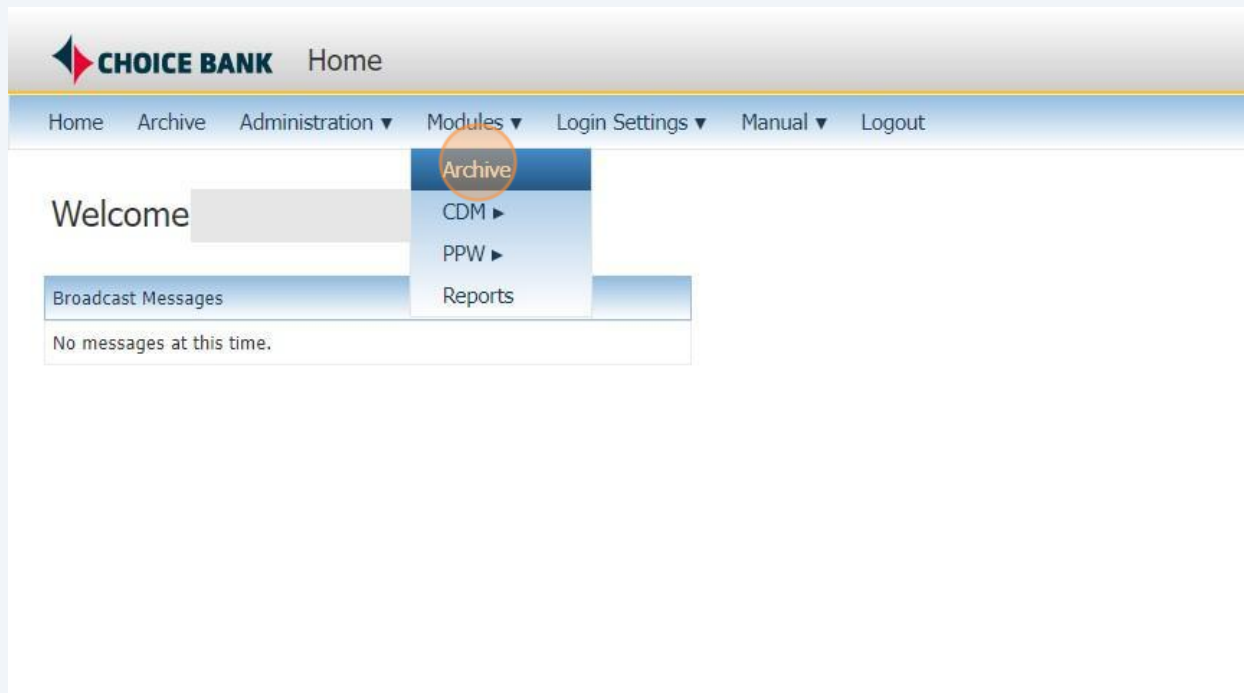


# Reviewing Images in Lockbox Central



- 1 Click "Archive" under the Modules tab.



- 2 You can search by a specific date or date range.

The screenshot shows the 'Search Form' interface. At the top, there is a 'Close' button and a 'Search' button. Below the search bar, there are several filter fields: 'Item Type' (with a dropdown menu showing 'All', 'Check', and 'Coupon'), 'Date' (with a text input and a calendar icon), 'Batch Mode', 'Run #', 'LBX Type', and 'CID'. The 'Date' field is highlighted with an orange circle, and a tooltip labeled 'Toggle calendar' is visible next to it. On the right side of the form, there is a 'Show Search' button.

- 3 Click "Search" in the top right corner.










This screenshot shows the same 'Search Form' interface as the previous one, but with the 'Search' button highlighted by an orange circle. The 'Date' field now contains the date '4/18/2024'. The 'Show Search' button is still visible on the right.

- 4 You can view the image by clicking view item.

**CHOICE BANK** Archive

Home Archive Administration ▼ Modules ▼ Login Settings ▼ Manual ▼ Logout

Show Search ▼










View Item	Date	Amount	#	Item Type	Check Account #
	20240418	\$176,462.88	1	Check	1234567890
	20240418	\$176,462.88	1	Check	1234567890
	20240418	\$176,462.88	1	Coupon	131164
	20240418	\$176,462.88	1		131164
	20240418	\$176,462.88	1		131164
	20240418	\$55,337.88	2	Check	1234567890
	20240418	\$55,337.88	2	Coupon	131164
	20240418	\$55,337.88	2	Coupon	131164
	20240418	\$55,337.88	2		131164

- 5 You can view the transaction by clicking view transaction.

**CHOICE BANK** Archive

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Show Search ▼

	Date	Amount	#	Item Type	Check Account #
	20240418	\$176,462.88	1	Check	1234567890
	20240418	\$176,462.88	1	Check	1234567890
	20240418	\$176,462.88	1	Coupon	131164
	20240418	\$176,462.88	1		131164
	20240418	\$176,462.88	1		131164
	20240418	\$55,337.88	2	Check	1234567890
	20240418	\$55,337.88	2	Coupon	131164
	20240418	\$55,337.88	2	Coupon	131164
	20240418	\$55,337.88	2		131164

6 You can choose all items, or select a deposit to download.

**CHOICE BANK** Archive

Home Archive Administration ▾ Modules ▾ Login Settings ▾ Manual ▾ Logout

Show Search ▾

Select all items

	Date	Amount	#	Item Type	Check Account #
<input checked="" type="checkbox"/>	20240418	\$176,462.88	1	Check	1234567890
<input checked="" type="checkbox"/>	20240418	\$176,462.88	1	Check	1234567890
<input checked="" type="checkbox"/>	20240418	\$176,462.88	1	Coupon	131164
<input type="checkbox"/>	20240418	\$176,462.88	1		131164
<input type="checkbox"/>	20240418	\$176,462.88	1		131164
<input type="checkbox"/>	20240418	\$55,337.88	2	Check	1234567890
<input type="checkbox"/>	20240418	\$55,337.88	2	Coupon	131164
<input type="checkbox"/>	20240418	\$55,337.88	2	Coupon	131164

10 items per page

7 Download in .csv or .pdf

**CHOICE BANK** Archive

Home Archive Administration ▾ Modules ▾ Login Settings ▾ Manual ▾ Logout

Show Search ▾

Export selected items to PDF

	Date	Amount	#	Item Type	Check Account #
<input checked="" type="checkbox"/>	20240418	\$176,462.88	1	Check	1234567890
<input checked="" type="checkbox"/>	20240418	\$176,462.88	1	Check	1234567890
<input checked="" type="checkbox"/>	20240418	\$176,462.88	1	Coupon	131164
<input type="checkbox"/>	20240418	\$176,462.88	1		131164
<input type="checkbox"/>	20240418	\$176,462.88	1		131164
<input type="checkbox"/>	20240418	\$55,337.88	2	Check	1234567890
<input type="checkbox"/>	20240418	\$55,337.88	2	Coupon	131164
<input type="checkbox"/>	20240418	\$55,337.88	2	Coupon	131164

10 items per page

8

Click "Select"

