IDENTIFI USER GUIDE



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Copyright Information and Changes

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Introduction

Identifi

Identifi is a suite of software modules allowing the storage and retrieval of document images. Additionally, documents can be tracked for expiration, retention and compliance.

Logging in to Identifi

Log into Identifi by double-clicking the Identifi shortcut located on the desktop or by entering the installation's address into a browser page (http://[servername]/identifi.net).

The User will be prompted to enter their credentials. The password is case-sensitive. If the User ID and password are not accepted, or the User does not have a User ID assigned, please contact the Identifi administrator.

If the installation has been configured for **Single Sign-On** with Azure or Okta, the button to Logon with those credentials will present along with or instead of the Identifi User ID and Password.

identifi
Logon with Azure
or
Logon to identifi
Luser ID
Password
INTTEST -
Remember Me
Forgot Password?



Forgot Password

The Forgot Password link is only available if AD is not being used, as passwords will not be updated automatically. However, if AD is being used on the installation, passwords are automatically changed when the User changes their network password.

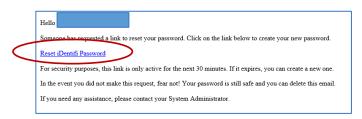
It is suggested that Users change their password at least every 60-90 days. Password Expiration is set at the installation level.

- 1. From the login screen, click the "Forgot Password" link.
- 2. The following message will be displayed:



Logon to identifi
2 polder
·····
🏦 DemoT
Bemember Me
Forgot Password?

3. User will receive an email with a link to reset the password.



Reset Password	
Luser ID	
New Password	
Confirm	
Submit	

Clicking the link will open a dialog box, allowing the User to select a new password.

Note: Business rules for strong passwords require that a password be **at least 12 characters, contain an uppercase and lowercase character, a digit or special character and no spaces**.

4. After confirming the new password, User will be directed to the Identifi login screen.

~
Logon



Main Page and Navigation

Once the User is logged in, the Document Search screen will be displayed.

identifi				<u>*</u> *
≡		Search Document	0	
🛢 Data	>	KWYK Search	Q	
📋 Documents	>			
┥ Tracking	>			
🥒 Desktop eSign	>			
🚧 Online eSign	>		ote: All Identifi modules are "turne	ed on" for each customer as they are licensed
击 Workflow	>	Foi	he purposes of this User Guide, all	l available modules are represented, however
E Reporting	>	mo	le is not licensed to the customer,	, the User will not see the specific menu(s) fo
🖿 Analytics			unlice	nsed module(s).
🜣 Setup	>			• •
🏳 Help	>			

The left side bar contains a menu of sections in Identifi. Based on licensing and the User's assigned Roles, the menu will only show the sections to which the User has access.

EForrest [INTTEST]		
🌣 Settings	The upper right corner contains a drop-down menu:	
🔎 Logoff		
Change Password		You have been logged-off.
• To exit the	system, use the drop-down menu at the top right, next to User Name,	Click here to logon again

Liser Profile

- and select Logoff. Change Password
- Select Change Password to initiate a password change. •



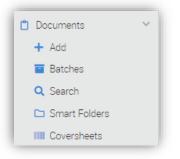
- Select Settings to view user details.
 - Profile Tab: (Settings) Details of the User Profile include Profile information for that User as well as any Role(s) assigned to the User and any Group(s) to which they have been added.

• Integration Tab: Used on installations with custom

Profile Tab: (Settings) Details of		
the User Profile include Profile	Profile Integration	Last Name
information for that User as well	Sally	End User
as any Role(s) assigned to the	Full Name	User Name
User and any Group(s) to which	Sally End User	Sender
they have been added.	Email fadams@identifi.net	
Integration Tab: Used on installations with custom	Groups (All Users)	Roles Report User
	the API. For details on this, see your	Profile Integration



Documents



Adding Documents to the Archive

Documents are added to the archive through scanning or importing. The following features will be covered here:

- 1. +Add
- 2. Scan Client
- 3. Uplink

Add

🚯 Documents	~
+ Add	
Batches	

Allows the User to add electronic documents to the archive using "Drag and Drop" or browsing for files on the computer.

Drag and Drop

Click on "Documents - +Add" from the left menu bar.

identifi 😯	
≡	Add Documents (?)
🛢 Data >	
📋 Documents	
+ Add	
Q Search	Nama

- 1. Open Windows Explorer on the computer and locate the file(s) you wish to upload.
- 2. Highlight and select the file(s) and "drag" the file(s) from the Explorer window into the "Add Documents" box.



identifi			
≡		Add Documents (?)	
Data Documents	>	Drop files here or click to browse	
+ Add		←	
Batches			
Q Search		Name Size Progress	Status Actions
🗅 Smart Folders			
Coversheets			
🕈 Tracking	>	🔜 I 💆 📑 🖛 I Deposit Docs – 🗆 🗙 📕	🗎 Remove All 🔔 Upload
🥒 Desktop eSign	>	File Home Share View	
≁ Online eSign	>	$\leftarrow \rightarrow \checkmark \uparrow$ SAM > Deposit D $\checkmark \heartsuit$ Search Deposit Do	
Reporting	>	Name Date modified Type	Note: Documents can also be dragged from the _
			Desktop or from an email.

3. The selected files will be added to the queue.

Drop files here or click to browse								
Name	Size	Progress	Status	Actions				
Certificate of Deposit.pdf	0.15 MB			💼 Remove				
CustomerDueDiligence.pdf	0.32 MB			🗊 Remove				

- 4. Click the "Upload" button.
- 5. A dialog box will prompt the User to Choose an Application from the drop-down. Note: All documents being added must belong to the same Application.



d Documents (Choose an Application	n				×	
	Application	Customers				- Ju	
					С	Upload	
Name			Size	Progress	Status	Actions	
Certificate of Deposit.pc	if		0.15 MB			💼 Remove	
Generic Signature Card	.pdf		0.15 MB			D Remove	

An *Application* is a category of Document Types.

For example: The Document Type "Photo ID" may belong to the Customer Application, and "Invoice" may belong to the Vendor Application.

6. Select the appropriate application and click "Upload" to launch the *Indexing Interface*, allowing the User to enter attribute values for indexing. For details on the indexing process, see <u>Navigating the Batch</u>.

identifi 🛛	Indexing Interface: Batch: 1232
Sticky Mode Attributes Document Type * Cert CERTIFICATE OF DEPOSIT CERTIFICATE OF DEPOSIT CERTIFICATE OF DEPOSIT RECEIPT	Certificate of Deposit Deter Openesi: 04:01:2016 Term: 12 Months Tax ID: 787054294 Certificate of Deposit Dolar Amount of Deposit \$1_000_00 This Time deposit \$1_000_00_00 This Time deposit \$1_000_00_00 This Time deposit \$1_000_00_00 This Time deposit \$1_000_00_00 This Tim
CERTIFICATION REGARDING INTERNET GAMBLING IRA CERTIFICATE OF DEPOSIT VARIABLE-FIXED RATE TIME CERTIFICATE OF DEPOSIT	Thick explain or expand on those before. You should keep one copy Of You must maturain the minimum balance on a duly basis to earn the main percent with discount maturain the minimum balance. Maturity Disc. The inner transmit of 0.02017 The most maturain the minimum balance on a duly basis to earn the main percent with discount in the minimum balance. Rase information. The inner transmit of 0.02001 With mean percent in the minimum balance on a duly basis to earn the main percent with discount in 0.02001 With explain or expand on those before a withdrawal in the mean percent of the most of the most of the scourt of the mean of the maturain the minimum balance on a duly basis to earn the main percent of the most of the maturain the minimum balance on a duly basis to earn the main percent of the maturain the minimum balance on a duly basis to earn the main percent of the maturain the minimum balance on a duly basis to earn the main percent of the most of the maturain the minimum balance on a duly basis to earn the main percent of the most of the maturain the minimum balance on a duly basis to earn the main percent of the most of the maturain the minimum balance on the minimum balance on a duly basis to earn the main percent of the most of the maturain the minimum balance on a duly basis to earn the maturain the minimum basis of the maturain the minimum balance on a duly basis to earn the maturain the minimum balance on a duly basis to earn the minimum balance on a duly basis to earn the minimum balance on a duly basis to earn the maturain the minimum balance on the minimum balance on the minimum balance on a duly basis to earn the maturain the minimum balance o

Note: Clicking the browser's "Back" button will exit the Indexing Interface, and the batch of documents will be saved in the Batches queue to be indexed at a later time and will display the Action "Continue.")

Action	Batch
Continue	1168

The batch will be saved and can be accessed at a later time from the Batch queue. (See Navigating the Batch.)



Browse

1. Clicking inside the box ("*Drop files here or click to browse*") will open up a Windows Explorer window from the computer.

Add Documents (?					
	Drop files here or				
	\mathbf{k}				
Name		Size	Progress	Status	Actions
				* D	
				💼 Rem	ove / II 👤 Upload

2. Locate the documents you wish to add and double click the file, or multi-select files and click "Open" at the bottom right of the window, to add selected files to the queue.

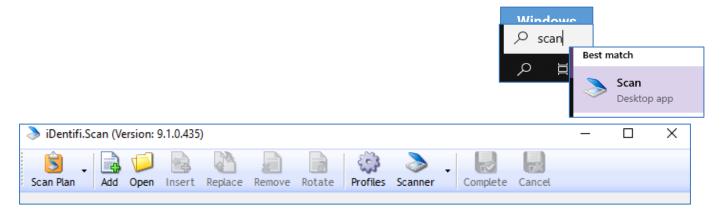
> ↓ ers © Open ← → ▼ ↑ [Name	Drop files h	nere or click to br Size	owse Progress	Stat		files is 100MB per file
	Name		Size	Progress		tus Actions	
♥ Open ← → \checkmark ↑					\sim		
\leftrightarrow \rightarrow \checkmark							
	K SAMPLE DOCUMENTS > Deposit Docs	~	ی 🔎 Sear	ch Deposit Docs		🗊 Remove All	L Upload
Organize 🔻	New folder			i →	3		
🧊 3D O ^	Name	Date modified	Туре	Size	^		
📃 Desk	Certificate of Deposit.pdf	4/4/2016 3:10 PM	Adobe Acrobat D	154 KB			
🖆 Docι	A CustomerDueDiligence.pdf	2/2/2018 2:55 PM	Adobe Acrobat D	332 KB			
🕹 Dow	DebitCardApp.pdf	2/2/2018 4:18 PM	Adobe Acrobat D	283 KB			
👌 Musi	Generic Signature Card .pdf	4/4/2016 3:45 PM	Adobe Acrobat D	155 KB			
📰 Pictu 🗸	🖲 NickSampleSigcard.pdf	4/17/2009 11:14 AM	Adobe Acrobat D	221 KB			
_ ~	OverdraftOntInCover.ndf	2/6/2017 4:18 PM	Adobe Acrobat D	20 KB	~		
	File name: "Generic Signature Card .pdf" "C	Certificate of Deposit.pdf	" "Cu: V All Files ('	*.*)	/		
			Qper	n Cancel			

Follow instructions for "Drag and Drop" listed above, beginning with <u>Step 5.</u>



Scan Client

1. From the Windows Start Menu () select the Program **Scan** to launch the Scan Client. (*Note:* The first time the Scan Client is launched the User may be prompted to "Run" the program.)

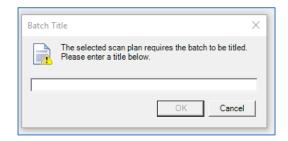


 Choose the Scan Plan to direct the documents to the appropriate Application(s). Unless the Scan Plan is configured for multiple Applications, all documents in a batch must belong to the same Application.

Scan Plans direct the documents being added to the appropriate Application in the system.

(**Note**: Only those Scan Plans with no assigned security or those to which the User has been given Permissions will appear in the list of available Scan Plans).

- 3. Place documents in the scanner.
- 4. Click "Add."
- 5. Enter a Batch Title if requested.



A **Batch Title** is a temporary title given to the batch of documents being scanned and helps to easily identify the batch in the queue for indexing.

Once a batch has been indexed, the title is no longer available in the batch queue and is not retained in the system.

- 6. Review scanned images within the Scan Client window by navigating pages or by launching thumbnail view (click the Thumbnail button from the bottom menu, press the spacebar on the keyboard or double-click the image).
- 7. Selecting the **Thumbnail Properties** icon to the right of the Thumbnails icon will allow the User to view the images as Small, Medium and Large by clicking the icon or selecting the choice from the dropdown menu.

Thumbnail Properties		Small Medium
K < 6 🛛 of 6 ≽ 刘	8 8 💼	•



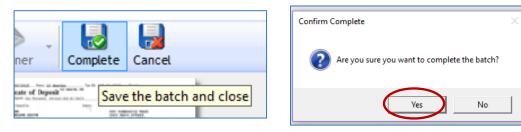
- 8. Before completing the batch for indexing, users have the opportunity to:
 - "Add" additional images to end of the batch
 - "Open" add electronically-stored documents to the batch
 - "Insert" new scanned image(s) in front of a selected image
 - "Replace" the selected image
 - "Remove" selected image(s), and
 - "Rotate" selected image(s). (Note: each click of the mouse will rotate the selected image(s) 90 degrees).

|--|--|--|--|--|

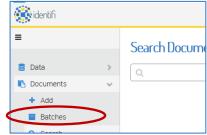
Documents or pages within a batch can also be re-ordered by dragging and dropping.

Note: To select multiple pages, use the "Shift" or "Control" keys on the keyboard and click the pages to which the action will apply. Holding down the "Shift" key while selecting pages will allow the User to select consecutive pages; Holding down the "Control" key allows the User to select non-consecutive pages.

9. When satisfied, click on "Complete", then select "Yes" to save the batch.



Once saved, the batch will be available for retrieval and indexing from the "Batches" menu, located under "Documents" in Identifi.





Importing Electronic Images Using the Scan Client

Users may also use the Scan Client to add electronically-stored images to the archive.

- 1. Follow steps 1 and 2 above.
- Select the "Open" button from the Scan Client menu. A Windows Explorer window will open, allowing the User to navigate to, and select, the file(s) to be imported. Enter a Batch Title if prompted.
- 3. Follow steps 4 through 7 above.

Uplink

Uplink allows users to scan documents to specific folders on a network scanner and those documents are automatically brought into Batches for indexing.

Scanning with Uplink

Users will select the folder using the interface of the multifunction printer or through the desktop software associated with the scanner.

Uplink Deposit-BW

🃙 Uplink Loan-BW

퉬 Uplink Loan-AutoColor

Uplink library

Uplink Customer-BW Name Jailed Jasuccess

🔁 Creating a basic Smart Folder Workflow in iDentifi.pdf

Document_Create_DocTypeGroup_AddDeleteDocTypes_HowTo.pdf

Folders are associated with, and function like, Scan Plans, directing the document images to the appropriate Application within Identifi.

For Best Results: Documents should be printed at high resolution (laser vs. inkjet) and the scanner's DPI must be set at a minimum of 200. 300 DPI is recommended.

Once those documents have been scanned, the Uplink service sweeps whatever is in the folder out and into the Batch queue for indexing.

Bato	thes 🕜										
Delete Assign Assignment											
1 Avi	ailable and Fa	iled Batch								Available and Failed 💌	2036
	Action	Batch	Title	Status	Application	Scan Plan	Files	Assigned To	Created By	Created Date/Time -	Created on Machine
	Index	2036	UPL: 5010	Ready to Index	Loan	Tricia Test BW	1		dryder	2/11/2022 9:01 AM	INTEGRADEVDR

Using the Uplink Cover Sheet will populate the "*Created By*" column so that Users can easily locate their scanned batches. **Note**: Without a cover sheet, the batch with show Created By "**UplinkUser**". See <u>Using Barcode Cover Sheets and Separator Sheets</u> for details.

Clicking on "Index" will assign the batch to the User and will populate the "**Assigned To**" column. See <u>Batches</u> for instructions on the indexing process.

) 📁 Oper	I Insert	Replace	Remo
	사 Add files	to the bat	ch

Uplink is a separatelylicensed module. To add Uplink to your Identifi installation, contact Identifi Sales.



Using Uplink Without a Scanner

Dragging or copying PDFs to the Uplink folder on the network drive will also allow the documents to be swept into batches for indexing. Each PDF will appear as individual batches, so using cover sheets and separators would require that they are part of the PDF itself. **Note:** Rights to the folders on the network are required.

Retrieval of Uplink Documents

Documents scanned into Identifi through Uplink are retrievable like all other stored documentsthrough *Documents Search*. For details on searching, see <u>Document Search</u>.

Using Barcode Cover Sheets and Separator Sheets

📋 Documents	~
🕂 Add	
Batches	
Q Search	
🗀 Smart Folders	
Coversheets	

Barcode Cover Sheets and Separator Sheets are found in the main menu under *Coversheets*, found under *Documents*. These can be printed or saved as a PDF and reused with Uplink and Scan Client batches.

For information on viewing and printing cover sheets, click here.

The minimum Role required to access and print cover sheets: **User** Role

Uplink User Cover Sheets: The cover sheets identify the user that has scanned the Uplink Batch, populating the 'Created By' column in Batches with their username. To use, place the coversheet as the first page in the batch of documents being scanned to the Uplink folder.

Document Type Cover Sheets: These cover sheets are placed in front of non-barcoded documents in a batch to indicate the Document Type. The document type will automatically select from the drop-down menu during indexing. ***Configuration at the Scan Plan/Uplink Folder level is required for these to be recognized properly.**

Identifi Break Doc Separator Sheets: These are generic barcode separator sheets placed between non-barcoded documents in a batch, indicating the first page of a new document. The "This file starts a new document" box will automatically be checked and the image of the separator sheet will be dropped from the batch during indexing.



Batches

Ů	Documents	~
	+ Add	
$\left \right $	Batches	
	Q Search	
	🗅 Smart Folders	
	Coversheets	

Allows the User to access existing batches available for indexing and completion. Select **"Batches"** under **"Documents"** from the left sidebar to launch the Batch queue.

🤹 identifi														2
≡		Bat	ches 🤇											
🛢 Data	>	Û	Delete	Assign	L× Remove Assignment	A Retry								
🗋 Documents	~													
+ Add		4 Av	ailable and I	Failed Batche							Available and	Failed -	nolder	
Batches				anea baterre										
🔍 Search			Action	Batch *	Title	Status	Application	Scan Plan	Files	Assigned To	Created By	Created Date/Tim	Created on e Machine	
🗅 Smart Folders					015.0			(1)				10/10/00001		
Coversheets			Index	1189	OLE: Sample Document	Ready to Index	Customer	(None)	3		snolder	12/10/2020 1:45 PM		
┥ Tracking	>	_												
🖋 Desktop eSign	>		Index	1191	OLE: DD Authorization	Ready to Index	Deposit	(None)	3		snolder	3/15/2021 4:20 PM		
≁ Online eSign	>			1010				(1)						
🚠 Workflow	>		Index	1210	OLE: W-9 Layout Package	Ready to Index	Customer	(None)	1		snolder	9/1/2021 1:43 PM	1	
Reporting	>			_										

My Batches	Filter
(All)	Created on Machine
Available	
Failed	
Available and Failed	
My Batches	

Within the batch queue is a drop-down filter box allowing Users to view batches available to them for indexing and specifically select their own batches.

Note: Only the User's Assigned batches will be shown using the "My Batches" selection. To see both "Assigned To" and "Created By" batches for the User, enter the User Name into the search filter to the right of the drop-down.

The list can be sorted by clicking on a column header. *For example*, to sort by the Date/Time a batch was created, click on that column header and the list will be sorted by creation date.

Batch Titles:

- Scan Plan Batches may have unique titles assigned during the scan process.
- Uplink Batches will automatically be titled "iDentifi.Uplink Batch"
- Online eSign Batches will be named based on the Package title; i.e. "OLE: New Account Documents"
- Batches brought in through +Add will not have a title.



Batch Actions:

- Batches that are unindexed have the Action "Index" associated with them.
- Batches that were started but not completed, have the Action "Continue."
- If no Action is available, the User does not have the required Permissions to complete the Batch, or another User is currently indexing the batch.

Documents scanned using an incorrect scan plan can be corrected by clicking the link in the **Scan Plan** column and making the desired change.

Note: Batches brought in using the Add feature or Online eSign, do not use Scan Plans, so "(None)" will be displayed in the Scan	Delete A	Assign 🛃	* Re	move Assignment		\sim			
Plan column.	Action	Batch	Ti	tle Status	Application	Scan Plan	Files	Assigned To	Creat
	Index	3	i	Change Scan Plan (Batch: 3)	×	Deposit-BW			Uplin
	Index	78	t	Note: Any existing indexing information for this batch will be lo Original scanner settings (color, dpi, page size) will be retained		Deposit-BW	5		fadar
	Index	1103	t	Current Scan Plan Deposit-BW		Loan-BW	4		fadar
	Index	1107		New Scan Plan Çustomer-BW	× •	(None)	2		fadar
				Cance	l Save	\bigcirc			

In addition to the above, a User with the Batch Administrator Role will also be able to:

- **Delete** batches from the queue
- **Assign** batches to specific Users, thereby removing them from the general batch queue

🛍 Delete	🛓 Assign	Remove Assignment	🕈 Retr
----------	----------	-------------------	--------

- **Remove Assignment** from a specific User
- **Retry** Failed Batches

Clicking "**Index**" or "**Continue**" launches the Indexing Interface where attribute values are entered on the left, and the document image is visible on the right.



Click and drag the split screen icon	to adjust window size.
🛞 identifi	Batch: 1169 = ~
	Automatic Zoom ▼ X
Sticky Mode Attributes Document Title Override (optional) Document Type att POWER OF ATTORNEY	POWER OF ATTORNEY (granter of power), hereby constitute and appoint (granter of power), hereby constitute as my attorney-in-fact, to deposit or withdraw funds held in Account #(s) as my attorney-in-fact, to deposit or withdraw funds held in Account #(s) (GRANTOR OF POWER: YOU MUST INDICATE BELOW WHETHER OR NOT THIS POWER OF ATTORNEY WILL BE EFFECTIVE IF YOU BECOME INCOMPETENT. MAKE & CHECK OF X* ON THE LINE IN FRONT OF THE STOTMENT BELOW THAT EXPRESSES YOUR mITENT. This is a durable power of attorney and it shall continue to be effective if I becompetency. This power of attorney shall not be effective if I become incompetent.
Document Title Override (optional)	The parties signing below ac on pages 1 and 2 of This agar The scroll bar to the right of the image can be used to continuously scroll through each page in the document

Note: the Document Title Override field will only appear in the Indexing Interface if the Application has been configured to allow its visibility.

If the document has a barcode, indexing values within that barcode will already be present in the attribute fields. Other values may be entered manually, using drop-down menus and through Lookups. Fields marked with a red asterisk (\star) are mandatory attributes; indexing cannot be completed without them.

The first required attribute field is always **Document Type**.

• Scroll through the list or start typing the name of the document (words within the Document Type name are also recognized).

The Document Type list is based on the assigned Application(s).

- If the Document Type exists within more than one Application, the User will choose the specific application from the Drop-Down list. The system defaults to the document's primary Application.
- If a Document Type is designated on the Scan Plan, then this value will be prefilled; however, the User can make adjustments if necessary.
- Document Type Cover Sheets can be used to automatically populate this field during indexing.

Document Type *	
Select a document type	Ţ.,
Document Type *	
POWER OF ATTORNEY	^
MARRIAGE CERTIFICATE	^
PARTNERSHIP RESOLUTION OF AUTHORITY	
PHOTO ID	
POWER OF ATTORNEY	
	-

Document Type *	
Car Loan	•
Application *	
Accounts	Ĵm
Accounts	0
Loans	



曲

ocument Date

- The next required attribute field may be *Document Date*.
 - In any date attribute field, in addition to clicking the
 - calendar icon (🕮,), the down arrow can be used to access the calendar OR the date can be typed into the field.
 - \circ When manually entering a date, the system interprets a two-digit year to be 20YY.

The Document Type's Lookup Attribute field is usually the **Account Number** or **Tax ID**.

	Tax ID Number 🔦 Name	Customer T Number
II 🔺		
4		• • •
	+	

Multi-Value Attributes: The same image can be indexed to multiple accounts/customers by clicking the Add Icon.

Click the "+" icon, add the additional information to the Indexing panel and hit the "Tab" or "Enter" keys on the keyboard to perform the lookup and add the value.

			Customer Type And			Tax ID Number * Q	Name	Number	
	Tax ID Number * Q	Name	Number	_	≣ ∽	123456789	Brown, Susan	P999888	Î
# ~	123456789	Brown, Susan	P999888	Ξ.	JI ~	987654321	Doe, Jane	P8327	Ť
Source		Add new	v value			g/drop to reorder	+		

The Indexing panel will then reflect the change, and the values can be reordered using the icon to the left of each attribute.



Lookup: Attribute that looks up the account/customer information in Data.

- The Lookup returned no values/information.
- The Lookup was successful and pulled back available data for all related attributes.

If the Lookup is successful, the related Attribute fields will populate.

Account Number * Q	Open Date	Status	Close Date	
✓ 1001451	06/06/1972	Closed	07/10/2017	
		+		
oup 2 (1 value)				
ax ID Number	Name		Customer Type And Number	
00428342	Tqnup, Arma	and I	P2349	



Other Common Attribute Fields:

- **Description**: Usually not a required field, Description can be made searchable to allow for additional searching options. Institutions often have an official procedure for using this field.
- Source and Security: populated by the system automatically.
- Indicate the first page of a new document in a batch.
 - Use this check box to begin indexing a new document.
 - If an Identifi Barcode Separator Sheet has been placed in the batch OR the documents themselves are barcoded, this box will automatically be checked.

This file starts a new document

Note: Applies to scanned batches only, not available in batches from **Add**.

Choose your Sticky Mode

Sticky Mode

Sticky Mode determines what "sticks" from one document to the next in a batch. For example, with a batch made up of all Signature Cards for different customers, the User would select **Doc Type** as sticky; or, with a batch of account documents for the same customer, **Attributes** would be selected as sticky.

- None no indexing information will prefill on documents in the batch.
- **Attribute** will apply the same account number or Tax ID number, along with associated data, to each document in the batch.
- **Document Type** will apply the same Document Type to each document in the batch.

Sticky Mode	
Attributes	Jim
None	$\overline{\mathbf{O}}$
Attributes	
Doc Type	

Batches from **Add** will default to 'Attributes' sticky, while other types of batches will default to 'None'.



Navigating the Batch

Indexing Interface Icons:

of 1 < > 💼 🗹 1 ◄



The arrows to the left of the page number move from one document to the next.

These are useful only for batches made up of barcoded documents OR batches • with Barcode Separator sheets placed between documents.



The arrows to the right of the page number move from one page to the next.

The trash can will **delete** that page from the batch.

The check mark completes the indexing.

If any required attribute is left blank (for example, Document Date, as shown below) • the User will be returned to that attribute field, now highlighted in red, to enter the information before the batch can be completed.

0	Document Date *		
	0	曲	

To leave a batch and complete it at another time:

✓ Use the browser's Back button to exit the Batch. The batch will be visible in Batches with the action 'Continue' associated with it. Clicking

Continue will reopen the batch to complete it.

- ✓ Click the Identifi logo in the top left corner to exit the Batch and be redirected to the Search Documents page. The batch will be retained in Batches with the action 'Continue' associated with it.
- ✓ Clicking ^{Continue} will reopen the batch to complete it.

Midentifi	
	of 1 🔍
Sticky Mode Attributes	



Indexing Image Menus

Ē	Q 🛧 🔸 1 of 4	X 🖨 🗻 »

Upper Menu		
⊡	Toggle to view thumbnails	
٩	Toggle to view thumbnails Find text in document (not available on all document types) Find in document Find in document Image: State of the document Navigate pages of the document Jump to another page in the document Zoom in/out	
	Find in document	tch case
^ 	Navigate pages of the document	
1 of 4	Jump to another page in the documen	t
- +	Zoom in/out	
Automatic Zoom 🔻	Automatic Zoom (Actual size, page fit, pa	age width, Percentage view)
x	Presentation mode (view full screen)	
÷	Print the document	
*	Download the document	
»	Reveal additional Tools	
	Go to First Page	
	Note: Wit	h Scanned batches (not Add). a
	C Rotate Clockwise User is ab	le to rotate the document
	indexing in	
	t Text Selection Tool changes v	vill be saved when indexing is
	Document Properties	



Retrieving and Viewing Documents

Document Search

📋 Documents	~
🕂 Add	
Batches	
Q Search)
Smart Folders	
Coversheets	

Allows the User to search within the document archive.

Identifi's **Document Search** feature functions like most internet search engines. Once you start typing the information you know about the item you are seeking (KWYK = *"Key What You Know"*) into the Search Documents bar, the system will begin to offer suggestions.

Search Documents	?	
KWYK Search		Q

Common attribute values that are searchable: *Account Number, Customer Name, Member Number, Location*. Application and Document Type names are also searchable, as well as other specific attributes (such as Status or Source).

Application Document Type Invoices Invoice Invoices Invoices2	inv	
Invoices	Application	Document Type
	Inv oices	Inv oice
Invoices2		Invoices
		Invoices2

=		Search Docum	ents 🕜		
🛢 Data	>	100			C
📋 Documents	~				
+ Add		Account Number	Document Text	Number: 100	
Batches		100	100	Batch ID	
Documents + Add		100 0474290	100 .00	Document ID	

Note: Which attributes are searchable and visible in search results is configurable for each installation and is managed by the System Administrator.

The system automatically searches across all Applications to which the User has Permissions and begins suggesting items to narrow the results. Selecting a term from the grid creates a 'search pill'.

Example: If you are searching for items associated with your customer with the Last Name Attribute *Stone*, as soon as you begin typing, Search will begin suggesting and predicting what you're looking for. Choose *Stone* from the Last Name column in suggestion grid, or the customer's full name if it's offered, and a search will be completed, returning all items associated with that attribute.

Search Doo	uments	?	
Stone			Q
Last Name	Name		
Stone	Stone, Rick		
	J		



Narrowing Search Results

Once results have been returned, simply enter another term in the Documents Search bar to continue the search-this will narrow your initial results, getting to the most specific information you're seeking. Each search criteria is found in a "pill". They can be removed by clicking the **X** and viewed in more detail by clicking the **V**. There is no limit to the number of pills a search may contain.

The Search feature allows search results to be sorted and filtered. The default sort order of documents is set to Storage Date Descending, reflecting the most recently added documents at the top.

All columns are sortable, and results can be narrowed using the Search Filter field (above columns on the right) or by adding another search criterion.

	arch Documents ⑦ WYK Search			14-12/31/_ ▼ ¥ Smart Folder ▼ ① ⑦ Retention Ho	old 🕶		comple 12345,	then narro	Accour wed by	nt Num	ber
Disp	splaying 100 Documents (<u>Show Total</u>)						Top 100	Documents 👻	Filter		X
	Title	<u>∫</u> _g	Application	Document Type	Pages	File Type	Storage Date ↓	Document Date	Transaction amount		
	12345 Doe, John O, W-9 CERTIFICATION 20	<u>14/10/01</u>	Loans	W-9 CERTIFICATION	1	Tif	6/14/2017	10/1/2014			*
	12345 Doe, John Q, UCC-1 STATE 2014/10/	01	Loans	UCC-1 STATE	1	Tif	6/14/2017	10/1/2014			±
	12345 Doe, John Q, TITLE UPDATE 2014/10	<u>)/01</u>	Loans	TITLE UPDATE	1	Tif	6/14/2017	10/1/2014			±
	12345 Doe, John Q, TITLE POLICY-BINDER	2014/10/01	Loans	TITLE POLICY-BINDER	1	Tif	6/14/2017	10/1/2014			Ł

Clicking on the icon to the right of the Search Filter box allows the User to "Export to Excel." A CSV file containing the search results will open in Excel and can be edited, saved, etc. as needed.



Sea	rch Docu	ments ?									
KW	YK Search	Q	12345 👻	× 1/1/20	14-12/31/ 🗙						
	Print	Download 🗍 Delete	Index	Move	Smart Folder 👻 🕘 Retention H	old 🕶					
Disp	blaying 100 Do	ocuments (<u>Show Total</u>)						Top 100	Documents 💌	Filter	×
	Title			Application	Document Type	Pages	File Type	Storage Date 🗸	Document Date	Transaction amount	
	12345 D	oe, John Q. W-9 CERTIFICATIC	N 2014/10/01	Loans	W-9 CERTIFICATION	1	Tif	6/14/2017	10/1/2014		
	12345 D	loe, John Q. UCC-1 STATE 2014	<u>4/10/01</u>	Loans	UCC-1 STATE	1	Tif	6/14/2017	10/1/2014		
	12345 D	oe, John Q. TITLE UPDATE 201	14/10/01	Loans	TITLE UPDATE	1	Tif	6/14/2017	10/1/2014		
	A 12245 F	IOP John O. TITLE POLICY-BINI	DEP 2014/10/01	Loans	TITLE POLICY-BINDER	1	Tif	6/14/2017	10/1/2014		



Note: Search results displays 100 Documents.

Be sure to add search terms to narrow the search to less than 100 documents.

Clicking on "Show Total" will give you the number of documents stored in the archive for the selected criteria.

Clicking on the drop-down to the left of the Filter box will expand the search to display the Top 1000 Documents.

Displaying 100 Documents	(<u>Show Total</u>)		(Show Total)
Ter 100 December 1	F ile		D. W-9 CERTIFICATI D. W-9 CERTIFICATI D. UCC-1 STATE 201 Total Number of Documents Matching Your Search Criteria: 209
Top 100 Documents	Filter Transaction	Transa	O. TITLE UPDATE 20
Top 1000 Documents	amount	Туре	

Document Search Advanced:

Advanced searching offers some very powerful search capabilities such as: Wildcard, Smart Text, Smart Date, Smart Currency and Smart Number searching, each using its own syntax.

 Wildcard Searching allows you to search within text attributes for words or phrases that contain your search term. Select from the "Value Start with" column in the Suggestion Grid.

The syntax used is an **asterisk** (*). Enter the portion of the search term you know, followed by an asterisk.

Example: If you're searching for all documents associated with a specific customer, but you're not sure if the last name is Allan or Allen, enter All* in the Document Search field and choose the Last Name attribute from the suggested list.

Note: The attributes must be set as wildcard searchable in order to appear in the list.

	(
Value starts with: "All"	
Account Number	
Conversion Flag	
Conversion Source	
Customer Number	
Customer Type And Number	
Description	
Employee Name	
Employee Number	
Executive Manager	
Indexina Required	
Last Nama	
	Account Number Conversion Flag Conversion Source Customer Number Customer Type And Number Description Employee Name Employee Number Executive Manager Indexing Required



2. *Smart Number Search* and *Smart Currency Searches* are selected from either the Currency or Number columns in the Suggestion Grid.

<> (greater than and lesser than signs)	For values that are not equal to your search term	
➤ (greater than sig	gn)	For values that are greater than your search term
>= (greater than and equals sign)	Search Documents ③ >=1000 Currency: >= \$1,000.00 Number: >= 1,000 Transaction amount Batch ID Document ID	For values that are greater than or equal to your search term

The syntax is as follows used for these types of searches are:



< (less than sign)	Search Documents ③ <10d Currency: < \$100.00 Number: < 100 Transaction amount Batch ID Document ID File Size (Bytes)	For values that are less than your search term
<= (less than and equals sign)	Search Documents (?) <=1200 Currency: <= \$1,200.00 Number: <= 1,200 Transaction amount Batch ID Document ID File Size (Bytes) Pages	For values that are less than or equal to your search term
Term 1 - Term 2 (dash)	Search Documents ③	For values that are between (inclusive of) your two search terms



Smart Date Searches are selected from the Date Type column in the Suggestion Grid. The types of dates listed will depend upon the sorts of Date Attributes configured on the installation.

The syntax is as follows:

	Search Docume	ents ?	
	<>1/1/21	Q	
	Date: <> 1/1/2021	Value does not equal: "1/1/21"	
	As Of Date	Account Number	
	Close Date	Conversion Flag	
<> (greater than & less than signs)	Document Date	Conversion Source	For values that are <i>not</i>
than orghoy	Expiration Date	Customer Number	equal to your search term
	Hire Date	Customer Type And Number	
	Open Date	Description	
	Report Post Date	Employee Name	
	Report Run Date	Employee Number	
	Revision Date	Executive Manager	
	Storage Date	Indexing Required	
	Termination Date	Last Name	



► (greater than sign)	Date: > 1/1/2021 As Of Date Close Date Document Date Expiration Date Hire Date Open Date	Q	For values that are greater than your search term
	Report Post Date Report Run Date Revision Date Storage Date Termination Date		



>= (greater than and equals sign)	Search Documents ③	For values that are greater than or equal to your search term
< (less than sign)	Search Documents (?)	For values that are less than your search term



<= (less than and equals sign)	Search Documents ⑦	For values that are less than or equal to your search term
	Revision Date Storage Date Termination Date	
Term 1 - Term 2 (dash)	Search Documents 1/1/21-1/31/21 Q Date: 1/1/2021 - 1/31/2021 As Of Date Close Date Document Date Expiration Date Hire Date Open Date Report Post Date Revision Date Revision Date Storage Date Storage Date Termination Date Termination Date	For values that are between (inclusive of) your two search terms



	Search Documents (?)	
	(today) Q		
	Date: (Today)		
	As Of Date		
(Today)	Close Date		For dates that are equal
(Today)	Document Date		to today's date
	Expiration Date		, ,
	Hire Date		
	Open Date		
	Report Post Date		
	Report Run Date		
	Revision Date		
	Storage Date		
	Termination Date		
	Search Documents 📀		
	(today+7)	Q	
	Date: (Today + 7)		
	As Of Date		
	Close Date	N	
(Today + n)	Document Date	\sim	For dates that are equal
	Expiration Date		to today's date plus (+) n number of days
	Hire Date		in hamber of days
	Open Date		
	Report Post Date		
	Report Run Date		
	Revision Date		
	Storage Date		
	Termination Date]	



(Today - n) (Today - n) Search Documents (?) (today-7) Date: (Today - 7) As Of Date Close Date Document Date Expiration Date Hire Date Neport Post Date Report Post Date Report Run Date Revision Date Storage Date Termination Date	For dates that are equal to today's date minus (-) n number of days
---	---

***Note**: All other Smart Date Search operators can be used in conjunction with (Today), like *>=(Today)*.

When using Smart Date Search, years beginning with 20 can be shortened to two digits (i.e. 2019 can be entered as 19). For months and days 1 - 9, a leading zero is not required.



Actions Available from Document Search Results

Select specific document(s) by placing a \square next to the document title.

	Title [▲]
0	3347742800000001

Once documents have been selected, the User may perform the following actions (depending on roles and permissions assigned) from the **upper menu bar:**

💷 🖶 Print 🛃 Downloa	d 🗍 🗊 Delete	Nove	🗅 Smart Folder 👻	Retention Hold 👻	

Search Documents ③ Q 12345 + × 5/1/2021-5/31/2_ + ×															
Image: Second													X		
		Title ^	Batch ID	Document ID	Application	Document Type	Sync Status	Pages	File Size (Bytes)	File Type	Storage Date	Account Number	Account Type	Branch Number	Curre Balan
	0	Account Num.12345	-1	838	Accounts	003	Not Synched	4	1,173,710	Pdf	5/17/2021	12345			
	0	Account Num.12345	808	839	Accounts	003	Not Synched	4	244,206	Pdf	5/17/2021	12345			
	0	Account Num.12345	-1	840	Accounts	003	Not Synched	11	51,403	Pdf	5/17/2021	12345			



Г

Toggle between Thumbnail view and List View





Search Documents 🕜							Sear	ch Docur	ments ?						
Q 12345 - × 5/1/2							KWY	K Search		Q	12345 - 🗙	5/1/2021	- 5/31/2	- x	
	8	Print Do	wnload	Delete	• Index	Move	6 Doc	Print	🛓 Download	Delet	te Index	Hove Nove	🗅 Smart	Folder	- [@F
6 Do	cume	nts						The second secon		6	VV La david Renner Official and Annual Strand Annual Program Stationer Program Stati	re Decla Lanara Diserto	-		(54)230 1 1 1 1 1 1
		Title [▲]	Batch ID	Document ID	Application	Docu Туре			MARE, FARE, MARES,		1 manualization				122 回题题题 [
	0	Account Num.12345	-1	838	Accounts	003		Restrictions to server 1.5 and the contribution to the top the server of the server of			bravera 				3111112
	0	Account Num.12345	808	839	Accounts	003		Accou	unt Num.12345			count Num.1:			6



Printing Documents from Search Results



Print the selected document(s)

Place \bowtie next to item(s) to be printed and click "Print." Selecting more than one document will result in the creation of a bookmarked .pdf.

• The system will prompt a dialog box regarding which documents to print:

Choose Which Documents To Print $ imes$	
 All documents matching my search criteria Only the documents that I have selected 	Print Confirmation ×
2	WARNING: Printing a large number of documents or documents with a large number of pages may take a while to complete.
	Total number of documents to print: 1
a Cancel Continue	
	Cancel Print

Once a selection is made, a second dialog box may open warning about the time required to print large or multiple documents. Select "Print" to continue.

• The document(s) will open in Adobe Acrobat as a .pdf and can be printed from there or saved.

Downloading Documents from Search Results

Downloading documents in Identifi downloads the documents in their stored file format. There are two methods available to download documents from Search results.

• Select *one or more* documents by clicking the check box to the left of the title and then *Download* in the upper menu.

Sea	earch Documents 🔞													
KW	KWYK Search Q Stone, Rick * X 33477428000000 * X													
10 D	Image: Second selected Documents 10 Documents													
		Title *	Application	Document Type	Pages	File Type	Storage Date	Sync Status	Description	Document Date	Report Post Date			
	00	xxxxxxx100 Stone, Rick ACH DEBIT STOP PAYMENT REQUEST 2020/02/14	Deposits	ACH DEBIT STOP PAYMENT REQUEST	1	JPG	2/18/2020	Synched		2/14/2020		7		
	0 7	xxxxxxx100 Stone, Rick ACH UNAUTHORIZED DEBIT 2020/02/13	Deposits	ACH UNAUTHORIZED DEBIT	5	Pdf	2/13/2020	Synched		2/13/2020		¥		
	0	xxxxxxx100 Stone, Rick APPRAISAL 2021/07/12 Hold	Loans	APPRAISAL	2	Pdf	7/19/2021	Synched	Training	7/12/2021		¥		



 Opt to include any Document Notes on the documents. These will download as a text file named for the associated document.

Download Selected Documents	×
Include Notes in Download	
	Cancel Continue

documentDownloa....zip

Ł

 A zipped file with all selected documents and any associated Notes will download to the PC. From there the files can be extracted and saved or shared as needed.

Name	Туре	Compressed size	Password	Size	Ratio	Date modified
xxxxxxxx100 Stone, Rick ACH DEBIT STOP PAYMENT REQUEST 2020_02_14.jpg	JPG File	52 KB	No	53 KB	1%	9/1/2021 10:37 AM
xxxxxxxx100 Stone, Rick ACH DEBIT STOP PAYMENT REQUEST 2020_02_14.jpg_Notes.txt	Text Document	1 KB	No	1 KB	0%	9/1/2021 10:37 AM
xxxxxxxx100 Stone, Rick ACH UNAUTHORIZED DEBIT 2020_02_13.pdf	Adobe Acrobat Document	96 KB	No	141 KB	33%	9/1/2021 10:37 A
xxxxxxxx100 Stone, Rick ACH UNAUTHORIZED DEBIT 2020_02_13.pdf_Notes.txt	Text Document	1 KB	No	1 KB	61%	9/1/2021 10:37 A
A xxxxxxxx100 Stone, Rick APPRAISAL 2021_07_12.pdf	Adobe Acrobat Document	497 KB	No	512 KB	3%	9/1/2021 10:37 A

• Clicking the Download icon located to the right of an individual document in Search Results will simply download the single document to the PC.

Sea	rch Do	ocuments ?										
KW	YK Searc	ch Q Stor	e, Rick 👻 🗙	33477428000000 `	- x							
	III Delete Nove Smart Folder Cart Folder C											
10 C)ocument	ts				\frown				Filter		X
		Title *	Application	Document Type	Pages	File Type	Storage Date	Sync Status	Description	Document Date	Report Post Date	
	0 🖓	xxxxxxx100 Stone, Rick ACH DEBIT STOP PAYMENT REQUEST 2020/02/14	Deposits	ACH DEBIT STOP PAYMENT REQUEST	1	JPG	2/18/2020	Synched		2/14/2020	(Dhiloi

Deleting Documents from the Archive (from Search Results)



Delete the selected document(s)

Place \square next to item(s) to be deleted, then click the "Delete" button in the tool bar. The User must have the *permissions* to Delete at the Application, Doc Type and Document levels.

Note: Deleting documents removes them from the system entirely, including other Identifi modules and may disrupt function.



Moving Documents from one Application to another

This feature allows documents to be moved from one application to another application. This not only moves the image, but also **all** of the attributes associated with the image. **Use this feature with caution.**

➡ Move	Click on the "Mo	Application from the drop-	Select A Target Application Application Alex Cancel Continue
Choose Which Documents To I O All documents matching my search c Only the documents that I have selec	riteria		hents to move. have the Document Mover or fer for the button to appear in the
	Cancel Continue	menu.	

Index ("Mass Index" or "Mass Modify")

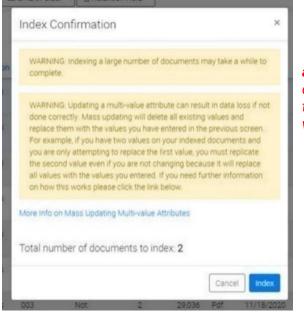


This feature is often referred to as 'Mass Index' or 'Mass Modify' and is used to change the indexing values of one or multiple stored documents from the Search Documents

In order for this feature to be available, the Search must include an Application as one of the search "pills."

Search Doc	cuments ?					
Accounts		Q	12345 -	×	5/1/2021 - 5/31/2 ×	
Application	Document Text	间 Del	ete 🕒 Ind	ex	→ Move	Rete
Accounts	accounts					





Note: Because this process **overwrites the previous attribute data**, and if not done correctly could cause data to be lost, caution should be exercised whenever this feature is used, especially when updating **multivalue** attributes.

1. Place **I** next to item(s) and select **Index** in menu bar.

Sea	rch l	Documents	s ?												
KW	YK Sea	arch		Q 12	2345 - ×	5/1/2021 - 5	5/31/2 -	× Ac	counts 🝷	×					
	Image: Second secon														
		Title [▲]	Batch ID	Document ID	Application	Document Type	Sync Status	Pages	File Size (Bytes)	File Type	Storage Date	Account Number	Branch Number	Current Balance	Docu Date
	0	Account Num.12345	-1	838	Accounts	003	Not Synched	4	1,173,710	Pdf	5/17/2021	12345			
	0	Account Num.12345	808	839	Accounts	003	Not Synched	4	244,206	Pdf	5/17/2021	12345			

2. Select to update *either* an Attribute or the Document Type.

Choose Which Option To Update									
Select what you want to update									
Attribute									
Attribute									
Document Type									



×

3.	Updating the Document Type : Choose the new document type from the drop-down list, then	Choose Which Option To Update
	click Continue .	Select what you want to update
		Document Type
		Document Type
		ACCOUNT INFORMATION SHEET
		ACCOUNT INFORMATION SHEET
		ACH DEBIT STOP PAYMENT REQUEST
		ACH UNAUTHORIZED DEBIT
		ATM-DEBIT CARD APPLICATION
		AUTHORIZATION FOR PREAUTHORIZED PAYMENTS
		AUTOMATIC TRANSFER AUTHORIZATION

4. Updating an Attribute: Select the attribute to be modified from the drop-down list.

• For single value attributes, enter a new value in the field provided and click Continue.

Attribute	
Description	•
Value	
	Cancel

Choose Which Option To Update	×
Select what you want to update	
Attribute	*
Attribute	
Account Type	•
Account Type	1
Address 1	
Branch Number	
Conversion Source	
Date of Birth	
Description	
-Decument Data	•
Cancel	tinue

Cancel

Continu

• For multi-value attributes, click the plus sign to add additional fields. All values of the attribute on the documents must be entered here. in the order they appear in the indexing panel, even those not be updated as part of the re-indexing process. Once all values have been entered, click Continue.

Values		
		Î
		Î
	Add value	

NOTE: ALL attribute values must be entered, not only the value to be changed; otherwise, those attributes not entered will appear blank in the Indexing Panel.

Before attempting, see this article in the Help Center for more information on this powerful process.



Select which documents will be re-indexed (typically it is **Only the document that I have selected**) and then confirm the total number of documents that will be affected by the indexing process in the next dialogue box.

Index Confirmation	×
WARNING: Indexing a large number of documents may take a while to complete.	
WARNING: Updating a multi-value attribute can result in data loss if no done correctly. Mass updating will delete all existing values and replace them with the values you have entered in the previous screen. For example, if you have two values on your indexed documents and you are only attempting to replace the first value, you must replicate the second value even if you are not changing because it will replace all values with the values you entered. If you need further information on how this works please click the link below.	t
More Info on Mass Updating Multi-value Attributes	
Total number of documents to index: 4	
Cancel	ex

Choose Which Docume	ents To Index	
 All documents matching n Only the documents that I 		
		Cancel Continue

NOTE: Updating multi-value attributes **must be done carefully to avoid data loss**.

EACH attribute value must be entered, **in order of appearance on the documents**, regardless of whether it will be changed or not.

The final dialogue box will display the number of documents successfully and/or unsuccessfully re-indexed.

Index Results		×
Successful: 4		
		Close
2015/08/16	Denosite	



Creating a Smart Folder

A Smart Folder is a saved Documents Search. To create a Smart Folder:

- Perform the Search.
- Click on "Smart Folder" from the upper menu bar.
- Select Add.

🗰 🕒 Print 🛃 Download 🛍 Delete 🔍 🍽 Index	🗅 Smart Folder 👻	🕙 Retention Hold 👻
	+ Add	

General

Display Name *

New Smart Folder

🗙 Cancel 🛛 🖹 Save

Smart Folders - New Smart Folder

The system will create a Private Smart Folder for that search.

A Public Smart Folder can also be created for access by other Users (depending on User Permissions).

See <u>Smart Folders</u> for additional information on accessing saved Smart Folders.

Place (or remove) a Retention Hold

To prevent a document or documents from being deleted or affected <u>by a Retention Policy</u> (if one is assigned), a **Hold** can be applied to the document(s).

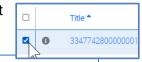
A status of *Locked* will be displayed beneath the Information icon when a *retention policy* is in effect on a document.

			Search Documents (?	
			KWYK Search Q. VENDOR CONTR	×
Document Info		×	🗰 🕒 Print 🛃 Download 🗇 Delete 🗣 Index 🔿 Move 🗅 Smart Fo	older 🕶 🖉 Retention Hold 👻
Vendor Name VENDOR 2014/10/01-2017/10/0 Locked Hold		*	1 Document	
Document Type	VENDOR	L		Application
	CONTRACTS		Vendor Name VENDOR CONTRACTS 2014/10/01-2017/10/01	Compliance
Document ID	12		Click to view document information	
Date Stored	6/14/2017 5:46:51 PM		I	
Description	Description			
Document Date	10/1/2014			
Executive Manager	Manager	-		

Public



To place a *Hold* on a document or documents from Search results, place a *local* next to item(s) and select *Place on Hold* from the **Retention Hold** dropdown in menu bar.



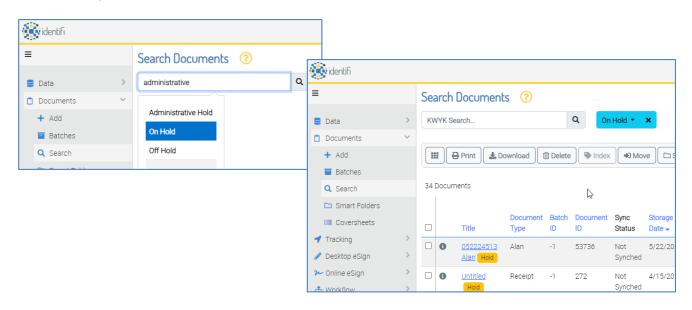


Select Take Off Hold to free the document.

Note: Placing a Retention Hold on non-retention documents will have no effect on those documents. Placing a retention hold will **not** prevent document(s) from being **<u>manually</u>** deleted.

Searching for Documents with Administrative Hold status:

Documents that have been placed on Retention Hold (Administrative Hold) can be searched within KWYK Search by typing "*Administrative Hold*" and selecting "*On Hold*" from the suggestion grid. In the same way, "Off Hold" documents can also be searched.



Retention Holds can also be managed from within the Document Detail Viewer. Under the "Info" Panel, select the *Place on Hold* (or *Remove Hold* if removing the Retention Hold).

	Index Notes Related Info	
	Upload Rescan Sile Info Place On Hold Permi	Info Hold
Places document On/Of	f Retention Hold which prevents it from being automatically deleted according	Remove Hold



Viewing Documents in the Document Detail Viewer

Clicking on the title of a document in Search Results will open that document in the **Document Detail Viewer**.

Once a document has been opened in the Document Detail Viewer, the title of that document changes color in Documents Search results, indicating that the link has been accessed.

Sear	rch	Documents	s ?												
KWY	/K Se	arch		Q 1	2345 - 🗙	5/1/2021 - 5	5/31/2	×	ccounts 👻	×					
6 Doc			ownload	Delete	• Index	◆J Move	⊐ Smart Fold	ler 🕶 💽	PRetention H	old -		Filter.			X
		Title [▲]	Batch ID	Document ID	Application	Document Type	Sync Status	Pages	File Size (Bytes)	File Type	Storage Date	Account Number	Branch Number	Current Balance	Docur Date
	0	Account Num.12345	-1	838	Accounts	003	Not Synched	4	1,173,710	Pdf	5/17/2021	12345			
	0	Account Num.12345	808	839	Accounts	003	Not Synched	4	244,206	Pdf	5/17/2021	12345			
	0	Account Num.12345	-1	840	Accounts	003	Not Synched	11	51,403	Pdf	5/17/2021	12345			

Q ↑ ↓ 1 of 1 - + Automatic Zoom	Index Notes Deleted Infe	
CUSTOMER DUE DILIGENCE		
Account NameJON DOE Account# 102764840 Type of Account DDA		
Branch #0001 Initials EWILSON	Tr Edit	
X **ChexSystems/OFAC on all signers and Business Name (if application)	(ble)	
**Verification required for ALL new and existing clients		
PERSONAL ACCOUNTS	Document Type	
What will be the source of deposits or method of withdrawals from your account (cheo	ck all that apply)? Customer Due Diligence	~
1 Cash 1 Payroll Check 1 ACH		
Domestic Wire International Wire Will you/do you conduct internet transactions? 1	Document Date	
	03/05/2018	曲
BUSINESS ACCOUNTS		
SECTION I: CUSTOMER DUE DILIGENCE	Description	
What is the nature of your business: list the specific type of business		
What will be the source of deposits or method of withdrawals from your account (cheo	ck all that apply?	
Cash Credit Card/Electronic Charges A Domestic Wire International Wire	ACH	
Domestic vvire International vvire	Group 1 (1 value)	
What is your anticipated monthly cash order need, if applicable?		
Check all that apply: You do or will conduct sales via internet transactions?	Account Number Open Date Status Close Dat	ate
Do you or will you have an ATM at your business location?	▲ 12345 1/1/2012 Active	
If ves, who owns the ATM?		
Who will be replenishing the cash in the ATM?		
SECTION II: MONEY SERVICING BUSINESS (MSB) IDENTI	Group 2 (1 value)	
Check all that apply*:		
This business will <u>issue, sell</u> or <u>redeem</u> - <u>travelers checks</u> , <u>money orders</u> or <u>stored vali</u> This business will exchange or transmit currency.	Tax ID Number Name Customer Type And Numb	



🌸 identifi	
	Note: Document images containing more than 2000 pages will not display within the Document Detail Viewer and must be downloaded for viewing. This does not apply to COLD Reports, <u>see here</u> .
Click to open this document	t on your computer.

Document Detail Viewer Menu Bar:

□ □ • + Automatic Zoom ▼ X □	
Toggle Sidebar – the sidebar displays thumbnails of pages in the document	
Find in Document - Allows for document text searching within the document image. Document Text Search is not available for all document types. For more details, see Document Text Search.	
Expand to Presentation Mode – allows the user to open the document for v	iewing full screen.
Add a Note to the document. Clicking on this icon will open the Notes Panel to the right and allow the User to add a note to this document.	Index Notes 3 Relate
Print the Document - Clicking on this icon will create a .pdf in Acrobat for p	printing.
Download the Document - Selecting the download icon will allow the Use to download and save the document.	C Rotate Clockwise
Reveals an additional toolbar allowing the User to navigate, rotate the image in the viewer, pan within the document and view document properties	Rotate Counterclockwise Text Selection Tool Hand Tool Document Properties



Document Detail Panels:

The **Document Detail Panels** are located in the upper right side of the screen.

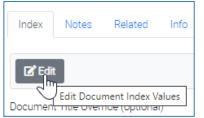
• Click and drag the split screen icon to adjust window size.

identifi	Document	t Detail: 006240859 Smith, Robert E POWER OF ATTORNEY 2023/03	/15 🔺
		t Detail: 006240859 Smith, Robert E POWER OF ATTORNEY 2023/03	· · ·
	an authorized representative of the above named Financial Institution.		

Listed below are the various panels and a full description of each. User *Permissions* determine access to Panels and their features.



Index Panel - Displays indexing attribute values for current document. If the User has Index permissions, the attribute values can be edited by clicking



Examples: changing the Document Date, the Document Type, re-syncing the Lookup Attribute, etc.



Index Notes Related Info	
Cancel Save	
Document Title Override (optional)	Index Notes Related Info
Document Type *	
POWER OF ATTORNEY	
POWER OF ATTORNEY	× Cancel
PROFIT OR LOSS STATEMENT	Save Index Value Changes Document Title Override (optional)

Once changes have been made, click "Save" to update the attribute value.

Notes	3

Notes Panel – Users with appropriate permissions can view, add and/or edit notes on the document. A number in the panel tab indicates the number of notes that exist on the document.

To add a note, click inside the box and type the note. Click the check mark icon to save.

Type a note here	~	×

|--|

Related Documents Panel – Displays documents related by SSN/Tax ID (User must have permissions to images). Click on the hyperlink to view other documents for the same customer.

Index Notes Related Info		
APPLICATION (1)	^	
1004420 Nfbgluryo. Wade W APPLICATION 1992/12/22		
SETTLEMENT STATEMENT (1)		

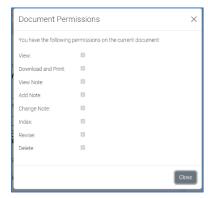


Info

Info Panel – Provides a button to reveal file information for this document and access to the versioning options within Identifi.

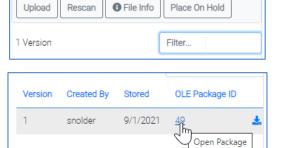
Index	Notes Relate	ed Info			
Upload Rescan File Info Place On Hold					
2 Versions			Filter		
Version	Created By	Stored	OLE Package ID		
2	fadams	9/15/2021	*		
1	fadams	9/13/2021	53 🗹 🖹 🕹		

- **Upload:** Upload a new document to replace the current version of the document in the viewer.
- **Rescan:** Opens the document in the Scan Client. ****Available only for** documents that were originally brought into the archive through the Scan Client or Uplink. Must have access to the Scan Client to use this feature.**
- *File Info*: Displays storage information about the document such as Title, Document ID, Storage Date, etc.
- **Place on Hold (or Remove Hold)** Place the document on a Retention Hold (or remove the document from a Retention Hold).
- **Permissions** allows a User to view their Permissions for this document.



The **Filter** allows the user to filter to a particular version by who created the version ("Created By") or Storage Date.

If the document was brought in using Online eSign, the OLE Package Details will be accessible by clicking the **OLE Package ID** link.





Clicking the Download icon to the right will download the document. Document will be in the same file format used to store the document to Identifi.

Version Created By Stored OLE Package ID 1 snolder 9/1/2021 49 Click to download this version Click to download this version

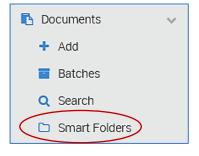
Maturity Date: This acco	Open
Rate Information: The in	Oper with system viewer
with an annual percentage paid until the maturity dat	Always open in Adobe Reader
the business day you dep:::i Interest will be comp:::iu	Show in folder
· · · · · ·	Cancel

Smart Folders



Allows the User to access Smart Folders to launch saved searches.

A Smart Folder is a saved search. Clicking on the title of a Smart Folder will launch the saved search in real time; meaning that anything added to the archive since the creation of the folder will be included in the search results.



Depending on a User's Permissions, both Public and Private Smart Folders may be visible here. If a Smart Folder is Public and the User has access, a check mark will be visible under the "Public" column header.

Public	
~	ß

😵 identifi 🔹 🎽							
≡	Sr	nart Folders (?					
Data							
📋 Documents 🗠 👻							
+ Add	11	1 Items		(All) -	Filter		X
Batches							
Q Search		Display Name	Created By	Subscribed		Public	
🗅 Smart Folders		All Late Status Loans	Sheila Nolder			~	Ø
Coversheets		Conversion Documents	Sheila Nolder			~	ß
🚽 Tracking >							

Any user with the User Role can create a Private Smart Folder (see "<u>Creating a Smart Folder</u>"). Private Smart Folders cannot be seen by anyone else; they are only visible to the User who created them.



 Display Name *
 Created By
 Subscribed
 Public

 2021 Customer Documents > 4 pages
 Billy Hartman

 Application Has Security
 Billy Hartman
 Edit Strength
 Billy Hartman
 Edit Strength
 Billy Hartman
 Edit Strength
 Edit Strengt
 Edit Strengt

To *Edit* a Smart Folder, the User who created it can click on the Edit icon on the right.

A new screen will open, allowing the User to edit the folder and make changes as needed:

Smart Folder – Desktop eSign Unindexed						
Save X Cancel						
Display Name *						
Desktop eSign Unindexed	Public		Include Document Title in Email			
Visibility						
Delete A Subscribe						
Add user/group				•		
2 Users / Groups			Filter	à		
User / Group 1		Subscribed				
🗆 💩 (All Users)						

- Display Name
- Public or Private status
- Show/Hide a document's title within notification emails (default is to hide them)
- Visibility (if Public permissions required)
- Subscription Subscribed or Unsubscribed (See below)

Select "Save" to save changes.

Subscribe/Unsubscribe to a Smart Folder

Users also have the ability to Subscribe to their Private Smart Folders and to those Public Smart Folders to which they have been assigned visibility. By subscribing to a Smart Folder, Users will receive an email notification when documents are added to the folder.

To subscribe to a Smart Folder, select the folder(s) and click "Subscribe" in the upper menu bar. To unsubscribe, select and click "Unsubscribe."

Smart Folders (?				
Delete Subscribe Unsubscribe				
3 Ite	ms			
	Display Name 🔦			
	2021 Customer Documents > 4 pages			



Generate Barcode Coversh

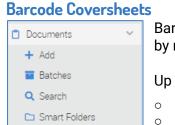
3 Users

<

User Name *
 Forrest Adams

Sally End User

Training User



Barcode coversheets used in the scanning process are accessed and printed by navigating to *Documents-> Coversheets*

Up to three types of coversheets will be available:

- Document Type Coversheets
- Uplink User Coversheets
- Generic Barcode Separator Sheets

User Coversheets

Coversheets

User Coversheets are scanned along with an Uplink batch to identify the User that the batch belongs to in *Batches*. The coversheet does not appear in the batch.

*Note: This tab will appear only on installations licensed for Uplink.

Scanning Barcode Coversheets									
Us	User Coversheet Doc Type Coversheet Breakdoc Coversheet								
	Generate Barcode Coversheet								
2 Us	2 Users train								
	User Name *	Login Name	Email	Location	Active				
	Training User	Tuser	fadams@identifi.net		~				
	Training McTrainerson	Training	training@identifi.net		~				

To prepare the coversheets:

- 1. Check the box next to the user(s) in the list.
- 2. Click Generate Barcode Coversheet
- 3. The coversheets will open in new browser window as a PDF. From here they can be printed or downloaded.





Doc Type Coversheet

Doc Type Coversheets are used to identify document types during the indexing process. Insert the coversheet ahead of the document in the batch to fill in the Document Type indexing field automatically. The coversheet does not appear in the batch.

nning Barco	ode Coversheets			
er Coversheet	Doc Type Coversheet	Breakdoc Coversheet		
Generate Barco	de Coversheet			
cument Types			(All Applications) 👻	car
Display Name	•		Code	
Car Loan				
Car Loan Clone	9			
Car Loan Dup				
	r Coversheet Generate Barcox curnent Types Display Name Car Loan Car Loan Clone	Generate Barcode Coversheet Cument Types Display Name Car Loan Car Loan Car Loan Clone	r Coversheet Doc Type Coversheet Breakdoc Coversheet Generate Barcode Coversheet Current Types Display Name Car Loan Car Loan Clone	r Coversheet Doc Type Coversheet Breakdoc Coversheet Generate Barcode Coversheet Current Types (All Applications) Display Name Code Car Loan Car

To prepare the coversheets:

- 1. Check the box next to the doc type(s) in the list.
- 2. Click Generate Barcode Coversheet
- 3. The coversheets will open in new browser window as a PDF. From here they can be printed or downloaded.

Us	er Coversheet	Doc Type Coversheet	Breakdoc Coversheet							
	Generate Barcode Coversheet									
18 [Ocument Types									
D	Display Name	•								
	Car Loan									





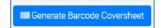
Breakdoc Sheets

Breakdoc Coversheets are generic barcode separator sheets used in scanned batches to indicate where a new document begins during indexing. The barcode will trigger the *This file starts a new document* box to be checked. The coversheet does not appear in the batch.

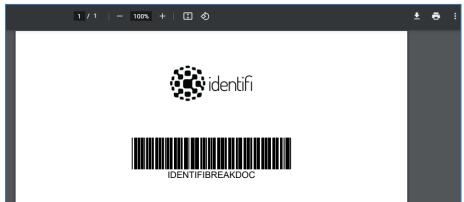
Scanning Barcode Coversheets									
User Coversheet	Doc Type Coversheet	Breakdoc Coversheet							
Generate Barco	de Coversheet								

To prepare the coversheets:

1. Click Generate Barcode Coversheet



2. The coversheets will open in new browser window as a PDF. From here they can be printed or downloaded.





Viewing COLD Reports & Using Document Text Search

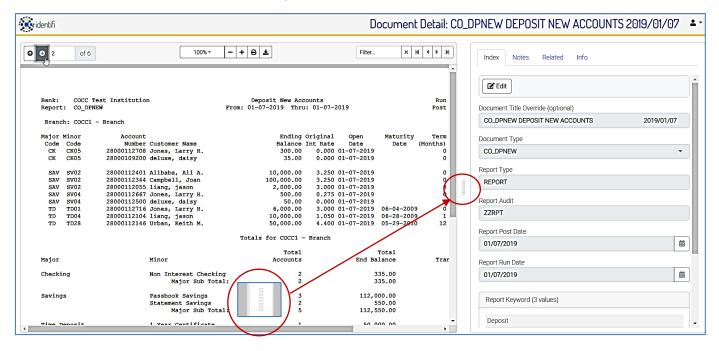
COLD Reports are automatically imported and indexed into Identifi. They are retrievable through the same *Document Search* used to retrieve other types of documents and many of the same search criteria. Unlike other documents stored in the archive, COLD Reports are text indexed. Users are be able to search the text within the document from Document Search as well as from inside the Report Viewer.

Viewing COLD Reports

The Report Detail Viewer is very similar to the Document Detail Viewer, however without the 500-page view limitation.

Report Detail Panels:

Click and drag the split screen icon to adjust window size.



The **Report Detail Panels** are the same as the panels found in the <u>Document Detail Viewer</u>. Those most helpful for report viewing are highlighted below:

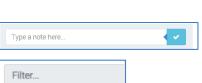


Index	 Index Panel - Displays indexing attribute values for current report. Find details like associated Report Keywords and Report Post Date and Report Run Date. Edit Allows attribute values to be changed (permissions required) 	Ingex Notes Related Info Security Image: Color	*
Notes 3	Notes Panel – Users with appropriate permissions can view, add and/or edit notes on the report. Notes are	ZZRPT Report Post Date 01/07/2019	

view, add and/or edit notes on the report. Notes are associated with specific pages of the report, and a number in the panel tab indicates the number of notes that exist on the report.

To add a note, click inside the box and type the note. Click the check mark icon to save.

Filter - Allows user to search within notes.



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Report Run Date 01/07/2019

Report Detail Viewer Menu Bar:

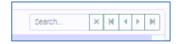
Image: Optimized state Image: Optized state Image: Optized state <th> ▲ ▶ ▶ </th> <th></th>	 ▲ ▶ ▶ 	
---	---	--

The document image can be reviewed on the left.

Use the arrows to navigate • the pages



Document Text Searching •



Zoom in/out



Print as PDF or Download the File •



Downloading COLD Reports

Downloaded reports can be converted to Excel files using the Excel Text Import Wizard.

Download the Report from Identifi:

From Search Results, use the Download icon to download the report (pending permission):

Sear	rch Documents (?									
KWY	′K Search Q. CO_DPNEW →	د								
	Print Download	Smart Folder -	Retention Hold -)						
Displ	aying 100 Documents (<u>Show Total</u>)					Top 100 Documents	-	Filter		X
	Title	Application	Document Type	Pages	File Type	Storage Date 🗸	Sync S	tatus	Report Post Date	
	CO_DPNEW DEPOSIT NEW ACCOUNTS 2023/08/03	Insight Reports	CO_DPNEW	б	Report	8/4/2023	Not Sy	nched	8/3/2023	
	CO_DPNEW DEPOSIT NEW ACCOUNTS 2023/08/02	Insight Reports	CO_DPNEW	6	Report	8/3/2023	Not Sy	nched	8/2/2023	Downlo

Alternately, use the Download icon within the Document Detail Viewer:

identifi		Document Detail: CO_DPNEW DEPOSIT NEW ACCOUNTS 2023/08/03
• • 1 of 6	100% - + + + Filter ×	Index Notes Related Info

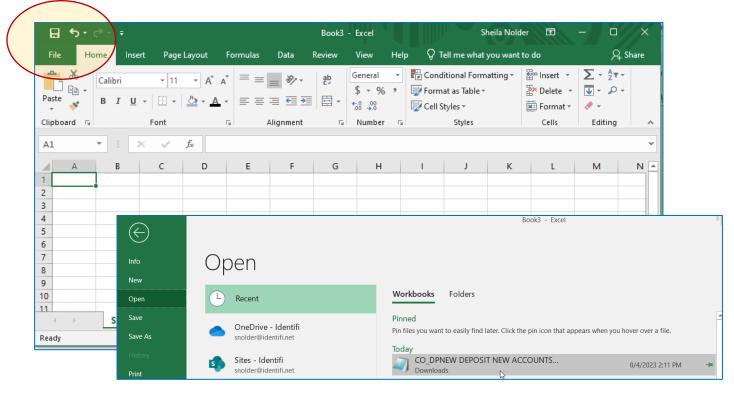
The file will download as a .txt or .prn file.

Name		Туре	
CO_DPNEW DEPOSIT NEW ACCOUNTS	2023_08_03.txt	Text Document	
			ip
	CO_DPNEW DEPC		2023_08_03.prn



Convert the Downloaded document(s) to Excel:

1. Open a blank document in Microsoft Excel. Select *File -> Open* and browse out to open the downloaded file.



2. The Text Import Wizard will open:

a. At Step 1, click "Next."

he Text Wizard has determined that your data is Fixed Width. this is correct, choose Next, or choose the data type that best describes your data. Original data type Choose the file type that best describes your data: O <u>D</u> elimited - Characters such as commas or tabs separate each field. Fixed width - Fields are aligned in columns with spaces between each field.					
this is correct, choose Next, or choose the data type that best describes your data. Original data type Choose the file type that best describes your data:	Fext Import Wizard - Step 1 of 3			?	\times
Original data type Choose the file type that best describes your data:	he Text Wizard has determined that your data is Fixed Wic	ith.			
Choose the file type that best describes your data: Delimited - Characters such as commas or tabs separate each field. Fixed width - Fields are aligned in columns with spaces between each field. tart import at row: My data has headers. Preview of file C\Users\snolder\DownL\CO_DPNEW DEPOSIT NEW ACCOUNTS Bank: COCC Test Institution Beposit New Accounts Report: CO_DPNEW From: 08-03-2023 Thru: 08-03-2023 S pueue Number : 11091 S pueue Number: 4000505 C	this is correct, choose Next, or choose the data type that	best describes your data.			
● pelimited - Characters such as commas or tabs separate each field. ● Fixed width - Fields are aligned in columns with spaces between each field. tart import at row: 1 ● File grigin: 437 : OEM United States ● My data has headers. Preview of file C:\Users\snolder\Downl\CO_DPNEW DEPOSIT NEW ACCOUNTS 2023_08_03.prn. 1 ● Bank: COCC Test Institution 3 Report: CO_DPNEW From: 08-03-2023 4 5 Queue Number : 11091 € Application Number: 4000505	Original data type				
 Fixed width - Fields are aligned in columns with spaces between each field. tart import at row: File grigin: A37 : OEM United States My data has headers. Preview of file C\Users\snolder\Downl\CO_DPNEW DEPOSIT NEW ACCOUNTS 2023_08_03.prn. Bank: COCC Test Institution Deposit New Accounts Report: CO_DPNEW From: 08-03-2023 Thru: 08-03-2023 \$pueue Number : 11091 \$pupication Number: 4000505 	Choose the file type that best describes your data:				
tart import at row: 1 Image: File grigin: 437 : OEM United States My data has headers. Preview of file C:\Users\snolder\Downl\CO_DPNEW DEPOSIT NEW ACCOUNTS 2023_08_03.prn. 1 Bank: COCC Test Institution Deposit New Accounts 3 Report: CO_DPNEW From: 08-03-2023 Thru: 08-03-2023 4 5 Dueue Number : 11091 Image: Application Number: 4000505 Image: Application Number: Image: Application	 <u>D</u>elimited - Characters such as commas or ta 	bs separate each field.			
My data has headers. Preview of file C:\Users\snolder\Downl\CO_DPNEW DEPOSIT NEW ACCOUNTS 2023_08_03.prn. 1 2Bank: COCC Test Institution Deposit New Accounts 3 Report: CO_DPNEW From: 08-03-2023 4 5Queue Number : 11091 6 Application Number: 4000505 >	Fixed width - Fields are aligned in columns with	spaces between each field.			
My data has headers. Preview of file C:\Users\snolder\Downl\CO_DPNEW DEPOSIT NEW ACCOUNTS 2023_08_03.prn. 1 2Bank: COCC Test Institution Deposit New Accounts 3 Report: CO_DPNEW From: 08-03-2023 4 5Queue Number : 11091 6 Application Number: 4000505 >					
Preview of file C:\Users\snolder\Downl\CO_DPNEW DEPOSIT NEW ACCOUNTS 2023_08_03.prn. 1 2Bank: COCC Test Institution Deposit New Accounts 3 Report: CO_DPNEW From: 08-03-2023 Thru: 08-03-2023 4 5 Queue Number : 11091	Start import at <u>r</u> ow: 1 🗧 File <u>o</u> rigin:	437 : OEM United States			>
Preview of file C:\Users\snolder\Downl\CO_DPNEW DEPOSIT NEW ACCOUNTS 2023_08_03.prn. 1 2Bank: COCC Test Institution Deposit New Accounts 3 Report: CO_DPNEW From: 08-03-2023 Thru: 08-03-2023 4 5 Queue Number : 11091					
Preview of file C:\Users\snolder\Downl\CO_DPNEW DEPOSIT NEW ACCOUNTS 2023_08_03.prn. 1 2Bank: COCC Test Institution Deposit New Accounts 3 Report: CO_DPNEW From: 08-03-2023 Thru: 08-03-2023 4 5 Queue Number : 11091	My data has headers				
1 Deposit New Accounts 2 Bank: COCC Test Institution 3 Report: CO_DPNEW 4 From: 5 Ducue Number : 11091 6 Application Number: 4000505					
2 Bank: COCC Test Institution Deposit New Accounts 3 Report: CO_DPNEW From: 08-03-2023 Thru: 08-03-2023 4 5 Queue Number : 11091 6 Application Number: 4000505 <	Preview of file C:\Users\snolder\Downl\CO_DPNEW DEP	OSIT NEW ACCOUNTS	2023_08_0	03.prn.	
3 Report: CO_DPNEW From: 08-03-2023 Thru: 08-03-2023 4 5 Queue Number : 11091 6 Application Number: 4000505					
4 5 Queue Number : 11091 6 Application Number: 4000505 < >	1				~
6 Application Number: 4000505		-			^
	3 Report: CO_DPNEW	-			^
Cancel < Back Next > Einish	3 Report: CO_DPNEW 4 5 Queue Number : 11091	-			
Cancel < Back <u>Next</u> > <u>F</u> inish	3 Report: CO_DFNEW 4 5 Queue Number : 11091 6 Application Number: 4000505	-		3-2023	
	3 Report: CO_DFNEW 4 5 Queue Number : 11091 6 Application Number: 4000505	-		3-2023	



b. At Step 2, click "Next." (Do not adjust the columns)

Text Import Wizard - Step 2 of 3			?	×
This screen lets you set field widths (column breaks).				
Lines with arrows signify a column break.				
To CREATE a break line, click at the desired position. To DELETE a break line, double click on the line.				
To MOVE a break line, click and drag it.				
Data preview				
10 20 30 40	50 <u>60</u>		80	.
Bank: COCC Test Institution Report: CO_DPNEW	Depos From: 08-03-	it New Accou 2023 Thru:		
Queue Number : 11091 Application Number: 4000505				~
<				>
Cancel	< <u>B</u> ack	Next >		<u>F</u> inish

c. At Step 3, click "Finish." (Do not adjust the columns)

Text Import Wizard - Step 3 of 3			?	×
This screen lets you select each column a	and set the Data Forma	t.		
Column data format				
General	'General' converts nu	meric values to numbers, date values to	dates and all remain	ina
○ <u>T</u> ext	values to text.	nene talaes to hambers, date talaes to	aates, and an remain	
◯ <u>D</u> ate: MDY ✓		<u>A</u> dvanced		
O Do not import column (skip)				
Data <u>p</u> review				
GenerGeGeneraGeneGeneral	General	General	General	
Bank: COCC Test Instituti	.on	Deposit New Acco	unts	^
Report: CO_DPNEW		From: 08-03-2023 Thru:	08-03-2023	
Queue Number : 11091				
Application Number: 4000505				>
	Cancel	< <u>B</u> ack Next	> <u>Fi</u> nis	ih)



3. The document text will be converted into columns, and the document can be adjusted as needed.

		N							00_0					2020_00_00	
Fi	le He	ome Inse	rt Page L	ayout Fo	ormulas Da	ta Reviev	w View	Help 🤇	7 Tell me	what you wan	t to do				
4	👢 👗 Cut		Calibri	- 11	· A A	= = =	≫ - ab	Wrap Text		General	.			Normal	Bad
Pas	🗌 🖻 Cop	oy -										⊂ ≠ Conditional			
PdS *		mat Painter	BIU	•	<u>> A</u> -			Merge & C	enter 👻	\$ • % •	€.0 .00 .00 →.0	Conditional Formatting •	Table -	Neutral	Calcu
	Clipboar	d 🗔		Font	Es.		Alignmen	t	E.	Number	E.				Styles
				£											
A1		• i	×	fx											
	А	В	С	D	E	F	G	н	1	J	K	L	М	N	0
1]													
2	Bank:		COCC	Tes	t Institutio	n	Deposit Ne	unts	Run	Date: 08-	03-2023				
3	Repor	t:	CO_D	PNEW			From: 08-0	8/3/2023	Post	Date: 08-	03-2023				
4															
	Queue	Ν	umber		: 11091				Run	Time: 17:	16:26				
	Appli	са	tion N	umbe	r: 400050	5			Cas	h Box:					
	Queue	S	ub Num	ber	: 125		SCHEMA								
8							OSIBANK								
9															
10							DATABASE								
11							L6001.WO	RLD							
12															
13							RELEASE								
14 15							2008.1.00								
15						0/2/2022	11:15:39 A			001				¢	
17						8/3/2023	11:15:39 A	AINK (BAT_		oo1.world				V	
18															
19							REPORT P	RS							
20								110							
21					Report Per	on Type:									
22						8/3/2023									
23						Option: 1									
24						8/3/2023									
25						ng: CK,SA	/,TD								
	?														
27	Bank:		COCC	Tes	t Institutio	n	Deposit Ne	unts	Run	Date: 08-	03-2023				
28	Repor	t:	CO_D	PNEW			From: 08-0	8/3/2023	Post	Date: 08-	03-2023				
29										Page: 1 of	F4				



Downloading Multiple Reports from Search Results:

To select multiple reports and mass download selected files into a Zip folder, select the desired reports and use the Download button in the Menu Bar. A prompt will display with the option to include Notes.

Sea	arcl	n Documents (?		
KV	VYK	Search Q CO_DPI	Include Note	es 🗙
Dis		Print Download Delete Index Download Selected Documents ng 100 Documents (Show Total)	Relude Notes i	n Download
	0	CO_DPNEW DEPOSIT NEW ACCOUNTS 2023/08/03		
	0	CO_DPNEW DEPOSIT NEW ACCOUNTS 2023/08/02		Cancel Continue

A Download Confirmation will be presented; click "Download."

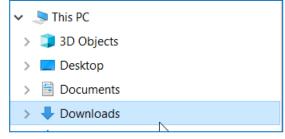
Download Confirmation	×
Total number of documents to download: 2	
Cancel Downl	bad



A Zip Folder will be presented, and a Download Results	Download Results	×
window will confirm the number of documents selected.	✓ Successful:2	
	af3bf0c0-f821-448zip ^	
		Close

Use the arrow to select **"Show in Folder,"** or open the Downloads folder from Windows Explorer.

his F
3D
Des
Doc
Dov
3 D D



Open the Zip folder to display the selected reports:

Name	Туре	Compressed size	Password p	Size	Ratio	Date modified
CO_DPNEW DEPOSIT NEW ACCOU	Text Document	2 KB	No	10 KB	87%	8/4/2023 3:02 PM
CO_DPNEW DEPOSIT NEW ACCOU	Text Document	2 KB	No	10 KB	87%	8/4/2023 3:02 PM

Follow instructions as above from <u>Step 2</u>, opening each document into a separate Excel Workbook or File.



Document Text Searches

The text found within COLD Reports is indexed and searchable. All words in the report, as well as some types of punctuation, are stored during the indexing process. This includes articles and conjunctions (such as *and*, *the*, and *a*), periods (.) and hyphens (-). <u>Commas (.) and apostrophes (') are ignored</u>. So, the number **9,874.56** is stored as **9874.56**; and the name **O'Brien** is stored as **OBrien**. The term **past-due** would be stored as **past-due**.

Document Text Searching from Search Documents

Allows users to retrieve reports from the document image archive that contain specific text/data. Select **Document Text** from the Suggestion Grid.

Search Documents (?								
deposit Q								
Application	Document Text	Docu	ment Ty					
Deposits	deposit	DEPO	SITOR					
deposits								

When the returned reports are opened in the Report Viewer, the **search data will be highlighted**.

• • 2 of 33		100% -	+ 8 ±	Deposit	Hits: 133	× H 4 F M
Bank: COCC T Report: TL_TRA	est Institut N	ion		Teller Activ	-	
				Teller: Admin		
				Cash Box Numbe Branch: COCC1		
Account				branch. cocci	Dranon	
Number	Major Min	or RtxnNbr	Amount	Stat Time	Description	
28000091697	CK CK	02 2531	10,000.00 5,000.00	C 11:26	<mark>Deposit</mark> Cash	

Advanced Document Text Search Syntax from Search Documents

Use special syntax to search for text within reports from Search Documents. Select *Document Text* from the Suggestion Grid.

* (asterisk) Can only be used	Search Documents 📀	Wildcard that matches zero or more characters			
in at the end of a term	28000*	Q	Example: 28000* would bring		
	Document Text Value starts with: "28000"	_	back reports with account numbers beginning with those		
	28000* Account Number		numbers.		
	Conversion Flag				
	Conversion Source				

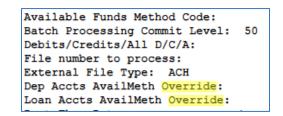


? (question mark)	Search Documents (?)		Wildcard that matches exactly one character
	return-r0? Document Text return-r0?	Q	Example : <i>return-r0</i> ? would bring back <i>Return-R02</i> , <i>Return-R08</i> , etc. as results.

Document Text Search from the Document Detail Viewer using the Search Bar

A Search Bar is available in the Report Viewer. Search for exact words and phrases or use special syntax to search inside a report; 'hits' will be highlighted.





Advanced Text Search Syntax

of 9			100%	- + 8 ±		28000* Hits: 13	Wildcard that matches zero or
Reference Account	Check Number	Check Amount	Check Status	Customer Info	Payee & Address	Posting Date	more characters
28000109705	1055	1,200.00	Printed	JOAN MORGAN 1058 - 1 Yr ARM Loan Balance: \$499,000.00 Rate: 5.25% Maturity Date: 06-01-2039	Abbey Tax Collector TERESA M MORGAN 19 CHURCH STREET WINCHESTER MA 01890	07-17-2019	Example: 28000* would
28000109672	1055	640.00	Printed	JANE SERVICING 1058 - 1 Yr ARM Loan Balance: \$300,000.00 Rate: 7.75% Maturity Date: 06-01-2039	Abbey Tax Collector SALLY TRAINING 123 MAIN STREET MALDEN MA 02148	07-17-2019	bring back all accounts on the report beginning
28000109606	1055	1 350 00	Drinted	MARY II ATTSON	Abben Tax Collector	07-17-2018	with those numbers.



								Wildcard that matches exactly
2 of 19	PPD Karen Mi.	ller	COCC DNA TO	100% + - * st 2 Withdrawi 000022	703180012	0970	return-r0? Hits: 79	one character
00000000000109	PPD Me Shell	*** Return-RO: 2-0109 uck	547735692 COCC DNA Te 2 J 547735692 COCC DNA Te	st 2 Withdrawl 000022 ccount Closed rig Trace 000022703180014 T of Event Addenda st 2 Withdrawl 000022	Orig Receiving : 020007302 703180014 Orig Receiving :	253.71DB 09/0	014	Example: return-r0? woul bring back Return-R02, Return-R08, etc as results.
(equals s	sign) C	an be u		ywhere in a ter	m			Wildcard that
								matches exactly
of 9			100%				1===,== Hits: 5	one numeric
Reference Account	Check Number	Check Amount	Check Status	Customer Info	Payee & Address		Posting Date	character
28000109705	1055	1,200.00	Printed	JOAN MORGAN 1058 - 1 Yr ARM Loan Balance: \$499,000.0 Rate: 5.25		ORGAN	07-17-2019	(0 – 9)
				Maturity Date: 06-01-203	9			Example:
28000109672	1055	640.00	Printed	JANE SERVICING 1058 - 1 Yr ARM Loan	Abbey Tax SALLY TRAI		07-17-2019	<i>1===.==</i> would
				Balance: \$300,000.0 Rate: 7.75 Maturity Data: 06-01-202	% MALDEN MA			highlight any
				Maturity Date: 06-01-203	2			amount 1,
28000109606	1055	1,350.00	Printed	MARY U ALISON 1058 - 1 Yr ARM Loan	Abbey Tax ASHLEY B B		07-17-2019	000.00 or
								greater.
) (parent	theses)							Used to logicall
	,							group multiple
2 of 73			[100% - + 🖶 🕹			(Timber and Wa	search Terms
		6	Fimber Brand	1 1:		ASST Y		connected by
		8	Monmouth Bra Stone Brook Fullerton Br	Branch 1	1000002005	ASST Y ASST Y ASST Y		Connector
		10 1 11 1	Fulton Squar Bradley Bran	e Branch 1: ch 1:	10000002008 10000002011	ASST Y ASST Y		Words
100000-Brinks Cas	^t h	13	Birmingham B <mark>Walden</mark> Branc Main St	n 1:	1000002013	ASST Y ASST Y ASST Y	9911100000120	Example: (timbe
200000-Petty Cash		2 1 5 0	Main St. #2 COCC1 - Bran	1: ch 1:	12000002001 12000002002	ASST Y ASST Y		and walden)
		6	Fimber Branc	1	12000002003	ASST Y		would highlight
								both those word



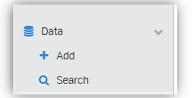
" " (quotation marks)	% *		"Joan Morgan" Hits: 4 🗙 🖡	Used when searching for an exact phrase
	Official Checks Issued nk Check Type: Batch Check ccount Number: 2000000246	Post Date:	: 07-17-2019 : 07-17-2019 : 1 of 7	Example: <i>"Joan</i> <i>Morgan"</i> would
	Customer Info JOAN MORGAN 1058 - 1 Yr ARM Loan Balance: \$499,000.00	Payee 6 Address Abbey Tax Collector TERESA M MORGAN 19 CHURCH STREET	Posting Date 07-17-2019	highlight that name and not <i>Teresa Morgan</i>
		12 09/01/1		Used at the end of a Term, indicates that stemming matches should be found.
Ste	mming extends searc	h to cover grammat	tical variations.	Example: stop~ would bring back stop, stopping stopped, etc.
% (percent sign) Can b	e used anywhere in	a term	sc%hmidt Hits: 3 🗙	Used anywhere in a Term, indicates that
*** Return-R08 Payr Orig	ment Stopped or Stop Payment on	Item Receiving DFI 62226102		fuzzy matches should be found
Orig	afficient Funds g Trace 000022703180018 Orig			Example: Sc%midt would
DT 0 044-02-0125 547735692 Faul Schmidt COCC DNA Test	of Event Addenda: 6111610200073 2 Withdrawl 0000227031800			highlight results with at most one
	Fuzzy searching will	find a word even if	it is misspelled	difference between it and <i>schmidt</i>



	100%	+ ⊕ ± Balance: \$399,900.00 Rate: 7.00% Maturity Date: 06-01-2039	135 DARLING DRIVE AVON CT 06001	Arm and MTG Hits: 10 X	Used to highlight multiple terms in
1,000.00	Printed	SANDI TRAINING 1058 - Fixed Rate MTG Balance: \$300,000.00 Rate: 7.00% Maturity Date: 06-01-2039	Town of Roses 135 DARLING DRIVE AVON CT 06001	07-17-2019	a report. Example:
600.00	Printed	NANCY TORRES 1058 - 1 Yr <mark>ARM</mark> Loan Balance: \$150,000.00 Rate: 6.75% Maturity Date: 06-01-2039	Town of Wallkill ELMO S STREET 500 BROADWAY LAWRENCE MA 01841	07-17-2019	ARM and MTG would highlight both ARM and
6,250.00	Printed	MICHAEL SKIDOO 1st Fixed -Term 16 Yrs or G Balance: \$99,921.28	Avon Tax Collector rtrKAREN K SNOWMAN 2 SNOW CIR	07-17-2019	MTG.



Data



Data houses the information used to index documents. All entity items- such as accounts, customers or vendors- can be searched here, pending User Permissions.

Add

+	Add

Allows the User to manually add an item to an existing Entity.

Click on "Add." Select the Entity to which the new item will belong.

Enter the required information and click "Save" to create the new item.

New Account		
Detail		📰 Data
Cancel 🖺 Save		
Account Number *	Major Type *	^
Minor Type *	Current Balance *	
Original Balance +	Open Date*	

Add Entity	
Select the type of Entity you would like to add.	×
Entity Type	
Accounts	
Customers	
DataTypes	

Search



Data Search allows the User to search within Entity and Workflow Data, and the feature functions like most internet search engines. Once a User begins typing the information about the item sought, the system will begin offering suggestions.

Search Dat	а	
Customer		Q
Entity Type	Last Name	
Customers	Customer	
\bigcirc	Customer1	

Common searchable attribute values: Account Number, Customer Name, Employee Code, etc.

The system automatically searches across all Entities to which the User has permissions and begins suggesting items to narrow the results.



In the example below, the initial search was done for **Customers** (Entity) and the Customer Type "**P**" was added to narrow the results.

Identifi allows search results to be sorted and filtered. The default sort order is Storage Date Descending, reflecting the most recently added items at the top. All underlined columns are sortable and results can be narrowed using the **Filter** field to the right of the screen or by adding another search pill to the search.

Sea	rch Data								
KW	YK Search Q	Customers 👻 🖌 P 👻	×						
	Delete								
Disp	laying 500 Entities (Show Total)				Filter				
	Title 🕈	Entity Type	Storage Date	Customer Number	Customer Type				
	-, 55 0	Customers	7/1/2019	8317	Ρ				
	-, Sb 0	Customers	7/1/2019	8315	Ρ				
					_				

Viewing Data Items

Clicking on the entity item in *Data Search* results will open the item's details. Depending upon the user's Permissions, tabs related to data details, security, notes, tracking and related documents will be presented. Related entity items may also be viewable.

Data

Contains all information about the item, these details should match the item's information in the host system. Some fields may be modified by selecting *Edit* or *Delete* in the menu.

🥵 identifi				<u>*</u> *
≡		Account Detail: 1001451 - Fixed Rate Firs	st Mortgage	
 Data Add Search 	~	 ■ Security Notes	Documents	
 Documents Tracking 	>	Account Number *	Account Type * Fixed Rate First Mortgage	Related Entities
 Desktop eSign Online eSign Workflow 	>	Major Type *	Minor Type *	Related Customers
Reporting	>	Current Balance *	Original Balance *	Tqnup, Armand L TAX



Security Allows a User to set security specifically for the entity item.

Account Detail: 334774280000000100 - Consumer Checking Detail 🛢 Data 🔒 Security 🕞 Notes 💜 Tracking 📋 Documents Related Entities ners Add Security for Account Detail: 334774280000000100 - Consumer Checking (TAX) Select Users & Groups Apply Permissions 0 Users / Groups 58 Users & Groups Show All • Search Permissions ✓ View Name 🕈 Security for this Account is being Update (All Users) Delete Axel Von Greiff (AVonGreiff) Delete View Note 🗐 💄 Beth Cottrell (bcottrell) Add Note 🔲 💄 Chad Sheridan (csheridan) Change Note Dec 2017 Training Set Security Donna Carpenter (DCarpenter) Eddie Flowers (eflowers) E Forrest Adams (fadams) Cancel Save

Notes

Notes can be added or deleted here.

Detail	🛢 Data 🛛 🔒 Security	🕞 Notes 🔹	7 Tracking	📋 Documents	Related Entities	
+ Add 🛍 Delete					Related Customers	
2 Notes			Search	۵	Stone, Rick	(TAX)
					Related Users	
FA This is an account no Forrest Adams	ote.		6/21/2018 at	10:29 AM / Delete	+ Add 🛈 Delete	
		+ Add 🗎 Delet	_		Cancel Delete	
se notes can be	e previewed from <i>L</i>	2 Notes		ts.	6/21/2016 # 10:28 AM / Deete	
	6/21/2018 # 10/26 AAF / Dects	This is an ac Forrect Adams			6/21/2016 # 10/28 AM / Deste	

- 5



Tracking

This tab will be available only on those installations with the Document Tracking license enabled. For details on this tab, see: <u>Viewing Tracked Entity Items.</u>

Acc	Account Detail: 1988474291 Overdraft Line of Credit							
9	Data Notes 🗗 Tracking 🗋 Docum	ments						
+	• Add 🕂 + Add Sets 🔀 Mass Edit	Assign	≜ ∗ Remove Assignment	🗊 Delete	View Activity			
3 Do	cument Requirements							
	Document Type [▲]	Frequency	Date Due	Grace Days	Status			
	ACCOUNT INFORMATION SHEET	One-time	3/28/2022 12:00 AM	0	Found			
	DIRECT DEPOSIT	One-time	12/29/2021 12:00 AM	0	Found			
	SIGNATURE CARD	One-time	4/7/2022 12:00 AM	0	Past Due Exce			

Documents

All stored documents related to the entity item will be listed here. Clicking the title will open the document viewer in a new tab and selecting *Open in Search* will open the list in *Document Search*, providing access to actions like **Print** and **Download**.

Account Detail: 1001451 - Fixed Rate First	Mortgage			
🛢 Data 🔒 Security Notes 🜱 Tracking 🕻	🖞 Documents			
QOpen In Search Open in Search				
11 Documents				Filter
Title ^		Application	Document Type	Storage Date
1001451 Tqnup, Armand L ACCOUNT IN	locuments 🕜			
1001451 Tqnup, Armand L ACCOUNT IN				
1001451 Tqnup, Armand L ACCOUNT IN	rch Q	1001451	• ×	
1001451 Tqnup, Armand L ACCOUNT IN	Print 🛛 🛓 Download 🗍 🔟	Delete 🕒 Ind	ex → Move	🗅 Smart Folder 👻 🕐 Retention Hold 🔻



Related Entities

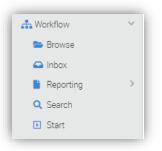
Any related entity items will be found in the right area of the screen. These items are clickable and will open for viewing in the existing tab.

	~
(TAX)	
	(TAX)

Related Entities	
Related Account	~
33477428000000100 - Consumer Checking	



Workflow



Allows the User to initiate a workflow process and to track work items or tasks within a workflow.

Browse

🚠 Workflow	A User is able to browse by Plan to locate specific Work items.
📥 Browse	Users will see only those Plans to which they have been assigned.

identifi				<u>≜</u> =
=	Browse Plans			
🛢 Data	> 8 Plans			Filter
🗋 Documents	> Plan *		Work Items	
Tracking	> Customer Maintenance			
 Desktop eSign Online eSign 	Documentation Plan	Browse Steps: FA Test		
A Workflow	Event	4 Steps		Filter
💳 Browse	FA Test	Step *	Work Items	
🖴 Inbox	Get a New Plan, Stan		Work items	
		Congrats	1	
		Issue a Keycard	4	
		Management New Hire	2	
		Review	6	

When browsing within a plan, Work items can be **assigned**, **reassigned**, **prioritized** or **terminated**, **Reactivated** and **emailed steps can be resent** (Manage Permission required).

Within the Browse By Plan results:

• Work items that have been placed **On Hold** will have a badge displaying that status.

Bro	wse Wo	ork Item	s: FA Test - Management New Hire					
	Reassign	Priorit	ize Terminate Resend Notification					
2 Work Items								
	ID	Priority	Name *	User	Last Activity			
	22	Normal	153-Sam Stone	Sheila Nolder	3/23/2018 12:14 PM			
	10018	Normal	157-John Smith Hold	(unassigned)	10/3/2018 11:43 AM			



• Completed or Terminated Work Items can be opened and **reactivated** to be returned to the Workflow. (Manage Permission required.)

Work Item: 10080 - 172835 Complete	9-Clark Kent		
		Rejectivate Close	-
Form Documents 1	Rotes Activity	Print	Propertier" Popertier" 'Peters" 'Table Law ort 'Passau ender Bernet" Possau" Provide Bernet" + Nandpartra Provide Bernet" + Nandpartra
Employee Number 172839	Employee Name Clark Kent	Tax ID Number 197346825	'
Hire Date	Department Implementation	EmailAddress fadams@identifi.net	
Phone Number			

• Items that have been delayed in completing a step will display an "**Escalated**" badge, indicating the escalation of that work item based on criteria set at plan origination.

Bro	owse W	/ork Ite	ms: FA Test – Review						
	Reassig	n 🗘 🕈 Pri	oritize 🛛 🗙 Terminate 🖉 Resend Notification						
6 V	6 Work Items Filter								
	□ ID Priority Name → User Last Activity								
	24	Normal	Untitled Escalated	(unassigned)	3/28/2018 3:38 PM				
	10020	Normal	Untitled Escalated Hold	Forrest Adams	11/13/2018 2:24 PM				



The Inbox

📥 Workflow	~
늘 Browse	>
🖴 Inbox	

Opens the User's Workflow Inbox. Items available or assigned to the User will be displayed and accessible here.

Form	orrest's Inbox 🔞										
	Open										
Available 🧿			Available 🥑		My Items (5)		On Hold 3		3		
											Filter
		ID	Priority	Name		Step	P	an	Last Activity -		
	D	10077	Normal	297813-Terry Cotta Returned		Review	F)	Test	6/3/2022 2:59 PM		
	D	10079	Normal	761349-Easter Bunny		Issue a Keycard	F)	Test	3/28/2022 5:13 PM	I	
	D	10078	Normal	81379-Cindy Rella		Issue a Keycard	Ð	Test	3/28/2022 5:06 PM	I	
0	D	10073	Normal	37918246-Duncan Adams		Issue a Keycard	F)	Test	3/28/2022 4:45 PM	1	
		10027	Normal	1515-Jack Frost Escalated		Review	E)	Test	3/25/2019 5:04 PM	I	

Three tabs are displayed:

- **Available** Unassigned items to be completed are displayed here. Once an item is selected from Available by a User, it will then be assigned to them.
- My Items (Default tab) Displays items assigned to the User and requiring attention or action.
- **On Hold** Displays items put on hold by the User for follow up at a later time
 - Items in this tab are not accessible to others and only the User who placed the item on hold will be able to remove the hold.

Available (8)	My Items 10	On Hold (2)



Item Badges and Labels in the Inbox:

An alert message is displayed when a User has hit the limit of items returned for the Workflow Inbox.

The results shown have been limited to the top 1000 most recently started work it	tems. Changing the sort order of the results in the table will only re-order the work items already shown.
Open)	
Available 🕚	My Items (00)

D

10077

Normal

- **Returned** Items that appear in the User's inbox as the result of a 'Return to Sender' action.
- Escalated- Items that have remained in a step beyond the configured amount of time. Escalation may trigger only a reminder email, or it may move the item to a different step for attention.

10027	Normal	1515-Jack Frost Escalated

297813-Terry Cotta Returned

• **OLE Package Statuses-** For installations with Online eSign enabled, the Inbox will reflect badges which display the status of an OLE Package (Review, Pending, Completed).

ID	Priority	Name	Step	Plan
1613885	Normal	234532432 Review OLE	Step 1	Tricia's Test Plan
1613884	Normal	Untitled Pending OLE	Get Signature	Bridge Test
1613881	Normal	8989898 OLE Complete	Step 2	Tricia's Test Plan

Locating Specific Items in the Inbox:

• Sort- All columns are sortable in each tab. The items will sort by Name by default.

Last Activity

• Filter- Each tab has Filter to quickly locate specific items.

						(cotta
	ID	Priority	Name	Step	Plan	Last Activity *	
G	10077	Normal	297813-Terry Cotta Returned	Review	FA Test	6/3/2022 2:59 PM	



Taking Action on an Item from the Inbox

Within the **My Items** tab, open a single item by clicking on the title of the item to be reviewed from the list displayed.

She	Sheila's Inbox 🔞								
	Open								
			Available	Μ	ly Items 2			On Hold	
									Filter
	ID	Priority	Name 🔦		Step	Plan		Last Ac	tivity
	938969	Low	05231947 - Fixed Rate Second Mortgag	e	Second Review	Forrest's	Plan	5/31/20	122 5:18 PM
	100739	Normal	XYZ1234 -		User Step	Clayton's	Rockin' Plan	9/8/202	1 12:45 PM

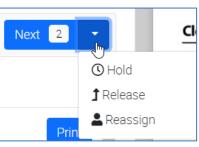
Open multiple items to review by clicking the items' checkboxes and selecting the "Open" icon. The item(s) will open and the step name will be displayed in the upper left corner of the screen.

Open	X ?							
		Available	N	1y Items 2			On Hold	
								Filter
ID	Priority	Name 🔦		Step	Plan		Last Act	ivity
938969	Low	05231947 - Fixed Rate Second Mortgag		Second Review	Forrest's	Plan	5/31/20	22 5:18 PM
100739	Normal	XYZ1234-		User Step	Clayton's	Rockin' Plan	9/8/202	1 12:45 PM

Move between Work items using the Next button to the right of the screen. The number to the right indicates the number of items remaining.

The drop-down arrow to the right reveals additional options:

- Hold places the item on hold moves it to the "On Hold" tab in the User's Inbox. (Note: When an item is placed on hold, it is inaccessible to others, and only the User who placed the item on hold will be able to remove the hold.) See more.
- Release remove the assignment and returns the item to the "Available" in any User's Inbox with permissions to the Step.
- **Reassign** sends the item to another User's Work Inbox to be addressed.



Next

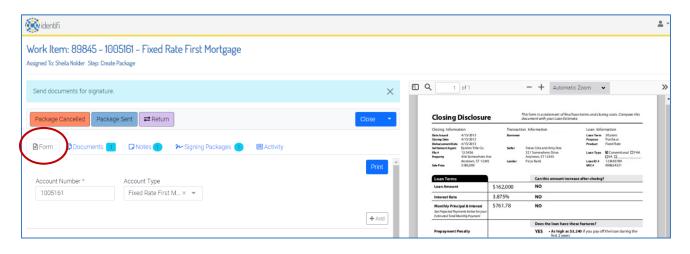
2



🖹 Form

Documents 4

The Form (where information is presented and collected for the step) will be viewable in the left pane.



Associated document(s) will be viewable in the "Documents" pane to the right.

🛞 identifi		1
Work Item: 89845 – 1005161 – Fixed Rate First Mortgage ssigned To: Sheila Nolder Step: Create Package		
Send documents for signature.	X I of 1 - + Automatic Zoom •	
Package Cancelled Package Sent Return	Close Close This form is a starment of faultion from and close decomposition for the formation Closing Disclosure Closing Information Closing Information Transaction Transaction Information Transaction Transaction Informa	rmation
Form Documents Notes Notes Activity Activity	Osciego Deira 412/2013 Program Disconstructure (1/2013) Disconstructure (1/2013) Product Disconstructure (1/2013) Disconstructure (1/2014) Product Disconstructure (1/2014) Disconstructure (1/2014) Product Disconstructure (1/2014) Disconstructure (1/2014) Disconstructure (1/2014) Disconstructure (1/2014) Disconstructure (1/2014) Learth Cystem	Convertional Fixed Rate Growentional FHA TVA TVA TV3 TV3
Account Number * Account Type	Loan Terms Can this amount increase after closing?	
1005161 Fixed Rate First M × 💌	Loan Amount \$162,000 NO	
	Acid A	
	TY AUG Dees the loan have these features? Prepayment Penalty YES - As high as 22.0 # you pay of finit 2 years	f the loan during the



Instructions Bar

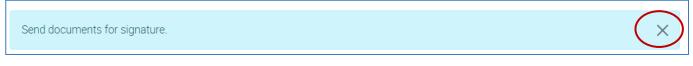
Within the open item, the instructions bar will be visible at the top of the screen and contains a description of what actions need to be taken as part of this work item.

In the example below, the User is directed send the documents for signature to move the item to the next step in the workflow process.

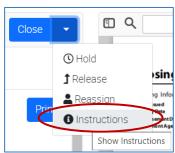
🛞 identifi				
Work Item: 89845 – 1005161 – Fixed Rate First Mortgage Assigned Tic Sheila Nolder Step: Create Package				
Send documents for signature.	X Q 1 of 1		— 🕂 Automa	tic Zoom 👻
Package Cancelled Package Sent #Return	Close Closing Disc		This form is a statement of final document with your Loan Estim	loan terms and closing costs. Compare this ate
Form Documents DNotes Cligning Packages E Activity	Batha basef 47927 Ghong Batha 47927 Babarannan Dhae 47927 Batharannan Dhae 479277	II3 Borrow II3 II3 II3 Title Co. Seller 5 mewhere Ave m, ST 12245 Lander Lander		Loen Term 30 years Purpose Purchase Product Fixed Rate Loen Type 80 Conventional □ FHA □/A □ Loen D ≠ 12356739 MLC# 000654121
Account Number * Account Type 1005161 Fixed Rate First M × -	Loan Terms Loan Amount Interest Rate	\$162,000	Can this amount incr NO NO	ease after closing?
		6761.70		

Each workflow item will have a unique action buttons. Examples might be: approve, reject, return, question, reply, etc.

Once instructions are no longer needed, they can be hidden by clicking on the **"X"** to the far right of the bar.



Note: Clicking "Instructions" within the **Close Drop-down** will reopen the Instructions bar.





Actions will move the item to the next step in the workflow, return the item to its sender and/or automatically create and store a PDF of the work item's Form in the Identifi archive.

identifi	
Work Item: 89845 – 1005161 – Fixed Rate First Mortgage Assigned To: Sheila Nolder Step: Create Package	
Package Cancelled Package Sert Return	Close 🔻
Form Documents 1 Documents 2 Reference and D	ivity
Account Number * Account Type 1005161 Fixed Rate First M × • When an item is returned, a dialog box will pop up, prompting for a comment on the returned item (required). The item is returned to the previous User who touched the item, and it will be listed in their Inbox under the "My Items"	Print Comment for Returning a Work Item This action will return the work item to the previous step and it will be assigned to the previous owner. Please enter a comment on why it is being returned. Comment * Need additional information.
tab. Sheila's Inbox 🔞	Cancel
Open Den	
Available	My Items 7
D Priority Name *	Step
□ □ 579246 Normal 000111222 - Returned	Return

Some Actions may trigger emails, SMS messages or send web forms to be completed by a customer or other external participant.



Workflow Ad Hoc Routing / User Assignment Manual Override – Default routing can be determined by a rule or assignment to a specific user. When configured within the Workflow Plan, this feature gives a User the ability to route the item to another User outside of the plan's default routing, essentially "overriding" the default.

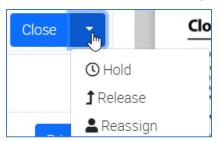
identifi	Assign Next User X
Work Item: 1634229 – Untitled Assigned To: Glen Crain Step: Request Form Initial Review	Select the user or group to asign the work item to. Select user or group Aaron Stine
Second Review Approve Email Initiator Assign Next User Form C Documents Activity	

Workflow email to Initiator: This option within the Email Step Properties can be enabled to allow an email to be sent to the initiator of the Workflow item, in addition to any designated Users and/or Groups listed within that step.

Recipients			identifi 💓				
Recipients							
Select user(s) or gr	oup(s)		Work Item: 1634229 - Untitled				
External Recipients Enter email addresses			Assigned To: Tricia Lolkus Step: Request Form Initial Review				
	ind press the Enter key to add	l it to the list.					
Attribute Mapped Re	cipients (s) that contain the email	addraceae	Second Review Approve Email Initiator				
Send Email to Init	lator						
Цš							
			Emailed (System)				
	TAL REVIEW		Emailed <i>(System)</i>				
AIL INITIATOR		Activity					
AIL INITIATOR	Detail	Activity Step Entered	In Progress (<i>Tricia Lolkus</i>)				
AIL INITIATOR QUEST FORM INIT MAIL INITIATOR (ate	Detail User		In Progress (<i>Tricia Lolkus</i>) × Details				



Close/Hold/Release/Reassign





() Hold

Clicking the **"Close"** icon will close the work item, returning it to the User's Inbox.

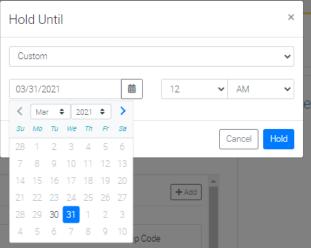
Clicking the *"Hold"* icon will place the item on hold and will move it to the "On Hold" tab in the User's Inbox. When an item is placed on hold, it is inaccessible to others, and only the User who placed the item on hold will be able to remove the hold.)

When placing an item On Hold, the User will have the opportunity to set a time period for the item to remain in On Hold status.

Hold Until	×
Indefinitely	K
	Cancel Hold

Choose from among the set periods or add select *custom* to choose a specific date and time.

		-		_
 Hold Until ×		Но	ld U	Int
Custom		С	uston	n
Indefinitely	3			
1 Day		03	3/31/2	2021
2 Days		<	Ма	ar
1 Week				
1 Month		Su	мо	Ти
Custom		28	1	2
		7	8	9
		14	15	16
		21	22	23



1 Release

Clicking the *"Release"* icon will remove the assignment. The item will then appear in the "Available" in any User's Inbox with rights to the Step.





Clicking the *"Reassign"* button will allow the User to reassign the Work item to another User.

Reassign	×	
Set the assignee for the selected	work items:	
sh	X 🔺	
Length Chad Sheridan (csheridan)		
Less Sheila Nolder (spolder)	Reassign	×
	Set the assignee for the selected work items:	
	Sheila Nolder (snolder)	× •
	Cancel	Unassign Reassign



The Form Tab

The Form will be visible beneath the "Form" tab (Note: In some cases, the Form Tab will not be displayed.):

When the plan is created, the design of the Form(s) is based on the Entity attributes. Some fields may be pre-filled while other fields may require manual entry or offer a drop-down menu.

Fields marked with a red asterisk (*) are required fields.

Package Cancelled Package Sent Return Close	ork Item: 89845 – 100 igned To: Sheila Nolder Step: Create F	15161 – Fixed Rate First Mortgage Package			
Form Documents Notes >~ Signing Packages Image: Activity Account Number * Account Type 1005161 Fixed Rate First M. Selecting the Print Button will print a .pdf of the form. Collateral Description Point Road Great Pond Bel Image: Ima	Send documents for signature.				×
Account Number * Account Type 1005161 Fixed Rate First M. Selecting the Print Button will print a .pdf of the form. Collateral Description Point Road Great Pond Bel	Package Cancelled Package	e Sent			Close -
Account Number * Account Type 1005161 Fixed Rate First M. Selecting the Print Button will print a .pdf of the form. Collateral Description Point Road Great Pond Bel Fixed Rate First Destination Print Isheet of paper Destination Print Isheet of paper Destination Destination Destination Interve Interve Istree Istree Istree Istree Istree Istree Istre	Form Documents	Notes 1 2 Signing Packages 1	E Activity		
Selecting the Print Button will print a .pdf of the form.	Account Number *	Account Type			Print
Dilateral Description Point Road Great Pond Bel	1005161	Fixed Rate First M. 🕤 🗕			
Account Humber* Account Humber* 1005181 Print					
1005141 Faed hate fL.x * Destination EPSON516894 (WF-2£ * Pages All Pages All Copies 1 Layout Portrait Frest hame Lang Ensee thogs				Print	1 sheet of paper
Copies 1 First Name Last Name First Name Last Name Ramee Lingue First Name Last Name Ramee Lingue More settings ✓					
Point Name First Name Innee <				Destination	🖶 EPSON516894 (WF-26 👻
First Name Last Name Break Last Name First Name Last Name Break Last Name Prest Name Last Name First Name Last Name					_
Image:		Columnal Description		Pages	All
Ranee Lings More settings		Collisteral Description Pairs Road Great Pon		Pages Copies	All 🗸
		Colliseral Description Point Road Great Poin Frist Name Last Name		Pages Copies Layout	All 1 Portrait
		Coldiveral Description Part Rand Great Pon Fest Name Last Name Fest Name Last Name Last Name		Pages Copies Layout Color	All Portrait Black and white
		Collaberal Description Park Rand Dreat Pain Prst Name Ranee Last Name Ranee Last Name Prst Name Last Name Frst Name Last Name Frst Name Last Name		Pages Copies Layout Color	All Portrait Black and white
		Collaberal Description Park Rand Dreat Pain Prst Name Ranee Last Name Ranee Last Name Prst Name Last Name Frst Name Last Name Frst Name Last Name		Pages Copies Layout Color	All Portrait Black and white

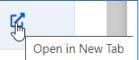


Documents Tab:

If there are documents required or associated with this item, they will be displayed and clickable here (*Note: Not all items will have this tab.*)

A number on the tab indicates the number of documents	attached.	🛱 Documents 1		
Work Item: 89845 – 1005161 – Fixed Rate First Mortgage Assigned To: Shelia Nolder Step: Create Package				
Send documents for signature.	🖸 Q 1 of 1	- + Automa	tic Zoom 🗸 🚿	•
Package Cancelled Package Sent ₽ Return Close ▼	Closing Disclosur	This form is a statement of final document with your Loan Estim	loan terms and closing costs. Compare this ate	
Form Dogements City tes Signing Packages EActivity	Cosing Information Date have 4115/2013 Gring Date 4115/2013 Distance and Date 4115/2013 Settiment Agent 4115/2013 Settiment Agent 4115/2013 Ref 12,3456 Pagenty 455 Samewhere Anytown, ST 123 Set Price \$189,000	Bornower Seller Steve Cole and Amy Doe 321 Somewhere Drive Ave Anytown, S1 1245	Loan Intormation Loan Intormation Propers Purchaie Prediation Read Nation Loan Type BC Concentional DIHA UNA DUA Loan EX 12345789 MEC 00055422	
Add Sign	Loan Terms Loan Amount	Can this amount incr \$162.000 NO	ease after closing?	
Mortgage Loan	Interest Rate	3.875% NO		
1005161 Mortgage Loan	Monthly Principal & Interest See Projected Payments below for your Estimated Total Monthly Payment	\$761.78 NO		
	Prepayment Penalty	Does the loan have t YES • As high as 5 for 2 years	3,240 if you pay off the loan during the	

Clicking on the icon next to the document title will open it within the Viewer in a new tab.



<u>Add</u>

Additional documents can be added here by clicking on the "*Add*" icon. (*Note: Not all items will have this option.*) A new screen will open to allow the User to choose the type of document from a pre-configured drop-down menu and then browse for the document to be added, .

<u>Mortgage Loan</u> <u>1005161 Mortgage Loan</u>			Add Sign
	Add Document Document Type Application File	ERS - BACKGROUND CHECK HR Choose File No file chosen	Close Upload



<u>Wait</u>

If specific documents are required to move this item to the next step in the Workflow process, clicking on the "**Wait**" icon will allow the User to add the specific document type to a wait list from a pre-configured drop-down menu. (**Note:** Not all items will have this option)

Contract Documents	🖵 Notes	Activity	
			Add Wait

Documents 🖸 Notes 📼 Activity	
	×
APPLICATION FOR EMPLOYMENT	+
ERS - BACKGROUND CHECK	+
1-9	•
PHOTO ID-PASSPORT	•
SOCIAL SECURITY CARD-OTHER	•
₩-4	+

Select the document(s) required by clicking the plus icon.

Once all document(s) have been selected, clicking the "X" in the top right corner will close the selection window.

The documents will now be listed as "Waiting" under the Documents tab.

To remove the requirement, click on the "X" to the right.

쉽 Documents	Notes	Activity	
			Add Wait
I-9 Waiting			×
I-9 Waiting			×

<u>Sign</u>

Selecting the "Sign" option will create an Online eSign Package to send documents necessary for signature to the Customer for execution. (*Note:* Not all items will have this option)

🤹 identifi	
Work Item: 89845 – 1005161 – Fixed Rate First Mortgage Assigned To: Sheila Nolder Step: Create Package	
Send documents for signature.	× Q 1
Package Cancelled Package Sent	Closing D Closing Informat
E Form Documents 1 Dotes 2 Signing Packages 1 E Activity	Date Issued Gosing Date Dis bursement Date Set tiement Agent File # Property
	n Loan Terms Croote Signing Package Amount
Mortgage Loan Image: Loan 1005161 Mortgage Loan Image: Loan	Interest Rate Monthly Princip



An Online eSign Package form will open with the Profile selected and Package Name field populated with the Work Item name:

Complete all Package Settings on the form in order to complete the Online eSign Package for sending. For additional information, see <u>Package_Settings</u>.

🤫 identifi		<u>*</u> *
Online eSign Package		
Cancel		La Download Save Next >>
Package Settings		
Profile * Mortgage		
Name * 1005161 - Fixed Rate First Mortgage	Description	
Message for all recipients		
Expiration Vate	Expiration Date	8
Review before completion		
Documents		
+ Add		

Signing Packages Tab:

This tab is only displayed on steps with Online Signing enabled. Here, any Packages available for signing are displayed. Clicking on the item will open the Package in Online eSign.

Work Item: 89845 – 1005161 – Fixe Assigned To: Sheila Nolder Step: Create Package	d Rate First	Mortgage			
Send documents for signature.					×
Package Cancelled Package Sent	turn				Close -
🖹 Form 🖞 Documents 🚹 🕞 Noter	≁ Signing Pac	kages 1	🔳 Activity		
1 Item				Filter	
ID Name A	Recipients	Status	Profile	Last Updated	Expiration Date
2583 1005161 - Fixed Rate First Mortgage	Sharon Noeba	Completed	Mortgage	8/23/2022 3:21 PM	



Status Descriptions:

Sent- the Package has been sent, but the documents have not been signed. Clicking the Package will open the Package Settings where a reminder can be sent to the recipients. For more information on managing Sent Packages, see <u>Managing In Process Packages</u>

Completed- all documents in the Package have been signed by all Recipients and they have been archived.

Note: Packages was sent with "Review before completion" checked will appear here in **Sent** status even after all signatures have been collected until it's reviewed. For details on that process, see <u>Ready For Completion Packages</u>

Notes Tab:

Here, the User is able to view notes that have been added during the item's workflow and to enter additional notes (with Permissions).

After typing in the note and clicking the check mark, the note will be displayed and is date/time stamped.

identifi	
Work Item: 89845 – 1005161 – Fixed Rate First Mortgage Assigned To: Sheila Nolder Step: Create Package	
Send documents for signature.	×
Package Cancelled Package Sent	Close 👻
🖹 Form 🗘 Documents 🚹 🕞 Motes 🎓 Signing Packages 🕦 💷 Activity	
Filter	
Type a note here	~

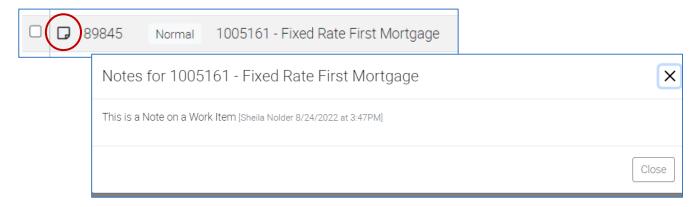
This is a Note on a Work Item	%
	Add Note



This is a Note on a Work Item
Sheila Nolder 8/24/2022 at 3:47PM Delete this note

Selecting the Trash Can icon to the right will remove the note from the workflow item. Notes placed on work items will be visible from the User's Inbox

From the User's Inbox, clicking the note icon will open the note for viewing:



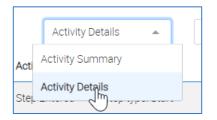
Activity Tab:

Displays activity history relative to this item.

identifi			
Work Item: 89845 – 1 Assigned To: Sheila Nolder Step: Cre	1005161 – Fixed Rate First Package	Mortgage	
Send documents for signatu	ire.		×
Package Cancelled Pac	kage Sent		Close 🔻
Form Documents	1 □ Notes 1 ≁ Signing	Packages 1 E Activity	
Activity Log			
2 Activity Summary Records		Activity Summary 🔹 🗍 Filter	X
Step	Description	Date	
START	Start <i>(Sheila Nolder)</i>	Ended on 9/2/2021 at 2:42 PM	
CREATE PACKAGE	In Progress (Sheila Nolder)	Started on 9/2/2021 at 2:42 PM	



Display item Activity Summary or Details using the Dropdown box.



Narrow displayed items with the "Filter" box:

Activity Log 3 Activity Detail Records			Activity Details 👻	Start
Step	User	Activity	Details	Date
START	Sheila Nolder	Step Entered	Step type: Start	9/2/2021 2:42 PM
START	Sheila Nolder	Action Taken	Start	9/2/2021 2:42 PM
START	Sheila Nolder	Step Exited	Step type: Start	9/2/2021 2:42 PM

Displayed items can be exported to Excel using the button to the right of the Filter box.

Activity	Log				
3 Activity D	etail Records		Activity Details	Start	
Step	User	Activity	Details	Date	Export to Excel

The Activity Log will also capture and reflect external activities, such as Downloading Documents, Attaching Documents and hitting the Save for Later option.

6/13/2023 10:52:45 AM	System	Email Sent	To: triciagress@hotmail.com
6/13/2023 10:52:57 AM	triciagress@hotmail.com	Viewed	External User: triciagress@hotmail.com
6/13/2023 10:53:00 AM	triciagress@hotmail.com	Document Downloaded	External User: triciagress@hotmail.com DocId: 31249, DocType: Car Loan
6/13/2023 10:55:03 AM	triciagress@hotmail.com	Viewed	External User: triciagress@hotmail.com
6/13/2023 10:55:57 AM	triciagress@hotmail.com	Viewed	External User: triciagress@hotmail.com
6/13/2023 10:56:02 AM	triciagress@hotmail.com	Save For Later	External User: triciagress@hotmail.com
6/13/2023 10:56:02 AM	triciagress@hotmail.com	Email Sent	To: triciagress@hotmail.com



Viewing Documents

Documents within a work item are listed under the "Documents" tab once the item has been opened:

Clicking the document title will load the document in the Document Pane to the right of the form.

🥵 identifi	<u>*</u> *
Work Item: 89845 – 1005161 – Fixed Rate First Mortgage Assigned To: Shela Nolder Step: Create Package	
Send documents for signature.	□ Q 1 of 1 - + Automatic Zoom • >>
Package Cancelled Package Sent	Closing Disclosure Takem in automet of brailban term and child go term. Cining information Takem in automet of brailban term and child go term. Data mining Takem in automet of brailban term and child go term. Data mining Takem in automet of brailban term and child go term. Data mining Takem in automet of brailban term and child go term. Data mining Takem in automet of brailban term.
MortgageLoan	Lean Amount \$162,000 NO ate 3.875% NO
1005161	Vetecipal & Intervent f Dynamics between Verynamic add Monthly Appropriet
	Does the loan have these features?
1005161 Mortgage Load in Viewer	

To open the document in a new tab within the Document Viewer, click the icon to the right of the Document Title

K	
	Open in New Tab

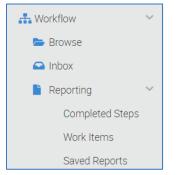
On the left is the document image; on the right are the Document Detail Panels.

identifi							Document Detail: 1005161 Mortgage Loan	<u>*</u> -
Q ↑ ↓	1 of 1	-	+ Automatic Zoom 👻			»	Index Notes Related Info Security	
Closing	Disclosure		This form is a statement of final l document with your Loan Estima		ing costs. Compare this		C Edit	^
Closing Informa	tion	Transacti	on Information	Loan Info	rmation		Document Title Override (optional)	
Date Issued Gosing Date Disbursement Date	4/15/2013 4/15/2013	Borrower		Loan Term Purpose Product	30 years Purchase Fixed Rate		Document Type	I.
Settlement Agent File #	Epsilon Title Co. 12-3456	Seller	Steve Cole and Amy Doe 321 Somewhere Drive	Loan Type			Mortgage Loan ~	
Property Sale Price	456 Somewhere Ave Anytown, ST 12345 \$180,000	Lender	Anytown, ST 12345 Ficus Bank	Loan ID # MIC#	123456789 000654321		Account Number	J.
Loan Terms			Can this amount incre	as a after closing	,			ъ

For additional information about viewing documents, see <u>Viewing Documents in the Document</u> <u>Detail Viewer.</u>



Workflow-Reporting



Completed Steps Report:

Allows the user to report on Work Items that have gone through the completion of a step.

Completed Steps		
Criteria		
Add Criteria - Submit Reset		
Work Item Status Type	Completed Step Date O Predefined O Custom	Workflow Plan *
Active Work Items	Current Month ~ 6/1/2024 - 6/30/2024	Select Workflow Plan 👻
Completed Workflow Steps	Actions Taken	Actioned By Users
Select Optional Workflow Steps	Select Optional Actions Taken 👻	Select Optional Actioned By Users
Includes the selected completed steps	Includes steps completed when the selected actions were taken	Includes steps completed when the selected users took an action
Group By	Sum	
None	Select Attributes to Sum 👻	

Criteria:

Work Item Status Type: Choose from *All, Active* or *Inactive* Work Items.

Completed Step Date

Choose between a Predefined or Custom Date Range. This field represents the date in which a work item completed/exited the workflow step.

Completed Step Date 🧿	Predefined O	
Previous Year	~	
Current Month		
Last Month Last Quarter		Completed Step Date 🔿 Predefined 🧿 Custom
Last 7 Days	Completed Step Date O Predefined O Custom	01/01/2023
Last 30 Days Last 60 Days	Previous Year v 1/1/2023 - 12/31/2023	
Last 90 Days		
Last 120 Days		
Last 360 Days Current Year (YTD)		
Previous Year		
Over 360 Days		



Workflow Plan: (**Required*) Select the Workflow Plan(s) for the report.

Wo	rkflow Plan *		
×	Dictionary Test [Account] × Invoice [Invoice] × testing [Account] (offline)	×	4
1	. Almond111 [almond entity]		
1	.1Escalation [Almond Test]		
1	Almond [Almond Test]		

Completed Workflow Steps:

Optionally select one or more Completed Steps from the drop-down list. Leaving blank will include all Steps in report results.

Actions Taken:

Optionally select one or more Actions Taken from the drop-down list. Leaving blank will include all Actions Taken in report results.

Actioned By Users

Optionally select Actioned By User(s) from the dropdown list. Leaving blank will include all Users in report results.

Group By:

Optionally select the preferred grouping for results display. The default is no grouping.

Completed Workflow Steps × Congrats × Management New Hire × Review × On-Boarding × Issue a Keycard × Start Includes the selected completed steps

Actions Taken × (Issue a Keycard) Application Terminated × (Management New Hire) Application Terminated × (Management New Hire) Keycard Request × (Review) Application Terminated Includes steps completed when the selected actions were taken

	1
ptional Actioned By Users	-
eps completed when the selected users took an action	\bigcirc
	ptional Actioned By Users eps completed when the selected users took an action

Group By	
None	
Assigned User	*
Step	1
Account and Sub	I
Account Number	
Alan Phone Number	1
Alan String	
	-



Sum:

In some cases, the ability to sum columns within reports is available.

S	Sum	
	Select Attributes to Sum	Ţm
1	Invoice Amount	Ũ

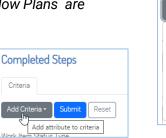
When selected, the report Results will sum the column automatically.

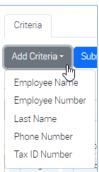
Criteria Results								
Displaying 8 Results								
Top 1000 Results	▼ Save Report	•						
			Drag a colu	mn header here to grou	p its column			
➢ Excel Export	PDF Export							Q Columns
ID 7	Work Item 🛛	Step 🛛	Action Taken 🛛 🖓	Actioned B 🛛	Step Entered 🛛 🖓	Step Comp $\downarrow \bigtriangledown$	Days in Step	Invoice Am
1634440	Invoice #:323432	Start	Start	Tricia Lolkus	5/22/2024 2:42 PM	5/22/2024 2:42 PM	0	\$39,293.00
1634439	Invoice #:90327832	Start	Start	Tricia Lolkus	5/22/2024 2:41 PM	5/22/2024 2:41 PM	0	\$93,892.00
1634438	Invoice #:329382	Start	Start	Tricia Lolkus	5/22/2024 2:41 PM	5/22/2024 2:41 PM	0	\$28,377.00
1634437	Invoice #:324309	Start	Start	Tricia Lolkus	5/22/2024 2:41 PM	5/22/2024 2:41 PM	0	\$1,382.00
37	Invoice #:2222343	Step 1	Action 1	Tricia Lolkus	11/17/2020 4:24 PM	5/7/2024 2:25 PM	1267	\$100.00
36	Invoice #:2222	Step 1	Action 1	Tricia Lolkus	11/17/2020 4:24 PM	5/7/2024 2:25 PM	1267	\$22.00
87	Invoice #:2020	Step 1	Action 1	Tricia Lolkus	11/24/2020 9:12 AM	5/7/2024 2:25 PM	1260	\$100.00
1634420	Invoice #:238472934	Start	Start	Tricia Lolkus	5/7/2024 2:24 PM	5/7/2024 2:24 PM	0	\$10,000.00
								Total: \$173,166.0

Add Criteria:

Add any additionally-available criteria using the button at the top of the page.

Note: "Add Criteria" button is not available when multiple Workflow Plans are selected.





The selected criteria will appear at the bottom of the form. You can delete any added criteria using the trash can icon to the right. Currently only string attributes are available for report filtering.



Click Submit to generate report results. Results will be displayed in a separate tab.

Add Criteria 🕶	Submit	Reset
----------------	--------	-------

Click Reset to clear the form.

Attribute Criteria	
Last Name	
	Û
Type a value and press the Enter key to add it to the list.	
Employee Number	
	Û
Type a value and press the Enter key to add it to the list.	

Results Grid:

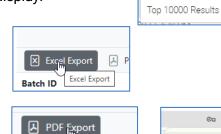
Completed Step)S							
Criteria Results								
Displaying 8 Results								
Top 1000 Results	▼ Save Report	•						
			Drag a col	umn header here to grou	ıp its column			
× Excel Export	PDF Export							Q Columns 🔻
ID 🛛	Work Item 🛛	Step 🛛	Action Taken	Actioned B ∇	Step Entered 🛛 🖓	Step Comp $\downarrow \bigtriangledown$	Days in Step 🛛 🖓	Invoice Am 🛛
1634440	Invoice #:323432	Start	Start	Tricia Lolkus	5/22/2024 2:42 PM	5/22/2024 2:42 PM	0	\$39,293.00
1634439	Invoice #:90327832	Start	Start	Tricia Lolkus	5/22/2024 2:41 PM	5/22/2024 2:41 PM	0	\$93,892.00
1634438	Invoice #:329382	Start	Start	Tricia Lolkus	5/22/2024 2:41 PM	5/22/2024 2:41 PM	0	\$28,377.00
1634437	Invoice #:324309	Start	Start	Tricia Lolkus	5/22/2024 2:41 PM	5/22/2024 2:41 PM	0	\$1,382.00
37	Invoice #:2222343	Step 1	Action 1	Tricia Lolkus	11/17/2020 4:24 PM	5/7/2024 2:25 PM	1267	\$100.00
36	Invoice #:2222	Step 1	Action 1	Tricia Lolkus	11/17/2020 4:24 PM	5/7/2024 2:25 PM	1267	\$22.00
87	Invoice #:2020	Step 1	Action 1	Tricia Lolkus	11/24/2020 9:12 AM	5/7/2024 2:25 PM	1260	\$100.00
1634420	Invoice #:238472934	Start	Start	Tricia Lolkus	5/7/2024 2:24 PM	5/7/2024 2:24 PM	0	\$10,000.00
1054420								



Ĵ

Options within the Search Results Grid:

- Choose the number of Top Results to display.
- Export the list of results to Excel.



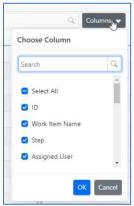
PDF Export

	(5) (5) (5) (5) (5) (5) (5) (5) (5) (5)	4	200	Ď	₹
Å	Export.pdf 16.0 KB • sone				Ľ
_					

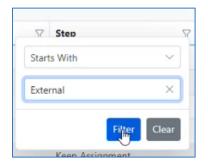
Top 1000 Results

Top 1000 Results

- Export the results as a PDF.
 - Show/hide columns



• Filter by any column shown in report results

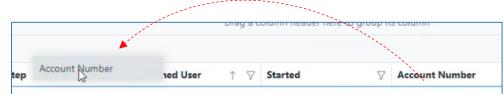


• Multi-level sort (hold down the "Ctrl" key on the keyboard as you select each level)

Assigned User	1	\downarrow	8	Started	2 1 7
Tricia Lolkus				6/2/2023 1-3	2 PM



• Move columns to reorder



• Dynamically group columns by dragging the column headers.

Drag a column header here to group its column

Wo	Work Item Name \uparrow \times Started \uparrow \times								
Þ	Exe	el Export A PDF Export						Q	Columns 🔻
		ID	1 ↓ 7	Initiator	∇	Ended			7
\sim	Wor	k Item Name: Invoice #:2020 - 1 item							
	\sim	Started: 11/24/2020 9:12 AM - 1 item							
		87		(Unassigned)		5/7/2024	2:25 PM		
\sim	Wor	k Item Name: Invoice #:2222 - 1 item							
	\sim	Started: 10/29/2019 2:43 PM - 1 item							
		26		(Incontant of		E /7/2024	0.0E DM		

fasdasdf
8989898
8798798
8756
4523454354
4345643
342343

• Note: Links change colors when clicked



• Optionally, save the report



Type a name for the report and apply security to allow specific Users/Groups to view the report. If no security is added, everyone with access to Reporting will be able to view the saved report. Click "**Save.**"

Saved Report Definition	×		
Saved Report Name *			
Enter a name for the saved report definition	Saved Report Definition		×
Security Add User/Group Delete	Saved Report Name * Sum of Invoices 06-05-24		
0 Users / Groups	Security		
	Add User/Group Delete	6	Filter
	Type Name *	View	Manage
ниво песерсти	Sheila Nolder	~	~
			Cancel Save

The saved report will be viewable under the "Saved Reports" section of the Workflow Reporting menu. Sort by Work Item or Completed Steps. Edit security settings using the "Edit" button on the right.

				Work Item	<u>_</u>		
🥳 identifi			Cr	Work Item	Ŭ		<u>*</u> *
=	Completed Steps Saved Reports	1	5/	Completed Steps			
Data >	Delete						
✓ Tracking >	1 Saved Report					Completed Steps 👻 Invoi	
Desktop eSign > Nonline eSign >	Saved Report Name *	Created By		Your Role	Created Date	Last Modified Date	Settings
👬 Workflow 🗸	Sum of Invoices 06-05-24	Sheila Nolder		Owner	6/5/2024	6/5/2024 3:59 PM	ß
🖿 Browse							
Reporting ~ Completed Steps							
Work Items							
Saved Reports)						



Work Items Report:

Allows the user to query and filter Work items from a single Work Plan and displays the results in a single list. Active or Inactive Work items can be queried, and output can be sorted according to business needs.

🤯 identifi					<u>*</u> -
=	Work Items				
🛢 Data >	Criteria				
Documents >	Add Criteria - Submit Reset				
Tracking	Paulonena Coontre Resce				
🥒 Desktop eSign 💦 >	Work Item Status Type *	Work Item Started 🧿 Predefined 🔘 Cu	stom	Workflow Plan *	
≁ Online eSign >	Active Work Items -	Current Month 🗸	6/1/2024 - 6/30/2024	Select Workflow Plan	*
👬 Workflow 👻					
🗁 Browse	Workflow Steps	Assigned Users		Initiated Users	
🖨 Inbox	Select Optional Workflow Step(s)	Select Optional Assigned Users(s)	*	Select Optional Initiated Users(s)	*
Reporting ~	Minimum Days in Step	Group By		Sum	
Completed Steps	Optional days in step >= this value	None	•	Select Attributes to Sum	*
Work Items					
Saved Reports	Search By Work Item ID				
Q Search					
Start	Type a value and press the Enter key to add it to the list.				

Criteria:

Work Item Status Type: (**Required*) Choose from *Active* or *Inactive* Work Items.

Work Item Status Type *	
Active Work Items	
Active Work Items	
Inactive Work Items	

(Note: Active and Inactive Status Types will present different filters)

Work Item Started (Active Status Type) **/Work Item Ended** (Inactive Status Type) Choose between a Predefined or Custom Date Range.

Completed Step Date 🔾 Predefined
Current Month
Current Month
Last Month
Last Quarter
Last 7 Days
Last 30 Days
Last 60 Days
Last 90 Days
Last 120 Days
Last 360 Days
Current Year (YTD)
Previous Year

Work Item Started 🔿 Predefined 🧿 Custom
 ✓ 06/01/2022 ☑ 06/30/2023
Work Item Ended 🔿 Predefined 💿 Custom
 ✓ 06/01/2022 ☑ 06/30/2023



Workflow Plan: (**Required*) Select the Workflow Plan(s) for the report.

Inactive Reason (Inactive Status Type) Select the reason for the Inactive Status

Workflow Steps (Active Status Type): Optionally select one or more Completed Steps from the drop-down list. Leaving blank will include all Steps in report results.

Assigned Users (Active Status Type) Optionally select Assigned User(s) from the drop-down list. Leaving blank will include all Users in report results.

Initiated Users

Optionally select Initiated User(s) from the dropdown list. Leaving blank will include all Users in report results.

Group By:

Optionally select the preferred grouping for results display. The default is no grouping.

× Dictionary Test [Account] × Invoice [Invoice] × testing [Account] (offline) × 1. Almond111 [almond entity] 1.1Escalation [Almond Test] 1.Almond [Almond Test]

Workflow Plan *

nactive Reason			
Select Optional Reason	ູ້ມີຫຼ		
Terminated			
Completed			

Workflow Steps	
× Add to Payroll × Start	×_ĥ
Enter Employee Information	Q
Verify Information & paperwork	

Assigned Users	
Select Optional Assigned Users(s)	-

Initiated Users	
Select Optional Initiated Users(s)	-

Îm
0

Sum:

In some cases, the ability to sum columns within reports is available.

Ð

Sum Select Attributes to Sum ... Invoice Amount

When selected, the report Results will sum the column automatically, if available.



Minimum Days in Step (Active Status Type)

Optionally enter a value for the number of days the item has been in the step.

	Minimum Days in Step
	365
l	

Search by Work Item ID Work Item ID is the unique number assigned by the system to the Work item

Search By Work Item ID
Type a value and press the Enter key to add it to the list.

Add Criteria:

Add any additionally-available criteria using the button at the top of the page.

Note: "Add Criteria" button is not available when multiple Workflow Plans are selected.

The selected criteria will appear at the bottom of the form. You can delete any added criteria using the trash can icon to the right. Currently only string attributes are available for report filtering.

Click Submit t	o generate report results. Results will be displayed in a
separate tab.	Click Reset to clear the form.

Attribute Criteria	
Employee Name	
	Û
Type a value and press the Enter key to add it to the list.	
Last Name	
	Û
Type a value and press the Enter key to add it to the list.	
Tax ID Number	
	Û
Type a value and press the Enter key to add it to the list.	

Work Items			
Criteria			
Add Criteri	a -	Submit	Reset
Employee	Add	l attribute to	o criteria

Add Criteria -

Submit

Reset



Results Grid:

Work Items									
Criteria Results									
Displaying 3 Results Top 1000 Results	Save Re	port 🕶							
			Dra	ag a column header here to group its colu	lum	nn			
🗵 Excel Export 🛛 🕹 PDF	Export							Q	Columns 🔻
ID	$\downarrow \ \square$	Work Item Name	7	Initiator 🖓	7	Started	∇	Ended	7
87		Invoice #:2020		(Unassigned)		11/24/2020 9:12 AM		5/7/2024 2:25 PM	
37		Invoice #:22223432432432432432434		(Unassigned)		10/29/2019 2:48 PM		5/7/2024 2:25 PM	
36		Invoice #:2222		(Unassigned)		10/29/2019 2:43 PM		5/7/2024 2:25 PM	

Click <u>here</u> to see Options Available within the Search Results Grid.



Workflow-Search

🚠 Workflow	~
📂 Browse	>
🕒 Inbox	
Q Search	

Search within Work Items by clicking on "Workflow" then "Search" from the left menu bar.

The Search Work Items screen will open:

Search Work It	ems	
Dais		Q
Employee Name	First Name	
Daisy Mae	Daisy	

Within the Search box, type in a searchable attribute, such as *Invoice Number, Amount, Employee Name*, etc. This feature works in the same way as Document Search and Data Search and will offer a "suggestion grid" of possible matches.

Clicking on the desired selection (*in this example, "Daisy Mae"*) will pull back search results.

Search	n Work Items							
kwyk s	Search	Q	Daisy Mae 👻 🗙					
1 Work I	tem						Filter	X
ID	Name 🕇		Entity Type	Plan	Step	Create Date	Assigned To	
2	148-Daisy Mae		Employees	New Employee		7/18/2017 2:17 PM	(unassigned)	

The Search feature allows search results to be sorted and filtered. The default sort order of items has been changed to Create Date Descending, reflecting the most recently added items at the top. All underlined columns are clickable and will sort the results by the column selected.

If a large number of results is displayed, search results can be filtered further by adding another search "pill," thus narrowing the results to include the new criteria.

The Search Filter box to the right of the screen can also be used to narrow the search within existing results.

Clicking on the icon to the right of the Search Filter box allows the User to **Export to Excel**. A CSV file containing the search results will open in Excel and can be edited, saved, etc. as needed.

ch	Filter	X
Fil	ter	
Acc		Export



Open the Item for viewing by double clicking on the Name:

Search	Work Items							
kwyk s	earch	Q	Daisy Mae 👻 🗙					
1 Work It	em						Filter	X
ID	Name *		Entity Type	Plan	Step	Create Date	Assigned To	
2	148-Daisy Mae		Employees	New Employee		7/18/2017 2:17 PM	(unassigned)	

ork Ite	m: 2 - 148-Daisy	/ Мае				
				Close	Q 1 of 2	- + Automatic Zoom V
Form	🗘 Documents 🕦	🕞 Notes 3 🛛 🗐 Activity			Applicant Information Last Name	First MJ. Date
		Employee Name				Apartment/Unit #
		Daisy Mae		\searrow	Date Available Social Secu Position Applied for	
	Address 1		Address 2		Are you legally eligible to work in the U.S.? Yes Have you ever worked for this company? Yes	_
	1234 Main St.				Have you ever been convicted of a felony? Yes	
State		City	Postal Code		Education High School	Address
Florida		Safety Harbor	34695		From To Did you graduate?	Yes Ne Degree
	Tax ID Number		Date of Birth		From To Did you graduate?	Address Yes No Degree
	987654321		04/03/1960			Address Yes D No Degree
Departme	nt	Hire Date	Start Date		Employment History	
Sales		• 07/05/2017	07/19/2017		Company Address Supervisor	From To Phone #
					May we contact? Yes No	Responsibilities From To



Workflow-Start

D Start

Allows the User to create a New Work Item

1. Select the Plan to which your Workflow will belong

2. Populate the form fields (those marked with a red asterisk are required) and click the Start (or Started) button.

🤹 identifi		
≡		Start New Work Item
🛢 Data	>	
📋 Documents	>	Customer Maintenance
┥ Tracking	>	This workflow is to perform customer maintenan
🥒 Desktop eSign	>	Documentation Plan
≁ Online eSign	>	Don Email Test
👬 Workflow	~	Email Test
📂 Browse		Don Email Test 2
즠 Inbox		Email Test demo
Reporting	>	Event
Q Search		Submit a request for a quote for your next event!
D Start		FA Test
Reporting	>	Documentation

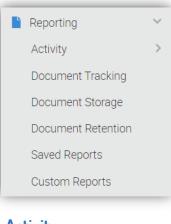
New Documentation Plan Work Item
Account
Account Number * 63040980
Started

3. The system will confirm that a new Work Item has been started and the requested item will move to the next step in the Workflow process, and the item will be visible in that User's Inbox for follow up. Start New Work Item

A new work item has been started.



Reporting



Activity

Activity Batch Indexing	~
Batches Scanned	
Document	
System Access	
System Setup	

Batch Indexing

This report displays a summary of batches indexed.

Criteria

Select from various report filter options. Required filters will be designated by an asterisk (*).

Batch Indexing Summary		
Date Range O Predefined O Custom		
Current Month	~	6/1/2024 - 6/30/2024
Scan Plans Select optional scan plans	User(s) Select optional user(s)	•
Report Summary Display Option Monthly Summary		

The Reporting section of the menu allows the User to generate reports on document activity (permissions pending).

Note: Document Tracking category only presented on installations licensed for Tracking; Custom Reports only presented on installations with legacy Izenda custom reporting.



Date Range - Choose a Predefined date range from the drop-down list or Criteria customize the requested date range using the calendar. Date Range 💿 Predefined 🔿 Custom Current Month Date Range 🔿 Predefined 💿 Custom Last Month 66/30/2022 06/01/2022 Last Quarter Last 7 Days User(s) Last 30 Days Mo Tu We Th Fr Sa Su 30 31 1 2 3 4 Last 60 Days Select optional users -Last 90 Days 5 6 7 8 9 10 11 Last 120 Days 12 13 14 15 16 17 18 Last 360 Days 19 20 21 22 23 24 25 × • Current Year (YTD) 26 27 28 29 30 Previous Year

Applications

Choose at least one Application(s) from which to pull data. Multiple Applications may be selected.

Applications *	
× Compliance × Facilities × Examples	× 🔺
Celebrants	A
Customers	_
Deposits	
HR	
Insight Reports	
Loans	
Marketing	-

Users

Optionally, select Users from the drop-down list. If no Users are selected the report will return results for all Users.

Users	
Select optional users	-
Abb. Deee	

Report Summary Display Option

Choose the desired display option.

Report Summary Display Option *		
Monthly Summary		× 🔺
Monthly Summary		
Overall Summary	0	

- Monthly Summary: Totals presented grouped by month and year
- Overall Summary: One single total provided



Results

Monthly Summary Results

Batch Indexing Summary		
Criteria Results		
Click a summary row to open a detailed view of the selected User		×
8 Results		Top 1000 Results 💌 Filter
User *	Document Count	
Apr 2024 Total: 2		
hdao	13	
ltran	1	
Feb 2024 Total: 1		
almond	1	
Jan 2024 Total: 2		
hdao	5	

- Choose the number of Top Results to display.
- Use the Filter to narrow results displayed.
- Export the list of results to Excel.

	Top 10000 Results
Filter.	
Export	
	May 2024 Tota

hdl

Top 1000 Results

P

:1

Top 1000 Results

Click the User Name to view the Details View

Criteria Resu	ults Details	
2 Details		Top 1000 Results 👻 Filter
User	Document Count	Storage Date *
hdao	2	5/14/2024
1000	-	
hdao	3	5/24/2024

Filter.

• Choose the number of Top Results to display.

Top 1000 Results	
Top 1000 Results	Ŭ
Top 10000 Results	

• Use the Filter to narrow results displayed.

Export the list of results to Excel.	P
Export the list of results to Excel.	Export to cel

•



Batches Scanned

This report displays a summary of batches scanned by a User.

Criteria

Select from various report filter options. Required filters will be designated by an asterisk (*).

Batches Scanned Summary		
Criteria		
Date Range 🗿 Predefined 🛛 Custom		
Current Month	×	6/1/2024 - 6/30/2024
User(s)	Scan Plans	
Select optional user(s) 👻	Select a Scan Plan	Ψ
Submit Reset		

Date Range – Choose a Predef or customize the requested dat	Criteria Date Range Predefined Custom		
			Current Month
Date Range O Predefined Custom			Current Month Last Month
06/01/2022	66/3	30/2022	Last Quarter
✓ Jun	User(s	5)	Last 7 Days Last 30 Days
29 30 31 1 2 3 4	▼ Sele	ct optional users	Last 60 Days
5 6 7 8 9 10 11 12 13 14 15 16 17 18			Last 90 Days Last 120 Days
19 20 21 22 23 24 25 26 27 28 29 30 1 2	× 🔻		Last 360 Days Current Year (YTD)
3 4 5 6 7 8 9			Previous Year

Users

Optionally, select Users from the drop-down list. If no Users are selected the report will return results for all Users.

Users	
Select optional users	^
Abbu Daga	



Scan Plans

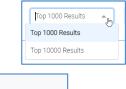
Optionally, select the Scan Plan(s) from the drop-down list. Multiple Scan Plans can be selected. If none are selected, the report will return results for all Scan Plans.

Scan Plans	
Select a Scan Plan	Ĵ'n
Almond	Y
BarcodeTest	

Results

Displaying 92 Results										
Top 1000 Results	Save Rep	port -								
op 1000 Results			D	rag a column header here t	o group its colur	nn				
op 10000 Results	F Export								Q	Columns 🔻
Batch ID	Ŷ	User Name	V	Scan Plan Name	∇	Page Count	V	Storage Date		↓ \
8919		hdao		Almond		1		5/24/2024		
8915		hdao		Receipt Plan		1		5/24/2024		
8914		hdao		Receipt Plan		1		5/24/2024		
8913		hdao		Almond		4		5/24/2024		
8898		hdao		Almond		1		5/14/2024		
8896		hdao		Almond				5/14/2024		

• Choose the number of Top Results to display.



🗡 Р

- Export the list of results to Excel.
- Export the results as a PDF.



Excel Export

🗙 Excel Export

Batch ID



• Group columns by dragging the column headers.

Drag a column header here to group its column

Bat	ch I[$ \uparrow \times $ Scan Plan Name $\uparrow \times $							
×	Ex	cel Export 📕 PDF Export	20				Search	Q	Columns 🔻
		User Name	∇	Page Count	∇	Storage Dat	e		1 ↓ ♡
~	Bato	h ID: 6272 - 1 item							
	\sim	Scan Plan Name: - 1 item							
		hdao		0		1/25/2024			
				Total: 0					



• Optionally, save the report



Type a name for the report and apply security to allow specific Users/Groups to view the report. If no security is added, everyone with access to Reporting will be able to view the saved report. Click "**Save.**"

Saved Report Definition	×		
Saved Report Name *			
Enter a name for the saved report definition Security	Saved Report Definition		>
Add User/Group Delete 0 Users / Groups Type Name	Saved Report Name * My Report 6-5-24 Security Add User/Group Delete 1 User / Group		Filter
11080 110	Type Name *	View	Manage
	Sheila Nolder	~	~
			Cancel Save

The saved report will be viewable under the "Saved Reports" section of the Reporting menu. Sort by Activity or Tracking Reports. Edit security settings using the "Edit" button on the right.

🧿 identifi							Activity
=		Activity Saved Reports				Do	ocument Tracking
DataDocuments	> >	Delete				Ac	otivity
 Tracking Desktop eSign Online eSign 	>	1 Saved Report	Created By	Your Role	Created Date	Activity	Settings
A Workflow	>	My Report 6-5-24	Sheila Nolder	Owner	6/5/2024	6/5/2024 11:55 AM	ß
Reporting	~	0					
Activity	>						Settings
Document Tracking							
Document Storage							
Document Retention							
Saved Reports							



Document

This report displays documents User(s) have accessed and activity for each.

Criteria

Select from various report filter options. Required filters will be designated by an asterisk (*).

Document Activity	
Criteria	
Date Range O Predefined O Custom	
Current Month	✓ 6/1/2024 - 6/30/2024
Applications *	User(s)
Select at least one application	Select optional user(s) 💌
Activity Types Select optional activity types	Search By Document ID Type a value and press the Enter key to add it to the list.
Submit Reset	

Date Range – Choose a Predefined date range from the drop-down list or customize the requested date range using the calendar.

Date Range O Predefined		Current Mont
03/01/2022	03/31/2022	Last Month Last Quarter Last 7 Days
27 28 1 2 3 4 5 6 7 8 9 10 11 12	Select optional users	Last 30 Days Last 60 Days
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 7 7 9	Search By Document ID Enter Document ID's to Search for	Last 90 Days Last 120 Days Last 360 Days Current Year

Criteria
Date Range 💿 Predefined 🔿 Custom
Current Month
Current Month
Last Month
Last Quarter
Last 7 Days
Last 30 Days
Last 60 Days
Last 90 Days
Last 120 Days
Last 360 Days
Current Year (YTD)
Previous Year



Applications

Choose at least one Application(s) from which to pull data. Multiple Applications may be selected.

Applications *	
× Compliance × Facilities × Examples	× 🔺
Celebrants	A
Customers	
Deposits d''	
HR	
Insight Reports	
Loans	
Marketing	-

Users

Optionally, select Users from the drop-down list. If no Users are selected the report will return results for all Users.

Users	
Select optional users	-
Alter Deee	

Activity Types

Optionally, choose which Activity Types to display. Multiple Activity Types may be selected. If no Activity Type is selected, the report will return all Activity Types.

Activity Types	
× Add × Download Document	× 🔺
Move To Application	^
Place On Hold	
Print Document	
Remove Hold	
Update	
Update Security	
View	-



Document ID

Optionally, enter the Document ID to return the specific document.

Search By Document ID		
Enter Document ID's to Search for Type a Document ID and press the Enter key to add it to the list.	~)

Click Submit to generate the report, which is displayed in the **Results Tab**.



Results

Criteria Results							
3 Activities							Top 1000 Activities 👻 Filter
Activity Date	Activity Type	User Name	Last Name	First Name	Application	Document ID	Document Display Name
6/3/2024 8:35 AM	Add	integraCIPRI	CIPRI	integra	CIF-Customers	109	123456789 COMMITMENT LETTER-CIF 2020/02/19
6/4/2024 8:35 AM	Add	integraCIPRI	CIPRI	integra	CIF-Customers	10109	123456789 COMMITMENT LETTER-CIF 2020/02/19
6/5/2024 8:35 AM	Add	integraCIPRI	CIPRI	integra	CIF-Customers	20109	123456789 COMMITMENT LETTER-CIF 2020/02/19

Choose the number of Top Activities to display.

	Top 10000 Activities 🔺	
•	Top 1000 Activities	
	Top 10000 Activities	Ľ

• Use the Filter to narrow results displayed.



Filter.

Export the list of results to Excel.

• Sort results by any column header.

Activity Date	Activity Type	User Name	Last Name	First Name	Application	Document ID	Document Display Name
6/3/2024 8:35 AM	Add	integraCIPRI	CIPRI	integra	CIF-Customers	109	123456789 COMMITMENT LETTER-CIF 2020/02/19
6/4/2024 8:35 AM	Add	integraCIPRI	CIPRI	integra	CIF-Customers	10109	123456789 COMMITMENT LETTER-CIF 2020/02/19
6/5/2024 8:35 AM	Add	integraCIPRI	CIPRI	integra	CIF-Customers	20109	123456789 COMMITMENT LETTER-CIF 2020/02/19

• Click the Document Display Name to view the document within the Document Detail Viewer (opens in new tab).

Document Display Name 123456789 COMMITMENT LETTER-CIF 2020/02/19 123456789 COMMITMENT LETTER-CIF 2020/02/19 123456789 COMMITMENT LETTER-CIF 2020/02/19

•



System Access

This report displays a list of User(s) who have accessed the system

System Access Activity	
Criteria	
Date Range O Predefined Custom	
Current Month	×
Users	Login Status
Select optional users	Select optional login statuses
Submit Reset	

Criteria

Select from various report filter options. Required filters will be designated by an asterisk (*).

Date Range – Choose a Predefined date range from the drop-down list or	Criteria
customize the requested date range using the calendar.	Date Range Predefined Custom
Date Range O Predefined Custom	Current Month
05/01/2021	Last Month Last Ouarter
	Last 7 Days Last 30 Days
Users	Last 60 Days
Select Users from the drop-down list. If none is selected, all will be included in	Last 90 Days Last 120 Days
results.	Last 360 Days Current Year (YTD)
Users	Previous Year
Osers	
Select optional users	
Abbu Dees	
Click Submit to generate the report, which is displayed in the Results Tab .	Submit Reset
Login Status – Select optional login statuses from the drop-down list .	

Login Status	
Select optional login statuses	- The
Failure	Login Status
Success	× Failure × Success × Locked Out
Locked Out	



Report Results

System Access Activit	-y							
270 Activities							Top 1000 Activities 👔	Filter
Activity Date [▲]	User Name	Login Result	Last Name	First Name	Client	Clien	Top 1000 Activities	Operating System
8/2/2022 9:52 AM	bhartman	Success	Hartman	Billy	Chrome	103.0	Top 10000 Activities	Windows 10
8/2/2022 11:26 AM	eflowers	Success	Flowers	Eddie	Chrome	103.0	172.19.62.132	Windows 10

• Choose the number of Top Activities to display.

Use the Filter to narrow results displayed.

- Filter.
- Sort results by Activity Date.

Export the list of results to Excel.

Activity Date	
6/11/202 2 PM	
6/11/2021 /-27 DM	

System Setup

•

•

This report offers Document Type auditing that captures retention, security and attribute changes.

System Setup Activity	
Criteria	
Date Range Predefined Custom	
Current Month	~
Category *	Subcategory
Select categories	Select optional subcategories 👻
Activity Types	Users
Select optional activity types	Select optional users
Submit Reset	



Criteria

Last Quarter Last 7 Days Last 30 Days

Last 60 Days

Last 90 Days Last 120 Days Last 360 Days

Criteria

Select from various report filter options. Required filters will be designated by an asterisk (*).

Date Range – Choose a Predefined date range from the drop-down list or customize the requested date range using the calendar.

	te runge doing the outendur.		Date Range 💿 Predefined 🔾 Custom
Date Range 🔿 Predefined 💿 Custom			Current Month
05/01/2021	m 09/30/2021		Current Month
			Last Month

Category- Select Application, Document Type. Security Profile and/or User here.

	Current Year (YTD) Previous Year
Category *	
Select categories	<u>ـ</u>
Application	Category *
Document Type	× Application × Security Profile
Security Profile	Document Type
User	User

Subcategory- Select Subcategories for results. If none are selected, all will be included in results.

Subcategory	
Select optional subcategories	
Attributes	
General	
Lookup	
Profile	
Retention 🖑	
Security	



Activity Types- Select Activity Types for results. If none are selected, all will be included in results.

Activity Types	
Select optional activity types	ر آس
Add	Ŭ
Delete	
Merged	
Update	

Users

Select Users from the drop-down list. If none are selected, all will be included in results.

Users	
Select optional users	*
ALL: D	

Click Submit to generate the report, which is displayed in the **Results Tab**.

Submit	Reset
Su	bmit

Report Results

49 Activities								Top 1000 Activities 💌	Filter
Activity Date ^	Activity Type	User Name	Last Name	First Name	Category	Subcategory	Item	From	То
1/18/2021 5:07 PM	Add	tlolkus	Lolkus	Tricia	Document Type		Tricia Test		
1/19/2021 8:42 AM	Delete	fadams	Adams	Forrest	Document Type	Attributes	2021 Applicat	ion _ConversionFlag	
1/19/2021 8:42 AM	Delete	fadams	Adams	Forrest	Document Type	Attributes	2021 Applicat	ion _ConversionSource	
1/19/2021 8:43 AM	Add	fadams	Adams	Forrest	Document Type	Security	2021 Applicat	ion	Dec 2017 Training (Group) - View
2/15/2021 2:21 PM	Add	fadams	Adams	Forrest	Document Type	Profile	AU_LOGIN_RE	P	Managers Reports Access
2/15/2021 2:21 PM	Add	fadams	Adams	Forrest	Document	Profile	CO LOGIN RE	P	Managers Reports Access
2/15/2021 2·21 PM ● Cho								Top 10000 Act	ivities 🔺



• Export the list of results to Excel.



2 PM

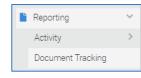
Activity Date

6/11/20

• Sort results by Activity Date.

Document Tracking

These reports display Tracking items by status.



Select the *Report Type* to view: **Exception, Found, Pending** or **Waived** items and their details.

Note: Available filters will change based on Report Type selected.

Report Type *	
Track Exception	
Track Exception	
Track Found	
Track Pending	
Track Waived	×.

Track Exception

Criteria

Select from various report filter options. Required filters will be designated by an asterisk (*).

Document Tracking		
Criteria Results		
Add Criteria - Submit Reset		
Report Type *	Date Range 🗿 Predefined 🛛 Custom	
Track Exception 👻	Current Month < 6/1/2024 - 6/30/2024	
Entity Type *	Include Related Entity Display Name	Relationship Role *
Entity Type * Account ×	Include Related Entity Display Name Do Not Include	Relationship Role * Select Relationship Role to Include
Account × 👻	Do Not include 👻	
Account × 👻	Do Not include 👻	
Account × -	Do Not Include	
Account × -	Do Not Include	
Account × • O Document Type O Tracking Set Select Document Type(s) •	Do Not Include Exception Type Select Type(s)	Select Relationship Role to Include



Date Range – Choose a **Predefined** date range from the drop-down list or **customize** the requested date range using the calendar.

Current Month	6/1/2024 - 6/30/2024
Current Month	~
ast Month.	
Last Quarter	
Last 7 Days	· ·
Last 30 Days	
Last 60 Days	
Last 90 Days	
Last 120 Days	· ·
Last 360 Days	
Current Year (YTD)	
Previous Year	
Over 360 Days	

Date Range O Predefined O Custo	om							
05/06/2024	06/	07/2	024				曲	ij
	<	Jur	ı v	2	024	~	>	
Include Related Entity Display Name	Su	Мо	Tu	We	Th	Fr	Sa	-
Do Not Include	26	27	28	29	30	31	1	1
Evention Ture	2	3	4	5	6	<u>"</u>	8	
Exception Type	9	10	11	12	13	14	15	
Select Type(s)	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
User(s)	30	1	2	3	4	5	б	

Entity Type – Select an Entity Type from the dropdown menu.

Entity Type *	
Select Entity Type(s)	
Accounts	*
Customers	_
Employees	
Hardware-Office Supplies	
New	
Property Collateral	
Teebooleav	-

Related Entity Display Name Select a related Entity Display Name (if applicable); if none is selected or available, criteria will reflect *"Do Not Include."*

Entity Type *	Include Related Entity Display Name
Account × 👻	Do Not Include
	Do Not Include
Document Type O Tracking Set Select Document Type(s)	Customer
	Property Collateral



Relationship Role – Select the Relationship Role to be	
displayed in results (if applicable).	

Relationship Role *	
Select Relationship Role to Include	-
ATM	^
BENE	
CUST	
DBA	
DIR	
ENDR	
EVEC	•

Document Type or Tracking Set -Select the Document Type(s) or Tracking Set(s) for the report. If none is selected, the results will include all document types.

Document Type	
Select Document Type(s)	-

Exception Type - Select the Exception Type(s) to show on the report. If none is selected, all statuses will be included.

Exception Type	
Select Exception Type(s)	•
Multiple Match Exception	
Past Due Exception	

Group by User – Select either None, Assigned User or Related User.

Group By User	
None	~ 🕞
None	
Assigned User	
Related User	



User(s) – Select specific user(s). If none is selected, all Users will be included.

User(s)	
× 🛓 Training User 🛛 × 🛓 Sheila Nolder	× 🔺
Laron Stine	*
Administers	ł
🔹 Administrators	Ū

Role(s) – Select one or more Roles to be displayed on the report from the dropdown list. If none is selected, results would include all of them.

Role(s)	
	_ الس
ACTO	0
LOFF	
OEMP	

Criteria
Add Criteria 🕶 Submit Reset
Account Nymber
Account Type Add attribute to criteria
Major Type
Minor Type
Status

Additional Attribute criteria may be selected from the drop-down menu and will be visible at the bottom of the form if selected.

To deselect the additional Attribute criteria, click the trash can to the right.

Attribute Criteria Type a value and press the Enter key to add it	
Account Number *	Û
Major Type *	⑪



Click *Submit* to generate the report, which is displayed in the **Results Tab**.

Criteria		
Add Criteria 🔻	Submit	Reset

Click **Reset** to clear the form.

Criteria		
Add Criteria 🕶	Submit	Reset
		Reset

Report Results:

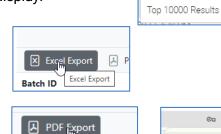
Document Track	ing								
Criteria Results									
Displaying 1000 Result	5								
Top 1000 Results	▼ Save Report ▼								
			Drag a column header	r here to group its c	olumn				
X Excel Export	PDF Export						Search	Q	Columns 👻
Account Title	⑦ Due Date ↑		√ Status √	Overdue	√ Grace	7	Found/Required	Note	7
8989899 -	1/1/2024	001	Past Due Exception	156	0		0/1		
954311 -	1/3/2024	001	Past Due Exception	154	0		0/1		
3845415 -	1/3/2024	001	Past Due Exception	154	0		0/1		
7874654 -	1/3/2024	001	Past Due Exception	154	0		0/1		
888888888 -	1/3/2024	001	Past Due Exception	154	0		0/1		
1234 -	1/4/2024	001	Past Due Exception	153	0		0/1		



Ĵ

Options within the Search Results Grid:

- Choose the number of Top Results to display.
- Export the list of results to Excel.



PDF Export

	© ☆	٩	200	Ď	₹
1 I	Export.pdf 16.0 KB • Sone				Ľ
_					

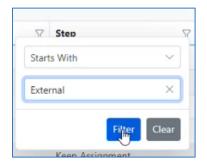
Top 1000 Results

Top 1000 Results

- Export the results as a PDF.
 - Show/hide columns



• Filter by any column shown in report results



• Multi-level sort (hold down the "Ctrl" key on the keyboard as you select each level)

Assigned User	1	\downarrow	7	Started	2 1 7
Tricia Lolkus				6/2/2023 1-3	2 PM



• Move columns to reorder

	×***		Diag a c	orumin neader nei	e to group it	scolumn
tep	Account Number	ned User	Υ	Started	7	Account Number

• Dynamically group columns by dragging the column headers.

Drag a column header here to group its column

Work	: Item Name \uparrow $ imes$ Started \uparrow $ imes$				
×	Excel Export 🛛 PDF Export				Q Columns 🔻
	ID	1 \downarrow \heartsuit Initiator	Ŷ	Ended	∇
~ V	Vork Item Name: Invoice #:2020 - 1 item				
· · · ·	 Started: 11/24/2020 9:12 AM - 1 item 				
	87	(Unassigned)		5/7/2024 2:25 PM	
~ V	Vork Item Name: Invoice #:2222 - 1 item				
	 Started: 10/29/2019 2:43 PM - 1 item 				
	20	() In continue of ()		E /7/2024 2/2E DMA	

1634433	fasdasdf
1613881	8989898
1613873	8798798
1613870	8756
1613876	4523454354
1613887	4345643
1634309	342343

• *Note*: Links change colors when clicked

• Optionally, save the report



Type a name for the report and apply security to allow specific Users/Groups to view the report. If no security is added, everyone with access to Reporting will be able to view the saved report. Click "**Save.**"



Saved Report Definition	×		
Saved Report Name *			
Enter a name for the saved report definition			
Security	Saved Report Definition		×
Add User/Group Delete	Saved Report Name *		
0 Users / Groups	Sum of Invoices 06-05-24		
F _ l	Security		
Type Name *	Add User/Group Delete	l.₂	
	1 User / Group		Filter
	Type Name *	View	Manage
ndao necelpe	Sheila Nolder	~	~
			Cancel Save

The saved report will be viewable under the "Saved Reports" section of the Reporting menu. Sort by Work Item or Completed Steps. Edit security settings using the "Edit" button on the right.

Image: sevent	identifi						Doc	cument Tracking	Ĵŋ			. -
Created Bay Created Bay Created Date Last Modified Date Seved Report Name Created By Your Role Created Date Last Modified Date Settings Ilise Seved Report Name Created By Your Role Created Date Last Modified Date Settings In Saved Report In Tracking In Saved Report In Tracking In Tracking	E		Do	cument Tracking Saved Reports			Docu	ment Tracking	\cup			
I Saved Reports I Saved Reports Document Tracking Filter Image: Saved Report Name Document Tracking Saved Report Name Created By Your Role Created Date Last Modified Date Settings Morkflow Image: Saved Report Name Image: Saved Report Name Document Saved Report Name Admin S/2/2024 S/2/2024 11:05 PM Image: Saved Report Name	🛢 Data	>	1] Delete			Activi	ity		4		
P Desktop eSign I Saved Reports Created By Your Role Created Date Last Modified Date Settings > Online eSign I all hoa mai Admin 5/2/2024 5/2/2024 11:05 PM If I Reporting I all hoa mai Admin 5/10/2024 5/10/2024 3:53 AM If Activity I all Linh Tran Admin 5/2/2024 5/2/2024 4:06 AM If Document Tracking Found Report 06-05-24 Shella Nolder Owner 6/5/2024 6/5/2024 4:00 AM If Document Tracking Document Tracking saved hoa mai Admin 5/10/2024 4:00 AM If Document Tracking Esting 1 hoa mai Admin 5/10/2024 5/10/2024 4:00 AM If	🖞 Documents	>								<i>у</i>		
Desktop eSign Saved Report Name * Created By Your Role Created Date Last Modified Date Settings * Online eSign a11 hoa mai Admin 5/2/2024 5/2/2024 5/2/2024 5/2/2024 5/2/2024 6/2 </td <td>Tracking</td> <td>></td> <td>11:</td> <td>Saved Reports</td> <td></td> <td></td> <td></td> <td></td> <td>Docume</td> <td>ent Tracking 👻</td> <td>Filter</td> <td></td>	Tracking	>	11:	Saved Reports					Docume	ent Tracking 👻	Filter	
>> Online esign > >>> Online esign > >>>> > >>> > >>> > >>>> > >>> > >>>> > >>>>>>>> > >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	🖋 Desktop eSign	>	_									
in Worklow in Worklow <td>≁ Online eSign</td> <td>></td> <td><u> </u></td> <td>Saved Report Name *</td> <td>Created By</td> <td>Y</td> <td>our Role</td> <td>Created Date</td> <td></td> <td>Last Modified Date</td> <td></td> <td>Settings</td>	≁ Online eSign	>	<u> </u>	Saved Report Name *	Created By	Y	our Role	Created Date		Last Modified Date		Settings
Activity Image: Alan Linh Tran Admin 5/2/2024 5/2/2024 4.46 AM C Document Tracking Found Report 06-05-24 Shella Nolder Owner 6/5/2024 6/5/2024 1.10 PM C Document Storage aved hoa mai Admin 5/10/2024 4.00 AM C Document Retention testing 1 hoa mai Admin 5/16/2024 5/16/2024	📩 Workflow	>		a11	hoa mai	A	dmin	5/2/2024		5/2/2024 11:05 PM		Ø
Document Tracking Found Report 06-05-24 Shella Nolder Owner 6/5/2024 6/5/2024 1:10 PM C Document Storage saved hoa mail Admin 5/10/2024 4:00 AM C Document Retention testing 1 hoa mail Admin 5/16/2024 5/16/2024	Reporting	~		a22	hoa mai	A	dmin	5/10/2024		5/10/2024 3:53 AM		Ø
Document Storage saved hoa mail Admin 5/10/2024 6/3/2024 6/3/2024 6/3/2024 Common Co	Activity	>		Alan	Linh Tran	A	dmin	5/2/2024		5/2/2024 4:46 AM		ß
Document Retention Lesting 1 hoa mail Admin 5/10/2024 5/10/2024 400 AM C	Document Tracking			Found Report 06-05-24	Sheila Nolder	0	wner	6/5/2024		6/5/2024 1:10 PM		ø
testing 1 hoa mai Admin 5/16/2024 5/16/2024				saved	hoa mai	А	dmin	5/10/2024		5/10/2024 4:00 AM		Ø
Saved Reports	Document Retention			testing 1	hoa mai	A	dmin	5/16/2024		5/16/2024	Settings	
	Saved Reports		Γ	teeting .	inger man			0,10,2021		0,10,202	-	



Track Found

Criteria

Select from various report filter options. Required filters will be designated by an asterisk (*).

Document Tracking				
Criteria				
Add Criteria - Submit Reset				
Report Type *	Date Range O Predefined 🔿 Custom			
Track Found 👻	Current Month 🗸	2/1/2024 - 2/29/2024		
Entity Type *	Include Related Entity Display Name		Relationship Role *	
Account × 👻	Customer	Ψ.	CUST	× ×
O Document Type 🔿 Tracking Set				
Select Document Type(s)				

Date Range – Choose a Predefined date range from the drop-down list or customize the requested date range using the calendar.

Date Range 🔿 Predefined 💿 Custom		
05/01/2021	6 09/3	30/2021
ntity Type – Select-an Entity Typ	be.	
Entity Type *		
Select Entity Type(s)		-
		▲
Accounts		
Account Holders	շհո	

Related Entity Display Name Select a related Entity Display Name (if applicable); if none is selected or available, criteria will reflect *"Do Not Include."*

Entity Type *	Include Related Entity Display Name
Account × 🔻	Do Not include
Document Type	Do Not Include
Select Document Type (s)	Customer
	Property Collateral

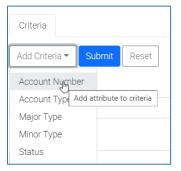
Relationship Role – Select the Relationship Role to be displayed in results.



Relationship Role *	
CUST	×
ATM	A
BENE	
DBA	
DIR	
ENDR	
EXEC	
	-

Document Type-or Tracking Set - Select the Document Type(s) or Tracking Set(s) for the report. If none is selected, the results will include all document types.





Additional Attribute criteria may be selected from the drop-down menu and will be visible at the bottom of the form if selected.

To deselect the additional Attribute criteria, click the trash can to the right.

Attribute Criteria Type a value and press the Enter key to add it	
Account Number *	圃
Major Type *	创

Click *Submit* to generate the report, which is displayed in the **Results Tab**.





Criteria		
Add Criteria 🕶	Submit	Reset

Click *Reset* to clear the form.

Criteria		
Add Criteria 🕶	Submit	Reset
		Reset

Report Results

Document Tracking											
Criteria Results											
Displaying 4 Results											
Top 1000 Results 🛛 👻	Save Repo	ort 🕶									
			E	Drag a column header here	to group its colum	nn					
🛛 Excel Export 🔺 P	DF Export								Q	Columns 👻	
Account Title	7	Due Date	↑ 7	Document Type	7	Status	7	Note		Ŷ	7
1000474291 - Overdraft Line	e of Credit	12/1/2023		Car Loan Clone		Found					
12 -		12/6/2023		almond		Found					
120823.135 -		12/8/2023		almond		Found					
130823.153 -		12/8/2023		almond		Found					

Click <u>Here</u> to see available Options Within the Report Results Grid.



Track Pending

Criteria

Select from various report filter options. Required filters will be designated by an asterisk (*).

Document Tracking					
Criteria Add Criteria - Submit Reset					
Report Type *		Date Range O Predefined 🔿 Custom			
Track Pending	Ŧ	Next 60 Days	6/5/2024 - 8/4/2024		
Entity Type *		Include Related Entity Display Name		Relationship Role *	
Account	× •	Þo Not Include	~	Select Relationship Role to Include	Ŧ
• Document Type O Tracking Set					
Select Document Type(s)	~				
Group By		User(s)		Role(s)	
None	~	Select Related Users(s)	-		-

Date Range – Choose a Predefined date range from the drop-down list or customize the requested date range using the calendar.

Date Range O Predefined O	Custom		Date Range 🔘 Predefined 💿 Custom
Next 60 Days Current Month Next 7 Days Next 30 Days Next 60 Days Next 90 Days		6/5/2024 - 8/4/2024	06/05/2024 08/04/2024
Next 120 Days Next 360 Days Next Year			

Entity Type – Select-an-Entity Type.

Entity Type *		
Select Entity Type(s)		-
Accounts		1
Account Holders	J.	

Related Entity Display Name Select a related Entity Display Name (if applicable); if none is selected or available, criteria will reflect *"Do Not Include."*



Entity Type *	Include Related Entity Display Name
Account × 💌	Do Not Include
	Do Not Include
Document Type	
Select Document Type(s)	Customer

Relationship Role – Select the Relationship Role to be displayed in results.

Relationship Role *	
Select Relationship Role to Include	Ť
ATM	-
BENE	
CUST	
DBA	
DIR	
ENDR	
EVEC	•

Document Type-or Tracking Set - Select the Document Type(s) or Tracking Set(s) for the report. If none is selected, the results will include all document types.

O Document Type 🔘 Tracking Set Select Document Type(s) ... Ŧ

Group by User – Select either None, Assigned User or Related User.

Group By User	
None	~ 🖓
None	
Assigned User	
Related User	

User(s) – Select specific user(s). If none is selected, all Users will be included.

User(s)		
× 🛓 Sheila Nolder 🛛 × 📾 Test	×	-



Roles(s) - Select one or more Roles to be displayed on the report from the dropdown list. If none is selected, results would include all of them.

Role(s)	
	ے اس
ACTO	Č
LOFF	
OEMP	

Criteria
Add Criteria 🕶 Submit Reset
Account Nymber
Account Type Add attribute to criteria
Major Type
Minor Type
Status

ſ

Additional Attribute criteria may be selected from the drop-down menu and will be visible at the bottom of the form if selected.

To deselect the additional Attribute criteria, click the trash can to the right.

Attribute Criteria Type a value and press the Enter key to add it	
Account Number *	创
Major Type *	圃

Click Submit to generate the report, which is displayed in the Results Tab.

Criteria		
Add Criteria 🔻	Submit	Reset
	Sul	bmit

Click Reset to clear the form.

Criteria		
Add Criteria 🕶	Submit	Reset
		Reset



Report Results

Document Tracking	g								
Criteria Results								9	իոյ
Displaying 133 Results Top 1000 Results	Save Report 💌								-
			Drag a colum	in header here to group it	s column				
🗙 Excel Export	PDF Export							Q	Columns 🔻
Account Title	Due Date 1		7 Status		∀ Grace	V	Found/Required	Note	7
234324312 -	6/6/2024	001	Pending	1	0		0/1		
867530910 - Adjustabl	6/6/2024	001	Pending	1	0		0/1		
020224.315 -	6/6/2024	001	Pending	1	0		0/1		

Click <u>Here</u> to see available Options Within the Report Results Grid.

Track Waived

Select from various report filter options. Required filters will be designated by an asterisk (*).

Waived Type- Select the Waived Type(s) to show on the report. If none is selected, all statuses will be included.

Document Tracking				
Criteria				
Add Criteria - Submit Reset				
Report Type *	Date Range 오 Predefined 🛛 Custom			
Track Waived 👻	Current Month	2/1/2024 - 2/29/2024		
Entity Type *	Include Related Entity Display Name		Relationship Role *	
Account × 🔻	Do Not Include	Ψ.	Select Relationship Role to Include	~
O Document Type O Tracking Set	Waived Type			
Select Document Type(s) 👻	Select Type(s)	~		

Entity Type – Select-an Entity Type.

Entity Type *		
Select Entity Type(s)		•
Accounts		^
Account Holders	ſm	

Related Entity Display Name Select a related Entity Display Name (if applicable); if none is selected or available, criteria will reflect *"Do Not Include."*



Entity Type *	Include Related Entity Display Name
Account × 💌	Do Not Include
	Do Not Include
Document Type	
Select Document Type(s)	Customer

Relationship Role – Select the Relationship Role to be displayed in results.

Relationship Role *	
Select Relationship Role to Include	1
ATM	^
BENE	
CUST	
DBA	
DIR	
ENDR	
_EVEC	-

Click Submit to generate the report, which is displayed in the **Results Tab**.

Criteria	
Add Criteria 🔻	Reset

Report Results

Document Tracking	g												
Criteria Results												ſ	J
Displaying 133 Results													
Top 1000 Results 👻	Save Rep	ort 👻											
					Drag a column heade	r here to group its	column						
🛛 Excel Export	PDF Export											Q	Columns 💌
Account Title 🛛 🖓	Due Date	1	Document Type	7	Status 7	Before Due	7	Grace	∇	Found/Required	7	lote	∇
234324312 -	6/6/2024		001		Pending	1		0		0/1			
867530910 - Adjustabl	6/6/2024		001		Pending	1		0		0/1			
020224.315 -	6/6/2024		001		Pending	1		0		0/1			

Click <u>Here</u> to see available Options Within the Report Results Grid.



Document Storage

Document Storage		
Criteria		
Applications		
Select applications	•	
Submit Reset		

Displays documents stored within each Application in the system.

Applications – Select one or more Application(s) from the dropdown menu.	Criteria Applications	
	× Accounts	× 🔺
	ABCApplications	^
	Application 1	
	Application 10	

Click Submit to generate the report, which is displayed in the **Results Tab**.

Submit Reset

Report Results

Document Storage			
Criteria Results			
1 Details by Application			Filter
Application *	Document Count	Document Size (GB)	
Accounts	714	0.57	

Results can be filtered and/or the list can be exported to Excel.

Filter	
--------	--



Document Retention

Report displays documents eligible for deletion per a retention policy.

Document Retention	
Criteria Summary Results	
Retention Run Date *	
03/17/2022	
Applications *	Retention Policy
things × 👻	Retain at most 1 day from Document Date x 💌
Document Types	On Administrative Hold
× Retain At Least A Day × 🔻	Select optional on Admin Hold
Submit Reset	

Retention Run Date – Enter the requested run date using the calendar.

03/1	17/2	022				
<	Ma	r 4	2	022	\$	>
Su	Мо	Tu	We	Th	Fr	Sa
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	侃	18	19
20	21	22	23	Ų	25	26
27	28	29	30	31		2
	4	5	6	7	8	9

Applications – Select an Application from the dropdown menu.

Applications *	
Compliance	× nm
Celebrants	4
Customers	
Deposits	

Retention Policy - Select the Retention Policy for the report from the dropdown menu.

Retention Policy	
Retain at least 5 years and at most 13 months from Expirat Date	× 🔺
Retain at least 2 years and at most 25 months from Close Date	
Retain at least 2 years and at most 25 months from Submit Date	



Document Type- Optionally, select the document type(s) for the report. The system will only offer the document types with associated retention policies. If none is selected, the results will include all document types.

Document Types	
Select Document Type(s)	
VENDOR CONTRACTS	շիհա

On Administrative Hold – Choose whether to show documents placed on Administrative Hold (See: <u>Retention Hold</u>)

Select optional on Admin Hold	
Yes	

Click Submit to generate the report, which is displayed in the **Results Tab**.



Report Results

Criteria Summ	ary Results					
Click a summary r	ow to open a deta	ailed view of the selec	cted Document Type			×
1 Document Type					Filter	X
Document Type	Total Documents	Documents on Hold	Documents to be Deleted	Retention Policy	Application(s)	
VENDOR CONTRACTS	1	1	0	Retain at least 5 years and at most 13 months from Expiration Date	Compliance	

Click on the Summary Row to display Detail Results Tab; click the Title to view the item's details (opens in new tab).

Criteria Summary Results Detail Results						
1 Document Type			Top 1000 Results	s •	Filter.	
Document Title	Document Type	Eligible to	Delete Date 🔷	Days until	Delete	On Administrative Hold
Vendor Name VENDOR CONTRACTS 2014/10/01-2017/10/01	VENDOR CONTRACTS	10/1/202	2	191		true



1001451 - Fixed Rate First Mortgage

Top 1000 Results

Top 1000 Results

Top 10000 Results

ete

Filter..

Export to

3/16/2022

Eligible to Delete Date

Ъ

- Choose the number of Top Activities to display.
- Use the Filter to narrow results displayed.
- Export the list of results to Excel.
- Sort results by Eligible to Delete date.
- Click the Title to view the item's details (opens in new tab).

Saved Reports

Within **Workflow** and **Tracking** reports is the option to **save the report results** within the menu.

Click "**Save Report**" from the results tab, define the Report Name and any optional security for the report and click "**Save**." Security can be set for the user to **View** the report only, or **Manage** the report, allowing them to change the criteria and results options.

Save Report - + Add Im C Update DF Export	Saved Report Definition Saved Report Name * Tricla's Demo Saved Report Security Add User/Group Delete 0 Users / Groups			Filter	×	
Saved Report [Add Security		×	View	Manage		Sta
Saved Report Name * Add user/group Tricia's Demo Saved Security	🗌 Manage	•		Cancel	Save	
Add User/Group 0 Users / Groups	Cance	Add Filter				
Type Name*	View	Manage	S			
		Cancel Save				



identifi				4	identifi		
=		Wo	ork Item Saved Reports		=		Document Tracking Saved Reports
🛢 Data	>	ť	Delete		🛢 Data	>	Delete
📋 Documents	>				Documents	>	
1 Tracking	>				◀ Tracking	>	11 Saved Reports
Desktop eSign	>	12	Saved Reports		🥟 Desktop eSign	>	
			Saved Report Name *		≁ Online eSign	>	Saved Report Name *
≁ Online eSign	7		Active Work Items - Creuned by Assign		🕂 Workflow	>	a11
🚠 Workflow	~		Active Work Items - Grouped by Assign		Reporting	~	a22
늘 Browse			Check PT-11830-1				
🖴 Inbox			Invoice Total by Invoice Amount		Activity	>	Alan
Reporting	~		-		Document Tracking		Found Report 06-05-24
			New Report		Document Storage		□ saved
Completed Steps			Saved for Duane		Document Retention		
Work Items					Saved Reports		testing 1
Saved Reports			Saved Work Items - Billy		Analytica		Track Exception 06-05-24

Earlier versions of Identifi, and still in some existing reports within this new version, provide the ability to bookmark the URL to return to report results. This new feature will allow the User to save the report within a "Saved Reports" section of the menu.

Within the Saved Reports menu, a user can view all saved reports to which they have permission. Choose the filter Report Type from a drop down:

Wo	rk Item Saved Reports					
ť] Delete					
10	Saved Reports				Wortgitem - Filter	
	Saved Report Name *	Created By	Your Role	Created Date	Work Item	Settings
	Active Work items - Grouped by Assigned User	Tricia Lolkus	Owner	5/7/2024	Completed Steps	ď
	Check PT-11830-1	Linh Tran	Admin	4/8/2024	4/22/2024 11:22 PM	ß



The saved report criteria can be edited and updated (pending permission).



The report settings can also be edited (pending permission) to redefine the Report Name or Security assigned.

	Saved Report Definition	×
Edit Settings	Saved Report Name * Work items Report 06-05-24 Security	
	Add User/Group Delete 1 User / Group Image: Complexity of the second se	Work Item Saved Reports
	Bo - Luor Harron Sn	Saved Report Name * Work Items Report 06-05-24

The report can be deleted from the Saved Report list (pending permission).

Wo	rk Item Saved Reports					
Û	Delete Saved Report					
	Delete Burea Report					
1 Sa	aved Report				Work Item - 06-05	
	Saved Report Name *	Created By	Your Role	Created Date	Last Modified Date	Settings
	Work Items Report 06-05-24	Sheila Nolder	Owner	6/5/2024	6/5/2024 4:19 PM	Ø



Custom Reports

(Note: available on Installations with legacy Izenda custom reports.)

Pending permissions, Users can view custom reports under the **Custom Reports** menu option.

identifi			<u>.</u> •
≡		Custom Reports	
🛢 Data >		4 Custom Reports	Ccl
📋 Documents	>	Custom Report Name *	Secured Settings
┥ Tracking	>	Active Companies	✓
🤌 Desktop eSign	>	Closed Project by Company	✓ 2
≁ Online eSign	>	Company List	✓ I ²
Reporting	~	Project By Companies With Notes	✓
Activity	>		
Document Tracking]		
Document Storage			
Document Retentio	n		
Saved Reports			
Custom Reports			

When the user selects the specific report from the report list, the system launches their Power BI workspace and displays that report directly in Identifi.

View Custom R	leport	
	ACTIVE	COMPANIES
	Search	9. X
	Total Rows Display	ing - 202

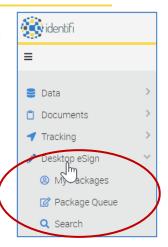


Desktop eSign

Desktop eSign allows for electronic signature and automatic archival of documents. Documents can be signed by multiple parties or placed on hold to be signed at a later date or at another location.

Signing Documents

Open the documents and print as normal. Those requiring electronic signature will be directed to Desktop eSign and the remainder of the documents will be sent to the paper printer (this is configurable).



Once Desktop eSign has launched:

Formse	The formset could n		e determined. Select the set of ges in the document package.
	Form Group:		
	Demo		•
	Form Set:		
	Deposits		•
Signers	Set the Signer Coun	t for each Signer 1	Type.
Signers	Set the Signer Coun	t for each Signer 1 Signer Count	ſype.
Signers		1	fype.
Signers	Signer Type	Signer Count	fype.
Signers	Signer Type Authorized Signer	Signer Count 0	fype.
Signers	Signer Type Authorized Signer Bank Employee	Signer Count 0 0	fype.
Signers	Signer Type Authorized Signer Bank Employee	Signer Count 0 0	Type.
Signers	Signer Type Authorized Signer Bank Employee	Signer Count 0 0	lype.

- 1. Select the correct **Form Group** and **Form Set** (often there will be only one of each, so users will not need to make a selection).
- 2. Enter the number of "signers" in each category and click **OK**. The documents will be loaded and ready for review and signing.

Note: If the installation has been enabled to use both Desktop eSign and Online eSign to execute packages, the prompt will display two columns to define the number of signers for each type of signature (Figure 1).

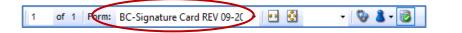
A second dialog box will open to complete the fields needed for the Online eSign Package (Figure 2).

identifi			4
=		Custom Reports	
🛢 Data	>	4 Custom Reports	cq
📋 Documents	>	Custom Report Name *	Secured Setti
Tracking	>	Active Companies	✓ C
Desktop eSign	>	Closed Project by Company	✓ 2
≁ Online eSign	>	Company List	✓ 2
Reporting	~	Project By Companies With Notes	✓ 2
Activity	>		
Document Tracking			
Document Storage			
Document Retention			
Saved Reports			
Custom Reports			



Pages to View

Note: Once the package has launched, check the bottom menu to ensure that the forms have been recognized. If not, do not continue with the Desktop eSign process. Use the Print button to print out the document for wet signing (see <u>Printing Package Documents</u>), and take note of the form's name to let your administrator know of the issue.



Document Signing Menu



Desktop eSign may be configured so each form page must be viewed before the user is allowed to begin signing. Users can navigate using the **Next** and **Previous** buttons in the upper menu bar. Once all of the pages have been reviewed, the **Pages to View** icon changes from *red* to

green.		
Add Signature - Signer (Pages to View	
Accept Skip Erase	(X) Cancel	Tablet
Signer (1) please sign ti The signature will be sh		

To sign the documents, users may review the pages and double-click the signing areas to launch the signing boxes. Use the mouse to click in the white signing area and sign on the tablet.

Alternatively, the button can be used to launch the *Signing Wizard*. This will automatically move from one signature area to the next, one signer at a time, skipping the pages that do not have a signature box.

For example, all signing areas required for *Signer 1* throughout the document will open, followed by all the areas required for *Signer 2*.

Add Signature - Signer (1)						
8.	\bigcirc	2	2	8		
: Signer	Accept	Skip	Erase	Cancel		



• Signing areas appear Red until signed or skipped.



- If the customer wishes to re-do their signature, select **Erase.**
- Signing the box and clicking **Accept** will cause the signing area to appear Green

[×	Sigher (Doe]	
Ľ	Jigher (1) we		

4	dd Sig	gnature -	Signer (1)	
		R	8	Tablet
-		Erase	Cancel	Tablet
	-		e sign the document using the signature pad. vill be shown in the space below.	
			\wedge \mathbf{i}	
			John Due	
			e e	
_			~	
			🕜 Accept	

Using Skip causes the signature area to appear Yellow.
 Signer (1)

Use the Skip feature if the signature is not needed, or if the package will be put **On Hold** for additional signers to complete the package later.

• Using the Cancel button will close the signing area and it will remain Red

Note: To undo (or redo) an accepted signature, simply click the green signature box, select "Yes" to confirm, and re-sign.



Undo Signature	×
Undoing this signature will delete all of its signature data. Are you sure you want to Undo?	
Yes No	

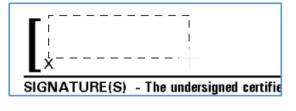
Free Form

Free Form

Free Form can be used to add Signature areas for additional signers, add initials or mark up the documents.

To use the Free Form function, click the **Free Form** button in the toolbar. Place the + cursor in the area to draw the signature box, hold down the left mouse button and drag down and to the right to draw the signature area.

When the left mouse button is released, the signature box area will be outlined and the signature pad prompt will appear.





SIGNATURE(S) - The undersigned certifies the accuracy of the information he/she



Note: The Free Form signature box has the option to date stamp the signature.

To turn on the stamp, place a check in the box next to "Show Date Stamp."

The next time the Free Form feature is used within the signing session, Desktop eSign will remember the User's preference.

	ldd Signature	
	(≥) (2)	
	Skip Erase Cancel	Tablet
(Please sign the document using the signature pad. The signature will be shown in the space below. Show date stamp	
	🖉 Accept	



Completing Documents

Once all pages have been viewed and all signature areas have been addressed (either signed or skipped), the package is ready to **Complete**. Once the Complete button in the upper menu is clicked, the archiving process begins and the signed documents are sent to the document archive. A copy of the forms will also print at this time for the customer if configured to do so.

If additional remote signers have been configured for the package (See <u>Note</u> under Signing Documents), clicking **Complete** will prompt to open the Workflow Item to continue configuring the package for remote signatures.

🔩 Prepare For Remote Signing	×				
Creation Successful, Open to View Details					
Open Close					

• Select **"Open"** to open the Workflow Item and continue to the Online eSign Designer.

• Select **"Close"** to close the package. It will be available in the Workflow Inbox, the Online eSign Inbox and can be found using Desktop eSign Package Search.

Placing Document Packages On Hold



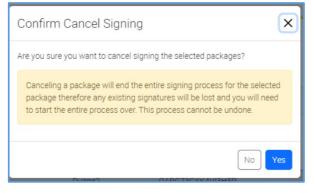
eSigned documents can be placed On Hold to be completed at a later time or from another location.

Begin the process by printing the forms to Desktop eSign as outlined above. Use the Skip feature for all signature areas that will not be signed in this session and select *Hold* from the upper menu bar.

Canceling a Package

To cancel signing the Package, click the red "X" at the top right of the page. A prompt will present to Confirm Cancel Signing. Click **Yes.**







Retrieving On Hold Packages

On Hold packages, as well as those awaiting Online eSign signatures, may be retrieved from My Packages or eSign Search in the left menu.

My Packages

In *My Packages*, users will find any packages that they have placed On Hold themselves or that are awaiting remote signature in Online eSign.

identifi				<u>.</u> ~
≡		Search Packages (?		
🛢 Data	>	KWYK Search Q snolder - X On Hold, Waiting	×	
📋 Documents	>		On Hold, Waiting 👻 🗙	
Tracking	>	Cancel Signing		
🥒 Desktop eSign	\sim			
My Packages My Anges Anges		0 Packages	- Status - Filter	
🕜 Package Queue		Title Status Form Set Receipt Number	On Hold 🗙 age Date 🗸	
Q Search				
			Waiting For 🗙	
			Remote	
			Signatures	

Desktop eSign Search

Search for packages stored by another user with a combination of criteria such as:

- Account number or tax ID
- User ID for the user who created the package (or who last placed it On Hold)
- The unique Receipt Number assigned to the package
- Storage Date
- On Hold status
- Waiting for Remote Signatures status

🥵 identifi						
≡		Search Packages				
🛢 Data	>	on hold Q				
📋 Documents	>					
┥ Tracking	>	Status				
🧪 Desktop eSign	~	On Hold				
My Packages		Search Packages				
🕜 Package Queue						
Q Search		Waiting	۹			
		Status				
		Waiting For Remote Signatures				

The default sort order of package results is Storage Date Descending, reflecting the most recently added packages at the top.



Once the package is located from *My Packages* or *Search*, click on the *Continue Signing* link to launch the Desktop eSign Client and complete the signing, or click on the *Open OLE Package* link to complete the Online eSign process.

<u>-</u>							
Title	Status		Form Set	Receipt Number	Stored By	Storage Date 🗸	
Untitled	Waiting For Remote	Signatures	Duane2	BAFG7DRAYSTN4HQP	tlolkus3	6/15/2023 2:26 PN	OLE Package
Title	Status	Form Set	Receipt Number		Stored By	Storage Date 🗸	_

Printing Package Documents

Any forms a customer would normally take with them (such as disclosures), can be configured in Desktop eSign to automatically print in hard copy.



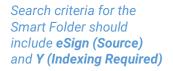
For unplanned situations where a printed copy of the document is needed, such as to send a copy with the customer or to wet-sign the document, the unsigned form can be printed using the **Print** button in the upper menu bar of the Desktop eSign Client.

Retrieval of Signed Document Images

Immediately upon completion of the package, the signed documents are archived to Documents can be retrieved through **Document Search** by criteria such as the account number or customer's identification. Following an overnight sync process, the documents will also be retrievable by all related attributes.

Sm	Smart Folders (?					
	Delete Subscribe X Unsubscribe					
4 Ite	ms					
	Display Name *					
	Desktop eSign Unindexed					

A suggested practice is to create a Public Smart Folder to 'catch' all recently stored Desktop eSign documents, making it easy to locate that day's electronically signed documents.



Search Documents: (Desktop eSign Unindexed) (Public)						?
KWYK Search	Q	eSign -	×	Y -	×	

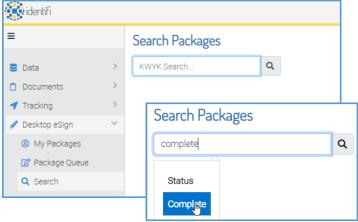


Review of Completed eSign Packages

All completed Desktop eSign packages are retrievable through Desktop eSign Search.

Search for packages stored by another user with a combination of criteria such as:

- Account number or tax ID
- User ID for the user who created the package
- The package's unique Receipt Number
- Storage Date
- Complete status



Click on the package Title to open the **Package Detail**.

Sea	rch Packages					
KW	YK Search Q snolder - 2	× 3347742800000	00 👻 🗙 Comp	olete 👻 🛛 9/5/2018 👻		
6	Cancel Signing					
2 Pa	ackages					Filter
	Title *	Status	Form Set	Receipt Number	Stored By	Storage Date
	334774280000000100 2018/09/05	Complete	Deposits	9EQWP2PPUFUYXTDR	snolder	9/5/2018 7:18 AM
	334774280000000100 2018/09/05	Complete	Deposits	PECW9EVMSCYQWTDR	snolder	9/5/2018 8:43 AM



The Package Detail will open in a new tab.

🥳 identifi			Package Detail 🛎 🗧
General Attributes 3	Activity 12	Documents (4)	

• General Tab Basic details of the Package

General	Attributes	3 Activity 12	Documents 4
Tit	le	98454756 2009/10/0	17
Fo	rm Set	Loans Harland Laseri	Pro
Sto	ored By	Iseeney	
Or	igination Date	11/30/2017 at 12:51	PM
Re	ceipt Number	V6NWDPWECABW3	(AC
Sta	atus	Complete	
Cli	ent ID	4	

• Attributes Tab

The Attributes associated with the form.

56
009 4:00:00 AM

• Activity Tab

The details of the actions taken on the Package from beginning to completion.

🛞 identifi		Package Detail 🛎 *
General Attributes (3) Activity (10) Documents (1)		
		Filter
Activity Date -	Activity Type	User
6/10/2021 2:26 PM	View	snolder
6/10/2021 2:26 PM	View	snolder
7/12/2019 11:15 AM	View	fadams
9/5/2018 7:19 AM	Completed Package	snolder
9/5/2018 7:19 AM	Update	snolder
9/5/2018 7:19 AM	Ready For Completion	snolder

Documents Tab

All documents in the package. Clicking on a document in the list will open it in the Document Viewer in a separate tab (pending Documents Permissions).

💽 identifi			Package Detail 🏝
General Attributes 3 Activity 10 Documents			
			Filter
Title *	Document Type	Page Count	Signatures Completed
98457594 CONSUMER ACCOUNT SERVICE APPLICATION 2018/12/11	CONSUMER ACCOUNT SERVICE APPLICATION	1	2
98457594 NIGHT DEPOSITORY AGREEMENT 2018/12/11	NIGHT DEPOSITORY AGREEMENT	2	б
98457594 SIGNATURE CARD 2018/12/11	SIGNATURE CARD	2	4
98457594 TRUTH IN SAVINGS DISCLOSURE 2018/12/11	TRUTH IN SAVINGS DISCLOSURE	2	0



Online eSign

The Inbox

♣ Online eSign	The Inbox is where the User creates and manages Packages.
Q Search	

She	Sheila's Online eSign Inbox 🕜								
	🕈 New Packaç	ge Archive							
1 Ite	em							Filter	
	ID	Name 🕈	Recipients	Status	Profile	Create Date	Last Updated	Expiration Date	
	3994	Test Lockout	Test User	Sent	A Multi App	2/27/2024 2:17 PM	2/27/2024 2:18 PM		

- ✓ **Sort** the results by clicking the heading of any column.
- ✓ **Filter** results using the *Filter* box.
- ✓ **Export** the results to Excel using by clicking

Sheila's Or	nline eSign Inbox	0					
New Pac	kage Archive						
1 Item							Filter
	Name 🔦	Recipients	Status	Profile	Create Date	Last Updated	Expiration Date
0 2004		Test Liser	Cont	A Multi App	2/27/2024 2/17 PM	2/27/2024 2/18 DM	

×

Last Updated



✓ Archive packages with the status of *Completed* or *Declined* by clicking the box on the left

and selecting in the upper menu. Archived packages will no longer show in the Inbox, but the documents associated with them can be retrieved through Documents Search and the Package details can be reviewed through <u>Online eSign Search</u>

Sh	eila's C	Inline eSign Inbox (?)				
	📝 New Pa	ackage Archive					_
4	tems	وت Removes packa	ges out of your inbox.		Archive Packages	×	r
	ID	Name 🕈	Recipients	Status	Are you sure you want to archive the selected packages? They will still be	e	n Date
	2623	Account Documents	Mary Snow	Signed Ir	e searchable, but will no longer appear in your Inbox.		
	2625	Account Documents	Cindy Rella	Completed	Cancel	ive	

Archived packages may be restored to the User's Online Inbox by selecting the "Restore" button within the package details.

- From Online eSign Search Results, double-click the Name of the package to be restored to open Package Details.
- Within the Package Details, click the "Restore" button to return the item to the Online eSign Inbox.

Online eSign Search Results				
Reassign				
1 P	ackage			
	ID 📤	Name		
	2625	Account Documents		

Online eSign Package Identifi Archived		
Cancel	٩ <i>٣</i>	Restore Consent Evidence
Package Settings		
Profile *		
Accounts		
Name *	Description	
Account Documents		



Package Inbox Statuses

- Draft: Packages that have been created but not Sent to Sign. Opening the Package Details allows the user to make changes to Documents and Recipients, as well as open the documents in the Designer to add/modify Signature fields.
- Sent: Packages that have been Sent to Sign, but not all Recipients have signed. Opening the Package Details allows the user to see who has signed and to send Reminders to those that have not. See <u>Managing In Process Transactions</u> for more information.
- Declined: This status is reflected when a Recipient declines electronically signing the document. The package will remain in the User's Inbox until archived.
- Ready for Completion: Packages that were set to Review before completion or included Attachments.
- Signed (Index Documents): Packages that have been Signed, any Attachments approved and, if necessary, Reviewed for Completion. Clicking Index Documents opens the Package in Batch Indexing. For details on the Indexing process, see <u>Batches</u>.
- Expired: Packages that have not been signed by the set Expiration. Opening the Package Details allows the user to adjust the Expiration and then resend the documents.

Opening Package Details allows the user to download the signed documents and attachments for review. For more details see <u>Ready For Completion Packages</u>

Completed: Packages that have been signed and indexed. The documents, along with the Evidence Summary and Consent Form, are now retrievable through Documents Search. These Packages will remain in the Inbox until Archived.



Creating a New Package

Sheila's Online eSign Inbox (ව						
New Package Delete Archive						
7 Iter	ms					
	ID	Name				
	36	W-9 Layout Package				

Create New Packages from the Inbox.

Click *New Package* in the upper menu, then enter the Package's details, including documents and signers.

Package Settings

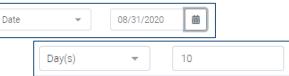
Online eSign Package 🔤							
Cancel				Archive	🛓 Download	Save	Next »
Package Settings							
Profile *	_						
Accounts × •	· _	~					
Name *	Description	ß					
Account Documents							
Message for all recipients							
Expiration					h		
Date	Expiration Date		曲				
Review before completion							

Fields marked with an * asterisk are required.

- **Profile:** Select the appropriate Profile for the package.
 - Profiles determine what Application and Document Types will be associated with the signed documents for indexing purposes.
 - A Profile will also have default Security and Authentication settings
 - Profiles are unique to an Identifi installation
- **Name:** The Name entered here determines how the Package appears in the Inbox, the Recipient's email and Batch Indexing.
- **Description:** The Description is visible when viewing the Package details.
- **Message:** The Message entered here is included in the email sent to all Recipients.



- **Review before completion:** With this box checked, the Package will return to the Inbox, after all Recipients have signed, with a status of "Ready for Completion". The documents and Attachments can then be reviewed by the Sender.
- **Expiration:** (optional) With an expiration in place, the link to sign the documents will only remain active for that period.
 - A specific date can be chosen, or
 - A specific number of days can be set



Documents

Documents		Click " +Add" to open Windows Explorer and more documents to be sent for signing.	choose one or
© Open		NOTE: For best results, documents should not b though the limit is 16 MB. If multiple large docu the same package, add them here one at a time,	ments must be sent from
← → ~ ↑ Organize ▼	Sew folder	ENTS > SAMPLI = Documents Recommended file size for optimal performance is less than 5MB	.pdf
This P	Name	Date modifie	
3D O	🕭 w9form.pdf	1/22/2016 10	
Desk	👃 JackDemoPersonal financial statement1	. 10/6/2009 11	
🗄 Docι	laddresschange.pdf	1/22/2016 10:25 AM Adobe Acrobat D 153 KB	
➡ Dow ♪ Musi v			
	File name: "addresschange.pdf" "w9forr	pdf" Adobe Acroba Open	at Document (*.pc ~ Cancel

The name of the document(s) is/are customizable.

 The Document Type is a required field and is pre-selected from a drop-down for indexing.
 Document Types presented are based on the Application associated with the Profile selected.

Documents	CERTIFICATE OF GOOD STANDI					
+ Add	CERTIFICATION REGARDING IN					
	CHANGE OF ADDRESS					
addresschange	.pdf	CHANGE OF ADDRESS × A				
			Application Type *			
			Customers			
			Deposits	_		

- If the Document Type is in more than one Application, choose the Application.
- Repeat until all documents have been added to the Package.
- The eSign Disclosure is included in every Package automatically, so it does not need to be added here.



Recipients

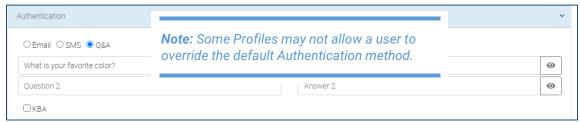
Click +Add to add the Signer(s).

Recipients			
HAdd Inforce Signing Order			
	=	ť	Û
Sally	Enduser	identifitraining@gmail.com	
Title	Company		

- Enter the First and Last Names and Email Address of the Signers. Optionally, enter Title and Company details.
- Recipients that have previously been sent Packages to sign will be "remembered" and be added with a single click.

	=	
New	Last Name *	Email *
New Person (fadams@identifi.net) <i>Big, Cheese</i>	Company	
Big, Cheese		

- Reviewer Recipients: A Recipient added here that does not need to sign the document will receive the package as a "Reviewer". Follow all steps for adding them as a Recipient, but do not create a Signature area for them on the document.
- Select the Authentication method, if overriding the default (see <u>here</u> for details)



• **Enforce signing order**: All *Recipients* will receive the Package at the same time unless this is selected.

Z Enforce Circles Or	Reorder Recipients by clicking \square and dragging the symbol up or	
		Enforce Signing Order



Attachments:

+ Attachroent Add Attachment Allow Recipients to add documents to the package.

Enter a name of the document and a description, then select the Document Type from the dropdown list for indexing.

Attachments 1	NOTE : File Types permitted for Attachments include PDF, DOC, DOCX, RTF, ODT, JPG, JPEG,	BYLAWS
+ Attachment	PNG, BMP, TXT, TIFF, TIF, GIF, XLS, XLSX	CERTIFICATE OF AUTHORITY TO TRANSACT BU
		CERTIFICATE OF EXISTENCE
Attachment 1	Required for Indexing	Document Type *

Check the box for Required if the package cannot be completed without the document.

Once all Settings have been configured and all Documents and Recipients have been added, click **Next** in the upper right corner. This will open the Package in the Designer for configuration of signature areas.

L Download	Save	Next »
	(

To save the Package as a draft to complete later, select Save.

The form can also be downloaded using the *Download* button.

Configuring Documents for Signing

The document(s) will open in the Designer, with the Recipient information on the left and the document thumbnails on the right. From here, all fields, including Signature Areas, will be added for all Recipients.





Adding Signature Areas

Click Recipient's Name and then **Signature** in the left menu to create a box for the highlighted Recipient's signature.

1	RELATION TO OWNER Self	
RECIPIENTS	TYPE OF CHARGES	DOCUMENTS
	AUTHORIZED AMOUNT	
Mary Lamb	DATE OF CHARGE	Electronic Dis
] Accept Only	AUTHORIZATION OF CARD USE	🛞 identifi antipitatione anti
IELDS	that all information above is complete and accurate.	
8 Signature	I hereby authorize collection of payment for all charges as indicated above. Charges may not exceed the amount listed above in the "AUTHORIZED AMOUNT" field. Lunderstand this is only for up to this amount during the time period of "DATES OF CHARGES" referenced above. If additional	normalization and the second sec
L Signer Initials	charges are going to be authorized a new form will have to be completed.	V DebitCardApp
Signing Date		
	CARDHOLDER NAME	
Signer Name	SIGNATURE Mary Lamb DATE (129/15	

The signature box can be moved by clicking and dragging it to the desired area on the document.

Repeat until all Signature Areas for all Recipients have been added.

Signatures will default to *Click to Sign*. In order to require a Recipient to sign using their finger, stylus or mouse, set it to *Capture Signature*.



Click on the edit pencil within the signature area

Use the drop-down menu under *Signature* Settings on the right to select *Capture Signature*

Γ	Signature Type	
	Click-to-Sign	•
	Click-to-Sign	
	Capture signature	
	Click-to-Initial	



Duplicate or Delete the signature by clicking on the three dots within Field Settings:

ents I Relation	FIELD SETT				Duplicate		Layout	
TYPE OF CH		2				x		Y
AUTHORIZE	ED AMOUNT	N				2	37	909
DATE OF C	HARGE	N/					/idth	Height
AUTHODIT	ATION OF CARD USE	.Cay					45	54
~	ify that I am the auth	orized holder and s	-	card reference	above. I certify	~	Field For	matting
lcert		\sim	igner of the credit	card reference	above. I certify		Field For	matting
that all in	ify that I am the auth formation above is co	orized holder and s	ate.			F	ont Size	
that all in that all in there exceed the to this an	ify that I am the auth formation above is co aby authorize collection he amount listed abo mount during the tim	orized holder and si omplete and accura on of payment for a we in the "AUTHORIZE e period of "DATES OI	nte. Il charges as indicat ED AMOUNT [®] field. 1 to F CHARGES [®] reference	ted above. Cha understand this ted above. If ad	ges may not is only for up	F.	ont Size nherit fror	n parent 🔹
that all in that all in there exceed the to this an	ify that I am the auth formation above is co oby authorize collections he amount listed abo	orized holder and si omplete and accura on of payment for a we in the "AUTHORIZE e period of "DATES OI	nte. Il charges as indicat ED AMOUNT [®] field. 1 to F CHARGES [®] reference	ted above. Cha understand this ted above. If ad	ges may not is only for up	F I -	ont Size nherit fror Click-to-Sig	n parent 👻
that all in that all in there exceed the to this an	ify that I am the auth formation above is co aby authorize collection he amount listed abo mount during the tim	orized holder and si omplete and accura on of payment for a we in the "AUTHORIZE e period of "DATES OI	nte. Il charges as indicat ED AMOUNT [®] field. 1 to F CHARGES [®] reference	ted above. Cha understand this ted above. If ad	ges may not is only for up	F-	ont Size nherit fror	n parent 🔹
that all in that all in there exceed the to this ar charges a	ify that I am the auth formation above is co aby authorize collection he amount listed abo mount during the tim	orized holder and si omplete and accura on of payment for a we in the "AUTHORIZE e period of "DATES OI	nte. Il charges as indicat ED AMOUNT [®] field. 1 to F CHARGES [®] reference	ted above. Cha understand this ted above. If ad	ges may not is only for up	F.	ont Size nherit fror Click-to-Sig Click-to-Sig	n parent • n • •

Layout and Field Formatting parameters can also be changed manually here.



Creating and Using Layouts

Layouts can be created and later applied whenever that same document is added to an Online eSign transaction.

In the following example, the signature lines on the document **"Account Agreement"** are on pages 1 and 3 of the document. Once signature boxes have been added, the *layout* of those signatures can be saved and then applied the next time that document type is attached to a Transaction.

Signature	To begin, apply signature boxes to their respective locations on the document.			
ML Signer Initials	Once signatures and/or initials have been added, additional fields can be applied,			
[] Signing Date	such as text fields, radio buttons, and check boxes .			
🔬 Signer Name	Once all fields have been created, click the Save Layout icon			
<u>a</u> ≞ Signer Title				
Signer Company				
📖 Text Field	Save Layout			
Checkbox				
O Radio				

e identifi			Package Designer 🔺
Customer Docur	nents 1 Draft		
RECIPIENTS	MAILING ADDRESS:STREET	CITY STATE ZIP	DOCUMENTS Save Layout X
Mary Lamb	Home Phone:	BUSINESS PHONE:	✓ L Electronic Dis
Accept Only	Cellular Phone:	Email Address:	🛞 identifi 🤐 🖓 🖓 🖓 🖓
FIELDS	Do you have a Debit Card? 🔿	YES ONO	Anno and a second
Signature	CUSTOMER SIGNATURE:	Mary Lamb	normalization and the second s
ML Signer Initials	RECEIVED BY:	Changed By:	addresschange
		Save Current Document Layout	
		_{Name} * addresschange	
e: Togale the "S	Share layout " button to sh	Description	
	er users on the account.		
		Share layout	_
			CANCEL



Apply Layout

Applying Layouts

When creating a new Package, select the "Apply Layout" icon to choose the desired layout from the list of layouts.

Once layout has been selected, click "Apply." All pre-configured Signature areas and Fields will be applied to the new Package.

-		
how shared layouts		
elect a layout *		
addresschange		× ~

Đ

Removing Layouts

To delete a Layout from the list, please contact Identifi Support for assistance.

Keyboard Shortcuts

To assist with form design, keyboard shortcuts are available in the top right menu next to Layouts.

Keyboard shortcu	ts list. Opens a dialog box - Click Ctrl + / to open the box anytime
STATE ZIP	- FIELD SETTINGS

eyboard shortcuts	
Navigate	
Open keyboard shortcuts	Ctrl /
Go to the Recipients and Fields panel	Ctrl Shift F7
Go to the Document	Ctrl Shift F8
Go to the Documents and Fields Settings panel	Ctrl Shift F9
Fields actions	
Select multiple fields	Shift Click
Copy field	Ctrl C
Paste field	Ctrl V



Using Two Factor Authentication

For installations using two-factor authentication on Packages, Senders may need to enable it when adding Recipients to a Package.

These settings are located beneath the name of the Recipient.

The Two Factor authentication methods offered are **SMS**, **Q&A** and **KBA**.

Note: Users may not be able to override a default authentication method on some profiles.

SMS

When SMS as the two-factor authentication is enabled, the recipient will receive a unique code that must be entered before signing can be completed

- 1. Select SMS.
- 2. Then enter the signer's cell phone number in the field provided. Choose Country from the drop-down if international number is used.

Authentication				
	O Email 💿 S	SMS O Q&A		
	💶 +1 逝	201-555-0123		
_	Search Count	ry		
A	📕 United St	tates +1		
	Afohanistan (الغانستان) +93			

NOTE: This must be a mobile number, not a landline, otherwise the Package will fail.

Note: Each Profile will have a default Authentication method (Email, SMS, Q&A or KBA) If the Profile is set to allow it, a User may override this selection when sending a Package.

Authentication		
● Email O SMS O Q&A		
🗆 КВА	1	

Please enter the SMS passcode that Identifi Development sent to your cell phone in order to securely access your package 'Authentication'.

esl.generic.sms_passcode

Login

Authentication]		
O Email 🧕	SMS O Q&A	\searrow	
+1 •	201-555-0123		



Q&A

When Q&A is used as the two-factor authentication, the recipient will be presented with questions to verify their identity. These questions, and their correct answers, are entered by the Sender.

Please answer the security question(s) below.		
Birthdate		
09/18/1970		
Last 4 digits of SS		
Login	_	

- 1. Select Q&A.
- 2. Enter two questions and their correct answers in the fields provided.
- 3. Solution 2. Click the eye icon to mask the answer when the recipient enters it.

Authentication		~
O Email O SMS ● Q&A		
What is your birth date?	What are the last four digits of your Social Security number	0
9/18/1970	1234	0

KBA

When KBA is used as the two-factor authentication, the recipient will be presented with questions to verify their identity. These questions are drawn from Lexis Nexis data.

1. Under the "Authentication" section of the form, Place a checkmark in the box next to *KBA*.



2. Enter the required identifying information for the signer.

Authentication			*
● Email O SMS O Q&A			
KBA			
First Name *	Last Name *	SSN*	DOB
House Num Street Name *	Apt Number City *	State (abbreviation) *	Zip *



- 3. What the Recipient can expect:
 - 3-4 questions will be presented.
 - Not all questions must be answered correctly, however a passing 'score' is required. Lexis Nexis considers things like the validity of the SSN, status of the credit report and fraudulent activity in its assessment.
 - Multiple attempts are permitted, but there some timeframe requirements:

Timeframe	This specific Configuration (defaults)
24 Hours	Previous Attempts >= (2)
72 Hours	Previous Attempts >= (3)
7 Days	Previous Attempts >= (4)
30 Days	Previous Attempts >= (4)
90 Days	Previous Attempts >= (4)

• If customer fails the KBA authentication, it will be displayed within the package details.

KBA	Failed	
Tricia	J	

- In addition, an email will be sent to the Sender indicating that the authentication failed. Failure email includes the reason for the failure:
 - > "Recipient failed authentication."
 - "Recipient not found. The recipient was not found in the KBA provider database."
 - "Thin file. The KBA provider does not have enough information on the recipient to generate questions."

No matter the type of two-factor authentication configured, the Recipient will now show as *Pending* in the Package Details.

Recipients		
+ Add Enforce Signing Order		
Pending	=	Û

If the authentication fails, the Sender will receive an email and be offered an opportunity to "unlock" the package and resend to the Recipient (see <u>Managing In Process Packages</u> for details).

Once all Recipients' authentications settings have been configured, click on **Next** to create the signature areas within the document(s).



Managing In Process Packages

Clicking on a Sent Package in the Online eSign Inbox opens the Package's details

Inline eSign Package see	
Cancel	Archive Remind Lownload
Package Settings	
Profile * Accounts	
Name * Description Account Documents	
Maccade for all registrate	
Archive Remind Download C Edit	
✓ Archive sends the package to Archive. The package	Confirm
will be removed from the User's Inbox and will no longer be available to Recipients for signing. The	Are you sure you want to archive this package? It will still be searchable, but will no longer appear in your Inbox.
package is still searchable within Online eSign Search.	No Yes
 Remind: Resends original email to all Recipients that 	Confirm
have not yet signed their documents.	A reminder email will be sent to those recipients that have not yet completed their assigned documents. Do you want to continue?
	No Yes
 Download – Downloads the documents into a Zip 	
folder.	onlineEsignPackagzip ^
✓ Edit: Reopens the documents in the Designer. This	Confirm
action requires that the entire Package be resent to all Recipients.	Do you want to edit this transaction? Editing an in progress transaction will make it unavailable until it is resent. Any progress already saved can be
	resumed when the transaction is resent.
	No Yes



			When a Recipient has	
	Complete	completed their assigned		
	Mary	Wright	fields in a Package, the	
	Title Company		package details will indicate "Complete"	
	Resend		above the contact details of the signer.	
	Authentication		Un charache De charac	
	Email		Unsigned: Package details will indicate a	
	Attachments 0	status of " <i>Pending</i> " above the contact details of the		
(Pending		signer	
	Sally	Enduser	If a Recipient fails to	
	Title	Company	answer the authentication prompts	
	Resend		correctly, a blue lock	
	Authentication		will appear next to their	
	Email		contact details. They will not be able to	
			complete signing until	
	Attachments 0		they have been 'unlocked'. Click the blue	
$\left\{ \right.$		Learb	lock and then Yes to	
	Mary	Lamb	confirm. The Recipient	
	Title	Company	will receive an email.	
	Resend		Confirm	
			The Signer will be unlocked. Do you want to continue?	
			No Yes	
	KBA authentication fails, it can also be unlocked, and the statu Il change to " <i>Not Yet Attempted</i> ."	S	KBA KBA Locked	
	KBA Not Yet Attempted		Unlock Signer	
	send a reminder to a specific Recipient, click the Resend Butt	Pending		
be	eneath their name.	Jennifer		
			Title	
			Resend	

Resend signing invitation



Document Signing

Recipients will receive an email containing a clickable link to the document(s) for signature.



The Recipient will be prompted to **Read & Accept** the disclosure document; they can click to **Decline To Sign.**

More Actions 🗸

Q 100% Q	More Actions 🗸
Read & accept this document	
identifi	More Actions V
	Decline To Sign 🛛 🗙

- .Decline To Sign will return the package to the originating User.
- Clicking Accept will allow Recipient to continue and sign the package

I have read and agree to the terms of the eSign Disclosure Document.	Accept
--	--------

In Packages with multiple Recipients with Signing Order Enforced, once the first Recipient has completed signing, the document is routed to the second Recipient for signature. This process will continue until all signing boxes are addressed.

Note: If a Signer on a Package with Multiple Recipients and Enforced Signing Order opts out of signing, the Package will not automatically move on to the next Signer. The Sender will receive an email and can resend the Package to the remaining Recipients.



When the document has been completed, a message will display to the Recipient requesting that they **Confirm** completing the signing process.

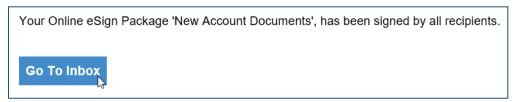
	CARDHOLDER NAME	Signed by	•			
	SIGNATURE	Mary Lamb		DATE	1/29/15	
						-
-					F	Page 1 of 1
Pleas	e confirm to complete sigr	ning			Conf	irm

Once confirmed, the Recipient will receive a message that signing is complete and they will have the opportunity to Download Documents to a Zip folder.

	🔋 package.zip	^
Signing complete! You may now view or download your signed documents. We have everything we need at this stage and you may close this window.	Download Documents	
	Continue	

Clicking "Continue" will finalize the signing process.

The Sender will receive an email that signing has been completed and will include a link to the Sender's Online eSign Inbox.





Ready For Completion Packages

Packages that either were set to *Review before completion* or included Attachments will have this Status in the Inbox. The sender will have received an email notification that the documents are signed and are ready for review.

Sh	eila's	Online eSign Inbox (🤊						
	🕈 New F	Package Delete Archive						
5 1	ems						Filter	X
	ID	Name [*]	Recipients	Status	Profile	Last Updated	Expiration Date	Provider
	246	Customer Documents	Mary Lamb	Ready For Completion	Customer Documents	12/15/2022 3:37 PM		Cloud

- **Reviewing Signed Documents:** Packages sent with *Review before completion* enabled require the Sender complete the package manually from the Package Details.
 - If the documents are satisfactory, click *Complete* in the upper menu. The Package will now be *Ready to Index*.

Online eSign Package Ready For Completion	
Cancel	Complete Download C Edit
Package Settings	
Profile *	
Customer Documents 👻	
Name *	Description
Customer Documents	
If changes are needed aliely	

 If changes are needed, click *Edit* in the upper menu to re-open the documents as a Draft.
 A confirmation dialog box will open. Confirm × Do you want to edit this transaction? Editing an in progress transaction will make it unavailable until it is resent. Any progress already saved can be resumed when the transaction is resent.

Clicking "Next" will open the Package Designer.

Make necessary edits and click Send to Sign.

identifi	dentifi Package Designer						
K Back						Send to Sign 🏈	
Certificate of Depo	DSit Draft					Êo Êo	
RECIPIENTS	Date Opened: 04/01/2016 Term: 12 Months	Tax ID: 787054294 AccountNumber: 060983	· · ·	Clear All	DOCUMENTS	×	
Mary Lamb	Certificate of Deposit Dollar Amount of Deposit \$ 1 000 00 This Time Deposit is Issued to:	Number One I	Bank		C Electronic Disclos		
Accept Only	Kristen Devino 98 Kidge St. Winstead, CT 06098 Net Neartiele. Net Teneforske. Additional tame en balan	Street Our Fair City, Here 12121		NAME AND ADDRESS ADDRE	Contract and a second s		



• **Reviewing Attachments:** Attachments can be reviewed and accepted or rejected before completing the package.

lecipients		
+ Add Save & Notify Enforce Signing Order		
Complete		
Sally	User	fadams@identifi.net
Title	Company	
Resend		
Authentication		
Email SMS 08A Attachments		
+ Attachment		
Complete 🛓		
Request	Description	Equipment Request -
🖾 Required		
C Reject Attachment	Rejection Comment for Email (optional)	

Click the download icon

1. Open the pdf to review the document.

submit a new document.

2. If the document is not correct, check the box to *Reject Attachment*

Open Open with system viewer Always open with system viewer Show in folder Cancel

Save & Notify

Complete

3.	When the correct document is attached, simply select	
	Complete in the upper menu.	

The Package will now be *Signed* and ready to be Indexed.

Then, optionally, enter a Rejection Comment and click Save & Notify

next to the Recipient's details. They will have an opportunity to



Signed Ready to Index

Once all documents are signed by all Recipients, and all necessary reviews have been completed, the Package is ready to be indexed.

ID	Name	Recipients	Status *	Profile	Last Updated	Expiration Date
24	Signature	Forrest Adams	Signed Index Documents	Customers	1/15/2021 11:03 AM	

Clicking *Index Documents* will open the Package in the Indexing Interface. For details on the indexing process, see <u>Batches</u>

Once indexing is complete, the document images are retrievable through Documents Search and the Package will appear in the Inbox with a *Completed* status.

Completed Packages

ID	Name	Recipients	Status *	Profile	Last Updated	Expiration Date
21	Video	Joe Schmoe	Completed	Vendors	2/9/2021 12:26 PM	

New Package						
7 Items						
	ID	Name	Recipients			
	21	Video	Joe Schmoe			

Packages with a *Completed* status have been indexed but will appear in the Inbox until *Archived*. Archiving the Package will remove it from the Inbox, but its details are always viewable through <u>Online</u> <u>eSign Search</u>

Reviewing Completed Packages

Clicking on a Package in the Inbox or Online eSign Search results will open the *Package Details*. Completed Packages will have available the Consent Form and Evidence Summary to download.

Online eSign Package Complexed	
Cancel	Consent

Note: These two documents are available only here; they are not archived with the signed documents.



To view the signed documents, click *View* in the *Documents* section. The documents will open in a new tab in the Documents Viewer.

Documents			
+ Add			
Certificate of Deposit	pdf CERTIFICATE OF DEPOSIT	¥	View Delete View Document

Once inside the Document Viewer, the OLE Package details will be available from the "Info" panel:

- Clicking the OLE Package ID link will take the User to the Package Details (*pending Permissions*).
- Clicking the 🗹 icon will download the Consent Form
- Clicking the icon will download the Evidence Summary

🋞 identifi	Document De	tail: 006240	859 Smith, Robe	ert E PARTNERSH	IP RESOLUTION O	F AUTHORIT	γ <u>≞</u> -
Q	u	Index Not Upload Re 1 Version Version 1		Place On Hold) A Permissi Stored 10/5/2021	OLE Package ID	Filter	<u>±</u>

Note: A document that has been signed using both Desktop eSign signatures and Online eSign signatures will display two versions of the document in the Info Panel: the first for the Desktop eSign signature and the second for both Desktop eSign and Online eSign signatures.

Index Notes	Related Info			
Upload	can File Info Place Or	Hold		
2 Versions				Filter
Version	Created By	Stored	OLE Package ID	
2	snolder	8/18/2023	<u>108</u> 🗹 🗎	¥
1	snolder	8/18/2023	<u>108</u> 🗹 🗎	¥



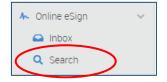
Retrieval of Signed Documents

Documents signed and indexed through Online eSign are archived like other documents in Identifi and are retrieved the same way as well, through *Documents Search*.

A link to the Online eSign Package Details is provided in the Info Panel of the Documents Viewer. Clicking the **OLE Package ID** will open the Package Details in the existing tab.

Index No	tes Related Info			
Upload	Rescan File Info	Place On Hold	ssions	
1 Version				Fil
Version	Created By	Stored	OLE Package ID *	
1	fadams	10/5/2021	55 🗹 🗎 Open Package)

Online eSign Search



A User can also search for Packages from "Search" within the Online eSign menu.

Packages can be searched and filtered by date range, the Profile to which the package belongs, Package Status, User name, or the Package ID number.

Online eSign Package Search 🕜		
Date Range 🗿 Predefined 🔘 Custom	Date to Search on:	
Current Month	Last Package Activity Date 🗸 🗸	
Dates based on Last Package Activity Date.		
Profiles	Statuses	Users
Compliance Customers Deposits Deposits - Multi App HR	Batch Creation Error Completed Declined Error Document Processing Error Draft Error Expired Expired Expired Error Identifi Archived	Abby Ross Axel Von Greiff Chad Sheridan Don Adams Duane Ryder Ed Murray Eddie Flowers Frank Marcario IntegraDemoT admin Jeff Meyer
Search By Package ID		
Type a value and press the Enter key to add it to the list. Submit Reset		



Viewing Search Results

Onl	line eSi	gn Search Results						
	Reassig	n						
201	Packages	S				Тор 10	00 Packages 💌 Filter	Ľ
	ID 🕈	Name	Sender	Recipients	Status	Profile	Last Updated	Expiration Date
	3735	102923.1139	Hanh Dao	almond admin	Identifi Archived	Accounts	1/19/2024 2:50 AM	
	3739	011123.0328	Almond user	almond admin	Completed	Almond Profile	1/4/2024 4:29 AM	
	3741	011123.0610	Almond user	almond admin	Completed	Almond Profile	5/24/2024 12:35 AM	

Clicking Submit will yield the search results for the criteria selected.

The top 1000 results will be displayed. Use the drop-down menu to expand the results to display up to 5000 packages.

	Top 1000 Packages	
	Top 1000 Packages	
Ŀ	Top 5000 Packages	A

Clicking on a package in Search Results will open the Package Details. From here the documents and Evidence Summary can be downloaded for *Completed* and *Archived* packages. *Draft, Sent* and *Review Before Completion* Package Details opened from Online eSign Search allow for the same actions as when opened from the Inbox.

Online eSign Package [Completed]	
Cancel	Archive Consent Evidence
Package Settings	
Profile *	

Reassigning Packages

From the results screen, a package can be reassigned to another User's Online eSign Inbox.



Select the package(s) from Search Results using the toggle box to the left of the package name and click "**Reassign**."

From the dialog box presented, select the User to whom the package will be assigned and click "**Reassign."**

Reassign Packages	×
Select user	Ŀ
	Cancel Reassign



Electronic Receipts

Launching Receipts

Receipts is configured to launch when certain transactions are performed from your host system. For example, when an account withdrawal is processed, Receipts will launch and present a signature area for the customer to sign. Depending upon settings, a paper receipt may print as well.

Client Types

A user's workstation will be set up as one of the following types:

- **Teller-** presents a signature box for signing and prints a customer copy, if configured and electronic copy will be stored in Documents automatically
- **Drive Thru-** automatically stores an unsigned electronic copy of the receipt and prints a barcoded receipt for signature which will be scanned into Documents to replace the unsigned copy, a customer copy is also printed if configured
- No Print Teller- presents signature box and stores electronic copy of receipt, but no receipts will be printed

Signing Receipts

When working at a workstation in **Teller** or **No Print Teller** mode, Receipts will present a Signature Box for the customer to sign.





Accept - confirms signature is correct and complete signing requirement



Accept No Print- applies the signature to the electronic copy of the receipt, but does not print a paper receipt.



Re-sign removes the signature from the signature pad and requires customer to sign the pad again



Notes opens a pop-up box to add text data that will appear in the Notes Panel in the Document Viewer





Sign on paper sets the transaction into *Drive Thru* mode, prompting two receipts to print. The customer will sign the barcoded receipt and receive the non-barcoded receipt to take home.



Skip Sign releases the pad from requiring a signature and sends a copy of receipt image to Documents. *Skip Sign* is generally used for transactions that were not flagged as an Exception but do not require a customer signature.



Cancel ends the transaction in Receipts only. It does not send data back to the host system. An image of the receipt is sent to Documents for security.



Tablet opens a pop-up listing all available configured signature pad models associated with Receipts. **This is generally only used when a signature pad is being replaced with a different model.**

Wet-Signing Receipts

Drive Thru Mode

When a transaction requiring a signature is processed at a workstation in this mode, Receipts will print two copies of the receipt- a barcoded one for the customer to sign and a copy for the customer to take with them. An unsigned copy of the electronic receipt is also placed in the Documents archive, which will be replaced by the signed copy when the barcoded receipt is scanned.

Sign on Paper

When this action is selected from the Signature Box menu, two receipts are printed- one barcoded and the other not- just like *Drive Thru Mode*. The barcoded receipt is to be signed and scanned to replace the placeholder copy in the archive, the second copy is for the customer.

Scanning Receipts

- 1. Launch the Scan Client
- 2. Select the Receipt Scan Plan
- 3. Place all receipts in the scanner and click Add
- 4. Complete the Batch. Receipts will auto-archive, no indexing required.



Document Tracking

Document Tracking is entity-driven and based on Tracking Sets. When a new entity item is added to Identifi Data from the host system, Tracking begins "looking" for required documents based on the Tracking Set associated with that type of item.

Missing required documents will cause an entity item to be in *Exception* status and will show as pink in **Data Search** results.

identifi														* -
≡		Se	arch Data											
🛢 Data	~	K	VYK Search	Q	Exception -	×								
+ Add														
Q Search		ť	🕽 Delete 🗋 Tracking 🔻											
Documents	>													
┥ Tracking	>	7 E	intities									Filter		X
🥒 Desktop eSign	>						Customer							
≁ Online eSign	>			Entity	Storage	Account	Type And	Event	Event	Major	Minor	0	Request	Tax ID
击 Workflow	>		Title *	Туре	Date	Number	Number	Date	Туре	Туре	Туре	Quote	Date	Number
Reporting	>		1000474291 - Overdraft Line of	Accounts	7/10/2017	1000474291				CNS	LOC			



Document Tracking Inbox

identifi		
≡		(
🛢 Data	>	t
📋 Documents	>	
🗂 Tracking	~	
🖴 Inbox		

Opens the User's Tracking Inbox. Pending items or Exception items assigned to the User will be displayed and accessible here.

Two tabs are displayed:

- Pending (Default tab) Displays items that are nearing Exception status
- **Exceptions** Displays items that are in Exception status

Filter Pending items by **Date Range**, specific **Document Type** and/or **Roles** (*Note: multiple selections can be made within Document Type and Roles*). Filter Exception items by **Document Type** and/or **Roles**.

Sheila's Document Tra	cking Inbox		
	Pending 3		Exceptions 5
Date Range	Filter By Document Type	Filter By Roles	
Next 30 Days	✓	•	~

Sheila's Document Tracking In	nbox	
	Pending 3	Exceptions 3
Filter By Document Type	Filter By Roles	
Filter By Document Type C227 Consent to Disclosure (ver 172)	Filter By Roles ACTO LOFF	Ĵ.
C228 Consent to Disclosure (ver 172) Car Loan	OEMP	



To open an item from either tab, click on the item's Title. The Account Detail will open in a new browser tab.

Title
1001451 - Fixed Rate First Mortgage

See <u>Viewing Tracked Entity</u> <u>Items</u> for additional information.

COL	unt [Detail: 1001451 – Fixed R	ate First Mo	ortgage							
8	Data	Security Notes 1	Tracking	🗖 Documents							
-	- Add	+ Add Sets 🖋 Mass Ed	lit 💄 Assign	Remove Assignmen	t 🗎 Delete	View Activity					
											_
11 D	ocum	ent Requirements							Filter		
		Document Type *	Frequency	Date Due	Grace Days	Status	Found / Required	Valid Date Range		Assigned To	
	D	004	One-time	11/19/2021 12:00 AM	0	Past Due Exception	0/1			cdean	(
	D	017	One-time	12/1/2021 12:00 AM	5	Walved	0/1				C
		960	One-time	3/31/2022 12:00 AM	1	Pending	0/1			fadams	0
		Basic Entity Lookup Test 1	One-time	4/5/2022 12:00 AM	0	Pending	0 / 0			fadams	0
		Car Loan	Recurring	11/8/2022 12:00 AM	5	Because I said so	0/1	10/9/2022 - 10/8	/2023	cdean	G
		Car Loan	Recurring	11/8/2021 12:00 AM	0	Past Due Exception	0/1	10/9/2021 - 10/8	/2022	tlolkus	C
		Car Loan Clone	One-time	11/8/2021 12:00 AM	0	Found	1/1				C
		Car Loan Dup	One-time	11/8/2021 12:00 AM	0	Found	1/1				

Document Tracking Search

Using Data Search for Document Tracking searches works the same as any other search. See <u>Data Search</u>

Search Data				
Exception	Q			
Tracking Status				
Exception				

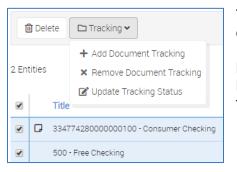
A common Tracking search will include the 'Exception' status.

Search Data							
KWYK Search Q CK02 - X						×	
	Delete Tracking -						
2 En	tities			N			
	Image: 33477428000000100 - Consumer Checking						
		500 - Free Checking					

Specific entity items can be used for searching as well, such as names, account numbers, identification numbers, etc.

Note: Entity Permissions are required in order for the user to have access to retrieve items through Data Search.

Updating Tracking from Search



Tracking Requirements can be added to multiple accounts directly from the Data Search menu bar.

From Search results, select the accounts to which the Tracking Requirements will be added and from the drop-down menu in the Tracking icon, select "Add Document Tracking"



Select the Document Types to add as a requirement on the selected accounts and click "Continue."

KWYK Search Q MTG - X	FR1 - X		
🛍 Delete 🔲 Tracking 👻			
485 Entities Add Document Tracking			Select Document Types To Add
Title Title	Entity Type	Storage Date	Select document types
1001451 - Fixed Rate First Mortgage	Accounts	7/10/2017	2021 Application 30-60-90 EMPLOYEE REVIEW
1001714 - Fixed Rate First Mortgage	Accounts	7/10/2017	401K - BENEFICIARY CHANGE FORM
 1001978 - Fixed Rate First Mortgage 	Accounts	7/10/2017	401K - BENEFICIARY DESIGNATION FORM
			Di Contra di
e way, selecting "Remove Trac			401K - ENROLLMENT - BENEFICIARY DESIGNATION FORM 401K - ENROLLMENT - CONTRIBUTION ELECTIONS Cancel
e way, selecting "Remove Trac cking drop-down.			401K - ENROLLMENT - CONTRIBUTION ELECTIONS
ne way, selecting "Remove Trac oking drop-down. arch Data	king Requirements	" from the	401K - ENROLLMENT - CONTRIBUTION ELECTIONS Cancel Con To Remove ×
ne way, selecting "Remove Trac cking drop-down. arch Data	king Requirements	" from the Select Document Types	401K - ENROLLMENT - CONTRIBUTION ELECTIONS
ne way, selecting "Remove Track cking drop-down. arch Data MK Search Q MTG •	king Requirements	" from the Select Document Types" Felect document types 2021 Application 30-60-90 EMPLOYEE REVIEW	401K - ENROLLMENT - CONTRIBUTION ELECTIONS Cancel Con To Remove × To Remove
ne way, selecting "Remove Track cking drop-down. arch Data MK Search Q MTG • TDelete CTracking •	king Requirements	" from the Select Document Types " Felect document types 2021 Application 30-60-90 EMPLOYEE REVIEW 401K - BENEFICIARY CHANGE FOR	401K - ENROLLMENT - CONTRIBUTION ELECTIONS Cancel Con To Remove × To Remove × To Remove ×
ne way, selecting "Remove Tracking drop-down. arch Data /YK Search Q MTG - I Delete C Tracking - + Add Document Tracking	king Requirements	" from the Select Document Types." Pelect document types 2021 Application 30-60-90 EMPLOYEE REVIEW 401K - BENEFICIARY CHANGE FOR 401K - BENEFICIARY DESIGNATION	To Remove ×
Telete C Tracking - MTG - MTG - C Tracking - C Tracking - Tracking - C	king Requirements	" from the Select Document Types " Felect document types 2021 Application 30-60-90 EMPLOYEE REVIEW 401K - BENEFICIARY CHANGE FOR	To Remove ×
ne way, selecting "Remove Tracking drop-down. arch Data MK Search Q MTG - TDelete C Tracking - + Add Document Tracking	king Requirements	" from the Select Document Types Pelect document types 2021 Application 30-60-90 EMPLOYEE REVIEW 401K - BEINEFICIARY CHANGE FOR 401K - BEINEFICIARY DESIGNATION 401K - BEINEFIT PAYMENT REQUES	To Remove × To Remove × To Remove × RM FORM ST RY DESIGNATION FORM
Entities + Add Document Tracking Kentities + Remove Document Tracking Remove Document Tracking Remove Document Tracking	king Requirements	" from the Select Document Types." 2021 Application 30-60-90 EMPLOYEE REVIEW 401K - BEINEFICIARY CHAINGE FOR 401K - BEINEFICIARY DESIGNATION 401K - BEINEFICIARY DESIGNATION 401K - BEINEFIT PAYMENT REQUES 401K - ENROLLMENT - BEINEFICIAR	To Remove × To Remove × To Remove × RM FORM ST RY DESIGNATION FORM

Viewing Tracked Entity Items

Viewing Tracked Entity Items is very much like viewing other Data Entity Items. Depending upon Permissions, the user will have access to the **Data**, **Notes**, **Security**, **Tracking** and **Documents** Tabs. In this section, tabs will be discussed as they related to Document Tracking, for more details, see <u>Viewing Data Items</u>.



Notes Tab

Entity Notes are used when information related to the entity item needs to be conveyed, such as when a Requirement has been added to or removed from a Tracked Item.

Data Security Notes Tracking Documents	
\bigcirc	Filter
My own note	
Clayton Dean - 6/8/2021 at 1:39PM 🔟	
Type a note here	
Type a note here	

Tracking Tab

All Tracking Requirements associated with the Entity Item are listed here.

a Di	ata 🤷 Security No	tes 🚺 🛛 🕈 Tra	cking Documents					
	Add + Add Sets	🖋 Mass Edit	Assign	Lssignment 🗍 🛍 🛙	elete 🛛 🗐 View Activity		•	Documents in Exception Status will be highlighted pink. Documents in Pending Status will show simply as a line item.
	Document Type ⁺	Frequency	Date Due	Grace Days	Status	Fou	•	Documents that have been Found will
_		Recurring	11/8/2022 12:00 AM	5	Because I said so	0 /		have a blue hyperlink. When clicked, th
	Car Loan							
	Car Loan Car Loan	Recurring	11/8/2021 12:00 AM	0	Past Due Exception	0 /		document will open in the Document Viewer.
		, in the second	11/8/2021 12:00 AM 11/8/2021 12:00 AM	0	Past Due Exception Found	0/		



Tracking Requirements or Tracking Sets can be Added here, and Tracking Requirements deleted.

Account Detail: 1001451 - Fixed	Account Detail: 100 Data Security + Add Add Entity Document Types ×
Add Entity Tracking Sets * Entity Tracking Sets * Select Entity Tracking Set(s) Due Date * 03/21/2022	Add Document Types Document Types * Optionally filter by application Select document type(s) Due Date * 03/21/2022 Required Count * 1
Account Detail: 1001451 – Fixed Rate First Mortgage	Delete Selected Tracking Requirements × Are you sure you want to delete these Entity Tracking Requirements? Cancel Delete

The entity item's **Activity Log** is viewable beneath the **View Activity** button.

A	ccount D	etail: 10014	i51 - Fixed	Rate First I	Mortgage
	🛢 Data	🔒 Security	Notes 1	Tracking	📋 Documents
	+ Add	+ Add Sets	s 🖉 Mass	Edit 💄 Ass	ign Remove Assignment



Activity Log				×
63 Activity Logs			Filter	
Activity Date	Document Type	Action	User	
3/21/2022 11:37 AM	960	Update	Forrest Adams (fadams)	
3/21/2022 11:36 AM	017	Update	Forrest Adams (fadams)	
3/8/2022 11:07 AM	HR Doc	Update	Forrest Adams (fadams)	

Sort activities by Activity Date, or use the Filter box to filter to a specific item.

Activity Log

Use the \Box icon to export the list of Activities to Excel.

Activity Log				×
15 Activity Logs	Document Type	Action	Loan User	
2/14/2022 9:03 AM	Car Loan	Update	Tricia Lolkus (tlolkus)	



Documents Tab

Beneath the Documents Tab users are able to view all stored documents related to an entity item, even those not required. For more details see <u>here</u>.

Account Detail: 1001451 – F	ixed Rate First	Mortgage			
🛢 Data 🔒 Security Notes	1 Tracking	Documents			
QOpen In Search		\bigcirc			
14 Documents					Filter
Title *			Application	Document Type	Storage Date
1001451 003			Accounts	003	11/18/2020
1001451 003			Accounts	003	4/9/2021
1001451 003			Accounts	003	4/9/2021

Resolving Exceptions & Invalid Matches

As required documents are added to the Documents archive through scanning, importing or electronic signing, Exceptions will resolve for outstanding requirements.

			43	0		Found (Vallel Data		
	Document Type A	Frequency	Date Due	Grace Days	Status	Found / Required	Valid Date Range	Assigned To	
D	ACCOUNT INFORMATION SHEET	One-time	6/19/2018 12:00 AM	0	Past Due Exception	1/1		fadams	ľ
	DIRECT DEPOSIT	One-time	7/18/2018 12:00 AM	0	Waived	1/1			ľ
	SIGNATURE CARD	One-time	6/26/2018 12:00 AM	0	Found	3 / 1			ľ

Requirements can be assigned to specific users for fulfillment.

Tracking Requir	ement Detail: ACCOUI	NT II	NFORMATION SHEET	×
Requirement Rules	Documents Notes			
Current Status			Status Override	
Past Due Exception				-
Required Count *			Found Count	
1			1	
Due Date *			Grace Period *	
06/19/2018		曲	0	
Exception Date			Assigned To	
06/19/2018			E Forrest Adams (fadams)	×
			Cancel	Save



Reports are accessible in **Document Tracking** under the *Reporting* section of the main menu. See <u>Document Tracking</u> in the Reporting section of this document for more information.

identifi			<u>*</u> -
=		Document Tracking	
🛢 Data	>	Criteria	
📋 Documents	>	Report Type *	
┥ Tracking	>		
🥒 Desktop eSign	>	Select Report Type	(lhn
≁ Online eSign	>	Track Exception	Ŭ
🚓 Workflow	>	Track Exception (Grouped by Related User)	
Reporting	~	Track Found	
Activity	>	Track Pending	
Document Tracking		Track Pending (Grouped by Related User)	
Document Storage		Track Waived	
Document Retention			

Exception Status Override

An Exception can be *waived* or overridden if necessary.

ACCOUNT INFORMATION SHEET	One-time 12/29/2021 12:00 AM	0	Past Due Exception	0/1		ď	
1. Select the Edit ico	on. 📝						
2. Beneath the Requ select the most th appropriate statu		Tracking I Requiremen		ail: ACCOUNT II	NFORMATION SHEET		×
Override drop-dov	wn menu and click	Current Stat	tus		Status Override		
Save.		Past Due I	Exception				Im
e: Statuses will vary by r administrator for defi		Required Co	bunt*		(Not Overridden) Multiple Match Exception Not Required		
atus Override		Due Date *			Waived		
		06/19/20	18	曲	0		
(Nat Or and day)		Exception D	ate		Assigned To		
(Not Overridden)		06/19/20	18		E Forrest Adams (fadams)	×	•
Multiple Match Exception							
Not Required						Cancel	Save
Waived						Conton	



A Best Practice is to include a note regarding the details of the status override. Adding a note under the *Notes* Tab here will create a note directly associated with the requirement (unlike a Note added under the entity *Notes* Tab <u>Notes</u>).

Tracking Requirement Detail: ACCOUN	IT INFORMATION SHEET	×
Requirement Rules Documents Notes		
	Filter	
This document is no longer required. Forrest Adams - 6/26/2018 at 4:03PM 💼		
Type a note here		~
		Cancel Save

Once the exception has been waived, the requirement will no longer show highlighted pink. Notice the **Note** icon as well.



Resolving an Invalid Match

In the event than an incorrect document has satisfied an Exception, the document should be marked as an *Invalid Match*, to allow Tracking to continue looking for the required document.

SIGNATURE CARD	One-time	6/26/2018 12:00 AM	0	Fo	und	3/1		ľ	
elect the Edit icon.	2			Tra	cking	g Requirement	Detail: SIGNATURE CARD		
1. Under the Docu next the incorre		and click 🛛 🗖			quirem	nts	nents Notes	Filte	
next the meone	ct materi	s s	ave			Document Date *	Description	Invalid Match	Date Found
2. It may be helpfu	ıl to add a	Note under th	e		۲	12/3/2018 10:04 AM	334774280000000100 Stone, Rick SIGNATURE CARD 2018/12/10		11/9/2020 3:10 PM
Notes Tab.					۲	9/3/2020 5:14 PM	334774280000000100 Stone, Rick SIGNATURE CARD 2020/09/03		11/9/2020 3:10 PM
Tracking Requirement Detail: SIGN/	ATURE CARD		×		۲	9/3/2020 5:16 PM	33477428000000100 Stone, Rick SIGNATURE CARD 2018/10/03		11/9/2020 3:10 PM
Requirement Rules Documents Notes	Filter					ou are correcting a M Rule tab to "(Not Ove	ultiple Match Exception, don't forget to change the Status rriden)'.	Override setti	ng on the \times
No data to display.									
Type a note here			~						
		Ca	ancel Save	əl —					



Once the match has been marked as Invalid, the requirement will show as an Exception once again and Tracking will resume looking for the document.

SIGNATURE CARD One-time 6/26/2018 12:00 0 Past Due 0 / 1 C AM Exception
--

Mass Updating

Mass Updating of Document Tracking Statuses

This feature allows the User to mass update the Document Tracking Status for multiple Business Entities-directly from Data Search Results.

For example, to waive requirements for closed accounts, the User would search for all closed accounts and manually waive the Tracking Requirements for those accounts. Users have the option to update Exceptions, Pending Requirements or both at once.

=		C 1. D 1					
-		Search Data					
🛢 Data	~	KWYK Search Q Closed -	×				
+ Add							
Q Search		🔟 Delete 🗖 Tracking 👻			c	Update Tracking Status	×
Documents	>	+ Add Document Tracking				Status	
🕇 Tracking	>	Displaying 50 × Remove Document Tracking				Waived	*
n Desktop eSign	>	Title Update Tracking Status	Entity Type	Storage Date	Acc ^{al)}	Requirements to Update	
🗠 Online eSign	>	Update Tracking Status 1001451 - Fixed Rate First Mortgage	Accounts	7/10/2017	100		<u>^</u>
🔓 Workflow	>	1001451 - Fixed Rate First Montgage	Accounts	//10/2017	rst Mortga	Pending Requirements Only Exceptions Only	
Reporting	>	1001714 - Fixed Rate First Mortgage	Accounts	7/10/2017	100 rst Mortga	Both Pending Requirements and Exceptions	
					rst Mortga		
					rst Mortga		
					rst Mortga		

This feature enables updates to multiple Tracking Requirement Attributes at once.

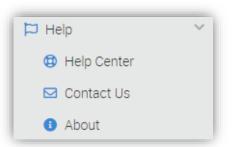
For example, if the Due Dates, Grace Days and Status all need to be modified, or the same note needs to be added to multiple requirements on a Business Entity, these changes can be made all at once by clicking "Apply."



etail			1	🛢 Data	🔒 Security	🕞 Notes	Tracking 🗋 Docum
+ Ac	dd 🕂 Add Sets	Mass Edit	Assig		Remove Assig	nment 🗊	Mass Edit Tracking Requirement Rules
Docum	nent Requirements	- <u></u>	ss can scheel	eu nequin	ements		Check the requirement rules you wish to update.
							Grace Days
							Grace Days
_	Decument Time	Francisco	Data Dua	Grace	Chatrus	Found /	☑ Due Date
~	Document Type	Frequency	Date Due	Days	Status	Required	Due Date
-	ACCOUNT	One-time	6/19/2018	0	Past Due	1/1	Status
	INFORMATION SHEET				Exception		
							✓ Note

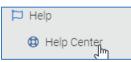


Help



×

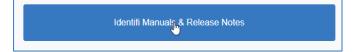
Help Center



Clicking on the **Help Center** link from the main menu will launch the Identifi Help Center in a separate tab and will provide links to articles and videos pertaining to topics within the Documentation Library.

$\leftrightarrow \rightarrow$ C M	端 identifi.	zendesk.com/hc/en-us							* 🗳 🦉) 🖸 🛧 🎯 ፤
🛞 DemoTrain_Search	🋞 DocDemoT	IBS_Installation_Sea	🛞 ZenDesk 🛞 🛞 Identifi	Home Page 🛛 🕅 I	nbox (1,282) - sheil Ġ Google					All Bookmarks
	(identifi						Submit a request	Sign in	
Ø					Help Cente	er				
			Q Search							
										S.
		SUBMIT A FEAT	URE REQUEST		💡 Identifi System Status			/ideo Library		
		Docur	nents		Data & Tracking			Workflow		
		Online	eSign		Desktop eSign			eReceipt	×	Hi. Need any help?
		Repo	orting		User Management		Installation &	Troubleshooting Gu	des	

User manuals are located beneath the "Manuals and Release Notes" section.



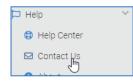


Users are also able to search within Documentation Library articles and view their most recent search activity.

	Help Center
(Q. Scanl x
	Adding a Scan Plan Identifi Support > Documents > Admin
	Using the Scan Client Identifi Supper Mocuments > End User
	Scanning Barcoded Receipts Identifi Support > Encoupt > End User

identifi		Sheila Nolder ~
dentifi Support > Documents >	ind User	Search
Articles in this section Using Document Search	Using the Scan Client	
Using Uplink	Forrest Adams For 3 years ago - Updated	low
Using Document Groups		
Document Text Searches	The Identifi Scan Client is the module used to bring document images into the Documents archive.	
Advanced Document	Video and instructions below:	
Searching Retrieving & Viewing COLD Reports in Identifi	🗱 Using the Scan Client 🕞	Ν
Using "Index" from Search Results Menu	A Car entifi	4
Printing Document Type Cover Sheets	connect what matters.	
Printing Barcode Separator Sheets	Watch on 💼 Wellide	
Printing Uplink User Cover Sheets	From the Windows Start Menu on the PC, locate the application Identifi. Scan and double-click to launch.	

Contact Us



Clicking on **Contact Us** will direct the User to the Identifi website "Contact Us" page to submit feedback or a feature request.

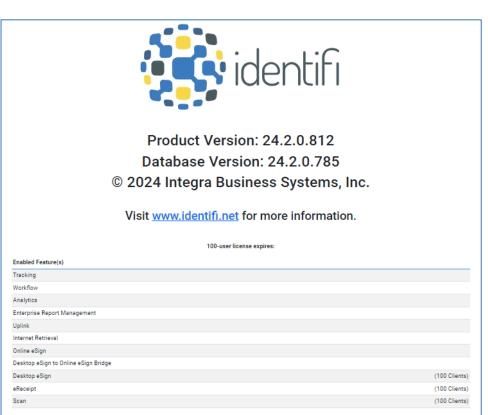
ifi.net/contact-us/			९ 🖈 🕼 🐵 🖸 🗐
identifi correct what multices.	Home Banks/CU's	Product	RTED
ç Quastions/Com		Ŷ	
Questions/Comments/Concerns Click here		Feature Request Click to enter a feature request	
Whether you have an importa looking to learn more, our tear		Identifi 701 Enterprise Rd. E Building 900 Safety Harbor, FL 34695	
	Last Name		
Email	Last Name	(727) 725-4507	
Email Please type any additional comments here	Last Name	(727) 725-4507 Sales Inquiries	



About

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¢	Documentation	
0	About	
	0	

Clicking on the **About** link from the main menu will display the Product Version Information as well as a list of Enabled Features and licensing information.



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