

iRemit

User Guide

Version 7.3

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About iRemit

Top Image Systems' iRemit interface provides highly secure, distributed access to remittance data and related document images for historical transaction content management. Banks and third-party lockbox providers use iRemit to provide data and document access to their lockbox clients.

Authorized users can search for, display, download, or export data and related document images in the iRemit archive – including checks, remittance coupons, lists, invoices, correspondence, and envelopes – for one or more transactions.

In addition to the long-term archive (LTA), iRemit offers the following optional modules. These modules are only available to users with the appropriate access rights.

- Client Decisioning Module (CDM)

This module allows users to retrieve exception items and decision and update the status of these items to allow for timely deposits of remittances.

- Post Processing Work (PPW)

This module allows users to perform a variety of tasks on identified post-processing remittance items (checks, coupons, correspondence) that require some sort of action or status change.

Get started

This section explains how to log on to iRemit and provides an overview of the iRemit home page. It also provides information about annotations, which can be added to provide additional information about transactions and are available throughout the application.

Note: iRemit is customizable. Depending on your system configuration, some features described in this guide may not be available, or may be different than described. Which features are available also depends on the roles assigned to you by your iRemit administrator.

System requirements

To view images stored in the iRemit archive, you must have two different types of software installed:

- Browser
 - Internet Explorer versions 10 and 11
 - Edge

- Chrome
- Firefox
- Reader

Adobe Acrobat Reader – Version 9.0 or higher

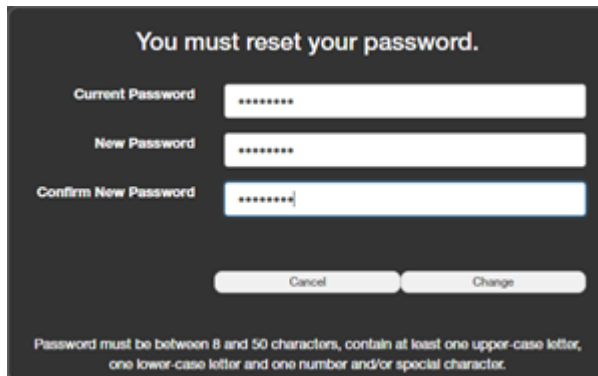
This software is available free of charge on the Internet. If you are not allowed to or cannot download the software, contact your desktop support group for assistance.

You also need the iRemit web address (URL) and a user name and password. These are provided by your iRemit administrator.

Start iRemit

1. In the address line of your browser, enter the iRemit URL.
2. Enter your user name and password and click the **Sign In** button.

When you sign in for the first time, you are prompted to change your password.

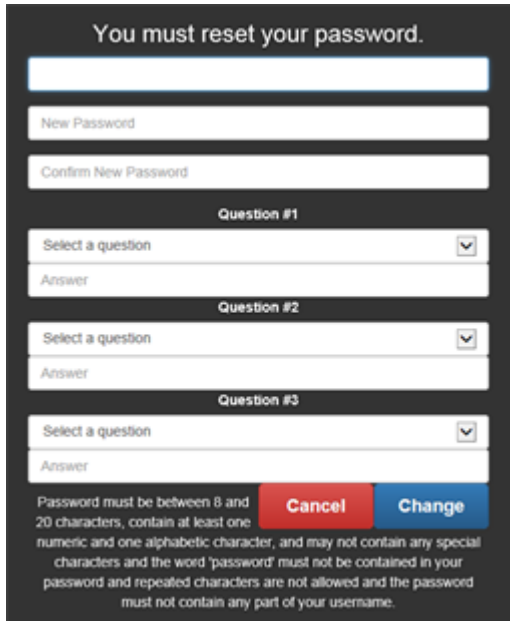


Additional login credentials

If your system is configured to use Multi-Factor Authentication (MFA), in addition to entering a new password, you must provide additional information. This may take one of two forms, depending on your system configuration: "challenge response" questions or a one-time password.

Challenge response questions

After you change your initial password, the following popup is displayed. You must select questions and provide answers to those questions.



Thereafter, whenever you sign in to iRemit, you are prompted to provide your answer to one of the questions. The answer must exactly match the answer you provided during your initial sign-in.

To change your answers to the questions after your initial sign-in, on the toolbar, select **Login Settings > Challenge Response**.

One-time password

The system sends you an email with a one-time password. After you change your initial password, the following popup is displayed. You must enter the one-time password.



The one-time password is saved as a cookie on your computer, so you only need to enter this password when you first sign in to iRemit.

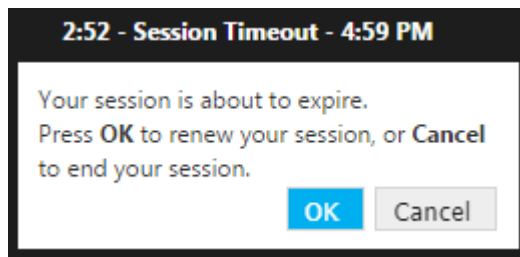
Note: If you remove the cookie from your computer, a new one-time password will be sent to you by email when you enter your user name and password again.

Log out of iRemit

To log out of iRemit, click the **Logout** button on the toolbar.

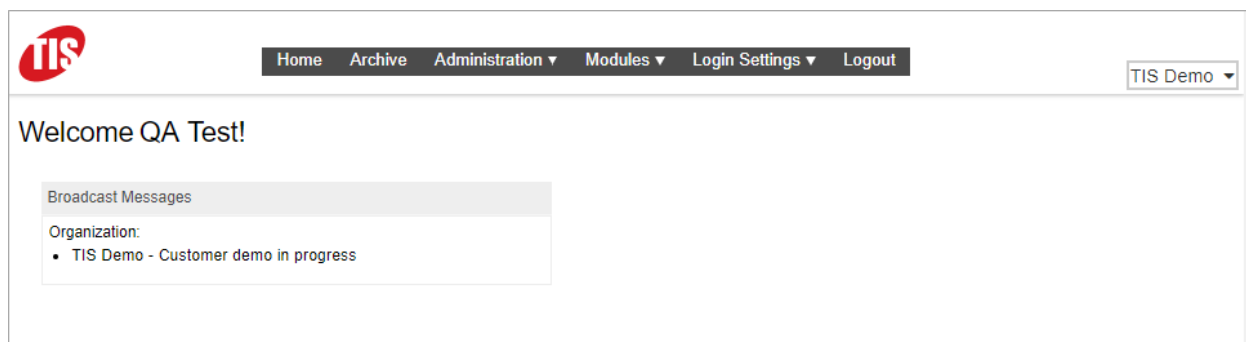
System timeout

The system will timeout after a certain amount of inactivity (this is configurable). After a timeout, you must log in to the application again. A warning message is displayed three minutes prior to timeout. In the following example, the session will timeout at 4:59 PM. The remaining time in the session is 2:52 minutes, unless you click on the **OK** button to renew the session.



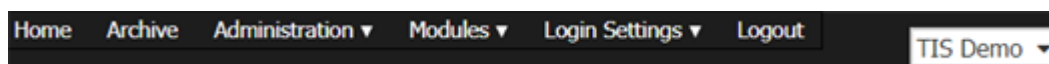
iRemit Home page

This section provides an overview of the iRemit Home page, which is displayed after you start iRemit.

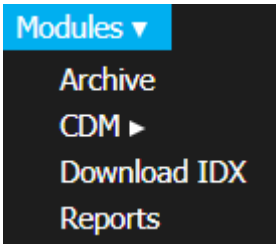


Toolbar

The main tool bar is located at the top of the page. There may be different toolbars depending on which level of the hierarchy you are accessing. The following toolbar is displayed at the top level of information. The features available in the toolbar may vary from user to user, depending on the user's roles.

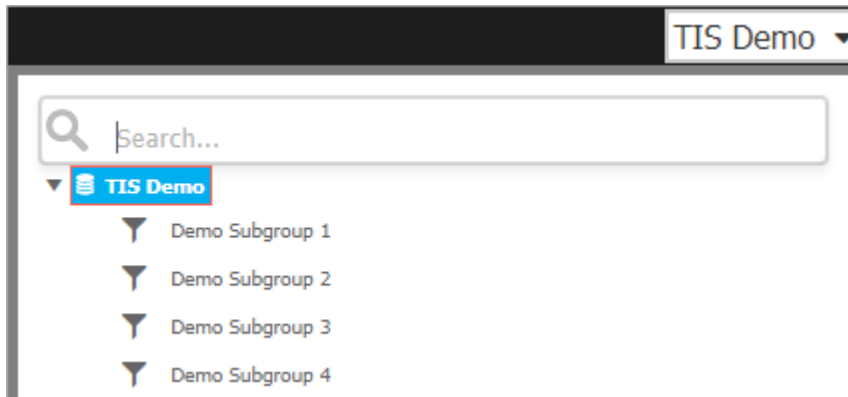


The following table provides a brief summary of each feature:

Function	Description
Home	<p>The Home page allows you to select a group from the group selection list on the right. See Group selection for more information.</p> <p>It displays broadcast messages and, for Dashboard users, up to three "widgets" containing statistical reports and charts.</p> <p>Selecting the Home button returns you to the Home page from any page within the application.</p>
Archive	Archive allows you to search for data and images in the long-term archive. You can access the archive from this function, or from the Modules function.
Administration	Administration allows iRemit administrators access to a variety of Administration functionality to which they have been granted permissions.
Modules	<p>Modules allows you to navigate to the work areas of iRemit to which you have been granted permissions.</p> 
Login Settings	Login Settings allows you to change your password and/or update your Challenge Response questions , if applicable.
Logout	Click this button to log out of iRemit.

Group selection

The selection list to the right of the toolbar allows you to select the group of lock boxes for which you want to view data. Which groups are available here depends on your access rights.

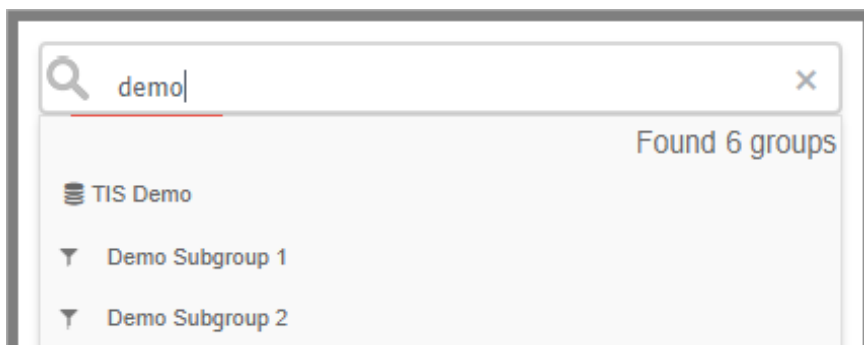


Access granted at one level provides access at all lower levels of the application. In the example above, if a user's access is granted at the highest level of **TIS Demo**, the user has access to all lower levels. However, if the user's access is granted at the lowest level, for example, **Demo Subgroup 1**, that user only has access to work processed for **Demo Subgroup 1**.

Click the arrow to the right of the selection box and select the group you want to view. You can select any group that is visible. Your administrator may give you access to all lockboxes in the system or just a selected group of lockboxes. If you feel you are missing access to a lockbox, contact your iRemit administrator.

The selection defaults to the group that was selected when you last signed in.

To search for a group, enter the name of the group, or part of the name, then select the group from the search results.



Broadcast messages

Broadcast messages may appear on the left side of the **Homepage** when the company has important information to share or when the iRemit system administrator has an important message for those using the application. An administrator with the appropriate privileges can create broadcast messages.

You should check the **Broadcast Messages** section daily.

Broadcast Messages

Organization:



- TIS Demo - System maintenance this weekend from Saturday 10 pm. to Sunday 12 a.m.

Dashboard

If you have user privileges for the Dashboard, reports and charts may also be displayed on the **Home** page. See [Dashboard](#) for more information.

Annotations

Annotations can be added throughout the iRemit application to provide additional information about transactions. The system automatically adds annotations when changes are made to a transaction. You can also add annotations manually.

To view the annotations associated with a transaction, click on the **Annotation** icon . This icon is available in different parts of the application for easy access to annotations. When the icon is shaded yellow, an annotation is present in the transaction. When the annotation is shaded gray , no annotations have been added yet. When you click the icon, a pop-up window opens, where you can view existing annotations or add new annotations.

To add an annotation, click **Add New Annotation**, type some text, then click **Insert**.

Note: You cannot edit or delete an annotation after you have clicked the **Insert** button.

Annotations

+ Add New Annotation

User	Date/Time	Annotation
rk		TransID 130458 status changed from Hold to Rejected

New Annotation

Insert

Cancel

Archive

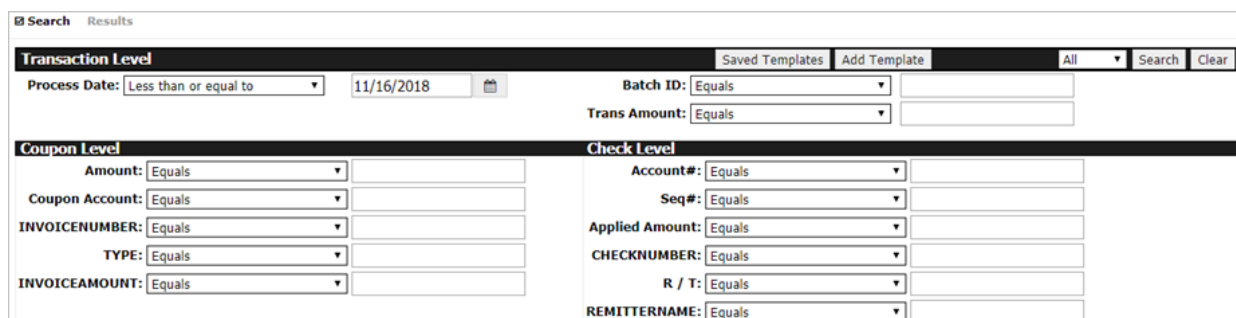
You can search, view, and export data and images stored in the iRemit long-term archive (LTA). iRemit supports both paper-based (scanned) transactions and electronic transactions, such as ACH and Wire. For electronic transactions that do not have an image, an image is generated in the form of a transaction report that contains all the transaction information. Which fields are included in the transaction report depends on your system's field configuration.

Open the archive

To open the **Archive** module, perform one of the following actions:

- On the toolbar, click **Archive**.
- On the toolbar, click **Modules**, then select **Archive**.

The archive search screen opens.



The **Search** page has three search areas:

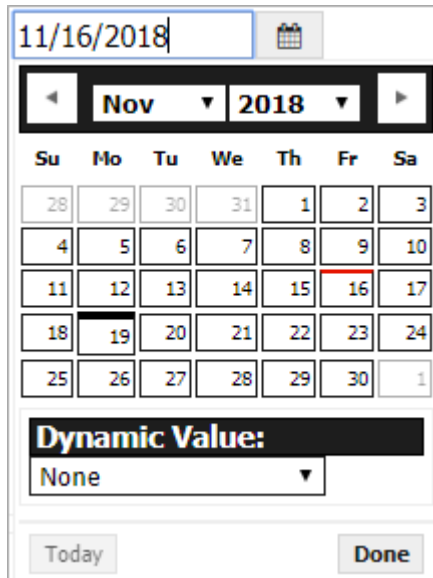
- **Transaction Level:** General data related to the transaction, such as the process date
- **Coupon Level** (if applicable): Data related to the coupon
- **Check Level:** Data related to the check

These search areas contain all fields that are available for searching the business data in the archive.

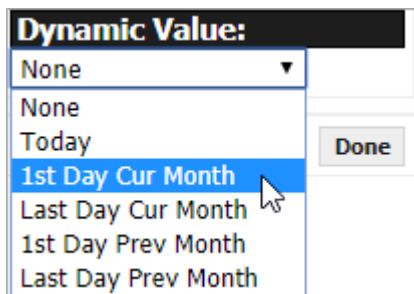
Search for data

1. In the **Transaction Level** search area, enter a date in the **Process Date** field. You can also select a [search operator](#) to refine the search.

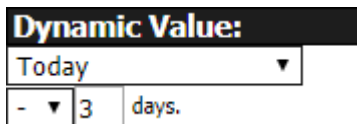
To select the date from a calendar, click the calendar button  next to the field.



- Use the controls at the top of the calendar to navigate to a date. The currently selected process date is highlighted in the calendar.
- Click the **Today** button to jump to today's date in the calendar.
- To use a dynamic value, such as the first day of the current month, click on **Dynamic Value**, then select a value from the list.

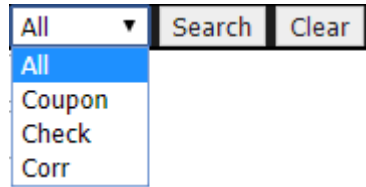


- If you select the value **Today**, you can specify a number of days before (-) or after (+) today's date.



- After selecting a date or dynamic value, click **Done**.
2. (Optional) To further refine the search, enter values in other fields at the **Transaction Level**, **Coupon Level** or **Check Level**. These fields are not required.

3. (Optional) In the selection list at the top right of the screen, select an entry to limit the search to only **Coupon**, **Check** or **Correspondence (Corr)** items.



4. Click **Search** at the top right of the screen.

The search results are displayed on the **Results** page (see [Search results](#)).

To begin a new search, click **Clear** at the top right of the screen.

Tip: You can save your search criteria as a template that allows you to define your search criteria once and reuse them. See [Search templates](#) for more information.

Search operators

Within each search field, you can select operators from a selection list to refine your search options. The following operators are available:

Use the operator	To search for
Equals	The exact value entered in the field.
Starts with	Information that begins with the entered value.
Ends with	Information that ends with the entered value.
Contains	Information that contains the entered value.
Less than	Numeric information that is less than the entered value.
Less than or equal to	Numeric information that is less than or equal to the entered value.
Greater than	Numeric information that is greater than the entered value.
Greater than or equal to	Numeric information that is greater than or equal to the entered value.
Between	A range of information (from and to).
In (', ' delimited)	Multiple pieces of information. Separate the entered field values with commas (no spaces).

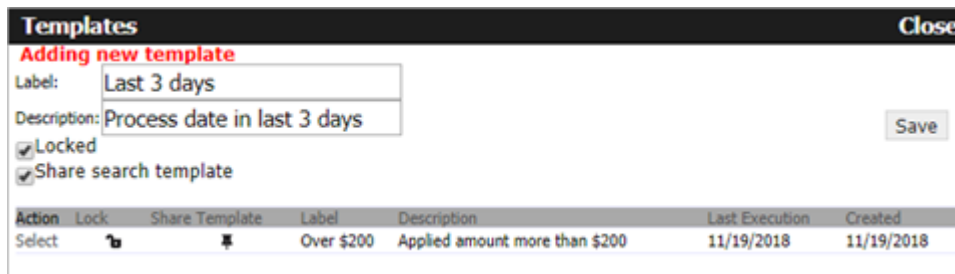
Search templates

You can create search templates that allow you to define your search criteria once and reuse them as needed. If you have the appropriate user privileges, you can share templates with other users, and lock templates so that other users cannot edit or delete them. The following rules apply:

- Only the template creator can lock/unlock, share/unshare, or delete a template.
- Non-creator users cannot do anything with a locked template except use it.
- Non-creator users cannot do anything with an unlocked template except edit the label and description or use it.
- Shared templates are available to users who are assigned to the same group(s) as the creator user.

Create a template

1. In the **Search** tab, enter your search criteria (see [Search for data](#)).
2. Click **Add Template**.
3. Enter a name for the template and a brief description.
4. (Optional) To prevent the template from being edited or deleted, check the **Locked** check box.
5. (Optional) To share the template with other users, check the **Share search template** check box.
6. Click **Save** to store the template.



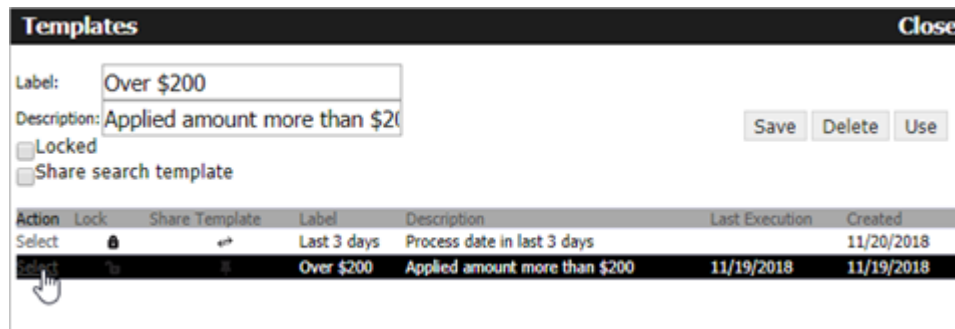
Action	Lock	Share Template	Label	Description	Last Execution	Created
Select			Over \$200	Applied amount more than \$200	11/19/2018	11/19/2018

The following icons are displayed in templates list:

- Locked
- Unlocked
- Shared
- Not shared



Use a saved template

1. In the **Search** tab, click **Saved Templates**.
2. In the **Templates** list, click on **Select** in the **Action** column, then click **Use**.



3. (Optional) Add further search criteria.
4. Click **Search** to view to search results.

Delete a template









1. If the template is locked , you must first unlock it :
 - a. In the **Templates** popup, click on **Select** in the **Action** column.
 - b. Clear the **Locked** check box, then click **Save**.
2. In the **Templates** popup, click on **Select** in the **Action** column, then click **Delete**.

Search results

The results of a search are displayed on the **Results** page.

88 Results.

Previous Next

	Process Date	Tran #	Item Type	Account#	Applied Amount	Coupon Account	CHECKNUMBER	R / T	Batch ID	Client ID	Seq#
				00000340659	153.98		9429	53101273		99999	10
				965M02	153.98					99999	9
	20161227	3	Correspondence	27965M02	0.00					99999	11
	20161227	3	Correspondence	27965M02	0.00					99999	12
	20180820	2	Check	1000000240659	233.18		9428	53101273	0	99999	6
	20180820	2	Check	1000000240659	233.18				0	99999	5
	20180820	2	Coupon	214023M3					0	99999	7
	20180820	2	Coupon	214023M3					0	99999	8














1 2 3 Next Last

The number of transaction items found is displayed above the list. If many transaction items match the search criteria, page numbers are displayed below the list. Click on a page number to navigate through the search results.


A maximum of 500 transactions can be loaded at one time. If more than 500 transactions are available, the message **Max. number of transactions (500) reached** is displayed above the list. Click the **Next** button to load the next 500 transactions, and the **Previous** button to reload the previous 500 transactions.

In the following example, more than 500 transactions match the search criteria.

The transaction items of the first 500 transactions are displayed. These 500 transactions consist of 2698 items (checks, coupons and correspondence).













Search  Results					
2698 Results. Max number of transactions (500) reached.					
Previous	Next				
  	Tran # ID	Process Date	Item Type	Applied Amount	Lockbox #
  	1 51308221	20160916	Check	2230.00	660816
  	1 51308221	20160916	Stub		660816
  	1 51308221	20160916	Stub		660816

When you click the **Next** button, the transaction items of the next 500 transactions are displayed. These 500 transactions consist of 4000 transaction items.

Search  Results

4000 Results. Max number of transactions (500) reached.

PreviousNext

  	Tran #	ID	Process Date	Item Type	Applied Amount	Lockbox #
  	203	53255211	20180213	Check	80.00	660816
  	203	53255211	20180213	Check	20.00	660816
  	203	53255211	20180213	Stub	10.00	660816
















Sort search results

Click on a column header to sort the search results in ascending order on that column. Click on the header again to sort in descending order.

Search result icons

The following icons are displayed in the **Results** tab. Position your mouse cursor over an icon to display a tooltip description of that icon.

Note: Some of these icons may not be available, depending on your user privileges.

Icon	Description
	Check the check box next to transaction items that you want to view or export. Check the top check box to select all transaction items.
  	<p>Click one of these icons to export data:</p> <ul style="list-style-type: none"> ■  Export the transaction data displayed in the Results list to a CSV file ■  Export all data available for the transaction to a CSV file ■  Export the transaction data and images to a PDF file <p>See Export data for more information.</p>
	View item. Click on this icon to view the image of the selected item. For example, if the item type is Check , the image of the check is displayed; if the item type is Correspondence , the image of the correspondence is displayed.
	View transaction. Click this icon to view all images of the transaction, starting with the first image.
	<p>Annotations provide additional information about transactions.</p> <p> No annotations are associated with the transaction.</p> <p> The transaction has annotations.</p> <p>See Annotations for more information.</p>
	<p>Click this icon to create correspondence for the transaction.</p> <p>See Create correspondence for more information.</p>
	<p>Click this icon to view attachments for the transaction.</p> <p>See View attachments for more information.</p>
	<p>Click this icon to view extra fields for the transaction.</p> <p>See View extra fields for more information.</p>
1 2 3 Next Last	If many transactions match the search criteria, page numbers are displayed below the list. Click on a page number to navigate through the search results.









View transaction images

One or more images may be associated with a transaction. Images are displayed in the image viewer below the search results list.

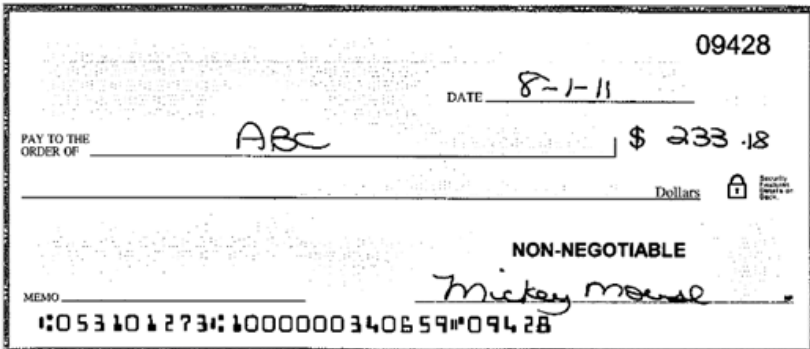
To increase or decrease the size of the images panel, position the mouse over the gray bar and drag it up or down.

8 Results.



Previous Next

	Process Date	Tran #	Item Type	Account#	Applied Amount	Coupon Account	CHECKNUMBER	R / T	Batch ID	Client ID
	20161227	3	Check	1000000340659	153.98		9429	53101273		99999
	20161227	3	Coupon	27965M02	153.98					99999
	20161227	3	Correspondence	27965M02	0.00					99999
	20161227	3	Correspondence	27965M02	0.00					99999
	20180820	2	Check	1000000340659	233.18		9428	53101273	0	99999
	20180820	2	Coupon	214023M3					0	99999
	20180820	2	Coupon	214023M3					0	99999
	20180820	2	Coupon	214023M3					0	99999



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To view images, perform one of the following actions:

- To view the image for a specific item type, such as the check, click the **View Item** icon  in the corresponding transaction line.
- To view all images of the transaction, click the **View Transaction** icon  in any line of the transaction. The first transaction image is displayed in the viewer.


Use the buttons at the top of the viewer to work with the images.

Button	Description
	Go to the first page.
	Go to the previous page.

Button	Description
	Go to a specific page.
	Go to the next page.
	Go to the last page.
	Rotate the page 180° vertically.
	Rotate the page 180° horizontally.
	Rotate the image 90° counterclockwise.
	Rotate the image 90° clockwise.
	Display the image at its full width.
	Display the image at its full height.
	Display the image at its full size.
	Increase the image size.
	Decrease the image size.
	Save the images as a PDF file.

Create correspondence

If you have the appropriate user privileges, you can create correspondence using predefined templates. These templates are made available by your iRemit administrator. The generated correspondence is available as a transaction [attachment](#).

1. In the **Results** tab, click the **Create Correspondence** icon  in a line belonging to the transaction.
2. In the **Correspondence Generation** popup, select a template, then click **Next >**.

Correspondence Generation

Select Template

R084-Fee deposit not allowed
LTA_PPWTemplate

Next >

Cancel

Template Viewer

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COMPANY NAME
YOUR SAMPLE TEXT HERE

[Today]

Dear [CorrespondenceAddress_AddressName],

We did it! Thanks to your generous support, ABC Company has raised over \$10,000 during the Do More and Give More challenge. Your gift provides critical support for research and advocacy that address the root causes of inequality to ensure women and girls can reach their full potential.

Women and girls are community leaders, entrepreneurs, educators and so much more. For the last forty years, research has shown that investing in women and girls has ripple effects through a community.

ABC Company is funding research to better understand how integrating women throughout their social enterprise business models can not only make businesses more successful, but also improve the lives of low-income customers, including women.

On behalf of all of us at ABC Company, thank you again for participating in Do More and Give More and for your generous gift of \$[Checks_Amount] to support women and girls around the globe!

Sincerely,

Gretchen Walker

3. Enter the recipient address information and, optionally, comments.

Correspondence Generation

Recipient Address Information

Name

Address Line 1

Address Line 2

City

State

Zip Code

Country

Select

Comments

< Back

Cancel

Finish

4. Click **Finish**.

View attachments

If you have the appropriate user privileges, you can view correspondence and other attachments associated with a transaction.


1. In the **Results** tab, click the **View Attachment**  icon in a line belonging to the transaction.
2. In the attachments list, click **View** next to an attachment.

Image	UserName	AttachmentType	FileName	Date	ModuleName
View	fmascaro	Correspondence	LTA_PPWTemplate.pdf	20171101	Archive
View	fmascaro	Correspondence	LTA_PPWTemplate.pdf	20180601	Archive

The attachment opens in the [image viewer](#).

View extra fields

Extra fields can be used to store information that should be available only to certain users. Extra fields are for display only and are not searchable. To view these fields, you must have the appropriate user privileges.



If extra fields are available, the **View Extra Fields** icon  is displayed in the **Results** list. To view the fields, click on this icon in a line belonging to the transaction.

The fields are displayed below the search results list.

Export data


If you have the appropriate user privileges, you can export transaction data to a CSV file and export transaction images to a PDF file.

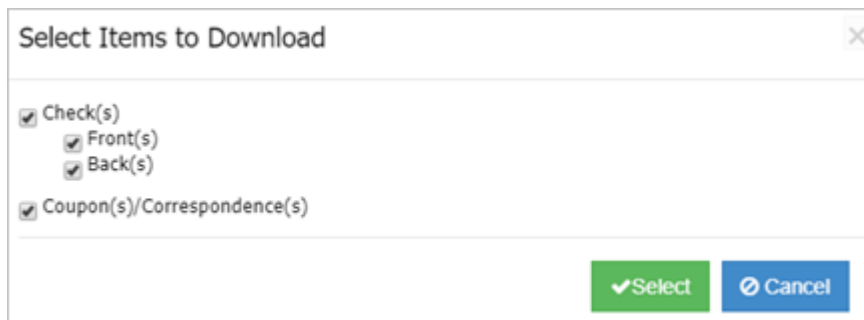
Export to CSV

1. On the **Results** page, click the check box next to the transaction items you want to export, or click the top check box to select all transactions.
2. Perform one of the following actions:
 - To export only the transaction data displayed in the **Results** list, click the **Export Selected Items to CSV** button .
 - To export all data available for the transaction, click the **Export All Data to CSV** button .

The CSV file is downloaded to your computer.

Export to PDF

1. On the **Results** page, click the check box next to the transaction items you want to export, or click the top check box to select all transactions.
2. Click the **Export Selected Items to PDF** button .
3. In the **Select Items to Download** popup, check the appropriate check boxes to specify which images you want to include in the PDF file, then click **Select**.



The image shows a 'Select Items to Download' dialog box. It has a title bar with a close button (X). Inside, there are four checked checkboxes: 'Check(s)', 'Front(s)', 'Back(s)', and 'Coupon(s)/Correspondence(s)'. At the bottom right, there are two buttons: a green 'Select' button with a checkmark icon and a blue 'Cancel' button with a circle and slash icon.

The PDF file is downloaded to your computer.

Daily Summary

The Daily Summary allows you to research activities in the image archive by lockbox, batch, and transaction, for any process date or a range of dates spanning up to ten calendar days. The Daily Summary is only available if it is activated in your system configuration.

To open the Daily Summary, on the toolbar, click **Modules**, then select **Daily Summary**.

The data is displayed in tabs. By moving through the tabs from left to right, you can drill down into the details of the selected lockboxes, batches and transactions. A colored highlight above the tab name indicates the tab that is currently being displayed.




1. In the **Search Criteria** tab, enter a **Process Date** or range of dates, and any other desired search criteria, then click **Search**.

Search Criteria	Lockbox Summary	Daily Detail	Batch Detail/Contents	Transaction/Payment Detail
Lockbox Summary Level				Search Clear
Process Date:	Between	11/28/2017	12/05/2017	
Batch #:	Equals			
Total Amount:	Equals			
Lockbox #:	Equals			
This search criteria allows a span of 10 days.				











The search results are displayed in the **Lockbox Summary** tab.

Search Criteria	Lockbox Summary	Daily Detail	Batch Detail/Contents	Transaction/Payment Detail	
7 Results.					
Lockbox #	Process Date	Total Items	Total Checks	Total Amount	Total Batches
99999	20171128	16	4	\$773.82	1
99999	20171129	32	8	\$2,573.78	1
99999	20171130	16	4	\$773.82	1
99999	20171201	48	12	\$3,347.60	2
99999	20171202	16	4	\$773.82	1
99999	20171203	32	8	\$2,573.78	1
99999	20171205	32	8	\$2,573.78	1
















2. Click on a lock box number to display the **Daily Detail** tab, which shows the batch numbers, dollar amount and number of checks by Client ID.


Search Criteria	Lockbox Summary	Daily Detail	Batch Detail/Contents	Transaction/Payment Detail						
Lockbox #	Process Date	Total Items	Total Checks	Total Amount	Total Batches					
99999	20171201	48	12	\$3,347.60	2					
2 Results.										
	Batch #	Batch Amount	Batch Total Checks	# of Items	Batch Total Transactions	Client ID	Bank ID	Location	Batch Type	Batch ID
	102	\$773.82	4	16	4	99999			Singles W/corro	
	103	\$2,573.78	8	32	8	99999			Singles W/corro	


- Click on a batch number to display the **Batch Detail/Contents** tab.

Search Criteria	Lockbox Summary	Daily Detail	Batch Detail/Contents	Transaction/Payment Detail					
Lockbox # 99999	Process Date 20171201								
Batch #	Batch Amount	Batch Total Checks	# of Items	Batch Total Transactions	Client ID	Bank ID	Location	Batch Type	Batch ID
102	\$773.82	4	16	4	99999	0		Singles W/corro	0
4 Results.									
		<input type="checkbox"/>	Trans Id	Tran Number	Trans Amount	Trans Total Items	Trans Total Checks	Trans Total Non Checks	
		<input type="checkbox"/>	75849332	3	\$0.00	4	1	3	
		<input type="checkbox"/>	75849333	4	\$0.00	4	1	3	
		<input type="checkbox"/>	75849334	5	\$0.00	4	1	3	
		<input type="checkbox"/>	75849335	6	\$0.00	4	1	3	

- Click on a **Trans ID** number to display the **Transaction/Payment Detail** tab.

Search Criteria	Lockbox Summary	Daily Detail	Batch Detail/Contents	Transaction/Payment Detail								
4 Results.												
  	<input type="checkbox"/>	Process Date	Lockbox #	Tran #	Item Type	Account#	Applied Amount	RName	Check Number	R / T	Batch ID	Client ID
  	<input type="checkbox"/>	20171201	99999	4	check	1000000340659	\$69.60		9430	53101273		99999
  	<input type="checkbox"/>	20171201	99999	4	stub	207697V0	69.60					99999
  	<input type="checkbox"/>	20171201	99999	4	corr	207697V0	0.00					99999
  	<input type="checkbox"/>	20171201	99999	4	corr	207697V0	0.00					99999

To download the currently displayed data to a PDF file, click on the download button  at the top left of the page.

Search Criteria	Lockbox Summary	Daily
 Download Daily Detail Summary Report		

Client Decisioning Module (CDM)

The Client Decisioning Module (CDM) is a pre-deposit application that allows you to view, review and decision any transaction items that were rejected during normal lock box processing, to allow for timely deposits of remittances. You must have the appropriate user privileges to access the CDM.

There may be a variety of reasons why a transaction cannot be processed or requires attention before being processed. For example, the payment and remittance information are out of balance, or the account number is incorrect. These transactions are considered "exceptions." When a transaction exception occurs, you must make a decision as to what should happen to the transaction. This is referred to as "decisioning".

CDM offers either single or multi-day decisioning. If you are a single day client, the exceptions must be “decisioned” (that is, edited) the same day they display. Transactions for a multi-day client will carry over to the next day and transactions on their last day of decisioning will be shown in red. The "sweep" time indicates the deadline time by which all exception decisions must be completed. If configured, a warning appears a certain number of minutes before the sweep time to advise users that they must complete decisioning before the sweep.

If a decision is not submitted online for an exception item before the sweep time, the item is automatically rejected or accepted, depending on the client's configuration. If an item is rejected, it will not be deposited and the bank/lockbox provider will return the payment and remittance documents to the client.

Open CDM

To open the CDM module, on the toolbar, click **Modules > CDM**, then select one of the following:

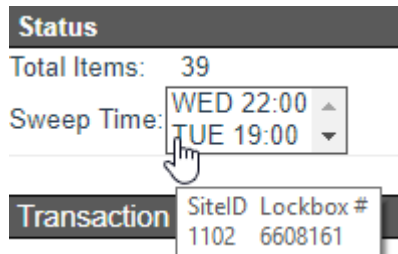
- **Main:** Access items requiring decisioning, as well as any items that have been decisioned, but not yet swept from the system.
- **Search:** Search across any item viewable from the main page. You can only search for items that have not yet been swept.
- **Activity Report:** (Only for CDM Supervisors) Display the decisioning details for a given date or date range in a report format. This menu item is only available when there has been decisioning activity and the items have been swept. See [Create an activity report](#) for more information.

Main page

The CDM main page provides an overview of the outstanding decisioning items.

Status	Transaction List - ExceptionType: Check Only - Status: NoDecision						
Total Items: 39	Batch#	Lockbox #	ExceptionType	Ref ID	Status	Load Date	Site ID
Sweep Time: WED 22:00 TUE 19:00	11140301	6608161	Check Only	163489	NoDecision	20180911	1102
	11140301	6608161	Check Only	163491	NoDecision	20180912	1102
Transaction Summary	11140301	660816	Check Only	183489	NoDecision	20181107	1102
Account Number Validation NoDecision (1)	11140301	660816	Check Only	183490	NoDecision	20181107	1102
Check Only	11140301	660816	Check Only	183491	NoDecision	20181107	1102
Accepted (1)	11140301	660816	Check Only	183492	NoDecision	20181107	1102
Hold (1)	11140301	6608161	Check Only	183493	NoDecision	20181107	1102
NoDecision (29)	11140301	6608161	Check Only	183494	NoDecision	20181107	1102
Rejected (1)	11140301	660816	Check Only	183495	NoDecision	20181108	1102
	11140301	660816	Check Only	183496	NoDecision	20181108	1102
	1 2 3						

- The **Status** area at the top-left displays the total number of decisioning items and the sweep time. If a client has multiple sweep times, they will all be displayed in the Sweep Time box. Position your mouse cursor over a sweep time to display a list of site/subsites applicable to that sweep time.






- The **Transaction Summary** area summarizes the exception queues and the number of transactions that have the status of **Accepted**, **Rejected**, **No Decision**, or **Hold** for each queue.
- The **Transaction List** area displays all items for a particular exception queue and status listed in the **Transaction Summary**.

Click on a status under a queue in the **Transaction Summary** area to display all transactions for that item in the **Transactions List**.

Click on a column heading to sort the transaction list by that column. Click once to sort in ascending order, and twice to sort in descending order. The sort column is highlighted.

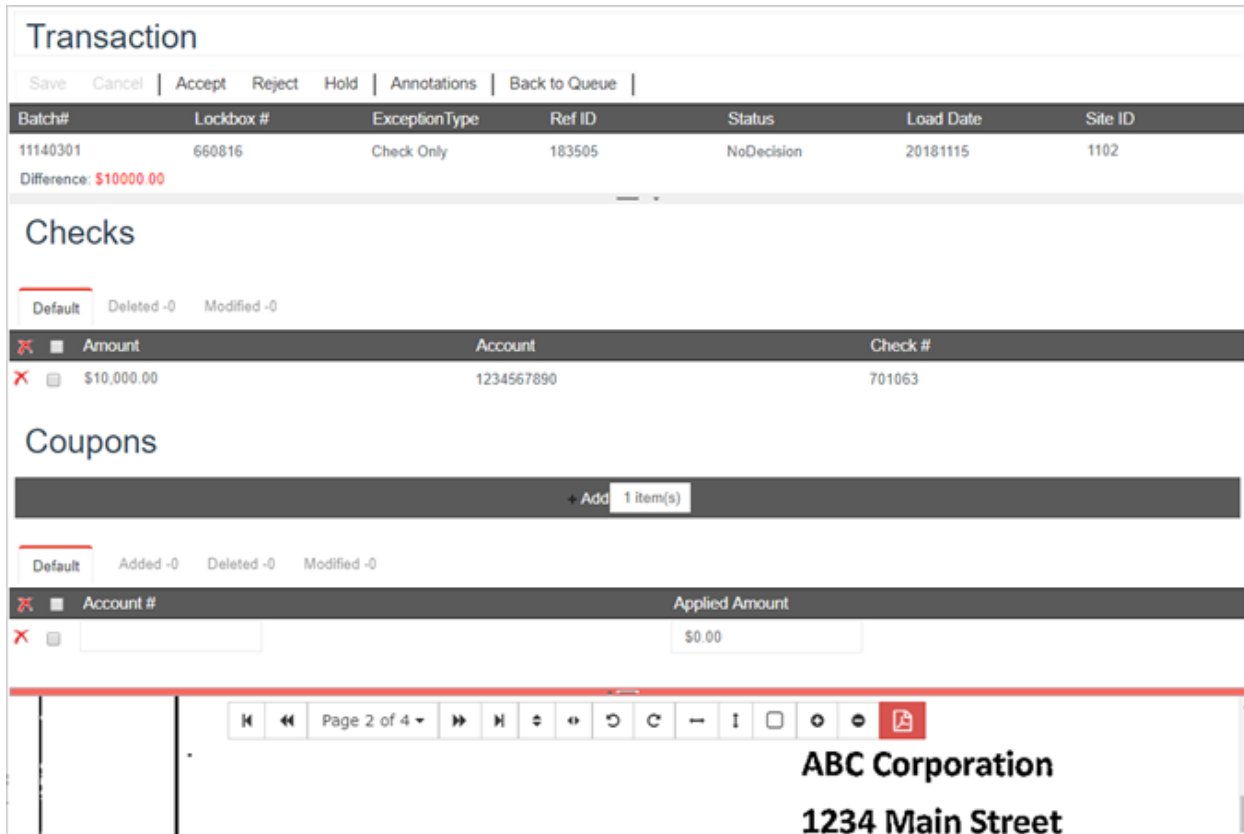
Click on a number below the list to view more transactions.

The following icons are displayed in the transaction list.

Icon	Description
	Open the transaction to view, edit or decision it. You must have the appropriate user privileges to edit and decision transactions.
	View or add annotations. Annotations provide additional information about transactions. See Annotations for more information.
	<p>The lock icon indicates that another user is currently reviewing the transaction. The transaction is considered as “leased”, which means that other users can view the transaction, but they cannot decision it until the person with the lease either finishes decisioning the item, exits the item, or the lease expires.</p> <p>Position your mouse pointer over the lock icon to determine who is working on the transaction and how many minutes remain until the lease expires.</p>

Details page

The CDM transaction details page consists of the following areas:



Transaction

Save | Cancel | Accept | Reject | Hold | Annotations | Back to Queue

Batch#	Lockbox #	ExceptionType	Ref ID	Status	Load Date	Site ID
11140301	660816	Check Only	183505	NoDecision	20181115	1102

Difference: \$10000.00

Checks

Default | Deleted -0 | Modified -0

Amount	Account	Check #
\$10,000.00	1234567890	701063

Coupons

+ Add 1 item(s)

Default | Added -0 | Deleted -0 | Modified -0

Account #	Applied Amount
	\$0.00

Page 2 of 4

ABC Corporation
1234 Main Street

- **Transaction:** Data related to the transaction. This area also contains buttons for all actions you can perform. You must have the appropriate user privileges for these actions.
 - **Save:** Save all changes you have made.
 - **Cancel:** Discard all changes you have made.
 - **Accept:** Accept the transaction.
 - **Reject:** Reject the transaction.
 - **Hold:** Put the transaction on hold.
 - **Reopen:** (Accepted or rejected transactions only). Release the transaction for editing and decisioning.
 - **Annotations:** View or add annotations for the transaction. See [Annotations](#) for more information.
 - **Back to Queue:** Return to the transaction overview on the main page.
 - **Generate Correspondence:** Create correspondence for the transaction. See [Create correspondence](#) for more information.
- **Checks:** Data related to the transaction checks.
- **Coupons:** Data related to the transaction coupons (stubs).

- Image viewer: Displays the images associated with the transaction. Use the buttons at the top of the viewer to work with the images. See [View transaction images](#) for more information.

Edit an item

Usually, you will have to edit a CDM item to repair it for processing.

To edit an item, in the transaction list, click the **Work item** button .

Correct the balance

Checks and coupons must always balance prior to being accepted (unless your system configuration allows a balance). If the check amount is different from the coupon amount, the difference is displayed in red in the transaction area. In the following example, the check amount is \$10,000, but the total of the coupon amounts is \$9,500 – a difference of \$500.

Batch#	Lockbox #	ExceptionType	Ref ID	Status
11140301	6608161	Check Only	163491	NoDecision

Difference: **\$500.00**

Checks

Default Deleted -0 Modified -0

Amount	Account
<input checked="" type="checkbox"/> \$10,000.00	1234567890

Coupons

+ Add 1 item(s)

Default Added -1 Deleted -1 Modified -1

Account #	Applied Amount
<input checked="" type="checkbox"/> 123456	\$4,500.00
<input checked="" type="checkbox"/> 222333	\$5,000.00

To balance the difference, add or modify data in the fields, then click **Save** or **Accept**.

The system runs the data through any required validations. If there are validation errors, a pop-up message appears. Click **OK** and the affected fields will turn red. Position your mouse pointer over an affected field to display the error message for that field. Correct the field, then save again.

Add a coupon

A virtual coupon is required if a check needs to be split between multiple accounts. To create virtual coupons:

1. In the **Coupon** area, in the **Add** field, enter a number to specify how many coupons to add, then click **Add**.
2. Enter the details for each coupon. Make sure that the total amounts of the coupon match the check amount.
3. Once the transaction is balanced, click **Accept**.

Delete a coupon

In the **Coupon** area, click the **Delete** button  next to the coupon.

Note: You can only delete virtual coupons (those added in the iRemit application); you cannot delete the original coupon.

Accept or reject an item

After you have edited a CDM item, you must accept it. If you are unable to resolve the exception, you should reject the item.

To accept an item, click the **Accept** button in the **Transaction** area.

To reject an item, click the **Reject** button in the **Transaction** area.

After you accept or reject an item, the next oldest item from the transaction list is automatically displayed. If you sorted the list before editing the items, the next item to appear will be one from the sorted list.

Hold an item

You may wish to temporarily stop work on an item and come back to it at a later time. In this case, you can put the item on hold.

To hold an item, click the **Hold** button in the **Transaction** area.

Reopen an item

You can reopen accepted or rejected items to allow them to be edited and decisioned again.

To reopen an item, click the **Reopen** button in the **Transaction** area.

Search for items

The CDM search page is similar to the [Archive search page](#). You can enter search criteria, as shown below:

Search

Results

Transaction Level

Load Date: Equals 11/28/2018

Status: Equals

ExceptionType: Equals

Batch Mode: Equals

Site ID: Equals

Lockbox #: Equals

Ref ID: Equals

Batch#: Equals

Coupon Level

Applied Amount: Equals

Account #: Equals

Check Level

Amount: Equals

Account: Equals











Check #: Equals

The search results are displayed in the **Results** tab:

Search

Results

Save Results

	Batch#	Lockbox #	ExceptionType	Ref ID	Status	Load Date	Site ID
	11140301	660816	Check Only	183498	NoDecision	20181108	1102
	11140301	660816	Check Only	183499	NoDecision	20181108	1102
	11140301	660816	Check Only	183501	NoDecision	20181112	1102
	11140301	660816	Check Only	183502	NoDecision	20181112	1102
	11140301	660816	Check Only	183503	NoDecision	20181114	1102
	11140301	660816	Check Only	183504	NoDecision	20181114	1102
	11140301	660816	Check Only	183505	NoDecision	20181115	1102
	11140301	660816	Check Only	183507	Hold	20181115	1102
	11140301	660816	Check Only	183509	NoDecision	20181115	1102
	11140301	660816	Check Only	183511	NoDecision	20181115	1102

1 2 3

To view details of a transaction, click on the **Work item** button to  the left of the transaction.

To save the search results as a CSV file, click on the **Save Results** button. The file is downloaded to your computer.

Create an activity report

The Activity Report displays details of all actions taken in the CDM module within a specific period. Data is available for the last 60 days. Two report types are available: **Summary** and **Details**. You can download the report results to a CSV file. The Activity Report is only available for CDM Supervisors.

To create an Activity Report, on the toolbar, click **Modules > CDM > Activity Report**. Select a group, date range and report type, then click the **Search** button.

To export the Activity Report to a CSV file, click the **Export to CSV** button.

Summary

Groups

Date Range

TIS Demo

Day - December 17

☐ Details ☒ Summary

Export to CSV

Search

Receive Date	Process Date	NoDecision	Hold	Secondary	Accepted	Rejected	Auto Accepted	Auto Rejected
20150507	20181217	0	0	0	1	0	0	0
20150508	20181217	3	0	0	1	2	0	0

Details

Groups

Date Range

TIS Demo

Day - December 17

☒ Details ☐ Summary

Export to CSV

Search

Receive Date	Process Date	Reference#	UserID	Total Trans Amt	Trans Status	Batch Type	Site ID	Client ID	Bank ID	CID	Work Type
20150507	20181217	130459	Isabel2017	153.98	Accepted	Account Number Validation	11	99999	0	0	
20150508	20181217	130464	fmascaro	225.66	NoDecision	Property ID	11	99999	0	0	
20150508	20181217	130465	fmascaro	98.66	NoDecision	Property ID	11	99999	0	0	
20150508	20181217	130466	fmascaro	986.62	Accepted	Property ID	11	99999	0	0	
20150508	20181217	130467	fmascaro	250.38	Rejected	Property ID	11	99999	0	0	
20150508	20181217	130468	fmascaro	507.64	NoDecision	Property ID	11	99999	0	0	
20150508	20181217	130469	Victoria	49.20	Rejected	Property ID	11	99999	0	0	

Post Processing Workflow (PPW)

The Post Processing Workflow module (PPW) provides a post-deposit workflow capability for the iRemit archive. Using the PPW module, users can perform a variety of tasks on identified post-processing remittance items (checks, coupons, correspondence) that require some sort of action or status change, such as:

- Change of name or address
- Change of account
- Marking partial overpays
- Correspondence processing

You must have the appropriate user privileges to access PPW.

Open PPW

To open the PPW module, on the toolbar, click **Modules > PPW**, then select one of the following:

- **Main:** Access items requiring action.
- **PPW Report:** Display a report with details of the status of PPW items.

Main page

The PPW main page provides an overview of the items requiring action.

Status	PPW Queue List - Type: Correspondence - Status: Unprocessed								
Total Items	17	Apply this status to the selected items on this page:				In Review	Update		
PPW Summary		<input type="checkbox"/>	Ref ID	Seq #	Process Date	Batch #	Amount	LastModifiedBy	LastModifiedDate
<div>Correspondence</div> <div>Completed (1)</div> <div>In Review (1)</div> <div>Unprocessed (12)</div> <div>Change of Address</div> <div>Not Completed (3)</div>	View		51272532	9	20190117	102	153.98		
	View		51272532	11	20190117	102	153.98		
	View		51272532	12	20190117	102	153.98		
	View		51272539	13	20190118	103	986.62		
	View		51272539	15	20190118	103	986.62		
	View		51272539	16	20190118	103	986.62		
	View		51272540	17	20190118	103	250.38		
	View		51272540	19	20190118	103	250.38		
	View		51272540	20	20190118	103	250.38		
	View		51272542	25	20190118	103	49.20		
	View		51272542	28	20190118	103	49.20		
	View		51272543	29	20190118	103	225.02		
1 2									

- The **Status** area at the top-left displays the total number of PPW items.
- The **PPW Summary** area summarizes the PPW batch types and the status of transactions for each type. Which batch types statuses are available depends on your system configuration and your user


privileges. Click on a status entry for a batch type to view only items with that status.

- The **PPW Queue List** area displays all items for the selected status.

Click on a column heading to sort the queue list by that column. Click once to sort in ascending order, and twice to sort in descending order. The sort column is highlighted.

Click on a number below the list to view more transactions.

The following icons are displayed in the queue list.

Icon	Description
View	Open the item to view or edit it or change the status. You must have the appropriate user privileges to edit items.
	View or add annotations. Annotations provide additional information about transactions. See Annotations for more information.
<input type="checkbox"/>	Check the check box next to items for which you want to change the status. Check the top check box to select all items. See Change the item status for more information.

[Details page](#)

The PPW details page consists of the following areas:

PPW Detail - Group: TIS Demo					<div style="border: 1px solid black; padding: 2px; display: inline-block;">Actions</div>	
Ref ID: 51272536					<div style="display: flex; justify-content: space-between;"> <div>Decision: Update</div> <div>Generate Correspondence</div> </div>	
Type: Change of Address Status: In Review					Annotate: Comments	
Process date: 20190118					Navigate: Return to List Next Item	
Batch Number: 103						
Last Mod. Date: 8/11/2017 Move To: Change of Address						

Checks									
<input type="checkbox"/>	Status	Item Type	Account#	Applied Amount	Payment Number	R / T	Remitter Name	Check_Other5	Seq#
<input type="checkbox"/>	Edit	Check	1000000340659	230.60	9446	53101273		2	

Coupons									
<input type="checkbox"/>	Status	Item Type	Account#	Amount	RName	Invoice Amount	Inv No	TYPE	Seq#
<input type="checkbox"/>	Edit	Not Completed Coupon	273199U3	230.60			20703010909313		1
<input type="checkbox"/>	Edit	Not Completed Corr	273199U3	0.00					3
<input type="checkbox"/>	Edit	Not Completed Corr	273199U3	0.00					4

Page 1 of 8

Blank Number	Blank Code	Billing Period	List Number
20703010909313	14	08	73199U
	Date Due	Amount Due	Amount Enclosed
	08/01/11	\$230.60	

07/05/11 PU MAKE CHECK PAYABLE TO: XXXXXXXXXX

ABC Company

20703010909313 14 08 00230601 9

STATEMENT FOR

Mr. Prince Charming
6789 Crown Drive
Pumpkin Ville, US 88888

ABC Company
PO Box 12345
Happy Town, US 11111

- **PPW Detail:** Details of the PPW item.
- **Actions:** Actions that you can perform:
 - **Update:** Apply any changes you have made and move to the next item.
 - **Comments:** View or add annotations for the transaction. See [Annotations](#) for more information.
 - **Generate Correspondence:** Create correspondence for the transaction. See [Create correspondence](#) for more information.
 - **Return to List:** Return to the transaction overview on the main page.
 - **Next item:** Display the next item in the queue.
- **Checks:** Data related to the transaction checks.
- **Coupons:** Data related to the transaction coupons (stubs).
- **Image viewer:** Displays the images associated with the transaction. Use the buttons at the top of the viewer to work with the images. See [View transaction images](#) for more information.

Edit an item

1. In the PPW queue list, click **View** next to the item.
2. In the **Checks** or **Coupons** area, click **Edit** next to each item you want to change.

Coupons			
<input type="checkbox"/>	Status	Item Type	Account#
<input type="checkbox"/>	Update Cancel In Review	Coupon	26439P06
<input type="checkbox"/>	Update Cancel In Review	Corr	26439P06
<input type="checkbox"/>	Edit In Review	Corr	26439P06

3. Make changes to the check or coupon details and click **Update**.

Change the item status

On the item detail page, in the **Status** selection list, select the new status, then click the **Update** button.

You can change the status for multiple items in the PPW queue list. Check the checkbox for each item you want to change, select the new status, then click the **Update** button.

Move an item

You can move items from one batch type to another.

In the **Move To** selection list, select the new batch type, then click the **Update** button.

Create a PPW report

The PPW Report displays details of all PPW items processed during a specific period.

To create a PPW Report, on the toolbar, click **Modules > PPW > PPW Report**. Select a group, date range, batch type, and optionally a status, then click the **Search** button.

To export the PPW Report to an Excel file, click the **Export to Excel** button.

PPW Audit Tracking

Report PPW

Groups TIS Demo

From Date 2/27/2019 to 3/27/2019

User Name (All)

Ref ID

Search

Download



Activity Time	Group Name	User Name	Task	Ref ID
2019/03/14 16:06:27	TIS Demo	fmascaro	SiteId: 11 SubsiteId: 99999 ExceptionId: 18649 TransId: 51272536 SequenceNum: 1 Status changed from Unprocessed to Completed	51272536
2019/03/14 16:05:31	TIS Demo	fmascaro	SiteId: 11 SubsiteId: 99999 ExceptionId: 18639 TransId: 51272532 SequenceNum: 12 Status changed from Unprocessed to Not Completed	51272532
2019/03/14 16:05:31	TIS Demo	fmascaro	SiteId: 11 SubsiteId: 99999 ExceptionId: 18638 TransId: 51272532 SequenceNum: 11 Status changed from Unprocessed to Not Completed	51272532

Download IDX

The iRemit Information Data Exchange module (IDX) extracts data from the iRemit archive. If you have the user role **IDX Download**, you can download the extracted data to your computer. iRemit provides an offline viewer with which you can view the extracted data.







Download data

1. On the toolbar, select **Modules > Download IDX**.
2. In the selection list, select a job name.

All files extracted by the selected job are displayed. Files that are ready to download are indicated by the **Download** button . Files that are currently being uploaded are indicated by the **Uploading** icon .

eCD Download Extracts

Job Name: NewCDI-BankID-0504

	Filename	Created 	Total Items	Total Images	Total Transactions	File Size
	Texas_091616.zip	2018/11/27 13:23:06	54	9	9	5.57 MB
	Texas_091616.zip	2018/10/24 11:28:22	54	9	9	5.57 MB
	Texas_091616.zip	2018/10/24 11:27:50	54	9	9	5.57 MB
	Texas_091616.zip	2018/10/24 11:26:11	54	9	9	5.57 MB
	Texas_091616.zip	2018/10/24 09:46:11	54	9	9	5.57 MB

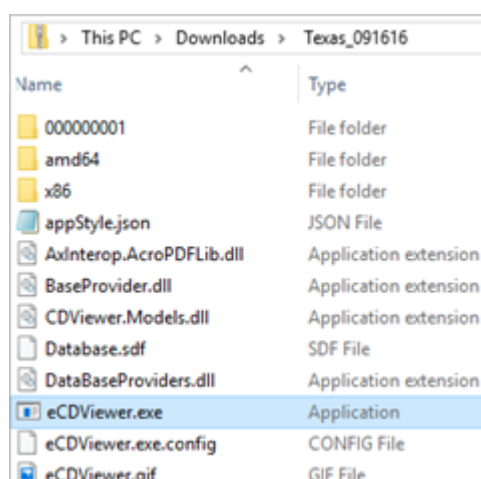
1 - 10 of 12 items

- Click the **Download** button  next to the file you want to download.


Note: Do not attempt to download a file that is still uploading.

Use the viewer

- Unzip the downloaded file.
- Double-click on the file *eCDViewer.exe*.



The viewer displays the **Search** page.



Name: TIS Demo
Images from 20190306
Demo

Search Summary Results

Search

Transaction Level

Process Date: Equals

Lockbox #: Equals

BatchNumber: Equals

BatchType: Equals

Reference Date: Equals

Batch ID: Equals

Trans Amount: Equals

Remittance Level

Amount: Equals

RName: Equals

Inv No: Equals

TYPE: Equals

Invoice Amount: Equals

Payment Level

Account#: Equals

Applied Amount: Equals

R / T: Equals

Payment Number: Equals


Check_Other: Equals


Seq#: Equals

Remitter Name: Equals

3. Enter your search criteria. The search works in much the same way as in iRemit.

The search results are displayed in the **Results** tab.





















Click on the **View Item** icon  to view transaction images.



Name: TIS Demo
Images from 20190306
Demo

Search Summary Results


70 Records

Image	Process Date	Lockbox #	Item #	Item Type	Account#	Applied Amount	Remitter Name	Payment Number	R / T	Batch ID	Check_Other	Seq#	Invoice Amount	Inv No	BatchNumber	BatchType	Reference Date	Trans Amount
	20190306	99999	1	Payment	1000000340659	\$279.71		9427	****1273	0	99999	2			102	CDM Rejects		\$0.00
	20190306	99999	1	Payment	1000000340659	\$279.71		9427	****1273	0	99999	2			102	CDM Rejects		\$0.00
	20190306	99999	1	Payment	1000000340659	\$279.71		9427	****1273	0	99999	2			102	CDM Rejects		\$0.00
	20190306	99999	1	Doc	22011042	\$239.71				0	99999	1			102	CDM Rejects		\$0.00
	20190306	99999	1	Doc	1234554	\$23.00				0	99999	0			102	CDM Rejects		\$0.00
	20190306	99999	1	Doc	12345	\$6.00				0	99999	0			102	CDM Rejects		\$0.00
	20190306	99999	1	Doc	123456	\$6.00				0	99999	0			102	CDM Rejects		\$0.00
	20190306	99999	1	Doc	12345	\$5.00				0	99999	0			102	CDM Rejects		\$0.00
	20190306	99999	1	Doc	22011042	\$239.71				0	99999	1			102	CDM Rejects		\$0.00
	20190306	99999	1	Doc	1234554	\$23.00				0	99999	0			102	CDM Rejects		\$0.00
	20190306	99999	1	Doc	12345	\$6.00				0	99999	0			102	CDM Rejects		\$0.00
	20190306	99999	1	Doc	123456	\$6.00				0	99999	0			102	CDM Rejects		\$0.00
	20190306	99999	1	Doc	12345	\$5.00				0	99999	0			102	CDM Rejects		\$0.00
	20190306	99999	1	Doc	220110123	\$200.00				0	99999	1			102	CDM Rejects		\$0.00
	20190306	99999	1	Doc	12345	\$50.00				0	99999	0			102	CDM Rejects		\$0.00
	20190306	99999	1	Doc	12345	\$79.71				0	99999	0			102	CDM Rejects		\$0.00
	20190306	99999	1	Envelope	22011041	\$0.00				0	99999	3			102	CDM Rejects		\$0.00
	20190306	99999	1	Envelope	22011041	\$0.00				0	99999	4			102	CDM Rejects		\$0.00
	20190306	99999	1	Envelope	22011041	\$0.00				0	99999	3			102	CDM Rejects		\$0.00
	20190306	99999	1	Envelope	22011041	\$0.00				0	99999	4			102	CDM Rejects		\$0.00

iRemit 7.3 User Guide

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The **Summary** tab provides an overview of transactions per batch.



TIS Top Image Systems

Search
Summary
Results

Process Date:

20190306 ▼

Lockbox #:

99999 ▼











Batch Print	Batch Number	Batch Amount	Transaction Count
	102	\$0.00	4
	103	\$0.00	8

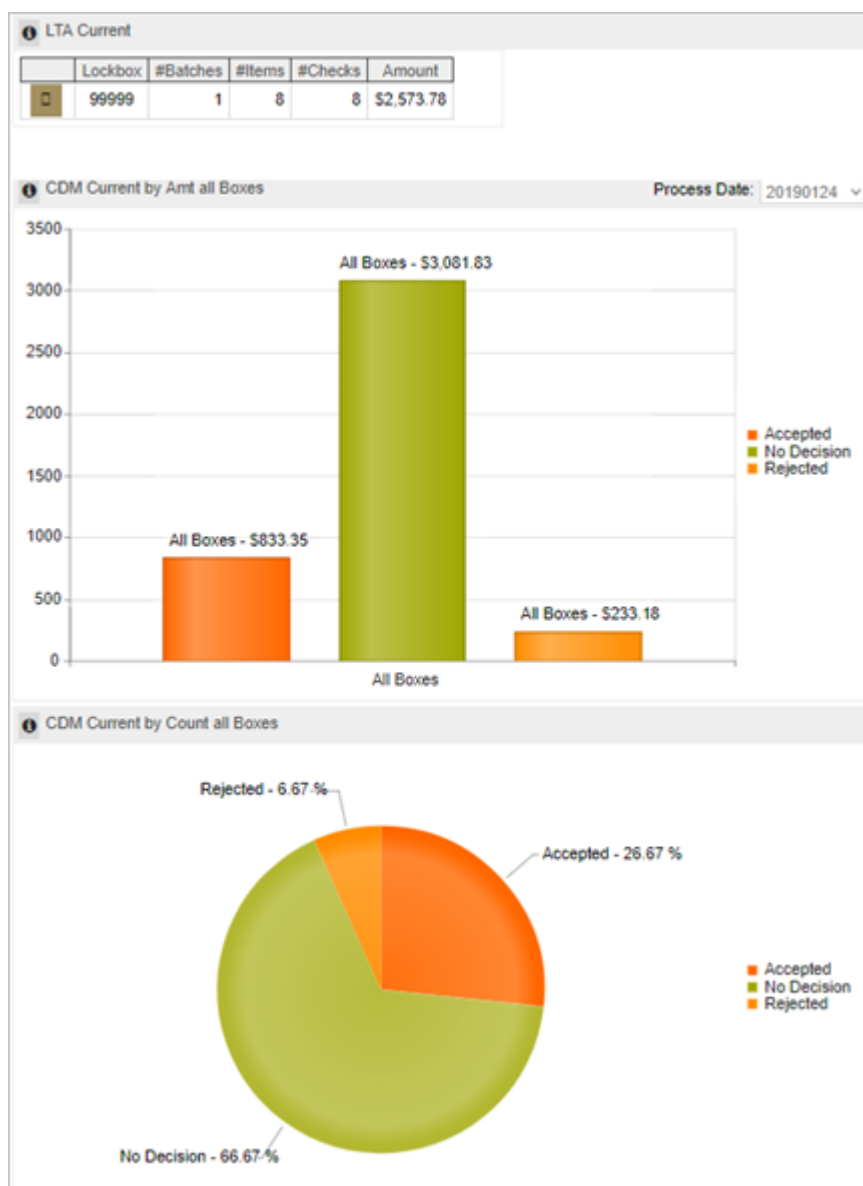
Image	Payment ID	Trans #	Trans Amount	# Checks	# Stubs
	75849336	1	\$0.00	1	3
	75849337	2	\$0.00	1	3
	75849338	3	\$0.00	1	3
	75849339	4	\$0.00	1	3
	75849340	5	\$0.00	1	3
	75849341	6	\$0.00	1	3
	75849342	7	\$0.00	1	3
	75849343	8	\$0.00	1	3

1. Select a **Process Date** and **Lockbox #**.
2. Click on a batch number to view transactions for a batch.
3. Click on a payment ID to view details of the payment in the **Results** tab.

Dashboard

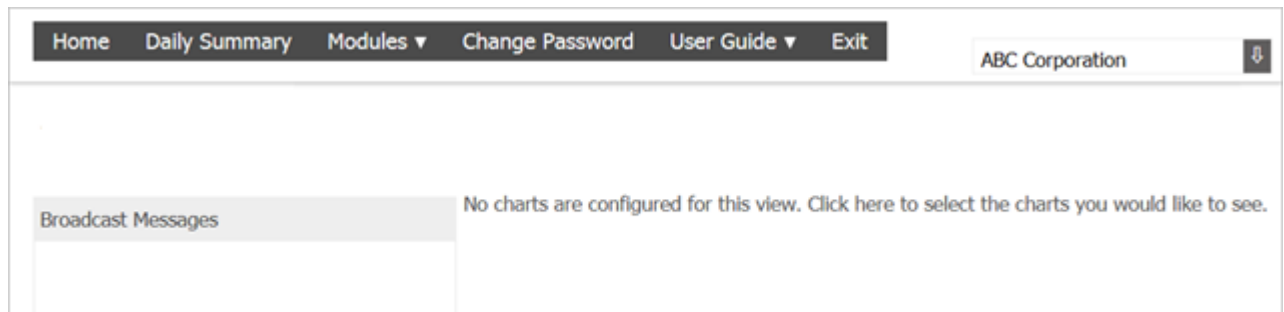
The iRemit Dashboard allows you to easily view reports relevant to your needs. Reports are displayed in “widgets” on the **Dashboard** page and the **Home** page. Each widget contains a table or a chart, depending on the report type. You can quickly and easily customize which widgets you want to view. You can add up to three widgets to your iRemit homepage for quick reference, and any number of widgets to the **Dashboard** page.

The iRemit administrator assigns Dashboard privileges to users and determines the types of widgets they can access.



Home page

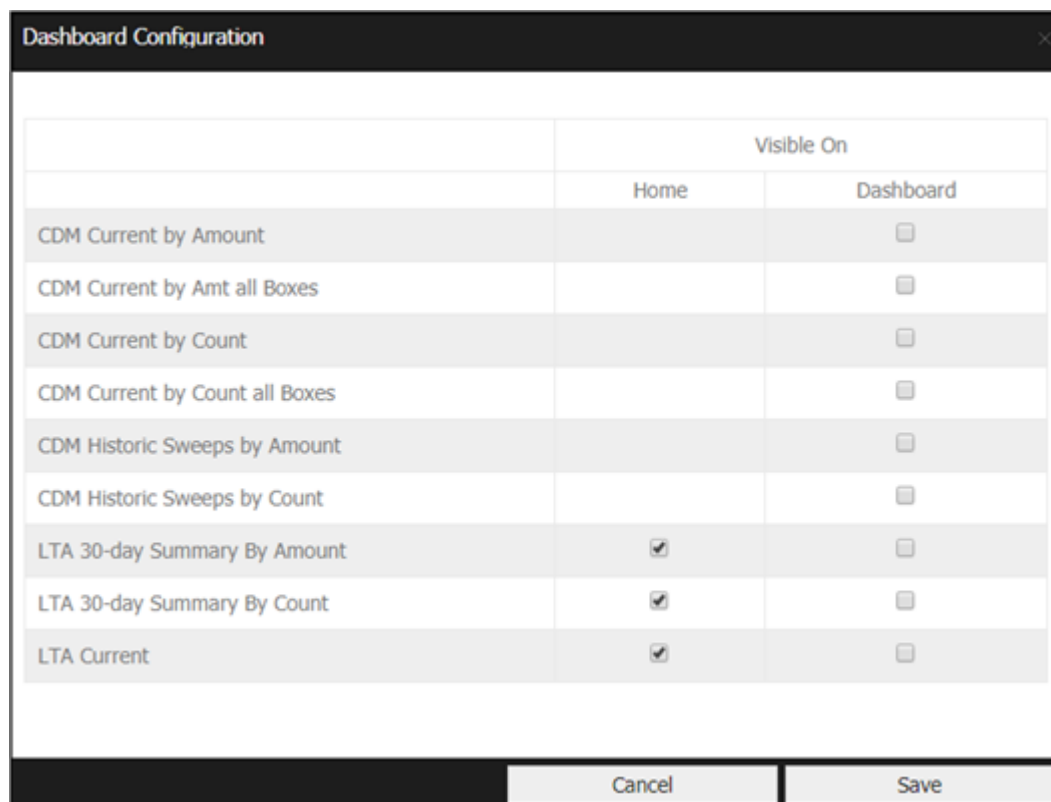
The first time you log in to the application, a message appears to the right of the **Broadcast Messages** box that alerts you to the fact that you can configure the **Home** page with the widgets you would like to see.



To add widgets to your **Home** page:

1. Click on the message.
2. In the **Dashboard Configuration** popup, in the **Home** column, activate the check box for each widget that you want to add.

You can add up to three widgets. See [Available widgets](#) for information on each widget.



3. Click the **Save** button.

After you have selected three widgets in the **Home** column, the remaining check boxes are hidden from view. To view all available widgets again in the **Home** column, clear one of the check boxes in the **Home** column. You can then select from any of the available widgets, up to a maximum of three.

Dashboard page

To open the **Dashboard** page, click **Modules** on the toolbar, then select **Dashboard**.

The first time you open the dashboard, a message appears that alerts you to the fact that you can configure the **Dashboard** page with the widgets you would like to see.

To add widgets to your **Dashboard** page:

1. Click on the message or the **Settings** button.
2. In the **Dashboard Configuration** popup, in the **Dashboard** column, activate the check box for each widget that you want to add.

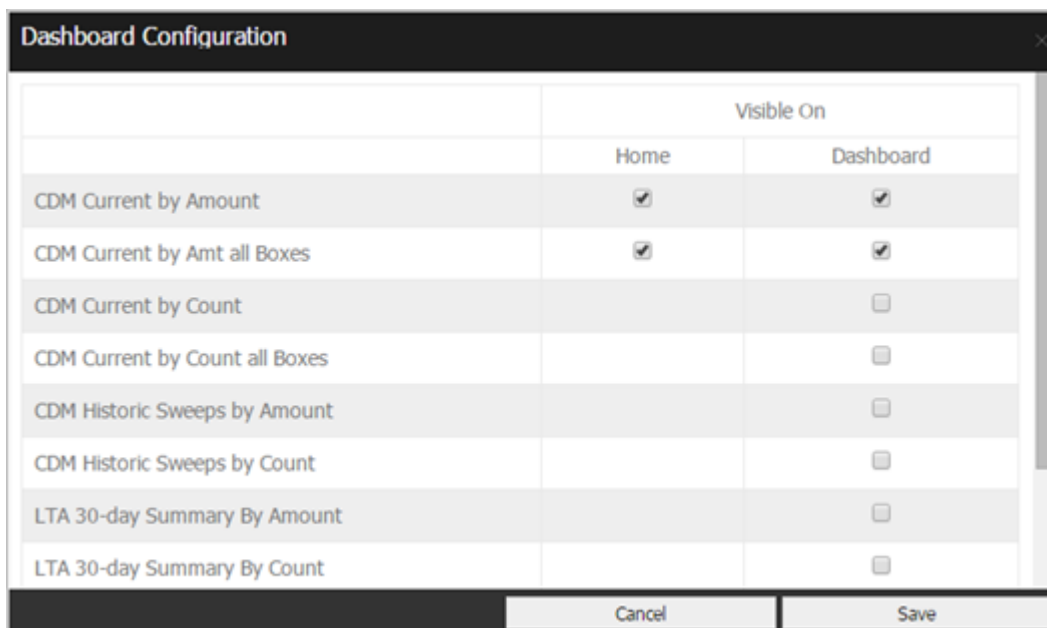
See [Available widgets](#) for information on each widget.

3. Click the **Save** button.

Dashboard settings

You can configure your dashboard either from the hyperlink on the home page during the initial login, or by clicking the **Settings** button on the **Dashboard Modules** page to customize the widgets you wish to view.

The **Dashboard Configuration** window consists of a list of all the widgets available to you, and two columns of check boxes: **Home** and **Dashboard**.

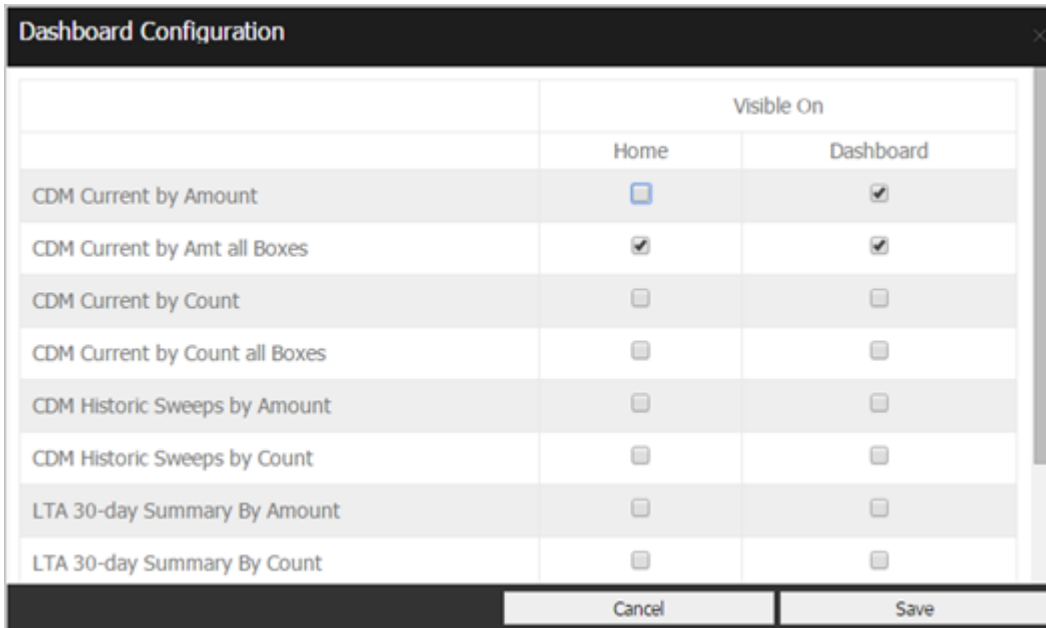


	Visible On	
	Home	Dashboard
CDM Current by Amount	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CDM Current by Amt all Boxes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CDM Current by Count		<input type="checkbox"/>
CDM Current by Count all Boxes		<input type="checkbox"/>
CDM Historic Sweeps by Amount		<input type="checkbox"/>
CDM Historic Sweeps by Count		<input type="checkbox"/>
LTA 30-day Summary By Amount		<input type="checkbox"/>
LTA 30-day Summary By Count		<input type="checkbox"/>

Cancel Save

The **Home** column lists the widgets that can be seen on the homepage when you log on to the system. You can view a maximum of three widgets on your homepage.

The **Dashboard** column lists the widgets that can be seen on the dashboard homepage when you choose the **Dashboard** sub-menu from the **Modules** menu. The number of widgets that can be chosen in this column is not restricted.



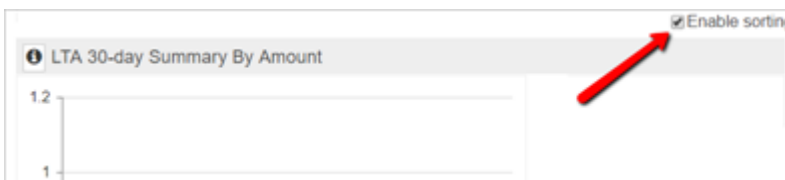
	Visible On	
	Home	Dashboard
CDM Current by Amount	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CDM Current by Amt all Boxes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CDM Current by Count	<input type="checkbox"/>	<input type="checkbox"/>
CDM Current by Count all Boxes	<input type="checkbox"/>	<input type="checkbox"/>
CDM Historic Sweeps by Amount	<input type="checkbox"/>	<input type="checkbox"/>
CDM Historic Sweeps by Count	<input type="checkbox"/>	<input type="checkbox"/>
LTA 30-day Summary By Amount	<input type="checkbox"/>	<input type="checkbox"/>
LTA 30-day Summary By Count	<input type="checkbox"/>	<input type="checkbox"/>


Cancel Save

Select as many widgets as you would like to be shown on the **Dashboard** menu, then click **Save**. The dashboard homepage is displayed with all selected widgets. You may need to scroll down to view all of the widgets on the screen. Widgets default to the order listed in the **Dashboard Configuration** pop-up and can be re-sorted to fit your preference.

Change the order of widgets

You can change the order in which the widgets appear on the homepage and the dashboard homepage. Check the **Enable sorting** check box in the top right corner of the top widget on the homepage.




The mouse pointer will turn into a 4-arrow icon  when placed on the widget header, indicating the widget can be moved up or down. Once the widgets are placed where you want them, uncheck **Enable sorting** so the **Process Date** dropdown becomes enabled again.

CDM Current by Count					
CDM Current by Amount					
Check Only	5621	51	3	27	54
Out of Balance	5621	145	--	30	--

LTA Current	
Lockbox	Amount
05631	\$4,989.83
5621	\$6,422.81
5621	\$12,845.62

View widget details

Click the **Details** button  to the left of the widget heading.

CDM Current by Amount	
	Details
Batch Type	Lockbox
Account Number Validation	5

Sort the widget columns

Certain widgets contain columns of information rather than charts. You can sort these columns by clicking on a column heading. Click once to sort in ascending order, click two times to sort in descending order, and click a third time to remove sorting.

CDM Current by Amount					
Batch Type	Lockbox	Accepted	Hold	NoDecision	Rejected
Account Number Validation	5621	\$9553.52	\$1223.40	\$13823.18	\$471.33
Check Only	5621	\$5067.26	\$370.35	\$2481.45	\$285.18
Out of Balance	5621	\$13063.55	--	\$3653.40	--

Available widgets

Which widgets are available to you depends on your user privileges.

Widget	Required role
CDM Current by Amount	CDM User
CDM Current by Amt all Boxes	CDM User
CDM Current by Count	CDM User
CDM Current by Count all Boxes	CDM User
CDM Historic Sweeps by Amount	CDM User
CDM Historic Sweeps by Count	CDM User
LTA 30-day Summary By Amount	Archive User
LTA 30-day Summary by Count	Archive User
LTA Current	Archive User
PPW Current	PPW User
PPW Open Items by age	PPW User
PPW Time to Close	PPW User