
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 custom software designed for viewing your archived data and images on CD/DVD. ArchView offers faster turnaround, greater security and flexibility for future expansion, and an easy-to-learn interface.

This manual describes how to use ArchView CDs/DVDs to view archived daily/monthly reports, member statements, and tax forms, as well as images and associated fielded data for receipts, loan documents, photo IDs, and AP Invoices.

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For an updated copy of this booklet, check out the Reference Materials page of our website:
<https://www.cuanswers.com/resources/doc/cubase-reference/>
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SYSTEM REQUIREMENTS AND INSTALLATION

HARDWARE REQUIREMENTS

These specifications represent the minimum configuration required for accessing, and retrieving documents from, an ArchView archive CD/DVD:

- Computer running Microsoft Windows XP or above.
- CD/DVD drive
- 512 Mb RAM
- Microsoft .NET Framework installed (see Installation below for details)
- PDF reader (e.g., Adobe Acrobat) installed (for image viewing capability)
- Faster CPU speed is recommended for more efficient response time, due to the time required to search through files.

INSTALLATION

Each ArchView CD/DVD contains the software platform (called Archive Viewer) needed to retrieve, view, and print archived documents. ArchView requires that your PC is running Microsoft .NET Framework 4.0 at a minimum. However, it is recommended that your PC is running .NET Framework 4.7 or above to remain within the Microsoft support window.

If your PC does not already have the .NET Framework installed (or if you're unaware that it does), it is an easy task to complete. Simply go to www.microsoft.com and search for ".NET Framework" and proceed to download the correct version (.NET Framework 4.7 is recommended).

PASSWORD PROTECTION FOR YOUR CDS

Every CD/DVD you receive from CU*Answers will be password-encrypted in order to protect your valuable and confidential member data at all times, as well as give your credit union the ability to provide CD access to specific staff only, if desired.

CU*Answers will create new passwords at the start of each succeeding year. All new and existing passwords are year-specific (e.g., the 2022 password will be used to access all CD/DVDs containing 2022 records ONLY). 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 apiece.

You will be informed of each new password prior to receiving the CD/DVDs that will utilize them. A letter will be mailed separately to your credit union CEO at the beginning of each year indicating the new, year-specific password.

Remember: Passwords should never be posted in a visible location or stored with the CDs. It is also best practice to maintain a record of all yearly passwords so you can continue to access CDs from previous years.

BACKING UP YOUR ARCHIVE DATA

It is essential that you determine a disaster recovery plan in case a CD/DVD is damaged or destroyed. Additional CD/DVD copies can be ordered in advance; any additional copies required after the initial CD production will be billed at additional cost.

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 elect to receive at least two copies of each CD/DVD. Contact Imaging Solutions for details.

GETTING STARTED

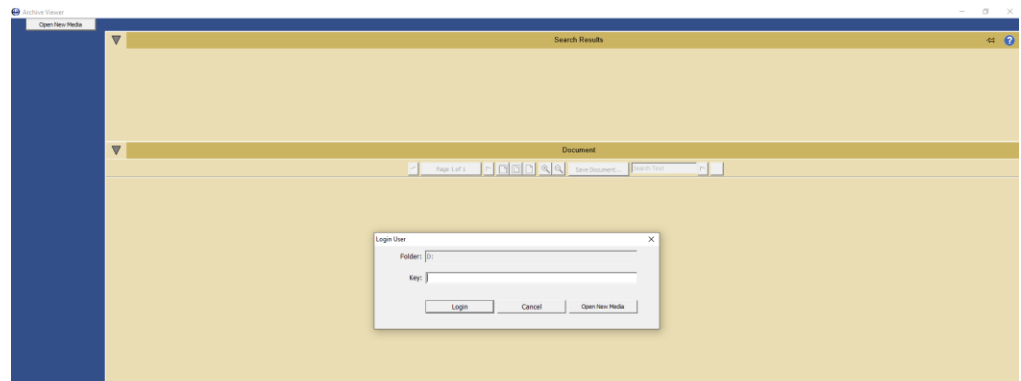
OPENING ARCHVIEW

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, then use Run, and then use the Browse button to select the file named **ArchiveViewer.exe** on the CD/DVD drive. (This is usually D:\ArchiveViewer.exe.). Click **Open** to launch the program.*

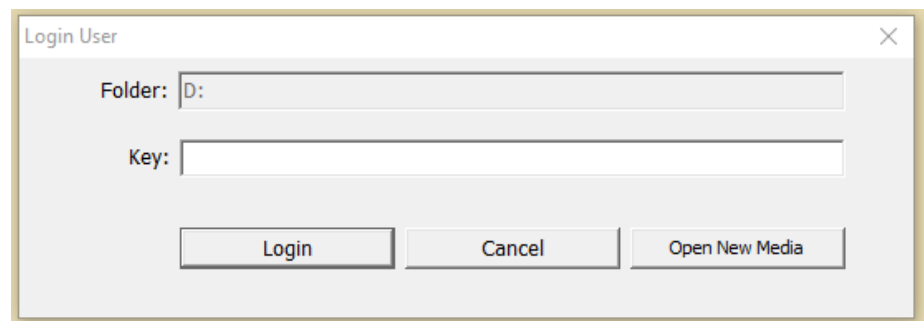
2. The entry screen (shown below) will appear, along with the **Login User** box.

The Entry Screen



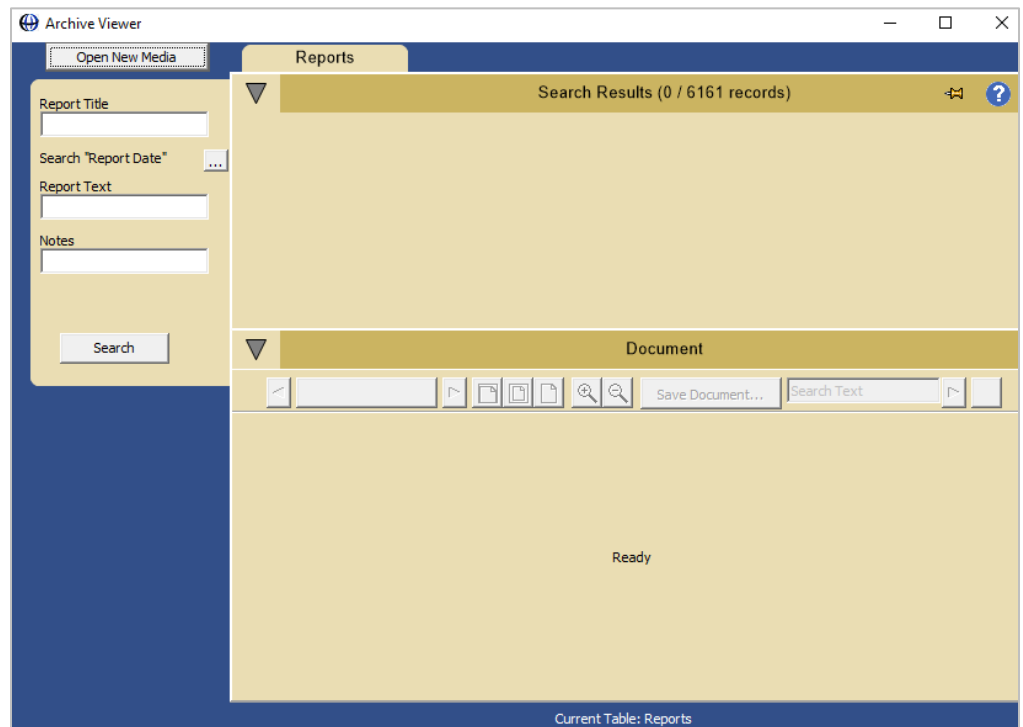
3. Enter the proper year-specific password in the “Key” field. **Note:** All passwords are case sensitive.

Login Tip: The “Key” field does not have a “view” option. To ensure you are entering the password correctly, you may choose to type the password in a text editor to visually confirm it first, and then copy-and-paste it into the “Key” field.



4. Click <Login> and the main search screen (shown below) will appear. Different search criteria will appear in the left-hand search panel, depending on which data type is contained on the CD you are viewing.

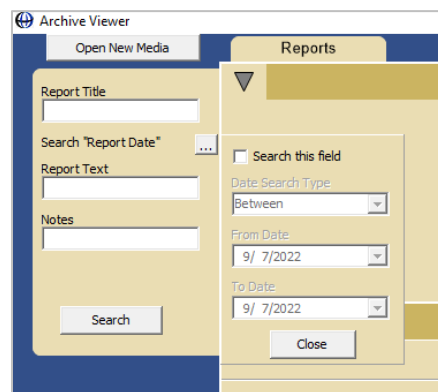
Main Search Screen (Search Fields Will Vary)



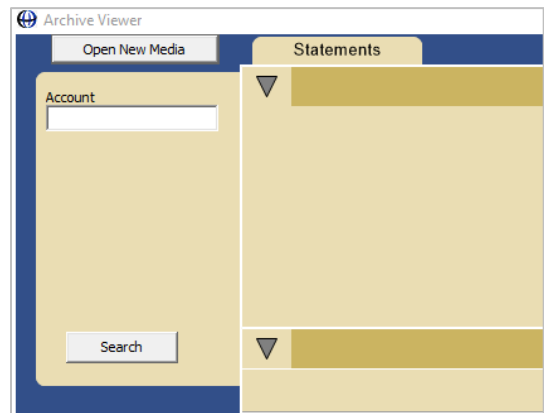
Performing a Search

Available search fields vary by data type and are determined by what field data is indexed for each type. For that reason, reports CDs have different search fields available than statements CDs, receipts CDs will have different search fields available than loans CDs, etc. The various search fields available for each data type are shown below:

Reports



Statements



Loan Forms

Archive Viewer

Open New Media

Loans

Account

Suffix

First Name

Last Name

SSN

Other

Form

Description

Open Ended

Closed Ended

Search "PaidOff Date"

Search "Transaction Da..."

Created By

Search "Created On"

Search

Member Forms – Photo IDs

Archive Viewer

Open New Media

Customer_ID

Member_Forms

Account

SSN

First Name

Last Name

Drivers License

Form

Created By

Search "Created On"

Search

Search this field

Date Search Type

Between

From Date

To Date

Close

Receipts

Archive Viewer

Open New Media

Current_Receipts

Account

AccountName

Teller ID

Other

Created By

Search "Created On"

Search

Search this field

Date Search Type

Between

From Date

To Date

Close

A/P Invoices

Archive Viewer

AP

Vendor ID

Vendor Name

Invoice Number

Search "Invoice Date"

Form

Created By

Search "Created On"

Search

Search this field

Date Search Type

Between

From Date

To Date

Close

Use the following steps/tips to search for any archived records on the CDs/DVDs:

1. Enter your search criteria in the field(s) available for the data type you are viewing. All indexed data for each data type is searchable.

Search Tips (general):

- Search terms are not case sensitive.
- Boolean characters such as “AND” are not supported within the search fields.
- Wildcard characters (*) are not supported within the search fields.
- Multiple search fields can be used in combination. For example, you can search for a specific report generated within a certain date range by utilizing both the “Report Title” and “Search Report Date” fields together.
- Leave all search fields blank and click the <Search> button to retrieve all records contained on the CD/DVD. **(Note:** Statements are the one exception to this; you cannot retrieve all statements on the CD in one search. You can only view the statements for one member at a time).

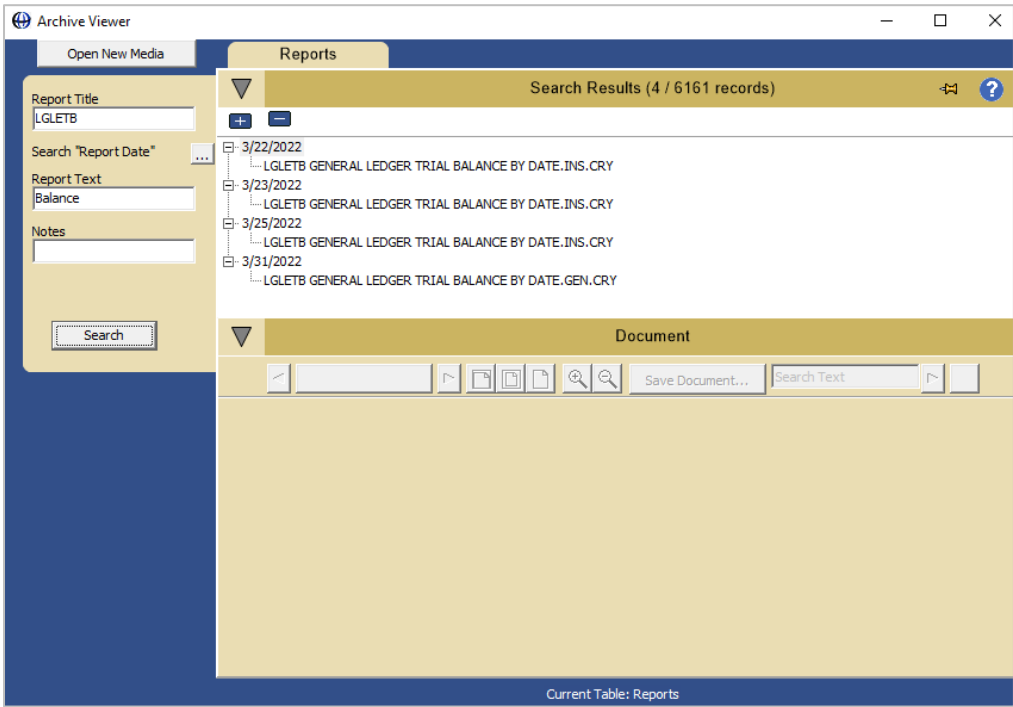
Search Tips (type-specific):

- Reports – Use the “Report Title” field to search for report abbreviations (e.g., “LGLETB”) or any individual word(s) that appear within a report title (e.g., “ledger” or “balance summary”). The search will return all reports on the CD containing the search criteria.
- Reports – Use the “Report Text” field to search for any individual word(s) or in-text character string (e.g., an account number or dollar amount) that appears anywhere in the body of a report. The search will return all reports on the CD containing the search criteria.
- Statements – You must input the full account number to retrieve an individual member’s statements.
- Date-range searches – See page 9 for additional instructions.

2. Once you have input your search criteria, click the <Search> button.

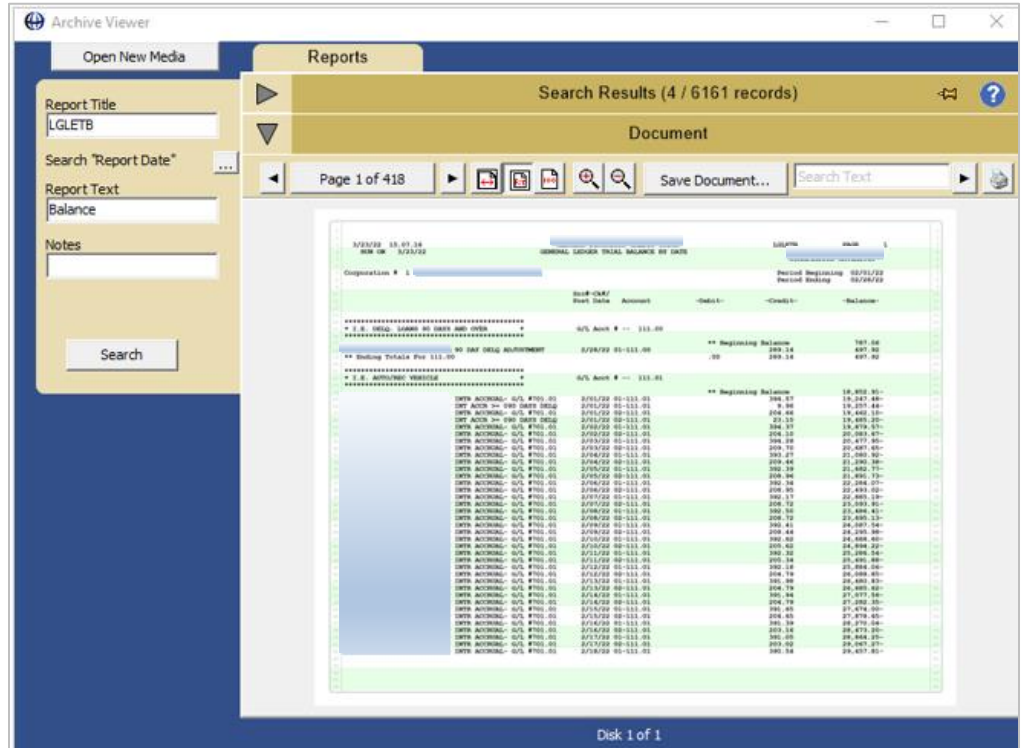
3. Search results will appear at the top of the screen in the **Search Results** panel (the number of search results will be parentheses).

Search Results Shown



- Double-click one of the items in the **Search Results** panel and that record will appear in the **Document** panel at the bottom of the screen.

Document Selected

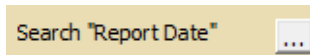


- To return to the list of search results to select a different record, click on the **Search Results** bar.

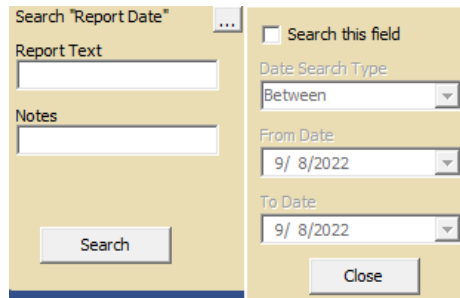
Performing a Search on a Date or Date Range

Use the following steps to initiate a search using a specific date or date range as your search criteria. A date (or date range) search can be performed solely or in combination with other search fields.

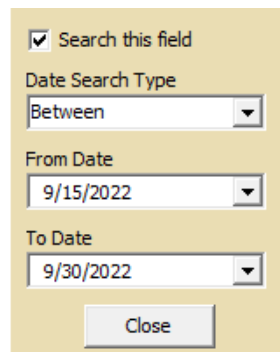
- In order to use a date or date range as your search criteria, click the ellipsis button next to "Report Date".



- The date search fields pop-up selection box will appear:



- Check the “Search this field” box in order to use the date search criteria. Doing so will activate the date fields and allow for the selection of dates to search.
- Select a “Date Search Type”. The options include Between, On, Before, and After.
- Enter the From-To date range.



- Click <Close>. The “Report Date” will now display an X to indicate that date search criteria have been selected.

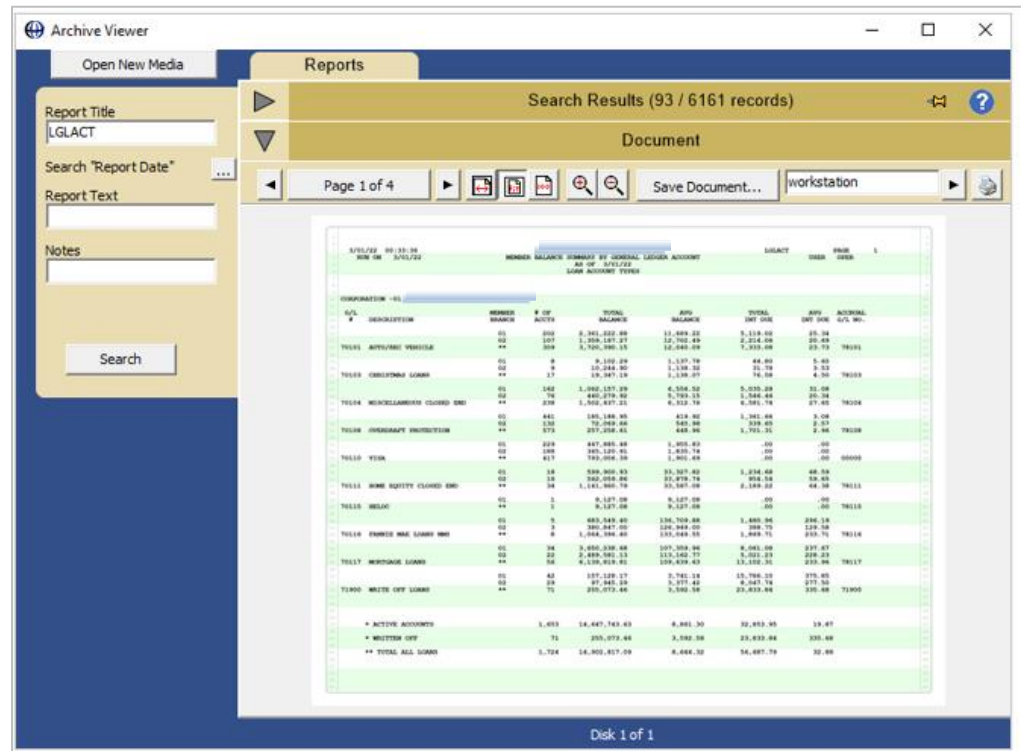


- If you later uncheck the “Search this field” box, the date range criteria will no longer be used in the search and the ellipsis will reappear next to “Report Date”.
- Date (or date range) searches can be utilized on the following date fields for each data type:

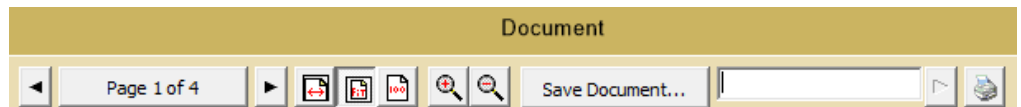
Reports:	Report Date
Statements:	none
Receipts:	Created On
Loans:	Paid Off Date / Transaction Date / Created On
Photo IDs:	Created On
Member Forms:	Open Date / Created On
AP Invoices:	Invoice Date / Created On

REPORTS

The Report Viewer Screen (Reports)

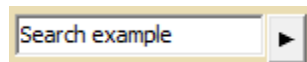


The toolbar at the top of the **Document** panel provides additional functions including a) searching for specific text within the report you are viewing, b) clicking through different pages of the report, and c) saving and/or printing the report.



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 on the toolbar, then click the arrow button. This will search every page of the report you are viewing for all occurrences.



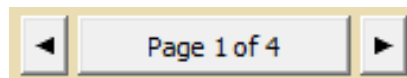
All instances will then appear highlighted in the report.

The screenshot shows the ArchView Reports interface. On the left is a sidebar with fields for 'Report Title', 'Search "Report Date"', 'Report Text', and 'Notes', along with a 'Search' button. The main area is titled 'Search Results (225 / 6161 records)'. Below this is a 'Document' section with a 'Page 1 of 3' indicator and a 'Save Document...' button. A search filter 'cash' is entered in a text box next to the save button. The report content is a table with columns for date, time, user, and balance. The table shows 'BEGINNING OF DAY' and 'DAILY ACTIVITY' sections. The 'BEGINNING OF DAY' section includes 'BEGINNING TELLER'S CASH', 'BEGINNING VAULT CASH', and 'BEGINNING CHANGE FUND'. The 'DAILY ACTIVITY' section includes 'CASH FROM BANK+ / TO BANK-', 'CASH FROM VLTS+ / TO VLTS-', 'TCD/TCR +/- MEMBERS', 'OUTSIDE CHECKS', and 'CASH DISBURSED'. A blue arrow points from the 'cash' search filter to the 'CASH' entries in the report.

DATE	TIME	USER	BALANCE
3/03/22	11.07		
END OF DAY HEAD TELLER TRIAL BALANCE FOR 3/03/22			
01 - MEMBERS MAIN OFFICE			
BEGINNING OF DAY			
		BEGINNING TELLER'S CASH	+ 23,024.53
		BEGINNING VAULT CASH	+ 168,868.00
		BEGINNING CHANGE FUND	= 191,892.53
DAILY ACTIVITY			
		CASH FROM BANK+ / TO BANK-	.00
		CASH FROM VLTS+ / TO VLTS-	- .00
		TCD/TCR +/- MEMBERS	+ .00
		OUTSIDE CHECKS	- 186,682.13
		CASH DISBURSED	- 38,028.83

VIEWING A REPORT

Use the forward and backward arrows to scroll through the pages of the report you are viewing. If you intend to print a specific page or pages of the report, note the page number appearing in the page counter in order to print only the desired pages.

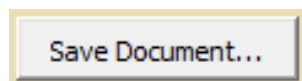


To zoom in or out of your report view, use the magnifying glass buttons.



SAVING A REPORT

To save a report off the CD, click on the "Save Document" button.



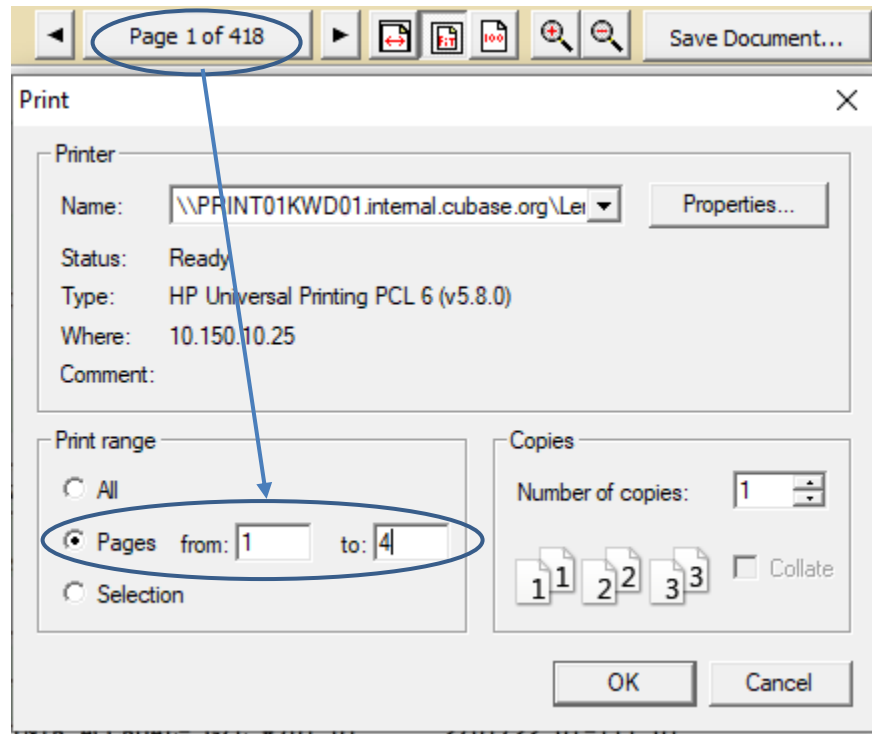
You can then navigate to the network or computer location you wish to save an electronic copy, then click the <Save> button. Report documents are saved as text (.txt) files.

PRINTING A REPORT

After noting the report page(s) you wish to print, click the print button.



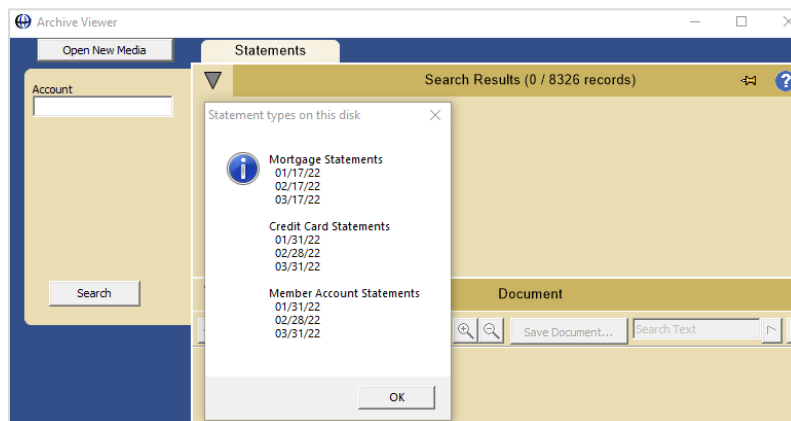
The standard Print screen will appear, where you will select to print the report.



Important note: If you do not specify the range of pages to print, the *entire* report will be printed.

MEMBER STATEMENTS

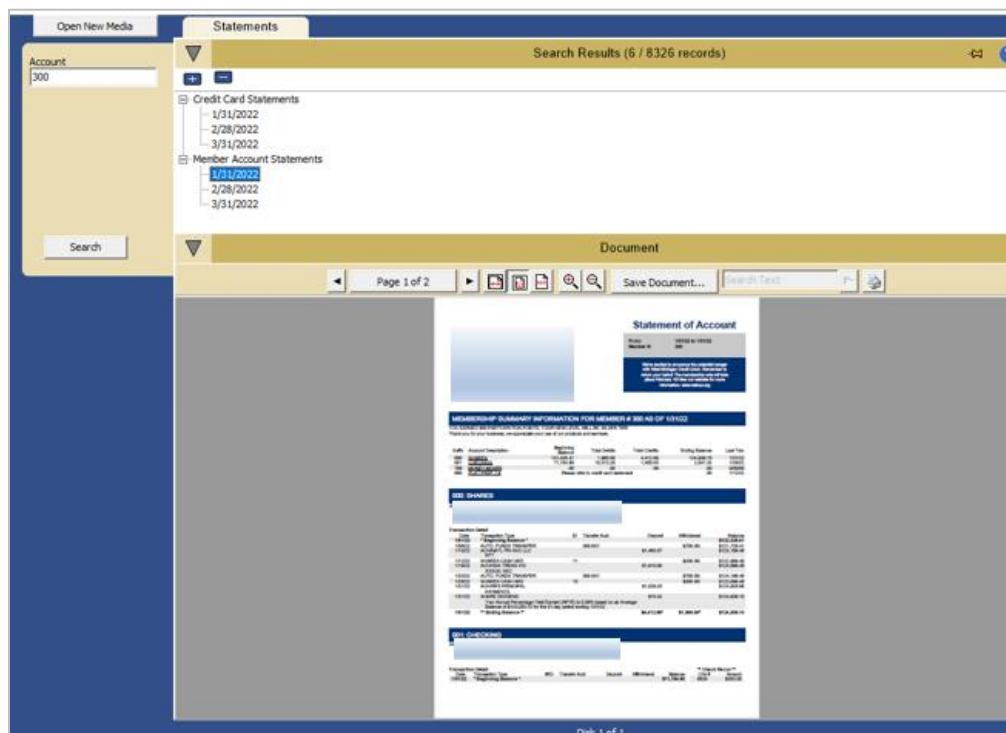
Clicking on the “Statements” tab at the top of the Archive Viewer screen will provide an overview of all statement types and dates contained on the CD.



You must enter an account number in order to view any individual member’s statements.

1. Enter an account number in the “Account” field.
2. Click <Search> to retrieve and view a list of statements for that account in the **Search Results** panel.
3. Double-click on a statement date in the **Search Results** panel to view the statement in **Document** panel below.

The Report Viewer (Statement)

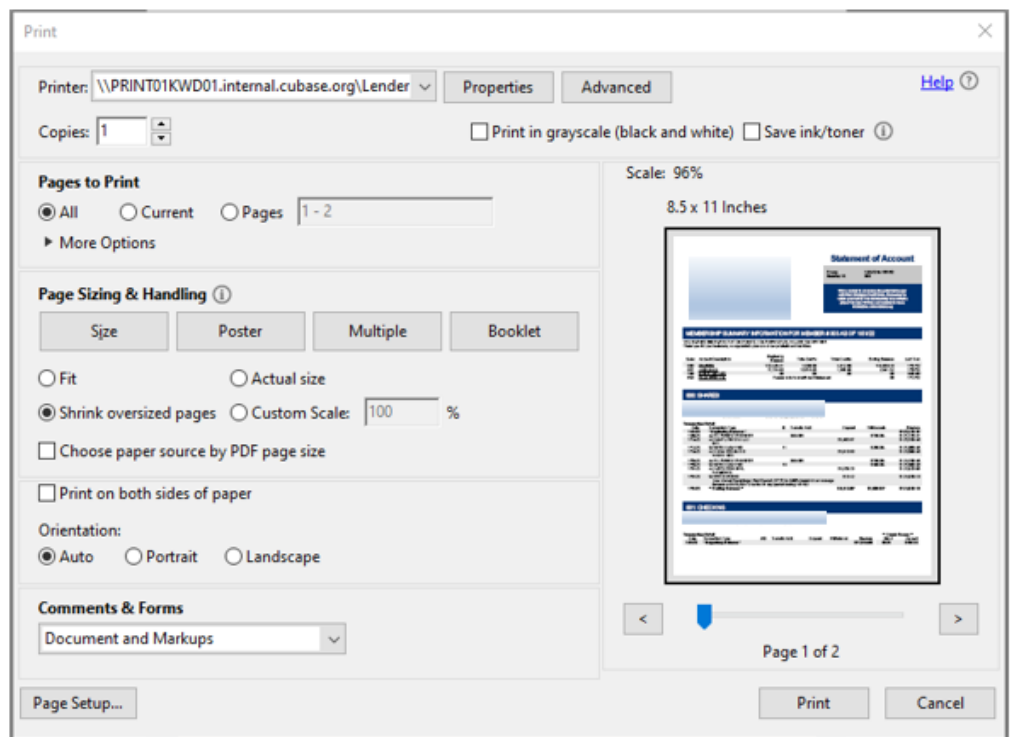


STATEMENTS (DOCUMENT TOOLBAR)

The toolbar at the top of the **Document** panel for statement records provides the same a) page navigation, b) enlarge/shrink image manipulation, and c) document saving and printing functions as those on a Reports CD (see pages 11-13).

Statement notes:

- a. When you select “Save Document” to save an individual statement to your computer or network location, it will be saved as a PDF file. For this reason, you must have a PDF reader (e.g., Adobe Acrobat Reader) installed on your computer to save and view statement files.
- b. When you choose to print a statement, the print function will utilize the PDF reader Print interface. You can select to print the entire statement, or individual pages only.

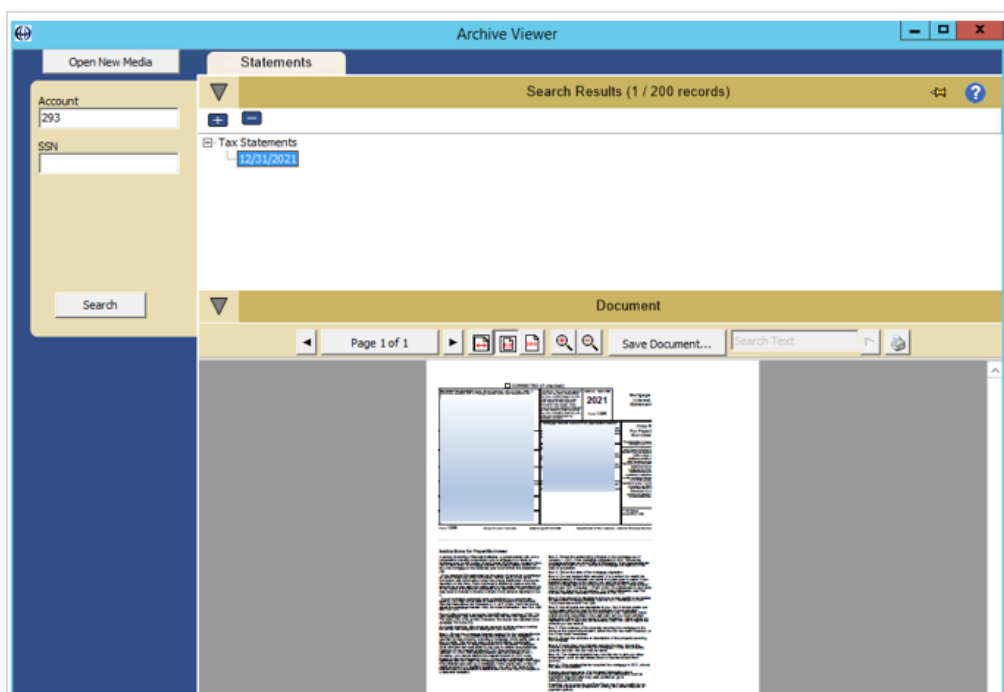


TAX FORMS

You must enter an account number or Social Security number in order to view any individual member's tax forms.

1. Enter an account number in the "Account" field or a Social Security number in the "SSN" field.
 - Do not include hyphens or spaces when entering account or Social Security numbers.
 - Note: 1098 tax forms include the suffix in the account numbers.
2. Click <Search> to retrieve and view a list of tax forms for that account in the **Search Results** panel.
3. Double-click on a tax form date in the **Search Results** panel to view the form in the **Document** panel below.

The Report Viewer (Tax Forms)



TAX FORMS (DOCUMENT TOOLBAR)

The toolbar at the top of the **Document** panel for tax forms provides the same a) page navigation, b) enlarge/shrink image manipulation, and c) document saving and printing functions as those on a statements CD.

Tax Form notes:

- a. When you select "Save Document" to save an individual tax form to your computer or network location, it will be saved as a PDF file. For

this reason, you must have a PDF reader (e.g., Adobe Acrobat Reader) installed on your computer to save and view statement files.

- b. When you choose to print a tax form, the print function will utilize the PDF reader Print interface.

IMAGE RECORDS

This section covers the following image record types:

- Receipts
- Loans
- Photo IDs and Member Forms
- AP Invoices

For these image CDs, when you click the <Search> button to retrieve all records on the CD, the **Search Results** panel will display all associated field data in columnar format for all records. You can re-sort the display in ascending or descending order by an individual column by double-clicking on that specific column header.

Double-click on a single row in the **Search Results** panel to view the record in the **Document** panel below.

The screenshot displays the Archive Viewer application. On the left is a sidebar with search filters for Account, First Name, Last Name, Form, Open Date, Other, SSN, Created By, and Search "Created On". The main area is divided into two panels. The top panel, titled "Search Results (150 / 150 records)", shows a table with columns: Account, First Name, Last Name, Form, Open Date, Other, SSN, Size, Created by, Created on, and Pages. The bottom panel, titled "Document", shows a preview of a document titled "REQUEST AND WAIT FOR GARNISHMENT (JUDICIAL DECISIONS) (PART 1)".

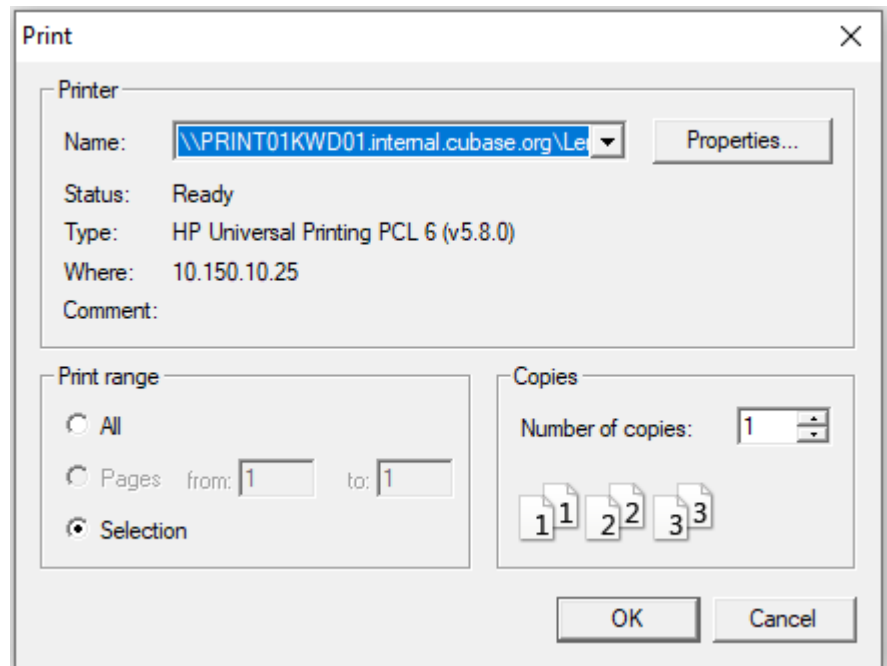
Account	First Name	Last Name	Form	Open Date	Other	SSN	Size	Created by	Created on	Pages
	noah		CARD	2022-03-07			10660980	TINEAC_CUA128	2022-04-05 11:51:04	3
	ELENA		Member_Forms		Garnishment, objection, and release		1262270	AMANDAD_CUA128	2022-04-11 15:54:10	11
	michael		CARD	2022-04-05			9680686	TINEAC_CUA128	2022-04-12 15:42:14	3
	bradley		CARD	2021-01-06			9908796	TINEAC_CUA128	2022-04-12 15:48:18	3
	Tanner		CARD	2022-04-01	reviewed to		1141644	TINEAC_CUA128	2022-04-12 15:55:04	3
	JOHN		Member_Forms		request to cancel debit card		120158	AMANDAD_CUA128	2022-04-12 16:29:56	1
	micheal		CARD	2022-04-05	added joint owner		9890440	TINEAC_CUA128	2022-04-13 11:44:20	3
	larry		CARD	2011-11-23	added beneficiaries		14067326	TINEAC_CUA128	2022-04-13 13:00:08	4

IMAGES (DOCUMENT TOOLBAR)

The toolbar at the top of the **Document** panel for the image data types provides the same a) page navigation, b) enlarge/shrink image manipulation, and c) document saving and printing functions as those on reports and statements CDs.

Image CD notes:

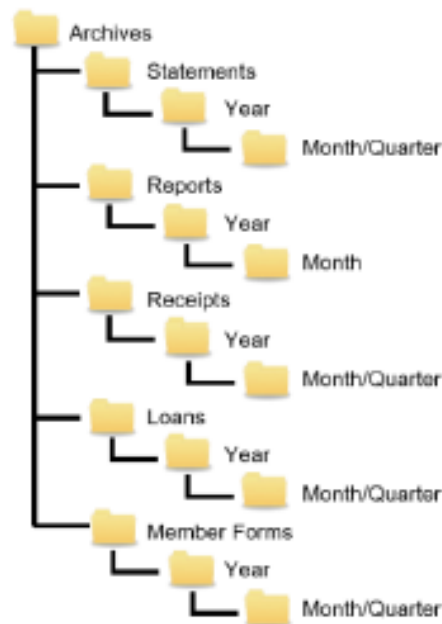
- a. When you select “Save Document” to save an individual image record to your computer or network location, it will be saved as a TIF image file.
- b. When you choose to print an image record, the print function will utilize the standard print interface.



COPYING CD/DVDs TO A NETWORK LOCATION


If you do not wish to use the physical CD/DVDs to always access your archived records, or do not have a CD drive available on all computers that will be viewing the archived records, you also have the option to copy the contents of each archive CD/DVD to hard drives/network drives.

An example folder structure for storing archives on a network drive is as follows:



Use the following steps to copy the contents of an archive CD/DVD to your network location:

1. Create a new folder location on your network drive (see example folders above).
2. Put the CD/DVD in your CD/DVD drive.
3. In File Explorer, right-click on the root drive of the CD/DVD and select **copy**.
4. In File Explorer, browse to the new folder location into which you want to save the archive and select **paste**.
5. Right-click on the **ArchiveViewer.exe** file in the new network location and select **Open** to open the Archive Viewer software.

Name	File extension	Type
 ArchiveViewer	.exe	Application

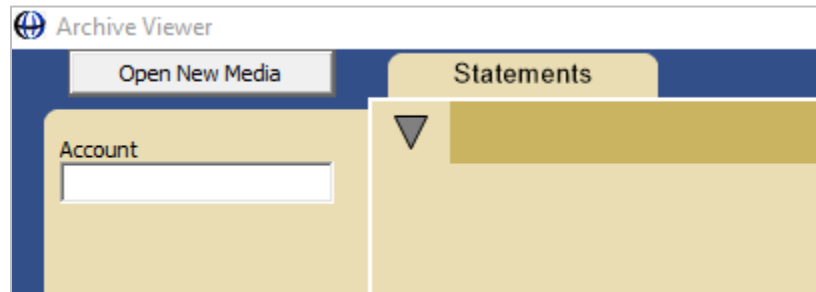
Network Folder Naming Conventions

For CD/DVDs created **after** June 2020: The Archive Viewer software does NOT require that the new network folder you have created be named exactly the same as the original CD's root directory name (e.g., CUA010220405). You will have the flexibility to rename your network storage folder with the appropriate naming convention that meets your credit union's needs. The Archive Viewer passwords will continue to work with your new storage folder names.

For CD/DVDs created **before** June 2020: In order for the Archive Viewer passwords to work for these earlier CD/DVDs, you should create sub-folders in your directory structure for each CD, and the sub-folder names should exactly duplicate the original CDs' root directory names.

“Open New Media” Function

After your archive CDs have been copied to the directory structure on your network, you will have the flexibility to easily switch between volumes by using the “Open New Media” button, which is in the top left corner of the Archive Viewer screen.



Use the following steps to switch between CD volumes (without having to close Archive Viewer) that are stored on your network:

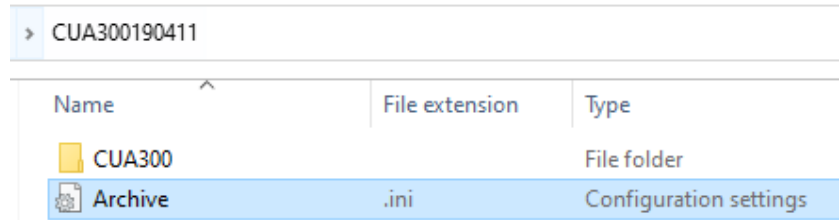
1. With one CD volume currently open, click on the <Open New Media> button.
2. Browse to the folder directory of the new CD volume you wish to access next and click on <Select Folder>. Doing so will open the “Login User” interface.
3. Input the year-appropriate password and click <Login> to open the next CD volume.

Adapting Older CD Volumes to the “Open New Media” Function

For CD/DVDs created prior to June 2020, you can modify the files within these earlier CD volume folders to adapt them to the “Open New Media” function.

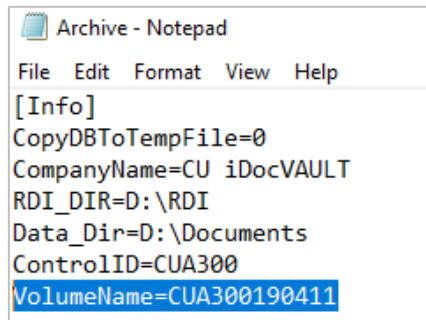
Use the following steps to modify the files in the CD volume folders prior to June 2020:

1. Open the **Archive.ini** file.



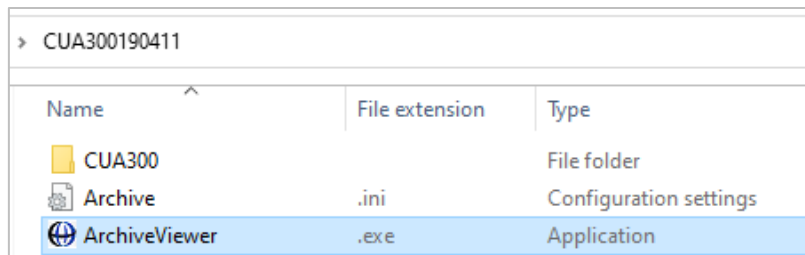
CUA300190411		
Name	File extension	Type
CUA300		File folder
Archive	.ini	Configuration settings

2. Add a “VolumeName” line to the [Info] segment of the **Archive.ini** file, using the original CD root directory name (example highlighted below), and save the file.



```
File Edit Format View Help
[Info]
CopyDBToTempFile=0
CompanyName=CU iDocVAULT
RDI_DIR=D:\RDI
Data_Dir=D:\Documents
ControlID=CUA300
VolumeName=CUA300190411
```

3. Copy-and-paste the **ArchiveViewer.exe** file from a new CD volume (from June 2020 to present) into the older CD volume folder.



CUA300190411		
Name	File extension	Type
CUA300		File folder
Archive	.ini	Configuration settings
ArchiveViewer	.exe	Application

Completing these two modifications will enable CD volumes created prior to June 2020 (which are copied into network storage folders) to utilize the “Open New Media” function.