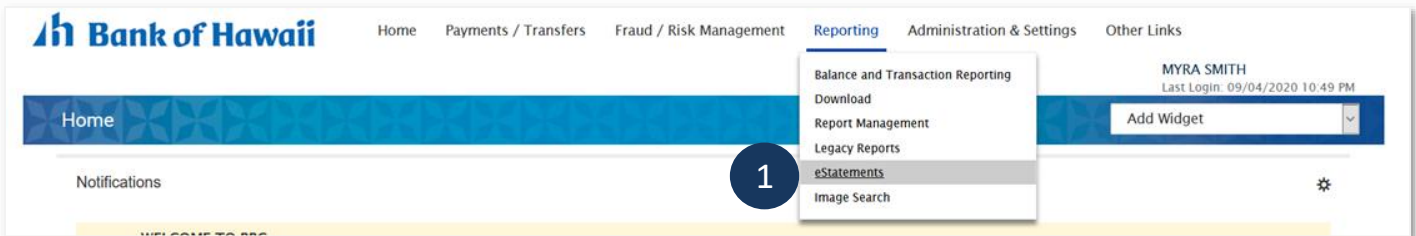# Bank of Hawaii

QUICK REFERENCE GUIDE
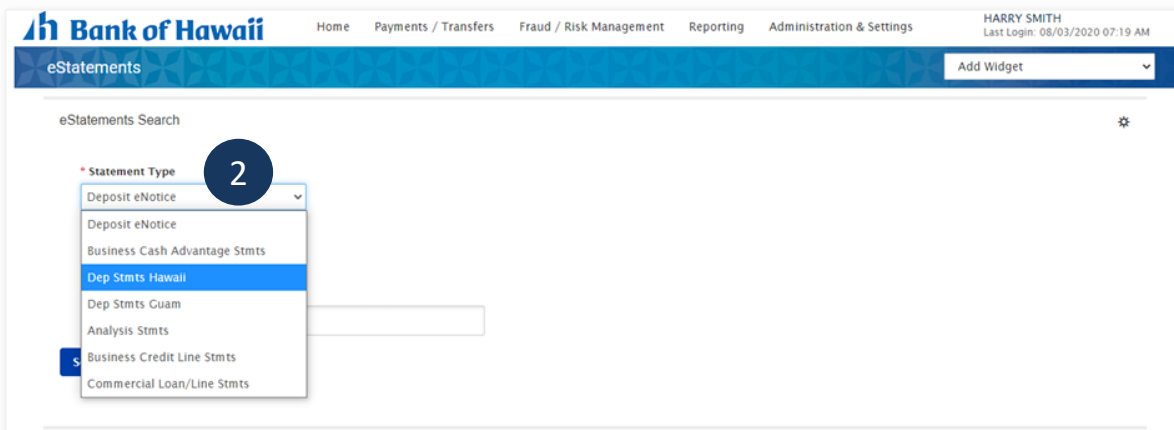## eStatements and Image Search

Search and Download

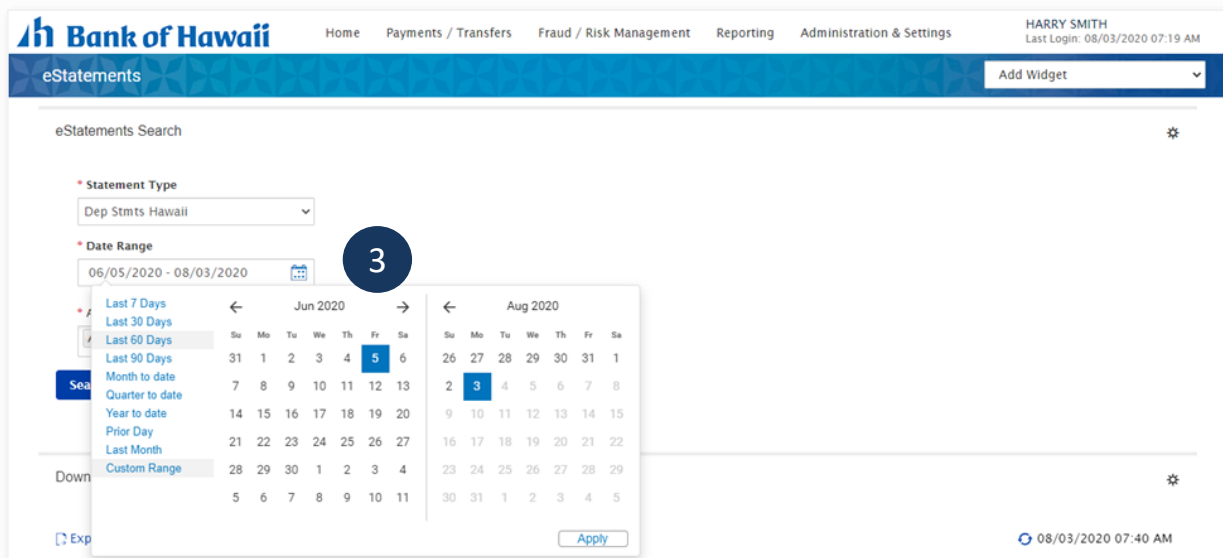The eStatements search feature lets you search for specific eStatements based on statement type and date.

1. From Reporting, select eStatements.

2. **Statement Type** – Statement Type selections will be based on User permissions. For example, to view your Statement of Account (Hawaii), select "Dep Stmts Hawaii".

3. **Date Range** – Click on the calendar icon in the **Date Range** field, make a selection and click **Apply**.
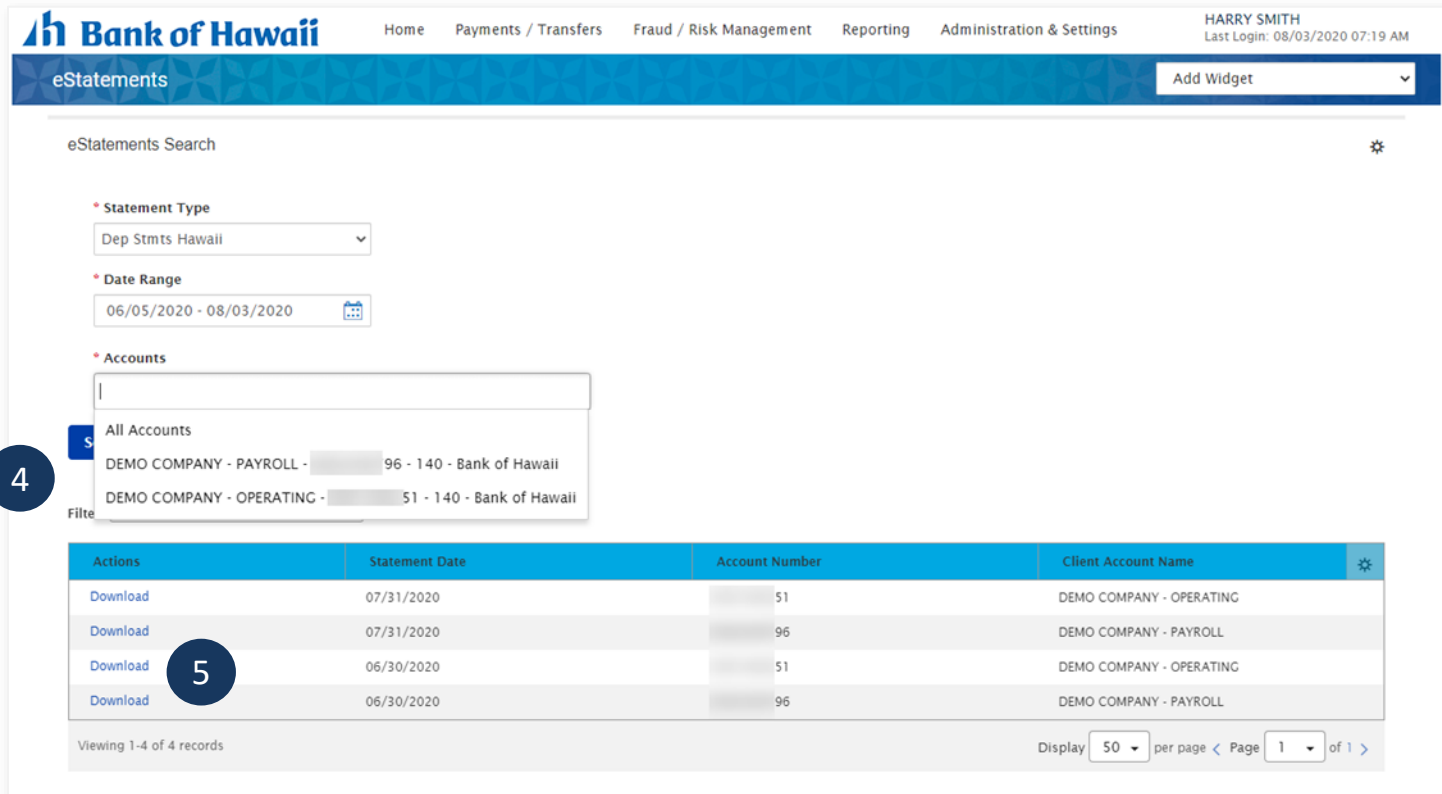
4. Select account and click **Search**. Results will populate in a table list below.
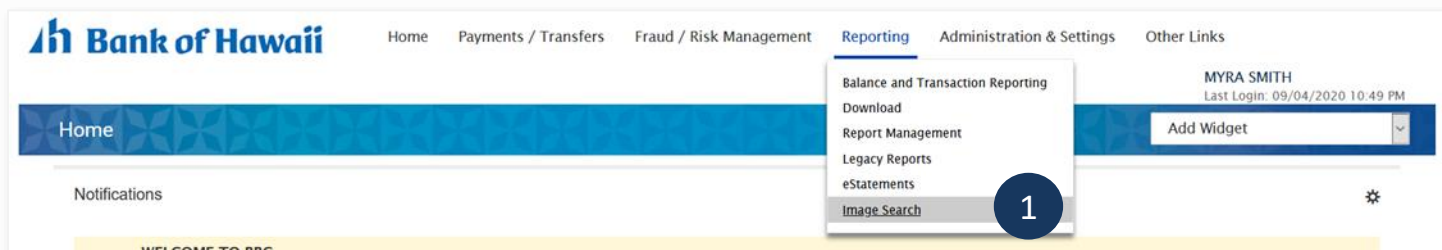

5. To download an eStatement, select **Download** in the **Actions** column.

Search by Image

To search and view for Images, such as checks or deposit tickets, associated with certain transactions:

1. From **Reporting**, select **Image Search**.

2. **Image Type** - From the **Image Type** field, select **Check** or **Deposit Ticket**.

3. **Account** – Select an account from the dropdown menu.
4. **Date** – Click on the calendar icon, make a selection and click Apply.
5. **Serial Number** – Leave blank or apply a filter.
6. **Amount** – Leave blank or apply a filter.
7. Click **Search**. Results will populate a table list below the search parameters.
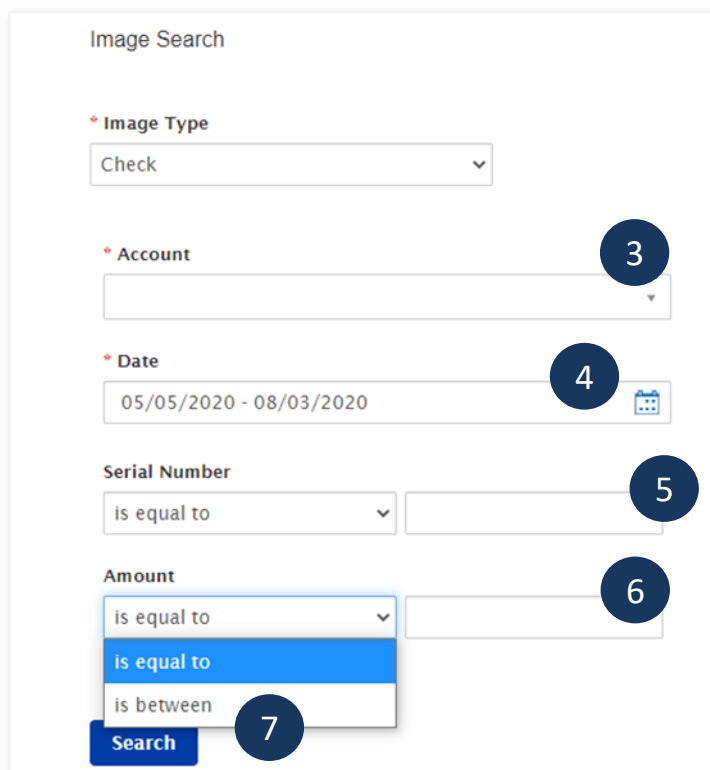
9. Switch to select the back or front by selecting the image thumbnail (**Image Number #1** vs **Image Number #2**).
10. The image control icons below the image allow the User to manipulate, download or print the image.

eStatements and Image Search
Bankoh Business Connections (BBC)

- **Invert Color** (white changes to black and vice versa)
- **Rotate Right**
- **Zoom In**
- **Zoom Out**
- **Save** to download and save the image
- **Print**

Search by Transaction

To search and view for images by transactions:

1. From **Account Summary**, click on an account number.

2. On the Transaction Details page, click on an icon to view the image.

3. Switch to select the back or front by selecting the image thumbnail (***Image Number #1*** vs

Image Number #2).

4. The image control icons below the image allow the User to manipulate, download or print the image.

- *Invert Color* (white changes to black and vice versa)
- *Rotate Right*
- *Zoom In*
- *Zoom Out*
- *Save* to download and save the image
- *Print*
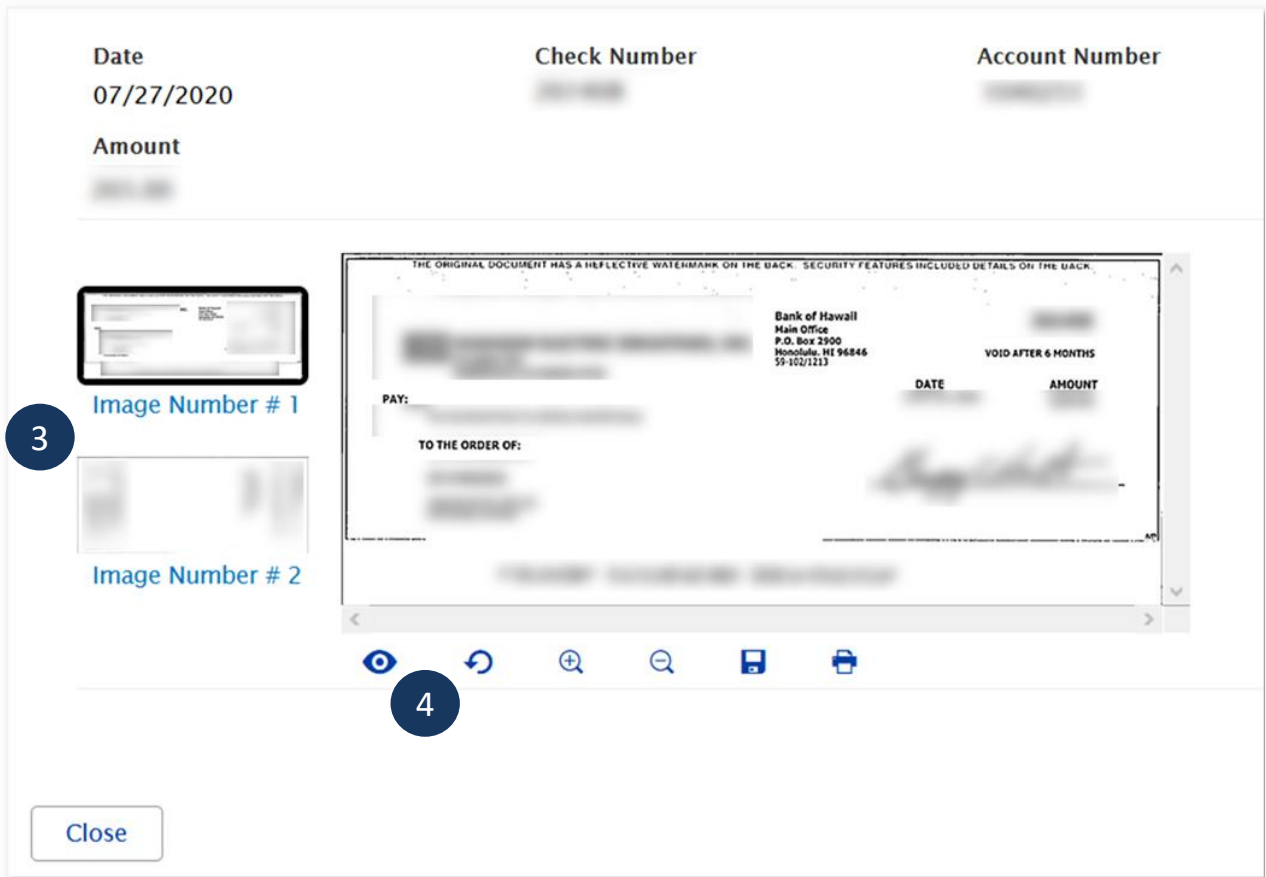
FAQ - Frequently asked questions

Q: *Why does my search query return with the result "There is no content"??*

A: We suggest you broaden your search criteria. For example, instead of searching by a specific serial number <u>and</u> a specific date, just search by a serial number, or search by a range of serial numbers, or by a date range.

Contact information

For more information, contact Cash Management Services at the following:
Hawaii: (808) 694-8021
Toll-free: (877) 232-0118
Guam: (671) 479-3629 or (671) 479-3633
Email: cmsrequest@boh.com