ArchView

Viewing Reports, Statements, Tax Forms and Images on CD/DVD

INTRODUCTION

CU*Answers, in collaboration with eDOC Innovations, is pleased to present ArchView, our own custom-designed software for viewing archived reports, statements, and other archived items on CD/DVD. ArchView offers even faster turnaround, greater security and flexibility for future expansion, and an easy-to-learn user interface.

This booklet describes how to use ArchView to view reports, member statements, tax forms, and images (such as receipts and photo IDs) that have been archived on CD/DVD.

CONTENTS

System Requirements and Installation	
HARDWARE REQUIREMENTS	2
INSTALLATION	2
BACKING UP YOUR ARCHIVE DATA	2
PASSWORD PROTECTION FOR YOUR CDS	2
GETTING STARTED	4
OPENING ARCVIEW	4
Performing a Search	5
PERFORMING A SEARCH ON A DATE OR DATE RANGE	8
Reports	9
SEARCHING FOR TEXT IN A REPORT	9
VIEWING A REPORT	10
SAVING A REPORT	10
PRINTING A REPORT	10
Member Statementds	12
VIEWING STATEMENTS	12
PRINTING STATEMENT PAGES	13
TAX FORMS	14
VIEWING TAX FORMS	14
PRINTING TAX FORMS	15
IMAGES (PHOTO IDS AND RECEIPTS)	16

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SYSTEM REQUIREMENTS AND INSTALLATION

HARDWARE REQUIREMENTS

These specifications represent the minimum configuration for retrieving documents from an ArchView archive CD/DVD.

- PC running Microsoft Windows XP or above
- Microsoft .NET 4.0 Framework (see below for installation instructions)
- 512 Mb RAM
- CD/DVD drive
- Because of the time required to search through files, faster CPU speed will result in more efficient retrieval time.
- In order to view statements, Adobe Acrobat Reader must be installed.

INSTALLATION

Each ArchView CD/DVD contains the viewer software needed to view and print reports and statements. ArchView does require that your PC be running Microsoft .NET 4.0 Framework. If your PC does not already have this software (or you do not know if it does), it is easy to install. Simply go to <u>www.microsoft.com</u> and search for .NET Framework. You will need to install at minimum the 4.0 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 ArchView data CD.

BACKING UP YOUR ARCHIVE DATA

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

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

PASSWORD PROTECTION FOR YOUR CDs

To protect your valuable member data as it is in transit from eDOC Innovations to your credit union, and to allow you to control who on your staff can view archived items, each CD/DVD 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 CD/DVDs 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 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 ARCHVIEW

1. Insert the CD/DVD into the CD/DVD drive on your computer. If your CD/DVD 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 ArchiveViewer.exe on the CD/DVD drive (usually D:\ArchiveViewer.exe). Click *OK to launch the program.*

2. The entry screen will appear, along with the login box. The entry screen for reports is shown below:

	Login User ES To Text	▼		Search Results	
Login User El CUA	Login User Ellipsi and Annual				
Key:	Key:	V		Document	Search Text P
			Key:	Cancel	
			cogn		

The Entry Screen

3. Please type in the password provided to your credit union. (See Page 2 for more information about this password.)

Login User		
Disk ID:	CUA	
Key:		
	Login Cancel	

4. Click OK and the main Search screen will appear (shown below). Depending on your CD/DVD, different search criteria will appear on the screen.

PERFORMING A SEARCH

Use the following method to search for any type of archived item, including reports, statements, or images (such as receipts).

- 1. Enter your search criteria in the fields provided.
 - Search fields vary and are determined by the way the item is indexed. For that reason, for example, receipts have different search fields than reports.

Main Search Screen (Search Fields Will Vary)

Search Tips

- Items that can be searched for include indexed items, such as short report names, account numbers, member names, and any word in a report description. For example, for reports, when searching on "Title," enter the short report name or any word in the title.
- Search terms are not case sensitive.
- Boolean characters such as "AND" are not supported within a Search item. However, when searching for an item, you can use multiple search fields such as both the report name and date fields.
- For reports only: Use the Text field to search for text within the body of the report.
- Leave the search fields blank to view all items of that type that appear on the CD, with the exception of statements. You cannot view all statements at one time; instead, enter a specific account number to view only that member's statement.
- See Page 8 for a discussion on date-range searches.
- 2. Once you have selected your search criteria, click the Search button.
- Search results will appear at the top of the screen in the Search Results section. The number of items found will appear at the top of this listing.



Search Results Shown

- 4. Double click an item on the list and the item (such as a report or receipt) will appear in the **Document** section at the bottom of the screen.
 - NOTE: The navigation bar at the top of the Document area varies according to the type of image.

Document	Selected
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Archive Viewer		Checks	Customer_ID Current_F	Rec	Reports	Statement	s		
						(3 / 170 records)			-61 (?)
Report Title				oearc					
Report Text	v				Doci	ument			
Report Text			Page 1 of 2		00	Save Document	Sanch Text	- 6	
Search "Report Date"	-					J our out and the	2 Provide Contractor		
Votes									
		8/01 BU	/12 02:51:43 N ON 0/01/12	MEMBER	BEDROC BALANCE 1	K COMMUNITY CREDI AS OF S/01/12 OAN ACCOUNT TYPES	UNION LEDGER ACCOUN	T	LGLACT
		CORPOR	ATION -01 BEDROCK COMMUNITY CR	COTT UNION					
		G/L	DESCRIPTION	MEMBER	1.02Fa	BALANCE	AVG BALANCE	TOTAL INT DUE	AVG
Search		70100	CLOSED END LOANS	01 02 10	713 14 728	18,154,493,42 140,156,57 11,085,44 18,305,735,43	25.462.12 10.011.18 11.085.44 25.145.24	1,503,332.40 4,464.03 276.74 1,508,073.17	2,108. 318. 276. 2,071.
			LOC LOANS	01 02	72 1 73	562,847.07 562,847.07	7,817.32	179,553.32 179,553.32	2,493,
		70102	HELOC LOANS	01 02	65 67	1,085,570.80	16,701.08	84,321.20 84,321.20	1,297.
		70105	INTEREST ONLY SLATE LOANS	01	55	1,714,38	342.87 342.87	447.58 447.58	89.
		70200	ACCR INT AGRICULTURAL LOAN	01 02	110 111	732,228.82	6,656.62	87,658.40 87,658.40	796.
		70300	STUDENT LOANS	01	3	17,000.00	5,666.66	256.79	85.
		71500	VISA CLASSIC	01 02 10	100 2 103	8,472.83- 81.29- 00 8,554.12-	84.72- 40.64- 83.04-	.00 .00 .00	
		71900	LOANS IN COLLECTION	01 02	45 49	1,311,926.95 26,677.04 1,338,603.99	29,153.93 6.669.26 27,318.44	22,633.84 1.296.96 23,930.80	502. 324. 488.
		87000	MISC DATA PROCESSING SUSPENSE	<u>91</u>	1	:88	:00	:00	
			* ACTIVE ACCOUNTS		1,119	21,034,573.79	18,797.65	1,869,343.65	1,670
			· WRITTEN OFF		24	1,000,572.58	41,690.52	14,897.61	620
			** TOTAL ALL LOANS		1,143	22,035,146.37	19,278.34	1,884,241.26	1,648
				Dr	k 1 of 1				

To return to the report listing to select a different report, click "Search Results."

PERFORMING A SEARCH ON A DATE OR DATE RANGE

The following directions cover searching using a date or date range field.

1. In order to search for a date or date range, click the ellipsis button next to a date field to view a pop-up selection box.



2. The date search fields will appear.

Search "Report Date"	Search this field
Notes	Date Search Type Between
	From Date 9/ 6/2012 -
	To Date 9/ 6/2012 -
Search	Close

- 3. Check the box that reads, "Search this field."
 - Important: You must check this box for the date search to be used. Once this box is checked, the date fields will become active and allow the selection of dates.
- 4. Select a Date Search Type. These include Between, On, Before, and After.
- 5. Enter your date range.

🗹 Se	earch this f	
Date Betw	Search Tyr een	e ▼
From 8/2	Date 1/2012	-
To Da	ate 1/2012	•
	Close	

- 6. Click Close.
- 7. When you return, this field will now have an X next to it to indicate that a date has been selected.

Search "Report Dat	e" X
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8. If you later return and uncheck "Search this date," the date range will no longer be used for the search and the ellipsis will reappear next to the date field.

Search "Report Date"

REPORTS

Archive Viewer	C	hecks	Customer_ID T Current_F	Rec	Reports	Statement	6		
Report Title		100	- (f.	Search	Results	(3 / 170 records)			-61 (?)
LGLACT						iment			
Report Text	22						1.00		
N. Start			◄ Page 1 of 2		9, 9,	Save Document	Saarch Text	• •	
Search "Report Date"	1								
Notes		8/01/12 RUN OF	· ^{02;51;43}	MENBER E	ALANCE S	K COMMUNITY CREDIT UMMARY BY GENERAL AS OF 8/01/12 DAN ACCOUNT TYPES	UNION ACCOUNT	T	LGLACT
		CORPORATIO	ON -01 BEDROCK COMMUNITY CR	EDIT UNION					
		G/L DI	SSCRIPTION	MEMBER	Aceta	BALANCE	AVG BALANCE	INT DUE	AVG INT DUE
Search		70100 CL4	DSED END LOANS	01 02 10	713 14 728	18,154,493,42 140,156,57 11,085,44 18,305,735,43	25,462.12 10,011.18 11,085.44 25,145.24	1,503,332.40 4,464.03 276.74 1,508,073.17	2,108. 318. 276. 2,071.
		70101 LO	2 LOANS	01 02 **	72 73	562,847.07 562,847.07	7,817.32 7,710.23	179,553.32 179,553.32	2,493. 2,459.
		70102 HE	LOC LOANS	01 02	65 67	1,085,570.80	16,701.08 16,202.54	84,321.20 84,321.20	1,297.
		70105 IN	TEREST ONLY SLATE LOAMS	01	55	1,714.38	342.87 342.87	447.58 447.58	89.
		70200 AC	TR INT AGRICULTURAL LOAN	01 02 **	110 111	732,228.82 732,228.82	6,656.62 6,596.65	87,658.40 87,658.40	796. 789.
		70300 ST	JDENT LOANS	01 **	3	17,000.00	5,666.66 5,666.66	256.79 256.79	85. 85.
		71500 VI	5A CLASSIC	01 02 10	100 2 103	8,472.83- 81.29- 8,554.12-	84.72- 40.64- .00 83.04-	.00 .00 .00	
		71900 LO	ANS IN COLLECTION	01 02	45 4 49	1,311,926.95 26,677.04 1,338,603.99	29,153.93 6.669.26 27,318.44	22,633.84 1,296.96 23,930,80	502 324 488
		87000 MI:	SC DATA PROCESSING SUSPENSE	01 **	4	:00	:00	:00	1
			TIVE ACCOUNTS		1,119	21,034,573.79		1,869,343.65	1,670
		- 40	** TOTAL ALL LOANS		1,143	1,000,572.58 22,035,146.37	41,690.52 19,278.34	14,897.61	1,648

The Report Viewer Screen (Reports)

The bar at the top of the Document section allows you to perform a search within the report and change the page of the report you are viewing. It allows you to save and print the selected report.



SEARCHING FOR TEXT IN A REPORT

To locate a specific word, phrase, or number on any page of the report, enter the text (or number) in the "Search text" box. Then click the arrow next to the box. This will search for the text only within the report you are viewing.



All instances of the text will appear highlighted in the report.

	Archive Viewer					_			- 0 X
		C	hecks T Customer_ID Current_	_Rec	Reports	Statement	9		
	Report Title	⊳		Search	h Results	(3 / 170 records)			e 0
	LGLACT				Doc	ument			
	Report Text		< Page 1 of 2 ►			Save Document	loans	• •	
	Search "Report Date"	1							
NOTE: To search for text or a number	Notes		8/01/12 02:51:43 RUN ON 8/01/12	MEMBER	BEDRO	CK COMMUNITY CREDIT SUMMARY BY CEMERAL AS OF 8/01/12 LOAN ACCOUNT TYPES	LEDGER ACCOUNT	π	LGLACT
in all reports on the CD, use the Report			CORPORATION -01 BEDROCK COMMUNITY C	REDIT UNION					
Text field.			G/L DESCRIPTION	MEMBER BRANCH	ACCTS	TOTAL BALANCE	AVG	TOTAL INT DUE	AVG INT DUE
	Search		70100 CLOSED END LOANS	01 02 19	713 14 728	18,154,493,42 140,156,57 11,005,44 18,305,735,43	25,462,12 10,011,18 11,085,44 25,145,24	1,503,332,40 4,464.03 276.74 1,508,073,17	2,108,46 318,85 276,74 2,071,52
			70101 LOC BOANS	01 02	72 73	562,847.07 562,847.07	7,817.32	179,553.32 179,553.32	2,493,79
			70102 HELOC LOANS	81	65 67	1,085,570.80	16,701.08	84,321.20 84,321.20	1,297,24
			70105 INTEREST ONLY SLATE LOANS	01	55	1;714:38	342.87 342.87	447.58 447.58	89.51 89.51
			70200 ACCR INT AGRICULTURAL LOAN	01 02	110 111	732,228.82 732,228.82	6,656.62 6,596.65	87,658,40 87,658,40	796.89 789.71
			70300 STUDENT LOANS	01	2	17,000.00	5,666.66	256.79 256.79	85.59 85.59

VIEWING A REPORT

Use the forward and backward arrows to scroll through pages of the report. If you plan on printing a copy of the report, note the page number that appears between these buttons so that you may print only the pages you need.



To magnify the view, use the plus and minus magnifying-glass buttons.



SAVING A REPORT

To save a report to your C:\ drive, use the "Save Document" button.

Save Document...

You can then navigate to the location on your computer or network where you want to save the report.

PRINTING A REPORT

After locating the report page(s) you wish to print, click the print button (shown below).



The standard Print screen will appear, allowing you to print the report.

Pri	int		? 🛛	
ſ	Printer			
	Name:	\\northpark\HP LaserJet 4100 C	onversion 💌 Properties	
	Status:	Ready		
	Type:	HP LaserJet 4100 PCL 6		BE CAREFUL: If
	Where:	Conversions - Cindy's		you do not specify a
	Comment:	HP 4100 TN	Print to file	range of pages, the <u>entire</u> report will be
	Print range	/	Copies	printed.
	🔿 All		Number of copies: 1	
	💿 Pages	from: 73 to: 74	Collate	
	O Selectio	on	12 ³ 12 ³ Collate	
			OK Cancel	

MEMBER STATEMENTS

You must enter an account number to view a member's statement.

- 1. Enter an account number in the Account field.
- 2. Click Search to view a listing of statements for that account.
- 3. Select a date in the Search Results area to view the statement below in the Document area.

The Report Viewer (Statement)

Archive Viewer		
	Checks Customer_ID Current_Rec Reports Statements	
Account (Required)	Search Results (1 / 61 records)	44 🕜
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	Bentler Account Statements B/1/2012	
	V Document	
Search		
		Comment Share
	Statement of Account Statement of Account	
	DE RECATE CONSTRUCTION DE RECENTANT Transmission Transm	
	Dek 1 of 1	

VIEWING STATEMENTS

The statement view includes the standard Adobe toolbar. For this reason, you must have Adobe Acrobat Reader installed on your computer to view statements.

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Click the page-down arrow to view additional pages in the statement. The plus and minus buttons magnify and shrink the view.

PRINTING STATEMENT PAGES

After locating the statement page(s) you wish to print, click the button with a printer icon to print individual pages of the statement file.

Print Report Screen

	Print	
	Printer: HP LaserJet P3011/P3015 PCL6 Properti	ies Advanced <u>Help</u>
	Copies:	
	Pages to Print	Comments & Forms
BE CAREFUL: If you do not specify a range of pages, the		Document
<u>entire</u> statement will be printed!	Current page	
I	◎ Pages 1 - 6	
	More Options	8.5 x 11 Inches
	Page Sizing & Handling	
	Size Poster Multiple Booklet	Statement of Account
	Size Options:	All of a second
	◎ Fit	What any Turbury within any Tangka data data Bar wand have ying in a black, Barbard and Barbard
	Actual size	MEMORRH-IP SUMARY INFORMATION FOR MEMORIE #1.45 OF 1031/00 Information Pageong Tel/Dec Tel/Dec Tel/Dec Leafer Information Pageong Tel/Dec Tel/Dec Leafer Information Pageong Tel/Dec Tel/Dec Leafer Information Pageong Tel/Dec Leafer Informatio
	Shrink oversized pages	Main Participa Parti Parti Parti
	Choose paper source by PDF page size	
	Print on both sides of paper	No.
	Orientation:	COD RECULAR SHARES SERVICE STOLEN PRODE
	Auto portrait/landscape	Non-State Distribution
	Portrait	
	C Landscape	
	Want to print colors as gray & black?	
	<	
		Page 1 of 6
	Page Setup	Print Cancel
		1

Tax Forms

You must enter an account number or social security number to view a tax form.

- 1. Enter an account number in the Account field or a social security number in the SSN field.
 - Don't include hyphens or spaces when entering social security or account numbers.
 - Note: 1098 tax form account numbers include the suffix of the account.
- 2. Click Search to view a listing of tax forms for that account or SSN.
- 3. Select a date in the Search Results area to view the tax form below in the Document area.

The Report Viewer (Tax Forms)

5		Archine Viewer	- 0 ×
	Statements		
Contract of Contract of Contract	V	Search Results (1 / 1184 records)	લ 🕜
Account [12345678]	0.0		
591	Tax Statements		
1	12/31/2013		
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VIEWING Tax Forms

The tax forms view includes the standard Adobe toolbar. For this reason, you must have Adobe Acrobat Reader installed on your computer to view statements.

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Click the page-down arrow to view additional pages in the statement. The plus and minus buttons magnify and shrink the view.

PRINTING Tax Forms

After locating the tax forms page(s) you wish to print, click the button with a printer icon to print individual pages of the tax forms.

Print Report Screen

Print			
Printer			
Name:	Note2	▼ Properties	
Status: Type:	Ready HP LaserJet 4250 PCL6 Class Driver		
Where: 192.168.2.232			
Comment:			
Print range		Copies	
• Al		Number of copies:	
C Pages	from: 1 to: 1	123 123	
		OK Cancel	

IMAGES (PHOTO IDS AND RECEIPTS)

Ar Customer ID Current Rec... Checks Statements Reports П V s (2 / 3 records) 0 account rt Date Extra Ch D cription Driv ers Licens First N ne Report Typ Othe 111111 earch "End Date" TelerID 210 V Document 10 ▪ Page 1 of 1 ► 🖪 🖪 🖻 🔍 🔍 Save Document... rivers Lice ist N Trans Amount Balance Principal Interest 2,000,00- 4,572,70 5.00- 4,567,70 Member Nbr Description 123456-000 WIRE TRANSFER 123456-000 WIRE TRANSFER FEE eport Typ 2/01/08 1 10:54 07 123456 John Q Member

Refer to the Reports section on Page 9 for more details on searching for, viewing, saving, and printing images.



Images such as photo IDs and receipts use the same search features and toolbar as reports.