



Tech Tip #66 – Check Image Retrieval in idocVAULT

****These settings and features may not be available for all clients. If you do not see them, please contact your solution provider.****

Check images archived within the last two years of activity are accessible by using the **Check Search** option on the **Documents** Tab. The more detailed the search options are, the more precise the results will be.

Most search fields are obvious, but there are a few that require additional explanation which are listed below:

- **Chk Account** – Base Member Account Number (Mobile Items)
- **Serial** – Check Number
- **Account** – MICR Account Number on Check
- **Batch Type** – For Branch Capture images, you may specify the work type of the images you are trying to locate:
 - Onus
 - Transit
 - Misc

If you leave the Batch Type field blank, then all work types will be displayed.

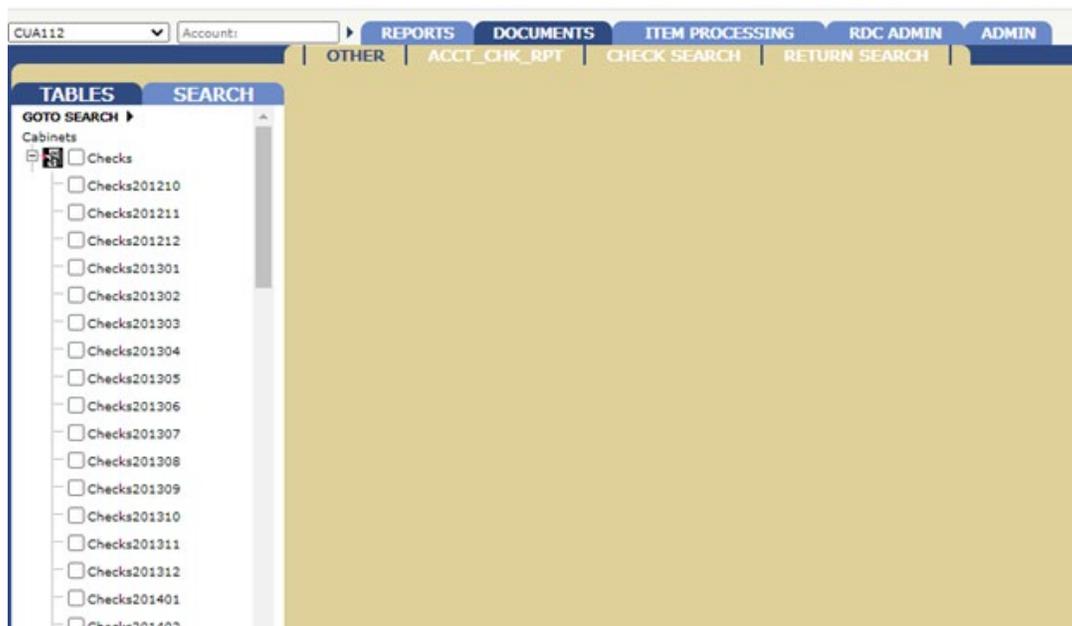
A screenshot of the idocVAULT web application interface. At the top, there are navigation tabs: 'REPORTS', 'DOCUMENTS', 'ITEM PROCESSING', 'RDC ADMIN', and 'ADMIN'. Below these, there are sub-tabs: 'OTHER', 'ACCT_CHK_RPT', 'CHECK SEARCH', and 'RETURN SEARCH'. The 'CHECK SEARCH' tab is active. On the left side, there is a 'SEARCH' section with a 'TABLES' tab. Below the 'TABLES' tab, there is a list of search fields: 'Chk Account', 'Serial', 'Amount', 'Account', 'RouteNo', 'BranchID', 'BatchID', 'ItemSeqNo', 'Validation', 'Teller', 'Batch Type', 'Start Created On', and 'End Created On'. Each field has a small icon to its right. At the bottom of the search section, there is a 'SEARCH' button with a right-pointing arrow. The main content area on the right is a large, empty, light-brown rectangle.

Select the **Tables** tab under the **Documents** tab.

Table Types:

- **CChecks** – Charge Back Images
- **Checks** – Branch Capture Images
- **FChecks** – Inclearing Images
- **Hold_Check** – Check Images waiting to be Reviewed
- **RChecks** – Check Images that have been Rejected

Select the table(s) to be searched. and then click the blue **Search** tab.



The search options that are displayed are very detailed:



The more detailed the search options are, the more precise the search results will be. When all search options have been selected, at the bottom of the options list, click **Search**.

