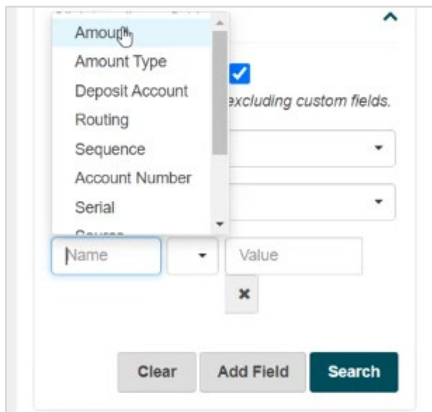


# HOW TO USE RESEARCHING TOOL

1. To access the [Research](#) page, click on [Research](#).



2. For a basic query, enter a [Start Date](#) and [End Date](#) and click [Search](#). This will display any deposits that match the date criteria.
3. For more a complex query, click [Add Field](#) button.
4. Three empty boxes will appear above the [Add Field](#) and the [Search](#) button. Select the desired report criteria from the drop down and fill in the values for your search.
5. Once the additional fields have been completed, click [Search](#).



6. For additional columns, click the three dots and click [Select Columns](#). Choose the desired columns and select [Done](#) when finished.

**Note:** To rearrange columns drag and drop into the desired location order.

7. To print, click the three dots and select [Print Selected Item](#). This can be downloaded or printed.
8. To view the deposit that the item was associated with, click the three dots and select [View Deposit](#).
9. To export into an Excel Document, click the three dots and select [Export Results](#).

Routing ...	Amount ...	Tracking ...	User Na...	
987654321	\$100.74	M000631...	TESTUSER	<ul style="list-style-type: none"> <li>Select Columns</li> <li>Export Results</li> <li>Print Selected Item</li> <li>Print Deposit</li> <li>Print Deposit and Images</li> <li>Deposit Tape</li> <li>View Deposit</li> </ul>
063000199	\$3.99	M000631...	TESTUSER	
000067894	\$23.00	M000631...	TESTUSER	
042201948	\$73.75	M000631...	TESTUSER	