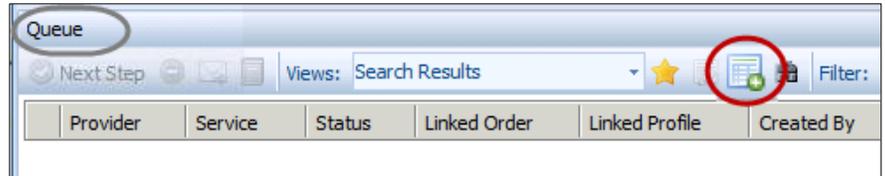


Creating a Mobile Deposit View in the 360 Queue

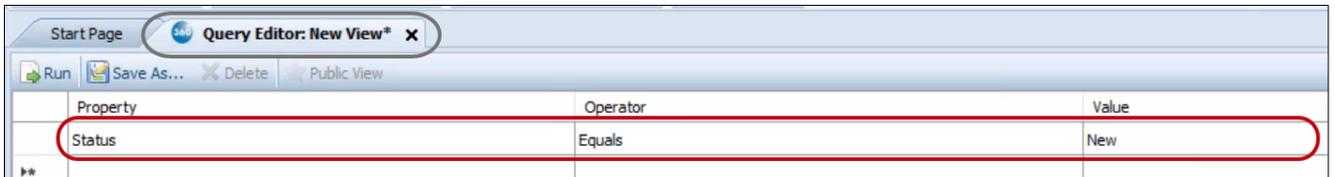
Follow these steps to create a saved **View** of Mobile Deposit entries.

From the 360 Queue,

1. Click the **New View**  icon to open the **Query Editor: New View** tab



2. Adding the **Status**
 - a) **Property**, select **Status**
 - b) **Operator**, select **Equals**
 - c) **Value**, enter **New**



3. Adding the **Service**
 - a) **Property**, select **Service**
 - b) **Operator**, select **Equals**
 - c) **Value**, enter *Mobile Deposit*

NOTE: If your operation uses the stand-alone inHere Mobile Deposit service, for **Value**, enter *Mobile Deposit Product*.

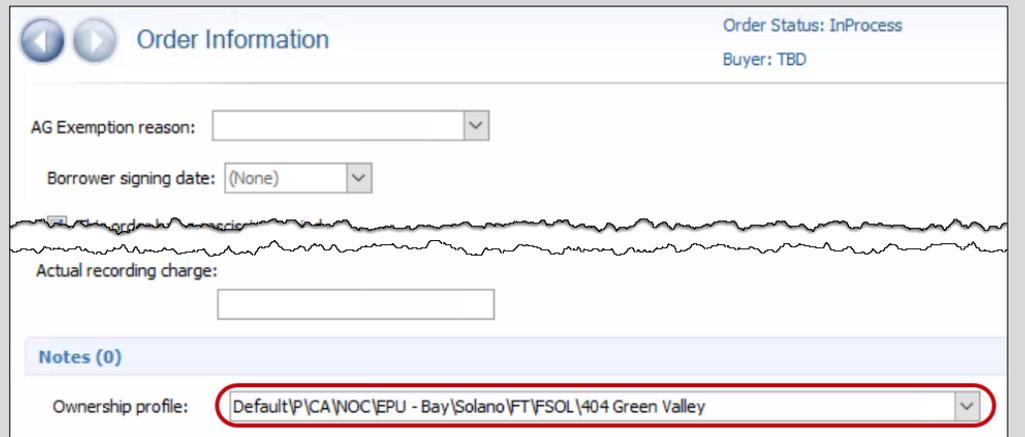


4. Adding the **Linked Profile**
 - a) **Property**, select **Linked Profile**
 - b) **Operator**, select **Equals**
 - c) **Value**, enter your Branch Profile name (e.g., *Default\P\CA\NOC\EPU – Bay\Solano\FT\FSOL\404 Green Valley*)

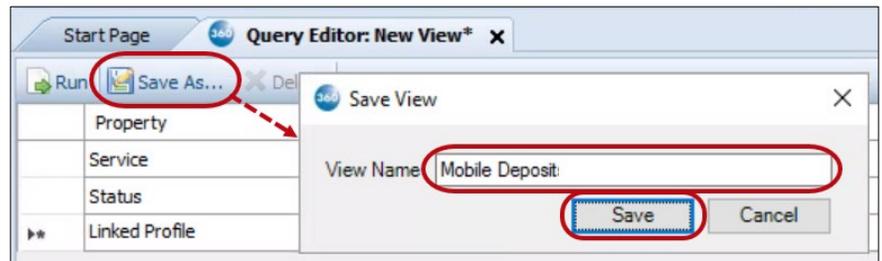


Creating a Mobile Deposit View in the 360 Queue

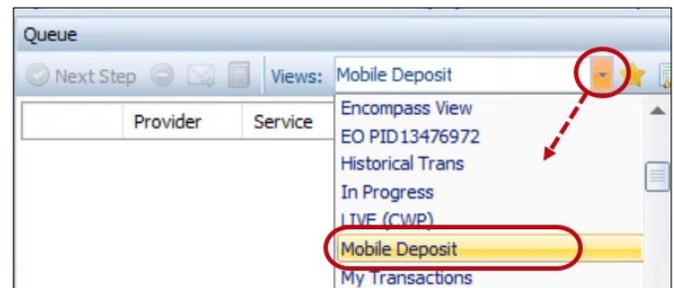
NOTE: Your branch profile is located on the **Order Information** screen > **Ownership** profile.



5. Click the **Save As** button (or press **Ctrl + S** keyboard shortcut)
6. Enter your **View Name** when prompted
7. Click **Save**

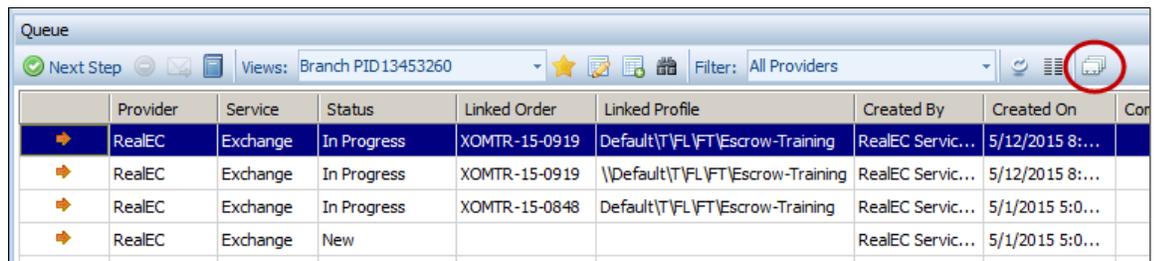


Your view then appears in the **Views** drop-down.



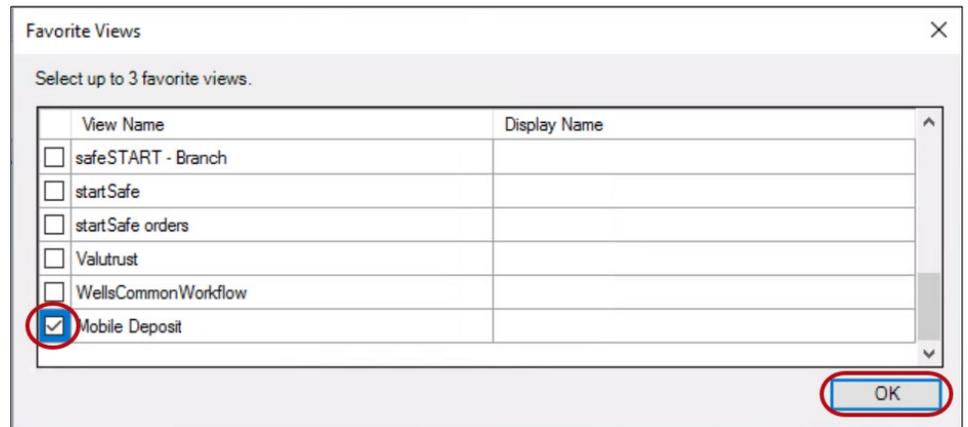
Once you have setup your **Views**, you can then add them to your **Favorite Views** on the **360 Queue** toolbar.

1. Click the **Favorite Views** icon



Creating a Mobile Deposit View in the 360 Queue

2. Check the check box of the view you wish to add (you can add up to three views)
3. Click the **OK** button



Your **Favorite Views** now appear on the toolbar preceded by the number of transactions in each queue.

Click the **View** name to see the list of corresponding transactions.