

User Guide





TABLE OF CONTENTS

1 INTRODUCTIONS	3
2 GETTING STARTED	4
2.1 Log In	4
2.2 Customer Delivery Screen	6
2.2.1 Calendar	8
2.2.2 lcons	-
2.2.3 Choosing a Work Source	
2.2.4 Choosing a Customer	12
3 DASHBOARD	
4 <u>MY PROFILE</u>	
5 <u>MY FAVORITES</u>	
6 <u>MY WATCH LIST</u>	
6.1 Editing Watch List Entry	18
6.2 Deleting Watch List Entry	
7 <u>SEARCH</u>	
7.1 Single Field Search	
7.2 Advanced Search	22
7.3 View Images	
7.4 View Transactions	
7.5 View Transaction Images	
7.6 Thumbnail View	
7.7 Favorite Search	28
7.7.1 Saving Search Criteria as a Favorite	
7.7.2 Using Favorite Search	
7.8 Add/View Notes	
8 DOWNLOAD DATA & IMAGES	31
9 ARCHIVE REPORTS	
9.1 Display Filter	
9.2 Batch Summary Report	39
9.3 Batch Detail Report	
9.4 User Log Report	
9.5 Access Count Report	
9.6 Report Preview Screen	42



1. INTRODUCTION

The Lockbox Image Archive is a web-based application that allows the user to view their archived check/stub images and corresponding data from anywhere in the world. The archived information may be a scanned check image or a scanned document with its respective data stored in a database based on their relevance (year/monthly/bimonthly/weekly/daily). This document describes the processes for daily use of the Lockbox Image Archive.

Key Features:

- Extensive search capabilities
- Downloadable data and images
- Customizable presentation
- Ability to view in column format or thumbnail format
- Configurable messages
- Reports

Some conventions are used throughout this manual while describing the Lockbox Image Archive functions. Keys on the PC keyboard are referred to by their labels in **blue bold** letters. The label mentioned in the manual is the one most frequently used on keyboards; however, there are variations from model to model. A plus between key labels indicates that you hold down the first key and then press the second key. Selections from menus are printed in *dark red italics*. Screen text is indicated in **bold** letters. Examples of processing screens and menus are intended for illustration only. The appearance of some screens may vary slightly for your particular installation.



2. GETTING STARTED

2.1 LOGIN

- Launch an internet browser and type the URL <u>www.firsthorizon.com</u> in the address bar.
- Once the page has loaded, enter your username and password.
- Click Log In.

FIRST HORIZON.			6 800-382-5465
LOG IN Log in to access your account securely.			
	Enter User ID Demo63		
	Enter Password	Show	
	LOG IN		

- Answer the random security question.
- Click **Continu**e.

FIRST HORIZON.	Welcome Customer
DIGITAL BANKING User ID: Log in with a different user id > >Cancel Log in	Security Challenge Af irst Horizon, we take your security very seriously. We recognize you are logging in from a different device; therefore, you are being challenged before continuing. If you do not want to be challenged again on this device, please check "Remember this Device". Security Question: In what city were you married? (Enter full name of city) Security Answer: Image:

OTHER APPLICATIONS

- Once logged in, click the **Other Applications** tab.
- Click Lockbox Imaging Archive.
- The user is signed in through single sign-on.



CUSTOMER DELIVERY SCREEN

LockBox Portal		. 🖻		19/2021 9:23:32 AM			FIRST HORIZON
 Dashboard User Administration 	~		RANSACTION LIST	SEARCH SEARCH THE ARCHIVED DA	A RELEASE TRANSACTIONS	DOWNLOAD DATA /	
Sustomer Delivery	~	Exception Status	Summary 11/17/2020	C A	Exceptions - Need Attention! No Data Available	C ^	You have no messages View All Messages
 Archive Reports Lockbox Exception 	* *	Exceptions Exceptions		0			Net Query Search The Archived Data
쓵 Exceptional Reports	~	Watch List No Data Ava		2 C ^	Download Download Request On	د C م Completed On	Lockbox Exceptions
				2° C ∧	I/11/2021 1:19:00 PM I I/1/2/2020 6:01:05 PM	1/14/2021 10:35:18 AM 1/14/2021 10:32:16 AM	
		Favorite S Search	Favorite Name	Created On			
		*	Demo	11/02/2020			
			Quick Lin Transactio Release Tra		d Images		

The Dashboard screen is displayed by default. It allows the user to view the posted data.

The top left of the screen, beside the logo, displays the user id, the last login date and time, and a G icon that logs the user out of the system. The user may also choose *Logout* from the Main Menu. Display returns to the login screen.

The modules that are displayed in the menu panel on the left of the screen and the work area on the right are based on the user's rights. If the user has access to other modules (e.g., Lockbox Exception, eCapture) menu options and dashboard panels in the work area for those modules also appear on the screen

For a Customer Delivery end user the *Customer Delivery* menu displays the following sub-menu options:



- *My Profile* Enables users to configure their view of the application based on their access rights.
- *My Favorites* Enables users to manage the search settings that they saved as favorite searches.
- *My Watch List* Enables users to define situations within the archived data about which they want to be notified.
- Search Enables users to search the data from the archived database.
- Download Data and Images Enables users to download the selected items or transactions to their local system.
- Logout –Click to end your session. Display returns to the Login screen.



1.2.1 CALENDAR

The calendar enables the user to select the desired dates. Options are available to browse through months and years to select the desired dates. Click 🔤 to invoke the calendar.

	to invoke the calendar.							
Cale	endar	-		(Clear	X		
<		Yea	ır 202	21		~>		
<		Ja	nuar	y		~>		
Su	Мо	Tu	We	Th	Fr	Sa		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

To change the year, click the left arrow < to go to the previous year, click the right arrow > to go to the next year, or click the down arrow **v** to display the list of years, and choose one.

Cal	enda	r			Clear	X
<		Yea	ar 20	21		~>
<		Se	lect ۱	/ear		>
2	021		2022	2	20	23
2	024		2025	5	20	26
2	027		2028	3	20	29
2	030		2031		20	32
2	033		2034	1	20	35
Cale	enda	r		C	lear	X
<		Yea	r 202	20		~>
<		Ja	nuar	у		~>
Su	Мо	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

To change the month, click the left arrow < to go to the previous month, click the right arrow > to go to the next month, or click the down arrow v to display the list of months, and choose one.

Calenda	ar	Clear X
<	Year 2021	~>
<	January	~>
Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec

When you have chosen the year and/or month, that year and month's calendar is displayed. Click on the desired day to fill in the date field. Click **Clear** to blank out the date field. Click the large **X** to close the calendar display without changing what is currently in the date field.



1.2.2 ICONS

-

The **Collapse** icon between the panels enables the user to hide the menu options panel to expand the work area.

The **Expand** icon enables the user to show the menu option panel when the menu option panel is hidden.

Clicking this icon if "locks in" the menu display to whichever status is currently displayed (expanded or

collapsed). The icon changes to —. Clicking this icon again releases the "locked" status and allows the menu to be expanded or collapsed.

Many of the work area screens display the following icons:

Click to edit

- Click to save the content
- Ӱ Click to undo
- Click to delete the selected item

1.2.3 CHOOSING A WORK SOURCE

When choosing a work source, one of the following screens appears: **Select One or More Work Sources**. If you select multiple work sources for the current function, the work source field initially appears as a blank area with the icon to the right. To see a list of work sources, start typing in the input area. Enter an "a" to get the *All Work Sources* choice. A drop-down list appears containing the work sources whose name contains the text you've entered.

Customer	All Custor	ners			
* Work Source					
		Search	Advanced Searc	h Save Favorite	s R

Click on the desired work source to select it. You may perform multiple searches to select more than one work source. Alternately, click the icon to display a pick list of work sources. The list includes a search option that enables you to filter the work sources.

<i> Customer</i> Deli	ivery - Work Source - Internet Explorer	_		×
List of Available V	Work Sources			
Select Customer Worksource	DEMO SITE Contains			
Check All 0200002012 - DE	EMO BOX RET	Searc	h Sho	w All
	A	ccept	Reset	Cancel

To search for a specific work source, select an option from the **Worksource** drop-down and then enter the work source number or description in the field.

Customer Deliv	very - Work Source	- Internet Explorer	
	,		
List of Available V	Vork Sources		
Select Customer	DEMO SITE		~
Worksource	Contains Ends With Starts With		
Check All	MO BOX RET		

Contains: Enter the in-between number or description of the work source. **Ends With**: Enter the ending number or description of the work source. **Starts With**: Enter the starting number or description of the work source.

Click the **Search** button to display only the work sources that fit your selection. Click **Show All** to re-display all the work sources.

Click the check boxes by the desired work sources. Click on the **Check All** check box to select all work sources. Click **Accept** to accept your choices, click **Reset** to abandon your choices, or click **Cancel** to return to the screen without making a choice.



When multiple work sources have been chosen, they display in the **Work Source** field as shown below. To remove a work source from the list, click the **x** next to its name.

* Work Source	All Work Sources ×	
		2

Select One Work Source

If the current function allows only one work source, the input area is prefilled with the first available work source. Some functions may optionally be run for all work sources. Click in the input area to display an entry field and work source drop-down list. If you know the name of the work source, start typing in the field. The list is reduced to just those work source names containing the characters you have typed. Select the radio button by the desired work source.

<i>e</i> Customer Deliv	very - Work Source - Internet Explorer	-		×
List of Available V	Jork Sources			
Select Customer	DEMO SITE			
Worksource	Contains			
		Sear	ch Sho	w A11
✓ Check All				
✓ 0200002012 - DE	MO BOX RET			

2.2.4 CHOOSING A CUSTOMER

To select a customer, click in the **Customer** box. An entry field and customer list are added as a drop-down.

If you know the name of the customer, start typing in the field. The list is reduced to just those customer names containing the characters you have typed. Select the radio button by the desired customer.

All Customers	*
1	٩
All Customers	
O Customer1	
O Customer11	
O Test Customer	
	All Customers Customer1 Customer11



3. DASHBOARD

The Main Menu page displays the Dashboard screen by default. It gives access to the most commonly-used functions of Customer Delivery, and may also provide access to some functions of Lockbox Exception and Remote Lockbox (eCapture), depending on user privileges. If Your usercode is configured for access, the top two panels apply to Lockbox Exception; the other panels provide access to Customer Delivery functions, and (if configured) eCapture batch status notification.

Quick Links icons are displayed in a panel at the top of the screen leading to (depending on user access) the Lockbox Exception Transaction List, the <u>Search</u> function, eCapture functions, and <u>Download Data and Images</u>. The footer area of most screens displays Quick Links as text.

Product links are displayed based on the user's product in a panel on the right side of the access. The **Net Query** link redirects to the Search page, the **Lockbox Exceptions** link redirects to the Lockbox Exception Transaction List page, and the **eCapture** link redirects to the eCapture Home page.

LockBox Portal	, P	G Last Login	1/14/2021 2:34:45 PM				FIRST HORIZON.
	Dashboard	I					
(2) Dashboard		ANSACTION LIST	SEARCH		ELEASE TRANSACTIONS		
🔒 User Administration	VIEW D	ICEPTION TRANSACTIONS	SEARCH THE ARCHIVED DA	та 🔛	UNLOCK TRANSACTIONS	DATA DOWN	LOAD UCREATE A WATCH LIST
🚨 Customer Delivery	Exception S	ummary 11/17/2020	≝o C^	Exceptions	s - Need Attention!	C ^	You have no messages
Archive Reports	Status		Count	No Data Ava	ilable		View All Messages
Archive Reports	Exceptions Wa	aiting	0				
Lockbox Exception	Exceptions In	Use	0				Search The Archived Data
🕒 Exceptional Reports	Watch List		2 C ^	Download		2 C ^	
	No Data Availa	ible		Download	Request On	Completed On	Lockbox Exceptions
				2	1/11/2021 1:19:00 PM	1/14/2021 10:35:18 AM	
				D	1/8/2021 2:46:10 PM	1/14/2021 10:34:35 AM	
	Favorite Sea	irch	2 C ^				
	Search	Favorite Name	Created On				
	*	Demo	11/02/2020				
		Quick L	inks		FIRST HORIZ	ZON	
		Transact	ion List Search				
		Release	Transactions Download Data an	id Images	© 2019, Exela Technologi	es Inc.,	

The Customer Delivery main menu choice gives access to the related Customer Delivery (aka NetQuery)

Click the 🖍 (View More) icon in any of the Customer Delivery panels to go to the corresponding page. A v (downward arrow) icon at the top right of each panel allows you to view or hide the data in that panel.

Hovering the mouse over the icon of a previously completed download request in the **Download** panel (i.e., one with a date in the **Completed On** column) displays the details of the download.



Clicking the icon on the left of the item allows you to re-download it. See <u>Download Data and Images</u>.

Clicking the ^T icon in the **Use** column of the **Favorite Search** panel allows the user to search archived data using a preset group of criteria. The **Search** screen appears showing the selected favorite criteria. See <u>Search</u>.

Note: For information on Lockbox Exception user functions, see the Lockbox Exception User Manual. For information on eCapture functions, see the eCapture Daily Operations User Manual.



4. MY PROFILE

The *My Profile* menu option enables users to select and set the display order of the fields for the search results, for their own personal use. The user can assign a name for each profile. The user has the option to set a selected profile as their personal default view whenever the search results are displayed.

	My Profile					
🖄 Dashboard	Profile Name			Profile	Add New	~
💄 User Administration 🛛 🗸	Records per page	15		Want to set as Default	✔ Yes	
😓 Customer Delivery 🔨 🔨						
🏟 Field Settings	Move Up Move Down					
🗐 My Profile	Move Select	Field Order	Field Name		Display	
		1	Site		\checkmark	
✿ My Favorites		2	WorkSource		\checkmark	
📰 My Watch List						
Q Search	Image Display Settings			Sort Order Settings		
	🖌 Front Image 🖌 Rear Im	age		Check Correspondence	•	
📑 Quick Batch Summary				Envelope Stub	*	
Download Data and Images						
Images						Save Reset
📥 Download Reports						
😚 Archive Reports 🛛 🗸	Q	uick Links	E FIR	ST HORIZON.		
	Т	ransaction List Search				

The My Profile screen displays the following components:

- **Profile Name:** Displays the name of the selected profile, or is blank when adding a new profile.
- **Profile:** Select an existing profile from the drop-down list, or select **Add New...** to create a custom profile.
- **Records per page:** Enter the number of records to be displayed on each page of search results for the selected profile.
- Want to set as Default: Click the check box to set the selected profile as the default profile view.
- Move Up: Moves the selected field one step up in the existing field order.
- Move Down: Moves the selected field one step down in the existing field order.
- Move Select: Click this check box to select the field to move up or down.
- Field Order: Displays the ascending order number of the field where it will be displayed.
- Field Name: Displays the field name.
- **Display:** Click this box to mark the selected field to be displayed for the profile.

Image Display Settings

- Front Image: Click this check box to display the front image of check/stub.
- **Rear Image:** Click this check box to display the rear image of check/stub.

Sort Order Settings

This displays the order in which the various types of items will be displayed within a transaction on the search results screen. Use the navigation buttons at the right to set the sequence of the item to be displayed in the search results.

Sort Order Settings	
Check Correspondence	•
Envelope Stub	*

Save: Click to save the settings for the profile.

Delete: Only a non-default profile may be deleted. When the default profile is shown, there will be no **Delete** button. To delete a profile, first select the profile from the **Profile** drop-down list. If the **Want to set as Default** box is checked, un-check it. Click **Delete**. You are prompted to confirm your request. Click **OK** to delete the profile or **Cancel** to retain it.

Message fi	rom webpage	×
?	Do you want to delete the selec	cted profile?
	ОК	Cancel

Reset: Click to clear the settings for the selected profile.



5. MY FAVORITES

The *My Favorites* menu option enables the user to manage the search settings that have been saved as favorite searches, i.e., modify certain characteristics and delete. The user can modify the name of the favorite search, the date range, number of days to be included in the search results, and whether the favorite search is private or may be shared with others. For more on saving search criteria as a favorite, see <u>Favorite Search</u>.

🖸 Dashboard	1	My Favori	ites					
		Search	Favorite Name	Date Range	No. of Days	Favorite Type	Edit	Delete
User Administration	~	*	Demo	Sliding	1	Private	Ø	Ŵ
🔓 Customer Delivery	^							
🔅 Field Settings								
🖽 My Profile								
🛧 My Favorites								
🖿 My Watch List								
Q Search								
🚽 Quick Batch Summary								
Cownload Data and Images								
📥 Download Reports								
Archive Reports	~		Quick Links Transaction List Search	P 🔁	IRST HORIZON.			
			Release Transactions Download Da	ata and Images © 201	9, Exela Technologies Inc.,			

The user can search using a favorite set of criteria by clicking the **Search** icon \mathbf{x} . The **Search** screen appears showing the selected favorite criteria. See <u>Favorite Search</u>. To modify the settings of a favorite, click the icon \mathbf{z} in the **Edit** column.

Search	Favorite Name	Date Range	No. of Days	Favorite Type	Edit	Delete
*	Fav1_allWS	Fixed 🔽	0	Public 🔽		

After modifying the favorite search, click 🖹 to save the changes or click 오 to cancel the changes. If the name you typed contains invalid characters, when you save it a message appears. You must change the name before it can be saved.

Message fr	om webpage 📃 🗮 🌌	
<u>^</u>	Enter valid favorite name.	
	ОК	



Click 💼 in the **Delete** column to delete a favorite. You are prompted to confirm:





6. MY WATCH LIST

The *My Watch List* option enables users to define situations within the archived data about which they want to be notified. When the situation is encountered, an email notification is sent to a specified email address.

The Watch List screen has two tabs – Watch List and Add Watch List Request. The Watch List tab displays a list of current added requests.

If the **Status** column displays **View Data**, you can click on that link to see the data matching the watch list criteria in the Search screen (see <u>Single Field Search</u>).

🙄 Dashboard	Watch List	Add Watch List Request	
(<u>></u>) Dashboard	Refresh	No records for	und.
🐣 User Administration 🛛 🗸 🗸			
🔩 Customer Delivery 🔨 🔨			
🏟 Field Settings			
📰 My Profile			
🗙 My Favorites			
🔲 My Watch List			
Q Search			
📑 Quick Batch Summary			
Download Data and Images			
📥 Download Reports			
😚 Archive Reports 🛛 🗸 🗸		Quick Links	FIRST HORIZON.
		Transaction List Search Release Transactions Download Data and Images	© 2019, Exela Technologies Inc.,

When data arrives in the archive that matches an entered Watch, an email notification is sent to the user who established the watch. The email's subject line is *Alert Notification*. The body is titled with the watch name, repeats the selection parameters, and provides a phone number for questions. A sample email is shown below; the exact wording and layout may vary.

nqilbecap				
watch requ	est - S12 has been archived	and below are the deta	ils	
	Process Date	WorkSource	Site Id	Batch No
	10/14/2016	0000001101	1	18002
	10/14/2016	0000001101	1	18003



To add a new request:

1. Click the Add Watch List Request tab.

	Watch List	Add Watch List Request			
🖒 Dashboard	Available Dates	No dates available.			
🎒 User Administration 🛛 🗸	* Watch Name				
🔩 Customer Delivery 🔨 🔨	Bank	All Banks	~	Customer	All Customers v
🔅 Field Settings	Site	All Sites	~	Work Source	
🔙 My Profile	* Start Date	Mo End Date 💿 End Date	#		
🏠 My Favorites	* Email ID				
🔲 My Watch List	* Field	Select Field			
Q Search					Add Watch List Advanced Search Reset Cancel
📑 Quick Batch Summary					
Download Data and Images					
📥 Download Reports					
😚 Archive Reports 🛛 🗸		Quick Links	FI	RST HORIZON	
		Transaction List Search Release Transactions Download Data and Images		Exela Technologies Inc.,	

- 2. Enter a Watch Name.
- 3. 3. Select a **Bank** and **Site** from the drop-down lists.
- 4. Select a <u>Customer</u>.
- 5. Select a <u>Work Source</u>. The work source list contains only the work sources associated with the chosen site.
- 6. Enter the **Start Date** or click the <u>calendar</u> icon to choose the date from the calendar. Select one of the options **No End Date** or **End Date**.
- 7. No End Date: The system alerts the user by email today.
- 8. End Date: The system alerts the user by email until the selected date.
- 9. Enter an **Email ID**. Notifications are sent to this email address when data matching the parameters are stored in the database.

Note: The exclamation point (!) is allowed anywhere in the email address, and the minus sign (-) is allowed inside the text but not at the beginning or end of the address. No other special characters besides the @ sign are allowed.

Field: If desired, select a field from the drop-down list and set the desired condition for the selected field – the conditions will vary according to which field is selected. Click Add Watch List. Requests posted on the Add Watch List Request tab are displayed on the Watch List tab.

Advanced Search.

Click **Reset** to clear the fields. Click **Cancel** to cancel the request and return to the **Watch List** tab.



6.1 EDITING WATCH LIST ENTRY

The administrator can update an existing entry on the watch list by clicking the **Edit** icon in the row for the desired entity.

🕄 Dashboard	Watch List	Add Watch List Request			
(1) Dashboard	Available Dates	No dates available.			
🐣 User Administration 🗸 🗸	* Watch Name				
and the contract of the contra	Bank	All Banks	~	Customer	All Customers 🔹
🏟 Field Settings	Site	All Sites	~	Work Source	
🖽 My Profile	* Start Date	€ No End Date	#		
🗙 My Favorites	* Email ID				
📰 My Watch List	* Field	Select Field			
Q Search					Add Watch List Advanced Search Reset Cancel
📑 Quick Batch Summary					
Cownload Data and Images					
📥 Download Reports					
😚 Archive Reports 🔷 🗸		Quick Links	FI	RST HORIZON	
		Transaction List Search		Exela Technologies Inc.,	
		Release Transactions Download Data and Images	© 2019.	exeta recimologies inc.,	

After making the changes (see preceding section) click **Update Watch List** to update the changes.

6.2 DELETING WATCH LIST ENTRY

Click the **Delete** icon to delete a watch list entry. You are prompted to confirm the request. Click **OK** to delete the entry or click **Cancel** to retain it.





7. SEARCH

The *Search* option in Customer Delivery enables the user to search the required data using various filter conditions, and has 3 tabs labeled **Search 1**, **Search 2** and **Search 3** so that the user may use as many as 3 sets of search criteria to compare results. The search screen has two panels – one for specifying the search criteria and the second for displaying the search results.

An example of the search screen is displayed below:

@ Deathboard	1	Search 1 Search	2 Search 3			
Δ Dashboard		Available Dates No da	ates available.			
🐣 User Administration	\sim					
a Customer Delivery		Bank	All Banks	~	Customer	All Customers 🔻
		Site	All Sites	~	* Work Source	
🄅 Field Settings		* From	* To			2
🖽 My Profile		Field	Select Field			
🏠 My Favorites		Saved Search	New Show Public			
📰 My Watch List						Search Advanced Search Save Favorites Reset
Q Search						
📑 Quick Batch Summary						
Download Data and Images						
📥 Download Reports						
😚 Archive Reports	\sim		Quick Links	EII FI	RST HORIZON.	
			Transaction List Release Transactions		Exela Technologies Inc.,	
			Download Data and Images My Watch List	⊌ 2019,	Exeta recimologies inc.,	

Search Criteria Panel

The search criteria portion of the screen displays drop-down lists, date selection boxes, text boxes and buttons to allow the user to filter the desired data to be displayed in the search results panel.

🕰 Dashboard	Search 1 Search	2 Search 3		
Suser Administration	Available Dates No d	ates available.		
	Bank	All Banks	✓ Customer	All Customers 👻
🔩 Customer Delivery 🧄	Site	All Sites	Work Source	
🔅 Field Settings	* From	* To 1		2
🛄 My Profile	Field	Select Field		
🗙 My Favorites	Saved Search			
🚍 My Watch List				Search Advanced Search Save Favorites Reset
Q Search				
📑 Quick Batch Summary				
Download Data and Images				
📥 Download Reports				
😚 Archive Reports 🛛 🗸		Quick Links	FIRST HORIZON	
	1	Transaction List Release Transactions Download Data and Images My Watch List	© 2019, Exela Technologies Inc.,	

• When the menu is displayed, some columns may be partially hidden, with a scroll bar at the bottom. Use the **Tab** key to scroll quickly back and forth to display hidden columns.



- **TOTAL RECORDS**: Displays the number of records currently displayed on the screen.
- (record view): Displays the transaction items only.
 - III III (thumbnail view): Displays images of each item in the transaction.
- Bank: Default All Banks
- **Site:** Select the site from the drop-down list.
- **Customer:** Choose a <u>customer</u> from the drop-down list.
- Work Source: Choose a work source
- From: Enter the start date for the search or click the icon to display the <u>calendar</u> from which you can select the desired start date for the search.
- **To:** Enter the end date for the search or click the icon to display the calendar from which you can select the desired end date for the search.

Note: The user must enter or select **From:** and **To:** dates that are within the dates that are displayed in the top of the Search screen as **Available Dates:** mm/dd/yyyy to mm/dd/yyyy.

- Field: Select a field from the drop-down list and set the desired condition for the selected field the conditions vary according to which field is selected. See <u>Single Field Search</u>.
- Saved Search: To use a saved set of criteria, aka a favorite, make a selection from this drop-down list. The conditions of the favorite search are inserted in the fields of the criteria panel. By default only your saved searches appear on the list. Click the
- **Show Public** check box to include saved searches that have been designated by other users as public on the drop-down list.
- Search: Click to search the data for the selected/entered filter conditions.
- Advanced Search: Click to invoke the Advanced Search screen where you can select multiple search conditions to filter your desired data (see <u>Advanced Search</u>).
- **Reset:** Click to return the filter conditions to the defaults.
- Save Favorites: Click to save the filter conditions in your favorites list or select a favorite search from the dropdown list.
- Ficon: Click to lock the search criteria panel while displaying the search results. By default, the search criteria panel is hidden to increase the area available to display search results. To keep the criteria panel open, i.e.

locked, click this icon. The icon changes to 🗕 . When the search criteria panel is not locked, you can toggle viewing the search criteria by clicking on the down or up arrow.

Search Results Panel: The search results panel in the lower part of the screen has several functions that allow different views of the search results:

- (profile): Select the profile name from the drop-down list.
- View Transaction: Click to view data for the transaction containing a selected item.
- View Transaction Images: Click to view the data and images of the transaction containing a selected item.
- View Images: Click to view the images of the selected items.
- View Batch Header: If configured, this allows you to view the batch header.
- Download All: Click the PDF. M XML. Excel. HTM or PDF images only icon to download the items that are selected. After clicking on any of the download icons, a confirmation message is displayed. Your download request is listed in the Download Requests tab of the download data and



images screen (see <u>Download Data and Images</u>. The transactions that are downloaded from this screen reflect the search conditions you have set.

The columns that are displayed depend on how the chosen **Profile** is set up. Some typical columns are:

- Notes: Click the ¹ icon to invoke the add/view notes screen to add or view the notes appended to the selected transaction (see <u>Add/View Notes</u>).
- **Site:** Displays the site associated with the item.
- **WorkSource:** Displays the work source associated with the item.
- **Processing Date:** Displays the processing date when the item was processed.
- **Batch Number:** Displays the batch number to which the item belongs.
- **Transaction No:** Displays the number of the transaction containing the item.

The right-most column (...) when clicked adds details below the selected item. Some typical fields displayed in the details are:

- **Sequence No:** Displays the sequence number of the item within its batch.
- Paid Amount: Displays the amount paid for the item.
- Check RT No: Displays the RT number for a check item.
- Check Account No: Displays the account number for a check item.
- Check No: Displays the check number for a check item.
- Stub Account No: Displays the account number for a stub item.
- SubSeqNo: Displays the sub-sequence number of the item within its transaction.
- **ImageSeq1:** The sequence number of the item's image within its transaction.

Clicking in the item detail row displays the item in the view images screen (see <u>View Images</u>).

7.1 SINGLE FIELD SEARCH

The **Field** drop-down list is used to search the archive database for records satisfying a specified criterion. To perform such a search:

- 1. Open the **Field** drop-down list and select a field. To select all records that satisfy the customer, site, work source and date parameters, use *Select Field* from the **Field** dropdown list. Your field list includes only the fields established for you by your administrator.
- 2. When you select a field, a second drop-down list appears from which you must select a condition to apply to the field. Open the drop-down list and select a condition. The condition list is consistent with the chosen field. Possible condition lists are:

Select Conditions	Select Conditions		Select Value
Equal to	Greater than		Check
Contains	Less than	Select Conditions	Correspondence
Start With	Equal to	is	Envelope
End With	Between	is not	Stub

3. When a condition is selected, a value field is added to the screen, in which to make an entry associated with the condition. If the condition is *Between*, two entry fields are added in which to enter a range; both must be entered. Enter the value(s) to complete the search phrase. The allowable values are consistent with the chosen field. For example, if a date field is chosen, the value must be in date format. If an amount or account field is chosen, the value must be numeric. The *Contains* condition allows you to do a partial



search. For example, you may want to search for an RT containing "1213". The *Between* condition allows you to search on an inclusive range of values. The *is/is not* conditions display a Select Value drop-down list such as the one shown above.

- 4. Click **Search** to search the database and see the results.
- 5. Click **Reset** to clear the search criteria and begin a new search.

7.2 ADVANCED SEARCH

The advanced search option enables the user to add more filter conditions to refine the data. From the Search Criteria panel of the Search screen click the **Advanced Search** button to invoke the **Advanced Search** screen.

<i>ể</i> Customer Delivery	y - Advanced Search - Internet Explore	er	-		×
Advanced Search					
Field	Condition	Value			
Select Field	~				
Select Field	v				
Select Field	v				
Select Field	v				
Select Field	~				
·			View Query	Done	Can

The **Advanced Search** screen displays up to five filter conditions from which the user can select the desired field and set conditions to refine the data.

- Select the **Field** name from the drop-down list.
- Select the Condition from the drop-down list and enter the Value.
- After entering the needed data click **Done** to update the changes.
- Click **Cancel** to cancel the search.
- Click **View Query** to display the query for the selected filter conditions.
- Click the **Hide Query** button to return to the **Advanced Search** screen. Click **Cancel** to cancel the search.



7.3 VIEW IMAGES

From the search screen click on an item or click several items' check boxes and click **View Images** to invoke the item details screen. An example of the item details screen is displayed below:

			Export Print Restore Close
Site	MEMPHIS	WorkSource	0200002012
Processing Date	01/02/2021	Batch Number	20122003
Transaction No	2	Sequence No	4
Paid Amount	\$300.00	Sub Seq No	0
Image Seq1	5	Image Seq2	0
Item Type	Stub	Format No	2
Work Type	Z	Invoice Number	
RID	6140b892-5827-4589-856e-77c76bc3ebf	Last Ann Date	
Day Rel Seq No	0	ContDepositTime	
Dep Cred Date		GreyScaleFlag	0
Stub Acct No	00000005058577088888	UserInteger3	0

Add / View Notes	Audit	View Clearance Info		
	JANOB SOFTWARE 121 MAN STREET ANYWHER USA 01234 TEST CHECKS-SAMPLE VOID PATTO BIE MARK. Sin hundred and sint ANY BANK, USA	3546 DATE 9/17/16 711158 703 5660-00	9 9 8 9	

The item details screen displays the image and details of the selected item. The user can use the image manipulation options to zoom in/out, flip between front and rear images, rotate the image, and open the image in a new window.

- Q Zooms in the image, enlarges the size of the selected part of the image.
- Zooms out the image, reduces the size of the selected part of the image.



- - Fits the image to the window based on the image size.
- 🤒 Rotates the image.
- VI Flips between front and rear images. The system can be configured to disable this option if a document's rear image is blank.
- Opens the image in a new window.

Export	Print
--------	-------

PDF Excel Click to export the selected image to PDF or Excel format, or to a PDF containing only the images and minimal data about each image.



- Click to print the selected image and its corresponding data, or only the images and minimal data about each image.
- Restore Click to restore the image to front view after flipping/zooming.
- Click to close the item details screen.

The user can click on the appropriate icon to view or add notes (see <u>Add/View Notes</u>).

7.4 VIEW TRANSACTIONS

From the search results panel of the search screen the user can view the transaction details for a selected item. Click the check box of the desired item and click **View Transaction** to display the transaction.

Search 1	Search 2 Sear	ch 3			- II I - I
Available Dates	s 01/01/2018 to 01/02	2/2021	TOTAL RECOR	RDS 26	
Bank	All Banks	~	Customer	DEMO SITE	Ŧ
Site	All Sites	v	* Work	All Work Sources x	
* From	01/02/2021	* To 01/02/2021	Source		2
Field	Select Field	V			
Saved Search	New	Show Public			
			Search	Advanced Search Save	Favorites Reset
Results Fo	r: Site = All and	Work Source = All Wor	k Sources,	Sefault	~
View Transact	ion View Transact	ion Images View Images	Dow	nload All 🔼 🕼 宜 🗎	1 of 2 🕨 🕅
Notes Re	turn Site	WorkSource P	rocessing Date	Batch Number Trans	saction No
	MEMPHIS	0200002012 0	1/02/2021	20122003	1
	MEMPHIS	0200002012 0	1/02/2021	20122003	1



To return back to the individual items click View Details.

To see the images for items in this transaction, click in one or more item check boxes and click View Images.

To view all images for this transaction, click any item's check box and click **View Transaction Images** (see <u>Download</u> <u>Data and Images</u>).

To view or add notes click the icon (see <u>Add/ViewNotes</u>).

7.5 VIEW TRANSACTION IMAGES

From the search item list or view transaction item list, click an item row in the grid and click **View Transaction Images**. The item details screen displays a scrollable view of the images and details of all the items in the batch. The features of the screen are the same as when viewing one item's image (see <u>View Images</u>).

			Export Print Restore Close
Site	MEMPHIS	WorkSource	0200002012
Processing Date	01/02/2021	Batch Number	20122003
Transaction No	2	Sequence No	4
Paid Amount	\$300.00	Sub Seq No	0
Image Seq1	5	Image Seq2	0
Item Type	Stub	Format No	2
Work Type	Z	Invoice Number	
RID	6140b892-5827-4589-856e-77c76bc3ebf	Last Ann Date	
Day Rel Seq No	0	ContDepositTime	
Dep Cred Date		GreyScaleFlag	0
Stub Acct No	00000005058577088888	UserInteger3	0

View Notes	Audit 📰	View Clearance Info	
	J AND & SOFTWARE		٩
	123 MAIN STREET ANYWHERE, USA 01234	3546	9
	TEST CHECKS-SAMPLE VOID	DATE 7/17/16 713	
	PAY TO THE NARK.	\$ 660.00	٢
	sin hundred and si	inty only Delians	ā

7.6 THUMBNAIL VIEW

You can view multiple images at once by toggling the view button to thumbnail view. Enter the search criteria. Click **Search** to display the images.

Search 1 Search 2 Search 3		■ == = ∓ ⊻
Available Dates 01/01/2018 to 01/02/2021	TOTAL RECORDS	3 26
Results For: Site = All and Work	Source = All Work Sources,	Pefault 💌
View Images	Downlo	ad All 🔀 🕼 🖹 📄 🔢 1 of 2 🕨 🗎
Image: Second	Note: and the second	IMAGE TEST DOCUMENT DEFECT 01730 Mr DEFECT DEFECT TO DE DEMLED \$ 3,0 00 There DEMLED \$ 3,0 00 There DEMLED \$ 3,0 00 There DEMLED \$ 000 There DEMLED \$ 000
View	View	View
		INAGE TEST DOCUMENT 01728

If you move your cursor over an image, the details of the item are displayed in a comment box.

OPEX	ассантылана 50 54527 05996 & 300-00	Autoret Nuo
	Haddlla fölaridadiraladiraladiradiall Opo Cappetin 39 Connece De Norman N (485-425) Haddllad för däladiradira	лахит зая 15 - 00 житани 07 - 15 - %ь
01/02/2021	Paid Amt:\$100.00	
B#:2012200	3 Seq#:1 SubSeq	#: 0
		View



Optionally, click **View Images** for all images currently displayed on the screen or click an individual thumbnail image or its **View** button to open the image view window showing the image along with all the details for the item.

To return to the item list, toggle the view button to record view . 💷 💴 👪

7.7 FAVORITE SEARCH

Customer Delivery allows the user to set the search criteria and save it to their favorite search list. The user can then use the drop-down **Saved Search** list from the search criteria panel of the search screen to retrieve the favorite search the next time it is needed.

7.7.1 SAVING SEARCH CRITERIA AS A FAVORITE

- 1. From the search screen set the desired search criteria.
- 2. Select New... from the drop-down Saved Search list.
- 3. Click **Save Favorites** to invoke the **Favorite Details** screen.

<i>ể</i> Customer Deli	ivery - Favorites - Internet Expl	-		×
Favorite Details				
Name]	
Date Range	○ Fixed Sliding			
No. of days				
Туре	● Private ○ Public			
			Save	Cancel

- 4. Enter **Name** of the favorite. Make sure the name conforms to your organization's rules for allowable characters.*
- 5. Select a Date Range Fixed or Sliding.
- 6. **Fixed:** This option saves the date range selected at the time of creating the new favoriteand gives the result for this date range only.
- Sliding: This option takes the number of days entered and subtracts that number from the To: date in the Available Dates displayed in the search criteria panel of the search screen; the result will be the From: date.
- 8. For the **Sliding** option, enter **No. of Days**.
- 9. Choose the **Type** of favorite **Private** (only you may use this saved set of criteria) or **Public** (shared).
- 10. Click **Save** to update the changes or **Cancel** to discard the changes.
- 11. *If the **Name** you typed contains invalid characters, when you click **Save** a message appears. You must change the name before it can be saved.



1	Enter valid favorite name.
	ОК

7.7.2 USING FAVORITE SEARCH

After creating favorite search items, you can search the data with your favorites list. To search:

- 1. Select the **Saved Search** from the drop-down favorites list in the search criteria panel the conditions of the favorite search are displayed.
- 2. Click the **Show Public** check box to include on the drop-down list all saved searches that were designated as "Public" by other users mapped to your customer. You can alter other users' favorite search parameters to perform a search, but you cannot save your alterations to other users' saved searches. You must save them as a new favorite (see <u>Saving Search Criteria As A Favorite</u>).

Saved Search:	New	Show Public
	July 15 Data	
	July 14 Data User1Oct [User1]	
	User1Oct [User1]	

3. Click **Search** – only the items that satisfy the search criteria are displayed.

You also can search using a favorite set of criteria by clicking the **Search** icon from the <u>My Favorites</u> screen. The search screen appears showing the selected favorite criteria. Click the **Search** button to display the items that satisfy the favorite search criteria.

7.8 ADD/VIEW NOTES

You can add notes for items and publish the notes (if you have the authority) or retain the notes for yourself.

Select an item from the search results panel of the **Search** screen, then click the icon in the **Notes** column of the desired item. If the item has no notes and its notes screen was previously viewed, the icon appears as **Second**. If the item already has a note, the icon appears as **Second**. A note that was previously viewed appears as **Second**.

When viewing images, there is an Add / View Notes icon above the item's image.

Customer Delivery - Add View Notes - Internet Explorer	- D >
Notes for the selected item	
	Close
No notes available.	
.dd Notes	

The **Notes for the selected item** screen is displayed as shown above. You can add a note by typing the text of the new note in the **Add Notes** section and clicking the **Add** button. You can print a note by clicking the **Print** button, or delete the note by checking the box next to the note and clicking the **Delete** button. A confirmation prompt is displayed.

lessage from webpag	e	×
🕐 Do you wa	nt to delete the selected note	s description?
	ОК	Cancel

To cancel any additional notes, click the **Reset** button. When finished, click the **Close** button.

If you have the proper authority level, you may edit a note by clicking the check box next to the note and clicking the **Edit** button. The text of the note appears in the **Add Notes** area. Alter the text and click **Update**. Before clicking **Update**, you may click **Cancel** to cancel any changes you have made.



🙋 Cι	ustomer Delivery - Add View Not	es - Internet Explorer			- 🗆	×
Note	es for the selected item					
				Edit	elete Print Clos	se
	Description	Added By	Scope	Date Created	Source	
☑	Test	79131	Public	01/19/2021 10:27:07	NetQuery	
Add	Notes					
Scope	Public Private					
-					Add	set



8. DOWNLOAD DATA AND IMAGES

The *Download Data and Images* menu option allows you to download archived data and images in an XML (ZIP) file, an Excel file, a PDF file or an HTML file. Downloading also can be done from the Search screen by clicking the appropriate icon.

Downl	oad Requests Request for Dov	vnload			
Downlo Delete	911/	Download rec ccessfully.	uest deleted		
Туре	Description	Status	Requested On*	Completed On	Delete
X	Requested Date: 1/11/2021 1:19:00 PM Site: MEMPHIS Work Source: 0200002012 - DEMO BOX RET From Date: 01/01/2021 To Date: 01/02/2021	Download	1/11/2021 1:19:00 PM	1/14/2021 10:35:18 AM	Ē
X	Requested Date: 11/2/2020 6:01:04 PM Site: MEMPHIS Work Source: 0200002012 - DEMO BOX RET From Date: 08/05/2020 To Date: 08/05/2020	No Data	11/2/2020 6:01:05 PM	1/14/2021 10:32:16 AM	Û
-	Requested Date: 11/2/2020 6:01:00 PM Site: MEMPHIS				•

Note: A download requested from the Search screen may display **Condition**: in the **Description** column if any conditions were used with the search. A download requested from the **Request for Download** tab displays **Batch Number**: in the **Description** column along with the requested batch numbers.

If the **Description** is too long to fit in the space provided, a **More...** or **Less...** option is displayed.

Requested Date: 4/22/2016 6:36:59 AM
Site: Site1
Work Source: RetailOne - 0000000101
Batch Number: 00000100, 00000101, 00000103, 00000105, 00000108
More

To download the data and images of all items found for the current search criteria in the Search screen, the user can click the relevant button in the **Download All** section.

\mathbf{X}

Search 1	Search 2	Search 3						···		∓ ∣-	^
Available Dates	s 01/01/2018 t	to 01/02/2021			TOTAL RECOR	RDS 26					
Bank	All Banks			~	Customer	DEMO S	SITE				Ŧ
Site	All Sites			~	* Work	All Wor	k Sources	c			
* From	01/02/2021	🏥 * То	01/02/2021		Source						2
Field	Select Field		~								
Saved Search	New	~] Show Pu	blic							
					Search	Advanc	ed Search	Save Favo	rites	Res	et
Results Fo	r: Site = Al	l and Work	Source = A	ll Work	Sources,		a [Default		~	
View Transact	ion View Tr	ransaction Im	ages View	Images	Dow	nload All	ዾ 🕼 🖹	1	of 2	2	M
Notes Re	turn Site	e V	VorkSource	Pro	ocessing Date	Ba	tch Number	Transacti	on No		
	ME	MPHIS 0	200002012	01/	/02/2021		20122003		1		
	ME	MPHIS 0	200002012	01/	/02/2021		20122003		1		

The download process is identical to the following description. The following download options are supported:

- PDF
- XML (ZIP)
- Excel
- HTML
- PDF Images only

The Download screen has two tabs – **Download Requests** and **Request for Download**. The **Download Requests** tab displays a list of current download requests with icons that show their respective file types - PDF, XML, HTML and Excel.

To add a new request to download data and images:

1. Click the Request for Download tab.

Download Re	quests	Reque	st for Down	load						
Available Dates	01/01/2018	to 01/02	/2021							
Bank	All Banks			~		Customer	DEMO SITE			Ŧ
Site	All Sites			~		*Work Source	All Work Source	sX		
Download Type	● XML () PDF	○ EXCEL	⊖ html						1
* Process Date	01/02/202	1								
							List E	Batches	Download	Reset
🗌 Check All] 201220	03	20123	003					

- 2. Choose the **Customer** from the drop-down list
- 3. Select the **Site** from the drop-down list.
- 4. Choose a Work Source.
- 5. Choose the **Download Type** by clicking the appropriate radio button.
- 6. Enter the **Process Date** or click the <u>calendar</u> icon to choose the date from the calendar. The date must be within the **Available dates** listed at the top of the screen.
- 7. Click List Batches to display the batch numbers.
- 8. Select specific batches by clicking the check box by the batch number.
- 9. To select all batches click the **Check All** check box.
- 10. Click the **Reset** button if you need to clear the changes.
- 11. Click **Download** to download the selected batches.

If you have chosen a **Download Type** that is different than the default you have set up in your profile, you are prompted to confirm.

coogen	om webpage	
?	Your default download Do you want to continu	
	ОК	Cancel

If you click **Download** without listing the batches or selecting a check box, you are prompted:





Download Requests Request for Download

A request for downloading the data and images is sent and a Request Id is generated.

You are returned to the **Download Requests** tab, where you can view the download request details. To view the downloaded check/stub images the user needs to download the Image Viewer.

	toad Requests Request for Boy	THE COLO							
Download Viewer Refresh Delete All									
Туре	Description	Status	Requested On*	Completed On	Delete				
×	Requested Date: 1/11/2021 1:19:00 PM Site: MEMPHIS Work Source: 0200002012 - DEMO BOX RET From Date: 01/01/2021 To Date: 01/02/2021	Download	1/11/2021 1:19:00 PM	1/14/2021 10:35:18 AM	Ŵ				
×	Requested Date: 11/2/2020 6:01:04 PM Site: MEMPHIS Work Source: 0200002012 - DEMO BOX RET From Date: 08/05/2020 To Date: 08/05/2020	No Data	11/2/2020 6:01:05 PM	1/14/2021 10:32:16 AM	Ŵ				
	Requested Date: 11/2/2020 6:01:00 PM Site: MEMPHIS								

A data and images download progresses through several stages as noted in the **Status** column on the **Download Requests** tab. The sequence is:

Status	Description
New Request	Recently entered request
Processing	The file to be downloaded is being created
Download	The file is ready for retrieval
Deleting	Displayed while a request is being deleted
Error	There was an error while downloading the file

If a download request has a status of New Request, Download or Error, and if you have the required access level, you may delete the request by clicking the icon. You are prompted to confirm. During the deletion process the **Status** column displays "Deleting...".



If you have the required access level, you may delete all download requests by clicking the **Delete All** button. You are prompted to confirm:

Message fr	om webpage
?	Do you want to delete all the requests in the page?
	OK Cancel

Click **Refresh** to put any new requests into processing mode and make them ready for downloading.

Note: Before downloading a file, you must disable any pop-up blocker that is in-use. For Internet Explorer, go to the Tools menu and select *Pop-up Blocker*. Then select *Turn Off Pop-up Blocker*.

To download a file, click the **Download** link under the **Status** column for the request you want to retrieve. The resulting prompt confirms your request. The size of the file determines the download time. Click **OK**.

You are then prompted to open or save the file. Note that the file name is the reference id from the logged request. Click **Save** to begin the download. You are then given a Windows *Save As* dialog box in which to select the destination folder for the file.

You are prompted once more when the download is complete. Click Close.

The maximum number of items that may be downloaded per file is configurable. If exceeded, you are prompted:





9. ARCHIVE REPORTS

Archive Reports has a set of reports that may be viewed, saved to a file, and printed from the menu option. A new window is displayed with the available reports listed in a menu at the left of the screen. The report choices are:

- Batch Summary Report
- Batch Detail Report
- User Log Report
- Access Count Report

Dashboard			📋 Batch Summary Report	
User Administra	tion		🗖 Batch Detail Report	
Customer Delive	ery		<u>]</u> User Log Report	
Archive Reports			🚃 Access Count Report	
	Batch Summary Report			-
🖾 Dashboard		All Sites	V	
🐣 User Administration 🛛 🗸 🗸			012 - DEMO BOX RET *	
🔩 Customer Delivery 🗸 🗸		01/02/202		
😚 Archive Reports 💦 🔨	To Date			
🗱 FHB B1 User Log Report	To Date	51/02/202		
81 User Login Details Report				
🗐 Batch Summary Report				
🗖 Batch Detail Report				
📄 User Log Report				
🚃 Access Count Report				
🖸 Lockbox Exception 🛛 🗸				
🕒 Exceptional Reports 🛛 🗸				Print Report View Re
			© 2019, Exela Technologies Inc.,	

After a report is chosen, appropriate selection fields are provided, depending on the chosen report. After choosing the criteria, click **View Report** to view the report or click **Display Filter** to further refine your selections (see following section). The report is displayed in a new window.

Click **Close Window** in the upper right of the screen to return to the default screen that has been set up in your installation.

9.1 DISPLAY FILTER

After entering the report parameters click **Display Filter** to refine your choices. Batch-oriented reports display the available batches for selection, and user-oriented reports display the available user codes. The available choices are displayed in the **Data Filtered** pane.



To select individual batches/users, check the box next to each. As you make your choices, the total number of batches/users appears in the **Total** field and the number you have selected appears in the **Selected** field.

Display Filter - Users										
User Log Repo	ort									
	Site	All Sites			~					
W	ork Source	0200002012	- DEMO BOX RET		Ŧ					
	From Date	01/02/2021	m							
	To Date	01/02/2021	m							
Data Filtered										
							Total 160 Selec	ted 0		
00821		02126		02406		06537	06553	1		
07668		07981		08235		08772	09690	Ī		
09901		10470		12097		12148	12379			
14328		14522		14730		15924	16456			
							Check All	Uncheck All		
							Display Filter Print Report	View Report		

Display Filter – Batches

Batch Deta	all Report								
	Site Work Source Process Date	All Sites 0200002012 - DEMO BOX RE 01/02/2021	Т	v					
Data Filtere	d								
					From Batch	To Ba	tch	Total 2 Selected 0 Check Batches UnCheck Batches	3
0020122003			0020123003						
								Check All Uncheck A	All
								Display Filter Print Report View Repo	ort

For bulk selection of batches, enter a batch range in the **From Batch** and **To Batch** fields and click **Check Batches** or **UnCheck Batches** to change the selection status of the range.

To select all choices, click **Check All**. To de-select all, click **Uncheck All**. When all choices are selected as desired, click the **View Report** button to view the report.



9.2 BATCH SUMMARY REPORT

The Batch Summary Report lists totals for the batches selected, followed by a grand total. Select the site from the **Site** pull-down list. Select the **Work Source** from the pull-down list. Enter the **Process Date** or click the <u>calendar</u> icon to choose the date from the calendar.

	Batch Sun	nmary	/ Repo	ort						
			Site	e Al	l Sites				~	
		Worl	k Source	• 02	200002012	2 - DEMO BO	DX RET		•	
		Fr	om Date	• 01/	/02/2021	m				
			To Date	01/	/02/2021	#				
										1
								Print Rep	ort Show Report Fi	lter
M ·	🗶 1 of 1		c			Find Next				
From Date: 0	1/02/2021 To Date	: 01/02/202	1			Page No: 1 / 1				
	В	atch Sun	nmary Re	port						
Batch Numb	er Stub Co	unt	Stub Total	(Check Count	Check Total				
Site: MEMPH	IS	Work S	ource: 02000	002012						
20122003		11	\$2,595.00		5	\$2,595.00				
20123003		5	\$522.00		5	\$522.00				
Grand Total:		16	\$3,117.00		10	\$3,117.00				
1/19/2021 1	:54:12 PM									

9.3 BATCH DETAIL REPORT

The Batch Detail Report lists all detail items in each selected batch, totals the checks and stubs for each batch, and gives a grand total on the last page. Select the **Site** and **Work Source** from the pull-down lists. Enter the **Process Date** or click the <u>calendar</u> icon to choose the dates from the calendar. Use the **Display Filter** button to choose batches to be included in the report.

Batch Detai	l Report					
	Site	All Sites	~			
	Work Source	0200002012 - DEMO BOX RET	v			
	Process Date	01/02/2021				
Data Filtered						
						Total 2 Selected 0
				From Batch	To Batch	Check Batches UnCheck Batches
0020122003			0020123003			
						Check All Uncheck All
						Display Filter Print Report View Report

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Process D	ate: 12/10/	2012				Page No: 1 / 1
			Batch Detail R	eport		
SeqNo	SubSeqNo	Item	Acct#	R&T#	Chk#/Aux#	Amount
Site Id: 1			Worksource: 00000102	01		
1	0	Stub	0000000010102804796			\$297.00
2	0	Check	00000000000000070019	031003102	4166	\$149.00
3	0	Check	0000000000000070020	031304050	4166	\$148.00
Batch Nu	mber: 5020!	5108	Stub Count:	1	Stub Total:	\$297.00
			Check Count:	2	Check Total:	\$297.00
			Items Count:	3	Items Total :	\$594.00
1	0	Stub	0000000010102804796			\$149.00
2	0	Stub	0000000010102804796			\$148.00
3	0	Check	0000000000000069819	031003102	4166	\$149.00
4	0	Check	000000000000069820	031304050	4166	\$148.00
Batch Nu	mber: 5020	5110	Stub Count:	2	Stub Total:	\$297.00
			Check Count:	2	Check Total:	\$297.00
			Items Count:	4	Items Total :	\$594.00
Grand To	tal:		Items Count:	7		\$1,188.00

9.4 USER LOG REPORT

The User Log Report lists the modules accessed by the user with their work source and site id. Select the **Site** from the pull-down list. Select the **Work Source** from the pull-down list. Enter the **From Date** and **To Date** or click the <u>calendar</u> icon to choose the dates from the calendar. Use the **Display Filter** button to choose users to be included in the report.

User Log Report				
Sit	te All Sites	V		
Work Source	e 0200002012 - DEMO BOX RET	Ŧ		
From Dat	te 01/02/2021			
To Dat	te 01/02/2021			
Data Filtered				
				Total 160 Selected 0
00821	02126	02406	06537	06553
07668	07981	08235	08772	09690
09901	10470	12097	12148	12379
14328	14522	14730	15924	16456
				Check All Uncheck All

Display Filler	типс керогс	view Keport

From Date: 09/11/2012 To Date: 10/18/2012 Page No: 1 / 2						
Action Date	Action Name	User Log Report	Description			
10/8/2012		Usercode: NQUser				
03:27:48 PM	Search	Images View	Image View			
10/1/2012		Usercode: NQAdmin				
05:43:54 PM	Batch summary Drill Down Report	Batch Summary - Transaction Level	Batch Summary -Transaction level			
05:49:49 PM	Batch summary Drill Down Report	Batch Summary - Transaction Level	Batch Summary -Transaction level			
05:51:18 PM	Batch summary Drill Down Report	Batch Summary - Transaction Level	Batch Summary -Transaction level			
05:52:39 PM	Batch summary Drill Down Report	Batch Summary - Transaction Level	Batch Summary -Transaction level			
9/26/2012		Usercode: NQAdmin				
06:47:21 PM	Search	Images View	Image View			
06:47:21 PM	Search	Images View	Image View			
06:47:21 PM	Search	Images View	Image View			
06:47:22 PM	Search	Images View	Image View			
06:47:22 PM	Search	Images View	Image View			

9.5 ACCESS COUNT REPORT

The Access Count Report lists number of times the users associated with an entity access Archive Reports options like Search, Download, etc. Enter the **From Date** and **To Date** or click the <u>calendar</u> icon to choose the dates from the calendar. Use the **Display Filter** button to choose users to be included in the report.

Access Count Rep	port			
	Date 01/02/2021 ## Date 01/02/2021 ##			
Data Filtered				Total 3549 Selected 0
john316	0001user142	0001user153	0001user159	0001user168
0001user203	0001user21	0001user5	0001user6	0001user70
0001user71	0001user72	00709	00821	01638
02126	02242	02406	05359	06193
			, ,	Check All Uncheck All Display Filter Print Report View Report

rom Date: 09/1	11/2012 To Date: 10/18/2012		Page No: 1 /
	Access Count	Report	
	User Code	Countable	
	admin	4199	
	NQAdmin	90	
	ngcduser	2	
	ngdownloaduser	71	
	ngilbsiteadmin	1	
	ngoperator	274	
	NQUser	2	

9.6 REPORT PREVIEW SCREEN

After reviewing the report, you may print it or save it to a file. The preview screen has a tool bar at the top whose buttons are, from left to right:

- Go to the first page of the report.



- Go to the previous page of the report.

1 of 1

- Type in a page number and press Enter to go to a specific page.



- Go to the next page of the report.
- 🚰 Go to the last page of the report.
- 🐏 Go Back To Parent Report not currently used.

100% Change the size of the report display for easier viewing.



Stub Find | Next - To find specific text in the report, enter the desired text in the field and click **Find**. The first occurrence of the text will be highlighted. To find subsequent occurrences of the text, click **Next**.

- Export the report to a file. You are prompted for a format via a pull-down menu:



Depending on your selection, you are prompted to either open the file for viewing in the chosen format or save it to a file.



🐼 - Refresh the data on screen to include the most current data.

📾 - Print the report. A typical printer dialog box is displayed.

Choose a **Work Source** by clicking the — link. A work source selection screen appears. Click the check boxes of the desired work sources, or choose **Check All** to choose all work sources.

Enter the **From Date** and **To Date** or click the calendar icon to choose the dates from the calendar. Use the **Display Filter** button to choose users to be included in the report.