GOLDVault

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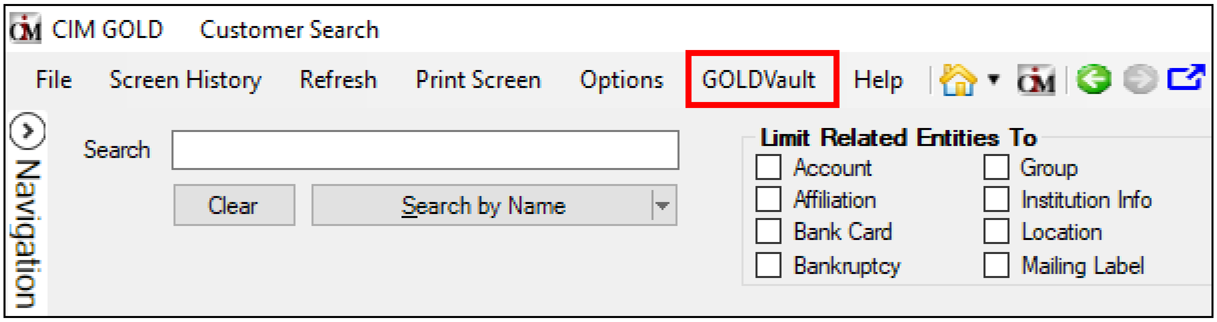
GOLDVault User Guide

GOLDVault allows you to link files, including image files, to accounts, names, and other index types. You can then retrieve the attached files by looking them up by account number, customer ID, or other index type.

To open GOLDVault:

1. Click on the GOLDVault menu at the top of the CIM GOLD screen. (If your institution has not purchased GOLDVault, GOLDVault will not be on the menu in CIM GOLD.)



GOLDVault Menu

2. Select the screen you want to open.

You are now in GOLDVault.

Overview

GOLDVault allows the storage and retrieval of an unlimited number of files or documents. Each document can be indexed by any number of lookup indexes. Indexes can be added to the document when it is loaded into the database as well as later after the document has been saved in the database. The indexes allow you to find all documents linked to an account, a person, or other link. When the list of documents is viewed, you can perform a number of different functions on files in the list. These include the following:

- Viewing the document
- Printing the document
- Emailing the document
- Editing the document
- Viewing other links to the document
- Deleting the document
- Exporting the document from the database to a file
- Viewing file history
- Adding additional indexes to the document

When GOLDVault is opened from CIM GOLD, the current name and account of the application are used to automatically perform a search. Once GOLDVault is loaded, you can perform other searches. When starting the upload files from another application, the current name and account number are used as linkable items for the files that are selected or scanned in for storage.

There are six major options in GOLDVault available to users:

1. **View Attached Files.** You can search for and view files that have been stored in the GOLDVault database.
2. **Upload and Link Files.** The program allows you to scan documents or copy existing files into the GOLDVault database and provide each document with a number of indexes.
3. **View Pending Files.** You can view files that have a pending status in the database.
4. **Search History.** You can research changes that have been made to the GOLDVault database.
5. **Get Statistics.** This provides statistical information about the number and size of files stored in the database.
6. **Define Institution Settings.** The system lets you define institution settings for your database, including default email and scanner settings, classification settings (categories, subcategories, file types, and file access security), and other institution options.

GOLDVault can also be set up to run in GOLDTrak PC. See the GOLDTrak PC section.

Next topic: System Features

System Features

GOLDVault includes the following features:

- **Multiple links per document.** You can look up a single document by any number of persons, accounts, or other types of lookup items without requiring a new copy of the document for each lookup item. GOLDVault allows the following index types: deposit account number, loan account number, customer, lender number, and General Ledger number.

- **Document retention.** You can assign two retention periods to a document by category or document type. The retention periods are mapped to events related to the category of the document. For example, you could keep loan documents for 68 months following the date the loan is paid off or for 24 months following the date the loan application is denied.

  You can override the retention times for a single document to keep it longer than the default time. You can also set different default retention times based on document categories. For example, you could keep loan documents for 68 and 24 months, but keep deposit documents for 48 and 12 months.

- **Role security.** You can assign user security by roles. For example, security options determine if a user can view files, add files, print documents, update document information, and so forth.

- **Document access security**. You can assign security to files based on document category and/or document type. Each document type is defined as a secured or non-secured type. Non-secured types can be viewed and altered by anyone with security to GOLDVault. Secured types will only be granted access to predefined users.

- **Database options.** You can use FPS GOLD servers to host the document indexes and data, to use local financial institution servers to host the data, or to use both with either being the primary database and the other being the backup database.

- **Retrieval options.** Documents can be viewed, exported, printed, or emailed based on security controls.

- **Loading options**. Documents can be loaded into the database from disk files or by scanning. As part of the upload process, multiple indexes can be assigned per document to allow for easy retrieval.

- **Document types.** Any file type can be stored in the database. To view the file, the viewing machine must have a viewer for that type of file. Several file types can be viewed directly in GOLDVault without needing an additional viewer installed. Supported file types include .gif, .jpg, .tif, .tiff, .html, .xml, .txt, .csv, and .fax. PDF files can be viewed as long as the machine has a PDF file viewer, such as Adobe Reader, installed. Other file types will also be available for you to use, as well, as long as they have an associated viewer program.

- **History.** A history of data-altering events is maintained and available for research purposes.

- **Document classification.** Documents are classified using three different levels: category, subcategory, and file type. Categories are very general and are system-defined. The categories are Loan, Deposit, and Teller. Subcategories are institution-defined and can be used to subdivide the categories. For example, loan subcategories might by Loan Origination and Loan Servicing. File types are also institution-defined and are intended to be more specific. For example, file types in the Loan Servicing subcategory might be Statements, Late Notices, and Daily Reports.

- **Cross-platform access.** GOLDVault links to several different DHI Computing Service products so that you can attach and view documents across various platforms. Support for GOLDVault is included in CIM GOLD, GOLDTrak PC, and GOLDTeller Platform.

Next topic: Definitions

Previous topic: GOLDVault

Definitions

This section defines terms used in GOLDVault.

index type—An "index type" is any of the following: deposit account number, loan account number, customer name or number, lender number, and General Ledger number. GOLDVault allows you to attach files to index types.

link—"Link" means to attach a file, including image files, to an index type.

linkable item—Linkable items are links that you are working with that were passed to the Upload and Link Files screen from its calling application. With proper role security, you can use the Plus button to add additional links to the linkable items list.

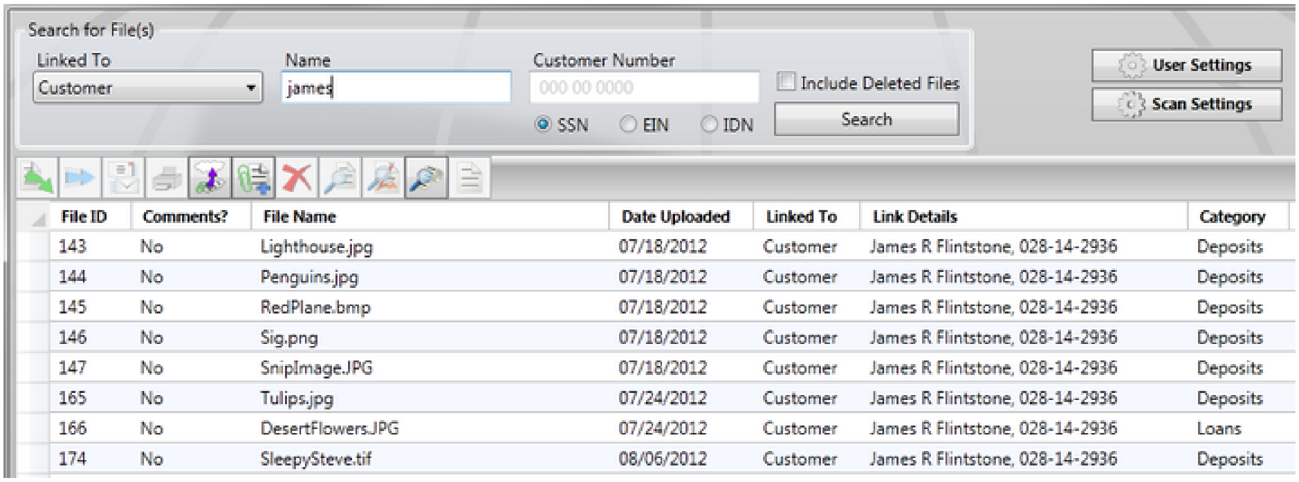
role security—You can assign user security by roles. For example, security options determine if a user can view files, add files, print documents, update document information, and so forth.

Next topic: View Attached Files Screen

Previous topic: System Features

View Attached Files Screen

The View Attached Files screen is the main GOLDVault control screen. It is used to look up files in the system and to perform specific actions on those files. The following is an example of this screen.



The top portion of the screen is used to enter search criteria. The buttons in the upper right-hand corner allow you to set certain options. The bottom portion of the screen gives a list of files that match the search criteria. Double-clicking a file in the list will display the file. Selecting a file or collection of files in the list and then clicking on one of the icons in the toolbar at the top of the file list or right-clicking and selecting options from the pop-up menu allows you to perform other actions on the files, such as exporting, printing, deleting, or updating.

Field/Button	Definition
Linked To drop-down	This drop-down list allows you to select which index type to look up. In the example above, the Customer lookup is selected. Valid index types are as follows: • Loan. A loan account number, including office, number, and check digit. • Deposit. A deposit account number, including office, number, and check digit. • Customer. A customer can be searched by either name or customer number. To look up by name, enter the name in the **Name** field and leave the **Customer Number** field all zeros. To look up by customer number, enter the customer number. If a customer number is entered, GOLDVault will search by the customer number, regardless of what is entered in the **Name** field. Use the **SSN**, **EIN**, or **IDN** radio buttons to specify whether the number is a Social Security number, an Employer Identification tax number, or a customer ID number. • Lender. An alphanumeric identifier number assigned to an originated loan by the lender. • General Ledger. A General Ledger number in the financial institution's format.
Lookup fields	Depending on which Linked To option is selected, the lookup fields will contain the appropriate field(s), such as Loan Number or General Ledger Number, to enter for the lookup. Some fields, such as account numbers, will require all data to be entered before the search can be performed, and some, such as Customer Name, will allow you to search with a partial name. The <Search> button will be grayed out if your search parameters are not complete.

Include Deleted Files	Check this box if you want to include files that have been deleted but not yet purged from the database in your search. Only users with proper security settings will be able to check this box.
Search	Click <Search> to search for all files that match the entered criteria. When GOLDVault is called from another application, such as CIM GOLD, the calling application will set the default search criteria to the account or name displayed in the application and perform the initial search when GOLDVault is loaded.
User Settings	When you click <User Settings>, a screen is displayed that allows you to change the temporary file cache folder that you use. See User Settings Dialog below.
Scan Settings	When you click <Scan Settings>, a dialog is displayed that allows you to change options your scanner should use when you scan a document. See Scan User Settings Dialog below
n files found	This note at the right hand side of the screen in the toolbar line tells how many files are displayed in the file list, where *n* is the number of files.
File list fields	The file list has a number of columns that give information about the file and its corresponding index links. There are several optional columns that provide additional information. To view the optional columns, right-click on any column header and a list of available columns will be displayed. Choose additional columns or remove unwanted columns by checking or unchecking until only those columns you want to view are checked. Columns: • **File ID.** Each file, when added to the database, is assigned a unique number that it will retain throughout its life in the database. Even if you rename a file to have the same name as another file, you can still identify it by its unique file ID. • **File Name.** This is the name of the file that was originally added to the database, or its current name, if the file has been renamed. • **Linked To.** The type of related link to the file, such as Loan or Customer. • **Link Details.** Details of the specific data linked to the file, such as a loan account number or a customer name and customer ID. • **Category.** The category of this image file. • **Subcategory.** The subcategory of this image file. • **File Type.** The file type of this image file. • **Retention 1.** The number of months to retain this document after the first retention event for the category occurs. • **Retention 2.** The number of months to retain this document after the second retention event for the category occurs. • **File Size.** The size, in kilobytes, of the file in the database. • **Was Deleted.** Yes, if the file has been deleted, but not yet purged from the database. • **Link ID** (optional column). When a link is added to a file, the link is given a unique identifying number. The link ID is used internally in the program and probably has very little value for users. • **Comments.** Tells whether comments are associated with this file. • **Date Linked** (optional column). Gives the date that the link and the file were linked together. • **Date Uploaded** (optional column). Gives the date that the file was added to the database.

	• **Last Updated** (optional column). Gives the date that a change was last made to the file, such as adding another link or renaming the file. • **Date Dropped** (optional column). Gives the date that the file was deleted. If the file has not been deleted, this date shows as 01/01/0001.

File Actions

Several actions can be performed on highlighted files. To perform an action, highlight the desired files, then click the appropriate icon in the toolbar, or right-click and select the appropriate menu item.

Export	Export the highlighted files from the database in their encrypted, compressed forms to a designated folder. The files will be stored in the specified folder, expanded, unencrypted, and in their appropriate file types with the file name given in the file list. This option is controlled by user role security.
Transfer	Transfer is used to change the attached link from one link to another. Use this function, for example, to change the account number the file is linked to, or to change the name it is linked to. Refer to the Transfer Links screen documentation for more information on how to do this. This option is controlled by user role security.
Email	Email the highlighted image files using the institution and user settings previously defined. In order for email to be available, the institution and user settings must be defined, you must have role security to allow emailing, and the file type must allow emailing. Refer to the Email Settings screen documentation for more information.
Print	Print the highlighted files from the database in their encrypted, compressed forms to a designated printer. This option is controlled by user role security.
Upload and Link Files	Open the Upload and Link Files screen, which will allow you to add additional files and links to the database. When you open Upload and Link Files from this screen, all links displayed on this screen are made available as possible links on the Upload and Link Files screen. Refer to the Upload and Link Files screen documentation for more information on how to do this. This option is controlled by user role security.
Add Link to File	This opens the Attach Files screen, which will allow you to add additional links to the highlighted files. When you call Attach Files from this screen, all links displayed on this screen are made available as possible links and all highlighted files are placed in the possible files list on the Attach Files screen. Refer to the Attach Files screen documentation for more information on how to do this. This option is controlled by user role security.
Delete	Delete the highlighted files from the database. When a file is deleted, its associated link is marked as deleted. If all links are deleted from a file, the file is also marked as deleted. Deleted relationships and files can still be viewed, with proper security, by checking the **Include Deleted Files** checkbox. Deleted files and links will remain on the system until they meet the retention criteria. Once files have met the retention criteria, deleted files are purged from the database and are no longer available. This option is controlled by user role security.
View	View the first highlighted file. This can also be done by double-clicking a file.
View/Edit Related File Links	Open the View/Edit Related Links screen, which will show all links to the file (for example, the name and the account attached to the file), and with proper user role security, will allow you to change the file name and/or change the document category,

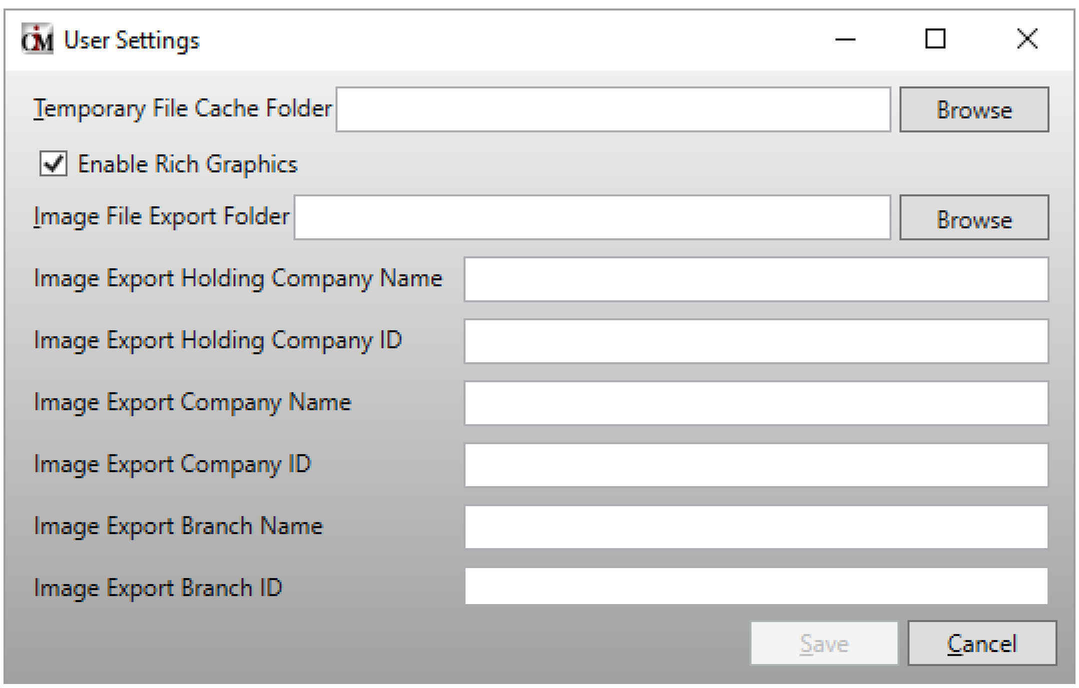
	subcategory, and file type and retention months for the file. Refer to the View/Edit Related Links screen documentation for more information on how to do this.
View History	View history for the first highlighted file. Refer to the History screen documentation for more information on how to do this.
View/Edit Comments	Click this button and the "Cross Reference Comments for" dialog will be displayed. You can look at, edit, or add comments in this dialog.
Copy	(Right-click menu only.) Copy the data in the highlighted cells of the list to the Clipboard. You can then paste the data into Notepad, Excel, or other applications.

Dialogs

The following dialogs are accessed through this screen.

User Settings Dialog. This dialog is accessed by clicking <User Settings> on the View Attached Files screen. It allows you to change the temporary file cache folder that you use. This temporary folder is used as a work folder when exporting, emailing, printing, or viewing files. Files in the folder are deleted when your work session is completed.

The User Settings are unique to each user. If multiple users are adding export files, they will each need to set up their own user settings appropriately. There is no institution default setting.

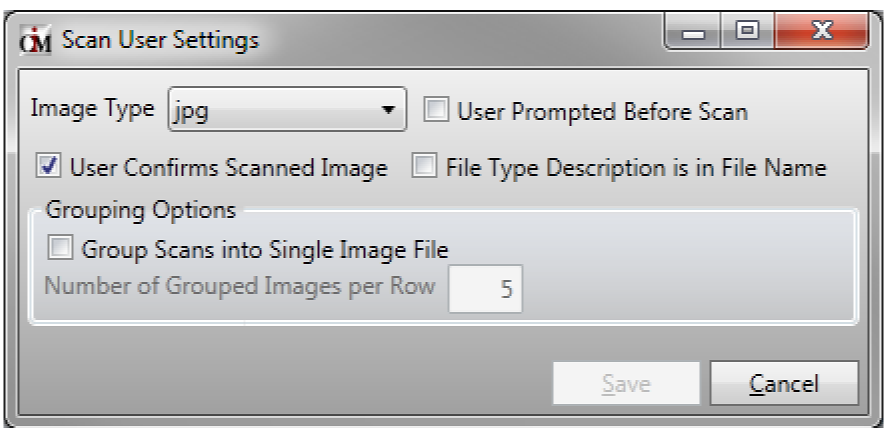


- **Temporary File Cache Folder**. This is the folder to use for your temporary files. You can also use the <Browse> button to locate the folder.
- **Enable Rich Graphics**. Check this box to enable rich graphics.

- **Image File Export Folder**. Enter the full-path folder name in this field of the folder where the exported images files are to be saved. You can also use the <Browse> button to locate the folder.
- **Image Export Holding Company Name**. This field is used in Active View exports to designate the name of the holding company of the bank. If the bank does not have a holding company or if Active View is not set up with a holding company, this field should be left blank.
- **Image Export Holding Company ID**. This field is used in Active View exports to designate the identification number of the holding company of the bank. If the bank does not have a holding company or if Active View is not set up with a holding company, this field should be left blank.
- **Image Export Company Name**. Enter the bank name in this field.
- **Image Export Company ID**. Enter the identification number used by Active View for your bank.
- **Image Export Branch Name**. Enter the name of the branch submitting the export. If Active View does not save images by branch, leave this blank.
- **Image Export Branch ID**. Enter the branch number submitting the export. If Active View does not save images by branch, leave this blank.
- **Save.** Click the <Save> button to save the change to your temporary folder.
- **Cancel.** Click the <Cancel> button to leave without making changes.

When the above settings are selected and filled in, GOLDVault will save a copy of the image file and the image header information file in the export folder each time a new file that has a file type with a non-zero export format is added to the system. When files are added in a pending state, they are saved in the export file when the pending file is accepted. The image header information contains all the links attached to the exported file, such as account link, customer link, etc.

Scan User Settings Dialog. This dialog is accessed by clicking <User Settings>. It allows you to change options your scanner should use when you scan a document.



- **Image Type.** Select the type of image you want your scanner to create when you scan a document. The preferred type is tif.
- **User Prompted Before Scan.** Check this if you want a pop-up message to prepare the scanner before you begin your scan.
- **User Confirms Scanned Image.** Check this if you want a pop-up message after the scan is complete before it copies the scanned image to your temporary folder. This will allow you to view your scanned image and rescan it if it needs to be adjusted.
- **File Type Description is in File Name.** Check this if the file type description is included in the file name.
- **Group Scans into Single Image File.** Check this if you want all pages of a scanning session to be combined into a single file. If you do not check this, each page will be saved as a separate file.

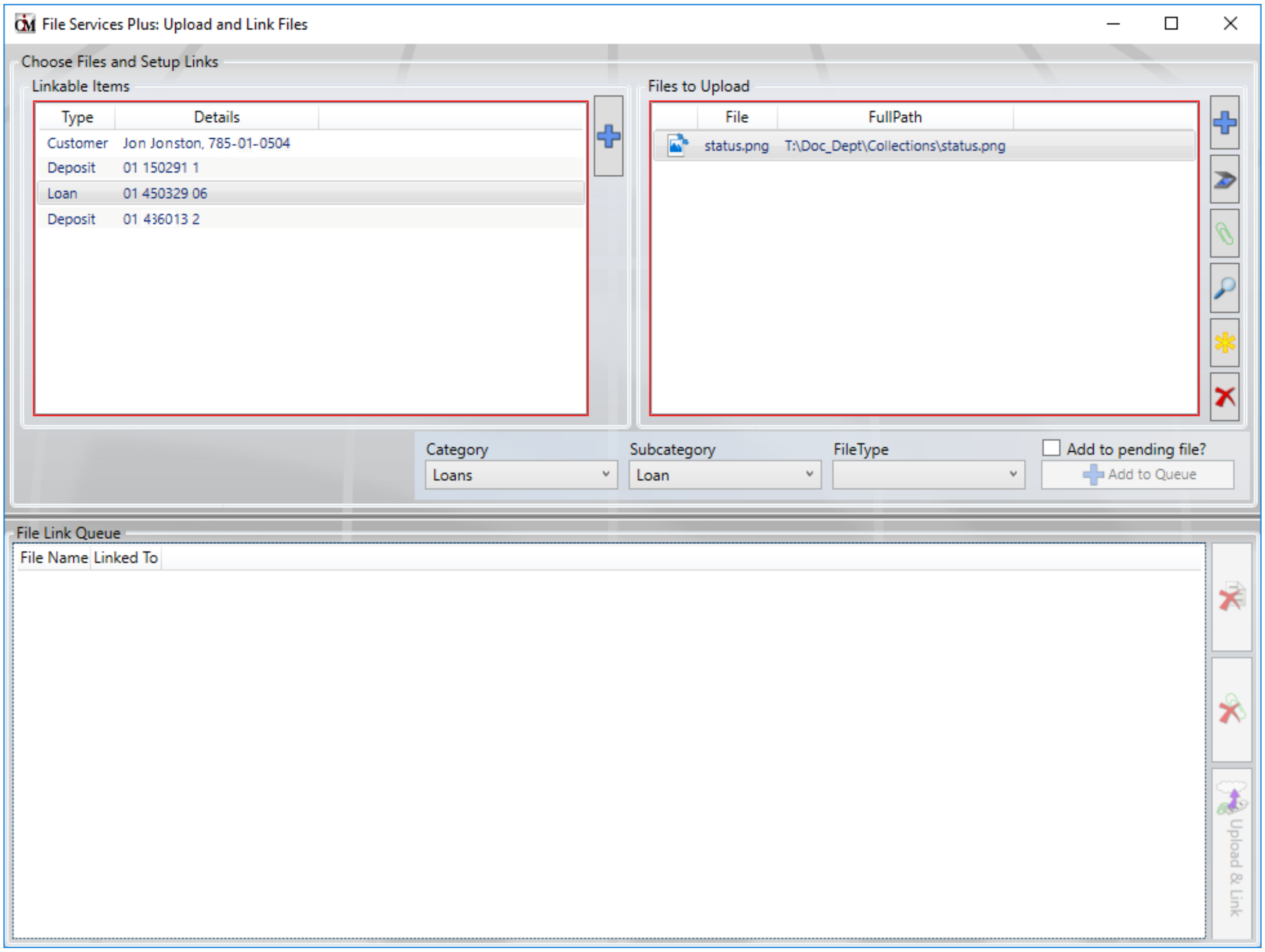
- **Number of Grouped Images per Row.** When you scan multiple documents into a single image file, enter how many documents you want to display per display row when displaying the image file.

Next topic: Upload and Link Files Screen

Previous topic: Definitions

Upload and Link Files Screen

The Upload and Link Files screen is used to add new document files and their associated links to the database. The following is an example of this screen.



The screen is made up of three sections. The box in the upper left portion of the screen displays items, such as accounts and names that can be linked to files. The box in the upper right portion of the screen displays files that can be added to the database. The buttons in the center of the screen are used to define what kind of file (category, subcategory, and file type) is being added to the database, and the bottom section shows files with assigned links that are ready to be added to the database.

The screen functions by selecting one or more of the linkable items, one or more of the files to upload, and a specific category, subcategory, and file type. The files to upload can be either files that are already on disk somewhere or are scanned in during the upload process. Clicking the <Add to Queue> button combines all combinations of the selected links, files, and classification fields and displays them in the File Link Queue. Continue the process until all desired combinations are displayed in the File Link Queue. If mistakes appear in the queue, you can remove links from a file, or you can remove the entire file and all its links from the queue. When the queue is complete, click the <Upload and Link> button to save all files and associated links in the database.

Files added from this screen always go to the General Approval Queue. You may want to add a document from this screen as a pending document so you can have someone review the image file before it is made available for normal use.

Feature	Definition
Linkable Items	Linkable items are links that you are working with that were passed to this screen from its calling application. With proper role security, you can use the Plus button to add additional links to the linkable items list.
Files to Upload	This list contains files that you can choose to upload to the GOLDVault database. This list may contain files that were passed to this screen from its calling application. You manipulate files in this list with the buttons to the right of the list as follows: • **Browse for files to upload.** Click this button to browse your computer or network to find the file or files you want to upload. When you select them here, they will be added to the file list. • **Scan files to upload.** Click this button to begin the scanning process to scan files to upload. When the scan process is complete, the scanned files will be added to the file list with a generic file name. • **Get file from Clipboard.** Click this button to retrieve a file from the Clipboard. • **View selected files.** Click this button to view the highlighted files. If you have more than one file highlighted, you can navigate amongst them using the buttons at the bottom of the File Viewer dialog. • **Rename selected files.** Click this button to rename a file or files in the list. In the pop-up box, type the main file name that you want the file to be named when it is stored in the database. You cannot change the file extension. Renaming a file using this option will *not* change the current file name. It will only change the name of the file that is stored in the database. Original files that you browsed or scanned will not be altered in any way. If you rename multiple files, each file will have the same name with a number appended to the end. For example, if you highlight three different files and use this rename selected files to name them MyStuff, they will be named MyStuff0001, MyStuff0002, and MyStuff0003 in the GOLDVault database. • **Remove selected files from the list.** Click this button to remove the highlighted files from the Files to Upload list.
Classification selection	Select a category, subcategory, and file type for the files you want to upload.
Add to pending file?	Check the **Add to pending file?** checkbox to add files in a pending status.
Add to Queue	Click this button to add all combinations of highlighted linkable items and files to upload with the selected classification fields to the File Link Queue. You do not need to worry about duplicating data when you click <Add to Queue> multiple times. The screen will not allow duplication and will automatically remove duplicates when you repeat a file name, a link, or a classification.
File Link Queue	The File Link Queue displays the files and links that are ready to be added to the database. You can make changes to the queue by removing erroneous links and/or files and adding them correctly using the Add to Queue procedure listed above. When the queue displays the data you want to upload, click the <Upload & Link> button. You can manipulate files and links in this list with the buttons to the right of the list as follows:

	• **Remove file and all its links from the queue.** Clicking this button will remove all highlighted files and their associated links from the File Link Queue. • **Remove selected link(s) from file.** Clicking this button will remove all highlighted links from their associated files in the File Link Queue. If all links are removed from a file, the file is also removed. • **<Upload & Link>.** Clicking this button uploads the files and their associated links to the database. When the work is completed, this function will display what took place so that you can verify the work.

Next topic: Attach Files Screen

Previous topic: View Attached Files Screen

Attach Files Screen

The Attach Files screen is used to add new links to existing files in the database. It looks and works like the Upload and Link Files screen, except that you can only work with files that appear in the Files to Link list when the screen is displayed. It is called from the View Attached Files Screen. Refer to the Upload and Link Files Screen help on adding links to files and saving them in the database. To save the links, click the <Add Links> button.

Next topic: View Pending Files Screen

Previous topic: Upload and Link Files Screen

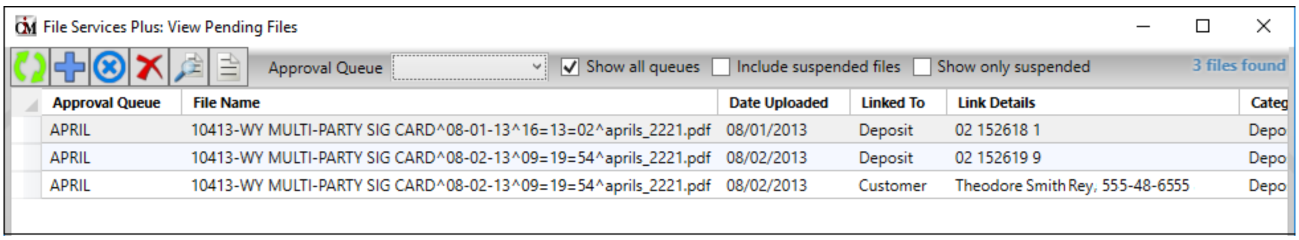
View Pending Files Screen

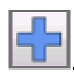
The View Pending Files screen is used to view files that have a pending status. Only users with both transfer and drop security clearance have access to the pending files handling screen.

Pending files are files that have been added with the **Add to pending file?** field checked on the Upload and Link Files screen. They are also documents and links that are automatically saved in GOLDVault by GOLDTrak PC and Platform, without requiring printing or scanning. When documents are created, they may be assigned to a specific Approval Queue. You can filter the display of documents by the Approval Queue.

These documents and links can be saved in a pending status to require review and approval before being stored permanently.

You can suspend pending files. Suspended files can be unsuspended.



Feature	Definition
Refresh the screen	Refresh the list by clicking . The screen is automatically refreshed when you accept or deny a document, but you can force a refresh at any time by clicking this button.
Accept	Accept a link to a document by clicking . This saves the document and link permanently and will remove the link to the document from the pending list.
Suspend/Unsuspend	Highlight a pending link and click the Suspend or Unsuspend icon  to mark the file as suspended. You will be asked to enter a comment as to why the file was suspended. Please note that it is the file that is suspended, not just the link, so suspending any link attached to the file will suspend all links attached to the file. When the highlighted link is suspended and you click the Suspend or Unsuspend icon, the file is returned back to pending status. All suspended links to the file will be returned to pending status.
Delete	Delete a pending document link by clicking . This removes the link to the document from the pending list and deletes it completely from the database, including any history associated with the link.
View	View a pending document by clicking . This will pop up the file for review just as the viewer displays files in the File Search screen.

View/Edit Comments	View or edit comments by clicking . This will pop up the Cross Reference Comments For dialog.
Approval Queue	When the **Show all pending files** checkbox is checked, the list displays all existing pending links and files. When the checkbox is not checked, the list displays the pending links and files that are assigned to the queue listed in the **Approval Queue** drop-down list. Changing the drop-down list selection changes the items displayed accordingly.
Show all queues	When **Show all queues** is checked, items in all Approval Queues are displayed. When it is unchecked, only items attached to the displayed Approval Queue are displayed.
Include suspended queues	When you check **Include suspended files**, all pending and suspended files are displayed. If you leave both this checkbox and the **Show only suspended** checkbox unchecked, only pending files are listed in the display.
Show only suspended	If you check **Show only suspended**, only suspended files and no pending files are displayed. If you leave both this checkbox and the **Include suspended files** checkbox unchecked, only pending files are listed in the display.

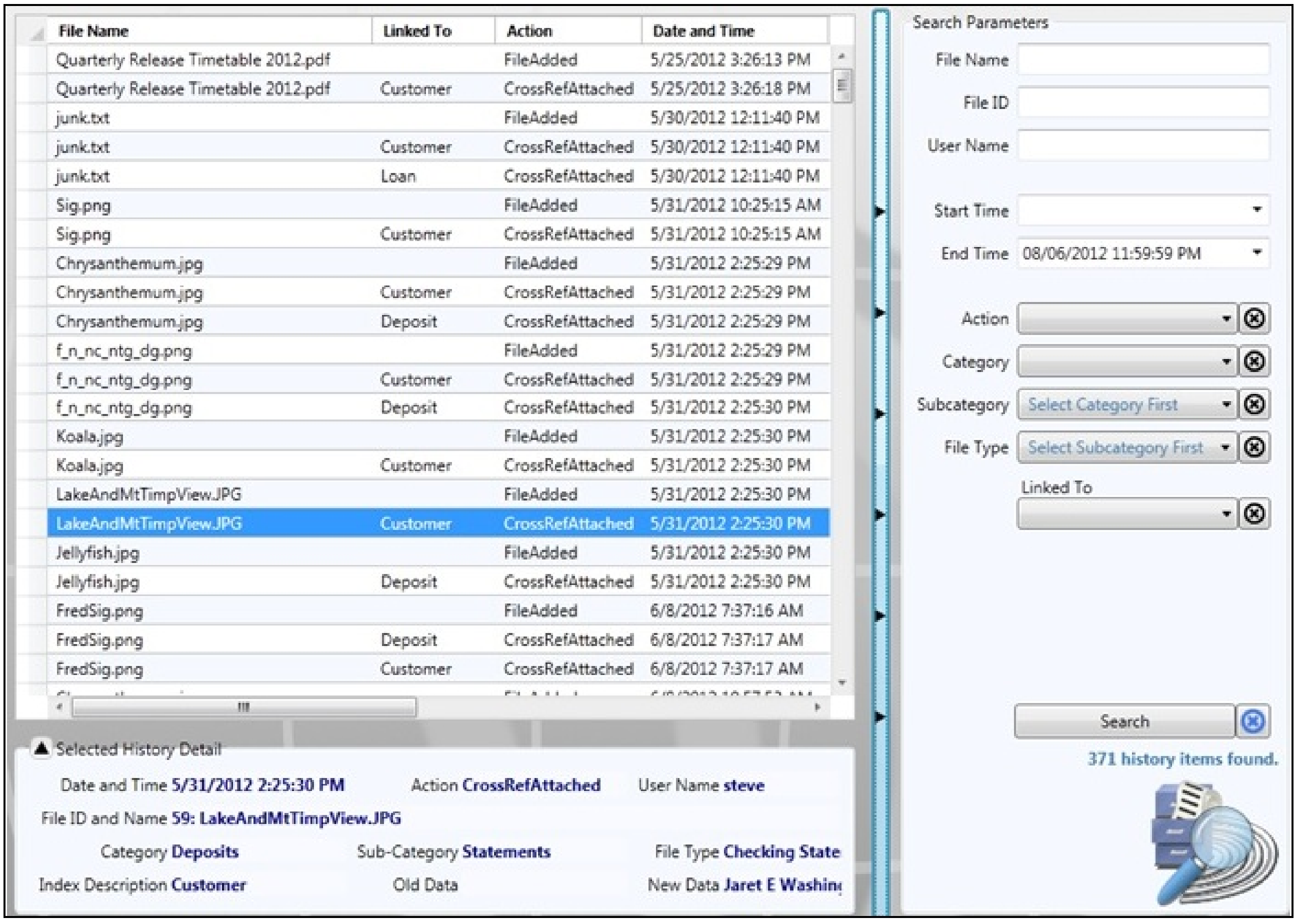
The fields in the list are the same as those in the File Search Screen above except that comments cannot be added or viewed from the View Pending Files screen and the screen displays the Approval Queue.

Next topic: History Screen

Previous topic: Attach Files Screen

History Screen

The History screen shows changes made to the database. It provides a number of different lookup parameters that can be used to filter the exact history you want to see.



The screen is made of three sections. The upper left shows the list of selected history items. The lower left shows details of the selected history item. And the right section is used to enter the selection criteria and do additional history searches. The bar with arrows in it between the left and right sections can be used to hide the search parameters and allow you to see more history detail.

Feature	Definition
History list columns	In addition to the normal columns, there are optional columns that provide additional information. To view the optional columns, right-click on any column header. A list of available columns will be displayed. Choose additional columns or remove unwanted columns by checking or unchecking until only those columns you want to view are checked. Click on a column header to sort by that column. Because the status affects the file and not the link, only file information is shown in the history. • File ID (optional column)—The unique identifying number of the file • File Name—The name of the file in the database

	• Linked To—The type of index to the file
	• Action—The action that was taken with the file and/or its link. The following are possible actions:
	  • AddedPendingFile—A pending file was added
	  • AcceptedPendingFile—A pending file was accepted
	  • CrossRefAttached—A link was attached to the file
	  • CrossRefDeleted—A link was removed from the file
	  • FileAdded—This file was added to the database
	  • FileDeleted—This file was marked to be deleted from the database
	  • FileNameChanged—The name of the file was changed
	  • SuspendedPendingFile—A pending file was suspended
	  • UnsuspendedPendingFile—A suspended pending file was unsuspended
	• Date and Time—When the action occurred
	• User Name—Name of the logged on user that performed the action
	• Old Data—The link data prior to the action
	• New Data—The link data following the action
	• Category (optional column)—The category of the file
	• Subcategory (optional column)—The subcategory of the file
	• File Type (optional column)—The file type of the file
	• FileTransferred—A link on the file was changed from one index to another
	• FileTypeChanged—The category, subcategory, and/or file type of the file was changed

Selected History Detail	The selected history detail section shows all history fields for the history item that is selected. This way even if you don't show all the columns in the list, you can still see specific information for a selected history item.
Search Parameters	Enter data to look up specific history in these parameters. Only history that matches all of the entered criteria will be displayed. Search parameters include the following: • **File Name.** Enter all or part of the file name to be searched. History that contains a file name that matches any part of the entered file name will be displayed. • **File ID.** Enter the unique file identifying number of a specific file in this field. Only history for that file will be displayed. • **User Name.** Enter all or part of a user name to be searched. History items created by users that contain the entered user name will be displayed. • **Start Time.** Enter the starting date and time to search. If you enter the date only, it will default to midnight of the start date. • **End Time.** Enter the ending date and time to search. If you enter the date only, it will default to 11:59:59 p.m. of the end date. • **Action.** Select the action you want to search. • **Category.** Enter the category you want to search. You must also select a subcategory and file type to search. You are not allowed to search without selecting all three. • **Subcategory.** Enter the subcategory you want to search. You must also select a category and file type to search. You are not allowed to search without selecting all three. • **File Type.** Enter the file type you want to search. You must also select a category and subcategory to search. You are not allowed to search without selecting all three.

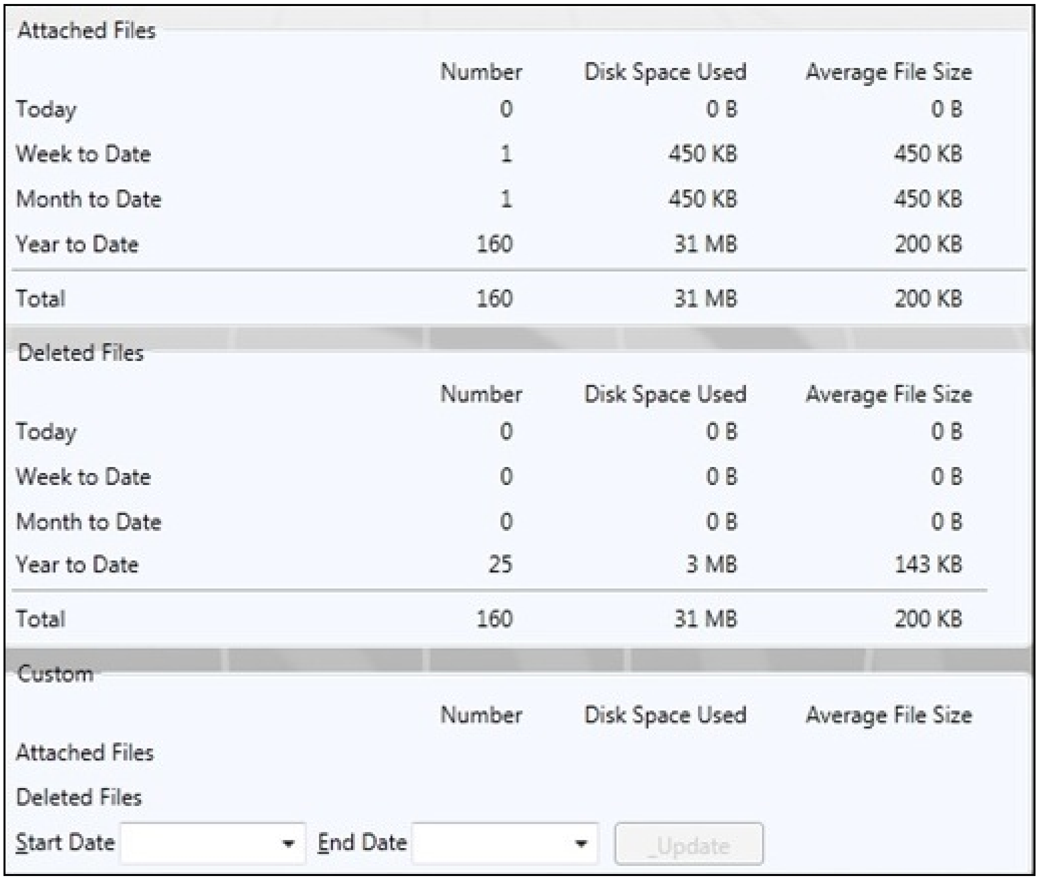
	• **Linked To.** Select the type of link you want to search. • **Search.** Click the <Search> button to perform the search. • **Clear item button.** Click this button to clear the item to which it belongs. • **Clear all button.** Click this button (to the right of the search button) to clear all parameters.

Next topic: Statistics Screen

Previous topic: View Pending Files Screen

Statistics Screen

The Statistics screen provides information that may be useful in determining activity and disk usage for the GOLDVault database. It is primarily an inquiry screen, but it does allow you to perform queries on activity between two dates.



Feature	Definition
Column descriptions	• **Number**. Indicates the count of occurrences for the specified time period. • **Disk space used.** Indicates the amount of disk space required for the stored images in kilobytes or megabytes. • **Average File Size.** Indicates the average amount of disk space used per image file in kilobytes.
Attached Files Section	• **Today.** Information about files added to the database on the current run date. • **Week to Date.** Information about files added during the current week. • **Month to Date.** Information about files added during the current month. • **Year to Date.** Information about files added during the current year. • **Total**. Information about all files ever added to the database.
Deleted Files Section	• **Today.** Information about files deleted from the database on the current run date. • **Week to Date.** Information about files deleted during the current week. • **Month to Date**. Information about files deleted during the current month. • **Year to Date.** Information about files deleted during the current year.

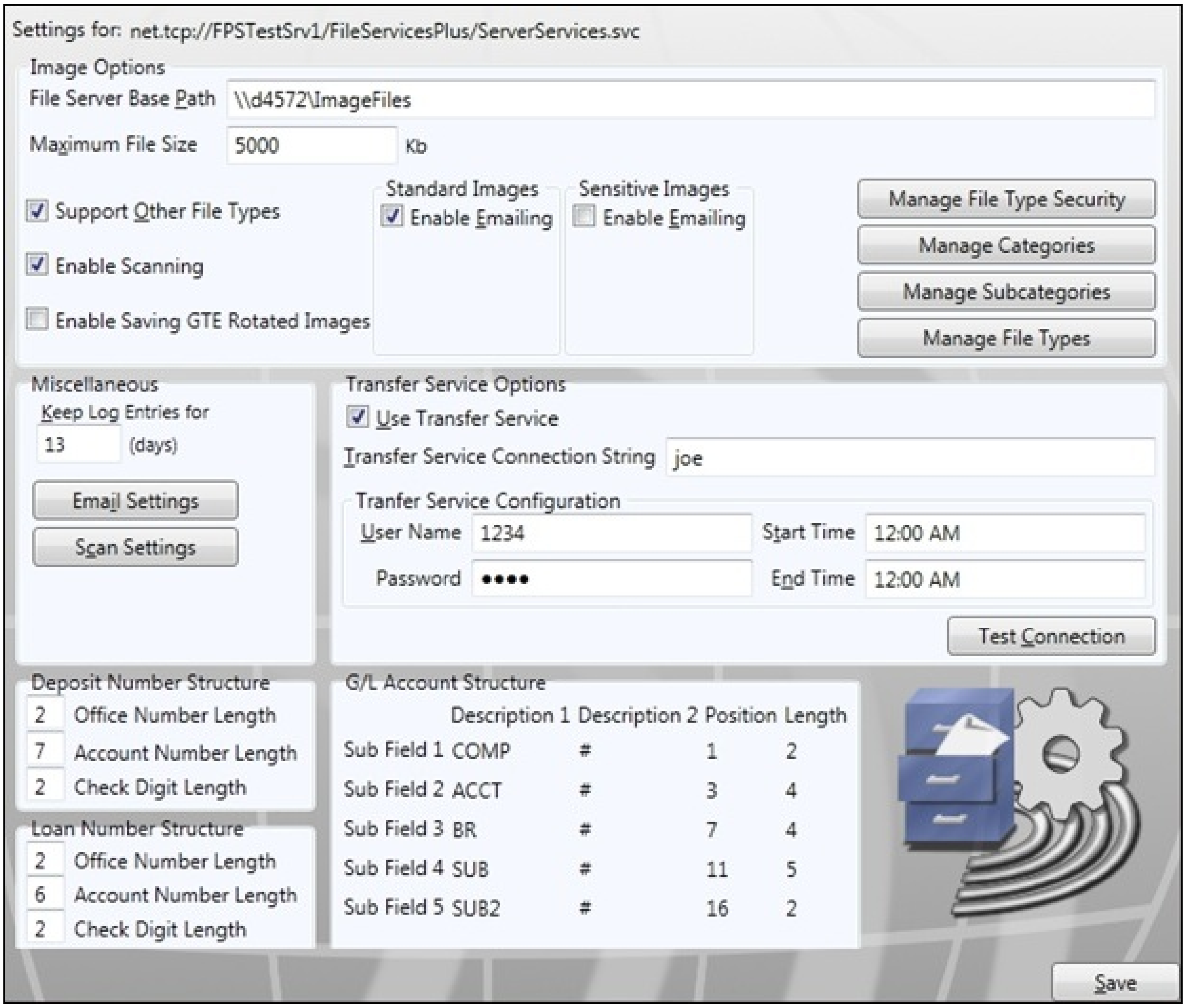
	• **Total.** Information about all files ever deleted from the database.
Custom Row Section	• **Attached Files.** Information about all files added to the database from the start date through the end date. • **Deleted Files**. Information about all files deleted from the database from the start date through the end date.
Start Date	Enter the beginning date of the custom period you want to see.
End Date	Enter the ending date of the custom period you want to see.
<Update>	Click the <Update> button to recalculate and display the custom statistics.
<Refresh>	Click the <Refresh> button to recalculate and display all screen statistics.

Next topic: Settings Screen

Previous topic: History Screen

Settings Screen

The Settings screen is used to define GOLDVault options used by your financial institution. It requires user role security to be able to update specific settings.



Feature	Definition
Settings for	This is an inquiry field that displays the server path your institution uses to connect to GOLDVault.
Image Options	• **File Server Base Path.** This is the server folder where encrypted and compressed images are stored for your installation • **Maximum File Size.** This is the maximum file size in kilobytes that your institution will allow per image in the database. If your bank only intends to store small files such as signatures, use this to limit the allowable image size. If you are storing large documents such as photos, pdf pages, and so forth, you will need to make this much larger. Work with your customer service representative to

	determine what size would work best for your needs. Files larger than this file size will not be able to be added to your database. • **Support Other File Types.** GOLDVault can view specific file types (.gif, .jpg, .tif, .tiff, .html, .xml, .txt, .csv, and .fax). In order to view other files, such as .pdf files, the viewing computer will need to have viewing software installed. Check this box if you want to be able to add other file types than those in the list to the database. • **Enable Scanning.** GOLDVault allows you to scan documents during the Upload and Link Files process. You can also upload pre-scanned documents that have been saved as files. To allow GOLDVault to control document scanning during the upload process, check this box. If you only want to allow uploading files, uncheck this box. • **Enable Saving GTE Rotated Images.** This option currently is not used. Some banks may not want to allow images to be rotated from their proper orientation and then saved. This option is reserved to control saving of rotated images at a future date. • **Standard Images, Enable Emailing.** When a file type is defined, it can be defined as a sensitive document. If a document is not defined as a sensitive document, then it is defined as a standard document. Check this box to allow users with proper role security to email standard documents. • **Sensitive Images, Enable Emailing.** When a file type is defined, it can be defined as a sensitive document. Check this box to allow users with proper role security to email sensitive documents. • **<Manage File Type Security>.** Click this button to open the File Access Security Setup screen. • **<Manage Categories>.** Click this button to open the Manage Categories screen. • **<Manage Subcategories>.** Click this button to open the Sub-Categories screen. • **<Manage File Types>.** Click this button to open the File Types screen.
Miscellaneous	• **Keep Log Entries for**. Enter the number of days to keep log entries. • **<Email Settings>.** Click this button to open the Email Settings screen. • **<Scan Settings>.** Click this button to open the Scan Settings screen.
Transfer Service Options	GOLDVault allows for a primary database and a backup database. When this option is used, the transfer service provides the backup capability. For example, a bank may have FPS GOLD provide the primary GOLDVault database but may request that they have a backup database. Initial transactions are stored on the primary database, and then, when the servers are not busy, the transfer service copies data transactions from the primary database to the backup database. This section is used to set up the parameters required for transfer service communication. • **Use Transfer Service.** Check this box to use the backup database. Do not check this box until you have properly set up your database. You will work with FPS GOLD to make sure all is in place before you begin using the transfer service. • **Transfer Service Connection String.** This provides parameters that tell the primary GOLDVault server how to connect with the backup server. You will work with FPS GOLD employees to determine what should be entered in this field. • **User Name.** This is the name of the user that should be used when logging on to the backup server from the primary server. • **Password.** This is the password to use when logging on to the backup server from the primary server. • **Start Time** and **End Time.** You can control the hours each day that backup posting is allowed. Use the **Start Time** and **End Time** fields to keep the servers

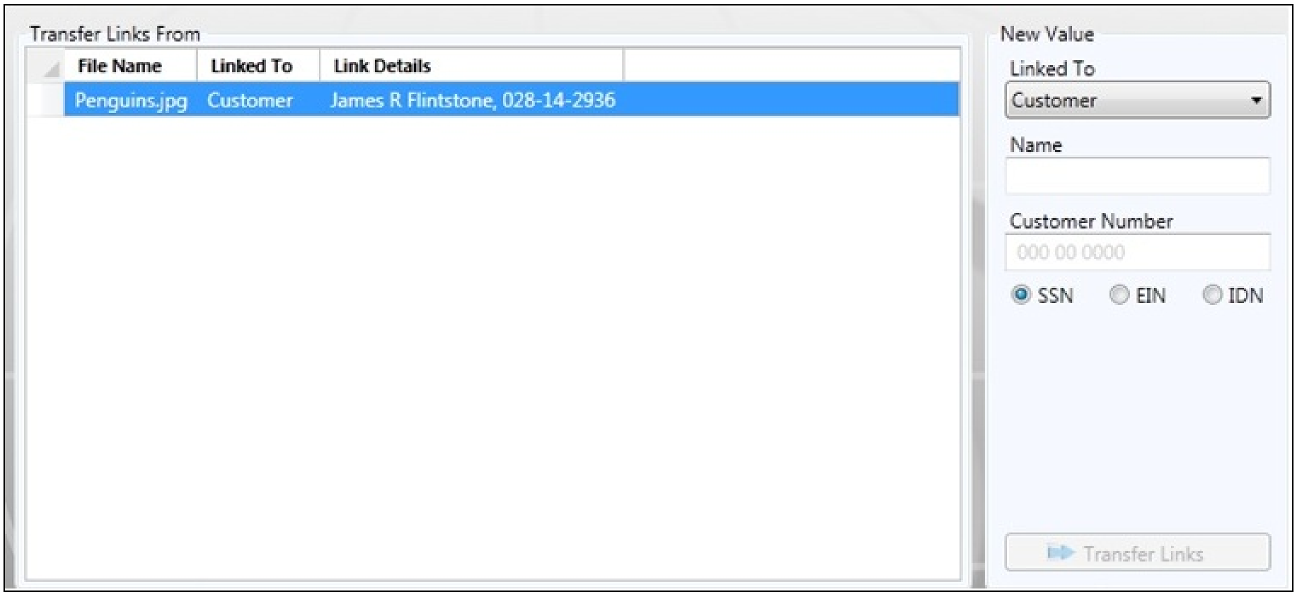
	from doing transfers during busy processing times. If you want to only allow transactions to be posted in the early morning hours, for example, you could enter 2:00 a.m. in the **Start Time** field and 8:00 a.m. in the **End Time** field. Transfers would then only be posted from 2 a.m. to 8 a.m. every day. During the rest of the day, the primary server will save transfer transactions until the next processing window and post them at that time. • **<Test Connection>.** Clicking the <Test Connection> button will cause the primary server to attempt to log on to the backup server using the provided settings. A message box will either report that the connection was successful or will give you the error that resulted from the test.
Deposit Number Structure, Loan Number Structure, and G/L Account Structure	These boxes are populated from the host computer when GOLDVault is logged on to the host. They contain information that defines how your institution displays account numbers and are shown here for your information. You cannot alter these account number structures on this screen.

Next topic: Transfer Links Screen

Previous topic: Statistics Screen

Transfer Links Screen

The Transfer Links screen is used to change link information to a file. You can change any link to any other type of link or just change the link information of the link using this screen.



Feature	Definition
Transfer Links From	This list view displays the links that you can change. Highlight one or more of the links in order to make changes to them.

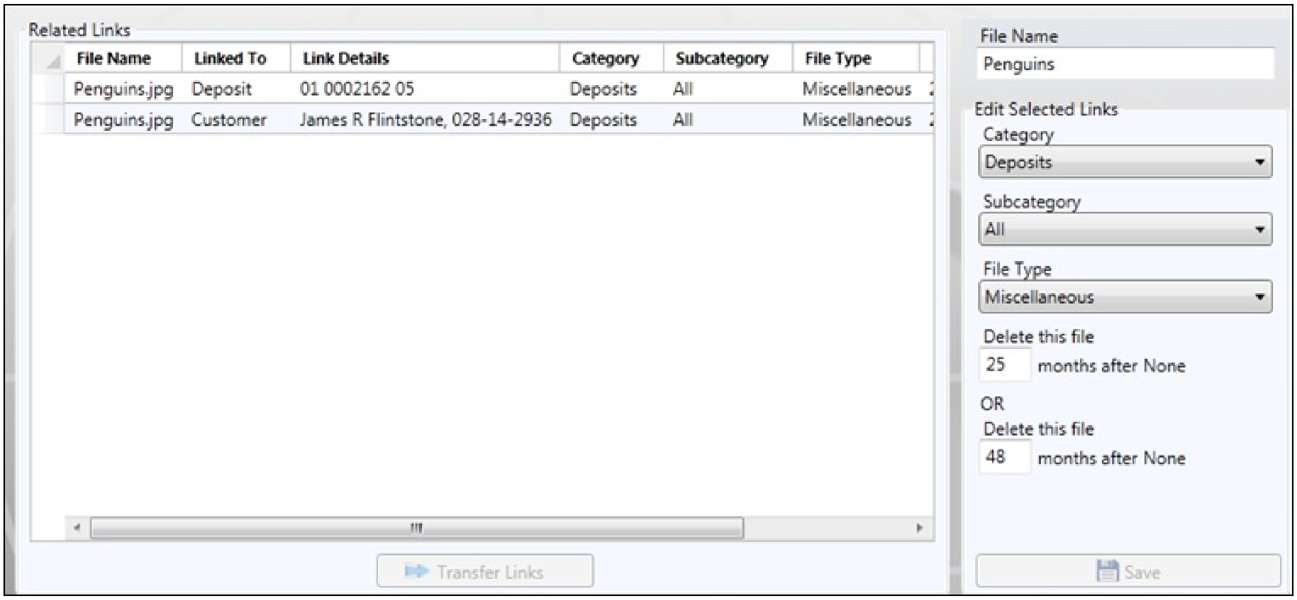
New Value	Make changes here to change the highlighted link or links values.
	
	• **Linked To.** This drop-down list allows you to select which index type to look up. In the example above, the Customer lookup is selected. Valid index types are as follows:
	  ◦ Loan. This is a loan account number including office, number, and check digit.
	  ◦ Deposit. This is a deposit account number including office, number, and check digit.
	  ◦ Customer. A customer can be searched by either name or customer number. To look up by name, leave the customer number all zeros. To look up by customer number, enter the customer number. If a customer number is entered, the search will be by the customer number, regardless of what is entered in the **Name** field. Use the **SSN**, **EIN**, or **IDN** radio buttons to specify whether the number is a Social Security number, an employer identification tax number, or a customer ID number.
	  ◦ Lender. This is an alphanumeric identifier number assigned to an originated loan by the lender.
	  ◦ General Ledger. This is a general ledger number in the financial institution's format.
	• **Data fields.** Depending on which **Linked To** option is selected, the data fields will contain the appropriate field, such as "Loan Number" or "General Ledger Number," to enter for the change.
	• **<Transfer Links>.** Click the <Transfer Links> button to make the link changes.

Next topic: View/Edit Related Links Screen

Previous topic: Settings Screen

View/Edit Related Links Screen

The View/Edit Related Links screen shows all indexes for a specific file and allows you to change file properties, as long as you have the proper customer role security,



The Related Links list view shows the links to the file. The file can be found by looking up any of the displayed links. To the right of the screen are properties about the specific file and its links that can be altered. The <Transfer Links> button at the bottom of the screen is used to change link information.

<table>
<tr><th>Feature</th><th>Definition</th></tr>
<tr><td>Related Links columns</td><td>In addition to the normal columns, there are optional columns that provide additional information. To view the optional columns, right-click on any column header. A list of available columns will be displayed. Choose additional columns or remove unwanted columns by checking or unchecking until only those columns you want to view are checked.

Preferences
Cell Selection Mode.
Available Columns
File ID (optional column). Each file, when added to the database, is assigned a unique number that it will retain throughout its life in the database. Even if you rename a file to have the same name as another file, you can still identify it by its unique file ID.
Link ID (optional column). When a link is added to a file, the link is given a unique identifying number. The link ID is used internally in the program and probably has very little value for users.
File Name. This is the name of the file in the database.
Linked To. This is the type of index to the file.
Link Details. This details the specific data linked to the file, such as a loan account number or a customer name and customer ID.</td></tr>
</table>

	• **Category.** This is the category of this image file. • **Subcategory.** This is the subcategory of this image file. • **File Type.** This is the file type of this image file. • **Retention 1**. This is the number of months to retain this document after the first retention event for the category occurs. • **Retention 2.** This is the number of months to retain this document after the second retention event for the category occurs. • **Date Linked** (optional column). This gives the date that the link and the file were linked together. • **File Size** (optional column). This is the size, in kilobytes, of the file in the database. • **Date Uploaded** (optional column). This is the date that the file was added to the database. • **Last Updated** (optional column). This is the date that a change was last made to the file, such as adding another link, or renaming the file. • **Date Dropped** (optional column). This is the date that the file was deleted. If the file has not been deleted, this date shows as 01/01/0001. • **Was Deleted** (optional column). This shows "Yes" if the file has been deleted, but not yet purged from the database.
Transfer Links	Highlight one or more links in the Related Links list view, then click the <Transfer Links> button to make changes to the highlighted links. Refer to the Transfer Links screen documentation above for more information on how to do this.
File Name	You can rename the file by changing the file name in this box and clicking the <Save> button. You cannot change the file extension.
Edit Selected Links	To make changes to specific links, highlight one or more links in the Related Links list view and then use options in this group box • **Category.** Enter the category you want to change this file to. You must also select a matching subcategory and file type. • **Subcategory.** Enter the subcategory you want to change this file to. You must also select a matching category and file type. • **File Type.** Enter the file type you want to change this file to. You must also select a matching category and subcategory. • **Delete this file n months after x,** where *n* is the number of months and *x* is the retention event description. This is the Retention 1 period for this file. You can extend the number of months to keep this file by changing this number and saving the new settings. You cannot change the number of months to be less than the default number of months for the file type. • **Delete this file n months after x**, where *n* is the number of months and *x* is the retention event description. This is the Retention 2 period for this file. You can extend the number of months to keep this file by changing this number and saving the new settings. You cannot change the number of months to be less than the default number of months for the file type. • **<Save>.** Click the <Save> button to save changes you have made to this file.

Next topic: Files Services Plus Security

Previous topic: Transfer Links Screen

GOLDVault Security

You can use host security settings (through CIM GOLD Security > Setup screen, System tab) to manage security for the GOLDVault application and what individual users can do in the application. This is covered below. You can also manage the security of documents, categories, subcategories, and file types and other actions that can be performed within GOLDVault on the File Access Security Setup screen, which is described there. Where there is overlap, the host settings take precedent.

GOLDVault Security Settings

The host security settings, each of which can have a none, inquiry, or maintenance setting, for GOLDVault are as follows:

46 FILE SERVICES ATTACH FILES
47 FILE SERVICES DELETE FILES
48 FILE SERVICES TRANSFER FILES
49 FILE SERVICES STATS / HISTORY
50 FILE SERVICES ACCESS SETTINGS
51 FILE SERVICES EXPORT FILES
52 FILE SERVICES EDIT METADATA
53 FILE SERVICES F/M CACHE FOLDER

The following table shows the current security settings in the GOLDVault program (AuthorizationTokens.cs):

Security Setting	System Settings That Make GOLDVault Setting Active	Applications Allowed By GOLDVault Security Setting
GetHistoryEntries	Stats/History - inquiry	Can view history
GetErrorLogEntries	Always active	
GetGlobalSettings	Always active	
SetGlobalSettings	Always active	
GetInstitutionSettings	Always active	
SetInstitutionSettings	Access Settings - maintenance	Can modify settings
GetEmailSettings	Always active	
SetEmailSettings	Always active	
GetStatistics	Stats/History - inquiry	Can view statistics
Upload	Attach Files - maintenance	Can add new images to GOLDVault; Can add links to an image
Download	Always active	Can view attached files
Drop	Delete Files - maintenance	Can see deleted images; Can delete images and their links; Can delete pending files; Can view pending files if TransferFiles is also active

Security Setting	System Settings That Make GOLDVault Setting Active	Applications Allowed By GOLDVault Security Setting
GetFiles	Always active	
TransferFiles	Transfer Files - maintenance	Can transfer links on a file (move an image to a different link); Can view pending files if Drop is also active
GetFileTypes	Always active	Can search for images by file type, by sub-category, and/or by category
AddFileType	Always active	Can save new or changed categories, sub-categories, and or file types
UpdateFileType	Always active	
RemoveFileType	Always active	
ExportFiles	Export Files - maintenance	Can export an image
GetEntities	Always active	
AddEntity	Always active	
UpdateEntity	Always active	
GetScanSettings	Always active	
SetScanSettings	Always active	
EditFileMetadata	Edit Metadata - maintenance	Can edit file information; Can change image links
EditFileCacheFolder	F/M Cache Folder - maintenance	Can change the file cache folder setting on the Settings screen; Can change the image export folder on the Settings screen
ViewImagesFromHistory	Stats/History - maintenance	Can view an image from history
ViewDeletedDocuments	Stats/History – maintenance and Access Settings – either inquiry or maintenance	Can view deleted documents
ViewPendingFiles	Transfer Files – inquiry Delete Files – either inquiry or maintenance, but Attach Files is not maintenance	Can view pending files but cannot change them
EditPendingFiles	Transfer Files – maintenance Delete Files – inquiry Attach Files - maintenance	Can view and alter pending files
DeletePendingFiles	Transfer Files – maintenance Delete Files – maintenance	Can view, alter, and delete pending files

Security Setting	System Settings That Make GOLDVault Setting Active	Applications Allowed By GOLDVault Security Setting
	Attach Files - maintenance	

The following table shows what host settings affect GOLDVault security settings

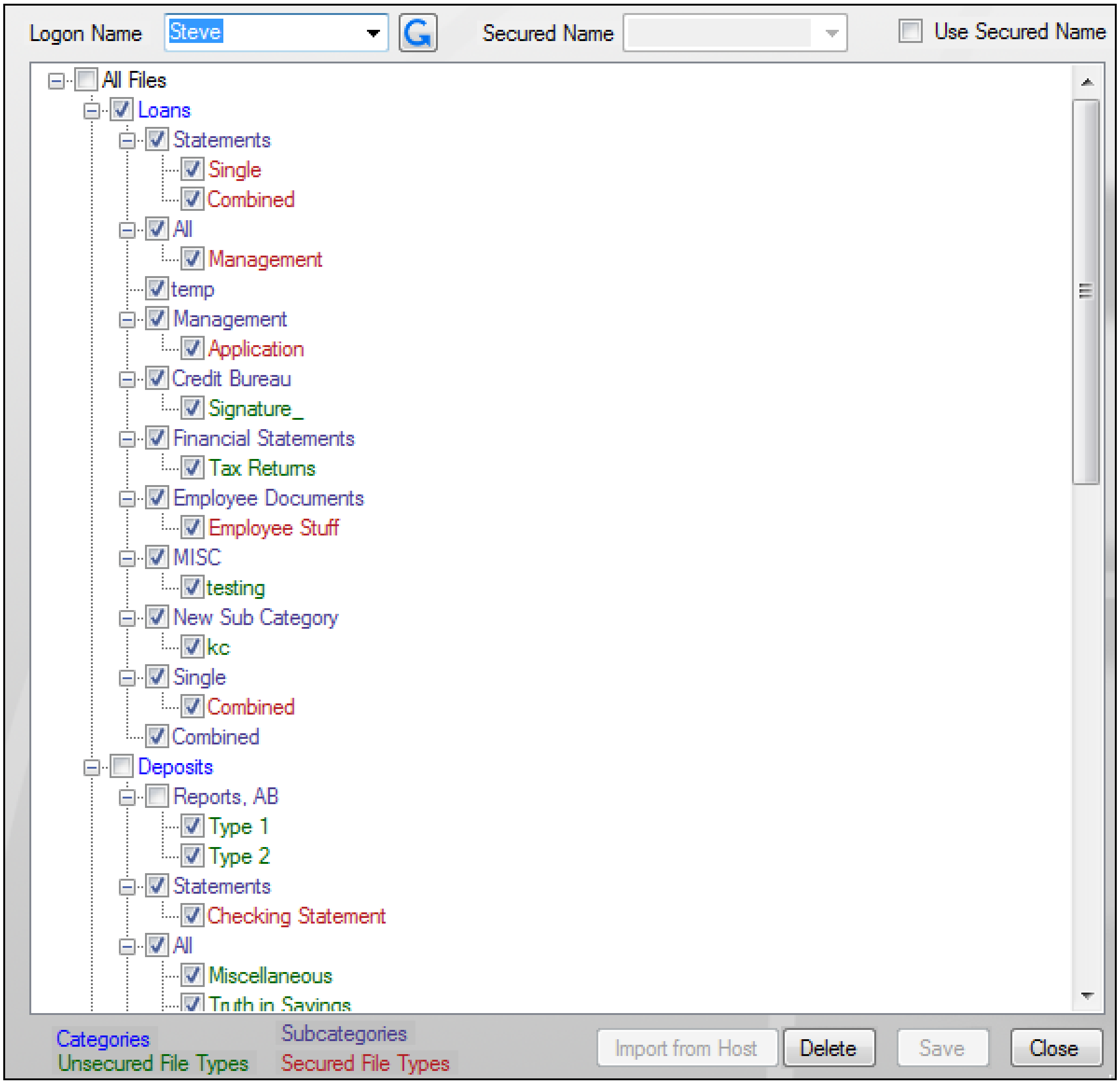
Host Security Setting	Inquiry/ Maintenance	GOLDVault Setting(s) affected and notes
Attach Files	Maintenance	Upload, EditPendingFiles (when both Transfer Files and Delete Files are also maintenance)
Delete Files	Inquiry	Along with Transfer Files, either inquiry or maintenance, affects ViewPendingFiles
Delete Files	Maintenance	Drop; EditPendingFiles (when both Transfer Files and Attach Files are also maintenance)
Transfer Files	Inquiry	Along with Delete Files, either inquiry or maintenance, affects ViewPendingFiles
Transfer Files	Maintenance	Drop; EditPendingFiles (when both Delete Files and Attach Files are also maintenance)
Stats/History	Inquiry	GetHistory; GetStatistics
Stats/History	Maintenance	ViewImagesFromHistory; Along with Access Settings, either inquiry or maintenance, affects ViewDeletedDocuments
Access Settings	Inquiry	Along with Stats/History, maintenance, affects ViewDeletedDocuments
Access Settings	Maintenance	SetInstitutionSettings; Along with Stats/History, maintenance, affects ViewDeletedDocuments
Export Files	Maintenance	ExportFiles
Edit Metadata	Maintenance	EditFileMetadata
F/M Cache Folder	Maintenance	EditFileCacheFolder

Next topic: File Access Security Setup Screen

Previous topic: View/Edit Related Links Screen

File Access Security Setup Screen

Your institution can control who can view which kinds of documents through GOLDVault. If your institution requires file access security, you can set that access security using this screen. When you define categories, subcategories, and file types, you specify which of them are secured. When a classification is marked as secured, only those with permissions granted using this screen will be able to view or change those secured documents.



File Access Security Setup Screen

Security is assigned to a name. You can assign security directly to a logon name (the name a user uses to log on to the host computer), or you can assign security to a profile name, which is any name you create, such as "All Tellers" or "Loan Dept." For each user that needs security to access secured documents, you must add them using this screen and either assign them to use a secured name or assign them their own security.

The security options are shown as a series of checkboxes in a tree structure. Colors in the tree are used to help separate the types of classification. Categories are shown in blue, subcategories are violet, unsecured file types (accessible to all users) are displayed in green, and secured file types are displayed in red. When a box is checked, the name in the **Logon Name** box has access to that file type. If the box is not checked and the text is red, the user will not have access to documents with that file type.

Assigning Security

To assign security to a name, perform the following steps:

1. Make sure the **Use Secured Name** checkbox is not checked.

2. Select the desired logon name from the drop-down list, or if the desired name is not found, type the logon name into the **Logon Name** field.

3. Check all boxes to which the name is allowed access. If you check a category, all subcategories and file types within the category will be checked. If you uncheck a category, all subcategories and file types within the category will be unchecked. Checking or unchecking a subcategory will also check or uncheck all file types within the subcategory. Checking or unchecking will only affect file types displayed in red, but you can check or uncheck green file types as well, if you so want. Green file types will always be accessible.

4. When all checks are displayed as you want them to be for the logon name, click <Save>.

To use a common security, perform the following steps:

1. Check the **Use Secured Name** checkbox.

2. Select the desired logon name from the drop-down list, or if the desired name is not found, type the logon name into the **Logon Name** field.

3. Select the common name you want to use from the **Secured Name** drop-down list and click <Save> to make the change.

When you are in **Use Secured Name** mode, the tree view will show the checkboxes associated with the secured name and that the logon name will use for its security, but you will not be able to change the checkboxes. You can only alter checkboxes when **Use Secured Name** is not checked.

To delete security, perform the following steps:

1. Select the name you want to remove from the Logon Name list.

2. Click <Delete>.

   You will be asked if you are sure you want to delete the name.

3. Click <Yes>, and the name will be deleted. If any other names use the deleted name as their secured name, their secured names will also be cleared.

Examples:

- A small institution chooses to assign each individual user his or her own security. This institution would always leave **Use Secured Name** unchecked and, for each employee that needs access, would assign security to each logon name by checking the appropriate boxes in the tree.

- A large institution would like to create security profiles and assign security by roles, such as Teller, Loan Officer, etc. This institution would uncheck **Use Secured Name** and then create security for new logon names, such as "All Tellers," "Loan Officers," etc., by checking the appropriate boxes in the tree and saving them. Once these profile logon names are created, the institution would then check the **Use Secured Name**. The logon name would then be entered for each logon user, and the appropriate profile name would be selected from the Secured Name list.

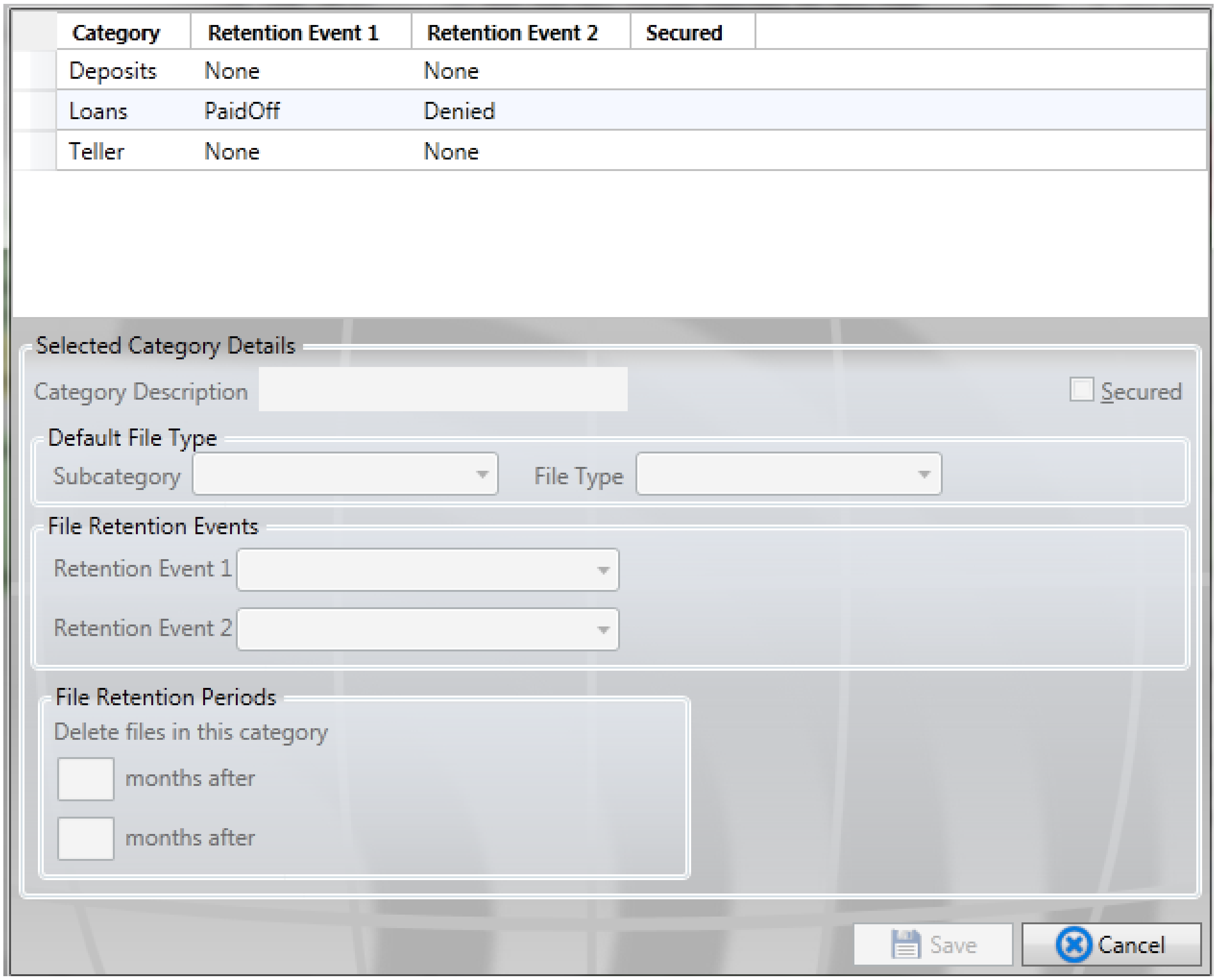
  For example, Ted and Jill are tellers and you want them to share the same security. After unchecking the **Use Secured Name** checkbox, you will create security for a new logon name "Afternoon Tellers." Make sure that the appropriate checkboxes are checked for all afternoon tellers, then click <Save>. Next check the **Use Secured Name** box, type "Ted" into the **Logon Name** field, select "Afternoon Tellers" from the **Secured Name** drop-down list, then click <Save>. Then type "Jill" into the **Logon Name** field, and with the "Afternoon Tellers" still selected in the **Secured Name** field. click <Save> again. Ted and Jill now both have the same security. To alter their security, uncheck the **Use Secured Name** and alter the security for the logon name of "Afternoon Tellers."

Next topic: Manage Categories Screen

Previous topic: Files Services Plus Security

Manage Categories Screen

The Manage Categories screen is used to change properties associated with categories. Categories are system-defined and cannot be renamed or deleted, nor can you add new categories.



The top portion of the screen displays available categories, their retention events, and whether they require user access security. The bottom portion allows for changing category attributes. First, select a category in the list above, then make changes to its attributes.

Feature	Definition
Category Description	The description is system-defined and cannot be changed here.
Secured	Check this box to require user access security in order to view or edit files in this category.
Default File Type	Select the default subcategory and file type to use when this category is selected for such things as uploading files and history search.

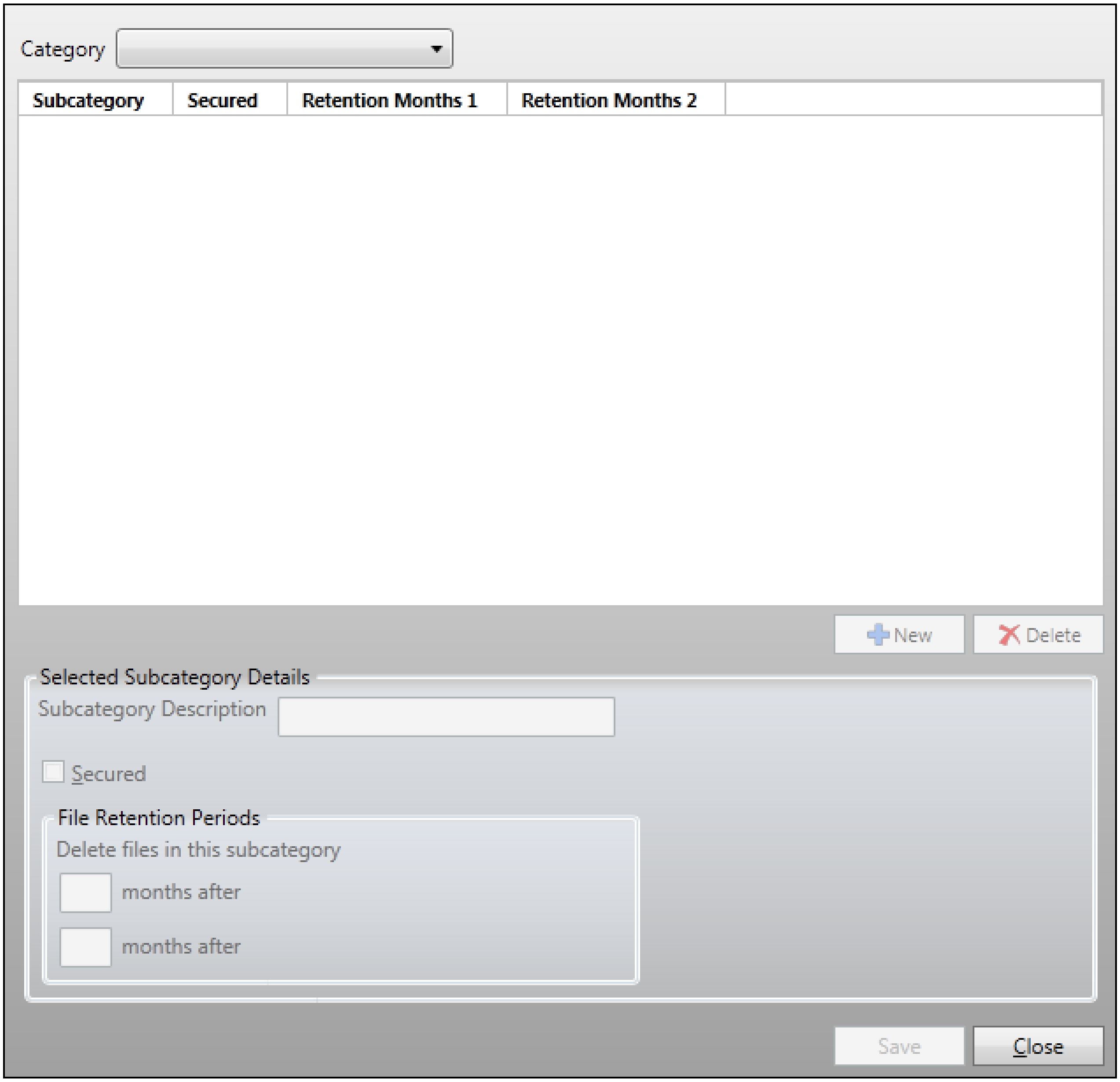
File Retention Events	A category can have one or two events that can be used to determine when to purge files. Events for a category are system-defined. The institution can use one or two of the events defined for that category. In the screen above, files will be purged for a specific loan 36 months after the loan is paid off or 12 months after the loan application is denied. When both events could apply for the same document, the document remains on the system for the longer of the two periods. Select from the drop-down list what you want your retention events to be for this category.
File Retention Periods	Enter the number of months after the retention event to keep the document on file for each of the chosen retention events.

Next topic: Subcategories Screen

Previous topic: Files Services Plus Security

Subcategories Screen

The Subcategories screen is used to change properties associated with the subcategories and to add new categories. Once a subcategory has been added, it cannot be deleted.



The top portion of the screen displays available subcategories for the selected category, their retention events, and whether they require user access security. It also allows you to create new subcategories. The bottom portion allows for changing subcategory attributes. First, select a category using the Category drop-down list, then select a subcategory from the list above, and then make changes to the attributes.

Feature	**Definition**

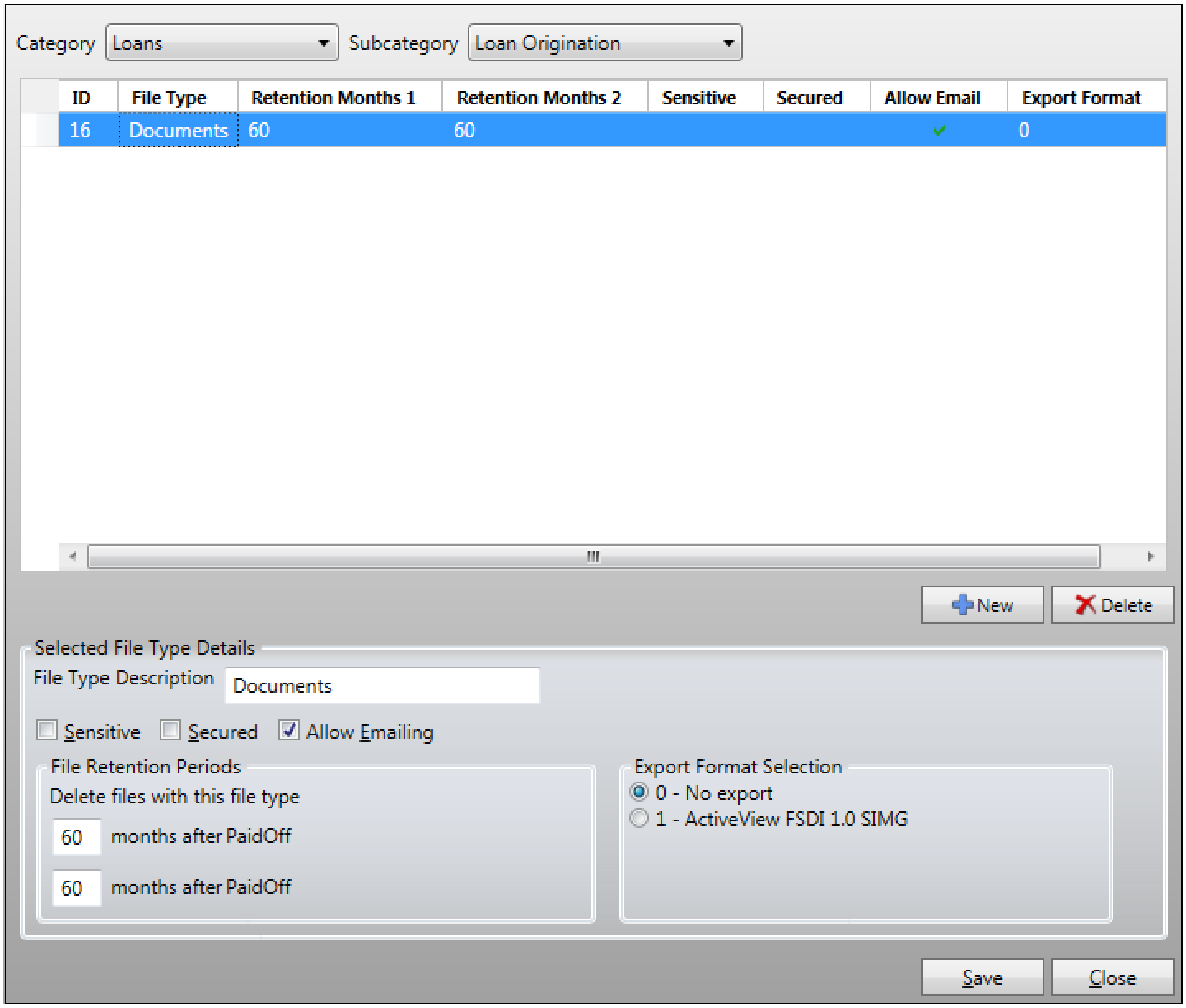
Create New Subcategory	Click New to create a new subcategory. Enter all fields, then click <Save> to add the subcategory to the category.
Subcategory Description	Change the subcategory description here. Please note that all documents assigned to the subcategory will remain assigned to it, so do not change the meaning of the subcategory when you change its description.
Secured	Check this box to require user access security in order to view or edit files in this subcategory.
File Retention Periods	Enter the number of months after the retention event to keep the document on file for each of the chosen category retention events. When a number is entered in both the category and the subcategory retention period fields, the longer of the two retention periods will be used for retaining the document.

Next topic: File Types Screen

Previous topic: Manage Categories Screen

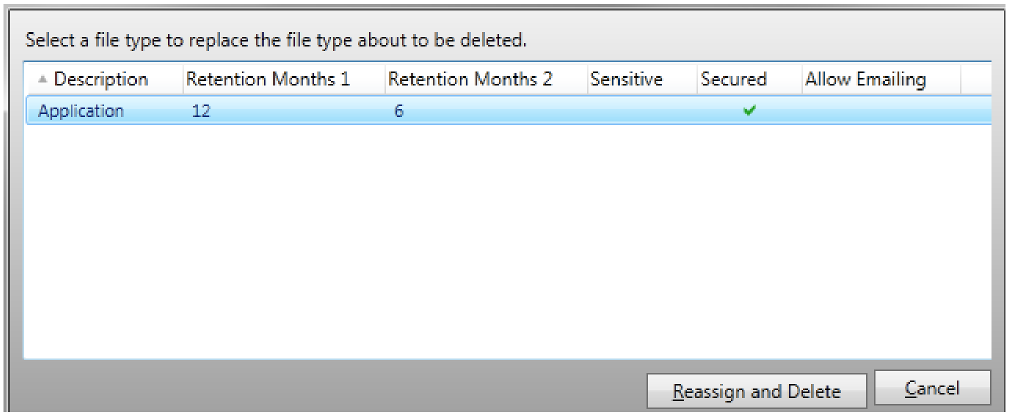
File Types Screen

The File Types screen is used to create new file types, change properties associated with the file types, or to remove file types.



The top portion of the screen displays available file types for the selected category and subcategory, their retention events, and file security options. It also allows you to create new file types or remove file types. The bottom portion allows for changing file type attributes. First, select a category and subcategory using the Category and Subcategory drop-down lists, then select a file type from the list above, and then make changes to the attributes.

Feature	Definition
Create New File Type	Click New to create a new file type. Enter all fields, then click <Save> to add the file type to the category and subcategory.

Delete Selected File Type	Highlight a file type, then click  to delete the file type. When you delete a file type, the system will ask you to select another file type to replace it with.  Select the desired file type. Images for the two file types will be merged into the file type you select when you click the <Reassign and Delete> button. If there is only one file type in a subcategory, you will not be able to delete it.
File Type Description	Change the file type description here. Note that all documents assigned to the file type will remain assigned to it, so you should not change the meaning of the file type when you change its description.
Sensitive	Check this box to indicate that it is a sensitive document. Sensitive documents have different email security than standard documents.
Secured	Check this box to require user access security in order to view or edit files with this file type.
Allow Emailing	Check this box if documents of this file type can be emailed. If this is not checked, this document will not be able to be emailed at all. Institution settings control whether sensitive documents can be emailed or not, so if "Sensitive" is checked and "Allow Emailing" is checked, you still may not be able to email the document.
File Retention Periods	Enter the number of months after the retention event to keep the document on file for each of the chosen category retention events. When a number is entered in the category, the subcategory, and the file type retention period fields, the largest value for each retention period will be used for retaining the document.
Export Format Selection	Banks can identify images that should be copied to an export folder for third-party import when adding files to GOLDVault. The purpose is to allow banks to get image files that are saved in GOLDVault automatically into a format in which they can be imported into third-party software. The bank specifies which file types are sent to the export folder. The Export Format Selection field group contains the supported export formats. Currently, the only two supported export formats are "no export" and Active View's FSDI SIMG format. For any image file type that you want to export, go to the File Types dialog and select the desired export format.

	The Active View format requires some fields that are not available to the system. If you are creating export files, you must set these fields up in your user settings. To change the user settings, click the <User Settings> button in the upper right corner of the View Attached Files screen to display the User Settings dialog. Please note that the user settings are unique to each user. If multiple users are adding export files, they will each need to set up their own user settings appropriately. There is no institution default setting.

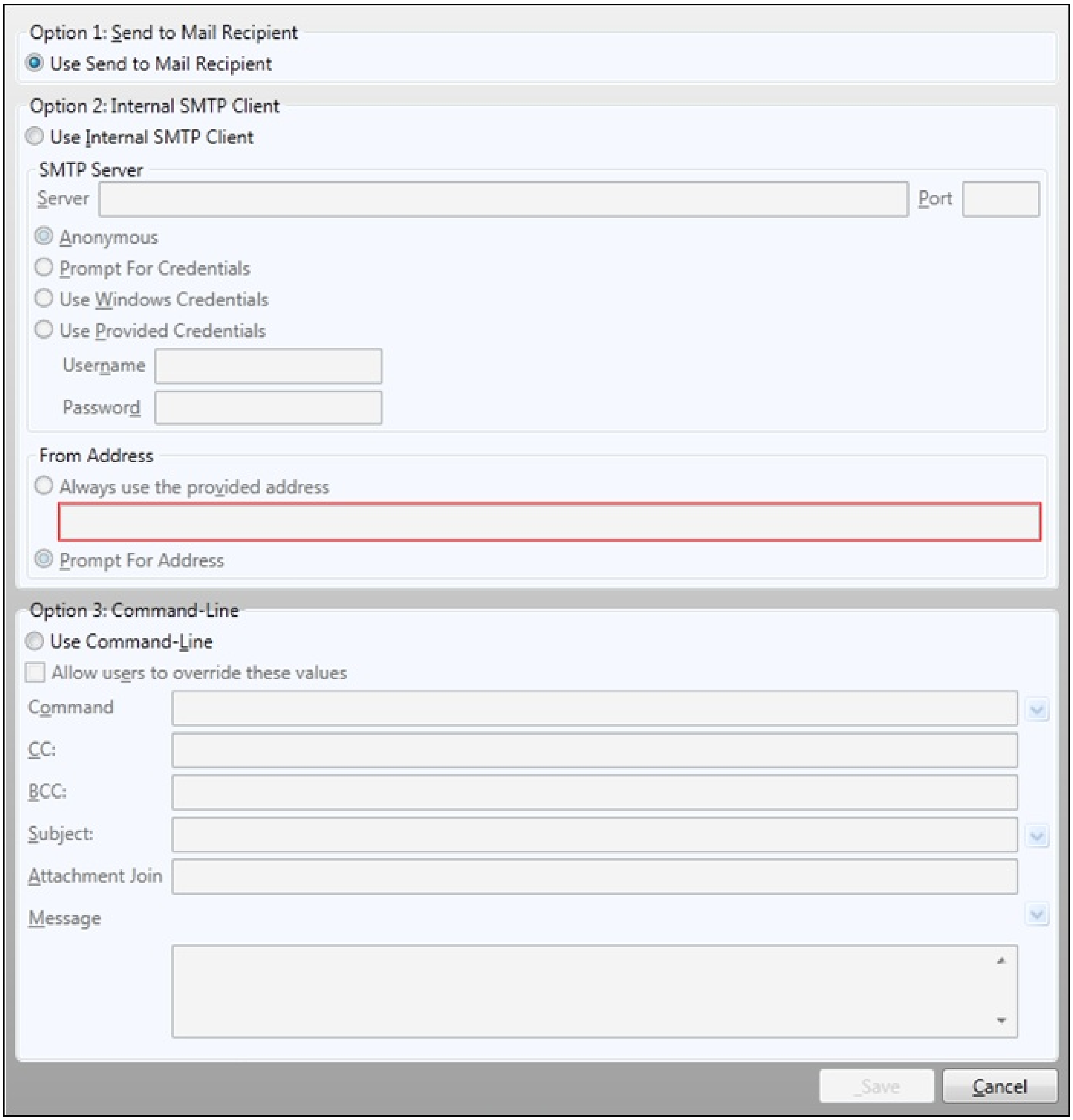
Next topic: Email Settings Screen

Previous topic: Subcategories Screen

Email Settings Screen

The Email Settings screen provides parameters to GOLDVault that all institution users will use to email documents. Institution settings and user role security determine which documents you are allowed to email.

Open the Email Settings screen by clicking on <Email Settings> on the Settings screen. See the example screen below.



Three different email options are available to GOLDVault. If you check the **Use Send to Mail Recipient** box, GOLDVault uses the standard Windows email settings to send the document in the same manner that right-clicking a document in Windows Explorer and clicking on "Send To Mail Recipient" does.

Checking **Use Internal SMTP Client** will direct GOLDVault to send email using a specified SMTP client on your machine. In order to do this, you must provide the following parameters:

Feature	**Definition**
Server	Enter the network location of the SMTP server.
Port	Enter the port to use for sending SMTP email from your network.
Credentials	• **Anonymous.** This allows anyone to send emails and is discouraged in most networks. • **Prompt for Credentials.** Every time the user sends an email, they will be required to enter a user name and a password. • **Use Windows Credentials.** Use the Windows logon name and password as the email user name and password. • **Use Provided Credentials.** Use the user name and password supplied in the next two fields. • **Username.** Enter the user name to use for email. • **Password.** Enter the password to use for email.
From Address	• **Always use the provided address.** If this is checked, enter the sending email address for all emails in the box below. • **Prompt for Address.** If this is checked, the program will ask the user to enter a return email address each time an email is sent.

Checking **Use Command-Line** will cause GOLDVault to send email using a Windows command line with the email parameters filled in from the boxes below.

Feature	**Definition**
Allow users to override these values	If checked, the values below will be the default values, but the user will be able to change them when the email is created. If not checked, all emails will be created and sent using the values below.
Command	This is the Windows command to issue to create the email.
CC	This is the email address or addresses to copy the email to.
BCC	This is the email address or addresses you want to "blind" copy the email to. When using BCC to send copies to multiple people, the receiver will not be able to see the other recipients.
Subject	This is the subject of the email.
Attachment Join	This is the attachment to join to the email. The document you are emailing will be sent in addition to any attachments you define here.
Message	This is the data message to send in the email.

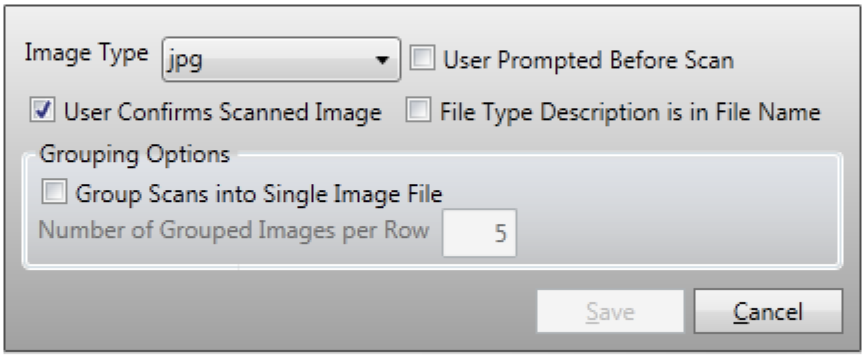
Next topic: Scan Settings Screen

Previous topic: File Types Screen

Scan Settings Screen

The Scan Settings screen provides parameters to GOLDVault that all institution users will use when scanning documents. Each user can choose to override these settings with others for their own particular use.

Open the Scan Settings screen by clicking on <Scan Settings> on the Settings screen. See the example screen below.



Feature	Definition
Image Type	Select the type of image you want your scanner to create when you scan a document. The preferred type is tif.
User Prompted Before Scan	Check this box if you want a pop-up message to prepare the scanner before you begin your scan.
User Confirms Scanned Image	Check this box if you want a pop-up message after the scan is complete before it copies the scanned image to your temporary folder. This will allow you to view your scanned image and rescan it if it needs to be adjusted.
File Type Description is in File Name	Check this box if the file type description is included in the file name.
Group Scans into Single Image File	Check this box if you want all pages of a scanning session to be combined into a single file. If you do not check this, each page will be saved as a separate file.
Number of Grouped Images per Row	When you scan multiple documents into a single image file, enter how many documents you want to display per display row when displaying the image file.

Next topic: Setup

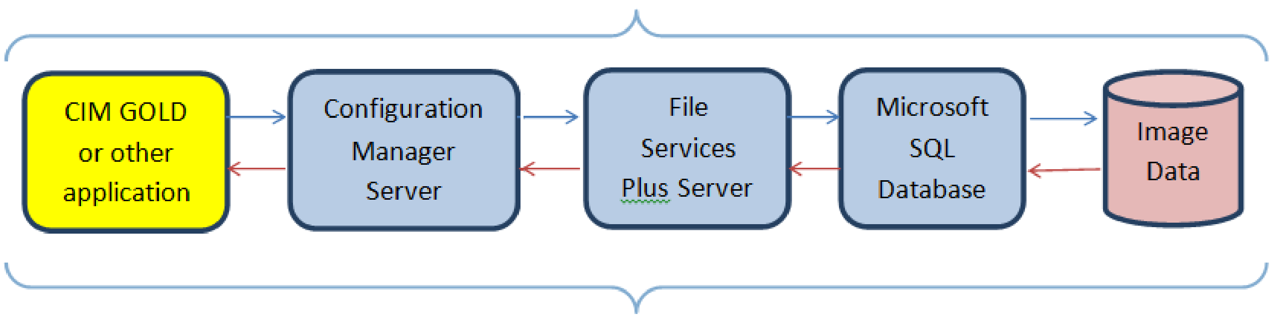
Previous topic: Email Settings Screen

Setup

Before you can use GOLDVault, you will need to have appropriate database files created and prepared for your institution. GOLDVault was built for and tested with a Microsoft SQL Server 2008 R2 database engine. Other databases may possibly work, but DHI Computing Service recommends that you use MS SQL Server 2008 R2 or greater as your GOLDVault database. Please work with your client services representative to set up proper configuration and answer implementation questions before using GOLDVault.

You have three choices available to you for saving your image files and their associated indexing information files. You can choose to use DHI Computing Services servers to only save your data. You can choose to save the image files on servers at your institution. The third choice is to use servers at either the instittution or at DHI Computing Service to host your primary database and to use secondary servers at either DHI Computing Service or the bank as a backup database. Servers that reside at DHI Computing Service will be maintained, backed up, and serviced by DHI Computing Service. The institution will have the responsibility to maintain, back up, and service servers which they own. In addition to the license fees for GOLDVault which the institution will be assessed no matter which server is used, there is an additional monthly usage fee for using servers at DHI Computing Service. Your marketing representative will be able to quote you specific charges.

A GOLDVault transaction flow is illustrated in the following chart. Blue arrows on the chart (pointing to the right) represent requests for data, and red arrows (pointing to the left) represent responses.



- An application program (e.g., CIM GOLD, GOLDTrak PC, or GOLDTeller Platform) makes a request, such as to search for images for a specific account.
- The request goes to a common Configuration Manager Server that resides at DHI Computing Service. This server determines who is making the request and routes the request to the appropriate GOLDVault server.
- The GOLDVault server processes the request, and where data is required, makes a request to the appropriate SQL database server. (Backup servers are not shown in this chart for simplicity, but the GOLDVault server routes backup transactions to the backup server, when one is used, during less busy times.)
- The SQL database server retrieves requested data, and returns it back to the calling servers that, in turn, return the request to the calling application.

The GOLDVault Server is a server at DHI Computing Service that handles all the data processing for GOLDVault and is the only machine that directly accesses the SQL server. Application programs do not directly access the SQL database. This allows for greater security and a less costly implementation.

Next topic: GOLDTrak PC

Previous topic: Scan Settings Screen

GOLDTrak PC

The following sections discuss how to set up GOLDVault for use in GOLDTrak® PC. Once you have finished setting up, see the sections above for information on using GOLDVault.

Setting Up GOLDTrak PC

Connecting to GOLDVault from GOLDTrak PC

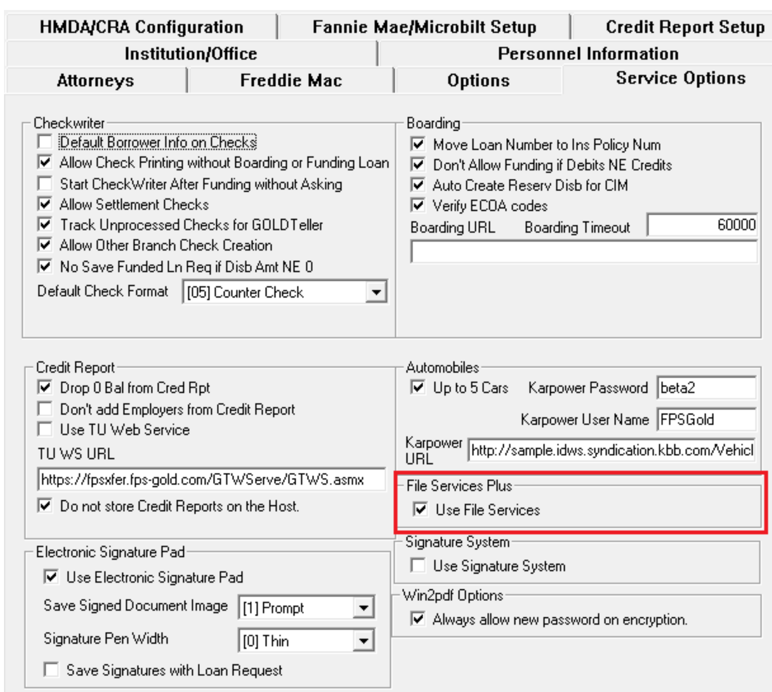
WIN2PDF is required to add GOLDTrakPC documents to GOLDVault. WIN2PDF, a product of Dane Prairie software, is used in GOLDTrak PC to convert documents to .pdf files. The software can be purchased and downloaded from www.daneprairie.com. The recommended version of Dane Prairie software is Win2PDF Pro Version 7.This version will allow you to email both separate and merged files and to choose whether to encrypt the files.

Next topic: Setting Up GOLDTrak PC

Previous topic: Setup

Setting Up GOLDTrak PC

To enable GOLDVault in GOLDTrak PC, the GOLDVault institution option needs to be set. This is necessary to keep GOLDTrak PC from trying to connect when it is not set up for GOLDVault. The option, **Use File Services**, is found in Institution/Office Setup under the Service Options tab in GOLDTrak PC Setup.

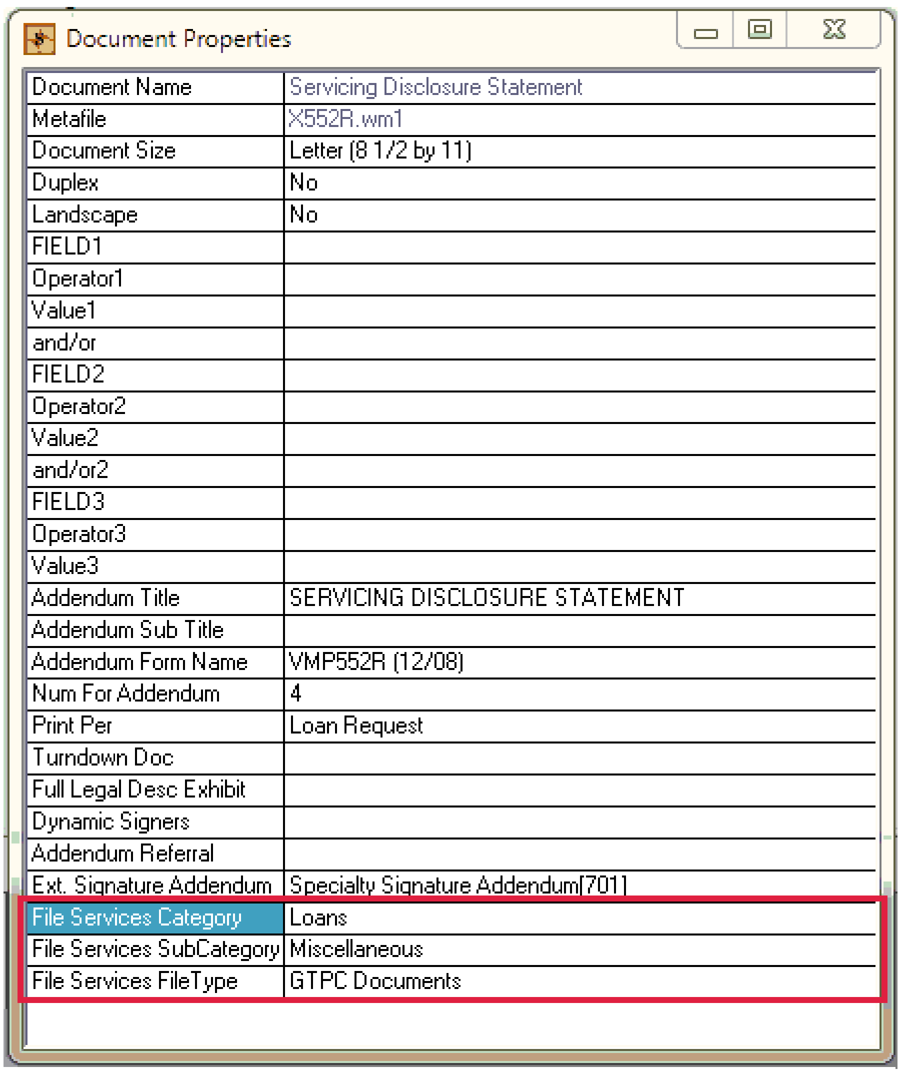


If your institution chooses, you can set up some or all documents to be attached automatically in a particular category, subcategory, and file type. This can be done at the program level or in GOLDTrak PC Setup. You can have your account manager set up documents at the program level. This will take precedence over documents that you set up in GOLDTrak PC Setup. In either case, once a document is set up, all occurrences of that document will automatically be put in the same category, subcategory, and file type.

To automatically attach all documents

1. On the GOLDTrak PC Setup screen, select Documents from the Design Setup menu.
2. Double-click on the document you want to set.
3. Right-click in the document to open the Document Properties dialog. (See the example below.)
4. Click on File Services Category. This will display a drop-down list in the right-hand column.
5. Double-click on the category you want. If you do not want a property, select the blank at the top of the drop-down list.
6. Follow the same procedure for File Services SubCategory and File Services FileType.
7. When you have these three items as you want, click the <Close> button (X) in the upper right-hand corner of the dialog.

If the category, subcategory, or file type properties that you want are not available, you can add new properties. See the sections Manage Categories Screen, Sub-Categories Screen, or File Types Screen for information on adding properties for each.



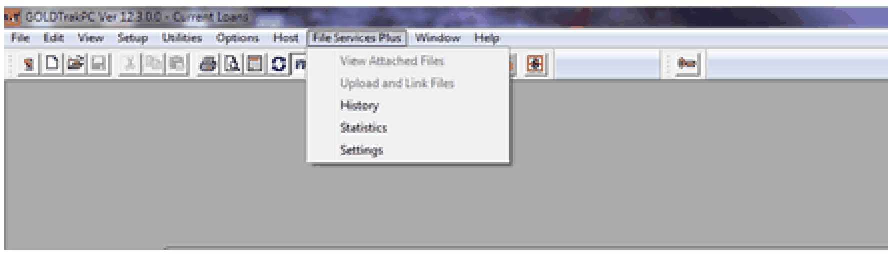
Document Name	Servicing Disclosure Statement
Metafile	X552R.wm1
Document Size	Letter (8 1/2 by 11)
Duplex	No
Landscape	No
FIELD1	
Operator1	
Value1	
and/or	
FIELD2	
Operator2	
Value2	
and/or2	
FIELD3	
Operator3	
Value3	
Addendum Title	SERVICING DISCLOSURE STATEMENT
Addendum Sub Title	
Addendum Form Name	VMP552R (12/08)
Num For Addendum	4
Print Per	Loan Request
Turndown Doc	
Full Legal Desc Exhibit	
Dynamic Signers	
Addendum Referral	
Ext. Signature Addendum	Specialty Signature Addendum[701]
File Services Category	Loans
File Services SubCategory	Miscellaneous
File Services FileType	GTPC Documents

Next topic: Connecting to GOLDVault from GOLDTrak PC

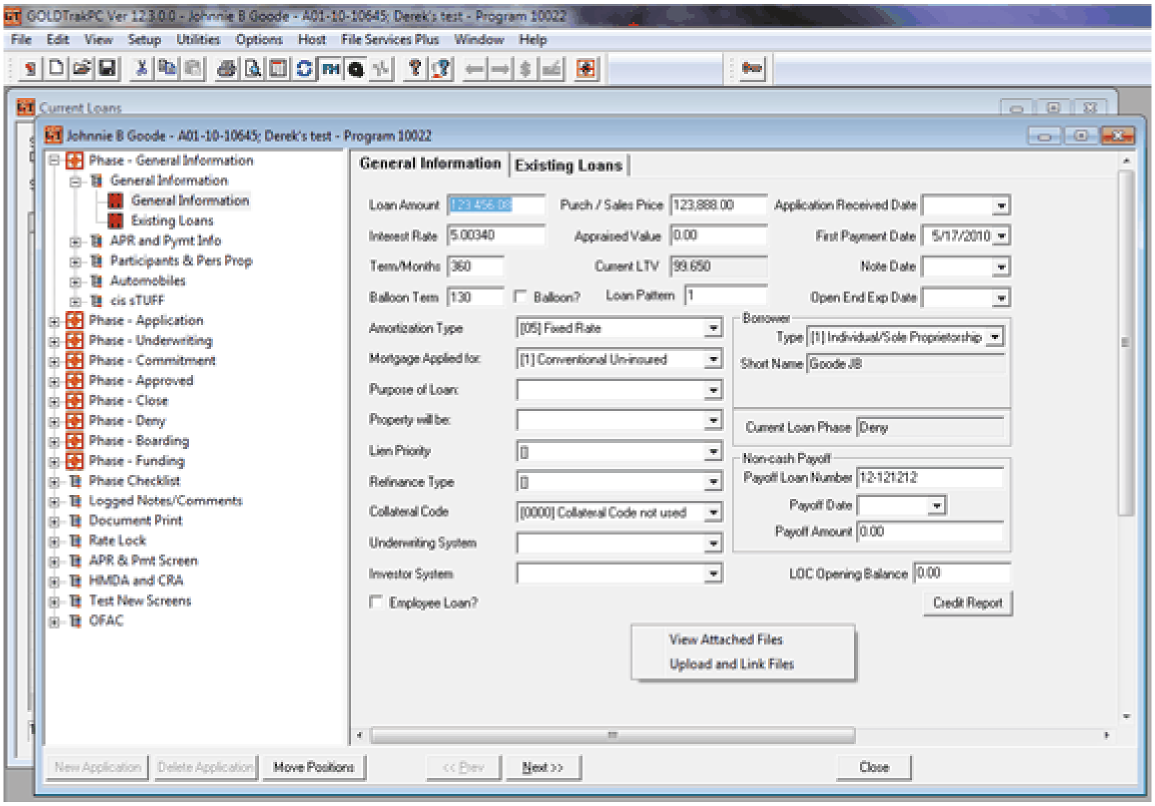
Previous topic: GOLDTrak PC

Connecting to GOLDVault from GOLDTrak PC

After the **Use File Services** option is set on the Service Options tab, GOLDTrakPC will attempt to connect to the GOLDVault server. The GOLDVault Menu item will appear in the GOLDTrak PC Menu (see example below). There are five options in the menu: View Attached Files, Upload and Link Files, History, Statistics, and Settings. The last three can be accessed without an open loan request, but the first two require a loan request to be open.

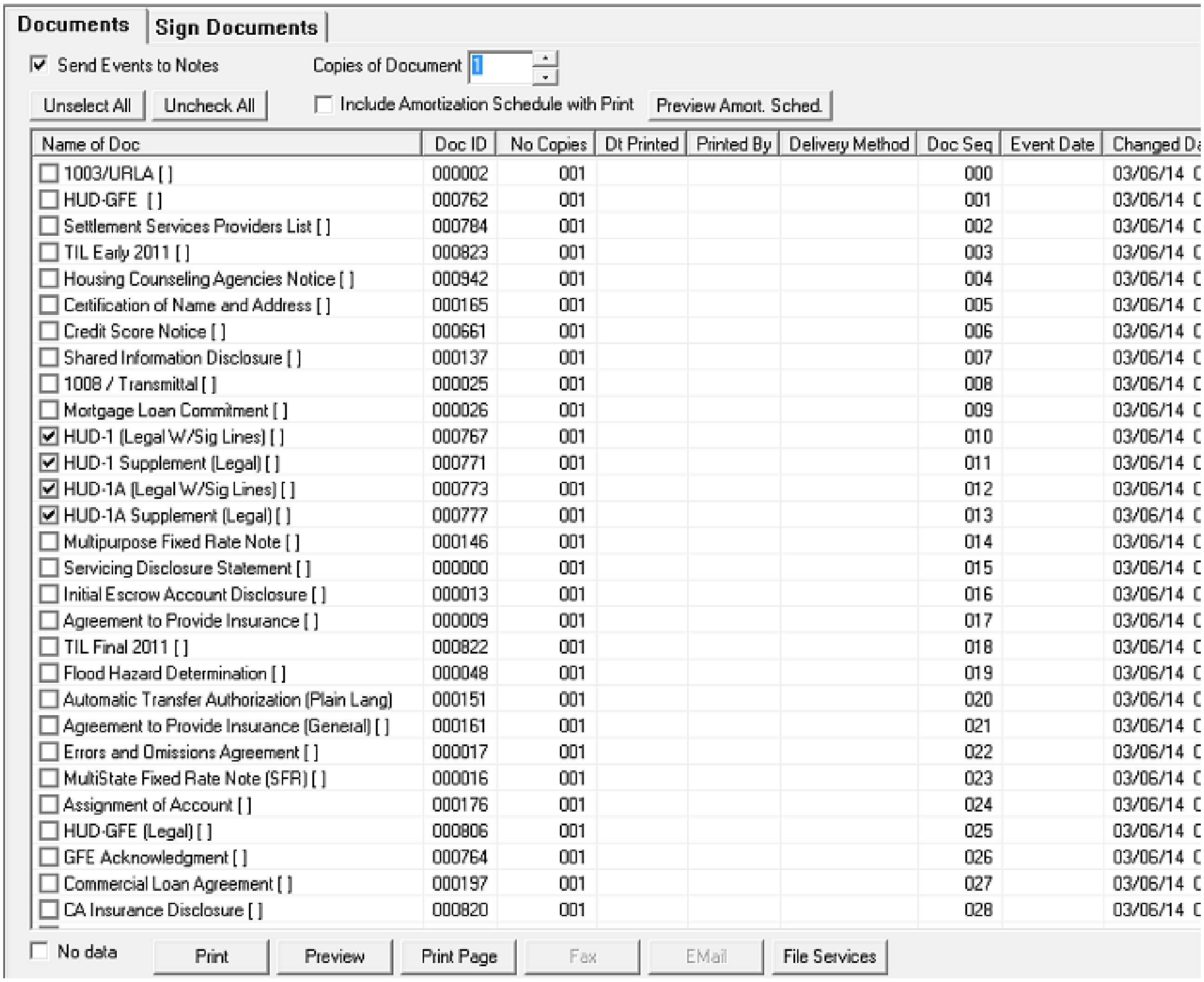


After a loan request is opened, the first two options are enabled and will use the loan request that is active. GOLDTrak PC has a right-click menu to access the View Attached Files and Upload and Link Files screens in File Services from any screen. To open View Attached Files, right-click on a screen, then select "View Attached Files" from the pop-up list. The View Attached Files screen will be displayed with the correct Lender Number, Loan Number, and Customer Info as the search criteria. To open Upload and Link Files, right-click on a screen, then select Upload and Link Files from the pop-up list. The Upload and Link Files screen will be displayed with the correct Lender Number, Loan Number, and all the pertinent customer's information necessary to link new documents.

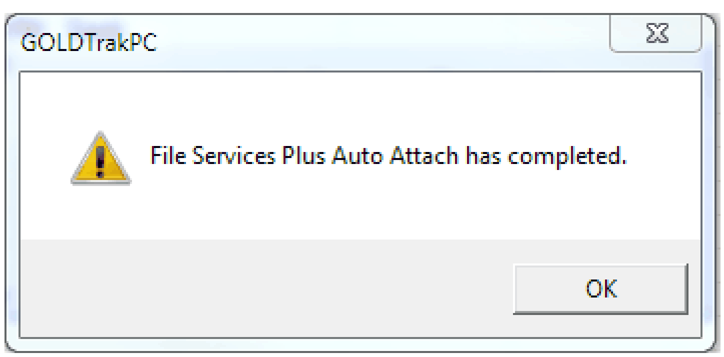


To add GOLDTrak PC documents to GOLDVault

1. Go to the Documents screen (see example below).
2. Check the box next to the documents that you want to add to GOLDVault.
3. Click the <File Services> button. (This requires that you have WIN2PDF installed on your PC. WIN2PDF is needed to create the GOLDTrakPC documents in a .pdf format to be stored in GOLDVault.)



The Upload and Link Files screen will come up with all the available links listed on the left and all the documents listed on the right. The documents can then be added to GOLDVault. If a document has been set up to automatically upload (see Setting Up GOLDTrak PC), then the document will be attached to GOLDVault using those settings. The following message will display.



4. Click <OK>.

If a document does not have any settings defined, then the Upload and Link Files screen will display all the indexes and documents that have no settings.

5. Manually change the settings for each document.

Previous topic: Setting Up GOLDTrak PC