

CNS FARM PRODUCT MONTHLY LIST
USER INSTRUCTIONS TO FILTER BY COUNTY

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://mbportal.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.

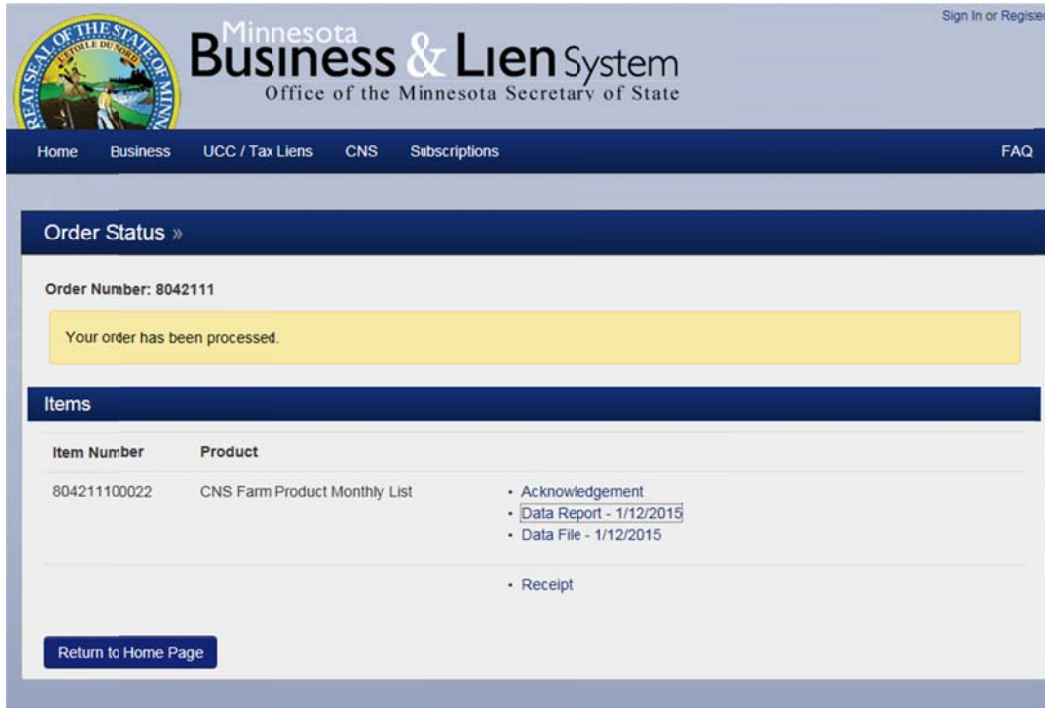
Should you need further assistance, please contact ucc.dept@state.mn.us.

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.



The screenshot shows the Minnesota Business & Lien System website. The header includes the state seal and the text "Minnesota Business & Lien System Office of the Minnesota Secretary of State". A navigation bar contains links for Home, Business, UCC / Tax Liens, CNS, Subscriptions, and FAQ. The main content area is titled "Order Status" and displays "Order Number: 8042111". A yellow message box states "Your order has been processed." Below this is an "Items" section with a table:

Item Number	Product	
804211100022	CNS Farm Product Monthly List	<ul style="list-style-type: none">• Acknowledgement• Data Report - 1/12/2015• Data File - 1/12/2015
		<ul style="list-style-type: none">• Receipt

A "Return to Home Page" button is located at the bottom left of the items section.

STEP 3: Access Data File

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



The screenshot shows a file list with a single entry: "• [Data File - 1/12/2015](#)".

STEP 4: Open Data File

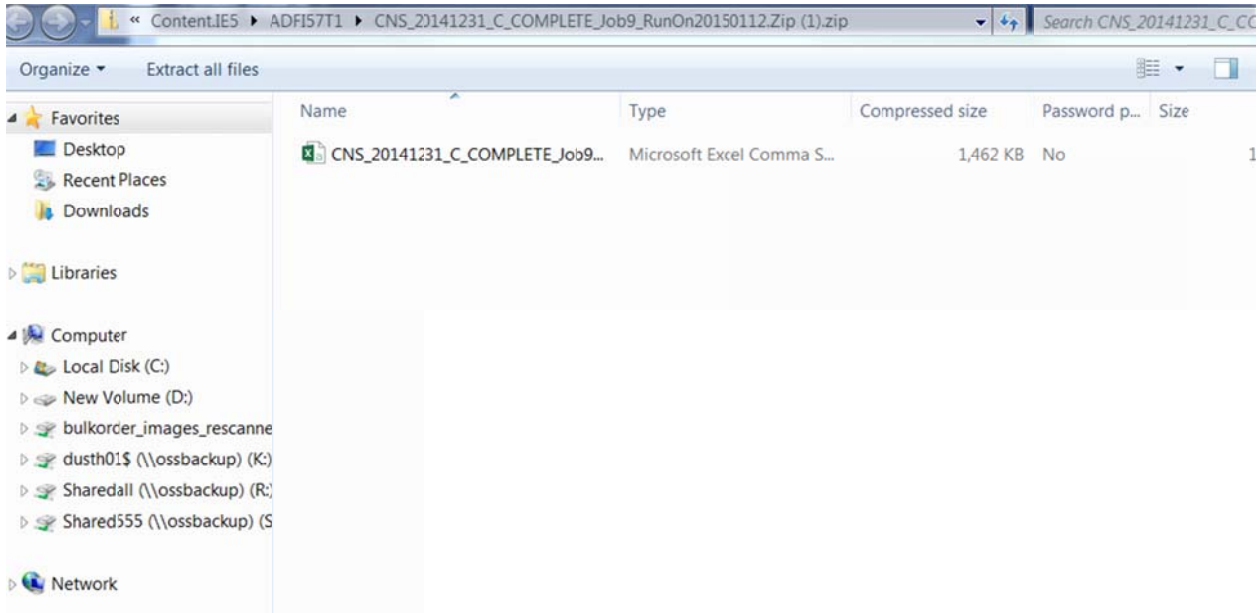
Receive message and click open.



The screenshot shows a file download dialog box with the text: "Do you want to open or save **CNS_20141231_C_COMPLETE_Job9_RunOn20150112....zip** (1.42 MB) from **mblsportal.sos.state.mn.us?**". The dialog has three buttons: "Open", "Save", and "Cancel".

STEP 5: Data File Displays

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



Step 6: Excel File Displays

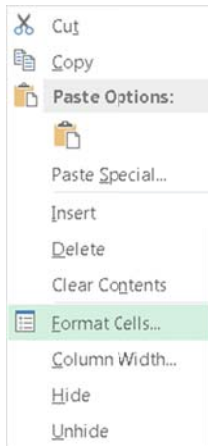
CNS Buyer has ability to save file to folder, desktop or drive or their choice OR can sort data and then save with sort results.

Step 7: Reformat Column D (Original Filing Number)

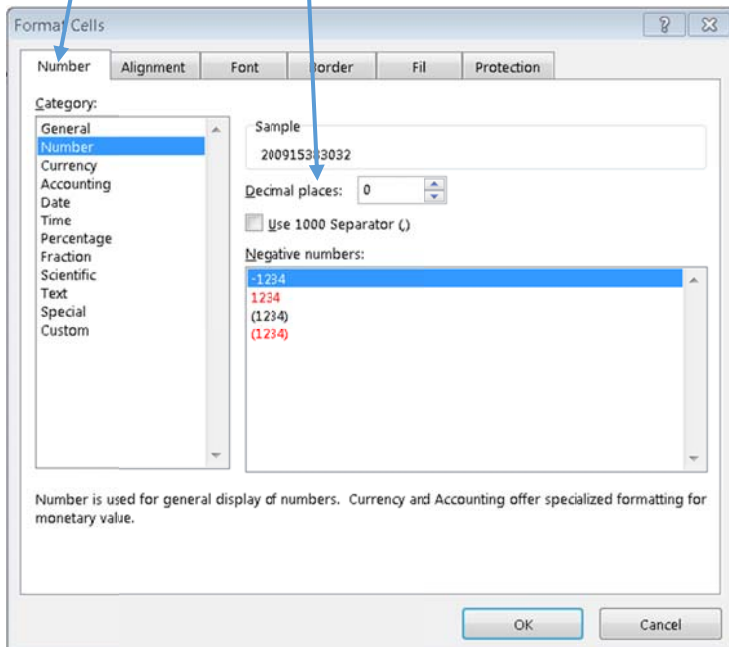
- Highlight Column D

	A	B	C	D	E	F	G	H
1	0	RUN_DATE	FILING_CA	PRODUCT	BEGIN_DATE	END_DATE	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	Jackson	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

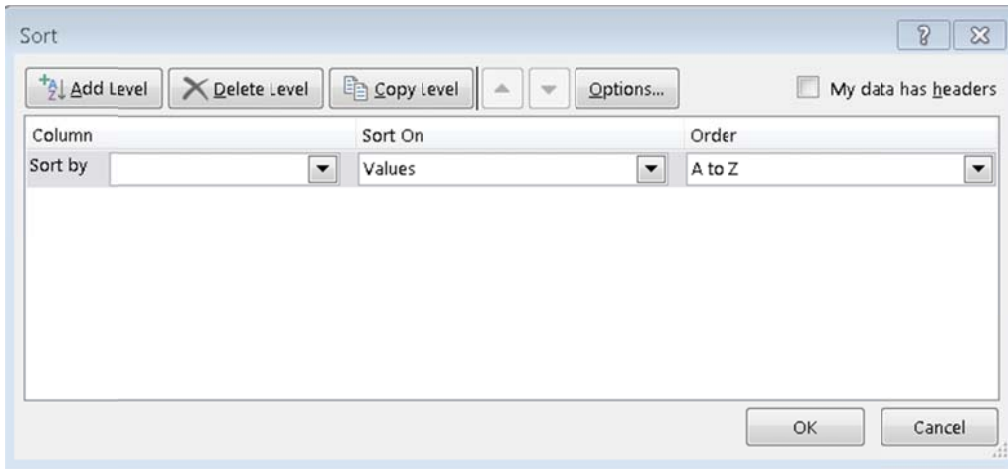


Step 8: Data File Sort Feature

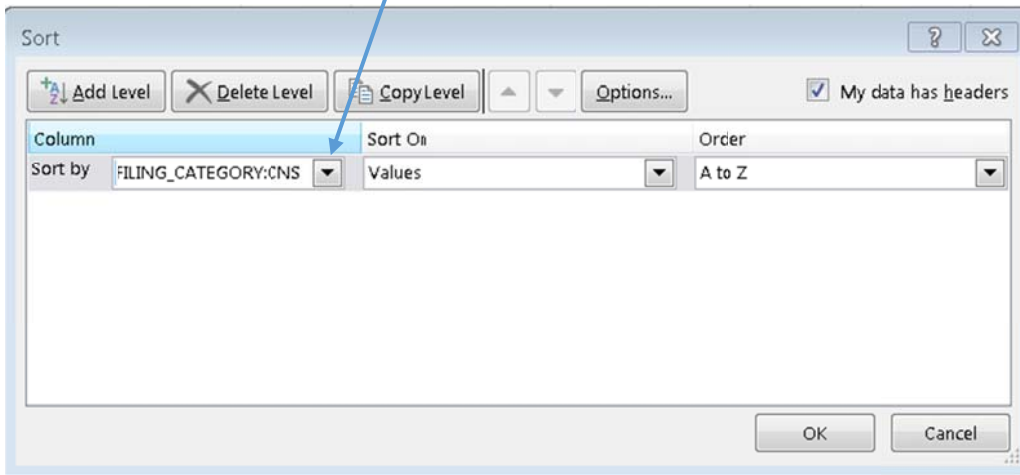
The following sort steps will group the entire lien notification file. This will include debtor(s), secured party(s), original filing number, filing number(s) for amendments and amendment type, collateral listings (products, counties, etc.).

- Click to highlight the entire Excel file (position cursor in field before A and above 1)

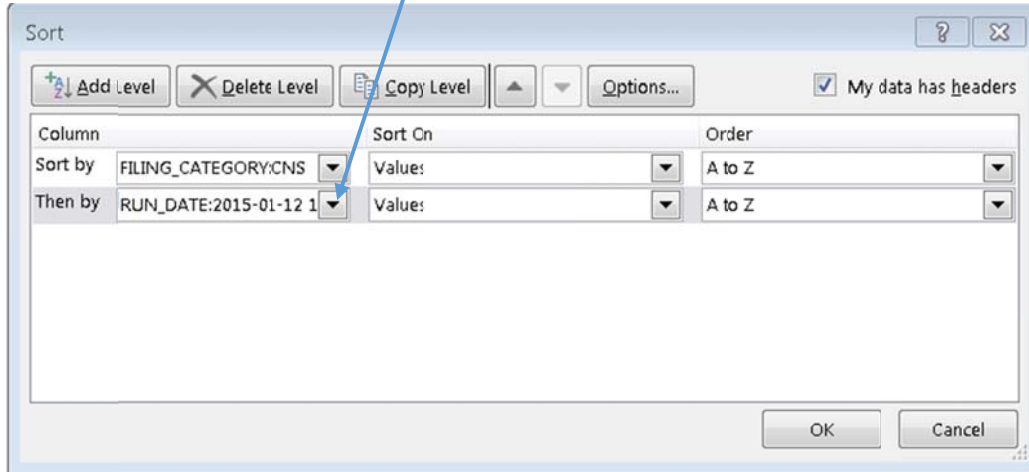
- With the Excel file highlighted, select the “Data” tab on the command line
- Click “Sort” on ribbon
- Sort box opens (see below)



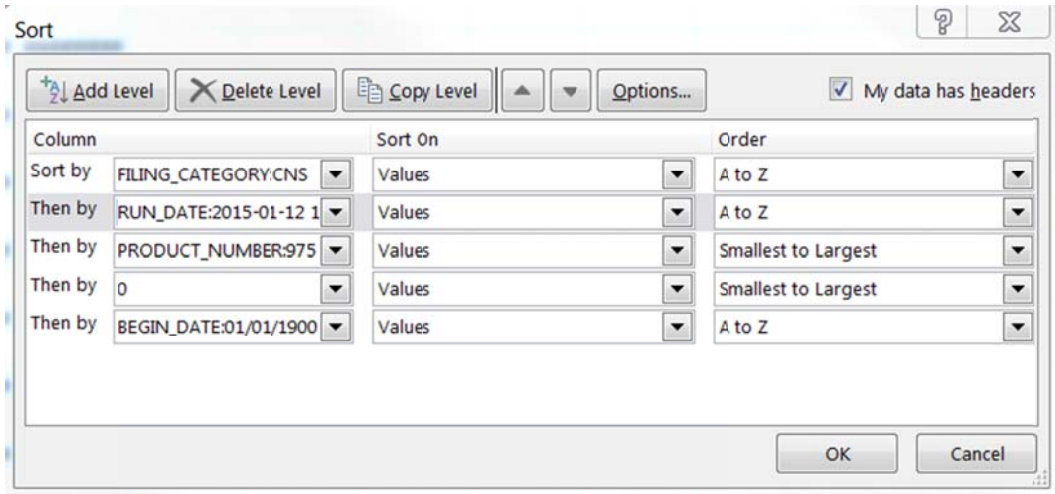
- Check box that “My data has headers” in upper right corner (see completed sort below)
- Click down arrow for “Sort By” and select “Filing Category” from drop down list
- Click “Add Level”



- 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_DATE	FILING_CATEGORY	PRODUCT	BEGIN_DATE	END_DATE	ITEM_TYPE	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 SOUT
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.

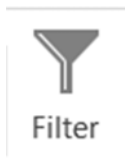
A	B	C	D	E	F	G	H	I	J	K	L	M	N
0	RUN_DATE	FILING_CATEGORY	PRODUCT	BEGIN_DATE	END_DATE	ITEM_TYPES:5,69	COMPLETE	FILE					
1	Effective F 01 Aitkin	57937	CNS	Active	11/22/1996 12:12	11/22/2016 23:59							
2	Effective F 01 Aitkin	57937	Continuati	88 Office c	2001125236	7/11/2001 17:00							
2	Effective F 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 SOUT
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 Specific Counties

To filter for specific counties, highlight column J (Column J will display the county code and Column K will display the county name)

A	B	C	D	E	F	G	H	I	J	K
0	RUN_DATE:2015-02-05	FILING_CATEGORY>	PRODUCT_NUMBER:97	BEGIN_DATE:01/01/19	END_DATE:01/31/2015	ITEM_TYPES:5,69	COMPLETE	FILE		
1	Effective Financing Stat	01 Aitkin		57937	CNS	Active	11/22/1996 12:12	11/22/2016 23:59		
2	Effective Financing Stat	01 Aitkin		57937	Continuation	88 Office of the Minnes	2001125236	7/11/2001 17:00		
3	Effective Financing Stat	01 Aitkin		57937	Continuation	01 Aitkin	20061262547	7/5/2006 17:00		
4	Effective Financing Stat	01 Aitkin		57937	Continuation	88 Office of the Minnes	20112570793	9/30/2011 14:41		
5	Effective Financing Stat	01 Aitkin		57937	Original Filing	01 Aitkin	57937	11/22/1996 12:12		
6	Effective Financing Stat	01 Aitkin		57937	Original Filing	01 Aitkin	57937	Debtor	WILLIAM	F
7	Effective Financing Stat	01 Aitkin		57937	Original Filing	01 Aitkin	57937	Debtor	LINDA	M
8	Effective Financing Stat	01 Aitkin		57937	Original Filing	01 Aitkin	57937	Secured	USDA Farm Service Agency	
9	Effective Financing Stat	01 Aitkin		57937	Original Filing	01 Aitkin	57937	100	100 All Crops	1 Aitkin
10	Effective Financing Stat	01 Aitkin		57937	Original Filing	01 Aitkin	57937	201	201 Milk	1 Aitkin
11	Effective Financing Stat	01 Aitkin		57937	Original Filing	01 Aitkin	57937	500	500 All Livestock	1 Aitkin
12	Effective Financing Stat	01 Aitkin		57937	Original Filing	01 Aitkin	57937			

- Click “Filter”

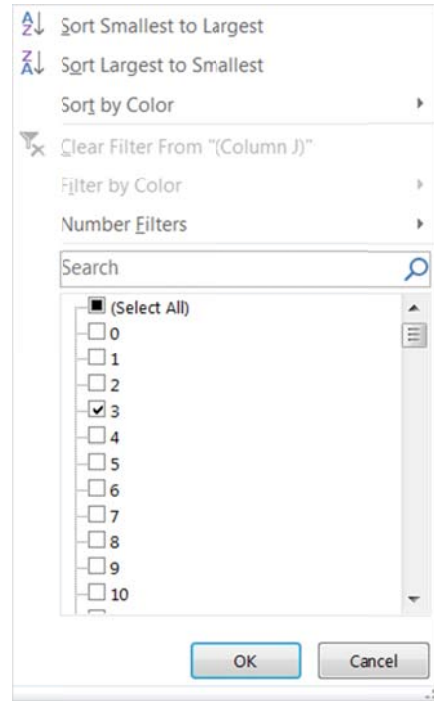
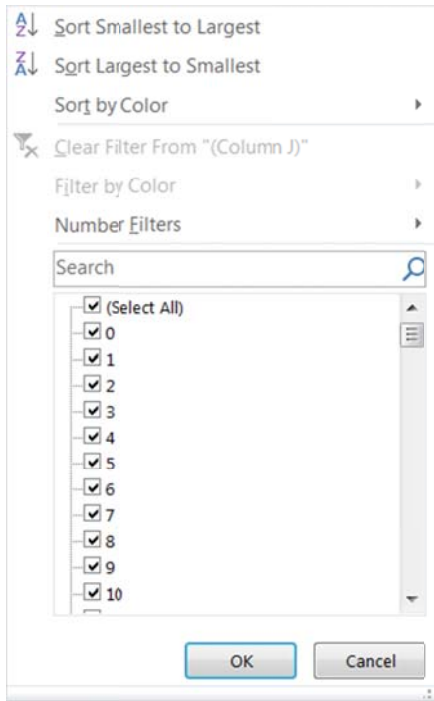


A down arrow appears for Column J

J	
	▼
WILLIAM	F
LINDA	M
m Service Agency	
o	1 A
	1 A
re	1 A

- Click the down arrow and uncheck the county code numbers for counties that you DO NOT WANT DISPLAYED (See Appendix A for County Code List)

Example if you only want lien notifications to display for Becker and Clay Counties, you will need to uncheck all county codes with the exception of “3” and “14”. NOTE: Do not uncheck (Select All) as this will cause other data to not display.



- Click "OK" and Column J will display the county code and Column K will display county name

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
168	1	Effective F03 Becker	20025606587	CNS	Active	11/5/2002 11:45	11/5/2017 23:59							
169	2	Effective F03 Becker	20025606587	Continuaton	88 Office of th	20071863834	10/18/2007 12:56							
170	2	Effective F03 Becker	20025606587	Continuaton	88 Office of th	20122987316	10/11/2012 12:50							
171	2	Effective F03 Becker	20025606587	Original Filing	03 Becker	20025606587	11/5/2002 11:45							
172	3	Effective F03 Becker	20025606587	Original Filing	03 Becker	20025606587	Debtor		SPADGENSKE DAIRY FARM					10810 540
173	3	Effective F03 Becker	20025606587	Original Filing	03 Becker	20025606587	Secured		AGCOUNTRY FARM CREDIT SERVICES PCA					1749 38TH
174	5	Effective F03 Becker	20025606587	Original Filing	03 Becker	20025606587	100	100 All Crops		3 Becker		ALL		Other
175	1	Effective F03 Becker	20036347750	CNS	Active	1/27/2003 11:54	1/27/2018 23:59							
176	2	Effective F03 Becker	20036347750	Continuaton	88 Office of th	20071939250	12/20/2007 14:49							
177	2	Effective F03 Becker	20036347750	Continuaton	88 Office of th	20123051574	12/12/2012 14:47							
178	2	Effective F03 Becker	20036347750	Original Filing	03 Becker	20036347750	1/27/2003 11:54							
179	3	Effective F03 Becker	20036347750	Original Filing	03 Becker	20036347750	Debtor		JAY	T	SOMDAHL			28946 SON
180	3	Effective F03 Becker	20036347750	Original Filing	03 Becker	20036347750	Secured		AGCOUNTRY FARM CREDIT SERVICES PCA					1749 38TH
181	5	Effective F03 Becker	20036347750	Original Filing	03 Becker	20036347750	500	500 All Livestock		3 Becker				Other
182	1	Effective F03 Becker	20036683146	CNS	Terminated	3/3/2003 15:46	3/3/2018 23:59							
183	2	Effective F03 Becker	20036683146	Continuaton	88 Office of th	20081067000	2/21/2008 14:24							
184	2	Effective F03 Becker	20036683146	Continuaton	88 Office of th	20133108863	1/31/2013 14:52							
185	2	Effective F03 Becker	20036683146	Original Filing	03 Becker	20036683146	3/3/2003 15:46							
186	2	Effective F03 Becker	20036683146	Termination	88 Office of th	20143866924	11/24/2014 12:24							
187	3	Effective F03 Becker	20036683146	Original Filing	03 Becker	20036683146	Debtor		DAVID	A	SEIFERT			41869 400
188	3	Effective F03 Becker	20036683146	Original Filing	03 Becker	20036683146	Secured		BREMER BANK NATIONAL ASSOCIATION					154 1ST A
190	1	Effective F03 Becker	20036965549	CNS	Active	4/1/2003 9:39	4/1/2018 23:59							
191	2	Effective F03 Becker	20036965549	Continuaton	88 Office of th	20081051928	2/8/2008 14:38							
192	2	Effective F03 Becker	20036965549	Continuaton	88 Office of th	20133128944	2/19/2013 15:16							
193	2	Effective F03 Becker	20036965549	Original Filing	03 Becker	20036965549	4/1/2003 9:39							
194	3	Effective F03 Becker	20036965549	Original Filing	03 Becker	20036965549	Debtor		TODD	M	ANDRESEN			22332 240
195	3	Effective F03 Becker	20036965549	Original Filing	03 Becker	20036965549	Debtor		MICHELLE	M	ANDRESEN			22332 240
196	3	Effective F03 Becker	20036965549	Original Filing	03 Becker	20036965549	Secured		AGCOUNTRY FARM CREDIT SERVICES					1749 38TH
197	5	Effective F03 Becker	20036965549	Original Filing	03 Becker	20036965549	100	100 All Crops		3 Becker				Other

Step 12: Hide Unwanted Data

Once the data has been filtered to display only the specified counties, the CNS user then can hide all unwanted data.

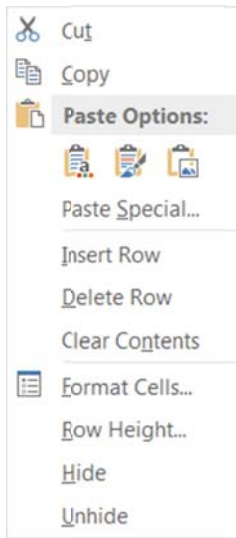
Example: Filing Number 20036683146 does not display the county name in Column K and is unwanted data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
168	1	Effective F 03 Becker	20025606587	CNS	Active		11/5/2002 11:45	11/5/2017 23:59						
169	2	Effective F 03 Becker	20025606587	Continuati 88 Office c			20071863834	10/18/2007 12:56						
170	2	Effective F 03 Becker	20025606587	Continuati 88 Office c			20122987316	10/11/2012 12:50						
171	2	Effective F 03 Becker	20025606587	Original fil 03 Becker			20025606587	11/5/2002 11:45						
172	3	Effective F 03 Becker	20025606587	Original fil 03 Becker			20025606587	Debtor		SPADGENSKE DAIRY FARM				10810 540
173	3	Effective F 03 Becker	20025606587	Original fil 03 Becker			20025606587	Secured		AGCOUNTRY FARM CREDIT SERVICES PCA				1749 38TH
174	5	Effective F 03 Becker	20025606587	Original fil 03 Becker			20025606587		100	100 All Crops	3 Becker		ALL	Other
175	1	Effective F 03 Becker	20036347750	CNS	Active		1/27/2003 11:54	1/27/2018 23:59						
176	2	Effective F 03 Becker	20036347750	Continuati 88 Office c			20071939250	12/20/2007 14:49						
177	2	Effective F 03 Becker	20036347750	Continuati 88 Office c			20123051574	12/12/2012 14:47						
178	2	Effective F 03 Becker	20036347750	Original fil 03 Becker			20036347750	1/27/2003 11:54						
179	3	Effective F 03 Becker	20036347750	Original fil 03 Becker			20036347750	Debtor		JAY	T	SOMDAHL		28946 50N
180	3	Effective F 03 Becker	20036347750	Original fil 03 Becker			20036347750	Secured		AGCOUNTRY FARM CREDIT SERVICES PCA				1749 38TH
181	5	Effective F 03 Becker	20036347750	Original fil 03 Becker			20036347750		500	500 All Livestock	3 Becker			Other
182	1	Effective F 03 Becker	20036683146	CNS	Terminate		3/3/2003 15:46	3/3/2018 23:59						
183	2	Effective F 03 Becker	20036683146	Continuati 88 Office c			20081067000	2/21/2008 14:24						
184	2	Effective F 03 Becker	20036683146	Continuati 88 Office c			20133108863	1/31/2013 14:52						
185	2	Effective F 03 Becker	20036683146	Original fil 03 Becker			20036683146	3/3/2003 15:46						
186	2	Effective F 03 Becker	20036683146	Terminati 88 Office c			20143866924	11/24/2014 12:24						
187	3	Effective F 03 Becker	20036683146	Original fil 03 Becker			20036683146	Debtor		DAVID	A	SEIFERT		41869 400
188	3	Effective F 03 Becker	20036683146	Original fil 03 Becker			20036683146	Secured		BREMER BANK NATIONAL ASSOCIATION				154 1ST A
190	1	Effective F 03 Becker	20036965549	CNS	Active		4/1/2003 9:39	4/1/2018 23:59						
191	2	Effective F 03 Becker	20036965549	Continuati 88 Office c			20081051928	2/8/2008 14:38						
192	2	Effective F 03 Becker	20036965549	Continuati 88 Office c			20133128944	2/19/2013 15:16						
193	2	Effective F 03 Becker	20036965549	Original fil 03 Becker			20036965549	4/1/2003 9:39						
194	3	Effective F 03 Becker	20036965549	Original fil 03 Becker			20036965549	Debtor		TODD	M	ANDRESEN		22332 240
195	3	Effective F 03 Becker	20036965549	Original fil 03 Becker			20036965549	Debtor		MICHELLE	M	ANDRESEN		22332 240
196	3	Effective F 03 Becker	20036965549	Original fil 03 Becker			20036965549	Secured		AGCOUNTRY FARM CREDIT SERVICES				1749 38TH
197	5	Effective F 03 Becker	20036965549	Original fil 03 Becker			20036965549		100	100 All Crops	3 Becker			Other

- Click on the row numbers (182 – 188) and highlight all columns (A – T) for Filing Number 20036683146

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
168	1	Effective F 03 Becker	20025606587	CNS	Active		11/5/2002 11:45	11/5/2017 23:59						
169	2	Effective F 03 Becker	20025606587	Continuati 88 Office c			20071863834	10/18/2007 12:56						
170	2	Effective F 03 Becker	20025606587	Continuati 88 Office c			20122987316	10/11/2012 12:50						
171	2	Effective F 03 Becker	20025606587	Original Fil 03 Becker			20025606587	11/5/2002 11:45						
172	3	Effective F 03 Becker	20025606587	Original Fil 03 Becker			20025606587	Debtor		SPADGENSKE DAIRY FARM				10810 540
173	3	Effective F 03 Becker	20025606587	Original Fil 03 Becker			20025606587	Secured		AGCOUNTRY FARM CREDIT SERVICES PCA				1749 38TH
174	5	Effective F 03 Becker	20025606587	Original Fil 03 Becker			20025606587		100	100 All Crops	3 Becker		ALL	Other
175	1	Effective F 03 Becker	20036347750	CNS	Active		1/27/2003 11:54	1/27/2018 23:59						
176	2	Effective F 03 Becker	20036347750	Continuati 88 Office c			20071939250	12/20/2007 14:49						
177	2	Effective F 03 Becker	20036347750	Continuati 88 Office c			20123051574	12/12/2012 14:47						
178	2	Effective F 03 Becker	20036347750	Original Fil 03 Becker			20036347750	1/27/2003 11:54						
179	3	Effective F 03 Becker	20036347750	Original Fil 03 Becker			20036347750	Debtor		JAY	T	SOMDAHL		28946 50N
180	3	Effective F 03 Becker	20036347750	Original Fil 03 Becker			20036347750	Secured		AGCOUNTRY FARM CREDIT SERVICES PCA				1749 38TH
181	5	Effective F 03 Becker	20036347750	Original Fil 03 Becker			20036347750		500	500 All Livestock	3 Becker			Other
182	1	Effective F 03 Becker	20036683146	CNS	Terminate		3/3/2003 15:46	3/3/2018 23:59						
183	2	Effective F 03 Becker	20036683146	Continuati 88 Office c			20081067000	2/21/2008 14:24						
184	2	Effective F 03 Becker	20036683146	Continuati 88 Office c			20133108863	1/31/2013 14:52						
185	2	Effective F 03 Becker	20036683146	Original Fil 03 Becker			20036683146	3/3/2003 15:46						
186	2	Effective F 03 Becker	20036683146	Terminati 88 Office c			20143866924	11/24/2014 12:24						
187	3	Effective F 03 Becker	20036683146	Original Fil 03 Becker			20036683146	Debtor		DAVID	A	SEIFERT		41869 400
188	3	Effective F 03 Becker	20036683146	Original Fil 03 Becker			20036683146	Secured		BREMER BANK NATIONAL ASSOCIATION				154 1ST A
190	1	Effective F 03 Becker	20036965549	CNS	Active		4/1/2003 9:39	4/1/2018 23:59						
191	2	Effective F 03 Becker	20036965549	Continuati 88 Office c			20081051928	2/8/2008 14:38						
192	2	Effective F 03 Becker	20036965549	Continuati 88 Office c			20133128944	2/19/2013 15:16						
193	2	Effective F 03 Becker	20036965549	Original Fil 03 Becker			20036965549	4/1/2003 9:39						
194	3	Effective F 03 Becker	20036965549	Original Fil 03 Becker			20036965549	Debtor		TODD	M	ANDRESEN		22332 240
195	3	Effective F 03 Becker	20036965549	Original Fil 03 Becker			20036965549	Debtor		MICHELLE	M	ANDRESEN		22332 240
196	3	Effective F 03 Becker	20036965549	Original Fil 03 Becker			20036965549	Secured		AGCOUNTRY FARM CREDIT SERVICES				1749 38TH
197	5	Effective F 03 Becker	20036965549	Original Fil 03 Becker			20036965549		100	100 All Crops	3 Becker			Other

- Right Click on the highlighted rows (116 – 122) and click “Hide”. Unwanted data is hidden, is not deleted and can be unhidden.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
.68	1	Effective F03 Becker		20025606587	CN	Active	11/5/2002 11:45	11/5/2017 23:59						
.69	2	Effective F03 Becker		20025606587	Cortinuati 88 Office c		20071863834	10/18/2007 12:56						
.70	2	Effective F03 Becker		20025606587	Cortinuati 88 Office c		20122987316	10/11/2012 12:50						
.71	2	Effective F03 Becker		20025606587	Original Fil 03 Becker		20025606587	11/5/2002 11:45						
.72	3	Effective F03 Becker		20025606587	Original Fil 03 Becker		20025606587	Debtor		SPADGENSKE DAIRY FARM				10810 540
.73	3	Effective F03 Becker		20025606587	Original Fil 03 Becker		20025606587	Secured		AGCOUNTRY FARM CREDIT SERVICES PCA				1749 38TH
.74	5	Effective F03 Becker		20025606587	Original Fil 03 Becker		20025606587		100	100 All Crops		3 Becker	ALL	Other
.75	1	Effective F03 Becker		20036347750	CN	Active	1/27/2003 11:54	1/27/2018 23:59						
.76	2	Effective F03 Becker		20036347750	Cortinuati 88 Office c		20071939250	12/20/2007 14:49						
.77	2	Effective F03 Becker		20036347750	Cortinuati 88 Office c		20123051574	12/12/2012 14:47						
.78	2	Effective F03 Becker		20036347750	Original Fil 03 Becker		20036347750	1/27/2003 11:54						
.79	3	Effective F03 Becker		20036347750	Original Fil 03 Becker		20036347750	Debtor		JAY	T	SOMDAHL		28946 SON
.80	3	Effective F03 Becker		20036347750	Original Fil 03 Becker		20036347750	Secured		AGCOUNTRY FARM CREDIT SERVICES PCA				1749 38TH
.81	5	Effective F03 Becker		20036347750	Original Fil 03 Becker		20036347750		500	500 All Livestck		3 Becker		Other
.90	1	Effective F03 Becker		20036965549	CN	Active	4/1/2003 9:39	4/1/2018 23:59						
.91	2	Effective F03 Becker		20036965549	Cortinuati 88 Office c		20081051928	2/8/2008 14:38						
.92	2	Effective F03 Becker		20036965549	Cortinuati 88 Office c		20133128944	2/19/2013 15:16						
.93	2	Effective F03 Becker		20036965549	Original Fil 03 Becker		20036965549	4/1/2003 9:39						
.94	3	Effective F03 Becker		20036965549	Original Fil 03 Becker		20036965549	Debtor		TODD	M	ANDRESEN		22332 240
.95	3	Effective F03 Becker		20036965549	Original Fil 03 Becker		20036965549	Debtor		MICHELLE	M	ANDRESEN		22332 240
.96	3	Effective F03 Becker		20036965549	Original Fil 03 Becker		20036965549	Secured		AGCOUNTRY FARM CREDIT SERVICES				1749 38TH
.97	5	Effective F03 Becker		20036965549	Original Fil 03 Becker		20036965549		100	100 All Crops		3 Becker		Other

- Repeat to hide all unwanted data.

Step 13: 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 file at any time and view only data for specified counties, but will still have the option to click the link sent in the email to view all CNS data.

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

Step 14: Using Find & Select

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

For example:

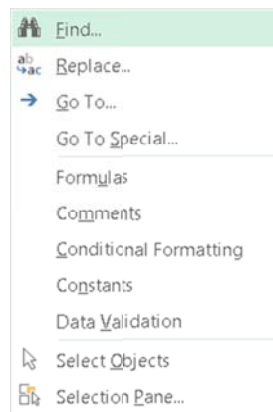
- Debtor Last Name: Johnson
- Highlight Column L (debtor last name)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	0	RUN_DATE	FILING_CA	PRODUCT_NUM	BEGIN_DATE	END_DATE	ITEM_TYPES:5,69	COMPLETE FILE					
2	1	Effective F01	Aitkin	57937	CNS	Active	11/22/1996 12:12	11/22/2016 23:59					
3	2	Effective F01	Aitkin	57937	Cortinuati	88 Office c	2001125236	7/11/2001 17:00					
4	2	Effective F01	Aitkin	57937	Cortinuati	01 Aitkin	20061262547	7/5/2006 17:00					
5	2	Effective F01	Aitkin	57937	Cortinuati	88 Office c	20112570793	5/30/2011 14:41					
6	2	Effective F01	Aitkin	57937	Original Fil	01 Aitkin	57937	11/22/1996 12:12					
7	3	Effective F01	Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor		WILLIAM	F	DOTZLER	
8	3	Effective F01	Aitkin	57937	Original Fil	01 Aitkin	57937	Debtor		LINDA	M	DOTZLER	
9	3	Effective F01	Aitkin	57937	Original Fil	01 Aitkin	57937	Secured		USDA Farm Service Agency			
10	5	Effective F01	Aitkin	57937	Original Fil	01 Aitkin	57937		100	100 All Crc		1 Aitkin	
11	5	Effective F01	Aitkin	57937	Original Fil	01 Aitkin	57937		201	201 Milk		1 Aitkin	
12	5	Effective F01	Aitkin	57937	Original Fil	01 Aitkin	57937		500	500 All Liv		1 Aitkin	

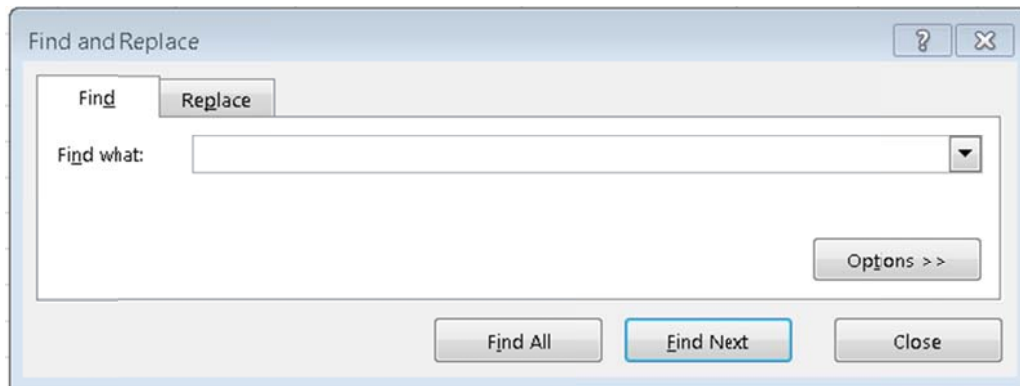
- Click “Find & Select” located on Home Tab ribbon



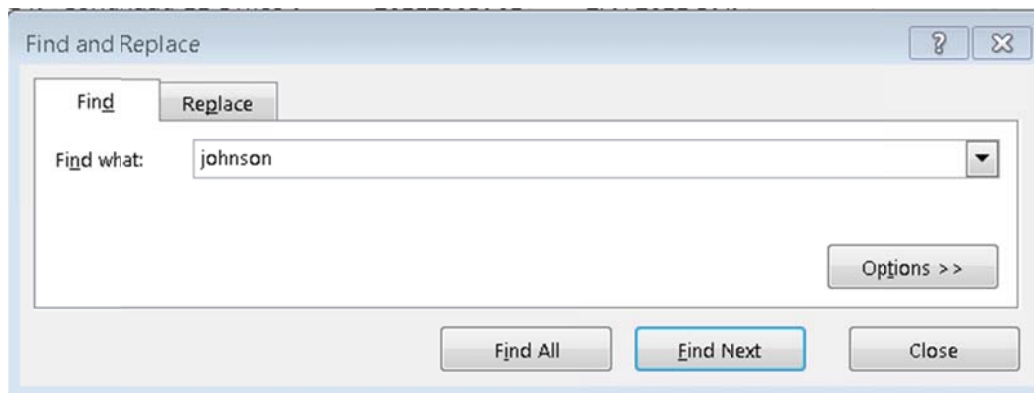
- Select “Find” from the drop down menu



- 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

COUNTY CODE LIST

1 Aitkin	30 Isanti	59 Pipestone
2 Anoka	31 Itasca	60 Polk
3 Becker	32 Jackson	61 Pope
4 Beltrami	33 Kanabec	62 Ramsey
5 Benton	34 Kandiyohi	63 Red Lake
6 Big Stone	35 Kittson	64 Redwood
7 Blue Earth	36 Koochiching	65 Renville
8 Brown	37 Lac Qui Parle	66 Rice
9 Carlson	38 Lake	67 Rock
10 Carver	39 Lake of the Woods	68 Roseau
11 Cass	40 Le Sueur	69 St. Louis
12 Chippewa	41 Lincoln	70 Scott
13 Chisago	42 Lyon	71 Sherburne
14 Clay	43 McLeod	72 Sibley
15 Clearwater	44 Mahnommen	73 Stearns
16 Cook	45 Marshall	74 Steele
17 Cottonwood	46 Martin	75 Stevens
18 Crow Wing	47 Meeker	76 Swift
19 Dakota	48 Mille Lacs	77 Todd
10 Dodge	49 Morrison	78 Traverse
21 Douglas	50 Mower	79 Wabasha
22 Faribault	51 Murray	80 Wadena
23 Fillmore	52 Nicollet	81 Waseca
24 Freeborn	53 Nobles	82 Washington
25 Goodhue	54 Norman	83 Watonwan
26 Grant	55 Olmsted	84 Wilkin
27 Hennepin	56 Otter Tail	85 Winona
28 Houston	57 Pennington	86 Wright
29 Hubbard	58 Pine	87 Yellow Medicine
	88 Office of the Secretary of State	