

# CD-ROM: Mercury Search User Guide

## Mercury Search

Mercury Search may be run from the CD or installed on your computer. Statements and images may also be saved to a shared drive as a database, which then allows any employee, with Mercury Search installed on their computer, to view and print check and statement images.

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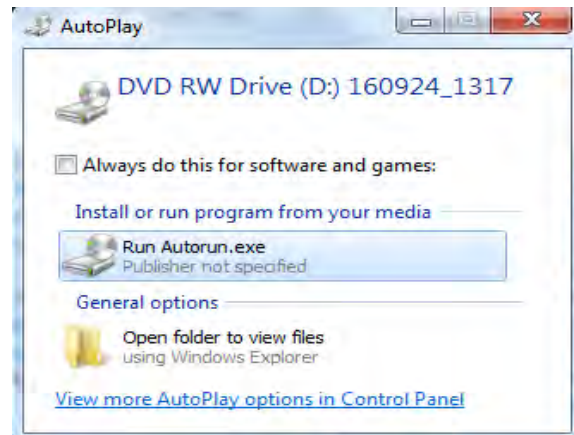
If you need assistance, please contact our Commercial Care Team at 1-877-305-7125.

## Viewing Statements and Images from your CD-ROM

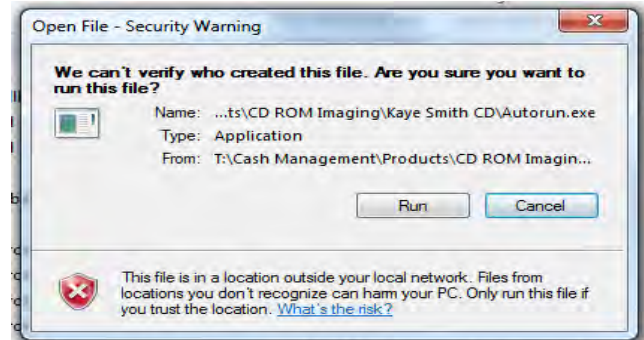
Mercury offers a variety of search options. To learn more, please reference the user guide included on the CD or to use online help, simply select Help from the menu bar.

To perform a simple search from the CD-ROM, please continue to step one below.

- 1 Insert the CD-ROM into your computer.  
If you see this screen, Select **Run Autorun.exe**.  
If you do not see this screen, navigate to the contents of your DVD Drive, Choose Autorun/Type Application from list of items shown.



- 2 If the Open File – Security Warning appears, Select **Run**.

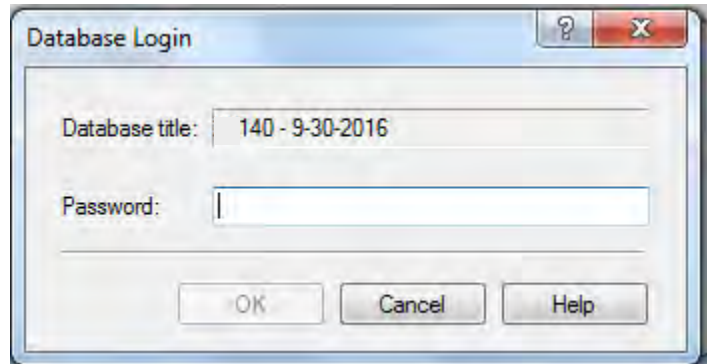


- 3 Choose **Run from CD**.

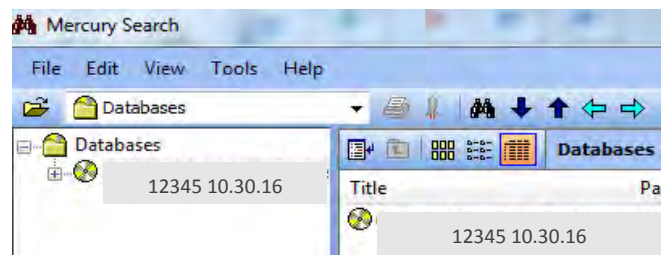


- 4 Enter **Password** originally provided by Columbia Bank.

***\*\*Please note - the details of your CD-ROM service, accounts and passwords have remained the same***



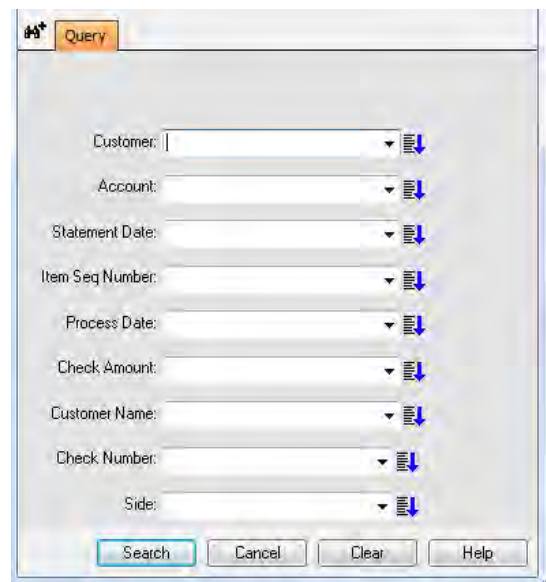
- 5 To perform a simple search, start by opening the database that you want to search.



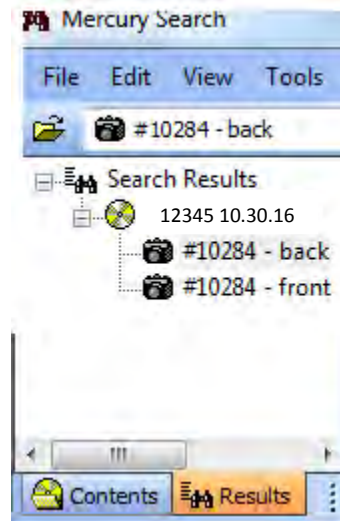
- 6 Select **Tools / Search** or click the following button.



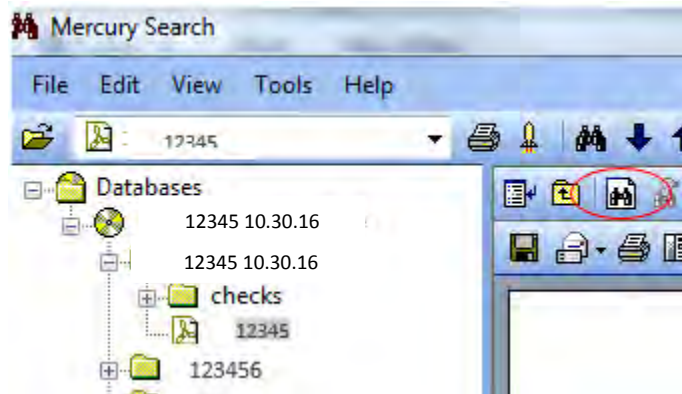
- 7 On the query tab, enter your search criteria in the profile fields as necessary and click the **Search** button to begin your search.



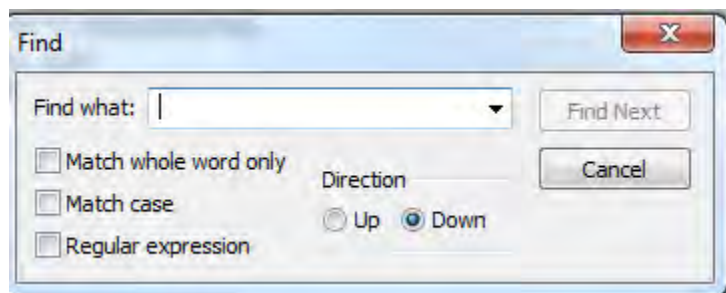
- 8 Mercury displays a list of matching documents in the **Results** tab.



- 9 To search within a statement, choose the **Contents** tab and open the statement you wish to search by double clicking the PDF document. Then select the icon circled here.



- 10 Enter the search criteria and select **Find Next** for search results.



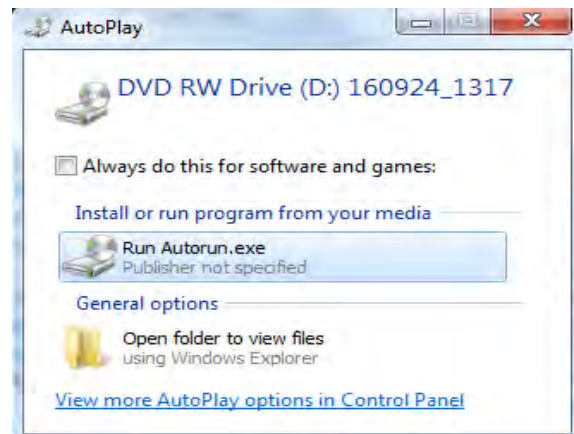
## Installation of Mercury Search Program to your Computer

Installation requirements for Mercury Search:

- Windows 98, Windows 2000, or Windows NT 4.0, XP, Millenium, 2003, or Vista
- 64 MB RAM or greater recommended
- Pentium processor
- At least 50 MB free hard disk space for applications
- Check the installation wizard for disk space requirements for Mercury components
- Minimum resolution: 800 x 600 x 256 colors for images, 800 x 600 x 16 colors for text

**NOTE: Administrative rights to your computer may be needed to complete the installation. Steps may vary depending on system configuration.**

- 1 Insert the CD-ROM into your computer.  
If the following screen appears, Select **Run Autorun.exe**



- 2 If the Open File – Security Warning appears, Select **Run**.



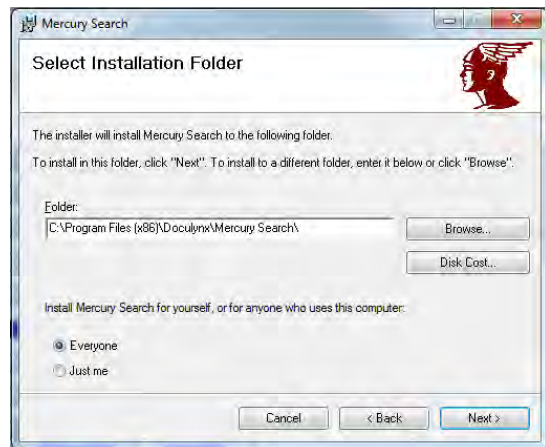
- 3 Begin installation of the search program by choosing **Install Search Program**.



- 4 The Mercury Search Setup Wizard will appear. Click **Next** to continue.

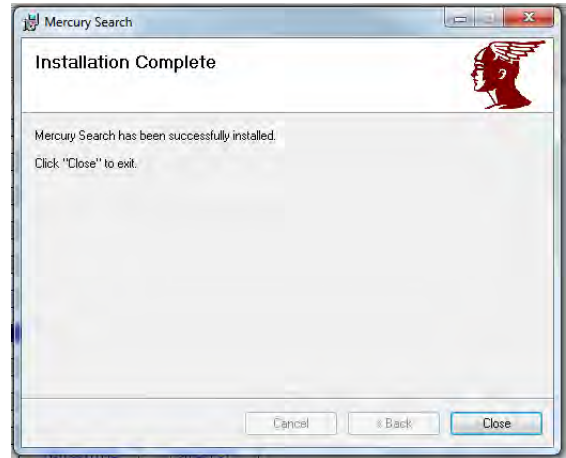


- 5 Select the folder for installation. To install to the folder, click **Next**. To install to a different folder, enter it below or click **Browse**. Select if Mercury Search should be installed for yourself, or for anyone who uses this computer.





- 6 You have now completed the installation. Click **Close** to exit.

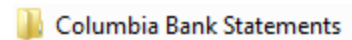


- 7 The following icon will be placed on your desktop. ***Please note- the installation of the Mercury Search program needs to be Installed on all computers accessing statements and images that have been saved to an internal shared drive or folder.***



## Loading Statement and Image Data to your Computer or Shared Drive

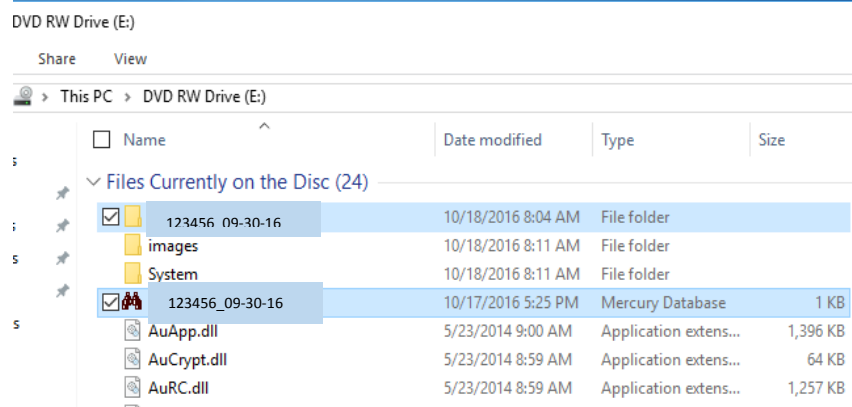
- 1 Create a folder, in a location of your choice, for storing statement and image data from each CD received from the bank.



- 2 Insert the CD-ROM into your computer.  
If you see this screen, Select **Open folder to view files**.  
If you do not see this screen, navigate to the contents of your DVD Drive.



- 3 Copy the Mercury database file and folder titled with the lead account number to the folder created in step one. You may now remove the CD from your computer.

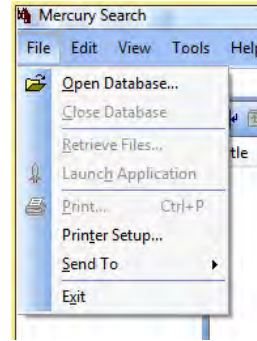


- 4 Open Mercury Search

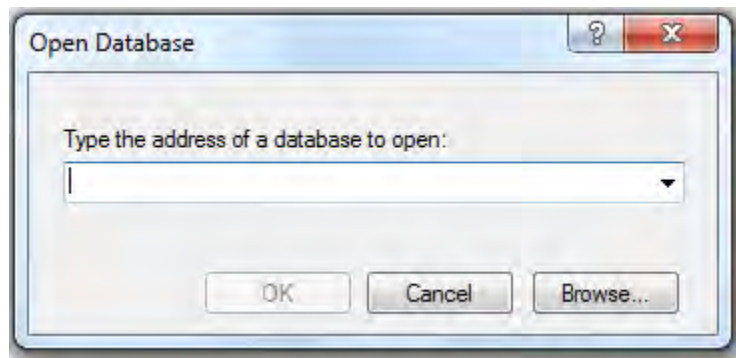




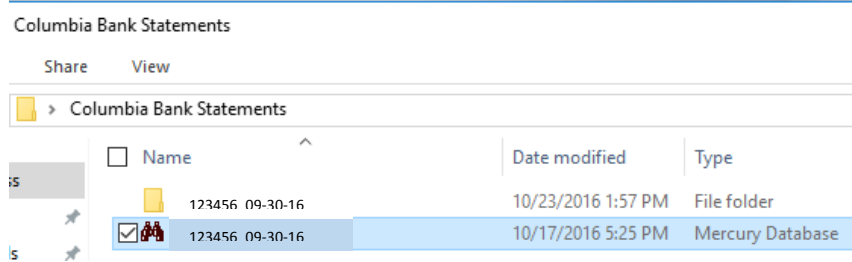
5 Choose **File** and **Open Database**.



6 Browse to folder created in step one.



7 Select the database file for current month, select **Open**. Enter **Password** originally provided by Columbia Bank, select **OK**.



**\*Please note –**

***The details of your CD-ROM service, accounts, and passwords have remained the same. Each time a CD is received from the Bank follow steps 2-7 above.***

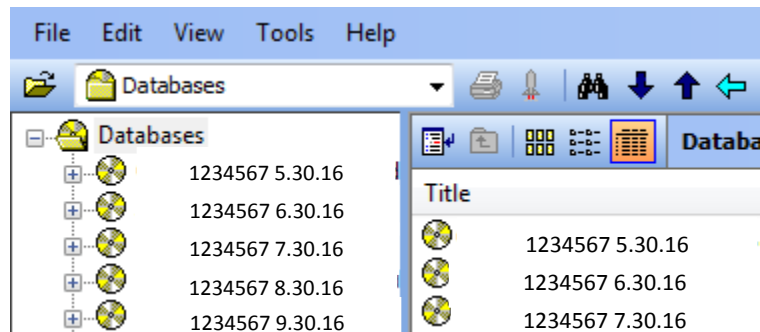
## Searching Statements and Images Using Installed Mercury Search Program

Mercury offers a variety of search options. To learn more, please reference the user guide included on the CD or to use online help, simply select Help from the menu bar.

- 1 Open Mercury Search

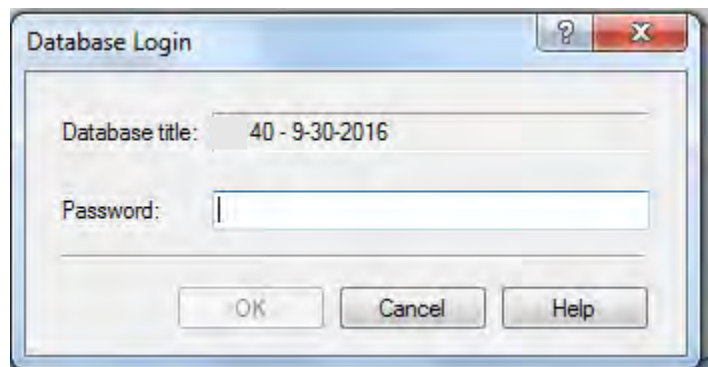



- 2 To begin a simple search, start by selecting the **database** that you want to search or select **Databases** to search over multiple databases.



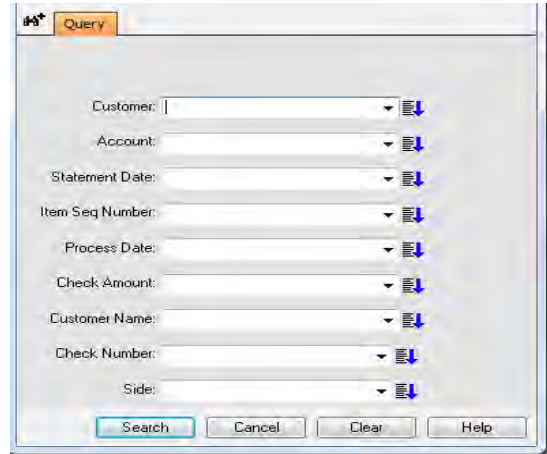
- 3 Enter **Password** originally provided by Columbia Bank. **Note -Password will need to be entered for each database searched.**

**\*\*Please note - the details of your CD-ROM service, accounts and passwords have remained the same**

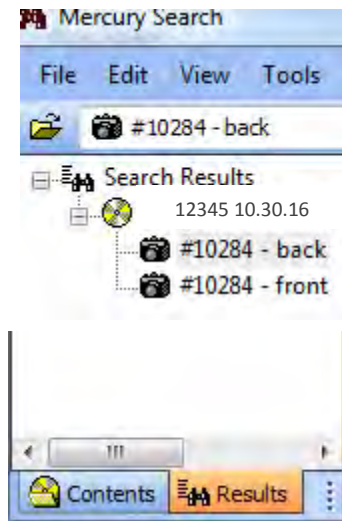


- 4 Select **Tools / Search** or click the following button  **Search** :

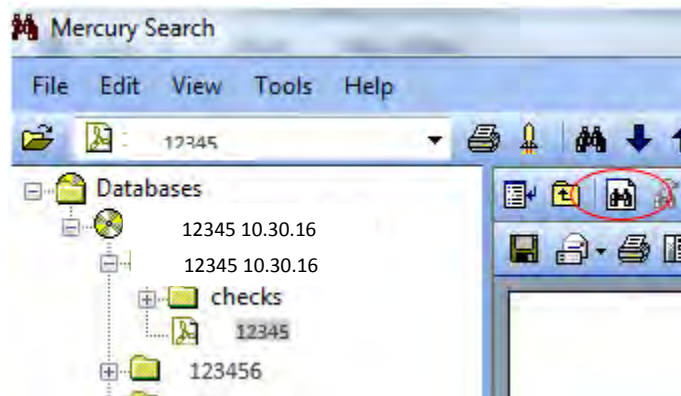
- 5 On the query tab, enter your search criteria in the profile fields as necessary and click the **Search** button to begin your search.



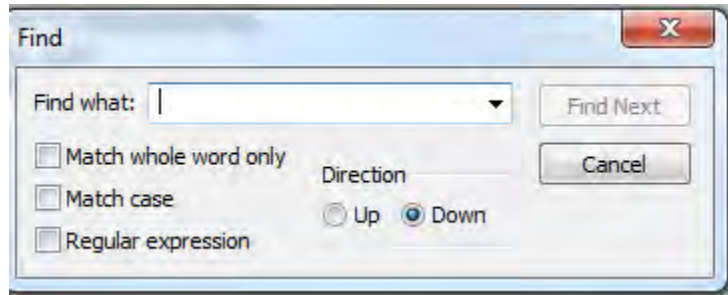
- 6 Mercury displays a list of matching documents in the **Results** tab.



- 7 To search within a statement, choose the **Contents** tab and open the statement you wish to search by double clicking the PDF document. Then select the icon circled here.

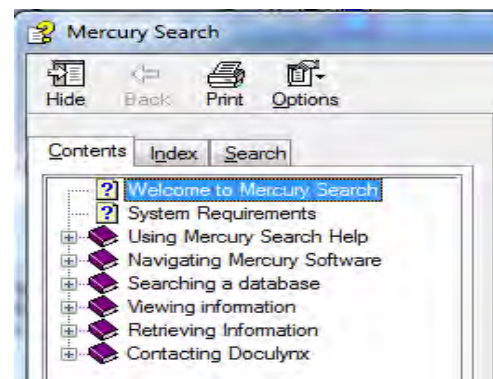


- 8 Enter the search criteria and select **Find Next** for search results.



## Help and Quick Tips

Mercury offers quick and easy access to help information online. To use online help, simply select **Help** from the menu bar, and then select Contents, which opens the Help Topics dialog box that contains Contents, Index, and Search Tabs.



A complete Mercury Search user guide is provided on each CD, open by selecting “Read Documentation” when opening the CD. Instructions for the following items can be found on the page numbers indicated in the complete Mercury Search user guide.

Page	Item	Page	Item
12	Advanced Search	21	Wildcards
20	Lookup Tables	23	Numeric and Date Range Searches
20	Boolean Operators (and/or)	43	Selecting/Copying/Printing

## Questions

If you have any questions, please contact our Commercial Care Team at 1-877-305-7125.