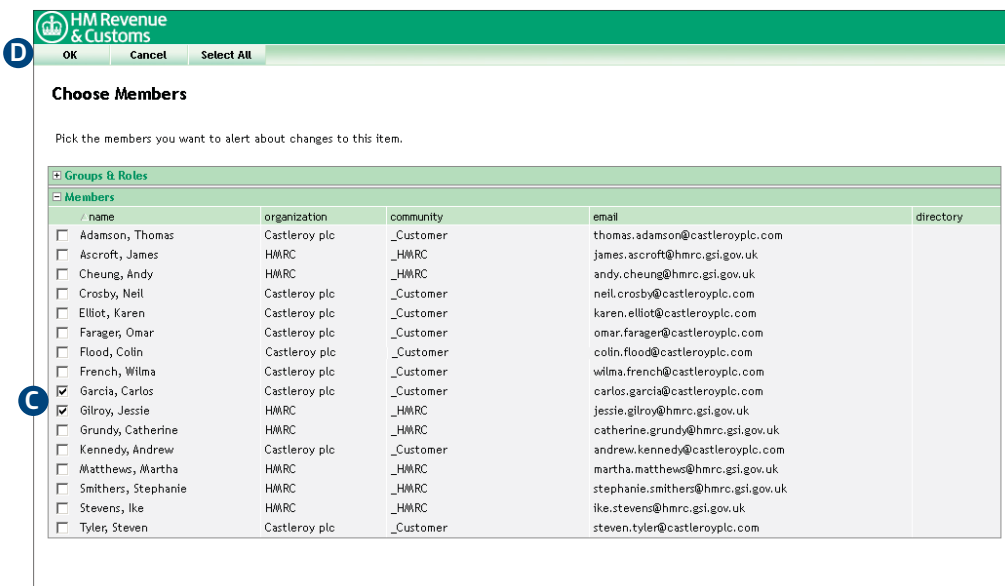
## Alerting a member(s)

- 1 Navigate to the location of the **file/item** (A).
- 2 Select the **alert icon** (paper aeroplane) (B).



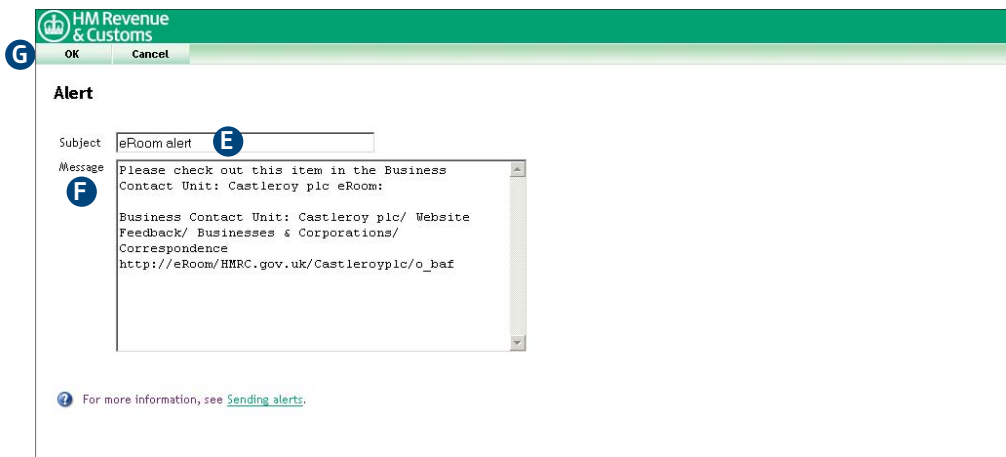
- A** file/item
- B** alert icon

- 3 Select the member(s) to be alerted by **checking the check box** (C) alongside their name(s).
- 4 Select **OK** (D).



- C** check box
- D** OK button

- 5 Amend the **Subject** (E).
- 6 Amend the **Message** (F).
- 7 Select **OK** (G).



**Alert**

Subject: eRoom alert

Message: Please check out this item in the Business Contact Unit: Castleroy plc eRoom:  
Business Contact Unit: Castleroy plc/ Website Feedback/ Businesses & Corporations/ Correspondence  
[http://eRoom/HMRC.gov.uk/Castleroyplc/o\\_baf](http://eRoom/HMRC.gov.uk/Castleroyplc/o_baf)

For more information, see [Sending alerts](#).

- E** Subject field
- F** Message field
- G** OK button



### Note

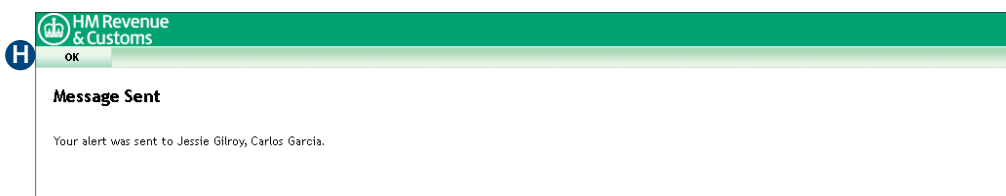
It is good practice to always change the subject to include a title explaining what the alert relates to. This will ensure the recipient is directed to the correct file/item if there are several files/items in a folder. You may also wish to add text to further explain the contents of the alert.



### IMPORTANT

Alert titles and any added text must not include customer or sensitive information, also you must **not** change the hyperlink.

- 8 Select **OK** (H).



**Message Sent**

Your alert was sent to Jessie Gilroy, Carlos Garcia.

- H** OK button