DO-IT-YOURSELF CREDIT REPAIR SOFTWARE

MANUAL

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Add Users

To add users to your Personal Credit Builder software, just click the green plus button under the Users & Credit Repair tab.

Then, provide the user information in the provided fields on the main screen.

Note that the software only allows three users to be used in all areas.

Instant Message System (IMS)

This feature of the software allows clients and agents to conversely send messages to each other instantly. It is similar to instant messengers today but in a more integrated manner because it is built inside the software.

How to invite a contact to the IMS
How to add a contact in the IMS
How to send an instant message to a contact
How to send an instant message to an agent
Create shortcut messages
How to know your Instant Messenger ID
View Conversation
Set message as read
Protect Messages from being deleted

How to invite a contact to the IMS

To be able to communicate with contacts and other parties, it is important to share to them your Instant Messenger ID. This way, they can add you to their own Instant Message System in a compatible software.

1. Click the IM button.

   This button is located at the upper left part of the main screen.

2. In order for the other party to know your Instant Messenger ID, click the Invite button and enter his/her email.

3. The other party will then receive your email. The content of the email will include a number of instructions for him/her to be able to connect with you.

How to add a contact in the IMS

1. In the main screen, select the contact that you want to add in the Instant Message System.

   In case the contact has not been added yet, just click the Add button from the main screen and provided the information in the fields.

2. In the Instant Message System, click the + Contact button.

3. Then a windows dialog will pop up. Provide the Instant Messenger ID in the given text field and click Assign.

How to send an instant message to a contact

1. In the main screen, select the contact that you want to send an instant message to then click the Select Current Contact button inside the IMS.

    SELECT CURRENT CONTACT

    Or you can click the magnifying glass button beside the SEND MESSAGE NOW button. This will let you find automatically the contact. However, it will also detect whether the contact has an Instant Messenger ID so make sure that you are searching for a contact with an ID.

2. Enter the message in the provided text area at the bottom part of the IMS.

3. Click the SEND MESSAGE NOW button.

How to send an instant message to an agent

1. In the IMS, click the drop-down button to select for the agent.
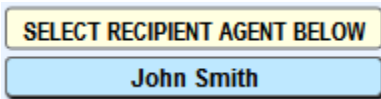
2. Enter the message in the provided text area at the bottom part of the IMS.

3. Click the SEND MESSAGE TO AGENT button.

Create shortcut messages

Shortcut messages are like templates for the messages that you want to send. They are messages that are commonly used in most of your messages. This way, all you have to do is click the shortcut and it will automatically appear on the message text field for you to send.

Here's how to create shortcuts:

1. Click the Edit Shortcuts button

2. A windows dialog will pop up. Enter the predefined message in the provided text.

3. Then, click the number where you want to set the message. The numbers are from 1 to 12. The shortcut are numbered horizontally.

   For instance, in the figure above. The first shortcut has a predefined message that is "Thank You". The second shortcut has "Good Day" and so on.

How to know your Instant Messenger ID

Click the Instant Messages System button from the main screen with the SHIFT key. A windows dialog will pop up. Click the SHOW ID button in the windows dialog know your Instant Messenger ID.

View Conversation

By default, when you open the Instant Messages System, you are displayed with a multi-view of every instant message received. Sent messages can only be viewed if you display ALL of the messages in the IMS.

To view in one list of your full conversation with a contact or with an agent, there is the One-View button.

Here's how:

1. From the multi-view list, select the message to view by clicking on the message
2. Click the One-View button

Set message as read

In order to determine messages that have already been read and messages that are unread, there is a check box beside every message.
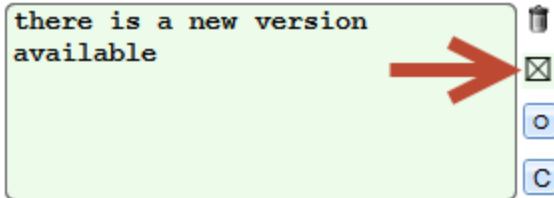
Protect Messages from being deleted

To keep messages from being deleted unintentionally, you can protect them in the IMS.

To do this, click with SHIFT the check box of the message to be protected. A windows dialog will pop up. Select Protect.
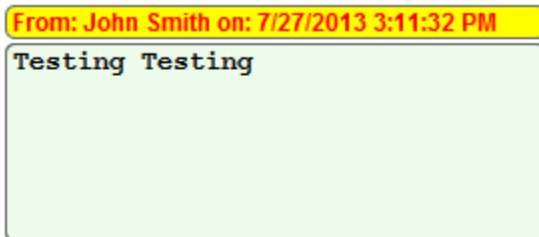
You will notice that the TO/FROM field of the message is highlighted with yellow.

Credit Repair

In Credit Repair, you can add disputes from many credit report providers in just seconds. Not only that, it also automatically suggests correct description, letter to use, and dispute types – all of these with one click.

Credit Repair is also called Dispute Center

> **Dispute information**
> **Change all the status of dispute entries**
> **Change the credit bureau of dispute entries**
> **Set default templates and description**
> **Setting several disputes per letter**
> **What to do once response letters from the templates are printed**
> **What to do with verified disputes**
> **Setup response to disputes**
> **Creditor Manager**

How To Access

Users & Credit Repair tab > Credit Repair button

Dispute information

Account or ID
This is where you enter the account number that you have with the Creditor.

Amount/Date
In the Amount field, enter the amount of the dispute. However, if the dispute is an inquiry, you can enter into the field the inquiry date.

Dispute Type
In the dispute type field, the software also provides default dispute type where you can readily select.

There is however a snippet button beside this column named S which lets you create additional commonly used dispute types that you can use on your dispute entries.

Credit Bureau
You can select from the three credit bureaus EQ for Equifax, EX for Experian or TQ for Trans Union.

However, although you can have one selected credit bureau, if the current dispute is present in the three credit bureaus, you can click this button

Click to create the 3
Credit Bureaus at once.
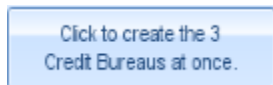
Letter/Template

The Letter/Template field is where you enter a template that is particular for the dispute entry that will be used as a response to the credit report of the dispute. When you click on the field, a list of default templates will be displayed where you could select. To the right of the field is an icon where you can preview the selected template.

However, in the case where you want to create a new template, you can go to the Template Manager by clicking the TEMPLATE MANAGER Button inside the Dispute Center. There is also a Template Manager Button from the main screen.

Creditor

You have two ways to enter a creditor entry to the Creditor field. Manually, you can click on the field with SHIFT to directly enter the creditor entry to the creditor field.

On the other hand, there are default creditor entries provided by the software. When you just click on the field, it will show the list of all default creditor entries wherein you can readily select.

Notice that the provided list contains thousands of default creditor entries. With this, when you select from the list, you can use the buttons with the letters on it to find for entries that starts with the indicated letter of the button. This will filter the entries from the list for easier selection of specific entries. Or you can use the Find button on top of the buttons with the letters.

However, if the creditor that you need to enter into the field is not included on the list of default creditor entries, you can use the Add or Modify button to add or modify a creditor entry.

Once you add or modify a creditor entry, you will be directed to the CREDITOR MANAGER area of the software where you can control and manage creditor entries. The Creditor Manager is explained elsewhere in this manual.

Dispute Reason
This field is where you enter the description that will be merged in the template selected as appropriate. When you click the SET REASON button, a list of predefined descriptions will be displayed where you could select.

Private Notes
This is where you enter any note that is related to the dispute entry.

Status
This is where you enter the current status of the dispute entry. When you click on the field, provided statuses are displayed in a drop down list.

Change all the status of dispute entries

In the event that you want to set only one status of all the dispute entries of the current client/user, click the S button beside the Status column.
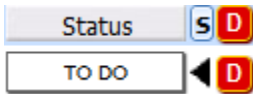
Change the credit bureau of dispute entries

In the event that you want to assign a particular credit bureau to all the selected disputes of the current contact/user, you can use the S button on the right side of the Bureau column.
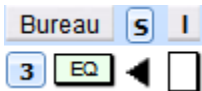
Set default templates and description

In adding disputes, typically you also manually set their Dispute Type, their description and what template to be used to send to the Creditor.

In order to automatically set the description and template fields default based on the selected Dispute Type, you can use the Setup All Disputes button.

Note that if you want to setup only one dispute, you can temporarily omit the other disputes by clicking their O buttons.

Setting several disputes per letter

While it is recommended to send just one dispute per letter using the Schedule Disputes on Due Dates button it's very easy to set several disputes per letters. Just click the "Schedule Several Disputes x Letter" button and set how many disputes will be set per letter and the number of days in between batches. You can also set the number of disputes per letter and the number of days directly on the button.
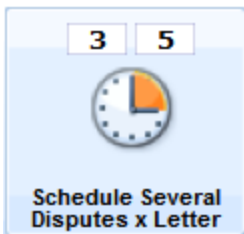
What to do once response letters from the templates are printed

Once you have already printed the disputes ready to be sent to the Credit Bureaus, you can then print the information on the envelope to be used for the printed copy.

To do this, click the envelope button of the particular dispute.

What to do with verified disputes

Once you have received a response from the Credit Bureau about the dispute entry, you can then verify the dispute entry. When the dispute item has been verified, you can change the status of the dispute into "No Change" to indicate that it has been verified.

Then, select from the Letter field default template entries the entry 'Verification of Procure after Verified item'. You can then select this dispute by omitting all the other disputes and then print it using the Print Disputes button.

When the status of the verified dispute has been changed, click the duplicated button (D button) to create a copy of that dispute. This is in case that you want to use the same dispute entry in the future. Note that when you duplicate a dispute, the status of the duplicate dispute is set to 'To Do' by default.

Setup response to disputes

Setup All Disputes
This will assign automatically the correct Letter and Description (template) as response based on the dispute type of the disputes.

The letter will also be scheduled so a group of three letters will be sent every two days. The reason for this is to be able to refrain from sending the response of the disputes all at the same day. To change the duration of days the letters will be sent, click the Schedule Disputes Due on Dates button at the top part of the dispute screen or directly click the selectable field on the button.

Select All Due To Print
Once you have finished setup all dispute items, by clicking this button you will be able to determine which disputes are due to be printed today. By "today", it means the current day you clicked the button.

Print Disputes
This will print selected or current dispute.

Note that when this is done, the status of the printed disputes will automatically set to 'IN PROGRESS' and the FOLLOW UP date field will change to 37 more days from printing date to give the Credit Bureaus enough time to respond.

The "IN PROGRESS" status means that they had been processed. When you receive the answers from Credit Bureaus, remember to update the Status field by clicking on them and selecting another option as appropriate.

Creditor Manager
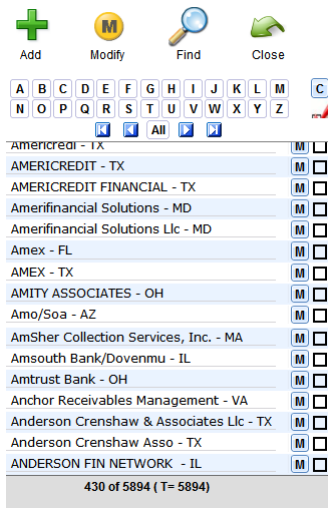
When you click the Creditor field or label, a snippet of creditor list is displayed as shown in the figure above.

To go inside the Creditor Manager, you must modify any of the available creditors in the list by clicking the M button or the Modify button displaying only the currently selected creditor in the Credit Manager. You can also access the Creditor Manager by simply clicking the Add button.

Add New Disputes On Selected Creditor The Creditor Manager does not only let you control available creditor, it also lets you add disputes selecting only the creditors that you need.

To do this, you must select the contact from the main screen and select the creditors that you want to include in the disputes that you want to add. To select for creditors, just mark the creditor's check box located at the right side of the Creditor's name field. Then, click the "Add New Disputes One For Each Selected Creditor" button.

Change The Default Address Of The Credit Bureaus Another thing about Creditor Manager is that you can change the default address of the credit bureaus provided by the software by clicking the "Click Here to Change the Default Addresses of Credit Bureaus" button.

Personal Agenda & Payment Reminder

Personal Agenda & Payment Reminder is part of the software where you can have your personal schedules and agendas controlled and payments that must be paid in a given time. This way, you can have all your personal and business tasks in place where you can easily track and maintain.

Assign agenda to another agent
How to add agenda
How to set predefined descriptions
How to make the agenda recurrent
Ways to display agenda
Update agenda
Agenda reminder
How to delete agenda

How To Access

Users & Credit Repair tab > Agenda & Reminder button

Assign agenda to another agent

Before accessing Personal Agenda, click its button with SHIFT to assign Agenda Tasks to another agent registered in the software.This is a very special feature of the software in a way that you can assign the other agents agenda tasks where they can personally be aware of.
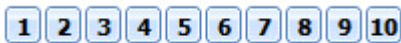
How to add agenda

1. Click on a date in the Calendar section. This will automatically set the alarm date of the agenda to be added.

2. Click the Add Task button

    Click the button with SHIFT to assign Agenda Tasks to another agent registered in the software.

3. Then, enter the description of the task, alarm time, actual date of the agenda, etc.

How to set predefined descriptions

These buttons allow you to add an agenda that has the current contact automatically inserted into the Description field with a predefined description or custom message depending on the particular button.

To set a custom message, click the selected button with SHIFT and enter the text in the provided dialog box.

How to make the agenda recurrent

You can set recurring events to remind you of scheduled activities and specify how many times you want to be reminded. For example, you can set it to remind you of your car payment for 15 payments and then stop.

Under the Recurrent Information from the image above, EVERY is the month the task will occur, NEXT ON is the date of the next task, and TIMES is the number of times the task will occur. However, they will only be valid if the RT checkbox is marked.

Ways to display agenda

Display in Calendar View
In order to display agenda based on week, month, or even day, click the Calendar View button.

Display All Agenda
To display all agenda regardless of when it must be accomplished and when it was done, click the All days View button.

Update agenda

If you wish to move events and agendas you should have done in the past, but did not, to the present date, use the Update to Today button. This will make all old events move to today's date.

1.   Click on a date in the Calendar section where all the agendas that you want to update are situated.

2.   Click the Update to Today button.

3.   Automatically, the alarm date of the agenda that has been recently moved will be changed to the recent date.

Agenda reminder

In the event that Agenda & Reminder button is highlighted with red as shown in the figure above, it means that one of the entries in the particular area has its alarm date & time finished. This will help you be reminded that an agenda or task must be taken into action.

How to delete agenda

Delete ALL agenda
To delete all agenda on a particular date, select on a date in the Calendar section. Then, click the Delete Day button.

Delete agenda ONE by ONE
To delete agenda one by one on a particular date, select on a date in the Calendar section. Then click the garbage bin button of the particular agenda on the selected date.

Credit Card & Debt Reduction Analyzer

Credit Card & Debt Reduction Analyzer of the software is used to help you determine which credit card or debt you should pay off first to either optimize your credit score or to save money. It is not intended as a map on paying off your debt. However, it provides you with information based on how you decide on how you want to attach on paying off your debts.

> **Create a credit/debt entry**
> **Which entry should be paid first?**
> **Set debt/credit card entries as paid**

How To Access

Finance tab > CC Analyzer & Debt Reduction Analyzer

Create a credit/debt entry

1. Click the Add Credit Card/Debt button

2. Enter the information of the entry such as its card number, type, creditor, etc.

3. **Optional**
    Enter notes for the entry in the first text area column. Click the green button to include the current date.

    In the figure below, the note is automatically entered by the software once the entry is paid. You can however have additional notes in the text area.

Which entry should be paid first?

Note that you need to pay the ones at the top first.
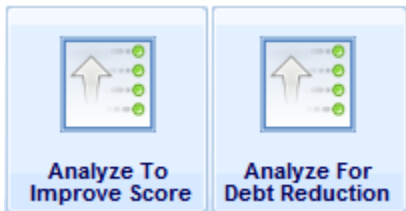
You can use the sort buttons of the Credit Card & Debt Reduction Analyzer to control which ones to be paid first. You can sort the credit card/debt entries to be paid first to either improve your score or to save money. The Credit Card & Debt Reduction Analyzer will then do the job to analyze the credit card/debt entry list.

Set debt/credit card entries as paid

If the debt or credit has been paid, you can set its entry in the CC/Debt Analyzer as paid using the Apply Payments button.

The amount of payment that will reflect in the Notes field will be based on the amount entered inside the I WILL PAY field.

Budget Center

Budget Center is part of the software that is used to manage your budget with a powerful module that includes informative graphics to show you where most of your money is coming from and to. It is where you can enter all your income and expenses and know how far you are away from your ideal ratios.

> **How to add a budget entry**
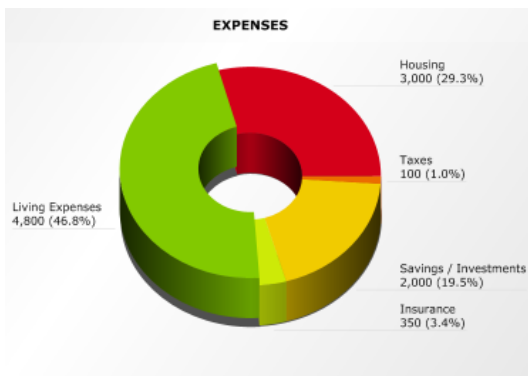> **Navigate budget entries**

How To Access

**Finance tab > Budget Center button**

How to add a budget entry

1. From the main screen, select a contact to whom the budget is for.

2. In the Budget Center screen, click the Add Budget button.

3. Enter the description of the budget entry in the Description field.

4. Provide the necessary budget expenses on the given fields.

5. Click the white blank space at the center of the screen to display the info graph of your budget entry as shown in the figure below.

Navigate budget entries

Since the Budget Center screen is set out to only one particular entry, you can navigate the other budget entries using the navigation bar located at the top of the screen.
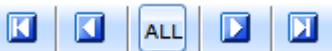
Amortization Loan Center

The Amortization Loan Center is part of the software that is used to calculate different scenarios for every possible loan, including extra payments both recurring and discrete. It is also where you can create, manage and analyze unlimited loan amortization scenarios to evaluate which one would be most convenient to you.

How to create a loan scenario
How to link a contact to a loan entry
More Complex Fields

How To Access

Finance tab > Amortization Loan Center button

How to create a loan scenario

1. Click the Add button

2. Enter the title of the entry in the Description field

3. For basic information on the entry, enter the amount, terms, interest rate etc under the Simple tab

4. For extra payments, go to the Multiple or Accelerated tab.

5. After all required fields are entered, click the **Recalculate** button. This will create a list of payments that you have to pay depending on the terms you inputted.

6. *Optional* To include a small note for the loan entry, there is a Note field at the bottom of the information fields inside the Multiple tab.

How to link a contact to a loan entry

1. Select a contact from the main screen.

   Note that the contact that is currently displayed in the main screen is the one considered as the selected contact inside the Amortization Loan Center.

2. Select the loan entry to be linked with the contact. To do this, click the selected entry from list of entries.

3. Click the Link/Unlink button.

More Complex Fields

PMT					
PMT		○ Month ○ Year ○ Day-360 ○ Day-365	Until Month:		
PMT		○ Month ○ Year ○ Day-360 ○ Day-365	Until Month:		
PMT		○ Month ○ Year ○ Day-360 ○ Day-365	Until Month:		
PMT		○ Month ○ Year ○ Day-360 ○ Day-365	Until Month:		
PMT		○ Month ○ Year ○ Day-360 ○ Day-365	Until Month:		
PMT		○ Month ○ Year ○ Day-360 ○ Day-365	Until Month:		

Under the Multiple tab is a table of more extra fields for the created loan scenario.

In these fields, more complex calculations are possible, like having up to 6 different periods with different rates. For example, it is possible to calculate an amortization whose first 5 years (60 months) have an interest rate of 5% and then the next 10 years (120 months) 4% and then the next 15 years (180 months) 3%.

Template Manager

The Template Manager is where you can create emails and print documents that pull information from your contacts and agents database. It also has a very special feature of using the same template and works for thousands of letters without changing some parts of the letters such as the address or the recipient's name. Instead of creating dozens of letters with "Dear John", "Dear Michael", or "Dear Bill", you can create a template with "Dear <<<FirstName>>" and the Template Manager will do the work.

> **Add new template**
> **Spin a selection of synonymous words**
> **Select templates**
> **Include templates in the Basic Contact Information section and Dispute Center**
> **Merge symbol**
> **How to import default templates**

How To Access

Letters tab > Template Manager button

Add new template

1. Select a category for the new template or add a new category by clicking the Add Category button

2. Enter the title of the template in the Subject field

3. **Optional**
   Attach a file by clicking beside the Attachment field

4. Enter the content of the template in the big white space provided at the center of the Template Manager screen.

Spin a selection of synonymous words

The SPINNER BUTTON is a feature of the Template Manager to spin a selection of synonymous words of a particular word. To do this, first click this Spinner button that will directly give you {|} which is the syntax.

What you do with the syntax {|} is put the synonymous words between the line |. For instance are the synonymous words for best. What you should write in the syntax using this example is {outstanding | excellent}. Also, you can even put several words between the line |. Finally, once the syntax is all done, it will randomly choose from the selection of words.

Select templates

- To select ALL templates from ALL categories, click the ALL button in the navigation bar.

- To select a template, click on it from the list of templates under the selected category

- To select for all the templates under a selected category, click the SELECT ALL button. This button is located beside the "CLICK THE FIELD BELOW TO SELECT A CATEGORY" label.

- To select the templates that have been check marked, click the TG button of the selected column and select whether you want to select all the templates in the Template Manage that has been check marked in the particular column using the SELECT ALL TAGGED or if you want to select only those check marked under the selected category using the SELECT CATEGORY TAGGED.

Include templates in the Basic Contact Information section and Dispute Center

- In the Basic Contact Information section, the templates are used as email content to be faxed or emailed to the contact.

- In the Dispute Center, templates are used as a response to credit reports.

In order to include templates in the Basic Contact Information section, check mark the first checkbox on the particular template displayed under the selected category or click its TG button to check mark all the templates.

To include templates in the Dispute Center, check mark the second checkbox of the template or click its particular TG button to check mark all selected templates.

Merge symbol

Under the MERGE SYMBOLS TAB are fields that are used for the template content. These fields are important in a way that when some information is frequently used, you could set them from the available fields. Instead of creating dozens of letters with "Dear John", "Dear Michael", or "Dear Bill", you can create a template with "Dear <<<FirstName>>" by setting up the fields under the Merge Symbols tab.

To do this, just put the cursor on the template content text area and choose from the symbols that you want to insert. Once you have selected a symbol, just click on the text field of the symbol and select the information that you want. The software will then automatically insert the symbol in the template content.

With this, when you email the template, the symbol will appear on its real corresponding information.

How to import default templates

In the case where the default templates are not automatically provided by the software during installation, you can manually import them using the software's CONTACTS.fmp12 file.

To import, go to the Templates Manager. Once inside the Templates Manager, click the File Menu and select IMPORT RECORDS.

A windows dialog will then open where you will have to look for the Contacts.fmp12 file in the software's folder inside your Program Files
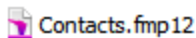
Once the Contacts.fmp12 file is selected, you will then be presented by another pop up where the specific import takes place. In the Source drop down field, select Templates CMM as shown in the figure below. Then, click the Import button.

Knowledge Database

Knowledge Database is a database of consumer credit and financial-related documents, articles, resources, etc. It includes credit-related laws and information, and advice on getting and building credit, choosing and using credit cards, and almost everything a consumer might want to know about mortgage loans.

Also, in the Knowledge Database you can enter all kind of texts, links to PDF, DOCs, URLs and any information that you find on the Internet or anywhere for that matter.

How to add an entry
Upload topics and categories to server
Link a topic to a contact

How To Access

Knowledge Database tab > Knowledge Database button

How to add an entry

1. Add or Select a Category

   Add category

   a. Click the Add Category button
   b. Enter the category name in a windows dialog
   c. Click the R button to refresh the newly added category. This
      will empty the topics under the new category from the
      previous topics displayed in the topics list.

   Select category

    In the event where you only want to add an entry from an existing
   category; you can just select the particular category from the
   Category List. You can select a category by clicking the drop-down
   field under the Click Below To Select Category Label.

2. Click Add Topic button

3. Enter topic title in the Topic Selected field. To emphasize certain
   words in the topic title, just highlight it and select any of the four
   colors at the right side of the field.

4. Enter topic description/content in the topic description text area.
   The Topic Description text area has four tabs as shown in the figure
   below.
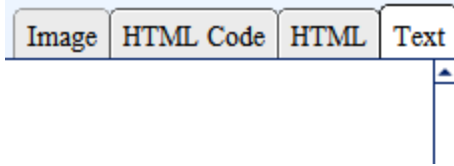
If the content only contains simple text, write the topic description under the Text tab. On the other hand, if your content is an HTML file, write the html code under the Code tab. The HTML tab will be used to preview the result of the html code inside the Code tab.

5. **Optional**
   To attach a file in a certain topic, just enter the file path of the file or the URL of the file in the Related Files field. You can also directly import a file from your hard drive using the import button beside the field.

6. **Optional**
   Provide an image for the topic entry, go to the image section below the topics list.
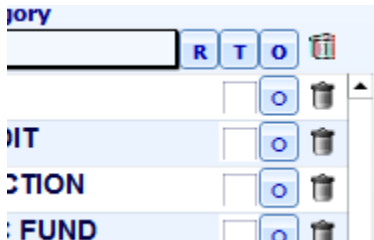

7. Click the R Button beside the category title to refresh the topic entries list.

Upload topics and categories to server

To include a topic to be uploaded to the server, mark the check box on the topic. You can also include all topics under a certain category by clicking the T button.

Link a topic to a contact

Linking a topic to a contact is useful if you want to affiliate the contact with a certain topic. For example, a topic about How to make a credit report is especially created for Portia McFann.

Note that you cannot link a contact to a category. Only topics can be linked.

To link:

1. Select a contact from the main screen. The currently displayed contact on the main screen will be used inside the Knowledge Database.
2. Click the topic in the Knowledge Database.
3. Click the Link/Unlink button.
4. You will be provided with a windows dialog that will allow you to select whether to link the contact to the current topic (from step 2) or to the selected topics (if you havent clicked a topic)

To unlink:

1. Click the topic that has the linked contact.
2. Click the Link/Unlink button.
3. You will be provided with a windows dialog that will allow you to select whether to unlink the contact to the current topic (from step 1) or to all topics where the contact is linked.

Virtual Desktop Manager

Virtual Desktop Manager is an extension of your Windows Desktop and much more, allowing you to control and run your files and programs from one place. Compared to your Windows Desktop, in Virtual Desktop Manager, you can have unlimited files and programs where you can group and assign descriptions.

Add a desktop entry
Find icons for entries
Find information on entries
Create shortcuts on the entries
How to reorder desktop entries
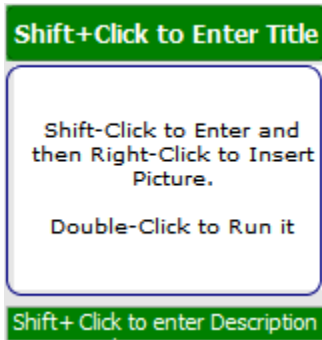**How to execute the desktop entries**

How To Access

Virtual Desktop tab > Virtual Desktop button

Add a desktop entry

1. Click the Add Button.

    Once button is clicked, a new entry box will then be created.

2. In the Title field, enter the title of the entry by clicking the field with SHIFT and deleting the default title.

3. Click the description field with SHIFT and delete the default text inside the field. This sets apart from having them in your Windows Desktop because in Virtual Desktop Manager, you can directly see the description of the item entry.

4. Right-click on the image field and select Insert Picture. You can also select Paste Bitmap if you have your copied picture in your windows clipboard.

Find icons for entries

Using the Title of the desktop entry, Icon Finder will look for logo images on the internet. To do this, select the desktop entry and then click the Logo Finder button.

Using your chosen logo from the results, you can directly copy the logo by right-clicking on it and select Copy. Then, in the Virtual Desktop Manager screen, right-click the image field and select Paste Bitmap.

Find information on entries

Google Finder, as opposed to the Icon Finder, will look for information of the selected desktop entry in Google. This can help you to put something in addition on the description field of the entry. To do this, select the desktop entry and then click the Google Finder button.

Create shortcuts on the entries

In the Virtual Desktop Manager screen, notice that there are seven buttons labeled EMPTY by default. These EMPTY buttons are called SHORTCUT buttons. The Shortcut buttons are used if you want to directly display certain desktop items in one click.

Set Labels On The Buttons
Click any of the buttons and select SET LABEL.

Buttons Assign1 to Assign7 correspond to the EMPTY buttons in successive order. This means that to enter a label on the first Empty button, you have to select ASSIGN1 after the label is inputted on the text field, ASSIGN2 to the second Empty button and so on.

Set Entry To A Shortcut Button First, select the desktop entry. Then, click the shortcut button to where you want the entry to be included. Click MARK CURRENT. In the case where you have selected several entries, you can set them all the same time by clicking the MARK SELECTED button.

Exclude Entry From The Shortcut First, click the entry or selected entries. Then, click CLEAR CURRENT from the dialog box in the case where you only have to exclude the currently selected entry. Otherwise, click CLEAR SELECTED in the case where you have selected several entries and you want to exclude them all the same time.

Select, Omit, Expand Shortcut Entries In the dialog box that is displayed once you click a particular shortcut button, you have the OMIT, SELECTED, ALL, and EXPAND buttons. To display entries included in the shortcut button from either ALL or SELECTED entries available, click ALL or SELECTED button, respectively.

The OMIT button is used to omit the entries included in the shortcut button. This way, the entries omitted will not be displayed on the screen. Once the entries included in the shortcut button has been omitted, in order to display them back without affecting the already displayed entries on the screen, click the EXPAND button.

How to reorder desktop entries

Given a long list of virtual desktop entries, you can also move and reorder them. This way, the entries that are more important and constantly used can be placed first on the list.

Based on the list view To change the order of a desktop item, go to the list view by clicking the List View button.

Then, click the order field of the entry and select the number of the order from the ORDER column. You can reorder the entries in increasing order value by clicking the column. To reorder them in decreasing order value, click the column again.

Based on Group To sort desktop entries based on the group where they belong, click the Sort button beside the Current Group label.
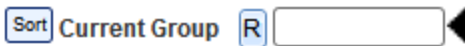
Based on Category To sort desktop entries based on the category or the sub-group where they below, click the Sort button beside the Current Sub Group label.

How to execute the desktop entries

Similar to how the desktop items in your Windows Desktop runs, the entries in the Virtual Desktop Manager that you have manually added runs also the same way. To do this, there is a field that you have to enter for the file path of the desktop entry.

In the FILE TO RUN field, enter or import the path of the file where your desktop entry is found. In the case where you have an extra file for the entry, you can enter it in the Related Files field.

The R button, on the other hand, is used to replace the path for selected desktop entries. This is useful when you move the program to a different computer where path could be different

Beside the import button of the File to Run field is the PWD button or the Password button. This button is used to set the username and password for your file in cases where the access to the file is protected.

Using File To Run You can run the entry using the File to Run action button. Click this button to execute the file item in the File to Run field.

Using The Item Desktop Image The list of entries has the image field for every desktop entry. To execute the desktop item, just double click on its image field.

How To Change Password To The Software

Before you can access Personal Credit Builder, you need to provide the default password given during installation. You can change the password using the Change Password button under the Password & Printer Setup from the main screen.

Note that the password must contain a minimum of six characters.

How To Setup Printer

To setup what printer device you should use to print out documents from the software, click the Printer Setup button under the Password and Printer tab.

This will let you select the printer device whenever you print documents from the software and whether you want it to automatically be selected or manually select it every printing transactions.

Selecting Default Printer

In some cases selecting a different SYSTEM will fix certain issues with Network Printers etc. Usually select SYSTEM 1 since it is the most compatible system for most printer.

Please Select Printer   Adobe PDF

Ask for Printer each time?   YES

Cancel   SYSTEM 2   SYSTEM 1