CNS FARM PRODUCT MONTHLY LIST

USER INSTRUCTIONS TO FILTER FOR MONTHLY UPDATES

OF NEW/ORIGINAL FILINGS

Data File (CSV Format)

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Minnesota Business & Line System Requirements document can be accessed using link below:

System Requirements

The instructions and examples provided in the Data File document used Microsoft Excel 2013.

The CSV format (comma separate values) can also be opened by using other spreadsheets and database applications.

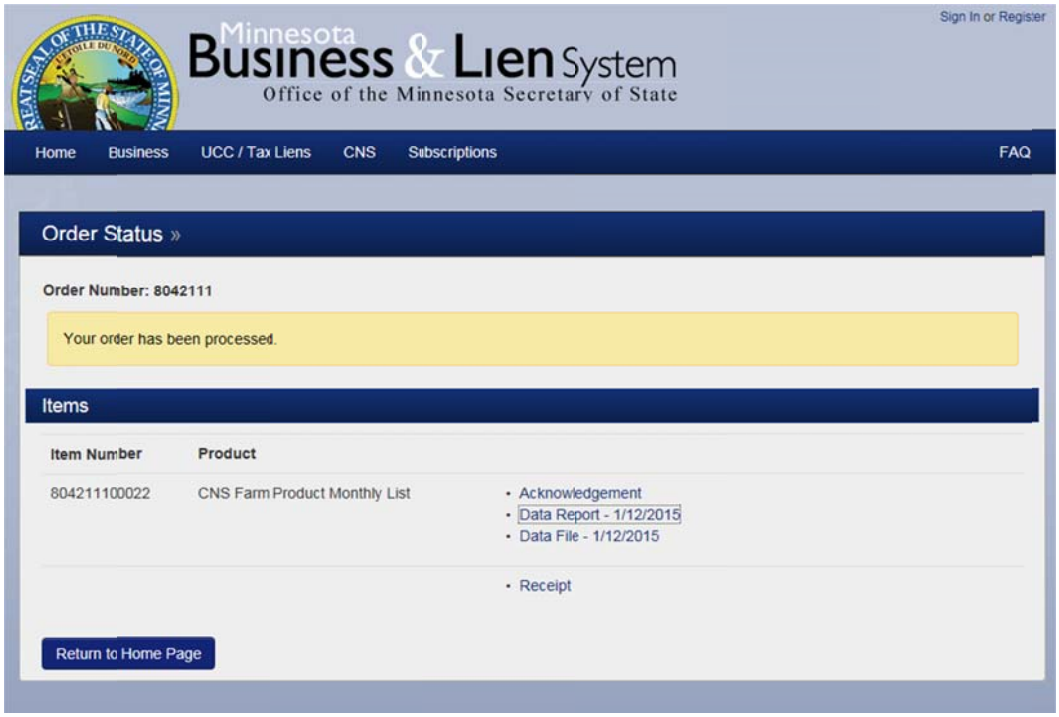
STEP 1: CNS Buyer receives email

CNS Buyer receives an email from the Office of the Secretary of State regarding the order.

> You are receiving this message because your email address was provided as the contact for notification of this completed transaction.
>
> Your CNS Farm Product Monthly List has been processed. To view this transaction, click on the following link:
>
> > http://mblsportal.sos.state.mn.us/Document/DownloadInventory?orderid=3eca788f-cd95-e411-ae63-001ec94ffe7f
>
> If the link does not open the window, you can access the information by copying and pasting the link into your browser address bar, then hit enter.
>
> **Note: Your CNS Farm Product Monthly List will expire on June 30, 2015. To avoid duplicate subscriptions do not try to renew your CNS Farm Product Monthly List before June 1, 2015. In June, a reminder will be emailed with instructions for renewing your CNS Farm Product Monthly List.**
>
> Should you need further assistance, please contact ucc.dept@state.mn.us.
>
> Thank you for your order.
>
> Office of the Minnesota Secretary of State

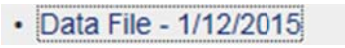
STEP 2: Order Status

Click on the link in the email and window opens to Order Status.



STEP 3: Access Data File

Double click on "Data File – (date created)"

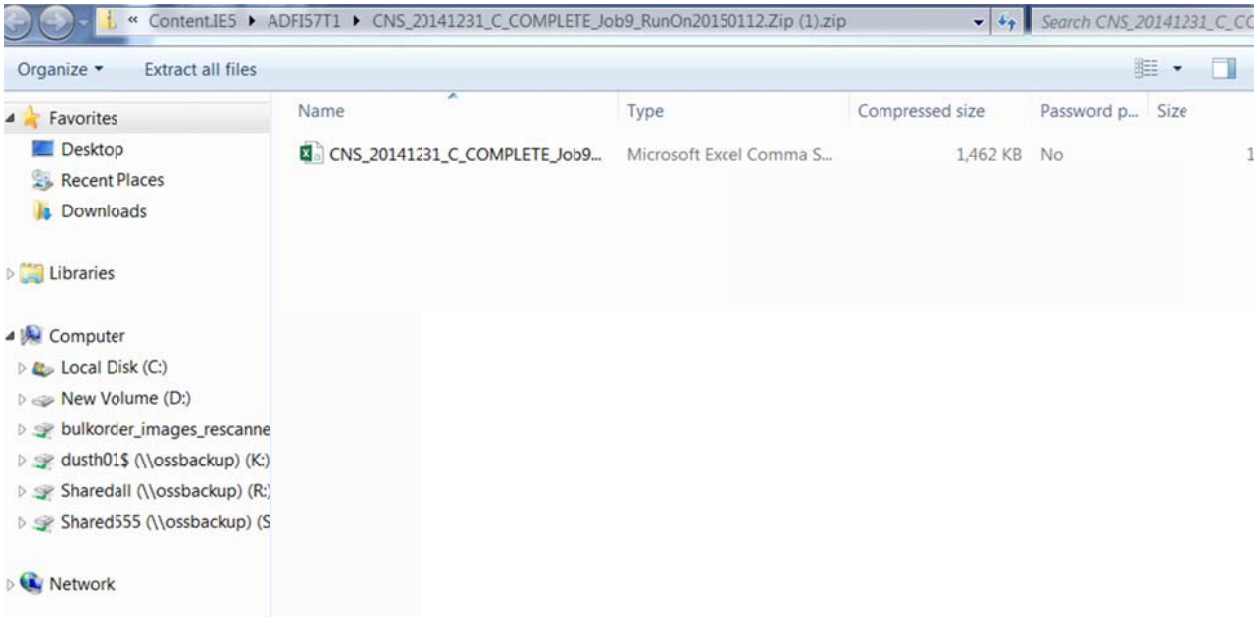


STEP 4: Open Data File

Receive message and click open.

STEP 5: Data File Displays

Double click "CNS" data file to open in Excel.



Step 6: Excel File Displays

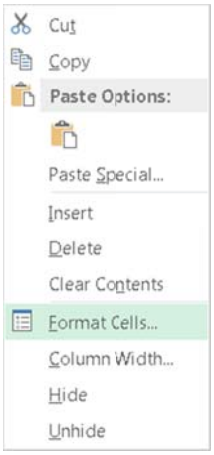
CNS Buyer has ability to save file to folder, desktop or drive or their choice OR can sort data and then save with sort results.

Step 7: Reformat Column D (Original Filing Number)

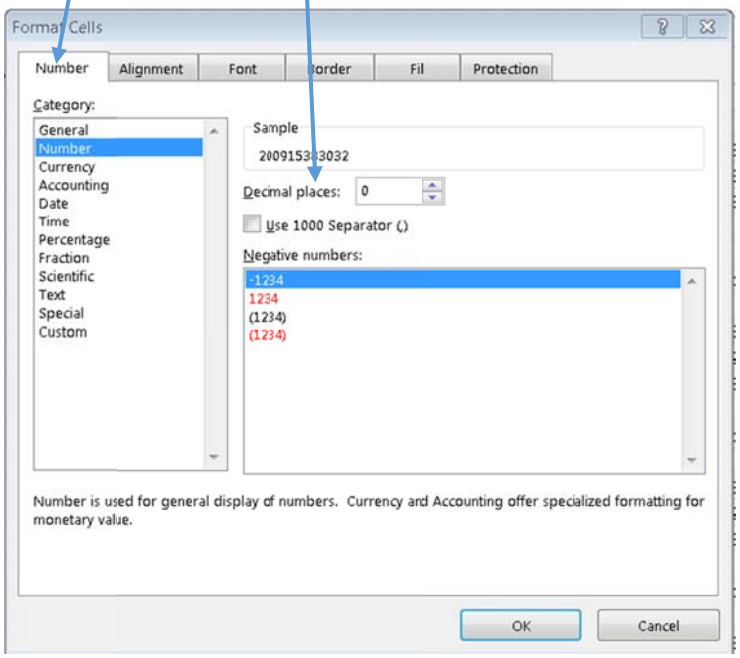
- Highlight Column D

	A	B	C	D	E	F	G	H
1	0	RUN_DATI	FILING_CA	PRODUCT_	BEGIN_DA	END_DAT	ITEM_TYP	COMPLETE I
2								
3	1	Effective F	25 Goodhu	2E+11	CNS	Active	########	########
4								
5	1	Effective F	78 Travers	2E+11	CNS	Active	########	########
6								
7	1	Effective F	08 Brown	2E+11	CNS	Active	########	########
8								
9	1	Effective F	32 Jacksor	2E+11	CNS	Active	########	########
10								
11	1	Effective F	56 Otter T	2E+11	CNS	Active	########	########

- Right Click and select Format Cells from drop down menu



- Select Number Tab
- Select Number under Category
- Change the Decimal Places to 0 (zero) by click the down arrow
- Click Ok

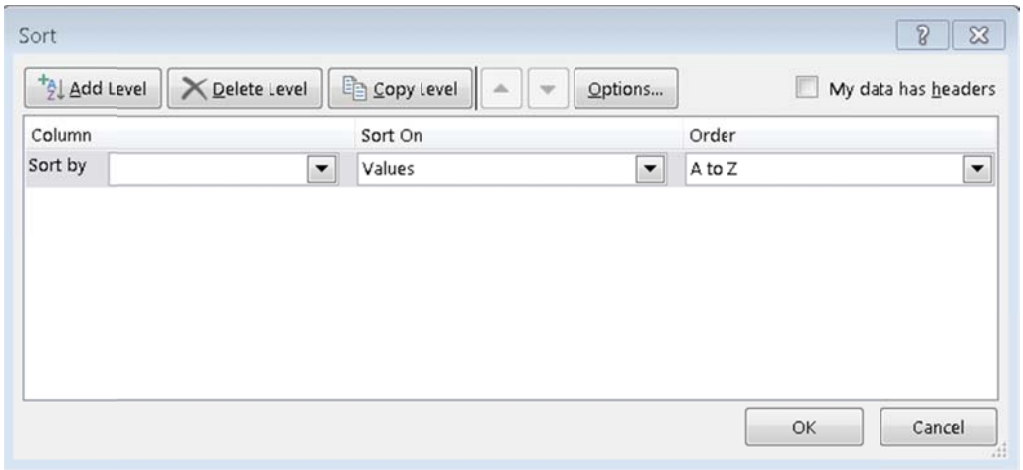


Step 8: Data File Sort Feature

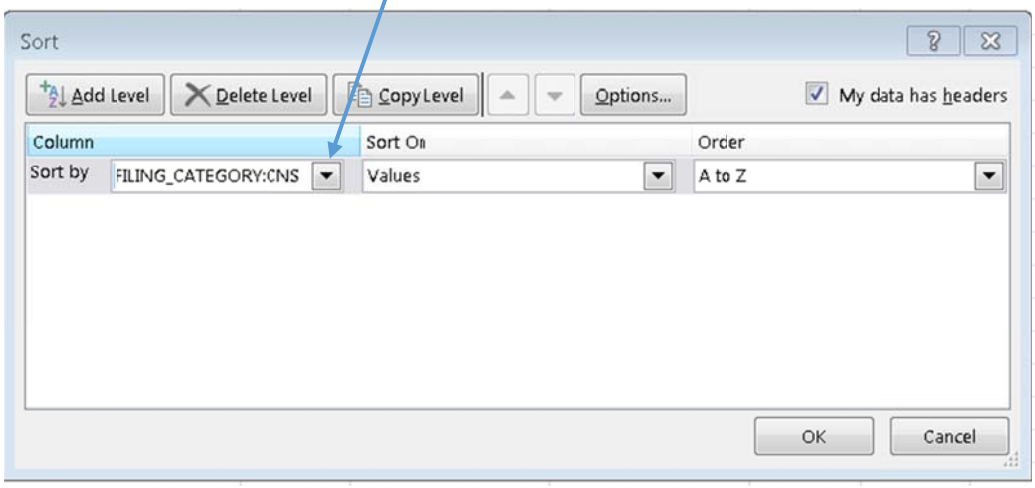
The following sort steps will group the entire lien notification file. This will include debtor(s), secured party(s), original filing number, filing number(s) for amendments and amendment type, collateral listings (products, counties, etc.).

- Click to highlight the entire Excel file (position cursor in field before A and above 1)
- With the Excel file highlighted, select the "Data" tab on the command line

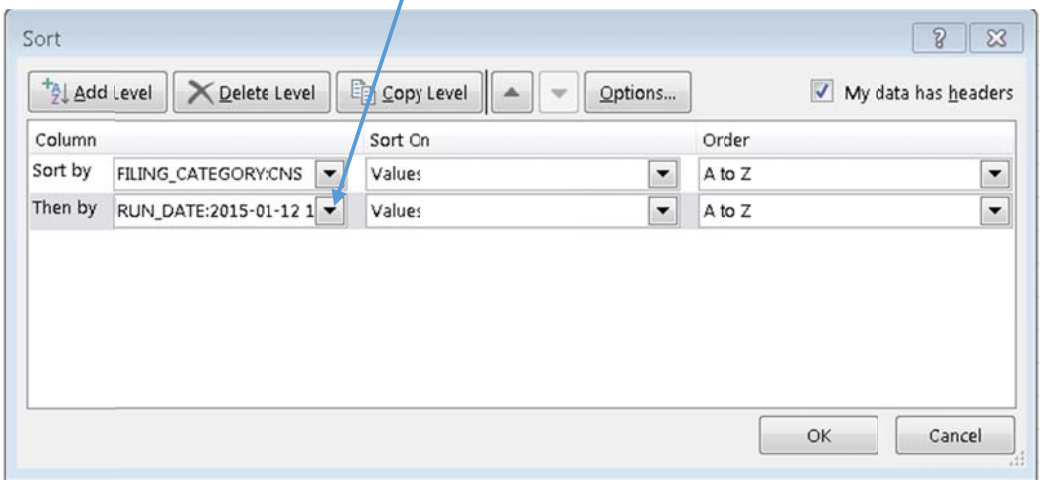
- Click “Sort” on ribbon
- Sort box opens (see below)



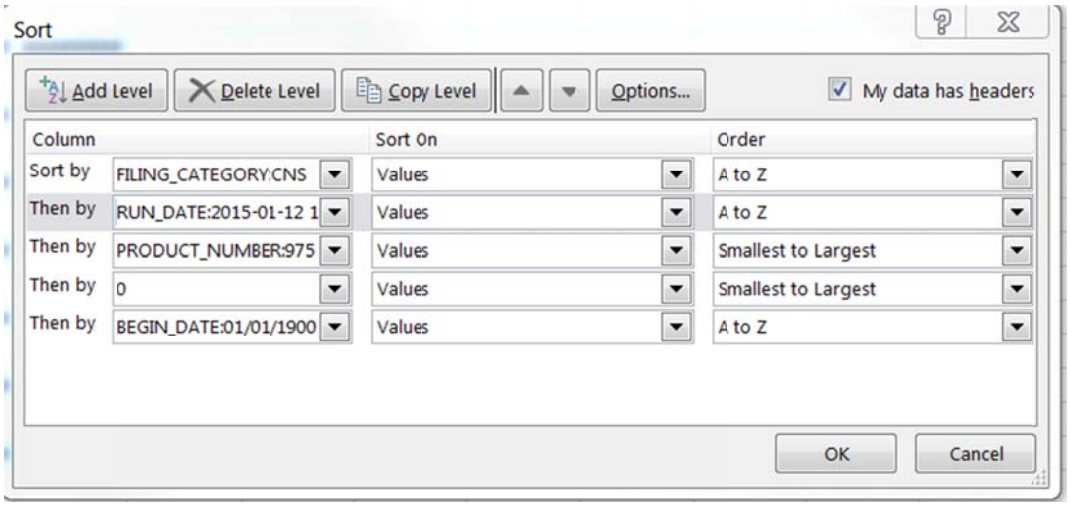
- Check box that “My data has headers” in upper right corner (see completed sort below)
- Click down arrow for “Sort By” and select “Filing Category” from drop down list
- Click “Add Level”



- Click down arrow for “Then By” and select “Run Date” from drop down list
- Click “Add Level”



- Click down arrow for “Then By” and select “Product Number” from drop down list
- Click “Add Level”
- Click down arrow for “Then By” and select “0” from drop down list
- Click “Add Level”
- Click down arrow for “Then By” and select “Begin Date” from drop down list
- Click OK



Step 9: Data File Output Results

A	B	C	D	E	F	G	H	I	J	K	L	M	N
0	RUN_DATI	FILING_CA	PRODUCT_	BEGIN_DA	END_DATE	ITEM_TYP	COMPLETE FILE						
1	Effective F	01 Aitkin	57937	CNS	Active	########	########						
2	Effective F	01 Aitkin	57937	Continuati	88 Office c	2E+09	########						
2	Effective F	01 Aitkin	57937	Continuati	01 Aitkin	2.01E+10	########						
2	Effective F	01 Aitkin	57937	Continuati	88 Office c	2.01E+10	########						
2	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	########						
3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor		WILLIAM	F	DOTZLER		RT 3 BX 28
3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor		LINDA	M	DOTZLER		RT 3 BX 28
3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Secured	USDA Farm Service Agency					130 SOUTI
5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	100	100 All Crc	1	Aitkin			Other
5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	201	201 Milk	1	Aitkin			Other
5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	500	500 All Liv	1	Aitkin			Other

Step 10: Expanding Columns

Expand Columns G & H for correct format and to display data. Additional columns may also need to be expanded to display data.

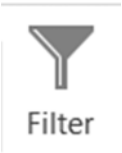
A	B	C	D	E	F	G	H	I	J	K	L	M	N
0	RUN_DATI	FILING_CA	PRODUCT_	BEGIN_DA	END_DATE	ITEM_TYPES:5,69	COMPLETE FILE						
1	Effective F	01 Aitkin	57937	CNS	Active	11/22/1996 12:12	11/22/2016 23:59						
2	Effective F	01 Aitkin	57937	Continuati	88 Office c	2001125236	7/11/2001 17:00						
2	Effective F	01 Aitkin	57937	Continuati	01 Aitkin	20061262547	7/5/2006 17:00						
2	Effective F	01 Aitkin	57937	Continuati	88 Office c	20112570793	9/30/2011 14:41						
2	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	11/22/1996 12:12						
3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor		WILLIAM	F	DOTZLER		RT 3 BX 28
3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor		LINDA	M	DOTZLER		RT 3 BX 28
3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Secured	USDA Farm Service Agency					130 SOUTI
5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	100	100 All Crc	1	Aitkin			Other
5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	201	201 Milk	1	Aitkin			Other
5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	500	500 All Liv	1	Aitkin			Other

Step 11: Filter for Monthly Updates

To filer for monthly updates highlight Columns E, F, G and H. (Column E will display the filing name; Column F will day the filing status and county(s) where original filing and amendments were filed; Column G will display the original filing date and filing numbers for the original and amendments and Column H will display the lapse date and the dates when the original filing and amendments were filed, debtor/secured and product codes)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	0	RUN_DATI	FILING_CA	PRODUCT_NUMBE	BEGIN_DA	END_DATE	ITEM_TYPES:5,69	COMPLETE FILE						
2	1	Effective F	01 Aitkin	57937	CNS	Active	11/22/1996 12:12	11/22/2016 23:59						
3	2	Effective F	01 Aitkin	57937	Continuati	88 Office c	2001125236	7/11/2001 17:00						
4	2	Effective F	01 Aitkin	57937	Continuati	01 Aitkin	20061262547	7/5/2006 17:00						
5	2	Effective F	01 Aitkin	57937	Continuati	88 Office c	20112570793	9/30/2011 14:41						
6	2	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	11/22/1996 12:12						
7	3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor		WILLIAM	F	DOTZLER		RT 3 BX 28
8	3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor		LINDA	M	DOTZLER		RT 3 BX 28
9	3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Secured	USDA Farm Service Agency					130 SOUTI
10	5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	100	100 All Crc	1	Aitkin			Other
11	5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	201	201 Milk	1	Aitkin			Other
12	5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	500	500 All Liv	1	Aitkin			Other

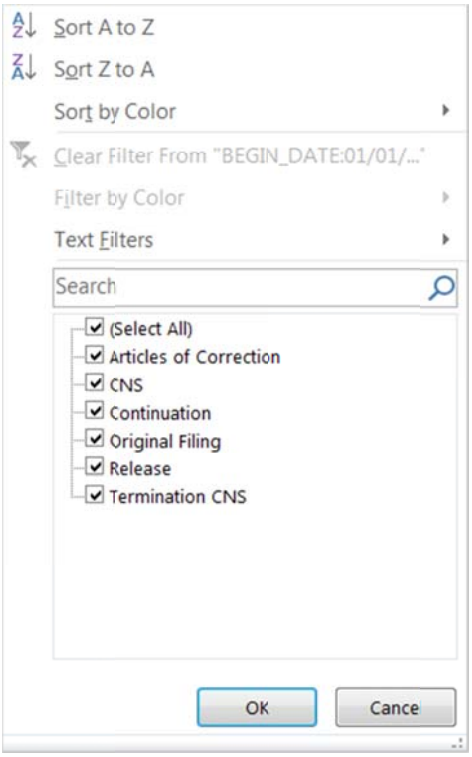
- Click “Filter”

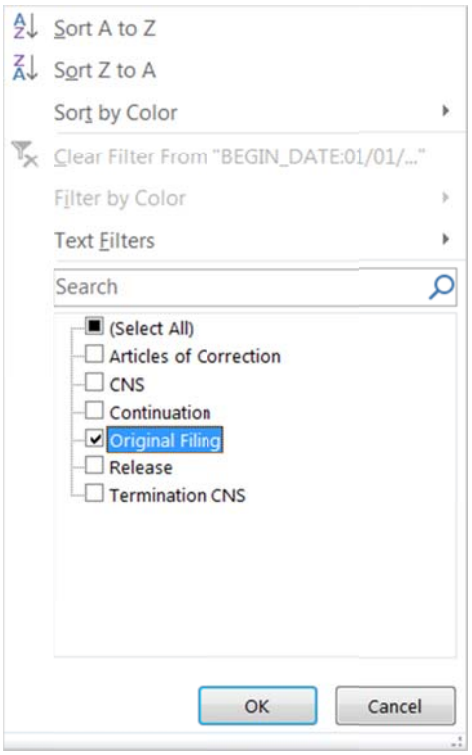


A down arrow appears in each column

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	0	RUN_DATI	FILING_CA	PRODUCT_NUMBI	BEGIN_	END_DA	ITEM_TYPES:5,69	COMPLETE FILE						
2	1	Effective F	01 Aitkin	57937	CNS	Active	11/22/1996 12:12	11/22/2016 23:59						
3	2	Effective F	01 Aitkin	57937	Continuati	88 Office c	2001125236	7/11/2001 17:00						
4	2	Effective F	01 Aitkin	57937	Continuati	01 Aitkin	20061262547	7/5/2006 17:00						
5	2	Effective F	01 Aitkin	57937	Continuati	88 Office c	20112570793	9/30/2011 14:41						
6	2	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	11/22/1996 12:12						
7	3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor		WILLIAM	F	DOTZLER		RT 3 BX 28
8	3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor		LINDA	M	DOTZLER		RT 3 BX 28
9	3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Secured	USDA Farm Service Agency					130 SOUTI
10	5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	100	100 All Cic	1	Aitkin			Other
11	5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	201	201 Milk	1	Aitkin			Other
12	5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	500	500 All Liv	1	Aitkin			Other

- Click the down arrow for Column E and click on the check mark before “Select All” to uncheck all boxes, then click in the box before “Original” to select

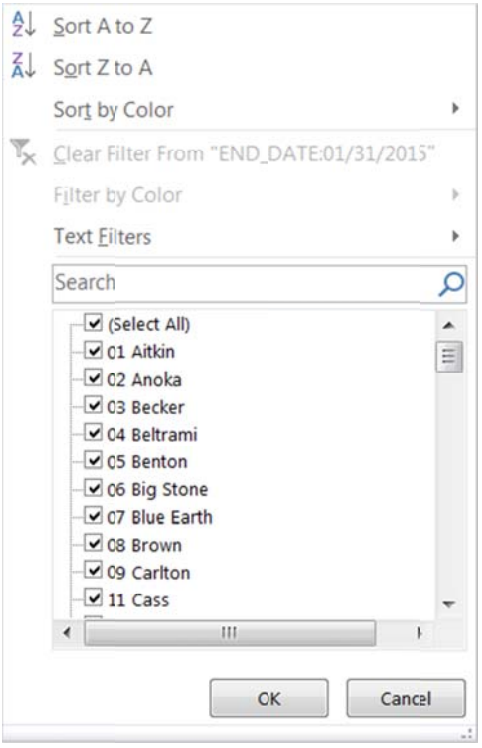


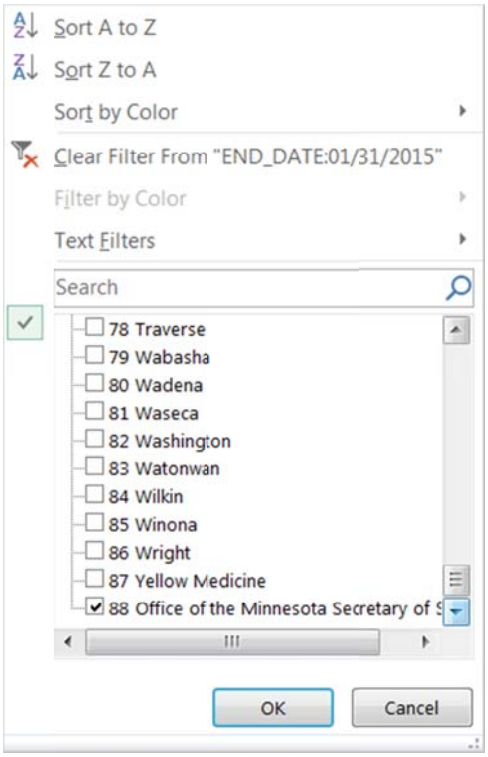


- Click “OK” and Column E will only display “Original Filing”

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	0	RUN_DATI	FILING_CA	PRODUCT_NUMBEI	BEGIN_DATE:0	END_DATE:01/31/	ITEM_TYPES:5,69	COMPLETE FILE						
6	2	Effective F	01 Aitkin	57937	Original Fling	01 Aitkin	57937	11/22/1996 12:12						
7	3	Effective F	01 Aitkin	57937	Original Fling	01 Aitkin	57937	Debtor		WILLIAM	F	DOTZLER		RT 3 BX 28
8	3	Effective F	01 Aitkin	57937	Original Fling	01 Aitkin	57937	Debtor		LINDA	M	DOTZLER		RT 3 BX 28
9	3	Effective F	01 Aitkin	57937	Original Fling	01 Aitkin	57937	Secured	USDA Farm Service Agency					130 SOUTI
10	5	Effective F	01 Aitkin	57937	Original Fling	01 Aitkin	57937	100	100 All Crc	1	Aitkin			Other
11	5	Effective F	01 Aitkin	57937	Original Fling	01 Aitkin	57937	201	201 Milk	1	Aitkin			Other
12	5	Effective F	01 Aitkin	57937	Original Fling	01 Aitkin	57937	500	500 All Liv	1	Aitkin			Other
16	2	Effective F	01 Aitkin	60418	Original Fling	01 Aitkin	60418	4/26/1999 11:33						
18	3	Effective F	01 Aitkin	60418	Original Fling	01 Aitkin	60418	Debtor		Gary	L	Wilkie		PO Bx 124
19	3	Effective F	01 Aitkin	60418	Original Fling	01 Aitkin	60418	Secured	Farm Service Agency USDA					130 Southy
20	5	Effective F	01 Aitkin	60418	Original Fling	01 Aitkin	60418	100	100 All Crc	1	Aitkin			Other
21	5	Effective F	01 Aitkin	60418	Original Fling	01 Aitkin	60418	500	500 All Liv	1	Aitkin			Other

- Click the down arrow for Column F and click on the check mark before “Select All” to uncheck all boxes, then click in the box before “88 Office of the Minnesota Secretary of State ” to select

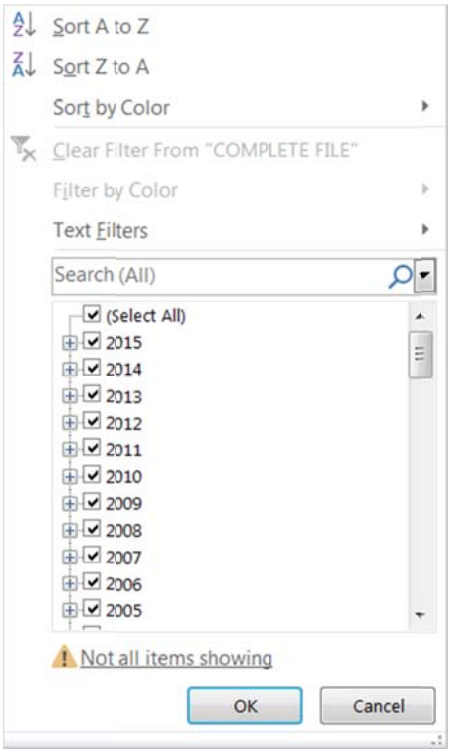


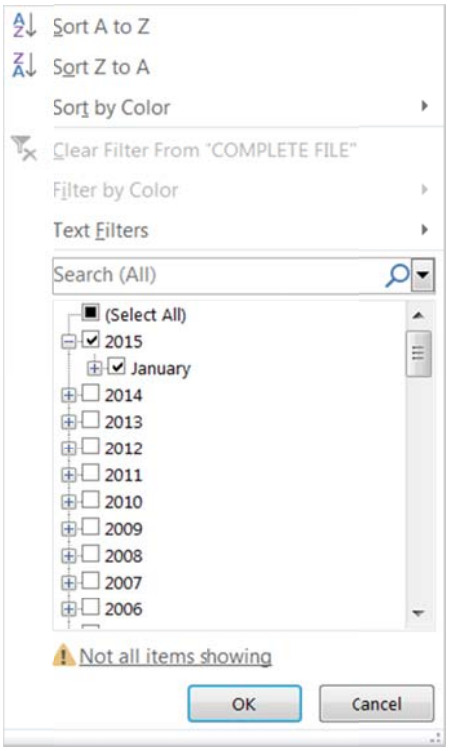


- Click “OK” and Column F will display only “88 Office of the Minnesota Secretary of State”

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	0	RUN_DATI	FILING_CA	PRODUCT_NUMBEI	BEGIN_DATE:0	END_DATE:01/31/	ITEM_TYPES:5,69	COMPLETE FILE						
5128	2	CNS Statut	88 Office c	8227	Original filing	88 Office of the Minn	8227	8/13/1999 8:26						
5130	3	CNS Statut	88 Office c	8227	Original filing	88 Office of the Minn	8227	Debtor		PAUL		SCHUTTE		24426 CO
5131	3	CNS Statut	88 Office c	8227	Original filing	88 Office of the Minn	8227	Debtor		LISA	G	SCHUTTE		24426 CO
5132	3	CNS Statut	88 Office c	8227	Original filing	88 Office of the Minn	8227	Secured	AGSTAR FARM CREDIT SERVICES ACA					1921 PREN
5133	5	CNS Statut	88 Office c	8227	Original filing	88 Office of the Minn	8227	100	100 All Crc	53	Nobles			Other
5134	5	CNS Statut	88 Office c	8227	Original filing	88 Office of the Minn	8227	500	500 All Liv	53	Nobles		ALL	Other
5138	2	CNS Statut	88 Office c	8635	Original filing	88 Office of the Minn	8635	2/24/2000 8:53						
5140	3	CNS Statut	88 Office c	8635	Original filing	88 Office of the Minn	8635	Secured	ULTIMA BANK MN					MAIN & M
5141	3	CNS Statut	88 Office c	8635	Original filing	88 Office of the Minn	8635	Debtor	Vig Farms Inc					RR 1 BOX (
5142	5	CNS Statut	88 Office c	8635	Original filing	88 Office of the Minn	8635	100	100 All Crc	44	Mahnomen		ALL	Other
5143	5	CNS Statut	88 Office c	8635	Original filing	88 Office of the Minn	8635	100	100 All Crc	60	Polk		ALL	Other

- Click the down arrow for Column H and click on the check mark before “Select All” to uncheck all boxes, then click the plus (+) before 2015 and click in the box before the month that you want updates for (in this example, the month is January); then scroll down and after the years, select all product codes; Debtor and Secured





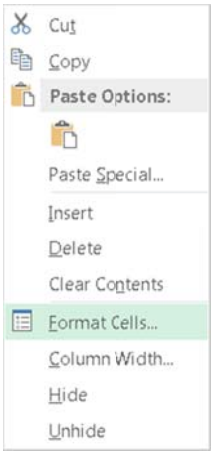
Click “OK”

Step 12: Reformat Column G (Filing Number)

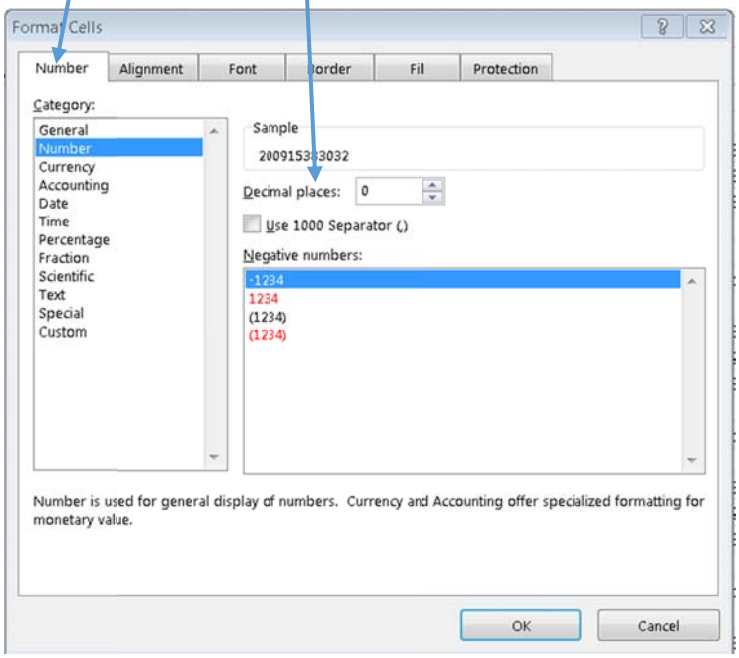
- Highlight Column D

	A	B	C	D	E	F	G	H
1	0	RUN_DATI	FILING_CA	PRODUCT_NUMBEI	BEGIN_DATE:0	END_DATE:01/31/	ITEM_TYPES:5,69	COMPLETE FILE
5130	3	CNS Statut	88 Office c	8227	Original Filing	88 Office of the Minn	8227	Debtor
5131	3	CNS Statut	88 Office c	8227	Original Filing	88 Office of the Minn	8227	Debtor
5132	3	CNS Statut	88 Office c	8227	Original Filing	88 Office of the Minn	8227	Secured
5140	3	CNS Statut	88 Office c	8635	Original Filing	88 Office of the Minn	8635	Secured
5141	3	CNS Statut	88 Office c	8635	Original Filing	88 Office of the Minn	8635	Debtor
5148	3	CNS Statut	88 Office c	10413	Original Filing	88 Office of the Minn	10413	Debtor
5149	3	CNS Statut	88 Office c	10413	Original Filing	88 Office of the Minn	10413	Debtor
5150	3	CNS Statut	88 Office c	10413	Original Filing	88 Office of the Minn	10413	Secured

- Right Click and select Format Cells from drop down menu



- Select Number Tab
- Select Number under Category
- Change the Decimal Places to 0 (zero) by click the down arrow
- Click Ok



Column B will show the Lien Type (CNS Statutory Lien vs Effective Financing Statement) and Column H will display the filing date of the new/original filing

	A	B	C	D	E	F	G	H	I	J
36339	2	CNS Statutory Lien	88 Office of the Mi	807883300031	Original Filing	88 Office of the Mi	807883000000	1/26/2015 11:48		
36340	3	CNS Statutory Lien	88 Office of the Mi	807883300031	Original Filing	88 Office of the Mi	807883000000	Debtor		LEROY
36341	3	CNS Statutory Lien	88 Office of the Mi	807883300031	Original Filing	88 Office of the Mi	807883000000	Secured	CARGILL INC - AG HORIZONS	
36342	5	CNS Statutory Lien	88 Office of the Mi	807883300031	Original Filing	88 Office of the Mi	807883000000	100	100 All Crops	37
36343	5	CNS Statutory Lien	88 Office of the Mi	807883300031	Original Filing	88 Office of the Mi	807883000000	100	100 All Crops	76
36345	2	CNS Statutory Lien	88 Office of the Mi	808234500021	Original Filing	88 Office of the Mi	808235000000	1/27/2015 14:37		
36346	3	CNS Statutory Lien	88 Office of the Mi	808234500021	Original Filing	88 Office of the Mi	808235000000	Debtor		Rick
36347	3	CNS Statutory Lien	88 Office of the Mi	808234500021	Original Filing	88 Office of the Mi	808235000000	Debtor		Tammy
36348	3	CNS Statutory Lien	88 Office of the Mi	808234500021	Original Filing	88 Office of the Mi	808235000000	Secured	S & S Farms of Pickerel Lake Township, L	
36349	5	CNS Statutory Lien	88 Office of the Mi	808234500021	Original Filing	88 Office of the Mi	808235000000	111	111 Field Corn	24
36350	5	CNS Statutory Lien	88 Office of the Mi	808234500021	Original Filing	88 Office of the Mi	808235000000	131	131 Soybeans	24
36352	2	CNS Statutory Lien	88 Office of the Mi	808743400024	Original Filing	88 Office of the Mi	808743000000	1/29/2015 12:46		
36354	3	CNS Statutory Lien	88 Office of the Mi	808743400024	Original Filing	88 Office of the Mi	808743000000	Debtor		David
36355	3	CNS Statutory Lien	88 Office of the Mi	808743400024	Original Filing	88 Office of the Mi	808743000000	Secured	Dawson Co-op Credit Union	
36356	5	CNS Statutory Lien	88 Office of the Mi	808743400024	Original Filing	88 Office of the Mi	808743000000	111	111 Field Corn	65
36357	5	CNS Statutory Lien	88 Office of the Mi	808743400024	Original Filing	88 Office of the Mi	808743000000	131	131 Soybeans	65
36358	5	CNS Statutory Lien	88 Office of the Mi	808743400024	Original Filing	88 Office of the Mi	808743000000	171	171 Sugar Beets	65
36365	3	Effective Financing	88 Office of the Mi	147	Original Filing	88 Office of the Mi	147	Debtor		Roger
36366	3	Effective Financing	88 Office of the Mi	147	Original Filing	88 Office of the Mi	147	Secured	First National Bank of McIntosh	
36367	5	Effective Financing	88 Office of the Mi	147	Original Filing	88 Office of the Mi	147	100	100 All Crops	60
36374	3	Effective Financing	88 Office of the Mi	151	Original Filing	88 Office of the Mi	151	Debtor		Lauris
36375	3	Effective Financing	88 Office of the Mi	151	Original Filing	88 Office of the Mi	151	Secured	First National Bank of McIntosh	
36376	5	Effective Financing	88 Office of the Mi	151	Original Filing	88 Office of the Mi	151	500	500 All Livestock	60
36383	3	Effective Financing	88 Office of the Mi	153	Original Filing	88 Office of the Mi	153	Debtor		Michael
36384	3	Effective Financing	88 Office of the Mi	153	Original Filing	88 Office of the Mi	153	Secured	First National Bank of McIntosh	
36385	5	Effective Financing	88 Office of the Mi	153	Original Filing	88 Office of the Mi	153	500	500 All Livestock	60

Step 13: Hide Unwanted Data

Once the data has been filtered to display only the new/original filings, the CNS user then can hide all unwanted data.

Example: For all CNS Statutory Liens or Effective Financing Statements that do not display a date for the month selected in Column H, those rows would be considered unwanted data.

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	A	B	C	D	E	F	G	H	I	J
36274	3	CNS Statutory Lien	88 Office of the Mi	798840900030	Original Filing	88 Office of the Mi	798841000000	Debtor		MATTHEW
36275	3	CNS Statutory Lien	88 Office of the Mi	798840900030	Original Filing	88 Office of the Mi	798841000000	Secured		DARLENE
36276	5	CNS Statutory Lien	88 Office of the Mi	798840900030	Original Filing	88 Office of the Mi	798841000000	111	111 Field Corn	76
36279	3	CNS Statutory Lien	88 Office of the Mi	799989100043	Original Filing	88 Office of the Mi	799989000000	Debtor		T
36280	3	CNS Statutory Lien	88 Office of the Mi	799989100043	Original Filing	88 Office of the Mi	799989000000	Debtor		CAROLYN
36281	3	CNS Statutory Lien	88 Office of the Mi	799989100043	Original Filing	88 Office of the Mi	799989000000	Secured	BORDER STATE BANK	
36282	5	CNS Statutory Lien	88 Office of the Mi	799989100043	Original Filing	88 Office of the Mi	799989000000	501	501 Cattle / Calves	36
36287	3	CNS Statutory Lien	88 Office of the Mi	801626500028	Original Filing	88 Office of the Mi	801627000000	Debtor		Bo
36288	3	CNS Statutory Lien	88 Office of the Mi	801626500028	Original Filing	88 Office of the Mi	801627000000	Secured	Fist Farmers & Merchants Bank	
36289	5	CNS Statutory Lien	88 Office of the Mi	801626500028	Original Filing	88 Office of the Mi	801627000000	111	111 Field Corn	25
36290	5	CNS Statutory Lien	88 Office of the Mi	801626500028	Original Filing	88 Office of the Mi	801627000000	501	501 Cattle / Calves	25
36293	3	CNS Statutory Lien	88 Office of the Mi	803286800025	Original Filing	88 Office of the Mi	803287000000	Debtor		Neil
36294	3	CNS Statutory Lien	88 Office of the Mi	803286800025	Original Filing	88 Office of the Mi	803287000000	Secured	Fist Farmers & Merchants State Bank	
36295	5	CNS Statutory Lien	88 Office of the Mi	803286800025	Original Filing	88 Office of the Mi	803287000000	131	131 Soybeans	55
36296	5	CNS Statutory Lien	88 Office of the Mi	803286800025	Original Filing	88 Office of the Mi	803287000000	103	103 Oats	55
36297	5	CNS Statutory Lien	88 Office of the Mi	803286800025	Original Filing	88 Office of the Mi	803287000000	105	105 Alfalfa	55
36298	5	CNS Statutory Lien	88 Office of the Mi	803286800025	Original Filing	88 Office of the Mi	803287000000	106	106 Hay	55
36299	5	CNS Statutory Lien	88 Office of the Mi	803286800025	Original Filing	88 Office of the Mi	803287000000	111	111 Field Corn	55
36301	2	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	1/5/2015 16:47		
36302	3	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	Debtor		Jared
36303	3	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	Secured	Central Minnesota Credit Union	
36304	5	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	111	111 Field Corn	73
36305	5	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	502	502 Hogs / Pigs	73
36306	5	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	502	502 Hogs / Pigs	73
36307	5	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	111	111 Field Corn	73
36309	2	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	1/7/2015 15:52		
36311	3	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	Debtor		Thomas
36312	3	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	Debtor		Lucille
36313	3	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	Secured	AgCountry Farm Credit Services, PCA	

- Click on the row numbers and highlight all columns (A – T)

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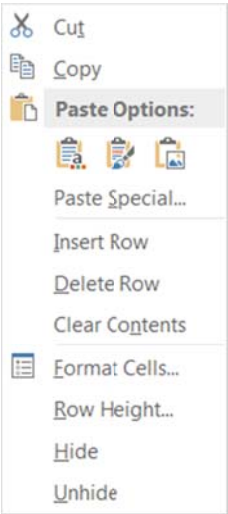
	A	B	C	D	E	F	G	H	I	J
36274	3	CNS Statutory Lien	88 Office of the Mi	798840900030	Original Filing	88 Office of the Mi	798841000000	Debtor		MATTHEW
36275	3	CNS Statutory Lien	88 Office of the Mi	798840900030	Original Filing	88 Office of the Mi	798841000000	Secured		DARLENE
36276	5	CNS Statutory Lien	88 Office of the Mi	798840900030	Original Filing	88 Office of the Mi	798841000000	111	111 Field Corn	76
36279	3	CNS Statutory Lien	88 Office of the Mi	799989100043	Original Filing	88 Office of the Mi	799989000000	Debtor		T
36280	3	CNS Statutory Lien	88 Office of the Mi	799989100043	Original Filing	88 Office of the Mi	799989000000	Debtor		CAROLYN
36281	3	CNS Statutory Lien	88 Office of the Mi	799989100043	Original Filing	88 Office of the Mi	799989000000	Secured	BORDER STATE BANK	
36282	5	CNS Statutory Lien	88 Office of the Mi	799989100043	Original Filing	88 Office of the Mi	799989000000	501	501 Cattle / Calves	36
36287	3	CNS Statutory Lien	88 Office of the Mi	801626500028	Original Filing	88 Office of the Mi	801627000000	Debtor		Bo
36288	3	CNS Statutory Lien	88 Office of the Mi	801626500028	Original Filing	88 Office of the Mi	801627000000	Secured	First Farmers & Merchants Bank	
36289	5	CNS Statutory Lien	88 Office of the Mi	801626500028	Original Filing	88 Office of the Mi	801627000000	111	111 Field Corn	25
36290	5	CNS Statutory Lien	88 Office of the Mi	801626500028	Original Filing	88 Office of the Mi	801627000000	501	501 Cattle / Calves	25
36293	3	CNS Statutory Lien	88 Office of the Mi	803286800025	Original Filing	88 Office of the Mi	803287000000	Debtor		Neil
36294	3	CNS Statutory Lien	88 Office of the Mi	803286800025	Original Filing	88 Office of the Mi	803287000000	Secured	First Farmers & Merchants State Bank	
36295	5	CNS Statutory Lien	88 Office of the Mi	803286800025	Original Filing	88 Office of the Mi	803287000000	131	131 Soybeans	55
36296	5	CNS Statutory Lien	88 Office of the Mi	803286800025	Original Filing	88 Office of the Mi	803287000000	103	103 Oats	55
36297	5	CNS Statutory Lien	88 Office of the Mi	803286800025	Original Filing	88 Office of the Mi	803287000000	105	105 Alfalfa	55
36298	5	CNS Statutory Lien	88 Office of the Mi	803286800025	Original Filing	88 Office of the Mi	803287000000	106	106 Hay	55
36299	5	CNS Statutory Lien	88 Office of the Mi	803286800025	Original Filing	88 Office of the Mi	803287000000	111	111 Field Corn	55
36301	2	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	1/5/2015 16:47		
36302	3	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	Debtor		Jared
36303	3	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	Secured	Central Minnesota Credit Union	
36304	5	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	111	111 Field Corn	73
36305	5	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	502	502 Hogs / Pigs	73
36306	5	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	502	502 Hogs / Pigs	73
36307	5	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	111	111 Field Corn	73
36309	2	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	1/7/2015 15:52		
36311	3	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	Debtor		Thomas
36312	3	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	Debtor		Lucille
36313	3	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	Secured	AgCountry Farm Credit Services, PCA	
36314	5	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	101	101 Wheat/Durum	57
36315	5	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	131	131 Soybeans	57
36316	5	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	111	111 Field Corn	57

- Right Click on the highlighted rows and click “Hide”. Unwanted data is hidden, is not deleted and can be unhidden.



	A	B	C	D	E	F	G	H	I	J
36301	2	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	1/5/2015 16:47		
36302	3	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	Debtor		Jared
36303	3	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	Secured	Central Minnesota Credit Union	
36304	5	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	111	111 Field Corn	73
36305	5	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	502	502 Hogs / Pigs	73
36306	5	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	502	502 Hogs / Pigs	73
36307	5	CNS Statutory Lien	88 Office of the Mi	804058400022	Original Filing	88 Office of the Mi	804058000000	111	111 Field Corn	73
36309	2	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	1/7/2015 15:52		
36311	3	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	Debtor		Thomas
36312	3	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	Debtor		Lucille
36313	3	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	Secured	AgCountry Farm Credit Services, PCA	
36314	5	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	101	101 Wheat/Durum	57
36315	5	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	131	131 Soybeans	57
36316	5	CNS Statutory Lien	88 Office of the Mi	804602000026	Original Filing	88 Office of the Mi	804602000000	111	111 Field Corn	57
36318	2	CNS Statutory Lien	88 Office of the Mi	805005400026	Original Filing	88 Office of the Mi	805005000000	1/9/2015 13:28		
36319	3	CNS Statutory Lien	88 Office of the Mi	805005400026	Original Filing	88 Office of the Mi	805005000000	Debtor		Jerry
36320	3	CNS Statutory Lien	88 Office of the Mi	805005400026	Original Filing	88 Office of the Mi	805005000000	Secured	Legend Seeds, Inc.	
36321	5	CNS Statutory Lien	88 Office of the Mi	805005400026	Original Filing	88 Office of the Mi	805005000000	111	111 Field Corn	49
36322	5	CNS Statutory Lien	88 Office of the Mi	805005400026	Original Filing	88 Office of the Mi	805005000000	131	131 Soybeans	49
36323	5	CNS Statutory Lien	88 Office of the Mi	805005400026	Original Filing	88 Office of the Mi	805005000000	105	105 Alfalfa	49
36325	2	CNS Statutory Lien	88 Office of the Mi	805195000045	Original Filing	88 Office of the Mi	805195000000	1/12/2015 17:00		
36326	3	CNS Statutory Lien	88 Office of the Mi	805195000045	Original Filing	88 Office of the Mi	805195000000	Debtor		CHRISTOPHER
36327	3	CNS Statutory Lien	88 Office of the Mi	805195000045	Original Filing	88 Office of the Mi	805195000000	Secured	KODABANK	
36328	5	CNS Statutory Lien	88 Office of the Mi	805195000045	Original Filing	88 Office of the Mi	805195000000	101	101 Wheat/Durum	45
36329	5	CNS Statutory Lien	88 Office of the Mi	805195000045	Original Filing	88 Office of the Mi	805195000000	131	131 Soybeans	45
36330	5	CNS Statutory Lien	88 Office of the Mi	805195000045	Original Filing	88 Office of the Mi	805195000000	171	171 Sugar Beets	45

Repeat to hide all unwanted data.

Step 14: Save Sorted and Filtered Data

CNS Buyer has ability to save sorted and filtered Data File in Excel format to folder or drive or their choice. Once saved, CNS user can access at any time and view only data for specified counties, but will still have the option to click the link on the sent email to view all CNS data.

- Click File
- Click Save As
- Save to Folder, Drive, Desktop, etc.

Step 15: Using Find & Select

CNS Buyer has the ability to conduct a Find on the Data File.

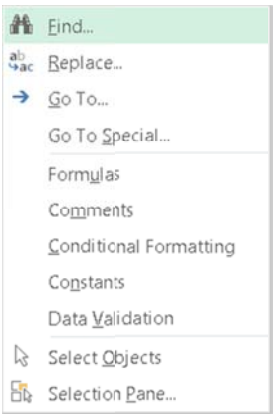
For example:

- Debtor Last Name: Johnson
- Highlight Column L (debtor last name)

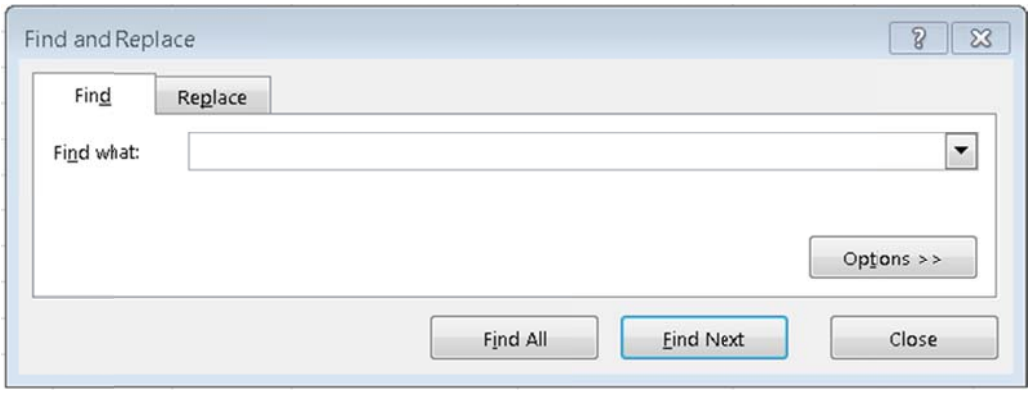
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	0	RUN_DATI	FILING_CA	PRODUCT_NUM	BEGIN_DA	END_DATE	ITEM_TYPES:5,69	COMPLETE FILE					
2	1	Effective F	01 Aitkin	57937	CNS	Active	11/22/1996 12:12	11/22/2016 23:59					
3	2	Effective F	01 Aitkin	57937	Cortinuati	88 Office c	2001125236	7/11/2001 17:00					
4	2	Effective F	01 Aitkin	57937	Cortinuati	01 Aitkin	20061262547	7/5/2006 17:00					
5	2	Effective F	01 Aitkin	57937	Cortinuati	88 Office c	20112570793	9/30/2011 14:41					
6	2	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	11/22/1996 12:12					
7	3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor		WILLIAM	F	DOTZLER	
8	3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor		LINDA	M	DOTZLER	
9	3	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	Secured	USDA Farm Service Agency				
10	5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	100	100 All Crc	1	Aitkin		
11	5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	201	201 Milk	1	Aitkin		
12	5	Effective F	01 Aitkin	57937	Original Fil	01 Aitkin	57937	500	500 All Liv	1	Aitkin		

- Click “Find & Select” located on Home Tab ribbon

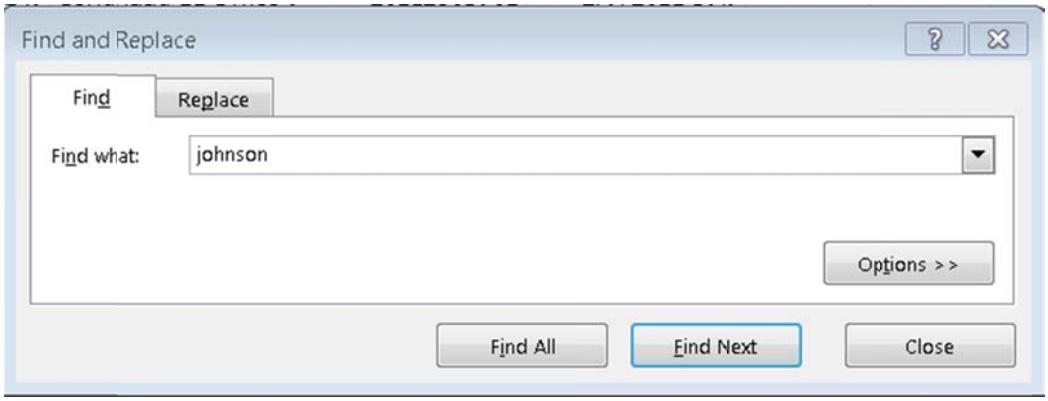
- Select “Find” from the drop down menu



- Find and Replace window opens



- Enter debtor’s last name in “Find What”



- Click Find Next

Filing Number: (follow same process as Find for debtor last name above)

- Highlight Column D (original filing number)
- Click “Find & Select” located on Home Tab ribbon
- Select “Find” from the drop down menu
- Find and Replace window opens
- Enter filing number in “Find What”
- Click Find Next