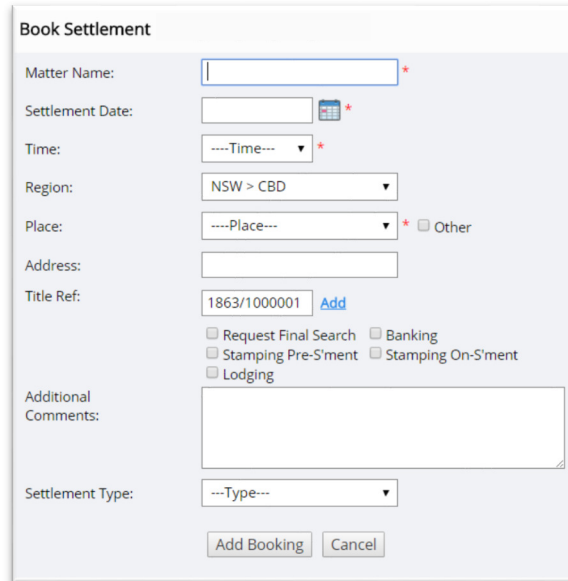



Booking Settlements through InfoTrack

1. **Login** to InfoTrack.
2. Click **Book Settlement** (or Add Settlement).
 Note: Please ensure you have your preferred settlements provider set in the system. This is found by clicking on your name, then edit details. There is then a manual service provider tab.



Book Settlement

Matter Name: *

Settlement Date:  *

Time: ---Time--- *

Region: NSW > CBD

Place: ---Place--- * Other

Address:

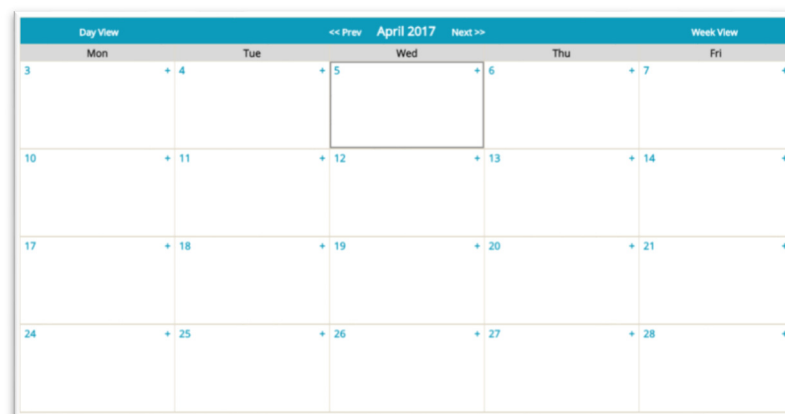
Title Ref: 1863/1000001 [Add](#)

Request Final Search Banking
 Stamping Pre-S'ment Stamping On-S'ment
 Lodging

Additional Comments:

Settlement Type: ---Type---

3. **Complete** relevant fields.
4. Click **Add Booking**.
5. **Print** out the booking confirmation sheet and attach it to your settlement documents.
6. Either send your documents in, or put them out for collection, depending on your arrangement with your manual service provider.
7. You can **Manage Bookings** through the **Settlement Calendar** by clicking on the entry you want to edit.



Day View		<< Prev		April 2017		Next >>		Week View	
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
3	+ 4	+ 5	+ 6	+ 7					
10	+ 11	+ 12	+ 13	+ 14					
17	+ 18	+ 19	+ 20	+ 21					
24	+ 25	+ 26	+ 27	+ 28					