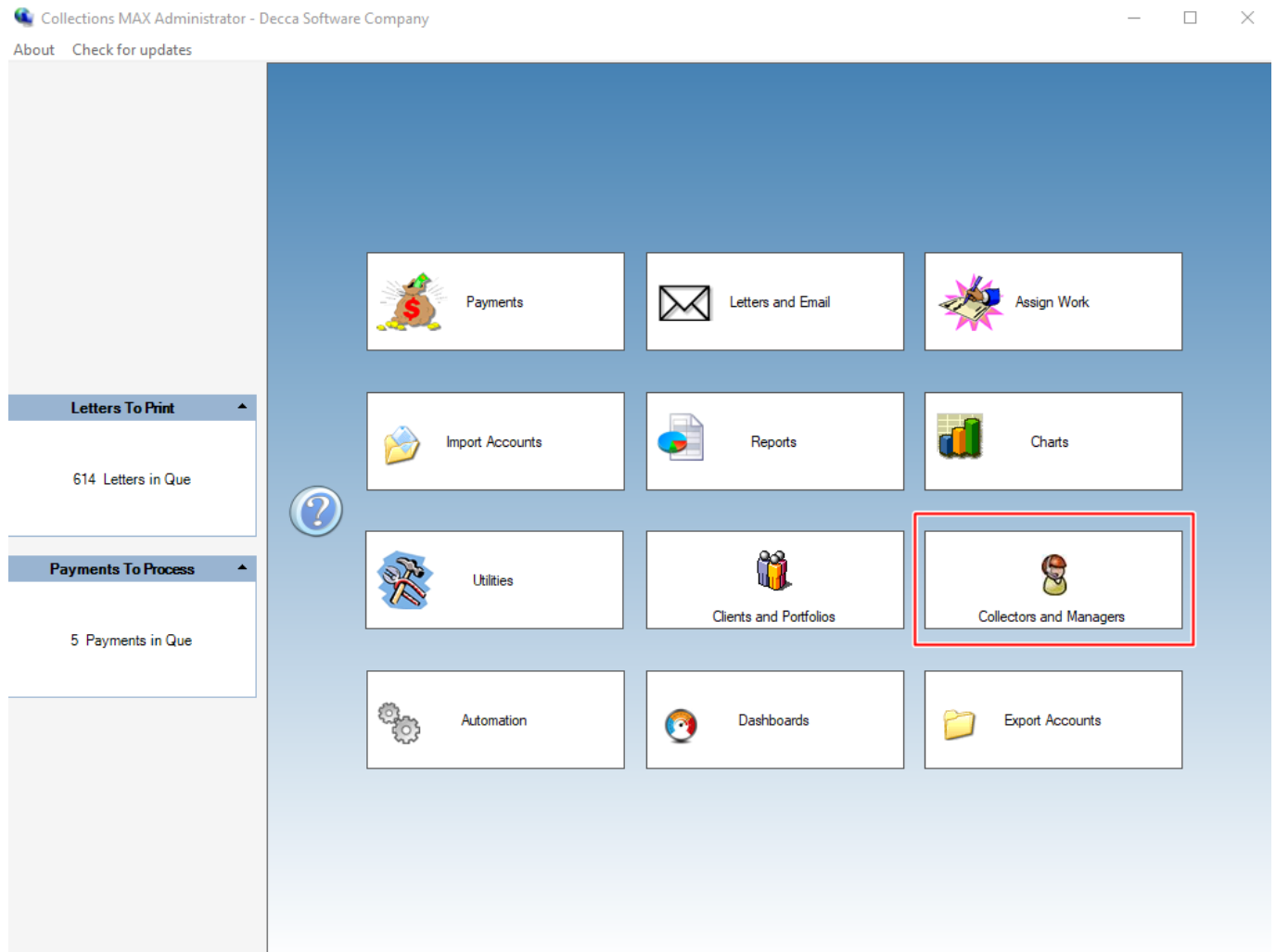


The user names and passwords for Collections MAX Collector / Professional are stored inside Collections MAX Administrator.

Log into Collections MAX Administrator and click the Collectors and Managers button.



Then on the collectors data grid select your collector. Here we have selected JCollector. Then click the modify button to get the collector's login information. (If you need to add collectors to the system this is the screen you do it on).

## Logging into Collector / Professional

Collectors And Managers

COLLECTORS		
User Name	Collector Full Name	Manager Name
B.Collector	Bill Collector	Mister Manager
F.Collector	Frank Collector	Mister Manager
G.Collector	Gary Collector	Frank
JCollector	Jim Collector	Mr. Manager

MANAGERS	
User Name	Manager Full Name
F.Coukos	Frank
M.Manager	Mr. Manager

Collectors

ADD DELETE

MODIFY

PERMISSIONS

Managers

ADD DELETE

MODIFY

PERMISSIONS

Below are the user names and passwords we are going to use for logging into Collections MAX Collector / Professional.

**Remember: these passwords are CASE SENSITIVE so you have to enter them exactly as shown.**

Here the user name is **JCollector** and the password is **jim12345**

Modify Collector

<b>User Name</b>	JCollector	
<b>Password</b>	jim12345	
<b>Collector Full Name</b>	Jim Collector	
<b>Bonus After</b>	\$ 20000	
<b>Manager</b>	Mr. Manager	SELECT

**MANAGERS**

Manager Full Name
Frank
Mr. Manager

Collector user names cannot be modified once created. If you need to modify the user name you will need to create a new collector, reassign the work to the new collector, and then delete the old collector. Accounts are linked in Collections MAX by user name.

**OK** **CANCEL**

Close out the above form.

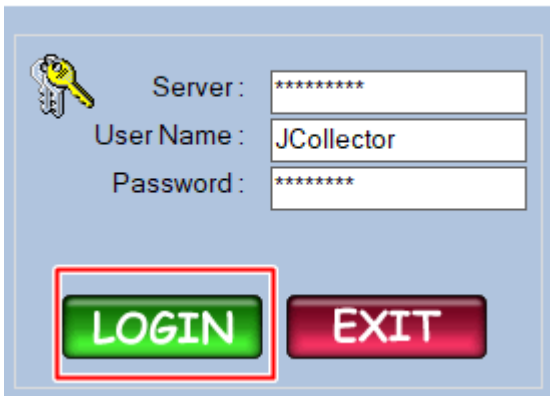
Open up Collections MAX Collector or Professional.



In the login box we are using the following. If the MySQL server is located on the same computer use the word localhost for the server....if not use the ip address of the server. The username in this example is **JCollector** and the password is **jim12345** as shown above. Click the login button.

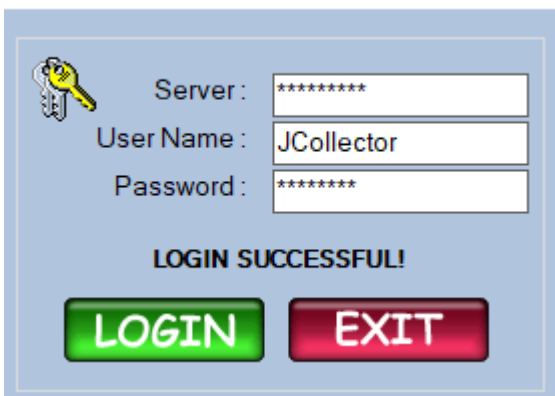
## Logging into Collector / Professional

Collections MAX Professional



If you entered the correct server / user name / password combination you will see a Login Successful screen like below.

Collections MAX Professional



The login screen will disappear and the Collections MAX Collector / Professional screen will appear and display any accounts that are assigned under that collector name.

# Logging into Collector / Professional

Collections MAX Professional - Decca Software Company

Search Call Backs Promises Work By **Index** Good Numbers New Biz Skips

Collections Custom Browser

File Number Primary Phone Social Security#  
Name Alternate Phone Type Of Debt  
Address Work Phone Original Creditor  
Cell Phone Account Number  
Spouse Work Phone Original Balance  
Birth Date Last Pay Amount  
Employer Last Pay Date  
Email Address Paid to Date  
Client Current Balance

Payment Info  
Skip Info  
Documents  
Address Log  
Employer Info  
**Change Status**  
Notate Log

Hot List Print Account  
Date and Time

Phone Log  
Co Debtors  
Bankruptcy Info  
Deceased Info  
Attorney on Account  
Make Good Number  
Make Skip  
Take Payment

NO RECORDS  
YOU DO NOT HAVE ANY FILES ASSIGNED TO YOU  
OK