User Manual

CheckVision® Archive™ Inquiry Workstation 7.7

Version 7.0 September 24, 2004

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Preface

The CheckVision Archive Inquiry Workstation application provides access to check images and data records archived on the CheckVision system. These records are accessed remotely over a Local Area Network (LAN) connection to a system server, or locally from check data provided on CDs.

The Inquiry application can perform the following functions.

- Retrieve and view check data records and images archived on the CheckVision Archive system, or provided on CDs
- Save images and associated data to a local file
- Print check images and data

The PC running the application must use one of the following Microsoft Windows operating systems: NT, 2000, or XP.

System Security

In order to use the Inquiry Workstation to access records remotely from a system server (LAN connection), you must have a user account on that system. A username and password for that account allows access to the system. Without a valid username and password, you cannot log on to the server to search for check data stored in the Archive.

A system administrator creates user accounts for each user at the Security Workstation. These user accounts provide the framework within which the user can search for and retrieve records via the LAN connection. Each user account contains the following information about a user.

Username:	A unique name assigned to each user. Use this name each time you log on to the system.
Password:	A unique password assigned to each user. Use this password each time you log on to the system. Your password is encrypted in the system; no one can view it. If you forget your password, you must be assigned a new password before you can log on to the system again.
Creation Date:	Date that your user account was created. The system uses this date to determine when your password will expire. Once your account's password expires, an administrator must reactivate it before you can log on to the system.

Type:	Each user account is assigned an account type that determines its permission privileges. The available account types are: ADM – Administrator USR – User Certain system access privileges are available only to administrators.
Profile Information:	A user account's profile information determines what check data that user can access in a given work session at any system application. For example, your user account may be restricted to retrieving records from the Archive database as follows: Posting dates within the last 30 days. Dollar amounts within a specific range. Specific bank or branch numbers. Other restrictions as applicable.

There are no security restrictions imposed by CheckVision Archive regarding use of Inquiry Workstation to access check data stored locally on the PC or provided on CDs (Local mode). Your site may require that you log on to the workstation with a valid username and password before you can run any applications on the PC.

Intended Audience

This manual is written for users and system supervisors of the CheckVision Archive Inquiry Workstation application, version 7.7.

Important Notice

After upgrading to Inquiry 7.7 the following condition may occur:

- **Inquiry 5.x users**:

  Inquiry 5.x volumes will be read by Inquiry 7.7 as is. The format of the master.vol will be maintained to be backward compatible as long as there is no change to the current list of imported volumes. As soon as a new volume is imported (or one is deleted), the master.vol will be converted to the new format. A pop-up message (*Figure 1)* will be displayed when this event is going to happen.

Figure 1 – Master Volume Conversion Message 1

Step 1. Click **Yes**. You will see another pop-up message as shown next.

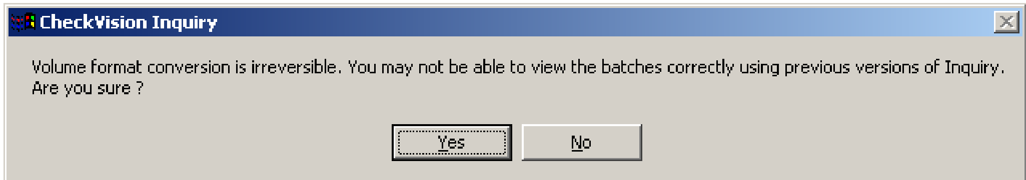


Figure 2 – Master Volume Conversion Message 2

Step 2. Click **Yes** if you no longer require the master volumes to be viewed by older versions of Inquiry.

- **Inquiry 7.x users**:

  Inquiry 7.x volumes will be read by Inquiry 7.7 as is. In this case backward compatibility will be maintained till a volume is encountered which has a DIN length of more than 15 digits. A pop-up message (*Figure 1)* will be displayed when this event is going to happen. Follow instructions described above in Step 1 and 2.

Note: Once the conversion happens, Inquiry 5.x and Inquiry 7.0 – 7.5 users will not be able to read the converted master volume.

Structure

This manual is structured as follows.

Chapter	Contents
Chapter 1: Inquiry Features	Descriptions of the application windows, dialog boxes, menu bar, and toolbar.
Chapter 2: Inquiry Procedures	Operator procedures for normal Inquiry workflow and special operations.

Additional Documentation

Refer to other applicable CSC product documentation for operation and administration information: for example, the *CheckVision User and System Administration Manuals*. Also refer to third-party software and hardware documentation for components that interact with your Archive system: for example, image acquisition, communications, database and CD-ROM writing systems.

Conventions

This manual uses the following conventions.

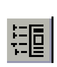
Convention	Use
Bold	Indicates buttons, menus, and menu options.
Italic	Indicates book/manual titles and emphasis.
Blue Italic	Indicates a cross-reference. In an electronic copy of this manual you can click on the text to jump to the referenced figure, table, section, or chapter.
>	Indicates a menu choice. For example, choose **File > Open** means "click on the **File** menu, and then click on **Open**".
< >	Indicates keyboard commands. For example, <Enter>, <F1>, etc.
`Courier`	Indicates code, system messages, and user inputs.
`Italic Courier`	Indicates variables where you need to substitute a value specific to your site. For example, *`User Name`*, *`IP Address`*, etc.

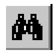
Note: The data fields displayed in the screen captures of the Inquiry window, Document Information window, and Column Selection windows may vary depending on your configuration settings.

Acrobat Navigation

If you are viewing this document online using the Acrobat Reader or a web browser (such as Microsoft Internet Explorer® or Netscape Navigator®), you may navigate this document using hypertext links from the Table of Contents, the Lists of Tables and/or Figures, and from any cross-reference in the text.

You may also find the following useful.

Component	Function
	Click on the Acrobat **Show/Hide Navigation Pane** button to display the navigation pane.
	Click on the Acrobat **Bookmark** tab or press <F5> to show/hide an on-screen hypertext-linked Table of Contents.
	Click on the Acrobat **Print** button or select **Print** on the Acrobat **File** menu to print a single page or the entire manual.

Component	Function
	Click on the Acrobat **Find** button to find any subject using a full-text search dialog box.

Revision History

Date	Version	Description
11/1/99	1.0	Initial release.
5/1/01	2.0	Preliminary Version 2.0.
7/1/01	2.0	1st Revision to Version 2.0, CSC Microsoft Word format.
1/15/02	2.0	2nd Revision to Version 2.0, CSC Microsoft Word format.
6/1/02	3.0	Updated content to reflect Inquiry 7.3 software upgrade.
4/15/03	4.0	Revised Batch Dialog and Volume Listing window elements.
7/15/03	5.0	Minor updates to reflect Inquiry 7.5 software release.
3/08/03	6.0	Minor updates to reflect Inquiry 7.6 software release.
4/23/04	6.1	Added information regarding master volume conversion in the preface.
9/24/04	7.0	Updated to reflect Inquiry 7.7 software release and new IRD functionality.

Chapter 1: Inquiry Features

This section describes the Inquiry Workstation application windows, dialog boxes, and functional components. This section also includes information on some operational procedures. See *Chapter 2: Inquiry Procedures* for detailed workflow procedures.

1.1 Workstation Components

The CheckVision Inquiry Workstation application consists of windows and dialog boxes that allow you to search for and display check images and their associated data.

1.1.1 Window Components

The following terms describe standard Microsoft Windows components that comprise the Inquiry application interface, or describe Windows components used by the application.

Application Window:	Main user interface for an application which contains the menu bar, toolbar, and display area. An application window may be divided into multiple frames of related functions. Application windows are also referred to as screens or dialog boxes.
Title Bar:	Horizontal bar at the top of a window that contains the title of the window or dialog box. The title bar may also contain command buttons that control the window display: **Maximize**, **Minimize**, and **Close**.
Menu Bar:	Horizontal bar located below the title bar that lists the names of all application menus. Click a menu name to activate a command function, open a window, or list related application functions. Some menu bar functions can also be activated by clicking a command button in the window toolbar.
Toolbar:	Horizontal bar located below the menu bar that consists of command buttons that activate application functions. Click a toolbar button to activate that function. Some toolbar functions can also be activated by selecting a menu item in the window menu bar.
Status Bar:	Bottom margin of a window that displays informational text messages related to application functions. Not all application windows display a status bar.

Frame:	Section of an application window where a set of related application functions (command buttons, text boxes, display area) are grouped for display or input.
Scroll Bar:	Display function that appears as a bar along the right or bottom margin of a window display area. The scroll bar arrows and slide box let you scroll through the contents of the area or box.
Option Box:	Small box within a window that is associated with an application option. Click within the box to turn on or off that option. A mark (checkmark or "X") appears in the box when an option box is selected.
Command Button:	Graphic button displayed in a window that can activate an application function. Click a button to activate that function. Two common buttons that appear are **OK** and **Cancel**. When you click a button containing an ellipsis (Browse...), another window opens.
Text Box:	Window box where you can enter text to carry out an application function. A text box may be blank or contain text when you open that window. Some text boxes only display information (read-only); you cannot enter text.
Arrow:	Arrow-shaped symbol next to a list or text box. Click the arrow to display a drop-down list of items, then select an item to enter it into the text box.
Clipboard:	A temporary storage area in computer memory used to transfer information. You can cut or copy information into the Windows Clipboard, then paste it into another document or application.

1.1.2 Application Windows

The Inquiry Workstation can display three main application windows on the computer screen during operations *(Figure 3)*.

Inquiry:	Main workstation window. Most commands used to perform application functions are accessed from this window through its menu bar and toolbar. Check data records obtained through the Search function are also displayed here.
Image:	Check image display window. The command buttons located along the top of the Image window can alter the displayed check image. Some commands activated from the main Inquiry window determine how many Image windows are open, and what sides of the checks are displayed within the window.
Document Information:	Check data display window. The data fields contained in the check record that is currently selected in the main Inquiry window can be displayed in this window. Certain commands activated from the Inquiry window can change this window's data display and order.

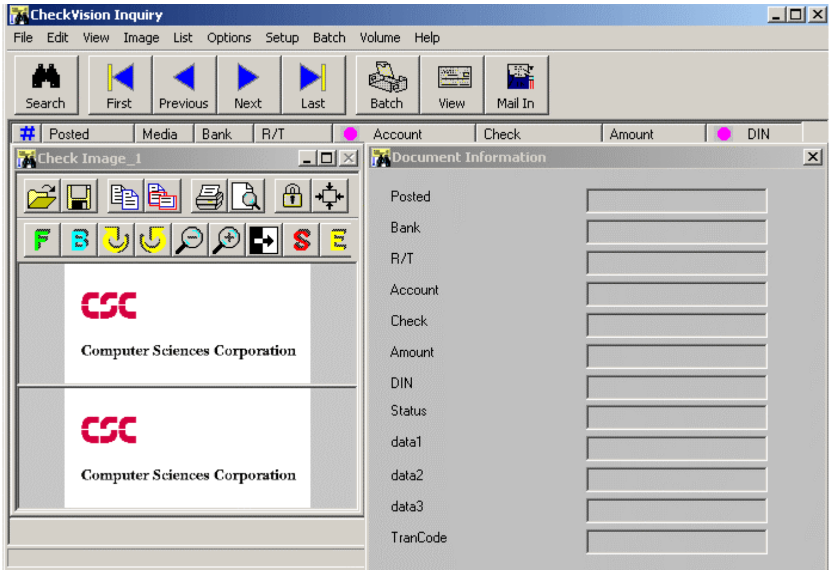


Figure 3 – Main Application Windows

Note: The data fields displayed for each listed check record can be configured as required by your bank. For example, data1 in the Document Information window may be displayed as SDin or may not be displayed at all.

1.2 Inquiry Window

The Inquiry window *(Figure 4)* appears when the application is started. Application functions are accessed through the menu bar and toolbar. Check data records accessed through the Search function are displayed in the Check Index List area. The status bar displays the current search mode.

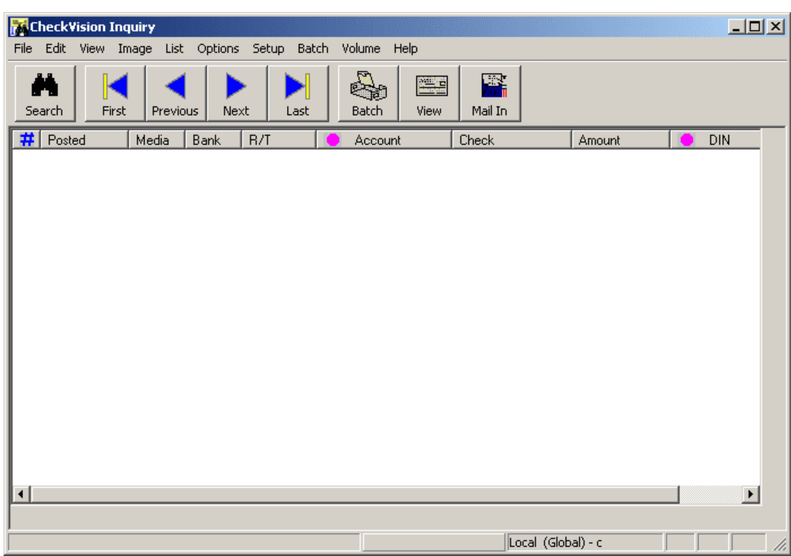


Figure 4 – Inquiry Window

1.2.1 Menu Bar

The Inquiry window menu bar lists the names of the application command menus. Click a menu name to activate its function, open another window, or list associated application functions. Some menu bar functions can also be activated by clicking a command button in the window toolbar. The application menus are as follows.

> **Note:** The Inquiry menus can also be activated using keyboard shortcuts by simultaneously pressing <Alt> and the underlined letter of the menu or option. In some cases the option has more than one shortcut key. For a list of shortcuts, please refer to your Online Help.

1.2.1.1 File Menu

The **File** menu contains the following commands.

Print Setup: Displays the Microsoft Windows Print Setup dialog box. You can select a printer, set the page orientation, set paper size and paper source, and set other printing options here.

Fax Images: Displays the Fax Image dialog box. Use this option to initiate fax request to fax images of check records.

Exit: Select to exit the Inquiry Workstation application.

1.2.1.2 Edit Menu

The **Edit** menu commands let you select (or remove the selection from) all check records displayed in the Check Index List. You can batch selected records for local storage or printing. The menu contains the following commands.

Select All: Selects all of the check records that appear in the Check Index List.

Deselect All: Deselects all selected check records in the Check Index List.

1.2.1.3 View Menu

The **View** menu commands affect the Inquiry window display. Select a command to switch it “on” or “off”. A check mark appears to the left of the command when it is turned on. A command remains active until it is toggled off during the current work session or during a later work session.

Toolbar: Displays the command button toolbar.

Status Bar: Displays the Status bar along the window’s lower margin.

1.2.1.4 Image Menu

The **Image** menu contains the following command.

Search: Displays the Search dialog box. You can also click the **Search** button (binoculars) in the toolbar to display this dialog box. Enter search criteria in the dialog box fields to access check records matching your criteria from the designated server (LAN mode) or local volumes (Local mode). Matching records returned from a search appear in the Check Index List. See section *1.2.5 Search Dialog Box* and section *2.1.4 Search for Records* for more information.

1.2.1.5 List Menu

The **List** menu contains the following commands.

First: Displays the first set of accessed check index records (according to sort type) in the Check Index List.

Note: This command only functions when you run the Inquiry application in Local mode, and the number of records accessed from a search exceeds the **# of Items** display limit setting. The maximum number of records that can be displayed at one time is 40 in LAN mode, and 50 in Local mode.

Previous: Displays the preceding set of accessed check index records (according to sort type) in the Check Index List.

Note: This command only functions when the number of records accessed from a search exceeds the **# of Items** display limit setting. The maximum number of records that can be displayed at one time is 40 in LAN mode, and 50 in Local mode.

Next: Displays the next set of accessed check index records (according to sort type) in the Check Index List.

Note: This command only functions when the number of records accessed from a search exceeds the **# of Items** display limit setting. The maximum number of records that can be displayed at one time is 40 in LAN mode, and 50 in Local mode.

Last: Displays the last set of accessed check index records (according to sort type) in the Check Index List.

Note: This command only functions when you run the Inquiry application in Local mode, and the number of records accessed from a search exceeds the **# of Items** display limit setting. The maximum number of records that can be displayed at one time is 40 in LAN mode, and 50 in Local mode.

Batch: Opens the Batch dialog box. You can build a batch of check records from those displayed in the Check Index List to save on the local hard drive. You can then search and view these records in Local mode. You also batch records to create a batch print job. See section *2.2 Batch Records* for more information.

View: Displays the check image (if available) associated with the record selected (highlighted) in the Check Index List. The check appears in an Image window. If the image is not available, you are notified in a pop-up message. If you are in LAN mode and the image has been moved to tape storage, you can retrieve the image into your user account mailbox, then click the **Mail In** button (see below) to view the status of image retrieval requests.

Mail In: Displays the Pending Mail Requests dialog box. The status of all image retrieval requests from tape storage to your user account mailbox is displayed here. If a request has been completed successfully, you can retrieve it to the local disk. See section *2.5 Pending Mail Requests* for more information.

1.2.1.6 Options Menu

The **Options** menu commands let you control the check image display, print images, and copy images. It also contains functions for record retrieval, sound notification, and Tooltips display. The menu commands are as follows.

Print Image: Opens a submenu of printing options that let you set the print format, together with the Batch Print Format setting, of check images printed as a batch print job. See section *1.2.1.6.1 Print Image Submenu* for more information.

Batch Print Format: Opens a submenu of printing options that let you set the print format, together with the Print Image setting, of check images printed as a batch print job. See section *1.2.1.6.2 Batch Print Format Submenu* for more information.

Display Image: Opens a submenu of display options that let you set the side of a check image that appears in the Image window. See section *1.2.1.6.3 Display Image Submenu* for more information.

Copy Image: Opens a submenu of copy options that let you set the check image side which can be copied to the Windows Clipboard. See section *1.2.1.6.4 Copy Image Submenu* for more information.

# of Images: Opens a submenu of options that let you set the number of open Image windows. See section *1.2.1.6.5 # of Images Submenu* for more information.

# of Items: Opens the Number of Items dialog box. This number determines how many matching check records can be retrieved at one time during a search. You can change this number up to the maximum allowed for your current search mode: 40 for a LAN search, 50 for a Local search.

Sound: This setting activates an audio alert that sounds when you add check records to a batch, or when a record retrieval is complete. A checkmark indicates that the function is active.

Tooltips: This setting activates the display of pop-up labels that appear when you place the mouse arrow over one of the toolbar buttons in the Inquiry window or an Image window. The label identifies the command associated with that button. A checkmark to the left of this command indicates that the function is active.

Column Selection: Opens a submenu of options that let you change the data fields displayed for check records in the Check Index List, Document Information window, and the Search window. See sections *1.2.4.2 Change Check Index List Display*, *1.3.1 Change Document Information Window Fields*, and *1.2.5.3 Change Search Fields* for more information.

Auto Image Retrieval: Automatically retrieves and displays the check image associated with the first matching record retrieved in a search, as listed in the Check Index List. A checkmark to the left of the command indicates the function is active.

Document: Opens a submenu of commands that display the Document Information window or set the window to always appear on top of other open Image windows. See section *1.3 Document Information Window* for more information.

Sort Order: Opens a submenu of commands that can change the sort order of records to **Ascending** or **Descending**.

Reset Content: Resets the data field display for check records in the Check Index List, Document Information window, and Search window to the original default settings.

Serial No: Toggles the display of the Serial Number column in the Check Index List on or off. A checkmark to the left of this command indicates that the function is active.

Expert: Opens a submenu containing the command **Continue without Intervention**. When this command is activated, you can view check records returned from a search and will not be informed (no pop-up message) that there are more records matching your search criteria. A checkmark to the left of this command indicates that the function is active.

1.2.1.6.1 Print Image Submenu

Select **Options > Print Image** to display the **Print Image** submenu. The submenu setting determines the print format, together with the Batch Print Format setting, of a batch print job. This setting remains active in subsequent work sessions until changed. The submenu options are as follows.

Front: Prints the check image front side.

Back: Prints the check image back side.

Front and Back: Prints both sides of the check image.

1.2.1.6.2 Batch Print Format Submenu

Select **Options > Batch Print Format** to display the **Batch Print Format** submenu. The submenu setting determines the print format, together with the Print Image setting, of a batch print job. This setting determines how many images are printed on one side of the paper. Depending on the Print Image setting, this also determines how many checks are printed per page. This setting remains active in subsequent work sessions until changed. The submenu options are as follows.

1x1: Prints one image per page.

2x5: Prints 10 images one side (5 to 10 checks).

3x6: Prints 18 images per page (9 to 18 checks).

1.2.1.6.3 Display Image Submenu

Select **Options > Display Image** to display the **Display Image** submenu. The submenu setting determines which sides of a check appear in an Image window. This setting remains active in subsequent work sessions until changed. The submenu options are as follows.

Front: Displays the front side of the check image.

Back: Displays the back side of the check image.

Front and Back: Displays both sides of the check image.

1.2.1.6.4 Copy Image Submenu

Select **Options > Copy Image** to display the **Copy Image** submenu. The submenu setting determines what sides of the check displayed in the active Image window will be copied to the Windows clipboard when you use the Windows Copy command. This setting remains active in subsequent work sessions until changed. The submenu options are as follows.

Front: Copies a check's front side image to the clipboard.

Back: Copies a check's back side image to the clipboard.

Front and Back: Copies both sides of a check's image to the clipboard.

1.2.1.6.5 # of Images Submenu

Select **Options > # of Images** to open the **# of Images** submenu. You can open up one to three Image windows, allowing you to display up to three check images at one time. When more than one Image window is opened, check images are alternately displayed in each window as their associated records are selected for viewing from the Check Index List. The submenu options are as follows.

1: Opens a single Image window. The name displayed in the title bar includes the number of the window (Image_1).

2: Opens two Image windows. The name displayed in the title bar of each window includes its number (Image_1 and Image_2).

3: Opens three Image windows. The name displayed in the title bar of each window includes its number (Image_1, Image_2, and Image_3).

1.2.1.7 Setup Menu

The **Setup** menu options determine the Inquiry application's current search mode: LAN or Local. The search mode establishes a connection between the Inquiry application and a source of check records and images. This source can be a remote server (LAN mode), or the workstation's hard disk or CD-ROM drive (Local mode). The current search mode appears in the Inquiry window's status bar. When you search for check data, Inquiry will perform the search on the source indicated in the Setup settings. Local mode is the default setting. Choose the LAN-Settings command to connect to a remote server. Once you import batch data from a remote server, the LAN connection is terminated and the application reverts to Local mode. The menu commands are as follows.

Local: Displays the Local Setup dialog box. Used to verify the current path settings for the Master Database and Volume Drive. The Master Database is the directory on the local hard drive where Inquiry stores data from imported batch records (called "volumes"). The Volume Drive is the workstation's CD-ROM drive where CheckVision CDs are loaded and accessed. Do not change these default settings unless directed to do so.

LAN-Settings: Displays the LAN Setup dialog box. This is where you set up the Local Area Network primary host address and log on to the system. Once a valid host address is entered here, this information need not be re-entered during subsequent logon sessions. See section *2.1.2 Connect to LAN* for more information.

Setting: Displays the Setup dialog box for the currently selected Setup menu mode (Local or LAN). Review and adjust the current mode settings as needed.

Change Password: Displays the Change Password dialog box. Change default password as needed.

1.2.1.8 Batch Menu

The **Batch** menu commands pertain to check batches. See section *2.2 Batch Records* for more information. The menu commands are as follows.

Insert: Places the check record(s) currently selected (highlighted) in the Check Index List into the current batch displayed in the Batch dialog box. You can build a batch of records in this manner containing from 1 to 500 records. You can then retrieve the check record and image data from a remote server to the local archive as a batch, or print this data as a batch print job.

View: Displays the Batch View dialog box. Each batch listed here, identified by its Batch Name, contains check record and image data that has been copied from a remote server as a batch to the local Archive on the workstation's hard drive. However, the batch's volume data has not been copied to Inquiry's Master Database. You must "import" the batch so that you can perform a search (Local mode) on the batch data to display and print it.

Retrieval/ Printing: Displays the Batch dialog box. This dialog box can also be opened by clicking the toolbar Batch button. The check records inserted into the current batch are displayed here. You can then retrieve the check record and image data from a remote server to the local Archive as a batch, or print this data as a batch print job.

1.2.1.9 Volume Menu

The **Volume** menu commands pertain to working with check record batch volume data. This data can be in the local Archive, on CD, or on a network drive. See section *2.3 Volume Data* for more information. The menu contains the following commands.

View: Displays the Volume Listing dialog box. Batch data that has been imported into Inquiry's Master Database is listed here, identified by its volume ID. You can select a specific volume to perform a Local search (Volume search) on its batch data, or search the data on all listed volumes (Global search).

Import: Displays the Import Local dialog box. Use this to copy CD volume data to the local archive so that you can search the check data on that CD. Use the **Network** command in this dialog box to import volume data from a network drive.

Export: Lets you export a volume's check record data to a designated file. This file can then be imported into other applications. This command displays the following submenus.

All: Exports the volume data into a file with header, detail records, and trailer records.

Detail: Exports only the volume data detail records.

1.2.1.10 Help Menu

The **Help** menu commands provide information about the Inquiry application and how to use it. The menu contains the following commands.

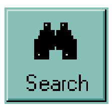
Index: Displays the Help program index. Use this to search for, and view, specific application help topics.

Using Help: Displays the Microsoft Windows instructions on using the Help program.

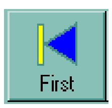
About: Displays the About Inquiry dialog box containing Inquiry application version number and other release information.

1.2.2 Toolbar

The Inquiry window toolbar contains the following command buttons.

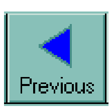


Opens the Search dialog box. Enter search criteria in this dialog box to access check records remotely on a system server, or locally on the local disk or from a CD. See section *1.2.5 Search Dialog Box* and section *2.1.4 Search for Records* for more information.



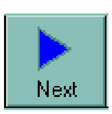
Displays the first set of accessed check index records (according to sort type) in the Check Index List.

Note: This command only functions when you run the Inquiry application in Local mode, and when the number of records accessed in the search exceeds the **# of Items** display limit setting. The maximum number of records that can be displayed at one time is 40 in LAN mode, and 50 in Local mode.



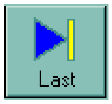
Displays the preceding set of accessed check index records (according to sort type) in the Check Index List.

Note: This command only functions when the number of records accessed from a search exceeds the **# of Items** display limit setting. The maximum number of records displayed at one time is 40 in LAN mode, and 50 in Local mode.



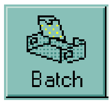
Displays the next set of accessed check index records (according to sort type) in the Check Index List.

Note: This command only functions when the number of records accessed from a search exceeds the **# of Items** display limit setting. The maximum number of records that can be displayed at one time is 40 in LAN mode, and 50 in Local mode.

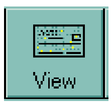


Displays the last set of accessed index records (according to sort type) in the Check Index List.

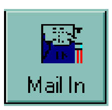
Note: This command only functions when the number of records accessed from a search exceeds the **# of Items** display limit setting. The maximum number of records that can be displayed at one time is 40 in LAN mode, and 50 in Local mode.



Opens the Batch dialog box. You can build a batch of check records from those displayed in the Check Index List to save on the local hard drive. You can then search and view these records in Local mode. You also batch records to create a batch print job. See section *2.2 Batch Records* for more information.



Displays the check image (if available) associated with the record selected (highlighted) in the Check Index List. The check appears in an Image window. If the image is not available, you are notified in a pop-up message. If you are in LAN mode and the image has been moved to tape storage, you can retrieve the image into your user account mailbox, then click the **Mail In** button (see below) to view the status of image retrieval requests.



Displays the Pending Mail Requests dialog box. The status of all image retrieval requests from tape storage to your user account mailbox is displayed here. If a request has been completed successfully, you can retrieve it to the local disk. See section *2.5 Pending Mail Requests* for more information.

1.2.3 Status Bar

The status bar appears in the bottom margin of the Inquiry window. Displayed here is read-only text messages related to application functions. The main Inquiry information displayed here is the current search mode: Local (Global or Volume ID) or LAN <Server ID>. The **Status Bar** command in the **View** menu toggles the status bar display on (checkmark) or off.

1.2.4 Check Index List

The Check Index List *(Figure 5)* is a display area in the Inquiry window that lists check index records accessed from a search. The display area can only show a partial view of all retrieved records. Use the scroll bars along the right and bottom margins of the list to display additional records and data fields.

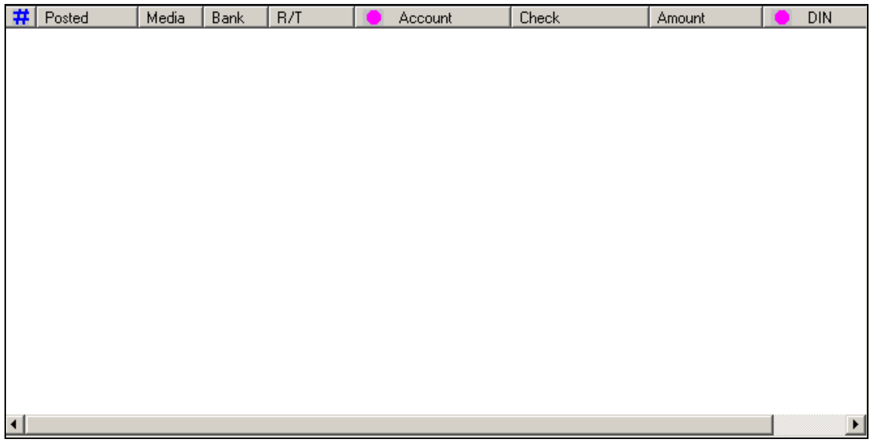


Figure 5 – Check Index List Display Area

The **# of Items** setting in the **Options** menu determines the maximum number of matching records that will be retrieved during a search. The maximum number of records that can be displayed at one time is 40 in LAN mode, and 50 in Local mode. If the actual number of matching records exceeds the retrieval limit for the type of search, then the first set of matching records will appear in the list. Use the **Previous** and **Next** buttons on the toolbar to retrieve another set of matching records and display them in the list. The **First** and **Last** buttons display the first or last set of matching records retrieved from a Local search.

> **Note:** The data displayed for each listed check record can be configured as required by your bank.

Refer to section *1.2.4.2 Change Check Index List Display* for more information. Each check record may display the following data fields.

Serial No.: Serial number from the MICR line Aux-On-Us field.

Posted: Date (format CCYYMMDD) when check was posted.

Media: Media type on which the associated check image is stored: M (magnetic disk) or T (tape). In LAN mode, an image stored on tape can only be retrieved in a Pending Mail Request. See section 2.5 Pending Mail Requests for more information.

Bank: Identification number of the deposit bank.

R/T: Routing Transit number from the check MICR line.

Account: Account number from the check MICR line.

Check: Check number from the MICR line On-Us field.

Amount: Check dollar amount.

DIN: Document Identification Number created for the check item by the CheckVision Archive system.

SDin or **Data1:** Secondary Document Identification Number.

SAccNo or **Data2:** Secondary Account Number.

SCheckTo or **Date 3:** Secondary Check Number.

TransCode: Check transit code.

> **Note:** Certain fields in the Check Index List column headings may display a large dot. This dot identifies it as an "index" field. When you define search criteria, enter a data range for at least one index field in the Search dialog box. This will speed up the search. The Posted Date field is always used when performing a search.

1.2.4.1 Change Search Retrieval Number

Follow this procedure to change the maximum number of matching records that will be retrieved during a search for display in the Check Index List. The setting can be up to 40 for a LAN search, and up to 50 for a Local search.

1. Select **Options > # of Items** to open the Number of Items dialog box *(Figure 6)*.

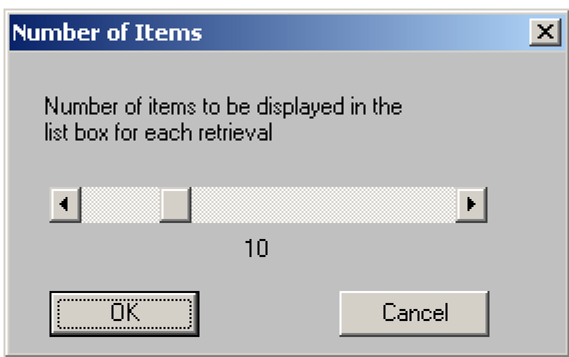


Figure 6 – Number of Items Dialog Box

2. Move the **selection box** (click and drag) along the scrollbar until you display the desired number of items.
3. Click **OK**. That will be the maximum number of matching check records retrieved and displayed in the Check Index List, until you change it again.

1.2.4.2 Change Check Index List Display

Follow this procedure to change how the check record data fields are displayed in the Check Index List.

1. Select **Options > Column Selection** to open the Column Selection submenu.

2. Click **Inquiry View** to display the Inquiry View Column Selection window *(Figure 7)*. The items in the Displayed column are the check record data fields currently shown in the Check Index List, listed in their display order. The items in the Available column are data fields that exist in the check record that are not currently shown in the list.

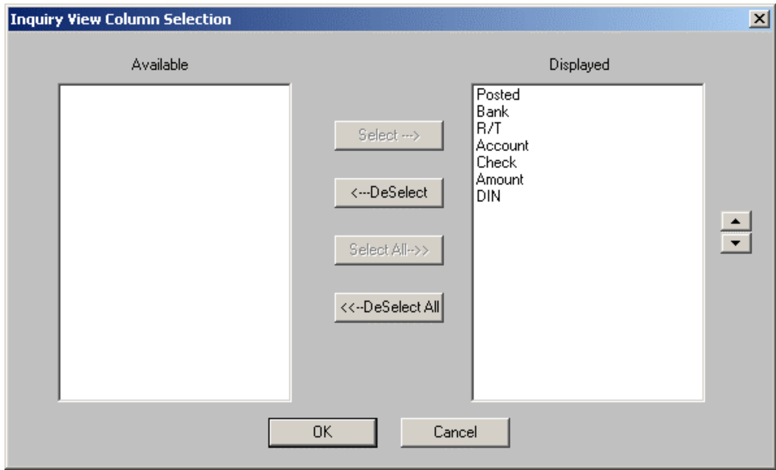


Figure 7 – Inquiry View Column Selection Window

3. Highlight a field in the Displayed column, and click **DeSelect**. That field moves to the Available column. You can also press **DeSelect All** to remove all fields from the Displayed column to the Available column.

4. To re-sort the order in which fields are displayed, highlight a field and press the **up or down arrows** to the right of the Displayed column.

5. Click **OK** once the Displayed column lists all record fields you want to display, in the order that you want them to appear.

Note: The same record fields shown in the Check Index List can also appear in the Document Information window. However, you do not have to display the same fields, nor must they be displayed in the same order in both windows. **Select Options** > **Column Selection** > **Document Information** to customize the way fields are displayed in the Document Information window.

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6. Records are listed in ascending or descending order according to the current sort order (see section *1.2.4.3 Sort List by Columns* for more information). You can switch the sort order by selecting the desired **Sort Order** command (**Ascending** or **Descending**) in the **Options** menu. Subsequent retrievals are sorted according to the current sort order.

1.2.4.3 Sort List by Columns

The Check Index List rows can be sorted according to certain data fields in the listed records. Right-click a column heading in the Check Index List to create a sort field. A number will appear in parentheses next to the column heading indicating the order in which the system will sort records based on the selected fields. You can use more than one column as a sort field. To remove a sort designation from a column, right-click on the column heading again.

1.2.4.4 Select Record

You select check records in the Check Index List to do the following.

- View the image associated with the record
- View document information associated with the record
- Place the record into a batch

Click a row in the list to select that record. The row becomes highlighted. Record selection can be changed by clicking another row, or by using the <up arrow> or <down arrow> keys to move the selection to another row.

1.2.4.5 View Check Image

Follow these steps to view a listed record's check image (if available).

1. Select a record (click to highlight) in the Check Index List, then click the **View** button. You can also double-click on a record to select it.
2. If available, the associated check image appears in the Image window. If the Document Information window is open, the record data is displayed.

Note: If the image is not available, you are notified in a pop-up message. If you are in LAN mode and the image has been moved to tape storage, you can retrieve the image into your user account mailbox. See section *2.5 Pending Mail Requests* for more information.

1.2.5 Search Dialog Box

Select **Image > Search**, or click the Search button on the toolbar (binoculars), to open the Search dialog box *(Figure 3)*. Enter search criteria in the dialog box fields to access check records matching your criteria from a remote server (LAN mode) or batch data stored locally as volumes (Local mode). The current search mode is displayed in the Inquiry window Status bar: Local (Global or <Volume ID>) or LAN <Server ID>. The search mode is selected in the **Setup** menu. Matching records retrieved from a search appear in the Check Index List.

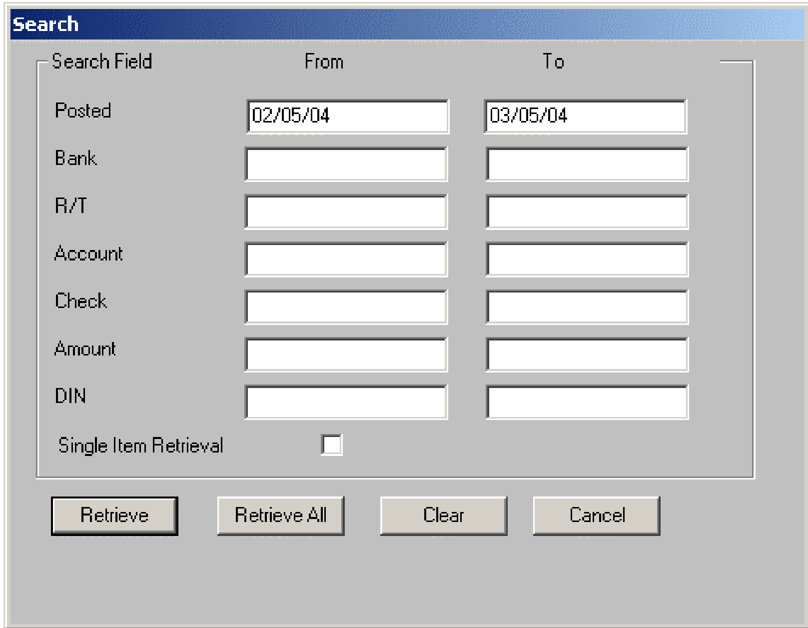


Figure 8 – Search Dialog Box

1.2.5.1 Search Criteria

The Search dialog box contains text boxes that correspond to the data fields in the check index records. Data fields used as search criteria can be configured as required by your bank (see section *1.2.5.3 Change Search Fields* for more information). See section *1.2.4 Check Index List* for a description of these fields.

Entries are made in the Search Criteria columns to establish a range of values for a data field when performing a search.

From: Beginning value for the field.

To: Ending value for the field.

The Search Criteria text box labels are determined by the current Search Criteria Column Selection settings. To change these settings, select **Options > Column Selection > Search Criteria** as described in section *1.2.5.3 Change Search Fields*.

1.2.5.2 Search Functions

The Search dialog box contains the following features.

Single Item Retrieval: Select this option (click box) to retrieve only the first matching record based on the current **Sort** menu selection and Check Index List sort field assignment.

Retrieve: Click this button to access check records that match the search criteria. Records retrieved with this function are only kept in the computer memory and displayed in the Check Index List. When performing another search using the **Retrieve** command, the records from the preceding search are cleared from memory. If you want to save retrieved records for further review, you must batch and copy them to the local Archive. See section *2.2 Batch Records* for more information.

The number of matching records that can be retrieved during a search is determined by the **# of Items** setting in the **Options** menu. The maximum number that can be retrieved at one time is 40 in LAN mode, and 50 in Local mode. You will be notified if there are additional records that match your search. You can then use the **Next** button on the toolbar to retrieve another set of matching records.

Retrieve All: Click this button to open the Retrieve All dialog box. Use this command to retrieve all matching records as a single batch and copy them to the local Archive.

Note: First retrieve matching records with the **Retrieve** button, create a batch from the listed records, then click the **Retrieve All** button in the Batch dialog box. See section *2.2 Batch Records* for more information.

Clear: Click this button to remove all entries in Search Criteria text boxes.

Cancel: Click this button to ignore any entries in the text boxes and close the dialog box without performing a search.

1.2.5.3 Change Search Fields

Follow this procedure to change how the check record data fields are displayed in the Search dialog box.

1. Select **Options > Column Selection** to open the Column Selection submenu.
2. Click **Search Criteria** to display the Search Criteria View Column Selection window *(Figure 9)*. The items in the Displayed column are the check record data fields currently shown in the Search dialog box, listed in their display order. The items in the Available column are data fields that exist in the check record that are not currently shown as search criteria.

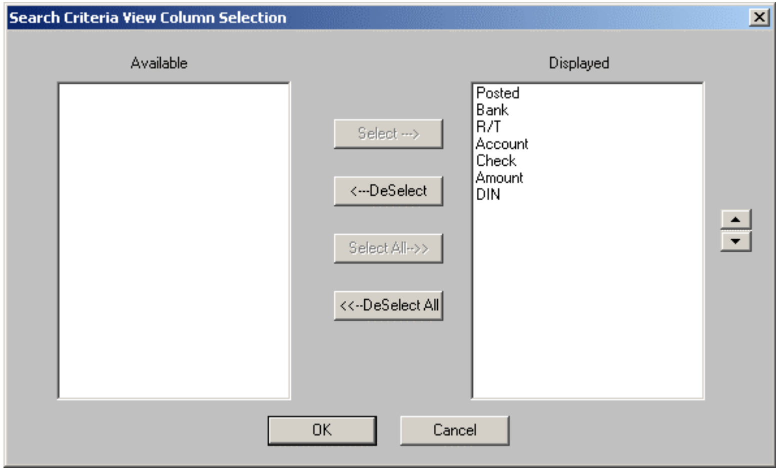


Figure 9 – Search Criteria View Column Selection Window

3. Highlight a field in the Displayed column, and click **DeSelect**. That field moves to the Available column. You can also click **DeSelect All** to move all fields from the Displayed column to the Available column.

4. Click **OK** once the Displayed column lists all record fields you want to display, in the order that you want them to appear.

Note: The same record fields shown in the Search dialog box can also appear in the Check Index List. However, you do not have to display the same fields, nor must they be displayed in the same order in both places. **Select Options** > **Column Selection** > **Inquiry View** to customize the way fields appear in the Check Index List.

1.2.5.4 Change Search Retrieval Number

Follow this procedure to change the maximum number of matching records that will be retrieved during a search for display in the Check Index List. The setting can be up to 40 for a LAN search, or up to 50 for a Local search.

1. Select **Options > # of Items** to display the Number of Items dialog box *(Figure 10)*.

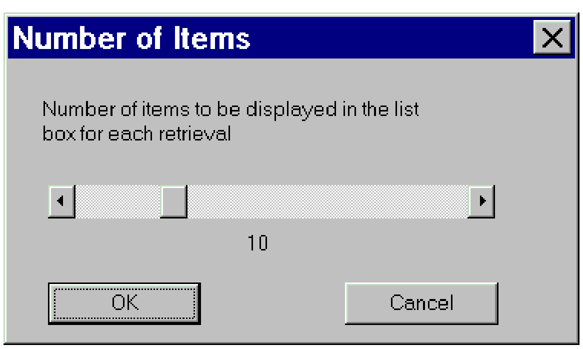


Figure 10 – Number of Items Dialog Box

2. Move the **selection box** (click and drag) along the scrollbar until you display the desired number of items.
3. Click **OK**. That will be the maximum number of matching check records retrieved and displayed in the Check Index List, until you change it again.

1.3 Document Information Window

The Document Information window *(Figure 11)* opens when you select **Options > Document > Document Information**. The fields in this window display data associated with a check record currently selected (highlighted) in the Inquiry window Check Index List. The record data displayed here is read-only. You do not make any inputs or activate any functions.

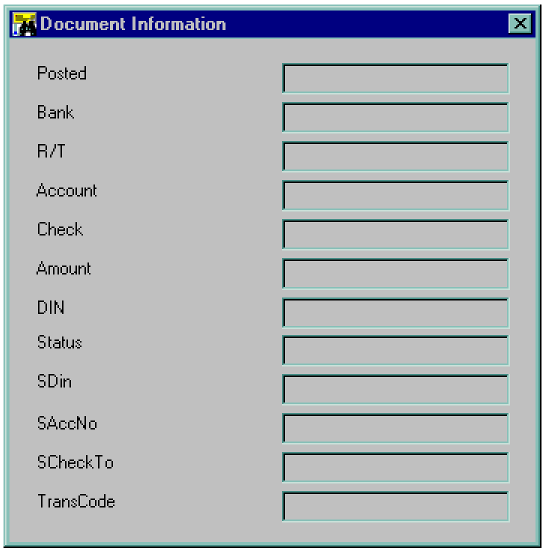


Figure 11 – Document Information Window

> **Note:** The fields displayed in the Document Information window can be configured as required by your bank and may differ accordingly. For example, SDin may be displayed as data1, SAccNo as data2 and SCheckTo as data3.

1.3.1 Change Document Information Window Fields

The Document Information window can display any available check record field, in any order. To change the window display, follow this procedure.

1. Select **Options > Column Selection**. This opens the Column Selection submenu.
2. Click **Document Information** to display the Document Information Column Selection window (*Figure 12*). The items in the Displayed column are the check record data fields currently shown in the Document

Information window, listed in their display order. The items in the Available column are data fields that exist in the check record that are not currently shown in the list.

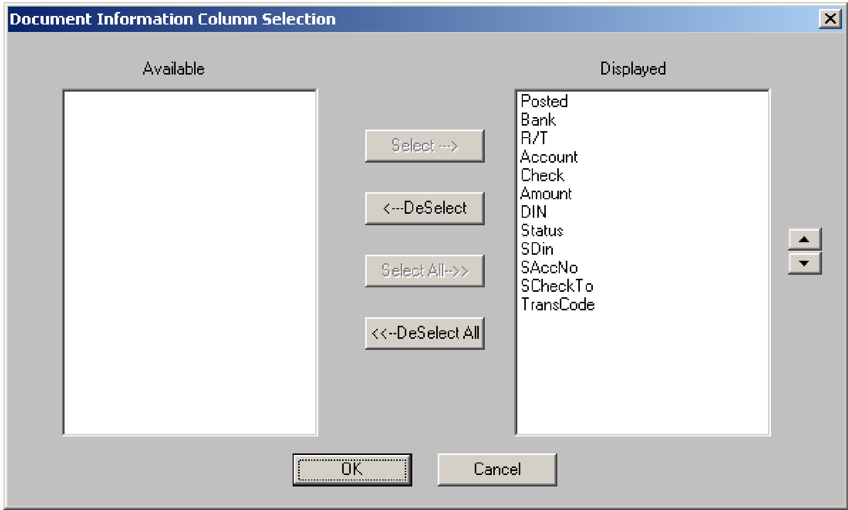


Figure 12 – Document Information Column Selection Window

Note: The fields displayed in the Column Selection window can be configured as required by your bank and may differ accordingly. For example, SDin may be displayed as data1, SAccNo. as data2 and SCheckTo as data3.

3. Highlight a field in the Displayed column, and click **DeSelect**. That field moves to the Available column. You can also press **DeSelect All** to move all fields from the Displayed column to the Available column.
4. To re-sort the order in which fields are displayed, highlight a field and press the **up or down arrows** to the right of the Displayed column.
5. Click **OK** once the Displayed column lists all record fields you want to display, in the order that you want them to appear.

Note: The same record fields shown in the Document Information window can also appear in the Check Index List. However, you do not have to display the same fields, nor must they be displayed in the same order in both places. Select **Options** > **Column Selection** > **Inquiry View** to customize the way fields appear in the Check Index List.

1.3.2 Display Window

When the Document Information window is opened, you can make it appear in front of other open Inquiry application windows by selecting the **Bring to Front** option in the **Options** menu **Document** submenu.

1.4 Image Window

An Image window *(Figure 13)* displays the check image associated with the check index record selected (highlighted) in the Check Index List. This window contains a toolbar of command buttons that can control the image display.

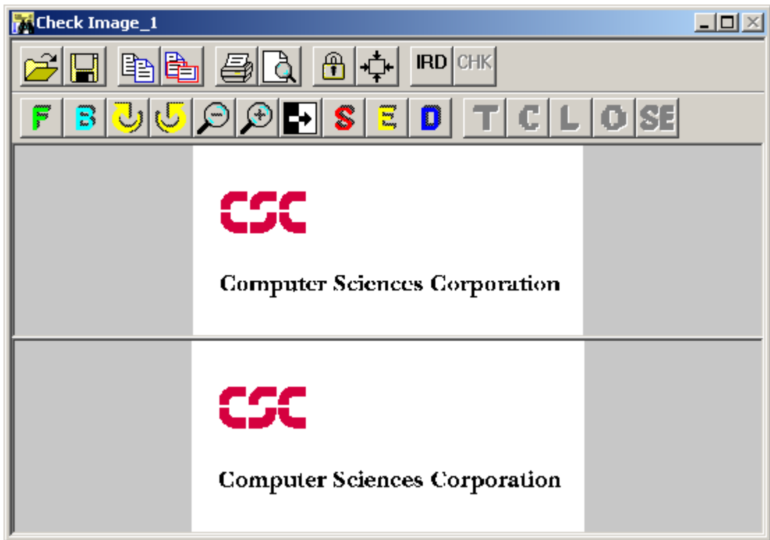


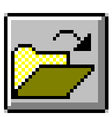
Figure 13 – Image Window

Note: A default image, usually your company logo, appears in this window when it first opens. This is replaced with a check image when a record is accessed for viewing.

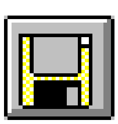
When a check record is selected for viewing in the Check Index List, the associated check image (if available) appears in the display area of the Image window. The initial image view is sized to fit within the window display area.

1.4.1 Toolbar Buttons

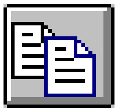
Each Image window contains a toolbar of the following command buttons.



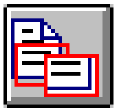
The **Open** button opens a standard Microsoft Windows Open File dialog box. You can then access image files (in a compatible format) directly for viewing in the Image window. When images are accessed this way, its check index record does not appear in the Document Information window.



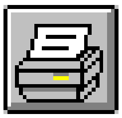
The **Save** button opens a standard Windows Save File dialog box. You can save a displayed image as a separate file. This file and other compatible image files can then be viewed in the Image window using the **Open** command button.



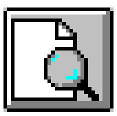
The **Copy** button copies the displayed check to the Windows clipboard. The **Copy Image** command setting in the **Options** menu determines which image side is copied; **Front**, **Back**, or **Front and Back**.



The **Copy Area** button copies only a selected portion of the check image to the Windows clipboard. Click this button, then place the mouse pointer within the image. Click and hold the mouse button while you drag the mouse over the image. A rectangle encloses a portion of the check. Release the button to copy the enclosed portion.

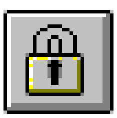


The **Print** button opens a standard Microsoft Windows Print dialog box. Select the appropriate options here to print the displayed image. The **Print Image** command setting in the **Options** menu determines which check side is printed; **Front**, **Back**, or **Front and Back**. Associated check information is also printed with the image, if the **Print Format** setting in the **Options** menu is **1x1**.

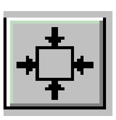


The **Print Preview** button displays the image page layout as it will be printed when the **Print** button is selected. When you click this button, the Image window clears and a page layout of the check image appears. Command buttons in the window let you examine the layout, print the image, or close the preview without printing.

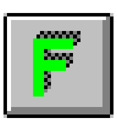
Note*:* This only functions if the **Print Format** setting in the **Options** menu is **1x1**.



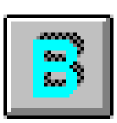
The **Lock/Unlock** button locks or unlocks a check image display within its Image window. Current display settings are locked or unlocked when this command is selected. No new image can be displayed in a locked window.



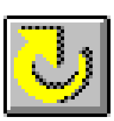
The **Define/Undefine** button pertains to the current image display settings. When first selected, this command captures the current settings. Subsequent images displayed in this window use these "defined" settings. These settings remain in effect until you select the command again to "undefine" the settings, or when you close the Image window.



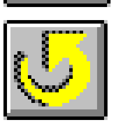
The **Front Image** button displays the front side of the check image. This command also reverts a zoomed front image display back to the default "fit in window" view.



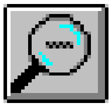
The **Back Image** button displays the back side of the check image. This command also reverts a zoomed back image display back to the default "fit in window" view.



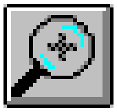
The **Rotate Left** button rotates the check image clockwise 90 degrees.



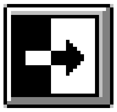
The **Rotate Right** button rotates the check image counter-clockwise 90 degrees.



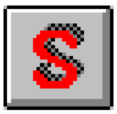
The **Zoom Out** button reduces the check image from its current display size.



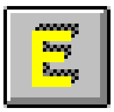
The **Zoom In** button enlarges the check image from its current display size.



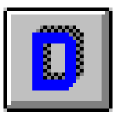
The **Reverse Video** button reverses the video display of the check image. For example, a black image on a white background becomes a white image on a black background.



The **Zoom Signature** button displays an enlarged view of the check signature area.

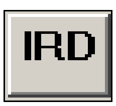


The **Zoom Endorsement** button displays an enlarged view of the check endorsement area.



The **Zoom BOFD** button displays an enlarged view of the back side of the check, just below the endorsement area. The Bank of First Deposit endorsement is typically located here.

Note: The following IRD buttons and features are available only when enabled by configuration.



The **IRD** button toggles IRD mode on and off.

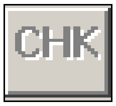
Toggling IRD mode to the 'on' state does the following:

- Enables the **CHK** toggle button (the previous state of the **CHK** toggle button remains the same)
- If the **CHK** toggle button is in the 'off' state, then the **T**, **C**, **L**, **O**, and **SE** buttons are enabled
- Makes the **S**, **E**, and **D** buttons use IRD mode to zoom into the signature, endorsement, and BOFD portions of the IRD, respectively, when pressed

Toggling IRD mode to the 'off' state does the following:

- Disables the **CHK**, **T**, **C**, **L**, **O**, and **SE** buttons if they are enabled
- Resets the **S**, **E**, and **D** buttons to normal behavior (as on a non-IRD check)
- Enables the **Define/Undefine** button
- Refreshes the image from the current state to show the complete image if the display is different

Note: If the retrieved image contains IRD indictators, the viewer will automatically set IRD mode to the 'on' state and enable the button.



The **CHK** button toggles CHK mode on/off, and is only enabled when IRD mode is set to the 'on' state. When enabled, the previous state persists. In the case of no previous state, the default state is 'off'.

Toggling CHK mode to the 'on' state does the following:

- Displays the clipped IRD Check Image of the IRD
- Disables the **T**, **C**, **L**, **O**, and **SE** buttons
- Changes the behavior of the following buttons:

  F – Displays the front of the IRD Check Image.

  B – Displays the back of the IRD Check Image.

  Zoom – Allows zooming in and out of the IRD Check Image.

  Save – Saves the IRD Check Image in a file.

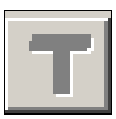
  Copy – Saves the IRD Check Image to the clipboard.

  Print – Prints the IRD Check Image.

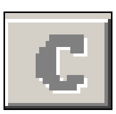
  Print Preview – Shows the IRD Check Image.

Toggling CHK mode to the 'off' state does the following:

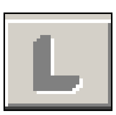
- Displays the whole IRD image
- Enables the **T**, **C**, **L**, **O**, and **SE** buttons
- Resets the **F**, **B**, and **Zoom** buttons to show the front and back of the whole IRD image
- Resets the **Save**, **Copy**, **Print**, and **Print Preview** buttons to handle the whole IRD image



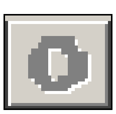
The **Truncation Institution** button is only available when IRD mode is set to the 'on' state, and CHK mode is set to the 'off' state. Clicking the **T** button zooms into the Truncation Institution area of the IRD document. The addition or removal of this button is configurable.



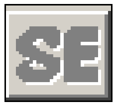
The **Creation Institution** button is only available when IRD mode is set to the 'on' state, and CHK mode is set to the 'off' state. Clicking the **C** button zooms into the Creation Institution area of the IRD document. The addition or removal of this button is configurable.



The **Legend** button is only available when IRD mode is set to the 'on' state, and CHK mode is set to the 'off' state. Clicking the **L** button zooms into the Legend area of the IRD document. The addition or removal of this button is configurable.



The **Optional Data** button is only available when IRD mode is set to the 'on' state, and CHK mode is set to the 'off' state. Clicking the **O** button zooms into the Optional Data area of the IRD document. The addition or removal of this button is configurable.



The **Subsequent Endorsement** button is only available when IRD mode is set to the ‘on’ state, and CHK mode is set to the ‘off’ state. Clicking the **SE** button zooms into the Subsequent Endorsement area of the IRD document. The addition or removal of this button is configurable.

1.4.2 Change Window Display

Follow these procedures to change the Image window display. Some of these display functions can also be activated from the Image window toolbar.

1.4.2.1 Set Check Side Display

Use the **Display Image** command in the **Options** menu to determine the check side(s) that will appear in the Image window.

1. Select **Options > Display Image**. The Display Image submenu opens.
2. Select the check side(s) to be displayed: **Front**, **Back**, or **Front and Back**. All checks displayed in the Image window will match this setting until you change it again. An example of a Front and Back display is shown in *Figure 14*.

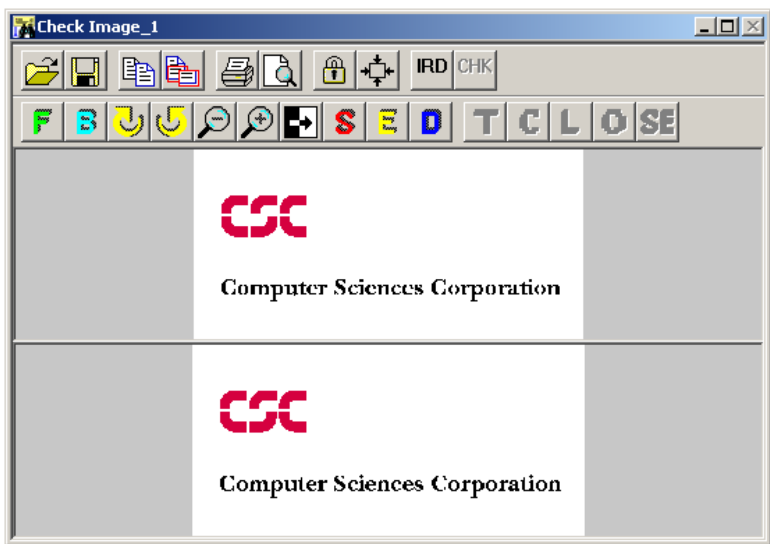


Figure 14 – Two-Sided Image Display

Note: If the back side of the document is blank, a default image (usually your company logo) appears in its place.

1.4.2.2 Magnify Selected Check Area

You can use the mouse pointer to enlarge a portion of the image display.

1. Click and hold the mouse button down while the pointer is within the check image, then drag the mouse. A portion of the image becomes enclosed within a rectangle.
2. Release the mouse button. The enclosed check area fills the Image window.
3. When the check is magnified larger than the display area, use the scroll bars along the window margins to scroll the image display.

1.4.2.3 Resize Image Window

The Image window can be resized by using the Microsoft Windows command buttons in the upper right corner of the window, or by positioning the cursor over any edge of the window, holding down the mouse button, and dragging the edge of the window. The check image will be resized proportionately to match the resized window.

1.4.2.4 Display Multiple Image Windows

More than one Image window can be displayed during a work session *(Figure 15)*. Use the **# of Images** command in the **Options** menu to select the number of document images to be displayed at one time, each in their own Image window.

1. Select **Options > # of Images**. This opens a number submenu.
2. Select the number of check images you want to display at one time: **1**, **2**, or **3**. That number of Image windows will open. The name displayed in each window's title bar indicates the number of that window.

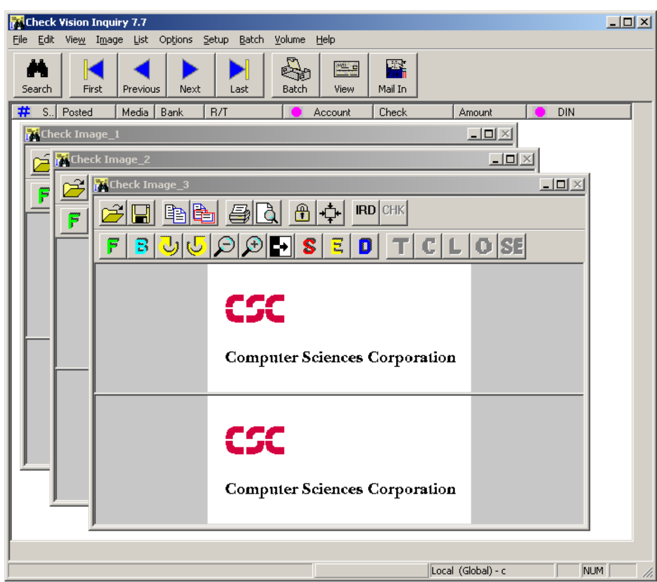


Figure 15 – Displaying Multiple Image Windows

Chapter 2: Inquiry Procedures

This chapter describes the Inquiry Workstation application operational procedures used to access and view check data and images.

2.1 Access Checks

Follow these procedures to access check index records and view their associated check images. Refer to the *Chapter 1: Inquiry Features* for details on specific application command and display functions. See section *2.2 Batch Records* and section *2.3 Volume Data* for related procedures on retrieving and viewing check data.

2.1.1 Local Setup

Local is the default search mode for the Inquiry Workstation. You can search check data in batches copied to the local Archive, or located on disks in the CD-ROM drive. You must switch to LAN mode (see section *2.1.2 Connect to LAN* for more information) to access records from a remote server. Once you disconnect from that server, Inquiry reverts to Local mode.

Follow this procedure to check the Local mode settings.

1. Select **Setup > Local**. The Local Setup dialog box opens. Current path settings for the Master Database and the Volume Drive appear here.

   Master Database is the local hard drive directory where Inquiry stores check data for batches and CDs. Once you "import" batch and CD volume data to this directory, you can perform a local search on these records. Volume Drive is the workstation's CD-ROM drive where CheckVision CDs are loaded and accessed.

2. Verify the path settings for the Master Database and Volume Drive. ***Do not change the default settings unless directed to do so.*** Click **OK**. You can now perform a local search on the CheckVision CDs.

Refer to section *2.1.5 Retrieve All Search*, section *2.2.3 Batch View*, and section *2.2.4 Batch Retrieval and Printing* for details on importing volume data for retrieved batches. Refer to section *2.3.8 Import Volume* for details on importing volume data from a CheckVision CD. Refer to section *2.3.7 Global/Volume Search* for details on setting up a Local search on one volume, or a Local Global search on all listed volumes.

2.1.2 Connect to LAN

Follow this procedure to connect the Inquiry Workstation to a remote source of check index record and image data that you want to access.

1. Select **Setup > LAN-Settings**. The LAN Setup dialog box appears *(Figure 16)*.

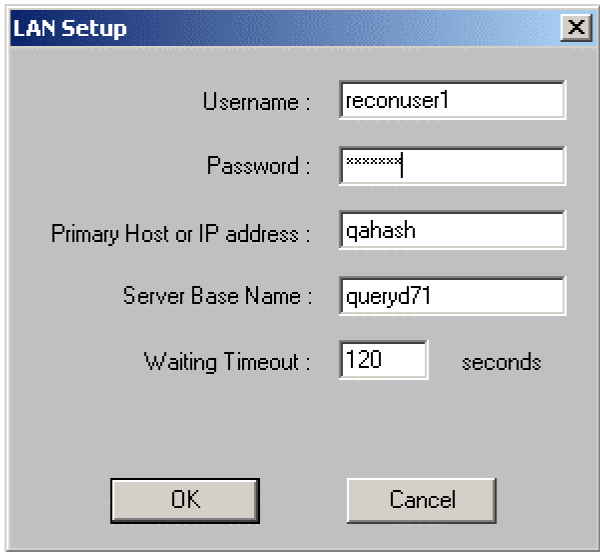


Figure 16 – LAN Setup Dialog Box

Note: The Primary Host or IP Address, Server Base Name, and Waiting Timeout fields are customer-specific and do not apply to all sites. Certain sites are only required to enter a Username and Password.

2. Enter your login account `Username` and `Password`.
3. If applicable, enter the `Primary Host or IP Address` of the server you want to connect to. This information is provided by the bank. If you do not have this information, contact the system administrator.

Note: If this workstation has been previously connected to a remote server, that server's Primary Host or IP Address will already appear when you open the LAN Setup dialog box.

4. When all entries are completed, click **OK**. The workstation will try to connect to the designated server and log you on. You can search for records on this server once this connection has been established.

2.1.3 Change Password

Note: The **Change Password** command is available only in the LAN Mode.

Once you have logged on, you can change the default password. Select **Setup** > **Change Password**. The Password dialog box appears *(Figure 17)*.

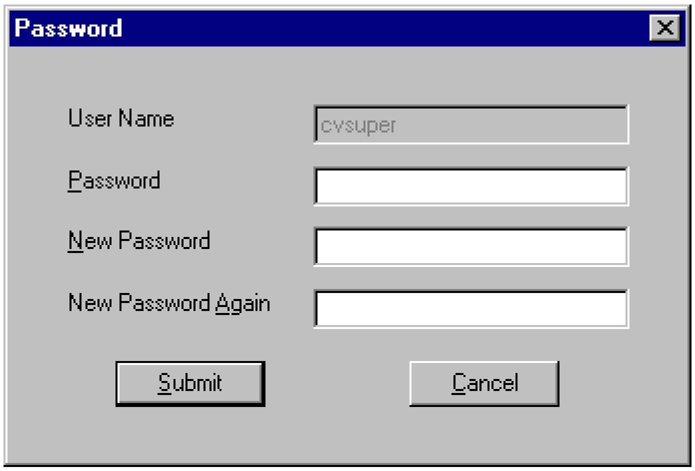


Figure 17 – Password Dialog Box

Enter the new `password` and then click on **Submit**. You will see the following confirmation dialog box *(Figure 18)*.

Figure 18 – Change Password Confirmation Dialog Box

2.1.4 Search for Records

Once you connect to a source of check index records and images (LAN or Local), you can search for records from that source.

1. Select **Image** > **Search** or click the **Search** button (binoculars) on the toolbar to start a search. The Search dialog box opens *(Figure 19)*.

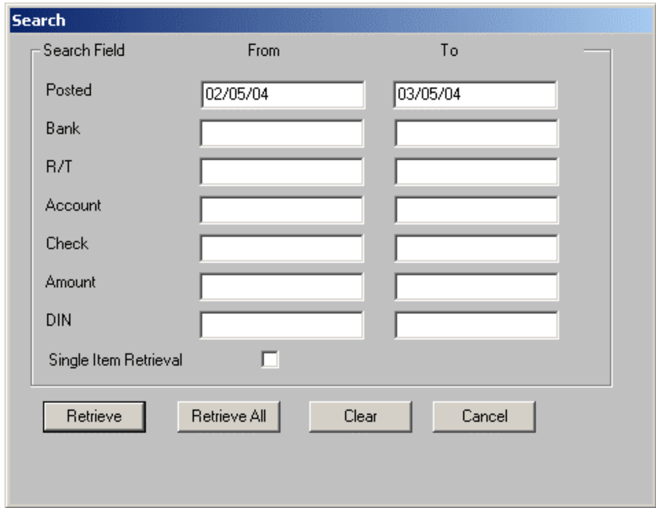


Figure 19 – Search Dialog Box

2. The search index fields are listed down the left side. You enter a search range for a given field in its From and To columns. The system will then look for records that fall within that range for the specified field.

Note: The Posted Date field is always required for a search. It is filled with default values when you first open the Search dialog box. You can modify these values as needed. If you do not enter other criteria, you may be prompted to do so.

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3. Entries in the index fields other than the Posted Date field are not required. However, the more fields you enter, the more your search is specified. The search will then be performed more quickly and should return fewer matching records.

4. Once you have completed entries in the Search Criteria fields, select the appropriate retrieval functions to begin a search as follows:

   — Check the **Single Item Retrieval** option box to retrieve only the first matching record, then click **Retrieve** or **Retrieve All**.

   — Click **Retrieve** to retrieve all matching records (up to the **# of Items** setting in the **Options** menu) and display them in the Check Index List.

   — Click **Retrieve All** to retrieve all matching records and copy them into a single batch in the local Archive. See section *2.1.5 Retrieve All Search* for more information.

5. The Progress dialog box *(Figure 20)* appears if you click the **Retrieve** button. It indicates that the system is looking for matching records.

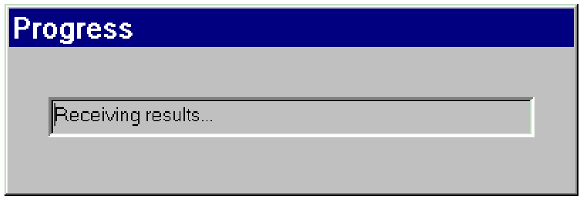

Figure 20 – Search Progress Dialog Box

6. If the search is successful, the first set of matching records appears in the Check Index List. You will be notified if the search located more matching records than those displayed. If this is so, you can click the **Next** button in the Inquiry window toolbar to retrieve another set of matching records.
7. You can select listed records to view their associated check images, or to create a batch. See section *2.2 Batch Records* for more information.

2.1.5 Retrieve All Search

When you perform a record search, you can choose the **Retrieve All** button, which opens the Retrieve All dialog box *(Figure 21)*. This function retrieves all matching records into a single batch and copies them to the local Archive. It also lets you import the batch volume data so that you can search that volume in Local mode.

> **Note:** It is recommended that you first retrieve matching records from a remote server (LAN mode) with the **Retrieve** button, create a batch from the listed records, and then click the **Retrieve All** button in the Batch dialog box. See section *2.2 Batch Records* for more information. If you perform a Retrieve All search, the retrieval is not limited by the **# of Items** setting in the **Options** menu. A broad search can take a long time, may create a huge batch on your local disk, and still not access the check(s) you are looking for.

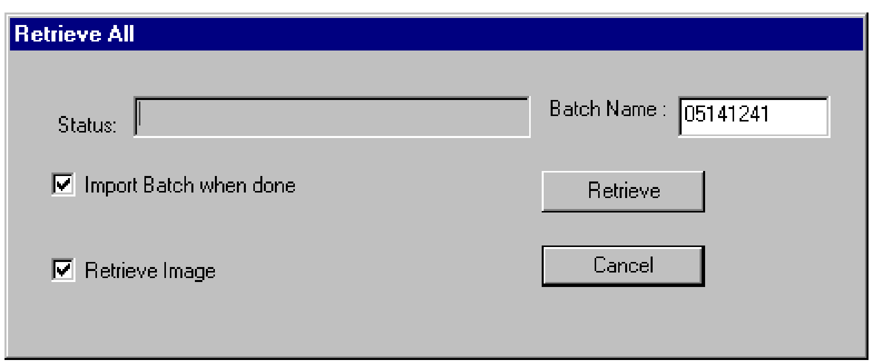

Figure 21 – Retrieve All Dialog Box

When you perform a search using the **Retrieve All** button, the Retrieve All dialog box opens *(Figure 21)*. The following features appear here.

Status:	Read-only messages regarding the progress of a batch retrieval.
Batch Name:	Batch identifier. A batch that is not "imported" is listed by this ID in the Batch View dialog box. The system assigns a default ID number. You can enter your own identifier (up to 8 characters) in this text box before you start the retrieval.
Import Batch When Done:	Check this option to import the retrieved batch volume data into the local Archive's master volume file. The batch then appears as an entry in the Volume Listing dialog box, identified by its Volume ID. You can then perform a Local search on the batch data. If this option is not set, the retrieved batch is listed in the Batch View dialog box by its Batch Name. You must then import its volume data before you can search it.
Retrieve Image:	Check this option to retrieve check image files along with the index record data. If not selected, only check record data is retrieved in the batch.
Retrieve:	Click this button to start the search. All matching records are copied from their source (LAN or Local) as a batch to the local Archive. If the appropriate options are set, it also retrieves the associated image files and imports the batch volume data.
Cancel:	Click this button to ignore all entries in the dialog box and close it without searching for records.

2.1.5.1 Retrieve All Search Procedure

Follow this procedure to perform a Retrieve All search.

1. Select **Image > Search**. This opens the Search dialog box.
2. Enter Search Criteria to define your search, then click the **Retrieve All** button. The Retrieve All confirmation dialog box appears *(Figure 22)*.

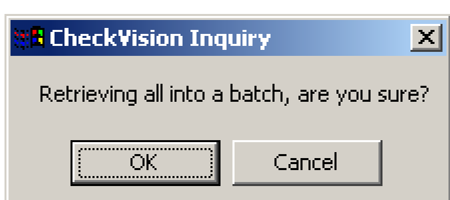

Figure 22 – Retrieve All Confirmation Dialog Box

3. Click **OK**. The Retrieve All dialog box appears. Make the appropriate entries and selections in the Retrieve All dialog box, then click the **Retrieve** button to proceed with the search.

4. The Status field indicates that the system is retrieving data from the source. You can click **Cancel** to stop a retrieval in progress. Once a retrieval has been completed, the **Cancel** button label changes to **Done**. Select **Done** to close the dialog box.

2.1.6 Unsuccessful Search Messages

If searching for check index records takes too long or results in no matching records, one of the following error messages may appear.

2.1.6.1 Search Index Field Not Specified

If you have not specified an index field in your search criteria, the following dialog box appears *(Figure 23)*.

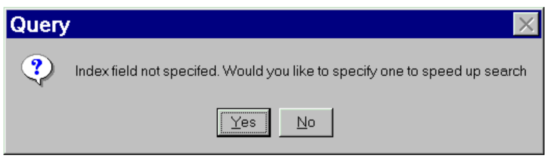

Figure 23 – Non-Specified Index Field Dialog Box

Click **Yes** to return to the Search Criteria window and enter data ranges for a search index field, or click **No** to proceed with the search.

Note: Although specifying an index field is not required, the search will take longer without it and could return many matching records. The Posted Date field is an index field that is always required. It is filled with a default value when you first open the Search dialog box. Other data fields may be designated as index fields. This is indicated by a red dot in the Check Index List column heading for that field.

2.1.6.2 No Matching Record

If your search finds no records that match your search criteria, the following dialog box appears *(Figure 24)*.

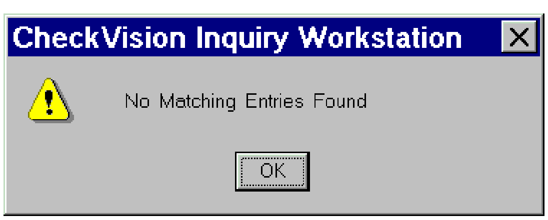

Figure 24 – No Matching Entries Dialog Box

Click **OK** to return to the Search Criteria window and enter new data ranges for the index fields. Then perform the search again.

Note: Access to certain records may be blocked by your user profile. You cannot view these records. If you must access these records, contact your supervisor about modifying your user profile.

2.1.7 View Check Data and Images

If a search finds check records that match your search criteria, the associated check images may be available for viewing. To view a check, its record must appear in the Check Index List. How you display the check records in the list is determined by the button selected during the search; **Retrieve** or **Retrieve All**.

2.1.7.1 List Records

The first set of matching records accessed with the **Retrieve** button appears in the Check Index List. The number of records retrieved at one time is determined by the **# of Items** setting in the **Options** menu, up to the maximum allowed for the search mode. If more matching records were located, you will be notified in a pop-up message. You can then click the **Next** button on the **Inquiry** toolbar to display the next set of matching records in the list.

Matching records accessed with the **Retrieve All** button have been retrieved as a batch and copied to the local Archive. If that batch was not “imported” during retrieval, it is listed by its Batch Name in the Batch View dialog box. If it was “imported” during retrieval, it is listed by its Volume ID in the Volumes Listing window. You must import the batch volume data, then perform a Local search on this volume to list the batch records in the Check Index List. See section *2.2.3 Batch View* for more information.

2.1.7.2 View Checks

To view the check image associated with a listed record, select (click to highlight) the record row in the Check Index List, then click the **View** button. You can also view a check image by double-clicking the record row. The check image will appear (if available) in an Image window. The image can be manipulated by using the Image window toolbar buttons, and can be printed or saved as a separate file.

2.1.7.3 Retrieve Image From Tape

If you are viewing records retrieved in LAN mode and you try to view a check image for a record that is stored on tape, the Retrieve Image Confirmation dialog box appears *(Figure 25)*.

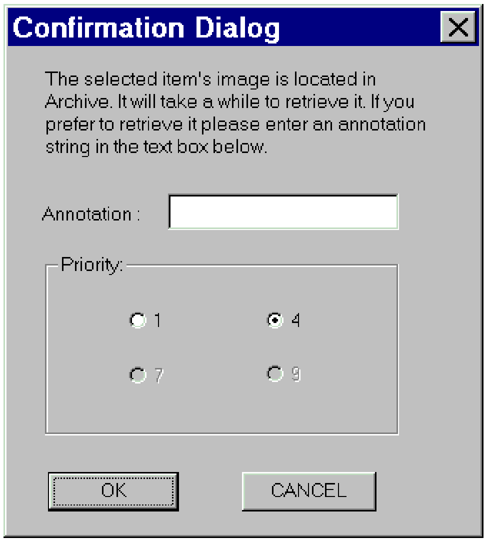

Figure 25 – Retrieve Image Confirmation Dialog Box

Make selections and entries in this dialog box to place the image file into your account mailbox for later retrieval. See section *2.5 Pending Mail Requests* for more information.

2.1.8 Fax Images

Note: The Fax Images feature is customer-specific and does not apply to all sites

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If a check is available for viewing in LAN mode, you can also initiate a fax request to fax images. Follow this procedure to initiate fax request.

1. Select the items in the Check Index List that you want to fax. Then select **File > Fax Images**. The Fax dialog box appears *(Figure 26)*.

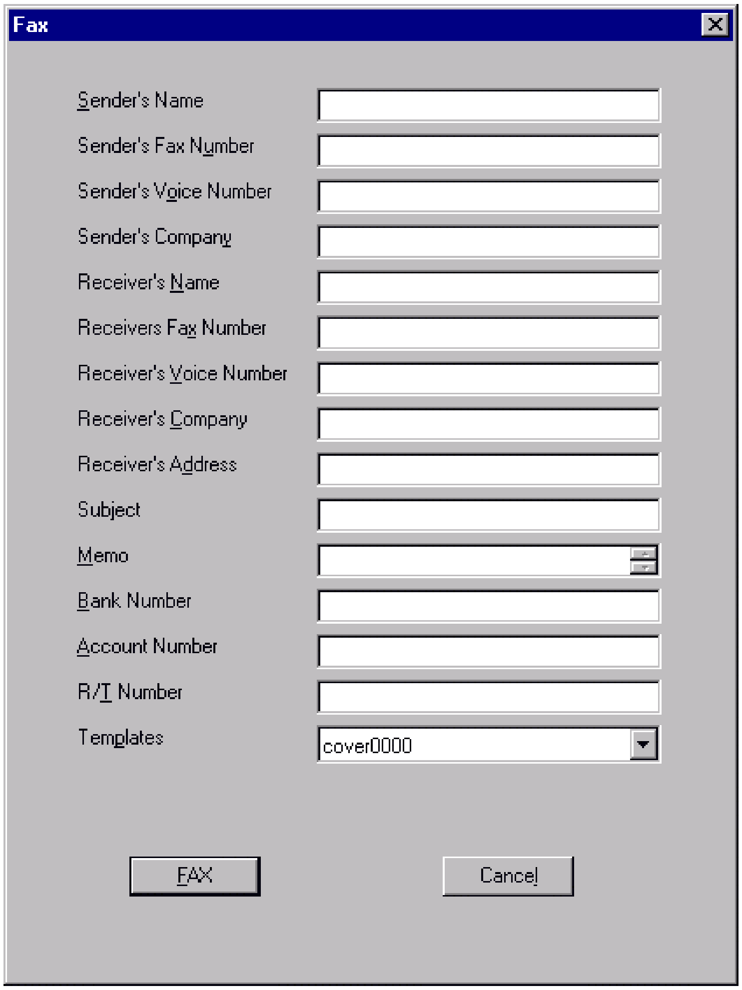

Figure 26 – Fax Dialog Box

2. Enter all the required information in the dialog box and then click on the **FAX** button. A request will be sent to the server.

2.2 Batch Records

The Inquiry application groups retrieved check records and associated images into batches to perform some key functions. These include the following.

- Copies records accessed from a remote server (LAN mode) to the local archive so that you can perform local searches on these records
- Assembles batched records for printing
- Copies the batch data to a file for import to another application

This section describes procedures associated with batching records.

2.2.1 Batch Components

A batch is placed in the local Archive's Master Database directory. Batch data is copied to its own subdirectory, identified by its Batch Name, and consists of the following data.

Volume:	Volume data describes the data range of records included in the batch. The volume data filename is `volume.dat`.
Index:	Index data contains the index data and data fields extracted from the checks, together with other related information. The index data filename is `index.dat`.
Image:	Check image data copied from a remote server (LAN mode). Images may be copied as one file per image, or as multiple images per file.

Volume and index data are copied to the local Archive so that this data can be retrieved and printed without having to log on to the remote server. Index data is displayed in rows in the Check Index List, each row listing the data for one check record. The data for one check record can also be displayed in the Document Information window. Image data appears as the check displayed in the Image window and printed as hard copy.

2.2.2 Batch Creation Procedures

A record batch can be created in the following ways.

- Search for records with the **Retrieve All** function
- Create a batch out of records displayed in the Check Index List

Note: It is recommended that you first retrieve matching records from a remote server with the **Retrieve** button, create a batch from the listed records, then click the **Retrieve All** button in the Batch dialog box. If you perform a Retrieve All search, the retrieval is not limited by the **# of Items** setting in the **Options** menu. A broad search can take a long time, may create a huge batch on the local disk, and still not access the check(s) you want.

2.2.2.1 Retrieve All Batch

If you access records from a remote server (LAN mode) and want to copy all of them at once to the local Archive, perform these steps.

1. Select **Setup > LAN - Settings**. Enter the appropriate settings, and then click **OK** to log on to the remote server.
2. Click the **Search** button in the Inquiry window. Enter the record search criteria in the Search dialog box.

3. Click the **Retrieve All** button. The Retrieve All confirmation dialog box appears. Click **OK** to continue.
4. The Retrieve All dialog box appears. The Batch Name field displays the batch identifier. You can enter your own identifier if desired. Then select the desired retrieval options.
   - Select **Import Batch** when done to automatically import the batch's volume data so that the batch contents can be accessed in Local mode for viewing or printing.
   - Select **Retrieve Image** to automatically retrieve the check images (if available) associated with the batch check records.
6. Click the **Retrieve** button. The retrieval progress and the number of records accessed are displayed in the Status field.
7. The **Cancel** button label changes to **Done** when the retrieval is complete. Click **Done** to clear the dialog box.

Note: You can also follow this procedure to create a batch out of check data that has already been imported to the local Archive. Select the volume you want to search (see section *2.3.7.1 Volume Search*), select **Setup** > **Local**, and then proceed from step 2.

2.2.2.2 Check List Batch

Follow this procedure to create a batch from records displayed in the Check Index List.

1. Select **Setup > LAN - Settings**. Enter the appropriate settings, and then click **OK** to log on to the remote server.
2. Click the **Search** button in the Inquiry window. Enter the record search criteria in the Search dialog box.
3. Click the **Retrieve** button. The Progress confirmation dialog box appears displaying messages regarding the retrieval. If the search is successful, matching records appear in the Check Index List.
4. Select (click to highlight) one or more rows in the list. To select more than one record, click the first row to include in the batch, and then click the last row to include while pressing the <Shift> key. All records between these two are selected *(Figure 27)*.

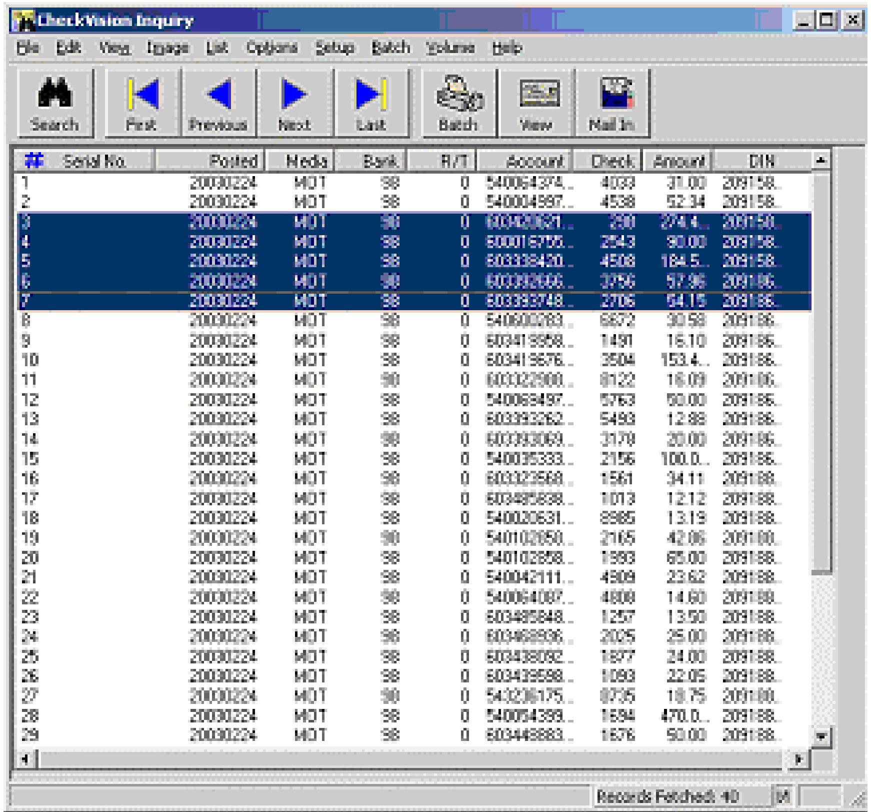

Figure 27 – Records Selected In Check Index List

5. Select **Batch > Insert**. The selected records will be inserted into the batch. You can also click and drag selected records over the **Batch** button, then release the mouse button to insert them into the batch. Repeat as needed to assemble the batch.

6. Click the **Batch** button, or select **Batch > Retrieval/Printing**. The Batch dialog box appears and the records inserted into the batch appear in the Check Index List *(Figure 28)*.

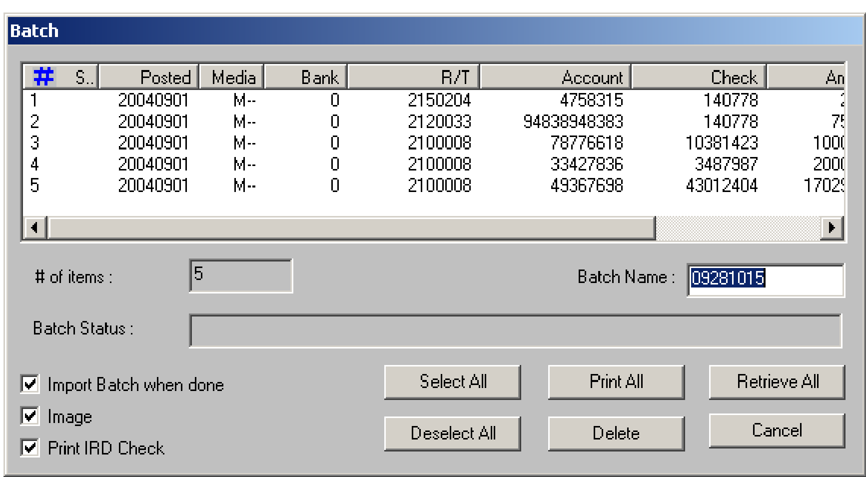

Figure 28 – Batch Dialog Box Check Index List

Note: If the Batch Name field is blank, this means that at least one check image is stored on tape. You must enter a batch name so that Inquiry can try to access these images by creating a Pending Mail Request (see section *2.5 Pending Mail Requests* for more information). Then the entire batch cannot be retrieved until all check images are accessed. Click the **Mail In** button to check pending requests periodically to see if the batch is available for retrieval.

7. The Batch dialog box has two main functions: copy batch records and images to the local archive (Retrieve All), and print the associated check images as a batch print job (Print All). The estimated and elapsed time of either procedure appears in the appropriate fields when you select one of these buttons.
8. Click the **Retrieve All** command to retrieve the records into a batch. The retrieval progress appears in the Batch Status field of the Batch dialog box.
9. When the job is complete, the **Cancel** button label changes to **Done**. Click **Done** to clear the dialog box.

2.2.2.3 Import Batch Option

You must import the batch volume data before you can perform a Local search on that batch. This can be done during batch retrieval by selecting the **Import Batch When Done** option. When you "import" a batch, you automatically close the connection to the remote server and switch to Local search mode.

You may choose not to "import" the batch so that you can perform additional searches to the remote server and batch the results before you close the connection. These batches will be listed by Batch Name in the Batch View dialog box. You can then import the volume data for each batch. See section *2.2.3 Batch View* for more information.

If you do "import" a batch as part of the retrieval, it will be listed by its Volume ID in the Volume Listing dialog box.

2.2.3 Batch View

Select **Batch > View** to display the Batch View dialog box *(Figure 29)*. Listed here are batches stored in the local Archive. The local drive directory appears above the list. Each batch is identified by its Batch Name that was assigned by Inquiry, or entered by the operator in the Batch or Retrieve All dialog boxes. The main function of this dialog box is the following.

- To import the batch volume data so that you can perform a local search on the batch to access its data for viewing and printing

- To delete batches from the local Archive when no longer needed in order to free up disk space for new data

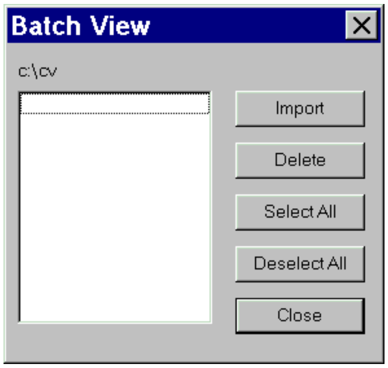

Figure 29 – Batch View Dialog Box

The Batch View dialog box contains the following command buttons.

Import:	Imports the selected batch's volume data into the master volume file. This batch will then be listed by its Volume ID in the Volume Listing dialog box. Once imported, that Batch Name is removed from the Batch View dialog box.
Delete:	Deletes the selected batches from the local Archive. The Batch Name of the selected batch is removed from the list and all associated data is deleted from the local disk.
Select All:	Selects all listed batches for deletion. You cannot use this to select all batches for import. You can only import one batch at a time.
Deselect All:	Removes any batch selection within the list.
Close:	Closes the Batch View dialog box.

2.2.4 Batch Retrieval and Printing

The Batch dialog box functions let you combine several check records together as one batch retrieval or print job. This section describes the Batch dialog box *(Figure 30)*. See section *2.4.3 Batch Print Procedure* for the batch printing procedure. The following features appear in the Batch dialog box.

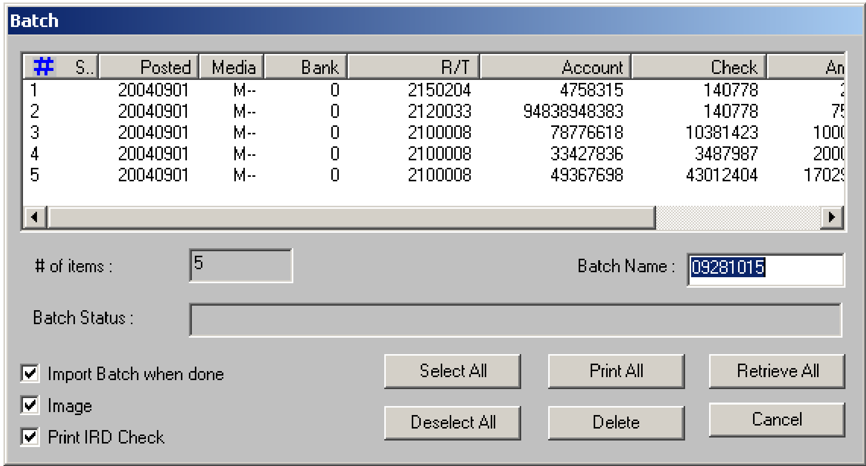

Figure 30 – Batch Dialog Box

2.2.4.1 Batch Index List

The Batch Index List is a list of check index records batched together for retrieval to the local Archive, or for printing as a batch print job. Each row in the list represents one record. Each column displays one data field in that record. Use the scroll bars on the right and bottom margin of the list to scroll through the batch list.

2.2.4.2 Text Boxes

Text can be entered only in the Batch Name box. The other boxes are read-only.

# of items: Total number of records in this batch that appear in the index list.

Batch Name: Displays the batch identifier. A default number is assigned by the application, or you can enter your own ID (up to 8 numeric characters). The retrieved batch is listed by this ID in the Batch View dialog box.

Note: If this field appears blank, then at least one check image in the batch is stored on tape. Enter a batch name so that Inquiry can try to access these images by creating a Pending Mail Request. See section *2.5 Pending Mail Requests* for more information. The entire batch cannot be retrieved until all check images are accessed.

Batch Status: Displays log messages regarding processing of the current batch retrieval or print job.

2.2.4.3 Option Boxes

An option is activated if a checkmark appears in the option box. Click in the box to turn that option on or off.

Import Batch When Done: If set, the batch volume data is imported along with the check record and image data to the local Archive. When you "import" a batch, you automatically close the remote server connection (LAN mode) and switch to Local search mode. The batch is listed by its Volume ID in the Volume Listing dialog box. You can then perform a local search on the batch data for viewing or printing.

You may choose not to "import" the batch (do not set option) so that you can perform additional searches to the remote server and batch the results before you close the connection. These batches will be listed by Batch Name in the Batch View dialog box. You can then import the volume data for each batch. See section *2.2.3 Batch View* for more information.

Image: If set, you can view the check images associated with the batch check index records.

Print IRD Check: If set, only the check portion of the IRD will be printed for retrieved images that have IRD indicators.

Note: If IRD indicators are not available, this checkbox will have no effect.

2.2.4.4 Command Buttons

Click the command button to activate its function.

Select All: Selects all records in the dialog box index list. Selected records can be deleted.

Deselect All: Removes any selection from the dialog box index list.

Print All: Accesses the batch check images and prints them as one batch print job. The print format is determined by the **Print Image** and **Batch Print Format** settings in the **Options** menu. When a check image has been successfully printed, the corresponding record row is removed from the batch list.

Delete: Removes selected records from the dialog box index list.

Retrieve All: Accesses all listed records and associated image files and copies them as a batch to the local Archive. If the Import Batch option is set, it also copies the batch volume data to the local Archive's master volume file. When a check record is successfully retrieved, its associated row is removed from the batch list.

Cancel/Done: Ignores any entries or selections in the dialog box and closes it without processing the batch. You can halt a retrieval or print job in progress by clicking this button. The system then aborts the job and cleans up any necessary data. However, the records remain in the list until you delete them or break the connection with the record source. The button label changes to **Done** when the job is complete. Select **Done** to close the dialog box.

2.3 Volume Data

In order to perform a local search (Local setup) on records in a batch or CD, certain volume data must be copied from the batch or CD to the local Archive. This procedure is referred to as "importing a volume."

> **Note:** Inquiry treats a CD as one batch. Although the CD's check records and images are not copied to the local disk, you must import the CD's volume data to the local archive in order to access its check data.

A subdirectory is created in the Inquiry Master Database for each batch copied to the local Archive. The files included in this subdirectory are described in the *Batch Components* section *2.2.1 Batch Components*. This database also contains the following file.

`master.vol`: Master volume file that describes each imported volume. It contains the minimum and maximum range of data for each search field contained in that volume.

When a local search is performed on records, the Inquiry application first checks the master volume file to determine in which volume the requested records may reside, and then searches the index data for that volume. If a matching record(s) is found, it is displayed in the Check Index List. If the associated image is available, it can be displayed or printed. If a matching record is not found, you will be notified of this status or directed to place the appropriate disk in the CD drive.

> **Note:** Check image data from a CD is not copied into the Inquiry Master Database. These images are accessed from the CD to conserve local hard disk space.

2.3.1 View Volumes

Selecting **Volume > View** opens the Volume Listing dialog box *(Figure 31)*.

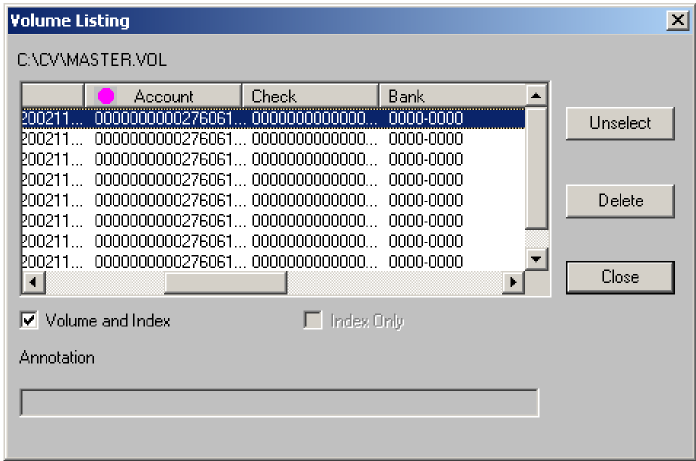

Figure 31 – Volume Listing Dialog Box

2.3.2 Volume Listing

All volumes currently imported into the master volume file appear here, listed one per row by Volume ID. Each row displays the range of data contained in that volume. The range is identified by the label at the top of each column. Scroll across the list display to see all data ranges.

2.3.3 Volume ID

This is the volume identifier. The initial character indicates where the volume resides; the character "V" indicates that the volume is on a CD or floppy disk; and the character "D" indicates that the volume is a batch copied to the local archive. The next eight digits are the creation date in CCYYMMDD format, while the last six digits are a system-generated ID string.

2.3.4 Option Boxes

An option is activated if a checkmark appears in the option box. Click the box to turn that option on or off.

Volume and Index: If this option is set, both volume and index data are deleted for the selected (highlighted) volume when you click the **Delete** button. See section *2.3.7.3 Delete Volume Data* for more information.

Index Only: If this option is set, only the index data is deleted for the selected (highlighted) volume when you click the **Delete** button. See section *2.3.7.3 Delete Volume Data* for more information.

2.3.5 Command Buttons

Click a button to activate its function.

Select/Unselect: Determines the current search mode for the listed volumes: Global or Volume. If the button label is **Select**, the mode is Global. If the button label is **Unselect**, the mode is Volume. See section *2.3.7 Global/Volume Search* for more information.

Delete: Deletes volume and/or its index data from the volume directory. The dialog box option setting determines what data is actually deleted. See section *2.3.7.3 Delete Volume Data* for more information.

Close: Closes the dialog box.

2.3.6 Annotation Field

The Annotation field displays corresponding values entered at the time of Tape retrieval.

2.3.7 Global/Volume Search

The **Select/Unselect** button determines the local search mode used on the listed volumes. The search mode options are as follows.

Global: Searches all volumes listed in the Volume Listing dialog box (batch data either on the local hard drive or CD).

Volume: Searches the one volume listed in the Volume Listing dialog box that is chosen with the **Set** command.

The button label indicates the current local search mode. The **Select/Unselect** button acts as a toggle to turn Global searching on and off. The default mode is Local: Global, indicated by the button label **Select**. Once a listed volume is selected (click to highlight), the button label changes to **Unselect**. A subsequent search will be performed on only that volume. If you click the **Unselect** button, the button label changes back to **Select**. A subsequent search will be global for all listed volumes.

> **Note:** In Local setup mode, the Status Bar displays either Local: Global or Local: <VolumeID>. The <VolumeID> display is the "select" volume's ID.

2.3.7.1 Volume Search

Follow these steps to perform a local search on a specific volume.

1. Select **Volume > View**. This opens the Volume Listing dialog box.

2. Click a listed volume in the Volume Listing dialog box to highlight that volume row. Then click the **Select** button. The button label switches to **Unselect**, and the Status Bar display reads Local: <VolumeID>, where <VolumeID> identifies the selected volume.
3. Click the **Search** button. Enter search criteria in the dialog box to view selected records in the volume, or click **Retrieve** without entering criteria to view all records in that volume. The matching records search is performed on only that volume.

2.3.7.2 Global Search

Follow these steps to perform a local search mode on all listed volumes.

1. Select **Volume > View**. This opens the Volume Listing dialog box.
2. If the button label reads **Unselect**, click the button. The button label switches to **Select**, and the Status Bar display reads Local: Global.
3. Click the **Search** button. Enter search criteria in the dialog box to view selected records in the listed volumes, or click **Retrieve** without entering criteria to view all records in all volumes. The matching records search is performed on all listed volumes.

2.3.7.3 Delete Volume Data

The **Delete** button in the Volume Listing dialog box deletes the selected (highlighted) volume(s). The option setting in the lower portion of the dialog box determines what volume data is actually deleted.

For “V” volumes (data on CD or floppy disk), you can delete the following.

Volume and Index: Deletes all data associated with the volume, and removes its row in the Volume Listing.

Index Only: Deletes the volume index data, but retains the volume data range information. Subsequent searches can use this range to determine if the requested data is on that volume. However, you can no longer access specific index data for a record on that volume unless you load the disk and re-import the data.

For “D” volumes (batches copied to the local archive), you can delete the following.

Volume and Index: Deletes all data associated with the volume. The Volume ID listing is removed, and the batch is listed by its Batch Name in the Batch View dialog box. To completely delete this batch, you must select it (click to highlight) in the Batch View dialog box and click the **Delete** button.

Index Only: This option is not currently implemented.

Follow these steps to delete a volume.

1. Select **Volume > View**. This opens the Volume Listing dialog box.
2. Select (click box) the **Volume and Index** option, then select (click to highlight) the target Volume ID row in the list. You can only select one volume at one time for deletion.
3. Select the **Delete** button. A confirmation dialog box will appear *(Figure 32)*.

Figure 32 – Volume Delete Confirmation Dialog Box

4. Click **OK**. The Volume ID is removed from the Volume Listing.
5. If this was a batch volume (indicated by "D" in the Volume ID), that batch's associated Batch Name (displayed in the deletion confirmation) appears in the Batch View dialog box. You must select this batch and delete it to remove all of its data from the local Archive.

2.3.8 Import Volume

You can import volume data from a CheckVision CD or a network directory into the master volume file. Once imported, you can then perform a local search on that volume data. Initiate the import by selecting **Volume > Import**. This opens the Import Local dialog box *(Figure 33)*. A description of the dialog box features follows.

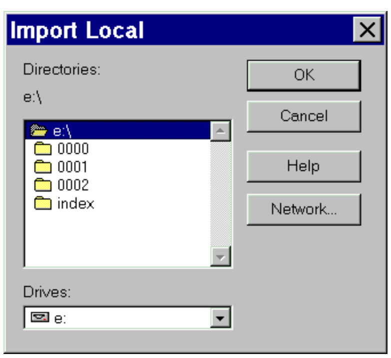

Figure 33 – Import Local Dialog Box

2.3.8.1 Volume Directories and Drives

Access volumes for import by selecting from available drives and directories.

Directories: Directories on the selected drive are displayed in this frame. Select (click to highlight) a directory or subdirectory where the volume to be imported is located.

Drives: Drives that are configured for access from this workstation. Click the arrow button to display a menu of drives, then click on a choice to select a drive. The directories on the drive appear in the Directories list.

2.3.8.2 Command Buttons

Click the button to activate its function.

OK: Performs an Import on the selected directory. This opens the Import box.

Cancel: Disregards any directory selections, and closes the Import Local dialog box without performing an import.

Help: Opens an Inquiry Help menu which displays a brief synopsis of the selected command, and gives procedural information.

Network: Opens a standard Select Network dialog box to let you connect to drives outside the local network. See *Microsoft Windows* documentation for details.

Make your directory selection and then click **OK** in the Import Local dialog box. This opens the Import dialog box *(Figure 34)*. The volume being imported is identified by its Volume ID. Options in this dialog box lets you designate what data gets imported with a volume: **Volume and Index** or **Volume Only** data.

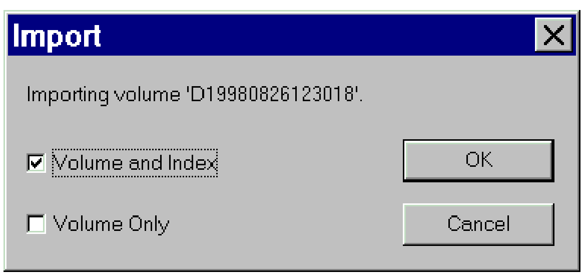

Figure 34 – Import Dialog Box

In most cases, you want to import both volume and index data so that you can access check records on that volume that match the search criteria. Only range-level data searches can be performed on volume data, you cannot search for specific records. If this range level search points to index data that has not been imported for a particular volume, then you must import both the volume and index data and then restart the search.

One reason to import only volume data is to save space on your local disk. Volume range data takes up very little space (222B per volume). Volume index data requires more storage space. For example, an average CD with 20,000 checks requires 6 MB of disk space. If you need to import data from a number of CDs to perform a search, then space may be a consideration. However, it is more efficient to import both volume and index data, perform the search, then delete the data before importing additional volumes. Delete this data as a regular part of your work routine to free up disk space for new data.

2.3.9 Import Procedure

Follow this procedure to import the volume data from a CheckVision CD or network directory into the master volume file.

1. Select **Volume > Import** to open the Import Local dialog box.
2. Select the drive directory where the volume resides. If the volume is a disk in the CD-ROM drive, select the "root" directory (the drive letter) to import the batch. It may be necessary to click on several subdirectories until the desired volume appears.
3. Select (click to highlight) the volume to be imported, and then click **OK**. The Import dialog box opens.
4. The Volume ID for the selected volume is displayed. Select the **Volume and Index** data option box, and then click **OK**. A confirmation dialog box appears *(Figure 35)*.

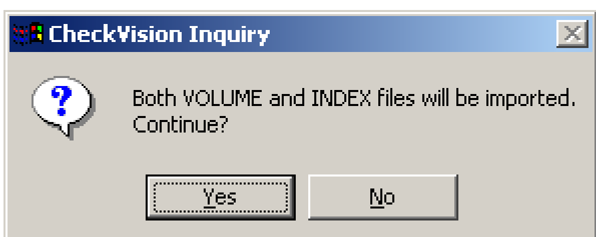

Figure 35 – Import Confirmation Dialog Box

5. Click **Yes**. A confirmation dialog box appears when the import is completed *(Figure 36)*.

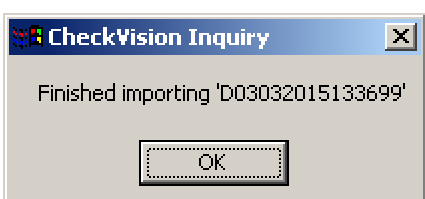

Figure 36 – Finished Importing Confirmation Dialog Box

6. Click **OK**. The Volume ID and data range associated with that batch appears as a row in the Volume Listing dialog box. A local search on that data can now be performed.

2.3.10 Export Volume

Volume index data can be exported from the current "select" volume (see the following procedure) to a designated file. You can then import this file into other applications. Select **Volume > Export**. This opens a submenu with the following export options.

All: Exports the "select" volume index file to a file with header, detail and trailer records.

Detail: Exports only the volume index file detail records into a file.

Once you select an export option, the Export Index File dialog box opens *(Figure 37)*. Name the file, select the directory where the volume index data will be exported to, and then click **Save**. The data will be saved to that file.

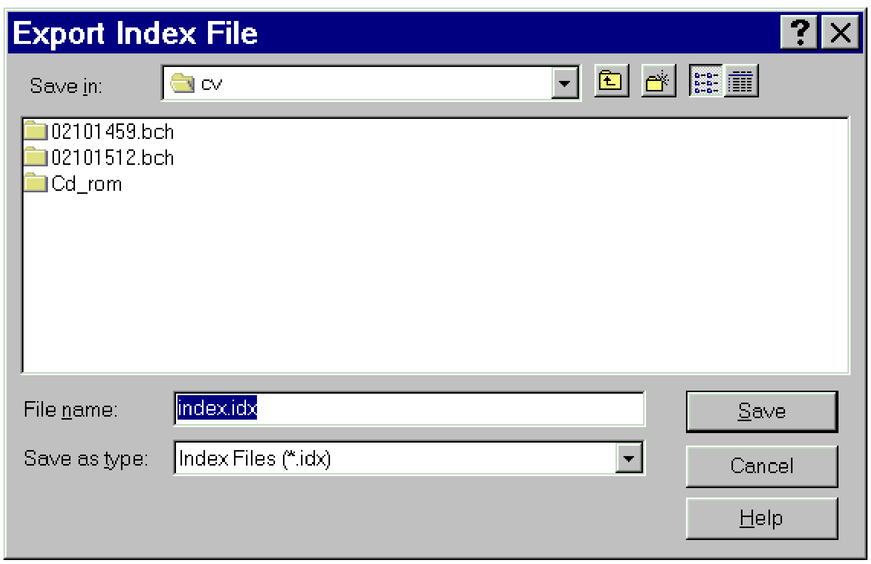

Figure 37 – Export Index File Dialog Box

2.3.10.1 Export Volume Procedure

Follow these steps to export index data from the current "select" volume to a designated file.

1. Select a volume for export. In the Volume Listing dialog box, select (click to highlight) a listed volume. The **Select** button label changes to **Unselect**, and the message Local: <Volume ID> appears in the Status Bar, where <Volume ID> identifies the selected volume.
2. Select **Volume > Export**. A submenu appears.

3. Select **All** or **Detail**. The Export Index File dialog box opens.
4. Choose a folder in which to save the index file. Note that a default filename, file type, and destination folder selection is provided. You can accept or change these defaults. Make any changes as needed.
5. Click on **Save**. The following message appears.

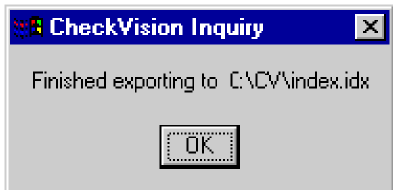

Figure 38 – Export Message

7. Select **OK** to complete the export. Once the volume index data is written to this file, it can be imported into other applications.

2.4 Print Checks

Inquiry Workstation provides different functions for printing check images and their record data. You can print checks associated with records displayed in the Batch dialog box as one print job, or print individual checks displayed in the Image window. You can also specify different print formats.

2.4.1 Print Options

Print options accessed through the **Options** menu are as follows.

Print Image: Displays a submenu with the following commands.

- **Front** — Select to print the check front side.
- **Back** — Select to print the check back side.
- **Front and Back** — Select to print both check sides.

Batch Print Format: Displays a submenu with the following commands.

- **1x1** — Select to print one check per page, along with associated check information.
- **2x5** — Select to print 10 images per page (10 checks one side or 5 checks both sides).
- **3x6** — Select to print 18 images per page (18 checks one side or 9 checks both sides).

These print options are interdependent for batch printing. The Print Image setting determines the number of checks per page you can print with the Batch Print Format option. For example, if you print only one side of the check (**Print Image**

> Front or **Print > Image Back**), then the Batch Print Format selections result in the following.

1x1: Prints one check per page.

2x5: Prints 10 checks per page.

3x6: Prints 18 checks per page.

Note: If you choose the 1x1 command, the check information for that record is also printed on the page along with the check image.

If you print both check sides (**Print Image > Front and Back**), then the number of checks printed per page is reduced by half. The result is as follows.

1x1: Prints one check per page (both sides).

2x5: Prints 5 checks per page.

3x6: Prints 9 checks per page.

2.4.2 Single Print Procedure

Follow these steps to print a single check image.

1. Select **Batch Print Format > 1x1**, and a **Print Image** option, in the **Options** menu.
2. Perform a **Search** to display the check record you want to print in the Check Index List.
3. Double-click the record row in the list. If the check image is available, it will appear in the Image window.
4. Click on the **Print** button in the Image window. The Print dialog box opens *(Figure 39)*.

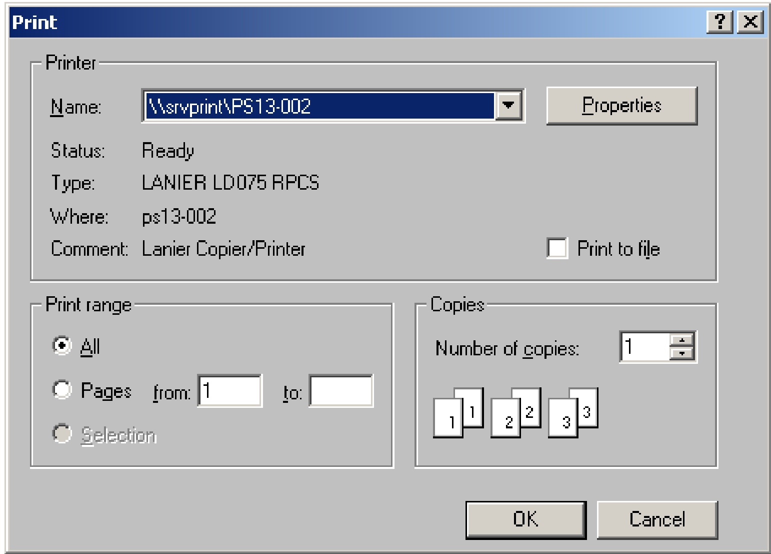

Figure 39 – Print Dialog Box

5. Select the desired settings, and then click **OK**. The check image, together with its associated document information, is printed at the selected printer.

2.4.3 Batch Print Procedure

To print several check images together as one print job, follow these steps.

1. Select the desired **Batch Print Format** and **Print Image** options from the **Options** menu.
2. Perform a search to display the check records you want to print in the Check Index List.
3. Select (click to highlight) the records you want to print as one job, then select **Batch > Insert** to insert them into a batch. You can also click and drag selected records over the **Batch** toolbar button, then release the mouse button to insert them in the batch.
4. Click the **Batch** button, or select **Batch > Retrieval/Printing**. The Batch dialog box appears.
5. Click the **Print All** button. The batch print job will be processed and printed at the configured printer.

Note: A message box will inform you if a check image is not available. If the Batch Name field in the Batch dialog appears blank, then at least one check image in that batch is stored on tape. Enter a batch name so that Inquiry can try to access these images by creating a Pending Mail Request. See section *2.5 Pending Mail Requests* for more information. The batch print job cannot be processed until all check images are accessed.

2.4.4 Print Preview

The **Print Preview** function in the Image window lets you preview the page print format of the displayed check before you print. You can change the **Print Image** option settings in the **Options** menu, if needed, before you print. **Print Preview** only works for single check printing. It does not work for a batch print job with multiple check images on one page, or multiple pages of check images.

When the **Print Preview** button is selected, the Image window is replaced by the Print Preview window *(Figure 40)*. This window displays a page layout of the check image and document information as it will print on the page. You can click the mouse cursor within the page image to show the layout in different magnified views.

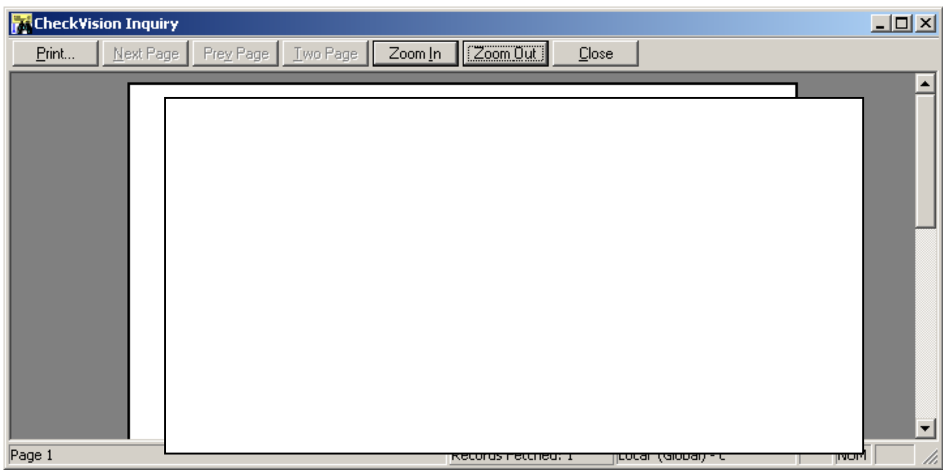

Figure 40 – Print Preview Window

2.4.4.1 Print Preview Functions

Click a Print Preview command button to activate its function.

Print:	Prints the displayed document.
Next Page:	Not implemented for single page.
Prev Page:	Not implemented for single page.
Two Page:	Not implemented for single page.
Zoom In:	Enlarges the image display.
Zoom Out:	Reduces the image display.
Close:	Closes the Print Preview window.

2.5 Pending Mail Requests

If you perform a search for check records on a remote server (LAN mode) using the **Retrieve All** command, or if you try to retrieve a batch of records to copy to disk or print, Inquiry attempts to access all check images associated with the batch. If one or more of the associated check images are stored on tape, a Retrieve Image Confirmation dialog box appears *(Figure 41)*. You make entries here to submit a retrieval request for the images. The request status is displayed in the Pending Mail Requests dialog box. If the retrieval is completed successfully, you can access the batch for viewing or printing.

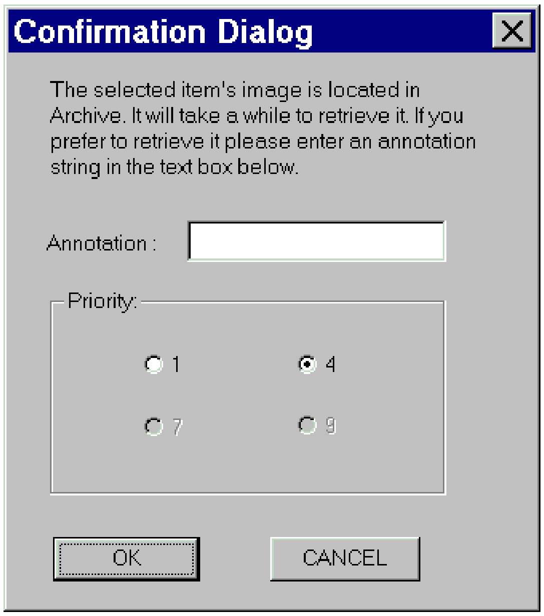

Figure 41 – Retrieve Image Confirmation Dialog Box

2.5.1 Retrieve Image Features

The following functions appear in the retrieve image confirmation dialog box.

Annotation: Enter text to identify the request in the Pending Mail Requests list.

Priority: Select (click option) priority level for request processing.

- Priority 1 - Lower Priority
- Priority 4 - Higher Priority

OK: Click this button to submit the request.

Cancel: Click this button to cancel the request.

Note*:* If you cancel the image retrieval, the entire batch is cancelled. No data is retrieved for viewing or printing.

2.5.2 Retrieve Image Procedure

Follow this procedure to submit an image retrieval request.

1. Enter the `appropriate text to identify this request` in the Annotation field.
2. Select a request **Priority** level.
3. Click **OK**. The request is submitted to the tape server.
4. Click the **Mail In** toolbar button. The request status is listed in the Pending Mail Requests dialog box.

2.5.3 Pending Mail Request Features

Click the **Mail In** button located in the Inquiry window toolbar to view the Pending Mail Requests dialog box *(Figure 42)*. Displayed here is the status of all image retrieval requests to tape for your user account. If a request is completed successfully, the image file is placed in a mailbox assigned to your user account on the remote server. You can then retrieve the batch that the image is part of. If the retrieval is not successful, or if a system error occurs while retrieving the image, you can contact your system administrator.

The following sections provide descriptions of the Pending Mail Requests features.

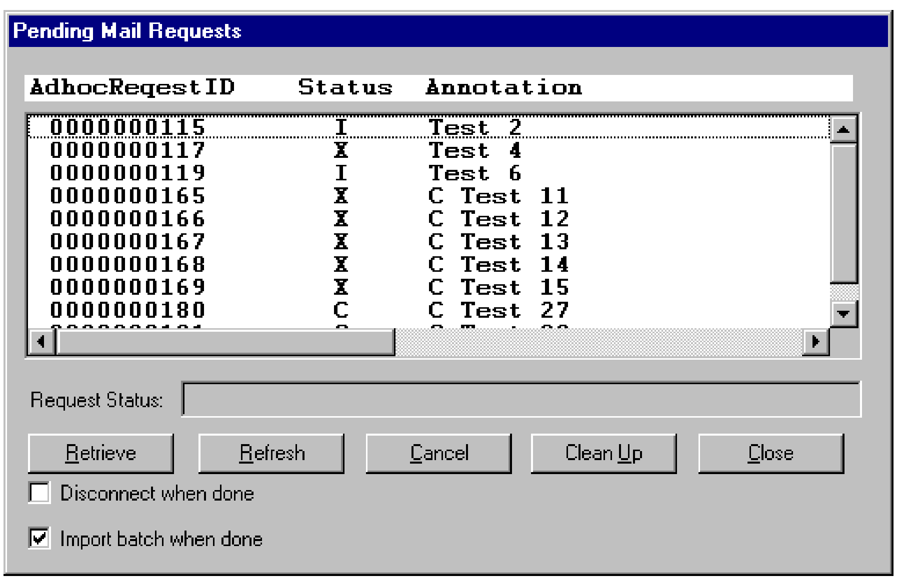

Figure 42 – Pending Mail Requests Dialog Box

2.5.4 Pending Request List

Submitted image retrieval requests for your user account appear in a list. If the request list exceeds the display area, use the scroll bars along the right and bottom margins of the frame to view other listed requests. The following information appears for each request.

Adhoc Request ID: System-generated request identifier.

Status: Processing status of the selected (highlighted) request.

Annotation: Text entered by the operator in the image retrieval dialog box to identify this request.

2.5.4.1 Request Status Codes

The current processing status for each listed request is indicated by a code letter. This letter appears in the Status column of the request list. The following is a description of each status code.

C: Completed: The requested records have been accessed from tape Archive and are staged on magnetic disk for further retrieval.

F: Failure: The request was not successfully completed. The image cannot be retrieved, nor can the batch data that this request is part of. Notify your supervisor about this status.

I: Incomplete: This request is still pending; the requested records have not been retrieved from the tape Archive, and have not been staged on magnetic disk for further retrieval.

L: Cancelling: A request to cancel the retrieval has been submitted.

X: Cancelled: This retrieval request has been cancelled.

2.5.4.2 Command Buttons

The following command buttons appear on the Pending Requests dialog box.

Retrieve: Retrieves the image along with associated batch data for a request with C (Completed) status. The data is moved from the mailbox to the local Archive. First select (click to highlight) a request, and then click this button.

Refresh: Displays the current status of all listed requests. Request status is not updated in the list unless you click this button.

Cancel: Cancels a request with an I (Incomplete) status. First select (click to highlight) the request, and then click this button.

Clean Up: Removes all listed requests with an X (Cancelled) or a C (Completed) status from the dialog box display. Does not remove those requests with an F (Failure) status. It also removes any data in your mailbox.

Close: Closes the Pending Mail Requests dialog box.

2.5.4.3 Retrieval Options

The following retrieval options appear on the Pending Requests dialog box. Select (click the option box) an option before you click the **Retrieve** button to retrieve a completed request.

Disconnect When Done:	Closes the connection to the remote server once the **Retrieve** button has been activated and the batch data is copied to the local Archive.
Import Batch When Done:	Imports the batch volume data that the retrieved image is part of, once the **Retrieve** button has been activated and the batch data is copied to the local Archive. You can then perform a Local search on that batch.

2.5.5 Completed Request Procedure

Follow this procedure to process a completed image retrieval request.

1. Click the **Mail In** toolbar button. The status of all requests is listed in the Pending Mail Requests dialog box.
2. Select (click to highlight) a request with a Completed (C) status.
3. Select the **Import Batch When Done** option if you want to import the batch volume data to perform a local search on the batch data.
4. Click the **Retrieve** button. The batch retrieved image file and associated record data is available for review.

2.5.6 Failed Request Recovery

If an image retrieval request fails (F status), you cannot retrieve that check image or any of the batch data that the retrieval request is part of. Notify your supervisor. Your mailbox must be cleaned out of any leftover batch data.

In order to access the other check records and images in the batch, you must rebuild the batch for retrieval without records that are stored on tape. You can determine this by performing a search to list the records in the Check Index List. Then check the Media column for each record. If the letter “T” appears in the column, that means that the check image is stored on tape. Do not include these records in your batch.