

Redaction Setup

This chapter covers the Redaction Setup module and includes the following sections:

- ◆ [About Redaction Setup](#)
- ◆ [Working With Redaction Setup](#)

About Redaction Setup

Redaction Setup is an ImageCentre module that enables users to search for items in the system, view them, and set up redaction on images of these items. For example, once you select an item from your search, you could redact the amount and MICR line on checks.

Redaction means making it so that part of an image is hidden. You must have the Redaction Setup permission to be able to use this functionality. Also, note that the MICR line on checks include sensitive bank information such as: bank code, bank account number, check number, etc.

Note that when you select an item and apply a redaction it creates a redaction for all of the items of that item type.

The screenshot shows the Redaction Setup module interface. On the left, there are search filters: Entity (046342 - Bank of Jupiter), Capture Date (10/13/2015), Run Type (- ALL), Doc Type (- ALL), Remit ID (ALL), and Remit Type (ALL). A Search button is located below these filters. The Search Results table lists items with columns: IC Item No, Run Type, Item Type, and Re. The table contains 24 rows of data, including items of type '0 - Check' and '1 - Proof Capture'. On the right, there is a table with columns: Pa..., Left, Top, Height, Width. It contains two rows of data. Below this table are buttons for 'Add Redaction' and 'Remove Redaction', and a checkbox for 'Outline Areas Only'. The bottom right section shows a preview of a check image with a redaction box applied to the MICR line. The check image includes text: 'DATE', 'PAY TO THE ORDER OF', 'Check Standardization', 'SAMPLE - NOT NEGOTIABLE', and a MICR line.

Pa...	Left	Top	Height	Width
1	0.245	2.230	3.735	0.290
1	4.440	0.920	1.220	0.340

IC Item No	Run Type	Item Type	Re
05250000000000	2. Inclearing		AL
05250000000001	2. Inclearing	0 - Check	AL
05250000000002	2. Inclearing	0 - Check	AL
05250000000003	2. Inclearing	0 - Check	AL
05250000000004	2. Inclearing	0 - Check	AL
05250000000005	2. Inclearing	0 - Check	AL
05250000000006	2. Inclearing	0 - Check	AL
05250000000007	2. Inclearing	0 - Check	AL
05250000000008	2. Inclearing	0 - Check	AL
05250000000009	2. Inclearing	0 - Check	AL
05250000000010	2. Inclearing	0 - Check	AL
05250000000011	2. Inclearing	0 - Check	AL
05250000000012	2. Inclearing	0 - Check	AL
05250000000013	2. Inclearing	0 - Check	AL
05250000000014	2. Inclearing	0 - Check	AL
05250000000015	2. Inclearing	0 - Check	AL
999600000002124	1. Proof Capture	Batch Header	AL
999600000002125	1. Proof Capture	1 - OnUs - Check	AL
999600000002126	1. Proof Capture	1 - OnUs - Check	AL
999600000002127	1. Proof Capture	5. GL Credit 5091	AL
999600000002128	1. Proof Capture	2b. DDA Credit/Debit 5010	AL
999600000002129	1. Proof Capture	2b. DDA Credit/Debit 5010	AL
999600000002130	1. Proof Capture	2a. DDA Mac Credit 5013	AL
999600000002131	1. Proof Capture	Transit Pers Check	AL
999600000002132	1. Proof Capture	Transit Pers Check	AL
999600000002133	1. Proof Capture	2. DDA Deposit 5011	AL
999600000002134	1. Proof Capture	8. Cash In 5036	AL

The Redaction Setup window consists of fields and buttons that allow a user to search for a run type, and set up redactions on the selected item.

- ◆ The upper left pane provides search fields and options for the search, such as, Entity, Capture Date, Run Type, Doc Type, Remit ID, and Remit Type.
- ◆ The lower left pane shows the results for your search criteria sorted by IC Item No., Run Type, Item Type, and Remit ID.
- ◆ The lower right pane shows the image for the selected item.
- ◆ The upper right pane shows buttons for adding and removing redactions, as well as the coordinates of the redactions set up for the selected item.

Working With Redaction Setup

The Redaction Setup module enables you to search for items in the system, view them, and set up or modify redactions accordingly.

This table describes the search fields you see when running a search for items in Redaction Setup.

Field	Description
Entity	The name and number of the entity/ institution you want to run the search for.
Run Type	The run type you want to run the search for. For example, Proof of Deposit, Encode, Inclearing, and more.
Doc Type	The type of document you want to run the search for. For example, Batch Header, Loan Credit, Cash In, CD Chargeback, and more.
Capture Date	The date you want to run your search for. This is the date the items were captured. To search for a day's worth of items, specify the value for that day in the date field.
Remit ID	The lockbox group of customers or entities you want to run the search for. This is the description for customized lockbox groups. For example, Property Management, Lockbox company, etc.

Field	Description
Remit Type	The type of remittance item you want to run the search for. For example, Wholesale Remittance Items, Remittance Items, and more.

Right-Click Menu Options for Image Items in Redaction Setup

Command		Description
Back/ Front		Flips the selected image item.
Rotate	None	Returns the item to its original orientation.
	90	Rotates the item 1/4 turn clockwise.
	180	Rotates the item 1/2 turn clockwise.
	270	Rotates the item 3/4 turn clockwise. (Also equivalent to rotating the item 1/4 turn counterclockwise.)
Zoom	Click To zoom	Enables you to enlarge the selected item.
	Rubber Band Zoom	Enables you to enlarge, shrink, and return image to original orientation.
Invert		Inverts the colors of the selected item. For example, black text changes to white text. White backgrounds change to black backgrounds.
Copy		Enables you to copy the selected item to clipboard.

► Search for Items in Redaction Setup

Use this procedure to search for items to view or work with in redaction setup.

1. If you haven't already done so, click the Security icon from the toolbar and select Redaction Setup.
2. From the Entity drop-down list, select the entity you want to run the search for.
3. From the Run Type drop-down list, select the run type you want to run the search for.

4. From the Doc Type drop-down list, select the document type you want to run the search for.
5. Select a date for the search:
By default, the system runs the search for the current date.
If you want to run the search for items with a different date than the current date, type the month/day/year into the Capture Date field. Or click the down arrow and pick the date from the calendar.
6. From the Remit ID drop-down list, select the customer group you want to run the search for.
7. From the Remit Type drop-down list, select the remit type you want to run the search for.
8. Click Search.
The system updates the lower pane with the results of the search.

► Add a Redaction to an Item

Use this procedure to add a redaction to an item in redaction setup.

1. If you haven't already done so, click the Security icon from the toolbar and select Redaction Setup.
2. Run a search for the items you want to work with.
3. From the displayed search results, select an item you want to add a redaction to.
4. Click on the Add Redaction button and mark the area for redaction on the image of the selected item. Select Outline Areas Only check box to set up redaction as an outline.
The coordinates for the marked redaction are updated on the window.

► Remove a Redaction from the Item

Use this procedure to remove a redaction from an item in redaction setup.

1. If you haven't already done so, click the Security icon from the toolbar and select Redaction Setup.
2. Run a search for the items you want to work with.

3. From the displayed search results, select an item on which you want to remove a redaction.
4. Click on the Remove Redaction button. The coordinates for the marked redaction are removed from the window.

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