



Image Research Center

User Guide

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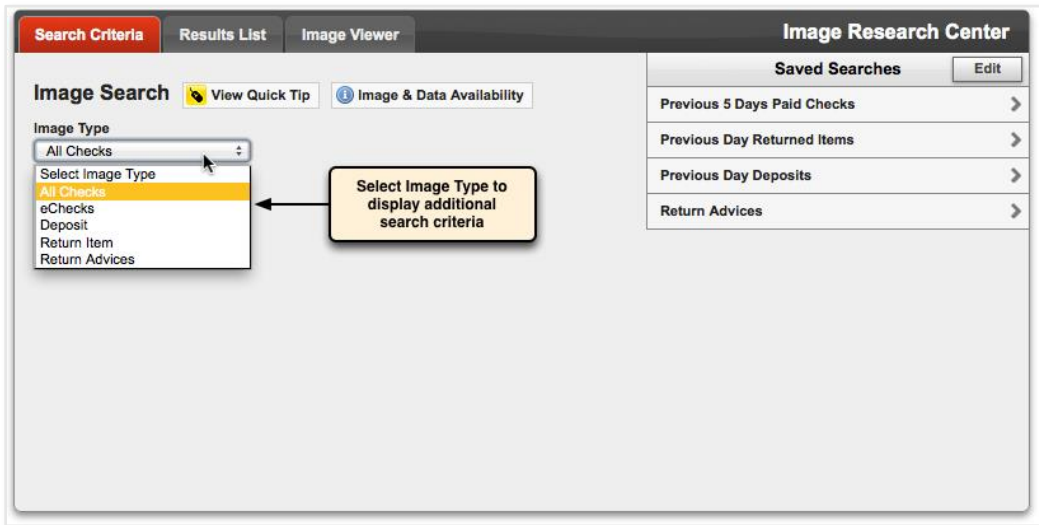
1. Introduction

Thank you for choosing KeyBank’s (Key) Image Research Center. You are able to easily and conveniently view return items, advices and images (front and back) online via the Image Research Center in KeyNavigator, our web-based delivery channel. Panels (tabs) are used to provide access to three distinct functions: defining search criteria, viewing results data, and viewing images. You will simply select the desired image/report type.

2. Search Criteria

2.1 Image Search

- You will simply select the desired image/report type.



- Select check type (if applicable), accounts (up to 3), date range, check numbers and/or amounts to search.

- Select **Search**, or **Save Search** for future use. You may delete saved searches at any time using the edit button.

Refine Search Criteria Each image type provides additional options to help refine search criteria. Many fields provide means to enter precise values or specify ranges. Relative dates can be selected to make saved searches reusable.

Image Search

Image Type: All Checks

Check Type: Paid

Account: 3 Selected

Date: Custom Date | Date From: between | And: 06/01/2013 | 06/26/2013

Amount: equal to | Check Num: less than

Buttons: Search, Clear, Save Search

Calendar: June 2013

Callouts:

- Refine image types further with additional options
- Many fields provide options to specify values precisely or within ranges to help refine search results
- Enter dates manually or use the popup date picker

3. Results List

3.1 Search Results

- Click on the **camera icons** (see arrow below) to view the images for each transaction.

Results List Search results appear in their own tab in a grid with many options for viewing and exporting both data and images. Search criteria remains as set in the first tab and can be viewed or modified by clicking the tab.

SAVED SEARCH: Previous 5 Days Paid Checks

Buttons: Export All, Export Selected, View Selected, Clear Selected

ID	Select	View	Check #	Type	Amount	Date	Account
1	<input type="checkbox"/>		98655	Paid	\$ 1,019.02	05/13/2013	958763
2	<input type="checkbox"/>		43487	Paid	\$ 266.89	05/13/2013	762254
3	<input type="checkbox"/>		43487	Paid	\$ 1,372.32	05/13/2013	762254
4	<input type="checkbox"/>		81139	Paid	\$ 998.39	05/13/2013	8223456
5	<input type="checkbox"/>		37227	Paid		13/2013	958763
6	<input type="checkbox"/>	PC	27666	Paid		13/2013	762254
7	<input type="checkbox"/>		14746	Paid	\$ 1,662.48	05/13/2013	62534
8	<input type="checkbox"/>		94993	Paid	\$ 1,647.65	05/13/2013	8223456
9	<input type="checkbox"/>		48491	Paid	\$ 1,596.70	05/13/2013	958763
10	<input type="checkbox"/>		29563	Paid	\$ 1,047.66	05/13/2013	762254

Buttons: Search Criteria, Save Search

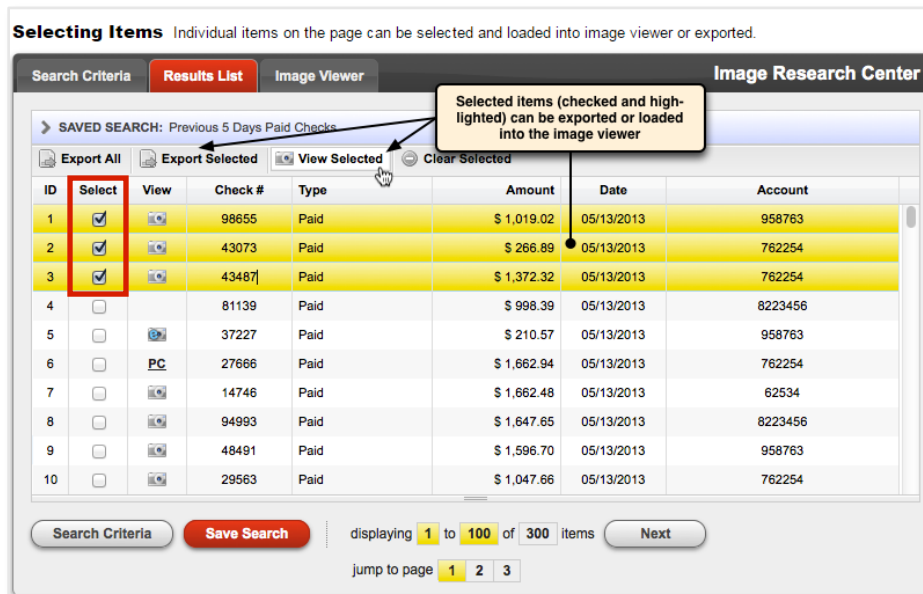
displaying 1 to 100 of 300 items | Next

Callouts:

- Click to view image for just this item
- Click this button or the tab at top to view or revise the search criteria

3.2 Selecting items

- Mark the **check box** in the **Select** column to select an item. Individual items on the page can be selected and loaded into the image viewer or exported.



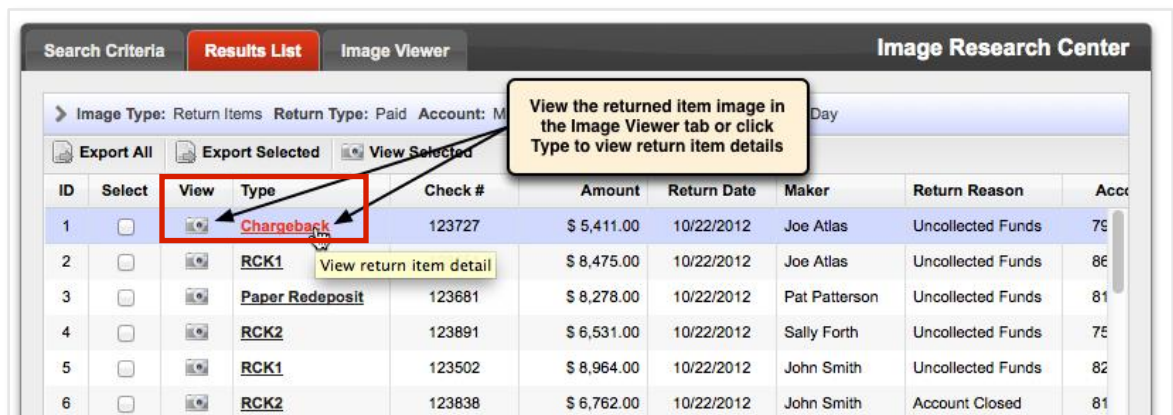
3.3 Export Options

You may export up to 100 items into these formats:

- CSV Data Only
- PDF with images
- ZIP with images

3.4 Returned Items

- Returned items may be selected and viewed in the **image viewer** or select the item **type** to view the details.



3.5 Deposits

View deposited items by image or deposit ticket information.

- Deposit ticket images can display electronically generated tickets (remote deposit capture) or scans of hand written deposit tickets (branch deposits).

Image Research Center

Search Criteria Results List Image Viewer

Image Type: Deposits Deposit Type: Tickets Account: Accounts Payable - 1238787787 Date(s): Previous Day

Export All Export Selected View Selected

ID	Select	View	Serial/Location #	Amount	Date	Deposit Account	Seq #	Total Items
1	<input checked="" type="checkbox"/>		3577	\$ 6,851.00	10/23/2012	79422054	1	48
2	<input type="checkbox"/>		1665	\$ 5,457.00	10/23/2012	84548482	2	5418
3	<input type="checkbox"/>		732	\$ 5,457.00	10/23/2012	84548482	3	2124
4	<input type="checkbox"/>		4174	\$ 5,457.00	10/23/2012	84548482	4	707
5	<input type="checkbox"/>		4199	\$ 5,457.00	10/23/2012	84548482	5	3252
6	<input type="checkbox"/>		657	\$ 5,457.00	10/23/2012	84548482	6	2398
7	<input type="checkbox"/>		2652	\$ 7,584.00	10/23/2012	76056098	7	6408
8	<input type="checkbox"/>		290	\$ 7,264.00	10/23/2012	74040376	8	4953
9	<input type="checkbox"/>		6147	\$ 6,953.00	10/23/2012	81890648	9	1581
10	<input type="checkbox"/>		3154	\$ 6,684.00	10/23/2012	84790497	10	4979

Deposit: Items Sequence #: 3577 Total Amount: \$6,851.00 Total Items: 48

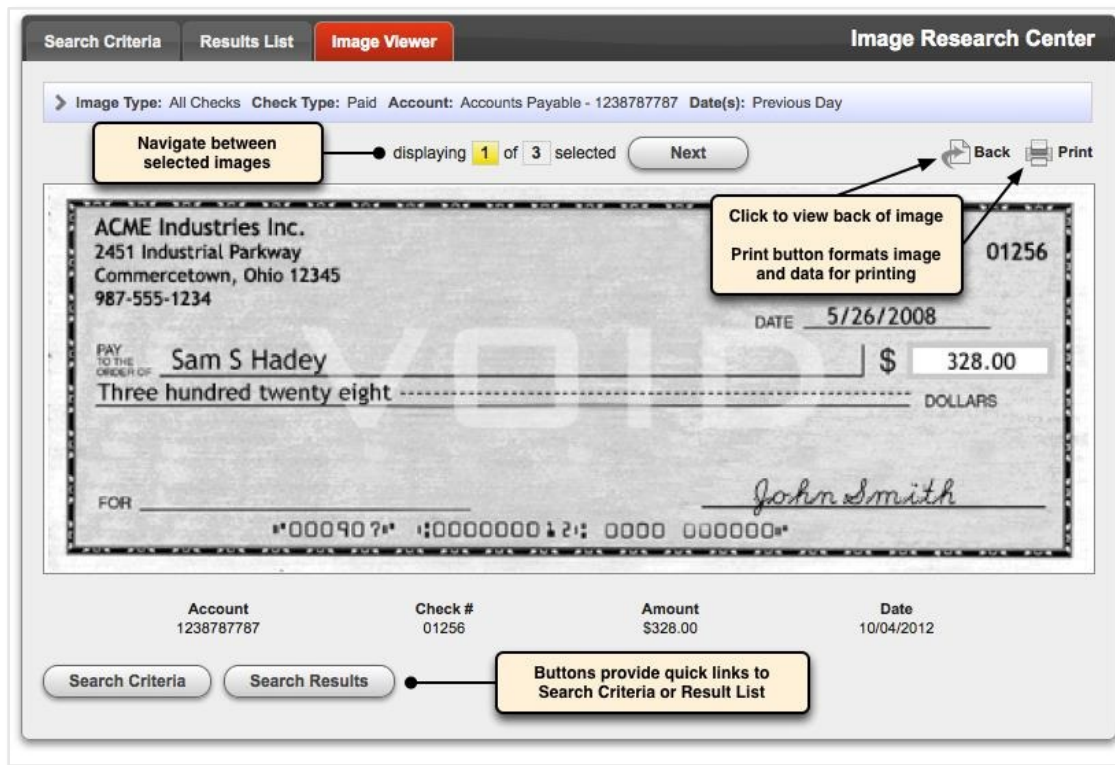
Export All Export Selected View Selected

ID	Select	View	Seq #	Amount	Date	Debit Account	Routing #	Serial/Location #
1	<input type="checkbox"/>		1	\$ 217.00	10/23/2012	48889988	26583746	4055
2	<input type="checkbox"/>		2	\$ 2,359.00	10/23/2012	21601878	34066138	1308

Deposit Tickets list the number of items in the deposit.
Click total items to display those items in a separate table below

4. Image Viewer

Selected items will appear in the **Image Viewer**. You have the option to print or return to the search results.



5. Image and Data Availability

Images and data are available for the following time periods:

Image Type	Data Available		Images Available	
	From Date	To Date	From Date	To Date
Checks & eChecks	7 Years Prior	Previous Day	90 days prior	Previous Day
<i>With Long Term Access</i>			7 Years Prior	
Deposits	7 Years Prior	Previous Day	90 Days Prior	Previous Day
<i>With Long Term Access †</i>			7 Years Prior	
Return Items	12 Months Prior	Current Day *	12 Months Prior	Current Day *
Return Advices	July 2013	Current Day *	July 2013	Current Day *

† Some accounts can be set up for long term image access. For more information on access to images, contact your Treasury Services Representative or KeyBank's Commercial and Business Banking Center at 1-800-539-9039.

* Return Check Item & Check Advices are available after approximately 3pm Eastern on Business Days.