



# RDN Training Material

## RDN Monthly Fee's





# RDN Monthly Fee's Full User

You may review your RDN monthly fee's via your Accounting section.

|                                       |                             |                                    |   |                             |                                   |                                |                                   |                            |
|---------------------------------------|-----------------------------|------------------------------------|---|-----------------------------|-----------------------------------|--------------------------------|-----------------------------------|----------------------------|
| <a href="#">Main Menu</a>             | <a href="#">Add Order</a>   | <a href="#">Open Orders [2291]</a> | <a href="#">My Orders [169]</a>         | <a href="#">MultiSearch</a> | <a href="#">Clients/Assignees</a> | <a href="#">Adjusters</a>      | <a href="#">Accounting</a>        | <a href="#">CarsArrive</a> |
| <a href="#">Repos &gt;Jan 1st [2]</a> | <a href="#">New Web [6]</a> | <a href="#">New Updates [420]</a>  | <a href="#">Pending: H[28] C[18214]</a> |                             | <a href="#">Agent [0]</a>         | <a href="#">On Hold [38]</a>   | <a href="#">Need Info [6]</a>     | <a href="#">OPENLANE</a>   |
| First <input type="text"/>            | Last <input type="text"/>   | Client Acct # <input type="text"/> | Ref # <input type="text"/>              | Case # <input type="text"/> | VIN <input type="text"/>          | Invoice # <input type="text"/> | <input type="button" value="Go"/> |                            |

Select Accounting and enter your Accounting password.

**Protected Area :: All Entries Logged**

Enter Your Password to Continue:



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## Posting Client or Agent Payments Area

- Pay RDN
- Receive Single Client Payments
- Receive Multiple Client Payments
- Add / Edit / View Vendor
- Post Agent Payments
- Adjust Company Billable Services
- Accounting Search

Select Pay RDN to view your RDN Monthly invoices.



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**Payment Method**

Use the form below to select and update your payment information.

Active payment method:

**Credit Card 1**

Card Number:

Expires:  /

Name on Card:

Billing Street Number or Complete P  
Billing Zip Code:  
E-mail:

**Invoices**

| Invoice            | Status | Due Date   | Total  | View                 | Pay |
|--------------------|--------|------------|--------|----------------------|-----|
| Invoice #200765645 | paid   | 2016-01-01 | 613.00 | <a href="#">View</a> |     |
| Invoice #200764780 | paid   | 2015-12-01 | 613.00 | <a href="#">View</a> |     |

Select View to view your RDN Monthly invoice.





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Use the form below to select and update your payment information.

Active payment method:

**Credit Card 1**

Card Number:

Expires:  /

Name on Card:

Billing Street Number or Complete P

Billing Zip Code:

E-mail:

**Invoices**

| Invoice            | Status | Due Date   | Total  | View                 | Pay |
|--------------------|--------|------------|--------|----------------------|-----|
| Invoice #200765645 | paid   | 2016-01-01 | 613.00 | <a href="#">View</a> |     |
| Invoice #200764780 | paid   | 2015-12-01 | 613.00 | <a href="#">View</a> |     |

Select View to view your RDN Monthly invoice.





# MultiSearch Reporting Options

You may review your accounts within a certain time frame by running a MultiSearch report. MultiSearch lets you perform searches based on the criteria you select.

The screenshot shows the RDN user interface. At the top, there is a navigation bar with the RDN logo, the user's name 'RDN User', and links for 'Documentation', 'Support', and 'Logout'. Below this is a main menu with several options: 'Main Menu', 'Credits [501]', 'Open Orders [6]', 'My Orders [2]', 'MultiSearch', 'Clients/Assignees', 'Adjusters', 'DRN Upload', and 'CarsArrive'. The 'MultiSearch' option is highlighted with a red arrow pointing to it from a red box below. Below the menu is a search form with the following fields: 'Repos > Jan 1st [0]', 'New Web [1]', 'Credit Usage', 'New Updates', 'On Hold [1]', 'Need Info [1]', and 'OPENLANE'. The search form also includes input fields for 'First', 'Last', 'Client Acct #', 'Ref #', 'Case #', 'VIN', and 'Invoice #', along with a 'Go' button.

Click MultiSearch.



# MultiSearch Reporting Options

MultiSearch allows you to define your search criteria. RDN has provided you with multiple way to define your search criteria.

| Saved Searches      |                                   |                                   |
|---------------------|-----------------------------------|-----------------------------------|
| Client Criteria     |                                   |                                   |
| Client              | <input type="text" value="Any"/>  |                                   |
| Lienholder          | <input type="text" value="Any"/>  |                                   |
| Assignee            | <input type="text" value="Any"/>  |                                   |
| Account Number      | <input type="text"/>              |                                   |
| Case Criteria       |                                   |                                   |
| Case Worker         | <input type="text" value="Any"/>  |                                   |
| Investigator        | <input type="text" value="Any"/>  |                                   |
| Claim Number        | <input type="text"/>              |                                   |
| VIN                 | <input type="text"/>              |                                   |
| Year / Make / Model | <input type="text" value="Year"/> | <input type="text" value="Make"/> |
| License Plate #     | <input type="text"/>              |                                   |

**Search Criteria.**



# MultiSearch Reporting Options

To run a MultiSearch by date range, you will need to locate the Date Range Criteria section.

**Date Range Criteria**

Where

During Dates  To

**Date Range Criteria Two**

Where

During Dates  To

**Sort By**

Sort Results By





# MultiSearch Reporting Options

Select the option you wish to run a Date Range Criteria report. For example: If you wish to pull a report of all cases you have recovered during a certain time frame, you select "Recovered" and define your date range. If you wish to pull a report of all cases that have been assigned to you during a certain time frame, you select "Assigned" and define your date range.

The screenshot shows a web interface for reporting options. On the left, there are three main sections: "Office Criteria", "Complaints Criteria", and "Date Range Criteria". The "Date Range Criteria" section is currently selected. A dropdown menu is open, showing options: "Any", "Assigned", "Closed", "Recovered", "Released", "Completed", and "Close - Positive Resolution". A red box highlights the dropdown menu with the text "Select an option, define your dates and press Search." Red arrows point from this box to the dropdown menu, the "During Dates" field, and the "Search!" button. The "During Dates" field has "To" and "From" input boxes. At the bottom, there are "Search!" and "Clear Selections" buttons.



# MultiSearch Reporting Options

Your results will be returned based off the criteria you have entered.

MultiSearch results are listed.

Configure Results   Export Results   Save Search   Change Search Criteria   Update All   Update Selected

Total Results: 5  
1

| Row | Select                   | Case Number                | Status      | Order Date | Year, Make and Model  |
|-----|--------------------------|----------------------------|-------------|------------|-----------------------|
| 1   | <input type="checkbox"/> | <a href="#">2025067927</a> | Repossessed | 06/29/2012 | 1999 ford f-150       |
| 2   | <input type="checkbox"/> | <a href="#">2025067984</a> | Repossessed | 06/29/2012 | 2004 Chevrolet Malibu |
| 3   | <input type="checkbox"/> | <a href="#">2038812851</a> | Repossessed | 07/07/2015 | 2005 SATURN VUE       |
| 4   | <input type="checkbox"/> | <a href="#">2039661682</a> | Repossessed | 08/26/2015 | 1999 FORD F150        |
| 5   | <input type="checkbox"/> | <a href="#">2040357709</a> | Repossessed | 10/06/2015 | 2013 RAM 1500 LARAMIE |



# Questions?

If you have any questions regarding this new release, please contact RDN Support.

817-204-0298, option 1

[support@recoverydatabase.net](mailto:support@recoverydatabase.net)