



CONTENTS - CHAPTER 2

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This chapter covers the 2nd pull down menu set.

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NAMES AND ADDRESSES OR ANY OTHER REFERENCE TO PERSONS OR ENTITIES LIVING OR DEAD IS PURELY COINCIDENTAL. NO TRUE OR REAL DATA IS OR HAS BEEN USED; THE DATA HAS BEEN CREATED TO REPRESENT WHAT REAL DATA WOULD LOOK AND FUNCTION THROUGH THE FUNCTIONS OF THIS PROGRAM. GEOGRAPHICAL AREAS AND REGIONAL NAMES ARE CORRECT, AS ARE THE CODES AND GOVERNMENT ENTITIES THEIR IN. SOME FICTITIOUS AREAS AND NAMES ARE USED FOR TRAINING AND EXPLANATIONS FUNCTIONS OR PURPOSES.

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This chapter covers the 2nd pull down menu set.

Clicking the **Add Costs** button as shown below in the file menu opens the drop down menu.



Figure 1. Help Option from File Menu

The drop down menu looks like this.

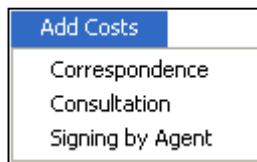


Figure 2. Add Costs Menu.

1. Add Correspondence Cost.

The cost of documentation or services is added to the debtor or defendant file. The open or current file will get the costs added to the statement. View the desktop statement to see the changes.

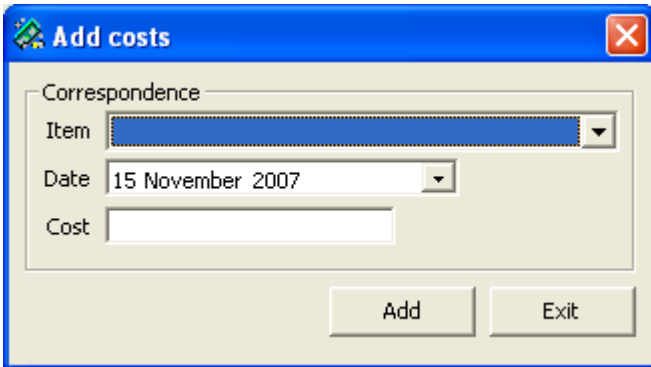


Figure 3. The Add Costs Form.

Click the drop down menu arrow to select from the pre-defined list.

Highlight the one, which is correct. To select it Click with the left mouse button.



Figure 4. Select Item.

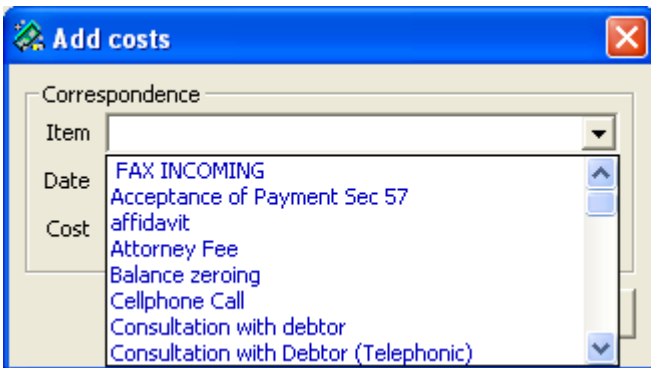


Figure 5. Select the Correspondence type.

Highlight the one, which is correct. To select it Click with the left mouse button.

Use the arrows on top of the date window to move the month forwards or backwards.



Figure 6. Select Date.

Click the left arrow to go back in months.

Click the Right arrow to go back in months.

Click the Day in the required month

The base of the calendar will display today's date.

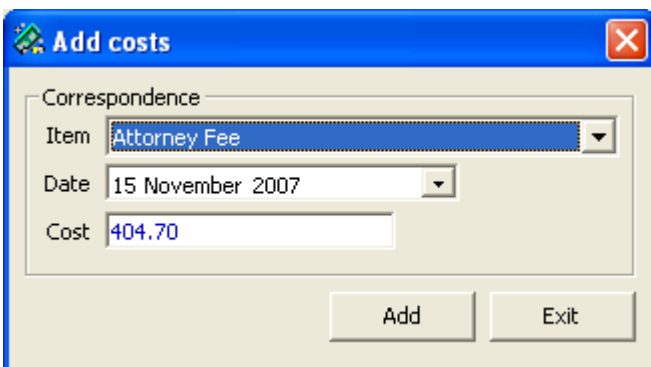


Figure 7. Add Cost Complete Form.

Click to continue.

Click to leave this option without updating.

| Current Statement | | | |
|-------------------|-------------------------|--------|----------|
| 17 Jan 2006 | Capital Amount | 150.88 | 150.88 |
| 25 May 2006 | Interest | 0.00 | 150.88 |
| 25 May 2006 | Instruction Fee | 75.00 | 225.88 |
| 05 Jun 2006 | Interest | 0.00 | 225.88 |
| 05 Jun 2006 | Telephone Call | 14.00 | 239.88 |
| 04 Aug 2006 | Interest | 0.00 | 239.88 |
| 04 Aug 2006 | SMS: Letter Demand N... | 14.00 | 253.88 |
| 28 Aug 2006 | Interest | 0.00 | 253.88 |
| 28 Aug 2006 | SMS: Letter Demand N... | 14.00 | 267.88 |
| 08 Nov 2007 | Interest | 0.00 | 267.88 |
| 08 Nov 2007 | Attorney Fee | 404.47 | 672.35 |
| 08 Nov 2007 | Signing | 75.00 | 747.35 |
| 09 Nov 2007 | Interest | 0.00 | 747.35 |
| 09 Nov 2007 | Final Demand | 0.00 | 747.35 |
| 09 Nov 2007 | Acceptance of Payme... | 0.00 | 747.35 |
| 15 Nov 2007 | Interest | 0.00 | 747.35 |
| 15 Nov 2007 | Attorney Fee | 404.70 | 1,152.05 |
| 15 Nov 2007 | Current Balance | | 1,152.05 |

The Cost is added to the defendant's statement.

Figure 8. The Desktop Statement.

2. Add Consultation Cost.

The cost of Consultation services is added to the debtor or defendant file. The open or current file will get the costs added to the statement. View the desktop statement to see the changes.

Figure 9. The Add Costs Form.

Click the drop down menu arrow to select from the pre-defined list.

Highlight the one, which is correct. To select it Click with the left mouse button.


Figure 10. Select Item.


Figure 11. Select the Correspondence type.

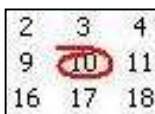
Highlight the one, which is correct. To select it Click with the left mouse button.

Use the arrows on top of the date window to move the month forwards or backwards.



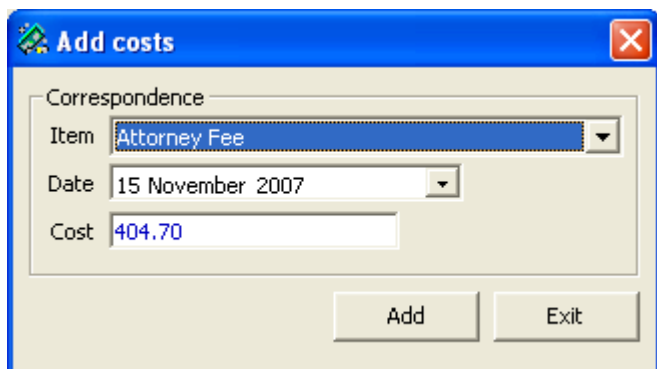
Click the left arrow to go back in months. 

Click the Right arrow to go back in months. 

Click the Day in the required month 

The base of the calendar will display today's date.

Figure 12. Select Date.



Click  to continue.

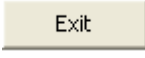
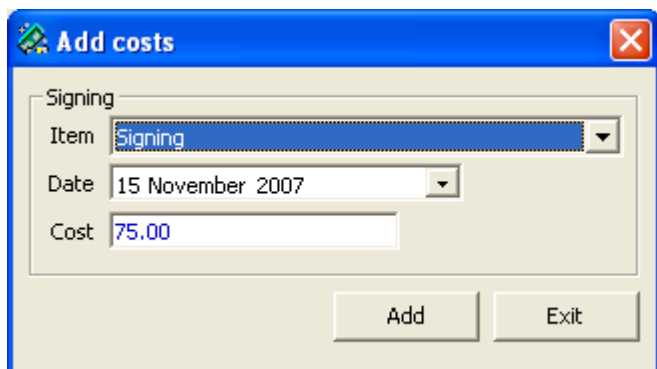

Click  to leave this option without updating.

Figure 13. Add Cost Complete Form.

3. Signing By Agent.

The cost of documentation or services is added to the debtor or defendant file. The open or current file will get the costs added to the statement. View the desktop statement to see the changes.



Click  the drop down menu arrow to select from the pre-defined list.

Highlight the one, which is correct. To select it
Click with the left mouse button.

Highlight the one, which is correct. To select it
Click with the left mouse button.


Figure 14. The Add Costs Form.




Figure 15. Select Item.

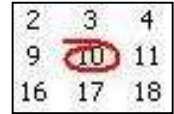
Use the arrows on top of the date window to move the month forwards or backwards.



☞ Click the left arrow to go back in months. 

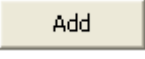
☞ Click the Right arrow to go back in months. 

☞ Click the Day in the required month



The base of the calendar will display today's date.

Figure 16. Select Date.

☞ Click  to continue.

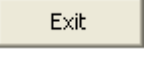
☞ Click  to leave this option without updating.

Figure 17. Add Cost Complete Form.

| Current Statement | | | |
|-------------------|-------------------------|--------|----------|
| 17 Jan 2006 | Capital Amount | 150.88 | 150.88 |
| 25 May 2006 | Interest | 0.00 | 150.88 |
| 25 May 2006 | Instruction Fee | 75.00 | 225.88 |
| 05 Jun 2006 | Interest | 0.00 | 225.88 |
| 05 Jun 2006 | Telephone Call | 14.00 | 239.88 |
| 04 Aug 2006 | Interest | 0.00 | 239.88 |
| 04 Aug 2006 | SMS: Letter Demand N... | 14.00 | 253.88 |
| 28 Aug 2006 | Interest | 0.00 | 253.88 |
| 28 Aug 2006 | SMS: Letter Demand N... | 14.00 | 267.88 |
| 08 Nov 2007 | Interest | 0.00 | 267.88 |
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| 08 Nov 2007 | Signing | 75.00 | 747.35 |
| 09 Nov 2007 | Interest | 0.00 | 747.35 |
| 09 Nov 2007 | Final Demand | 0.00 | 747.35 |
| 09 Nov 2007 | Acceptance of Payme... | 0.00 | 747.35 |
| 15 Nov 2007 | Interest | 0.00 | 747.35 |
| 15 Nov 2007 | Attorney Fee | 404.70 | 1,152.05 |
| 15 Nov 2007 | Signing | 75.00 | 1,227.05 |
| 15 Nov 2007 | Current Balance | | 1,227.05 |

The Signing Fee updated to the defendants statement.

Figure 18. The desktop with updated Statement.

4. List of Figures for Chapter 2.

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| HELP OPTION FROM FILE MENU | 3 |
| ADD COSTS MENU. | 3 |
| THE ADD COSTS FORM. | 4 |
| SELECT ITEM. | 4 |
| SELECT THE CORRESPONDENCE TYPE..... | 4 |
| SELECT DATE..... | 4 |
| ADD COST COMPLETE FORM. | 4 |
| THE DESKTOP STATEMENT..... | 5 |
| THE ADD COSTS FORM. | 5 |
| SELECT ITEM. | 5 |
| SELECT THE CORRESPONDENCE TYPE..... | 5 |
| SELECT DATE..... | ERROR! BOOKMARK NOT DEFINED. |
| ADD COST COMPLETE FORM. | 6 |
| THE ADD COSTS FORM. | 6 |
| SELECT ITEM. | 6 |
| SELECT DATE..... | 6 |
| ADD COST COMPLETE FORM. | 7 |
| THE DESKTOP WITH UPDATED STATEMENT. | 7 |