User guide

RemitView

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Introduction

RemitView is a web application that allows users to view archived images of checks and backup documentation with corresponding data. Additional functionality includes report generation and download capabilities. Optional services include remote exception processing and remote lockbox capture. Remote lockbox capture is called eCapture within our application. This document describes the processes for daily use of RemitView.

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

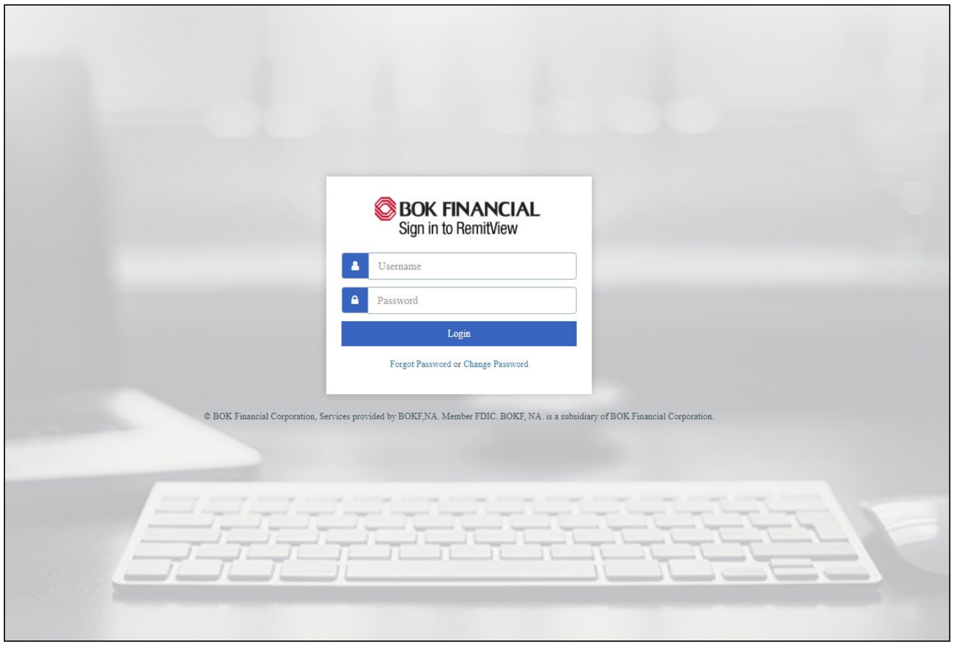
This User Guide contains basic functionality available to all customers such as login, navigation, reports and search features

NOTE: Prior to accessing the application, the URL https://new.remitview.bokf.com should be added to the browser trusted sites. If the URL is not added to the trusted sites, a "Driver in Use" error message may be received when accessing the application.

For Internet Explorer, navigate to the "Internet Options", click "Security tab", then click the "Trusted Sites" icon, then click the "Sites" button, then click the "Add" button. Once the URL is added, click "Close" and exit from the "Internet Options".

Getting Started

To access the RemitView application, enter https://new.remitview.bokf.com in the address bar of your Internet browser and click "Log in" or press "Enter". The login screen is displayed below:



Username: Enter the user name.

Password: Enter the password for the user name.

Login: Click to log into the application.

NOTE: Watch for POP UP blockers in the browsers. If you see red "X" icon in the browser, your email client is blocking images. These images are typically the logo or images of the sender's organization. You can display the images or ignore them without affecting your ability to read the message. In addition, these images will show as attachments and can be viewed by being opened.

Upon initial login a user will be required to change their password. The user will need to enter the existing password and then the new password twice for confirmation purposes. The password must have the following characteristics:

- Contain a minimum of 8 characters
- Must contain at least one uppercase or lowercase letter
- Must contain letters and numeric values
- Must contain least one special character: @, %, !, &, *, _ , =
- New password should not be one of the previous four passwords

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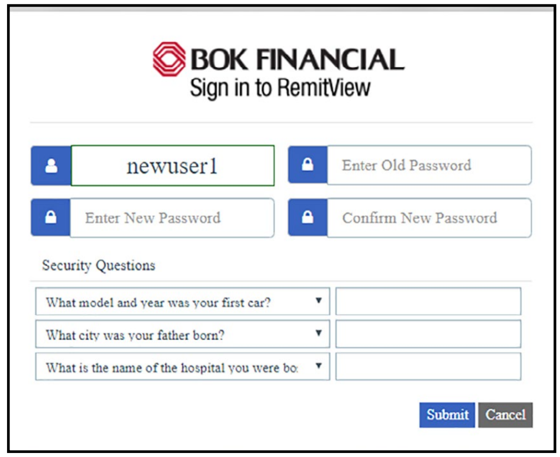
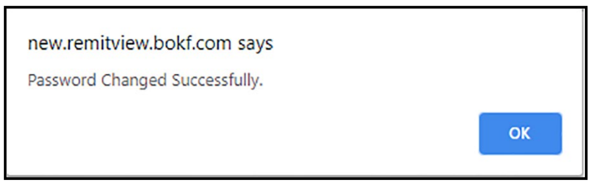
In addition, you must select three security questions and input their related responses. Security questions are used in conjuntion with the “Forgot Password” feature.

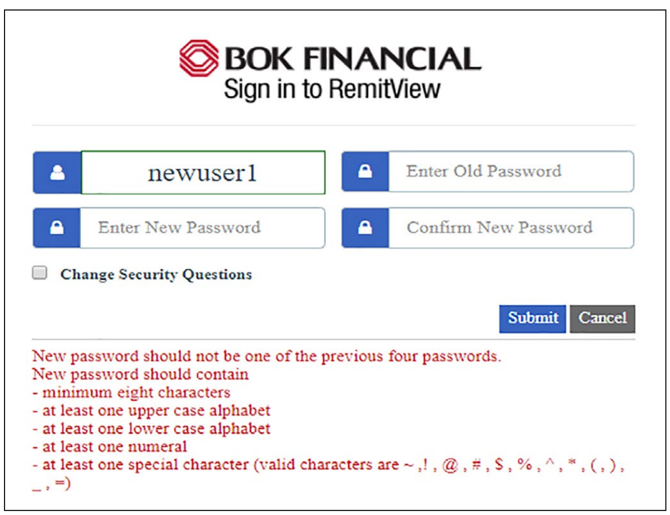
Once all needed information has been provided, click “Submit”.





You will then receive a “Password Changed Successfully” message, click “OK”.

If the password criteria is not met, the password characteristics will display.



After the validation of user name and password, the user is returned to the login screen and must login using the new password. The password expiration default is 90 days, but your company administrator may change it to 30 or 60 days if needed to meet your company policy. A reminder is emailed to the user 10 days prior to password expiration.

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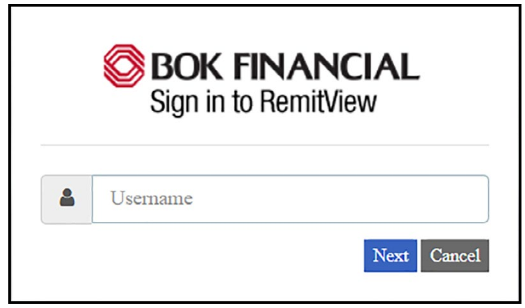
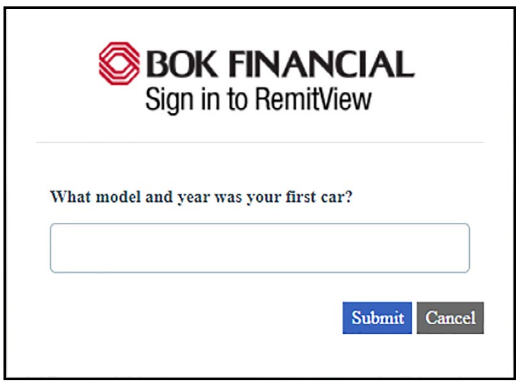
Forgot Password

If a user has forgotten their password, click the “Forgot Password” link from under the user login fields.

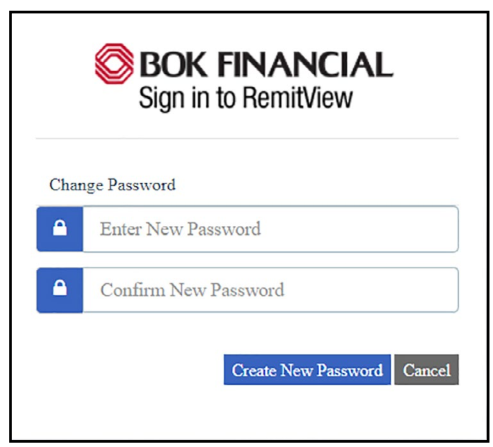
The user is first presented with a window to supply the “User Name”. Key in User Name and click “Next”.





The user is then asked to provide and answer to one of their three “Secuity Questions”. Key in a response and click “Submit”.

The user will then input a new password twice and click “Create New Password” button.



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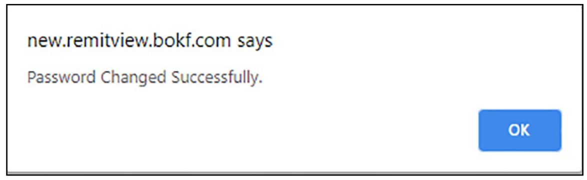
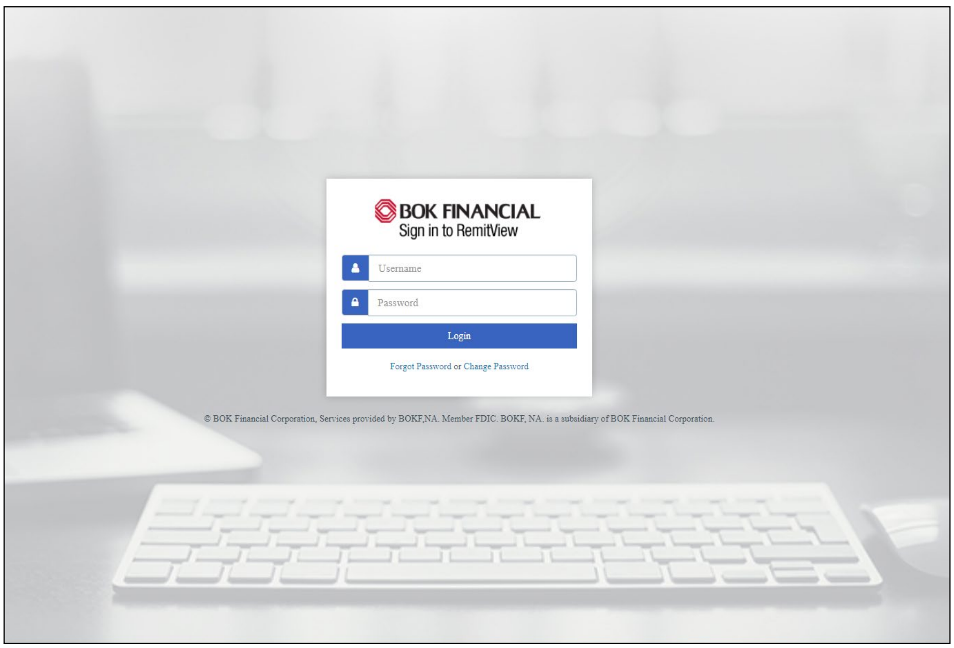
Once the password is changed successfully, the user is returned to the login screen and must login using the new password.





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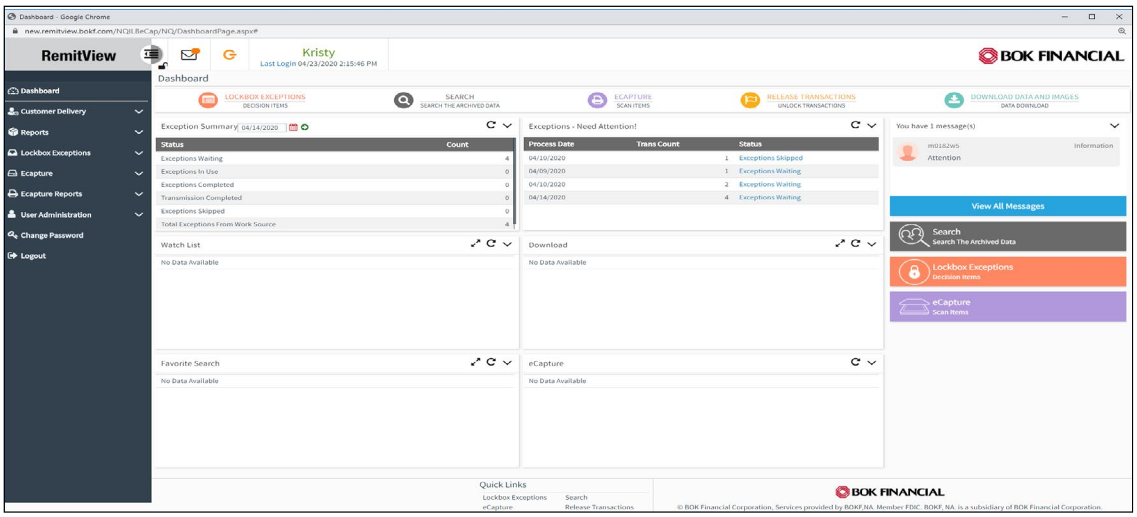
Initially the application displays the Dashboard screen as the default home page for RemitView.

Dashboard

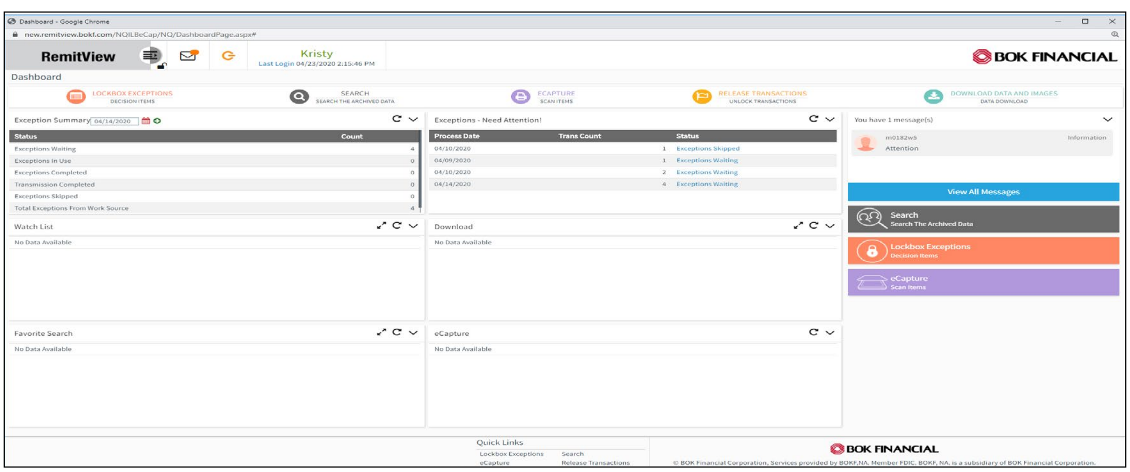
The Dashboard screen is a snapshot of the activity within the default lockbox. The different panels give information on the various services available within RemitView. Some customers may not utilize all the services listed.

Dashboard with Main Menu Displayed



The “collapse/expand” button between the RemitView logo and dashboard enables the user to hide/show the menu pane as needed to expand the work area or to access the menu options when hidden.

Dashboard with Main Menu Collapsed



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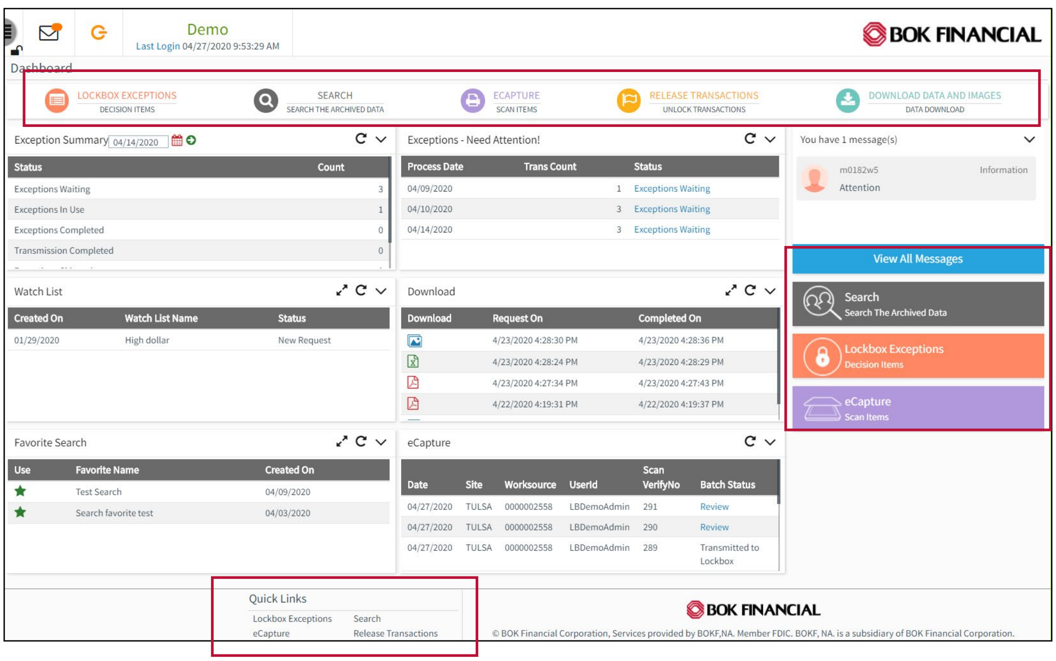
The Panels are described below:

- **Exception Summary**: This panel lists a summary of information on transactions in Interactive Lockbox as of a certain date.
- **Exceptions – Need Attention!**: This panel lists transactions within Interactive Lockbox. A user can click on the status and go directly to the transaction.
- **Watch List**: This panel lists the criteria and access to any watch notifications.
- **Download**: This panel lists the status of any download requests.
- **Favorite Search**: This panel lists the criteria and access to any favorite searches.
- **eCapture:** This panel lists a summary of remote lockbox upload statuses as of a certain date.



Quick links to access some of the different Remitview functions can be found along the top, right and bottom of the main dashboard screen.

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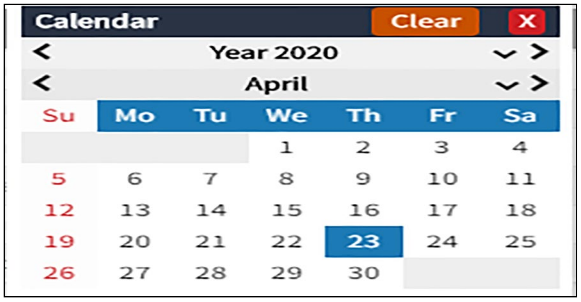
Calendar

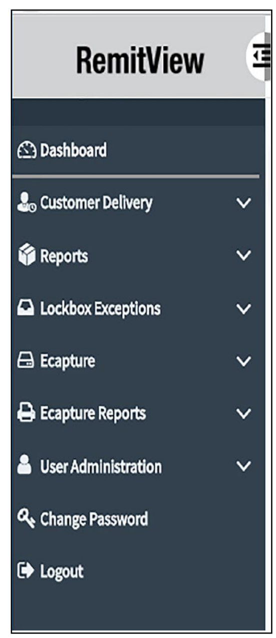
The calendars throughout the application enables the user to select the desired dates. Options are available to browse through months and years to select the desired dates. Click the “calendar” icon to bring up the calendar.



Menu Features

On each screen the menu will display on the left hand side of the screen. The menu displays the following choices for RemitView users.

Some modules that are displayed in the menu options pane on the left are based on the user’s rights. The following modules are available:



- **Dashboard**: This screen shows different levels of activity for the default lockbox.
- **Customer Delivery**: These options control how a user is delivered data and images.
- **Reports**: From this screen a user can pull a batch summary report, batch detail report or user list report.
- **Lockbox Exception**: The options listed in this menu selection are related to Interactive Lockbox. They are optional services. Their functionality is addressed in the Interactive Lockbox manual.
- **eCapture:** The options listed in this menu selection are related to Remote Lockbox Services and only appear if you have the service. Their functionality is addressed in the eCapture manual.
- **eCapture Reports:** The options listed in this menu selection are related to Remote Lockbox Reportsand only appear if you have the service. Their functionality is addressed in the eCapture manual.
- **User Administration:** This menu choice are for admins to add/maintain users.
- **Change Password:** This screen allows a user to change their password.
- **Logout**: This selection is used to log out of the system. Logout may also be performed by clicking the logout symbol at the top of the page. 

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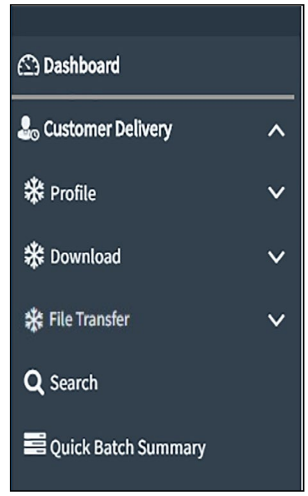
Clicking the “Customer Delivery” menu will display additional choices shown below.

NOTE: The Customer Delivery menu will only display if a customer utilizes multiple services. Otherwise, the options within will display at the main menu level.

These options include:

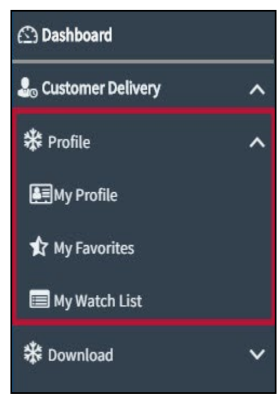
- **Profile**: These options control how a user is delivered data and images, as well as controlling the watch lists and saved searches.
- **Download**: From here a user can download images and data to different file types including HTML, XML, Excel, PDF and PDF image only. This service is optional and may not be used by all customers.
- **File Transfer:** This option links a user to the login screen of the Bank’s file transfer system. From here a user can download the file or reports they receive from the Lockbox via SFTP. This service is optional and may not be used by all customers.
- **Search**: This page gives access to data and images while searching using various criteria.
- **Quick Batch Summary**: This screen allows a user to see a summary of a specific day’s deposit. In additional a user can drill down to specific transactions with a link to transaction images.



Clicking the “Profile” menu will display additional choices shown below. The Profile menu item enables users to setup a profile for search results display, organize the favorites search list, and establish watches.

The Profile menu item provides the following sub menu items:

- **My Profile**: These options configure the way search criteria and data/images are displayed.
- **My Favorites**: This page allows a user to modify Favorite Searches.
- **My Watch List**: From here a user can create and modify a Watch List, which automatically searches for any given criteria.



Profile

The Profile pages allow a user to personalize the various search options available through RemitView.

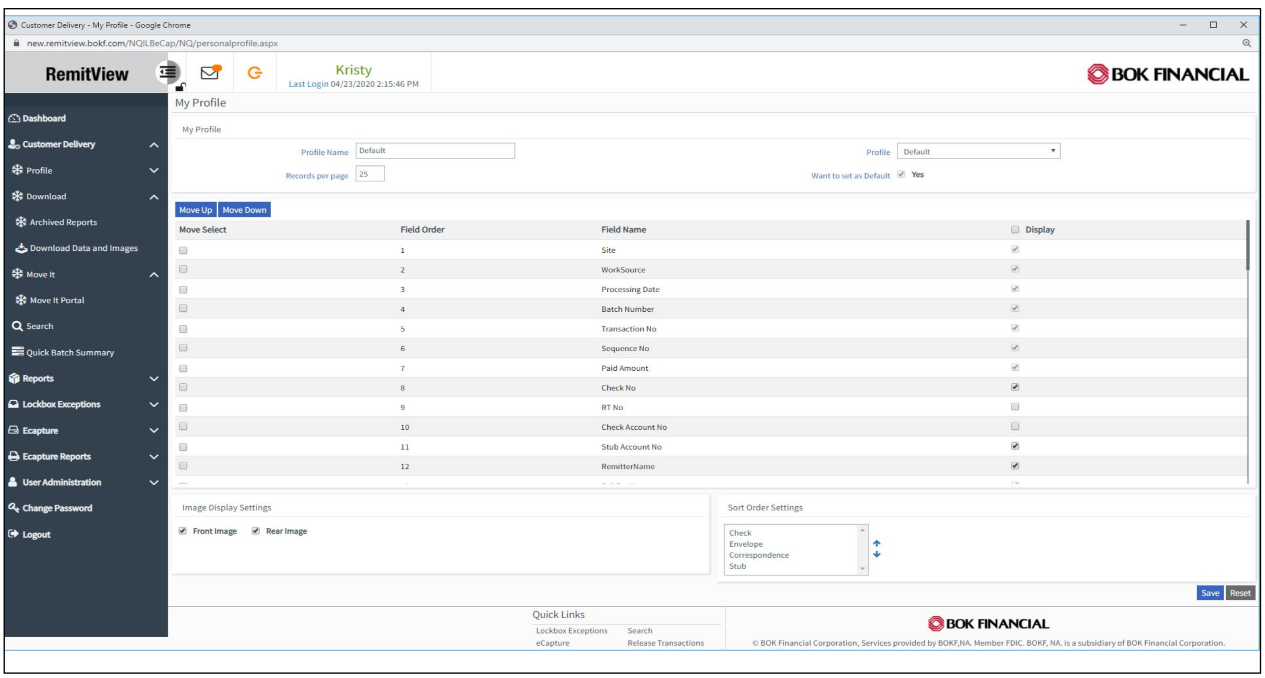
My Profile

Profiles define how the data is displayed on the Search screen. If fields are added or taken away by the administrator after you create a Profile, then a user will need to create a new one to see the changes. Users are initially given only the default profile defined by the site administrator.

IMPORTANT: Upon initial login you must use the Profile sub-menu option to create a profile for your personal use. Multiple profiles may be defined that show a different subset of the available search fields. You can then select the profile you would like to use for your search results.

You may change your default profile by checking "Yes - Want to Set as Default" checkbox. This is the layout that will be used on the Search screen when you login. All other profiles that you have created are available in the Profile pull-down on the Search screen (this displays after you display your search results).

Below is an example of the Profile page.



Profile

The Personal Profile screen displays the following components. Follow the steps to add or modify a profile.

- **Profile Name**: Displays the name of the selected profile, or is blank when adding a new profile. Key in a new name when adding a new profile.
- **Profile**: To modify an existing profile select it from the drop-down list or select Add New… to create a new profile.
- **Records Per Page**: Enter the number of records to be displayed on each page of search results for the selected profile. The default records are set to 25 if you are using the system default profile. If you create a new profile the default is 15 but may be changed to a maximum of 25 records.
- **Want to Set as Default**: Click on the check box to set the selected profile as the default profile view.
- **Move Up or Move Down**: Moves the selected field one step up or down in the existing field order. This affects the order of the results on the Search tab.
- **Move Select**: Click on this check box to select the field to move up or down.
- **Field Order**: Displays the ascending order number of the field where it will be displayed.
- **Field Name**: Displays the field name.
- **Display**: Click on this box to mark the selected field to be displayed for the profile. Grayed out selections cannot be unchecked.

Image Display Settings
- **Front Image**: Click on this check box to display the front image of check/document
- **Rear Image**: Click on this check box to display the rear image of check/document

Sort Order Settings (use the up or down arrows to reorder these items)
- Stub
- Check
- Correspondence
- Other

Save: Click to save the settings for the profile

Reset: Click to clear the settings for the selected profile

Profile

My Favorites

The My Favorites option enables the user to manage the search settings that have been saved as favorite searches, i.e., modify certain characteristics or delete. The user can modify the name of the favorite search, the date range and number of days to be included in the search results. To delete the search click the “Recycle Icon”.

My Favorites

Search	Favorite Name	Date Range	No. of Days	Favorite Type	Edit	Delete
★	Test Favorite	Sliding	180	Private		

To modify the settings of a favorite, click the “Edit” icon. The screen below will appear. New criteria can be keyed into the appropriate fields.

My Favorites

Search	Favorite Name	Date Range	No. of Days	Favorite Type	Edit	Delete
★	Test Favorite	Sliding	180	Private		

After modifying the favorite search, click the “Save” icon to save the changes.

My Favorites

✔ Favorites name updated successfully.

Search	Favorite Name	Date Range	No. of Days	Favorite Type	Edit	Delete
★	Test Favorite	Sliding	180	Private		

Watch List

The Watch List option enables the user to set up a notification for certain criteria. The system searches for data in the archive. Once the data shows up in the archive database, an email notification sends to the specified email address.

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

Watch List | Add Watch List Request

Refresh

Watch List Name	Description	Status	Requested On	Edit	Delete
Test Watch List	**Site** = All Sites and **Work Source** = and **Check No** Contains 1	New Request	4/23/2020		

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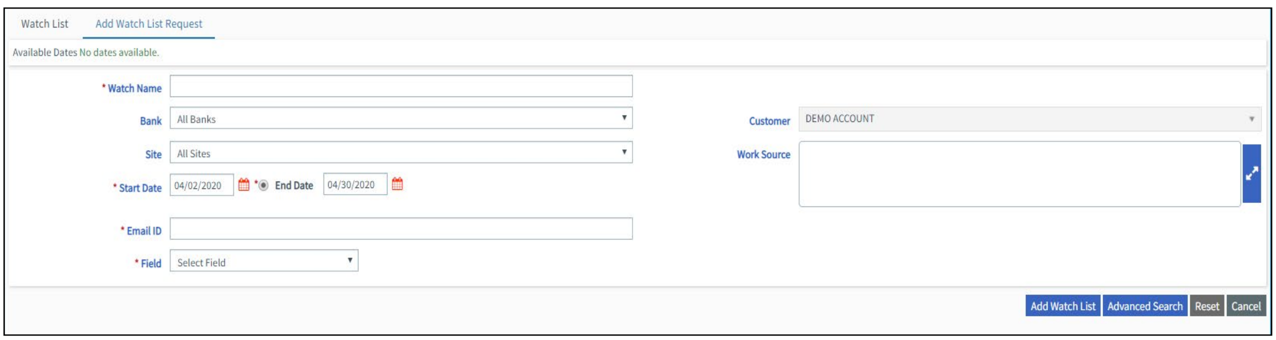
Profile

Adding a New Request

To add a new request:

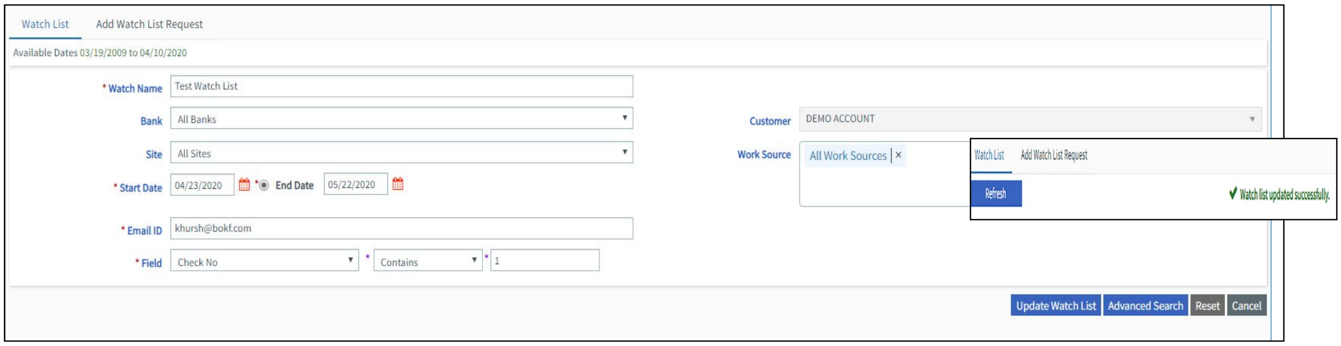
1. Click the “Add Watch List Request” tab.
2. Enter the Watch Name.
3. Select the Site (if applicable) and WorkSource from the drop-down lists.
4. Enter the Start Date (must be current date or later) or click the “Calendar” icon to choose the date from the calendar. Do the same for the End Date.
5. Enter the Email Id. These notifications are sent when the data stored in the database.
6. Field: Select a field from the drop-down list and set the desired condition for the selected field. The conditions will vary according to which field is selected.
7. Click on “Add Watch List”. Requests posted on the Add Watch List Request tab are displayed on the Watch List tab.
8. Click “Reset” to clear the fields.



Profile

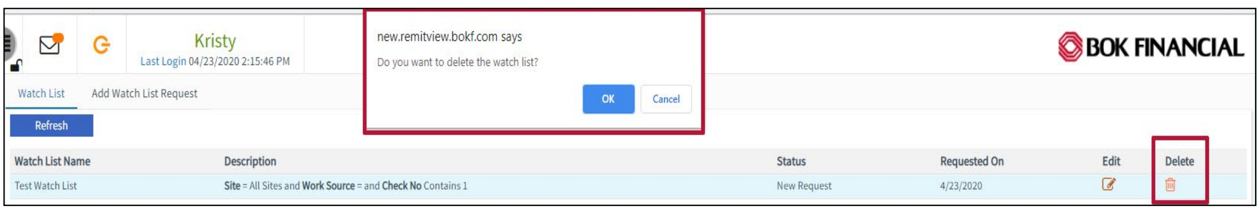
Editing Watch List

The existing list can be edited by clicking the “Edit” icon in the row for the desired watch. After making the changes, click “Update Watch List” to update the changes.



Deleting Watch List

Click the “Delete” icon to delete the list. You are prompted to confirm the request.

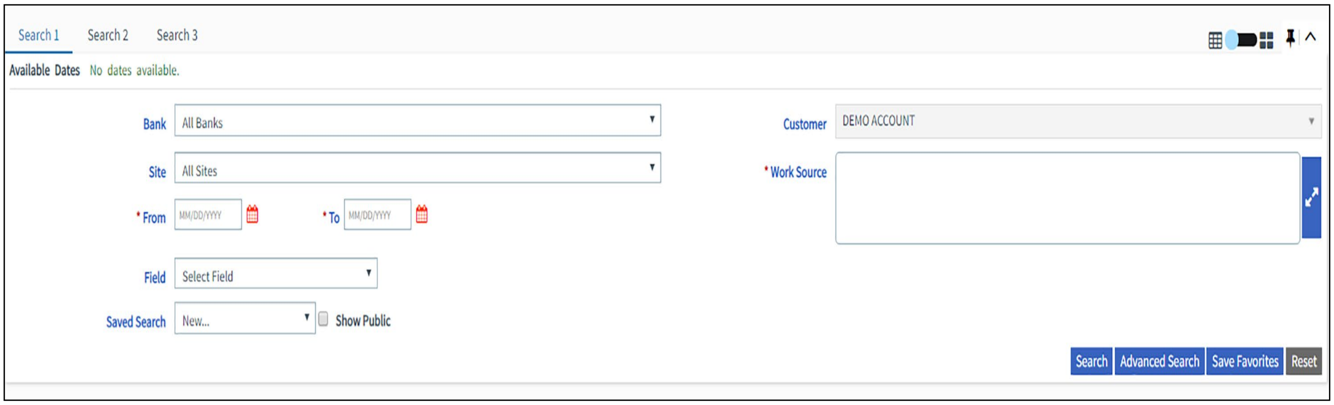


Click “OK” to delete the list or click “Cancel” to retain it.

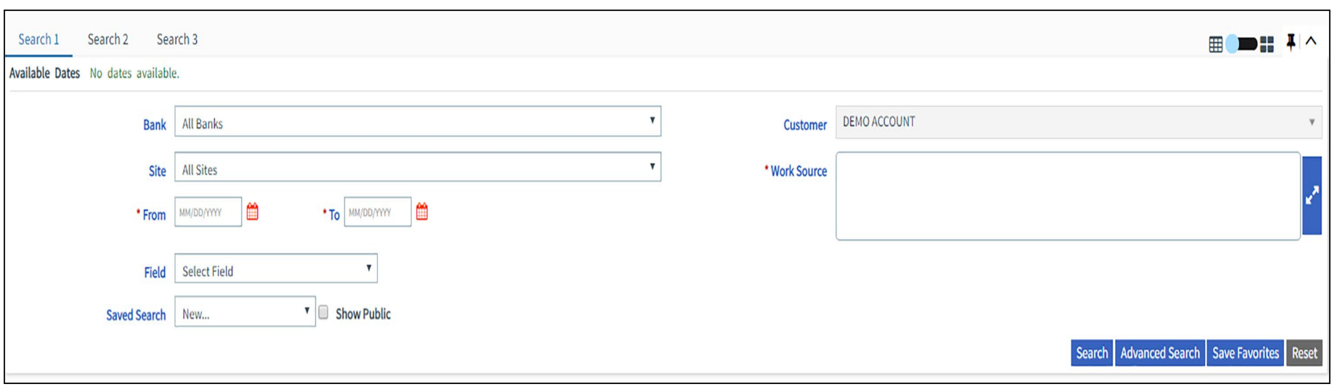
Search

The Search screen is available from the Search option in the menu options pane. The search option in RemitView enables the user to search the required data using various filter conditions. There are three tabs labeled Search 1, Search 2 and Search 3 so that the user may use as many as three sets of search criteria to compare results. The Search screen has two panes, one (at the top) for specifying the search criteria and the second (at the bottom) for displaying the search results.

An example of the Search screen is displayed below.



Search Criteria Pane: The Search screen displays drop-down lists, date selection boxes, text boxes and buttons to allow the user to filter the desired data in the Search Criteria pane. The user can choose between Record View (Displays the transaction data only) or Thumbnail View (Displays thumbnail images of each item in the transaction).



Search

The following selections are available:

- **Site**: Select the site from the drop-down list.
- **Work Source**: Select the desired WorkSource for the selected site and customer from the drop-down list. This must be selected before dates can be chosen.
- **From:** Enter the start date for the search or click the “Calendar” icon to display the calendar from which the user can select the desired start date for their search.
- **To:** Enter the end date for the search or click the “Calendar” icon to display the calendar from which the user can select the desired end date for their search.

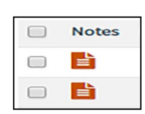
NOTE: The user must enter or select “From” and “To” dates that are within the dates that are displayed in the top of the Search screen as Available Dates: mm/dd/yyyy to mm/dd/yyyy.

- **Field**: Optional - you may add field criteria in addtion to date to narrow your search. Select a field from the drop-down list and select or enter in the field the desired condition for the selected field – the conditions will vary according to which field is selected.
- **Search**: Click to search the data for the selected/entered filter conditions.
- **Advanced Search**: Click to bring up the Advanced Search screen where the user can select multiple search conditions to filter their desired data.
- **Save Favorites**: Click to save the filter conditions in the user’s favorites list or select the favorites from the drop-down list.
- **Reset**: Click to clear the filter conditions already set.

Click the “Pushpin” icon to lock the Search Criteria pane while displaying the search results. It changes to   indicating it’s locked. By default, the search criteria is hidden to increase the area available to display search results. The user can click on this icon to view both the search criteria and their respective results or they can toggle viewing the search criteria by clicking on the down or right arrow. To the right of the push pin is an “upward arrow”, when selected, the user is returned to the search screen with the ability to alter particular filters without redoing the entire search.

Search Results Pane: The left-most column provides check boxes for selecting specific items. When selected, you may Add/View Notes, View Transaction, View Transaction Images or View Images. Alternately you may click a row to see its associated images (front and/or rear) and detailed data. The Profile selection allows a user to select from multiple profiles.

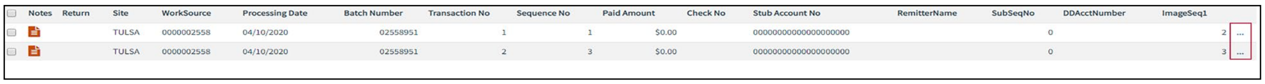
- **View Transactions**: Click to view the transaction data for a selected item.
- **View Transaction Images**: Click to view the images of the transaction related to the selected item.
- **View Images**: Click to view the images of the selected items.
- **View Batch Header: Click** to view the batch header associated with the item
- **Download All**: Click the PDF, HTML, Excel, XML or PDF Image Only icon to download the transactions that are in the current search results. Approximately 1000 pages can be downloaded at once. Transactions may have few or many pages. Batches will contain up to 50 transactions.
- **Notes**: Click the “Notes” icon to bring up the Add/View Notes screen to add or view the notes appended to the selected transaction.



Search

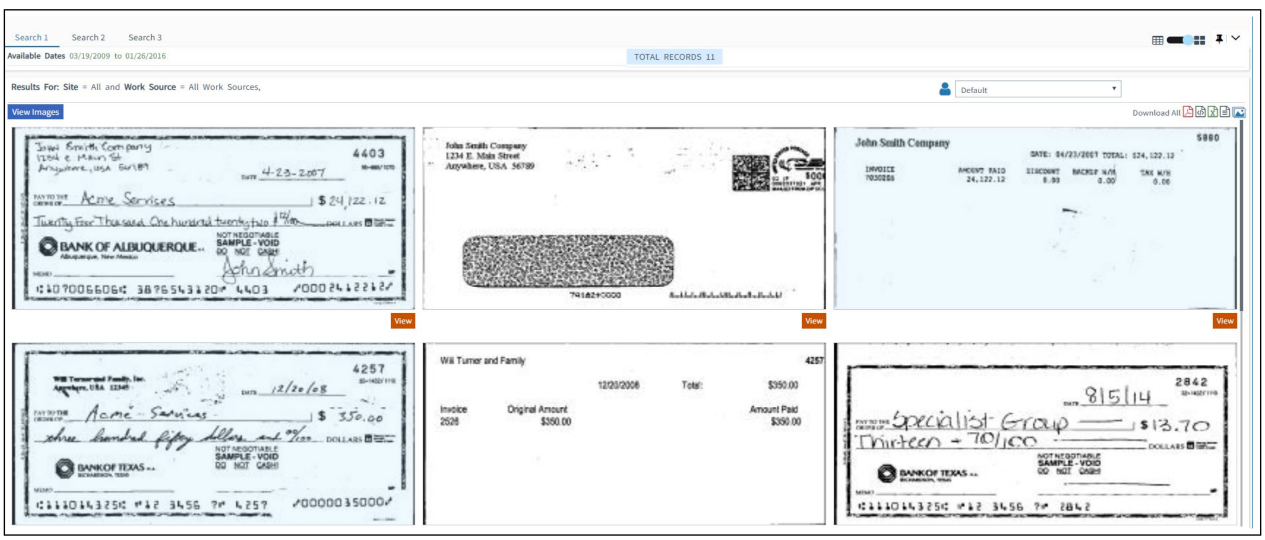
The columns shown in the grid are dependent on the chosen Profile. By default the grid is sorted by site, lockbox (work source), processing date and batch number, in ascending order. To sort the grid by a different column, click on the column heading.

By default the search results will display the pre-set number of records per page. To see more records, type in a new page number and then hit enter or click the single arrow to advance to the next or pervious page or click the double arrow to advance to the last page or first page. If all of the data does not display on the initial screen, a user can click the right-most column (...).



This will add more transaction details below the selected item:

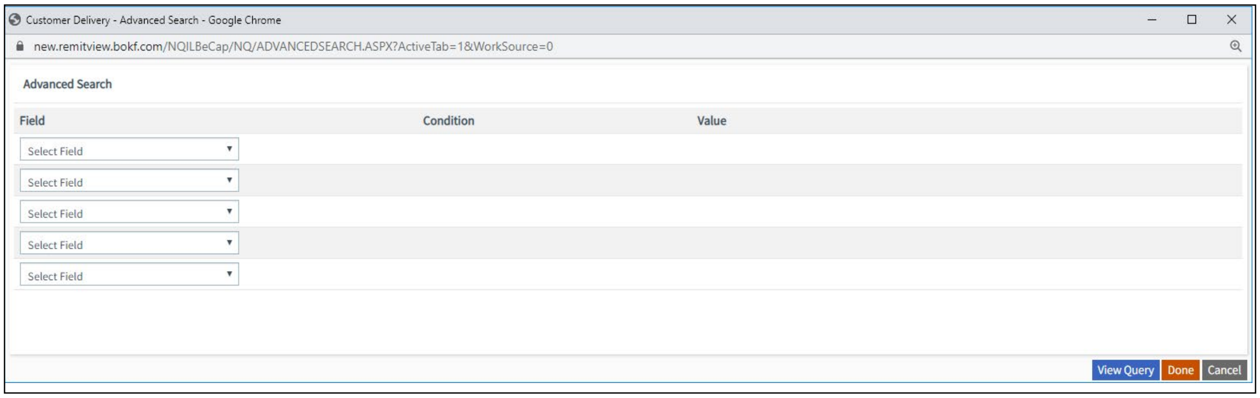
An example of the Thumbnail View for the search results is shown below. A user can click on the black bar to change the image viewer to a thumbnail view and back to record view.



Search

Advanced Search

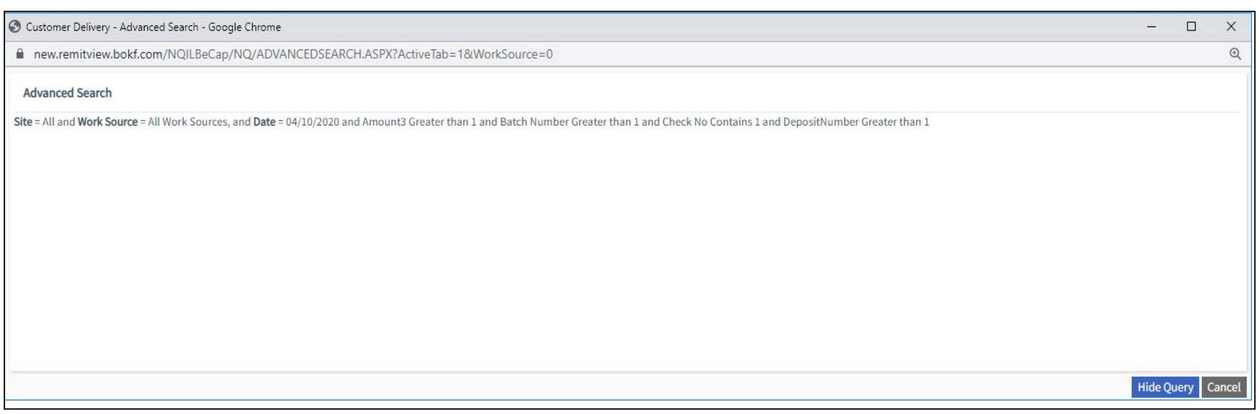
The advanced search option enables the user to add more filter conditions to refine the data. From the Search Criteria pane of the Search screen click the “Advanced Search” button to bring up the Advanced Search screen.



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

- Select the **Field** name from the drop-down list.
- Select the **Condition** from the drop-down list and enter the Value.
- After entering the needed data click “Done” to update the changes and perform the search.

Click “View Query” to display the query for the selected filter conditions.

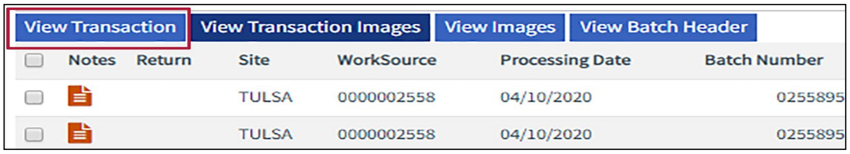


Click the “Hide Query” button to return to the Advanced Search screen.

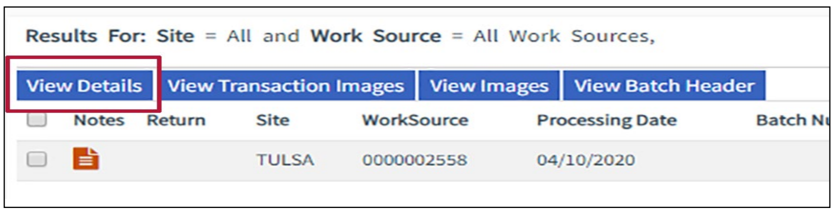
Search

View Transactions

From the Search Results pane of the Search screen the user can view the transaction details for a selected item. Click on the check box of the desired item and click “View Transactions” to display the data for the transaction containing the selected item.

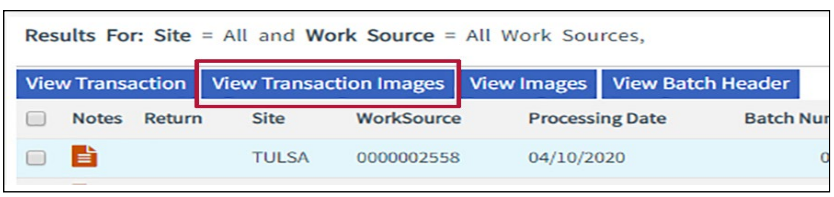


To return to the full list, click on View Details.



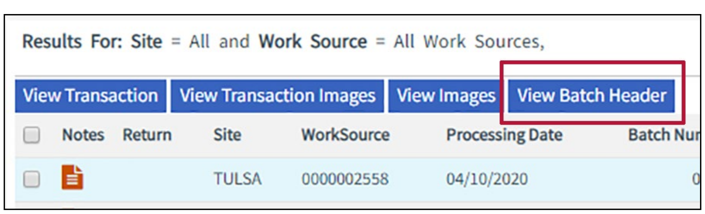
View Transaction Images

From the Search Screen Results pane of the Search screen the user can view the transaction images for a selected item. Click on the check box of the desired item and click “View Transaction Images” to display images of the transactions containing the selected item.



View Batch Header

From the Search Screen Results pane of the Search screen the user can view the batch header image for a selected item. Click on the check box of the desired item and click “View Batch Header” to display images of the batch header related to the selected item.



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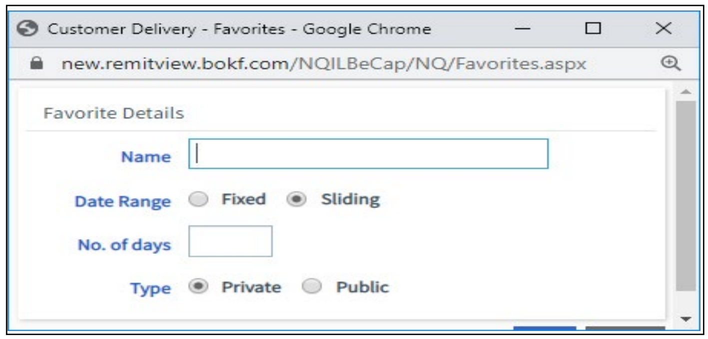
Search

Favorite Search

Remitview allows the user to set the search criteria and save it to their favorite search list. The user can then use the drop-down favorites list from the Search Criteria pane of the Search screen to retrieve the favorite search the next time it is needed.

Saving Search Criteria As a Favorite

The Profile defines how the data is displayed on the Search screen for each Work Group. It is accessed under the Customer Delivery menu.



1. From the **Search** screen set the desired search criteria.
2. Select **New…** from the drop-down favorites list.
3. Click “Save Favorites” to bring up the Favorite details screen.
4. Enter **Name** of the favorite.
5. Select a **Date Range** - Fixed or Sliding.
   - **Fixed**: This option saves the date range selected at the time of creating the new favorite and gives the result for this date range only.
   - **Sliding**: This option takes the number of days entered and counts backwards from the To: date in the Available Dates displayed in the Search Criteria panel of the Search screen; the result will be the From: date.
6. For the **Sliding** option, enter No. of Days. The maximum number of days that can be entered is 180.
7. Search can be made private or public so others can see the favorite search option.
8. Click “Save” to update the changes or “Cancel” to discard the changes.

Using Favorite Search

After creating favorite search items, the user can search the data with their favorites list. To search:

1. Select the favorite search from the drop-down favorites list in the Search Criteria panel – the conditions of the favorite search will be displayed.
2. Click “Search” – only the items that satisfy the search criteria will be displayed.

View Images

Images and data associated with an item or transaction including the batch header, may be viewed several ways:

- From the Transaction list, click anywhere in the item’s row in the grid.
- From the Transaction list, select items using the check boxes and click “View Images”.
- From the Transaction list, select items using the check boxes and click “View Transaction Images”.
- From the Thumbnail view, click a thumbnail image.
- From the Quick Batch Summary, drill down from the batch to the transaction to the items and then click in the item row.

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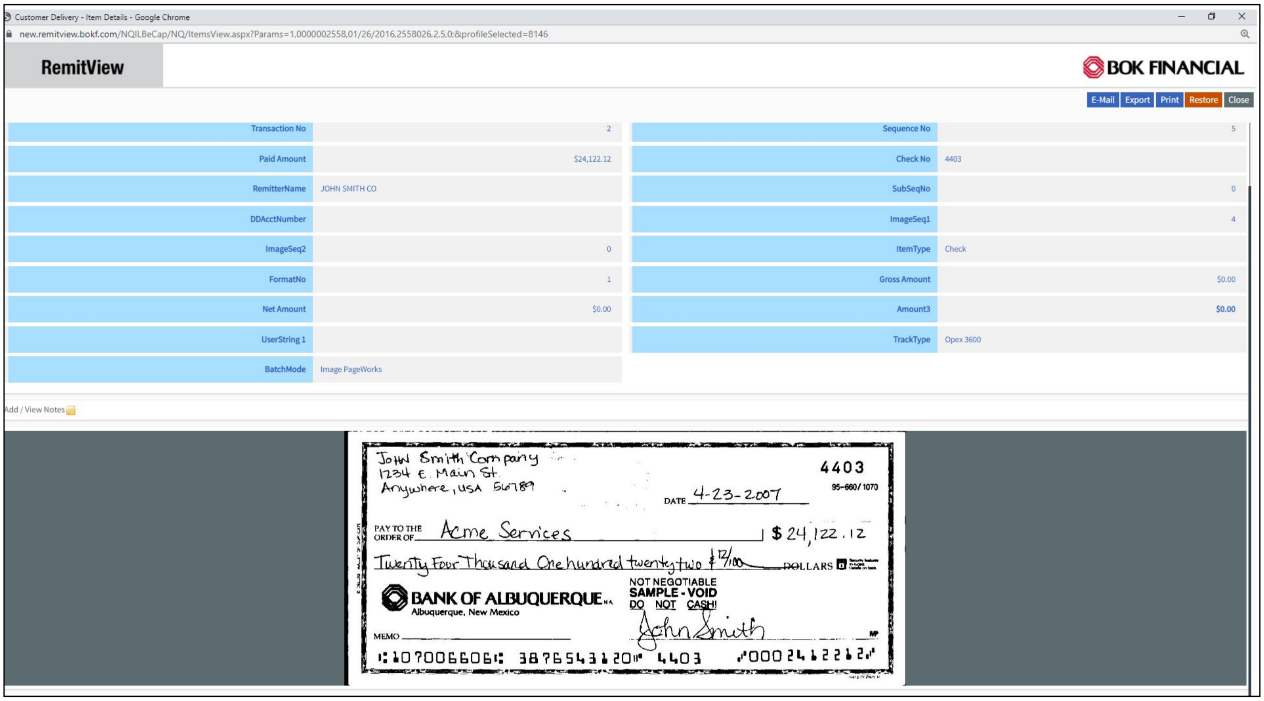
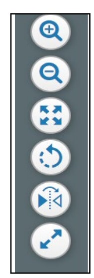
Search

Below is an example of the image screen:



One or more of the following buttons appear at the top, depending on your configuration:

- **E-Mail**: Click to email the image to the selected email id
- **Export**: Click to export the selected image to PDF, Excel format or PDF Images Only
- **Print**: Click to print the selected image or images
- **Restore**: Click to restore the image to front view after flipping/zooming
- **Close**: Click to close the Item Details screen



An image manipulation tool bar shown next to each image.
The buttons are **(from top to bottom)**:

- Zoom in to increase the size of an individual image
- Zoom out to decrease the size of an individual image after it has been zoomed in.
- Restores zoom in or zoom out image to its original size
- Rotate the image 90° clockwise, i.e. turn the image a quarter turn to the right.
- Flip between front and rear images.
- Opens image in new window.

The notes icon can be clicked on to add notes.

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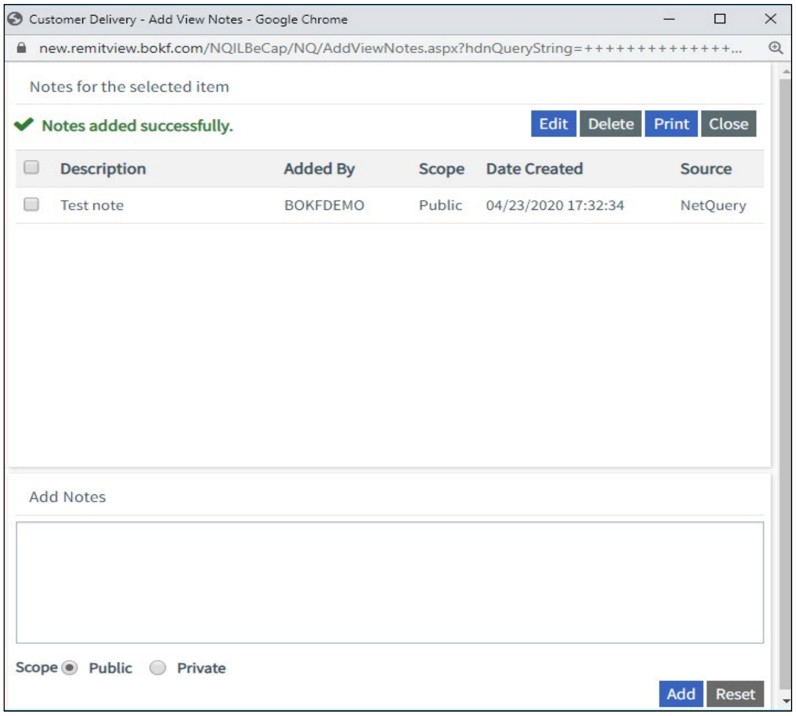
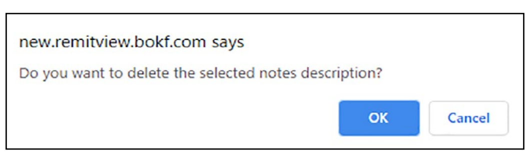
Add/View Notes

The user can add notes for items for Public or Private viewing. Select an item from the Search Results pane of the Search screen. Then click the “Notes” icon in the Notes column of the desired item.



The Notes screen is displayed as shown above. The user can add a note by typing the text of the new note in the Add Notes section and clicking the “Add” button. To select the Scope, if the user selects the “Public” radio button the notes can be viewed by all users. If the user selects the “Private” radio button the notes can be viewed only by themselves and administrators. The user can print a note by clicking the “Print” button, or delete the note by checking the box next to the note and clicking the “Delete” button. A confirmation prompt is displayed.



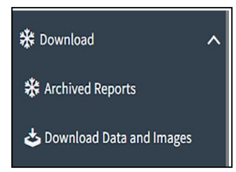
To cancel any additional notes, click the “Reset” button. When finished, click the “Close” button.

Download

The Download function provides the capability to download archived data and images in PDF, XML, Excel, HTML and PDF Images Only. Downloading can be done either from the Search screen or from the Download function in the menu options.

To download the data and images of all items found for the current search criteria in the Search screen, the user can click the relevant button in the "Download All" section. Once the download is started from the search screen a user needs to go to the Download tab to complete the download.

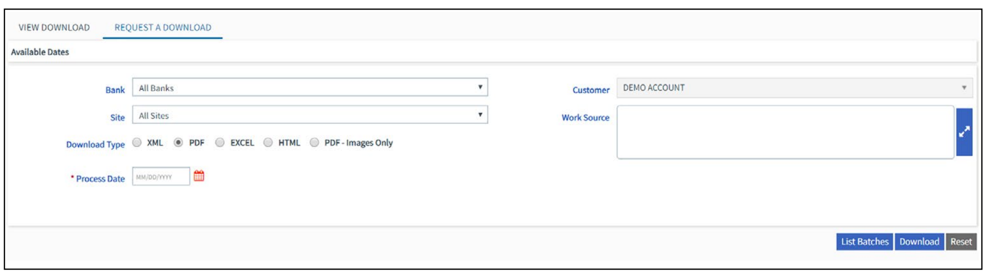
To download from the Download screen, choose "Download" and then choose "Download Data and Images".



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

To add a new request to download data and images:

1. Click on the "Request a Download" tab to display the following screen.



2. Select the "Site" and "WorkSource" from the drop-down lists
3. Enter the "Process Date" or click the "Calendar" icon to choose the date from the calendar – the date must be within the Available dates listed at the top right of the screen.
4. Choose the "Download Type" (XML, PDF, Excel, HTML or PDF Images Only) using the appropriate radio button.
5. Click on "List Batches" to display the batch numbers.
6. Select specific batches by clicking the check box by the batch number
7. To select all batches click on the "Check All" check box. You may be prompted to reduce your batch selection if your work exceeds limits. 1000 pages is the approximate limit.
8. Click the "Reset" button if you need to clear the selections.
9. Click on "Download" to download the selected batches.

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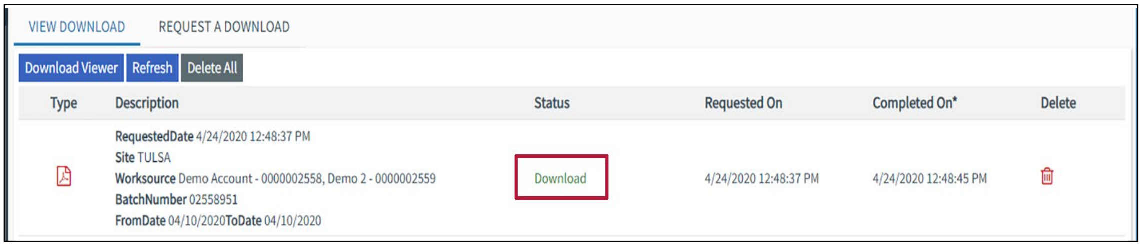
Download

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

The user can view the download request details in the “View Download” tab. Click “Refresh” to view the current status. The Status column will display New Request for a new request; while it is processing it will change to Processing and finally to Download when the file is ready. Click on “Download” when you are ready to download the file.



After you click “Download” you will receive a verification screen. Click “Open”.

Download Versions:

- **PDF:** The PDF download will contain a series of PDF files and will need to be extracted as well. Each PDF file contains a complete transaction. Double click on the file to open the PDF image. Only a limited number of fields will show at the top of the images. If data you need is not showing, change the order of your fields in your profile to make the missing data fields appear earlier in your search results. If a user has the full version of Adobe each file can be combined into one single PDF.
- **PDF Images only:**   This will display only images without any header data or product logos.
- **Excel**: The Excel download will create an Excel spreadsheet. The data contained within represents the various pieces of data that can be captured within the Lockbox system and are chosen to display through your Profile.
- **HTML**: Each folder shows up to 25 images in transaction order. Double click the file to open the program. The images now display in an HTML format, much like web viewing. You can scroll down through the images. The Default.htm file displays a selection page much like what is found in the data folder. Here you will find links to the images that will display 25 at a time in HTML. Click on which group of images you want to see to display them.
- **XML**

Delete All button - will delete all downloads visible on the screen. A note at the bottom of the page is displayed stating that downloads will automatically delete after 15 days.   Downloads can also be deleted individually using the delete icon in the right column.

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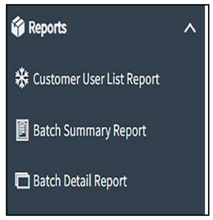
Reports

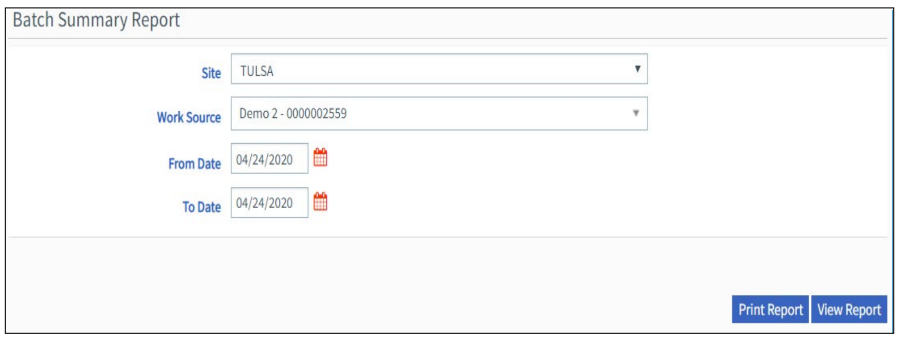
RemitView has a series of reports that may be viewed and printed from the Reports function of the menu options pane at the left of the screen. The available reports are listed in the sub-menu bar. If two deposits are received per day, the data will add to the current report as it becomes available versus generating a new report. Reports available to users are:

- Batch Summary Report
- Batch Detail Report
- Customer User List Report



Batch Summary Report

The Batch Summary Report lists item totals for the batches selected, followed by a grand total. Select “Batch Summary Report”. Then select the site (if applicable) from the drop-down list. Next, select the “Lockbox” from the drop-down list. Enter the date or date range in the “to” and “from” date fields or click the “Calendar” icon to display the calendar to select specific dates. Next click “View Report”.



Below is a sample Batch Summary Report.

1 of 1 Find | Next

From Date: 04/24/2020 To Date: 04/30/2020 Page No: 1 / 1

Batch Summary Report

Batch Number	Stub Count	Stub Total	Check Count	Check Total
Site: TULSA		**Worksource: 0000002559**		
2559052	2	$2.65	0	$0.00
Process Date : 04/24/2020	**2**	**$2.65**	**0**	**$0.00**
Grand Total:	**2**	**$2.65**	**0**	**$0.00**

4/24/2020 1:08:44 PM

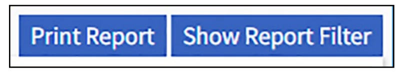
Reports

At the top of the report are buttons for navigating forwards and backwards in the report. The single arrow advances or goes back by one page, while the double arrow goes to the first or last page of the report.

Also, there is a field for entering data for searches. You can key in what data you want to find on the report, the select Find and the data will be highlighted. By clicking "Next", you can go to the next instance the same data is found. Also, in the center are two icons. They are described below.

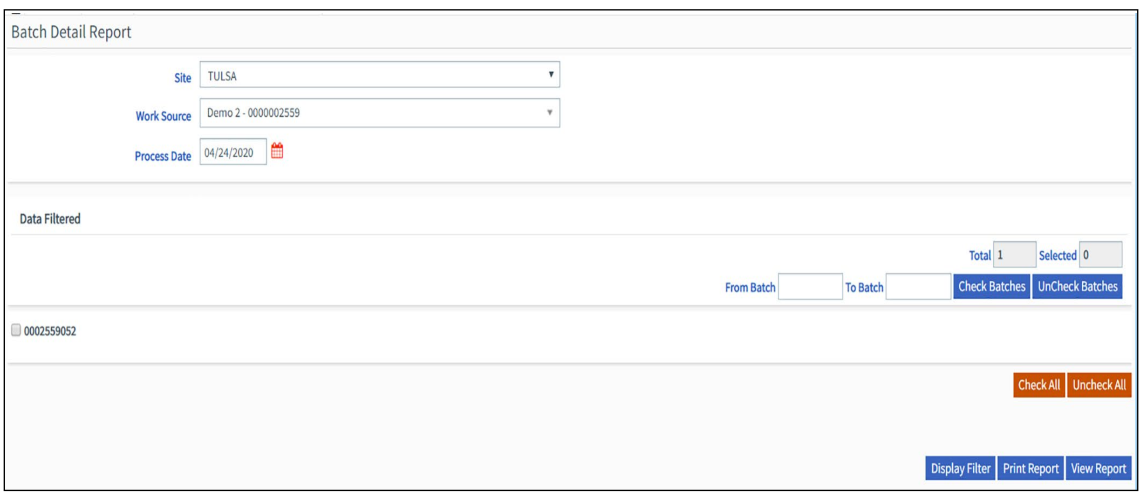
- **Export**: This button exports the data into Word, PDF or Excel format.
- **Refresh**: This button will clear any search data and take the report back to page 1.

The "Print Report" button allows you to print the report. "Show Report Filter" button directs you back to Summary Report Search screen.



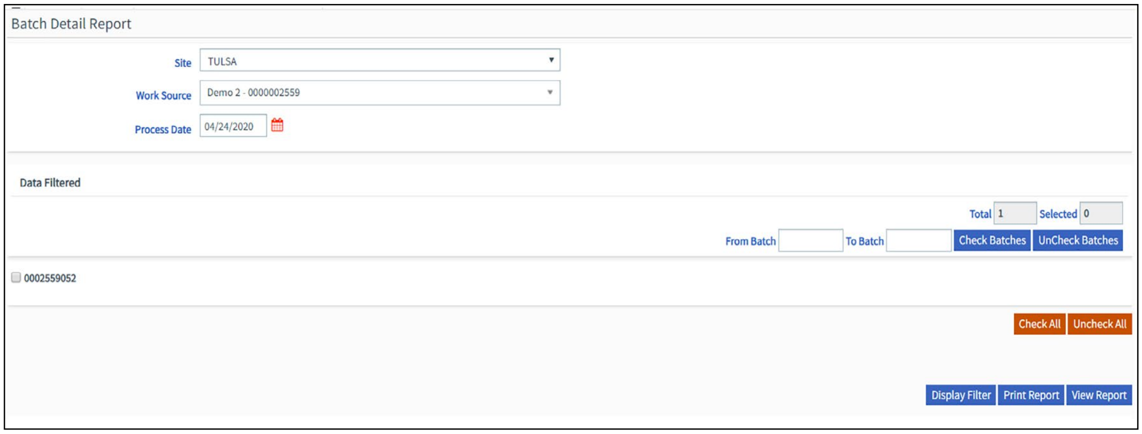
Batch Detail Report

The Batch Detail Report lists all detail items in each selected batch, totals the checks and stubs for each batch, and gives a grand total on the last page. To view, select the "Batch Detail Report". Select the "Site" (if applicable) from the drop-down list. Then select the "Lockbox" from the drop-down list. Next, enter the "Process Date" or click the "Calendar" icon and select a date in the calendar. At this point you can select "View Report" to see the report.



If you want to view only certain batches you can select "Display Filter". The batches will be displayed in the Data Filtered Pane. The total number of available batches is now shown.

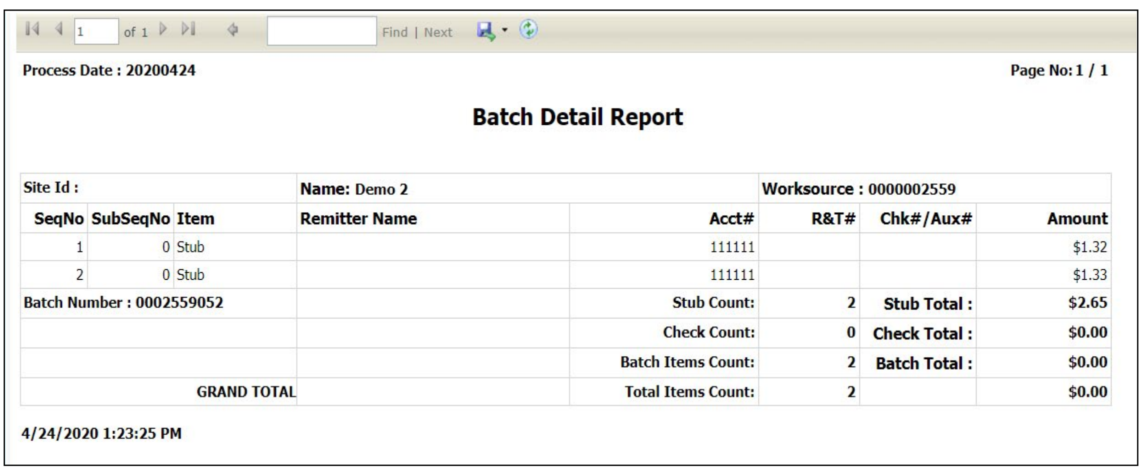
Reports



The available buttons are:

- **Check Batches:** Enter From Batch and To Batch in the respective fields, then click this button to select the entered batches. This selection allows you to view every batch within the range you entered.
- **Uncheck Batches:** Enter From and To Batches in the respective fields then click this button to unselect the entered batches. This selection allows you to view all batches excluding the range you entered.
- **Check All:** Click this button to select all the available batches
- **UnCheck All:** Click this button to unselect the batches.

Below is an example of the Batch Detail. The page navigation, zoom, search feature, as well as the Export, Refresh and Print icons are available here as well.


1 of 1 Find | Next

Process Date : 20200424 Page No: 1 / 1

Batch Detail Report

Site Id :			Name: Demo 2		Worksource : 0000002559		
SeqNo	**SubSeqNo**	**Item**	**Remitter Name**	**Acct#**	**R&T#**	**Chk#/Aux#**	**Amount**
1	0	Stub		111111			$1.32
2	0	Stub		111111			$1.33
Batch Number : 0002559052				Stub Count:	2	Stub Total :	$2.65
				Check Count:	0	Check Total :	$0.00
				Batch Items Count:	2	Batch Total :	$0.00
GRAND TOTAL				Total Items Count:	2		$0.00

4/24/2020 1:23:25 PM

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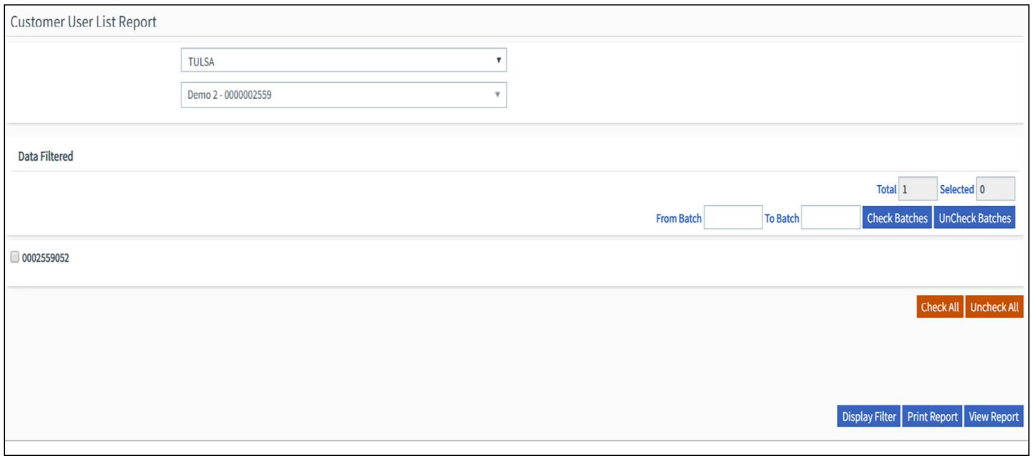
Reports

Customer User List Report

The Customer User List Report provides user information for the customer, such as User Code/Login ID, User Name, Group Name and Login details. To view, select the “Customer User List Report”.   Then select the “Site” and “Worksource” from the drop-down lists.



Below is an example of the Customer User List.

Customer User List Report Page No: 1 / 1

Customer	UserCode/Login Id	User Name	Group Name	Last Login Date	Last Login Time
DEMO ACCOUNT	BOKFDEMO	demo admin	Customer Admin	042420	131728
DEMO ACCOUNT	itester1	admin	Customer Admin	042320	164151
DEMO ACCOUNT	LBDemoAdmin	Lockbox Demo Admin Account	Customer Admin	042320	165150
DEMO ACCOUNT	newuser1	newuser1	Customer Admin	042220	162730
DEMO ACCOUNT	tinamerritt	tinamerritt	Customer Admin	042220	075041
DEMO ACCOUNT	WebInsTest	Web Inspect test	Customer Admin	120719	013444
DEMO ACCOUNT	SSOTester	SSO Tester	Customer User	071719	140220
DEMO ACCOUNT	teser5555	user with ILB	Customer User	042220	165751
DEMO ACCOUNT	SpeedTester	Speed Tester	Customer User	071919	080808

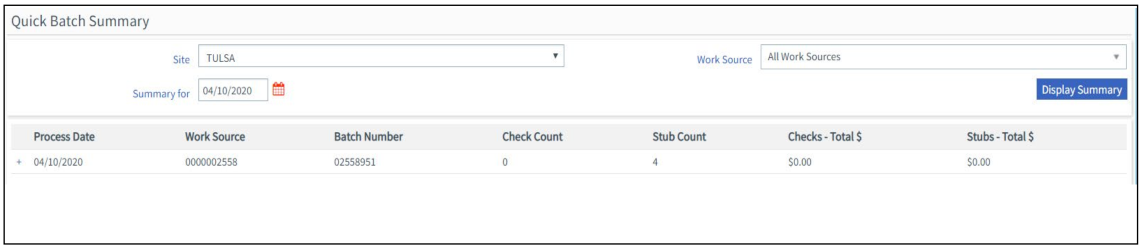
4/24/2020 1:30:13 PM

Printing a Report

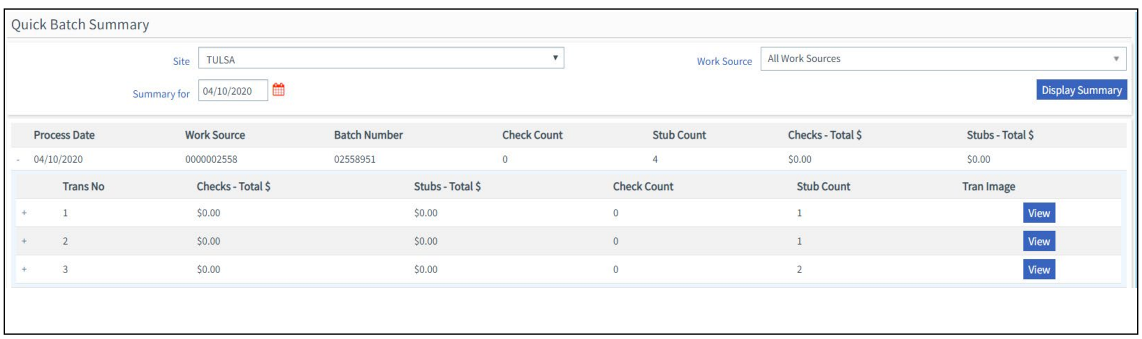
Reports may be printed by clicking the “Printer” icon above the report. A dialog box appears that allows the user to choose the printer and the range of pages to be printed. Click “OK” to print.

Quick Batch Summary

The Quick Batch Summary page displays the archived data for the latest process date to which the user has access. It is available from the Quick Batch Summary choice in the menu options pane at the left of the screen. The user can specify a different process date by selecting a date from the calendar control and clicking the “Display Summary” button. All batches from all lockboxes that a user has access to will display.



Each row shows the data for one batch processed on the selected process date. The user can “drill down” to show a list of the transactions for one batch, and a list of the individual items within a transaction, by clicking the “Plus Sign” (+) next to the desired level.



The user can view the image of an individual item by clicking on the desired item. The image of the item appears, as described in the Search section.

Appendix

System Requirements

Hardware	Version	Notes
Intel Core Processor	I3, I5 or above	Requires 1 GB RAM free space

Software - Client	Version	Notes
Windows	Windows 10 (supports all browsers) or Windows 7 32 bit or 64 bit (Supports only IE11)	Operating system
Adobe Acrobat PDF Reader	any latest version	Viewing PDF, report printing
Browser	Chrome (version 79 or latest), and Edge	Web browser
Framework	Net Framework 4.5 or 4.6	Needed for those viewing CDs

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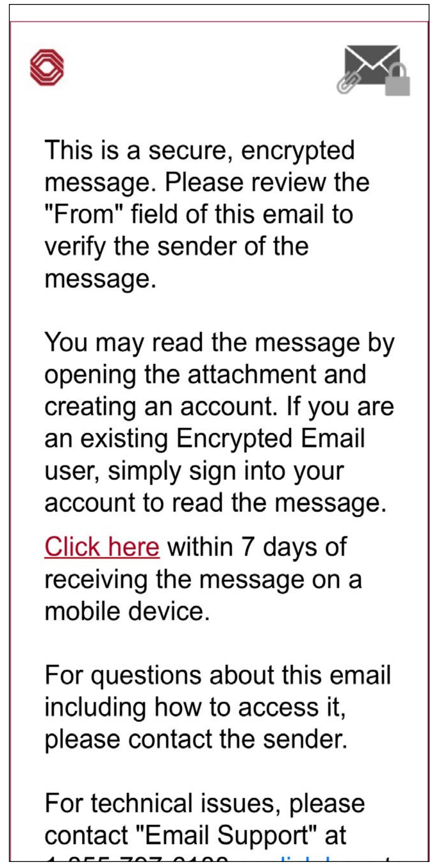
Appendix

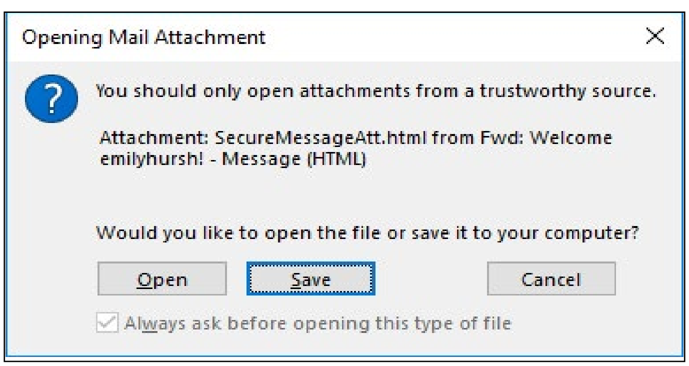
E-mail Encryption

You will receive emails from our Lockbox operations area noreplyremittance@bokf.com and/or the RemitView system noreplyremitview@bokf.com. As the e-mail name implies, these e-mails cannot be replied to. Emails with sensitive content are sent encrypted. When an encrypted secure e-mail is received, you will see a message like the one shown here.



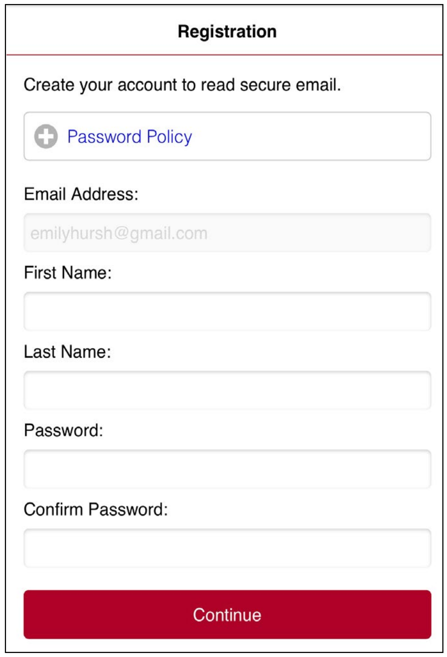
When you receive an encrypted email, it will be necessary to login to a website called Proofpoint to view the e-mail. To access the Proofpoint site, click on the attachment received with the e-mail. This will launch a browser to authenticate so that you can decrypt and read the message.

The screen below will come up at this time. Click "Open" to continue.



Appendix

If you have not registered for Proofpoint Encryption, you will be prompted to create an account by entering you first and last name and choosing a password on the Registration page. In addition, you will choose a Password Reset question and answer, in case you cannot remember your password or get locked out in the future.


Registration

Create your account to read secure email.

Password Policy

Email Address:

emilyhursh@gmail.com

First Name:

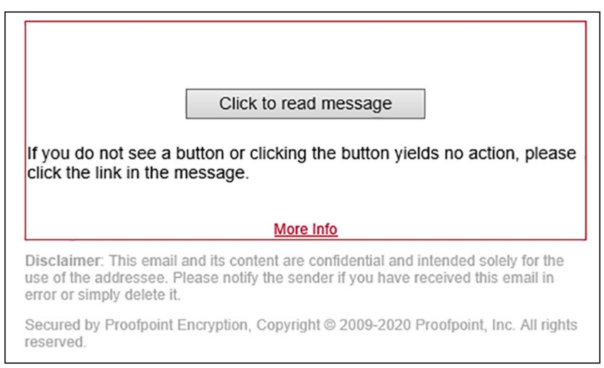
Last Name:

Password:

Confirm Password:

Continue

Click “Continue” when you are done. In the future, you will not be prompted to register. If you have already registered, or if your account already exits, you will be prompted to sign in and provide your password to decrypt the message. At this point the screen below will display. Click on the “Click to read message” button to access the e-mail.


Click to read message

If you do not see a button or clicking the button yields no action, please click the link in the message.

More Info

Disclaimer: This email and its content are confidential and intended solely for the use of the addressee. Please notify the sender if you have received this email in error or simply delete it.

Secured by Proofpoint Encryption, Copyright © 2009-2020 Proofpoint, Inc. All rights reserved.

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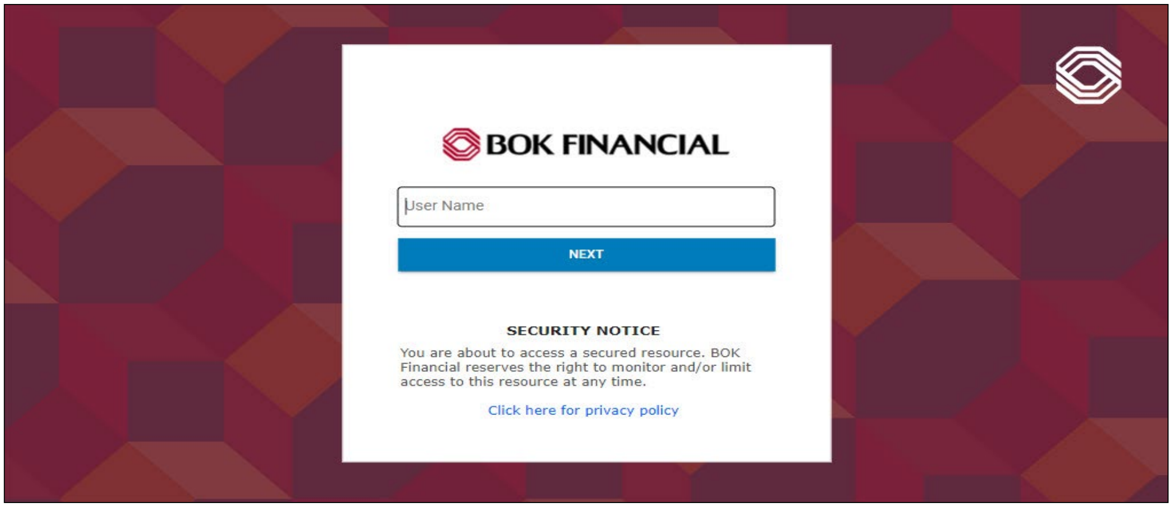
Appendix

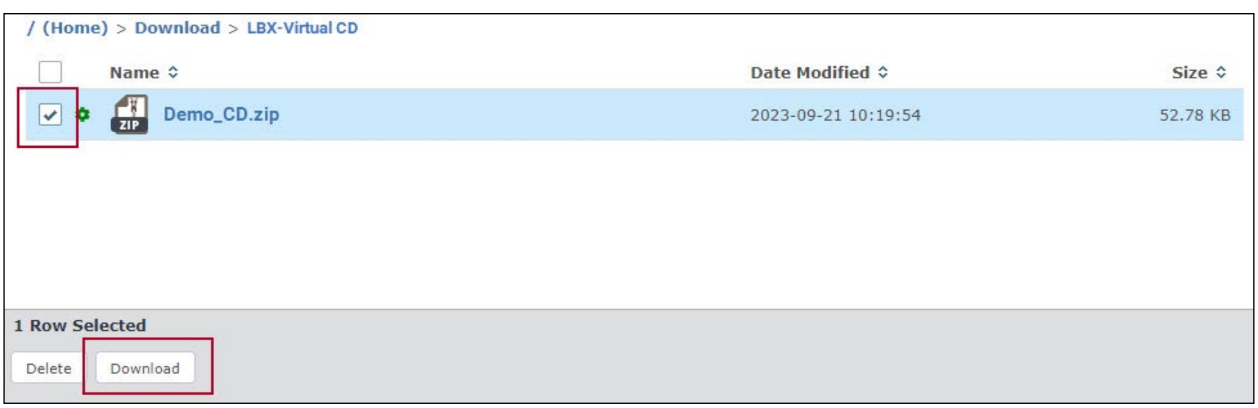
Virtual CD

You will be notified, usually the second business day of the month when your Virtual CD is ready for download. To download your Virtual CD, enter https://mft.bokf.com in the address bar of your Internet browser to login to Managed File Transfer (MFT).



Once in MFT, navigate to the “LBX-Virtual CD” download folder and click the link to open.

Select the “checkbox” next to the zip file you wish to download. Click the “Download” button that appear at the bottom of the screen. CDs are automatically deleted one week after they are created.



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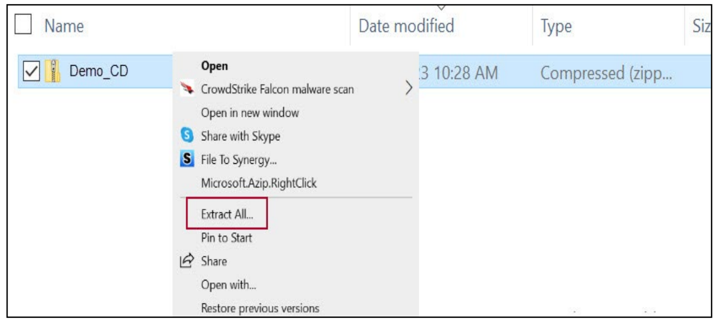
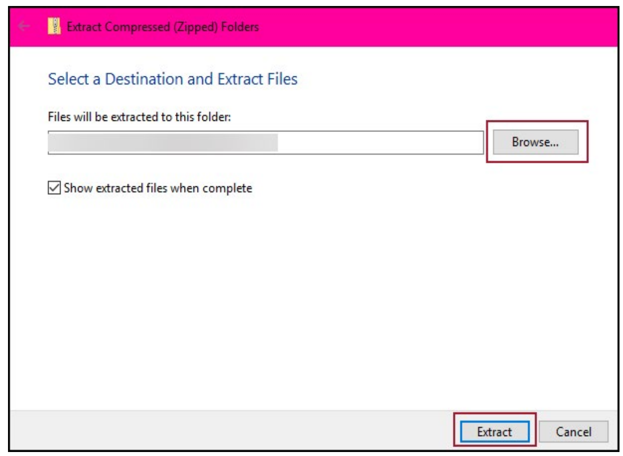
Appendix

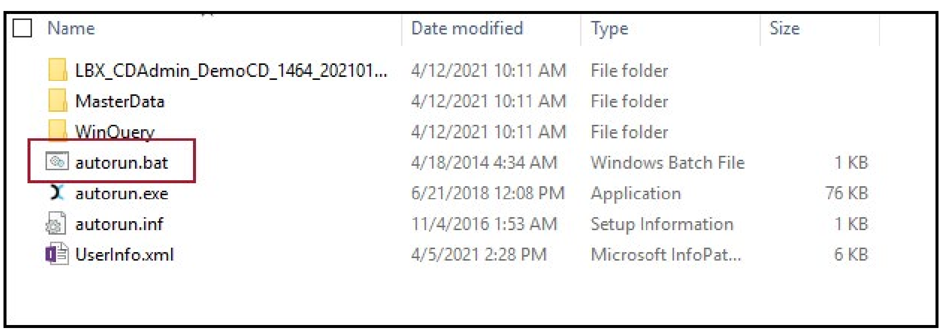
Once the “zip” file has downloaded, locate the file, usually found in “Downloads”. Right click the file and select “Extract All”.



The extract will then ask you to select a location to store the files. Click “Browse” to make your selection, then click “Extract” to start the file download.



After the install in complete, you can now access the virtual CD. Double click “autorun.bat” file to access the CD login screen.



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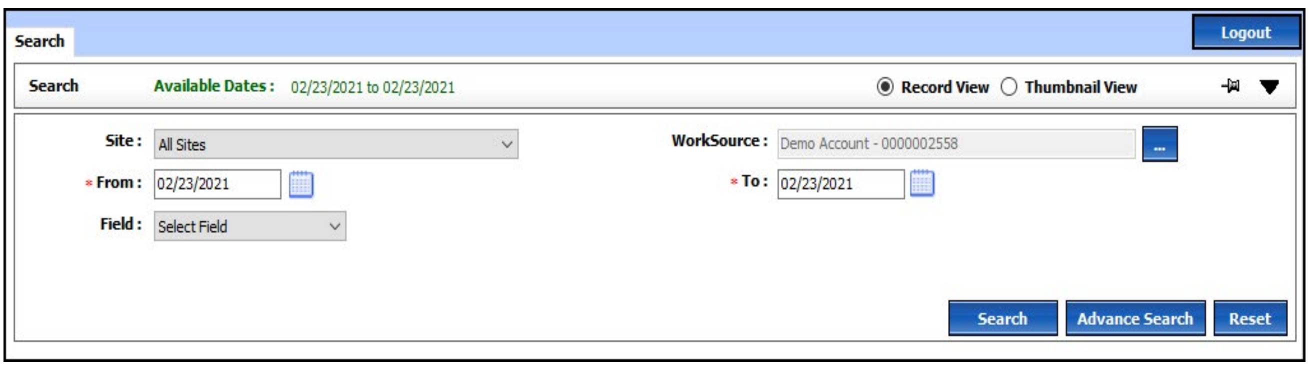
Appendix

When the virtual CD opens an additional login and password is necessary to access. At this point, for the Usercode enter: cduser. For the Password enter: imageCD.

The CD will display the search screen. Criteria can be entered to perform a search.



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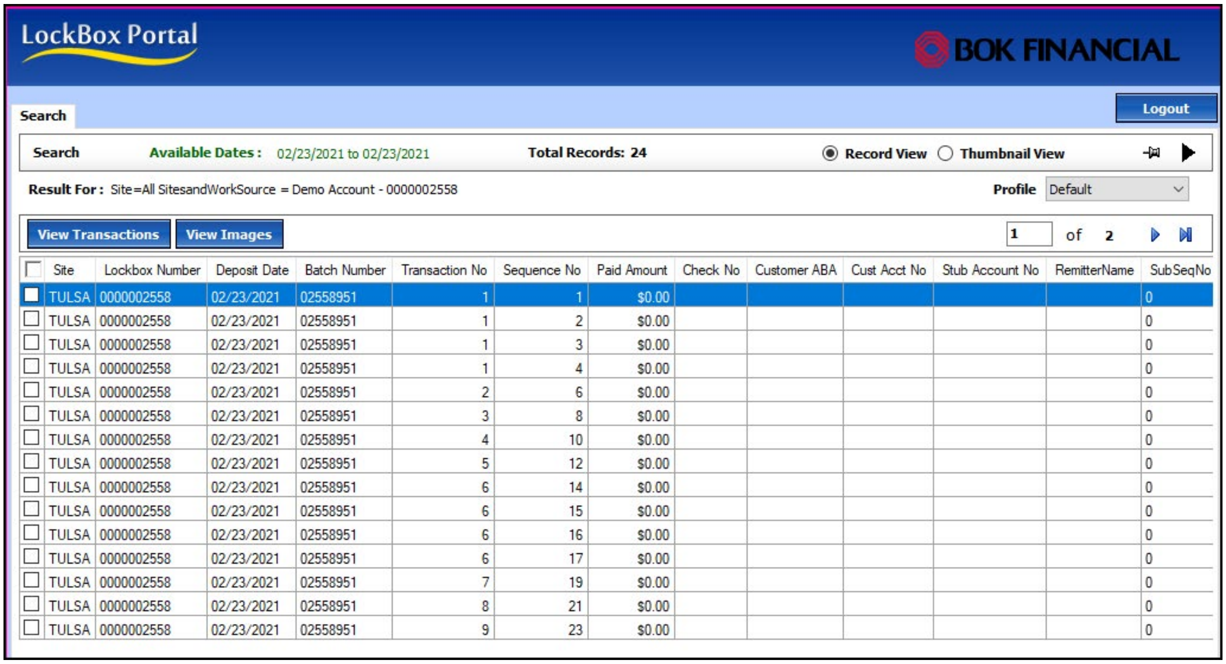
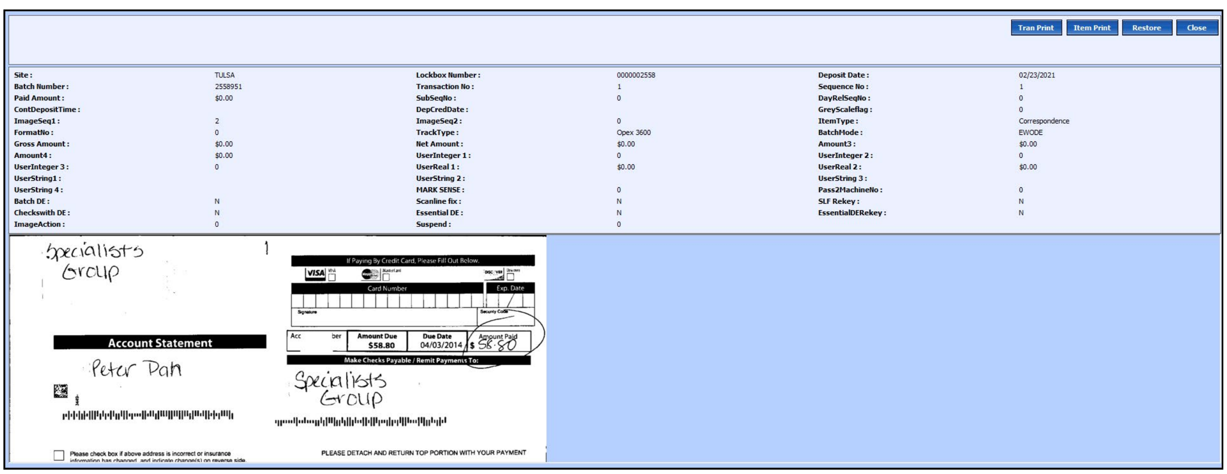
Appendix

After entering the search criteria and clicking search the results display in the lower part of the screen.



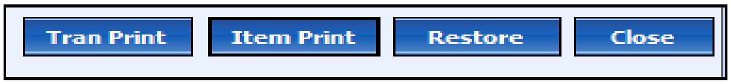
Site	Lockbox Number	Deposit Date	Batch Number	Transaction No	Sequence No	Paid Amount	Check No	Customer ABA	Cust Acct No	Stub Account No	RemitterName	SubSeqNo
TULSA	0000002558	02/23/2021	02558951	1	1	$0.00						0
TULSA	0000002558	02/23/2021	02558951	1	2	$0.00						0
TULSA	0000002558	02/23/2021	02558951	1	3	$0.00						0
TULSA	0000002558	02/23/2021	02558951	1	4	$0.00						0
TULSA	0000002558	02/23/2021	02558951	2	6	$0.00						0
TULSA	0000002558	02/23/2021	02558951	3	8	$0.00						0
TULSA	0000002558	02/23/2021	02558951	4	10	$0.00						0
TULSA	0000002558	02/23/2021	02558951	5	12	$0.00						0
TULSA	0000002558	02/23/2021	02558951	6	14	$0.00						0
TULSA	0000002558	02/23/2021	02558951	6	15	$0.00						0
TULSA	0000002558	02/23/2021	02558951	6	16	$0.00						0
TULSA	0000002558	02/23/2021	02558951	6	17	$0.00						0
TULSA	0000002558	02/23/2021	02558951	7	19	$0.00						0
TULSA	0000002558	02/23/2021	02558951	8	21	$0.00						0
TULSA	0000002558	02/23/2021	02558951	9	23	$0.00						0

When an image is selected the images will display one at a time.



Appendix

In the upper left of the screen is a toolbar that controls certain features.



Here is a description of the functions:

- **Tran Print**: Prints all items in a transaction with the currently displayed image.
- **Item Print**: Prints the currently displaying image.
- **Restore**: Returns image to default view.
- **Close**: Closes the image viewer.

In addition there is an image toolbar.

The buttons are **(from left to right)**:

- Rotate the image 90 degrees.
- Flip the image.
- Zoom in or out once.
- Expand the image to fit the screen.
- Magnify a portion of the image.

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