

Monroe
Enterprises
Incorporated

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Instructions

Logon

*Farmers
Credit
Guide*

Version 4.0
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User name: Y100

Password: *****

Remember Logon:

OK

Cancel

You can use the same User name and password that you used last year. If you forgot them, send us an e-mail at farmguide@qfgnet.com and we'll send them to you. Click Remember Logon if you don't want to have to enter that information every time you open the program. Click OK to log on.

Main Window

Account #	Last Name	First Name	Address	City	State	Zip	RatingDate
	DUCK	DONALD	PO BOX 123	BEAVER DAM	WI	53916	12/09/11
12345	MOUSE	MICKEY	123 S MAIN ST	MONROE	WI	53566	12/09/11
**							

When you first open the program, the main grid will list out all of the consumers you listed in the previous year. For each consumer, it shows your account number for this consumer (optional), their name, address, city, state, zip code, and the date the consumer was rated (which should all be blank to start with). You can sort your ratings by any of the columns by clicking on that column heading. The first click will sort them in ascending order by that column and clicking again will sort them in descending order. Select a consumer to change the rating or to edit it by clicking on it or using your arrow keys to move up and down through the list. The selected consumer will have a triangle in the far left column.

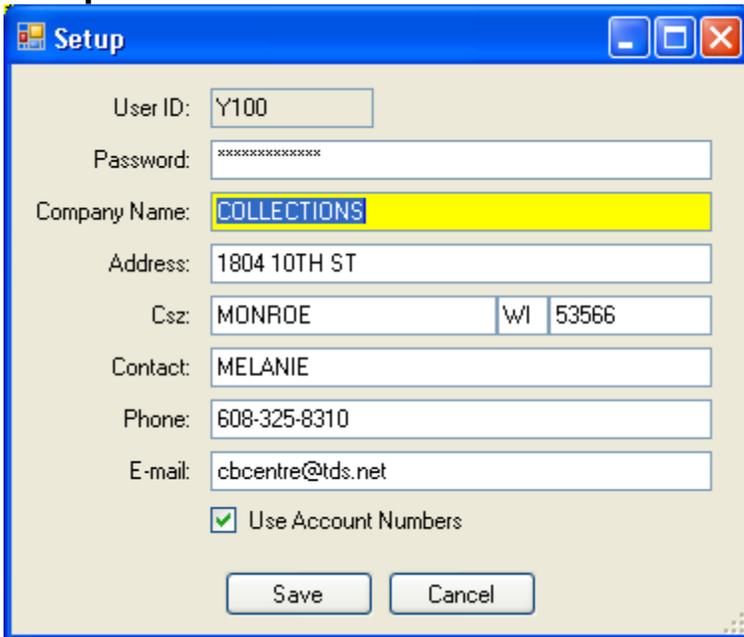
The right panel has a key of the different rating codes. Once you select a consumer, you can either click on one of these keys or simply press the corresponding function key (F1 for Prompt, F2 for Good, etc.) on your keyboard. Below the key are buttons to add a new consumer and delete the selected consumer. Below those are three options to view Un-rated, Rated, or All consumers. These also show how many consumers there are in each category.

The bottom panel allows you to filter the consumers you are viewing based on your account number, first or last name, address, or city. Simply select the field you want to filter by and then enter your criteria. For instance, if you select the Last Name field and then start typing in SMITH in the textbox, you will see the ratings you are viewing change to consumers whose last name starts with S when you type that character, SM when you type the next, SMI for the next, etc. Note that as soon as you type anything in, the View options are disabled and you will be viewing all consumers, whether they have been rated or not. To re-enable those options, simply delete everything out of the Filter by textbox. Next to the Filter controls are six buttons:

- **Save:** Click this to save any changes you've made. The program will automatically save changes when you click any of the buttons at the bottom or when you close out of the program, but if you've got a lot of consumers you're working on, it might not hurt to save your changes once in a while.
- **Finished:** Click this when you have completed your ratings. This will notify us that you are done so we may include your ratings in our processing.
- **Setup:** This will open the Setup window.

- **Print:** This prints a list of your consumers, should you wish to keep a hard copy.
- **Help:** This opens the help window, where you can see this document as well as contact information, the license agreement for this program, and a list of what's new in the program.
- **Exit:** This closes the program.

Setup Window



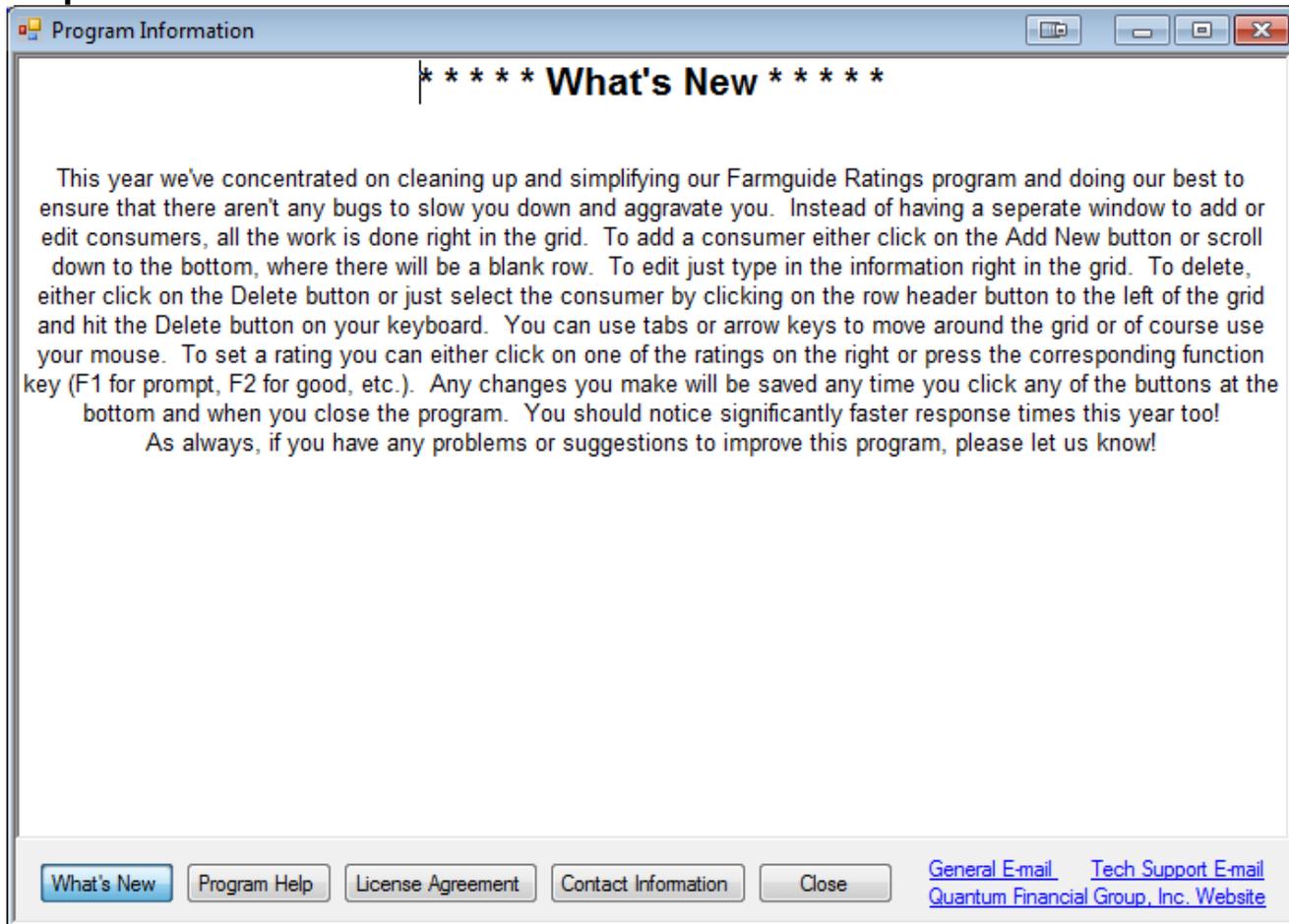
The Setup window is a standard Windows-style dialog box with a blue title bar containing the text "Setup" and standard minimize, maximize, and close buttons. The main area has a light beige background and contains several input fields and a checkbox. The fields are arranged vertically and are as follows:

- User ID:** A text box containing "Y100".
- Password:** A text box containing "xxxxxxxxxx".
- Company Name:** A text box containing "COLLECTIONS", which is highlighted in yellow.
- Address:** A text box containing "1804 10TH ST".
- Csz:** A text box containing "MONROE", followed by a small box containing "WI" and another containing "53566".
- Contact:** A text box containing "MELANIE".
- Phone:** A text box containing "608-325-8310".
- E-mail:** A text box containing "cbcentre@tds.net".

At the bottom of the form area, there is a checked checkbox labeled "Use Account Numbers". Below the checkbox are two buttons: "Save" and "Cancel".

The Setup window allows you to change your password as well as general information about your company. We use this information to contact you so please make sure it is correct. You can also check the Use Account Numbers checkbox if you like.

Help Window



From here you can view new changes to the program, program help (this document), the license agreement for this program, and contact information. There are also links to send us a general e-mail, technical support e-mail, or view our website.

If you have any questions or comments (we're always looking for ways to improve our services!), please feel free to e-mail or call us:

- For questions regarding the Farm Guide or other services, e-mail farmguide@qfgnet.com or call (608) 325-5121 or (800) 538-4658 and ask for Melanie.
- For technical support or suggestions regarding the program, e-mail brian@qfgnet.com or call (608) 325-8320 or (800) 538-4658 and ask for Brian.