



Help Card: How to Leverage Image Search in iTreasury

The following information outlines how to view your deposit tickets, checks and deposited items in Regions iTreasury®.

- Image Search can be accessed under the Reporting menu in iTreasury
- You may choose from 3 Image types within the Image Search module: Deposit Ticket, Check and Deposited Item.

Please note: To access Deposited Item, you must be enrolled in iTreasury Imaging Deposit Item.

The screenshot shows the iTreasury interface with the 'REPORTING' menu selected. The 'Image Search' widget is active, and a dropdown menu is open, showing three options: 'Deposit Ticket' (selected with a checkmark), 'Check', and 'Deposited Item'. The interface includes a navigation bar with 'HOME', 'PAYMENTS & TRANSFERS', 'POSITIVE PAY', 'REPORTING', and 'ADMINISTRATION & SETTINGS'. The top right corner shows 'Help | Log off' and 'Welcome, Test User Last Login: 03/19/2025 12:29 PM'. The 'Image Search' widget has an 'Add Widget' button and a settings icon.

- There is a limited amount of details required when conducting a search (required fields are Account and Date)

The screenshot shows the iTreasury 'Image Search' search form. The 'Image Type' dropdown is set to 'Check'. The 'Account' field is empty. The 'Date' field is set to '12/19/2024 - 03/19/2025'. The 'Amount' field is set to 'is equal to' with an empty input box. The 'Serial Number' field is set to 'is equal to' with an empty input box. A green 'Search' button is at the bottom left. The interface includes a navigation bar with 'HOME', 'PAYMENTS & TRANSFERS', 'POSITIVE PAY', 'REPORTING', and 'ADMINISTRATION & SETTINGS'. The top right corner shows 'Help | Log off' and 'Welcome, Test User Last Login: 03/19/2025 12:29 PM'. The 'Image Search' widget has an 'Add Widget' button and a settings icon.

- Items in the search result can be retrieved via the Image Retrieval action, or a bulk download of up to 250 images at a time can be conducted.

<input checked="" type="checkbox"/> All	Actions	Serial Number	Amount	Date
<input checked="" type="checkbox"/>	Image Retrieval	0	1,401.48	03/18/2025
<input checked="" type="checkbox"/>	Image Retrieval	100	0.01	01/24/2025

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- The export button is next to the print button above
- Depending on the size of the exported file, it may be retrieved from the Download module under the Reporting menu

