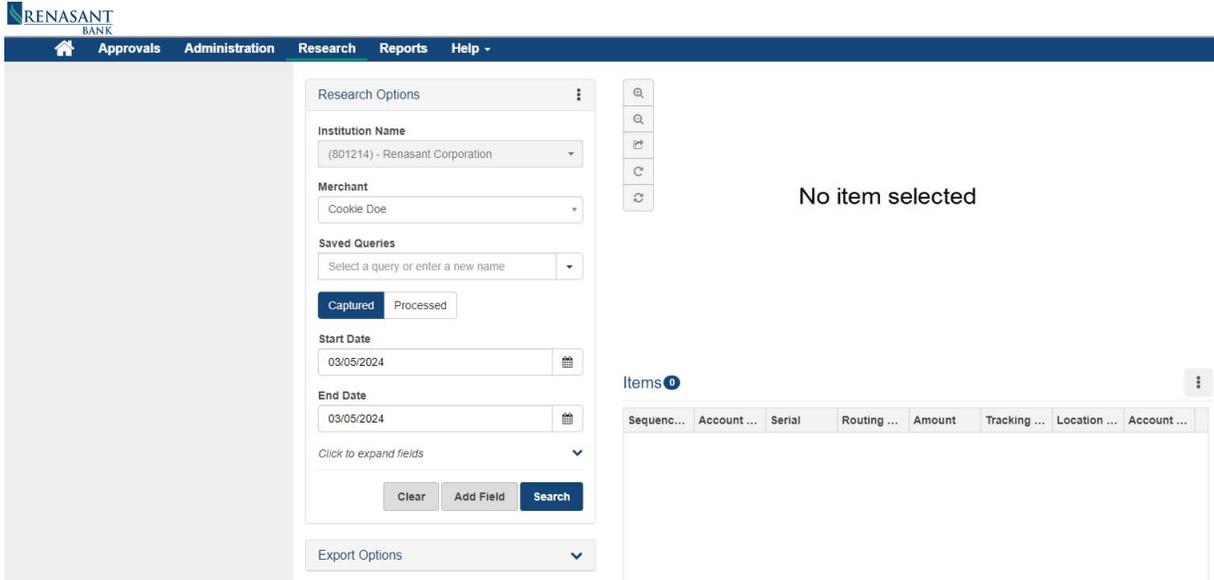The Research page allows you to search for previously completed deposits, by using criteria you define or by using saved queries.

To access the Research page, select Research from the navigation bar.

- The left pane provides you with fields for searching, options for configuring how content is exported, and the menu options for managing saved queries.
- The lower right pane provides a list of items that match your search criteria and options for working with those results.
- The upper right pane shows you the image for items you select from the list.

Search for Deposits

1. For **Start Date**, enter the start of the date range you want to search, or select the calendar icon to select a date from the calendar. By default, the current date is filled.

2. For **End Date**, enter the end of the date range you want to search, or select the calendar icon to select a date from the calendar. By default, the current date is filled.

3. If you want to limit your search further, then select the down arrow to show additional search fields.
   - If you want to limit your search by location, then for **Location**, select a value.
   - If you want to limit your search by account, then for **Account**, select a value

4. If you made a mistake and need to start over, then select Clear to reset the search query to the default. Otherwise, select **Search**.

Results
The system searches for items matching your criteria and updates the list in the right pane as appropriate.

Working With Search Results

When you select **Search**, the system provides you with a list of results that match. For example, if you search for all deposits made on a particular day, then the system returns a list of the deposits matching that date.

- View an item by selecting it. The upper pane updates with the selected image.

- **Sort the results by column.**

Account Number	Serial	Routing...	Amount	Sequence	Tracking...	Location	Account
0000006500532249		51360619	$636.42	673000001	M000000673	Main	*******2249
0000000002356891	0000001268	123456780	$600.14	673000002	M000000673	Main	*******2249
0000000606134041	0000002334	303087995	$36.28	673000003	M000000673	Main	*******2249
0000006500532249		51360619	$3,527.46	675000001	M000000675	Mobile	*******2249
0000000012345678	0000005526	000067894	$2.46	675000002	M000000675	Mobile	*******2249
0000000012345678	0000005545	000067894	$525.00	675000003	M000000675	Mobile	*******2249
0000000009674362	0000001543	123456780	$3,000.00	675000004	M000000675	Mobile	*******2249

Totals: 0 Credits $0.00, 17 Debits $ 8,874.46

- Select a column heading to sort in ascending order (0-9, A-Z). Select a column heading again to sort in descending order (Z-A, 9-0).

  - You can also hold down the Shift key and select multiple column headers to sort the list in the order of the selected columns. For example, the system sorts by your first selected column, then your second selected column next, and so on.

- To do so, select the first column you want to sort by; and then hold down the Shift key and select the next column. The system assigns the number 1 to the first column along with the sort arrow, the number 2 to the second column, and so on.

- If you hold down the Shift key and select a numbered column again, then it toggles between ascending and descending order for that column.

- If you release the Shift key and select a column, then it clears the numbered sort order.

- Reorder columns by selecting a column heading and dragging it left or right.

- **Print Selected Item** - Select an item from the list and select this option to print the Item Detail report for the item.

- **Print Deposit** - Select an item from the list and select this option to print the Deposit Detail report for the selected deposit.

- **Print Deposit and Images** - Select an item from the list and select this option to print the Deposit Image report (1x3 Front Only) for that item.

- **Deposit Tape** - Select an item from the list and select this option to view the deposit tape for that item's deposit. Note that this option is available only if a deposit tape has been created for the deposit.

- **View Deposit** - Select this option to view the list of items that make up the selected item's deposit. When finished, if you want to return to the list of items, you can select Back to Items.

Working with Export Options

When you work with search results, you have the option of exporting search results. The left pane of the **Research** page provides you with Export Options that are used to format exported results. You can configure how amounts and dates are formatted, which delimiter is used to separate columns, whether to include column names, and whether to wrap field values with quotes.