
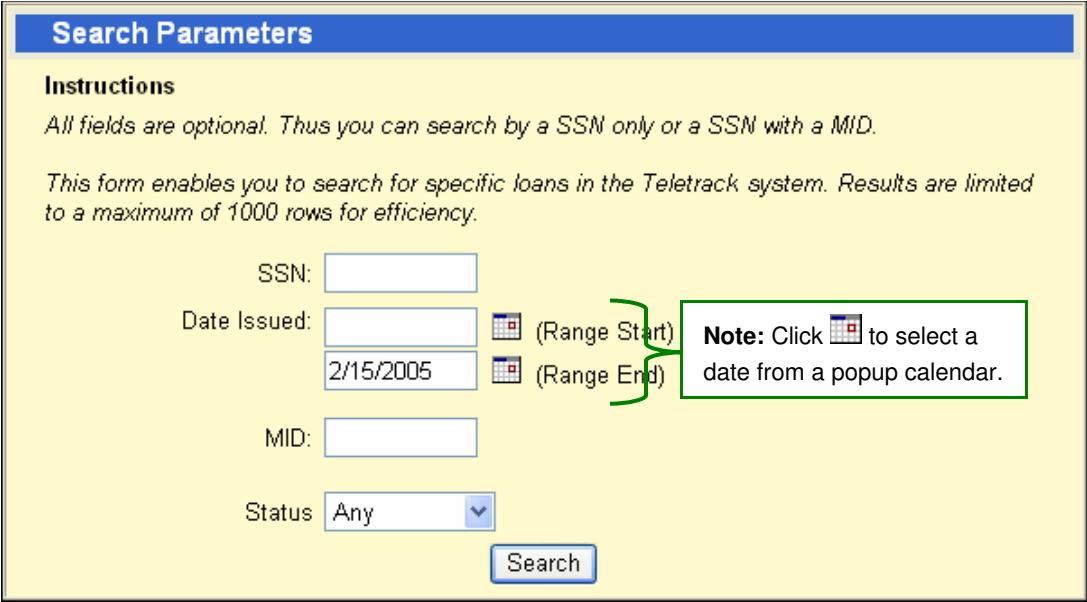


How to Use the Selectrak Loan Editor

The **Selectrak Loan Editor** application allows you to view and edit information about one or more loans.

<p>Step 1.</p> <p><i>Login</i></p>	<p>Click on this link → https://Selectrak.com/Selectrakwebloanelitor to start the Selectrak Loan Editor. The following Connect window appears.</p>  <p>Enter your Selectrak-assigned User name and Password, and then click OK.</p>
<p>Step 2.</p> <p><i>Search for Loan(s)</i></p>	<p>The following Search Parameters page appears. Here, enter one or more parameters to narrow your search for loans, and then click Search :</p> <ul style="list-style-type: none">• SSN: A customer's Social Security number• Date Issued: The specific date or date range the loan(s) was issued• MID: The Merchant ID number• Status: The loan status (Pending, Paid or Active)  <p>Search Parameters</p> <p>Instructions</p> <p><i>All fields are optional. Thus you can search by a SSN only or a SSN with a MID.</i></p> <p><i>This form enables you to search for specific loans in the Teletrack system. Results are limited to a maximum of 1000 rows for efficiency.</i></p> <p>SSN: <input type="text"/></p> <p>Date Issued: <input type="text"/> (Range Start) <input type="text"/> (Range End) Note: Click to select a date from a popup calendar.</p> <p>MID: <input type="text"/></p> <p>Status: <input type="text" value="Any"/></p> <p><input type="button" value="Search"/></p>

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Step 3.

View or Select Loans

This **View Loans** page appears when the search criteria you specified in **Step 2** matches multiple loans.

		<input type="button" value="Modify Current Search"/>		<input type="button" value="New Search"/>			
5 Loans Found							
1							
<u>Date Issued</u>	<u>Social Security</u>	<u>Merchant</u>	<u>Loan #</u>	<u>Status</u>	<u>Due Date</u>	<u>Closed</u>	<u>Action</u>
11-18-2004 04:38 PM	999887777	98765	334003	Paid	12-02-2004 12:00 AM	12-02-2004 05:59 PM	Edit
12-04-2004 01:38 PM	999887777	98765	347756	Paid	12-20-2004 12:00 AM	12-20-2004 12:06 PM	Edit
01-03-2005 01:11 PM	999887777	98765	372647	Active	01-18-2005 12:00 AM	01-18-2005 05:03 PM	Edit
01-18-2005 05:03 PM	999887777	98765	387587	Paid	01-29-2005 12:00 AM	01-29-2005 01:58 PM	Edit
01-31-2005 04:41 PM	999887777	98765	397724	Active	02-14-2005 12:00 AM		Edit

- To change a Loan, click the [Edit](#) link in the **Action** column.
- To modify current Search Parameters, click .
- To start a completely new search, click .

Step 4.

Edit Loan

The **Edit Loan** page appears when the search criteria you specified in **Step 2** matches only one loan, OR when you have pressed the **Edit** link by a specific Loan on the **View Loans** page.

Consumer Information		Merchant Information	
Social Security: 999-88-7777	Name:	Merchant ID: 98765	Store Number:
Address:			
City, State, Zip:			
Phone:			

Loan Details	
<i>Times, if shown, should be given in 24-hour formats.</i>	
Loan Number: 347756	
Date Opened: 12/4/2004	<input type="text"/>
Time: 13:38	<input type="text"/>
Date Closed: 12/20/2004	<input type="text"/>
Time: 12:06	<input type="text"/>
Due Date: 12/20/2004	<input type="text"/>
Principal: <input type="text"/>	
Fees: 242	<input type="text"/>
Status: Paid	<input type="text"/>
Void: <input type="checkbox"/>	
Last Update: 12/20/2004 12:06	

Click to select a date from a popup calendar.

IMPORTANT: The **Time** must ALWAYS be entered as **Eastern Standard Time**. This is **CRITICAL!**

When marking a loan as **Paid**, you must (1) enter the date the loan was paid (or the check cleared the bank) as the **Date Closed** and (2) change the **Status** from *Active to Paid*.

Only check the **Void** box when the customer's loan was voided/rescinded.

Edit this loan (see instruction boxes, above) and then click **Save Edits**.