



#### How to use the watch List

- To add names to the Watch List click the **Lock** icon next to the Watch List Field.  
**Note: If you click on the person icon you will automatically add your name to the watch list when it opens.**
- The Watch List field will open. Use the type ahead feature in the field next to the **Magnifying Glass** icon to add names to the Watch List; or enter an email address in the Email field to add an email to the Watch List.
- To remove a name from the Watch List, highlight the name in the **Watch List** table and Click the red **X**.
- Click the **Lock** icon to close the Watch List.
- All of the names that are added to the Watch List will receive notifications when the ticket is opened and closed.