



The JSTribune

Volume 6, Issue 2

Spring Edition

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Upcoming Events

- Apr 5 CLLA Meeting
- Apr 8 Chicago, IL
- May 17 NARCA Conference
- May 20 Orlando, FL



What's New?

At **JST**, we are constantly striving to develop a better product for our customers. Here is a breakdown of the latest additions and enhancements to **CollectMax**.

Documents:

- Added new document variables for judgments, bankruptcy, checks by phone, activity codes, physical address, and others.
- Disallowed new variables to be created with same name as existing variables.

Link:

- Allow for special characters in a link field.

Transactions:

- Added 'Account Returned to Client' reason code to ADJDB transactions.

Litigation:

- Added 'Release to Ct.' date field to Judgment screen.
- Added NRC code and description to NRC Transaction and Adjustments form.

Reports:

- Modified Transaction report for transaction class: ADJINV (Invoice Adjust).
- Added an option to show current balance on the Settlement Report.
- Updated the Debtor History Report to include

Client Name 2 in the report header.

System:

- Added a system option: Start Payment Entry at Date field.
- Changed End Date drop down to be disabled when the 'Always default home screen action end date to today' system option is enabled.
- Added a new system option: Print Time and Billing CFee Hours and Rate on Invoice.
- Added a new system option: Force the History Note Tag to Report Note with Date
- Added a new system option: Suppress CEX and NRC from Claim Total Report.
- Added a new system option: Find by Account Number vs. Find by Debtor Name
- Added a system option for Account Find to Show Client ID vs. Client Name.

Settlements:

- Added Balance @ Settlement field to Settlement summary form.

MaxExtract:

- Template Id Screen: Added hotkey on the Insert Button.
- Added Complaint fields.

Activity Code:

- Activity entry will allow changing claim alignment within the account.

System Security:

- Added System Security on Network Info., Court, Maxplans, Case Style, Recurring Payments, and Credit Cards.

Reviews: (V8 only)

- Added a hot key for REVIEWS- ALT-CTRL-R.

Debtor Find:

- On Find form, added another quick go to transaction for NRC. (Version 8 only)
- Added a quick access option for Call Activity when loading an account. (Version 8 only)

Claim:

- The claim closed date will be set when adding a claim with a closed status.

Users:

- Modified User Code Security Options.

For the complete list of changes, please refer to our Release Notes page (Help>Release Notes).

If you would like assistance with these or any other feature in **CollectMax**, please contact our Support team at (804) 288-7850 or email us at help@collectmax.com.

Focus On



Montoya Law Office (From L-R): Gary, Baylee, Renee, Jennifer, Michael, Shannon, Denise, and Jane.

If you would like to see your firm spotlighted in a future edition of the newsletter, please drop us a line to Comments/Suggestions below.

In 1988 Witchita, Kansas native, Michael Montoya started practicing law. Ten years later, he decided to open the Montoya Law Office.

When starting out the gate with one client and a single file drawer of debtors, doing collections by way of pad and pen, logging information and calculations by hand is manageable. Perhaps not necessarily ideal, but manageable all the same. However, after a year, Michael's list of clients had grown and his debtors had increased into the thousands.

It was then, that Montoya Law was introduced to **JST** and this "hot new" DOS-based

program called **CollectMax** and they have been actively using it ever since.

Office Administrator Renee Stout-Montoya explains, "This system has given us the ability to automatically produce a debtor's legal paperwork, financial and file information with a click of a button. Saving us time and increasing accuracy."

When asked to describe the firm, she said "We are a small, single attorney corporation with four full time debt collectors, one assistant, and Michael's legal staff." But don't let the term "small" fool you. The firm is active in most areas of legal practice with

collections making up close to 25% of their operation. In fact, according to Renee, "Thanks to **CollectMax** and our staff, our collection practice portion has been self-sustaining as far as work/time. Our collections range from large Kansas corporate accounts to local 'Mom and Pop' bad check returns."

They take pride in their ability to service clients where they have developed a reputation in the collections field which in turn yields yearly growth. To this point, Montoya stated "It's not how large the firm is, it's how well you can serve your clients, and **CollectMax** has been a big part of that for us."

Did You Know?

With **CollectMax**, you have full Hot-Key functionality.

We all know about those plainly visible F keys (F4=Close, F7=Cancel, F9=Print). But did you know about those Alt key combinations?

Throughout the different screens in the program, you may have noticed some letters are underlined. Pressing Alt in conjunction with that letter will perform that function.

For example, let's say you are in a debtor account. Pressing Alt+A will take you to the Actions screen. Or perhaps you need to merge a document. Press Alt+O, and this will take you to the Documents page. Then you can press Alt+P to preview it. Follow that with Alt+L to send it to the print list. F4 to close, and you never had to touch your mouse!

Here some examples of even more complex combinations:

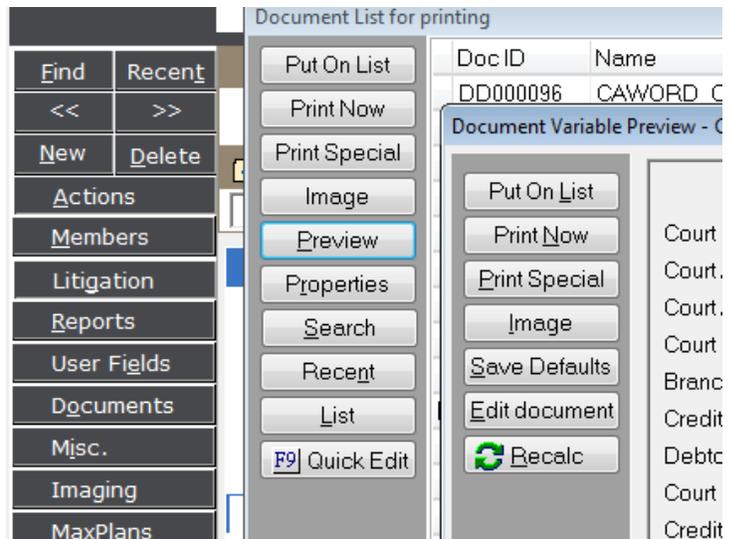
Ctrl+Alt+I opens Imaging

Ctrl+Alt+S opens Scripting

Ctrl+Alt+X opens MaxPlans

Ctrl+Alt+R opens Reviews

Users who spend a great deal



Notice the underlined letter on the options? Recognition is the first step to independence!

of time doing data entry already know the significance of shortcuts, and will find this particularly useful. But even if you aren't doing data entry, you will likely find some value in using shortcuts, such as increased efficiency (keeping both hands on your keyboard saves time), precision, and believe it or not, extensive use of a mouse can cause tendinitis.

So come on, fellow **CollectMax** users! Let's show

the mouse gods that we're not dependent on them, like that third or fourth cup of coffee! Let's use those shortcuts and be the computer pros we were meant to be and make our IT departments proud!

If you have any questions, or would like assistance with these or any other features in **CollectMax**, please contact our Support team at (804) 288-7850 or email us at help@collectmax.com.

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Comments/Suggestions:

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