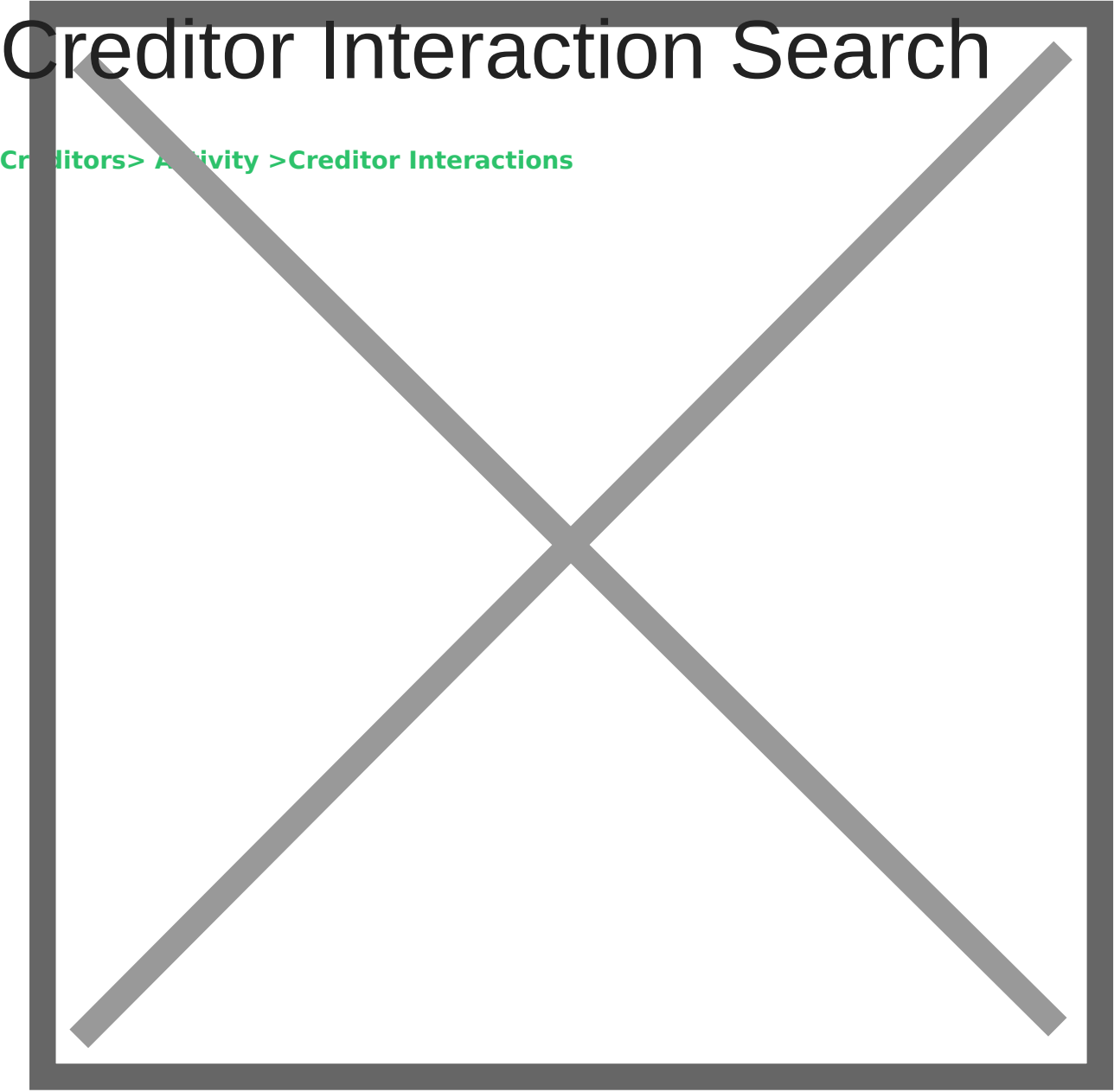


Creditor Interactions Menu

- [Creditor Interaction Search](#)
- [Add Creditor Interaction](#)



This allows the user to interact with the creditors by email or SMS.

Basic Tab	Search button searches according to user's preference
Creditor	search by selecting creditor
Interaction Type	search by selecting interaction type from the drop down arrow
Date From	select the date from and the Date To, and search

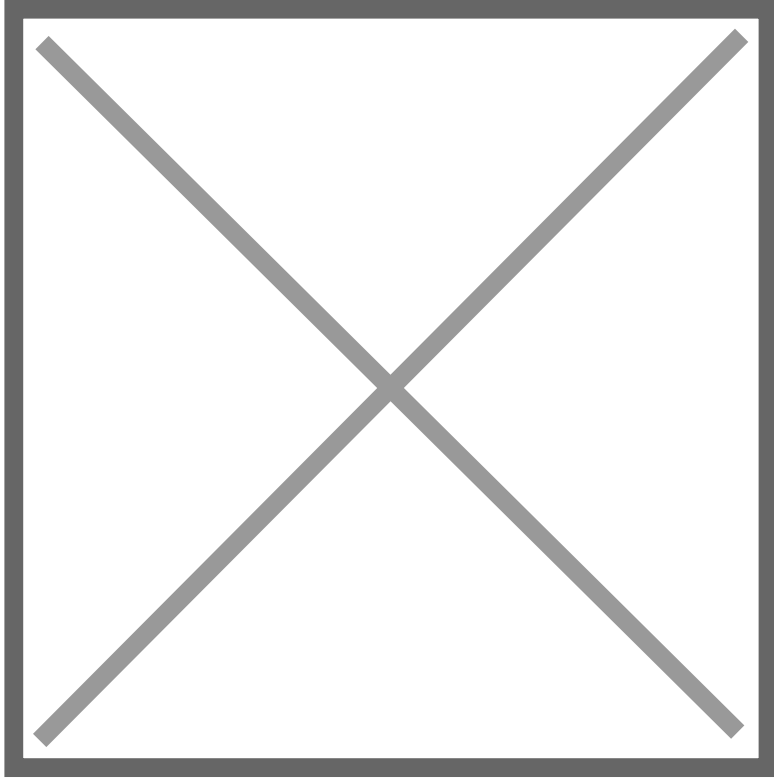
Order By	select the order from the drop down arrow
Detailed Tab	searches the interaction details according to the Follow Up Date selection
Custom Fields	search by selecting the category from the drop down arrow.

Buttons

Add	to insert creditor’s interaction
Edit	to view or make changes on an existing type of interaction

Add Creditor Interaction

This part allows a user to insert the interactions.



Details Tab

Creditors	select creditor for interaction
Message Type	select the message type from the drop down arrow
Date	select the date
Follow Update	enter follow up date
Contact	select the contact person from the drop down arrow added from the creditor's setup interactions
Cell number	enter the cell number but normally comes up as soon as the contact is selected if it has been added
Email Address	email address as well comes up as the contact is selected but can be edited
Subject	to enter the subject of the interaction
Notes	to add some notes
Reminder For	for a reminder, select from the drop down arrow
Create Reminder button	to create the reminder

Custom Fields Tab

It allows a user to select the category from the drop down arrow and save the selection