



ONE LOOK – IBMi / Cloud

Real Vision Software, Inc.

Enterprise Content Management (ECM) Software

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1. OVERVIEW

This manual was developed for existing and potential Real Vision Software (RVI) customers interested in learning about the functionality and features of the One Look interface. This manual is specific to One Look – IBM i / Cloud installations.

One Look is the latest RVI user interface. It provides a consistent look and feel across the IBM i, Cloud, and Windows platforms. It is a browser based, graphical interface developed in Sencha (JavaScript Framework). One Look runs in all browsers, but Internet Explorer (*IE 11 or higher*) , Google Chrome (*Chrome 60 or higher*), or Microsoft Edge are preferred.

Please contact [Real Vision Software](#) to schedule your One Look installation.

2. INTERFACES

Here are some of the software companies that we currently work with. Don't see yours in the list? Contact [Real Vision Software](#) today to find out if we can work with your software!

HUBER & ASSOCIATES
EDS
INNOVATIVE
NET DATA
ACCUFUND
FRESCHE
DAFFRON
GG PULLEY
INFINITEC
JACK HENRY
JANO JUSTICE
JD EDWARDS
TL ASHFORD
THOMSON REUTERS
DYNAMICS
FATHOM



QUADRANT
LOAD DOCS
LOOK SOFTWARE
IBM FAST FAX
PEERLESS
PARISH SOFT
PROFOUND
ROCKET
VISION SOLUTIONS
TMW
CARDINAL
FISERV
FAXSTAR
LTL2000
HTE / SUNGARD/Superion
TRIPPAK

3. INSTALLATION

Requirements:

- [RVIWEB Server](#) running on an IBM i server.
- Identify the RVIWEB Server [IP address and port number](#).

Installation:

Contact [RVI Support](#) for installation.

Setup and Testing:

1. Create an [internet login](#) for each user.
2. Unsecure instance: Go to ***http://ipaddress:port/internet/cmnss/imageinquiry/app/index.html*** to access the signon screen.
Secure instance: Go to ***https://ipaddress:port/internet/cmnss/imageinquiry/app/index.html*** to access the signon screen.

4. CONFIGURATION OPTIONS

One Look **DISPLAY** configurations:

- One Look displaying images as [PDF in the browser](#)
- One Look displaying images as [TIF in the RVI PC Viewer](#)
- 5250 emulation calling One Look displaying images as PDF in the browser (See [5250 Configuration Options](#) for details.)

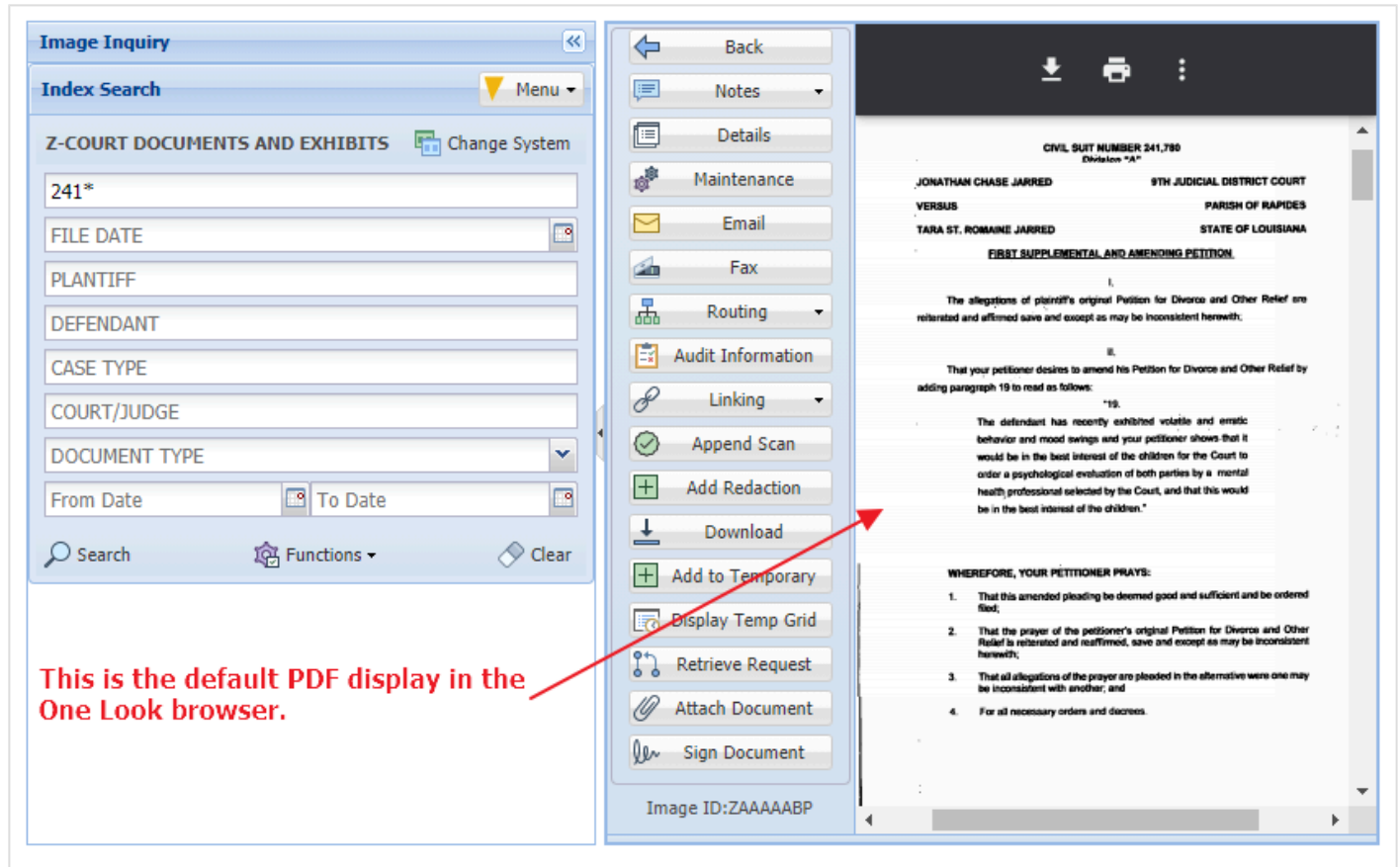
One Look **KOFAX BARCODE SCANNING/FOLDER IMPORT/DROP/SEND TO RVI/PRINT TO RVI/ANNOTATION/OCR** configuration:

- One Look calling the [RVI PC Viewer](#)

4.1. PDF Display in the Browser

The PDF display is the default display for One Look. It does not require any special setup. The system will automatically convert images to PDF. Files that are not images will prompt for download or they will display using browser add-ins for your particular browser. (**RVI recommends Google Chrome.**)

See [No Preview Available](#) for instructions on how to setup Google Chrome to view Office documents.

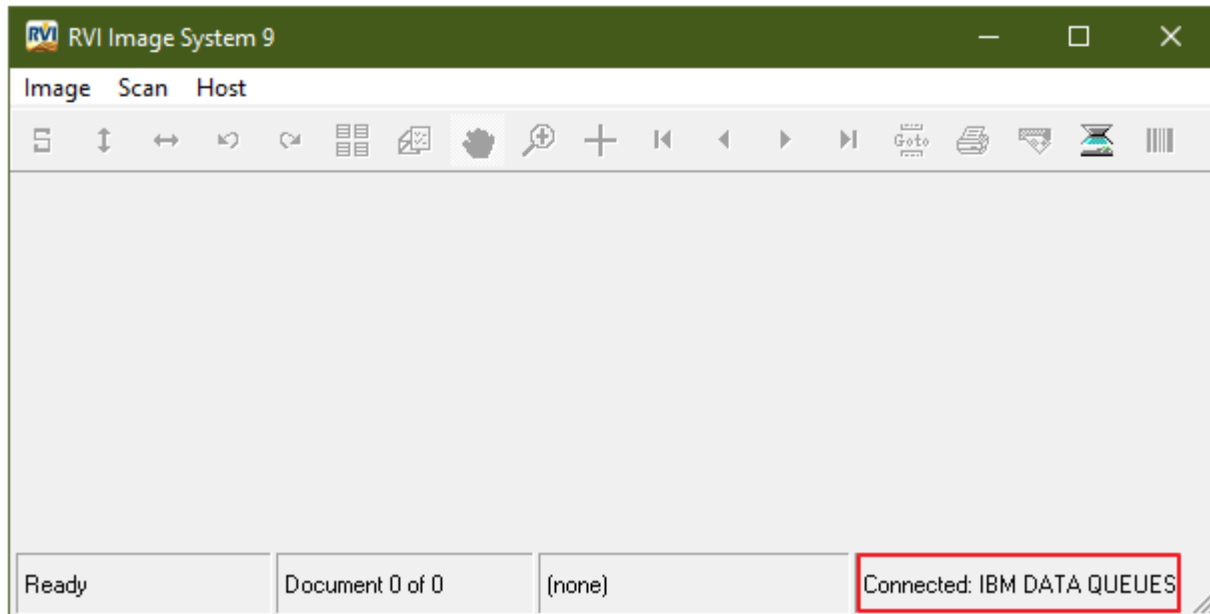


4.2. TIF Display in RVI PC Viewer

! This configuration is necessary when using [Image Markup](#).

Requirements:

- The user must have a 5250 Configuration of [E](#) or [F](#)
- The [RVI PC Viewer](#) must be installed and show **Connected: IBM Data Queues** in the bottom right corner.



- One Look must show **Host-Socket Connected** in the top left corner.

Image Inquiry (Host-Socket Connected) <<



If the viewer is not connecting, verify Host/EHLLAPI is set to IBM DATA QUEUES and the credentials are valid.

Preferences

General
Screen Scrape
Index Options
E-Mail
External Viewers
Disk Caching
Signature Pad
Scanner Support
Auto Import Support
FTP Support
Internet Support
EHLLAPI

You may change your EHLLAPI support type by choosing one of the following:

NONE
JWALK
MICROSOFT
NETSOFT 32
HLLAPI32
IBM PERSONAL COMM.
IBM DATA QUEUES
BOSANOVA
RALLY 32

Polling Interval: 1 Max # Seconds: 60

Library: RVILIB
DQ Type: IBM i User
IBM i Address: 12.26.223.217
IBM i User: john
IBM i Password: xxxxxxxx

OK Cancel

If One Look is not connecting to the Host Socket, verify the socket is running using the instructions under [Setup/Maintain IBMi Host Socket](#).

To view as TIF, click the **Viewer/PDF toggle button** or **Session Settings/RVI to Viewer** in the top right-hand corner of One Look. By using the toggle option, users can switch back and forth between viewing as TIF or PDF as needed. This is handy for those users that prefer to view as PDF, but also need to use image markup. During the image markup, they can click the toggle button to view the image as TIF then toggle back to PDF for subsequent displays.

VIEWER/PDF TOGGLE BUTTON

Z-COURT DOCUMENTS AND EXHIBITS

Page 1 of 1 | Displaying 1 - 10 of 10 | Retrieve Request | ☒ Display Checked | ☐ Display Options | Viewer/PDF

Flags	CASE NUMBER	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT T...
<input type="checkbox"/> N R	241780	20110616	JOHNATHAN C...	TARA ST. ROM...	DIV	JOHNSON	AMENDMENT
<input type="checkbox"/> N	241780	20200317	JOHNATHAN C...	TARA ST. ROM...	DIV	JOHNSON	MISC
<input type="checkbox"/>	241780	20110612	JONATHAN CH...	TARA ST. ROM...	DIV	JOHNSON	ORDER
<input type="checkbox"/> N R ...	241780	06132011	JONATHAN CH...	TARA ST. ROM...	DIV	JOHNSON	PETITION
<input type="checkbox"/> N R ...	241780	20110617	JOHNATHAN C...	TARA ST. ROM...	DIV	JOHNSON	PETITION
<input type="checkbox"/>	241780	20110615	JOHNATHAN C...	TARA ST. ROM...	DIV	JOHNSON	PHOTO
<input type="checkbox"/>	241780	06012011	JONATHAN CH...	TARA ST. ROM...	DIV	JOHNSON	SUPPLEMENTAL
<input type="checkbox"/>	241790	032520	JONATHAN CH...	TARA ST. ROM...	DIV	P WALTER	APP
<input type="checkbox"/> L	241790	032520	JONATHAN CH...	TARA ST. ROM...	DIV	P WALTER	PETITION
<input type="checkbox"/> L	241790	032520	JONATHAN CH...	TARA ST. ROM...	DIV	P WALTER	PETITION

(Viewer) | Device Id:\$00147241 | User Id: MCKENZY | © Real Vision Software. All Rights Reserved.

RVI TO VIEWER OPTION

Z-COURT DOCUMENTS AND EXHIBITS

Session Settings

© Real Vision Software. All Rights Reserved. | Version 6.26.19

Grid Type: ☒ Regular ☐ Tabbed ☐ Tree

Remove Date Formatting: ☐ On/Off

Remove Numeric Formatting: ☐ On/Off

Combine PDF: ☐ On/Off

RVI to Viewer: ☒ On/Off

Polling: ☐ On/Off

Hide West Region after Search: ☐ On/Off

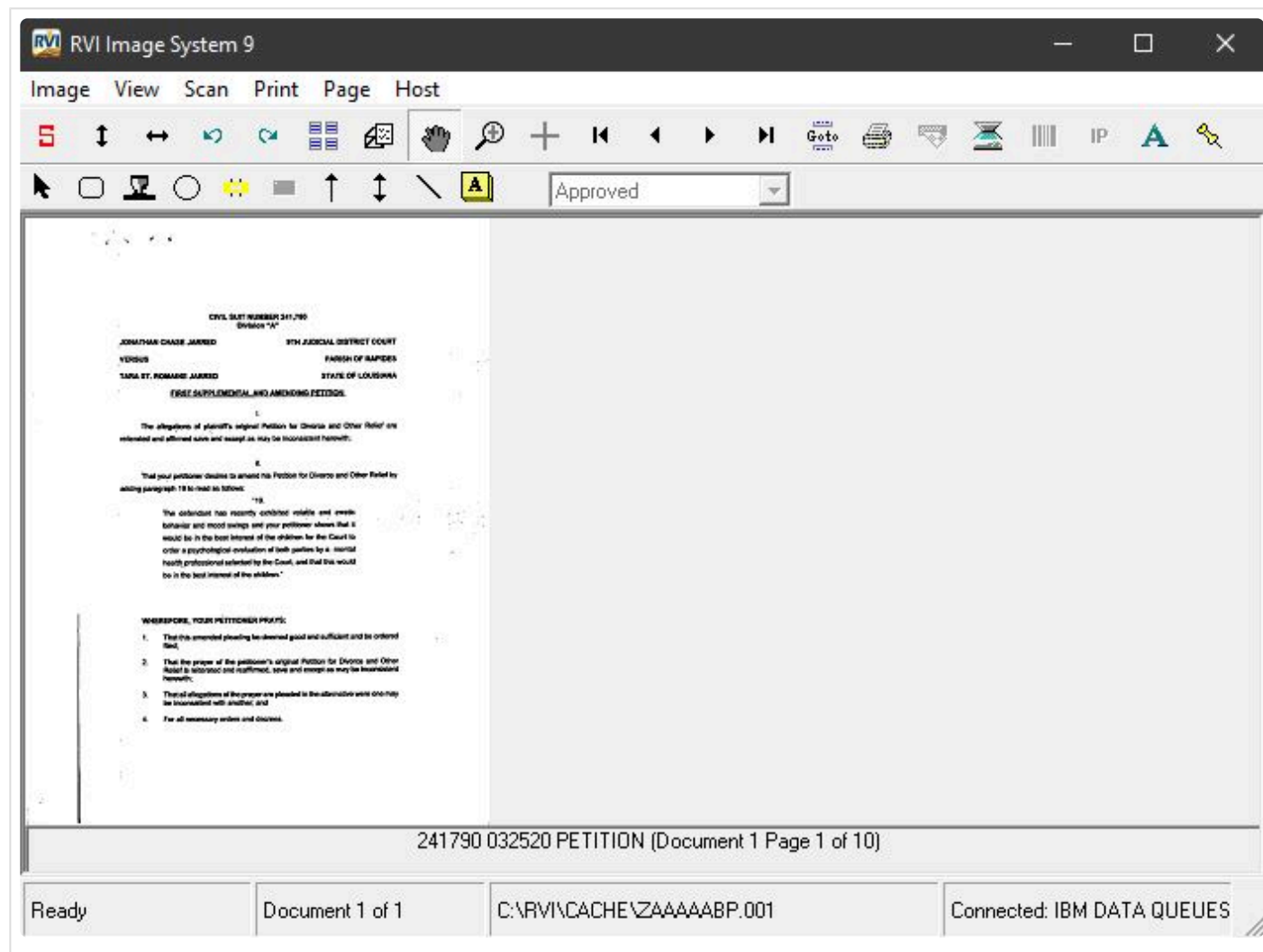
Display AS400 Spool Format: ☐ On/Off

Editable Display Fields: ☐ On/Off

Items Per Page: 500

'Temporary Grid' and 'Show in Window' initial window size: Normal

Example of a document displayed as TIF in the RVI PC Viewer. Notice the annotation toolbar at the top of the screen is active. The user can now add image markup to this document.



4.3. OneLook – 5250 Configuration Options

There are 5 possible 5250 workstation configurations to use with One Look.

The configuration is set on the IBMi using the RVI Maintenance Menu.

✿ To access the RVI menu, **RVILIB** must be in your library list. To add RVILIB to your library list, type **ADDLIB RVILIB** from an IBM i command line.

From an IBM i command line, type **GO IMAGE**

1. Option 8 Maintenance Menu
2. Option 7 Maintain PC Workstation Configuration
3. F10 = Add A Record
(If the device or user is already listed in the table, put an **X** next to the record to edit.)
4. Set Image Viewer to [O](#), [P](#), [E](#), [F](#), [G](#)

```

Maintain PC Workstation Configuration Screen (c)Copyright RVI 1992, 1999
      X=Select A Mapping Type                                CRTRVIFM/CNT100D5
- D,Y=Data Queue      - S,N=Folders      - 1=FTP-TCPADDDX Value
- F=FTP               - U=UNC             - 2=UNC-SYSTEMX Value
- H=HTTP              - T=TCP-UNC         - 3=HTTP-HTTPX Value
      X=Select An Image Viewer (For further info, tab to entry field, then F1)
      Yellow Image Viewer types are OneLook-specific
- Y=Use Windows Associated Viewer      - N=Use RVI PC Viewer
- V=Convert To PDF, Use RVI PC Viewer
- H=Convert To PDF, Hyperlink To Browser
- I=Index List in Browser, Display In Browser
- J=Index List in Browser, Display In RVI PC Viewer
- K=Index List in RVI PC Viewer, Display In RVI PC Viewer
- R=Index List in Green Screen, View in RVI PC Viewer, No HLLAPI
- L=No HLLAPI, Display in RVI PC Viewer
- M=Index List in RVI PC Viewer, Display in RVI PC Viewer, No HLLAPI
- O=Index List in Green Screen, View in OneLook, Using Polling
- P=Index List in OneLook, View in OneLook, Using Polling
- S=DataQue to Socket From Green Screen, No HLLAPI
- E=DataQue to Socket Using OneLook, No Polling
- F=DataQue to Socket Using OneLook, No Polling, Scanning To Viewer
- G=HLLAPI Support in OneLook, No Polling
F1 =Additional Image Viewer Description                                Enter =Continue

```

4.3.1. O = Index List in Green Screen, View in One Look, Using Polling

Type O Configuration



Use with minimal users; otherwise, system performance will be affected.

Uses green screen inquiry, green screen index subfile list, One Look document display.

```

Image Inquiry Request Screen (c)Copyright RVI 1992, 1999
      DOC003FM/IREQST

This Program Allows You To View Images On File For An Image System.

Enter The Desired Image System ID Code.

To View A List Of All Image Systems On File, Leave The System ID Code
Blank And Press Enter.

Image Inquiry Search Screen (c)Copyright RVI 1992, 1999
      UDDSSRC2/REQUEST

Image System ID Code: Z      This Program Allows You To View Images On File For An Image System

      COURT DOCUMENTS AND EXHIBITS

      SPOOL VIEWER: PDF (ADOBE)
      IFS ENABLED (IMAGEL)
      FTP SUPPORT

F3 =Exit  F7 =Show Type Prompt

CASE NUMBER      241*
FILE DATE
PLANTIFF
DEFENDANT
CASE TYPE
COURT/JUDGE
DOCUMENT TYPE
F4=DOCTYP

```

Image Inquiry Selection Screen (c)Copyright RVI 1992,1999

Z COURT DOCUMENTS AND EXHIBITS DOC003FM/SFHISTCT

? =See Routing A =Audit Inquiry B =Prev. Version E =E-Mail Image
 F =Fax Image I =Include Page L =Link M =ManualRestage
 N =Notepad P =Print Image R =Route-Profile S =Staple
 U =Route-User V =View Image X =Image Info Z =Custom Option +

00010 RECORDS SORTED BY INDEX 1(A), 7(A). (F10=CHANGE SORT)

CASE NUMBER	FILE DAT	PLANTIFF
241780	20110616	JOHNATHAN CHASE JARRED
241780		
241780		
241780		
241780		
241780		
241790		
241790		
241790		

PgUp =Prev F20
 F3 =Exit F4 =CU
 M C

Back

Email

Download

Add to Temporary

Display Temp Grid

Retrieve Request

Version Document

Image ID:ZAAAAABP

CIVIL SUIT NUMBER 241,780
 Division "A"

JONATHAN CHASE JARRED 9TH JUDICIAL DISTRICT COURT
 VERBUS PARISH OF RAPIDES
 TARA ST. ROMAINE JARRED STATE OF LOUISIANA

FIRST SUPPLEMENTAL AND AMENDING PETITION.

I.

The allegations of plaintiff's original Petition for Divorce and Other Relief are reiterated and affirmed save and except as may be inconsistent herewith.

II.

That your petitioner desires to amend his Petition for Divorce and Other Relief by adding paragraph 19 to read as follows:

"19.

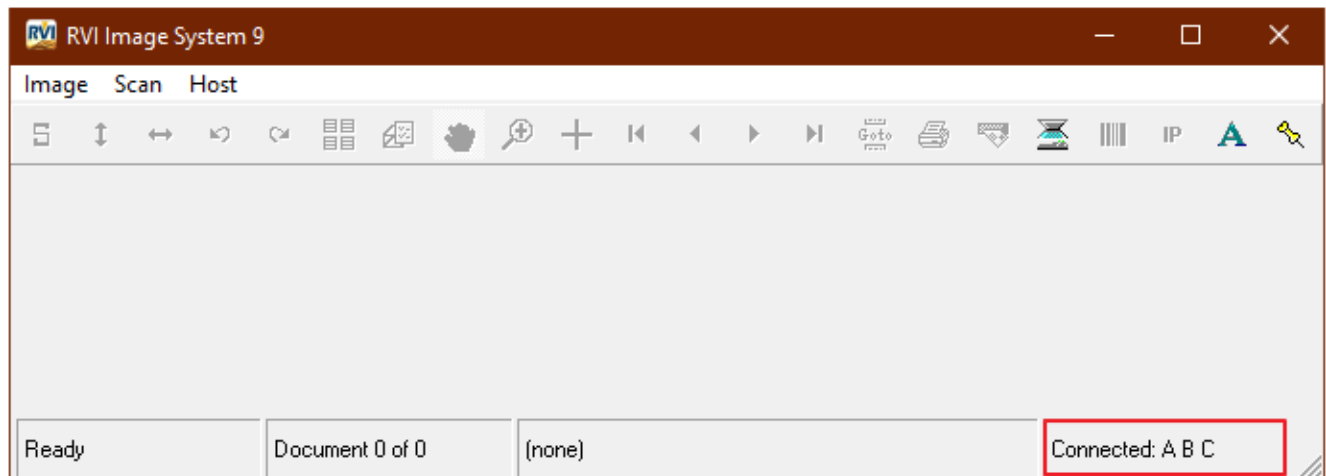
The defendant has recently exhibited volatile and erratic behavior and mood swings and your petitioner shows that it would be in the best interest of the children for the Court to order a psychological evaluation of both parties by a mental health professional selected by the Court, and that this would be in the best interest of the children."

WHEREFORE, YOUR PETITIONER PRAYS:

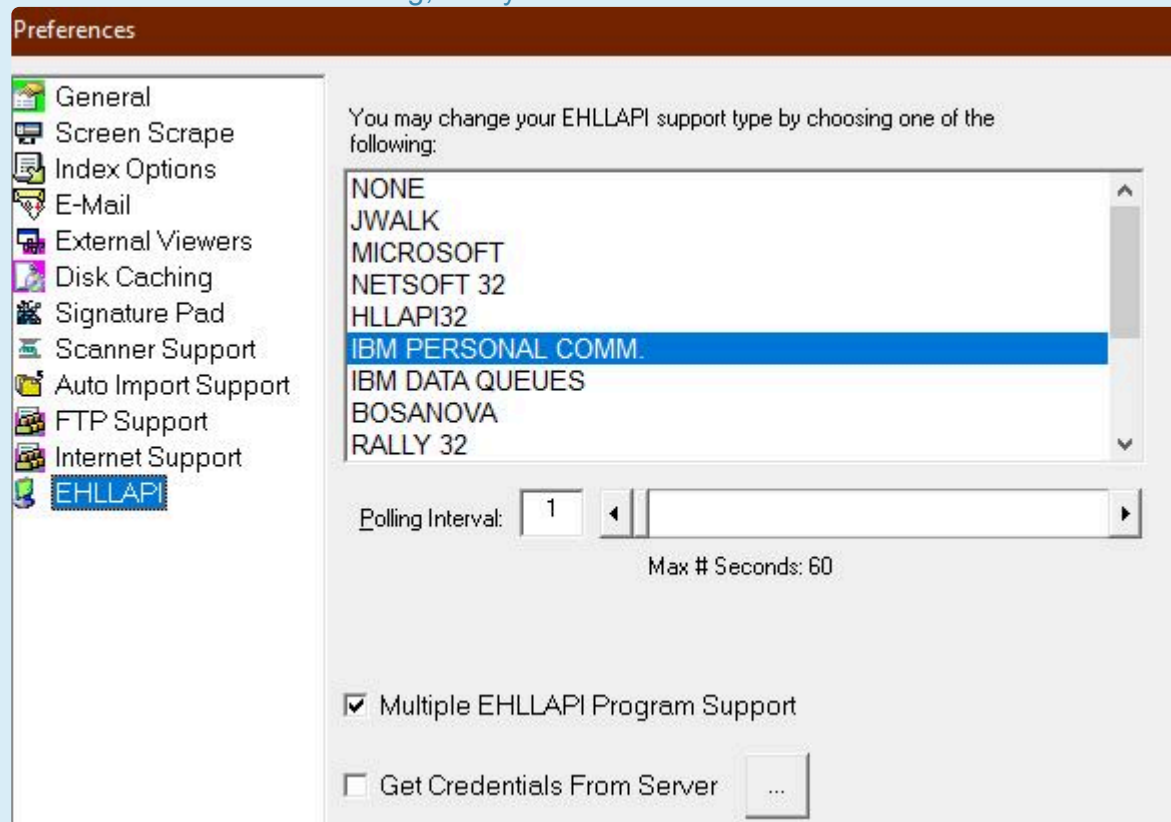
1. That this amended pleading be deemed good and sufficient and be ordered filed;
2. That the prayer of the petitioner's original Petition for Divorce and Other Relief is reiterated and reaffirmed, save and except as may be inconsistent herewith;
3. That all allegations of the prayer are pleaded in the alternative were one may be inconsistent with another; and
4. For all necessary orders and decrees.

Requirements:

1. Active 5250 session
2. RVI PC Viewer shows **Connected:**. (Only needed if scanning.)



- ✿ If the viewer is not connecting, verify Host/EHLLAPI is set to IBM PERSONAL COMM.



3. One Look browser shows **Host Connected**.

Image Inquiry (**Host Connected**)

- ✿ If One Look does not show Host Connected, click [here](#)

Function and Output:

Viewing:

- 5250 emulation image inquiry
- 5250 index list of search results
- One Look display

Scanning:

- 5250 emulation scan request
- One Look sends the scan request to RVI PC Viewer
- RVI PC Viewer scans
- RVI PC Viewer accept/reject
- Automatic upload via scan direct

4.3.2. P = Index List in OneLook, View in One Look, Using Polling

Type P Configuration

! Use with minimal users; otherwise, system performance will be affected.

Uses green screen inquiry, One Look index subfile list, One Look document display.

The screenshot displays two overlapping green-screen windows from the OneLook system.

Image Inquiry Request Screen (Top Window):

- Header: Image Inquiry Request Screen (c)Copyright RVI 1992, 1998 DOC003FM/IREQST
- Text: This Program Allows You To View Images On File For An Image System.
- Text: Enter The Desired Image System ID Code.
- Text: To View A List Of All Image Systems On File, Leave The System ID Code Blank And Press Enter.

Image Inquiry Search Screen (Bottom Window):

- Header: Image Inquiry Search Screen (c)Copyright RVI 1992, 1998 UDDSSRC2/REQUEST
- Text: Image System ID Code: Z
- Text: This Program Allows You To View Images On File For An Image System
- Text: COURT DOCUMENTS AND EXHIBITS
- Text: SPPOOL VIEWER: PDF (ADOBE) IFS ENABLED (IMAGEL) FTP SUPPORT
- Text: F3 =Exit F7 =Show Type Prompt
- Form fields for search criteria:

CASE NUMBER	241*
FILE DATE	
PLANTIFF	
DEFENDANT	
CASE TYPE	
COURT/JUDGE	
DOCUMENT TYPE	
- Text: F4=DOCTYP

Image Inquiry (Host-Socket & Host Connected)

Index Search

Z - COURT DOCUMENTS AND EXHIBITS Change System

CASE NUMBER: 241*

FILE DATE

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 - 10 of 10

Flags	CASE NUMBER	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TY...
N R	241780	20110616	JOHN...				
N	241780	20200317	JOHN...				
	241780	20110612	JONAT				
N R ...	241780	06132011	JONAT				
N R ...	241780	20110617	JOHN...				
	241780	20110615	JOHN...				
	241780	06012011	JONAT				
	241790	032520	JONAT				
L	241790	032520	JONAT				
L	241790	032520	JONAT				

The index subfile list will show up in One Look then the user can select which record(s) to view inside of One Look.

Instructions:

This Case Mana...

original is to filed with t...

counsel at least seven o...

complete those portions

Present date:

Attorney's name and par...

State the names and ages

Back

Notes

Details

Maintenance

Email

Fax

Routing

Audit Information

Download

Add to Temporary

Display Temp Grid

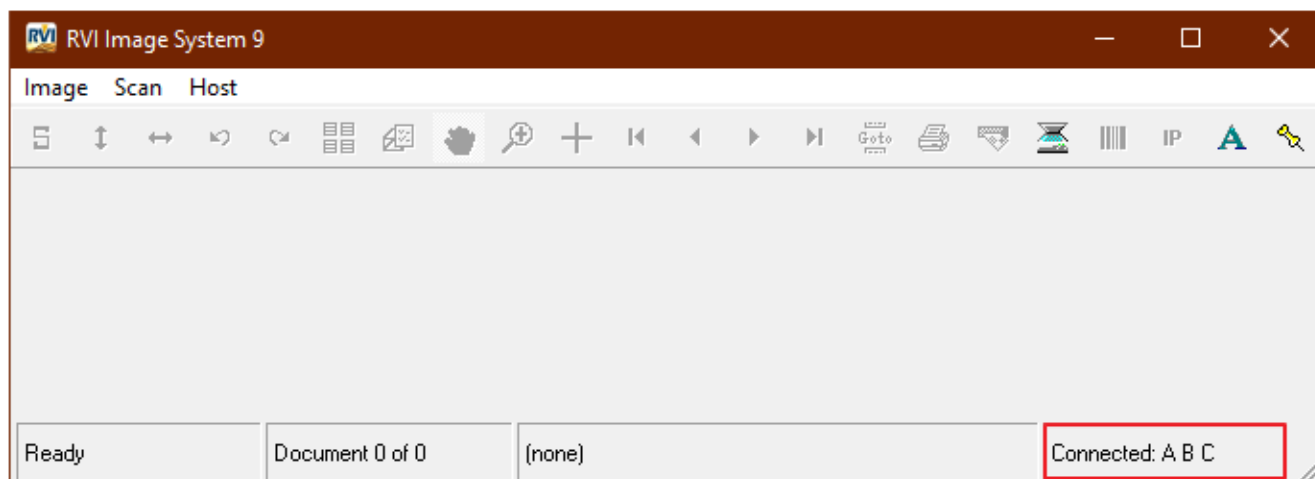
Retrieve Request

Attach Document

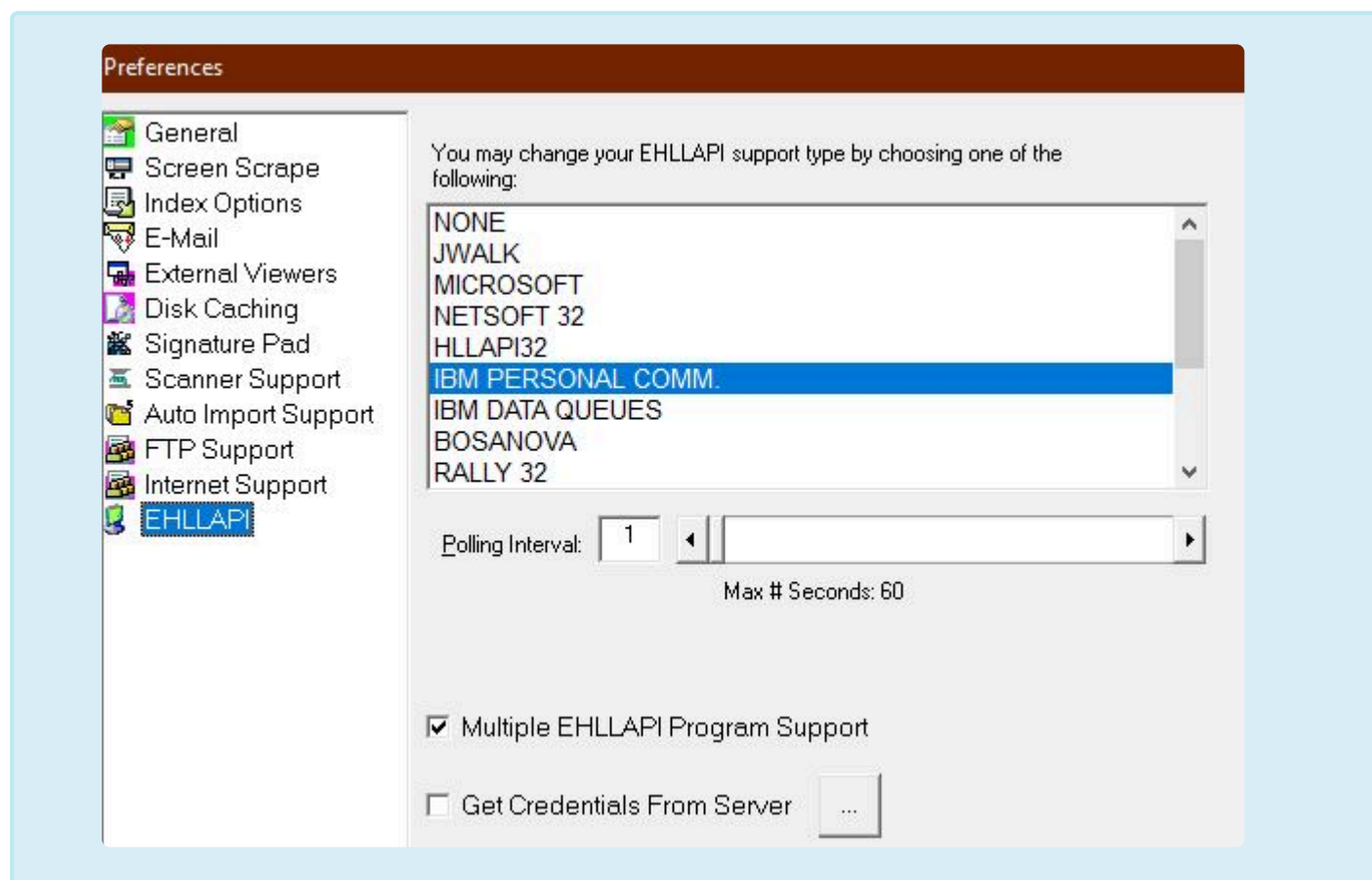
Image ID: ZAAAAABE

Requirements:

1. Active 5250 session
2. RVI PC Viewer shows **Connected:**. (Only needed if scanning.)



If the viewer is not connecting, verify Host/EHLLAPI is set to IBM PERSONAL COMM.



3. One Look browser shows **Host Connected**.

Image Inquiry (Host Connected)



If One Look does not show Host Connected, click [here](#)

Function and Output:

Viewing:

- 5250 emulation Image Inquiry
- One Look index list of search results (*If there is only 1 match, the image will automatically display in OneLook.*)
- One Look display

Scanning:


- 5250 emulation scan request
- One Look sends the scan request to RVI PC Viewer
- RVI PC Viewer scan
- RVI PC Viewer accept/reject

- Automatic upload via scan direct

4.3.3. E = DataQue to Socket Using One Look No Polling

Type E Configuration



One Look IBMi Host Socket must be running. Confirm the PC Socket  is NOT running in the pc system tray. To end the PC Socket, right-click the icon in the system tray, select **Exit**. If the PC Socket is set to start automatically in Windows, go to Microsoft Support for instructions on how to disable it.

Uses green screen inquiry, One Look index subfile list, One Look document display.

Image Inquiry Request Screen (c)Copyright RVI 1992, 1999
DOC003FM/IREQST

This Program Allows You To View Images On File For An Image System.

Enter The Desired Image System ID Code.

To View A List Of All Image Systems On File, Leave The System ID Code Blank And Press Enter.

Image System ID Code: Z

SPOOL VIEWER: PDF (ADOBE)
IFS ENABLED (IMAGEL)
FTP SUPPORT

F3 =Exit F7 =Show Type Prompt

Image Inquiry Search Screen (c)Copyright RVI 1992, 1999
UDDSSRC2/REQUEST

This Program Allows You To View Images On File For An Image System

COURT DOCUMENTS AND EXHIBITS

CASE NUMBER	<u>241*</u>
FILE DATE	_____
PLANTIFF	_____
DEFENDANT	_____
CASE TYPE	_____
COURT/JUDGE	_____
DOCUMENT TYPE	_____

F4=DOCTYP

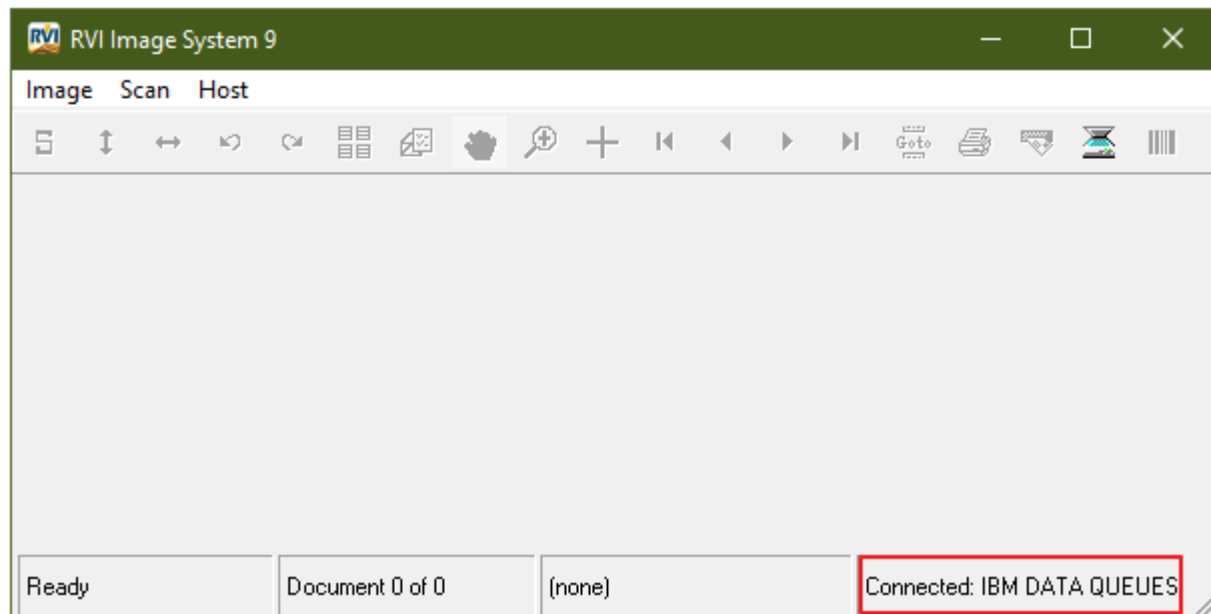
The index subfile list will populate in One Look then the user can select which record(s) to view in One Look.

Requirements:

1. Active 5250 session.
2. IBMi Host Socket job [RVISOCKET](#) running on the IBMi.
3. The user id and password used to login to One Look MUST match the user id and password specified in the RVI PC Viewer **Host/EHLLAPI/IBM DATA QUEUES**. (Only needed if scanning.)

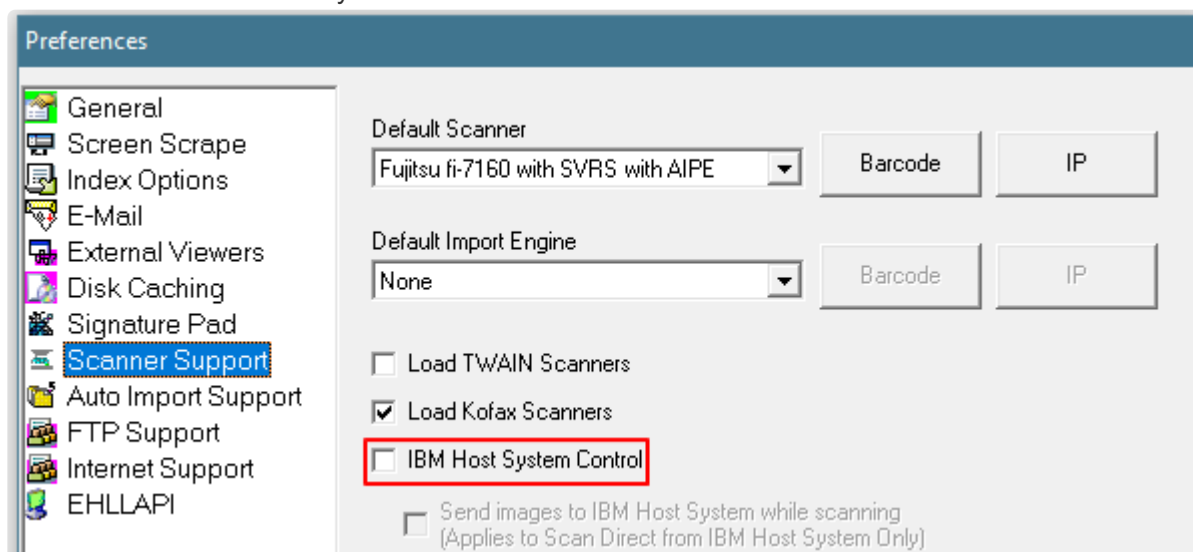
NOTE: If you have multiple users logging into a single scan station, RVI recommends creating a common user. This option allows you to setup a common user to be specified within the RVI.EXE while allowing for multiple user logins in One Look. Refer to the section labeled [Common User Swap](#) for more details.

4. RVI PC Viewer shows **IBM DATA QUEUES** in the bottom right hand corner. (Only needed if scanning.)

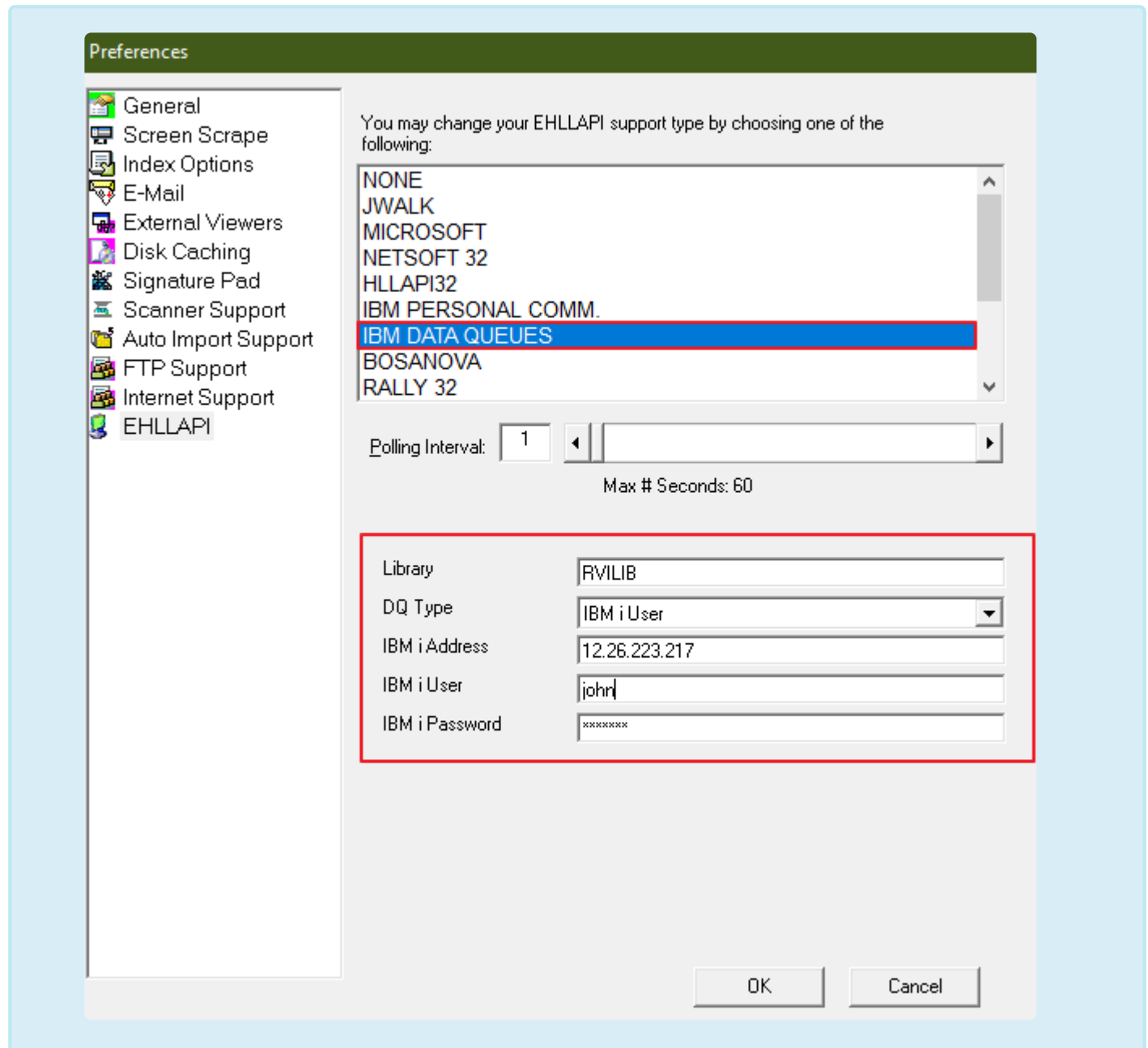


5. RVI PC Viewer must be set to PC Control Scanning. (*Only needed if scanning.*)

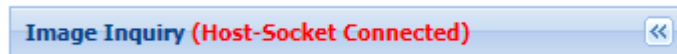
- Click **Image/Preferences/Scanner Support**
- *Uncheck* Use IBM Host System Control



* If the viewer is not connecting, verify **Host/EHLLAPI** is set to IBM DATA QUEUES and the credentials are valid.



6. One Look browser shows **Host-Socket Connected**.



Function and Output:

Viewing:

- 5250 emulation image inquiry
- One Look index list of search results
- One Look display


Scanning:

- 5250 emulation scan request
- One Look sends the scan request to RVI PC Viewer
- RVI PC Viewer scan
- RVI PC Viewer accept/reject
- Upload
 - **5250 emulation scan request using MVC013D** = Automatic upload via scan direct.
 - **5250 emulation scan request using MVC013** = Manual upload using the RVI Scan Menu, *Option 11 Upload Scanned Image To Host.*

4.3.4. F = DataQue to Socket Using One Look No Polling Scanning To Viewer

Type F Configuration



One Look IBMi Host Socket must be running. Confirm the PC Socket  is NOT running in the pc system tray. To end the PC Socket, right-click the icon in the system tray, select **Exit**. If the PC Socket is set to start automatically in Windows, go to [Microsoft Support](#) for instructions on how to disable it.

Uses green screen inquiry, One Look index subfile list, One Look document display.

```

Image Inquiry Request Screen (c)Copyright RVI 1992, 1999
DOC003FM/IREQST

This Program Allows You To View Images On File For An Image System.

Enter The Desired Image System ID Code.

To View A List Of All Image Systems On File, Leave The System ID Code
Blank And Press Enter.
Image Inquiry Search Screen (c)Copyright RVI 1992, 1999
UDDSSRC2/REQUEST

Image System ID Code: Z This Program Allows You To View Images On File For An Image System
COURT DOCUMENTS AND EXHIBITS

SPOOL VIEWER: PDF (ADOBE) CASE NUMBER 241*
IFS ENABLED (IMAGEL) FILE DATE
FTP SUPPORT PLANTIFF
DEFENDANT
CASE TYPE
COURT/JUDGE
DOCUMENT TYPE F4=DOCTYP

F3 =Exit F7 =Show Type Prompt
  
```

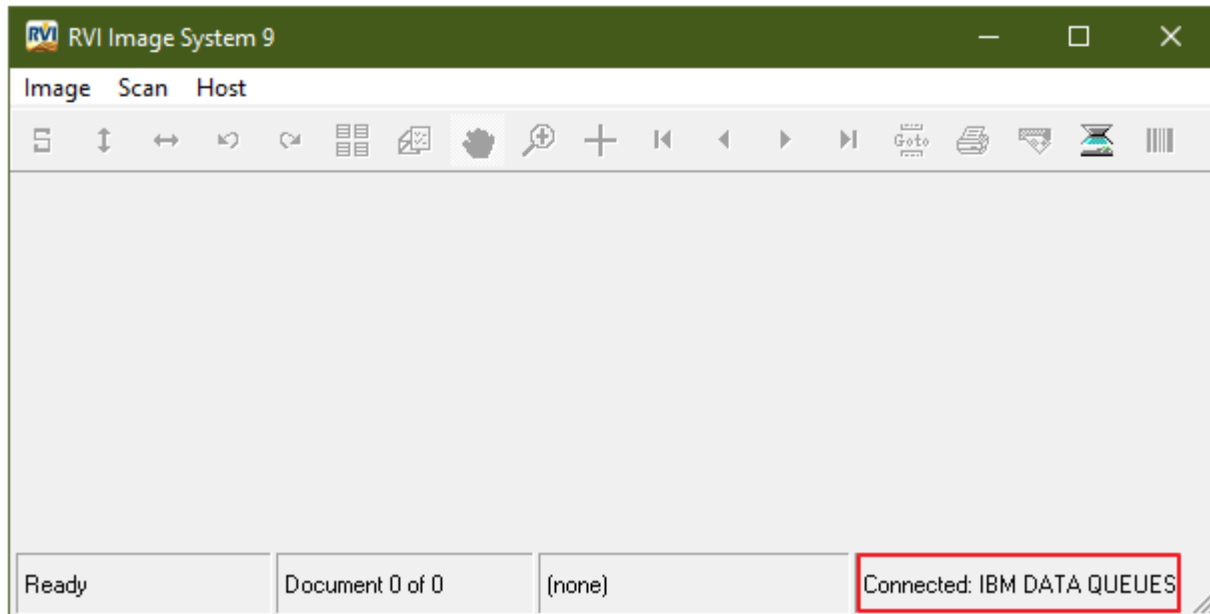
The index subfile list will populate in One Look then the user can select which record(s) to view in One Look.

Requirements:

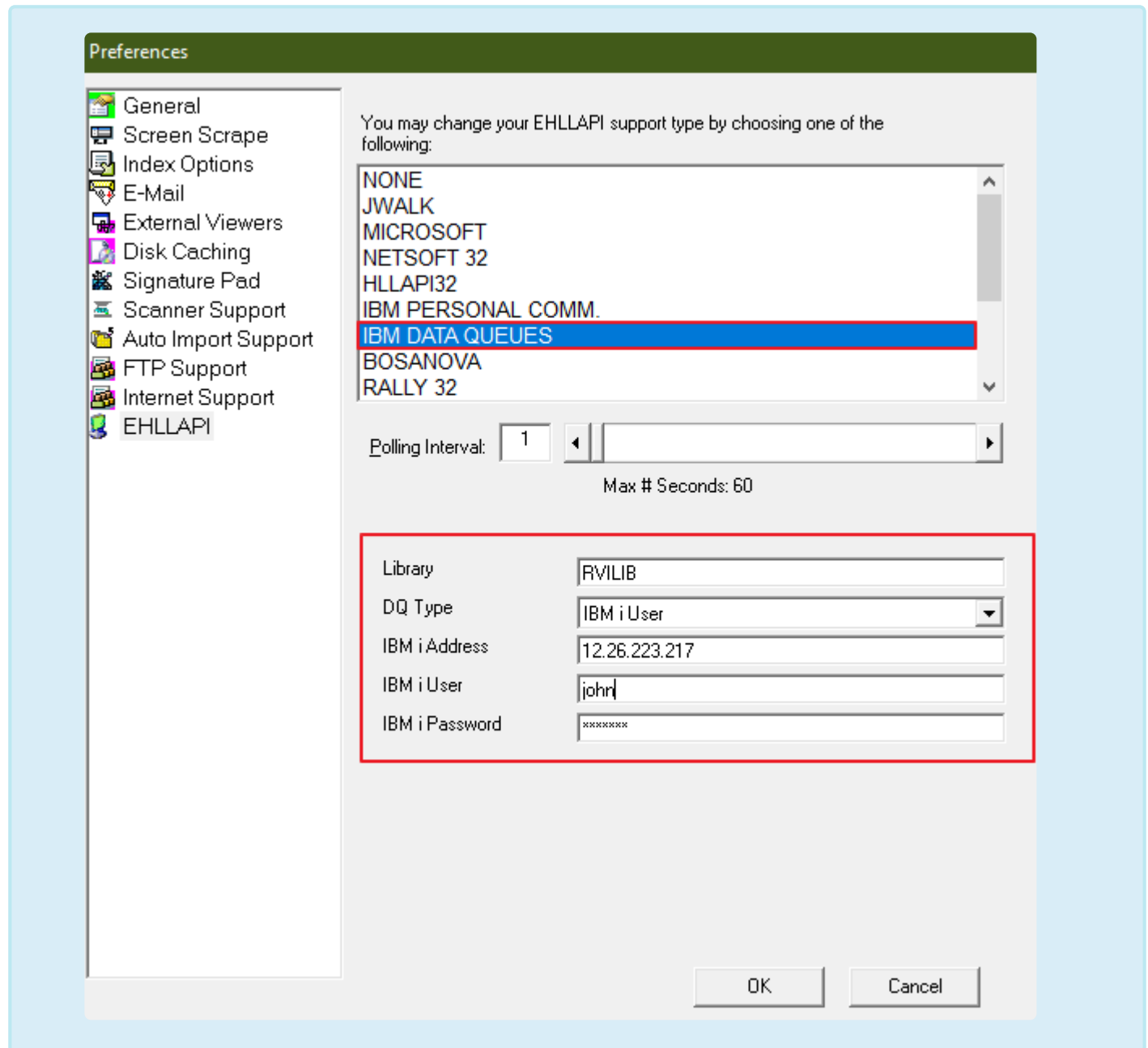
1. Active 5250 session.
2. IBMi Host socket job [RVISOCKET](#) running on the IBMi.
3. The user id and password used to login to One Look MUST match the user id and password specified in the RVI PC Viewer **Host/EHLLAPI/IBM DATA QUEUES**. (Only needed if scanning.)

NOTE: If you have multiple users logging into a single scan station, RVI recommends creating a common user. This option allows you to setup a common user to be specified within the RVI.EXE while allowing for multiple user logins in One Look. Refer to the section labeled [Common User Swap](#) for more details.

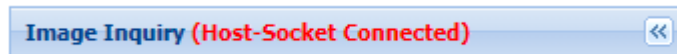
4. RVI PC Viewer shows **IBM DATA QUEUES** in the bottom right hand corner. (Only needed if scanning.)



If the viewer is not connecting, verify **Host/EHLLAPI** is set to IBM DATA QUEUES and the credentials are valid.



5. One Look browser shows **Host-Socket Connected**.



Function and Output:

Viewing:

- 5250 emulation Image Inquiry
- One Look index list of search results
- One Look display

Scanning:

- 5250 emulation scan request
- One Look sends the scan request to RVI PC Viewer
- RVI PC Viewer scan
- 5250 accept/reject
- Upload
 - **5250 emulation scan request using MVC013D** = Automatic upload via scan direct.
 - **5250 emulation scan request using MVC013** = Manual upload using the RVI Scan Menu, *Option 11 Upload Scanned Image To Host.*

4.3.5. G = HLLAPI Support in One Look, No Polling

! This configuration is no longer needed if you are running 2020 or newer RVI code.

Type G Configuration

This configuration is used for custom interfaces. It requires the installation of [RVI One Look executable](#) on the user's pc.

For setup instructions, view the RVOneLook.exe [video](#).

When a 5250 emulation session operation is invoked that results in an index list or viewing a specific image, the index list is displayed in RVOneLook.exe and the View is done in RVOneLook.exe. Scanning requests are triggered from the 5250 session and RVOneLook.exe using the Twain scanner driver.

Requirements:

1. Active 5250 session
2. OneLook.exe installed and configured

Function and Output:

Viewing:

- 5250 emulation Image Inquiry
- One Look exe index list of search results
- One Look exe display

Scanning:

- 5250 emulation scan request

- One Look exe scan using Twain
- 5250 accept/reject
- Upload
 - **5250 emulation scan request using MVC013D** = Automatic upload via scan direct.
 - **5250 emulation scan request using MVC013** = Manual upload using the RVI Scan Menu, *Option 11 Upload Scanned Image To Host.*



To default RVOneLook.exe scanning to PDF, set control file parameter *TWTIFF = N.

From an IBMi command line with RVILIB in your library list

- Type **GO RVMAINT**
- Option **6** Maintain System Control File Parameters
- Control File Record = *TWTIFF
- Description = **Y**

```
System Control File Maintenance Screen      (c) Copyright RVI 1992, 1999
                                             SYS005FM/FORMAT2
Control File Record:  *TWTIFF

Description:  N_____
```

5. LOGIN

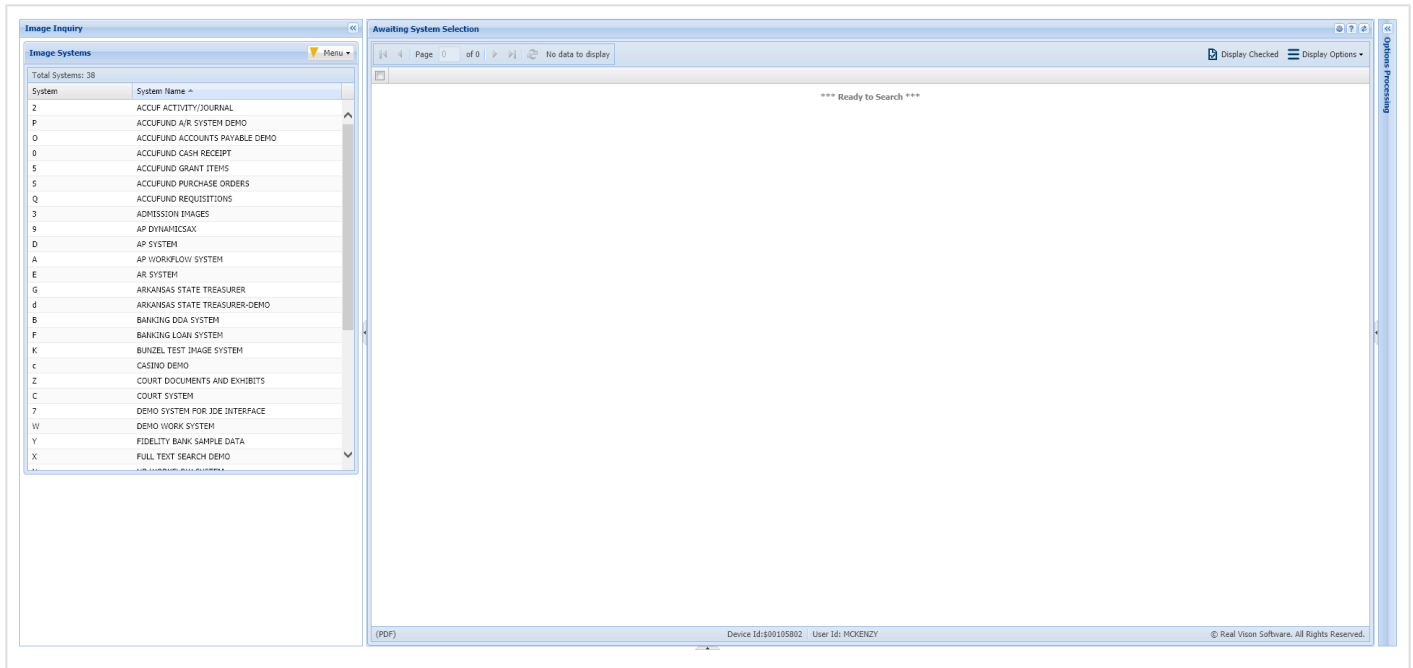
1. Open your internet browser.
2. Navigate to **http://ipaddress:port/internet/cmss/imageinquiry/app/index.html**.

(For secure instance) **https://ipaddress:port/internet/cmss/imageinquiry/app/index.html**

3. Enter a valid internet user id and password.



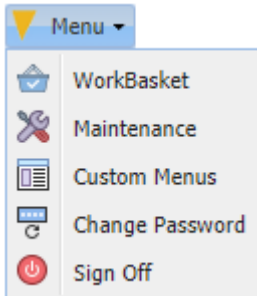
The list of available RVI system codes will appear based on the [user security](#) set on the IBM i server. Results can be sorted in ascending or descending order by clicking the System or System Name heading.



Contact your system administrator for assistance with login credentials and system access.

6. MENU

The Menu drop down is found within Image Inquiry in the top right corner of the left window pane. It is used to access [WorkBasket](#), [Maintenance](#), [Custom Menus](#), [Change Password](#), and [Sign Off](#).

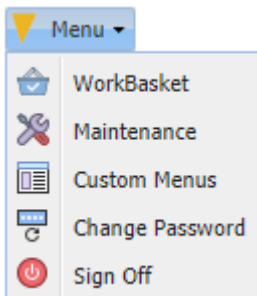


6.1. WorkBasket

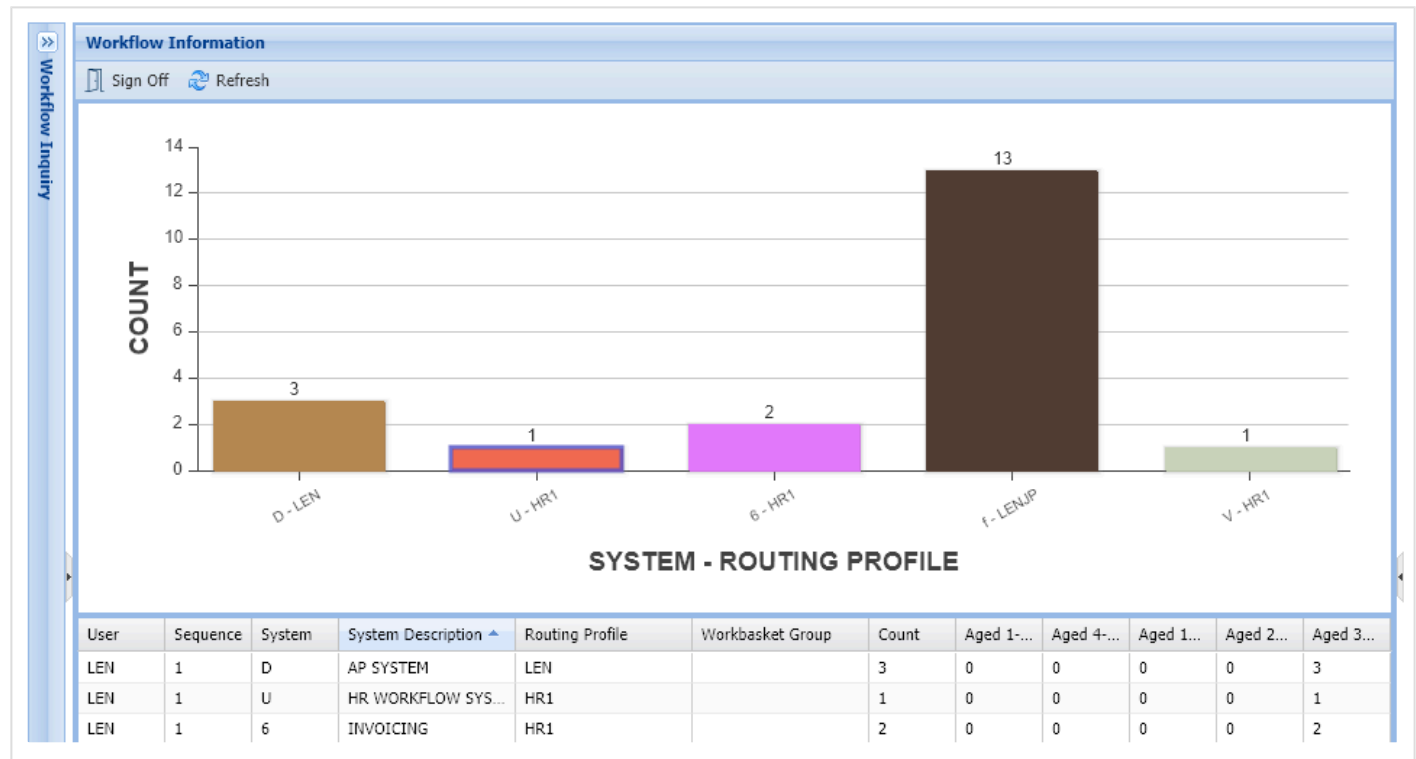
To watch a video on this topic [CLICK HERE](#)

To access workbaskets and workflow functions, from One Look:

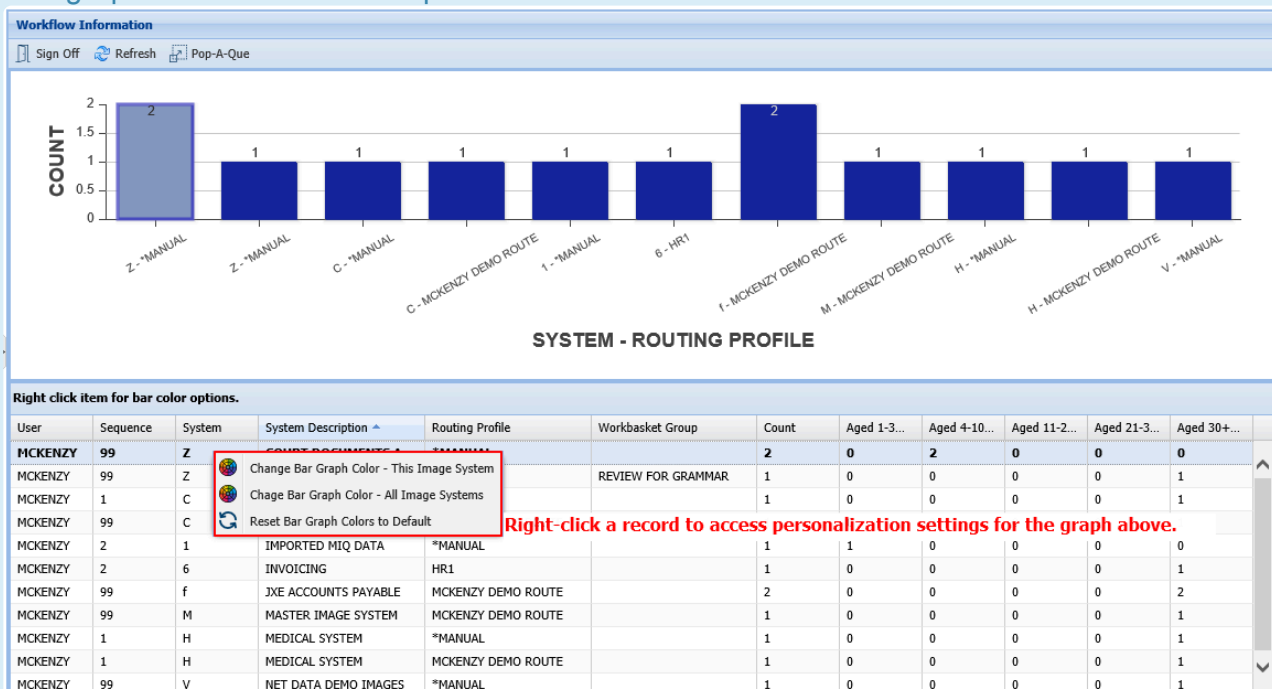
1. Click the **Menu** button, select **WorkBasket** from the drop down list.
(*Workbasket access is based on the One Look user id.*)



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

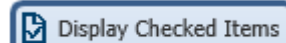


The graph can be personalized by right-clicking on the grid at the bottom of the screen. The graph default color is Deep Blue.



2. Double-click a record to see a list of documents contained within the workbasket.

3. Work with the documents that have been routed to the workbasket by double-clicking a record or enable



the checkbox under the Flags column to select multiple record(s) then click

✿ Display Checked Items is found under Display Options in newer versions of One Look.

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: 5

Display Options ☒ Display Checked Items ☐ Show Row Numbers ☐ Grid To Excel

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE	DAYS OLD
<input checked="" type="checkbox"/>	030299	08/15/2017	S CLAUSE	M CLAUSE	D	SMITH	JUDGEMENT	0
<input checked="" type="checkbox"/>	022618	11/29/2018	J GOOD	E LIVINGSTON	W	S ELMS	FILE	0
<input checked="" type="checkbox"/>	012419	01/23/2019	H ILES	E REED	W	Q WILES	ORDER	0
<input checked="" type="checkbox"/>	031619	01/29/2019	V VERSION	P VERSION	O	J MILES	ORDER	0
<input checked="" type="checkbox"/>	011319	04/24/2019	K ILES	O PAUL	E	W TIME	JUDGEMENT	0

U-HR WORKFLOW SYSTEM User = LEN, Routing Profile = HR1

Back ☒ Que Up For Approval ☐ Que Up For Batch Indexing Records: 2 ☒ Display Checked Items ☐ Show Row Numbers ☐ Workbasket Charts

Flags	EMPLOYEE #	DATE	DEPT	DOCUMENT TYPE	PRIORITY CODE	DAYS OLD
<input type="checkbox"/>	1000	06/21/2018	CLERK	APP		102
<input type="checkbox"/>	1200	06/22/2018	IS	BC	6	0

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

U-HR WORKFLOW SYSTEM User = LEN, Routing Profile = HR1

Back ☒ Que Up For Approval ☐ Que Up For Batch Indexing Records: 1 ☒ Display Checked Items ☐ Show Row Numbers ☐ Workbasket Charts

Flags	EMPLOYEE #	DATE	DEPT	DOCUMENT TYPE	PRIORITY CODE	DAYS OLD
<input type="checkbox"/>	1000	06/21/2018	CLERK	APP		102

Notes Listing

Flags	User	Note	Entry Date	Close Date
C	LEN	JUDY HASN'T APPROVED IT	07/19/18	09/10/18

Hover over Flags to get tool tips and information.

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

U-HR WORKFLOW SYSTEM User = LEN, Routing Profile = HR1

Back ☒ Que Up For Approval ☐ Que Up For Batch Indexing Records: 2 ☒ Display Checked Items ☐ Show Row Numbers Workbasket Charts ▾

Flags	EMPLOYEE #	DATE	DEPT	DOCUMENT TYPE	PRIORITY CODE	DAYS OLD
	1000	06/21/2018	CLERK	APP		102
	1200	06/22/2018	IS	BC	6	0

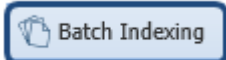
Right-click a line item to access the shortcut menu of functions.

- Add Notes
- Email Image
- Index Details
- Index Maintenance
- Audit Information
- Z-Options
- Show In Window

Users have the option to approve and index directly from the display window using the



and

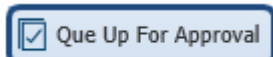


buttons or they can return to the system's workbasket entries using the

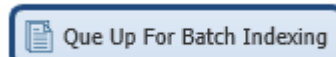


button

which provides options for



and



Workflow Inquiry

Back

Email

Index Details

Notes

Index Maintenance

Approval

Delete From Basket

Audit Information

Routing

Move Subgroup

Move Profile

Call Back

Options Processing

Barcode

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION DATE OF APPLICATION: 9-6-11

Name: Doe John Alex
Last First Middle

Address: 100 Main St. Apt 201 Springfield IL 62703
Street (Apt) City/State Zip

Alternate Address: _____
Street City/State Zip

Contact Information: 555(555)5555 (555) 444-4444 jdoe@email.com
Home Telephone Mobile Telephone Email

How did you learn about our company? Job Fair

POSITION SOUGHT: Sales Manager Available Start Date: 9-6-11

Desired Pay Range: \$79,500 Are you currently employed? No
Hourly or Salary




EDUCATION

	Name and Location	Graduate? - Degree?	Major / Subjects of Study
High School	Springfield High-SL	Yes	General Studies
College or University	Springfield University, IL	Yes	Bachelors - Business
Specialized Training, Trade School, etc...			
Other Education			

Image ID:UAAAAB63

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.
	Call Back notice has been entered. A red callback symbolizes the call back notice is overdue. A green callback symbolizes a call back exists. A yellow callback symbolizes the call back notice is due today.
	Notes are attached.
0 – 9	Indicates priority routing.
	Packages are setup. A green package symbolizes the package is complete. A red package symbolizes the package has missing documents.
U	Image was routed from another user.



Stapled documents are available. View the document(s) stapled to the primary document.

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.

The screenshot shows the 'U-HR WORKFLOW SYSTEM' interface. The 'DOCUMENT TYPE' column has a dropdown menu open, showing 'Sort Ascending', 'Sort Descending', and 'Columns' options. The table displays two records:

Flags	EMPLOYEE #	DATE	DEPT	DOCUMENT TYPE	PRIORITY CODE
	1000	06/21/2018	CLERK		
	1645	08/28/2018			

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.

The screenshot shows the 'U-HR WORKFLOW SYSTEM' interface with the 'EMPLOYEE #' column filtered to '1000'. The table displays one record:

Flags	EMPLOYEE #	DATE	DEPT	DOCUMENT TYPE	PRIORITY CODE
	1000	06/21/2018	CLERK	APP	

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

The screenshot displays the 'U-HR WORKFLOW SYSTEM' interface. At the top, there are navigation buttons: 'Back', 'Que Up For Approval', and 'Que Up For Batch Indexing', along with a 'Records: 2' indicator. Below this is a table with columns: 'Flags', 'EMPLOYEE #', 'DATE', and 'DEPT'. The table contains two rows of data:

Flags	EMPLOYEE #	DATE	DEPT
<input type="checkbox"/>	1200	06/22/2018	
<input type="checkbox"/>	1000	06/21/2018	

A right-click menu is open over the 'DEPT' column, showing options: 'Sort Ascending', 'Sort Descending', and 'Columns'. The 'Columns' option is selected, and a list of available columns is displayed on the right side of the menu:

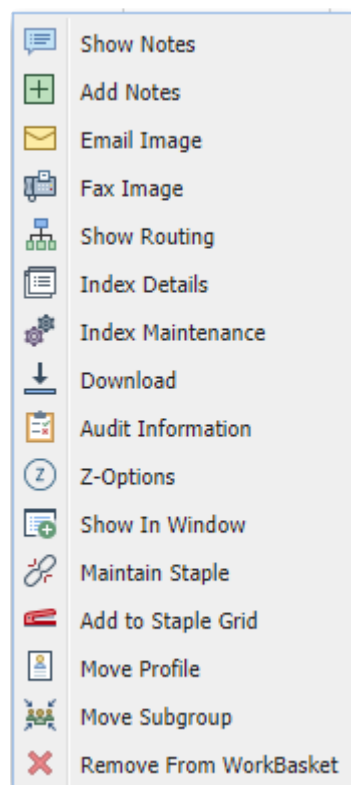
- ☐ CALLBACK
- ☐ SQSEQ
- ☐ SQSYS
- ☐ SQAPPR
- ☐ SQUSRR
- ☐ SQRTSN
- ☐ SQDATR
- ☐ SYSTRAN
- ☐ URK
- ☐ GRP
- ☐ USER BASKET
- ☐ WB INSTANCE
- ☒ EMPLOYEE #
- ☒ DATE
- ☒ DEPT
- ☒ DOCUMENT TYPE
- ☐ TYPE
- ☐ PATH
- ☐ FILE
- ☐ CREATE-DATE
- ☐ VIEW-DATE
- ☐ PAGES
- ☐ DELETE
- ☐ NOTES
- ☐ ROUTE
- ☐ PACKAGE


At the bottom of the interface, there is a status bar with the text 'Real Vision Image Inquiry', 'Device Id:\$00107128', and 'User Id: MCKENZY'. On the right side, there is a vertical bar labeled 'Options Processing'.

6.1.1. WorkBasket Tools

To watch a video on this topic [CLICK HERE](#)

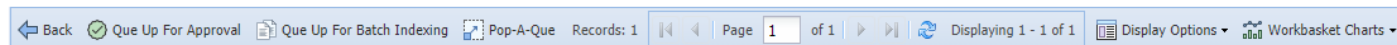
Right-Click Menu



Show Notes	Display existing notes and add new notes. <i>(Will only appear if notes exist.)</i>
Add Notes	Permits the user to type a note. If there is a note attached to an image,  will appear at the left side of the index listing under the Flags column.
Email Image	Email the selected document.
Fax	Contact RVI Support for requirements.
Show Routing	Shows the sequence, route, date, and time associated with the routing event.
Index Details	View the index values and file information associated with the document. This is an informational screen and does not permit the user to change any information displayed. If corrections need to be made, they must be accomplished using the Index Maintenance function.
Index Maintenance	Permits the user to update the index information for the selected image. This option also allows for deletion of the document.
Download	Save the selected document to local storage.
Audit Information	Tracking the sequence of events associated with the document.
Z-Options	Perform a user-defined function. Z-Options are setup on the IBM i.
Show In Window	View the selected document(s) in a new window frame.

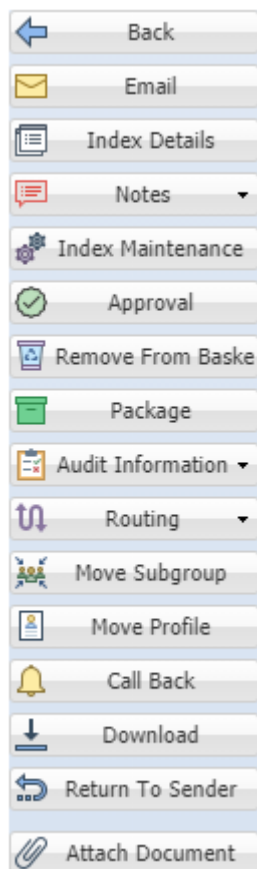
Maintain Staple	Update an existing stapled bundle. <i>Only appears when the record you are selecting contains the primary stapled document.</i>
Add to Staple Grid	Select a primary document then supporting documents from any system to the staple grid. Once all documents are in the staple grid the user can Finalize the staple process. Once the documents are stapled, if the primary document is viewed the system will automatically display the supporting documents that have been stapled. (The staple grid is cleared automatically when the user logs off.)
Move Profile	Move images to another routing profile if directed to this profile by mistake. When Move Profile is selected, the user will advance to the screen that prompts them to select the desired routing profile from a drop down list. This image will no longer be in this routing profile and no additional stops within the current routing profile will be active. The image will immediately enter into the first stop of the newly selected routing profile. Before this option is selected, be sure that you want to move the image to another profile as opposed to copying the image to another profile.
Move Subgroup	Move the current image to a user defined subgroup within your workbasket.
Remove From WorkBasket	Remove the selected record from the workbasket.



Workflow Inquiry Toolbar






Back	Return to the list of workbaskets.
Que Up For Approval	Sequentially work all items in the workbasket routed for approval or disapproval.
Que Up For Batch Indexing	Sequentially work all items in the workbasket waiting to be indexed.
Pop-A-Que	Work items from a central routing queue. (Only available for users enrolled in Pop-A-Que .)
Records	Number of items in the workbasket.
Display Options	Includes: <i>Display Checked Items</i> allowing users to view all flagged items, <i>Show Row Numbers</i> to activate numerical designation of each row, and <i>Grid To Excel</i> to export the subfile list to an excel spreadsheet.
Workbasket Charts	Graphical representation of a user's workbasket with 4 options: Aged Items , Active-Forthcoming , Totals , and Approval History . Users can select from bar, pie, or line formats.

Image Display Top Toolbar

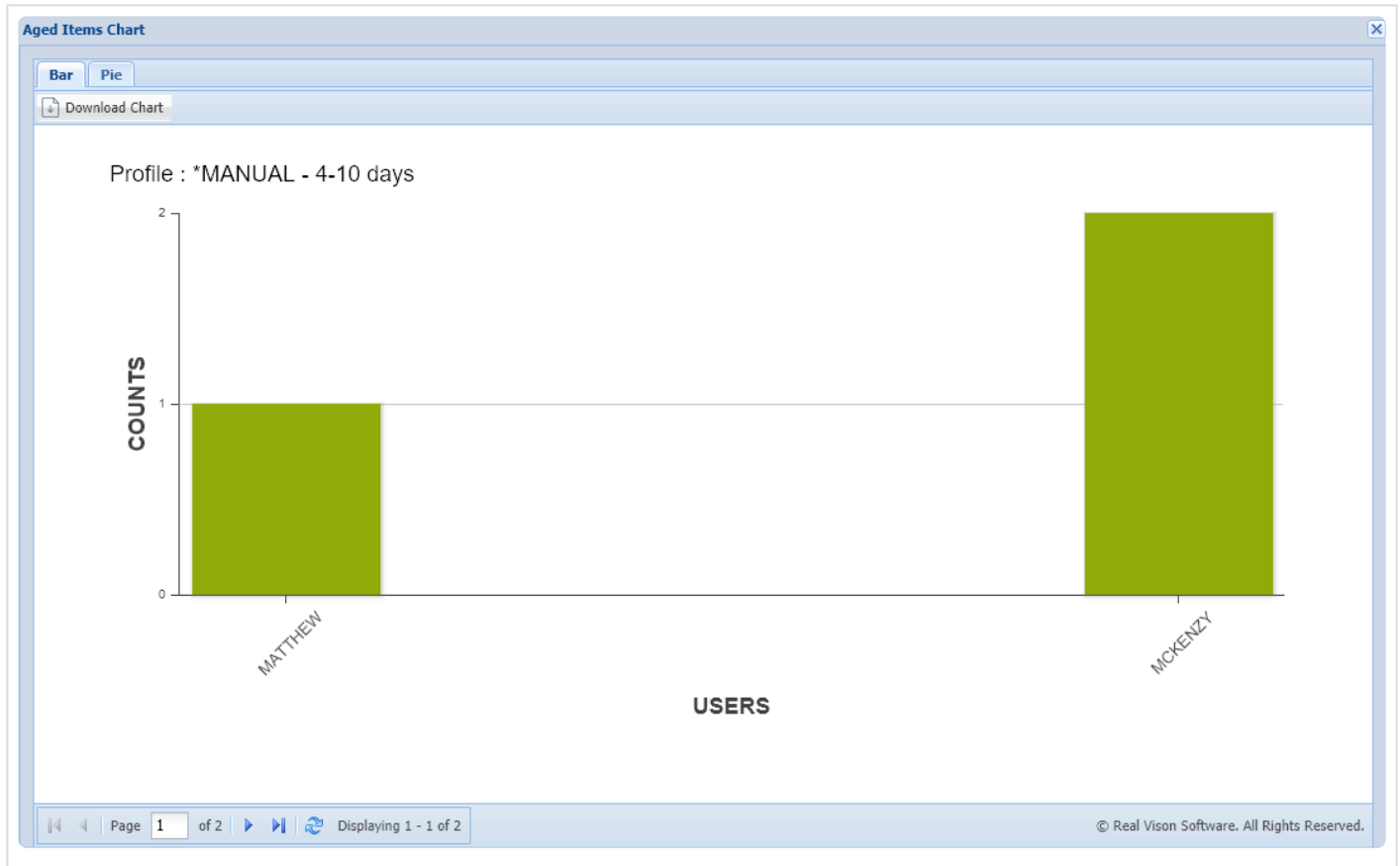


Back	Return to the list of items in the current workbasket.
Email	Email the selected document.
Index Details	View the index values and file information associated with the document. This is an informational screen and does not permit the user to change any information displayed. If corrections need to be made, they must be accomplished using the Index Maintenance function.
Notes	Permits the user to type a note and view existing notes. The icon will appear in red when a note exists.
Index Maintenance	Permits the user to update the index information for the selected image. This option also allows for deletion of the document.
Approval	Perform workflow approval on this item.
Remove From Basket	Remove an item from your workbasket. When the current user is finished with the image, they must delete the image from their workbasket. This permits the next sequence number in this routing profile to access this image.
Package	Displays a list of documents that make up the package. If there is a package and all documents in the package exists,  will appear under the Flags column. If there is a package but some documents in the package 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) . <i>(Button will only appear if a package exist.)</i>

Audit Information	Includes View, Workflow, and Approval audit. Display the history of the item including view, print, email, change, route, fax, cd, and signature requests.
Routing	Send the image to another Profile or User.
Move Subgroup	Move the current image to a user defined subgroup within your workbasket.
Move Profile	Move images to another routing profile if directed to this profile by mistake. When Move Profile is selected, the user will advance to the screen that prompts them to select the desired routing profile from a drop down list. This image will no longer be in this routing profile and no additional stops within the current routing profile will be active. The image will immediately enter into the first stop of the newly selected routing profile. Before this option is selected, be sure that you want to move the image to another profile as opposed to copying the image to another profile.
Call Back	Enter a target date that will trigger a future notification of an event that needs to occur and a descriptive message for the notification. If a call back reminder exists,  will appear under the Flags column. If the call back is currently due,  will appear. If the call back is overdue,  will appear.
Download	Save the selected document to local storage.
Return To Sender	Return the document to the previous user in the routing sequence. <i>This option will only appear if it can be determined that there is a previous user in the routing sequence.</i>
Attach Document	Choose a file(s) to attach to the existing document on display. Once a file is attached, it will be stapled to the primary document.

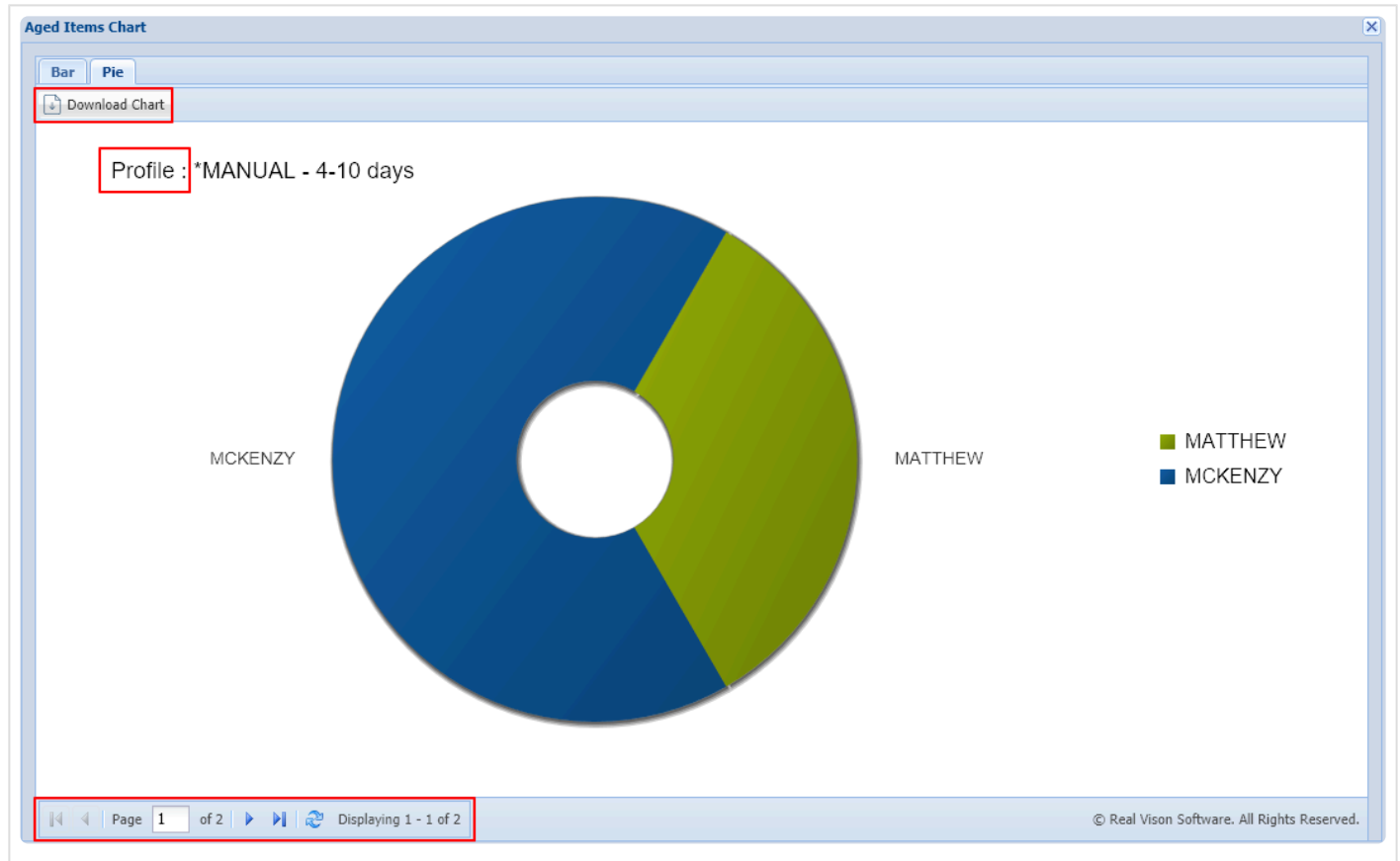
6.1.1.1. Aged Items Chart

The Aged Items Chart is a visual representation (Bar or Pie format) of all the items sitting in a basket or routing profile for a number of days. The first display of the chart portrays a clean column chart designed to show quantities of items in the routing profile. The Y-axis describes the counts or quantity of items in the routing profile. The X-axis illustrates the name of the user in the route associated with the counts.



All Items are classified into five categories:

- 1 – 3 Days Old
- 4 – 10 Days Old
- 11 – 20 Days Old
- 21 – 30 Days Old
- 30 + Days Old



At the top left-hand corner of the chart area, it is easy to find the name of the profile and the category in which the item is sitting in the system.

All of the titles are updated automatically and each item is placed into its proper category respectively.

Another feature found in the chart's window is the paging toolbar, located at the bottom left-hand corner of the window. The Paging toolbar handles navigating between each of the categories.

In the top left-hand corner underneath the tabs; a download button is available. The user can save the desired image to the local storage, generally saved to the Downloads folder of the local system unless specified otherwise.

6.1.1.2. Active and Forthcoming Chart

The Active and Forthcoming Chart is designed to visualize (Bar or Line format) the users in the route, their sequence order, and the items moving in the route. At first look, the Active-Forthcoming chart does not show too many differences from the Aged Items chart; however, there are some subtle variances in the way the data is displayed and what the data means in this format. The Paging toolbar is no longer available since there is not a need to control paging navigation in this chart. Most of the features on the left-hand corner of the chart are still in place and available, including the tabs and the download button.

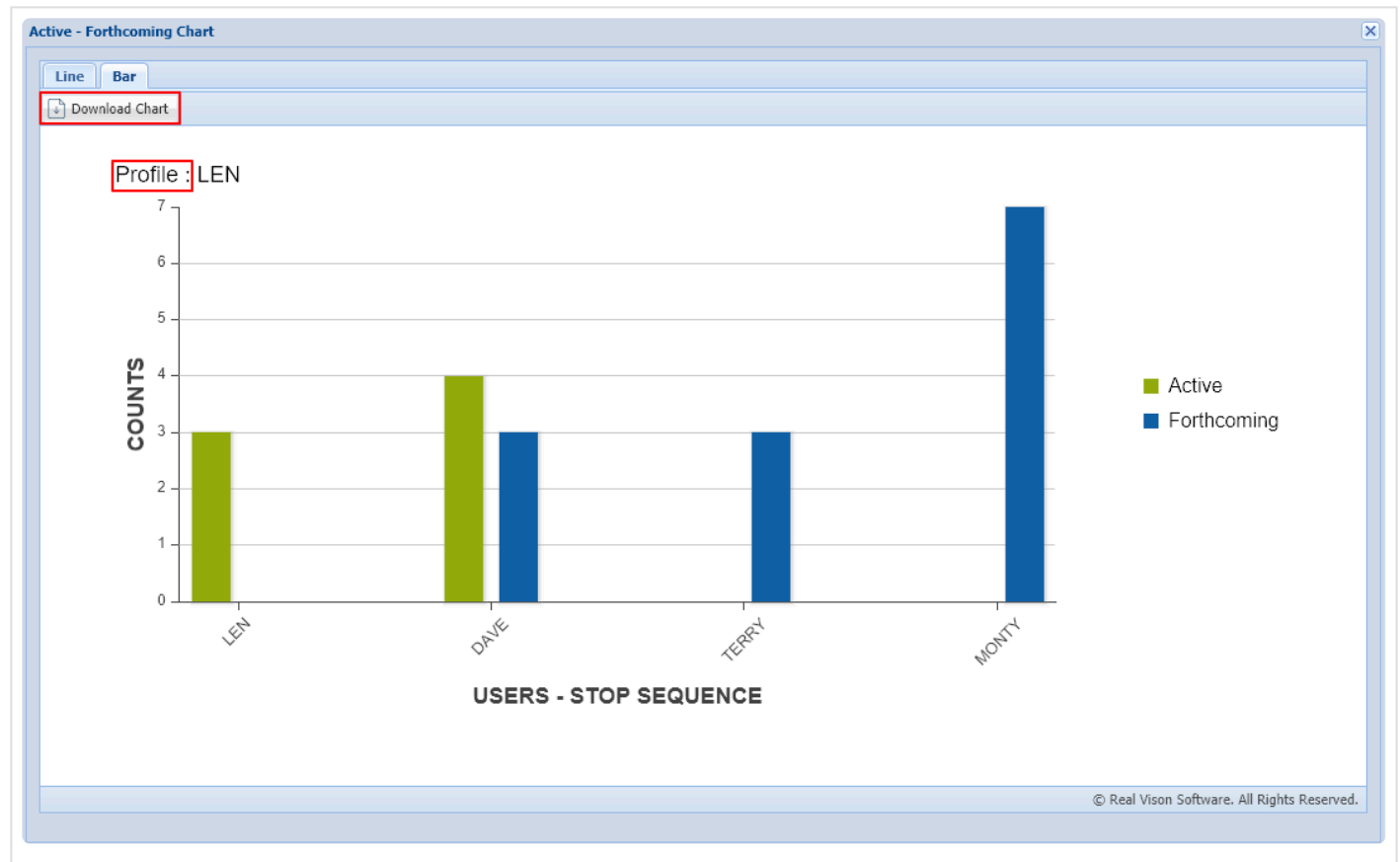


The Active-Forthcoming Chart uses tabs to display the data in two different formats, a combination of a bar and line charts. The Bars in the graph take the color **green** to denote the active items sitting on the user's sequence in the route. The **blue** line in the graph signifies the awaiting item to arrive at the next sequence in the route.

The way in which an item can move to the next position in the sequence is by queuing for approval. The approval process is done on the window grid by clicking the button next to the back button or by selecting the image and clicking the approval button on the PDF window. At that point, the document leaves the current position and moves to the next user in line.

On the right side of the graph area, the user can find the labels for active and forthcoming. Clicking the labels will temporarily clear or add those components to the chart.

In the top left-hand corner of the window, it shows the route's profile name and the tabs above the download button. The right tab illustrates the data in a column chart where green columns are for active items and blue columns for forthcoming items.

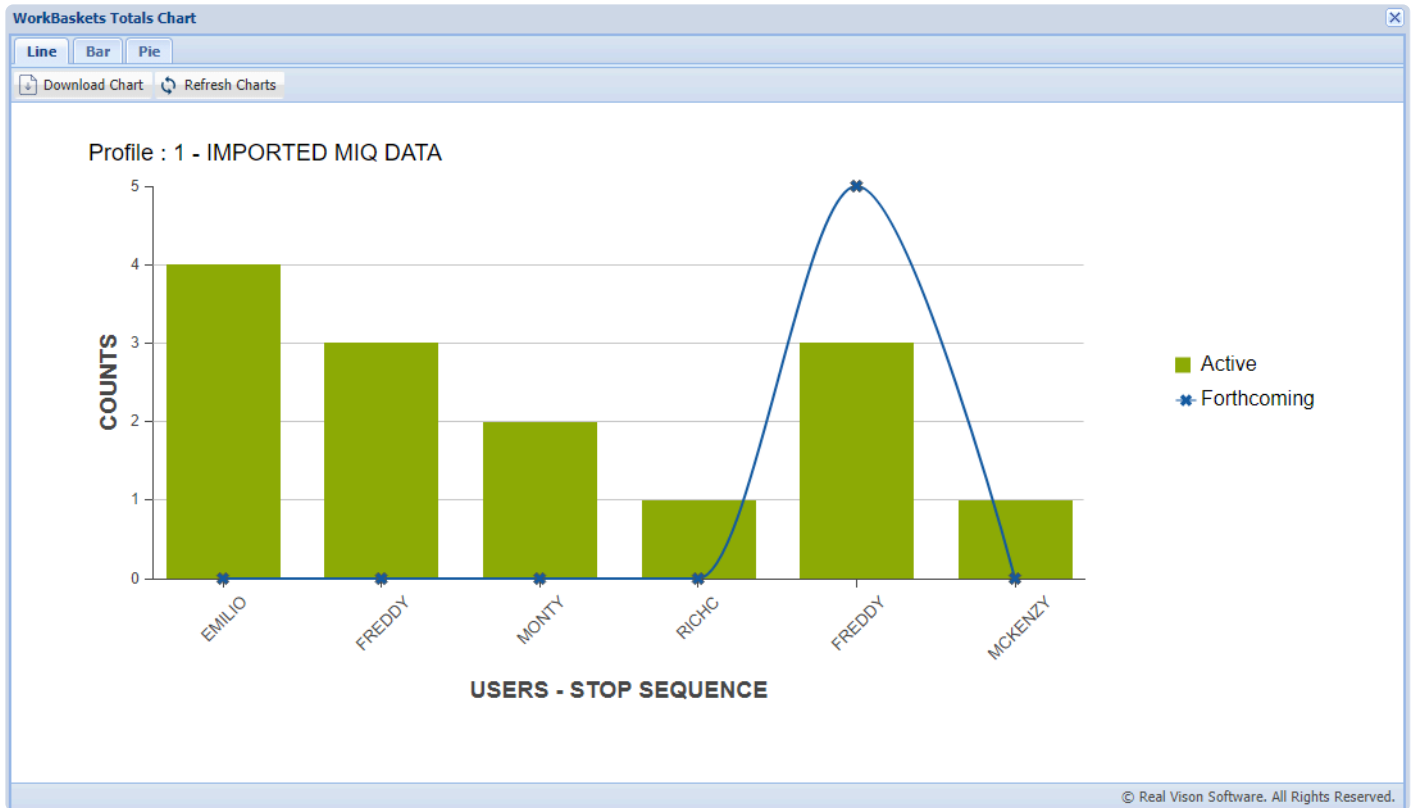


6.1.1.3. Totals Chart

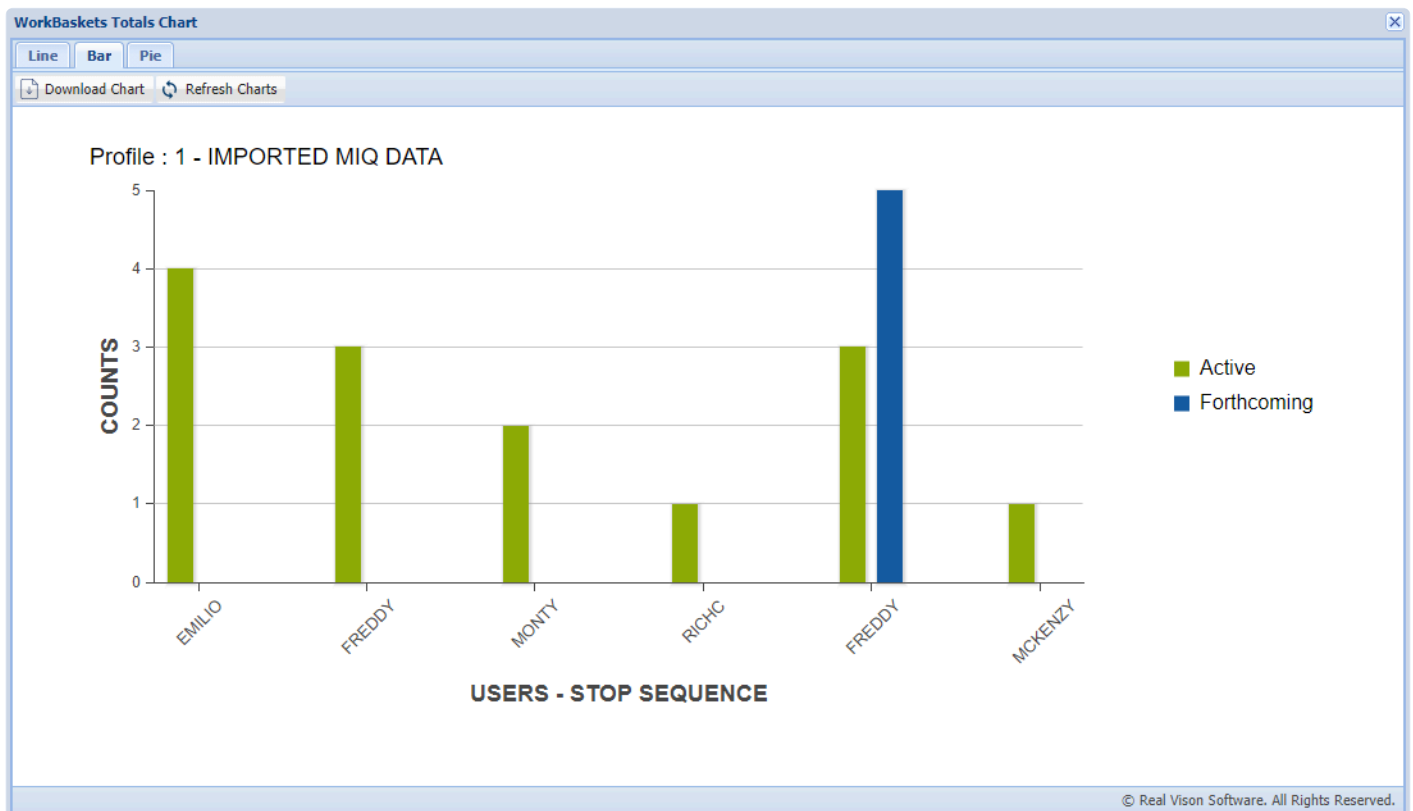
The Totals Chart is a visual representation (Line, Bar, and Pie formats) of the total items in ALL user workbaskets for the **active** System. The Line and Bar chart formats will display active and forthcoming items in a user's workbasket for the active System. The Pie chart format will only display active items sitting in a user's workbasket for the active System.

Three tabs can be found at the top left-hand corner of the window allowing users to navigate between the various chart formats. Additionally, the **Download Chart** button is available for saving charts to local storage. Moreover, a **Refresh Charts** button has been included to facilitate the reloading of data, negating the need to close and reopen the window to see updated counts.

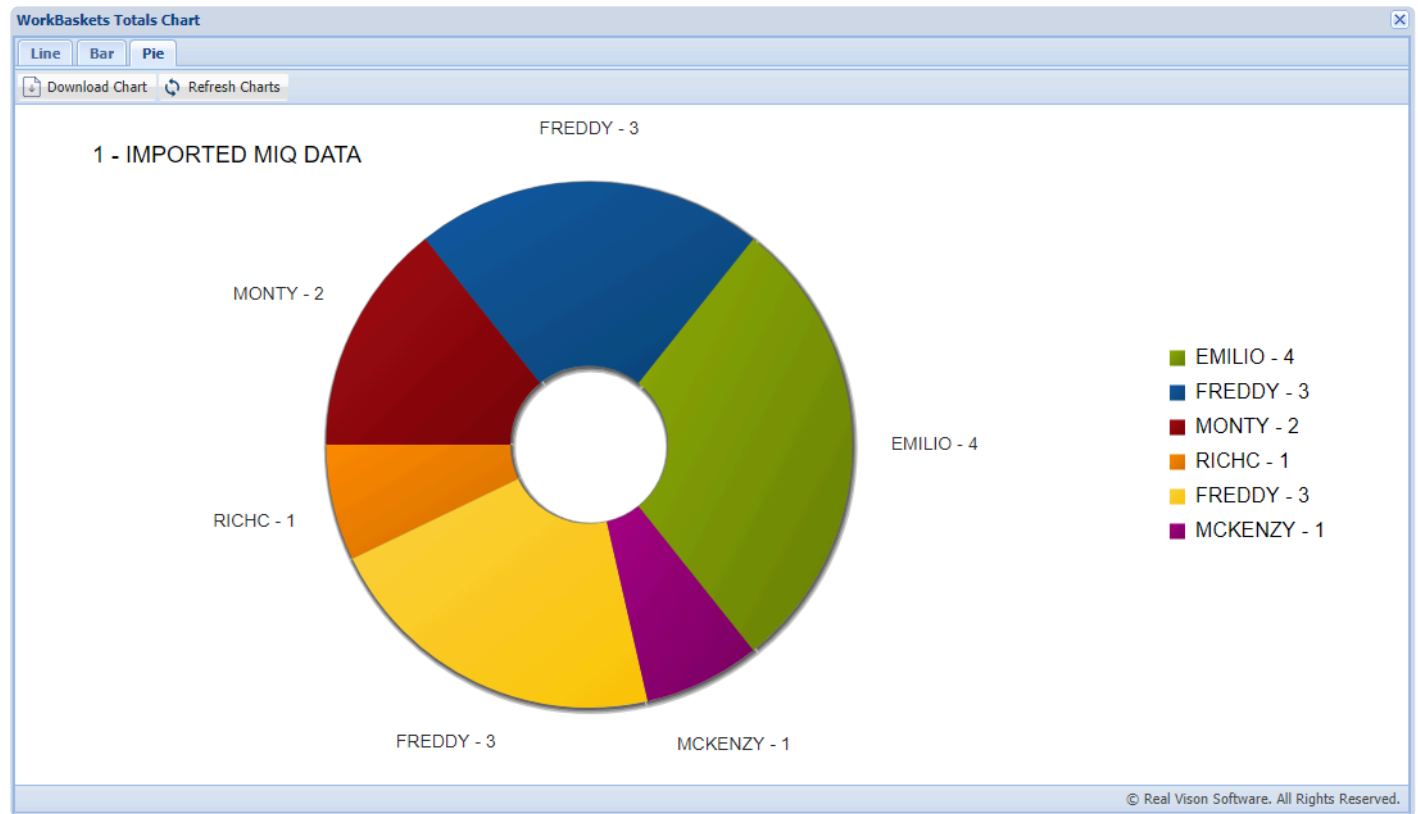
Line Chart:



Bar Chart:

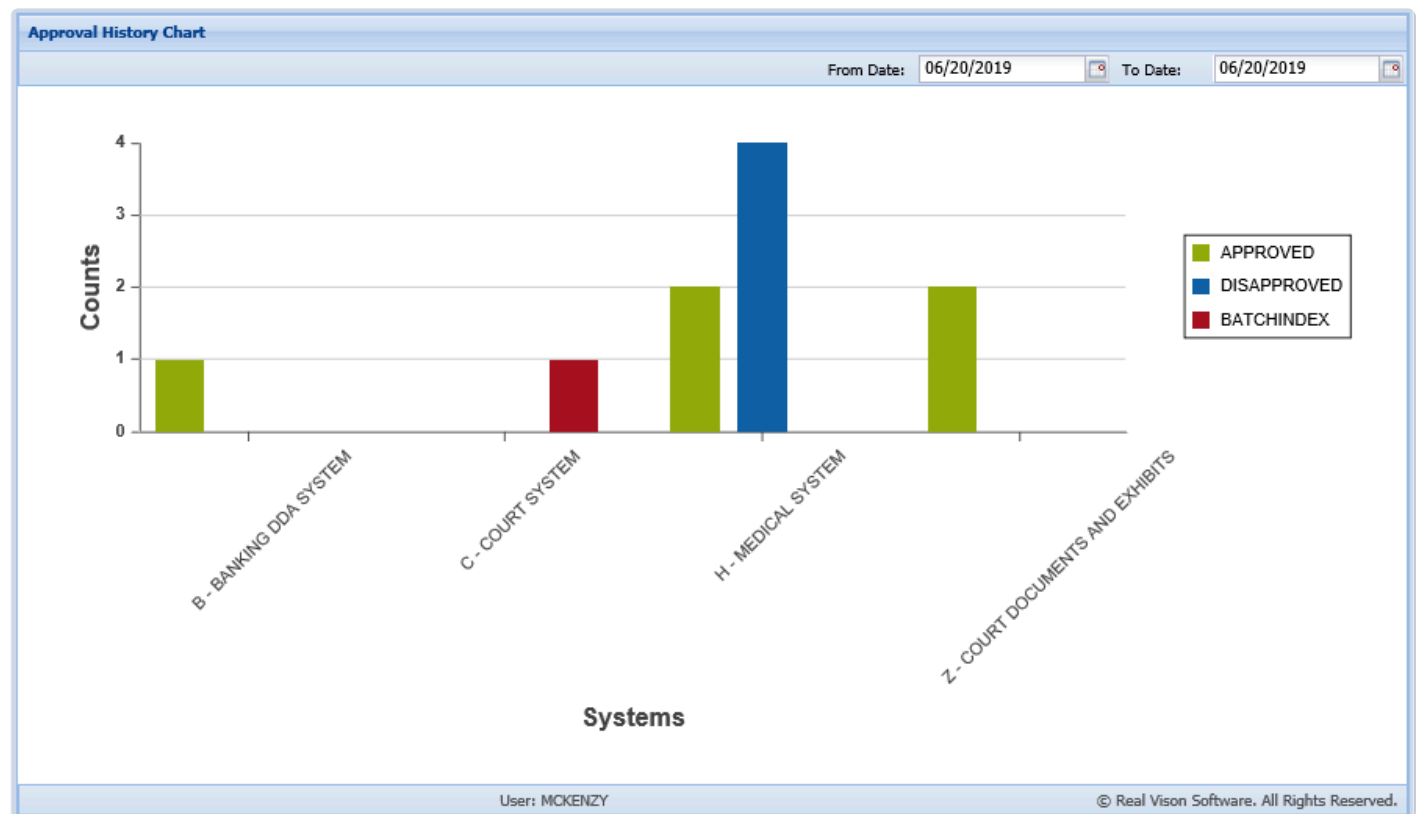


Pie Chart:

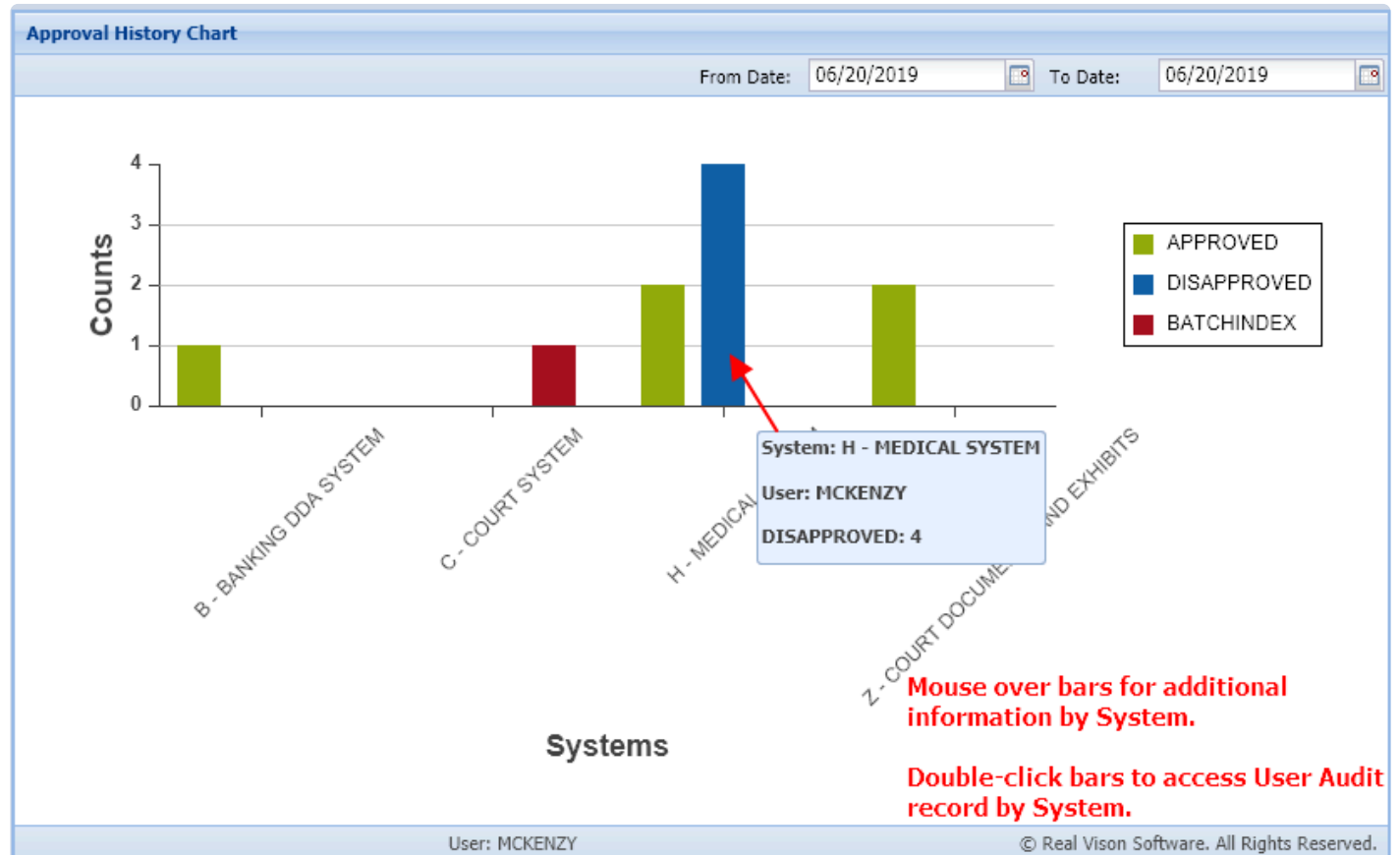


6.1.1.4. Approval History Chart

The Approval History Chart is a visual representation (Bar format) of all items by System that have been approved, disapproved, or batch indexed for the current user for the specified date range.



Mousing over the bars will provide additional details by System. To access the approval history of the System, double-click the bar to display the User Audit.



The User Audit provides indexing information and the date/time of the action taken on the record. To access Workflow Audit, double-click the record.

User Audit Information									
Back Records: 4									
Index 1	Index 2	Index 3	Index 4	Index 5	Index 6	Index 7	Action	Date	Time
12345						APP	DISAPPROVED	06/20/2019	11:51:44
12345						APP	DISAPPROVED	06/20/2019	11:51:26
12345						APP	DISAPPROVED	06/20/2019	11:51:15
240164	01/20/2012					INSURANCE CA...	DISAPPROVED	06/20/2019	11:51:09

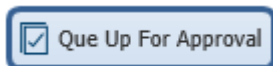
Double-click a record to view Workflow Audit.

Workflow Audit displays all the workflow activity associated with the selected record.

Workflow Audit Information										
Back Records: 11										
User	Date	Time	Action	Instance	Record Key	Description	Information	Arrival Code	Auxiliary Code	Detail
FREDDY	02/20/2019	10:03:53	* - Initial Route	AAAAC5N	AAAAE27	HR1()	HR1	E - Image Im...	Auto Routing...	D - Image Im...
LEN	03/14/2019	14:44:57	* - Initial Route	AAAAC7P	AAAAE5E	MCKENZY DE...	MCKENZY DE...	V - Image In...	User-Selected...	X - Image Inq...
LEN	03/14/2019	14:46:31	* - Initial Route	AAAAC7Q	AAAAE5F	MCKENZY DE...	MCKENZY DE...	V - Image In...	User-Selected...	X - Image Inq...
MCKENZY	03/14/2019	14:54:24	* - Initial Route	AAAAC7T	AAAAE5I	MCKENZY DE...	MCKENZY DE...	V - Image In...	User-Selected...	X - Image Inq...
LEN	03/14/2019	16:00:46	* - Initial Route	AAAAC7X	AAAAE5R	MCKENZY DE...	MCKENZY DE...	V - Image In...	User-Selected...	X - Image Inq...
LEN	03/14/2019	16:01:45	* - Initial Route	AAAAC7Y	AAAAE5S	MCKENZY DE...	MCKENZY DE...	V - Image In...	User-Selected...	X - Image Inq...
MCKENZY	06/20/2019	11:51:15	K - Apprv/Dis...	AAAAC7P	AAAAE5E	DISAPPROVED	DISAPPROVED	W - Workbas...		- ADDITIONA...
MCKENZY	06/20/2019	11:51:26	K - Apprv/Dis...	AAAAC7Q	AAAAE5F	DISAPPROVED	DISAPPROVED	W - Workbas...		- ADDITIONA...
MCKENZY	06/20/2019	11:51:36	K - Apprv/Dis...	AAAAC7T	AAAAE5I	APPROVED	APPROVED	W - Workbas...		- ADDITIONA...
MCKENZY	06/20/2019	11:51:44	K - Apprv/Dis...	AAAAC7X	AAAAE5R	DISAPPROVED	DISAPPROVED	W - Workbas...		- ADDITIONA...
MCKENZY	06/20/2019	11:52:37	K - Apprv/Dis...	AAAAC7Y	AAAAE5S	APPROVED	APPROVED	W - Workbas...		- ADDITIONA...

6.1.2. Que Up For Approval

To watch a video on this topic [CLICK HERE](#)



The user can sequentially work all images in the workbasket that have been routed for Approval or Disapproval.

Workflow Inquiry

Queue Up Approval

Submit Skip Cancel

Additional Information

Approval

Approve Disapprove

Action Code

Notes

Notes List

Audit Information

ND#: CR13001260000120181213110:

CASE: CR1300126

SEQ: 00001

DATE: 20181213

DOCUMENT TYPE: APP

PRIORITY CODE:

DAYS OLD: 882

Image ID: VAAAAATV

INVOICE

Invoice Number 120215722
Customer Number 620607284
Invoice Date January 9, 2017
Payment Terms Net 30
Due Date Feb 8, 2017
Purchase Order

Web Conferences Unlimited
7147 Hollister Blvd
Springfield, CA 93119

To **Sayes Office Supply**
1045 MacArthur Dr
Alexandria, LA 71301
Customer ID (ABC12345)

Salesperson	Job	Payment Terms	Due Date
		Due on receipt	

#	Service Description	Term	Line Total
1	Webinar Conferencing - 1 Month	31 Days	1,890.00



Subtotal	1890.00
Sales Tax	
Total	1899.00



Make all checks payable to: **WCU**
Thank you for your business!

Connecting Your World

When the Queue Up Approvals option is selected the user will see the entry screen above.

Submit:	Click Submit to complete the process. This will process the information and place the next available image in the window for action.
Skip:	Ignore the image in the window and hold it in the queue for future action.
Cancel:	Close the approval window and return the image to full screen.
Additional Information:	The user can add descriptive information.
Disapprove / Approve:	The user can select one or the other for this image.
Action Codes:	Permits the user to select from a predefined list of codes. Setup predefined Action Codes as needed.
Notes:	Add or view existing notes associated with the document.
Notes List:	Listing of existing notes.
Audit Information:	Track the events of the image during the approval process.

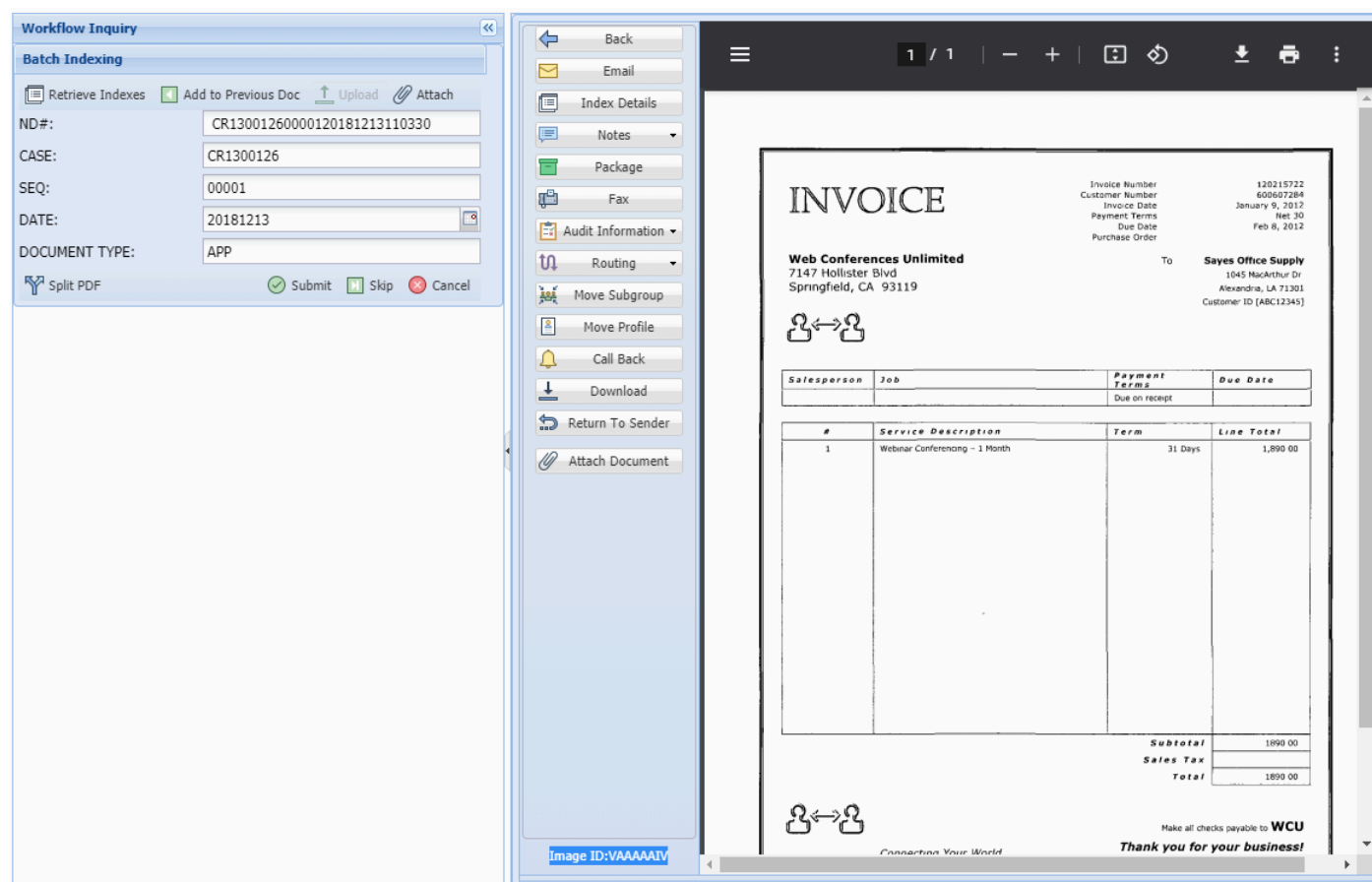
Indexes:	View the index values and file information associated with the document. This is an informational screen and does not permit the user to change any information displayed. If corrections need to be made, they must be accomplished using the Index Maintenance function.
Back:	Return to the list of images available for approval.
Email:	Email the selected document.
Index Details:	View the index values and file information associated with the document. This is an informational screen and does not permit the user to change any information displayed. If corrections need to be made, they must be accomplished using the Index Maintenance function.
Notes:	Permits the user to attach a written note to a document and view existing notes.
Index Maintenance:	Permits the user to update the index information for the selected image. This option also allows for deletion of the document.
Approval:	Reopens the approval panel if it is closed.
Remove From Basket:	Remove the selected record from the workbasket.
Package:	Displays a list of documents that make up the package. Missing items will be labeled (MISSING) . If there is a package and all the documents in the package exists,  will appear under the Flags column. View package documents by double-clicking the record. <i>(The Package icon is only present when a package is setup.)</i>
Fax:	Contact RVI Support for requirements.
Audit Information:	Includes View, Workflow, and Approval audit. Displays the history of the item including view, print, email, change, route, fax, cd, and signature requests.
Routing:	Show Routing history of the document, Route To User, or Route Using Profile.
Move Subgroup:	Move the current image to a user defined subgroup within your workbasket.
Move Profile:	Move images to another routing profile if directed to this profile by mistake. When Move Profile is selected, the user will advance to the screen that prompts them to selected the desired routing profile from a drop down list. This image will no longer be in this routing profile and no additional stops within the current routing profile will be active. The image will immediately enter into the first stop of the newly selected routing profile. Before this option is selected, be sure that you want to move the image to another profile as opposed to copying the image to another profile.
Call Back:	Enter a target date that will trigger a future notification of an event that needs to occur and a descriptive message for the notification. If a call back reminder exists,  will appear under

	the Flags column. If the call back is currently due,  will appear. If the call back is overdue,  will appear.
Download:	Save the selected document to local storage.
Return To Sender:	Return the document to the previous user in the routing sequence. <i>This option will only appear if it can be determined that there is a previous user in the routing sequence.</i>
Attach Document:	Choose a file(s) to attach to the existing document on display. Once a file is attached, it will be stapled to the primary document.

6.1.3. Que Up For Batch Indexing

To watch a video on this topic [CLICK HERE](#)

The user can sequentially work all images in the workbasket that have been routed for indexing.



Workflow Inquiry

Batch Indexing

Retrieve Indexes ☒ Add to Previous Doc ☐ Upload ☐ Attach

ND#: CR13001260000120181213110330

CASE: CR1300126

SEQ: 00001

DATE: 20181213

DOCUMENT TYPE: APP

Index Details

Back

Email

Index Details

Notes

Package

Fax

Audit Information

Routing

Move Subgroup

Move Profile

Call Back

Download

Return To Sender

Attach Document

Image ID: VAAAAAIV

INVOICE

Invoice Number 120215722
Customer Number 600607284
Invoice Date January 9, 2012
Payment Terms Net 30
Due Date Feb 8, 2012
Purchase Order

Web Conferences Unlimited
7147 Hollister Blvd
Springfield, CA 93119

To **Sayes Office Supply**
1045 MacArthur Dr
Alexandria, LA 71301
Customer ID (ABC12345)

Salesperson	Job	Payment Terms	Due Date
		Due on receipt	



#	Service Description	Term	Line Total
1	Webinar Conferencing - 1 Month	31 Days	1,890.00




Subtotal 1890.00
Sales Tax
Total 1890.00

Make all checks payable to **WCU**
Thank you for your business!

When the Queue Up For Batch Indexing option is selected, the user will see the entry screen above.

Retrieve Indexes:	Used to retrieve index information from a customer's database.
--------------------------	--

	Custom Feature <i>Will only appear for customers specifically setup for this feature. Contact RVI Support for details on integrating this feature.</i>
Add to Previous Doc:	Append the document in the window with the previously indexed document.
Upload:	Move the document selected during the Attach process to the RVI system. The Upload button will become active once the Attach option is used. The newly attached document will be available for viewing immediately after the upload.
Attach:	Add additional documents to the currently displayed document using the browse import feature. Select  to attach and move the document into the RVI system.
Indexes:	Automatically passed but changeable. If corrections need to be made the user can type over the existing values.
Submit:	Click Submit to complete the process. This will process the information and place the next available image into the window.
Skip:	Ignore the image in the window and hold it in the queue for future action.
Cancel:	Close the indexing window and return the image to full screen.
Back:	Return to the list of images available for batch indexing.
Email:	Email the selected document.
Index Details:	View the index values and file information associated with the document. This is an informational screen and does not permit the user to change any information displayed. If corrections need to be made, they must be accomplished using the Index Maintenance function.
Notes:	Permits the user to type a note and view existing notes.
Package:	Displays a list of documents that make up the package. Missing items will be labeled (MISSING) . If there is a package,  will appear under the Flags column. View package documents by double-clicking the record. <i>(The Package icon is only present when a package is setup.)</i>
Fax:	Contact RVI Support for requirements.
Audit Information:	Includes View, Workflow, and Approval audit. Display the history of the item including view, print, email, change, route, fax, cd, and signature requests.
Routing:	Send the document to another Profile or User.
Move Subgroup:	Move the current image to a user defined subgroup within your workbasket.
Move Profile:	Move images to another routing profile if directed to this profile by mistake. When Move Profile is selected, the user will advance to the screen that prompts them to select the desired routing

	profile from a drop down list. This image will no longer be in this routing profile and no additional stops within the current routing profile will be active. The image will immediately enter into the first stop of the newly selected routing profile. Before this option is selected, be sure that you want to move the image to another profile as opposed to copying the image to another profile.
Call Back:	Enter a target date that will trigger a future notification of an event that needs to occur and a descriptive message for the notification. If a call back reminder exists,  will appear under the Flags column. If the call back is currently due,  will appear. If the call back is overdue,  will appear.
Download:	Ability to save a PDF copy of the document. Users will be prompted to Open, Save, Save As, Save and Open, or Cancel.
Return To Sender:	Return the document to the previous user in the routing sequence. <i>This option will only appear if it can be determined that there is a previous user in the routing sequence.</i>
Attach Document:	Choose a file(s) to attach to the existing document on display. Once a file is attached, it will be stapled to the primary document.

6.1.4. Audit

WorkBasket audit details are found in the [Audit](#) section of the documentation.

6.1.5. Pop-A-Que

The Pop-A-Que routing feature allows multiple users to work the items that were routed to 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.

Enabling the Pop-A-Que feature is accomplished by assigning a Pop-A-Que routing profile to the multiple users who will work the queue.

Perform the following from the IBMi:

1. Navigate to the RVI main menu by typing **GO IMAGE**.
(*RVILIB must be in your library list.*)
2. Option 8 Maintenance Menu
3. Option 17 Maintain User-Specific Parameters
4. Put an **X** next to **Routing Pop-A-Queues**

User-Specific Parameters		(c)Copyright RVI 1992, 1999
		RVUS1FM/FORMAT0
X=Select		
-	Image Security By User	
-	Option Security By User	
-	Index Level Security By User	
-	Internet User Profiles	
-	Internet User Access (Customer Security)	
<input checked="" type="checkbox"/>	Routing Pop-A-Queues	
-	Screen Scrape Indexing Pop-A-Baskets	
-	Routing Workbasket Access	
-	Routing Destinations	
-	User Index Maintenance Restrictions	
-	Run Parameters	
-	Twain Scanning Users	
F3 =Exit		Enter =Continue
MA D		

5. F10 = Add User

User's Pop Queues Maintenance		(c)Copyright RVI 1992, 1999
		RVPQMFM/SFLCTL
X=Select		
Position To: _____		
X	User	Description
-	KIMAP	KIMBERLY IN ACCOUNTING
-	MCKENZY	MCKENZY'S POP A QUEUES
-	MONTY	MONTY'S QUES TO POP
F3 =Exit		Bottom
F10 =Add User		Enter =Continue

6. Enter the IBMi host system user id and description then press *enter*.

User's Pop Queues Maintenance (c)Copyright RVI 1992, 1999	
RVPQMFM/SFLCTL	
X=Select	
Position To: _____	
X	User Description
—	KIMAP KIMBERLY IN ACCOUNTING
—	MCKENZY MCKENZY'S POP A QUEUES
—	MO
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">User-Specific Parameters</p> <p>User : MAC</p> <p>Description: MAC COURT DOC</p> <p>F3 =Exit Enter =Continue</p> </div>	
F3 =E	om ue

7. F10 = Add Next Entry

To change an existing entry, select that entry with an **X**.

Press to continue.

User's Pop Queues Maintenance (c)Copyright RVI 1992, 1999	
User	MAC MAC COURT DOC RVUS2FM/CATLSTCT
Position To Sequence Number: 00	
Type Option, Press Enter	
X =Maintain This Entry	0 =Move This Entry D =Delete This Entry
B =Insert An Entry Before	A =Insert An Entry After
Opt Sequence	Routing Profile
<div style="display: flex; justify-content: space-between; padding-top: 20px;"> <div> <p>Page Up =Previous Page</p> <p>F3 =Exit</p> </div> <div style="border: 2px solid red; padding: 5px;"> <p>F10 =Add Next Entry</p> </div> <div> <p>Page Down =Next Page</p> <p>Enter =Continue</p> </div> </div>	

8. Specify a routing profile.


F8 permits the user to select Routing Profiles from a list.

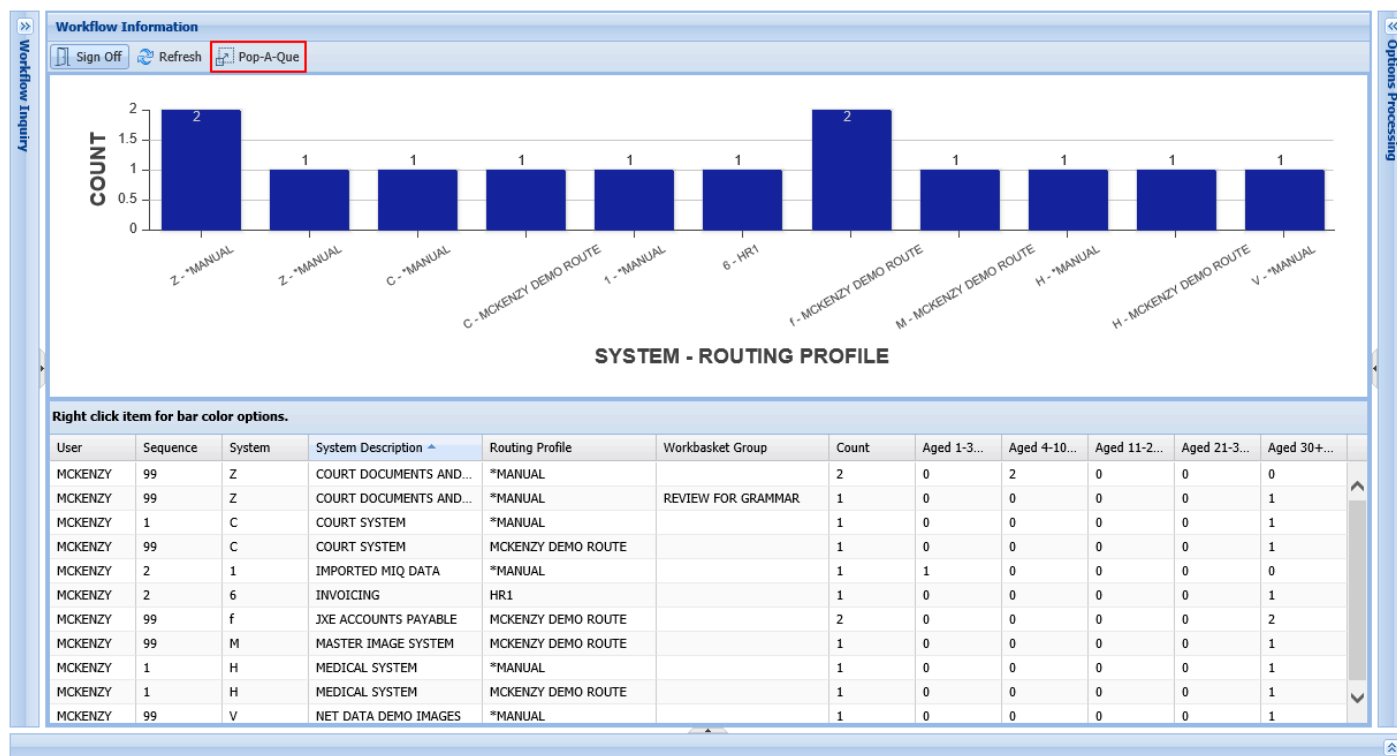
Press *enter* to continue.

User's Pop Queues Maintenance		(c)Copyright RVI 1992, 1999 RVUS2FM/FORMAT2
User: MAC Sequence: 01		
Routing Profile:	MCKENZY	F8 To Select
Delete Code:	_ (D=Delete)	
<div> F3 =Exit F12 =Cancel Enter =Continue </div>		

Repeat Steps 7 – 8 as needed.

User's Pop Queues Maintenance		(c)Copyright RVI 1992, 1999 RVUS2FM/CATLSTCT
User	MAC	MAC COURT DOC
Position To Sequence Number:	00	
Type Option, Press Enter		
X =Maintain This Entry	0 =Move This Entry	D =Delete This Entry
B =Insert An Entry Before	A =Insert An Entry After	1
Opt Sequence	Routing Profile	
_ 00	MCKENZY	
<div> Page Up =Previous Page F10 =Add Next Entry Page Down =Next Page F3 =Exit Enter =Continue </div>		

For those users enrolled with a Pop-A-Que Routing Profile,  will be available during workbasket inquiry.



When **Pop-A-Que** is pressed:

- If the user is set up with multiple Pop-A-Que entries, a selection list will be presented.

Pop-A-Que Selection

User	User Count
APPROBLEM	4
APBATCH	5

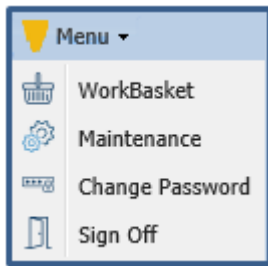
- If the user is set up with only one Pop-A-Que entry, the queue will automatically pop.

6.2. Maintenance

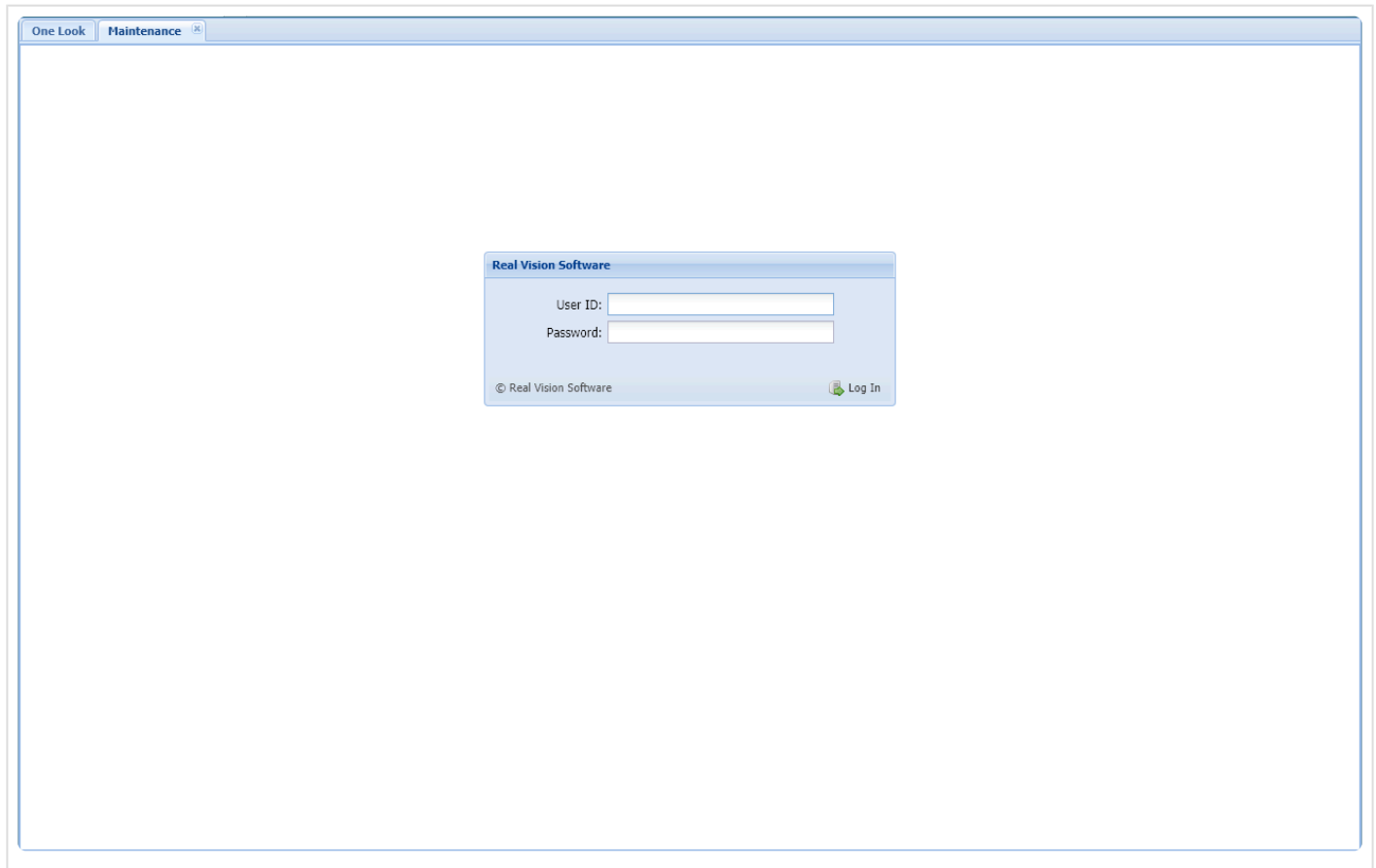


The maintenance functions are being updated. Please check back to find out more about new One Look maintenance functions. Those functions not currently in the One Look Maintenance tab must be performed through the IBM i green screen interface.


1. Select Maintenance from the Menu drop down list.



2. Login to the Maintenance menu.



One Look maintenance menu allows maintenance for System Codes, Security, Document Tabs, Email, Scanning, Work Baskets.

Menu Maintenance	
	Sign Off
<u>SYSTEM MAINTENANCE</u>	
MAINTAIN SYSTEM CONTROL FILE PARAMETERS	
MAINTAIN IMAGE SYSTEM DESCRIPTIONS AND KEY FIELDS	
<u>SECURITY MAINTENANCE</u>	
MAINTAIN OPTION SECURITY BY USER	
INDEX LEVEL SECURITY	
MAINTAIN USER SECURITY	
<u>DOCUMENT TABS MAINTENANCE</u>	
MAINTAIN DOCUMENT TYPES	
MAINTAIN DOCUMENT TAB PROFILES	
MAINTAIN DOCUMENT TAB GROUPS	
<u>EMAIL MAINTENANCE</u>	
MAINTAIN EMAIL ADDRESS BOOK	
<u>SCANNING MAINTENANCE</u>	
MAINTAIN SCANNING PROFILES	
<u>WORK BASKET MAINTENANCE</u>	
MAINTAIN ROUTING PROFILES	
<u>MENU SECURITY MAINTENANCE</u>	
MAINTAIN MENUS	
MENU SECURITY	
<u>SIGNATURE CAPTURE MAINTENANCE MENU</u>	
MAINTAIN SAVED SIGNATURES	
User Id: MCKENZY	
© Real Vison Software. All Rights Reserved.	

6.2.1. System Maintenance

<u>SYSTEM MAINTENANCE</u>
MAINTAIN SYSTEM CONTROL FILE PARAMETERS
MAINTAIN IMAGE SYSTEM DESCRIPTIONS AND KEY FIELDS

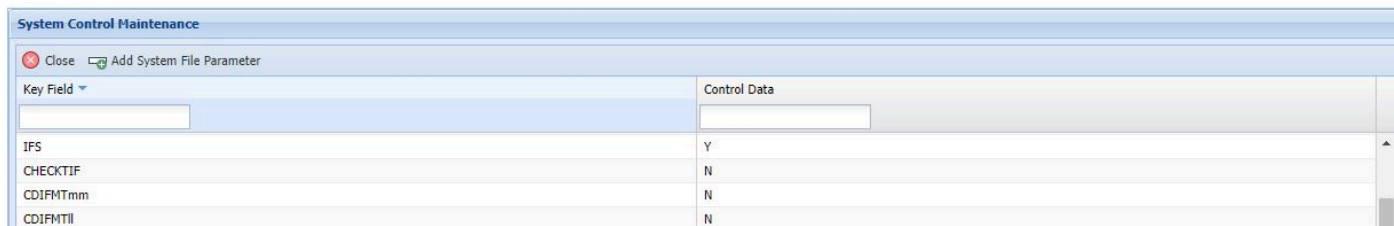
In this section of Maintenance, the RVI Systems and their associated indexes will be created and maintained. There is also the option to setup RVI System control file parameters for common functions and defaults.

6.2.1.1. Maintain System Control File Parameters

Allows for the editing and creation of system control file parameters.

The majority of control file parameters will not need to be edited.

Double-click a Key Field to edit or select **Add System File Parameter** for creating a new control file parameter.



Key Field	Control Data
IFS	Y
CHECKTIF	N
CDIFMTmm	N
CDIFMTll	N

For a list of the control file parameters typically applicable to customer specific environment functions. got to the RVI Maintenance Menu on the IBMi or click [HERE](#).

From an IBMi command line, with RVLIB in your library list, type **GO RVMAINT**

Option **6** Maintain System Control File Parameters

F1 = Help



```

System Control File Maintenance Screen          (c)Copyright RVI 1992, 1999
                                                SYS005FM/FORMAT1

This Program Allows You To Maintain Control File Information.

To View A List Of All Control File Information Currently On File,
  Leave The Screen Blank And Press Enter.

Control File Record: _____

Use F5 For A Descriptive Setup Of Parameters By Function.

Use F6 To Search The Standard Control File Descriptions By Keyword.

F3 =Exit  F5 =Setup By Function  F1 =Help  F7 =*Z ParmS  Enter =Continue
F6 =Keyword Search
  
```

You can also leave the Control File Record field blank then press *Enter* to see the list of control file parameters that are currently setup. This list will match the list you see in OneLook under the Maintenance tab/System Maintenance/ Maintain System Control File Parameters. Put an **H** next to any entry for a description.

```

Maintain System Control File Screen (c)Copyright RVI 1992, 1999
Enter An X To Select The Desired Description SYS005FM/CATLSTCT

Position To: _____

X Control Description
H IFS Y
- IFSOPT N
- IM M:
- IMAGE I:\IMAGEL
- IMAGEBK N
- IMAGEFAX /QDLS/IMAGEL/
- IMAGEPRT /QDLS/IMAGEL/
- IMMSRT 1
- INDDQ N
- INQAUDIT Y
- INQFLD* N
- INQFLD@ N
- INQFLDa N
+

Page Up =Previous Page Option(H) =Help Page Down =Next Page
F3 =Exit F12 =Cancel Enter =Continue

```

6.2.1.2. Maintain Image System Descriptions and Key Fields

RVI offers up to 65 individual imaging systems with each system providing seven key index fields that are user defined with the ability to expand indexing to 99 key index fields. The user can establish multiple imaging systems with specific indexing criteria for each system.

This menu option allows for the editing and creation of system values. The system value will designate the single character value the system will be identified by within RVI.

* System values can be 0 – 9, A – Z (upper and lower case), and \$, #, or @.

Options Processing

Maintain Image Systems And Key Fields

Submit Cancel

System: Z

System Description: OCUMENTS AND EXHIBITS

Index#: 1

Index Description: CASE #

Length: 06

Format: 0

Range:

Mandatory: |

Date: Y

Delete Record: ☐

System: The single character value representing the system. This will become the System Identification Code for the imaging system.

Description: Enter a descriptive system name to correspond to the system value.

Index #: 1 – 99 (*Index 7 is reserved for Document Type.*) At least one index field is required.

Index Description: Enter a description for the index # defined above.

Length: The numeric length of the information contained in each Index Description field.

Format: Wild card search is only available with a B or blank setting.

The format layout options for index fields are:

0	When Field Exit is pressed, Zero Fill, Right Adjust, Numeric.
N	When Field Exit is pressed, Blank Fill, Right Adjust, Numeric.
B	When Field Exit is pressed, Blank Fill, Right Adjust, Alpha/Numeric.
Blank	When Field Exit is pressed, Blank Fill, Left Adjust, Alpha/Numeric.

(To enable the Format Option, set the [System Control File Parameter \(VINDEX\)](#) to **Y** for Yes. This is an optional field.)

Range: (**Y** = Yes, **Blank** = No) This option permits the user, by Index Field, to have the ability to search within a specified range. *This is an optional field.*

Mandatory: (**Y** =Yes, **Blank** =No) Allows you to specify indexes that are mandatory when performing image inquiry on this system. *This is an optional field.*

Date: (**Y** = Yes, **N** = No) Identify the index field as a Date field.

Delete Record: Permanently delete the current image system.

6.2.2. Security Maintenance

SECURITY MAINTENANCE

MAINTAIN OPTION SECURITY BY USER

INDEX LEVEL SECURITY

MAINTAIN USER SECURITY

In this section of Maintenance, establish security for each individual Imaging System based on the application requirements. Security can be set by user, group, index, and system levels.

6.2.2.1. Maintain Option Security By User

Use this option to include or exclude users from options within a select System.

To edit an existing entry, *double-click* the record. To delete an existing entry, *right-click* the record. To create a new entry, select **Add User Option Security** to create a new entry.

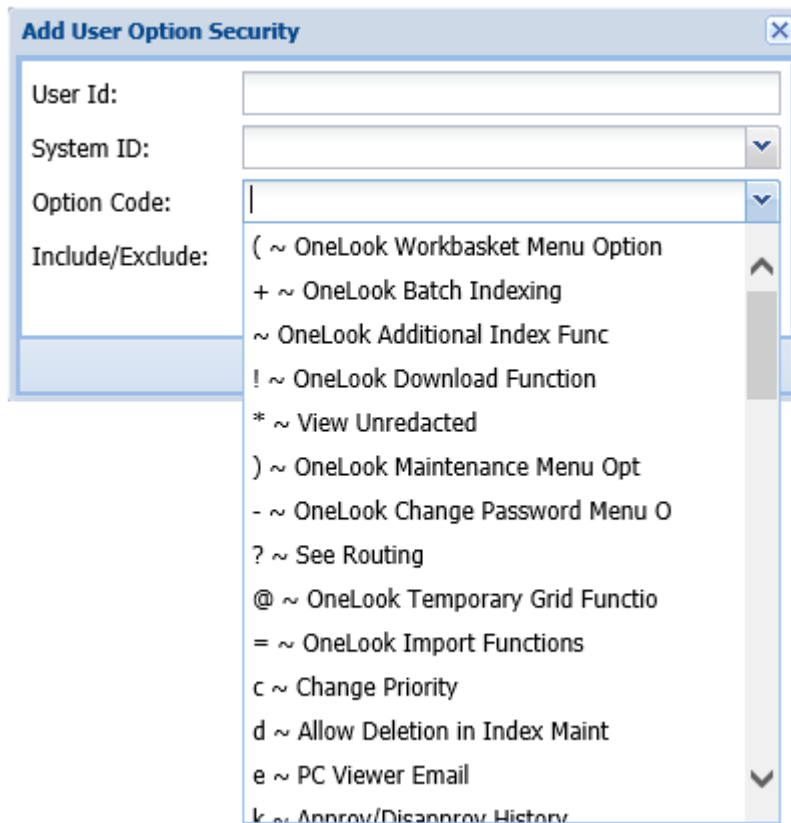
Maintain Option Security by User

Close

Add User Option Security

User Profile	System ID	Option	Include/Exclude
MCKENZY			
MCKENZY		(~ OneLook Workbasket Menu Option	I
MCKENZY		+ ~ OneLook Batch Indexing	I

Add User Option Security:



Add User Option Security

User Id:

System ID:

Option Code:

Include/Exclude: (~ OneLook Workbasket Menu Option
+ ~ OneLook Batch Indexing
~ OneLook Additional Index Func
! ~ OneLook Download Function
* ~ View Unredacted
) ~ OneLook Maintenance Menu Opt
- ~ OneLook Change Password Menu O
? ~ See Routing
@ ~ OneLook Temporary Grid Functio
= ~ OneLook Import Functions
c ~ Change Priority
d ~ Allow Deletion in Index Maint
e ~ PC Viewer Email
k ~ Approv/Disapprov History

User Id: One Look user id.

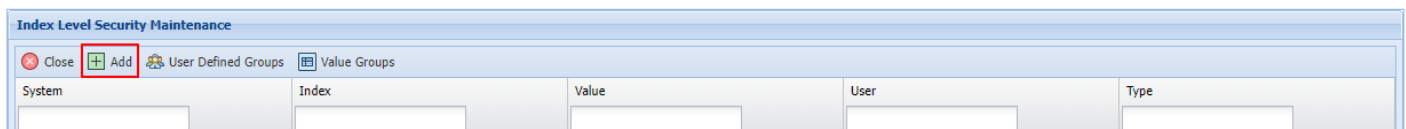
System ID: The code associated with the System this rule will applies to. (*Blank* = all Systems.)

Option Code: The code associated with the option this user will be included in or excluded from. (*Blank* = all Options.)

Include/Exclude: **I** = give user access, **E** = block user access.

6.2.2.2. Index Level Security

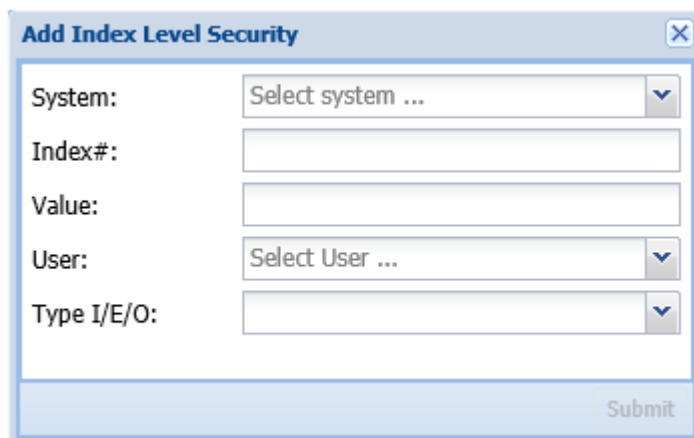
Grant access to reports/documents based on individual index values.



Index Level Security Maintenance

Close Add User Defined Groups Value Groups

System	Index	Value	User	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Add Index Level Security

System:

Index#:

Value:

User:

Type I/E/O:

Submit

System: The Image System ID Code for which an index is to be secured.

Index#: The index number to be secured.

Value: The value being secured. This can be an actual index, a Value Group, or a wildcard value (ex: PAY*). An asterisk in the first position is not considered a wild card.

User: The user being secured. **Type I/E/O:** Include, Exclude, Omit.

Index Level Security Maintenance

Close

Add

User Defined Groups

Value Groups

System	Index	Value	User	Type

Options Processing

User Defined Groups Maintenance

Add

Cancel

Group Name	Group Member

Group Name: The name being applied to the User-Defined Group. Use a name that is not the same as an IBM Host System User Profile or an IBM Host System Group Profile.

Group Member: The user being assigned to this Group. This must be a valid IBM Host System User ID.

Index Level Security Maintenance

Close

Add

User Defined Groups

Value Groups

System	Index	Value	User	Type

Options Processing

Value Groups Maintenance

Add

Cancel

Group Name	Index Value

Group Name: The name being applied to the Value Group. Use a name that is not the same as an index.

Index Value: Enter the index being assigned to this Value Group.

6.2.3. Document Tabs Maintenance

DOCUMENT TABS MAINTENANCE

MAINTAIN DOCUMENT TYPES

MAINTAIN DOCUMENT TAB PROFILES

MAINTAIN DOCUMENT TAB GROUPS

In this section of Maintenance, setup and maintain Document Tabbing.

Documents Tabs enable the user to filter the imaging system database information for either security or convenience purposes.Document Tabs are used to group Document Types together for specific applications.

The steps needed to set up Document Tabs are:

- Identify the different documents and assign them a Document Type and Description.
- Establish Document Tabs for grouping of related documents.
- Establish Group Tabs for grouping of related Document Tabs.

6.2.3.1. Maintain Document Types

Establish a new document type or edit an existing document type.

The screenshot shows a window titled "Document Type Maintenance". At the top left are "Close" and "Add Document Type" buttons. Below is a table with four columns: "Document", "Description", "Routing Priority", and "Scan In Color". The table contains three rows: "BH0", "BH01 BLACK HILLS RPT", and "BH02 BLACK HILLS IMAGE". The "BH02" row is highlighted. A red text note says: "To edit an existing entry, double-click the record. To delete an existing entry, right-click the record and select Delete Record." A "Delete Record" button is visible next to the "BH02" row. The "BH03 BLACK HILLS PDF" row is partially visible at the bottom.

Document	Description	Routing Priority	Scan In Color
BH0			
BH01	BLACK HILLS RPT		
BH02	BLACK HILLS IMAGE		
BH03	BLACK HILLS PDF		

The screenshot shows a window titled "Document Type Maintenance" with a close button. It contains four input fields: "Document Type:", "Document Description:", "Routing Priority:" (with a dropdown arrow), and "Scan In Color Y/N:" (with a dropdown arrow). At the bottom right is a "Submit" button with a green checkmark icon.

Document Type: Highlight an existing Document Type from the list or enter a new value.

Document Description: Enter the form description that corresponds to the Document Type.

Routing Priority: The priority 1 – 9 is assigned to this Document Type and used to move the document up or down in the users work queue. (Optional)

Scan In Color Y/N: If this document is to be color scanned, enter a Y here. If not, leave it blank.

6.2.3.2. Maintain Document Tab Profiles

Establish Document Tabs for grouping of related documents. Set up or change the Document Tab Profiles.

Document Tab Maintenance	
<div>Close Add Document Tab</div>	
Document	Description
AA	ATT ONLY
AB	BLUE CROSS ONLY
AC	SAFEWAY ONLY
AP	PURCHASE ORDERS ONLY

Options Processing	
Document Tab Maintenance	
Document Tab:	AA
Document Tab Description:	ATT ONLY
Delete Record:	<input type="checkbox"/> Double-click an existing entry, to update or delete the record.
Close	Submit

Document Tab: Highlight an existing Document Tab from the list or enter a new value.

Document Tab Description: Enter the form description that corresponds to the Document Tab.

Delete Record: Enable to delete the existing record.

6.2.3.3. Maintain Document Tab Groups

Establish Tab Groups for grouping of related Document Tabs.

Group Tab Maintenance	
<div>Close Add Document Group</div>	
Document Group	Description
AA	ATT BC SAFEWAY
AP	ACCOUNTS PAYABLE DEMO TAB
BK	BANKING DOCUMENT TAB

Options Processing	
Group Tab Maintenance	
Group Tab:	AA
Group Tab Description:	ATT BC SAFEWAY
Delete Record:	<input type="checkbox"/> Double-click an existing entry, to update or delete the record.
Close	Submit

Group Tab: Highlight an existing Group Tab from the list or enter a new value.

Group Tab Description: Enter the form description that corresponds to the Document Tab.

Delete Record: Enable to delete the existing record.

6.2.4. Email Maintenance

EMAIL MAINTENANCE
MAINTAIN EMAIL ADDRESS BOOK

In this section of Maintenance, setup and maintain your E-Mail Address Book.

6.2.4.1. Maintain Email Address Book

Add and maintain email addresses.

Email Maintenance	
<div>Close Add Email</div>	
Name	Email Address
RVI	
RVIBP	RVOFFICE@REALVISIONSOFTWARE.COM
RVIBP70	info@realvisionsoftware.com
<div>Delete Record</div>	

Email Maintenance

User Name:

User Name

Email Address:

Email Address

Submit

6.2.5. Scanning Maintenance

SCANNING MAINTENANCE

MAINTAIN SCANNING PROFILES

In this section of Maintenance, setup and maintain Scan Profiles.

6.2.5.1. Maintain Scanning Profiles

Establish a new scan profile or edit an existing profile.

Scan Profile Maintenance

Close

Add Scan Profile



To edit an existing entry, double-click the record.

Scan Profile	Description	Type	System
ACCUFAR	ACCUFUND AR BATCHES	BATCH	P ~ AF A/R SYSTEM DEMO
ACCUFCR	ACCUFUND CASH RECEIPTS	BATCH	O ~ AF CASH RECEIPT
ACCUFPO	ACCUFUND PO'S	BATCH	S ~ AF PURCHASE ORDERS
ACCUFHQ	ACCUFUND REQUISITIONS	BATCH	Q ~ AF REQUISITIONS
ACCUF1	ACCUFUND BATCHES	BATCH	O ~ AF ACCOUNTS PAYABLE D...
AP DOCS	ACCOUNTS PAYABLE INVOICES	BARCODE	A ~ AP WORKFLOW SYSTEM
AP-SEPERAT	ACCUFUND AP BARCODE SEPE...	BARCODE	O ~ AF ACCOUNTS PAYABLE D...
APSCANNING	SCANNING AP DOCUMENTS	BATCH	A ~ AP WORKFLOW SYSTEM
BAR997	#997 BARCODES	BARCODE	W ~ DEMO WORK SYSTEM
BATCHB	INDIVIDUAL PAGES	BARCODE	B ~ BANKING DDA SYSTEM
COURT DOCU	COURT DOCUMENTS FOR SYS...	BATCH	Z ~ COURT DOCUMENTS AND ...
DYNAMICX	INDIVIDUAL SCANNING FOR D...	BATCH	9 ~ AP DYNAMICSAX

To establish a new scan profile, click **Add Scan Profile** then fill in the required fields.

Options Processing >>

Maintain Scanning Profiles

 Close  Submit

Scanning Application:

Scanning Description:

Scanning Type: ▼

Image System ID: ▼

INDEX CONSTANTS VALUES

Document Type: ▼

Index-1:

Index-2:

Index-3:

Index-4:

Index-5:

Index-6:

Bar Code Type: ▼

Set Batch Index Flag: N/Y ▼

Routing Profile: ▼

or

Prompt For Routing Profile: N/Y ▼

Destination: P=PC
D=Direct: P=PC D=Direct ▼

Upload On Exit: N/Y ▼

Color Scanning: N/Y ▼

Use Verification PGM: N/Y ▼

Notification Window: ▼

Message:

Delete Record: ☐

Scanning Application: The name of the scan profile.

Scanning Description: Descriptive details identifying the scan profile.

Scanning Type: 1 = Standard, 2 = Batch, 3 = BarCode

Image System ID: Select the image system code for the scanned documents.

INDEX CONSTANT VALUES

Document Type: When used in the 7th index, it allows the document type selection based on one of the following: document type name, ? for all document types on file, ?TT for all documents in document tab, ?GT* for all documents in group tab.

Index 1 – Index 6: Allows pre-loading of indexes. Allows assigning of system date to any index in user-specified format. Allows assignment of system control file @parameter.

Bar Code Type: 1 =Every Page Will Have a Bar Code (001); 2 =Scan Multiple Pages, Retain Bar Code Page (999); 3 =Scan Multiple Pages, Discard Bar Code Page (998); 4 =Scan Group of Pages, Change On Different Bar Codes (997); 5 =Scan Single Pages, Change on Different Bar Codes (996)

Set Batch Index Flag: (applicable only when Scanning Type = 2-Batch) Y for Yes will mark scans for batch indexing by placing a + in index 2. N for No will record the batch as already indexed, excluding it from the batch indexing menu.

Routing Profile: Will automatically route the scan to the routing profile specified here.

Prompt For Routing Profile: Y for Yes will prompt the scan operator to select the routing profile after scanning.

Destination: P = PC, D = Direct

Upload On Exit: If Y for Yes is used the system will force an upload at the end of the scan session.

Color Scanning: If Y for Yes color scanning will be initiated.

User Verification PGM: If Y for Yes, program RVSAMPRP is called prior to scanning to perform any desired index verification. (Click [HERE](#) for more information on RVSAMPRP parameters.)

Notification Window: Used to display an optional user message prior to scanning. 1 – Never; 2 – Once, 3 – Always

Message: Specify the text that will display in the user's notification window prior to scanning.

Delete Record: Enable to delete the existing scan profile.

6.2.6. Workbasket Maintenance

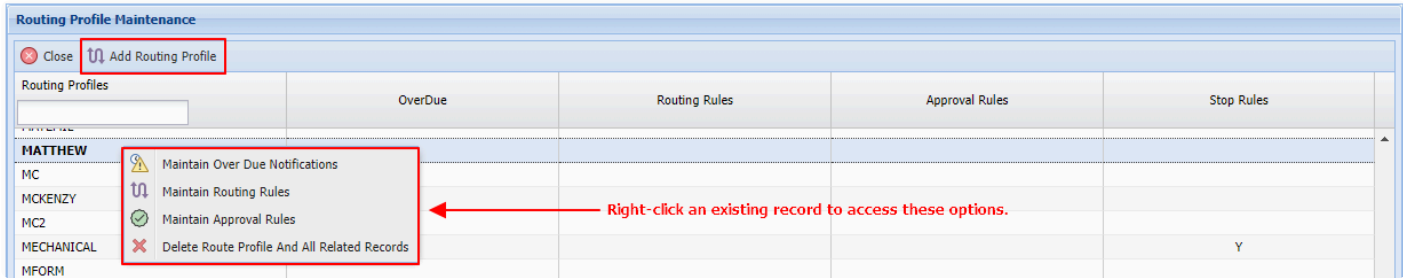
WORK BASKET MAINTENANCE

MAINTAIN ROUTING PROFILES

In this section of Maintenance, setup and maintain routing profiles for scanned documents. This process assigns personnel within each route and their viewing sequence. Access can be setup sequentially or with open access granting everyone in the route access to the documents at the same time.

6.2.6.1. Maintain Routing Profiles

Establish a new routing profile or edit an existing profile.



Click **Add Routing Profile** to setup a new routing profile.

The screenshot shows the 'Options Processing' window for 'Routing Profile Maintenance'. It has a 'Close' button and a 'Submit' button. The form contains the following fields: 'Route Name:' (text input), 'Route To User:' (dropdown), 'Sequence:' (text input), 'Arrival Notification:' (dropdown), 'Stop Rule:' (text input), 'Email:' (dropdown), 'CD:' (dropdown), and a section 'In Primary User Absence' containing 'Route To User:' (dropdown), 'Date From:' (date picker), and 'Date To:' (date picker). At the bottom, there is a 'Delete Record:' checkbox.

Route Name:	The name of the routing profile to be setup.
Route To User:	Individual or common user name used for routing. Set up or change the people assigned to this specific profile. Specifying *ROUTER as a user in a routing profile will substitute the User ID of the person who routed the image into that sequence of the route. This process will occur at routing time.
Sequence:	Permits the user to establish the desired viewing and processing order. Delivery Sequence can be set up several different ways: 1. The delivery sequence could be sequential (1,2,3). This would require user number 1 to delete the image from their workbasket after their work is completed before user number 2 could have access to the image, and user number 2 must delete the image from their workbasket after their work is completed before user number 3 can have access to the image to begin their work.

	<p>2. The delivery sequence could be set for (1,1,2). This would permit the first two users in the routing profile to have access to the image at the same time, with the third user only having access to the image after the first two users deleted the image from their workbasket when their work was completed.</p> <p>3. The delivery sequence could be set for (1,1,1). This would permit all three users in this profile to have access to the image at the same time. Each would need to delete the image from their workbasket when they completed their work. The set up procedure shown above can be used to change the User ID in the future if users need to be added or removed from the routing profile or if the delivery sequence is modified.</p>
Arrival Notification:	Y/N to specify if this user is to receive notification when an item is placed in the user's workbasket.
Stop Rule:	Y/N to specify if this stop in the route is required.
Email:	Y/N to specify if documents will be routed to email.
CD:	Y/N to specify if documents will be routed to CD.

In Primary User Absence



Route To User:	Select the an existing user from the drop down list.
Date From/Date To:	This is the time period for either a suspended user or an alternate user.

Delete Record:	Enable to delete the existing routing profile.
-----------------------	--

Right-Click Options:

- Maintain Over Due Notification**

Allows for the setup/maintenance of the Overdue Notifications items for a Routing Profile. Overdue Notification is an Image Management feature whereby supervisors can be notified when routed items remain in users' workbaskets longer than expected.

Overdue Notification Maintenance							
 Close	 Add	Double-click an existing record to perform maintenance.					
Route	Route Member	System/Doc Type	Overdue After A Period Of	Frequency	Supervisor	Notify Supervisor	Notify Member
CF-PO	MONTY	*ALL	002	D	LEN	Y	N

Options Processing >>

Overdue Notification Maintenance

✖ Close ✔ Submit

Route Name: CF-PO

Route Member: MONTY

System/Doc Type: *ALL

Overdue After A Period Of: 002

Days/Hours/Minutes: D ▼

Supervisor: LEN ▼

Notify Supervisor: Y ▼

Notify Member: N ▼



Routing To Profile: ▼

Delete Record: ☐

Route Name:	The routing profile name will automatically populate based on the current routing profile.
Route Member:	he user id for the person that will be notified in the event of an overdue entry.
System/Doc Type:	The system id or document type to trigger the overdue notification. *ALL can be used to include all systems and document types.
Overdue After A Period of:	Number of days/hours/minutes to trigger an overdue notification.
Days/Hours/ Minutes:	The interval used to calculate the <i>Overdue After A Period</i> value.
Supervisor:	The user id of the supervisor that will be notified of the overdue entry, if Notify Supervisor = Y.
Notify Supervisor:	Y to notify the supervisor identified in the Supervisor field. N to not send a notification to the supervisor.
Notify Member:	Y to notify the member listed in the Route Member field. N to not send a notification to the member.
Routing To Profile:	The name of the routing profile to send the entry to in the case of an overdue situation.
Delete Record:	Delete the overdue notification that is currently displayed.



- **Maintain Routing Rules**




Allows for the setup/maintenance of any Rules-Based Routing items for a Routing Profile.

Routing Rules Maintenance						
 Close	 Add	Double-click an existing record to perform maintenance.				
Route	Order	Index	Greater Than Or Equal To	Less Than Or Equal To	Re-Route To Profile	Change To Sequence
CF-PO	000	04	201.00	1000.00	LENJP	000
CF-PO	001	04	1001.01	5000.00	AP LARGE AMOUNT	000

Options Processing >>

Routing Rules Maintenance



 Close
  Submit

Route Name: CF-PO
 Order: 000
 Change Order: 
 Index: 04
 Greater Than Or Equal To: 201.00
 Less Than Or Equal To: 1000.00
 Re-Route To Profile: LENJP 
 Change Sequence: 000 
 Delete Record: ☐

Route Name:	The routing profile name will automatically populate based on the current routing profile.
Order:	The numeric order.
Change Order:	Move, Move Before, Move After then specify the numeric number you want it in.
Index:	Enter the Index number that will relate to the data being compared.
Greater Than Or Equal To:	Enter the value to be compared.
Less Than Or Equal To:	Enter the value to be compared.
Re-Route To Profile:	The name of the profile to re-route the document to.
Change Sequence:	The numeric value.
Delete Record:	Delete the routing rule currently displayed.

- Maintain Approval Rules**

Allows for the setup/maintenance of any Approval Rules items for a Routing Profile.

Approval Rules Maintenance											
 Close	 Add	Double-click an existing record to perform maintenance.									
Route	Doc Type	Auto Delete	Approval Action	Approval Auto Delete	Approval Change PTY	Approval Force Notes	Approval Copy/Move	Disapproval Action	Disapproval Auto Delete	Disapproval Change P...	Disapproval Force Notes
CF-APLOW			APAPPROV	Y		N	M	APPROBLEM	Y		N

Options Processing >>

Approval Rules Maintenance

Close Submit

Route Name: CF-APLOW

Document Type:

Approval

Action To Take: APAPPROV

Auto Delete: Y

Change PTY:

Force Notes: N

Copy/Move: M

Disapproval

Action To Take: APPROBLEM

Auto Delete: Y

Change PTY:

Force Notes: N

Copy/Move: M

Delete Record: ☐

Route Name:	The routing profile name will automatically populate based on the current routing profile.
Document Type:	OPTIONAL document type associated with this approval rule for the current route.

Approval

Action To Take:	The user can select from the following available options: 1. A routing profile to automatically route to. 2. A routing rule profile to automatically route to. 3. *PROMPT = Prompt for action to take when approved. 4. *NONE = Take no special action.
Auto Delete:	Y automatically deletes the routed image from the queue, N does not.
Change PTY:	Provides the ability to change the priority code for the routed image.
Force Notes:	Y forces the user to add a note, N does not force notes entry, A automatically logs an approved/disapproved note.

Copy/Move:	C to copy the entry, M to move the entry.
-------------------	---

Disapproval

Action To Take:	The user can select from the following available options: 1. A routing profile to automatically route to. 2. A routing rule profile to automatically route to. 3. *PROMPT = Prompt for action to take when disapproved. 4. *NONE = Take no special action.
Auto Delete:	Y automatically deletes the routed image from the queue, N does not.
Change PTY:	Provides the ability to change the priority code for the routed image.
Force Notes:	Y forces the user to add a note, N does not force notes entry, A automatically logs an approved/disapproved note.
Copy/Move:	C to copy the entry, M to move the entry.

Delete Record:	Enable to delete the approval rule.
-----------------------	-------------------------------------

- **Delete Route Profile And All Related Records**

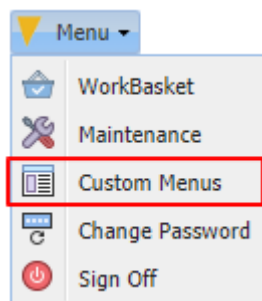
Route Name:	The name of the routing profile to be deleted.
--------------------	--

This Will Delete All Route Profile References

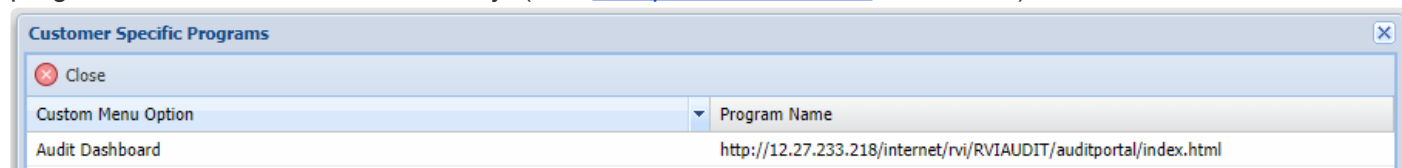
Delete All:	Enable to confirm the deletion of the routing profile.
--------------------	--

6.3. Custom Menus

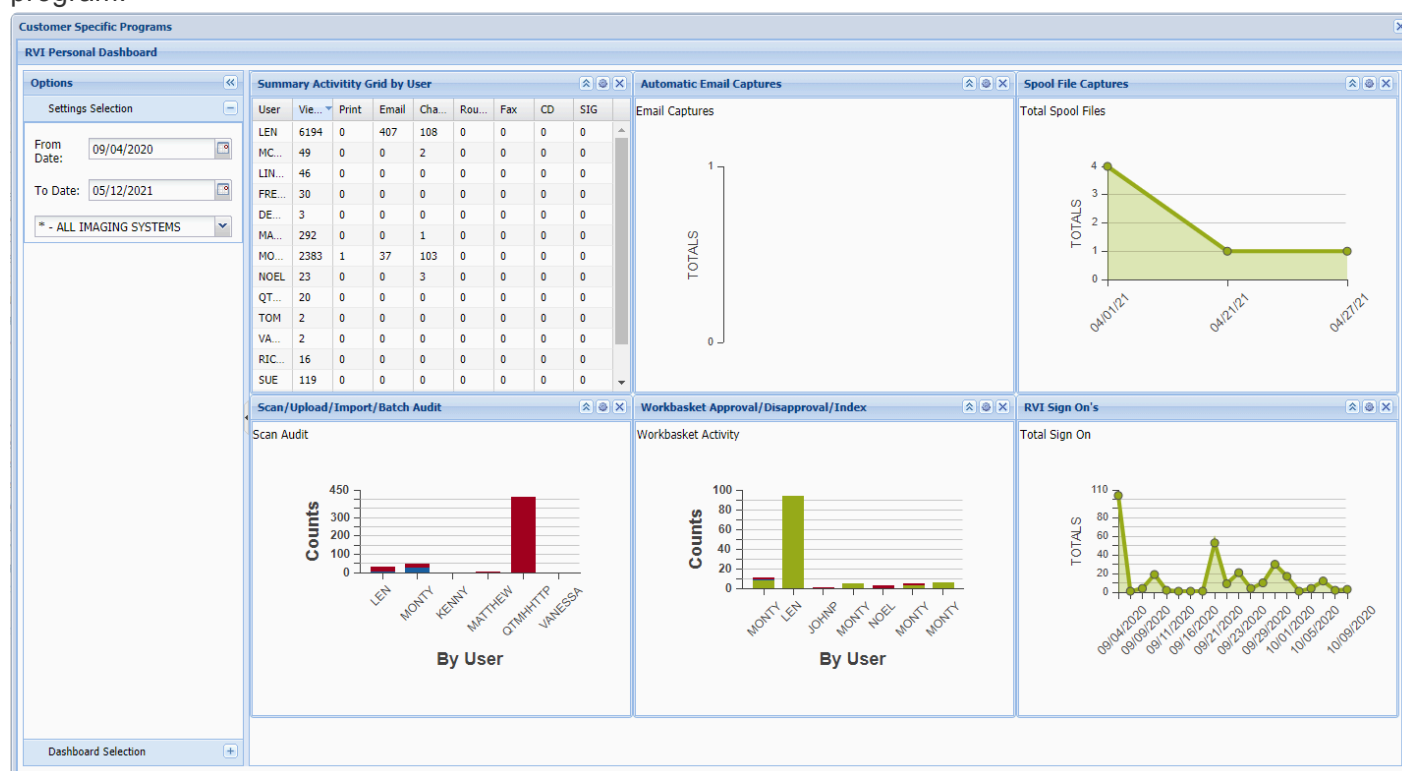
Access menus and programs specific to your organization using **Custom Menus**.



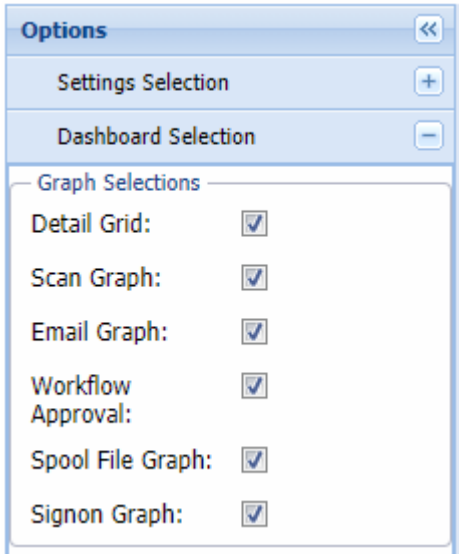
When **Custom Menus** is selected, the *Customer Specific Programs* window opens with a list of available programs based on user level security. (See [Setup Custom Menu](#) for details.)



This example shows the custom menu option **Audit Dashboard** which calls the RVI Personal Dashboard program.



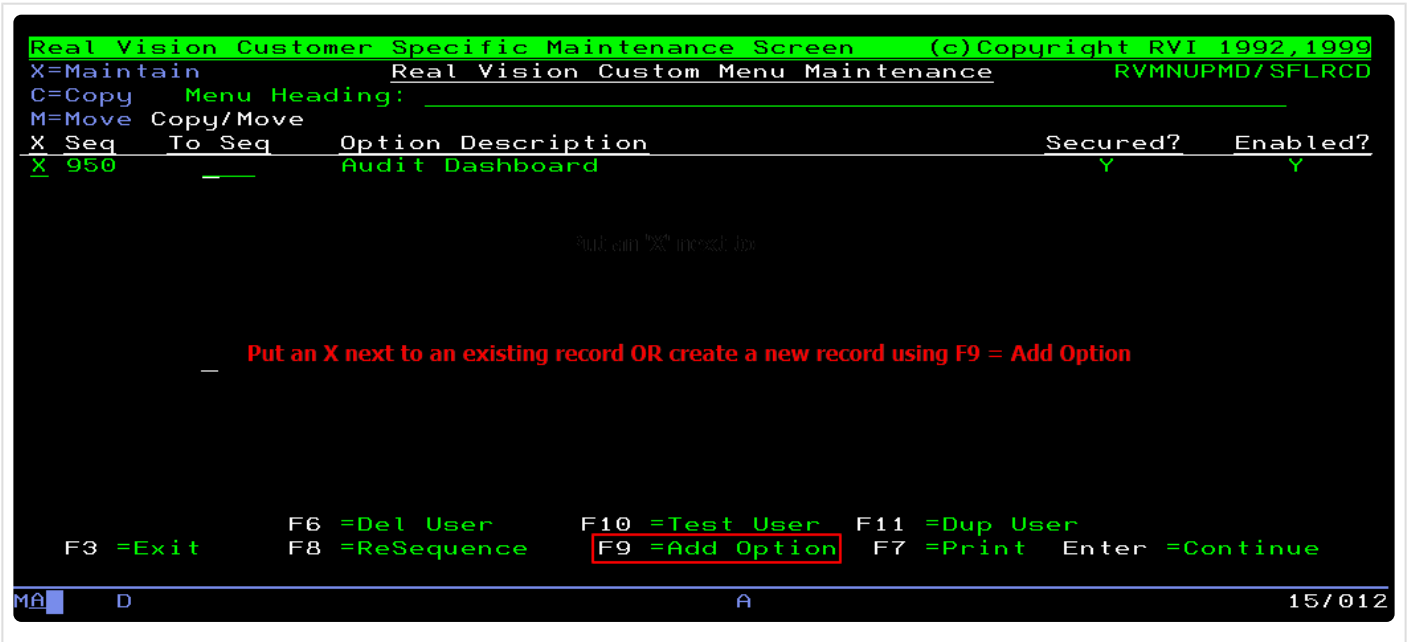
The dashboard can be personalized using the *Dashboard Selection* menu to include only those windows you want to monitor.



6.3.1. Setup Custom Menus

When a custom menu option is created, it must be setup as follows in order for it to appear in One Look under *Menu / Custom Menus*.

- 1. From an IBMi command line, with *RVILIB* in your library list, type **GO IMAGE**.
- 2. Option 8 Maintenance Menu.
- 3. Option 14 Maintain RVI Customer Specific Menu.
- 4. Put an **X** next to the option. (If you need to create an option, use **F9** = Add Option.)



```

Real Vision Customer Specific Maintenance Screen (c) Copyright RVI, 1999
UPDATE RMNUPMD/RECUPD

Option #: 950 Menu Option Text: Audit Dashboard User Security Exists.
Option Enabled?: Y (Y/N)
Setting Enabled To N Will Remove Option From All Users.
Press F5 If Security By User Is Desired. Removing Users Will Remove Security.

Command To Execute (F4 To Prompt) (Enter *HEADING if this is a heading line):
CALL LINK_parm('http://12.27.233.218/internet/rvi/RVIAUDIT/auditportal/index.htm
l')
_____
_____

F3 =Exit F5 =Maintain User Security F23 =Delete Enter =Continue

```

5. Press **F5** = Maintain User Security

6. Add user id **QTMHHTTP** as well as any user id(s) that will access this menu option.

```

Real Vision Customer Specific Custom Menu Security Copyright RVI, 1999
Seq#: 950 Desc: Audit Dashboard RMNNUUFD/TSUBCTL
Option Enabled?: Y (Y/N)
Setting Enabled To N Will Re Press F5 If Security By User
Command To Execute (F4 To Pr CALL LINK_parm('http://12.27.
l')
_____
_____

Pos To: Users:
MCKENZY
QTMHHTTP
_____
_____
_____
_____
_____

F3 =Exit

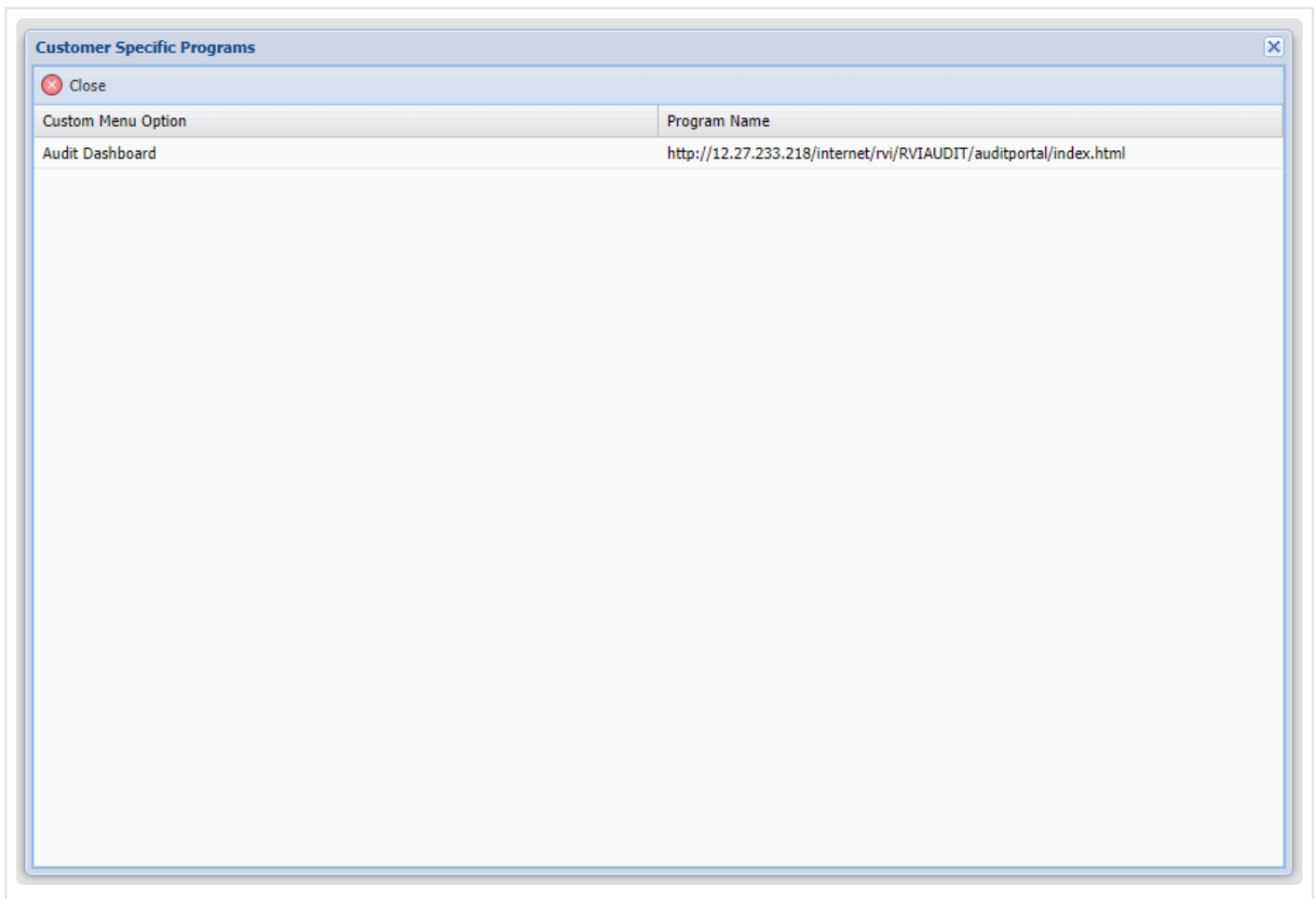
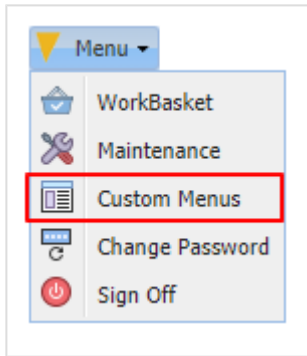
To add a customer specific menu option in One Look:
1. Add user QTMHHTTP
2. Add the user id(s) that will have access to this menu option

F3 =Exit F5 =Maintain User Security F23 =Delete Enter =Continue

```

The setup is complete!

Users specified in Step 6 will see the option when they select *Menu / Custom Menus* from One Look.



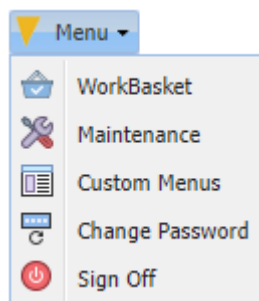
Double-click the line item to execute the menu.

In this example, we are accessing the RVI Personal Dashboard.



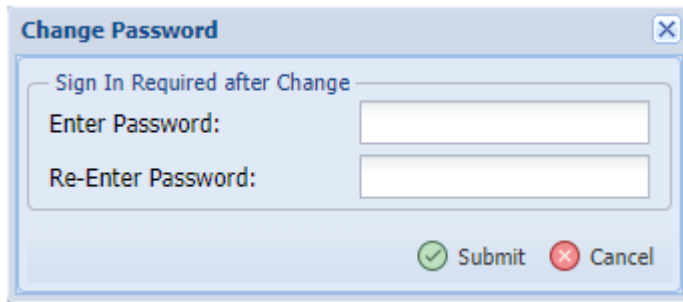
6.4. Change Password

1. Select Menu, Change Password.



2. Enter a valid password.

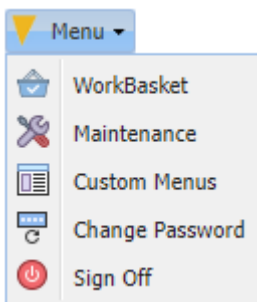
(Password Parameters: Up to 128 bytes. Allows for mixed-case, numeric, alpha, alphanumeric, and special characters except for # and &. Passwords should not begin with numbers or special characters. Whitespace character can not begin or end a password.)



A dialog box titled "Change Password" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Sign In Required after Change". Below this, there are two input fields: "Enter Password:" and "Re-Enter Password:". At the bottom of the dialog, there are two buttons: "Submit" with a green checkmark icon and "Cancel" with a red X icon.

6.5. Sign Off

Select Menu, Sign Off then close the browser.



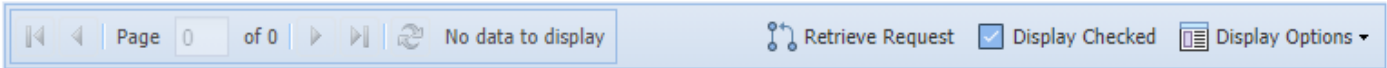
7. IMAGE INQUIRY TOOLBOX

One Look offers a variety of tools and menus to accomplish tasks within the RVI system. For quick and easy access, many options such as notes, email, and image details are available in multiple locations throughout One Look.

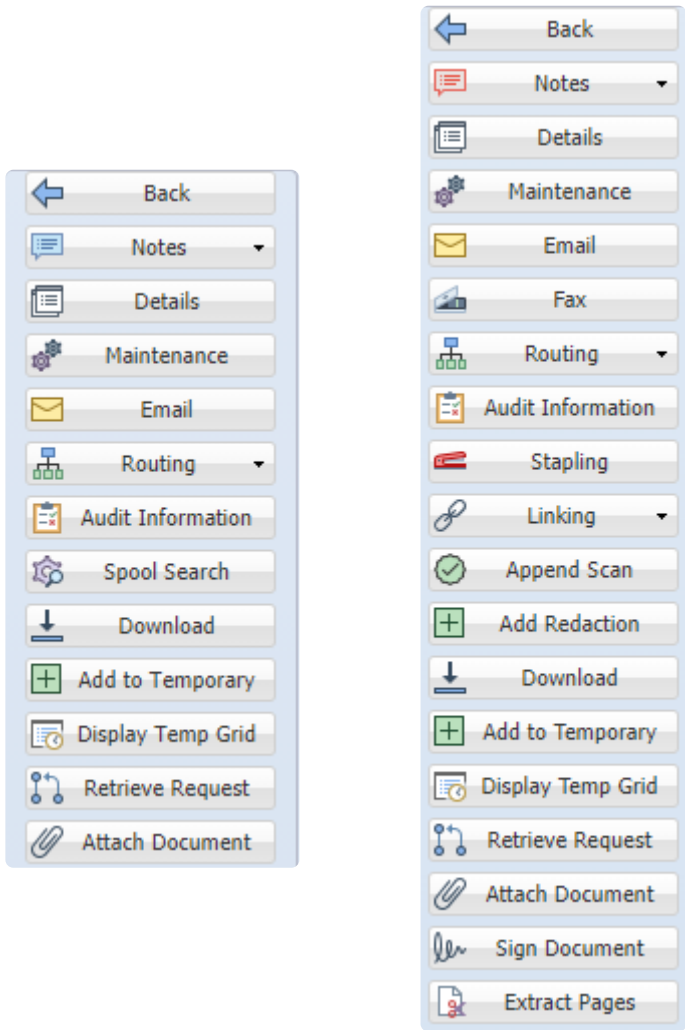
Help & Settings



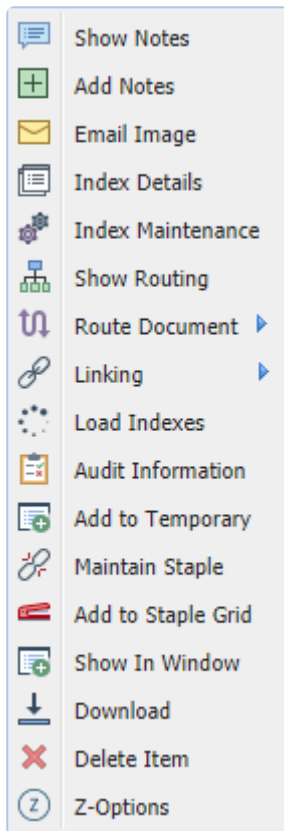
Navigation & Appearance



Display & Left Side Functions



Subfile List & Right Click Menu



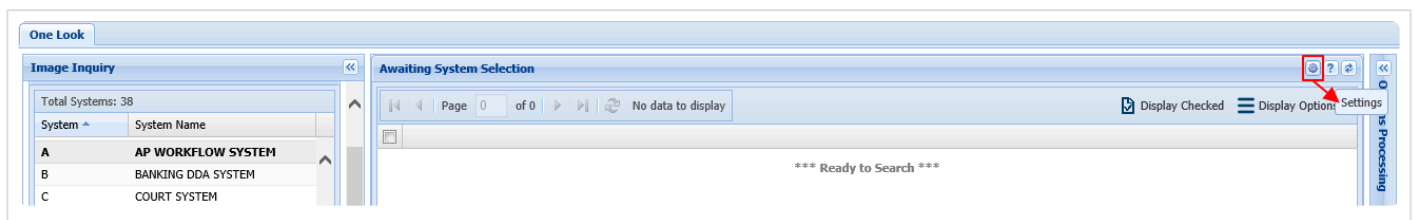
7.1. Help & Settings

To watch a video on this topic [CLICK HERE](#)


(Located in the top right-hand corner of the search results window in Image Inquiry.)

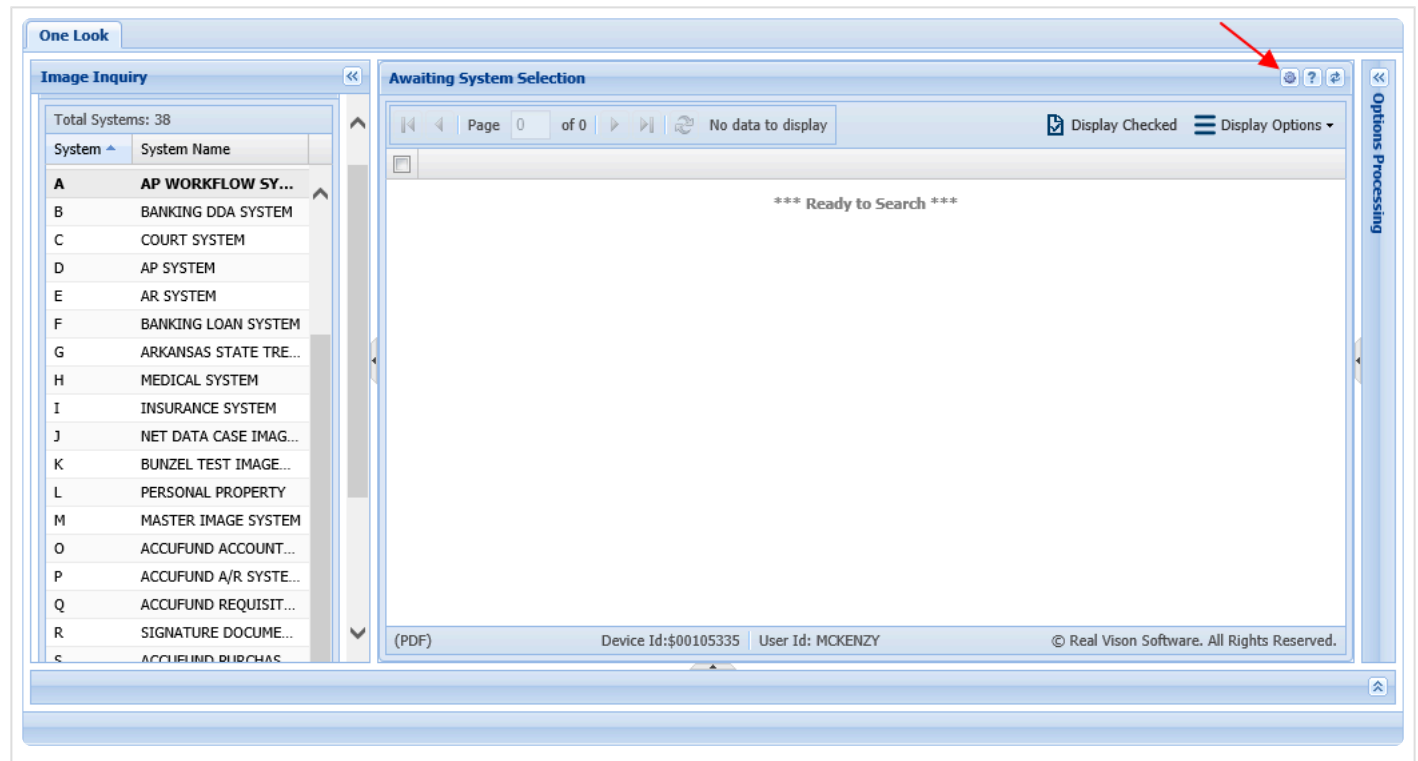


Settings: Sets session preferences including grid views and date/numeric formatting.

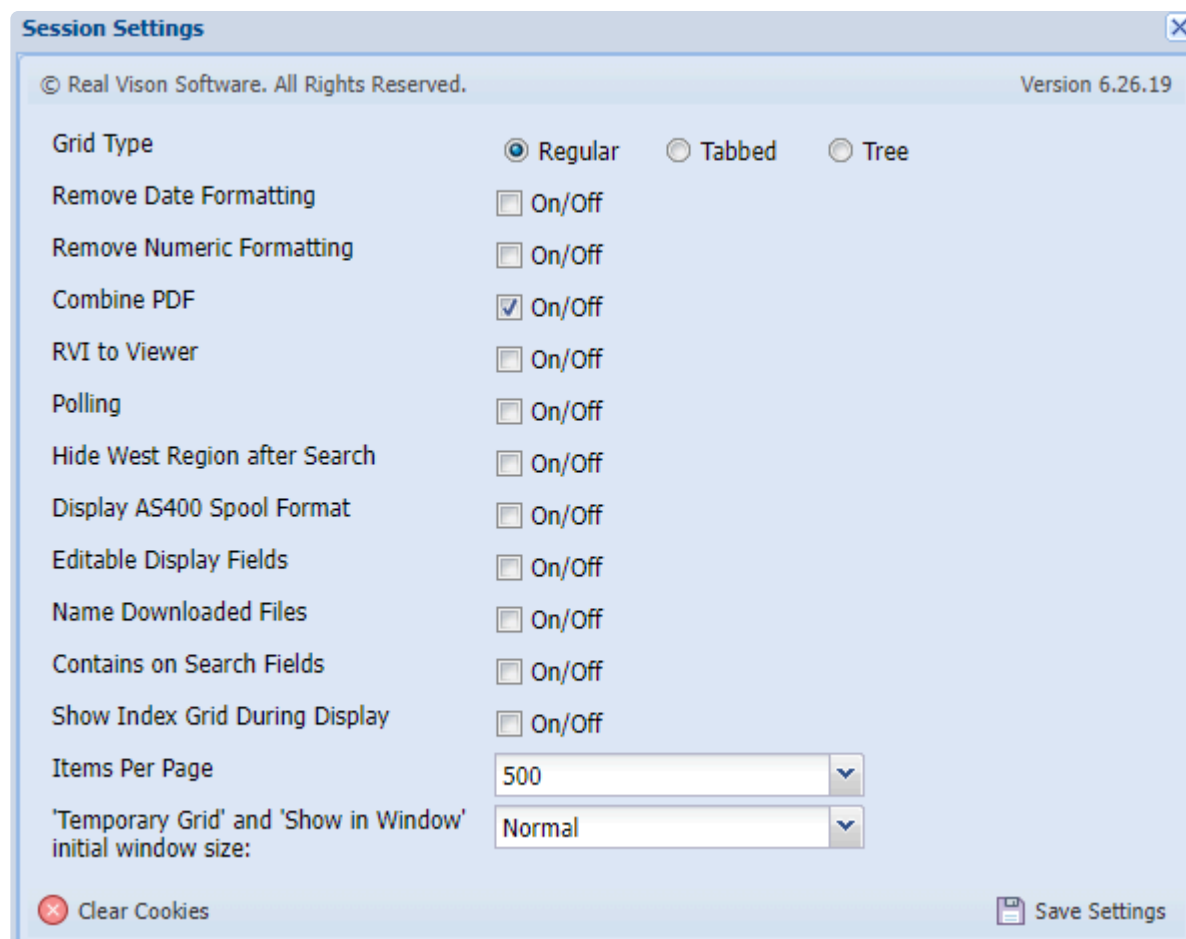


To access the session settings:

1. After login, select the  icon in the top right corner of the One Look window.



2. The session settings window will display.



Available Options:

1. Grid Type

Controls the look of the index list in the right window pane.

- *Regular*

Displays the index list based on create date.

The screenshot shows the 'Image Inquiry' window with the 'F-BANKING LOAN SYSTEM' selected. The 'Index Search' panel on the left contains fields for 'VENDOR', 'DATE', 'DOCUMENT TYPE', 'From Date', and 'To Date'. The main window displays a grid of data with columns: Flags, VENDOR, DATE, and DOCUMENT TYPE. The data is sorted by DATE.

Flags	VENDOR	DATE	DOCUMENT TYPE
<input type="checkbox"/>	1909	12/21/2011	HOUSE PHOTOGRAPH
<input type="checkbox"/>	1909	12/22/2011	FINANCIAL STATEMENT
<input type="checkbox"/>	1909	12/22/2011	LOAN APPLICATION
<input type="checkbox"/>	1909	12/25/2011	INCOME XLS

The footer shows: (PDF) Device Id:\$00105970 User Id: MCKENZY © Real Vison Software. All Rights Reserved.

- *Tabbed*

Displays the index list based on document tabs.

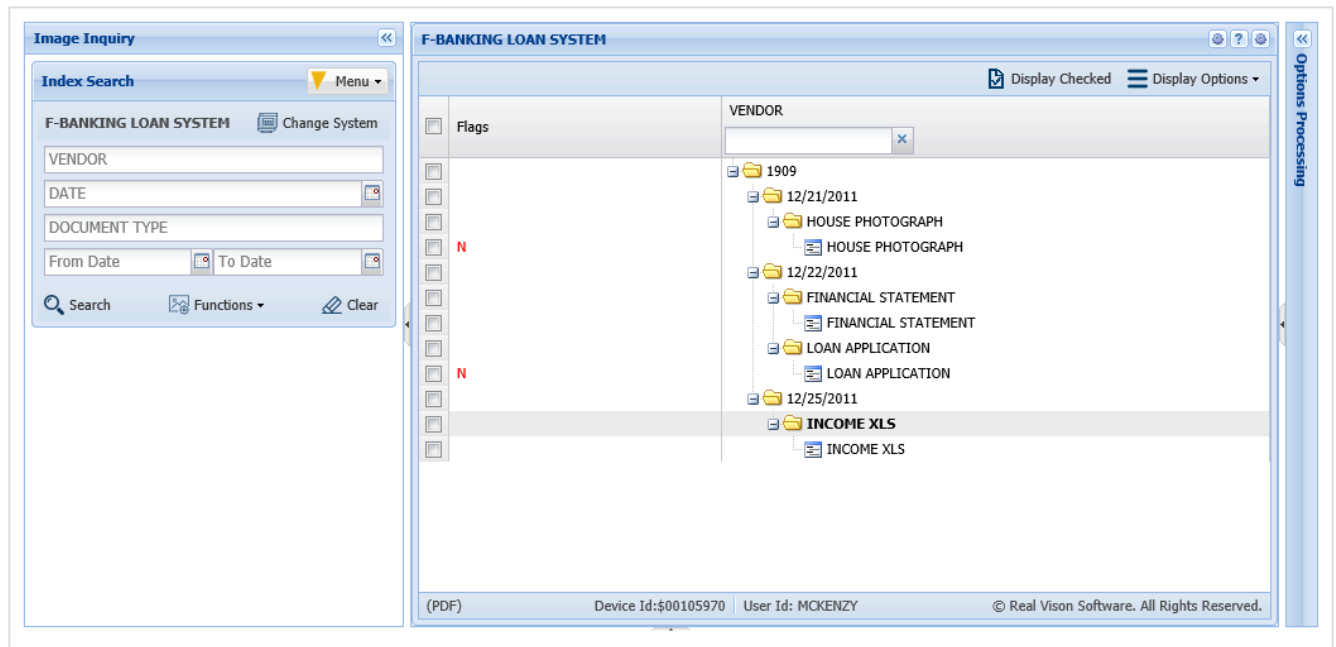
The screenshot shows the 'Image Inquiry' window with the 'F-BANKING LOAN SYSTEM' selected. The 'Index Search' panel on the left is the same as in the previous screenshot. The main window displays a grid of data with columns: Flags, VENDOR, DATE, and DOCUMENT TYPE. The data is organized into tabs: 'TAB: COLLATERAL', 'TAB: FINANCIAL INFORMATION', and 'TAB: LOAN INFORMATION'.

Flags	VENDOR	DATE	DOCUMENT TYPE
<input type="checkbox"/>	1909	12/21/2011	HOUSE PHOTOGRAPH
<input type="checkbox"/>	1909	12/22/2011	FINANCIAL STATEMENT
<input type="checkbox"/>	1909	12/25/2011	INCOME XLS
<input type="checkbox"/>	1909	12/22/2011	LOAN APPLICATION

The footer shows: (PDF) Device Id:\$00105970 User Id: MCKENZY © Real Vison Software. All Rights Reserved.

- *Tree*

Displays the index list in an expandable tree format starting with index 1.



2. Remove Date Formatting

Removes the requirement for users to enter a specific date format during image inquiry, scanning, and indexing.

3. Remove Numeric Formatting

Removes the requirement for numeric data in numeric only fields during image inquiry, scanning, and indexing.

4. Combine PDF

Allows the user to queue up and view multiple images as a single PDF. The Image ID: will show "Combined Image" in the bottom left corner of the display window. Combine PDF will be enabled by default.

Image Inquiry

Index Search

F-BANKING LOAN SYSTEM Change System

VENDOR

DATE

DOCUMENT TYPE

From Date To Date

Search Functions Clear

Back **Email** **Download**

Combined Image

VERIFICATION OF INFORMATION OF MILITARY PERSONNEL:
NAME AND ADDRESS OF SOMEONE WHO CAN CONTACT YOU AT ALL TIMES. TO VERIFY ANY AND ALL CHANGES (TO YOUR ACCOUNTS) THAT THIS INSTITUTION HAS RECEIVED ON YOUR BEHALF.

VERIFICATION OF IDENTIFICATION: * Form of Identification provided: _____ PHONE # _____
* Identification issued by: Dever's License * Expiration Date: _____ * Issue Date: _____
* Identification Number: _____ * Identification verified through: _____
Name and Address of someone who will always know your location: _____
☐ Gov. Lists ☐ Additional Documentation Attached

SECTION B - INFORMATION REGARDING JOINT APPLICANT OR OTHER PARTY Complete only if for joint credit, for individual credit relying on income or assets from other sources, or applicant is married and resides in a community property state.

FULL NAME (Last, First, Middle): ANITA DOB: 6-12-58 SSN: 00-00000 SOCIAL SECURITY: 000-00-0000
RELATIONSHIP TO APPLICANT (If Any): WIFE PREVIOUS ADDRESS (Street, City, State & Zip): None
PREVIOUS EMPLOYER (Company Name & Address): _____
HOW LONG WITH PRESENT EMPLOYER: _____ YOUR POSITION OR TITLE: _____ NAME OF SUPERVISOR: _____ BUSINESS PHONE: _____ EXT: _____
PREVIOUS EMPLOYER (Company Name & Address): _____ HOW LONG WITH PREVIOUS EMPLOYER: _____

YOUR PRESENT GROSS SALARY OR COMMISSION: \$ _____ PER _____ YOUR PRESENT NET SALARY OR COMMISSION: \$ _____ PER _____ NO. DEPENDENTS: _____ AGES OF DEPENDENTS: _____

Alimony, child support, or separable maintenance: Income need not be reported if you do not wish to have it considered as a basis for repaying this obligation.
Alimony, child support, separable maintenance: received under: ☐ Court Order ☐ Written Agreement ☐ Oral Understanding

OTHER INCOME: \$ _____ PER _____ SOURCES OF OTHER INCOME: _____

Is my former third in line (second if not reduced before the credit requested is paid off)? ☐ No ☐ Yes (Explain in detail, use separate sheet if necessary)

Has Joint Applicant or Other Party ever received credit from us? ☐ Yes ☐ No (When?) _____ Checking Account Number: _____ Where? _____ Balance: _____
OFFICE: _____ Name and Address of someone who will always know your location: _____ Relationship: _____ Telephone: (Area Code) _____

VERIFICATION OF INFORMATION OF MILITARY PERSONNEL:
NAME AND ADDRESS OF SOMEONE WHO CAN CONTACT YOU AT ALL TIMES. TO VERIFY ANY AND ALL CHANGES (TO YOUR ACCOUNTS) THAT THIS INSTITUTION HAS RECEIVED ON YOUR BEHALF.

VERIFICATION OF IDENTIFICATION: * Form of Identification provided: _____ PHONE # _____
* Identification issued by: _____ * Expiration Date: _____ * Issue Date: _____
* Identification Number: _____ * Identification verified through: _____
Name and Address of someone who will always know your location: _____
☐ Gov. Lists ☐ Additional Documentation Attached

SECTION C - MARITAL STATUS Complete only if for joint or secured credit, or applicant resides in a community property state or is relying on property located in such a state as a basis for repayment of the credit requested.

APPLICANT ☒ Married ☐ Separated ☐ Unmarried (including single, divorced, and widowed)
OTHER PARTY ☐ Married ☐ Separated ☐ Unmarried (including single, divorced, and widowed)

SECTION G: CREDIT DISCLOSURE FOR INSURANCE (applicant copy):
This notice is provided to you relating to information that is or may be offered, solicited or sold in connection with your application for credit through **The Funnell Bank & Trust Company**.

5. RVI to Viewer

Forces the display of images into the RVI PC Viewer.

✿ [RVI PC Viewer 9.1.xx or higher must be installed locally on the pc.](#)

6. Polling

Check/Uncheck this option to enable/disable the polling function from running. This only applies to users set to [Type O or P](#) as their Image Viewer configuration on the IBMi.

7. Polling Interval

When Polling is enabled, use the slider bar to set the polling interval in seconds.

8. Hide West Region after Search

After clicking the Search button in Image Inquiry, the Index Search panel will minimize leaving the list of results maximized across the screen.

Z-COURT DOCUMENTS AND EXHIBITS


The Index Search panel will minimize. To reopen the panel click the double arrows.

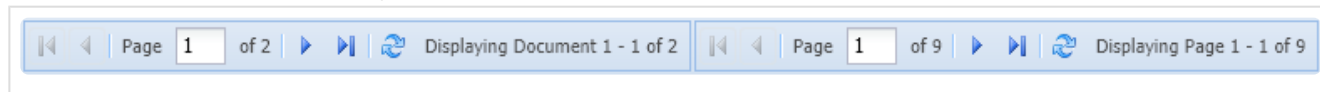
Retrieve Request Display Checked Display Options

Flags	CASE #	FILE DATE	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
	241780	01/02/2018	J JARRED	T JARRED	C	MONTAGUE	DRAFT
N	241780	03/15/2017	J JARRED	T JARRED	C	MONTAGUE	FIRST SUPPLEMENTAL
N R S	241780	03/15/2017	J JARRED	T JARRED	C	MONTAGUE	GARNISHMENT
N L	241780	04/22/2017	J JARRED	T JARRED	C	MONTAGUE	PETITION
	241780	01/18/2018	J JARRED	T JARRED	C	J DOWNS	WORD

9. Display AS400 Spool Format


Check/Uncheck this option to enable/disable the feature to bring up large spool files quicker by breaking down spool files by document/page. If several spool files are selected and Display AS400

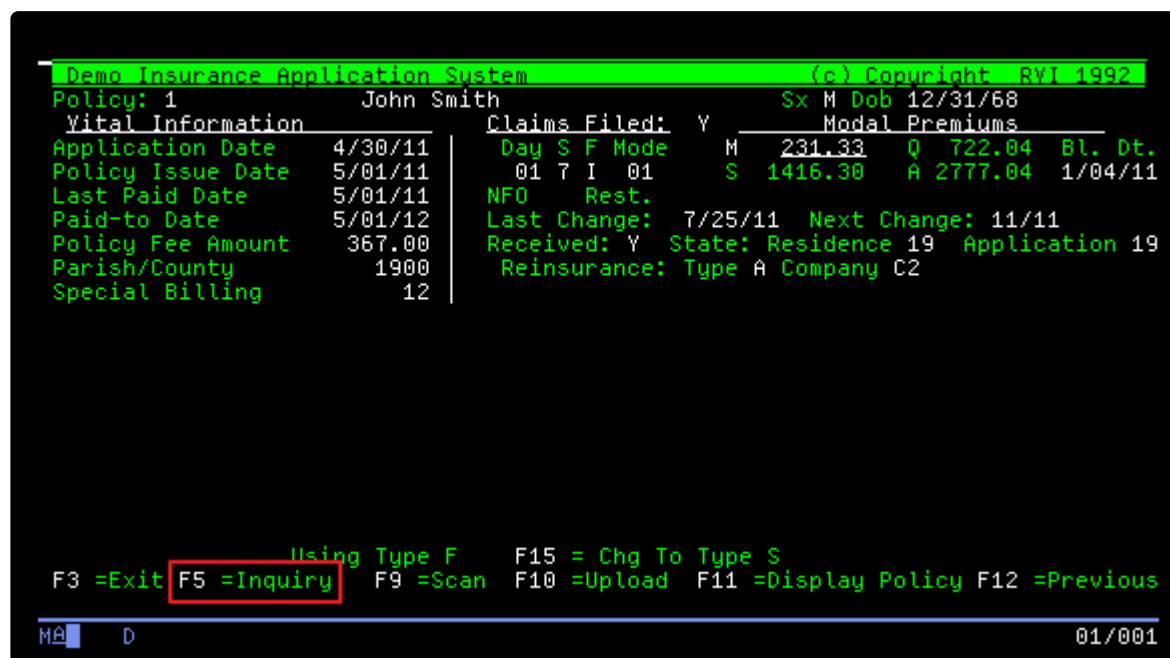
Spool Format is enabled, you will see 2 paging toolbars at the bottom of the screen. The left toolbar controls which document is being displayed. The right toolbar controls which page within the document is being displayed. When using  Spool Search while Display AS400 Spool Format is enabled, the search will apply to ALL spool files that are queued up.

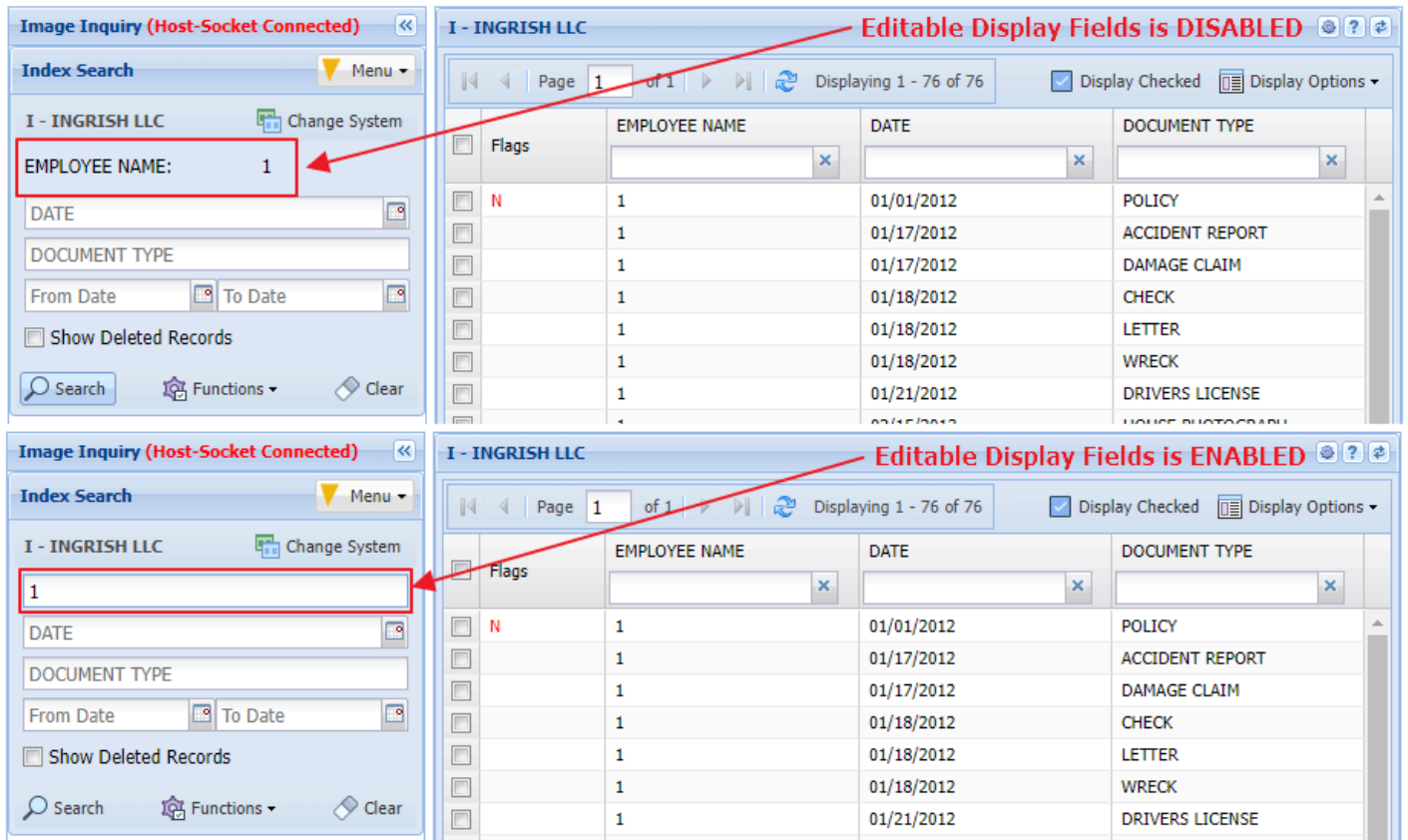


10. Editable Display Fields

Enabling this feature allows users with a custom interface to temporarily “edit” index fields after the initial inquiry.

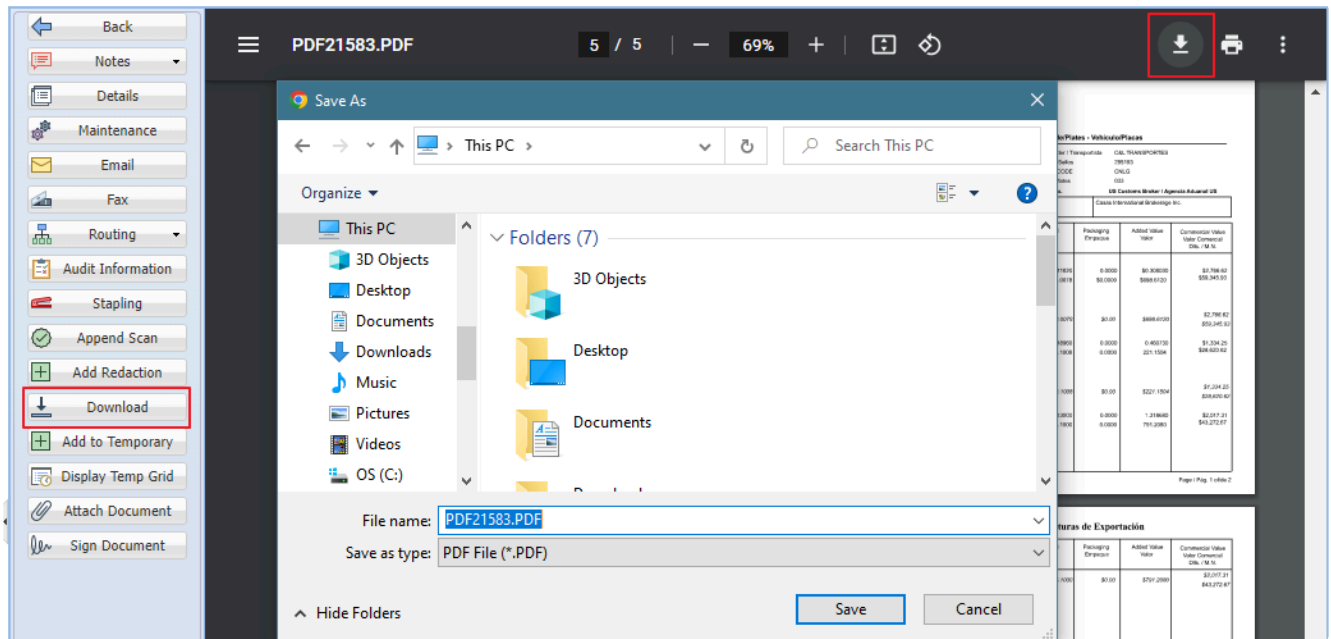
Below is an example of a custom interface from the IBMi to OneLook. The user selects F5 to inquire. OneLook populates with the index(es) passed from the interface. In this case EMPLOYEE NAME = 1. Since Enable Display Fields is *enabled*, the user can edit EMPLOYEE NAME. If Enable Display Fields is *disabled*, the user can not edit EMPLOYEE NAME. By editing the index, the user can perform additional searches and use the **Functions** drop down options .



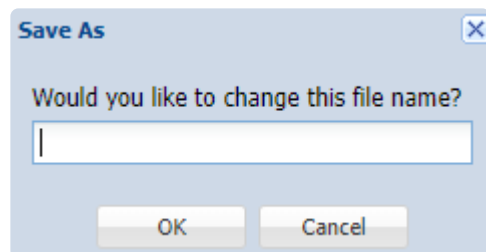


11. Name Downloaded Files

Allows for the renaming of downloaded files. A Save As dialog box will open when the user clicks the Download option.



Alternate Save As dialog that will display is the **Download** button is used rather than the download arrow.



12. Contains on Search Fields

Allows wildcard search using asterick for a string containing the specified value. For example, users can search for ***237***

The system will find all matches for Index 1 containing **237** such as **012376**.

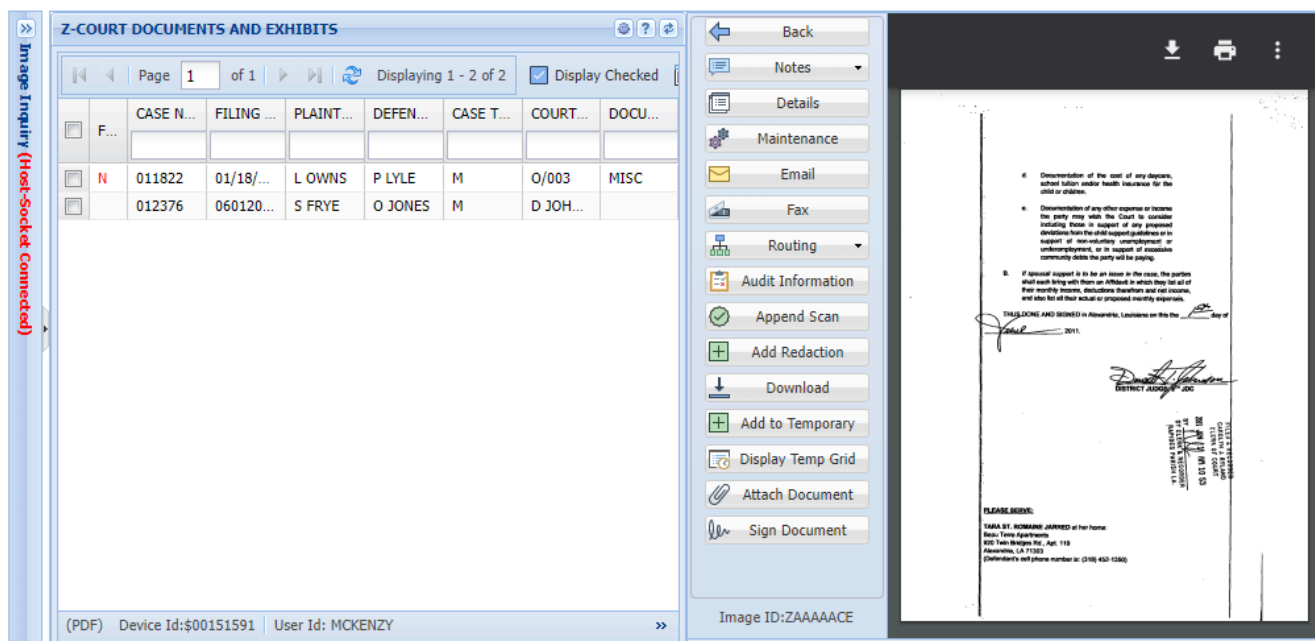
The screenshot shows the 'Image Inquiry (Host-Socket Connected)' window. The 'Index Search' section is active, displaying search criteria for 'Z-COURT DOCUMENTS AND EXHIBITS'. The search term '*237*' is entered in the first field. Other fields include FILING DATE, PLAINTIFF, DEFENDANT, CASE TYPE, COURT/JUDGE, and DOCUMENT TYPE. There are also 'From Date' and 'To Date' fields, and a 'Show Deleted Records' checkbox. At the bottom are 'Search', 'Functions', and 'Clear' buttons.

To the right, the 'Z-COURT DOCUMENTS AND EXHIBITS' table displays the search results. The table has columns for 'Flags', 'CASE NUMBER', and 'FILING DATE'. The results show 7 records, all with the case number '012376' and various filing dates. The first row is highlighted with a red box.

Flags	CASE NUMBER	FILING DATE
<input type="checkbox"/>	012376	
<input type="checkbox"/>	012376	P
<input type="checkbox"/>	012376	P1
<input type="checkbox"/>	012376	P2
<input type="checkbox"/>	012376	P3
<input type="checkbox"/>	012376	06012011
<input type="checkbox"/>	012376	2

13. Show Index Grid During Display

Keeps the subfile list of results open while displaying an image. Allows the user to double-click on additional documents as needed without backing out of the display window.



14. Items Per Page

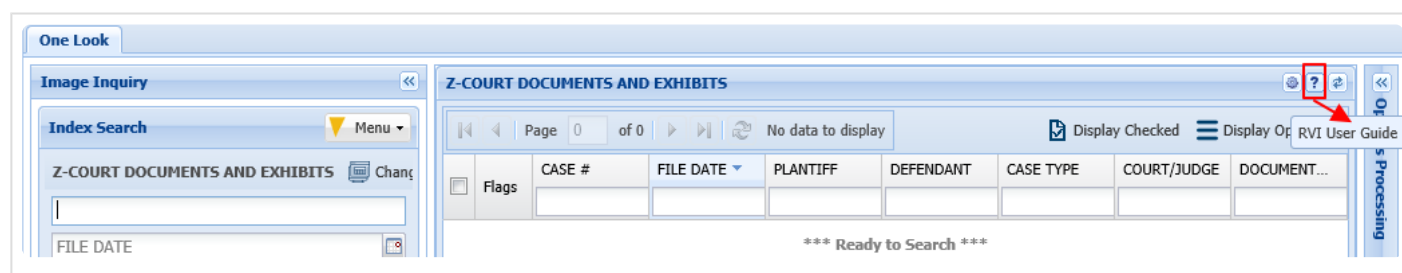
Lists up to the number of records set, before breaking the list into separate pages. The default value is 800.

15. Temporary Grid and Show In Window initial window size

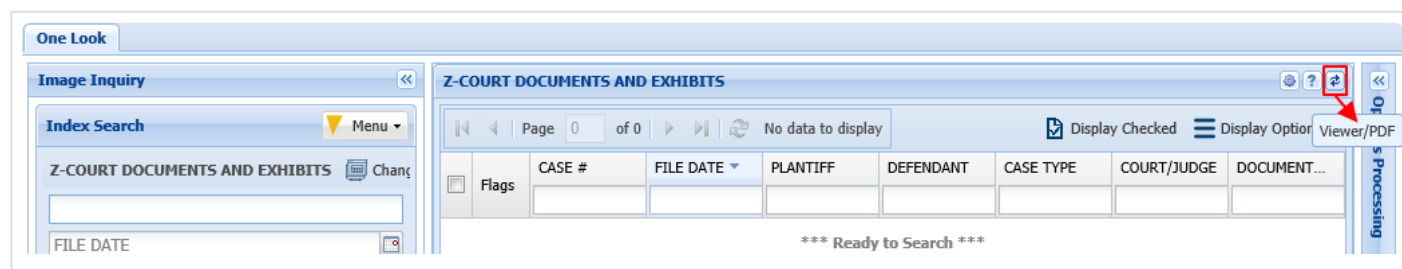
Sets the default size of the pop up window when viewing [temporary grid](#) or show in window. The default is 'Normal' with 'Maximized' and 'Height 100%, Width 50%' as options.



RVI User Guide: Displays the current One Look manual allowing customers to search on help topics and send comments to RVI customer service.



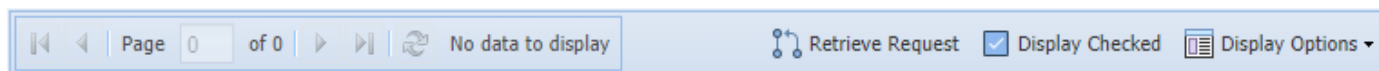
Viewer/PDF: Switches the PDF image display from the browser to the RVI PC viewer.



7.2. Navigation & Appearance

To watch a video on this topic [CLICK HERE](#)

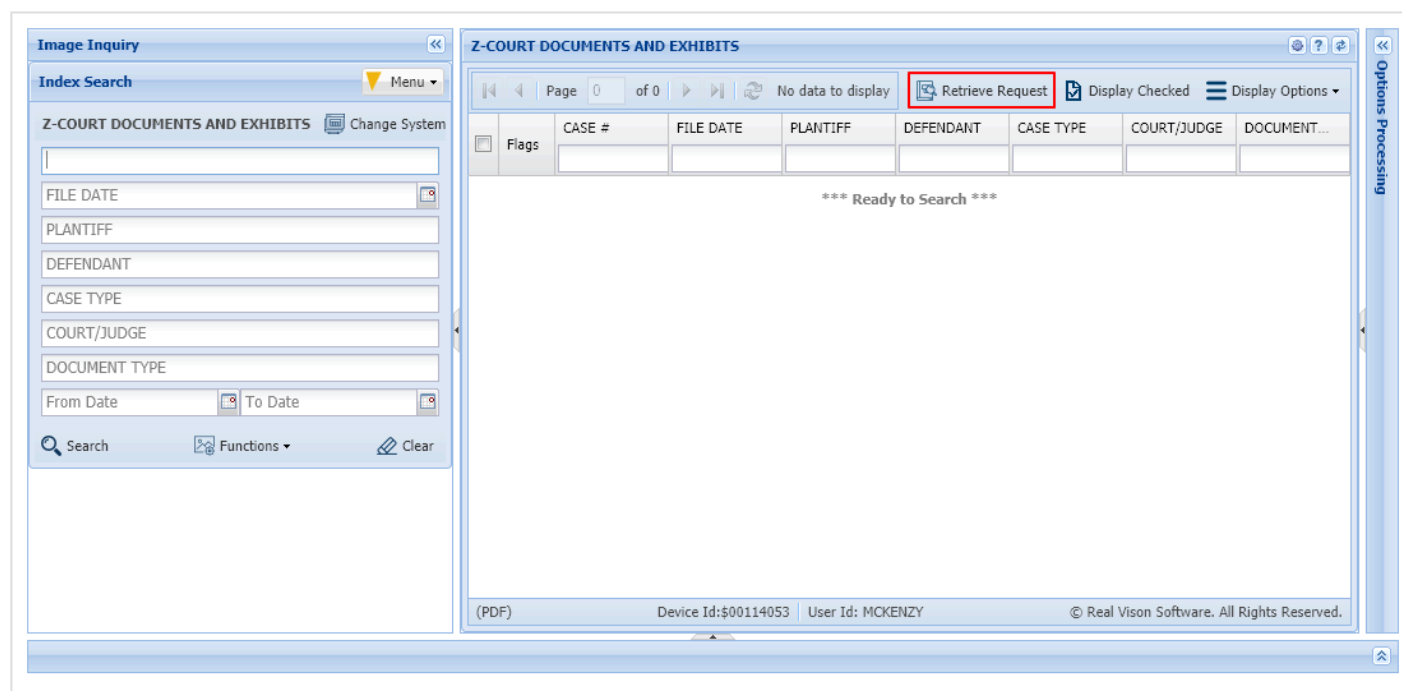
(Located above the search results window in Image Inquiry.)



Retrieve Request: Manual information retrieval through a **CUSTOM INTERFACE** with the IBMi green screen used for One Look functions (View, Scan, Import, Upload) when polling or sockets is not used. Using the IBMi green screen, the user will navigate to and execute the **CUSTOM** function then press the Retrieve Request button from One Look to complete the request.

For example, the user takes the V-to-view option from the IBMi green screen to view a document then presses the Retrieve Request button from One Look to complete the request and display the document inside of the One Look frame.

Retrieve Request is typically used by customers experiencing performance issues, customers that do not want to run sockets, or customers not running DataQueue code for polling.



Display Checked: View all documents selected with a check mark.

Image Inquiry

Index Search

Z-COURT DOCUMENTS AND EXHIBITS

241780

FILE DATE

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 - 5 of 5




Items selected: 2

Retrieve Request

Display Checked

Display Options

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
	241780	01/02/2018	J JARRED	T JARRED	C	MONTAGUE	DRAFT
N	241780	03/15/2017	J JARRED	T JARRED	C	MONTAGUE	FIRST SUPPLE...
N R S	241780	03/15/2017	J JARRED	T JARRED	C	MONTAGUE	GARNISHMENT
N L	241780	04/22/2017	J JARRED	T JARRED	C	MONTAGUE	PETITION
	241780	01/18/2018	J JARRED	T JARRED	C	J DOWNS	WORD

Under Settings   , when [Combine PDF](#) is Enabled – Use the scroll bar to move between TIF and JPG documents. Use the arrows to move between OEM documents.

When Combine PDF is enabled, the Combine/PDF button will not appear.

Image Inquiry

Index Search

Z-COURT DOCUMENTS AND EXHIBITS

241780

FILE DATE

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Date To Date

Search Functions Clear

Back

Email

Download

CIVIL SUIT NUMBER 241780 A

DIVISION " "

JONATHAN CHASE JARRED

NINTH JUDICIAL DISTRICT COURT

VERSUS

PARISH OF RAPIDES

TARA ST. ROMAINE JARRED

STATE OF LOUISIANA

PETITION FOR DIVORCE AND OTHER RELIEF

The petition of **JONATHAN CHASE JARRED**, of the full age of majority and a resident and domiciliary of Rapides Parish, Louisiana, with respect represents:

1.

TARA ST. ROMAINE JARRED, domiciled in Pineville, Rapides Parish, Louisiana, is made defendant herein.

2.

The petitioner and defendant were married on or about June 23, 2010, in Rapides Parish, Louisiana, where they immediately established their matrimonial domicile and where it remains to date.

3.

Combined Images

Page 1 of 2

Displaying 1 - 1 of 2

Under Settings   , when [Combine PDF](#) is Disabled – Use arrows to move to the next document.

When Combine PDF is disabled, the Combine/PDF button will be active.

The screenshot displays the 'Image Inquiry' application. On the left is a search panel with fields for 'Z-COURT DOCUMENTS AND EXHIBITS', 'FILE DATE', 'PLANTIFF', 'DEFENDANT', 'CASE TYPE', 'COURT/JUDGE', 'DOCUMENT TYPE', and date ranges. A search button and 'Functions' menu are at the bottom. The main area shows a scanned document titled 'CIVIL SUIT NUMBER 241780 A' and 'DIVISION " "'. The document text includes: 'JONATHAN CHASE JARRED' vs 'TARA ST. ROMAINE JARRED', 'NINTH JUDICIAL DISTRICT COURT' vs 'PARISH OF RAPIDES', and 'STATE OF LOUISIANA'. The document is a 'PETITION FOR DIVORCE AND OTHER RELIEF'. It describes the petitioner and defendant, their marriage on June 23, 2010, and their marital domicile. A sidebar on the right contains 'Options Processing'. At the bottom, a status bar shows 'Page 1 of 2' and 'Displaying 1 - 1 of 2'.

Display Options

The 'Display Options' menu is shown, listing five options: 'Display Temporary Grid', 'Display Staple Grid', 'Show Row Numbers', 'Grid To Excel', and 'User Activity Chart'. Each option is preceded by a small icon representing its function.

- **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. (*The temporary grid is cleared automatically when the user logs off.*)

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/JU...	DOCUMENT...	TYPE
<input type="checkbox"/> N R	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	FIRST SUP...	IMAGE
<input type="checkbox"/> N ...	241780	03/15/2017	J J		C	MONTOGUE	GARNISHM...	IMAGE
<input type="checkbox"/> N L	241780	04/22/2017	J J		C	MONTOGUE	PETITION	IMAGE
<input type="checkbox"/>	241780	01/18/2018	J J		C	J DOWNS	WORD	OEM

Right-click context menu options:

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

To add a document into the Temporary Grid:

1. Right-click a record.
2. Select 'Add to Temporary'.

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Image Inquiry

Index Search

Z-COURT DOCUMENTS AND EXHIBITS | Change System

241780

FILE DATE

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/JU...	DOCUMENT...	TYPE
<input type="checkbox"/> N R	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	FIRST S	
<input type="checkbox"/> N ...	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	GARNIS	
<input type="checkbox"/> N L	241780	04/22/2017	J JARRED	T JARRED	C	MONTOGUE	PETITI	
<input type="checkbox"/>	241780	01/18/2018	J JARRED	T JARRED	C	J DOWNS	WORD	OEM

Display Options menu:

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

To display the Temporary Grid:

1. Click 'Display Options'.
2. Select 'Display Temporary Grid'.

Temporary Grid

Close | Clear Temporary Grid | View Selected | Combine

(PERSONAL PROPERTY)	(DESCRIPTION)	(PIN:)	(OWNER:)	(TAG:)	(STATUS:)	(NOT USED)	(NOT USED)
L	PHOTOGRAPH	310069	SMITH RONALD	124 SARCOXIE TOWN...	01/08/2015		
(COURT DOCUMENTS...	(DOCUMENT TYPE)	(CASE #)	(FILE DATE)	(PLANTIFF)	(DEFENDANT)	(CASE TYPE)	(COURT/JUDGE)
Z	PETITION	241780	04/22/2017	J JARRED	T JARRED	C	MONTOGUE
Z	GARNISHMENT	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE

- **Display Staple Grid:** Displays the Staple Grid allowing the user to see the items waiting to be stapled and to finalize the staple process as well as maintain existing staple bundles.

(The staple grid is cleared automatically when the user logs off.)

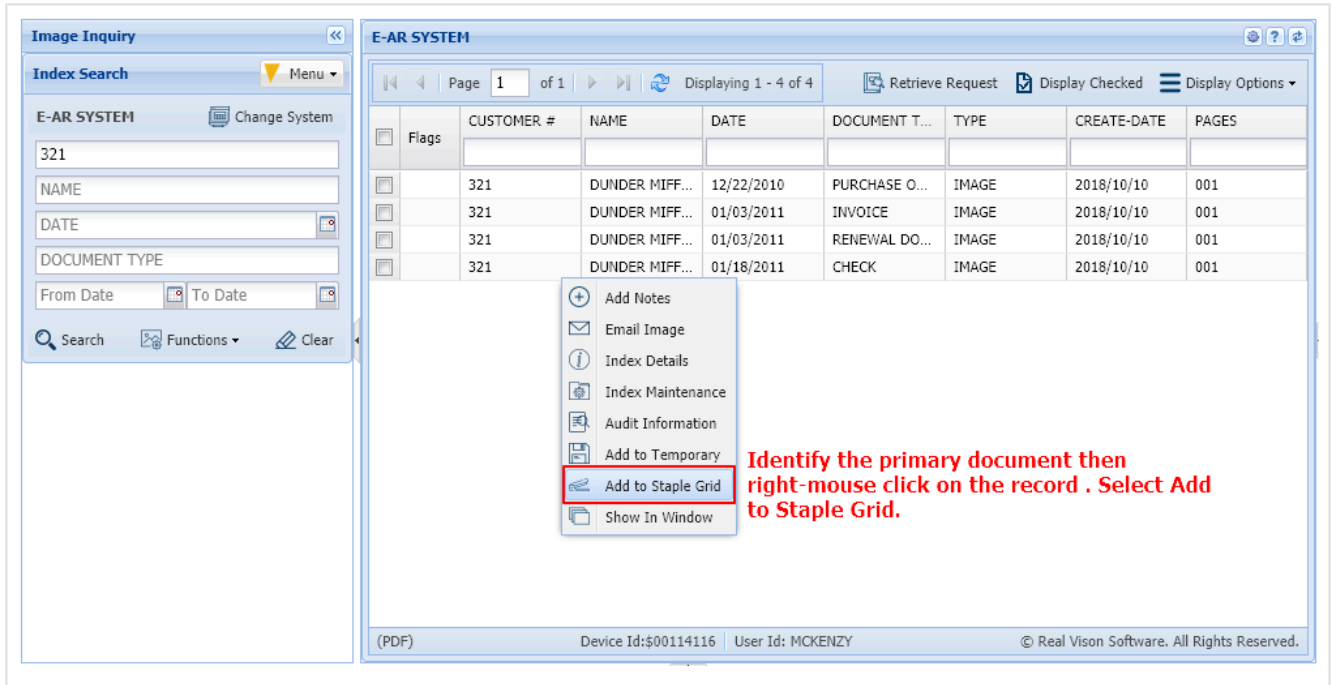


Image Inquiry

Index Search Menu

E-AR SYSTEM Change System

321

NAME

DATE

DOCUMENT TYPE

From Date To Date

Search Functions Clear

E-AR SYSTEM

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

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

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

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

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

- **Show Row:** Displays the numerical row number next to each record.

Image Inquiry Menu

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 #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT	DOCUMENT TYPE
<input type="checkbox"/>		241780	01/02/2018	J JARRED	T JARRED	C	MONT	
<input type="checkbox"/>	N	241780	03/15/2017	J JARRED	T JARRED	C	MONT	
<input type="checkbox"/>	N S	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	GARNISH...
<input type="checkbox"/>	N L	241780	04/22/2017	J JARRED	T JARRED	C	MONTOGUE	PETITION
<input type="checkbox"/>		241780	07/24/2018	J JARRED	T JARRED	C	BEAR	PICTURE
<input type="checkbox"/>		241780	07/24/2018	J JARRED	T JARRED	C	BIRD	PICTURE
<input type="checkbox"/>		241780	07/24/2018	J JARRED	T JARRED	C	MONTOGUE	PICTURE
<input type="checkbox"/>		241780	07/24/2018	J JARRED	T JARRED	C	MONTOGUE	PICTURE
<input type="checkbox"/>		241780	07/30/2018	J JARRED	T JARRED	C	MONTOGUE	PICTURE I...
<input type="checkbox"/>		241780	01/18/2018	J JARRED	T JARRED	C	J DOWNS	WORD

(PDF) Device Id:\$00104066 User Id: MCKENZY © Real Vison Software. All Rights Reserved.

- **Hide Row:** Hides the numerical row number next to each record.

Image Inquiry

Index Search Menu

Z-COURT DOCUMENTS AND EXHIBITS

241780

FILE DATE

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 - 10 of 10 Display Checked Display Options

Display Temporary Grid

Hide Row Numbers

Grid To Excel

User Activity Chart

	Flags	CASE #	FILE DATE	PLANTIFF	DEFENDA...	CASE TYPE	COL	
1		241780	01/02/2018	J JARRED	T JARRED	C	MO	
2	N	241780	03/15/2017	J JARRED	T JARRED	C	MO	
3	N S	241780	03/15/2017	J JARRED	T JARRED	C	MONTOG...	GARNISH...
4	N L	241780	04/22/2017	J JARRED	T JARRED	C	MONTOG...	PETITION
5		241780	07/24/2018	J JARRED	T JARRED	C	BEAR	PICTURE
6		241780	07/24/2018	J JARRED	T JARRED	C	BIRD	PICTURE
7		241780	07/24/2018	J JARRED	T JARRED	C	MONTOG...	PICTURE
8		241780	07/24/2018	J JARRED	T JARRED	C	MONTOG...	PICTURE
9		241780	07/30/2018	J JARRED	T JARRED	C	MONTOG...	PICTURE...
10		241780	01/18/2018	J JARRED	T JARRED	C	J DOWNS	WORD

(PDF) Device Id:\$00104066 User Id: MCKENZY © Real Vision Software. All Rights Reserved.

- **Grid to Excel:** Display a list of the One Look sub file indexes in Excel. Also, used in [spool file search](#) to display spool file reports in Excel.

The screenshot shows the 'D-AP SYSTEM' application window. At the top, it displays 'Page 1 of 1' and 'Displaying 1 - 54 of 54'. Below this is a table with columns: Flags, VENDOR #, COMPANY, DATE, DOCUMENT TYPE, TYPE, and CREATE-DATE. The table contains four rows of data. To the right of the table, a 'Display Options' menu is open, showing options like 'Display Temporary Grid', 'Display Staple Grid', 'Show Row Numbers', 'Grid To Excel' (highlighted with a red box), and 'User Activity Chart'.

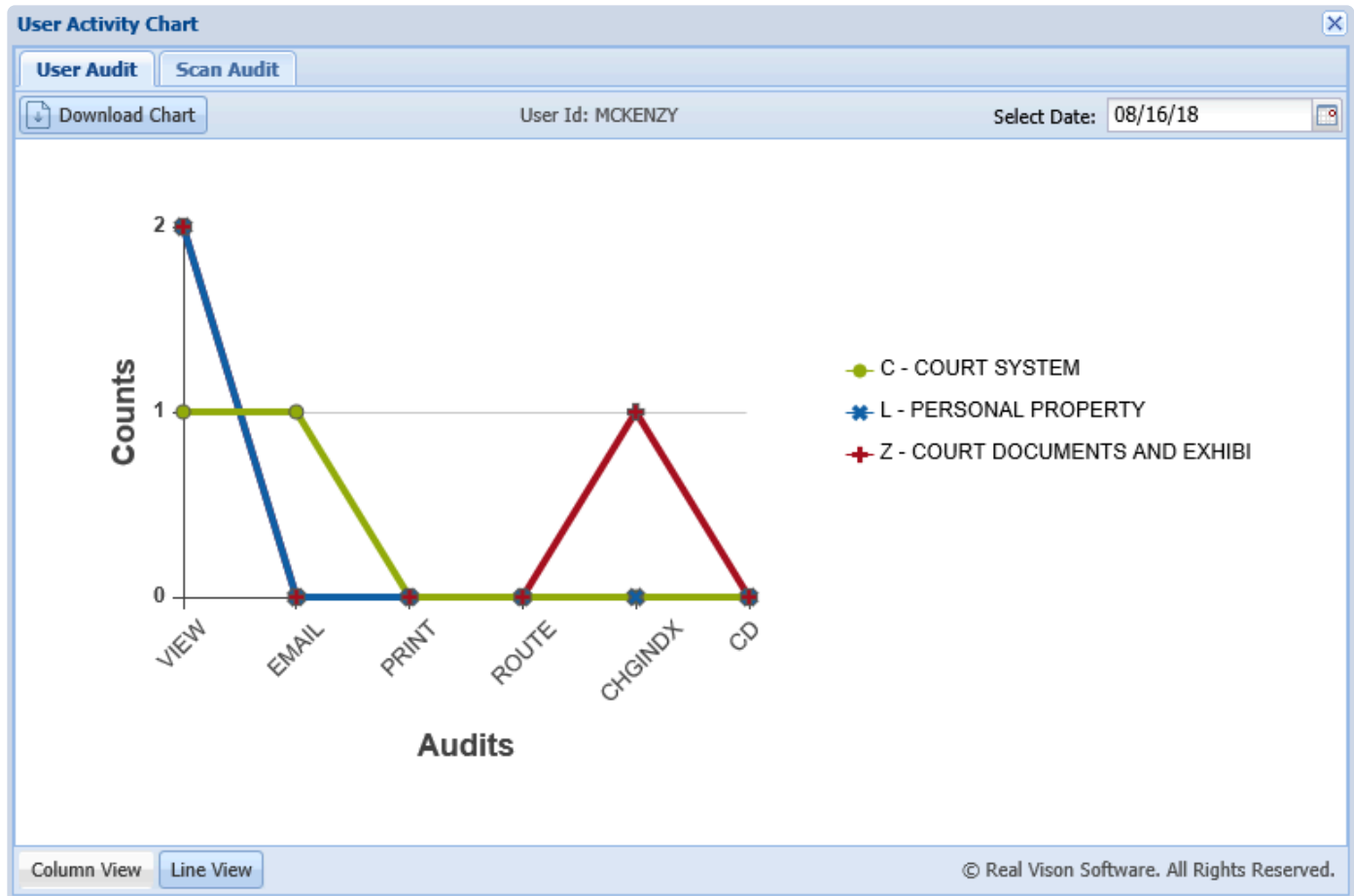
Below the application window, an Excel spreadsheet is shown with the same data. The spreadsheet has columns: VENDOR #, COMPANY, DATE, DOCUMENT TYPE, TYPE, CREATE-DATE, and PAGES. The data is as follows:

	VENDOR #	COMPANY	DATE	DOCUMENT TYPE	TYPE	CREATE-DATE	PAGES
3	GENESIS	BAYOU FLEET	10/10/2018	INVOICE	OEM	2018/11/14	001
4	GENESIS	LEWIS AND CLARK	10/10/2018	INVOICE	OEM	2018/11/14	001
5	GENESIS	BAYOU FLEET	10/09/2018	INVOICE	OEM	2018/11/14	001
6	GENESIS	DIXON TUG SERVICE	10/06/2018	INVOICE	OEM	2018/11/14	001
7	GENESIS	DIXON TUG SERVICE	09/30/2018	INVOICE	OEM	2018/11/14	001
8	GENESIS	CUMMINGS MARINE	09/27/2018	INVOICE	OEM	2018/11/14	001
9	GENESIS	CGB WATERFRONT	09/26/2018	INVOICE	OEM	2018/11/14	001
10	GENESIS	CUMMINGS MARINE	09/24/2018	INVOICE	OEM	2018/11/14	001
11	GENESIS	CUMMINGS MARINE	09/24/2018	INVOICE	OEM	2018/11/14	001
12	GENESIS	CUMMINGS MARINE	09/24/2018	INVOICE	OEM	2018/11/14	001
13	GENESIS	BOSTON TOWING	09/07/2018	INVOICE	OEM	2018/11/14	001

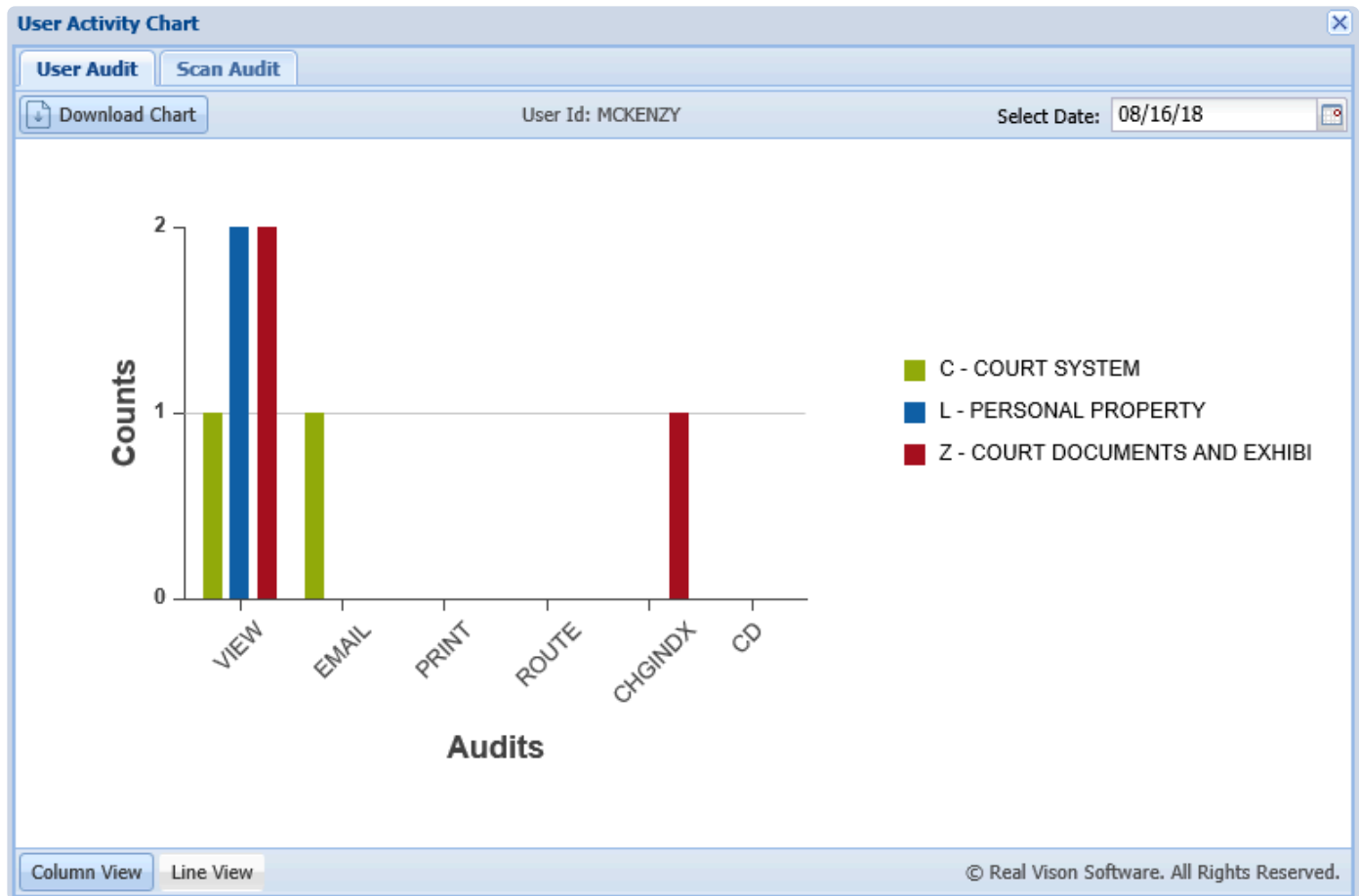
- **User Activity Chart:** Includes **User Audit** and **Scan Audit** tabs. The User Audit is a graphical representation of the user's activity by System Code including View, Email, Print, Route, Change Index, and CD activity based on the selected date. The Scan Audit is a graphical representation of the user's scan activity including Direct Scan and manual Upload Scan activity based on the selected date.

The screenshot shows the 'Z-COURT DOCUMENTS AND EXHIBITS' application window. At the top, it displays 'Page 1 of 1' and 'Displaying 1 - 109 of 109'. Below this is a table with columns: CASE #, FILE DATE, PLAINTIFF, DEFENDANT, CASE TYPE, and COURT/JU. To the right of the table, a 'Display Options' menu is open, showing options like 'Display Temporary Grid', 'Show Row Numbers', 'Grid To Excel', and 'User Activity Chart' (highlighted with a red box).

User Audit Tab:



Line
View

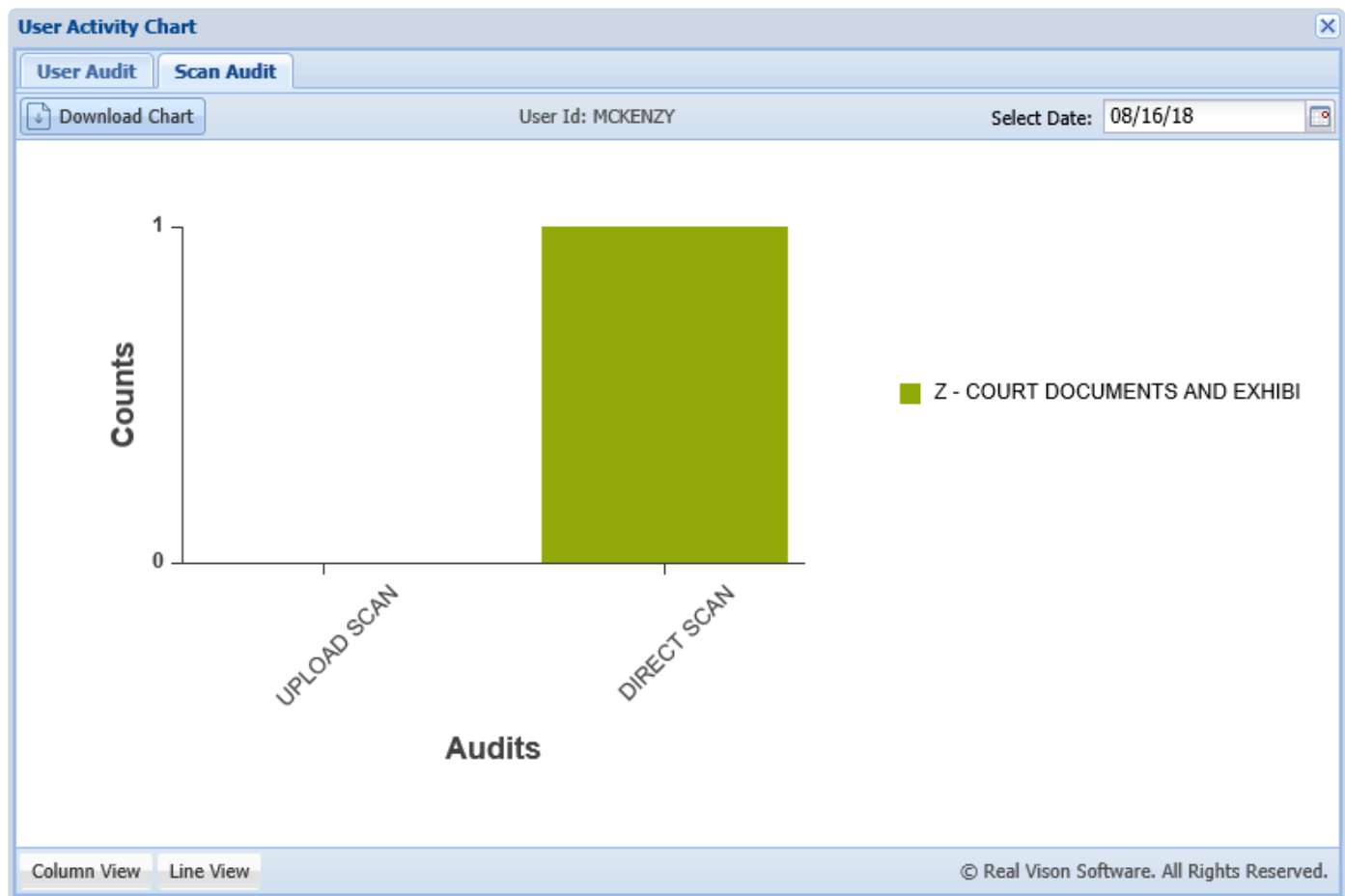


Column
View

Scan Audit Tab:



Line
View

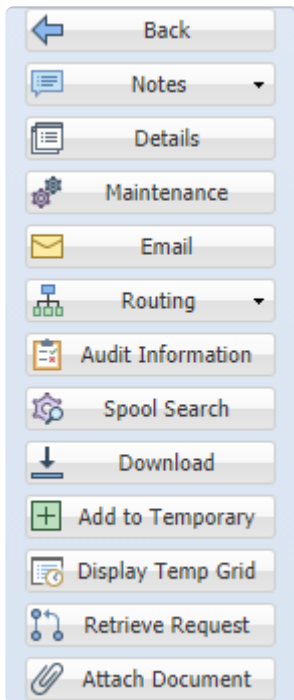


Column
View

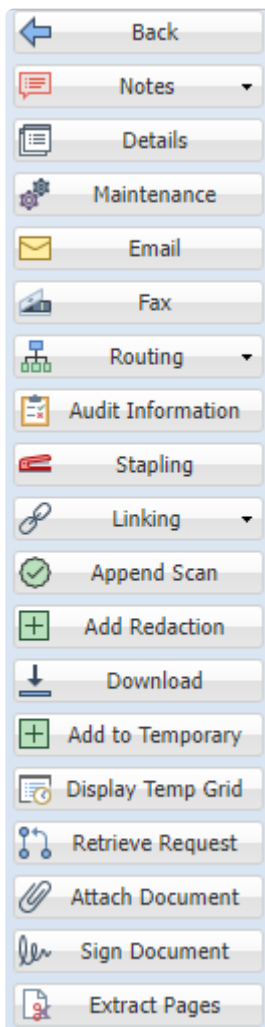
7.3. Display Options Ribbon

(Located on the left-hand side of the document display window in Image Inquiry.)

The available options will depend upon the type of document being viewed and the established security.



The Spool Search button is only available when displaying spool files.



The Append Scan button is only available when displaying scanned images.

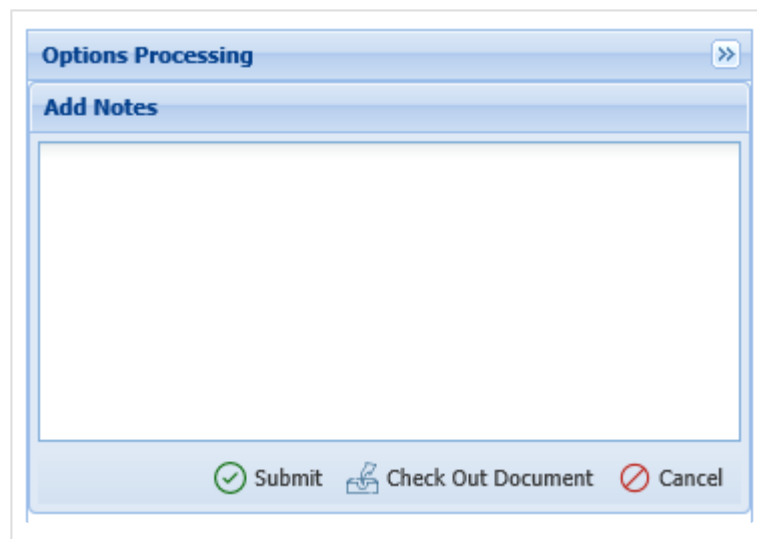
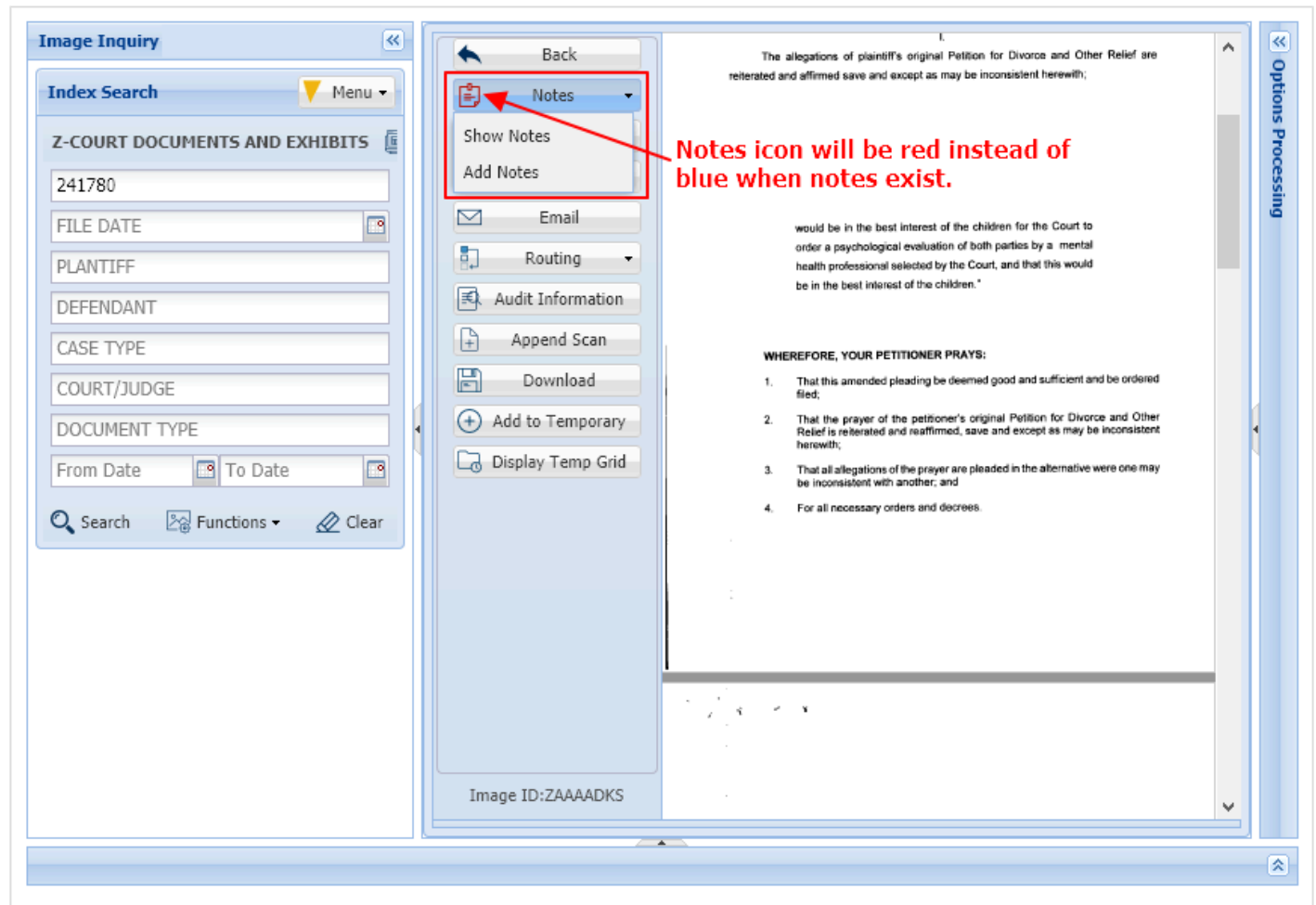
The Stapling and Linking buttons will only appear when the document in the window has been stapled or linked to other documents.

Back: Returns to the search results of the last image inquiry. You can change your search or choose to

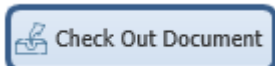
view another item from the current list.

The screenshot displays the 'Image Inquiry' application interface. On the left is a search panel with the title 'Index Search' and a 'Menu' button. Below the title is a section 'Z-COURT DOCUMENTS AND EXHIBITS' with a 'Change System' link. The search fields include: a text input with '241780', 'FILE DATE', 'PLANTIFF', 'DEFENDANT', 'CASE TYPE', 'COURT/JUDGE', 'DOCUMENT TYPE', and date pickers for 'From Date' and 'To Date'. At the bottom of the search panel are 'Search', 'Functions', and 'Clear' buttons. The central sidebar contains a 'Back' button (highlighted with a red box), a 'Notes' dropdown menu, and buttons for 'Details', 'Maintenance', 'Email', 'Routing', 'Audit Information', 'Append Scan', 'Download', and 'Add to Temporary'. The main area displays a document with the text: 'I. The allegations of plaintiff's original Petition for Divorce and Other Relief are reiterated and affirmed save and except as may be inconsistent herewith;', 'II. That your petitioner desires to amend his Petition for Divorce and Other Relief by adding paragraph 19 to read as follows:', '19. The defendant has recently exhibited volatile and erratic behavior and mood swings and your petitioner shows that it would be in the best interest of the children for the Court to order a psychological evaluation of both parties by a mental health professional selected by the Court, and that this would be in the best interest of the children.', and 'WHEREFORE, YOUR PETITIONER PRAYS:'. Below the text is a numbered list of four items. The bottom of the sidebar shows 'Image ID:ZAAAADKS'. On the far right is a vertical 'Options Processing' button.

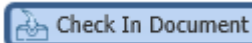
Notes: Add notes or view existing notes for the document being displayed. When notes exist, the Notes drop down icon will be red. (Show Notes will only appear if the document already has notes.)



When adding notes, the record can be 'checked out' to ensure no conflicts occur between multiple users attempting to add notes to the same document.

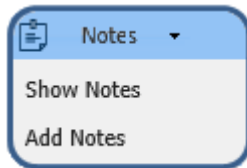


Once the note is complete, select



Once a Note is Added:

- The option to **Show Notes** will be available.



- When notes exist, the system will display 'N' next to the record.

The screenshot shows the 'C-COURT SYSTEM' window with a table of records. The 'Flags' column contains 'N' next to several records, indicating that notes are present. The table columns include CASE #, FIL, PLAINTIFF, DEFENDANT, CASE TYPE, COURT/JUDGE, DOCUMENT..., TYPE, CREATE-DATE, and PAGES.

Flags	CASE #	FIL	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT...	TYPE	CREATE-DATE	PAGES
N S L	123455	01/...	B WIDDOW	R WIDDOW	B	DAGGET	GARNISHME...	IMAGE	2012/05/08	001
N R L	123455	06/...	B WIDDOW	R WIDDOW	A	DAGGET	ORDER	IMAGE	2012/05/08	001
N R L	123457	02/...	R HENRY	W HENRY	A	DAGGET	GARNISHME...	IMAGE	2012/05/08	001
R L	241780	03/...	E ZEND	H POTTER	C	MONTOGUE	FIRST SUPPL...	IMAGE	2011/07/01	004
N R L	241781	04/...	E ZEND	H POTTER	C	MONTOGUE	PETITION	IMAGE	2011/06/02	010

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

The screenshot shows the 'Image Inquiry' window with the 'Details' tab selected. It displays a document titled 'JONATHAN CHASE JARRED' with various details. The 'Options Processing' window on the right shows the 'Index Details' for the document.

Index Details:

SYSTRAN:	ZAAAADKS
CASE #:	241780
FILE DATE:	03/15/2017
PLAINTIFF:	J JARRED
DEFENDANT:	T JARRED
CASE TYPE:	C
COURT/JUDGE:	MONTOGUE
DOCUMENT TYPE:	FIRST SUPPLEMENTAL
TYPE:	B
PATH:	I:\IMAGE
FILE:	1AAAL42H.001
CREATE-DATE:	2011/07/01
VIEW-DATE:	02/22/2016
PAGES:	004
DELETE:	
NOTES:	Y
ROUTE:	N

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

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

The screenshot displays the One Look software interface. On the left, the 'Image Inquiry' panel shows an 'Index Search' section with fields for 'Z-COURT DOCUMENTS AND EXHIBITS', 'FILE DATE', 'PLAINTIFF', 'DEFENDANT', 'CASE TYPE', 'COURT/JUDGE', 'DOCUMENT TYPE', 'From Date', and 'To Date'. A 'Search' button and 'Functions' dropdown are at the bottom. The central panel shows a document titled 'JONATHAN CHASE JARRED' with a 'Maintenance' button highlighted in a red box in the left sidebar. The right panel, 'Options Processing', shows the 'Index Maintenance' section with fields for 'CASE #', 'FILE DATE', 'PLAINTIFF', 'DEFENDANT', 'CASE TYPE', 'COURT/JUDGE', and 'DOCUMENT TYPE'. The 'Update' button is selected, and the 'Delete Record' button is disabled.

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.

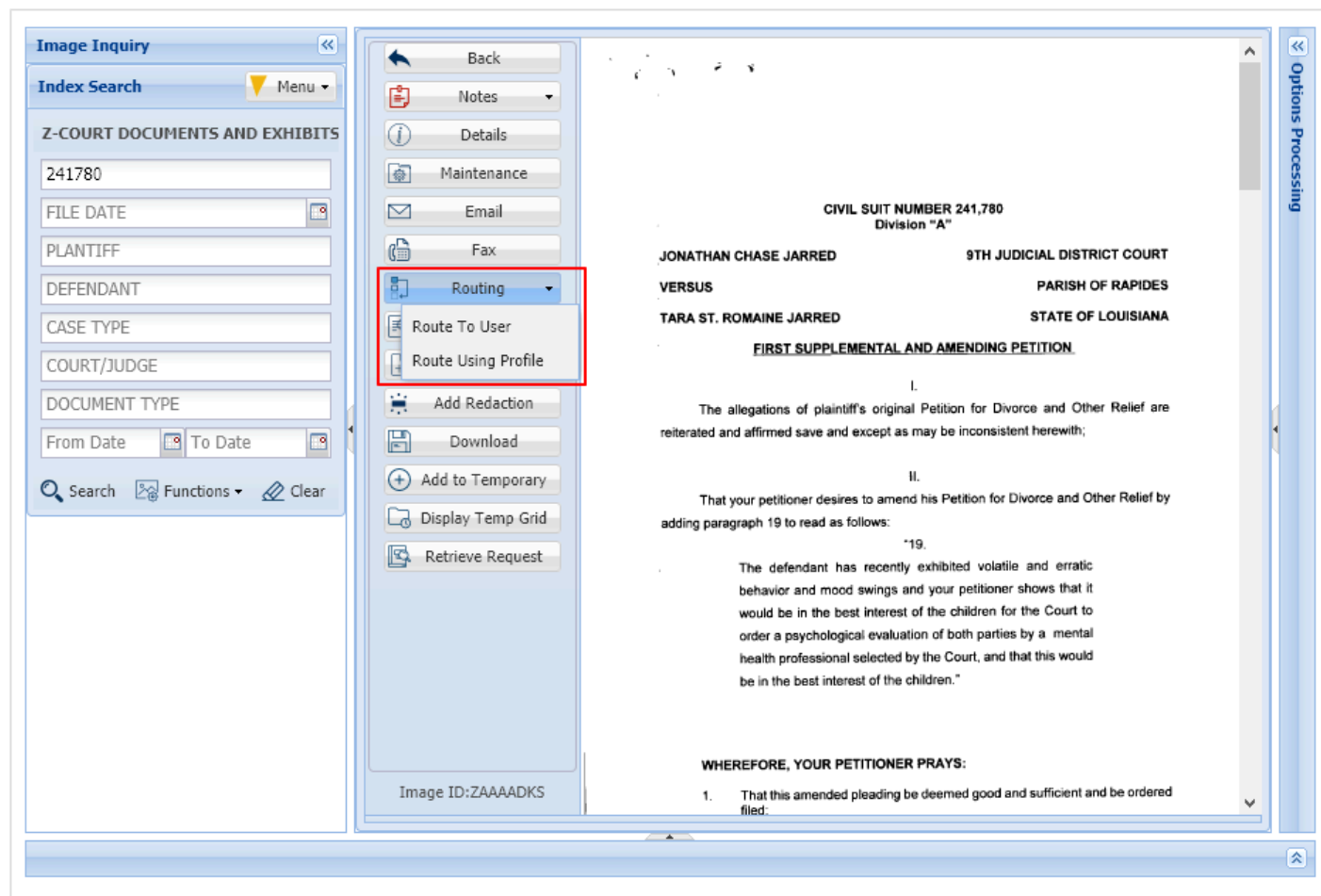
The screenshot shows the 'Email Image' dialog box. It has a title bar 'Options Processing' and a subtitle 'Email Image'. The dialog contains several text input fields: 'MDOUG@LAW.COM', 'M DOUGLAS', 'CC:(EMAIL ADDRESS)', 'COURT DOCUMENT', 'UPDATED COURT DOCUMENT FOR CASE XYZ,234', and 'SUPPORT@REALVISIONSOFTWARE.COM'. At the bottom, there are two buttons: 'Send Email' (with an envelope icon) and 'Cancel' (with a red circle icon).



The **IBMi Email Server** must be running on the IBM i server.

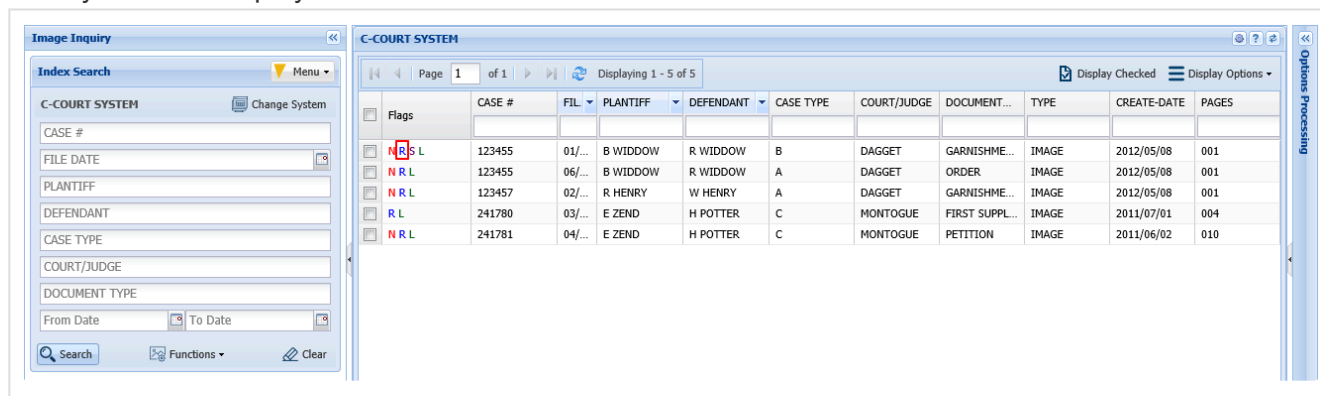
Fax: Fax the document being viewed. Customer must have a fax adapter installed. Contact [Real Vision Software](#) support for details on faxing requirements when using One Look.

Routing: Sends the document to another user/profile based on the routes setup on the IBM i server. (*The routing profile is setup by your system administrator.*)

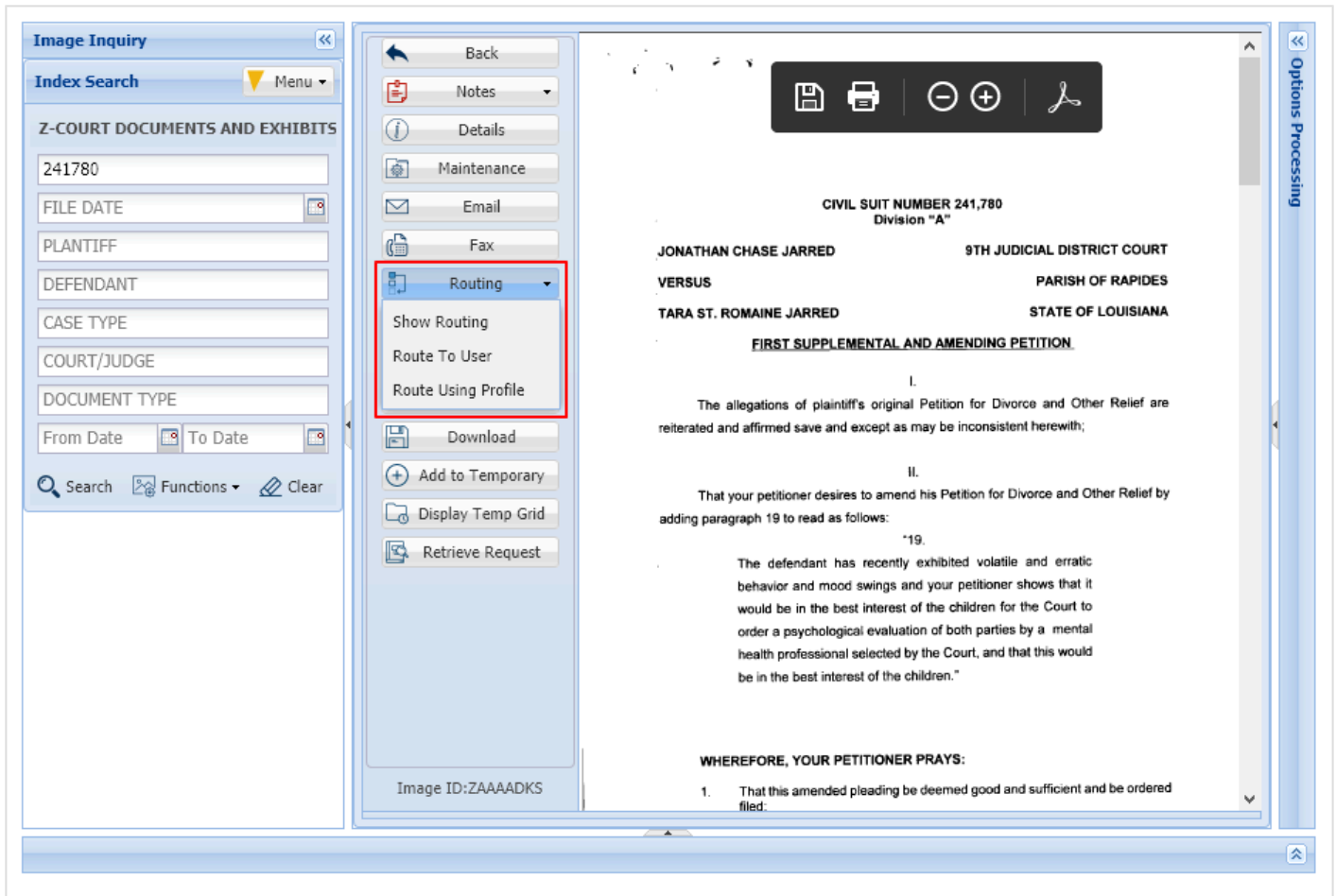


Once a document is Routed:

- The system will display 'R' next to the record.



After the document is routed, the option Show Routing will appear under the Routing drop down list.



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

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

Image Inquiry

Index Search

Z-COURT DOCUMENTS AND EXHIBITS

241780

FILE DATE

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Date To Date

Audit Information

Close Page 1 of 16 Displaying 1 - 25 of 379 Audit Filters Audit Charts Workflow Audit

User	Type	Destination	Date	Time
QTMHHTP1	VIEW		01/02/16	12:51:44
QTMHHTP1	VIEW		01/03/18	17:01:06
MCKENZY	VIEW		01/04/18	12:26:32
MCKENZY	VIEW		01/04/18	14:59:46
MCKENZY	VIEW		01/04/18	15:01:11
LEN	VIEW		01/07/18	15:57:11
LEN	VIEW		01/07/18	16:00:38
MCKENZY	VIEW		01/08/18	13:37:40
MCKENZY	VIEW		01/08/18	13:38:40

Stapling: Allows for the automatic grouping of images into a bundle. 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. (*The staple profile is setup by your system administrator.*)

If the primary document is stapled to another image:

- The system will display 'S' next to the record.

Image Inquiry

Index Search

Z-COURT DOCUMENTS AND EXHIBITS

241780

FILE DATE

PLANTIFF

DEFENDANT

CASE TYPE

MONTOGUE

GARNISHMENT

From Date To Date

Z-COURT DOCUMENTS AND EXHIBITS

Page 1 of 1 Displaying 1 - 1 of 1 Display Checked Display Options

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
S	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	GARNISHMENT


- The button  will be available.
- Click the Stapling button to see a list of the documents that are stapled to the primary document. Double click the record to view the stapled documents.

Image Inquiry

Index Search

Z-COURT DOCUMENTS AND EXHIBITS

241780

FILE DATE

PLAINTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Date To Date

Staple Information

Close

(DOCUMENT TYPE)	(CASE #)	(FILE DATE)	(PLAINTIFF)	(DEFENDANT)	(CASE TYPE)	(COURT/JUDGE)
GARNISHMENT	123455	01/09/2017	B WIDOW	R WIDOW	B	DAGGET

Linking: Provides the ability to establish a primary document with a link to other documents in different RVI imaging systems. This option assumes that if the user has security to the HR system that they also have security setup for the employee payroll system. *(The linking profile is setup by your system administrator.)*

For example, the primary document in HR could have a link to a document in the employee payroll system.

If the document's indexes satisfy a linking rule that is setup for this image system:

- The system will display **L** next to the record.

1-IMPORTED MIQ DATA

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

Flags	LOAD#	ORDE...	PRO#	DOC TYPE	INDEX 8	INDEX 9	TYPE	CREATE-DATE	PAGES
NRL	FREDDS01XX		0000001	D0C3			IMAGE	2018/08/28	006

After displaying the image:



- The **Linking** button will be available.
- Click the Linking button to see a list of the documents (if any) that are linked to the primary document. Double click the record to view the linked documents.

Image Inquiry

Index Search

Z-COURT DOCUMENTS AND EXHIBITS Change System

241780

FILE DATE

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Date To Date

Search Functions Clear

Back

Notes

Details

Maintenance

Email

Routing

Audit Information

Linking

Append Scan

Download

Add to Temporary

Image ID:ZAAAADKQ

CIVIL SUIT NUMBER 241780 A

DIVISION "

JONATHAN CHASE JARRED NINTH JUDICIAL DISTRICT COURT

VERSUS PARISH OF RAPIDES

TARA ST. ROMAINE JARRED STATE OF LOUISIANA

PETITION FOR DIVORCE AND OTHER RELIEF

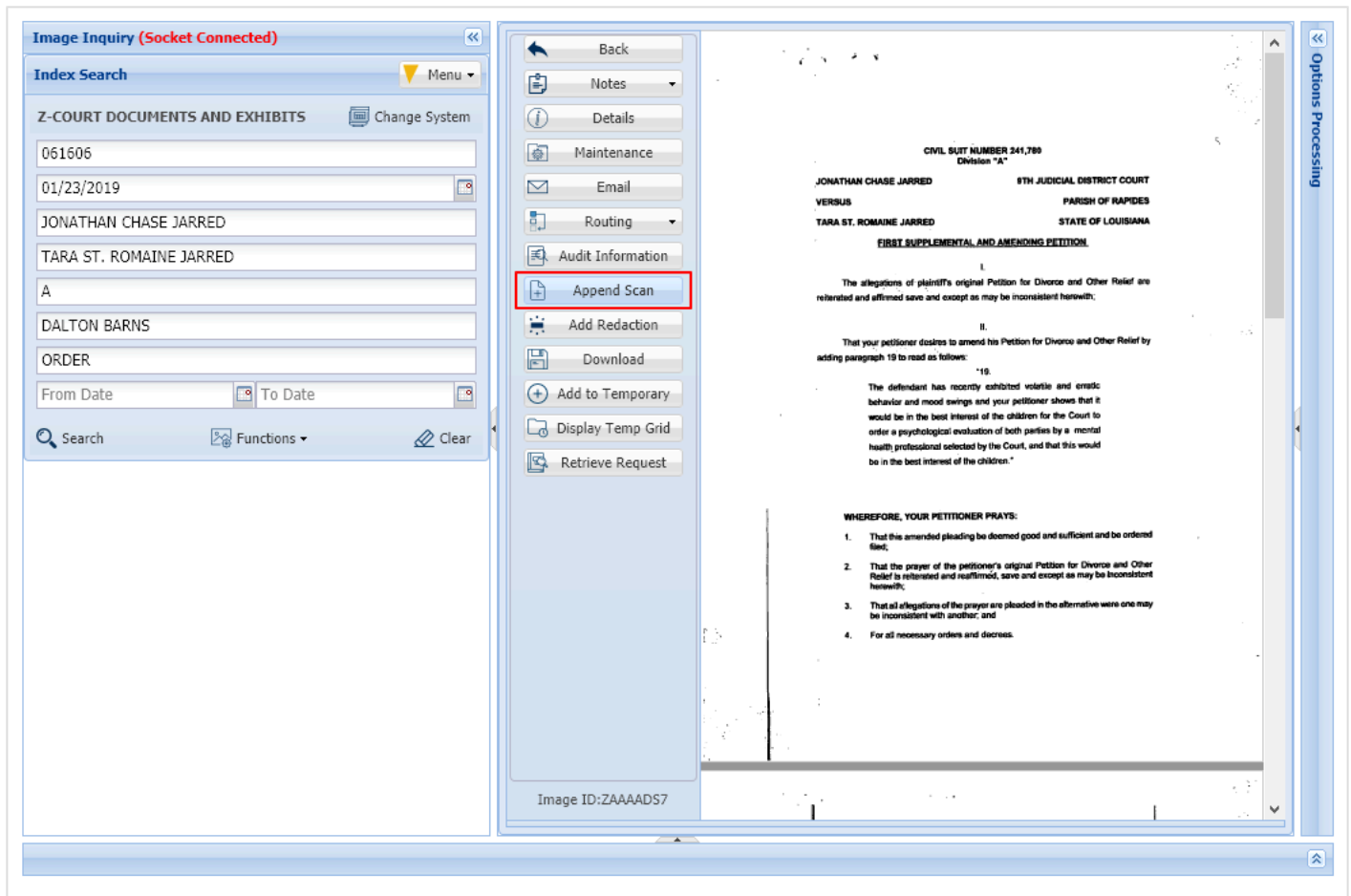
The petition of JONATHAN CHASE JARRED, of the full age of majority and a resident and domiciliary of Rapides Parish, Louisiana, with respect represents:

Link Information

Close

(COURT SYSTEM)	(DOCUMENT TYPE)	(CASE #)	(FILE DATE)	(PLANTIFF)	(DEFENDANT)	(CASE TYPE)	(COURT/JUDGE)
C	PETITION	241781-SKIPPED	04/22/2017	E ZEND	H POTTER	C	MONTOGUE

Append Scan: Adds pages to the end of an existing image. The scan process is automatically initiated when the Append button is selected.

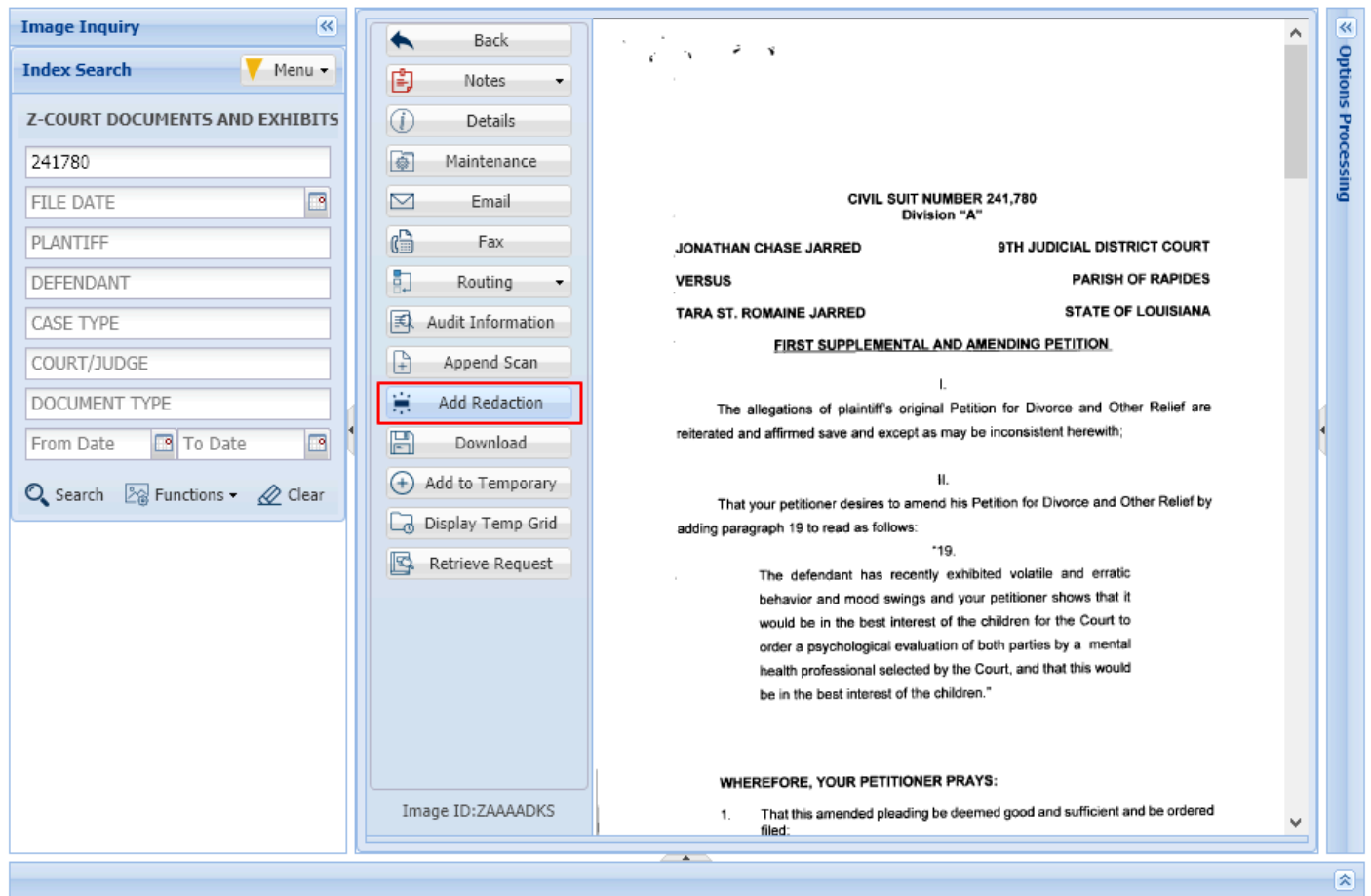


Add Redaction: Redact an area of an image using an opaque highlighter.

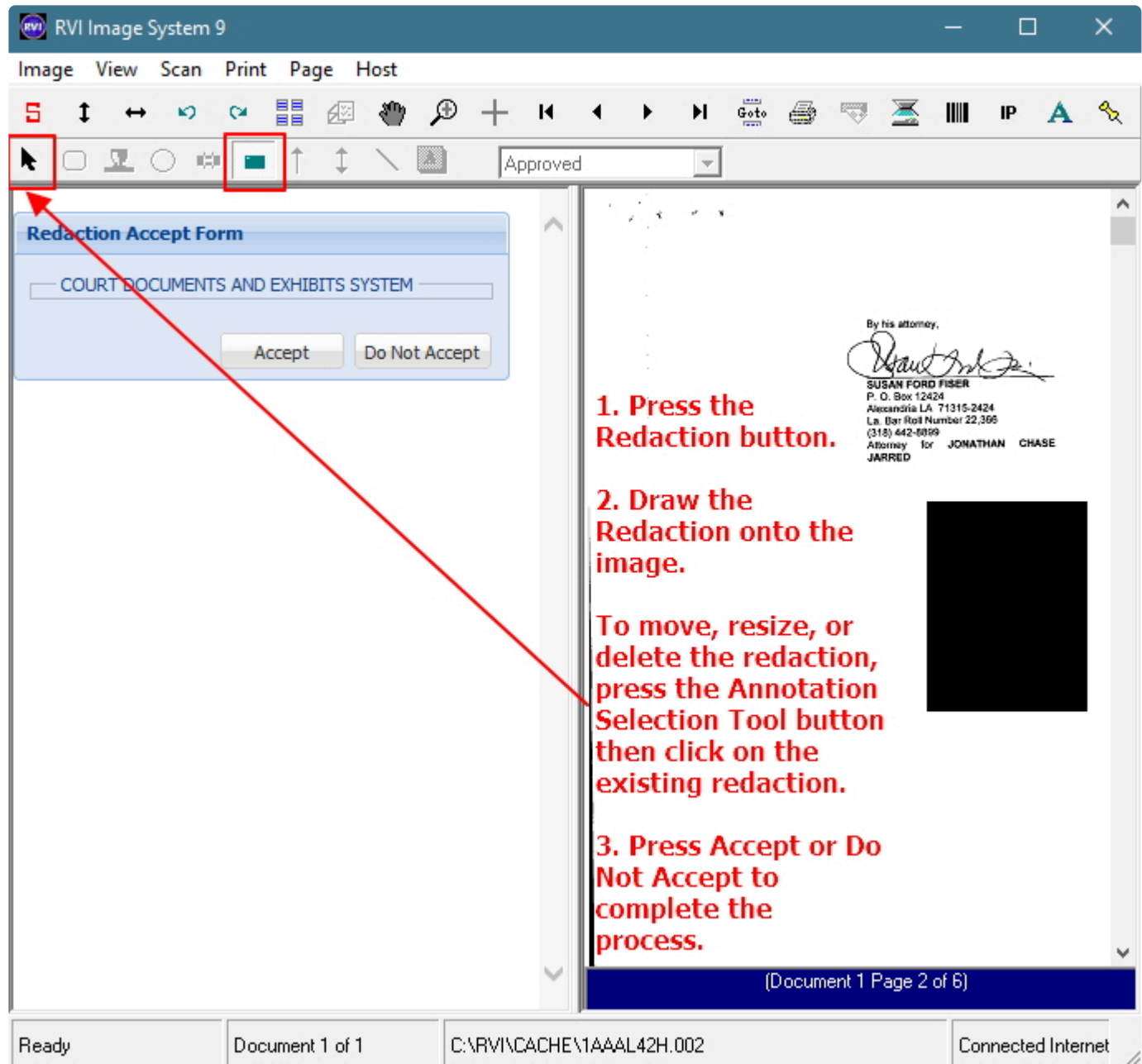


Redaction requires a special security setup and use of the RVI PC viewer. Only black & white scanned documents can be redacted.

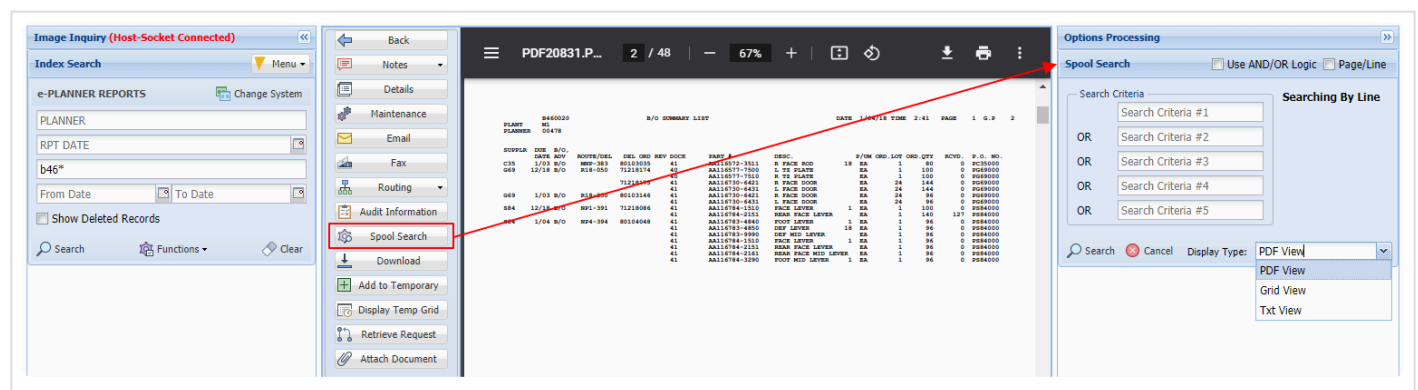
Display an image then select **Add Redaction**.



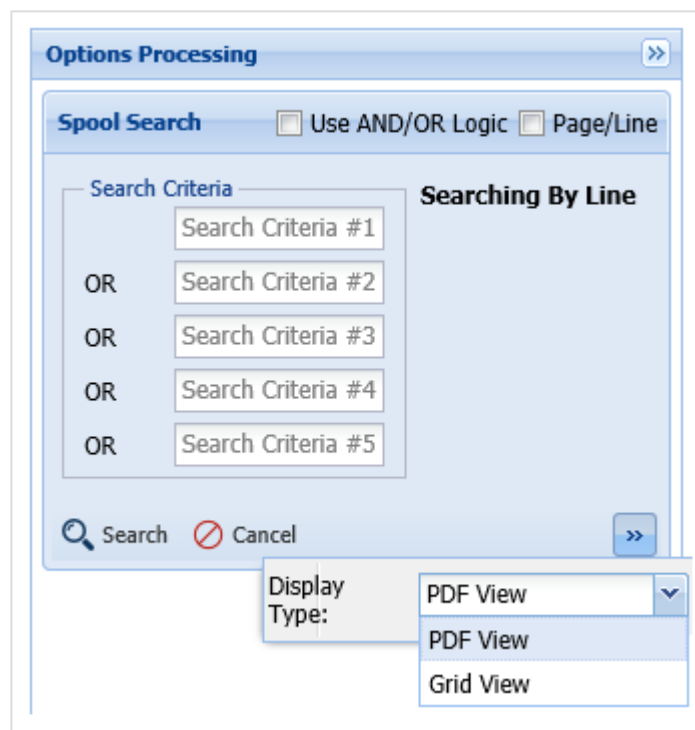
Once the image is displayed in the RVI PC Viewer, select the Redaction button then draw the redaction(s) onto the image. When complete, Accept or Do Not Accept the changes. The image will automatically be uploaded.



Spool Search: Allows for searching a spool file report based on multiple search criteria. This option will only be active when viewing a spool report (Image Type = T).



The results of the search can be displayed in PDF or Grid format.



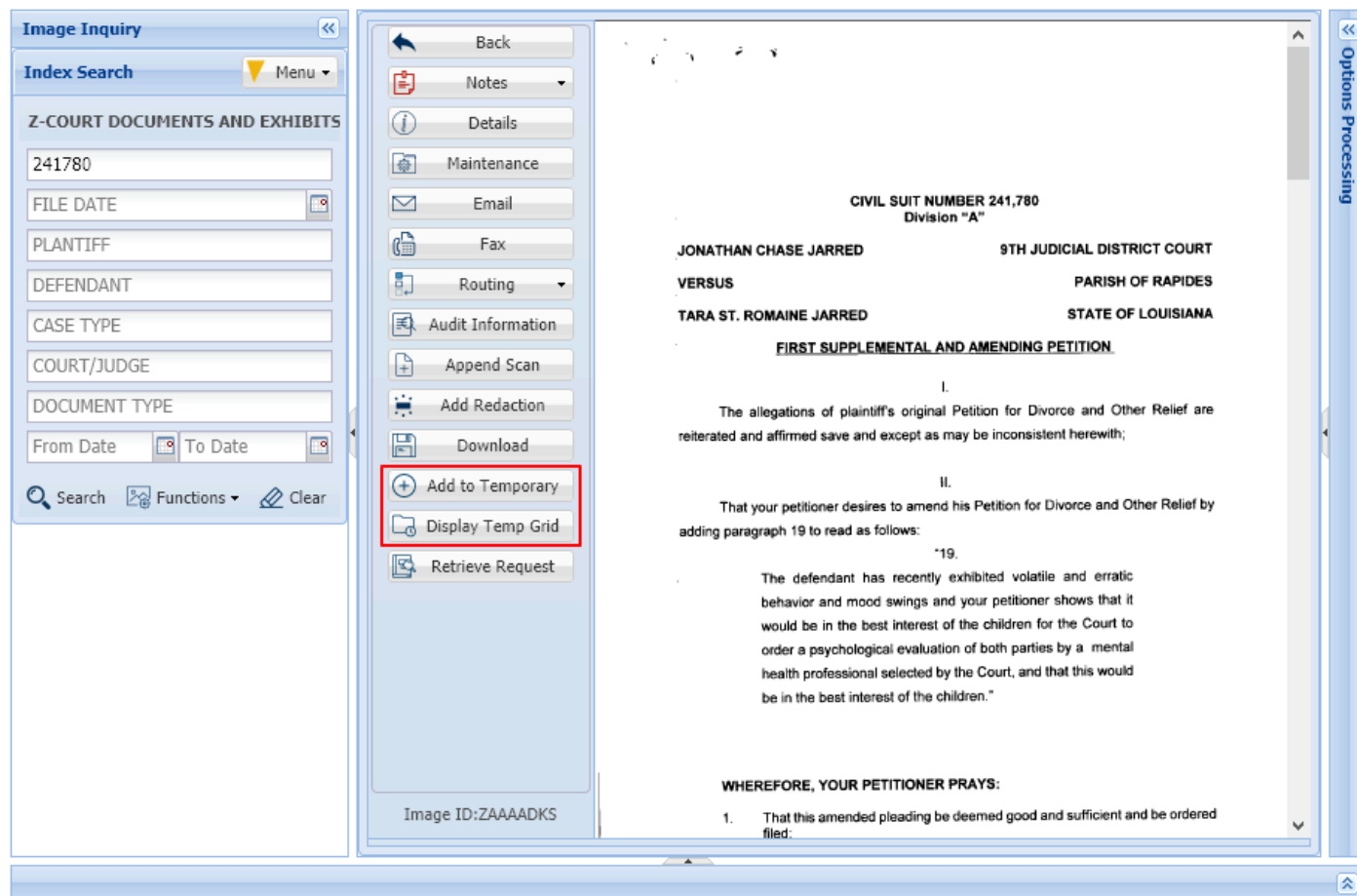
Download: Ability to save a PDF copy of the document. Users will be prompted to Open, Save, Save As, Save and Open, or Cancel.

Add To Temporary: From image inquiry, temporarily store then view documents from any authorized system. The temporary storage folder is accessed through the Display Temp Grid button or Display Options, Display Temporary Grid in the upper right corner of the One Look Image Inquiry window or click

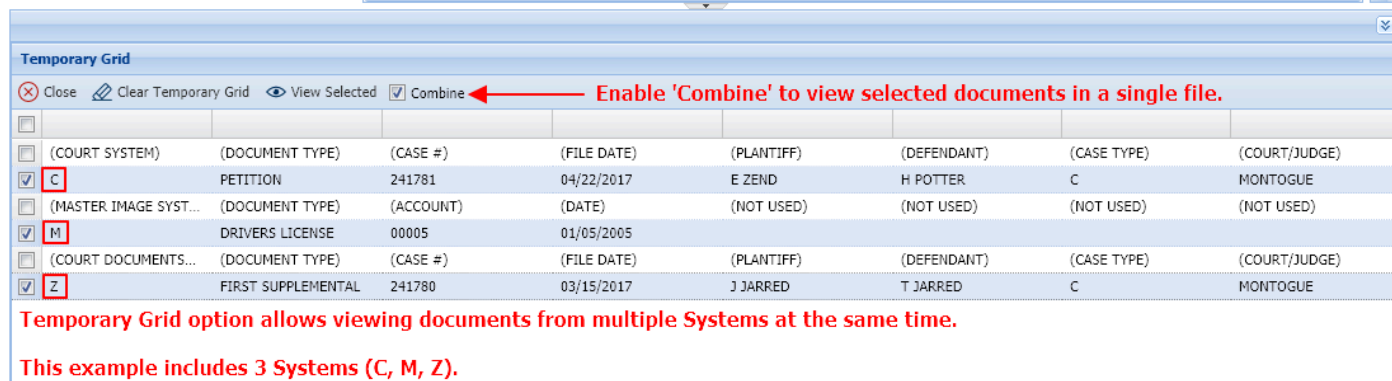
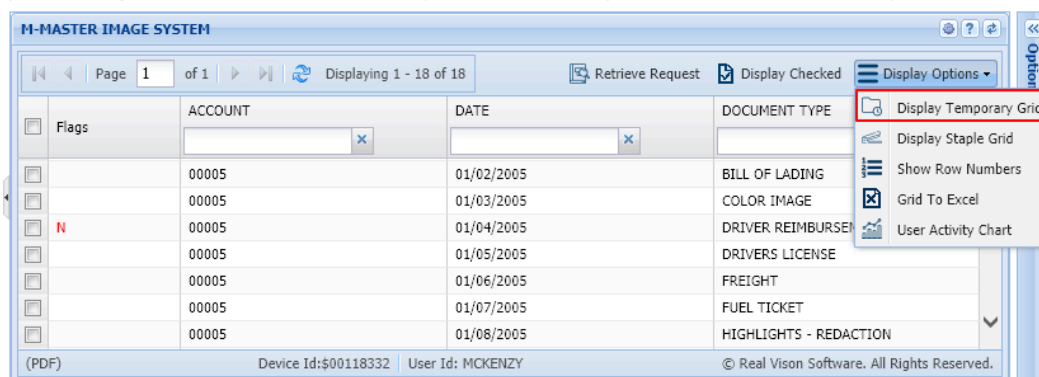


located on the left side of the currently displayed document. Documents can be viewed as single files or combined into one PDF.

(The temporary grid is cleared automatically when the user logs off.)



Display Temp Grid: Display a listing of files stored from any authorized system in the temporary folder.



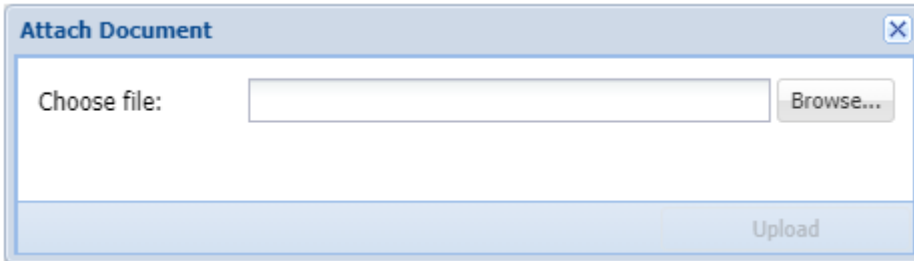
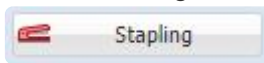
Retrieve Request: Manual information retrieval through a **CUSTOM INTERFACE** with the IBMi green screen used for One Look functions (View, Scan, Import, Upload) when polling or sockets is not used. Using the IBMi green screen, the user will navigate to and execute the **CUSTOM** function then press the Retrieve Request button from One Look to complete the request.

For example, the user takes the V-to-view option from the IBMi green screen to view a document then presses the Retrieve Request button from One Look to complete the request and display the document inside of the One Look frame.

Retrieve Request is typically used by customers experiencing performance issues, customers that do not want to run sockets, or customers not running DataQue code for polling.

Attach Document: Choose a file(s) to attach to the existing document on display. Once a file is attached, it will be stapled to the original document and displayed automatically when the original is viewed. The user

can maintain the stapled documents by clicking the Stapling button  in the display options .

A dialog box titled "Attach Document" with a close button (X) in the top right corner. It contains a "Choose file:" label, a text input field, and a "Browse..." button. At the bottom right, there is an "Upload" button.

Attach Document

Choose file: Browse...

Upload

Sign Document: Apply a signature or finger print to a document. Customer must have a signature pad installed. Contact [Real Vision Software](#) support for requirements.

Extract Pages: Select the desired PDF page range to be viewed.

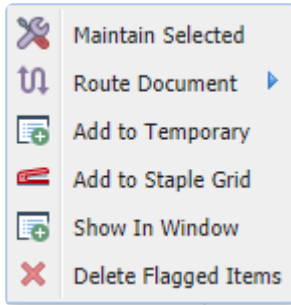
The screenshot displays the One Look software interface. On the left is a sidebar with various tools: Back, Notes, Details, Maintenance, Email, Fax, Routing, Audit Information, Stapling, Linking, Append Scan, Add Redaction, Download, Add to Temporary, Display Temp Grid, Retrieve Request, Attach Document, Sign Document, and Extract Pages (highlighted with a red box). The main area shows a document titled 'ORDER' with handwritten text and a signature. On the right is a sidebar with 'Options Processing' and 'PDF Selection' options, including 'Starting Page' (3) and 'Ending Page' (10).

7.4. Subfile List & Right Click Menu

(Available by right-mouse clicking a single record in Image Inquiry.)

The screenshot shows a right-click menu with the following options: Show Notes, Add Notes, Email Image, Index Details, Index Maintenance, Show Routing, Route Document, Linking, Load Indexes, Audit Information, Add to Temporary, Maintain Staple, Add to Staple Grid, Show In Window, Download, Delete Item, and Z-Options.

If multiple records are flagged, **Maintain Selected**, **Route Document**, **Add to Temporary**, **Add to Staple Grid**, **Show In Window**, and **Delete Flagged Items** will be the only available options. (Available options are controlled via [Option Security](#) on the server.)



Show Notes: Displays notes associated with an image. If notes do not currently exist, the user will not get the Show Notes option.

Image Inquiry

Index Search

Z-COURT DOCUMENTS AND EXHIBITS

241780

FILE DATE

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/JU...	DOCUMENT...	TYPE
N R	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	FIRST SUP...	IMAGE
N ...	241780			T JARRED	C	MONTOGUE	GARNISHM...	IMAGE
N L	241780			T JARRED	C	MONTOGUE	PETITION	IMAGE
	241780			T JARRED	C	J DOWNS	WORD	OEM

(PDF)

User Id: MCKENZY © Real Vison Software. All Rights Reserved.

Notes Listing

Close Add Note Right click item for more options.

Flags	User	Note	Entry Date	Close Date
O	MCKENZY	ATTORNEY RECEIVED COPY ON 1/4/18.	010418	000000

From the Notes Listing, users can Close or Delete notes by right clicking a record.

Notes Listing

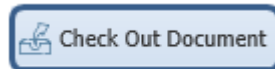
Close Add Note Right click item for more options.

Flags	User	Note	Entry Date	Close Date
O	MCKENZY	ATTORNEY RECEIVED COPY ON 1/4/18.	010418	000000

Close Note

Delete Note

Add Notes: Allows users to add notes to a document.



When a user is adding a note, the record can be checked out using the button to ensure that there are no conflicts between one or more users attempting to add notes to the same document.

The screenshot shows the 'Z-COURT DOCUMENTS AND EXHIBITS' application window. On the left is the 'Image Inquiry' panel with search filters. The main panel displays a table of documents. On the right, the 'Options Processing' dialog box is open, showing the 'Add Notes' section. The dialog has a text area for notes and buttons for 'Submit', 'Check Out Document', 'Check In Document', and 'Cancel'.

FL...	CASE #	FILE DA...	PLANTIFF	DEFEN...	CASE T...	COURT/...	DOCUM...
	241780	01/02/2...	J JARRED	T JARRED	C	MONTA...	DRAFT
N	241780	03/15/2...	J JARRED	T JARRED	C	MONTO...	FIRST S...
N...	241780	03/15/2...	J JARRED	T JARRED	C	MONTO...	GARNIS...
N...	241780	04/22/2...	J JARRED	T JARRED	C	MONTO...	PETITION
	241780	07/24/2...	J JARRED	T JARRED	C	BEAR	PICTURE
	241780	07/24/2...	J JARRED	T JARRED	C	BIRD	PICTURE
	241780	07/24/2...	J JARRED	T JARRED	C	MONTO...	PICTURE
	241780	07/24/2...	J JARRED	T JARRED	C	MONTO...	PICTURE
	241780	07/30/2...	J JARRED	T JARRED	C	MONTO...	PICTUR...
	241780	01/18/2...	J JARRED	T JARRED	C	J DOWNS	WORD

Once you complete the notes entry select



- When notes exist, the system will display a 'N' next to the record.

The screenshot shows the 'Z-COURT DOCUMENTS AND EXHIBITS' application window. The 'Image Inquiry' panel is on the left. The main panel displays a table of documents. The 'Flags' column shows 'N' next to records that have notes. The 'Options Processing' panel is on the right.

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
	241780	01/02/2018	J JARRED	T JARRED	C	MONTAGUE	DRAFT
N	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	FIRST SUPPLEMENT...
N S	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	GARNISHMENT
N L	241780	04/22/2017	J JARRED	T JARRED	C	MONTOGUE	PETITION
	241780	07/24/2018	J JARRED	T JARRED	C	BEAR	PICTURE
	241780	07/24/2018	J JARRED	T JARRED	C	BIRD	PICTURE
	241780	07/24/2018	J JARRED	T JARRED	C	MONTOGUE	PICTURE
	241780	07/24/2018	J JARRED	T JARRED	C	MONTOGUE	PICTURE
	241780	07/30/2018	J JARRED	T JARRED	C	MONTOGUE	PICTURE IMPORT
	241780	01/18/2018	J JARRED	T JARRED	C	J DOWNS	WORD

Email Image: Provides an email dialog box with the image automatically attached.

Options Processing >>

Email Image

MDOUG@LAW.COM



M DOUGLAS

CC:(EMAIL ADDRESS)

COURT DOCUMENT

UPDATED COURT DOCUMENT FOR CASE XYZ,234





SUPPORT@REALVISIONSOFTWARE.COM

 Send Email |  Cancel

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

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/JU...	DOCUMENT...	TYPE
 N R	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	FIRST SUP...	IMAGE
 N R...	241780	03/15/2017	J JARRED			MONTOGUE	GARNISHM...	IMAGE
 N L	241780	04/22/2017	J JARRED			MONTOGUE	PETITION	IMAGE
	241780	01/18/2018	J JARRED			J DOWNS	WORD	OEM

Context Menu:

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

Options Processing >>

Index Details

Close

SYSTRAN: ZAAAADKS

CASE #: 241780

FILE DATE: 03/15/2017

PLANTIFF: J JARRED

DEFENDANT: T JARRED

CASE TYPE: C

COURT/JUDGE: MONTOGUE

DOCUMENT TYPE: FIRST SUPPLEMENTAL B

TYPE:

PATH: I:\IMAGE

FILE: 1AAAL42H.001

CREATE-DATE: 2011/07/01

VIEW-DATE: 02/22/2016

PAGES: 004

DELETE:

NOTES: Y

ROUTE: Y

WORKBASKET USER:

CREATED BY USER:

CHECKED OUT: MONTY

(PDF) Device Id:\$00119236 | User Id: MCKENZY | © Real Vison Software. All Rights Reserved.

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: (Labeled as **Maintain Selected** when multiple records are flagged.) Allows for the

updating of index values and the deletion of the record.

Z-COURT DOCUMENTS AND EXHIBITS

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

Flags	CASE #	FILE DATE	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JU...	DOCUMENT...	TYPE
N R	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	FIRST SUP...	IMAGE
N R...	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	GARNISHM...	IMAGE
N L	241780	04/22/2017	J JARRED	T JARRED	C	MONTOGUE	PETITION	IMAGE
	241780	01/18/2018	J JARRED	T JARRED	C	J DOWNS	WORD	OEM

Context Menu:

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

Options Processing

Index Maintenance

Update Cancel Delete Record

CASE #: 241780

FILE DATE: 03/15/2017

PLAINTIFF: J JARRED

DEFENDANT: T JARRED

CASE TYPE: C

COURT/JUDGE: MONTOGUE

DOCUMENT TYPE: GARNISHMENT

(PDF) Device Id:\$00119236 User Id: MCKENZY © Real Vision Software. All Rights Reserved.

Show Routing: Shows the sequence, route, date, and time associated with the routing event.

Image Inquiry

Index Search

Z-COURT DOCUMENTS AND EXHIBITS | Change System

241780

FILE DATE

PLAINTIFF

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	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JU...	DOCUMENT TYPE	TYPE
N R	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	FIRST SUPPLE...	IMAGE
N R S	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	GARNISHMENT	IMAGE
N L	241780	04/22/2017	J JARRED	T JARRED	C	MONTOGUE	PETITION	IMAGE
	241780	01/18/2018	J JARRED	T JARRED	C	J DOWNS	WORD	OEM

Context Menu:

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

Routing Information

Close

User	Sequence	Route	Routed From	Initial Time Routed	Date Routed To Here	Time Routed To Here	Unique Key
MCKENZY	99	*MANUAL	QTMHHTTP	10/01/18 11:41:33	10/01/18	11:41:33	AAAADSK

(PDF) Device Id:\$00119236 User Id: MCKENZY © Real Vision Software. All Rights Reserved.

Routing Document: Route the document(s) by user id or profile.

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/JU...	DOCUMENT TYPE	TYPE
N R	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	FIRST SUPPLE...	IMAGE
N R S	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	GARNISHMENT	IMAGE
N L	241780	04/22/2017	J JARRED	T JARRED	C	MONTOGUE	PETITION	IMAGE
	241780	01/18/2018	J JARRED	T JARRED	C	J DOWNS	WORD	OEM

Context menu for the selected document:

- Add Notes
- Email Image
- Index Details
- Index Maintenance
- Route Document**
 - Route To User
 - Route Using Profile
- Load Indexes
- Audit Information
- Add to Temporary
- Add to Staple Grid
- Show In Window
- Download

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Linking: List linked documents. *If links do not exist, the user will not get the Linking option.*

1-IMPORTED MIQ DATA

Page 1 of 1 | Displaying 1 - 9 of 9 | Retrieve Request | Display Checked | Display Options ▾

Flags	LOAD#	ORDER#	PRO#	DOC TYPE	INDEX 8	INDEX 9	TYPE	CREATE-DATE	PAGES
L V	50500001			DOC1			IMAGE	2018/09/01	006
L				DOC2			IMAGE	2018/10/31	001
R L			0000002	DOC4			IMAGE	2018/08/30	007
R L			0000003	DOC5			IMAGE	2018/08/30	012
R L V			0000004	DOC6			IMAGE	2018/08/30	016
L				DOC7			OEM	2019/04/03	001
R L				DOC8			IMAGE	2018/08/23	001
N R L				D0C3			IMAGE	2018/08/28	006
R L				121			IMAGE	2018/08/28	005

Context menu for selected row (INDEX 8: 121):

- Add Notes
- Email Image
- Index Details
- Index Maintenance
- Route Document ▸
- Linking ▸**
 - C-COURT SYST
 - D-AP SYSTEM
- Load Indexes
- Audit Information
- Add to Temporary
- Add to Staple Grid
- Show In Window
- Download
- Delete Item

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Load Indexes: Uses the index values of the selected record to populate the index search pane.

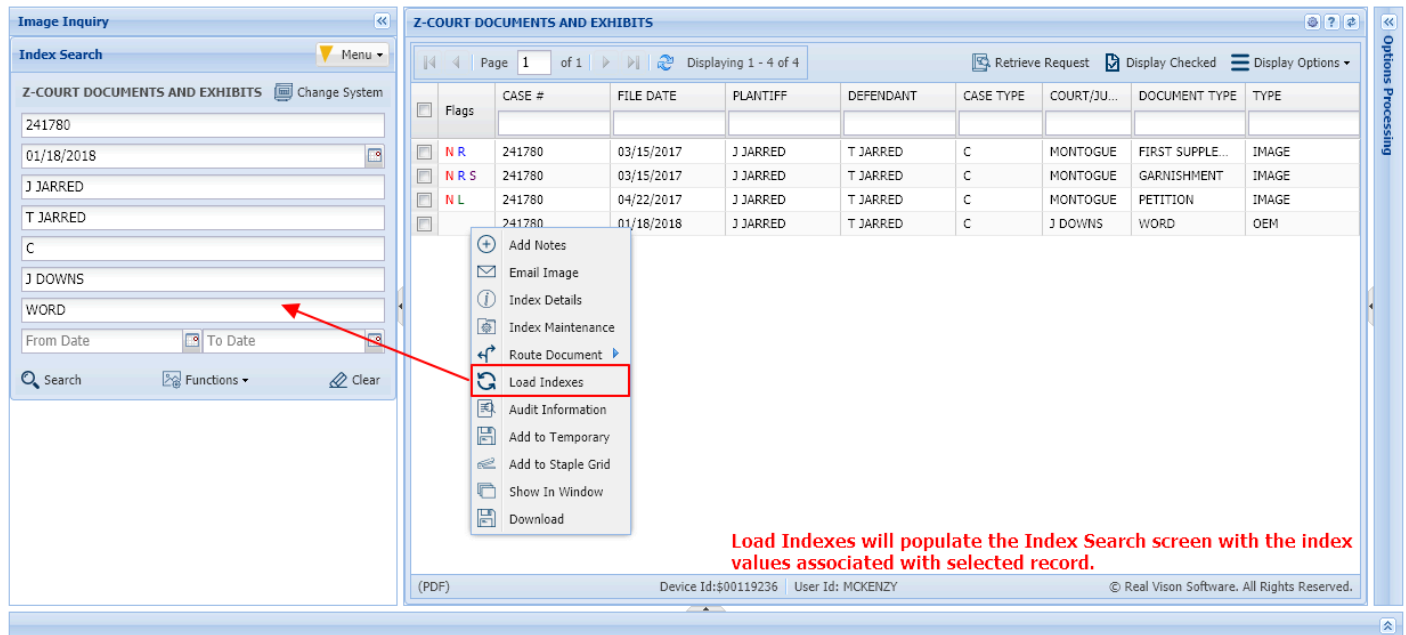


Image Inquiry

Index Search

Z-COURT DOCUMENTS AND EXHIBITS

241780

01/18/2018

J JARRED

T JARRED

C

J DOWNS

WORD

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

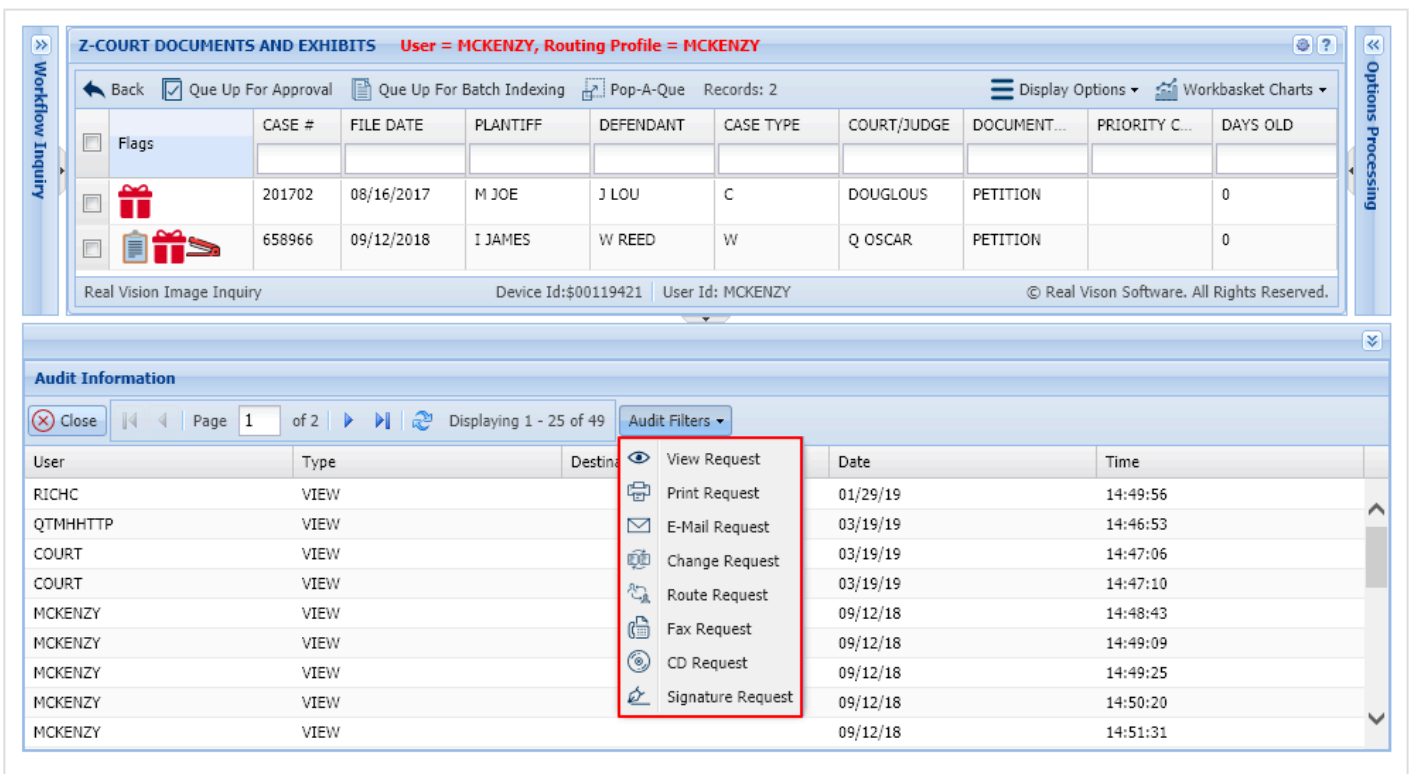
Flags	CASE #	FILE DATE	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JU...	DOCUMENT TYPE	TYPE
N R	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	FIRST SUPPLE...	IMAGE
N R S	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	GARNISHMENT	IMAGE
N L	241780	04/22/2017	J JARRED	T JARRED	C	MONTOGUE	PETITION	IMAGE
	241780	01/18/2018	J JARRED	T JARRED	C	J DOWNS	WORD	OEM

Load Indexes will populate the Index Search screen with the index values associated with selected record.

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

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



Z-COURT DOCUMENTS AND EXHIBITS User = MCKENZY, Routing Profile = MCKENZY

Back Que Up For Approval Que Up For Batch Indexing Pop-A-Que Records: 2 Display Options Workbasket Charts

Flags	CASE #	FILE DATE	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT...	PRIORITY C...	DAYS OLD
	201702	08/16/2017	M JOE	J LOU	C	DOUGLOUS	PETITION		0
	658966	09/12/2018	I JAMES	W REED	W	Q OSCAR	PETITION		0

Real Vison Image Inquiry Device Id:\$00119421 User Id: MCKENZY © Real Vison Software. All Rights Reserved.

Audit Information

Close Page 1 of 2 Displaying 1 - 25 of 49 Audit Filters

User	Type	Destination	View Request	Print Request	E-Mail Request	Change Request	Route Request	Fax Request	CD Request	Signature Request
RICHC	VIEW									
QTMHHTTP	VIEW									
COURT	VIEW									
COURT	VIEW									
MCKENZY	VIEW									
MCKENZY	VIEW									
MCKENZY	VIEW									
MCKENZY	VIEW									
MCKENZY	VIEW									

Add to Temporary: Temporary Folder 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.

(The temporary grid is cleared automatically when the user logs off.)

Image Inquiry

Index Search

Z-COURT DOCUMENTS AND EXHIBITS

241780

01/18/2018

J JARRED

T JARRED

C

J DOWNS

WORD

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/JU...	DOCUMENT TYPE	TYPE
N R	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	FIRST SUPPLE...	IMAGE
N R S	241780		J JARRED	T JARRED	C	MONTOGUE	GARNISHMENT	IMAGE
N L	241780		J JARRED	T JARRED	C	MONTOGUE	PETITION	IMAGE
	241780		J JARRED	T JARRED	C	J DOWNS	WORD	OEM

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Temporary Grid

Close Clear Temporary Grid View Selected Combine

	(COURT DOCUMENTS AN...	(DOCUMENT TYPE)	(CASE #)	(FILE DATE)	(PLANTIFF)	(DEFENDANT)	(CASE TYPE)	(COURT/JUDGE)
	Z	PETITION	241780	04/22/2017	J JARRED	T JARRED	C	MONTOGUE
	Z	GARNISHMENT	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE

Maintain Staple: Update an existing stapled bundle. *Only appears when the record you are selecting contains the primary stapled document.*

Image Inquiry

Index Search

Z-COURT DOCUMENTS AND EXHIBITS

011319

04/24/2019

K ILES

O PAUL

E

W TIME

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

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

The Maintain Staple option appears in this example because the record that I have right-clicked on contains the primary document of a stapled bundle. This is noted by the S under the Flags column.

Add to Staple Grid: Select a primary document then supporting documents from any system to the staple grid. Once all documents are in the staple grid the user can Finalize the staple process. Once the documents are stapled, if the primary document is viewed the system will automatically display the supporting documents that have been stapled.
(The staple grid is cleared automatically when the user logs off.)

Z-COURT DOCUMENTS AND EXHIBITS

Page 1 of 1 | Displaying 1 - 3 of 3 | Retrieve Request | Display Checked | Display Options

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT T...	TYPE
		01/18/2018	D DRAKE	S DRAKE	E	J DOWNS	WORD	OEM
N L	201801		AKE	S DRAKE	E	M DOWNS	PETITION	OEM
L	201801		AKE	S DRAKE	E	M DOWNS	PETITION	OEM

Context Menu:

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

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Image Inquiry

Index Search

L-PERSONAL PROPERTY

310069

OWNER:

TAG:

STATUS:

DESCRIPTION

From Date To Date

Search Functions Clear

L-PERSONAL PROPERTY

Page 1 of 1 | Displaying 1 - 5 of 5 | Retrieve Request | Display Checked | Display Options

Flags	PIN:	OWNER:	TAG:	STATUS:	DESC
	310069	SMITH RONALD	124 SARCOXIE TOWNSHIP	01/08/2015	PHOT
	310069	SMITH RONALD	124 SARCOXIE TOWNSHIP	01/13/2005	SURV
	310069	SMITH RONALD	124 SARCOXIE TOWNSHIP	02/27/2013	TREA
	310069	SMITH RONALD	124 SARCOXIE TOWNSHIP	03/11/2013	AUDITOR
	310069	SMITH RONALD	124 SARCOXIE TOWNSHIP	03/17/1992	PROPERTY

Context Menu:

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

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Manual Staple Grid

Close Clear Staple Grid Finalize Staple

	(COURT DOCUMENTS AND...	(CASE #)	(FILE DATE)	(PLANTIFF)	(DEFENDANT)	(CASE TYPE)	(COURT/JUDGE)
Primary (Seq 1)	Z	201801	01/18/2018	D DRAKE	S DRAKE	E	M DOWNS
	(PERSONAL PROPERTY)	(PIN:)	(OWNER:)	(TAG:)	(STATUS:)	(NOT USED)	(NOT USED)
Secondary (Seq 2)	L	310069	SMITH RONALD	124 SARCOXIE TOWNSHIP	01/08/2015		

Show In Window: View the selected document(s) in a new window frame.

Z-COURT DOCUMENTS AND EXHIBITS

Page 1 of 1 | Displaying 1 - 104 of 104 | Display Checked | Display Options

CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
16604	07/12/93	2,855.80-	16604	02104	713	
16692	07/09/93	2,810.88-	16692	02104	712	
16877	08/03/93	1,889.28-	00702	02104	13745	
17031	08/19/93	2,855.81-	00885	02104	13716	
17270	09/10/93	1,451.52-	01146	02104	13511	
17294	09/03/93	1,790.21-	01068	02104	13511	
17498	09/23/93	2,951.42-	01308	02104	13716	
17500	09/29/93	3,010.18-	01380	02104	13727	
17501	09/29/93	3,010.18-	01383	02104	13727	
17557	09/24/93	3,010.18-	01324	02104	13727	

Image

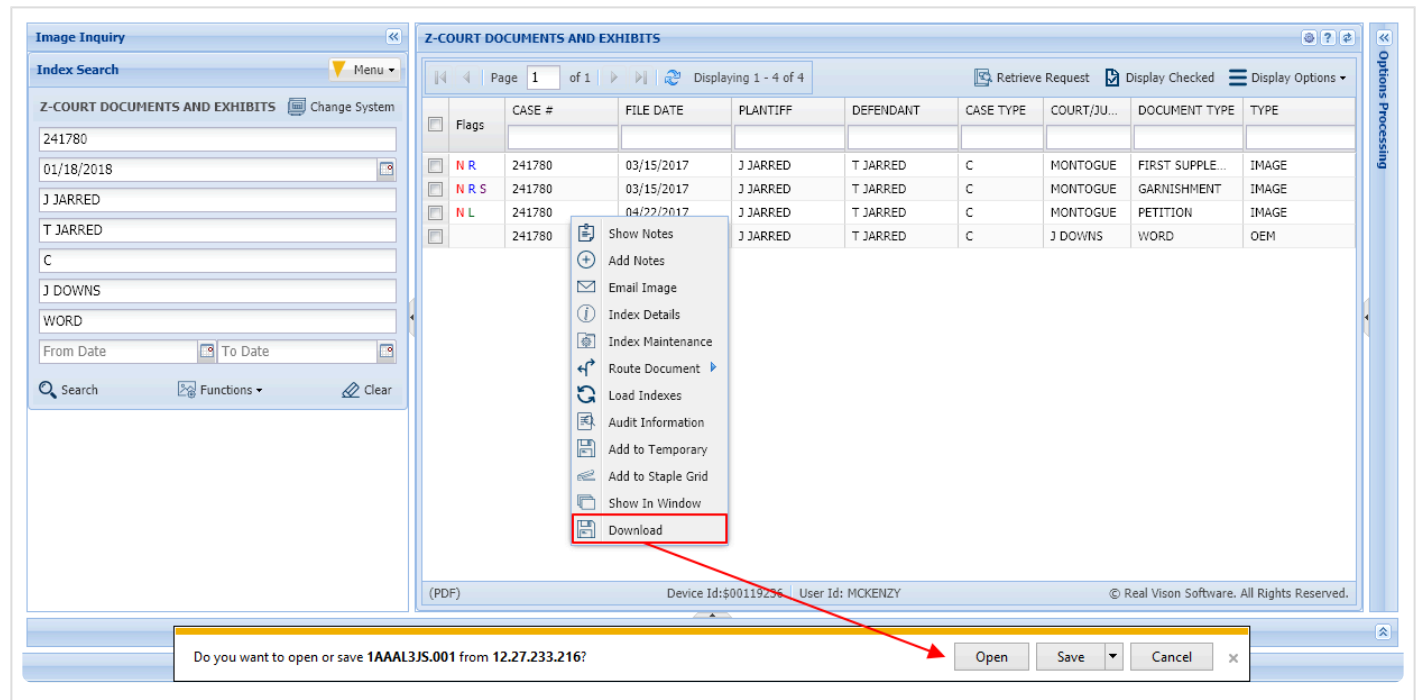
02/24/94 9:22 AM
DIANE
PF03c

Y6 PAGE 1

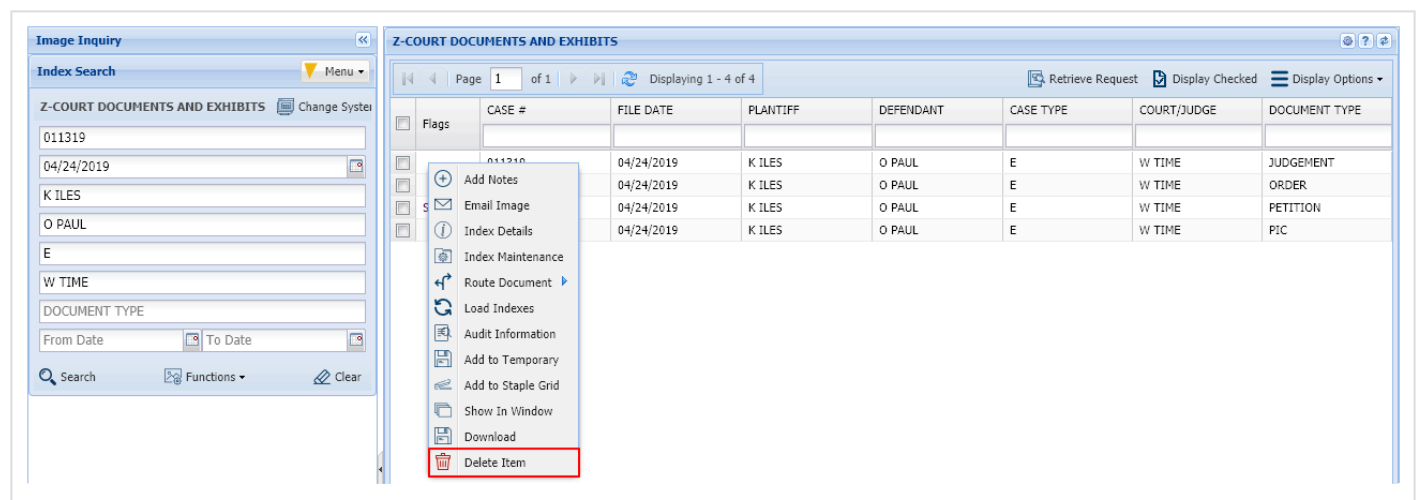
INV #	INVOICE DATE	AMT PENDING C	DATE	VENDOR INV #	DUE DATE	BATCH #
16604	07/12/93	2,855.80-	08/02/93	16604	01/01/94	801
16692	07/09/93	2,810.88-	07/21/93	16692	01/01/94	802
16877	08/03/93	1,889.28-	08/17/93	16877	01/01/94	814
17031	08/19/93	2,855.81-	09/14/93	17031	01/01/94	906
17270	09/10/93	1,451.52-	10/04/93	17270	01/01/94	918
17294	09/03/93	1,790.21-	10/01/93	17294	01/01/94	918
17498	09/23/93	2,951.42-	10/12/93	17498	01/01/94	1003
17500	09/29/93	3,010.18-	11/02/93	17500	01/01/94	1101
17501	09/29/93	3,010.18-	11/05/93	17501	01/01/94	1105
17557	09/24/93	3,010.18-	11/02/93	17557	01/01/94	1101

(PDF)

Download: Save the selected document to local storage.



Delete Item: Delete the selected record from Image Inquiry.



Undelete Item: Remove the delete designation from a record in Image Inquiry. The user must have authority to view deleted records in order to access this option.

Image Inquiry (Host-Socket Connected)

Index Search

Z-COURT DOCUMENTS AND EXHIBITS

010422

01/04/2022

PLAINTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

VERSION TEST DD*

From Date To Date

☒ Show Deleted Records

Search Functions Clear

If 'Show Deleted Records' is not available, contact your system administrator. This function is controlled in option security using Option Code # OneLook Include Deleted Records.

Z-COURT DOCUMENTS AND EXHIBITS

Page 1 of 1 Displaying 1 - 1 of 1

Display Checked Display Options

Flags	CASE NUMBER	FILE DATE	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TY...	TYPE
	010422		FONTE	M LEWIS	MISC	L OWENS	VERSION TEST...	OEM

Context Menu:

- Add Notes
- Email Image
- Fax Image
- Index Details
- Index Maintenance
- Route Document
- Load Indexes
- Audit Information
- Add to Temporary
- Add to Staple Grid
- Show In Window
- Download
- Undelete Item**
- Z-Options

Items that have been previously marked for deletion will appear highlighted in pink. To undelete an item, right click the record and choose Undelete Item.

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Z-Options: Custom functions for your organization. Refer to [Z-Options](#) topic.

8. FUNCTIONS

RVI One Look provides the following functions:

Audit	Drag Drop	Email	Fax <i>(Customer must have fax adapter installed.)</i>
File Import	Image Index Maintenance	Image Markup	Linking
Notes	OCR <i>(Included in RVI PC Viewer Version 9.3 and newer.)</i>	Print <i>(IBM i direct print not included.)</i>	Polling
Redaction	Routing	Scanning	Screen Scrape
Spool File Search	Stapling	Viewing	Workflow

8.1. Additional Index Filter

Select Functions, Additional Index Filter from the Index Search window.

Image Inquiry

Index Search Menu ▾

Z-COURT DOCUMENTS AND EXHIBITS Change System

CASE NUMBER

FILE DATE

PLAINTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Date To Date

☐ Show Deleted Records

Additional Index Filter

Black/White Image Types ☒

Reports Image Types ☒

External Image Types ☒

Color Image Types ☒

Include Only Items Routed ☐

Include Only Noted Items ☐

Search Functions ▾ Clear

Functions menu:

- Scan Functions
- Drag Drop/Import Functions
- Batch Indexing
- Additional Index Filter**
- Advanced Search

Provides an advanced index search allowing users to narrow the search results by the following image types:

- Black/White
- Reports
- External (*such as Microsoft Office files*)
- Color

Additional search criteria include:

- Routed Items
- Noted Items

8.2. Advanced Search

To watch a video on this topic [CLICK HERE](#).

Advanced 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, Advanced Search** to open the grid.

Image Inquiry (Host-Socket Connected)

Index Search Menu ▾

1-IMPORTED MIQ DATA Change System

LOAD#

From-ORDER# Through-ORDER#

PRO#

TRAILER

SERIAL

From Date Through Date

DOC TYPE ▾

INDEX8

INDEX9

From Date To Date

Search Functions ▾ Clear

- Scan Functions
- Drag Drop/Import Functions
- Batch Indexing
- OCR Word Search
- Additional Index Filter
- Advanced Search**

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

There are 4 **Advanced Search** options:

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

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

The screenshot displays the 'Image Inquiry (Host-Socket Connected)' application. The main window shows '1-IMPORTED MIQ DATA' with a table of search results. A red arrow points from the 'Horizontal' checkbox in the 'Advanced Search Grid' to the 'Index8' column in the table.

1-IMPORTED MIQ DATA Table:

Flags	LOAD#	ORD...	PRO#	TR...	SERIAL	NEW ...	DOC TYPE	INDEX...	IN...	TYPE	CREA...	PAGES
<input type="checkbox"/>			8213826				BL			IMAGE	2015/...	001
<input type="checkbox"/>			8214910				BL			IMAGE	2015/...	001
<input type="checkbox"/>			8217198				BL			IMAGE	2015/...	001
<input type="checkbox"/>			8214910				MISC			IMAGE	2015/...	001

Advanced Search Grid:

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

LOAD#	ORDER#	PRO#	TRAILER	SERIAL	NEW DATE	DOC TYPE	INDEX8	INDEX9
		8213826						
		8214910						
		8217198						

This is an example of Horizontal search using the Finalize Search button.

Example: Horizontal Search Using Finalize W/Totals

Image Inquiry (Host-Socket Connected)

Index Search

1-IMPORTED MIQ DATA

LOAD#

From-ORDER# Through-ORDER#

PRO#

TRAILER

SERIAL

From Date Through Date

DOC TYPE

INDEX8

INDEX9

From Date To Date

An extra search criteria has been entered

1-IMPORTED MIQ DATA

Page 1 of 1

Displaying 1 - 4 of 4

Retrieve Request

Display Checked

Display Options

Flags	LOAD#	ORD...	PRO#	TR...	SERIAL	NEW ...	DOC TYPE	INDEX...	IN...	TYPE	CREA...	PAGES
			8213826				BL			IMAGE	2015/...	001
			8214910				BL			IMAGE	2015/...	001
			8217198				BL			IMAGE	2015/...	001
			8214910				MISC			IMAGE	2015/...	001

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Advanced Search Grid

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

LOAD#	ORDER#	PRO#	TRAILER	SERIAL	NEW DATE	DOC TYPE	INDEX8	INDEX9	Counts
		8213826							1
		8214910							2
		8217198							1

This is an example of Horizontal search using the Finalize W/Totals button.

Example: Horizontal Search Using Finalize W/Totals & View

Image Inquiry (Host-Socket Connected)

Index Search

1-IMPORTED MIQ DATA

LOAD#

From-ORDER# Through-ORDER#

PRO#

TRAILER

SERIAL

From Date Through Date

DOC TYPE

INDEX8

INDEX9

From Date To Date

An extra search criteria has been entered

Advanced Search Grid

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

LOAD#	ORDER#	PRO#	TRAILER	SERIAL	NEW DATE	DOC TYPE	INDEX8	INDEX9	Counts
		8213826							1
		8214910							2
		8217198							1

This is an example of Horizontal search using the Finalize W/Totals & View button.

Vertical Search:

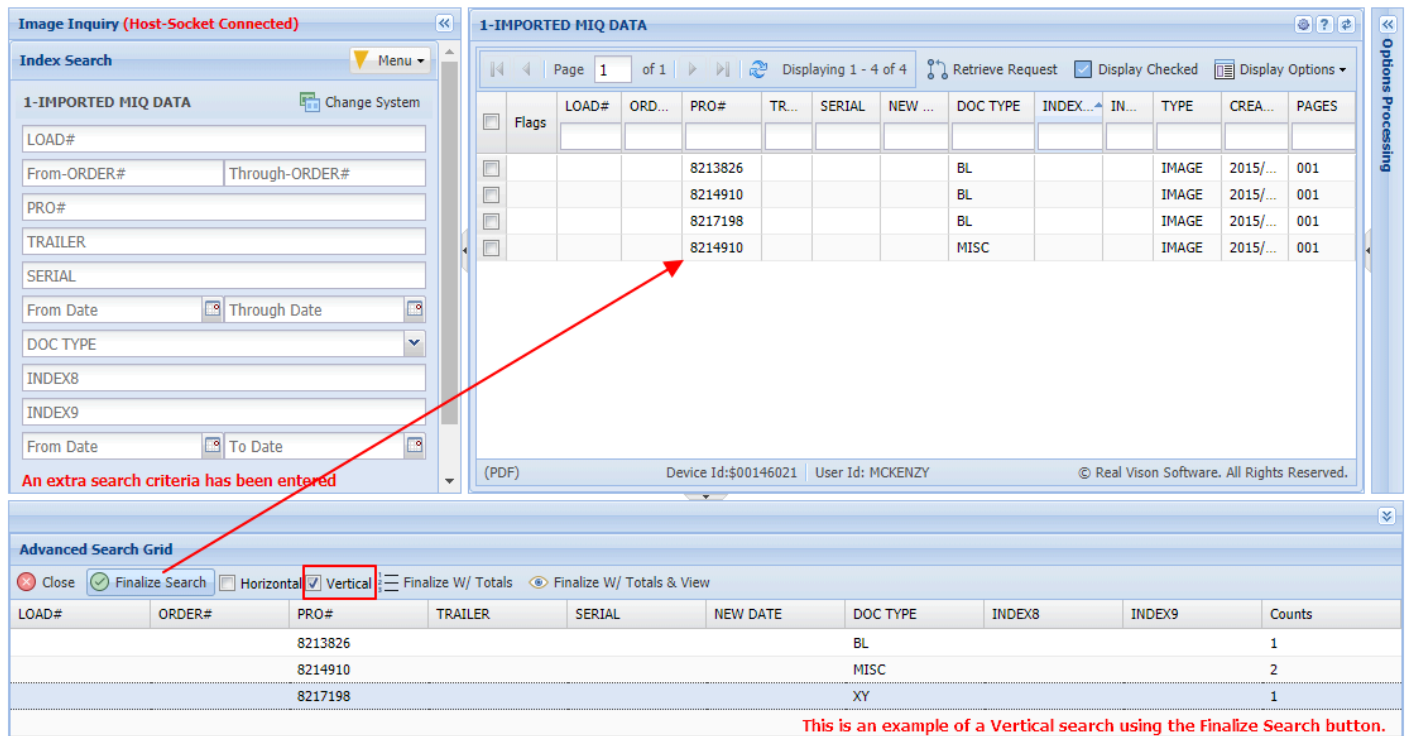
Include an index record if:

- 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 Search



Index Search

1-IMPORTED MIQ DATA

LOAD#

From-ORDER# Through-ORDER#

PRO#

TRAILER

SERIAL

From Date Through Date

DOC TYPE

INDEX8

INDEX9

From Date To Date

An extra search criteria has been entered

1-IMPORTED MIQ DATA

Page 1 of 1

Displaying 1 - 4 of 4

Retrieve Request

Display Checked

Display Options

Flags	LOAD#	ORD...	PRO#	TR...	SERIAL	NEW ...	DOC TYPE	INDEX...	IN...	TYPE	CREA...	PAGES
			8213826				BL			IMAGE	2015/...	001
			8214910				BL			IMAGE	2015/...	001
			8217198				BL			IMAGE	2015/...	001
			8214910				MISC			IMAGE	2015/...	001

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Advanced Search Grid

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

LOAD#	ORDER#	PRO#	TRAILER	SERIAL	NEW DATE	DOC TYPE	INDEX8	INDEX9	Counts
		8213826				BL			1
		8214910				MISC			2
		8217198				XY			1

This is an example of a Vertical search using the Finalize Search button.

WildCard Search Example:

- ! Ending Value and Bookend Value wild card searching must be explicitly enabled by your RVI System Administrator.

- Beginning Value:** Searching for all case numbers that begin with **27**.

Image Inquiry (Host-Socket Connected)

Index Search

Z-COURT DOCUMENTS AND EXHIBITS

CASE #

FILE DT

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Date To Date

An extra search criteria has been entered

Search Functions Clear

Z-COURT DOCUMENTS AND EXHIBITS

Page 1 of 1

Displaying 1 - 5 of 5

Retrieve Request Display Checked Display Options

Flags	CASE #	FILE DT	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT ...
N	274911	06152012	BOWEN LLC	ANNA SMITH	ACC	SAMUEL	EVIDENCE
N R	274911	08072012	BOWEN LLC	ANNA SMITH	ACC	SAMUEL	MOTION
	274911	05072012	BOWEN LLC	ANNA SMITH	ACC	SAMUEL	ORDER
R L	274911	05072012	BOWEN LLC	ANNA SMITH	ACC	SAMUEL	PETITION
N R S	275850	01052009	OSCAR J PAUL	ELAINE M PAUL	DIV	MYERS	COMPLAINT

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Advanced Search Grid

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

CASE #	FILE DT	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
27*						

2. **Ending Value:** Search for all case numbers that end with **911**.

Image Inquiry (Host-Socket Connected)

Index Search

Z-COURT DOCUMENTS AND EXHIBITS

CASE #

FILE DT

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Date To Date

An extra search criteria has been entered

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 DT	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
N	274911	06152012	BOWEN LLC	ANNA SMITH	ACC	SAMUEL	EVIDENCE
N R	274911	08072012	BOWEN LLC	ANNA SMITH	ACC	SAMUEL	MOTION
	274911	05072012	BOWEN LLC	ANNA SMITH	ACC	SAMUEL	ORDER
R L	274911	05072012	BOWEN LLC	ANNA SMITH	ACC	SAMUEL	PETITION

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Advanced Search Grid

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

CASE #	FILE DT	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
*911						

3. **Bookend Value:** Search for all case numbers that begin with **2** and end with **80**.

Image Inquiry (Host-Socket Connected)

Index Search

Z-COURT DOCUMENTS AND EXHIBITS

Case #
File DT
Plaintiff
Defendant
Case Type
Court/Judge
Document Type
From Date To Date

An extra search criteria has been entered

Search Functions Clear

Advanced Search Grid

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

CASE #	FILE DT	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
2*80						

Z-COURT DOCUMENTS AND EXHIBITS

Page 1 of 1 Displaying 1 - 7 of 7 Retrieve Request Display Checked Display Options

Flags	CASE #	FILE DT	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
N R	241780	20110616	JOHNATHAN CH...	TARA ST. ROMA...	DIV	JOHNSON	AMENDMENT
N	241780	20200317	JOHNATHAN CH...	TARA ST. ROMA...	DIV	JOHNSON	MISC
	241780	20110612	JONATHAN CHA...	TARA ST. ROMA...	DIV	JOHNSON	ORDER
N R S...	241780	06132011	JONATHAN CHA...	TARA ST. ROMA...	DIV	JOHNSON	PETITION
N R S...	241780	20110617	JOHNATHAN CH...	TARA ST. ROMA...	DIV	JOHNSON	PETITION
	241780	20110615	JOHNATHAN CH...	TARA ST. ROMA...	DIV	JOHNSON	PHOTO
	241780	06012011	JONATHAN CHA...	TARA ST. ROMA...	DIV	JOHNSON	SUPPLEMENTAL

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4. Contained Value: Search for all case numbers that contain 179.

Image Inquiry (Host-Socket Connected)

Index Search

Z-COURT DOCUMENTS AND EXHIBITS

Case #
File DT
Plaintiff
Defendant
Case Type
Court/Judge
Document Type
From Date To Date

An extra search criteria has been entered

Search Functions Clear

Advanced Search Grid

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

CASE #	FILE DT	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
179						

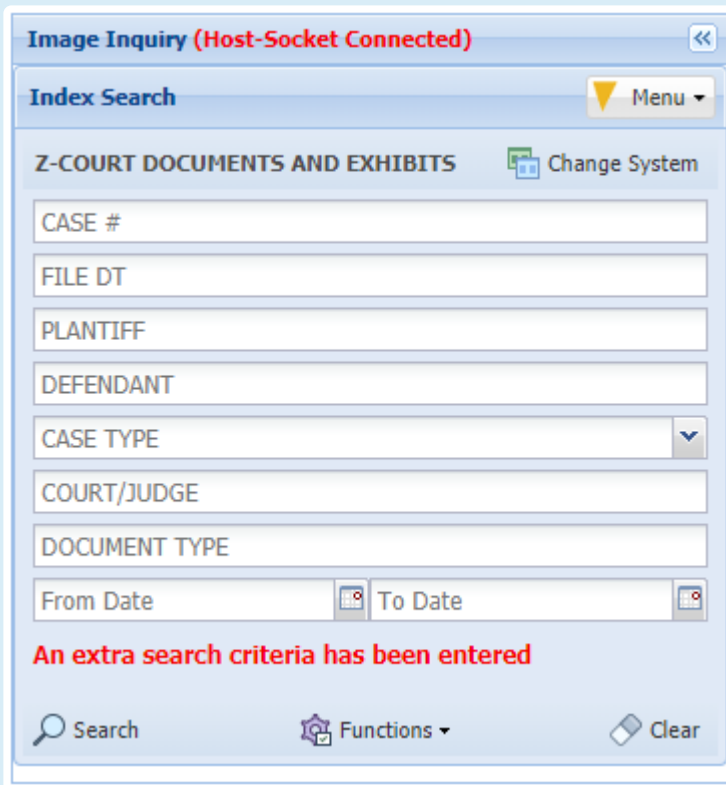
Z-COURT DOCUMENTS AND EXHIBITS

Page 1 of 1 Displaying 1 - 3 of 3 Retrieve Request Display Checked Display Options

Flags	CASE #	FILE DT	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
	241790	032520	JONATHAN CHA...	TARA ST. ROMA...	DIV	P WALTER	APP
L	241790	032520	JONATHAN CHA...	TARA ST. ROMA...	DIV	P WALTER	PETITION
L	241790	032520	JONATHAN CHA...	TARA ST. ROMA...	DIV	P WALTER	PETITION

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✿ To clear the Advanced 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.'



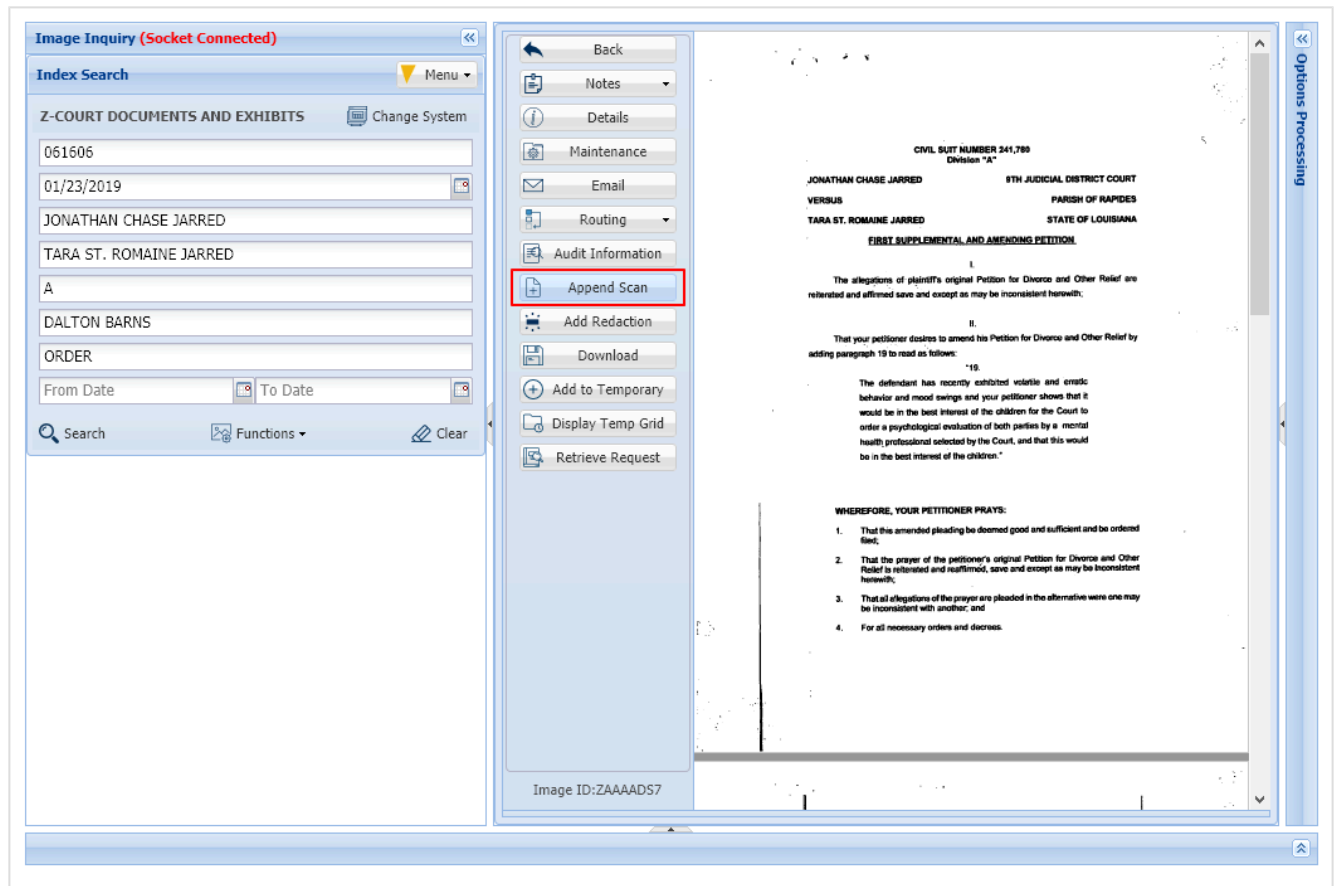
The screenshot shows a web-based application window titled "Image Inquiry (Host-Socket Connected)". Below the title bar is a section labeled "Index Search" with a "Menu" dropdown. The main area is titled "Z-COURT DOCUMENTS AND EXHIBITS" and includes a "Change System" button. There are several input fields for search criteria: "CASE #", "FILE DT", "PLANTIFF", "DEFENDANT", "CASE TYPE" (with a dropdown arrow), "COURT/JUDGE", and "DOCUMENT TYPE". At the bottom of the input fields are "From Date" and "To Date" fields, each with a calendar icon. A red message states "An extra search criteria has been entered". At the bottom of the window are three buttons: "Search" (with a magnifying glass icon), "Functions" (with a gear icon and a dropdown arrow), and "Clear" (with an eraser icon).

8.3. Append

To watch a video on this topic [CLICK HERE](#)

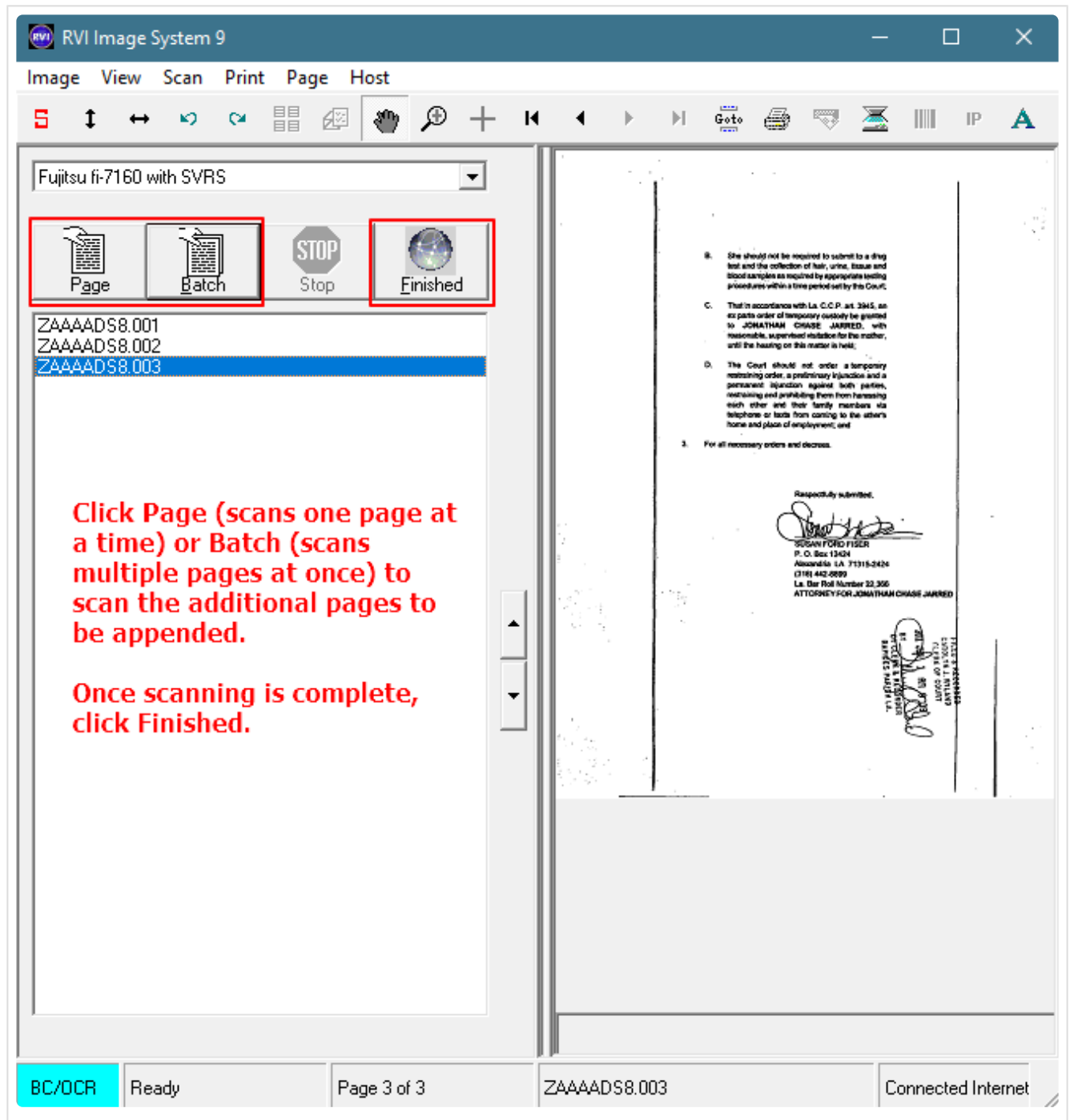
Scan additional pages to an existing image. (*Appends are not available for OEM documents such as PDF, DOCX, XLSX.*)

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

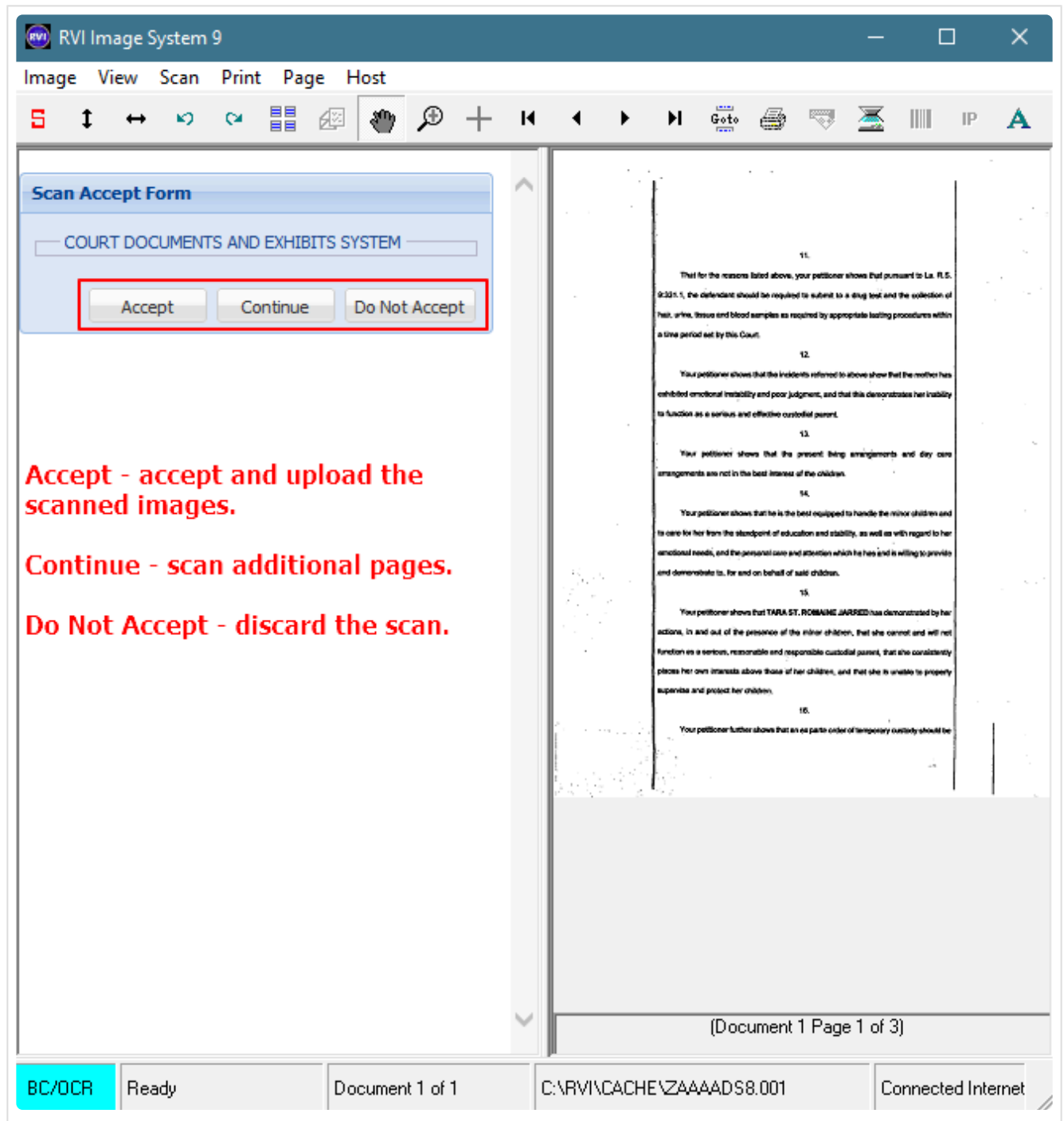


This will open the RVI PC Viewer. If the user is set to PC Control scanning, they will have to click Page or Batch to begin the scan process. If the user is set to host control, the scanning will automatically begin.

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

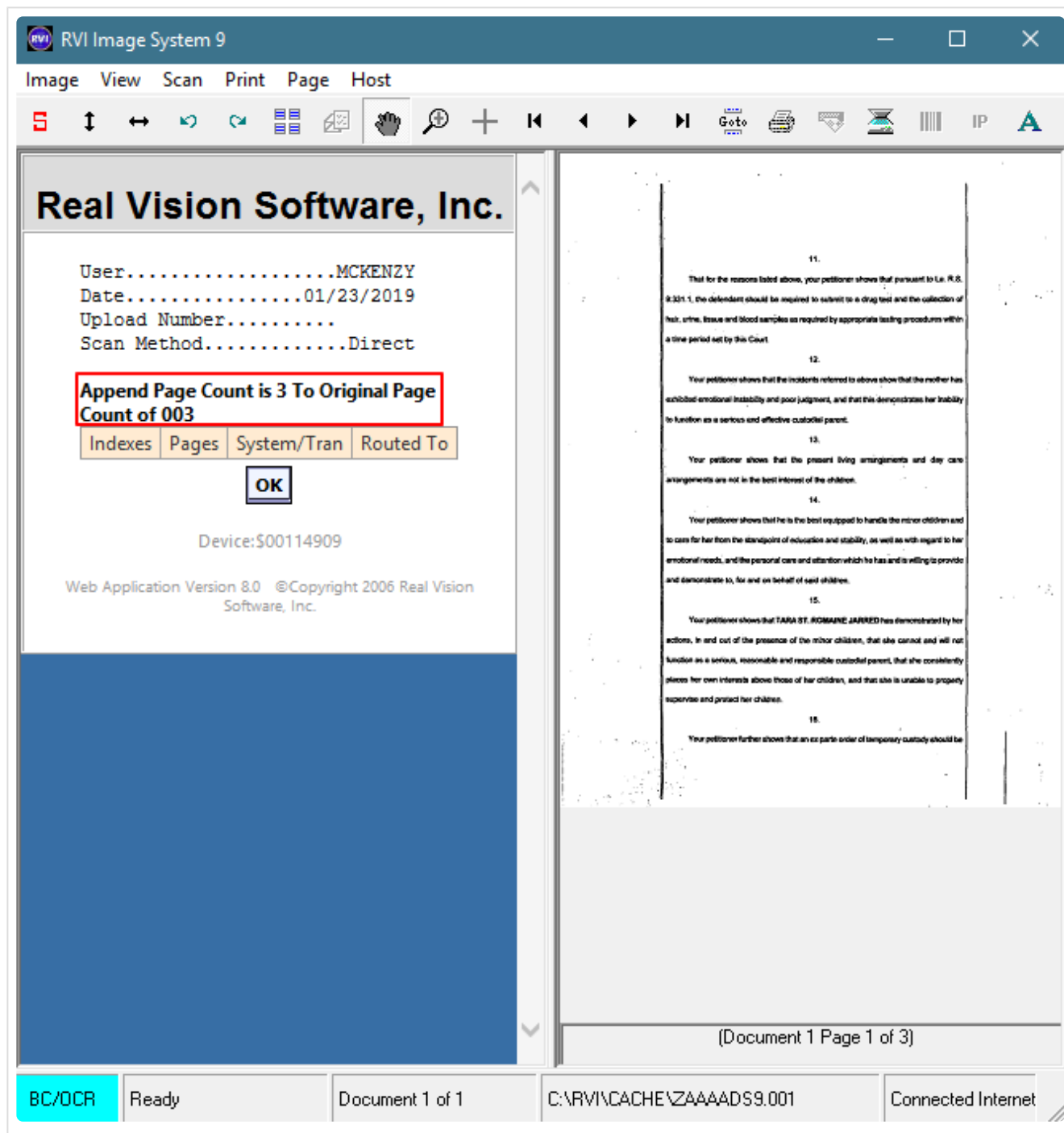


4. Click **Accept**, **Continue**, or **Do Not Accept**.



If the scan is accepted, the upload confirmation screen will open.

5. Click **OK** to complete the process.



8.4. Audit

Audit is available in WorkBaskets and Image Inquiry. RVI also offers a [dashboard](#) for additional auditing.

WorkBasket Audit

To access the available audits, open the Workbasket tab by selecting Menu, Workbasket.

Click on the desired batch to be worked, then left-mouse click a record, select Audit Information to open the audit pane. Here you will find Audit Filters which allows the user to select the desired filter for the audit

results.

Z-COURT DOCUMENTS AND EXHIBITS User = MCKENZY, Routing Profile = MCKENZY

Back ☒ Que Up For Approval ☐ Que Up For Batch Indexing ☐ Pop-A-Que Records: 2 Display Options Workbasket Charts

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT...	PRIORITY C...	DAYS OLD
	201702	08/16/2017	M JOE	J LOU	C	DOUGLOUS	PETITION		0
	658966	09/12/2018	I JAMES	W REED	W	Q OSCAR	PETITION		0

Real Vision Image Inquiry 9421 User Id: MCKENZY © Real Vison Software. All Rights Reserved.

WorkBasket Audit:
 1. Right-click a record in the workbasket.
 2. Select Audit Information.

Context menu options: Show Notes, Add Notes, Email Image, Index Details, Index Maintenance, **Audit Information**, Z-Options, Show In Window

Z-COURT DOCUMENTS AND EXHIBITS User = MCKENZY, Routing Profile = MCKENZY

Back ☒ Que Up For Approval ☐ Que Up For Batch Indexing ☐ Pop-A-Que Records: 2 Display Options Workbasket Charts

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT...	PRIORITY C...	DAYS OLD
	201702	08/16/2017	M JOE	J LOU	C	DOUGLOUS	PETITION		0
	658966	09/12/2018	I JAMES	W REED	W	Q OSCAR	PETITION		0

Real Vision Image Inquiry Device Id:\$00119421 User Id: MCKENZY © Real Vison Software. All Rights Reserved.

Audit Information

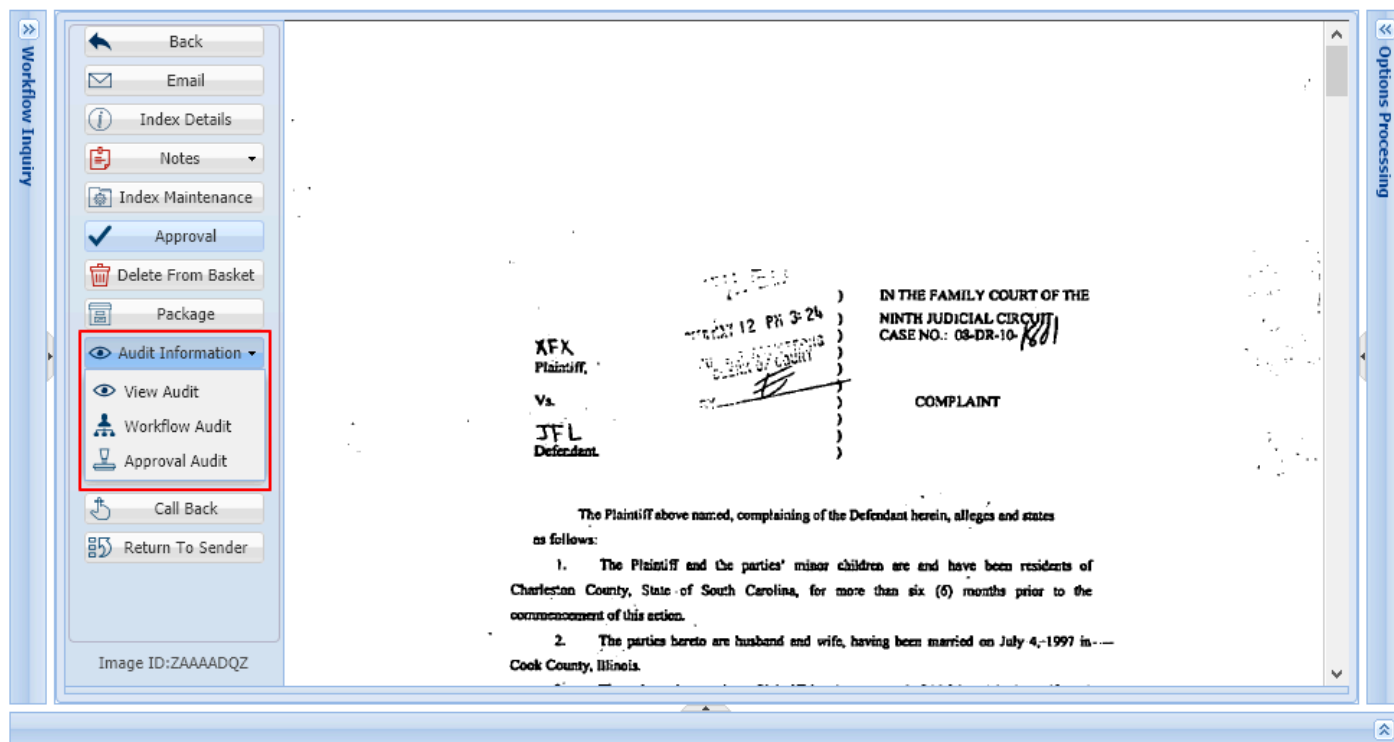
Close Page 1 of 2 Displaying 1 - 25 of 49 Audit Filters

User	Type	Destin		Date	Time
RICHC	VIEW			01/29/19	14:49:56
QTMHHTTP	VIEW			03/19/19	14:46:53
COURT	VIEW			03/19/19	14:47:06
COURT	VIEW			03/19/19	14:47:10
MCKENZY	VIEW			09/12/18	14:48:43
MCKENZY	VIEW			09/12/18	14:49:09
MCKENZY	VIEW			09/12/18	14:49:25
MCKENZY	VIEW			09/12/18	14:50:20
MCKENZY	VIEW			09/12/18	14:51:31

Audit Filters dropdown: View Request, Print Request, E-Mail Request, Change Request, Route Request, Fax Request, CD Request, **Signature Request**

OR

Double-click a record to display a document. The audit options are found at the bottom left hand corner of the screen.



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

Workflow Audit

to display the 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	AAAACHP	APPROVED	APPROVED	W - Workbasket In...		- ADDITIONAL INF...
LEN	03/12/2018	13:24:58	K - Apprv/Disaprv	AAAABSY	AAAACHP	APPROVED	APPROVED	W - Workbasket In...	Routing Rules Appli...	R - ADVANCE TO N...
TERRY	03/27/2018	06:37:47	K - Apprv/Disaprv	AAAABSY	AAAACHQ	APPROVED	APPROVED	W - Workbasket In...		- ADDITIONAL INF...
TERRY	03/27/2018	06:37:47	K - Apprv/Disaprv	AAAABSY	AAAACHQ	APPROVED	APPROVED	W - Workbasket In...	Routing Rules Appli...	R - ADVANCE TO N...
DAVE	03/27/2018	06:40:48	K - Apprv/Disaprv	AAAABSY	AAAACHM	APPROVED	APPROVED	W - Workbasket In...		- ADDITIONAL INF...

Image Inquiry Audit

To access the available audits, right-mouse click or double click a record then choose **Audit Information**.

The audit information table will open at the bottom of the screen.

The screenshot displays the 'Image Inquiry' application. On the left, there is a sidebar with various options. The 'Audit Information' option is highlighted with a red box, and a red arrow points from it to the 'Audit Information' table at the bottom of the screen.

The 'Audit Information' table is located at the bottom of the screen and contains the following data:

User	Type	Destination	Date	Time
RICHC	VIEW		01/29/19	14:49:56
QTMHHTP	VIEW		03/19/19	14:46:53
COURT	VIEW		03/19/19	14:47:06
COURT	VIEW		03/19/19	14:47:10

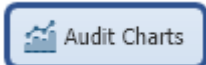
Audit Information Options:

Audit Filters ▾

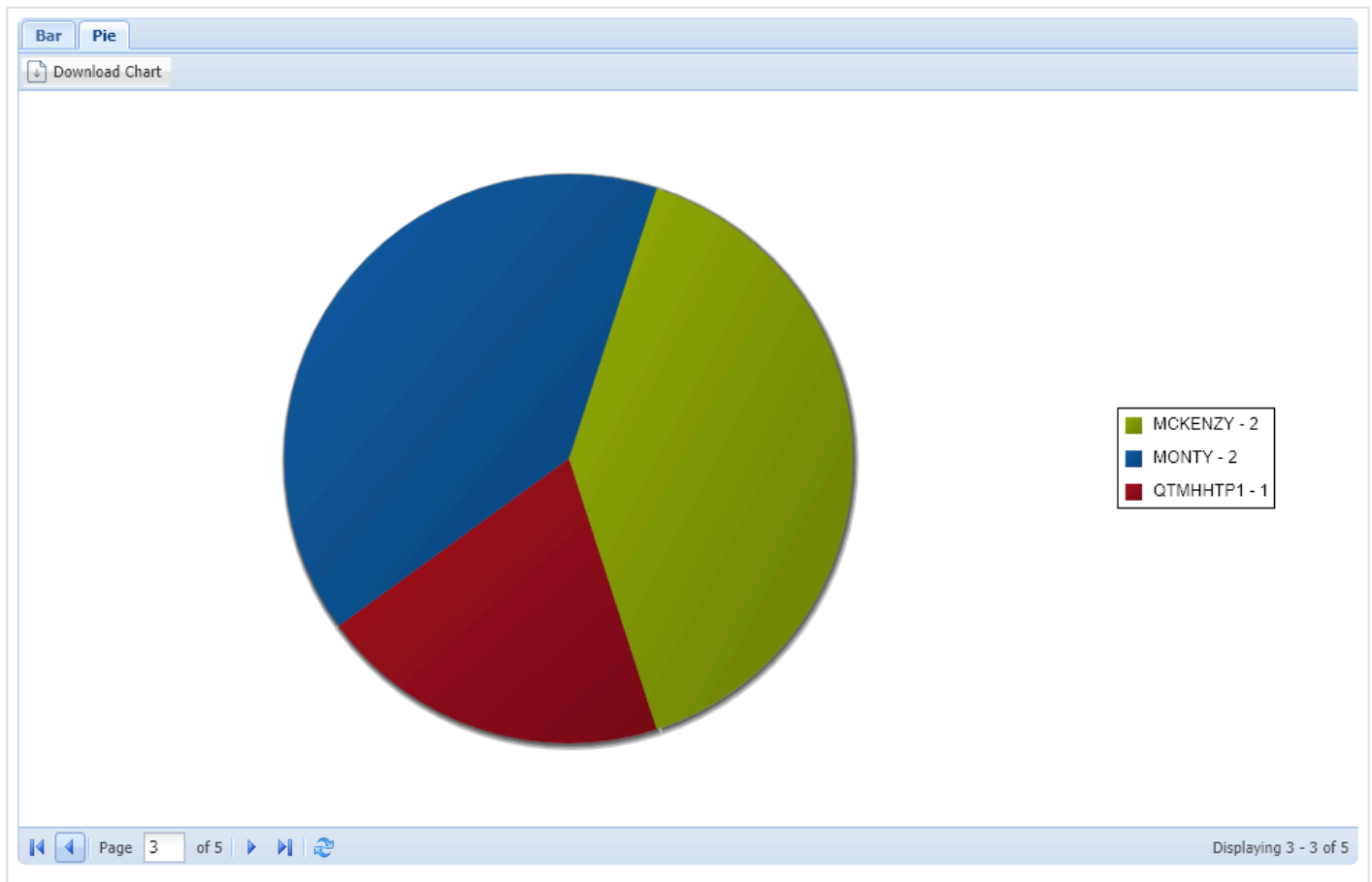
to select the desired request type to be queried. By default, the audit request type is set to *View Request*.

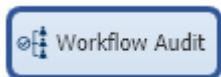
Audit Filters ▾

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



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





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:...

8.5. Batch Indexing

1. Select Functions/Batch Indexing

Image Inquiry (Host-Socket Connected)

Index Search Menu ▾

Z-COURT DOCUMENTS AND EXHIBITS Change System

CASE NUMBER

FILE DATE

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE ▾

From Date To Date

Search Functions ▾ Clear

- Scan Functions ▸
- Drag Drop/Import Functions ▸
- Batch Indexing**
- Additional Index Filter
- Advanced Search

2. Single mouse click the batch to be worked.

Image Inquiry (Host-Socket Connected)

Batch Index List Menu ▾

Back Total Batches: 1 Refresh

Batch Name	Count	Date	In Use By
EXTERNAL	00002	02/22/21	

3. Index the image.



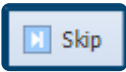
Change System

Prior to indexing, you can click **Change System** to assign the document to a new system id code.

NOTE: The [Retrieve Indexes](#) button seen here is for custom interfaces. For more information on custom interfaces, contact [RVI Support](#).

4. Click  to save the index values.

OR

5. Click  to temporarily skip the current image and move to the next image.

8.5.1. Retrieve Indexes

Within Image Inquiry/Batch Indexing and WorkBasket/Queue Up For Batch Indexing, the Retrieve Indexes button is used to retrieve index information from a customer specific database.

When Retrieve Indexes and Retrieve Request buttons are both present on the indexing screen, they can be used interchangeably. Either button will perform the index information retrieval from the customer database.

Custom Feature Will only appear for customers specifically setup for this feature. Contact RVI Support for details on integrating this feature.

Image Inquiry:

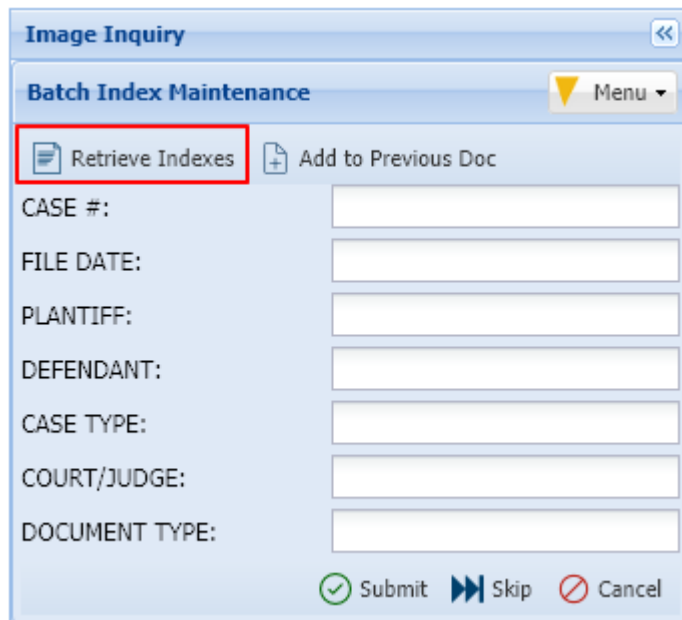




Image Inquiry

Batch Index Maintenance Menu ▾

 Retrieve Indexes  Add to Previous Doc

CASE #:

FILE DATE:




PLAINTIFF:

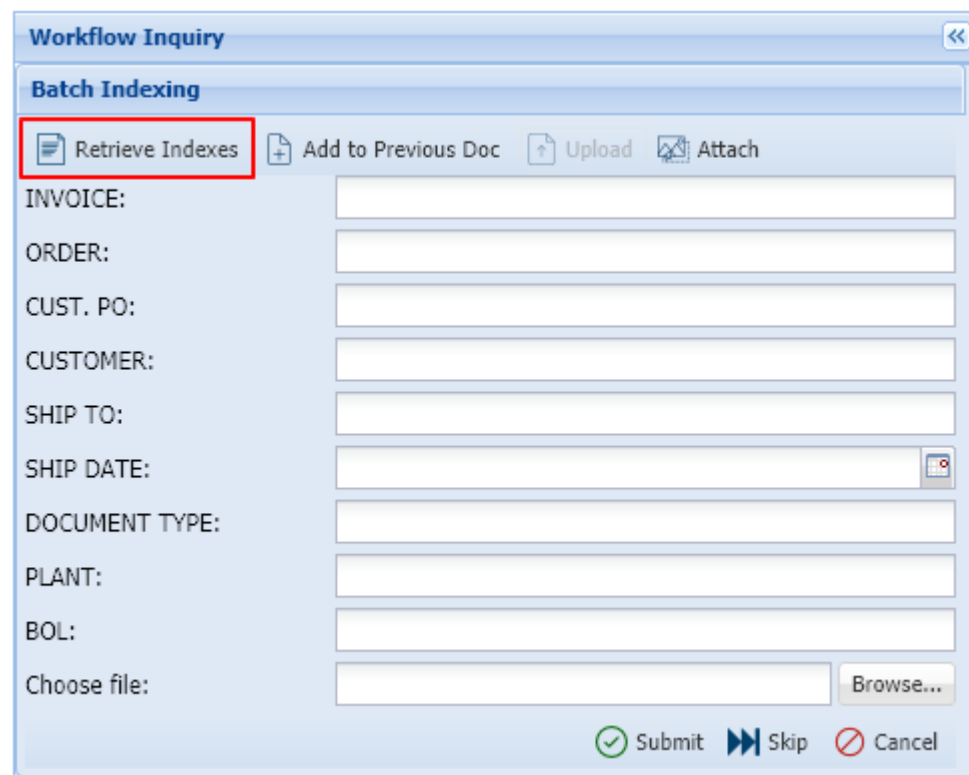
DEFENDANT:

CASE TYPE:

COURT/JUDGE:





DOCUMENT TYPE:

 Submit  Skip  Cancel

WorkBasket:

Workflow Inquiry

Batch Indexing

 Retrieve Indexes  Add to Previous Doc  Upload  Attach


INVOICE:

ORDER:

CUST. PO:

CUSTOMER:


SHIP TO:




SHIP DATE: 

DOCUMENT TYPE:

PLANT:

BOL:

Choose file: 

 Submit  Skip  Cancel

8.5.2. Add To Previous Doc

Allows the user to append the image currently displayed to the previously indexed document. The current document will be appended and removed from the batch indexing queue.

This function is included in Image Inquiry/Batch Indexing and WorkBasket/Que Up For Batch Indexing.

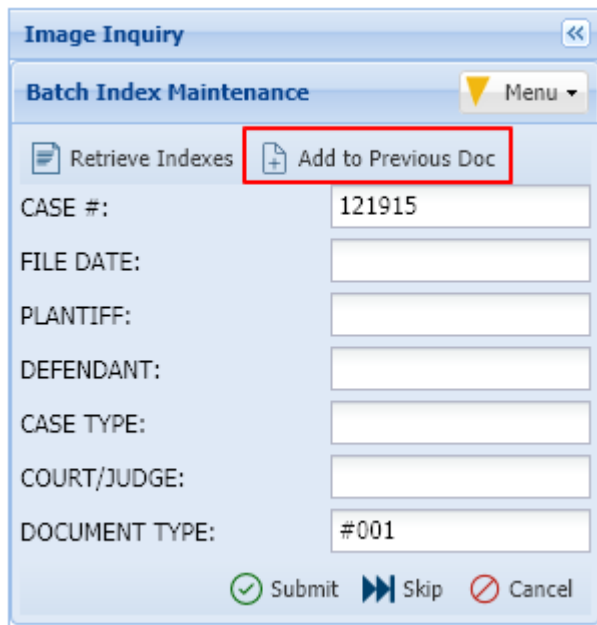
Image Inquiry:

Image Inquiry <<

Batch Index Maintenance Menu ▾

Retrieve Indexes **Add to Previous Doc**

CASE #: 121915

FILE DATE:

PLANTIFF:

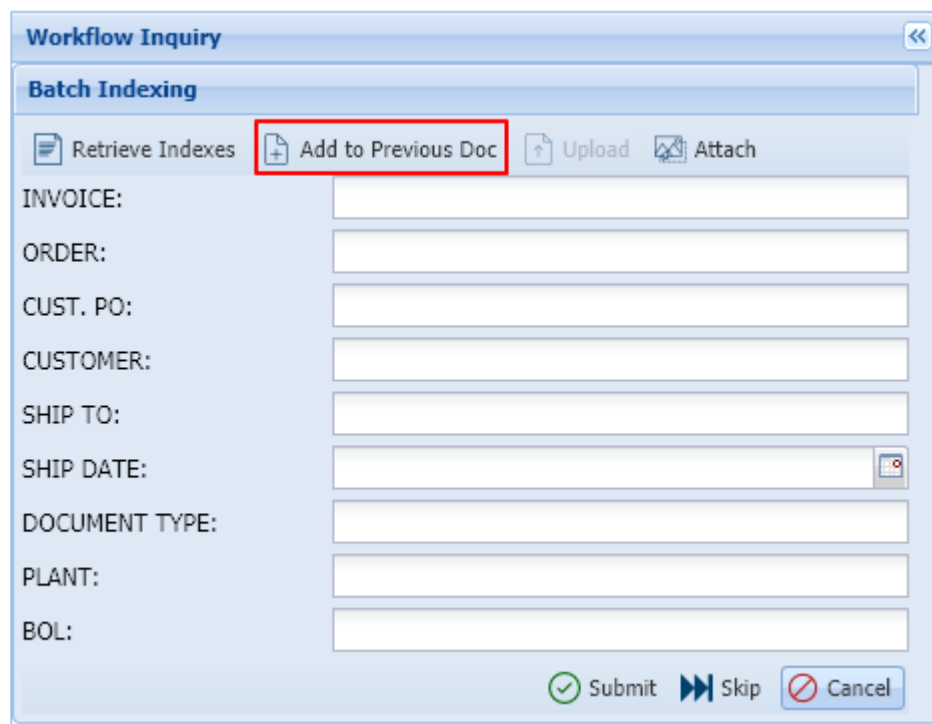
DEFENDANT:

CASE TYPE:

COURT/JUDGE:

DOCUMENT TYPE: #001

Submit Skip Cancel

WorkBasket:

Workflow Inquiry <<

Batch Indexing

Retrieve Indexes **Add to Previous Doc** Upload Attach

INVOICE:

ORDER:

CUST. PO:

CUSTOMER:

SHIP TO:

SHIP DATE:

DOCUMENT TYPE:

PLANT:

BOL:

Submit Skip Cancel

8.5.3. Change System

Allows the user to reassign the current image in the batch indexing window to a different system.

This function is available in *Image Inquiry/Functions/Batch Indexing* .

System	System Name
A	AP WORKFLOW SYSTEM
B	BANKING DDA SYSTEM
C	COURT SYSTEM
D	AP SYSTEM

8.6. Drag Drop/Import

To watch a video on this topic [CLICK HERE](#)

One Look provides the user with the option to Drag Drop into the RVI PC Viewer or Browse Import.

! One Look requires the [RVI PC Viewer](#) for drag drop. The RVI PC Viewer must be

Connected: IBM DATA QUEUES

Connected: IBM DATA QUEUES

for drag drop.

If you are using Browse Import, the RVI PC Viewer is not needed.


The One Look browser must be **Host-Socket Connected**

Image Inquiry (Host-Socket Connected)

for drag drop and browse import.

Refer to [Setup/Maintain IBMi Host Socket](#) under *How To Instructions* section for details on workstation configuration when using Host Socket.

Drag Drop Into the RVI PC Viewer:

1. Open the RVI PC viewer ([RVI.EXE](#)).
2. Drag and drop a file onto the RVI PC viewer window.
3. Verify the  button in the bottom left hand corner of the RVI PC viewer is active.
4. Select an index method:
 - a. [Drag Drop \(PC Viewer Indexes\)](#)
 - b. [Drag Drop \(Indexes Above\)](#)

Browse Import:

1. From the One Look browser select Functions-Drag Drop/Import Functions. Select an index method:
 - a. [Browse Import \(Indexes Above\)](#)
 - b. [Browse Import \(Batch\)](#)
2. Drag and drop a file(s) into the browse import window or click **Add Files** then navigate to the file(s) and click **Open**.
3. Click **Start Upload**.

8.6.1. Drag Drop (Indexes Above)



One Look requires the [RVI PC Viewer](#) for drag drop. The RVI PC Viewer must be

Connected: IBM DATA QUEUES

Connected: IBM DATA QUEUES

The One Look browser must be **Host-Socket Connected**

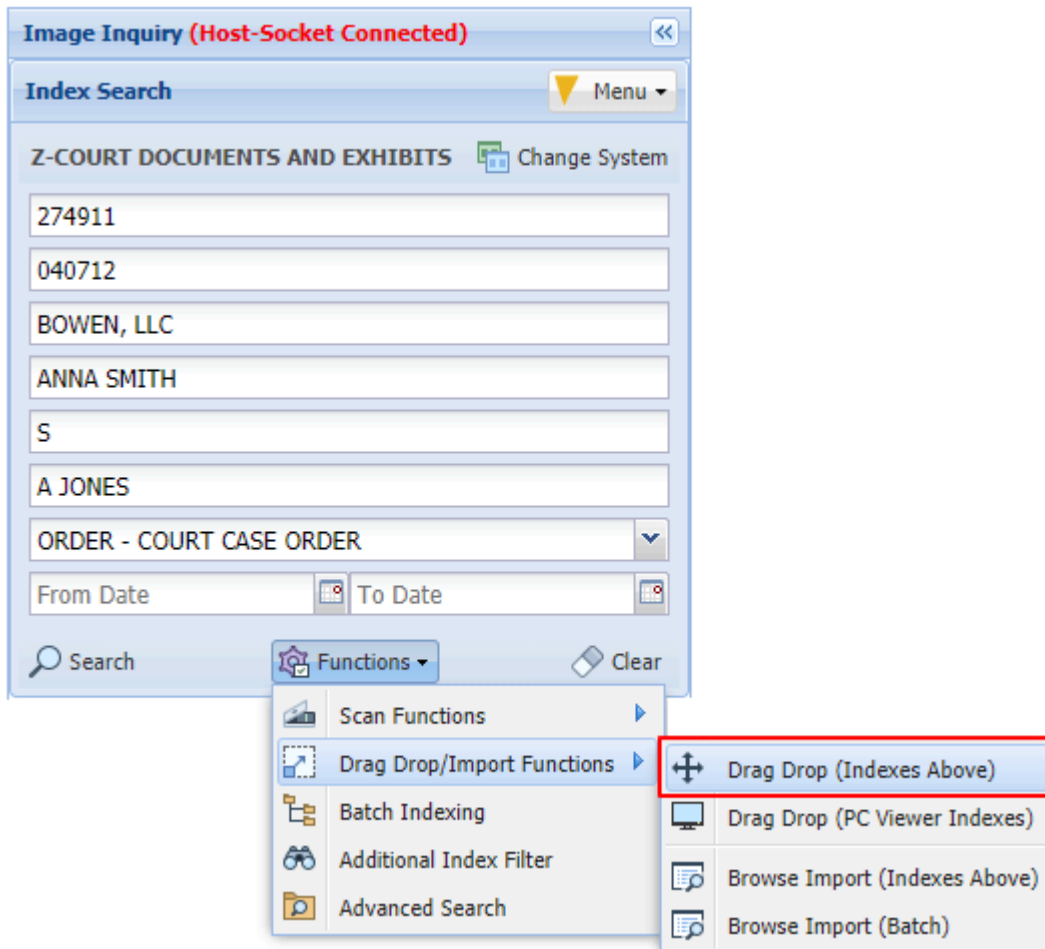
Image Inquiry (Host-Socket Connected)



Refer to [Setup/Maintain IBMi Host Socket](#) under *How To Instructions* section for details on workstation configuration when using Host Socket.

1. Open the RVI PC viewer.
2. Drag drop a file onto the RVI PC viewer.
3. Navigate to One Look.

4. Enter the index values.
5. Select Functions, Drag Drop/Import Functions, **Drag Drop (Indexes Above)**.



8.6.2. Drag Drop (PC Viewer Indexes)

! One Look requires the [RVI PC Viewer](#) for drag drop. The RVI PC Viewer must be

Connected: IBM DATA QUEUES

The One Look browser must be **Host-Socket Connected**

Image Inquiry (Host-Socket Connected)

Refer to [Setup/Maintain IBMi Host Socket](#) under *How To Instructions* section for details on workstation configuration when using Host Socket.

1. Open the RVI PC viewer.
2. Drag drop a file onto the RVI PC viewer.

- Click the BC/OCR button to index the file.
- Click the CLOSE button when indexing is finished.

RVI Image System 9

Image View Scan Print Page Host

Results:
Indexed = 1 Not Indexed = 0

85CC01.pdf - 274911

SYS. CODE: Z - COURT DOCUMENTS AND EXHIBITS

CASE NUMBER: 274911

FILE DT: 040712

PLANTIFF: BOWEN, LLC

DEFENDANT: ANNA SMITH

CASE TYPE: S

COURT/JUDGE: A JONES

DOCUMENT TYPE: ORDER

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:\RV\NMP\85CC01.pdf Connected: IBM DATA QUEUES Socket

NO.: 274,911 DIVISION

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

FILED: 4/7/12 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.

HOUMA, LOUISIANA this 7 day of MAY, 2012

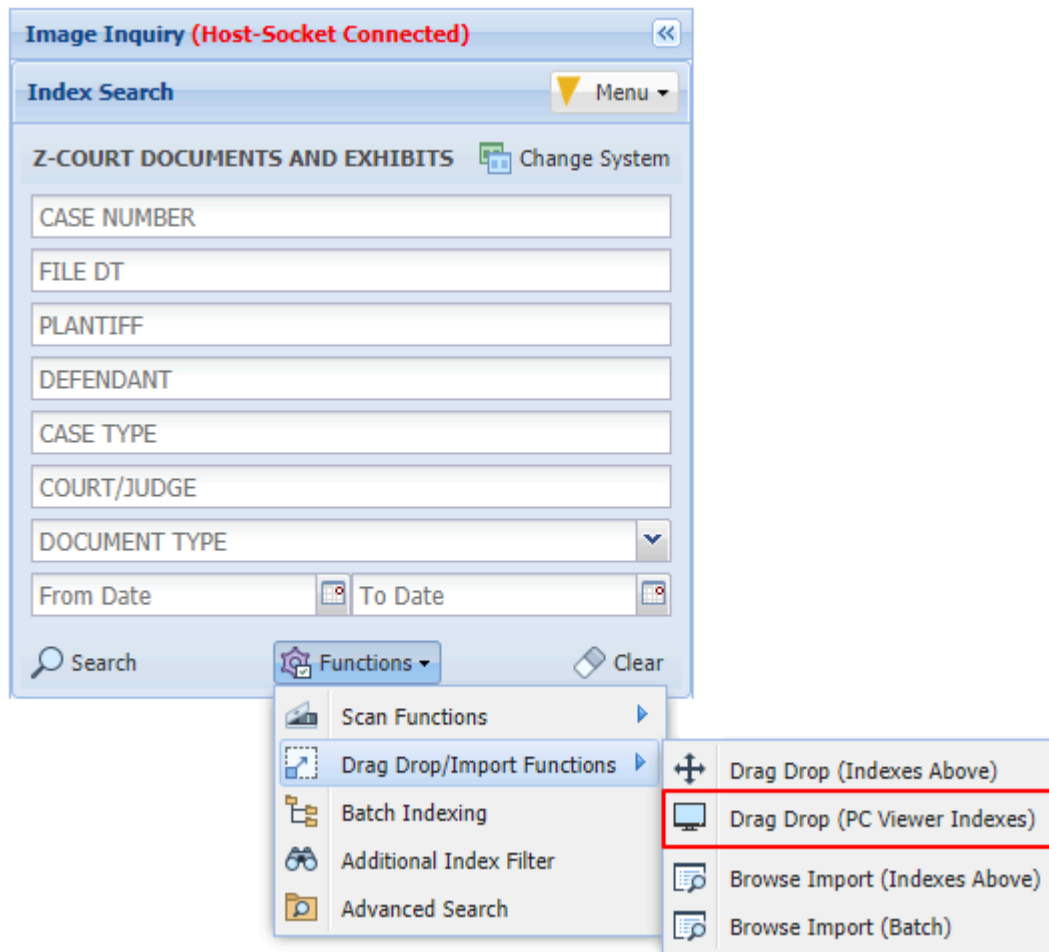
JUDGE

PLEASE SERVE:
Anna Smith A/K/A Annalise Jones
199 North Main St.
Pineville, LA 71360

8.40 x 11.02 in

85CC01 (Document 1 Page 1 of 1)

- Navigate to One Look.
- Select Functions, Drag Drop/Import Functions, **Drag Drop (PC Viewer Indexes)**.

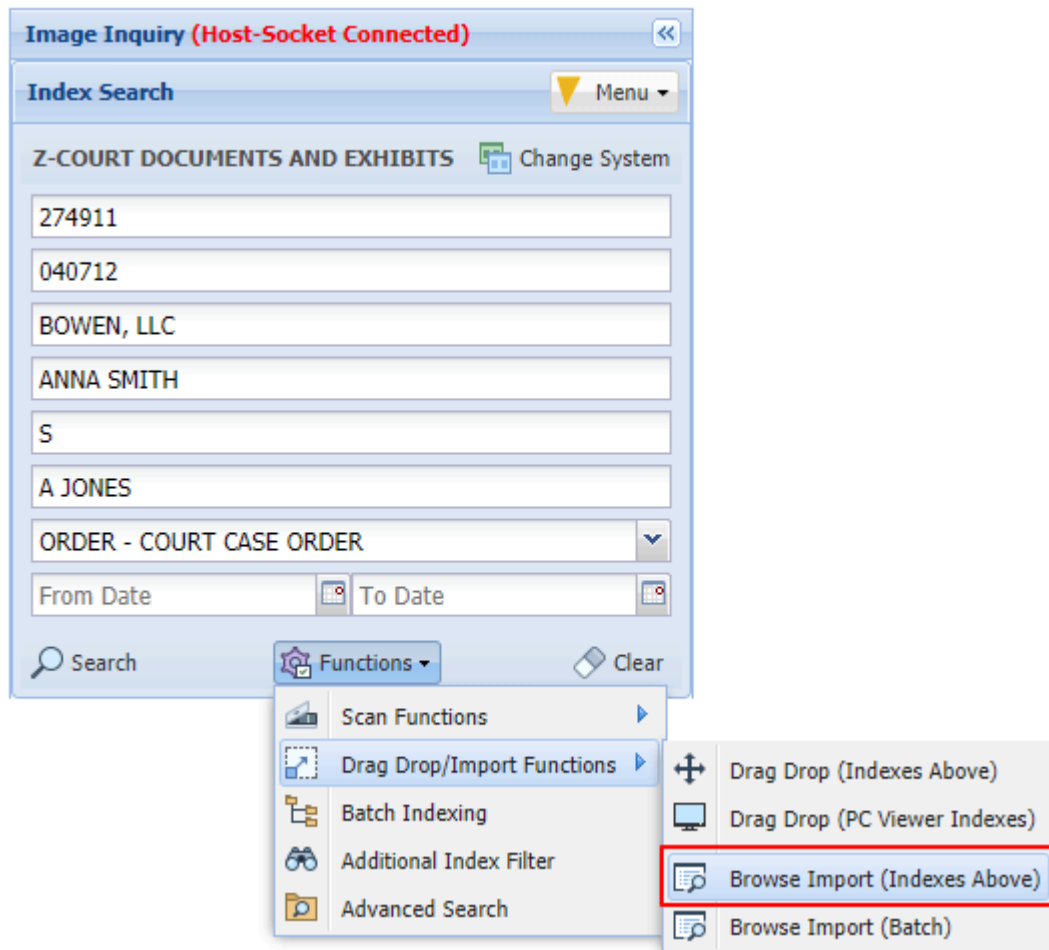


8.6.3. Browse Import (Indexes Above)

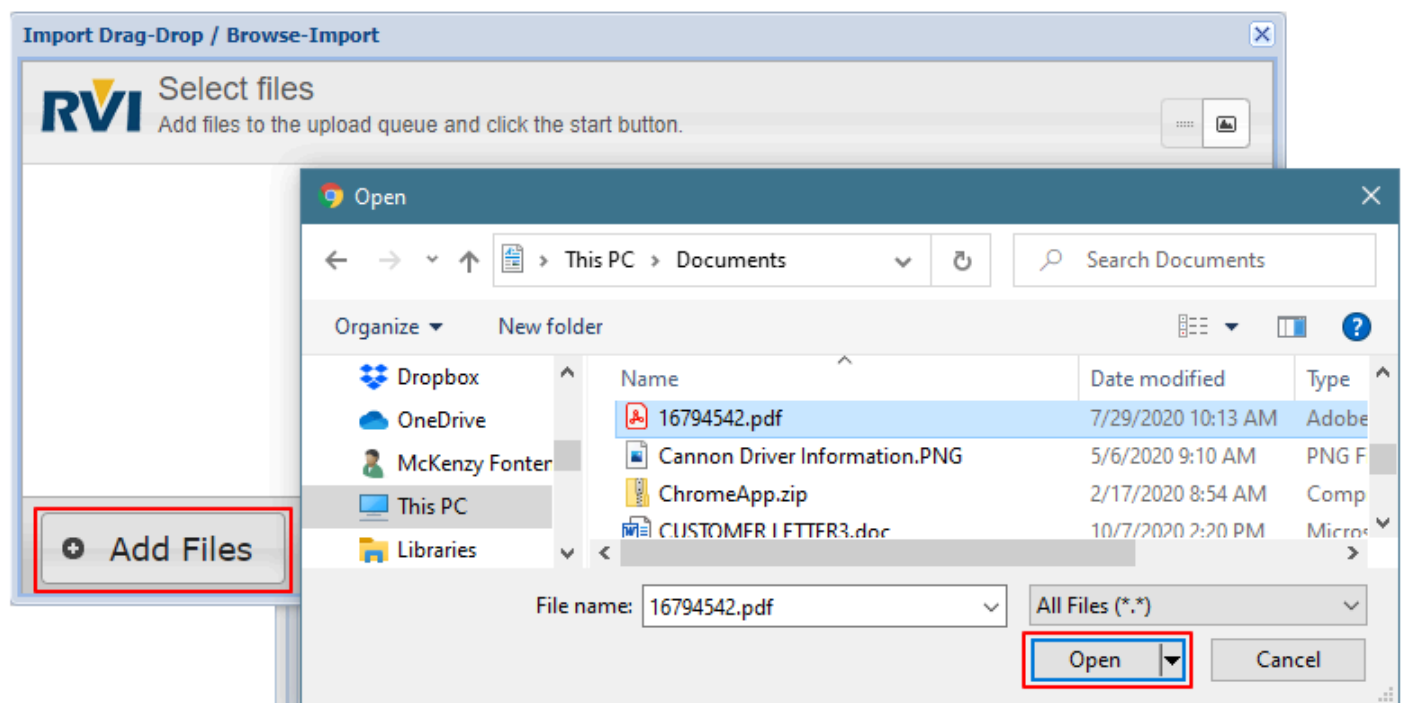
To watch a video on this topic [CLICK HERE](#)

From Image Inquiry:

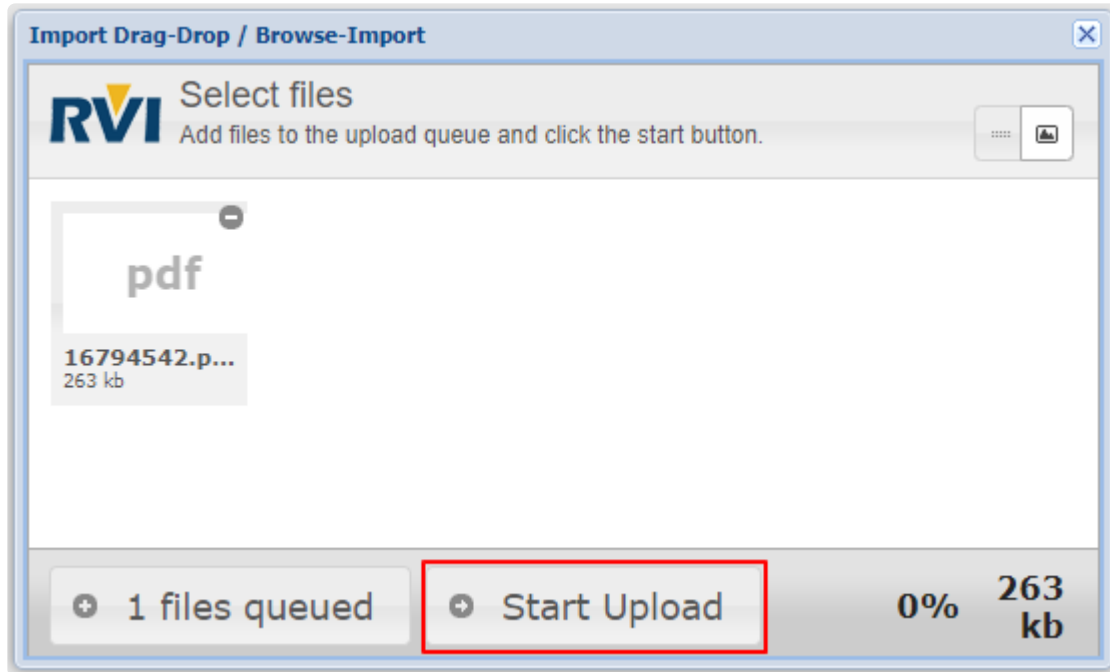
1. Enter the indexes values to be associated with the imported file.
2. Select Functions, Drag Drop/Import Functions, **Browse Import (Indexes Above)**.



3. Click the **Add Files** button or drag drop files directly onto the window.



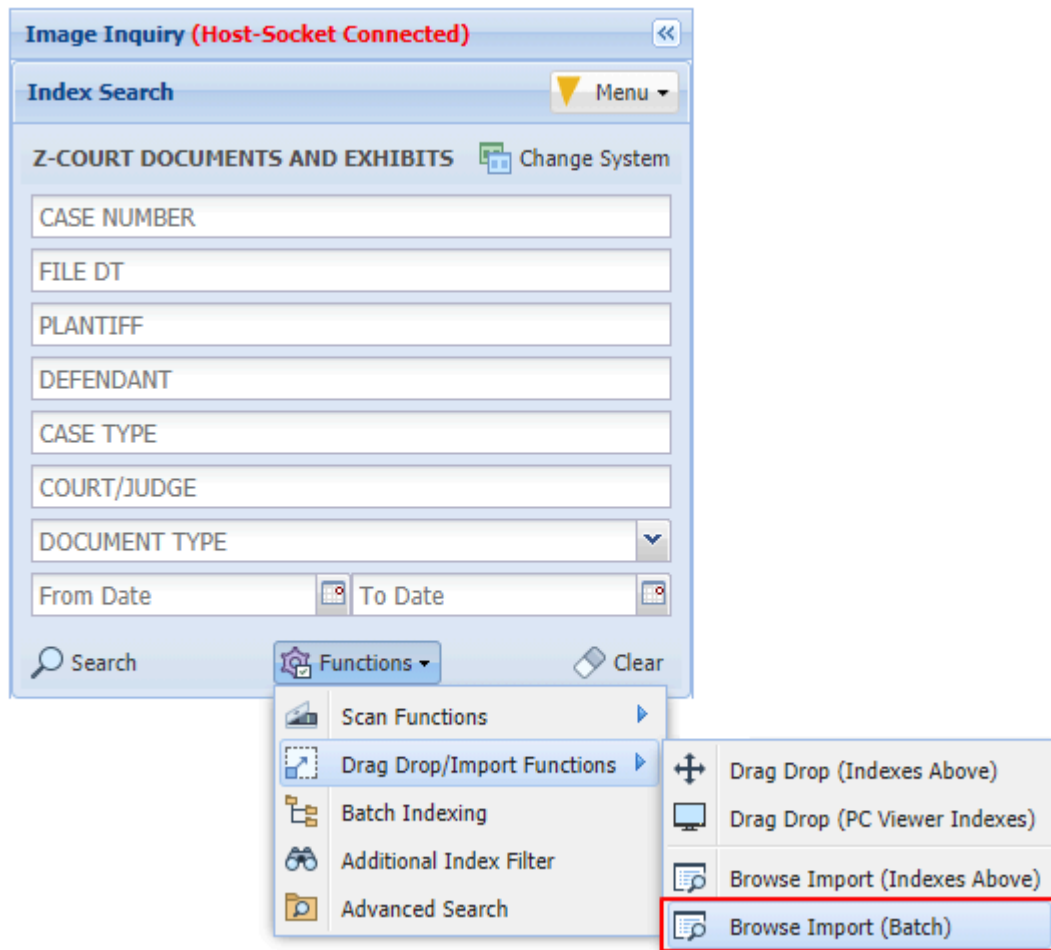
- Click the **Start Upload** button to transmit the file(s) to the server.
(One record per file will be generated at upload time.)



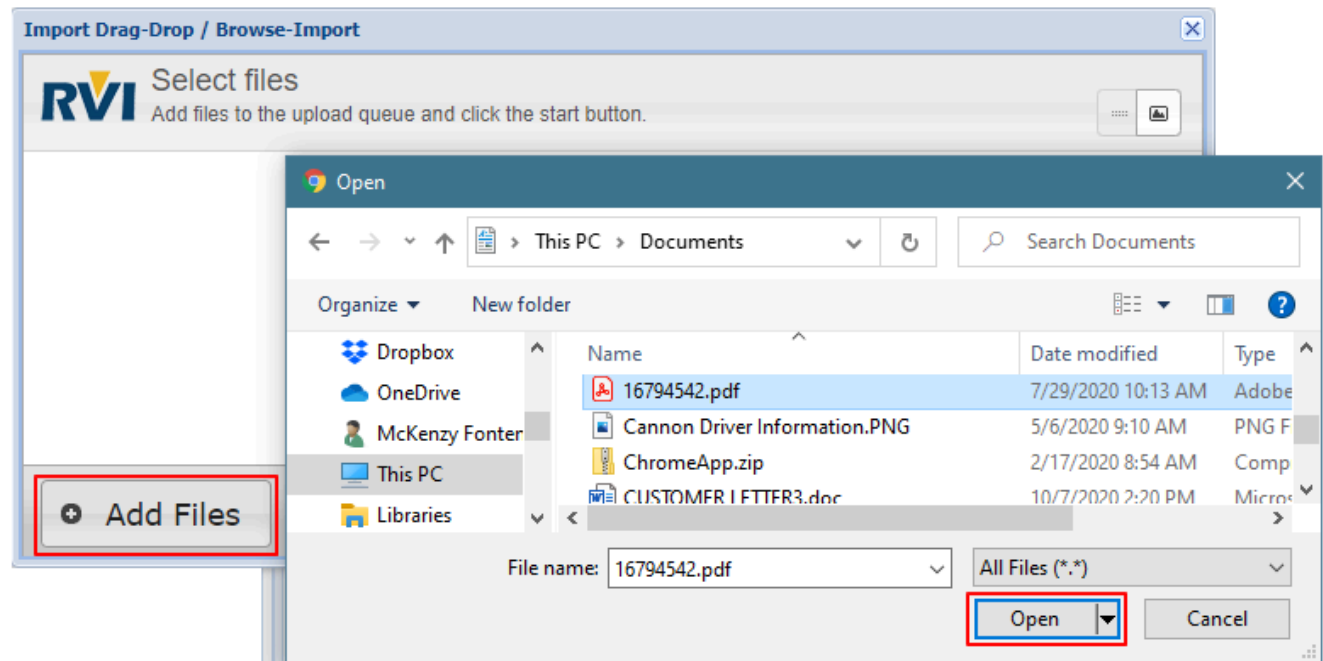
8.6.4. Browse Import (Batch)

From Image Inquiry:

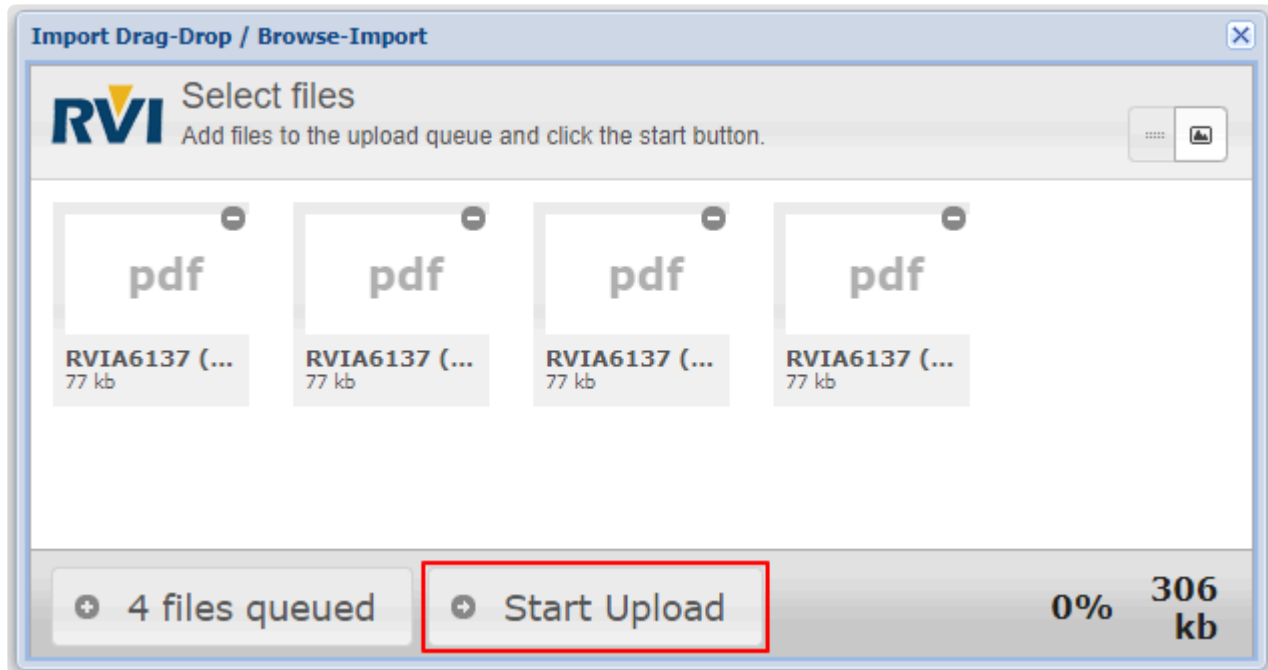
- Select Functions, Drag Drop/Import Functions, **Browse Import (Batch)**.



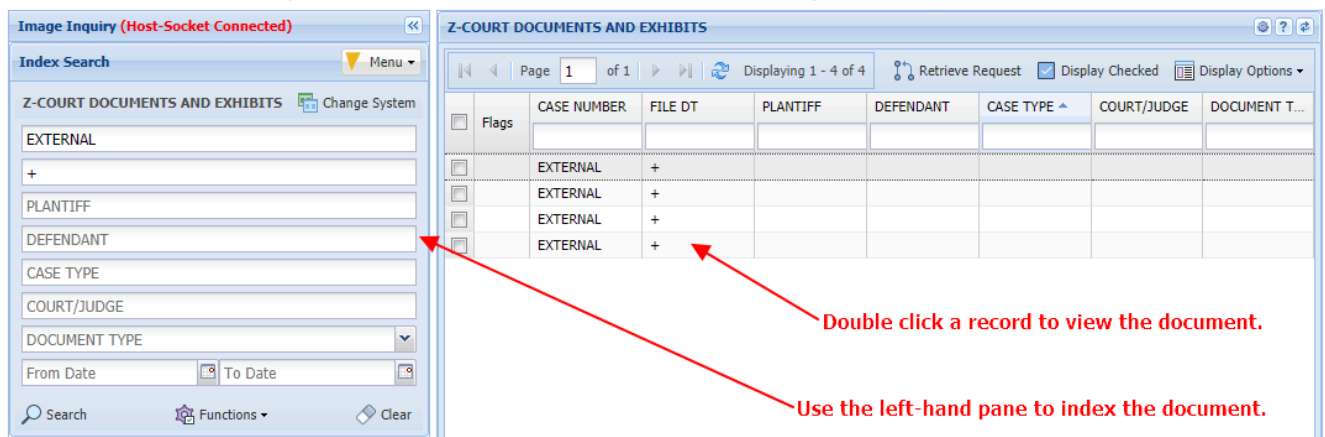
- Click the **Add Files** button or drag drop files directly onto the window.



- Click the **Start Upload** button to transmit the file(s) to the server.
(One record per file will be generated at upload time.)





4. Select Functions, Drag Drop/Import Functions, **Batch Indexing**.



8.7. Document Packages

Document Packages: Provides the ability to display documents that have been packaged together. Document packaging occurs during the routing process based on document package rules. (*Document Packaging is setup by your system administrator.*)

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)**

* For further details on Packages and the setup requirements, refer to Chapter 7 (Maintain Document Packages) in the [RVI 90 IBMi User Manual](#).

8.8. Document Tabbing

Document Tabbing: A feature that is used for additional database security and filtering. It offers the ability to group similar documents for viewing. (*Document Tabbing is setup by your system administrator.*)

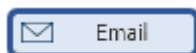
Refer to Chapter 7 (Real Vision Document Tab Menu Functions) in the [RVI 90 IBMi User Manual](#) for details on Document Tabs.

8.9. Email

1. Double click a record to view the image.

* When [session settings](#) are set to **RVI to Viewer**, forcing the display of images inside the RVI pc viewer, the One Look email button will not be active. The user must utilize the email option with in the RVI pc viewer.

2. Click



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

A screenshot of a software dialog box titled "Options Processing" with a double arrow icon in the top right corner. The "Email Image" tab is selected. It contains several text input fields with the following text: "MDOUG@LAW.COM", "M DOUGLAS", "CC:(EMAIL ADDRESS)", "COURT DOCUMENT", "UPDATED COURT DOCUMENT FOR CASE XYZ,234", and "SUPPORT@REALVISIONSOFTWARE.COM". At the bottom right, there are two buttons: "Send Email" with an envelope icon and "Cancel" with a red circle and slash icon.

4. Click



* Email contacts are setup and maintained through the email address book in the One Look [maintenance menu](#).

Optional Default Return Email Address Setup: (Used when an [originator email address](#) is not found on the IBMi.)

From a command line on the IBMi server, type **GO IMAGE** (RVILIB must be in your library list).

- Option **8** Maintenance Menu
- Option **6** Maintain System Control File Parameters
- **F5** = Setup By Function
- Select 'Email'
- **For Return Address:** set value to return email address to be used as the default in One Look.

```
Email Setup Screen                                     (c)Copyright RVI 1992, 1999
                                                         RVSFO0FM/FORMAT8
                                                         Control File
                                                         Record
From Company Name. . . . : REAL VISION SOFTWARE INC.    ECOMPANY
Default Address To Use    EMAILADD
For Return Address. . . : RVOFFICE@REALVISIONSOFTWARE.COM
```

8.10. Export To Excel

Grid to Excel: Display the One Look subfile list in Excel. Also, used in [spool file search](#) to display spool file reports in Excel.

The screenshot shows the 'D-AP SYSTEM' interface with a table of invoices. The table has columns: Vendor #, Company, Date, Document Type, Type, Create-Date, and Pages. The 'Display Options' menu is open, and the 'Grid To Excel' option is highlighted. Below the table, an Excel spreadsheet is shown with the same data.

VENDOR #	COMPANY	DATE	DOCUMENT TYPE	TYPE	CREATE-DATE	PAGES
GENESIS	BAYOU FLEET	10/10/2018	INVOICE	OEM	2018/11/14	001
GENESIS	LEWIS AND CLARK	10/10/2018	INVOICE	OEM	2018/11/14	001
GENESIS	BAYOU FLEET	10/09/2018	INVOICE	OEM	2018/11/14	001
GENESIS	DIXON TUG SERVICE	10/06/2018	INVOICE	OEM	2018/11/14	001
GENESIS	DIXON TUG SERVICE	09/30/2018	INVOICE	OEM	2018/11/14	001
GENESIS	CUMMINGS MARINE	09/27/2018	INVOICE	OEM	2018/11/14	001
GENESIS	CGB WATERFRONT	09/26/2018	INVOICE	OEM	2018/11/14	001
GENESIS	CUMMINGS MARINE	09/24/2018	INVOICE	OEM	2018/11/14	001
GENESIS	CUMMINGS MARINE	09/24/2018	INVOICE	OEM	2018/11/14	001
GENESIS	CUMMINGS MARINE	09/24/2018	INVOICE	OEM	2018/11/14	001
GENESIS	BOSTON TOWING	09/07/2018	INVOICE	OEM	2018/11/14	001

✿ To export an individual spool file report to Excel, see [Search and Extraction](#)

8.11. Fax

Fax the document being viewed.

Contact [Real Vision Software](#) support for details on Faxing when using One Look.

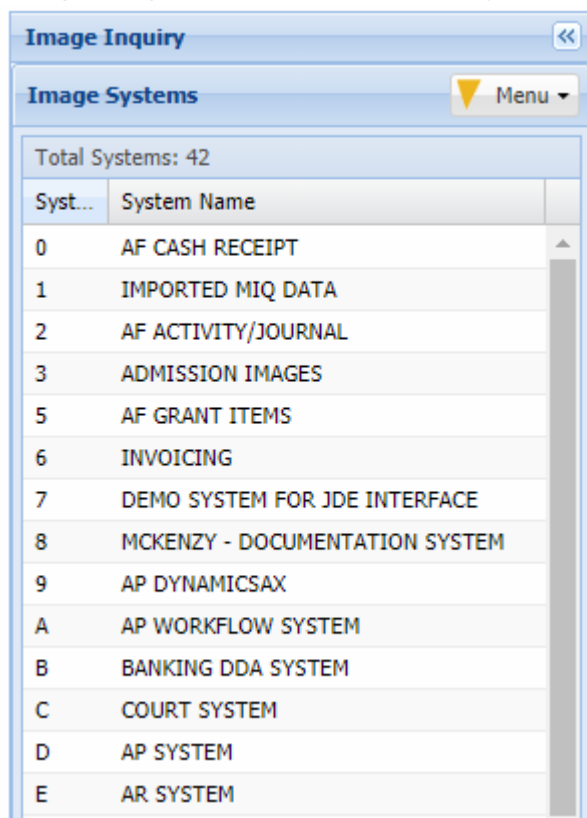
8.12. File Import

For details on file import, reference [Browse Import](#) under the Drag Drop/Import section.

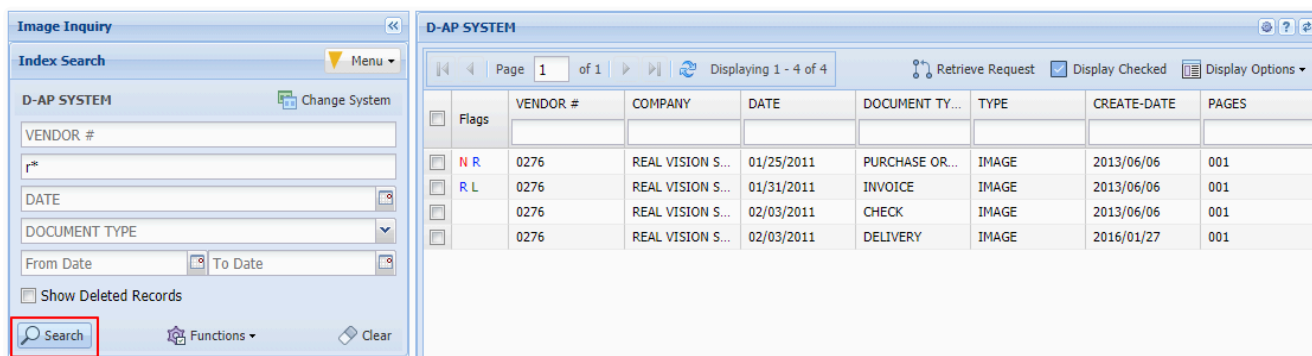
8.13. Image Inquiry

To watch a video on this topic [CLICK HERE](#).

1. Using a single mouse click, select a system code for inquiry.



2. Input the desired index information to narrow down the search. *Wildcard searches are allowed.*
3. Click the **Search** button.



A subfile list matching your search criteria will appear in the right window pane. The subfile list can be sorted and grouped using the options under each column. Column selections can be enabled and disabled as needed. Mouse over to the right corner of the column then click the drop down arrow.

D-AP SYSTEM

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

	Flags	VENDOR #	COMPANY	DATE	DOCUMENT TY...	TYPE	CREATE-DATE	PAGES
<input type="checkbox"/>								
<input type="checkbox"/>	N R	0276		/25/2011	PURCHASE OR...	IMAGE	2013/06/06	001
<input type="checkbox"/>	R L	0276		/31/2011	INVOICE	IMAGE	2013/06/06	001
<input type="checkbox"/>		0276		/03/2011	CHECK	IMAGE	2013/06/06	001
<input type="checkbox"/>		0276		/03/2011	DELIVERY	IMAGE	2016/01/27	001

Sort Ascending
Sort Descending
Columns
Group by this field
Show in groups

This is an example of **Sorting**.

D-AP SYSTEM

Page 1 of 1 | Displaying 1 - 103 of 103 | Retrieve Request | ☒ Display Checked | Display Options ▾

	Flags	VENDOR #	COMPANY	DATE	DOCUMENT TYPE	TYPE	CREATE-DATE	PAGES
<input type="checkbox"/>		321	DUNDER MIFFLIN	12/22/2010		IMAGE	2018/10/10	001
<input type="checkbox"/>				12/22/2010		IMAGE	2011/01/12	001
<input type="checkbox"/>				11/13/2019		IMAGE	2019/11/13	001
<input type="checkbox"/>				11/13/2019		IMAGE	2019/11/13	003
<input type="checkbox"/>				10/25/2019		IMAGE	2019/10/25	002
<input type="checkbox"/>		121	SAYES OFFICE ...	10/25/2019	WORKFLOW CH...	IMAGE	2019/07/30	001

You can also click on the header to switch between ascending and descending sort.

Sort Ascending
Sort Descending
Columns
Group by this field
Show in groups

This is an example of **Grouping**.

D-AP SYSTEM

Page 1 of 1 | Displaying 1 - 103 of 103 | Retrieve Request | ☒ Display Checked | Display Options ▾

	Flags	VENDOR #	COMPANY	DATE	DOCUMENT T...	TYPE	CREATE-DATE	PAGES
COMPANY: WILMINGTON TUG								
<input type="checkbox"/>	L	GENESIS	WILMINGTON		VOICE	OEM	2018/11/14	001
<input type="checkbox"/>	L	GENESIS	WILMINGTON		VOICE	OEM	2018/11/14	001
COMPANY: WEB CONFERENCES								
<input type="checkbox"/>	L	7284	WEB CONFERE...	01/09/2012	INVOICE	IMAGE	2018/10/24	001
COMPANY: VIRTUAL PRINT								
<input type="checkbox"/>		IMPORT	VIRTUAL PRINT	05/03/2021	EMAIL PRINT	IMAGE	2021/05/04	001

Sort Ascending
Sort Descending
Columns
Group by this field
Show in groups

This is an example of **Column Selection**.

D-AP SYSTEM

Page 1 of 1 | Displaying 1 - 103 of 103 | Retrieve Request | ☒ Display Checked | Display Options ▾

Flags	VENDOR #	COMPANY	DATE	DOCUMENT TYPE	TYPE	CREATE-DATE	PAGES
<input type="checkbox"/>							
<input type="checkbox"/>	L	GENESIS	11/31/2018	INVOICE	OEM	2018/11/14	001
<input type="checkbox"/>	L	GENESIS	11/31/2018	INVOICE	OEM	2018/11/14	001
<input type="checkbox"/>	L	7284			IMAGE	2018/10/24	001
<input type="checkbox"/>		IMPORT			IMAGE	2021/05/04	001
<input type="checkbox"/>		10904			OEM	2015/12/01	001
<input type="checkbox"/>	L	10904			OEM	2015/12/01	001
<input type="checkbox"/>		10904			OEM	2015/12/01	001
<input type="checkbox"/>		03210			IMAGE	2018/06/19	001
<input type="checkbox"/>		03210			IMAGE	2018/06/19	001
<input type="checkbox"/>		03210			IMAGE	2018/06/19	001
<input type="checkbox"/>	L	03210			IMAGE	2018/06/19	001
<input type="checkbox"/>		IMPORT			OEM	2021/05/04	001
<input type="checkbox"/>		IMPORT			OEM	2021/05/04	001
<input type="checkbox"/>	L	GENESIS			OEM	2018/11/14	001
<input type="checkbox"/>	L	GENESIS			OEM	2018/11/14	001
<input type="checkbox"/>		121			IMAGE	2019/10/21	001
<input type="checkbox"/>		121			IMAGE	2019/10/21	001
<input type="checkbox"/>	L	121			IMAGE	2019/10/21	001
<input type="checkbox"/>		121			OEM	2019/10/21	001
<input type="checkbox"/>		121			IMAGE	2019/10/25	002
<input type="checkbox"/>		121			IMAGE	2019/07/30	001
<input type="checkbox"/>		121			IMAGE	2019/11/13	001
<input type="checkbox"/>	S	121			IMAGE	2019/11/13	003
<input type="checkbox"/>		121			OEM	2020/03/09	001

Context menu for COMPANY column:

- Sort Ascending
- Sort Descending
- Columns**
- Group by this field
- Show in groups

Available columns for selection:

- ☐ SYSTRAN
- ☒ VENDOR #
- ☒ COMPANY
- ☒ DATE
- ☒ DOCUMENT TYPE
- ☒ TYPE
- ☐ PATH
- ☐ FILE
- ☒ CREATE-DATE
- ☐ VIEW-DATE
- ☒ PAGES
- ☐ DELETE
- ☐ NOTES
- ☐ SIGNATURES
- ☐ ROUTE
- ☐ WORKBASKET USER
- ☐ CREATED BY USER
- ☐ CHECKED OUT
- ☐ RAW DOCUMENT TYPE
- ☐ QUICK VIEW

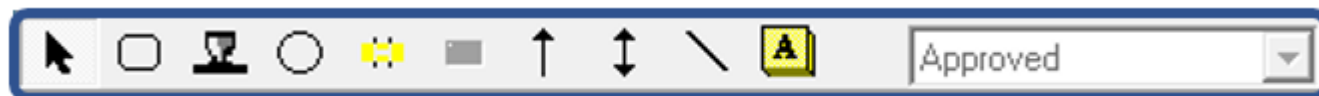
8.14. Image Markup












To watch a video on this topic [CLICK HERE](#)

Image Markup is a feature that allows for the annotation of specific areas of an image. Image Markup is only available using the RVI PC Viewer while displaying TIF images.

- ✿ Setup One Look to view using the RVI PC Viewer for annotation. The user has the option of enabling [RVI to Viewer](#) or selecting the [toggle button](#) to switch between One Look (PDF) or RVI PC Viewer (Viewer).

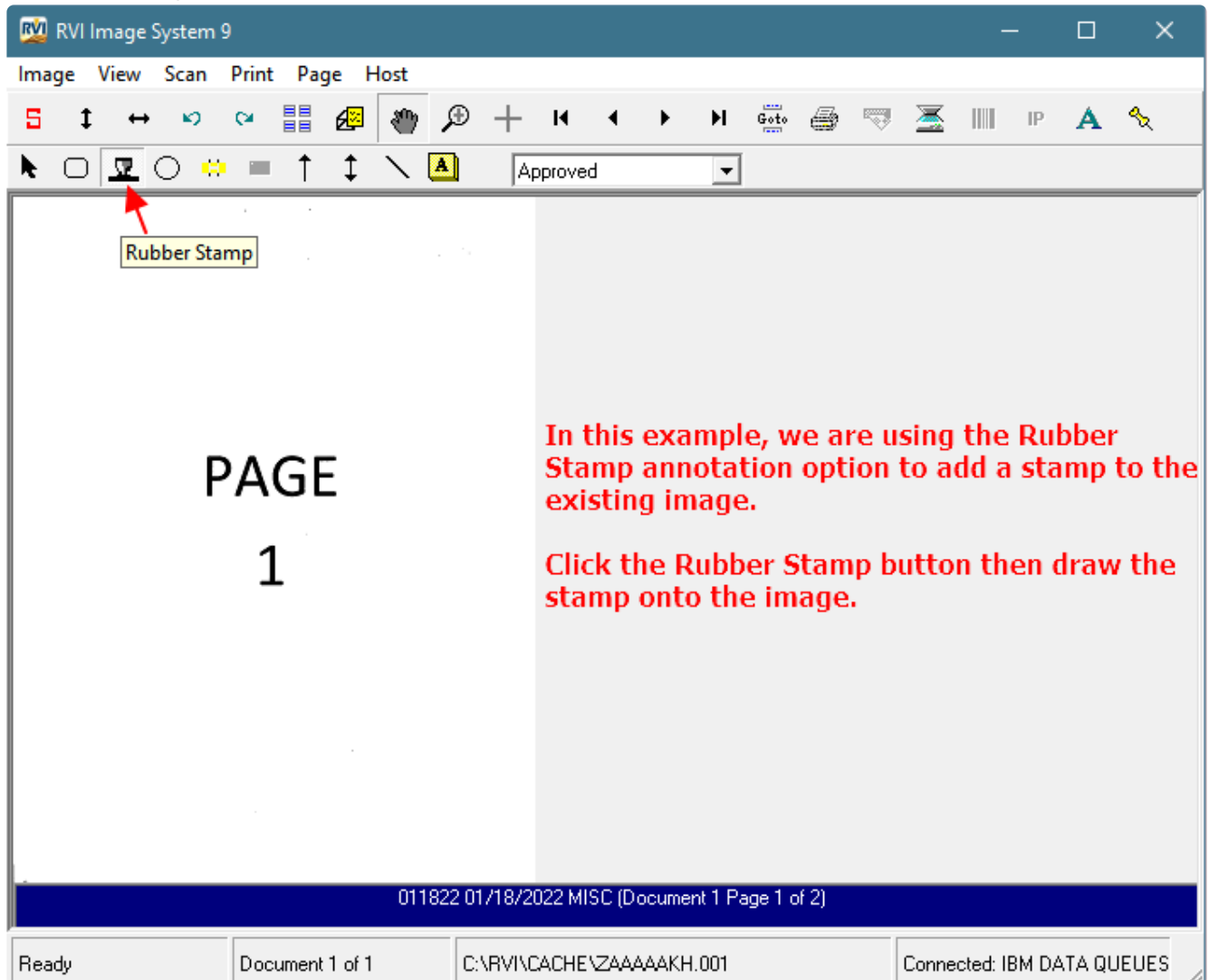
Access to Markup and Redaction options are controlled through the [Security/Internet Menu](#) on the IBM i. Image Markup preferences are set inside the RVI PC Viewer [Display Properties](#).




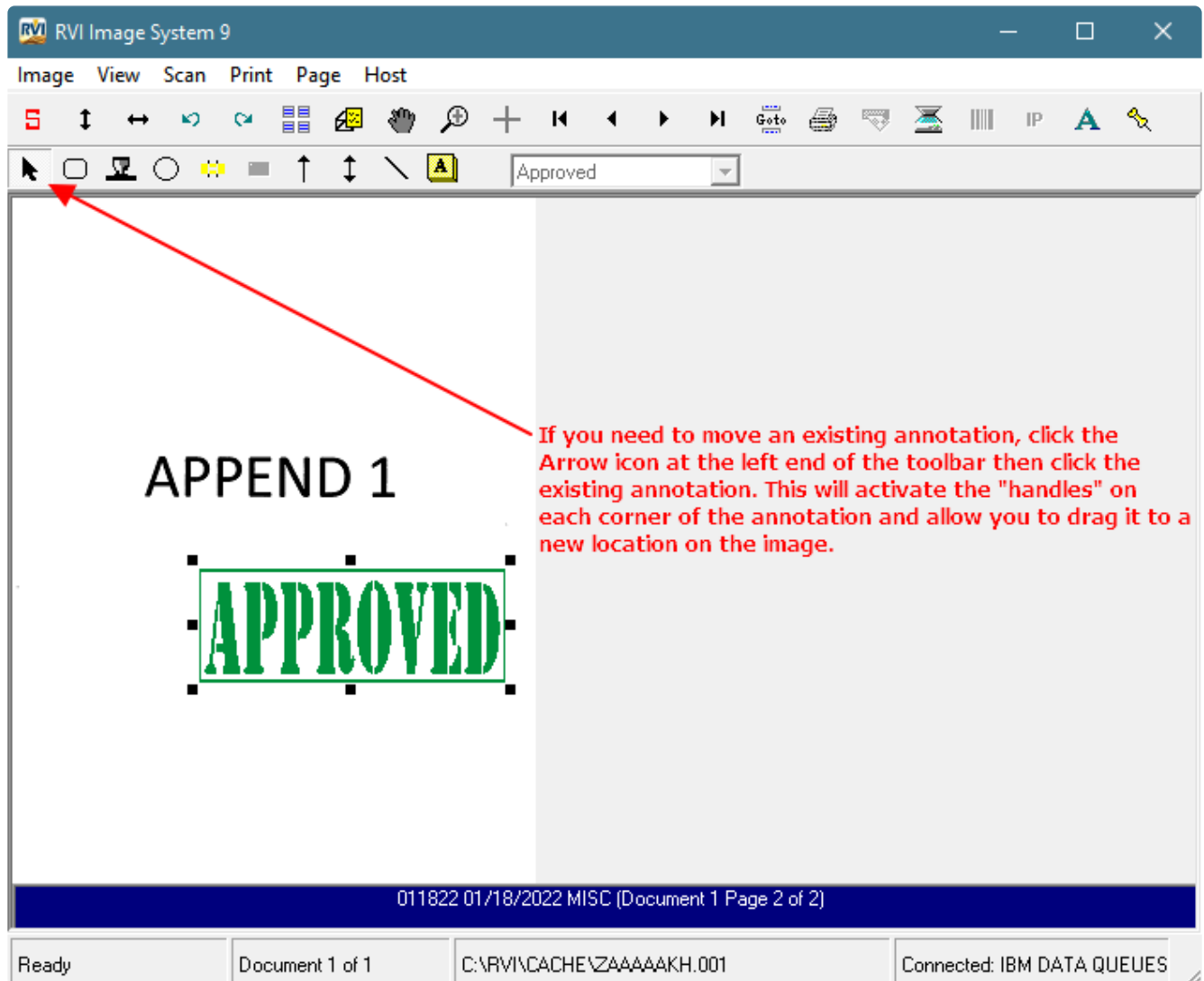
	Allows the user to select an annotation object to move, resize, or delete.
	Draw a rectangle around an area of an image.
	Draw a stamp value on an area of an image. The values available are listed in the Stamp Values drop down list.
	Draw a circle around an area of an image.
	Highlight an area of an image using a transparent highlighter.
	Redact an area of an image using an opaque highlighter. Redaction requires a special security setup.
	Point to an area of an image using a single arrow. Double click on the arrow button to add an “auto arrow” where the cursor is placed.
	Point to two simultaneous areas of an image using a double arrow.
	Add a line to an area of an image using the line tool.
	Add a note to an image using the on-image note editor.
	Select from the list of possible stamps and add to the image using the Stamp Tool. Possible stamp tool values are Approved, Assigned, Checked, Copy, Draft, Extended, Fax, Faxed, Important, Invoice, Notice, Official, On File, Paid, Passed, Pending, Processed, Received, Rejected, Released, Sent, Shipped, Top Secret, Urgent, Void, Secret, Confidential, Client.

To Add a Markup:

- Click the desired markup button.
- Draw a rectangle around the desired area.

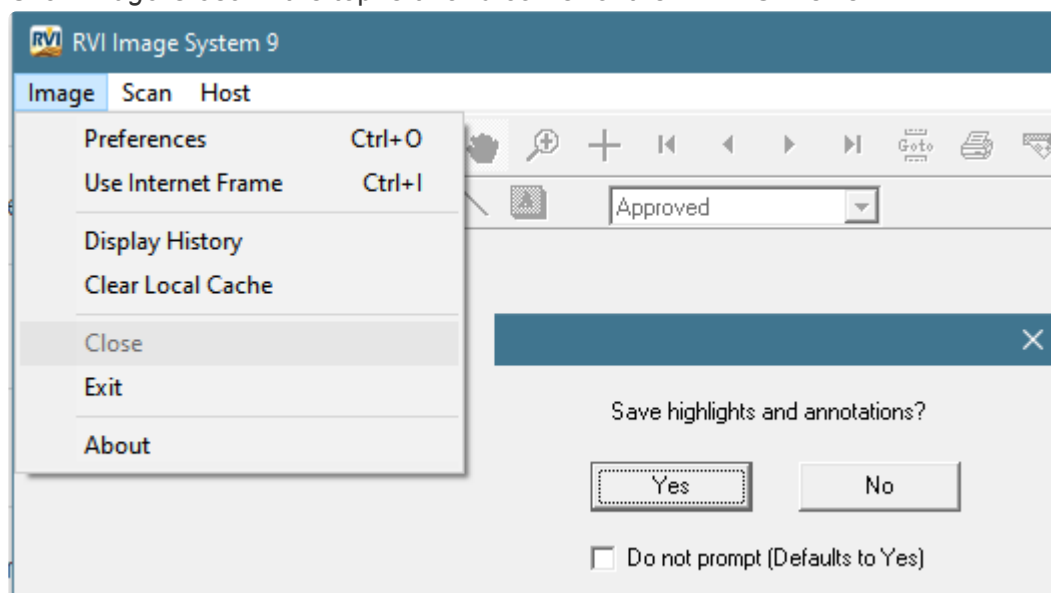
**To Modify a Markup:**

- Click the Select Cursor Tool , then click on the existing markup and make any needed modifications and deletions.



To Save a Markup:

- Click *Image/Close* in the top left hand corner of the RVI PC Viewer.



- * Any user can add/modify markups unless restricted by securing option code 2 (Highlighting) on the IBM i.

8.15. Index Maintenance

Maintenance: Allows for the updating of indexes, duplication of the record, and deletion of the record.

- If **Duplicate** is selected, RVI will create a new record with a new transaction number. The new record will point to the same image system and indexes as the original record. This allows users to be able to update sensitive index information without stepping on the original record.
- If **Delete Record** is checked, the item will be removed from image inquiry.

Options Processing

Index Maintenance

Update Duplicate Cancel Delete Record

CASE NUMBER: 241780

FILING DATE: 06/01/2011

PLAINTIFF: JONATHAN CHASE JARRED

DEFENDANT: TARA ST. ROMAINE JARRED

CASE TYPE: DIV

COURT/JUDGE: JOHNSON

DOCUMENT TYPE: SUPPLEMENTAL

☒ Full Length

Enable 'Full Length' to see the entire 30 byte index field. By default, you will only have access to the length of the index field specified in the IBMi RVI Maintenance Menu.

When you are ready to save the changes, click the **Update** button.

8.16. Linking

Linking: Provides the ability to establish a primary document with a link to the other documents in different RVI imaging systems. For example, the primary document in HR could have a link to a document in the employee payroll system.

RVI security applies. This option assumes that if the user has security to the system associated with the primary document, they also have security to the system(s) associated with the linked document(s). (*The linking profile is setup by your system administrator.*)


If the document's indexes satisfy a linking rule that is setup for this image system:

- The system will display **L** next to the record.

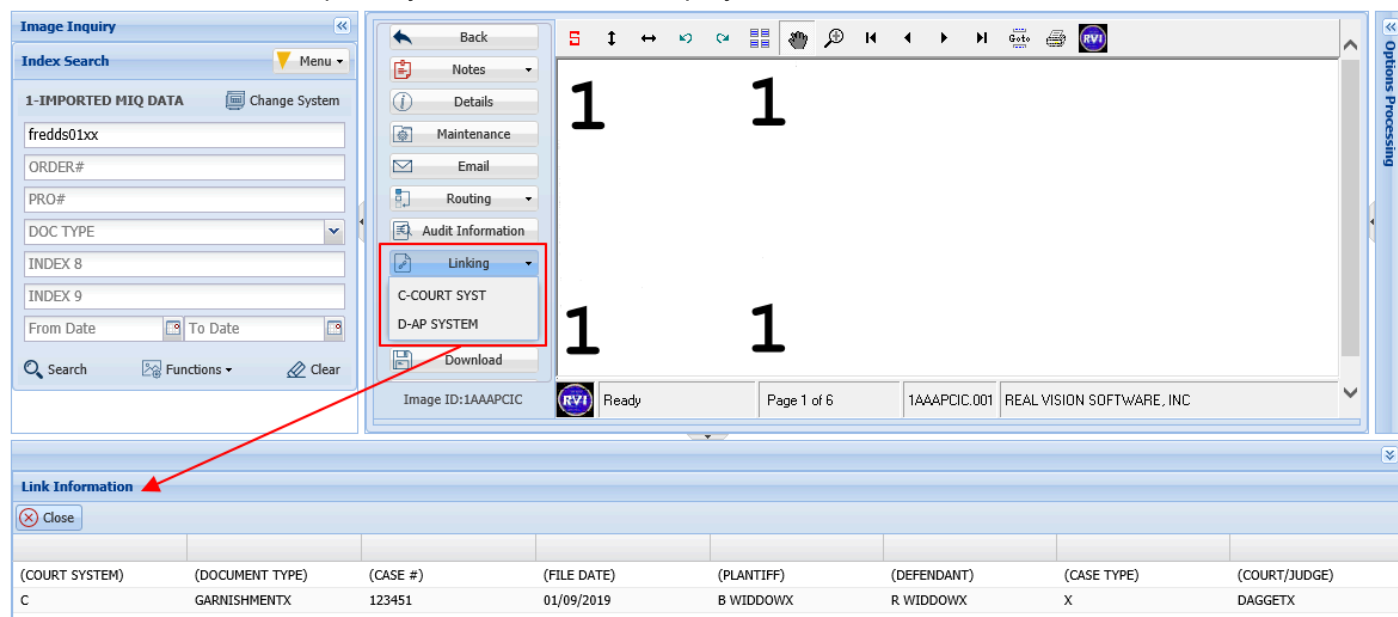
1-IMPORTED MIQ DATA									
<div> <div>Page 1 of 1</div> <div>Displaying 1 - 1 of 1</div> <div>Retrieve Request</div> <div>Display Checked</div> <div>Display Options</div> </div>									
Flags	LOAD#	ORDE...	PRO#	DOC TYPE	INDEX 8	INDEX 9	TYPE	CREATE-DATE	PAGES
<input type="checkbox"/> NRL	FREDD501XX		0000001	D0C3			IMAGE	2018/08/28	006

Two options to access Linking:

Option 1:

- When you view the document, click  **Linking** to see the list of systems with documents linked to the current image. Select a system code from the list. The Link Information grid will open at the bottom of the screen with a listing of linked documents for that system.

Example: System C was selected so the Link Information at the bottom of the screen shows System C documents linked to the primary document in the display window.




The screenshot shows the 'Image Inquiry' window. On the left is the 'Index Search' panel with fields for 'fredds01xx', 'ORDER#', 'PRO#', 'DOC TYPE', 'INDEX 8', 'INDEX 9', 'From Date', and 'To Date'. The 'Linking' menu item is highlighted in the central navigation pane. The main display area shows a large image with the number '1' in the top-left and bottom-left corners. At the bottom, the 'Link Information' table is displayed, showing details for System C.

(COURT SYSTEM)	(DOCUMENT TYPE)	(CASE #)	(FILE DATE)	(PLANTIFF)	(DEFENDANT)	(CASE TYPE)	(COURT/JUDGE)
C	GARNISHMENTX	123451	01/09/2019	B WIDDOXX	R WIDDOXX	X	DAGGETX

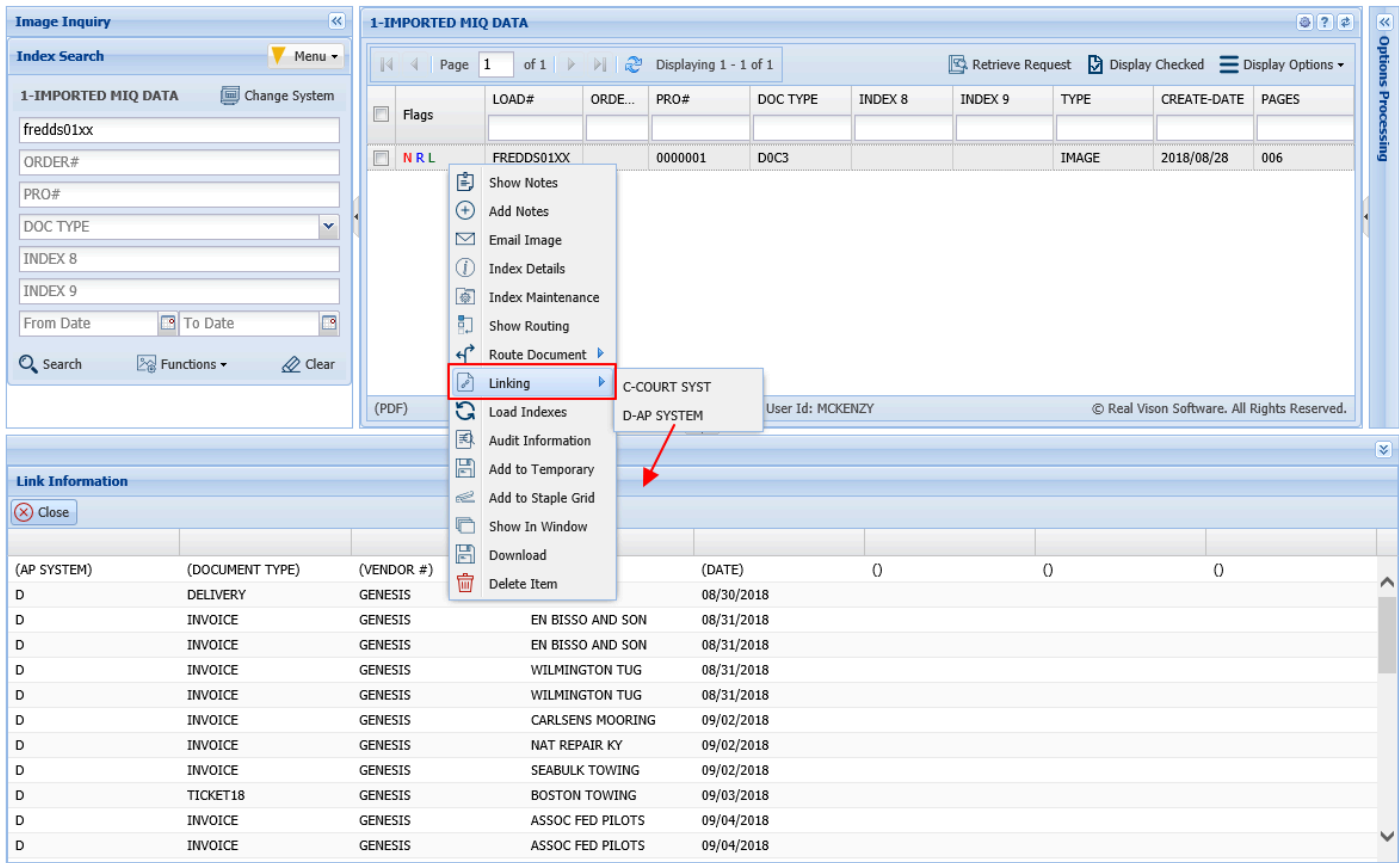
- Double-click any item in the list to view the document.

Option 2:

- Right-mouse click the record, select  **Linking** to view the list of systems with linked documents. Select a system in the list to leave this system and connect to the linked system. All images for the selected system linked to the primary image will be listed at the bottom of the screen.

Example: System D was selected so the Link Information at the bottom of the screen shows System D

documents linked to the primary document in the display window.



- Double-click any item in the list to view the document.

✿ For further details on Linking and the setup requirements, refer to Chapter 18 (Image System Links section) in the [RVI 90 IBMi User Manual](#).

8.17. Notes

Notes can be added by right-clicking or double-clicking a record.

Right-Clicking to Add Notes

D-AP SYSTEM

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

Flags	VENDOR #	COMPANY	DATE	DOCUMENT TYPE	TYPE	CREATE-DATE	PAGES
		REAL VISION S...	01/25/2011	PURCHASE ORD...	IMAGE	2013/06/06	001
		REAL VISION S...	01/31/2011	INVOICE	IMAGE	2013/06/06	001
		REAL VISION S...	02/03/2011	CHECK	IMAGE	2013/06/06	001
		REAL VISION S...	02/03/2011	DELIVERY	IMAGE	2016/01/27	001

Show Notes
 Add Notes
 Email Image
 Index Details
 Index Maintenance

Double-Clicking to Add Notes

Image Inquiry

Index Search | Menu | Change System

D-AP SYSTEM

VENDOR #

DATE

DOCUMENT TYPE

From Date To Date

☐ Show Deleted Records

Search | Functions | Clear

Back
 Notes
 Show Notes
 Add Notes
 Email
 Routing
 Audit Information
 Append Scan
 Download
 Add to Temporary
 Display Temp Grid
 Retrieve Request
 Attach Document

PDF20438.P... | 1 / 1 | 76% |

RVI

PURCHASE ORDER

Ordered By: Real Vision Software, Inc.
 Dave Woodring
 3700 Jackson St., Ste. 203
 Alexandria, LA 71303
 Phone No: (318) 449-4579
 Fax No: (318) 448-3033
 davew@realvisionsoftware.com

From: Sayes Office Supply
 1405 MacArthur Dr.
 Alexandria, LA 7131
 Vendor #3

DATE ORDERED: 01/25/2011 **P.O#:** 168 **Terms** NET 30

QTY	ITEM #	DESCRIPTION	UNIT PRICE	EXTENDED
6	HP15	Large Capacity Toner Cart	100.00	600.00
			Sub Total:	600.00
			Sales Tax:	55.17
			Total:	\$655.17

David Woodring
 AUTHORIZED SIGNATURE

Jan 25, 2011
 DATE

For payment, use:
 David Woodring
 Account #: *****3529

Image ID: DAAAAAFJ

The record can be 'checked out' during the addition of notes to ensure that there are no conflicts between one or more users attempting to add notes to the same document.

Image Inquiry

D-AP SYSTEM

Index Search

VENDOR #

DATE

DOCUMENT TYPE

From Date To Date

Show Deleted Records

Search Functions Clear

Notes Grid

Close Add Note Notes To Excel Right click item

Flags	User	Note
C	LEN	ORDER HAS NOT BEEN RECEIVED
O	LEN	JAMIE SAYS 5 SHIPPED TODAY AND 1 IS ON BACK-ORDER
O	LEN	JAMIE SAYS FINAL ITEM SCHEDULED TO SHIP NEXT WEEK.
O	LEN	*CHECKED OUT

Options Processing

Add Notes

Submit Check Out Document Cancel

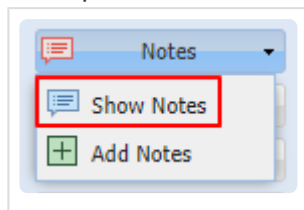
Right-click or double-click a record to access Add Notes and Show Notes.

When Check Out Documents is clicked, the user will get a message that the document is checked out and an entry labeled *CHECKED OUT will be added to the Notes Grid.

Once the user is done adding notes, the entry can be deleted or closed by right-clicking the line item.

Once a Note is Added:

- The option to **Show Notes** will be available.



- The system will display 'N' next to the record.

D-AP SYSTEM

Page 1 of 1 Displaying 1 - 4 of 4

Retrieve Request Display Checked Display Options

Flags	VENDOR #	COMPANY	DATE	DOCUMENT TYPE	TYPE	CREATE-DATE	PAGES
N R	0276	REAL VISION S...	01/25/2011	PURCHASE ORD...	IMAGE	2013/06/06	001
R L	0276	REAL VISION S...	01/31/2011	INVOICE	IMAGE	2013/06/06	001

For a quick view of the notes, mouse over the **N**.

D-AP SYSTEM

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

Flags	VENDOR #	COMPANY	DATE	DOCUMENT TYPE	TYPE	CREATE-DATE
N R	0276	REAL VISION ...	01/25/2011	PURCHASE O...	IMAGE	2013/06/06

Notes Listing

Flags	User	Note	Entry Date	Close Date
C	LEN	ORDER HAS NOT BEEN RECEIVED	07/30/20	07/30/20
O	LEN	JAMIE SAYS 5 SHIPPED TODAY AND 1 IS ON BAC...	07/30/20	00/00/00
O	LEN	JAMIE SAYS FINAL ITEM SCHEDULED TO SHIP NE...	07/30/20	00/00/00

Mouse over the 'N' for a quick view of the notes.

When displaying notes in the Notes Grid, the user can right click a line item to delete or close the note.

If the user chooses to close the note, under the Flags column, the **O** will change to **C** and the current date will be applied to the Closed Date field.

If the user chooses to delete the note, it will be permanently removed from the file.

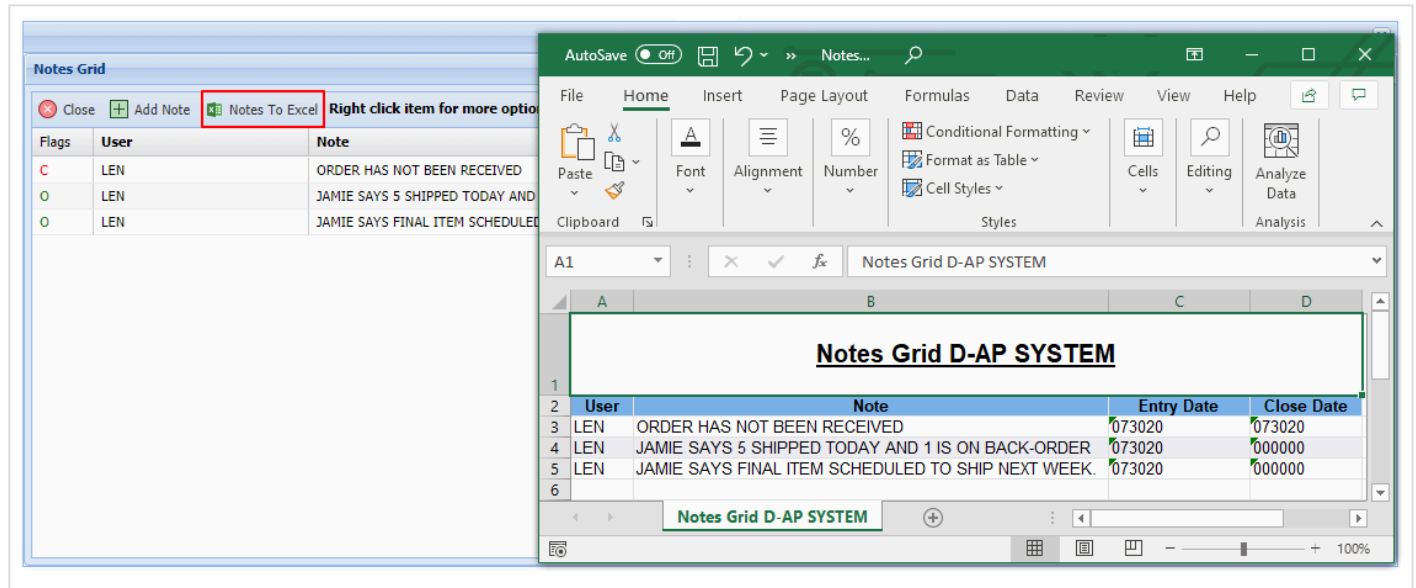
Notes Grid

Close Add Note Notes To Excel Right click item for more options.

Flags	User	Note	Entry Date	Close Date
C	LEN	ORDER HAS NOT BEEN RECEIVED	073020	073020
O	LEN	JAMIE SAYS 5 SHIPPED TODAY AND 1 IS ON BACK-ORDER	073020	000000
O	LEN	JAMIE SAYS FINAL ITEM SCHEDULED TO SHIP NE WEEK.	073020	000000

Close Note
Delete Note

Notes can be exported to an excel spreadsheet using the **Notes To Excel** button.



8.18. OCR

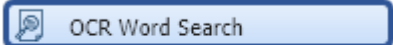
RVI 9.0 offers free Optical Character Recognition (OCR) within the RVI PC Viewer version 9.0.85 or newer. The current OneLook browser interface allows customers to search existing OCR'd documents. For new documents that need to be OCR'd, the OCR process will require the IBMi green screen and the V9 RVI PC Viewer.

For details on how to use the RVI PC Viewer OCR capabilities, refer to [RVI 9.0 OCR Capabilities](#).

8.18.1. OCR Word Search

This function is used in conjunction with OCR scanning. It allows users to search all documents in a particular system id code for words that have been OCR'd at scan time. The OCR Word Search option will only be available for those system id codes that have existing full text OCR in place.

1. Select the  button.

2. Select the  button.

One Look

Image Inquiry

Index Search

Menu

Z-COURT DOCUMENTS AND EXHIBITS

Change System

CASE #

FILE DATE

PLAINTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Date To Date

OCR Word Search

Enter Search Words:

☐ Select for AND Logic

Search Word 1

Search Word 2

Search Word 3

Search Word 4

Search Word 5

Close Word Search

Search Functions Clear

3. Enter the word(s) that you want to search for within the OCR documents in the selected system id code.

8.19. PC Screen Scrape

! Screen Scrape using Chrome requires an add-in. For instructions, click [HERE](#).

PC Screen Scrape reads data on **most** personal computer (PC) Windows-based application screens. It also

operates in conjunction with the RVI One Look Viewer using a pc screen scrape profile setup on the IBM i.

PC Screen Scrape Requirements:

- Host system [HTTP server](#) must be configured and active
- Users QTMHHTTP and QTMHHTTP1 must be enrolled in the [System Distribution Directory](#)

PC Screen Scrape Setup:

1. Open One Look in Internet Explorer
2. Navigate to the desired screen to be scraped, select **CTRL+SHIFT+F5**
(One Look will display a message 'No Screen Scrape Profile found.')
3. Open an IBM i green screen session and navigate to an IBM i command line
4. Type **GO IMAGE** on the IBM i command line (*RVILIB must be in your library list*)
5. Option 12 Screen Scrape Menu

REAL VISION IMAGE MENU

- | | | |
|---------------------|---------------------------|--------------------------------|
| 1. Image Inquiry. | 6. Image Management Menu. | 11. Security/Internet Menu. |
| 2. Scanning Menu. | 7. Optical Menu. | 12. Screen Scrape Menu. |
| 3. Spool File Menu. | 8. Maintenance Menu. | 13. Import External Documents. |
| 4. Color Menu. | 9. Document Tab Menu. | 14. System Operator Menu. |
| 5. Fax/E-Mail Menu. | 10. OCR Menu. | 15. Customer Specific Menu. |

F3 =Exit
Selection or command
==> 12

Help Available

90 =Signoff

F3=Exit F4=Prompt F9=Retrieve F12=Cancel
F13=Information Assistant F16=System main menu

6. Option 1 Maintain Screen Scrape Profiles (Manual)

REAL VISION SCREEN SCRAPE

1. Maintain Screen Scrape Profiles. (Manual)
2. Maintain Screen Scrape Profiles. (Point And Click)
3. Reset Attention Key For Image Inquiry.
4. Maintain Pop-Up Menu.
5. Screen Scrape Profile Report.
6. Workbasket Indexing Maintenance

```
F3 =Exit                      Help Available                      90 =Signoff  
Selection or Command  
==> 1
```

F3=Exit F4=Prompt F9=Retrieve F12=Cancel
F13=Information Assistant F16=System main menu

7. F6 = Add New PC Profile

```

Screen Scrape Selection Screen                                     (c)Copyright RVI 1992, 1999
                                                                SCR004FM/FATLSTCT

Position To: _____
P =PC Point & Shoot Maintenance
X =Select
X Profile      Image System      Unique Screen Identifier
- COURT400     C-COURT SYSTEM     01 037 CIVIL SUIT INQUIRY
- DEANTEST     1-IMPORTED MIQ DATA 01 001 Hopewell City
- DYNAMICS     9-AP DYNAMICSAX    01 001 DYNAMICS
- FRESCHEB     B-BANKING DDA SYSTEM 02 045 PT_WINV
- HRWEB        U-HR WORKFLOW SYSTEM 04 017 Human Resources Applicationx
- HR400        U-HR WORKFLOW SYSTEM 03 028 Employee Inquiry
- INSURANCEN   I-INSURANCE SYSTEM  05 002 Demo Insurance
- INSURWEB     I-INSURANCE SYSTEM  04 014 Insurance Application
- INSUR400     I-INSURANCE SYSTEM  02 003 Demo Insurance
- INSWEB       I-INSURANCE SYSTEM  09 006 Insurance Application
- JDEMESS      7-DEMO SYSTEM FOR JDE 01 001 JDEMESS
- MEDICALWEB   H-MEDICAL SYSTEM     04 014 Medical Application
- MEDICAL400   H-MEDICAL SYSTEM     03 028 ENCOUNTER HISTORY      +

Page Up =Previous Page      F10 =Add New Profile      Page Down =Next Page
F3 =Exit      F6 =Add New PC Profile      F8 =PC PreScrape Maint  Enter =Continue

```

MA		D
----	--	---

8. Specify a Screen Scrape Profile Name

Screen Scrape Profile Maintenance Screen	(c)Copyright RVI 1992, 1999 SCR005FM/FORMAT1
--	---

This Program Allows You To Enter And Update Screen Profiles

To View A List Of All Profiles Currently On File,
Leave The Name Blank And Press Enter.

Screen Scrape Profile Name: ACC

F3 =Exit

Enter =Continue

9. Select an Image System Code

Image System Selection Screen	(c)Copyright RVI 1992, 1999 SCR005FM/CATLSTSF
-------------------------------	--

Select Image System By Typing An X Next To The Appropriate System ID Code.

X	System	Description
—	S	ACCUFUND PURCHASE ORDERS
—	T	TRANSPORTATION SYSTEM
—	U	HR WORKFLOW SYSTEM
—	V	NET DATA DEMO IMAGES
—	W	DEMO WORK SYSTEM
—	X	FULL TEXT SEARCH DEMO
—	Y	FIDELITY BANK SAMPLE DATA
X	Z	COURT DOCUMENTS AND EXHIBITS
—	0	ACCUFUND CASH RECEIPT
—	1	IMPORTED MIQ DATA
—	2	ACCUF ACTIVITY/JOURNAL
—	3	ADMISSION IMAGES
—	4	ACCUFUND GRANTS

+

Page Down -Next Page

F3 =Exit

F12 =Cancel

Page Up -Previous Page

Enter =Continue

10. F3 to exit the Screen Scrape Profile Maintenance Screen

```

Screen Scrape Layout/Maintenance Screen (c)Copyright RVI 1992, 1999
Image System Description SEGMR
Screen Profile: ACC Z COURT DOCUMENTS AND EXHIBITS
F1=STARTING POSITION
Line 1...+...10...+...20...+...30...+...40...+...50...+...60...+.
000000001 Real Vision Software, 8.0 - Internet Explorer
000000002
000000003 <]-- var rvisb = "N"; function apfunct(na) { if (rvisb == "N") { d
000000004
000000005
000000006
000000007
000000008 Real Vision Imaging System
000000009 Legal Application
000000010

```

Page Up/Down F1 =Beginning Field F2 =End Field F12 =Cancel
 F3 =Exit F19 =Scroll Left F20 =Scroll Right F21 =Profile Enter =Continue
 F8 =Move Window Location F9 =Layout Aux. Fields

11. Put a **P** next to the profile name

```

Screen Scrape Selection Screen (c)Copyright RVI 1992, 1999
SCR004FM/FATLSTCT
Position To: _____
P =PC Point & Shoot Maintenance
X =Select
X Profile Image System Unique Screen Identifier
P ACC Z-COURT DOCUMENTS AND 11 001 Alexandria County Court
_ ACCTPAYFT A-AP WORKFLOW SYSTEM 01 001 ACCTPAYFT
_ ACCUFAJE 2-ACCUF ACTIVITY/JOURN 01 001 ACCUFAJE
_ ACCUFAPINV 0-ACCUFUND ACCOUNTS PA 01 001 ACCUFAPINV
_ ACCUFARINV P-ACCUFUND A/R SYSTEM 01 001 ACCUFARINV
_ ACCUFCR 0-ACCUFUND CASH RECEIP 01 001 ACCUFCR
_ ACCUFGRANT 4-ACCUFUND GRANTS 01 001 ACCUFGRANT
_ ACCUFGRITM 5-ACCUFUND GRANT ITEMS 01 001 ACCUFGRITM
_ ACCUFPOINV S-ACCUFUND PURCHASE OR 01 001 ACCUFPOINV
_ ACCUFRQINV Q-ACCUFUND REQUISITION 01 001 ACCUFRQINV
_ ACCUFUND R-SIGNATURE DOCUMENT S 12 001 General F
_ ACCUFUNDPC I-INSURANCE SYSTEM 01 001 ACCUFUNDPC
_ AP SYSTEM D-AP SYSTEM 03 024 Inquiry by Invoice Number +
Page Up =Previous Page F10 =Add New Profile Page Down =Next Page
F3 =Exit F6 =Add New PC Profile F8 =PC PreScrape Maint Enter =Continue

```

12. Select *yourname.TXT* file (this file is created in Step 1)

PC-Scrape Text File Selection	(c) Copyright 2008, RVI
--------------------------------------	--------------------------------

Options:	Files Are Sorted From Most Recent To Oldest	RVPSLSFM/SFLCTL
X =Select	F3 or F12 To Use PCS.TXT	

Opt	File Name	Date Created	First Line In File
-	P150750.TXT	2018/09/20	
-	P145740.TXT	2018/09/20	
-	P142849.TXT	2018/09/20	
-	P140704.TXT	2018/09/20	
-	P114325.TXT	2018/09/20	
-	P114119.TXT	2018/09/20	
-	P112141.TXT	2018/09/20	
-	P110700.TXT	2018/09/20	
-	P110245.TXT	2018/09/20	
-	P110113.TXT	2018/09/20	
-	P104931.TXT	2018/09/20	
-	MATTHEW.TXT	2018/09/20	091818_OneLook_IBMiCloud_Fix - Compatibilit
X	MONTY.TXT	2018/09/20	Real Vision Software, 8.0 - Internet Explorer
-	0106500.TXT	2018/09/13	30
-	0106501.TXT	2018/09/13	ACCUFAPINV

More...

Page Up/Down =More Files

ENTER =Continue

F12 =Cancel

13. Type a Screen Scrape Profile Name or press Enter for a list of existing profiles

Screen Scrape Profile Maintenance Screen	(c) Copyright RVI 1992, 1999
---	-------------------------------------

SCR005FM/FORMAT1

This Program Allows You To Enter And Update Screen Profiles

To View A List Of All Profiles Currently On File,
Leave The Name Blank And Press Enter.

Screen Scrape Profile Name: ACC_____

F3 =Exit

Enter =Continue

14. Put your cursor on the starting position of the Unique Screen Identifier then press F1
15. Put your cursor on the ending position of the Unique Screen Identifier then press F2

```

Screen Scrape Layout/Maintenance Screen (c)Copyright RVI 1992, 1999
Image System Description SEGMR
Screen Profile: ACC Z COURT DOCUMENTS AND EXHIBITS
F1=STARTING POSITION
Line 1...+...10...+...20...+...30...+...40...+...50...+...60...+.
000000001 Real Vision Software, 8.0 - Internet Explorer
000000002
000000003 <]-- var rvisb = "N"; function apfunct(na) { if (rvisb == "N") { d
000000004
000000005
000000006
000000007
000000008 Real Vision Imaging System
000000009 Legal Application
000000010

```

Page Up/Down F1 =Beginning Field F2 =End Field F12 =Cancel
 F3 =Exit F19 =Scroll Left F20 =Scroll Right F21 =Profile Enter =Continue
 F8 =Move Window Location F9 =Layout Aux. Fields

16. Set Index 00 to designate the previously selected value as your Unique Screen Identifier (*Subsequent Index designations should correspond to the index being defined.*)

```

Screen Scrape Profile Maintenance Screen (c)Copyright RVI 1992, 1999
SCR005FM/START
Please Enter The Corresponding Indexing Number. (1-8)
Indexes Are Shown Here For The Image System Selected. Please Select An Index
From 1-7 Or Use 8 To Select The Unique screen identifier.
Image System - Z COURT DOCUMENTS AND EXHIBITS
1. CASE #
2. FILE DATE
3. PLAINTIFF
4. DEFENDANT
5. CASE TYPE
6. COURT/JUDGE
7. DOCUMENT TYPE

Index Number 1-99: 00 0 = Screen Unique Identifier

Starting Position: 6
Ending Position: 22
Length: 17
Line: 9

```

Enter =Continue

17. Repeat Steps 14 – 16 for each index value to be defined

PC Screen Scrape Test:

- Open One Look in Internet Explorer
- Navigate to the desired pc screen to be captured
- Press **CTRL+SHIFT+F5** to capture the screen

If the screen scrape profile was successfully setup, One Look will display a subfile list of your results.

PC Screen Scrape Example:

For the purpose of our example, assume that we set up the pc screen scrape profile to search for the value occurring after "Vendor Number:".

First make the PC application window the active window and press the hot-key (ctrl-shift-F5).

Real Vision Imaging System
Accounts Payable Application

Inquiry By Invoice Number

Vendor Number: 121

Invoice#	Check Date	Description	Amount
23456	02/03/11	Toner Cart.	655.17

Sayes Office Supply
1405 McArthur Dr.
Alexandria, LA. 71315

Invoice Date	Due Date	Check Number
01/31/11	02/03/11	10795

P.O. Number
168

Vendor Information On File

Balances		Codes	
Current Balance:	.00	Order Designation:	Phone
Credit Amount Avail:	999.00	P.O. Required:	Yes
Description:	Office Supply	Date of Last Order:	12/10/10
Check Type:	General Form	Amount of Last Invoice:	655.17
Company Code:	10	Date of Last Shipment:	12/22/10
Net Due Days:	10		

☐ Deliver As PDF

☐ Post To SB System

Web Application Version 8.0 ©Copyright 2006 Real Vision Software, Inc.

Based on the vendor number 121, these results are displayed in the frames-based listing in One Look.

Image Inquiry

Index Search

VENDOR #: 121

DATE

DOCUMENT TYPE

From Date To Date

Search Functions Clear

Awaiting System Selection

Page 1 of 1 Displaying 1 - 3 of 3

Display Checked Show Row Numbers Grid to Excel

Flags	VENDOR #	DATE	DOCUMENT TYPE
<input type="checkbox"/>	121	01/25/2011	PURCHASE ORDER
<input type="checkbox"/>	121	01/31/2011	INVOICE
<input type="checkbox"/>	121	02/03/2011	CHECK

(PDF) Device Id:\$00099461 User Id: MONTY © Real Vision Software. All Rights Reserved.

✿ For further details on the IBMi Screen Scrape menus and the use of a Pre-Scrape Profile when the data on the interface screen is not static, refer to Chapter 14 (Screen Scrape Menu Functions) in the [RVI 90 IBMi User Manual](#).

8.20. Polling

✿ Polling is only available for IBM i customers (not Cloud customers).

! Use with minimal users; otherwise, system performance will be affected.

To watch a video on this topic [CLICK HERE](#)

IBM i Configuration:

1. From an IBM i command line, with RVILIB in your library list, type **GO IMAGE**
2. Select **Option 8** Maintenance Menu
3. Select **Option 7** Maintain PC Workstation Configuration

4. Select a existing user by placing an **X** next to the record OR create a new record using F10 = Add A Record
5. From the Maintain PC Workstation Configuration Screen, set Image Viewer to **O** or **P**

```

Maintain PC Workstation Configuration Screen          (c)Copyright RVI 1992, 1999
              X=Select A Mapping Type                  CRTRVIFM/CNT100D5
- D,Y=Data Queue      - S,N=Folders                    1=FTP-TCPADDX Value
- F=FTP                - U=UNC                          2=UNC-SYSTEMX Value
- H=HTTP               - T=TCP-UNC                      3=HTTP-HTTPX Value
              X=Select An Image Viewer (For further info, tab to entry field, then F1)
Yellow Image Viewer types are OneLook-specific
- Y=Use Windows Associated Viewer                      - N=Use RVI PC Viewer
- V=Convert To PDF, Use RVI PC Viewer
- H=Convert To PDF, Hyperlink To Browser
- I=Index List in Browser, Display In Browser
- J=Index List in Browser, Display In RVI PC Viewer
- K=Index List in RVI PC Viewer, Display In RVI PC Viewer
- R=Index List in Green Screen, View in RVI PC Viewer, No HLLAPI
- L=No HLLAPI, Display in RVI PC Viewer
- M=Index List in RVI PC Viewer, Display in RVI PC Viewer, No HLLAPI
- O=Index List in Green Screen, View in OneLook, Using Polling
- P=Index List in OneLook, View in OneLook, Using Polling
- S=DataQue to Socket From Green Screen, No HLLAPI
- E=DataQue to Socket Using OneLook, No Polling
- F=DataQue to Socket Using OneLook, No Polling, Scanning To Viewer
- G=HLLAPI Support in OneLook, No Polling
F1 =Additional Image Viewer Description                Enter =Continue

```

6. Press Enter to save then F3 to exit
7. Return to the RVI Image Menu using **GO IMAGE**.
8. Select **Option 1** Image Inquiry and specify an Image System ID Code.
9. Type the index values to be searched.

If Image Viewer = O

A sub file list of records will display on the IBM i matching the index search criteria. Put a **V** next to the record you want to view. The image will be displayed in One Look.

If Image Viewer = P

A sub file list of records will display in One Look that match the index search criteria. Double click the record you want to view. The image will be displayed in One Look.

One Look Configuration:

For Polling to run, the Image Systems or Index Search window must be active. **(Host Connected)** will display at the top of the window when polling is running. Polling will automatically run every 2 seconds.

The screenshot displays the 'Image Inquiry (Host Connected)' window. On the left, under 'Image Systems', there is a table with the following data:

System	System Name
a	TEST SYSTEM
b	PRO DOCUMENTS
c	CASINO DEMO

On the right, the 'Index Search' section includes the following fields:

- Z-COURT DOCUMENTS AND EXHIBITS
- CASE #
- FILE DATE
- PLANTIFF
- DEFENDANT
- CASE TYPE
- COURT/JUDGE
- DOCUMENT TYPE
- From Date (with calendar icon) To Date (with calendar icon)
- Search (magnifying glass icon)
- Functions (gear icon)

8.20.1. Scan With Polling

! Use with minimal users; otherwise, system performance will be affected.

Allows customers to poll an interface to extract values from the screen in order to populate indexes at scan time. A call to program [MVC013](#) or [MVC013D](#) from your interface will initiate the scan process and pass the specified index values using polling between OneLook and your interface.

* The internet user id must be enrolled in Maintenance Menu, [Maintain PC Workstation Configuration](#) as Image Viewer = **P** or **O** for polling.

Example: Using MVC013, the index values specified are automatically transferred to OneLook and the scan process is initiated.

Image Scanning Index Definition Screen		(c) Copyright 2005, RVI
		UDDSIDX7/REQUEST
This Program Allows You To Assign Indexes To New Images Being Scanned. Page Up Or Down For Additional Indexes Defined For This Image System.		
<u>COURT DOCUMENTS AND EXHIBITS</u>		
CASE #	<u>050318</u>	
FILE DATE	<u>04/03/17</u>	
PLANTIFF	<u>J JACKSON</u>	
DEFENDANT	<u>K LYN</u>	
CASE TYPE	<u>0</u>	
COURT/JUDGE	<u>DAVIS</u>	
DOCUMENT TYPE	<u>PETITION</u>	
F3 =Exit F12 =Cancel F11 =Upload PageUp/Down =Addl Idxs Enter =Continue		
MA	B	10/041

Image Inquiry (Host Connected)

Index Search Menu ▾

Z-COURT DOCUMENTS AND EXHIBITS Change System

CASE #: 050318
 FILE DATE: 04/03/17
 PLAINTIFF: J JACKSON
 DEFENDANT: K LYN
 CASE TYPE: O
 COURT/JUDGE: DAVIS
 DOCUMENT TYPE: PETITION

From Date To Date

Z-COURT DOCUMENTS AND EXHIBITS Page 1 of 1 Displaying 1 - 1 of 1 Display Checked Show Row Numl

	Flags	CASE #	FILE DATE	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
<input type="checkbox"/>	L	050318	04/03/17	J JACKSON	K LYN	O	DAVIS	PETITION

Device Id:\$00096493 User Id: MCKENZY © Real Vision Software. All Rights Reserved.

8.21. Previous Versions

Users can select the Previous Version button to access and display the previous version(s) of the document.

If a document has a previous version, a **V** will appear in the Flags column.

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

	Flags	CASE #	FILE DATE	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
<input type="checkbox"/>	V	031619	01/29/2019	V VERSION	P VERSION	O	J MILES	JUDGEMENT

1. Double click the record.
2. Select **Previous Versions** button.
3. Once the View Previous Versions grid opens:
 - Enable **View Original Version** to display the original document.

OR

- Double-click the desired record for the version you want to display.

Image Inquiry

Index Search Menu

Z-COURT DOCUMENTS AND EXHIBITS Ch

031619

FILE DATE

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Date To Date

Search Functions Clear

Back

Notes

Details

Maintenance

Email

Routing

Audit Information

Append Scan

Add Redaction

Previous Versions

Download

Add to Temporary

Display Temp Grid

Retrieve Request

Image ID:ZAAAADTX

CIVIL SUIT NUMBER 241,780
Division "A"

JONATHAN CHASE JARRED **9TH JUDICIAL DISTRICT COURT**

VERSUS **PARISH OF RAPIDES**

TARA ST. ROMAINE JARRED **STATE OF LOUISIANA**

FIRST SUPPLEMENTAL AND AMENDING PETITION

I.

The allegations of plaintiff's original Petition for Divorce and Other Relief are reiterated and affirmed save and except as may be inconsistent herewith;

II.

That your petitioner desires to amend his Petition for Divorce and Other Relief by adding paragraph 19 to read as follows:

*19.

The defendant has recently exhibited volatile and erratic behavior and mood swings and your petitioner shows that it would be in the best interest of the children for the Court to

View Previous Versions

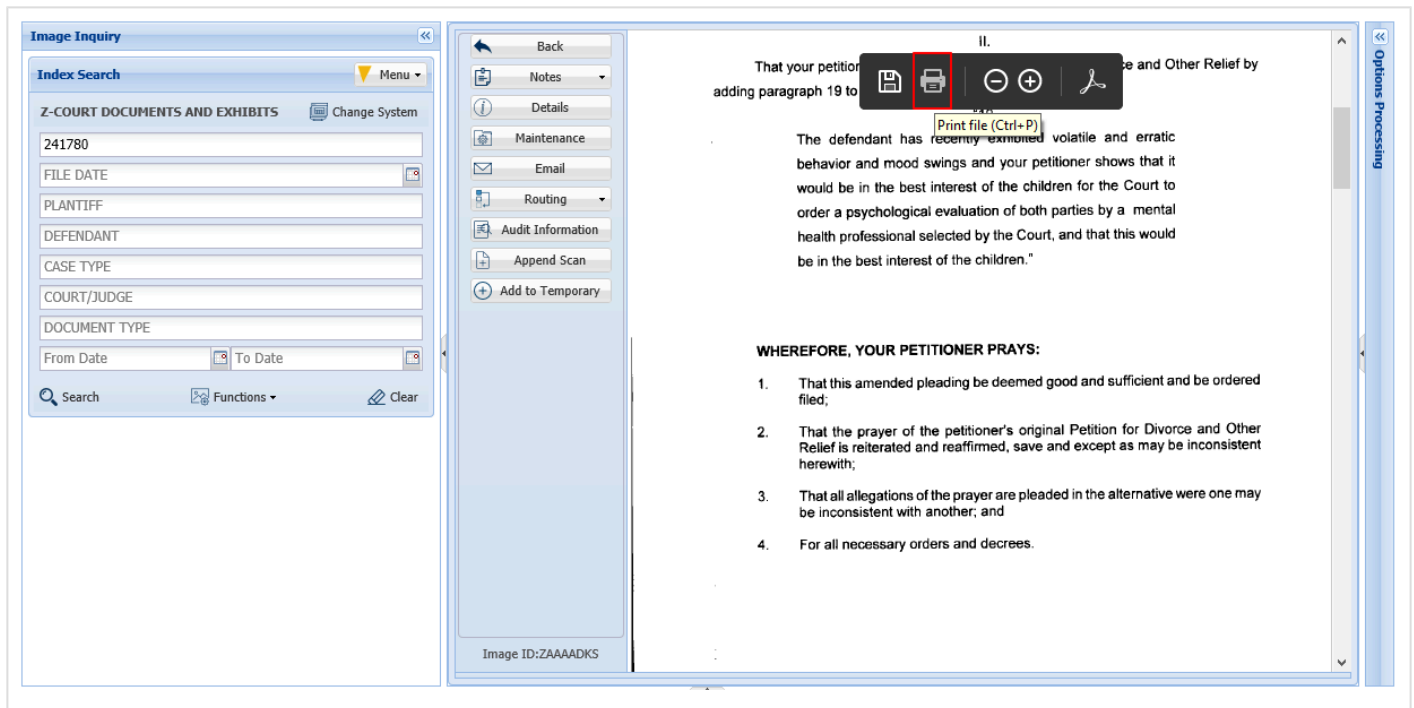
Close View Original Version

Sequence	User Name	Path Name	Date	Time	Page Versioned
001	MCKENZY	I:\IMAGE\MCKENZY	01/29/19	15:41:04	001
002	MCKENZY	I:\IMAGE\MCKENZY	01/29/19	15:55:46	001

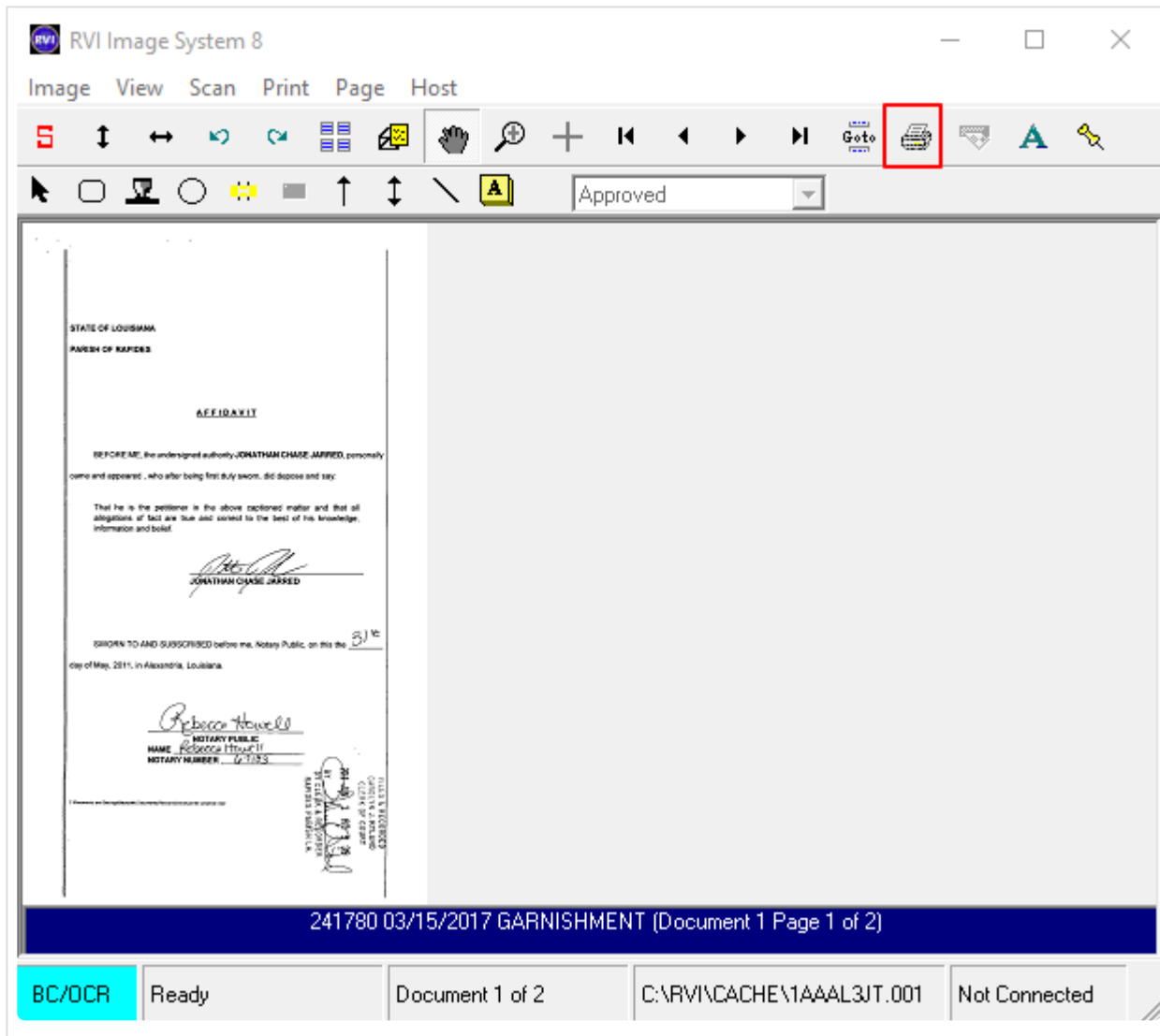
! Versioning of newly scanned documents is not currently available. RVI is working to add this feature to Version 9.0. Please check the [RVI website](#) for updates.

8.22. Print

When viewing in One Look, documents can be printed directly from the PDF frame.



When viewing in RVI.EXE, documents can be printed using the Print menu.



8.23. Print To RVI

! One Look requires the **RVI PC Viewer** for print to rvi.

The RVI PC Viewer must be **Connected: IBM DATA QUEUES**
The One Look browser must be **Host-Socket Connected**

Connected: IBM DATA QUEUES

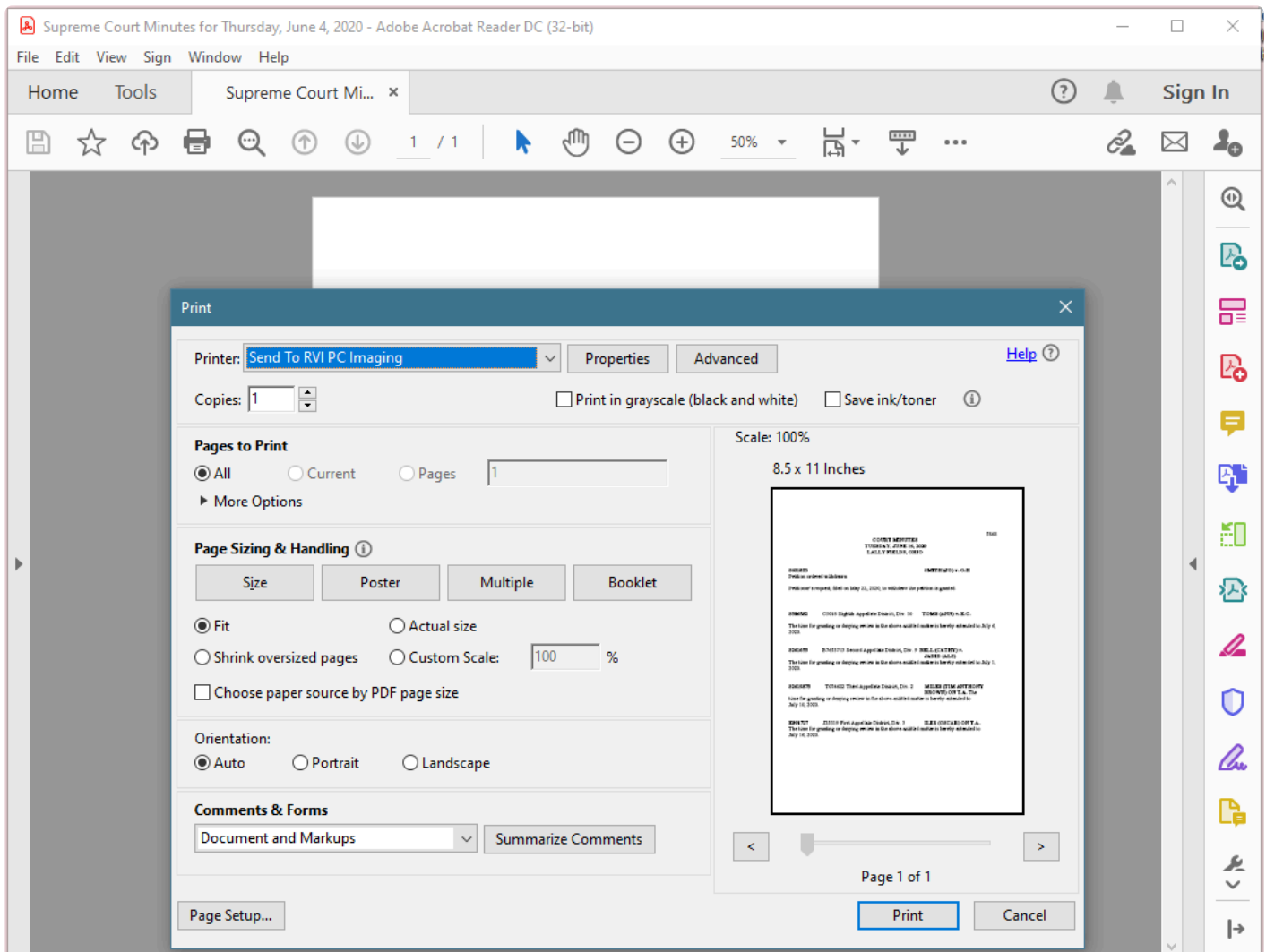
Image Inquiry (Host-Socket Connected) <<

Refer to Setup/Maintain IBMi Host Socket under *How To Instructions* section for details on workstation configuration when using Host Socket.

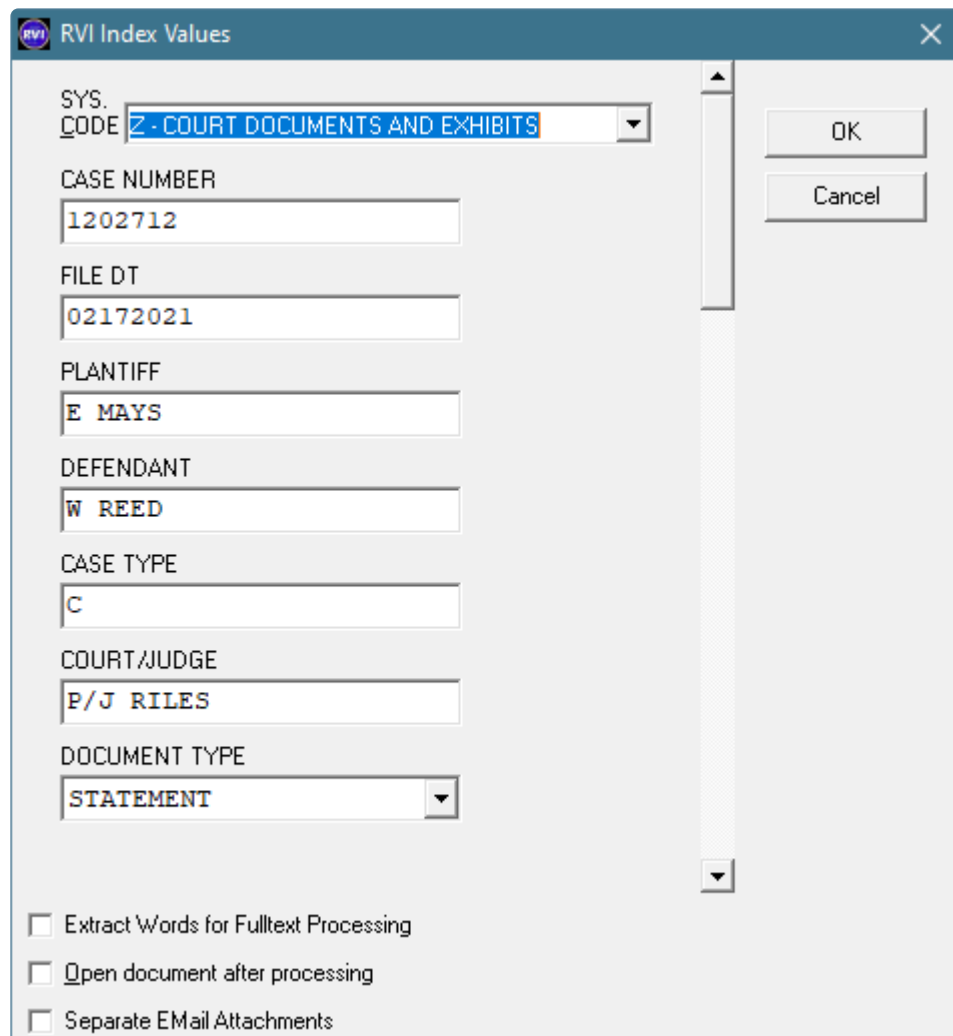
1. Open the RVI PC viewer ([RVI.EXE](#)) and One Look browser.
2. Open the file you want to print to RVI.

3. Select File/Print.
4. Select **Send To RVI PC Imaging**.

✿ If Send To RVI PC Imaging is not listed as a printer, install the printer driver included in the RVI PC Viewer installation or by going to the [Support Downloads](#).



Based on the configuration, the user may get a RVI Index Values pop up allowing them to index the document at print time.



RVI Index Values

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

CASE NUMBER: **1202712**

FILE DT: **02172021**

PLANTIFF: **E MAYS**

DEFENDANT: **W REED**

CASE TYPE: **C**

COURT/JUDGE: **P/J RILES**

DOCUMENT TYPE: **STATEMENT**

☐ Extract Words for Fulltext Processing

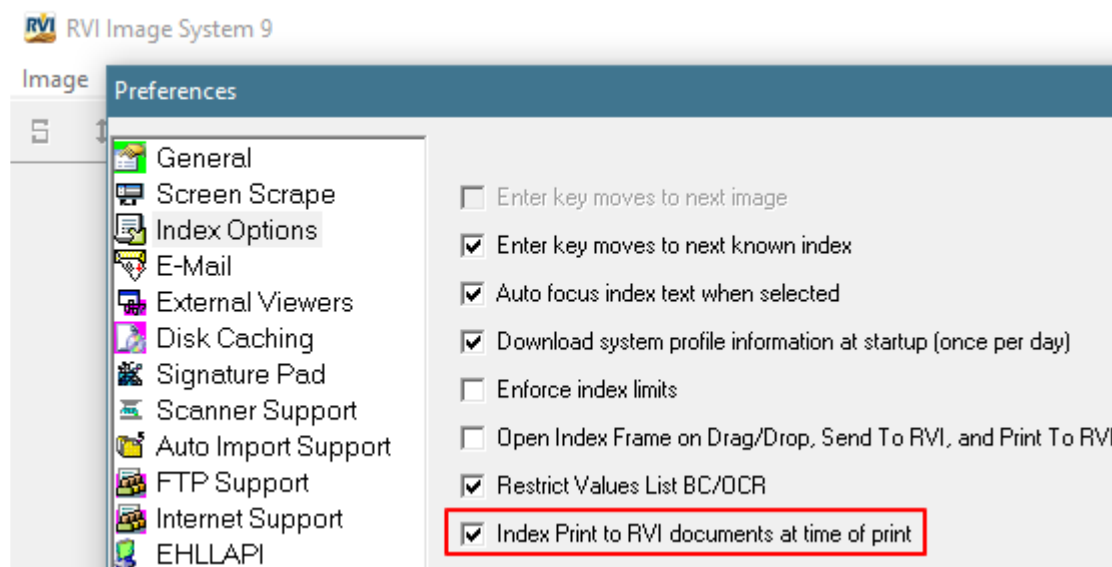
☐ Open document after processing

☐ Separate EMail Attachments

OK

Cancel

The RVI Index Values pop up is controlled by the RVI PC Viewer check box found under *Image/Preferences/Index Options/Index Print to RVI documents at time of print*



5. Verify the **BC/OCR** button in the bottom left hand corner of the RVI PC viewer is active. This

means the document was printed to RVI and is waiting to be uploaded.

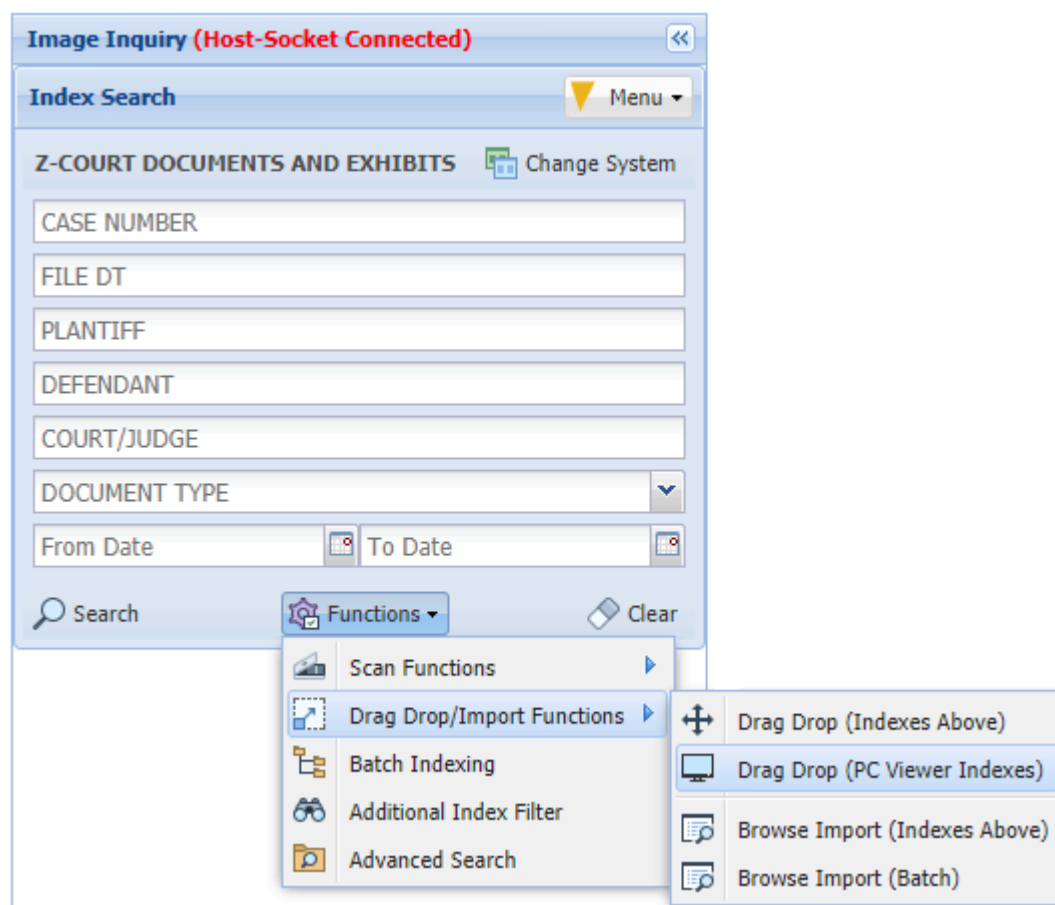
6. From One Look, select an index method:

a. **Drag Drop (PC Viewer Indexes)**

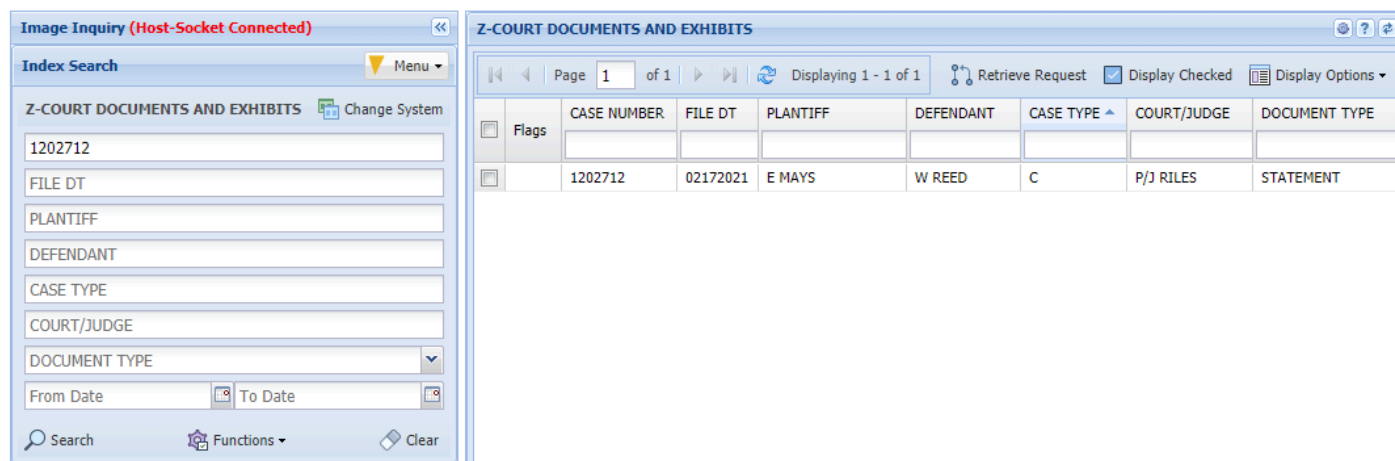
Use this option if you indexed the document using the RVI Index Values pop up.

b. **Drag Drop (Indexes Above)**

Use this option if you want to index the document using the One Look browser.



The newly imported will now be available for inquiry.



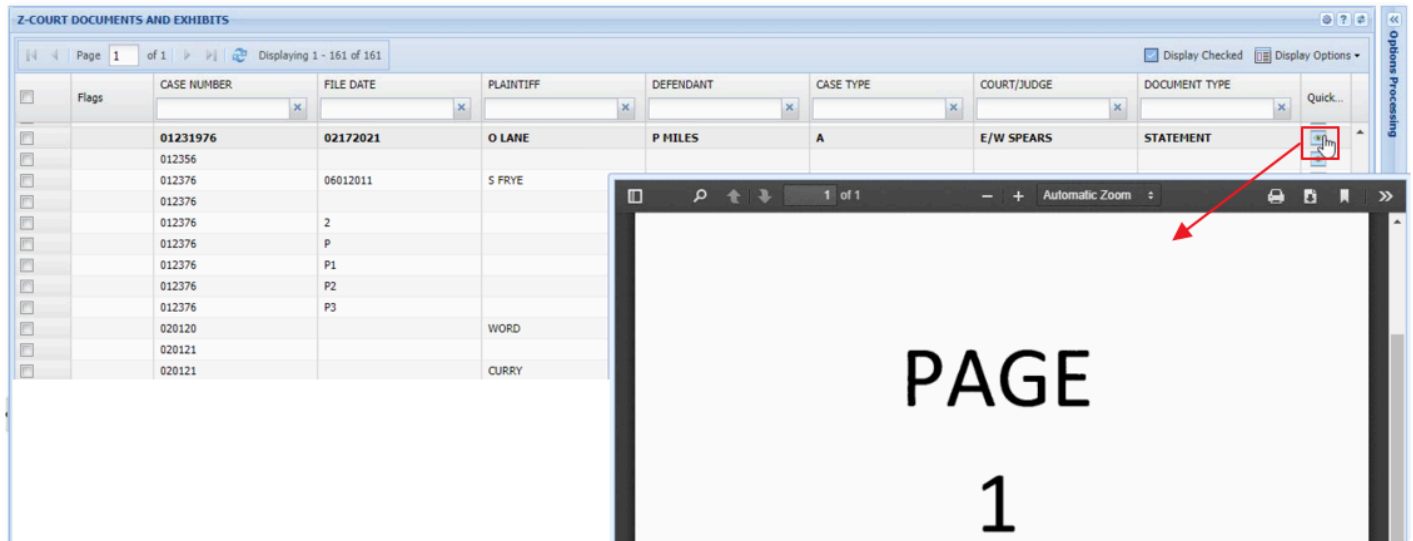
8.24. Quick View

Quick View allows users to hover over a record in Image Inquiry to see a display of the record in a new frame.

To enable Quick View, click on the drop down arrow to the right side of any existing column. Select **Columns**. Enable **Quick View**.

Z-COURT DOCUMENTS AND EXHIBITS					
Page 1 of 1 Displaying 1 - 161 of 161					
	Flags	CASE NUMBER	FILE DATE	PLAINTIFF	
			Sort Ascending Sort Descending Columns Group by this field Show in groups	O LANE	
		01231976			
		012356			
		012376			
		012376			
		012376			
		012376	P		
		012376	P1		
		012376	P2		
		012376	P3		
		020120			
		020121			
		020121			
		021521	021521		
		021521	021521		
		021521	NONOTES		
		021521	NOTES		
	N	021521	021521		
	N S	02182021	02182021		
		02182021	02182021		
		02222021			
		02232021	02232021		
		02232021	02232021		
		02232021	02232021		
		02232021	02232021		
		02232021	02232021		
	N	02232021	02232021		
		030221	03022021		
		030221	03022021		

Once the Quick View column is enabled, the user will see the new column appear in Image Inquiry. Hover over the icon under the Quick View column associated with the record you would like to view.



* For third party file types that are not inherently handled via the browser display, the system will automatically download the file for the user to open.


8.25. Redaction

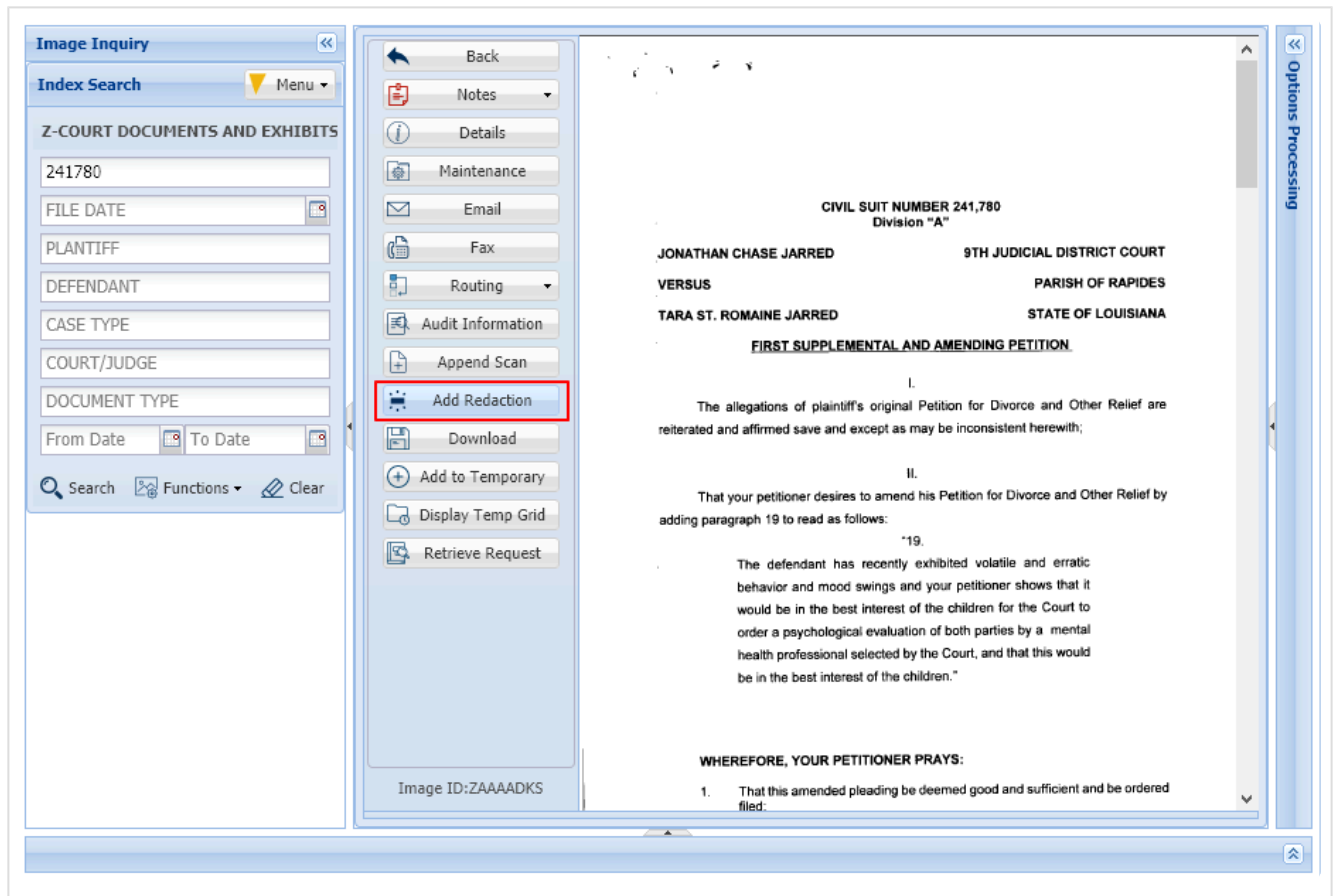
To watch a video on this topic [CLICK HERE](#)


Redact an area of an image (*Image must be stored as Type B*) using an opaque highlighter from the RVI PC Viewer.

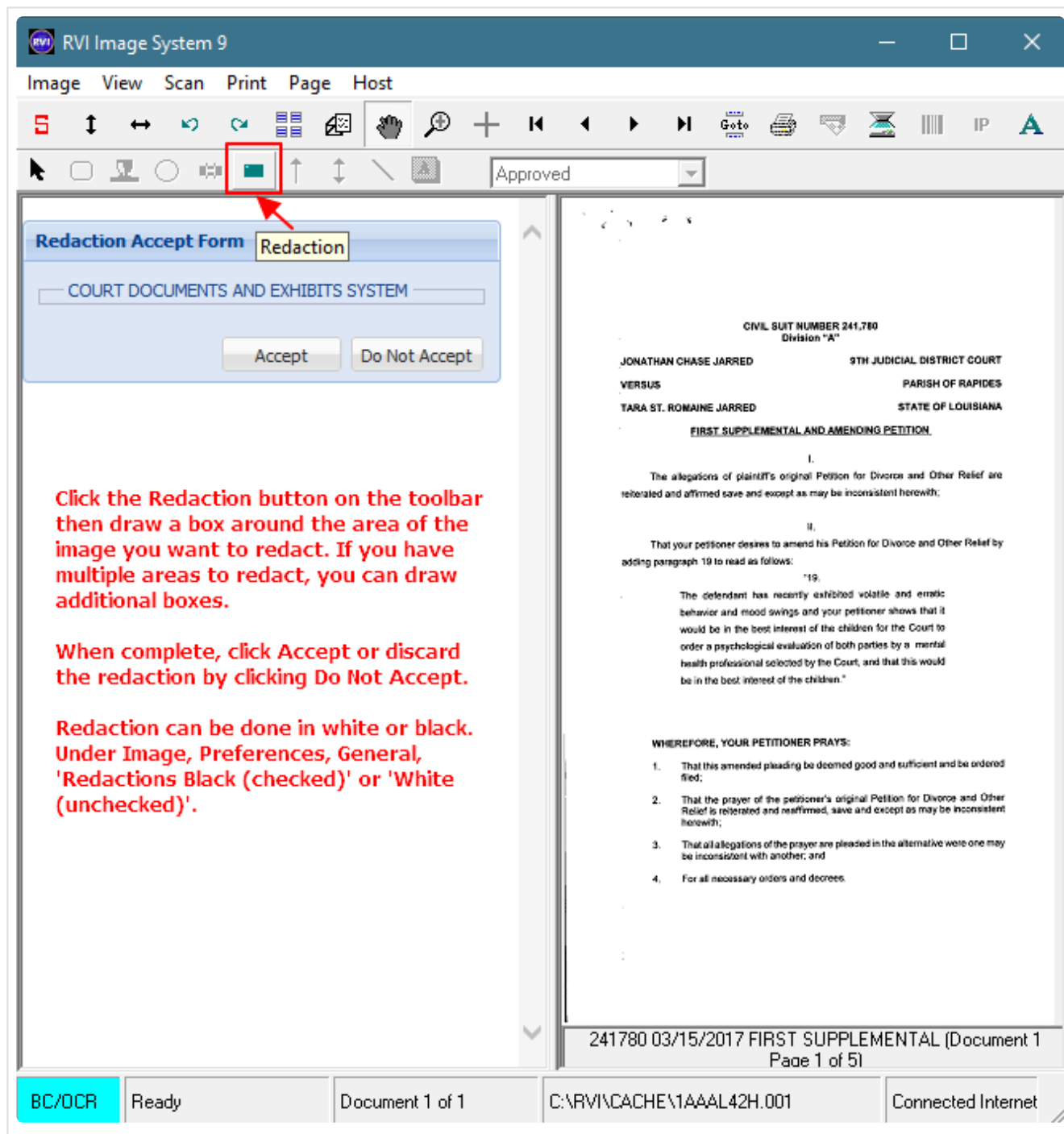
* This option operates under the rules of option security. If a user does not have authority to add redaction, they cannot use this feature.

1. Display an image in One Look.

2. Select  **Add Redaction** to display the image in the RVI PC Viewer.



3. Click the redaction button  in the RVI PC Viewer
4. Draw your redaction box around the area(s) you want to redact. (See **Redaction Adjustment** section below for details on moving or deleting redaction.)
5. Click Accept when you are finished.

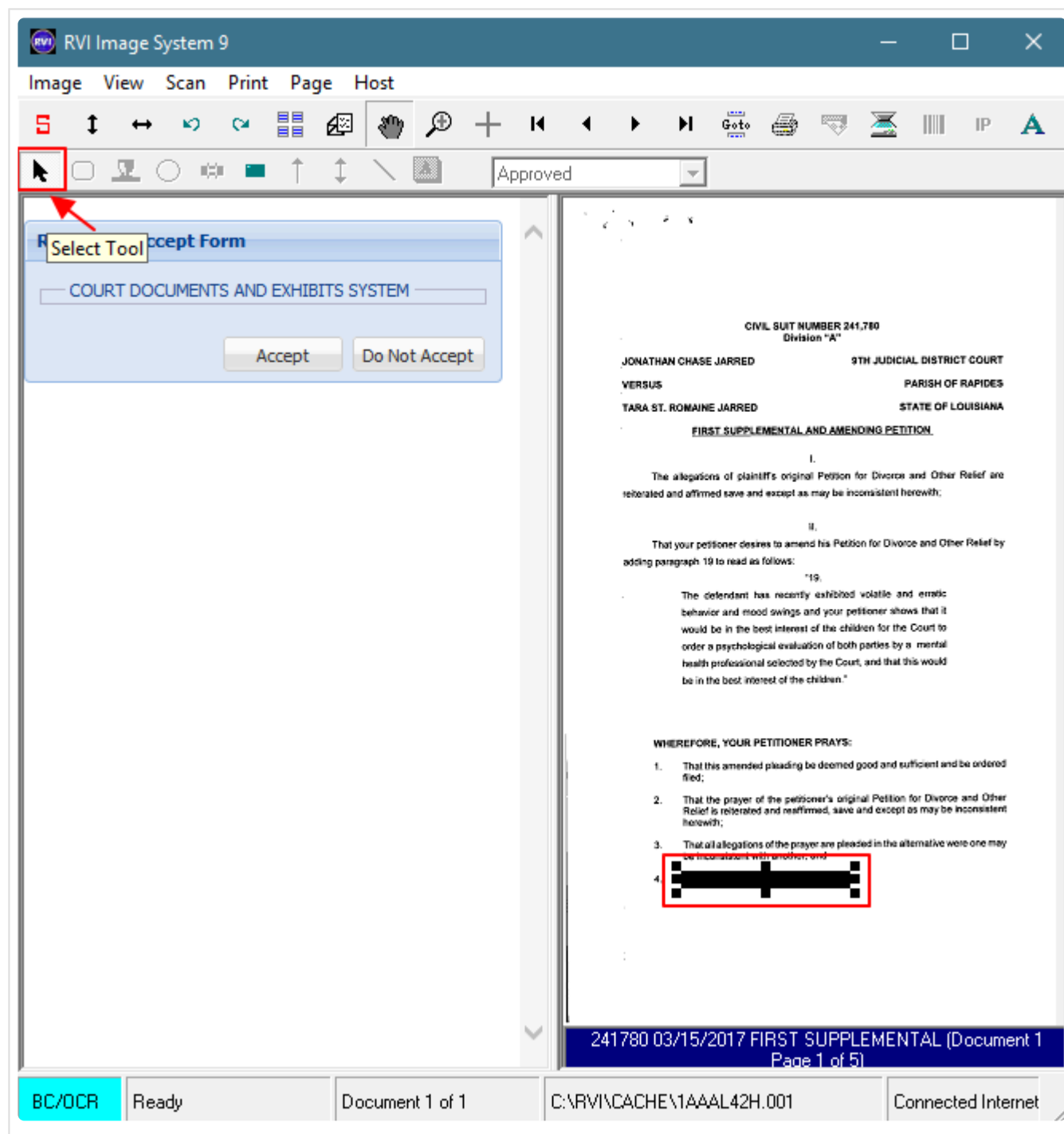


Wait until the viewer completely clears the image to ensure the redaction process is complete.

Redaction Adjustment:

To move or delete redaction, use the **Select Tool** from the RVI PC Viewer toolbar. When the Select Tool is active, the user can click on an existing redaction. This will enable the field and handles will appear around the edges of the redaction box. The user can press **DELETE** on their keyboard to remove the redaction or drag the redaction to a different location on the page.

When the changes are complete, click **Accept**.



8.26. Routing

To watch a video on this topic [CLICK HERE](#)

Routing: Sends the image to another user/profile based on the routes setup on the IBM i server. (The routing profile is setup by your system administrator.)

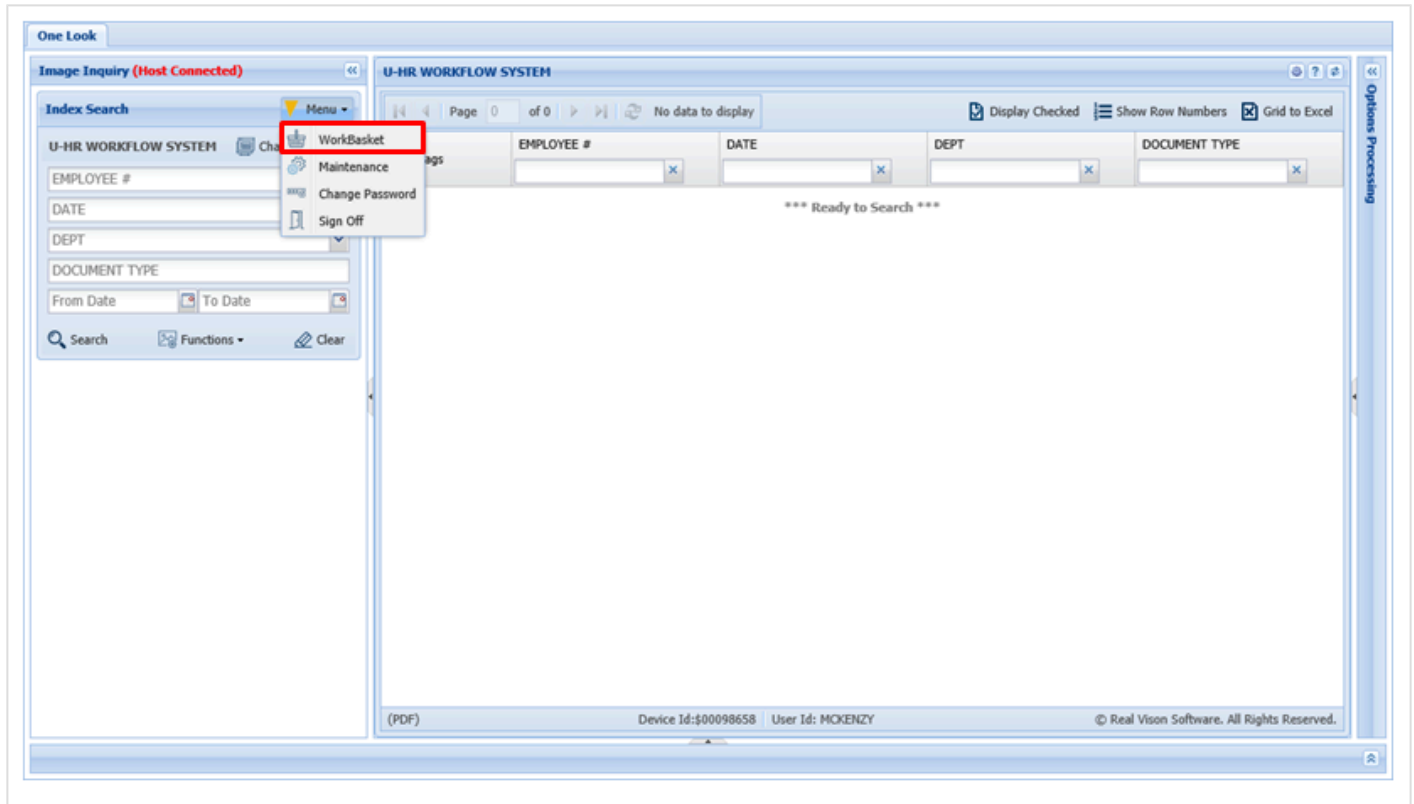
The screenshot shows the 'Image Inquiry' window. On the left is an 'Index Search' panel with fields for CASE #, FILE DATE, PLAINTIFF, DEFENDANT, CASE TYPE, COURT/JUDGE, DOCUMENT TYPE, and date ranges. A 'Routing' menu is highlighted in the center, with options 'Route To User' and 'Route Using Profile'. The main area displays a scanned document titled 'JONATHAN CHASE JARRED VERSUS TARA ST. ROMAINE JARRED' from the '9TH JUDICIAL DISTRICT COURT'. The document includes an 'ORDER' section and a signature of 'HONORABLE DONALD T. JOHNSON'. A 'PLEASE SERVE' section lists the defendant's address. The bottom right shows a filing stamp from the 'CLERK OF COURT'.

Once a document is routed:

- The system will display 'R' next to the record.

Z-COURT DOCUMENTS AND EXHIBITS							
Page 1 of 1 Displaying 1 - 3 of 3							
Flags	CASE #	FILE DATE	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
<input checked="" type="checkbox"/> R	241780	03/15/2017	E ZEND	H POTTER	C	MONTOGUE	FIRST SUPPLEMENTAL
<input checked="" type="checkbox"/> R S	241780	03/15/2017	E ZEND	H POTTER	C	MONTOGUE	GARNISHMENT
<input checked="" type="checkbox"/> N	241780	04/22/2017	E ZEND	H POTTER	C	MONTOGUE	PETITION

To work with items routed to your workbasket, select Menu, [WorkBasket](#) to access your workbasket.



8.27. Scan

To watch a video on this topic [CLICK HERE](#).

! If you are using Chrome for screen scrape scanning, you must install the RVI Chrome extension for screen scrape scanning. Click [HERE](#) for setup instructions.

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

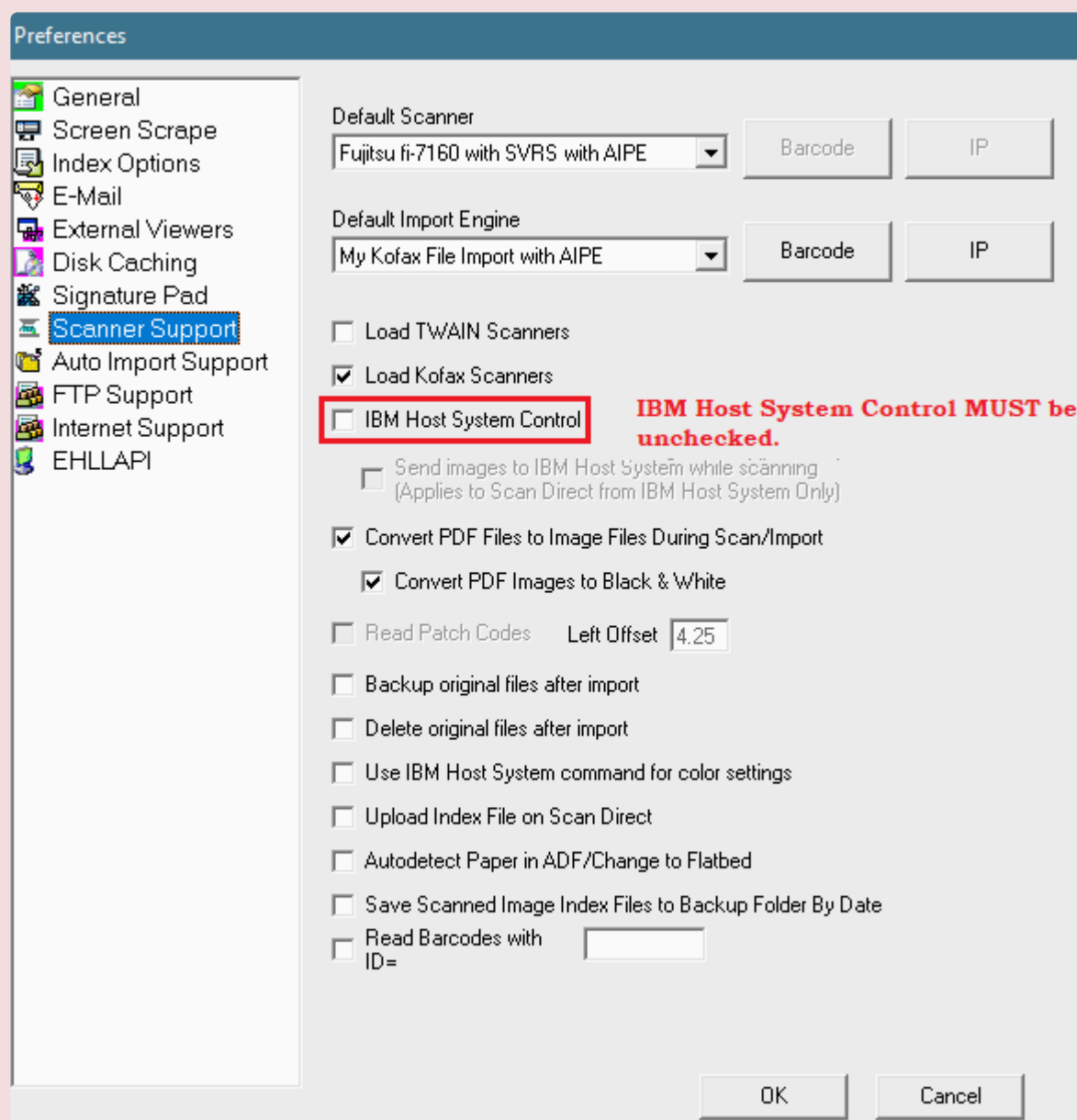
2. Select the  button.

3. Select the  button.

4. Select one:
 - a. [Scan Using Indexes Above \(Twain Scanner\)](#) (Uses Scan Direct)
 - b. [Scan Using Indexes Above](#) (Uses Scan Direct)
 - c. [Scan Using A Profile](#) (Performs Based on the Scan Profile Settings)

The screenshot displays the 'Image Inquiry' application window. At the top, there is a 'Menu' dropdown. Below it, the 'Index Search' section is titled 'Z-COURT DOCUMENTS AND EXHIBITS' and includes a 'Change System' button. The search criteria fields are: a text box containing '241780', 'FILE DATE' with a calendar icon, 'PLANTIFF', 'DEFENDANT', 'CASE TYPE', 'COURT/JUDGE', 'DOCUMENT TYPE', and a date range 'From Date' to 'To Date' with calendar icons. At the bottom of the search section are 'Search' and 'Clear' buttons. A 'Functions' dropdown menu is open, showing options: 'Scan Functions', 'Drag Drop/Import Functions', 'Batch Indexing', 'OCR Word Search', and 'Additional Index Filter'. The 'Scan Functions' option is highlighted, and its sub-menu is visible, containing: 'Scan Using Indexes Above(Twain Scanner)', 'Scan Using Indexes Above', 'Scan Using A Profile', and 'Upload Scanned Documents'.

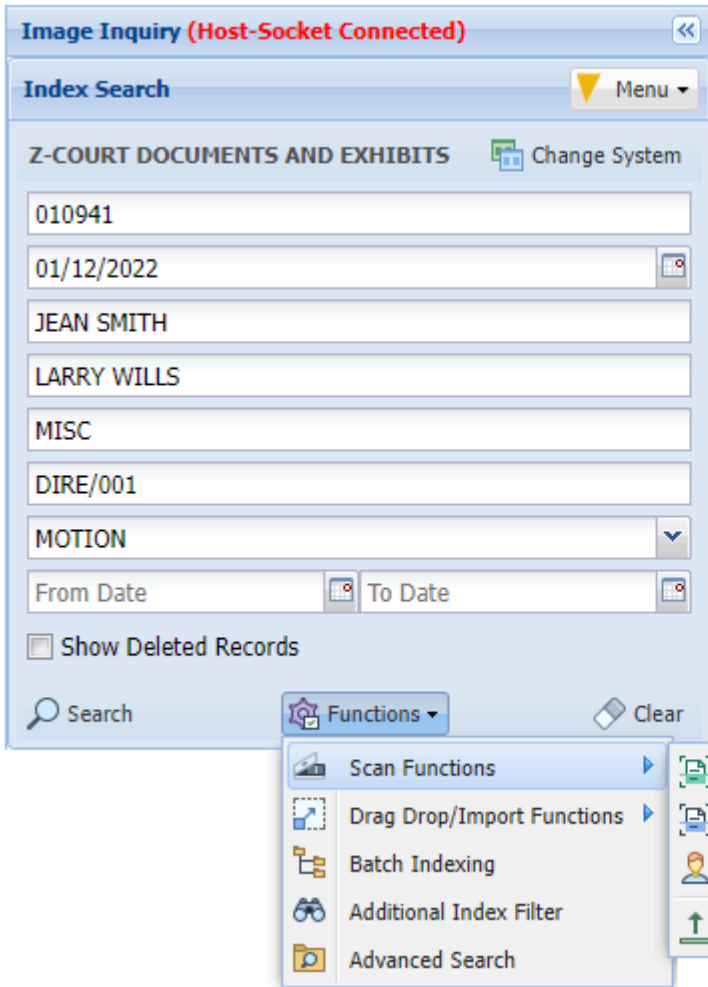
! One Look requires the **RVI PC Viewer** (9.2x or newer) for scanning. Verify that the workstation is set to PC Control Scanning inside the RVI PC Viewer under Image/Preferences/Scanner Support.



8.27.1. Scan Using Indexes Above (Twain Scanner)

* **Scan Using Indexes Above (Twain Scanner)** is used for Twain Scanning WITHOUT the RVI PC Viewer. Twain Scanning WITHOUT the RVI PC Viewer requires RVICommunications.exe. Refer to [Setup RVI Communications Server](#) for further instructions.


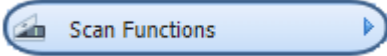
1. Type the desired index values into the index search window. (**You MUST supply at least one index.**)

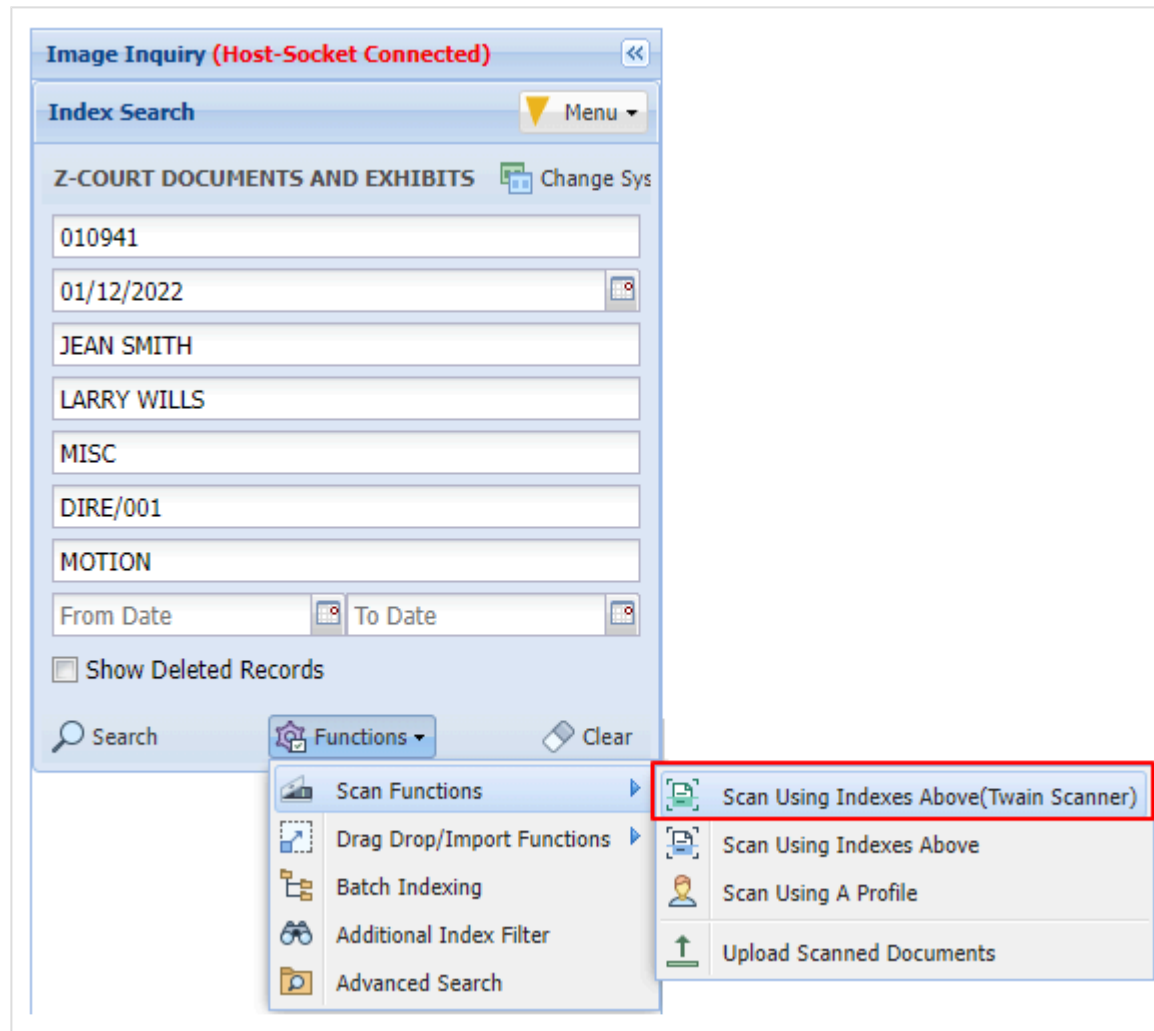


For Twain Scanning without the RVI PC Viewer, the RVI Communications Server (RVI PC Socket) must be running in the system tray, OneLook must show the socket is connected, and the RVI PC Viewer must be closed (if installed).

If you are running the Host Socket on the IBMi as well as the RVI Communications Server (RVI PC Socket) in the system tray, OneLook will show Host-Socket Connected.

If only the RVI Communications Server (RVI PC Socket) is running, OneLook will show Socket Connected or PC Socket Connected.

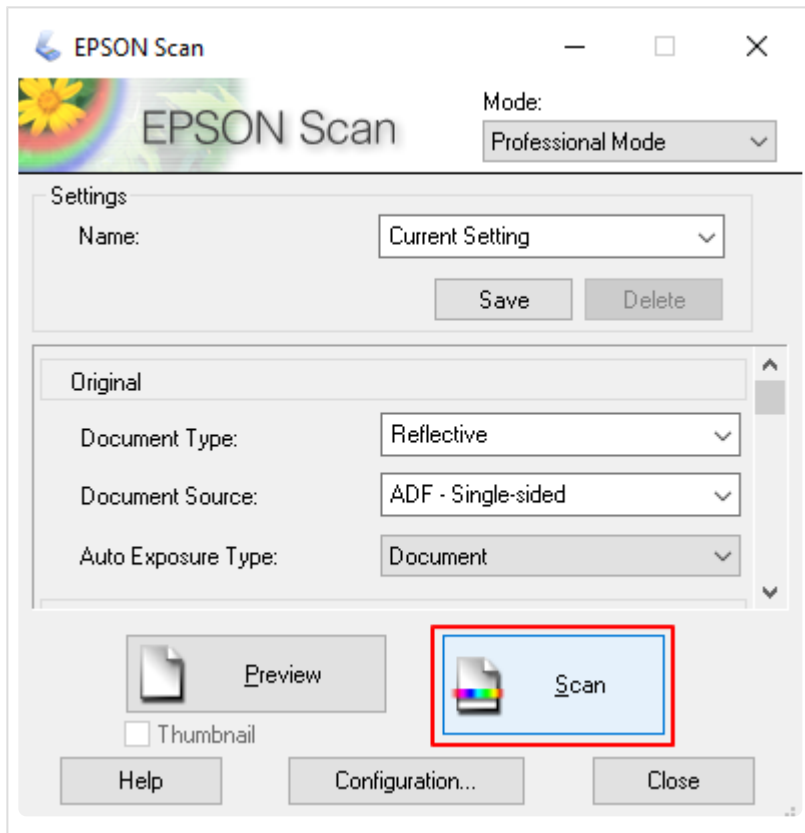
2. Select the  button.
3. Select the  button.
4. Choose **Scan Using Indexes Above (Twain Scanner)**.



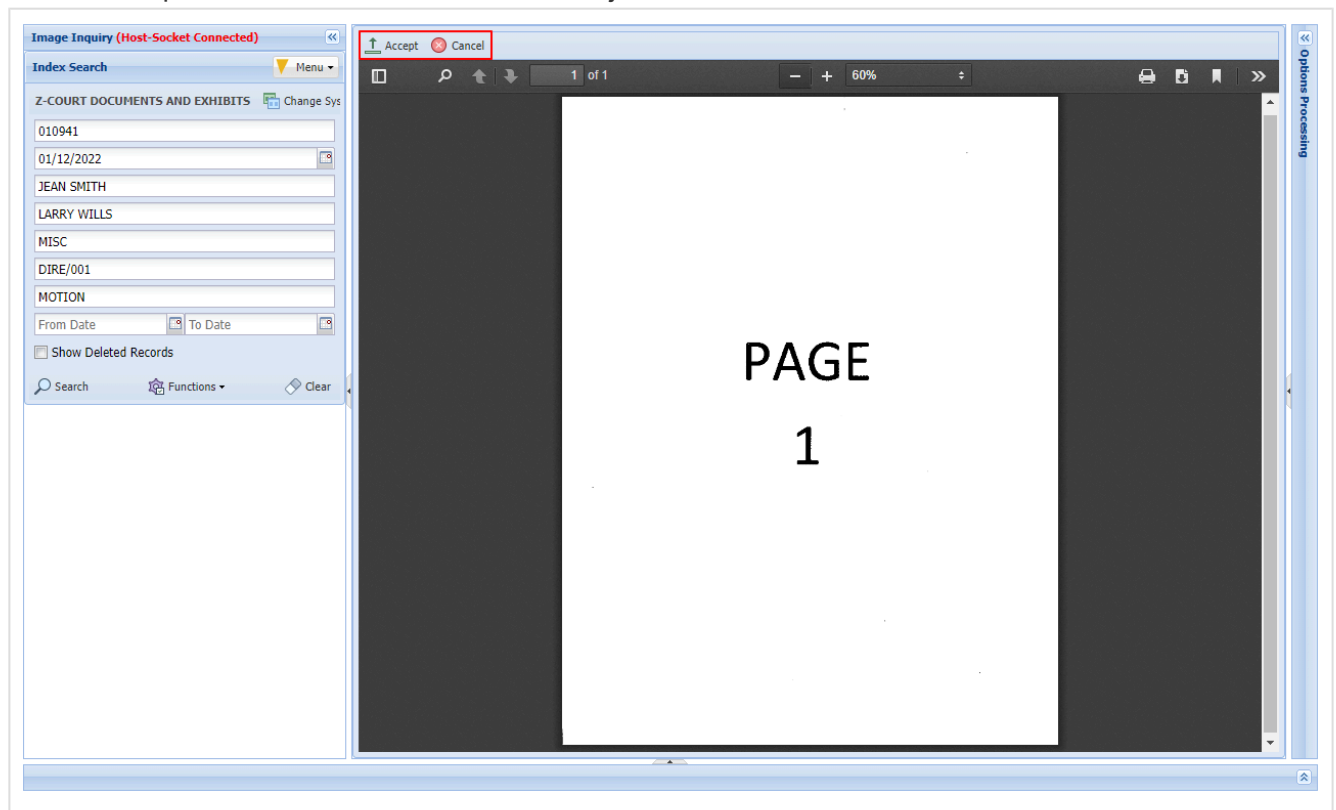
The twain interface (*specific to the make/model of the scanner*) will pop up.

If the twain interface does not automatically pop up, verify the twain device is specified in the [RVI Communications Server](#) setup.

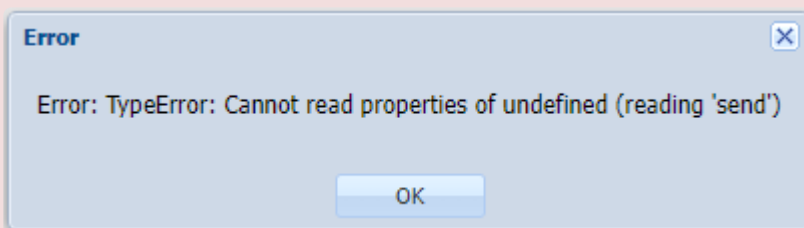
Once the scan option is selected from the twain interface, the image will be displayed inside the One Look browser interface.



5. Select Accept to save the scan or Cancel to reject the scan.



If you receive the following error, the Twain setup is not being recognized.



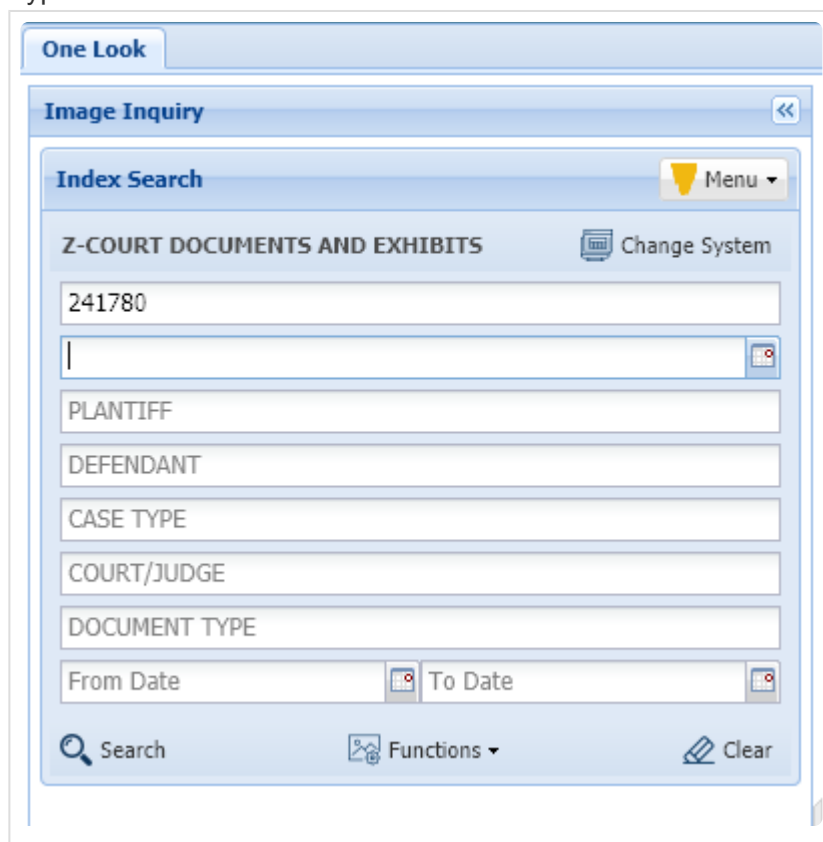
The error is due to one or more of the following:

- Twain Driver is not installed
- [RVI Communication Server](#) is not installed/running in the System Tray on the pc.
- A Twain Device is not specified in the [RVI Communication Server](#).


8.27.2. Scan Using Indexes Above

- * **Scan Using Indexes Above** is used for Kofax/ISIS Scanning with the RVI PC Viewer or Twain Scanning with the RVI PC Viewer. Refer to [Setup a Scan Station](#) for instructions.

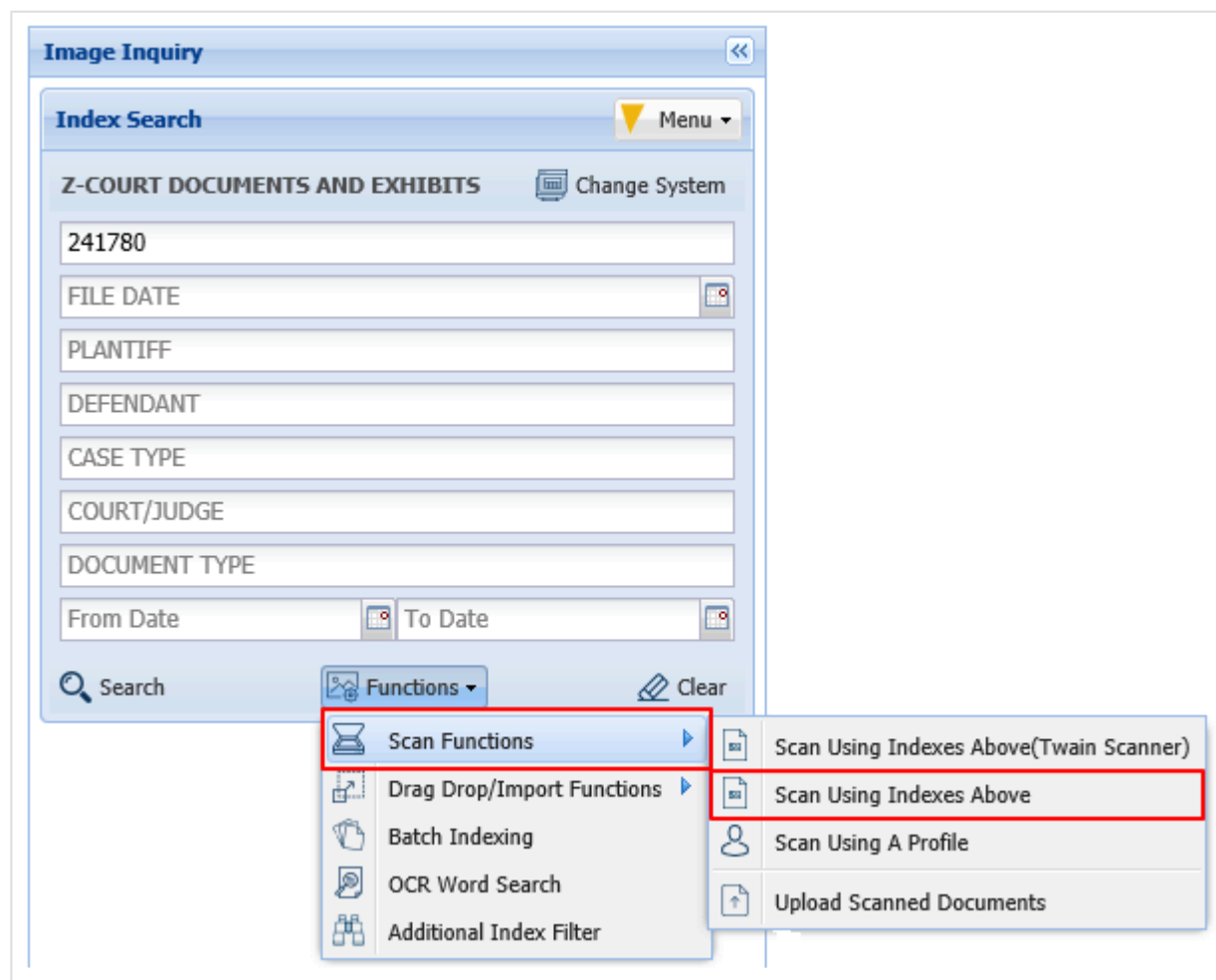
1. Type the desired index values into the index search window.



2. Select the  **Functions** button.

3. Select the  button.

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




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

8.27.3. Scan Using A Profile

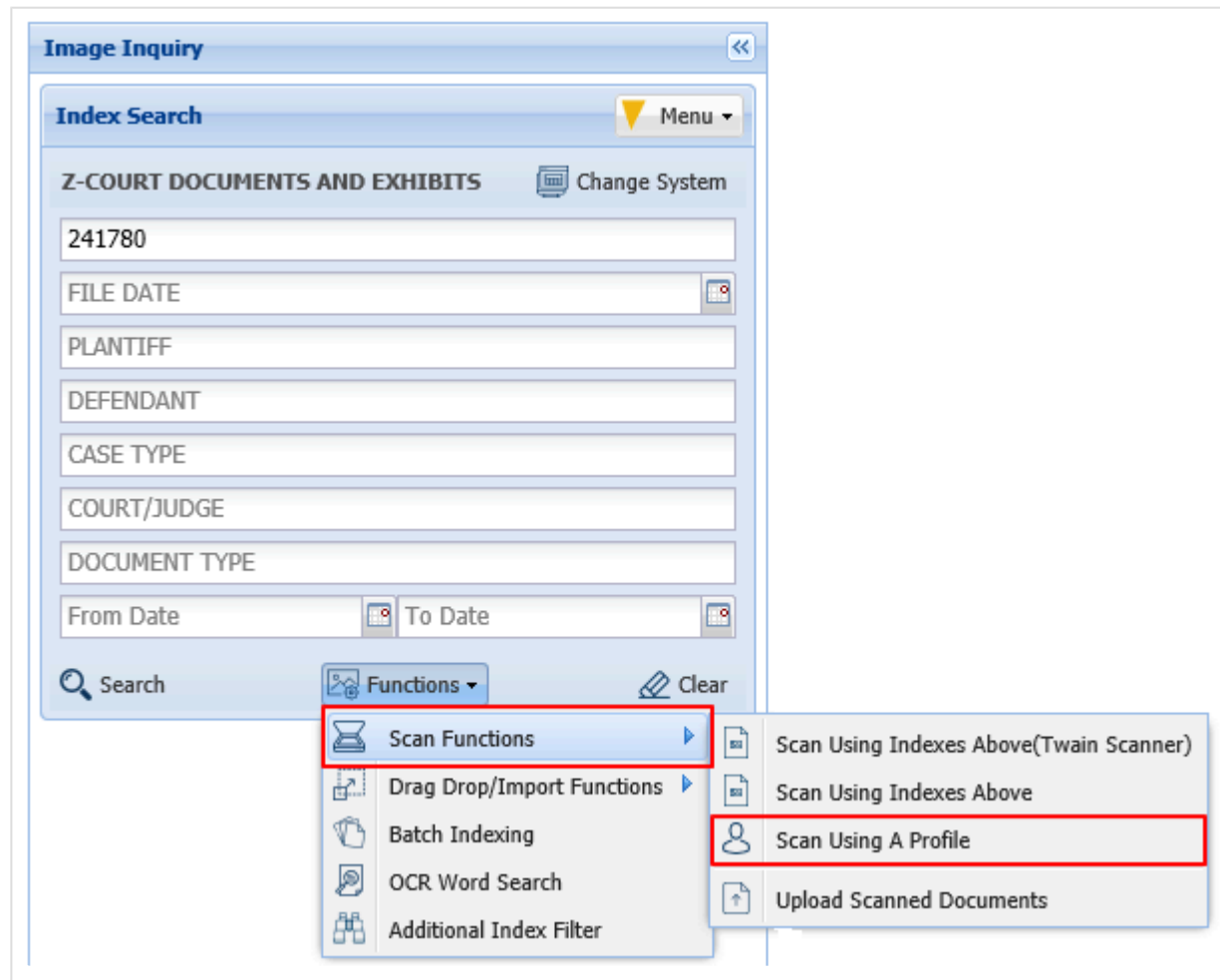
✿ **Scan Using A Profile** is used for Kofax/ISIS Scanning with the RVI PC Viewer or Twain Scanning with the RVI PC Viewer. Refer to [Setup a Scan Station](#) for instructions.

Provides the user with the ability to select predefined [scanning profiles](#) for this application.

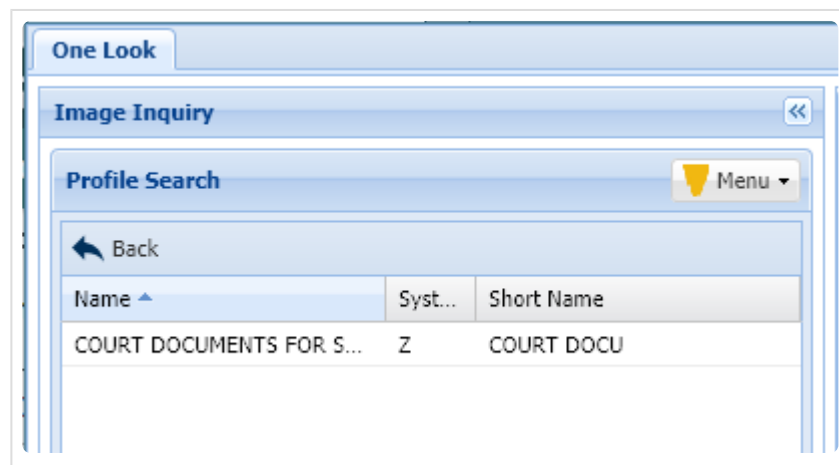
1. Select the  button.

2. Select the  button.

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



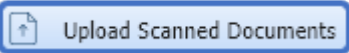
4. Choose a scan profile from the list of available profiles.



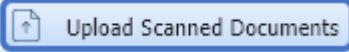
! The RVI PC viewer must be **open** and **connected** to the scanner.

8.27.4. Upload Scanned Documents

Scan Using Indexes Above does not require an upload. These scans are set to scan direct to the IBM i 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  button to move the images from the pc to the IBM i server.



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

8.28. Send To RVI

! One Look requires the **RVI PC Viewer** for send to rvi.

The RVI PC Viewer must be **Connected: IBM DATA QUEUES**
The One Look browser must be **Host-Socket Connected**

Connected: IBM DATA QUEUES

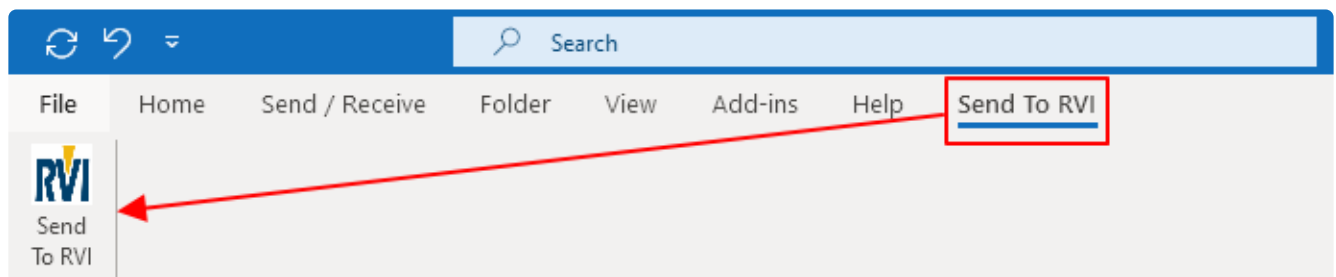
Image Inquiry (Host-Socket Connected) <<

Refer to [Setup/Maintain IBMi Host Socket](#) under *How To Instructions* section for details on workstation configuration when using Host Socket.

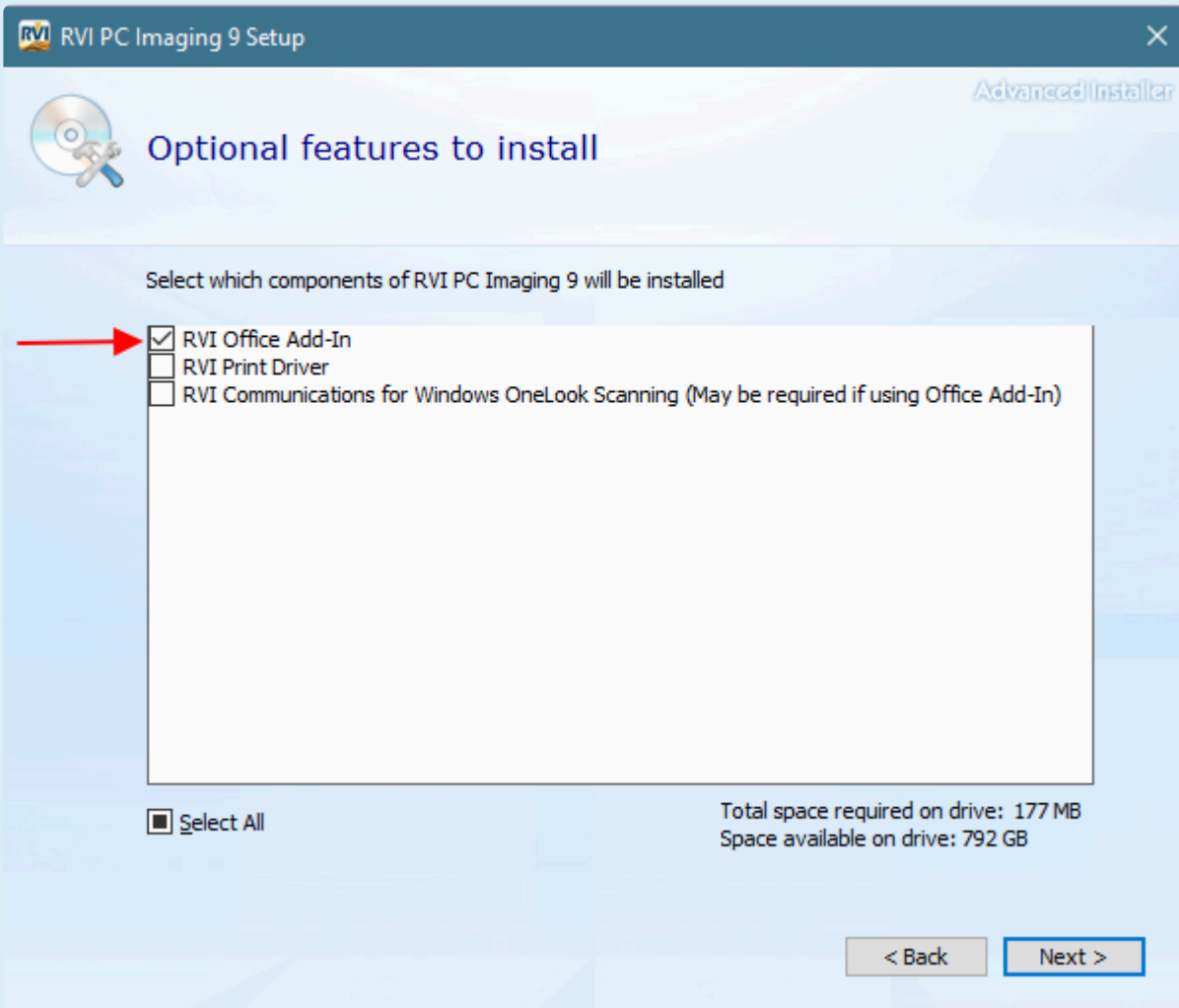
1. Open the RVI PC viewer ([RVI.EXE](#)) and One Look browser.

From within a Microsoft Office application:

2. Select **Send To RVI**.



- * If Send To RVI is not available in your Microsoft application, install the RVI Office Add-In included in the RVI PC Viewer installation.



3. Index the file then click OK.

RVI Index Values

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

CASE NUMBER **1202712**

FILE DT **02172021**

PLANTIFF **E MAYS**

DEFENDANT **W REED**

CASE TYPE **C**

COURT/JUDGE **P/J RILES**

DOCUMENT TYPE **STATEMENT**

☐ Extract Words for Fulltext Processing

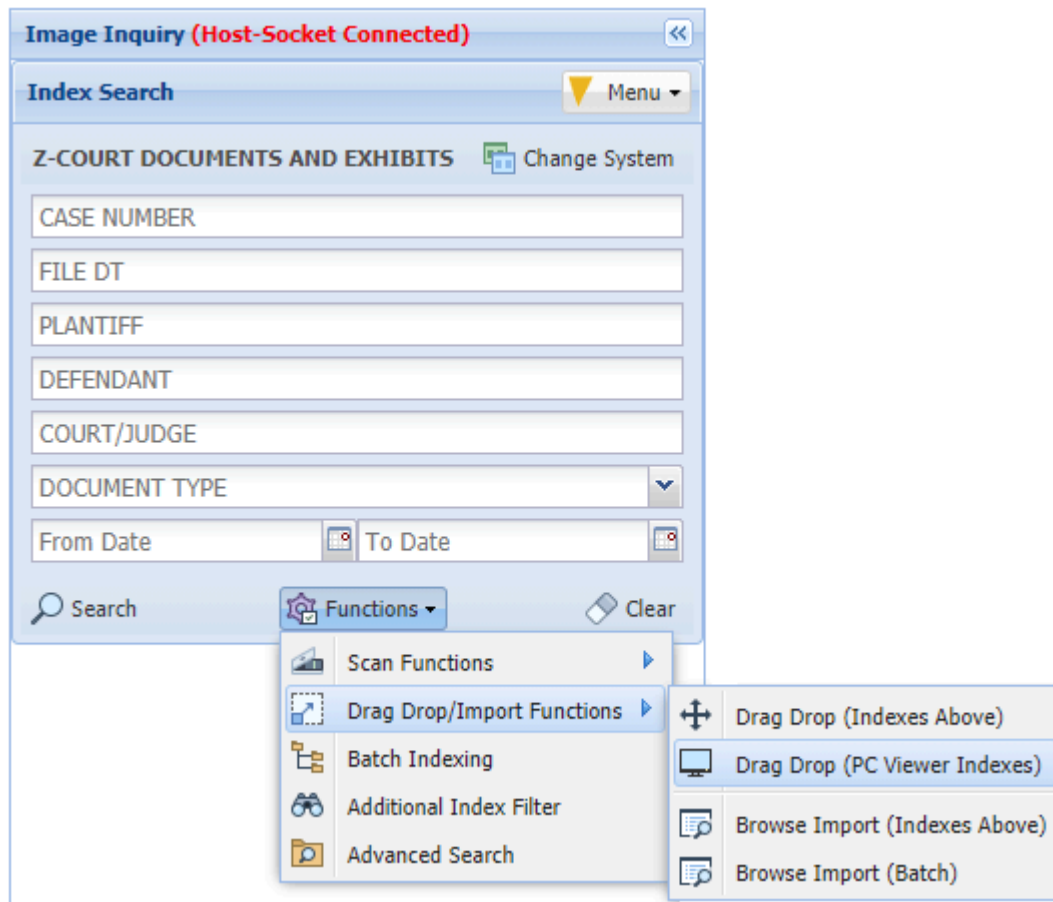
☐ Open document after processing

☐ Separate Email Attachments

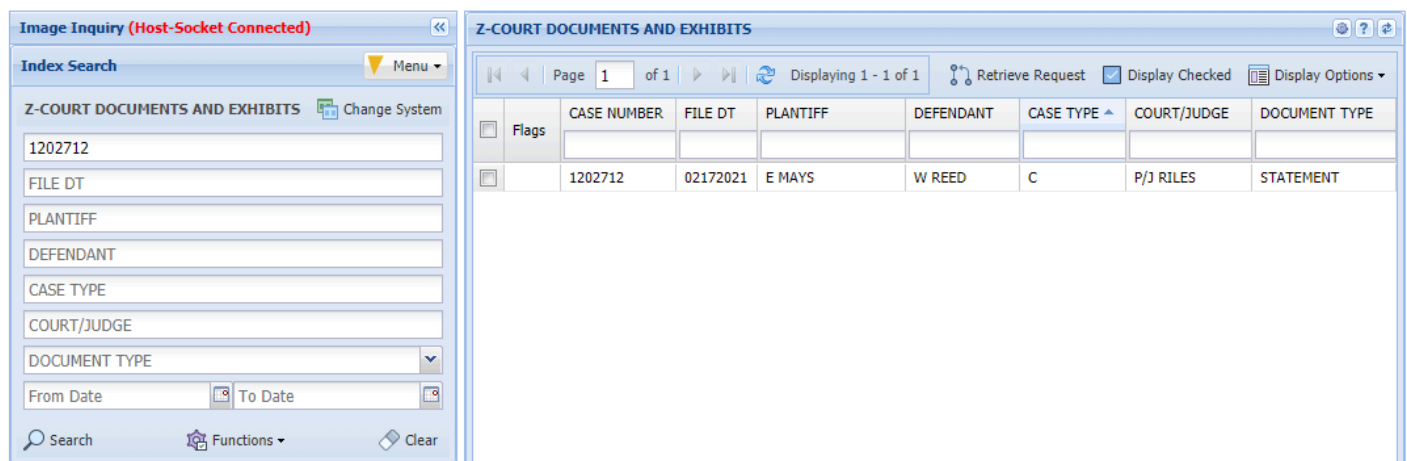
OK

Cancel

4. Verify the **BC/OCR** button in the bottom left hand corner of the RVI PC viewer is active. This means the document was sent to the RVI PC Viewer and is waiting to be uploaded.
5. From One Look, select an index method:
 - a. **Drag Drop (PC Viewer Indexes)**
Use this option if you indexed the document using the RVI Index Values pop up.
 - b. **Drag Drop (Indexes Above)**
Use this option if you want to index the document using the One Look browser.



The newly imported will now be available for inquiry.



8.29. Show In Window

View one or more selected document(s) in a new window frame.

In this example, there are 4 records flagged.

D-AP SYSTEM

Page 1 of 1 | Displaying 1 - 4 of 4 | Items selected: 4 | Retrieve Request | ☒ Display Checked | Display Options

Flags	VENDOR #	COMPANY	DATE	DOCUMENT TYPE	TYPE	CREATE-DATE	PAGES
<input checked="" type="checkbox"/>	0276	REAL VISION SO...	02/03/2011	CHECK	IMAGE	2013/06/06	001
<input checked="" type="checkbox"/>	0276	REAL VISION SO...	02/03/2011	DELIVERY	IMAGE	2016/01/27	001
<input checked="" type="checkbox"/> R L		VISION SO...	01/31/2011	INVOICE	IMAGE	2013/06/06	001
<input checked="" type="checkbox"/> N R		VISION SO...	01/25/2011	PURCHASE ORDER	IMAGE	2013/06/06	001

☒ Maintain Selected
☒ Route Document
☒ Add to Temporary
☒ Add to Staple Grid
☒ **Show In Window**
☒ Delete Flagged Items

Right-mouse click, select **Show In Window**.

Image 1 I1=0276 I2=REAL VISION SOFTWARE I3=02/03/2011 I7=CHECK

Real Vision Software, Inc.
P.O. Box 12958
Alexandria, LA 71315-2958
(318) 449-4579 Fax (318) 448-3033

Chase
Baton Rouge, LA 70801
www.chase.com

10795

DATE: 02/03/11 AMOUNT: \$655.17

Sayes Office Supply
Six hundred fifty five dollars & 11/100

Memo: Invoice # 23456

010795 0000000000 0000000000

Image 2 I1=0276 I2=REAL VISION SOFTWARE I3=02/03/2011 I7=DELIVERY

Equity Group - Kentucky Division
Rt. 4, Box 439, W. Hwy. 90, Albany, KY 42602
Phone: 606-387-4559 Fax: 606-387-4327

Pallet Ticket #	Product Code	Product Code	Date	Product Code	Product Code	Date
0533614759	16141	0533614920	16141	0533614814	16141	12/27/2013
0533614799	16141	0533614814	16141	0533615000	16141	12/27/2013
0533614985	16141	0533614730	16141	0533614723	16141	12/27/2013
0533614944	16141	0533614720	16141			

Date: 01/02/2014
Customer: NEW ORLEANS COLD STORAGE
Customer PO: 7726444

Time Started: 01/02/14-0625
Time Completed: 01/02/14-0638
Pallets Used: 22
of Pallets Wpnd: 0
Temp Recorder #: 66362554
Prod. Temp. Checks: 1-SR, 2-10F, 3-10F, 4-SR, 5-SR, 6-SR

Trailer No.: 107
Total Cases: 1232
Total Combs: 0
Trailer Seal #: 280169, 287174

Check List
Trailer Clean: YES
Wheel Lock: 0
Trailer Temp: -5

Image 3 I1=0276 I2=REAL VISION SOFTWARE I3=01/31/2011 I7=INVOICE

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.	P.O.#	SHIP VSA	TERMS	TAX ID

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

Image 4 I1=0276 I2=REAL VISION SOFTWARE I3=01/25/2011 I7=PURCHASE ORDER

PURCHASE ORDER

Ordered: Real Vision Software, Inc.
By: Dave Woodring
3700 Jackson St., Ste. 203
Alexandria, LA 71303
Phone No: (318) 449-4579
Fax No: (318) 448-3033
davew@realvisionsoftware.com

From: Sayes Office Supply
1405 MacArthur Dr.
Alexandria, LA 7131
Vendor #3

DATE ORDERED: 01/25/2011 P.O.#: 168 Terms NET 30

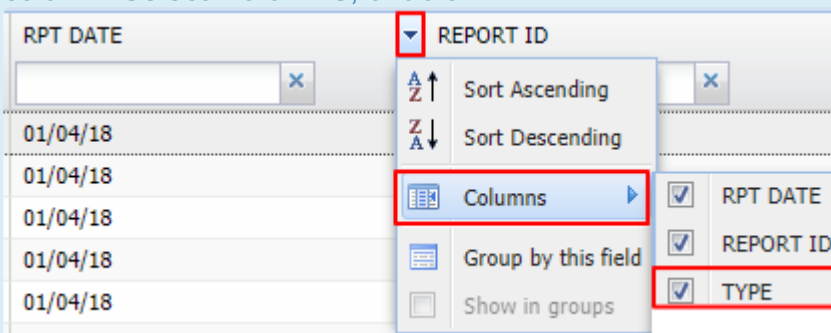
QTY	ITEM #	DESCRIPTION	UNIT PRICE	EXTENDED
6	HP15	Large Capacity Toner Cart	100.00	600.00

8.30. Spool File

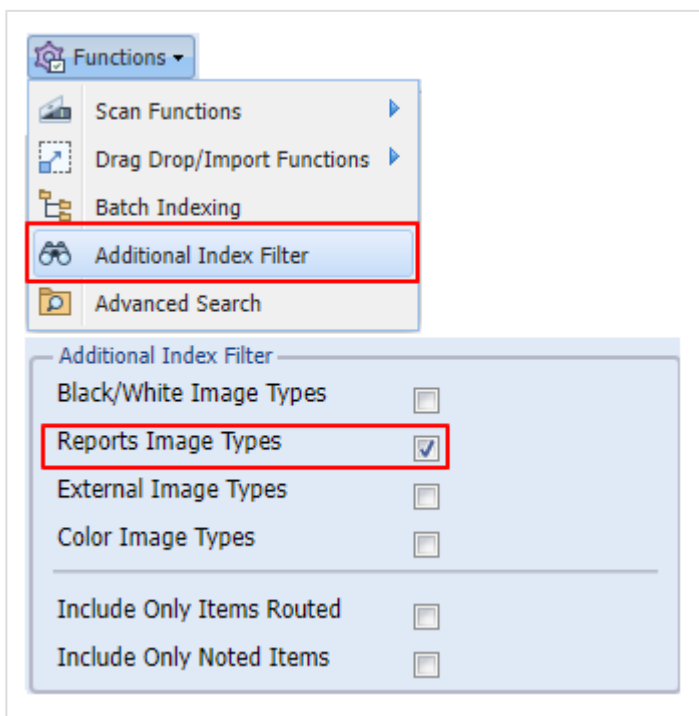
One Look allows for the display of spool files. Spool files are designated with Type **SPOOL**.

3-ADMISSION IMAGES									
Page 1 of 1 Displaying 1 - 138 of 138 Display Checked Display Options									
	Flags	DEPARTMENT	REPORT ID	TITLE	DATE	DOC TYPE	TYPE	CREATE-DATE	PAGES
<input type="checkbox"/>		ACCOUNTING	12345	BILL W OVER...	01/09/2005	MAV3	SPOOL	2017/08/16	001
<input type="checkbox"/>		HUMAN RES...	1	INSURANCE...	01/04/2005	GROUPBIL	SPOOL	2017/08/16	001
<input type="checkbox"/>	R	KOA ENGINE...	CG05050	NEW ORDER...	06/30/2016	ICG05050	SPOOL	2017/08/14	023
<input type="checkbox"/>	R	KOA ENGINE...	GENP072	EXCEPTION...	2016/11/07	INVOICE	SPOOL	2017/08/14	009
<input type="checkbox"/>	R	KOA REPORT	EXPORTS	PROBLEM ONE	01/03/2018	KOA1	SPOOL	2018/01/03	001

✿ If you do not see the **TYPE** column, click the arrow in the top right corner of an existing column. Select **Columns**, *enable TYPE*.



The search criteria can be narrowed down to only show Spool reports (Type = SPOOL) by using the [Additional Index Filter](#) option Reports Image Types.



8.30.1. Display

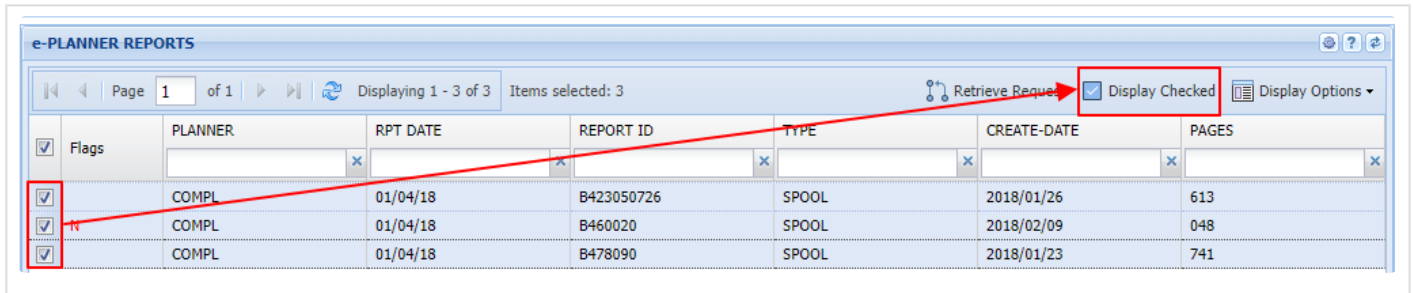
Spool files will be displayed in the right window pane in PDF format.

The screenshot shows the RVI Image Inquiry (Host-Socket Connected) interface. On the left is a sidebar with navigation options: Back, Notes, Details, Maintenance, Email, Fax, Routing, Audit Information, Spool Search, Download, Add to Temporary, Display Temp Grid, Retrieve Request, and Attach Document. The main area displays a PDF document titled 'PDF27050.PDF' at 76% zoom. The PDF content is a spool file for plant B423050726, showing a requirement table with columns for PLANT, PLANNER, STATUS, PART NO., DESCRIPTION, NETCHG, N, ORD, REQ, and various dates. The table lists multiple items and their associated quantities and dates. The bottom of the interface shows 'Page 1 of 613' and 'Displaying Page 1 - 1 of 613'.

This screenshot shows the same RVI Image Inquiry interface as above, but with the spool file displayed using Microsoft Edge PDF display. The sidebar and navigation options are identical. The main area shows the same PDF document 'PDF27050.PDF', but the display style is different, with a more standard PDF viewer interface. The content of the spool file is the same, showing the requirement table for plant B423050726. The bottom of the interface shows 'Page 1 of 613' and 'Displaying Page 1 - 1 of 613'.

For viewing large spool files, RVI recommends enabling [Display AS400 Spool Format](#).

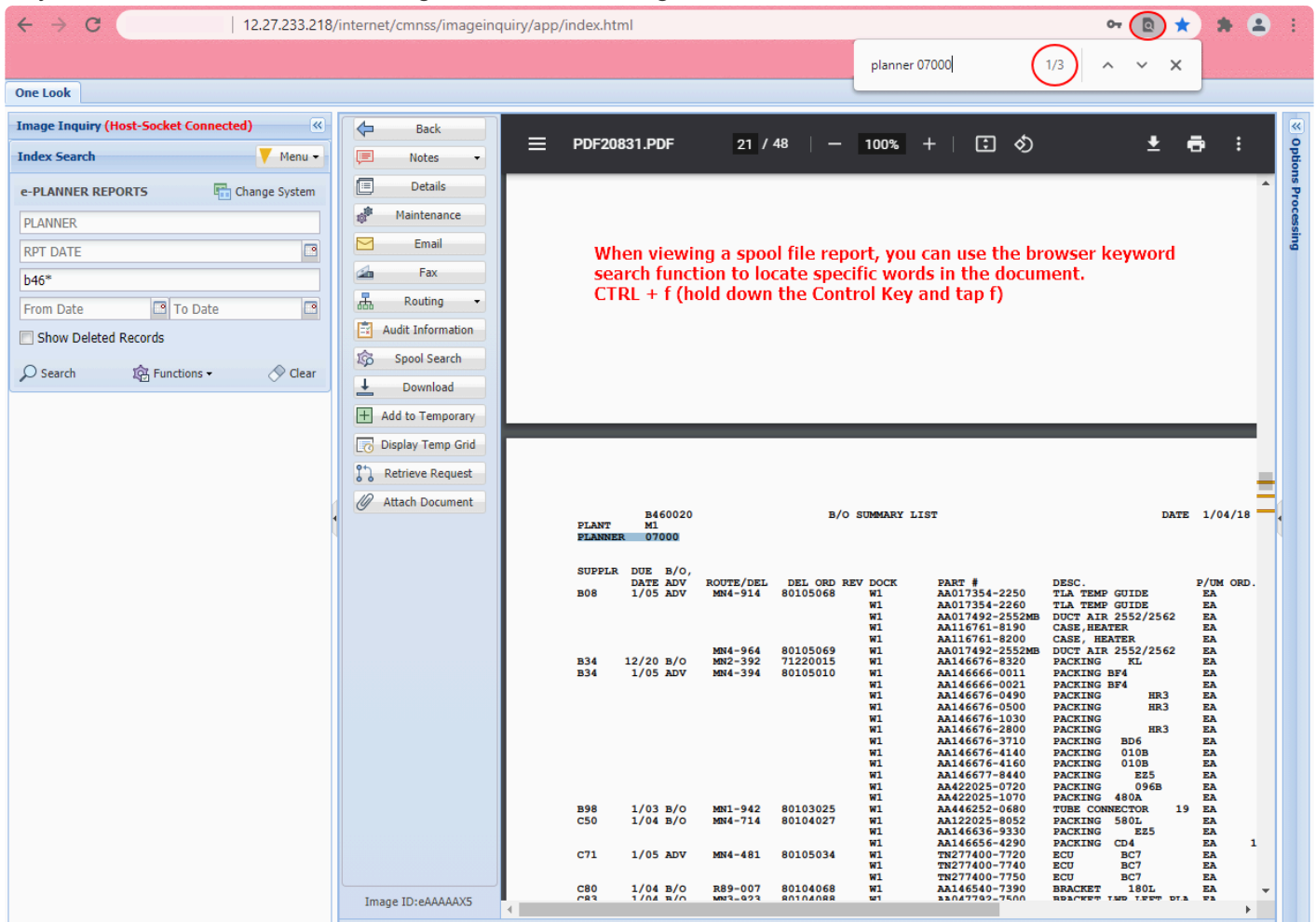
Multiple spool files can be viewed simultaneously by placing a check mark next to the record then click **Display Checked**.



Flags	PLANNER	RPT DATE	REPORT ID	TYPE	CREATE-DATE	PAGES
<input checked="" type="checkbox"/>	COMPL	01/04/18	B423050726	SPOOL	2018/01/26	613
<input checked="" type="checkbox"/>	COMPL	01/04/18	B460020	SPOOL	2018/02/09	048
<input checked="" type="checkbox"/>	COMPL	01/04/18	B478090	SPOOL	2018/01/23	741

8.30.2. Keyword Search

Keyword Search is available through the browser using **CTRL + f**.



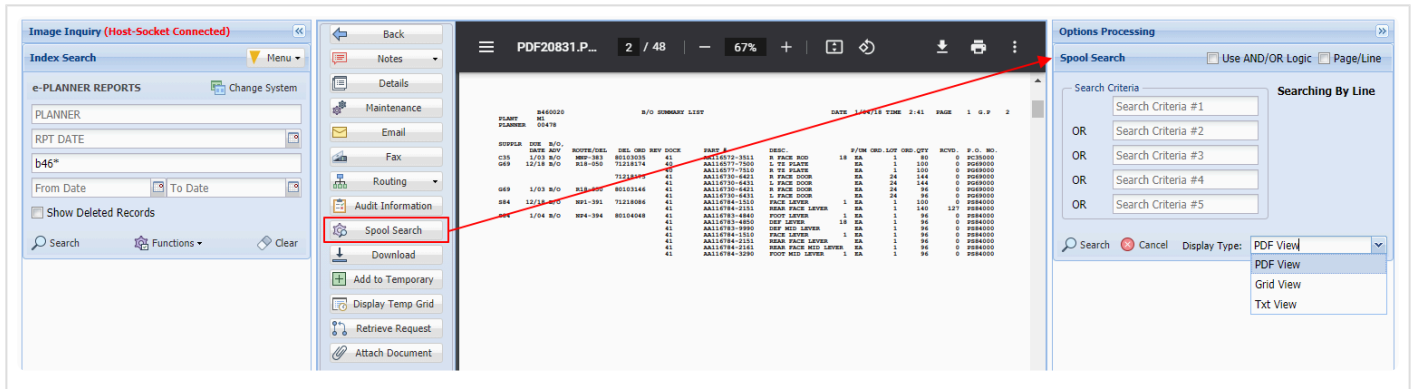
When viewing a spool file report, you can use the browser keyword search function to locate specific words in the document. CTRL + f (hold down the Control Key and tap f)

PLANT	B460020	B/O SUMMARY LIST	DATE	1/04/18			
PLANNER	M1						
PLANNER	07000						
SUPPLR	DUE DATE	B/O ADV	ROUTE/DEL	DEL ORD REV DOCK	PART #	DESC.	P/UM ORD.
B08	1/05	ADV	MN4-914	80105068	W1	AA017354-2250	TLA TEMP GUIDE
					W1	AA017354-2260	TLA TEMP GUIDE
					W1	AA017492-2552MB	DUCT AIR 2552/2562
					W1	AA116761-8190	CASE, HEATER
					W1	AA116761-8200	CASE, HEATER
B34	12/20	B/O	MN4-964	80105069	W1	AA017492-2552MB	DUCT AIR 2552/2562
B34	1/05	ADV	MN4-394	80105010	W1	AA146676-8320	PACKING KL
					W1	AA146666-0011	PACKING BF4
					W1	AA146666-0021	PACKING BF4
					W1	AA146676-0490	PACKING HR3
					W1	AA146676-0500	PACKING HR3
					W1	AA146676-1030	PACKING
					W1	AA146676-2800	PACKING HR3
					W1	AA146676-3710	PACKING BD6
					W1	AA146676-4140	PACKING 010B
					W1	AA146676-4160	PACKING 010B
					W1	AA146677-8440	PACKING E25
					W1	AA422025-0720	PACKING 096B
B98	1/03	B/O	MN1-942	80103025	W1	AA446252-0680	PACKING 480A
C50	1/04	B/O	MN4-714	80104027	W1	AA122025-8052	PACKING 580L
					W1	AA146636-9330	PACKING E25
					W1	AA146656-4290	PACKING CD4
C71	1/05	ADV	MN4-481	80105034	W1	TN277400-7720	ECU BC7
					W1	TN277400-7740	ECU BC7
					W1	TN277400-7750	ECU BC7
C80	1/04	B/O	R89-007	80104068	W1	AA146540-7390	BRACKET 180L

8.30.3. Search and Extraction

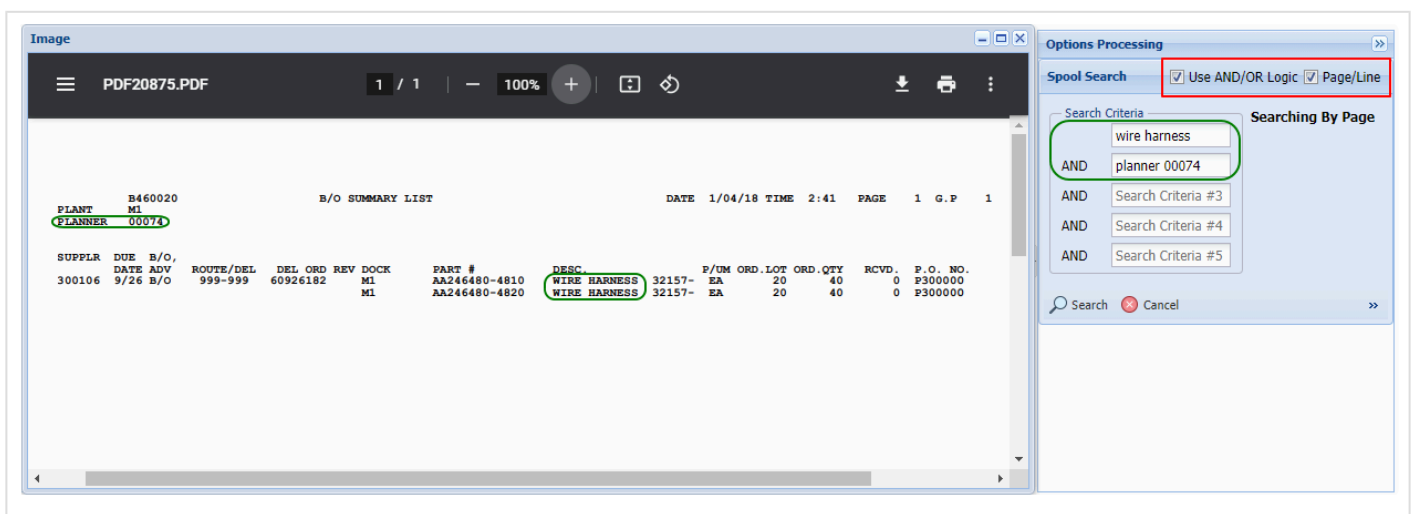
To watch a video on this topic [CLICK HERE](#).

Search for and extract specific information contained within the spool file. Allows for results to be displayed in PDF, Grid, or Txt format.



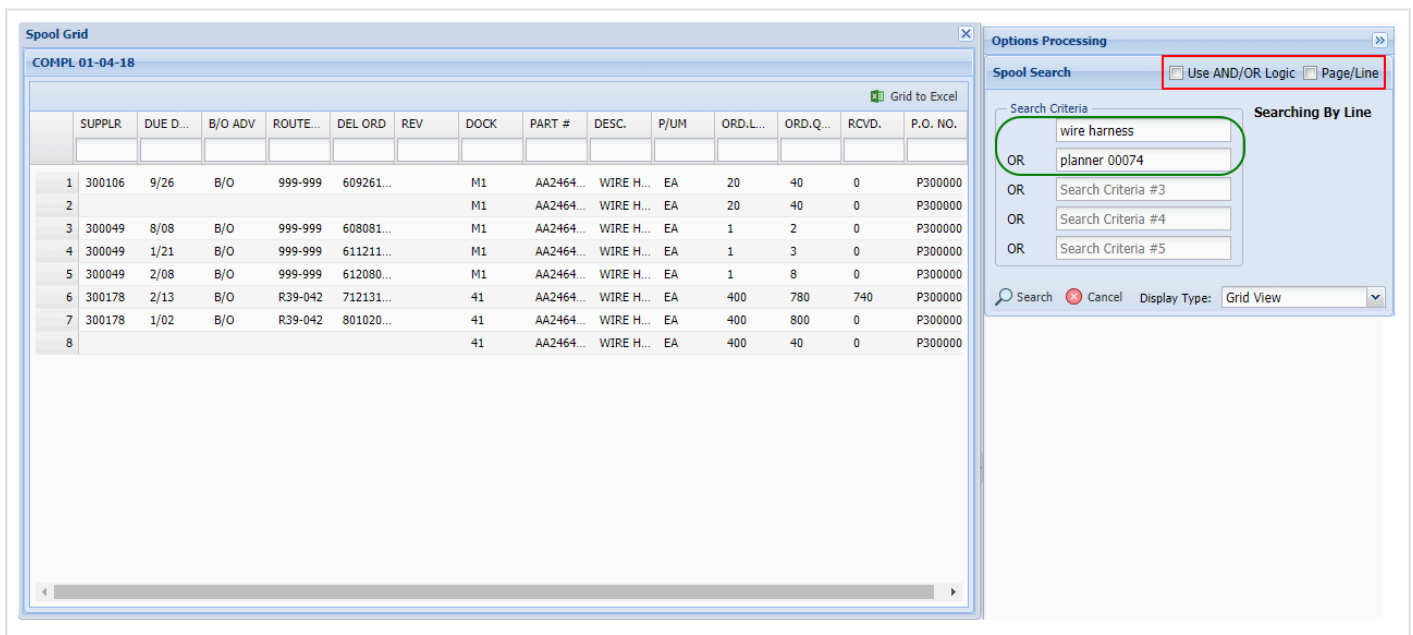
PDF View:

Example: Display Type of **PDF View** using the **AND** logic and **Page** results.



Grid View:

Example: Display Type of **Grid View** using the **OR** logic and **Line** results.



To watch a video on building a grid [CLICK HERE](#).

Choosing the Display Type of **Grid View** provides the option **Grid to Excel** allowing the results to be downloaded to an Excel spreadsheet.

To specify specific lines and columns to include in the Grid/XLS view, setup a XLS Specification by user and/or profile.

From an IBM i command line, type **GO IMAGE**

✿ **RVILIB** must be in your library list. To add RVILIB to your library list, type **ADDLIB** **RVILIB** from an IBM i command line.

1. Select 3: Spool File Menu
2. Select 2: Maintain Form Profile
3. F10 = XLS Specs
4. F9 = Add Record

Maintain XLS Specifications (c) Copyright RVI 1992, 1999
RVXLSFM/RECDSP

User: *ANY Profile: BRANCH

When selecting lines for XLS file, start at line 009 and end at line 066

Use lines 006 007 000 as heading lines

Extract up to 15 columns from the selected lines as follows:

	Str	End	Str	End	Str	End	Str	End	Str	End	
01	009	015	02	017	037	03	038	065	04	064	072
05	000	000	06	000	000	07	000	000	08	000	000
09	000	000	10	000	000	11	000	000	12	000	000
13	000	000	14	000	000	15	000	000			

Optional specifications:

Include lines if:

Pos 009 of detail line is EQ/NE NE to the value *BLANKS
And/Or (AN/OR) (Optional) *BLANKS = a blank

Pos 000 of detail line is EQ/NE EQ to the value *BLANKS = a blank

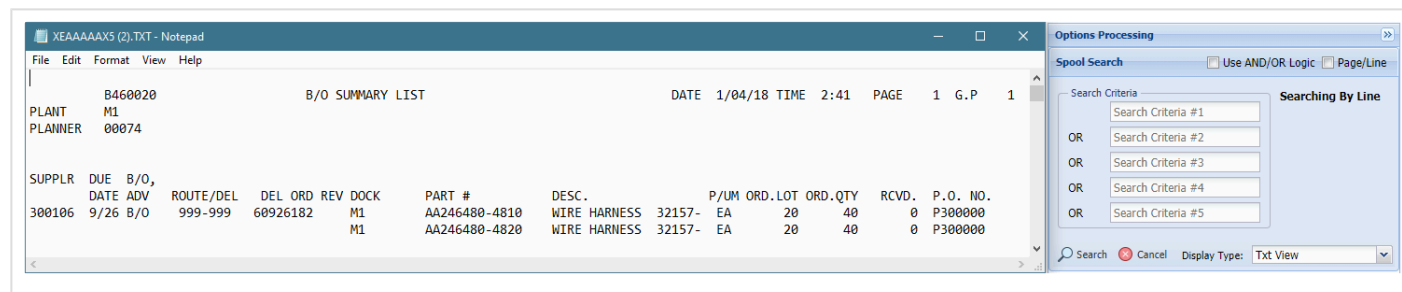
Delete Code: _ (D to Delete)

F3 =Exit F12 =Cancel Enter =Continue

MA B 06/052

Txt View:

Example: Display Type of **Txt View** without any search criteria.



8.31. Stapling

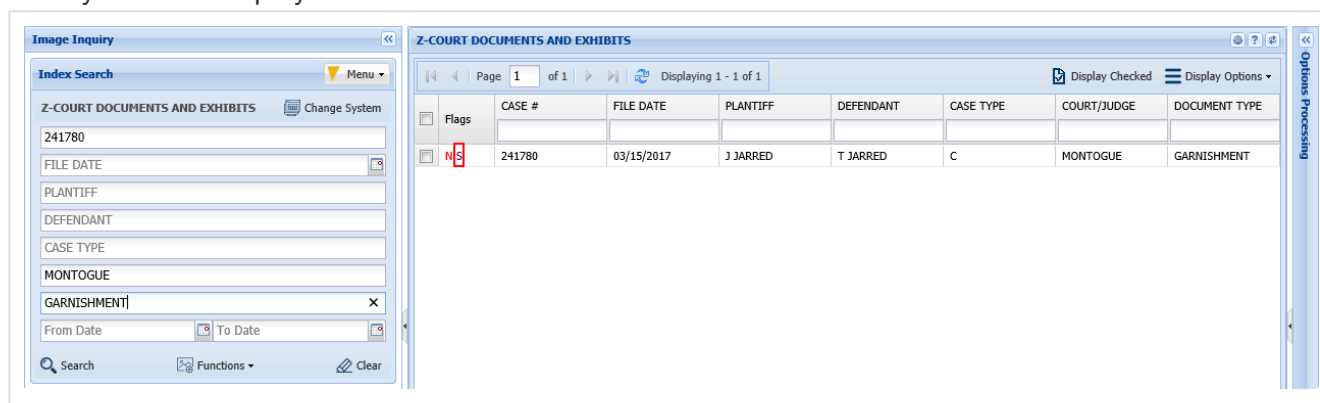
Stapling: Allows for the grouping of images into a bundle. RVI offers automatic and manual stapling of documents.


1. Automatic Stapling

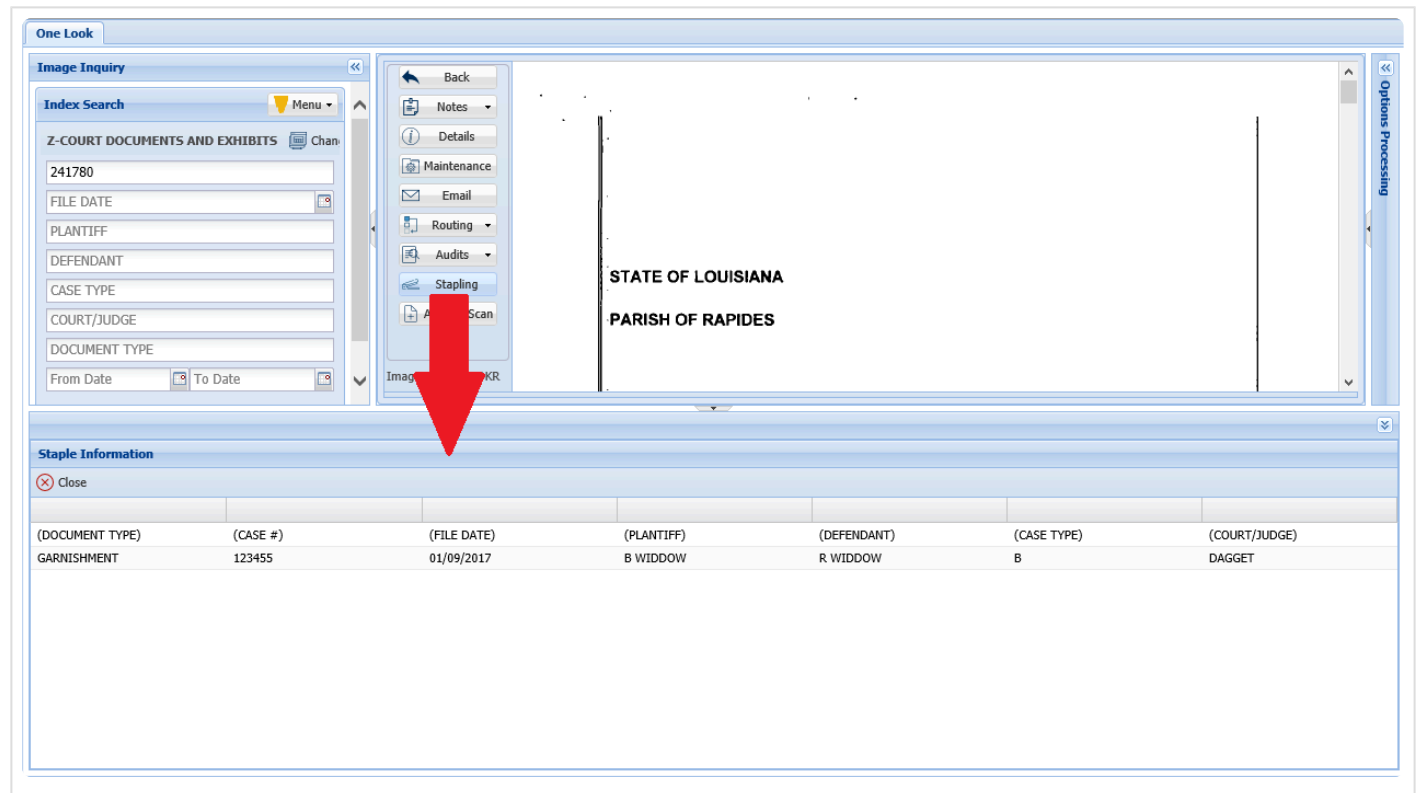
The bundling process occurs at scan-upload time or during batch-indexing. This option displays a list of the images that are stapled to the primary document. (*Stapling is setup by your system administrator.*)

If the primary document is stapled to another image:

- The system will display 'S' next to the record.



- The button  will be available.
- Click the Stapling button to see a list of the documents that are stapled to the primary document. Double click the record to view the stapled documents.



✿ For further details on Automatic Stapling and the setup requirements, refer to Chapter 18 (Auto-Stapling) in the [RVI 90 IBMi User Manual](#).

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.

To watch a video on this topic [CLICK HERE](#)

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

Image Inquiry

Index Search

E-AR SYSTEM Change System

321

NAME

DATE

DOCUMENT TYPE

From Date To Date

Search Functions Clear

E-AR SYSTEM

Page 1 of 1 Displaying 1 - 4 of 4

Retrieve Request Display Checked Display Options

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

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

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

(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.

Image Inquiry

Index Search

D-AP SYSTEM Change System

321

COMPANY

DATE

DOCUMENT TYPE

From Date To Date

Search Functions Clear

D-AP SYSTEM

Page 1 of 1 Displaying 1 - 4 of 4

Retrieve Request Display Checked Display Options

Flags	VENDOR #	COMPANY	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

Display Temporary Grid
Display Staple Grid
 Show Row Numbers
 Grid To Excel
 User Activity Chart

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

Manual Staple Grid

Close Clear Staple Grid **Finalize Staple**

	(AR SYSTEM)	(CUSTOMER #)	(NAME)	(DATE)	(NOT USED)	(NOT USED)	(NOT USED)
Primary (Seq 1)	E	321	DUNDER MIFFLIN	01/18/2011			
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			

8.31.1. 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**.

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

Change System

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

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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

Change System

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

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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

+

Add Notes

Email Image

Index Details

Index Maintenance

Route Document

Load Indexes

Audit Information

Add to Temporary

Add to Staple Grid

Show In Window

Download

Delete Item

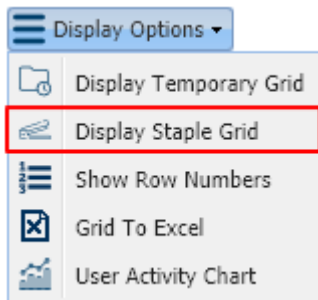
Right-mouse click the record you want to add to the stapled bundle.

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							
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
Secondary (Seq 4)	Z	011319	04/24/2019	K ILES	O PAUL	E	W TIME

To view the updated bundle, display the primary document then select **Stapling**.

Image Inquiry

Index Search

Z-COURT DOCUMENTS AND EXHIBITS Change System

011319

04/24/2019

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Date To Date

Search Functions Clear

Back

Notes

Details

Maintenance

Email

Routing

Audit Information

Stapling

Linking

Append Scan

Add Redaction

Image ID:ZAAAADWP RV Ready Page 1 of 11 ZAAAADWP.001 REAL VISION SOFTWARE, INC

Options Processing

Staple Information

Close Maintain Staple

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

Double-click an entry in the Staple Grid to view that document. The document will open in a new window.

8.31.2. 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.

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
<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 checked="" type="checkbox"/> S	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

(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!

8.31.3. 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**.

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.

Context Menu:

- 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 | Change System

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

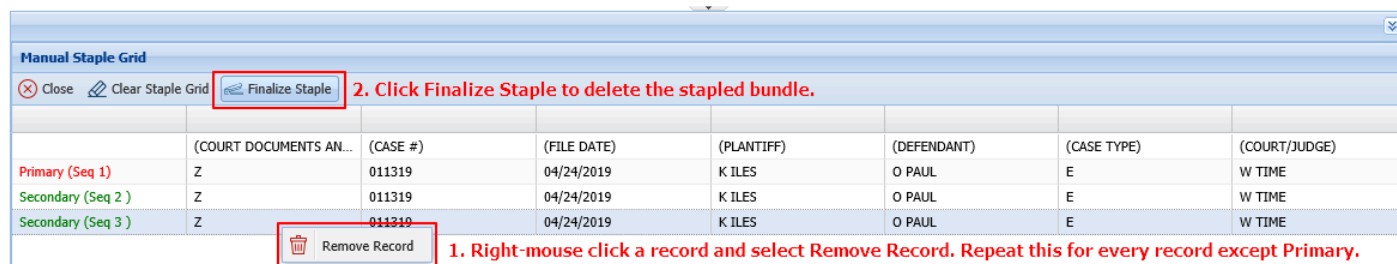
(PDF) | Device Id: \$00121748 | User Id: MCKENZY | © Real Vision Software. All Rights Reserved.

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

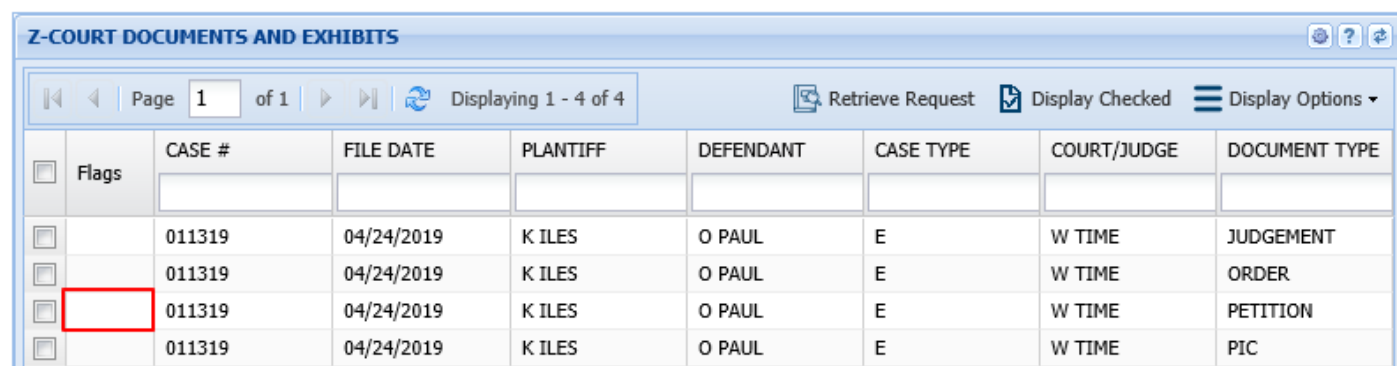
Close Clear Staple Grid **Finalize Staple** 2. Click Finalize Staple to delete the stapled bundle.

	(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

Remove Record 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
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	JUDGEMENT
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	ORDER
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PETITION
	011319	04/24/2019	K ILES	O PAUL	E	W TIME	PIC

8.31.4. 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 | Change System

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

	(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

Remove Record 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.

8.32. Temporary Folder / Grid

To watch a video on this topic [CLICK HERE](#)

Temporary Folder 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. (*The temporary grid is cleared automatically when the user logs off.*)

Documents can be added to Temporary Folder in 3 ways:

1. Place a check mark in the box next to the record(s), right-mouse click, select 'Add to Temporary'.
2. Right-mouse click a single line item, select 'Add to Temporary'.
3. View a document in the One Look PDF browser window, click 'Add to Temporary'.

Option 1:

From the sub-file list of search results, click the check box next to all items you want to include. Right-mouse click anywhere within the sub file list and select 'Add to Temporary'.

Image Inquiry

Index Search

Z-COURT DOCUMENTS AND EXHIBITS:

241780

FILE DATE

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Date To Date

Search Functions Clear

Z-COURT DOCUMENTS AND EXHIBITS

Items selected: 4 Page 1 of 1 Displaying 1 - 10 of 10

Display Checked Display Options

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT T...
	241780	01/02/2018	J JARRED	T JARRED	C	MONTAGUE	DRAFT
N	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	FIRST SUPPL...
N S	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	GARNISHMENT
N L	241780	04/22/2017	J JARRED	T JARRED	C	MONTOGUE	PETITION
	241780	07/24/2018	J JARRED	T JARRED	C	BEAR	PICTURE
	241780	07/24/2018	J JARRED	T JARRED	C	BIRD	PICTURE
	241780	07/24/2018	J JARRED	T JARRED	C	MONTOGUE	PICTURE
	241780	07/24/2018	J JARRED	T JARRED	C	MONTOGUE	PICTURE
	241780	07/30/2018	J JARRED	T JARRED	C	MONTOGUE	PICTURE IMP...
	241780	01/18/2018	J JARRED	T JARRED	C	J DOWNS	WORD

Context Menu:

- Show Notes
- Add Notes
- Email Image
- Index Details
- Index Maintenance
- Add to Temporary
- Show In Window

Option 2:

From the sub-file list of search results, right-mouse click a single record and select 'Add to Temporary'.

Image Inquiry (Socket Connected)

Index Search

Z-COURT DOCUMENTS AND EXHIBITS Change System

241780

FILE DATE

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 - 10 of 10

Display Checked Display Options

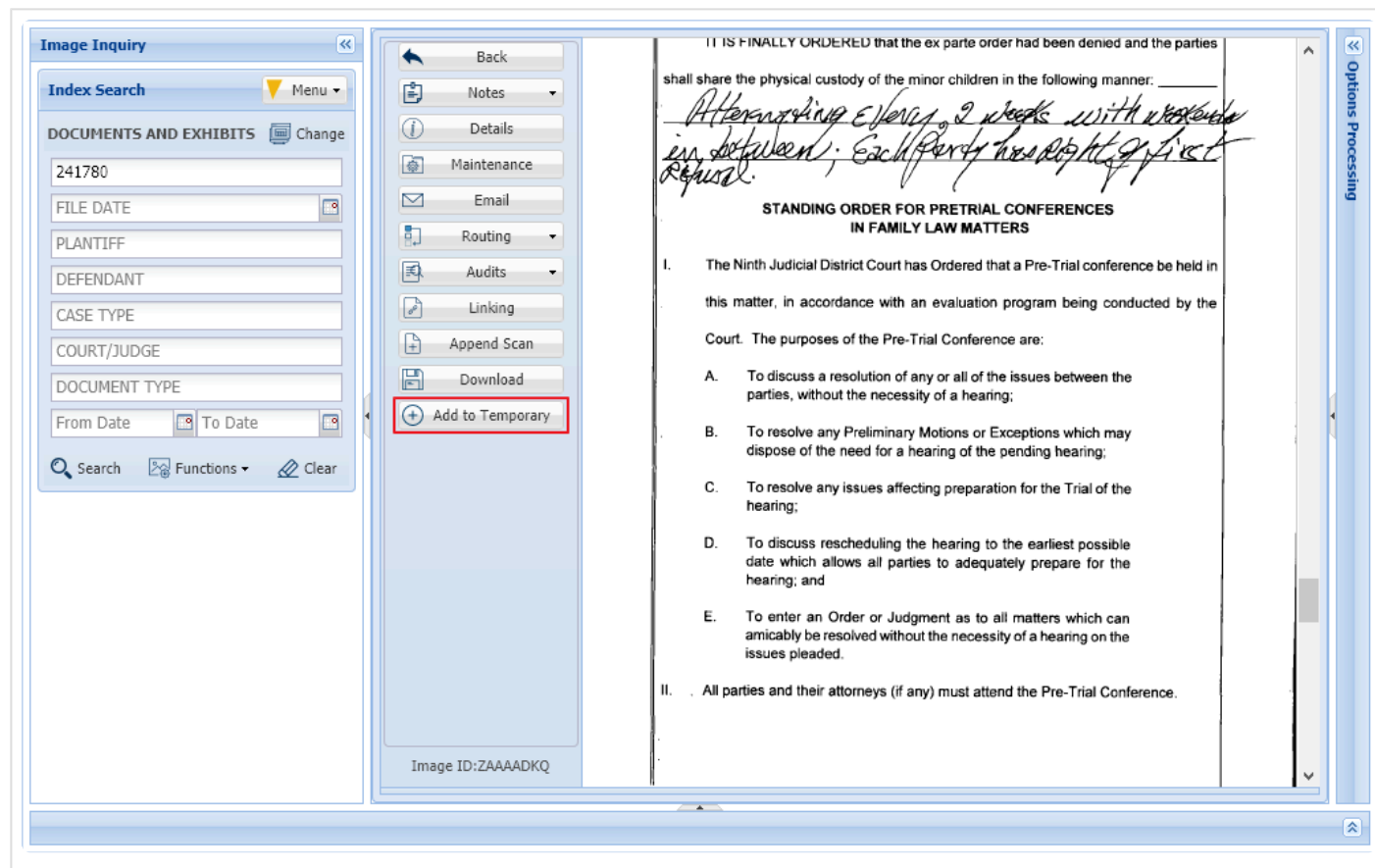
Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT...
	241780	01/02/2018	J JARRED	T JARRED	C	MONTAGUE	DRAFT
N	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	FIRST SUPPL...
N R...	241780	03/15/2017	J JARRED	T JARRED	C	MONTOGUE	GARNISHMENT
N L	241780	04/22/2017	J JARRED	T JARRED	C	MONTOGUE	PETITION
	241780	07/24/2018	J JARRED	T JARRED	C	BEAR	PICTURE
	241780	07/24/2018	J JARRED	T JARRED	C	BIRD	PICTURE
	241780	07/24/2018	J JARRED	T JARRED	C	MONTOGUE	PICTURE
	241780	07/24/2018	J JARRED	T JARRED	C	MONTOGUE	PICTURE
	241780	07/30/2018	J JARRED	T JARRED	C	MONTOGUE	PICTURE IMP...
	241780	01/18/2018	J JARRED	T JARRED	C	J DOWNS	WORD

Context Menu:

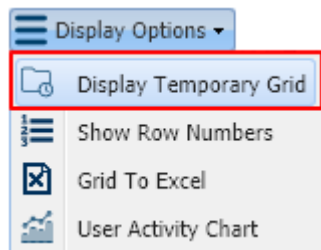
- Show Notes
- Add Notes
- Email Image
- Index Details
- Index Maintenance
- Add to Temporary
- Show In Window

Option 3:

Display an image within One Look, select 'Add to Temporary' button.



The Temporary Grid can be displayed by selecting Display Options, Display Temporary Grid from the top right-hand corner of the One Look window OR display a document from any system and select Display Temp Grid from the [left side functions](#).



Temporary Grid Features:

Temporary Grid							
<input type="checkbox"/> Close	<input type="checkbox"/> Clear Temporary Grid	<input type="checkbox"/> View Selected	<input type="checkbox"/> Combine				
<input type="checkbox"/>	(ADMISSION IMAGES)	(DOC TYPE)	(DEPARTMENT)	(REPORT ID)	(TITLE)	(DATE)	(NOT USED)
<input type="checkbox"/>	3		E9				
<input type="checkbox"/>	(HR WORKFLOW SYST...	(DOCUMENT TYPE)	(EMPLOYEE #)	<input type="checkbox"/> Remove Record	(DEPT)	(NOT USED)	(NOT USED)
<input type="checkbox"/>	U	BC	1450	07/30/2015	MAINT		
<input type="checkbox"/>	(COURT DOCUMENTS...	(DOCUMENT TYPE)	(CASE #)	(FILE DATE)	(PLANTIFF)	(DEFENDANT)	(CASE TYPE)
<input type="checkbox"/>	Z	PICTURE	241780	07/24/2018	J JARRED	T JARRED	C
							MONTOGUE

Clear Temporary Grid: Removes all items from the temporary folder and grid.

Remove Record: Remove items from the temporary folder and grid by right-mouse clicking a line item and

selecting Remove Record.

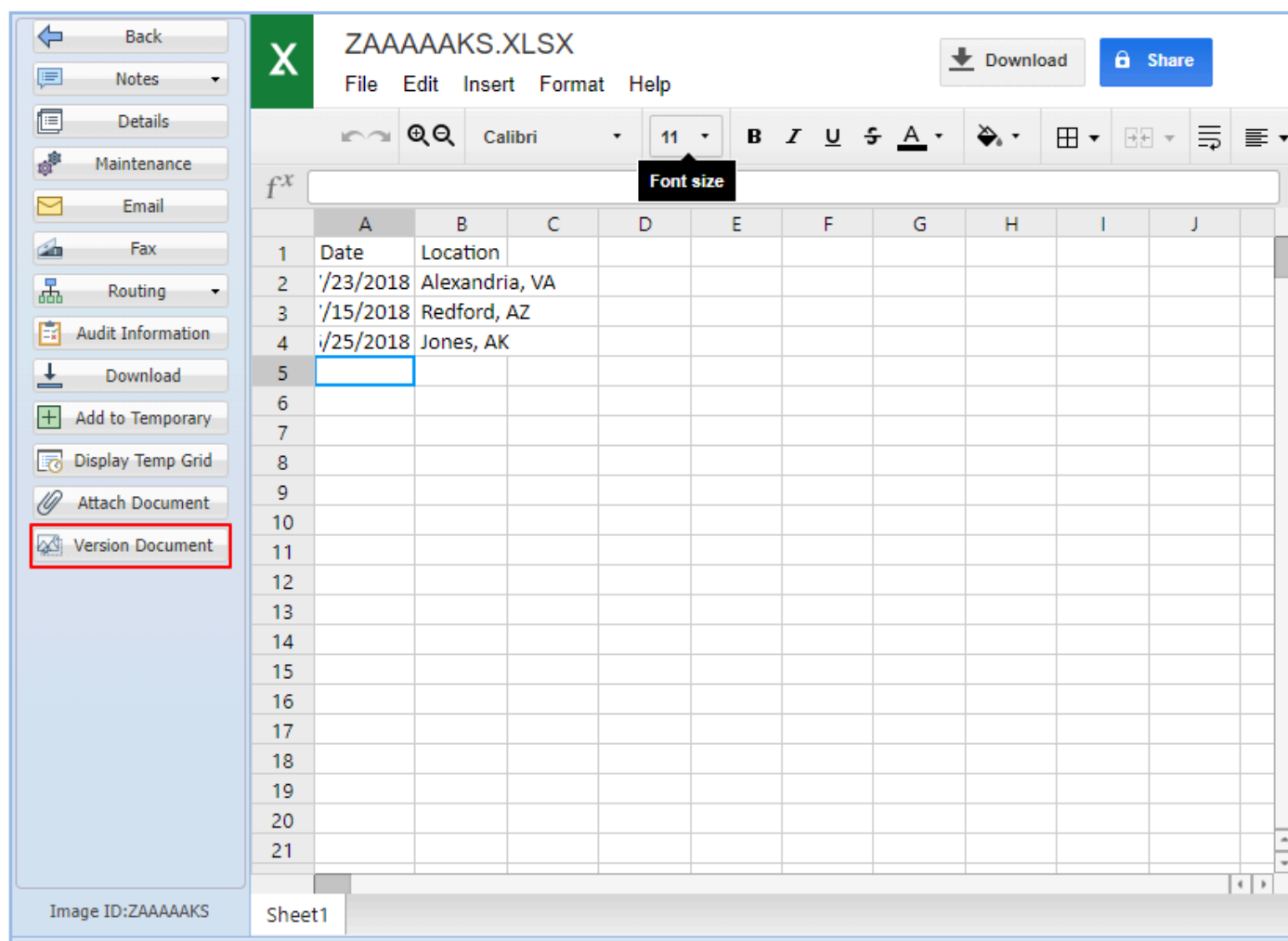
View Selected: Select the desired records by placing a check mark in the box to the left of the record then click View Selected to display the chosen records.

Combine: Enabled the check box to combine all documents in the temporary folder into a single PDF then click View All to display the PDF.

8.33. Versioning

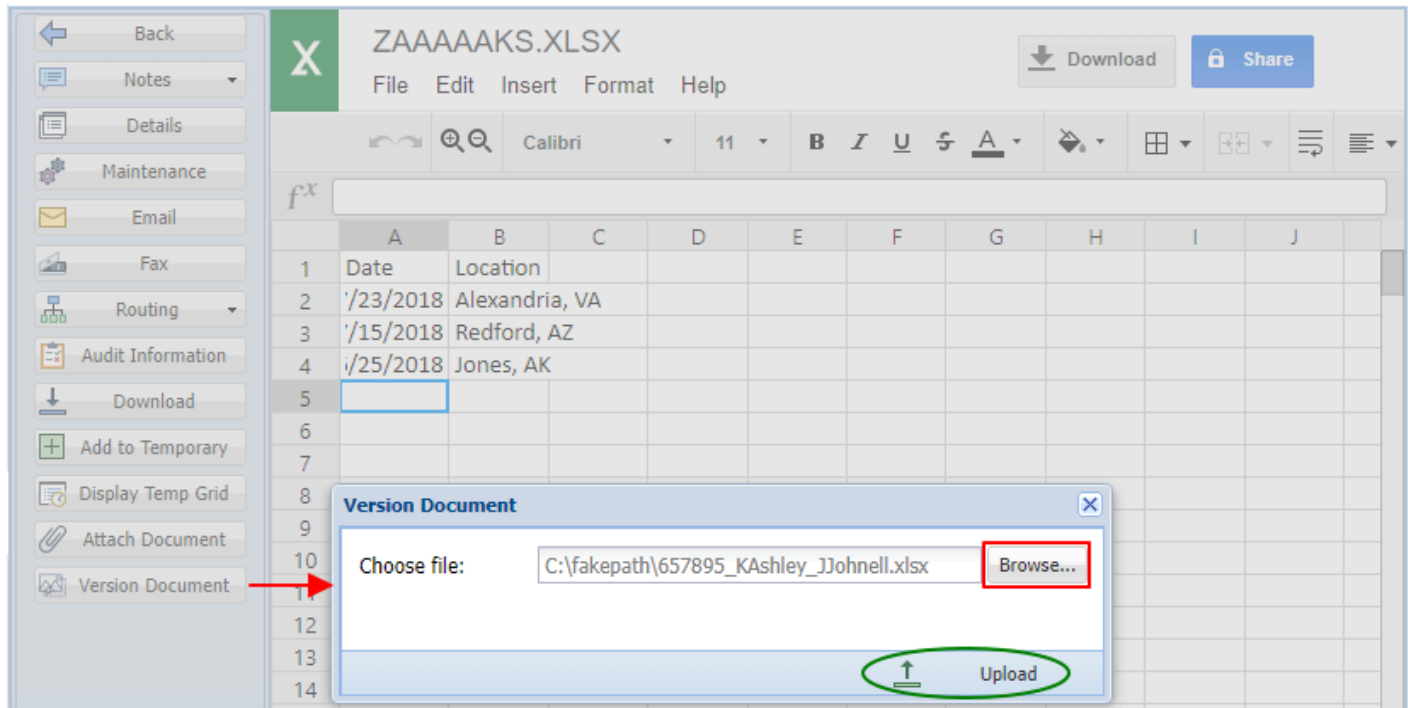
! Versioning of newly scanned documents is not currently available. RVI is working to add this feature to Version 9.0. Please check the [RVI website](#) for updates.

The **Version Document** button is available when viewing Type **O** documents such as Microsoft Office and PDF files.



Once the **Version Document** button is clicked, a pop up box will appear allowing the user to click **Browse** to navigate to the new version.

To complete the process, click **Upload**.



Once the upload is complete, refresh the subfile list. A **V** will appear under the Flags column to identify any versioned documents.

Z-COURT DOCUMENTS AND EXHIBITS

Page 1 of 1

Displaying 1 - 1 of 1

☒ Display Checked

Display Options

<input type="checkbox"/>	Flags	CASE NUMBER	FILE DATE	PLAINTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
<input type="checkbox"/>	V	011822	01/18/2022	L OWNS	P LYLE	MISC	O/003	XLSX

View the record and select the [Previous Versions](#) button to see prior versions of the current document.

The screenshot shows the 'Image Inquiry' sidebar on the left with the 'Previous Versions' option highlighted. A red arrow points from this option to the 'View Previous Versions' dialog box below. The dialog box has a 'View Original Version' button highlighted. The main window displays an Excel spreadsheet titled 'ZAAAAAKS.XLSX' with the following data:

	A	B	C	D	E	F	G	H	I	J
1	Date	Location								
2	/23/2018	Alexandria, VA								
3	/15/2018	Redford, AZ								
4	/25/2018	Jones, AK								
5										
6										

The 'View Previous Versions' dialog box contains the following table:

Sequence	User Name	Path Name	Date	Time	Page Versioned
001	MCKENZY	I:\IMAGEL\VERSION	01/18/22	16:35:43	XLS

8.34. View

To watch a video on this topic [CLICK HERE](#).

1. Using a single mouse click, select a system code for inquiry.

The screenshot shows the 'Image Systems' list on the left with the 'COURT DOCUMENTS AND EXHIBITS' system selected. The main window displays the 'Awaiting System Selection' dialog box with the message '*** Ready to Search ***'. The status bar at the bottom shows 'Device Id: \$00106276 | User Id: MCKENZY' and '© Real Vision Software. All Rights Reserved.'

When a system code is selected, the One Look interface will bring up the available index fields. Based on the parameters setup in system code maintenance on the server, the user should enter one or more index values to narrow down the image inquiry search. From Date / To Date provide the ability to limit a search to

specific date ranges based on creation date. If no index is required, the user can select the



button to view ALL images in the system code.

Image Inquiry

Index Search Menu

Z-COURT DOCUMENTS AND EXHIBITS Change System

CASE #

FILE DATE

PLANTIFF

DEFENDANT

CASE TYPE

COURT/JUDGE

DOCUMENT TYPE

From Date To Date

Search Functions Clear

Z-COURT DOCUMENTS AND EXHIBITS

Page 0 of 0 No data to display Display Checked Display Options

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
*** Ready to Search ***							

(PDF) Device Id:\$00106276 User Id: MCKENZY © Real Vison Software. All Rights Reserved.

Image Inquiry

Index Search Menu

Z-COURT DOCUMENTS AND EXHIBITS Change System

241780

FILE DATE

PLANTIFF

DEFENDANT

CASE TYPE

MONTGUE

DOCUMENT TYPE

From Date To Date

Search Functions Clear

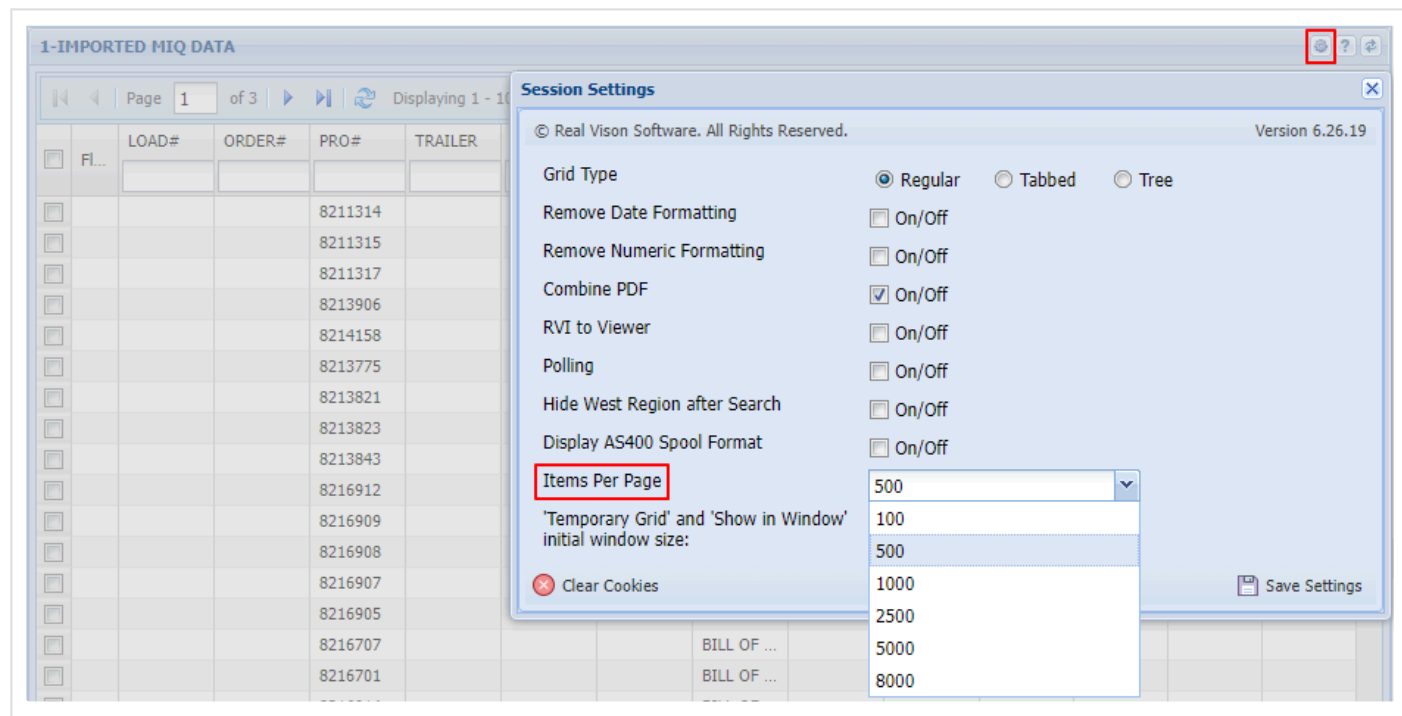
Z-COURT DOCUMENTS AND EXHIBITS

Page 1 of 1 Displaying 1 - 6 of 6 Display Checked Display Options

Flags	CASE #	FILE DATE	PLANTIFF	DEFENDANT	CASE TYPE	COURT/JUDGE	DOCUMENT TYPE
	241780	07/24/2018	J JARRED	T JARRED	C	MONTGUE	PICTURE
	241780	07/30/2018	J JARRED	T JARRED	C	MONTGUE	PICTURE IMPORT
N	241780	03/15/2017	J JARRED	T JARRED	C	MONTGUE	FIRST SUPPLEME...
N S	241780	03/15/2017	J JARRED	T JARRED	C	MONTGUE	GARNISHMENT
N L	241780	04/22/2017	J JARRED	T JARRED	C	MONTGUE	PETITION
	241780	07/24/2018	J JARRED	T JARRED	C	MONTGUE	PICTURE

(PDF) Device Id:\$00106276 User Id: MCKENZY © Real Vison Software. All Rights Reserved.

To set the number of records per page, click the **Settings** icon in the top right corner of the screen.

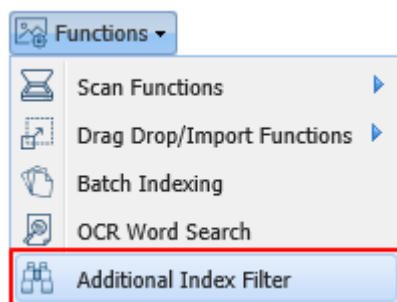


Use filtering to limit the number of records. For each index column displayed, there is a space to filter the total items displayed in the sub file list. For example, if in the DOCUMENT TYPE column the user entered PETITION, the sub file list results would only show those items with PETITION in the DOCUMENT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

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



Additional index filtering is available under the Image Inquiry, Index Search,

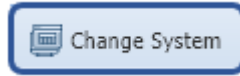


Additional Index Filter	
Black/White Image Types	<input checked="" type="checkbox"/>
Reports Image Types	<input type="checkbox"/>
External Image Types	<input checked="" type="checkbox"/>
Color Image Types	<input type="checkbox"/>
<hr/>	
Include Only Items Routed	<input type="checkbox"/>
Include Only Noted Items	<input type="checkbox"/>

- Double click the image to be viewed or select multiple check boxes for the items you want to display then click the [Display Checked](#) button. When Display Checked is used, the user will have the Combine PDF button to temporarily combine and display images (not Office documents) as a single PDF. The Combine PDF can be set as the default by going to [Settings](#).

✿ If Combine PDF is enabled under [Settings](#), the Combine PDF button will NOT appear. The system will automatically combine the files for you.

❗ 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 RVI to Viewer.



Move between systems by using the Search window.

button located in the top right corner of the Index

8.35. Workflow

See [WorkBasket](#)

9. CUSTOM FUNCTIONS

Contact [Real Vision Software](#) to discuss custom functions.

9.1. Signature Capture

Contact [Real Vision Software](#) to discuss One Look Signature Capture setup.

Refer to Chapter 18 (Viewing: Signature Capture) in the [RVI 90 IBMi User Manual](#) for details on Signature Capture.

9.2. Z-Options

Setup for Z-Options is done from the IBM i command line.

- With RVILIB in your library list, type **GO RVMAINT** to access the RVI Maintenance Menu.
 - Option **15** Maintain Z-Option Menu.
 - Press **F9** = Add Item.
 - Assign an unused Option # and a text description for the menu option.
 - Set Option Enabled?: **Y**
 - Assign the Program Name to be called.
 - Press **F5** = Maintain User Security.
- It is a requirement to add user id **QTMHHTTP** in order for the Z-Option to appear in OneLook.

Z-Option Menu Maintenance Sc

Option #: 01 Menu Option
 Refresh Index Subfile After
 Option Enabled?: Y (Y/N)
 Setting Enabled To N Will Re
 Press F5 If Security By User

Program Name: RVZCHOUT

Z-Option Security Copyright RVI, 1999

RVZOPURP/TSUBCTL

Seq#: 1
 Desc: CHECK OUT ITEM

Users:
 Pos To: QTMHHTTP

F3 =Exit

1999

ECUPD

cess.

ity.

F3 =Exit
F5 =Maintain User Security
F23 =Delete
Enter =Continue

Once the Z-Option is setup, the user can login to OneLook then right-click a record in image inquiry. Select **Z-Options** which will open the Z-Option Information dialog at the bottom of the screen. All available Z-Options will be listed.

The screenshot displays the OneLook application interface. On the left, the 'Image Inquiry (Host-Socket Connected)' window shows search filters for 'Z-COURT DOCUMENTS AND EXHIBITS'. The main area displays a table with columns: CASE, FILE DATE, PLAINTIFF, and DEFENDANT. A right-click context menu is open over the table, listing various actions, with 'Z-Options' highlighted at the bottom. Below the table, the 'Z-Option Information' dialog is open, showing a 'Close' button and a 'Z-Option' section with the text 'Check Item Out.' and 'RVZCKOUT'.



The Z-Option will not work in OneLook if it is associated with an IBMi screen.

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

9.3. Customer Specific Programs

Customers can create a list of custom programs that can be easily accessed from Menu / Custom Menus. (See [Custom Menus](#) for details.)

9.4. Email Import Service

RVI monitors an incoming email address(es) then extracts the data from the email subject line, body, and/or attachment(s) for indexing and database lookup. When the extracted data goes into the RVI system, RVI will connect the captured data to your database and send it into workflow based on your specific needs and indexing requirements. RVI provides real-time graphs for monitoring the process. This process runs automatically 24/7.

To watch a video on this topic [CLICK HERE](#).

Contact [Real Vision Software](#) to discuss Email Import Service setup.

10. INTERFACE PROGRAMS (APIs)

RVIINT.html – This will be used to pass several parameters into OneLook

- Parameters
 - USR – This will be the user's internet login id Ex. "USR=Matthew" (REQUIRED)
 - PW – This will be the password for the user's internet login Ex. "PW=realvision" (REQUIRED)

✿ If Single Signon is being used then USR and PW are not required.

- ISYS – System Code Ex. "ISYS=C" (REQUIRED)
- Index values – These are the values of the indexes you want to search on. Ex. "I1=test&I2=test2&I7=Doc2" (NOT REQUIRED)
- Example Post
 - <http://server.host/internet/cmnss/imageinquiry/app/rviint.html?usr=matthew&pw=realvision&isys=C&i1=test&i2=test2&i7=doc2>

RVISS.html – This will use active directory, single-signon, or Kerberos to access OneLook

- Parameters
 - No parameters needed. The "SHOWLOGIN" program is designed to pick up the username and password from the browser via single-signon, active-directory, or Kerberos
- Example Post
 - <http://server.host/internet/cmnss/imageinquiry/app/rviss.html>

RVIINTDEVD.html – This will use the Device Id assigned to a user to access OneLook

- Parameters
 - DEV – This will be the id that is assigned to any user who is wanting to access OneLook
- Example Post
 - [http://server.host/internet/matthew/cmnss/imageinquiry/app/rviintdevd.html?dev=\\$00100528](http://server.host/internet/matthew/cmnss/imageinquiry/app/rviintdevd.html?dev=$00100528)

RVIINTDED.html – This will use the Device Id assigned to a user to access Onelook, but will then mask it so that the Device Id is not visible in the browsers search bar.

- Parameters
 - DEV – In this call the Device Id is picked up from the initial window that calls on this interface. The post will be scanned for the phrase "DEV=" and then pick up the next 9 characters for the Device Id to pass into SHOWLOGIND for sign on.
- Example Post
 - The initial post will look something like this:
 - [http://server.host/H/rvmain.pgm?rqstyp=SENCALL&dev=\\$00148704](http://server.host/H/rvmain.pgm?rqstyp=SENCALL&dev=$00148704)

- The program SENCHCALL will then execute:
 - `window.location.assign("/internet/cmnss/imageinquiry/app/rviintded.html");`
- From sencha we will extract the Device Id out of the `window.document.referrer` and proceed on with the login process.

11. POPULAR WEB CALLS

Basic URL Structure: `http://ipaddress:port/pgms/rvimain.pgm?rqstyp=`

URL Structure with Parameters:

`http://ipaddress:port/pgms/rvimain.pgm?rqstyp=(executing_program_name)&(additional_parameters)&`

✳ Parameters start with **&** and the URL ends with **&**

Executing Programs for RQSTYP

RVISYS	View (User chooses image system code and enters indexes.)
RVIKEYS	View by specified image system code (User enters indexes.)
RVISUBF	View by specified image system code and indexes
CALLRVIWEB	Direct view by specified image system code and indexes while hiding URL (Requires additional parameter PGM=DOC003QWET)
RVWSCAN1N	Scan direct using specified image system code and indexes
RVISYSSC1	Scan with upload required (User chooses image system code and enters indexes.)
RVISYSSC3	Scan with upload required using specified image system code (User enters indexes.)
RVWSCAN00	Scan using scan profile (User selects scan profile.)
RVWSCAN01	Scan using specified scan profile name
RVIUPL1W	Upload scanned images
RVBCHWR0	Batch index (User chooses image system code.)
RVIIMPTDW	Import drag and drop using specified image system code

Parameter Definitions used in Web Calls

&SELBOX = scanning profile name

&DIRECTP = Y direct view outside of internet

	frame
&OCX = Y for viewing inside the internet frame within the RVI PC Viewer	&DELTYP = P to view as PDF
&I1 through I7 = index number	&SCOLOR = Y for color, N for black white
&ISYS = image system code	&SOPT = Y for scanning direct
&PROTECT = Y for suppressing the display of the index entry screen	&RTNPGM = <i>rvi</i> closef for clearing the RVI PC Viewer window after each scan
&USR = user name	&PW = password
&HOST = ipaddress:port	

Examples By Function

VIEW

View Call – user chooses image system code and enters indexes:

`http://ipaddress:port/pgms/rvimain.pgm?rqstyp=rvisys&deltyp=p&`

View Call – pass in image system code and user enters indexes:

Example below is image system code Z

`http://ipaddress:port/pgms/rvimain.pgm?rqstyp=rvikeys&isys=Z&deltyp=p&`

View Call – pass in image system code and indexes:

Example below is image system code Z, Index 7 = APP

`http://ipaddress:port/pgms/rvimain.pgm?rqstyp=rvisubf&isys=Z&i7=APP&deltyp=p&`

Direct View By System/Transaction and hide URL (fields ABAACD and ABAANB from file RVILIB/RVABREP):

Example below is system/transaction 1AAADNM7

`http://ipaddress:port/pgms/rvimain.pgm?rqstyp=callrviweb&pgm=doc003qwet&aaas=1AAADNM7&`

SCAN

Scan Direct – pass in image system code and indexes:

Requires an RVI Viewer properly configured for scanning.

Example below will scan an item to image system code 7 while suppressing the indexing screen and setting Index1 = JOHN, Index2 = SMITH, Index7 = APPLICATION then clearing the RVI PC Viewer after the scan.

`http://ipaddress:port/pgms/`

`rvimain.pgm?rqstyp=rwscan1n&isys=7&i1=JOHN&i2=SMITH&i7=APPLICATION&ocx=Y&sopt=Y&protect=Y&rtnpgm`

Scan Upload Required (*color or black & white*) – user chooses image system code and enters indexes:

Example below is a color scan

<http://ipaddress:port/pgms/rvimain.pgm?rqstyp=rvisysc1&scolor=Y&>

Scan (*color or black & white*) – pass in image system code and user enters indexes:

Example below is a color scan to image system code A, Index 1 = TESTSCAN, Index 2 = SCANTEST

<http://ipaddress:port/pgms/>

[rvimain.pgm?rqstyp=rvisysc3&isys=A&I1=TESTSCAN&I2=SCANTEST&scolor=Y&](http://ipaddress:port/pgms/rvimain.pgm?rqstyp=rvisysc3&isys=A&I1=TESTSCAN&I2=SCANTEST&scolor=Y&)

Scan Using Scanning Profile – user selects scan profile name from a list:

<http://ipaddress:port/pgms/rvimain.pgm?rqstyp=rwscan00&>

Scan Using Scanning Profile – pass in the scan profile name:

Example below is scan profile BTC

<http://ipaddress:port/pgms/rvimain.pgm?rqstyp=rwscan01&selbox=BTC&>

UPLOAD

Upload Scanned Images:

<http://ipaddress:port/pgms/rvimain.pgm?rqstyp=rviupl1w&>

BATCH INDEXING

Batch Index – user chooses image system code:

<http://ipaddress:port/pgms/rvimain.pgm?rqstyp=rvbchwr0&>

IMPORT DRAG DROP

Import Drag Drop – user chooses image system code:

<http://ipaddress:port/pgms/rvimain.pgm?rqstyp=rviimptdw&>

Import Drag Drop – pass in system code:

Example below is image system code Q

<http://ipaddress:port/pgms/rvimain.pgm?rqstyp=rviimptdw&isys=Q&>

12. SYSTEM FILE LAYOUT

For a PDF of the RVABREP System File Layout, click [HERE](#).

13. TROUBLESHOOTING


This section is dedicated to common errors and issues encountered with the setup, use, and maintenance of One Look. If you have any suggestions for additional topics that you feel would be helpful to other customers, please contact [Real Vision Software](#) support with the details.

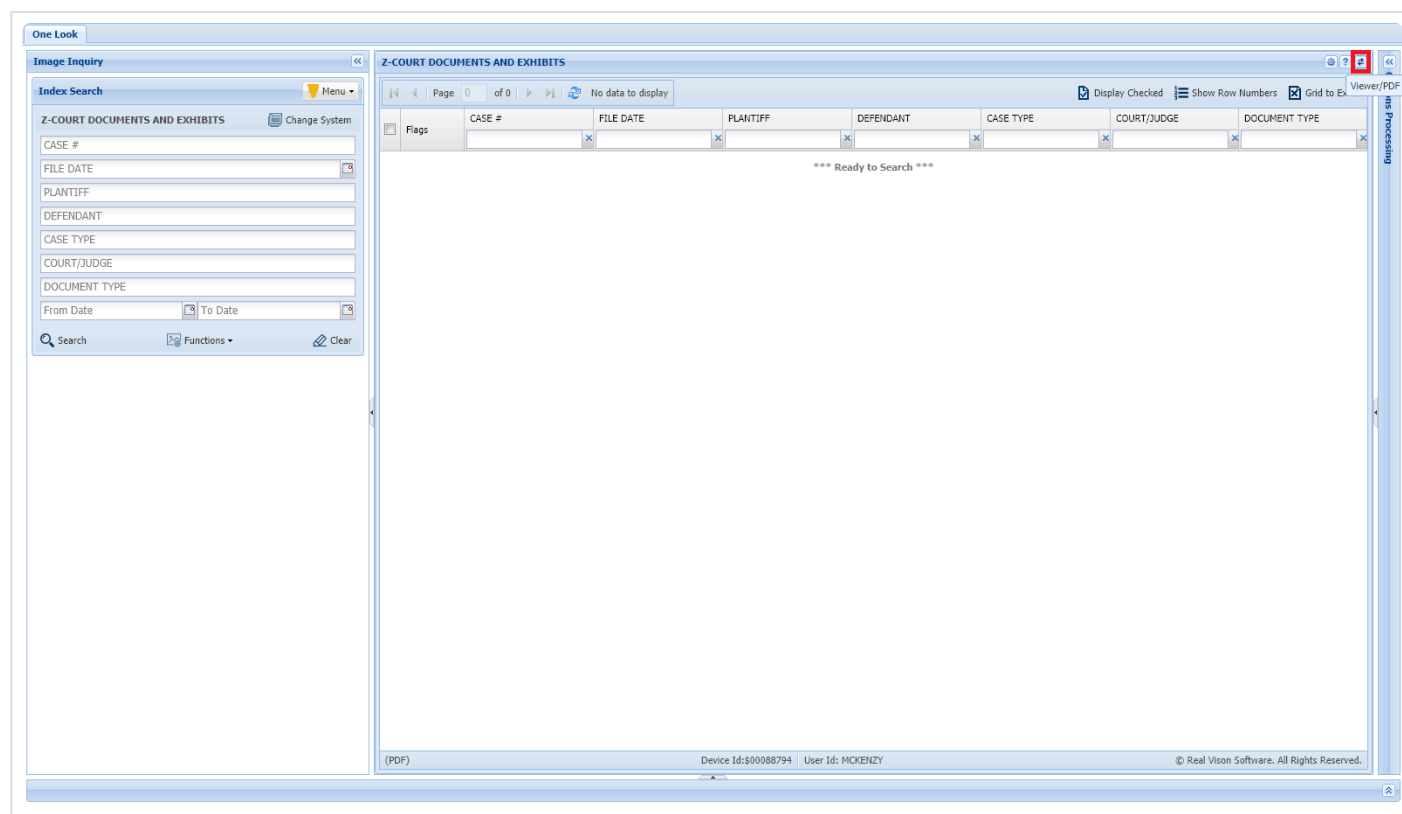
13.1. OEM Documents Will Not Display

Non Microsoft Office Documents

A message will occur stating the image is not available because the document could not successfully be converted to PDF.

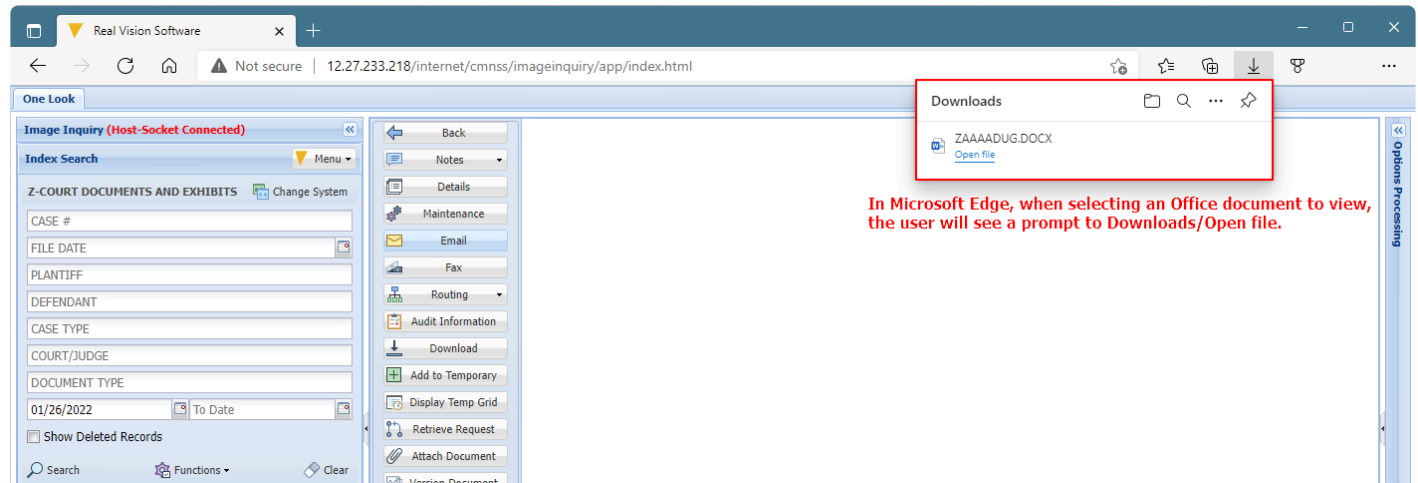
YOUR IMAGE IS NOT AVAILABLE

In this instance, select the option to view in the [RVI PC viewer](#), by selecting the icon  at the top right of the display screen to toggle between PDF and Viewer.

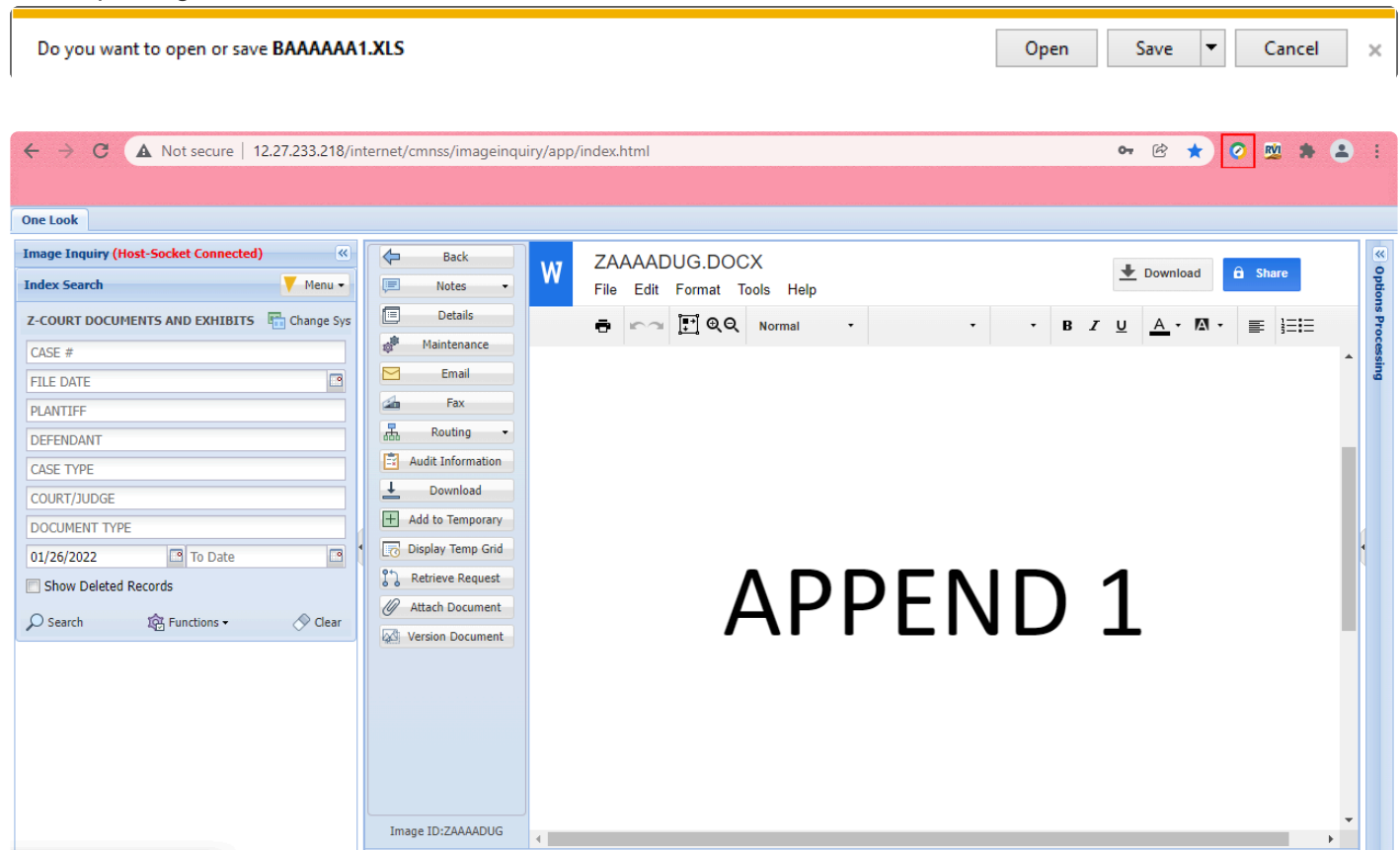


Microsoft Office Documents

The user will get a prompt in the browser to open the file.

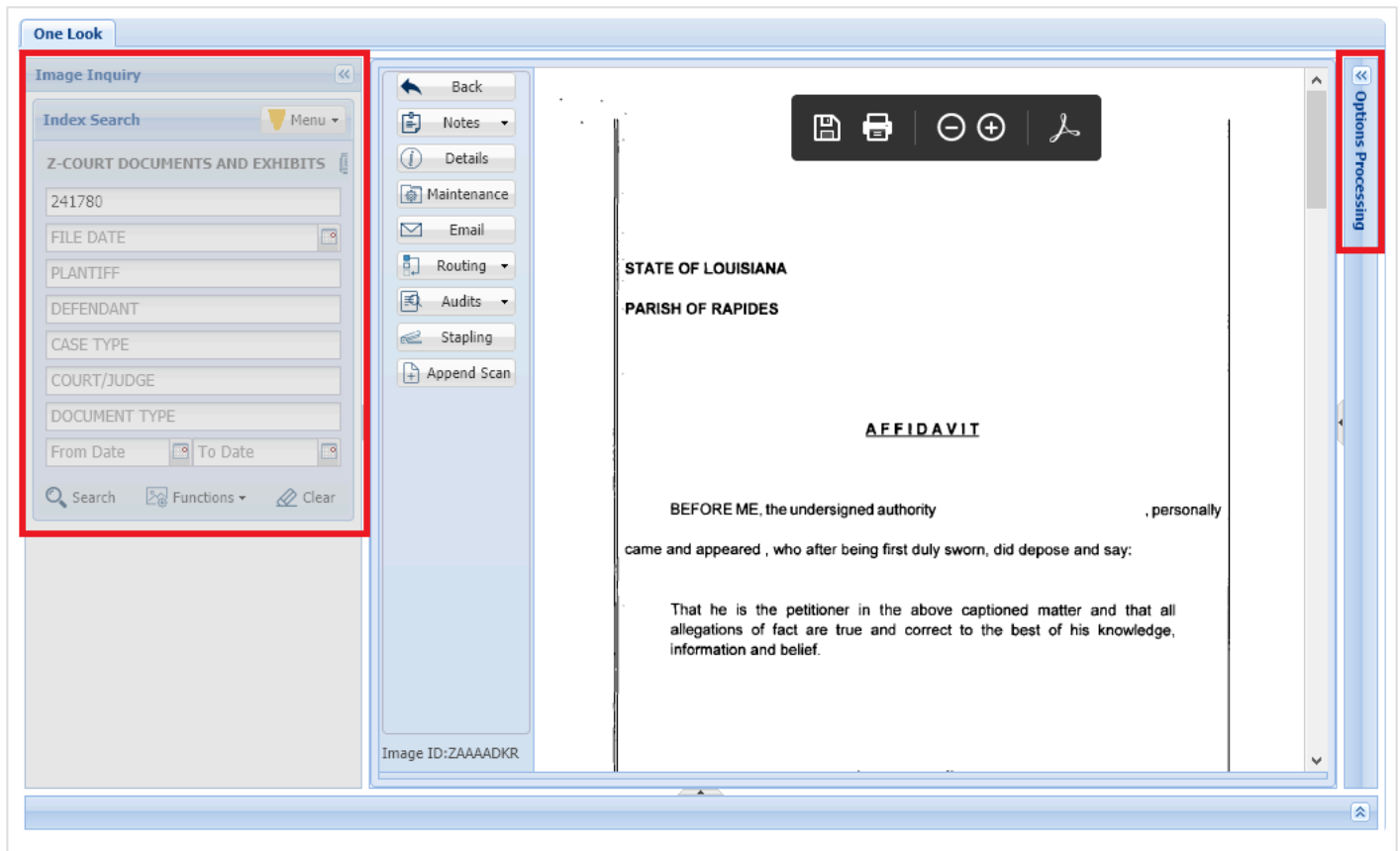


To bypass the prompt to open the file in Google Chrome, see [No Preview Available](#) for instructions on how to setup Google Chrome to view Office documents.

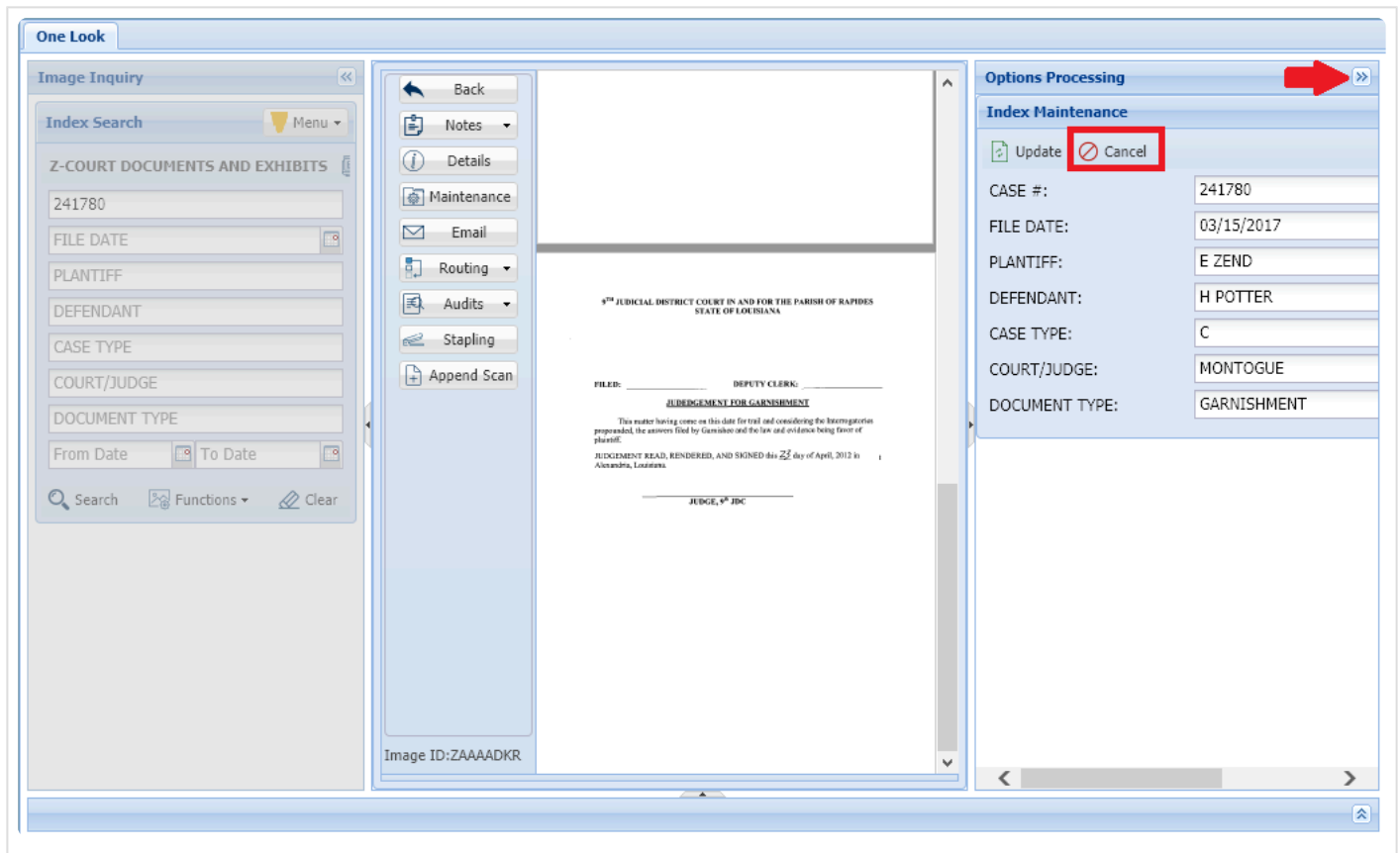


13.2. Index Search Window is Grayed Out

When the option processing window is in maintenance mode, the index search window will be grayed out.

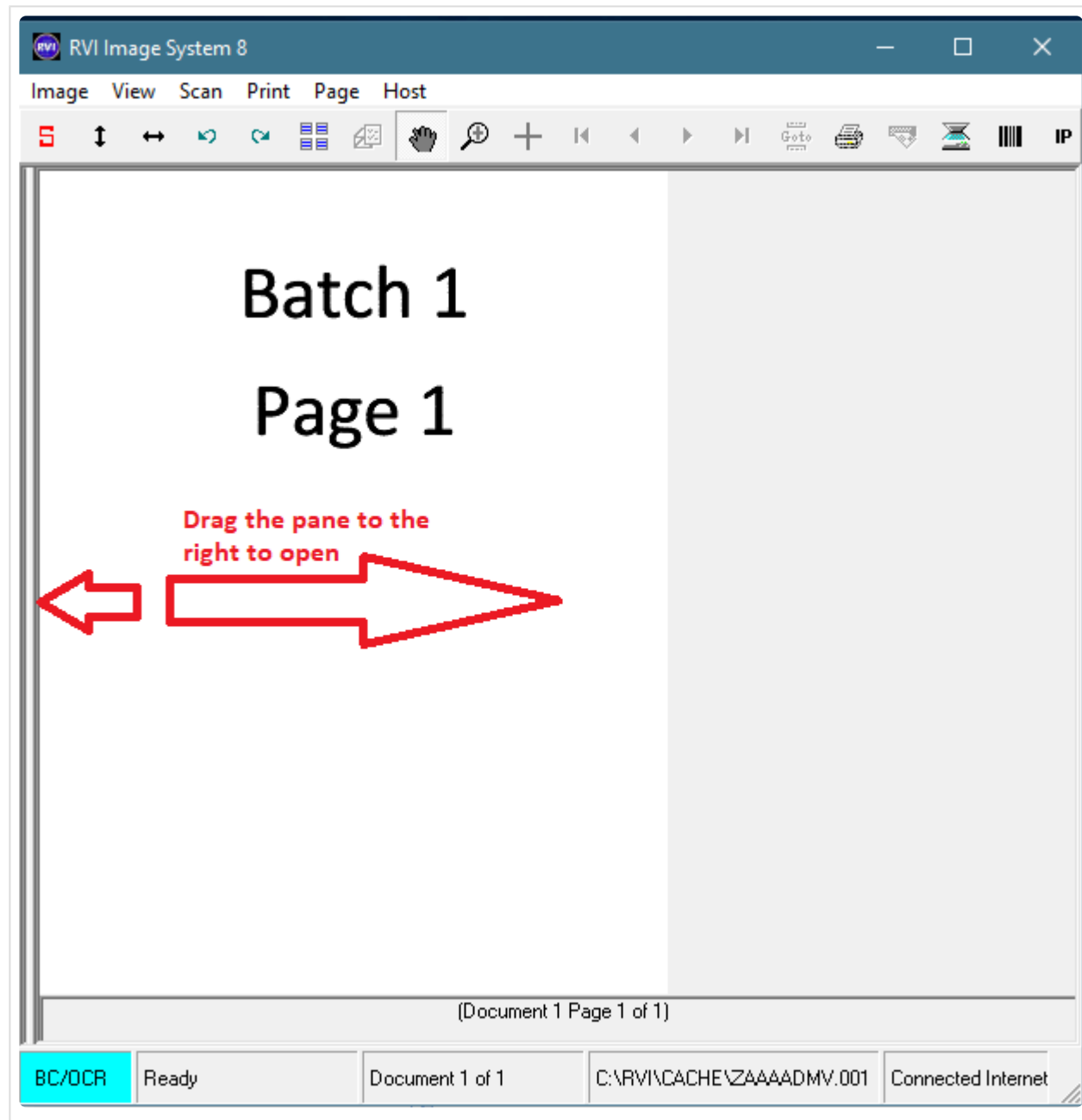


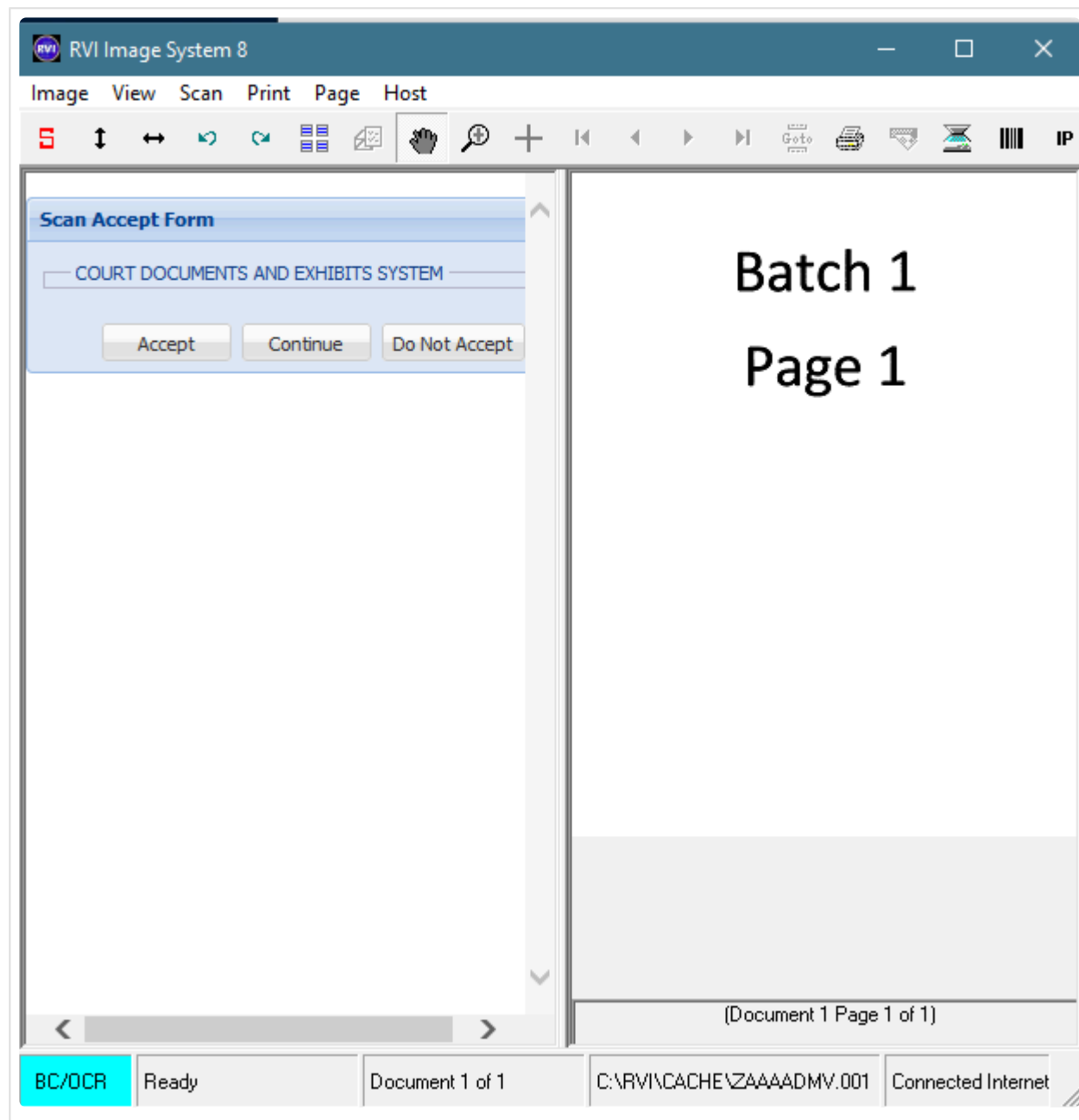
Expand the option processing window if it's not open already. Cancel out of the maintenance window. Now you will be able utilize the index search window.




13.3. Accept / Reject Screen Not Appearing After Scan

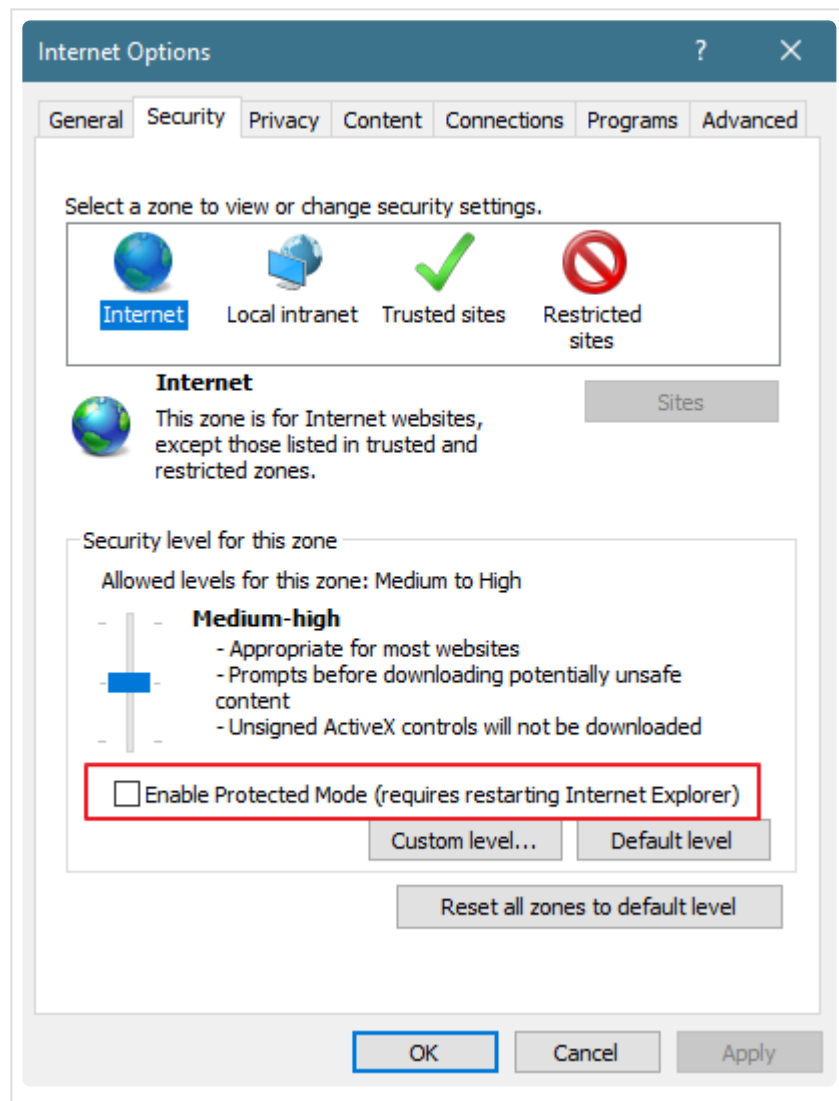
After scanning, if the Accept/Reject window does not automatically display in the RVI PC viewer, verify that the pane is not minimized to the left side of the screen. Place the cursor on the left edge of the RVI PC viewer window and drag the pane open.





13.4. IE Prompting to Save and Open PDF

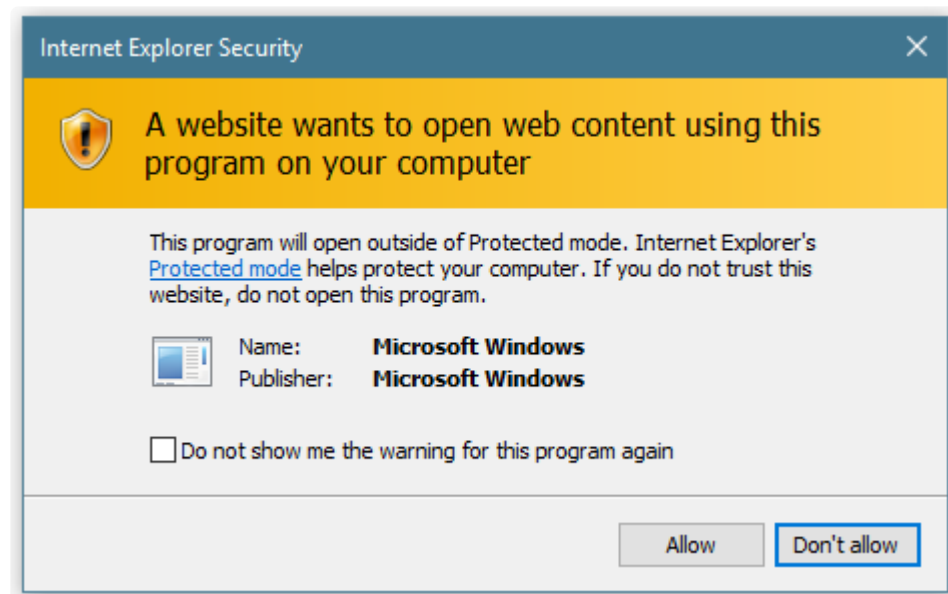
When attempting to view a document, IE requires the user to SAVE then OPEN the PDF ultimately delivering the PDF to Adobe Reader outside of One Look. This happens when IE security is set to 'Enable Protected Mode.' To disable 'Enable Protected Mode', open IE tools (ALT + X) or click , select Internet Options, Security tab.



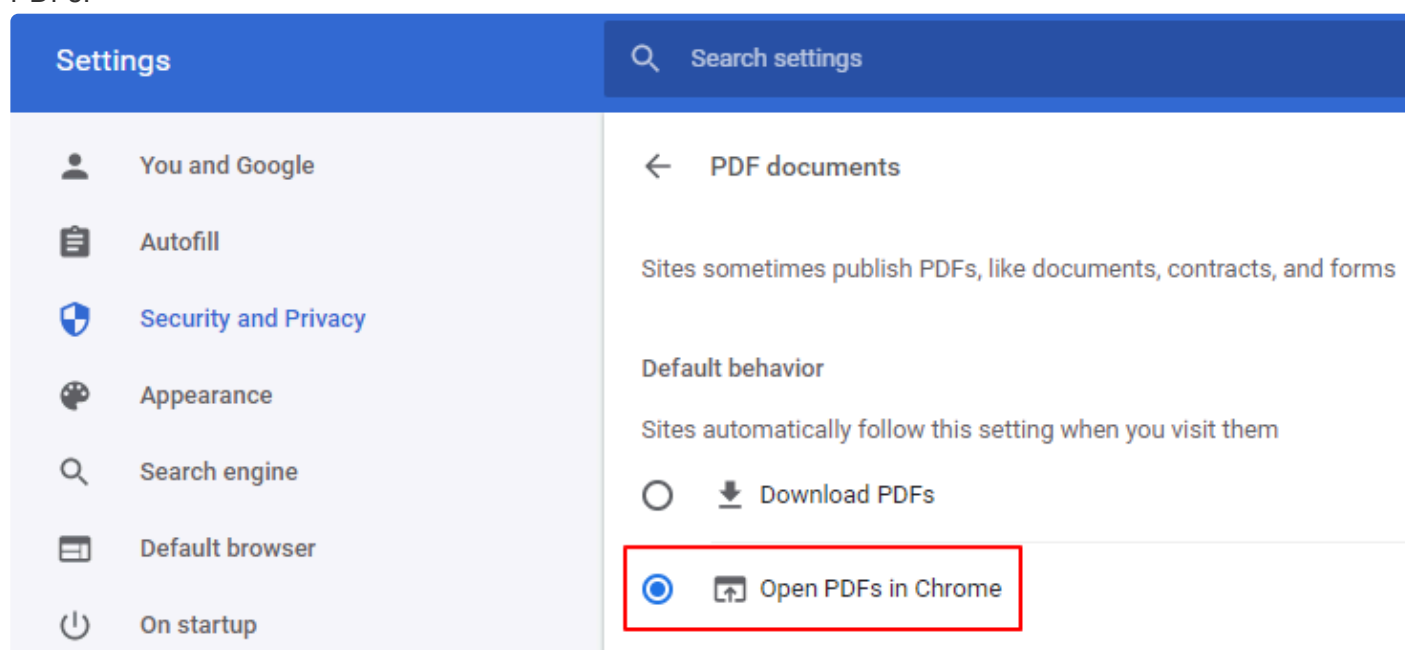
13.5. Open or Save RVIMAINXML.PHP

Internet Explorer requires an installation of Adobe to view PDFs. When Adobe is not installed, the user will be prompted with the message below when attempting to view as PDF in One Look:





Google Chrome users should not receive these types of messages. Chrome has a built in plugin to view PDFs.



13.6. No Preview Available

When attempting to internally view Microsoft Office documents, users are receiving the message 'No Preview Available'.

To Resolve the Message:

1. From the IBMi server, navigate to:
`/cgibin/cmnss/imageinquiry/app/controller/main.jsd`

- Open main.js. in notepad then search for:
`GoogleDocs.indexOf(fileformat)`
- Locate the next line under `GoogleDocs.indexOf(fileformat)`
`this.officedocs = "Y";`

```

var videoflag = "Y";
} else {
var videoflag = "N";
if (GoogleDocs.indexOf(fileformat) > -1){
this.officedocs = "Y";
}

```

- Change `this.officedocs = "Y";` to:
`// this.officedocs = "Y"`
- From an IBMi command line type:
`UPDDTA RVIMGWPF`
- Set `RCFEXT:` to `DOCX` (or the appropriate Office file extension) then page down to access the record.

```

WORK WITH DATA IN A FILE                               Mode . . . . :  CHANGE
Format . . . . :  RCREC                                   File . . . . :  RVIMGWPF

RCFEXT:  DOCX
RCCTYP:  application/vnd.openxmlformats-officedocument.wordprocessingml.document
RCFATT:  Y

```

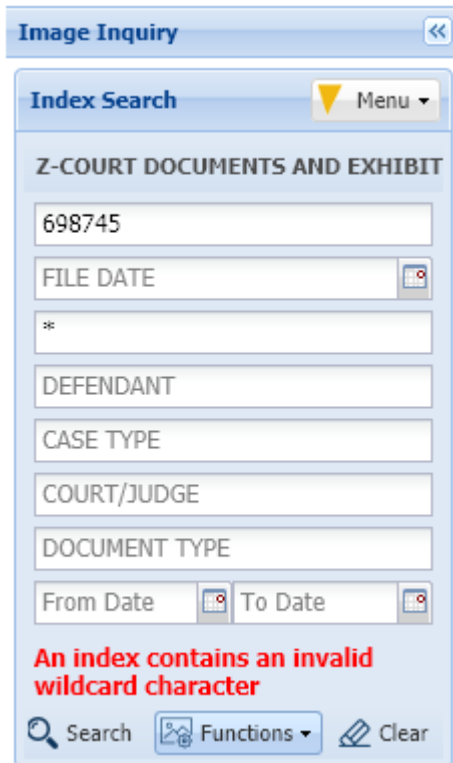
- Set `RCFATT:` to `Y`

* Alter all office file extensions: doc, docx, xls, xlsx, ema, eml OR only the selected extensions you will use in One Look.

Google Chrome users should download the [Office Editing for Docs, Sheets, & Slides](#) plug-in.

13.7. Index contains an invalid wildcard character

When using any option with the **Indexes Above** phrase, * can not be used in any index field. The following error will occur if * is found in an index.



The screenshot shows a web-based search interface titled "Image Inquiry". Below the title is a "Menu" button. The main section is labeled "Index Search" and "Z-COURT DOCUMENTS AND EXHIBIT". It contains several input fields: a text field with "698745", a "FILE DATE" field with a calendar icon, a field with ":", a "DEFENDANT" field, a "CASE TYPE" field, a "COURT/JUDGE" field, a "DOCUMENT TYPE" field, and "From Date" and "To Date" fields with calendar icons. At the bottom, there is a red error message: "An index contains an invalid wildcard character". Below the error message are three buttons: "Search" (with a magnifying glass icon), "Functions" (with a gear icon and a dropdown arrow), and "Clear" (with an eraser icon).

13.8. Page Forbidden Error When Accessing OneLook Login

If you are not able to get to the One Look login screen and/or you are getting the Page Forbidden error, verify **/CGIBIN** is set to ***PUBLIC** with **RWX** access.


```

Work with Authority

Object . . . . . : /cgibin
Type . . . . . : DIR
Owner . . . . . : MONTY
Primary group . . . . . : *NONE
Authorization list . . . . . : *NONE

Type options, press Enter.
  1=Add user   2=Change user authority   4=Remove user

Opt  User          Data Authority  --Object Authorities--
      User          Authority  Exist  Mgt  Alter  Ref
  _  _
  _  *PUBLIC      *RWX          X    X    X    X

```

Also verify that user ids **QTMHHTTP** and **QTMHHTTP1** are enrolled in System Distribution Directory (WRKDIRE) on the IBMi.

Adding a user to WRKDIRE:

To add a user, type **GO MAIN** on the IBMi command line. Take option **11** iSeries Access tasks, then option **21** Enroll iSeries Access users.

```
MAIN                                OS/400 Main Menu

Select one of the following:

    1. User tasks
    2. Office tasks
    3. General system tasks
    4. Files, libraries, and folders
    5. Programming
    6. Communications
    7. Define or change the system
    8. Problem handling
    9. Display a menu
   10. Information Assistant options
   11. iSeries Access tasks

    90. Sign off

Selection or command
===>
```

```
PCSTSK                             iSeries Access Tasks

Select one of the following:

User Tasks
    1. Copy PC document to database
    2. Copy database to PC document
    3. Work with documents in folders
    4. Work with folders
    5. iSeries Access Organizer

Administrator Tasks
   20. Work with iSeries Access administrators
   21. Enroll iSeries Access users
   22. Configure PC connections
   23. Work with line description query status
   24. Start servers for iSeries Access clients

Selection or command
===>
```

You will then see the following screen:



```
Enroll iSeries Access Users

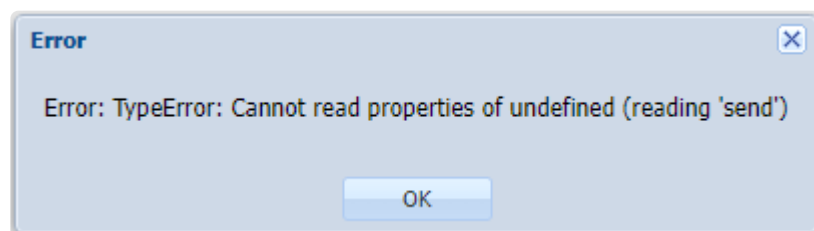
Type choices, press Enter.

User profile . . . . .  Name
User identifier:
  User ID . . . . .  Character value
  Address . . . . . BLANK Character value
  User description . . . . . 
-----
Add to system directory . . *yes *NO, *YES
```

Enter the user's IBMi profile/user id. Normally these are one in the same. You have the option of entering a user description. Make sure 'Add to system directory' is set to *YES. When you press enter, a message will appear at the bottom of the screen stating the user has been enrolled.

13.9. Twain Scanning TypeError: Cannot read properties of undefined

If you receive the following error, the Twain setup is not being recognized.



The error is due to one or more of the following:

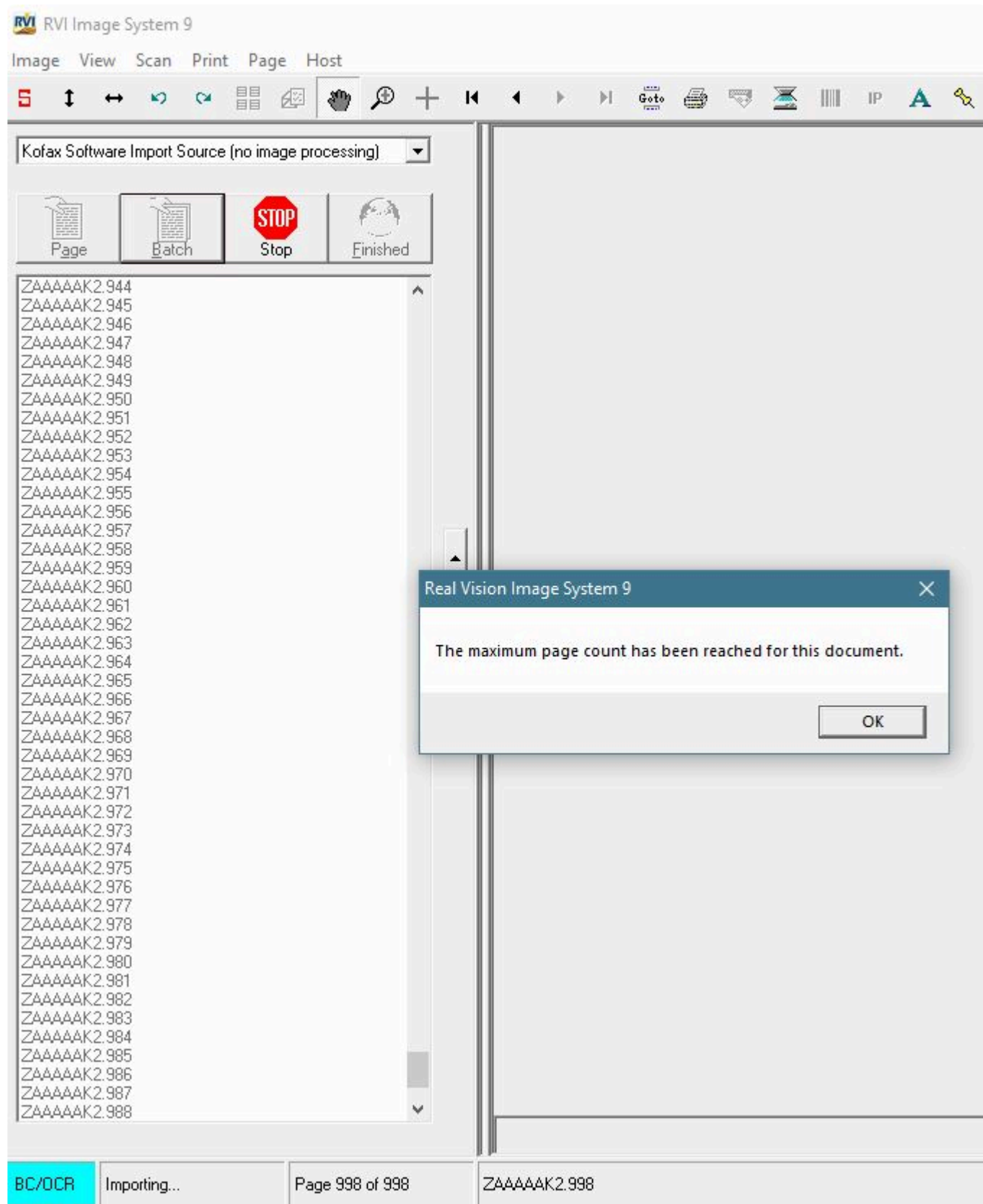
- Twain Driver is not installed.
- [RVI Communication Server](#) is not installed/running in the System Tray on the pc.
- A Twain Device is not specified in the [RVI Communication Server](#).

14. FAQ

14.1. Is there a maximum page count?

Maximum page count per record is 998. This is an IBM file limitation.

User will receive the following message when scanning/importing through the RVI PC Viewer once 998 pages have been reached.



If more than 998 pages are needed, create a new record with the additional pages then [staple](#) it to the original 998 page record. Another option is to create a PDF of all the pages then [import](#) the PDF.

14.2. What scanner is recommended for use with RVI?

RVI will support any scanner supported by Kofax. Those are listed in the [Kofax scanner configurator](#).

If barcode recognition is needed, you must purchase Kofax VRS software. RVI recommends Kofax VRS also for image cleanup and better product integration.

RVI recommends asking the reseller to bundle Kofax VRS software with the scanner at the time of purchase. This usually results in a better price than purchasing Kofax VRS separately.

14.3. What is the proper sequence when installing a new scan station?

USB Scanner with VRS

USB scanners ship with a CD containing ISIS and Twain drivers. Some USB scanners are bundled with a CD containing Kofax Virtual Rescan (VRS).

When installing a USB attached scanner, you will need to install the ISIS driver first. It is not necessary to install the Twain driver if you are going to run Kofax software, but there is no harm in doing so. Once the ISIS driver is installed, you can install Kofax VRS if the scanner came bundled with VRS or you purchased VRS separately. During the Kofax VRS installation, you will be prompted to select your scanner make/model. Be careful to select the correct scanner as this option will automatically create all the entries you need in the Kofax source manager to run your scanner. In years past, you had to manually create these entries, but now with Kofax VRS these entries are created for you. When Kofax VRS is done installing, you will get a message to reboot your pc. DO NOT REMOVE THE CD FROM THE DRIVE. Reboot the PC with the CD in the CD rom drive. Once the PC comes back up, you will likely be prompted to check for VRS updates. Once that is complete, you can remove the CD from the drive. At that time, you can install the [RVI PC viewer](#) if you have not done so already.

If the Kofax install was successful, the Kofax sources should have been created automatically for you within the Kofax Admin Console.

Test the scan station within Kofax VRS Test Console to ensure the install was a success and then try testing in the RVI PC Viewer.

For instructions on testing the scan station in Kofax VRS Test Console, click [HERE](#).

15. HELP

15.1. How To Instructions

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

15.1.1. Install the RVI PC Viewer

1. Download the latest RVI PC Viewer from [Real Vision Software](#), Support, Support Resources, Login *rvi4579*, Version 9.0.
2. Select RVI PC Installation Version 9.x.
3. Extract the .zip file to the PC hard drive.
4. Open **RVI9x** folder.
5. Run the installation by double-clicking or right-mouse clicking RVI PC Imaging 9.x Installer.exe.

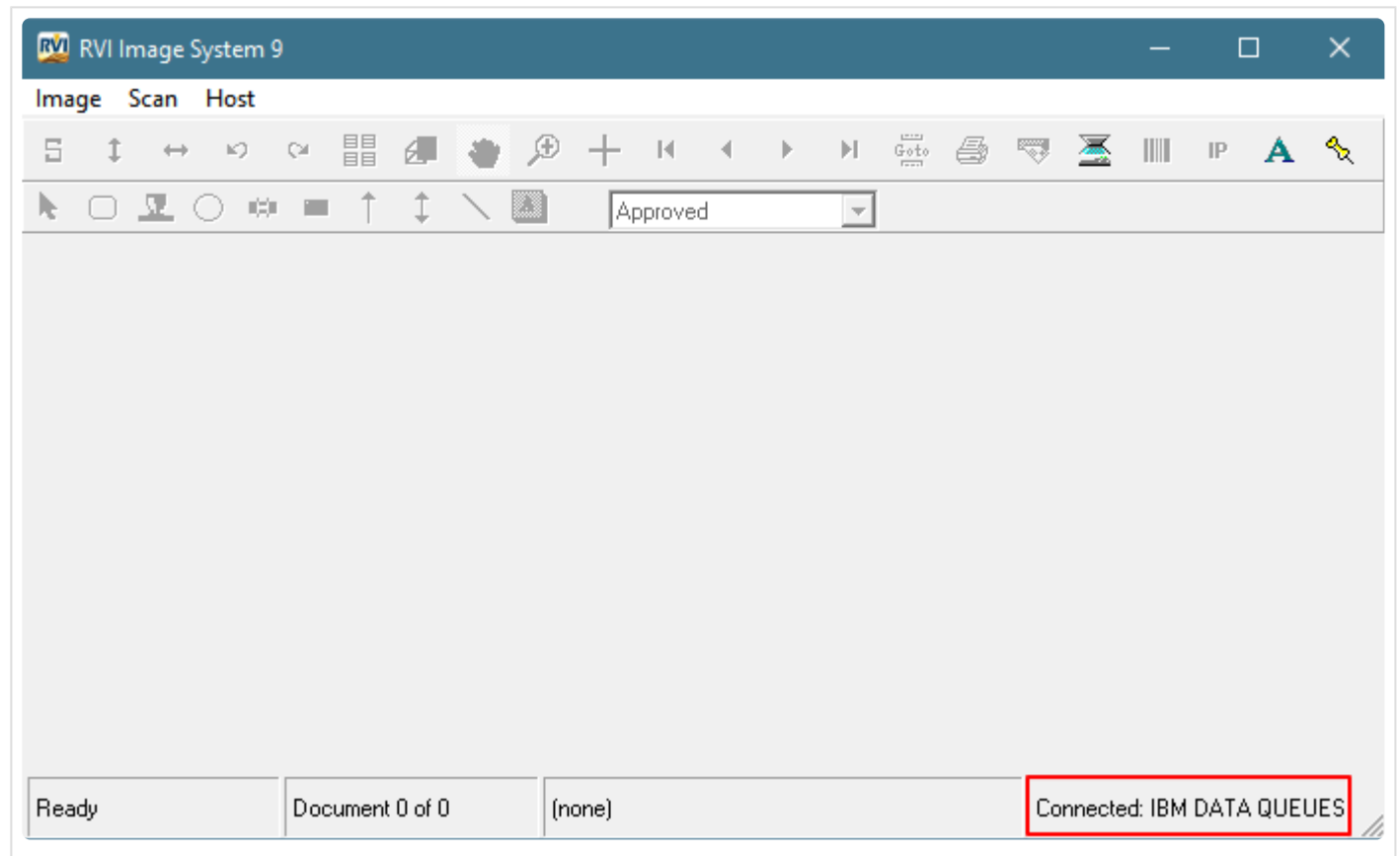


RVI recommends installing using right-mouse click then select 'Run As Administrator' (if available).

15.1.1.1. 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 **Connected: IBM DATA QUEUES** in the bottom right corner if it's communicating properly.



To establish the RVI PC viewer to One Look connection, set the EHLLAPI value to **IBM DATA QUEUES**. For a full set of instructions on setting up the socket connection and the RVI PC Viewer, refer to [Setup/Maintain IBMi Host Socket](#)

Preferences

General
Screen Scrape
Index Options
E-Mail
External Viewers
Disk Caching
Signature Pad
Scanner Support
Auto Import Support
FTP Support
Internet Support
EHLLAPI

You may change your EHLLAPI support type by choosing one of the following:

NONE
JWALK
MICROSOFT
NETSOFT 32
HLLAPI32
IBM PERSONAL COMM.
IBM DATA QUEUES
BOSANOVA
RALLY 32

Polling Interval: 1 Max # Seconds: 60

Library: RVILIB
DQ Type: IBM i User
IBM i Address: 12.27.233.218
IBM i User: mckenzy
IBM i Password: xxxxxxxx

OK Cancel



For detailed information on the RVI PC Viewer features, reference Chapter 1 in the [RVI 90 IBMi User Manual](#).

15.1.2. Determine if the RVI Webserver Running on the IBM i

To determine if the RVI webserver is already running, use the command below.
Scroll through the list of webserver to find the RVIWEB server.

```
wrkactjob sbs(qhttpsvr)
```

- * The name of the RVI webserver is left to the customer's discretion. RVI recommends naming the webserver RVIWEB.

15.1.3. Setup One Look Users and System Access

Each user logging into One Look must have a valid internet user id and password.

These instructions and results are based on the assumption that you are setting up a new internet user that does not currently exist under IBMi RVI Security/Internet Menu Options 1 Maintain Image Security By User, 7 Maintain Internet User Profiles, or 10 Maintain Internet User Access.

```
REAL VISION SECURITY/INTERNET MENU

Security Options
1. Maintain Image Security By User.
2. List Image Security.
3. Maintain Option Security By User.
4. List Option Security.
5. Maintain Index Level Security.
6. List Index Level Security.

Internet Options
7. Maintain Internet User Profiles.
8. List Internet User Profiles.
9. Maintain Internet HTML Screens.
10. Maintain Internet User Access.
```

Setting up One Look users using the IBM i Client

From an IBM i command line, type **GO IMAGE**

- * **RVILIB** must be in your library list. To add RVILIB to your library list, type **ADDLIB** **RVILIB** from an IBM i command line.

Option 1: Allow access ONLY to ALL unsecured systems:

1. Select 11: Security/Internet Menu
2. Select 7: Maintain Internet User Profiles
3. F9 = Add User

4. Specify an Internet User Id and Password
5. Press < Enter >

Option 2: Allow access to ONLY specific secured systems:

1. Select 11: Security/Internet Menu
2. Select 10: Maintain Internet User Access
3. F9 = Add User
4. Specify an Internet User ID, Password and **secured** System ID
5. Press < Enter > until you return to the Internet Profile Maintenance Screen
6. F3 = Exit
7. Select 1: Maintain Image Security By User
8. Scroll to the bottom of the table
9. Under the User ID column, specify the internet user id
10. Under System ID Code column, specify the secure system id you created in Steps 1-5
11. Press < Enter >

Steps 1 – 11 must be repeated for EVERY secured system id the user will need to access.

Option 3: Allow access to a combination of specific secured and unsecured systems:

1. Select 11: Security/Internet Menu
2. Select 10: Maintain Internet User Access
3. F9 = Add User
4. Specify an Internet User ID, Password and System ID
5. Press < Enter > until you return to the Internet Profile Maintenance Screen
6. F3 = Exit

Steps 1 – 5 must be repeated for EVERY system id (secured and unsecured) the user will need to access.

For all secured systems specified in Step 4, continue to Step 7.

7. Select 1: Maintain Image Security By User
8. Scroll to the bottom of the table
9. Under User ID column, type the internet user id
10. Under System ID Code column, specify the **secured** system id

*Steps 7 – 10 must be repeated for EVERY **secured** system id the user will need to access.*

Option 4: Allow access to ALL unsecured systems and SPECIFIC secured systems:

1. Select 11: Security/Internet Menu
2. Select 7: Maintain Internet User Profiles
3. F9 = Add User
4. Specify an Internet User Id, Password and **unsecure** System ID

5. Press < Enter >
6. F3 = Exit
7. Select 1: Maintain Image Security By User
8. Scroll to the bottom of the table
9. Under the User ID column, specify the internet user id
10. Under System ID Code column, specify the **secure** system id
11. Press < Enter >

Steps 7 – 11 must be repeated for EVERY secured system id the user will need to access.

15.1.4. Setup the RVIWEB Instance on the IBM i Server

1. Open an IBM i session.
2. Navigate to a command line.
3. Add RVILIB to your library list (**ADDLIB RVILIB**).
4. Type **CALL RVAWCNF**

The following screen will display.

```
Create/Remove Apache Instance          (c) Copyright RVI 1992, 1999, 2003
                                         RVAWCNFFM/SCRN1
```

```
Instance Name.....: RVIWEB
Port.....: 8085
Library.....: RVILIB
Additional Directory 1.:
Additional Directory 2.:
Additional Directory 3.:
Additional Directory 4.:
Additional Directory 5.:
Start Server? Y/N.....: Y  Only if creating instance
```

```
F5 = Create Instance      F7 = Remove Instance      F9 = Create Secure Instance
```

Entries will be made for IMAGE and OPTICAL IFS directories and QDLS folders.

Additional Directories are any IMAGE-like directories for which DIRECTORY and ALIASMATCH blocks are to be created in this instance. Include no leading or trailing slashes in the Additional Directory entries. An entry for the QDLS folder named IMAGE2 would be entered as QDLS/IMAGE2 (no leading/trailing slash.

F3 =Exit

5. Specify an 'Instance Name' for your web server or leave the default of RVIWEB.
6. Specify a port number for your web server or leave the default of 8085.
7. Press F5 to create and start the server instance or F9 to create and start a secure instance.

- * Entries for QDLS, IMAGE, and OPTICAL will be generated automatically. If you have other directories used by RVI such as alternate “image” directories, specify the directory name(s) next to ‘Additional Directory’.

15.1.4.1. Identify RVI Webserver IP Address and Port Number

Identify RVI Webserver Port Number

1. From an IBM i command line, type **WRKLNK 'WWW'**

```

REAL VISION IMAGE MENU
Ver. 9.0

1. Image Inquiry.      6. Image Management Menu.  11. Security/Internet Menu.
2. Scanning Menu.     7. Optical Menu.          12. Screen Scrape Menu.
3. Spool File Menu.   8. Maintenance Menu.      13. Import External Documents.
4. Color Menu.        9. Document Tab Menu.     14. System Operator Menu.
5. Fax/E-Mail Menu.  10. OCR Menu.             15. Customer Specific Menu.

F3 =Exit              Help Available              90 =Signoff
Selection or command
==> WRKLNK 'WWW'

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
F13=Information Assistant  F16=System main menu

MA  C                               A                               20/007

```

2. Put a **5** next to the **WWW** directory.

```

Work with Object Links

Directory . . . . . : /

Type options, press Enter.
  2=Edit   3=Copy   4=Remove   5=Display   7=Rename   8=Display attributes
  11=Change current directory ...

Opt  Object link      Type  Attribute  Text
  5_   WWW            DIR

Parameters or command
===>
F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F12=Cancel   F17=Position to
F22=Display entire field   F23=More options
Bottom

```

3. Put a **5** next to name of the RVI webserver instance.
*In this example, the default name **RVIWEB** is used.*

```

Work with Object Links

Directory . . . . . : /WWW

Type options, press Enter.
  2=Edit   3=Copy   4=Remove   5=Display   7=Rename   8=Display attributes
  11=Change current directory ...

Opt  Object link      Type  Attribute  Text
  _   PCWEB           DIR
  _   RICHTEST        DIR
  _   RICHWEBS        DIR
  _   RVIECS          DIR
  _   RVISECURE       DIR
  _   RVISSL1         DIR
  5_   RVIWEB         DIR
  _   RVIWEBRC        DIR
  _   RVIWEBSSL       DIR

Parameters or command
===>
F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F12=Cancel   F17=Position to
F22=Display entire field   F23=More options
More...

```

4. Put a **5** next to **conf** directory.

```

Work with Object Links

Directory . . . . . : /www/RVIWEB

Type options, press Enter.
  2=Edit   3=Copy   4=Remove   5=Display   7=Rename   8=Display attributes
  11=Change current directory ...

Opt  Object link      Type      Attribute  Text
 5_   conf            DIR
__   htdocs          DIR
__   logs            DIR

Bottom

Parameters or command
===>
F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F12=Cancel   F17=Position to
F22=Display entire field   F23=More options

```

5. Put a 5 next to **httpd.conf**.

```

Work with Object Links

Directory . . . . . : /WWW/RVIWEB/conf

Type options, press Enter.
  2=Edit   3=Copy   4=Remove   5=Display   7=Rename   8=Display attributes
  11=Change current directory ...

Opt  Object link      Type      Attribute  Text
 5_   httpd.conf      STMF

Bottom

Parameters or command
===>
F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F12=Cancel   F17=Position to
F22=Display entire field   F23=More options

```

6. Look for **Listen** to find the port number.

```
Browse : /www/RVIWEB/conf/httpd.conf
Record :      1    of      99 by 14      Column :      1      59 by 79
Control : _____

.....+.....1.....+.....2.....+.....3.....+.....4.....+.....5.....+.....6.....+.....7.....+.....
*****Beginning of data*****
<Location *>
    <LimitExcept GET HEAD OPTIONS TRACE POST>
        Order deny,allow
        Deny from all
    </LimitExcept>
</Location>
Listen 8085
CGIConvMode %MIXED/MIXED%
```

Identify RVI Webserver IP Address

1. From an IBM i command line, type **GO TCPADM**.
2. Select **Option 1** Configure TCP/IP.
3. Select **Option 10** Work with TCP/IP Host Table Entries.
4. Scroll through the list of entries to find the IP address for the host.

15.1.5. Configure IBMi Email Server

For instructions and information on IBMi Email Server setup, reference the [RVI 90 IBMi User Manual](#) , Chapter 17.

15.1.6. Create Action Codes

1. From an IBM i command line, type **GO IMAGE**

✿ **RVILIB** must be in your library list. To add RVILIB to your library list, type **ADDLIBLE RVILIB** from an IBM i command line.

2. Select 6: Image Management Menu

REAL VISION IMAGE MENU

- | | | |
|---------------------|---------------------------|--------------------------------|
| 1. Image Inquiry. | 6. Image Management Menu. | 11. Security/Internet Menu. |
| 2. Scanning Menu. | 7. Optical Menu. | 12. Screen Scrape Menu. |
| 3. Spool File Menu. | 8. Maintenance Menu. | 13. Import External Documents. |
| 4. Color Menu. | 9. Document Tab Menu. | 14. System Operator Menu. |
| 5. Fax/E-Mail Menu. | 10. OCR Menu. | 15. Customer Specific Menu. |

F3 =Exit Help Available 90 =Signoff
 Selection or command
 ==> 6

3. Select 5: Rubber Stamp Action Codes

REAL VISION IMAGE MANAGEMENT MENUImage Management Inquiry

1. Routed By User ID
2. Routed By Routing Profile
3. Notepad By User ID W/Open Notes

Image Management Maintenance

4. Image Routing Profiles
5. Rubber Stamp Action Codes
6. Routing Rules
7. Routing Approval Rules
8. Routing Destinations
9. Overdue Notifications
10. Workbasket Access

Image Management Reports

11. Images Routed By User ID
12. Images Routed By Routing Profile
13. Routing Profile Members
14. Rubber Stamp Action Codes
15. Routing Rules
16. Routing Approval Rules
17. Routing Destinations
18. Overdue Notifications
19. Workbasket Access

Image Management Aging

20. Send Overdue Notifications
21. Start Notifications Polling
22. End Notifications Polling

Selection or Command 90 =Signoff
 ==> 5

F3=Exit F4=Prompt F9=Retrieve F12=Cancel
 F13=Information Assistant F16=System main menu

4. Specify the desired number (0-9) for the new action code.

To see a list of existing action codes, press < Enter >

Routing Action Codes Maintenance Screen (c) Copyright RVI 1992, 1999
IMMSTFM/FORMAT1

This Program Allows You To Maintain Routing Action Codes.

To View A List Of All Action Codes On File, Leave The Action Code Blank And Press Enter.

Action Code: =

Available Action Codes Are 0 - 9

F3 =Exit **Enter =Continue**

MA B 14/047

5. Specify the Description of the action code.

The Description is the value seen in the Que Up Approval action codes drop down list.

Routing Action Codes Maintenance Screen (c) Copyright RVI 1992, 1999
IMMSTFM/FORMAT2

Action Code: 5

Description: CANCELLED

Additional Information Required?: _ (Y/N)

Delete Code: _ (D=Delete)

F3 =Exit F12 =Cancel Enter =Continue

MA B 09/036

The new action code will be added to the IBM i table.

Routing Action Codes Selection Screen			(c) Copyright RVI 1992, 1999
			IMMSTFM/CATLSTCT
Type Option, Press Enter X=Select D=Delete			
Opt	Action Code	Description	Addl Information Required? Y/N
=	0	APPROVED	Y
-	1	REJECTED	N
-	2	RECEIVED	Y
-	3	HOLD PAYMENT	Y
-	4	PREVIOUSLY PAID	N
-	5	CANCELLED	N

Page Up =Previous Page
 F3 =Exit
 F12 =Cancel
 Page Down =Next Page
 Enter =Continue

MA B 08/004

The action codes drop down list in the Que Up Approval window will update to reflect the new code.

Workflow Inquiry

Queue Up Approval

Additional Information

Approval

☒ Approve ☐ Disapprove

CANCELLED x v

APPROVED

REJECTED

RECEIVED

HOLD PAYMENT

PREVIOUSLY PAID

CANCELLED

15.1.7. CALL MVC013 or MVC013D

MVC013: Scan to PC

The parameters are described below.

Length	Type	Description
211	Char	The 1-byte System ID concatenated with the seven, 30 byte indexes
2	Char	Return Code If blanks are passed in, a black and white scan will result If CL is passed in, a color scan will result If RT is passed in, the user will be prompted for a Routing Profile after the scan If the user accepts the resulting scan, OK will be returned in this parameter
2760	Char	Optional Parm – Pass as an Array that is 30 x 92 for indexes 8 through 99 Place values in array elements corresponding to the index value. For example the value for index 8 is in the first 30 byte element and index 99 is in element 92. If you are not using additional indexes then do not pass this parameter.

If Index 1 of the 211 byte parameter contains:	Function:
?	Will set Index 1 of the resulting scan to be SNNNNNNNN , where S is the Image System ID Code and NNNNNNNN is the Transaction Number

If Index 7 of the 211 byte parameter contains:	Function:
?	Prior to scanning, prompts the user for a document type from a list of all document types on file
? and 2 char Document Tab Profile	Prior to scanning, prompts the user for a document type from a list of all document types contained in that Document Tab Profile
? and 2 char Group Tab Profile and *	Prior to scanning, prompts the user for a document type from a list of all document types contained in that Group Tab Profile

For multi-page batch or multi-page barcode scans, Index 7 can also be optionally structured as follows:
 Positions 1-4, #999, where 999 is the number of pages per image.
 Positions 5-12, Routing profile
 Positions 13-20, Barcode profile
 Positions 21-30, Document type

MVC013D: Scan Direct

This program will initiate a scan. This scan program cannot be used for documents that require a batch scanning and bursting process. The parameters are described below.

Length	Type	Description
211	Char	The 1-byte System ID concatenated with the seven, 30 byte indexes
2	Char	Return Code. If blanks are passed in, a black and white scan will result If CL is passed in, a color scan will result If RT is passed in, the user will be prompted for a Routing Profile after the scan If the user accepts the resulting scan, OK will be returned in this parameter
30	Char	Parameter for manual entry of document type. Used if * is passed in index 7
3	Char	Not used. Pass as blanks
8	Char	Not Used. Pass as blanks
2760	Char	Optional Parm – Pass as an Array that is 30 x 92 for indexes 8 through 99 Place values in array elements corresponding to the index value. For example the value for Index 8 is in the first 30 byte element and index 99 is in element 92. If you are not using additional indexes then do not pass this parameter.

If Index 1 of the 211 byte parameter contains:	Function:
?	Will set Index 1 of the resulting scan to be SNNNNNNN , where S is the Image System ID Code and NNNNNNN is the Transaction Number
If Index 7 of the 211 byte parameter contains:	Function:
?	Prior to scanning, prompts the user for a document type from a list of all document types on file
? and 2 char Document Tab Profile	Prior to scanning, prompts the user for a document type from a list of all document types contained in that Document Tab Profile.
? and 2 char Group Tab Profile and *	Prior to scanning, prompts the user for a document type from a list of all document types contained in that Group Tab Profile

15.1.8. Enroll Users in System Distribution Directory

To add a user to the directory:

- Type **GO MAIN** on the IBM i command line
- Option 11 IBM i Access tasks
- Option 21 Enroll IBM i Access users

```
MAIN                                OS/400 Main Menu

Select one of the following:

  1. User tasks
  2. Office tasks
  3. General system tasks
  4. Files, libraries, and folders
  5. Programming
  6. Communications
  7. Define or change the system
  8. Problem handling
  9. Display a menu
 10. Information Assistant options
 11. iSeries Access tasks

 90. Sign off

Selection or command
==>
```

```
PCSTSK                             iSeries Access Tasks

Select one of the following:

  User Tasks
    1. Copy PC document to database
    2. Copy database to PC document
    3. Work with documents in folders
    4. Work with folders
    5. iSeries Access Organizer

  Administrator Tasks
    20. Work with iSeries Access administrators
    21. Enroll iSeries Access users
    22. Configure PC connections
    23. Work with line description query status
    24. Start servers for iSeries Access clients

Selection or command
==>
```

You will then see the following screen:



Enter the user’s IBM i profile/user id. Normally these are one in the same. You have the option of entering a user description. Make sure ‘Add to system directory’ is set to *YES. When you press enter, a message will appear at the bottom of the screen stating the user has been enrolled.

15.1.9. Setup Option Security

Setup for Option Security is done from the IBM i green screen. Refer to Chapter 9 (Option 3) in the [RVI 90 IBMi User Manual](#) for details.

By default users have access to all options.

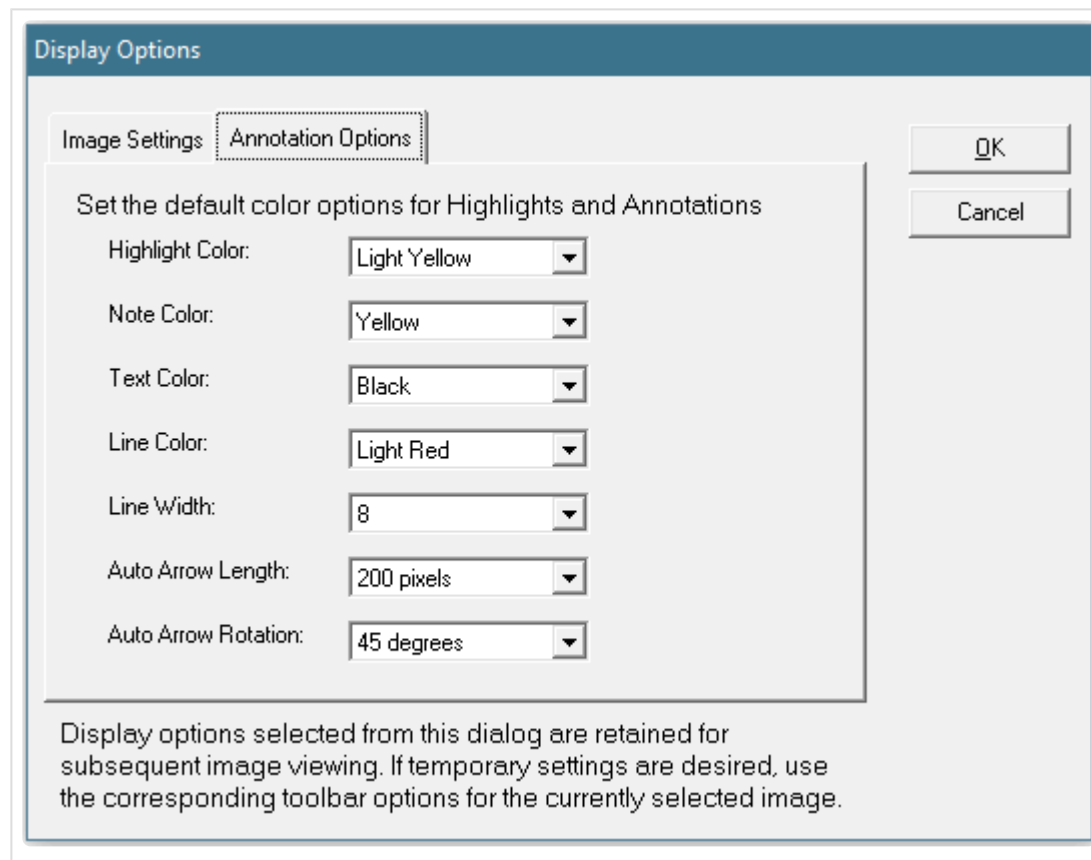
<	OneLook Retrieve Request Button
>	OneLook Edit Sec Fields
(OneLook Workbasket Menu
)	OneLook Maintenance Menu
+	OneLook Batch Indexing
*	View Unredacted
&	OneLook Additional Index Filter
!	OneLook Download
–	OneLook Change Password
@	OneLook Temporary Grid
?	See Routing
#	OneLook Include Deleted Records
=	OneLook Import

A	Audit Inquiry
B	View Previous Version
C	Call Back Reminders
D	Delete from Routing Queue
E	Email Image
F	Fax Image
G	Packages
H	Approval History
I	Include Page
J	Stamp Signature
K	Approve/Disapprove
L	Disable Right Mouse On Web
M	Move Image From Workbasket
N	Notepad
P	Print Image
Q	View and Re-Index
R	Routing Profile
S	Scan Documents
T	Suspended Records
U	Route User
V	View Image
X	Image Information
Z	Custom Options
c	Change Priority
d	Allow Deletion in Index Maint
e	PC Viewer Email
k	Approve/Disapprove History
m	Manual Restage
n	Auto Notes on Web

p	PC Viewer Print
q	Queue All Documents
s	Staple Documents
t	Return To Sender
u	Upload Documents
v	Multi-View
w	Move to Sub Workbasket
x	Web Index Maintenance
1	Add Redactions
2	Highlighting
3	Menu
4	Toolbar
5	Queue Up Apr (UnSuspend)
6	Queue Up Approvals
7	Queue For Indexing
8	Image Update From Routing

15.1.10. Setup Image Markup Preferences

From within the RVI PC Viewer, with an image displayed, select View, Display Properties.



15.1.11. Setup a Scan Profile

Setup for Scan Profiles is done from the IBM i green screen. Refer to Chapter 4 (Option 16) in the [RVI 90 IBMi User Manual](#) for details.

15.1.12. Setup a Scan Station

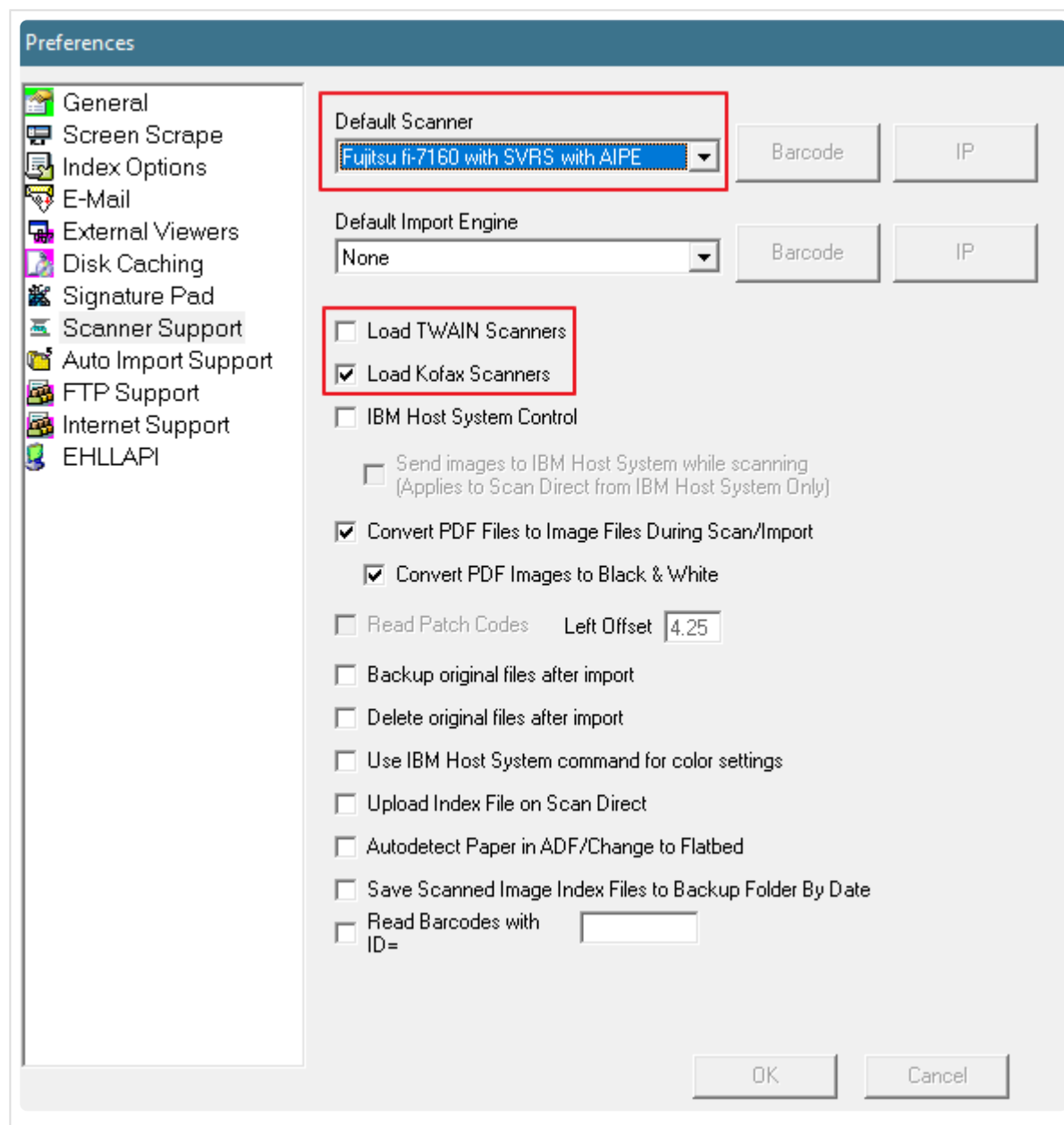
Start by following the instructions in the [Install the RVI PC Viewer](#) section.

Once the RVI PC Viewer is installed and the [EHLLAPI](#) is setup. Install the scanner driver. If you are running Kofax VRS, you will need to install the ISIS driver then Kofax VRS. If you are not running Kofax VRS, you will need to install the Twain driver.

* A licensed copy of Kofax VRS is required for barcode scanning. Kofax VRS can be purchased directly from Kofax at www.kofax.com or by calling 949-727-1733. Kofax is also available through resellers. RVI recommends contacting the company you purchased your scanner from for information on purchasing Kofax VRS.

- Open the RVI PC Viewer.
- Navigate to *Image/Preferences/Scanner Support* to setup the Default Scanner.

- For Kofax/ISIS scanners, check the box labeled **Load Kofax Scanners**
- For Twain scanners, check the box labeled **Load TWAIN Scanners**
- Select your scanner from the Default Scanner drop down list.



The list of scanners is based on the drivers installed on the pc. If you do not see your scanner listed, verify Windows recognizes the scanner in Device Manager.

Once the scanner is setup in the RVI PC Viewer, you are ready to scan from OneLook using the [Scan Using Indexes Above](#) [Scan Using A Profile](#) options.

15.1.13. Setup Stapling

Setup for Stapling is done from the IBM i green screen. Refer to Chapter 18 (Imaging/Stapling) in the [RVI 90](#)

[IBMi User Manual](#) for details.

15.1.14. Setup Originator Email Addresses

When the One Look user id matches the user id setup in the Originator Email Address table on the IBMi, the One Look sender email address will automatically populate with specified email address.

1. At an IBMi command line, with RVILIB in your library list, type **GO IMAGE**
2. Option 5 Fax/E-Mail Menu
3. Option 9 Maintain Originator Email Addresses
4. F6 = Add A Record

```

RVI Originator Email Address Maintenance (c) Copyright 2003, RVI

Skip To User ID: _____

0 User ID      User Name      Email Address
-----

Opt: 1=Select      2=Modify      4=Delete      More...
F3=Exit            F6=Add Record      F12=Cancel

MR  D

```

5. Supply **User ID** (*One Look User ID*), **Name**, and **Email Address**

RVI Originator Email Address Maintenance(c) Copyright 2003, RVI

Sk

0

RVI Originator Email Address Maintenance(c) Copyright 2003, RVI

User ID. . . .SCANNER

NameSCANNER WORKSTATION

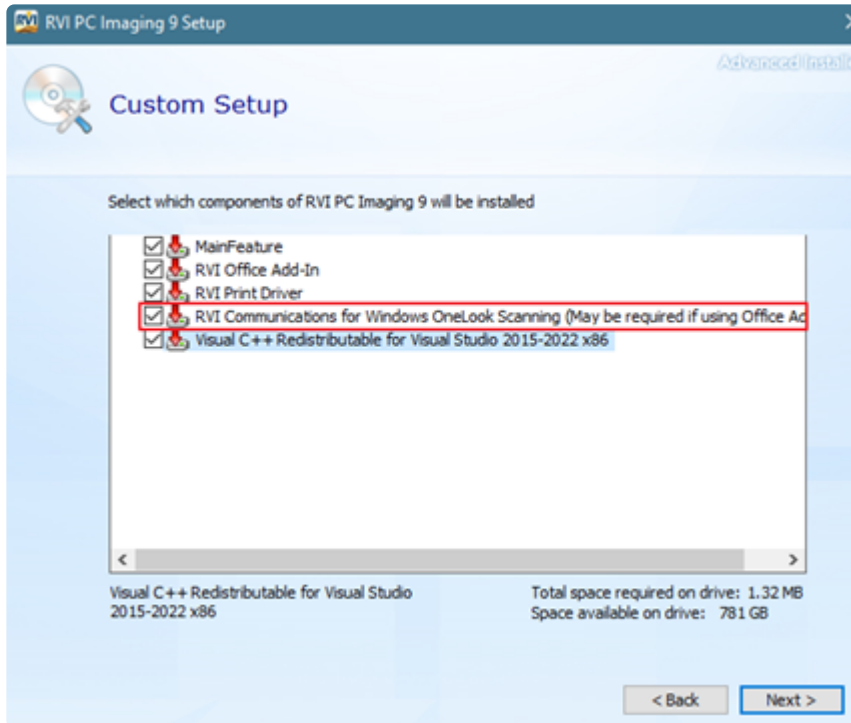
E-Mail Addr. SCANNER@REALVISIONSOFTWARE.COM

F3/F12=ExitENTER=Save

15.1.15. Setup RVI Communications Server (Twain)


For Twain scanning without the RVI PC Viewer, a default twain device must be set via the RVI Communications Server interface.

The RVI Communications Server is installed by selecting **RVI Communications for Windows OneLook Scanning** inside of the RVI PC Viewer installation package.

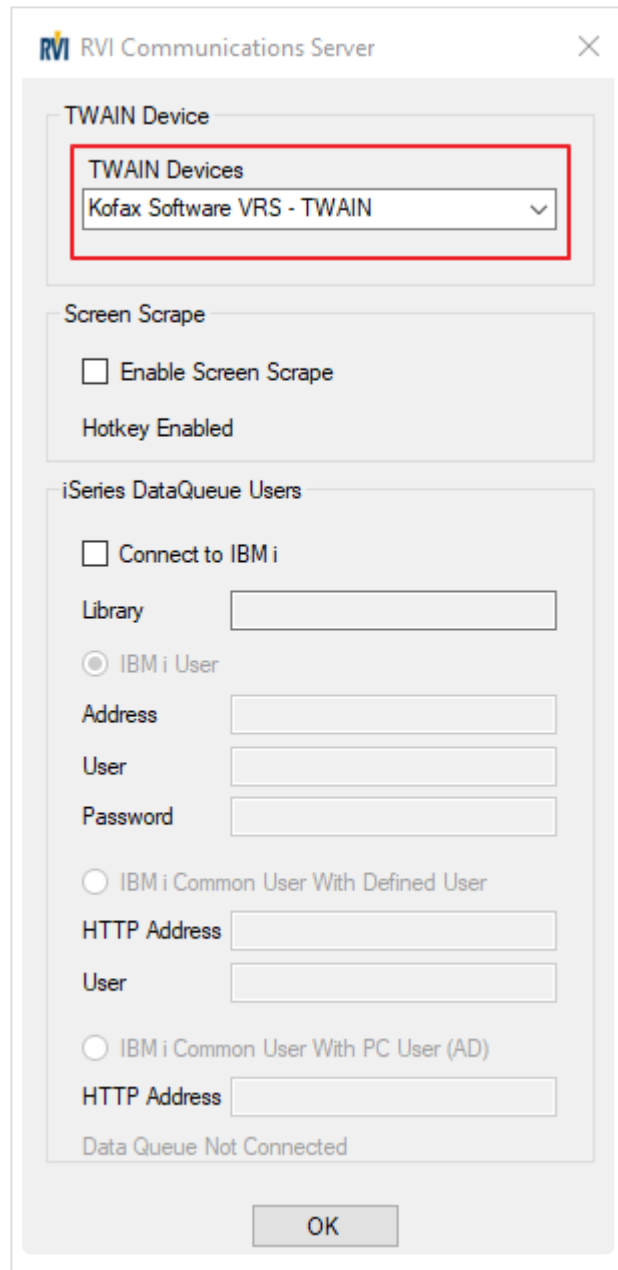


Once the communications server is installed, it will load in the pc system tray. It is recommended that you add RVI Communications Server to Windows startup applications.

If you do not see the RVI Socket icon in the system tray, manually start the communications server from [C:\Program Files \(x86\)\Real Vision Software, Inc\RVI Tray for OneLook\RVICommunications.exe](C:\Program Files (x86)\Real Vision Software, Inc\RVI Tray for OneLook\RVICommunications.exe)

Right click the RVI Socket icon  and select **Settings**.

Select the Twain Device using the drop down list. The list of available Twain devices is determined by the twain driver(s) installed on the pc.



RVI Communications Server

TWAIN Device

TWAIN Devices
Kofax Software VRS - TWAIN

Screen Scrape

☐ Enable Screen Scrape
Hotkey Enabled

iSeries DataQueue Users

☐ Connect to IBM i

Library

☒ IBM i User

Address

User

Password

☐ IBM i Common User With Defined User

HTTP Address

User

☐ IBM i Common User With PC User (AD)

HTTP Address

Data Queue Not Connected

OK

15.1.16. Setup SSL Configuration for IBMi

The HTTP SSL configuration is outlined in:

[HTTP SSL](#)

Once the HTTP SSL configuration is in place, you have the option to continue as is or add the WSS SSL configuration.

The WSS SSL configuration is outlined in:

[WSS SSL](#)

15.1.17. Setup/Maintain IBMi Host Socket

The HOST socket provides connection between the IBMi and the One Look browser.

1. Create RVI Data Queue (RVIDQ)

- **CALL RVDQD**

- If you see **F10 = CrtDtaQ** at the bottom, press **F10** to create the data queue.
 - *If F10 is not found that means the RVI Data Queue is already created.*

```

(c) Copyright RVI 1992, 1999
Press F5 to find entries for user: _____ RVDQDFM/TSUBCTL
DtaQue Library: RVILIB90
X=Show Entry
C=Clear User Entries
  User          Entry
  _____
  Press F5 to populate list - 0 entries in Data Queue

Page Up =Previous Page F5 =Refresh F10 =CrtDtaQ Page Down =Next Page
F3 =Exit F7 =DataQ Description F9 =Remove All Entries Enter =Continue
  
```

- Decide on a port number. The default port is 8888.
It is the customer's responsibility to open the port if needed.
- Setup the port number as system control file parameter **SOCKPORT** in sysovrpf.
 - From a command line with RVILIB in your library list:
 - Type **GO IMAGE**
 - Option **8** Maintenance Menu
 - Option **6** Maintain System Control File Parameters
 - Type **SOCKPORT** in the Control File Record field.
 - Press < Enter >

```

System Control File Maintenance Screen      (c)Copyright RVI 1992, 1999
                                           SYS005FM/FORMAT1

      This Program Allows You To Maintain Control File Information.

      To View A List Of All Control File Information Currently On File,
      Leave The Screen Blank And Press Enter.

      Control File Record:  SOCKPORT

      Use F5 For A Descriptive Setup Of Parameters By Function.

      Use F6 To Search The Standard Control File Descriptions By Keyword.

      F3 =Exit  F5 =Setup By Function  F1 =Help  F7 =*Z Params  Enter =Continue
      F6 =Keyword Search

```

- Use the default port or specify the desired port number in the Description field
- Press < Enter >

```

System Control File Maintenance Screen      (c)Copyright RVI 1992, 1999
                                           SYS005FM/FORMAT2

      Control File Record:  SOCKPORT

      Description:  8888

```

2. Start the HOST Socket

• CALL RVSTRSOCK

If the socket is running, you will see the job under WRKACTJOB

```

Parameters or command
==> WRKACTJOB SBS(QBASE) JOB(RVISOCKET)

```

```

                                Work with Active Jobs

CPU %:      .0      Elapsed time:  00:00:00      Active jobs:  236

Type options, press Enter.
  2=Change  3=Hold  4=End  5=Work with  6=Release  7=Display message
  8=Work with spooled files  13=Disconnect ...

                                Current
Opt  Subsystem/Job  User      Type  CPU %  Function  Status
---  ---           ---  ---  ---  ---  ---
   1  RVISOCKET    MONTY     BCH    .0   CMD-RUNJVA  TIMW

```

- * By default the job will run in QBASE. To deviate from the default, set control file parameter **SOCKJOBQ** to the desired subsystem.
From a command line with RVILIB in your library list:
Type **GO IMAGE**
Option **8** Maintenance Menu
Option **6** Maintain System Control File Parameters
Type **SOCKJOBQ** in the Control File Record field.
Press < Enter >

To end the job at anytime, **CALL RVENDSOCK**

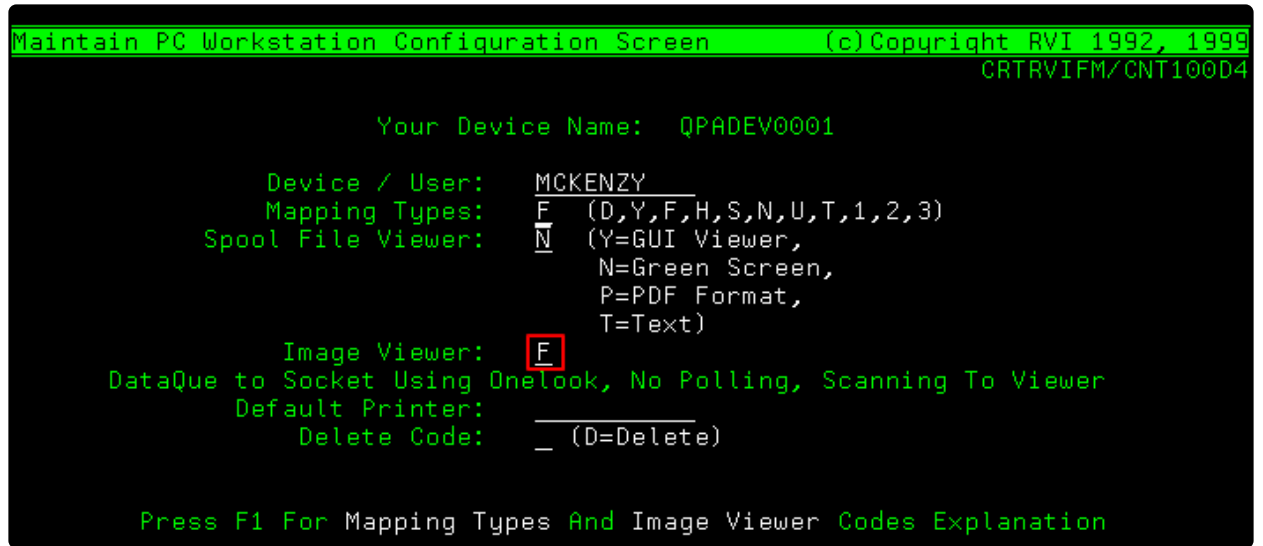
NOTE: If **CALL RVSTRSOCK** does not run, it is likely due to an older version of java. Contact [RVI Support](#) to get a back level program.

3. Setup One Look User ID to use Data Queues

- From a command line with RVILIB in your library list:
 - Type **GO IMAGE**
 - Option **8** Maintenance Menu
 - Option **7** Maintain PC Workstation Configuration
 - Search for the One Look User ID
 - If found, put an **X** next to the User ID
 - If not found, press **F10** = Add A Record
 - Set Image Viewer = **F** or **E**


NOTE: **F** is used when scanning from green screen bypassing the One Look browser to go directly to the RVI PC Viewer for scanning. **E** is used when scanning from green screen sending the index values specified in the green screen to the One Look browser then automatically over to the RVI PC Viewer for scanning. If you are taking the scan option from the One Look browser, not the green screen, you can use E or F for the Image Viewer value.

- Press < Enter >
- **F3** = Exit



Now when One Look browser is opened, in the top left corner, you should see **(Host Socket – Connected)**.



If you do not see (Host Socket – Connected), verify that the RVI PC Socket is NOT running in the pc system tray. If the RVI PC Socket icon  is displayed in the system tray, right-click the icon and select EXIT.

4. Setup RVI PC Viewer EHLLAPI

NOTE: For RVI Cloud based customers, refer to [Setup RVICLOUD EHLLAPI](#). Do not use the steps outlined in Setup RVI PC Viewer EHLLAPI.

- From the menu at the top of the RVI PC Viewer:
 - Select **Host/Disconnect**
 - Select **Host/EHLLAPI**
 - Choose **IBM DATA QUEUES**
 - Enter the IBMi server ip address, user id, and password

Preferences

General
Screen Scrape
Index Options
E-Mail
External Viewers
Disk Caching
Signature Pad
Scanner Support
Auto Import Support
FTP Support
Internet Support
EHLLAPI

You may change your EHLLAPI support type by choosing one of the following:

NONE
JWALK
MICROSOFT
NETSOFT 32
HLLAPI32
IBM PERSONAL COMM.
IBM DATA QUEUES
BOSANOVA
RALLY 32

Polling Interval: 1 Max # Seconds: 60

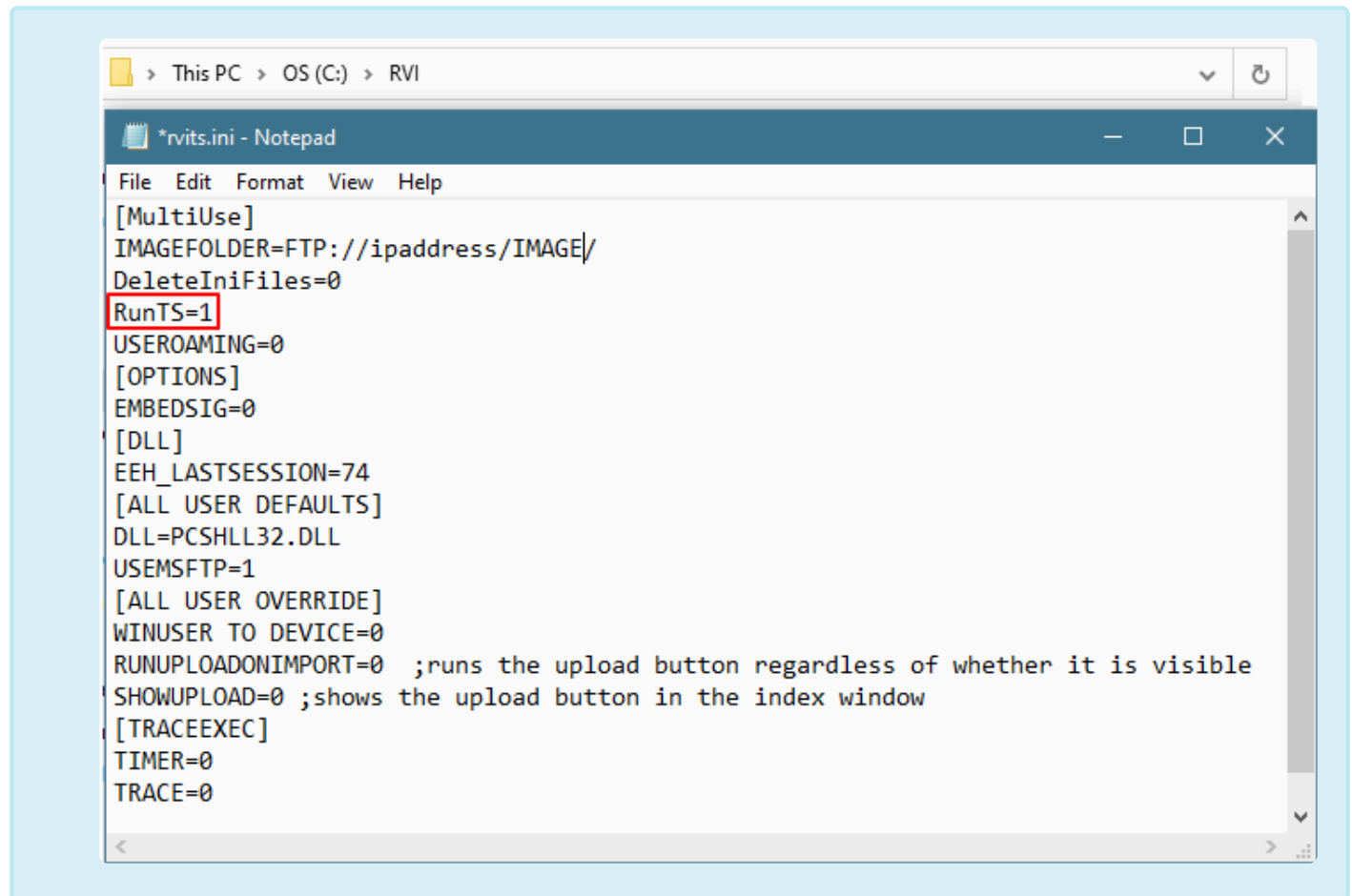
Library: RVILIB
DQ Type: IBM i User
IBM i Address: 12.26.223.217
IBM i User: john
IBM i Password: xxxxxxxx

OK Cancel

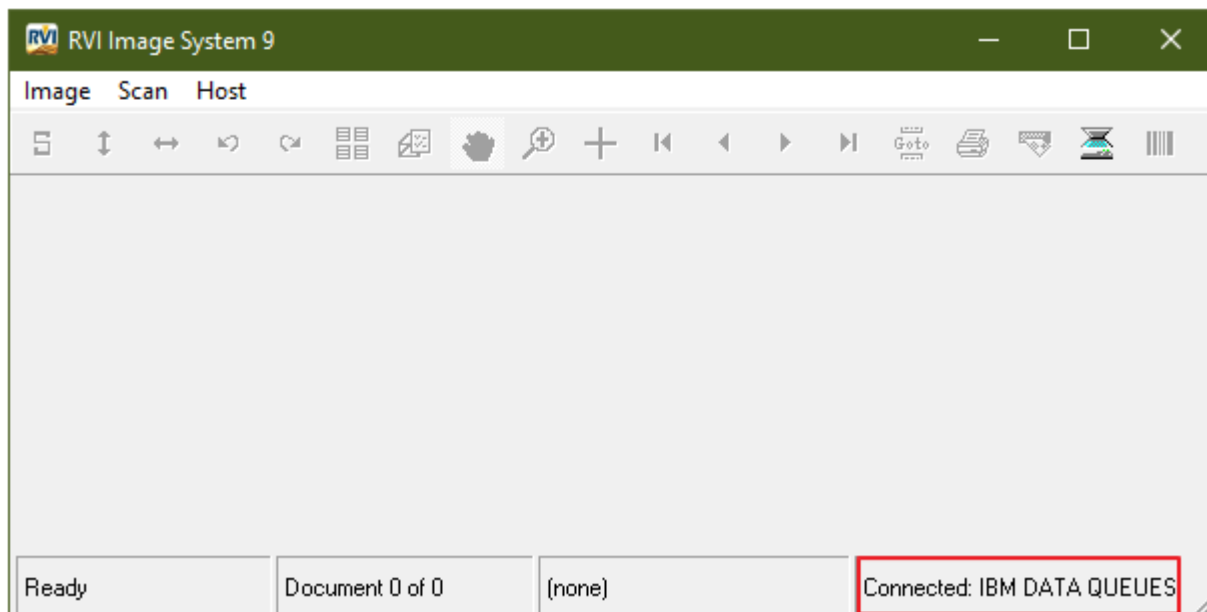
- Click **OK**
- Close the RVI PC Viewer

NOTE: The user id and password used in the RVI PC Viewer under **Host/EHLLAPI/IBM DATA QUEUES** MUST match the user id and password used to login to One Look.

* If there will be multiple users on the workstation, navigate to C:\RVI\rvits.ini to set RunTS = 1 to allow the application to store a login for each user.



Now when the RVI PC viewer is opened, in the bottom right corner you should see **Connected: IBM DATA QUEUES**



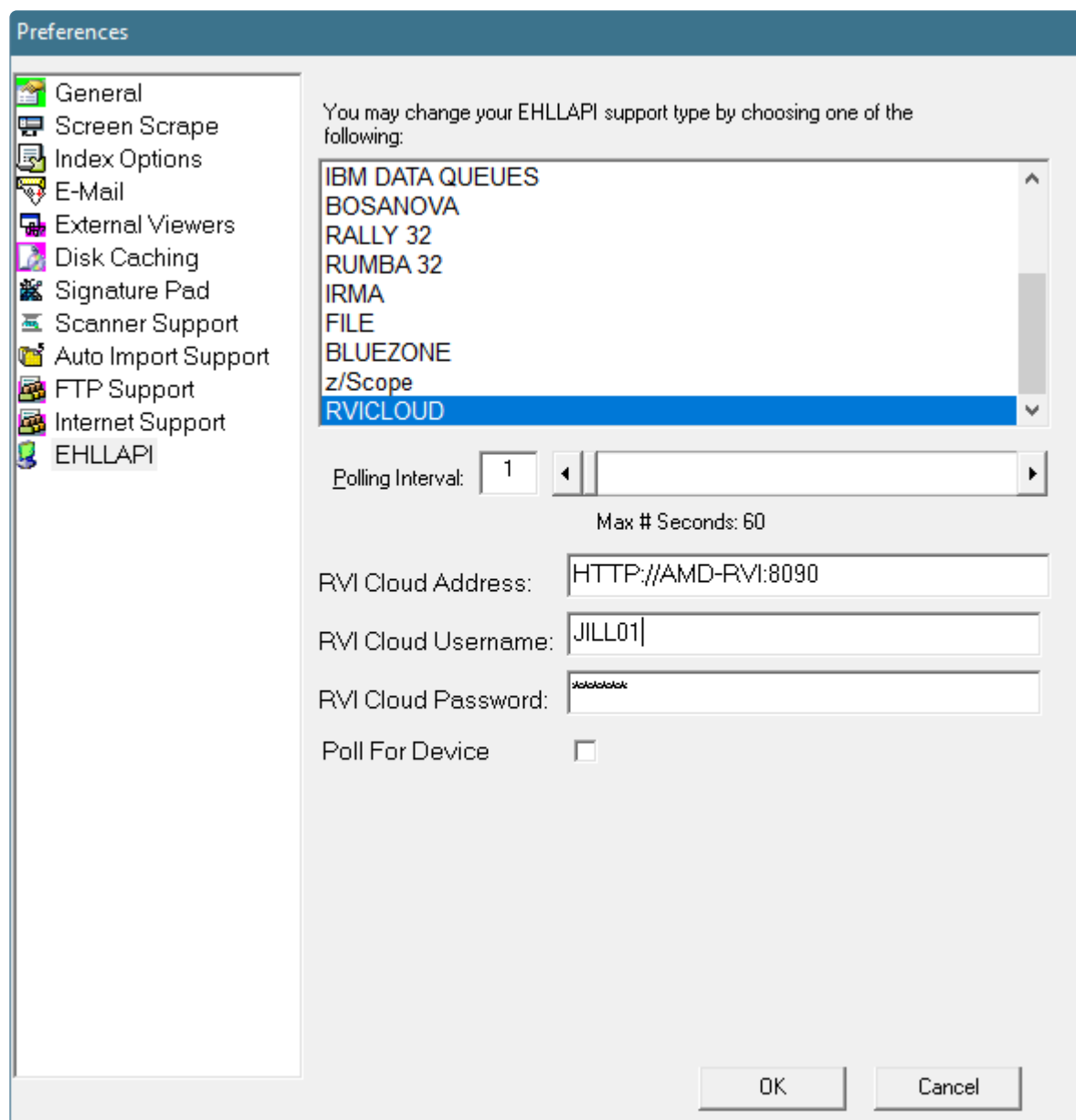
15.1.18. Setup RVICLOUD EHLLAPI



This only applies to RVI CLOUD subscription customers. If you are running OneLook on your own server, refer to **4. Setup RVI PC Viewer EHLLAPI** under the [Setup/Maintain IBMi Host Socket topic](#).

Inside the RVI PC Viewer select **Host/EHLLAPI**:

- Select **RVICLOUD**
- Setup RVI Cloud Address with the HTTP address provided to you by RVI at the time of setup. An example address would be HTTP://AMD-RVI:8090
- Setup RVI Cloud Username.
- Setup RVI Cloud Password.



15.1.19. Setup a Common User Swap

Scan stations requiring multiple user logins can utilize the Common User Swap option to bypass the requirement to sync logins between the RVI PC Viewer and One Look. Common User Swap allows you to set a common IBMi user id inside the RVI PC Viewer while maintaining individual One Look logins on a single scan station.

From an IBMi command line with RVILIB in your library list:

- Type **GO RVMAINT**
- Option **17** Maintain User-Specific Parameters

REAL VISION MAINTENANCE MENU

1. Maintain Image System Descriptions And Key Fields.
2. Maintain Image Detail Database Information.
3. Maintain Color, External Documents And Fax Paths.
4. Maintain Network Image Printer And Fax Devices.
5. Maintain Image Staging On DASD, By System Or Document Type.
6. Maintain System Control File Parameters.
7. Maintain PC Workstation Configuration.
8. Clear Temporary Work Folder.
9. RVI Special Programs For Troubleshooting.
10. Electronic Customer Support Menu.
11. IBM 3489 Setup/Maintenance Screen.
12. RVI Backup To Tape.
13. RVI Restore From Tape.
14. Maintain RVI Customer Specific Menu.
15. Maintain Z-Option Menu.
16. Maintain Queued-Z-Option Menu.
17. Maintain User-Specific Parameters.
18. Signature Capture Menu.
19. List Indexes.

Selection or Command

90 =Signoff

==> 17

- Put an X next to Common Onelook User Swap

User-Specific Parameters

(c)Copyright RVI 1992, 1999

RVUS1FM/FORMAT0

X=Select

- Image Security By User
- Option Security By User
- Index Level Security By User
- Internet User Profiles
- Internet User Access (Customer Security)
- Routing Pop-A-Queues
- Screen Scrape Indexing Pop-A-Baskets
- Routing Workbasket Access
- Routing Destinations
- User Index Maintenance Restrictions
- Run Parameters
- X Common Onelook User Swap
- Twain Scanning Users
- Remove A User

- Press F10 to Add User

```
Common OneLook User Swap      (c) Copyright RVI 1992, 1999
                                RVCU01FM/SFLCTL

X=Select
Position To:
X Common User Description      Actual User
_ LEN      COMMON ONELOOK USER SWAP      MONTY

F3 =Exit      F10 =Add User      Enter =Continue      Bottom
```

- Enter the Common User ID (*the id must be a valid IBMi user id*) and Description.

```
Common OneLook User Swap      (c) Copyright RVI 1992, 1999
                                RVCU01FM/SFLCTL

X=Select
Position To:
X Common User Description      Actual User
_ LEN      COMMON ONELOOK USER SWAP      MONTY

User-Specific Parameters
Common User: ARSCAN
Description: ACCOUNTS RECEIVABLE SCANNER
F3 =Exit      Enter =Continue

F3 =E      ue      Bottom
```

- Press **F10** to Add Next Entry.

```
Common OneLook User Swap (c) Copyright RVI 1992, 1999
Common User . . . .: ARSCAN   ACCOUNTS RECEIVABLE SCANNER RVCU02FM/CATLSTC
Position To Sequence Number: 00
Type Option, Press Enter
X =Maintain This Entry      O =Move This Entry          D =Delete This Entry
B =Insert An Entry Before   A =Insert An Entry After
Opt Sequence   Actual User

Page Up =Previous Page      F10 =Add Next Entry      Page Down =Next Page
F3 =Exit                                     Enter =Continue
```

- Enter a valid Onelook user id.

```
Common OneLook User Swap (c) Copyright RVI 1992, 1999
RVCU02FM/FORMAT2

Common User: ARSCAN
Sequence: 00

Actual User: MCKENZY
Delete Code: _ (D=Delete)
```

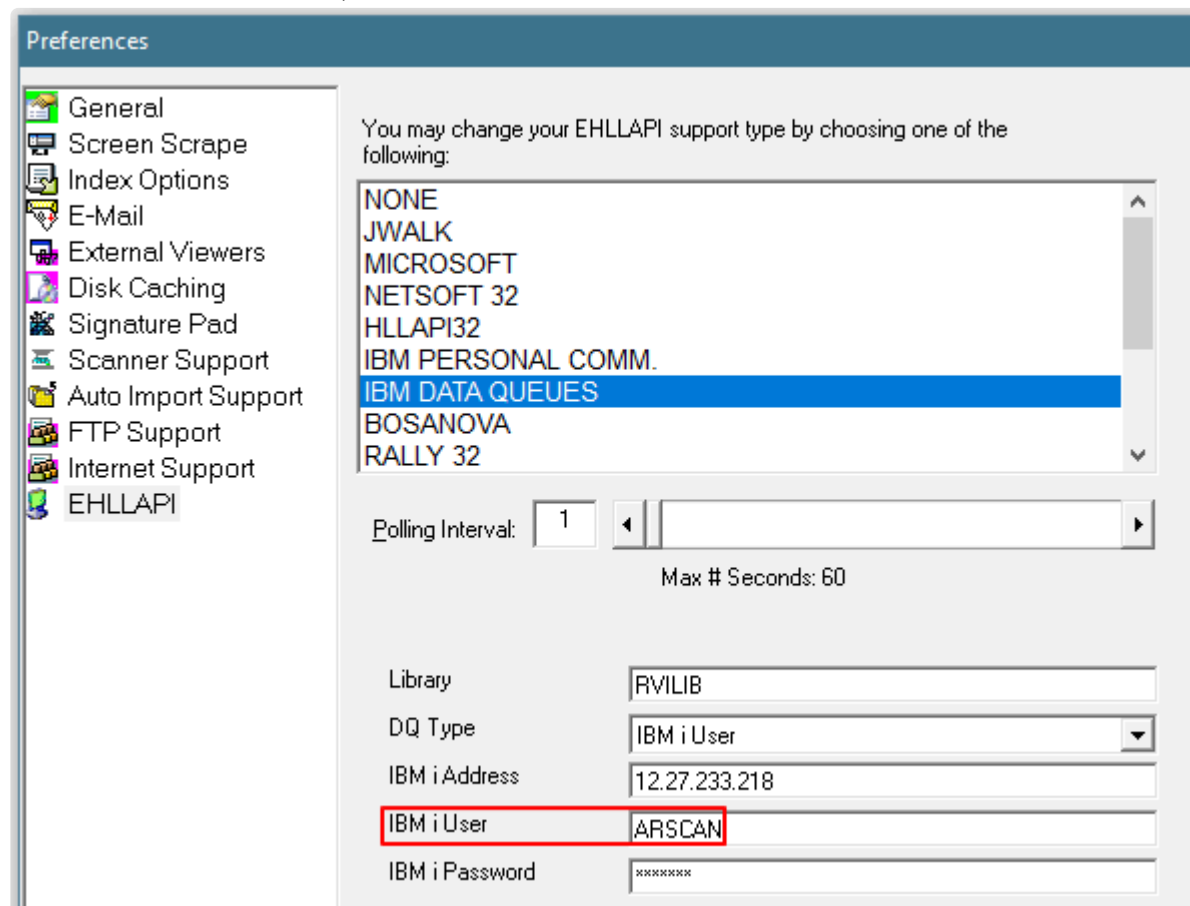
Repeat the steps as needed to add additional user ids.

```

Common OneLook User Swap (c) Copyright RVI 1992, 1999
Common User . . . .: ARSCAN   ACCOUNTS RECEIVABLE SCANNER RVCU02FM/CATLSTC
Position To Sequence Number: 00
Type Option, Press Enter
X =Maintain This Entry      O =Move This Entry      D =Delete This Entry
B =Insert An Entry Before  A =Insert An Entry After
Opt Sequence   Actual User
--  --
  00          MCKENZY
  01          SANDY
  02          PAUL

```

Inside the RVI PC Viewer, add the Common User ID under **Host/EHLLAPI/IBM DATA QUEUES**



Now multiple users can login to One Look on a single scan station without changing the IBM i User ID inside the RVI viewer.

15.2. Contact Real Vision Software

Phone: 318-449-4579

Email: support@realvisionsoftware.com

Website: www.realvisionsoftware.com