



# ONE LOOK – Windows

Real Vision Software, Inc.

*Enterprise Content Management (ECM) Software*

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# 1. OVERVIEW

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This manual was developed for current and potential One Look customers interested in learning about the features and functions of the One Look viewer. This manual is specific to the Windows Server Based installation of One Look.

One Look is the latest RVI user interface which provides a consistent look and feel across the IBM i, Windows, and Cloud platforms. It is a browser based, graphical interface developed in Sencha (JavaScript Framework) with back-end server code written in PHP (*Hypertext Preprocessor is a server-side scripting language*). One Look runs in all browsers, but Internet Explorer (*IE 11 or higher*) and Google Chrome (*Chrome 60 or higher*) are preferred.

Please contact [RVI Support](#) to schedule your One Look installation.

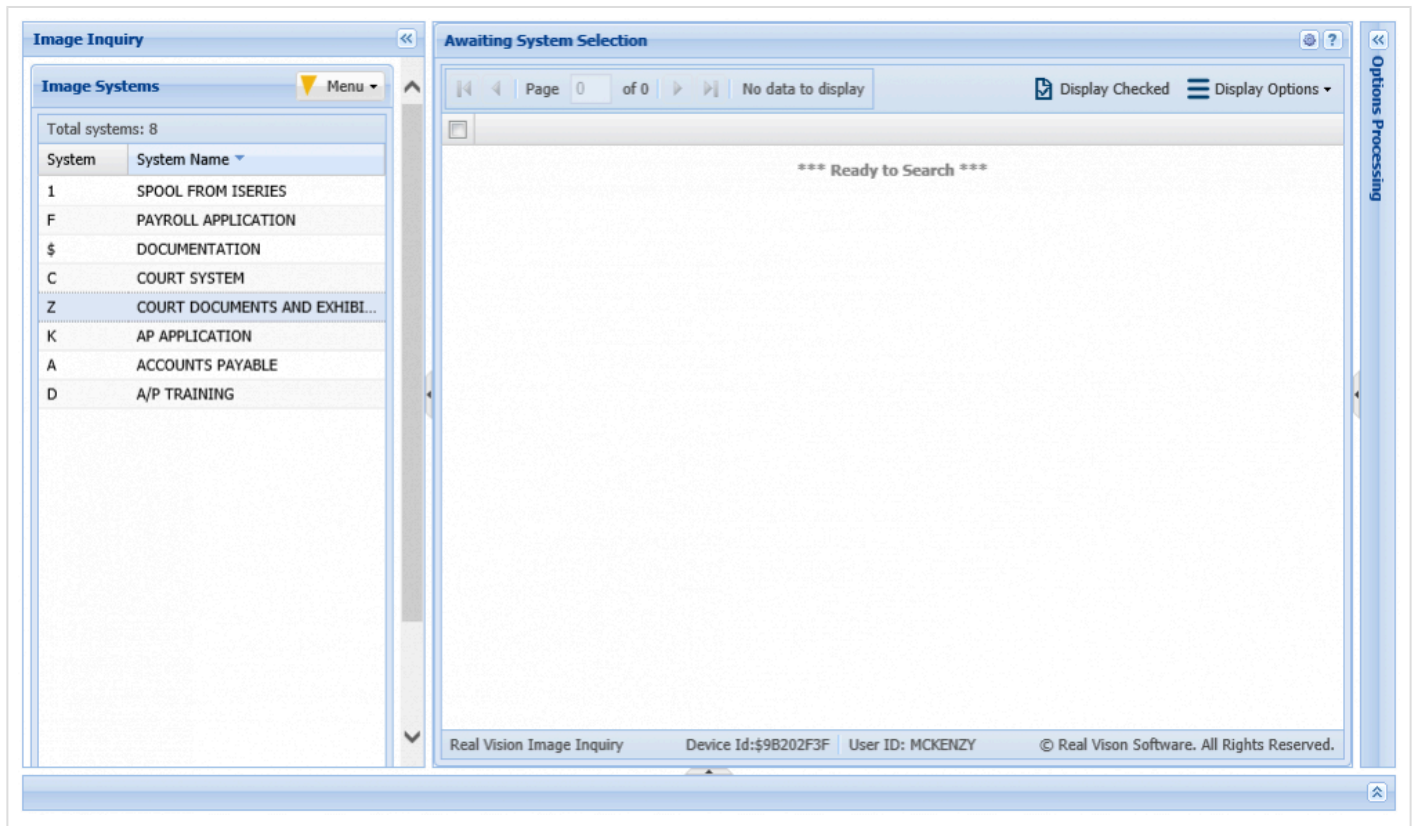
## 2. LOGIN

---

1. Open your internet browser.
2. Navigate to **`http://ipaddress:port/RVI/SB.PHP`**
3. Enter a valid internet user id and password.



The list of available RVI system codes will appear based on user security set by your system administrator. Results can be sorted in ascending or descending order by clicking the System or System Name heading.

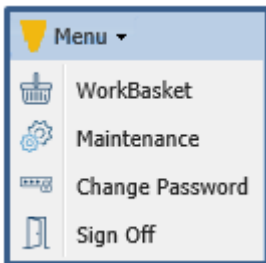


Contact your system administrator for assistance with login credentials.

## 3. MENU

---

The Menu drop down remains available in the top right corner of the left side pane. It is used to access WorkBasket, Maintenance, Change Password, and Sign Off.



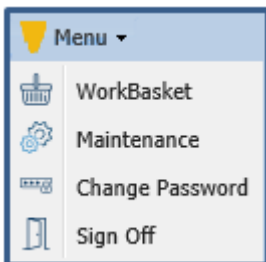
### 3.1. WorkBasket

---

To access workbaskets and workflow functions, from One Look:

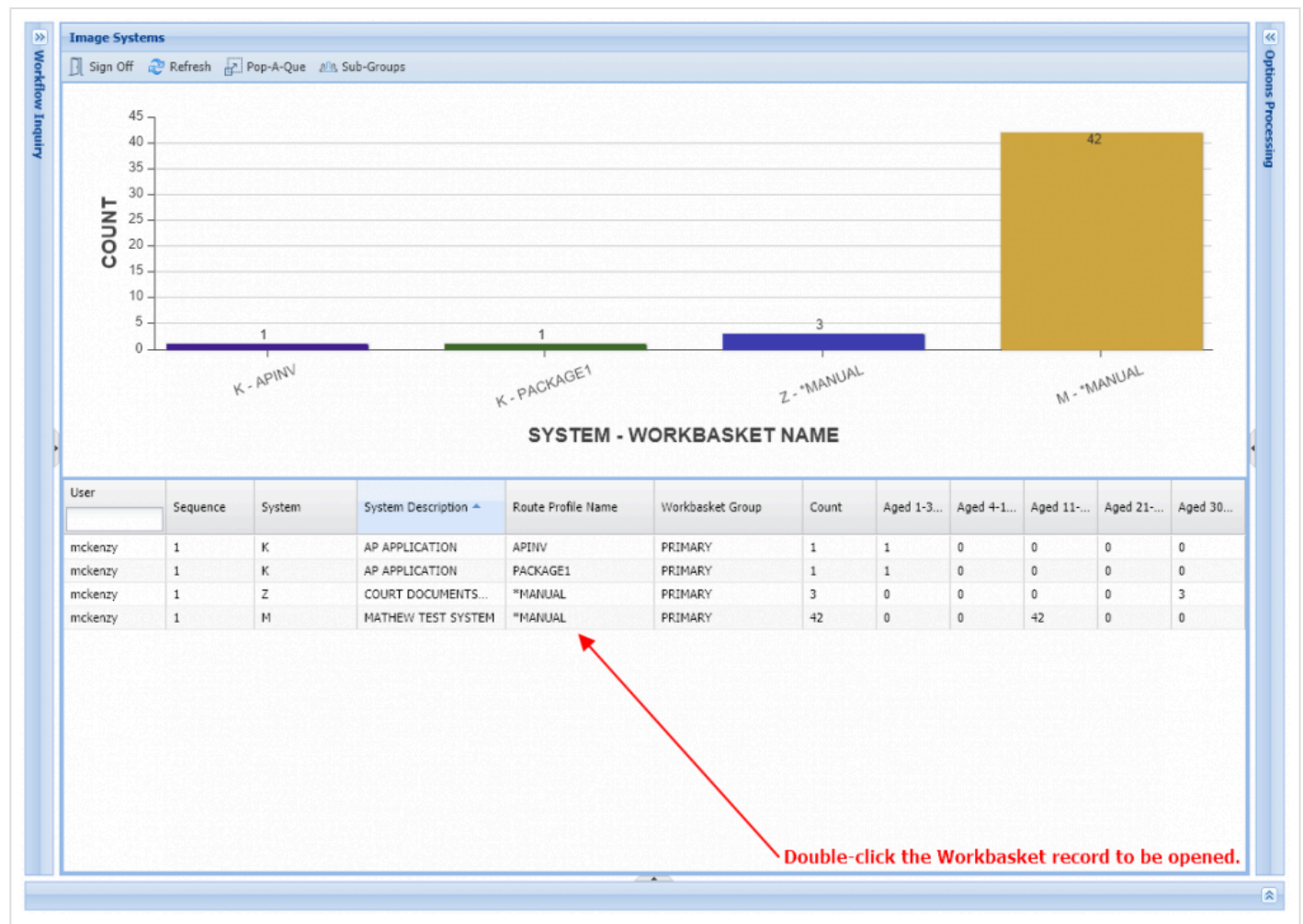
1. Click the **Menu** button, select **WorkBasket** from the drop down list.

*(WorkBasket access is based on the One Look user id.)*



The user is automatically taken to Workflow Inquiry where they will see a graphical representation of routing profile counts and a list of workbasket items.

2. Double-click a line item to see a list of documents contained within the system workbasket.



3. Work with the documents that have been routed to the system.

**Z-COURT DOCUMENTS AND EXHIBITS** User = mckenzy, Routing Profile = \*MANUAL

Back Que Up For Approval Que Up For Batch Indexing Pop-A-Que Records: 3 Display Checked Show Row Numbers Workbasket Charts

Flags	CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE	PRIORITY CODE
	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGTOW	RESPONSE	*
	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGTOW	RESPONSE	*
	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PETITION	*

Double-click the line item to be worked OR enable the check boxes on the left.  
Select Que Up For Approval, Que Up For Batch Indexing, or Display Checked.

If Pop-A-Que is setup, it can be accessed from this screen. Workbasket Charts are also available.

Hover over corresponding Flags to get tooltips and details including Notes, Packages, Call Back Reminders.

**Call back Remainder**

Date	Notification Information	Additional Information
12/27/2018	REQUEST VIDEO FILE	

**Hover over flags to get tool tips and information.**

Right-click an item to access additional functions such as Notes, Indexing, and Audit information.

**Right-mouse click a line item to access additional menu options.**

Users have the option to approve and index directly from the display window or they can return to the

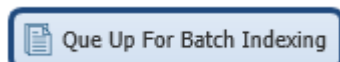
system's workbasket entries using the



button which provides options for



and



.

**Workflow Inquiry**

**Back** **Email** **Index Details** **Notes** **Route Information** **Route Manually** **Call Back** **Approval** **Route Multiple Users** **Indexing** **Move Subgroup** **Move Profile** **Show Routing** **Audit** **Remove From Basket**

**CITY COURT**

**Applicant Information**

Full Name: Dale Joey Z Date: 7-18-18  
Last First M.I.

Address: 000 West Windway 3653  
Street Address Apartment/Unit #

Eagerville AZ 89731  
City State ZIP Code

Phone: 000-000-0000 Email: JD@gmail.com

Date Available: 8.1.18 Social Security No.: 333-33-4444 Desired Salary: \$ 80,000

Position Applied for: Law Research

Are you a citizen of the United States? YES ☒ NO ☐ If no, are you authorized to work in the U.S.? YES ☒ NO ☐

Have you ever worked for this company? YES ☐ NO ☒ If yes, when? \_\_\_\_\_

How many times have you been convicted of a felony? YES ☐ NO ☒

Image ID: ZAAAAA6

When accessing the Workflow Inquiry screen, users will have access to functions and symbols to help them navigate their workbasket.

**Flags:** Symbols under the Flags column inform the user of special conditions associated with the record.

*	The document has been routed outside the normal routing profile.
C	Call Back notice has been entered. A red <b>C</b> symbolizes the call back notice is overdue.
N	Notes are attached.
0-9	Indicates priority routing.
P	Packages are setup. A green <b>P</b> symbolizes the package is complete. A red <b>P</b> symbolizes the package has missing documents.
U	Image was routed from another user.

**Sort:** Sorting allows the user to change the order in which the workbasket items appear. Select the drop down arrow next to the index then choose Sort Ascending or Sort Descending or click on the column header to switch between ascending and descending.

**Z-COURT DOCUMENTS AND EXHIBITS** User = mkenzy, Routing Profile = \*MANUAL

Back ☒ Que Up For Approval ☐ Que Up For Batch Indexing ☐ Pop-A-Que Records: 7 ☒ Display Checked ☐ Show Row Numbers ☐ Workbasket Charts

Flags	CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE	PRIORITY CODE
		Sort Ascending Sort Descending Columns					
	657895		J JOHNNELL	MOTION	M MAGTOW	RESPONSE	**
	657895		J JOHNNELL	MOTION	M MAGTOW	RESPONSE	**
	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PETITION	**
	753951	E IAM	Q WARD	THEFT	W REED	QUESTIONNAIRE	9
	753951	E IAM	Q WARD	THEFT	W REED	STATEMENT/PICS	9
	753951	E IAM	Q WARD	THEFT	W REED	STATEMENT/PICS	9
	987456	L LYNN	I SMITH	INJURY	S ISSAC	SUIT	**

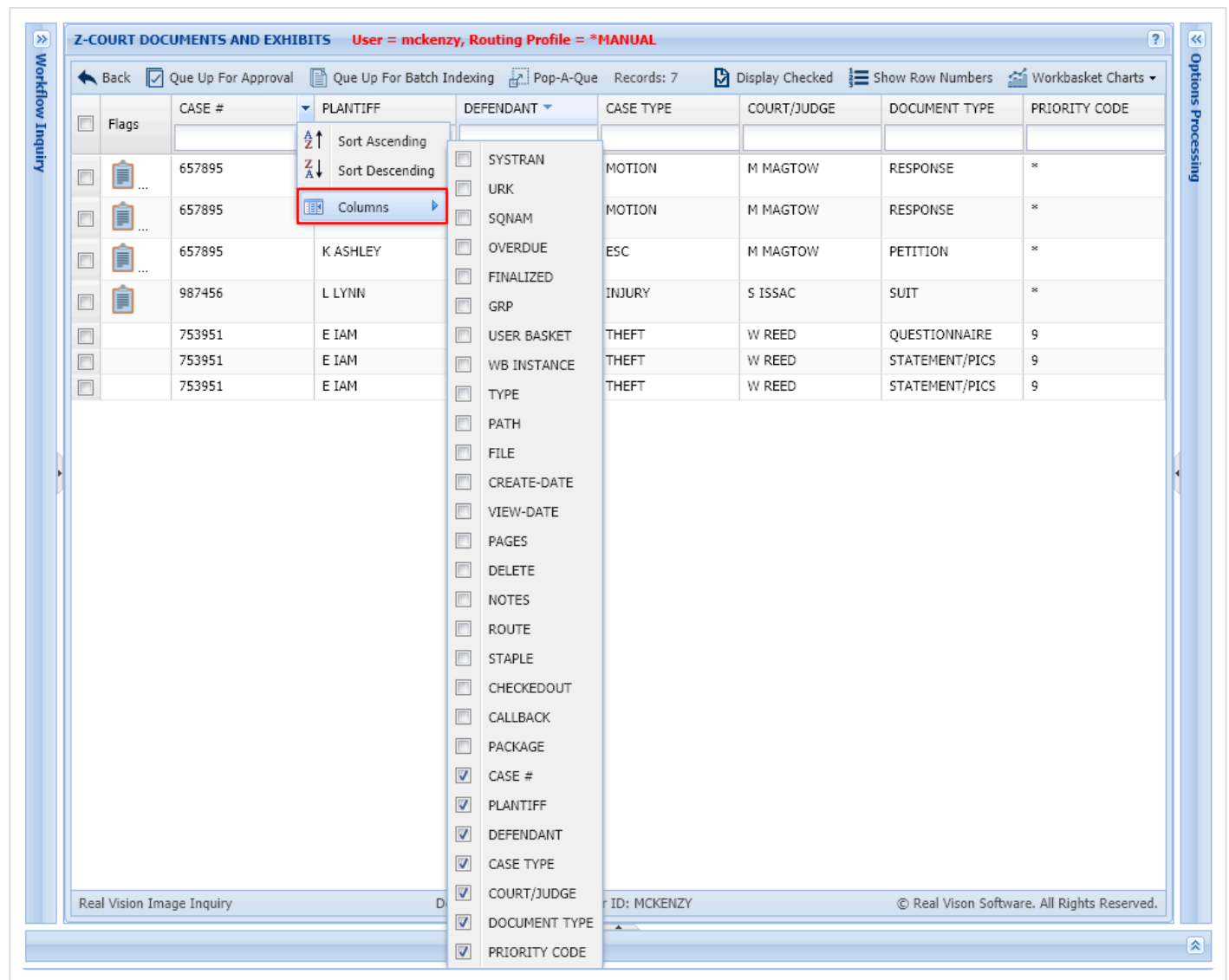
**Filter:** Filtering allows the user to narrow down the list of workbasket items based on index values. Enter the desired index values in the input fields below the index headers.

**Z-COURT DOCUMENTS AND EXHIBITS** User = mkenzy, Routing Profile = \*MANUAL

Back ☒ Que Up For Approval ☐ Que Up For Batch Indexing ☐ Pop-A-Que Records: 7 ☒ Display Checked ☐ Show Row Numbers ☐ Workbasket Charts

Flags	CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE	PRIORITY CODE
						RESPONSE	
	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGTOW	RESPONSE	**
	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGTOW	RESPONSE	**

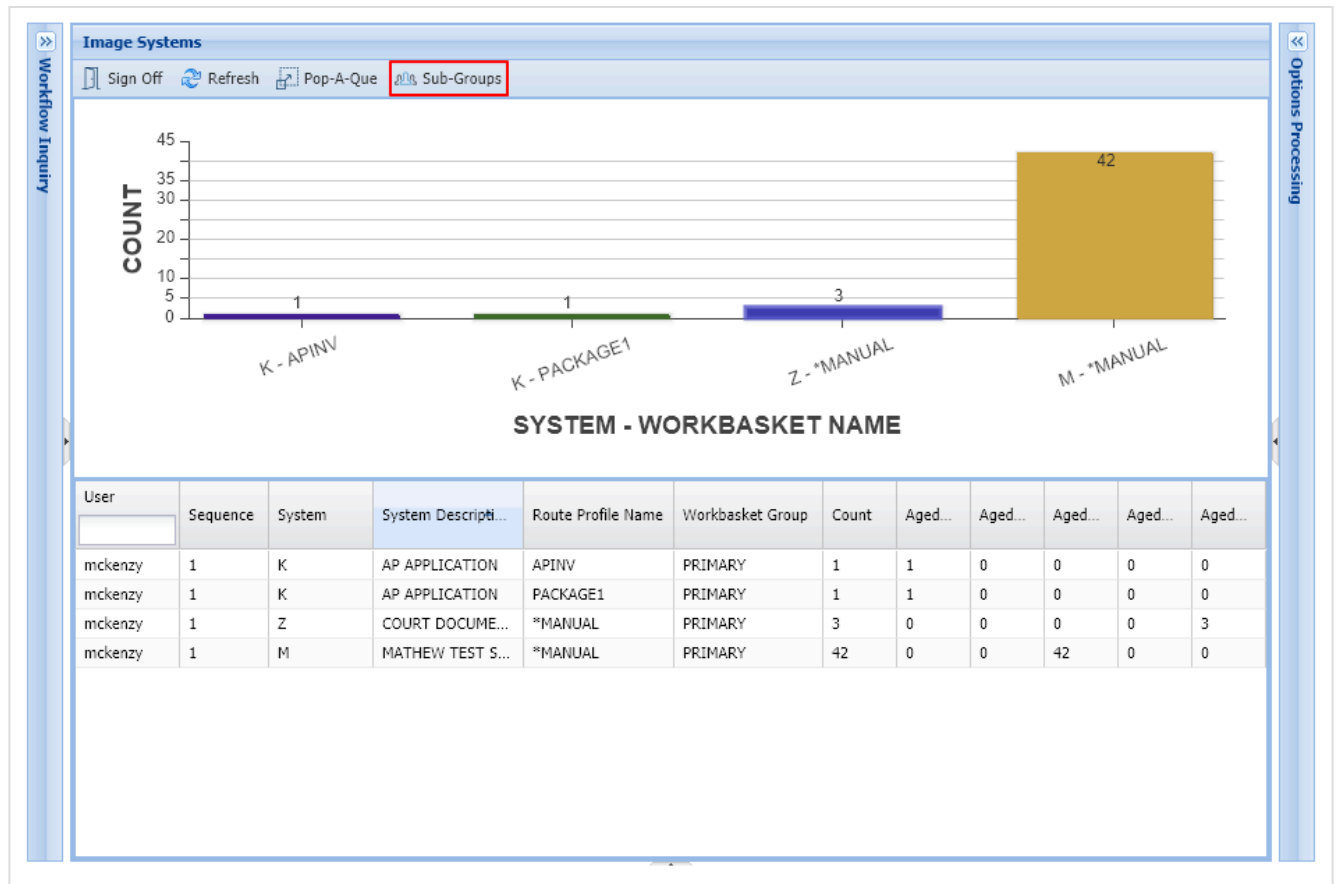
**Columns:** Pick the desired columns to be displayed. Select the drop down arrow next to any index then choose Columns.



## 3.1.1. Create Sub-Groups

Defining sub-groups (WorkBasket Groups) allows users to define secondary groups within their workbasket. This allows for better organization of their workbasket documents.

1. Login to your WorkBasket.
2. Click **Sub-Groups** at the top of the WorkBasket window.



3. Click **Add Document**.

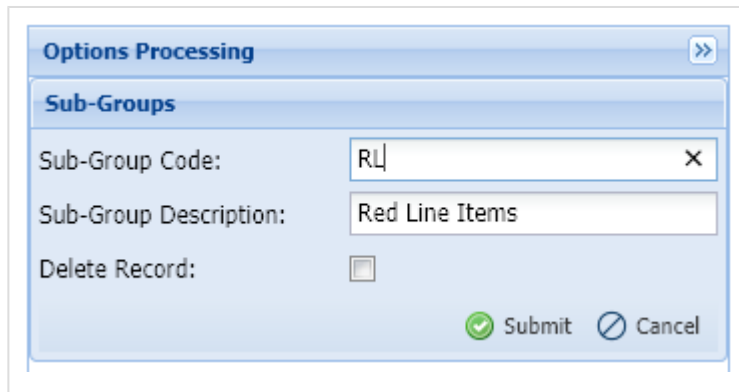
**Options Processing**

**Sub-Groups**

☐ Close ☒ **Add Document**

Sub-Group	Description
-----------	-------------

- Enter a 2 digit (Alpha/Numeric) Code. (*Do not use special characters.*)
- Enter a Description.
- Click **Submit**.



**Options Processing** >>

**Sub-Groups**

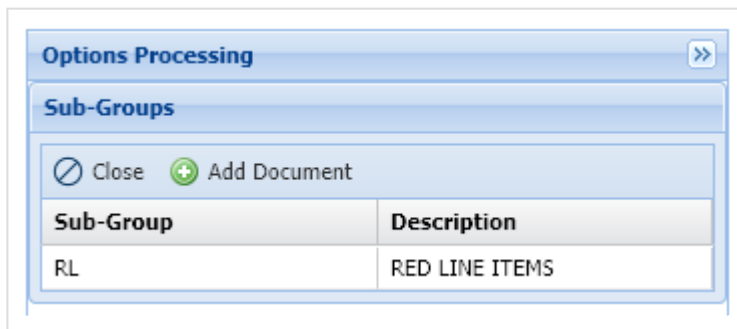
Sub-Group Code: RL X

Sub-Group Description: Red Line Items

Delete Record: ☐

☒ Submit ☐ Cancel

Example of Completed Sub-Group Entry:



**Options Processing** >>

**Sub-Groups**

☐ Close ☒ Add Document

Sub-Group	Description
RL	RED LINE ITEMS

### 3.1.1.1. Move Documents to Sub-Groups

---

Moving a workbasket document into a defined sub-group:

1. View a workbasket document.
2. Click **Move Subgroup**.

**SAYES OFFICE SUPPLY**  
WWW.SAYESOFFICE.COM

## INVOICE

**BILL TO**  
Real Vision Software, Inc.  
P.O. Box 12958  
Alexandria, LA 71315

**SHIP TO**  
Sayes Office Supply  
1405 MacArthur Dr.  
Alexandria, LA 71301

Invoice #	23456
Invoice Date	01/31/11
Customer ID	3

DATE	YOUR ORDER #	OUR ORDER #	SALES REP.	F.O.B.	SHIP VIA	TERMS	TAX ID

QTY	ITEM	UNITS	DESCRIPTION	DISCOUNT %	TAXABLE	UNIT PRICE	TOTAL
6	HP15		Large Capacity Toner Carts			100.00	600.00

3. Select a defined group from the **Move To Group** drop-down list.
4. Click **Submit**.

**Options Processing**

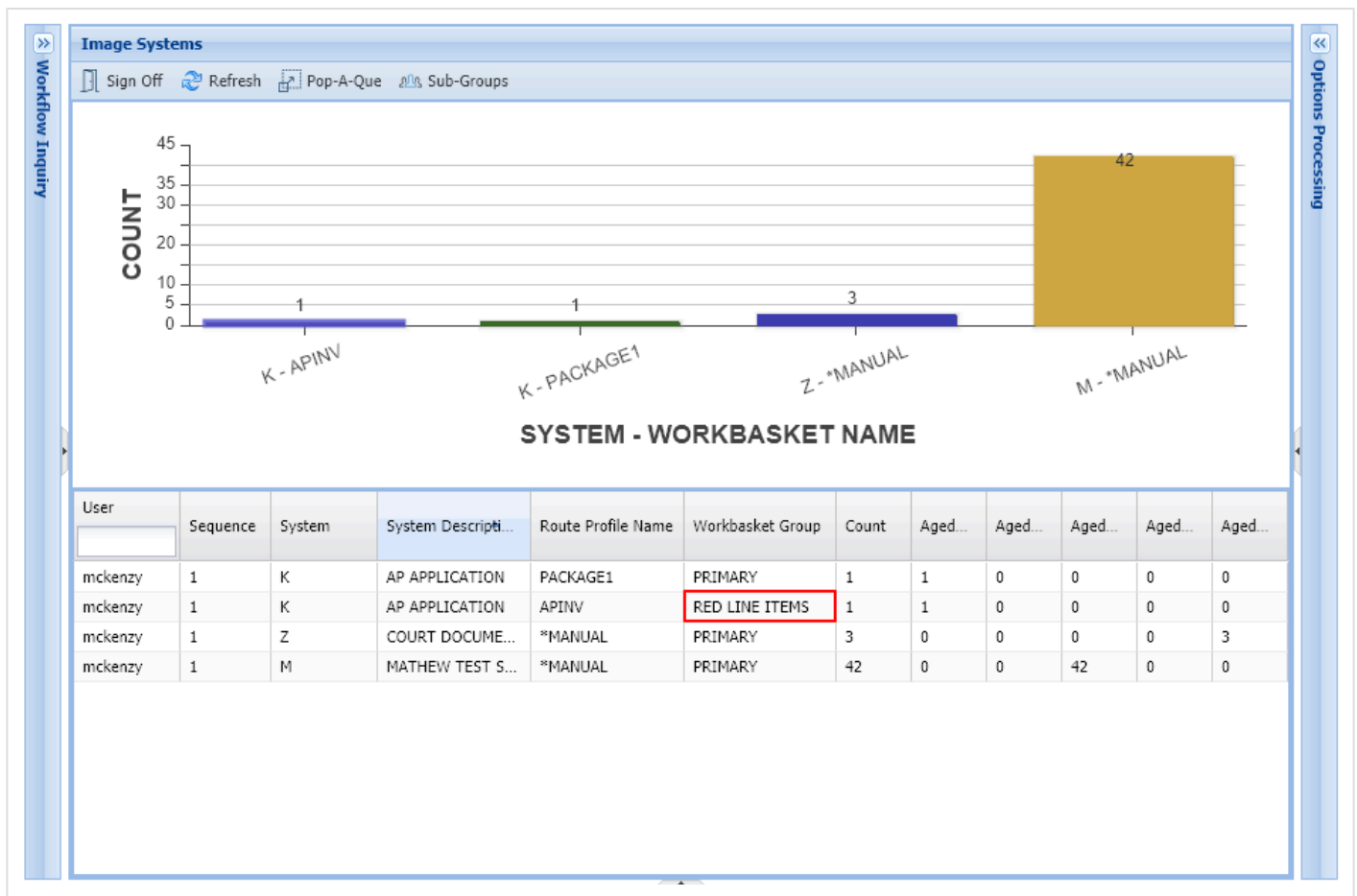
**Move Item**

Item Code: AAAAACQ

Move From Group:

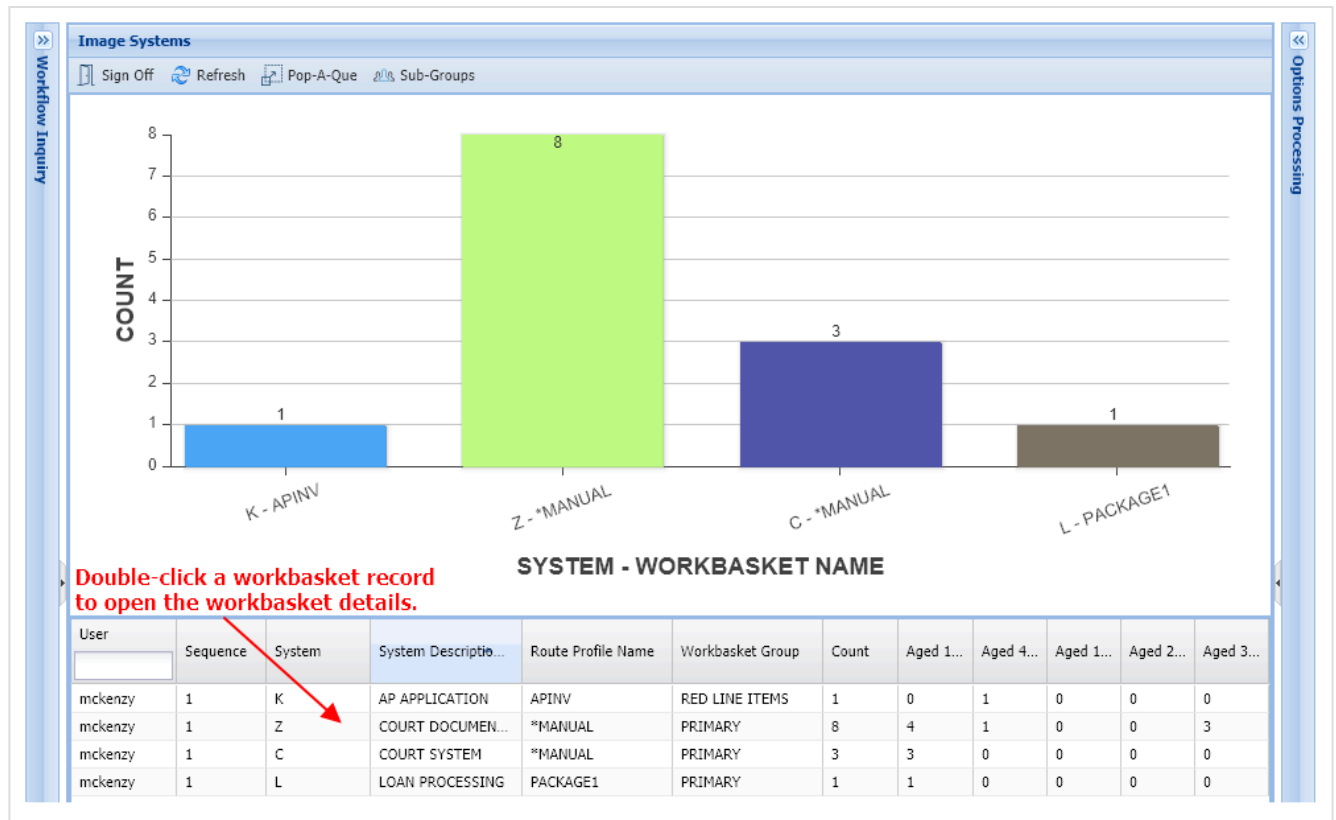
Move To Group: GREEN LINE ITEMS  
RED LINE ITEMS

The document will show moved to “Red Line Items” Workbasket Group on the Workflow Inquiry screen.



## 3.1.2. Que Up For Approval

1. Login to your WorkBasket.
2. Double-click the record to display the details.



- Left of the Flags column, enable the primary check box to select all records or enable only the check boxes associated with the desired records.
- Click **Que Up For Approval**.

**Z-COURT DOCUMENTS AND EXHIBITS** User = mckenzy, Routing Profile = \*MANUAL

Back Que Up For Approval Que Up For Batch Indexing Pop-A-Que Records: 8 Selected: 3 Display Checked Show Row Numbers Workbasket Charts

Flags	CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE	PRIORITY CODE
<input checked="" type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGTOW	RESPONSE	"
<input checked="" type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGTOW	RESPONSE	"
<input checked="" type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGTOW	RESPONSE	"
<input checked="" type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	FINAL JUDGEMENT	"
<input checked="" type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	FINAL JUDGEMENT	"
<input checked="" type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PETITION	"
<input checked="" type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	RESPONSE	"
<input checked="" type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	ADDITIONAL EVIDENCE	"

The approval screen will display the first document.

- Enter **Additional Information** (These will be written to the approval audit.), Enter **Notes** (These will be written to the notes file.), Choose **Approve** or **Disapprove**.
- Click **Submit** to finalize, **Skip** to bypass this record until a later time, or **Cancel** to exit the approval

process.

**Workflow Inquiry**

**Queue Up Approval**

Submit Skip Cancel

**Additional Information**

Approval

Approve Disapprove

Rubber Stamp

**Notes**

Notes List

(mckenzy)test  
(mckenzy)Picture (August 2018)  
(mckenzy)test

**Audit Information**

CASE #: 657895  
PLANTIFF: K ASHLEY  
DEFENDANT: J JOHNNELL  
CASE TYPE: MOTION  
COURT/JUDGE: M MAGTOW  
DOCUMENT TYPE:  
PRIORITY CODE: \*  
Image ID: ZAAAAA6 Route Multiple Users

**Enter Additional Information, Notes, Select Approve or Disapprove.**

**CITY COURT**

**Applicant Information**

Full Name: Dale Joey Z Date: 7-18-18  
Last First M.I.

Address: 000 West Windway 3653  
Street Address Apartment/Unit #  
Eagerville AZ 89731  
City State ZIP Code

Phone: 000-000-0000 Email: JD@gmail.com

Date Available: 8.1.18 Social Security No.: 333-33-4444 Desired Salary: \$80,000

Position Applied for: Law Research

Are you a citizen of the United States? YES ☒ NO ☐ If no, are you authorized to work in the U.S.? YES ☒ NO ☐

Have you ever worked for this company? YES ☐ NO ☒ If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES ☐ NO ☒

If yes, explain: \_\_\_\_\_

**Education**

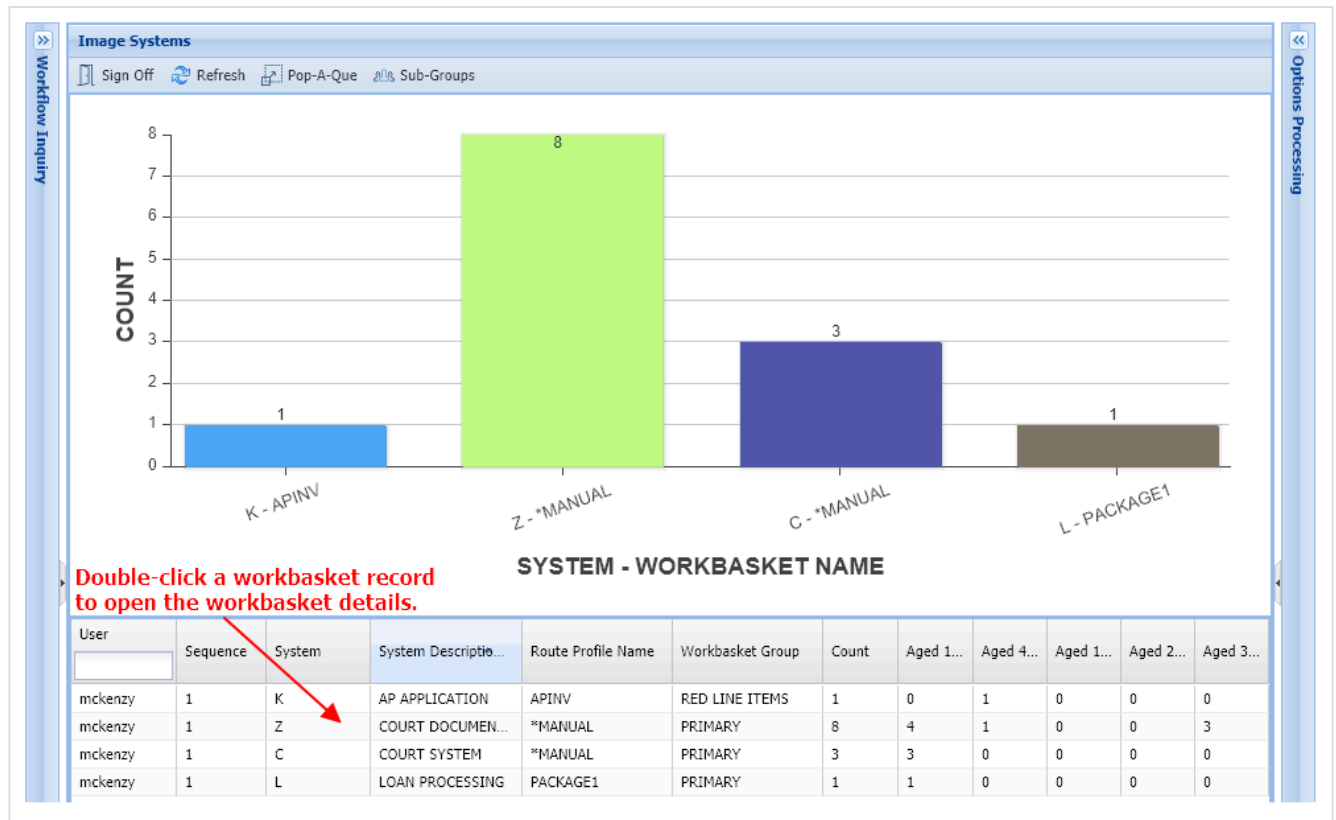
High School: East Top Address: 111 Alon St.  
From: 1970 To: 1974 Did you graduate? YES ☒ NO ☐ Diploma: High School

If Submit or Skip are selected, the next document in the queue will display.

If the queue is empty, the user will be returned to the Workflow Inquiry screen.

### 3.1.3. Que Up For Batch Indexing

1. Login to your WorkBasket.
2. Double-click the record to display the details.



- Left of the Flags column, enable the primary check box to select all records or enable only the check boxes associated with the desired records.
- Click **Que Up For Batch Indexing**.

**Z-COURT DOCUMENTS AND EXHIBITS** User = mckenzy, Routing Profile = \*MANUAL

Back Que Up For Approval **Que Up For Batch Indexing** Pop-A-Que Records: 5 Selected: 2 Display Checked Show Row Numbers Workbasket Charts

Flags	CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE	PRIORITY CODE
<input type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGTOW	RESPONSE	**
<input checked="" type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGTOW	RESPONSE	**
<input type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	FINAL JUDGEMENT	**
<input checked="" type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	FINAL JUDGEMENT	**
<input type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PETITION	**

The batch indexing screen will display the first document.

- Update the indexes as needed. (The *Delete Record* option is available. This will remove the document from the user's workbasket.).
- Click **Submit** to finalize, **Skip** to bypass this record until a later time, or **Cancel** to exit the approval process.

**Workflow Inquiry**

**Batch Index Maintenance**

☒ Submit
 ☒ Skip
 ☐ Cancel
 ☐ Delete Record

CASE #: 657895

PLANTIFF: K ASHLEY

DEFENDANT: J JOHNNELL

CASE TYPE: ESC

COURT/JUDGE: M MAGTOW

DOCUMENT TYPE: FINAL JUDGEMENT

Priority Code: 1

ID:ZAAAAAF

Update indexes as needed.

The user has the option to delete the record.

If Delete Record is enabled, the record will be deleted from the system.

**CITY COURT**

**Applicant Information**

Full Name: Dale Joey Z Date: 7-18-18  
Last First M.I.

Address: 000 West Windway 3653  
Street Address Apartment/Unit #  
 Eagerville AZ 89731  
City State ZIP Code

Phone: 000-000-0000 Email: JD@gmail.com

Date Available: 8.1.18 Social Security No.: 333-33-4444 Desired Salary: \$ 80,000

Position Applied for: Law Research

Are you a citizen of the United States? YES ☒ NO ☐ If no, are you authorized to work in the U.S.? YES ☒ NO ☐

Have you ever worked for this company? YES ☐ NO ☒ If yes, when?

Have you ever been convicted of a felony? YES ☐ NO ☒

If yes, explain:

**Education**

High School: East Top Address: 111 Alon St.  
 From: 1970 To: 1974 Did you graduate? YES ☒ NO ☐ Diploma: High School

If Submit or Skip are selected, the next document in the queue will display.

If the queue is empty, the user will be returned to the Workflow Inquiry screen.

## 3.1.4. Route To Multiple Users


Route To Multiple Users is a WorkBasket function that allows users to send a document to multiple users at the same time.

Refer to [Route To Multiple Users](#) topic under the Functions section for more details.


## 3.1.5. Packages

Packages provide the ability to display documents that have been grouped together. Document packaging occurs during the routing process based on document package rules.


In the WorkBasket tab, if a package exists,  will appear under the Flags column. If a package exists, but

documents are missing  will appear under the Flags column. View package documents by double-clicking the record. In the subfile list, missing items will be labeled **(MISSING)**. Mousing over the colored package will list the documents available and missing.

### Complete Package:

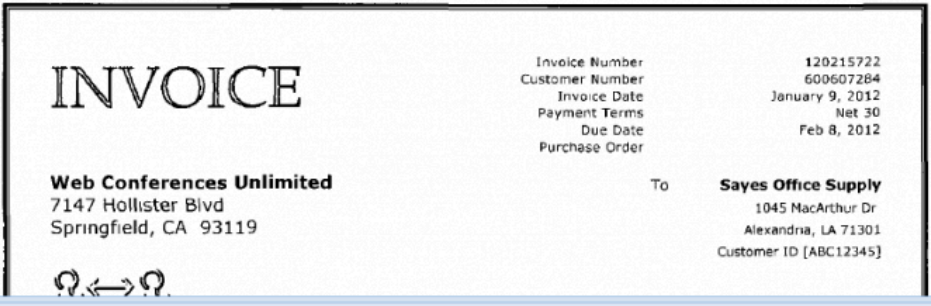
U-HR WORKFLOW SYSTEM User = LEN, Routing Profile = HR1						
<a href="#">Back</a> <input checked="" type="checkbox"/> Que Up For Approval <input type="checkbox"/> Que Up For Batch Indexing Records: 2						
Flags	EMPLOYEE #	DATE	DEPT	DOCUMENT TYPE	PRIORITY CODE	DAYS OLD
	1000	06/21/2018	CLERK	APP		110

### Incomplete Package: (Missing Documents)

V- DEMO IMAGES User = LEN, Routing Profile = HR1							
<a href="#">Back</a> <input checked="" type="checkbox"/> Que Up For Approval <input type="checkbox"/> Que Up For Batch Indexing Records: 1							
Flags	ND#	CASE	SEQ	DATE	DOCUMENT TYPE	PRIORITY CODE	DAYS OLD
	CR13001260000120181...	CR1300126	00001	20181213	APP		40

Double-click the record then select **Package** to view the Package Information.

[Back](#)  
[Email](#)  
[Index Details](#)  
[Notes](#)  
[Index Maintenance](#)  
[Approval](#)  
[Delete From Basket](#)  
[Package](#)  
[Audit Information](#)  
[Routing](#)  
[Move Subgroup](#)  
 Image ID:VAAAAATV



[Options Processing](#)

#### Package Information

☒ Close ☐ View All

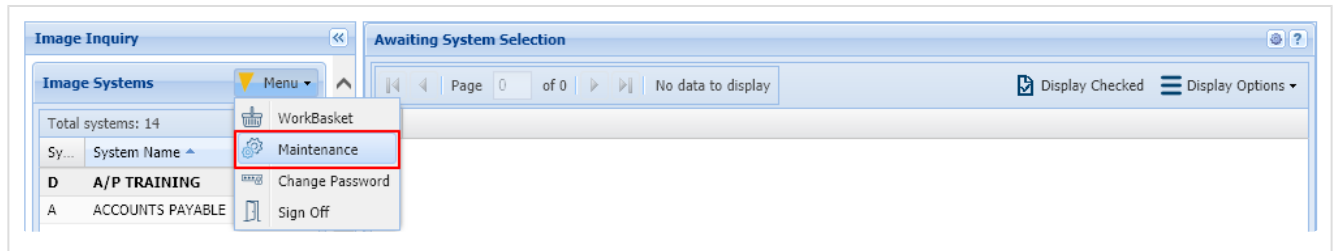
DOCUMENT TYPE	PAGES	ND#	CASE	SEQ	DATE
EMPLOYMENT APPLICATI...	001	CR130012600001201812...	CR1300126	00001	20181213
BACKGROUND CHECK	(MISSING)				
DIRECT DEPOSIT FORM	(MISSING)				
W4 FORM	(MISSING)				
401K FORM	(MISSING)				

View any of the existing package documents by double-clicking the desired record. The document will open in a new window.

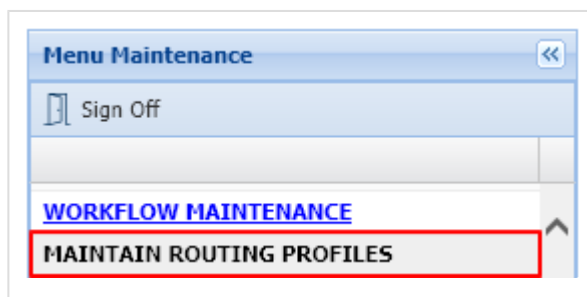
## 3.1.5.1. Setup Packages

### Step 1: Create A Routing Profile

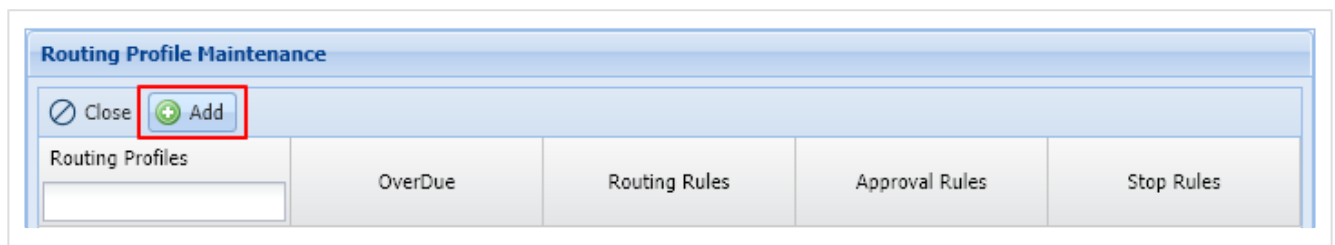
1. Navigate to the Maintenance menu by clicking **Menu, Maintenance**.



2. Under WORKFLOW MAINTENANCE, select **MAINTAIN ROUTING PROFILES**.



3. Click **Add** to create a new routing profile.



4. Give the routing profile a name then click **Submit**.  
*In our example, we will name the routing profile PACKAGE1.*

**Options Processing** >>

**Routing Profile Maintenance**

Submit Cancel

Route Name: PACKAGE1 X

- Single-click the routing profile name in the Routing Profile Maintenance list.

**Routing Profile Maintenance** >> Options Processing

Close Add

Routing Profiles	OverDue	Routing Rules	Approval Rules	Stop Rules
APINV				
ES				
MATT				
<b>PACKAGE1</b>				
POP2				
THREELEVEL	Y			

Single-mouse click this record to open the Routing Profile Members Maintenance

*This will open the Routing Profile Members Maintenance.*

- Click **Add** from Routing Profile Members Maintenance.

**Routing Profile Members Maintenance** >>

Close Add

Route	User ID	Sequence	Stop Rule	Route To User	Date From	Date To	Email	Notification Messa...
-------	---------	----------	-----------	---------------	-----------	---------	-------	-----------------------

- Select a valid user from the **Route To User** drop-down list. This user will receive the routed documents.
- Set **Sequence** to **1**.
- Click **Submit**.

**Options Processing**

**Routing Profile Maintenance**

Routing Destinations Submit Cancel

Route Name: PACKAGE1

Route To User: mckenzy

Sequence: 1

Stop Rule:

Email Document to User:

Email Arrival Notification:

**In Primary User Absence**

Route To User:

Date From:

Date To:

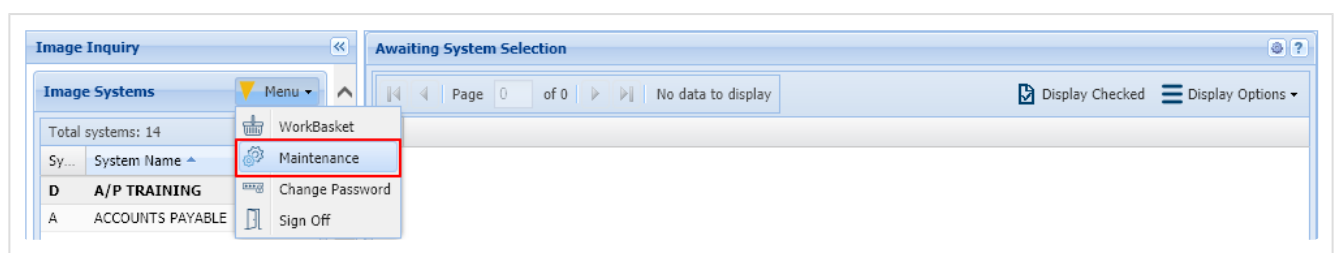
Delete Record:

Example of Completed Package Entry:

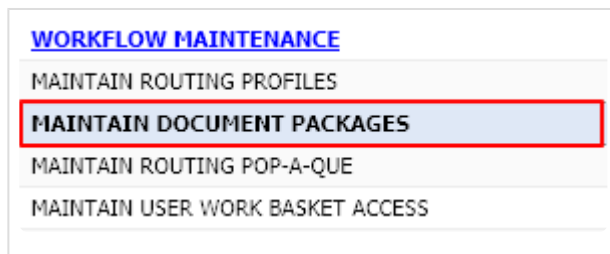
Route	User ID	Sequence	Stop Rule	Route To User	Date From	Date To	Email	Notification Message
PACKAGE1	MCKENZY	1						

## Step 2: Create A Package

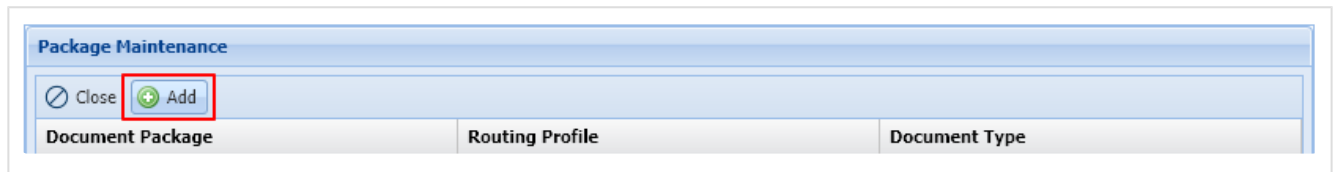
1. Navigate to the Maintenance menu by clicking **Menu, Maintenance**.



2. Under WORKFLOW MAINTENANCE, select **MAINTAIN DOCUMENT PACKAGES**.

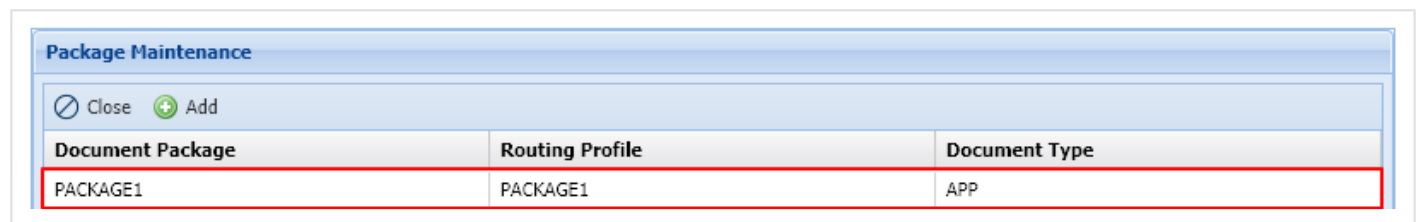


3. Click **Add** to create a package.



4. Input a **Package Name**.
5. Select **Route Member**. *This is the name of the routing profile you created in step 1 (**PACKAGE1**).*
6. Select a **Doc Type**. *This will become the Primary Package Document Type.*
7. Set **Index** number to Y for those indexes to be considered in the generated package.
8. Click **Submit**.

*The Package will be added to the Package Maintenance screen.*



9. Single-click the package (PACKAGE1).  
*This will open the Maintain Packages window.*
10. Click **Package Documents**.

**Options Processing** >>

**Maintain Packages**

**+ Package Documents** ☒ Submit ☐ Cancel

Package Name: PACKAGE1

Route Member: PACKAGE1

Doc Type: APP

Index#1: Y

Index#2:

Index#3:

Index#4:

Index#5:

Index#6:

Delete Record: ☐

*This will open the Package Document Maintenance window. The primary package document type, in this example APP, will already be checked and in bold font.*

11. Add a check mark next to the other document type(s) you want to include as part of the package.
12. Click **Submit**.

**Package Document Maintenance** ☒ Submit ☐ Cancel

Select	Available Document Types	Description
<input type="checkbox"/>		
<input type="checkbox"/>	BASEMENT	
<input type="checkbox"/>	TOMDOC1	
<input type="checkbox"/>	TOMDOC2	
<input checked="" type="checkbox"/>	<b>APP</b>	<b>APPLICATION</b>
<input type="checkbox"/>	AP	AP INVOICE
<input type="checkbox"/>	04 MINUTES	APRIL COURT MINUTES
<input type="checkbox"/>	ASMNT	ASMNT (ASSESSMENT)
<input type="checkbox"/>	ASPHALT	ASPHALT (BLACKTOP)
<input type="checkbox"/>	08 MINUTES	AUGUST COURT MINUTES
<input type="checkbox"/>	BATH	BATH (BATHROOM)
<input checked="" type="checkbox"/>	CR	CREDIT REPORT
<input type="checkbox"/>	12 MINUTES	DECEMBER COURT MINUTES
<input type="checkbox"/>	DOC1	DOCUMENT 1
<input checked="" type="checkbox"/>	EV	EARNING VERIFICATION

**The Primary Package Document Type will appear in bold font with a check mark under the Select column.**

THE MAINTENANCE SETUP IS NOW COMPLETE! You can now route documents to the profile.

## 3.1.5.2. Route Documents To Package Profile

Routing to a Package Profile is done through Image Inquiry.

Select a record where the Document Type equals the Primary Document Type setup within the Package routing profile for the selected System.

1. From Image Inquiry, identify the record associated with the primary document type in the package.

### Viewing a Document in Image Inquiry:

View a document (**Routing, Route Using Profile**)

**Uniform Residential Loan Application**

This application is designed to be completed by the applicant(s) with the Lender's assistance. Applicants should complete this form as "Borrower" or "Co-Borrower", as applicable. Co-Borrower Information must also be provided (and the appropriate box checked) when ☐ the income or assets of a person other than the "Borrower" (including the Borrower's spouse) will be used as a basis for loan qualification or ☐ the income or assets of the Borrower's spouse or other person who has community property rights pursuant to state law will not be used as basis for loan qualification, but his or her liabilities must be considered because the spouse or the other person has community property rights pursuant to applicable law and Borrower resides in a community property state, the security property is located in a community property state, or the Borrower is relying on other property located in a community property state as a basis for repayment of the loan.

If this is an application for joint credit, Borrower and Co-Borrower each agree that we intend to apply for joint credit (sign below):

Judy Hammen Suzy Boar  
Borrower Co-Borrower

I. TYPE OF MORTGAGE AND TERMS OF LOAN					
Mortgage	<input checked="" type="checkbox"/> VA	<input type="checkbox"/> Conventional	<input type="checkbox"/> Other (explain):		
Applied for:	<input type="checkbox"/> FHA	<input type="checkbox"/> USDA/Rural	Housing Service		
Amount	Interest Rate	No. of Months	Amortization Type	<input checked="" type="checkbox"/> Fixed Rate	<input type="checkbox"/> Other (explain):
\$150000	4.5 %	360		<input type="checkbox"/> GPM	<input type="checkbox"/> ARM (type):
			Agency Case Number	Lender Case Number	
			036543	278679	

OR

### Right-Mouse Clicking a Record in Image Inquiry:

Right-mouse click a record (**Route Document , Route Using Profile**).

**L-LOAN PROCESSING**

Page 1 of 1 | Displaying 1 - 7 of 7 | Display Checked | Display Options ▾

Flags	DIVISION	DATE	DOCUMENT TYPE
<input type="checkbox"/> S R	S0001	02/20/2019	APPLICATION
<input type="checkbox"/> S	S0001	02/20/2019	CREDIT REPORT
<input type="checkbox"/>	S0001	02/20/2019	EARNING VERIFICATION
<input type="checkbox"/>	S0001	02/20/2019	APPLICATION
<input type="checkbox"/>		02/21/2019	CREDIT REPORT
<input type="checkbox"/> S		02/26/2019	APPLICATION
<input type="checkbox"/>		2019	CREDIT REPORT

**TAB:**

- Add Notes
- Email Image
- Route Document** ▸
  - Route To User
  - Route Using Profile**
- Index Details

- Select the desired Package profile from the drop-down list then click **Submit**.

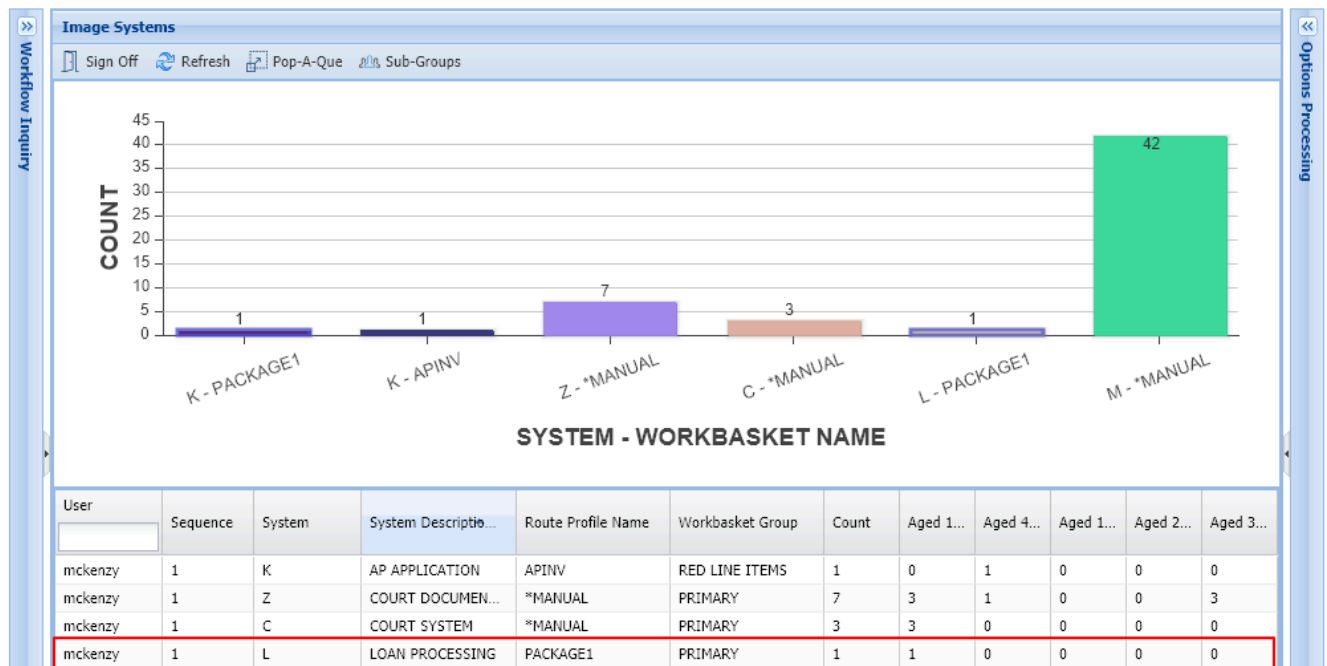
**Options Processing** >>

**Route To Profile**

PACKAGE1 | X ▾

☒ Submit | ☐ Cancel

- From the user's workbasket, you should find an entry where *Route Profile Name* equals the Package profile name. (In our example, the Package profile name is PACKAGE1.)
- Click the record to open.



An icon of a Present will be seen under the Flags column. This signifies a Package exist.



The Package is incomplete. Documents are missing.



The Package is complete. All related documents are included.

5. Mouse-over the Package icon to see the Package details.

**L-LOAN PROCESSING** User = mckenzy, Routing Profile = PACKAGE1

Back Que Up For Approval Que Up For Batch Indexing Pop-A-Que Records: 1 Display Checked Show Row Numbers Workbasket Charts

Flags	DIVISION	DATE	DOCUMENT TYPE	PRIORITY CODE
	S0001	02/20/2019	APPLICATION	9

**Package Information**

(DOCUMENT TYPE)	(Pages)	(DIVISION)	(DATE)	(NOT USED)	(NOT USED)	(NOT USED)	(NOT USED)
APP	1	S0001	02/20/2019				
CR	1	S0001	02/20/2019				
(EV)		MISSING					

OR

Click the Package icon to open the Package Information.

The screenshot shows the 'L-LOAN PROCESSING' window with the user 'mckenzy' and routing profile 'PACKAGE1'. A table lists records with columns: Flags, DIVISION, DATE, DOCUMENT TYPE, and PRIORITY CODE. The first record has a package icon in the Flags column, which is highlighted by a red box. A red arrow points from this icon to the 'Package Information' window shown below.

**Click the Package icon to open Package Information.**

The 'Package Information' window displays a table with the following data:

(DOCUMENT TYPE)	(Pages)	(DIVISION)	(DATE)
APP	1	S0001	02/20/2019
CR	1	S0001	02/20/2019
(EV)		MISSING	

**Double-click a record to view the document.**

The user has the ability to view the image directly from the Package Information screen by double-clicking the record. This will open the document in a new window.

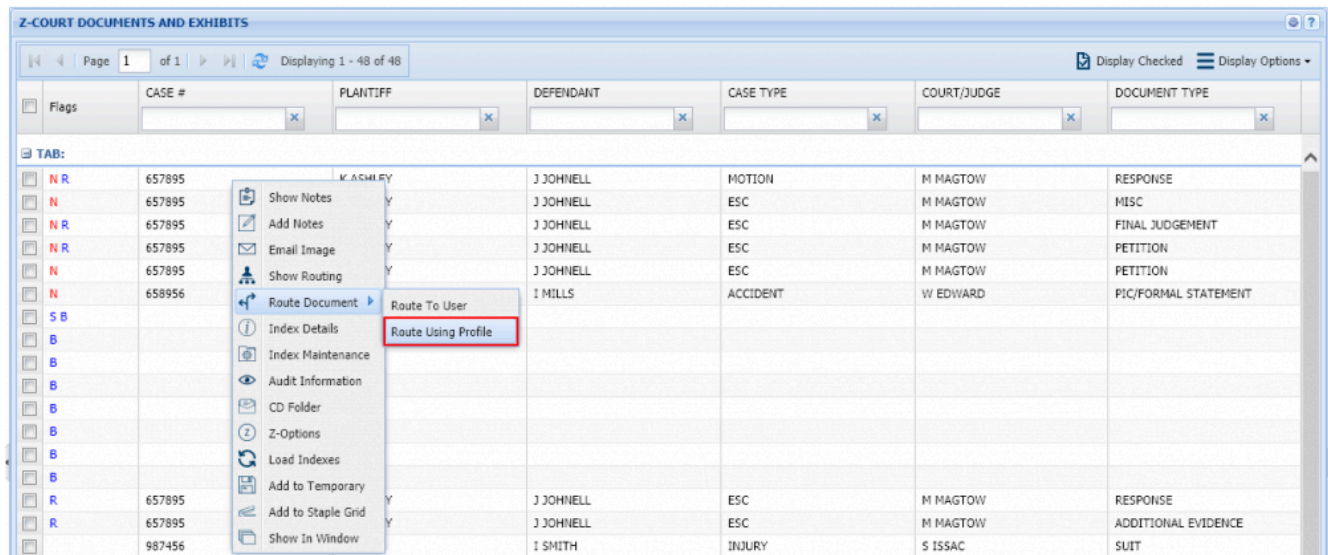
## 3.1.6. Pop-A-Que

The Pop-A-Que routing feature allows multiple users to work the items in one central routing queue. For example, if you have a large number of items that get routed to the Billing routing queue for indexing, you can set up the Pop-A-Que feature to allow any number of users to automatically retrieve the next available item from the Billing routing queue and place it in that user's queue.

### Route Documents to Pop-A-Que Profile

From Image Inquiry:

1. Locate the record you want to route then right-mouse click.
2. Select **Route Using Profile**.



3. Select the Pop-A-Que profile.



4. Sign-in to Work Basket.

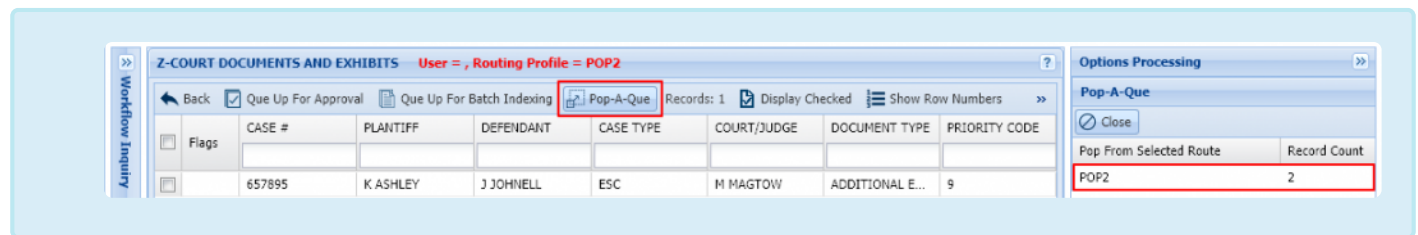


5. Click **Pop-A-Que**.

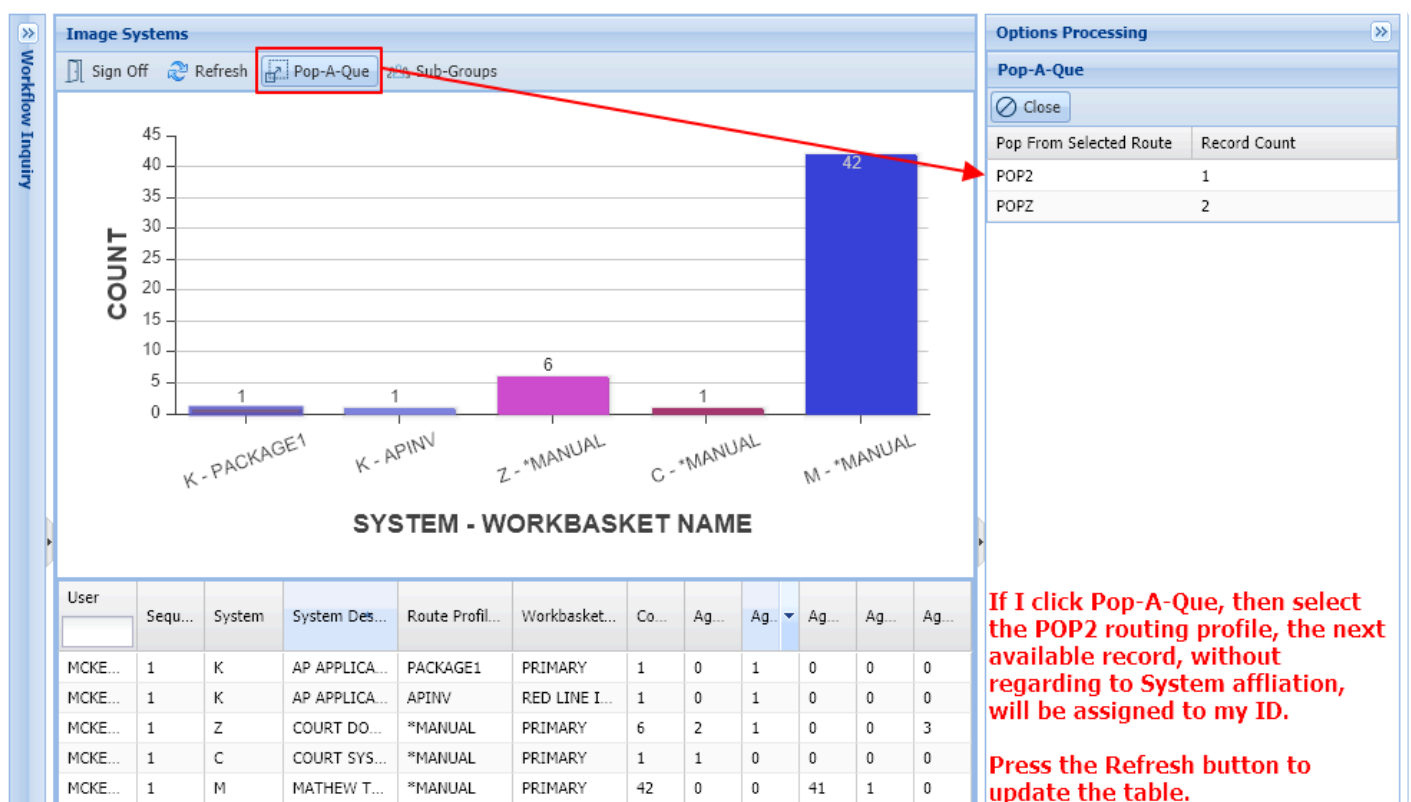
*The Pop-A-Que button will only be available for users assigned to a Pop-A-Que profile.*

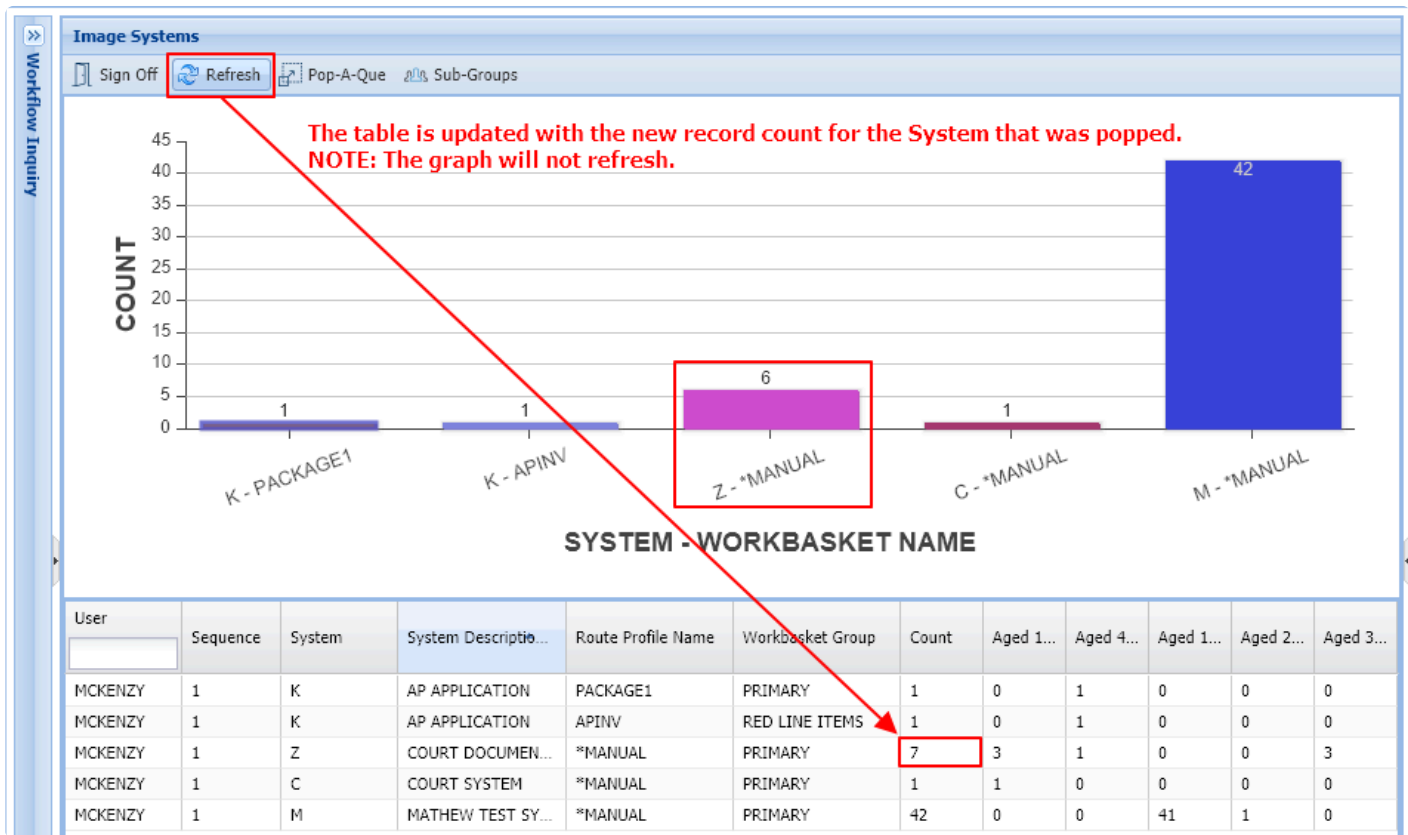
Refer to [Setup Pop-A-Que Users](#)

✿ The Pop-A-Que button is also available while working in a particular System.



- Click the desired Pop-A-Que profile from the Options Processing\Pop-A-Que window.  
*This will transfer the next available document in the Pop-A-Que to your workbasket.*
- Click **Refresh** to update the count.

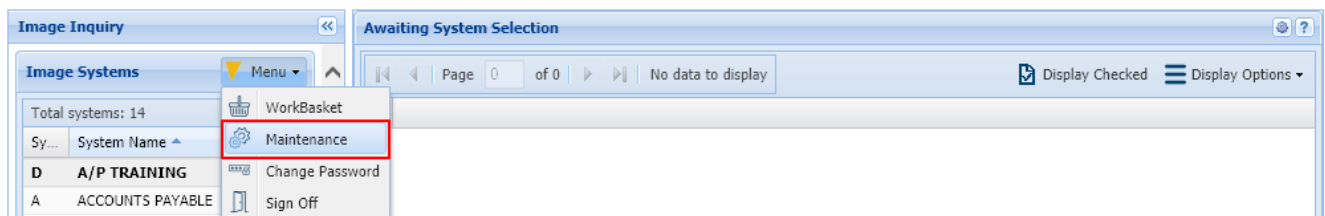




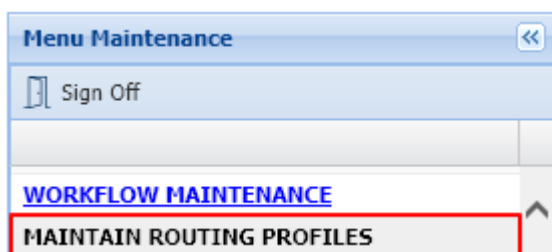
## 3.1.6.1. Setup Pop-A-Que

### Create A Routing Profile

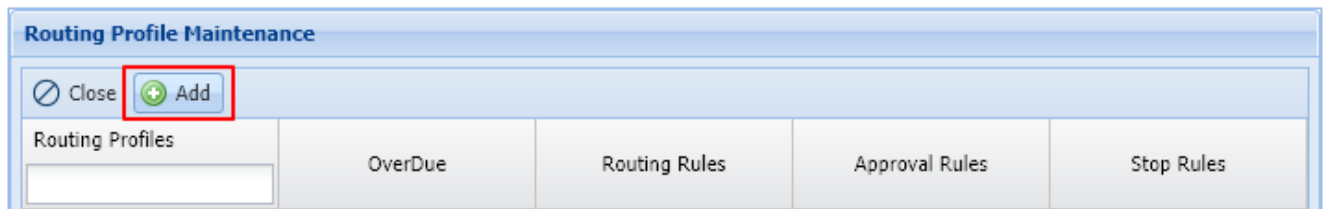
1. Navigate to the Maintenance menu by clicking Menu, Maintenance.



2. Under WORKFLOW MAINTENANCE, select **MAINTAIN ROUTING PROFILES**.

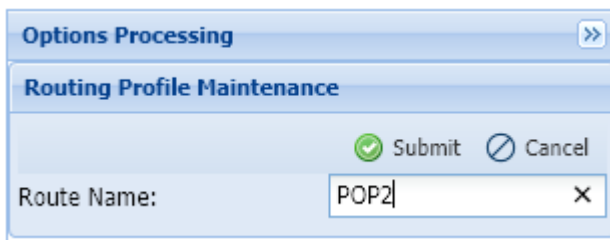


3. Click **Add** to create a new routing profile.



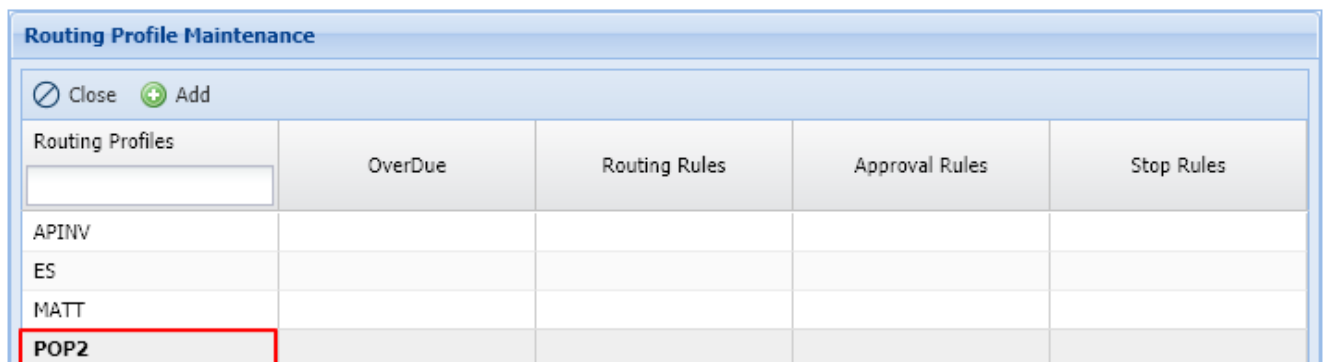
The dialog box titled "Routing Profile Maintenance" has a "Close" button and an "Add" button (highlighted with a red box). Below the buttons is a table with five columns: "Routing Profiles", "OverDue", "Routing Rules", "Approval Rules", and "Stop Rules". The "Routing Profiles" column contains a text input field.

4. Give the routing profile a name then click **Submit**.  
*In our example, we will name the routing profile POP2.*



The "Options Processing" dialog box shows the "Routing Profile Maintenance" section. It has "Submit" and "Cancel" buttons. The "Route Name:" field contains the text "POP2".

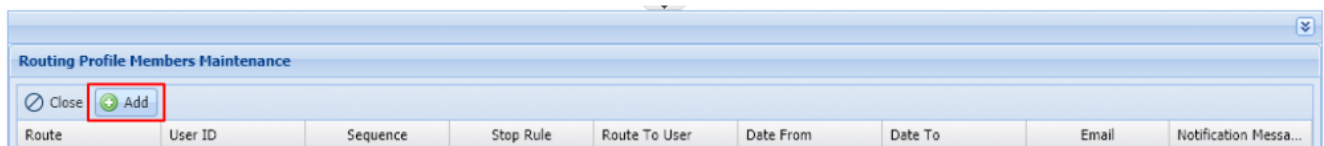
5. Single-click the routing profile name in the Routing Profile Maintenance list.



The dialog box shows a list of routing profiles: APINV, ES, MATT, and POP2. The "POP2" entry is highlighted with a red box. The table structure is the same as in the previous screenshot.

This will open the Routing Profile Members Maintenance.

6. Click **Add** from Routing Profile Members Maintenance.



The dialog box titled "Routing Profile Members Maintenance" has a "Close" button and an "Add" button (highlighted with a red box). Below the buttons is a table with columns: "Route", "User ID", "Sequence", "Stop Rule", "Route To User", "Date From", "Date To", "Email", and "Notification Messa...".

7. Enter "Route To User" and "Sequence" values.
- Manually type the value into the Route To User field. *Route To User value will not show up in the routing drop down list. This user will only be used for Pop-A-Que.*
  - Set Sequence = 1.

**Options Processing** >>

**Routing Profile Maintenance**

Routing Destinations ☒ Submit ☐ Cancel

Route Name: POP2

Route To User: POP2

Sequence: 1

Stop Rule:

Email Document to User:

Email Arrival Notification:

**In Primary User Absence**

Route To User:

Date From:

Date To:

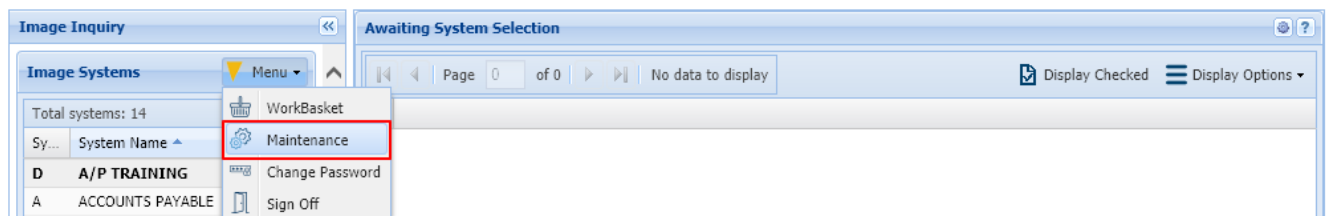
Delete Record: ☐

The completed record will look like this.

Routing Profile Members Maintenance								
Close Add								
Route	User ID	Sequence	Stop Rule	Route To User	Date From	Date To	Email	Notification Messa...
POP2	POP2	1						

## Setup Pop-A-Que Users

1. Navigate to the Maintenance menu by clicking Menu, Maintenance.



2. Under WORKFLOW MAINTENANCE, select **MAINTAIN ROUTING POP-A-QUE**.

**WORKFLOW MAINTENANCE**

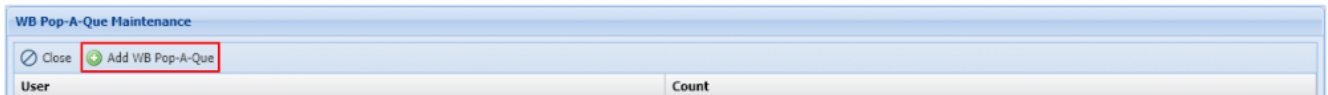
MAINTAIN ROUTING PROFILES

MAINTAIN DOCUMENT PACKAGES

**MAINTAIN ROUTING POP-A-QUE**

MAINTAIN USER WORK BASKET ACCESS

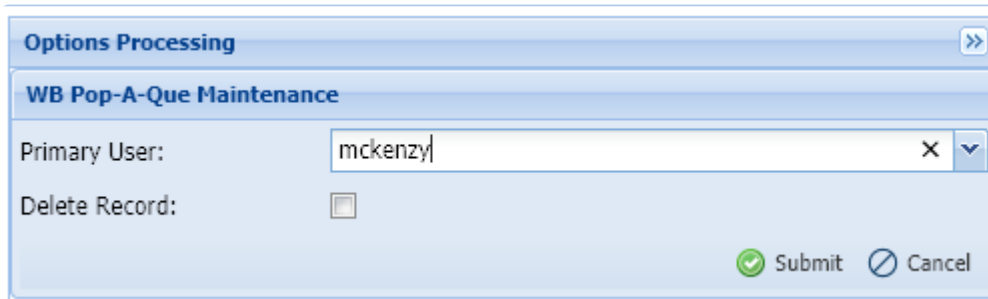
3. Click **Add WB Pop-A-Que**.



The dialog box titled "WB Pop-A-Que Maintenance" has a "Close" button and a highlighted "Add WB Pop-A-Que" button. Below the buttons is a table with two columns: "User" and "Count".

User	Count
------	-------

4. Select the Primary User from the Drop-Down List then click **Submit**.

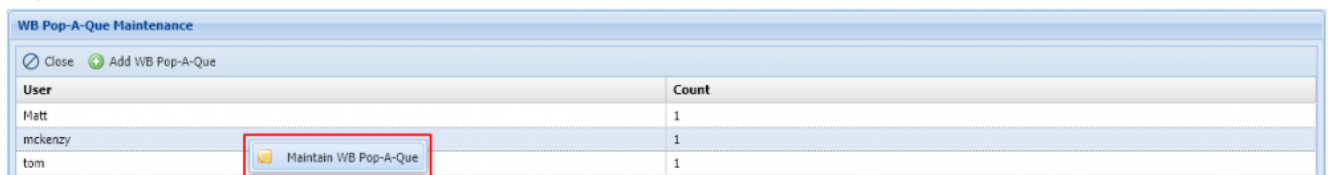


The "Options Processing" dialog box contains a "WB Pop-A-Que Maintenance" section. It has a "Primary User:" label followed by a text box containing "mckenzy" and a drop-down arrow. Below this is a "Delete Record:" label with an unchecked checkbox. At the bottom right are "Submit" and "Cancel" buttons.

This will add the user to the WB Pop-A-Que Maintenance list.

\* If the User does not exist, that user must be added via Maintenance, Users/Group Maintenance, [Maintain Users](#).

5. Right-mouse click on this user. Select **Maintain WB Pop-A-Que**.

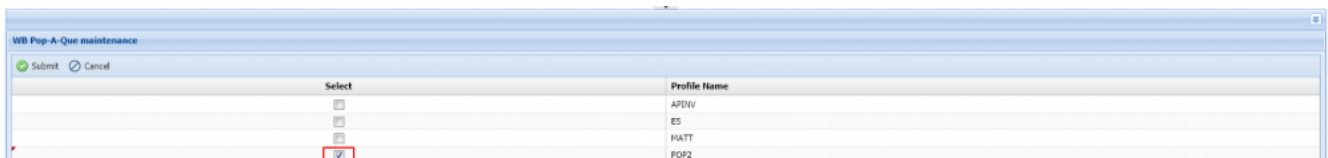


The dialog box shows a table with three users: "Matt", "mckenzy", and "tom", each with a count of 1. A right-click context menu is open over the "tom" row, with the option "Maintain WB Pop-A-Que" highlighted.

User	Count
Matt	1
mckenzy	1
tom	1

The list of all routing profiles is displayed.

6. Check the Pop-A-Que profiles that this user has access too.



The dialog box shows a table with three routing profiles: "APENV", "ES", and "HATT", each with a count of 1. A checkbox is checked next to the "HATT" profile.

Select	Profile Name
<input type="checkbox"/>	APENV
<input type="checkbox"/>	ES
<input checked="" type="checkbox"/>	HATT
<input type="checkbox"/>	POP2

The Maintenance Setup is now complete.

## 3.2. Maintenance

The Maintenance Menu is designed to permit customers to setup RVI functions and tasks.

These options are normally reserved for administrative personnel.

<b><u>IMAGE SYSTEM MAINTENANCE</u></b>	
MAINTAIN IMAGE SYSTEM DESCRIPTIONS AND KEY FIELDS	
UNLOCK BATCH INDEX RECORDS	
REMOVE DELETED RECORDS IN IMAGE SYSTEM	
PURGE AUDIT FILE RECORDS	
<b><u>DOCUMENT TAB MAINTENANCE</u></b>	
MAINTAIN DOCUMENT TYPES	
MAINTAIN DOCUMENT TAB PROFILES	
MAINTAIN DOCUMENT TAB GROUPS	
<b><u>USERS/GROUP MAINTENANCE</u></b>	
MAINTAIN USERS	
MAINTAIN GROUPS	
<b><u>EMAIL MAINTENANCE</u></b>	
MAINTAIN EMAIL ADDRESS BOOK	
<b><u>WORKFLOW MAINTENANCE</u></b>	
MAINTAIN ROUTING PROFILES	
MAINTAIN DOCUMENT PACKAGES	
MAINTAIN ROUTING POP-A-QUE	
MAINTAIN USER WORK BASKET ACCESS	
MAINTAIN WORK BASKET ACCESS CODES	
<b><u>SCANNING/IMPORT MAINTENANCE</u></b>	
MAINTAIN SCANNING PROFILES	
MAINTAIN TASK PROFILES	
<b><u>SCRAPE MAINTENANCE</u></b>	
MAINTAIN SCRAPE PROFILES	
<b><u>DOCUMENT RETENTION MAINTENANCE</u></b>	
MAINTAIN RETENTION RECORDS	
<b><u>GENERAL SYSTEM MAINTENANCE</u></b>	
NON-SYSTEM CONTROL PARAMETERS	
LICENSED ACTIVE USERS (EXPRESS LICENSE ONLY)	
MAINTAIN CFG80	
MAINTAIN ADMIN CFG FILE	
MAINTAIN RVMULTMAP	
MAINTAIN RVMULTSPF	
MAINTAIN AUDIT CONTROL FILE	
<b><u>SPOOL FILE MAINTENANCE</u></b>	
MAINTAIN FORM PROFILES	
<b><u>WORKFLOW AUDITING</u></b>	
WORKFLOW AUDITING GRAPHS/CHARTS	
<b><u>MAINTENANCE MENU SECURITY</u></b>	
MENU SECURITY	
<b><u>RENDITION BILLING MAINTENANCE</u></b>	
MAINTAIN RENDITION BILLING	
<b><u>SIGNATURE PAD MAINTENANCE</u></b>	
SIGNATURE PAD MAINTENANCE	

## 3.2.1. IMAGE SYSTEM MAINTENANCE

### [IMAGE SYSTEM MAINTENANCE](#)

MAINTAIN IMAGE SYSTEM DESCRIPTIONS AND KEY FIELDS

CD FOLDER MAINTENANCE

UNLOCK BATCH INDEX RECORDS

### 3.2.1.1. Unlock Batch Index Records

From Menu, Maintenance, Image System Maintenance section, select **UNLOCK BATCH INDEX RECORDS**.

Unlock a batch by right clicking the record

Unlock Batch					
Close					
Batch ID	System Code	Create Date	Created By User	User Locked	Date Locked
AAAAAAM	K	12/07/2016 14:23:35	TomLucas	fred	12/08/2016 15:07:42

Select Unlock Batch.

Unlock Batch					
Close					
Batch ID	System Code	Create Date	Created By User	User Locked	Date Locked
AAAAAA8	K	11/12/2016 11:50:10	TOM	Barry	11/12/2016 11:14:23

Unlock Batch

### 3.2.1.2. Remove Deleted Records In Image System



**CAUTION!!!** – This job will completely remove records and images from your server.

**IMAGE SYSTEM MAINTENANCE**

MAINTAIN IMAGE SYSTEM DESCRIPTIONS AND KEY FIELDS

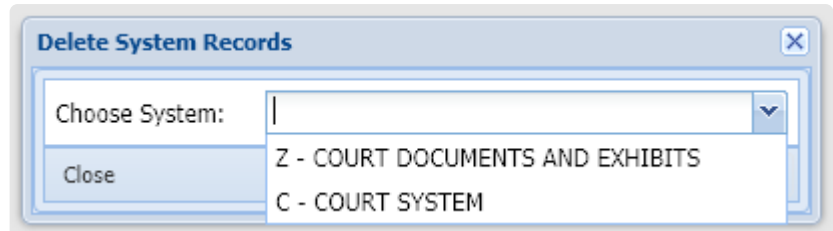
UNLOCK BATCH INDEX RECORDS

**REMOVE DELETED RECORDS IN IMAGE SYSTEM**

PURGE AUDIT FILE RECORDS

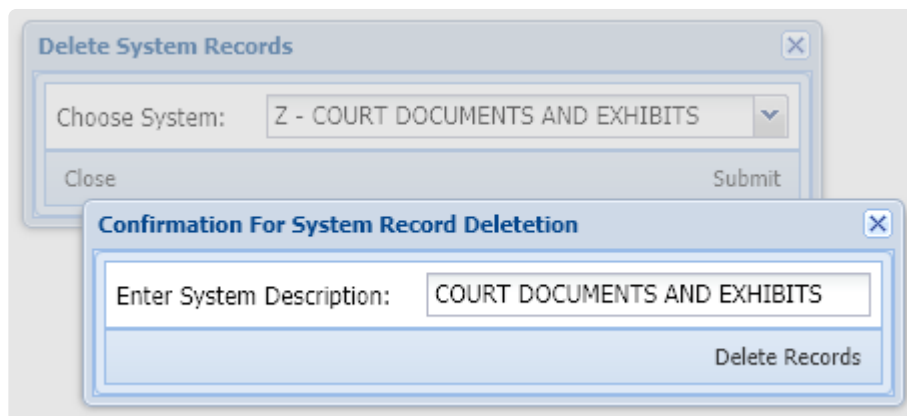
This menu option is controlled by [User/Group option security](#).

From the Delete System Records prompt, choose a system from the drop down list. *(Only authorized systems will be displayed.)*



To authorize a user or group to a system, go to [User/Group Maintenance](#), Options, Option Security.

F - Purge Files and Data



To confirm and complete the deletion process, you must enter the System Description of the System being purged. Click **Delete Records** to run the process.

**All records that have been flagged for deletion will be removed for the selected system code.**

A log file (*DLTIMAGES.TXT*) referencing the deleted records will be written when the job runs. Subsequent results will be appended to the log file. This file will get large when deleting millions of records so it is recommended that you clear the file periodically.

The log file contains: System, Indexes (1-6), DocType, File Path, File Name, Page Count, Date

1	Sys (ABAACD)	Tran (ABAANB)	DocType	Path	Filename	PageCount	Found	Date-Time
2	Sys (ABAACD)	Tran (ABAANB)	DocType	Path	Filename	PageCount	Found	Date-Time
3	Sys (ABAACD)	Tran (ABAANB)	DocType	Path	Filename	PageCount	Found	Date-Time
4	M	AAAAA7P	BHDOC2	C:\inetpub\wwwroot\image\180828	MAAAAA7P.pdf	1	1	2019-07-19 15:18:16
5	M	AAAAA70	BHDOC2	C:\inetpub\wwwroot\image\180829	MAAAAA70.001	1	1	2019-07-19 15:21:36
6	M	AAAABBE	BHDOC2	C:\inetpub\wwwroot\image\190117	MAAABBE.001	1	1	2019-07-19 15:21:36
7	M	AAAABBO	BHDOC2	C:\inetpub\wwwroot\image\190117	MAAABBO.001	1	1	2019-07-19 15:21:36
8	M	AAAABAE	BHDOC2	C:\inetpub\wwwroot\image\190103	MAAABAE.pdf	1	1	2019-07-19 15:21:36
9	Sys (ABAACD)	Tran (ABAANB)	DocType	Path	Filename	PageCount	Found	Date-Time
10	Sys (ABAACD)	Tran (ABAANB)	DocType	Path	Filename	PageCount	Found	Date-Time
11	Sys (ABAACD)	Tran (ABAANB)	DocType	Path	Filename	PageCount	Found	Date-Time
12	Sys (ABAACD)	Tran (ABAANB)	DocType	Path	Filename	PageCount	Found	Date-Time
13	Sys (ABAACD)	Tran (ABAANB)	DocType	Path	Filename	PageCount	Found	Date-Time
14	Sys (ABAACD)	Tran (ABAANB)	DocType	Path	Filename	PageCount	Found	Date-Time

## 3.2.2. USERS/GROUPS MAINTENANCE

### USERS/GROUPS MAINTENANCE

MAINTAIN USERS

MAINTAIN GROUPS

MAINTAIN USER INDEX LEVEL SECURITY

## 3.2.3. EMAIL MAINTENANCE

### EMAIL MAINTENANCE

MAINTAIN EMAIL ADDRESS BOOK

## 3.2.4. SCANNING/IMPORT MAINTENANCE

### SCANNING/IMPORT MAINTENANCE

MAINTAIN SCANNING PROFILES

MAINTAIN TASK PROFILES

### 3.2.4.1. Maintain Scanning Profiles

Creating scanning profiles allows you to setup predefined attributes for the applications being scanned.

From the Maintenance Menu, navigate to Scanning/Import Maintenance, Maintain Scanning Profiles.

Click "Add Scan Profile" to create a new scanning profile entry.

Double click an existing record to update/maintain an existing scanning profile.

There are 2 types of scanning profiles:

**Standard** Creates one document at a time. You can scan one or multiple pages. When you accept the scan,

that one document is created.

### Batch

Used to Scan multiple documents at once then burst them into separate documents by means of a separator sheet. Batch scanning requires you to scan to the pc then upload. Scan direct to the server is not permitted.

Profile Parameters	
Profile Name:	The name given to this scanning procedure.
Profile Description:	A description of the scanning process.
Scanning Type:	Standard or Batch
Image System ID:	RVI Image System ID Code for the imaging system receiving the scanned images.
Destination:	Used to specify scan destination PC or Direct. Batch scan profiles require a destination of PC. The Direct option will automatically upload the documents after scanning. The PC option requires the user to run an upload.
Set Indexing Flag:	Sets batch indexing flag. <i>Must be set to Y for batch indexing.</i>
Route To This Profile:	Route to the specified profile at scan time.
Index Constant Values:	Index data pre-loaded at the time of scanning.
Batch Scanning Options:	Only available for Scanning Profile Type: BATCH. Select between 4 separator types to handle the bursting of the scanned batches.
Delete Record:	Click check box then click "Submit" to delete this scanning profile.

## 3.2.5. GENERAL SYSTEM MAINTENANCE

### GENERAL SYSTEM MAINTENANCE

NON-SYSTEM CONTROL PARAMETERS

LICENSED ACTIVE USERS (EXPRESS LICENSE ONLY)

MAINTAIN CFG80

MAINTAIN ADMIN CFG FILE

MAINTAIN RVMULTMAP

MAINTAIN RVMULTSPF

MAINTAIN AUDIT CONTROL FILE

### 3.2.5.1. Maintain Audit Control File

**Audit Control Maintenance**

Close Add Field

Audit Description	0=OFF, 1=ON
AUDIT_VIEW	0
AUDIT_SCAN	1
AUDIT_APPROVAL	1
AUDIT_VERSIONED	0
AUDIT_REDACTED	0
AUDIT_UPLOADED	1
AUDIT_CHANGED	1
AUDIT_DELETED	1
AUDIT_EMAIL	1
AUDIT_Z-OPTION	0
AUDIT_SIGNATURE	0
AUDIT_ROUTED	1
AUDIT_PRINTED	0
AUDIT_FOLDER	0
AUDIT_BATCH_INDEXING	1
AUDIT_RENDITION_BILLING	0

Use this menu to turn Audit on and off for the following functions:

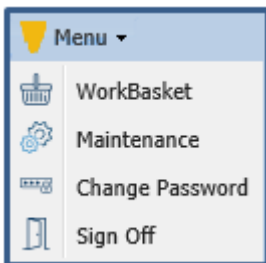
- View
- Scan
- Workbasket Approval
- Versioning

- Redaction
- Uploads
- Change Index
- Delete
- Email
- Z-Option
- Signature Capture
- Routing
- Print
- CD Folder
- Batch Indexing
- Rendition Billing

## 3.3. Change Password

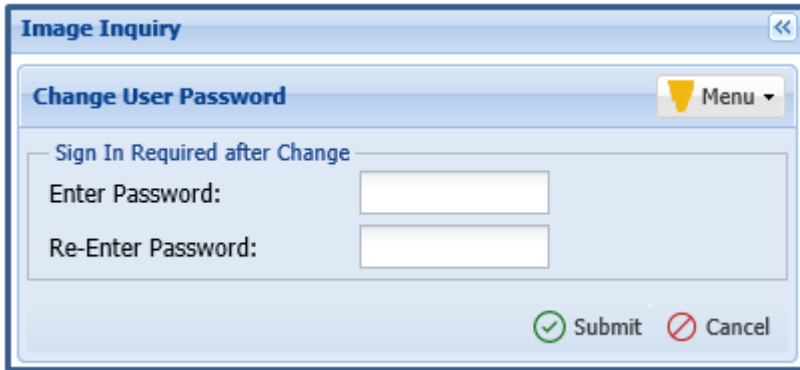
---

1. Select Change Password from the Menu drop down list.



2. Enter a valid password.

(**Password Parameters:** Maximum of 30 bytes. Allows for numeric, alpha, alphanumeric, and special characters excluding **&**, **#**, **\**, **/**. Can't begin or end with a whitespace character. **Passwords are case sensitive.**)



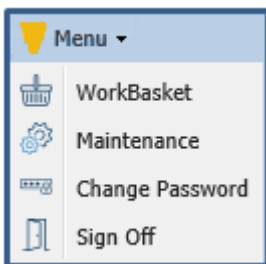
The screenshot shows a web application window titled "Image Inquiry". Inside, there is a section titled "Change User Password" with a "Menu" dropdown arrow to its right. Below this section, there is a sub-section titled "Sign In Required after Change" which contains two text input fields: "Enter Password:" and "Re-Enter Password:". At the bottom right of the window, there are two buttons: "Submit" (with a green checkmark icon) and "Cancel" (with a red X icon).

\* Change Password does NOT apply when using Active Directory.

## 3.4. Sign Off

---

Select Menu, Sign Off then close the browser.



## 4. TOOLBOX

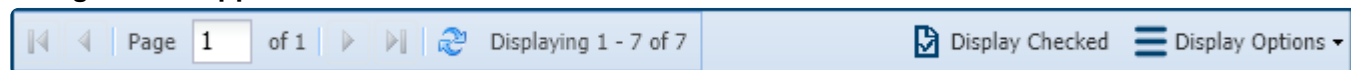
---

For user convenience, One Look offers a variety of tools and menus to accomplish tasks within the RVI system. You will find that many options such as notes, email, and image details are available in multiple locations throughout the One Look viewer for quick access.

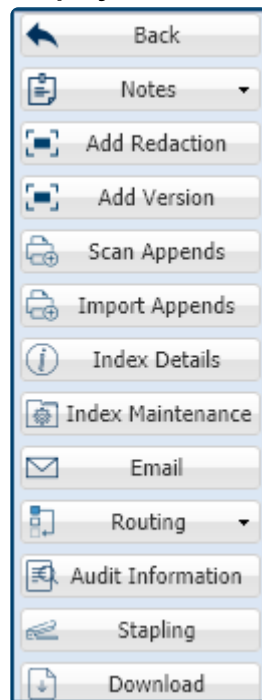
### Help & Settings



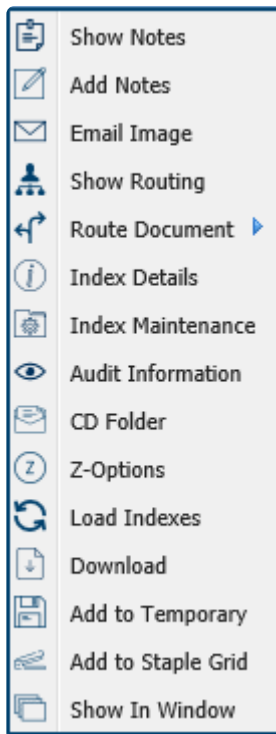
### Navigation & Appearance



### Display Functions



### Sub File & Right Click Menu



## 4.1. Help & Settings

---

*Located in the top right corner of the One Look window.*




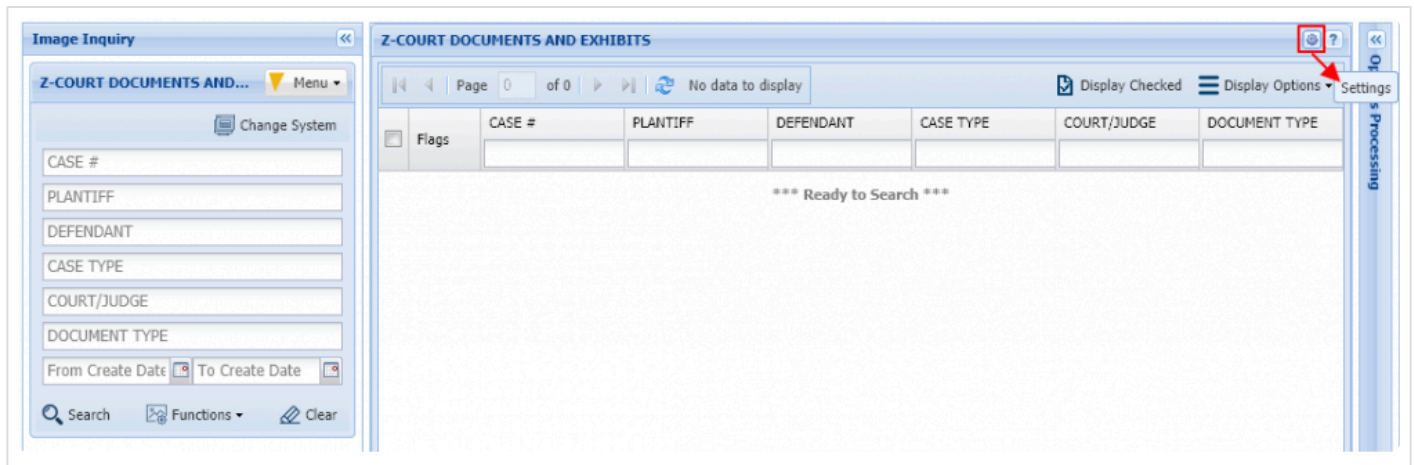
**Settings:** Set One Look session preferences.

**Help:** Access the One Look Windows user's guide.

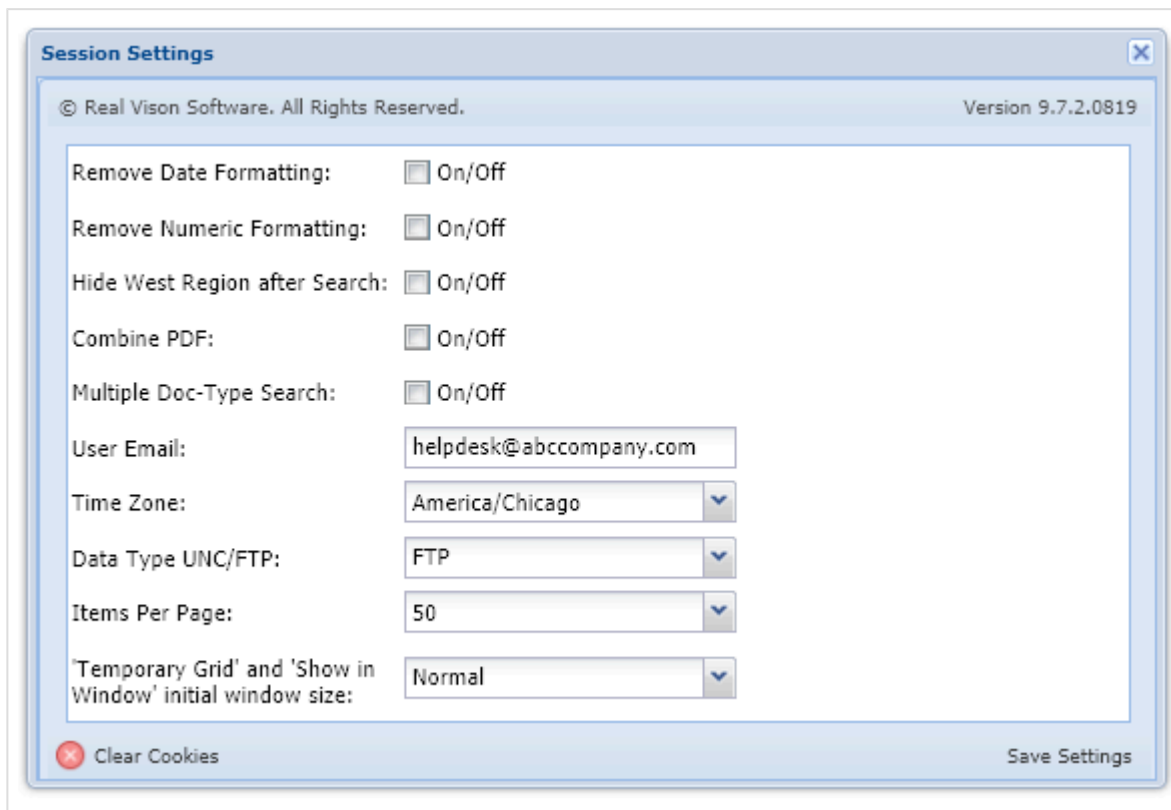
### Session Settings:



1. Select the  icon in the top right corner of the One Look window.



2. The session settings window will display.




### Available Options:

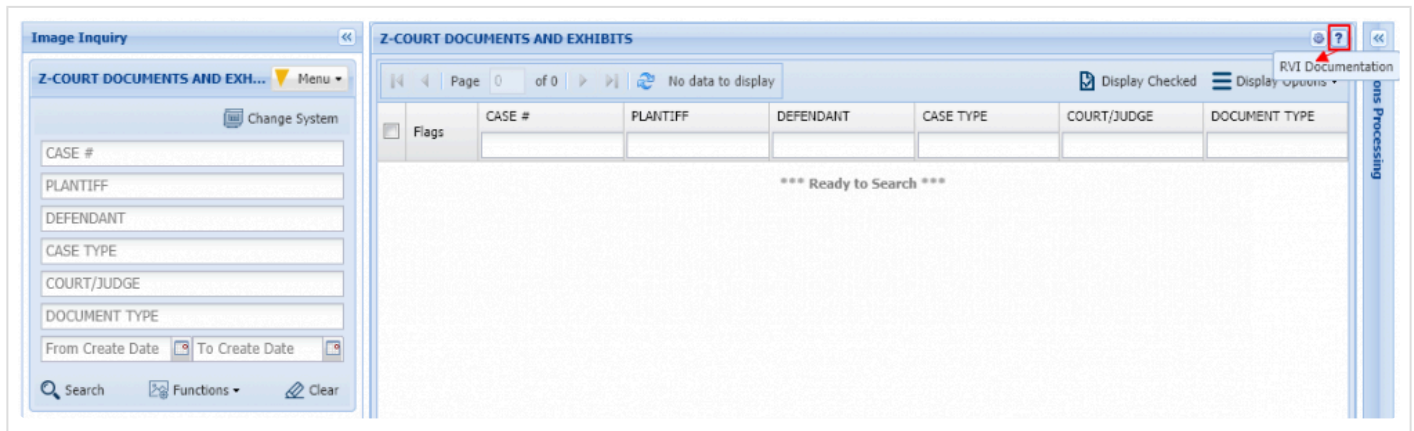
1. **Remove Date Formatting:** Removes the requirement for users to enter a specific date format during image inquiry, scanning, and indexing.
2. **Items Per Page:** Displays up to the number of records set. The default value is 50.

3. **Time Zone:** Sets the default time zone.
4. **Data Type UNC/FTP:** Select UNC to view using the path \\servername or FTP to use ftp://serveripaddress/. If using FTP, a valid user id and password must be supplied under Image, Preferences, FTP Support within the RVI pc viewer, if it's being used in conjunction with One Look.
5. **Open In RVI Viewers:** Forces the display of scanned images in the native format (TIF or JPG) within the RVI pc viewer.
6. **User Email:** Default email address to be used when sending email from One Look.

### Help Documentation:



1. Select the  icon in the top right corner of the One Look window.



2. The One Look Windows online manual will open.

[←](#) [→](#) [↻](#) <https://www.manula.com/manuals/real-vision-software-inc/one-look-sb/1...> [☆](#) [⋮](#)

REAL VISION SOFTWARE INC One Look (Windows) — 1

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## OVERVIEW

This manual was developed for current and potential One Look customers interested in learning about the features and functions of the One Look viewer. This manual is specific to the Windows Server Based installation of One Look.

One Look is the latest RVI user interface which provides a consistent look and feel across the IBM i, Windows, and Cloud platforms. It is a browser based, graphical interface developed in Sencha (JavaScript Framework) with back-end server code written in PHP (*Hypertext Preprocessor is a server-side scripting language*). One Look runs in all browsers, but Internet Explorer (*IE 11 or higher*) or Google Chrome (*Chrome 60 or higher*) are preferred.

Please contact [RVI Support](#) to schedule your One Look installation.

LOGIN [➤](#)

### Feedback

[Post your comment on this topic.](#)

Was this helpful?  
[👍 Yes](#) [👎 No](#)

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## 4.2. Navigation & Appearance

After initial login and system selection, users are presented with the default Image Inquiry screen.

### Default Image Inquiry Screen

The screenshot displays the 'Image Inquiry' application window. On the left is the 'Image Inquiry Dialog Box' with search criteria fields: CASE #, PLAINTIFF, DEFENDANT, CASE TYPE, COURT/JUDGE, and DOCUMENT TYPE. It also includes date pickers for 'From Create Date' and 'To Create Date', and buttons for Search, Functions, and Clear. A red arrow points to this dialog box with the label 'Image Inquiry Dialog Box'. The main area is the 'Image Inquiry Subfile Window' titled 'Z-COURT DOCUMENTS AND EXHIBITS'. It features a toolbar with navigation icons and a status bar indicating 'Page 0 of 0' and 'No data to display'. Below the toolbar is a table with columns: Flags, CASE #, PLAINTIFF, DEFENDANT, CASE TYPE, COURT/JUDGE, and DOCUMENT TYPE. A red arrow points to the PLAINTIFF column header with the label 'Subfile List Toolbar'. The status bar at the bottom shows 'Real Vision Image Inquiry', 'Device Id:\$50CBFBCB', 'User ID: MCKENZY', and '© Real Vision Software. All Rights Reserved.'.

Flags	CASE #	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
*** Ready to Search ***						

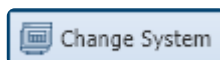
The image inquiry screen consists of the Image Inquiry Dialog Box and the Image Inquiry Subfile Window.

### Image Inquiry Dialog Box



The screenshot shows the 'Image Inquiry' window. At the top, there's a title bar with a double arrow icon. Below it, a header bar contains 'Z-COURT DOCUMENTS A...' and a 'Menu' dropdown. A 'Change System' button with a computer icon is positioned above a series of text input fields: 'CASE #', 'PLANTIFF', 'DEFENDANT', 'CASE TYPE', 'COURT/JUDGE', and 'DOCUMENT TYPE'. Below these fields are two date pickers labeled 'From Create Date' and 'To Create Date'. At the bottom, there are three buttons: 'Search' with a magnifying glass icon, 'Functions' with a folder icon and a dropdown arrow, and 'Clear' with an eraser icon.

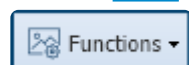
Move between systems by selecting



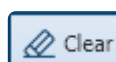
Search and retrieve records by selecting



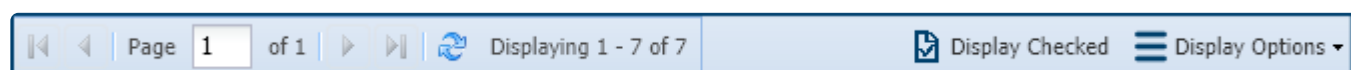
Access [Scan](#) Functions, [Drag Drop](#) / [Import](#) Functions, [Batch Indexing](#), and [OCR](#) Word Search by selecting



Quickly clear index search criteria by selecting



## Subfile List Toolbar



**Display Checked:** Displays all the documents associated with the checked records.

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 | Displaying 1 - 7 of 7 | Items selected: 3 | **Display Checked** | Display Options

Flags	CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TY...
<input checked="" type="checkbox"/> N	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	RESPONSE
<input checked="" type="checkbox"/> N	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	MISC
<input checked="" type="checkbox"/> N R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	JUDGEMENT
<input type="checkbox"/> N R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PETITION
<input type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PETITION
<input type="checkbox"/> R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	RESPONSE
<input type="checkbox"/> R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	ADDITIONAL E...

### Display Options:

- **Display Temporary Grid:** Populates a grid at the bottom of the screen showing a list of documents that have been added to the temporary holding area. From the holding area, users can view documents which allows for comparison of documents across different systems.

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 | Displaying 1 - 10 of 10 | **Display Checked** | **Display Options**

- Display Temporary Grid**
- Show Row Numbers
- Grid to Excel
- User Activity Chart

Flags	CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TY...
<input checked="" type="checkbox"/> N R	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGTOW	
<input type="checkbox"/> N	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	MISC
<input type="checkbox"/> N R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	FINAL JUDGE...
<input type="checkbox"/> N R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PETITION
<input type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PETITION
<input type="checkbox"/>	658956	M JONES	I MILLS	ACCIDENT	W EDWARD	PIC/FORMAL ST...
<input type="checkbox"/> R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	RESPONSE
<input type="checkbox"/> R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	ADDITIONAL EV...
<input type="checkbox"/>	658956	M JONES	I MILLS	ACCIDENT	W EDWARD	PIC/FORMAL ST...
<input type="checkbox"/>	658956	M JONES	I MILLS	ACCIDENT	W EDWARD	PIC/FORMAL ST...

- **Show Row:** Displays the numerical row number next to each record. *(Will only appear when Hide Row is active.)*

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 | Displaying 1 - 12 of 12

Display Checked | Display Options

Flags

TAB:

	CASE #	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUD...	DOCUMENT...	TYPE	CREAT...
<input type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGTOW	RESPONSE	IMAGE	08/21/...
<input type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	MISC	IMAGE	08/21/...
<input type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PETITION	IMAGE	08/06/2018
<input type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PETITION	IMAGE	08/06/2018
<input type="checkbox"/>	658956	M JONES	I MILLS	ACCIDENT	W EDWARD	PIC/FORMA...	IMAGE	09/27/2018
<input type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	RESPONSE	IMAGE	08/21/2018
<input type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	ADDITIONA...	IMAGE	08/21/2018
<input type="checkbox"/>	658956	M JONES	I MILLS	ACCIDENT	W EDWARD	PIC/FORMA...	IMAGE	09/27/2018
<input type="checkbox"/>	658956	M JONES	I MILLS	ACCIDENT	W EDWARD	PIC/FORMA...	DOCX	09/27/2018
<input type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	MISC	DOCX	02/28/2019
<input type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	MISC	DOCX	02/28/2019
<input type="checkbox"/>	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGTOW	RESPONSE	DOCX	02/28/2019

Real Vision Image Inquiry | Device Id: \$6D038CA3 | User ID: MCKENZY | © Real Vision Software. All Rights Reserved.

- Hide Row: Hides the numerical row number next to each record. (Will only appear when Show Row is active.)

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 | Displaying 1 - 10 of 10

Display Checked | Display Options

Flags

TAB:

	CASE #	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUD...	DOCUMENT...	TYPE	CREAT...
1	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGTOW	RESPONSE	IMAGE	08/21/...
2	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	MISC	IMAGE	08/21/...
3	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PETITION	IMAGE	08/06/2018
4	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PETITION	IMAGE	08/06/2018
5	658956	M JONES	I MILLS	ACCIDENT	W EDWARD	PIC/FORMAL S...	IMAGE	09/27/2018
6	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	RESPONSE	IMAGE	08/21/2018
7	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	ADDITIONAL...	IMAGE	08/21/2018
8	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	ADDITIONAL...	IMAGE	08/21/2018
9	658956	M JONES	I MILLS	ACCIDENT	W EDWARD	PIC/FORMAL S...	DOCX	09/27/2018
10	658956	M JONES	I MILLS	ACCIDENT	W EDWARD	PIC/FORMAL S...	DOCX	09/27/2018

Real Vision Image Inquiry | Device Id: \$6D038CA3 | User ID: MCKENZY | © Real Vision Software. All Rights Reserved.

- Grid to Excel: Display a list of the One Look sub file indexes in Excel.

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 | Displaying 1 - 10 of 10

Display Checked | Display Options

Display Temporary Grid | Hide Row Numbers | **Grid to Excel** | User Activity Chart

Flags	CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE
1 N R	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGTOW
2 N	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW
3 N R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW
4 N R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW
5	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW
6	658956	M JONES	I MILLS	ACCIDENT	W EDWARD
7 R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW
8 R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW
9	658956	M JONES	I MILLS	ACCIDENT	W EDWARD
10	658956	M JONES	I MILLS	ACCIDENT	W EDWARD

**Z-COURT DOCUMENTS AND EXHIBITS**

AutoSave OFF | Z-COURT DOCU...

File | Home | Insert | Page Lay | Formulas | Data | Review | View | Help | ACROBAT | RVI | Tell me

Paste | Font | Alignment | Number | Conditional Formatting | Format as Table | Cell Styles | Cells | Editing | Get Add-ins

A1 | Z-COURT DOCUMENTS AND EXHIBITS

	CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DO
3	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGTOW	RE
4	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	MIS
5	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	FIN
6	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PE
7	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PE
8	658956	M JONES	I MILLS	ACCIDENT	W EDWARD	PIC
9	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	RE
10	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	ADI

Ready | 100%

- User Activity Chart: Includes **User Audit** and **Scan Audit** tabs.

**Z-COURT DOCUMENTS AND EXHIBITS**

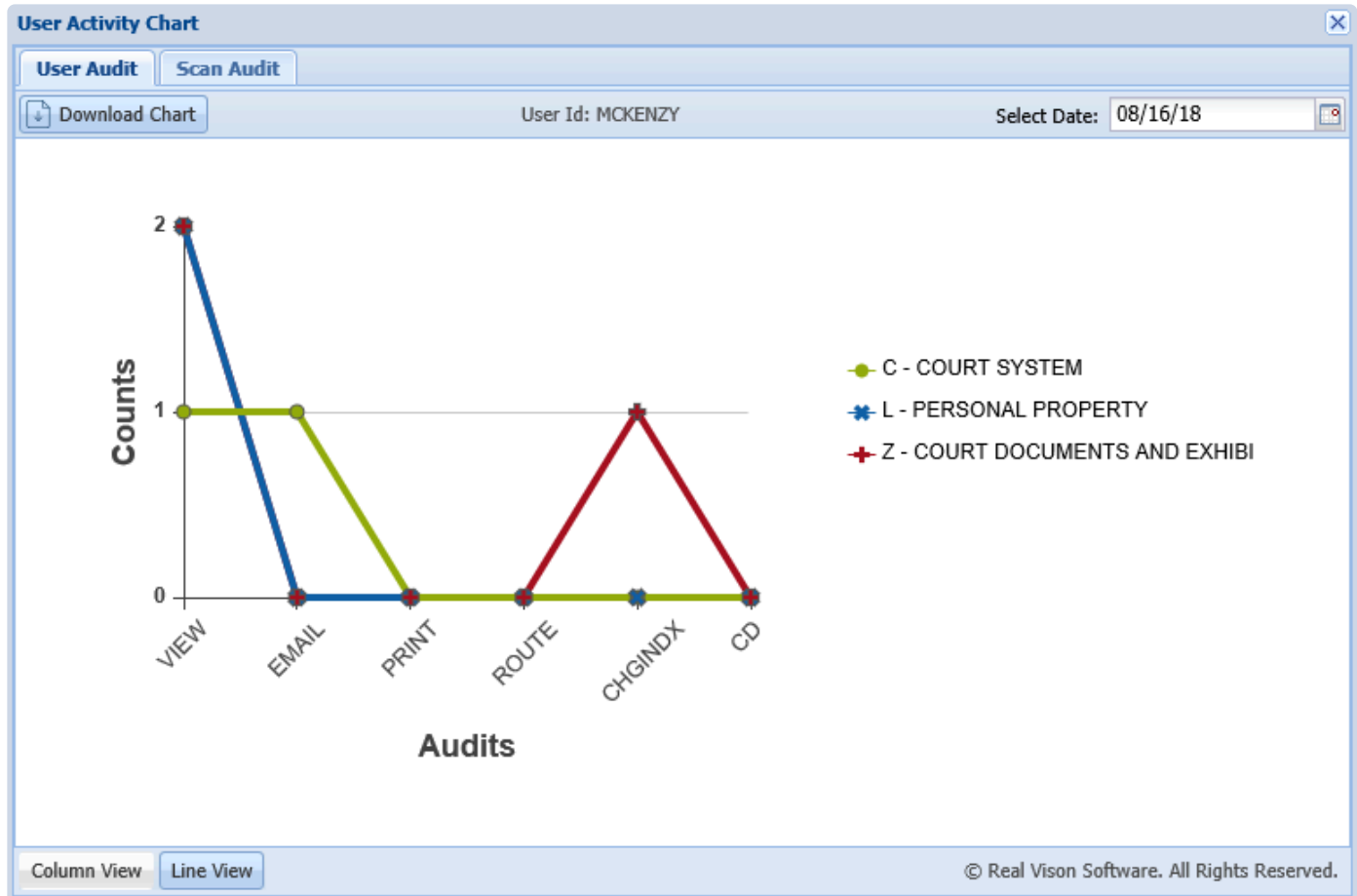
Page 1 of 1 | Displaying 1 - 109 of 109

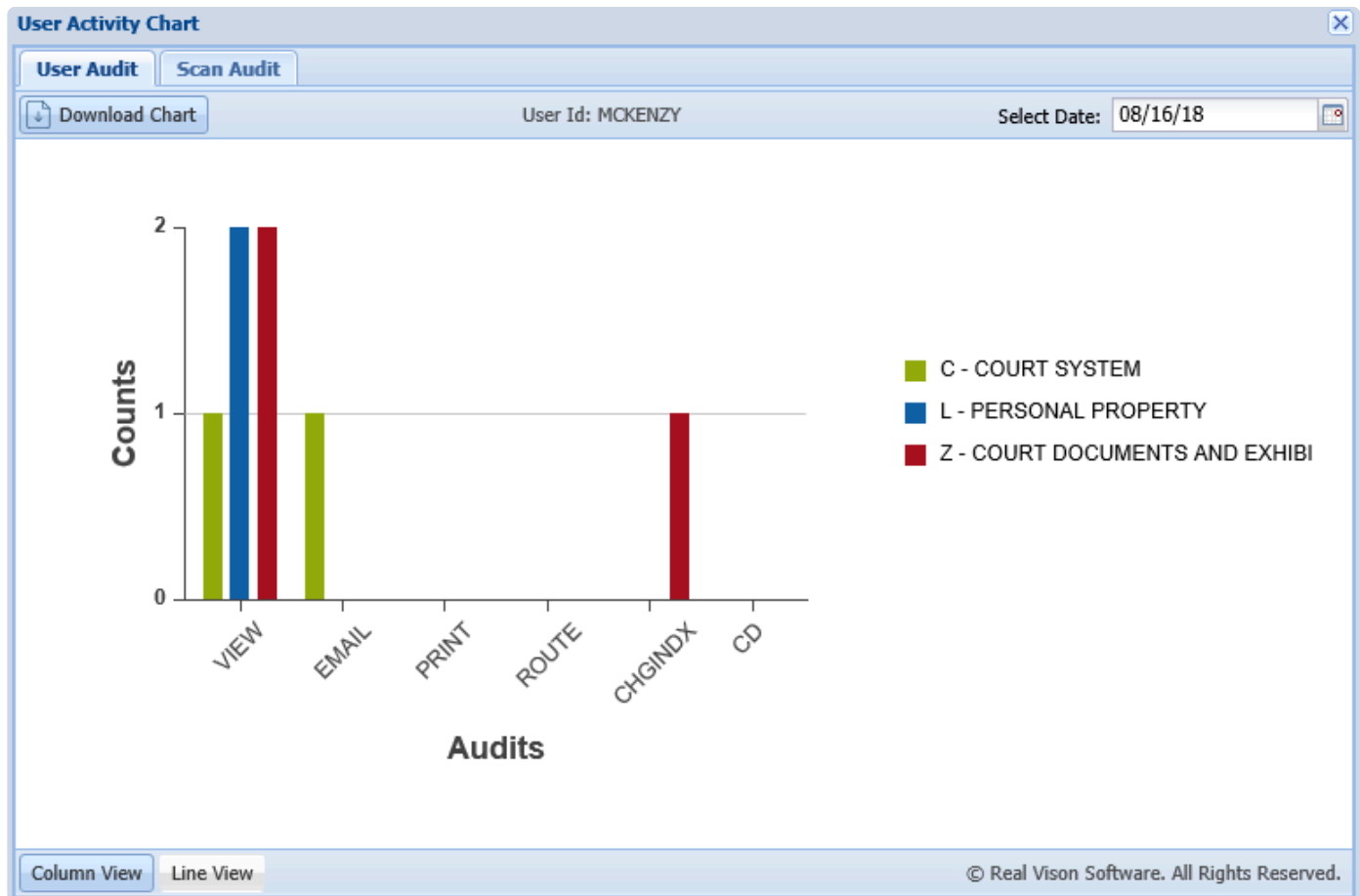
Display Checked | Display Options

Display Temporary Grid | Show Row Numbers | Grid To Excel | **User Activity Chart**

CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JU
--------	-----------	----------	-----------	-----------	----------

**User Audit Tab:** A graphical representation of the user's activity by System Code including View, Email, Print, Route, Change Index, and CD activity based on the selected date.



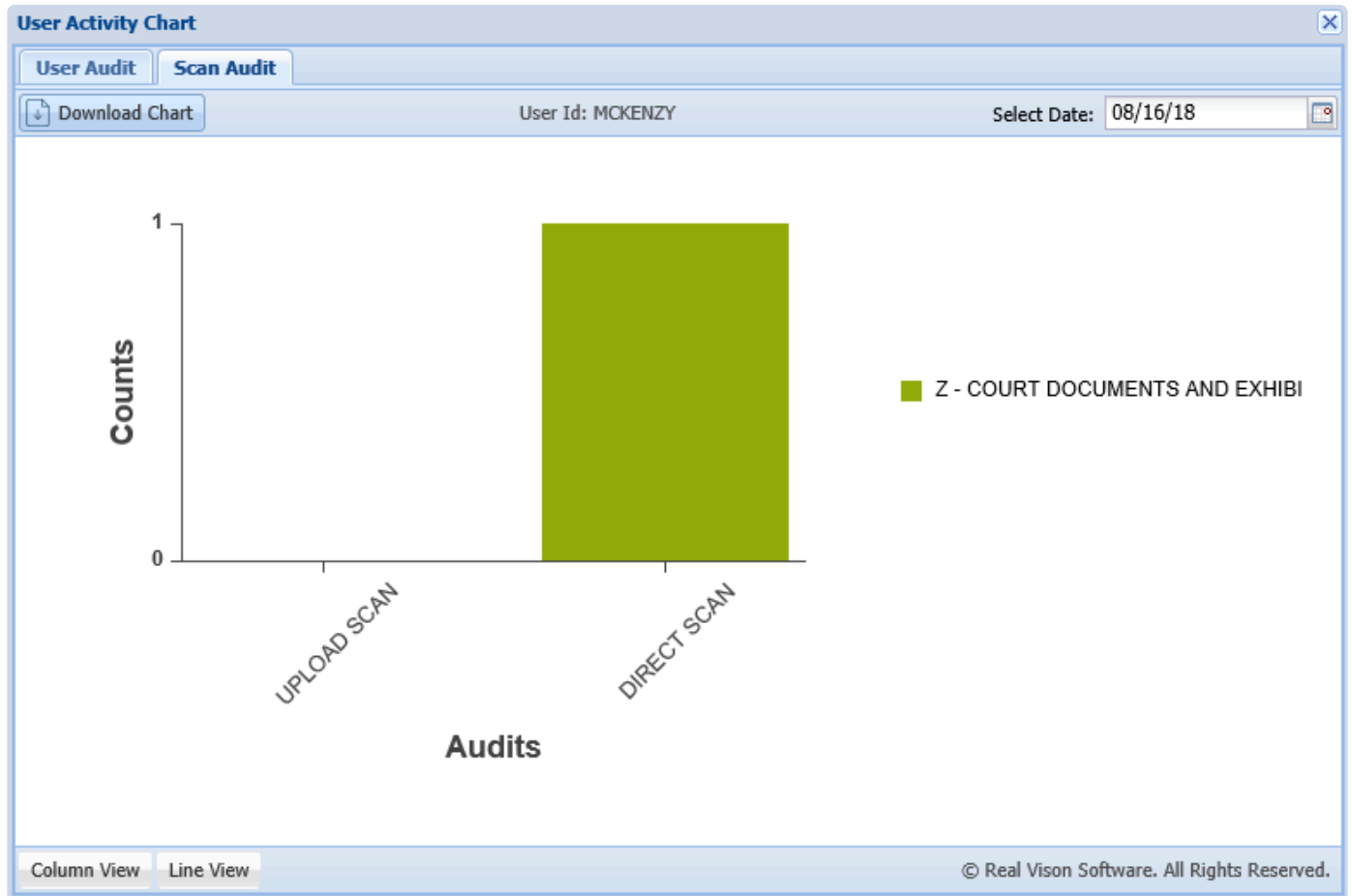


Column  
View

**Scan Audit Tab:** A graphical representation of the user's scan activity including Direct Scan and manual Upload Scan activity based on the selected date.



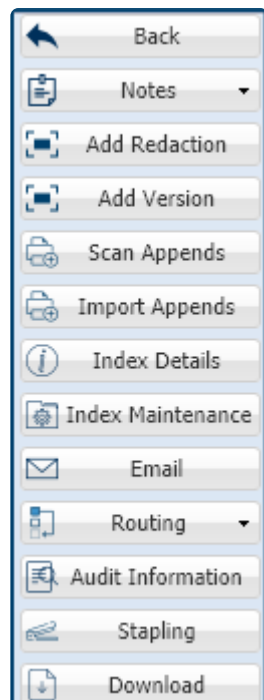
Line  
View



## 4.3. Display & Left Side Functions

---

*Located left of the display window when viewing.*



**Back:** Returns to the search results of the last image inquiry. You can change your search or choose to view another item from the current list.

### **Notes:**

- **Show Notes:** Display existing notes.
- **Add Notes:** Adds notes or view existing notes for the image being displayed. (Notes can not be deleted using One Look.)

### **Once a Note is Added:**

- The option to **Show Notes** will be available.
- When notes exist, the system will display a 'N' next to the record.

**Add Redaction:** Hide specific areas on a page within a scanned document using an opaque highlighter from the RVI PC Viewer. *(Image must be stored as Type B)*

**Add Version:** Scan replacement pages to an existing scanned document.

**Scan Appends:** Adds pages to the end of an existing image. The scan process is automatically initiated when the Append button is pressed. *The RVI PC Viewer must be active.*

**Import Appends:** Adds pages to the end of an existing image. The **Choose File to Upload** dialog will open when the Append button is pressed. Navigate to the file you want to append, click **Open** then **Upload**.

**Index Details:** Shows the details (*filename, path, page count, create date*) of the document being displayed.

This information is helpful for troubleshooting. Use this information to identify the filename and location of the file when reporting problems to RVI Support.

**Index Maintenance:** Allows the updating of index values and the deletion of the record.

**Email:** Provides an email dialog box with the image automatically attached. An email contact list will appear with those email addresses that have been setup on the server.

#### **Routing:**

- **Show Routing:** Display the route history for the document being displayed. *Only appears when a document has already been routed.*
- **Route To User:** Route the displayed document by user id.
- **Route Using Profile:** Route the displayed document by selecting a routing profile.

**Audit Information:** Provides the ability to view all activity for the document being viewed.

*Available filters: View, Print, Email, Change, Route, Fax, CD, Signature*

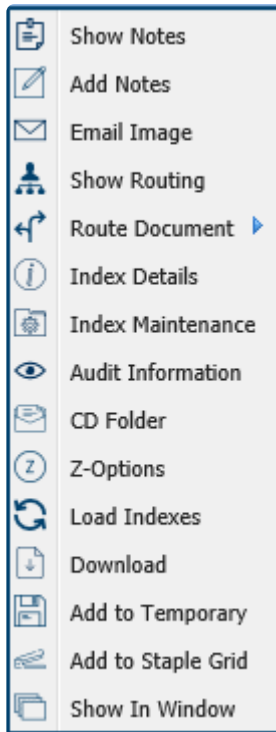
**Stapling:** Displays a list of the images that are stapled to the primary document. *(This button will only appear when the primary document in the window has stapled documents associated with it.)*

**Download:** Save a copy of the document being displayed.

## 4.4. Sub File & Right Click Menu

---

*Available by right mouse clicking on a record from the right pane of the One Look browser window.*



**Show Notes:** Displays notes associated with an image. If notes are not available, the user will get a message that there are no notes on file for the item.

**Add Notes:** Adds notes or view existing notes for the image being displayed. (Notes can not be deleted using One Look.)

### **Once a Note is Added:**

- The option to **Show Notes** will be available.
- When notes exist, the system will display a '**N**' next to the record.

**Email Image:** Provides an email dialog box with the image automatically attached. An email contact list will appear with those email addresses that have been setup on the server.

**Route Document:** Manually route the document based on user or routing profile.

**Index Details:** Shows the details such as the filename, path, page count, create date.

This information is helpful for troubleshooting. Use this information to identify the filename and location of the file when reporting problems to RVI Support.

**Index Maintenance:** Allows for the updating of index values and the deletion of the record.

**Audit Information:** Provides the ability to view all activity for the document being viewed.

*Available filters: View, Print, Email, Change, Route, Fax, CD, Signature*

**CD Folder:** Allows users to manually select and copy images to folders.

**Z-Options:** Access custom options.

**Load Indexes:** Loads the index search criteria using the indexes assigned to the record selected. This will populate the Image Inquiry indexes on the left side of the screen.

**Add to Temporary:** Adds the document to a temporary folder. It provides a holding area where users can store a copy of any document from any system to be used for temporary viewing and file comparison. The temporary folder is updated every time the user refreshes the page.

## 5. FUNCTIONS

---

One Look Windows Server offers the standard functions of Scan, Upload, View as well as many other useful options such as drag drop, import, index maintenance.

The Functions drop down list includes the primary functions of One Look, but throughout the system you'll find additional functions based on file type and format.

All available functions have been identified and described in alphabetical order within this section of the documentation.

### 5.1. Append

---

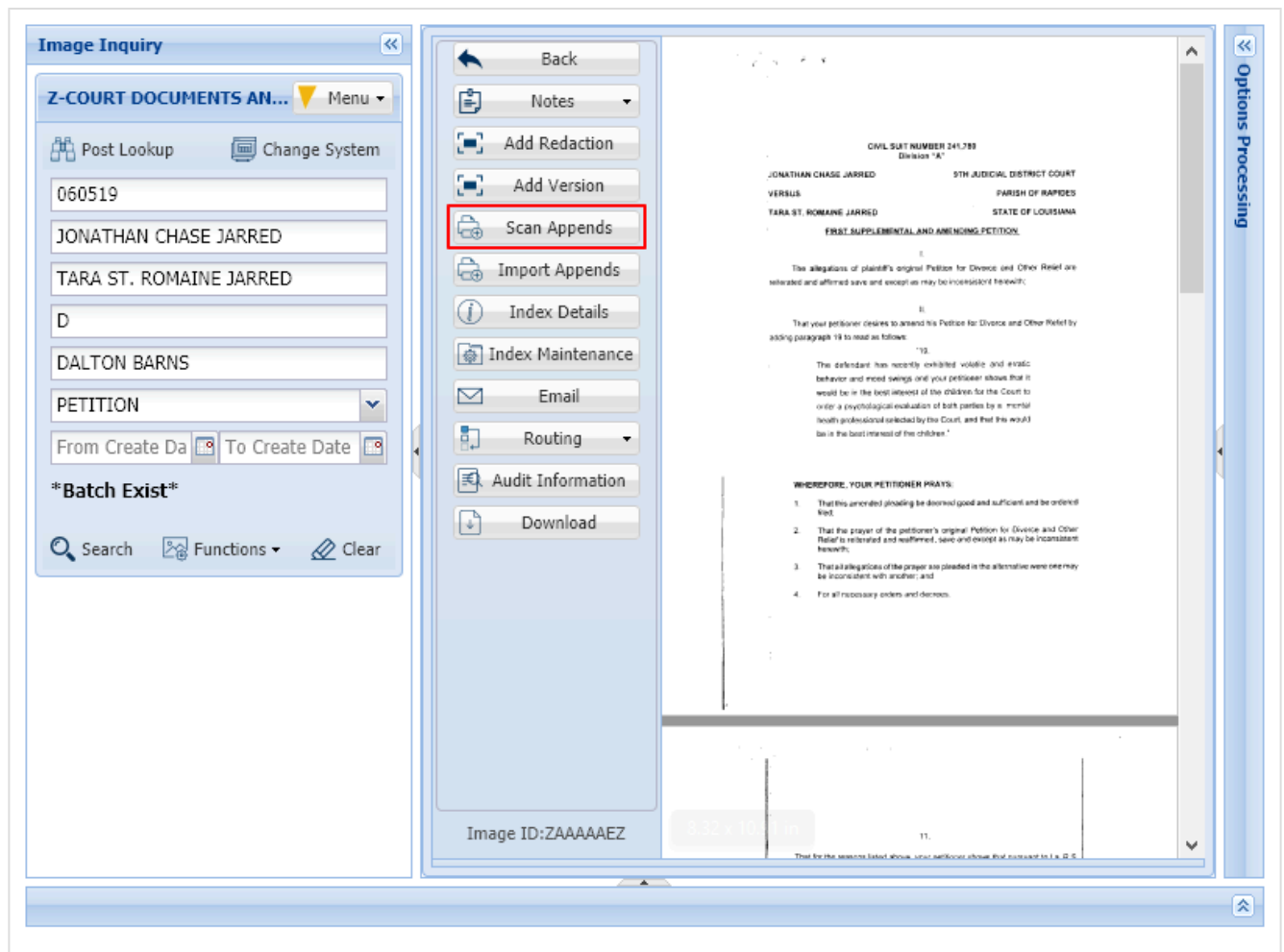
Add additional pages to an existing image. (*Appends can not be executed on OEM documents such as TXT, PDF, DOCX, XLSX.*)

Append to an existing image via [scanning](#) or [importing](#).

#### 5.1.1. Scan Appends

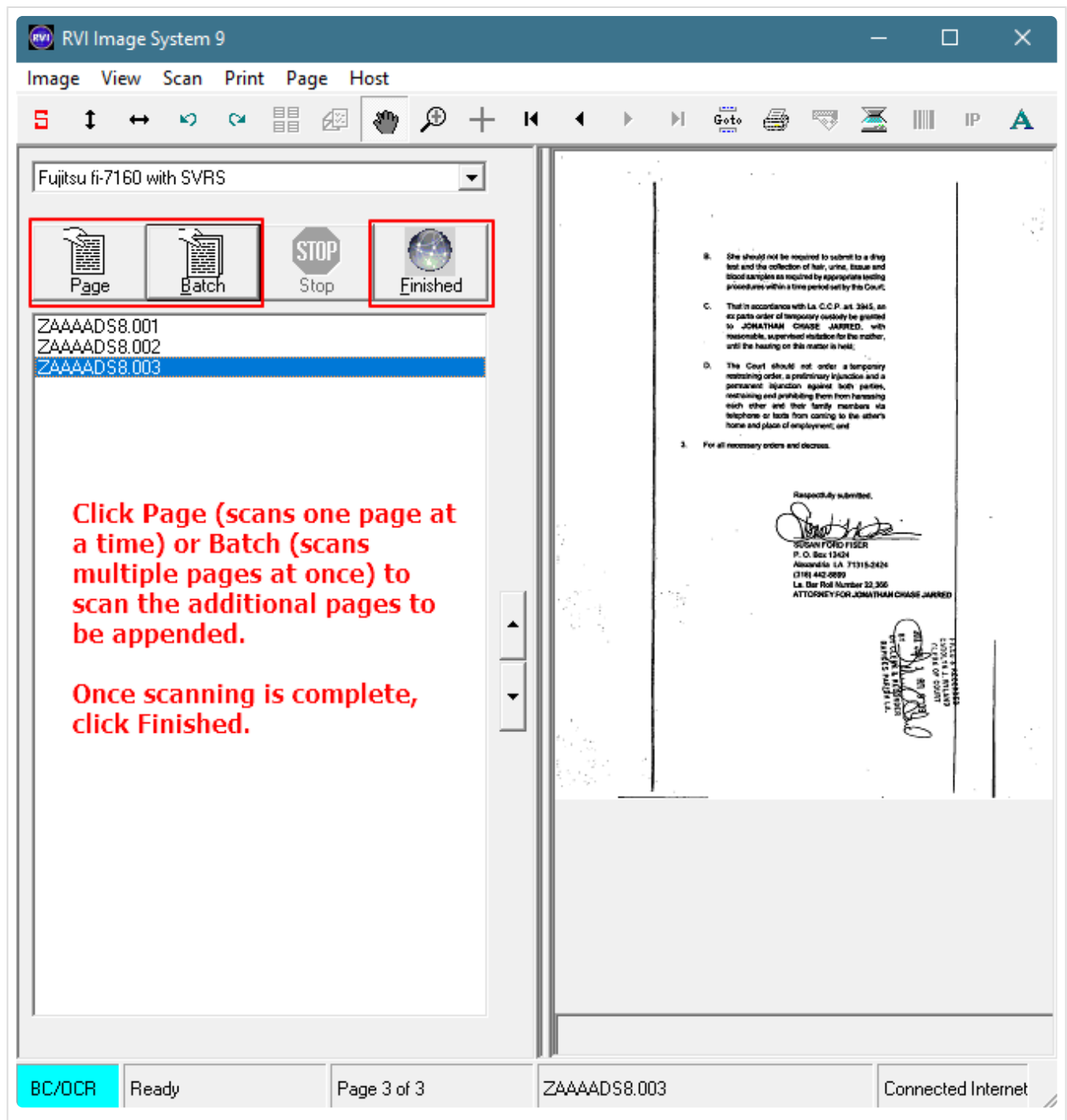
---

1. View an existing image.
2. Select **Scan Appends**.



*This will open the RVI PC Viewer. If the user is set to PC Control scanning, they will have to click Page or Batch to begin the scan process. If the user is set to host control, the scanning will automatically begin.*

3. Click **Finished** when scanning is complete.



4. Click **Accept**, **Continue**, or **Do Not Accept**.

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXHIBITS** Menu ▾

Post Lookup Change System

060519

JONATHAN CHASE JARRED

TARA ST. ROMAINE JARRED

D

DALTON BARNES

PETITION

From Create Date To Create Date

\*Batch Exist\*

Search Functions Clear

**Z-COURT DOCUMENTS AND EXHIBITS**

CASE #: 060519

PLAINTIFF: JONATHAN CHASE JARRED

DEFENDANT: TARA ST. ROMAINE JARRED

CASE TYPE: D

COURT/JUDGE: DALTON BARNES

DOCUMENT TYPE: PETITION

Accept Continue Do Not Accept

Accept - accept and upload the scanned images.  
Continue - scan additional pages.  
Do Not Accept - discard the scan.

Options Processing

*If the scan is accepted, the upload will automatically run.*

## 5.1.2. Import Appends

1. View an existing image.
2. Select **Import Appends**.

Back

Notes

Add Redaction

Scan Appends

**Import Appends**

Index Details

Index Maintenance

Email

Routing

Audit Information

Stapling

Download

Image ID: ZAAAAAA6

Page 1 of 4

Displaying 1 - 1 of 4

### CITY COURT

#### Applicant Information

Full Name: Dale Joey Z Date: 7-18-18  
Last First M.I.

Address: 000 West Windway 31653  
Street Address Apartment/Unit #

Eagleville AZ 89731  
City State ZIP Code

Phone: 000-000-0000 Email: JO@gmail.com

Date Available: 8.1.18 Social Security No: 333-33-4444 Desired Salary: 80,000

Position Applied for: Law Research

Are you a citizen of the United States? YES ☒ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☒ If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES ☐ NO ☒

If yes, explain: \_\_\_\_\_

#### Education

High School: East Top Address: 111 Alon St.

From: 1970 To: 1974 Did you graduate? YES ☒ NO ☐ Diploma: High School

College: Harvard Address: \_\_\_\_\_

From: 1974 To: 1978 Did you graduate? YES ☒ NO ☐ Degree: Law

Other: Yale Address: \_\_\_\_\_

From: 1980 To: 1982 Did you graduate? YES ☒ NO ☐ Degree: Law

#### References

Please list three professional references.

Full Name: Jack Spert Relationship: Boss  
 Company: ZLK Mission Law Phone: 344-444-3333  
 Address: 222 Joe Mission St., Fly80, AZ 89999

Full Name: Eli Jack Relationship: Supervisor  
 Company: AAA Runwild Phone: 433-333-4444

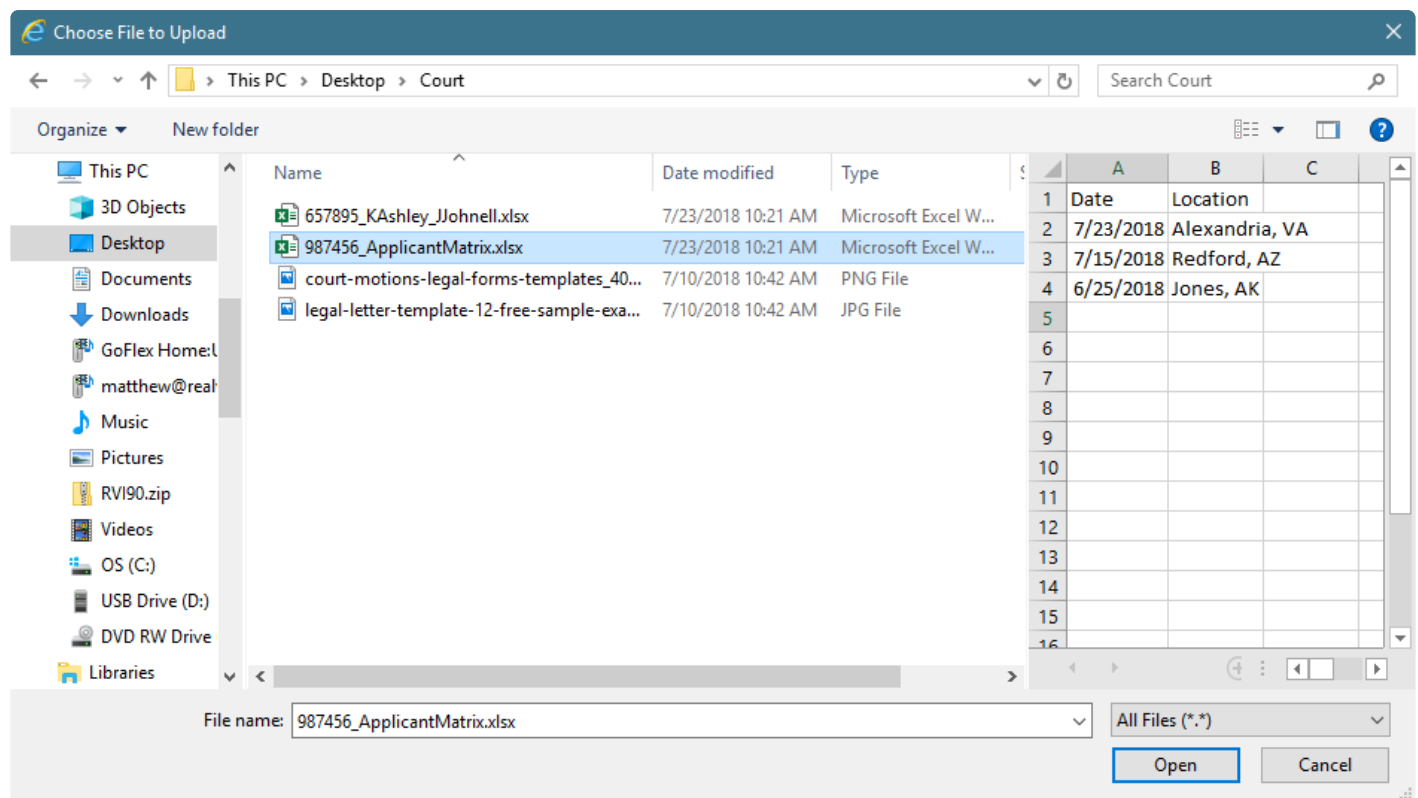
This will open the Import Append Document dialog box.

**Import Append Document**

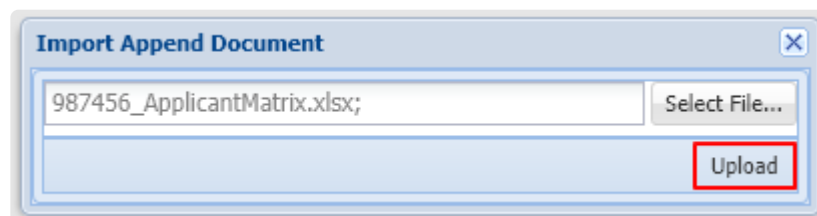
Select File...

Upload

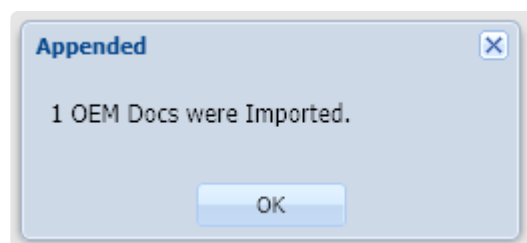
3. Navigate to and select the document you want to append then click **Open**. (*Image files and OEM documents are supported.*)



4. Click Upload.



A message will appear when the import is complete.



## 5.2. Audit

Audit allows for review of all actions taken for a particular record. The Audit feature is available in Image Inquiry and WorkBasket. The system administrator can control auditing through the [Maintenance](#) menu.

### 5.2.1. Image Inquiry Audit

To access the available audits, double-click a record from the display pane sub file list. When the document is displayed, the user will be presented with the [Display & Left Side Functions](#). Select **Audit Information**.

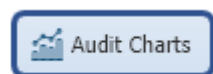
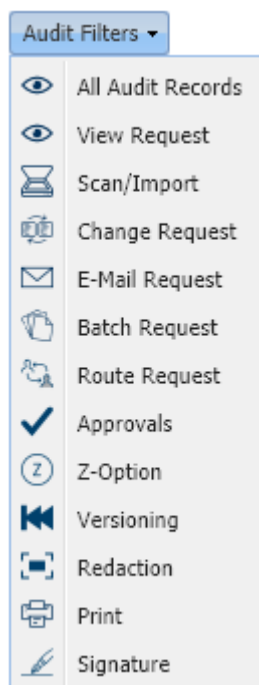
The audit information frame will open below the displayed document.

The screenshot shows the 'Image Inquiry' application interface. On the left is a search panel with fields for CASE #, PLAINTIFF, DEFENDANT, CASE TYPE, COURT/JUDGE, and DOCUMENT TYPE. A red box highlights the 'Audit Information' option in the left sidebar. The main display area shows a document titled 'CITY COURT' with 'Applicant Information' including fields for Full Name (Last: Dale, First: Joey, M.I.: Z), Date (7-18-18), Address (000 West Windway, Apt 3653, Eagerville, AZ 89731), Phone (000-000-0000), Email (JO@gmail.com), Date Available (8.1.18), Social Security No. (333-33-4444), Desired Salary (\$ 80,000), and Position Applied for (Low Research). Below the document, the 'Audit Information' frame is open, displaying a table of audit logs. The table has columns for User, Type, Date, Time, and Additional Info. The 'Audit Filters' and 'Audit Charts' buttons are highlighted with red boxes. A red arrow points from the 'Audit Information' button in the sidebar to the 'Audit Information' frame header.

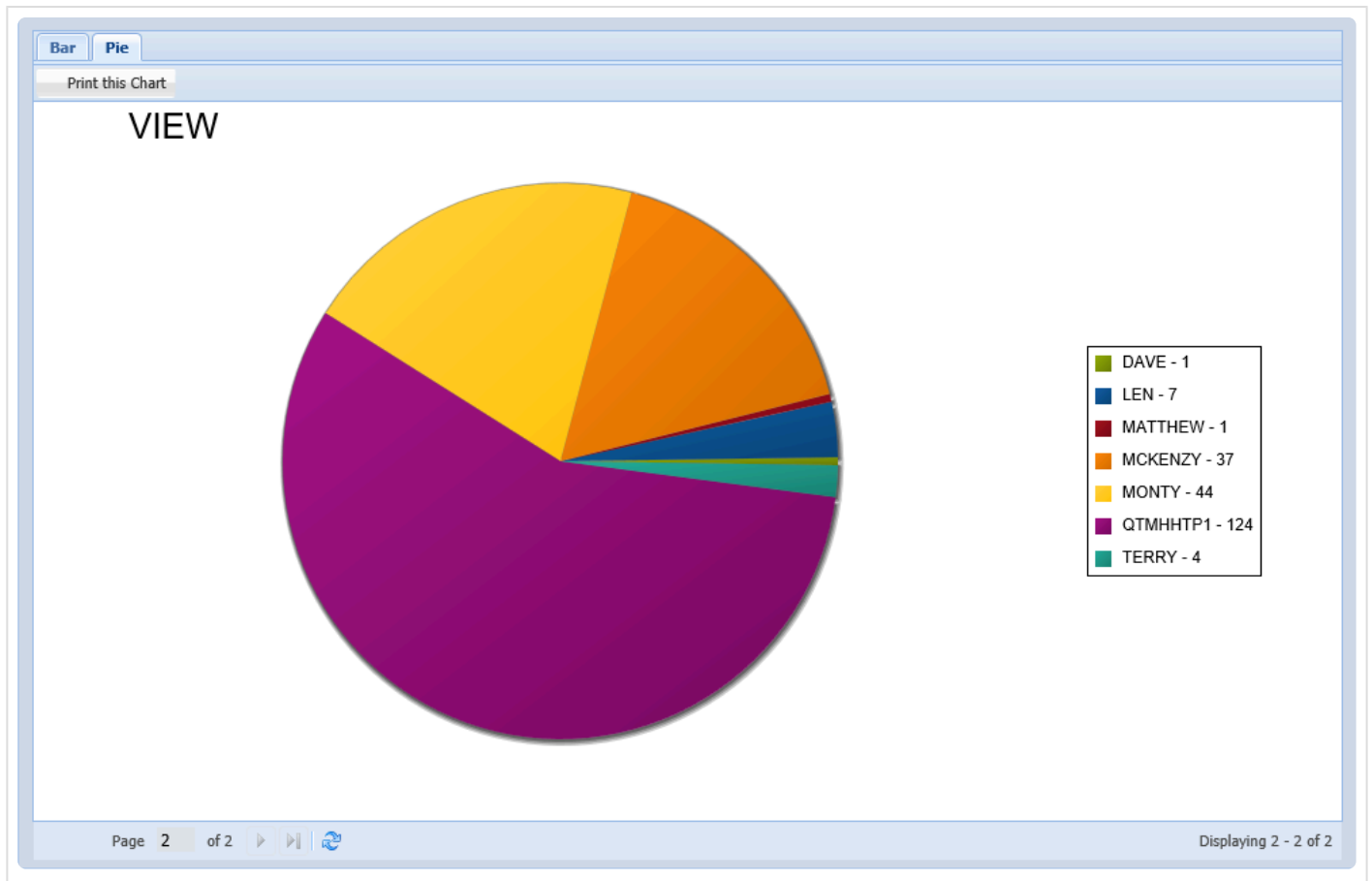
User	Type	Date	Time	Additional Info
mckenzy		08/21/2018	10:08:24	Imported Via: Import Browse
mckenzy	VIEW	08/21/2018	13:08:57	
mckenzy	VIEW	08/21/2018	14:08:50	
mckenzy	VIEW	08/21/2018	14:08:11	
mckenzy	VIEW	08/21/2018	16:08:09	
mckenzy	VIEW	08/21/2018	16:08:28	
mckenzy	EMAIL	08/21/2018	16:08:28	Emailed To:
mckenzy	VIEW	08/21/2018	16:08:34	
mckenzy	VIEW	08/22/2018	09:08:11	
mckenzy	VIEW	08/22/2018	09:08:44	
mckenzy	VIEW	08/22/2018	10:08:08	

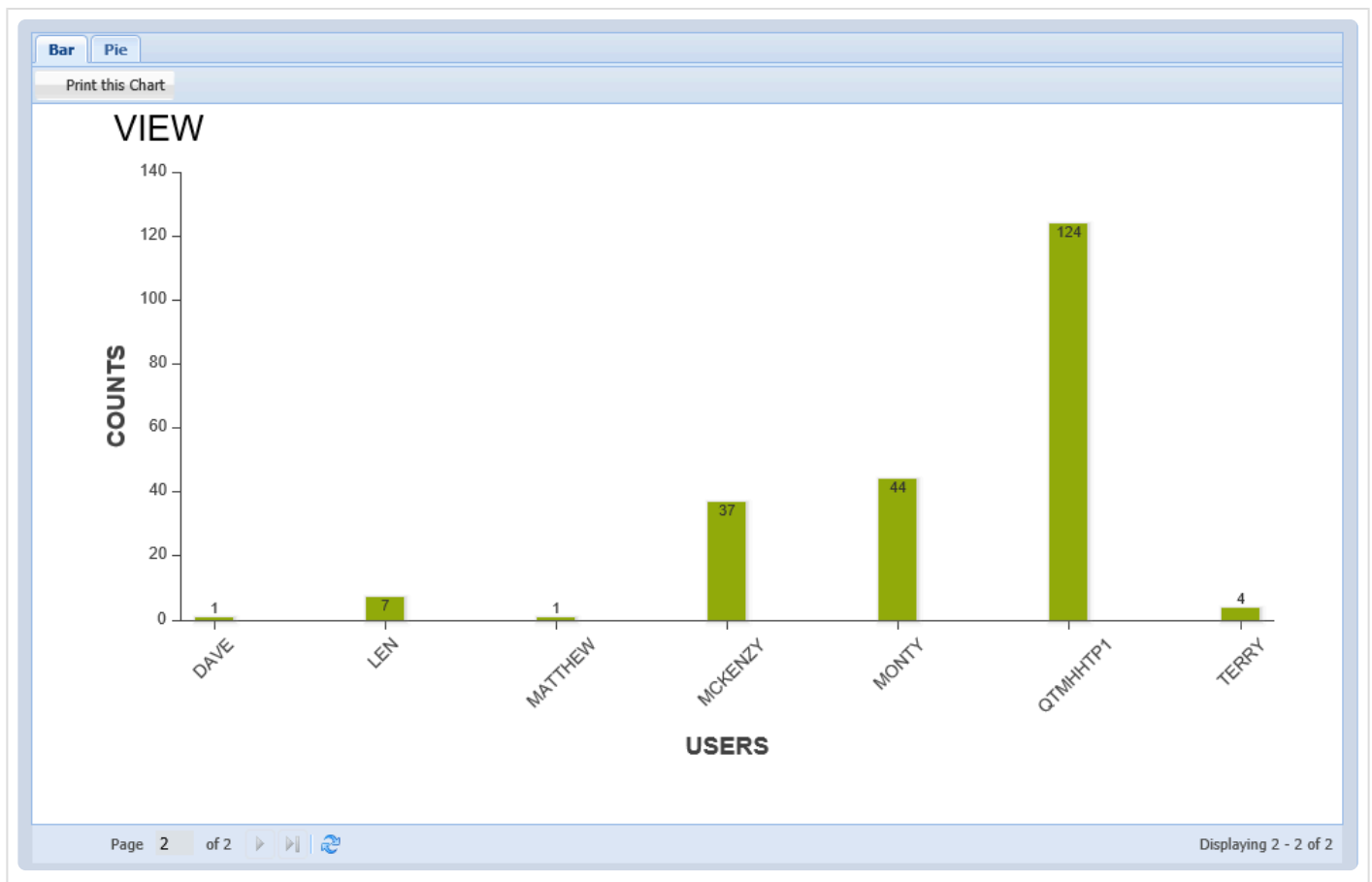
Audit Filters ▾

to select the desired request type to be queried. By default, the audit request type is set to *View Request*.



to access printable bar and pie charts depicting the audit results.



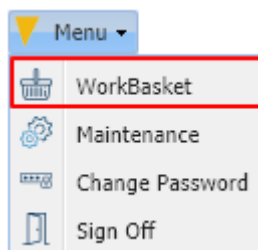


## 5.2.2. WorkBasket Audit

### WorkBasket Audit

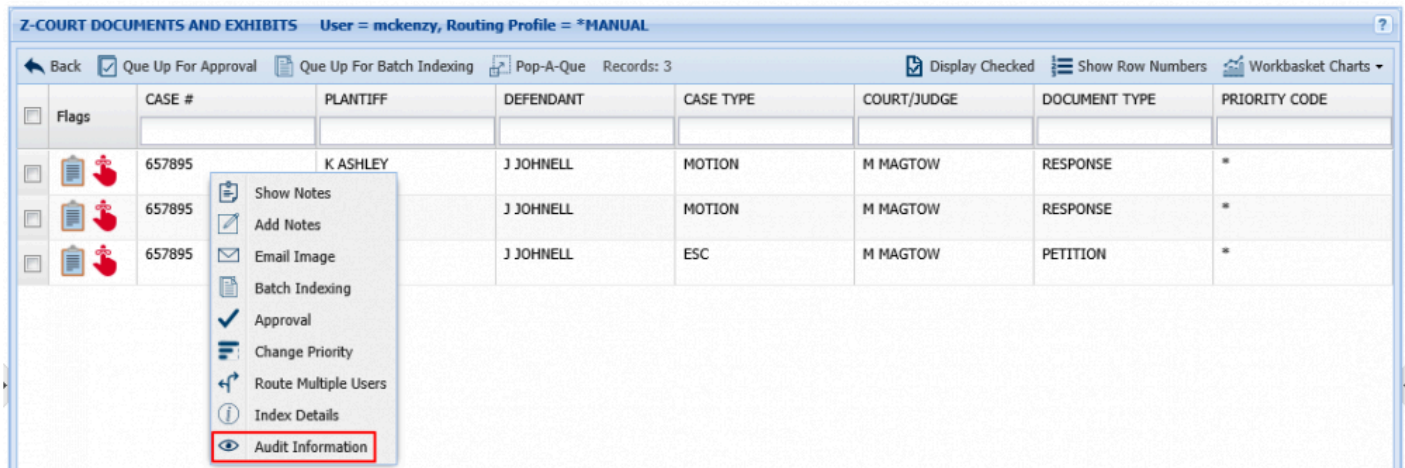
To access the available audits:

1. Open the Workbasket tab by selecting Menu, Workbasket.

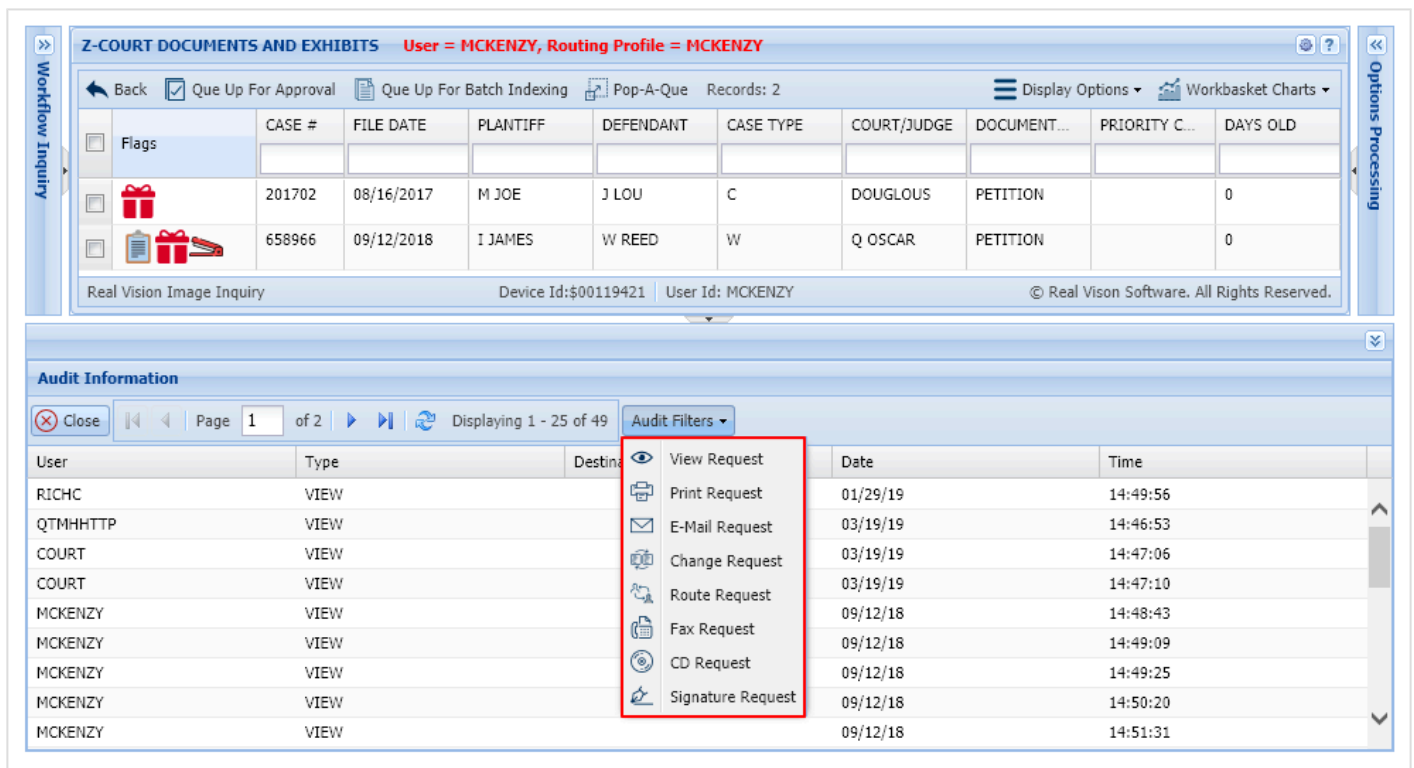


2. Click on the desired batch to be worked.

3. Right-click a record.
4. Select **Audit Information**.



Here you will find Audit Filters allowing the user to select the desired filter(s).



OR

Double-click a record to display a document.

Here you will find the audit options at the bottom left hand corner of the screen.

Back

Email

Index Details

Notes

Route Information

Route Manually

Call Back

Approval

Route Multiple Users

Indexing

Move Subgroup

Move Profile

Show Routing

**Audit**

- View Audit Information
- Workflow Audit Information
- Approval Audit Information

Image ID:ZAAAAAU

**IN THE 16<sup>th</sup> CIRCUIT COURT OF JACKSON COUNTY, MISSOURI**  
**FAMILY COURT DIVISION**  
 \_\_\_\_\_ AT KANSAS CITY \_\_\_\_\_ AT INDEPENDENCE

**IN RE THE MARRIAGE OF:**

Petitioner )  
 )  
 and )  
 )  
 Respondent )

Case No:  
 Division:

**CASE MANAGEMENT STATEMENT – MOTION TO MODIFY**

**Instructions:**

This Case Management Statement must be completed by each attorney of record. The original is to be filed with the Court, and copies mailed to the Judge or Commissioner and all other counsel at least seven days prior to the Case Management Conference. Counsel need only complete those portions which are relevant to issues in controversy. All answers must be typed.

View Audit

to display the audit information pane along with the audit filters option.

**Audit Information**

Close Page 1 of 1 Displaying 1 - 8 of 8 Audit Filters

User	Type	Date	Time
MCKENZY	VIEW	05/16/18	11:17:06
MCKENZY	VIEW	05/16/18	11:17:38
MCKENZY	VIEW	05/16/18	11:21:05
MCKENZY	VIEW	05/16/18	11:21:10
MCKENZY	VIEW	05/17/18	10:04:49
MCKENZY	VIEW	05/17/18	10:45:43
MCKENZY	VIEW	05/17/18	10:45:44
MCKENZY	VIEW	06/06/18	10:10:19

Audit Filters

- View Request
- Print Request
- E-Mail Request
- Change Request
- Route Request
- Fax Request
- CD Request
- Signature Request

Workflow Audit

to display the associated workflow audit associated with the document being viewed.

**Workflow Audit Information**

Close

User	Date	Time	Action	Instance	Record Key	Description	Information	Arrival Code	Auxiliary Code	Detail
MCKENZY	04/26/2018	12:27:25	* - Initial Route	AAAABUU	AAAACQ2	MCKENZY DEMO R...	V - Image Inquiry	User-Selected Rout...	X - Image Inquiry:...	

Approval Audit

to display the results of the approval process(es) associated with the document being viewed.

Workflow Audit Information										
Close										
User	Date	Time	Action	Instance	Record Key	Description	Information	Arrival Code	Auxiliary Code	Detail
LEN	03/12/2018	13:24:57	K - Apprv/Disaprv	AAAABSY	AAAACMP	APPROVED	APPROVED	W - Workbasket In...		- ADDITIONAL INF...
LEN	03/12/2018	13:24:58	K - Apprv/Disaprv	AAAABSY	AAAACMP			W - Workbasket In...	Routing Rules Appli...	R - ADVANCE TO N...
TERRY	03/27/2018	06:37:47	K - Apprv/Disaprv	AAAABSY	AAAACMQ	APPROVED	APPROVED	W - Workbasket In...		- ADDITIONAL INF...
TERRY	03/27/2018	06:37:47	K - Apprv/Disaprv	AAAABSY	AAAACMQ			W - Workbasket In...	Routing Rules Appli...	R - ADVANCE TO N...
DAVE	03/27/2018	06:40:48	K - Apprv/Disaprv	AAAABSY	AAAACMR	APPROVED	APPROVED	W - Workbasket In...		- ADDITIONAL INF...

Additional auditing can be done by the system administrator through the Maintenance menu.

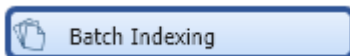
## 5.3. Batch Indexing

Batch Indexing allows you to take groups of documents, scan or import them into your applications then index them at a later time. This is very time and cost effective because you can have multiple users indexing documents at the same time.

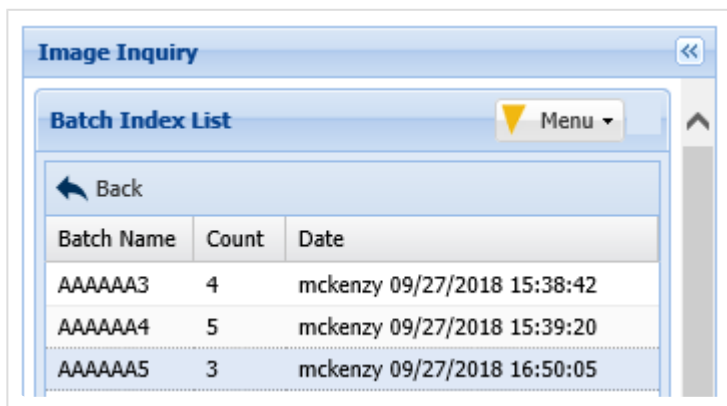
1. Select



2. Choose



3. Single mouse click the batch to be worked.



4. Double click the first image in the batch.

*To queue up the entire batch, click the box next to **Flags** to mark all records in the batch then select **Display Checked**.*

**Image Inquiry**

**Batch Index List**

Batch...	C...	Date
AAAA...	4	mckenzy 09/27/2018...
AAAA...	5	mckenzy 09/27/2018...
AAAA...	3	mckenzy 09/27/2018...

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 | Displaying 1 - 3 of 3 | Items selected: 3 | Display Checked | Display Options

Flags	CASE #	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
<input checked="" type="checkbox"/>	B					
<input checked="" type="checkbox"/>	B					
<input checked="" type="checkbox"/>	B					

5. Index the image.

**Image Inquiry**

**Batch Index Maintenance**

Submit Skip Cancel Delete Record

CASE #: 274911

PLAINTIFF: BOWN, LLC

DEFENDANT: ANNA SMITH

CASE TYPE: FRAUD

COURT/JUDGE: L IAMS

DOCUMENT TYPE: ORDER X

ID:ZAAAAACH

**Z-COURT DOCUMENTS AND EXHIBITS**

9<sup>TH</sup> JUDICIAL DISTRICT COURT FOR THE PARISH OF RAPIDES  
STATE OF LOUISIANA

NO.: 274,911 DIVISION

BOWEN, LLC  
VERSUS  
ANNA SMITH, A/K/A ANNALISE JONES

FILED: \_\_\_\_\_ DEPUTY CLERK

**ORDER**

CONSIDERING the foregoing Motion for Summary Judgment and Memorandum in Support thereof;

IT IS ORDERED that Anna Smith A/K/A Annalise Jones show cause on the 7 day Of MAY, 2012 at 3:30 o'clock P.m. why said Motion should not be granted;

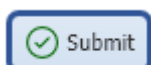
IT IS FURTHER ORDERED that defendant show cause why plaintiff should not be allowed to contact any such third parties as may be necessary or advantageous to effectuate any post judgment judicial remedy.

**Submit:** Updates the index information associated with the document in the window.

**Skip:** Move to the next document in the batch. The current document will have "-SKIP" appended to the Batch Name for later indexing.

**Cancel:** Exits the batch process without updating the current record.


**Delete Record:** Permanently delete the document.



6. Click to save the index values and move to the next document in the batch.

OR



7. Click  to temporarily skip the current document and move to the next document in the batch.

## 5.3.1. Batch Indexing Setup

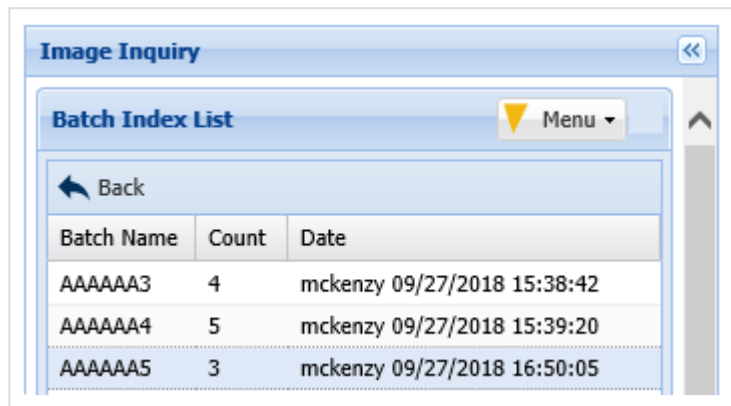
Batch Indexing requires the setup of a [BATCH Scanning Profile](#). This profile will be used at scan time to generate the batches based on your profile criteria. Once the scan process generated a batch, the user will be able to index the batch using the [Batch Indexing](#).

Batch Indexing assigns the following values to every batch:

**Batch Name:** RVI auto generated batch name.

**Count:** Number of records in the batch.

**Date:** User id used to created the batch. Date the batch was created. Time the batch was generated.



Batch Name	Count	Date
AAAAAA3	4	mckenzy 09/27/2018 15:38:42
AAAAAA4	5	mckenzy 09/27/2018 15:39:20
AAAAAA5	3	mckenzy 09/27/2018 16:50:05

The Batch Indexing screen will indicate if any batches are currently being indexed by labeling the batch LOCKED. Only one user at a time can index a batch. The locked batches will show who has the batch locked and when the batch was locked. When the user exits the batch indexing page by clicking the “Back” button, the batch will be un-locked. If the session is closed without first backing out of the page, the batch will remain locked and will have to be manually unlocked.

A user is never locked out of their own batch, they can continue the batch indexing process at any time. If a different user want to continue with a locked batch that was closed incorrectly, the batch must be unlocked via the maintenance menu job [Unlock Batch Index Records](#).

## 5.4. Batch Search

Batch Search is a searching method that allows you to search for multiple values in one index field (Invoice Number = 7531 or 7532 or 7533), or for multiple lines within one search (Customer = SMITH JOHN and Invoice Number = 7854 OR Customer = DERKINS SUSIE and Invoice Number = 7599).

In Image Inquiry, select **Functions, Batch Search** to open the grid.

The screenshot shows the 'Image Inquiry' window. At the top, there's a title bar and a 'Menu' button. Below that, a section titled 'Z-COURT DOCUMENTS AND EXHIBITS' contains several input fields: 'CASE #', 'PLANTIFF', 'DEFENDANT', 'CASE TYPE', 'COURT/JUDGE', and 'DOCUMENT TYPE' (a dropdown menu). There are also date pickers for 'From Create Date' and 'To Create Date'. Below these fields, a section labeled '\*Batch Exist\*' contains a 'Search' button, a 'Functions' dropdown menu, and a 'Clear' button. The 'Functions' menu is open, showing options: 'Scan Functions', 'Drag Drop/Import Functions', 'Batch Indexing', and 'Batch Search'. The 'Batch Search' option is highlighted with a red rectangle.



When Batch Search is used, Image Inquiry *Index Search* criteria will be ignored.

**Batch Search** options:

1. **Horizontal or Vertical search using Finalize Search** – updates the results screen with those records matching your search criteria.

2. **Horizontal or Vertical search using Finalize W/Totals** – updates the results screen with those records matching your search criteria AND provides a count summary corresponding to the individual searches.
3. **Horizontal or Vertical search using Finalize W/Totals & View** – updates the results screen with those records matching your search criteria AND provides a count summary corresponding to the individuals searches AND combines the results into a single PDF displayed in One Look.

### **Horizontal Search:**

Include an index record if:

- All indexes from Row 1 match  
OR
- All indexes from Row 2 match  
OR
- All Indexes from Row 3 match

*Continuing through ALL Grid Rows.*

### **Example: Horizontal Search Using Finalize Search**

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXHIBITS**

Post Lookup Change System

CASE #

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Create Date To Create Date

An extra search criteria has been entered

Search Functions Clear

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 Displaying 1 - 12 of 12

Display Checked Display Options

	CASE #	PLANTIFF	DEFEND...	CASE TY...	COURT/J...	DOCUME...	CREATE...	PAGES	TYPE
Fl...									
<b>TAB:</b>									
<input type="checkbox"/>	N ...	657895	K ASHLEY	J JOHNNELL	MOTION	M MAGT...	08/21/2...	3	IMAGE
<input type="checkbox"/>	N ...	657895	K ASHLEY	J JOHNNELL	ESC	M MAGT...	08/21/2...	2	IMAGE
<input type="checkbox"/>	N ...	657895	K ASHLEY	J JOHNNELL	ESC	M MAGT...	PETITION	08/06/2...	1
<input type="checkbox"/>	S	241780	JONATH...	TARA ST...	D	QUINCE	AMENDI...	09/27/2...	1
<input type="checkbox"/>		241780	JONATH...	TARA ST...	D	DOGGETT	PETITION	09/27/2...	1
<input type="checkbox"/>		657895	K ASHLEY	J JOHNNELL	MOTION	M MAGT...	RESPONSE	06/05/2...	1
<input type="checkbox"/>		657895	K ASHLEY	J JOHNNELL	MOTION	M MAGT...	RESPONSE	06/05/2...	1
<input type="checkbox"/>		657895	K ASHLEY	J JOHNNELL	MOTION	M MAGT...		08/29/2...	1
<input type="checkbox"/>		657895	K ASHLEY	J JOHNNELL	ESC	M MAGT...	MISC	02/28/2...	1
<input type="checkbox"/>		657895	K ASHLEY	J JOHNNELL	ESC	M MAGT...	MISC	02/28/2...	1
<input type="checkbox"/>		657895	K ASHLEY	J JOHNNELL	MOTION	M MAGT...	RESPONSE	02/28/2...	1
<input type="checkbox"/>		657895	K ASHLEY	J JOHNNELL	MOTION	M MAGT...	RESPONSE	03/27/2...	1

Real Vision Image Inquiry Device Id:\$99813304 User ID: MCKENZY © Real Vision Software. All Rights Reserved.

**Batch Search Grid**

Close Finalize Search ☒ Horizontal ☐ Vertical Finalize W/ Totals Finalize W/ Totals & View

CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
657895					
241780					

**Example: Horizontal Search Using Finalize W/Totals**

The screenshot displays the 'Image Inquiry' window with the 'Z-COURT DOCUMENTS AND EXHIBITS' tab selected. The main table shows search results with columns: CASE #, PLAINTIFF, DEFENDANT, CASE TYPE, COURT/JUDGE, DOCUMENT TYPE, CREATE DATE, PAGES, and TYPE. A red arrow points from the 'Counts' column in the 'Batch Search Grid' below to the 'COUNT' column in the main table.

**Batch Search Grid**

Close Finalize Search ☒ Horizontal ☐ Vertical Finalize W/ Totals Finalize W/ Totals & View

CASE #	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE	Counts
657895						10
241780						2

**Example: Horizontal Search Using Finalize W/Totals & View**

**Image Inquiry**

Z-COURT DOCUMENTS A... Menu

Post Lookup Change System

CASE #

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Create Di To Create Date

An extra search criteria has been entered

Search Functions Clear

**CITY COURT**

**Applicant Information**

Full Name: Dale Joey Z Date: 7-18-18  
Last First M.I.

Address: 000 West wind way 3653  
Street Address Apartment/Unit #

Eagerville AZ 89731  
City State ZIP Code

Phone: 000-000-0000 Email JD@gmail.com

Date Available: 8.1.18 Social Security No.: 333-33-4444 Desired Salary: \$ 80,000

Position Applied for: Low Research

Are you a citizen of the United States? YES ☒ NO ☐ If no, are you authorized to work in the U.S.? YES ☒ NO ☐

Have you ever worked for this company? YES ☐ NO ☒ If yes, when? \_\_\_\_\_

Page 1 of 14 Displaying 1 - 1 of 14

**Batch Search Grid**

Close Finalize Search ☒ Horizontal ☐ Vertical Finalize W/ Totals Finalize W/ Totals & View

CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE	Counts
657895						10
241780						2

### **Vertical Search:**

Include an index record if:

- Any indexes from Column 1 match  
AND
- Any indexes from Column 2 match  
AND
- Any Indexes from Column 3 match  
Continuing through ALL Grid Columns.

### **Example: Vertical Search Using Finalize With Totals**

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 | Displaying 1 - 3 of 3

Fla...	CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JU...	DOCUMEN...	CREATE-D...	PAGES	TYPE
<input checked="" type="checkbox"/> N S	987456	L LYNN	I SMITH	INJURY	S ISSAC	SUIT	08/21/2018	1	XLSX
<input checked="" type="checkbox"/> N	987456	L LYNN	I SMITH	INJURY	S ISSAC	AUGUST C...	08/22/2018	1	IMAGE
<input checked="" type="checkbox"/>	123456			INJURY			09/04/2019	1	IMAGE

**Batch Search Grid**

Close Finalize Search Horizontal ☒ Vertical Finalize W/ Totals Finalize W/ Totals & View

CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE	Counts
987456			INJURY			2
123456			INJURY			1

Real Vision Image Inquiry Device Id:\$A27FE260 User ID: MCKENZY © Real Vision Software. All Rights Reserved.

## WildCard Search Examples:

1. **Beginning Value:** Searching for all case numbers that begin with **9874**.

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 | Displaying 1 - 3 of 3

Fla...	CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JU...	DOCUMEN...	CREATE-D...	PAGES	TYPE
<input checked="" type="checkbox"/> N S	987456	L LYNN	I SMITH	INJURY	S ISSAC	SUIT	08/21/2018	1	XLSX
<input checked="" type="checkbox"/> N	987456	L LYNN	I SMITH	INJURY	S ISSAC	AUGUST C...	08/22/2018	1	IMAGE
<input checked="" type="checkbox"/>	987462						09/27/2018	1	JPG

**Batch Search Grid**

Close Finalize Search Horizontal ☒ Vertical Finalize W/ Totals Finalize W/ Totals & View

CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE	Counts
9874*						

Real Vision Image Inquiry Device Id:\$A27FE260 User ID: MCKENZY © Real Vision Software. All Rights Reserved.

2. **Ending Value:** Search for all case numbers that end with **18**.

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXHIBITS**

Post Lookup Change System

CASE #

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Create Date To Create Date

An extra search criteria has been entered

Search Functions Clear

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 Displaying 1 - 6 of 6

Display Checked Display Options

FL...	CASE #	PLANTIFF	DEFENDA...	CASE TYPE	COURT/J...	DOCUME...	CREATE...	PAGES	TYPE
	090618	M FALLS	F MATTH...	O	H LEWIS		09/27/2018	1	IMAGE
N	042218	M ILLS					11/29/2018	1	JPG
L	122618	O TAIL	W REED	M	Q JOHNS	PIC	12/26/2018	1	JPG
L	122618	I WILLS	O MILES	M	W EDWARD	PIC	12/26/2018	1	JPG
	122718	P JONES	O WALES	M	Q MILES		12/27/2018	1	IMAGE
L	122718	L ELLIS	E REED	S	I NEW	PIC	12/27/2018	1	JPG

Real Vision Image Inquiry Device Id:\$2CCSFEEC User ID: MCKENZY © Real Vision Software. All Rights Reserved.

**Batch Search Grid**

Close Finalize Search Horizontal Vertical Finalize W/ Totals Finalize W/ Totals & View

CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
*18					

3. **Bookend Value:** Search for all case numbers that begin with **2** and end with **01**.

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXHIBITS**

Post Lookup Change System

CASE #

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Create Date To Create Date

An extra search criteria has been entered

Search Functions Clear

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 Displaying 1 - 9 of 9

Display Checked Display Options

Flags	CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT...	CREATE-DATE	PAGES	TYPE
	050219	P OWNES	L ULES	W	C DON	APRIL COUR...	05/02/2019	1	IMAGE
	050219	P OWNES	L ULES	W	C DON	JANUARY CO...	05/02/2019	1	IMAGE
	050219	P OWNES	L ULES	W	C DON		05/02/2019	1	IMAGE
	050219	P OWNES	L ULES	W	C DON		05/02/2019	1	IMAGE
	051719			A			05/07/2019	1	IMAGE
V	051719			V			05/07/2019	1	IMAGE
V	051719			V2			05/07/2019	1	IMAGE
V	051719			V3			05/07/2019	1	IMAGE
	051819	H HINES	E DOUG	Q	C VAIN	JUDGEMENT	05/08/2019	1	IMAGE

Real Vision Image Inquiry Device Id:\$2CCSFEEC User ID: MCKENZY © Real Vision Software. All Rights Reserved.

**Batch Search Grid**

Close Finalize Search Horizontal Vertical Finalize W/ Totals Finalize W/ Totals & View

CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
05*19					

4. **Contained Value:** Search for all case numbers that contain **04**.

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXHIBITS**

Post Lookup Change System

CASE #

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Create Date To Create Date

An extra search criteria has been entered

Search Functions Clear

Page 1 of 1 Displaying 1 - 9 of 9

Display Checked Display Options

	CASE #	PLANTIFF	DEFENDA...	CASE TYPE	COURT/J...	DOCUME...	CREATE...	PAGES	TYPE
<input type="checkbox"/>	042218	MILLS					11/29/2018	1	JPG
<input type="checkbox"/>	110419						01/30/2019	1	JPG
<input type="checkbox"/>	020419						02/04/2019	1	IMAGE
<input type="checkbox"/>	041901						02/04/2019	1	IMAGE
<input type="checkbox"/>	060419				TXT		06/04/2019	1	IMAGE
<input type="checkbox"/>	060419			BROWSE...	TXT		06/04/2019	1	TXT
<input type="checkbox"/>	060419				SCAN IMA...		06/04/2019	1	IMAGE
<input type="checkbox"/>	060419				DOCK		06/04/2019	1	IMAGE
<input type="checkbox"/>	060419				PDF		06/04/2019	1	IMAGE

Real Vision Image Inquiry Device Id:\$2CC5FEEC User ID: MCKENZY © Real Vision Software. All Rights Reserved.

**Batch Search Grid**

Close Finalize Search Horizontal Vertical Finalize W/ Totals Finalize W/ Totals & View

CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
*04*					

- ✿ To clear the Batch Search area, you must either press the *Clear* or *Change System* buttons in the Image Inquiry Index Search window. This will also eliminate the red indicator warning message 'An extra search criteria has been entered.'

**Z-COURT DOCUMENTS AND EXHIBITS**

Post Lookup Change System

CASE #

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Create Date To Create Date

An extra search criteria has been entered

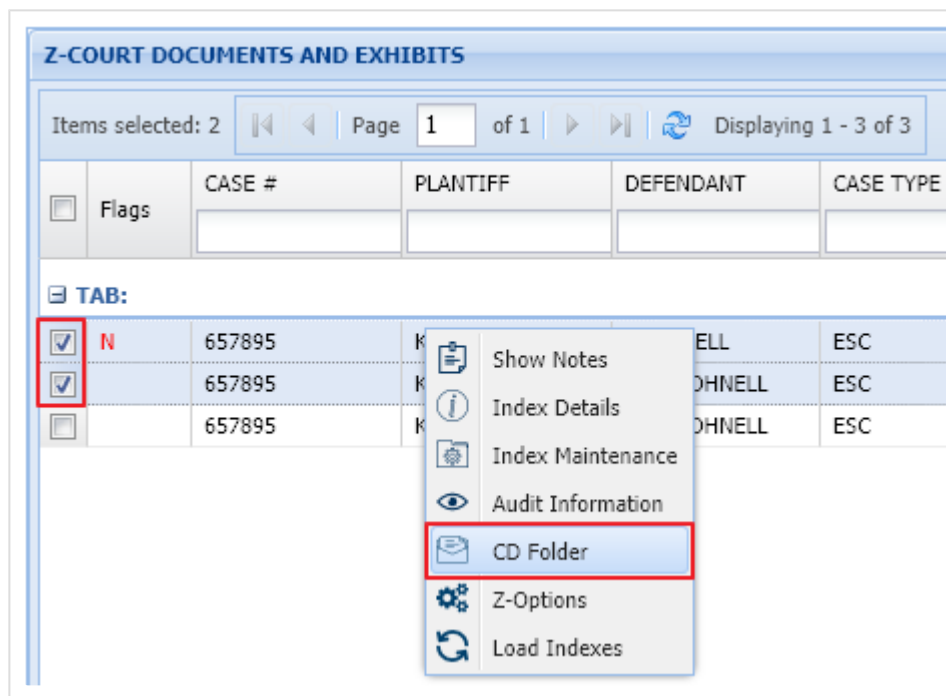
Search Functions Clear

## 5.5. Copy to CD Folder

This process allows users to manually select and copy documents to a predefined folder. The folder and contents can be copied to an external drive where the files will be view-able without the need for server or internet access.

This function is also helpful when auditors need access to your documents. You can selectively load the required documents to a folder then give access to that folder without having to grant access to your whole system.

To start the document selection process, locate the documents that you want to copy to a folder. Click the check boxes of the desired documents, then right mouse click on any of the records on the page. A menu box is displayed. Click "CD Folder".

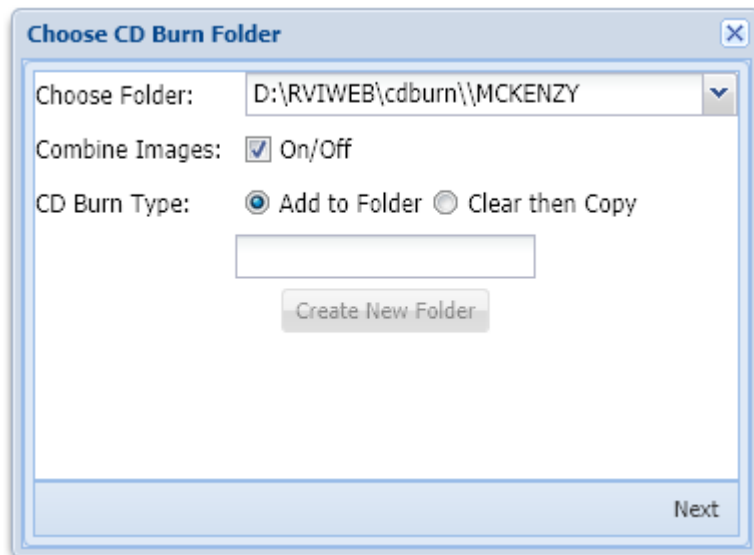


- \* If you have documents from multiple systems that you want to include in the CD folder, navigate to each system, select the desired documents and point to the same folder and set CD Burn Type to 'Add to Folder.' This will append the new documents to the existing documents already in the folder.

A list of existing folders is displayed, you can select one of the existing folders or you can create a new

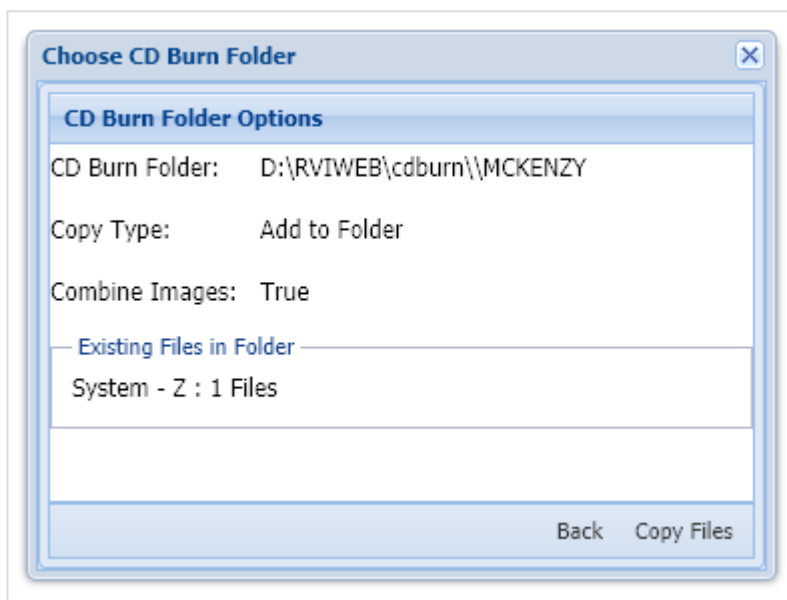
folder.

Click “Folder Selection” after your selection.



You can “Add to Folder” which will add the selected documents to the documents that already exist in the folder.

You can “Clear Then Copy” which will remove all documents from the selected folder then add the selected documents.



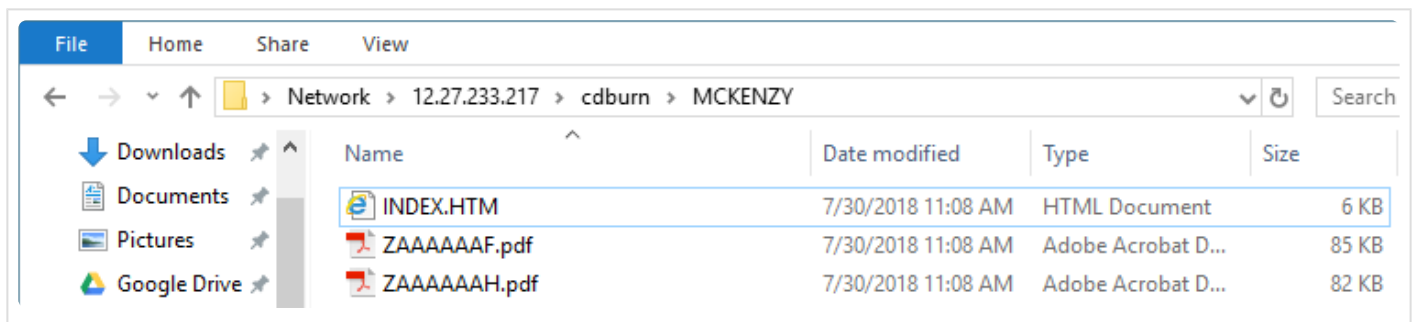
Existing Files In Folder: This is the number of files and associated system(s) of documents that exist in the

requested folder. If the SYS/TRAN has the color blue, that just means that one of the requested documents already exists in the folder. If adding to the folder, the duplicate record will not be written.

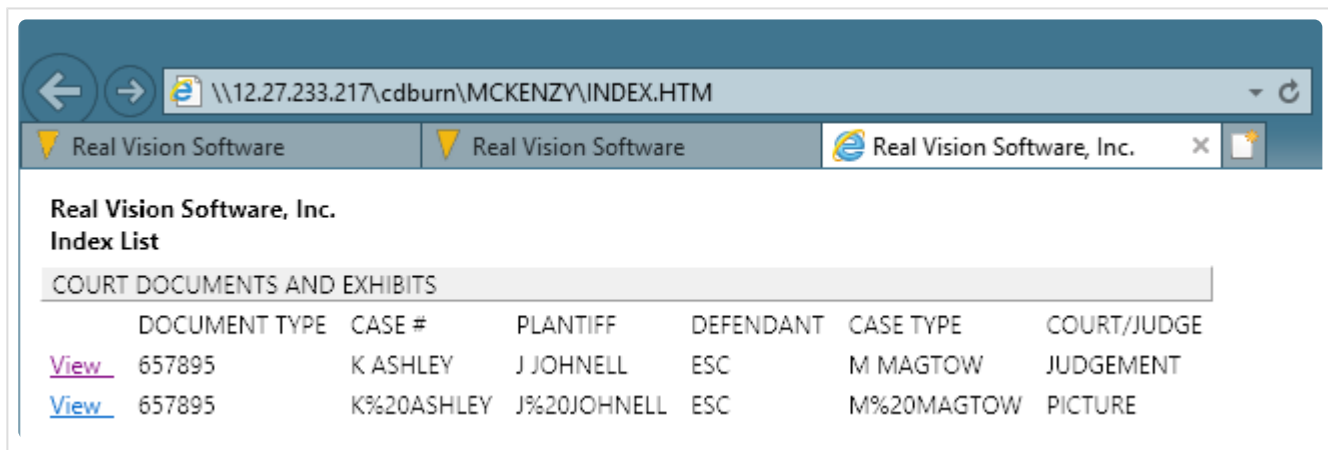
Click “Copy Files”

When the copy process is complete, Click “Close” to return to the main selection page.

Navigate to the folder on your server.



Click on “INDEX.HTM” will display the following page.



Click “View” to display the document.

## 5.6. Download

Based on [user/group security](#) a user has the Download option. By default all users have access to this option.

The Download button allows for saving a copy of the document being displayed.

This function is available by a right-click of a record or on the left side of the display window during a view request.

### Download Right-Click a Record

**Z-COURT DOCUMENTS AND EXHIBITS**

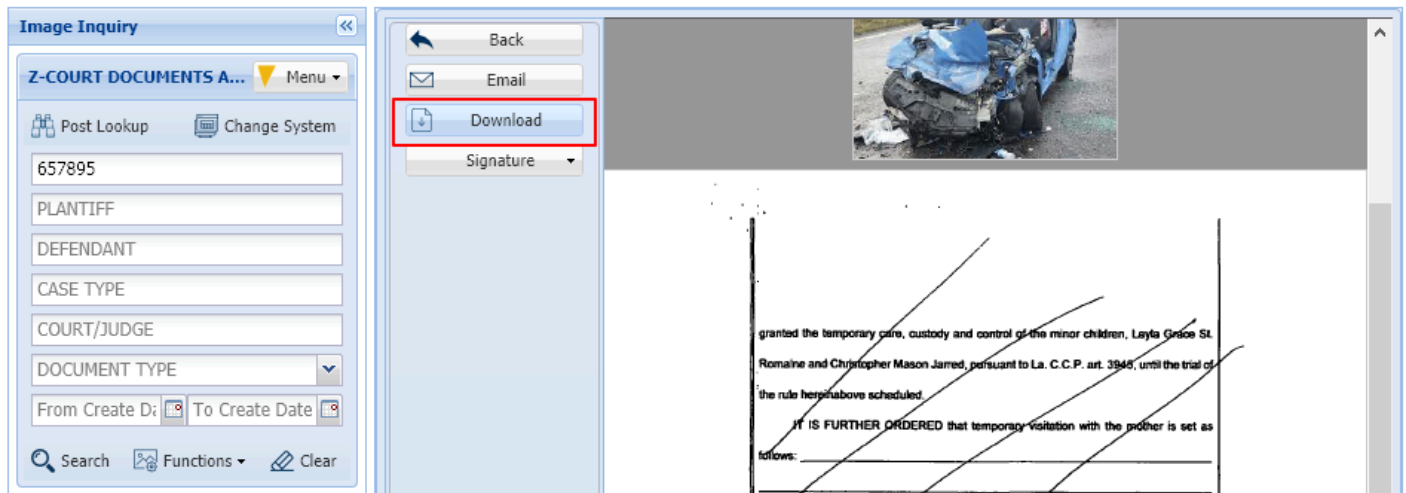
Page 1 of 2 | Displaying 1 - 50 of 81 | Display Checked | Display Options

	Fl...	CASE #	PLANTIFF	DEFEND...	CASE TYPE	COURT/J...	DOCUME...	CREATE...	PAGES	TYPE
<b>TAB:</b>										
	N ...	657885	MAGNET	JOHNELL	MOTION	M MAGT...		08/21/20...	3	IMAGE
	N ...	657885		JOHNELL	ESC	M MAGT...	MISC	08/21/20...	2	IMAGE
	N ...	657885		JOHNELL	ESC	M MAGT...	PETITION	08/06/20...	1	IMAGE
	N ...	657885		HILLS	ACCIDENT	W EDWA...	PIC/FOR...	09/27/20...	3	IMAGE
	S	257885		RA ST...	D	QUINCE	AMENDI...	09/27/20...	1	001
								09/27/20...	1	001
		257885						09/27/20...	1	001
		257885		RA ST...	D	DOGGETT	PETITION	09/27/20...	1	001
	N ...	957885		MITH	INJURY	S ISSAC	SUIT	08/21/20...	1	XLSX
	N ...	957885		MITH	INJURY	S ISSAC	AUGUST...	08/22/20...	1	IMAGE
		657885						09/24/20...	1	IMAGE
		657885						09/24/20...	1	IMAGE
		057885		MATTH...	O	H LEWIS		09/27/20...	1	IMAGE
	N	357885		DREW	DAMAGE	P WALTER		09/27/20...	1	IMAGE
		757885		WARD	THEFT	W REED	QUESTI...	09/27/20...	2	IMAGE
		757885		WARD	THEFT	W REED	STATEM...	09/27/20...	1	DOCX
		757885		WARD	THEFT	W REED	STATEM...	09/27/20...	2	IMAGE

Right-click context menu options:

- Show Notes
- Add Notes
- Email Image
- Route Document
- Index Details
- Audit Information
- CD Folder
- Z-Options
- Load Indexes
- Download**
- Add to Temporary
- Maintain Staple
- Add to Staple Grid
- Show In Window

### Download Image Inquiry Display



## 5.7. Drag Drop

! Drag Drop requires the [RVI PC Viewer](#).

1. Open the RVI PC viewer.
2. Drag and drop a file onto the RVI PC viewer window.
3. Click the **BC/OCR** button in the bottom left hand corner of the RVI PC viewer.
4. Index the document through the RVI PC Viewer BC/OCR window.
5. Click **Close** to exit the BC/OCR window. Leave the RVI pc viewer open.

**RVI Image System 8**

Image View Scan Print Page Host

**Results:**  
Indexed = 1 Not Indexed = 0

70F9A1.jpg - 357951

SYS. CODE **Z - COURT DOCUMENTS AND EXHIBITS**

CASE #  
357951

PLANTIFF  
A EDWARD

DEFENDANT  
O DREW

CASE TYPE  
DAMAGE

COURT/JUDGE  
P WALTER

DOCUMENT TYPE  
CLAIM

Next Known Index Next Unknown Index

Clear Index Delete Entry

Close

☐ Bar Code/OCR Indexes ☒ Import Files

☐ Full Text OCR Results ☐ Word Extract Results

**BC/OCR** Ready Document 1 of 1 C:\RVI\IMP\70F9A1.jpg Connected: A B C Socket

**SC-100 Order to Appear at Small Claims Hearing**

**If you receive this form, you are being sued.**  
You must go to Court, or you may lose the case. Bring witnesses, receipts, and any evidence you need to prove your case. If you lose, the Court can order that your wages, money or property be used to pay this claim. Read this form to protect your rights.

**If you are suing,** fill out this form, read SC-150 to know your rights and go to Court.

**This is a Court Order:**

Go to Court	Date	Day	Time	Room No.
Vaya a la corte	__/__/__		<input type="checkbox"/> am <input type="checkbox"/> pm	

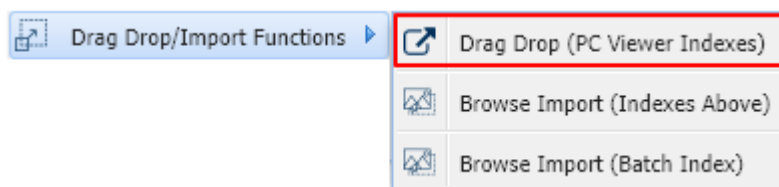
**1 The Plaintiff (the person who is suing) is:**  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Street Address (if different): \_\_\_\_\_  
Phone #: \_\_\_\_\_

*If Plaintiff is doing business under a fictitious name, check here, attach write Fictitious Business Statements # here:*

**2 The Defendant (the person being sued) is:**  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

SC-100\_Pre.jpg (Document 1 Page 1 of 1)

6. From One Look, select Functions, Drag Drop/Import Functions, Drag Drop (PC Viewer Indexes).



The webpage will display a confirmation message when the file(s) have been successfully imported.

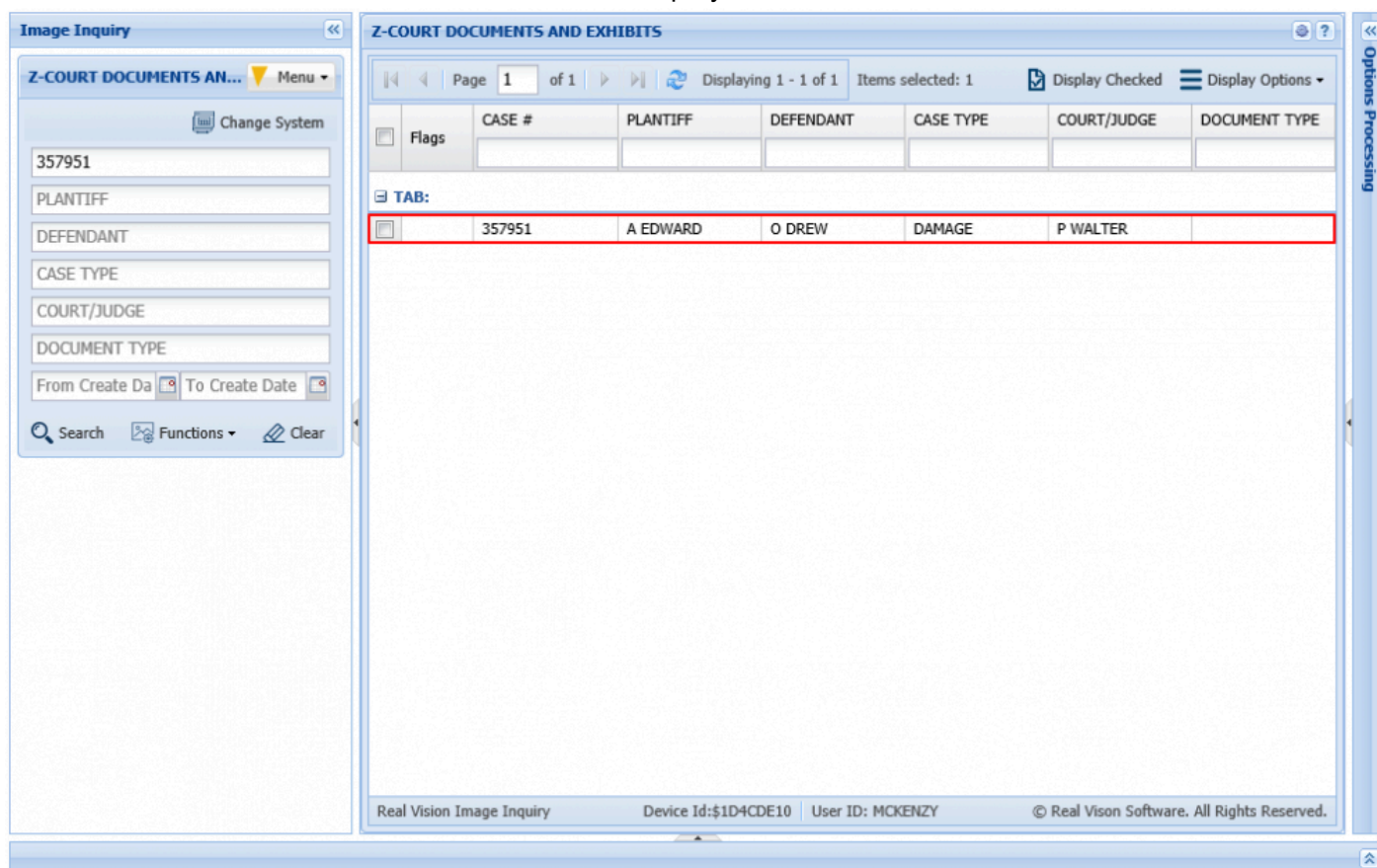
Message from webpage



Imported 1 file(s) from the viewer

OK

The documents are now available for search and inquiry.

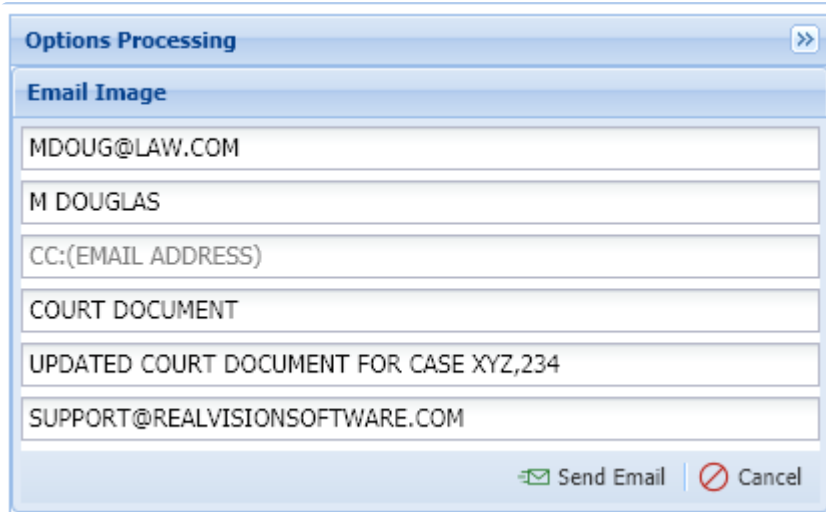


## 5.8. Email

1. Double click a record to view the image.

2. Click  Email

3. Fill in the fields under Options Processing, Email Image

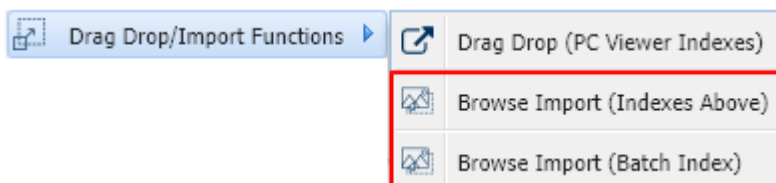


4. Click 

\* Email contacts are setup and maintained through the email address book in the maintenance menu.

## 5.9. Import

Documents can be imported from a pc or network drive using the Browse Import feature. Users have the option of indexing the documents at the time of import or at a later time through batch indexing.



**Browse Import Index Methods:**

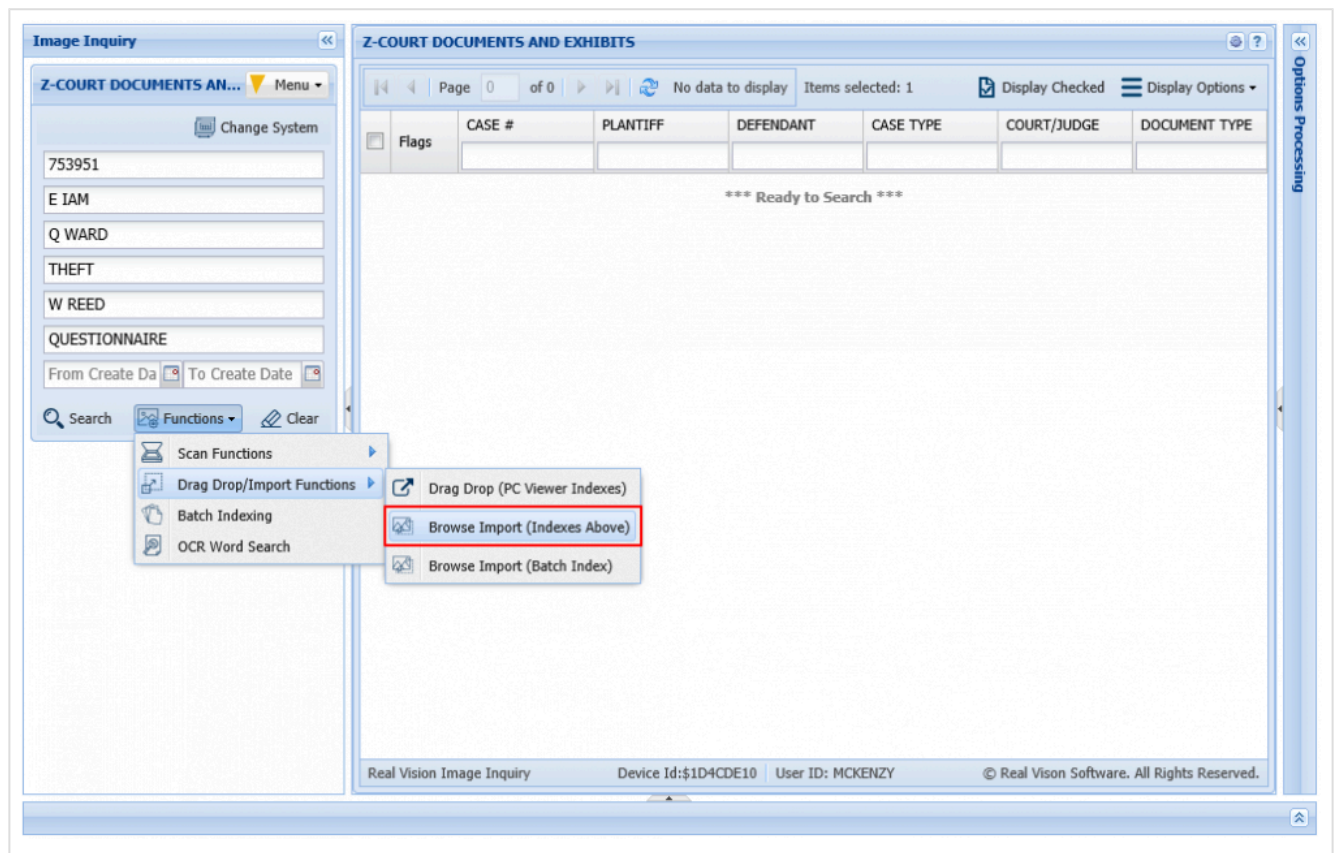
- [Browse Import Indexes Above](#)
- [Browse Import Batch Index](#)

## 5.9.1. Browse Import (Indexes Above)

Index documents at import time using the One Look interface.

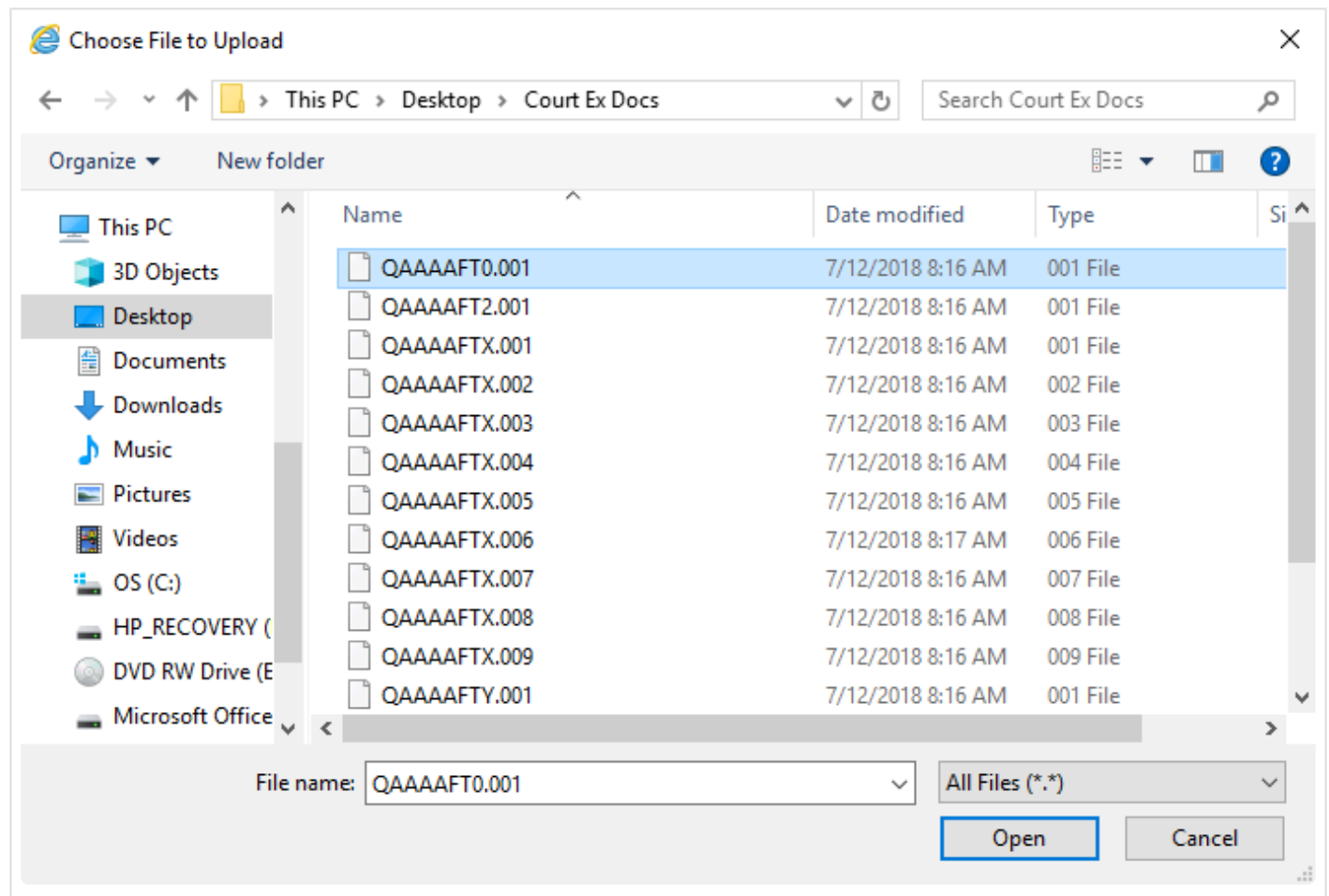
From Image Inquiry:

1. Select your desired system and enter the indexes values to be associated with the import.
2. Select Functions, Drag Drop/Import Functions, **Browse Import (Indexes Above)**.



3. Navigate to the file location.
4. Select one or more files then click OPEN.

*If multiple files are selected, they will be combined into a single record.*



5. Click the **Upload** button to transmit the file(s) to the server.

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXHIBITS**

Change System

753951

E IAM

Q WARD

THEFT

W REED

QUESTIONNAIRE

From Create Date To Create Date

QAAAAFT0.001; QAAAAF Select File...

**Upload** Cancel

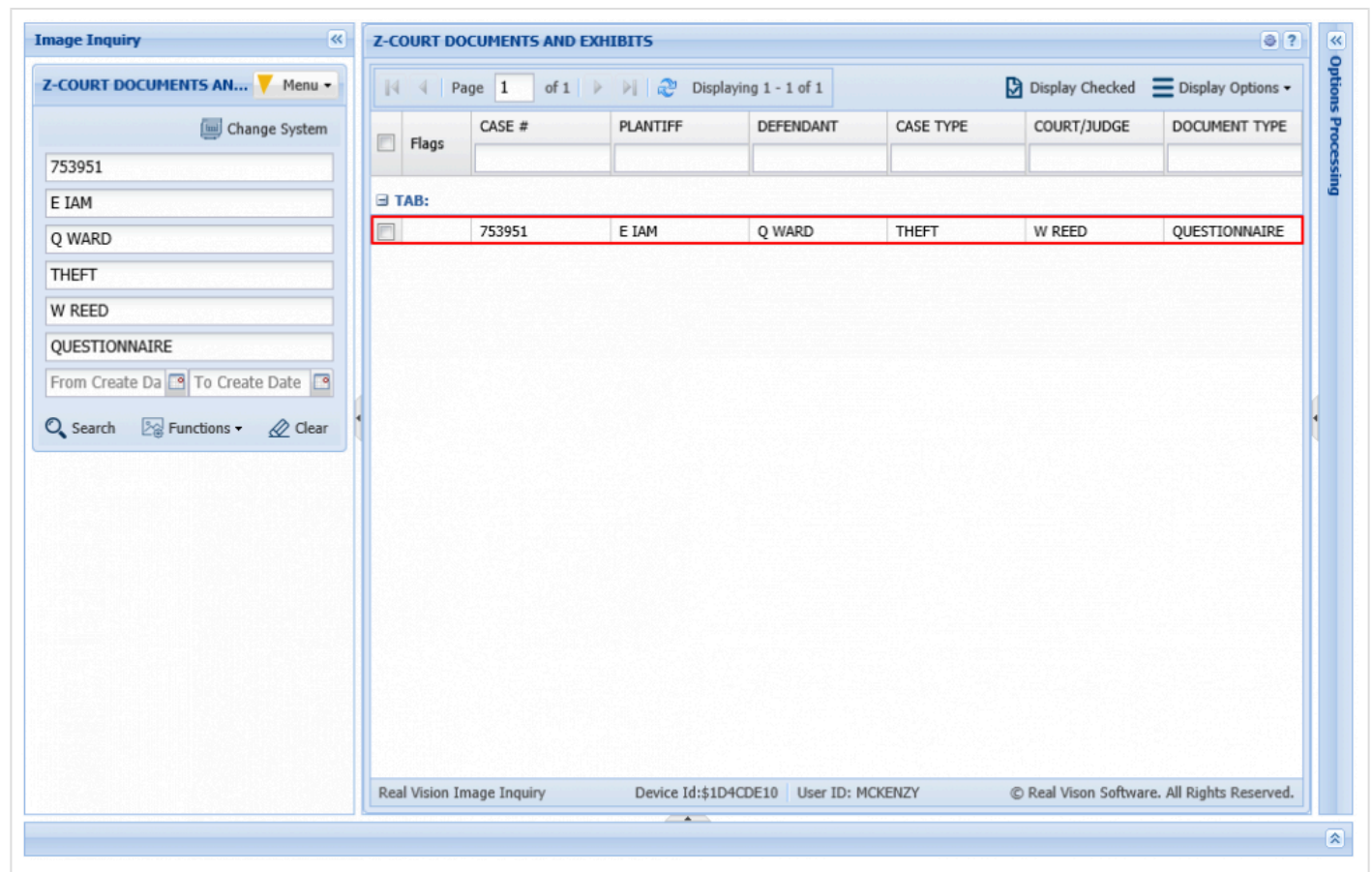
**Z-COURT DOCUMENTS AND EXHIBITS**

Page 0 of 0 No data to display Items selected: 1 Display Checked Display Options

Flags	CASE #	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
*** Ready to Search ***						

Real Vision Image Inquiry Device Id: \$1D4CDE10 User ID: MCKENZY © Real Vision Software. All Rights Reserved.

The system will automatically refresh the One Look window showing the newly imported record.

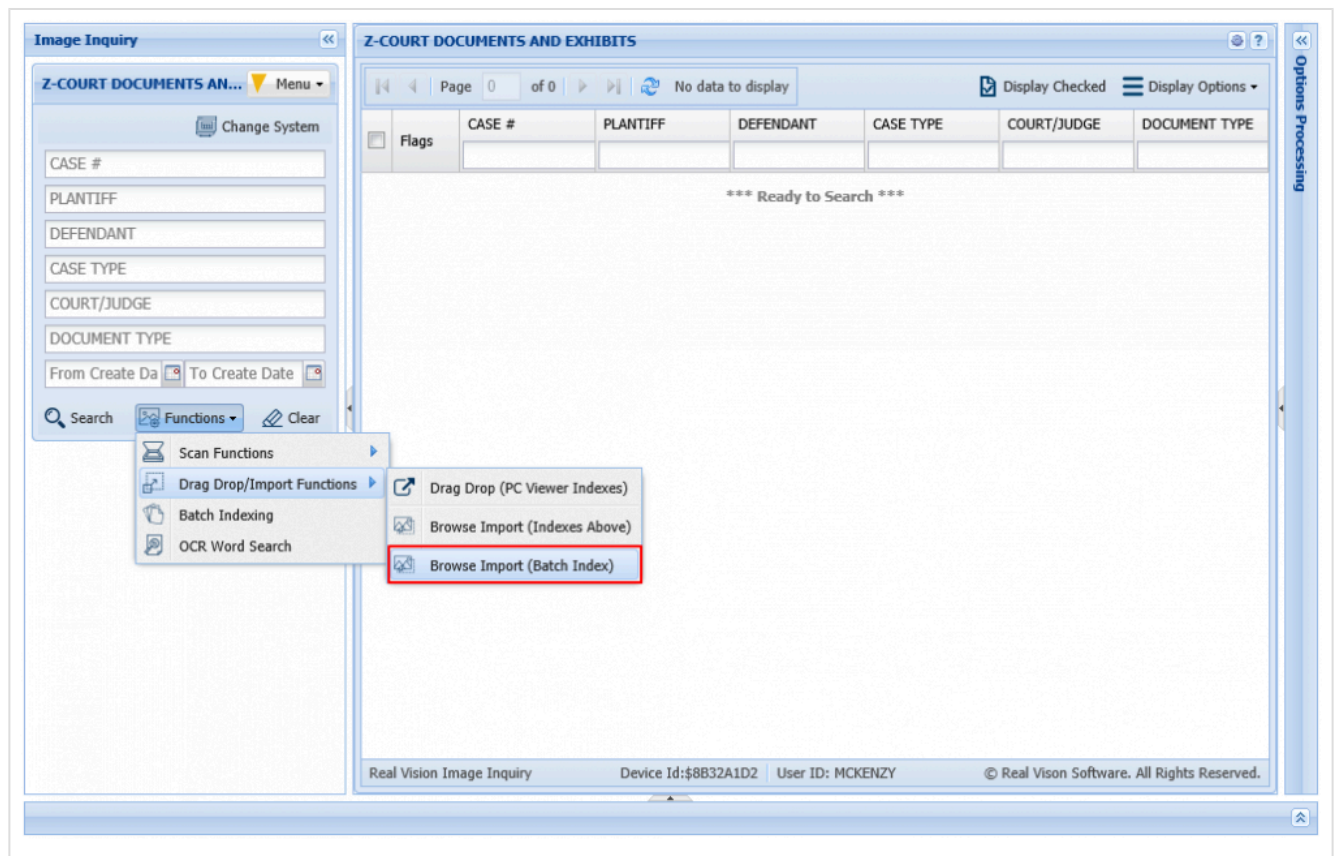


## 5.9.2. Browse Import (Batch Index)

Import files then index at your convenience.

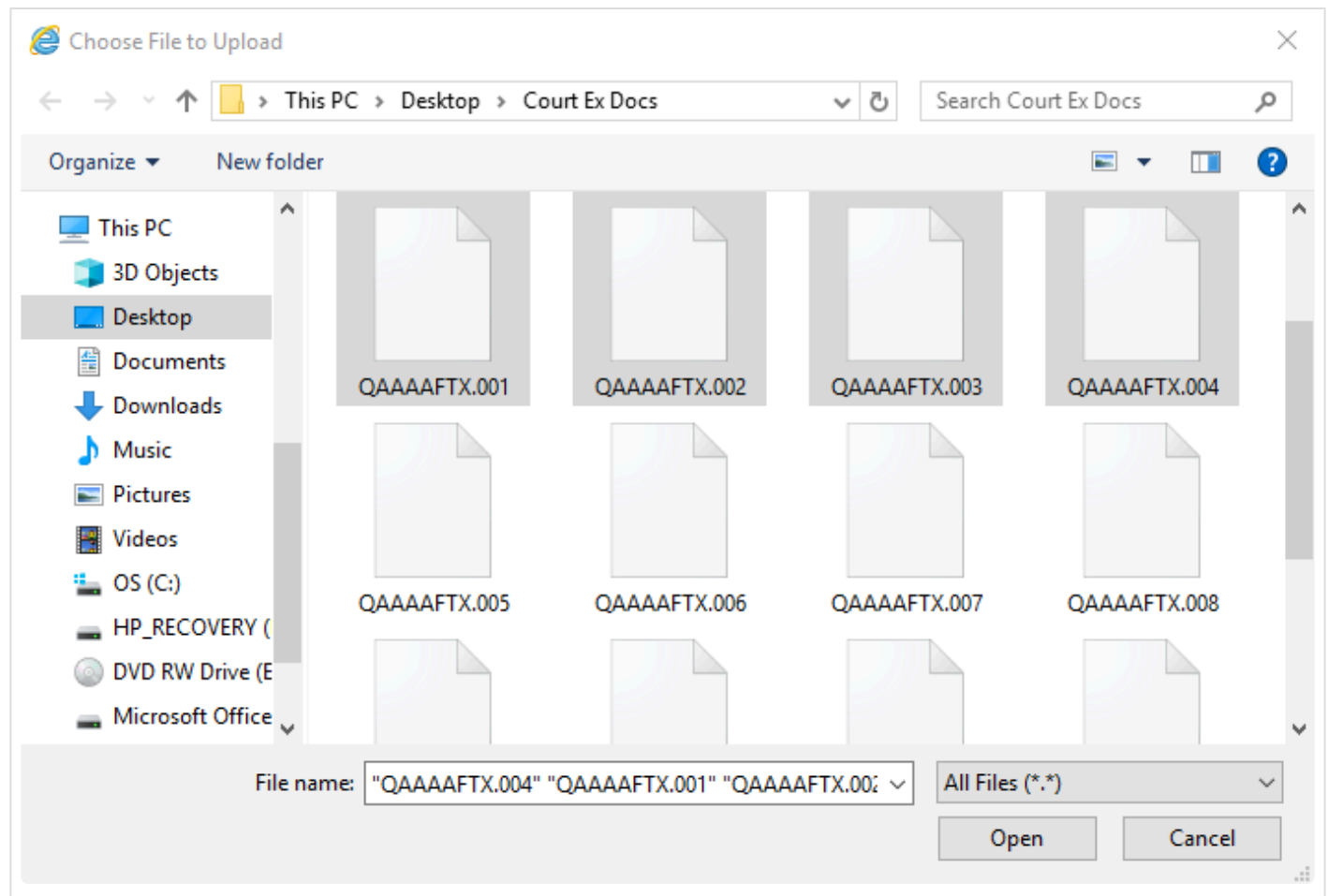
From Image Inquiry:

1. Select your desired system.
2. Select Functions, Drag Drop/Import Functions, **Browse Import (Batch Index)**.



3. Navigate to the file location.
4. Select one or more files then click OPEN.

*If multiple files are selected, they will be combined into a single record.*



5. Click the **Upload** button to transmit the file(s) to the server.

**Image Inquiry**

Z-COURT DOCUMENTS AN... Menu ▾

Change System

CASE #

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

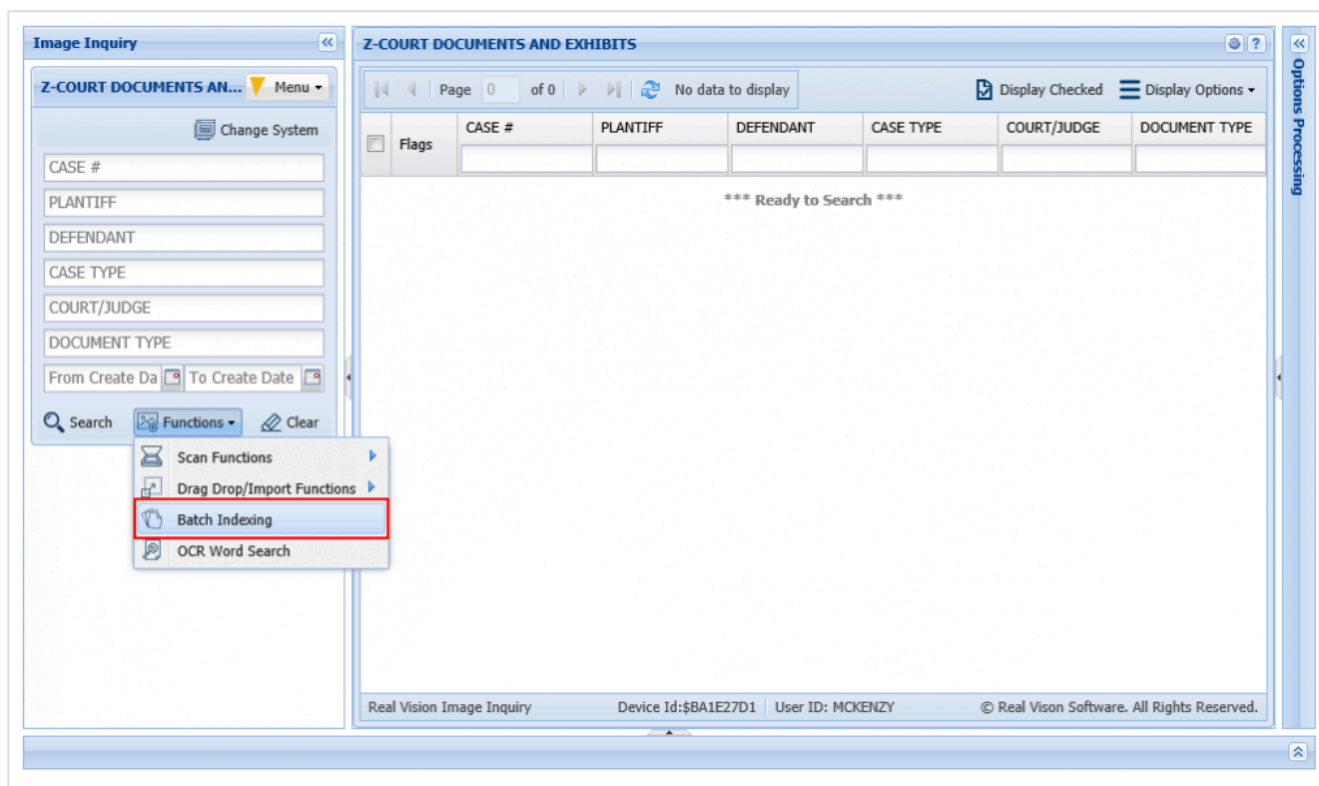
DOCUMENT TYPE

From Create Da To Create Date

QAAAAFTX.001; QAAAAF Select File...

**Upload** Cancel

6. When you are ready to index the files, navigate to Functions, [Batch Indexing](#).



## 5.10. Redaction

Redaction is a feature that allows for hiding specific areas on a page within a scanned document.

This function is accomplished using One Look and the [RVI PC Viewer](#). By default, all users will see the redacted copy of the document. Redaction can be done on image files such as TIF, TIFF, JPG, JPEG, PNG, BMP, PCX, GIF.



This option operates under the rules of option security. If a user does not have authority to add redaction, they cannot use this feature.

NOTE: Disk Caching MUST be turned on in the RVI PC Viewer.

- Click **Image**
- Click **Preferences**
- Click **Disk Caching** tab
- Ensure that **Temporarily Cache Images** is checked

### Add Redaction

1. Open the RVI PC Viewer and One Look.
2. From One Look, locate the document to be redacted.

Flags	CASE #	PLAINTIFF	DEFENDA...	CASE TYPE	COURT/J...	DOCUME...	TYPE	CREATE-...	PAGES
	051819	H HINES	E DOUG	Q	C VAIN	JUDGEME...	IMAGE	05/08/2019	1

3. Double click the record to view the document inside of One Look.

Back
Notes

Add Redaction

Add Version

Scan Appends

Import Appends

Index Details

Index Maintenance

Email

Routing

Audit Information

Download

**LOUISIANA UNIFORM ABUSE PREVENTION ORDER**

COURT NAME AND PARISH/CITY: 9 <sup>th</sup> JUDICIAL RAPIDES/ALEXANDRIA	DIVISION: _____	DOCKET NO.: _____
FILED: _____	CLERK: _____	

**JUDGEMENT OF DISMISSAL**

PETITIONER'S NAME:	CINDY	L.	STEVENS
	<i>First</i>	<i>Maiden/Middle</i>	<i>Last</i>
Date of Birth	07/15/80	Sex: F	Race: C
On behalf of (name, date of birth, and relationship to petitioner): SARAH STEVENS, 08/09/99, DAUGHTER			

v.

DEFENDANT'S NAME:	PHILLIP	O.	STEVENS
	<i>First</i>	<i>Maiden/Middle</i>	<i>Last</i>
Date of Birth	01/25/78	Sex: M	Race: C
Address: 111 Sam Hill Rd, Alexandria, LA 71301			
Social Security #	000-00-0000	Dr. Lic. #	123456789 State: LA Exp. 8/20/13

IT IS HEREBY ORDERED, ADJUDGED, and DECREED that the Petition for Protection from Abuse filed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ be the same is hereby dismissed.

WITHOUT PREJUDICE:  
 On petitioner's motion  
 On petitioner's failure to appear and proceed \_\_\_\_\_ (provide reason)

WITH PREJUDICE:  
 On petitioner's failure to prove by the appropriate standard the allegations contained in the  
 X Petition for Protection From Abuse. \_\_\_\_\_ (provide reason)

Date of Order

5/7/2012


**SIGNATURE OF JUDGE**

Mo/day/yr.

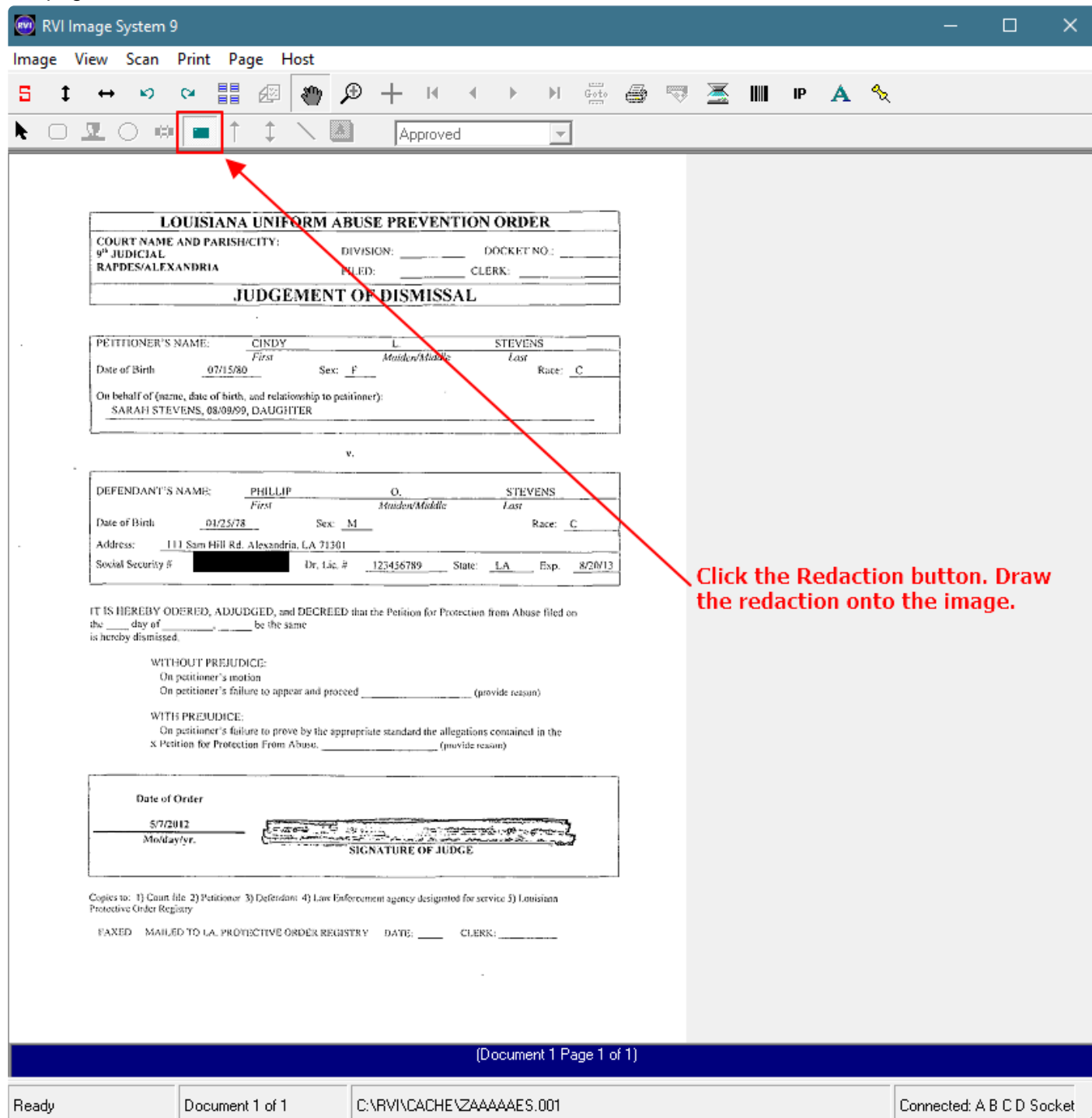
Copies to: 1) Court file 2) Petitioner 3) Defendant 4) Law Enforcement agency designated for service 5) Louisiana Protective Order Registry

FAXED    MAILED TO LA. PROTECTIVE ORDER REGISTRY    DATE: \_\_\_\_\_    CLERK: \_\_\_\_\_

Image ID:ZAAAAAES

4. Click  (The document is opened in the RVI pc viewer.)

5. Click the redaction button. Using the black or white opaque highlighter, draw a box around the area on the page to be redacted.



The screenshot shows the RVI Image System 9 application window. The title bar reads "RVI Image System 9". The menu bar includes "Image", "View", "Scan", "Print", "Page", and "Host". The toolbar contains various icons for navigation and editing. A red box highlights the "Add Redaction" button (a square with a red 'X') in the toolbar. A red arrow points from the text "Click the Redaction button. Draw the redaction onto the image." to this button. The main display area shows a document titled "LOUISIANA UNIFORM ABUSE PREVENTION ORDER". The document contains the following text:

**LOUISIANA UNIFORM ABUSE PREVENTION ORDER**  
 COURT NAME AND PARISH/CITY: 9<sup>th</sup> JUDICIAL RAPIDES/ALEXANDRIA DIVISION: DOCKET NO.: FILED: CLERK:

**JUDGEMENT OF DISMISSAL**

PETITIONER'S NAME: CINDY L STEVENS  
 Date of Birth: 07/15/80 Sex: F Race: C  
 On behalf of (name, date of birth, and relationship to petitioner): SARAH STEVENS, 08/09/99, DAUGHTER

v.

DEFENDANT'S NAME: PHILLIP O. STEVENS  
 Date of Birth: 01/25/78 Sex: M Race: C  
 Address: 111 Sam Hill Rd. Alexandria, LA 71301  
 Social Security #: [REDACTED] Dr. Lic. #: 123456789 State: LA Exp. 8/20/13

IT IS HEREBY ORDERED, ADJUDGED, and DECREED that the Petition for Protection from Abuse filed on the \_\_\_\_ day of \_\_\_\_ be the same is hereby dismissed.

WITHOUT PREJUDICE:  
 On petitioner's motion  
 On petitioner's failure to appear and proceed \_\_\_\_ (provide reason)

WITH PREJUDICE:  
 On petitioner's failure to prove by the appropriate standard the allegations contained in the x Petition for Protection From Abuse. \_\_\_\_ (provide reason)

Date of Order: 5/7/2012  
 Mod/day/yr. SIGNATURE OF JUDGE: [REDACTED]

Copies to: 1) Court file 2) Petitioner 3) Defendant 4) Law Enforcement agency designated for service 5) Louisiana Protective Order Registry

FAXED MAILED TO LA. PROTECTIVE ORDER REGISTRY DATE: CLERK:

[Document 1 Page 1 of 1]

Ready Document 1 of 1 C:\RV\ICACHE\ZAAAAAES.001 Connected: A B C D Socket



Change redaction color:

Image, General, **Redactions Black (checked), White (unchecked).**

Preferences

General	<input type="checkbox"/> Display Sticky Notes Automatically
Screen Scrape	<input checked="" type="checkbox"/> Close Sticky Notes Automatically After Add
Index Options	<input checked="" type="checkbox"/> Display Status Bar
E-Mail	<input checked="" type="checkbox"/> Display Toolbar
External Viewers	<input type="checkbox"/> Remove Display Window on Delete
Disk Caching	<input checked="" type="checkbox"/> Preload All Thumbnails on Display
Signature Pad	<input checked="" type="checkbox"/> Search Multiple Sessions
Scanner Support	<input type="checkbox"/> Return to IBM Host System Session Automatically
Auto Import Support	<input type="checkbox"/> Retain Current Filename On Clipboard
FTP Support	<input type="checkbox"/> Disable Search for Highlights
Internet Support	<input checked="" type="checkbox"/> Disable Search for Full Text OCR Zones (for faster retrieval of images)
EHLAPI	<input checked="" type="checkbox"/> Display warning when importing files larger than average during drag and drop
	Warn for files larger than <input type="text" value="1"/> MB
	<input checked="" type="checkbox"/> Redactions Black (checked), White (unchecked)
	<input checked="" type="checkbox"/> Use Adobe Reader to display PDF files
	<input type="checkbox"/> Backup Drag/Drop files
	<input type="checkbox"/> Bypass Highlight Confirmation

Modify Toolbar...

OK

Cancel

6. Return to One Look once all desired areas have been redacted.

7. Click **Accept**.

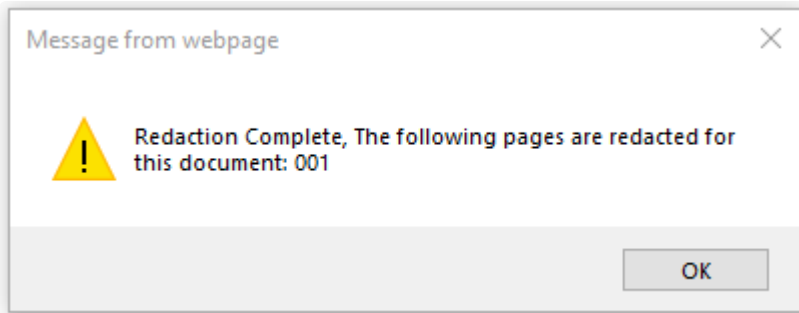
Close

Accept

Do Not Accept

Notification by page number will be displayed when the process is complete.

*All pages including those previously redacted will be included.*



## 5.11. Routing

Send documents to user workbaskets based on established routing profiles setup in [Maintenance](#). Route through a routing profile can be accomplished through scanning, batch indexing, and manually selecting the route.

### 5.11.1. Route To Multiple Users

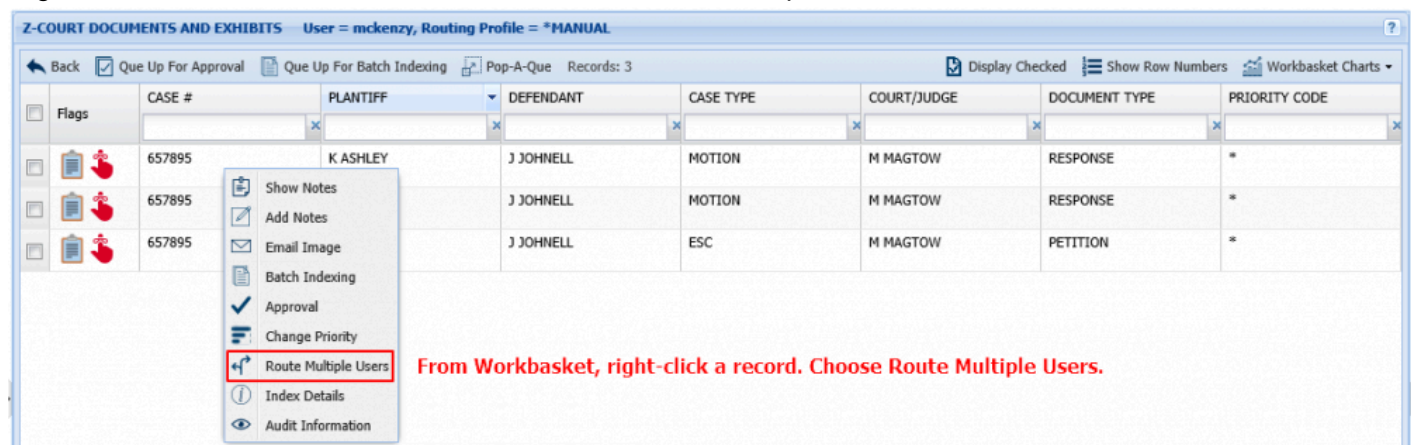
Routing to multiple users is available in WorkBaskets.

From inside your WorkBasket, there are 2 options for routing to multiple users :

#### STEP 1:

##### Option 1

Right-click on the record to be routed, then click Route Multiple Users.



**Option 2**

Double-click the record to view the document, then click Route Multiple Users from the left pane.

**Back** **Email** **Index Details** **Notes** **Route Information** **Route Manually** **Call Back** **Approval** **Route Multiple Users** **Indexing** **Move Subgroup** **Move Profile** **Show Routing** **Audit** **Remove From Basket**

**CITY COURT**

**Applicant Information**

Full Name: Dale Joey Z Date: 7-18-18  
Last First M.I.

Address: 000 West Windway 3653  
Street Address Apartment/Unit #

Eagerville AZ 89731  
City State ZIP Code

Phone: 000-000-0000 Email: JD@gmail.com

Date Available: 8.1.18 Social Security No.: 333-33-4444 Desired Salary: \$ 80,000

Position Applied for: Law Research

Are you a citizen of the United States? YES ☒ NO ☐ If no, are you authorized to work in the U.S.? YES ☒ NO ☐

Have you ever worked for this company? YES ☐ NO ☒ If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES ☐ NO ☒

If yes, explain: \_\_\_\_\_

**Education**

High School: East Top Address: 111 Alon St.

From: 1970 To: 1974 Did you graduate? YES ☒ NO ☐ Diploma: High School

College: Harvard Address: \_\_\_\_\_

From: 1974 To: 1978 Did you graduate? YES ☒ NO ☐ Degree: Law

Other: Yale Address: \_\_\_\_\_

From: 1980 To: 1982 Did you graduate? YES ☒ NO ☐ Degree: Law

**References**

Please list three professional references.

8.24 x 10.90 in Full Name: Jack Sprat Relationship: Boss

Image ID: ZAAAAAA6

**STEP 2:**

Fill in the input fields in the Route Multiple Users selection box.

User	User Name	Seq#
User 1:	Barry Harrington	1
User 2:	Fred Broussard	2
User 3:	Matthew Leleux	3
User 4:	Select User ...	4
User 5:	Select User ...	5
User 6:	Select User ...	6
User 7:	Select User ...	7
User 8:	Select User ...	8
User 9:	Select User ...	9
User 10:	Select User ...	10
User 11:	Select User ...	11
User 12:	Select User ...	12
User 13:	Select User ...	13
User 14:	Select User ...	14
User 15:	Select User ...	15

Delete Originator: ☒ Submit

Once you enter User 1, User 2 will become available. Continue until you have selected all the users for this routing instance.

**Delete Originator:** This defaults to **Checked**. This flag controls if the documents to be flagged as deleted from the originators workbasket once *Submit* is clicked.

Based on our example in [Setting Up Route To Multiple Users](#), we want this option checked because the last user approves this document then the document is routed back to the originator indicating the approval process is complete. If the document is disapproved at any time during the approval process, it will be routed back to the originator.

\* Notes are available during any stage of the process.

## 5.11.1.1. Setting Up Route To Multiple Users

**STEP 1:** Create Reserved Routing Profile (**MULT\_USER\_ROUTE**)

1. Click **Menu, Maintenance, Maintain Routing Profiles**.

**Menu Maintenance**

Sign Off

**IMAGE SYSTEM MAINTENANCE**

MAINTAIN IMAGE SYSTEM DESCRIPTION...

UNLOCK BATCH INDEX RECORDS

REMOVE DELETED RECORDS IN IMAGE S...

PURGE AUDIT FILE RECORDS

**DOCUMENT TAB MAINTENANCE**

MAINTAIN DOCUMENT TYPES

MAINTAIN DOCUMENT TAB PROFILES

MAINTAIN DOCUMENT TAB GROUPS

**USERS/GROUP MAINTENANCE**

MAINTAIN USERS

MAINTAIN GROUPS

**EMAIL MAINTENANCE**

MAINTAIN EMAIL ADDRESS BOOK

**WORKFLOW MAINTENANCE**

**MAINTAIN ROUTING PROFILES**

MAINTAIN DOCUMENT PACKAGES

MAINTAIN ROUTING POP-A-QUE

MAINTAIN USER WORK BASKET ACCESS

MAINTAIN WORK BASKET ACCESS CODES

**Routing Profile Maintenance**

Close Add

Routing Profile	OverDue	Routing Rules	Approval Rules	Stop Rules
APINV				
ES				
MATT				
PACKAGE DOCUMENTS				
PACKAGE1				
POP2				
THREELEVEL	Y			
TOM				
TOMLUCAS	Y			

**Options Processing**

**Routing Profile Maintenance**

Submit Cancel

Route Name: MULT\_USER\_ROUTE X

2. Double-click **MULT\_USER\_ROUTE** profile.

**Menu Maintenance**

Sign Off

**IMAGE SYSTEM MAINTENANCE**

MAINTAIN IMAGE SYSTEM DESCRIPTION...

UNLOCK BATCH INDEX RECORDS

REMOVE DELETED RECORDS IN IMAGE S...

PURGE AUDIT FILE RECORDS

**DOCUMENT TAB MAINTENANCE**

MAINTAIN DOCUMENT TYPES

MAINTAIN DOCUMENT TAB PRC 1 ES

MAINTAIN DOCUMENT TAB GROUPS

**USERS/GROUP MAINTENANCE**

MAINTAIN USERS

MAINTAIN GROUPS

**EMAIL MAINTENANCE**

MAINTAIN EMAIL ADDRESS BOOK

**WORKFLOW MAINTENANCE**

**MAINTAIN ROUTING PROFILES**

MAINTAIN DOCUMENT PACKAGES

**Routing Profile Maintenance**

Close Add

Routing Profiles	OverDue
APINV	
ES	
MATT	
MULT_USER_ROUTE	
PACKAGE DOCUMENTS	
PACKAGE1	
POP2	
THREELEVEL	Y
TOM	
TOMLUCAS	Y

**Options Processing**

**Routing Profile Maintenance**

Routing Destinations Submit Cancel

Route Name: MULT\_USER\_ROUTE

Route To User: [Dropdown]

Sequence: 1

Stop Rule: [Dropdown]

Email Document to User: [Dropdown]

Email Arrival Notification: Y

**In Primary User Absence**

Route To User: [Dropdown]

Date From: [Date Picker]

Date To: [Date Picker]

Delete Record: [Checkbox]

**Routing Profile Members Maintenance**

Close Add

Route	User ID	Sequence	Stop Rule	Route To User	Date From	Date To	Email	Notification Me...
*** No Routing Profiles ***								

- Set Sequence: = 1
- Set Email Arrival Notification: = Y (Optional)  
When using **Route Multiple Users** button in workbasket, it will send an email to the users. Emails will be sent for initial routes and Approval process.
- Click **Submit** to finish the creation of the routing profile.

**Routing Profile Members Maintenance**

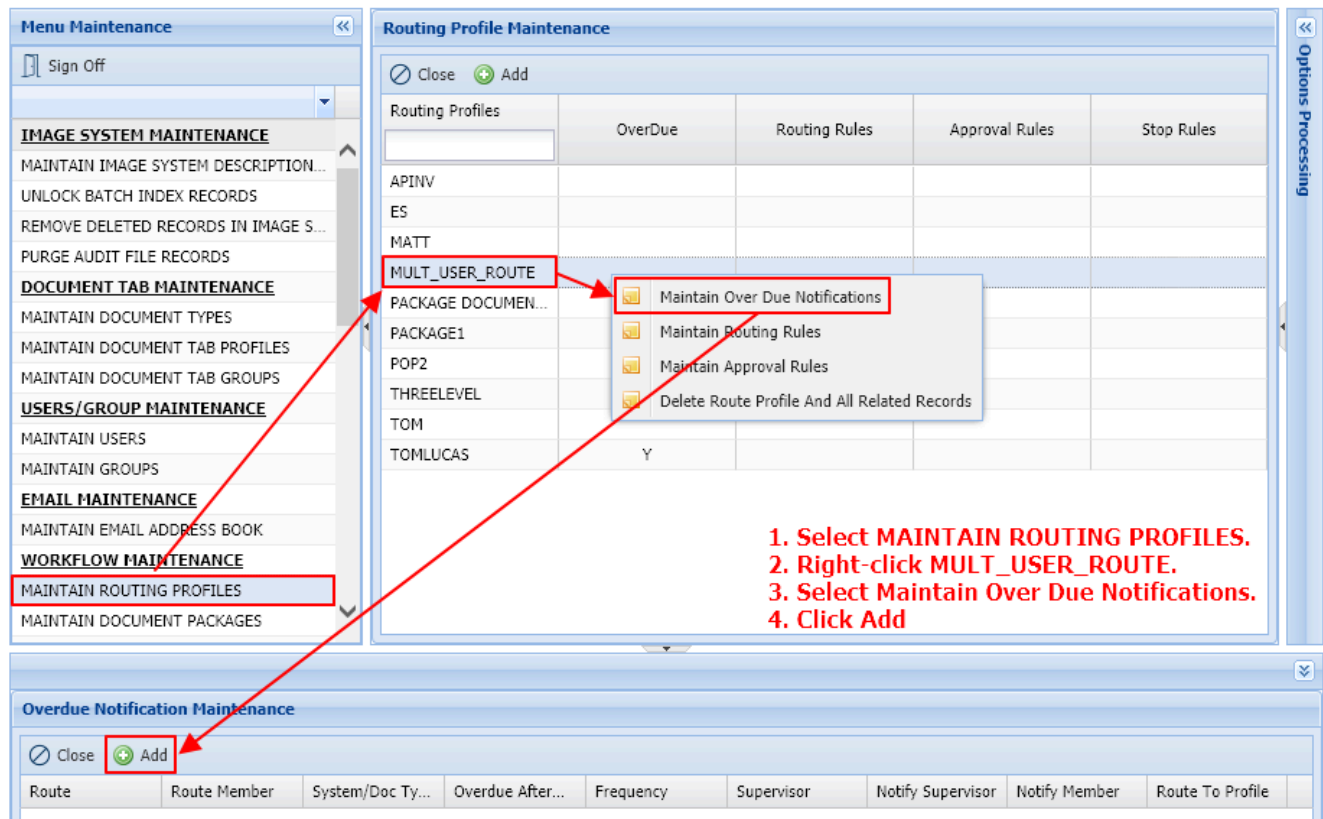
Close Add

Route	User ID	Sequence	Stop Rule	Route To User	Date From	Date To	Email	Notification Me...
MULT_USER_R...		1						Y

## STEP 2: Create Overdue Notification

1. Click **Menu, Maintenance, Maintain Routing Profiles**.
2. Right-click the routing profile **MULTI\_USER\_ROUTE**.

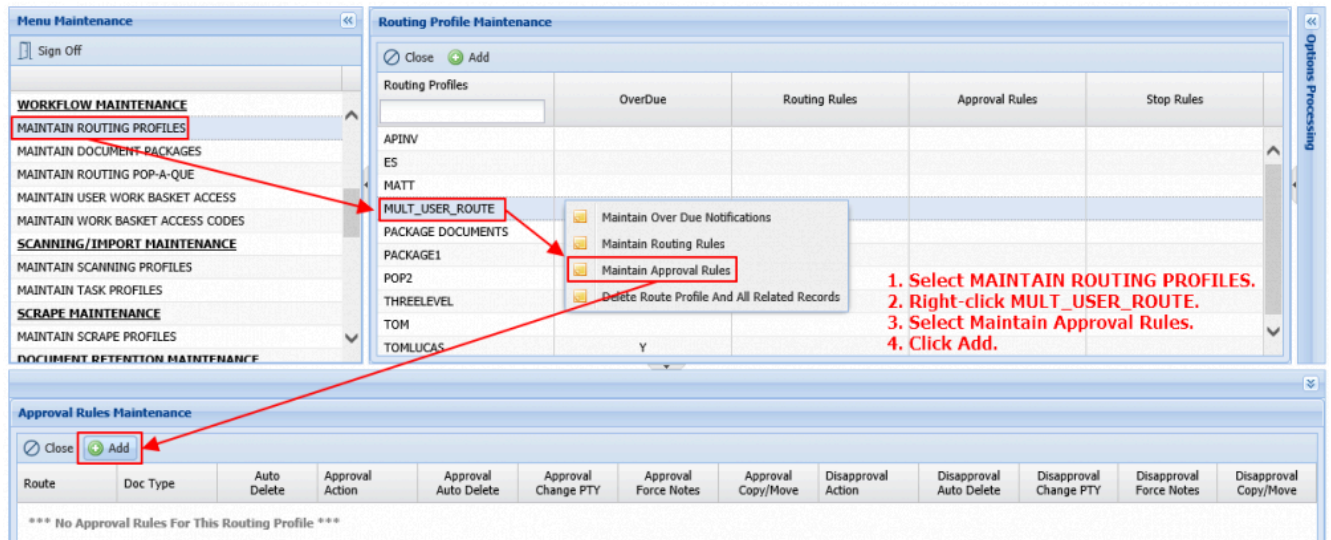
3. Select **Maintain Overdue Notifications**.
4. Click **Add**.



5. Fill in the following fields:  
Route Name: Automatically populated with MULTI\_USER\_ROUTE  
Overdue After A Period of: Set the numeric value for the Overdue notice.  
Days/Hours/Minutes: Set the increment of time.

### STEP 3: Create Approval Rule

1. Click **Menu, Maintenance, Maintain Routing Profiles**.
2. Right-click the routing profile **MULTI\_USER\_ROUTE**.
3. Select **Maintain Approval Rules**.
4. Click **Add**.



5. Fill in the following fields:

Route Name: Automatically populated with MULTI\_USER\_ROUTE

Approval

Action To Take: ORIGINATOR

Force Notes: **A** (Auto Notes on Approval/Disapproval)

Disapproval

Action To Take: ORIGINATOR

Force Notes: **A** (Auto Notes on Approval/Disapproval)

**Setup for Route To Multiple Users is now COMPLETE!**

## 5.12. Scan

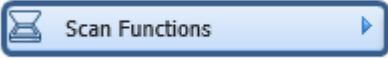
**!** One Look requires the **RVI PC Viewer (8.1.1389 or newer)** for scanning.

Through this menu, the user can scan black and white or color images into an existing image system code. Images are normally scanned to the PC hard drive and later uploaded to the server.

The alternative is Scan Direct, which makes the scanned images immediately available to the users by uploading while scanning.

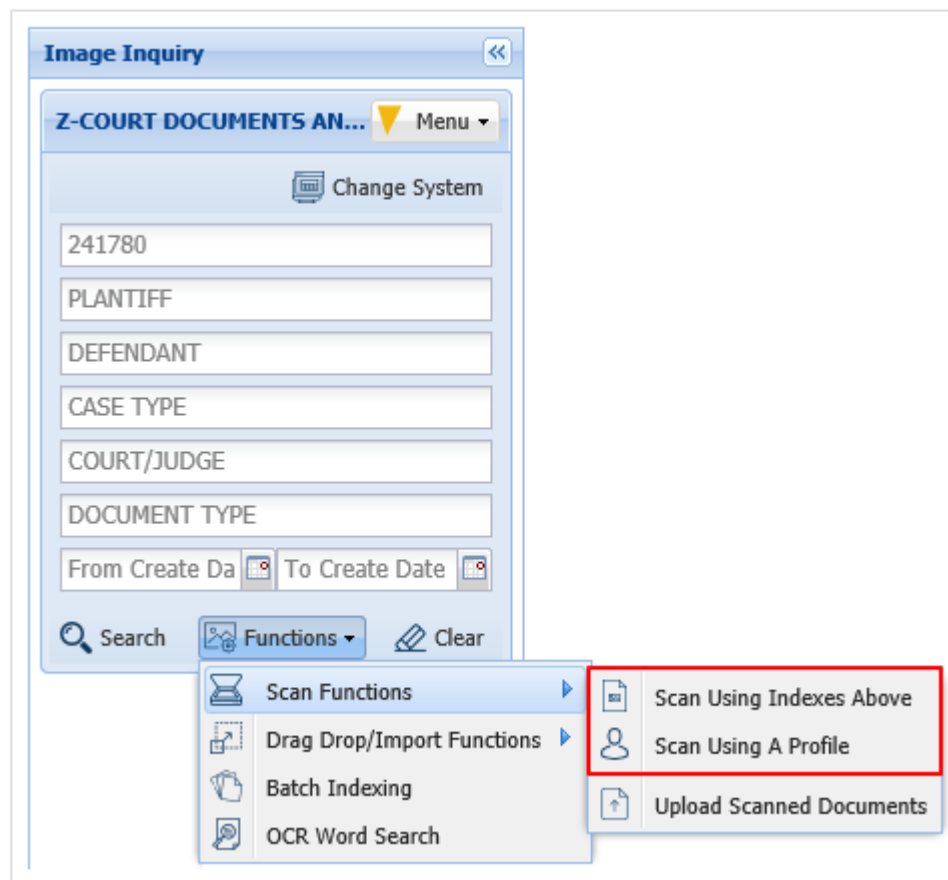
1. Select a system code. *The scanned images will automatically be uploaded to the system code the user is currently logged into.*

2. Select the  button.

3. Select the  button.

4. Select one:

- a. [Scan Using Indexes Above](#) (*Uses Scan Direct*)
- b. [Scan Using A Profile](#) (*Performs Based on the Scan Profile Settings*)



## 5.12.1. Scan Using Indexes Above

! The RVI PC viewer must be **open** and **connected** to the scanner.

1. Type the desired index value(s) into the index search window.

One Look

Image Inquiry

Index Search Menu

Z-COURT DOCUMENTS AND EXHIBITS Change System

241780

|

PLANTIFF

DEFENDANT

CASE TYPE

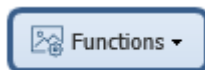
COURT/JUDGE

DOCUMENT TYPE

From Date To Date

Search Functions Clear

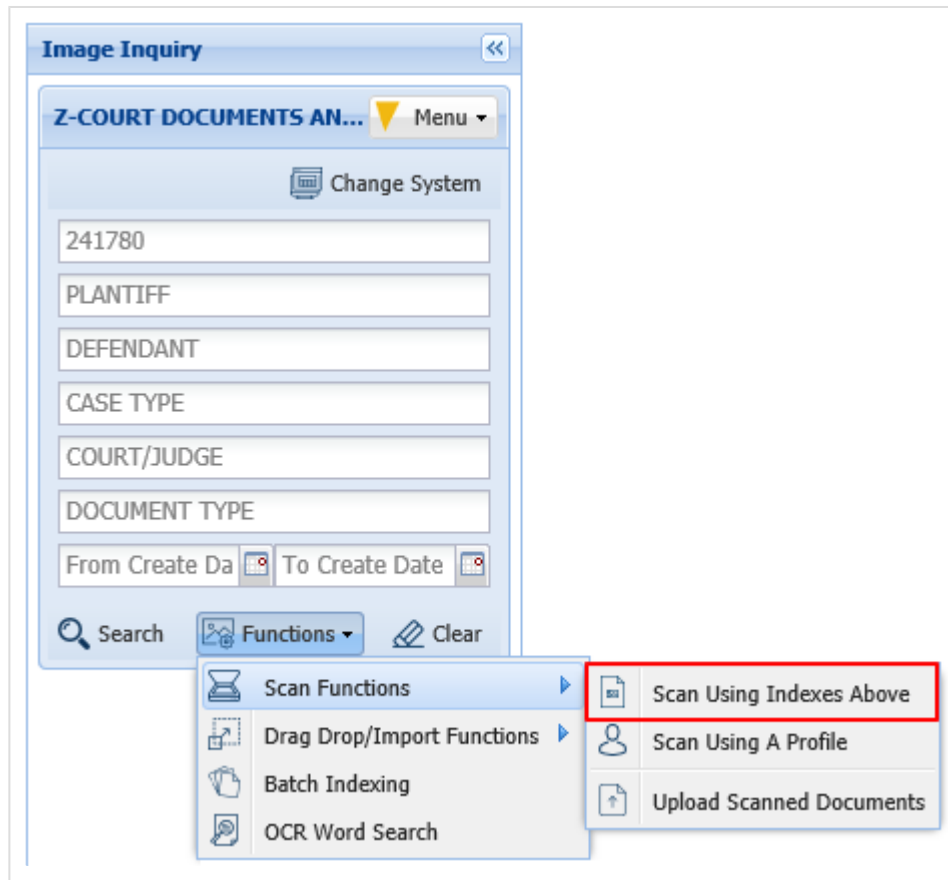
2. Select



3. Select



4. Choose **Scan Using Indexes Above**.

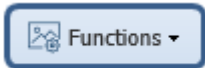



5. Based on your RVI PC Viewer preferences, the scan process will initiate by pulling the paper through the scanner or prompting the user to select Page or Batch to start the scan. If the user's scan source is pointing to the Kofax Import engine, the user will be prompted to navigate to the document(s) they want to scan/import into the system.
6. After the scan is complete, the user will return to One Look to Accept or Reject the scan.

## 5.12.2. Scan Using A Profile

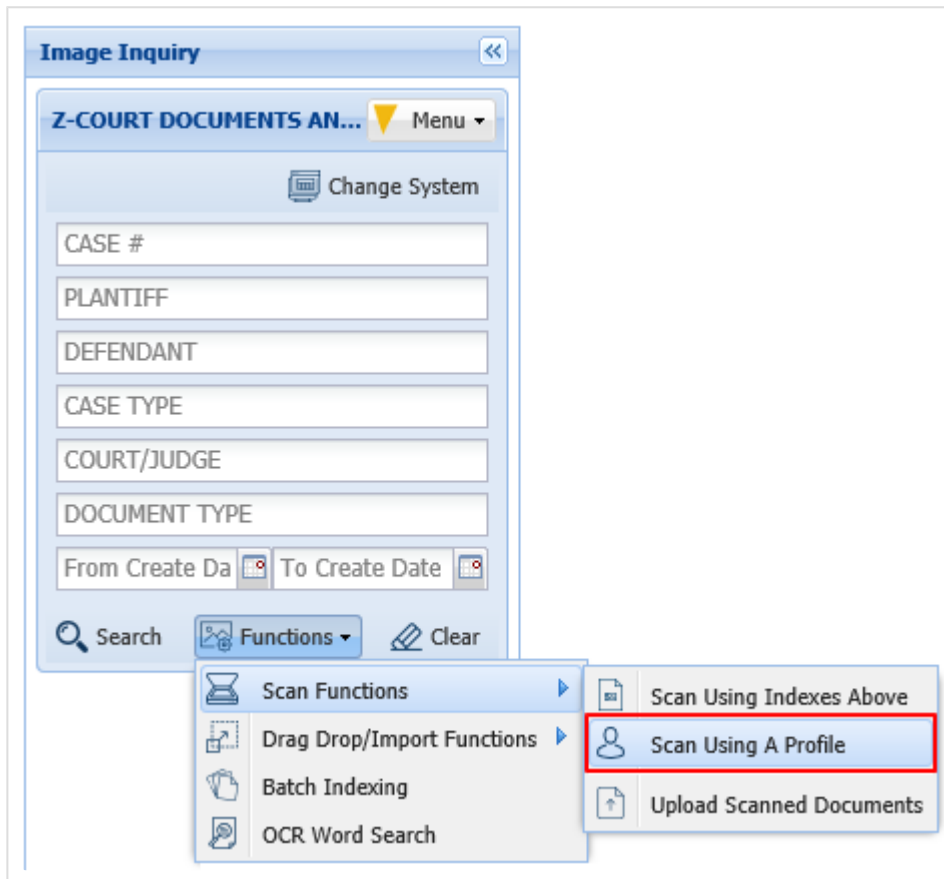
**!** The RVI PC viewer must be **open** and **connected** to the scanner.

Provides the user with the ability to select a predefined scanning profile for this application.

1. Select the  button.

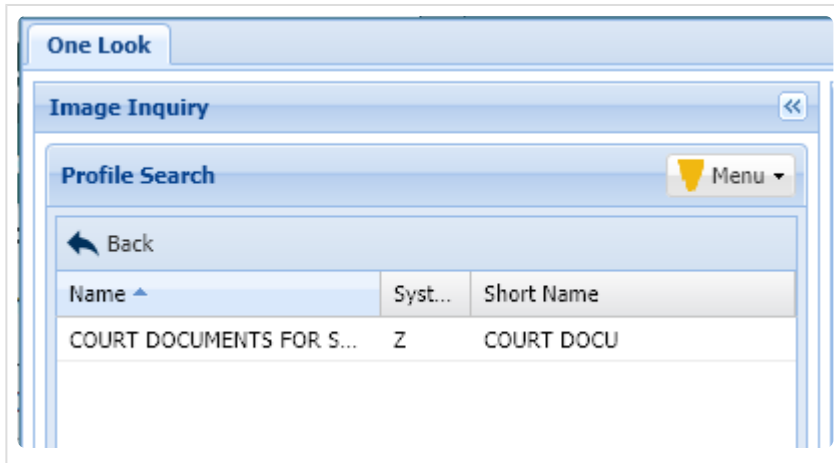
2. Select the  button.

3. Choose **Scan Using A Profile**.



4. Choose a scan profile from the list of available profiles.

(Scanning profiles are created using **Menu, Maintenance, Maintain Scanning Profiles**)




5. Based on your RVI PC Viewer preferences, the scan process will initiate by pulling the paper through the scanner or prompting the user to select Page or Batch to start the scan. If the user's scan source is pointing to the Kofax Import engine, the user will be prompted to navigate to the document(s) they want to scan/import into the system.
6. After the scan is complete, the user will return to One Look to Accept or Reject the scan.

## 5.12.3. Upload Scanned Documents


Move scanned images from the pc to the server.

**!** The RVI PC viewer must be **open** and **connected** to the scanner.

**Scan Using Indexes Above** does not require an upload. These scans are set to scan directly to the server.

**Scan Using A Profile** can be setup to scan direct or as a scan upload. The scan upload option requires the user to select the  **Upload Scanned Documents** button to move the images from the pc to the server.



By selecting  **Upload Scanned Documents** when there are not any images waiting to be uploaded does **NO** harm.

## 5.13. Stapling

---

**Stapling:** Allows for the grouping of images into a bundle. RVI offers automatic and manual stapling of documents.

### 1. Automatic Stapling

The bundling process occurs at scan-upload time or during batch-indexing. This option displays a list of the images that are stapled to the primary document.

- ### 2. Manual Stapling
- The bundling process is triggered by the user adding a primary document and supporting documents from any available system code to the Staple Grid then selecting the Finalize button from the Staple Grid.

## 5.13.1. Auto Stapling

---

Auto-Stapling is a feature that allows for the automatic grouping of images into a bundle. The bundling process occurs at scan upload time or at batch indexing time.



The elements of a stapled bundle are the primary document and the secondary documents that are stapled behind the primary document. A primary document has no limit on the number of secondary documents that can be stapled behind it. It is not required that the secondary document resides in the same Image System as the primary document. Multiple entries can be setup such that a document type within a Image System can be stapled to multiple primary documents.

### **Setup Auto Staple:**

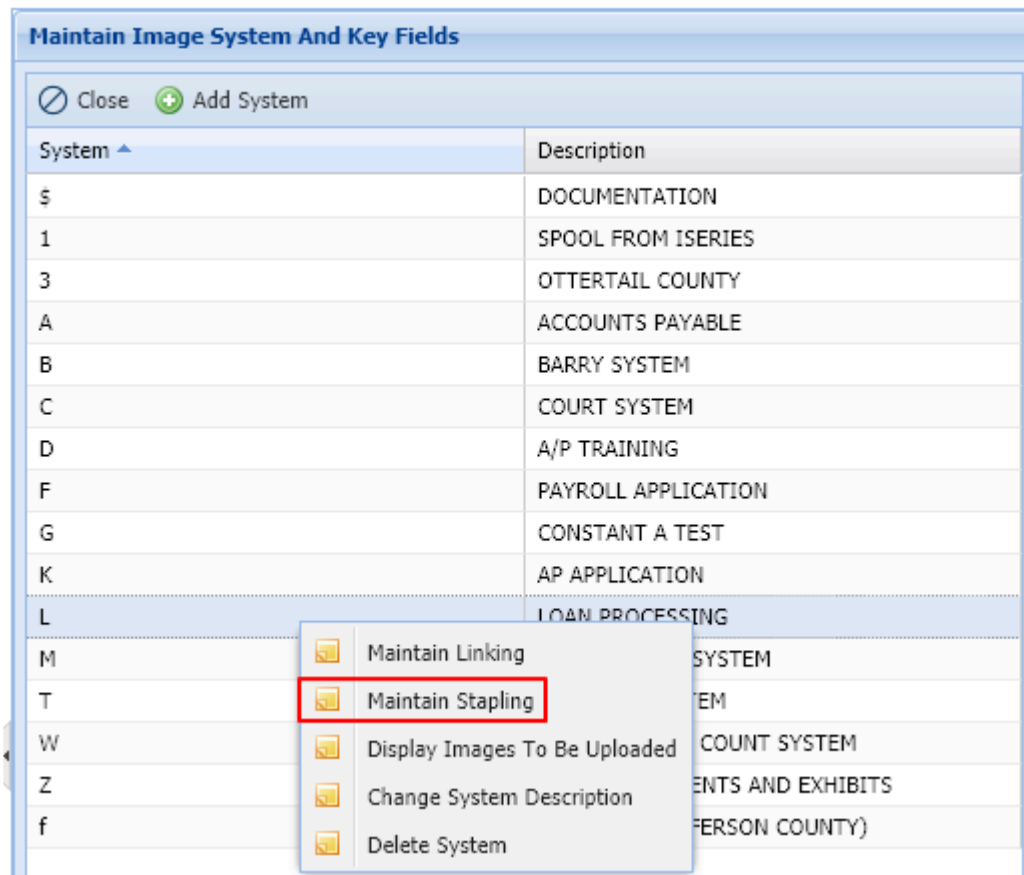
Example: Assume that you have Image System L set up for Loan Processing. Index 1 is Division, Index 2 is Document Date, and Index 100 is Document Type. The possible document types for the Loan Processing system are APP (Application), CR (Credit Report), and EV (Earnings Verification). For purposes of this discussion, we want to automatically staple the customer's Credit Report (CR) to the customer's application (APP) as soon as the Credit Report is scanned. It is further assumed that the customer's application (APP) will always be scanned before the credit report (CR) is scanned.

- ### 1. Navigate to Menu, Maintenance, **Maintain Image System Descriptions and Key Fields.**

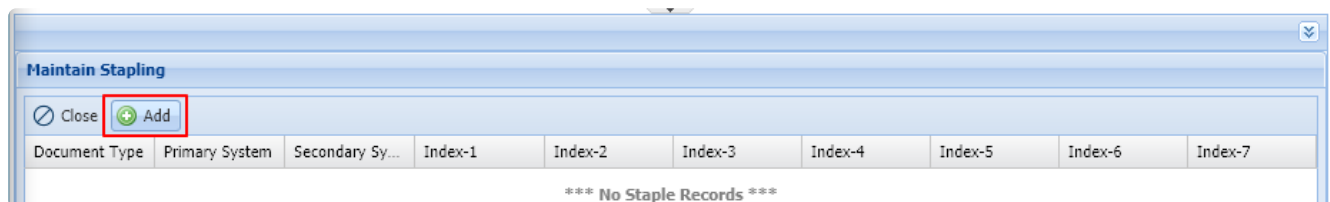
[IMAGE SYSTEM MAINTENANCE](#)

MAINTAIN IMAGE SYSTEM DESCRIPTIONS AND KEY FIELDS

2. Right-click on the desired System.
3. Select **Maintain Stapling**.



4. Click **Add**.



5. Enter the conditions under which the secondary document will be stapled behind the primary document then click **Submit**.

**Options Processing** »

**Maintain Stapling**

Submit Cancel

When Document Type  
CR

Is Created In System  
L

Staple It Behind The First Existing Document In The Following System Whose Indexes Satisfy The Comparison Rules Below:  
L

COMPARISON-1: The Existing Index Must Match The Newly Created Document Index.  
COMPARISON-2: The Existing Index Is This Defined Value.

Index Name	Comparison1	Comparison2
Index#1:	Y ▼ or	
Index#2:	▼ or	
Index#3:	▼ or	
Index#4:	▼ or	
Index#5:	▼ or	
Index#6:	▼ or	
Doctype:	▼ or	

Delete Record: ☐

In our example, when document type CR is scanned into System L (the secondary document criteria), it will be stapled behind the first document found in System L where index 1 is the same as index 1 of the DOCSTAPLE document.

**Notes on Index Comparisons** (assume that a document was scanned to System L with Division # (index 1) of S0001, Document Date (index 2) of 10/22/2015 and Document Type (DT) of DOCSTAPLE.

- If the Comparison 1 and Comparison 2 entries are both blank for an index, that index will not be used in the stapling determination process. In our example, the values of indexes 2-7 are not used in the comparison process. If an image exists in System L with index 1 of S0001, index 2 of 10/22/2015, our newly scanned secondary document would be stapled behind that primary document, REGARDLESS of the values of indexes 2-7 of the primary document.
- If the comparison for any specified index fails (index 1 and index 7 in our example), the newly scanned secondary document will not be stapled.

A record will be created showing the new staple setup.

Maintain Stapling									
Close Add									
Document Type	Primary System	Secondary Syst...	Index-1	Index-2	Index-3	Index-4	Index-5	Index-6	Index-7
CR	L	L	Y						

### Auto Staple Process:

# 1. Scan and upload the Primary staple document.

**1. Navigate to System L.**

**2. Input indexes including Document Type (Application).**

**3. Click Functions, Scan Functions, Scan Using Indexes Above.**

# 2. Scan and upload the Secondary document(s).

**Scan your secondary document(s).**

Based on the staple profile, the system will automatically staple the documents.

An “S” appears in the Flags column indicating that this is the Primary staple record.

Flags	DIVISION	DATE	DOCUMENT TYPE
S	S0001	02/20/2019	APPLICATION

If you click the Primary document for viewing, the Primary and ALL stapled documents will be displayed.

**!** RVI security exists **ONLY** on the primary document. If a user has authority to view the primary document, then the user inherits that authority for the secondary documents that are stapled behind the primary document which means they will be able to view **ALL** secondary documents.

## 5.13.2. Manual Stapling

The screenshot shows the E-AR SYSTEM interface. On the left is the 'Image Inquiry' panel with search filters. The main panel displays a table of documents. A right-click context menu is open over the first document, with 'Add to Staple Grid' highlighted. A red text box provides instructions: 'Identify the primary document then right-mouse click on the record . Select Add to Staple Grid.'

Flags	CUSTOMER #	NAME	DATE	DOCUMENT T...	TYPE	CREATE-DATE	PAGES
	321	DUNDER MIFF...	12/22/2010	PURCHASE O...	IMAGE	2018/10/10	001
	321	DUNDER MIFF...	01/03/2011	INVOICE	IMAGE	2018/10/10	001
	321	DUNDER MIFF...	01/03/2011	RENEWAL DO...	IMAGE	2018/10/10	001
	321	DUNDER MIFF...	01/18/2011	CHECK	IMAGE	2018/10/10	001

Context Menu Options:

- Add Notes
- Email Image
- Index Details
- Index Maintenance
- Audit Information
- Add to Temporary
- Add to Staple Grid**
- Show In Window

Red Text Box: Identify the primary document then right-mouse click on the record . Select Add to Staple Grid.

Footer: (PDF) Device Id:\$00114116 User Id: MCKENZY © Real Vison Software. All Rights Reserved.

Repeat the step above using any available system code. Documents added to the Staple Grid after the primary document will be considered supporting documents. Supporting documents will automatically display when the Primary document is viewed.

When you are ready to finalize the staple process, select Display Options, Display Staple Grid. Select

**Finalize Staple**

to complete the staple process.

The screenshot shows the 'D-AP SYSTEM' interface. On the left is the 'Image Inquiry' panel with search filters. The main area displays a table of records. A red box highlights the 'Display Staple Grid' option in the 'Display Options' menu. Below, the 'Manual Staple Grid' window is open, showing a table with columns for (AR SYSTEM), (CUSTOMER #), (NAME), (DATE), (NOT USED), (NOT USED), and (NOT USED). The 'Finalize Staple' button is highlighted with a red box and an arrow pointing to it.

	(AR SYSTEM)	(CUSTOMER #)	(NAME)	(DATE)	(NOT USED)	(NOT USED)	(NOT USED)
Primary (Seq 1)	E	321	DUNDER MIFFLIN	01/18/2011	(NOT USED)	(NOT USED)	(NOT USED)
Secondary (Seq 2)	(AP SYSTEM)	(VENDOR #)	(COMPANY)	(DATE)	(NOT USED)	(NOT USED)	(NOT USED)
Secondary (Seq 3)	D	321	DUNDER MIFFLIN	01/03/2011			
	D	321	DUNDER MIFFLIN	12/22/2010			

The system will display 'S' under the Flags column next to the primary record once the staple is finalized.

✿ These buttons operate under the rules of option security. If a user doesn't have authority to staple, they cannot use this feature.

## 5.13.2.1. Add Additional Documents to a Stapled Bundle

(Before you begin, the staple grid must be cleared. Select **Display Options/Display Staple Grid/Clear Staple Grid**.)

1. Right-mouse click the primary record. (The record with the **S** in the Flags column.)
2. Select **Maintain Staple**.

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 | Displaying 1 - 4 of 4 | Retrieve Request | Display Checked | Display Options

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	JUDGEMENT
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	ORDER
S	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PETITION
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PIC

Right-mouse click the primary stapled record then select Maintain Staple.

- Add Notes
- Email Image
- Index Details
- Index Maintenance
- Route Document
- Linking
- Load Indexes
- Audit Information
- Add to Temporary
- Maintain Staple**
- Add to Staple Grid
- Show In Window
- Download
- Delete Item

The Staple Grid will open with a list of the existing documents in the stapled bundle.

**Image Inquiry**

**Index Search**

Z-COURT DOCUMENTS AND EXHIBITS

011319

04/24/2019

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Date To Date

Search Functions Clear

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 Displaying 1 - 4 of 4

Retrieve Request Display Checked Display Options

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	JUDGEMENT
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	ORDER
S	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PETITION
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PIC

(PDF) Device Id:\$00121748 User Id: MCKENZY © Real Vision Software. All Rights Reserved.

**Manual Staple Grid**

Close Clear Staple Grid Finalize Staple

	(COURT DOCUMENTS AN...	(CASE #)	(FILE DATE)	(PLANTIFF)	(DEFENDANT)	(CASE TYPE)	(COURT/JUDGE)
Primary (Seq 1)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 2)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 3)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME

3. Navigate to the record you want to add to the stapled bundle.
4. Right-mouse click the record you want to add to the stapled bundle.
5. Select **Add to Staple Grid**.

**Image Inquiry**

**Index Search**

Z-COURT DOCUMENTS AND EXHIBITS

011319

04/24/2019

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Date To Date

Search Functions Clear

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 Displaying 1 - 4 of 4

Retrieve Request Display Checked Display Options

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	JUDGEMENT
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	ORDER
S	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PETITION
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PIC

(PDF) Device Id:\$00121748 User Id: MCKENZY © Real Vision Software. All Rights Reserved.

**Manual Staple Grid**

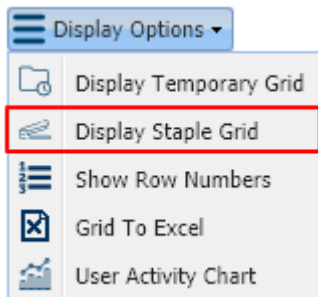
Close Clear Staple Grid Finalize Staple

	(COURT DOCUMENTS AN...	(CASE #)	(FILE DATE)	(PLANTIFF)	(DEFENDANT)	(CASE TYPE)	(COURT/JUDGE)
Primary (Seq 1)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 2)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 3)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME

Right-mouse click the record you want to add to the stapled bundle. Select Add to Staple Grid.

✿ Stapled records do not have to belong to the same System. In this example, we are adding a document from System C to a stapled bundled in System Z.

6. Select Display Options / **Display Staple Grid**.



7. Select **Finalize Staple** to add the new document to the existing bundle.

Manual Staple Grid							
<span>Close</span> <span>Clear Staple Grid</span> <span>Finalize Staple</span>							
	(COURT DOCUMENTS AN...	(CASE #)	(FILE DATE)	(PLANTIFF)	(DEFENDANT)	(CASE TYPE)	(COURT/JUDGE)
Primary (Seq 1)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 2 )	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 3 )	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 4 )	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME

## 5.13.2.2. Resequence Stapled Documents

(Before you begin, the staple grid must be cleared. Select **Display Options/Display Staple Grid/Clear Staple Grid**.)

1. Right-mouse click the primary record. (The record with the **S** in the *Flags* column.)
2. Select **Maintain Staple**.

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 | Displaying 1 - 4 of 4 | Retrieve Request | Display Checked | Display Options

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	JUDGEMENT
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	ORDER
S	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PETITION
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PIC

Right-mouse click the primary stapled record then select Maintain Staple.

- Add Notes
- Email Image
- Index Details
- Index Maintenance
- Route Document
- Linking
- Load Indexes
- Audit Information
- Add to Temporary
- Maintain Staple**
- Add to Staple Grid
- Show In Window
- Download
- Delete Item

The Staple Grid will open with a list of the existing documents in the stapled bundle.

**Image Inquiry**  
**Index Search**  
Z-COURT DOCUMENTS AND EXHIBITS  
011319  
04/24/2019  
PLANTIFF  
DEFENDANT  
CASE TYPE  
COURT/JUDGE  
DOCUMENT TYPE  
From Date To Date  
Search Functions Clear

**Z-COURT DOCUMENTS AND EXHIBITS**  
Page 1 of 1  
Displaying 1 - 4 of 4  
Retrieve Request Display Checked Display Options  

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	JUDGEMENT
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	ORDER
S	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PETITION
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PIC

(PDF) Device Id:\$00121748 User Id: MCKENZY © Real Vision Software. All Rights Reserved.

**Manual Staple Grid**  
Close Clear Staple Grid Finalize Staple  

	(COURT DOCUMENTS AN...	(CASE #)	(FILE DATE)	(PLANTIFF)	(DEFENDANT)	(CASE TYPE)	(COURT/JUDGE)
Primary (Seq 1)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 2)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 3)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME

3. Drag and drop the record to the new position in the sequence.

✿ The Primary (Seq 1) can not be moved or overwritten.

4. Select Finalize Staple.

**Manual Staple Grid**  
Close Clear Staple Grid Finalize Staple  

	(COURT DOCUMENTS AN...	(CASE #)	(FILE DATE)	(PLANTIFF)	(DEFENDANT)	(CASE TYPE)	(COURT/JUDGE)
Primary (Seq 1)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 2)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 3)	✓ Drag and drop to reorganize	011319	04/24/2019	K ILES	O PAUL	E	W TIME

The reorganization of the records is now complete!

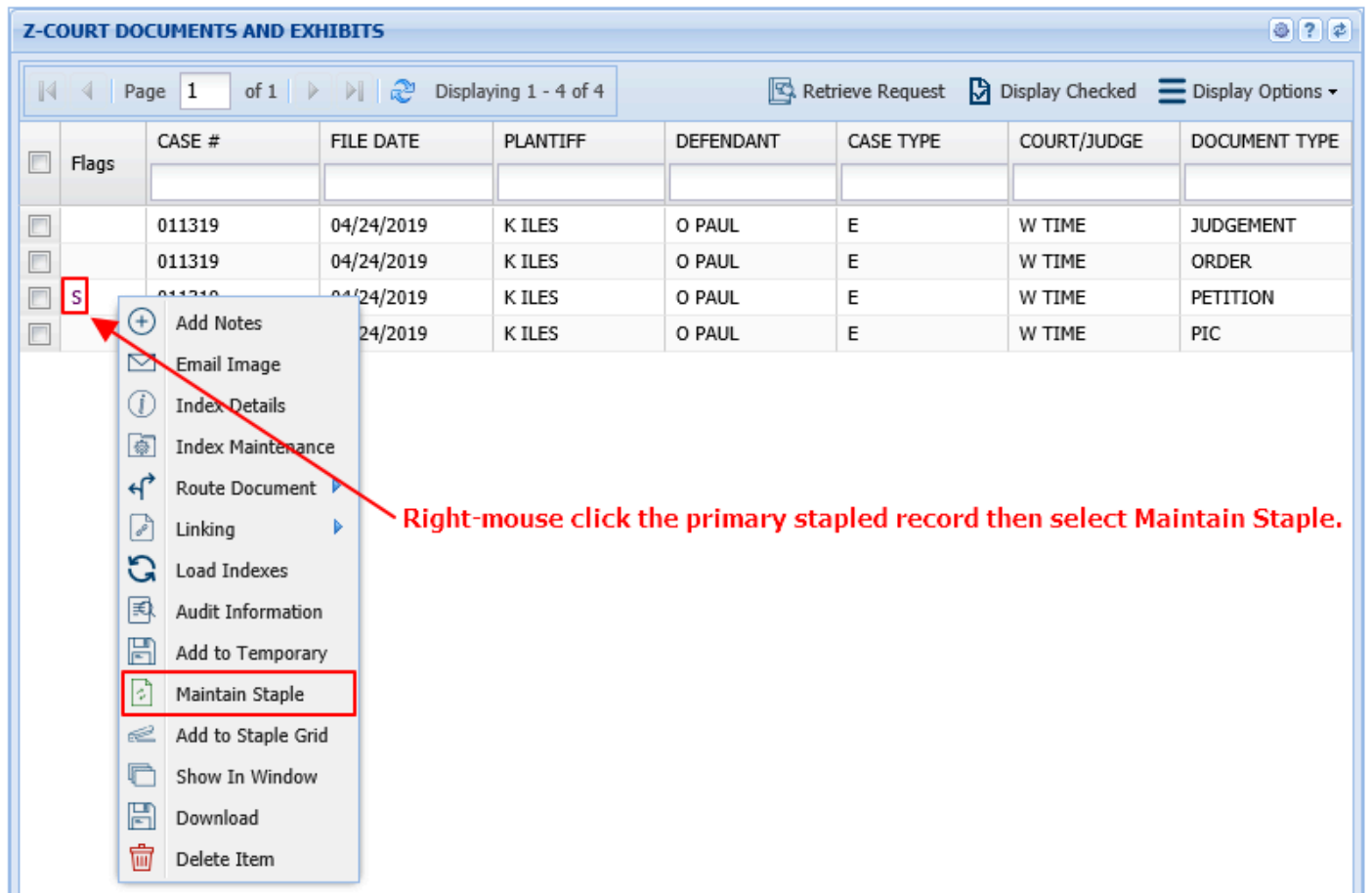
## 5.13.2.3. Delete a Stapled Bundle

! This will delete the entire stapled bundle.

(Before you begin, the staple grid must be cleared. Select **Display Options/Display Staple Grid/Clear**

**Staple Grid.)**

1. Right-mouse click the primary record. (*The record with the **S** in the Flags column.*)
2. Select **Maintain Staple**.



The Staple Grid will open with a list of the existing documents in the stapled bundle.

**Image Inquiry**  
**Index Search**  
Z-COURT DOCUMENTS AND EXHIBITS  
011319  
04/24/2019  
PLANTIFF  
DEFENDANT  
CASE TYPE  
COURT/JUDGE  
DOCUMENT TYPE  
From Date To Date  
Search Functions Clear

**Z-COURT DOCUMENTS AND EXHIBITS**  
Page 1 of 1  
Displaying 1 - 4 of 4  
Retrieve Request Display Checked Display Options  

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	JUDGEMENT
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	ORDER
S	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PETITION
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PIC

(PDF) Device Id:\$00121748 User Id: MCKENZY © Real Vision Software. All Rights Reserved.

**Manual Staple Grid**  
Close Clear Staple Grid Finalize Staple  

	(COURT DOCUMENTS AN...	(CASE #)	(FILE DATE)	(PLANTIFF)	(DEFENDANT)	(CASE TYPE)	(COURT/JUDGE)
Primary (Seq 1)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 2)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 3)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME

3. Right-mouse click the record you want to remove.

4. Select **Remove Record**.

**Manual Staple Grid**  
Close Clear Staple Grid Finalize Staple  

	(COURT DOCUMENTS AN...	(CASE #)	(FILE DATE)	(PLANTIFF)	(DEFENDANT)	(CASE TYPE)	(COURT/JUDGE)
Primary (Seq 1)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 2)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 3)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME

2. Click **Finalize Staple** to delete the stapled bundle.

1. Right-mouse click a record and select **Remove Record**. Repeat this for every record except Primary.

5. Click **Finalize Staple** to complete the deletion of the stapled bundle.

The staple flag **S** will be removed from the primary document.

Z-COURT DOCUMENTS AND EXHIBITS								
Page 1 of 1		Displaying 1 - 4 of 4		Retrieve Request		Display Checked		Display Options ▾
Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE	
<input type="checkbox"/>								
<input type="checkbox"/>	011319	04/24/2019	K ILES	O PAUL	E	W TIME	JUDGEMENT	
<input type="checkbox"/>	011319	04/24/2019	K ILES	O PAUL	E	W TIME	ORDER	
<input type="checkbox"/>	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PETITION	
<input type="checkbox"/>	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PIC	

## 5.13.2.4. Remove a Document from a Stapled Bundle

(Before you begin, the staple grid must be cleared. Select **Display Options/Display Staple Grid/Clear Staple Grid**.)

1. Right-mouse click the primary record. (The record with the **S** in the **Flags** column.)
2. Select **Maintain Staple**.

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 | Displaying 1 - 4 of 4 | Retrieve Request | Display Checked | Display Options

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	JUDGEMENT
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	ORDER
S	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PETITION
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PIC

Right-mouse click the primary stapled record then select Maintain Staple.

- Add Notes
- Email Image
- Index Details
- Index Maintenance
- Route Document
- Linking
- Load Indexes
- Audit Information
- Add to Temporary
- Maintain Staple**
- Add to Staple Grid
- Show In Window
- Download
- Delete Item

The Staple Grid will open with a list of the existing documents in the stapled bundle.

**Image Inquiry**  
**Index Search**  
Z-COURT DOCUMENTS AND EXHIBITS  
011319  
04/24/2019  
PLANTIFF  
DEFENDANT  
CASE TYPE  
COURT/JUDGE  
DOCUMENT TYPE  
From Date To Date  
Search Functions Clear

**Z-COURT DOCUMENTS AND EXHIBITS**  
Page 1 of 1  
Displaying 1 - 4 of 4  
Retrieve Request Display Checked Display Options  

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	JUDGEMENT
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	ORDER
S	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PETITION
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PIC

(PDF) Device Id:\$00121748 User Id: MCKENZY © Real Vision Software. All Rights Reserved.

**Manual Staple Grid**  
Close Clear Staple Grid Finalize Staple  

	(COURT DOCUMENTS AN...	(CASE #)	(FILE DATE)	(PLANTIFF)	(DEFENDANT)	(CASE TYPE)	(COURT/JUDGE)
Primary (Seq 1)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 2)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 3)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME

3. Right-mouse click the record you want to remove.

✿ The Primary (Seq 1) can not be removed.

4. Select **Remove Record**.

**Manual Staple Grid**  
Close Clear Staple Grid Finalize Staple  

	(COURT DOCUMENTS AN...	(CASE #)	(FILE DATE)	(PLANTIFF)	(DEFENDANT)	(CASE TYPE)	(COURT/JUDGE)
Primary (Seq 1)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 2)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME
Secondary (Seq 3)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME

2. Click **Finalize Staple** to remove the record and update the stapled bundle.

1. Right-mouse click the record you want to remove. Select **Remove Record**.

5. Click **Finalize Staple** to complete the removal of the record and update the stapled bundle.

## 5.14. Versioning

Versioning is a feature that allows for scanning replacement pages to an existing scanned document.


**NOTE:** RVI does not keep multiple copies of the versioned document, only the original document and each

*versioned page that is created.*

1. Open the RVI PC Viewer and One Look.
2. From One Look, locate the document to be versioned.

The screenshot shows the 'One Look' software interface. On the left is the 'Image Inquiry' pane, and on the right is the 'C-COURT SYSTEM' pane. The 'Image Inquiry' pane has a 'Post Lookup' section with the following fields: Case # (92921), File Date (11/25/14), Plaintiff (ADVANCED NATIONAL WELDING), Defendant (CRAVEN COUNTY TAX COLLECTOR), Case Type (T), Court/Judge (A WHINES), and Document (NOTICE). The 'C-COURT SYSTEM' pane displays a table with the same information. The table has columns: CASE #, FILE DATE, PLAINTIFF, DEFENDANT, CASE TYPE, COURT/JUDGE, and DOCUMENT... The first row contains the data: 92921, 11/25/14, ADVANCED N..., CRAVEN COU..., T, A WHINES, NOTICE.

3. Double click the record to view the document inside of One Look.

4. Click  Add Version (The document is opened in the RVI pc viewer and remains open in One Look.)

Back

Notes

Add Redaction

**Add Version**

Scan Appends

Import Appends

Index Details

Index Maintenance

Email

Routing


Audit Information

Download

3172561-001

CRAVEN COUNTY TAX COLLECTOR  
226 POLLOCK ST  
NEW BERN NC 28560-4981


ADDRESS SERVICE REQUESTED



3172561 3143450 1 1 1 1

ADRIANO, ELVIA JUDITH  
503 ENGLEWOOD LN  
NEW BERN NC 28562-3417

Craven County



**PROPERTY TAX NOTICE**  
**IMPORTANT: PLEASE READ FRONT AND BACK CAREFULLY**  
**Must Be Paid By January 5, 2016**

If you have sold the real property assessed to you, please notify the new owner of any unpaid taxes.

If your mortgage company is to pay this bill, please assure that they have the information that they will need to ensure a proper and timely payment. If you have any questions regarding this, please contact your mortgage company directly.

For your convenience, partial payments will be accepted but the account must be paid in full by January 5, 2016.

ACCOUNT NUMBER	YEAR	TICKET NUMBER	BILLING DATE	ACREAGE
0103470	2014	0092920	11/25/2014	

PROPERTY ADDRESS			TWP	MAP	LOT	FIRE	CITY
			9			L	


**LEGAL DESCRIPTION:**

**BILLING INFORMATION AND CALCULATION**

JURISDICTION/TYPE TAX	CODE	TAX RATE PER \$100 VALUE	TAX AMOUNT
COUNTY GENERAL TAX		0.4675	12.25
TWP#9 FIRE DISTRICT	L	0.6682	1.79
RECYCLING FEE	1		36.00
COUNTY LATE LISTING			1.41

TAXABLE VALUATION	
LAND	
BUILDINGS	
TOTAL REAL	
PERSONAL	2.620
<b>TOTAL</b>	<b>2.620</b>

Smartphone users scan here  
QR Code for the Craven County  
property to go to the county website



DUE DATE	PRIOR YEARS TAXES DUE	TOTAL DUE
09/01/2014		\$51.45

**DETACH AND RETURN THIS PORTION WITH PAYMENT**


ACCOUNT NUMBER	YEAR	TICKET NUMBER	TWP	MAP	LOT	FIRE	CITY	SSD	DRN	BILLING DATE	PAY THIS AMOUNT
0103470	2014	0092920	9			L				11/25/2014	\$51.45

TO CHANGE YOUR MAILING ADDRESS, PLEASE  
FILL IN YOUR NEW ADDRESS BELOW

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

ADRIANO, ELVIA JUDITH  
503 ENGLEWOOD LN  
NEW BERN NC 28562-3417

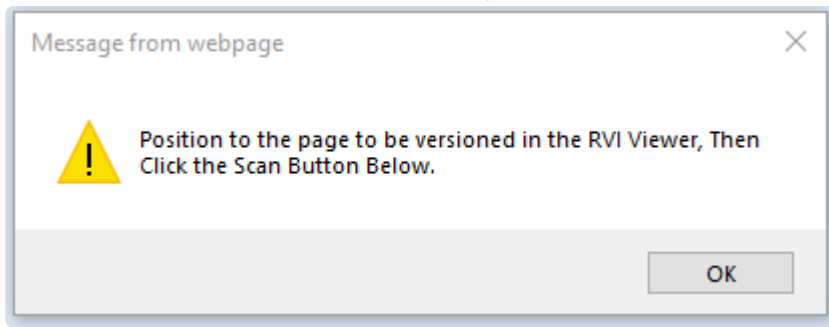


CRAVEN COUNTY TAX COLLECTOR  
226 POLLOCK ST  
NEW BERN NC 28560-4981

55100010347020140092920100000051455

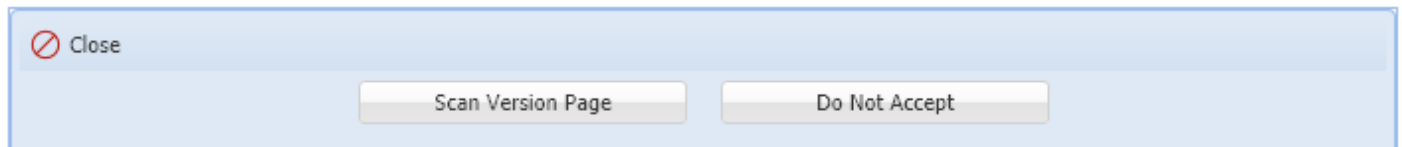
Image ID:CAAAAAAT

5. Click **OK** to the notification to navigate from within the RVI PC Viewer to the page you want to version.



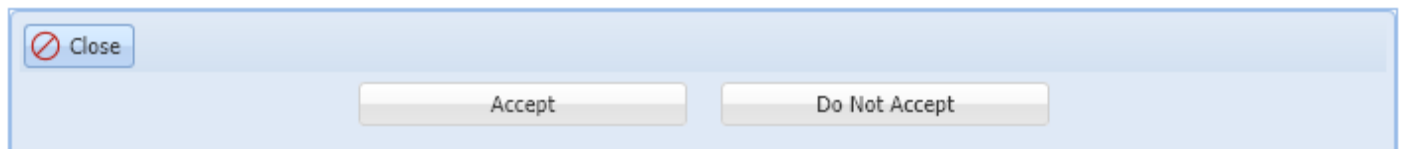
6. Navigate to the proper page inside the RVI PC Viewer. (*You can only version one page at a time.*)

7. From One Look, click **Scan Version Page**.

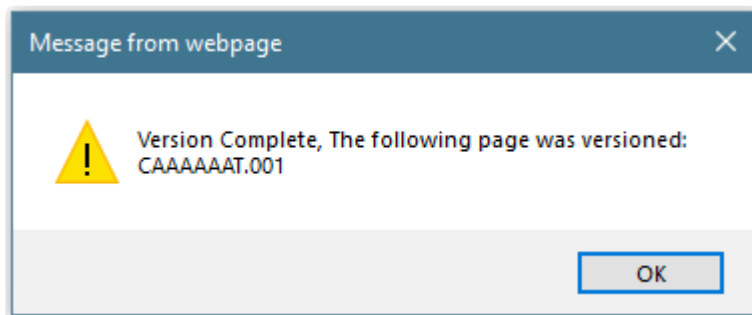


*The scan will automatically start.*

8. Once the page is scanned, **Accept** or **Do Not Accept**.



If the version is accepted, a notification will be displayed with the page number that was versioned.



A **V** will now appear next to the versioned record.



The screenshot displays the 'Image Inquiry' window in the One Look (Windows) application. The main area shows a tax notice for Craven County Tax Collector, dated 11/25/14. The notice includes a barcode, a 'TAX NOTICE' header, and a 'Must Be Paid By January 5, 2016' deadline. The notice also contains a table for 'BILLING INFORMATION AND CALCULATION' and a 'TAXABLE VALUATION' section.

On the left side of the window, there is a 'C-COURT SYSTEM' menu with options like 'Post Lookup', 'Change System', and 'Previous Versions'. The 'Previous Versions' option is highlighted with a red box and a red arrow pointing to the 'View Previous Versions' grid at the bottom of the window.

The 'View Previous Versions' grid at the bottom shows a table with the following data:

Doc Type	Index 1	Date	Time	Page Versioned
NOTICE	92921	05/06/19		1 - Original
NOTICE	92921	05/06/19	14:56:19	1

To view a different version of a page, single-mouse click a record in the **View Previous Versions** grid. Notice that the column labeled **Page Versioned** will identify the Page that was versioned as well as the record containing the original instance. All versioned records are date/time stamped.

The screenshot displays the 'Image Inquiry' window. On the left, the 'C-COURT SYSTEM' menu includes options like 'Post Lookup', 'Change System', and search filters. The main area shows a 'PROPERTY TAX NOTICE' from Craven County, dated 11/25/2014, for property 0045016. The notice includes a table for 'BILLING INFORMATION AND CALCULATION' and a 'TAXABLE VALUATION' section.

Below the main view, the 'View Previous Versions' window is open, showing a list of document versions. A red arrow points to the '1 - Original' record, with a note: 'Single-mouse click a record to view a previous version. The image will open in a new window.'

**View Previous Versions**

Doc Type	Index 1
NOTICE	92921
NOTICE	92921

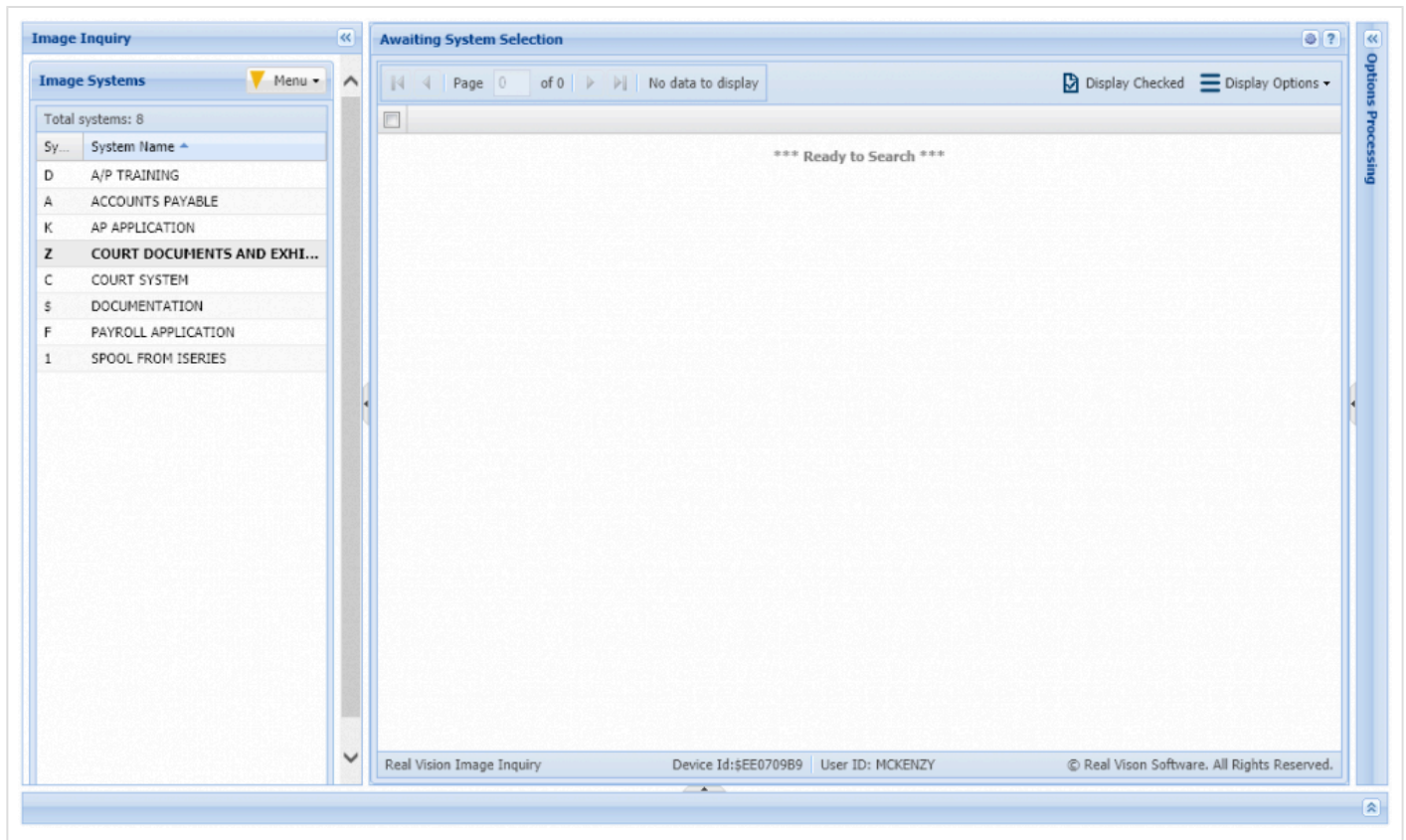
**Versioned Document**

Page Versioned

Page	Version
1	Original


## 5.15. View

1. From Image Inquiry use a single mouse click to select an image system code.



When an image system code is selected, the One Look interface will bring up the defined index fields.

2. Enter one or more index values to narrow down the results.

If no index value is required, the user can select the  button to view ALL images in the system code.

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 | Displaying 1 - 7 of 7

Display Checked | Display Options

Change System

65\*

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Create Date To Create Date

Search Functions Clear

Flags	CASE #	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
N	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	RESPONSE
N	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	MISC
N R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	JUDGEMENT
N R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PETITION
	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	PETITION
R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	RESPONSE
R	657895	K ASHLEY	J JOHNNELL	ESC	M MAGTOW	ADDITIONAL EVID...

Real Vision Image Inquiry | Device Id: \$EE0709B9 | User ID: MCKENZY | © Real Vision Software. All Rights Reserved.

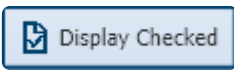
Users have the option to specify a *From Create Date* and *To Create Date* to search by a date range. Wild card searches are allowed using , @, or \*

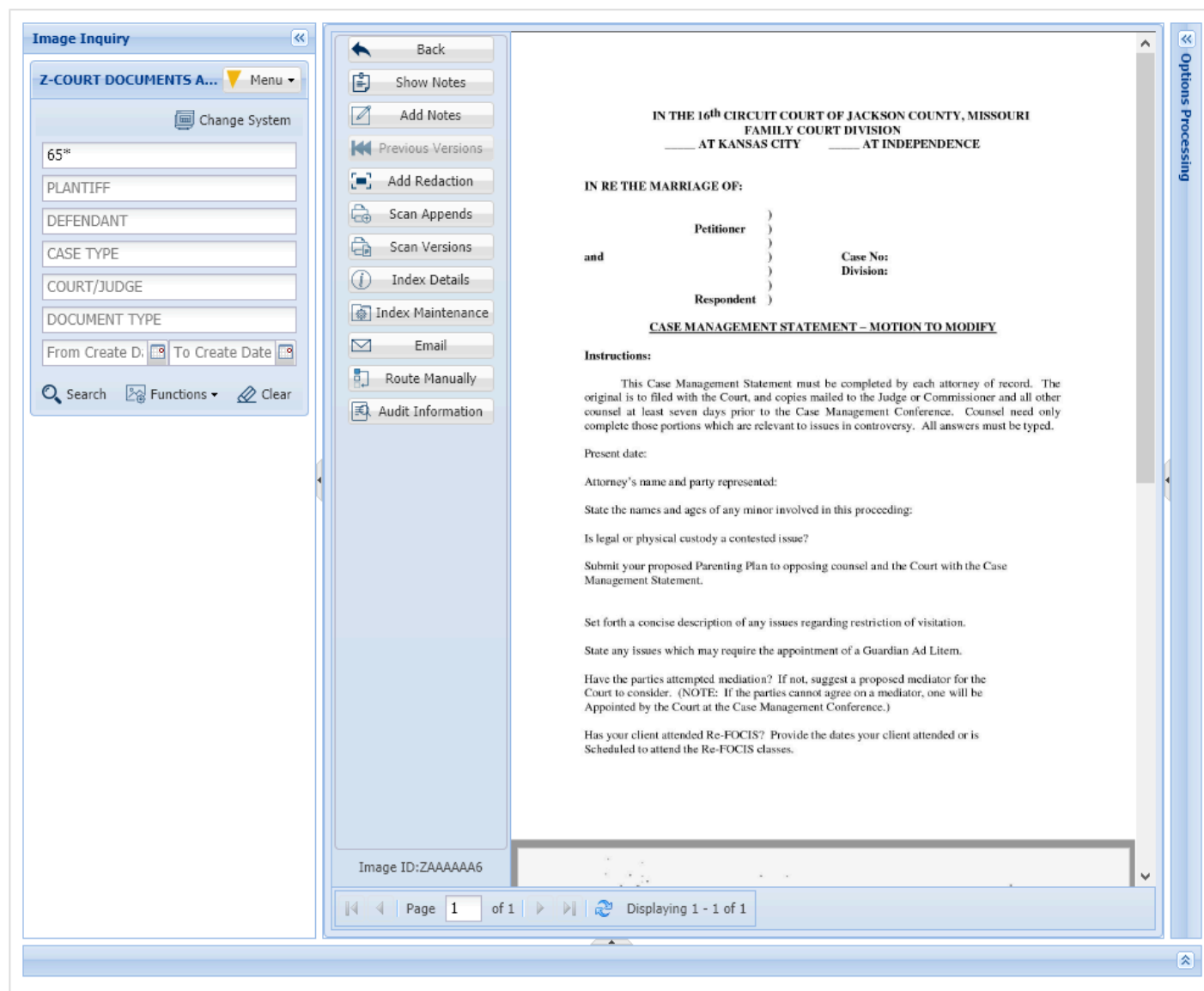
Example: Using 01/@@/2018 in the date field will result in the search results for all documents matching the month of 01 and the year 2017. Using 65\* in the case number field will result in the search results for all documents starting with case number 65 in the first two positions.

✿ One Look will list up to 800 records per page. To view additional records, click the arrow buttons at the top of the window to move to the next page.

Use filtering to limit the number of records. For each index column displayed, there is a space to filter the total items displayed in the sub file list. For example, if in the DOCUMENT TYPE column the user entered PETITION, the sub file list results would only show those items with PETITION in the DOCUMENT TYPE field.

Flags	CASE #	FILE DATE	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
							PETITION

3. To display a document, double click a record or select multiple records by placing a check mark next to the records then click the [Display Checked](#) button .



**!** By default, One Look displays images as PDF. Customers needing to view OEM documents (ie. Word, Outlook, Excel, Videos) or wanting to view scanned images in their original file format will need to install the **RVI PC Viewer** then set their session settings to enable **Open in RVI Viewer**.

## 6. CUSTOM FUNCTIONS

These are functions that are available, but are considered custom work. Please contact [RVI Support](#) for a quote.

### 6.1. HTTP Post Request

The user signs into the One Look application.



The user initiates an HTTP POST request from within their application passing parameter values for User, Image System, Index Values, and Request Type.

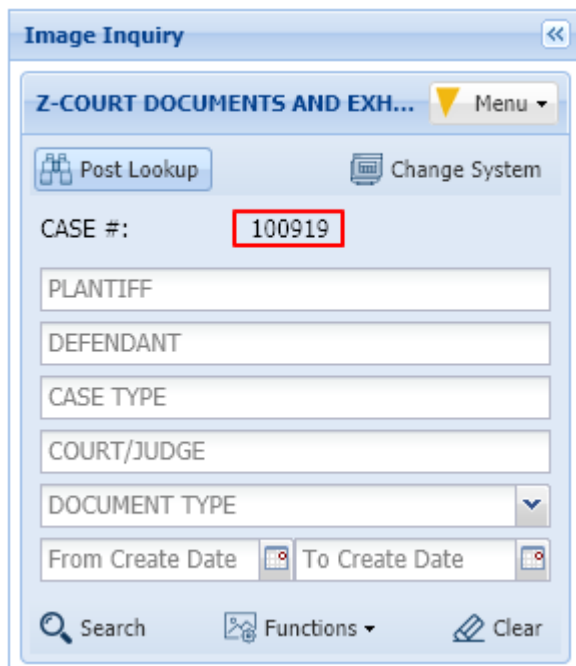
#### Example

HTTP Post Link for *VIEW* Request

<http://localhost/rvi/php/rvmainxml.php?rqstyp=externallink&sys=Z&i1=100919&profile=&usr=mckenzy&type=>

type=SCAN	Open RVI PC Viewer for Scanning
type=IMPORT	Open Browse Import Box
type=""	Blank or Not Included in the View Request Link

The server receives the HTTP POST request then makes the information from the request available to the user within the One Look search pane.



The user can now click  to process the request.

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXH...** Menu ▾

**Post Lookup** Change System

CASE #: 100919

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE ▾

From Create Date To Create Date

Search Functions ▾ Clear

If more than one record is found for the post data, the list of matching documents is displayed.

If only one match is found, the image is automatically displayed.

If no indexes match the requested values, the search pane displays **No Indexes Found**.

**Image Inquiry**

**Z-COURT DOCUMENTS AND EXHIBITS**

Page 1 of 1 Displaying 1 - 3 of 3

Display Checked Display Options ▾

Flags	CASE #	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
<input type="checkbox"/>	100919	A APPLE	B BELL	C	D DOLE	ORDER
<input checked="" type="checkbox"/>	100919	A APPLE	B BELL	C	D DOLE	PETITION
<input type="checkbox"/>	100919	A APPLE	B BELL	C	D DOLE	AMENDMENT

Results after clicking Post Lookup button based on the criteria from the original post:  
<http://localhost/rvi/php/rvmainxml.php?rqstyp=externallink&sys=Z&i1=100919&profile=&usr=mkenzy>

## 6.2. Z-Options

Contact [Real Vision Software](#) to discuss One Look Z-Option setup.

Setup for Z-Options is done from the IBM i green screen and a custom program is required.

Refer to Chapter 18 (Z-Option Menu) in the [RVI 90 IBMi User Manual](#) for details on Z-Options.

## 7. FAQ

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### 7.1. How To Instructions

---

This section provides How To instructions for completing common tasks needed for One Look installation and setup.

#### 7.1.1. Install the RVI PC Viewer

---

1. Download the latest RVI PC Viewer from [Real Vision Software](#), Support, Support Resources, Login *rvi4579*, PC Applications.
2. Select RVI PC Installation Version 8.1.1xxx.
3. Extract the .zip file to the PC hard drive.
4. Right mouse click **setup.exe**.
  - a. Select 'Run As Administrator' (if available).
5. Take the defaults throughout the installation.



Scanning in Google Chrome requires RVI PC viewer 8.1.1389 or newer.

##### 7.1.1.1. Navigate the RVI PC Viewer

---

###### Starting the Real Vision Imaging System PC Viewer

To start the Real Vision Imaging System with One Look, first open the One Look browser session, then open the RVI PC Viewer. The Real Vision Imaging System PC Viewer will try to automatically connect to One Look. The RVI PC Viewer will show 'Not Connected' in the bottom right corner even though it is communicating with the browser. The 'Not Connected' is associated emulation interfaces which we are not concerned with for the One Look browser interface.

**RVI Image System 9** [Minimize] [Maximize] [Close]

Image View Scan Print Page Host

[Icons: S, arrows, magnifying glass, etc.] [Approved]

---

**LOUISIANA UNIFORM ABUSE PREVENTION ORDER**

<b>COURT NAME AND PARISH/CITY:</b> 9 <sup>th</sup> JUDICIAL RAPIDES/ALEXANDRIA		<b>DIVISION:</b>	<b>DOCKET NO.:</b>
<b>FILED:</b>		<b>CLERK:</b>	

**JUDGEMENT OF DISMISSAL**

<b>PETITIONER'S NAME:</b> CINDY L. STEVENS	
Date of Birth: 07/15/80	Sex: F Race: C
On behalf of (name, date of birth, and relationship to petitioner): SARAH STEVENS, 08/09/99, DAUGHTER	

v.

<b>DEFENDANT'S NAME:</b> PHILLIP O. STEVENS	
Date of Birth: 01/25/78	Sex: M Race: C
Address: 111 Sam Hill Rd, Alexandria, LA 71301	
Social Security #: 000-00-0000	Dr. Lic. #: 123456789 State: LA Exp. 8/20/13

IT IS HEREBY ORDERED, ADJUDGED, and DECREED that the Petition for Protection from Abuse filed on the \_\_\_\_ day of \_\_\_\_\_, be the same is hereby dismissed.

**WITHOUT PREJUDICE:**  
On petitioner's motion  
On petitioner's failure to appear and proceed \_\_\_\_\_ (provide reason)

**WITH PREJUDICE:**  
On petitioner's failure to prove by the appropriate standard the allegations contained in the  
X Petition for Protection From Abuse. \_\_\_\_\_ (provide reason)

Date of Order: 5/7/2012 Mo/day/yr.	[Signature] <b>SIGNATURE OF JUDGE</b>
--	--

Copies to: 1) Court file 2) Petitioner 3) Defendant 4) Law Enforcement agency designated for service 5) Louisiana Protective Order Registry

FAXED: \_\_\_\_\_ MAILED TO LA. PROTECTIVE ORDER REGISTRY DATE: \_\_\_\_\_ CLERK: \_\_\_\_\_

12321654 (Document 1 Page 1 of 1)

Ready | Document 1 of 1 | C:\RV\CACHE\QAAAAFUK.001 | Connected: A



For detailed information on the RVI PC Viewer features, reference Chapter 1 in the [RVI System Operator's Guide](#).

## 8. HELP

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### 8.1. Contact Real Vision Software

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**Phone:** 318-449-4579

**Email:** [support@realvisionsoftware.com](mailto:support@realvisionsoftware.com)

**Website:** [www.realvisionsoftware.com](http://www.realvisionsoftware.com)