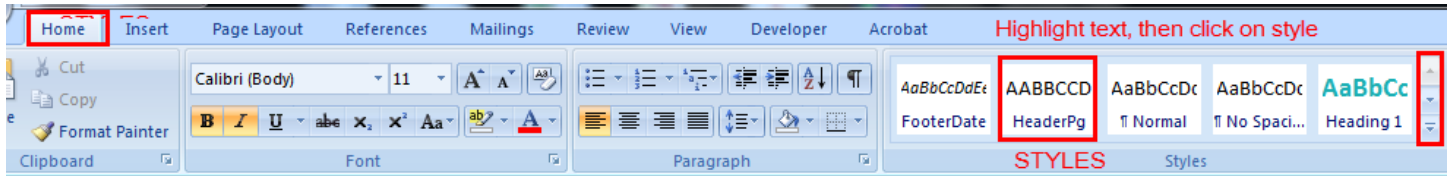


Template File to start you document:

<http://www.quantrax.com/kb/DocTemplates/DoucmentationTemplate.docx>

Use Styles to ensure you are using correct font, size, styles:



Analyzing Account Processing Queue (Use Styles) – Heading

(Styles - Normal)

The Analyzing Account Processing Queue feature allows managers to look into a queue and analyze the accounts in the queue. Use it to view the total numbers, amounts, percentages of an account queue for a collector; including the *Unit yield* for the batch, which is a very important factor in analysis.

NOTE: To use this option you need to have the RME 2 environment



Click icon to listen to the benefits of using Analyzing Account Processing Queue

To Add Sound:

When creating your recording **SAVE as MP3 not .WAV** file and put it on FTP Site

- For text (Use Styles - HeaderPg1)
- Save headphone graphic (Add headphone graphic in front of text)
- **Once you open it Right-click then do Save Picture As**
<http://www.quantrax.com/kb/DocTemplates/RecordHeadphonesIcon.png>
- Use **Insert > Picture** to place graphic in this document
- Add link for record **LATER not in Word** (when making **.PDF file**), instructions:
<http://www.quantrax.com/kb/DocTemplates/AddSoundToPDF.pdf>

To use Analyze Account Processing Queue: (Styles - Normal) then **bold**

1. (Styles - Normal) From the RME Main Menu select **Management menu**, then select **Smart Code/User audit options** and then select **Audit a user (to be worked)**
2. From the *Audit A User (Accounts to be worked)* screen, type a *User Id* and press **F10** for **Work map analysis**

(Styles - Normal) then *italicize* when talking about screen, menu option (Go to, from the screen, etc)

(Styles - Normal) then **bold** selecting menu option, Function Key or ENTER

