CU*CD User Guide

Viewing Reports and Statements on CD-ROM

INTRODUCTION

CU*Answers is pleased to present CU*CD: our own custom-designed software for viewing archived reports and statements on CD-ROM. CU*CD offers even faster turnaround, greater security and flexibility for future expansion, and an easy-to-learn user interface.

This booklet describes how to use CU*CD to view reports and member statements that have been archived on a CD-ROM.

CONTENTS

SYSTEM REQUIREMENTS AND INSTALLATION

HARDWARE REQUIREMENTS

These specifications represent the minimum configuration for retrieving documents from a CU*CD archive CD-ROM.

- PC running Microsoft Windows 95 or above
- Microsoft .NET 1.1 Framework (see below for installation instructions)
- 16 Mb RAM
- CD-ROM drive
- Because of the time required to search through files, faster CPU speed will result in more efficient retrieval time

INSTALLATION

Each CU*CD CD-ROM contains the viewer software needed to view and print reports and statements. CU*CD does require that your PC be running Microsoft .NET 1.1 Framework. If your PC does not already have this software (or you do not know whether it does or not), it is easy to install. Simply go to www.microsoft.com and search for .NET Framework. You will need to install at minimum the 1.1 version.

If you do not have a high-speed Internet connection, contact Media Operations (800-327-3478 ext. 132, or mediaoperations@cuanswers.com) for information on how to obtain these files for free.

Once the .NET upgrade is complete, you may proceed to open your first CU*CD data CD.

BACKING UP YOUR ARCHIVE DATA

It is essential that you determine a disaster recovery plan in case your CD is damaged or destroyed. Extra copies of each quarter's CD can be ordered in advance but cannot be produced as a standalone CD after the initial CD burn.

Therefore, we recommend you either copy the contents of the CD to a secure backup location, burn a copy to another CD (if you have a CD burner), or purchase at least two copies of the CD each quarter. Contact Media Operations for details.

PASSWORD PROTECTION FOR YOUR CDs

To protect your valuable member data as it is in transit from CU*Answers to your credit union, and to allow you to control who on your staff can view archived reports and statements, each CD you receive will be password-protected.

A letter will be mailed separately to your credit union CEO explaining what the password will be. The same password is used for all CDs produced while that password is in effect.

The passwords will be changed on a yearly basis by CU*Archives. You will be informed of the new password before your credit union receives them. Passwords are randomly generated and meet strong password criteria: 8 characters in length, consisting of at least one each uppercase letter, lowercase letter, and numeric digit.

Remember: Passwords should never be posted in a visible location or stored with the CDs. Just remember to keep good records of which CDs go with each year's password so that you can view CDs from previous years.

GETTING STARTED

OPENING CU*CD

1. Insert the CD into the CD-ROM drive on your computer. If your CD drive has the auto-run option turned on, the software will launch automatically.

   > *If auto-run is turned off, click Start, then Run, then use the Browse button to select the file named **CDClient.exe** on the CD-ROM drive (usually D:\CDClient.exe). Click OK to launch the program.*

2. The entry screen will appear, along with the login box. (If needed, click the screen for the login box to show.) The entry screen for reports is shown below:

Figure 1: The Entry Screen
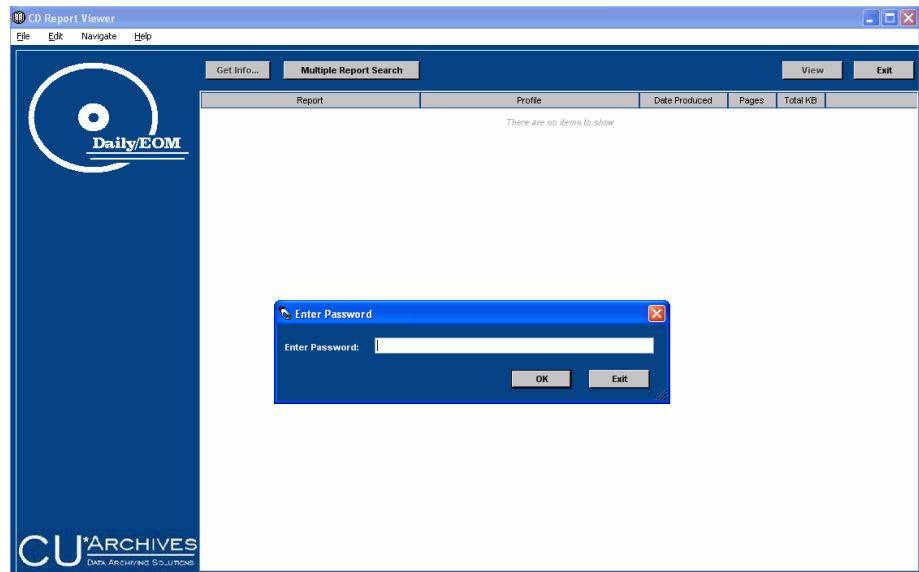
3. Please type in the password provided to your credit union. (See Page 2 for more information about this password.)

4. Click OK and the main Report Selection screen (Figure , below) will appear:

Figure 2: The Report Selection Screen

Each of the items listed here is actually a **file** containing the entire group of reports produced on a particular date.

SELECTING A FILE

From the main Report Selection screen, double-click on the report or statement file you would like to see. The Report Viewer screen will appear next.

For instructions related to daily and monthly reports, **see Page 6.** For instructions and tips for member statements, **see Page 9.**

NEW! For instructions on how to search for a selected report or a statement of a selected member across several dates using the Multiple Report Search screen, **see Page 11.**

VIEWING AND PRINTING REPORTS

**Figure3: The Report Viewer Screen (Reports)**
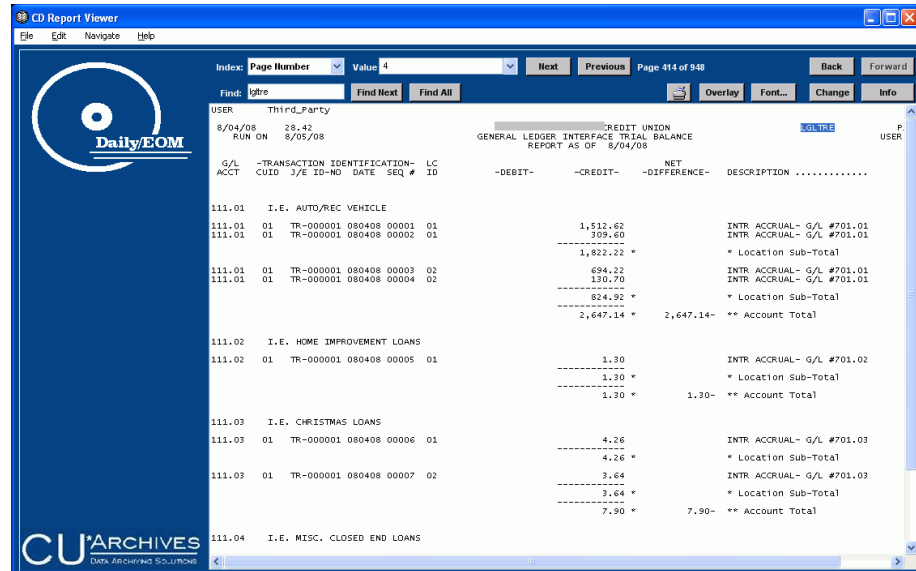
When a report file is first displayed it will show page 1 of the report file, which contains just your credit union name. You may move through the file now, one page at a time (click Next or Previous), or use the Index feature to locate a specific report type quickly:

1. From the Index drop-down list, choose **Report Code** (this lets you choose from a list of report names).

2. Use the **Value** drop-down list to choose the desired report name.
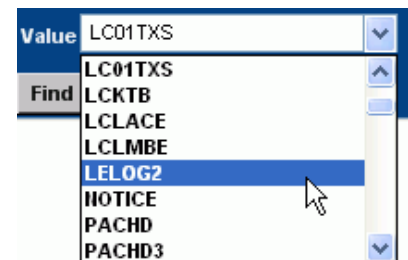
Tips:

♦ Each page of a multi-page report is listed as a separate entry, so to start with page 1 of the report, be sure to choose the first item with the desired name.

♦ Reports that do not have an obvious report name on them will be given a generic name of UNDEF (undefined). If you are unable to locate a particular report, trying moving to the first UNDEF item in the list and use the Next button to scan through all of the undefined reports to look for the one you need.

3. The selected report page will appear. Use the **Next** and **Previous** buttons to scroll through other pages of the report.

Tips:

♦ Notice the page number that appears immediately to the right of these buttons, and make a note of the report pages if you plan to print a copy of the report.

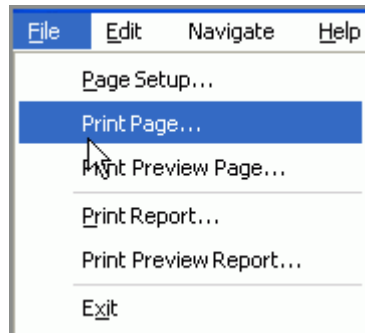♦ For additional tips on scrolling, see Page 13.

USING FORM OVERLAYS

For large reports, use the **Overlay** button to choose a green bar overlay, similar to green bar paper, to make it easier to read across each row of data.
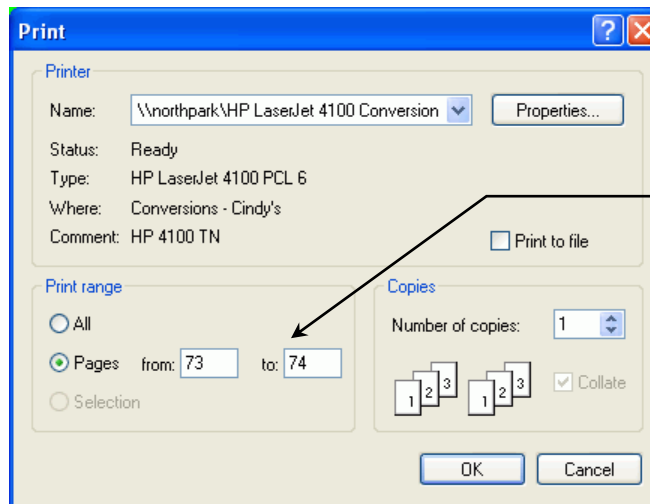

PRINTING REPORT PAGES

After locating the report page(s) you wish to print, click the Print button to print individual pages of the report file:

♦ The "**Print Preview...**" options will first display a dialog box where you can select printer and page settings, and then a preview window will appear.

OR

♦ Use **Print Page...** to print only the page currently being viewed.

OR

♦ Choose **Print Report...** and then specify the group of pages to be printed from the report file. (See the following Figure 4.)
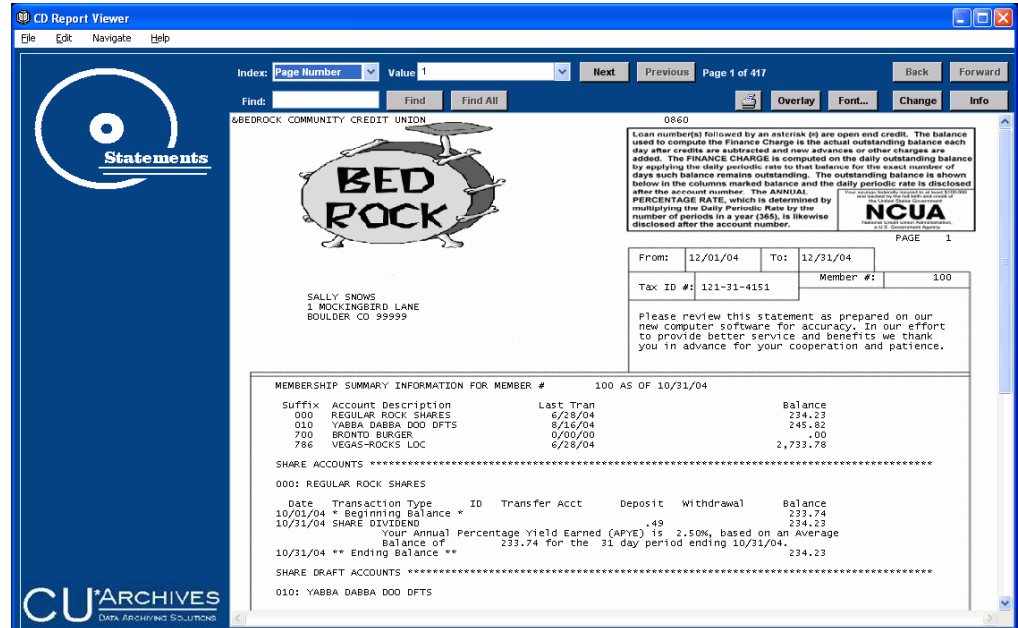
Figure 4: Print Report...

BE CAREFUL: If you do not specify a range of pages, the entire report file will be printed!

VIEWING AND PRINTING MEMBER STATEMENTS

Initial View

When you first log into a Statement CD, you will see a listing of statement files ordered by date.

**Figure 5 The Report Viewer (Statement)**

When the statement file is first displayed it will show the first member in the file, which is in numeric order by member account base. You may move through the file now, one page at a time (click Next or Previous), or use the Index feature to locate a specific account number quickly:

1. From the Index drop-down list, choose **Member Account Number** (this lets you choose from a list of account numbers) or **Tax ID Number** (to choose from a list of SSN/TINs).

2. Then use the Value drop-down list to choose the desired account number or SSN/TIN.
   OR
   Type the account number or SSN/TIN into the Value box and press Enter.
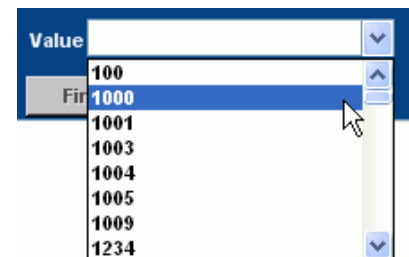
3. Once the correct member's statement is displayed, from the Index drop-down list, choose **Page Number**.

1. Use the [Next] and [Previous] buttons to scroll through additional pages of the statement.
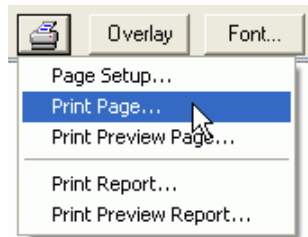
Tips:

♦ Notice the page number that appears immediately to the right of these buttons, and make a note of the report pages if you plan to print a copy of the statement.

♦ For additional tips on scrolling, see Page 13.

PRINTING STATEMENT PAGES

After locating the statement page(s) you wish to print, click the Print button to print individual pages of the statement file:

♦ The "**Print Preview…**" options will first display a dialog box where you can select printer and page settings, and then a preview window will appear.

OR

♦ Use **Print Page…** to print only the statement page currently being viewed.

OR

♦ Choose **Print Report…** and then specify the group of pages to be printed from the statement file (see Figure 6 below).

Figure 6: Print Report…
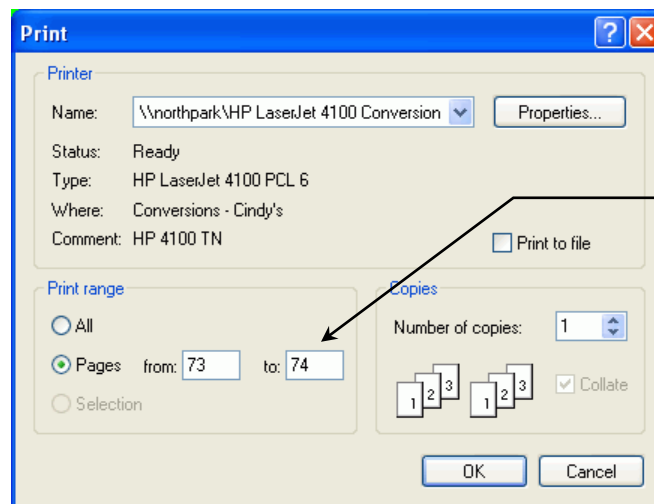
BE CAREFUL: If you do not specify a range of pages, the entire statement file will be printed!

USING MULTIPLE SEARCH

Now it is even easier to find just the report or statement you want to view and print. For example, let's say you want to print all copies of a specific report for the month of June or a specific member's name (or account number's) statements for January through March. The Multiple Search feature filters for all the member's statements or the specific report on your CU*CD archive CD that fit your search criteria. Then you simply select the report or statement you need and print it. This eliminates the need to search for these statements or reports across the individual daily or monthly files on the CD.

USING MULTIPLE SEARCH WITH REPORTS

Let's say you want to retrieve every copy of a specific report across all of the days (or selected days) on your CU*CD archive CD-ROM. This process is easy with the Multiple Search feature.
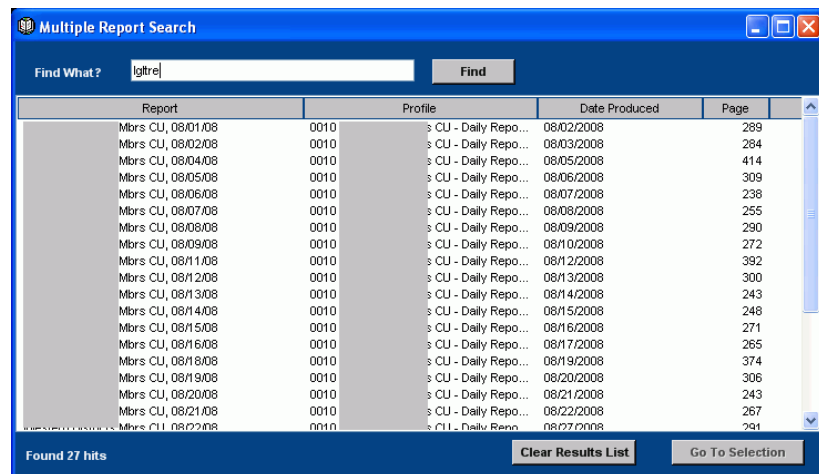
1. From the initial screen (Figure 1 on page 4), click the Multiple Report Search button.

Figure 7: Multiple Search Button

2. The Search screen opens. Type the report name in the **Find What?** Field and click the Find button. The resulting list shows all of the reports with this selected name across all of the dates included on the CD.

Figure 8: Report Results for Multiple Search

3. Select a specific report from this list and the report for the selected date will open.

4. At this point you can print the individual report.

The Multiple Search Screen remains open, allowing you to select another report which matches your new Multiple Search selection.

USING MULTIPLE SEARCH WITH STATEMENTS

Let's say you want to retrieve all the statements for a specific member or account number across the months (or specific months) on your CU*CD archive CD-ROM. Just as with reports, you will use the Multiple Search feature.
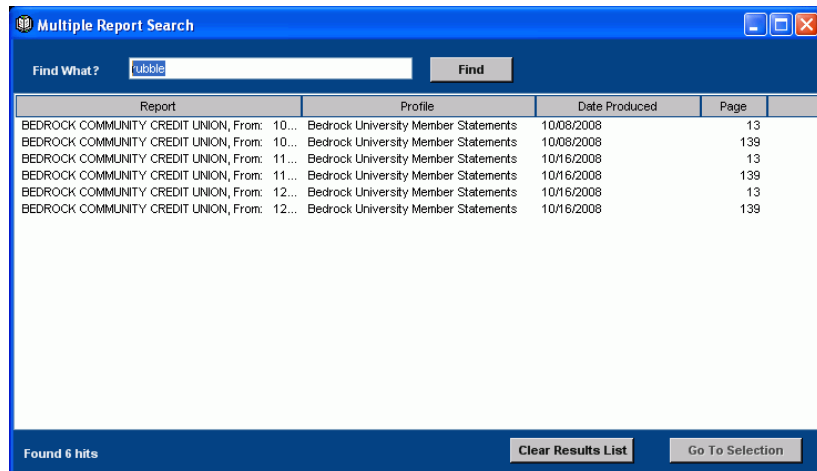
1. From the initial screen (Figure 1 on page 4), click the Multiple Report Search button.

Figure 9: Multiple Search Button

Multiple Report Search

2. The Search screen opens. Type the member name or account number in the **Find What?** Field and click the Find button. The resulting list includes all of the statements for this member name (or account number) across all of the months included on the CU*CD archive CD-ROM.

Figure 10: Statement Results for Multiple Search

3. Select a statement from this list and only the individual statement for the selected date will open.

4. At this point you can print the individual statement.

The Multiple Search Screen remains open, allowing you to select another statement which matches your new Multiple Search selection.

USING OTHER CU*CD FEATURES

THE CU*CD TOOLBAR

Use Next and Previous to browse through the file.

Use Change to return to the Report Selection screen and open a different file.

| Index: | Report Code | Value | LCLACE | Next | Previous | Page 6 of 592 | Back | Forward |
| Find: | | Find | Find All | | | 🖨 Overlay Font... | Change | Info |

Enter text here and click Find to locate a word or value on any page of any report or statement in the file.

Choose "green bar" or a statement overlay for easier reading.

Choose a font style and size to make the text larger or smaller.

FINDING TEXT WITHIN A REPORT OR STATEMENT FILE

1. To locate a specific word, phrase, or amount on any page of the report or statement file, enter the text into the Find box.

2. Click the **Find** button. The first item found will be highlighted. The Find button will now read **Find Next**, and can be used to locate the next occurrence of the text.

   OR

   Click **Find All** to highlight all occurrences of the text throughout the entire file. The Find All button will become a drop-down list showing all of the pages on which the text was found; simply select the desired page from the list.

SCROLLING THROUGH THE STATEMENT OR REPORT FILE

The behavior of the **Next** and buttons will depend on the **Index** currently in use. There are two different index types used by both reports and statements:

- ♦ **Report Code** or **Member Number** or **Tax ID Number** - With this index type, the Next and Previous buttons will move to the first page of the next/previous report or statement in the file.

Index:	Tax ID Number
	Member Account Nur
Find:	Tax ID Number
	Page Number

- ♦ **Page Number** - With this index, the Next and Previous buttons will move to the next or previous page within the file.

Index:	Report Code
	Report Code
Find:	**Page Number**
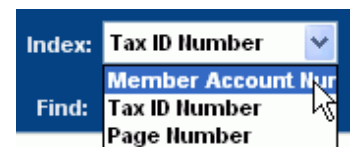
When viewing a **multi-page statement**, you will first need to use the Member Number or Tax ID Number index to locate the correct statement,

then switch to the Page Number index to scroll through additional pages for that statement.

When viewing a **multi-page report**, you can use the Report Code index to locate the correct report but do not need to switch back to the Page Number index to search for additional pages (because the report name is actually printed again at the top of every page of a report).