



SecureCash[®]

Let Us Do Your Banking

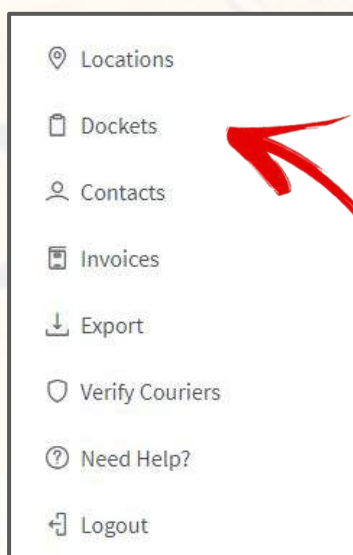
1300 SECURE

customers@securecash.com.au

Service Timeline



Dockets




This page is where you will find every eDocket that has been picked up and dropped off at the bank.

1. Click the 'Dockets' icon located in the Navigation Bar to the left of the page.

You will find:

- Every eDocket ID number
- Time and date of when service was done.
- Time, date and where your banking was deposited.
- The total amount that was collected, along with any change orders that were delivered.
- Your staff's signature that handled the transaction with the courier.
- The drivers name that conducted the service



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- Locations
- Dockets
- Contacts
- Invoices
- Export
- Verify Couriers
- Need Help?
- Logout

Your eDockets & Transactions

On this page you can see all your eDockets. You can filter transactions by date through the form below and search the sheet or filter columns by clicking on the column header.

Click the right hand lightning icon to access the "Action Menu" and see more details about your transactions, or click on any of the links in the table rows.

Dockets 22/10/2019 – 25/10/2019 Refresh Columns 16 Dockets Search Sheet

#	Location	Suburb	State	Attendance	Deposit	Bank	Service	Amount	
90079	Dylan's Vivarium Terrariums	Vine Valley	SA	25-10-19, Fr	25-10-19, Fr	ANZ	Both	\$1,368.00	⚡
90078	Ryan's Aquarium Emporium	Mangrove Island	SA	25-10-19, Fr	25-10-19, Fr	ANZ	Pickup	\$1,332.00	⚡
90073	Ryan's Aquarium Emporium	Mangrove Island	SA	25-10-19, Fr	-		Pickup	\$3,456.00	⚡
90072	Ryan's Aquarium Emporium	Mangrove Island	SA	25-10-19, Fr	-		Pickup	\$45,566.00	⚡
90071	Dylan's Vivarium Terrariums	Vine Valley	SA	25-10-19, Fr	-		Both	\$1,453.00	⚡
90060	Ryan's Aquarium Emporium	Mangrove Island	SA	23-10-19, We	-		Pickup	\$5,045.00	⚡
90059	Dylan's Vivarium Terrariums	Vine Valley	SA	23-10-19, We	23-10-19, We	BSA	Pickup	\$6,100.00	⚡

Dockets 22/10/2019 – 25/10/2019 Refresh Columns

You can enter specific dates to filter for the exact docket you are looking for. Once you have entered your dates hit refresh to the right to apply your search.

Search Sheet

There is also a 'Search Sheet' box on the right hand side of the page where you can search for any specific eDocket.



Selecting the 'action menu' icon located on the right side of the page will allow you to download any Edocket as a PDF or CSV for your personal use if required.

Attendance

Deposit

You can view a map of where the money was collected from and where it was deposited by clicking on the date/time under 'Attendance' and 'Deposit'.

Services Menu



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⚡ Services ①

📅 Extra Pickup ②

💰 Change Order ③

🚫 Cancellation ④

1. Click the 'Services' icon located in the Navigation Bar to the left of the page to drop down your services options
2. To book an extra pickup select "Extra Pickup"
3. To book a change order select "Change Order"
4. To cancel a scheduled collection select "Cancellation"

📍 Locations

📅 Dockets

👤 Contacts

📄 Invoices

⬇️ Export

🛡️ Verify Couriers

❓ Need Help?

🚪 Logout

If you manage multiple locations, you can navigate to the services menu for the location you need by selecting the lightning bolt to the far right of the location under the "Locations" tab

Services

📅 Extra Pickup ②

💰 Change Order ③

🚫 Cancellation ④

Particulars

📅 Dockets

👤 Contacts

📄 Invoices

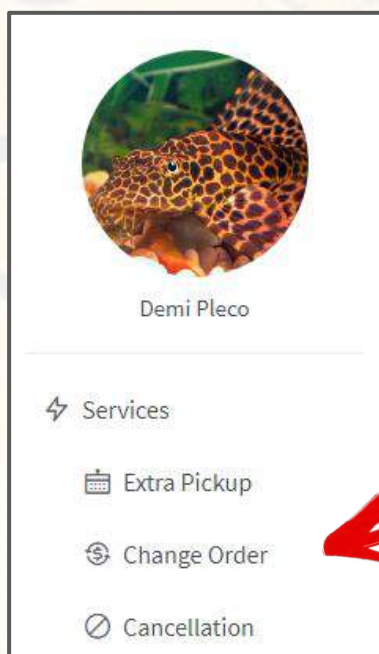


Locations Active ⌵ ⬇️ Export 📄 Columns

2 Locations Search ⌵

Location	Suburb	P/C	State	Schedule			A/H	F/N	End of Month	
Dylan's Vivarium Terrariums	Vine Valley	5006	SA	-	✓	-	✓	-		⚡
Ryan's Aquarium Emporium	Mangrove Island	5006	SA	-	-	✓	-	-		⚡

Change Order



This page is where you can order your change.

1. Hover over the 'Services' icon located at the top of the page.
2. Select 'Change Order'.
3. The 'Arrange Change Order' pop up will appear, from here you can select what you need in each denomination.

Arrange Change Order

This change order will be processed for:

Ryan's Aquarium Emporium
245 Arowana Lane, Mangrove Island (4870),
Queensland (QLD)

Reimbursement Method:
3) Cash Reimbursement

You reimburse the driver with cash upon delivery of your funds, this only applies to orders up to \$1000.

Change orders must be submitted at least two business days in advance, this is at the request of the banks to ensure they can provide the change on time.

Total value of notes and coins:	
\$100	0.00
\$50	400
\$20	200
\$10	50
\$5	80
\$2	40
\$1	20
50c	5
20c	5
10c	0.00
5c	0.00
Notes Total:	\$730.00
Coins Total:	\$70.00
Grand Total:	\$800.00

What date do you want your change delivered?

Prev **August 2019** Next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Submit Change Order

Please remember to double check that all your information is correct before submitting (i.e. business address, reimbursement method (if required), the value of change and the change delivery date (please be sure to submit your change order two business days in advance of day needed)).

Once you have clicked 'Submit Change Order' you will get a pop up notification that you will receive a confirmation email. If you do not receive a confirmation email please contact the SecureCash office on 1300 SECURE to clarify if it has gone through and why it was not sent to you.

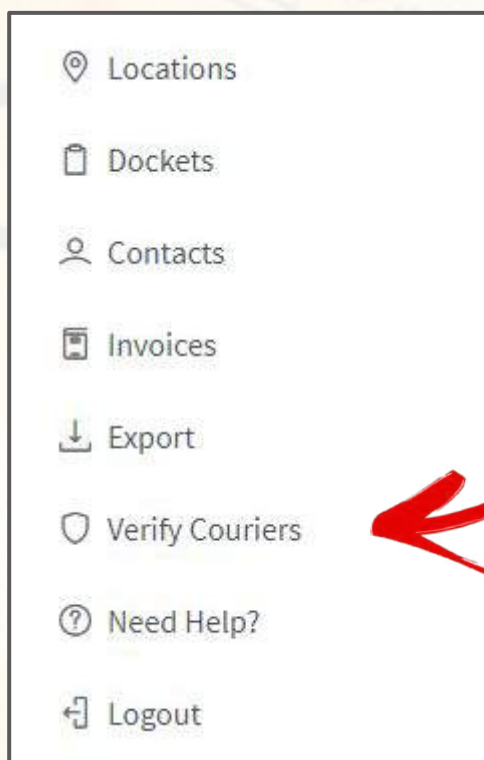
Your inquiry / booking was sent and you should receive a confirmation email shortly.

If you submit your change order and realise it was incorrect, please call 1300 SECURE and we will cancel that order for you, then you can do a new one with the correct amount. You can submit more than one change order

When ordering change, please ensure:

- It is not over \$50,000
 - The order weighs no more than 5kg
 - Orders must be under \$1000.00
- If above \$1000.00 funds have to be EFT'd to our holding account,

Authorised Banking Couriers



The Authorised Banking Couriers list allows you check to see if a driver is authorised to collect your banking from you premises to book an extra booking on your chosen day.

1. Click the 'Couriers' icon located at the top of the page.

On this page you can see the live list of all Authorised SecureCash Banking Couriers. It is very important that you verify if a courier is authorised on every collection before handing over any cash.

To check to see if a driver is on the Authorised Banking Couriers list either scroll down to find their name or alternatively search their name in the search bar located to the right of the screen. Make sure you search the correct spelling of their name.



Authorised Banking Couriers			1 Driver	Megan
Photo		Name		
	Authorised	Megan Tree		Report Courier

You can also verify a courier by:

- Scanning their QR Code on their Digital SecureCash ID

OR

- Calling 1300 SECURE and speaking to one of our lovely staff who will verifying the courier over the phone



For more information on each verification method please refer to "How to verify your courier?" on the left side of the Authorised Banking Couriers Page.

Should any of our SecureCash couriers ever behave irresponsible, rude, impolite or the complete opposite and you would like to let us know how wonderful the courier is. Simply send us a report against the responsible courier, by clicking on "[Report Courier](#)" located to the far right of the screen to the courier's name.