

StuckyNet-Link

User Interface Manual

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Introduction

StuckyNet-Link offers you 24-hour access to your current loan status, ledger, and ineligible balances through a user-friendly web interface. Additionally the system enables you to complete your borrowing base posting online and frees you from the costly burden of printing, packaging, and shipping back up reports, saving you hundreds of dollars per month.

If you've used the Internet before, you will immediately feel comfortable navigating your way through your loan information in StuckyNet-Link. All the familiar web elements are here, from menus and hyperlinks to tables and forms. We want your experience with StuckyNet-Link to be easy to use and understand.

Both novice and experienced Internet users can benefit from the information in this booklet. Please read through it once to get an overview of what StuckyNet-Link has to offer and then keep it for reference if you should need it at a later time.

Technical Information

Minimum System Requirements

- Microsoft Internet Explorer 6 or greater with 128-bit encryption
-Or- Netscape 7 or greater with 128-bit encryption
- 56Kbps modem or other high speed Internet connection
- Internet Service Provider (i.e. MSN, AOL, Earthlink...)

Also Recommended

- Workstation access to electronic copies of supporting documentation
- Scanner for converting paper documents to an electronic format
- Microsoft Excel, Lotus Notes, or other spreadsheet software

Logging In

- Your collateral analyst will assign you a client code, username, and password. Enter these codes in the corresponding fields on the login screen. Be aware that the password is case sensitive.

Session Timeout

- For security reasons, your session will end after 20 minutes if you are not actively using the system. If your session ends you will be required to log in again.
- Your session will also end if you close your browser window, switch to a different website within the same browser window and then try to return using the Back button, and possibly when you use the browser's Refresh or Reload function. For these reasons it is recommended that you use the system's menu options to move through the website instead of using your browser's Back, Forward, and Refresh buttons.
- You are limited to five connections to the system at any one time. New connections can be created if you close your browser without logging out of the system or have multiple browser windows logged into the system at the same time.
- If you receive a message stating that your user ID is being reported as already logged in, wait ten or twenty minutes for a new session to become available or call your collateral analyst to free up the connections.

Changing Your Password

- You may be required to change your password both the first time you log in and on a periodic basis. When required to change passwords you will be prompted to do so immediately after logging into the system.
- To change your password you must enter your current password, a new password, and the same new password in the Confirm Password field.
- New passwords are required to be at least five characters in length and contain at least one alpha character (A-Z or a-z) and one numeric character (0-9).
- Passwords are case sensitive.
- If you forget your password please call your collateral analyst and it will be reset.

Creating a New Borrowing Base Certificate

1. Click on **Borrowing Base Posting** from the menu.
2. Enter a certificate number in the '**Certificate #**' field under the heading '**New Certificate**'.

Borrowing Base Posting

New Certificate

Certificate#:

For Date:

- The certificate number can be from one to six characters.
 - The certificate number must be unique. If you duplicate a certificate number, you will be prompted to enter a new number.
 - The certificate number can only contain alphanumeric characters. Unacceptable characters will be changed to a dash character (-).
 - One recommended format for the certificate number is to use the date in the form of mmddyy, e.g. use 112502 for Nov. 25th, 2002.
3. Enter the date of the certificate, or use the calendar button to select a date. Entering an invalid date will cause the date to be recorded as the current date.
 4. Click the '**New Certificate**' button. A blank certificate will be displayed.

Loan # - Type	00 / AR (USD)	01 / AR (GBP)
Collateral Balance	21,000.00	12,868.00
Sales/Additions	<input type="text"/>	<input type="text"/>
Credit Memos	<input type="text"/>	<input type="text"/>
Adjustments	<input type="text"/>	<input type="text"/>
Cash/Removals	<input type="text"/>	<input type="text"/>
Discounts	<input type="text"/>	<input type="text"/>
Non-AR Cash	<input type="text"/>	<input type="text"/>
New Collateral Balance	21,000.00	12,868.00

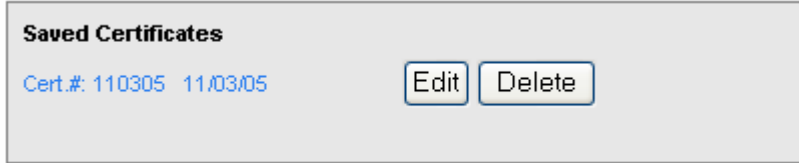
- The text fields with a gray background are for your data entry.
- Text fields with a white background are calculated. If you type over a calculated field it will revert back to its original value.
- The beginning balances on each certificate are pulled directly from the most recently updated data and do not reflect any other saved or pending borrowing base certificates.
- **Use the Tab key to move between text fields.** If you hit the Enter key instead of Tab, your borrowing base posting may be submitted accidentally. If you submit the posting before you are finished, just open the borrowing base again in edit mode (see next section).

5. Enter your posting information then click **Save** to submit the certificate when you are finished.

6. After saving, the certificate will be displayed in a non-editable, printable format with the data you've entered in a bold font. You may print a copy for your records, or review the certificate later as a saved, pending, or historical posting.

Editing a Saved Certificate

Your borrowing base posting is stored as a saved certificate from the time it is first saved until your lender's next scheduled download. Once the lender downloads the certificate, it will be considered pending and you will not be able to edit or delete it.



1. Click on **Borrowing Base Posting** from the menu.
2. Click the **Edit** button, or click the hyperlink for the certificate you want to edit.
3. The certificate will be displayed with your original data in the editable fields. Change the information you need to, then click the **Save** button to resubmit the certificate when you are finished.
4. Beginning balances and rates will be set to their current values, which may be different from the values of the original posting.
5. If you make a mistake while editing a saved posting, you can use the **Reset** button to return the values to their original state.

Deleting a Saved Certificate



1. Click on **Borrowing Base Posting** from the menu.
2. Click the **Delete** button next to the certificate you want to delete. The certificate you want to delete will be displayed.
3. Click **Delete** again to confirm the deletion of the certificate.
4. A message will prompt you that the posting has been deleted.

Pending Status of Certificates

A borrowing base certificate is held in a pending state from the time the collateral analyst downloads the posting until it is accepted into the system.

- Pending postings are displayed on the loan ledger with a different color background and the word **Pending** in the **Coll#** column.

Date	Assn#	Coll#
11/03/05	110305	Pending

- Pending postings show up in the borrowing base posting program with a **View** button next to them. You may review a pending certificate but not edit, delete, or make changes.

Viewing a Pending Certificate

Pending Certificates

Cert.#. 110305 11/03/05 View

1. Click on **Borrowing Base Posting** from the menu.
 2. Click the **View** button next to the certificate you want to review.
- The certificate will be displayed in a non-editable format with the data entry fields formatted in bold text.
 - The beginning balances and rates on pending certificates are the same values they were when the posting was submitted.

Reviewing Historical Certificates

Date:	Certificate #
11/03/05	110305

1. Click on **Borrowing Base History** from the menu.
2. Select a From Date – To Date range.
3. A list will be displayed of the certificates submitted within the date range. Each certificate is displayed as a hyperlink.
4. Click the hyperlink for the posting you wish to review. The certificate will be displayed in a non-editable format.

Calculating Availability

- **New Collateral Balance** = Collateral Balance + Sales/Additions – Credit Memos + Adjustments – Cash/Removals – Discounts + Non-AR Cash

- **New Net Collateral** = Lesser Of
 1. (New Collateral Balance – Ineligibles) * Advance Rate – Reserves
 2. Collateral Limit

- **Total Collateral** = Lesser Of
 1. Sum of all New Net Collateral fields
 2. Revolving Limit + Sum of non-revolving New Net Collateral fields
 3. Total Line Limit

- **Collections** = Cash Removals

- **New Loan Balance** = Sum of Loan Balances – Collections + Advance Request

- **New Availability** = Total Collateral – New Loan Balance

The availability calculation may involve factors not listed here. If this formula does not give you the same availability number as your borrowing base or loan status report, contact your collateral analyst.

Loan Status Report

Loan Status

Client: TDR0 Date: 11/03/05

Print

Loan #	Type	Curr.	Rate	Gross Collateral	Ineligible	Reserve	Loan Limit	Net Collateral	Loan Balance	Availability
TDR000	AR	USD	80.00%	21,000.00	2,146,533.32	0.00	7,000,000.00	(1,700,426.66)	16,200.00	(1,716,626.66)
TDR001	AR	GBP	80.00%	12,868.00	9,742.00	0.00	1,000,000.00	2,500.80	10,980.00	(8,479.20)
(USD) Total:				42,754.86	2,163,003.31	0.00	10,000,000.00	(1,696,198.76)	34,762.98	(1,730,961.74)

The loan status report is an overview of all the loans in your account as of the last time the system data was updated.

This report does not include any pending or saved borrowing base certificate information in its calculations.

Loan Ledger Report

Displays the line-item ledger of activity for each loan in your account.

- This report often requires Landscape mode when printed.

Loan Ledger

Loan Number:

From Date:

To Date:

- Click **Loan Ledger Report** from the menu.
- Select the Loan Number you want to view the ledger for.
- Use the default dates to display a current report, or select new from/to dates.
- Click **Show Report** to display the report in your browser.

Loan Ledger

Print

Loan: TDR000 Activity Dates: 9/01/05 to 11/03/05

Type: AR Currency: USD

Date	Assn#	Coll#	Sales	Credits & Adjustments	Gross Collections	Collateral Balance	Advances	Adjustments	Net Cash	Loan Balance
Beginning Balances ----->						14,600.00				5,400.00
9/01/05	0912a	SN-12	1,000.00	0.00	0.00	15,600.00	0.00	0.00	0.00	5,400.00
9/01/05	0912e	SN-12	400.00	0.00	0.00	16,000.00	0.00	0.00	0.00	5,400.00
9/01/05	0915	SN-15	1,000.00	0.00	0.00	17,000.00	500.00	0.00	0.00	5,900.00
9/01/05	0915A	SN-15	400.00	0.00	0.00	17,400.00	300.00	0.00	0.00	6,200.00
9/01/05	091805	SN-14	2,000.00	0.00	0.00	19,400.00	0.00	0.00	0.00	6,200.00
9/01/05	092005	SN-14	400.00	0.00	0.00	19,800.00	0.00	0.00	0.00	6,200.00
9/01/05	10003	SN-15	0.00	0.00	0.00	19,800.00	10,000.00	0.00	0.00	16,200.00
9/01/05	201	SN-08	100.00	0.00	0.00	19,900.00	0.00	0.00	0.00	16,200.00
9/01/05	202	SN-08	100.00	0.00	0.00	20,000.00	0.00	0.00	0.00	16,200.00
9/01/05	205	SN-12	1,000.00	0.00	0.00	21,000.00	0.00	0.00	0.00	16,200.00
11/03/05	110305	Pending	100.00	177.00	0.00	21,277.00	0.00	0.00	0.00	16,200.00
Totals:			6,500.00	177.00	0.00	21,277.00	10,800.00	0.00	0.00	16,200.00

Ineligible History

Displays the ineligible and reserves for each loan in your account.

Ineligible History

Loan Number:
 From Date:
 To Date:

1. Click **Ineligible History** from the menu.
2. Select the Loan Number you want to view the ineligible for.
3. Use the default dates to display a current report, or select new from/to dates.
4. Click **Show Report** to display the report in your browser.

Ineligible History:

Loan: TDR000 Activity Dates: 10/01/05 to 11/03/05


Type: AR Currency: USD

Date	Over 90 DAYS/CREDIT LIMIT	CROSS AGING RULE	CONCENTRATION RULE	CREDIT PAST DUE RULE	Contra	Foreign	Government	Affiliates	Other	Total
2/03/05	2,138,022.80	0.00	0.00	8,510.52	0.00	0.00	0.00	0.00	0.00	2,146,533.32

Date	Reserve #1	Reserve #2	Reserve #3	Total
2/03/05	0.00	0.00	0.00	0.00

- The header columns for this report are based on the most recent ineligible/reserve postings for your account. The column headers will match the latest ineligible/reserve figures posted, but might not match older rows.

Printing Reports

Each report includes a **Print** button  in the top right corner of the report screen.

Use this button to send the current frame to the printer.

Depending on your browser type and printer model, some printed reports may cut off the rightmost part of the screen. If you have a problem, set your printer orientation to landscape mode before printing.

Saving Reports

Click **Save As** in your browser's **File** menu to save the report to a file.

You can also Copy and Paste reports from your browser into other programs like Microsoft Excel or Word.

Loan Ledger

Loan: SPTI11 Activity Dates: 9/15/05 to 10/06/05 Print

Type: AR Currency: USD

Date	Assn#	Coll#	Sales	Credits & Adjustments	Gross Collections	Collateral Balance	Advances	Adjustments	Net Cash	Loan Balance
Beginning Balances ----->						4,298,718.27				434,238.00
9/16/05	091605	SN-16	25,648.00	(5,000.00)	0.00	4,319,366.27	0.00	0.00	0.00	434,238.00
9/16/05	1	1	25,364.00	(2,500.00)	325,614.00	4,016,616.27	1,000,000.00		325,614.00	1,108,624.00
9/19/05	091905	SN-19	56,948.00	896.00	(10,000.00)	4,084,460.27	0.00		0.00	1,108,624.00
9/19/05	1	1	25,641.00	(10,225.00)	654,987.00	3,444,889.27	1,000,000.00		654,987.00	1,453,637.00
9/19/05	ADJ		0.00	0.00	0.00	3,444,889.27	0.00		0.00	1,455,637.00
9/20/05	Ineligibles:		272,337.71	0.00	6,343.01	Reserves:	100,000.00	0.00	0.00	
9/20/05	092005	SN-20	56,461.00	(2,500.00)	0.00	3,498,850.27	0.00	0.00	0.00	1,455,637.00

1. When the report you want is on screen, click your mouse on the upper left corner of the report. Holding the mouse button down, drag to select the part of the report you want to copy. Your selection will be highlighted when it is selected.
2. Click Edit -> Copy from your browser menu, or right click on your selection and click Copy from the context menu.
3. Switch to the program or document you want to paste the data into.
4. Click on the point in the document where you want the data to be displayed.
5. Click Edit -> Paste from the program's menu, or right click on the document and click Paste in the context menu.

After you have successfully pasted the data into the new document, you can save the document for later use, reformat it the way you'd like to see it, print it from the new program, or use the pasted data to do calculations.

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Assn#	Coll#	Sales	Credits & Adjustments	Gross Collections	Collateral Balance	Advances	Adjustments	Net Cash	Loan Balance
2		Beginning Balances ----->					\$25,103,885.82				\$3,866,599.55
3	03/01/02	Loan	Limit:	\$25,000,000.00							
4	03/01/02	IntFr»	BOG001	\$0.00	\$0.00	\$0.00	\$25,103,885.82	\$0.00	\$12,347.28	\$0.00	\$3,878,946.83
5	03/04/02	4-Mar	SN-14	\$809,788.02	(\$34,138.05)	\$7,908.00	\$25,871,627.79	\$80,000.00	\$0.00	\$0.00	\$3,958,946.83
6	03/05/02	30402	SN-04	\$1,106,982.32	(\$65,877.44)	\$949.80	\$26,911,782.87	\$250,000.00	\$0.00	\$0.00	\$4,208,946.83
7	03/05/02	306	SN-06	\$48,366.52	\$7,763.82	\$2,000.00	\$26,965,913.21	\$500,000.00	\$0.00	\$0.00	\$4,708,946.83
8	03/07/02	7-Mar	SN-14	\$98,703.20	\$15,930.56	(\$21,196.79)	\$27,101,743.76	\$800,000.00	\$0.00	\$0.00	\$5,508,946.83
9	03/14/02	14-Mar	SN-14	\$60,601.58	(\$6,369.47)	\$6,450.28	\$27,149,525.59	\$0.00	\$0.00	\$0.00	\$5,508,946.83
10		Totals:		\$2,124,441.64	(\$82,690.58)	(\$3,888.71)	\$27,149,525.59	\$1,630,000.00	\$12,347.28	\$0.00	\$5,508,946.83

Uploading Files

1. Click on **Upload Files** from the StuckyNet menu.
2. Click on the **Browse** button to the right of the type of file you will upload.

Daily

Invoice Register: **Browse...**

Cash Register: **Browse...**

Adjustment Register: **Browse...**

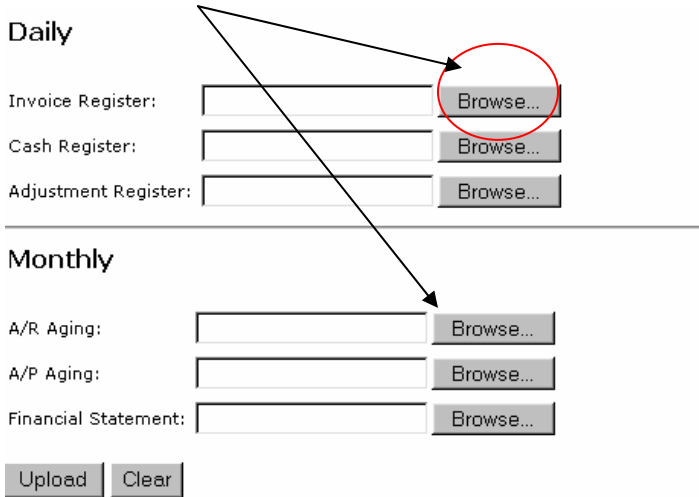
Monthly

A/R Aging: **Browse...**

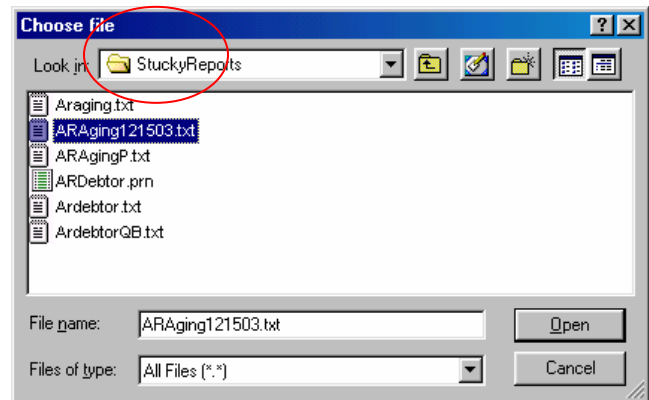
A/P Aging: **Browse...**

Financial Statement: **Browse...**

Upload **Clear**



3. In the **Look in** box, click on the drive or folder containing the file.
4. Highlight the file you want to upload and click **Open**.
5. The filename will appear in the field of the file type. In the sample below, an A/R Aging file will be uploaded to the system.



Daily

Invoice Register: **Browse...**

Cash Register: **Browse...**

Adjustment Register: **Browse...**

Monthly

A/R Aging: **Browse...**

A/P Aging: **Browse...**

Financial Statement: **Browse...**

Upload **Clear**

6. Click the **Upload** button.
7. A status bar on screen will let you know that the files are being uploaded. Make sure to wait while your files are uploaded. If you navigate to a different page or close your browser the file upload will be cancelled.
8. A list of all the files uploaded will be displayed after a successful file transfer.

Files uploaded successfully!

File	File Name	Size	Type
A/R Aging	E:\StuckyReports\ARAging121503.txt	5 KB	text/plain

Upload History

Upload history shows the names of the supporting documents that you've uploaded using StuckyNet-Link.

Upload History

From Date:

To Date:

1. Click on **Upload History** on the StuckyNet menu.
2. Use the default dates to display a current report, or select new from/to dates.
3. Click **Show Report** to display the report in your browser.

Upload History

Daily Files:

Uploaded File	Date
C:\Documents and Settings\Theresa\Desktop\MFGlogin.txt	11/02/05 14:07:00
C:\Documents and Settings\Theresa\Desktop\BBPost_GetPending.	11/02/05 12:04:14

Monthly Files:

Uploaded File	Date
C:\Documents and Settings\Theresa\Desktop\MFGlogin.txt	11/02/05 12:04:14

Aging File Specifications

Please provide the following information for the A/R Aging files:

Customer Information

1. Customer Number
2. Customer Name
3. Street Address
4. City
5. State
6. Zip Code
7. Telephone Number

Items 1 and 2 are required.

A/R Aging Information

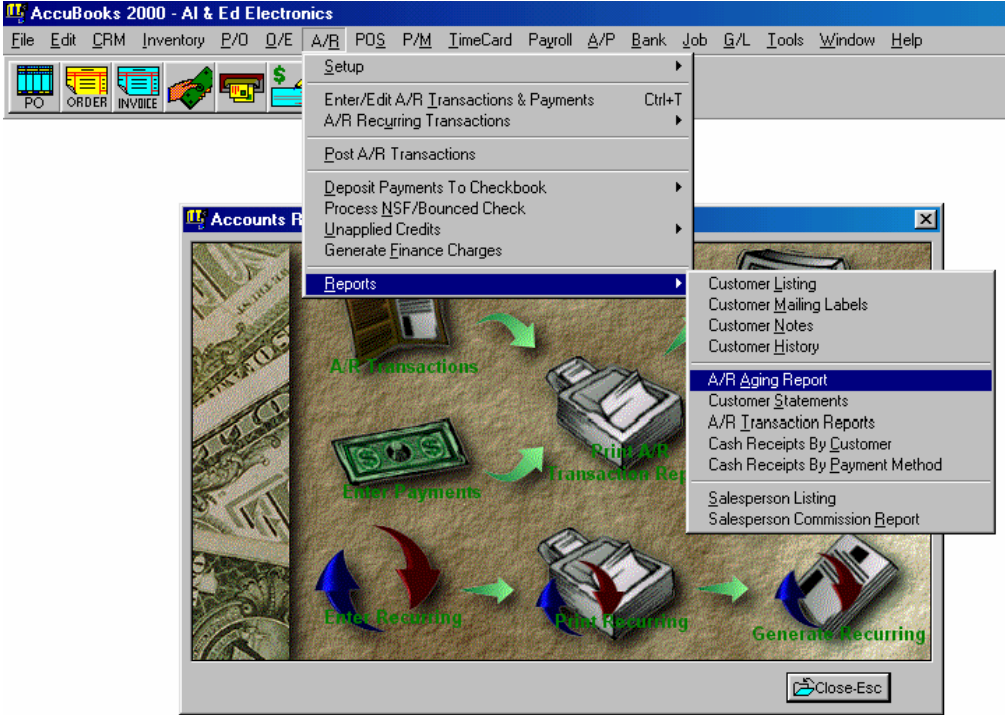
1. Customer Number
2. Invoice Number
3. Invoice Date
4. Due Date
5. Transaction Type
6. P.O. #
7. Transaction Amount

All items except Item 6 are required.

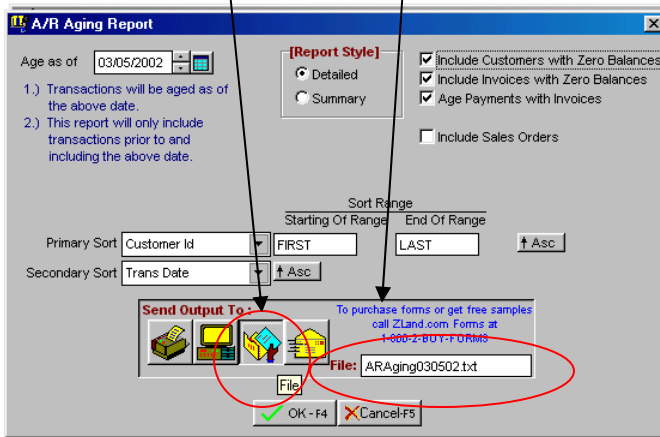
How To Print A Report To A File In Accubooks

We will use the Aging Report as an example.

1. Click on **A/R → Reports → A/R Aging Report**.



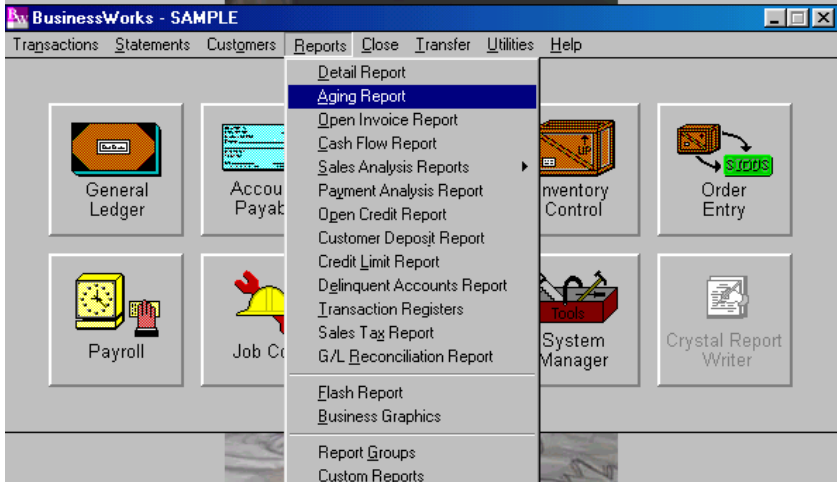
2. In the A/R Aging Report window, choose the third button on the **Send Output To** section to print to a file.
3. Type in **ARaging** and the date of the aging report in MMDDYY format. (i.e. ARaging030502.txt). Use **txt** as the extension for the filename. Click OK.



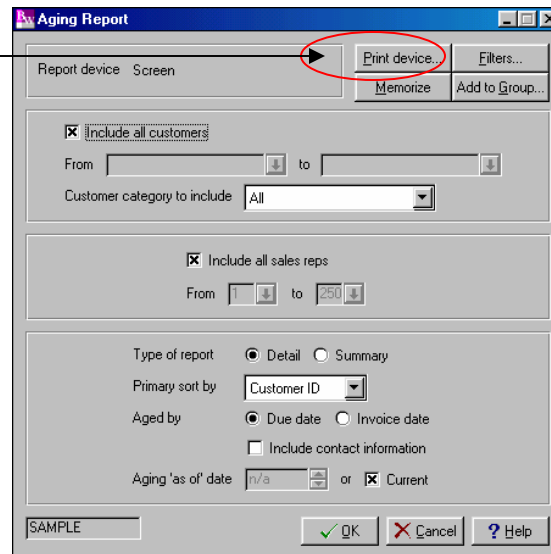
How To Print a Report To File In BusinessWorks

We will use the Aging Report as an example.

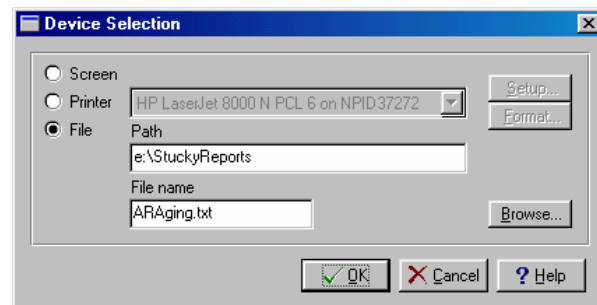
1. Click on the **Accounts Receivable** button. Click on **Reports** → **Aging Report**.



2. Click on the **Print Device** button.



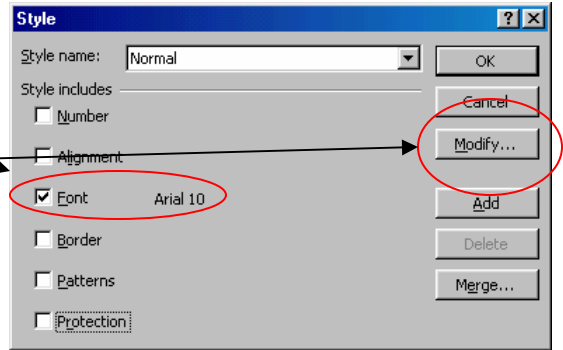
3. Click on **File** and type in a filename (“**ARaging.txt**”) then click **OK** to export the report to a flat file.



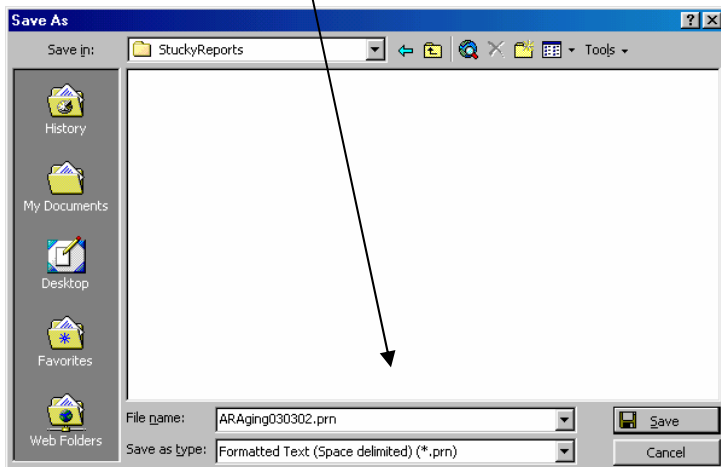
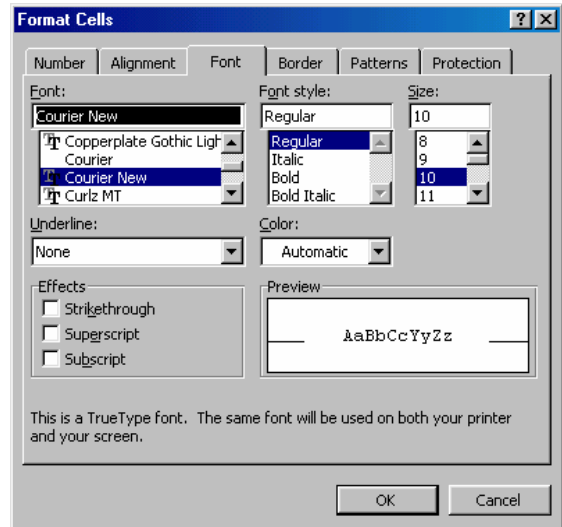
How to Export Data from an Excel Worksheet

The flat file format is used to create text files that can be opened in most other programs. For example, this format is required by mainframe programs and is often necessary for government reporting.

1. Open the Excel Workbook that you want to save to a flat file.
2. Click on **CTRL-A** to select the entire worksheet.
3. Click **Style** on the **Format** menu, and then click to clear all check boxes except **Font**.
4. Click **Modify**.



5. Click the **Font** tab, and then click a non-proportional font (for example, Courier New) from the **Font** list.
6. Click **OK** twice.
The format style of your workbook is now changed so that the column width is based on the number of characters that can be placed in the column.
7. Adjust the column widths to suit your preferences.
8. On the **File** menu, click **Save As**.
9. In the **Save as type** list, click **Formatted Text (Space Delimited)**.
10. Click **Save**.



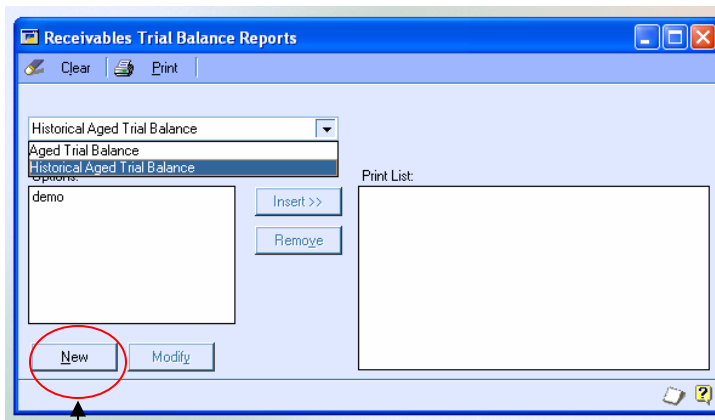
How To Print To A File In Microsoft SBM

We will use the Receivables Report as an example.

1. Click on **Reports → Sales → Print Receivables Trial Balance**.

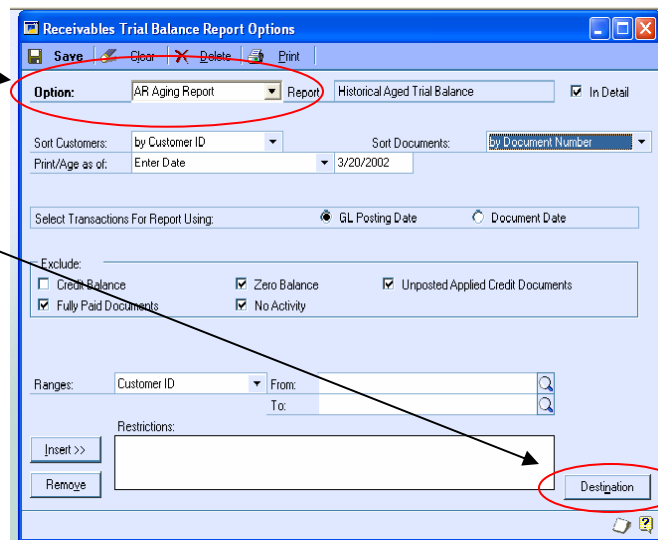


2. In the Receivables Trial Balance Reports, click on the drop-down and choose **Historical Aged Trial Balance**.



3. Click the **New** button.

4. Type **AR Aging Report** for Option.

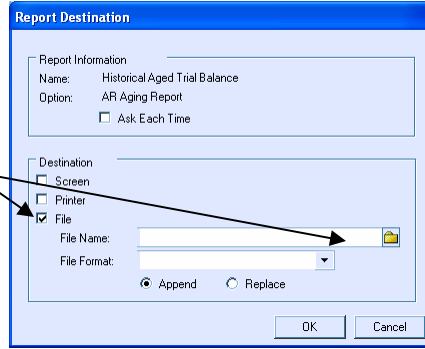
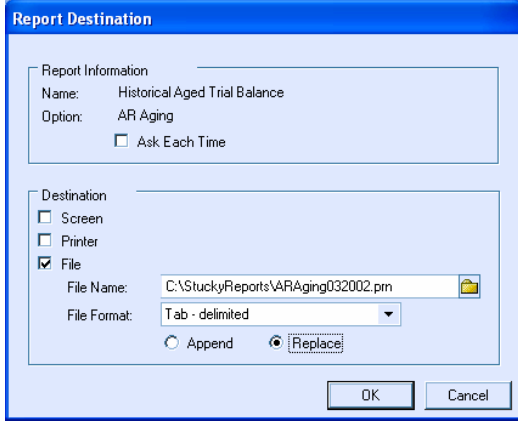


5. Click on the **Destination** button.

(How To Print To A File In Microsoft SBM, cont.)

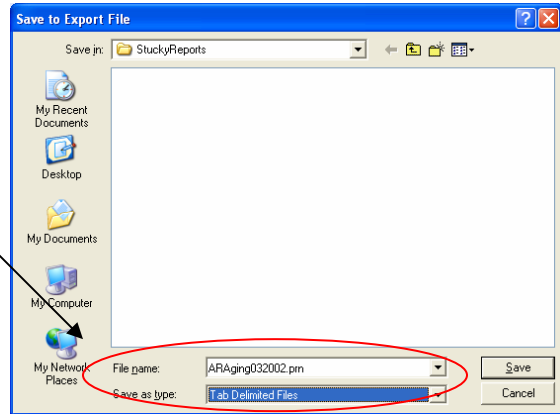
6. In the Destination section click on **File**.

7. Click on the **Browse** button.

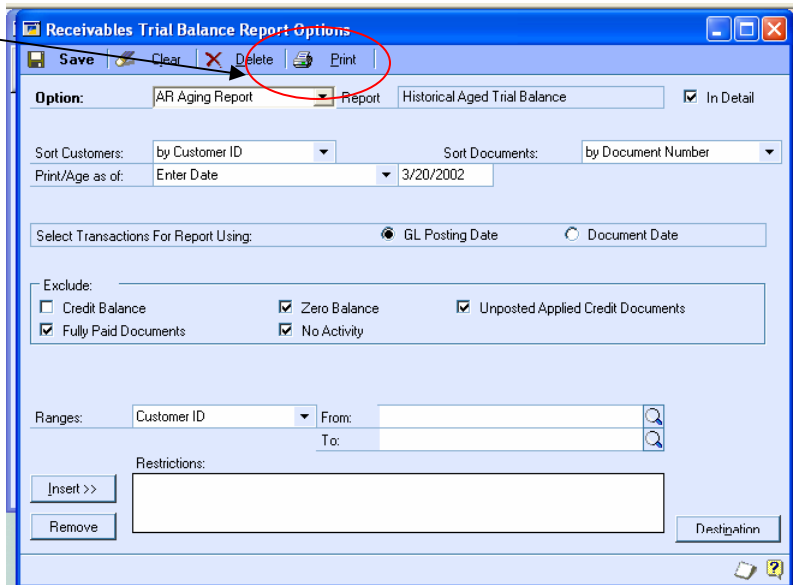


8. Type the filename **“ARaging”** followed by the aging date in the format MMDDYY (i.e. **“ARaging030302”**) and use the extension **.prn**. Change the **Save as type** list to **Tab Delimited Files**. Click **Save**.

9. Verify the File Name and File Format (Tab-delimited). Click **OK**.



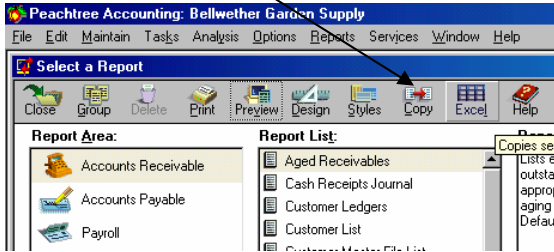
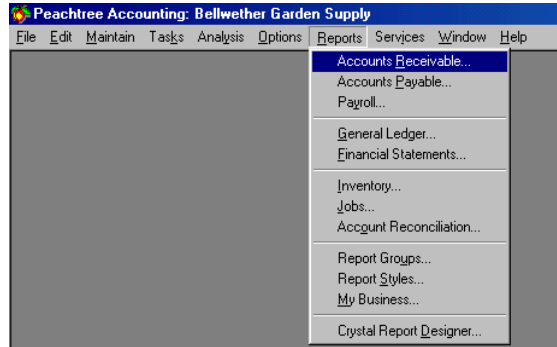
10. Click on the **Print** button.



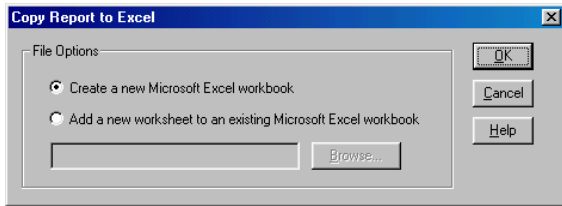
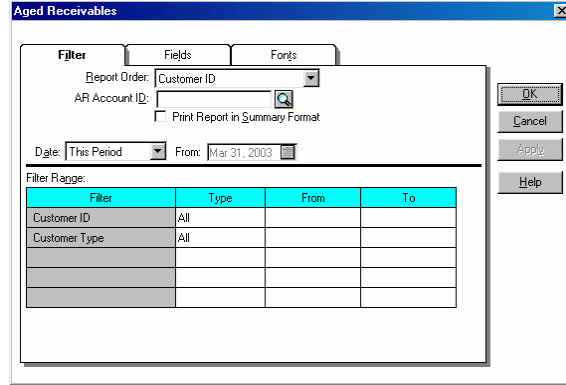
How To Print A Report To A File In Peachtree

We will use the Accounts Receivable Aging Report as an example.

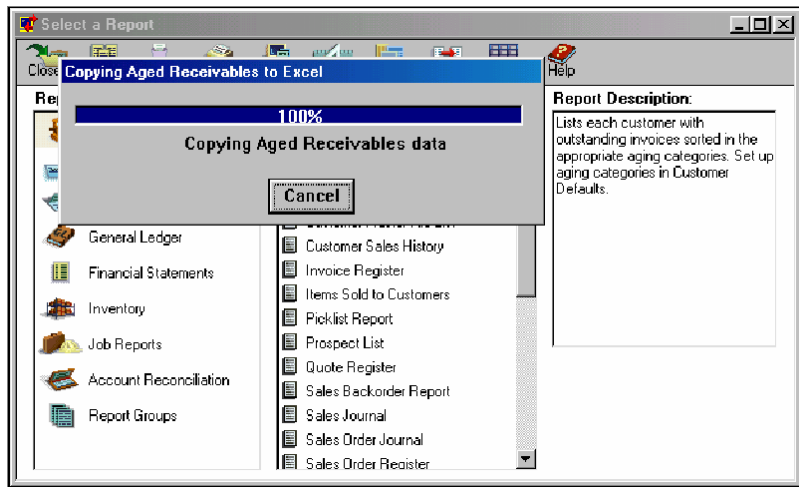
1. Click on **Reports → Accounts Receivable**.
2. Choose **Aged Receivables** under Report List.
3. Click on the **EXCEL** button.



4. Make any necessary changes on the **Aged Receivables** window. Click OK.
5. Accept the default to “create a new Microsoft Excel workbook” and click OK.



6. Peachtree will start the automatic export of the aging to an Excel spreadsheet and start Excel.

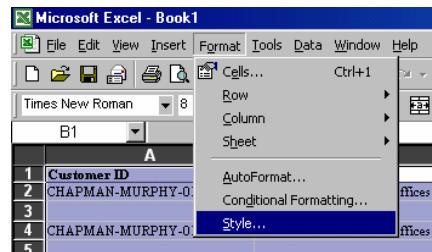


(How To Print A Report To A File In Peachtree, cont.)

7. The Excel spreadsheet will be formatted similar to the one below.

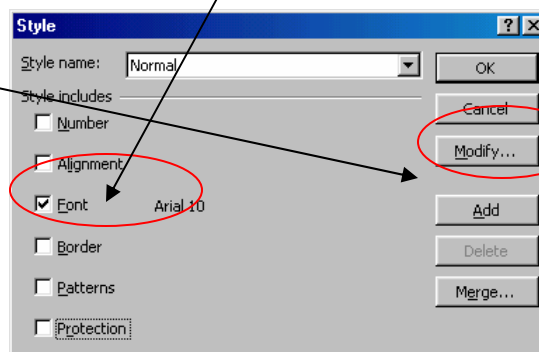
	A	B	C	D	E
1	Customer ID	Customer	Contact	Telephone 1	Invoice No
2	CHAPMAN-MURPHY-01	Chapman-Murphy Law Offices	Felecia Chapman	770-555-8858	10313
3					
4	CHAPMAN-MURPHY-01	Chapman-Murphy Law Offices			
5					
6	COLEMAN-01	Coleman Realty	Chris Coleman	770-555-1005	10209
7	COLEMAN-01	Coleman Realty	Chris Coleman	770-555-1005	10306
8					
9	COLEMAN-01	Coleman Realty			
10					
11	COMMON-01	Common Healthcare Center	Natasha Common, M.D.	770-555-4128	10321
12					
13	COMMON-01	Common Healthcare Center			
14					
15	CUNNINGHAM-01	Cunningham Construction	Betty Cunningham	770-555-1147	10307
16					
17	CUNNINGHAM-01	Cunningham Construction			
18					
19	ERTLEY-01	Ertley Bulldog Sports	Lee Ertley	770-555-6660	10205
20	ERTLEY-01	Ertley Bulldog Sports	Lee Ertley	770-555-6660	10208
21					
22	ERTLEY-01	Ertley Bulldog Sports			
23					
24	FOSTER-01	Foster Consulting Technologies	Kyle Foster	770-555-4153	10319
25					
26	FOSTER-01	Foster Consulting Technologies			

8. Click on **CTRL-A** to select the entire worksheet. Click on **Format → Style**.



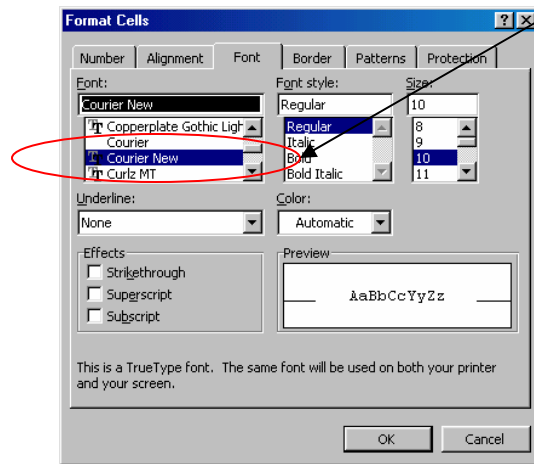
9. In the Style window, uncheck all boxes except for **Font**.

10. Click on the **Modify** button.

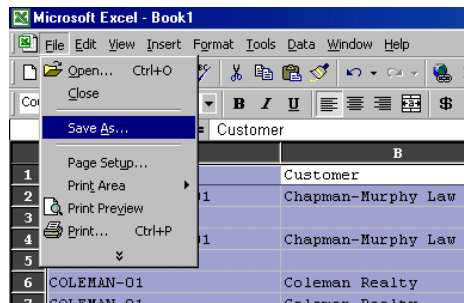


(How To Print A Report To A File In Peachtree, cont.)

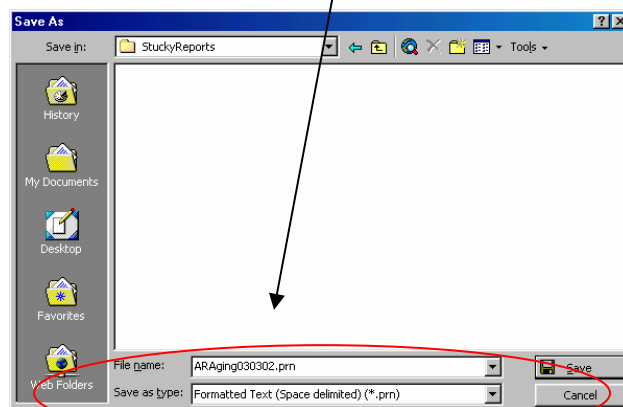
11. Click the **Font** tab and then change the font to **Courier New** and click **OK**.



12. In the menu click **File → Save As**.



13. Type in the filename **ARAging** and then the aging date in the format MMDDYY (i.e. "ARAging030302"). In the **Save as type** list, click **Formatted Text (Space Delimited)**. Click **Save**.



How To Print A Report To A File In QuickBooks

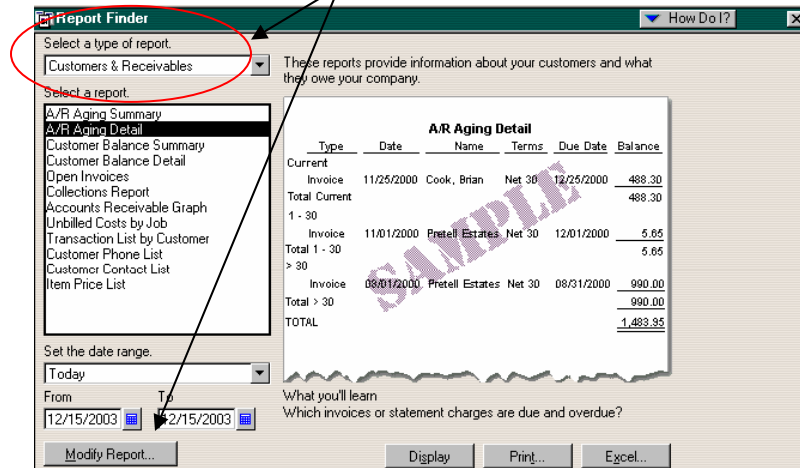
We will use the Accounts Receivable Aging Report as an example.

1. Click on **Reports**.



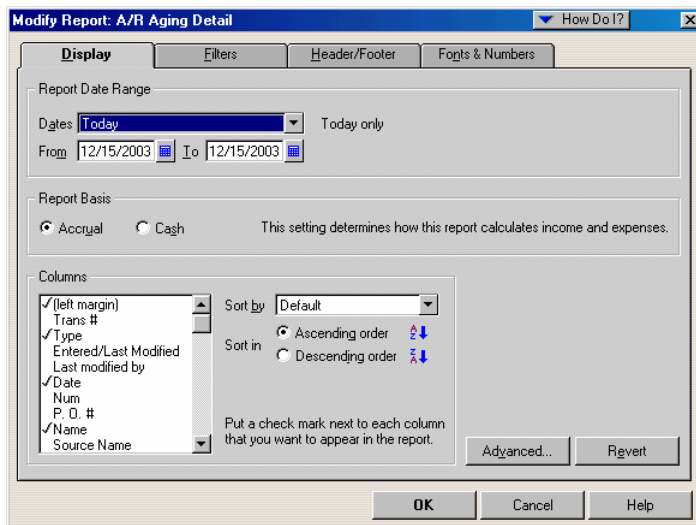
2. In the **Report Finder** window, choose **Customers & Receivables**. Select **A/R Aging Detail** in the report list.

3. Click on the **Modify Report** button to change/add report options.



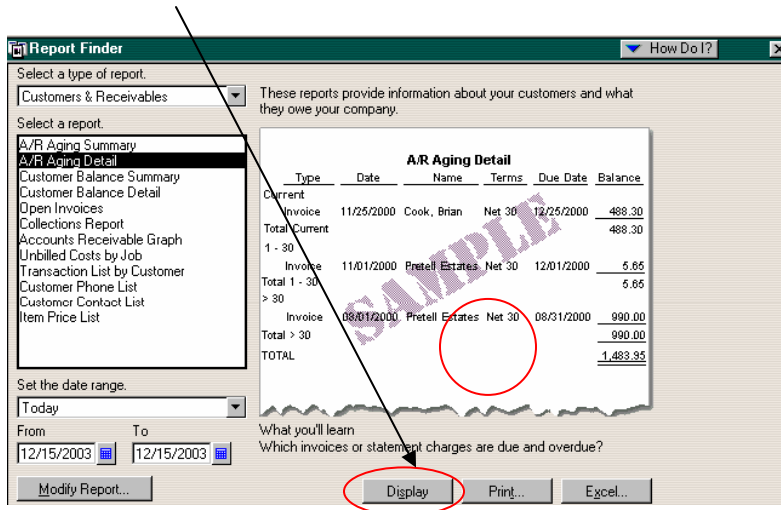
4. Make any necessary changes to the report format. Please refer to the A/R Detail file layout for required fields.

5. Click **OK**.



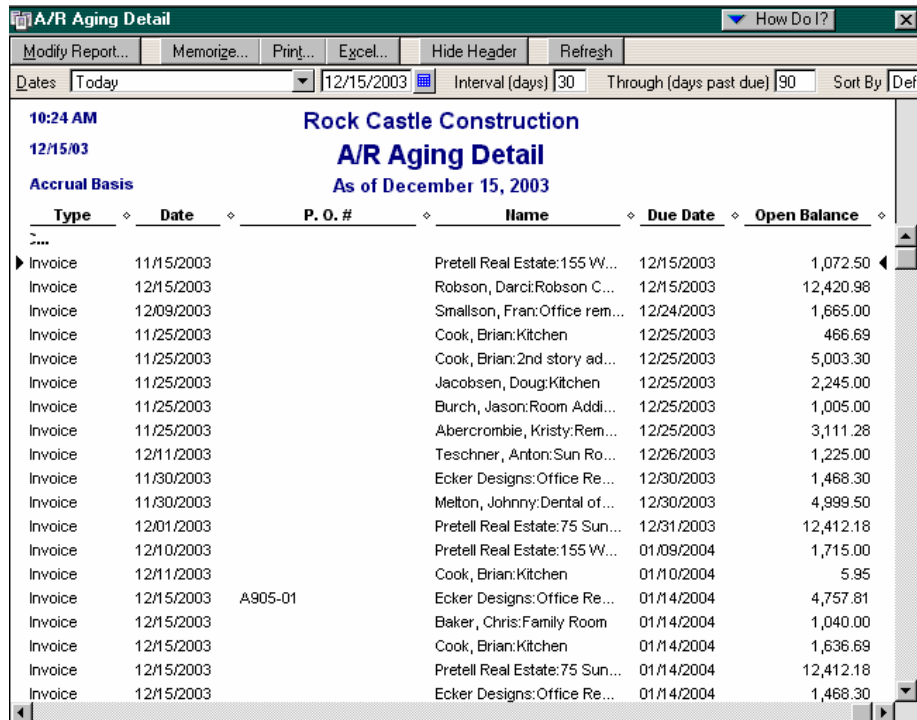
(How To Print A Report To A File In QuickBooks, cont.)

- Click on the **Display** button to preview the report.



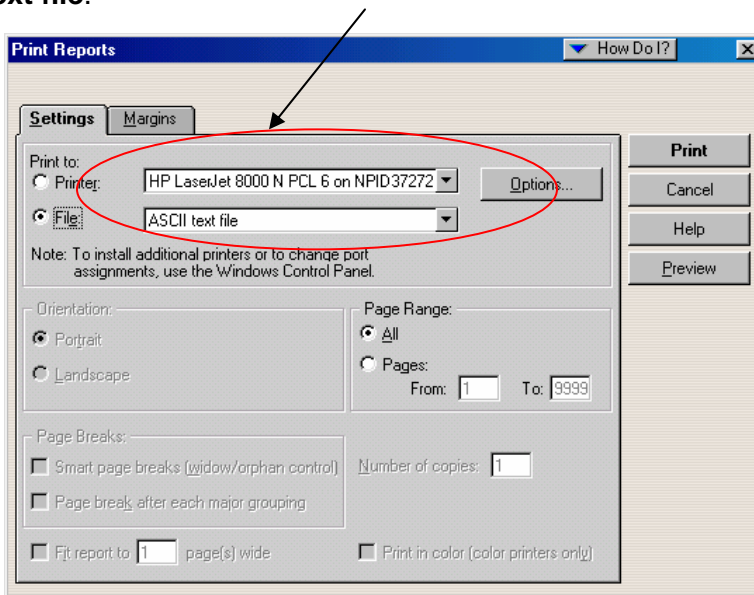
- Check the report and resize the columns as necessary. To change the size of a column, point the cursor at the small diamond to the right of the column. Drag the small diamond to the left or right to adjust the column width. In the example, the "Name" column needs to be adjusted to show the full address.

- Click on the **Print** button.



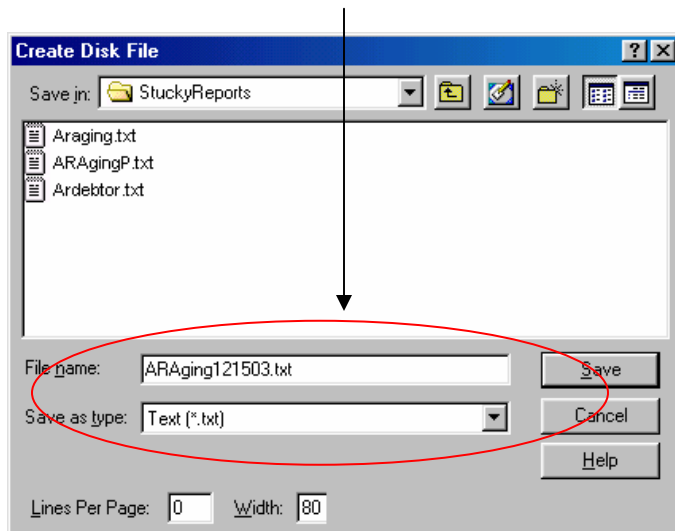
(How To Print A Report To A File In QuickBooks, cont.)

- In the **Settings** tab, choose **File** as the printer option. Accept the default setting of **ASCII text file**.



- Click **Print**.

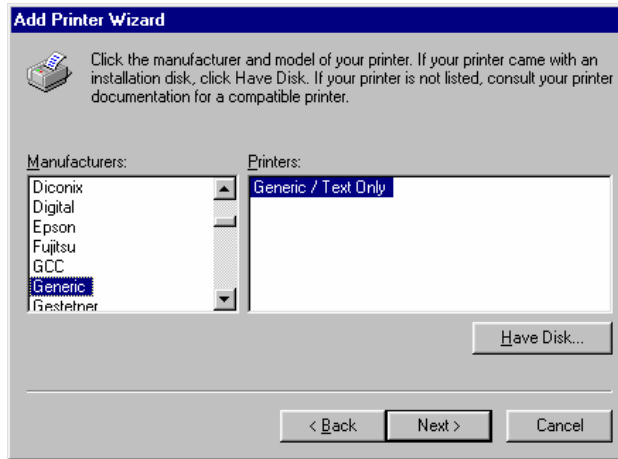
- Type in the filename **ARAging** and then the aging date in the format MMDDYY (i.e. "ARAging030302"). In the **Save as type** list, accept the default **Text (*.txt)**. Click **Save**.



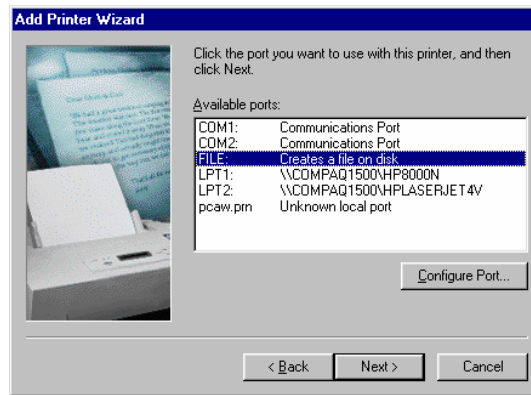
General Print-to-File Instructions

These instructions will help you set up a “Text-Only Printer”, which will allow you to print reports to a text file.

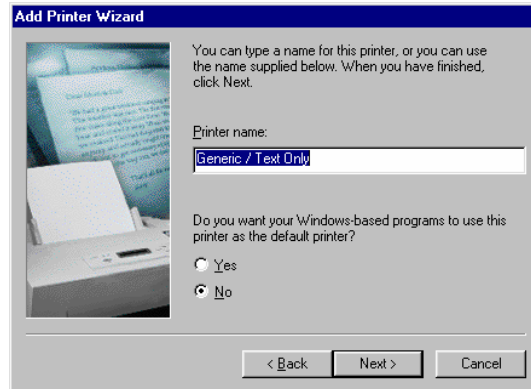
1. Click **Start** → **Settings** → **Printers**.
2. Double-click the icon for **Add Printer**.
3. Follow the “Add Printer Wizard” instructions. Specify “Local Printer” when prompted.
4. Select **Generic** and **Text Only** printer. Click **Next**.



5. Select **FILE** when prompted for the port to use with the printer. Click the **Next** button.



6. Name the printer whatever you like. You will probably *not* want to use this printer as the default.
7. Print a test page when prompted. Each time you print to this new “Text-Only Printer”, you will be prompted for a filename to print into. For this test, call the file “TEST.PRN” and put it in the root of your C: drive (C:\TEST.PRN)



8. To check whether the page printed properly, run Notepad and open the file C:\TEST.PRN. You should see the text from the “Add Printer Wizard” test.
9. If you were successful adding the Text-Only Printer and creating the test file, that’s all you need to do. Whenever you need to create a report as a text file (so that you can send it electronically), just select your Text-Only Printer and specify a file name.