



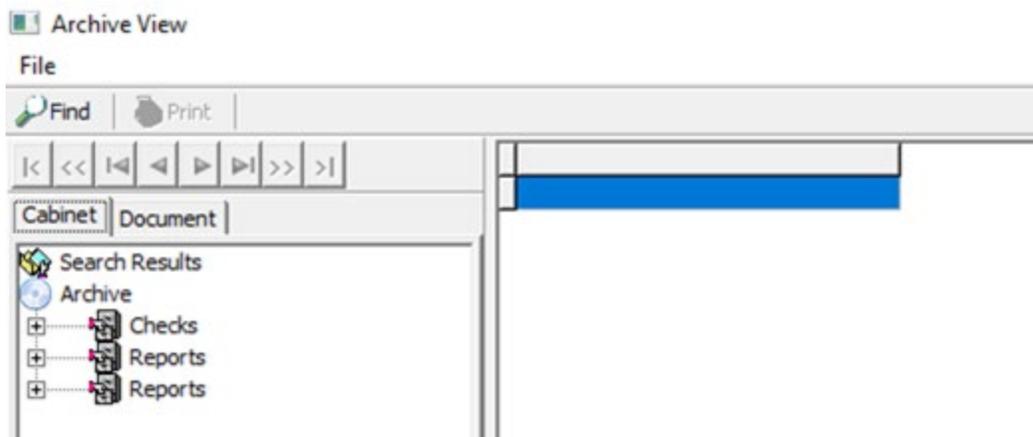
Tech Tip #64 – How to Verify an eDOC Archive Disk

*****This tech tip is only applicable to clients receiving Archive backup disks from eDOC Innovations.*****

After receiving an Archive DVD, it is very important to verify that the DVD functions properly. Many things can happen to your Archive DVD while it is in transit to your location, so it is crucial that you ensure your data is available when you need it.

To verify your disk, follow these simple steps:

- First, insert the DVD into your PC's DVD drive. The viewer will automatically run and prompt you to enter a password. This is the password that was emailed to the designated Archive Backup contact at the time the disk was shipped to your credit union. If you do not know your password, please contact our Client Development Team at 800-425-7766 option 2 for assistance.
- Once you have entered the password, the Archive View application will open and look similar to the screen shown below:



Notice that the layout is identical to the 2020DOC application.

- Next, expand each table by clicking its corresponding plus sign. Click on documents in each table to ensure they open and are viewable.
- It is also important to verify that the different functions within the application, such as *Find*, *Print*, and *Save* are working properly.

That's it! We recommend storing DVDs in a location that is not subject to temperature extremes and will protect them from scratches.