



RDN powered by OPENLANE

CONFIDENTIAL

# New Forms Section

## RDN Standard Forms

 Agent Release	 Hold Harmless and Blank Order Form	 Printable Updates Page
 Agent Transport Form	 Hold Report	 Release Request
 Bids Report	 Inspection Affidavit	 Release Request [2]
 Blank C/R Form	 Notify Client of Transport	 Repo Notification Letter
 Blank First Hit Update	 Off-Hold Report	  Repo Order
 Blank Personals Form	 Office Notes	 Repo Order (Forwarding)
 Blanket Hold Harmless Agreement	 On Hold Report 2 (no client info)	 Skip / Trap Letter
 Case Form Letter	 Personal Property Notice	 Transport Request
 Client Acknowledgement Letter	 Personal Property Receipt	 Vehicle Receipt
 Closed Report	 Picture Report	 Vehicle Receipt (no fees)
 Closed Report 2 (no client info)	 Police Notification Letter	 Vehicle Release to Debtor
 Delivery Ticket	 Printable ALL Updates	 Vehicle Release to Other
 File Cover Sheet	 Printable Last Update	 Voluntary Surrender Letter
 Forwarded Repo Order		

**RDN has released a new feature that allows you to edit an RDN Standard Form from within RDN.**

# New Forms Section

→ **RDN Standard Forms**

Agent Release	Forwarded Repo Order	Printable Last Update
ALL FORM FIELDS	Hold Harmless and Blank Order Form	Printable Updates Page
Authorization to Transport	Hold Report	Release Request
Bids Report	Inspection Affidavit	Release Request [2]
Blank C/R Form	JS Array	Repo Notification Letter
Blank First Hit Update	Notify Client of Transport	Repo Order
Blank Personals Form	Off-Hold Report	Repo Order (Forwarding)
Blanket Hold Harmless Agreement	Office Notes	Skip / Trap Letter
Case Form Letter	On Hold Report 2 (no client info)	Transport Request
Client Acknowledgement Letter	Personal Property Notice	Vehicle Receipt
Closed Report	Personal Property Receipt	Vehicle Receipt (no fees)
Closed Report 2 (no client info)	Picture Report	Vehicle Release to Debtor
Delivery Ticket	Police Notification Letter	Vehicle Release to Other
File Cover Sheet	Printable ALL Updates	Voluntary Surrender Letter

**OPENLANE Forms**

Lender Marketing Template Email

→ **Custom Office Forms** Create










































Agent Release for Office

→ **Client Specific Forms** Create

Agent Release

**View of RDN Standard Forms, Custom Office Forms, and Client Specific Forms. These forms may be found on the Forms tab on the Case Page. When editing a Form you have the option to save the Form as an RDN Standard Form, Custom Office Form, or a Client Specific Form.**

# New Forms Section

RDN Standard Forms		
 Agent Release	 Hold Harmless and Blank Order Form	 Printable Updates Page
 Agent Transport Form	 Hold Report	 Release Request
 Bids Report	 Inspection Affidavit	 Release Request [2]
 Blank C/R Form	 Notify Client of Transport	 Repo Notification Letter
 Blank First Hit Update	 Off-Hold Report	  Repo Order
 Blank Personals Form	 Office Notes	 Repo Order (Forwarding)
 Blanket Hold Harmless Agreement	 On Hold Report 2 (no client info)	 Skip / Trap Letter
 Case Form Letter	 Personal Property Notice	 Transport Request
 Client Acknowledgement Letter	 Personal Property Receipt	 Vehicle Receipt
 Closed Report	 Picture Report	 Vehicle Receipt (no fees)
 Closed Report 2 (no client info)	 Police Notification Letter	 Vehicle Release to Debtor
 Delivery Ticket	 Printable ALL Updates	 Vehicle Release to Other
 File Cover Sheet	 Printable Last Update	 Voluntary Surrender Letter
 Forwarded Repo Order		

Click the pencil icon to edit an RDN Standard Form.

# New Forms Section

**RDN Standard Forms**

- Agent Release
- Agent Transport Form
- Bids Report
- Blank C/R Form
- Blank First Hit Update
- Blank Personals Form
- Blanket Hold Harmless Agreement
- Case Form Letter
- Client Acknowledgement Letter
- Closed Report
- Closed Report 2 (no client info)
- Delivery Ticket
- File Cover Sheet
- Forwarded Repo Order
- Hold Harmless and Blank Order Form
- Hold Report
- Inspection Affidavit
- Picture Report
- Police Notification Letter
- Printable ALL Updates
- Printable Last Update
- Printable Updates Page
- Release Request
- Release Request [2]
- Repo Notification Letter
- Repo Order
- Repo Order (Forwarding)
- Skip / Trap Letter
- Transport Request
- Vehicle Receipt
- Vehicle Receipt (no fees)
- Vehicle Release to Debtor
- Vehicle Release to Other
- Voluntary Surrender Letter

**Edit this form?**

**Acknowledge that you wish to Edit the form, or press Cancel if you do not wish to Edit the form.**

# New Forms Section

Form Name: Agent Release

Is this form client specific? Yes  No:

**Vehicle Release**

COMPANYNAME  
COMPANYADDRESS  
COMPANYCITY, COMPANYSTATE COMPANYZIP  
Phone: COMPANYPHONE Fax: COMPANYFAX  
STATELICNUM

Date of Request; TODAYSDATE  
Case #: CASENO  
Reference #: CASEREFNUM

Attn: CLIENTNAME  
Legal: LIENHOLDER  
Acct #: CLIENTACCTNUM  
R/O: BORROWERFIRSTNAME BORROWERMIDDLEINITIAL BORROWERLASTNAME

This is your authorization to **RELEASE** the above vehicle to: **TRANSPORTTO** .

Please fax a copy of this signed and dated release to us at COMPANYFAX ASAP.

Bill us unless you are directed otherwise.  
NO invoices will be paid without this signed release.

Signature of person receiving vehicle

Release Date

Path: p » span

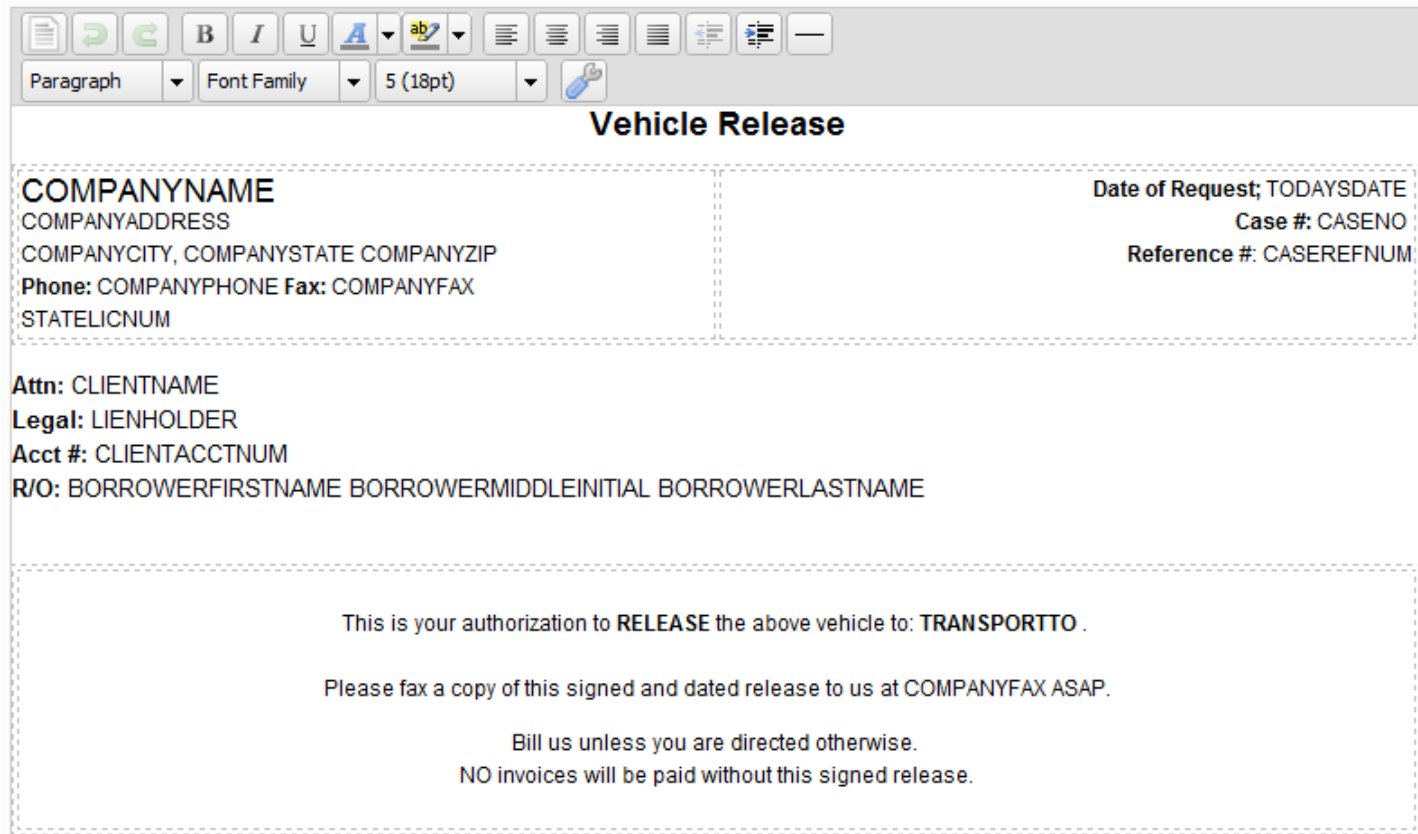
Upper Management Password:

Save Preview Close

View of Form in edit mode



# New Forms Section



**Vehicle Release**

**COMPANYNAME**  
COMPANYADDRESS  
COMPANYCITY, COMPANYSTATE COMPANYZIP  
**Phone:** COMPANYPHONE **Fax:** COMPANYFAX  
STATELICNUM

**Date of Request:** TODAYSDATE  
**Case #:** CASENO  
**Reference #:** CASEREFNUM

**Attn:** CLIENTNAME  
**Legal:** LIENHOLDER  
**Acct #:** CLIENTACCTNUM  
**R/O:** BORROWERFIRSTNAME BORROWERMIDDLEINITIAL BORROWERLASTNAME

This is your authorization to **RELEASE** the above vehicle to: **TRANSPORTTO** .

Please fax a copy of this signed and dated release to us at COMPANYYFAX ASAP.

Bill us unless you are directed otherwise.  
NO invoices will be paid without this signed release.

**To edit or replace the existing verbiage of the Form, click on the Form and enter the new verbiage you wish to display on the form.**

# New Forms Section

**Vehicle Release**

COMPANYNAME  
COMPANYADDRESS  
COMPANYCITY, COMPANYSTATE COMPANYZIP  
Phone: COMPANYPHONE Fax: COMPANYFAX  
STATELICNUM

Date of Request: TODAYSDATE  
Case #: CASENO  
Reference #: CASEREFNUM

Attn: CLIENTNAME  
Lien Holder: LIENHOLDER  
Acct #: CLIENTACCTNUM  
RE: BORROWERFIRSTNAME BORROWERMIDDLEINITIAL BORROWERLASTNAME

This is your authorization to **RELEASE** the above vehicle to: **TRANSPORTTO** .

Please fax a copy of this signed and dated release to us at COMPANYFAX ASAP.

Bill us unless you are directed otherwise.  
NO invoices will be paid without this signed release.

**You may also remove any component or field off the form. For example: If you wish to remove the Client information, highlight the client information with your cursor and hit delete.**



# New Forms Section

## Vehicle Release

### RDN Demo

12379 N. Fallen Shadow

Marana, CA 90210

Phone: (817) 204-0298 Fax: (817) 887-2454

State License No. 123

Date of Request: 05/10/2012

Case #: 3020966704

Reference #: 9819

RE: William I Johnson

This is your authorization to **RELEASE** the above vehicle to: **166 Auto Auction** .

Please fax a copy of this signed and dated release to us at (817) 887-2454 ASAP.

Bill us unless you are directed otherwise.

NO invoices will be paid without this signed release.

---

Signature of person receiving vehicle

Release Date

---

If you have any questions, call us at the number below.

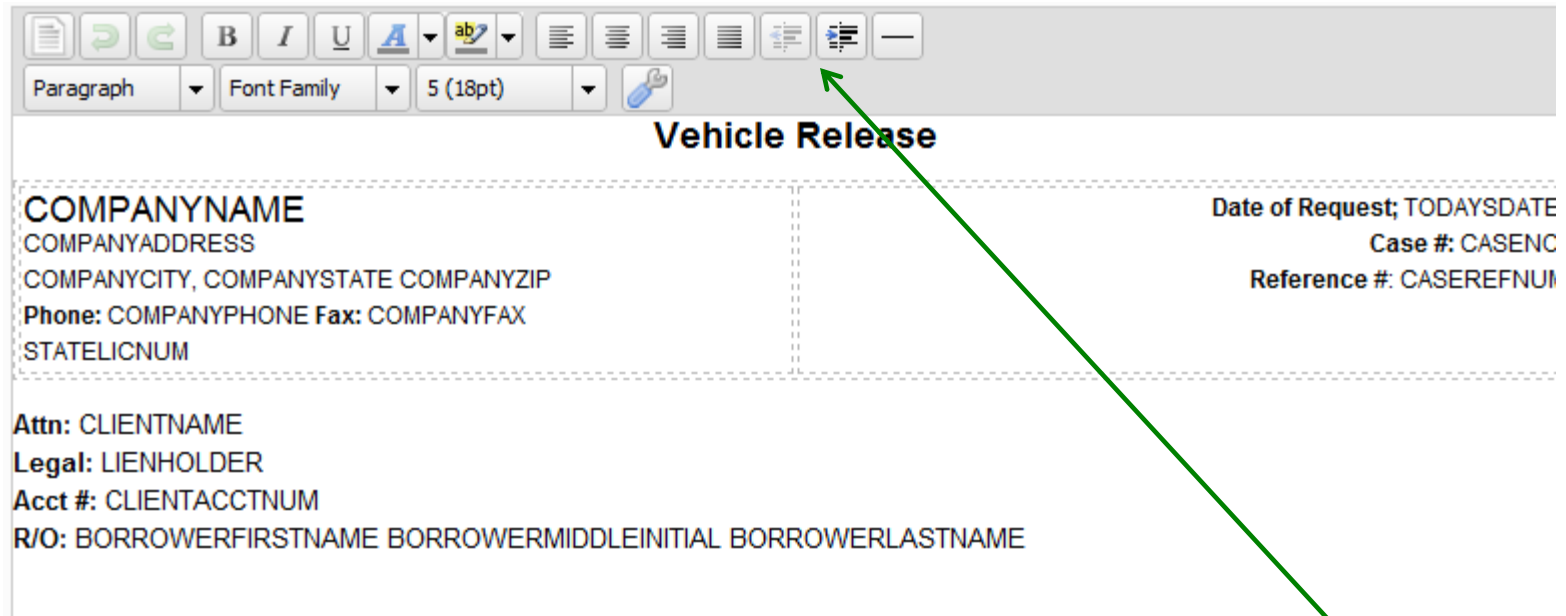
---

12379 N. Fallen Shadow Marana, CA 90210 (817) 204-0298 FAX: (817) 887-2454

**Preview of Form with Client Information removed.**



# New Forms Section



The screenshot shows a form editor interface. At the top is a toolbar with various icons for text formatting, including bold, italic, underline, font color, background color, and alignment. Below the toolbar, the form title "Vehicle Release" is centered. The form content is organized into two columns. The left column contains the following text: "COMPANYNAME", "COMPANYADDRESS", "COMPANYCITY, COMPANYSTATE COMPANYYZIP", "Phone: COMPANYPHONE Fax: COMPANYFAX", and "STATELICNUM". The right column contains: "Date of Request; TODAYSDATE", "Case #: CASENC", and "Reference #: CASEREFNUM". Below these columns, there is a section for "Attn: CLIENTNAME", "Legal: LIENHOLDER", "Acct #: CLIENTACCTNUM", and "R/O: BORROWERFIRSTNAME BORROWERMIDDLEINITIAL BORROWERLASTNAME". A green arrow points from the bottom right of the form area to the alignment toolbar in the top right of the editor.

**We have also provided you with tools to format your forms. You may make your text bold or change the alignment of your text, as well as other options.**

# New Forms Section

If you would like to create your own Form, we have provided you with Full and Partial Templates.

We have also provided you with an Elements section that will give you quick access to elements such as a signature line or check box.

- ▶ Templates
  - ▼ Full Templates
    - Two Column Form
    - One Column Head/Two Column Body
    - Two Column Head/One Column Body
    - Three Column Form
  - ▶ Partial Templates
  - ▶ Elements
  - ▶ **Template Keys**
  - ▶ Company Specific
  - ▶ Agent Primary
  - ▶ Agent Secondary
  - ▶ Borrower
  - ▶ Branch
  - ▶ Cosigner
  - ▶ Case Specific
  - ▶ Case Worker
  - ▶ Loan Specific
  - ▶ Client Specific
  - ▶ Lien Holder
  - ▶ Vehicle Specific
  - ▶ Recovery Specific
  - ▶ Recovery Police
  - ▶ Release Specific
  - ▶ Misc
  - ▶ Updates

Form Name:

Is this form client specific? Yes  No:

Paragraph Font Family Font Size

**Form Title**

COMPANYNAME COMPANYADDRESS COMPANYCITY, COMPANYSTATE COMPANYZIP Phone: COMPANYPHONE Fax: COMPANYFAX STATELICNUM	TODAYSDATE Case #: CASENO Reference #: CASEREFNUM Acct #: CLIENTACCTNUM
Client CLIENTNAME CLIENTADDRESS CLIENTCITY, CLIENTSTATE CLIENTZIP Phone: CLIENTPHONE Fax: CLIENTFAX	Lien Holder LIENHOLDER
Borrower BORROWERFIRSTNAME BORROWERLASTNAME	Vehicle VEHICLEYEAR VEHICLEMAKE VEHICLEMODEL VIN: VEHICLEVIN

Path: p

# New Forms Section

Full Templates: →

The Full Template Two Column Form is shown to give you an example.

The fields are pre-populated to save you time in creating your form.

Place your cursor on the Form, Select Full Template, and click the Full Template you wish to use. You may also mouse over each Template for a description.

Form Name: **New Office Form**

Is this form client specific? Yes  No:

Form Title

COMPANYNAME COMPANYADDRESS COMPANYCITY, COMPANYSTATE COMPANYZIP Phone: COMPANYPHONE Fax: COMPANYFAX STATELICNUM	TODAYSDATE Case #: CASENO Reference #: CASEREFNUM Acct #: CLIENTACCTNUM
Client CLIENTNAME CLIENTADDRESS CLIENTCITY, CLIENTSTATE CLIENTZIP Phone: CLIENTPHONE Fax: CLIENTFAX	Lien Holder LIENHOLDER
Debtor BORROWERFIRSTNAME BORROWERLASTNAME	Vehicle VEHICLEYEAR VEHICLEMAKE VEHICLEMODEL VIN: VEHICLEVIN

Enter text here....

Path: p

Upper Management Password:

Save Preview Close

Enter your text here. You may add or remove any field or text when utilizing the Templates. Simply place your cursor on the form where you wish to make the changes.

# New Forms Section

## Partial Templates:

The Partial Template of Client Info and Vehicle Info is shown to give you an example.

Partial Templates give you a block of information to add to your Form.

Place your cursor on the Form where you wish to add a Partial Template, Select Partial Templates, and click the Template you wish to use.

The screenshot shows a web-based form editor interface. On the left is a sidebar with a 'Templates' section containing a list of template categories: Client Info, Borrower Info, Company Info, Vehicle Info Block, Case Reference Info, Cosigner Info Block, 2 Column Block Logo on Left, 2 Column Block Logo on Right, Adjuster Info, Addresses, and Recovery Location. Below this are 'Elements' and 'Template Keys' sections. The main form area is titled 'Form Name: New Office Form' and includes a radio button for 'Is this form client specific?'. A rich text editor toolbar is visible above the form content. The form content is divided into sections: 'Form Title', 'COMPANYNAME' (with fields for address, city, state, zip, phone, fax, and license number), 'Client' (with fields for name, address, city, state, zip, phone, and fax), and 'Vehicle' (with fields for year, make, model, VIN, plate, license expiration, and color). Two green callout boxes with arrows point to the 'Client' and 'Vehicle' sections, labeled 'Client Info Partial Template' and 'Vehicle Info Partial Template' respectively. The status bar at the bottom shows the path: 'Path: table » tbody » tr » td'.

# New Forms Section

**Form Title**

<b>1 RDN Demo</b> 12379 N. Fallen Shadow Marana, QQ 76107 <b>Phone:</b> (817)204-0298 <b>Fax:</b> (817)887-2454 State License No. 123	05/10/2012 <b>Case #:</b> 2020987414 <b>Reference #:</b> 9848 <b>Acct #:</b>
<b>Client</b> ABC Credit Union 1234 RDN Boulevard Anywhere, ST 00000 <b>Phone:</b> 555-555-5555 <b>Fax:</b> 555-555-5555	<b>Vehicle</b> 2012 Audi A5 <b>VIN:</b> 12345678909876500 <b>Plate:</b> ***INVALID*** TX <b>Color:</b>
<input type="text" value="Enter text here..."/>	

← **Client Info Partial Template**

**Vehicle Info Partial Template** →

**View of Form in Preview mode that was created using Partial Templates. The Partial Template field will be automatically populated with data from your RDN Case.**

# New Forms Section

## Elements:

The Elements of Signature Line and Check Box are shown to give you an example.

Elements are provided to assist you in creating forms.

Place your cursor on the form where you wish to add the Element, Select Elements, and click the Element you wish to add.

The screenshot displays the 'New Office Form' editor. On the left, a sidebar contains a tree view with 'Templates' (Full, Partial) and 'Elements' (Signature line, Write in line, Checkbox, Comment Area). The main form area is titled 'Form Title' and contains several sections: 'COMPANYNAME' with fields for address, city, state, zip, phone, and fax; 'Client' with fields for name, address, city, state, zip, phone, and fax; 'Lien Holder' with a 'LIENHOLDER' field; 'Debtor' with fields for first and last name; and 'Vehicle' with fields for year, make, model, and VIN. A 'Signature Line' is also present. A path indicator at the bottom reads 'Path: table » tbody » tr » td'. Green arrows point from the 'Signature line' and 'Checkbox' elements in the sidebar to their respective fields in the form.

# New Forms Section

**Form Title**

<b>1 RDN Demo</b> 12379 N. Fallen Shadow Marana, QQ 76107 <b>Phone:</b> (817)204-0298 <b>Fax:</b> (817)887-2454 State License No. 123	05/10/2012 <b>Case #:</b> 2020987414 <b>Reference #:</b> 9848 <b>Acct #:</b>
<b>Client</b> ABC Credit Union 1234 RDN Boulevard Anywhere, ST 00000 <b>Phone:</b> 555-555-5555 <b>Fax:</b> 555-555-5555	<b>Lien Holder</b>
<b>Debtor</b> John Doe	<b>Vehicle</b> 2012 Audi A5 <b>VIN:</b> 12345678909876500
<hr/> <p style="text-align: center;">Signature Line</p>	

( )

**Check Box  
Element** →

← **Signature Line Element**

**View of Form with Elements added in Preview mode.**



# New Forms Section

Template Keys: →

You may utilize the Template Keys to replace a system generated field.

For a complete description of each Template Key, click on Forms, navigate to Forms Help and click Template Replacement Key.

- ▶ Templates
- ▼ Template Keys
  - ▶ Company Specific
  - ▶ Agent Primary
  - ▶ Agent Secondary
  - ▶ Borrower
  - ▶ Branch
  - ▶ Cosigner
  - ▶ Case Specific
  - ▶ Case Worker
  - ▶ Loan Specific
  - ▶ Client Specific
  - ▶ Lien Holder
  - ▶ Vehicle Specific
  - ▶ Recovery Specific
  - ▶ Recovery Police
  - ▶ Release Specific
  - ▶ Misc
  - ▶ Updates

Form Name:

Is this form client specific? Yes  No:

Paragraph  Font Family  Font Size

We have grouped the Template Keys for easier use.

# New Forms Section

**Template Keys:** →  
The Template Keys of Company Name, Address, City, State, and Zip are shown as an example.

Place your cursor on the Form where you wish to add a Template Key. Select Template Keys, Select the category, and then click the Template Key you wish to add to the form.

**Template Keys**

- Company Specific
  - Company Name
  - Address
  - City
  - State
  - Zip
  - Phone
  - Fax
  - Logo (Large)
  - Logo (Medium)
  - Logo (Small)
  - Skip Number
  - State License Number
- Agent Primary
- Agent Secondary
- Borrower
- Branch
- Cosigner
- Case Specific
- Case Worker
- Client Specific
- Lien Holder
- Vehicle Specific
- Recovery Specific
- Recovery Police
- Release Specific
- Misc
- Updates

**Vehicle Release**

COMPANYNAME  
COMPANYADDRESS  
COMPANYCITY , COMPANYSSTATE COMPANYZIP  
Phone: COMPANYPHONE Fax: COMPANYFAX  
STATELICNUM

Date of Request: TODAYSDATE  
Case #: CASENO  
Reference #: CASEREFNUM

Attn: CLIENTNAME  
Lien Holder: LIENHOLDER  
Acct #: CLIENTACCTNUM  
RE: BORROWERFIRSTNAME BORROWERMIDDLEINITIAL BORROWERLASTNAME

Signature of person receiving vehicle      Release Date

If you have any questions, call us at the number below.

COMPANYADDRESS COMPANYCITY, COMPANYSSTATE COMPANYZIP COMPANYPHONE FAX: COMPANYFAX

Path: table » tbody » tr » td

Upper Management Password:

Save Preview Close

# New Forms Section

## Vehicle Release

RDN Demo  
12379 N. Fallen Shadow  
Marana , CA 90210

Phone: (817) 204-0298 Fax: (817) 887-2454  
State License No. 123

**Attn:** Bank and Trust of California  
**Lien Holder:** Bank and Trust of California  
**Acct #:** 91011  
**RE:** William I Johnson

**Date of Request:** 05/10/2012

**Case #:** 3020966704

**Reference #:** 9819

View of Form with Company Specific Template Keys added in Preview mode.

# New Forms Section

Form Name:

Save as New Office Form?

**Vehicle Release**

COMPANYNAME  
COMPANYADDRESS  
COMPANYCITY, COMPANYSTATE COMPANYZIP  
Phone: COMPANYPHONE Fax: COMPANYFAX  
STATELICNUM

Attn: CLIENTNAME  
Legal: LIENHOLDER  
Agent #: CLIENTAGCTNUM

Date of Request: TODAYSDATE  
Case #: CASENO  
Reference #: CASEREFNUM

You may save this form as a New Office Form. Select Yes above and rename the Form if you wish. If you select No above, this Form will replace the current RDN Standard Form.

# New Forms Section

▶ **Templates**

▶ Full Templates

▶ Partial Templates

▶ Elements

▶ **Template Keys**

▶ Company Specific

▶ Agent Primary

▶ Agent Secondary

▶ Borrower

▶ Branch

▶ Cosigner

▶ Case Specific

**Form Name:** Agent Release

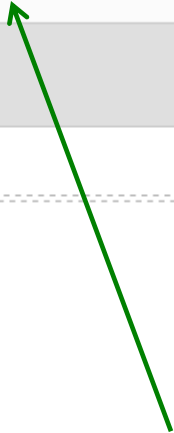
**Is this form client specific?** Yes  No:

**Client** -- No Client Selected --

Paragraph Font Family 5 (18pt)

Phone: COMPANYPHONE Fax: COMPANYFAX  
STATELICNUM

Attn: CLIENTNAME  
Legal: LIENHOLDER  
Acct #: CLIENTACCTNUM  
R/O: BORROWERFIRSTNAME BORROWERMIDDLEINITIAL BORROWERLASTNAME



You may save this form as a Client Specific Form. This Form will only display for the selected client. Select Yes above and select your Client you wish to save this form for. If you select No above, this Form will replace the current RDN Standard Form.

# New Forms Section

▸ Client Specific

▸ Lien Holder

▸ Vehicle Specific

▸ Recovery Specific

▸ Recovery Police

▸ Release Specific

▸ Misc

▸ Updates

This is your authorization to **RELEASE** the above vehicle to: **TRANSPORTTO** .

Please fax a copy of this signed and dated release to us at **COMPANYFAX** ASAP.

Bill us unless you are directed otherwise.  
NO invoices will be paid without this signed release.

Signature of person receiving vehicle

Release Date

Path: p » span

Upper Management Password:

To save the edited Form, enter your Upper Management password and click Save. You may also preview your form with the new contents by clicking Preview.

# New Forms Section

## Delete Agent Release?

Please enter your *Upper Management Password* to continue:



Continue

Cancel

### RDN Standard Forms

Agent Release	Hold Harmless and Blank Order Form	Printable Updates Page
Agent Transport Form	Hold Report	Release Request
Bids Report	Inspection Affidavit	Release Request [2]
Blank C/R Form	Notify Client of Transport	Repo Notification Letter
Blank First Hit Update	Off-Hold Report	Repo Order
Blank Personals Form	Office Notes	Repo Order (Forwarding)
Blanket Hold Harmless Agreement	On Hold Report 2 (no client info)	Skip / Trap Letter
Case Form Letter	Personal Property Notice	Transport Request
Client Acknowledgement Letter	Personal Property Receipt	Vehicle Receipt
Closed Report	Picture Report	Vehicle Receipt (no fees)
Closed Report 2 (no client info)	Police Notification Letter	Vehicle Release to Debtor
Delivery Ticket	Printable ALL Updates	Vehicle Release to Other
File Cover Sheet	Printable Last Update	Voluntary Surrender Letter
Forwarded Repo Order		

The form you just saved now displays under the Forms tab. To delete the form, click the red minus icon, enter your Upper Management password, and click Continue.

# New Forms Section – Add a Logo

## FORM TITLE

**OPENLANE™**

1 RDN Demo

12379 N. Fallen Shadow

Marana, QQ 76107

Phone: (817)204-0298 Fax: (817)887-2454

State License No. 123

---

Case # 2020987414 | Reference # 9848 | Acct # | Date: 05/10/2012

---

### Vehicle

2012 Audi A5

VIN: 12345678909876500

Plate: \*\*\*INVALID\*\*\* TX

Color:

**Part of this exciting new Release is you may now upload a Company logo.  
You may also place this logo on your RDN Forms.**



# New Forms Section – Add a Logo

To add a Logo to your Company Profile:

Click on your Main Menu



RECOVERY MANAGEMENT DATABASE										✉ RDN E-Mail		? Support		✕ Logout		powered by	
Main Menu		Add Order		Open Orders [263]		My Orders [6]		MultiSearch		Clients/Assignees		Adjusters		Accounting		CarsArrive [8]	
Repos > May 1st [4]		New Web [488]		New Updates [75]		Pending: H[11] C[47]		Agent [0]		On Hold [20]		Need Info [11]		OPENLANE			
F: <input type="text"/>		L Name: <input type="text"/>		Clt No: <input type="text"/>		Ref No: <input type="text"/>		Case No: <input type="text"/>		VIN: <input type="text"/>		Go <input type="button"/>		Invoice No: <input type="text"/>			

Scroll down to Box 6  
Management Functions.  
Select Upper  
Management Area



- 6. Management Functions:**
- > Daily Received Order Report
  - > View/Edit Storage Locations
  - > Upper-Management Area (Password Required)
  - > Accounting Functions (Password Required)
  - > Personal Property Report
  - > Branch-Zip Code Set-Up and Coverage Areas

# New Forms Section – Add a Logo

Enter your Upper Management Password and press Enter Protected Area.

Protected Area :: All Entries Logged

Enter Your Password to Continue:



Enter Protected Area

# New Forms Section – Add a Logo

## Select Option 3: View/Edit Company Profile

### Management Functions Listing



- 1.> View / Edit Company User Accounts [**\*\*EDIT User Access to RDN Here\*\***]
- 2.> Add Company Sub-Statuses [Add Company Sub-Statuses]
- 3.> View / Edit Company Profile [Add Company Doc's, Change Address, Phone, Fax]
- 4.> Edit Global Security Settings [Change Company Password Length, Expiration ETC]
- 5.> Change Management Settings [**EDIT E-Mail Notifications, Company Setup Info and Default Fees**]
- 6.> View Repossession Statistical Reports [Agent Times to Recovery, % of Orders from Clients ETC]
- 7.> View Recent Updates [Search for Updates by USER/CASE WORKER, AGENTS and DATE]
- 8.> Generate Monthly Repossession Report
- 9.> Client Custom Fee's Schedules
- 10.> Motor Vehicle Account Settings (TX)
- 11.> Bulk Reassign Case Workers
- 12.> Add New Employee [Just for your Info, No RDN Access Rights Here]
- 13.> View/Edit Employee, Company Adjusters, Outside Adjusters
- 14.> View Agent Login Statistics
- 15.> View User Login Statistics
- 16.> View Client Login Statistics
- 17.> Data Removal [**Delete Entire Case File, Agents, Assignee's ETC \*\*Unrecoverable if Removed\*\***]

# New Forms Section – Add a Logo

The Company Profile page will open in a new Tab.  
Scroll down and locate the Document Upload Section.

Selecting Documents for upload:

You may upload up to 10 image files for this company. File size limit is 2MB.

Company Logo  

Insurance Cert.

State License

Bond

CAC Insurance

CAC Insurance 2

Other




**ALL documents MUST be in jpg, gif or pdf format.**

# New Forms Section – Add a Logo


Click Browse next to Company Logo. Navigate to the Logo on your personal computer. Once the Logo has been selected, press upload images.

**Selecting Documents for upload:**

**You may upload up to 10 image files for this company. File size limit is 2MB.**

Company Logo  	<input type="text"/>	<input type="button" value="Browse..."/>	
Insurance Cert.	<input type="text"/>	<input type="button" value="Browse..."/>	
State License	<input type="text"/>	<input type="button" value="Browse..."/>	
Bond	<input type="text"/>	<input type="button" value="Browse..."/>	
CAC Insurance	<input type="text"/>	<input type="button" value="Browse..."/>	
CAC Insurance 2	<input type="text"/>	<input type="button" value="Browse..."/>	
Other	<input type="text"/>	<input type="button" value="Browse..."/>	
	<input type="text"/>	<input type="button" value="Browse..."/>	
	<input type="text"/>	<input type="button" value="Browse..."/>	
	<input type="text"/>	<input type="button" value="Browse..."/>	
	<input type="text"/>	<input type="button" value="Browse..."/>	

**ALL documents MUST be in jpg, gif or pdf format.**





# New Forms Section – Add a Logo

If you wish to delete the uploaded Logo, click the Red “X” next to the icon.

**Selecting Documents for upload:**

**You may upload up to 10 image files for this company. File size limit is 2MB.**

Company Logo	 	<input type="text"/>	<input type="button" value="Browse..."/>
Insurance Cert.		<input type="text"/>	<input type="button" value="Browse..."/>
State License		<input type="text"/>	<input type="button" value="Browse..."/>
Bond		<input type="text"/>	<input type="button" value="Browse..."/>
CAC Insurance		<input type="text"/>	<input type="button" value="Browse..."/>
CAC Insurance 2		<input type="text"/>	<input type="button" value="Browse..."/>
Other		<input type="text"/>	<input type="button" value="Browse..."/>
		<input type="text"/>	<input type="button" value="Browse..."/>
		<input type="text"/>	<input type="button" value="Browse..."/>
		<input type="text"/>	<input type="button" value="Browse..."/>
		<input type="text"/>	<input type="button" value="Browse..."/>


**ALL documents MUST be in jpg, gif or pdf format.**

# New Forms Section – Add a Logo

Acknowledge you wish to delete the Company Logo by pressing OK.  
Once you press OK the Company Logo is removed.

Selecting Documents for upload:

You may upload up to 10 image files for this company. File size limit is 2MB.

Company Logo   Browse...

Insurance Cert.  Browse...

State License  Browse...

Bond  Browse...

CAC Insurance  Browse...

CAC Insurance 2  Browse...

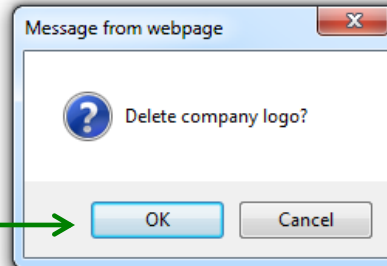
Other  Browse...

Browse...

Browse...

Browse...

Browse...



ALL documents MUST be in jpg, gif or pdf format.

Upload Images

# New Forms Section – Add a Logo

Now that you have uploaded a Company Logo, you may add this logo to your form. We give you the option to add the Logo as a Large, Medium or Small Logo to your Form.

The screenshot shows a web form editor interface. On the left is a sidebar with navigation options: Templates, Template Keys, Company Specific, Agent Primary, Agent Secondary, Borrower, Branch, Cosigner, and Case Specific. The main area is titled 'Form Name: New Office Form' and includes a radio button for 'Is this form client specific?'. Below this is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, and outdent. The form content is organized into sections: 'Form Title', 'COMPANYNAME' (with fields for COMPANYADDRESS, COMPANYCITY, COMPANYSTATE, COMPANYZIP, COMPANYPHONE, and COMPANYFAX), 'Client' (with fields for CLIENTNAME, CLIENTADDRESS, CLIENTCITY, CLIENTSTATE, CLIENTZIP, and CLIENTPHONE/CLIENTFAX), 'Lien Holder' (with field LIENHOLDER), 'Debtor' (with fields BORROWERFIRSTNAME and BORROWERLASTNAME), 'Vehicle' (with fields VEHICLEYEAR, VEHICLEMAKE, VEHICLEMODEL, and VIN), and a bottom section with fields COMPANYLOGOSMALL, COMPANYLOGOMEDIUM, and COMPANYLOGOLARGE. A green arrow points from the 'Logo (Small)' option in the sidebar to the 'COMPANYLOGOSMALL' field.



# New Forms Section – Add a Logo

Open the Form you wish to add the Logo to in Edit Mode. Place your cursor on the Form where you would like to add your Logo. Click Template Keys and select Company Specific. Select the size of the Logo you wish to place on the form. This will place the logo on your Forms.

The screenshot shows the software interface for editing a form. On the left, a sidebar contains a list of template keys. The 'Company Specific' key is selected, and its sub-items are visible: Company Name, Address, City, State, Zip, Phone, Fax, Logo (Large), Logo (Medium), Logo (Small), Skip Number, and State License Number. A green arrow points from the 'Logo (Small)' option to the 'COMPANYLOGOSMALL' field in the form. The form itself is titled 'Form Title' and contains several sections: 'COMPANYLOGOSMALL', 'COMPANYNAME', 'COMPANYADDRESS', 'COMPANYCITY, COMPANYSTATE COMPANYZIP', 'Phone: COMPANYPHONE Fax: COMPANYFAX', 'STATELICNUM', 'Client', 'Lien Holder', 'Debtor', and 'Vehicle'. The 'Form Name' is 'New Office Form' and the 'Is this form client specific?' checkbox is checked. The 'Logo (Small)' option in the sidebar is highlighted with a green arrow.

# New Forms Section – Add a Logo

View of Small Company Logo added to the Form.



## Form Title

05/10/2012  
Case #: 2020987414  
Reference #: 9848  
Acct #:

### 1 RDN Demo

12379 N. Fallen Shadow  
Marana, QQ 76107

Phone: (817)204-0298 Fax: (817)887-2454  
State License No. 123

#### Client

ABC Credit Union  
1234 RDN Boulevard  
Anywhere, ST 00000

Phone: 555-555-5555 Fax: 555-555-5555

#### Lien Holder

#### Debtor

John Doe

#### Vehicle

2012 Audi A5

VIN: 12345678909876500

# Questions??

**If you have any questions regarding this new release, please contact RDN Support at 817-204-0298, option 1.**