



iCheck will allow you to view your cancelled checks and deposited items posted to your account.

The first window that appears is the login dialog box. You will need to log on using the user name and password that has been assigned to you.

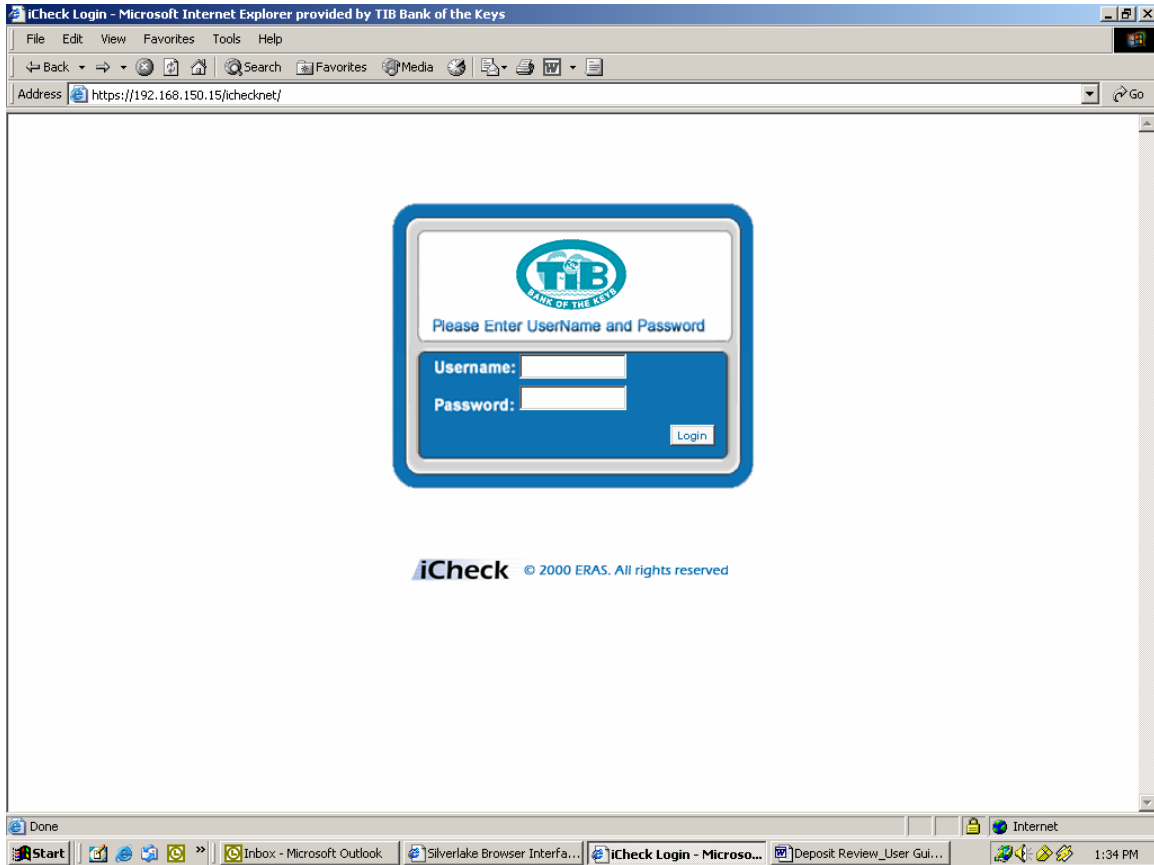


Fig 1. iCheck login window

If the username and/or password that you have entered are incorrect, a login failure message will appear on the screen and you will have to re-enter the correct one. Your user account will be locked out after three failed log in attempts.



Also, when after logging in for the first time you will be prompted to select your own password. Enter the information as requested and click on update. When your password change is accepted you will get a message that the Password was updated. At this point you can click on the Functions menu located at the top right hand side of the window to continue. (see below)

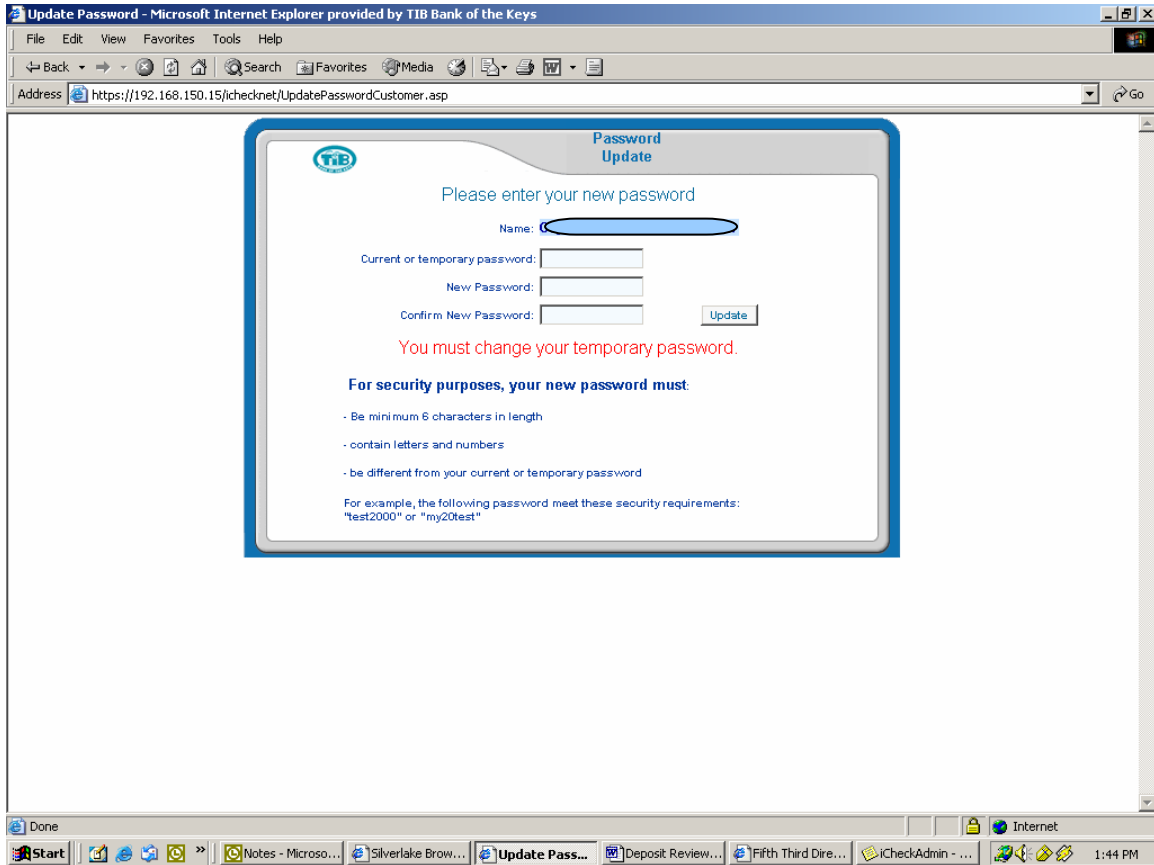


Fig. 2. iCheck Password Update Window



Below is the iCheck Homepage. Once you have successfully logged in, you are given three options to choose from:

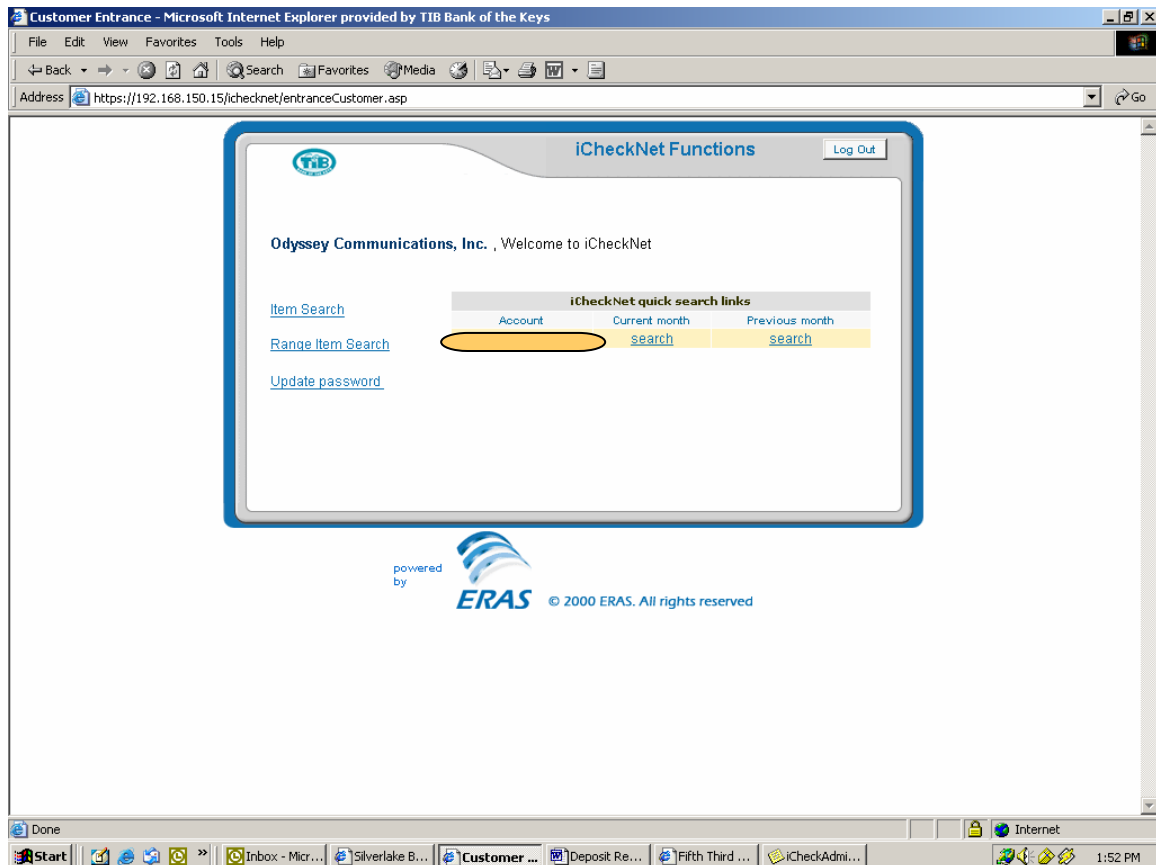


Fig. 3. iCheck Home Page

Item Search – This is a simple search tool that allows you to look for items processed during a given time period using a particular account number, transaction code, amount, serial number, ABA, or sequence number.

Range Item Search – This tool is used to retrieve items using search criteria, rather than a particular value. (Ex. all items with an amount between \$400 and \$1000 for a specific account number(s).)

Note: From this screen you can also log out from iCheck or change your password by clicking the “Logout” or “Update Password” links respectively.



Search for an Item

To search for a particular item you may click on “Item Search” in the main program menu.

Note: For security reasons, you cannot use the Back button on your Internet browser to get back to the previous window. To return to any of the search windows, or to select a different search type click on the “Go to” list box at the top-right corner of the ICheck window and select the desired search type.

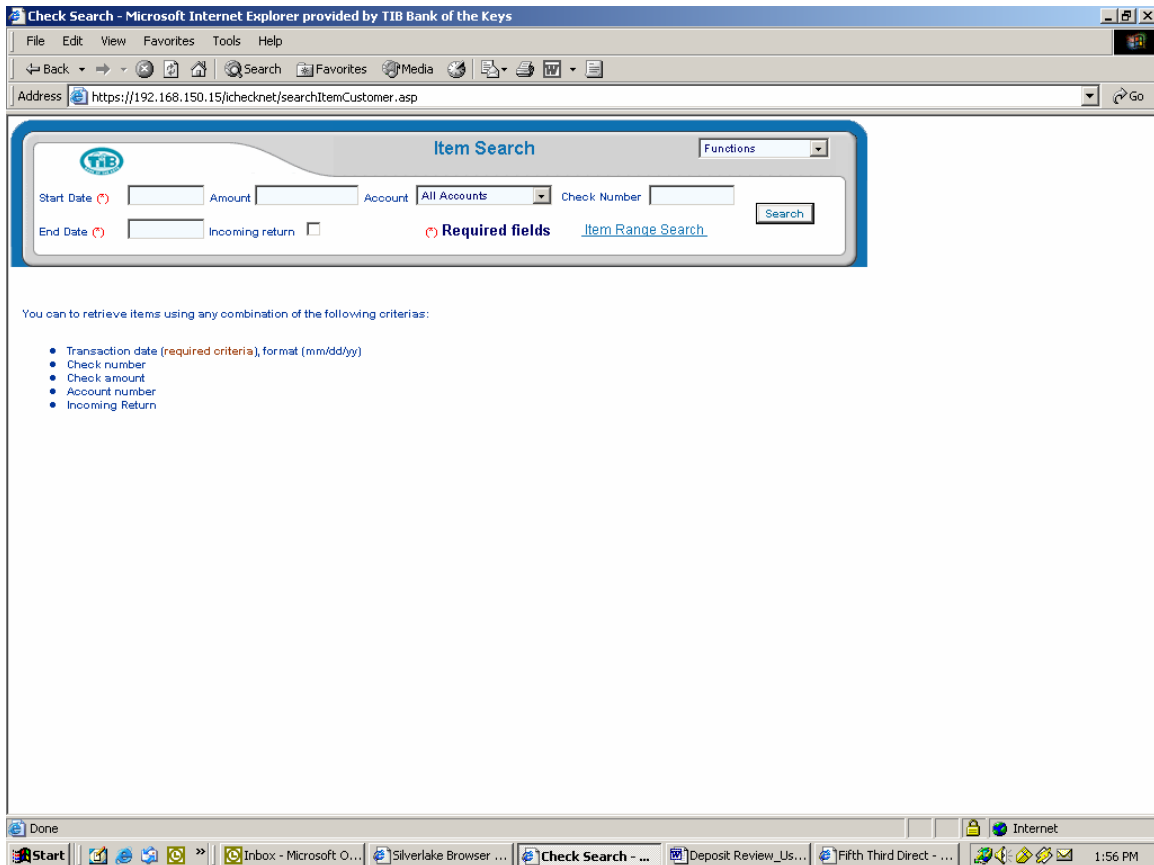


Fig 4. Item Search Window

When looking for items you must provide start and end date values. These fields are required. The date format is mm/dd/yy. Once you enter or change the start date, the end date will automatically fill itself in with the same date. If you don't want to search for that one date only, you can change the end date. Then you may enter values for any of the other search criteria that you want. ICheck will look for items that fulfill all the criteria you entered at the same time.



Note: you must use the TAB key or click with your mouse to move from field to field. Pressing the ENTER key will have the same effect as clicking on the Submit (search now) button and will start the search using only the criteria that you have provided up to that point.

After you enter all the search criteria press enter or click the “Search” button to start the search. iCheck will show the results of your search on the bottom half of your screen. If no rows appear on the bottom half iCheck did not find any matching item(s) for your search.

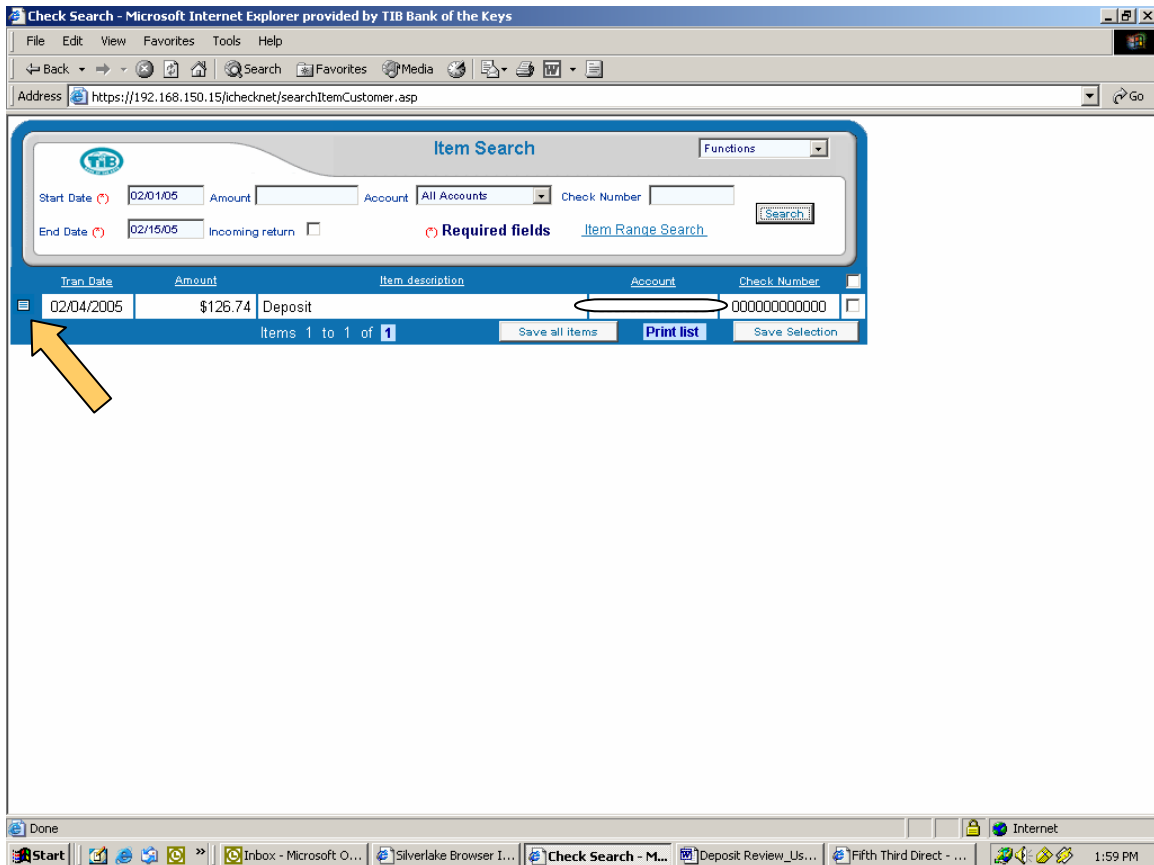


Fig 5. Item Search Results Display

Results are displayed 10 rows per page. At the bottom of the search results window the total number of items and number of current items listed will be displayed. To move to the previous, next, first, or last set of records you can use the arrows at the bottom-left of the table. At the right of each record there is a check box. This is used for the **Multi-Item Display Function** and will be explained later in this manual.



For each item the transaction date, account, amount, serial number, and description will be listed. Clicking on the column heading at the top of any of these columns will sort the table based on the information in that field in ascending and descending order.

To view any item simply click on the icon to the left of the item you want to view. This will open another window that will show the image for the requested item.

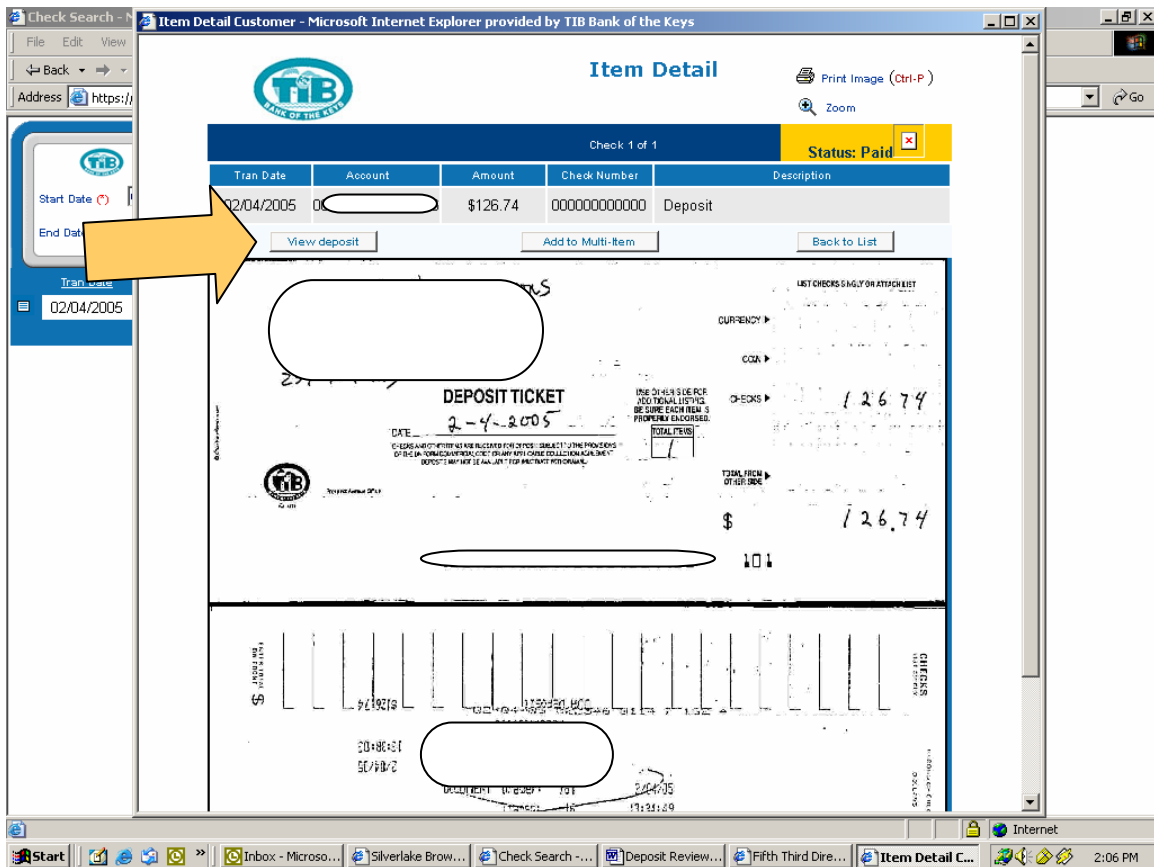


Fig 6. Item Detail window

The Item Detail window displays all the information about the requested item, an image of it (front and back), and the status of that item (paid or returned).

You can look at the details of the first, last, next or previous items from the item result window by clicking on the View Deposit button. Next, select the deposited item you wish to view by clicking the button on the left of the selected item.

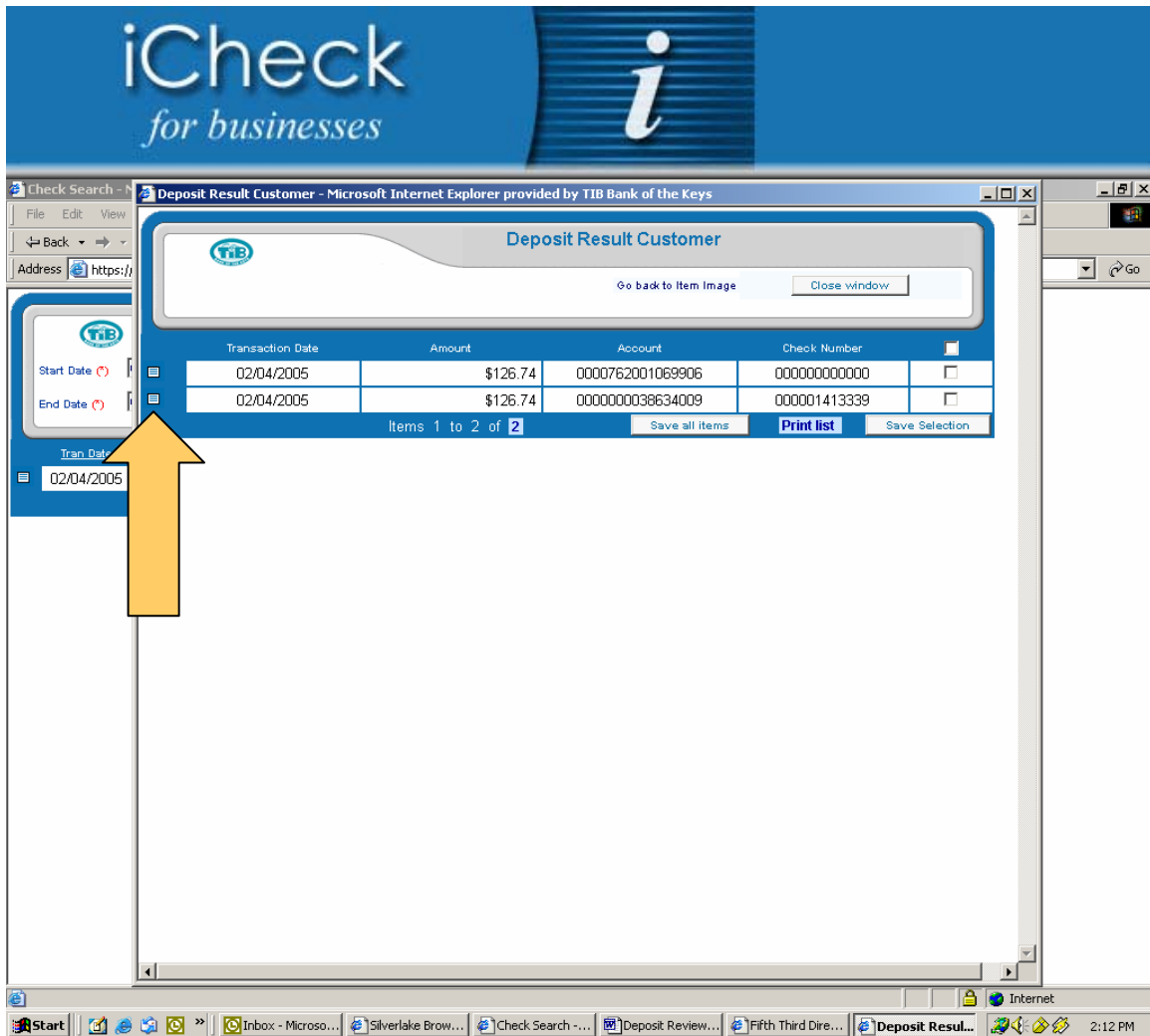


Fig 7. Item Detail window

Search for a range of Items

The second search option available is the Item Range Search. This allows you to lookup items using ranges (from/to) for all the search criteria. In other words, you can find items that not only fall between dates, but also fall between certain amounts, and serial (check) numbers. This is useful when looking for an item(s) that you have limited information about.

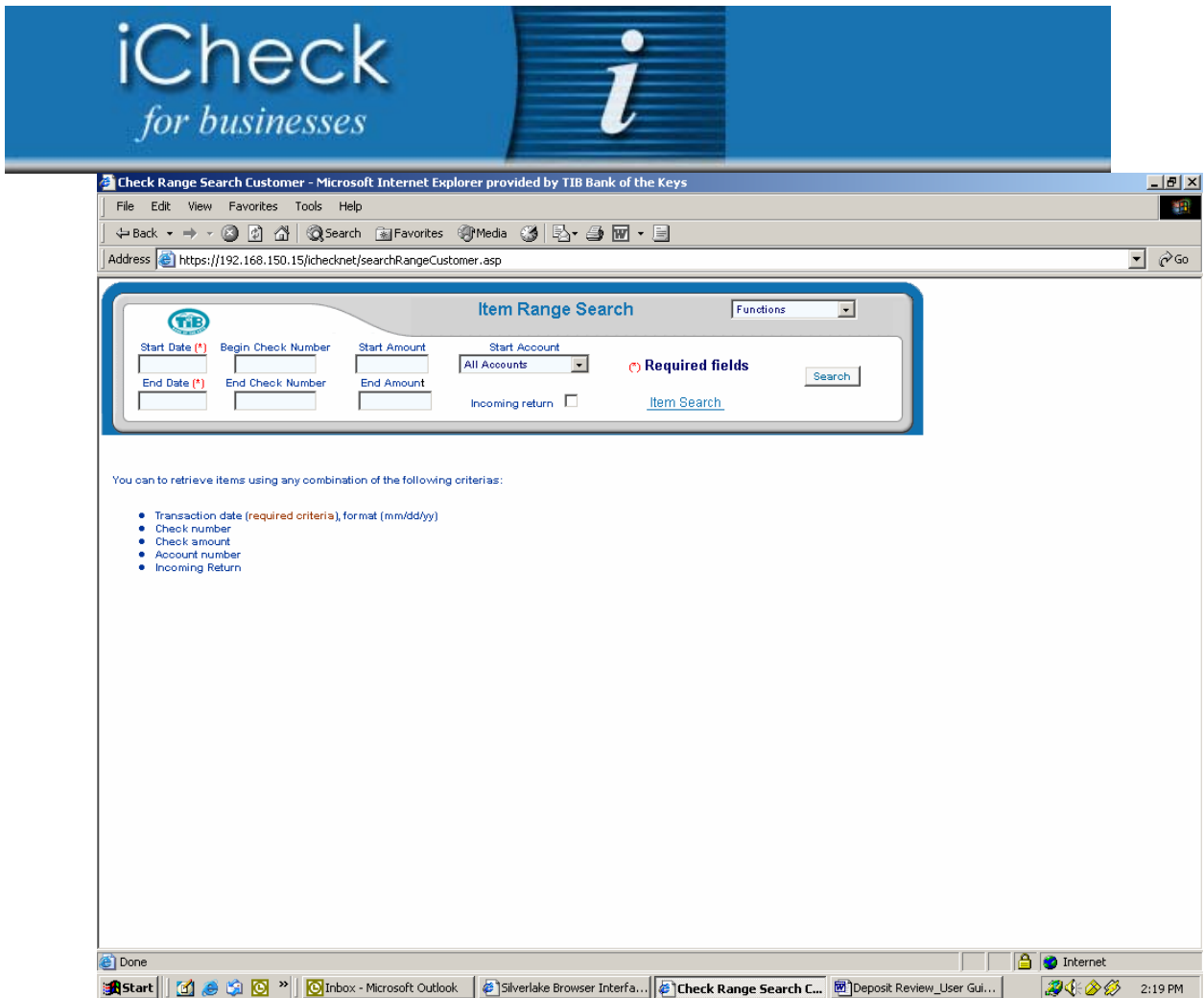


Fig 8. Item Range Search

You can view each item in the same way as you did from the Item Search window.

Multi-Item Display

Multi Item Display is a feature of iCheck that allows you to print several items in one print job. So instead of going and viewing and printing each item from the search results, you can mark them to be included into the Multi-Item display and print all the items from there.

You can include individual items into the Multi-Item display in two ways.

- First, you can click on to the check box to the right of each record on the search results table. When all items on the page are selected click on the Save Selection button at the bottom of the page. To include all the items on that page simply click Save All Items. (fig 5). Remember that if you go to the next set of records without saving your selection on the current set, your selection will be lost.
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- You can also click on the “Add to Multi-Display” button at the Item Detail window (fig 6)

Once you have selected all the items that you want and have added them to the Multi-Item Display, you can select Multi-Item Display from the Go To list box. The Multi-Item Display window will look like below:

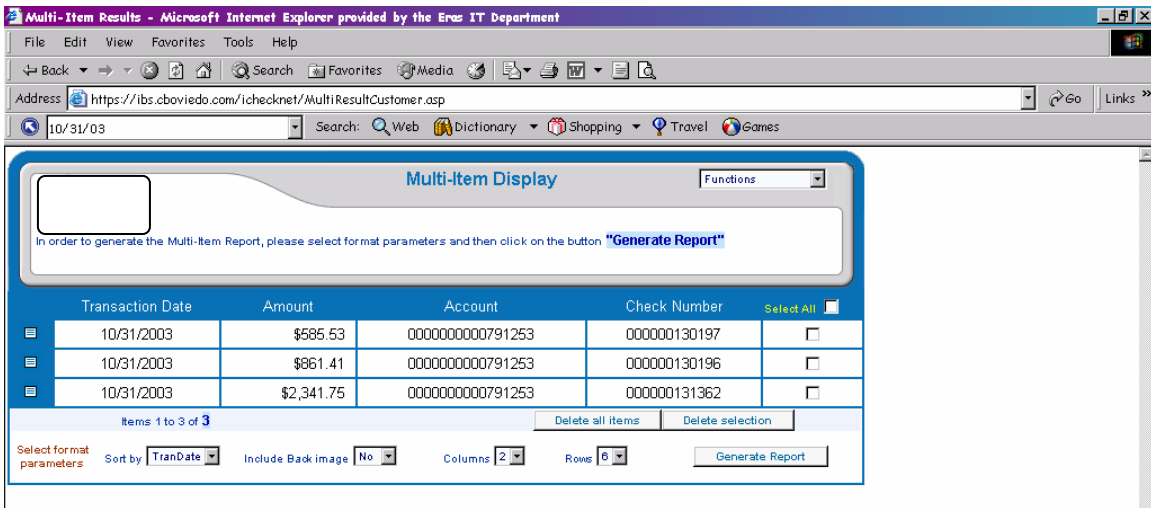


Fig 9. Multi – Item Display

Here you can see a list of the selected items. You can delete some or all the items from this list. So, select any of the items that you want to remove from the list by using the check boxes to the right and then click on the floppy disk icon.

Note: Taking an item off the list doesn’t mean that you are deleting the actual item from the database. It just removes it from the Multi-Item Display list. Also, the Multi-Item Display list is saved. If you do not remove the items from the list, you will be able to see them every time you log on to iCheck.

After you select whether you want to display the backs of the items, how you want the items sorted, and how you want the items to display on the page (rows and columns) you can click on the “Generate Report”. The following screen notifies you that the report is generated and you can see it by clicking on the “View Multiply Item PDF” link. The report is in Adobe Acrobat Reader format and if you don’t have it you can download and install it by using the Adobe link on this page.

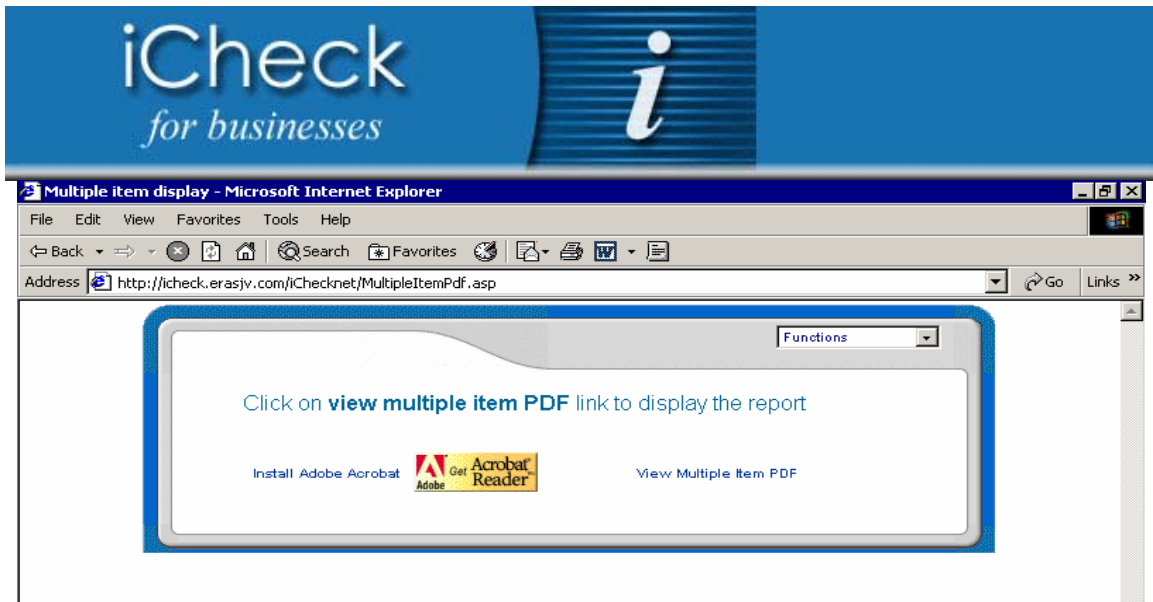


Fig 10. View Multi-Item PDF window

The report will be open in an Acrobat Reader window. You can view the items there, zoom in or out, and print by using the Adobe Acrobat Reader functionality.

If you have any problems please call the TIB Bank Help Desk at 305-246-9741.