# CourtsOnline v9.0 Accounting Code "How To" Guide

**What is it?**

Customers can request the enabling of a feature within the CourtsOnline application to **require** users to use an accounting code for every search.

**How will it work?**

Once enabled, users will be forced to enter the accounting code into the window that will prompt the user before their first search. After their first search, users can select previous codes that are saved by the application as noted below or enter a new code.



Figure 1

Users can also click on the "Enter/Change Client ID" button on the Search Entry Form Window to change the code.
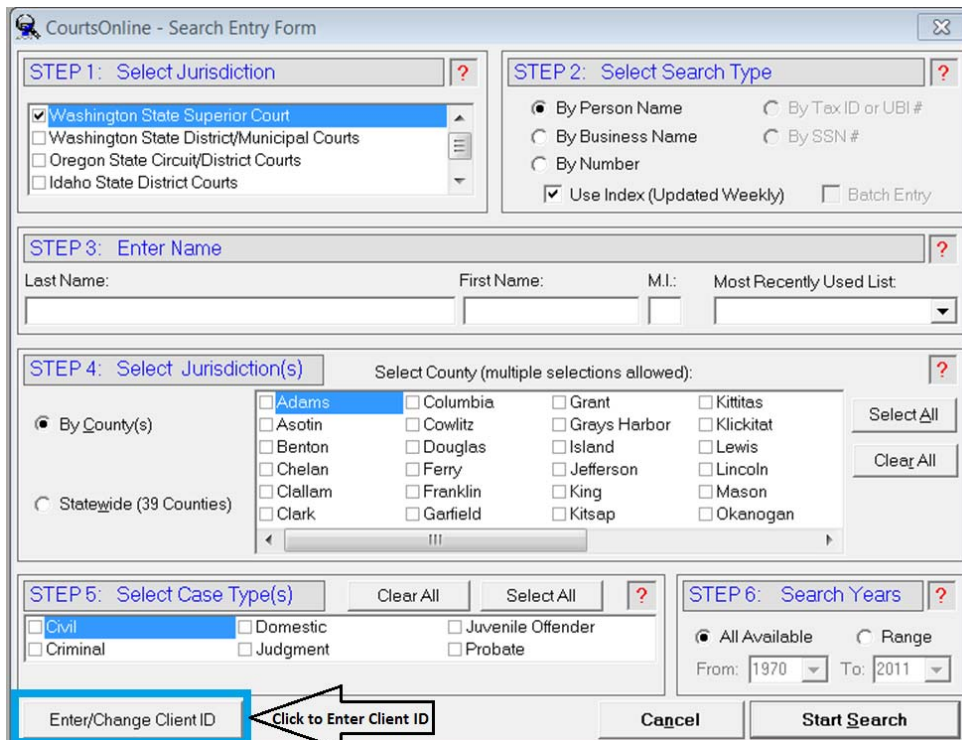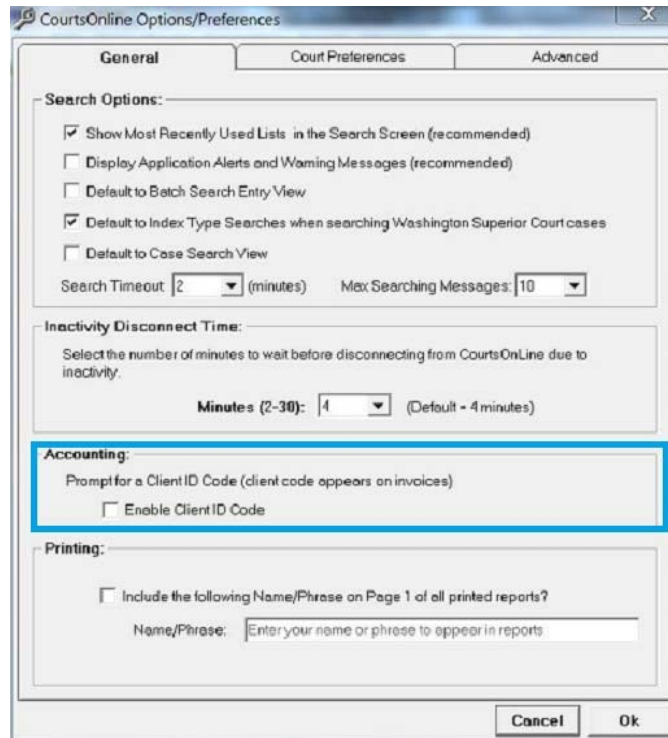


Figure 2

Once the Accounting Code feature is set to be required, users **will not** be able to disable the requirement to prompt for an accounting code through the preferences.



**How do I enable the feature?**

Customers must request Intrievex to make this field required before user(s) will be forced to enter an accounting code.  If a company would like to require this field, simply send Intrievex an email to support@intrievex.com with your Intrievex Account/Customer Number and we will enable the feature.