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MIMICS Vault Cash Orders Web System User's Guide

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About this Document

Introduction

This is an introductory training manual for any type of user. It follows a sequential order for the processes that have been defined for each specific feature. The information included in this manual is very general and is not meant to define any of the client's specific procedures.

General Outline

This document contains specific information about the MIMICS System. The document utilizes print screens (screen shots) to provide visual aid and a navigation path to provide the location of the screens in the system. Ribbon System Navigation will be defined in the following format:

Tab | Group | Button

User's Guides will primarily contain two-column tables defining fields and providing explanations/descriptions of the fields. Similarly, the name of a field may be in bold followed by a description of that field in some parts of the document. In some cases, example and sample entries are included. We have used visual cues such as red outlines and arrows to point out important fields as well as written instructions that are preceded by 'NOTE' for extra emphasis. Finally, where necessary, we have provided explanations in paragraph form to provide background information or supplementary information for the users.

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Login

Login Screen

Both Customer Administrators and Customer Users will log in through the same login screen. The web portal will determine if the login credentials are that of an Administrator or that of a User. The menu items available after login will be different for Administrators versus Users.

The screenshot shows a web browser window with the address bar displaying 'https://vault.bankofnevada.com'. The page content includes the Bank of Nevada logo, a blue header bar, and a central login form. The form has a blue header with the word 'LOGIN' in white. Below the header are two input fields: 'User Name' and 'Password'. A 'Login' button is positioned below the password field. At the bottom of the page, there is a footer with links for 'Contact Us', 'Sitemap', 'Terms and Notices', and 'Privacy'. To the right of the footer is the 'Equal Housing Lender' logo.

Field	Description
User Name	Enter your assigned User Name/User ID.
Password	Enter your Password and press Enter, or manually press the Login button.

Change Password

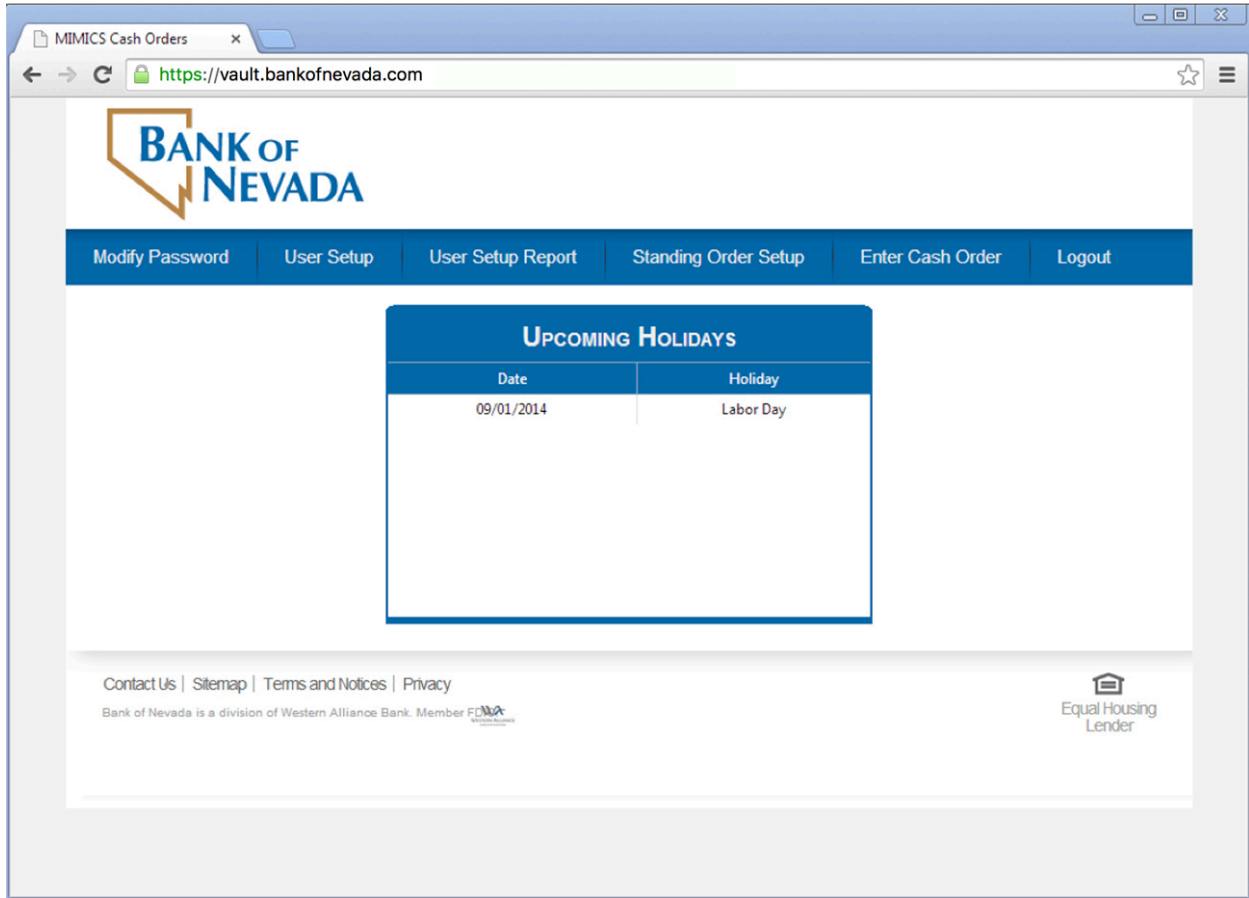
If the account you logged on with is flagged to require a password change upon the next login, the Change Password screen will appear automatically. After you change your password, you will then be asked to log in again.

The screenshot shows a web browser window with the address bar displaying <https://vault.bankofnevada.com>. The page header includes the Bank of Nevada logo. The main content area features a blue bar and a central form titled "CHANGE PASSWORD". The form contains four input fields: "User ID", "Current Password", "New Password", and "Confirm New Password", each followed by a text input box. Below the fields is an "Update" button. The footer contains links for "Contact Us", "Sitemap", "Terms and Notices", and "Privacy", along with the text "Bank of Nevada is a division of Western Alliance Bank. Member FDIC" and the "Equal Housing Lender" logo.

Field	Description
<i>User ID</i>	Enter your assigned User Name/User ID.
<i>Current Password</i>	Enter your current password.
<i>New Password</i>	Enter a new password. This must conform to the password rules configured in the system.
<i>Confirm New Password</i>	Enter the new password again. It must match the New Password.
<i>Update</i>	Press this button when complete. This will then ask you to log into the website again.

Administrator Login

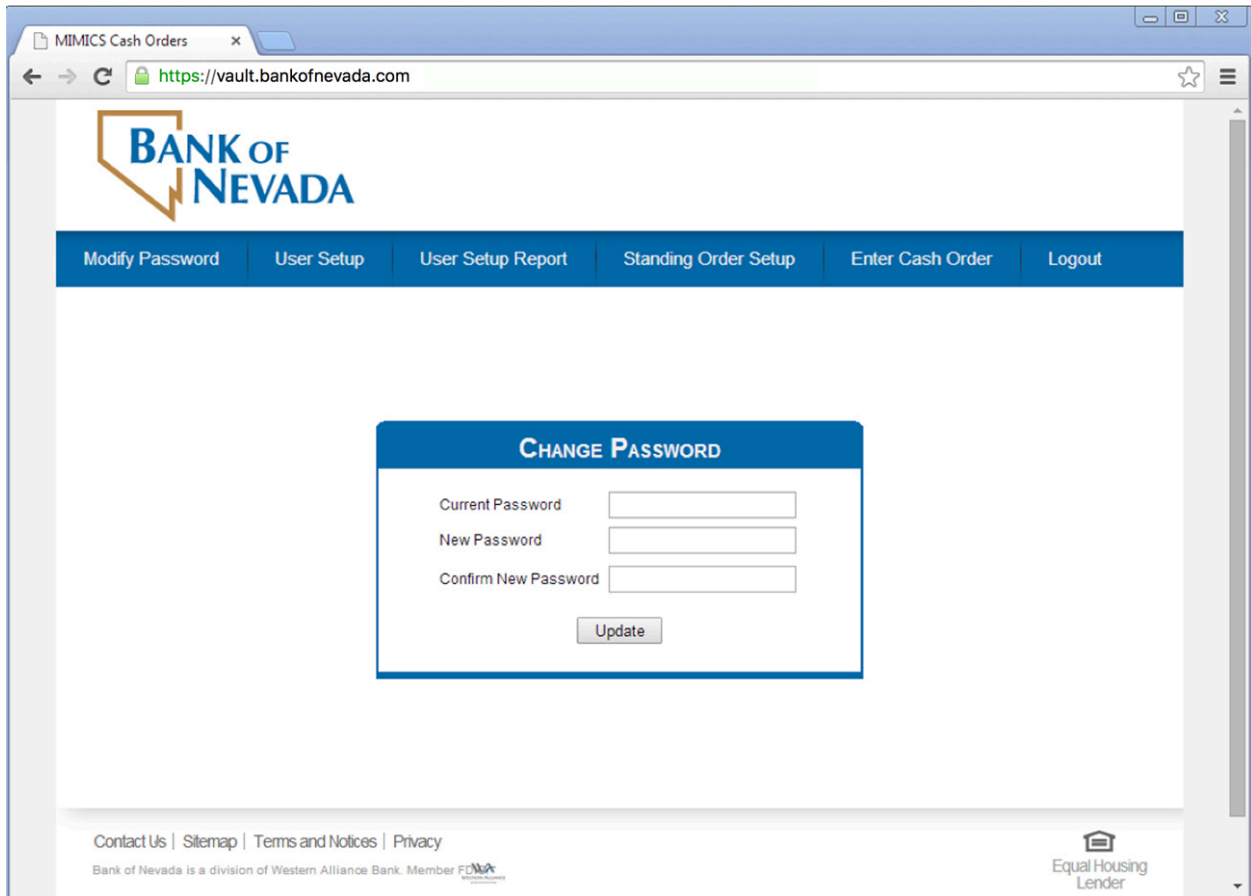
Main Menu



Field	Description
<i>Modify Password</i>	This menu item will take you to the Modify Password screen.
<i>User Setup</i>	This menu item will take you to the User Setup screen.
<i>User Setup Report</i>	This menu item will display the User Setup Report in a new tab.
<i>Standing Order Setup</i>	This menu item will take you to the Standing Order Setup screen.
<i>Enter Cash Order</i>	This menu item will take you to the Enter Cash Order screen.
<i>Logout</i>	This menu item will log the current user out of the system.
Upcoming Holidays	This grid will display all of the Holidays loaded into the system that all within the next 30 days (as compared to the system date).

Modify Password

You can change your password at any time through the Modify Password screen.



The screenshot shows a web browser window with the URL <https://vault.bankofnevada.com>. The page features the Bank of Nevada logo and a navigation menu with options: Modify Password, User Setup, User Setup Report, Standing Order Setup, Enter Cash Order, and Logout. The main content area displays a 'CHANGE PASSWORD' form with three input fields: 'Current Password', 'New Password', and 'Confirm New Password', followed by an 'Update' button. The footer includes links for 'Contact Us', 'Sitemap', 'Terms and Notices', and 'Privacy', along with the text 'Bank of Nevada is a division of Western Alliance Bank. Member FDIC' and the 'Equal Housing Lender' logo.

Field	Description
<i>Current Password</i>	Enter your current password.
<i>New Password</i>	Enter a new password. This must conform to the password rules configured in the system.
<i>Confirm New Password</i>	Enter the new password again. It must match the New Password.
<i>Update</i>	Press this button when complete. This will then save your new password, which will be used the next time you log in.

User Setup

As an Administrator, you will be responsible with setting up and maintaining any Users for your company that should have access to the Cash Order Web Portal. This screen will allow you to add, modify and delete users, and to assign access to any Accounts and Locations they should be able to place orders for.

The screenshot shows the 'USER SETUP' page in the MIMICS Cash Orders web application. The page features a navigation bar with links for 'Modify Password', 'User Setup', 'User Setup Report', 'Standing Order Setup', 'Enter Cash Order', and 'Logout'. Below the navigation bar, the 'USER SETUP' section is displayed. It includes a 'USER' table with columns for User ID, User Name, Password, Force Change, Disabled, Order Limit, Daily Limit, Last Order Date, and Delete. The table contains two rows: User 1 (S1) and User 2 (S2). Below the table is an 'Add' button. The 'ACCOUNT ACCESS' section includes a table with columns for Account Number, Account Name, and Delete, containing one row for '1000044202 USER NEVADA'. Below this table is an 'Add' button. The 'LOCATION ACCESS' section includes a table with columns for Location Name and Delete, containing three rows: 'Location #12345', 'Location #23456', and 'Location #34567'. Below this table is an 'Add' button. The footer of the page includes links for 'Contact Us', 'Sitemap', 'Terms and Notices', and 'Privacy', along with the Bank of Nevada logo and 'Equal Housing Lender' text.

Field	Description
User Grid	This grid will save one record per user.
Add (+) button	Press this button to add a new User for your company. This will display a pop-up screen asking for the required information.
Edit (pencil) button	Press this button to modify the existing user. You could do this to reset their password or change their limits.
User ID	Assign a User ID for the new user.
User Name	Specify the full name for the new user.
Password	If adding or changing the user's password, then assign a password that you will inform to the user.

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Field	Description
<i>Force Change</i>	If you check this checkbox, it will require the user to change their password the first time they log on.
<i>Disabled</i>	If you check this checkbox, the user will not be able to log into the web portal any more.
<i>Order Limit</i>	Optionally, specify the limit for any one order submitted.
<i>Daily Limit</i>	Optionally, specify the limit for all orders for one Delivery Date for the user.
<i>Last Order Date</i>	This is a read-only field and will display the date the user last placed an order.
<i>Delete (x) button</i>	To totally delete a user account, press this button. It will ask you to confirm if you want to really delete the user.
<i>Account Access Grid</i>	This grid will be filtered automatically to show only accounts for the User selected in the top grid. Please note that you will need to click on the row in the User Grid to be able to view or update records in the Account Access grid.
<i>Add (+) button</i>	Press this button to add an additional account (if your company has multiple) to the list of accounts this user has access to submit orders for.
<i>Account Number</i>	Enter the Account Number.
<i>Account Name</i>	Enter the full Account Name.
<i>Delete (x) button</i>	Press this button to remove access for this user to this Account and all related Locations.
<i>Location Access Grid</i>	This grid will be filtered automatically to show only locations for the User selected in the top grid and the Account selected in the second grid. Please note that you will need to click on the row in the Account Access Grid to be able to view or update records in the Location Access grid.
<i>Add (+) button</i>	Press this button to add an additional location (if your company has multiple) to the list of locations this user has access to submit orders for.
<i>Location Name</i>	Enter the Location Name.
<i>Delete (x) button</i>	Press this button to remove access for this user to this Location.

User Setup Report

Pressing the User Setup report will display a preview of the User Setup Report in a new tab.

User ID	User Name	Login Disable	Order Limit	Daily Limit	Last Order Date	Account Number	Location Name
S1	User 1	No	2,000.00	0.00		1000044202	Location #12345
						1000044202	Location #23456
						1000044202	Location #34567
						1000044202	Location #45678
						1000044202	Location #56789
						1000044202	Location #67890
S2	User 2	No	0.00	1,000.00		1000044202	Location #12345
						1000044202	Location #23456
						1000044202	Location #34567
						1000044202	Location #45678
						1000044202	Location #56789
						1000044202	Location #67890

Field	Description
<i>Printer button</i>	Pressing this will send the report to your standard printer.
<i>Export button</i>	Pressing this button will give a list of file options to save the report in, including PDF, Excel, Word, and CSV.

Standing Order Setup

STANDING ORDERS

Standing Order

	Standing Order ID	Account Number	Location	Carrier	Frequency	Start Date	Total Value	Active	Skip Next
	475	1000044202	Location #12345	Loomis	Weekly	09/17/2014	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	476	1000044202	Location #23456	Loomis	Weekly	09/16/2014	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	477	1000044202	Location #34567	Loomis	Weekly	09/17/2014	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	478	1000044202	Location #45678	Loomis	Weekly	09/16/2014	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	479	1000044202	Location #56789	Loomis	Weekly	09/16/2014	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add

Notes

Denomination	Value	Request New
1.00	5.00	<input type="checkbox"/>
2.00	0.00	<input type="checkbox"/>
5.00	5.00	<input type="checkbox"/>
10.00	0.00	<input type="checkbox"/>
20.00	60.00	<input type="checkbox"/>
50.00	0.00	<input type="checkbox"/>
100.00	0.00	<input type="checkbox"/>
70.00		

Coins (Rolled)

Denomination	Type	Count	Value
0.01	Roll (0.50)	0	0.00
0.05	Roll (2.00)	0	0.00
0.10	Roll (5.00)	0	0.00
0.25	Roll (10.00)	1	10.00
0.50	Roll (10.00)	2	20.00
1.00	Roll (25.00)	0	0.00
		3	30.00

Special Instructions

Coins (Boxes)

Denomination	Type	Count	Value
0.01	Box (25.00)	0	0.00
0.05	Box (100.00)	0	0.00
0.10	Box (250.00)	0	0.00
0.25	Box (500.00)	0	0.00
0.50	Box (500.00)	0	0.00
1.00	Box (1,000.00)	0	0.00
		0	0.00

Coins (Bagged)

Denomination	Type	Count	Value
0.01	Bag (50.00)	0	0.00
0.05	Bag (200.00)	0	0.00
0.10	Bag (1,000.00)	0	0.00
0.25	Bag (1,000.00)	0	0.00
0.50	Bag (1,000.00)	0	0.00
1.00	Bag (2,000.00)	0	0.00
		0	0.00

Submit **Clear**

Field	Description
Standing Order Grid	This grid will display all existing Standing Orders.
Add (+) button	Press this button to add a new Standing Order.
Standing Order ID	This will be a unique identifier for the Standing Order setup. It will be generated automatically and will be read-only.
Account Number	Select the Account Number for this Standing Order.

Field	Description
<i>Location</i>	Select the Location for the Standing Order. The list of options will be filtered for the Account Number selected in the column to the left.
<i>Carrier</i>	Select the Carrier for this Standing Order. This will default in automatically based on the Location.
<i>Frequency</i>	Select how frequently the standing order should be processed.
<i>Start Date</i>	Select the first date the standing order should be processed on. All subsequent dates will be calculated from this start date based on the frequency selected.
<i>Total Value</i>	Enter the total value of the standing order.
<i>Active</i>	Check this checkbox if you want this Standing Order processed on an ongoing basis. If unchecked, the Standing Order will be skipped.
<i>Skip Next</i>	Check this checkbox if you to skip the next iteration of this Standing Order.
Order Details	
<i>Notes</i>	Specify the Value of each note denomination for this Standing Order.
<i>Coins (Rolled)</i>	Specify the Value of each rolled coin denomination for this Standing Order.
<i>Coins (Boxes)</i>	Specify the Value of each boxed coin denomination for this Standing Order.
<i>Coins (Bagged)</i>	Specify the Value of each bagged coin denomination for this Standing Order.
<i>Special Instructions</i>	If any supplies are to be included in this Standing Order, you can specify it here.

Enter Cash Order

Users that you set up will be able to create Orders for the locations they have access to (within their limits). However, as an Administrator you will also be able to create Orders for any Location as a fallback, with no limit.

ENTER CASH ORDER

Entry Date: 09/04/2014 Delivery Date: 09/08/2014 Customer ID: COMPANY NEVAD/ Account Number: 1000044202 Account Name: COMPANY NEVAD Location: Location #12345 Carrier: Loomis

Customer Contact: Admin Total Value: 500.00 Order Limit: None Daily Limit: None Used Today: Available: N/A

Notes

Denomination	Value	Request New
1.00	100.00	<input type="checkbox"/>
2.00	0.00	<input type="checkbox"/>
5.00	85.00	<input type="checkbox"/>
10.00	100.00	<input type="checkbox"/>
20.00	160.00	<input type="checkbox"/>
50.00	0.00	<input type="checkbox"/>
100.00	0.00	<input type="checkbox"/>
445.00		

Coins (Rolled)

Denomination	Type	Count	Value
0.01	Roll (0.50)	10	5.00
0.05	Roll (2.00)	0	0.00
0.10	Roll (5.00)	4	20.00
0.25	Roll (10.00)	3	30.00
0.50	Roll (10.00)	0	0.00
1.00	Roll (25.00)	0	0.00
		17	55.00

Coins (Boxes)

Denomination	Type	Count	Value
0.01	Box (25.00)	0	0.00
0.05	Box (100.00)	0	0.00
0.10	Box (250.00)	0	0.00
0.25	Box (500.00)	0	0.00
0.50	Box (500.00)	0	0.00
1.00	Box (1,000.00)	0	0.00
		0	0.00

Coins (Bagged)

Denomination	Type	Count	Value
0.01	Bag (50.00)	0	0.00
0.05	Bag (200.00)	0	0.00
0.10	Bag (1,000.00)	0	0.00
0.25	Bag (1,000.00)	0	0.00
0.50	Bag (1,000.00)	0	0.00
1.00	Bag (2,000.00)	0	0.00
		0	0.00

Special Instructions

Submit Clear

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Field	Description
Entry Date	This will default to be the current system date.

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Field	Description
<i>Delivery Date</i>	Specify the date the order should be delivered.
<i>Customer ID</i>	Your company's ID will default in automatically.
<i>Account Number</i>	Select the Account Number for this order. Selecting this will fill in the Account Name.
<i>Account Name</i>	Select the Account Name for this order. Selecting this will fill in the Account Number.
<i>Location</i>	Select the Location of the selected Account Number for the order being placed.
<i>Carrier</i>	Select the Carrier who will deliver the order.
<i>Customer Contact</i>	This will default in your User reference.
<i>Total Value</i>	Enter the total value of the order as a cross-check. The system will verify that this figure matches the sum of the denomination values entered below.
<i>Enter button</i>	After selecting the above fields, click this button to initialize the order. This will display the denominations in the grids below to be entered. Once this button has been clicked, you will <u>not</u> be able to modify the fields described above.
Limits	As an Admin, you will not have any limits.
<i>Order Limit</i>	This will display the User's value limit per order.
<i>Daily Limit</i>	This will display the User's value limit per day.
<i>Used Today</i>	This will show the value of all orders placed by the User today.
<i>Available</i>	This will be the Daily Limit minus the Used Today value.
<i>Notes</i>	Specify the Value of each note denomination for this Order using this grid.
<i>Coins (Rolled)</i>	Specify the Value of each rolled coin denomination for this Order using this grid.
<i>Coins (Boxes)</i>	Specify the Value of each boxed coin denomination for this Order using this grid.
<i>Coins (Bagged)</i>	Specify the Value of each bagged coin denomination for this Order using this grid.
<i>Special Instructions</i>	If any supplies are to be included in this Order, you can specify it here.

View Order

This page is used to view existing orders.

Navigation: View Orders

VIEW ORDERS

Delivery Date: 08/07/2015

Orders

Order No	Delivery Date	Account Number	Account Name	Location	Carrier	Total Value	Order Status	Entered By	Entered Time	Modif
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By default system shows today's Cash Orders in View Order screen.

Order No, Amount, Account Number, Account name and **Location** are optional filters.

After select any of the above filters, click filter button to show order for filtered conditions.

VIEW ORDERS

Delivery Date: Order No: Amount: Account Number: Account Name: Location:

Orders

	Order No	Delivery Date	Account Number	Account Name	Location	Carrier	Total Value	Order Status	Entered By	Entered Time	Modi
View Modify Cancel	103823	08/14/2015	1000044202	COMPANY NEVADA	LOCATION #12345	Loomis	345.00	Accepted	S3	08/12/2015 03:48:22 PM	
View	103824	08/14/2015	1000044202	COMPANY NEVADA	LOCATION #12345	Loomis	100.00	Cancelled	S3	08/12/2015 03:59:36 PM	

View Order

This screen will allow users to view the details of a specific order.

Navigation: View Orders

Click the **View** link next to the desired order and the following screen will appear:

VIEW ORDER: 103320

Delivery Date	Account Number	Account Name	Location	Carrier
<input type="text" value="08/14/2015"/>	<input type="text" value="1000044202"/>	<input type="text" value="COMPANY NEVADA"/>	<input type="text" value="LOCATION #12345"/>	<input type="text" value="Loomis"/>
Total Value	Order Limit	Daily Limit	Used Today	Available
<input type="text" value="345.00"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text" value="N/A"/>

Notes

Denomination	Value	Request New
1.00	<input type="text" value="5.00"/>	<input type="checkbox"/>
2.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
5.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
10.00	<input type="text" value="300.00"/>	<input type="checkbox"/>
20.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
50.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
100.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
305.00		

Coins (Rolled)

Denomination	Type	Count	Value
0.01	Roll (0.50)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.05	Roll (2.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.10	Roll (5.00)	<input type="text" value="8"/>	<input type="text" value="40.00"/>
0.25	Roll (10.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.50	Roll (10.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
1.00	Roll (25.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
		8	40.00

Special Instructions

MIMICS Test

Coins (Boxes)

Denomination	Type	Count	Value
0.01	Box (25.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.05	Box (100.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.10	Box (250.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.25	Box (500.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.50	Box (500.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
1.00	Box (1,000.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
		0	0.00

Coins (Bagged)

Denomination	Type	Count	Value
0.01	Bag (50.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.05	Bag (200.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.10	Bag (1,000.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.25	Bag (1,000.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.50	Bag (1,000.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
1.00	Bag (2,000.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
		0	0.00

Modify Order

This option will only be enabled if the order has not been shipped, cancelled, etc. and allows the user to modify the details of an existing order.

Navigation: View Orders

Click the **Modify** link next to the desired order and the following screen will appear.

MODIFY ORDER: 103320

Delivery Date	Account Number	Account Name	Location	Carrier	Total Value
08/14/2015 <input type="text"/>	1000044202 <input type="text"/>	COMPANY NEVAD <input type="text"/>	LOCATION #12345 <input type="text"/>	Loomis <input type="text"/>	345.00 <input type="text"/>
Order Limit	Daily Limit	Used Today	Available	New Total Value	Difference
None <input type="text"/>	None <input type="text"/>	<input type="text"/>	N/A <input type="text"/>	345.00 <input type="text"/>	0.00 <input type="text"/>

Comments

Notes	Coins (Rolled)	Special Instructions																																																																
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To Modify a Cash Order, click on the **Modify** link of respective order and after modifying required information/denominations, click the **Submit** button to save the information. Click the **Close** button to return View Order screen.

Cancel Order

This screen is used to cancel an existing order.

Navigation: View Orders

Click the **Cancel** link next to the desired order and the following screen will appear.

CANCEL ORDER: 103320

Delivery Date	Account Number	Account Name	Location	Carrier
<input type="text" value="08/14/2015"/>	<input type="text" value="1000044202"/>	<input type="text" value="COMPANY NEVADA"/>	<input type="text" value="LOCATION #12345"/>	<input type="text" value="Loomis"/>
Total Value	Order Limit	Daily Limit	Used Today	Available
<input type="text" value="345.00"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text" value="N/A"/>

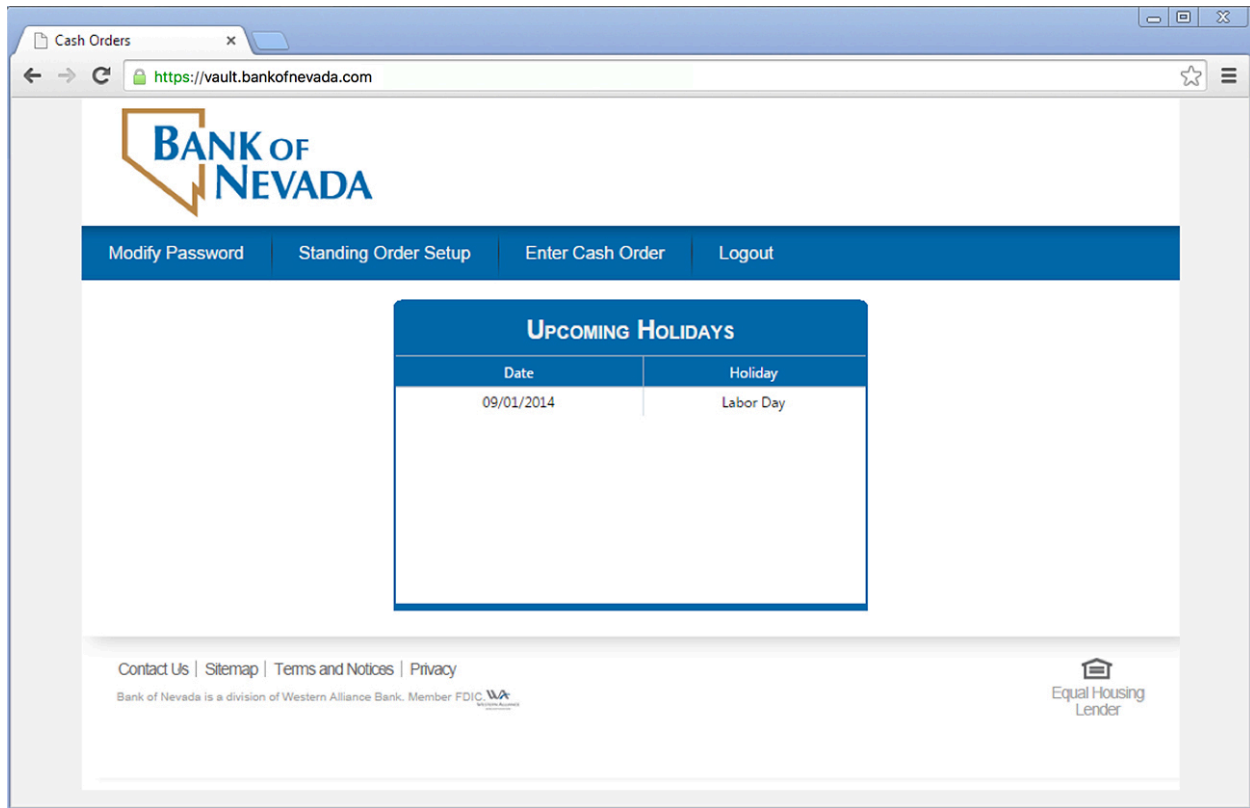
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Click the **Cancel** link of respective order, and then click the **Cancel** button to save the cancelled order. Click the **Close** button to return View Order screen.

User Login

Main Menu



Field	Description
<i>Modify Password</i>	This menu item will take you to the Modify Password screen.
<i>User Setup</i>	This menu item will take you to the User Setup screen.
<i>User Setup Report</i>	This menu item will display the User Setup Report in a new tab.
<i>Standing Order Setup</i>	This menu item will take you to the Standing Order Setup screen.
<i>Enter Cash Order</i>	This menu item will take you to the Enter Cash Order screen.
<i>Logout</i>	This menu item will log the current user out of the system.
<i>Upcoming Holidays</i>	This grid will display all of the Holidays loaded into the system that all within the next 30 days (as compared to the system date).

Modify Password

You can change your password at any time through the Modify Password screen.

The screenshot shows a web browser window with the URL <https://vault.bankofnevada.com>. The page features the Bank of Nevada logo and a navigation bar with the following links: [Modify Password](#), [Standing Order Setup](#), [Enter Cash Order](#), and [Logout](#). The main content area displays a 'CHANGE PASSWORD' form with three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below these fields is an 'Update' button. The footer contains links for [Contact Us](#), [Sitemap](#), [Terms and Notices](#), and [Privacy](#), along with the text 'Bank of Nevada is a division of Western Alliance Bank. Member FDIC' and the 'Equal Housing Lender' logo.

Field	Description
<i>Current Password</i>	Enter your current password.
<i>New Password</i>	Enter a new password. This must conform to the password rules configured in the system.
<i>Confirm New Password</i>	Enter the new password again. It must match the New Password.
<i>Update</i>	Press this button when complete. This will then save your new password, which will be used the next time you log in.

Standing Order Setup

Users can define standing orders for the locations they have access to, within their assigned limits.

Standing Order

	Standing Order ID	Account Number	Location	Carrier	Frequency	Start Date	Total Value	Active	Skip Next
	143	1000044202	Location #12345	Loomis	Weekly	07/08/2014	192.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	147	1000044202	Location #34567	Loomis	Weekly	07/07/2014	505.00	<input type="checkbox"/>	<input type="checkbox"/>
	194	1000044202	Location #12345	Loomis	Weekly	07/07/2014	109.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	475	1000044202	Location #56789	Loomis	Weekly	09/17/2014	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	477	1000044202	Location #23456	Loomis	Weekly	09/17/2014	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add

Notes

Denomination	Value	Request New
1.00	<input type="text" value="5.00"/>	<input type="checkbox"/>
2.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
5.00	<input type="text" value="5.00"/>	<input type="checkbox"/>
10.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
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50.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
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70.00		

Coins (Rolled)

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0.50	Roll (10.00)	<input type="text" value="2"/>	<input type="text" value="20.00"/>
1.00	Roll (25.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
		3	30.00

Special Instructions

Coins (Boxes)

Denomination	Type	Count	Value
0.01	Box (25.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.05	Box (100.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.10	Box (250.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.25	Box (500.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.50	Box (500.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
1.00	Box (1,000.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
		0	0.00

Coins (Bagged)

Denomination	Type	Count	Value
0.01	Bag (50.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.05	Bag (200.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.10	Bag (1,000.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.25	Bag (1,000.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.50	Bag (1,000.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
1.00	Bag (2,000.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
		0	0.00

Field	Description
Standing Order Grid	This grid will display all existing Standing Orders for the locations you have access to.
Add (+) button	Press this button to add a new Standing Order.

Field	Description
<i>Standing Order ID</i>	This will be a unique identifier for the Standing Order setup. It will be generated automatically and will be read-only.
<i>Account Number</i>	Select the Account Number for this Standing Order.
<i>Location</i>	Select the Location for the Standing Order. The list of options will be filtered for the Account Number selected in the column to the left.
<i>Carrier</i>	Select the Carrier for this Standing Order. This will default in automatically based on the Location.
<i>Frequency</i>	Select how frequently the standing order should be processed.
<i>Start Date</i>	Select the first date the standing order should be processed on. All subsequent dates will be calculated from this start date based on the frequency selected.
<i>Total Value</i>	Enter the total value of the standing order.
<i>Active</i>	Check this checkbox if you want this Standing Order processed on an ongoing basis. If unchecked, the Standing Order will be skipped.
<i>Skip Next</i>	Check this checkbox if you to skip the next iteration of this Standing Order.
Order Details	
<i>Notes</i>	Specify the Value of each note denomination for this Standing Order.
<i>Coins (Rolled)</i>	Specify the Value of each rolled coin denomination for this Standing Order.
<i>Coins (Boxes)</i>	Specify the Value of each boxed coin denomination for this Standing Order.
<i>Coins (Bagged)</i>	Specify the Value of each bagged coin denomination for this Standing Order.
<i>Special Instructions</i>	If any supplies are to be included in this Standing Order, you can specify it here.

Enter Cash Order

Users will be able to create Orders for the locations they have access to (within their limits).

ENTER CASH ORDER

Entry Date: 09/04/2014 | Delivery Date: 09/08/2014 | Customer ID: COMPANY NEVA | Account Number: 1000044202 | Account Name: COMPANY NEVA | Location: Location #12345 | Carrier: Loomis

Customer Contact: S1 | Total Value: 0.00 | Order Limit: 2,000.00 | Daily Limit: None | Used Today: | Available: N/A

Denomination	Value	Request New
1.00	0.00	<input type="checkbox"/>
2.00	0.00	<input type="checkbox"/>
5.00	0.00	<input type="checkbox"/>
10.00	0.00	<input type="checkbox"/>
20.00	0.00	<input type="checkbox"/>
50.00	0.00	<input type="checkbox"/>
100.00	0.00	<input type="checkbox"/>
0.00		

Denomination	Type	Count	Value
0.01	Roll (0.50)	0	0.00
0.05	Roll (2.00)	0	0.00
0.10	Roll (5.00)	0	0.00
0.25	Roll (10.00)	0	0.00
0.50	Roll (10.00)	0	0.00
1.00	Roll (25.00)	0	0.00
0			0.00

Denomination	Type	Count	Value
0.01	Box (25.00)	0	0.00
0.05	Box (100.00)	0	0.00
0.10	Box (250.00)	0	0.00
0.25	Box (500.00)	0	0.00
0.50	Box (500.00)	0	0.00
1.00	Box (1,000.00)	0	0.00
0			0.00

Denomination	Type	Count	Value
0.01	Bag (50.00)	0	0.00
0.05	Bag (200.00)	0	0.00
0.10	Bag (1,000.00)	0	0.00
0.25	Bag (1,000.00)	0	0.00
0.50	Bag (1,000.00)	0	0.00
1.00	Bag (2,000.00)	0	0.00
0			0.00

Special Instructions: [Empty text area]

Submit | Clear

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Field	Description
Entry Date	This will default to be the current system date.
Delivery Date	Specify the date the order should be delivered.
Customer ID	Your company's ID will default in automatically.

Field	Description
<i>Account Number</i>	Select the Account Number for this order. Selecting this will fill in the Account Name.
<i>Account Name</i>	Select the Account Name for this order. Selecting this will fill in the Account Number.
<i>Location</i>	Select the Location of the selected Account Number for the order being placed.
<i>Carrier</i>	Select the Carrier who will deliver the order.
<i>Customer Contact</i>	This will default in your User reference.
<i>Total Value</i>	Enter the total value of the order as a cross-check. The system will verify that this figure matches the sum of the denomination values entered below.
<i>Enter button</i>	After selecting the above fields, click this button to initialize the order. This will display the denominations in the grids below to be entered. Once this button has been clicked, you will <i>not</i> be able to modify the fields described above.
Limits	As an Admin, you will not have any limits.
<i>Order Limit</i>	This will display the User's value limit per order.
<i>Daily Limit</i>	This will display the User's value limit per day.
<i>Used Today</i>	This will show the value of all orders placed by the User today.
<i>Available</i>	This will be the Daily Limit minus the Used Today value.
<i>Notes</i>	Specify the Value of each note denomination for this Order using this grid.
<i>Coins (Rolled)</i>	Specify the Value of each rolled coin denomination for this Order using this grid.
<i>Coins (Boxes)</i>	Specify the Value of each boxed coin denomination for this Order using this grid.
<i>Coins (Bagged)</i>	Specify the Value of each bagged coin denomination for this Order using this grid.
<i>Special Instructions</i>	If any supplies are to be included in this Order, you can specify it here.

View Order

This page is used to view existing orders.

Navigation: View Orders

VIEW ORDERS

Delivery Date: 08/07/2015

Orders

Order No	Delivery Date	Account Number	Account Name	Location	Carrier	Total Value	Order Status	Entered By	Entered Time	Modif
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By default system shows today's Cash Orders in View Order screen.

Order No, Amount, Account Number, Account name and **Location** are optional filters.

After select any of the above filters, click filter button to show order for filtered conditions.

VIEW ORDERS

Delivery Date: 08/14/2015

Orders

	Order No	Delivery Date	Account Number	Account Name	Location	Carrier	Total Value	Order Status	Entered By	Entered Time	Modi
View Modify Cancel	103823	08/14/2015	1000044202	COMPANY NEVADA	LOCATION #12345	Loomis	345.00	Accepted	S3	08/12/2015 03:48:22 PM	
View	103824	08/14/2015	1000044202	COMPANY NEVADA	LOCATION #12345	Loomis	100.00	Cancelled	S3	08/12/2015 03:59:36 PM	

View Order

This screen will allow users to view the details of a specific order.

Navigation: View Orders

Click the **View** link next to the desired order and the following screen will appear:

VIEW ORDER: 103320

Delivery Date	Account Number	Account Name	Location	Carrier
<input type="text" value="08/14/2015"/>	<input type="text" value="1000044202"/>	<input type="text" value="COMPANY NEVADA"/>	<input type="text" value="LOCATION #12345"/>	<input type="text" value="Loomis"/>
Total Value	Order Limit	Daily Limit	Used Today	Available
<input type="text" value="345.00"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text" value="N/A"/>

Notes

Denomination	Value	Request New
1.00	<input type="text" value="5.00"/>	<input type="checkbox"/>
2.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
5.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
10.00	<input type="text" value="300.00"/>	<input type="checkbox"/>
20.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
50.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
100.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
305.00		

Coins (Rolled)

Denomination	Type	Count	Value
0.01	Roll (0.50)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.05	Roll (2.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.10	Roll (5.00)	<input type="text" value="8"/>	<input type="text" value="40.00"/>
0.25	Roll (10.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.50	Roll (10.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
1.00	Roll (25.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
		8	40.00

Special Instructions

MIMICS Test

Coins (Boxes)

Denomination	Type	Count	Value
0.01	Box (25.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.05	Box (100.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.10	Box (250.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.25	Box (500.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.50	Box (500.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
1.00	Box (1,000.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
		0	0.00

Coins (Bagged)

Denomination	Type	Count	Value
0.01	Bag (50.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.05	Bag (200.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.10	Bag (1,000.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.25	Bag (1,000.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
0.50	Bag (1,000.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
1.00	Bag (2,000.00)	<input type="text" value="0"/>	<input type="text" value="0.00"/>
		0	0.00

Modify Order

This option will only be enabled if the order has not been shipped, cancelled, etc. and allows the user to modify the details of an existing order.

Navigation: View Orders

Click the **Modify** link next to the desired order and the following screen will appear.

MODIFY ORDER: 103320

Delivery Date	Account Number	Account Name	Location	Carrier	Total Value
08/14/2015 <input type="text"/>	1000044202 <input type="text"/>	COMPANY NEVA <input type="text"/>	LOCATION #12345 <input type="text"/>	Loomis <input type="text"/>	345.00 <input type="text"/>
Order Limit	Daily Limit	Used Today	Available	New Total Value	Difference
None <input type="text"/>	None <input type="text"/>	<input type="text"/>	N/A <input type="text"/>	345.00 <input type="text"/>	0.00 <input type="text"/>

Comments

Notes	Coins (Rolled)	Special Instructions																																																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Denomination</th> <th>Value</th> <th>Request New</th> </tr> </thead> <tbody> <tr><td>1.00</td><td>5.00</td><td><input type="checkbox"/></td></tr> <tr><td>2.00</td><td>0.00</td><td><input type="checkbox"/></td></tr> <tr><td>5.00</td><td>0.00</td><td><input type="checkbox"/></td></tr> <tr><td>10.00</td><td>300.00</td><td><input type="checkbox"/></td></tr> <tr><td>20.00</td><td>0.00</td><td><input type="checkbox"/></td></tr> <tr><td>50.00</td><td>0.00</td><td><input type="checkbox"/></td></tr> <tr><td>100.00</td><td>0.00</td><td><input type="checkbox"/></td></tr> <tr style="background-color: #0056b3; color: white;"> <td colspan="2" style="text-align: right;">305.00</td> <td></td> </tr> </tbody> </table>	Denomination	Value	Request New	1.00	5.00	<input type="checkbox"/>	2.00	0.00	<input type="checkbox"/>	5.00	0.00	<input type="checkbox"/>	10.00	300.00	<input type="checkbox"/>	20.00	0.00	<input type="checkbox"/>	50.00	0.00	<input type="checkbox"/>	100.00	0.00	<input type="checkbox"/>	305.00			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Denomination</th> <th>Type</th> <th>Count</th> <th>Value</th> </tr> </thead> <tbody> <tr><td>0.01</td><td>Roll (0.50)</td><td>0</td><td>0.00</td></tr> <tr><td>0.05</td><td>Roll (2.00)</td><td>0</td><td>0.00</td></tr> <tr><td>0.10</td><td>Roll (5.00)</td><td>8</td><td>40.00</td></tr> <tr><td>0.25</td><td>Roll (10.00)</td><td>0</td><td>0.00</td></tr> <tr><td>0.50</td><td>Roll (10.00)</td><td>0</td><td>0.00</td></tr> <tr><td>1.00</td><td>Roll (25.00)</td><td>0</td><td>0.00</td></tr> <tr style="background-color: #0056b3; color: white;"> <td colspan="2"></td> <td style="text-align: right;">8</td> <td style="text-align: right;">40.00</td> </tr> </tbody> </table>	Denomination	Type	Count	Value	0.01	Roll (0.50)	0	0.00	0.05	Roll (2.00)	0	0.00	0.10	Roll (5.00)	8	40.00	0.25	Roll (10.00)	0	0.00	0.50	Roll (10.00)	0	0.00	1.00	Roll (25.00)	0	0.00			8	40.00	<div style="border: 1px solid gray; padding: 5px; min-height: 150px;"> MIMICS Test </div>					
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Denomination	Type	Count	Value																																																															
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To Modify a Cash Order, click on the **Modify** link of respective order and after modifying required information/denominations, click the **Submit** button to save the information. Click the **Close** button to return View Order screen.

Cancel Order

This screen is used to cancel an existing order.

Navigation: View Orders

Click the **Cancel** link next to the desired order and the following screen will appear.

CANCEL ORDER: 103320

Delivery Date	Account Number	Account Name	Location	Carrier
<input type="text" value="08/14/2015"/>	<input type="text" value="1000044202"/>	<input type="text" value="COMPANY NEVADA"/>	<input type="text" value="LOCATION #12345"/>	<input type="text" value="Loomis"/>
Total Value	Order Limit	Daily Limit	Used Today	Available
<input type="text" value="345.00"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text" value="N/A"/>

Comments

Notes	Coins (Rolled)	Special Instructions																																																															
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Click the **Cancel** link of respective order, and then click the **Cancel** button to save the cancelled order. Click the **Close** button to return View Order screen.