



Add New Order

As a Full User of RDN you may enter Orders manually into RDN. This feature is beneficial when you receive an order via fax or email. You may entered into order in RDN to be tracked through the repossession process.

RDN		Documentation	Support	Logout				
Main Menu	Add Order	Open Orders [1904]	My Orders [18]	MultiSearch	Clients/Assignees	Adjusters	Accounting	CarsArrive
Repos > Apr 1st [20]	New Web [59]	New Updates [6]	Pending: H[3] C[17]	Agent [0]	On Hold [26]	Need Info [5]	OPENLANE	
F:	L Name:	Clt No:	Ref No:	Case No:	VIN:	Go	Invoice No:	

Click Add Order to manually add an order to RDN.
A new tab will open containing the order page.

Add New Order

You may now search by On Hold Date when searching by Date Range Criteria.

Please fill out all fields below:

Select Assignment Type:	<input type="text" value="*Please Select*"/>	<input type="button" value="Proceed"/>
Enter Full VIN for Search:	<input type="text" value="*Please Select*"/>	
Registered Owner's SSN:	<input type="text" value="Repossess"/>	
Select Client from List:	<input type="text" value="Cond. Report"/>	<input type="text" value="TX,777928"/>
Case Worker:	<input type="text" value="Investigate"/>	<input type="text" value="B"/>
Investigator:	<input type="text" value="Tow"/>	<input type="text" value=""/>
	<input type="text" value="Transport"/>	<input type="text" value=""/>
	<input type="text" value="Vol. Repo"/>	<input type="text" value=""/>
	<input type="text" value="Field Visit"/>	<input type="text" value=""/>
	<input type="text" value="Store"/>	<input type="text" value="client OR Import Repo Order"/>
	<input type="text" value="Pictures"/>	
	<input type="text" value="Conv to Repo"/>	
	<input type="text" value="Consign"/>	
	<input type="text" value="Impound Repo"/>	
	<input type="text" value="Impound Voluntary"/>	

Hit the drop down arrow and select the Assignment Type.

Add New Order

Please fill out all fields below to being your adding order process.

Please fill out all fields below:

Select Assignment Type:	Repossess
Enter Full VIN for Search:	12345678964215649
Registered Owner's SSN:	
Select Client from List:	AAA FINANCIAL,AUSTIN, TX,777928
Case Worker:	Barbour,Carrie,90022388
Investigator:	None
<input type="button" value="Proceed"/>	Select here to add a new client OR Import Repo Order

Fields required:
Full VIN (17 digits)
Client

Hit Proceed to continue with adding your order.

Add New Order

You may now perform bulk actions for Investigators.

Adding New Order....

Lien Holder : [Add New Lienholder](#) Bankruptcy Type:
Assigned By: [Add New Assignee](#) Account Number:
Order Date:

Borrower:

First Name: Last:
Dwelling Type:
Address: Unit:
City:
State: Zip:
Home #: Cell #:
SSN: DOB:
Driver's License: DL State:
Work: W/Phone:
Address: City:
State: Zip:

Enter Borrower information.

Collateral:

Year: Make: Model:
VIN#: License #:
State: License Exp:
Color: KeyCodes:
Dealer:
Pmt: Del Since:
Amt P/D: Balance:
Chargeoff Date:

Enter Collateral Information.

Add New Order

The Storage Lot Number is now displayed on RDN Standard Condition Reports.

Co-Signer: Relation To Borrower: ****Select Relation**** ▼

First Name: John Last: Doe

Dwelling Type: Unknown ▼

Address: 1234 Openlane Parkway Unit:

City: Ausint

State: Texas ▼

Home #: 555-555-5555 Cell #:

SSN: DOB:

Driver's License: DL State: ▼

Work: W/Phone:

Address: City:

State: Zip:

Additional Information:

Enter any of the information you have available in the corresponding fields

Additional Addresses: Enter these only if they are applicable.

Dwelling	Address	Unit	City	State	Zip	Phone	Cell	Relation / Business Name
Unknown ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unknown ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unknown ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unknown ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unknown ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

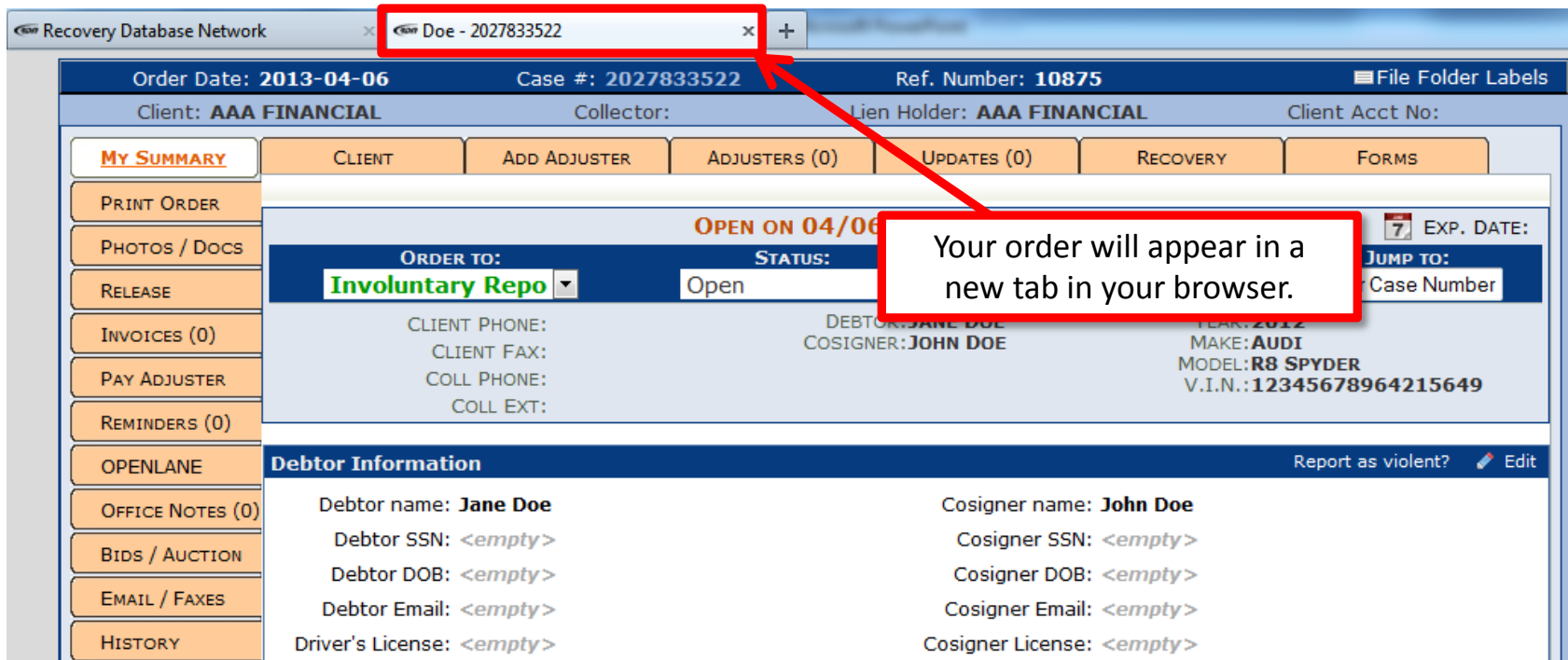
Select Branch : ▼

Select Sub Status:

Add New Order ← Press Add New Order

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We have color coded the Google Pushpins by Runsheet Priority on the Agent Portal.



Recovery Database Network

Order Date: **2013-04-06** Case #: **2027833522** Ref. Number: **10875** File Folder Labels

Client: **AAA FINANCIAL** Collector: Lien Holder: **AAA FINANCIAL** Client Acct No:

MY SUMMARY CLIENT ADD ADJUSTER ADJUSTERS (0) UPDATES (0) RECOVERY FORMS

PRINT ORDER

PHOTOS / DOCS

RELEASE

INVOICES (0)

PAY ADJUSTER

REMINDERS (0)

OPENLANE

OFFICE NOTES (0)

BIDS / AUCTION

EMAIL / FAXES

HISTORY

OPEN ON 04/06 EXP. DATE: 7

ORDER TO: **Involuntary Repo** STATUS: **Open** JUMP TO: Case Number

CLIENT PHONE: DEBTOR: **JANE DOE** YEAR: **2012**
CLIENT FAX: COSIGNER: **JOHN DOE** MAKE: **AUDI**
COLL PHONE: MODEL: **R8 SPYDER**
COLL EXT: V.I.N.: **12345678964215649**

Debtor Information Report as violent? Edit

Debtor name: Jane Doe	Cosigner name: John Doe
Debtor SSN: <empty>	Cosigner SSN: <empty>
Debtor DOB: <empty>	Cosigner DOB: <empty>
Debtor Email: <empty>	Cosigner Email: <empty>
Driver's License: <empty>	Cosigner License: <empty>

Questions??

**If you have any questions, please contact RDN Support at
817-204-0298, option 1, or via email: support@recoverydatabase.net.**

