

ROBINSONS BANK

**DEPOSIT PICK-UP –
WEB AND MOBILE
APPLICATIONS**

User Guide

Version 7.0

Actualizing Intelligence with **Meraki™**



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Document Version History

Version #	Date Submitted	Revised by	Details of Change
1.0	12/24/2021	Kristine Chua/ Actimai	<ul style="list-style-type: none"> First submission to Robinsons Bank of User Guide with the following sections: <ul style="list-style-type: none"> - Common Features - Account Management - User Management - Role Management
2.0	12/29/2021	Kristine Chua/ Actimai	<ul style="list-style-type: none"> Updated the Document Version History Added Screenshot 1.1.3.b: Successful Password Change Page (page 10) Added the Client Management section of the User Guide
3.0	01/10/2022	Kristine Chua/ Actimai	<ul style="list-style-type: none"> Updated the Document Version History and Table of Contents Added details of web scheduling of approved DPU clients and order information Added Transaction Management (item 6) in Section 1 – Features in Web Application Added the Transaction Management section
4.0	01/18/2022	Kristine Chua/ Actimai	<ul style="list-style-type: none"> Updated the Document Version History Updated the Features in Web Application table Updated list of request statuses in DPU Clients list to be auto-deleted Updated steps for declining and sending back to Maker the new DPU Client Updated list of transaction request statuses to be auto-deleted Added access rights and sections Transaction Management for all remaining transaction types in addition to the existing Cash Request From/Delivery To CSU/Cash Hub Added the following sections: <ul style="list-style-type: none"> - 1.6.2.b: To Endorse/ Decline/ Return to Maker DPU Transaction Creation Request - 1.6.2.c: To Resubmit the Request to Create New DPU Transaction - 1.6.2.d: To Approve/ Decline/ Return to Maker DPU Transaction Creation Request - Batch Deletion Adjusted all the page numbers from page 60 onwards
5.0	01/24/2022	Mernel Tusoy/ Actimai	<ul style="list-style-type: none"> Added the following sections for web app: <ul style="list-style-type: none"> - Transaction Action Management - Client Transaction Management - Notification Management - Transaction Reports - Admin Reports
6.0	02/12/2022	Kristine Chua and Mernel Tusoy/ Actimai	<ul style="list-style-type: none"> Added section 2 – Features in Mobile Application Updated the approval matrix (page 60)

7.0	07/28/2022	Mishell Batalla	<ul style="list-style-type: none">• Updated the access rights for:<ul style="list-style-type: none">- 1.5 Client Management- 1.6 Transaction Management- 1.10 Transaction Reports
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Table of Contents

1 FEATURES IN WEB APPLICATION	2
1.1 COMMON FEATURES	4
1.2 ACCOUNT MANAGEMENT	6
1.3 USER MANAGEMENT	15
1.4 ROLE MANAGEMENT	28
1.5 CLIENT MANAGEMENT	35
1.6 TRANSACTION MANAGEMENT	57
1.7 TRANSACTION ACTION MANAGEMENT	101
1.8 CLIENT TRANSACTION MANAGEMENT	128
1.9 NOTIFICATION MANAGEMENT	144
1.10 TRANSACTION REPORTS.....	153
1.11 ADMIN REPORTS.....	175
2 FEATURES IN MOBILE APPLICATION	197
2.1 SETTING UP THE MOBILE APPLICATION	198
2.2 COMMON FEATURES	199
2.3 ACCOUNT MANAGEMENT	208
2.4 CLIENT MANAGEMENT	216
2.5 TRANSACTION MANAGEMENT	217
2.6 TRANSACTION ACTION MANAGEMENT	197
2.7 NOTIFICATION MANAGEMENT.....	304
2.8 TRANSACTION REPORTS.....	315

1 Features in Web Application

Feature	Description
1.1 Common Features	Contents of header which appears in every page in the web application
1.2 Account Management	Functionalities related to account after user has been setup by Admin such as logging in/ out, and resetting/ changing password
1.3 User Management	Functionalities to manage other users of the application. An Admin role must be created to create, edit, and delete users through the feature.
1.4 Role Management	Functionalities to manage roles of a user. New roles can be created, and existing ones can be edited and deleted depending on the need. The feature will be managed by an Admin.
1.5 Client Management	Functionalities to create or edit DPU clients and order (scheduled recurring DPU transactions) request, delete, and deactivate Robinsons Bank's deposit pickup external clients. Creation, edit, and deactivation requires approval. Approved order transaction request (DPU transaction) is not yet immediately scheduled for deposit pickup. This is automatically scheduled by the system at the next 6 AM schedule. While the transaction is not yet scheduled, the Request Status is APPROVED while Transaction Status is blank. After it has been scheduled, the Transaction Status is SCHEDULED.
1.6 Transaction Management	Functionalities to create, edit or delete non-recurring DPU transaction requests of the DPU clients in the application. Creation requires approval. Deposit pickup transactions are automatically scheduled by the system by the next 6 AM schedule, similar to scheduling transactions in client management. Status of approved transactions before and after web scheduling is also similar to client management.
1.7 Transaction Action Management	Functionalities to manage actions for Approved DPU Transaction requests. Transactions could be declined, reassigned, and acknowledged. This feature will be performed by the Checker.
1.8 Client Transaction Management	Functionalities to manage transactions that have been scheduled, serviced, and completed/ rejected via the Roving Teller's access to the DPU mobile app. The Verifier still needs to verify the acknowledgment from the Checker to finally set the COMPLETED/ ACKNOWLEDGED REJECT to VERIFIED COMPLETED/ REJECTED.

Feature	Description
1.9 Notification Management	<p>Functionalities to view and delete notifications received by the user.</p> <p>Notifications vary based on triggers, i.e., Client Statuses, Transaction Statuses, and Transaction Completion Statuses, and their respective recipients which are also role based.</p>
1.10 Transaction Reports	<p>Functionalities to read and download transaction reports based on the following categories:</p> <ul style="list-style-type: none">• Statistics of Branch Requests• Accountable Items• Cash on Hand• Summary of End of Day (EOD) Transactions
1.11 Admin Reports	<p>Functionalities to read and download admin reports based on the following categories:</p> <ul style="list-style-type: none">• User ID Lists• User Groups• Audit Trail• Admin MIS

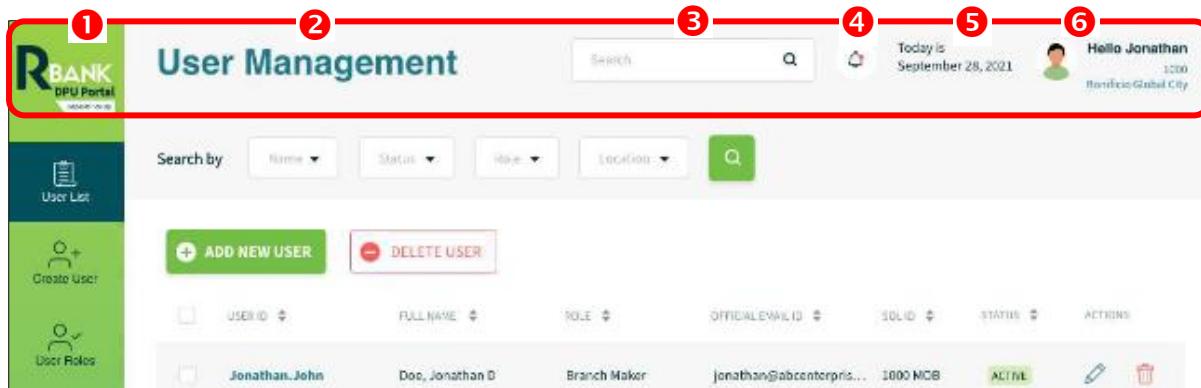
1.1 Common Features

The header (encircled in red below) is displayed in all pages of the application. It contains the following (from left to right in the section encircled below):

1. Deposit Pick-Up (DPU) Application's logo (tagged as ① in Screenshot 1.1.a below)
2. Title of the page displayed (tagged as ② in Screenshot 1.1.a below)
 - Value changes as user clicks on a different item in the menu on the left of the application to display the correct page title.
3. Search bar (tagged as ③ in Screenshot 1.1.a below)
4. Notifications icon (tagged as ④ in Screenshot 1.1.a below)
5. Today is <current date> (tagged as ⑤ in Screenshot 1.1.a below)
 - The date automatically updates based on the system date.
6. User details (tagged as ⑥ in Screenshot 1.1.a below) which include the following:
 - User profile icon
 - Hello <user ID>
 - SOL ID of user logged in
 - Branch/ Department/ Unit name of user logged in

Note:

- a. The user ID, SOL ID and Branch/ Department/ Unit name displayed change as a different user logs in to the application.
- b. Values of user ID, SOL ID and Branch/ Department/ Unit name are based on the values defined by Admin in the Create New User or Edit User pages. Refer to section 1.3.4 for adding new user and section 1.3.5 for editing user ID of existing user.



Screenshot 1.1.a: Login page



1.1.1 To Search Keywords Using the Search Bar

The Search Bar feature searches keywords found in the list in the application homepage applicable to the user, e.g., Users List for user with Admin role, Transactions List in the Branch Approver Dashboard.

1. Type any character in the Search text box .
2. Click the  icon. The list will be reduced to the rows with the characters typed in the Search text box.



1.1.2 To View Notifications via the Notifications Icon

When the Notification icon is clicked, user will be able to view all updates related to transactions in which the user has/ had a role.

Refer to section 1.9 – Notifications Management for details of in-app notifications.

1.2 Account Management

Account management includes the following sub-features:

- 1.2.1 Login
- 1.2.2 Logout
- 1.2.3 Change Password



1.2.1 To login via Web

The same login page applies to all users including Admin and all roles. The login page requires the following User ID and password.

1. Open the Login page via preferred browser and go to <https://192.168.1.50/user/list>.
2. Click the text box labelled User ID and type the User ID provided by the Admin for this application.

Note:

- a. User ID is not case sensitive.
- b. User ID is provided to the user by the Admin for this application.

3. Click the text box labelled Password and type the initial password ID provided by the Admin for this application.

Note:

- a. Password is case sensitive and is in accordance with the Robinsons Bank's Approved Security Baseline as of 2021.
- b. User's application-generated initial password is provided to the user by the Admin for this application.
- c. Change password is required after user's first login to the application (Refer to section 1.2.3).

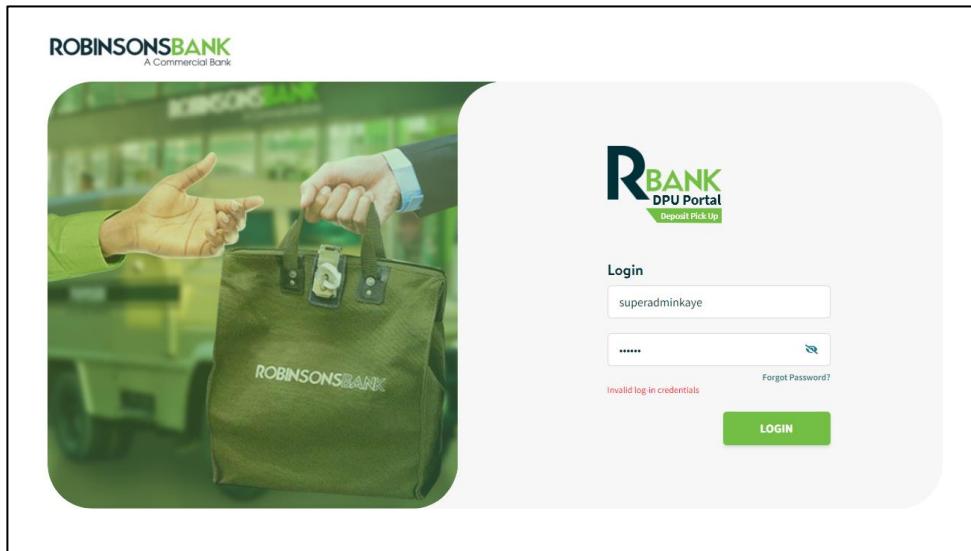
4. Click the LOGIN button. The User Acknowledgement window will display.



Screenshot 2.1.1.a: Login page

Note:

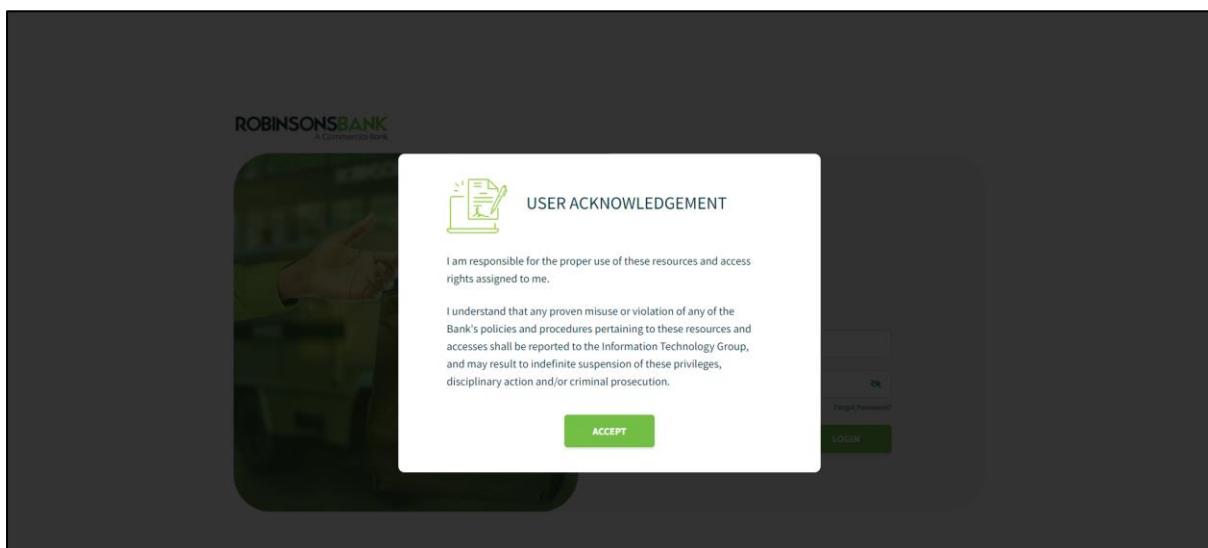
- a. The system determines the number of failed attempts to login. After 3 failed attempts, the user account will be locked automatically.
- b. The system detects multiple login sessions in different workstations for the same user. Only the latest login will be kept active. All previous login sessions will be automatically logged out by the system.
- c. If wrong user ID or password is entered in the Login page, the “Invalid log-in credentials” error message will display under the Password text box (refer to Screenshot 2.1.1.b).



Screenshot 2.1.1.b: Wrong Credentials Error Message

5. Click the ACCEPT button in the User Acknowledgement window if user accepts the written statements in the said window. When clicked, the page will be directed to a homepage based on the role of the user.

If user does not accept any or all statements in the User Acknowledgement window, close the browser to abort logging in.



Screenshot 2.1.1.b: User Acknowledgement Window



1.2.2 To logout from Web

There are 3 ways to logout from the web application, namely:

- 2.1 Logout using the Logout icon while logged in the web application.
- 2.2 Close the browser/ Disconnect from internet
- 2.3 Auto-logout

1.2.2.a To logout via Logout Icon in Web

The Logout icon (encircled in red below) is available to all users including Admin and all roles. The Logout icon is available in the menu on the left side of any page after login.

1. While logged in, click on the Logout icon from the left menu. The account will be logged out and the Login page will display.

The screenshot shows the 'User Management' page of the R BANK DPU Portal. On the left, there is a vertical sidebar with icons for 'Users', 'Roles', 'Admin Reports', 'Change Password', and 'Logout'. The 'Logout' icon is highlighted with a red rectangle. The main area is titled 'User Management' and contains search filters for 'Search By' (User ID, Select Status, Select Role), 'ADD NEW USER' and 'DELETE USER' buttons, and a table listing user information. The table columns include 'USER ID', 'FULL NAME', 'ROLE', and 'STATUS'. The first row shows 'zenoviaiaia' as the user ID, 'Zenovia, Aia Lib' as the full name, and 'Verifier' as the role. The second row shows 'zachdelarocha' as the user ID, 'Dela Rocha, Zach Rage' as the full name, and 'Brand Ambassador' as the role. The third row shows 'wewewe' as the user ID, 'wwewe, wewew wewewe' as the full name, and 'Roving' as the role.

USER ID	FULL NAME	ROLE
zenoviaiaia	Zenovia, Aia Lib	Verifier
zachdelarocha	Dela Rocha, Zach Rage	Brand Ambassador
wewewe	wwewe, wewew wewewe	Roving

Screenshot 1.2.2.a: Logout icon

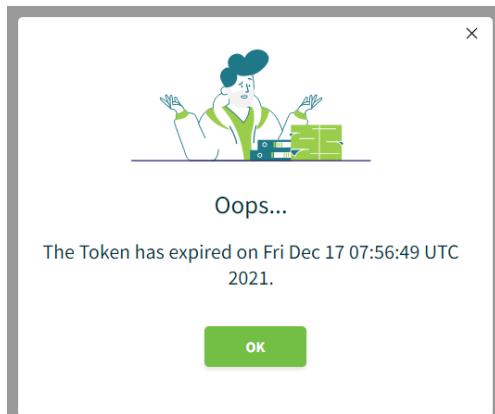
1.2.2.b To Logout from Web by Closing the Browser/ Disconnecting from Internet

By closing the browser or disconnecting from the internet, the user account is automatically logged off. After reconnecting to the internet, user will have to login again to the web application (refer to section 1.2.1 to login).

1.2.2.c To Auto-logout from Web

Based on Robinsons Bank's Approved Security Baseline as of 2021, user's account to the web application will be logged out automatically after 15 minutes of inactivity, i.e., page is idle/ not clicked or scrolled by user within 15 minutes.

When user clicks on any of the icons in the menu, text box or button, the Token Expired window displays. Click either the OK button or the X button on the upper right of the said window. Doing so will close the Token Expired window and display the Login page.



Screenshot 1.2.2.c: Token Expired window



1.2.3 Change Password/ Forget Password

There are 3 ways to change user's password in the web application, namely:

- 1.2.3.a Via the Change Password window
- 1.2.3.b Via the Forgot Password link in the Login page
- 1.2.3.c Via the Change Password icon

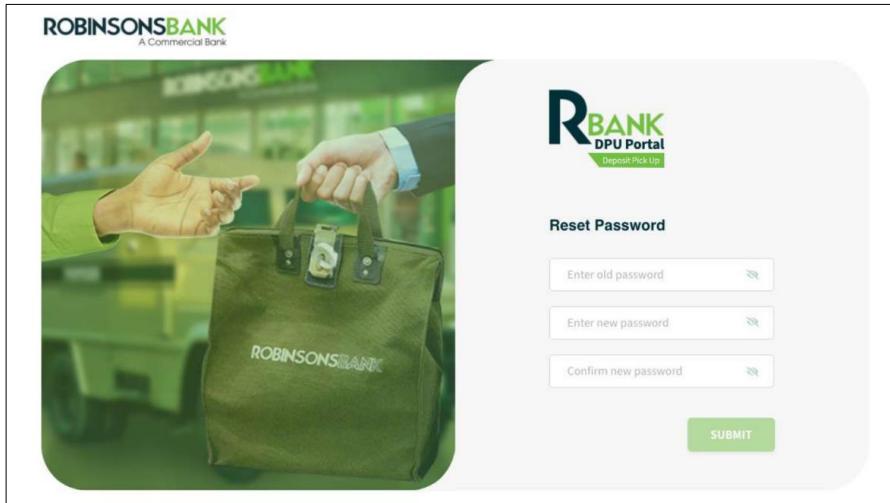
1.2.3.a To Change Password via Change Password Window

User will be prompted to change own password on any 1 of the following scenarios:

- 1.2.3.a.1 Upon initial login using the password generated by the Admin via the application (Refer to section 1.3.4, step 13 for Password generation via web), the user will be directed to the Reset Password page.
- 1.2.3.a.2 System-prompted due to password expiration. User will be prompted by the system and change password shall commence by entering the old password and the new password and confirming the change of password. Password expires per user for all users 60 days from last successful password change.

1.2.3.a.1 To Reset Password

- Once the Reset Password page is displayed, type the current password in the Enter Old Password text box. Password typed is automatically masked.



Screenshot 1.1.3.a: Reset Password page

Note:

- To view the password that the user typed in the text box so far, click the  once.

This step to view the password already typed by user applies to the Enter Old Password, Enter New Password and Confirm New Password text boxes.

- When user clicks on the Enter Old Password text box in the Reset Password page, a list of password requirements displays. This is the password requirement validation list which includes – Password must:
 - Be at least 8 characters
 - Contain at least 1 letter
 - Contain at least 1 digit
 - Contain both upper- and lower-case letters, e.g., a-z, A-Z
 - Have a combination of the letters, numbers, and special characters

This list is based on Robinsons Bank's Approved Security Baseline as of 2021.

For every password requirement that is satisfied while the user types in each character in the text box, that password requirement is removed from the list.

The same password requirement validation list and behavior applies to Enter New Password text box and Confirm New Password text box.

- Password must not be the same as any of the last 24 passwords accepted by the application. The system will reject the password entered.

- Type the new password in the Enter New Password text box. Password typed is masked automatically.

3. Type the same new password in the Confirm New Password text box. Password typed is masked automatically.

Note:

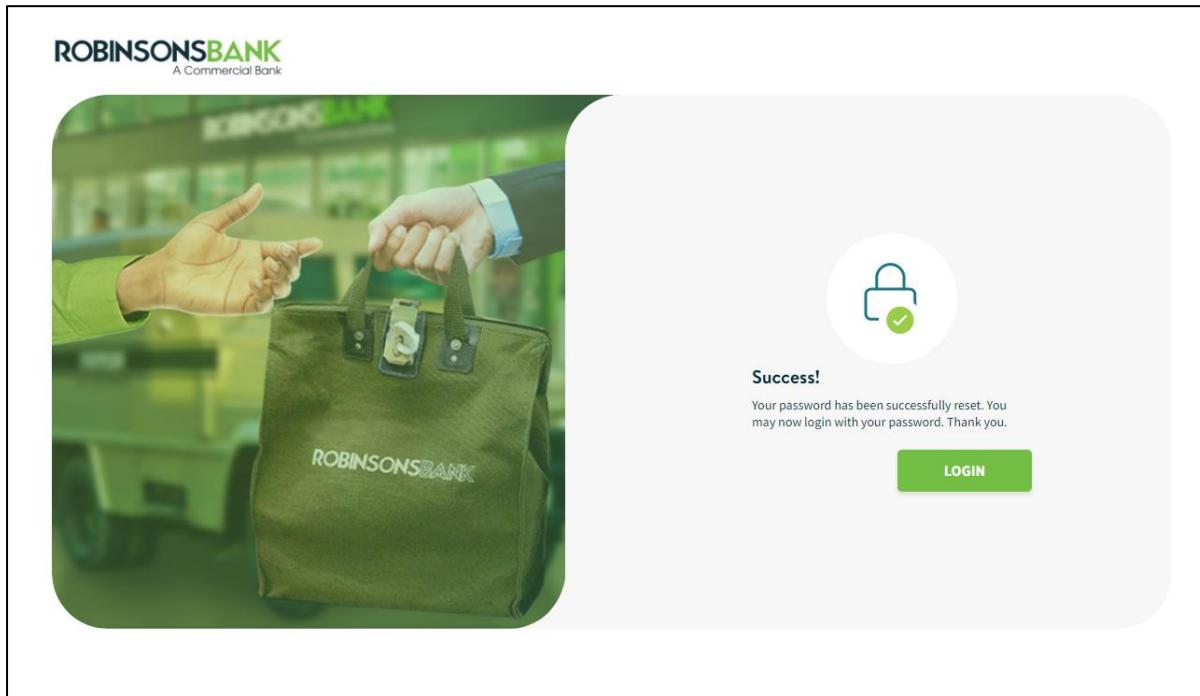
- a. An additional validation for Confirm New Password text box to check whether the values typed by the user in this text box is exactly the same as the new password typed by the user in the Enter New Password text box.

This applies regardless of whether user enters value/s in the Confirm New Password text box before in the Enter Current Password text box and/or Enter New Password text box.

4. Click the SUBMIT button in the Change Password page. Upon successful password change, the Successful Password Change page will display.

Note:

- a. If the user has previously changed own password to the application within 24 hours, the change password request will not be completed. An error message shall appear. Password age is minimum of 1 day or 24 hours before the user can change it again



Screenshot 1.1.3.b: Successful Password Change Page

1.2.3.a.2 To Change Expired Password

Password expires per user for all users 60 days from last successful password change. Once the password expires, the application displays the Change Password page (refer to Screenshot 1.1.3.c2).

1. Once the Change Password page (refer to Screenshot 1.1.3.c2) displays, perform steps 2 to 5 in section 1.1.3.c.

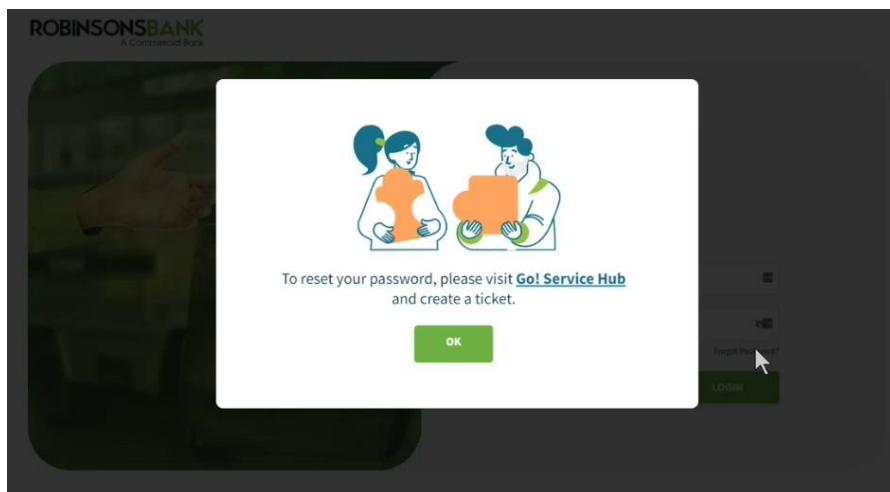
1.2.3.b To Change Password via Forgot Password link in Login page

1. Open the Login page via preferred browser and go to <https://192.168.1.50/user/list>.
2. Click the Forgot Password? link under the password text box (encircled in red below). It will display the Reset Password Message window.



Screenshot 1.1.3.b1: Forgot Password link

3. Click the Go! Service Hub link to open another tab in the browser with the IT ticketing webpage for JGSummit – [Login - GO! ServiceHub \(service-now.com\)](#). Request for a new password via the ticketing webpage (refer to existing procedures on use of GO! ServiceHub website) and wait for the Admin of this application to provide the user its new password.



Screenshot 1.1.3.b2: Reset Password Message window

4. Click the OK button in the Reset Password Message window to close the said window.
5. Once the user receives the new password, enter the new credentials in the Login page. Refer to section 1.2.1 for Login steps.

1.2.3.c To Change Password via Change Password Icon

User can initiate changing of own password in the application for as long as it has been more than 24 hours since the last password change.

While user is logged in, the Change Password icon can be found at the lower portion of the left menu which is viewable from any webpage in the application.

1. Click the Change Password icon (encircled in red below). It will open the Change Password page.

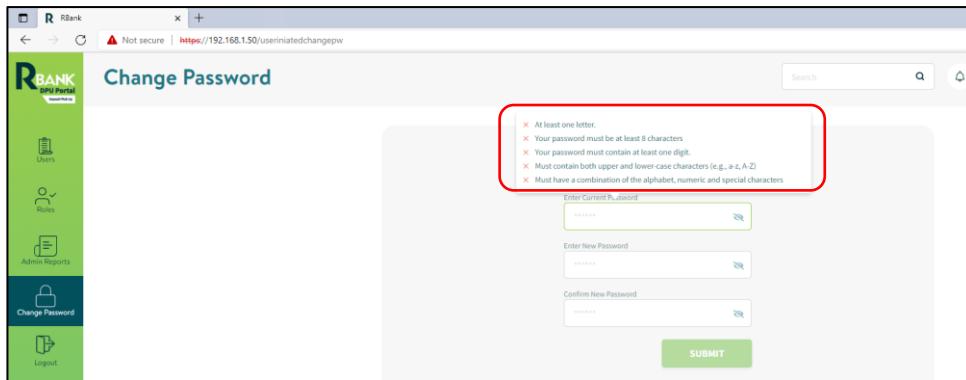
The screenshot shows the 'User Management' page. On the left, there is a vertical sidebar with icons for 'Users', 'Roles', 'Admin Reports', 'Change Password' (which is circled in red), and 'Logout'. The main area is titled 'User Management' and contains search filters ('Search By', 'User ID', 'Select Status', 'Select Role') and buttons for 'ADD NEW USER' and 'DELETE USER'. Below these are tables listing users with columns for 'USER ID', 'FULL NAME', and 'ROLE'. The first user listed is 'zenoviaiaia'.

Screenshot 1.1.3.c1: Change Password icon

The screenshot shows the 'Change Password' page. The left sidebar includes 'Users', 'Roles', 'Admin Reports', 'Change Password' (circled in red), and 'Logout'. The main content area has a form with three input fields: 'Enter Current Password', 'Enter New Password', and 'Confirm New Password', each with a clear button. A 'SUBMIT' button is located at the bottom right of the form. The top right corner shows a user profile and the date 'Today is December 17, 2021'.

Screenshot 1.1.3.c2: Change Password page

2. Type the current password in the Enter Current Password text box. Password typed is masked automatically.



Screenshot 1.1.3.c3: Password Validation

Note:

- a. To view the password that the user typed in the text box so far, click the  once.

This step to view the password already typed by user applies to the Enter Current Password, Enter New Password and Confirm New Password text boxes.

- b. When user clicks on the Enter Current Password text box in the Change Password page, a list of password requirements displays (encircled in red above). This is the password requirement validation list. This list is based on Robinsons Bank's Approved Security Baseline as of 2021.

For every password requirement that is satisfied while the user types in each character in the text box, that password requirement is removed from the list.

The same password requirement validation list and behavior applies to Enter New Password text box and Confirm New Password text box.

3. Type the new password in the Enter New Password text box. Password typed is automatically masked.
4. Type the same new password in the Confirm New Password text box. Password typed is masked automatically.

Note:

- a. An additional validation for Confirm New Password text box to check whether the values typed by the user in this text box is exactly the same as the new password typed by the user in the Enter New Password text box.

This applies regardless of whether user enters value/s in the Confirm New Password text box before in the Enter Current Password text box and/or Enter New Password text box.

5. Click the SUBMIT button in the Change Password page.

Note:

- a. If the user has previously changed own password to the application within 24 hours, the change password request will not be completed. An error message shall appear. Password age is minimum of 1 day or 24 hours before the user can change it again.

1.3 User Management

User Management includes the following sub-features based on default access rights available to the pre-defined Super Admin role:

- 1.3.1 Read users list
- 1.3.2 View user details
- 1.3.3 Filter users list
- 1.3.4 Sort users list
- 1.3.5 Add user using predefined roles
- 1.3.6 Edit existing user details and roles
- 1.3.7 Force log out user
- 1.3.8 Delete user from system

These access rights may be made available to other new roles to be created by Admin. Refer to section 1.4 to add/ edit a role and its corresponding access rights.

Management of users in the application does not require approval via the application.



1.3.1 To Read/ View the Users List

The users list is available only when the Read access right is granted to the role of the user that is logged in. The users list contains all users of the application both in web and mobile and their corresponding statuses.

1. Upon logging in to the web application, the homepage is the Users Management page which contains the users list.

If the user is coming from another page in the application, click the Users icon (encircled in red below) in the menu on the upper left of the screen.

ACTIONS	SOL ID	OFFICIAL EMAIL ID	ROLE	FULL NAME	USER ID
	0001	branchmaker@gmail.com	Branch Maker	BranchMakerA	
	0001	bomaker@gmail.com	Branch Maker	bomaker	
	0001	admintester@gmail.com	Super Admin	AdminTester	
	0001	vsingh4@gmail.com	Roving Teller	vsingh4	
	0001	johnwick@gmail.com	Branch Maker	johwick19	

Screenshot 1.3.1.a: User Management Page

2. Click the > arrow (encircled in red below) to navigate to the next page, as necessary.

Note:

- If the number of users in the users list has gone beyond 1 page, the > arrow will be enabled (arrow will darken) while viewing page 1.
- While there is a next page (i.e., page currently being viewed is not the last page of the users list), the > arrow will be enabled.
- If there is no more next page (i.e., page currently being viewed is the last), the > arrow will be disabled (arrow will lighten).

The screenshot shows a user management interface. On the left is a sidebar with three items: 'Create User' (highlighted in green), 'User Roles', and 'Logout'. The main area has a header with '+ ADD NEW USER' and '- DELETE USER' buttons. Below is a table with columns: USER ID, FULL NAME, ROLE, OFFICIAL EMAIL ID, SOL ID, STATUS, and ACTIONS. Three rows of data are shown: 1. Jonathan.John (Doe, Jonathan D, Branch Maker, jonathan@abcenterpris..., 1000 MOB, ACTIVE). 2. Mathew.John (Taylor, Mathew, Branch Checker, mathew.john@gmail.com, 1000 MOB, ACTIVE). 3. Paul.Harbour (Doe, Jonathan D, Branch Approver, jonathan@gmail.com, 1000 MOB, INACTIVE). At the bottom right, there is a pagination indicator '1 of 2' followed by two arrows, one blue (disabled) and one red (enabled).

Screenshot 1.3.1.b: Page Navigation in User Management Page

3. Click the < arrow (encircled in blue above) to go back to the previous page, as necessary.

Note:

- While there is a previous page (i.e., page currently being viewed is page 2 or beyond), the < arrow is enabled (arrow is dark/ in bold font).
- If there is no more previous page (i.e., page currently being viewed is page 1), the < arrow will be disabled (arrow will lighten).



1.3.2 To View the User Details

The user details are accessible only when the Read access right is granted to the role of the user that is logged in.

1. In the User Management page, click the User ID (encircled in green in Screenshot 1.3.1.b above) of the user whose details will be viewed. This will open the View User page. No text boxes is editable in this page.

The screenshot shows a 'View User' page. The top navigation bar includes 'Home', 'View User', 'Search', and 'Hello SuperAdminKaye'. The sidebar on the left has 'Users' selected. The main form contains fields for Name (Kiedis, Anthony RedHot), Unit (CSU-3), User ID (anthonykiedis), Status (Active), Role (Roving Teller), User Type (Roving Teller), Official Email ID (anthonykiedis@gmail.com), and Set User Expiry (31/01/2022). A note at the top says 'Date of user id creation: 09/12/2021'.

Screenshot 1.3.2.a: View User Page



1.3.3 To Filter Users List

The users list can be filtered/ reduced to contain rows with the words entered in the Search bar. Refer to section 1.1.1 for the steps to search keywords typed in the Search bar.



1.3.4 To Sort the Users List

The users list can be sorted per column (encircled in red in Screenshot 1.3.4.a below), namely:

- USER ID
- FULL NAME
- ROLE
- OFFICAL EMAIL ID
- SOL ID
- STATUS

The screenshot shows the 'User Management' page. On the left is a sidebar with icons for 'Users', 'Roles', and 'Admin Reports'. The main area has a title 'User Management' and a search bar with a magnifying glass icon. Below the search bar are four dropdown filters: 'Select Status', 'Select Role', 'Select Location', and a date/time indicator 'Today is December 22, 2021'. At the bottom of the search bar are two buttons: '+ ADD NEW USER' and '- DELETE USER'. Below these buttons is a row of column headers: 'USER ID', 'FULL NAME', 'ROLE', 'OFFICIAL EMAIL ID', 'SOL ID', and 'STATUS'. The 'USER ID' header is highlighted with a red rectangle. The bottom of the screen shows a navigation bar with tabs for 'Admin', 'Admin Ad', 'Super Admin', and 'support@actimai.com', along with a status indicator '0010 ACTIVE' and some small icons.

Screenshot 1.3.4.a: User List Columns

1. Click once the \uparrow icon beside the column name of the column to sort. All values under the said column will be sorted alphabetically or numerically in increasing order.
2. Click the \downarrow icon again to sort the said column alphabetically or numerically in decreasing order.



1.3.5 To Add User Using Predefined Roles

- From the User Management page, click the ADD NEW USER button (encircled in red in Screenshot 1.3.5.a below). It will redirect to the Add User page.

The screenshot shows the User Management interface. On the left sidebar, there are icons for Users, Roles, Admin Reports, and Logout. The main area has a search bar and filters for User ID, Select Status, Select Role, and Select Location. At the bottom center is a green button labeled '+ ADD NEW USER' with a red circle around it. Below the button are fields for USER ID, FULL NAME, ROLE, OFFICIAL EMAIL ID, SOL ID, STATUS, and ACTIONS. The top right corner shows a user profile for 'SuperAdminKaye' with the ID '0010 CSU-1'. The date 'Today is December 22, 2021' is also displayed.

Screenshot 1.3.5.a: Add New User Button

The screenshot shows the 'Add User' form. The left sidebar includes icons for Users, Roles, Admin Reports, Change Password, and Logout. The main form has sections for Select Unit (tagged 1), Select User Type (tagged 2), Select Role (tagged 3), Last Name (tagged 4), First Name (tagged 5), Middle Name (tagged 6), Set User Expiry (tagged 7), User ID (tagged 8), Official Email ID (tagged 9), Password (tagged 10), and a GENERATE button. A CREATE USER button is located at the bottom right. The top right corner shows a user profile for 'SuperAdminKaye' with the ID '0010 CSU-1'. The date 'Today is December 22, 2021' is also displayed.

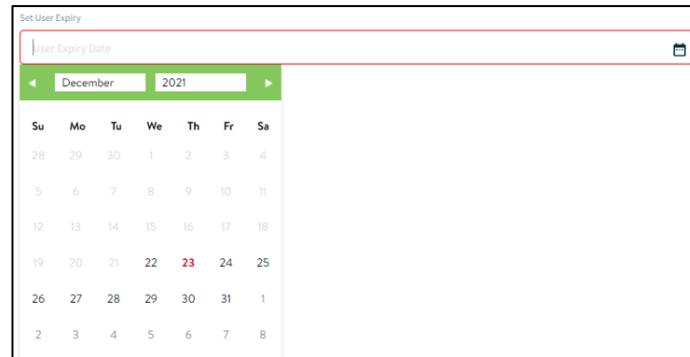
Screenshot 1.3.5.b: Add User Page

- Click the Select Unit text box (tagged as 1 in Screenshot 1.3.5.b above). It will display the drop-down list of units available in the database. Select the unit of the user that is being created.
- Click the Select User Type text box (tagged as 2 in Screenshot 1.3.5.b above). It will display the drop-down list of user types available in the database. Select the user type of the user that is being created.
- Click the Select Role text box (tagged as 3 in Screenshot 1.3.5.b above). It will display the drop-down list of roles available in the database. Select the role of the user that is being created.

Note:

- A prerequisite for assigning a role to the user is to add the role with its corresponding access rights (refer to section 1.4.2).

5. Type the last name in the Last Name text box (tagged as ④ in Screenshot 1.3.5.b).
6. Type the first name in the First Name text box (tagged as ⑤ in Screenshot 1.3.5.b).
7. Type the middle name in the Middle Name text box (tagged as ⑥ in Screenshot 1.3.5.b).
8. Click the Set User Expiry box (tagged as ⑦ in Screenshot 1.3.5.b) to display the Password Expiration Date Calendar Picker to set the expiration date for the user's password.

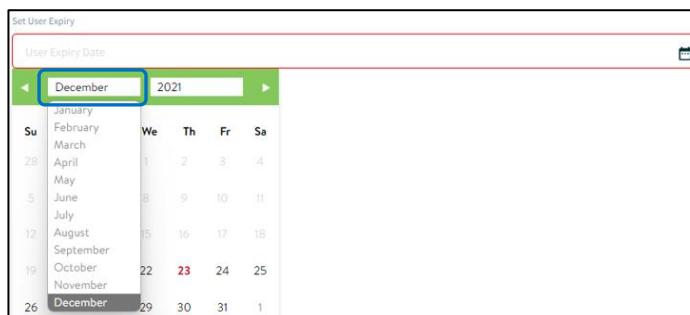


Screenshot 1.3.5.c: Password Expiration Date Calendar Picker

9. Set the expiration month and year by doing any 1 of the following:

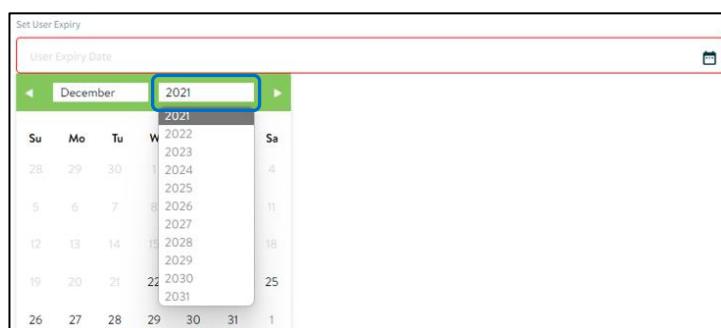
9.1 Separately select the Month and Year text boxes as follows:

- 9.1.1 Set the expiration month by clicking the Month text box (encircled in blue directly below) to display the list of months in a year.



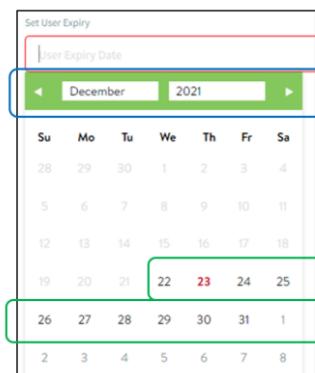
Screenshot 1.3.5.d: Password Expiration Month Dropdown List

- 9.1.2 Set the expiration year by clicking the Year text box (encircled in blue directly below) to display the list of years. This list contains each year from the current year until the next 10 years.



Screenshot 1.3.5.e: Password Expiration Year Dropdown List

- 9.2 Click the or arrows in the calendar picker (section encircled in blue below) to move to the previous or next month, respectively, until the correct month and year displays in the Month and Year text boxes.



Screenshot 1.3.5.f: Password Expiration Date Calendar Picker

10. From the dates in bold font that displays in the calendar picker (examples are encircled in green above), click the expiration date.
11. Type the user ID in the User ID text box (tagged as ⑧ in Screenshot 1.3.5.b in page 17).
12. Type the email address of the user in the Official Email ID text box (tagged as ⑨ in Screenshot 1.3.5.b in page 17).
13. Set a temporary password for the user to access the web/ mobile application by performing any 1 of the following:

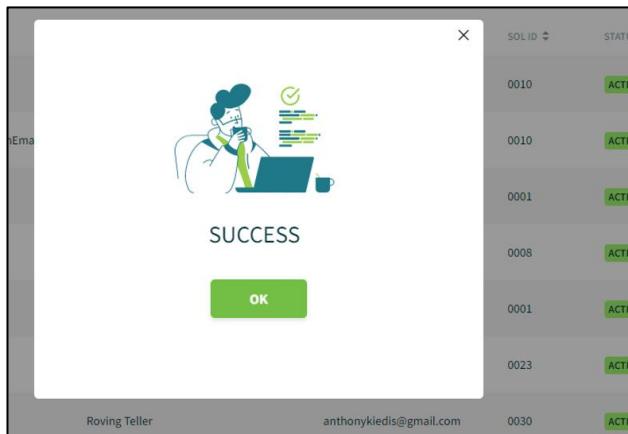
Screenshot 1.3.5.g: Password Text Box, Generate button, and Create User button

- 13.1 Type a valid password in the Password text box (encircled in blue in Screenshot 1.3.5.g).

Note:

- a. The password must follow Robinsons Bank's Approved Security Baseline as of 2021. The typed password will be validated by the system based on the same password requirements list used when user is resetting or changing password.
- b. If the password in the Password text box does not follow any of the password requirements, an error message will display under the Password text box after Admin clicks the CREATE USER button. Creation of user will not push through.

- 13.2 Click the GENERATE button on the right of Password text box (encircled in green in Screenshot 1.3.5.g) for the application to automatically assign a random set of characters that complies with Robinsons Bank's Approved Security Baseline as of 2021. The system-generated password will display in the Password text box.
14. Click the CREATE USER button (encircled in red in Screenshot 1.3.5.g). A Successful Creation of User Confirmation window will display upon creation of user in the system.



Screenshot 1.3.5.h: Successful Creation of User Confirmation window

Note:

- a. All fields/ text boxes in the Add User page are required. After the CREATE USER button is clicked, an error message under each text box will display if any of the said fields is empty.
- b. The Status text box is not discussed in this section of the document as it is prefilled with the value "ACTIVE" as it should be for new users. However, the Status text box remain editable.
- c. The Admin must copy the user ID from the User ID text box and the password from the Password text box before clicking the CREATE USER button so that the Admin can send the initial credentials to the user for its initial login.

15. Click the OK button in the Successful Creation of User Confirmation window to close it. The new user is already added to the user list in the User Management page.



1.3.6 To Edit Existing User Details and Roles

The screenshot shows the 'User Management' page. On the left sidebar, there are icons for 'Users', 'Roles', 'Admin Reports', and 'Change Password'. The main area has a search bar and filters for 'Search By' (USER ID, Select Status, Select Role, Select Location) and a 'Search' button. Below is a table with columns: USER ID, FULL NAME, ROLE, OFFICIAL EMAIL ID, S01 ID, STATUS, and ACTIONS. Three users are listed: 'zenoviaala' (Verifier, zenovia@gmail.com, 0002, ACTIVE), 'zachdelarocha' (Branch Hub Maker, zachbranchhubmaker@gmail.com, 0023, ACTIVE), and another user partially visible. The 'Edit' icon in the 'Actions' column for 'zachdelarocha' is highlighted with a red circle.

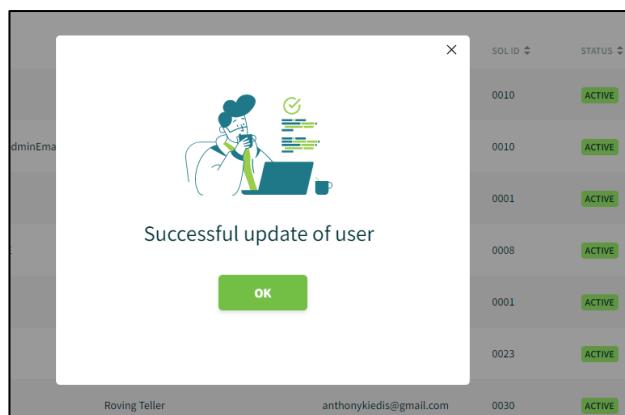
Screenshot 1.3.6.a: Edit User Icon in User Management Page

1. Click the Edit User icon (encircled in red in screenshot directly above) in the same row of the user ID which will be edited to open the Edit User page.

The screenshot shows the 'Edit User' page. The left sidebar includes 'Logout' and version information 'v0.00.033'. The main form has sections for 'Select Unit' (Branch 0023), 'Select Role' (Branch Hub Maker), 'Select User Type' (CSA), 'Status' (Active), 'Last Name' (Dela Rocha), 'First Name' (Zach), 'Middle Name' (Rage), 'User ID' (zachdelarocha), 'Official Email ID' (zachbranchhubmaker@gmail.com), 'Password' (Temporary password), and 'Set User Expiry' (28/02/2022). At the bottom are 'RE-GENERATE' (circled in blue), 'FORCE LOG OFF', and 'UPDATE & SUBMIT USER' (circled in red).

Screenshot 1.3.6.b: Edit User Page

2. Edit the user detail in the Edit User page, as follows:
 - Type the new value into the respective text box.
 - Click the text box and select from a dropdown list in the respective text box/es.
 - If a new temporary password is required, click the RE-GENERATE button (encircled in blue in Screenshot 1.3.6.b).
3. Click the UPDATE & SUBMIT USER button (encircled in red in Screenshot 1.3.6.b). A Successful Update of User Details Confirmation window will display upon successful update.



Screenshot 1.3.6.c: Successful Update of User Details Confirmation window

4. Click the OK button in the Successful Update of User Details Confirmation window to close it. The updated details will be displayed in the user list in the User Management page.

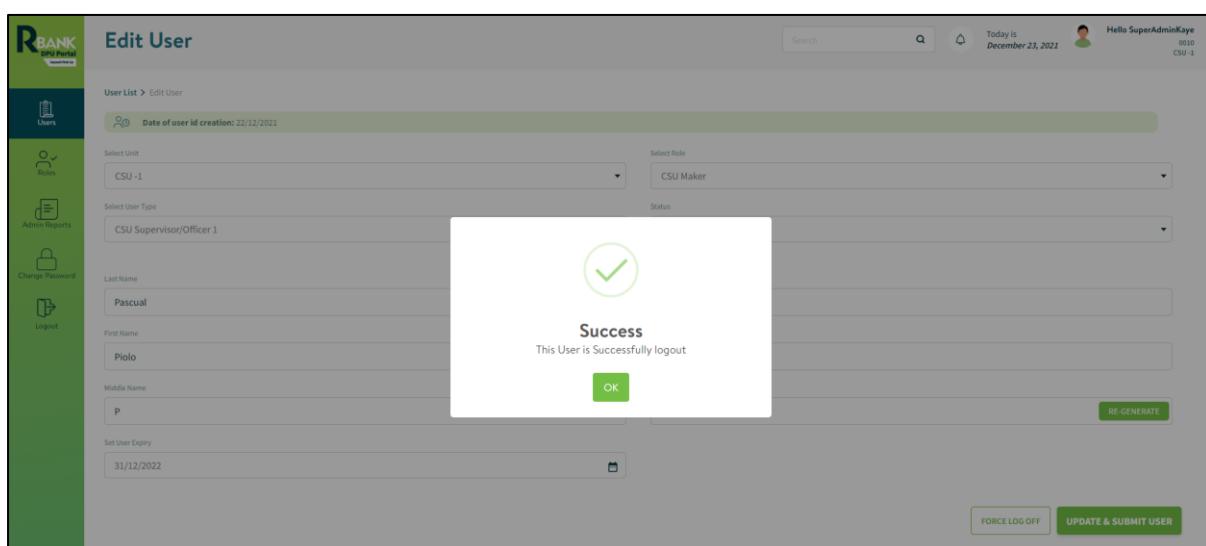


1.3.7 To Force Logout User

The Admin of the application can be force logged out from web and mobile application to immediately remove the user's access. This is especially useful for mitigating or preventing fraudulent transactions.

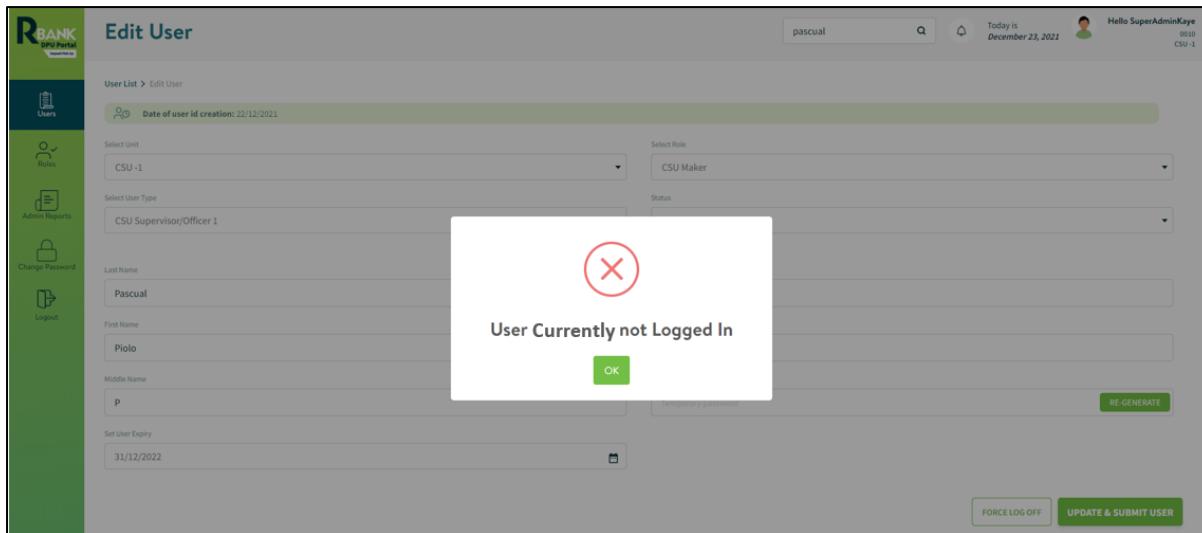
1. Open the Edit User page by clicking the Edit User icon (encircled in red in Screenshot 1.3.6.a in page 21) in the same row of the user ID which will be forced logged out.
2. Click the FORCE LOGOUT button (encircled in green in Screenshot 1.3.6.b in page 21s) in the Edit User page.

If the user was logged in at the time of clicking of FORCE LOGOUT button, the Successful Logout window will display.



Screenshot 1.3.7.a: Successful Logout window

If the user was not logged in at the time of clicking of FORCE LOGOUT button, the User Currently Not Logged In window will display.



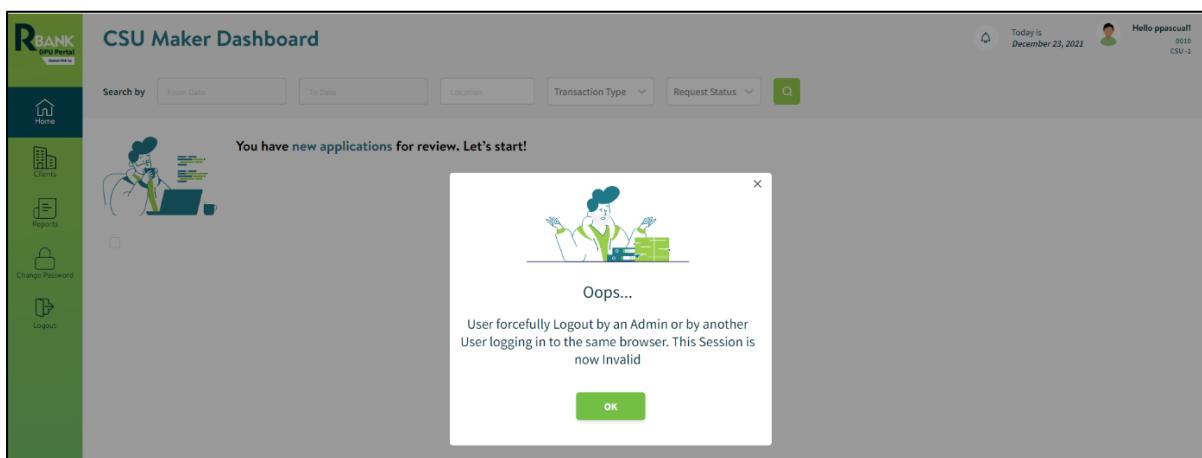
Screenshot 1.3.7.b: User Currently Not Logged In window

- Click the OK button in either the Successful Logout or User Currently Not Logged In window to close the window.

Note:

- After Admin's successful force logout of user, and upon user's accessing of a new page/refreshing the current page in the application, the Force Logged Out Notification window (refer to Screenshot 1.3.7.c) will display in the user's screen.

After the user clicks the OK button or X button in the Force Logged Out Notification window, the user will be redirected to the Login Page. Once in login page, the user will no longer be able to login to the application.



Screenshot 1.3.7.c: Force Logged Out Notification window



1.3.8 To Delete User From System

There are 2 ways to delete a user from the system:

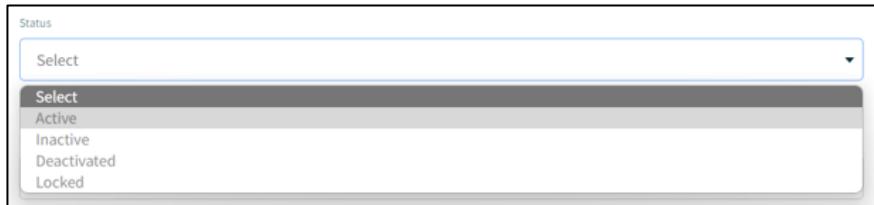
- Via the Delete icon in the User Management page
- Via the DELETE USER button in the User Management page

Note:

- User cannot be deleted as long as the user's Status is ACTIVE.

Deletion of user begins with changing the Status of user to a value other than Active, as follows:

- Open the Edit User page by clicking the Edit User icon (encircled in red in Screenshot 1.3.6.a in page 21) in the same row of the user ID which will be deleted.
- Click the Status text box in the Edit User page to display the drop-down list of statuses.



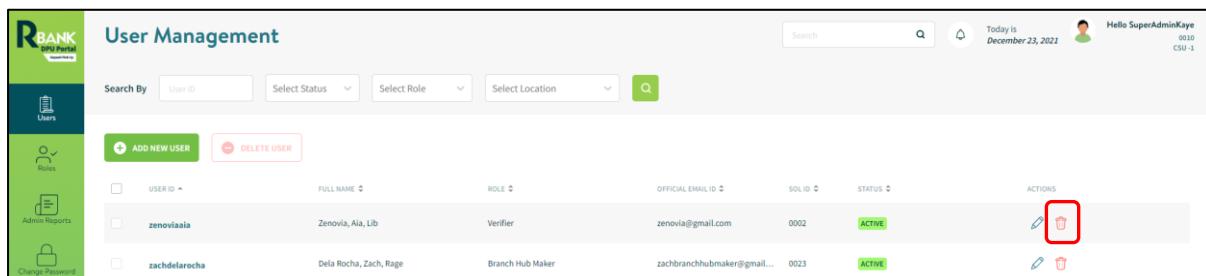
Screenshot 1.3.8.a: Status Drop-down List

- Select any status from the Status drop-down list except Active.
- Click the UPDATE & SUBMIT USER button. A Successful Update of User Details Confirmation window will display upon successful update.
- Click the OK button in the Successful Update of User Details Confirmation window to close it. The updated details will be displayed in the user list in the User Management page.

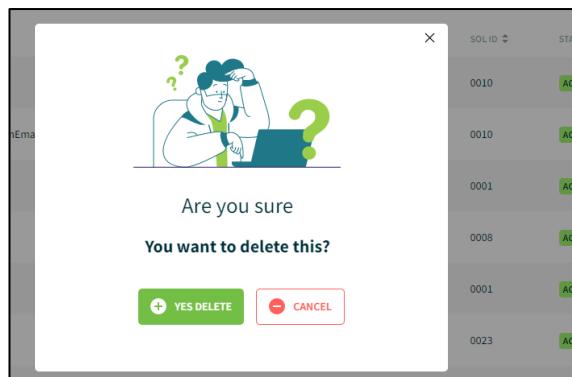
1.3.8.a To Delete User via the Delete Icon

When user status is no longer Active, perform the following:

- Click the Delete User icon (encircled in red in Screenshot 1.3.8.b) in the same row of the user ID which will be edited. It will open the Delete User? Window.



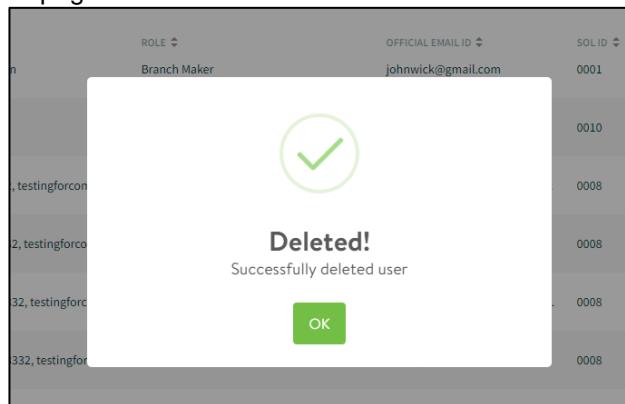
Screenshot 1.3.8.b: Delete User Icon in User Management Page



Screenshot 1.3.8.c: Delete User? Window

- Click the YES DELETE button in the Delete User? window to delete the user from the system. A Deleted User Confirmation window will display once the user is deleted.

To cancel the user deletion instead, click the CANCEL button to close the window and go back to the User Management page.

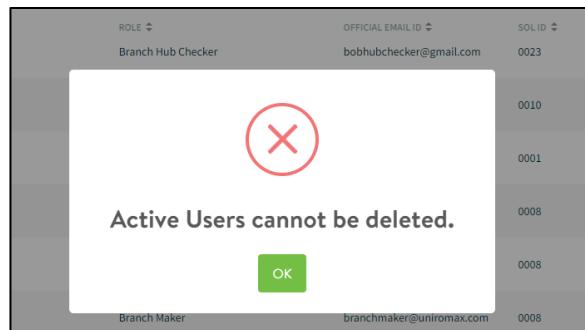


Screenshot 1.3.8.d: Deleted User Confirmation Window

- Click the OK button in the Deleted User Confirmation window to close the window.

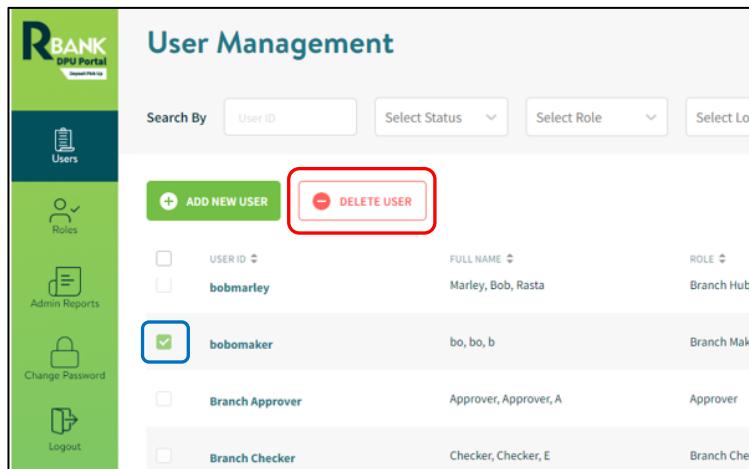
Note:

- Since user cannot be deleted when user status is ACTIVE, if after clicking the YES DELETE button while the user is in ACTIVE status, the Active Users Cannot Be Deleted error message will be displayed in a window. Click the OK button to close the window.



Screenshot 1.3.8.e Active Users Cannot Be Deleted Notification Window

1.3.8.b To Delete User via the DELETE USER button

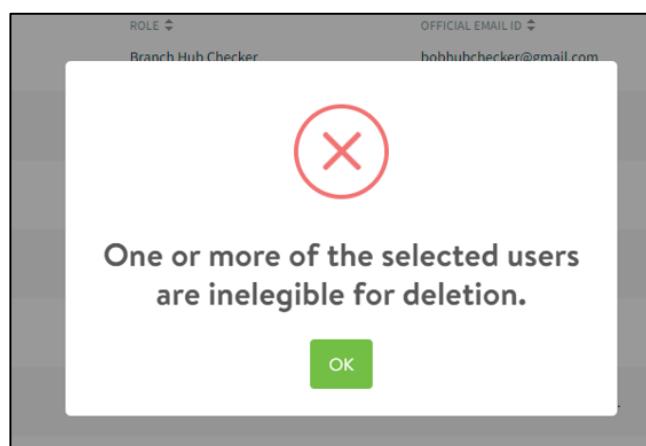


Screenshot 1.3.8.f Delete User Button

When user status is no longer Active, perform the following:

1. In the User Management page, tick mark all the user IDs to be deleted (encircled in blue in Screenshot 1.3.8.f). This will enable the DELETE USER button on the upper portion of the page.
2. Click the DELETE USER button (encircled in red in Screenshot 1.3.8.f) in the same row of the user ID which will be deleted. It will open the Delete User? Window.
3. Perform steps 2 to 3 in section 1.3.8.a.

If multiple user IDs are tick marked and there is at least 1 user ID that cannot be deleted, the Multiple User Deletion Error Message will display in a window. Click the OK button in this window and review the Statuses of the tick marked user IDs in the User Management page if not Active. If there is still an Active Status among the user IDs to be deleted, perform steps 1 to 5 in section 1.3.8 to edit the status. Repeat steps 1 to 3 in this section to proceed with the deletion of user.



Screenshot 1.3.8.g Multiple User Deletion Error Message

1.4 Role Management

Role management includes the following sub-features:

- 1.4.1 View existing roles
- 1.4.2 Add new role
- 1.4.3 Edit existing role
- 1.4.4 Delete role

There is no Search by and Search bar in the User Management (Role) page.

Predefined roles are as follows:

- Super Admin
- Branch Maker
- Branch Hub Maker
- CSU Maker
- Branch Checker
- Branch Hub Checker
- CSU Checker
- Approver
- Verifier for ATM Transactions
- Verifier for BSP Transactions
- Verifier for Depository Bank Transactions
- Roving Teller

Management of roles does not require approval via the application. It is managed by the Super Admin.



1.4.1 To View Existing Roles

1. Open the User Management (Roles) page by clicking the Roles icon on the left menu (encircled in red directly below). It will display the roles list with role names arranged alphabetically in increasing order.

The list is scrollable and readily displays the complete list of features available to the role under the FEATURES column.

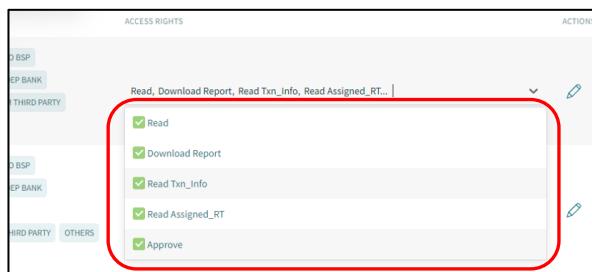
The screenshot shows the 'User Management' page with a sidebar on the left containing icons for 'Users', 'Admin Reports', 'Change Password', and 'Logout'. The 'Roles' icon is highlighted with a red box. The main area displays a table of roles with columns for 'ROLE NAME', 'FEATURES', 'ACCESS RIGHTS', and 'ACTIONS'. The 'FEATURES' column lists various transaction types and access levels for each role. The 'ACCESS RIGHTS' column shows specific permissions like 'Read', 'Download Report', and 'Edit'. The 'ACTIONS' column includes edit and delete icons. The roles listed are Approver, Branch Checker, Branch Hub Checker, and Branch Hub Maker.

Screenshot 1.4.1.a User Management (Role) Page

2. Click the FEATURES label under the FEATURES column to check the access rights granted to the role under the ACCESS RIGHTS column. Every feature has its corresponding access rights list.

Once the Feature label is clicked, the label currently selected darkens and the ACCESS RIGHTS column displays the available access rights for the feature selected.

3. To Expand the ACCESS RIGHTS list, click the  arrow. A scrollable list of access rights will display (encircled in red directly below). The access rights in the list with green tick marks are the current access right provided to the role indicated under the ROLE NAME column in the same row.



Screenshot 1.4.1.b Expanded Access Rights List

4. Click the  arrow (encircled in blue in Screenshot 1.4.1.a) to navigate to the next page, as necessary.

Note:

- If the number of roles in the roles list has gone beyond 1 page, the  arrow will be enabled (arrow will darken) while viewing page 1.
- While there is a next page (i.e., page currently being viewed is not the last page of the roles list), the  arrow will be enabled.
- If there is no more next page (i.e., page currently being viewed is the last), the  arrow will be disabled (arrow will lighten).

5. Click the  arrow (encircled in blue in Screenshot 1.4.1.a) to go back to the previous page, as necessary.

Note:

- While there is a previous page (i.e., page currently being viewed is page 2 or beyond), the  arrow is enabled (arrow is dark/ in bold font).
- If there is no more previous page (i.e., page currently being viewed is page 1), the  arrow will be disabled (arrow will lighten).



1.4.2 To Add New Role

The following steps are for adding roles in case the predefined roles and its existing access rights does not fit the requirements of Robinsons Bank's deposit pickup process.

1. From the User Management (Role) page, click the ADD NEW ROLE button at the upper left of the page (encircled in red directly below). It will open the scrollable Add New Role page.

This screenshot shows the 'User Management' page. On the left sidebar, there are links for 'Users', 'Roles' (which is selected and highlighted in green), 'Admin Reports', 'Change Password', and 'Logout'. The main content area is titled 'User Management' and contains a table of existing roles: 'Approver', 'Branch Checker', 'Branch Hub Checker', and 'Branch Hub Maker'. Each role has a row of checkboxes for selecting features like 'TRANSACTION', 'CLIENT', 'REPORTS', etc., followed by a list of specific permissions. At the top left of the main area, there is a green button labeled 'ADD NEW ROLE' which is circled in red. The top right corner shows a user profile with the name 'Hello SuperAdminKeye', the date 'Today is December 23, 2021', and session information '0010 CSU -1'.

Screenshot 1.4.2.a Add New Role Button

This screenshot shows the 'User Role > Add New Role' page. The left sidebar is identical to the previous screenshot. The main area is titled 'User Role > Add New Role' and contains a form for creating a new role. It has a text input field labeled 'New Role' which is circled in red. Below it is a table with columns for 'FEATURES' and 'ACCESS RIGHTS'. Under 'FEATURES', there are checkboxes for 'User', 'Client', 'Transaction', 'Reports', 'Role', 'Cash delivery to Hub', 'Cash delivery to BSP', 'Cash delivery to Dep Bank', 'Cash request from Hub', and 'Cash request from Dep Bank'. Each checkbox has a corresponding 'Select...' dropdown menu to its right. The top right corner shows the same user profile and session information as the previous screenshot.

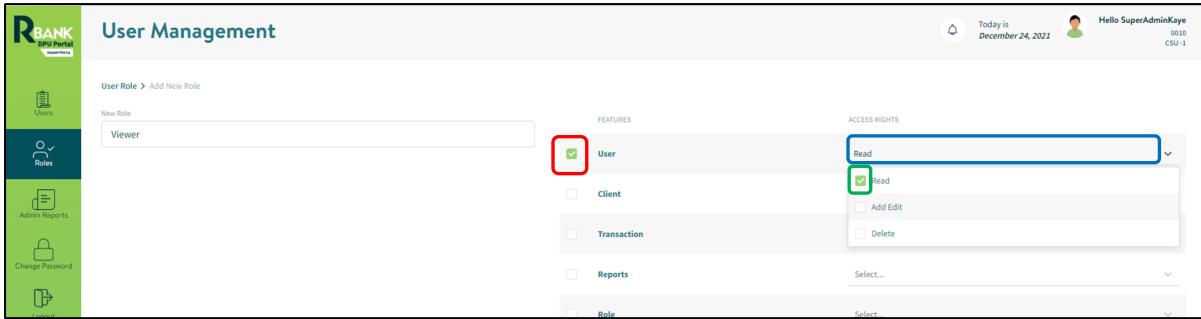
Screenshot 1.4.2.b Add New Role Page

2. Type the role name in the New Role text box (encircled in red in Screenshot 1.4.2.b).

Note:

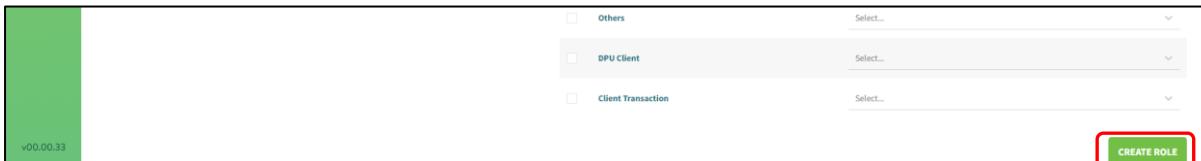
- a. The text box requires at least 1 character composed of letter, number, or special character.

3. Tick mark all the boxes of features under the FEATURES column (encircled in red directly below) that will apply to the role. This will enable the corresponding ACCESS RIGHTS dropdown field.



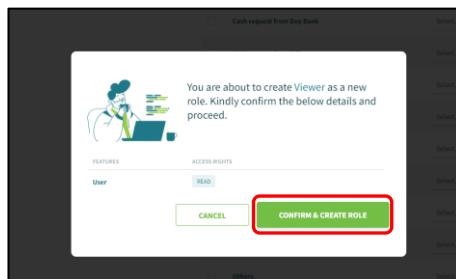
Screenshot 1.4.2.c Role Features and Access Rights

4. Click the  under the ACCESS RIGHTS column in the same row with tick marked feature to display the access rights list.
5. Tick mark all the boxes of access rights per feature (encircled in green in Screenshot 1.4.2.c) that will apply to the role. This will add the access rights name in the ACCESS RIGHTS field (encircled in blue in Screenshot 1.4.2.c) and enable the CREATE ROLE button.
6. Repeat steps 3 to 5 until all features and its corresponding access rights for the role are tickmarked.
7. Scroll down to the bottom of the page until the CREATE ROLE button.



Screenshot 1.4.2.d Create Role Button

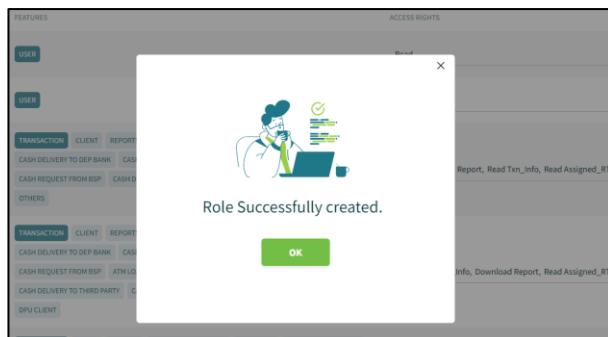
8. Click the CREATE ROLE button (encircled in red directly above). This will display the Role Creation Details window.



Screenshot 1.4.2.e Role Creation Details Window

9. Review the details in the Role Creation Details window.
10. If all the details in the window are correct, click the CONFIRM & CREATE ROLE button (encircled in red directly above) in the Role Creation Details window. This will display the Role Creation Confirmation window.

If there is at least 1 detail in the Role Creation Details Window that is incorrect or missing, click the Cancel button instead. This will close the window and display the Add New Role Page.



Screenshot 1.4.2.f Role Creation Confirmation Window

11. Click the OK button to close the Role Creation Confirmation window (refer to Screenshot 1.4.2.f).

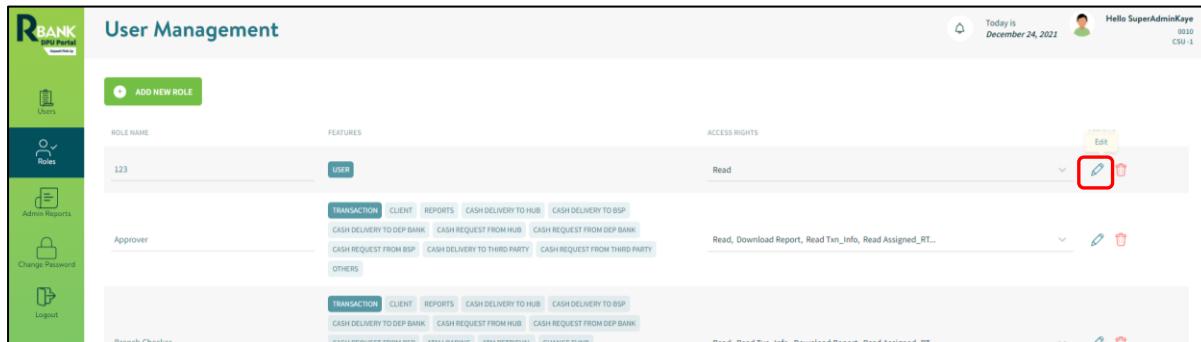
Note:

- a. Only role names that is not yet in the roles list will be added to the roles list.

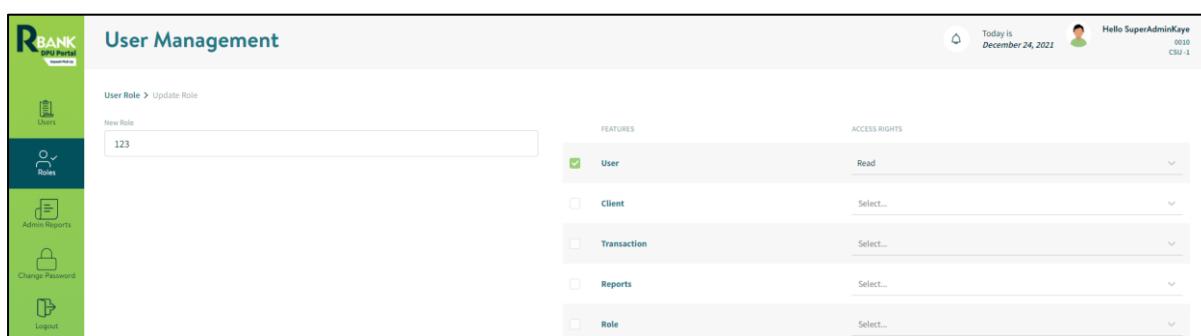


1.4.3 To Edit Existing Role

1. From the User Management (Role) page, click the Role Edit icon (encircled in red below) of the role to be edited (same row of the role name). It will open the Update Role page.

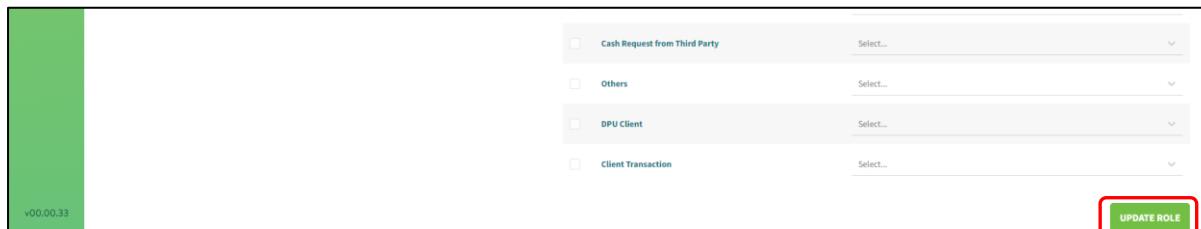


Screenshot 1.4.3.a Role Edit Icon



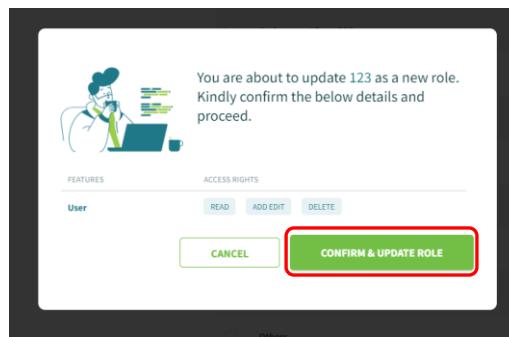
Screenshot 1.4.3.b Update Role Page

2. Tick mark or remove the tick mark of the feature and/or access right of the role.
3. Scroll down to the bottom of the page until the UPDATE ROLE button.



Screenshot 1.4.3.c Update Role Button

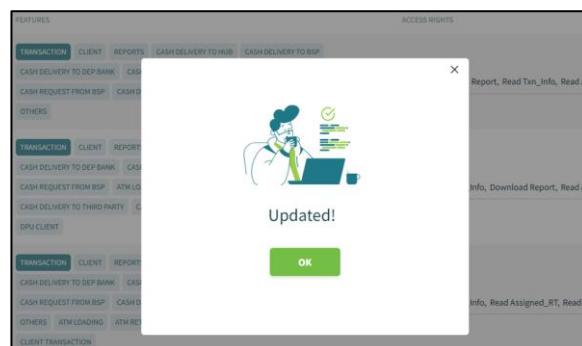
4. Click the UPDATE ROLE button (encircled in red directly above). This will display the Role Details Update window.



Screenshot 1.4.3.d Role Details Update Window

5. Review the details in the Role Details Update window.
6. If all the details in the window are correct, click the CONFIRM & UPDATE ROLE button (encircled in Screenshot 1.4.3.d) in the Role Details Update window. This will display the Role Creation Confirmation window (refer to Screenshot 1.4.3.e).

If there is at least 1 detail in the Role Creation Details Window that is incorrect or missing, click the Cancel button instead. This will close the window and display the Update Role Page.



Screenshot 1.4.3.e Role Update Confirmation Window

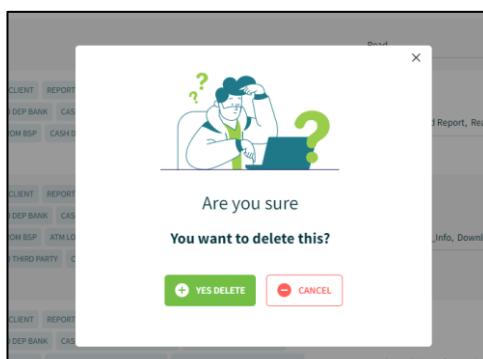
7. Click the OK button to close the Role Update Confirmation window.

1.4.4 To Delete Role

- From the User Management (Role) page, click the Delete Role icon (encircled in red below) of the role to be edited (same row as the role name). It will display the Delete Role? Window.

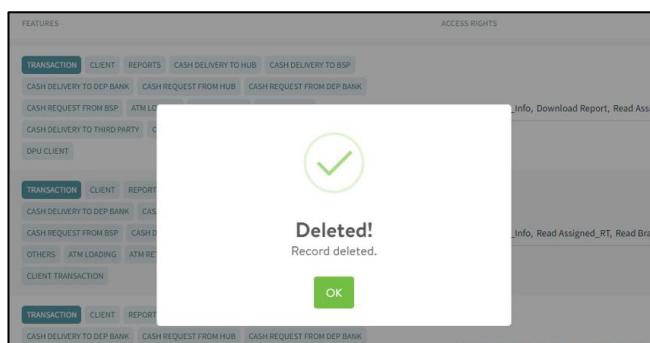


Screenshot 1.4.3.a Delete Role Icon



Screenshot 1.4.3.b Delete Role? Window

- Click the YES DELETE button in the Delete Role? Window to delete the role. A Role Deleted Confirmation Window will display once the role is deleted.



Screenshot 1.4.3.c Role Deleted Confirmation Window

To cancel the role deletion instead, click the CANCEL button to close the window and go back to the User Management (Role) page.

- Click the OK button in the Role Deleted Confirmation Window to close the window.

Note:

- Deleted roles are permanently removed from the database.
- All transaction logs of deleted role before deletion will be retained in back-end for audit trail.
- Administrator should make sure that all users assigned with the role should be moved first to a different role.

1.5 Client Management

Client management includes the following sub-features:

- 1.5.1 View External DPU Clients List
- 1.5.2 Sort External DPU Clients List
- 1.5.3 Add new DPU client
- 1.5.4 Edit DPU client
- 1.5.5 Deactivate DPU client
- 1.5.6 Delete DPU client

The add, edit, and deactivate sub-processes require approval.

The system auto-deletes rows in the Summary of DPU Clients page with the Statuses after 30 days of no action:

- Draft
- For Approval
- Returned to Maker
- For Deactivation

Pre-requisites:

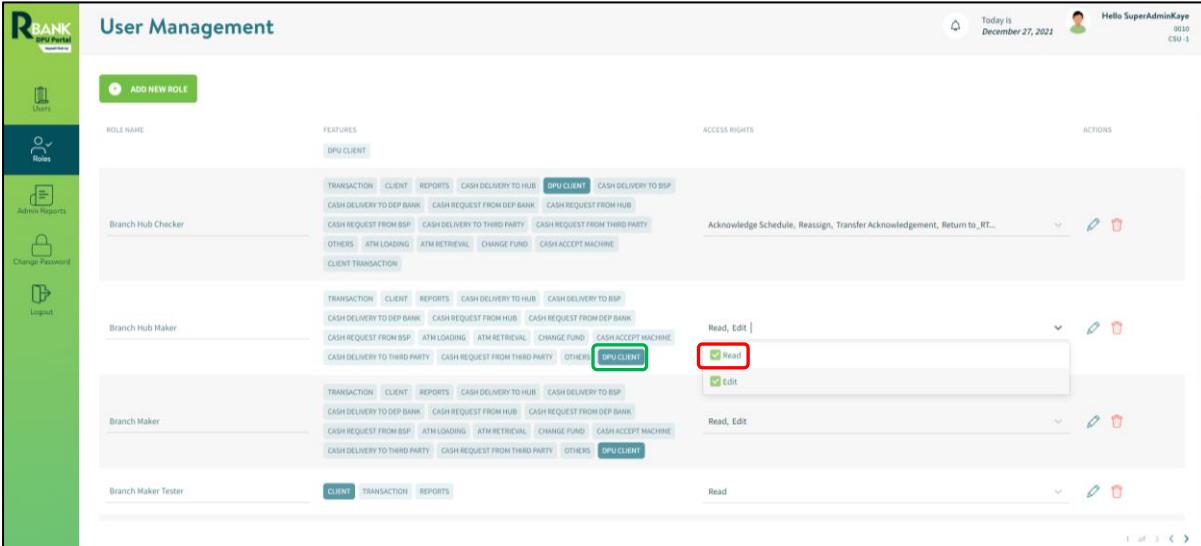
1. Two (2) separate users that will act as – 1 user for each of the following:
 - a. 1 Maker
 - b. 1 Approver
2. The following access rights assigned by Admin to roles (refer to section 1.4 – Role Management):

Predefined Role Name in Application	Description of Role in Client Management	Access Right
Branch Maker	Views DPU clients list, and creates/ initiates the add, edit or deactivate DPU client actions for external clients whose branch of accounts are with the same branch as the Maker	Read Add_Edit Delete
Branch Hub Maker		
Branch Checker	Views DPU clients list, and approves the add, edit or deactivate DPU client actions made by the Branch (Hub) Maker from the same group/ branch/ hub as the Branch (Hub) Checker	Read Approve
Branch Hub Checker		Return to Maker Decline Download Report
CSU Maker	Views DPU clients list	Read
CSU Checker		Read Approve Return to Maker Decline Download Report



1.5.1 To View External DPU Clients List

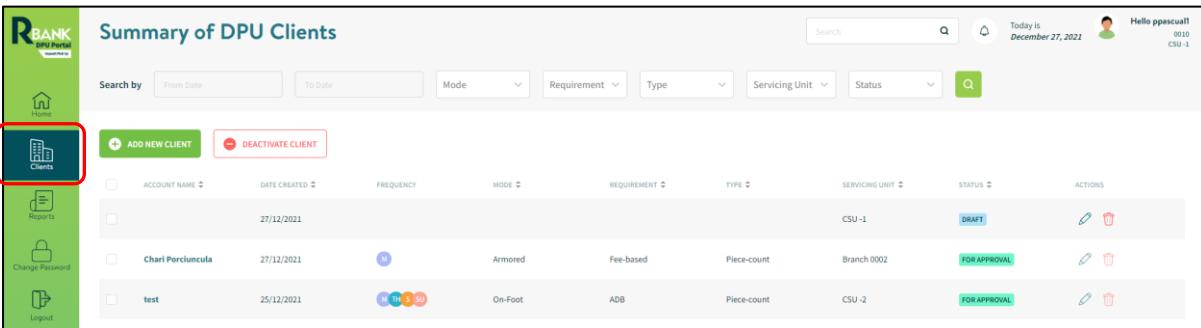
The Summary of DPU Clients page, which contains the DPU clients list with all statuses, may only be viewed by users with roles that has the Read access right (encircled in red directly below) for the CLIENT feature (encircled in green directly below). Refer to section 1.4 – Role Management to add/edit access rights per role.



Role Name	Features	Access Rights	Actions
Branch Hub Checker	TRANSACTION CLIENT REPORTS CASH DELIVERY TO HUB DPU CLIENT CASH DELIVERY TO BSP CASH DELIVERY TO DEP BANK CASH REQUEST FROM DEP BANK CASH REQUEST FROM HUB CASH REQUEST FROM BSP CASH DELIVERY TO THIRD PARTY CASH REQUEST FROM THIRD PARTY OTHERS ATM LOADING ATM RETRIEVAL CHANGE FUND CASH ACCEPT MACHINE CLIENT TRANSACTION	Read, Edit	Acknowledge Schedule, Reassign, Transfer Acknowledgement, Return to_IT...
Branch Hub Maker	TRANSACTION CLIENT REPORTS CASH DELIVERY TO HUB CASH DELIVERY TO BSP CASH DELIVERY TO DEP BANK CASH REQUEST FROM HUB CASH REQUEST FROM DEP BANK CASH REQUEST FROM BSP ATM LOADING ATM RETRIEVAL CHANGE FUND CASH ACCEPT MACHINE DPU CLIENT CASH DELIVERY TO THIRD PARTY CASH REQUEST FROM THIRD PARTY OTHERS	Read	Read, Edit
Branch Maker	TRANSACTION CLIENT REPORTS CASH DELIVERY TO HUB CASH DELIVERY TO BSP CASH DELIVERY TO DEP BANK CASH REQUEST FROM HUB CASH REQUEST FROM DEP BANK CASH REQUEST FROM BSP ATM LOADING ATM RETRIEVAL CHANGE FUND CASH ACCEPT MACHINE CASH DELIVERY TO THIRD PARTY CASH REQUEST FROM THIRD PARTY OTHERS DPU CLIENT	Read, Edit	Read
Branch Maker Tester	CLIENT TRANSACTION REPORTS	Read	

Screenshot 1.5.1.a Read Access Right Setting for Client Management

1. Click the Clients icon (encircled in red directly below) on the left menu to open the Summary of DPU Clients page.



Account Name	Date Created	Frequency	Mode	Requirement	Type	Servicing Unit	Status	Action
SuperManDelivery	27/12/2021					CSU-1	DRAFT	EDIT DELETE
Chari Porcluncula	27/12/2021	H	Armed	Fee-based	Piece-count	Branch 0002	FOR APPROVAL	EDIT DELETE
test	25/12/2021	WEDNESDAY	On-Foot	ADB	Piece-count	CSU-2	FOR APPROVAL	EDIT DELETE

Screenshot 1.5.1.b Summary of DPU Clients Page (Maker)

2. Click the > arrow (encircled in red below) to navigate to the next page, as necessary.



Screenshot 1.5.1.c Summary of DPU Clients Page Pagination

Note:

- a. If the number of DPU clients in the DPU Clients list has gone beyond 1 page, the > arrow will be enabled (arrow will darken) while viewing page 1.
- b. While there is a next page (i.e., page currently being viewed is not the last page of the DPU Clients list), the > arrow will be enabled.
- c. If there is no more next page (i.e., page currently being viewed is the last), the > arrow will be disabled (arrow will lighten).

3. Click the < arrow (encircled in blue in Screenshot 1.5.1.c) to go back to the previous page, as necessary.

Note:

- a. While there is a previous page (i.e., page currently being viewed is page 2 or beyond), the < arrow is enabled (arrow is dark/ in bold font).
- b. If there is no more previous page (i.e., page currently being viewed is page 1), the < arrow will be disabled (arrow will lighten).



1.5.2 To Sort the External DPU Clients List

The DPU Clients list can be sorted per column (encircled in red in Screenshot 1.5.2.a below), namely:

- ACCOUNT NAME
- DATE CREATED
- FREQUENCY
- MODE
- REQUIREMENT
- TYPE
- SERVICING UNIT
- STATUS

Summary of DPU Clients							
Search by		From Date	To Date	Mode	Requirement	Type	Servicing Unit
ADD NEW CLIENT	DEACTIVATE CLIENT						
ACCOUNT NAME	DATE CREATED	FREQUENCY	MODE	REQUIREMENT	TYPE	SERVICING UNIT	STATUS
Chari Porciuncula	27/12/2021	H	Armed	Piece-count	Branch 0002	DRAFT	Edit Delete

Screenshot 1.5.2.a: DPU Clients List Columns

3. Click once the beside the column name of the column to sort. All values under the said column will be sorted alphabetically or chronologically in increasing order.
4. Click the again to sort the said column alphabetically or chronologically in decreasing order.



1.5.3 To Add New External DPU Client

Adding a new DPU Client and DPU transaction schedule in the system requires 3 parts and subpart:

Major Parts of the process:

- 1.5.3.a Creation of New DPU Client and Regular Transaction Schedule by Branch (Hub) Maker
- 1.5.3.b Approval/ Decline/ Return to Maker of New DPU Client and Regular Transaction Schedule by Branch (Hub) Checker

Sub-part:

- 1.5.3.c Resubmission of Request to Create New DPU Client and Regular Transaction Schedule by Branch (Hub) Maker

1.5.3.a To Create New DPU Client and Regular Transaction Schedule

1. From the Summary of DPU Clients page, click the ADD NEW CLIENT button on the upper left of the page. This will open the Add DPU Clients page.

The screenshot shows the 'Summary of DPU Clients' page. At the top left, there is a green sidebar with icons for Home, Clients, and Reports. Below the sidebar, the main area has a title 'Summary of DPU Clients'. It includes search filters for 'From Date', 'To Date', 'Mode', 'Requirement', 'Type', 'Servicing Unit', and 'Status'. There are two buttons at the top: 'ADD NEW CLIENT' (highlighted with a red box) and 'DEACTIVATE CLIENT'. Below these buttons is a table with columns: ACCOUNT NAME, DATE CREATED, FREQUENCY, MODE, REQUIREMENT, TYPE, SERVICING UNIT, STATUS, and ACTIONS. A single row is shown in the table with the account name 'Charl Porciuncula', date created '27/12/2021', frequency 'H', mode 'Armed', requirement 'Piece-count', type 'Branch 0002', status 'DRAFT', and actions buttons.

Screenshot 1.5.3.a Add New Client Button

The screenshot shows the 'Add DPU Clients' page. On the left, there is a green sidebar with icons for Home, Clients, Reports, Change Password, and Logout. The main form has several sections: 'Clients > Add DPU Clients', 'Date of Creation' (27/12/2021), 'Branch of Account' (CSU-1), 'CIF Number' (4), 'Account Name' (5), 'Account Number' (1), 'Pickup Location' (2), 'Email Address' (3), 'Servicing Business Unit' (6), 'Servicing Unit Area' (7), 'Mode' (Select), 'Status' (Draft), 'Client Type' (External), and a file upload section for 'Upload Document' (with a note: 'Documents is required' and 'Maximum file size: 2 MB'). At the bottom right, there is a 'SUBMIT FOR APPROVAL' button.

Screenshot 1.5.3.b Add DPU Clients Page (Client Information)

2. Type in the Account Number text box (tagged as ① in Screenshot 1.5.3.b Add DPU Clients Page) the Robinsons Bank account number of the DPU client that is being added in the system.

Note:

- a. Only alphanumeric characters are allowed for this field.
- b. Field accepts minimum 12 and maximum number of 20 alphanumeric characters.

An error message will appear under the field in red font if any of the input requirements in a and b are not followed.

3. Type in the Pickup Location text box (tagged as ② in Screenshot 1.5.3.b) the physical office address or a designated location of the DPU client where the deposit will be picked up.
4. Type in the Email Address text box (tagged as ③ in Screenshot 1.5.3.b) the email address where the Bank will officially communicate with the DPU client that is being added in the system.
5. Type in the CIF Number text box (tagged as ④ in Screenshot 1.5.3.b) the client information file number of the DPU client that is aligned with the CIF number in Robinsons Bank's core banking system. Upon entering any value in the CIF text box, the UPLOAD NOW button in the Attach Documents field is enabled.

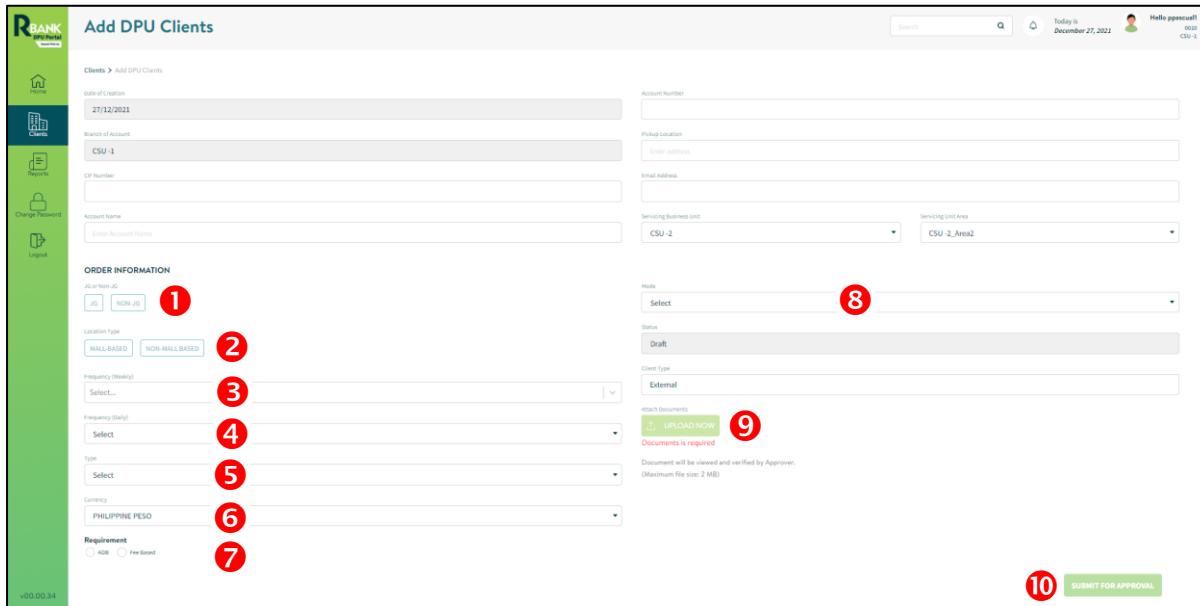
Note:

- a. Only alphanumeric characters are allowed for this field.
- b. Field accepts minimum 10 and maximum number of 20 alphanumeric characters.

An error message will appear under the field in red font if any of the input requirements in a and b are not followed.

6. Type in the Account Name text box (tagged as ⑤ in Screenshot 1.5.3.b) the account name of the DPU client that is being added in the system.
7. Click Servicing Business Unit box (tagged as ⑥ in Screenshot 1.5.3.b) to display the Servicing Business Unit drop-down menu which contains the list of servicing business unit of Robinsons Bank listed in the database that can cater to the pickup location of the DPU Client.
8. Select from the Servicing Business Unit drop-down menu the branch hub or CSU unit that will perform the transaction for the DPU client.
9. Click the Servicing Unit Area box (tagged as ⑦ in Screenshot 1.5.3.b) to display the Servicing Unit Area drop-down menu which contains the list of areas based on geographic locations of Robinsons Bank's branches/ units. The list is saved in the system database.
10. Select from the Servicing Unit Area drop-down menu the area where the branch hub or CSU unit that will perform the transaction for the DPU client belongs. This is important for the automatic assignment of roving tellers and alternate servicing units for the transaction.

11. Click either the JG or NON-JG radio button (tagged as ① in Screenshot 1.5.3.c below) to indicate whether the DPU client is part of the JG Summit group of companies. Clicking either of the choices will shade the box to indicate the chosen selection.

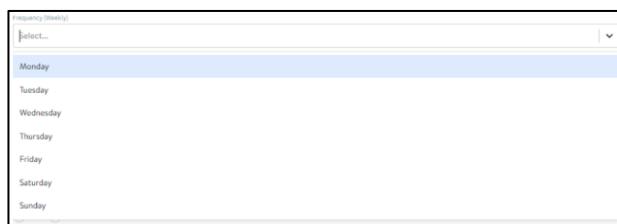


Screenshot 1.5.3.c Add DPU Clients Page (Order Information)

12. Click either the MALL-BASED or NON-MALL BASED radio button (tagged as ② in Screenshot 1.5.3.c above) in the Location Type field to indicate whether or not the pickup location is in a shopping mall. Clicking either of the choices will shade the box to indicate the chosen selection.

13. Select the frequency in a week that the DPU transaction will be performed by the servicing unit as follows:

- 13.1 Click the Frequency (Weekly) box (tagged as ③ in Screenshot 1.5.3.c) to display the drop-down menu containing the days in a week.



Screenshot 1.5.3.d Frequency (Weekly) Drop-down Menu

- 13.2 Click a day from the Frequency (Weekly) drop-down menu (refer to Screenshot 1.5.3.d above). This will display the selected day in the Frequency (Weekly) box.



Screenshot 1.5.3.e Selected Frequency (Weekly)

- 13.3 Repeat steps 11.1 to 11.2 to add more days in a week as needed.

- 13.4 Click the x button beside the (encircled in red in Screenshot 1.5.3.e) from the Frequency (Weekly) box to delete the day in a week frequency as necessary.

14. Select the frequency in a day that the DPU transaction will be performed by the servicing unit as follows:

14.1 Click the Frequency (Daily) drop-down box (tagged as ④ in Screenshot 1.5.3.c) to display the drop-down menu containing the number of times in a day, from 1 to 5, that the servicing unit should perform the DPU transaction.



Screenshot 1.5.3.f Frequency (Daily) Drop-down Menu

14.2 Click a number from the Frequency (Daily) drop-down menu (refer to Screenshot 1.5.3.f above). This will display the selected number in the Frequency (Daily) box.

15. Select the manner of counting the notes and coins by the roving teller at the pickup location as follows:

15.1 Click the Type box (tagged as ⑤ in Screenshot 1.5.3.c) to display the Type drop-down menu.

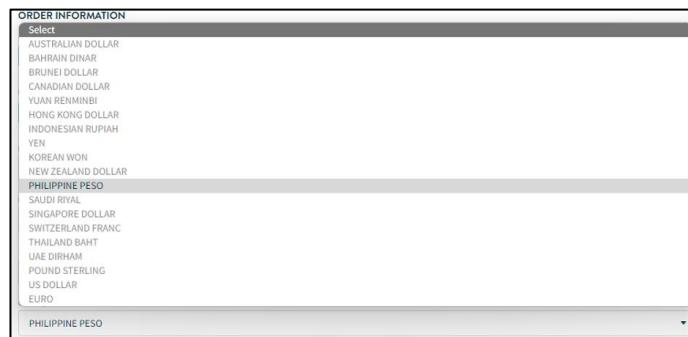


Screenshot 1.5.3.g Type Drop-down Menu

15.2 Click a value from the Type drop-down menu (refer to Screenshot 1.5.3.g above). This will display the selected value in the Type box.

16. Select the list of currencies of the notes and coins to be picked up as follows:

16.1 Click the Currency box (tagged as ⑥ in Screenshot 1.5.3.c) to display the Currency drop-down menu.



Screenshot 1.5.3.h Currency Drop-down Menu

16.2 Click a value from the Currency drop-down menu (refer to Screenshot 1.5.3.h above). This will display the selected value in the Currency box.

17. Click either ADB-based or fee-based radio button in the Requirement field (tagged as 7 in Screenshot 1.5.3.c) to indicate the type of arrangement the DPU client has with Robinsons Bank to avail of the DPU service. It will display additional text boxes.

17.1 If the ADB radio button is clicked, the following additional text boxes will display:

- ADB
- Rate if ADB is not met

17.1.1 Type an amount in the ADB text box that indicates the average daily balance per month required from the DPU client to avail of the DPU service without an additional fee.



Screenshot 1.5.3.i ADB Additional Text Boxes

17.1.2 Type a number in the *Rate if ADB is not met* text box that indicates the fee (in percentage of the amount picked up or deposited) that the DPU Client will pay Robinsons Bank for every pickup/ deposit transaction if the ADB was not met by the DPU Client.

17.2 If the Fee-based radio button is clicked, the Fee Based text box will display.

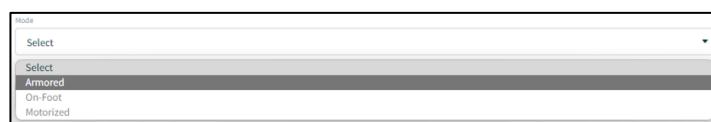
17.2.1 Type an amount in the Fee Based text box that indicates the fee that the DPU Client will pay Robinsons Bank for every pickup/ deposit transaction.



Screenshot 1.5.3.j Fee-Based ADB Additional Text Box

18. Select the mode of transport to pickup location as follows:

18.1 Click the Mode box (tagged as 8 in Screenshot 1.5.3.c) to display the Mode drop-down menu.

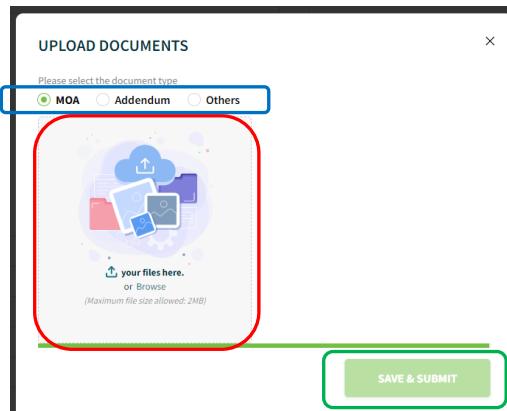


Screenshot 1.5.3.k Mode Drop-down Menu

18.2 Click a value from the Mode drop-down menu (refer to Screenshot 1.5.3.k above). This will display the selected value in the Mode box.

19. Upload documents that will support the request by performing all of the following:

19.1 Click the UPLOAD NOW button (tagged as 9 in Screenshot 1.5.3.c) to open the Upload Documents window.



Screenshot 1.5.3.l Upload Documents Window

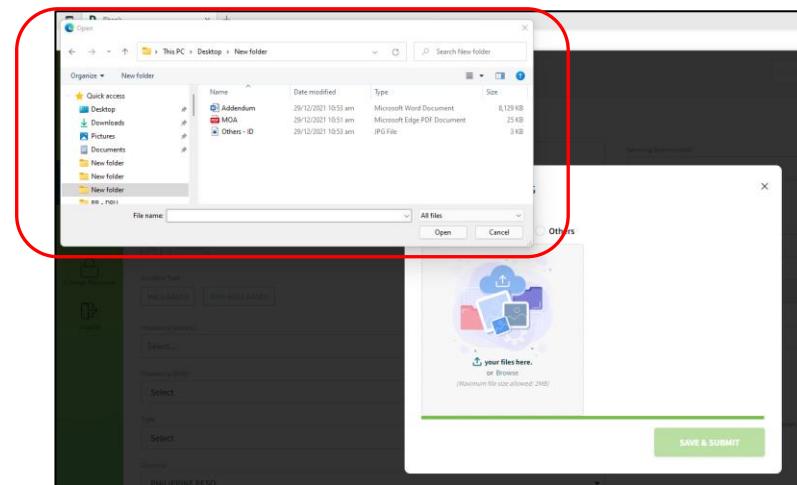
19.2 Upload the document/s by performing all of the following:

19.2.1 Click the radio button pertaining to document type of the file (radio buttons encircled in blue in Screenshot 1.5.3.l above) that will be uploaded.

19.2.2 Select the file/s to be uploaded by performing any 1 of the following:

19.2.2.1 Open the folder in user's computer that contains the file/s to be uploaded, click the file/s then drag and drop into the window. It will start uploading the document/s.

19.2.2.2 Click the section of the Upload Documents window (encircled in red in Screenshot 1.5.3.l above) to open the Open window and browse for the folder containing the file/s to be uploaded. Select the document/s to upload then click the Open button in the Open window. It will start uploading the document/s.



Screenshot 1.5.3.m Open Window

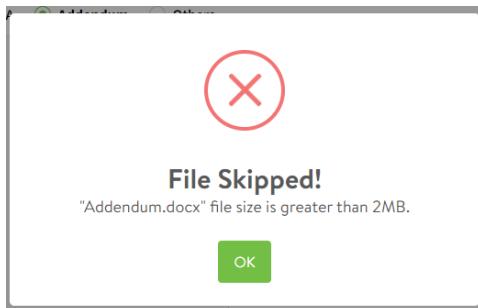
Upon successful upload of at least 1 file, the SAVE & SUBMIT button will be enabled (button will darken).

Note:

- a. Multiple files may be selected and uploaded at once.
- b. Acceptable file formats are .pdf, .jpg, .jpeg, .png, .bmp, .tiff, .doc, .docx, and .dotx.
- c. Maximum allowed file size is 2 megabytes (MB). Once the system detects that the document selected is more than 2MB, a File Skipped Error Message window will display.

Once this appears, click the OK button in the said window, and:

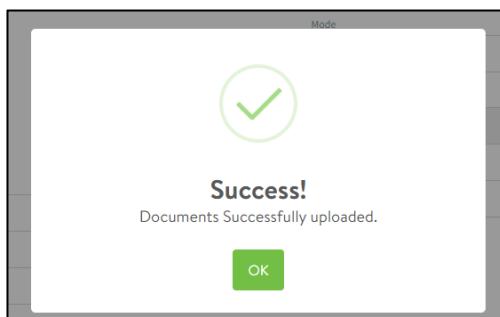
- reduce the size of the file then upload the document again, or
- upload another file with a size that is less than or equal to 2MB.



Screenshot 1.5.3.n File Skipped Error Message Window

19.2.3 Repeat steps 19.2.1 to 19.2.2 until all documents are selected.

19.2.4 Click the SAVE & SUBMIT button (encircled in green in Screenshot 1.5.3.l) to upload the document/s. This will display the Successful Document Upload Confirmation window.



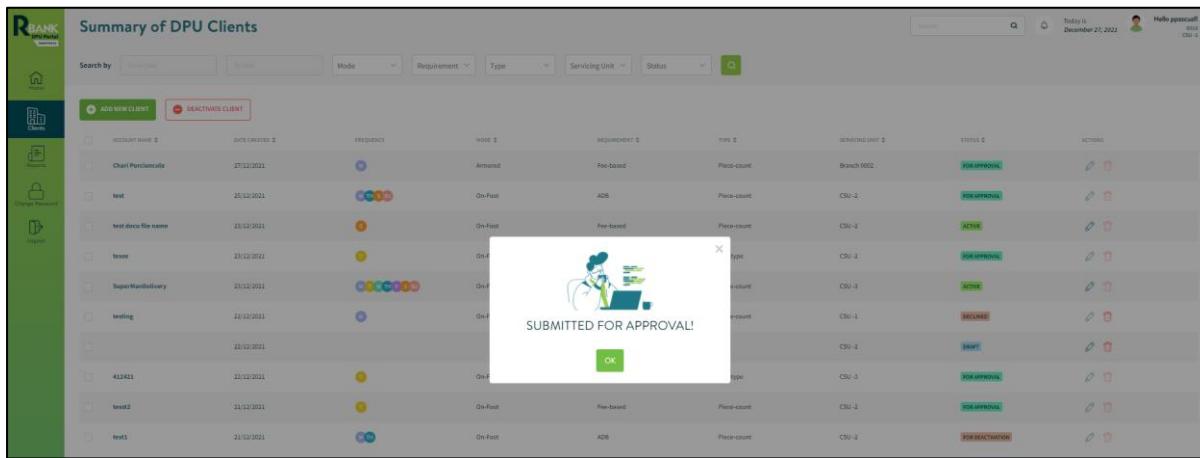
Screenshot 1.5.3.o Successful Document Upload Confirmation Window

19.2.5 Click the OK button in Successful Document Upload Confirmation window to close it.

Note:

- a. All filenames will automatically be changed based on the document type selected in 19.2.1, CIF number of DPU Client and the date uploaded.

20. Click the SUBMIT FOR APPROVAL button at the bottom right of the Summary of DPU Client page (tagged as ⑩ in Screenshot 1.5.3.c) to submit the details of the DPU Client and regular DPU transaction for approval. This will display the Submitted for Approval Confirmation window.



Screenshot 1.5.3.p Submitted for Approval Confirmation Window

Note:

- All field boxes/ text boxes in the Summary of DPU Clients page are required. After the SUBMIT FOR APPROVAL button is clicked, an error message under each field/ text box will display if any of the said fields is empty.
- The status will be automatically saved as “DRAFT” if anytime from Steps 2 to 19 in this section the user exits the Add DPU Clients page.
- The following text boxes are not discussed in this section of the document as they are pre-filled with the values:

Text Box Label	Prefilled Value
Date of Creation	Date, in DD/MM/YYYY format, that the ADD NEW CLIENT button is first clicked by the user and a draft is created
Branch of Account	The Branch of Account of the DPU Client and also the Maker's Branch
Status	“FOR APPROVAL” (or “DRAFT”)
Client Type	“External”

- Once the new DPU client and regular transaction schedule is submitted for approval, it will be added to the Branch (Hub) Checker's Dashboard for approval.
- Once the request is sent for approval, the user ID of the Branch (Hub) Checker will appear in the Review DPU Client page (encircled in orange in Screenshot 1.5.3.s on page 46).

21. Click the OK button in the Submitted for Approval Confirmation window to close it. The new DPU Client and scheduled transaction is already added to the user list in the Summary of DPU Clients page with the status FOR APPROVAL.

1.5.3.b To Approve/ Decline/ Return to Maker New DPU Client and Regular Transaction Schedule

- As the Branch (Hub) Checker, click the Clients icon (encircled in red below) from the left menu to open the Summary of DPU Clients page.

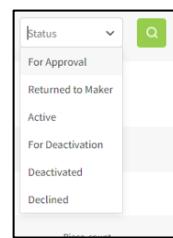
ACCOUNT NAME	DATE CREATED	FREQUENCY	MODE	REQUIREMENT	TYPE	SERVICING UNIT	STATUS
28/12/2021	On-Foot	AOB	Piece-count	CSU-2	DRAFT		
Cusina, Atbp Inc	27/12/2021	Motorized	Fee-based	Piece-count	CSU-3	DECLINED	
Sea Shore Corporation	27/12/2021	Motorized	Fee-based	Piece-count	CSU-3	DECLINED	
Alab Corporation, Inc.	27/12/2021	Motorized	Fee-based	Piece-count	CSU-3	ACTIVE	
27/12/2021				CSU-2	DRAFT		
27/12/2021				CSU-1	DRAFT		
Charl Peninsula	27/12/2021	Armed	Fee-based	Piece-count	Branch 0002	FOR APPROVAL	
test	25/12/2021	On-Foot	AOB	Piece-count	CSU-2	RETURNED TO MAKER	
test docx file name	23/12/2021	On-Foot	Fee-based	Piece-count	CSU-2	ACTIVE	
tesee	23/12/2021	On-Foot	AOB	Bag-type	CSU-2	RETURNED TO MAKER	

Screenshot 1.5.3.q Summary of DPU Clients Page (Approver)

- Search for and click the account name (encircled in blue above) with the status FOR APPROVAL from the DPU Clients list to open the Review DPU Client page .

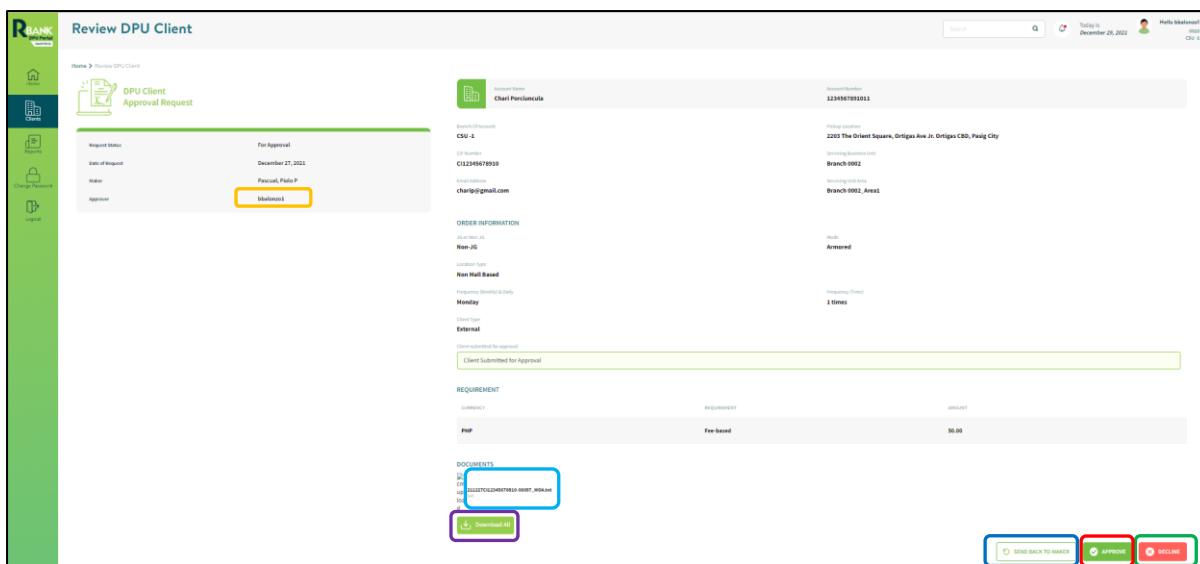
Note:

- Approver may filter all rows that has FOR APPROVAL status by clicking the Status text box in the Search by section (encircled in green in Screenshot 1.5.3.q) and then selecting the For Approval value from the drop-down menu.



Screenshot 1.5.3.r Search By Status Drop-down Menu

- Approver may also sort the STATUS column in the Summary of DPU Clients page to group together all rows that requires approval, i.e., with FOR APPROVAL status.



Screenshot 1.5.3.s Review DPU Client Page (New)

3. Review all details of the DPU Client and order information as well as the document attachments in the Review DPU Client page if correct and complete.

3.1 Download the document uploaded in the application by performing any of the following:

- 3.1.1 Download a single document by clicking the filename of the said document (encircled in light blue in Screenshot 1.5.3.s above).
- 3.1.2 Download all documents at once by clicking the Download All button (encircled in violet in Screenshot 1.5.3.s above) to download all documents listed above the said button.

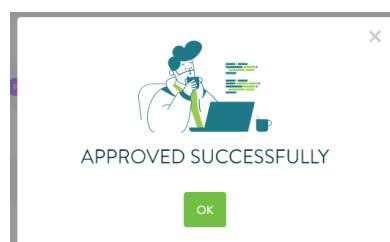
The downloaded file/s will be automatically downloaded.

- 3.2 Open each downloaded document from the user's local Downloads folder and check if their document type, i.e., MOA, Addendum or Others, and the details in the document match the details in the Review DPU Client page.

- 3.3 Check each field in the Review DPU Client page if correct and complete by comparing it against all other details in the page.

4. Click on Approver's decision on the request for creation of DPU Client and order information in the system by performing any 1 of the following:

- 4.1 Click the APPROVE button (encircled in red in Screenshot 1.5.3.s above) at the bottom right of the Review DPU Client page if all details are correct and complete. The Approved Successfully Confirmation window will display. Request will be tagged as ACTIVE under the Status column in the Summary of DPU Clients page of both the Approver and Maker.



Screenshot 1.5.3.t Approved Successfully Confirmation Window

4.2 Decline the request as follows:

- 4.2.1 Click the DECLINE button (encircled in green in Screenshot 1.5.3.s Review DPU Client page) if details are unacceptable. It will display the Reason For Decline window.



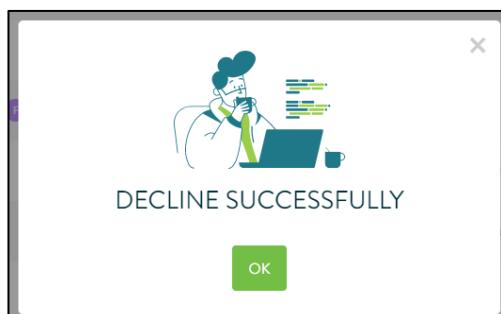
Screenshot 1.5.3.u Reason For Decline Window

- 4.2.2 Type the reason in the message box encircled in red in Reason For Decline window.

Note:

- The message box in the Reason For Decline window requires a minimum of 1 character and a maximum of 300 characters.
- The message box in the Reason For Decline window accepts letters, numbers and special characters.

- 4.2.3 Click the SUBMIT button. The Declined Successfully Confirmation window will display.



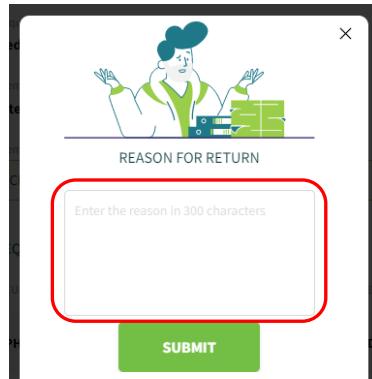
Screenshot 1.5.3.v Declined Successfully Confirmation Window

- 4.2.4 Click the OK button in the Declined Successfully Confirmation window to close it.

Request will be tagged as DECLINED under the Status column in the Summary of DPU Clients page of both the Approver and Maker.

- 4.3 Send back to Maker, i.e., Branch Maker or Branch Hub Maker, the request with clarifications/questions as follows:

- 4.3.1 Click the SEND BACK TO MAKER button (encircled in blue in Screenshot 1.5.3.s Review DPU Client page) if most details are correct but there are items that need clarifications. This will open the Reason For Return window.



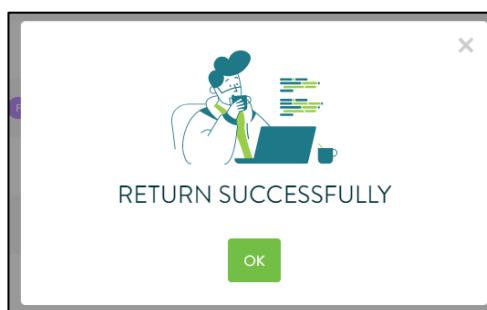
Screenshot 1.5.3.w Reason For Return Window

- 4.3.2 Type the reason and questions in the box encircled in red in Reason For Return window.

Note:

- a. The message box in the Reason For Return window requires at least 1 character and not more than 300 characters.
- b. The message box in the Reason For Return window accepts letters, numbers and special characters.

- 4.3.3 Click the SUBMIT button. This will neither approve nor reject the request. The Returned Successfully Confirmation window will display.



Screenshot 1.5.3.x Returned Successfully Confirmation Window

- 4.3.4 Click the OK button in the Returned Successfully Confirmation window to close it.

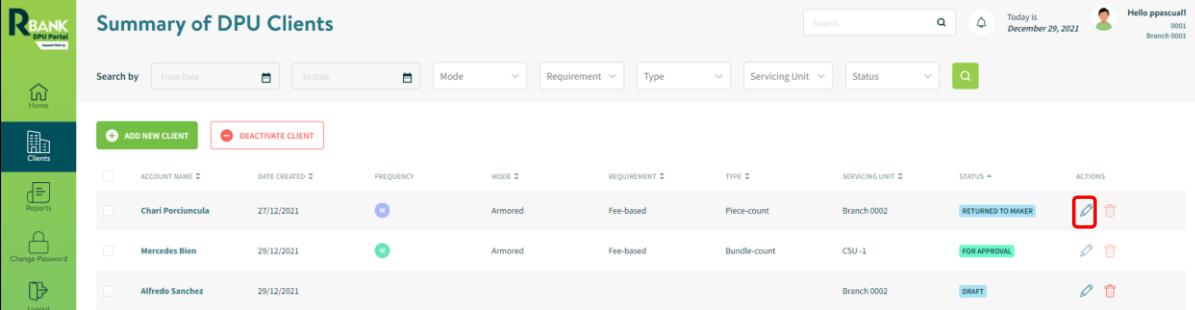
Request will be tagged as RETURNED TO MAKER under the Status column in the Summary of DPU Clients page of both the Approver and Maker.

5. Repeat steps 2 to 4 to approve/ decline/ return to maker the next DPU Client and regular DPU transaction.

1.5.3.c To Resubmit the Request to Create New DPU Client and Regular Transaction Schedule

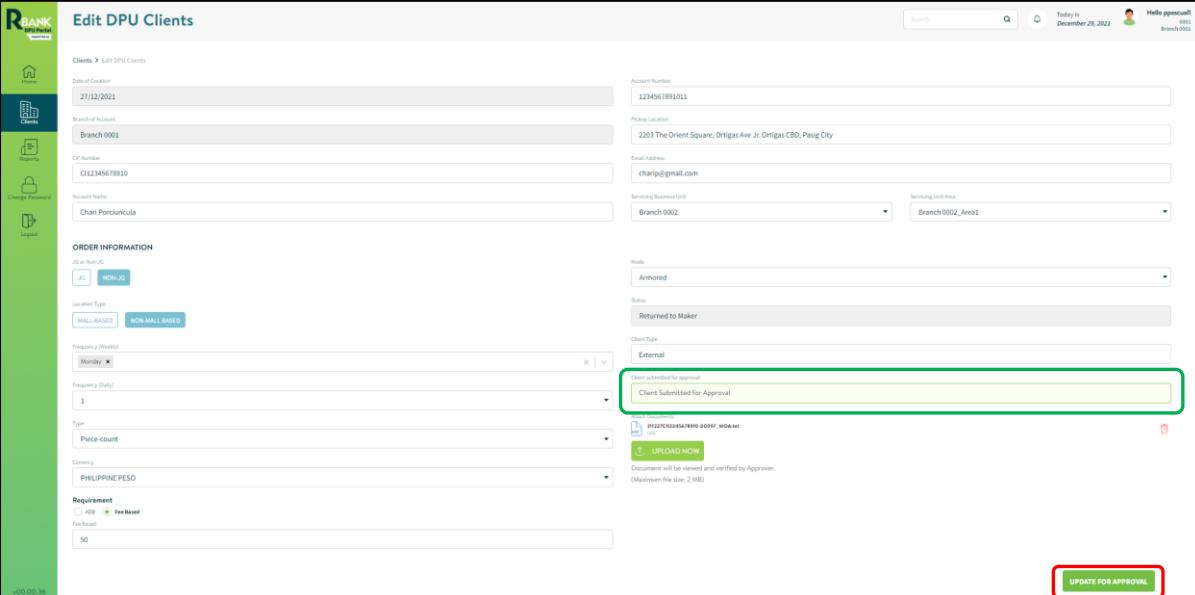
- From the Summary of DPU Clients page, click the Edit icon (encircled in red below) in the same row of DPU Client Account Name with the Status RETURNED TO MAKER.

It will open the Edit DPU Clients page with an additional field Client Submitted for Approval (encircled in green in Screenshot 1.5.3.z below) that contains the reason for return entered by the Checker (refer to step 4.3 in section 1.5.3.b).



ACCOUNT NAME	DATE CREATED	FREQUENCY	MODE	REQUIREMENT	TYPE	SERVICING UNIT	STATUS	ACTIONS
Chari Porcuncula	27/12/2021	W	Armed	Fee-based	Piece-count	Branch 0002	RETURNED TO MAKER	
Mercedes Bien	29/12/2021	W	Armed	Fee-based	Bundle-count	CSU-1	FOR APPROVAL	
Alfredo Sanchez	29/12/2021					Branch 0002	DRAFT	

Screenshot 1.5.3.y Returned to Maker



The screenshot shows the 'Edit DPU Clients' page with a modal window overlaid. The modal displays the message 'Client Submitted for Approval' with a green border around it. At the bottom right of the modal, there is a button labeled 'UPDATE FOR APPROVAL' which is circled in red.

Screenshot 1.5.3.z Edit DPU Clients Page

- Edit the field/s (text box or drop-down box) that need to be edited using the applicable steps (steps 2 to 19) in section 1.5.3.a – To Create New DPU Client and Regular Transaction Schedule.
- Click the UPDATE FOR APPROVAL button at the bottom right of the Summary of DPU Client page (encircled in red in Screenshot 1.5.3.z) to resubmit the details of the DPU Client and regular DPU transaction for approval. This will display the Submitted for Approval Confirmation window.
- Click the OK button in the Submitted for Approval Confirmation window to close it. The Status of DPU Client in the Summary of DPU Clients page will reflect FOR APPROVAL.

Approval of edited DPU Client and order information is required and will be in accordance with section 1.5.3.b – To Approve/ Decline/ Return to Maker New DPU Client and Regular Transaction Schedule.



1.5.4 To Edit Existing External DPU Client Details

As long as the Status of the DPU Client creation request is not FOR APPROVAL or DEACTIVATED, DPU Client and order information may be edited by the Maker from the same Branch/ Unit as the Branch of Account of the DPU Client.

- From the Summary of DPU Clients page, click the Edit icon (encircled in red below) from the same row as the DPU Client's Account Name. It will open the Edit DPU Clients page.

The screenshot shows the 'Summary of DPU Clients' page. On the right side of the first row, there is a table with columns: ACCOUNT NAME, DATE CREATED, FREQUENCY, MODE, REQUIREMENT, TYPE, SERVICING UNIT, STATUS, and ACTIONS. The 'Actions' column contains two icons: a pencil (edit) and a trash can (delete). The 'Edit' icon is highlighted with a red box. The table has one row with data: 'Chari Porciuncula', '27/12/2021', 'Monthly', 'Armored', 'Piece-count', 'Branch 0002', 'DRAFT', and the edit icon.

Screenshot 1.5.4.a Edit Icon in Summary of DPU Clients Page

The screenshot shows the 'Edit DPU Clients' page. The left sidebar has navigation links: Home, Clients, Reports, Change Password, and Logout. The main form has sections: Data Creation (Date Created: 27/12/2021, Branch of Account: CSU-1), Account Number (1234567891011), Pickup Location (2203 The Orient Square, Ortigas Ave Jr. Ortigas CBD, Pasig City), Email Address (charip@gmail.com), Servicing Business Unit (Branch 0002), Servicing Unit Area (Branch 0002_Area1), Mode (Armored), Status (Draft), Client Type (External), and a file upload section for 'Input Document' (20221227_00017_MOA.xls). The right sidebar shows a progress bar at 00.00.34 and an 'UPDATE FOR APPROVAL' button.

Screenshot 1.5.4.b Edit DPU Client Page

- Perform steps 2 to 4 in section 1.5.3.c – To Resubmit the Request to Create New DPU Client and Regular Transaction Schedule.



1.5.5 To Deactivate External DPU Client

Adding a new DPU Client and DPU transaction schedule in the system requires 3 parts and subpart:

Major Parts of the process:

1.5.5.a Request for Deactivation of DPU by Branch (Hub) Maker

1.5.5.b Approval/ Decline/ Return to Maker of Deactivation of DPU Client by Branch (Hub) Checker

Sub-part:

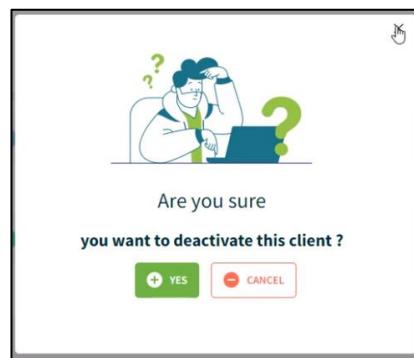
1.5.5.c Resubmission of Request to Deactivate DPU Client by Branch (Hub) Maker

1.5.5.a To Request Deactivation of DPU Client

1. From the Summary of DPU Clients page, tick mark the check box (encircled in red below) of the row of the DPU Client with the Status ACTIVE.
2. Click the DEACTIVATE CLIENT button (encircled in blue below). The Deactivate Client? window will open.

ACCOUNT NAME	DATE CREATED	FREQUENCY	MODE	REQUIREMENT	TYPE	SERVICING UNIT	STATUS	ACTIONS
	27/12/2021					CSU-1	DRAFT	
Charl Porcluncula	27/12/2021		Armed	Fee-based	Piece-count	Branch 0002	FOR APPROVAL	
test	25/12/2021		On-Foot	ADB	Piece-count	CSU-2	FOR APPROVAL	
Super11 Store	14/12/2021		Armed	Fee-based	Bag-type	CSU-3	ACTIVE	

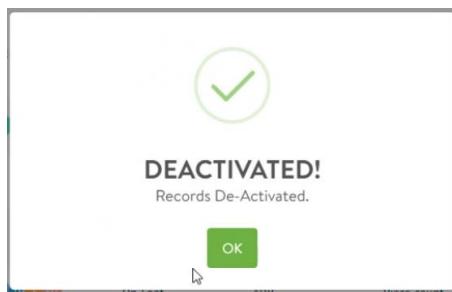
Screenshot 1.5.5.a Deactivate Button in Summary of DPU Clients Page



Screenshot 1.5.5.b Deactivate Client? Window

3. Click the YES button in the Deactivate Client? window if the user is sure to deactivate the tick marked DPU client. The Deactivated Client Confirmation window will open.

If the user is not sure on the deactivation of the DPU Client, click the CANCEL button to close the window.



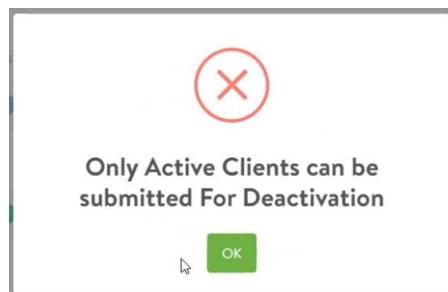
Screenshot 1.5.5.c Deactivated Client Confirmation Window

4. Click the OK button in the Deactivated Client Confirmation window to close it.

Note:

- a. Only DPU Client information with ACTIVE Status may be deactivated. If the status of DPU Client is not Active, upon clicking the YES button in the Deactivate Client? window, the Deactivate Error Message window will display.

To proceed with the deactivation of the DPU Client, click the OK button in the Deactivate Error Message window to close it and then change the status of the DPU Client to ACTIVE.

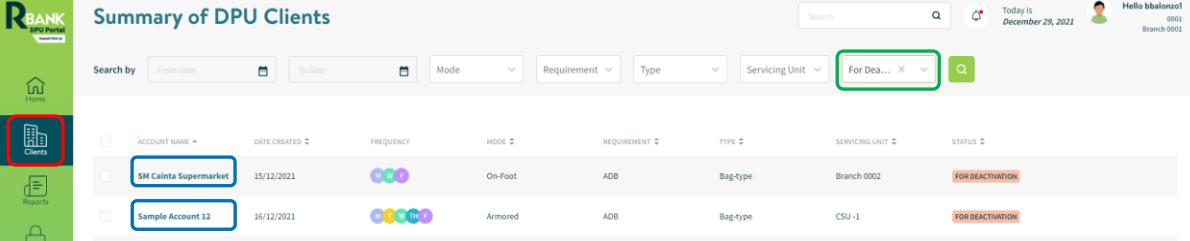


Screenshot 1.5.5.d Deactivate Error Message Window

- b. Upon successful submission of request deactivate, the Status of the DPU Client in the Summary of DPU Clients page of both the Approver and Maker is FOR DEACTIVATION.

1.5.5.b To Approve/ Decline/ Return to Maker the Deactivation of DPU Client

- As the Branch (Hub) Checker, click the Clients icon (encircled in red below) from the left menu to open the Summary of DPU Clients page.



ACCOUNT NAME	DATE CREATED	FREQUENCY	MODE	REQUIREMENT	TYPE	SERVICING UNIT	STATUS
SM Cainta Supermarket	15/12/2021	WEE	On-Foot	ADB	Bag-type	Branch 0002	FOR DEACTIVATION
Sample Account 12	16/12/2021	WEE	Armed	ADB	Bag-type	CSU -1	FOR DEACTIVATION

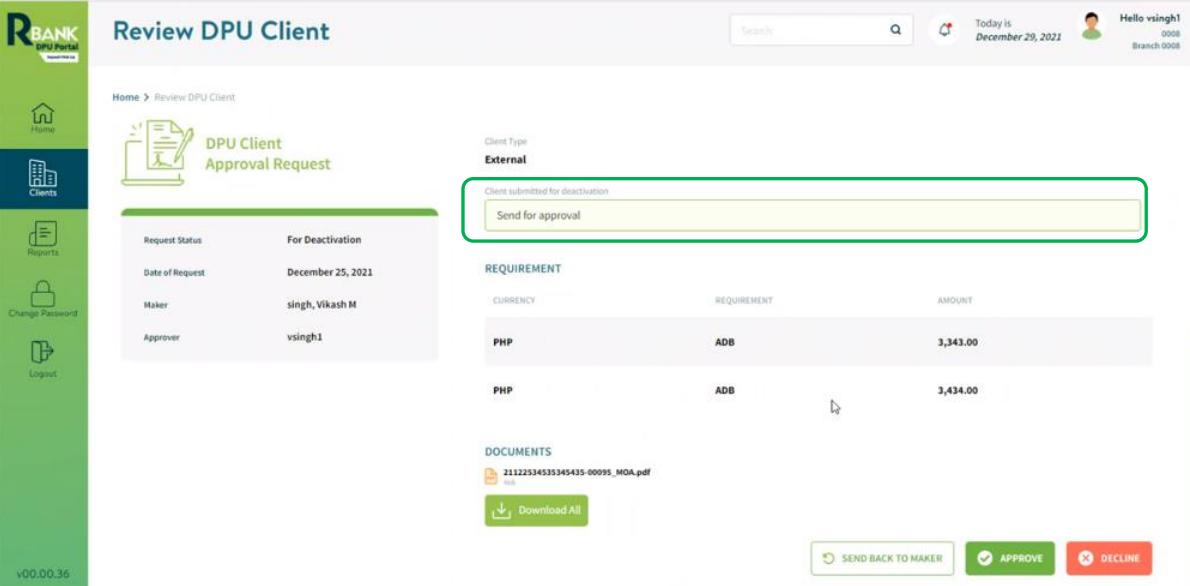
Screenshot 1.5.5.e Summary of DPU Clients Page (Approver)

- Search for and click the account name (encircled in blue above) with the status FOR DEACTIVATION from the DPU Clients list to open the Review DPU Client page.

Note:

- Approver may filter all rows that has FOR DEACTIVATION status by clicking the Status text box in the Search by section (encircled in green in Screenshot 1.5.5.e) and then selecting the For Deactivation value from the drop-down menu.
- Approver may also sort the STATUS column in the Summary of DPU Clients page to group together all rows that requires approval, i.e., with FOR DEACTIVATION status.

The DPU Client page contains an additional field Client Submitted for Deactivation (encircled in green in Screenshot 1.5.5.f below) as well as the buttons, SEND BACK TO MAKER, APPROVE and DECLINE.



REQUEST STATUS	DATE OF REQUEST	MAKER	APPROVER	REQUIREMENT	CURRENCY	AMOUNT
For Deactivation	December 25, 2021	singh, Vikash M	vsingh1	PHP	ADB	3,343.00
				PHP	ADB	3,343.00

Screenshot 1.5.5.f Review DPU Client Page (Deactivation)

- Verify that the deactivation for DPU Client is correct and that Client is already aware of this action.
- Perform step 4 in section 1.5.3.b – To Approve/ Decline/ Return to Maker New DPU Client and Regular Transaction Schedule.

1.5.5.c To Resubmit the Request to Deactivate DPU

- As the Branch (Hub) Checker, perform all steps in 1.5.3.c – To Resubmit the Request to Create New DPU Client and Regular Transaction Schedule.

Approval of edited DPU Client and order information is required and will be in accordance with section 1.5.5.b – To Approve/ Decline/ Return to Maker the Deactivation of DPU.

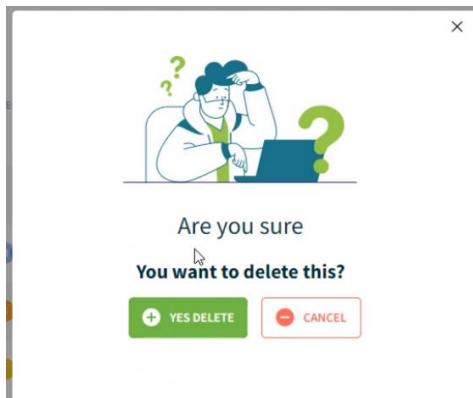


1.5.6 To Delete External DPU Client

- From the Summary of DPU Clients page, click the Delete icon (encircled in red below) of the row to be deleted. The Delete Client? window will open

Summary of DPU Clients								
Search by		From Date	To Date	Mode	Requirement	Type	Servicing Unit	Status
+ ADD NEW CLIENT	DEACTIVATE CLIENT							
	ACCOUNT NAME	DATE CREATED	FREQUENCY	MODE	REQUIREMENT	TYPE	SERVICING UNIT	STATUS
<input type="checkbox"/>		27/12/2021					CSU-1	DRAFT
<input type="checkbox"/>	Charli Porcuncula	27/12/2021		Armed	Fee-based	Piece-count	Branch 0002	FOR APPROVAL
<input type="checkbox"/>	test	25/12/2021		On-Foot	ADB	Piece-count	CSU-2	FOR APPROVAL
<input type="checkbox"/>	Super11 Store	14/12/2021		Armed	Fee-based	Bag-type	CSU-3	ACTIVE

Screenshot 1.5.6.a Delete Icon in Summary of DPU Clients Page

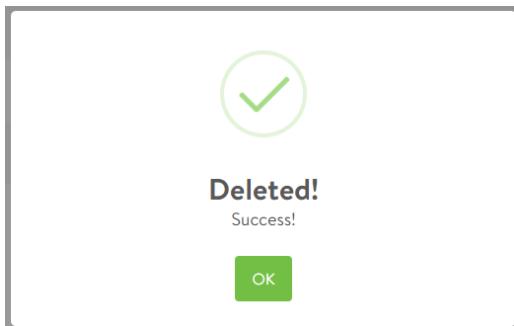


Screenshot 1.5.6.b Delete Client? Window

Note:

- Only DPU Client information that has Status that is not ACTIVE, RETURNED TO MAKER or FOR APPROVAL may be deleted. If the status of DPU Client is not Active, the delete icon is disabled/ not clickable.
- There is no batch delete of DPU Clients.

2. Click the YES button in the Delete Client? window if the user is sure to delete the DPU client. The Deleted Client Confirmation window will open.



Screenshot 1.5.6.c Deleted Client Confirmation Window

If the user is not sure on the deletion of the DPU Client, click the CANCEL button to close the window.

1.6 Transaction Management

There are 2 types of transactions to be scheduled for DPU for the day:

- Regularly/recurring scheduled transaction for DPU Client– Refer to section 1.5– Client Management to manage order/ scheduled transaction information
- DPU Transaction for the DPU Client and Branch/ CSU without a regularly/ recurring schedule – **This section focuses on this type of transaction.**

Transaction management includes the following sub-features:

- 1.2.3.a View DPU Transactions List
- 1.2.3.b Adding of New DPU Transaction
 - 1.6.2.1 Creation of DPU Transaction
 - 1.6.2.2 Endorsement of New DPU Transaction
 - 1.6.2.3 Approval/ Decline/ Return to Maker of New DPU Transaction
- 1.2.3.c Edit of DPU Transaction
- 1.2.3.d Deletion of DPU Transaction

The create sub-process requires approval.

The system auto-deletes rows in the dashboard with the Statuses after 30 days of no action:

- Draft
- Pending
- Endorsed
- Returned to Maker

Pre-requisites:

1. Three (3) separate users that will act as (1 user for each of the following):
 - a. 1 Maker
 - b. 1 Endorser
 - c. 1 Approver
2. The following access rights assigned by Admin to roles (refer to section 1.4 – Role Management):

Predefined Role Name in Application	Description of Role in Transaction Management	Access Right
Branch Maker	Views, creates, edit or deletes DPU transactions of external clients whose branch of accounts are with the same branch as the Maker	<ul style="list-style-type: none">• Read• Add_Edit• Edit• Read Txn Info• Download and Print Report (Homepage)• Delete• Read Assigned RT• Read Branch Information• Read Transaction Status
Branch Hub Maker		<ul style="list-style-type: none">• Same access right as Branch Maker
CSU Maker		<ul style="list-style-type: none">• Assign RT• Assign Armored Car
Branch Checker	Views the DPU transactions list, endorses/ declines the creation, returns to maker the	<ul style="list-style-type: none">• Read• Read Txn Info

	DPU transactions made by the Maker from the same group/ branch/ unit as the Checker	<ul style="list-style-type: none">• Download and Print Report (Homepage)• Read Txn Status• Approve• Endorse• Read Branch Information
Branch Hub Checker		<ul style="list-style-type: none">• Same access right as Branch Checker• Decline Schedule• Read Assigned RT• Add Remarks• Reassign• Read Assigned RT Time
CSU Checker		
Approver (refer to approval matrix in section 1.6.2)	Views the DPU transactions list, approves/ declines the creation of DPU transactions made by the Maker	<ul style="list-style-type: none">• Read• Download and Print Report (Homepage)• Read Txn Info• Read Assigned RT• Read Branch Info• Read Txn Status• Approve

1.6.1 To View Transaction

1. Click the Home page icon from the left menu (encircled in red below) to open the Dashboard of the Maker which contains the transactions list with both the request status and transaction status.



Branch Maker Dashboard

Search by From Date To Date Location Transaction Type Request Status Transaction Sta 🔍

Home ADD CREATE REQUEST BATCH DELETE DRAFT REQUESTS

REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	ASSIGNED TO	BRANCH/ACCOUNT NAME	TRANSACTION STATUS
2201040008869	31/01/2022	Others	5,000.00	testasg	PENDING	Roving, Teller M	Branch 0008	
2201040001-899			0		DRAFT		Branch 0001	
2201040023892	04/01/2022	ATM Retrieval	0	ATM6	PENDING	Vedder, Eddie Pearljam	Branch 0023	SCHEDULED
2201040023888	04/01/2022	Others	110,000.00	Mishell Batalla	APPROVED	Vedder, Eddie Pearljam	Branch 0023	COMPLETED
2201040023887	04/01/2022	Cash Request from 3rd Party Service Provider	7,000,000.00	NONE	APPROVED	Vedder, Eddie Pearljam	Branch 0023	RETURN TO ROVING TELLER
2201040023886	04/01/2022	Cash Delivery to 3rd Party Service Provider	2,700,000.00	NONE	APPROVED	Vedder, Eddie Pearljam	Branch 0023	COMPLETED
2201040023885	04/01/2022	Cash Accept Machine	500,000.00	NONE	APPROVED	Vedder, Eddie Pearljam	Branch 0023	COMPLETED
2201040023884	04/01/2022	Change Fund	250,000.00	NONE	APPROVED	Vedder, Eddie Pearljam	Branch 0023	COMPLETED
2201040023883	04/01/2022	ATM Retrieval	570,000.00	NONE	APPROVED	Vedder, Eddie Pearljam	Branch 0023	REJECTION VERIFIED

Today is January 04, 2022 Hello pscwill 0001 Branch 0001

Home Clients Reports Change Password Logout

Screenshot 1.6.1.a Branch Maker Dashboard

2. Click the REFERENCE NUMBER of the transaction/ row to view the details of the APPROVED transaction requests (any of the links encircled in blue in Screenshot 1.6.1.a). It will open the Transaction Request Details page. The details in the page will be based on the fields relevant to the transaction.

R BANK
BPI Portal
Dashboard

Transaction Request Details

Home > Review Request


Hello pascual
Today is
January 09, 2022
Branch 0001

R
Review Request
Create Request

Home
Clients
Reports
Change Password
Logout

Transaction Ref No: 2201060023963

Maker: Cobain, Kurt, Love

Request Status: APPROVED

Completion Status: IN TRANSIT

SOL ID / Requesting Dept: 0030

CIV Limit: 1,000,000.00

Source Account: 0023011100000001

Transaction Type: Cash Delivery to CSU / Cash Hub

Servicing Business Unit Area: CSU -3_Area

Armed Car Number: 1

Purpose / Reason: sample1

Roving Teller: Vedder, Eddie, Pearljam

Transaction In Transit: This Request Schedule has been Acknowledged

CASH BREAKDOWN

CURRENCY	DENOMINATION	PIECES	AMOUNT
PHP	10000	100	1,000,000.00
TOTAL AMOUNT			1,000,000.00

Screenshot 1.6.1.b Transaction Request Details Page



1.6.2 To Add New DPU Transaction

Adding a new DPU transaction schedule in the system requires 3 parts and a sub-part:

Major Parts of the process:

- 1.6.2.a Creation of New DPU Transaction by Branch (Hub) Maker or CSU Maker
- 1.6.2.b Endorsement of New DPU Transaction by Branch (Hub) Checker or CSU Checker
- 1.6.2.d Approval/ Decline/ Return to Maker of New DPU Transaction Schedule by Approver

Sub-part:

- 1.6.2.c Resubmission of Request to Create New DPU Transaction by Branch (Hub) Maker/ CSU Maker

The transaction types available and the user actions to create a new DPU Transaction are as follows:

Transaction Type	Sections in User Guide	Transaction Management Workflow and User Actions
Cash Request from CSU/ Cash Hub	1.6.2.a.1, 1.6.2.b, 1.6.2.c, 1.6.2.d	a. Maker submits/ resubmits transaction creation request
Cash Delivery to CSU/ Cash Hub		b. Checker endorses/ declines/ returns to maker the request
Cash Request from BSP	1.6.2.a.2, 1.6.2.b, 1.6.2.c, 1.6.2.d	c. Approver approves/ declines the request
Cash Delivery to BSP		
Cash Delivery to Third Party Service Provider		
Cash Request from Third Party Service Provider		
Cash Request from Depository Bank		
Cash Delivery to Depository Bank		
Others	1.6.2.a.5, 1.6.2.b, 1.6.2.c, 1.6.2.d	
Cash Accept Machine	1.6.2.a.2, 1.6.2.c, 1.6.2.d	a. Maker submits/ resubmits transaction creation request
ATM Loading	1.6.2.a.3, 1.6.2.c, 1.6.2.d	b. Checker approves/ declines/ returns to maker the request
ATM Retrieval		
Change Fund	1.6.2.a.4, 1.6.2.c, 1.6.2.d	

The Approver of any of the transaction types is based on the transaction amounts and Robinsons Bank's Approving Authorities.

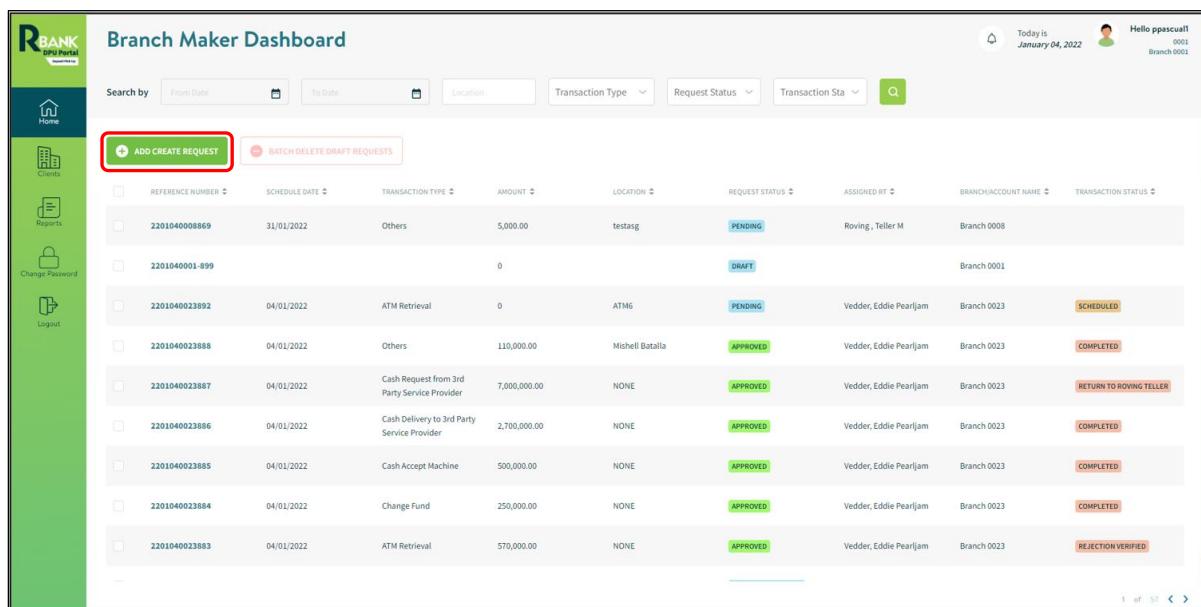
Transaction Amount	Approver
DPU Transaction Created by Any and All Branches	
Upto PhP 7.5 million	Area Operations Head (AOH)
Above PhP 7.5 million upto 35 million	Retail Banking Operations Group (RBOG) Head
Above PhP 35 million upto 50 million	Business Process Management and Operations Group Head (BPMOG Head) <i>Alternate approver:</i> Chief Operations Officer (COO)
Above PhP 50 million	RBOG Head and BPMOG Head <i>Alternate approver:</i> COO
DPU Transaction Created by Any and All Cash Service Units (CSU)	
Upto PhP 7.5 million	Operations Department Head (ODH)
Above PhP 7.5 million upto 35 million	BPMOG Head
Above PhP 35 million upto 50 million	COO
Above PhP 50 million	BPMOG Head and COO <i>Alternate approver:</i> RBS Head

1.6.2.a.1 To Create New DPU Transaction – Cash Request From/ Delivery To CSU/ Cash Hub

The transaction types in this section have the same set of fields/ text boxes in the Create Request page:

- Transaction Type
- Select Currency
- Schedule Date of Actual Delivery/ Pick Up
- Servicing Business Unit
- Servicing Unit Area
- Armored Car Unit Number
- Purpose/ Reason
- Expected Withdrawal
- Accountable Item Serial Number
- Roving Teller
- Source Account (prefilled)
- CIV Limit (prefilled)
- Order Information: Currency (prefilled)
- Order Information: Denomination
- Order Information: Pieces
- Order Information: Amount (per denomination)
- Order Information: Total Amount

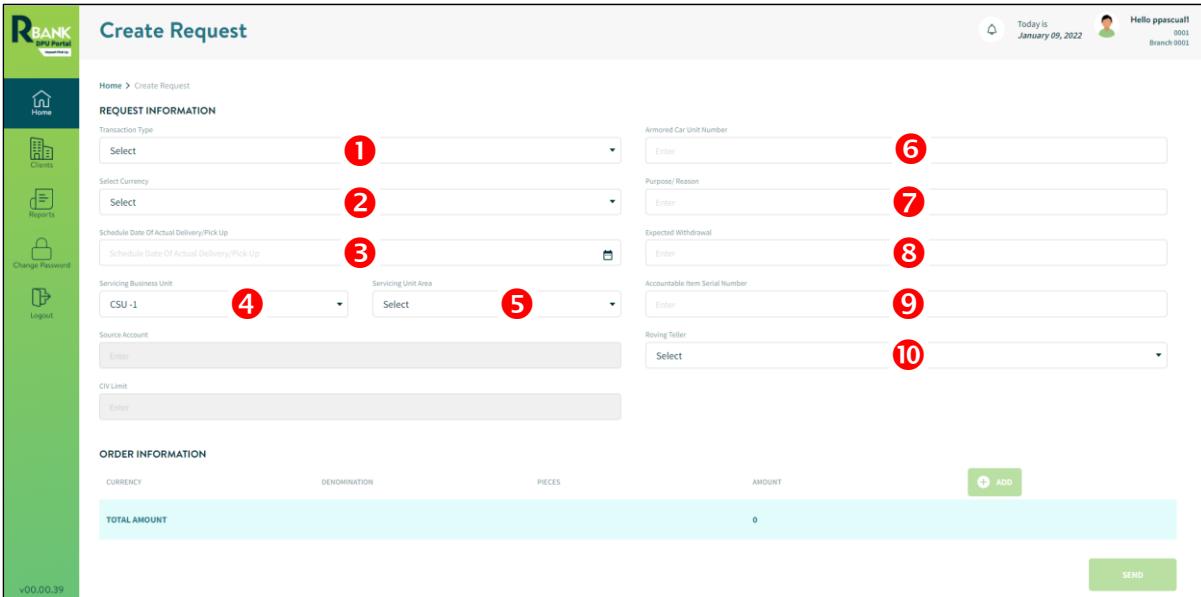
1. From the dashboard/ homepage of the Maker who is also from the same Branch/ unit as the DPU Client, click the CREATE REQUEST button. It will open the Create Request page and a Transaction Ref No will automatically be created.



The screenshot shows the 'Branch Maker Dashboard' interface. On the left, there's a sidebar with icons for Home, Clients, Reports, Change Password, and Logout. The main area has a header with search filters for 'From Date', 'To Date', 'Location', 'Transaction Type', 'Request Status', 'Transaction Sta...', and a search icon. Below the header is a button labeled '+ ADD CREATE REQUEST' with a red box around it. The main table lists various transaction requests with columns for Reference Number, Schedule Date, Transaction Type, Amount, Location, Request Status, Assigned RT, Branch/Account Name, and Transaction Status. Some rows show status like PENDING, DRAFT, APPROVED, or COMPLETED. A message at the top right says 'Hello ppscull 0001 Branch 0001' and 'Today is January 04, 2022'.

REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	ASSIGNED RT	BRANCH/ACCOUNT NAME	TRANSACTION STATUS
2201040008869	31/01/2022	Others	5,000.00	testasg	PENDING	Roving , Teller M	Branch 0008	
2201040001-899			0		DRAFT		Branch 0001	
2201040023892	04/01/2022	ATM Retrieval	0	ATM6	PENDING	Vedder, Eddie Pearljam	Branch 0023	SCHEDULED
2201040023888	04/01/2022	Others	110,000.00	Mishell Batalla	APPROVED	Vedder, Eddie Pearljam	Branch 0023	COMPLETED
2201040023887	04/01/2022	Cash Request from 3rd Party Service Provider	7,000,000.00	NONE	APPROVED	Vedder, Eddie Pearljam	Branch 0023	RETURN TO ROVING TELLER
2201040023886	04/01/2022	Cash Delivery to 3rd Party Service Provider	2,700,000.00	NONE	APPROVED	Vedder, Eddie Pearljam	Branch 0023	COMPLETED
2201040023885	04/01/2022	Cash Accept Machine	500,000.00	NONE	APPROVED	Vedder, Eddie Pearljam	Branch 0023	COMPLETED
2201040023884	04/01/2022	Change Fund	250,000.00	NONE	APPROVED	Vedder, Eddie Pearljam	Branch 0023	COMPLETED
2201040023883	04/01/2022	ATM Retrieval	570,000.00	NONE	APPROVED	Vedder, Eddie Pearljam	Branch 0023	REJECTION VERIFIED

Screenshot 1.6.2.a Create Request Button



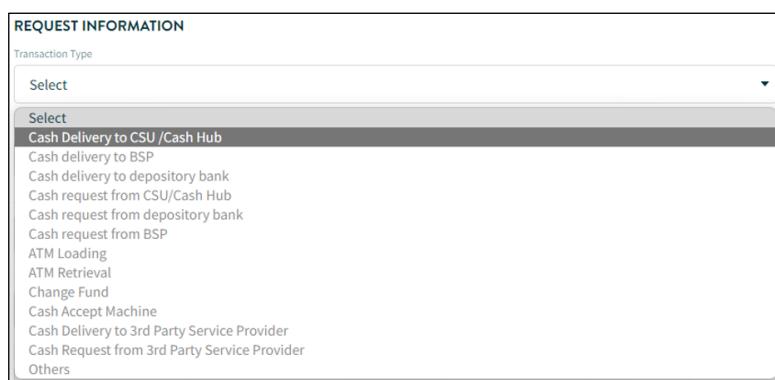
The screenshot shows the 'Create Request' page for a cash delivery request. The page is divided into sections: REQUEST INFORMATION, ORDER INFORMATION, and a summary table.

- REQUEST INFORMATION:**
 - Transaction Type (tagged 1)
 - Select Currency (tagged 2)
 - Schedule Date Of Actual Delivery/Pick Up (tagged 3)
 - Servicing Business Unit (tagged 4)
 - Servicing Unit Area (tagged 5)
 - Armed Car Unit Number (tagged 6)
 - Purpose Reason (tagged 7)
 - Expected Withdrawal (tagged 8)
 - Accountable Item Serial Number (tagged 9)
 - Roving Teller (tagged 10)
- ORDER INFORMATION:** A table with columns: CURRENCY, DENOMINATION, PIECES, and AMOUNT. An 'ADD' button is at the top right.
- Summary Table:** Shows 'TOTAL AMOUNT' and a value of '0'. A 'SEND' button is located at the bottom right.

Screenshot 1.6.2.b Create Request Page (Cash Request From/ Delivery To CSU/ Cash Hub)

- Click the Transaction type box (tagged as 1 in Screenshot 1.6.2.b) to display the transaction type drop-down menu which contains the list of transaction types allowed to be created via the application.

Select the transaction type from the transaction type drop-down menu. The set of fields/ text boxes will change based on the selected transaction type.

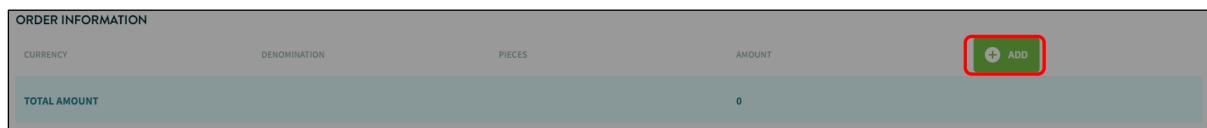


Screenshot 1.6.2.c Transaction Type Drop-down Menu

3. Click the Select Currency box (tagged as ② in Screenshot 1.6.2.b) to display the currency drop-down box. Select the currency to be used in the transaction being created. This will enable the ADD button (encircled in red in Screenshot 1.6.2.e) in the ORDER INFORMATION section of the Create Request page.



Screenshot 1.6.2.d Currency Drop-down Menu



ORDER INFORMATION			
CURRENCY	DENOMINATION	PIECES	AMOUNT
			0
TOTAL AMOUNT			

Screenshot 1.6.2.e Order Information Section

4. Click the Scheduling Date of Actual Delivery/ Pickup box (tagged as ③ in Screenshot 1.6.2.b) to display the calendar picker.

4.1 Set the transaction schedule month and year by doing any 1 of the following:

4.1.1 Separately select the Month and Year text boxes as follows:

4.1.1.1 Set the expiration month by clicking the Month text box to display the list of months in a year.

4.1.1.2 Set the expiration year by clicking the Year text box to display the list of years. This list contains each year from the current year until the next 10 years.

4.1.2 Click the  or  arrows in the calendar picker to move to the previous or next month, respectively, until the correct month and year displays in the Month and Year text boxes.

4.2 From the dates in bold font that displays in the calendar, click the transaction date.

5. Click the Servicing Business Unit box (tagged as **④** in Screenshot 1.6.2.b) to display the Branch Hub or CSU of Robinsons Bank who will perform the transaction. The Servicing Business Unit to be selected must be the same unit as the Maker, Checker and Approver.
6. Click the Servicing Unit Area box (tagged as **⑤** in Screenshot 1.6.2.b) to display the Area in which the selected Servicing Business Unit belongs.

Selecting this will help narrow down all the other possible Branch Hubs/ CSUs that can also perform the transaction in case the original selected Servicing Business Unit is not available.

7. Type in the Armored Car Unit Number text box (tagged as **⑥** in Screenshot 1.6.2.b) the unique armored car number that will be used in the transaction. Only alphanumeric values are allowed.
8. Type in the Purpose/ Reason text box (tagged as **⑦** in Screenshot 1.6.2.b) the purpose of the transaction. Only alphanumeric values are allowed.
9. Type in the Expected Withdrawal text box (tagged as **⑧** in Screenshot 1.6.2.b) the expected withdrawal amount. Only numeric values are allowed.

The amount in the expected withdrawal and total amount in the cash breakdown section must be equal for the transaction creation request to push through.

Note:

- a. When the cursor is hovered over the box or is placed in the Expected Withdrawal text box, an up and a down arrow (encircled in red in Screenshot 1.6.2.e1) will display in the box. A continuous press of the up (or down) arrow will continuously increase (or decrease until zero) the value in the Expected Withdrawal text box.

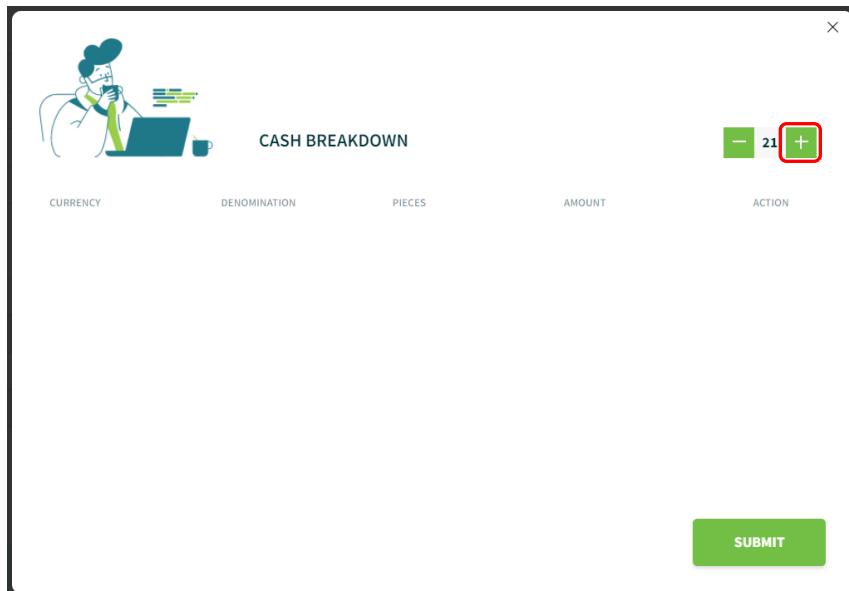


Screenshot 1.6.2.e1 Pieces Field/ Box

10. Type in the Accountable Item Serial Number text box (tagged as **⑨** in Screenshot 1.6.2.b) the unique duffle bag number that will be used in the transaction. Only alphanumeric values are allowed.
11. Click the Roving Teller box (tagged as **⑩** in Screenshot 1.6.2.b) to display the drop-down list of roving tellers from the servicing business unit selected. Select the roving teller who will perform the transaction being created.

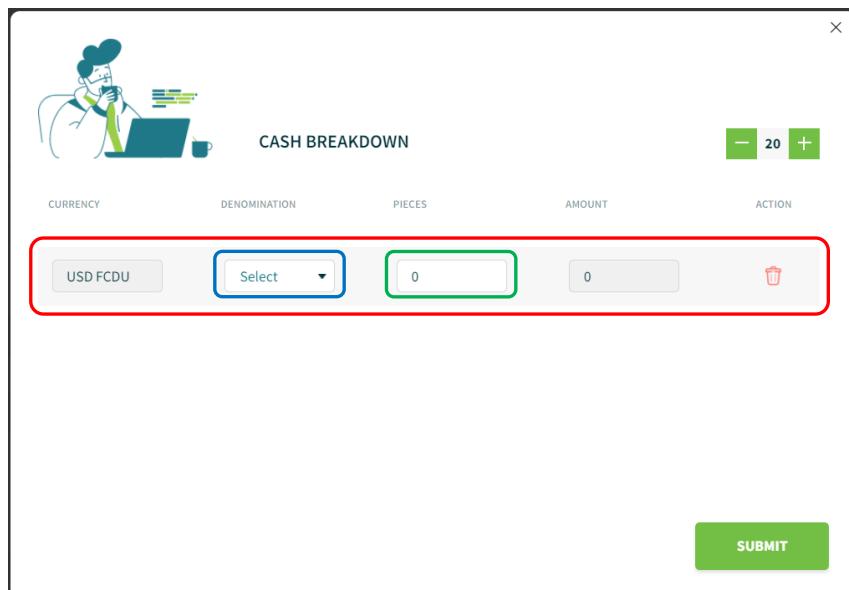
12. Click the ADD button  in the ORDER INFORMATION section to open the Cash Breakdown window where the breakdown of the expected withdrawal amount (refer to step 9 in this section), i.e., denominations of the notes and/or coins to be picked up or delivered, can be declared.

12.1 Click the + button (encircled in red in Screenshot 1.6.2.f below) to add a denomination row (encircled in red in Screenshot 1.6.2.g below) where the denomination can be added.



CURRENCY	DENOMINATION	PIECES	AMOUNT	ACTION
				- 21 +

Screenshot 1.6.2.f Cash Breakdown Window



CURRENCY	DENOMINATION	PIECES	AMOUNT	ACTION
USD FCDU	Select ▾	0	0	- 20 +

Screenshot 1.6.2.g Denomination Row

12.2 Click the Denomination box (encircled in blue in Screenshot 1.6.2.g above) to display the denomination drop-down menu. Select the denomination from the drop-down menu. Select the denominations that are applicable to the selected currency only.

12.3 Type in the Pieces box (encircled in green in Screenshot 1.6.2.g above) the number of pieces of the selected note denomination that will be included in the deposit or pickup transaction.

Note:

- a. When the cursor is hovered over the box or is in the Pieces box, an up and a down arrow (encircled in red in Screenshot 1.6.2.h) will display in the box. A continuous press of the up (or down) arrow will continuously increase (or decrease until zero) the value in the Pieces box.

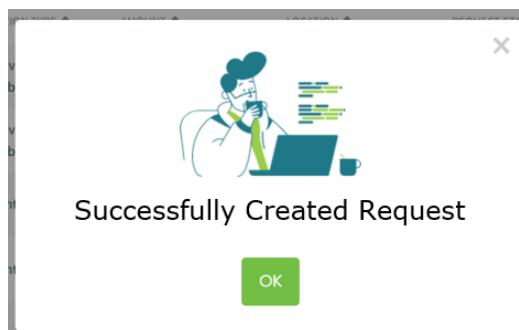


Screenshot 1.6.2.h Pieces Field/ Box

12.4 Repeat steps 12.1 to 12.3 of this section until all denominations are defined.

13. Click the SEND button in the Create Request page to submit the transaction creation request.

If submission is successful, the Successfully Created Request Confirmation window will display. Otherwise, the Create Request page will display error messages under each field/ text box with an incorrect value or that is blank.



Screenshot 1.6.2.g Successfully Created Request Confirmation Window

14. Click the OK button in the Successfully Created Request Confirmation Window to close it.

Note:

- a. All fields/ text boxes in the Create Request page are required **except** the following:
 - Armored Car Unit Number
 - Accountable Item Serial Number
 - Roving TellerAfter the SEND button is clicked, an error message under each text box will display if any of the required fields is empty.
- b. The following fields/ text boxes are not discussed in this section of the document as these are prefilled with the value:

Prefilled Fields/ Text Boxes		Value in the Fields/ Text Box
Source Account		Source Account of the requesting Branch/ Unit
CIV Limit		Maximum cash in vault amount of the requesting Branch/ Unit per currency selected in step 3

**To Create New DPU Transaction –
Cash Request From/ Delivery to BSP,
1.6.2.a.2 Cash Request From/ Delivery To 3rd Party Service Provider,
Cash Request From/ Delivery To Depository Bank,
Cash Accept Machine**

The transaction types in this section have the same set of fields/ text boxes in the Create Request page:

- Transaction Type
- Transaction SubType
- Select Currency
- Purpose/ Reason
- Schedule Date of Actual Delivery/ Pick Up
- Expected Withdrawal
- Servicing Business Unit
- Servicing Unit Area
- Armored Car Unit Number
- Accountable Item Serial Number
- Roving Teller
- Source Account (prefilled)
- CIV Limit (prefilled)
- Order Information: Currency (prefilled)
- Order Information: Denomination
- Order Information: Pieces
- Order Information: Amount (per denomination)
- Order Information: Accountable Item Serial Number
 - applicable to *Cash Request From/ Delivery to BSP*, and *Cash Request From/ Delivery To 3rd Party Service Provider* transaction types only
- Order Information: Total Amount

1. From the dashboard of the Maker, click the CREATE REQUEST button . It will open the Create Request page and a Transaction Ref No will automatically be created.

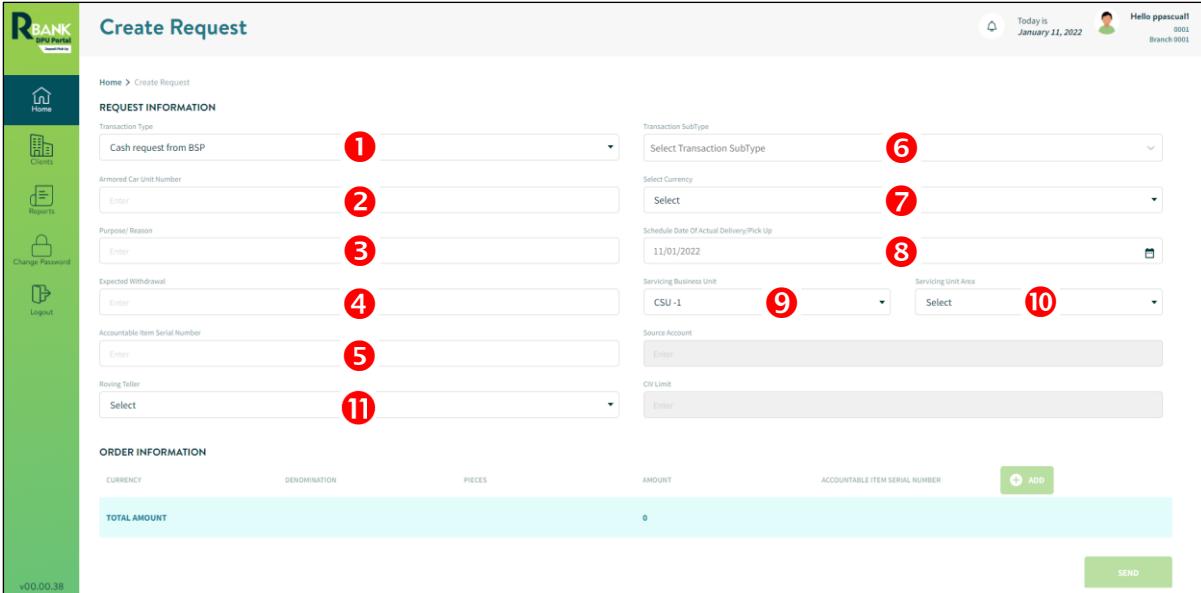
The succeeding screenshots show the Create Request pages after the transaction types covered in this section 1.6.2.a.2 are selected in the Transaction Type box.

The screenshot shows the 'Create Request' page for 'Cash Accept Machine'. The page has a sidebar with icons for Home, Clients, Reports, Change Password, and Logout. The main area is titled 'Create Request' and shows the following fields:

- REQUEST INFORMATION**: Transaction Type (Cash Accept Machine), Transaction SubType (dropdown), Select Currency (dropdown), Purpose/ Reason (dropdown), Schedule Date Of Actual Delivery/Pick Up (09/01/2022), Servicing Business Unit (CSU -1), Servicing Unit Area (dropdown), Source Account (dropdown), CIV Limit (dropdown).
- ORDER INFORMATION**: Currency (dropdown), Denomination (dropdown), Pieces (dropdown), Amount (0), ADD button.
- TOTAL AMOUNT**: Amount (0).

The top right corner shows the user profile 'Hello pascual1' and the date 'Today is January 09, 2022'.

Screenshot 1.6.2.h Create Request Page (Cash Accept Machine)



This screenshot shows the 'Create Request' page for a 'Cash request from BSP'. The page is divided into two main sections: REQUEST INFORMATION and ORDER INFORMATION.

REQUEST INFORMATION:

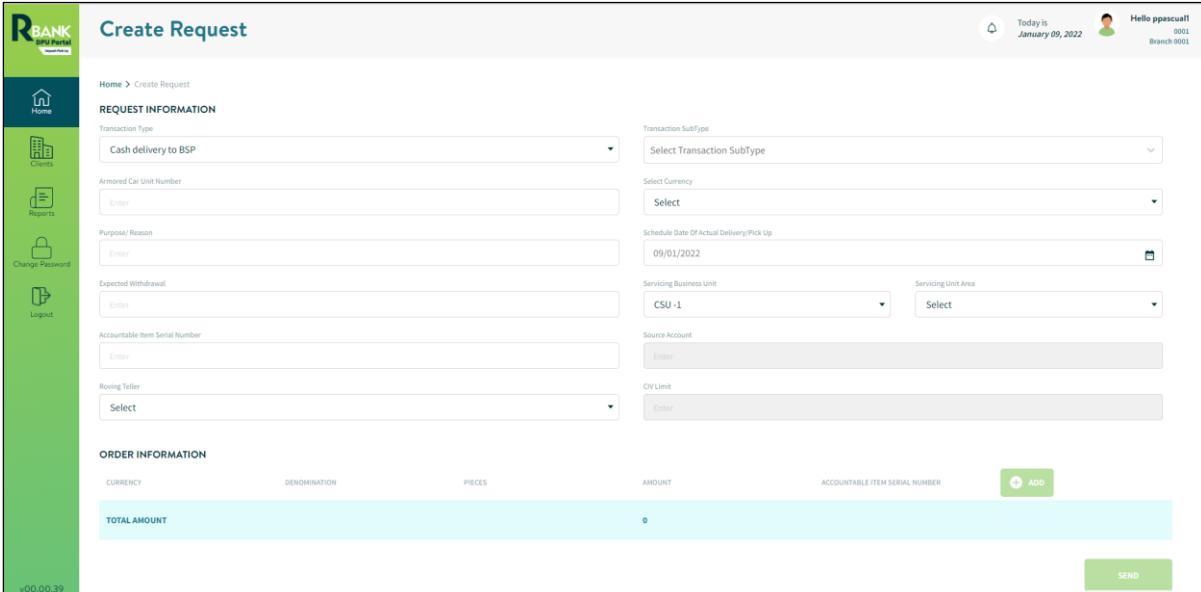
- Transaction Type: Cash request from BSP (marked with red circle 1)
- Armed Car Unit Number: Enter (marked with red circle 2)
- Purpose/ Reason: Enter (marked with red circle 3)
- Expected Withdrawal: Enter (marked with red circle 4)
- Accountable Item Serial Number: Enter (marked with red circle 5)
- Roving Teller: Select (marked with red circle 11)
- Transaction SubType: Select Transaction SubType (marked with red circle 6)
- Select Currency: Select (marked with red circle 7)
- Schedule Date Of Actual Delivery/Pick Up: 11/01/2022 (marked with red circle 8)
- Servicing Business Unit: CSU -1 (marked with red circle 9)
- Servicing Unit Area: Select (marked with red circle 10)

ORDER INFORMATION:

CURRENCY	DENOMINATION	PIECES	AMOUNT	ACCOUNTABLE ITEM SERIAL NUMBER	+ ADD
TOTAL AMOUNT				0	SEND

v00.00.38

Screenshot 1.6.2.i Create Request Page (Cash Request From BSP)



This screenshot shows the 'Create Request' page for a 'Cash delivery to BSP'. The layout is identical to the previous screenshot, with REQUEST INFORMATION and ORDER INFORMATION sections.

REQUEST INFORMATION:

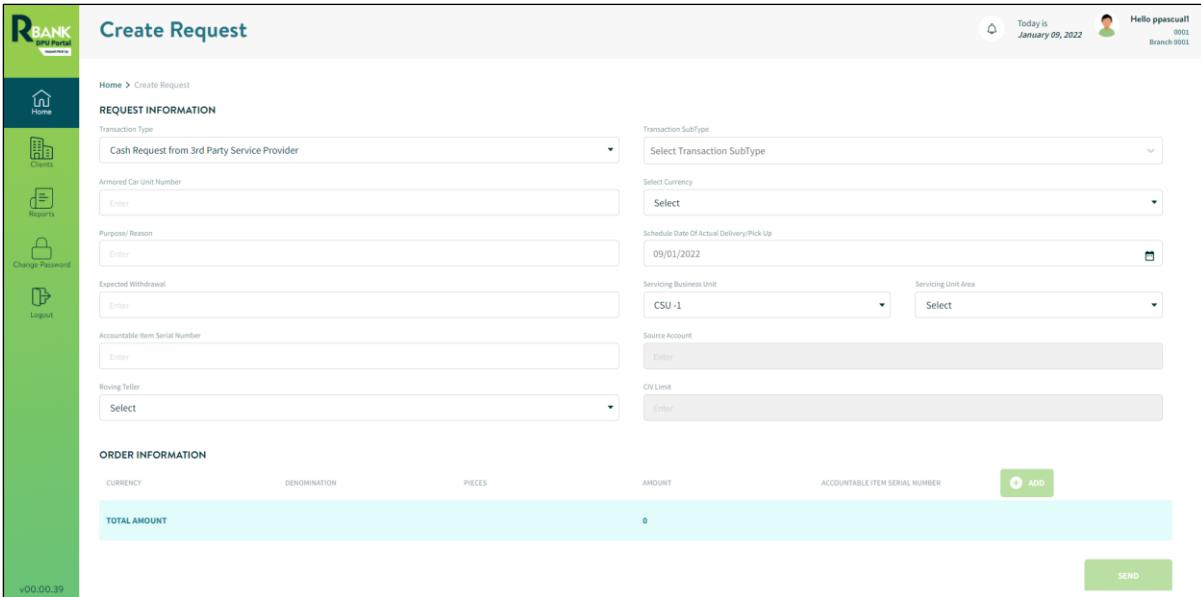
- Transaction Type: Cash delivery to BSP (marked with red circle 1)
- Armed Car Unit Number: Enter (marked with red circle 2)
- Purpose/ Reason: Enter (marked with red circle 3)
- Expected Withdrawal: Enter (marked with red circle 4)
- Accountable Item Serial Number: Enter (marked with red circle 5)
- Roving Teller: Select (marked with red circle 11)
- Transaction SubType: Select Transaction SubType (marked with red circle 6)
- Select Currency: Select (marked with red circle 7)
- Schedule Date Of Actual Delivery/Pick Up: 09/01/2022 (marked with red circle 8)
- Servicing Business Unit: CSU -1 (marked with red circle 9)
- Servicing Unit Area: Select (marked with red circle 10)

ORDER INFORMATION:

CURRENCY	DENOMINATION	PIECES	AMOUNT	ACCOUNTABLE ITEM SERIAL NUMBER	+ ADD
TOTAL AMOUNT				0	SEND

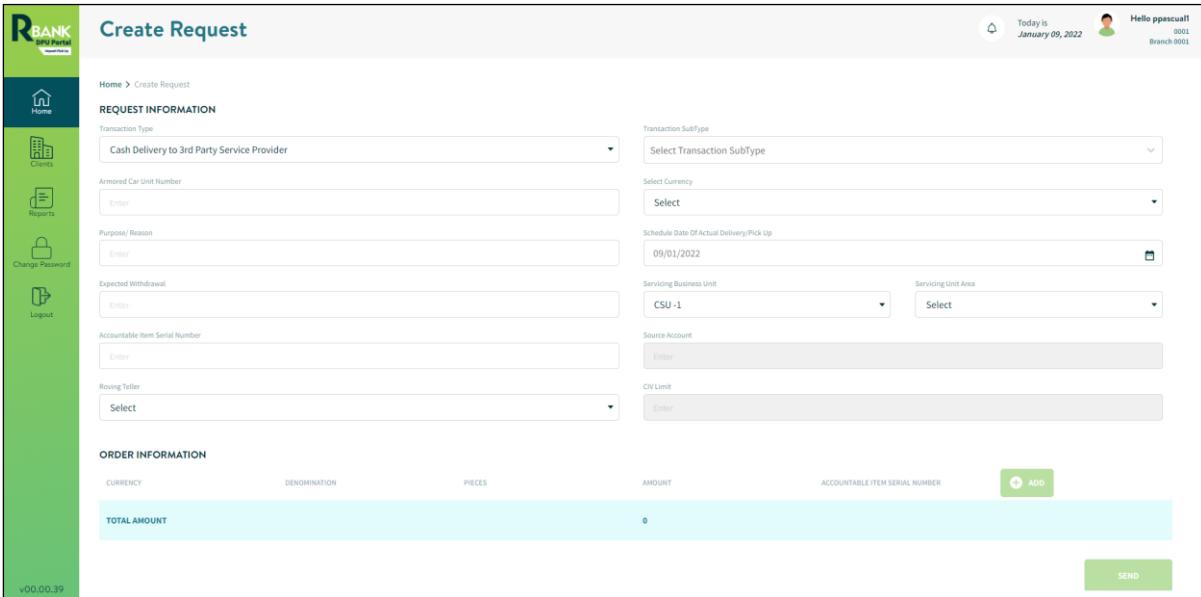
v00.00.39

Screenshot 1.6.2.j Create Request Page (Cash Delivery to BSP)



This screenshot shows the 'Create Request' page for a 'Cash Request from 3rd Party Service Provider'. The left sidebar includes links for Home, Clients, Reports, Change Password, and Logout. The main form has sections for REQUEST INFORMATION and ORDER INFORMATION. REQUEST INFORMATION fields include Transaction Type (selected), Transaction SubType (dropdown), Select Currency (dropdown), Schedule Date Of Actual Delivery/Pick Up (09/01/2022), Servicing Business Unit (CSU-1), Servicing Unit Area (dropdown), Source Account (dropdown), and CIV Limit (dropdown). ORDER INFORMATION includes fields for CURRENCY, DENOMINATION, PIECES, AMOUNT, and ACCOUNTABLE ITEM SERIAL NUMBER, with a green '+ ADD' button. At the bottom right are 'SEND' and 'CANCELLATION' buttons.

Screenshot 1.6.2.k Create Request Page (Cash Request From 3rd Party Service Provider)



This screenshot shows the 'Create Request' page for a 'Cash Delivery to 3rd Party Service Provider'. The layout is identical to the previous screenshot, with the same sidebar and REQUEST INFORMATION fields. The ORDER INFORMATION section shows a total amount of 0. The page includes a 'SEND' button at the bottom right.

Screenshot 1.6.2.l Create Request Page (Cash Delivery to 3rd Party Service Provider)

This screenshot shows the 'Create Request' page for a 'Cash request from depository bank'. The left sidebar has 'Home', 'Clients', 'Reports', 'Change Password', and 'Logout'. The top right shows 'Today is January 09, 2022', 'Hello ppascual', and 'Branch 0001'. The main area has sections for 'REQUEST INFORMATION' (Transaction Type dropdown set to 'Cash request from depository bank'), 'ORDER INFORMATION' (Currency dropdown set to 'CNY', Denomination dropdown set to '100'), and a 'TOTAL AMOUNT' section showing '0'. A green 'SEND' button is at the bottom right.

Screenshot 1.6.2.m Create Request Page (Cash Request From Depository Bank)

This screenshot shows the 'Create Request' page for a 'Cash delivery to depository bank'. The left sidebar and top right are identical to the previous screenshot. The transaction type dropdown in 'REQUEST INFORMATION' is now set to 'Cash delivery to depository bank'. The 'TOTAL AMOUNT' section shows '0'. A green 'SEND' button is at the bottom right.

Screenshot 1.6.2.n Create Request Page (Cash Delivery to Depository Bank)

- Click the Transaction type box (tagged as ① in Screenshot 1.6.2.i) to display the transaction type drop-down menu which contains the list of transaction types allowed to be created via the application.

Select from the transaction type drop-down menu any of the following desired transaction type:

- Cash Request from BSP
- Cash Delivery to BSP
- Cash Request from Depository Bank
- Cash Delivery to Depository Bank
- Cash Delivery to 3rd Party Service Provider
- Cash Request from 3rd Party Service Provider
- Cash Accept Machine

The set of fields/ text boxes will change based on the selected transaction type.

3. Type in the Armored Car Unit Number text box (tagged as **②** in Screenshot 1.6.2.i) the unique armored car number that will be used in the transaction. Only alphanumeric values are allowed.
4. Type in the Purpose/ Reason text box (tagged as **③** in Screenshot 1.6.2.i) the purpose of the transaction. Only alphanumeric values are allowed.
5. Type in the Expected Withdrawal text box (tagged as **④** in Screenshot 1.6.2.i) the expected withdrawal amount. Only numeric values are allowed.

Note:

- a. The amount in the expected withdrawal and total amount in the Order Information section must be equal for the transaction creation request to push through.
- b. When the cursor is hovered over the box or is placed in the Expected Withdrawal text box, an up and a down arrow (encircled in red in Screenshot 1.6.2.o) will display in the box. A single click of either the up or down arrow will increase or decreases, respectively, the pieces value in increments of 1. A continuous press of the up (or down) arrow will continuously increase (or decrease until zero) the value in the Expected Withdrawal text box.



Screenshot 1.6.2.o Pieces Field/ Box

6. Type in the Accountable Item Serial Number text box (tagged as **⑤** in Screenshot 1.6.2.i) the unique duffle bag number that will be used in the transaction. Only alphanumeric values are allowed.
7. Click Transaction SubType box (tagged as **⑥** in Screenshot 1.6.2.i) to display the list of subtypes applicable only to the selected transaction type that will narrow down the kind of transaction that is being requested.

The subtypes per transaction type are as follows:

Transaction Type	Description of SubType Drop-down Menu Values
Cash Request from BSP	List of BSP Branches as predefined in the database
Cash Delivery to BSP	
Cash Delivery to 3rd Party Service Provider	List of 3 rd party service providers, as predefined in the database, that has a contract with the requesting branch/ unit
Cash Request from 3rd Party Service Provider	
Cash Request from Depository Bank	List of depository banks as predefined in the database
Cash Delivery to Depository Bank	
Cash Accept Machine	List of branches that manage cash acceptance machines as predefined in the database

8. Click the Select Currency box (tagged as **⑦** in Screenshot 1.6.2.i) to display the currency drop-down box. Select the currency to be used in the transaction being created. This will enable the ADD button in the ORDER INFORMATION section of the Create Request page.

9. Click the Scheduling Date of Actual Delivery/ Pickup box (tagged as ⑧ in Screenshot 1.6.2.i) to display the calendar picker.

9.1 Set the transaction schedule month and year by doing any 1 of the following:

9.1.1 Separately select the Month and Year text boxes as follows:

9.1.1.1 Set the expiration month by clicking the Month text box to display the list of months in a year.

9.1.1.2 Set the expiration year by clicking the Year text box to display the list of years. This list contains each year from the current year until the next 10 years.

9.1.2 Click the  or  arrows in the calendar picker to move to the previous or next month, respectively, until the correct month and year displays in the Month and Year text boxes.

9.2 From the dates in bold font that displays in the calendar, click the transaction date.

10. Click the Servicing Business Unit box (tagged as ⑨ in Screenshot 1.6.2.i) to display the Branch Hub or CSU of Robinsons Bank who will perform the transaction. The Servicing Business Unit to be selected must be the same unit as the Maker, Checker and Approver.

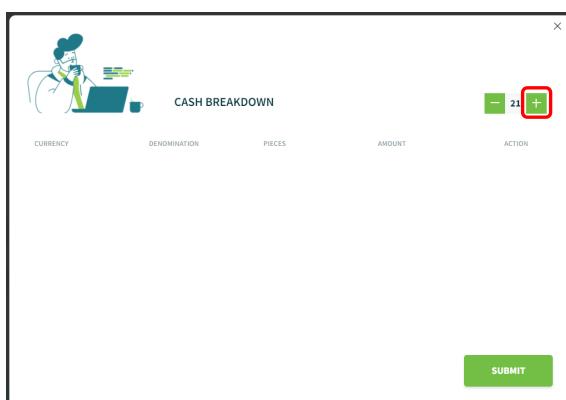
11. Click the Servicing Unit Area box (tagged as ⑩ in Screenshot 1.6.2.i) to display the Area in which the selected Servicing Business Unit belongs.

Selecting this will help narrow down all the other possible Branch Hubs/ CSUs that can also perform the transaction in case the original selected Servicing Business Unit is not available.

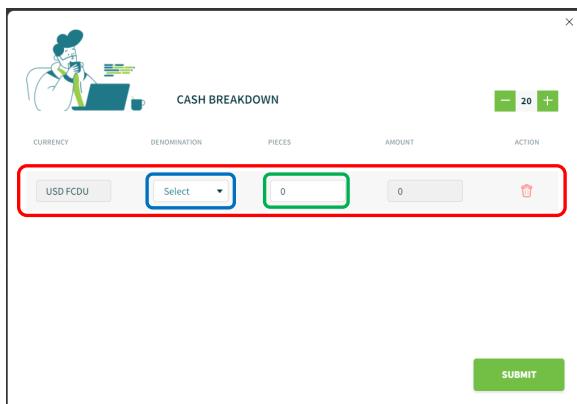
12. Click the Roving Teller box (tagged as ⑪ in Screenshot 1.6.2.i) to display the drop-down list of roving tellers from the servicing business unit selected. Select the roving teller who will perform the transaction being created.

13. Click the ADD button  in the ORDER INFORMATION section to open the Cash Breakdown window where the breakdown of the expected withdrawal amount (refer to step 9 in this section), i.e., denominations of the notes and/or coins to be picked up or delivered, can be declared.

13.1 Click the + button (encircled in red in Screenshot 1.6.2.p below) to add a denomination row (encircled in red in Screenshot 1.6.2.q in the next page) below existing rows, if any, where the denomination can be added.



Screenshot 1.6.2.p Cash Breakdown Window



Screenshot 1.6.2.q Denomination Row

13.2 Click the Denomination box (encircled in blue in Screenshot 1.6.2.q above) to display the denomination drop-down menu. Select the denomination from the drop-down menu. Select the denominations that are applicable to the selected currency only.

13.3 Type in the Pieces box (encircled in green in Screenshot 1.6.2.q above) the number of pieces of the selected note denomination that will be included in the deposit or pickup transaction.

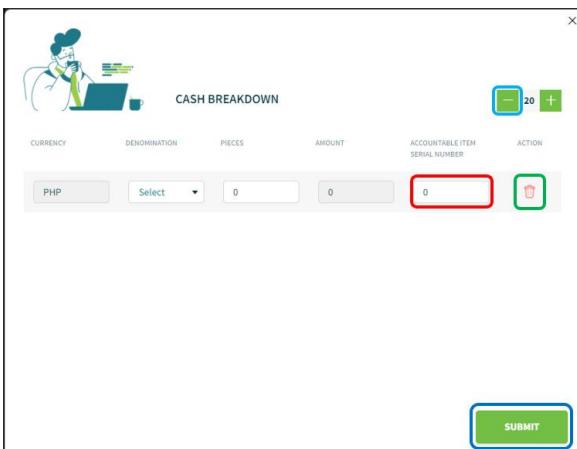
Note:

- When the cursor is hovered over the box or is in the Pieces box, an up and a down arrow will display in the box, on its right side. A single click of either the up or down arrow will increase or decrease, respectively, the pieces value in increments of 1. A continuous press of the up (or down) arrow will continuously increase (or decrease until zero) the value in the Pieces box.

13.4 Type in the Accountable Item Serial Number text box in the Cash Breakdown window the unique duffle bag number that will carry the denomination note/ coin selected in the Denomination box.

Note:

- Only alphanumeric values are allowed in the Accountable Item Serial Number text box.
- The Accountable Item Serial Number text box is present only when any of the following transaction types is selected in Transaction Type box:
 - Cash Request From BSP
 - Cash Delivery to BSP
 - Cash Request From 3rd Party Service Provider
 - Cash Delivery To 3rd Party Service Provider



Screenshot 1.6.2.r Denomination Row With Accountable Item Serial Number

13.5 Repeat steps 13.1 to 13.4 of this section until all denominations are defined.

Note:

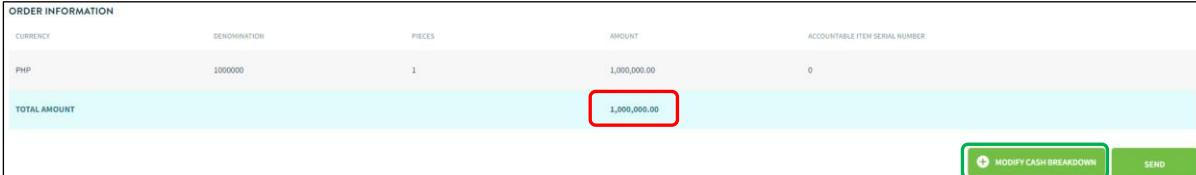
- In case an added denomination row needs to be deleted, click any 1 of the following:
 - The delete icon (encircled in green in Screenshot 1.6.2.r) in the same row as the denomination to be deleted. It will simply delete the whole row for the denomination.
 - The – button (encircled in light blue in Screenshot 1.6.2.r) to delete the last row added.
- The following fields/ boxes in the Cash Breakdown window are no longer discussed as these are prefilled with the values:

Prefilled Field/ Box	Prefilled Value
Currency	Value selected in step 4 of this section
Amount	Auto-computed value per denomination row based on the formula: Amount = Denomination x Pieces

14. Click the SUBMIT button  in the ORDER INFORMATION section (encircled in blue in Screenshot 1.6.2.r) to submit the cash breakdown and close the Cash Breakdown window. This will enable the SEND button in the Create Request page.

The denominations defined in step 13 of this section will reflect in the Order Information section of the Create Request page along with the Total Amount (encircled in red in Screenshot 1.6.2.s in the next page) of all denominations and pieces entered.

A Modify Cash Breakdown button (encircled in green in Screenshot 1.6.2.s below) will also appear at the bottom right of the Create Request page once there is a cash breakdown entered.



The screenshot shows the 'ORDER INFORMATION' section of a form. It has columns for CURRENCY, DENOMINATION, PIECES, AMOUNT, and ACCOUNTABLE ITEM SERIAL NUMBER. A single row is present with 'PHP' in CURRENCY, '1000000' in DENOMINATION, '1' in PIECES, '1,000,000.00' in AMOUNT, and '0' in ACCOUNTABLE ITEM SERIAL NUMBER. Below this table is a row labeled 'TOTAL AMOUNT' with the value '1,000,000.00'. At the bottom right are two buttons: 'MODIFY CASH BREAKDOWN' (green with a plus sign icon) and 'SEND' (green).

Screenshot 1.6.2.s Order Information Section With Total Amount

Note:

- The Total Amount in the Order Information section must equal the value in the Expected Withdrawal text box for the transaction creation request to push through after the SEND button in step 15 below is clicked.
- In case there is a need to edit the cash breakdown in the Order Information section of the Create Request page, click the Modify Cash Breakdown button to open the Cash Breakdown window. Modify the denominations, pieces, and accountable item serial numbers in accordance with steps 13.1 to 13.5 and 14 of this section.

15. Once all the details are entered and correct, click the SEND button in the Create Request page to submit the transaction creation request.

If submission is successful, the Successfully Created Request Confirmation window will display. Otherwise, the Create Request page will display error messages under each field/ text box that has incorrect value or is blank.

16. Click the OK button in the Successfully Created Request Confirmation window to close it.

Note:

- a. All fields/ text boxes in the Create Request page are required **except** the following:
 - Armored Car Unit Number
 - Accountable Item Serial Number (both in Create Request page and Cash Breakdown window)
 - Roving Teller

After the SEND button is clicked, an error message under each text box will display if any of the required fields is empty.

- b. The following fields/ text boxes are not discussed in this section of the document as these are prefilled with the value:

Prefilled Fields/ Text Boxes	Value in the Fields/ Text Box
Source Account	Source Account of the requesting Branch/ Unit
CIV Limit	Maximum cash in vault amount of the requesting Branch/ Unit per currency selected in step 8

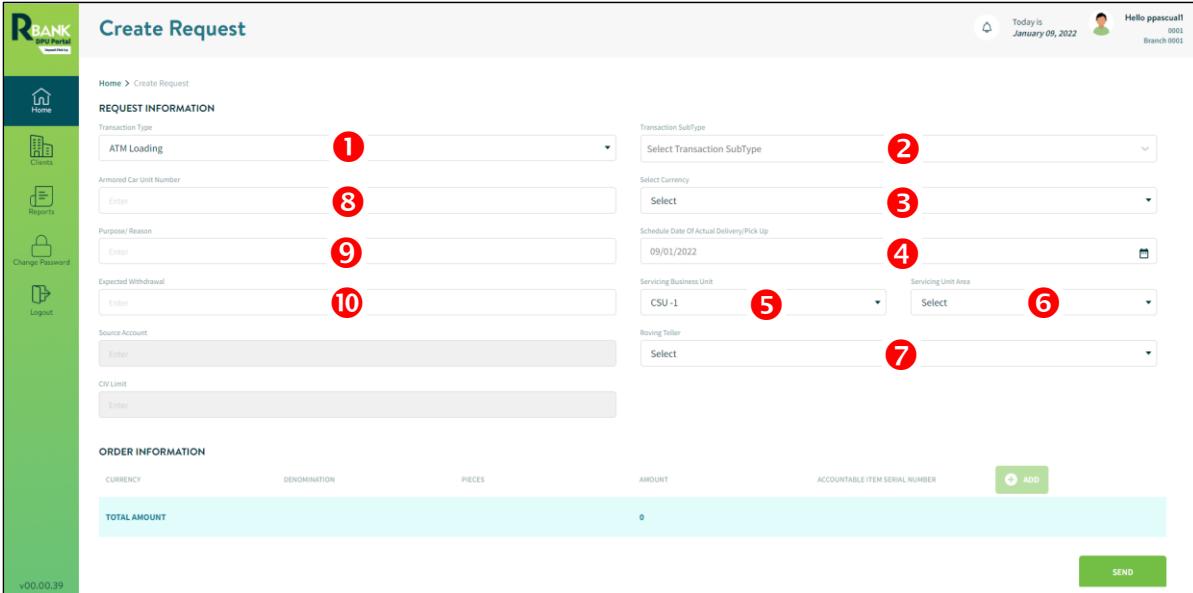
1.6.2.a.3 To Create New DPU Transaction – ATM Loading, ATM Retrieval

The transaction types in this section have the same set of fields/ text boxes in the Create Request page:

- Transaction Type
- Transaction SubType
- Armored Car Unit Number
- Select Currency
- Purpose/ Reason
- Schedule Date of Actual Delivery/ Pick Up
- Expected Withdrawal
- Servicing Business Unit
- Servicing Unit Area
- Roving Teller
- Source Account (prefilled)
- CIV Limit (prefilled)
- Order Information: Currency (prefilled)
- Order Information: Denomination
- Order Information: Pieces
- Order Information: Amount (per denomination)
- Order Information: Accountable Item Serial Number
- Order Information: Total Amount

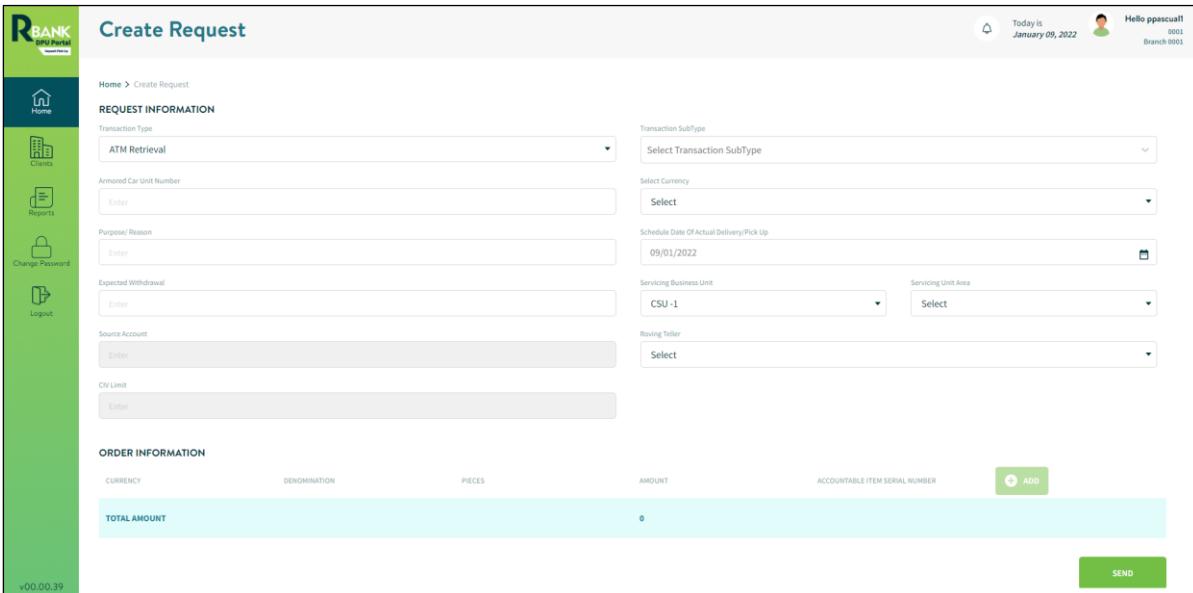
1. From the dashboard of the Maker, click the CREATE REQUEST button  . It will open the Create Request page and a Transaction Ref No will automatically be created.

The succeeding screenshots show the Create Request pages after the transaction types covered in this section 1.6.2.a.3 are selected in the Transaction Type box.



This screenshot shows the 'Create Request' page for ATM Loading. The transaction type is selected as 'ATM Loading' (1). Other fields include 'Armed Car Unit Number' (8), 'Purpose/ Reason' (9), 'Expected Withdrawal' (10), 'Servicing Business Unit' (5), and 'Roving Teller' (7). The 'REQUEST INFORMATION' section also includes fields for 'Transaction SubType' (2), 'Select Currency' (3), 'Schedule Date Of Actual Delivery/Pick Up' (4), 'Servicing Unit Area' (6), and 'Source Account'.

Screenshot 1.6.2.t Create Request Page (ATM Loading)



This screenshot shows the 'Create Request' page for ATM Retrieval. The transaction type is selected as 'ATM Retrieval' (1). Other fields include 'Armed Car Unit Number', 'Purpose/ Reason', 'Expected Withdrawal', 'Servicing Business Unit' (5), and 'Roving Teller' (7). The 'REQUEST INFORMATION' section includes fields for 'Transaction SubType', 'Select Currency', 'Schedule Date Of Actual Delivery/Pick Up', 'Servicing Unit Area' (6), and 'Source Account'.

Screenshot 1.6.2.u Create Request Page (ATM Retrieval)

- Click the Transaction type box (tagged as 1 in Screenshot 1.6.2.t) to display the transaction type drop-down menu which contains the list of transaction types allowed to be created via the application.

Select from the transaction type drop-down menu any of the following desired transaction type:

- ATM Loading
- ATM Retrieval

The set of fields/ text boxes will change based on the selected transaction type.

3. Click Transaction SubType box (tagged as ② in Screenshot 1.6.2.t) to display the list of subtypes applicable only to the selected transaction type that will narrow down the kind of transaction that is being requested.

The subtypes per transaction type are as follows:

Transaction Type	Description of SubType Drop-down Menu Values
ATM Loading	List of automated teller machines (ATM) to load cash with as predefined in the database
ATM Retrieval	List of ATM to retrieve cash from as predefined in the database

4. Click the Select Currency box (tagged as ③ in Screenshot 1.6.2.t) to display the currency drop-down box. Select the currency to be used in the transaction being created. This will enable the ADD button in the ORDER INFORMATION section of the Create Request page.
5. Click the Scheduling Date of Actual Delivery/ Pickup box (tagged as ④ in Screenshot 1.6.2.t) to display the calendar picker.

5.1 Set the transaction schedule month and year by performing any 1 of the following:

5.1.1 Separately select the Month and Year text boxes as follows:

5.1.1.1 Set the expiration month by clicking the Month text box to display the list of months in a year.

5.1.1.2 Set the expiration year by clicking the Year text box to display the list of years. This list contains each year from the current year until the next 10 years.

5.1.2 Click the  or  arrows in the calendar picker to move to the previous or next month, respectively, until the correct month and year displays in the Month and Year text boxes.

5.2 From the dates in bold font that displays in the calendar, click the transaction date.

6. Click the Servicing Business Unit box (tagged as ⑤ in Screenshot 1.6.2.t) to display the Branch Hub or CSU of Robinsons Bank who will perform the transaction. The Servicing Business Unit to be selected must be the same unit as the Maker, Checker and Approver.
7. Click the Servicing Unit Area box (tagged as ⑥ in Screenshot 1.6.2.t) to display the Area in which the selected Servicing Business Unit belongs.

Selecting this will help narrow down all the other possible Branch Hubs/ CSUs that can also perform the transaction in case the original selected Servicing Business Unit is not available.

8. Click the Roving Teller box (tagged as ⑦ in Screenshot 1.6.2.t) to display the drop-down list of roving tellers from the servicing business unit selected. Select the roving teller who will perform the transaction being created.
9. Type in the Armored Car Unit Number text box (tagged as ⑧ in Screenshot 1.6.2.t) the unique armored car number that will be used in the transaction. Only alphanumeric values are allowed.
10. Type in the Purpose/ Reason text box (tagged as ⑨ in Screenshot 1.6.2.t) the purpose of the transaction. Only alphanumeric values are allowed.
11. Type in the Expected Withdrawal text box (tagged as ⑩ in Screenshot 1.6.2.t) the expected withdrawal amount. Only numeric values are allowed.

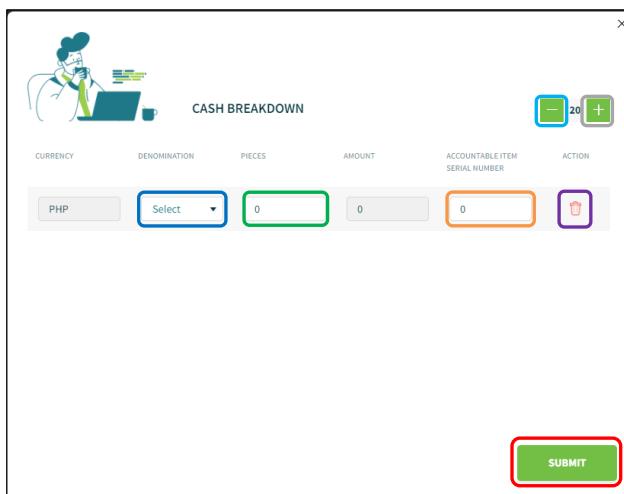
Note:

- The amount in the expected withdrawal and total amount in the Order Information section must be equal for the transaction creation request to push through.
- When the cursor is hovered over the box or is placed in the Expected Withdrawal text box, an up and a down arrow (encircled in red in Screenshot 1.6.2.v) will display in the box. A single click of either the up or down arrow will increase or decreases, respectively, the pieces value in increments of 1. A continuous press of the up (or down) arrow will continuously increase (or decrease until zero) the value in the Expected Withdrawal text box.



Screenshot 1.6.2.v Pieces Field/ Box

12. Click the ADD button  in the ORDER INFORMATION section to open the Cash Breakdown window where the breakdown of the expected withdrawal amount (refer to step 11 in this section), i.e., denominations of the notes and/or coins to be picked up or delivered, can be declared.



Screenshot 1.6.2.w Cash Breakdown Window

12.1 Click the + button (encircled in grey in Screenshot 1.6.2.w above) to add a denomination row below existing denomination rows, if any, where the denomination can be added.

12.2 Click the Denomination box (encircled in blue in Screenshot 1.6.2.w above) to display the denomination drop-down menu. Select the denomination from the drop-down menu. Select the denominations that are applicable to the selected currency only.

12.3 Type in the Pieces box (encircled in green in Screenshot 1.6.2.w above) the number of pieces of the selected note denomination that will be included in the deposit or pickup transaction.

Note:

- When the cursor is hovered over the box or is in the Pieces box, an up and a down arrow  will display in the box, on its right side. A single click of either the up or down arrow will increase or decreases, respectively, the pieces value in increments of 1. A continuous press of the up (or down) arrow will continuously increase (or decrease until zero) the value in the Pieces box.

12.4 Type in the Accountable Item Serial Number text box (encircled in orange in Screenshot 1.6.2.w) in the Cash Breakdown window the unique duffle bag number that will carry the denomination note/ coin selected in the Denomination box. Only alphanumeric values are allowed.

12.5 Repeat steps 12.1 to 12.4 of this section until all denominations are defined.

Note:

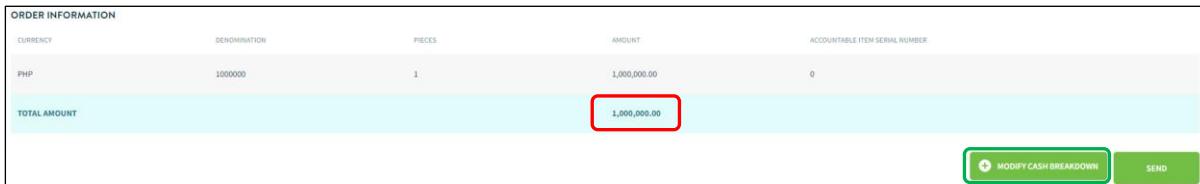
- a. In case an added denomination row needs to be deleted, click any 1 of the following:
 - a.1 The delete icon (encircled in violet in Screenshot 1.6.2.w) in the same row as the denomination to be deleted. It will simply delete the whole row for the denomination.
 - a.2 The – button (encircled in light blue in Screenshot 1.6.2.w) to delete the last row added.
- b. The following fields/ boxes in the Cash Breakdown window are no longer discussed as these are prefilled with the values:

Prefilled Field/ Box	Prefilled Value
Currency	Value selected in step 4 of this section
Amount	Auto-computed value per denomination row based on the formula: Amount = Denomination x Pieces

13. Click the SUBMIT button  in the Cash Breakdown window (encircled in red in Screenshot 1.6.2.r) to submit the cash breakdown and close the Cash Breakdown window. This will enable the SEND button in the Create Request page.

The denominations defined in step 12 of this section will reflect in the Order Information section of the Create Request page along with the Total Amount (encircled in red in Screenshot 1.6.2.x below) of all denominations and pieces entered.

A Modify Cash Breakdown button (encircled in green in Screenshot 1.6.2.x below) will also appear at the bottom right of the Create Request page once there is a cash breakdown entered.



The screenshot shows the 'ORDER INFORMATION' section of a Create Request page. It includes columns for CURRENCY (PHP), DENOMINATION (1000000), PIECES (1), AMOUNT (1,000,000.00), and ACCOUNTABLE ITEM SERIAL NUMBER (0). A 'TOTAL AMOUNT' row shows '1,000,000.00'. At the bottom are 'MODIFY CASH BREAKDOWN' and 'SEND' buttons.

Screenshot 1.6.2.x Order Information Section With Total Amount

Note:

- a. The Total Amount in the Order Information section must equal the value in the Expected Withdrawal text box for the transaction creation request to push through after the SEND button in step 15 below is clicked.
- b. In case there is a need to edit the cash breakdown in the Order Information section of the Create Request page, click the Modify Cash Breakdown button to open the Cash Breakdown window. Modify the denominations, pieces, and accountable item serial numbers in accordance with steps 13.1 to 13.5 and 14 of this section.

14. Once all the details are entered and correct, click the SEND button in the Create Request page to submit the transaction creation request.

If submission is successful, the Successfully Created Request Confirmation window will display. Otherwise, the Create Request page will display error messages under each field/ text box that has incorrect value or is blank.

15. Click the OK button in the Successfully Created Request Confirmation window to close it.

Note:

- a. All fields/ text boxes in the Create Request page are required **except** the following:
 - Armored Car Unit Number
 - Accountable Item Serial Number (both in Create Request page and Cash Breakdown window)
 - Roving Teller

After the SEND button is clicked, an error message under each text box will display if any of the required fields is empty.

- b. The following fields/ text boxes are not discussed in this section of the document as these are prefilled with the value:

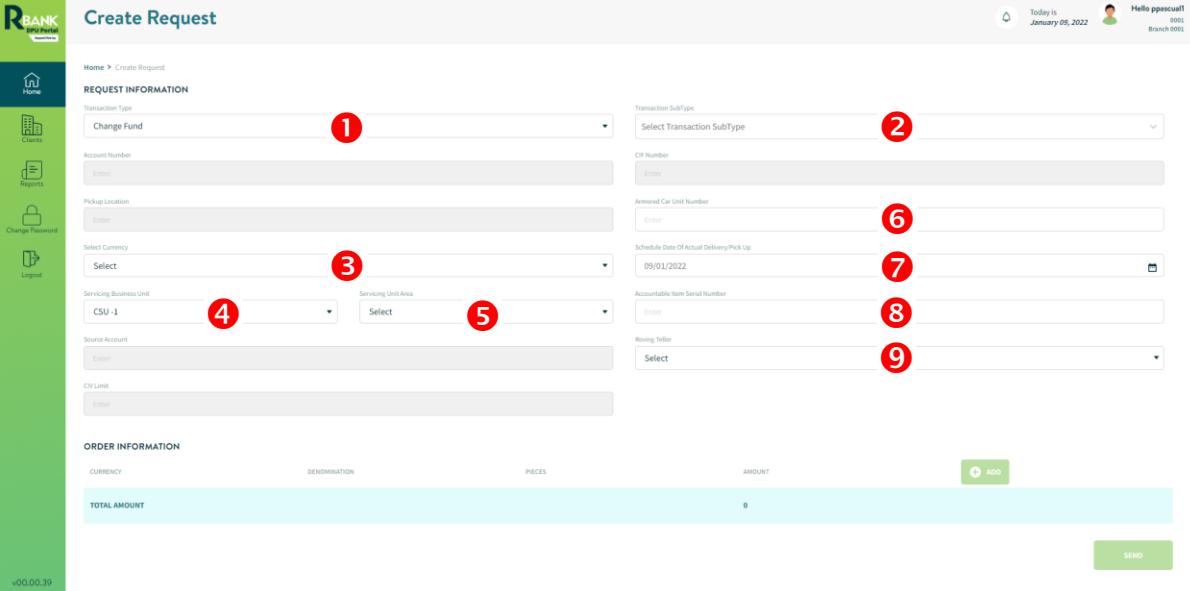
Prefilled Fields/ Text Boxes	Value in the Fields/ Text Box
Source Account	Source Account of the requesting Branch/ Unit
CIV Limit	Maximum cash in vault amount of the requesting Branch/ Unit per currency selected in step 4

1.6.2.a.4 To Create New DPU Transaction – Change Fund

The transaction types in this section have the same set of fields/ text boxes in the Create Request page:

- Transaction Type
- Transaction SubType
- Account Number
- CIF Number
- Pickup Location
- Armored Car Unit Number
- Select Currency
- Schedule Date of Actual Delivery/ Pick Up
- Servicing Business Unit
- Servicing Unit Area
- Accountable Item Serial Number
- Roving Teller
- Source Account (prefilled)
- CIV Limit (prefilled)
- Order Information: Currency (prefilled)
- Order Information: Denomination
- Order Information: Pieces
- Order Information: Amount (per denomination)
- Order Information: Total Amount

- From the dashboard of the Maker, click the CREATE REQUEST button  ADD CREATE REQUEST. It will open the Create Request page and a Transaction Ref No will automatically be created.



The screenshot shows the 'Create Request' page for a 'Change Fund' transaction. The page is divided into sections: REQUEST INFORMATION, ORDER INFORMATION, and a summary section at the bottom. Fields are labeled with red numbers:

- 1**: Transaction Type dropdown (Change Fund)
- 2**: Transaction SubType dropdown
- 3**: Select Currency dropdown
- 4**: Servicing Business Unit dropdown (CSU-1)
- 5**: Servicing Unit Area dropdown
- 6**: Armored Car Unit Number text box
- 7**: Schedule Date Of Actual Delivery/Pick Up date picker (05/01/2022)
- 8**: Accountable Item Serial Number text box
- 9**: Routing Teller dropdown

Screenshot 1.6.2.y Create Request Page (Change Fund)

- Click the Transaction type box (tagged as **1** in Screenshot 1.6.2.y) to display the transaction type drop-down menu which contains the list of transaction types allowed to be created via the application.

Select *Change Fund* from the transaction type drop-down menu. The set of fields/ text boxes will change as this transaction type is selected.

- Click the Transaction SubType box (tagged as **2** in Screenshot 1.6.2.y) to display the drop-down list of existing active DPU Clients in the database (refer to section 1.5.3 – To Add New External DPU Client).

- Click the Select Currency box (tagged as **3** in Screenshot 1.6.2.y) to display the currency drop-down box. Select the currency to be used in the transaction being created. This will enable the ADD button in the ORDER INFORMATION section of the Create Request page.

- Click the Servicing Business Unit box (tagged as **4** in Screenshot 1.6.2.y) to display the Branch Hub or CSU of Robinsons Bank who will perform the transaction. The Servicing Business Unit to be selected must be the same unit as the Maker, Checker and Approver.

- Click the Servicing Unit Area box (tagged as **5** in Screenshot 1.6.2.y) to display the Area in which the selected Servicing Business Unit belongs.

Selecting this will help narrow down all the other possible Branch Hubs/ CSUs that can also perform the transaction in case the original selected Servicing Business Unit is not available.

- Type in the Armored Car Unit Number text box (tagged as **6** in Screenshot 1.6.2.y) the unique armored car number that will be used in the transaction. Only alphanumeric values are allowed.

8. Click the Scheduling Date of Actual Delivery/ Pickup box (tagged as 7 in Screenshot 1.6.2.y) to display the calendar picker.

- 8.1 Set the transaction schedule month and year by performing any 1 of the following:

- 8.1.1.1 Separately select the Month and Year text boxes as follows:

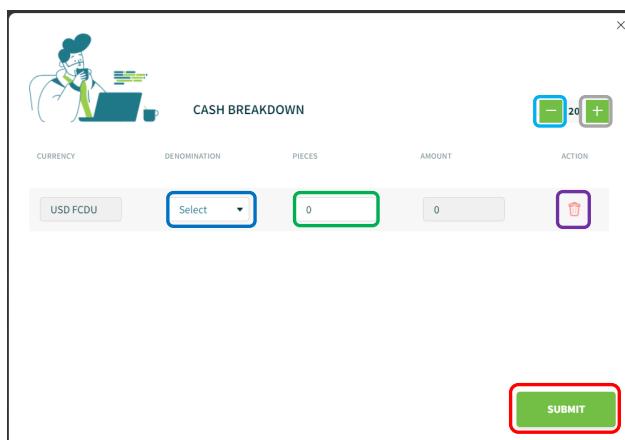
8.1.1.1.1 Set the expiration month by clicking the Month text box to display the list of months in a year.

8.1.1.1.2 Set the expiration year by clicking the Year text box to display the list of years. This list contains each year from the current year until the next 10 years.

- 8.1.1.2 Click the  or  arrows in the calendar picker to move to the previous or next month, respectively, until the correct month and year displays in the Month and Year text boxes.

- 8.2 From the dates in bold font that displays in the calendar, click the transaction date.

9. Type in the Accountable Item Serial Number text box (tagged as 8 in Screenshot 1.6.2.y) the unique duffle bag number that will be used in the transaction. Only alphanumeric values are allowed.
10. Click the Roving Teller box (tagged as 9 in Screenshot 1.6.2.y) to display the drop-down list of roving tellers from the servicing business unit selected. Select the roving teller who will perform the transaction being created.
11. Click the ADD button  in the ORDER INFORMATION section of the Create Request page to open the Cash Breakdown window where the breakdown of notes/ coins to replace the same total amount (but not in the same denomination/s) can be declared.



Screenshot 1.6.2.z Cash Breakdown Window

11.1 Click the + button (encircled in grey in Screenshot 1.6.2.z) to add a denomination row below existing denomination rows, if any, where the denomination can be added.

11.2 Click the Denomination box (encircled in blue in Screenshot 1.6.2.z) to display the denomination drop-down menu. Select the denomination from the drop-down menu. Select the denomination that are applicable to the selected currency only.

11.3 Type in the Pieces box (encircled in green in Screenshot 1.6.2.z) the number of pieces of the selected note denomination that will be included in the deposit or pickup transaction.

Note:

- a. When the cursor is hovered over the box or is in the Pieces box, an up and a down arrow will display in the box, on its right side. A single click of either the up or down arrow will increase or decrease, respectively, the pieces value in increments of 1. A continuous press of the up (or down) arrow will continuously increase (or decrease until zero) the value in the Pieces box.

11.4 Repeat steps 11.1 to 11.3 of this section until all denominations are defined.

Note:

- a. In case an added denomination row needs to be deleted, click any 1 of the following:
- a.1 The delete icon (encircled in violet in Screenshot 1.6.2.z) in the same row as the denomination to be deleted. It will simply delete the whole row for the denomination.
 - a.2 The – button (encircled in light blue in Screenshot 1.6.2.z) to delete the last row added.
- b. The following fields/ boxes in the Cash Breakdown window (refer to Screenshot 1.6.2.z) are no longer discussed as these are prefilled with the values:

Prefilled Field/ Box	Prefilled Value
Currency	Value selected in step 4 of this section
Amount	Auto-computed value per denomination row based on the formula: Amount = Denomination x Pieces

12. Click the SUBMIT button  in the Cash Breakdown window (encircled in red in Screenshot 1.6.2.z) to submit the cash breakdown and close the Cash Breakdown window. This will enable the SEND button in the Create Request page.

The denominations defined in step 12 of this section will reflect in the Order Information section of the Create Request page along with the Total Amount (encircled in red in Screenshot 1.6.2.aa below) of all denominations and pieces entered.

A Modify Cash Breakdown button (encircled in green in Screenshot 1.6.2.aa below) will also appear at the bottom right of the Create Request page once there is a cash breakdown entered.



ORDER INFORMATION				
CURRENCY	DENOMINATION	PIECES	AMOUNT	ACCOUNTABLE ITEM SERIAL NUMBER
PHP	100000	1	1,000,000.00	0
TOTAL AMOUNT 1,000,000.00				
MODIFY CASH BREAKDOWN SEND				

Screenshot 1.6.2.aa Order Information Section With Total Amount

Note:

- a. The Total Amount in the Order Information section must equal the value in the Expected Withdrawal text box for the transaction creation request to push through after the SEND button in step 13 below is clicked.
- b. In case there is a need to edit the cash breakdown in the Order Information section of the Create Request page, click the Modify Cash Breakdown button (encircled in green in Screenshot 1.6.2.aa) to open the Cash Breakdown window. Modify the denominations, and pieces in accordance with steps 11.1 to 11.4 and 12 of this section.

13. Once all the details are entered and correct, click the SEND button in the Create Request page to submit the transaction creation request.

If submission is successful, the Successfully Created Request Confirmation window will display. Otherwise, the Create Request page will display error messages under each field/ text box that has incorrect value or is blank.

14. Click the OK button in the Successfully Created Request Confirmation window to close it.

Note:

- a. All fields/ text boxes in the Create Request page are required **except** the following:

- Armored Car Unit Number
- Accountable Item Serial Number
- Roving Teller

After the SEND button is clicked, an error message under each text box will display if any of the required fields is empty.

- b. The following fields/ text boxes are not discussed in this section of the document as these are prefilled with the value:

Prefilled Fields/ Text Boxes	Value in the Fields/ Text Box
Account Number	Bank account number of the DPU client selected in the Transaction SubType field in step 3 of this section. Refer to section 1.5.3 to add new DPU Client including the account number of the client.
CIF Number	Customer Information File (CIF) number of the DPU client selected in the Transaction SubType field in step 3 of this section. The CIF number in this application must be consistent with the client's CIF number in Robinsons Bank's core banking system. Refer to section 1.5.3 to add new DPU Client including the CIF number.
Pickup Location	Business location assigned by the DPU client (selected in Transaction SubType field in step 3 of this section) where the transaction will be conducted. Refer to section 1.5.3 to add new DPU Client which includes the pickup location of the client.
Source Account	Source Account of the requesting Branch/ Unit
CIV Limit	Maximum cash in vault amount of the requesting Branch/ Unit per currency selected in step 4 of this section

1.6.2.a.5 To Create New DPU Transaction – Others

The transaction types in this section have the same set of fields/ text boxes in the Create Request page:

- Transaction Type
- Transaction SubType
- Account Name
- Account Number
- Pickup Location
- Armored Car Unit Number
- Select Currency
- Purpose/ Reason
- Schedule Date of Actual Delivery/ Pick Up
- Servicing Business Unit
- Servicing Unit Area
- Accountable Item Serial Number
- Roving Teller
- Source Account (prefilled)
- CIV Limit (prefilled)
- Order Information: Currency (prefilled)
- Order Information: Denomination
- Order Information: Pieces
- Order Information: Amount (per denomination)
- Order Information: Total Amount

1. From the Dashboard of the Maker, click the REFERENCE NUMBER of the row without a Transaction Status to open the Transaction Request Details page.

The screenshot shows the 'Create Request' page for 'Others' transaction type. The page is divided into two main sections: REQUEST INFORMATION and ORDER INFORMATION.

REQUEST INFORMATION:

- 1. Transaction Type: A dropdown menu showing 'Others'.
- 2. Transaction Subtype: A dropdown menu showing 'Cash Deposit'.
- 3. Account Name: An input field.
- 4. Account Number: An input field.
- 5. Pickup Location: An input field.
- 6. Armored Car Unit Number: An input field.
- 7. Select Currency: A dropdown menu showing 'Select'.
- 8. Purpose Reason: An input field.
- 9. Schedule Date Of Actual Delivery/Pick Up: A date picker showing '17 Jan 2022'.
- 10. Servicing Business Unit: A dropdown menu showing 'CSU-1'.
- 11. Servicing Unit Area: A dropdown menu showing 'Select'.
- 12. Accountable Item Serial Number: An input field.
- 13. Roving Teller: A dropdown menu showing 'Select'.

ORDER INFORMATION:

CURRENCY	DENOMINATION	Pieces	Amount	Add
			0	<input type="button" value="Add"/>
TOTAL AMOUNT				<input type="button" value="Save"/>

Screenshot 1.6.2.ab Create Request Page (Others)

2. Click the Transaction type box (tagged as 1 in Screenshot 1.6.2.ab) to display the transaction type drop-down menu which contains the list of transaction types allowed to be created via the application.

Select *Others* from the transaction type drop-down menu.

3. Click the Transaction SubType box (tagged as ② in Screenshot 1.6.2.ab) to display the drop-down list of transaction types that fall under Others such as:
 - Cash Deposit
 - Check Deposit
 - Change Fund
 - Check Encashment/Withdrawal
 - Late Check Deposit

The set of fields/ text boxes will change after selecting a transaction subtype.

4. Type in the Account Name text box (tagged as ③ in Screenshot 1.6.2.ab) the account name involved in transaction as declared in the transaction subtype selected.
5. Type in the Account Number text box (tagged as ④ in Screenshot 1.6.2.ab) the account number involved in transaction as declared in the transaction subtype selected.

Note:

- a. Only alphanumeric characters are allowed for this field.
- b. Field accepts minimum 12 and maximum number of 20 alphanumeric characters.

An error message will appear under the field in red font if any of the input requirements in a and b are not followed.

6. Type in the Pickup Location text box (tagged as ⑤ in Screenshot 1.6.2.ab) the location where the transaction will be conducted.
7. Type in the Armored Car Unit Number text box (tagged as ⑥ in Screenshot 1.6.2.ab) the unique armored car number that will be used in the transaction. Only alphanumeric values are allowed.
8. Click the Select Currency box (tagged as ⑦ in Screenshot 1.6.2.ab) to display the currency drop-down box. Select the currency to be used in the transaction being created. This will enable the ADD button in the ORDER INFORMATION section of the Create Request page.
9. Type in the Purpose/ Reason text box (tagged as ⑧ in Screenshot 1.6.2.ab) the purpose of the transaction. Only alphanumeric values are allowed.
10. Click the Scheduling Date of Actual Delivery/ Pickup box (tagged as ⑨ in Screenshot 1.6.2.ab) to display the calendar picker.

10.1 Set the transaction schedule month and year by performing any 1 of the following:

10.1.1 Separately select the Month and Year text boxes as follows:

10.1.1.1 Set the expiration month by clicking the Month text box to display the list of months in a year.

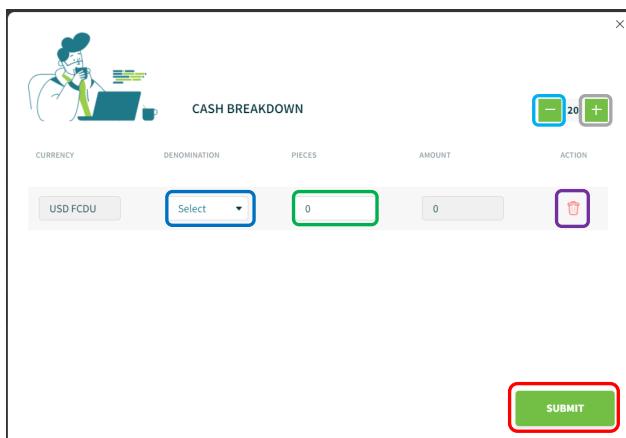
10.1.1.2 Set the expiration year by clicking the Year text box to display the list of years. This list contains each year from the current year until the next 10 years.

10.1.2 Click the  or  arrows in the calendar picker to move to the previous or next month, respectively, until the correct month and year displays in the Month and Year text boxes.

10.2 From the dates in bold font that displays in the calendar, click the transaction date.

11. Click the Servicing Business Unit box (tagged as ⑩ in Screenshot 1.6.2.ab) to display the Branch Hub or CSU of Robinsons Bank who will perform the transaction. The Servicing Business Unit to be selected must be the same unit as the Maker, Checker and Approver.
12. Click the Servicing Unit Area box (tagged as ⑪ in Screenshot 1.6.2.ab) to display the Area in which the selected Servicing Business Unit belongs.

Selecting this will help narrow down all the other possible Branch Hubs/ CSUs that can also perform the transaction in case the original selected Servicing Business Unit is not available.
13. Type in the Accountable Item Serial Number text box (tagged as ⑫ in Screenshot 1.6.2.ab) the unique duffle bag number that will be used in the transaction. Only alphanumeric values are allowed.
14. Click the Roving Teller box (tagged as ⑬ in Screenshot 1.6.2.ab) to display the drop-down list of roving tellers from the servicing business unit selected. Select the roving teller who will perform the transaction being created.
15. Click the ADD button  in the ORDER INFORMATION section of the Create Request page to open the Cash Breakdown window where the breakdown of notes/ coins to replace the same total amount (but not in the same denomination/s) can be declared.



Screenshot 1.6.2.ac Cash Breakdown Window

- 15.1 Click the + button (encircled in grey in Screenshot 1.6.2.ac) to add a denomination row below existing denomination rows, if any, where the denomination can be added.
- 15.2 Click the Denomination box (encircled in blue in Screenshot 1.6.2.ac) to display the denomination drop-down menu. Select the denomination from the drop-down menu. Select the denomination that are applicable to the selected currency only.
- 15.3 Type in the Pieces box (encircled in green in Screenshot 1.6.2.ac) the number of pieces of the selected note denomination that will be included in the deposit or pickup transaction.

Note:

- a. When the cursor is hovered over the box or is in the Pieces box, an up and a down arrow  will display in the box, on its right side. A single click of either the up or down arrow will increase or decreases, respectively, the pieces value in increments of 1. A continuous press of the up (or down) arrow will continuously increase (or decrease until zero) the value in the Pieces box.

- 15.4 Repeat steps 15.1 to 15.3 of this section until all denominations are defined.

Note:

- a. In case an added denomination row needs to be deleted, click any 1 of the following:
 - a.1 The delete icon (encircled in violet in Screenshot 1.6.2.ac) in the same row as the denomination to be deleted. It will simply delete the whole row for the denomination.
 - a.2 The – button (encircled in light blue in Screenshot 1.6.2.ac) to delete the last row added.
- b. The following fields/ boxes in the Cash Breakdown window (refer to Screenshot 1.6.2.ac) are no longer discussed as these are prefilled with the values:

Prefilled Field/ Box	Prefilled Value
Currency	Value selected in step 8 of this section
Amount	Auto-computed value per denomination row based on the formula: Amount = Denomination x Pieces

16. Click the SUBMIT button  in the Cash Breakdown window (encircled in red in Screenshot 1.6.2.ac) to submit the cash breakdown and close the Cash Breakdown window. This will enable the SEND button in the Create Request page.

The denominations defined in step 12 of this section will reflect in the Order Information section of the Create Request page along with the Total Amount (encircled in red in Screenshot 1.6.2.ad below) of all denominations and pieces entered.

A Modify Cash Breakdown button (encircled in green in Screenshot 1.6.2.ad below) will also appear at the bottom right of the Create Request page once there is a cash breakdown entered.



ORDER INFORMATION				
CURRENCY	DENOMINATION	PIECES	AMOUNT	ACCOUNTABLE ITEM SERIAL NUMBER
PHP	100000	1	1,000,000.00	0
TOTAL AMOUNT				1,000,000.00

Screenshot 1.6.2.ad Order Information Section With Total Amount

Note:

- a. The Total Amount in the Order Information section must equal the value in the Expected Withdrawal text box for the transaction creation request to push through after the SEND button in step 17 is clicked.
- b. In case there is a need to edit the cash breakdown in the Order Information section of the Create Request page, click the Modify Cash Breakdown button (encircled in green in Screenshot 1.6.2.ad) to open the Cash Breakdown window. Modify the denominations, and pieces in accordance with steps 15.1 to 15.4 and 16 of this section.

17. Once all the details are entered and correct, click the SEND button in the Create Request page to submit the transaction creation request.

If submission is successful, the Successfully Created Request Confirmation window will display. Otherwise, the Create Request page will display error messages under each field/ text box that has incorrect value or is blank.

18. Click the OK button in the Successfully Created Request Confirmation window to close it.

Note:

- a. All fields/ text boxes in the Create Request page are required **except** the following:

- Pickup Location
- Armored Car Unit Number
- Accountable Item Serial Number
- Roving Teller

After the SEND button is clicked, an error message under each text box will display if any of the required fields is empty.

- b. The following fields/ text boxes are not discussed in this section of the document as these are prefilled with the value:

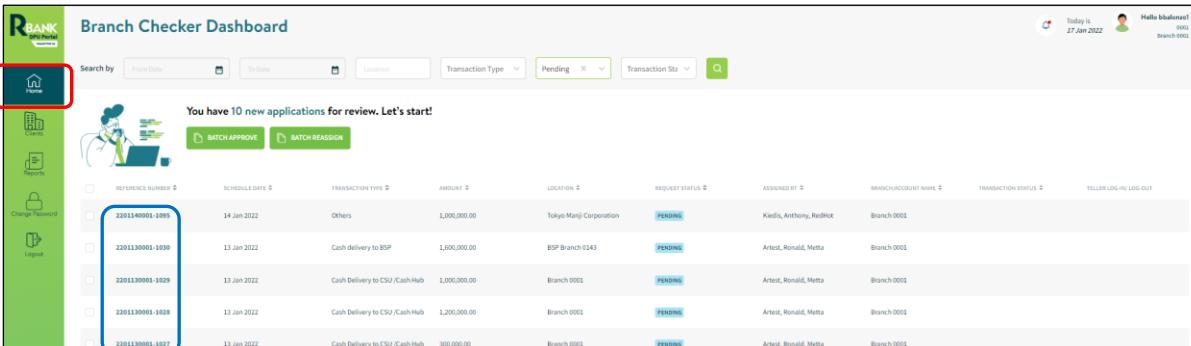
Prefilled Fields/ Text Boxes	Value in the Fields/ Text Box
Source Account	Source Account of the requesting Branch/ Unit
CIV Limit	Maximum cash in vault amount of the requesting Branch/ Unit per currency selected in step 8

1.6.2.b To Endorse/ Decline/ Return to Maker DPU Transaction Creation Request

This section applies to the following transaction types only:

- Cash Request from CSU/ Cash Hub
- Cash Delivery to CSU/ Cash Hub
- Cash Request from BSP
- Cash Delivery to BSP
- Cash Delivery to Third Party Service Provider
- Cash Request from Third Party Service Provider
- Cash Request from Depository Bank
- Cash Delivery to Depository Bank
- Others

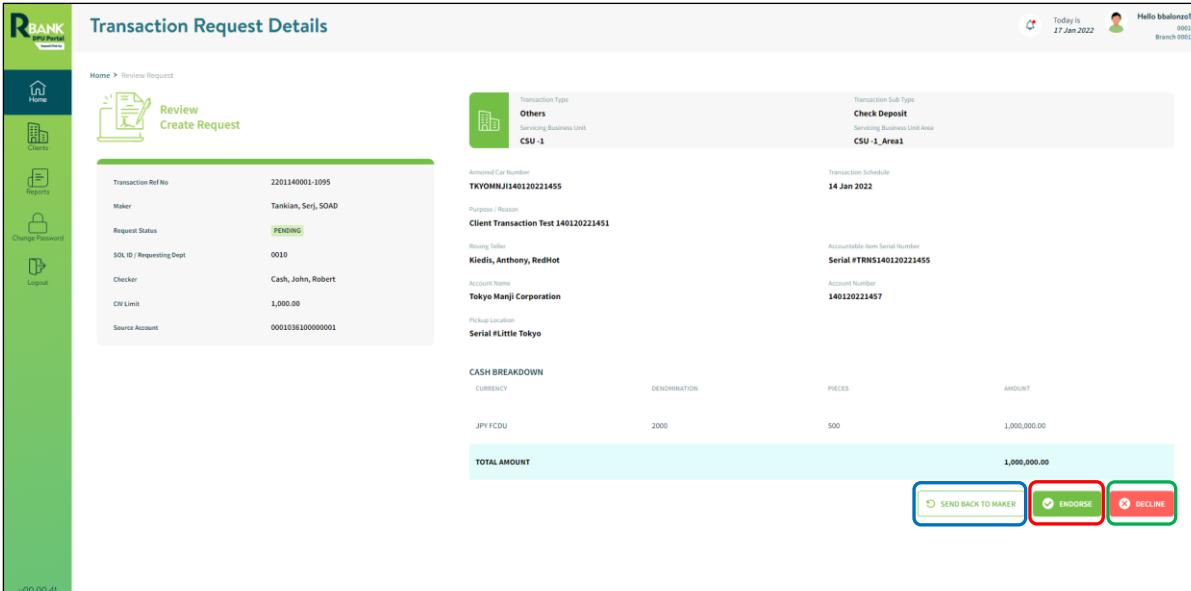
1. As the Checker, click the Home page icon from the left menu (encircled in red below) to open the Dashboard of the Checker which contains the transactions list.



REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	ASSIGNED TO	BRANCH/ACCOUNT NAME	TRANSACTION STATUS	TELLER LOG-IN/LOG-OUT
2201140001-1095	14 Jan 2022	Others	1,000,000.00	Tokyo Manji Corporation	PENDING	Kiedis, Anthony, RedHot	Branch 0001		
2201130001-1800	13 Jan 2022	Cash delivery to BSP	1,600,000.00	BSP Branch-0143	PENDING	Arest, Ronald, Metta	Branch 0002		
2201130001-1829	13 Jan 2022	Cash Delivery to CSU/Cash Hub	1,000,000.00	Branch 0001	PENDING	Arest, Ronald, Metta	Branch 0002		
2201130001-1828	13 Jan 2022	Cash Delivery to CSU/Cash Hub	1,200,000.00	Branch 0001	PENDING	Arest, Ronald, Metta	Branch 0002		
2201130001-1827	13 Jan 2022	Cash Delivery to CSU/Cash Hub	300,000.00	Branch 0001	PENDING	Arest, Ronald, Metta	Branch 0002		

Screenshot 1.6.2.ae Checker Dashboard Page

2. Click the REFERENCE NUMBER of the transaction/ row to view the details of transaction requests with PENDING request status (any of the links encircled in blue in Screenshot 1.6.2.ae). It will open the Transaction Request Details page.



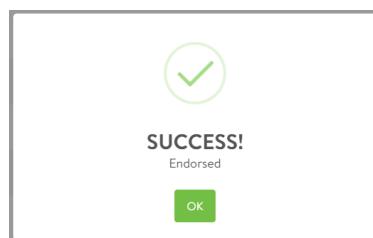
TRANSACTION REQUEST DETAILS					
Home > Review Request	Review Create Request				
Transaction Ref No	2201140001-1095	Transaction Type	Others Servicing Business Unit CSU-1	Transaction Sub-type	Check Deposit Servicing Business Unit Area CSU-1, Area1
Maker	Tankian, Serj, SOAD	ARMED CARD NUMBER	TYKOMNJI40120221455	TRANSACTION SCHEDULE	14 Jan 2022
Request Status	PENDING	PURPOSE / REASON	CLIENT TRANSACTION TEST 140120221455		
SOL ID / Requesting Dept	0010	ROVING TELLER	Kiedis, Anthony, RedHot		
Checker	Cash, John, Robert	ACCOUNT NAME	Tokyo Manji Corporation		
CIV LIMIT	1,000.00	REGULAR LOCATION	Serial #Little Tokyo		
Source Account	0001036100000001	CASH BREAKDOWN CURRENCY: JPY FCDU DENOMINATION: 2000 PIECES: 500 AMOUNT: 1,000,000.00 TOTAL AMOUNT : 1,000,000.00			
Buttons: SEND BACK TO MAKER (blue), ENDORSE (red), DECLINE (green)					

Screenshot 1.6.2.ae Transaction Request Details Page

3. Review the details in the Transaction Request Details page.
4. Click on Endorser's decision on the transaction request in the system by performing any 1 of the following:

4.1 Endorse the request as follows:

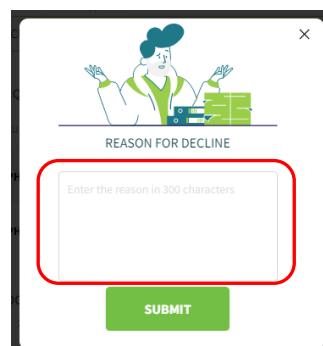
- 4.1.1 Click the ENDORSE button (encircled in red in Screenshot 1.6.2.ae in the previous page) at the bottom right of the Transaction Request Details page if all details are correct and complete. The Endorsed Success Confirmation window will display.
- 4.1.2 Click the OK button. Request will be tagged as ENDORSED under the (Request) Status column in the transactions list.



Screenshot 1.6.2.af Endorsed Success Confirmation Window

4.2 Decline the request as follows:

- 4.2.1 Click the DECLINE button (encircled in green in Screenshot 1.6.2.ae – Transaction Request Details page) if details are unacceptable. It will display the Reason For Decline window.



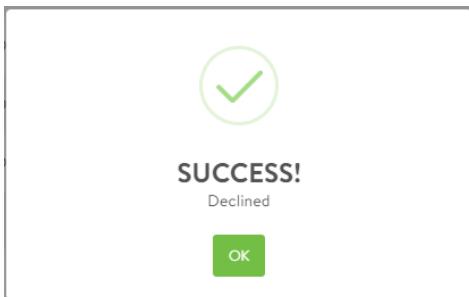
Screenshot 1.6.2.ag Reason For Decline Window

- 4.2.2 Type the reason in the message box encircled in red in Reason For Decline window.

Note:

- a. The message box in the Reason For Decline window requires a minimum of 1 character and a maximum of 300 characters.
- b. The message box in the Reason For Decline window accepts letters, numbers and special characters.

- 4.2.3 Click the SUBMIT button. The Declined Success Confirmation window will display.



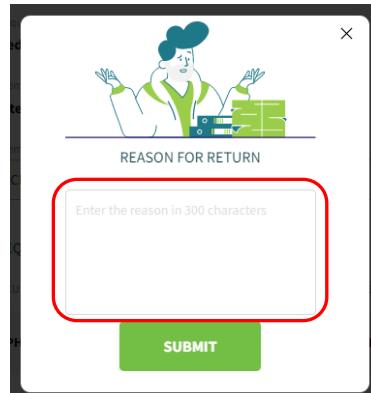
Screenshot 1.6.2.ah Declined Success Confirmation Window

4.2.4 Click the OK button in the Declined Success Confirmation window to close it.

Request will be tagged as DECLINED under the (Request) Status column in the transactions list.

- 4.3 Send back to Maker, i.e., Branch Maker, Branch Hub Maker, CSU Maker, the request with clarifications/ questions as follows:

4.3.1 Click the SEND BACK TO MAKER button (encircled in blue in Screenshot 1.6.2.ae – Transaction Request Details page) if most details are correct but there are items that need clarifications. This will open the Reason For Return window.



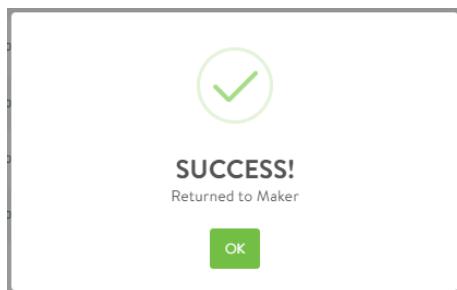
Screenshot 1.6.2.ai Reason For Return Window

- 4.3.2 Type the reason and questions in the box encircled in red in Reason For Return window.

Note:

- a. The message box in the Reason For Return window requires at least 1 character and not more than 300 characters.
- b. The message box in the Reason For Return window accepts letters, numbers and special characters.

- 4.3.3 Click the SUBMIT button. This will neither approve nor reject the request. The Returned to Maker Success Confirmation window will display.



Screenshot 1.6.2.aj Returned to Maker Success Confirmation Window

4.3.4 Click the OK button in the Returned to Maker Success Confirmation window to close it.

Request will be tagged as RETURNED TO MAKER under the (Request) Status column in the transactions list.

5. Repeat steps 2 to 4 to approve/ decline/ return to maker the next transactions list.

1.6.2.c To Resubmit the Request to Create New DPU Transaction

1. From the Dashboard of the Maker, click the REFERENCE NUMBER of the row with RETURNED TO MAKER request status and without a Transaction Status to open the Transaction Request Details page.
2. Click the EDIT button in the Transaction Request Details page to open the Create Request page.
3. Edit the fields in accordance with section 1.6.2 – To Add New DPU Transaction.

1.6.2.d To Approve/ Decline DPU Transaction Creation Request

Approver is different per transaction type:

Approver	Transaction Type
Branch Checker/ Branch Hub Checker/ CSU Checker	<ul style="list-style-type: none">• Cash Request from CSU/ Cash Hub• Cash Delivery to CSU/ Cash Hub• Cash Request from BSP• Cash Delivery to BSP• Cash Delivery to Third Party Service Provider• Cash Request from Third Party Service Provider• Cash Request from Depository Bank• Cash Delivery to Depository Bank• Others
Approver (refer to approval matrix in section 1.6.2)	<ul style="list-style-type: none">• Cash Accept Machine• ATM Loading• ATM Retrieval• Change Fund

There are 2 ways to approve DPU transactions:

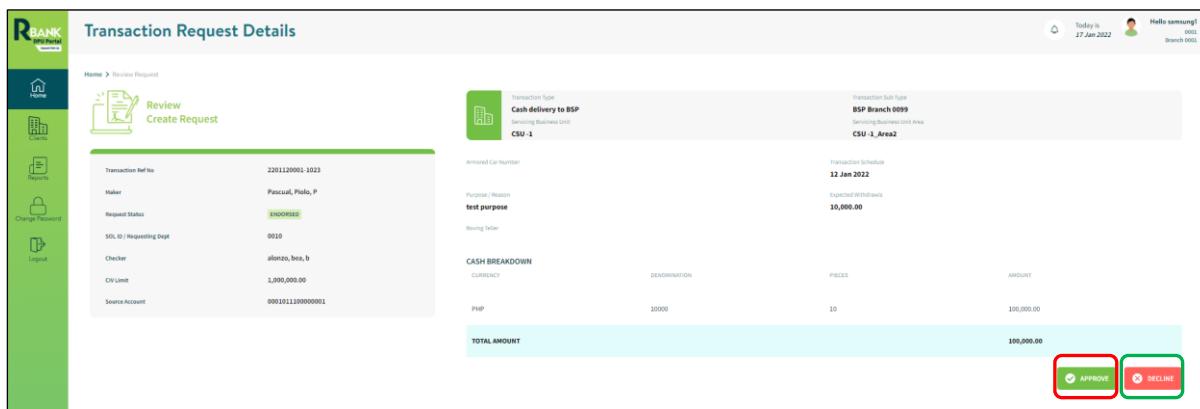
- 1.6.2.d.1 Per transaction
- 1.6.2.d.2 Batch Approve

1.6.2.d.1 To Approve/ Decline DPU Transaction Creation Request Per Transaction

- As the Approver, click the Home page icon  from the left menu to open the Dashboard of the Approver which contains the transactions list.
- From the dashboard of the Approver, click the REFERENCE NUMBER of the transaction/ row to view the details of transaction requests with the following request status:

Request Status	Note
ENDORSED	Choose this status if transaction type request requires endorsement from the Checker
PENDING	Choose this status if transaction type request does not require endorsement from the Checker

It will open the Transaction Request Details page.

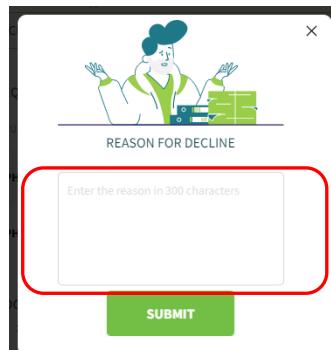


Screenshot 1.6.2.ak Transaction Request Details Page (Approver's Access)

- Review the details in the Transaction Request Details page.
- Click on Approver's decision on the request for creation of DPU Client and order information in the system by performing any 1 of the following:
 - Approve the request as follows:
 - Click the APPROVE button (encircled in red in Screenshot 1.6.2.ak) at the bottom right of the Transaction Request Details page if all details are correct and complete. The Approved Success Confirmation window will display.
 - Click the OK button. Request will be tagged as ACTIVE under the Status column in the transactions list.

4.2 Decline the request as follows:

- 4.2.1 Click the DECLINE button (encircled in green in Screenshot 1.6.2.ak) if details are unacceptable. It will display the Reason For Decline window.



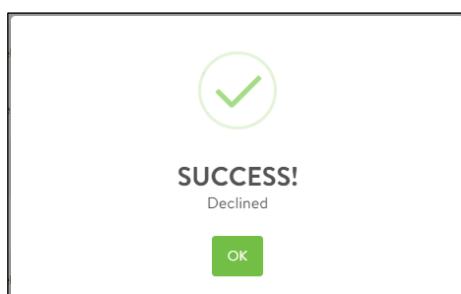
Screenshot 1.6.2.am Reason For Decline Window

- 4.2.2 Type the reason in the message box encircled in red in Reason For Decline window.

Note:

- a. The message box in the Reason For Decline window requires a minimum of 1 character and a maximum of 300 characters.
- b. The message box in the Reason For Decline window accepts letters, numbers and special characters.

- 4.2.3 Click the SUBMIT button in Reason For Decline window. The Declined Success Confirmation window will display.



Screenshot 1.6.2.an Declined Success Confirmation Window

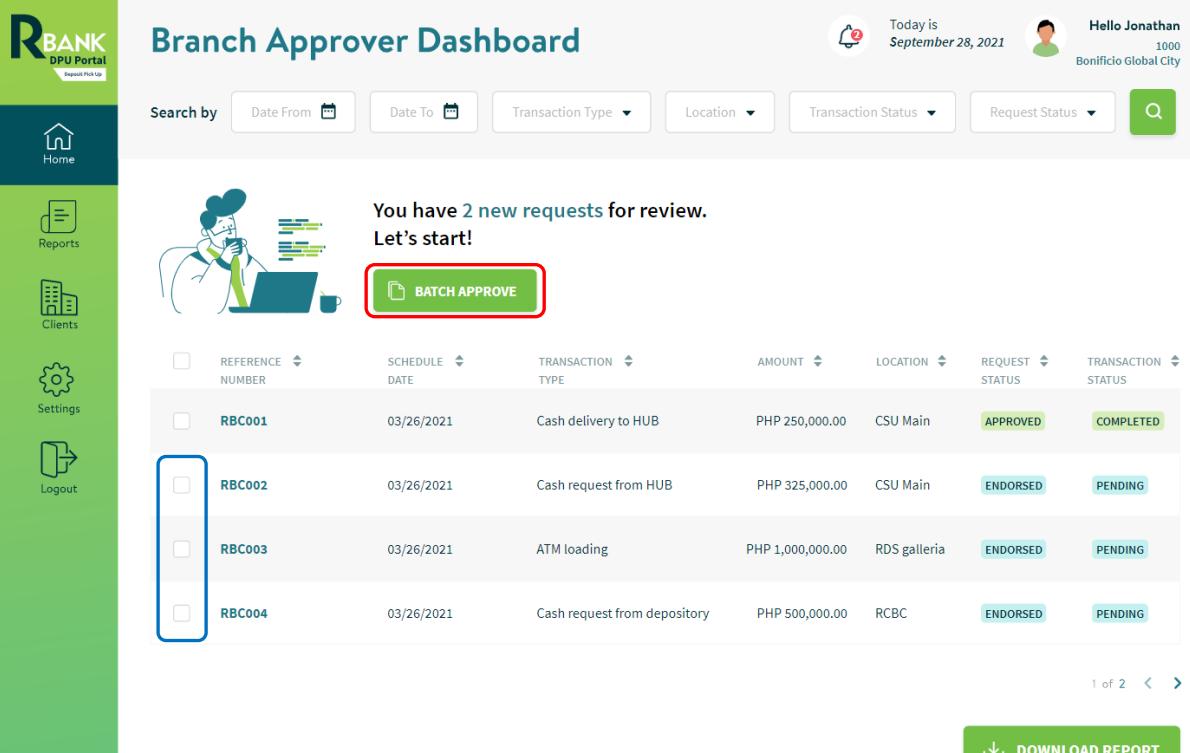
- 4.2.4 Click the OK button in the Declined Successfully Confirmation window to close it.

Request will be tagged as DECLINED under the (Request) Status column in the transactions list.

5. Repeat steps 2 to 4 to approve/ decline the next transactions list.

1.6.2.d.2 To Batch Approve DPU Transaction Creation Request

- As the Approver, click the Home page icon  from the left menu to open the Dashboard of the Approver which contains the transactions list.
- Tickmark all the transaction rows with ENDORSED request status (i.e., click any 1 or all of the tick boxes encircled in blue in Screenshot 1.6.2.ao below).
- Click the BATCH APPROVE button (encircled in red in Screenshot 1.6.2.ao below).



The screenshot shows the Branch Approver Dashboard. On the left is a green sidebar with icons for Home, Reports, Clients, Settings, and Logout. The main area has a header "Branch Approver Dashboard" with a user profile for "Hello Jonathan 1000 Bonifacio Global City". Below the header are search filters for Date From, Date To, Transaction Type, Location, Transaction Status, Request Status, and a search icon. A central message says "You have 2 new requests for review. Let's start!" with a "BATCH APPROVE" button. A table lists four transaction requests:

REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	TRANSACTION STATUS
RBC001	03/26/2021	Cash delivery to HUB	PHP 250,000.00	CSU Main	APPROVED	COMPLETED
RBC002	03/26/2021	Cash request from HUB	PHP 325,000.00	CSU Main	ENDORSED	PENDING
RBC003	03/26/2021	ATM loading	PHP 1,000,000.00	RDS galleria	ENDORSED	PENDING
RBC004	03/26/2021	Cash request from depository	PHP 500,000.00	RCBC	ENDORSED	PENDING

A blue box highlights the RBC002 row. A red box highlights the "BATCH APPROVE" button. At the bottom right is a "DOWNLOAD REPORT" button.

Screenshot 1.6.2.ao Branch Approver Dashboard Page



1.6.3 To Edit the DPU Transaction

- From the Dashboard of the Maker, click the REFERENCE NUMBER of the row with a DRAFT request status (encircled in blue in Screenshot 1.6.3.a) to open the Transaction Request Details page.

Only transactions that are not yet submitted for approval and not yet scheduled by the web scheduler, i.e., did not yet go through the SCHEDULED transaction status, or the Transaction Status column is blank, can be edited.

REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	ASSIGNED RT	BRANCH/ACCOUNT NAME	TRANSACTION STATUS
22010400008869	31/01/2022	Others	5,000.00	testang	PENDING	Roving, Teller M	Branch 0008	
2201040001-899			0		DRAFT		Branch 0001	
22010400023892	04/01/2022	ATM Retrieval	0	ATM6	PENDING	Vedder, Eddie Pearljam	Branch 0023	
22010400023888	04/01/2022	Others	110,000.00	Mishell Batalla	APPROVED	Vedder, Eddie Pearljam	Branch 0023	COMPLETED
22010400023887	04/01/2022	Cash Request from 3rd Party Service Provider	7,000,000.00	NONE	APPROVED	Vedder, Eddie Pearljam	Branch 0023	RETURN TO ROVING TELLER
22010400023886	04/01/2022	Cash Delivery to 3rd Party Service Provider	2,700,000.00	NONE	APPROVED	Vedder, Eddie Pearljam	Branch 0023	COMPLETED
22010400023885	04/01/2022	Cash Accept Machine	500,000.00	NONE	APPROVED	Vedder, Eddie Pearljam	Branch 0023	COMPLETED
22010400023884	04/01/2022	Change Fund	250,000.00	NONE	APPROVED	Vedder, Eddie Pearljam	Branch 0023	COMPLETED
22010400023883	04/01/2022	ATM Retrieval	570,000.00	NONE	APPROVED	Vedder, Eddie Pearljam	Branch 0023	REJECTION VERIFIED

Screenshot 1.6.3.a Branch Maker Dashboard

Transaction Ref No	2201090001-1006	Armed Car Number	Transaction Schedule	
Maker	Pascual, Piolo, P	Roving Teller	January 09, 2022	
Request Status	DRAFT	CASH BREAKDOWN		
SOL ID / Requesting Dept	0010	CURRENCY	DENOMINATION	PIECES
CVN Limit	1,000,000.00	PHP	1000000	1
Source Account	0001011100000001	TOTAL AMOUNT		
		1,000,000.00		

Screenshot 1.6.3.b Transaction Request Details Page

- Click the EDIT button (encircled in red in Screenshot 1.6.3.b above) in the Transaction Request Details page to open the Create Request page.
- Edit the fields in accordance with section 1.6.2 – To Add New DPU Transaction.



1.6.4 To Delete the DPU Transaction

There are 2 ways to delete DPU transactions:

- 1.6.4.a Per transaction
- 1.6.4.b Batch Delete

Only rows that has the DRAFT request status, and without a Transaction Status (encircled in blue in Screenshot 1.6.3.a) can be deleted, i.e., only transactions that did not yet go through the SCHEDULED transaction status, or the Transaction Status column is blank can be deleted.

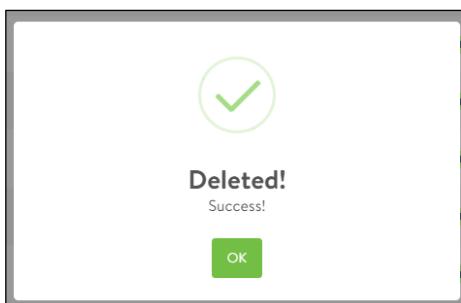
1.6.4.a To Delete the DPU Transaction Per Transaction

1. From the Dashboard of the Maker, click the REFERENCE NUMBER of the row with a DRAFT request status to open the Transaction Request Details page.

The screenshot shows the 'Transaction Request Details' page. On the left is a sidebar with icons for Home, Clients, Reports, Change Password, and Logout. The main area has a header 'Transaction Request Details' with a back arrow and a user profile. Below the header, there are sections for 'Review Request' (with a 'Review' and 'Create Request' button), 'Transaction Type' (Cash Delivery to CSU / Cash Hub), 'Servicing Business Unit' (CSU -1), and 'Servicing Business Unit Area'. The main content area displays transaction details: Transaction Ref No (2201090001-1006), Maker (Pascual, Piolo, P), Request Status (DRAFT, highlighted with a red box), SOL ID / Requesting Dept (0010), CIV Limit (1,000,000.00), Source Account (0001011100000001), Armored Car Number (Roving Teller), Transaction Schedule (January 09, 2022), and a 'CASH BREAKDOWN' table. The table shows PHP as currency, 1000000 as denomination, 1 as pieces, and 1,000,000.00 as amount. At the bottom right are buttons for 'DELETE' (red box), 'EDIT', and 'SEND'.

Screenshot 1.6.4.a Transaction Request Details Page

2. Click the DELETE button (encircled in red in Screenshot 1.6.4.a above) in the Transaction Request Details page. The Deleted Confirmation window will display.



Screenshot 1.6.4.b Deleted Confirmation Window

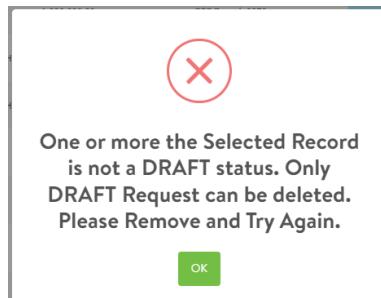
3. Click the OK button to close the window. The transactions list in the Dashboard of the Maker will display again.

1.6.4.b To Batch Delete the DPU Transaction

1. As the Maker, click the Home page icon  from the left menu to open the Dashboard of the Approver which contains the transactions list.
2. Tickmark all the transaction rows, with DRAFT request status, to be deleted (i.e., click any 1 or all of the tick boxes to the left of the Reference Number column in Screenshot 1.6.3.a).
3. Click the BATCH DELETE BATCH REQUESTS button (encircled in green in Screenshot 1.6.3.a). The Deleted Confirmation window will display (refer to Screenshot 1.6.4.b).
4. Click the OK button to close the Deleted Confirmation window. The transactions list in the Dashboard of the Maker will display again.

Note:

- a. If 1 or more transaction rows that do not have a DRAFT request status is tickmarked, all of the tickmarked rows will not be deleted. An Only Draft Request Can Be Deleted Error Message window will display (refer to Screenshot 1.6.4.c). Click the OK in the said window to close it. Repeat the process while ensuring that only the allowed transaction rows are tickmarked.



Screenshot 1.6.4.c Only Draft Request Can Be Deleted Error Message Window

1.7 Transaction Action Management

Transaction Action Management includes the following sub-features:

- 1.7.1 View Approved Request' Transaction Statuses
- 1.7.2 Decline, Reassign, Acknowledge by Checker

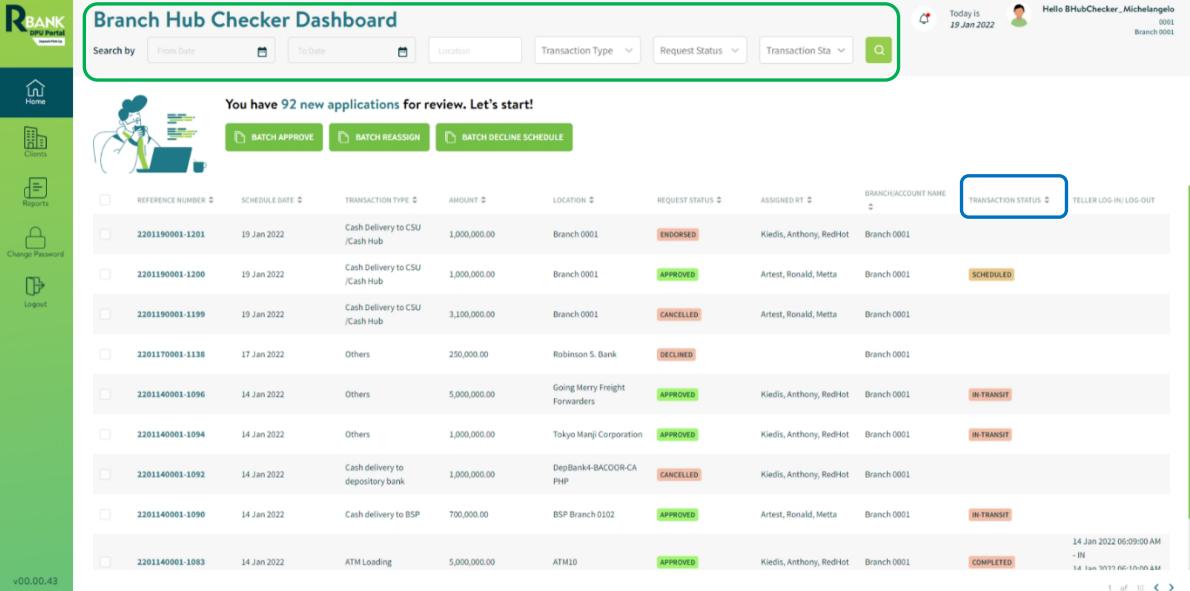
1. The following access rights assigned by Admin to Checker (refer to section 1.4 – Role Management):

Predefined Role Name in Application	Description of Role in Transaction Action Management	Access Right
Branch Checker	Read/View, Acknowledge, Decline, Re-assign Approved DPU transactions made by the Maker from the same group/ branch/ unit as the Checker	<ul style="list-style-type: none">• Read• Read Txn Info• Download Report and Print• Assign RT• Assign Armored Car• Assign Accountable Item Serial Number• Acknowledge Schedule• Acknowledge• Decline
Branch Hub Checker		
CSU Checker		



1.7.1 To View Approved Requests' Transaction Statuses

- On the Homepage, the user's dashboard displays the list of all transactions sorted by the most recent/schedule date (refer to Screenshot 1.7.1.a)



REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	ASSIGNED RT	BRANCH/ACCOUNT NAME	TRANSACTION STATUS	TELLER LOG IN/LOG OUT
2201190001-1201	19 Jan 2022	Cash Delivery to CSU /Cash Hub	1,000,000.00	Branch 0001	ENDORSED	Kiedis, Anthony, RedHot	Branch 0001		
2201190001-1200	19 Jan 2022	Cash Delivery to CSU /Cash Hub	1,000,000.00	Branch 0001	APPROVED	Artest, Ronald, Metta	Branch 0001	SCHEDULED	
2201190001-1199	19 Jan 2022	Cash Delivery to CSU /Cash Hub	3,100,000.00	Branch 0001	CANCELLED	Artest, Ronald, Metta	Branch 0001		
2201170001-1138	17 Jan 2022	Others	250,000.00	Robinson S. Bank	DECLINED		Branch 0001		
2201140001-1096	14 Jan 2022	Others	5,000,000.00	Going Merry Freight Forwarders	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	IN TRANSIT	
2201140001-1094	14 Jan 2022	Others	1,000,000.00	Tokyo Manji Corporation	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	IN TRANSIT	
2201140001-1092	14 Jan 2022	Cash delivery to depository bank	1,000,000.00	DepBank4-BACODR-CAPHP	CANCELLED	Kiedis, Anthony, RedHot	Branch 0001		
2201140001-1090	14 Jan 2022	Cash delivery to BSP	700,000.00	BSP Branch 0102	APPROVED	Artest, Ronald, Metta	Branch 0001	IN TRANSIT	
2201140001-1083	14 Jan 2022	ATM Loading	5,000,000.00	ATM10	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	COMPLETED	

Screenshot 1.7.1.a: User's Dashboard (Branch Checker)

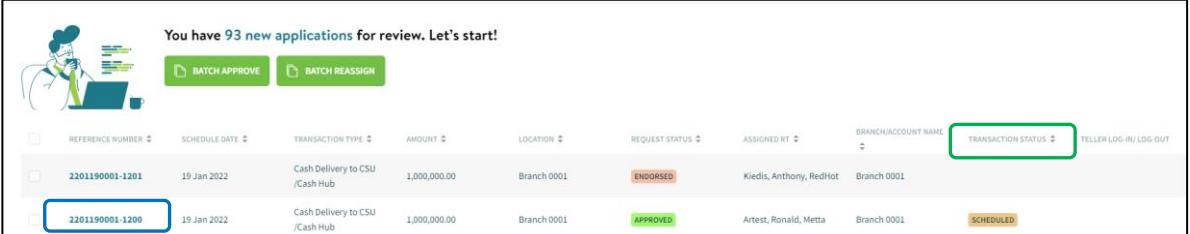
- Display all APPROVED transaction requests by:

- Filtering the APPROVED Request by clicking on the drop-down box labelled as Request status found on the 'Search By' section from the topmost portion of the dashboard (encircled in green in Screenshot 1.7.1.a). Then click the button (encircled in red in Screenshot 1.7.1.b) to display filtered results.



Screenshot 1.7.1.b: Search by section (Branch/Hub Checker Dashboard)

- Sorting the list by clicking on the icon beside the column name labelled as 'Transaction Status' found on the topmost part of the table (encircled in green in Screenshot 1.7.1.c)



REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	ASSIGNED RT	BRANCH/ACCOUNT NAME	TRANSACTION STATUS	TELLER LOG IN/LOG OUT
2201190001-1201	19 Jan 2022	Cash Delivery to CSU /Cash Hub	1,000,000.00	Branch 0001	ENDORSED	Kiedis, Anthony, RedHot	Branch 0001		
2201190001-1200	19 Jan 2022	Cash Delivery to CSU /Cash Hub	1,000,000.00	Branch 0001	APPROVED	Artest, Ronald, Metta	Branch 0001	SCHEDULED	

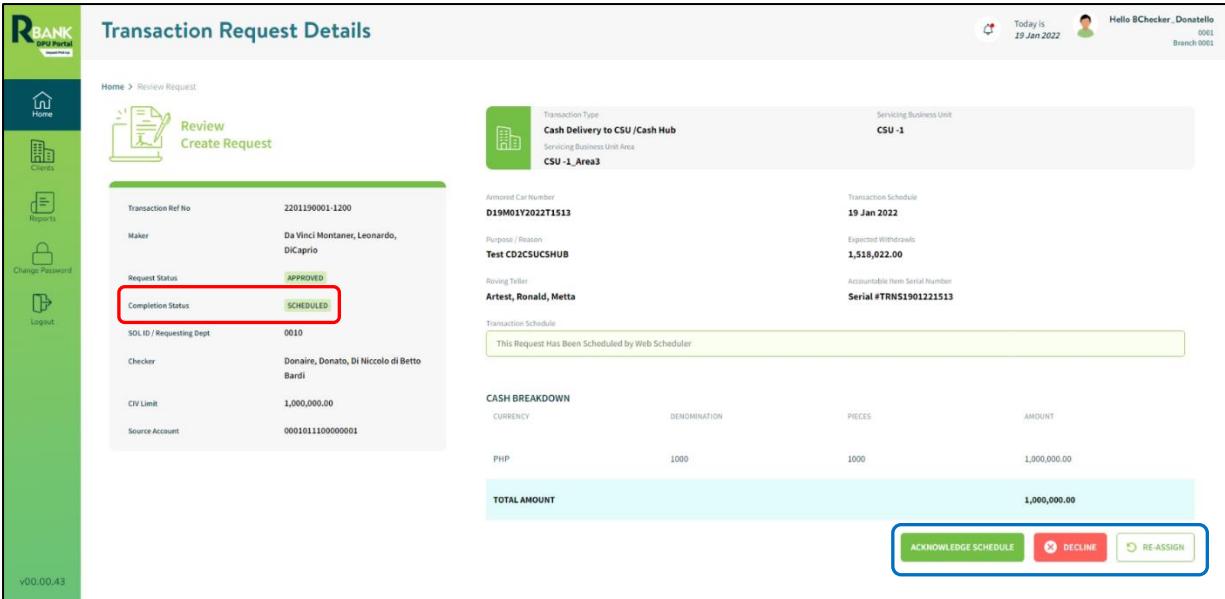
Screenshot 1.7.1.c: DPU Transaction List (Branch/Hub Checker)

3. As results are being filtered according to the requests and transaction statuses. Users may have a view of the transaction details from the list by clicking on the REFERENCE NUMBER (encircled in blue in Screenshot 1.7.1.c from the previous page)

Note:

Transaction Status is classified as the following:

- a. **Scheduled** – When the scheduling assistant sets the approved transactions and/or active DPU clients for completion.
- b. **Declined Schedule** – When the checker declines a scheduled transaction assigned to its unit.
- c. **In-Transit** – When the servicing unit acknowledges the schedule.
- d. **TXN Logged-in** – When the Roving Teller logs in to the requesting branch or client.
- e. **Rejected** – When the requesting unit and Roving Teller reject the In-Transit transaction.
- f. **Acknowledged Reject** – When the servicing unit acknowledges rejected transaction of the Roving Teller.
- g. **Declined Reject** – When the Verifier declines the rejection of the transaction.
- h. **Verified Reject** – When the Verifier verifies the rejection.
- i. **Serviced** – When the requesting unit and Roving teller confirm completion of the transaction.
- j. **Returned to Roving Teller** – A serviced status can be returned if some transaction information needs to be updated.
- k. **Completed** – When the Officer (Checker) acknowledges the Serviced transaction.
- l. **Verified** – Verifier checks and verifies the Completed transactions of specific types.
- m. **Declined** – Verifier can decline the Completed transactions. Remarks are needed from the Checker for Declined transactions.



The screenshot shows the 'Transaction Request Details' page. On the left, there's a sidebar with icons for Home, Clients, Reports, Change Password, and Logout. The main area has a title 'Transaction Request Details' and a breadcrumb 'Home > Review Request'. It displays a 'Review Create Request' button. The transaction details include:

- Transaction Type:** Cash Delivery to CSU / Cash Hub
- Servicing Business Unit:** CSU -1
- Request Ref No:** D19M01Y2022T1513
- Maker:** Da Vinci Montaner, Leonardo, DiCaprio
- Request Status:** APPROVED
- Completion Status:** SCHEDULED (highlighted with a red box)
- SOI ID / Requesting Dept:** 0010
- Checker:** Donaire, Donato, Di Niccolo di Betto Bardi
- CIV Limit:** 1,000,000.00
- Source Account:** 0001011100000001

CASH BREAKDOWN

CURRENCY	DENOMINATION	PIECES	AMOUNT
PHP	1000	1000	1,000,000.00
TOTAL AMOUNT			1,000,000.00

At the bottom right are three buttons: 'ACKNOWLEDGE SCHEDULE' (green), 'DECLINE' (red with a crossed-out checkmark), and 'RE-ASSIGN' (blue).

Screenshot 1.7.1.c: Transaction Request Details (Checker's view)

Note:

- As mentioned earlier, the Transaction/Completion Status (encircled in red in Screenshot 1.7.1.d) can be seen on the left panel of the Transaction Request Details.
- The three (3) buttons (encircled in blue in Screenshot 1.7.1.b) are functional buttons that will take an action to the pending transaction whether to RETURN/SEND BACK TO MAKER, ENDORSE or DECLINE. This will only be accessed by Checker, Approver, and Verifier.



1.7.2 Decline/ Re-Assign/ Acknowledge Approved DPU Transaction

This section will discuss actions that will be managed by the Checker to process the transaction request.

The actions are the following:

- 1.7.2.a Manage Scheduled Transactions
- 1.7.2.b Manage In-Transit Transactions
- 1.7.2.c Manage Serviced Transactions
- 1.7.2.d Manage Rejected Transactions

1.7.2.a To Manage Scheduled Transaction

Scheduled Transactions are DPU transaction requests approved by the Approver. This transaction status is a prerequisite to Roving Teller's role in processing the Approved request.

To start managing this action, The user must be a checker (Branch, Hub, or CSU).

1. On the dashboard, click on the REFERENCE NUMBER found on the first column in one of the selected rows to review the transaction details (encircled in red in Screenshot 1.7.2.a.a)

REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	ASSIGNED RT	BRANCH/ACCOUNT NAME	TRANSACTION STATUS	TELLER LOG-IN/LOG-OUT
2112160001-54	16 Dec 2021	Cash Delivery to CSU /Cash Hub	2,000.00	Branch 0001	APPROVED	s2, de, dw	Branch 0001	SCHEDULED	
2112270001-456	30 Dec 2022	Cash delivery to depository bank	5,000,000.00	DepBank1-CA PHP	APPROVED		Branch 0001	SCHEDULED	
2112270001-459	30 Dec 2022	Cash Delivery to CSU /Cash Hub	10,000,000.00	Branch 0001	APPROVED	Roving , Teller1, M	Branch 0001	SCHEDULED	
2112270001-460	30 Dec 2022	Cash delivery to BSP	20,000,000.00	BSP Branch 0078	APPROVED	Roving , Teller1, M	Branch 0001	SCHEDULED	
2112270001-463	30 Dec 2022	Cash Delivery to CSU /Cash Hub	100,000.00	Branch 0001	APPROVED	Roving , Teller1, M	Branch 0001	SCHEDULED	
2112270001-464	31 Dec 2022	Cash delivery to BSP	2,000,000.00	BSP Branch 0078	APPROVED	Roving , Teller1, M	Branch 0001	SCHEDULED	
2112270001-481	27 Dec 2022	Cash Delivery to CSU /Cash Hub	1,000,000.00	Branch 0001	APPROVED		Branch 0001	SCHEDULED	
2112280023544	28 Dec 2022	Cash Delivery to CSU /Cash Hub	25,000.00	Branch 0023	APPROVED	Artest, Ronald, Metta	Branch 0023	SCHEDULED	

Screenshot 1.7.2.a.a: User Dashboard (Checker Logged-in)

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

- a. Make sure that the Request Status is APPROVED (encircled in blue in Screenshot 1.7.2.a.a).
- b. Also, pay attention to the Transaction Status. It must be labelled as SCHEDULED (encircled in green in Screenshot 1.7.2.a.a).
- c. To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the Transaction Details of Approved DPU Request as discussed in 1.7.1.

2. On the Transaction Request Details, review the transaction details and decide on the next step to process the request. (refer to Screenshot 1.7.2.a.b)

The screenshot shows the 'Transaction Request Details' page. At the top, there's a header with the Robinsons Bank logo, a user profile for 'Hello BChecker_Donatello', and the date 'Today is 19 Jan 2022'. Below the header, the main content area has a title 'Transaction Request Details' and a breadcrumb 'Home > Review Request'. There are two buttons: 'Review' (with a document icon) and 'Create Request' (with a plus sign icon). The main content is divided into several sections: 'Transaction Ref No' (2201190001-1200), 'Maker' (Da Vinci Montane, Leonardo, DiCaprio), 'Request Status' (APPROVED, highlighted in green), 'Completion Status' (SCHEDULED), 'SOL ID / Requesting Dept' (0010), 'Checker' (Donaire, Donato, Di Nicolo di Betto Bardi), 'CIV Limit' (1,000,000.00), and 'Source Account' (0001011100000001). To the right of these details are fields for 'Transaction Type' (Cash Delivery to CSU / Cash Hub, serving Business Unit Area CSU -1, Area 3), 'Servicing Business Unit' (CSU -1), 'Armed Car Number' (D19M01Y2022T1513), 'Purpose / Reason' (Test CDS CSU SHUB), 'Roving Teller' (Artest, Ronald, Metta), 'Transaction Schedule' (19 Jan 2022), 'Expected Withdrawals' (1,518,022.00), and 'Accountable Item Serial Number' (Serial #TRNS1901221513). A note at the bottom states 'This Request Has Been Scheduled by Web Scheduler'. Below this is a 'CASH BREAKDOWN' table with columns for CURRENCY (PHP), DENOMINATION (1000), PIECES (1000), and AMOUNT (1,000,000.00). The total amount is also listed as 1,000,000.00. At the bottom right are three buttons: 'ACKNOWLEDGE SCHEDULE' (red background, circled in red in the screenshot), 'DECLINE' (green background), and 'RE-ASSIGN' (blue background).

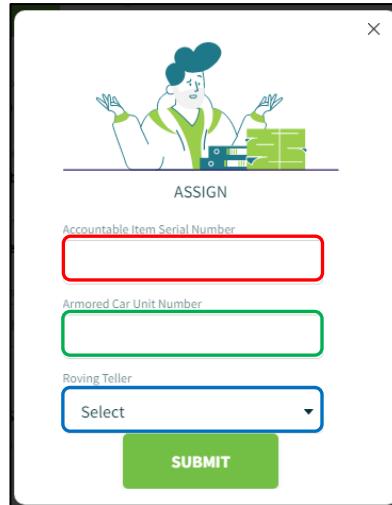
Screenshot 1.7.2.a.b: Transaction Request Details

3. Click on Checker's decision on the Approved request for DPU Transaction in the system by performing any of the following:

3.1. Acknowledge Schedule

- 3.1.1. Click the ACKNOWLEDGE SCHEDULE button (encircled in red in Screenshot 1.7.2.a.b) at the bottom right corner of the page. An assign form window will be displayed.

3.1.2. At the assign form window, Type the ACCOUNTABLE ITEM SERIAL NUMBER (encircled in red in Screenshot 1.7.2.a.c) and ARMORED CAR UNIT NUMBER (encircled in green in Screenshot 1.7.2.a.c), Choose ROVING TELLER by clicking on the drop-down box(encircled in blue in Screenshot 1.7.2.a.c) above the submit button. Once completed, click SUBMIT to proceed.

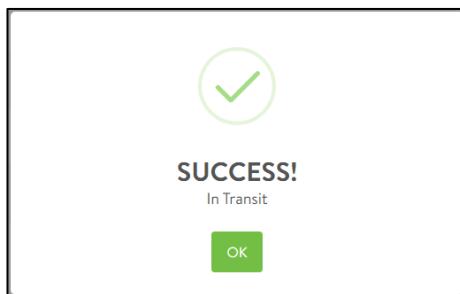


Screenshot 1.7.2.a.c: Assign Form Window (Schedule Approved DPU Transaction)

Note:

- All three (3) fields are required. SUBMIT button won't work if any of the fields are blank.
- All form fields (excluding the Drop-down menu) only accept alphanumeric characters.

3.1.3. After submission, a confirmation window will display (refer to Screenshot 1.7.2.a.d). Click on the OK button to confirm and close the window.



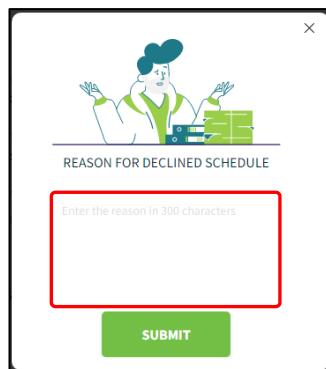
Screenshot 1.7.2.a.d: In-Transit Success Confirmation Window

The previously SCHEDULED transaction status will now be tagged as IN-TRANSIT

3.2. Decline Schedule

3.2.1. Click the DECLINE button (encircled in green in Screenshot 1.7.2.a.b) at the bottom right corner of the page. A pop-up window will be displayed.

3.2.2. At the confirmation window, Type in the REASON FOR DECLINE SCHEDULE text field (encircled in red in Screenshot 1.7.2.a.e) the reason for declining. Once completed, click SUBMIT to proceed.

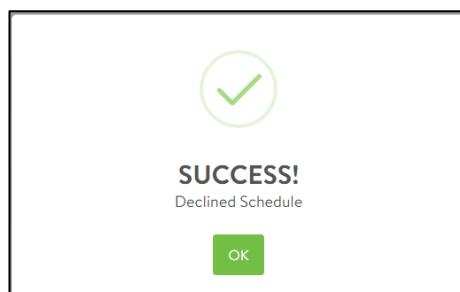


Screenshot 1.7.2.a.e: Reason for Decline Schedule Form Window

Note:

- Text input on the field is required as it only accepts a minimum of 1 and a maximum of 300 characters. Otherwise, SUBMIT button won't work if the text field is blank.
- The text field accepts letters, numbers, and special characters.

3.2.3. After submission, a confirmation window will display (refer to Screenshot 1.7.2.a.f). Click on the OK button to confirm and close the window.



Screenshot 1.7.2.a.f: Decline Schedule Success Confirmation Window

The previously SCHEDULED transaction status will now be tagged as DECLINED SCHEDULED

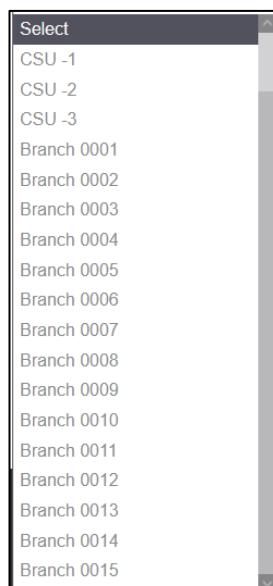
3.3. Re-Assign

3.3.1. Click the RE-ASSIGN button (encircled in blue in Screenshot 1.7.2.a.b) at the bottom right corner of the page. A re-assign form window will be displayed.

The screenshot shows a 'RE-ASSIGN' form window. At the top is a cartoon illustration of a person in a green uniform. Below it is the title 'RE-ASSIGN'. There are five input fields, each with a red circle containing a number: 1. 'Servicing Business Unit' dropdown, 2. 'Servicing Unit Area' dropdown, 3. 'Roving Teller' dropdown, 4. 'Armored Car Serial Number' input field, and 5. 'Enter the reason in 300 characters' text area. At the bottom is a green 'SUBMIT' button.

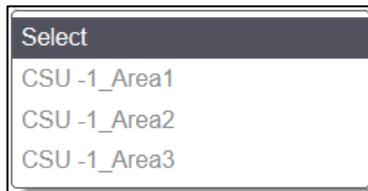
Screenshot 1.7.2.a.g: Re-Assign Form Window

3.3.2. At the Re-Assign form window, click on the drop-down box labelled as ‘SERVICING BUSINESS UNIT’ (tagged as ① in red badge in Screenshot 1.7.2.a.g) and Choose for the CSU/Branch Unit from the drop-down list (Refer to Screenshot 1.7.2.a.h).



Screenshot 1.7.2.a.h: Servicing Business Unit Drop Down Menu List

- 3.3.3. After choosing the CSU/Branch Unit, Click on the drop-down box labelled as 'SERVICING UNIT AREA' (tagged as ② in red badge in Screenshot 1.7.2.a.g) and choose the service unit area from the drop-down list (Refer to Screenshot 1.7.2.a.i).



Screenshot 1.7.2.a.i: Servicing Unit Area Drop Down Menu List

Note:

- a. Not all SERVICING BUSINESS UNIT have its corresponding SERVICING BUSINESS AREA. This field can be left blank/unselected if necessary.

- 3.3.4. After choosing the Servicing Unit Area, Click on the drop-down box labelled as 'ROVING TELLER' (tagged as ③ in red badge in Screenshot 1.7.2.a.g) and choose the Roving Teller from the drop-down list (Refer to Screenshot 1.7.2.a.j).



Screenshot 1.7.2.a.j: Roving Teller Drop Down Menu List

Note:

- a. Listing of ROVING TELLER from the drop-down menu may vary with its parent Branch/Unit. This field can be left blank/unselected if necessary.

- 3.3.5. After choosing the Roving Teller, Click on the text box labelled as 'ARMORED CAR SERIAL NUMBER' (tagged as ④ in red badge in Screenshot 1.7.2.a.g) and input the requested information. (refer to Screenshot 1.7.2.a.k)

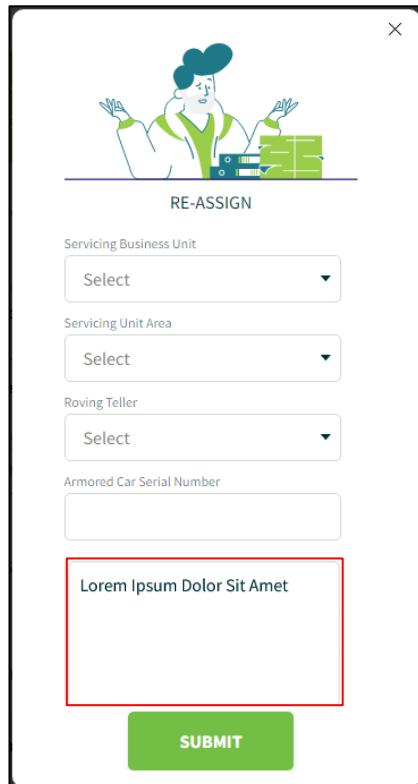
A screenshot of a text input field labeled 'Armored Car Serial Number'. The field contains the value '1a2b3c4d5e'.

Screenshot 1.7.2.a.k: Armored Car Serial Number Textbox (filled-out)

Note:

- a. The text field is required and only accepts alphanumeric text characters.

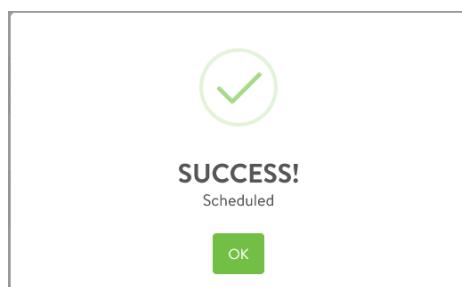
3.3.6.Click on the Text Field (tagged as ⑤ in red badge in Screenshot 1.7.2.a.g) above the submit button and fill out the box with the message/reason for Re-Assigning. The form field will only limit to up to 300 characters. Once completed, click SUBMIT to proceed.



The screenshot shows a mobile application interface titled "RE-ASSIGN". At the top is a cartoon illustration of a person in a green vest. Below it is a title "RE-ASSIGN". The form contains several dropdown menus and one text input field. The text input field, which contains the placeholder text "Lorem Ipsum Dolor Sit Amet", is highlighted with a red border. A green "SUBMIT" button is at the bottom.

Screenshot 1.7.2.a.l: Reason/Message Text Field (filled-out)

3.3.7.After submission, a confirmation window will display (refer to Screenshot 1.7.2.a.m). Click on the OK button to confirm and close the window.



Screenshot 1.7.2.a.m: Re-Assign Schedule Success Confirmation Window

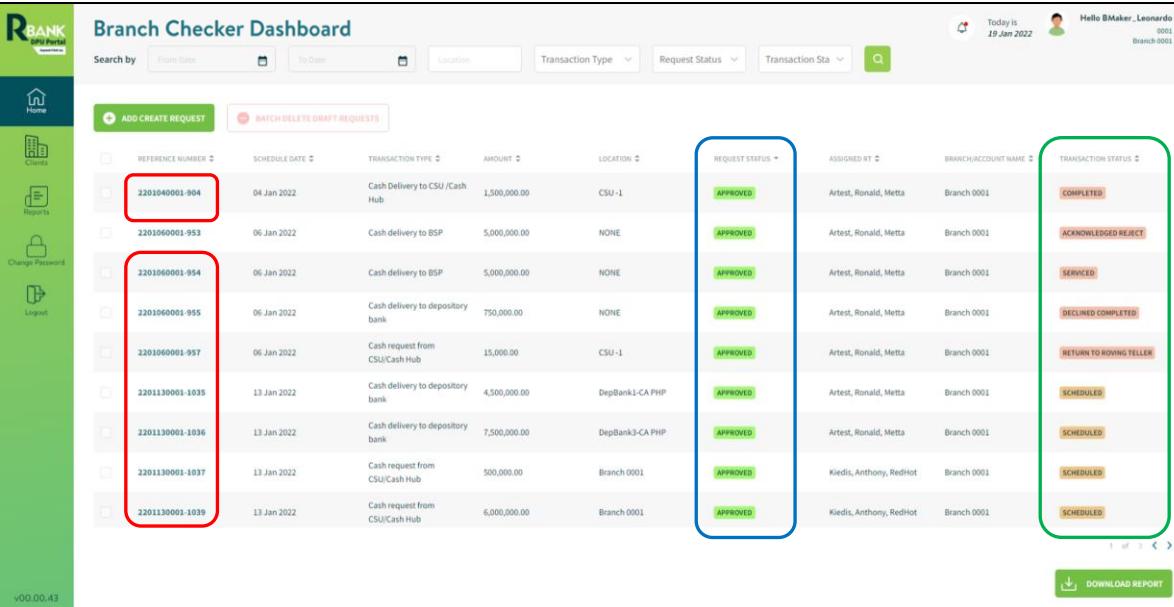
The previously SCHEDULED transaction status will remain SCHEDULED but with different CSU/Branch Unit, Servicing Area, and Roving Teller.

1.7.2.b To Manage In-Transit Transaction

In-Transit Transactions are Scheduled DPU transaction requests that have been acknowledged by the Checker before the processing of a Roving Teller.

To start managing this transaction, The user must be a checker (Branch, Hub, or CSU).

1. On the dashboard, click on the REFERENCE NUMBER found on the first column in one of the selected rows to review the transaction details (encircled in red in Screenshot 1.7.2.B.a)



REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	ASSIGNED RT	BRANCH/ACCOUNT NAME	TRANSACTION STATUS
2201040001-904	04 Jan 2022	Cash Delivery to CSU /Cash Hub	1,500,000.00	CSU-1	APPROVED	Artest, Ronald, Metta	Branch 0001	IN-TRANSIT
2201060001-953	06 Jan 2022	Cash delivery to BSP	5,000,000.00	NONE	APPROVED	Artest, Ronald, Metta	Branch 0001	ACKNOWLEDGED REJECT
2201060001-954	06 Jan 2022	Cash delivery to BSP	5,000,000.00	NONE	APPROVED	Artest, Ronald, Metta	Branch 0001	SERVICED
2201060001-955	06 Jan 2022	Cash delivery to depository bank	750,000.00	NONE	APPROVED	Artest, Ronald, Metta	Branch 0001	DECLINED COMPLETED
2201060001-957	06 Jan 2022	Cash request from CSU/Cash Hub	15,000.00	CSU-1	APPROVED	Artest, Ronald, Metta	Branch 0001	RETURN TO ROVING TELLER
2201130001-1035	13 Jan 2022	Cash delivery to depository bank	4,500,000.00	DegBank1-CA PHP	APPROVED	Artest, Ronald, Metta	Branch 0001	SCHEDULED
2201130001-1036	13 Jan 2022	Cash delivery to depository bank	7,500,000.00	DegBank3-CA PHP	APPROVED	Artest, Ronald, Metta	Branch 0001	SCHEDULED
2201130001-1037	13 Jan 2022	Cash request from CSU/Cash Hub	500,000.00	Branch 0001	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	SCHEDULED
2201130001-1039	13 Jan 2022	Cash request from CSU/Cash Hub	6,000,000.00	Branch 0001	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	SCHEDULED

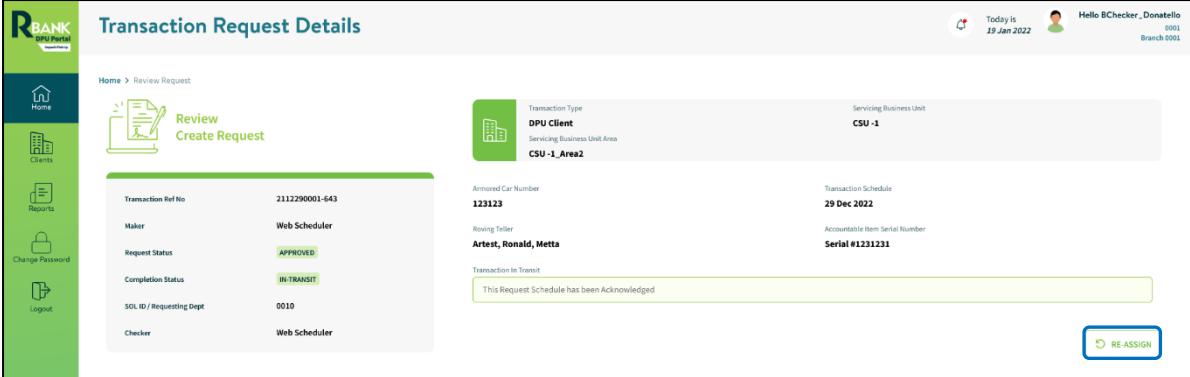
Screenshot 1.7.2.b.a: User Dashboard (Checker Logged-in)

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

- a. Make sure that the Request Status is APPROVED (encircled in blue in Screenshot 1.7.2.b.a).
- b. Also, pay attention to the Transaction Status. It must be labelled as IN-TRANSIT (encircled in green in Screenshot 1.7.2.b.a).
- c. To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the Transaction Details of Approved DPU Request as discussed in 1.7.1.

- On the Transaction Request Details, review the transaction details and decide on the next step to process the request. (refer to Screenshot 1.7.2.b.b)



The screenshot shows the 'Transaction Request Details' page. On the left is a sidebar with icons for Home, Clients, Reports, Change Password, and Logout. The main area has a header 'Review Request' with 'Review' and 'Create Request' buttons. Below is a table with transaction details:

Transaction Ref No	2112290001-643	Transaction Type	DPU Client
Maker	Web Scheduler	Servicing Business Unit	CSU-1
Request Status	APPROVED	Armored Car Number	123123
Completion Status	IN TRANSIT	Roving Teller	Artest, Ronald, Metta
SOL ID / Requesting Dept	0010	Transaction In Transit	This Request Schedule has been Acknowledged
Checker	Web Scheduler	Accountable Item Serial Number	Serial #1231231

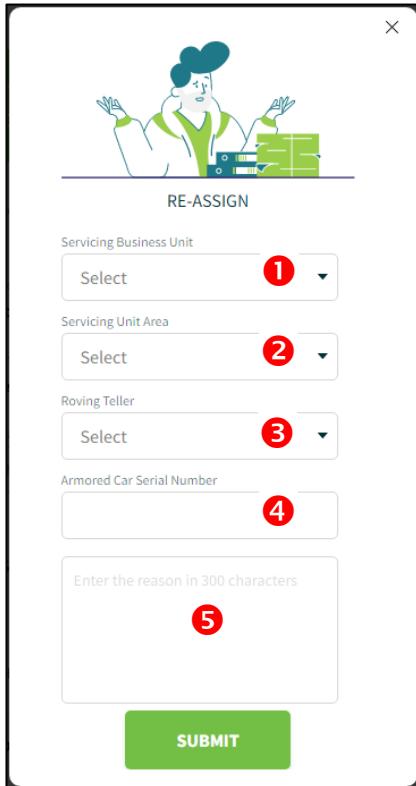
At the bottom right is a blue-outlined 'RE-ASSIGN' button.

Screenshot 1.7.2.b.b: Transaction Request Details

- Click on Checker's decision on the In-Transit DPU Transaction in the system by performing the following:

3.1. Re-Assign

- Click the RE-ASSIGN button (encircled in blue in Screenshot 1.7.2.b.b) at the bottom right corner of the page. A re-assign form window will be displayed.



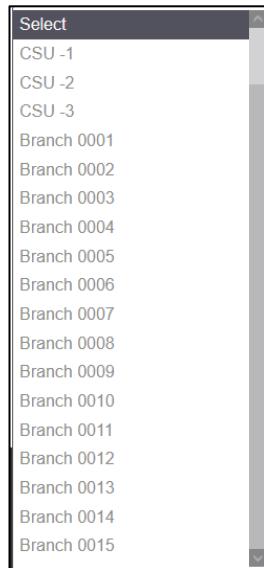
The screenshot shows the 'RE-ASSIGN' form window. It features a cartoon illustration of a person at a desk. The form fields are numbered 1 through 5:

- Servicing Business Unit dropdown menu (labeled 1)
- Servicing Unit Area dropdown menu (labeled 2)
- Roving Teller dropdown menu (labeled 3)
- Armored Car Serial Number input field (labeled 4)
- Text area for 'Enter the reason in 300 characters' (labeled 5)

A large green 'SUBMIT' button is at the bottom.

Screenshot 1.7.2.b.c: Re-Assign Form Window

- 3.1.2. At the Re-Assign form window, click on the drop-down box labelled as ‘SERVICING BUSINESS UNIT’ (tagged as ① in red badge in Screenshot 1.7.2.b.c) and Choose for the CSU/Branch Unit from the drop-down list (Refer to Screenshot 1.7.2.b.d).



Screenshot 1.7.2.b.d: Servicing Business Unit Drop Down Menu List

- 3.1.3. After choosing the CSU/Branch Unit, Click on the drop-down box labelled as ‘SERVICING UNIT AREA’ (tagged as ② in red badge in Screenshot 1.7.2.b.c) and choose the service unit area from the drop-down list (Refer to Screenshot 1.7.2.b.e).



Screenshot 1.7.2.b.e: Servicing Unit Area Drop Down Menu List

Note:

- a. Not all SERVICING BUSINESS UNIT have its corresponding SERVICING BUSINESS AREA. This can field be left blank/unselected if necessary.

3.1.4. After choosing the Servicing Unit Area, Click on the drop-down box labelled as ROVING TELLER (tagged as ③ in red badge in Screenshot 1.7.2.b.c) and choose the Roving Teller from the drop-down list (Refer to Screenshot 1.7.2.b.f).



Screenshot 1.7.2.b.f: Roving Teller Drop Down Menu List

Note:

- a. Listing of ROVING TELLER from the drop-down menu may vary with its parent Branch/Unit. This field can be left blank/unselected if necessary.

3.1.5. After choosing the Roving Teller, Click on the text box labelled as ‘ARMORED CAR SERIAL NUMBER’ (tagged as ④ in red badge in Screenshot 1.7.2.b.c) and input the requested information. (refer to Screenshot 1.7.2.b.g)



Screenshot 1.7.2.b.g: Armored Car Serial Number Textbox (filled-out)

Note:

- a. The text field is required and only accepts alphanumeric text characters.

3.1.6. Click on the Text Field (tagged as ⑤ in red badge in Screenshot 1.7.2.b.c) above the submit button and fill out the box with the message/reason for Re-Assigning. The form field will only limit to up to 300 characters. Once completed, click SUBMIT to proceed.



RE-ASSIGN

Servicing Business Unit

Select

Servicing Unit Area

Select

Roving Teller

Select

Armored Car Serial Number

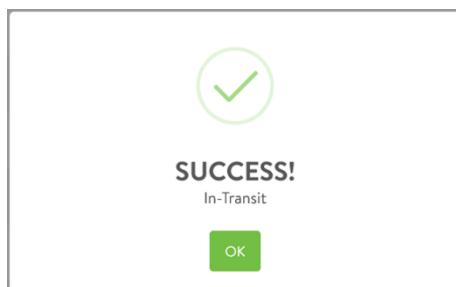
Enter the reason in 300 characters

SUBMIT

This screenshot shows a modal window titled "RE-ASSIGN". It contains several dropdown menus for selecting a Servicing Business Unit, Servicing Unit Area, and Roving Teller. There is also a text input field for the Armored Car Serial Number and a larger text area for entering a reason, with a character limit of 300. A green "SUBMIT" button is at the bottom.

Screenshot 1.7.2.b.h: Reason/Message Text Field

3.1.7. After submission, a confirmation window will display (refer to Screenshot 1.7.2.b.i). Click on the OK button to confirm and close the window.



Screenshot 1.7.2.b.i: Re-Assign In-Transit Success Confirmation Window

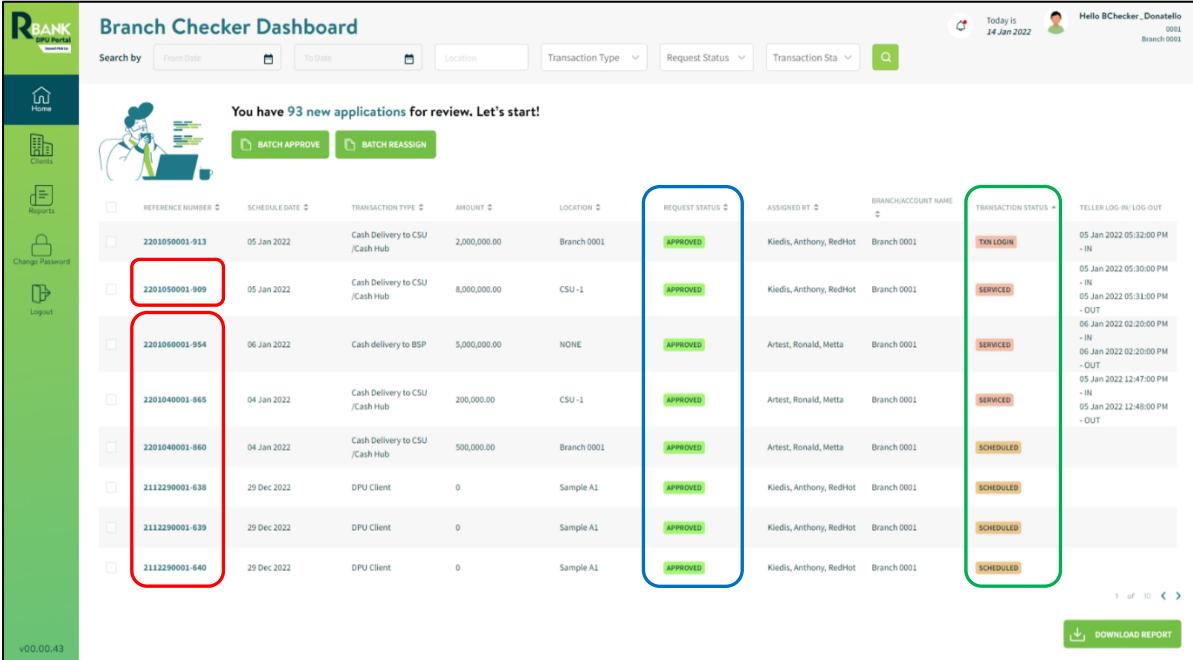
The previously IN-TRANSIT transaction status will remain IN-TRANSIT but with different CSU/Branch Unit, Servicing Area, and Roving Teller.

1.7.2.c To Manage Serviced Transaction Requests

Serviced Transactions are DPU Transactions that have been logged and confirmed by the Roving Teller using the Mobile App. This will be reviewed and acknowledged by the Checker to confirm the completion of the Requested DPU Transaction.

To start managing this process, The user must be a checker (Branch, Hub, or CSU).

1. On the dashboard, click on the REFERENCE NUMBER found on the first column in one of the selected rows to review the transaction details (encircled in red in Screenshot 1.7.2.c.a)



REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	ASSIGNED RT	BRANCH/ACCOUNT NAME	TRANSACTION STATUS	TELLER LOG-IN/LOG-OUT
2201050001-913	05 Jan 2022	Cash Delivery to CSU /Cash Hub	2,000,000.00	Branch 0001	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	TEN LOGIN	05 Jan 2022 05:32:00 PM - IN
2201050001-909	05 Jan 2022	Cash Delivery to CSU /Cash Hub	8,000,000.00	CSU-1	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	SERVICED	05 Jan 2022 05:30:00 PM - IN 05 Jan 2022 05:31:00 PM - OUT
2201060001-954	06 Jan 2022	Cash delivery to BSP	5,000,000.00	NONE	APPROVED	Artest, Ronald, Metta	Branch 0001	SERVICED	06 Jan 2022 02:20:00 PM - IN 06 Jan 2022 02:20:00 PM - OUT
2201040001-865	04 Jan 2022	Cash Delivery to CSU /Cash Hub	200,000.00	CSU-1	APPROVED	Artest, Ronald, Metta	Branch 0001	SERVICED	05 Jan 2022 12:47:00 PM - IN 05 Jan 2022 12:48:00 PM - OUT
2201040001-860	04 Jan 2022	Cash Delivery to CSU /Cash Hub	500,000.00	Branch 0001	APPROVED	Artest, Ronald, Metta	Branch 0001	SCHEDULED	
2112290001-638	29 Dec 2022	DPU Client	0	Sample A1	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	SCHEDULED	
2112290001-639	29 Dec 2022	DPU Client	0	Sample A1	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	SCHEDULED	
2112290001-640	29 Dec 2022	DPU Client	0	Sample A1	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	SCHEDULED	

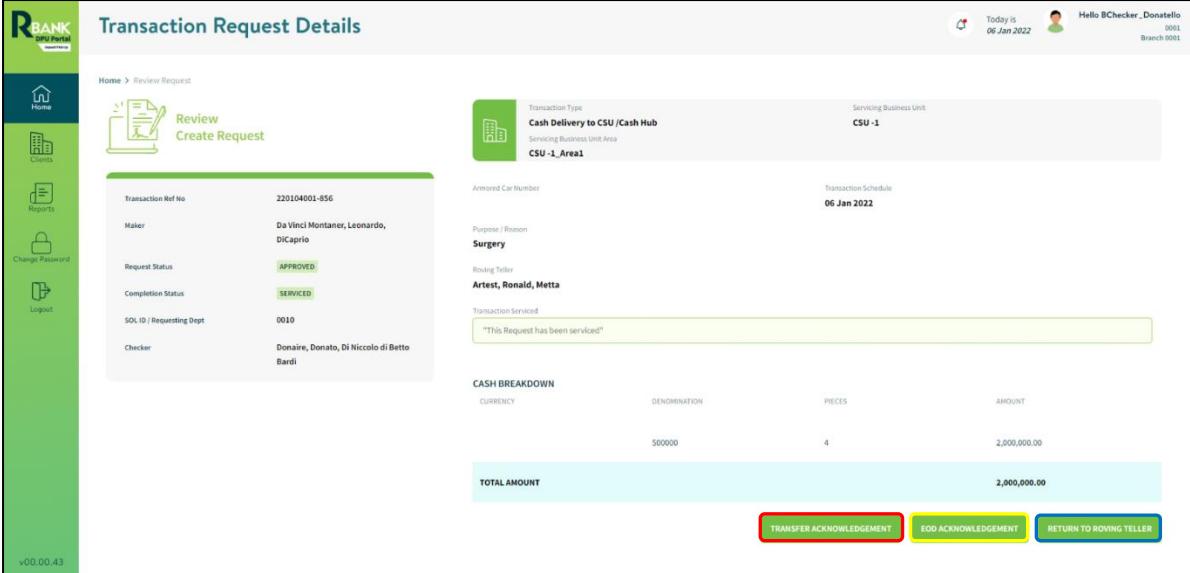
Screenshot 1.7.2.c.a: User Dashboard (Checker Logged-in)

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

- Make sure that the Request Status is APPROVED (encircled in blue in Screenshot 1.7.2.c.a).
- Also, pay attention to the Transaction Status. It must be labelled as SERVICED (encircled in green in Screenshot 1.7.2.c.a).
- To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the Transaction Details of Approved DPU Request as discussed in 1.7.1.

- On the Transaction Request Details, review the transaction details and decide on the next step to process the request. (refer to Screenshot 1.7.2.c.b)

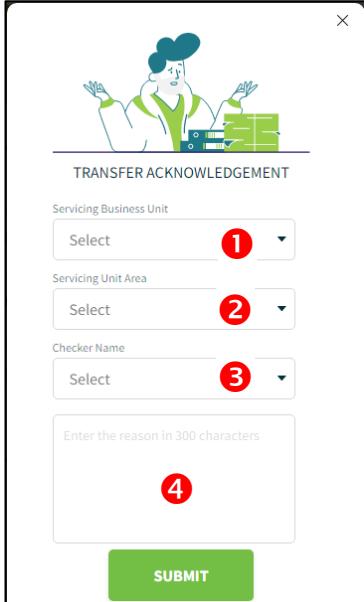


Screenshot 1.7.2.c.b: Transaction Request Details

- Click on Checker's decision on the In-Transit DPU Transaction in the system by performing the following:

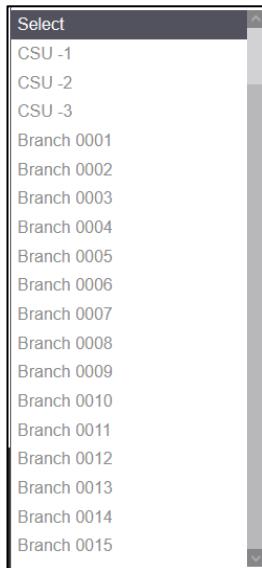
3.1. Transfer Acknowledgement

- Click the TRANSFER ACKNOWLEDGEMENT button (encircled in red in Screenshot 1.7.2.c.b) at the bottom right corner of the page. A transfer acknowledgement form window will be displayed.



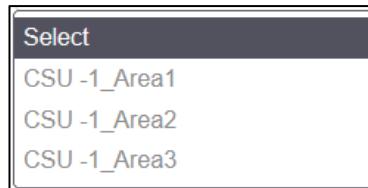
Screenshot 1.7.2.c.c: Transfer Acknowledgement Form Window

- 3.1.2. At the Transfer Acknowledgement form window, click on the drop-down box labelled as 'SERVICING BUSINESS UNIT' (tagged as ① in red badge in Screenshot 1.7.2.c.c) and Choose for the CSU/Branch Unit from the drop-down list (Refer to Screenshot 1.7.2.c.d).



Screenshot 1.7.2.c.d: Servicing Business Unit Drop Down Menu List

- 3.1.3. After choosing the CSU/Branch Unit, Click on the drop-down box labelled as 'SERVICING UNIT AREA' (tagged as ② in red badge in Screenshot 1.7.2.c.c) and choose the service unit area from the drop-down list (Refer to Screenshot 1.7.2.c.e).



Screenshot 1.7.2.c.e: Servicing Unit Area Drop Down Menu List

Note:

- a. Not all SERVICING BUSINESS UNITS have their corresponding SERVICING BUSINESS AREA. This can field be left blank/unselected if necessary.

- 3.1.4. After choosing the Servicing Unit Area, Click on the drop-down box labelled as 'CHECKER' (tagged as ③ in red badge in Screenshot 1.7.2.c.c) and choose the Roving Teller from the drop-down list (Refer to Screenshot 1.7.2.c.f).

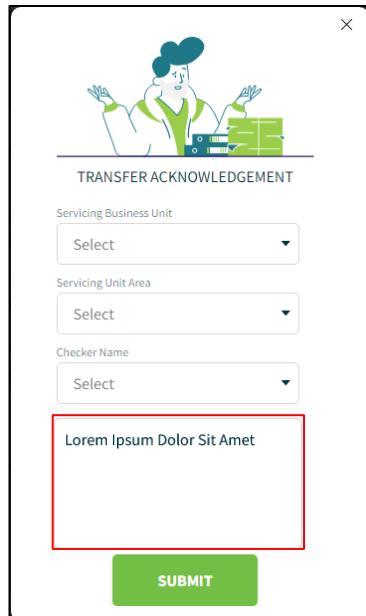


Screenshot 1.7.2.c.f: Checker Drop Down Menu List

Note:

- a. Listing of CHECKER from the drop-down menu may vary with its parent Branch/Unit.

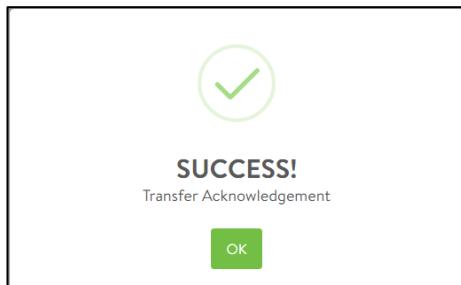
- 3.1.5. Click on the Text Field (tagged as ④ in red badge in Screenshot 1.7.2.c.c) above the submit button and fill out the box with the message/reason for transferring acknowledgement. The form field will only be limited to 300 characters. Once completed, click SUBMIT to proceed.



The screenshot shows a 'TRANSFER ACKNOWLEDGEMENT' form. At the top is a cartoon illustration of a person at a desk. Below it are three dropdown menus labeled 'Servicing Business Unit', 'Servicing Unit Area', and 'Checker Name', all set to 'Select'. A large text area labeled 'Reason/Message' contains the placeholder text 'Lorem Ipsum Dolor Sit Amet', which is highlighted with a red border. A green 'SUBMIT' button is at the bottom.

Screenshot 1.7.2.c.g: Reason/Message Text Field (filled-out)

- 3.1.6. After submission, a confirmation window will display (refer to Screenshot 1.7.2.c.h). Click on the OK button to confirm and close the window.



Screenshot 1.7.2.c.h: Transfer Acknowledgement Success Confirmation Window

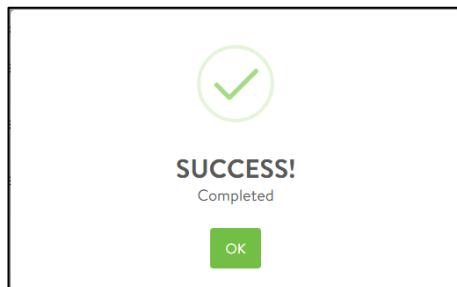
The previously SERVICED transaction status will remain SERVICED but with an ACKNOWLEDGEMENT TRANSFERRED found on the left panel of the transaction details page (refer to Screenshot 1.7.c.i).



Screenshot 1.7.2.c.i: Acknowledgement Transferred in the Transaction Details Page

3.2. EOD Acknowledgement

3.2.1. Acknowledge a serviced transaction by clicking on the EOD ACKNOWLEDGEMENT button (encircled in yellow in Screenshot 1.7.2.c.b) found at the bottom right corner of the page. A confirmation window will display (refer to Screenshot 1.7.2.c.j). Click on the OK button to confirm and close the window.



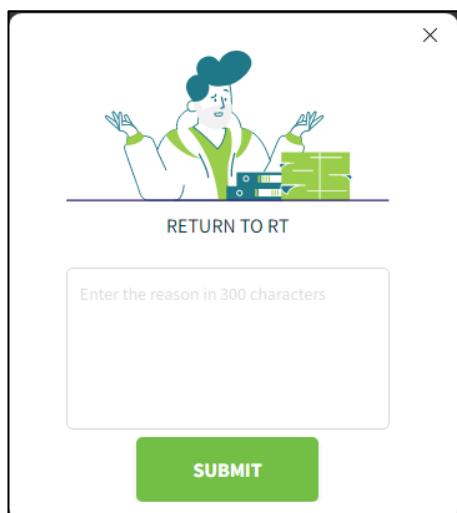
Screenshot 1.7.2.c.j: EOD Acknowledgement Completed Success Confirmation Window

The previously SERVICED transaction status will now be tagged as COMPLETED.

3.3. Return to Roving Teller

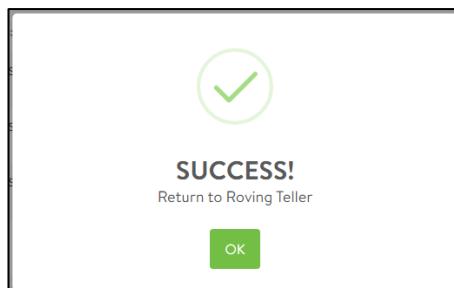
3.3.1. Click the RETURN TO ROVING TELLER button (encircled in blue in Screenshot 1.7.2.c.b) at the bottom right corner of the page. A return to RT form window will be displayed.

3.3.2. At the Return to RT form, fill out the text field with the reason for returning to the roving teller (as shown in Screenshot 1.7.2.c.k). The form will accept letters, numbers, and special characters and will only limit the entry up to 300 characters.



Screenshot 1.7.2.c.k: Return to RT form Window

3.3.3. After submission, a confirmation window will display (refer to Screenshot 1.7.2.c.l). Click on the OK button to confirm and close the window.



Screenshot 1.7.2.c.l: Return to RT Success Confirmation Window

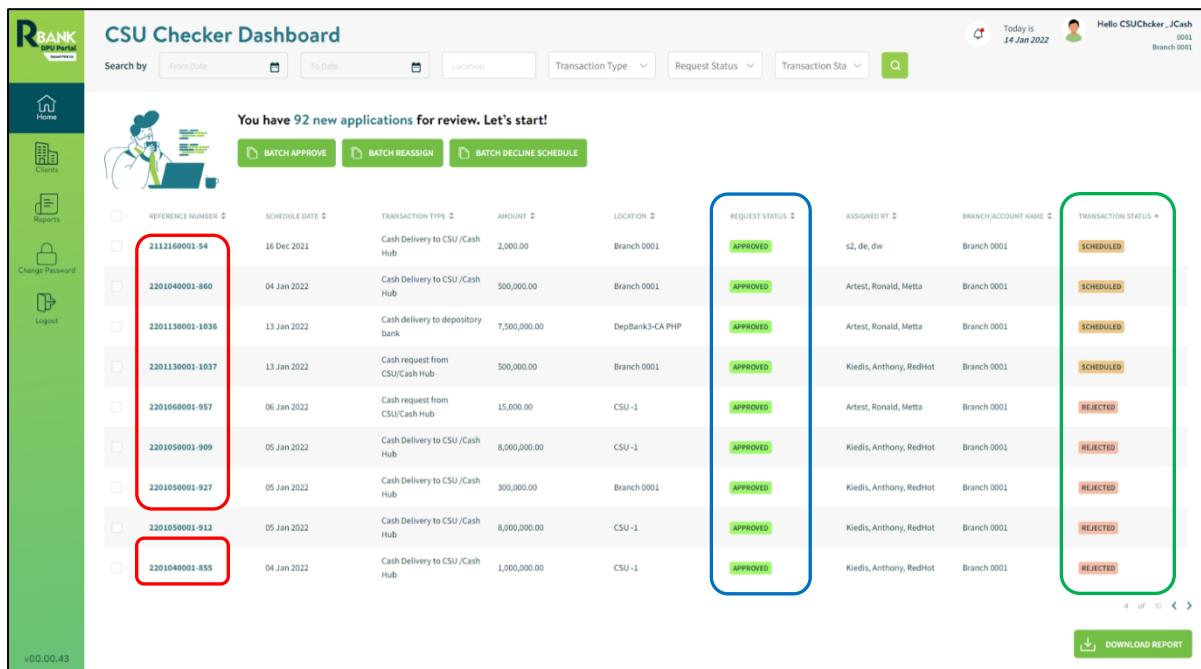
The previously SERVICED transaction status will now be tagged as RETURN TO ROVING TELLER. The Assigned RT will update the request to be submitted back at the Checker.

1.7.2.d To Manage Rejected Transaction Requests

Rejected Transactions are DPU Transactions that have been logged and rejected by the Roving Teller using the Mobile App. This will be reviewed and acknowledged by the Checker to confirm the rejection of the Requested DPU Transaction.

To start managing this process, The user must be a checker (Branch, Hub, or CSU).

1. On the dashboard, click on the REFERENCE NUMBER found on the first column in one of the selected rows to review the transaction details (encircled in red in Screenshot 1.7.2.c.a)



REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	ASSIGNED RT	BRANCH/ACCOUNT NAME	TRANSACTION STATUS
2112100001-54	16 Dec 2021	Cash Delivery to CSU /Cash Hub	2,000.00	Branch 0001	APPROVED	s2, de, dw	Branch 0001	SCHEDULED
2201040001-860	04 Jan 2022	Cash Delivery to CSU /Cash Hub	500,000.00	Branch 0001	APPROVED	Artest, Ronald, Metta	Branch 0001	SCHEDULED
2201130001-1036	13 Jan 2022	Cash delivery to depository bank	7,500,000.00	DepBank3-CA PHP	APPROVED	Artest, Ronald, Metta	Branch 0001	SCHEDULED
2201130001-1037	13 Jan 2022	Cash request from CSU/Cash Hub	500,000.00	Branch 0001	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	SCHEDULED
2201060001-957	06 Jan 2022	Cash request from CSU/Cash Hub	15,000.00	CSU -1	APPROVED	Artest, Ronald, Metta	Branch 0001	REJECTED
2201050001-909	05 Jan 2022	Cash Delivery to CSU /Cash Hub	8,000,000.00	CSU -1	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	REJECTED
2201050001-927	05 Jan 2022	Cash Delivery to CSU /Cash Hub	300,000.00	Branch 0001	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	REJECTED
2201050001-912	05 Jan 2022	Cash Delivery to CSU /Cash Hub	8,000,000.00	CSU -1	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	REJECTED
2201040001-855	04 Jan 2022	Cash Delivery to CSU /Cash Hub	1,000,000.00	CSU -1	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	REJECTED

Screenshot 1.7.2.d.a: User Dashboard (Checker Logged-in)

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

- a. Make sure that the Request Status is APPROVED (encircled in blue in Screenshot 1.7.2.d.a).
- b. Also, pay attention to the Transaction Status. It must be labelled as REJECTED (encircled in green in Screenshot 1.7.2.d.a).
- c. To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the Transaction Details of Approved DPU Request as discussed in 1.7.1.

2. On the Transaction Request Details, review the transaction details and decide on the next step to process the request. (refer to Screenshot 1.7.2.d.b)

The screenshot shows the 'Transaction Request Details' page. The left sidebar has a green header 'RBANK' and items: Home, Clients, Reports, Change Password, and Logout. The main area has a title 'Transaction Request Details' with a sub-section 'Review Create Request'. It shows a transaction record with the following details:

Field	Value
Transaction Ref No	2201040001-855
Maker	Super, Sample, Man
Request Status	APPROVED
Completion Status	REJECTED
SOL ID / Requesting Dept	0010
Checker	Peter, Sam, Pie

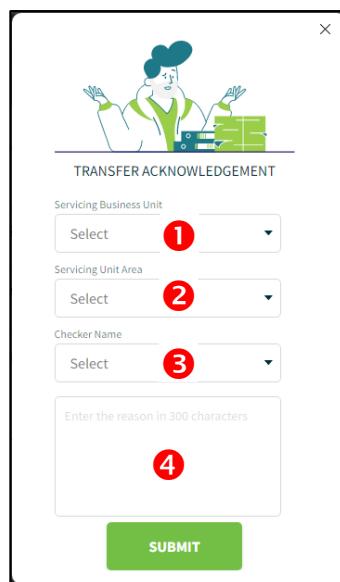
On the right, there's a section for 'CASH BREAKDOWN' showing one item: 1000000 pieces of 1 amounting to 1,000,000.00. At the bottom, there are three buttons: 'TRANSFER ACKNOWLEDGEMENT' (red), 'EOB ACKNOWLEDGEMENT' (yellow), and 'RETURN TO ROVING TELLER' (blue).

Screenshot 1.7.2.d.b: Transaction Request Details

3. Click on Checker's decision on the Rejected DPU Transaction in the system by performing the following:

3.1. Transfer Acknowledgement

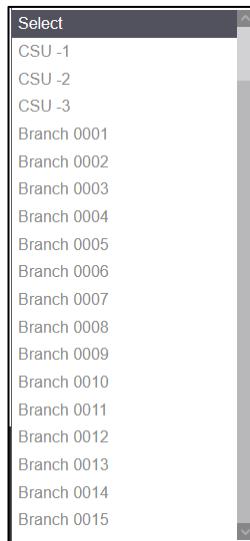
- 3.1.1. Click the TRANSFER ACKNOWLEDGEMENT button (encircled in red in Screenshot 1.7.2.d.b) at the bottom right corner of the page. A transfer acknowledgement form window will be displayed.



The screenshot shows a 'TRANSFER ACKNOWLEDGEMENT' form. At the top is a cartoon illustration of a person at a desk. Below it, the title 'TRANSFER ACKNOWLEDGEMENT' is centered. There are three dropdown menus labeled 1, 2, and 3, each with a 'Select' placeholder and a red badge containing a number (1, 2, or 3). Below these is a text input field labeled 'Enter the reason in 300 characters' with a red badge containing a number (4) above it. At the bottom is a large green 'SUBMIT' button.

Screenshot 1.7.2.d.c: Transfer Acknowledgement Form

- 3.1.2. At the Transfer Acknowledgement form window, click on the drop-down box labelled as 'SERVICING BUSINESS UNIT' (tagged as ① in red badge in Screenshot 1.7.2.d.c) and Choose for the CSU/Branch Unit from the drop-down list (Refer to Screenshot 1.7.2.d.d).



Screenshot 1.7.2.d.d: Servicing Business Unit Drop Down Menu List

- 3.1.3. After choosing the CSU/Branch Unit, Click on the drop-down box labelled as 'SERVICING UNIT AREA' (tagged as ② in red badge in Screenshot 1.7.2.d.c) and choose the service unit area from the drop-down list (Refer to Screenshot 1.7.2.d.e).



Screenshot 1.7.2.d.e: Servicing Unit Area Drop Down Menu List

Note:

- a. Not all SERVICING BUSINESS UNITS have their corresponding SERVICING BUSINESS AREA. This field can be left blank/unselected if necessary.

3.1.4. After choosing the Servicing Unit Area, Click on the drop-down box labelled as 'CHECKER' (tagged as ③ in red badge in Screenshot 1.7.2.d.c) and choose the Checker from the drop-down list (Refer to Screenshot 1.7.2.d.f).

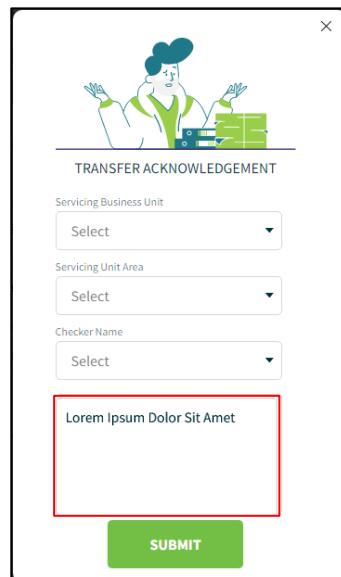


Screenshot 1.7.2.d.f: Checker Drop Down Menu List

Note:

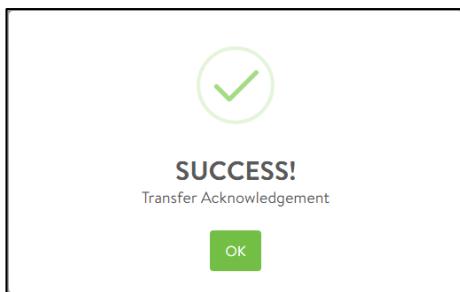
- a. Listing of CHECKER from the drop-down menu may vary with its parent Branch/Unit.

3.1.5. Click on the Text Field (tagged as ④ in red badge in Screenshot 1.7.2.d.c) above the submit button and fill out the box with the message/reason for Transferring Acknowledgement. The form field will only be limited to 300 characters. Once completed, click SUBMIT to proceed.



Screenshot 1.7.2.d.g: Reason/Message Text Field (filled-out)

3.1.6. After submission, a confirmation window will display (refer to Screenshot 1.7.2.d.h). Click on the OK button to confirm and close the window.



Screenshot 1.7.2.d.h: Transfer Acknowledgement Success Confirmation Window

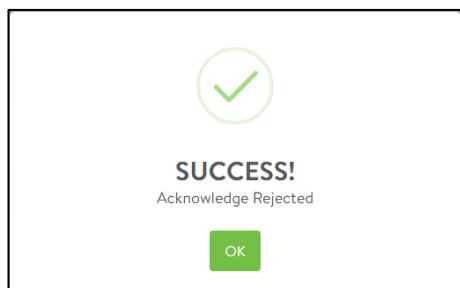
The previously REJECTED transaction status will remain REJECTED but with an ACKNOWLEDGEMENT TRANSFERRED found on the transaction details (refer to Screenshot 1.7.d.i)



Screenshot 1.7.2.d.i: Acknowledgement Transferred on the Transaction Details page

3.2. EOD Acknowledgement

3.2.1. Acknowledge a serviced transaction by clicking on the EOD ACKNOWLEDGEMENT button (encircled in yellow in Screenshot 1.7.2.d.b) found at the bottom right corner of the page. A confirmation window will display (refer to Screenshot 1.7.2.d.j). Click on the OK button to confirm and close the window.

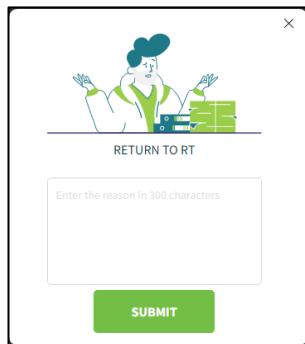


Screenshot 1.7.2.d.j: EOD Acknowledgement Completed Success Confirmation Window

The previously REJECTED transaction status will now be tagged as ACKNOWLEDGED REJECT.

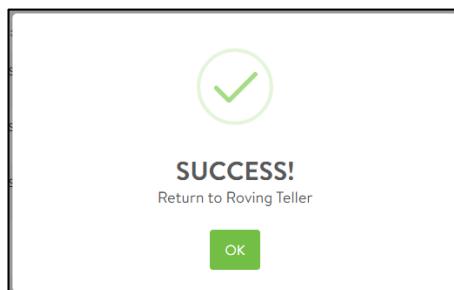
3.3. Return to Roving Teller

- 3.3.1. Click the RETURN TO ROVING TELLER button (encircled in blue in Screenshot 1.7.2.d.b) at the bottom right corner of the page. A return to rt form window will be displayed.
- 3.3.2. At the Return to RT form, fill out the text field with the reason for returning to the roving teller (as shown in Screenshot 1.7.2.d.k). The form will accept letters, numbers, and special characters and will only limit the entry up to 300 characters.



Screenshot 1.7.2.d.k: Return to RT form Window

- 3.3.3. After submission, a confirmation window will display (refer to Screenshot 1.7.2.d.l). Click on the OK button to confirm and close the window.



Screenshot 1.7.2.d.l: Return to RT Success Confirmation Window

The previously REJECTED transaction status will now be tagged as RETURN TO ROVING TELLER. The Assigned RT will update the request to be submitted back at the Checker.

1.8 Client Transaction Management

Transaction Action Management includes the following sub-features:

- 1.8.1 Verify Completed/Rejected Transactions
- 1.8.2 Decline Completed/Rejected Transactions

1. The following access rights assigned by Admin to Verifier (refer to section 1.4 – Role Management):

Predefined Role Name in Application	Description of Role in Transaction Action Management	Access Right
Verifier	Read/ View, Verify, Decline of Approved DPU Transactions that are serviced by the Roving Teller	<ul style="list-style-type: none">• Read• Read Txn Info• Verify• Decline



1.8.1 To Verify / Decline by Verifier

Verification for Requested transactions are limited to the following transaction types:

- Cash Request from BSP
- Cash Delivery to BSP
- Cash Request from Depository Bank
- Cash Delivery to Depository Bank
- ATM Loading
- ATM Retrieval

Completed BSP, ATM, and Depository transactions will be checked by the Verifier if they found something that needs clarifications. Then, the completed transaction will be set as *Declined*.

This section will discuss the verification/ decline process based on these six (6) classifications of transaction types:

- 1.8.1.a Completed ATM Transactions
- 1.8.1.a Rejected ATM Transactions
- 1.8.1.b Completed BSP Transactions
- 1.8.1.b Rejected BSP Transactions
- 1.8.1.c Completed Depository Bank Transactions
- 1.8.1.c Rejected Depository Bank Transactions

1.8.1.a To Manage Completed ATM Transaction Requests

1. On the dashboard, click on the REFERENCE NUMBER found on the first column in one of the selected rows to review the transaction details (refer to Screenshot 1.8.1.a.a)

REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	ASSIGNED RT	BRANCH/ACCOUNT NAME	TRANSACTION STATUS
2201200001-1266	20 Jan 2022	ATM Loading	1,000,000.00	ATM1	APPROVED	Artest, Ronald, Metta	Branch 0001	ACKNOWLEDGED/REJECT
220120002311257	20 Jan 2022	ATM Retrieval	36,400.00	ATM5	APPROVED	Holland, Dexter, Offspring	Branch 0023	VERIFIED COMPLETED
220120002311256	20 Jan 2022	ATM Loading	6,100,000.00	ATM111	APPROVED	Holland, Dexter, Offspring	Branch 0023	VERIFIED COMPLETED
220119002311223	19 Jan 2022	ATM Retrieval	2,000,000.00	ATM1	APPROVED	Nowell, Bradley, James	Branch 0023	VERIFIED COMPLETED
220119002311222	19 Jan 2022	ATM Loading	15,000.00	ATM1	APPROVED	Nowell, Bradley, James	Branch 0023	VERIFIED COMPLETED
22011800231152	18 Jan 2022	ATM Retrieval	4,000,000.00	ATM4	APPROVED	Holland, Dexter, Offspring	Branch 0023	REJECTION DECLINED
22011800231151	18 Jan 2022	ATM Loading	1,000,000.00	ATM2	APPROVED	Holland, Dexter, Offspring	Branch 0023	REJECTION VERIFIED
2201140001-1083	14 Jan 2022	ATM Loading	5,000,000.00	ATM10	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	COMPLETED
2201040023883	04 Jan 2022	ATM Retrieval	570,000.00	NONE	APPROVED	Vedder, Eddie, Pearljam	Branch 0023	REJECTION VERIFIED

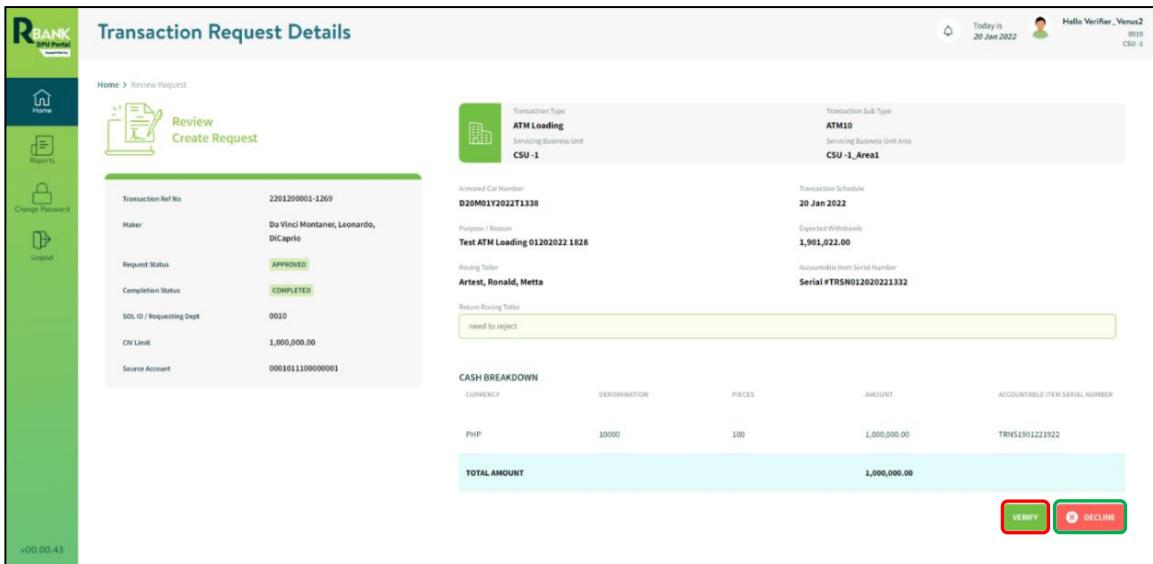
Screenshot 1.8.1.a.a: User's Dashboard (Verifier for ATM Transactions)

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

- Make sure that the Request Status is APPROVED (encircled in blue in Screenshot 1.8.1.a.a).
- Also, pay attention to the Transaction Status. It must be labelled as COMPLETED (encircled in green in Screenshot 1.8.1.a.a).
- To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the Transaction Details of Approved DPU Request as discussed in 1.7.1.

- On the Transaction Request Details, review the transaction details and decide on the next step to process the request. (refer to Screenshot 1.8.1.a.b)



The screenshot shows the 'Transaction Request Details' page. Key details include:

- Transaction Ref No:** 2201200001-1269
- Maker:** Do Vinci Montaner, Leonardo, DiCaprio
- Request Status:** APPROVED
- Completion Status:** COMPLETED
- SOI ID / Requesting Dept:** 0010
- CN/ Limit:** 1,000,000.00
- Source Account:** 0001011100000001

CASH BREAKDOWN:

CURRENCY	DENOMINATION	PIECES	AMOUNT	ACCOUNTABLE ITEM SERIAL NUMBER
PHP	10000	100	1,000,000.00	TIN51912211922
TOTAL AMOUNT			1,000,000.00	

Buttons at the bottom:

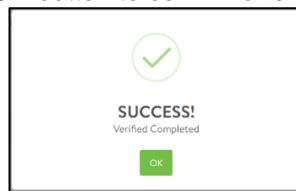
- VERIFY (highlighted with a red circle)
- DECLINE

Screenshot 1.8.1.a.b: Transaction Request Details

- Click on Verifier's decision on the Completed Transaction Request by performing any of the following:

3.1. Verify

- Click on the VERIFY button (encircled in red in Screenshot 1.8.1.a.b) found at the bottom right corner of the page. A confirmation window will be displayed (refer to Screenshot 1.8.1.a.c). Click on the OK button to confirm and close the window.

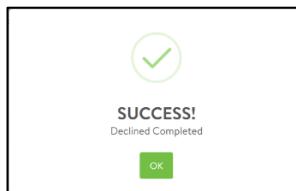


Screenshot 1.8.1.a.c: Verified Completed Confirmation Window

The previously COMPLETED transaction status will now be tagged as VERIFIED COMPLETED.

3.2. Decline

- Click on the DECLINE button (encircled in green in Screenshot 1.8.1.a.b) found at the bottom right corner of the page. a confirmation window will display (refer to Screenshot 1.8.1.a.d). Click on the OK button to confirm and close the window.



Screenshot 1.8.1.a.d: Rejection Declined Confirmation Window

The previously ACKNOWLEDGED REJECT transaction status will now be tagged as REJECTION DECLINED.

1.8.1.b To Manage Rejected ATM Transaction Requests

- On the dashboard, click on the REFERENCE NUMBER found on the first column in one of the selected rows to review the transaction details (refer to Screenshot 1.8.1.b.a)

REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	ASSIGNED RT	BRANCH/ACCOUNT NAME	TRANSACTION STATUS
2201200001-1266	20 Jan 2022	ATM Loading	1,000,000.00	ATM1	APPROVED	Artest, Ronald, Metta	Branch 0001	ACKNOWLEDGED REJECT
220120002311257	20 Jan 2022	ATM Retrieval	36,400.00	ATM5	APPROVED	Holland, Dexter, Offspring	Branch 0023	VERIFIED COMPLETED
220120002311256	20 Jan 2022	ATM Loading	6,100,000.00	ATM111	APPROVED	Holland, Dexter, Offspring	Branch 0023	VERIFIED COMPLETED
220119002311223	19 Jan 2022	ATM Retrieval	2,000,000.00	ATM1	APPROVED	Nowell, Bradley, James	Branch 0023	VERIFIED COMPLETED
220119002311222	19 Jan 2022	ATM Loading	15,000.00	ATM1	APPROVED	Nowell, Bradley, James	Branch 0023	VERIFIED COMPLETED
22011800231152	18 Jan 2022	ATM Retrieval	4,000,000.00	ATM4	APPROVED	Holland, Dexter, Offspring	Branch 0023	REJECTION DECLINED
22011800231151	18 Jan 2022	ATM Loading	1,000,000.00	ATM2	APPROVED	Holland, Dexter, Offspring	Branch 0023	REJECTION VERIFIED
2201140001-1083	14 Jan 2022	ATM Loading	5,000,000.00	ATM10	APPROVED	Kiedis, Anthony, RedHot	Branch 0001	COMPLETED
2201040023883	04 Jan 2022	ATM Retrieval	570,000.00	NONE	APPROVED	Vedder, Eddie, Pearljam	Branch 0023	REJECTION VERIFIED

Screenshot 1.8.1.b.a: User's Dashboard (Verifier for ATM Transactions)

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

- Make sure that the Request Status is APPROVED (encircled in blue in Screenshot 1.8.1.b.a).
- Also, pay attention to the Transaction Status. It must be labelled as ACKNOWLEDGED REJECT (encircled in green in Screenshot 1.8.1.b.a).
- To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the Transaction Details of Approved DPU Request as discussed in 1.7.1.

- On the Transaction Request Details, review the transaction details and decide on the next step to process the request. (refer to Screenshot 1.8.1.b.b)

The screenshot shows the 'Transaction Request Details' page. On the left sidebar, there are icons for Home, Requests, Change Password, and Logout. The main content area has a header 'Review Request' with 'Review' and 'Create Request' buttons. The transaction details are as follows:

Field	Value
Transaction Ref No	2201200001-1266
Maker	Da Vinci Montane, Leonardo, DiCaprio
Request Status	APPROVED
Completion Status	ACKNOWLEDGED/REJECT
SOL ID / Requesting Dept	0004
CIV Limit	1,000,000.00
Source Account	0001011100000001

On the right, transaction details are listed:

Field	Value
Account Card Number	D20001202221653
Purpose / Reason	Test ATM Loading 01202022 1653
Branch Teller	Artest, Ronald, Metta
Transaction Rejected	"cannot proceed"
Transaction Sub Type	ATM1
Servicing Business Unit Area	Branch 0004_Area1
Transaction Schedule	20 Jan 2022
Expected Withdrawals	20,222,001.00
Accountable item Serial Number	Serial #TRNS2001221653

A 'CASH BREAKDOWN' section shows a single row:

CURRENCY	DENOMINATION	PIECES	AMOUNT	ACCOUNTABLE ITEM SERIAL NUMBER
PHP	1000	1000	1,000,000.00	TRNS190120221653

Total Amount: 1,000,000.00

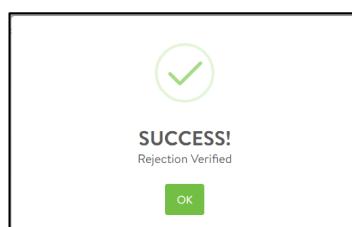
At the bottom right are 'VERIFY' and 'DECLINE' buttons.

Screenshot 1.8.1.b.b: Transaction Request Details

- Click on Verifier's decision on the Acknowledged Reject Transaction Request by performing any of the following:

3.1. Verify

- Click on the VERIFY button (encircled in red in Screenshot 1.8.1.b.b) found at the bottom right corner of the page. A confirmation window will be displayed (refer to Screenshot 1.8.1.b.c). Click on the OK button to confirm and close the window.



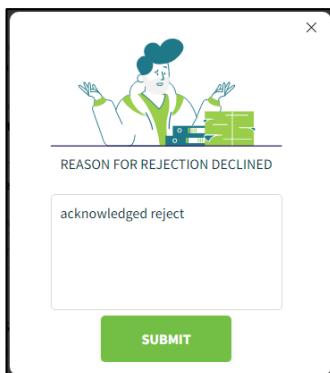
Screenshot 1.8.1.b.c: Rejection Verified Confirmation Window

The previously ACKNOWLEDGED REJECT transaction status will now be tagged as REJECTION VERIFIED.

3.2. Decline

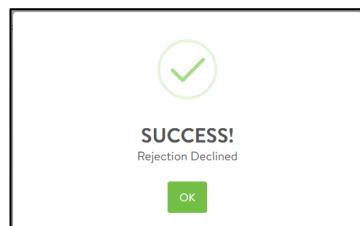
3.2.1. Click the DECLINE button (encircled in green in Screenshot 1.8.1.b.b) at the bottom right corner of the page. A Reason for Rejection Declined form window will be displayed.

3.2.2. At the form window, fill out the text field with the Reason for Rejection Declined(as shown in Screenshot 1.8.1.b.d). The form will accept letters, numbers, and special characters and will only limit the entry up to 300 characters.



Screenshot 1.8.1.b.d: Reason for Rejection Declined form Window

3.2.3. After submission, a confirmation window will display (refer to Screenshot 1.7.2.b.b). Click on the OK button to confirm and close the window.

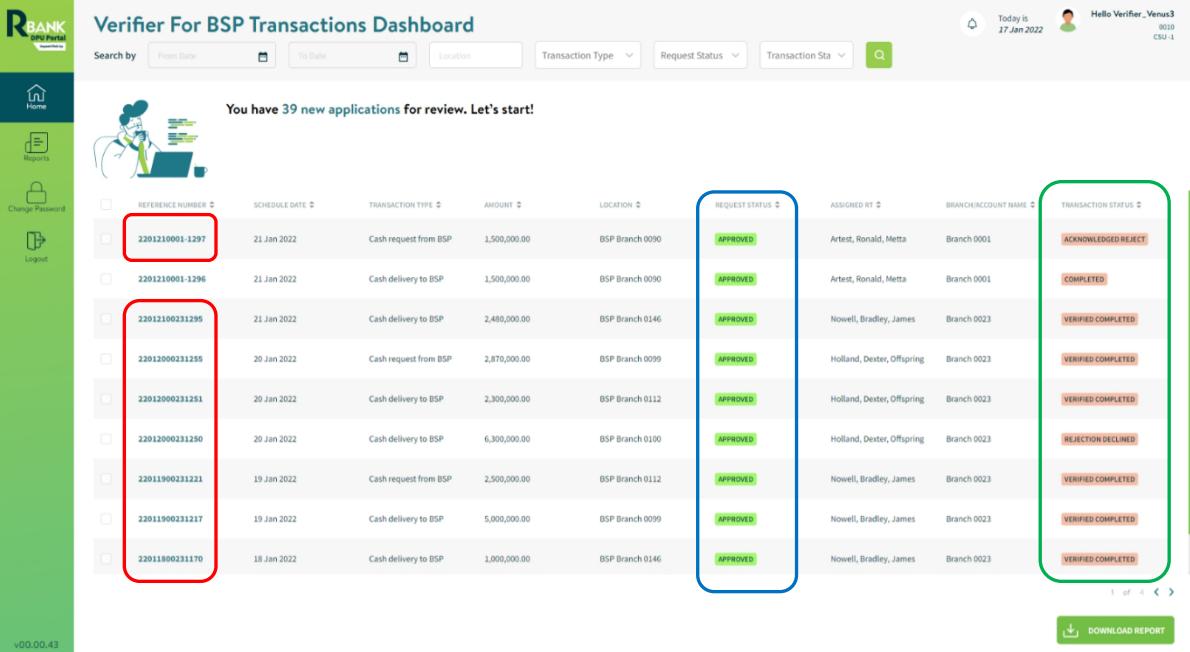


Screenshot 1.8.1.b.e: Rejection Declined Confirmation Window

The previously ACKNOWLEDGED REJECT transaction status will now be tagged as REJECTION DECLINED.

1.8.1.c To Manage Completed BSP Transaction Requests

- On the dashboard, click on the REFERENCE NUMBER found on the first column in one of the selected rows to review the transaction details (refer to Screenshot 1.8.1.c.a)



REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	ASSIGNED RT	BRANCH/ACCOUNT NAME	TRANSACTION STATUS
2201210001-1297	21 Jan 2022	Cash request from BSP	1,500,000.00	BSP Branch 0090	APPROVED	Artest, Ronald, Metta	Branch 0001	ACKNOWLEDGED/REJECT
2201210001-1296	21 Jan 2022	Cash delivery to BSP	1,500,000.00	BSP Branch 0090	APPROVED	Artest, Ronald, Metta	Branch 0001	COMPLETED
22012100231295	21 Jan 2022	Cash delivery to BSP	2,480,000.00	BSP Branch 0146	APPROVED	Nowell, Bradley, James	Branch 0023	VERIFIED COMPLETED
22012000231255	20 Jan 2022	Cash request from BSP	2,870,000.00	BSP Branch 0099	APPROVED	Holland, Dexter, Offspring	Branch 0023	VERIFIED COMPLETED
22012000231251	20 Jan 2022	Cash delivery to BSP	2,300,000.00	BSP Branch 0112	APPROVED	Holland, Dexter, Offspring	Branch 0023	VERIFIED COMPLETED
22012000231250	20 Jan 2022	Cash delivery to BSP	6,300,000.00	BSP Branch 0100	APPROVED	Holland, Dexter, Offspring	Branch 0023	REJECTION DECLINED
22011900231221	19 Jan 2022	Cash request from BSP	2,500,000.00	BSP Branch 0112	APPROVED	Nowell, Bradley, James	Branch 0023	VERIFIED COMPLETED
22011900231217	19 Jan 2022	Cash delivery to BSP	5,000,000.00	BSP Branch 0099	APPROVED	Nowell, Bradley, James	Branch 0023	VERIFIED COMPLETED
22011800231170	18 Jan 2022	Cash delivery to BSP	1,000,000.00	BSP Branch 0146	APPROVED	Nowell, Bradley, James	Branch 0023	VERIFIED COMPLETED

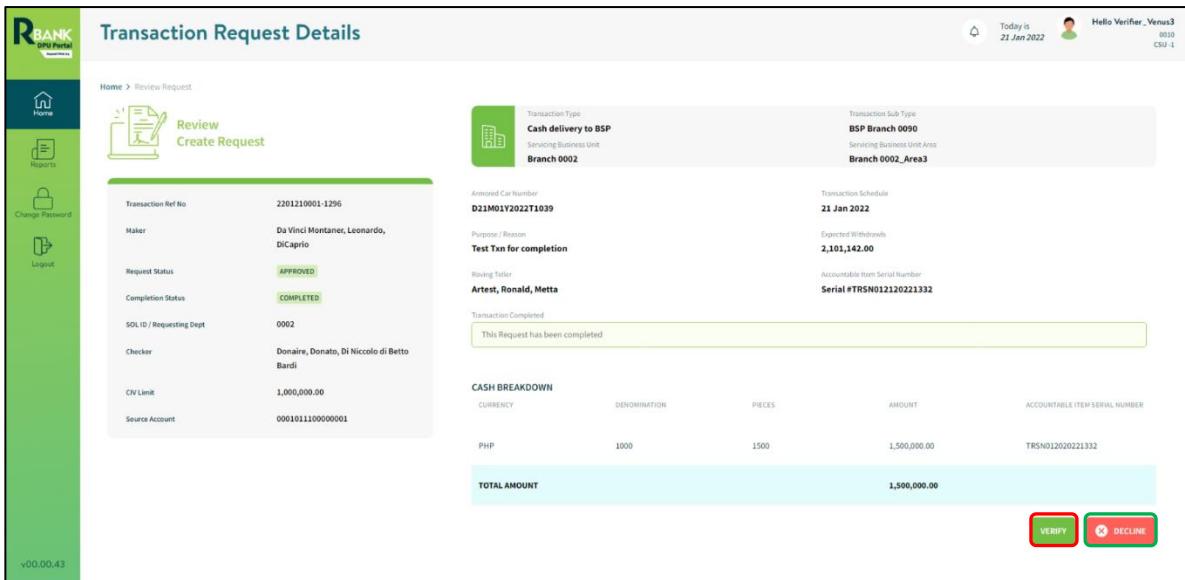
Screenshot 1.8.1.c.a: User's Dashboard (Verifier for BSP Transactions)

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

- Make sure that the Request Status is APPROVED (encircled in blue in Screenshot 1.8.1.c.a).
- Also, pay attention to the Transaction Status. It must be labelled as COMPLETED (encircled in green in Screenshot 1.8.1.c.a).
- To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the Transaction Details of Approved DPU Request as discussed in 1.7.1.

- On the Transaction Request Details, review the transaction details and decide on the next step to process the request. (refer to Screenshot 1.8.1.c.b)

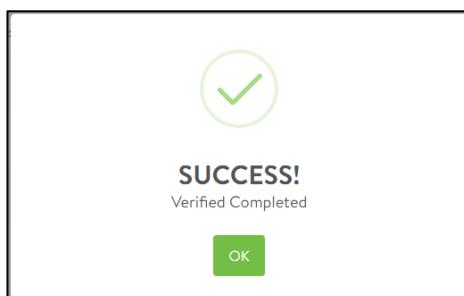


Screenshot 1.8.1.c.b: Transaction Request Details

- Click on Verifier's decision on the Completed Transaction Request by performing any of the following:

3.1. Verify

- Click on the VERIFY button (encircled in red in Screenshot 1.8.1.c.b) found at the bottom right corner of the page. A confirmation window will be displayed (refer to Screenshot 1.8.1.c.c). Click on the OK button to confirm and close the window.

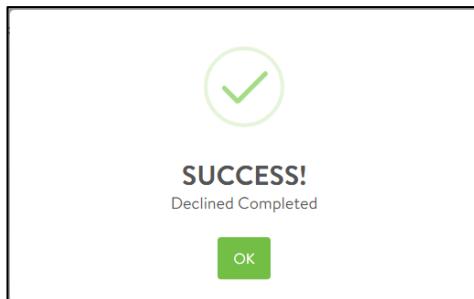


Screenshot 1.8.1.c.c: Verified Completed Confirmation Window

The previously COMPLETED transaction status will now be tagged as VERIFIED COMPLETED.

3.2. Decline

3.2.1.Click on the DECLINE button (encircled in green in Screenshot 1.8.1.c.b) found at the bottom right corner of the page. a confirmation window will display (refer to Screenshot 1.8.1.c.d). Click on the OK button to confirm and close the window.



Screenshot 1.8.1.c.d: Rejection Declined Confirmation Window

The previously ACKNOWLEDGED REJECT transaction status will now be tagged as REJECTION DECLINED.

1.8.1.d To Manage Rejected BSP Transaction Requests

1. On the dashboard, click on the REFERENCE NUMBER found on the first column in one of the selected rows to review the transaction details (refer to Screenshot 1.8.1.d.a)



Verifier For BSP Transactions Dashboard

Today is
17 Jan 2022

Hello Verifier_ Venus
CSU - 1

Search by From Date To Date Location Transaction Type Request Status Transaction Sta

 Home

 Reports

 Change Password

 Logout

You have 39 new applications for review. Let's start!

REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	ASSIGNED RT	BRANCH/ACCOUNT NAME	TRANSACTION STATUS
2201210001-1297	21 Jan 2022	Cash request from BSP	1,500,000.00	BSP Branch 0090	APPROVED	Artest, Ronald, Metta	Branch 0001	ACKNOWLEDGED/REJECT
2201210001-1296	21 Jan 2022	Cash delivery to BSP	1,500,000.00	BSP Branch 0090	APPROVED	Artest, Ronald, Metta	Branch 0001	COMPLETED
22012001031298	21 Jan 2022	Cash delivery to BSP	2,480,000.00	BSP Branch 0146	APPROVED	Nowell, Bradley, James	Branch 0023	VERIFIED COMPLETED
22012000231255	20 Jan 2022	Cash request from BSP	2,870,000.00	BSP Branch 0099	APPROVED	Holland, Dexter, Offspring	Branch 0023	VERIFIED COMPLETED
22012000231251	20 Jan 2022	Cash delivery to BSP	2,300,000.00	BSP Branch 0112	APPROVED	Holland, Dexter, Offspring	Branch 0023	VERIFIED COMPLETED
22012000231250	20 Jan 2022	Cash delivery to BSP	6,300,000.00	BSP Branch 0100	APPROVED	Holland, Dexter, Offspring	Branch 0023	REJECTION DECLINED
22011900231221	19 Jan 2022	Cash request from BSP	2,500,000.00	BSP Branch 0112	APPROVED	Nowell, Bradley, James	Branch 0023	VERIFIED COMPLETED
22011900231217	19 Jan 2022	Cash delivery to BSP	5,000,000.00	BSP Branch 0099	APPROVED	Nowell, Bradley, James	Branch 0023	VERIFIED COMPLETED
22011800231170	18 Jan 2022	Cash delivery to BSP	1,000,000.00	BSP Branch 0146	APPROVED	Nowell, Bradley, James	Branch 0023	VERIFIED COMPLETED

Screenshot 1.8.1.d.a: User's Dashboard (Verifier for BSP Transactions)

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

- a. Make sure that the Request Status is APPROVED (encircled in blue in Screenshot 1.8.1.d.a).
- b. Also, pay attention to the Transaction Status. It must be labelled as ACKNOWLEDGED REJECT (encircled in green in Screenshot 1.8.1.d.a).
- c. To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the Transaction Details of Approved DPU Request as discussed in 1.7.1.

2. On the Transaction Request Details, review the transaction details and decide on the next step to process the request. (refer to Screenshot 1.8.1.d.b)

The screenshot shows the 'Transaction Request Details' page of the Robinsons Bank DPU Portal. The top navigation bar includes links for Home, Review Request, Create Request, Logout, and user information (Hello Verifier_Venus3, 0010, CSU-1). The main content area displays a transaction record with the following details:

Transaction Ref No		Amount/Cash Number		Transaction Type		Transaction Sub Type	
2201210001-1297		D21M01Y2022T1339		Cash request from BSP		BSP Branch 0090	
Maker		Da Vinci Montaner, Leonardo, DiCaprio		Serving Business Unit		Servicing Business Unit Area	
Branch 0002						Branch 0002, Area2	
Request Status		Purpose / Reason		Transaction Schedule			
APPROVED		test TXN for reject		21 Jan 2022			
Completion Status		Pending Teller		Expected Withdrawals			
ACKNOWLEDGED REJECT		Artest, Ronald, Metta		2,101,144.00			
SOL ID / Requesting Dept		Rejection Acknowledged		Accountable Item Serial Number			
0002		This Request's Rejection has been acknowledged		Serial #TRSN012220221336			
Checker							
Donaire, Donato, Di Niccolo di Betto Bardi							
CIV Limit		CASH BREAKDOWN					
1,000,000.00		CURRENCY		DENOMINATION		AMOUNT	
Source Account		PHP		100		15000	
						1,500,000.00	
		TOTAL AMOUNT					

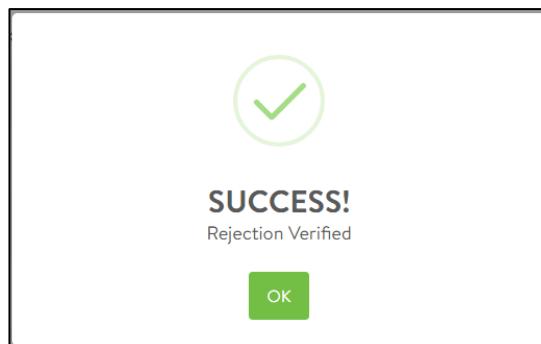
At the bottom right, there are two buttons: a red 'VERIFY' button and a green 'DECLINE' button, with the 'DECLINE' button being highlighted.

Screenshot 1.8.1.d.b: Transaction Request Details

3. Click on Verifier's decision on the Acknowledged Reject Transaction Request by performing any of the following:

3.1. Verify

- 3.1.1. Click on the VERIFY button (encircled in red in Screenshot 1.8.1.d.b) found at the bottom right corner of the page. A confirmation window will be displayed (refer to Screenshot 1.8.1.d.c). Click on the OK button to confirm and close the window.



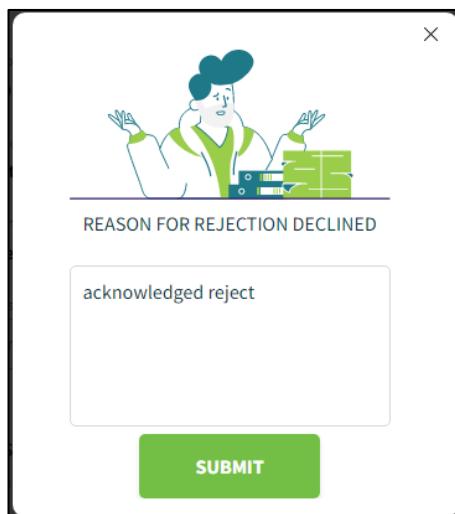
Screenshot 1.8.1.d.c: Rejection Verified Confirmation Window

The previously ACKNOWLEDGED REJECT transaction status will now be tagged as REJECTION VERIFIED.

3.2. Decline

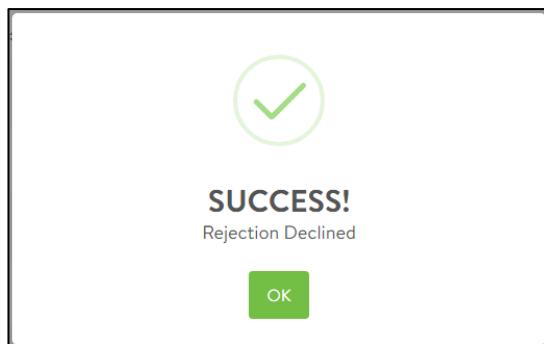
- 3.2.1. Click the DECLINE button (encircled in green in Screenshot 1.8.1.d.b) at the bottom right corner of the page. A Reason for Rejection Declined form window will be displayed.

- 3.2.2. At the form window, fill out the text field with the Reason for Rejection Declined(as shown in Screenshot 1.8.1.d.d). The form will accept letters, numbers, and special characters and will only limit the entry up to 300 characters.



Screenshot 1.8.1.d.d: Reason for Rejection Declined form Window

3.2.3. After submission, a confirmation window will display (refer to Screenshot 1.7.2.d.e). Click on the OK button to confirm and close the window.



Screenshot 1.8.1.d.e: Rejection Declined Confirmation Window

The previously ACKNOWLEDGED REJECT transaction status will now be tagged as REJECTION DECLINED.

1.8.1.e To Manage Completed Depository Bank Transaction Requests

1. On the dashboard, click on the REFERENCE NUMBER found on the first column in one of the selected rows to review the transaction details (refer to Screenshot 1.8.1.e.a)

The screenshot displays a dashboard titled "Verifier for Depository Bank Transactions Dashboard". On the left is a vertical sidebar with icons for Home, Reports, Change Password, and Logout, and the text "v0.00.43". The main area has a header with search filters: "Search by" (From Date, To Date, Location, Transaction Type, Request Status, Transaction Sta), a magnifying glass icon, and a user profile "Hello Verifier_Venus 0010 CSU-1". The date "Today is 18 Jan 2022" is also shown. Below the header, a message says "You have 26 new applications for review. Let's start!" with an illustration of a person at a computer. The main content is a table with the following columns: REFERENCE NUMBER, SCHEDULE DATE, TRANSACTION TYPE, AMOUNT, LOCATION, REQUEST STATUS, ASSIGNED RT, BRANCH/ACCOUNT NAME, and TRANSACTION STATUS. There are 26 rows of data. Rows 1, 2, and 7 are highlighted with red boxes around their first column. Row 1: REFERENCE NUMBER 2201210001-1282, SCHEDULE DATE 21 Jan 2022, TRANSACTION TYPE Cash request from depository bank, AMOUNT 5,000,000.00, LOCATION DepBank4-LIPA-CA PHP, REQUEST STATUS APPROVED, ASSIGNED RT Artest, Ronald, Metta, BRANCH/ACCOUNT NAME Branch 0001, TRANSACTION STATUS ACKNOWLEDGED REJECT. Row 2: REFERENCE NUMBER 2201210001-1281, SCHEDULE DATE 21 Jan 2022, TRANSACTION TYPE Cash delivery to depository bank, AMOUNT 2,500,000.00, LOCATION DepBank4-BACOOR-CA PHP, REQUEST STATUS APPROVED, ASSIGNED RT Artest, Ronald, Metta, BRANCH/ACCOUNT NAME Branch 0001, TRANSACTION STATUS COMPLETED. Row 7: REFERENCE NUMBER 2201040023879, SCHEDULE DATE 04 Jan 2022, TRANSACTION TYPE Cash delivery to depository bank, AMOUNT 70,000.00, LOCATION NONE, REQUEST STATUS APPROVED, ASSIGNED RT Vedder, Eddie, Pearljam, BRANCH/ACCOUNT NAME Branch 0023, TRANSACTION STATUS VERIFIED COMPLETED. A green rounded rectangle highlights the last three columns (ASSIGNED RT, BRANCH/ACCOUNT NAME, and TRANSACTION STATUS) for all rows. At the bottom right is a "DOWNLOAD REPORT" button.

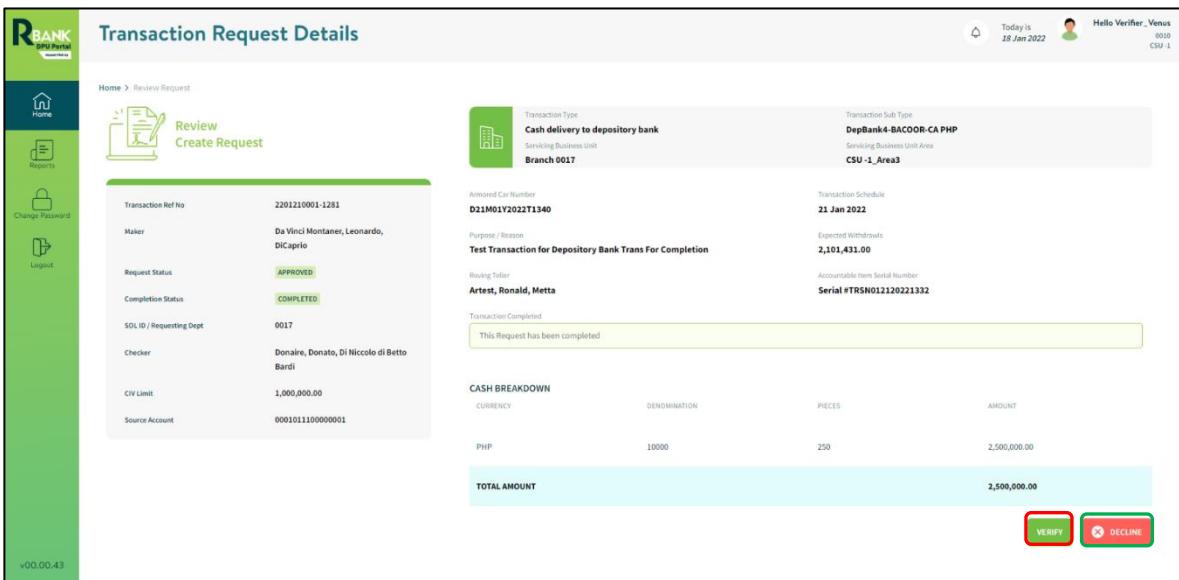
Screenshot 1.8.1.e.a: User's Dashboard (Verifier for Depository Bank Transactions)

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

- a. Make sure that the Request Status is APPROVED (encircled in blue in Screenshot 1.8.1.e.a).
- b. Also, pay attention to the Transaction Status. It must be labelled as COMPLETED (encircled in green in Screenshot 1.8.1.e.a).
- c. To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the Transaction Details of Approved DPU Request as discussed in 1.7.1.

2. On the Transaction Request Details, review the transaction details and decide on the next step to process the request. (refer to Screenshot 1.8.1.e.b)



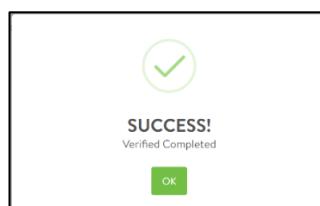
The screenshot shows the 'Transaction Request Details' page. The transaction is listed as 'Test Transaction for Depository Bank Trans For Completion'. The status is 'COMPLETED'. At the bottom right, there are two buttons: 'VERIFY' (highlighted with a red circle) and 'DECLINE'.

Screenshot 1.8.1.e.b: Transaction Request Details

3. Click on Verifier's decision on the Completed Transaction Request by performing any of the following:

3.1. Verify

- 3.1.1. Click on the VERIFY button (encircled in red in Screenshot 1.8.1.e.b) found at the bottom right corner of the page. A confirmation window will be displayed (refer to Screenshot 1.8.1.e.c). Click on the OK button to confirm and close the window.

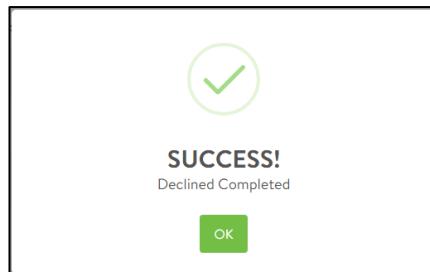


Screenshot 1.8.1.e.c: Verified Completed Confirmation Window

The previously COMPLETED transaction status will now be tagged as VERIFIED COMPLETED.

3.2. Decline

3.2.1. Click on the DECLINE button (encircled in green in Screenshot 1.8.1.e.b) found at the bottom right corner of the page. a confirmation window will display (refer to Screenshot 1.8.1.e.d). Click on the OK button to confirm and close the window.



Screenshot 1.8.1.e.d: Rejection Declined Confirmation Window

The previously ACKNOWLEDGED REJECT transaction status will now be tagged as REJECTION DECLINED.

1.8.1.f To Manage Rejected Depository Bank Transaction Requests

1. On the dashboard, click on the REFERENCE NUMBER found on the first column in one of the selected rows to review the transaction details (refer to Screenshot 1.8.1.f.a)

A screenshot of the "Verifier for Depository Bank Transactions Dashboard". The interface has a green sidebar on the left with icons for Home, Reports, Change Password, and Logout. The main area is titled "Verifier for Depository Bank Transactions Dashboard". It displays a message: "You have 26 new applications for review. Let's start!". Below this, there is a table with columns: REFERENCE NUMBER, SCHEDULE DATE, TRANSACTION TYPE, AMOUNT, LOCATION, REQUEST STATUS, ASSIGNED BY, BRANCH/ACCOUNT NAME, and TRANSACTION STATUS. The table contains several rows of transaction data. Two specific rows are highlighted with red boxes: the first row has the reference number 2201210001-1283 and the second row has the reference number 22012000231254. A large green box highlights the "TRANSACTION STATUS" column, which shows various status codes such as "ACKNOWLEDGED-REJECT", "COMPLETED", "VERIFIED COMPLETED", "VERIFIED COMPLETED", "REJECTION VERIFIED", "REJECTION DECLINED", "DECLINED COMPLETED", and "VERIFIED COMPLETED".

REFERENCE NUMBER	SCHEDULE DATE	TRANSACTION TYPE	AMOUNT	LOCATION	REQUEST STATUS	ASSIGNED BY	BRANCH/ACCOUNT NAME	TRANSACTION STATUS
2201210001-1283	21 Jan 2022	Cash request from depository bank	5,000,000.00	DepBank4-LIPa-CA PHP	APPROVED	Artest, Ronald, Metta	Branch 0001	ACKNOWLEDGED-REJECT
2201210001-1281	21 Jan 2022	Cash delivery to depository bank	2,500,000.00	DepBank4-BACOOR-CA PHP	APPROVED	Artest, Ronald, Metta	Branch 0001	COMPLETED
22012000231254	20 Jan 2022	Cash request from depository bank	2,800,000.00	DepBank5-GALLERIA-CA PHP	APPROVED	Holland, Dexter, Offspring	Branch 0023	VERIFIED COMPLETED
22012000231252	20 Jan 2022	Cash delivery to depository bank	3,450,000.00	DepBank8-SA PHP	APPROVED	Holland, Dexter, Offspring	Branch 0023	VERIFIED COMPLETED
22011800231167	18 Jan 2022	Cash request from depository bank	200,000.00	DepBank5-GALLERIA-SA PHP	APPROVED	Nowell, Bradley, James	Branch 0023	VERIFIED COMPLETED
22011800231150	18 Jan 2022	Cash request from depository bank	1,500,000.00	DepBank2-CA PHP	APPROVED	Holland, Dexter, Offspring	Branch 0023	REJECTION VERIFIED
22011800231149	18 Jan 2022	Cash delivery to depository bank	3,000,000.00	DepBank1-CA PHP	APPROVED	Holland, Dexter, Offspring	Branch 0023	REJECTION DECLINED
2201040023879	04 Jan 2022	Cash request from depository bank	200,000.00	NONE	APPROVED	Vedder, Eddie, Pearljam	Branch 0023	DECLINED COMPLETED
2201040023877	04 Jan 2022	Cash delivery to depository bank	70,000.00	NONE	APPROVED	Vedder, Eddie, Pearljam	Branch 0023	VERIFIED COMPLETED

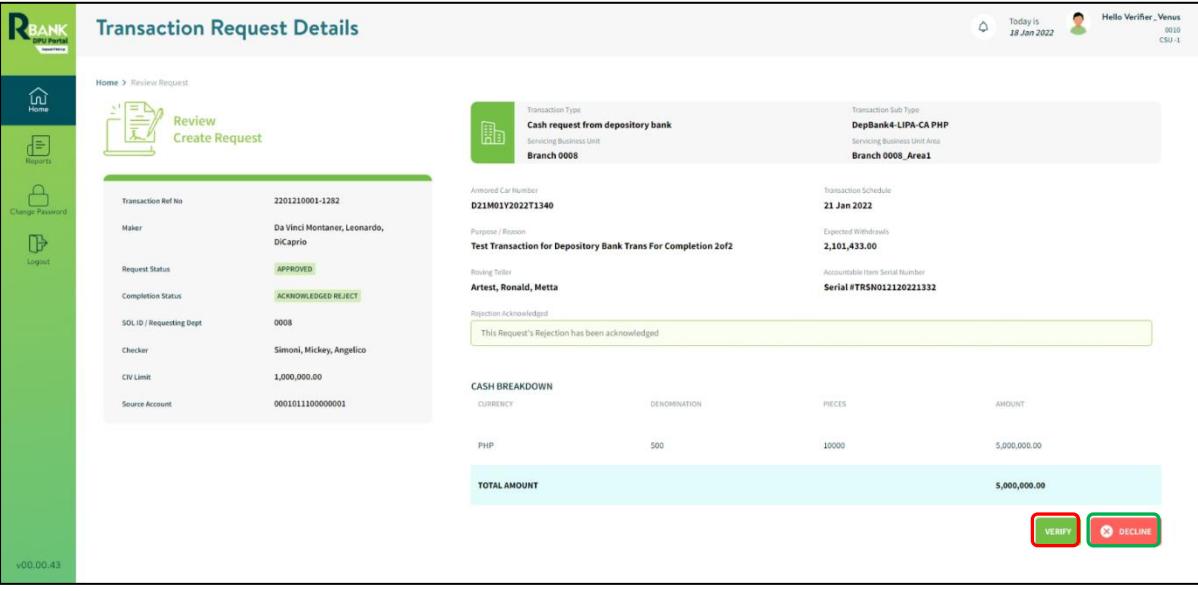
Screenshot 1.8.1.f.a: User's Dashboard (Verifier for Depository Bank Transactions)

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

- a. Make sure that the Request Status is APPROVED (encircled in blue in Screenshot 1.8.1.f.a).
- b. Also, pay attention to the Transaction Status. It must be labelled as ACKNOWLEDGED REJECT (encircled in green in Screenshot 1.8.1.f.a).
- c. To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the Transaction Details of Approved DPU Request as discussed in 1.7.1.

2. On the Transaction Request Details, review the transaction details and decide on the next step to process the request. (refer to Screenshot 1.8.1.f.b)



The screenshot shows the 'Transaction Request Details' page. At the top, there's a header with the date 'Today is 28 Jan 2022'. Below the header, the transaction details are listed:

- Transaction Ref No:** 2201210001-1282
- Maker:** Da Vinci Montane, Leonardo, DiCaprio
- Request Status:** APPROVED (highlighted in green)
- Completion Status:** ACKNOWLEDGED/REJECT
- SOL ID / Requesting Dept:** 0008
- Checker:** Simoni, Mickey, Angelico
- CIV Limit:** 1,000,000.00
- Source Account:** 000101100000001

In the center, there's a section for 'CASH BREAKDOWN' showing a single entry for PHP 500 pieces at 10000, totaling 5,000,000.00.

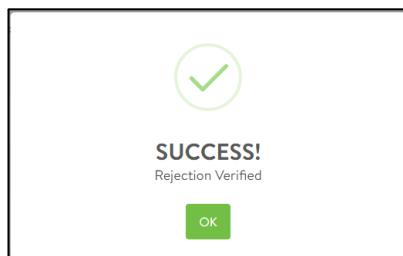
At the bottom right, there are two buttons: 'VERIFY' (highlighted with a red box) and 'DECLINE'.

Screenshot 1.8.1.f.b: Transaction Request Details

3. Click on Verifier's decision on the Acknowledged Reject Transaction Request by performing any of the following:

3.1. Verify

- 3.1.1. Click on the VERIFY button (encircled in red in Screenshot 1.8.1.f.b) found at the bottom right corner of the page. A confirmation window will be displayed (refer to Screenshot 1.8.1.f.c). Click on the OK button to confirm and close the window.



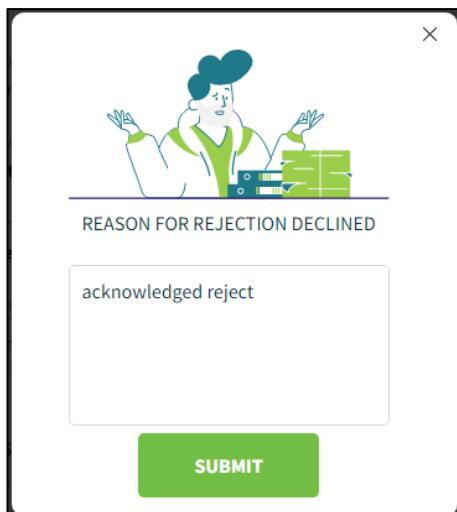
Screenshot 1.8.1.f.c: Rejection Verified Confirmation Window

The previously ACKNOWLEDGED REJECT transaction status will now be tagged as REJECTION VERIFIED.

3.2. Decline

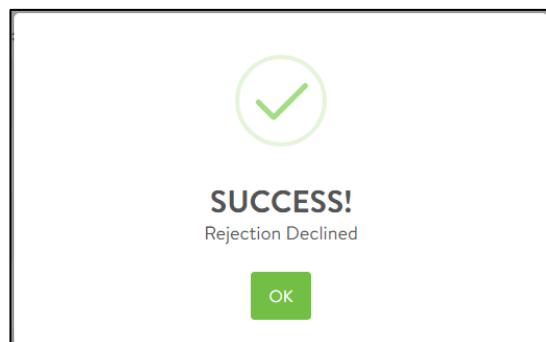
3.2.1. Click the DECLINE button (encircled in green in Screenshot 1.8.1.f.b) at the bottom right corner of the page. A Reason for Rejection Declined form window will be displayed.

3.2.2. At the form window, fill out the text field with the Reason for Rejection Declined(as shown in Screenshot 1.8.1.f.d). The form will accept letters, numbers, and special characters and will only limit the entry up to 300 characters.



Screenshot 1.8.1.f.d: Reason for Rejection Declined form Window

3.2.3. After submission, a confirmation window will display (refer to Screenshot 1.7.2.f.e). Click on the OK button to confirm and close the window.



Screenshot 1.8.1.f.e: Rejection Declined Confirmation Window

The previously ACKNOWLEDGED REJECT transaction status will now be tagged as REJECTION DECLINED.

1.9 Notification Management

There are two (2) types of notifications:

- Email – *To follow*
- In-App – Are messages delivered by the system to its users which have triggered from the user's activity within the web application.

Notifications may vary with the User's Role. This can be triggered by various scenarios starting from the creation of a DPU transaction up to the Completion or Cancellation.

The matrix below shows the various notification triggers and its recipient:

TRIGGERS	NOTIFICATION RECIPIENT/S	
	In-App	Email
Client Status		
For Approval (New Client)	Approver	Approver
For Approval (Edit)	Approver	Approver
Declined (New Client)	Maker	Maker
Declined (Edit)	Maker	Maker
Return to Maker (New Client)	Maker	Maker
Return to Maker (Edit)		Maker
Transaction Request Status		
Pending	Checker	Checker
	Approver	Approver
		Checker (Reminder)
Return to Maker		Maker
Endorsed	Approver	Approver
Endorsed (Reminder)		Approver
Declined		Maker
Cancelled	Approver	
Transaction Completion Status		
Scheduled	Roving Teller	
In-Transit	Roving Teller	Roving Teller
Completed	Verifier	Verifier
Completed (Reminder)	Verifier	Verifier
Declined (Verification)	Checker and Approver	Checker and Approver
Cancelled	Roving Teller	



1.9.1 To View Notifications (In-App)

1. On the user's dashboard click on the NOTIFICATION BELL ICON (encircled in red in Screenshot 1.9.1.a) located on the top right corner of the page beside the Today's date.

The screenshot shows the 'Branch Hub Checker Dashboard' with a sidebar on the left containing icons for Home, Clients, Reports, Change Password, and Logout. The main area displays a list of 108 new applications for review. Each row includes columns for Reference Number, Schedule Date, Transaction Type, Amount, Location, Request Status, Assigned RT, Branch/Account Name, Transaction Status, and Teller Log-In/Log-Out. The 'REQUEST STATUS' column uses color-coded boxes: orange for ENDORSED, blue for PENDING, green for APPROVED, and red for REJECTION DECLINED. The 'TRANSACTION STATUS' column also uses color-coded boxes: green for APPROVED, orange for SERVICED, and red for REJECTION DECLINED. A red circle highlights the notification bell icon in the top right corner, which has a red dot indicator. The status bar at the bottom right shows '20 Jan 2022 08:17:00 PM - IN 20 Jan 2022 08:18:00 PM - OUT 20 Jan 2022 08:09:00 PM - IN 20 Jan 2022 08:11:00 PM - OUT'.

Screenshot 1.9.1.a: User's Dashboard

Note:

- a. The notification bell icon has a red dot indicator to let users know that there are pending/unread messages waiting to be opened on the notifications page.

2. On the Notifications page, all notifications are posted. Unread notifications are highlighted on a bold text font with a red flag icon at the left as an indicator. On the other hand, opened/read notifications are in plain text format and with a green flag icon as an indicator.

The screenshot shows the 'Notifications' page of the Robinsons Bank DPU Portal. On the left is a vertical sidebar with icons for Home, Clients, Reports, Change Password, and Logout. The main area has a header 'Notifications' and a breadcrumb 'Home > Notifications'. Below this are two buttons: 'All' (highlighted with a red box) and 'Unread'. The main content area lists ten notifications. The first three are bolded and have a red flag icon on the left, indicating they are unread. The remaining seven are in plain text and have a green flag icon on the left, indicating they are read. The notifications are as follows:

- John Smith created a DPU client request with reference number 2201210001-1281. Click here to review and endorse the transaction request. (31 minutes ago)
- John Kraskinski created a DPU client request with reference number 2201210001-1280. Click here to review and endorse the transaction request. (33 minutes ago)
- Chris Evans created a DPU client request with reference number 2201210001-1284. Click here to review and endorse the transaction request. (34 minutes ago)
- Transaction Reference Number 2201210001-1283 has been Approved** (36 minutes ago)
- Transaction Request with Reference Number 2201210001-1269 has been successfully Returned to Maker. Click here to review the transaction (9 hours ago)
- Serviced Transaction has been Completed for Transaction with Reference Number 2201210001-1264. Click here to review the transaction (8 hours ago)
- Transaction Request with Reference Number 2201210001-1262 has been successfully Returned to Maker. Click here to review the transaction (15 hours ago)
- Transaction Request with Reference Number 2201210001-1259 has been successfully Returned to Maker. Click here to review the transaction (15 hours ago)
- Serviced Transaction has been Completed for Transaction with Reference Number 2201210001-1252. Click here to review the transaction (1 day ago)

Screenshot 1.9.1.b: Notifications Page

Note:

- By default, The Notification page displays only 10 messages per page view. Navigate on the next page by clicking on **>** found at the bottom right corner of the page
- While there is a next page (i.e., page currently being viewed is not the last page of the users list), the **>** arrow will be enabled.
- If there is no more next page (i.e., page currently being viewed is the last), the **>** arrow will be disabled (arrow will lighten).

3. Sort all unread notifications by clicking on the 'UNREAD' (encircled in red in Screenshot 1.9.1.b) beside 'ALL' found above the notification list.

4. Click on any item from the list to view the details (encircled in green in Screenshot 1.9.1.c). This will redirect the user to the Transaction Request Details of the specified Transaction Reference Number.

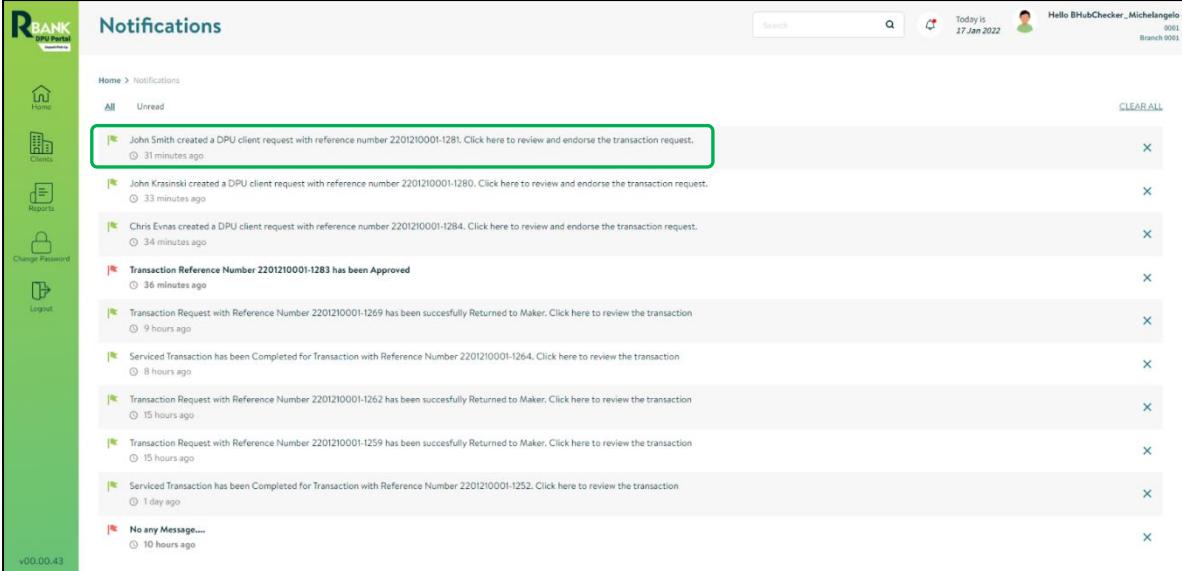
The screenshot shows the 'Notifications' page of the Robinsons Bank DPU Portal. On the left is a vertical sidebar with icons for Home, Clients, Reports, Change Password, and Logout. The main area has a header 'Notifications' and a breadcrumb 'Home > Notifications'. It shows a list of notifications under 'Unread' with a 'CLEAR ALL' button. One notification is circled in green: 'John Krasinski created a DPU client request with reference number 2201210001-1280. Click here to review and endorse the transaction request.' Below it is another circled notification: 'Chris Evans created a DPU client request with reference number 2201210001-1284. Click here to review and endorse the transaction request.' Other notifications include 'Transaction Reference Number 2201210001-1283 has been Approved', 'Transaction Reference Number 2201210001-1243 has been Approved', 'Transaction Reference Number 2201210001-1236 has been Approved', 'Transaction Reference Number 1701210001-1219 has been Declined', and 'Test Message'.

Screenshot 1.9.1.c: All unread notifications list

The screenshot shows the 'Transaction Request Details' page of the Robinsons Bank DPU Portal. The left sidebar is identical to the previous screenshot. The main content area has a header 'Review Request' and a breadcrumb 'Home > Review Request'. It shows a detailed view of a transaction request. The transaction type is 'Cash delivery to depository bank' and the sub-type is 'DepBank4-BACOOR-CA PHP'. The amount is 2,500,000.00 PHP. The transaction ref no is 2201210001-1281, made by Da Vinci Montane, Leonardo, DiCaprio. The purpose/reason is 'Test Transaction for Depository Bank Trans For Completion'. The routing teller is Artest, Ronald, Metta. The total amount is 2,500,000.00. At the bottom are buttons for 'SEND BACK TO MAKER', 'ENDORSE', and 'DECLINE'.

Screenshot 1.9.1.d: Transaction Details Page redirected from the Notifications Page

5. After viewing the details, the recently opened notification will now be marked as read (refer to Screenshot 1.9.1.e).



The screenshot shows the 'Notifications' page of the Robinsons Bank DPU Portal. On the left is a green sidebar with icons for Home, Clients, Reports, Change Password, and Logout, and the text 'v00.00.43'. The main area has a header with 'Notifications', a search bar, and a user profile for 'Hello BHubChecker_Michelangelo'. Below the header are two tabs: 'All' (selected) and 'Unread'. A 'CLEAR ALL' button is in the top right. The main content area lists notifications in a scrollable list:

- John Smith created a DPU client request with reference number 2201210001-1281. Click here to review and endorse the transaction request. (31 minutes ago)
- John Krasinski created a DPU client request with reference number 2201210001-1280. Click here to review and endorse the transaction request. (33 minutes ago)
- Chris Evans created a DPU client request with reference number 2201210001-1284. Click here to review and endorse the transaction request. (34 minutes ago)
- Transaction Reference Number 2201210001-1283 has been Approved** (36 minutes ago)
- Transaction Request with Reference Number 2201210001-1269 has been successfully Returned to Maker. Click here to review the transaction (9 hours ago)
- Serviced Transaction has been Completed for Transaction with Reference Number 2201210001-1264. Click here to review the transaction (8 hours ago)
- Transaction Request with Reference Number 2201210001-1262 has been successfully Returned to Maker. Click here to review the transaction (15 hours ago)
- Transaction Request with Reference Number 2201210001-1259 has been successfully Returned to Maker. Click here to review the transaction (15 hours ago)
- Serviced Transaction has been Completed for Transaction with Reference Number 2201210001-1252. Click here to review the transaction (1 day ago)
- No any Message....** (10 hours ago)

Screenshot 1.9.1.e: Notifications Page



1.9.2 To Delete Notifications

There are two ways to perform a deletion of a Notification:

- Single Delete
- Delete All

1.9.2.a To Single Delete a Notification

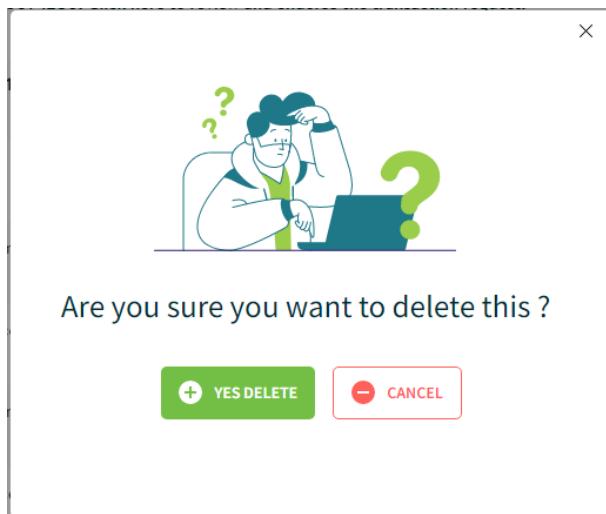
1. From the list of notifications on the Notifications page, click on the 'X' icon (encircled in red in Screenshot 1.9.2.a.a) found on the rightmost part of the list. A delete confirmation window will be displayed.

The screenshot shows the 'Notifications' page from the Robinsons Bank DPU Portal. On the left is a vertical sidebar with icons for Home, Clients, Reports, Change Password, Logout, and a version number v00.00.43. The main area has a header 'Notifications' and a breadcrumb 'Home > Notifications'. It displays a list of notifications with columns for 'All' and 'Unread'. Each notification includes a timestamp and a link to review and endorse the transaction. On the far right, there is a column of 'X' icons, each enclosed in a red box, indicating they are for deletion. A 'CLEAR ALL' button is located at the top right of this column.

Notification Details	Date	Action
John Smith created a DPU client request with reference number 2201210001-1281. Click here to review and endorse the transaction request.	31 minutes ago	X
John Krasinski created a DPU client request with reference number 2201210001-1280. Click here to review and endorse the transaction request.	33 minutes ago	X
Chris Evans created a DPU client request with reference number 2201210001-1284. Click here to review and endorse the transaction request.	34 minutes ago	X
Transaction Reference Number 2201210001-1283 has been Approved	36 minutes ago	X
Transaction Request with Reference Number 2201210001-1269 has been successfully Returned to Maker. Click here to review the transaction	9 hours ago	X
Serviced Transaction has been Completed for Transaction with Reference Number 2201210001-1264. Click here to review the transaction	8 hours ago	X
Transaction Request with Reference Number 2201210001-1262 has been successfully Returned to Maker. Click here to review the transaction	15 hours ago	X
Transaction Request with Reference Number 2201210001-1259 has been successfully Returned to Maker. Click here to review the transaction	15 hours ago	X
Serviced Transaction has been Completed for Transaction with Reference Number 2201210001-1252. Click here to review the transaction	1 day ago	X
No any Message....	10 hours ago	X

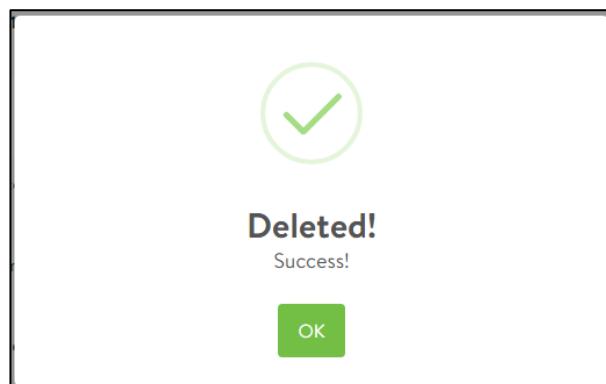
Screenshot 1.9.2.a.a: Notifications Page

- From the Delete Confirmation window, click on 'YES DELETE' to confirm the deletion. Otherwise, click on Cancel to abort the delete (see Screenshot 1.9.2.a.b).



Screenshot 1.9.2.a.b: Delete Confirmation Window

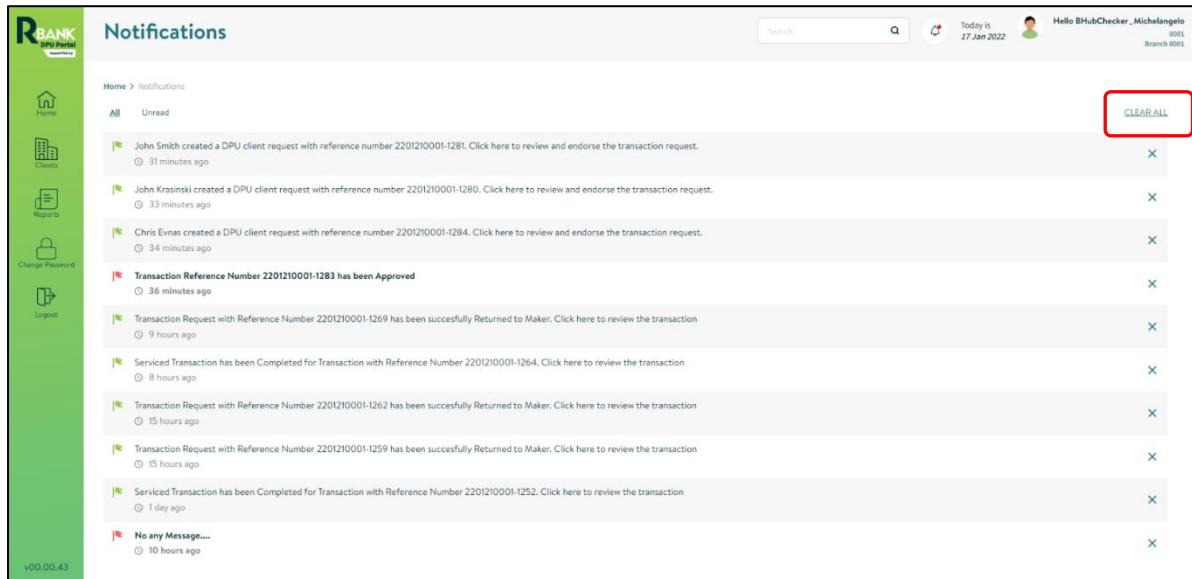
- If the user clicked 'YES DELETE', a confirmation window will be displayed. Click on OK to confirm and close the window. (please see Screenshot 1.9.2.a.c)



Screenshot 1.9.2.a.c: Delete Success Confirmation Window

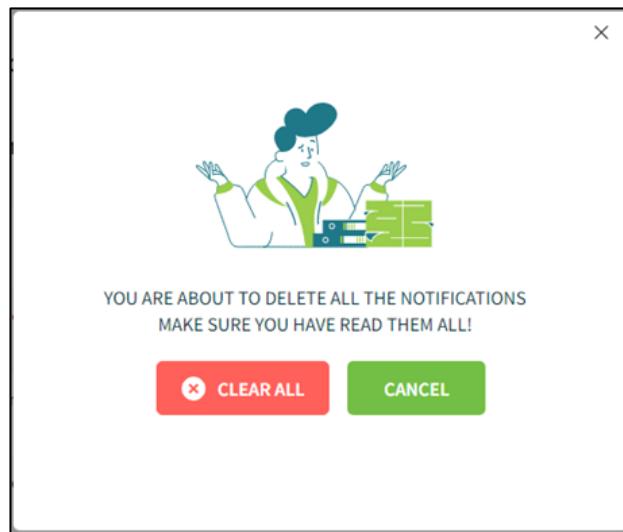
1.9.2.b To Delete All Notification

- From the list of notifications on the Notifications page, click on the CLEAR ALL (encircled in red in Screenshot 1.9.2.b.a) found on the top-right corner of the list. A delete confirmation window will be displayed.



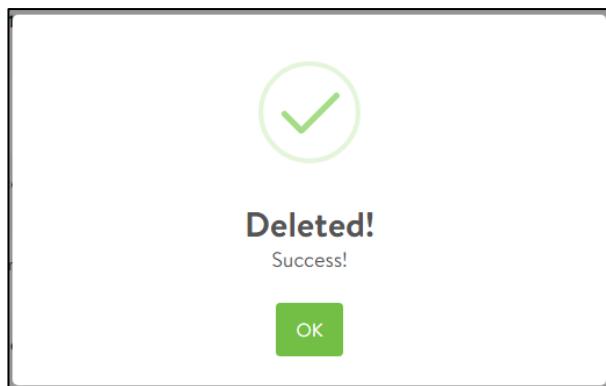
Screenshot 1.9.2.b.a: Notifications Page

- From the Delete Confirmation window, click on 'CLEAR ALL' to confirm the deletion. Otherwise, click on Cancel to abort the delete (see Screenshot 1.9.2.b.b).



Screenshot 1.9.2.b.b: Delete Confirmation Window

3. If the user clicked 'CLEAR ALL', a confirmation window will be displayed. Click on OK to confirm and close the window. (please see Screenshot 1.9.2.b.c)



Screenshot 1.9.2.b.c: Delete Success Confirmation Window

4. After clearing all messages, the notification page will display an image indicating that the user 'HAVE 0 NOTIFICATIONS PENDING'. (refer to Screenshot 1.9.2.b.d)

A screenshot of the 'Notifications' page from the Robinsons Bank web application. The page has a light gray header with the 'R BANK' logo, a search bar, and a user profile icon showing 'Hello Bmaker, Leonardo' and 'Branch 0001'. Below the header is a navigation menu with links: Home, Clients, Reports, Change Password, and Logout. The main content area is titled 'Notifications' and shows a message: 'YOU HAVE 0 NOTIFICATIONS PENDING!' accompanied by a small cartoon illustration of a person working at a desk. On the left side of the content area, there are two small buttons: 'All' and 'Unread'. The bottom left corner of the page displays the version number 'v0.00.43'.

Screenshot 1.9.2.b.d: Zero Notifications Pending

1.10 Transaction Reports

This section will discuss the following:

- Statistics of Branch Request
- Accountable Items
- Cash on Hand
- Summary of EOD transactions

Pre-requisites:

1. Three (3) separate users that will act as (1 user for each of the following):
 - a. 1 Maker
 - b. 1 Checker
 - c. 1 Approver
2. The following access rights assigned by Admin to roles (refer to section 1.4 – Role Management):

Predefined Role Name in Application	Description of Role in Transaction Action Management	Access Right
Maker	Read/View DPU Transactions, Download Reports	<ul style="list-style-type: none">• Read• Download Report and Print
Checker	Read/View DPU Transactions, Download Reports	<ul style="list-style-type: none">• Read• Download Report and Print
Approver	Read/View DPU Transactions, Download Reports	<ul style="list-style-type: none">• Read• Download Report and Print
Verifier	Read/View DPU Transactions, Download Reports	<ul style="list-style-type: none">• Read• Download Report and Print



1.10.1 Statistics of Branch Request

This contains all requests that have been completed/verified which is grouped by the month transaction was created.

Note:

- To group requests accordingly, CURRENCY and TRANSACTION TYPES are required here with default values such as “PHP” and “CASH DELIVERY TO CSU/CASH HUB” respectively.
- Filtering is available as the table can be sorted by the following headers:

MONTH	TRANSACTION TYPE	TOTAL COUNT	CURRENCY	TOTAL AMOUNT	AVERAGE AMOUNT

To view the summary on this category, the following are the actions to be performed:

- Search/ Filter results
- Download Report

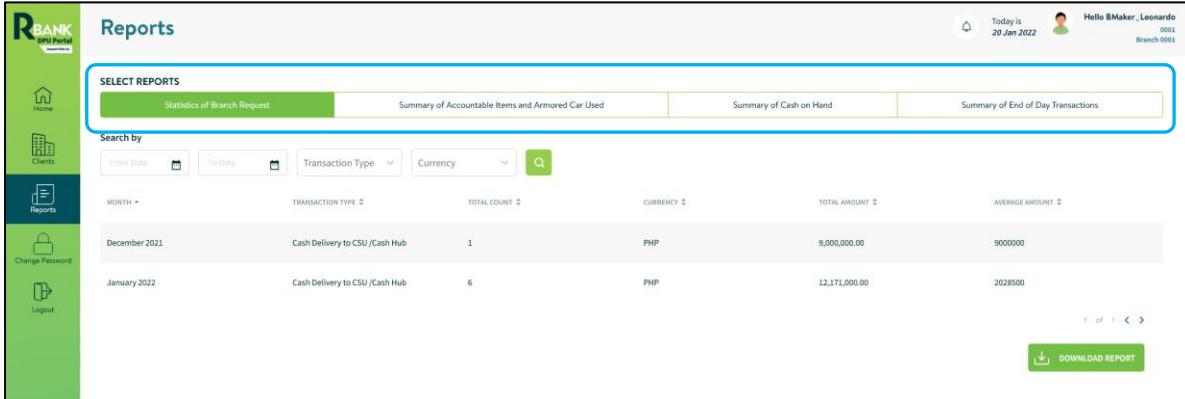
1.10.1.a To Search/ Filter Results

- On the Homepage, click the REPORTS button (encircled in red in Screenshot 1.10.1.a) found on the left portion of the page. This will redirect the user from the DASHBOARD to REPORTS page.

The screenshot shows the 'Branch Maker Dashboard'. On the left sidebar, there are three main buttons: 'Home', 'Clients', and 'Reports'. The 'Reports' button is highlighted with a red circle. The main area displays a table of deposit requests with columns for Reference Number, Schedule Date, Transaction Type, Amount, Location, Request Status, Assigned RT, Branch/Account Name, and Transaction Status. Most rows show 'APPROVED' status and 'SCHEDULED' transaction status. A 'SEARCH' bar at the top includes fields for 'From Date', 'To Date', 'Location', 'Transaction Type', 'Request Status', and 'Transaction Sta'. A 'DOWNLOAD REPORT' button is located at the bottom right of the table area.

Screenshot 1.10.1.a: User's Dashboard

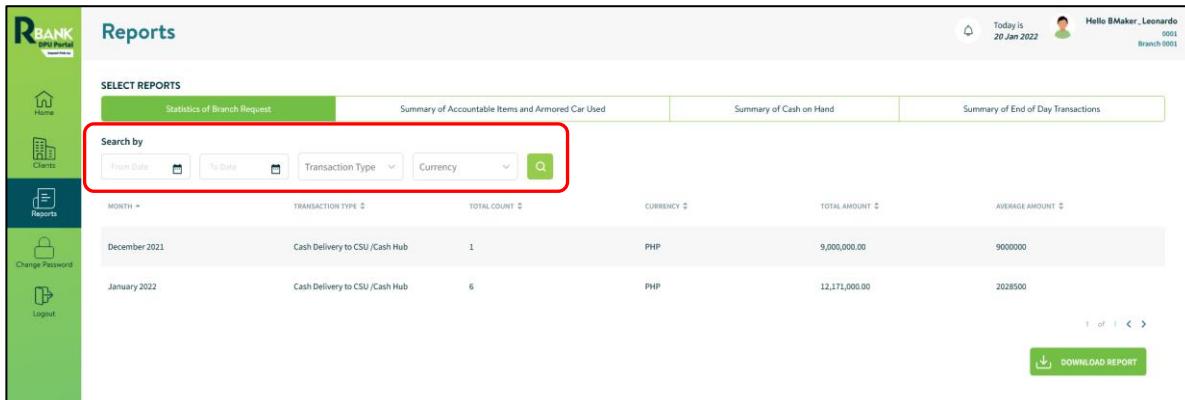
- On the reports page, set the reports category by clicking on any of the four (4) buttons found in the 'SELECT REPORTS' section (encircled in blue in Screenshot 1.10.1.b). Make sure that the selected category is 'STATISTICS OF BRANCH REQUEST' which is highlighted in white text on a green background color.



MONTH	TRANSACTION TYPE	TOTAL COUNT	CURRENCY	TOTAL AMOUNT	AVERAGE AMOUNT
December 2021	Cash Delivery to CSU /Cash Hub	1	PHP	9,000,000.00	900000
January 2022	Cash Delivery to CSU /Cash Hub	6	PHP	12,171,000.00	2028500

Screenshot 1.10.1.b: Reports Page

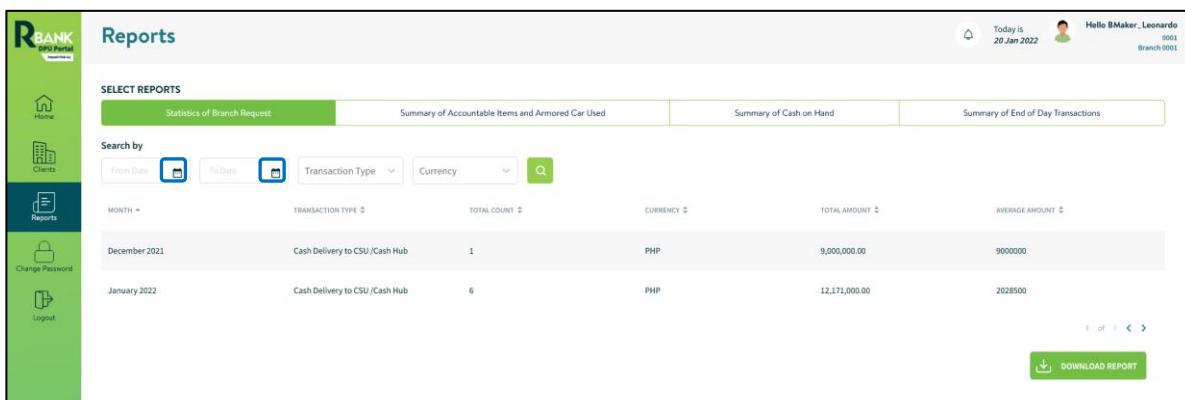
- The populated data on the table is sorted by MONTH and the default transaction type is 'CASH DELIVERY TO CSU/HUB (refer to Screenshot 1.10.1.c). Filter/sort the data by utilizing the search functionalities found on the 'Search By' section of this page (encircled in green in Screenshot 1.10.1.c).



MONTH	TRANSACTION TYPE	TOTAL COUNT	CURRENCY	TOTAL AMOUNT	AVERAGE AMOUNT
December 2021	Cash Delivery to CSU /Cash Hub	1	PHP	9,000,000.00	900000
January 2022	Cash Delivery to CSU /Cash Hub	6	PHP	12,171,000.00	2028500

Screenshot 1.10.1.c: Reports Page

- To start with filtering/sorting results, Select the MONTH/DATE FROM/TO by clicking on the CALENDAR ICON (encircled in blue in Screenshot 1.10.1.d) to display the calendar picker.



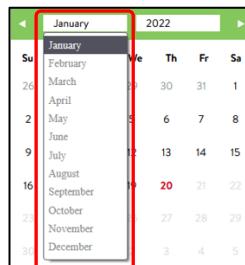
MONTH	TRANSACTION TYPE	TOTAL COUNT	CURRENCY	TOTAL AMOUNT	AVERAGE AMOUNT
December 2021	Cash Delivery to CSU /Cash Hub	1	PHP	9,000,000.00	900000
January 2022	Cash Delivery to CSU /Cash Hub	6	PHP	12,171,000.00	2028500

Screenshot 1.10.1.d: Reports Page

5. On the Calendar Picker, Set the date by doing any of the following:

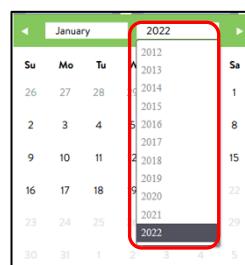
5.1. Separately select the Month and Year text boxes as follows:

5.1.1. Set the month by clicking the Month text box (encircled in red directly below) to display the list of months in a year.



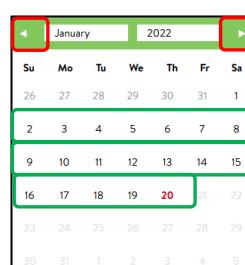
Screenshot 1.10.1.e: Calendar Picker (Month)

5.1.2. Set the year by clicking the Year text box (encircled in blue directly below) to display the list of years. This list contains each year from the current year until the next 10 years



Screenshot 1.10.1.f: Calendar Picker (Year)

5.1.3. Click the or arrows from the Calendar Picker (encircled in red below) to navigate through the respective preceding and succeeding dates.



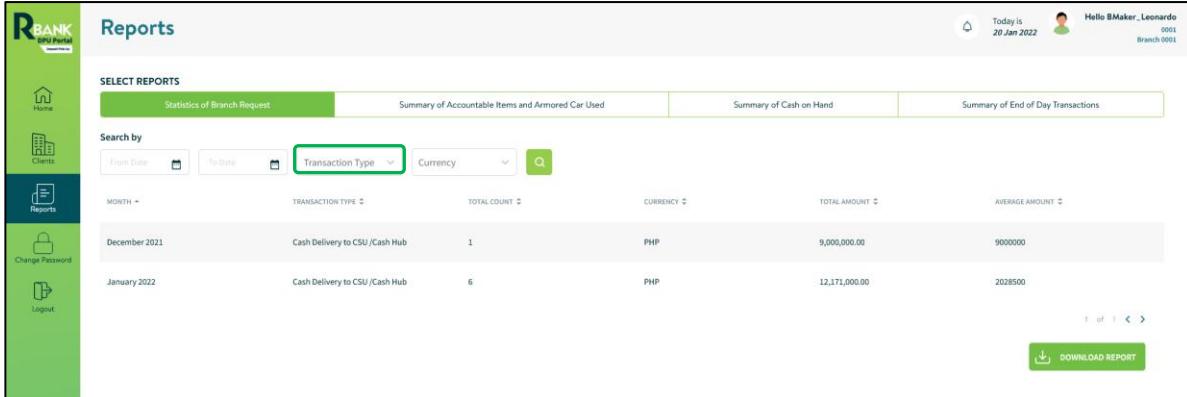
Screenshot 1.10.1.g: Calendar Picker (Year)

5.2. Choose from the displayed dates in the Calendar Picker (all encircled in green in Screenshot 1.10.1.g)

Note:

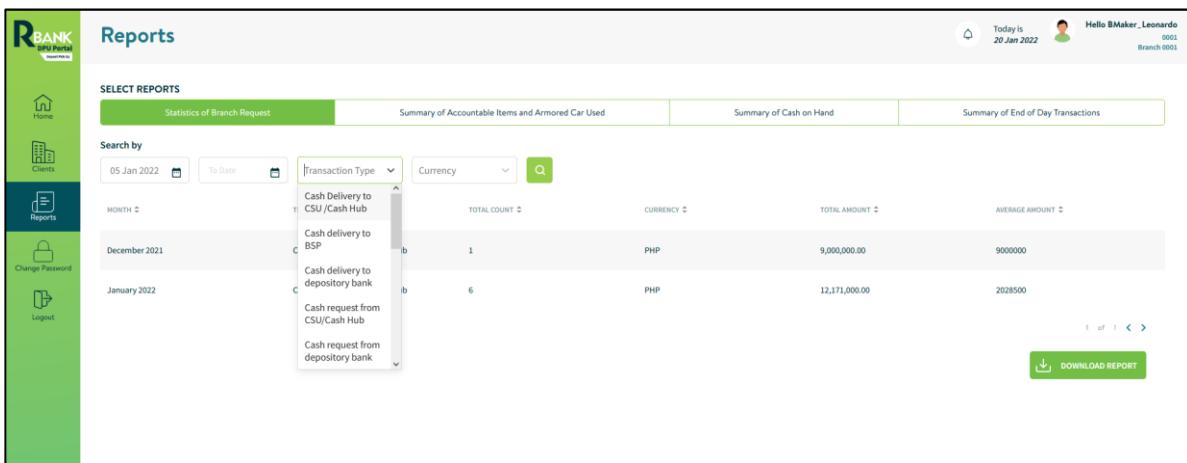
- Calendar dates on/before the current date (highlighted in red text color) are clickable/selectable. otherwise, will be disabled and cannot be selected. (refer to Screenshot 1.10.1.g)

6. After choosing the MONTH/DATE, select the TRANSACTION TYPE by clicking the drop-down menu for Transaction Type (encircled in green in Screenshot 1.10.1.h). Navigate through the list by scrolling on the drop-down list or typing in the keywords that will filter the menu.



This screenshot shows the 'Reports' page of the Robinsons Bank web application. The left sidebar has icons for Home, Clients, Reports (which is selected), Change Password, and Logout. The main area has tabs for 'Statistics of Branch Request' (selected), 'Summary of Accountable Items and Armored Car Used', 'Summary of Cash on Hand', and 'Summary of End of Day Transactions'. Below these tabs is a search bar with 'From Date' and 'To Date' fields, a 'Transaction Type' dropdown menu (circled in green), a 'Currency' dropdown, and a search icon. A table below shows transaction details for December 2021 and January 2022. The table columns include Month, Transaction Type, Total Count, Currency, Total Amount, and Average Amount. At the bottom right is a 'DOWNLOAD REPORT' button.

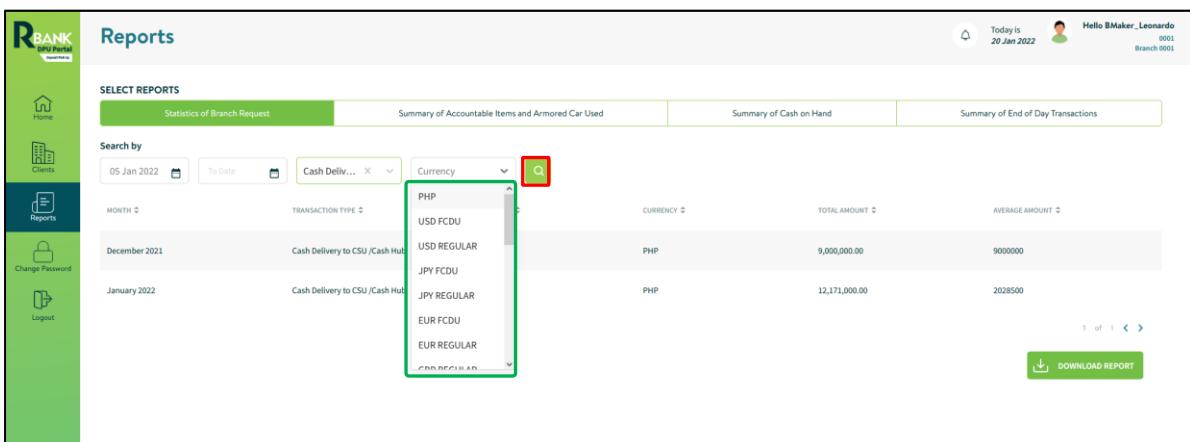
Screenshot 1.10.1.h: Reports Page



This screenshot is identical to Screenshot 1.10.1.h, but the 'Transaction Type' dropdown menu is now open, showing a list of transaction types: 'Cash Delivery to CSU /Cash Hub', 'Cash delivery to BSP', 'Cash delivery to depository bank', 'Cash request from CSU/Cash Hub', and 'Cash request from depository bank'. The first item, 'Cash Delivery to CSU /Cash Hub', is the selected option.

Screenshot 1.10.1.i: Reports Page (Transaction Type Selected)

7. Choose the CURRENCY by clicking the drop-down menu for Currency (encircled in green in Screenshot 1.10.1.j). Navigate through the list by scrolling on the drop-down list or typing in the keywords that will filter the menu.



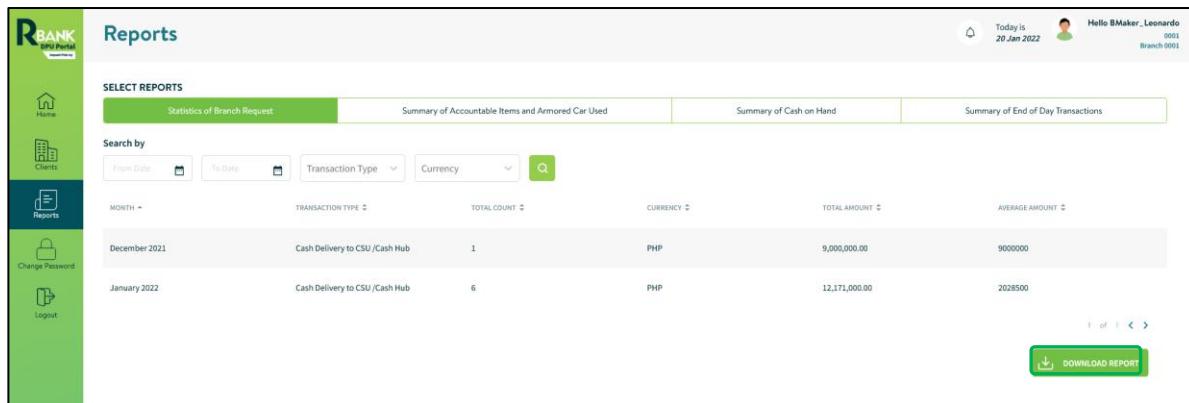
This screenshot is identical to Screenshot 1.10.1.h, but the 'Currency' dropdown menu is now open, showing a list of currency options: 'PHP', 'USD FCDO', 'USD REGULAR', 'JPY FCDO', 'JPY REGULAR', 'EUR FCDO', and 'EUR REGULAR'. The first item, 'PHP', is the selected option. A red box highlights the search icon within the dropdown menu.

Screenshot 1.10.1.j: Reports Page (Currency Selection)

8. After setting the MONTHS/DATES, TRANSACTION TYPE, and CURRENCY, kindly click on the SEARCH BUTTON (encircled in red in Screenshot 1.10.1.j)to display the updated list.

1.10.1.b Download Reports

- To download the report, click the DOWNLOAD REPORT  button (encircled in red in Screenshot 1.10.1.k) found on the bottom-right corner of the table.



The screenshot shows a web-based reporting interface for Robinsons Bank. On the left is a sidebar with icons for Home, Clients, Reports (which is selected), Change Password, and Logout. The main area has a title 'Reports' and a sub-section 'SELECT REPORTS' with four tabs: 'Statistics of Branch Request' (selected), 'Summary of Accountable Items and Armored Car Used', 'Summary of Cash on Hand', and 'Summary of End of Day Transactions'. Below this is a search bar with fields for 'From Date', 'To Date', 'Transaction Type', 'Currency', and a search icon. A table follows, showing transaction details by month. The table columns are: MONTH, TRANSACTION TYPE, TOTAL COUNT, CURRENCY, TOTAL AMOUNT, and AVERAGE AMOUNT. Data rows include December 2021 (Cash Delivery to CSU / Cash Hub, 1, PHP, 9,000,000.00, 900000) and January 2022 (Cash Delivery to CSU / Cash Hub, 6, PHP, 12,171,000.00, 2028500). At the bottom right of the table is a green 'DOWNLOAD REPORT' button with a white icon.

Screenshot 1.10.1.k: Reports Page



1.10.2 Accountable Items

This contains all data on requests with accountable items.

Note:

- This can be filtered by Transaction Schedule, Branch/Account Name, Transaction Type, Accountable Serial Number, Armored Card Unit Number, Maker, and Approver for each request. Please see the headers below:

BRANCH/ ACCOUNT NAME	TRANSACTION TYPE	ACCOUNTABLE ITEM SERIAL NUMBER	ARMORED CAR UNIT NUMBER	SCHEDULE DATE	MAKER	APPROVER

To view the summary on this category, the following are the actions to be performed:

- Search/Filter results
- Download Report

1.10.2.a Search/Filter Results

- On the Homepage, click the REPORTS button (encircled in red in Screenshot 1.10.2.a) found on the left portion of the page. This will redirect the user from the DASHBOARD to REPORTS page.

The screenshot shows the 'Branch Maker Dashboard'. On the left sidebar, there are icons for Home, Clients, Reports (which is circled in red), and Logout. The main area displays a table of transaction requests with columns: REFERENCE NUMBER, SCHEDULE DATE, TRANSACTION TYPE, AMOUNT, LOCATION, REQUEST STATUS, ASSIGNED RT, BRANCH/ACCOUNT NAME, and TRANSACTION STATUS. A green 'ADD CREATE REQUEST' button and a red 'BATCH DELETE DRAFT REQUESTS' button are at the top. A search bar and filter buttons for Date, Location, Transaction Type, Request Status, and Transaction Status are above the table. A message 'Today is 20 Jan 2022' and a user profile 'Hello BMaker, Leonardo' are in the top right. A 'DOWNLOAD REPORT' button is at the bottom right.

Screenshot 1.10.2.a: User's Dashboard

- On the reports page, set the reports category by clicking on any of the four (4) buttons found in the 'SELECT REPORTS' section (encircled in blue in Screenshot 1.10.2.b). Make sure that the selected category is 'Summary of Accountable Items and Armored Car Used' which is highlighted in white text on a green background color.

The screenshot shows the 'Reports' page. On the left sidebar, there are icons for Home, Clients, Reports (which is circled in blue), and Logout. The main area has a 'SELECT REPORTS' section with four buttons: 'Statistics of Branch Request' (disabled), 'Summary of Accountable Items and Armored Car Used' (highlighted in white on a green background), 'Summary of Cash on Hand', and 'Summary of End of Day Transactions'. Below this is a search bar with filters for From Date, To Date, Branch, Transaction Type, Reference Number, Accountable Item Ser, Armored Car Unit No, Maker, Approver, and a search icon. A table below lists transactions with columns: BRANCH NAME/ ACCOUNT NAME, TRANSACTION TYPE, ACCOUNTABLE ITEM SERIAL NUMBER, SCHEDULE DATE, ARMORED CAR UNIT NUMBER, MAKER, and APPROVER. A message 'Today is 20 Jan 2022' and a user profile 'Hello Approver, CTaylor' are in the top right. A 'v00.00.43' watermark is at the bottom left.

Screenshot 1.10.2.b: Reports Page

3. The populated data on the table is sorted by TRANSACTION TYPE (refer to Screenshot 1.10.2.c). Filter/sort the data by utilizing the search functionalities found on the ‘Search By’ section of this page (encircled in green in Screenshot 1.10.2.c).

BRANCH NAME/ACCOUNT NAME	TRANSACTION TYPE	ACCOUNTABLE ITEM SERIAL NUMBER	SCHEDULE DATE	ARMORED CAR UNIT NUMBER	MAKER	APPROVER
412421	DPU Client		28 Dec 2021		Web Scheduler	
412421	DPU Client		28 Dec 2021		Web Scheduler	
Alab Corporation, Inc.	DPU Client		28 Dec 2021		Web Scheduler	
Alab Corporation, Inc.	DPU Client		28 Dec 2021		Web Scheduler	
Alab Corporation, Inc.	DPU Client		01 Jan 2022		Web Scheduler	
Alab Corporation, Inc.	DPU Client		01 Jan 2022		Web Scheduler	
Alab Corporation, Inc.	DPU Client		02 Jan 2022		Web Scheduler	
Alab Corporation, Inc.	DPU Client	1	02 Jan 2022	1	Web Scheduler	

Screenshot 1.10.2.c: Reports Page

4. To start with filtering/sorting results, Select the MONTH/DATE FROM/TO by clicking on the CALENDAR ICON (encircled in blue in Screenshot 1.10.2.d) to display the calendar picker.

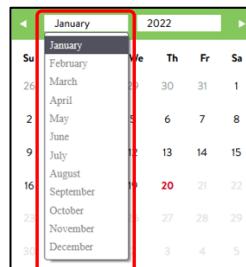
BRANCH NAME/ACCOUNT NAME	TRANSACTION TYPE	ACCOUNTABLE ITEM SERIAL NUMBER	SCHEDULE DATE	ARMORED CAR UNIT NUMBER	MAKER	APPROVER
412421	DPU Client		28 Dec 2021		Web Scheduler	
412421	DPU Client		28 Dec 2021		Web Scheduler	
Alab Corporation, Inc.	DPU Client		28 Dec 2021		Web Scheduler	
Alab Corporation, Inc.	DPU Client		28 Dec 2021		Web Scheduler	
Alab Corporation, Inc.	DPU Client		01 Jan 2022		Web Scheduler	
Alab Corporation, Inc.	DPU Client		01 Jan 2022		Web Scheduler	
Alab Corporation, Inc.	DPU Client		02 Jan 2022		Web Scheduler	
Alab Corporation, Inc.	DPU Client	1	02 Jan 2022	1	Web Scheduler	

Screenshot 1.10.2.d: Reports Page

5. On the Calendar Picker, Set the date by doing any of the following:

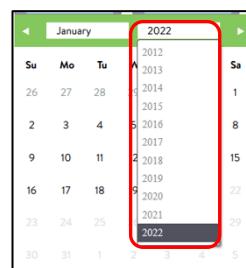
5.1. Separately select the Month and Year text boxes as follows:

5.1.1. Set the month by clicking the Month text box (encircled in red directly below) to display the list of months in a year.



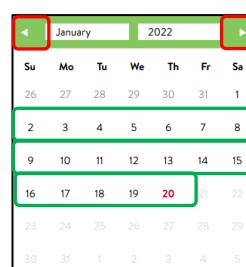
Screenshot 1.10.2.e: Calendar Picker (Month)

5.1.2. Set the year by clicking the Year text box (encircled in blue directly below) to display the list of years. This list contains each year from the current year until the next 10 years



Screenshot 1.10.2.f: Calendar Picker (Year)

5.1.3. Click the or arrows from the Calendar Picker (encircled in red below) to navigate through the respective preceding and succeeding dates.



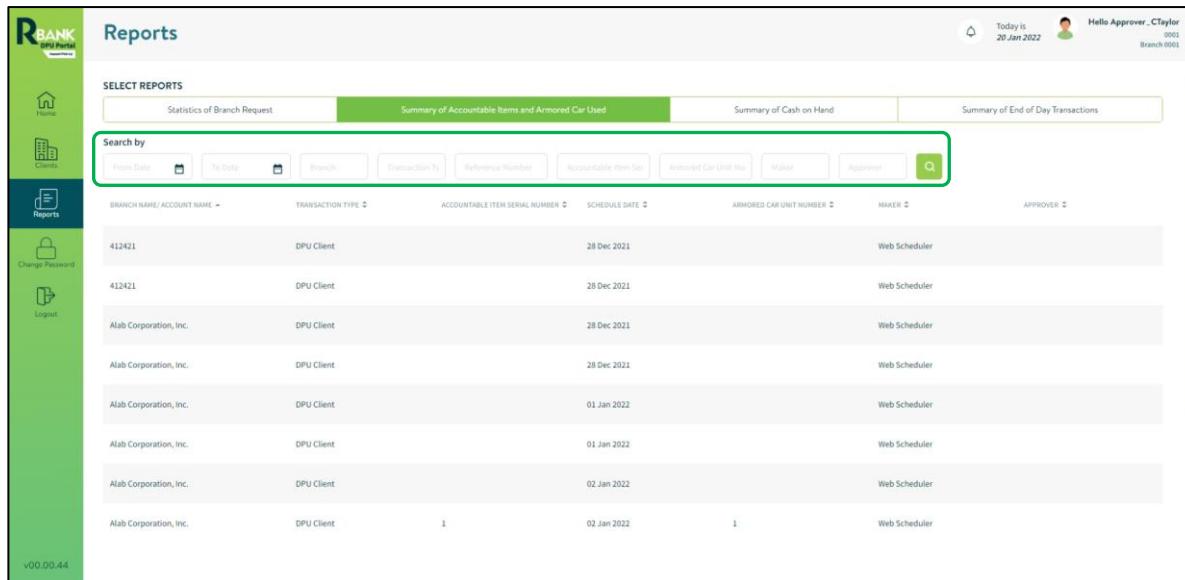
Screenshot 1.10.2.g: Calendar Picker (Year)

5.2. Choose from the displayed dates in the Calendar Picker (all encircled in green in Screenshot 1.10.2.g)

Note:

- Calendar dates on/before the current date (highlighted in red text color) are clickable/selectable. otherwise, will be disabled and cannot be selected. (refer to Screenshot 1.10.2.g).

6. After choosing the MONTH/DATE, Enter a branch name on a textbox with a placeholder text displayed as 'BRANCH' (section encircled in green in Screenshot 1.10.2.h)



The screenshot shows a 'Reports' page from a web application. On the left, there's a sidebar with icons for Home, Client, Reports (which is selected), Change Password, and Logout. The main area has a title 'Reports' and a sub-section 'SELECT REPORTS' with four tabs: 'Statistics of Branch Request', 'Summary of Accountable Items and Armored Car Used' (which is active), 'Summary of Cash on Hand', and 'Summary of End of Day Transactions'. Below this is a 'Search by' section with a search bar containing placeholder text 'Branch' and several date-related buttons ('From Date', 'To Date', 'Branch', 'Transactions', 'Account Item Serial Number', 'Armored Car Unit No.', 'Maker', 'Approver'). The main content area displays a table of transaction data:

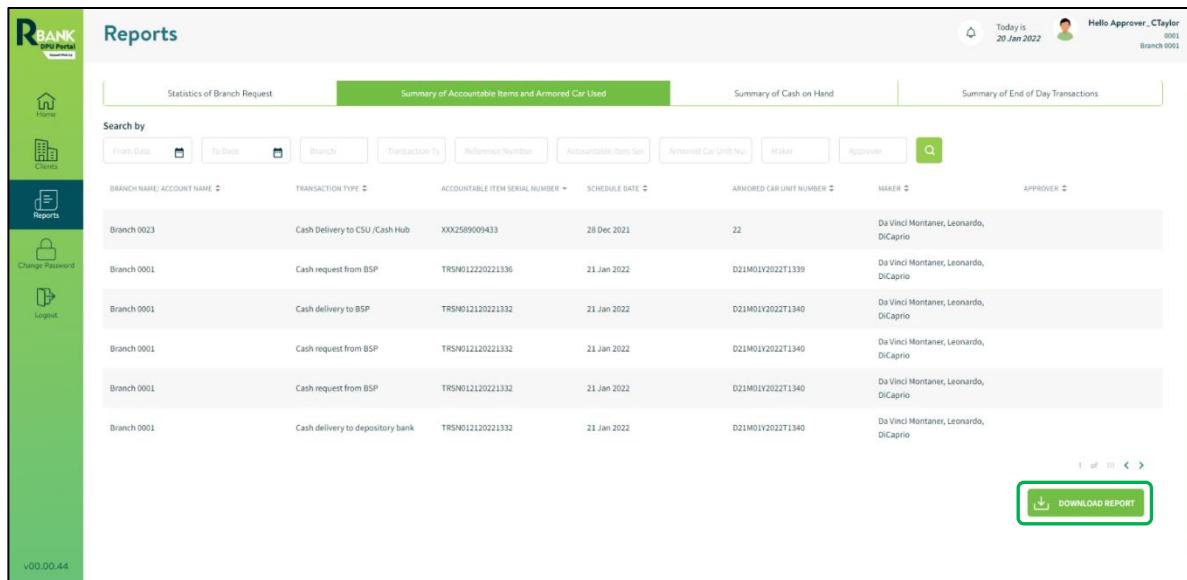
BRANCH NAME/ ACCOUNT NAME	TRANSACTION TYPE	ACCOUNTABLE ITEM SERIAL NUMBER	SCHEDULE DATE	ARMORED CAR UNIT NUMBER	MAKER	APPROVER
412421	DPU Client		28 Dec 2021		Web Scheduler	
412421	DPU Client		28 Dec 2021		Web Scheduler	
Alab Corporation, Inc.	DPU Client		28 Dec 2021		Web Scheduler	
Alab Corporation, Inc.	DPU Client		28 Dec 2021		Web Scheduler	
Alab Corporation, Inc.	DPU Client		01 Jan 2022		Web Scheduler	
Alab Corporation, Inc.	DPU Client		01 Jan 2022		Web Scheduler	
Alab Corporation, Inc.	DPU Client		02 Jan 2022		Web Scheduler	
Alab Corporation, Inc.	DPU Client	1	02 Jan 2022	1	Web Scheduler	

Screenshot 1.10.2.h: Reports Page

7. Enter a transaction type on a textbox with a placeholder text displayed as 'TRANSACTION TYPE' (section encircled in green in Screenshot 1.10.2.h)
8. Enter a reference number on a textbox with a placeholder text displayed as 'REFERENCE NUMBER' (section encircled in green in Screenshot 1.10.2.h)
9. Enter the Account Item Serial Number on a textbox with a placeholder text displayed as 'ACCOUNT ITEM SERIAL NUMBER' (section encircled in green in Screenshot 1.10.2.h)
10. Enter the armored car unit number on a textbox with a placeholder text displayed as 'ARMORED CAR UNIT NUMBER' (section encircled in green in Screenshot 1.10.2.h)
11. Enter the name of Maker on a textbox with a placeholder text displayed as 'MAKER' (section encircled in green in Screenshot 1.10.2.h)
12. Enter the approver's name on a textbox with a placeholder text displayed as 'APPROVER' (encircled in green in Screenshot 1.10.2.h)
13. After setting the MONTHS/ DATES and filling out the text boxes, click on the SEARCH BUTTON  (encircled in red in Screenshot 1.10.2.j) to display the updated list.

1.10.2.b Download Reports

- To download the report, click the DOWNLOAD REPORT  button (encircled in red in Screenshot 1.10.2.k) found on the bottom-right corner of the table.



Summary of Accountable Items and Armored Car Used						
Statistics of Branch Request			Summary of Cash on Hand			Summary of End of Day Transactions
Search by	From Date <input type="text"/>	To Date <input type="text"/>	Branch <input type="text"/>	Transaction Ty <input type="text"/>	Reference Number <input type="text"/>	Accountable Item Ser <input type="text"/>
BRANCH NAME/ ACCOUNT NAME <input type="text"/>	TRANSACTION TYPE <input type="text"/>	ACCOUNTABLE ITEM SERIAL NUMBER <input type="text"/>	SCHEDULE DATE <input type="text"/>	ARMORED CAR UNIT NUMBER <input type="text"/>	MAKER <input type="text"/>	APPROVER <input type="text"/>
Branch 0023	Cash Delivery to CSU /Cash Hub	XXX258909433	28 Dec 2021	22	Da Vinci Montaner, Leonardo, DiCaprio	
Branch 0001	Cash request from BSP	TRSN01220221336	21 Jan 2022	D21M01V2022T1339	Da Vinci Montaner, Leonardo, DiCaprio	
Branch 0001	Cash delivery to BSP	TRSN012120221332	21 Jan 2022	D21M01V2022T1340	Da Vinci Montaner, Leonardo, DiCaprio	
Branch 0001	Cash request from BSP	TRSN012120221332	21 Jan 2022	D21M01V2022T1340	Da Vinci Montaner, Leonardo, DiCaprio	
Branch 0001	Cash request from BSP	TRSN012120221332	21 Jan 2022	D21M01V2022T1340	Da Vinci Montaner, Leonardo, DiCaprio	
Branch 0001	Cash delivery to depository bank	TRSN012120221332	21 Jan 2022	D21M01V2022T1340	Da Vinci Montaner, Leonardo, DiCaprio	

Screenshot 1.10.2.k: Reports Page



1.10.3 Cash On Hand

This contains information about the total cash on hand of a roving teller. This also includes information about its schedule, assigned roving teller, and breakdown of all the requests a roving teller handled, and the computation of total transaction per schedule date

The Header is displayed as follows:

DATE	ROVING TELLER	TRANSACTION TYPE	AMOUNT	STATUS
------	---------------	------------------	--------	--------

To view the summary on this category, the following are the actions to be performed:

- Search/Filter results
- Download Report

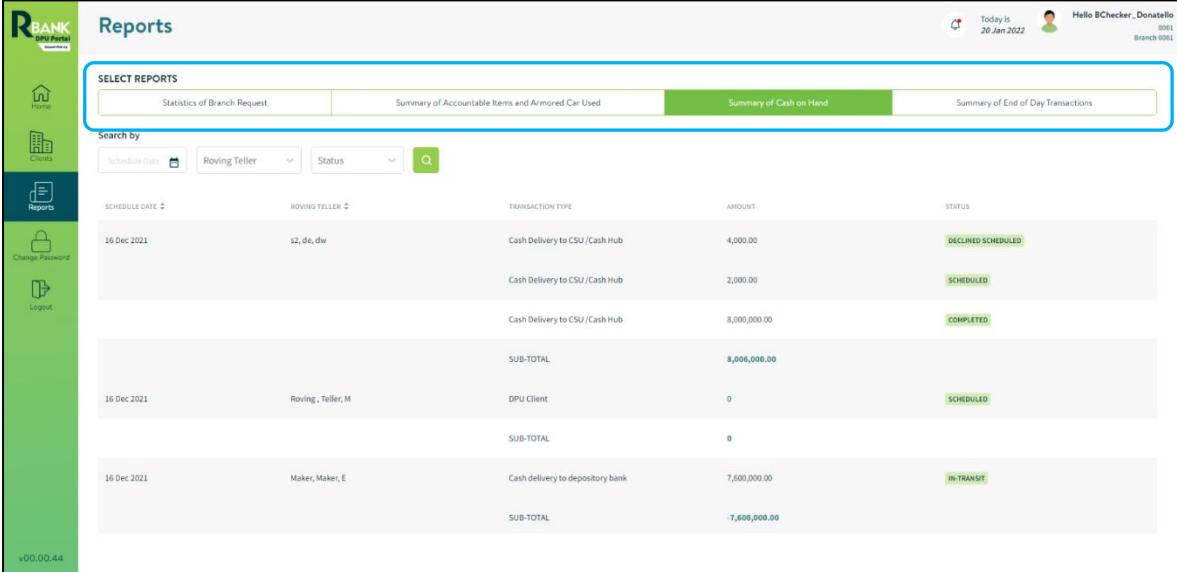
1.10.3.a Search/ Filter Results

1. On the Homepage, click the REPORTS button (encircled in red in Screenshot 1.10.3.a) found on the left portion of the page. This will redirect the user from the DASHBOARD to REPORTS page.

The screenshot shows the 'Branch Maker Dashboard'. On the left sidebar, there are icons for Home, Client, Reports (which is circled in red), Change Password, and Logout. The main area displays a table of transaction requests with columns: REFERENCE NUMBER, SCHEDULE DATE, TRANSACTION TYPE, AMOUNT, LOCATION, REQUEST STATUS, ASSIGNED RT, BRANCH/ACCOUNT NAME, and TRANSACTION STATUS. Each row shows a request with details like '2201220008-1323' scheduled for '22 Jan 2022' at 'DPU Client' location with an 'APPROVED' status. A green 'DOWNLOAD REPORT' button is at the bottom right of the table area.

Screenshot 1.10.3.a: User's Dashboard

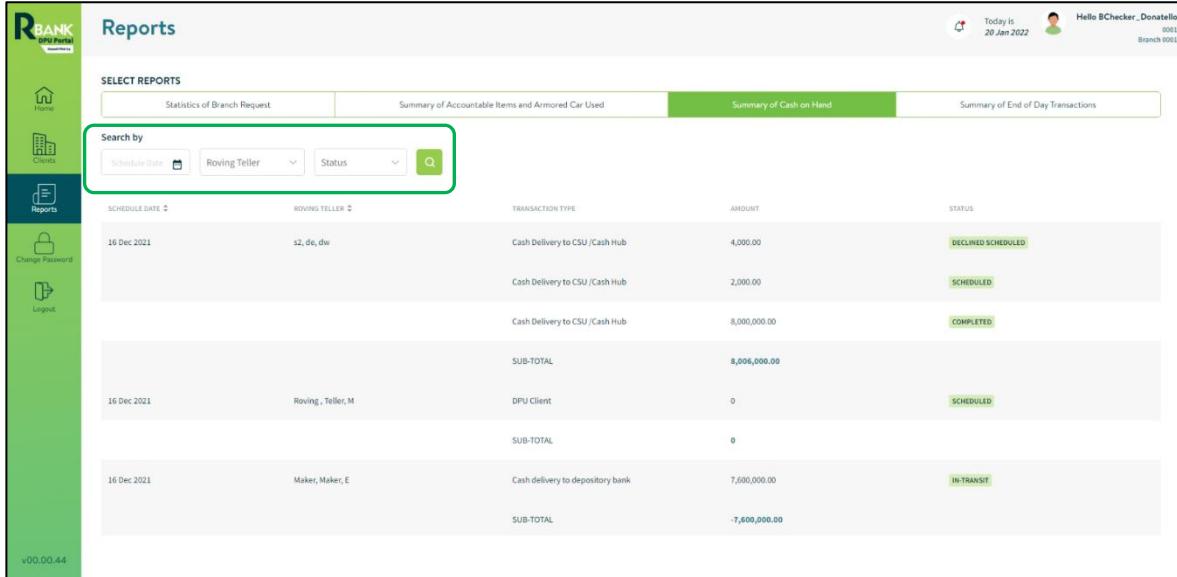
2. On the reports page, set the reports category by clicking on any of the four (4) buttons found in the ‘SELECT REPORTS’ section (encircled in blue in Screenshot 1.10.3.b). Make sure that the selected category is ‘SUMMARY OF CASH ON HAND’ which is highlighted in white text on a green background color.



SCHEDULE DATE	ROVING TELLER	TRANSACTION TYPE	AMOUNT	STATUS
16 Dec 2021	\$2, de, dw	Cash Delivery to CSU / Cash Hub	4,000.00	DECLINED SCHEDULED
		Cash Delivery to CSU / Cash Hub	2,000.00	SCHEDULED
		Cash Delivery to CSU / Cash Hub	8,000,000.00	COMPLETED
		SUB-TOTAL	8,006,000.00	
16 Dec 2021	Roving , Teller, M	DPU Client	0	SCHEDULED
		SUB-TOTAL	0	
16 Dec 2021	Maker, Maker, E	Cash delivery to depository bank	7,600,000.00	IN TRANSIT
		SUB-TOTAL	-7,600,000.00	

Screenshot 1.10.3.b: Reports Page

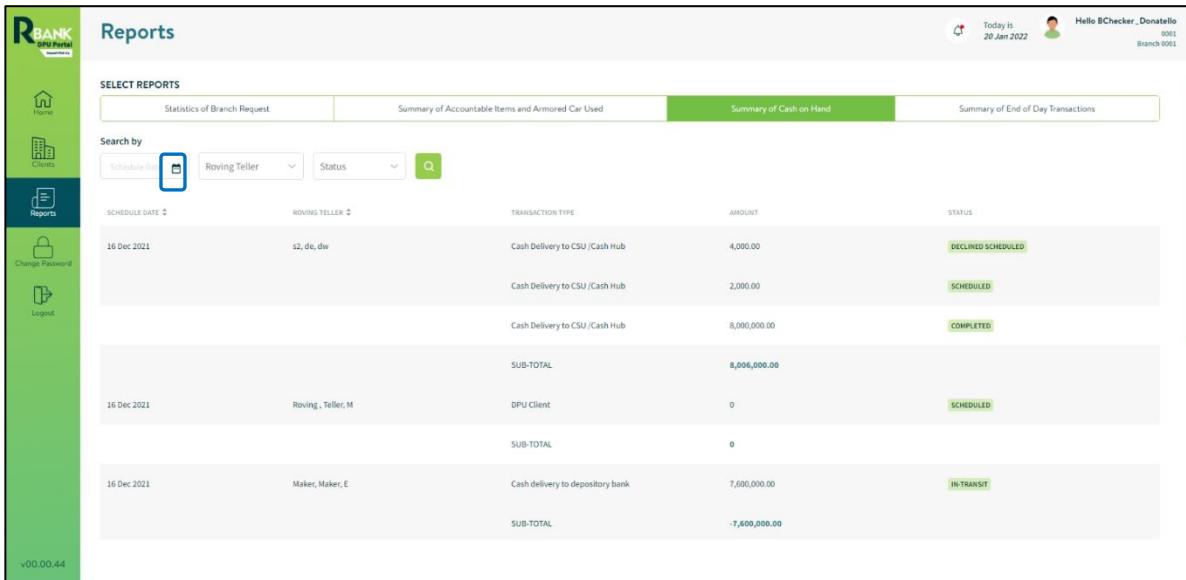
3. The populated data on the table is sorted by SCHEDULE DATE (refer to Screenshot 1.10.3.c). Filter/sort the data by utilizing the search functionalities found on the ‘Search By’ section of this page (encircled in green in Screenshot 1.10.3.c).



SCHEDULE DATE	ROVING TELLER	TRANSACTION TYPE	AMOUNT	STATUS
16 Dec 2021	\$2, de, dw	Cash Delivery to CSU / Cash Hub	4,000.00	DECLINED SCHEDULED
		Cash Delivery to CSU / Cash Hub	2,000.00	SCHEDULED
		Cash Delivery to CSU / Cash Hub	8,000,000.00	COMPLETED
		SUB-TOTAL	8,006,000.00	
16 Dec 2021	Roving , Teller, M	DPU Client	0	SCHEDULED
		SUB-TOTAL	0	
16 Dec 2021	Maker, Maker, E	Cash delivery to depository bank	7,600,000.00	IN TRANSIT
		SUB-TOTAL	-7,600,000.00	

Screenshot 1.10.3.c: Reports Page

4. To start with filtering/sorting results, Select the SCHEDULE DATE by clicking on the CALENDAR ICON  (encircled in blue in Screenshot 1.10.3.d) to display the calendar picker.



The screenshot shows the 'Reports' section of the application. On the left, there's a sidebar with icons for Home, Clients, Reports (which is selected), Change Password, and Logout. The main area has a title 'SELECT REPORTS' with four tabs: 'Statistics of Branch Request', 'Summary of Accountable Items and Armored Car Used', 'Summary of Cash on Hand' (which is active, indicated by a green bar), and 'Summary of End of Day Transactions'. Below this is a search bar with dropdowns for 'Schedule Date' (encircled in blue), 'Roving Teller', 'Status', and a search icon. The main table lists transactions:

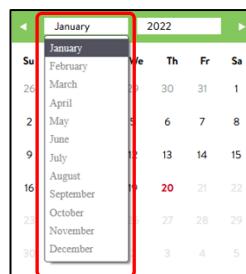
SCHEDULE DATE	ROVING TELLER	TRANSACTION TYPE	AMOUNT	STATUS
16 Dec 2021	\$2, de, dw	Cash Delivery to CSU /Cash Hub	4,000.00	DECLINED SCHEDULED
		Cash Delivery to CSU /Cash Hub	2,000.00	SCHEDULED
		Cash Delivery to CSU /Cash Hub	8,000,000.00	COMPLETED
		SUB-TOTAL	8,006,000.00	
16 Dec 2021	Roving , Teller, M	DPU Client	0	SCHEDULED
		SUB-TOTAL	0	
16 Dec 2021	Maker, Maker, E	Cash delivery to depository bank	7,600,000.00	In-TRANSIT
		SUB-TOTAL	-7,600,000.00	
v00.00.44				

Screenshot 1.10.3.d: Reports Page

5. On the Calendar Picker, Set the date by doing any of the following:

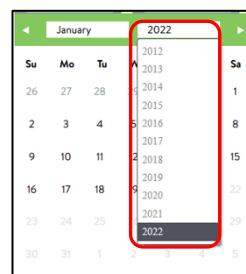
5.1. Separately select the Month and Year text boxes as follows:

- 5.1.1. Set the month by clicking the Month text box (encircled in red directly below) to display the list of months in a year.



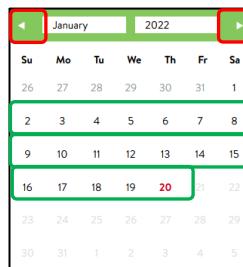
Screenshot 1.10.3.e: Calendar Picker (Month)

- 5.1.2. Set the year by clicking the Year text box (encircled in blue directly below) to display the list of years. This list contains each year from the current year until the next 10 years



Screenshot 1.10.3.f: Calendar Picker (Year)

- 5.1.3. Click the or arrows from the Calendar Picker (encircled in red below) to navigate through the respective preceding and succeeding dates.



Screenshot 1.10.3.g: Calendar Picker (Year)

- 5.2. Choose from the displayed dates in the Calendar Picker (all encircled in green in Screenshot 1.10.3.g)

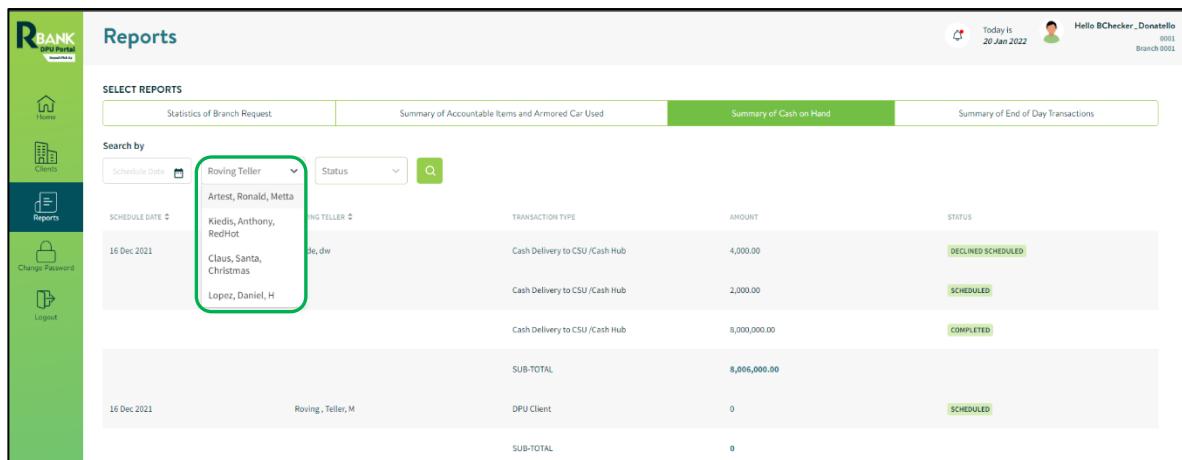
Note:

- a. Calendar dates on/before the current date (highlighted in red text color) are clickable/selectable. otherwise, will be disabled and cannot be selected. (refer to Screenshot 1.10.3.g)

6. After choosing the SCHEDULE DATE, select the ROVING TELLER by clicking the drop-down menu for Roving Teller (encircled in green in Screenshot 1.10.3.h). Navigate through the list by scrolling on the drop-down list or typing in the keywords that will filter the menu.

SCHEDULE DATE	ROVING TELLER	TRANSACTION TYPE	AMOUNT	STATUS
16 Dec 2021	s2, de, dw	Cash Delivery to CSU /Cash Hub	4,000.00	DECLINED SCHEDULED
		Cash Delivery to CSU /Cash Hub	2,000.00	SCHEDULED
		Cash Delivery to CSU /Cash Hub	8,000,000.00	COMPLETED
		SUB-TOTAL	8,006,000.00	
16 Dec 2021	Roving , Teller, M	DPU Client	0	SCHEDULED
		SUB-TOTAL	0	
16 Dec 2021	Marker, Marker, E	Cash delivery to depository bank	7,600,000.00	IN-TRANSIT
		SUB-TOTAL	-7,600,000.00	

Screenshot 1.10.3.h: Reports Page

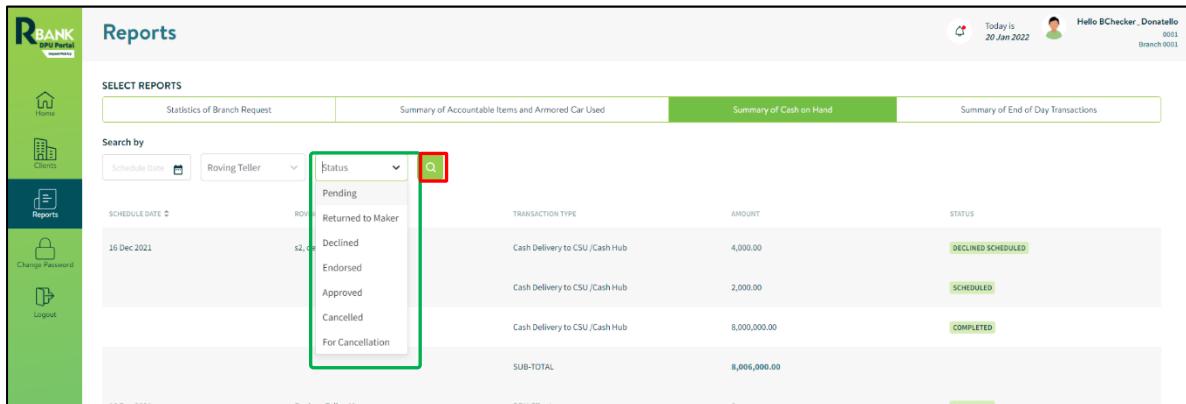


This screenshot shows the 'Reports' page of the web application. On the left sidebar, the 'Reports' icon is highlighted. The main area displays a table of transaction history. A green box highlights the 'Status' dropdown menu in the search bar, which is currently set to 'Roving Teller'. A list of teller names is shown in the dropdown, including Artest, Ronald, Metta, Kiedis, Anthony, RedHot, Claus, Santa, Christmas, and Lopez, Daniel, H.

SCHEDULE DATE	ROVING TELLER	TRANSACTION TYPE	AMOUNT	STATUS
16 Dec 2021	s2, de, dw	Cash Delivery to CSU /Cash Hub	4,000.00	DECLINED SCHEDULED
		Cash Delivery to CSU /Cash Hub	2,000.00	SCHEDULED
		Cash Delivery to CSU /Cash Hub	8,000,000.00	COMPLETED
		SUB-TOTAL	8,006,000.00	
16 Dec 2021	Roving, Teller, M	DPU Client	0	SCHEDULED
		SUB-TOTAL	0	

Screenshot 1.10.3.i: Reports Page (Roving Teller Selection)

- Choose the STATUS by clicking the drop-down menu for Status (encircled in green in Screenshot 1.10.3.j). Navigate through the list by scrolling on the drop-down list or typing in the keywords that will filter the menu.



This screenshot shows the same 'Reports' page as above, but the 'Status' dropdown menu is now open, revealing a list of status options: Pending, Returned to Maker, Declined, Endorsed, Approved, Cancelled, and For Cancellation. A red box highlights the search icon in the dropdown menu.

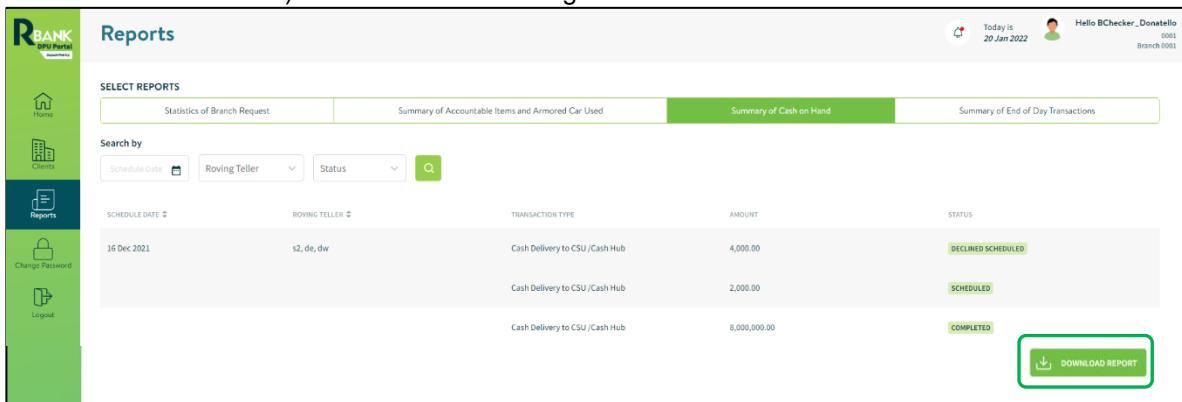
SCHEDULE DATE	ROVING TELLER	TRANSACTION TYPE	AMOUNT	STATUS
16 Dec 2021	s2, de, dw	Cash Delivery to CSU /Cash Hub	4,000.00	DECLINED SCHEDULED
		Cash Delivery to CSU /Cash Hub	2,000.00	SCHEDULED
		Cash Delivery to CSU /Cash Hub	8,000,000.00	COMPLETED
		SUB-TOTAL	8,006,000.00	
16 Dec 2021	Roving, Teller, M	DPU Client	0	SCHEDULED
		SUB-TOTAL	0	

Screenshot 1.10.3.j: Reports Page (Status Selection)

- After setting the SCHEDULE DATE, ROVING TELLER, and STATUS, kindly click on the SEARCH BUTTON (encircled in red in Screenshot 1.10.3.j) to display the updated list.

1.10.3.b Download Reports

- To download the report, click the DOWNLOAD REPORT button (encircled in red in Screenshot 1.10.3.k) found on the bottom-right corner of the table.



This screenshot shows the 'Reports' page with the search parameters set: Schedule Date (16 Dec 2021), Roving Teller (s2, de, dw), and Status (Completed). The table now only displays transactions marked as 'Completed'. A red box highlights the 'DOWNLOAD REPORT' button in the bottom right corner of the table area.

SCHEDULE DATE	ROVING TELLER	TRANSACTION TYPE	AMOUNT	STATUS
16 Dec 2021	s2, de, dw	Cash Delivery to CSU /Cash Hub	4,000.00	DECLINED SCHEDULED
		Cash Delivery to CSU /Cash Hub	2,000.00	SCHEDULED
		Cash Delivery to CSU /Cash Hub	8,000,000.00	COMPLETED

Screenshot 1.10.3.k: Reports Page



1.10.4 Summary of EOD Transactions

This contains all the requests for a specific day. Filter thru header is available.

The Header is displayed as follows:

SCHEDULE DATE	REFERENCE NUMBER	TRANSACTION TYPE	AMOUNT	ASSIGNED ROVING TELLER	LOCATION	TRANSACTION STATUS
---------------	------------------	------------------	--------	------------------------	----------	--------------------

To view the summary on this category, the following are the actions to be performed:

- Search/Filter results
- Download Report

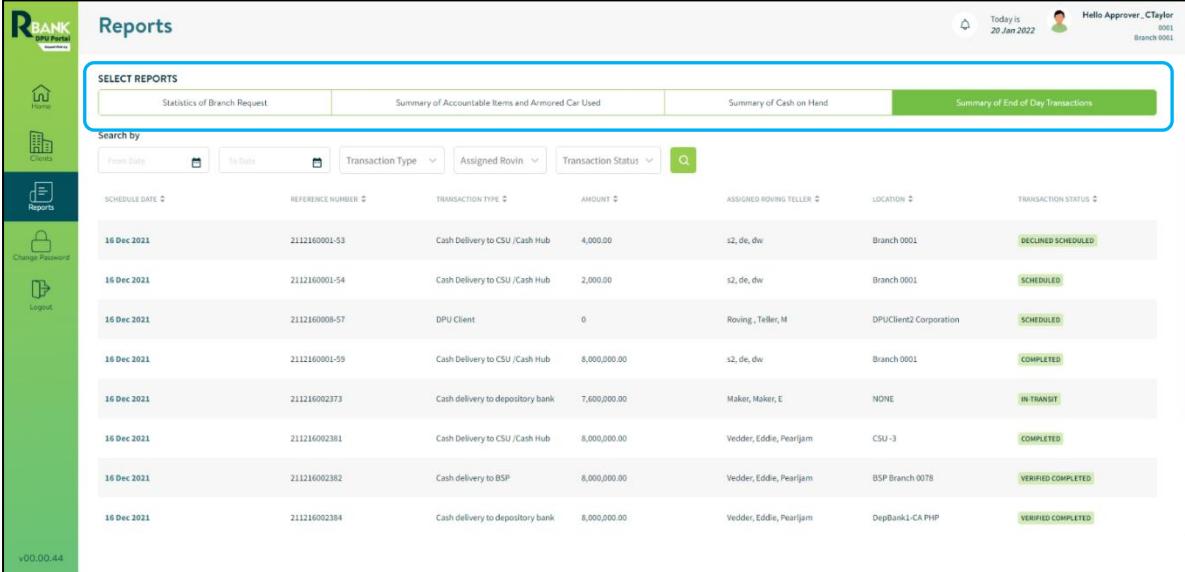
1.10.4.a Search/ Filter Results

1. On the Homepage, click the REPORTS button (encircled in red in Screenshot 1.10.4.a) found on the left portion of the page. This will redirect the user from the DASHBOARD to REPORTS page.

The screenshot shows the 'Branch Maker Dashboard'. On the left sidebar, there are icons for Home, Client, Reports (circled in red), Change Password, and Logout. The main area displays a table of transaction requests with columns: REFERENCE NUMBER, SCHEDULE DATE, TRANSACTION TYPE, AMOUNT, LOCATION, REQUEST STATUS, ASSIGNED RT, BRANCH/ACCOUNT NAME, and TRANSACTION STATUS. The table lists several entries, each with a checkbox and a green 'APPROVED' status. A green 'DOWNLOAD REPORT' button is at the bottom right of the table area. The top navigation bar includes search filters for From Date, To Date, Location, Transaction Type, Request Status, Transaction Sta, and a search icon. The top right corner shows 'Today is 20 Jan 2022' and a user profile for 'Hello BMaker, Leonardo'.

Screenshot 1.10.4.a: User's Dashboard

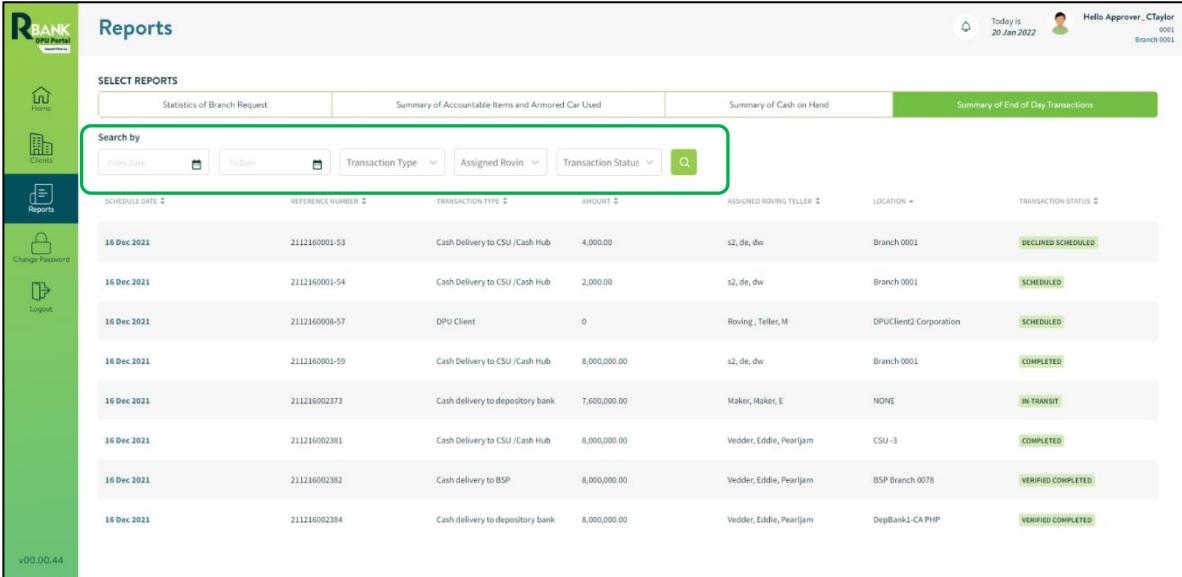
- On the reports page, set the reports category by clicking on any of the four (4) buttons found in the ‘SELECT REPORTS’ section (encircled in blue in Screenshot 1.10.4.b). Make sure that the selected category is ‘SUMMARY OF END OF DAY TRANSACTIONS’ which is highlighted in white text on a green background color.



SCHEDULE DATE	REFERENCE NUMBER	TRANSACTION TYPE	AMOUNT	ASSIGNED ROVING TELLER	LOCATION	TRANSACTION STATUS
16 Dec 2021	2112160001-53	Cash Delivery to CSU /Cash Hub	4,000.00	s2, de, dw	Branch 0001	DECLINED SCHEDULED
16 Dec 2021	2112160001-54	Cash Delivery to CSU /Cash Hub	2,000.00	s2, de, dw	Branch 0001	SCHEDULED
16 Dec 2021	2112160008-57	DPU Client	0	Roving , Teller, M	DPUClient2 Corporation	SCHEDULED
16 Dec 2021	2112160001-59	Cash Delivery to CSU /Cash Hub	8,000,000.00	s2, de, dw	Branch 0001	COMPLETED
16 Dec 2021	211216002373	Cash delivery to depository bank	7,600,000.00	Maker, Maker, E	NONE	IN TRANSIT
16 Dec 2021	211216002381	Cash Delivery to CSU /Cash Hub	8,000,000.00	Vedder, Eddie, Pearljam	CSU -3	COMPLETED
16 Dec 2021	211216002382	Cash delivery to BSP	8,000,000.00	Vedder, Eddie, Pearljam	BSP Branch 0078	VERIFIED COMPLETED
16 Dec 2021	211216002384	Cash delivery to depository bank	8,000,000.00	Vedder, Eddie, Pearljam	DepBank1-CA PHP	VERIFIED COMPLETED

Screenshot 1.10.4.b: Reports Page

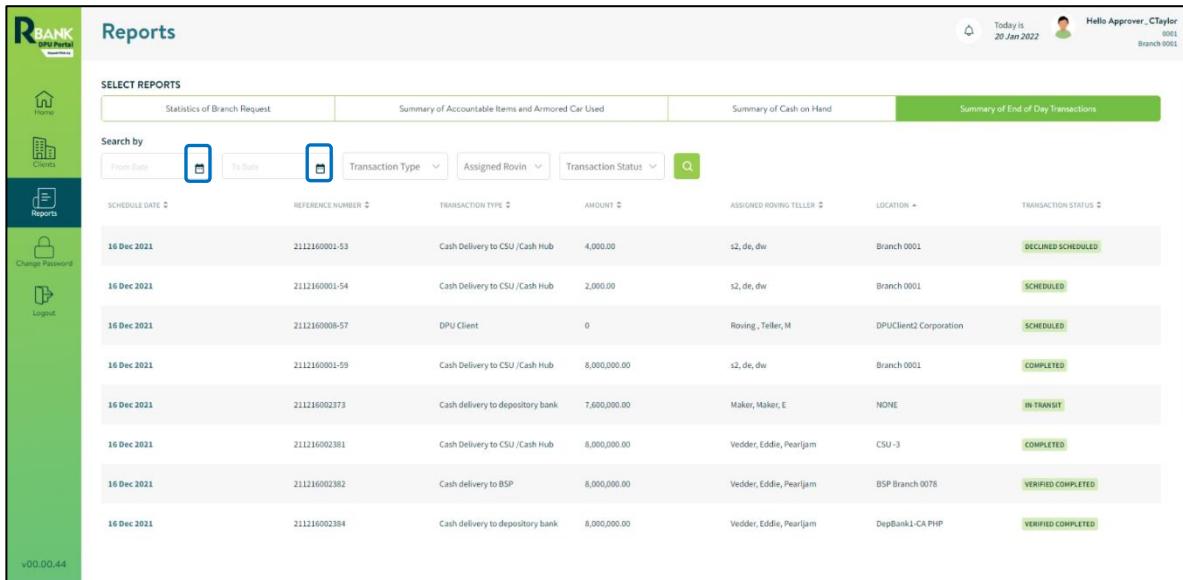
- The populated data on the table is sorted by SCHEDULE DATE (refer to Screenshot 1.10.4.c). Filter/sort the data by utilizing the search functionalities found on the ‘Search By’ section of this page (encircled in green in Screenshot 1.10.4.c).



SCHEDULE DATE	REFERENCE NUMBER	TRANSACTION TYPE	AMOUNT	ASSIGNED ROVING TELLER	LOCATION	TRANSACTION STATUS
16 Dec 2021	2112160001-53	Cash Delivery to CSU /Cash Hub	4,000.00	s2, de, dw	Branch 0001	DECLINED SCHEDULED
16 Dec 2021	2112160001-54	Cash Delivery to CSU /Cash Hub	2,000.00	s2, de, dw	Branch 0001	SCHEDULED
16 Dec 2021	2112160008-57	DPU Client	0	Roving , Teller, M	DPUClient2 Corporation	SCHEDULED
16 Dec 2021	2112160001-59	Cash Delivery to CSU /Cash Hub	8,000,000.00	s2, de, dw	Branch 0001	COMPLETED
16 Dec 2021	211216002373	Cash delivery to depository bank	7,600,000.00	Maker, Maker, E	NONE	IN TRANSIT
16 Dec 2021	211216002381	Cash Delivery to CSU /Cash Hub	8,000,000.00	Vedder, Eddie, Pearljam	CSU -3	COMPLETED
16 Dec 2021	211216002382	Cash delivery to BSP	8,000,000.00	Vedder, Eddie, Pearljam	BSP Branch 0078	VERIFIED COMPLETED
16 Dec 2021	211216002384	Cash delivery to depository bank	8,000,000.00	Vedder, Eddie, Pearljam	DepBank1-CA PHP	VERIFIED COMPLETED

Screenshot 1.10.4.c: Reports Page

4. To start with filtering/sorting results, Select the SCHEDULE DATE by clicking on the CALENDAR ICON  (encircled in blue in Screenshot 1.10.4.d) to display the calendar picker.



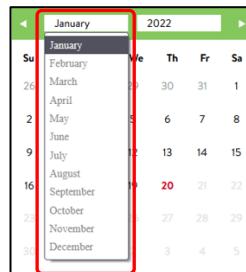
The screenshot shows the 'Reports' page of the Robinsons Bank application. On the left is a vertical sidebar with icons for Home, Clients, Reports (which is selected), Change Password, Logout, and a balance of \$00,00,44. The main area has tabs for 'SELECT REPORTS': Statistics of Branch Request, Summary of Accountable Items and Armored Car Used, Summary of Cash on Hand (selected), and Summary of End of Day Transactions. Below this is a search bar with fields for 'From Date' (encircled in blue), 'To Date' (encircled in blue), 'Transaction Type', 'Assigned Roving', 'Transaction Status', and a search button. A table lists transactions with columns for Schedule Date, Reference Number, Transaction Type, Amount, Assigned Roving Teller, Location, and Transaction Status. One transaction row is highlighted with a red box.

Screenshot 1.10.4.d: Reports Page

5. On the Calendar Picker, Set the date by doing any of the following:

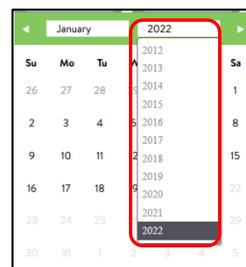
- 5.1. Separately select the Month and Year text boxes as follows:

- 5.1.1. Set the month by clicking the Month text box (encircled in red directly below) to display the list of months in a year.



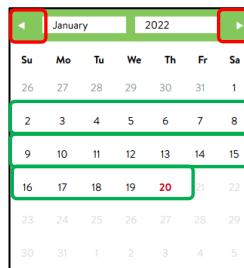
Screenshot 1.10.4.e: Calendar Picker (Month)

- 5.1.2. Set the year by clicking the Year text box (encircled in blue directly below) to display the list of years. This list contains each year from the current year until the next 10 years



Screenshot 1.10.4.f: Calendar Picker (Year)

- 5.1.3. Click the or arrows from the Calendar Picker (encircled in red below) to navigate through the respective preceding and succeeding dates.



Screenshot 1.10.4.g: Calendar Picker (Year)

- 5.2. Choose from the displayed dates in the Calendar Picker (all encircled in green in Screenshot 1.10.4.g)

Note:

- a. Calendar dates on/before the current date (highlighted in red text color) are clickable/selectable. otherwise, will be disabled and cannot be selected. (refer to Screenshot 1.10.4.g)

6. After choosing the SCHEDULE DATE, select the TRANSACTION TYPE by clicking the drop-down menu for Transaction type (encircled in green in Screenshot 1.10.4.h). Navigate through the list by scrolling on the drop-down list or typing in the keywords that will filter the menu.

SCHEDULE DATE	REFERENCE NUMBER	TRANSACTION TYPE	AMOUNT	ASSIGNED ROVING TELLER	LOCATION	TRANSACTION STATUS
16 Dec 2021	2112160001-53	Cash Delivery to CSU /Cash Hub	4,000.00	s2, de, dw	Branch 0001	DECLINED SCHEDULED
16 Dec 2021	2112160001-54	Cash Delivery to CSU /Cash Hub	2,000.00	s2, de, dw	Branch 0001	SCHEDULED
16 Dec 2021	2112160008-57	DPU Client	0	Roving , Teller, M	DPUClient2 Corporation	SCHEDULED
16 Dec 2021	2112160001-59	Cash Delivery to CSU /Cash Hub	8,000,000.00	s2, de, dw	Branch 0001	COMPLETED
16 Dec 2021	211216002373	Cash delivery to depository bank	7,600,000.00	Marker, Marker, E	NONE	IN TRANSIT
16 Dec 2021	211216002381	Cash Delivery to CSU /Cash Hub	8,000,000.00	Vedder, Eddie, Pearljam	CSU -3	COMPLETED
16 Dec 2021	211216002382	Cash delivery to BSP	8,000,000.00	Vedder, Eddie, Pearljam	BSP Branch 0078	VERIFIED COMPLETED
16 Dec 2021	211216002384	Cash delivery to depository bank	8,000,000.00	Vedder, Eddie, Pearljam	DepBank1-CA PHP	VERIFIED COMPLETED

Screenshot 1.10.4.h: Reports Page

7. Choose the ASSIGNED ROVING TELLER by clicking the drop-down menu for Assigned Roving Teller (encircled in green in Screenshot 1.10.4.i). Navigate through the list by scrolling on the drop-down list or typing in the keywords that will filter the menu.

The screenshot shows the 'Reports' page of the RBank DPU Portal. On the left is a vertical navigation bar with icons for Home, Clients, Reports (which is selected), Change Password, and Logout. The main area has a title 'Reports' and a 'SELECT REPORTS' section with four tabs: Statistics of Branch Request, Summary of Accountable Items and Armored Car Used, Summary of Cash on Hand, and Summary of End of Day Transactions. Below this is a search section with 'From Date' and 'To Date' fields, a 'Transaction Type' dropdown (encircled in green), an 'Assigned Roving Teller' dropdown (also encircled in green), and a search button. A table lists transaction details for various dates and types. The 'Assigned Roving Teller' dropdown shows a list of names: Artest, Ronald, Metta; Kiedis, Anthony, Redhot; Claus, Santa, Christmas; Lopez, Daniel, H. The table includes columns for Transaction Status, Amount, Assigned Roving Teller, Location, and Transaction Status.

Screenshot 1.10.4.i: Reports Page (Transaction Type Selection)

8. Choose the TRANSACTION STATUS by clicking the drop-down menu for Transaction Status (encircled in green in Screenshot 1.10.4.j). Navigate through the list by scrolling on the drop-down list or typing in the keywords that will filter the menu.

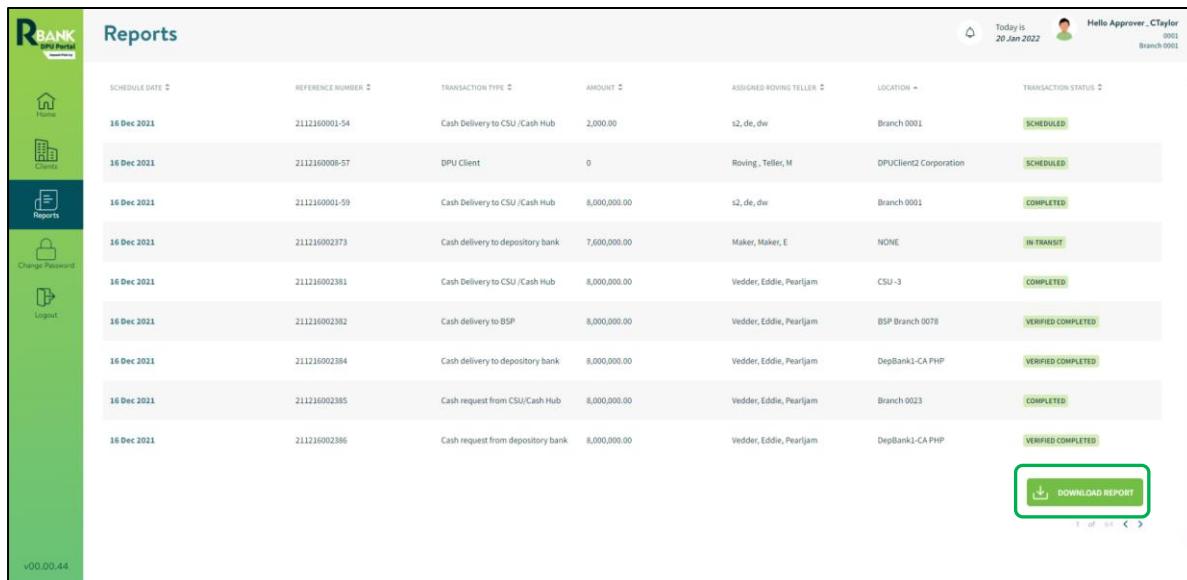
This screenshot is identical to Screenshot 1.10.4.i, showing the 'Reports' page of the RBank DPU Portal. The 'Assigned Roving Teller' dropdown is circled in green. In this version, the 'Transaction Status' dropdown is circled in red, and its open menu is visible, showing options like Scheduled, Declined Scheduled, In-Transit, TXN Login, Serviced, Rejected, and Return to Roving Teller. The rest of the interface and data table are the same as in the previous screenshot.

Screenshot 1.10.4.j: Reports Page (Transaction Status Selection)

9. After setting the SCHEDULE DATE, TRANSACTION TYPE, ASSIGNED ROVING TELLER, and TRANSACTION STATUS, kindly click on the SEARCH BUTTON (encircled in red in Screenshot 1.10.4.j) to display the updated list.

1.10.4.b Download Reports

- To download the report, click the DOWNLOAD REPORT  button (encircled in green in Screenshot 1.10.4.k) found on the bottom-right corner of the table.



SCHEDULE DATE	REFERENCE NUMBER	TRANSACTION TYPE	AMOUNT	ASSIGNED ROVING TELLER	LOCATION	TRANSACTION STATUS
16 Dec 2021	2112160001-54	Cash Delivery to CSU /Cash Hub	2,000.00	s2, de, dw	Branch 0001	SCHEDULED
16 Dec 2021	2112160008-57	DPU Client	0	Roving , Teller, M	DPUClient2 Corporation	SCHEDULED
16 Dec 2021	2112160001-59	Cash Delivery to CSU /Cash Hub	8,000,000.00	s2, de, dw	Branch 0001	COMPLETED
16 Dec 2021	211216002373	Cash delivery to depository bank	7,600,000.00	Maker, Maker, E	NONE	IN TRANSIT
16 Dec 2021	211216002381	Cash Delivery to CSU /Cash Hub	8,000,000.00	Vedder, Eddie, Pearljam	CSU-3	COMPLETED
16 Dec 2021	211216002382	Cash delivery to BSP	8,000,000.00	Vedder, Eddie, Pearljam	BSP Branch 0078	VERIFIED COMPLETED
16 Dec 2021	211216002384	Cash delivery to depository bank	8,000,000.00	Vedder, Eddie, Pearljam	DepBank1-CA PHP	VERIFIED COMPLETED
16 Dec 2021	211216002385	Cash request from CSU/Cash Hub	8,000,000.00	Vedder, Eddie, Pearljam	Branch 0023	COMPLETED
16 Dec 2021	211216002386	Cash request from depository bank	8,000,000.00	Vedder, Eddie, Pearljam	DepBank1-CA PHP	VERIFIED COMPLETED

Screenshot 1.10.4.k: Reports Page

1.11 Admin Reports

Admin Reports includes the following sub-features based on default access rights available to the pre-defined Super Admin role:

- 1.11.1 Admin MIS Report
- 1.11.2 Audit Trail Report
- 1.11.3 User Group Report
- 1.11.4 User ID List Report



1.11.1 Admin MIS Report

This contains all logs of changes done by IT Admin to a user.

- a. Filtering is available as the table can be sorted by the following headers:

Date & Time Maintained	User ID	Access Level Profile	Workstation or IP Address	Action Taken/ Maintenance Type	Old Value	New Value	Maintained by	Total No. of users maintained per type
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To view the summary on this category, the following are the actions to be performed:

- 1.11.1.a Search/ Filter results
- 1.11.1.b Download Report

1.11.1.a Search/ Filter Results

1. On the Homepage, click the ADMIN REPORTS button  (encircled in red in Screenshot 1.11.1.a) found on the left portion of the page. This will redirect the user from the DASHBOARD to ADMIN REPORTS page.

The screenshot shows the 'User Management' section of the R-Bank application. The left sidebar has a green header with the bank logo and navigation links for 'Users', 'Admin Reports' (circled in red), 'Change Password', and 'Logout'. The main area has a search bar and filters for 'Search By', 'Select Status', 'Select Role', and 'Select Location'. A green 'ADD NEW USER' button is at the top left. Below is a table of user data:

ACTIONS	STATUS	SOL ID	OFFICIAL EMAIL ID	ROLE	FULL NAME	USER ID
		0008	branchmaker@uniromax.com	Branch Maker	Maker, Maker, E	Branch Maker
		0008	rovingteller1@gmail.com	Roving Teller	Teller, Roving, M	rovingteller1
		0008	verifier@uniromax.com	Verifier	verifier, verifier, E	verifier
		0008	hubchecker@gmail.com	Branch Hub Checker	Checker, Hub, hc	hubchecker1
		0023	branchmakertester@gmail.com	Branch Maker	Tester, BranchMaker, A	BranchMakerTester
		0008	branchapprover@gmail.com	Approver	Approver, Approver, A	Branch Approver
		0008	vsingh2@gmail.com	Approver	Singh, Vikash, k	vsingh2
		0008	admintest3@uniromax.com	Verifier for Depository Bank Transactions	adminTest3, adminTest3, E	adminTest3
		0001	johnwick@gmail.com	Branch Maker	wick, John, Johnathan	johnwick19

At the bottom right, there are page navigation icons.

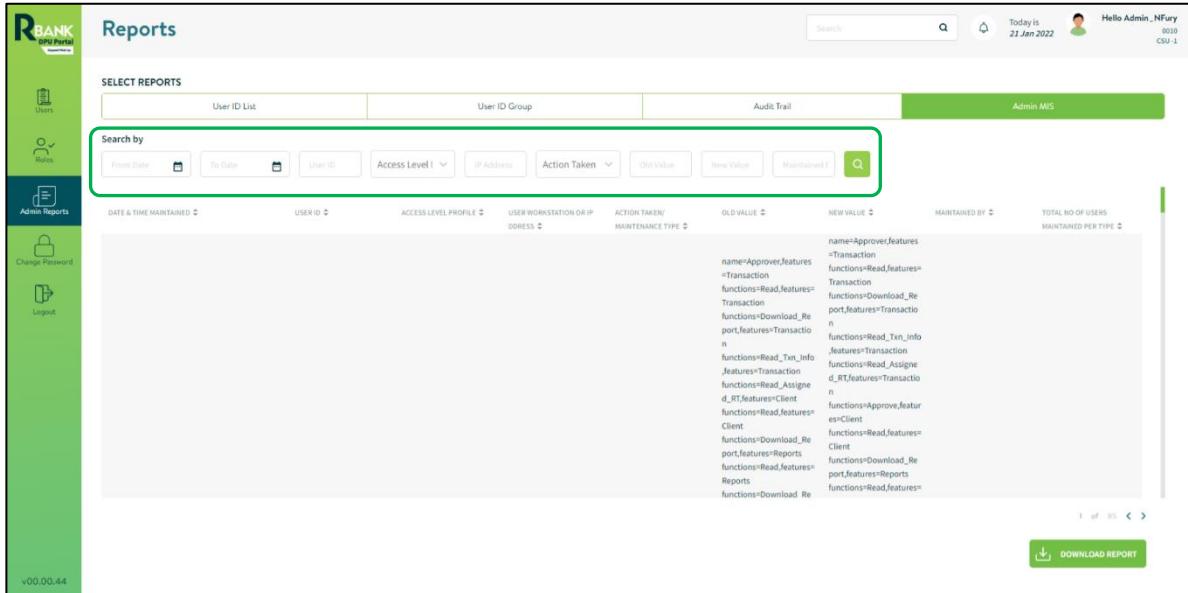
Screenshot 1.11.1.a: User's Dashboard

2. On the admin reports page, set the reports category by clicking on any of the four (4) buttons found in the 'SELECT REPORTS' section (encircled in blue in Screenshot 1.11.1.b). Make sure that the selected category is 'ADMIN MIS' which is highlighted in white text on a green background color.

The screenshot shows the 'Reports' section of the R-Bank Online Portal. The left sidebar has a green background with icons for User ID List, User ID Group, Audit Trail, Admin MIS, Change Password, Logout, and version v0.00.44. The main area has a white background with a blue header bar containing the title 'SELECT REPORTS'. Below the header are four input fields: 'User ID List', 'User ID Group', 'Audit Trail', and 'Admin MIS'. A 'Search by' button is located below these fields. The main search area contains several dropdown menus and input fields: 'From Date' and 'To Date' (both with calendar icons), 'User ID', 'Access Level' (with a dropdown menu), 'IP Address', 'Action Taken' (with a dropdown menu), 'Old Value', 'New Value', 'Maintained I.', and a magnifying glass icon for search. Below this is a table with columns: DATE & TIME MAINTAINED, USER ID, ACCESS LEVEL PROFILE, USER WORKSTATION OR IP ADDRESS, ACTION TAKEN/MAINTENANCE TYPE, OLD VALUE, NEW VALUE, MAINTAINED BY, and TOTAL NO OF USERS. The 'OLD VALUE' column displays a large amount of text representing a complex transaction log or audit trail. At the bottom right is a green button labeled 'DOWNLOAD REPORT' with a download icon.

Screenshot 1.11.1.b: Admin Reports Page

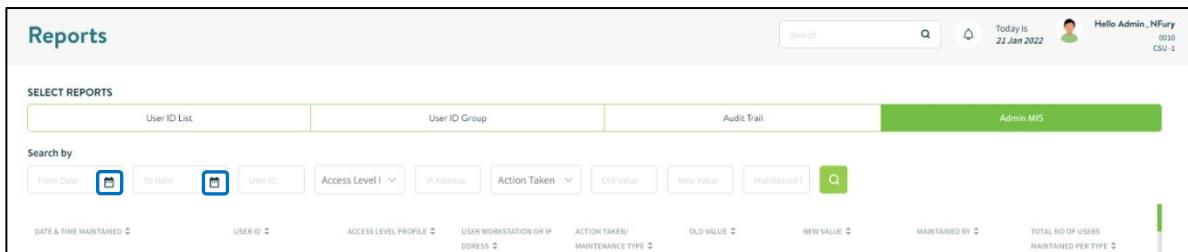
3. The populated data on the table is sorted by DATE & TIME MAINTAINED (refer to Screenshot 1.11.1.c). Filter/sort the data by utilizing the search functionalities found on the 'Search By' section of this page (encircled in green in Screenshot 1.11.1.c).



This screenshot shows the 'Admin MIS' section of the application. On the left, there's a vertical sidebar with icons for 'Users', 'Roles', 'Admin Reports' (which is selected), 'Change Password', and 'Logout'. The main area has a title 'Reports' and a 'SELECT REPORTS' dropdown with options like 'User ID List', 'User ID Group', and 'Audit Trail'. Below this is a 'Search by' section with fields for 'From Date' (with a calendar icon), 'To Date' (with a calendar icon), 'User ID', 'Access Level', 'IP Address', 'Action Taken', 'Old Value', 'New Value', and 'Maintained I'. A green circle highlights this search bar. The main content area displays a table of data with columns for 'DATE & TIME MAINTAINED', 'USER ID', 'ACCESS LEVEL PROFILE', 'USER WORKSTATION OR IP ADDRESS', 'ACTION TAKEN/MAINTENANCE TYPE', 'OLD VALUE', 'NEW VALUE', 'MAINTAINED BY', 'TOTAL NO OF USERS', and 'MAINTAINED PER TYPE'. The table is sorted by 'DATE & TIME MAINTAINED'. At the bottom right, there's a 'DOWNLOAD REPORT' button.

Screenshot 1.11.1.c: Admin Reports Page

4. To start with filtering/sorting results, Select the MONTH/DATE FROM/TO by clicking on the CALENDAR ICON (encircled in blue in Screenshot 1.11.1.d) to display the calendar picker.



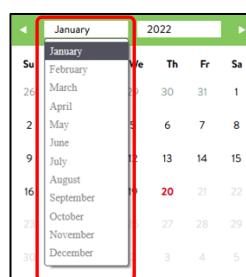
This screenshot shows the same 'Admin MIS' section as the previous one. The 'From Date' and 'To Date' fields in the 'Search by' section have blue circles around them, indicating they are active or selected. The rest of the interface is identical to Screenshot 1.11.1.c.

Screenshot 1.11.1.d: Admin Reports Page

5. On the Calendar Picker, Set the date by doing any of the following:

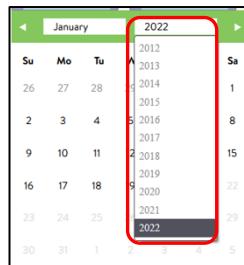
- 5.1. Separately select the Month and Year text boxes as follows:

- 5.1.1. Set the month by clicking the Month text box (encircled in red directly below) to display the list of months in a year.



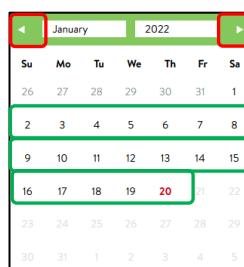
Screenshot 1.11.1.e: Calendar Picker (Month)

- 5.1.2. Set the year by clicking the Year text box (encircled in blue directly below) to display the list of years. This list contains each year from the current year until the next 10 years



Screenshot 1.11.1.f: Calendar Picker (Year)

- 5.1.3. Click the or arrows from the Calendar Picker (encircled in red below) to navigate through the respective preceding and succeeding dates.



Screenshot 1.11.1.g: Calendar Picker (Year)

- 5.2. Choose from the displayed dates in the Calendar Picker (all encircled in green in Screenshot 1.11.1.g)

Note:

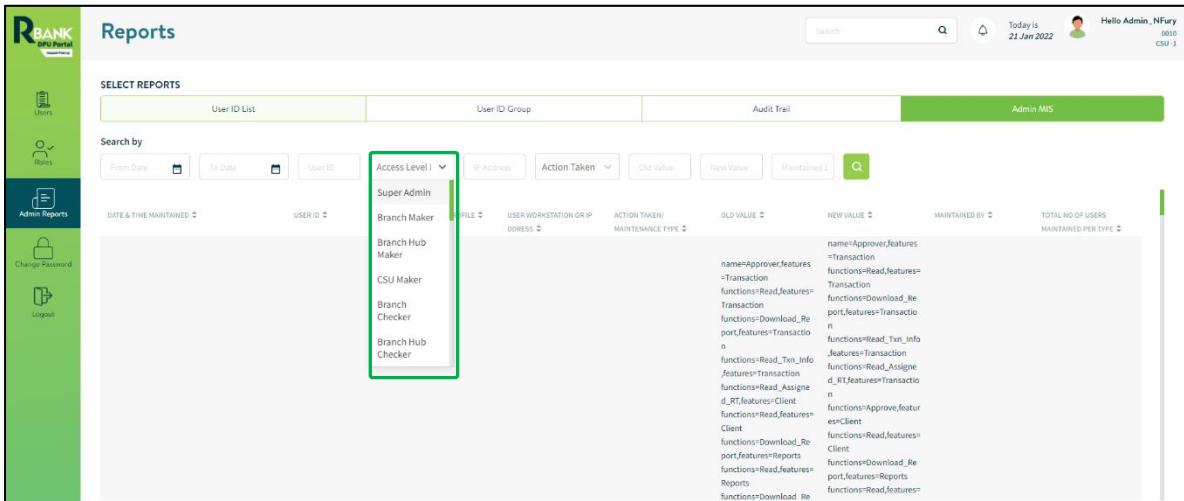
- a. Calendar dates on/before the current date (highlighted in red text color) are clickable/selectable. otherwise, will be disabled and cannot be selected. (refer to Screenshot 1.11.1.g)

6. Click on the USER ID text box(encircled in green in Screenshot 1.11.1.h) and then enter any User ID.

A screenshot of an "Admin MIS" section of a reporting application. The title "Reports" is at the top. Below it is a "SELECT REPORTS" section with tabs for "User ID List", "User ID Group", "Audit Trail", and "Admin MIS" (which is highlighted with a green box). Underneath are search fields for "From Date", "To Date", "User ID" (which is highlighted with a green box), "Access Level", "IP Address", "Action Taken", "Old Value", "New Value", and "Maintained". Below the search bar are several filter options: "DATE & TIME MAINTAINED", "USER ID PROFILE", "USER WORKSTATION OR IP ADDRESS", "ACTION TAKEN/Maintenance Type", "OLD VALUE", "NEW VALUE", "MAINTAINED BY", and "TOTAL NO OF USERS MAINTAINED PER TYPE".

Screenshot 1.11.1.h: Admin Reports Page

7. Choose the ACCESS LEVEL by clicking the drop-down menu for Access Level (encircled in green in Screenshot 1.11.1.i). Navigate through the list by scrolling on the drop-down list or typing in the keywords that will filter the menu.



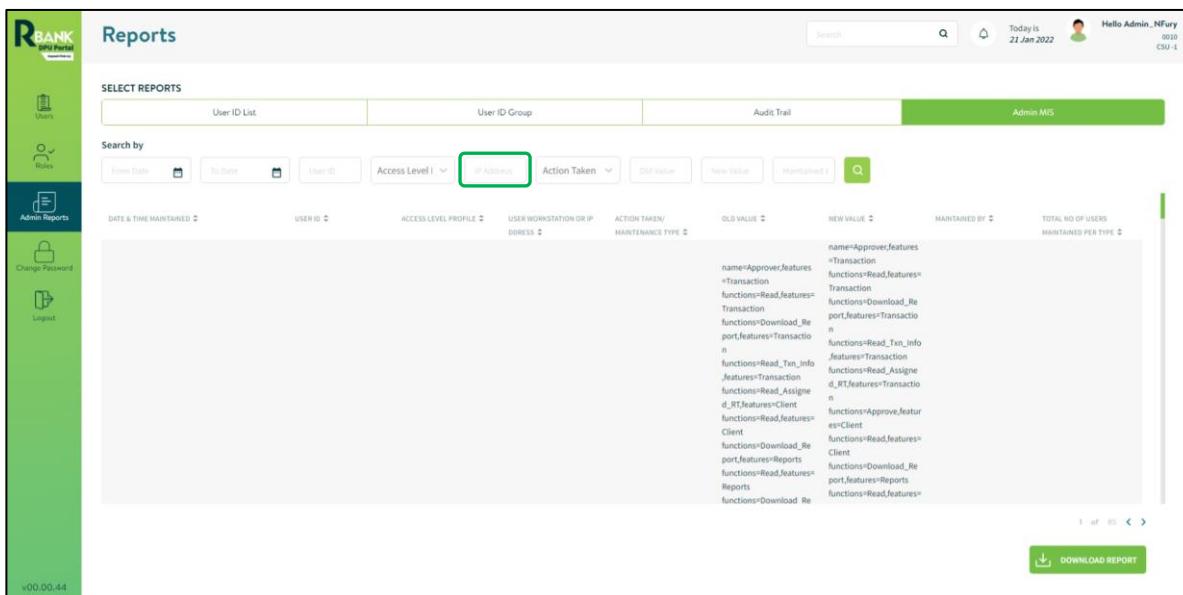
This screenshot shows the 'Reports' section of the Robinsons Bank DPU Portal. On the left, there's a vertical sidebar with icons for Users, Roles, Admin Reports (which is selected), Change Password, and Logout. The main area has a header 'SELECT REPORTS' with tabs for User ID List, User ID Group, Audit Trail, and Admin MIS (which is selected). Below this is a search bar with fields for From Date, To Date, User ID, IP Address (encircled in green), Action Taken, Old Value, New Value, and Maintained. A dropdown menu labeled 'Access Level i' is open, showing a list of roles: Super Admin, Branch Maker, Branch Hub Maker, CSU Maker, Branch Checker, and Branch Hub Checker. The table below lists users with columns for DATE & TIME MAINTAINED, USER ID, PROFILE, USER WORKSTATION OR IP ADDRESS, ACTION TAKEN/Maintenance Type, OLD VALUE, NEW VALUE, MAINTAINED BY, and TOTAL NO OF USERS MAINTAINED PER TYPE. The table contains many rows of user data with complex feature names like 'name=Approver,features=>Transaction'.

Screenshot 1.11.1.i: Admin Reports Page (Access Level Selection)

Note:

- a. The drop-down list items for ACCESS LEVEL are the role names of all users.

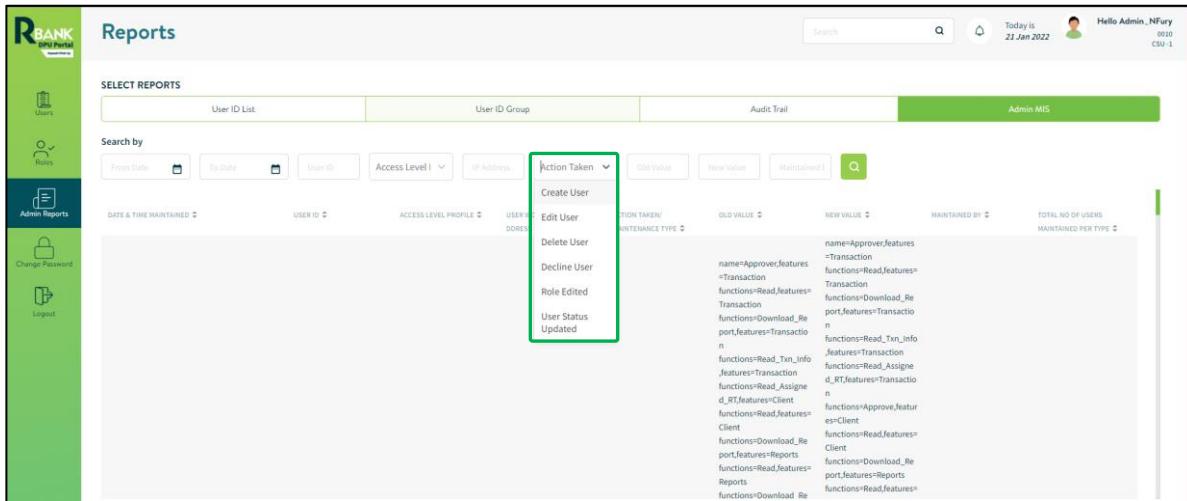
8. Click on the IP ADDRESS text box(encircled in green in Screenshot 1.11.1.j) and then enter any IP Address.



This screenshot shows the same 'Reports' section as the previous one, but with the IP ADDRESS field in the search bar (encircled in green) highlighted. The rest of the interface is identical to Screenshot 1.11.1.i, including the sidebar, dropdown menu for Access Level, and the detailed user table below.

Screenshot 1.11.1.j: Reports Page (Access Level Selection)

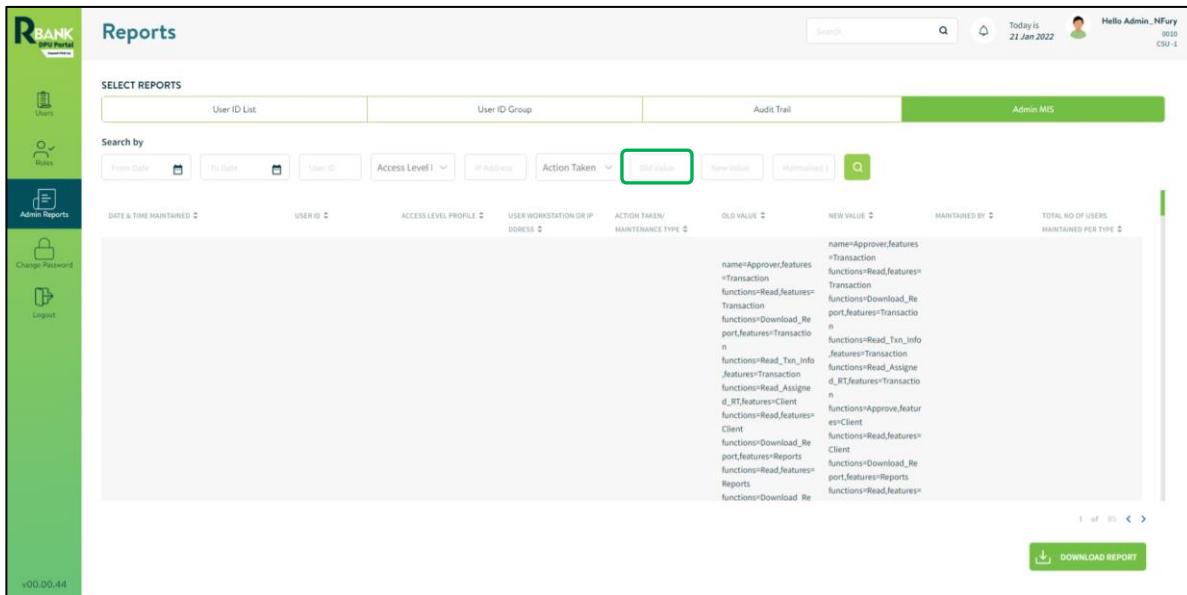
9. Choose the ACTION TAKEN by clicking the drop-down menu for Action Taken (encircled in green in Screenshot 1.11.1.k). Navigate through the list by scrolling on the drop-down list or typing in the keywords that will filter the menu.



This screenshot shows the 'Reports' section of the application. On the left, there's a sidebar with icons for Users, Roles, Admin Reports (which is selected), Change Password, and Logout. The main area has tabs for 'User ID List', 'User ID Group', and 'Audit Trail'. A green box highlights the 'Action Taken' dropdown menu, which lists various actions such as Create User, Edit User, Delete User, Decline User, Role Edited, and User Status Updated. Below the dropdown is a table with columns: ACTION TAKEN/Maintenance Type, OLD VALUE, NEW VALUE, MAINTAINED BY, and TOTAL NO OF USERS MAINTAINED PER TYPE. The table contains several rows of data.

Screenshot 1.11.1.k: Admin Reports Page (Action Taken Selection)

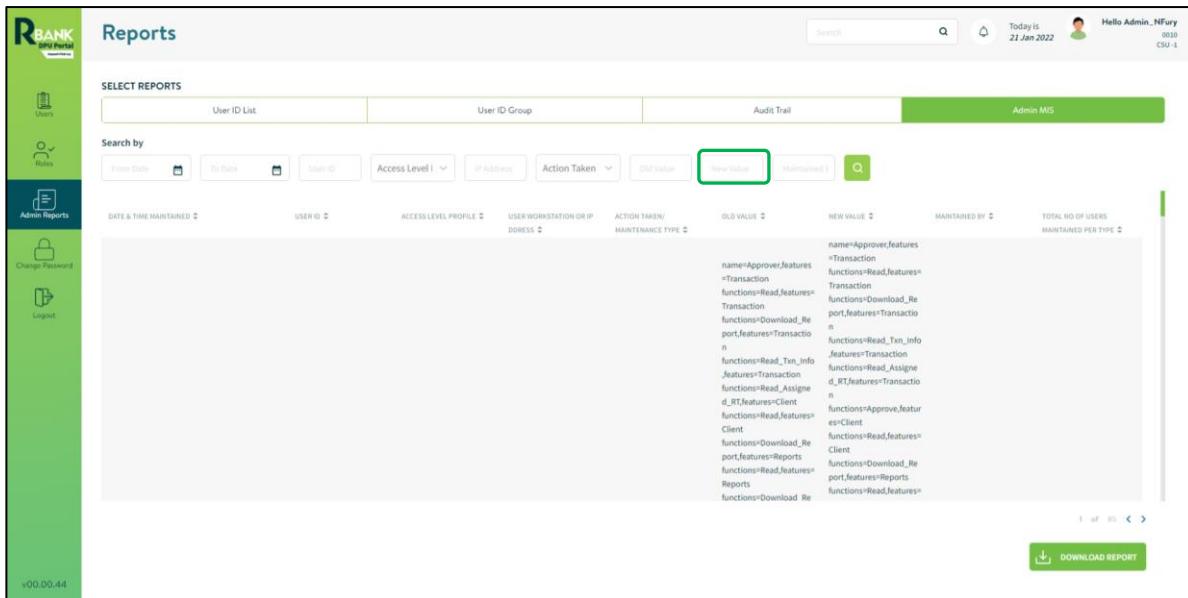
10. Click on the OLD VALUE text box(encircled in green in Screenshot 1.11.1.l) and then enter any Old Values.



This screenshot shows the same 'Reports' section as the previous one. The 'Action Taken' dropdown is now set to 'Old Value', indicated by a green box around the dropdown. The table below shows the same data as before, but the 'OLD VALUE' column is now populated with the value 'name=Approver,features'. At the bottom right of the table, there's a 'DOWNLOAD REPORT' button.

Screenshot 1.11.1.l: Admin Reports Page (Old Value)

11. Click on the NEW VALUE text box(encircled in green in Screenshot 1.11.1.m) and then enter any New Values.

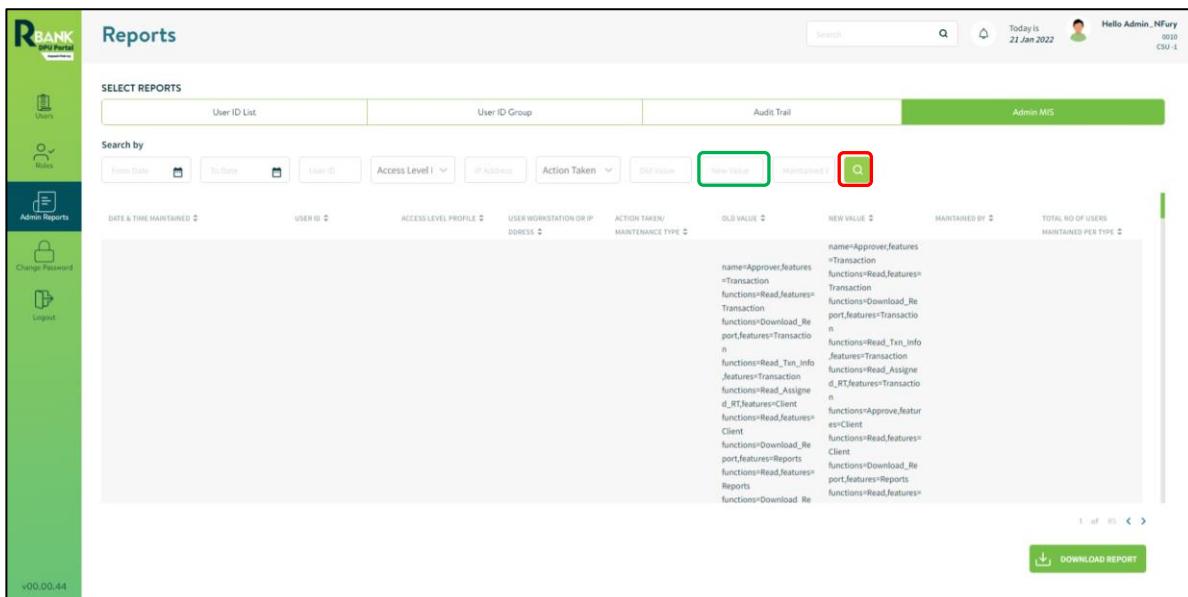


This screenshot shows the 'Admin MIS' section of the Admin Reports page. The 'New Value' input field is highlighted with a green box. The table below lists various user access details, including OLD VALUE and MAINTAINED BY columns.

OLD VALUE	MAINTAINED BY
name=Approver,features<Transaction	
<Transaction	
functions>Read,features>	
Transaction	
functions>Download_Report,features>Transactio	
n	
functions>Read_Txn_Info	
,features>Transaction	
functions>Read_Assigne	
d_RT,features>Transactio	
n	
functions>Approve,featu	
res>Client	
functions>Read,features>	
Client	
functions>Download_Report,features>Reports	
functions>Read,features>	
Reports	
functions>Download_Re	

Screenshot 1.11.1.m: Admin Reports Page (Old Value)

12. Click on the MAINTAINED BY text box(encircled in green in Screenshot 1.11.1.n) and then enter any New Values.



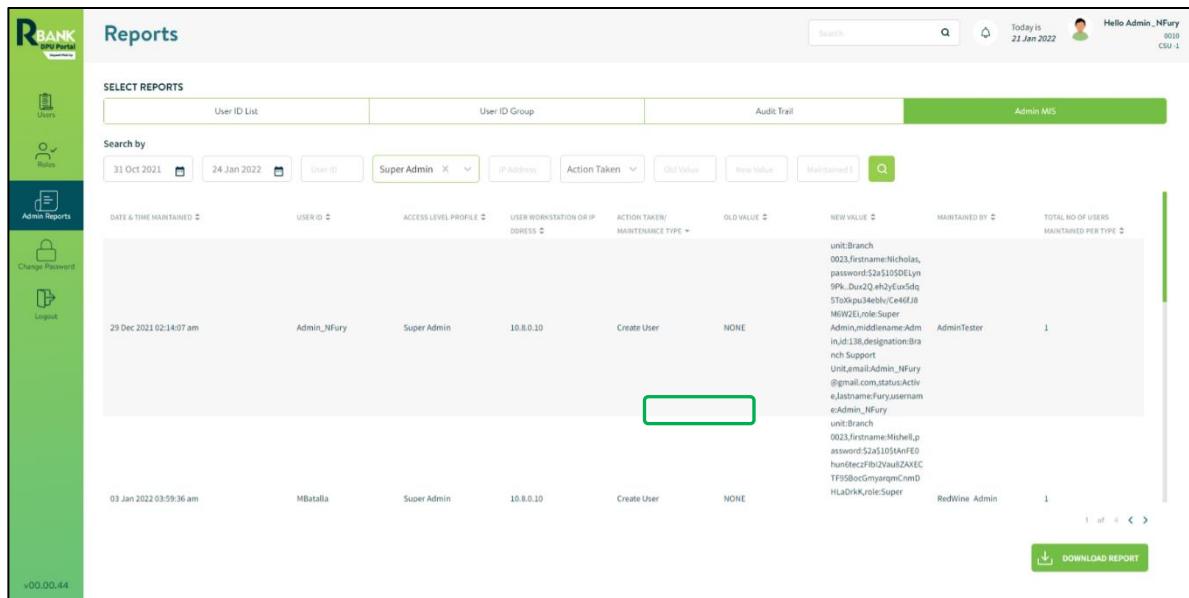
This screenshot shows the same Admin Reports page as the previous one, but the search button is highlighted with a red box. The table structure is identical to Screenshot 1.11.1.m.

Screenshot 1.11.1.n: Admin Reports Page (Old Value)

13. After filling out the necessary fields, kindly click on the SEARCH BUTTON  (encircled in red in Screenshot 1.11.1.n) to display the updated list.

1.11.1.b Download Reports

- To download the report, click the DOWNLOAD REPORT  button (encircled in red in Screenshot 1.11.1.o) found on the bottom-right corner of the table.



Date & Time Maintained	User ID	Access Level Profile	User Workstation or IP Address	Action Taken/Maintenance Type	Old Value	New Value	Maintained By	Total No. of Users Maintained per Type
29 Dec 2021 02:14:07 am	Admin_NFury	Super Admin	10.8.0.10	Create User	NONE	unitBranch 0023.firstnameNicholas, password52a5105DELYn 9PK_DwzQ2eh2yEuxfdq 5T0xpu3ebhC/Ce4dJ8 M6WZlRoleSuper	Admin,middleNameAdm injId:138,designation:Bra nch Support Unit,email:Admin_NFury @gmail.com,status:Activ e,lastName:Fury,username: eAdmin_NFury unitBranch 0023.firstnameMitchell,p assword52a5105AnFE0 hunGeezfIbz2VaultZ4KEC TF9580cGmyarqmCnmD HLaDrkRole:Super	AdminTester 1
03 Jan 2022 03:59:36 am	MBatalla	Super Admin	10.8.0.10	Create User	NONE	RedWine Admin	RedWine Admin	1

Screenshot 1.11.1.o: Admin Reports Page



1.11.2 Audit Trail Reports

This contains all logs of changes done by the users.

- Filtering is available as the table can be sorted by the following headers:

Date & Time Stamp	User ID	User IP Address	Activity

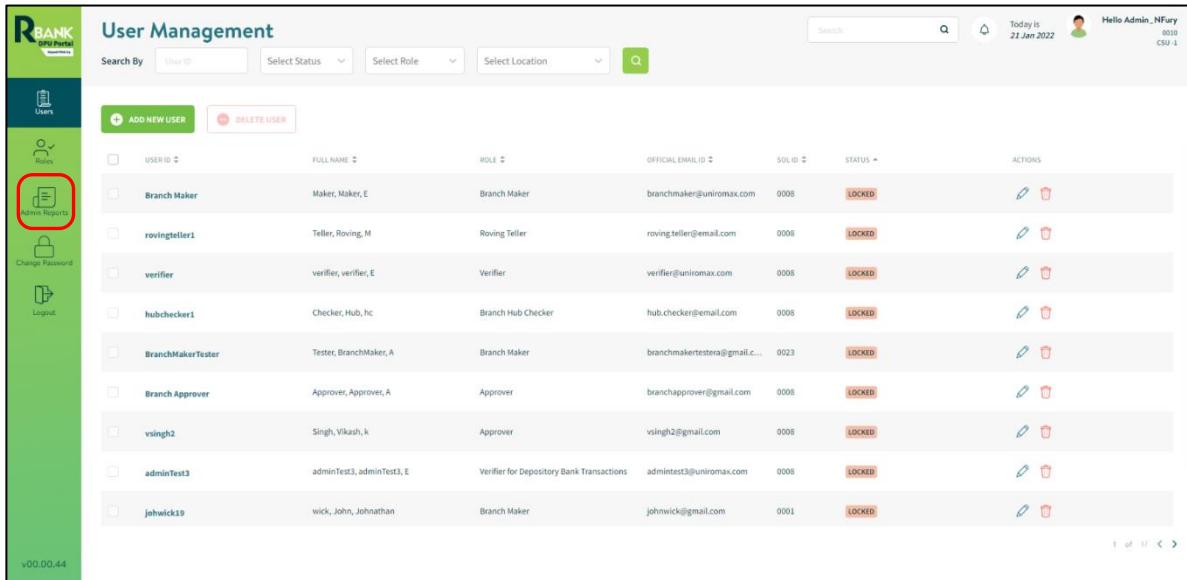
To view the summary on this category, the following are the actions to be performed:

1.11.2.a Search/ Filter results

1.11.2.b Download Report

1.11.2.a Search/Filter Results

- On the Homepage, click the ADMIN REPORTS button (encircled in red in Screenshot 1.11.2.a) found on the left portion of the page. This will redirect the user from the DASHBOARD to ADMIN REPORTS page.



User Management

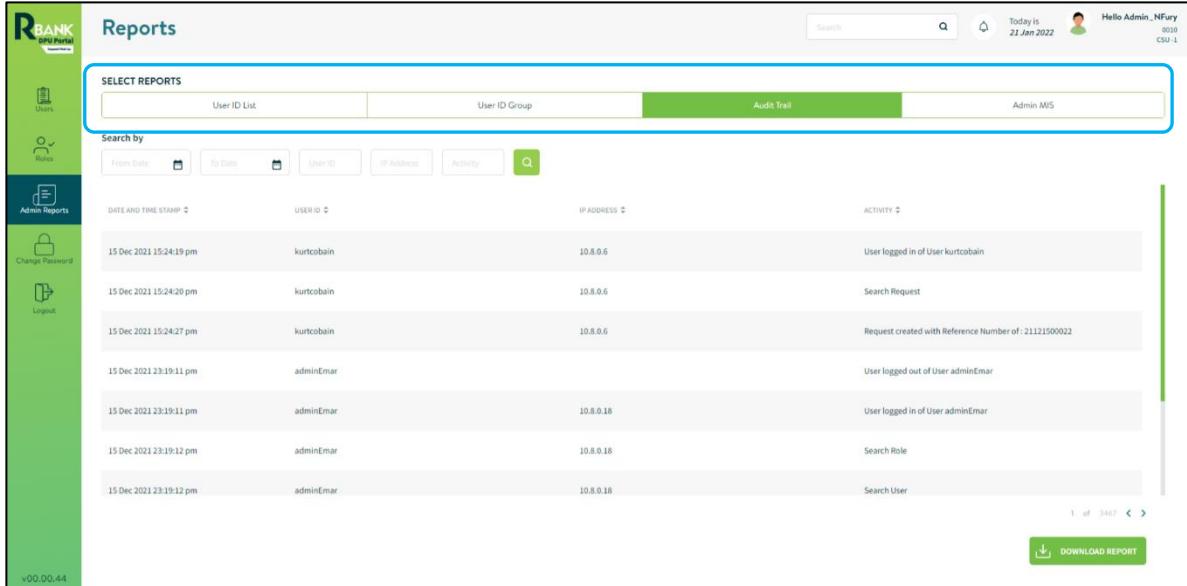
Search By: User ID, Select Status, Select Role, Select Location,

USER ID	FULL NAME	ROLE	OFFICIAL EMAIL ID	SOL ID	STATUS	ACTIONS
Branch Maker	Maker, Maker, E	Branch Maker	branchmaker@uniromax.com	0008	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
rovingteller1	Teller, Roving, M	Roving Teller	roving.teller@email.com	0008	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
verifier	verifier, verifier, E	Verifier	verifier@uniromax.com	0008	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
hubchecker1	Checker, Hub, hc	Branch Hub Checker	hub.checker@email.com	0008	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
BranchMakerTester	Tester, BranchMaker, A	Branch Maker	branchmakertester@gmail.c...	0023	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Branch Approver	Approver, Approver, A	Approver	branchapprover@gmail.com	0008	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
vsingh2	Singh, Vikash, k	Approver	vsingh2@gmail.com	0008	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
adminTest3	adminTest3, adminTest3, E	Verifier for Depository Bank Transactions	administest3@uniromax.com	0008	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
johwick19	wick, John, Johnathan	Branch Maker	johwick@gmail.com	0001	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1 of 17 < >

Screenshot 1.11.2.a: User's Dashboard

- On the admin reports page, set the reports category by clicking on any of the four (4) buttons found in the 'SELECT REPORTS' section (encircled in blue in Screenshot 1.11.2.b). Make sure that the selected category is 'AUDIT TRAIL' which is highlighted in white text on a green background color.



Reports

SELECT REPORTS: **Audit Trail**

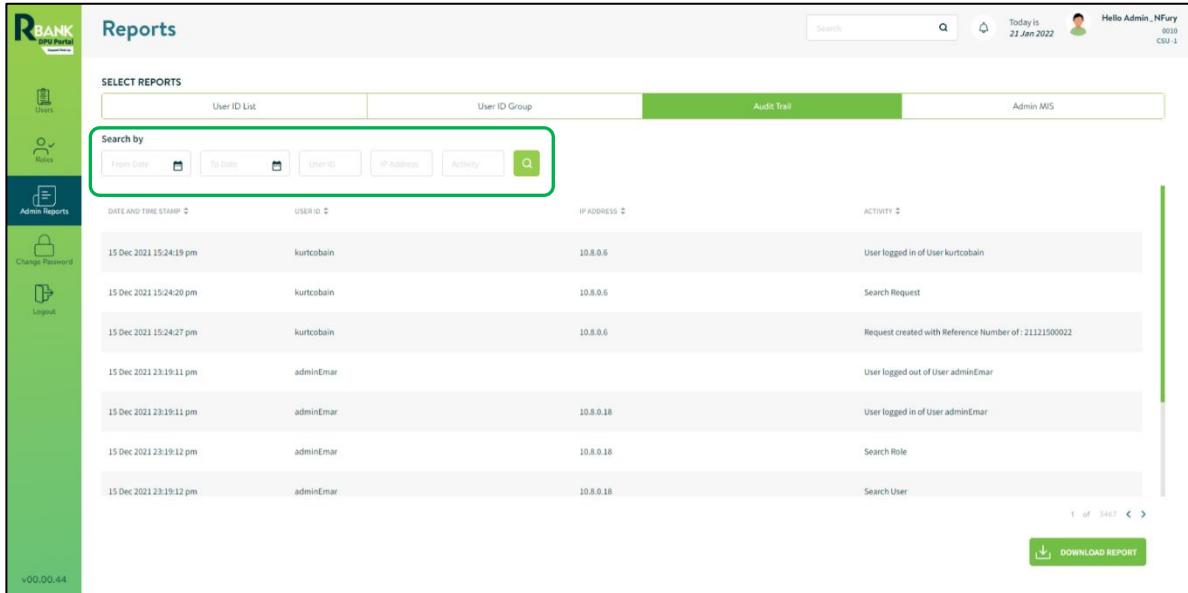
SEARCH BY: From Date, To Date, User ID, IP Address, Activity,

DATE AND TIME STAMP	USER ID	IP ADDRESS	ACTIVITY
15 Dec 2021 15:24:19 pm	kurtcobain	10.8.0.6	User logged in of User kurtcobain
15 Dec 2021 15:24:20 pm	kurtcobain	10.8.0.6	Search Request
15 Dec 2021 15:24:27 pm	kurtcobain	10.8.0.6	Request created with Reference Number of: 21121500022
15 Dec 2021 23:19:11 pm	adminEmar		User logged out of User adminEmar
15 Dec 2021 23:19:11 pm	adminEmar	10.8.0.18	User logged in of User adminEmar
15 Dec 2021 23:19:12 pm	adminEmar	10.8.0.18	Search Role
15 Dec 2021 23:19:12 pm	adminEmar	10.8.0.18	Search User

1 of 3467 < >

Screenshot 1.11.2.b: Admin Reports Page

3. The populated data on the table is sorted by DATE & TIME STAMP (refer to Screenshot 1.11.2.c). Filter/sort the data by utilizing the search functionalities found on the ‘Search By’ section of this page (encircled in green in Screenshot 1.11.2.c).



Screenshot 1.11.2.c: Admin Reports Page

4. To start with filtering/sorting results, Select the MONTH/DATE FROM/TO by clicking on the CALENDAR ICON (encircled in blue in Screenshot 1.11.2.d) to display the calendar picker.

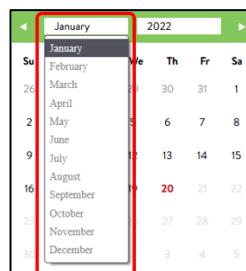


Screenshot 1.11.2.d: Admin Reports Page

5. On the Calendar Picker, Set the date by doing any of the following:

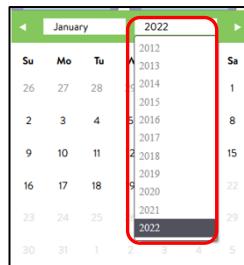
- 5.1. Separately select the Month and Year text boxes as follows:

- 5.1.1. Set the month by clicking the Month text box (encircled in red directly below) to display the list of months in a year.



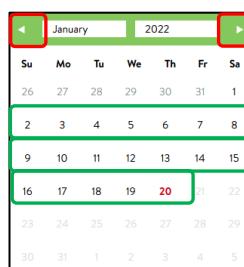
Screenshot 1.11.2.e: Calendar Picker (Month)

- 5.1.2. Set the year by clicking the Year text box (encircled in blue directly below) to display the list of years. This list contains each year from the current year until the next 10 years



Screenshot 1.11.2.f: Calendar Picker (Year)

- 5.1.3. Click the or arrows from the Calendar Picker (encircled in red below) to navigate through the respective preceding and succeeding dates.



Screenshot 1.11.2.g: Calendar Picker (Year)

- 5.2. Choose from the displayed dates in the Calendar Picker (all encircled in green in Screenshot 1.11.2.g)

Note:

- b. Calendar dates on/before the current date (highlighted in red text color) are clickable/selectable. otherwise, will be disabled and cannot be selected. (refer to Screenshot 1.11.2.g)

6. Click on the USER ID text box(encircled in green in Screenshot 1.11.2.h) and then enter any User ID.

A screenshot of an "Admin Reports" page. At the top, there's a header with "Reports" and a search bar. Below the header, there's a "SELECT REPORTS" section with tabs for "User ID List", "User ID Group", "Audit Trail" (which is highlighted in green), and "Admin MIS". Underneath this, there's a "Search by" section with fields for "From Date" and "To Date", and a "User ID" field which is highlighted in green. There are also buttons for "IP Address" and "Activity". At the bottom, there are sections for "DATE AND TIME STAMP", "USER ID", "IP ADDRESS", and "ACTIVITY". On the right side, there's a user profile and some system information.

Screenshot 1.11.2.h: Admin Reports Page

7. Click on the IP ADDRESS text box(encircled in green in Screenshot 1.11.2.i) and then enter any IP Address.



The screenshot shows the 'SELECT REPORTS' section of the Admin Reports page. The 'IP ADDRESS' search field is highlighted with a green border. Other fields like 'User ID List', 'User ID Group', 'Audit Trail', and 'Admin MIS' are also present. Below the search bar are filters for 'DATE AND TIME STAMP', 'USER ID', 'IP ADDRESS', and 'ACTIVITY'.

Screenshot 1.11.2.i: Admin Reports Page

8. Click on the ACTIVITY text box(encircled in green in Screenshot 1.11.2.j) and then enter any Activity.



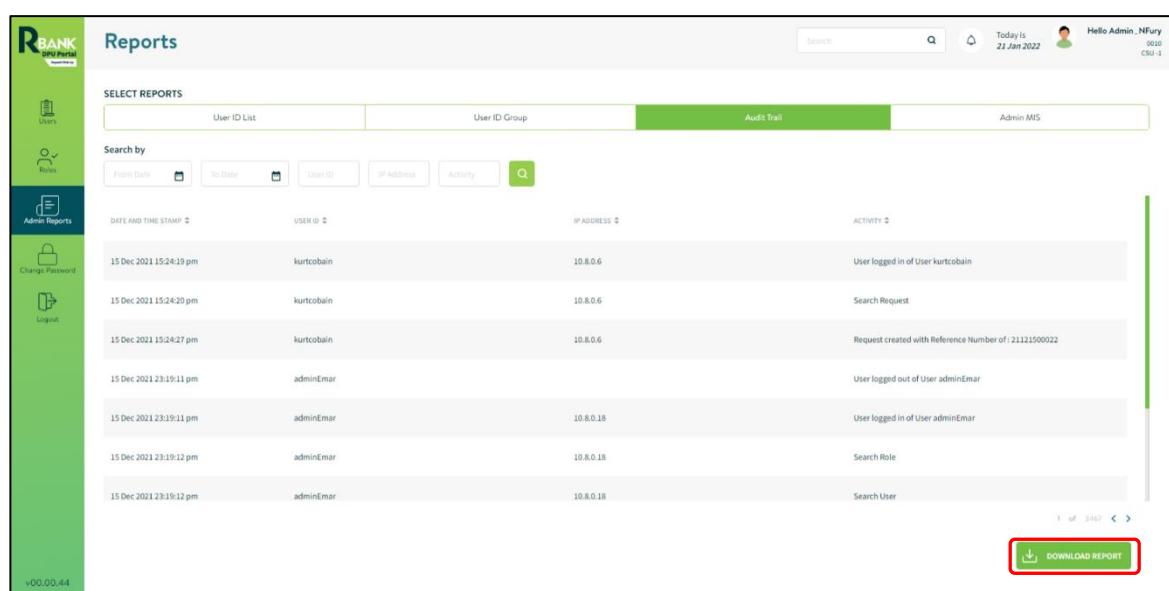
The screenshot shows the 'SELECT REPORTS' section of the Admin Reports page. The 'ACTIVITY' search field is highlighted with a green border. Other fields like 'User ID List', 'User ID Group', 'Audit Trail', and 'Admin MIS' are also present. Below the search bar are filters for 'DATE AND TIME STAMP', 'USER ID', 'IP ADDRESS', and 'ACTIVITY'.

Screenshot 1.11.2.j: Admin Reports Page

9. After filling out the necessary fields, kindly click on the SEARCH BUTTON  (encircled in red in Screenshot 1.11.2.j) to display the updated list.

1.11.2.b Download Reports

1. To download the report, click the DOWNLOAD REPORT  button (encircled in red in Screenshot 1.11.2.k) found on the bottom-right corner of the table.



The screenshot shows the 'Reports' section of the Admin Reports page. On the left is a sidebar with icons for 'Users', 'Roles', 'Admin Reports' (which is selected), and 'Logout'. The main area displays a table of audit logs. The 'DOWNLOAD REPORT' button at the bottom right of the table is highlighted with a red border. The table columns include 'DATE AND TIME STAMP', 'USER ID', 'IP ADDRESS', and 'ACTIVITY'. The activity log entries are as follows:

DATE AND TIME STAMP	USER ID	IP ADDRESS	ACTIVITY
15 Dec 2021 15:24:19 pm	kurtcobain	10.8.0.6	User logged in of User kurtcobain
15 Dec 2021 15:24:20 pm	kurtcobain	10.8.0.6	Search Request
15 Dec 2021 15:24:27 pm	kurtcobain	10.8.0.6	Request created with Reference Number of 21121500022
15 Dec 2021 23:19:11 pm	adminEmar	10.8.0.18	User logged out of User adminEmar
15 Dec 2021 23:19:11 pm	adminEmar	10.8.0.18	User logged in of User adminEmar
15 Dec 2021 23:19:12 pm	adminEmar	10.8.0.18	Search Role
15 Dec 2021 23:19:12 pm	adminEmar	10.8.0.18	Search User

Screenshot 1.11.2.k: Admin Reports Page



1.11.3 User Group Reports

This contains all logs of User Roles and their corresponding access-rights

- a. Filtering is available as the table can be sorted by the following headers:

Group Name	Access Rights

To view the summary on this category, the following are the actions to be performed:

- 1.11.3.a Search/ Filter results
1.11.3.b Download Report

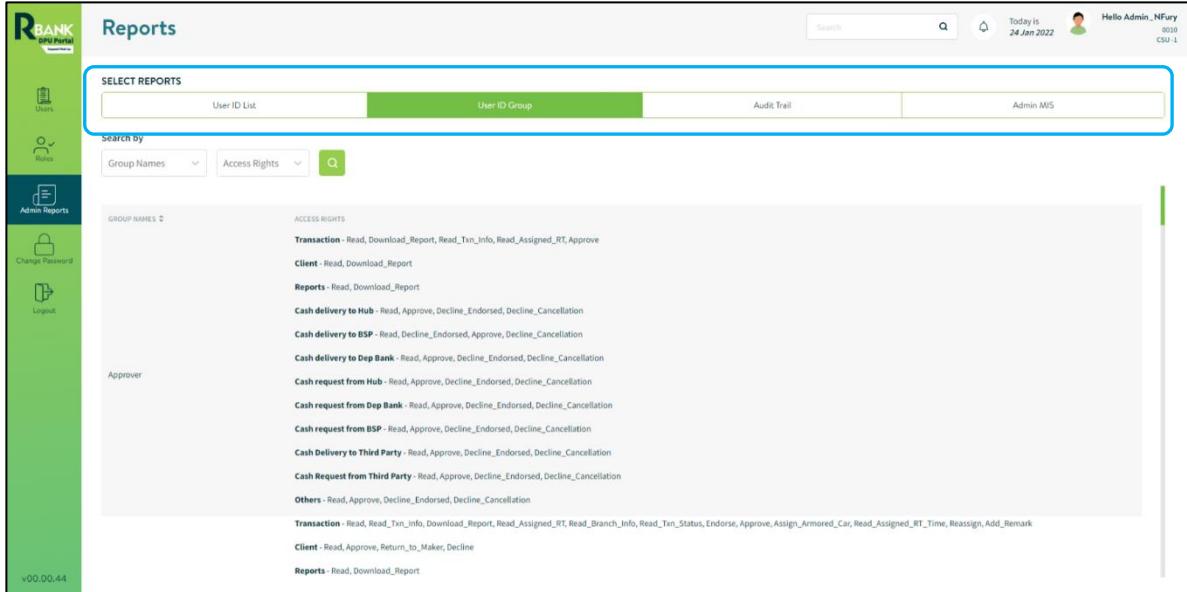
1.11.3.a Search/Filter Results

1. On the Homepage, click the ADMIN REPORTS button (encircled in red in Screenshot 1.11.3.a) found on the left portion of the page. This will redirect the user from the DASHBOARD to ADMIN REPORTS page.

The screenshot shows the 'User Management' section of the application. On the left, there's a sidebar with icons for 'Users', 'Admin Reports' (which is circled in red), 'Change Password', and 'Logout'. The main area has a table titled 'User Management' with columns: USER ID, FULL NAME, ROLE, OFFICIAL EMAIL ID, SOL ID, STATUS, and ACTIONS. There are 10 rows of user data listed, each with edit and delete icons in the ACTIONS column. The top of the screen has search and filter options like 'Search By', 'User', 'Select Status', 'Select Role', 'Select Location', and a green search button. The bottom right corner shows the date 'Today is 22 Jan 2022' and a greeting 'Hello Admin_NFury'.

Screenshot 1.11.3.a: User's Dashboard

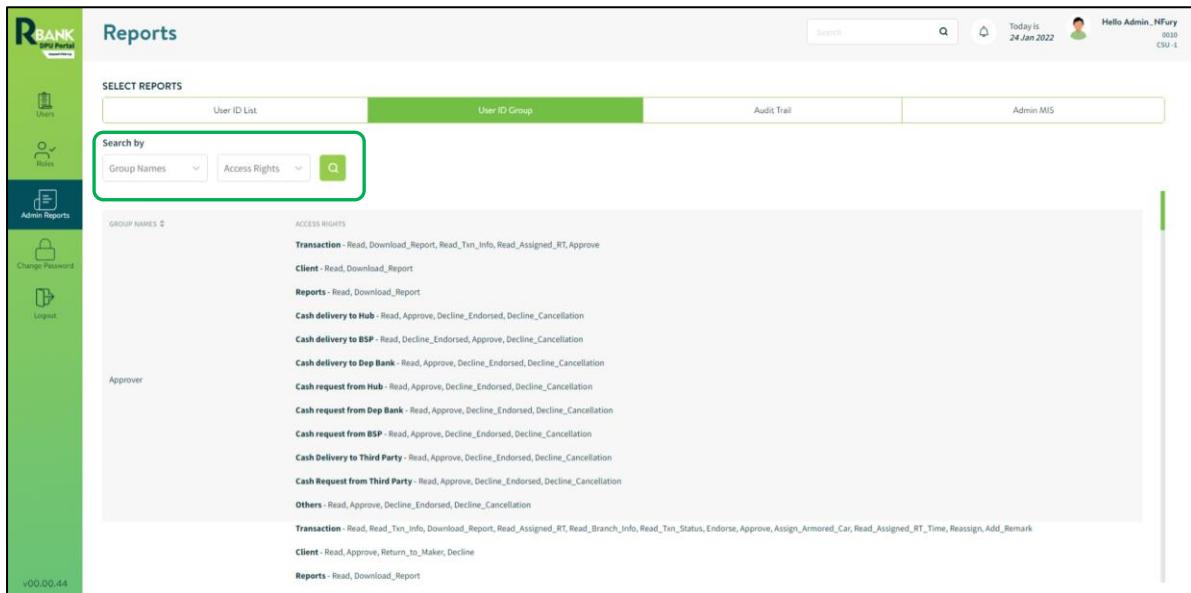
- On the admin reports page, set the reports category by clicking on any of the four (4) buttons found in the 'SELECT REPORTS' section (encircled in blue in Screenshot 1.11.3.b). Make sure that the selected category is 'USER ID GROUP' which is highlighted in white text on a green background color.



The screenshot shows the 'Reports' page of the Robinsons Bank application. On the left is a vertical sidebar with icons for Users, Roles, Admin Reports (which is selected), Change Password, and Logout. The main area has a header 'Reports' and a 'SELECT REPORTS' section with four buttons: 'User ID List' (disabled), 'User ID Group' (highlighted in blue), 'Audit Trail', and 'Admin MIS'. Below this is a 'Search by' section with dropdowns for 'Group Names' and 'Access Rights' and a search icon. The main content area lists 'GROUP NAMES' and 'ACCESS RIGHTS' for various report categories, such as Transaction, Client, Reports, Cash delivery to Hub, Cash delivery to BSP, Cash delivery to Dep Bank, Cash request from Hub, Cash request from BSP, Cash Request from Third Party, Others, Transaction, Client, and Reports. The 'User ID Group' button is circled in blue.

Screenshot 1.11.3.b: Admin Reports Page

- The populated data on the table is sorted by GROUP NAMES (refer to Screenshot 1.11.3.c). Filter/sort the data by utilizing the search functionalities found on the 'Search By' section of this page (encircled in green in Screenshot 1.11.3.c).



This screenshot is identical to Screenshot 1.11.3.b, showing the 'Reports' page with the 'User ID Group' button selected. The 'Search by' section is highlighted with a green circle around the 'Group Names' dropdown. The main content area displays the same list of report categories as in the previous screenshot.

Screenshot 1.11.3.c: Admin Reports Page

- Choose the GROUP NAMES by clicking the drop-down menu for Group Names (encircled in green in Screenshot 1.11.3.d). Navigate through the list by scrolling on the drop-down list or typing in the keywords that will filter the menu.

Screenshot 1.11.3.d: Admin Reports Page

Note:

- The drop-down list items for GROUP NAMES are the same as the user ROLES.

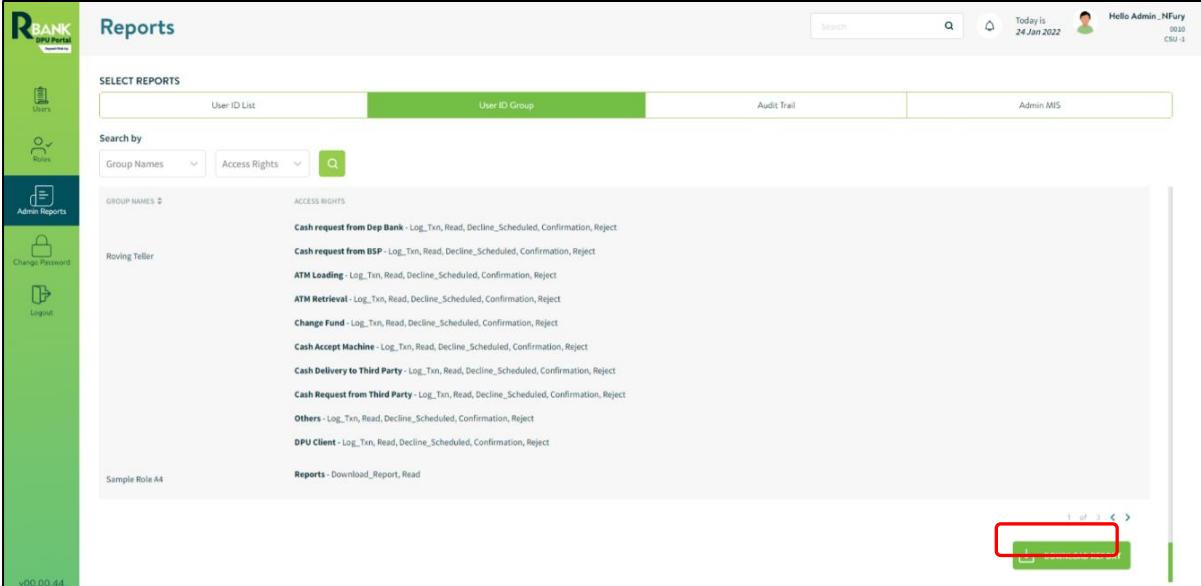
- Choose the ACCESS-RIGHTS by clicking the drop-down menu for Access Rights (encircled in green in Screenshot 1.11.3.e). Navigate through the list by scrolling on the drop-down list or typing in the keywords that will filter the menu.

Screenshot 1.11.3.e: Admin Reports Page

- After filling out the necessary fields, kindly click on the SEARCH BUTTON (encircled in red in Screenshot 1.11.3.e) to display the updated list.

1.11.3.b Download Reports

- To download the report, click the DOWNLOAD REPORT  button (encircled in red in Screenshot 1.11.3.f) found on the bottom-right corner of the table.



The screenshot shows the 'Reports' section of the application. On the left, there's a sidebar with icons for Users, Roles, Admin Reports (which is selected), Change Password, and Logout. The main area has a title 'SELECT REPORTS' and tabs for 'User ID List', 'User ID Group' (which is active and highlighted in green), 'Audit Trail', and 'Admin MIS'. Below this, there's a search bar labeled 'Search by' with dropdowns for 'Group Names' and 'Access Rights', and a magnifying glass icon. The 'User ID Group' tab displays a list of access rights grouped by role: Roving Teller and Sample Role A4. At the bottom right of this list, there's a 'Reports - Download_Report, Read' link, which is circled in red in the screenshot. The status bar at the bottom left shows 'v00.00.44'.

Screenshot 1.11.3.f: Admin Reports Page



1.11.4 User ID List

This contains all User Information and Maintenance.

- Filtering is available as the table can be sorted by the following headers:

Date Created	Last Log-in Date	Last Log-out Date	Last Password Changed On	User ID	User Name	Access Level Profile	Branch / Unit / Department	Status
--------------	------------------	-------------------	--------------------------	---------	-----------	----------------------	----------------------------	--------

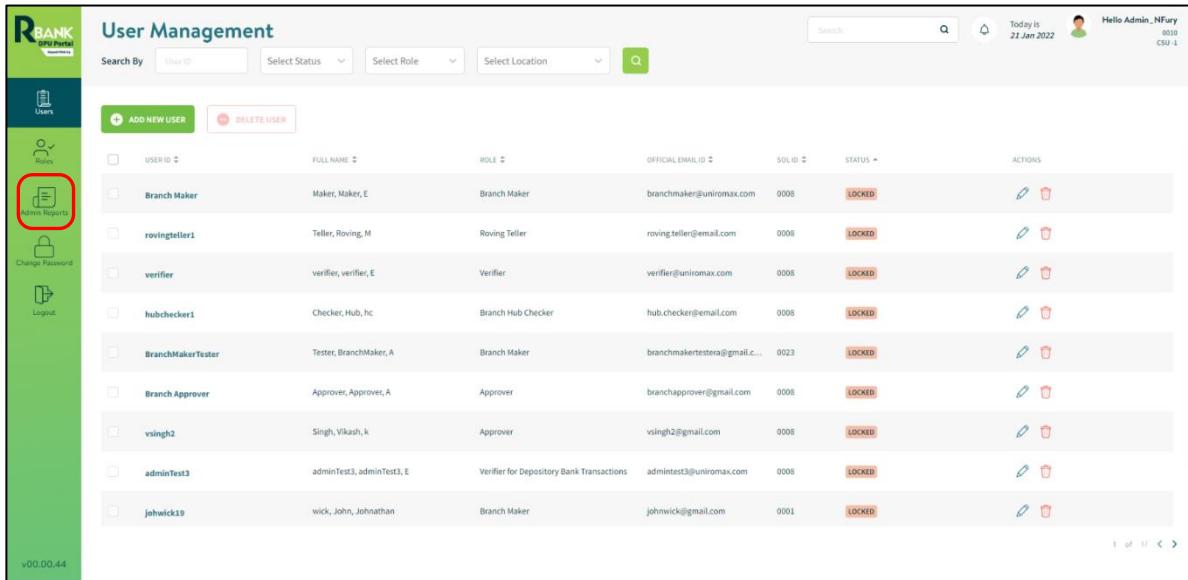
To view the summary on this category, the following are the actions to be performed:

1.11.4.a Search/ Filter results

1.11.4.b Download Report

1.11.4.a Search/Filter Results

- On the Homepage, click the ADMIN REPORTS button (encircled in red in Screenshot 1.11.4.a) found on the left portion of the page. This will redirect the user from the DASHBOARD to ADMIN REPORTS page.



User Management

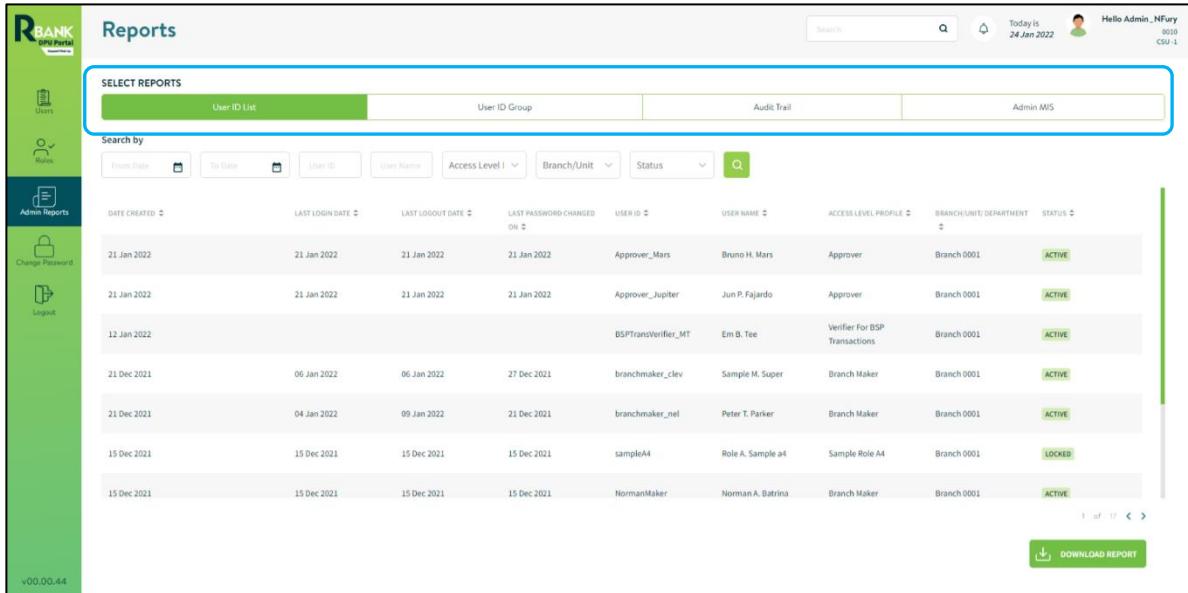
Search By: User ID, Select Status, Select Role, Select Location,

<input type="checkbox"/> USER ID	FULL NAME	ROLE	OFFICIAL EMAIL ID	SOL ID	STATUS	ACTIONS
<input type="checkbox"/> Branch Maker	Maker, Maker, E	Branch Maker	branchmaker@uniromax.com	0008	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> rovingteller1	Teller, Roving, M	Roving Teller	roving.teller@email.com	0008	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> verifier	verifier, verifier, E	Verifier	verifier@uniromax.com	0008	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> hubchecker1	Checker, Hub, hc	Branch Hub Checker	hub.checker@email.com	0008	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> BranchMakerTester	Tester, BranchMaker, A	Branch Maker	branchmakertester@gmail.c...	0023	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Branch Approver	Approver, Approver, A	Approver	branchapprover@gmail.com	0008	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> vsingh2	Singh, Vikash, k	Approver	vsingh2@gmail.com	0008	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> adminTest3	adminTest3, adminTest3, E	Verifier for Depository Bank Transactions	administest3@uniromax.com	0008	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> johnwick19	wick, John, Johnathan	Branch Maker	johnwick@gmail.com	0001	LOCKED	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1 of 17 < >

Screenshot 1.11.4.a: User's Dashboard

- On the admin reports page, set the reports category by clicking on any of the four (4) buttons found in the 'SELECT REPORTS' section (encircled in blue in Screenshot 1.11.4.b). Make sure that the selected category is 'USER ID LIST' which is highlighted in white text on a green background color.



Reports

SELECT REPORTS

User ID List	User ID Group	Audit Trail	Admin MIS
--------------	---------------	-------------	-----------

Search by:

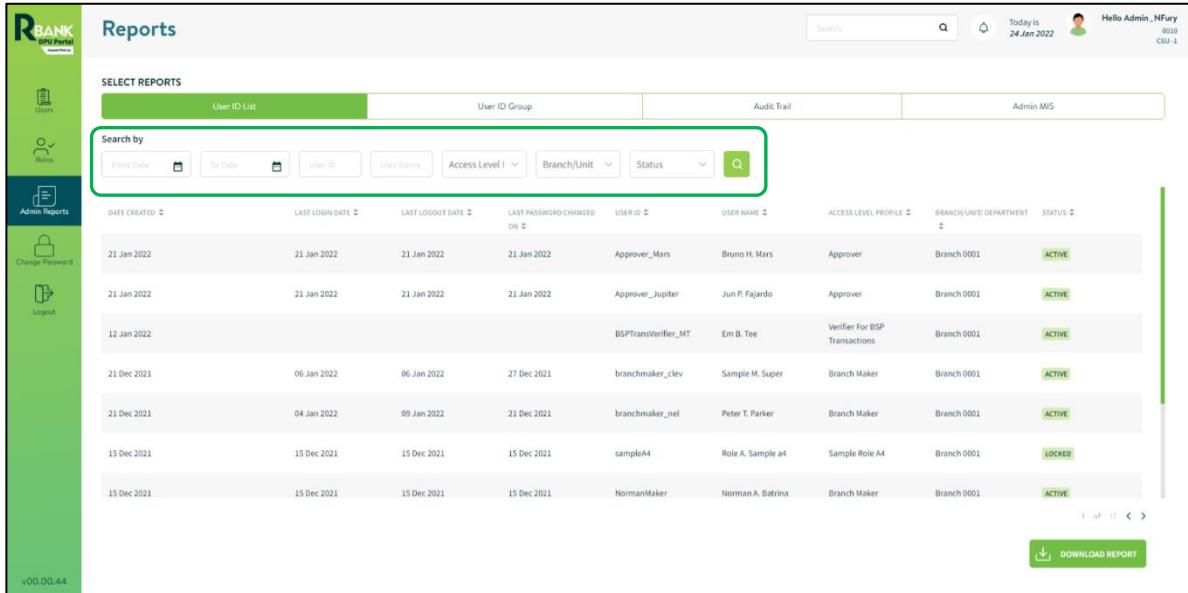
From Date	To Date	User ID	User Name	Access Level	Branch/Unit	Status	<input type="button" value="Search"/>
-----------	---------	---------	-----------	--------------	-------------	--------	---------------------------------------

DATE CREATED	LAST LOGIN DATE	LAST LOGOUT DATE	LAST PASSWORD CHANGED ON	USER ID	USER NAME	ACCESS LEVEL PROFILE	BRANCH/UNIT/DEPARTMENT	STATUS
21 Jan 2022	21 Jan 2022	21 Jan 2022	21 Jan 2022	Approver_Mars	Bruno H. Mars	Approver	Branch 0001	ACTIVE
21 Jan 2022	21 Jan 2022	21 Jan 2022	21 Jan 2022	Approver_Jupiter	Jun P. Fajardo	Approver	Branch 0001	ACTIVE
12 Jan 2022				BSPTransVerifier_MT	Em B. Tee	Verifier For BSP Transactions	Branch 0001	ACTIVE
21 Dec 2021	06 Jan 2022	06 Jan 2022	27 Dec 2021	branchmaker_clev	Sample M. Super	Branch Maker	Branch 0001	ACTIVE
21 Dec 2021	04 Jan 2022	09 Jan 2022	21 Dec 2021	branchmaker_nel	Peter T. Parker	Branch Maker	Branch 0001	ACTIVE
15 Dec 2021	15 Dec 2021	15 Dec 2021	15 Dec 2021	sampleA4	Role A. Sample a4	Sample Role A4	Branch 0001	LOCKED
15 Dec 2021	15 Dec 2021	15 Dec 2021	15 Dec 2021	NormanMaker	Norman A. Batrina	Branch Maker	Branch 0001	ACTIVE

1 of 17 < >

Screenshot 1.11.4.b: Admin Reports Page

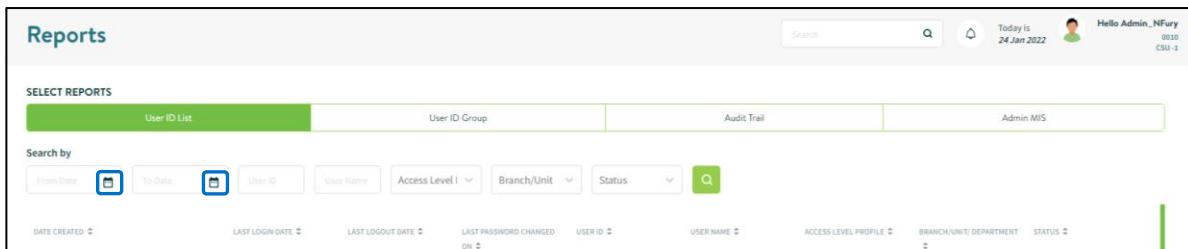
3. The populated data on the table is sorted by DATE CREATED(refer to Screenshot 1.11.4.c). Filter/sort the data by utilizing the search functionalities found on the ‘Search By’ section of this page (encircled in green in Screenshot 1.11.4.c).



This screenshot shows the 'Admin Reports' page. On the left, there's a sidebar with icons for 'Users', 'Roles', 'Admin Reports' (which is selected), 'Change Password', and 'Logout'. The main area has a title 'Reports' and a sub-section 'SELECT REPORTS' with tabs for 'User ID List' (selected), 'User ID Group', 'Audit Trail', and 'Admin MIS'. Below this is a 'Search by' section with fields for 'From Date' (with a calendar icon), 'To Date' (with a calendar icon), 'User ID', 'User Name', 'Access Level', 'Branch/Unit', 'Status', and a search button. A green box highlights this 'Search by' section. The main table lists users with columns for DATE CREATED, LAST LOGIN DATE, LAST LOGOUT DATE, LAST PASSWORD CHANGED, USER ID, USER NAME, ACCESS LEVEL PROFILE, BRANCH/UNIT/DEPARTMENT, and STATUS. The status column includes 'ACTIVE' and 'LOCKED' status indicators. At the bottom right of the table is a 'DOWNLOAD REPORT' button.

Screenshot 1.11.4.c: Admin Reports Page

4. To start with filtering/sorting results, Select the MONTH/DATE FROM/TO by clicking on the CALENDAR ICON (encircled in blue in Screenshot 1.11.4.d) to display the calendar picker.



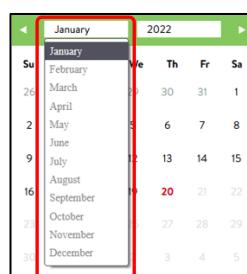
This screenshot shows the same 'Admin Reports' page as in Screenshot 1.11.4.c. The 'From Date' and 'To Date' fields in the 'Search by' section are highlighted with a blue box. The rest of the interface is identical to the previous screenshot.

Screenshot 1.11.4.d: Admin Reports Page

5. On the Calendar Picker, Set the date by doing any of the following:

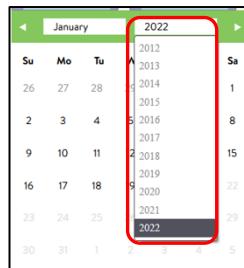
- 5.1. Separately select the Month and Year text boxes as follows:

- 5.1.1. Set the month by clicking the Month text box (encircled in red directly below) to display the list of months in a year.



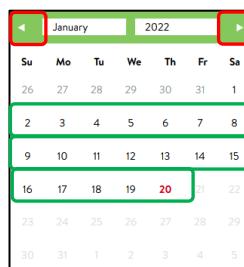
Screenshot 1.11.4.e: Calendar Picker (Month)

- 5.1.2. Set the year by clicking the Year text box (encircled in blue directly below) to display the list of years. This list contains each year from the current year until the next 10 years



Screenshot 1.11.4.f: Calendar Picker (Year)

- 5.1.3. Click the or arrows from the Calendar Picker (encircled in red below) to navigate through the respective preceding and succeeding dates.



Screenshot 1.11.4.g: Calendar Picker (Year)

- 5.2. Choose from the displayed dates in the Calendar Picker (all encircled in green in Screenshot 1.11.4.g)

Note:

- a. Calendar dates on/before the current date (highlighted in red text color) are clickable/selectable. otherwise, will be disabled and cannot be selected. (refer to Screenshot 1.11.4.g)

6. Click on the USER ID text box(encircled in green in Screenshot 1.11.4.h) and then enter any User ID.

A screenshot of the 'Admin Reports' page. At the top left, there is a 'SELECT REPORTS' dropdown with options: 'User ID List' (highlighted with a green box), 'User ID Group', 'Audit Trail', and 'Admin MIS'. On the right side, there is a user profile with the message 'Hello Admin_NFury'. Below the dropdown, there is a 'Search by' section with fields for 'From Date' and 'To Date', both with calendar icons. A 'User ID' field is also present, which is highlighted with a green box. There are also fields for 'User Name', 'Access Level', 'Branch/Unit', and 'Status'. At the bottom of the page, there are several filter buttons for 'DATE CREATED', 'LAST LOGIN DATE', 'LAST LOGOUT DATE', 'LAST PASSWORD CHANGED', 'USER ID', 'USER NAME', 'ACCESS LEVEL PROFILE', 'BRANCH/UNIT/DEPARTMENT', and 'STATUS'.

Screenshot 1.11.4.h: Admin Reports Page

7. Click on the USER NAME text box(encircled in green in Screenshot 1.11.4.i) and then enter any User Name.

The screenshot shows the 'Reports' section of the application. At the top, there is a navigation bar with tabs: 'User ID List' (highlighted in green), 'User ID Group', 'Audit Trail', and 'Admin MIS'. Below the tabs is a search bar with fields for 'From Date', 'To Date', 'User ID', 'User Name' (encircled in green), 'Access Level', 'Branch/Unit', and 'Status'. There is also a date range selector for 'DATE CREATED', and dropdowns for 'LAST LOGOUT DATE', 'LAST PASSWORD CHANGED', 'USER ID', 'USER NAME', 'ACCESS LEVEL PROFILE', 'BRANCH/UNIT/DEPARTMENT', and 'STATUS'. A search icon is located at the end of the search bar.

Screenshot 1.11.4.i: Admin Reports Page

8. Choose the ACCESS LEVEL by clicking the drop-down menu for Access Level (encircled in green in Screenshot 1.11.4.j). Navigate through the list by scrolling on the drop-down list or typing in the keywords that will filter the menu.

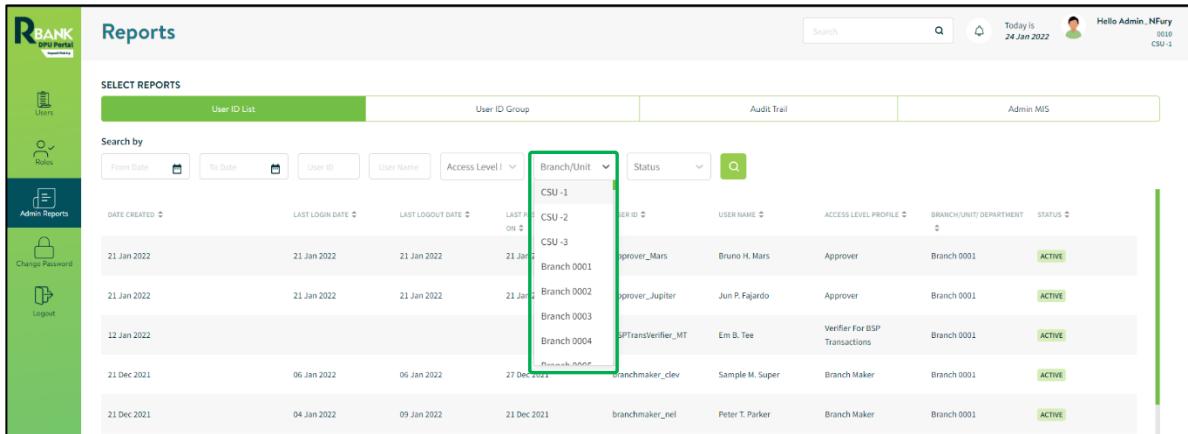
This screenshot is similar to the previous one but shows the 'Access Level' dropdown menu open. The menu items listed are 'Super Admin', 'Branch Maker', 'Branch Hub Maker', 'Branch Checker', and 'CSU Maker'. The rest of the page structure remains the same, including the search bar and data grid below.

Screenshot 1.11.4.j: Admin Reports Page (Access Level Selection)

Note:

- a. The drop-down list items for ACCESS LEVEL are the role names of all users.

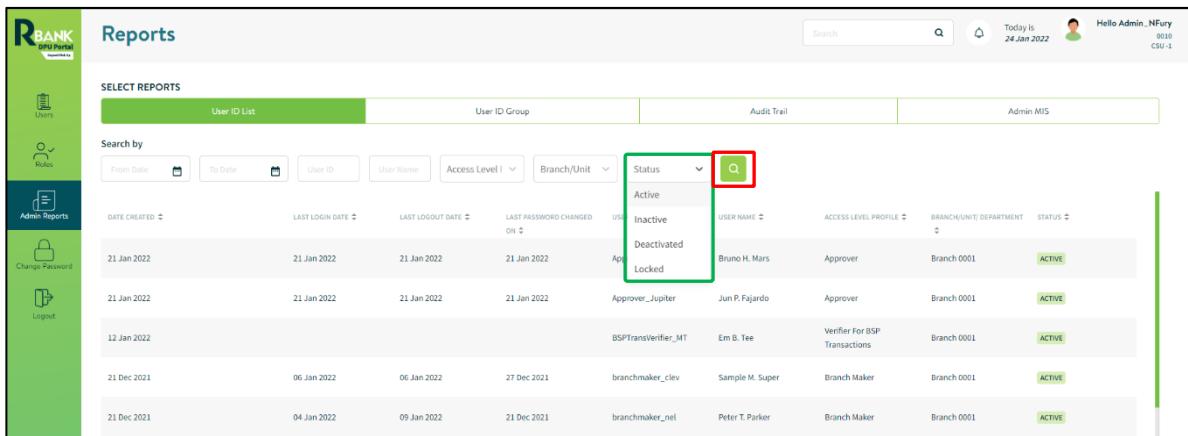
9. Choose the BRANCH/UNIT by clicking the drop-down menu for Branch/Unit (encircled in green in Screenshot 1.11.4.k). Navigate through the list by scrolling on the drop-down list or typing in the keywords that will filter the menu.



The screenshot shows the 'Reports' section of the application. On the left is a sidebar with icons for Users, Roles, Admin Reports (which is selected), Change Password, and Logout. The main area has tabs for User ID List, User ID Group, Audit Trail, and Admin MIS. Below these are search filters for Date Created, Last Login Date, Last Logout Date, Last Password Changed On, User ID, User Name, Access Level, and Branch/Unit. A dropdown menu for 'Branch/Unit' is open, showing options like CSU-1, CSU-2, CSU-3, Branch 0001, Branch 0002, Branch 0003, Branch 0004, Approver_Mars, Approver_Jupiter, BSPTransVerifier_MT, branchmaker_clev, Sample M. Super, and Peter T. Parker. The status column shows 'ACTIVE' for most users. The status dropdown is also circled in green.

Screenshot 1.11.4.k: Admin Reports Page

10. Choose the STATUS by clicking the drop-down menu for Status (encircled in green in Screenshot 1.11.4.l). Navigate through the list by scrolling on the drop-down list or typing in the keywords that will filter the menu.



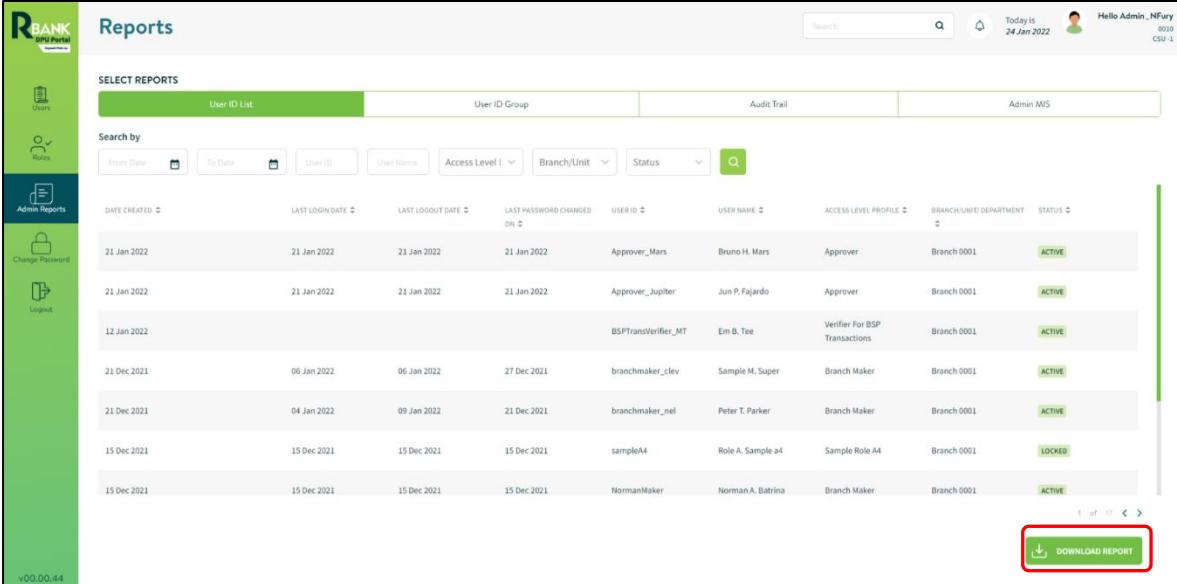
This screenshot is identical to Screenshot 1.11.4.k, showing the 'Reports' section. The 'Status' dropdown menu is highlighted with a red box. It lists Active, Inactive, Deactivated, and Locked. The rest of the interface, including the user list and sidebar, is the same as in the previous screenshot.

Screenshot 1.11.4.l: Admin Reports Page

11. After filling out the necessary fields, kindly click on the SEARCH BUTTON (encircled in red in Screenshot 1.11.4.l) to display the updated list.

1.11.4.b Download Reports

- To download the report, click the DOWNLOAD REPORT  button (encircled in red in Screenshot 1.11.4.m) found on the bottom-right corner of the table.



SELECT REPORTS								
User ID List		User ID Group		Audit Trail		Admin MIS		
Search by								
DATE CREATED	LAST LOGIN DATE	LAST LOGOUT DATE	LAST PASSWORD CHANGED ON	USER ID	USER NAME	ACCESS LEVEL PROFILE	BRANCH/UNIT/DEPARTMENT	STATUS
21 Jan 2022	21 Jan 2022	21 Jan 2022	21 Jan 2022	Approver_Mars	Bruno H. Mars	Approver	Branch 001	ACTIVE
21 Jan 2022	21 Jan 2022	21 Jan 2022	21 Jan 2022	Approver_Jupiter	Jun P. Fajardo	Approver	Branch 001	ACTIVE
12 Jan 2022				BSPTransVerifier_MT	Erm B. Tee	Verifier For BSP Transactions	Branch 001	ACTIVE
21 Dec 2021	06 Jan 2022	06 Jan 2022	27 Dec 2021	branchmaker_clev	Sample M. Super	Branch Maker	Branch 001	ACTIVE
21 Dec 2021	04 Jan 2022	09 Jan 2022	21 Dec 2021	branchmaker_nel	Peter T. Parker	Branch Maker	Branch 001	ACTIVE
15 Dec 2021	15 Dec 2021	15 Dec 2021	15 Dec 2021	sampleA4	Role A. Sample a4	Sample Role A4	Branch 001	LOCKED
15 Dec 2021	15 Dec 2021	15 Dec 2021	15 Dec 2021	NormanMaker	Norman A. Batrina	Branch Maker	Branch 001	ACTIVE

Screenshot 1.11.4.m: Admin Reports Page

2 Features in Mobile Application

Feature	Description
2.1 Setting up	Instructions to install the mobile application in the user's android mobile phone
2.2 Common Features	Contents of header which appears in every page in the mobile application Users are not allowed to log in to multiple devices using the same account, e.g., logged in to DPU web and DPU mobile application. All previous sessions will be logged out. Only the new session will be retained.
2.3 Account Management	Functionalities related to account such as logging in/ out of the mobile application, and resetting/ changing password to the system This feature is only available after user has been setup by Super Admin via the DPU web application.
2.4 Client Management	Functionalities to create or edit DPU clients and order (scheduled recurring DPU transactions) request, delete, and deactivate Robinsons Bank's deposit pickup external clients. Creation, edit, and deactivation requires approval. Approved order transaction request (DPU transaction) is not yet immediately scheduled for deposit pickup. This is automatically scheduled by the system at the next 6 AM schedule. While the transaction is not yet scheduled, the Request Status is APPROVED while Transaction Status is blank. After it has been scheduled, the Transaction Status is SCHEDULED.
2.5 Transaction Management	Functionalities to create or edit non-recurring DPU transaction requests of the DPU clients in the application. Creation requires approval. Deposit pickup transactions are automatically scheduled by the system at the next 6 AM schedule similar to scheduling transactions in client management. Status of approved transactions before and after web scheduling is also similar to client management.
2.6 Transaction Action Management	Functionalities to manage actions for Approved DPU Transaction requests. Transactions could be declined, reassigned, and acknowledged. This feature will be performed by the Checker. While Pickup Confirmation and Decline will be performed by the Roving Teller
2.7 Notification Management	Functionalities to manage in-app messages. Users may have the option to view or delete messages.
2.8 Transaction Reports	Functionalities to review summary reports related to all transactions such as End Of Day Transactions, Cash on Hand, Branch Requests, and Accountable Items.

2.1 Setting Up the Mobile Application

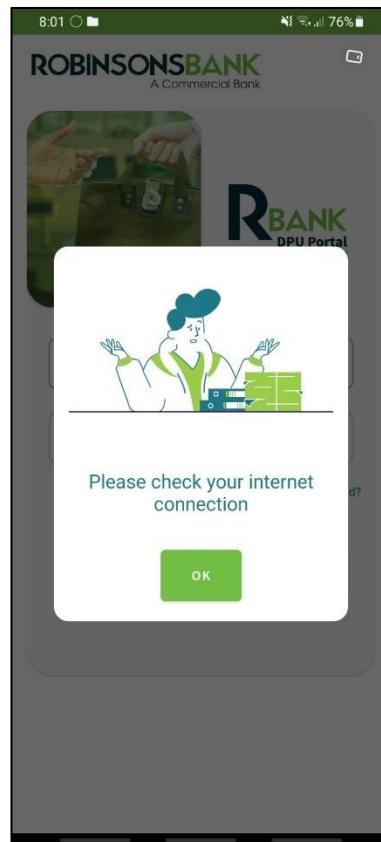
The DPU application for mobile is set-up to android operating system (OS) in mobile technology. It is not available to the public. It is published in Google Play as a private app wherein only users that belong to the Robinsons Bank organization will be able to view and download the said app.

The following are required to access and use the DPU mobile application:

1. Search for and install the **RBank DPU** mobile app via Google Play Store.
2. Connect to the VPN provided by Robinsons Bank (Consult Robinsons Bank's IT personnel for procedures) so that the app can connect to Robinsons Bank's server.

Note:

1. If while accessing the mobile application, the system detects that there is no connection to the internet or Robinsons Bank's server, an error message window (refer to Screenshot 2.1.a below) wil appear. User needs to click the OK button in the window and fix the connection before opening the mobile app again.

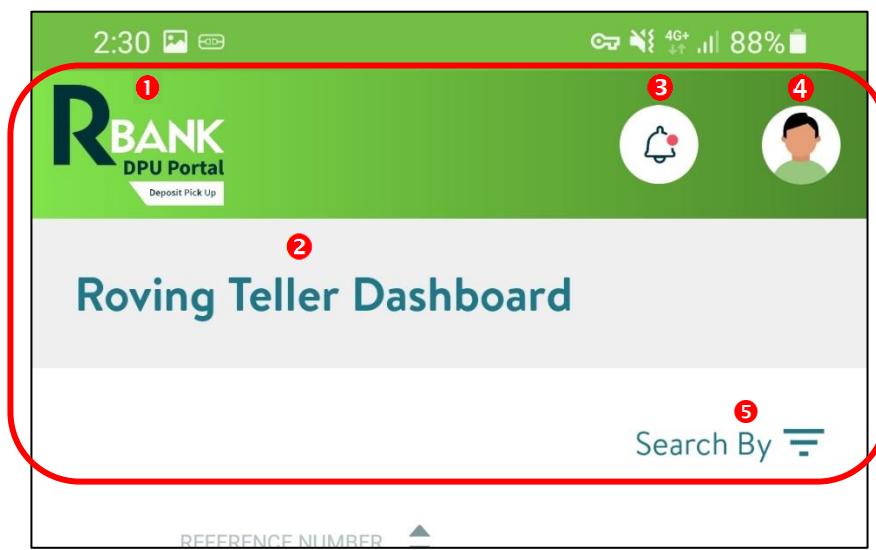


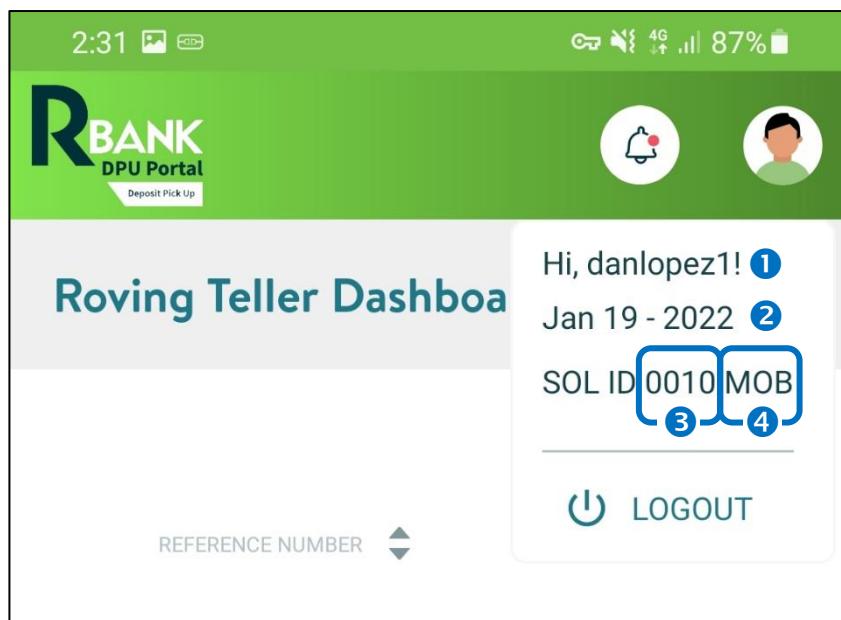
Screenshot 2.1.a: No Connection to Server Error Message Window

2.2 Common Features

The header (encircled in red below) is displayed in all pages of the mobile application. It contains the following (from left to right in the section encircled below):

1. DPU Application's logo (tagged as ① in Screenshot 2.2.a below)
2. Title of the page displayed (tagged as ② in Screenshot 2.2.a below)
3. Notifications icon (tagged as ③ in Screenshot 2.2.a below)
4. User details grouped together and can be accessed via the User profile icon (tagged as ④ in Screenshot 2.2.a below), which when clicked, the following displays:
 - Hi, <user ID>! (tagged as ① in Screenshot 2.2.b in the next page)
 - Current date (tagged as ② in Screenshot 2.2.b) – The date automatically updates based on the system date.
 - SOL ID of user logged in (tagged as ③ in Screenshot 2.2.a)
 - Branch/ Department/ Unit name of user logged in (tagged as ④ in Screenshot 2.2.b)
5. Search By filter (tagged as ⑤ in Screenshot 2.2.a below)





Screenshot 2.2.b: User Details in DPU Mobile App (Current date: January 19, 2022)



2.2.1 To View Notifications via the Notifications Icon

When the Notification icon is clicked, user will be able to view all updates related to transactions in which the user has/ had a role.

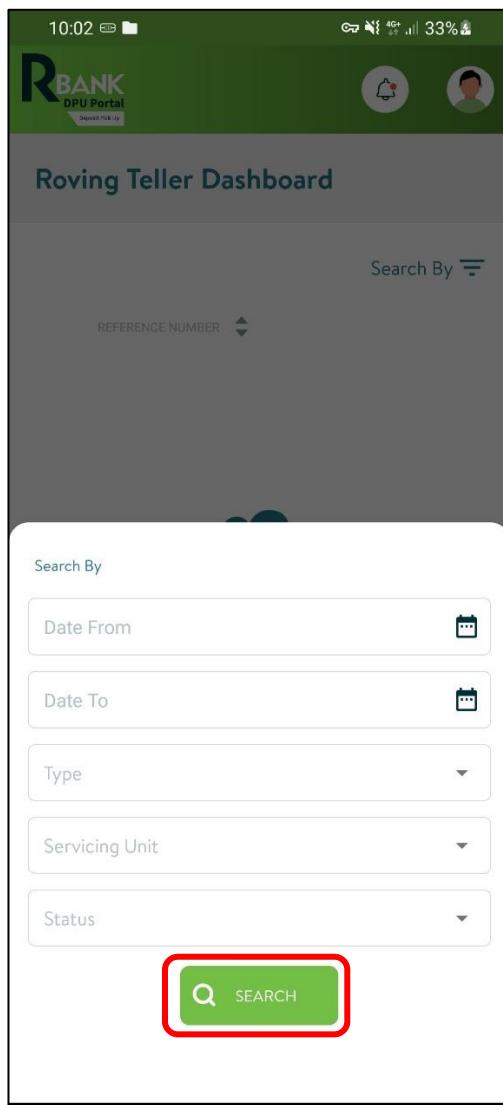
Refer to section 2.7 – Notifications Management for details of in-app notifications.



2.2.2 To Filter Transactions Using the Search By Filter

By clicking on the Search By filter (tagged as ⑤ in Screenshot 2.2.a below), a window with a list of fields that will filter the transactions listed in the dashboard will display at the bottom of the screen. User may filter the transactions by filling out any of the following fields:

- Date From
- Date To
- Type
- Servicing Unit
- Status



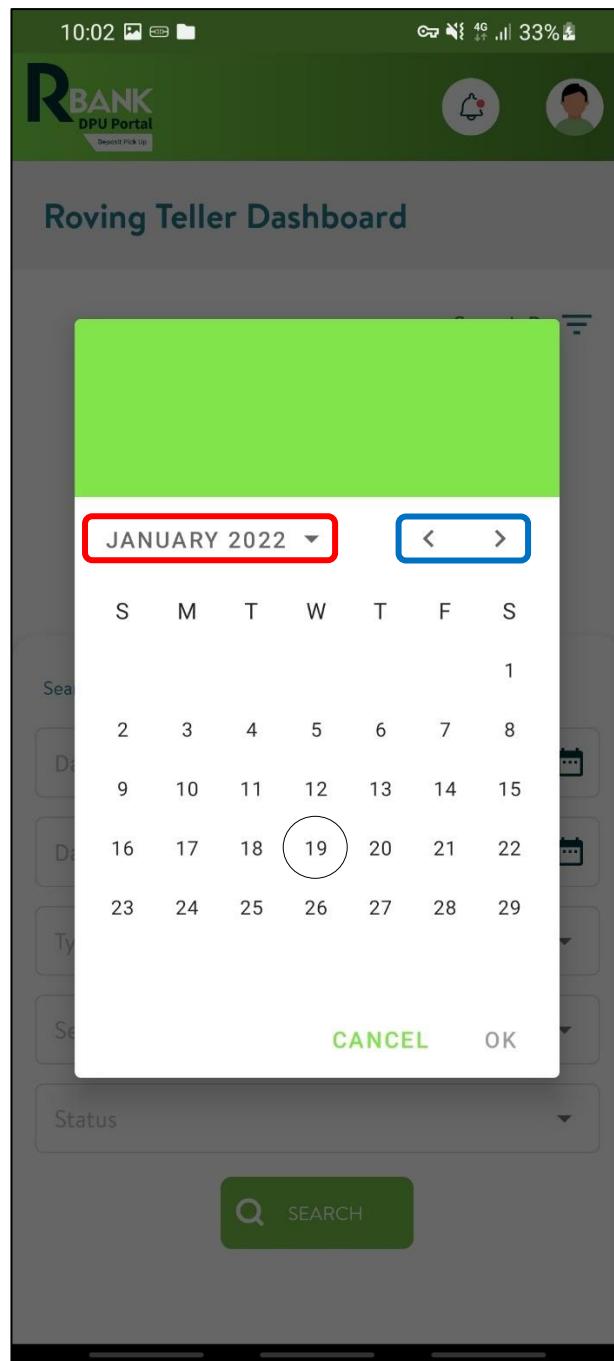
Screenshot 2.2.c: Search By Filters Window

2. Click the Search By filter (tagged as ⑤ in Screenshot 2.2.a) to display the filter fields in the Search By Filters window.

2. Fill out preferred field/s to filter the list of transactions in the dashboard. It can be 1 or a combination of the fields/ filters.

2.1 Select in the Date From field the oldest schedule date of transactions preferred to be displayed in the dashboard.

2.1.1 Click the Date From field to display a calendar picker (refer to Screenshot 2.2.d below). The current month and year will be displayed and the exact current date is encircled.



Screenshot 2.2.d: Calendar Picker Window (Current date: January 19, 2022)

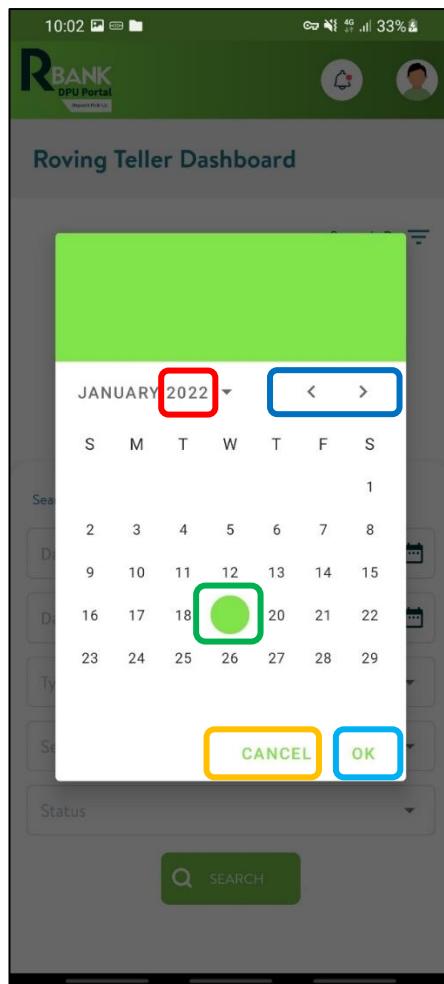
- 2.1.2 If the preferred year is not the current year, click the drop-down field labelled with the month and year (encircled in red in Screenshot 2.2.d). It will display the list of years with the current year encircled.

Click the preferred year. Upon doing so, the year in upper left of the window will reflect the selected year (encircled in red in Screenshot 2.2.e below).



Screenshot 2.2.e: Year Drop Down Menu (Current year: 2022)

- 2.1.3 If the preferred month is not the current month, click the < or > arrows in the calendar picker (section encircled in blue in Screenshot 2.2.d and Screenshot 2.2.f) to move to the previous or next month, respectively, until the correct month and year displays in the calendar picker window. Upon doing so, the year in upper left of the window will reflect the selected year (encircled in red in Screenshot 2.2.f below).



Screenshot 2.2.f: Selected Date

- 2.1.4 Once the correct month and year calendar is displayed in the window, click the preferred date. The date will be highlighted in green as shown in Screenshot 2.2.f above (encircled in green).
- 2.1.5 Click the OK button (encircled in light blue in Screenshot 2.2.f above) to submit the Date From date. The date will reflect in the Date From field in Search By Filters window (Screenshot 2.2.c).

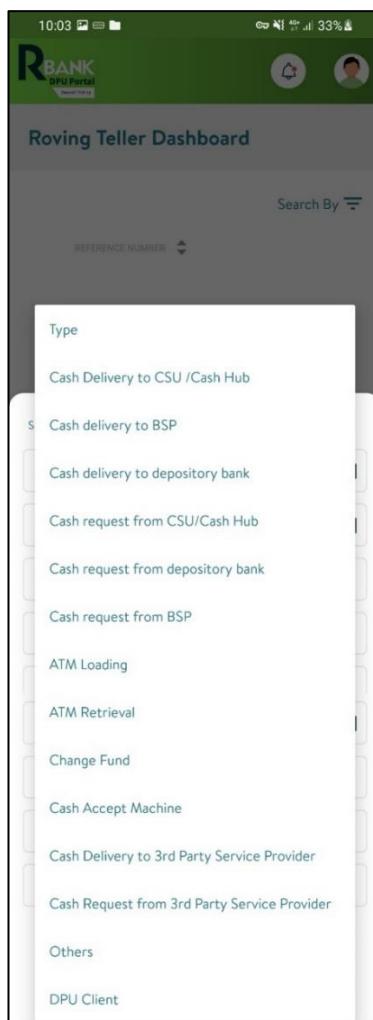
If the Date From will no longer be used as a filter, click the CANCEL button (encircled in orange in Screenshot 2.2.f above) instead to cancel submission.

2.2 Select in the Date To field the latest schedule date of transactions preferred to be displayed in the dashboard.

- 2.2.1 Click the Date To field to display a calendar picker (similar to Screenshot 2.2.d). The current month and year will be displayed and the exact current date is encircled.
- 2.2.2 Select the preferred year, month and date – Refer to steps 2.1.2 to 2.1.4 of this section for the procedure.
- 2.2.3 Click the OK button (encircled in light blue in Screenshot 2.2.f) to submit the Date To date. The date will reflect in the Date To field in Search By Filters window (Screenshot 2.2.c).

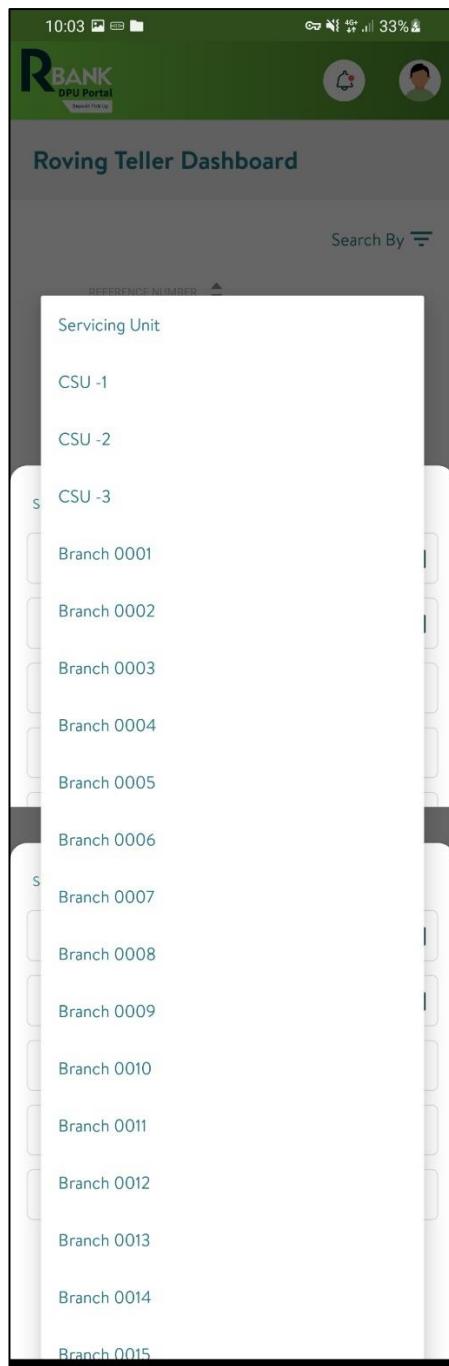
If the Date To will no longer be used as a filter, click the CANCEL button (instead of the OK button) to cancel submission.

2.3 Click the Type field in the Search By Filters window (shown in Screenshot 2.2.c). It will display the Transaction Type drop-down menu from which to select 1 preferred transaction type to be shown in the transactions list in the dashboard. After selecting the transaction type, the transaction type will reflect in the Type field in Search By Filters window (Screenshot 2.2.c).



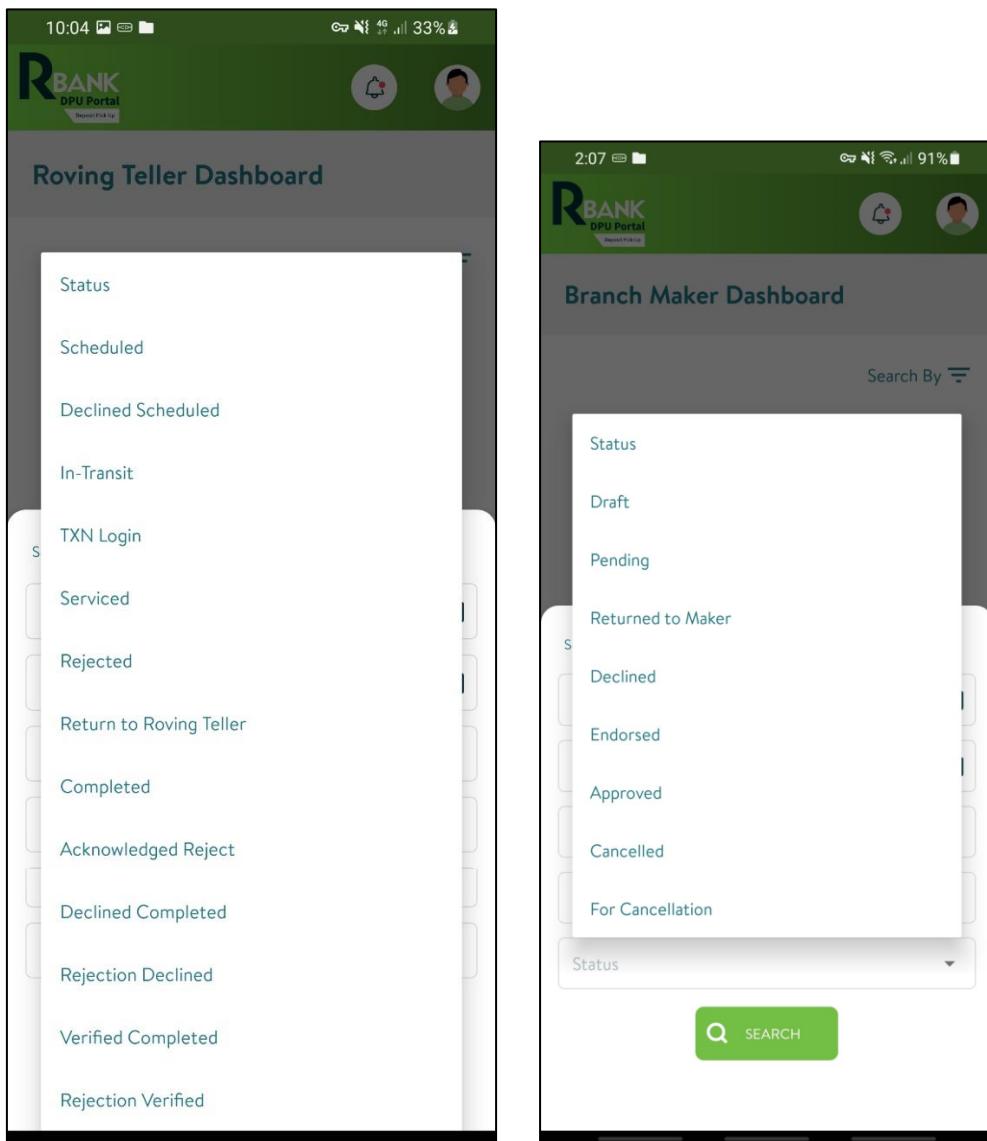
Screenshot 2.2.g: Transaction Type Drop Down Menu

- 2.4 Click the Servicing Unit field in the Search By Filters window (shown in Screenshot 2.2.c). It will display the Servicing Unit drop-down menu from which to select 1 preferred servicing unit to be shown in the transactions list in the dashboard. After selecting a value from the list, the Servicing Unit will reflect in the Servicing Unit field in Search By Filters window (Screenshot 2.2.c).



Screenshot 2.2.h: Servicing Unit Drop Down Menu

- 2.5 Click the Status field in the Search By Filters window (shown in Screenshot 2.2.c). It will display the Status drop-down menu from which to select 1 preferred transaction status to be shown in the transactions list in the dashboard. After selecting a value from the list, the transaction status will reflect in the Status field in Search By Filters window (Screenshot 2.2.c).



Screenshot 2.2.i: Status Drop Down Menu

Note:

1. The list of transaction statuses in the Status drop-down menu varies depending on the role of the user logged in and the tasks that the role is allowed to perform based on the access rights.

3. Click the Search button  in the Search By Filters window. This displays in the dashboard the transactions that fit the combination of filters entered in the Search By Filters window.

2.3 Account Management

Account management includes the following sub-features:

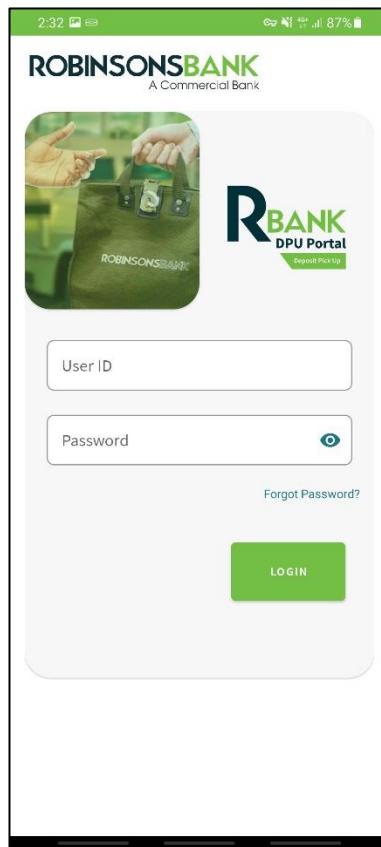
- 2.3.1 Login
- 2.3.2 Logout
- 2.3.3 Change password/ Forget password



2.3.1 To Login

The same login screen applies to all users and all roles with access to the DPU mobile application. The login screen requires the User ID and password.

1. Open the DPU mobile application. It will open the login screen.



Screenshot 2.3.1.a: Login Screen

2. Click the text box labelled User ID and type the User ID provided by the Admin for this application.

Note:

- a. User ID is not case sensitive.
- b. User ID is provided to the user by the Admin for this application.

3. Click the text box labelled Password and type the initial password ID provided by the Admin for this application.

Note:

- a. Password is case sensitive and is in accordance with the Robinsons Bank's Approved Security Baseline as of 2021.
- b. User's application-generated initial password is provided to the user by the Admin for this application.
- c. Change password is required after user's first login to the application (Refer to section 2.3.3.a.1).

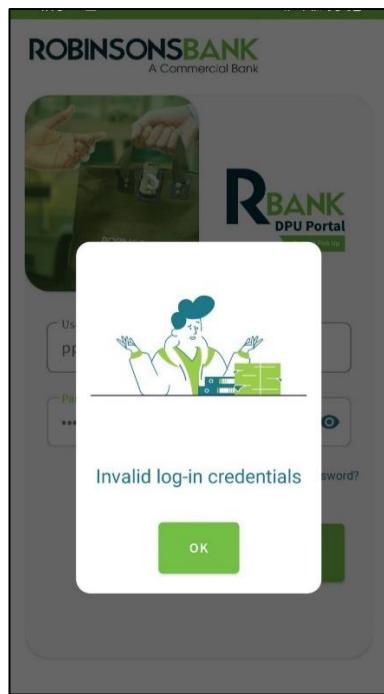
4. Click the LOGIN button. The User Acknowledgement window will display.



Screenshot 2.3.1.b: Login Screen (After Clicking the LOGIN Button)

Note:

- a. The system determines the number of failed attempts to login. After 3 failed attempts, the user account will be locked automatically.
- b. The system detects multiple login sessions in different workstations for the same user. Only the latest login will be kept active. All previous login sessions will be automatically logged out by the system.
- c. If wrong user ID or password is entered in the Login screen, the “Invalid log-in credentials” error message window will display (refer to Screenshot 2.3.1.c). To close it, click the OK button in the said window.



Screenshot 2.3.1.c: Wrong Credentials Error Message Window

5. Click the ACCEPT button in the User Acknowledgement window if user accepts the written statements in the said window. When clicked, the screen will be directed to a homepage based on the role of the user which contains the dashboard of transactions.

If user does not accept any or all statements in the User Acknowledgement window, close the DPU mobile app to abort logging in.



Screenshot 2.3.1.d: User Acknowledgement Window



2.3.2 To logout From DPU Mobile Application

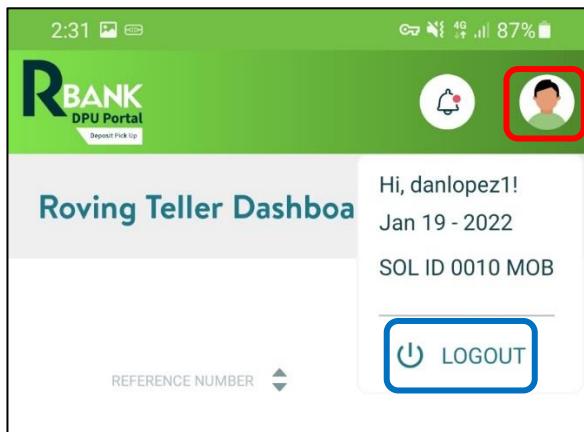
There are 3 ways to logout from the web application, namely:

- 2.3.2.a Logout using the Logout link while logged in the web application
- 2.3.2.b Close the DPU mobile application
- 2.3.2.c Auto-logout

2.3.2.a To logout via Logout Link in User Profile Icon

The Logout link is available to all users and all roles with access to the DPU mobile application.

1. While logged in, click on the User Profile icon (encircled in red in Screenshot 2.3.2.a). This icon is available in every page. Clicking it will display the details of the user logged in and the Logout link.
2. Click on the Logout link (encircled in blue in Screenshot 2.3.2.a below). The account will be logged out and the Login screen will display.



Screenshot 2.3.2.a: Logout Link in User Profile Icon

2.3.2.b To Logout by Closing the DPU Mobile Application

By closing the DPU mobile app, the user account is automatically logged off.

2.3.2.c To Auto-Logout From the DPU Mobile Application

Based on Robinsons Bank's Approved Security Baseline as of 2021, user's account will be logged out from the DPU mobile app automatically after 15 minutes of inactivity, i.e., screen is idle/ not clicked or scrolled by user within 15 minutes.

When user clicks on anywhere in the screen, a Token Expired error message displays at the bottom for a few seconds. Afterwards, the screen will no longer be clickable.



2.3.3 Change Password/ Forget Password

There are 2 ways to change user's password in the mobile application, namely:

- 2.3.3.a Via the Reset Password window
- 2.3.3.b Via the Forgot Password link in the Login screen

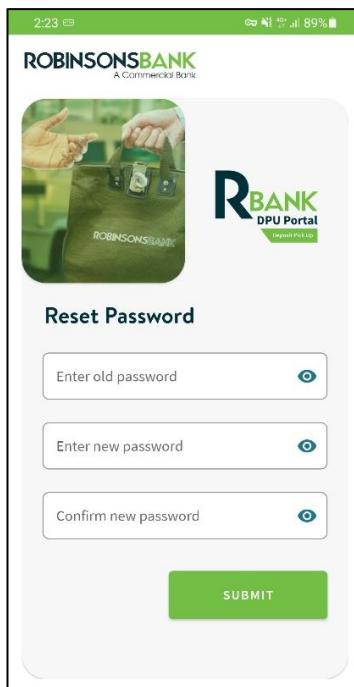
2.3.3.a To Change Password via Reset Password Window

User will be prompted to change own password on any 1 of the following scenarios:

- 2.3.3.a.1 Upon initial login using the password generated by the Admin via the web application (Refer to section 1.3.4, step 13 for Password generation via web), the user will be directed to the *Reset Password* screen.
- 2.3.3.a.2 System-prompted due to *password expiration*. User will be prompted by the system and change password shall commence by entering the old password and the new password and confirming the change of password. Password expires per user for all users 60 days from last successful password change.

2.3.3.a.1 To Reset Password

1. Once the Reset Password screen is displayed, type the current password in the Enter old password text box. Password typed is automatically masked.



Screenshot 2.3.3.a: Reset Password Screen

Note:

- a. To view the password that the user typed in the text box so far, click the Show icon  once.

This step to view the password already typed by user applies to the Enter old password, Enter new password and Confirm new password text boxes.

- b. When user clicks on the Enter old password text box in the Reset Password screen, a list of password requirements displays. This is the password requirement validation list which includes – Password must:

- Be at least 8 characters
- Contain at least 1 letter
- Contain at least 1 digit
- Contain both upper- and lower-case letters, e.g., a-z, A-Z
- Have a combination of the letters, numbers, and special characters

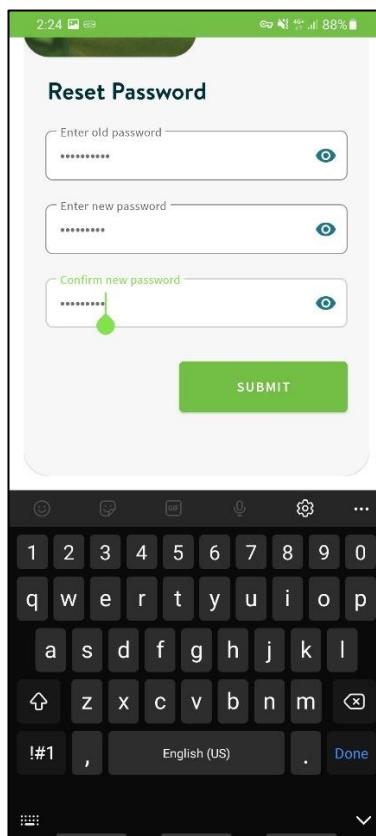
This list is based on Robinsons Bank's Approved Security Baseline as of 2021.

For every password requirement that is satisfied while the user types in each character in the text box, that password requirement is removed from the list.

The same password requirement validation list and behavior applies to Enter New Password text box and Confirm New Password text box.

- c. Password must not be the same as any of the last 24 passwords accepted by the application. The system will reject the password entered.

2. Type the new password in the Enter new password text box. Password typed is masked automatically.



Screenshot 2.3.3.b: Reset Password Screen With Masked Passwords

3. Type the same new password in the Confirm new password text box. Password typed is masked automatically.

Note:

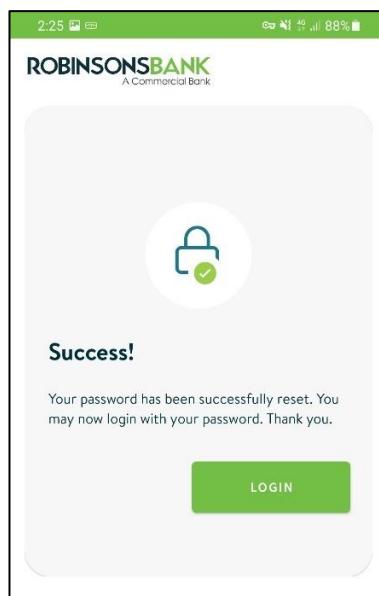
- a. An additional validation for Confirm new password text box to check whether the values typed by the user in this text box is exactly the same as the new password typed by the user in the Enter new password text box.

This applies regardless of whether user enters value/s in the Confirm new password text box before in the Enter current password text box and/or Enter new password text box.

4. Click the SUBMIT button in the Reset Password screen. Upon successful password change, the Successful Password Change screen will display.

Note:

- a. If the user has previously changed own password to the application within 24 hours, the change password request will not be completed. An error message shall appear. Password age is minimum of 1 day or 24 hours before the user can change it again



Screenshot 2.3.3.c: Successful Password Change Screen

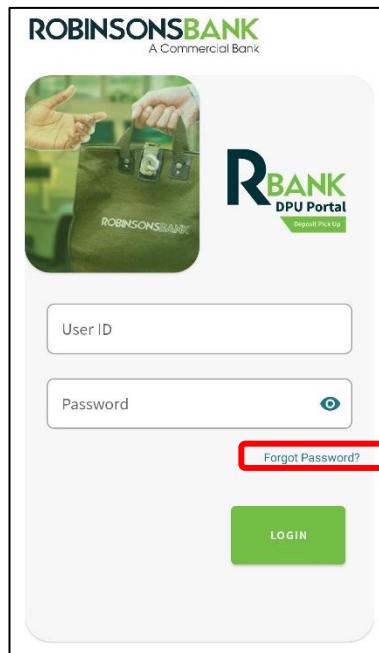
2.3.3.a.2 To Change Expired Password

Password expires per user for all users 60 days from last successful password change. Once the password expires, the application displays the Reset Password screen (refer to Screenshot 2.3.3.a).

1. Once the Reset Password screen (refer to Screenshot 2.3.3.a) displays, perform password reset based on steps in section 2.3.3.a.1.

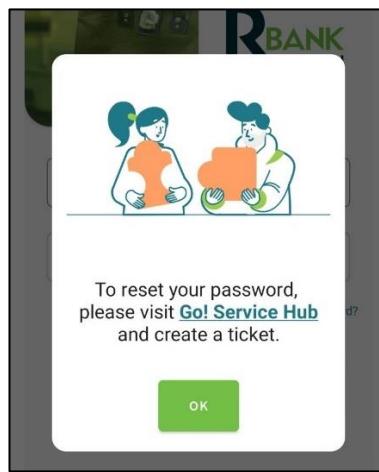
2.3.3.b To Change Password via Forgot Password Link in Login Screen

1. From the Login screen, click the Forgot Password link (encircled in red in Screenshot 2.3.3.d). It will display the Reset Password Message window.



Screenshot 2.3.3.d: Forgot Password Link

2. Click the Go! Service Hub link to open another tab in the browser with the IT ticketing webpage for JGSummit – [Login - GO! ServiceHub \(service-now.com\)](#). Request for a new password via the ticketing webpage (refer to existing procedures on use of GO! ServiceHub website) and wait for the Admin of this application to provide the user its new password.



Screenshot 2.3.3.e: Reset Password Message Window

3. Click the OK button in the Reset Password Message window to close the said window.
4. Once the user receives the new password from Admin, enter the new credentials in the Login screen. Refer to section 2.3.1 for Login steps. User will be prompted to reset password.

2.4 Client Management

The list of DPU clients in serviceable area may only be viewed and sorted via the Clients tab in the DPU mobile application regardless of role of user logged in.

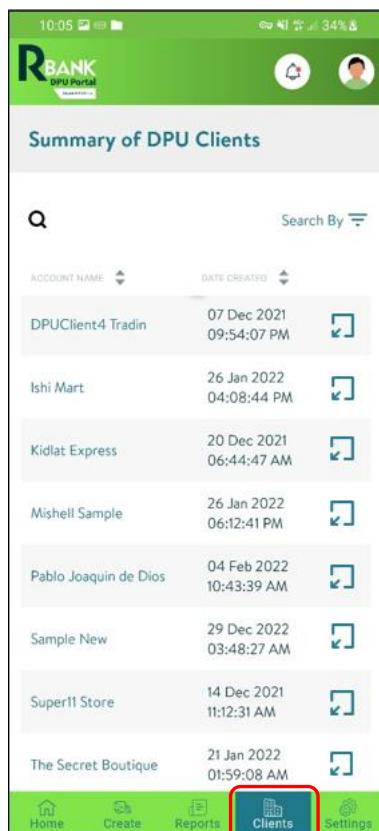
The Read access right is required to be assigned by Admin (refer to section 1.4 – Role Management) to the role of user logged in to view and sort the Summary of DPU Clients.

The Summary of DPU Clients in the web and mobile application are the same.



2.4.1 To View External DPU Client Details

1. Click the Clients tab (encircled in red in Screenshot 2.4.1.a) at the bottom menu to open the Summary of DPU Clients screen.

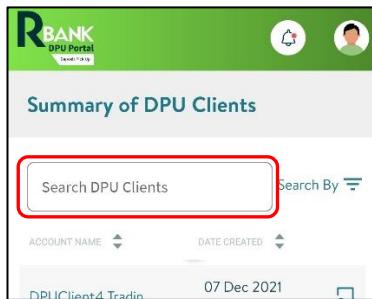


Screenshot 2.4.1.a: Summary of DPU Clients Screen

2. Search for specific DPU Client by performing any of the following:

- 2.1 Look for the account name or date created from the current screen by scrolling up or down.

2.2 Search for account name using the Search bar (encircled in red in Screenshot 2.4.1.b).



Screenshot 2.4.1.b: DPU Clients Search Bar

2.2.1 Click the DPU Clients Search Bar.

2.2.2 Type any keyword that is part of the account name being searched.

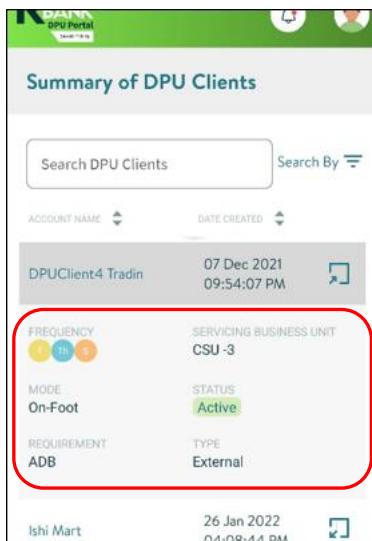
2.3 Sort the account name or date created columns.

2.3.1 Click the icon beside the column name of the column to sort once. All values under the said column will be sorted alphabetically or chronologically in increasing order.

2.3.2 Click the icon again to sort the said column alphabetically or chronologically in decreasing order.

2.4 Once the transaction is found via either the account name or date created, click on the Expand icon of the corresponding row. The row will Expand with the following additional DPU client details (encircled in red in Screenshot 2.4.1.c below):

- Frequency
- Mode
- Requirement
- Servicing Business Unit
- Status
- Type



Screenshot 2.4.1.c DPU Clients Details

Note:

- To hide the DPU Client details, click the collapse icon of the row that is currently Expanded.

2.5 Transaction Management

Transaction management includes the following sub-features:

- 2.5.1 View DPU Transactions List
- 2.5.2 Adding of New DPU Transaction
 - 2.5.2.a Creation of DPU Transaction
 - 2.5.2.b Endorsement of New DPU Transaction
 - 2.5.2.c Approval/ Decline/ Return to Maker of New DPU Transaction
- 2.5.3 Edit of DPU Transaction

The create sub-process requires approval.

The same auto-delete feature in web of rows with the Statuses after 30 days of no action applies.

The same pre-requisites for DPU web application applies to DPU mobile application.

The list of transactions in the respective dashboards of users in the web and mobile application are the same.

Each task is done by the same roles in the DPU mobile application as if it is done in the DPU web application.

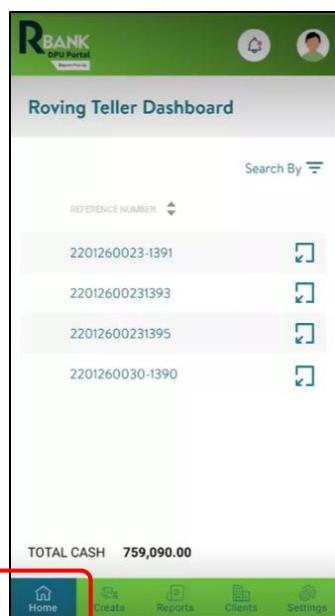
2.5.1 To View Transaction

1. Click the Home screen icon from the bottom menu (encircled in red in Screenshot 2.5.1.a below) to open the Dashboard of the user which contains the transactions list with both the request status and transaction status.

Depending on the role and unit of the user and status of the request/ transaction completion, only the transactions that are allowed to be accessed by the user will be shown in user's respective dashboard.



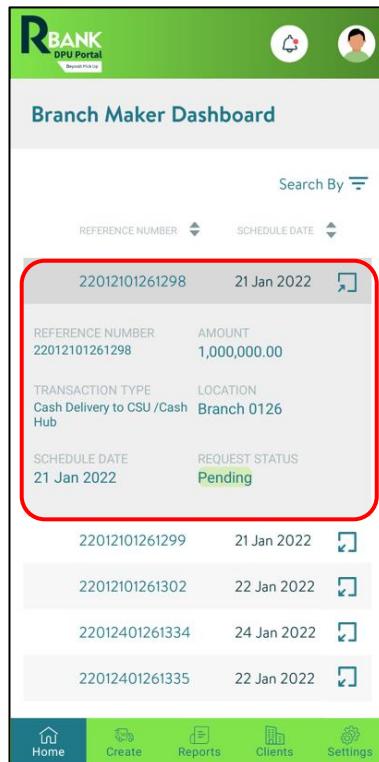
Screenshot 2.5.1.a1: User Dashboard with DPU Transactions (Maker's Access)



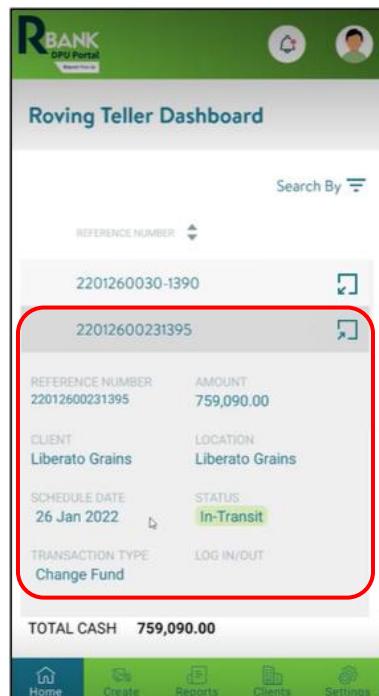
Screenshot 2.5.1.a2: User Dashboard with DPU Transactions (Roving Teller's Access)

2. Click the  icon in the same transaction row to Expand the said row and view the details of the transaction.

The details in the Expanded transaction row (encircled in red in Screenshot 2.5.1.b below) is based on the fields relevant to the transaction.



Screenshot 2.5.1.b1: User Dashboard with Expanded DPU Transaction Details (Maker's Access)



Screenshot 2.5.1.b2: User Dashboard with Expanded DPU Transaction Details (Roving Teller's Access)



2.5.2 To Add New DPU Transaction

Adding a new DPU transaction schedule in the system requires 3 parts and a sub-part:

Major Parts of the process:

- 2.5.2.a Creation of New DPU Transaction by Branch (Hub) Maker or CSU Maker
- 2.5.2.b Endorsement of New DPU Transaction by Branch (Hub) Checker or CSU Checker
- 2.5.2.d Approval/ Decline/ Return to Maker of New DPU Transaction Schedule by Approver

Sub-part:

- 2.5.2.c Resubmission of Request to Create New DPU Transaction by Branch (Hub) Maker/ CSU Maker

Refer to section 1.6.2 for the approval matrix based on Robinsons Bank's Approving Authorities.

2.5.2.a.1 To Create New DPU Transaction – Cash Request From/ Delivery To CSU/ Cash Hub

Similar to those in the DPU web application, the following set of fields/ text boxes in the Create Request screen are common for the Cash Request From/ Delivery To CSU/ Cash Hub transaction types:

- Transaction Type
- Purpose/ Reason
- Expected Withdrawal
- Accountable Item Serial Number
- Roving Teller
- Currency
- Armored Car Unit Number
- Schedule Date of Actual Delivery/ Pick Up
- Servicing Business Unit
- Servicing Business Unit Area
- Source Account (prefilled)
- CIV Limit (prefilled)
- Cash Breakdown: Currency (prefilled)
- Cash Breakdown: Denomination
- Cash Breakdown: Pieces
- Cash Breakdown: Amount (per denomination, auto-computed)
- Cash Breakdown: Total Amount

This task may be done by those with Maker roles and those with Add, Edit, Delete access in transaction management only. The CREATE tab in the DPU mobile app is only available to them.

1. From the dashboard/ homepage of the Maker, click the CREATE tab from the bottom menu (encircled in red in Screenshot 2.5.2.a). It will open the Create Request screen and a Transaction Ref No will automatically be created.

The screenshot shows the 'Create Request' screen with the following numbered fields:

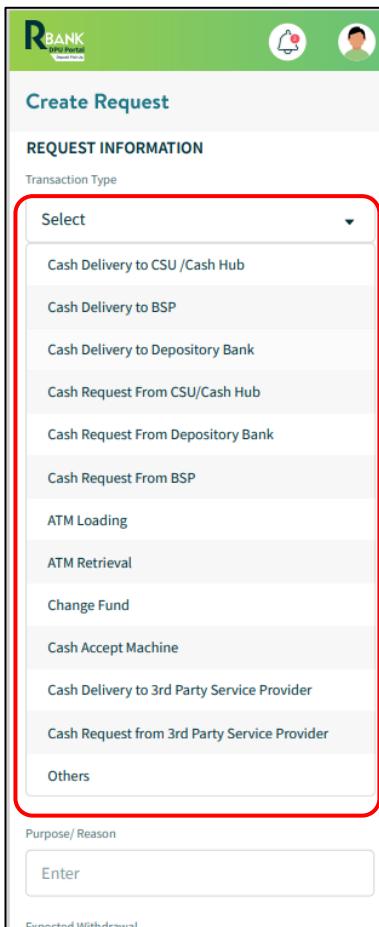
- Transaction Type (dropdown menu)
- Purpose/Reason (text input field)
- Expected Withdrawal (text input field)
- Accountable Item Serial Number (text input field)
- Select Roving Teller (dropdown menu)
- Select Currency (dropdown menu)
- Armed Card Unit Number (text input field)
- Schedule Date of Actual Delivery/Pickup (date picker)
- Servicing Business Unit (text input field)
- Select Servicing Unit Area (dropdown menu)

At the bottom, there is a 'Source Account' section and a 'CIV Limit' section. Below these are 'Cash Breakdown' sections for 'CURRENCY' and 'INSTRUMENT'. A green button labeled 'ADD MORE' is located above a blue 'SUBMIT' button. At the very bottom, there is a navigation bar with icons for Home, Create (which is highlighted with a red box), Reports, Clients, and Settings.

Screenshot 2.5.2.a: Create Request Screen –
Cash Request From/ Delivery To CSU/ Cash Hub

2. Click the Transaction type box (tagged as ① in Screenshot 2.5.2.a) to display the transaction type drop-down menu which contains the list of transaction types allowed to be created via the application.

Select the transaction type from the transaction type drop-down menu. The set of fields/ text boxes will change based on the selected transaction type.



Screenshot 2.5.2.b: Transaction Type Drop-Down Menu

3. Type in the Purpose/ Reason text box (tagged as ② in Screenshot 2.5.2.a) the purpose of the transaction. Only alphanumeric values are allowed.
4. Type in the Expected Withdrawal text box (tagged as ③ in Screenshot 2.5.2.a) the expected withdrawal amount. Only numeric values are allowed.

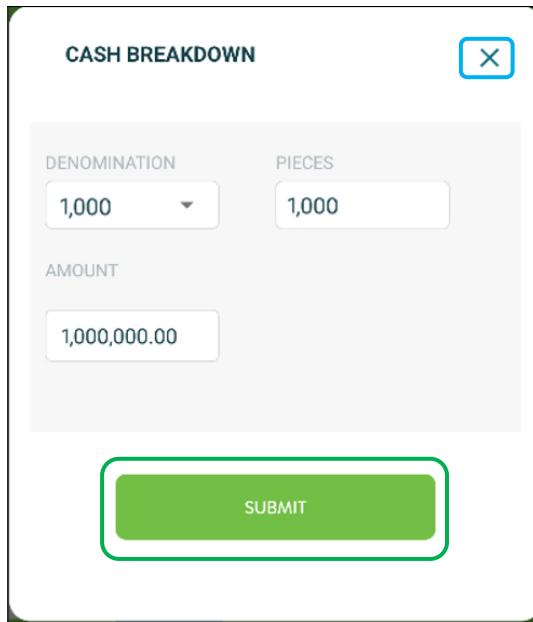
The amount in the expected withdrawal and total amount in the cash breakdown section must be equal for the transaction creation request to push through.

5. Type in the Accountable Item Serial Number text box (tagged as **4** in Screenshot 2.5.2.a) the unique duffle bag number that will be used in the transaction. Only alphanumeric values are allowed.
6. Click the Roving Teller box (tagged as **5** in Screenshot 2.5.2.a) to display the drop-down list of roving tellers from the servicing business unit selected. Select the roving teller who will perform the transaction being created.
7. Click the Currency box (tagged as **6** in Screenshot 2.5.2.a) to display the currency drop-down menu. Select the currency to be used in the transaction being created. This will enable the ADD MORE button (encircled in blue in Screenshot 2.5.2.a).
8. Type in the Armored Car Unit Number text box (tagged as **7** in Screenshot 2.5.2.a) the unique armored car number that will be used in the transaction. Only alphanumeric values are allowed.
9. Click the Scheduling Date of Actual Delivery/ Pickup box (tagged as **8** in Screenshot 2.5.2.a) to display the calendar picker. The current month and year will be displayed and the exact current date is encircled.
 - 9.1 If the preferred year is not the current year, click the drop-down field labelled with the month and year. It will display the list of years with the current year encircled.

Click the preferred year. Upon doing so, the year in upper left of the window will reflect the selected year.
 - 9.2 If the preferred month is not the current month, click the < or > arrows in the calendar picker to move to the previous or next month, respectively, until the correct month and year displays in the calendar picker window. Upon doing so, the year in upper left of the window will reflect the selected year.
 - 9.3 Once the correct month and year calendar is displayed in the window, click the preferred date. The date will be highlighted in green.
 - 9.4 Click the OK button. The date will reflect in the Scheduling Date of Actual Delivery/ Pickup field. If the date selected will no longer be used, click the CANCEL button.
10. Click the Servicing Business Unit box (tagged as **9** in Screenshot 2.5.2.a) to display the Branch Hub or CSU of Robinsons Bank who will perform the transaction. The Servicing Business Unit to be selected must be the same unit as the Maker, Checker and Approver.
11. Click the Servicing Business Unit Area box (tagged as **10** in Screenshot 2.5.2.a) to display the Area in which the selected Servicing Business Unit belongs.

Selecting this will help narrow down all the other possible Branch Hubs/ CSUs that can also perform the transaction in case the original selected Servicing Business Unit is not available.

12. Add the cash breakdown for the transaction.



Screenshot 2.5.2.c: Cash Breakdown Window –
Cash Request From/ Delivery To CSU/ Cash Hub

12.1 Click the ADD MORE button (encircled in blue in Screenshot 2.5.2.a) to add the cash breakdown. It will open the Cash Breakdown window to input a denomination and the number of pieces.

12.2 Click the Denomination box to display the denomination drop-down menu. Select the denomination from the drop-down menu. Select the denominations that are applicable to the selected currency only.

12.3 Type in the Pieces box the number of pieces of the selected note denomination that will be included in the deposit or pickup transaction.

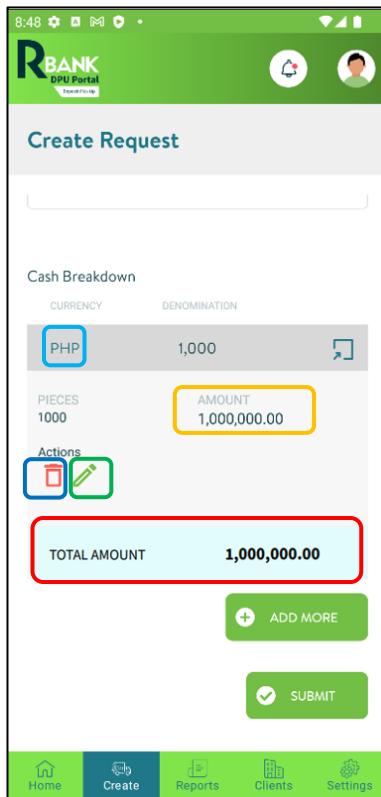
12.4 Repeat steps 12.1 to 12.3 of this section until all denominations are defined.

12.5 Click the SUBMIT button (encircled in green in Screenshot 2.5.2.c) in the Cash Breakdown window to close it.

Note:

- To exit the Cash Breakdown window without saving the denomination and/or pieces entered, click the X on the upper right of the said window (encircled in light blue in Screenshot 2.5.2.c) to close it.

After the Cash Breakdown window closes, the cash breakdown (denominations, pieces and amounts) entered in the Cash Breakdown window (encircled in blue in Screenshot 2.5.2.d below) and an auto-computed TOTAL AMOUNT, i.e., sum of all amounts of each denomination (encircled in red in Screenshot 2.5.2.d below), are displayed in the Create Request screen.



Screenshot 2.5.2.d: Expanded Cash Breakdown Section at the Bottom of Create Request Screen –
Cash Request From/ Delivery To CSU/ Cash Hub

Note:

- a. To change any cash breakdown detail in the Create Request screen, Expand the denomination by clicking the Expand icon and click the Edit button (encircled in green in Screenshot 2.5.2.d). It will open the Cash Breakdown window. Perform steps 12.1 to 12.5 of this section to modify the denomination.
- b. To delete the denomination, click the Expand icon to Expand the denomination. Click the Delete icon (encircled in blue in Screenshot 2.5.2.d above) to delete all details on denomination previously entered.
- c. To hide the denomination details previously entered, click the Collapse icon from the Expanded denomination details.

13. Click the SUBMIT button (encircled in light blue in Screenshot 2.5.2.d) in the Create Request screen to submit the transaction creation request.

If submission is successful, the Successfully Created Request Confirmation window will display. Otherwise, the Create Request screen will display error messages in each field/ text box with an incorrect value or that is blank, and the transaction will not be submitted.

14. Click the OK button in the Successfully Created Request Confirmation window to close it and submit the creation of transaction for approval.

Note:

- a. All fields/ text boxes in the Create Request page are required **except** the following:

- Armored Car Unit Number
- Accountable Item Serial Number
- Roving Teller

After the SUBMIT button is clicked, an error message in each text box will display if any of the required fields is empty.

- b. The following fields/ text boxes are not discussed in this section of the document as these are prefilled with the value:

Prefilled Fields/ Text Boxes	Value in the Fields/ Text Box
Source Account	Source Account of the requesting Branch/ Unit
CIV Limit	Maximum cash in vault amount of the requesting Branch/ Unit per currency selected
Currency (in the Cash Breakdown section of the Create Request screen, encircled in light blue in Screenshot 2.5.2.d)	Same value selected in the Currency field in step 7 in the Request Information section of the Create Request screen (tagged as ⑥ in Screenshot 2.5.2.a)
Amount (in the Cash Breakdown section of the Create Request screen, encircled in orange in Screenshot 2.5.2.d)	Auto-computed value per denomination row based on the formula: $\text{Amount} = \text{Denomination} \times \text{Pieces}$

**To Create New DPU Transaction –
Cash Request From/ Delivery to BSP,
2.5.2.a.2 Cash Request From/ Delivery To 3rd Party Service Provider,
Cash Request From/ Delivery To Depository Bank,
ATM Loading, ATM Retrieval,
Cash Accept Machine**

Similar to those in the DPU web application, the following set of fields/ text boxes in the Create Request screen are common for the transaction types in this section:

- Transaction Type
- Transaction SubType
- Purpose/ Reason
- Expected Withdrawal
- Accountable Item Serial Number – does not apply to *ATM Loading* and *ATM Retrieval*
- Roving Teller
- Currency
- Armored Car Unit Number – does not apply to *ATM Loading* and *ATM Retrieval*
- Schedule Date of Actual Delivery/ Pick Up
- Servicing Business Unit
- Servicing Business Unit Area
- Source Account (prefilled)
- CIV Limit (prefilled)
- Cash Breakdown: Currency (prefilled)
- Cash Breakdown: Denomination
- Cash Breakdown: Pieces
- Cash Breakdown: Amount (per denomination, auto-computed)
- Cash Breakdown: Accountable Item Serial Number
 - applicable to *Cash Request From/ Delivery to BSP*, *Cash Request From/ Delivery To 3rd Party Service Provider*, *ATM Loading*, *ATM Retrieval*/transaction types only
- Cash Breakdown: Total Amount

The screenshot shows the 'Create Request' screen for 'Cash delivery to BSP'. The screen is divided into several sections:

- REQUEST INFORMATION**
 - Transaction Type: Cash delivery to BSP (1)
 - Transaction SubType: BSP Branch Q078 (2)
 - Purpose/Reason: (3)
 - Expected Withdrawal: (4)
 - Accountable Item Serial Number: (5)
 - Select Roving Teller: (6)
 - Currency: PHP (7)
 - Armored Card Unit Number: (8)
 - Schedule Date of Actual Delivery/Pickup: (9)
 - Servicing Business Unit: CSU-2 (10)
 - Select Servicing Unit Area: (11)
 - Source Account: 0126011100000001
 - CVV Limit: 3000000.0
- Cash Breakdown**

CURRENCY	DENOMINATION	TOTAL AMOUNT
PHP	1,000	1,000,000.00

 - ADD MORE button
 - SUBMIT button
- Bottom navigation bar:
 - Home
 - Create (highlighted with a red box)
 - Imports
 - Clients
 - Settings

Screenshot 2.5.2.e: Create Request Screen – Cash Request From/ Delivery to BSP, Cash Request From/ Delivery To 3rd Party Service Provider, Cash Request From/ Delivery To Depository Bank, Cash Accept Machine

The screenshot shows the 'Create Request' screen for 'ATM Loading'. The interface is divided into several sections:

- Transaction Type:** ATM Loading (dropdown menu)
- Transaction SubType:** ATM (dropdown menu)
- Purpose/Reason:** (empty input field)
- Purpose/Reason is required:** (error message)
- Expected Withdrawal:** (empty input field)
- Expected withdrawal is required:** (error message)
- Roving Teller:** Select Roving Teller (dropdown menu)
- Currency:** PHP (dropdown menu)
- Schedule Date of Actual Delivery/Pickup:** (calendar icon)
- Servicing Business Unit:** CSU -2 (dropdown menu)
- Servicing Business Unit Area:** Select Servicing Unit Area (dropdown menu)
- Servicing business unit area is required:** (error message)
- Source Account:** 0126011100000001 (input field)
- CIV Limit:** 3000000.0 (input field)
- Cash Breakdown:** A table showing currency and denomination. It has columns for CURRENCY, DENOMINATION, and TOTAL AMOUNT.

CURRENCY	DENOMINATION	TOTAL AMOUNT
PHP	1,000	1,000,000.00
- ADD MORE:** (button with plus sign)
- SUBMIT:** (button with checkmark)

At the bottom, there are navigation icons for Home, Create, Reports, Clients, and Settings.

Screenshot 2.5.2.f: Create Request Screen –
ATM Loading, ATM Retrieval (with Error Messages)

1. From the dashboard/ homepage of the Maker, click the CREATE tab (encircled in red in Screenshot 2.5.2.e) from the bottom menu. It will open the Create Request screen and a Transaction Ref No will automatically be created.

2. Click the Transaction type box (tagged as ① in Screenshot 2.5.2.e) to display the transaction type drop-down menu which contains the list of transaction types allowed to be created via the application.

Select the transaction type from the transaction type drop-down menu. The set of fields/ text boxes will change based on the selected transaction type and it will add the Transaction SubType field.

3. Click the Transaction SubType box (tagged as ② in Screenshot 2.5.2.e) to display the drop-down menu for the subtypes of the transaction selected. The same list of subtypes as in the web application applies.

4. Type in the Purpose/ Reason text box (tagged as ③ in Screenshot 2.5.2.e) the purpose of the transaction. Only alphanumeric values are allowed.

5. Type in the Expected Withdrawal text box (tagged as ④ in Screenshot 2.5.2.e) the expected withdrawal amount. Only numeric values are allowed.

The amount in the expected withdrawal and total amount in the cash breakdown section must be equal for the transaction creation request to push through.

6. Type in the Accountable Item Serial Number text box (tagged as ⑤ in Screenshot 2.5.2.e) the unique duffle bag number that will be used in the transaction. Only alphanumeric values are allowed.

This field only displays when the transaction type selected is not ATM Loading or ATM Retrieval.

7. Click the Roving Teller box (tagged as ⑥ in Screenshot 2.5.2.e) to display the drop-down list of roving tellers from the servicing business unit selected. Select the roving teller who will perform the transaction being created.

8. Click the Currency box (tagged as ⑦ in Screenshot 2.5.2.e) to display the currency drop-down menu. Select the currency to be used in the transaction being created. This will enable the ADD MORE.

9. Type in the Armored Car Unit Number text box (tagged as ⑧ in Screenshot 2.5.2.e) the unique armored car number that will be used in the transaction. Only alphanumeric values are allowed.

This field only displays when the transaction type selected is not ATM Loading or ATM Retrieval.

10. Click the Scheduling Date of Actual Delivery/ Pickup box (tagged as ⑨ in Screenshot 2.5.2.e) to display the calendar picker. The current month and year will be displayed and the exact current date is encircled.

10.1 If the preferred year is not the current year, click the drop-down field labelled with the month and year. It will display the list of years with the current year encircled.

Click the preferred year. Upon doing so, the year in upper left of the window will reflect the selected year.

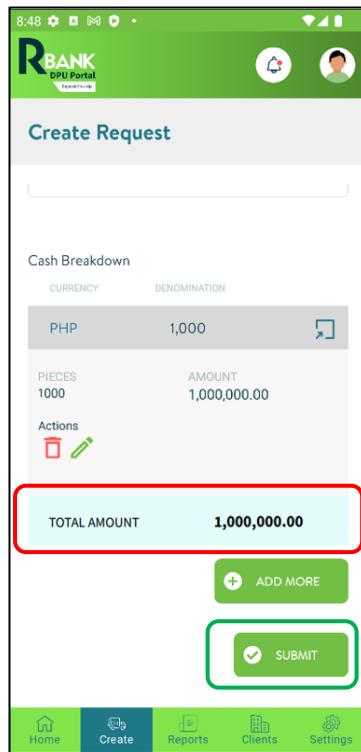
10.2 If the preferred month is not the current month, click the < or > arrows in the calendar picker to move to the previous or next month, respectively, until the correct month and year displays in the calendar picker window. Upon doing so, the year in upper left of the window will reflect the selected year.

- 10.3 Once the correct month and year calendar is displayed in the window, click the preferred date. The date will be highlighted in green.
- 10.4 Click the OK button. The date will reflect in the Scheduling Date of Actual Delivery/ Pickup field. If the date selected will no longer be used, click the CANCEL button.
11. Click the Servicing Business Unit box (tagged as ⑩ in Screenshot 2.5.2.e) to display the Branch Hub or CSU of Robinsons Bank who will perform the transaction. The Servicing Business Unit to be selected must be the same unit as the Maker, Checker and Approver.
12. Click the Servicing Business Unit Area box (tagged as ⑪ in Screenshot 2.5.2.e) to display the Area in which the selected Servicing Business Unit belongs.
Selecting this will help narrow down all the other possible Branch Hubs/ CSUs that can also perform the transaction in case the original selected Servicing Business Unit is not available.
13. Add the cash breakdown for the transaction.
- 13.1 Click the ADD MORE button (encircled in blue in Screenshot 2.5.2.e) to add the cash breakdown. It will open the Cash Breakdown window to input a denomination and the number of pieces.
- 13.2 Click the Denomination box to display the denomination drop-down menu. Select the denomination from the drop-down menu. Select the denominations that are applicable to the selected currency only.
- 13.3 Type in the Pieces box the number of pieces of the selected note denomination that will be included in the deposit or pickup transaction.
- a. Type in the Accountable Item Serial Number text box the duffle bag number that will contain the denomination defined during pickup/ delivery transaction. Only alphanumeric values are allowed.
- This field displays only when the selected transaction types are any of the following:
- Cash Request From BSP
 - Cash Request Delivery to BSP
 - Cash Request From 3rd Party Service Provider
 - Cash Request Delivery To 3rd Party Service Provider
 - ATM Loading
 - ATM Retrieval
- 13.4 Repeat steps 13.1 to 13.4 of this section until all denominations are defined.
- 13.5 Click the SUBMIT button in the Cash Breakdown window to close it.

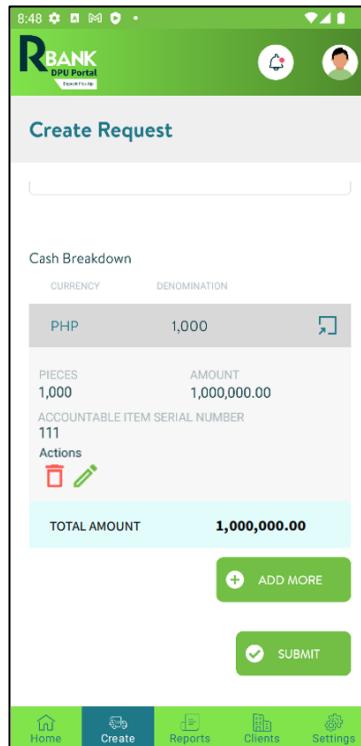
Note:

- a. To exit the Cash Breakdown window without saving the denomination and/or pieces entered, click the X on the upper right of the said window to close it.

After the Cash Breakdown window closes, the cash breakdown entered in the Cash Breakdown window and an auto-computed TOTAL AMOUNT, i.e., sum of all amounts of each denomination (encircled in red in Screenshot 2.5.2.e below), are displayed in the Create Request screen.



Screenshot 2.5.2.e: Expanded Cash Breakdown Section at the Bottom of Create Request Screen –
Cash Request From/ Delivery To Depository Bank, Cash Accept Machine



Screenshot 2.5.2.f: Expanded Cash Breakdown Section at the Bottom of Create Request Screen –
Cash Request From/Delivery to BSP, Cash Request From/Delivery To 3rd Party Service Provider, ATM Loading,ATM Retrieval

Note:

- a. To change any cash breakdown detail in the Create Request screen, Expand the denomination details by clicking the Expand icon  and click the Edit button . It will open the Cash Breakdown window. Perform steps 13.1 to 13.5 of this section to modify the denomination.
- b. To delete the denomination, click the Expand icon to Expand the denomination. Click the Delete icon  to delete all denomination details previously entered.
- c. To hide the denomination details previously entered, click the Collpase icon  from the Expanded denomination details.

14. Click the SUBMIT button (encircled in green in Screenshot 2.5.2.e) in the Create Request screen to submit the transaction creation request.

If submission is successful, the Successfully Created Request Confirmation window will display. Otherwise, the Create Request screen will display error messages in each field/ text box with an incorrect value or that is blank, and the transaction will not be submitted.

15. Click the OK button in the Successfully Created Request Confirmation window to close it and submit the creation of transaction for approval.

Note:

- a. All fields/ text boxes in the Create Request page are required **except** the following:
 - Armored Car Unit Number, as applicable
 - Accountable Item Serial Number, as applicable
 - Roving Teller

After the SUBMIT button is clicked, an error message in each text box will display if any of the required fields is empty (refer to the red texts in Screenshot 2.5.2.f for example).

- b. The following fields/ text boxes are not discussed in this section of the document as these are prefilled with the value:

Prefilled Fields/ Text Boxes	Value in the Fields/ Text Box
Source Account	Source Account of the requesting Branch/ Unit
CIV Limit	Maximum cash in vault amount of the requesting Branch/ Unit per currency selected
Currency (in the Cash Breakdown section of the Create Request screen, encircled in light blue in Screenshots 2.5.2.e or 2.5.2.f)	Same value selected in the Currency field in step 7 in this section
Amount (in the Cash Breakdown section of the Create Request screen, encircled in orange in Screenshot 2.5.2.d)	Auto-computed value per denomination row based on the formula: Amount = Denomination x Pieces

2.5.2.a.3 To Create New DPU Transaction – Change Fund

Similar to those in the DPU web application, the following set of fields/ text boxes in the Create Request screen are common for the transaction types in this section:

- Transaction Type
- Transaction SubType
- Account Number (prefilled)
- CIF Number (prefilled)
- Pickup Location (prefilled)
- Accountable Item Serial Number
- Roving Teller
- Currency
- Armored Car Unit Number
- Schedule Date of Actual Delivery/ Pick Up
- Servicing Business Unit
- Servicing Business Unit Area
- Source Account (prefilled)
- CIV Limit (prefilled)
- Cash Breakdown: Currency (prefilled)
- Cash Breakdown: Denomination
- Cash Breakdown: Pieces
- Cash Breakdown: Amount (per denomination, auto-computed)
- Cash Breakdown: Total Amount

The screenshot shows the 'Create Request' screen for the 'Change Fund' transaction type. The screen is divided into several sections:

- Transaction Type:** A dropdown menu set to "Change Fund" (marked with a red circle 1).
- Transaction SubType:** A dropdown menu (marked with a red circle 2).
- Account Number:** An input field.
- OF Number:** An input field.
- Pickup Location:** An input field.
- Accountable Item Serial Number:** An input field (marked with a red circle 3).
- Roving Teller:** A dropdown menu (marked with a red circle 4).
- Currency:** A dropdown menu (marked with a red circle 5).
- Schedule Date of Actual Delivery/Pickup:** A date picker input field (marked with a red circle 6).
- Servicing Business Unit:** A dropdown menu set to "CSU -2" (marked with a red circle 7).
- Servicing Business Unit Area:** A dropdown menu (marked with a red circle 8).
- Source Account:** An input field.
- CIV Limit:** An input field.
- Cash Breakdown:** A table showing currency and denomination details.

CURRENCY	DENOMINATION
PHP	1,000
TOTAL AMOUNT	
1,000,000.00	
- Buttons:** "ADD MORE" (green button with a plus icon) and "SUBMIT" (green button with a checkmark icon).

Screenshot 2.5.2.g: Create Request Screen – Change Fund

1. From the dashboard/ homepage of the Maker, click the CREATE tab from the bottom menu. It will open the Create Request screen and a Transaction Ref No will automatically be created.

2. Click the Transaction type box (tagged as ① in Screenshot 2.5.2.g) to display the transaction type drop-down menu which contains the list of transaction types allowed to be created via the application.

Select the transaction type from the transaction type drop-down menu. The set of fields/ text boxes will change based on the selected transaction type and it will add the Transaction SubType field.

3. Click the Transaction SubType box (tagged as ② in Screenshot 2.5.2.g) to display the drop-down list of existing active DPU Clients in the database. Doing so will prefill the Account Number, CIF Number and Pickup Location fields.

4. Type in the Accountable Item Serial Number text box (tagged as ③ in Screenshot 2.5.2.g) the unique duffle bag number that will be used in the transaction. Only alphanumeric values are allowed.

5. Click the Roving Teller box (tagged as ④ in Screenshot 2.5.2.g) to display the drop-down list of roving tellers from the servicing business unit selected. Select the roving teller who will perform the transaction being created.

6. Click the Currency box (tagged as ⑤ in Screenshot 2.5.2.g) to display the currency drop-down menu. Select the currency to be used in the transaction being created. This will enable the ADD MORE.

7. Type in the Armored Car Unit Number text box (tagged as ⑥ in Screenshot 2.5.2.g) the unique armored car number that will be used in the transaction. Only alphanumeric values are allowed.

8. Click the Scheduling Date of Actual Delivery/ Pickup box (tagged as ⑦ in Screenshot 2.5.2.g) to display the calendar picker. The current month and year will be displayed and the exact current date is encircled.

- 8.1 If the preferred year is not the current year, click the drop-down field labelled with the month and year. It will display the list of years with the current year encircled.

Click the preferred year. Upon doing so, the year in upper left of the window will reflect the selected year.

- 8.2 If the preferred month is not the current month, click the < or > arrows in the calendar picker to move to the previous or next month, respectively, until the correct month and year displays in the calendar picker window. Upon doing so, the year in upper left of the window will reflect the selected year.

- 8.3 Once the correct month and year calendar is displayed in the window, click the preferred date. The date will be highlighted in green.

- 8.4 Click the OK button. The date will reflect in the Scheduling Date of Actual Delivery/ Pickup field. If the date selected will no longer be used, click the CANCEL button.

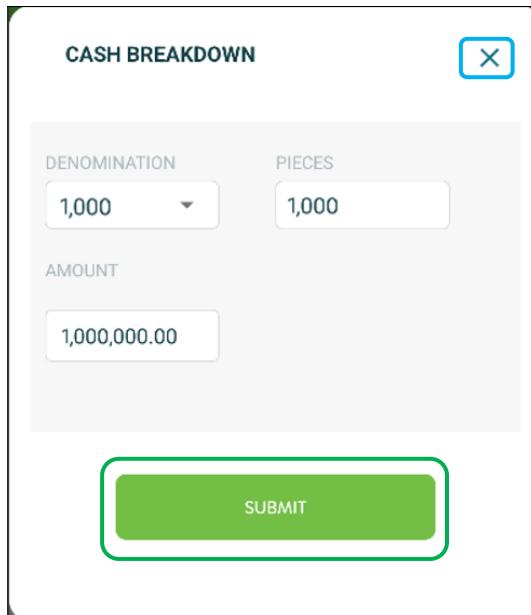
9. Click the Servicing Business Unit box (tagged as ⑧ in Screenshot 2.5.2.g) to display the Branch Hub or CSU of Robinsons Bank who will perform the transaction. The Servicing Business Unit to be selected must be the same unit as the Maker, Checker and Approver.

10. Click the Servicing Business Unit Area box (tagged as ⑨ in Screenshot 2.5.2.g) to display the Area in which the selected Servicing Business Unit belongs.

Selecting this will help narrow down all the other possible Branch Hubs/ CSUs that can also perform the transaction in case the original selected Servicing Business Unit is not available.

11. Add the cash breakdown for the transaction.

11.1 Click the ADD MORE button (encircled in blue in Screenshot 2.5.2.g) to add the cash breakdown. It will open the Cash Breakdown window to input a denomination and the number of pieces.



Screenshot 2.5.2.h: Cash Breakdown Window – Change Fund

11.2 Click the Denomination box to display the denomination drop-down menu. Select the denomination from the drop-down menu. Select the denominations that are applicable to the selected currency only.

11.3 Type in the Pieces box the number of pieces of the selected note denomination that will be included in the deposit or pickup transaction.

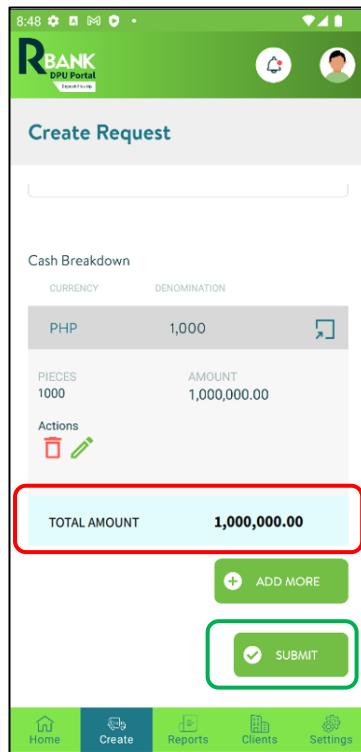
11.4 Repeat steps 11.1 to 11.3 of this section until all denominations are defined.

11.5 Click the SUBMIT button (encircled in green in Screenshot 2.5.2.h) in the Cash Breakdown window to close it.

Note:

- To exit the Cash Breakdown window without saving the denomination and/or pieces entered, click the X on the upper right of the said window to close it.

After the Cash Breakdown window closes, the cash breakdown entered in the Cash Breakdown window and an auto-computed TOTAL AMOUNT, i.e., sum of all amounts of each denomination (encircled in red in Screenshot 2.5.2.i below), are displayed in the Create Request screen.



Screenshot 2.5.2.i: Expanded Cash Breakdown Section at the Bottom of Create Request Screen – Change Fund

Note:

- a. To change any cash breakdown detail in the Create Request screen, Expand the denomination details by clicking the Expand icon and click the Edit button . It will open the Cash Breakdown window. Perform steps 13.1 to 13.5 of this section to modify the denomination.
- b. To delete the denomination, click the Expand icon to Expand the denomination. Click the Delete icon to delete all denomination details previously entered.
- c. To hide the denomination details previously entered, click the Collpase icon from the Expanded denomination details.

12. Click the SUBMIT button (encircled in green in Screenshot 2.5.2.i) in the Create Request screen to submit the transaction creation request.

If submission is successful, the Successfully Created Request Confirmation window will display. Otherwise, the Create Request screen will display error messages in each field/ text box with an incorrect value or that is blank, and the transaction will not be submitted.

13. Click the OK button in the Successfully Created Request Confirmation window to close it and submit the creation of transaction for approval.

Note:

- a. All fields/ text boxes in the Create Request page are required **except** the following:

- Armored Car Unit Number, as applicable
- Accountable Item Serial Number, as applicable
- Roving Teller

After the SUBMIT button is clicked, an error message in each text box will display if any of the required fields is empty.

- b. The following fields/ text boxes are not discussed in this section of the document as these are pre-filled with the value:

Prefilled Fields/ Text Boxes	Value in the Fields/ Text Box
Account Number	Bank account number of the DPU client selected in the Transaction SubType field in step 3 of this section.
CIF Number	Customer Information File (CIF) number of the DPU client selected in the Transaction SubType field in step 3 of this section. The CIF number in this application must be consistent with the client's CIF number in Robinsons Bank's core banking system.
Pickup Location	Business location assigned by the DPU client (selected in Transaction SubType field in step 3 of this section) where the transaction will be conducted.
Source Account	Source Account of the requesting Branch/ Unit
CIV Limit	Maximum cash in vault amount of the requesting Branch/ Unit per currency selected
Currency (in the Cash Breakdown section of the Create Request screen)	Same value selected in the Currency field in step 6 in this section
Amount (in the Cash Breakdown section of the Create Request screen)	Auto-computed value per denomination row based on the formula: Amount = Denomination x Pieces

2.5.2.a.4 To Create New DPU Transaction – Others

Similar to those in the DPU web application, the following set of fields/ text boxes in the Create Request screen are common for the transaction types in this section:

- Transaction Type
- Transaction SubType
- Account Name
- Account Number
- Pickup Location
- Purpose/ Reason
- Accountable Item Serial Number
- Roving Teller
- Currency
- Armored Car Unit Number
- Schedule Date of Actual Delivery/ Pick Up
- Servicing Business Unit
- Servicing Business Unit Area
- Source Account (prefilled)
- CIV Limit (prefilled)
- Cash Breakdown: Currency (prefilled)
- Cash Breakdown: Denomination
- Cash Breakdown: Pieces
- Cash Breakdown: Amount (per denomination, auto-computed)
- Cash Breakdown: Total Amount

The screenshot displays the 'Create Request' interface for the Robinsons Bank Deposit Pick-up application. The form includes the following fields:

- Transaction Type: Change Fund
- Transaction SubType
- Account Name
- Account Number
- Pickup Location
- Purpose/ Reason
- Accountable Item Serial Number
- Roving Teller: Select Roving Teller
- Currency: Select Currency
- Armored Card Unit Number
- Schedule Date of Actual Delivery/Pickup
- Servicing Business Unit: CSU -2
- Servicing Business Unit Area: Select Servicing Unit Area
- Source Account
- CIV Limit
- Cash Breakdown:

CURRENCY	DENOMINATION
PHP	1,000
TOTAL AMOUNT 1,000,000.00	
- Buttons: ADD MORE, SUBMIT

Screenshot 2.5.2.j: Create Request Screen – Others

1. From the dashboard/ homepage of the Maker, click the CREATE tab from the bottom menu. It will open the Create Request screen and a Transaction Ref No will automatically be created.

2. Click the Transaction type box to display the transaction type drop-down menu which contains the list of transaction types allowed to be created via the application.

Select *Others* from the transaction type drop-down menu. The set of fields/ text boxes will change based on the selected transaction type and it will add the Transaction SubType field.

3. Click the Transaction SubType box to display the drop-down list of existing active DPU Clients in the database. The list includes the following:

- Cash Deposit
- Check Deposit
- Change Fund
- Check Encashment/Withdrawal
- Late Check Deposit

The set of fields/ text boxes will change after selecting a transaction subtype.

4. Type in the Account Name text box the name of the account holder/ DPU client involved in transaction as declared in the transaction subtype selected.

5. Type in the Account Number text box the account number involved in transaction as declared in the transaction subtype selected.

Note:

- a. Only alphanumeric characters are allowed for this field.
- b. Field accepts minimum 12 and maximum number of 20 alphanumeric characters.

An error message will appear under the field in red font if any of the input requirements in a and b are not followed.

6. Type in the Pickup Location text box the location where the transaction will be conducted.
7. Type in the Purpose/ Reason text box the purpose of the transaction. Only alphanumeric values are allowed.
8. Type in the Accountable Item Serial Number text box the unique duffle bag number that will be used in the transaction. Only alphanumeric values are allowed.
9. Click the Roving Teller box to display the drop-down list of roving tellers from the servicing business unit selected. Select the roving teller who will perform the transaction being created.
10. Click the Currency box to display the currency drop-down menu. Select the currency to be used in the transaction being created. This will enable the ADD MORE.
11. Type in the Armored Car Unit Number text box the unique armored car number that will be used in the transaction. Only alphanumeric values are allowed.

12. Click the Scheduling Date of Actual Delivery/ Pickup box to display the calendar picker. The current month and year will be displayed and the exact current date is encircled.

12.1 If the preferred year is not the current year, click the drop-down field labelled with the month and year. It will display the list of years with the current year encircled.

Click the preferred year. Upon doing so, the year in upper left of the window will reflect the selected year.

12.2 If the preferred month is not the current month, click the < or > arrows in the calendar picker to move to the previous or next month, respectively, until the correct month and year displays in the calendar picker window. Upon doing so, the year in upper left of the window will reflect the selected year.

12.3 Once the correct month and year calendar is displayed in the window, click the preferred date. The date will be highlighted in green.

12.4 Click the OK button. The date will reflect in the Scheduling Date of Actual Delivery/ Pickup field. If the date selected will no longer be used, click the CANCEL button.

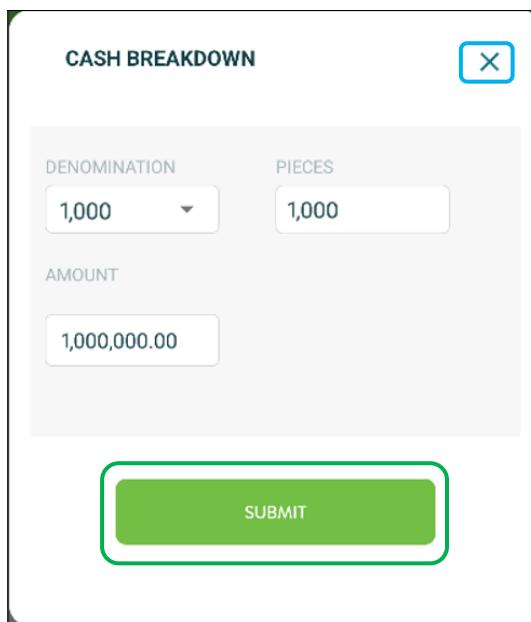
13. Click the Servicing Business Unit box to display the Branch Hub or CSU of Robinsons Bank who will perform the transaction. The Servicing Business Unit to be selected must be the same unit as the Maker, Checker and Approver.

14. Click the Servicing Business Unit Area box to display the Area in which the selected Servicing Business Unit belongs.

Selecting this will help narrow down all the other possible Branch Hubs/ CSUs that can also perform the transaction in case the original selected Servicing Business Unit is not available.

15. Add the cash breakdown for the transaction.

15.1 Click the ADD MORE button in the Create Request to add the cash breakdown. It will open the Cash Breakdown window to input a denomination and the number of pieces.



Screenshot 2.5.2.k: Cash Breakdown Window – Others

15.2 Click the Denomination box to display the denomination drop-down menu. Select the denomination from the drop-down menu. Select the denominations that are applicable to the selected currency only.

15.3 Type in the Pieces box the number of pieces of the selected note denomination that will be included in the deposit or pickup transaction.

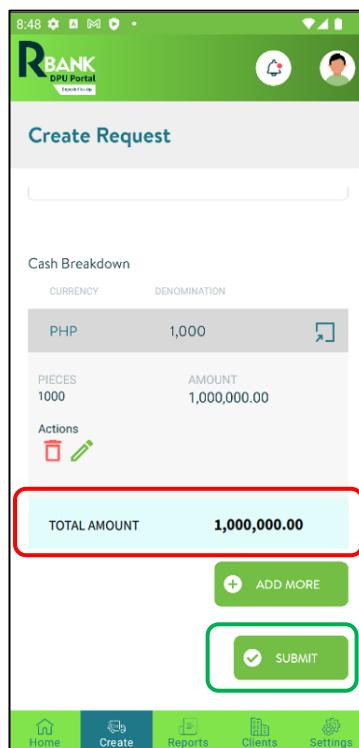
15.4 Repeat steps 15.1 to 15.3 of this section until all denominations are defined.

15.5 Click the SUBMIT button (encircled in green in Screenshot 2.5.2.k) in the Cash Breakdown window to close it.

Note:

- To exit the Cash Breakdown window without saving the denomination and/or pieces entered, click the X on the upper right of the said window to close it.

After the Cash Breakdown window closes, the cash breakdown entered in the Cash Breakdown window and an auto-computed TOTAL AMOUNT, i.e., sum of all amounts of each denomination (encircled in red in Screenshot 2.5.2.l below), are displayed in the Create Request screen.



Screenshot 2.5.2.l: Expanded Cash Breakdown Section at the Bottom of Create Request Screen – Others

Note:

- To change any cash breakdown detail in the Create Request screen, Expand the denomination details by clicking the Expand icon  and click the Edit button . It will open the Cash Breakdown window. Perform steps 15.1 to 15.5 of this section to modify the denomination.
- To delete the denomination, click the Expand icon to Expand the denomination. Click the Delete icon  to delete all denomination details previously entered.

- c. To hide the denomination details previously entered, click the Collpase icon  from the Expanded denomination details.

16. Click the SUBMIT button (encircled in green in Screenshot 2.5.2.I) in the Create Request screen to submit the transaction creation request.

If submission is successful, the Successfully Created Request Confirmation window will display. Otherwise, the Create Request screen will display error messages in each field/ text box with an incorrect value or that is blank, and the transaction will not be submitted.

17. Click the OK button in the Successfully Created Request Confirmation window to close it and submit the creation of transaction for approval.

Note:

- a. All fields/ text boxes in the Create Request page are required **except** the following:

- Pickup Location
- Armored Car Unit Number
- Accountable Item Serial Number
- Roving Teller

After the SUBMIT button is clicked, an error message in each text box will display if any of the required fields is empty.

- b. The following fields/ text boxes are not discussed in this section of the document as these are prefilled with the value:

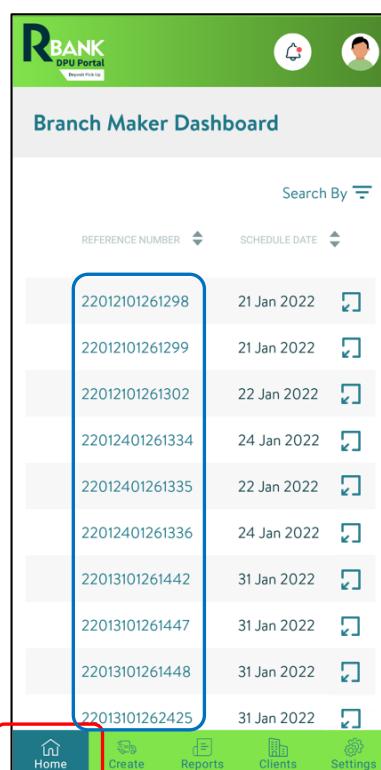
Prefilled Fields/ Text Boxes	Value in the Fields/ Text Box
Source Account	Source Account of the requesting Branch/ Unit
CIV Limit	Maximum cash in vault amount of the requesting Branch/ Unit per currency selected
Currency (in the Cash Breakdown section of the Create Request screen)	Same value selected in the Currency field in step 10 in this section
Amount (in the Cash Breakdown section of the Create Request screen)	Auto-computed value per denomination row based on the formula: $\text{Amount} = \text{Denomination} \times \text{Pieces}$

2.5.2.b To Endorse/ Decline/ Return to Maker DPU Transaction Creation Request

Similar to the DPU web application, this section applies to the following transaction types only:

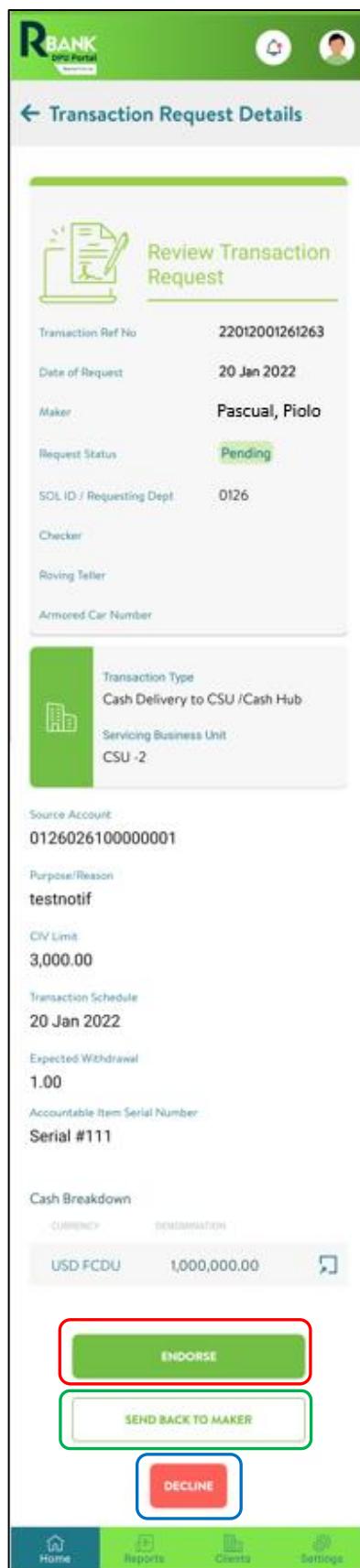
- Cash Request from CSU/ Cash Hub
- Cash Delivery to CSU/ Cash Hub
- Cash Request from BSP
- Cash Delivery to BSP
- Cash Delivery to Third Party Service Provider
- Cash Request from Third Party Service Provider
- Cash Request from Depository Bank
- Cash Delivery to Depository Bank
- Others

1. As the Checker, click the Home icon from the bottom menu (encircled in red in Screenshot 2.5.2.m below) to open the dashboard of the Checker which contains the list of transactions and requests. Alternatively, the dashboard is shown upon login without clicking on the Home icon.



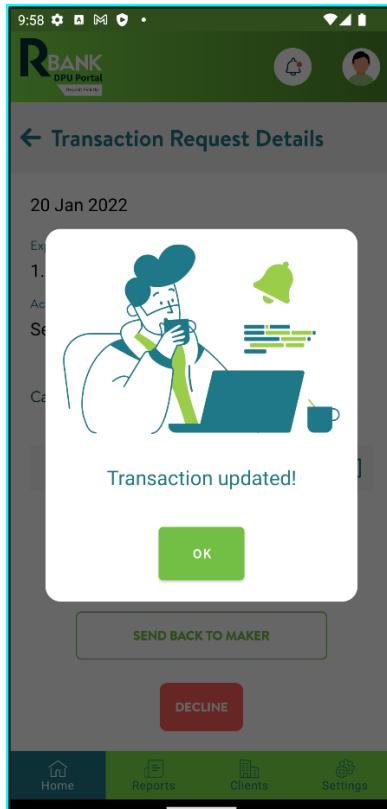
Screenshot 2.5.2.m Checker Dashboard Screen

2. Click the REFERENCE NUMBER of the transaction/ row to view the details of transaction requests with PENDING request status (any of the links encircled in blue in Screenshot 2. 5.2.m). It will open the Review Transaction Request Details screen.



Screenshot 2.5.2.n Review Transaction Request Details Screen (Endorser's Access)

3. Review the details in the Review Transaction Request Details screen.
4. Click on Endorser's decision on the transaction request in the system by performing any 1 of the following:
 - 4.1 Endorse the request as follows:
 - 4.1.1 Click the ENDORSE button (encircled in red in Screenshot 2.5.2.n above) at the bottom right of the Review Transaction Request Details screen if all details are correct and complete. The Endorsed Success Confirmation window will display.

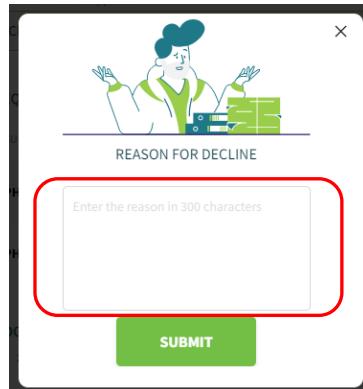


Screenshot 2.5.2.o Endorsed Success Confirmation Window

- 4.1.2 Click the OK button in the Endorsed Success Confirmation window. Request will be tagged as ENDORSED in the REQUEST STATUS field in the Review Transaction Request screen and STATUS field in the Expanded DPU transaction details in the user dashboard.

4.2 Decline the request as follows:

- 4.2.1 Click the DECLINE button (encircled in blue in Screenshot 2.5.2.n – Review Transaction Request Details screen) if details are unacceptable. It will display the Reason For Decline window.



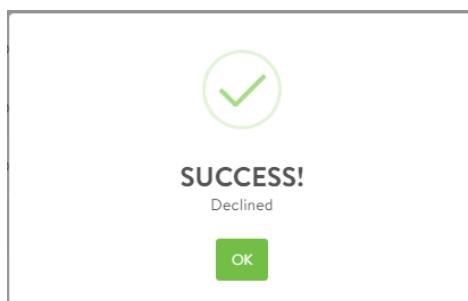
Screenshot 2.5.2.p Reason For Decline Window

- 4.2.2 Type the reason in the message box encircled in red in Reason For Decline window.

Note:

- a. The message box in the Reason For Decline window requires a minimum of 1 character and a maximum of 300 characters.
- b. The message box in the Reason For Decline window accepts letters, numbers and special characters.

- 4.2.3 Click the SUBMIT button in the Reason For Decline window. The Declined Success Confirmation window will display.



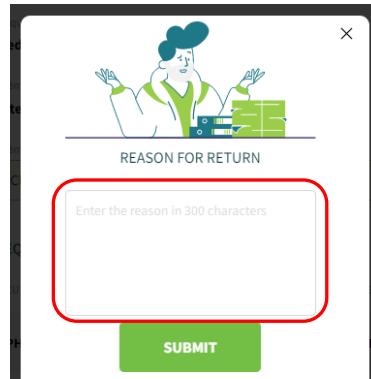
Screenshot 2.5.2.q Declined Success Confirmation Window

- 4.2.4 Click the OK button in the Declined Success Confirmation window to close it.

Request will be tagged as DECLINED in the STATUS field in the Expanded DPU transaction details in the user dashboard.

4.3 Send back to Maker, i.e., Branch Maker, Branch Hub Maker, CSU Maker, the request with clarifications/ questions as follows:

4.3.1 Click the SEND BACK TO MAKER button (encircled in green in Screenshot 2.5.2.n – Review Transaction Request Details page) if most details are correct but there are items that need clarifications. This will open the Reason For Return window.



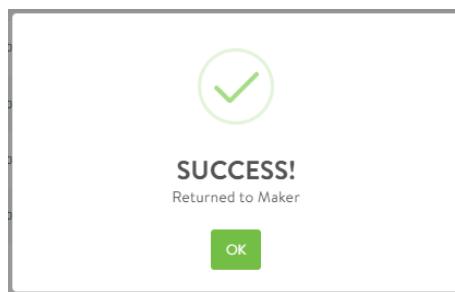
Screenshot 2.5.2.r Reason For Return Window

4.3.2 Type the reason and questions in the box encircled in red in Reason For Return window.

Note:

- a. The message box in the Reason For Return window requires at least 1 character and not more than 300 characters.
- b. The message box in the Reason For Return window accepts letters, numbers and special characters.

4.3.3 Click the SUBMIT button in the Reason For Return window. This will neither approve nor reject the request. The Returned to Maker Success Confirmation window will display.



Screenshot 2.5.2.s Returned to Maker Success Confirmation Window

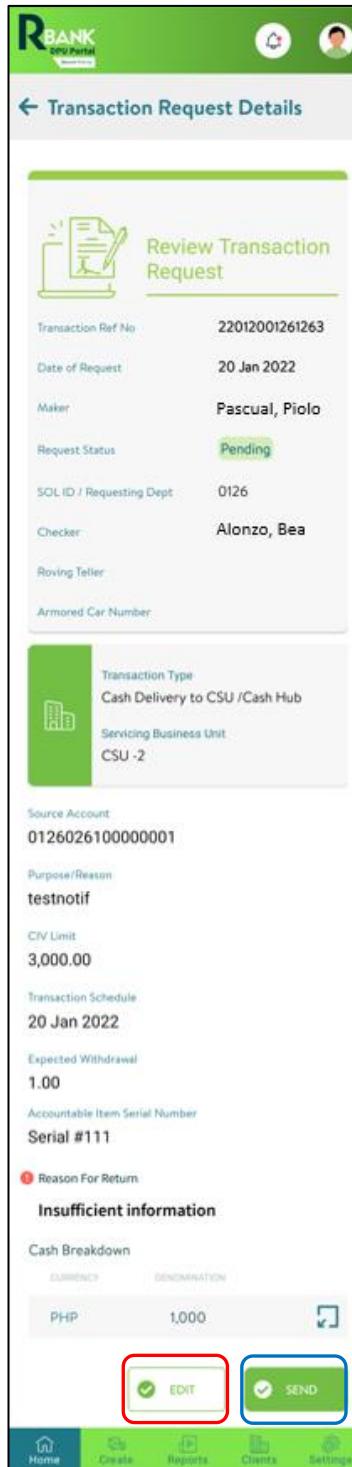
4.3.4 Click the OK button in the Returned to Maker Success Confirmation window to close it.

Request will be tagged as RETURNED TO MAKER in the STATUS field in the Expanded DPU transaction details in the user dashboard.

5. Repeat steps 2 to 4 to approve/ decline/ return to maker the next transactions list.

2.5.2.c To Resubmit the Request to Create New DPU Transaction

- From the dashboard of the Maker, click the REFERENCE NUMBER of the row with RETURNED TO MAKER request status and without a Transaction Status to open the Transaction Request Details screen.



Screenshot 2.5.2.t: Review Transaction Request Details Screen (Maker's Access)

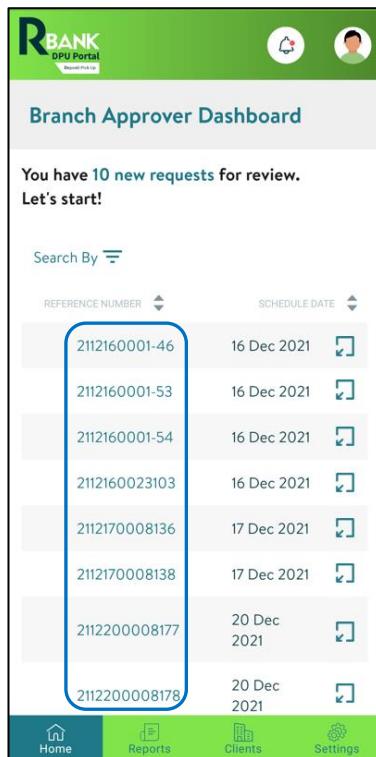
- Click the EDIT button (encircled in red in Screenshot 2.5.2.t) to open the Review Transaction Request Details screen and edit the fields in accordance with section in 2.5.3.

2.5.2.d To Approve/ Decline DPU Transaction Creation Request

Approver is different per transaction type but the same as that in the DPU web application. However, there is no Batch Approve feature in mobile. Approval is per transaction.

- As the Approver, click the Home icon  from the bottom menu to open the dashboard of the Approver which contains the transactions list.

Alternatively, the dashboard is shown upon login without clicking on the Home icon.

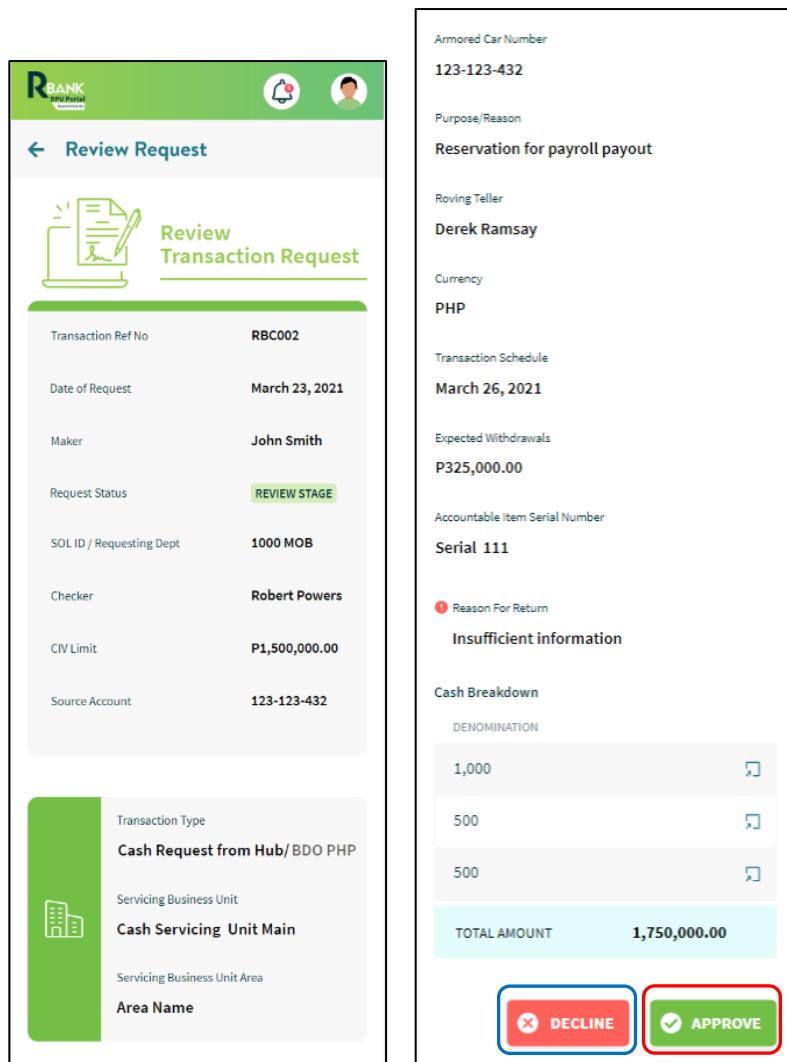


Screenshot 2.5.2.u: Approver Dashboard

- From the dashboard of the Approver, click the REFERENCE NUMBER of the transaction/ row (any of the links encircled in blue in Screenshot 2. 5.2.u) to view the details of transaction requests with the following request status:

Request Status	Note
ENDORSED	Choose this status if transaction type request requires endorsement from the Checker
PENDING	Choose this status if transaction type request does not require endorsement from the Checker

It will open the Review Transaction Request Details screen.

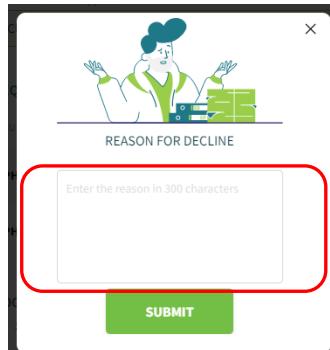


Screenshot 2.5.2.v Review Transaction Request Details Screen (Approver's Access)

3. Review the details in the Transaction Request Details page.
4. Click on Approver's decision on the request for creation of DPU Client and order information in the system by performing any 1 of the following:
 - 4.1 Approve the request as follows:
 - 4.1.1 Click the APPROVE button (encircled in red in Screenshot 2.5.2.v) at the bottom right of the Review Transaction Request Details screen if all details are correct and complete. The Approved Success Confirmation window will display.
 - 4.1.2 Click the OK button in the Approved Success Confirmation window. Request will be tagged as ACTIVE under the Status column in the transactions list.

4.2 Decline the request as follows:

- 4.2.1 Click the DECLINE button (encircled in blue in Screenshot 2.5.2.v) if details are unacceptable. It will display the Reason For Decline window.



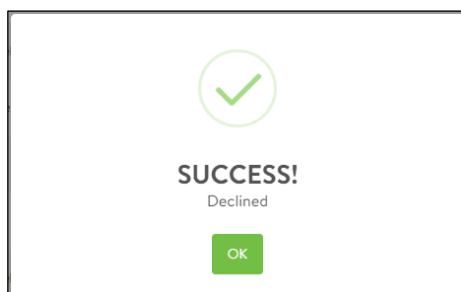
Screenshot 2.5.2.w Reason For Decline Window

- 4.2.2 Type the reason in the message box encircled in red in Reason For Decline window.

Note:

- a. The message box in the Reason For Decline window requires a minimum of 1 character and a maximum of 300 characters.
- b. The message box in the Reason For Decline window accepts letters, numbers and special characters.

- 4.2.3 Click the SUBMIT button in Reason For Decline window. The Declined Success Confirmation window will display.



Screenshot 2.5.2.x Declined Success Confirmation Window

- 4.2.4 Click the OK button in the Declined Successfully Confirmation window to close it.

Request will be tagged as DECLINED under the (Request) Status column in the transactions list.

5. Repeat steps 2 to 4 to approve/ decline the next transactions list.

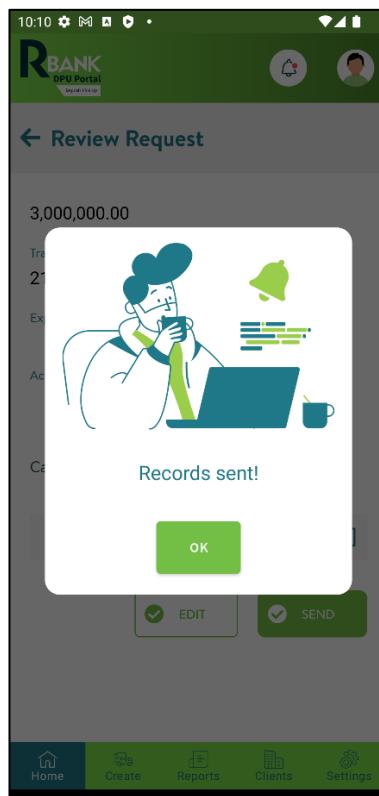


2.5.3 To Edit the DPU Transaction

- From the Dashboard of the Maker, click the REFERENCE NUMBER of the row with a DRAFT or RETURNED TO MAKER request status to open the Review Transaction Request Details screen with pre-filled fields.

Only transactions that are not yet submitted for approval and not yet scheduled by the web scheduler, i.e., did not yet go through the SCHEDULED transaction status, or the Transaction Status column is blank, can be edited.

- Click the EDIT button (encircled in red in Screenshot 2.5.2.t) in the Transaction Request Details screen to make the fields editable.
- Edit the fields in accordance with section 2.5.2 – To Add New DPU Transaction.
- Click the SEND button (encircled in blue in Screenshot 2.5.2.t). The Records Sent Confirmation window will display.



Screenshot 2.5.3.a Records Sent Confirmation Window

- Click the OK button in the Records Sent Confirmation window to close it.

2.6 Transaction Action Management

Transaction Action Management includes the following sub-features:

- 2.6.1 View Approved Transaction Details
- 2.6.2 Acknowledge, Decline, Re-Assign by Checker
- 2.6.3 Pick up Confirmation, Reject by Roving Teller

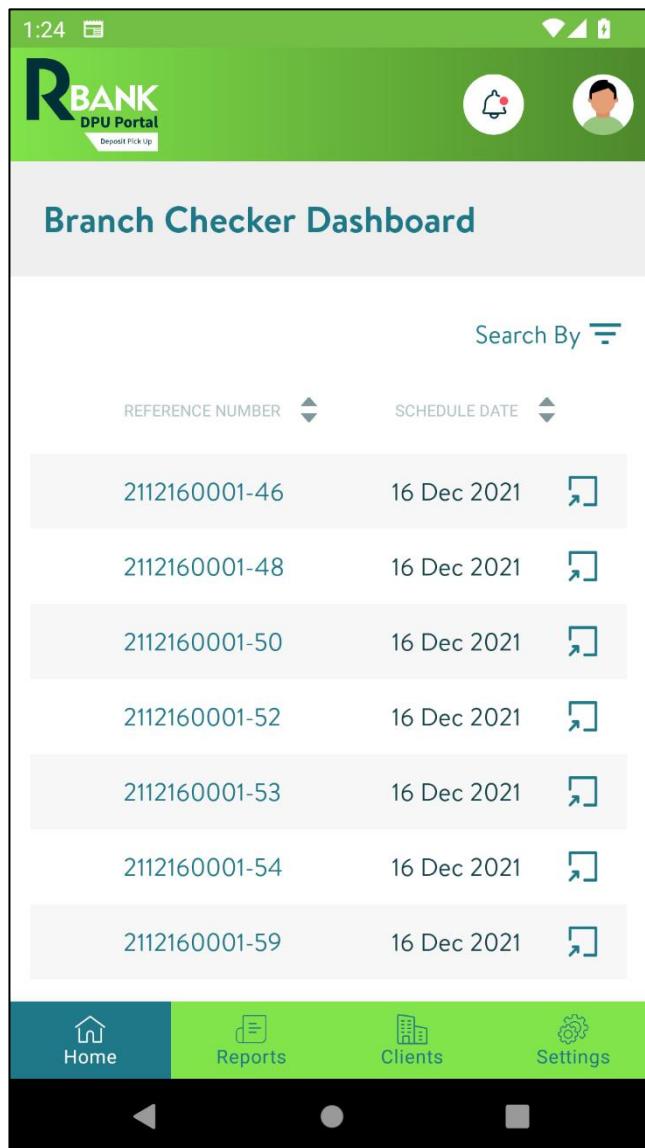
1. The following access rights assigned to Checker (refer to section 1.4 – Role Management):

Predefined Role Name in Application	Description of Role in Transaction Action Management	Access Right
Branch Checker	Read/View, Acknowledge, Decline, Re-assign Approved DPU transactions made by the Maker from the same group/ branch/ unit as the Checker	<ul style="list-style-type: none">• Read• Read Txn Info• Assign RT• Assign Armored Car• Assign Accountable Item Serial Number• Acknowledge Schedule• Acknowledge• Decline
Branch Hub Checker		
CSU Checker		
Roving Teller	Read/View, Confirm, Reject, Add Client Transaction, Reassign Approved DPU Transactions.	<ul style="list-style-type: none">• Read• Read Txn Info• Assign RT• Assign Armored Car• Assign Accountable Item Serial Number• Confirm Pickup• Reject• Add Client Transaction



2.6.1 To View Approved Requests' Transaction Statuses

1. On the Dashboard tab, a list of all transactions will be displayed chronologically (refer to Screenshot 2.6.1.a).

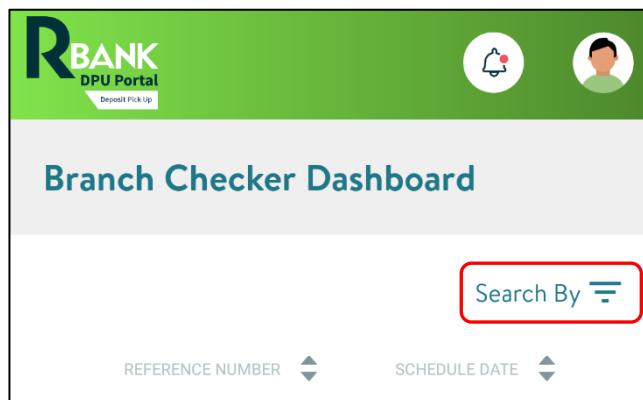


Screenshot 2.6.1.a: Branch Checker Dashboard

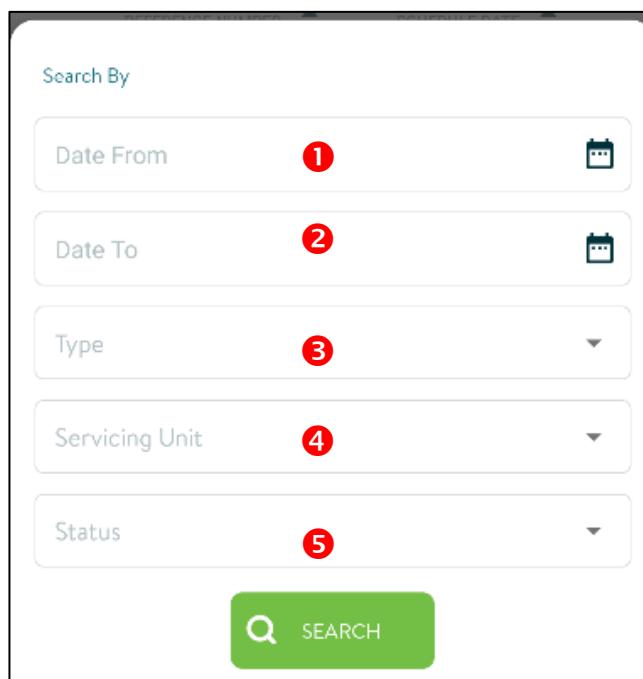
2. Display all APPROVED transaction requests by performing:

2.1 Search By:

- 2.1.1 Tap on the **Search By**  button (encircled in red in Screenshot 2.6.1.b) to open the search by dialog (see Screenshot 2.6.1.c).

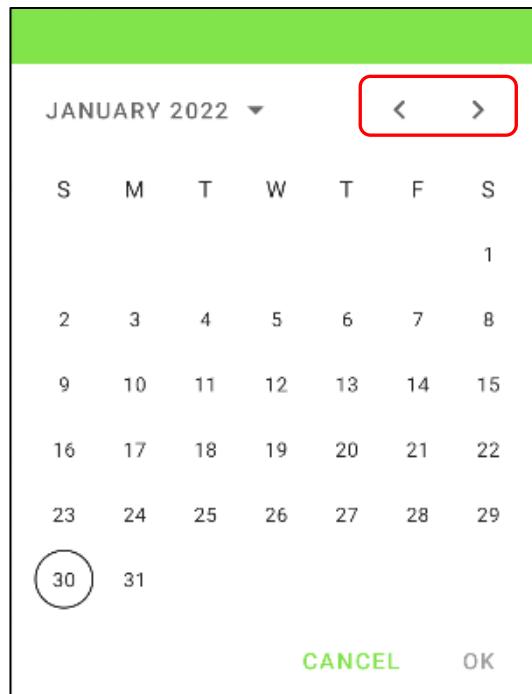


Screenshot 2.6.1.b: Branch Checker Dashboard



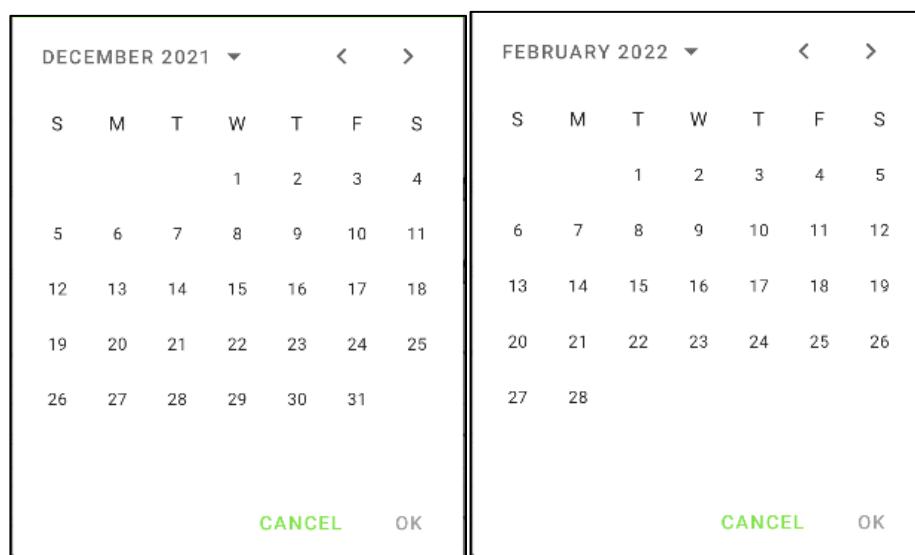
Screenshot 2.6.1.c: Filter Dialog

- 2.1.2 Start filtering the results by setting the date range (DATE FROM and DATE TO). Tap on the text field for DATE FROM/TO (tagged as ① and ② respectively, in red badge in Screenshot 2.6.1.c) to set the starting/ending date. A calendar picker will be displayed (see screenshot 2.6.1.d below).



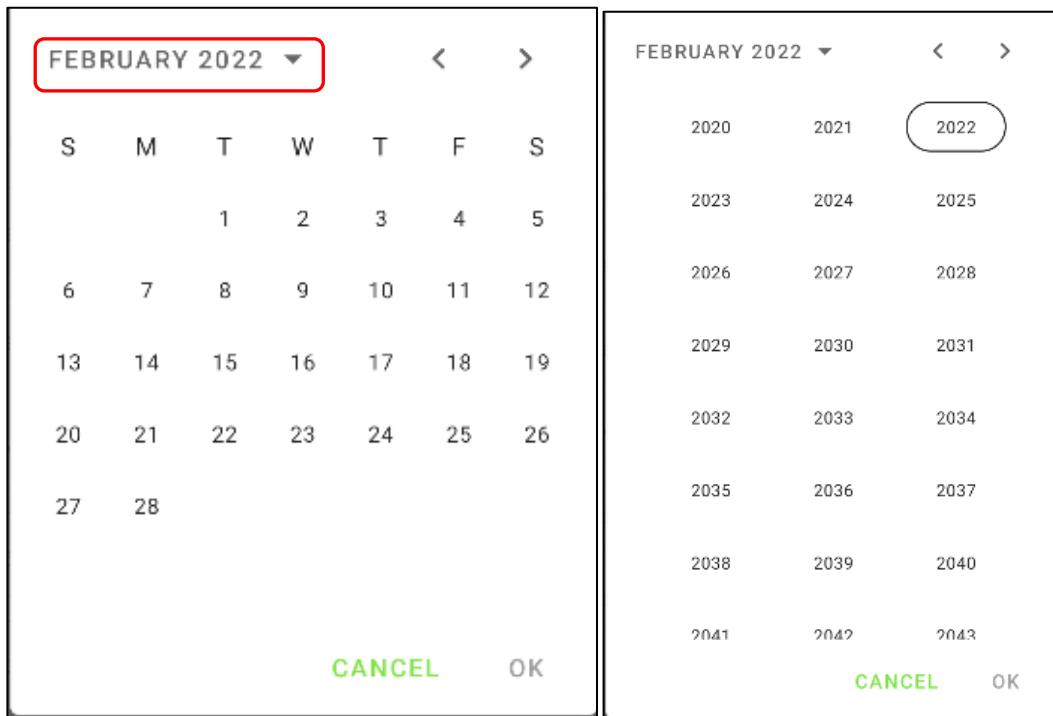
Screenshot 2.6.1.d: Calendar Picker

- 2.1.3 Navigate through the dates found on the calendar. Tap on to change the MONTH to Previous. Otherwise, tap on to set it on the next month (encircled in red in Screenshot 2.6.1.d).



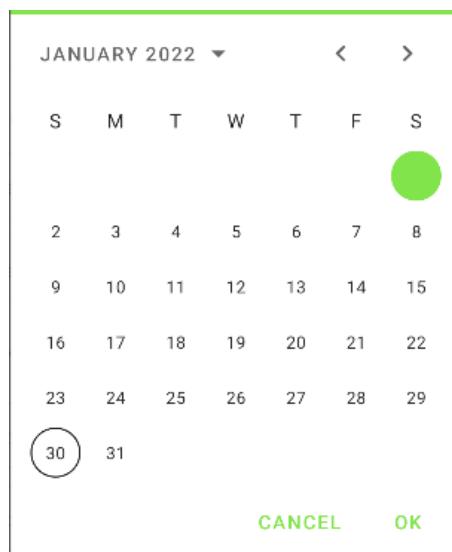
Screenshot 2.6.1.e: Calendar Picker (Left: Previous Month, Right: Succeeding Month)

- 2.1.4 Tap on <Current Month and Year> (encircled in blue in Screenshot 2.6.1.f) to choose YEAR. The current (encircled in black in the screenshot below) will always be the default selected value.



Screenshot 2.6.1.f: Calendar Picker (select Year)

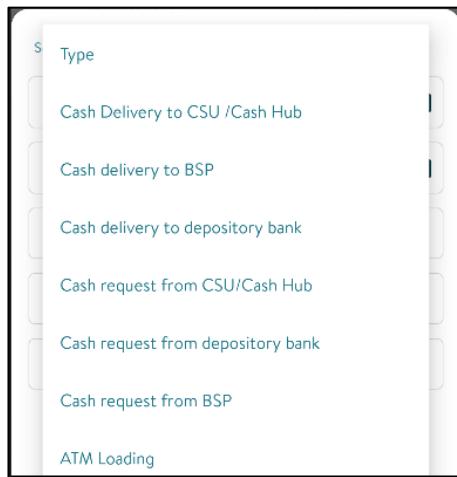
- 2.1.5 To select DATE, tap on/from any number found on the calendar view. The selected DATE will be highlighted in green. The date encircled in black indicates the CURRENT DATE (TODAY). Please see the screenshot below



Screenshot 2.6.1.f: Calendar Picker (Date Selected)

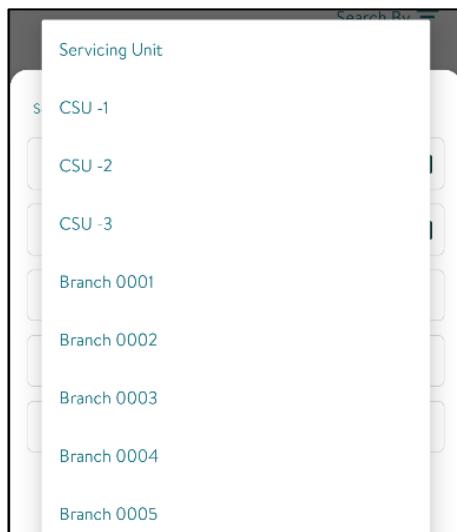
- 2.1.6 Tap on **OK** to proceed. Otherwise, tap on **CANCEL** abort date selection

- 2.1.7 Tap on TYPE (tagged as ③ in red badge in Screenshot 2.6.1.c) to display and choose from the list of Transaction Types. (See Screenshot 2.6.1.g)



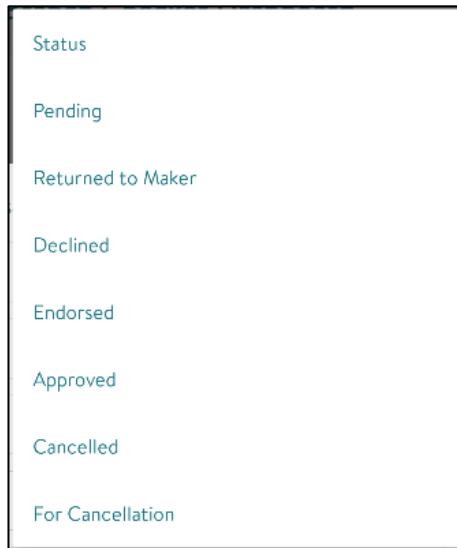
Screenshot 2.6.1.g: Transaction Type Drop-down list

- 2.1.8 Tap on SERVICING UNIT (tagged as ④ in red badge in Screenshot 2.6.1.c) to display and choose from the list of Servicing Units Available (See Screenshot 2.6.1.h).



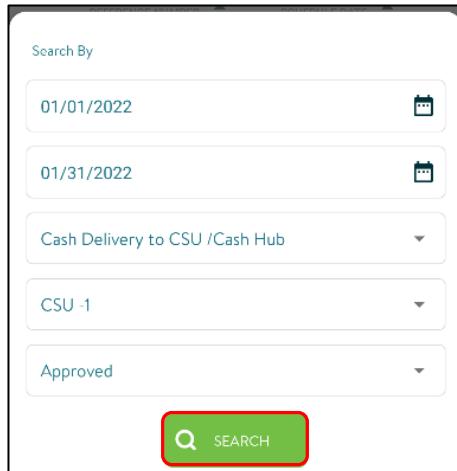
Screenshot 2.6.1.h: Servicing Unit Drop-down list

- 2.1.9 Tap on STATUS (tagged as **5** in red badge in Screenshot 2.6.1.c) to display and choose from the list of transaction status (See Screenshot 2.6.1.i). In this case, be sure to choose APPROVED.



Screenshot 2.6.1.i: Status Drop-down list

- 2.1.10 Once done filling out any fields from the filter dialog, tap on the Search Button (encircled in red in Screenshot 2.6.1.j) to update the displayed results on the Dashboard.



Search By

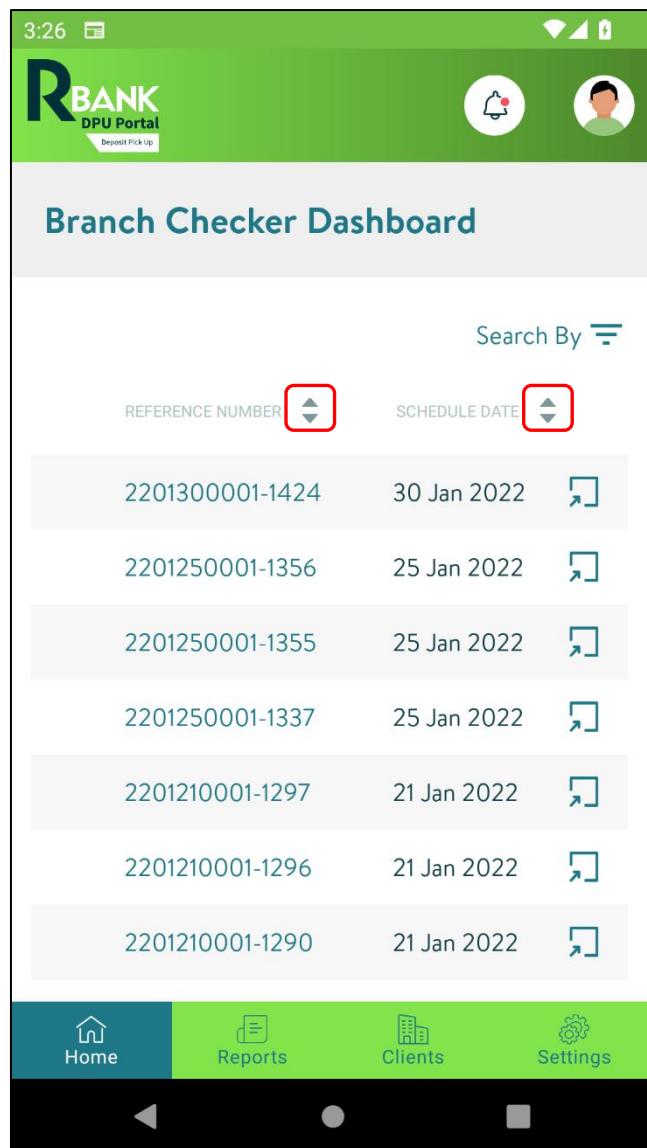
01/01/2022	
01/31/2022	
Cash Delivery to CSU /Cash Hub	
CSU -1	
Approved	

 **SEARCH**

Screenshot 2.6.1.j: Filled out Filter Dialog form

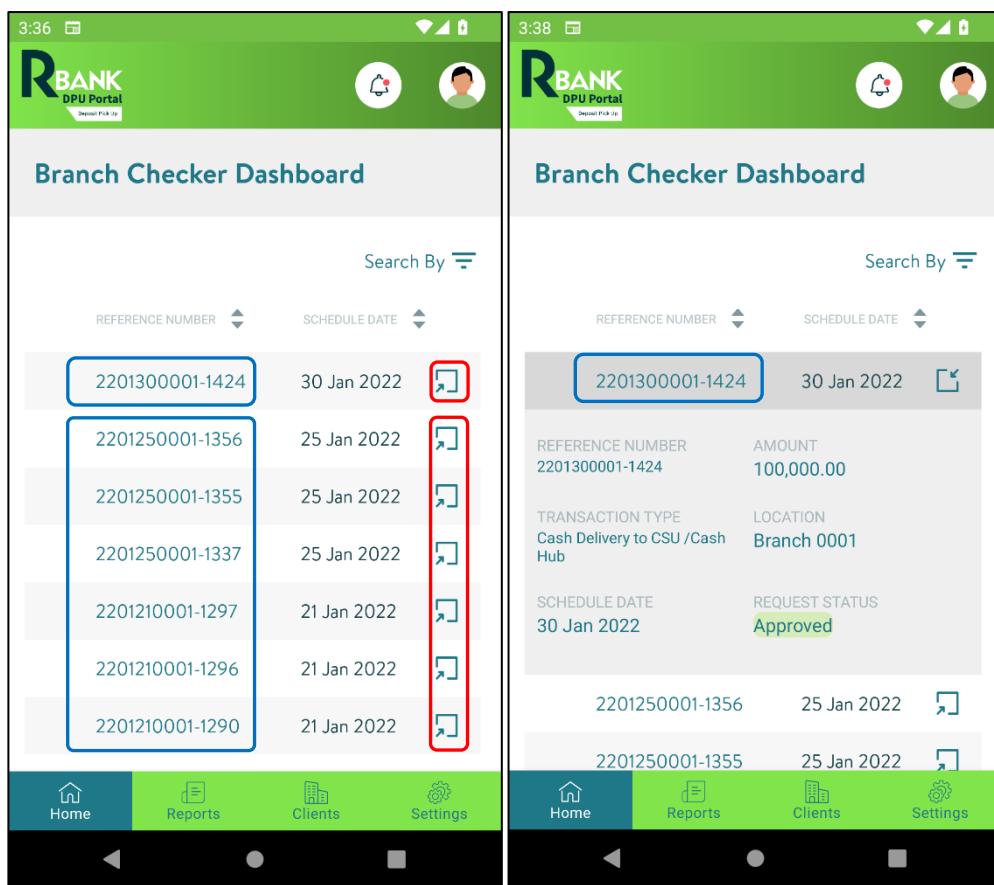
2.2 Sorting

- 2.2.1 Tap on the  button (encircled in red in Screenshot 2.6.1.k) found on the right side of the column header (REFERENCE NUMBER AND SCHEDULE DATE) to display results in Ascending/Descending order.



Screenshot 2.6.1.k: Branch Checker's Dashboard

3. Select any reference number from the list of all transactions. Tap on  (encircled in red in Screenshot 2.6.1.) to Expand the brief details of the selected transaction.



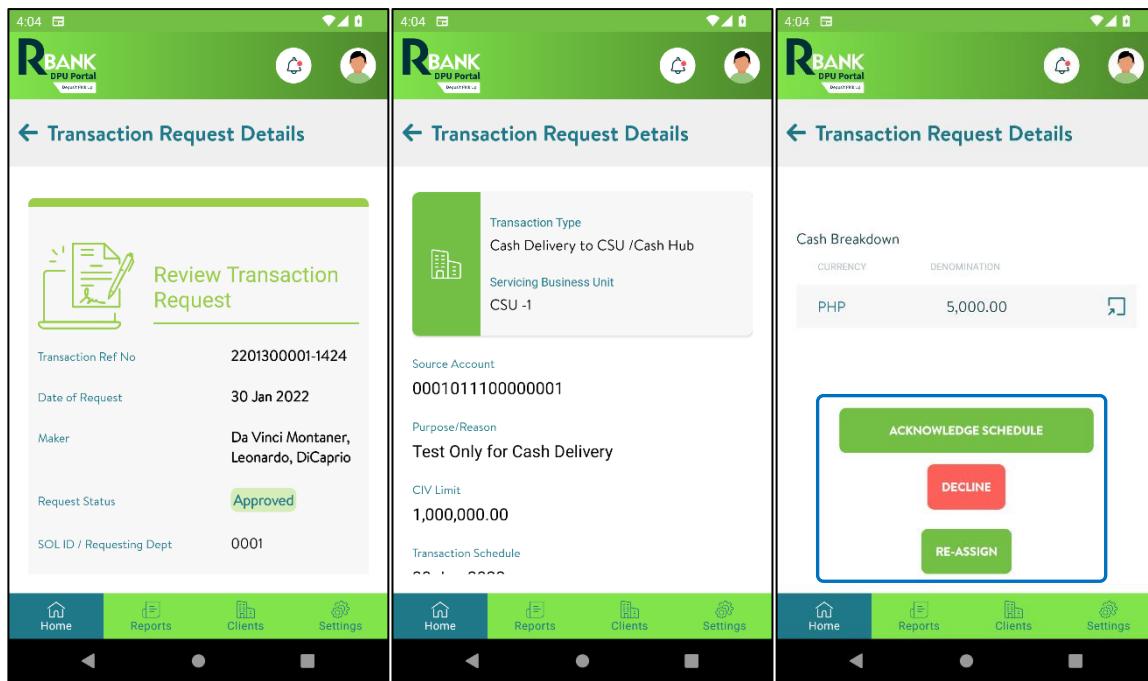
Screenshot 2.6.1.I: Branch Checker's Dashboard (Left: Default View; Right: Expanded View)

Note:

The following are some of the details that can be seen on the Expanded details view from the transaction list:

- Reference Number
- Transaction Type
- Schedule Date
- Amount
- Location
- Request Status

4. Tap on the REFERENCE NUMBER (encircled in blue in Screenshot 2.6.1.l) to view the transaction request details.



Screenshot 2.6.1.m: Transaction Request Details

The three (3) buttons (encircled in blue in Screenshot 2.6.1.m) are functional buttons that will take an action to the transaction whether to ACKNOWLEDGE, DECLINE, OR RE-ASSIGN. This will only be accessed by Checker, Approver, and Verifier.



2.6.2 To Acknowledge, Decline, Re-Assign by Checker

This section will discuss actions that will be managed by the Checker to process the transaction request.

The actions are the following:

- 2.6.2.a Manage Scheduled Transactions
- 2.6.2.b Manage Serviced/Rejected Transactions

2.6.2.a To Manage Scheduled Transaction

1. On the dashboard, tap on the REFERENCE NUMBER (encircled in red in Screenshot 2.6.2.a.a) to view the transaction details.

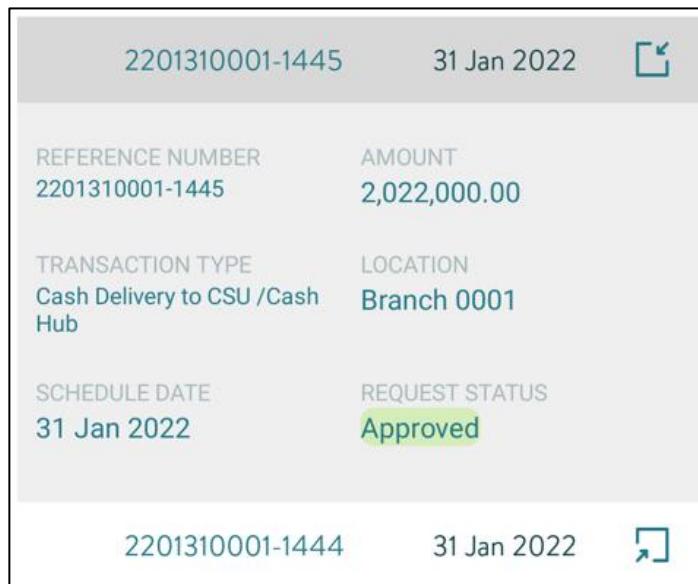
REFERENCE NUMBER	SCHEDULE DATE	Action
2201310001-1445	31 Jan 2022	[Icon]
2201310001-1444	31 Jan 2022	[Icon]
2201310001-1443	31 Jan 2022	[Icon]
2201300001-1441	30 Jan 2022	[Icon]
2201300001-1440	30 Jan 2022	[Icon]
2201300001-1439	30 Jan 2022	[Icon]
2201300001-1438	30 Jan 2022	[Icon]

Screenshot 2.6.2.a.a: Branch Checker Dashboard

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

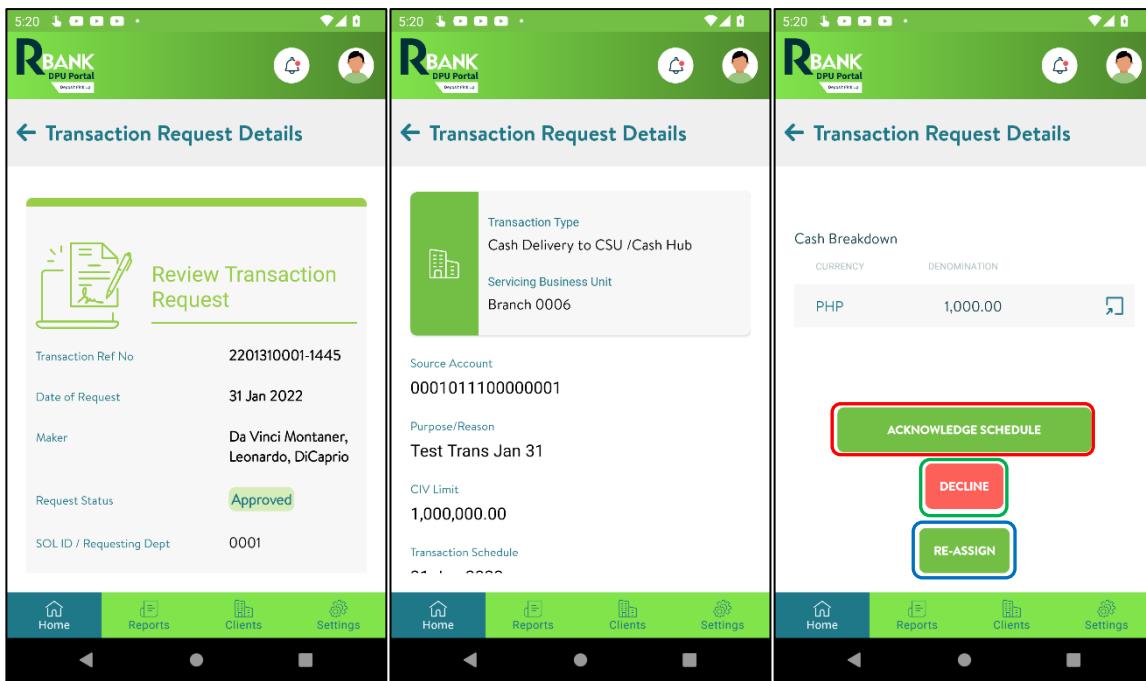
- a. Make sure that the Request Status is APPROVED and transaction status is SCHEDULED.
- b. Tap on the  Expand button (encircled in green in Screenshot 2.6.2.a.a) to have a quick view of the transaction details. Tap on the , to minimize.



Screenshot 2.6.2.a.b: Transaction Details (Quick View)

- c. To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the Transaction Details of Approved DPU Request as discussed in 2.6.1.

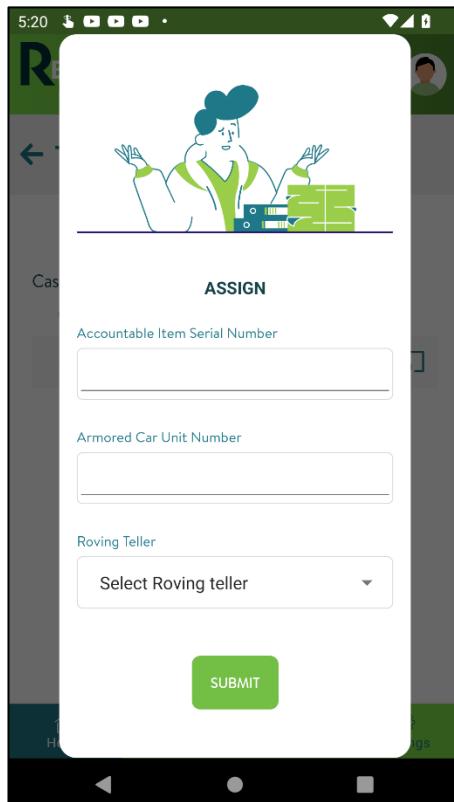
- On the Transaction Request Details page, review the details and decide on the next step to process the request. (refer to Screenshot 2.6.2.a.c)



Screenshot 2.6.2.a.c: Transaction Request Details

- Tap on one of the buttons based on Checker's decision to perform any of the following:
 - Acknowledge Schedule
 - Tap the ACKNOWLEDGE SCHEDULE button (encircled in red in Screenshot 2.6.2.a.c). An assign form dialog box will be displayed.

- 3.1.2. On the Assign dialog, Fill-out the required form by tapping on each text field (ACCOUNTABLE SERIAL NUMBER AND ARMORED CAR UNIT NUMBER). For the ROVING TELLER, tap on the drop-down list to display the list of available Roving Tellers. (Refer to the screenshot below).

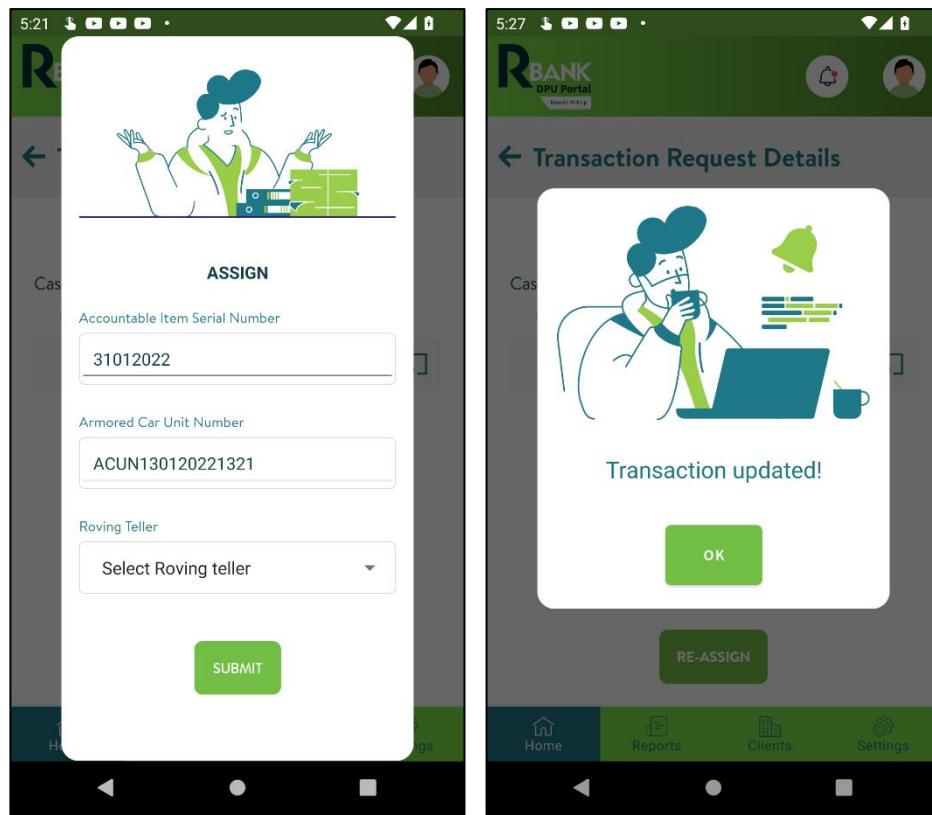


Screenshot 2.6.2.a.c: Assign Form Dialog box

Note:

- All three (3) fields are required. SUBMIT button won't work if any of the fields are blank.
- All form fields (excluding the Drop-down menu) only accept alphanumeric characters.

3.1.3. After completing the form, tap on the SUBMIT button to proceed with the submission of data entries. A confirmation dialog will be displayed. Tap OK to continue.

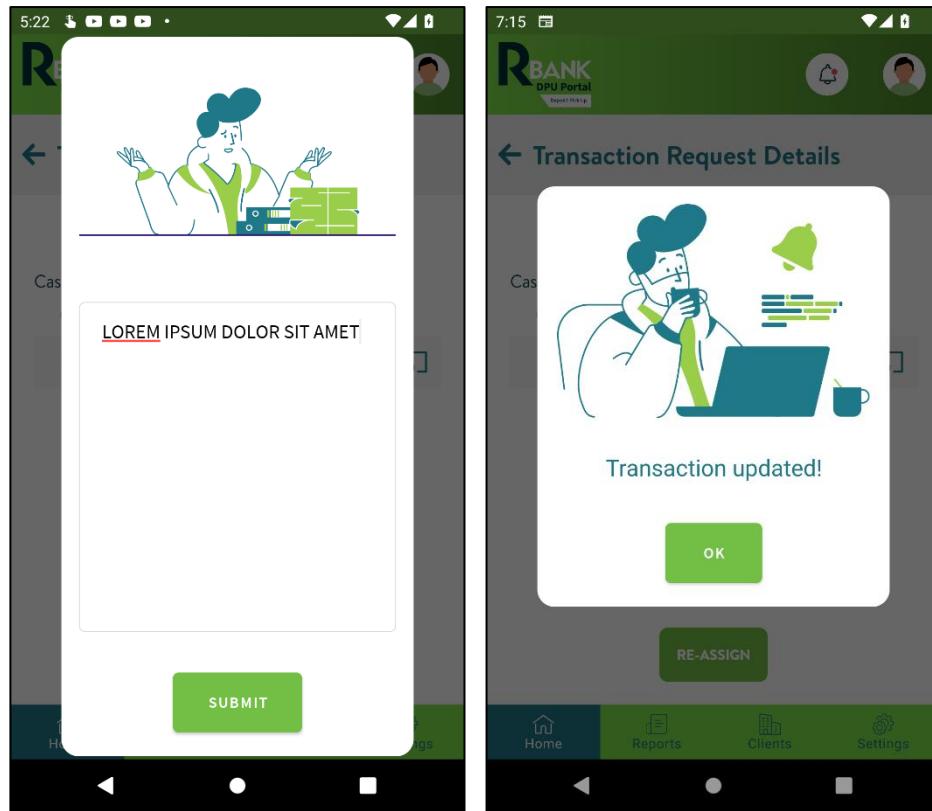


Screenshot 2.6.2.a.d: Assign Form Dialog box

The previously SCHEDULED transaction status will now be tagged as IN-TRANSIT.

3.2. Decline

3.2.1. Tap the DECLINE button (encircled in green in Screenshot 2.6.2.a.b) found underneath the ACKNOWLEDGE button. A reason for the decline dialog box will be displayed. Tap OK to continue.

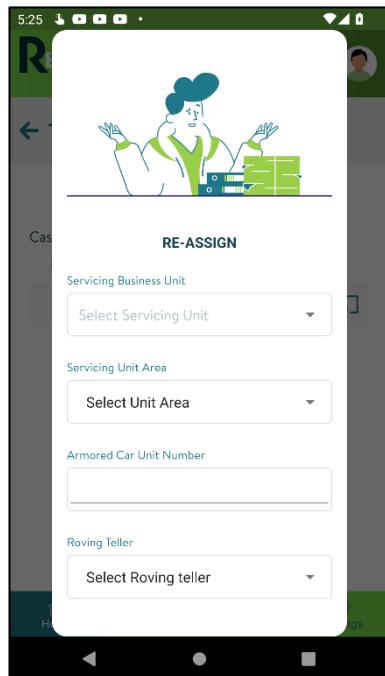


Screenshot 2.6.2.a.e: Assign Form Dialog box

The previously SCHEDULED transaction status will now be tagged as DECLINED SCHEDULED.

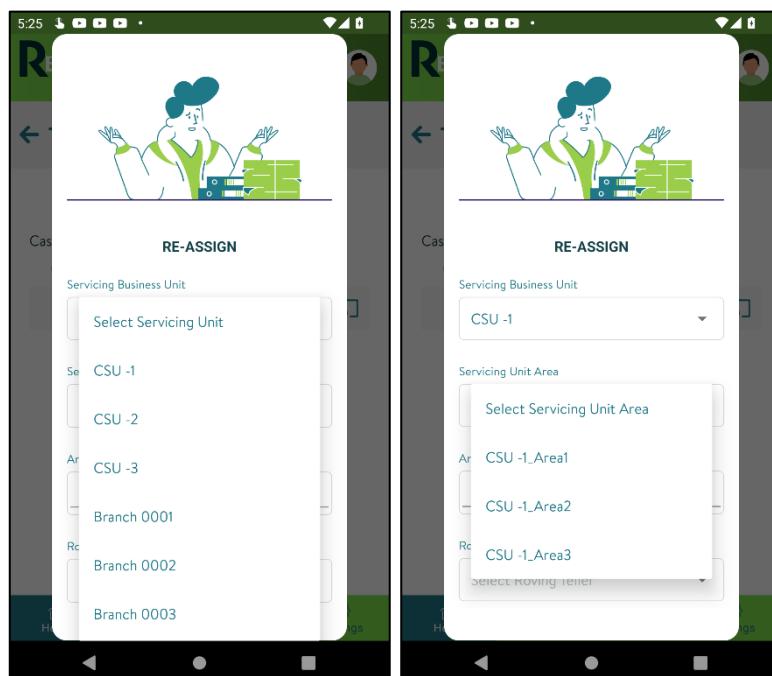
3.3. Re-Assign

3.3.1. Tap the RE-ASSIGN button (encircled in blue in Screenshot 2.6.2.a.b) found underneath the DECLINE button. A Re-assign form dialog box will be displayed.



Screenshot 2.6.2.a.f: Re-Assign Form Dialog box

3.3.2. Tap on the drop-down box labelled as 'SERVICING BUSINESS UNIT' and Choose for the CSU/Branch Unit from the drop-down list (Refer to Screenshot 2.6.2.a.g)



Screenshot 2.6.2.a.g: Re-Assign Form Dialog box

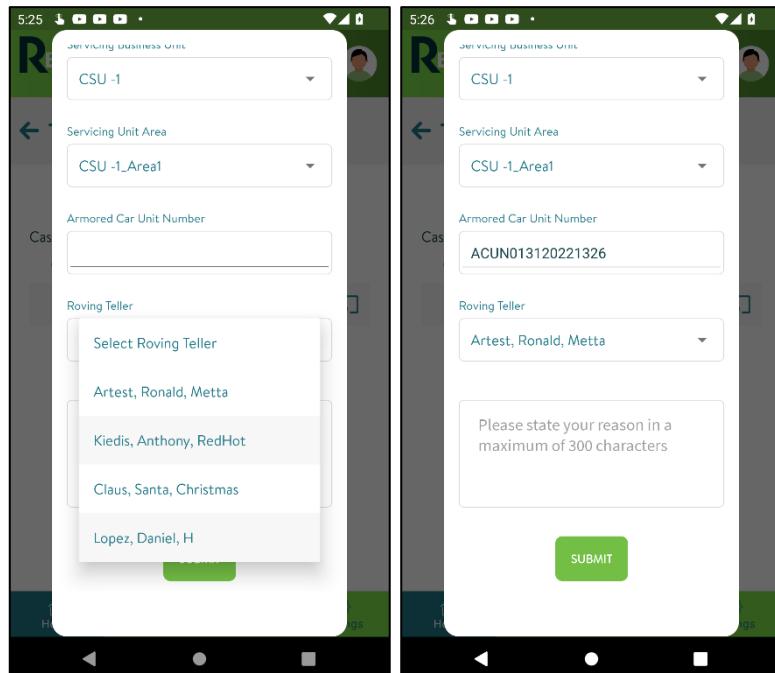
3.3.3. After choosing the CSU/Branch Unit, Tap on the drop-down box labelled as ‘SERVICING UNIT AREA’ and select the service unit area from the drop-down list (Refer to Screenshot 2.6.2.a.g).

Note:

Not all SERVICING BUSINESS UNIT have their corresponding SERVICING BUSINESS AREA. This can field be left blank/unselected if necessary.

3.3.4. After choosing the Servicing Unit Area, tap on the ‘ARMORED CAR UNIT NUMBER’ text field and input the Armored Car Unit Number. The text field is required and can only accept alphanumeric characters

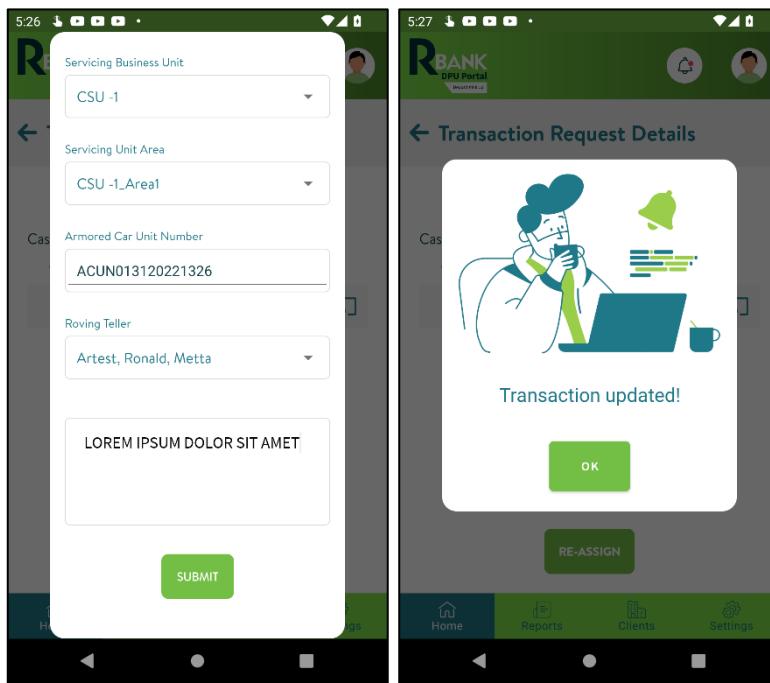
3.3.5. Tap on the drop-down box labelled as ‘ROVING TELLER’ and select the Roving Teller from the drop-down list (Refer to Screenshot 1.7.2.a.h).



Screenshot 2.6.2.a.h: Re-Assign Form Dialog box

3.3.6. Tap on the TEXT AREA underneath the ROVING TELLER Drop-down box then input the reason for RE-ASSIGNING. This field has a character limit of up to 300 characters. Once completed, tap on SUBMIT to proceed (Refer to Screenshot 1.7.2.a.i)

3.3.7. After submission, a confirmation dialog will display (refer to Screenshot 1.7.2.a.i). Tap 'OK' to continue.

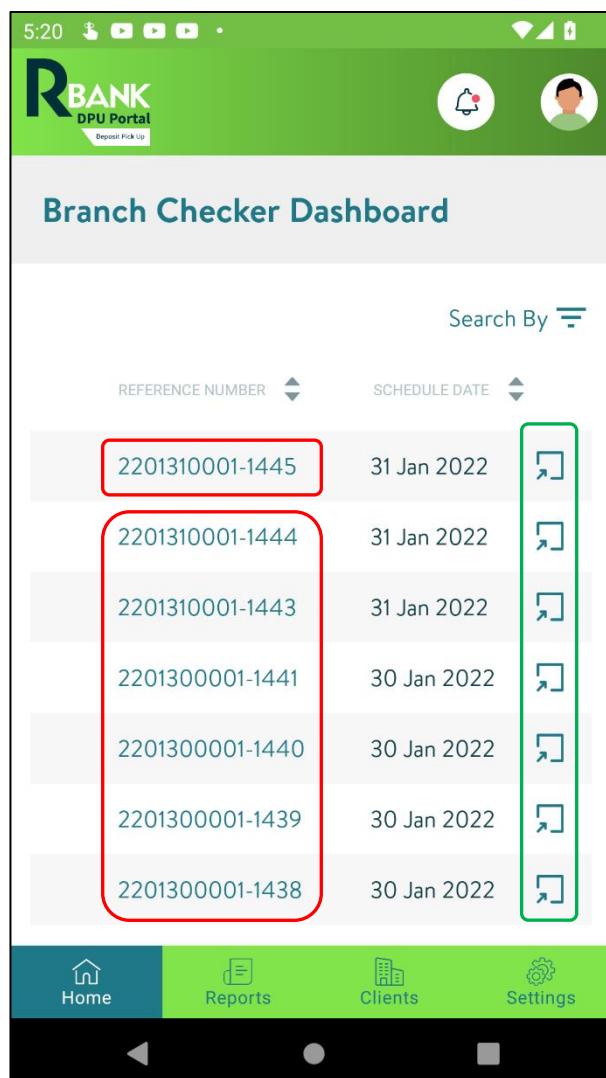


Screenshot 2.6.2.a.i: Re-Assign Form Dialog box

The previously SCHEDULED transaction status will remain SCHEDULED but with different CSU/Branch Unit, Servicing Area, and Roving Teller.

2.6.2.b To Manage Serviced/Rejected Transaction

1. On the dashboard, tap on the REFERENCE NUMBER (encircled in red in Screenshot 2.6.2.b.a) to view the transaction details.



Screenshot 2.6.2.b.a: Branch Checker Dashboard

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

- a. Make sure that the Request Status is APPROVED and the Transaction status is SERVICED/REJECTED.
- b. Tap on the Expand button (encircled in green in Screenshot 2.6.2.b.a) to have a quick view of the transaction details. Tap on the , to minimize.

The screenshot displays two transaction entries in a mobile application. The top entry is for Reference Number 2201310001-1445, dated 31 Jan 2022. It shows an amount of 2,022,000.00, a transaction type of 'Cash Delivery to CSU /Cash Hub', a location of 'Branch 0001', and a request status of 'Approved'. The bottom entry is for Reference Number 2201310001-1444, also dated 31 Jan 2022.

Screenshot 2.6.2.b.b: Transaction Details (Quick View)

c. To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the Transaction Details of Approved DPU Request as discussed in 2.6.1.

2. On the Transaction Request Details page, review the details and decide on the next step to process the request. (refer to Screenshot 2.6.2.b.c)

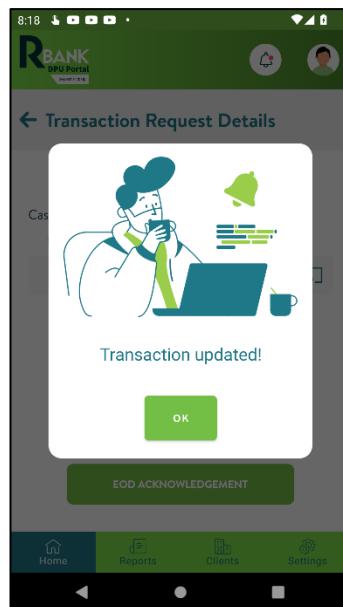
The screenshot shows three sequential screens of the Transaction Request Details page. The first screen shows a summary of the transaction with a 'Review Transaction Request' button. The second screen provides more detail, including the transaction type ('Cash Delivery to CSU /Cash Hub'), servicing business unit ('CSU -1'), source account ('0001011100000001'), purpose/reason ('Test Jan 31 2'), CIV limit ('1,000,000.00'), and transaction schedule ('31 Jan 2022'). The third screen presents three action buttons: 'SEND BACK TO MAKER' (red), 'TRANSFER ACKNOWLEDGEMENT' (orange), and 'EOD ACKNOWLEDGEMENT' (blue).

Screenshot 2.6.2.b.c: Transaction Request Details

3. Tap on one of the buttons based on Checker's decision (refer to Screenshot 2.6.2.b.c) to perform any of the following:

3.1. EOD Acknowledgement

- 3.1.1. Simply acknowledge a serviced transaction by tapping the 'EOD ACKNOWLEDGEMENT' button (encircled in blue in Screenshot 2.6.2.b.c) found underneath the 'Transfer Acknowledgement' button. A confirmation dialog will be displayed. Tap OK to continue.



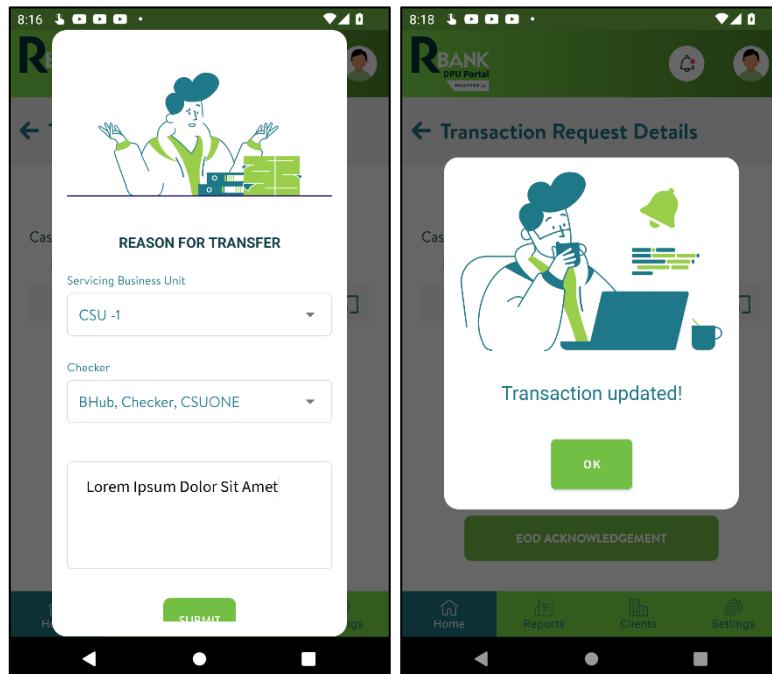
Screenshot 2.6.2.b.d: Transaction Request Details (EOD Acknowledged)

The previously SERVICED transaction status will now be tagged as COMPLETED

3.2. Transfer Acknowledgement

- 3.2.1. Tap the TRANSFER ACKNOWLEDGEMENT button (encircled in orange in Screenshot 2.6.2.b.c) found underneath the 'Send Back to Maker' button. A Reason for Transfer form dialog will be displayed.

3.2.2. On the Reason for Transfer dialog, Fill-out the required form by tapping on each drop-down field (SERVICE BUSINESS UNIT and CHECKER) (Refer to the screenshot below). On the TEXT AREA FIELD below the Drop-down box for Checker, kindly input the reason for transfer. This field has a character limit of up to 300 characters.



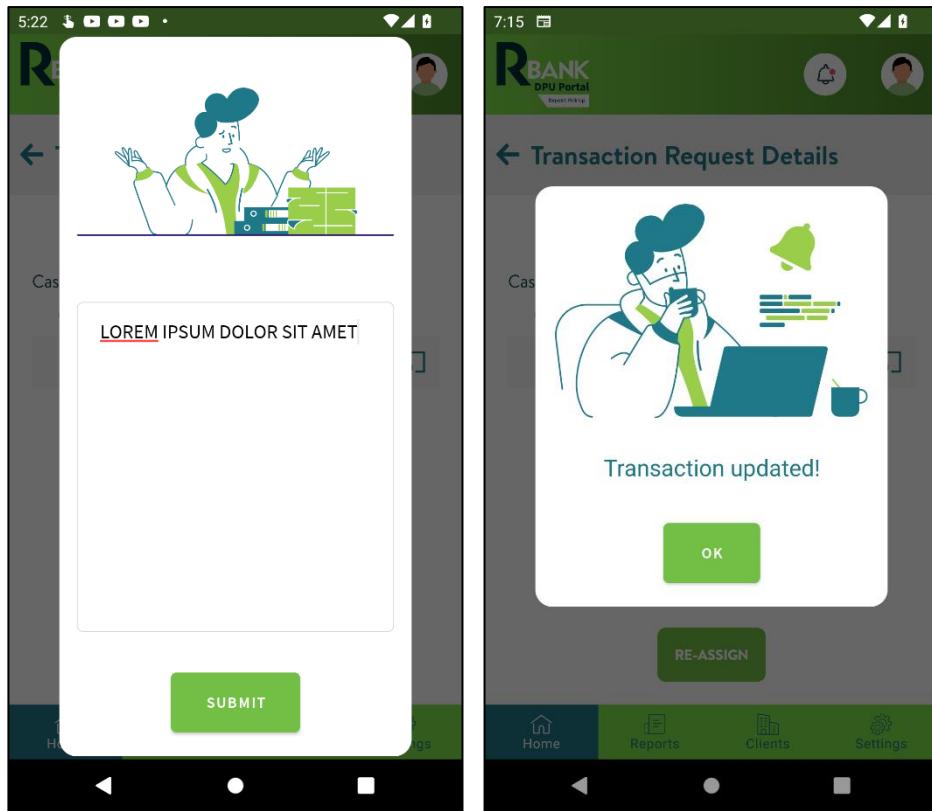
Screenshot 2.6.2.b.e: Reason for Transfer Form Dialog box

3.2.3. After completing the form, tap on the SUBMIT button to proceed. A confirmation dialog will be displayed. Tap OK to continue.

The previously SERVICED transaction status will remain SERVICED.

3.3. Send Back to Maker

3.3.1. Tap the SEND BACK TO MAKER button (encircled in red in Screenshot 2.6.2.b.b) found above the 'TRANSFER ACKNOWLEDGEMENT' button. A REASON FOR RETURN form dialog box will be displayed. Tap OK to continue.



Screenshot 2.6.2.b.e: Assign Form Dialog box

The previously SERVICED transaction status will now be tagged as RETURN TO ROVING TELLER. The Assigned RT will update the request to be submitted back at the Checker.



2.6.3 Pick up Confirmation, Reject by Roving Teller

This section will discuss the following:

2.6.3.a Viewing the Transaction

2.6.3.b Pick-up Confirmation

- BSP Transactions
- ATM Transactions
- Depository Transactions

2.6.3.c Reject Transaction

2.6.3.a Viewing the Transaction

1. On the Mobile App, log in using a Roving Teller's Account to access the Roving Teller Dashboard (refer to the screenshot 2.6.3.a.a)

The image consists of two screenshots. The left screenshot shows the 'ROBINSONSBANK A Commercial Bank' mobile app login screen. It has fields for 'User ID' (containing 'cardodalisyay') and 'Password' (containing '*****'). Below these is a 'LOGIN' button. The right screenshot shows the 'Roving Teller Dashboard'. It lists scheduled transactions with columns for 'REFERENCE NUMBER' and 'SCHEDULE DATE'. Two specific transaction rows are highlighted with red boxes: '2201310001-1445' (31 Jan 2022) and '2201310001-1444' (31 Jan 2022). A blue arrow points from the login screen to the dashboard.

REFERENCE NUMBER	SCHEDULE DATE
2201310001-1445	31 Jan 2022
2201310001-1444	31 Jan 2022
2201310001-1443	31 Jan 2022
2201300001-1441	30 Jan 2022
2201300001-1440	30 Jan 2022
2201300001-1439	30 Jan 2022
2201300001-1438	30 Jan 2022

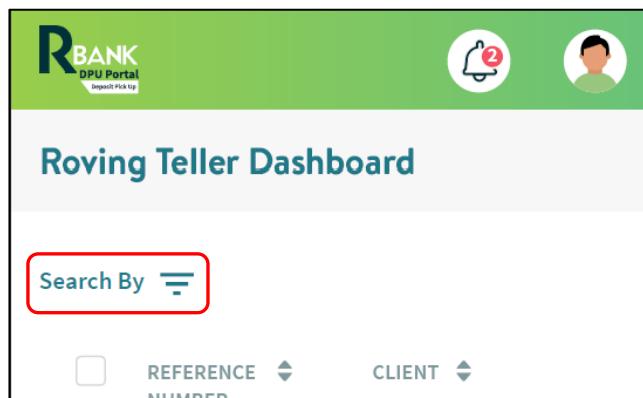
Screenshot 2.6.3.a.a: Mobile App Log-in Screen and Landing Page (RT Logged in)

2. The dashboard will display all scheduled transactions assigned to the Roving teller. Tap any reference number (encircled in red in Screenshot 2.6.3.a.a) to view the transaction details.

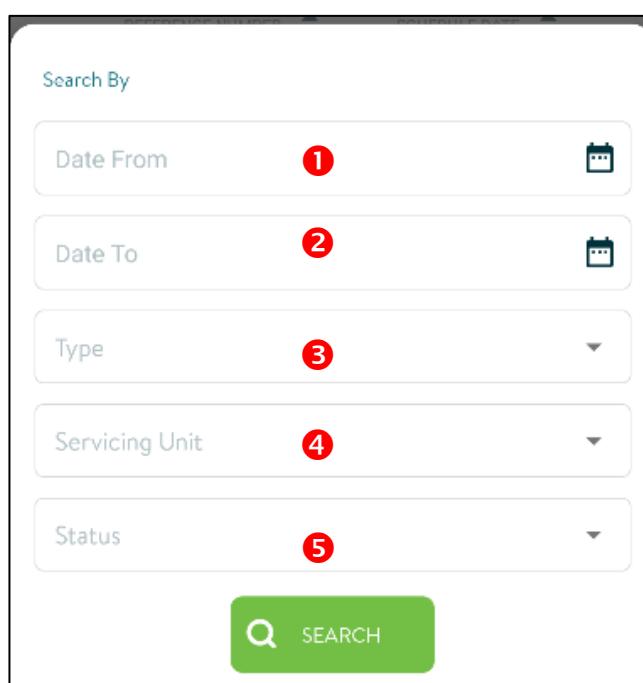
3. To SORT/FILTER the displayed list, the Roving Teller has to perform any of the following:

3.1 Search By:

- 3.1.1 Tap on the **Search By**  button (encircled in red in Screenshot 2.6.3.a.c) to open the search by dialog (see Screenshot 2.6.3.a.d).

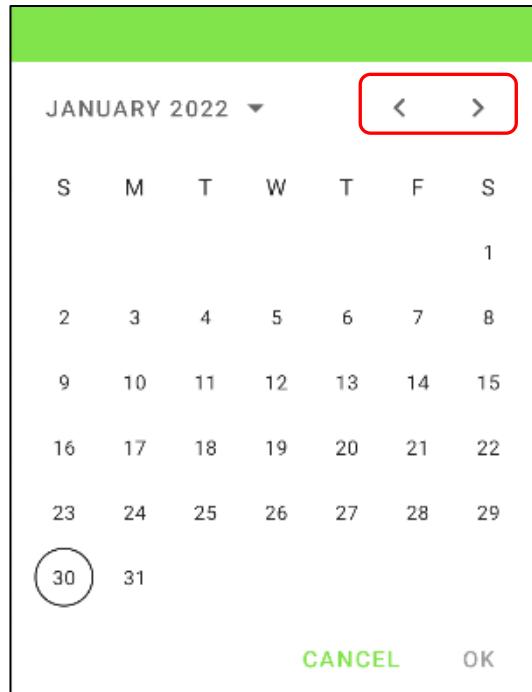


Screenshot 2.6.3.a.c: Roving Teller Dashboard



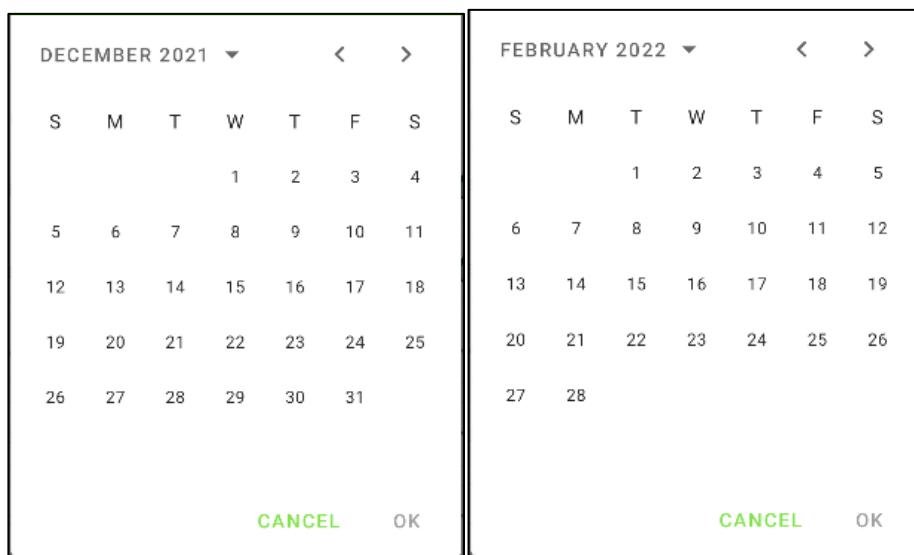
Screenshot 2.6.3.a.d: Filter Dialog

- 3.1.2 Start filtering the results by setting the date range (DATE FROM and DATE TO). Tap on the text field for DATE FROM/TO (tagged as ① and ② respectively, in red badge in Screenshot 2.6.3.a.d) to set the starting/ending date. A calendar picker will be displayed (see Screenshot 2.6.3.a.e below).



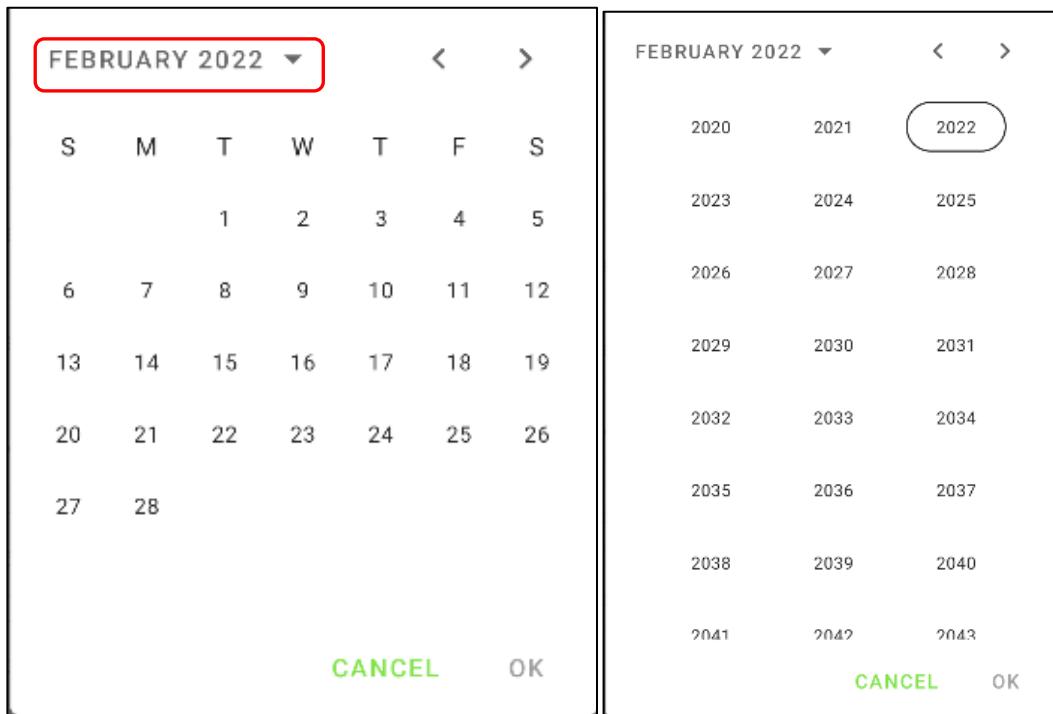
Screenshot 2.6.3.a.e: Calendar Picker

- 3.1.3 Navigate through the dates found on the calendar. Tap on to change the MONTH to Previous. Otherwise, tap on to set it on the next month (encircled in red in Screenshot 2.6.3.a.e).



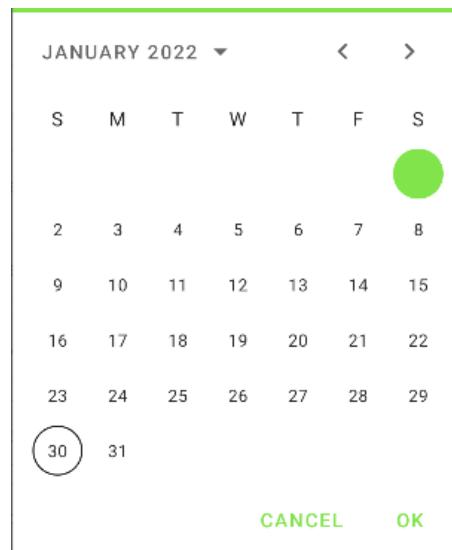
Screenshot 2.6.3.a.f: Calendar Picker (Left: Previous Month, Right: Succeeding Month)

- 3.1.4 Tap on <Current Month and Year> (encircled in red in Screenshot 2.6.3.a.g) to choose YEAR. The current year (encircled in black in the screenshot below) will always be the default selected value.



Screenshot 2.6.3.a.g: Calendar Picker (select Year)

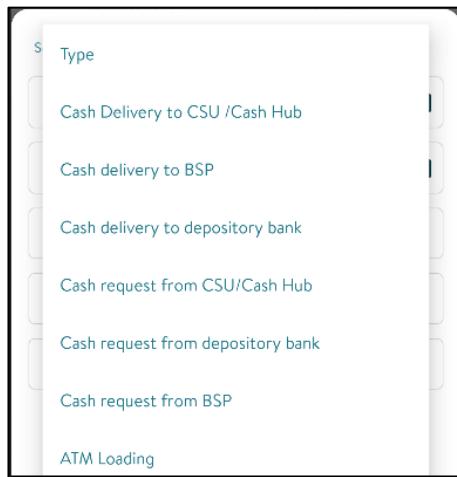
- 3.1.5 To select DATE, tap on/from any number found on the calendar view. The selected DATE will be highlighted in green. The date encircled in black indicates the CURRENT DATE (TODAY). Please see the screenshot below



Screenshot 2.6.3.a.h: Calendar Picker (Date Selected)

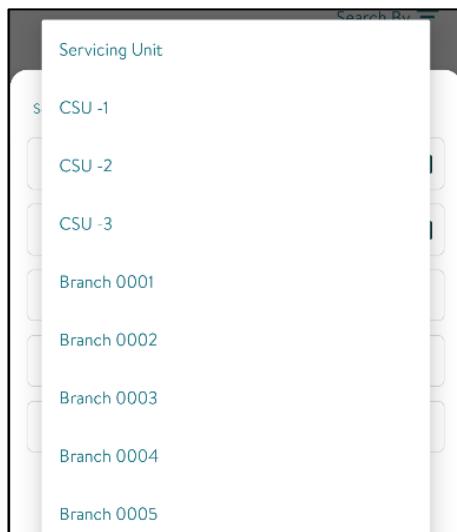
- 3.1.6 Tap on **OK** to proceed. Otherwise, tap on **CANCEL** abort date selection

- 3.1.7 Tap on TYPE (tagged as **③** in red badge in Screenshot 2.6.3.a.d) to display and choose from the list of Transaction Types. (See Screenshot 2.6.3.a.i)



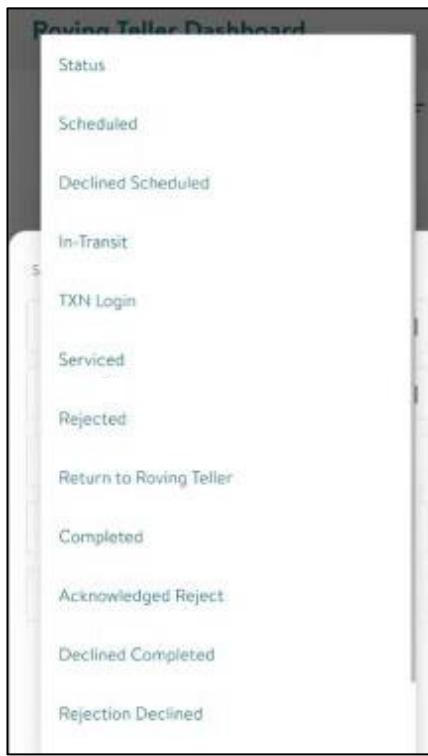
Screenshot 2.6.3.a.i: Transaction Type Drop-down list

- 3.1.8 Tap on SERVICING UNIT (tagged as **④** in red badge in Screenshot 2.6.3.a.d) to display and choose from the list of Servicing Units Available (See Screenshot 2.6.3.a.j).



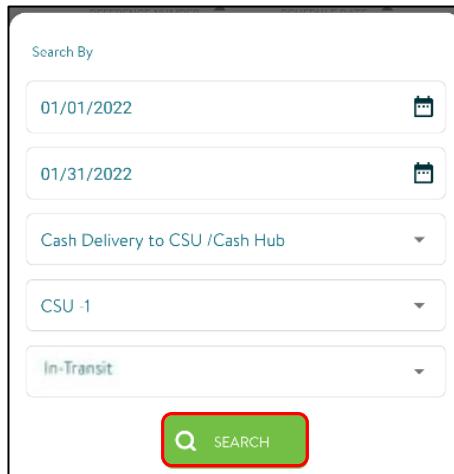
Screenshot 2.6.3.a.j: Servicing Unit Drop-down list

- 3.1.9 Tap on STATUS (tagged as ⑤ in red badge in Screenshot 2.6.3.a.d) to display and choose from the list of transaction status (See Screenshot 2.6.3.a.k). In this case, be sure to choose IN-TRANSIT.



Screenshot 2.6.3.a.k: Status Drop-down list

- 3.1.10 Once done filling out any fields from the filter dialog, tap on the Search Button (encircled in red in Screenshot 2.6.3.a.l) to update the displayed results on the Dashboard.

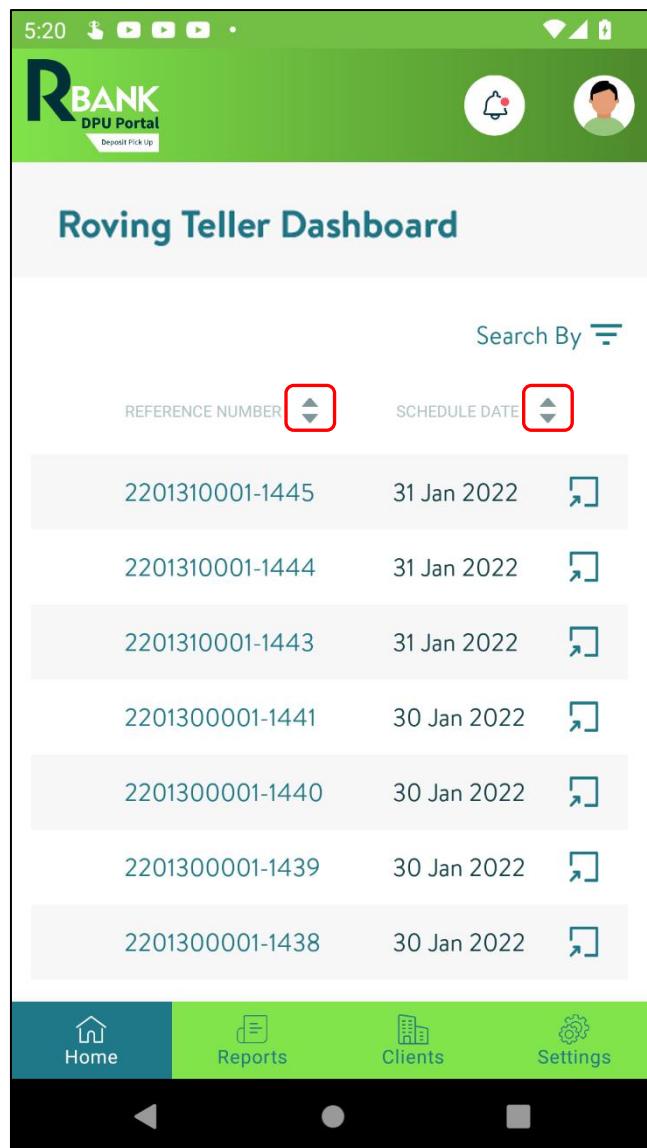


A screenshot of a filter dialog form titled "Search By". It contains five input fields: Date Range (01/01/2022 to 01/31/2022), Transaction Type (Cash Delivery to CSU /Cash Hub), Location (CSU -1), Status (In-Transit), and a green "SEARCH" button at the bottom. The "SEARCH" button is highlighted with a red border.

Screenshot 2.6.3.a.l: Filled out Filter Dialog form

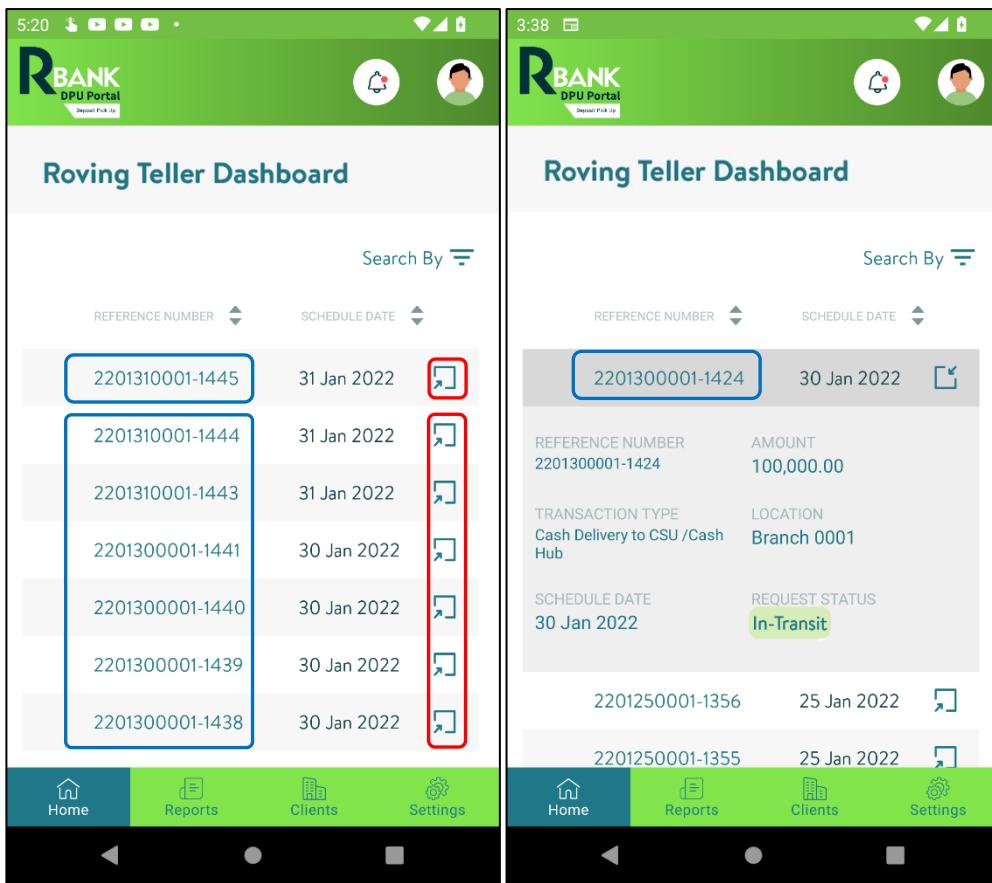
3.2 Sorting

- 3.2.1 Tap on the  button (encircled in red in Screenshot 2.6.3.a.m) found on the right side of the column header (REFERENCE NUMBER AND SCHEDULE DATE) to display results in Ascending/Descending order.



Screenshot 2.6.3.a.m: Branch Checker's Dashboard

4. Select any reference number from the list of all transactions. Tap on  (encircled in red in Screenshot 2.6.3.a.n) to Expand the brief details of the selected transaction.



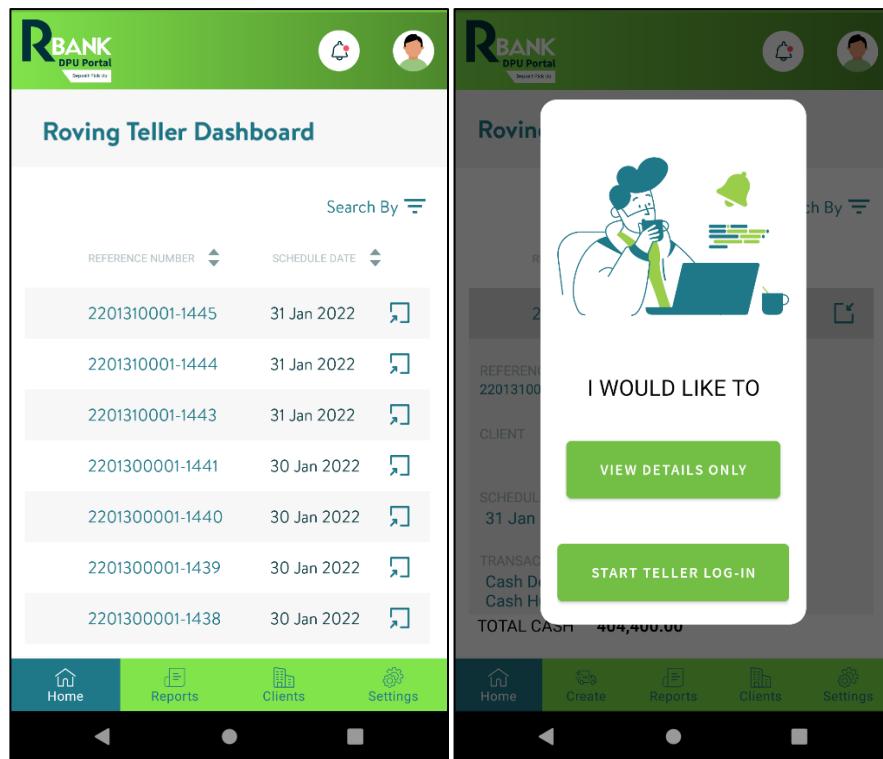
Screenshot 2.6.3.a.n: User's Dashboard (Left: Default View; Right: Expanded View)

Note:

The following are some of the details that can be seen on the Expanded details view from the transaction list:

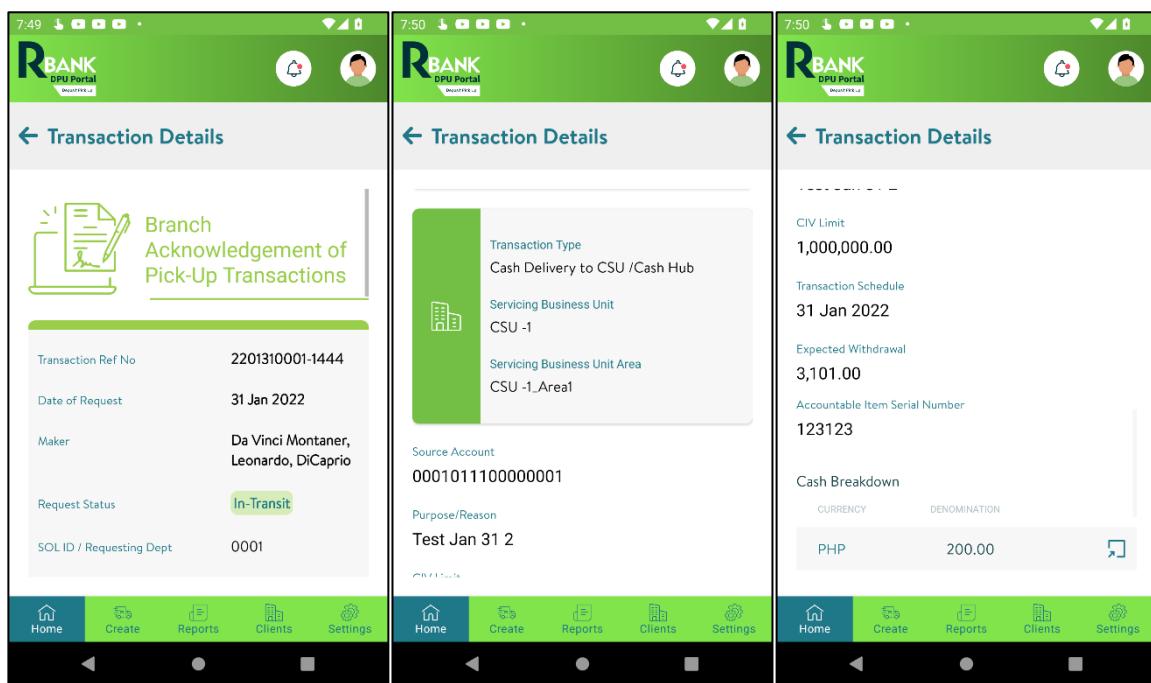
- Reference Number
- Transaction Type
- Schedule Date
- Amount
- Location
- Request Status

5. Tap on the REFERENCE NUMBER to display a dialog box that gives an option to the Roving Teller to either VIEW THE DETAILS ONLY or START TELLER LOG-IN. (refer to Screenshot 2.6.3.a.o)



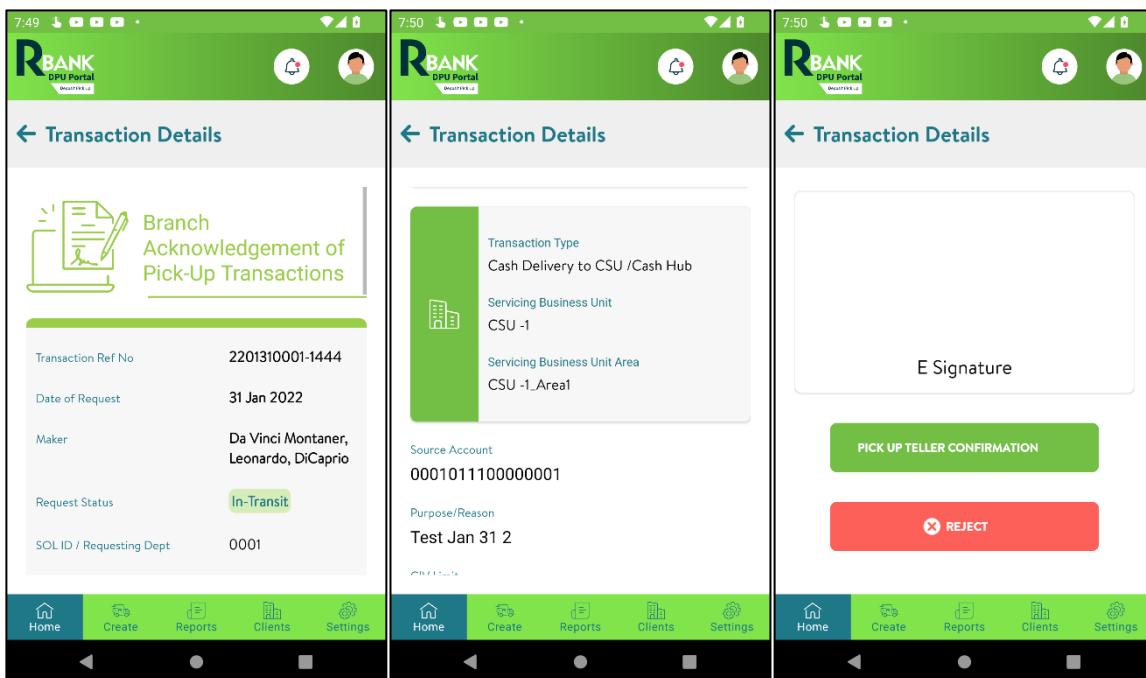
Screenshot 2.6.3.a.o: Dialog box with options to view details or start teller log-in

7. When the Roving Teller (RT) tapped the VIEW DETAILS ONLY button, the transaction details will be displayed but without any further actions to choose from. (refer to Screenshot 2.6.3.a.p)



Screenshot 2.6.3.a.p: Transaction Details

8. However, when the Roving Teller (RT) tapped the START TELLER LOG-IN button, the transaction details will also be displayed with some additional fields that may vary with the type of transaction being managed. And at the bottom part, there are two (2) action buttons being displayed underneath the E-Signature Box which is a prerequisite to confirm pick-up/reject the selected transaction (refer to Screenshot 2.6.3.a.q)



Screenshot 2.6.3.a.q: Transaction Details

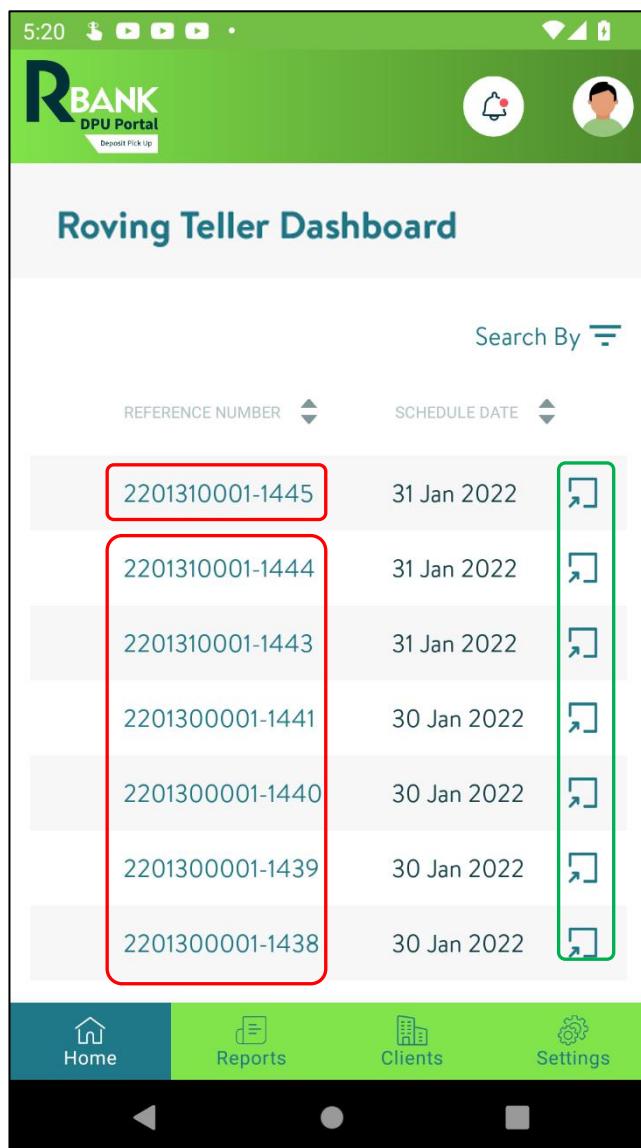
2.6.3.b Pick-up Confirmation

This section will discuss the steps on how to confirm a transaction based on the following categories:

- BSP Transactions (Cash Delivery From/To BSP)
- Depository Bank Transactions
- ATM Transactions

For BSP Transactions:

1. On the dashboard, tap on the REFERENCE NUMBER (encircled in red in Screenshot 2.6.3.b.a) to view the transaction details.

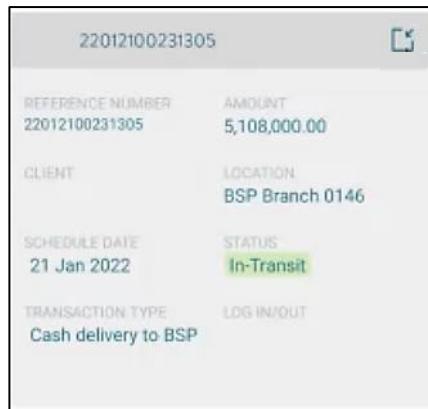


Screenshot 2.6.3.b.a: Roving Teller's Dashboard

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

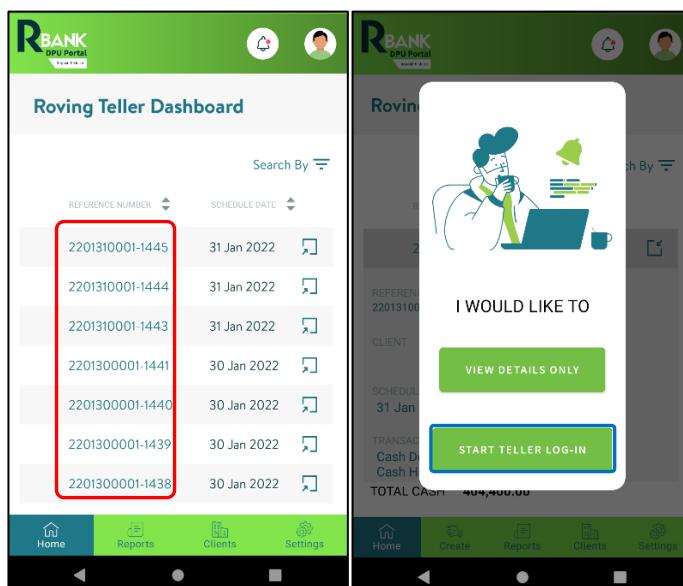
- a. Make sure that the TRANSACTION TYPE is CASH DELIVERY/REQUEST FROM/TO BSP and the Transaction status is IN-TRANSIT.
- b. Tap on the  Expand button (encircled in green in Screenshot 2.6.3.b.a) to have a quick view of the transaction details. Tap on  to minimize.



Screenshot 2.6.3.b.b: Transaction Details (Quick View)

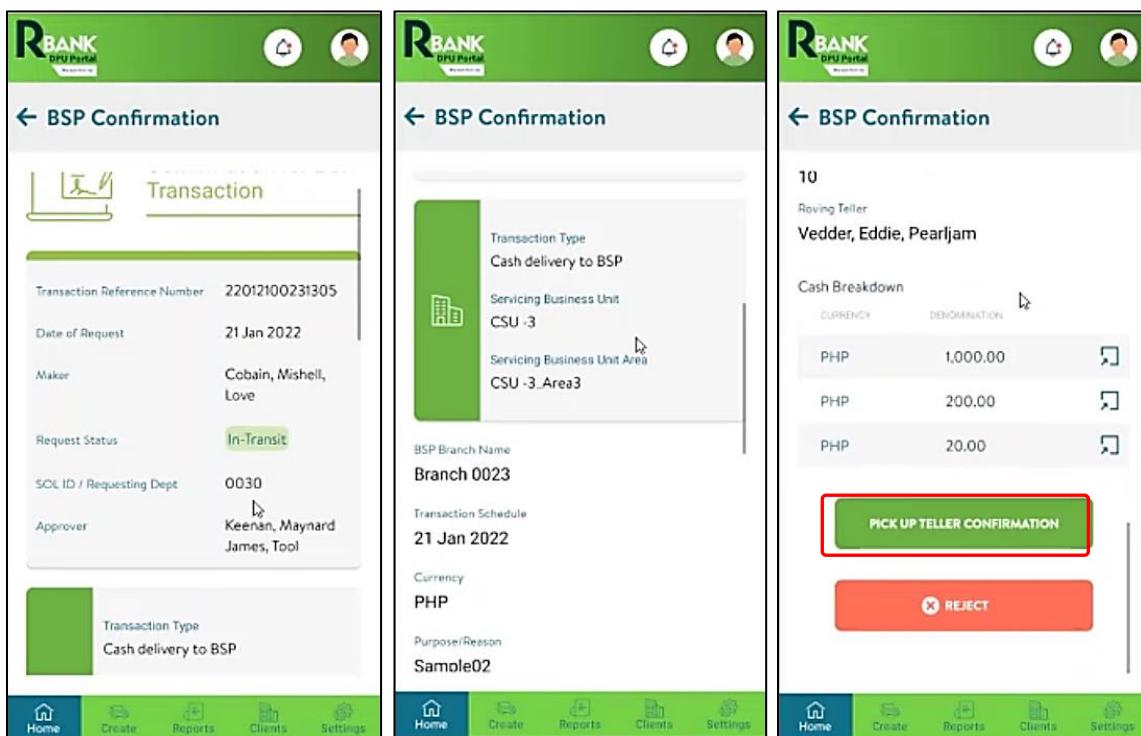
- c. To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the transaction request as discussed in 2.6.3.a.

1. On the Teller Dashboard, tap on the REFERENCE NUMBER (encircled in red in Screenshot 2.6.3.b.a) to display a dialog box showing options to either VIEW THE DETAILS ONLY or START TELLER LOG-IN. (refer to Screenshot 2.6.3.b.c)



Screenshot 2.6.3.b.c: Dialog box with options to view details or start teller log-in

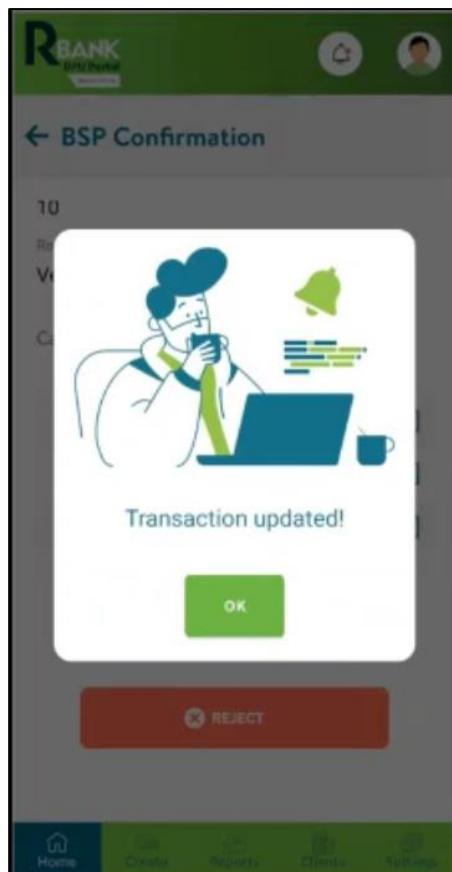
2. On the displayed dialog box, tap on the START TELLER LOG-IN button (encircled in blue in Screenshot 2.6.3.b.c) to open the transaction details.
3. On the transaction details, the request information is being displayed including the Reference Number, Date of Request, Maker, Status, Requesting Department, and Approver. Alongside the Transaction type is another set of information such as the BSP Branch Name, Schedule, Currency, Purpose/Reason, Expected withdrawals, CIV limit, Account Serial Number, Armored Car Unit Number, the Assigned Roving teller, and the Cash Breakdown. Found underneath are the two (2) action buttons: PICK UP TELLER CONFIRMATION (button in green) and REJECT (button in red). (refer to Screenshot 2.6.3.b.d)



Screenshot 2.6.3.b.d: Transaction Details

4. Tap on PICK UP TELLER CONFIRMATION (encircled in red in Screenshot 2.6.3.b.d) to confirm the pick-up from the selected transaction request.

5. Once confirmed, a dialog box will be displayed telling the RT that the Transaction was successfully updated. Tap OK to close the dialog and return to the dashboard. (refer to Screenshot 2.6.3.b.e)



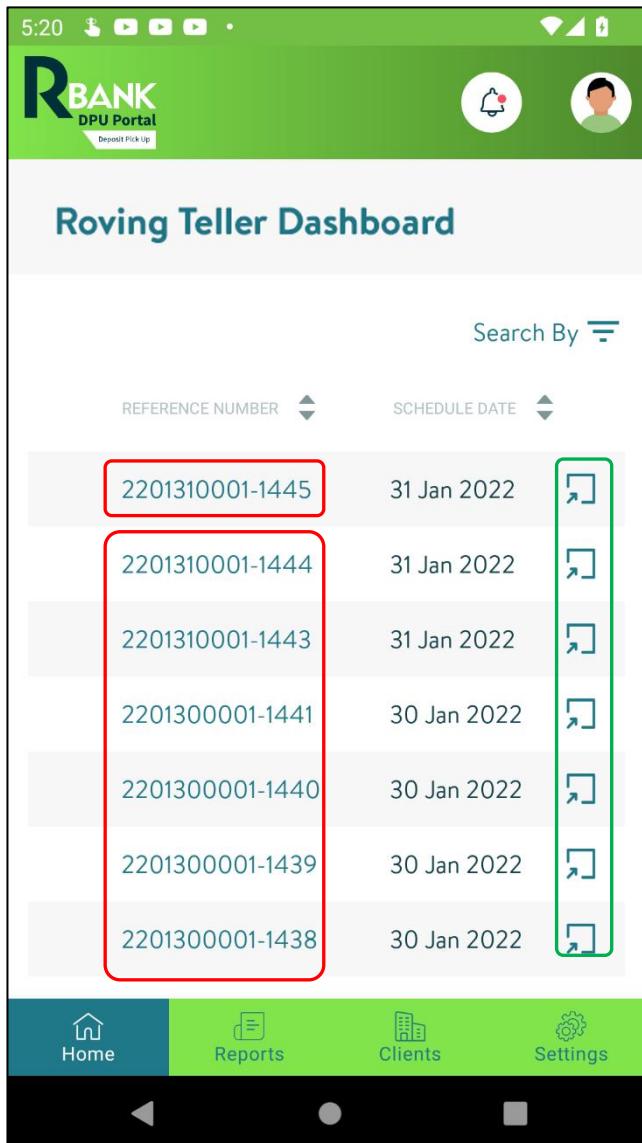
Screenshot 2.6.3.b.e: Transaction Details

Note:

- a. Unlike the other two (2) transaction type categories, BSP Transaction does not have an E-Signature box which is a requirement to confirm/reject a transaction being logged by the Roving Teller.
- b. After confirmation, the previously TNX-LOGIN Status will be changed to SERVICED.

For Depository Bank Transactions:

1. On the dashboard, tap on the REFERENCE NUMBER (encircled in red in Screenshot 2.6.3.b.f) to view the transaction details.

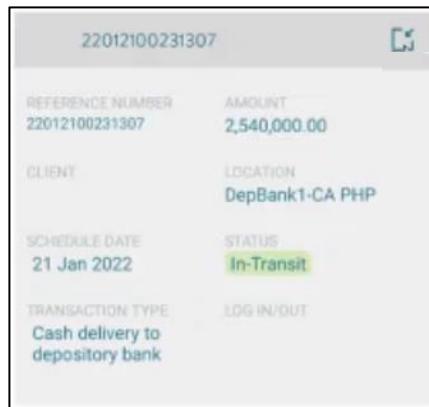


Screenshot 2.6.3.b.f: Roving Teller's Dashboard

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

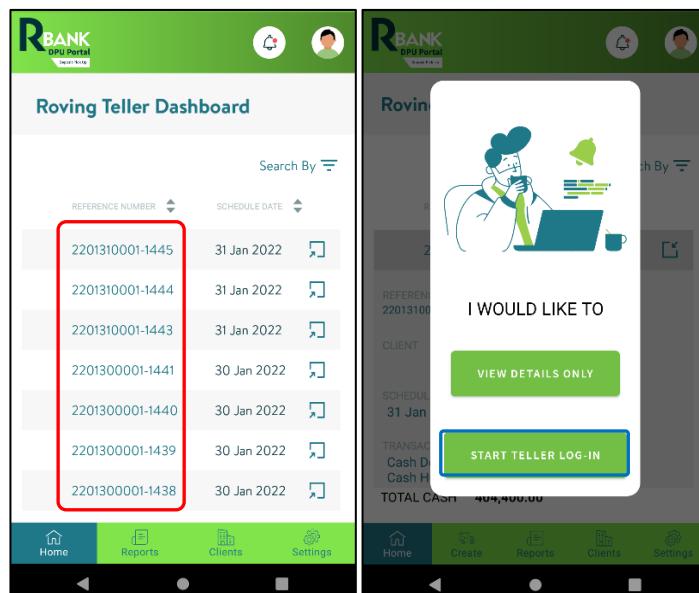
- a. Make sure that the TRANSACTION TYPE is CASH DELIVERY/REQUEST FROM/TO DEPOSITORY BANK and the Transaction status is IN-TRANSIT.
- b. Tap on the  Expand button (encircled in green in Screenshot 2.6.3.b.f) to have a quick view of the transaction details. Tap on  to minimize.



Screenshot 2.6.3.b.g: Transaction Details (Quick View)

- c. To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the transaction request as discussed in 2.6.3.a.

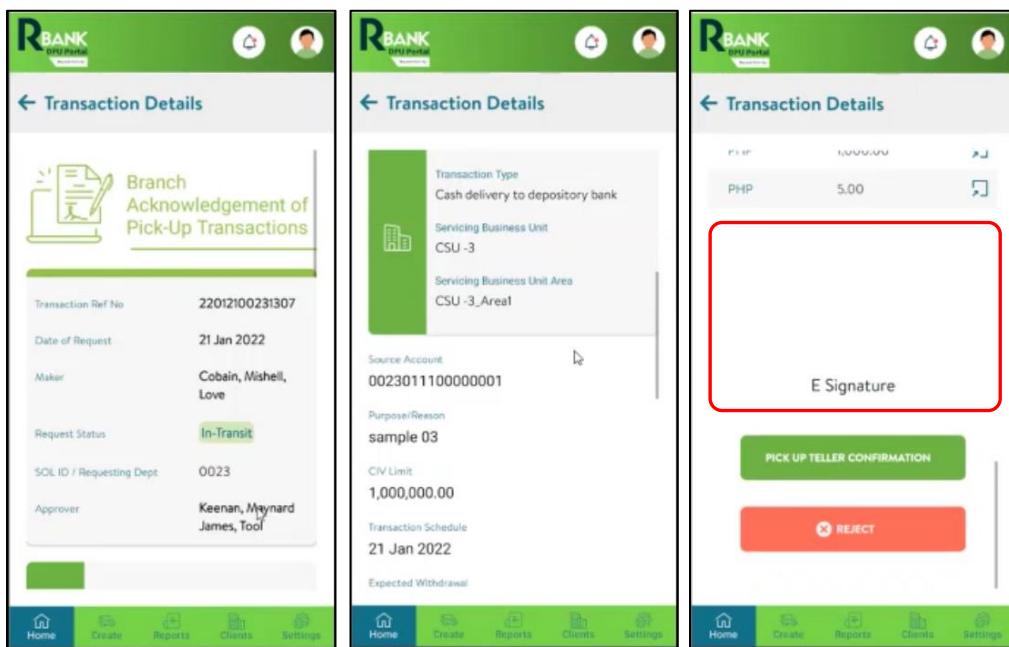
2. On the Teller Dashboard, tap on the REFERENCE NUMBER (encircled in red in Screenshot 2.6.3.b.f) to display a dialog box showing options to either VIEW THE DETAILS ONLY or START TELLER LOG-IN. (refer to Screenshot 2.6.3.b.h)



Screenshot 2.6.3.b.h: Dialog box with options to view details or start teller log-in

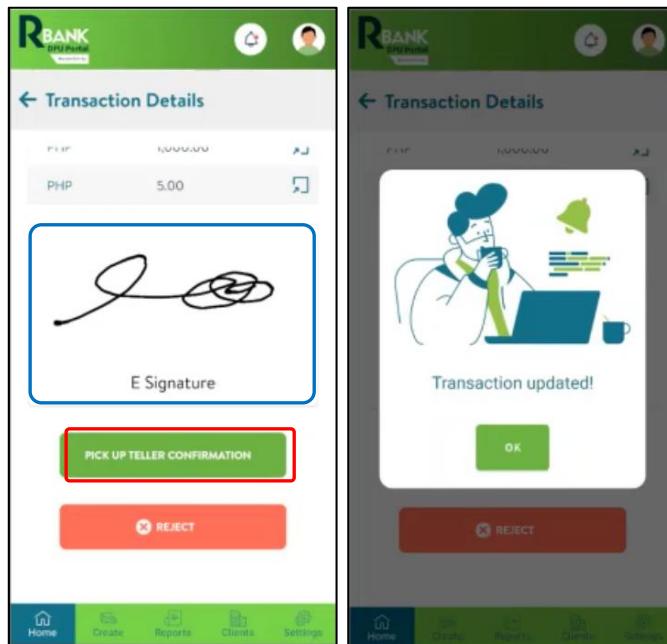
3. On the displayed dialog box, tap on the START TELLER LOG-IN button (encircled in blue in Screenshot 2.6.3.b.h) to open the transaction details.

4. On the transaction details, the request information is being displayed including the Reference Number, Date of Request, Maker, Status, Requesting Department, and Approver. Alongside the Transaction type is another set of information such as the Servicing Unit, Unit Area, Currency, Purpose/Reason, Expected withdrawals, CIV limit, Account Serial Number, Armored Car Unit Number, the Assigned Roving teller, and the Cash Breakdown. Found underneath is the E-Signature box (encircled in red in Screenshot 2.6.3.b.i) alongside two (2) action buttons: PICK UP TELLER CONFIRMATION (button in green) and REJECT (button in red). (refer to Screenshot 2.6.3.b.i)



Screenshot 2.6.3.b.i: Transaction Details

- Before proceeding to pick-up confirmation, ADD an E-SIGNATURE by signing on the designated signature box (encircled in blue in Screenshot 2.6.3.b.j) found underneath the cash breakdown and above the pick-up teller confirmation button by using either finger or stylus (if available).

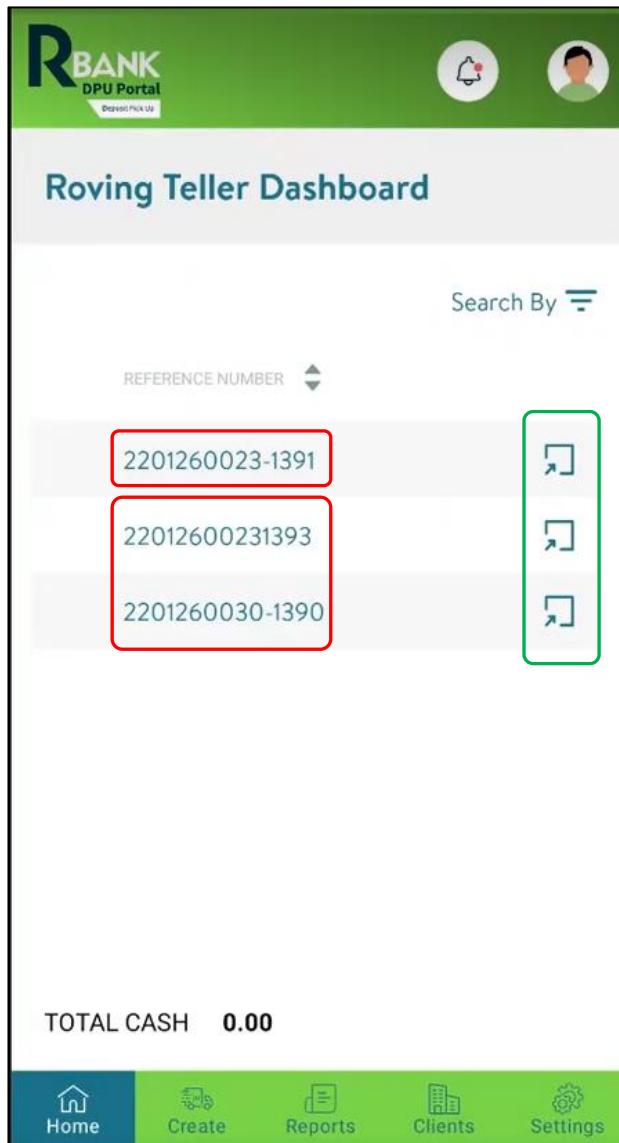


Screenshot 2.6.3.b.j: Transaction Details

- Once done, tap the PICK UP TELLER CONFIRMATION button (encircled in red in Screenshot 2.6.3.b.j) to confirm the pick-up from the selected transaction request.
- Once confirmed, a dialog box will be displayed telling the RT that the Transaction was successfully updated. Tap OK to close the dialog and return to the dashboard. (refer to Screenshot 2.6.3.b.j)
- After confirmation, the previously TNX-LOGIN Status will be changed to SERVICED

For ATM Transactions:

1. On the dashboard, tap on the REFERENCE NUMBER (encircled in red in Screenshot 2.6.3.b.k) to view the transaction details.

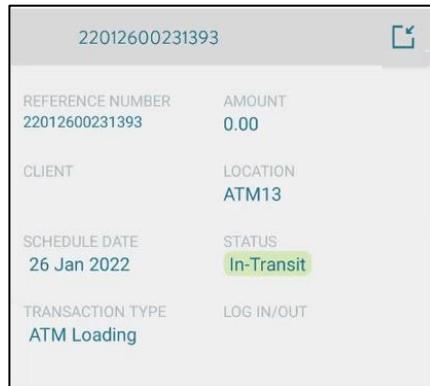


Screenshot 2.6.3.b.k: Roving Teller's Dashboard

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

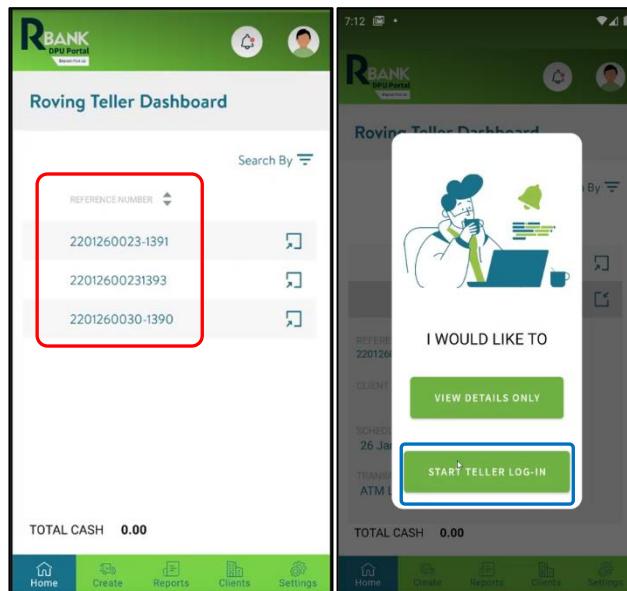
- a. Make sure that the TRANSACTION TYPE is CASH DELIVERY/REQUEST FROM/TO DEPOSITORY BANK and the Transaction status is IN-TRANSIT.
- b. Tap on the  Expand button (encircled in green in Screenshot 2.6.3.b.k) to have a quick view of the transaction details. Tap on the , to minimize.



Screenshot 2.6.3.b.l: Transaction Details (Quick View)

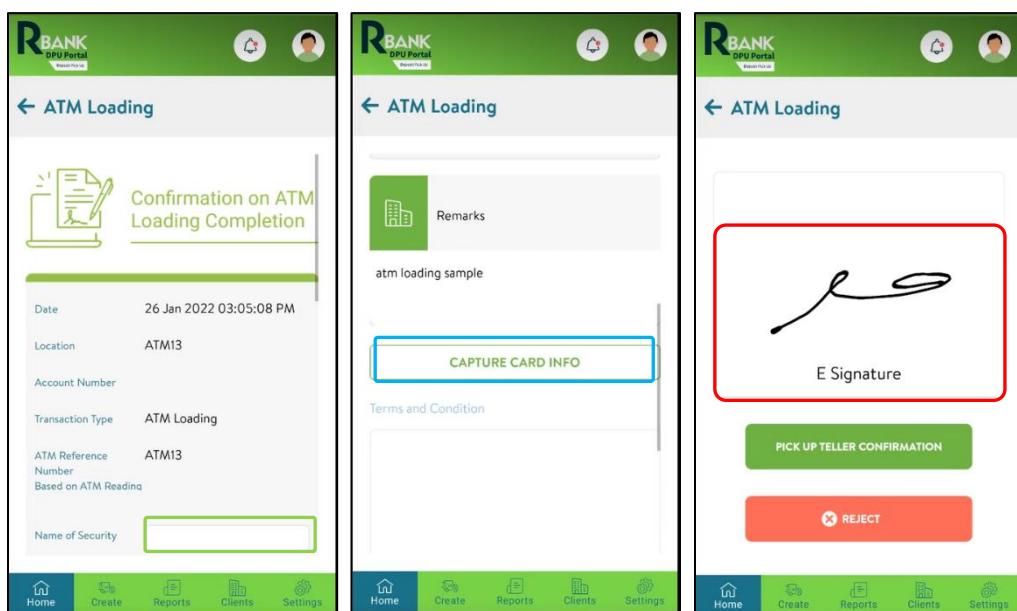
- c. To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the transaction request as discussed in 2.6.3.a.

2. On the Teller Dashboard, tap on the REFERENCE NUMBER (encircled in red in Screenshot 2.6.3.b.f) to display a dialog box showing options to either VIEW THE DETAILS ONLY or START TELLER LOG-IN. (refer to Screenshot 2.6.3.b.m)



Screenshot 2.6.3.b.m: Dialog box with options to view details or start teller log-in

3. On the displayed dialog box, tap on the START TELLER LOG-IN button (encircled in blue in Screenshot 2.6.3.b.m) to open the transaction details.
4. On the transaction details, the request information is being displayed including the Reference Number, Amount, Client, Location, Schedule Date, Transaction Type, Status, and Log in/out Date/time. Together with the Transaction, type is another set of information such as the Account Number, ATM Reference Number, Name of Security (encircled in red in Screenshot 2.6.3.b.n), and Remarks. Found underneath is the Card Capture Info form button (encircled in blue in Screenshot 2.6.3.b.n) along with a designated E-Signature box (encircled in red in Screenshot 2.6.3.b.n) and two (2) action buttons: PICK UP TELLER CONFIRMATION (button in green) and REJECT (button in red). (refer to Screenshot 2.6.3.b.n)

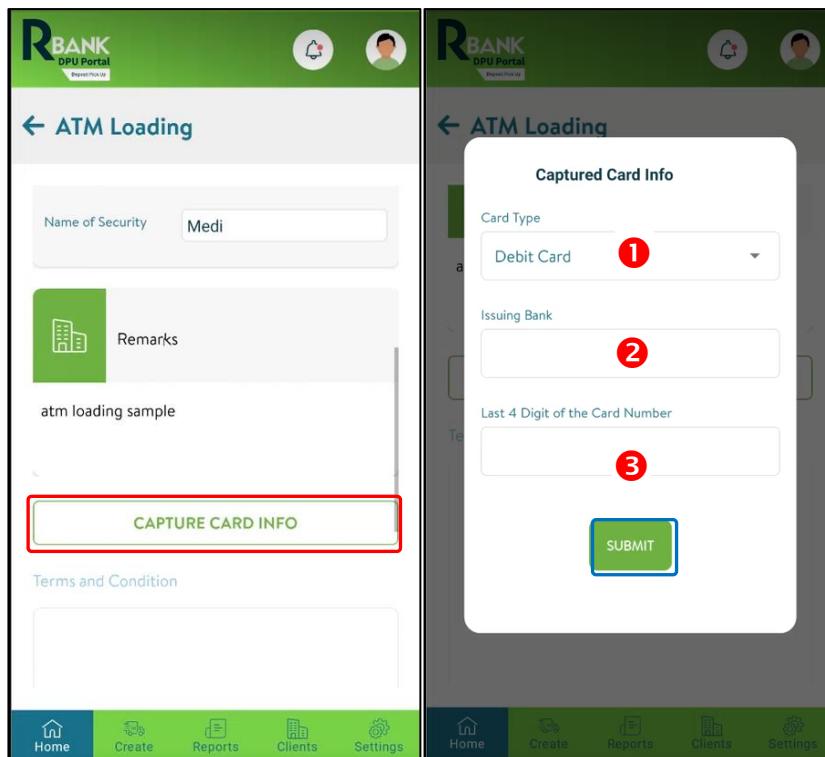


Screenshot 2.6.3.b.n: Transaction Details

5. Input the NAME OF SECURITY on the textbox provided (encircled in green in Screenshot 2.6.3.b.o).

Screenshot 2.6.3.b.o: Name of Security Textbox

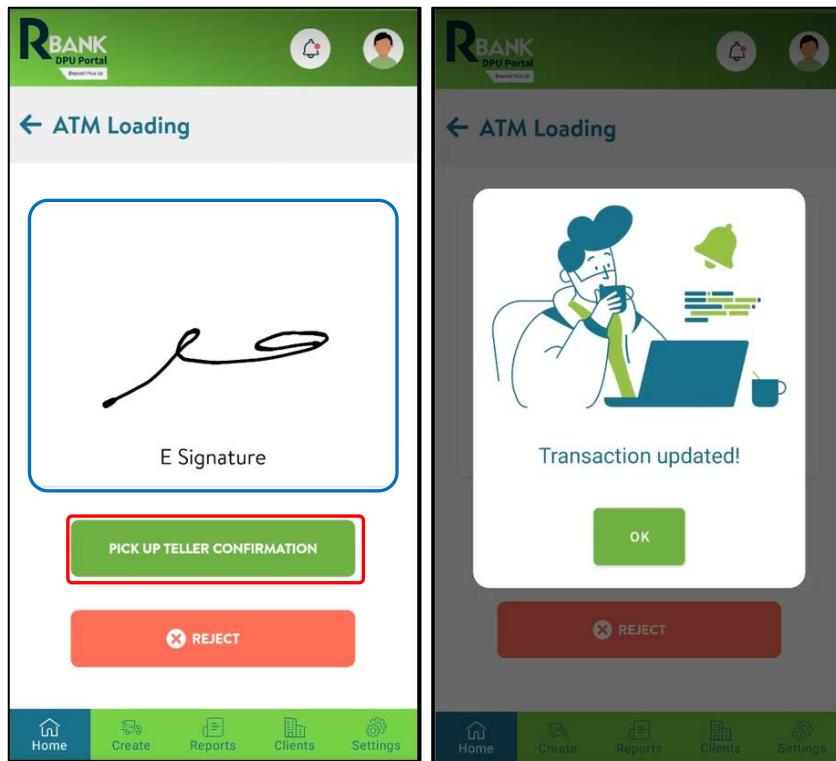
6. Tap on the CAPTURE CARD INFO button (encircled in red in Screenshot 2.6.3.b.p) found under the remarks section of the transaction details.



Screenshot 2.6.3.b.p: Transaction Details

7. On the dialog box, tap on the Card Type Drop-down box (tagged as ① in Screenshot 2.6.3.b.p) to choose the card type (Debit or Credit).
8. Tap on the textbox (tagged as ② in Screenshot 2.6.3.b.p) to input the ISSUING BANK.
9. Tap on the textbox (tagged as ③ in Screenshot 2.6.3.b.p) to input the LAST 4 DIGITS OF THE CARD NUMBER.
10. After filling out the fields from the dialog box, tap SUBMIT button (encircled in blue in Screenshot 2.6.3.b.p) to send the information needed.

- Before proceeding to pick-up confirmation, ADD an E-SIGNATURE by signing on the designated signature box (encircled in blue in Screenshot 2.6.3.b.q) found underneath the capture card info button and above the pick-up teller confirmation button by using either finger or stylus (if available).



Screenshot 2.6.3.b.q: Transaction Details

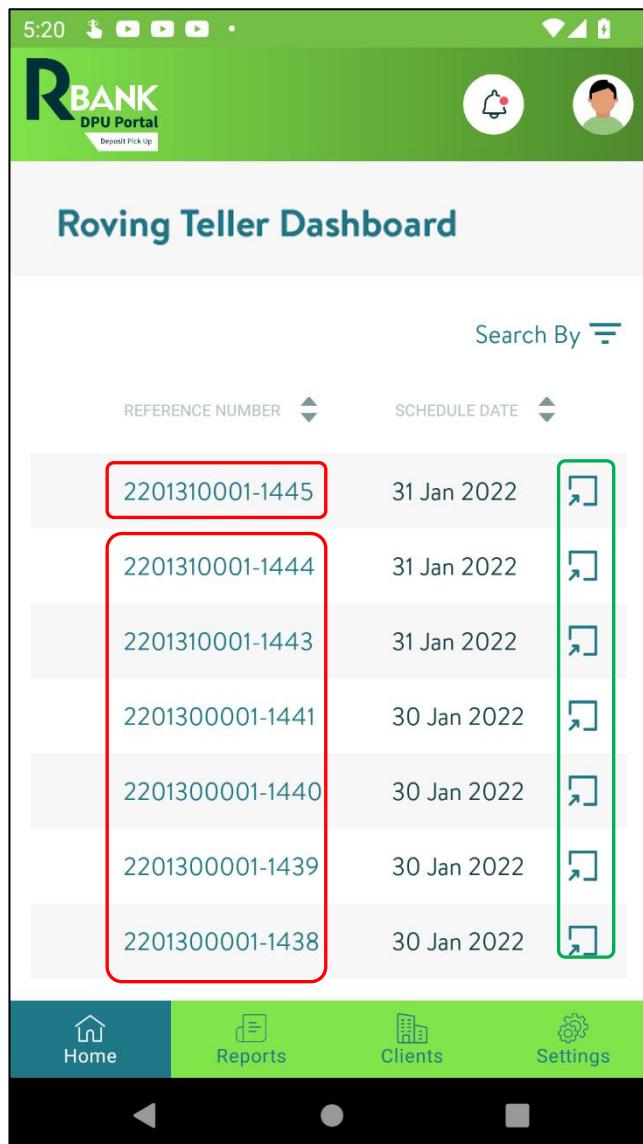
- Once done, tap the PICK UP TELLER CONFIRMATION button (encircled in red in Screenshot 2.6.3.b.q) to confirm the pick-up from the selected transaction request.
- Once confirmed, a dialog box will be displayed telling the RT that the Transaction was successfully updated. Tap OK to close the dialog and return to the dashboard. (refer to Screenshot 2.6.3.b.q)
- After confirmation, the previously TNX-LOGIN Status will be changed to SERVICED.

2.6.3.c Reject Transaction

This section will discuss the steps on how to reject a scheduled transaction.

For All Transaction Types:

1. On the dashboard, tap on the REFERENCE NUMBER (encircled in red in Screenshot 2.6.3.c.a) to view the transaction details.

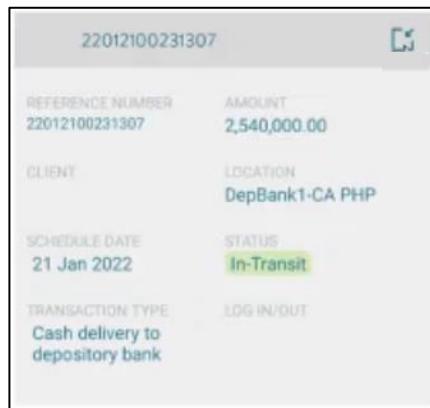


Screenshot 2.6.3.c.a: Roving Teller's Dashboard

Note:

Before choosing any REFERENCE NUMBER from the transaction list:

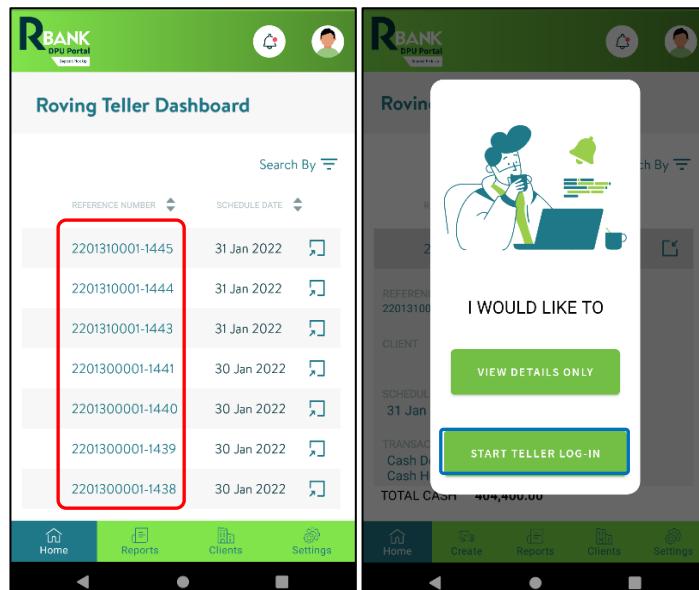
- a. Make sure that the Transaction status is IN-TRANSIT.
- b. Tap on the  Expand button (encircled in green in Screenshot 2.6.3.c.a) to have a quick view of the transaction details. Tap on  to minimize.



Screenshot 2.6.3.c.b: Transaction Details (Quick View)

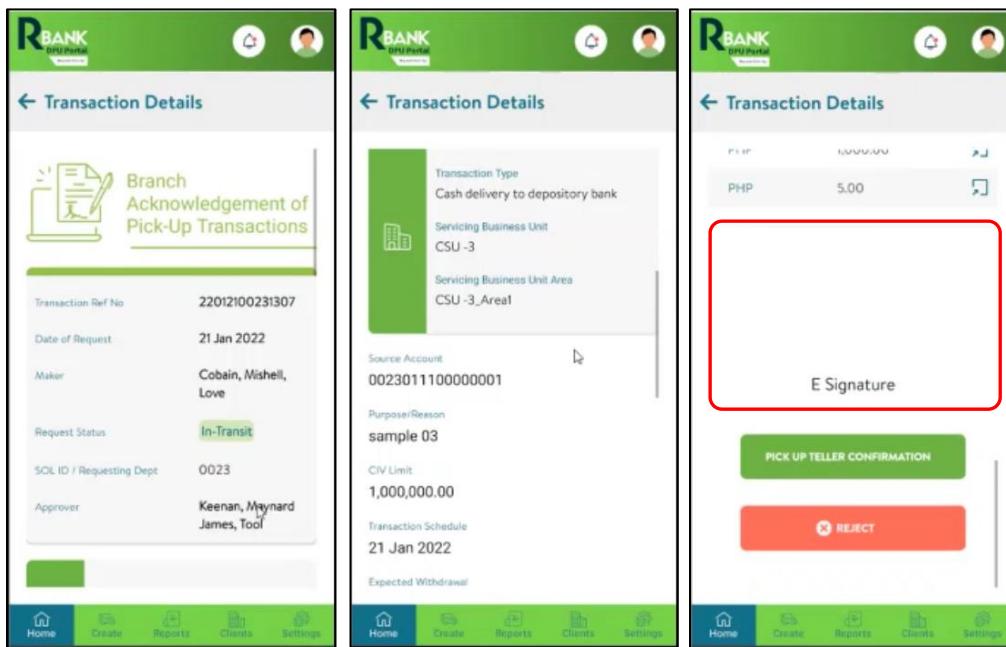
- c. To filter/sort the list from the dashboard kindly refer to the step-by-step procedure for viewing the transaction request as discussed in 2.6.3.a.

2. On the Teller Dashboard, tap on the REFERENCE NUMBER (encircled in red in Screenshot 2.6.3.c.c) to display a dialog box showing options to either VIEW THE DETAILS ONLY or START TELLER LOG-IN. (refer to Screenshot 2.6.3.c.c)



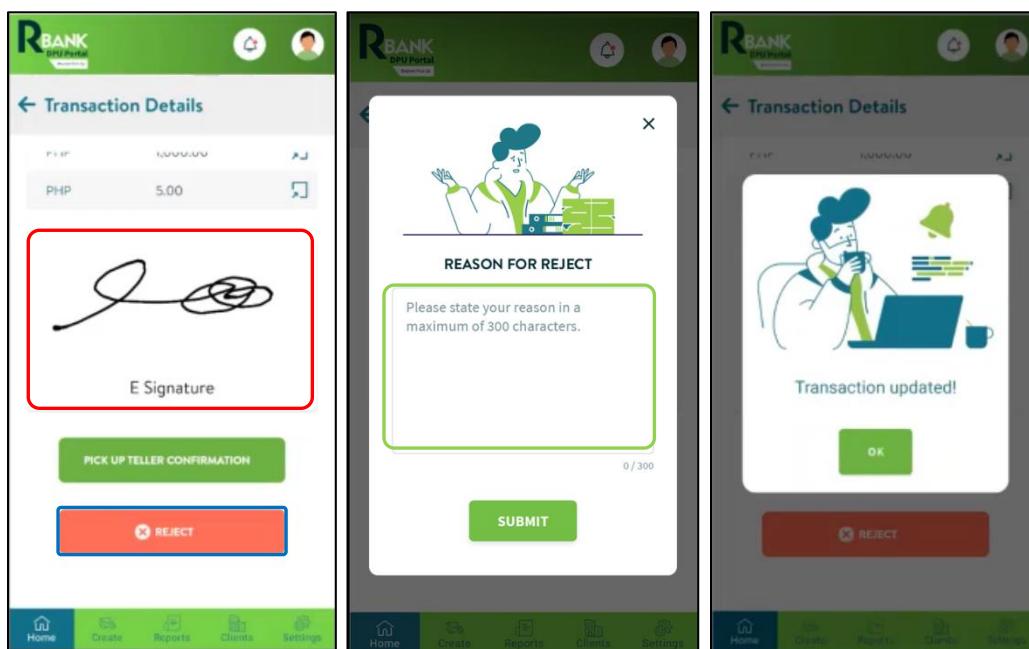
Screenshot 2.6.3.c.c: Dialog box with options to view details or start teller log-in

3. On the displayed dialog box, tap on the START TELLER LOG-IN button (encircled in blue in Screenshot 2.6.3.c.c) to open the transaction details.
4. On the transaction details page, review the transaction by browsing and scrolling down through the detailed information. Found at the bottom part is the E-Signature box (encircled in red in Screenshot 2.6.3.c.d) along with two (2) action buttons: PICK UP TELLER CONFIRMATION (button in green) and REJECT (button in red) (refer to Screenshot 2.6.3.c.d)



Screenshot 2.6.3.c.d: Transaction Details

5. Before proceeding to REJECT, ADD an E-SIGNATURE by signing on the designated signature box (encircled in red in Screenshot 2.6.3.c.e) found underneath the cash breakdown and above the pick-up teller confirmation button by using either finger or stylus (if available).



Screenshot 2.6.3.c.e: Transaction Details

6. Tap the REJECT button (encircled in red in Screenshot 2.6.3.c.e). A dialog box will be displayed to prompt the user to state the REASON FOR REJECT. Tap on the Text field (encircled in green in Screenshot 2.6.3.c.e) to input the reason. The text field only accepts up to 300 text characters. Tap on submit to proceed.
7. After submission, a dialog box will be displayed telling the RT that the Transaction was successfully updated. Tap OK to close the dialog and return to the dashboard. (refer to Screenshot 2.6.3.c.e)

Note:

- a. Unlike the other two (2) transaction type categories, BSP Transaction does not have an E-Signature box which is a requirement to confirm/reject a transaction being logged by the Roving Teller.
- b. After confirmation, the previously TNX-LOGIN Status will be changed to REJECTED.

2.7 Notification Management

There are two (2) types of notifications:

- Email – *To follow*
- In-App – These are messages delivered by the system to its users which have been triggered from the user's activity within the web application.

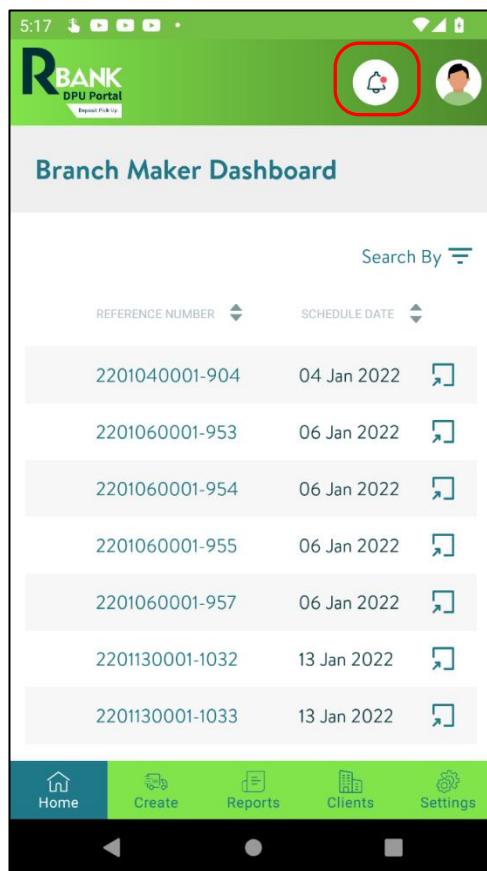
Notifications may vary with the User's Role. This can be triggered by various scenarios starting from the creation of a DPU transaction up to the Completion or Cancellation.

The notification triggers and its recipients are the same for DPU web and mobile app.



2.7.1 To View Notifications (In-App)

1. On the user's dashboard click on the NOTIFICATION BELL ICON (encircled in red in Screenshot 2.7.1.a) located on the top right corner of the user interface beside the User's Icon

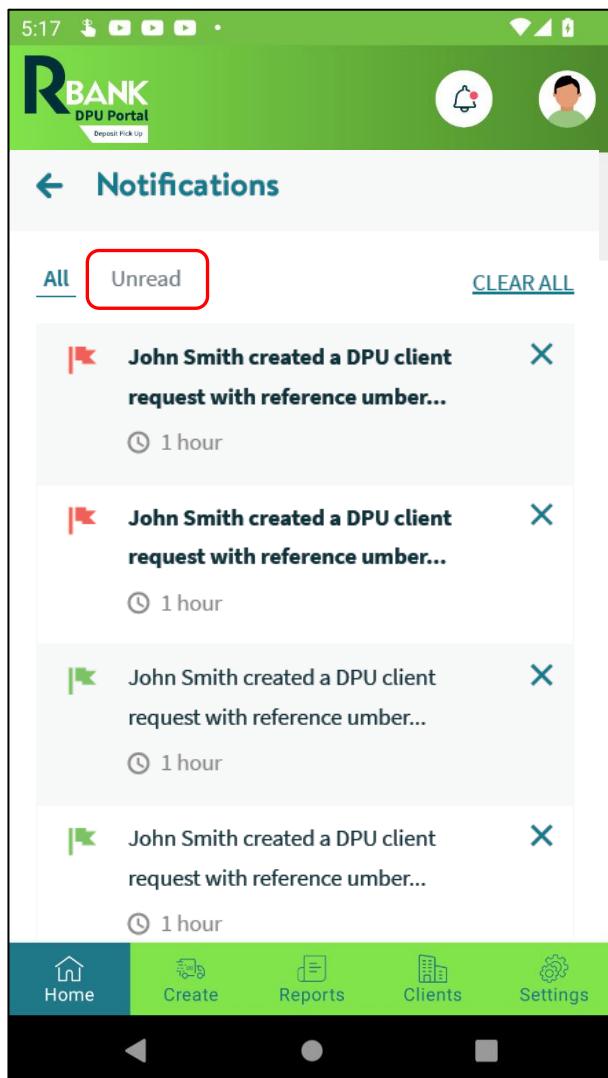


Screenshot 2.7.1.a: User's Dashboard

Note:

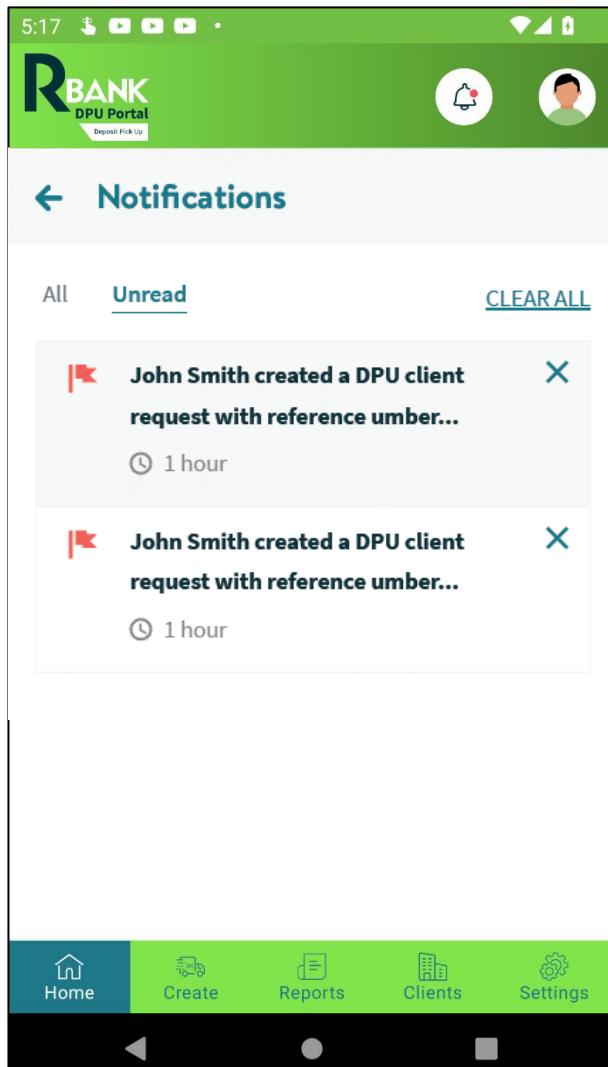
- a. The notification bell icon has a red dot indicator to let users know that there are pending/unread messages waiting to be opened on the notifications page.

2. On the Notifications page, all notifications are posted. Unread notifications are highlighted on a bold text font with a  red flag icon at the left as an indicator. On the other hand, opened/read notifications are in plain text format and with a  green flag icon as an indicator.



Screenshot 2.7.1.b: Notifications Page (All)

3. By default, all notifications (opened/unopened) are displayed on the '**ALL**' Tab. To check all UNREAD messages/notifications, tap on UNREAD tab label (encircled in red in Screenshot 2.7.1.b).



Screenshot 2.7.1.c: Notifications Page (Unread)

4. To make a message status received, tap on the notification subject to open the message that will redirect user to a transaction details page or just double tap on the red flag icon to make it green indicating that the message has been opened/read.

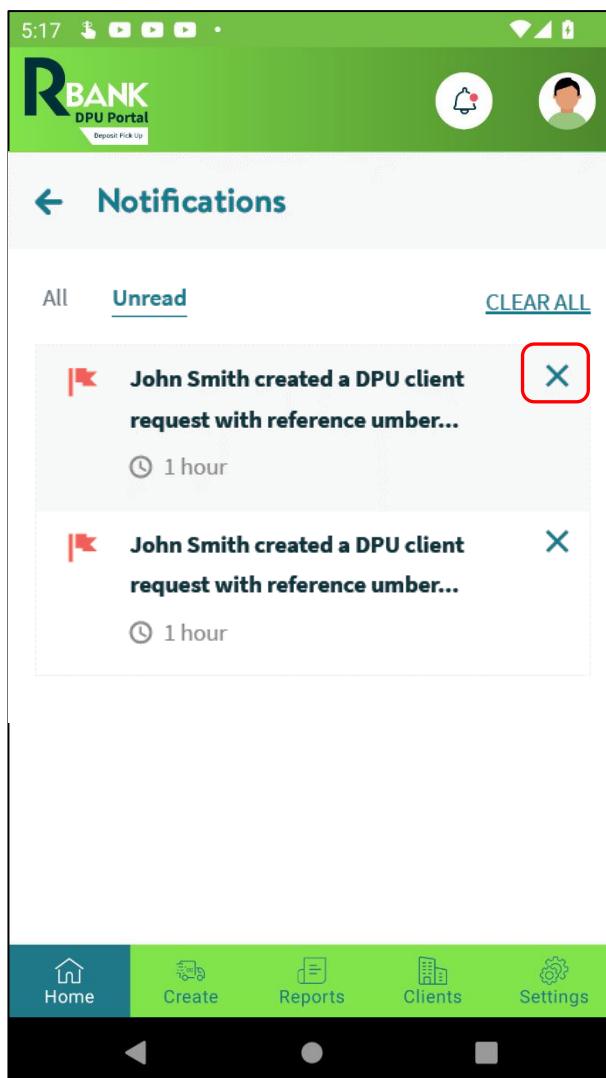


2.7.2 To Delete Notifications (In-App)

1. Deleting messages can be done in two (2) different ways:

- 1.1. Single Delete

- 1.1.1. Tap on the icon (encircled in red in Screenshot 2.7.1.d) at the right portion of every notification subject. A confirmation dialog box will appear.



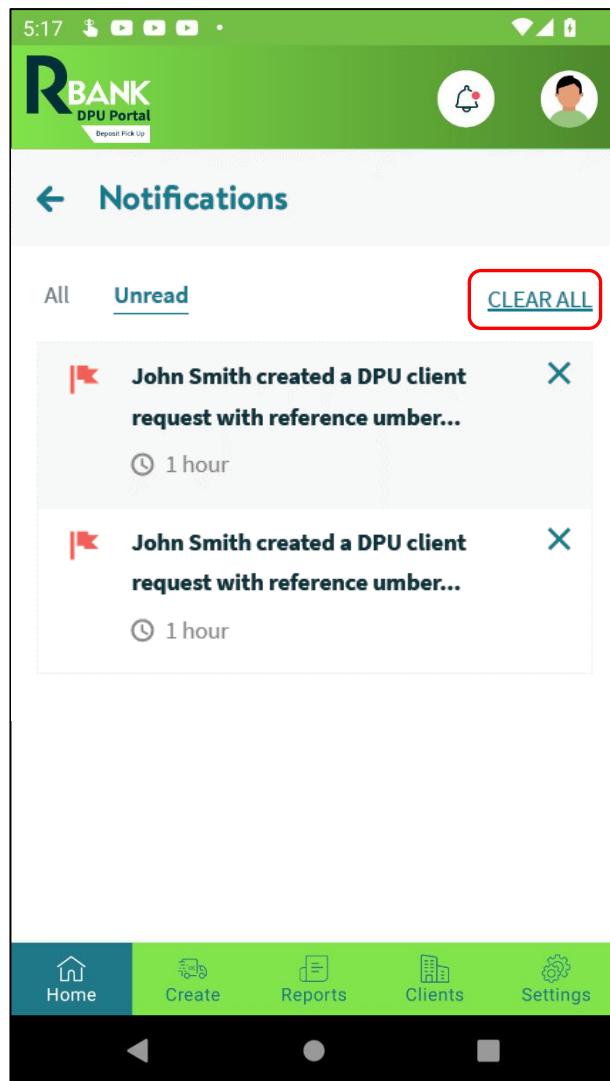
Screenshot 2.7.1.d: Notifications Page (Unread)

- 1.1.2. On the Dialog box, tap CONFIRM to proceed on deleting the notification. Otherwise, tap CANCEL to abort.

1.2. Clear All

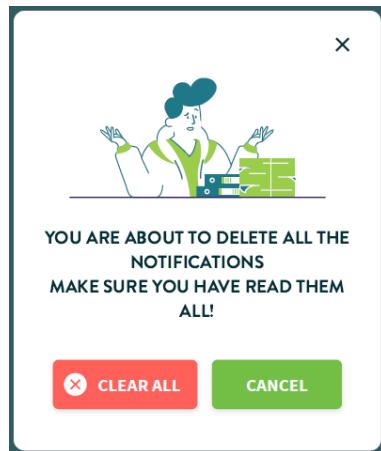
1.2.1. In some cases that deleting one (1) message at a time is inconvenient, CLEAR ALL is a better way to declutter messages in just few taps.

1.2.2. To start clearing ALL notifications, tap on 'CLEAR ALL' (encircled) found at the top right corner of the User Interface (please see Screenshot below). A dialog box will appear once tapped.



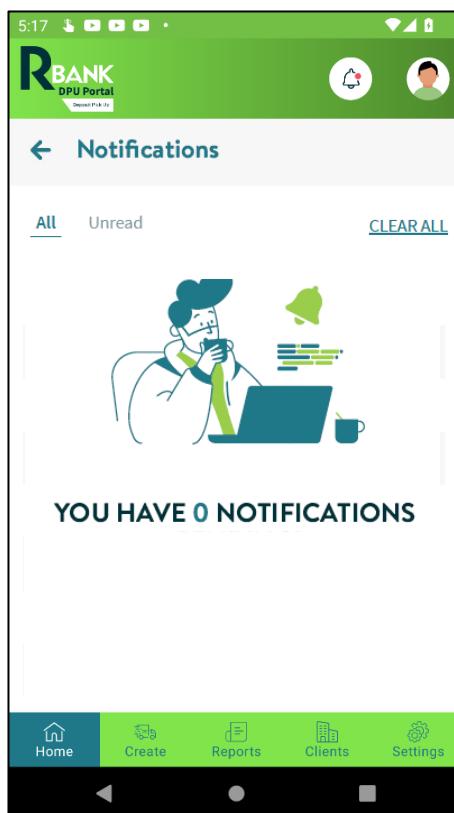
Screenshot 2.7.1.e: Notifications Page (Unread)

1.2.3. At the dialog box, tap on CLEAR ALL to proceed on deleting all notifications.



Screenshot 2.7.1.f: Confirmation Dialog

1.1.1. To confirm if all messages are deleted, revisit the notifications page via Notification icon. And check if there are still any messages left. (see Screenshot 2.7.1.g)



Screenshot 2.7.1.g: Notifications Page (No Messages)

2.8 Transaction Reports

This section will discuss the following:

- Summary of Cash on Hand
- Summary of Accountable Items
- Summary of Branch Requests
- Summary of EOD transactions

Pre-requisites:

1. Three (3) separate users that will act as (1 user for each of the following):
 - a. 1 Maker
 - b. 1 Checker
 - c. 1 Approver
2. The following access rights assigned by Admin to roles (refer to section 1.4 – Role Management):

Predefined Role Name in Application	Description of Role in Transaction Action Management	Access Right
Maker	Read/View DPU Transactions	<ul style="list-style-type: none">• Read• Read Txn Info
Checker	Read/View DPU Transactions	<ul style="list-style-type: none">• Read• Read Txn Info
Approver	Read/View DPU Transactions	<ul style="list-style-type: none">• Read• Read Txn Info
Verifier	Read/View DPU Transactions	<ul style="list-style-type: none">• Read• Read Txn Info



2.8.1 Cash On Hand

This contains information about the total cash on hand of a roving teller. This also includes information about its schedule, assigned roving teller, and breakdown of all the requests a roving teller handled, and the computation of total transaction per schedule date.

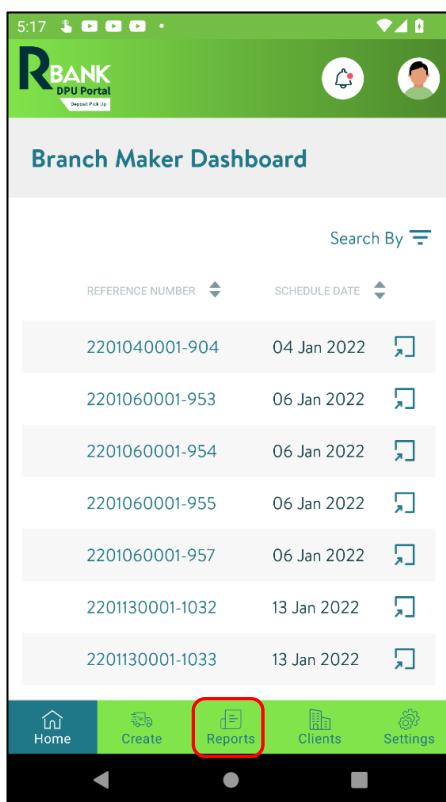
Note:

- a. Unlike the Web Version, this summary is only limited for viewing. Downloading of report is currently not available on the mobile platform.
- b. The following are the details present on Mobile platform:

SCHEDULE DATE	ROVING TELLER	TRANSACTION TYPE	STATUS	AMOUNT	SUB TOTAL
---------------	---------------	------------------	--------	--------	-----------

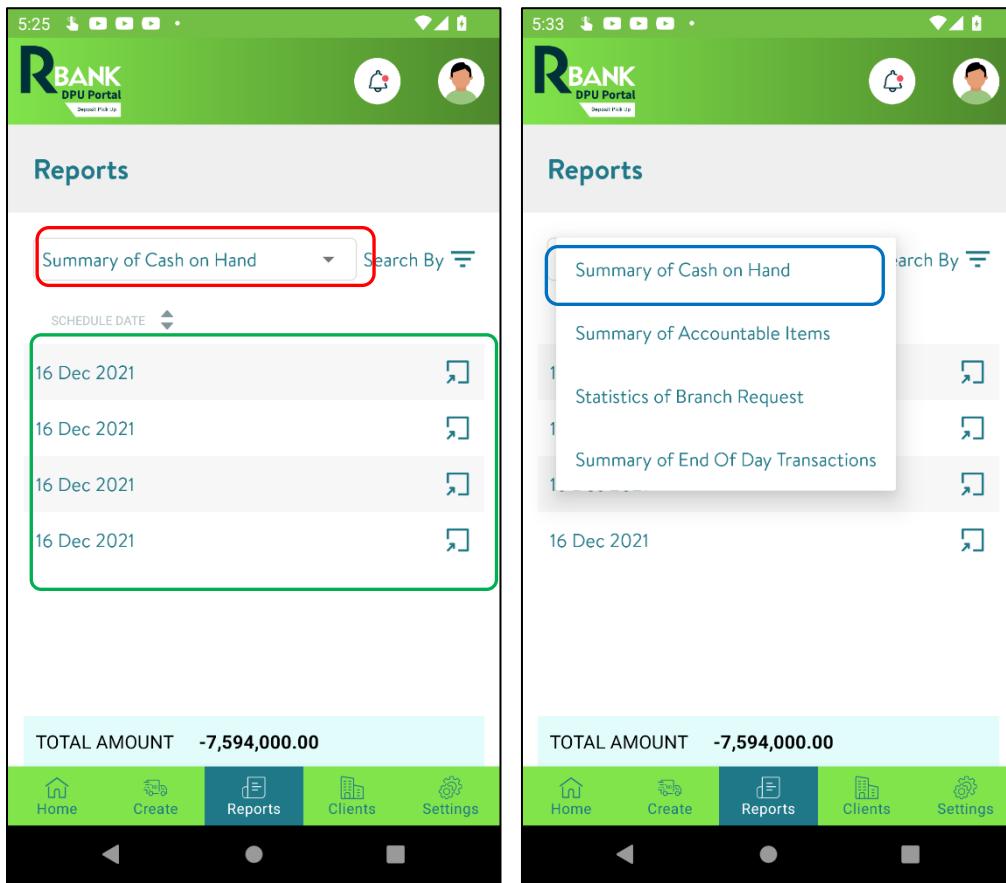
2.8.1.a To View Transactions

1. On the dashboard tab, tap on REPORTS button (encircled in red in Screenshot 2.8.1.a.a) to load the reports tab.



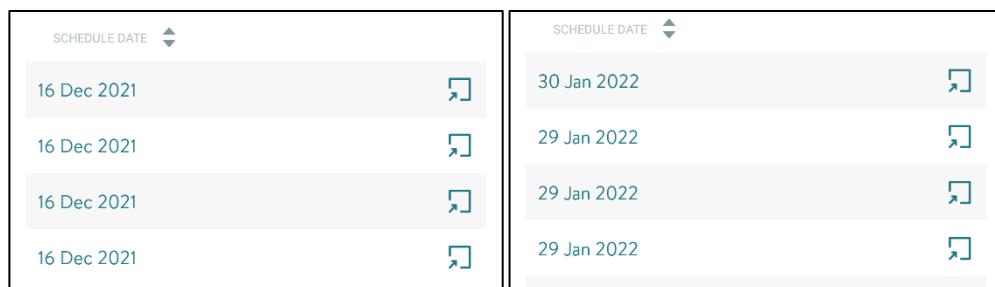
Screenshot 2.8.1.a.a: Branch Checker Dashboard

2. On the reports tab, tap on DROP-DOWN box (encircled in red in Screenshot 2.8.1.a.b) to choose a type of summary report.



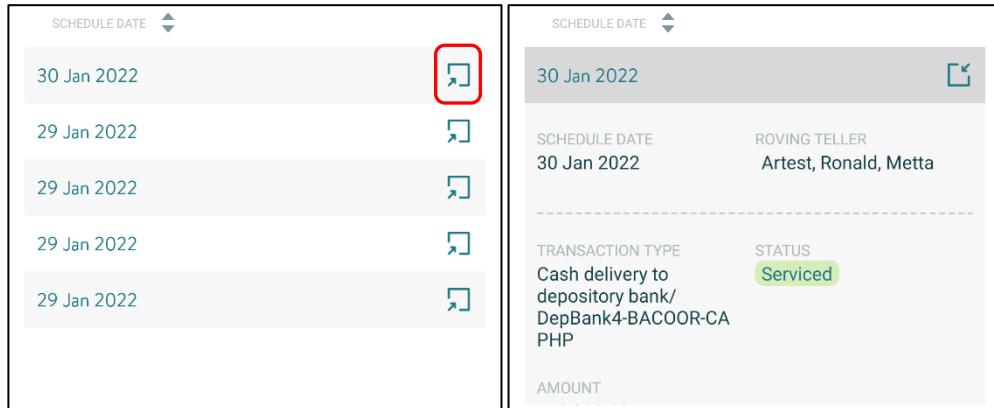
Screenshot 2.8.1.a.b: Reports Tab

3. As discussed on the previous sections, there are four (4) types of Summary: Cash on Hand, Accountable Items, Branch Requests, and EOD Transactions respectively. In this case, the user must choose Summary of Cash on Hand (encircled in blue in Screenshot 2.8.1.a.b) to view the summary reports.
4. After selecting the type of Summary Report, the list will be loaded. By default, the summary list will be displayed in chronological order (most recent schedule date) and can be sorted in Ascending or Descending by tapping on the button beside the Schedule Date header label.



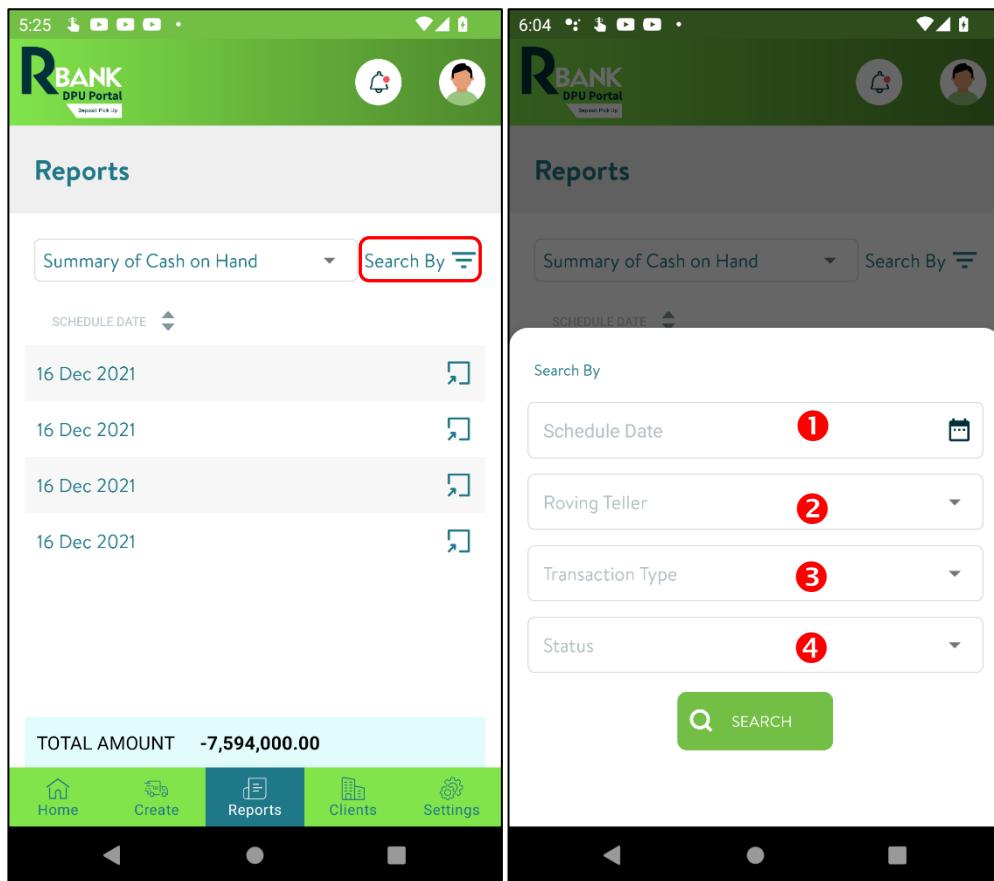
Screenshot 2.8.1.a.c: List of Summary of Cash on Hand reports

5. On the list, tap on the Expand icon  (encircled in red in Screenshot 2.8.1.a.d) to toggle cascading of transaction details. Otherwise, tap on collapse icon  to minimize the Expanded details view.



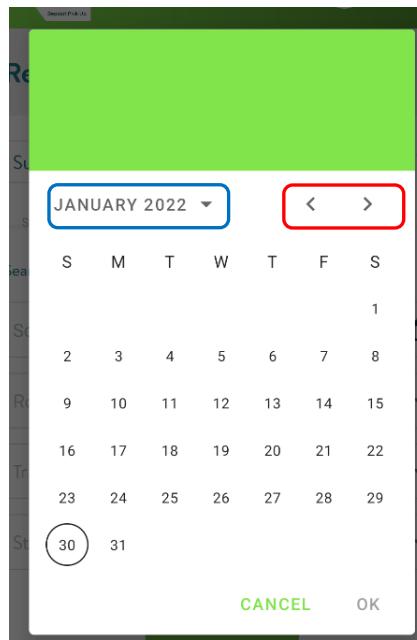
Screenshot 2.8.1.a.d: List of Summary of Cash on Hand reports

6. To specifically search for a Summary report based on any of the details. Tap on the SEARCH BY (encircled in red in Screenshot 2.8.1.a.e) to filter the list. Once tapped, a filter dialog will be displayed.



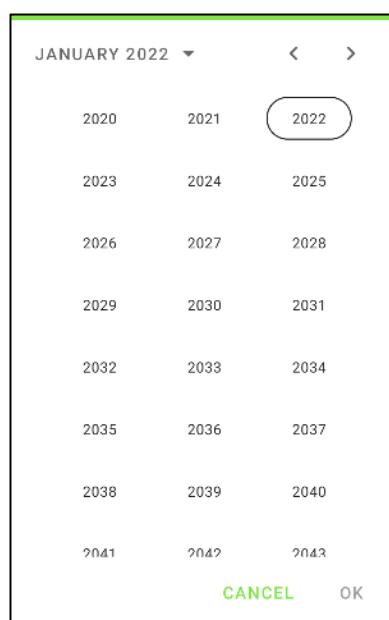
Screenshot 2.8.1.a.e: Reports Tab (left: default view, right: filter dialog box)

7. Tap on the text field for SCHEDULE DATE (tagged as ① in red badge in Screenshot 2.8.1.a.e) to set the starting/ending date. A calendar picker will be displayed (see screenshot 2.8.1.a.f below).



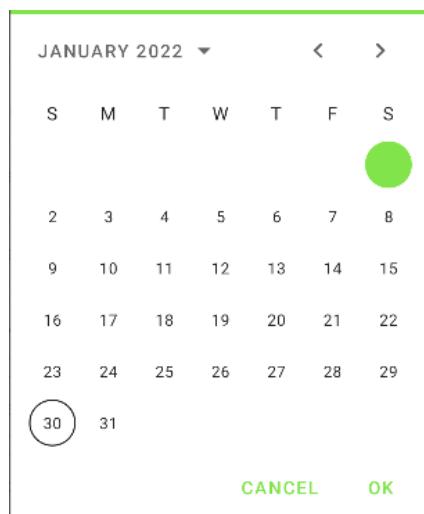
Screenshot 2.8.1.a.f: Reports Tab (calendar view)

8. Navigate through the dates found on the calendar picker. Tap on to change the MONTH to Previous. Otherwise, tap on to set it on the next month (encircled in red in Screenshot 2.8.1.a.f).
9. Tap on <Current Month and Year> (encircled in blue in Screenshot 2.8.1.a.f) to choose YEAR. The current year (encircled in black) will always be the default selected value.



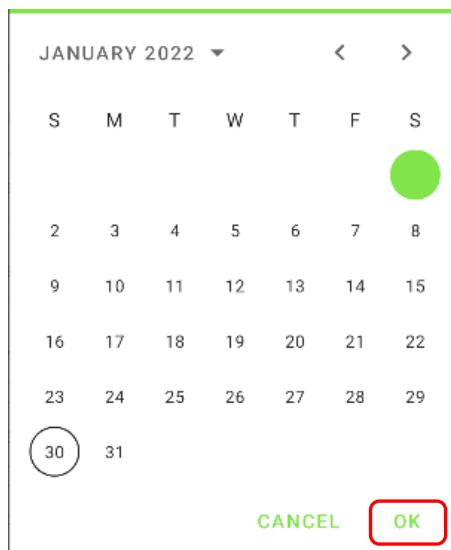
Screenshot 2.8.1.a.g: Calendar Picker

10. To select DATE, tap on/from any number found on the calendar view. The selected DATE will be highlighted in green. The date encircled in black indicates the CURRENT DATE (TODAY). Please see the screenshot below



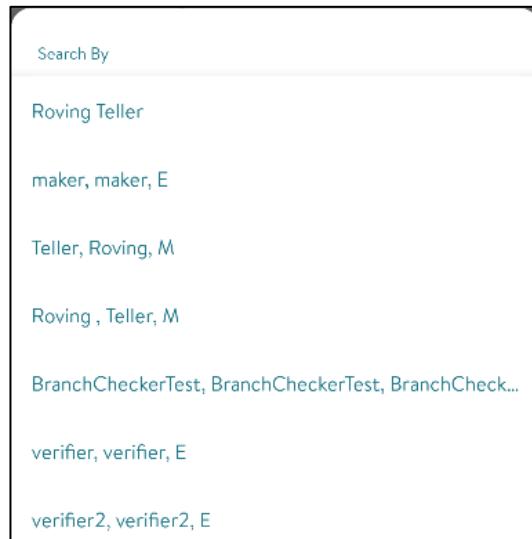
Screenshot 2.8.1.a.h: Calendar Picker (Date Selected)

11. Tap on OK to proceed. Otherwise, tap on CANCEL abort date selection



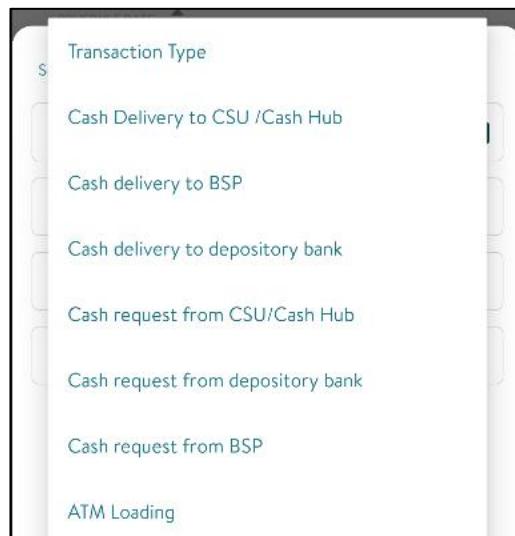
Screenshot 2.8.1.a.i: Calendar Picker (Date Selected)

12. Tap on ROVING TELLER drop-down box (tagged as ② in red badge in Screenshot 2.8.1.a.e) to display and choose from the list of Roving Teller. (See Screenshot 2.8.1.a.j)



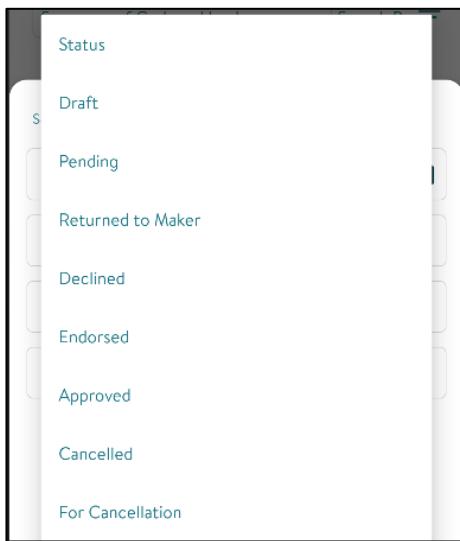
Screenshot 2.8.1.a.j: Drop-down box for Roving Teller

13. Tap on TRANSACTION TYPE drop-down box (tagged as ③ in red badge in Screenshot 2.8.1.a.e) to display and choose from the list of Transaction Types. (See Screenshot 2.8.1.a.j)



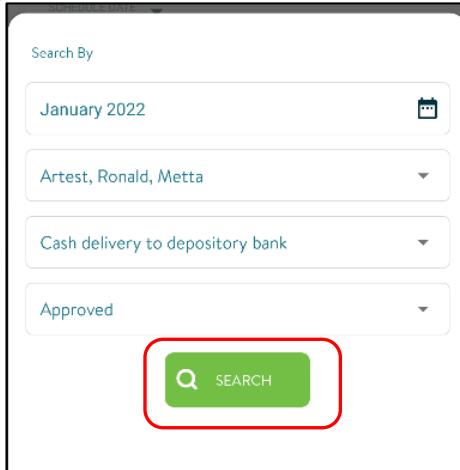
Screenshot 2.8.1.a.k: Drop-down box for Transaction Type

14. Tap on STATUS drop-down box (tagged as  in red badge in Screenshot 2.8.1.a.e) to display and choose from the list of Statuses. (See Screenshot 2.8.1.a.j)



Screenshot 2.8.1.a.l: Drop-down box for Status

15. Once done filling out any fields from the filter dialog, tap on the Search Button (encircled in red in Screenshot 2.8.1.a.m) to update the displayed results on the Dashboard.



Screenshot 2.8.1.a.m: Filled-out Filter Dialog Form



2.8.2 Accountable Items

This contains all data on requests with accountable items.

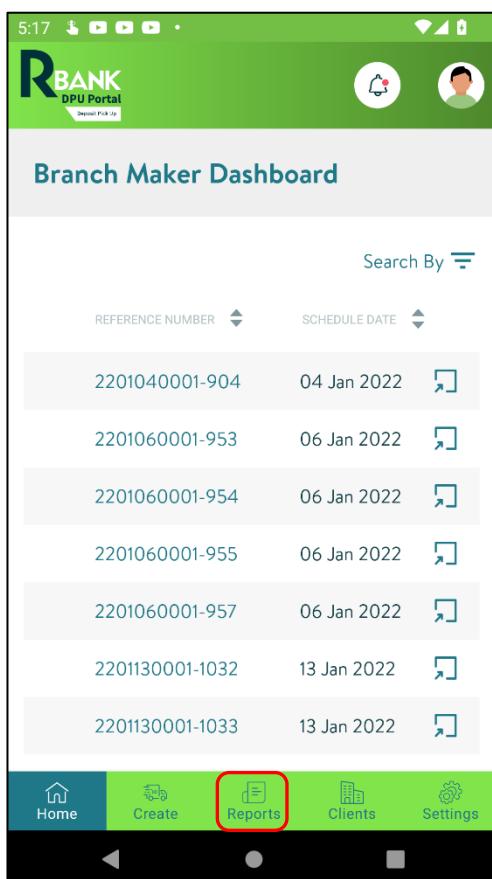
Note:

- a. Unlike the Web Version, this summary is only limited for viewing. Downloading of report is currently not available on the mobile platform.
- b. The following are the details present on Mobile platform:

SCHEDULE DATE	BRANCH/ACCOUNT NAME	TRANSACTION TYPE	ACCOUNT TABLE SERIAL NUMBER	ARMORED CAR UNIT NUMBER	MAKER	APPROVER

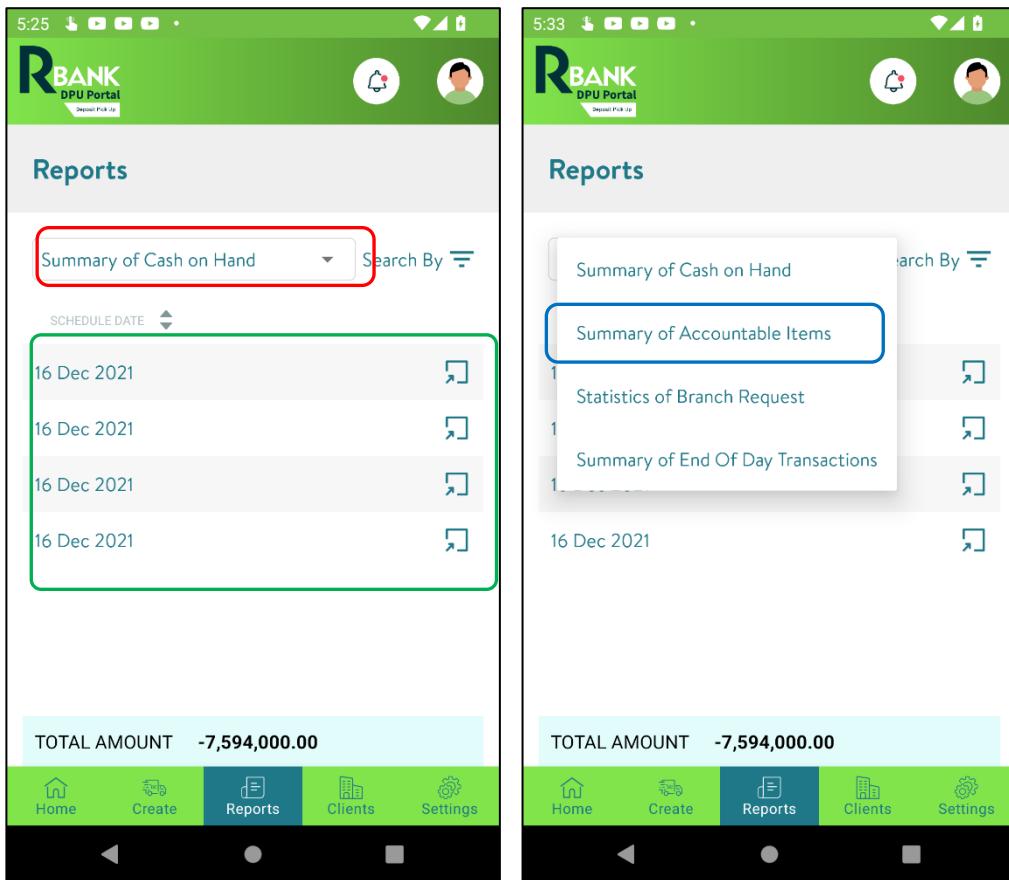
2.8.2.a To View Transactions

1. On the dashboard tab, tap on REPORTS button (encircled in red in Screenshot 2.8.2.a.a) to load the reports tab.



Screenshot 2.8.2.a.a: Branch Checker Dashboard

2. On the reports tab, tap on DROP-DOWN box (encircled in red in Screenshot 2.8.2.a.b) to choose a type of summary report.



Screenshot 2.8.2.a.b: Reports Tab

3. As discussed on the previous sections, there are four (4) types of Summary: Cash on Hand, Accountable Items, Branch Requests, and EOD Transactions respectively. In this case, the user must choose Summary of Accountable Items (encircled in blue in Screenshot 2.8.2.a.b) to view the summary reports.
4. After selecting the type of Summary Report, the list will be loaded. By default, the summary list will be displayed in chronological order (most recent schedule date) and can be sorted in Ascending or Descending by tapping on the button beside the Reference Number header label.

REFERENCE NUMBER	
21121500089	
21121500089	
211216000843	
211216000843	

Screenshot 2.8.2.a.c: List of Summary of Accountable Items reports

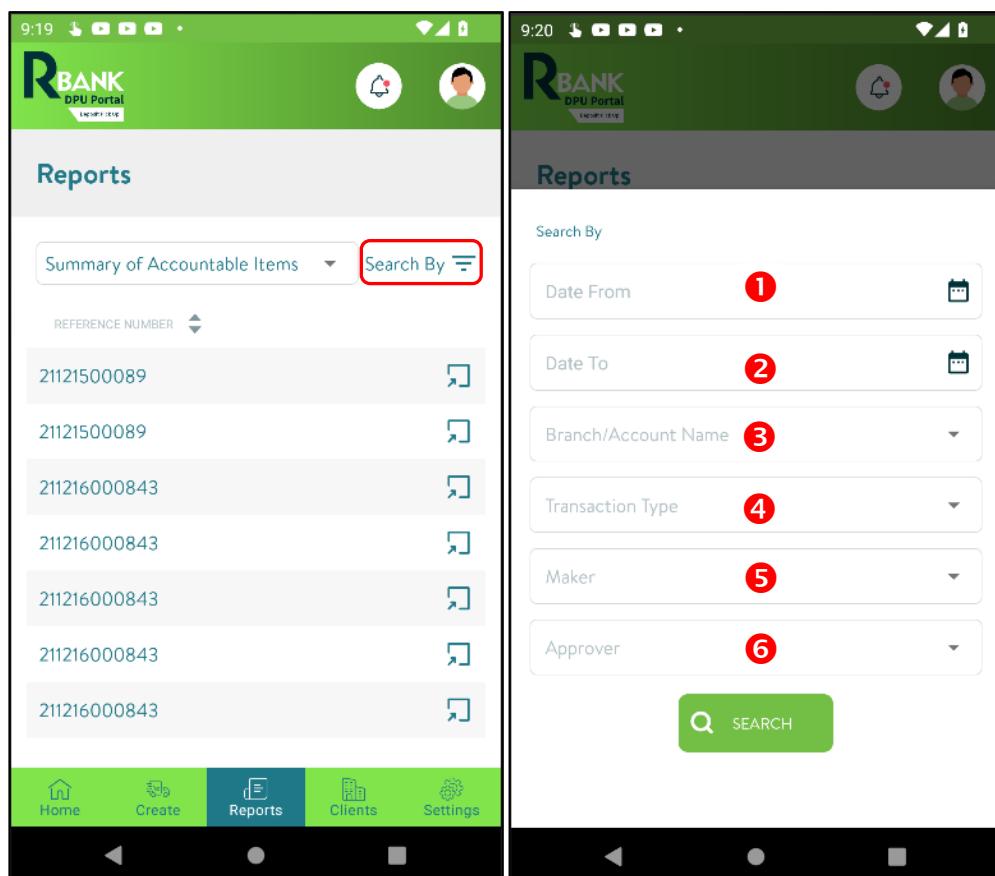
5. On the list, tap on the Expand icon  (encircled in red in Screenshot 2.8.2.a.d) to toggle cascading of transaction details. Otherwise, tap on Collapse icon  to minimize the Expanded details view.



The screenshot shows two views of a mobile application's report list. The left view displays a list of reference numbers: 21121500089, 21121500089, 211216000843, and 211216000843. Each item has a small icon with a square and a downward arrow to its right. The right view is a detailed view of the first item, showing its reference number, schedule date (16 Dec 2021), branch/account name (Branch 0008), transaction type (ATM Retrieval), and approver (singh, Vikash, M). It also includes fields for armored car unit number and accountable item serial number.

Screenshot 2.8.2.a.d: List of Summary of Accountable Items reports

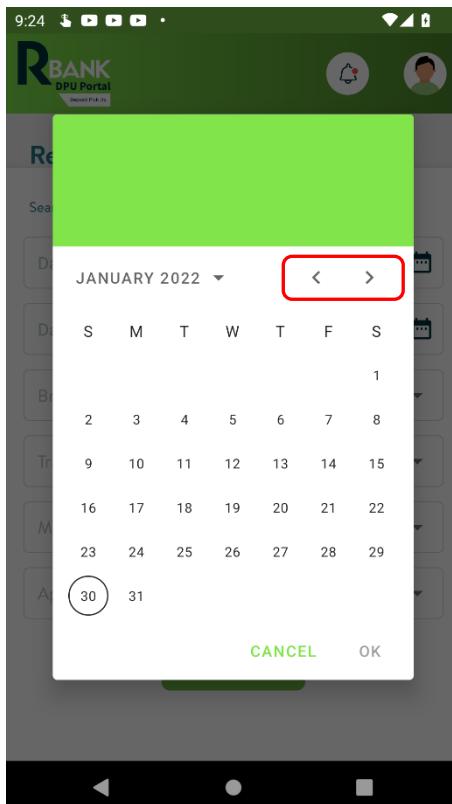
6. To specifically search for a Summary report based on any of the details. Tap on the SEARCH BY (encircled in red in Screenshot 2.8.2.a.e) to filter the list. Once tapped, a filter dialog will be displayed.



The screenshot shows two views of the Reports tab. The left view is the default list of reference numbers: 21121500089, 21121500089, 211216000843, 211216000843, 211216000843, and 211216000843. The right view is a filter dialog box with six fields: Date From (1), Date To (2), Branch/Account Name (3), Transaction Type (4), Maker (5), and Approver (6). Each field has a red number above it indicating its sequence. A green 'SEARCH' button is located at the bottom right of the dialog.

Screenshot 2.8.2.a.e: Reports Tab (left: default view, right: filter dialog box)

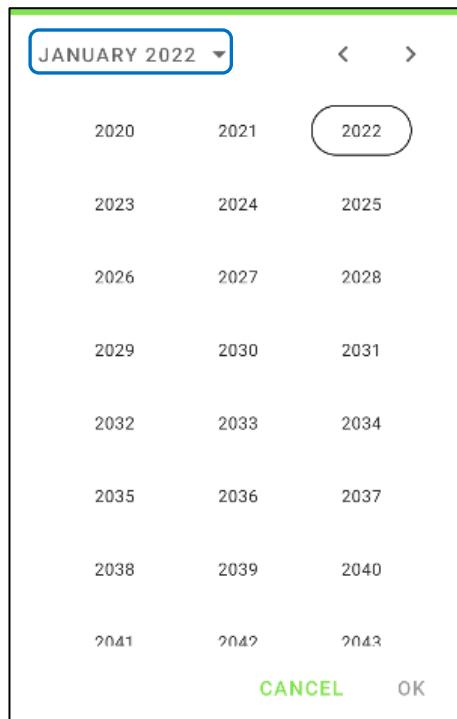
7. Start filtering the results by setting the date range (DATE FROM and DATE TO). Tap on the text field for DATE FROM/TO (tagged as ① and ② respectively, in red badge in Screenshot 2.8.2.a.e) to set the starting/ending date. A calendar picker will be displayed (see Screenshot 2.8.2.a.f below).



Screenshot 2.8.2.a.f: Reports Tab (calendar view)

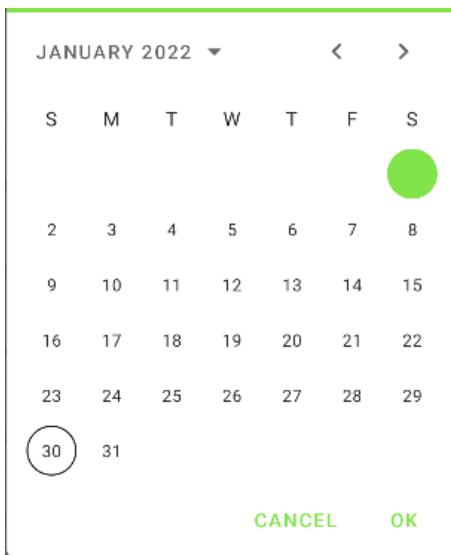
8. Navigate through the dates found on the calendar picker. Tap on to change the MONTH to Previous. Otherwise, tap on to set it on the next month (encircled in red in Screenshot 2.8.2.a.f).

9. Tap on <Current Month and Year> (encircled in blue in Screenshot 2.8.2.a.g) to choose YEAR. The current year (encircled in black) will always be the default selected value.



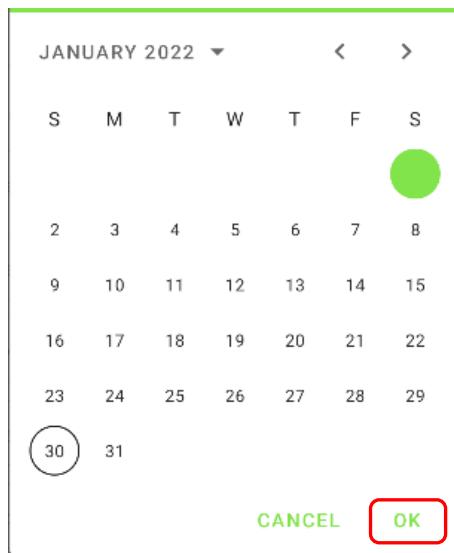
Screenshot 2.8.2.a.g: Calendar Picker

10. To select DATE, tap on/from any number found on the calendar view. The selected DATE will be highlighted in green. The date encircled in black indicates the CURRENT DATE (TODAY). Please see the screenshot below



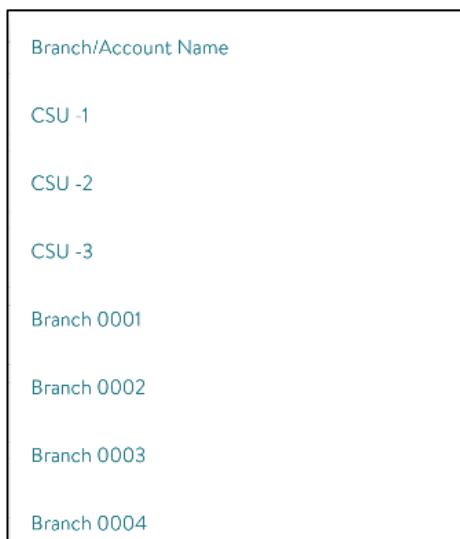
Screenshot 2.8.2.a.h: Calendar Picker (Date Selected)

11. Tap on OK to proceed. Otherwise, tap on CANCEL abort date selection



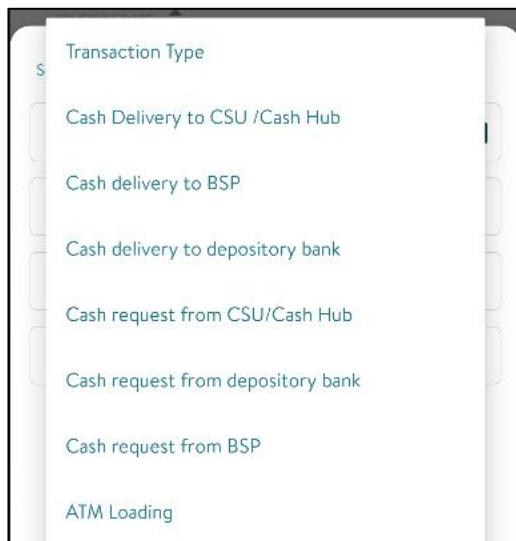
Screenshot 2.8.2.a.i: Calendar Picker (Date Selected)

12. Tap on BRANCH/ACCOUNT NAME drop-down box (tagged as ③ in red badge in Screenshot 2.8.2.a.e) to display and choose from the list of Branches/Account name. (See Screenshot 2.8.2.a.j)



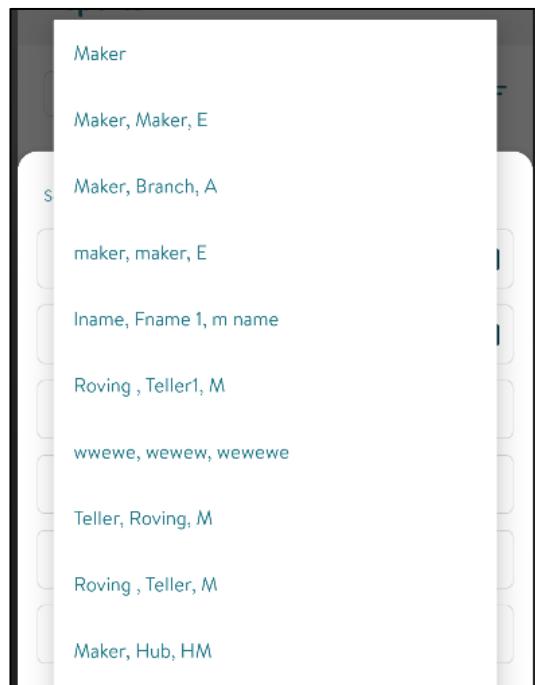
Screenshot 2.8.2.a.j: Drop-down box for Branches/Account Name

13. Tap on TRANSACTION TYPE drop-down box (tagged as **④** in red badge in Screenshot 2.8.2.a.e) to display and choose from the list of Transaction Types. (See Screenshot 2.8.2.a.j)



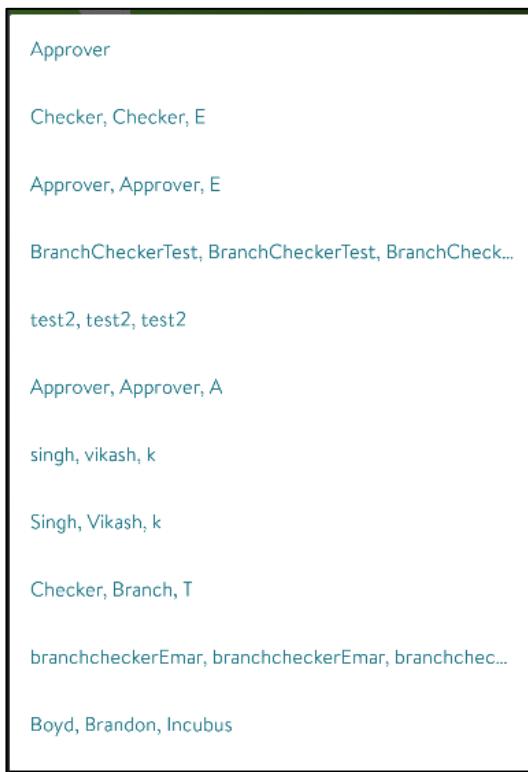
Screenshot 2.8.2.a.k: Drop-down box for Transaction Type

14. Tap on MAKER drop-down box (tagged as **⑤** in red badge in Screenshot 2.8.2.a.e) to display and choose from the list of Maker. (See Screenshot 2.8.2.a.l)



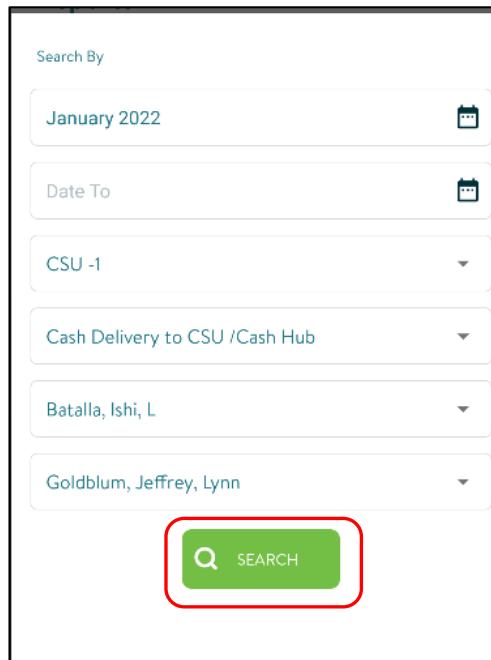
Screenshot 2.8.2.a.l: Drop-down box for Maker

15. Tap on APPROVER drop-down box (tagged as ⑥ in red badge in Screenshot 2.8.2.a.e) to display and choose from the list of Approver. (See Screenshot 2.8.2.a.m)



Screenshot 2.8.2.a.m: Drop-down box for Approver

16. Once done filling out any fields from the filter dialog, tap on the Search Button (encircled in red in Screenshot 2.8.2.a.n) to update the displayed results on the Dashboard.



A screenshot of a filter dialog form titled "Search By". It contains several input fields and dropdown menus:

- Date From: January 2022
- Date To
- CSU -1
- Cash Delivery to CSU /Cash Hub
- Batalla, Ishi, L
- Goldblum, Jeffrey, Lynn
- SEARCH button (highlighted with a red circle)

Screenshot 2.8.2.a.n: Filled-out Filter Dialog Form



2.8.3 Statistics of Branch Requests

This contains all requests that have been completed/verified which is grouped by the month transaction was created.

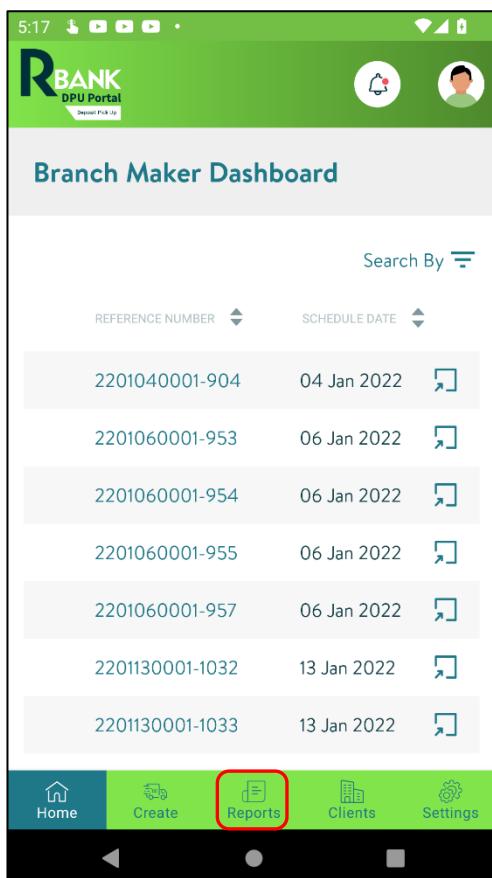
Note:

- a. Unlike the Web Version, this summary is only limited for viewing. Downloading of report is currently not available on the mobile platform.
- b. The following are the details present on Mobile platform:

MONTH	TOTAL COUNT	TOTAL AMOUNT	TRANSACTION TYPE	CURRENCY	AVERAGE AMOUNT

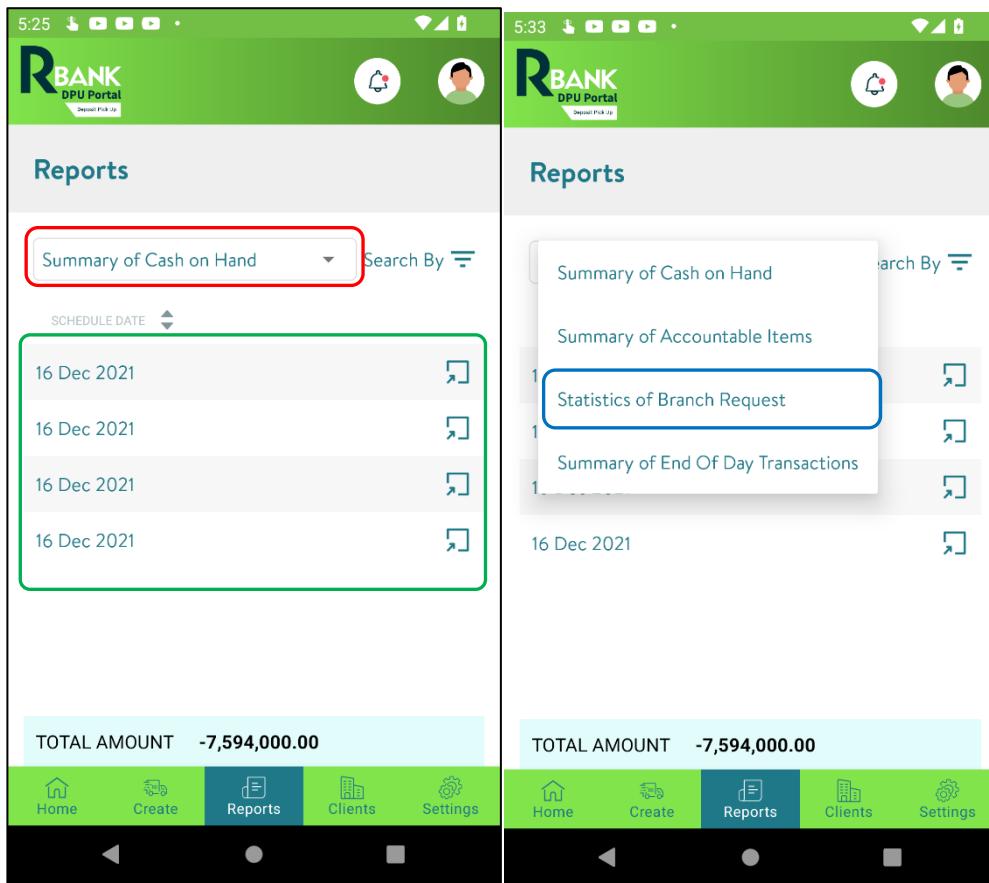
2.8.3.a To View Transactions

1. On the dashboard tab, tap on REPORTS button (encircled in red in Screenshot 2.8.3.a.a) to load the reports tab.



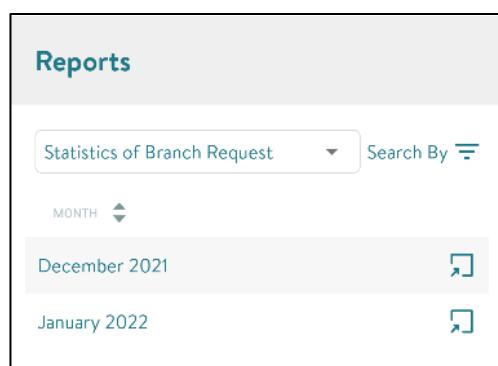
Screenshot 2.8.3.a.a: Branch Checker Dashboard

2. On the reports tab, tap on DROP-DOWN box (encircled in red in Screenshot 2.8.3.a.b) to choose a type of summary report.



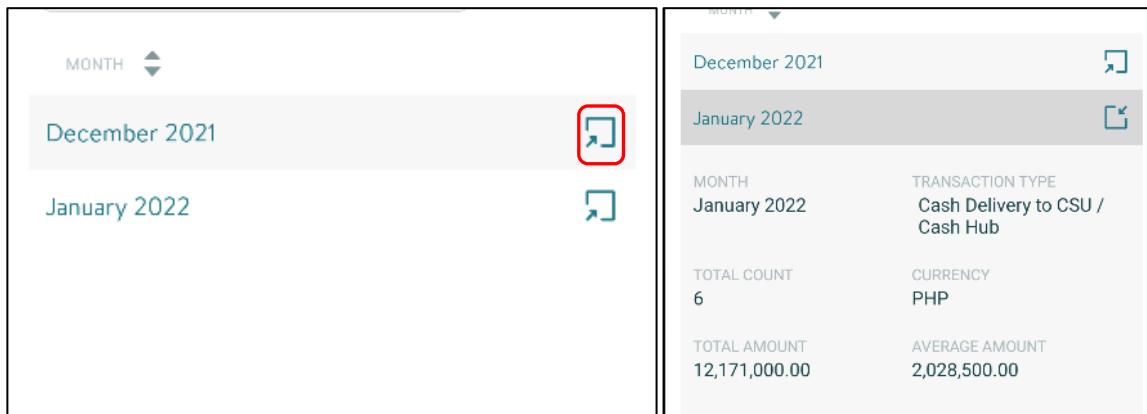
Screenshot 2.8.3.a.b: Reports Tab

3. As discussed on the previous sections, there are four (4) types of Summary: Cash on Hand, Accountable Items, Branch Requests, and EOD Transactions respectively. In this case, the user must choose Statistics of Branch Request (encircled in blue in Screenshot 2.8.3.a.b) to view the summary reports.
4. After selecting the type of Summary Report, the list will be loaded. By default, the summary list will be displayed in chronological order (in Months) and can be sorted in Ascending or Descending by tapping on the button beside the Month header label.



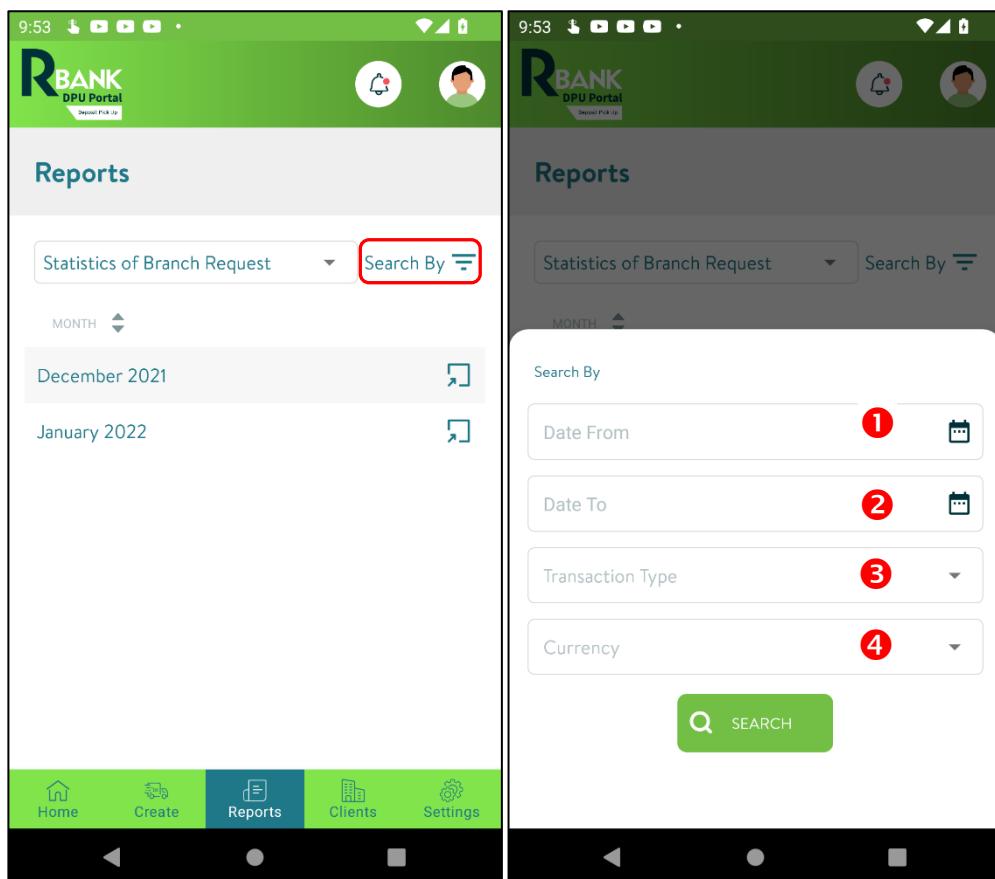
Screenshot 2.8.3.a.c: List of Summary of Branch Requests

5. On the list, tap on the Expand icon  (encircled in red in Screenshot 2.8.3.a.d) to toggle cascading of transaction details. Otherwise, tap on Collapse icon  to minimize the Expanded details view.



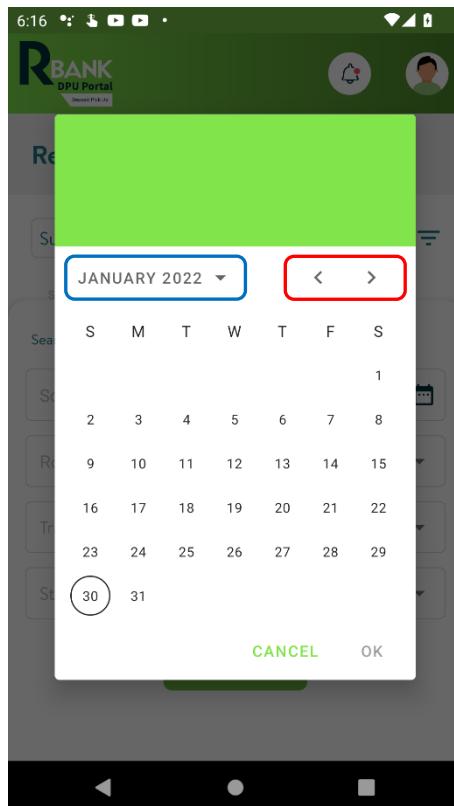
Screenshot 2.8.3.a.d: List of Summary of Branch Requests

6. To specifically search for a Summary report based on any of the details. Tap on the SEARCH BY (encircled in red in Screenshot 2.8.3.a.e) to filter the list. Once tapped, a filter dialog will be displayed.



Screenshot 2.8.3.a.e: Reports Tab (left: default view, right: filter dialog box)

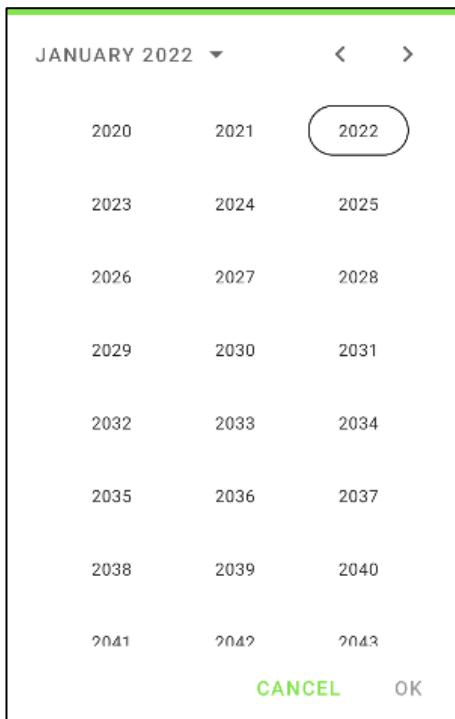
7. Start filtering the results by setting the date range (DATE FROM and DATE TO). Tap on the text field for DATE FROM/TO (tagged as ① and ② respectively, in red badge in Screenshot 2.8.3.a.e) to set the starting/ending date. A calendar picker will be displayed (see Screenshot 2.8.3.a.f below)



Screenshot 2.8.3.a.f: Reports Tab (calendar view)

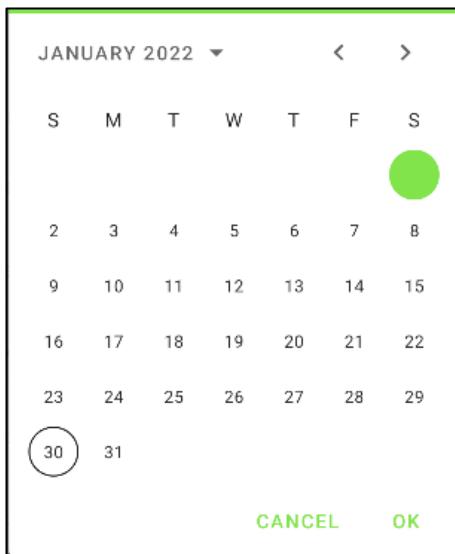
8. Navigate through the dates found on the calendar picker. Tap on to change the MONTH to Previous. Otherwise, tap on to set it on the next month (encircled in red in Screenshot 2.8.3.a.f).

9. Tap on <Current Month and Year> (encircled in blue in Screenshot 2.8.3.a.f) to choose YEAR. The current year (encircled in black) will always be the default selected value.



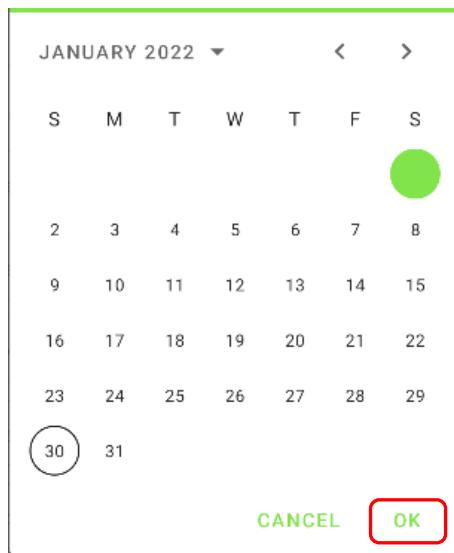
Screenshot 2.8.3.a.g: Calendar Picker

10. To select DATE, tap on/from any number found on the calendar view. The selected DATE will be highlighted in green. The date encircled in black indicates the CURRENT DATE (TODAY). Please see the screenshot below



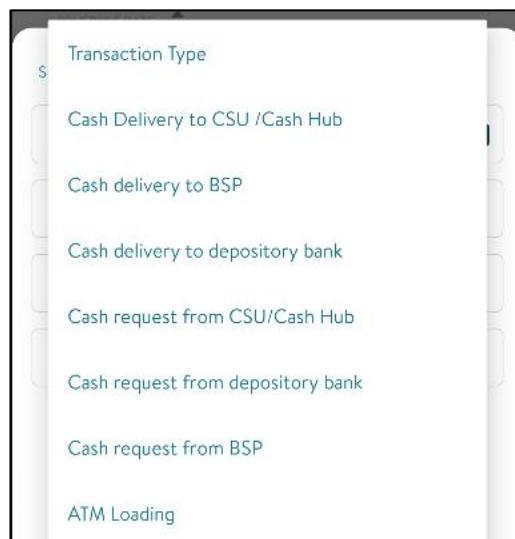
Screenshot 2.8.3.a.h: Calendar Picker (Date Selected)

11. Tap on OK to proceed. Otherwise, tap on CANCEL abort date selection



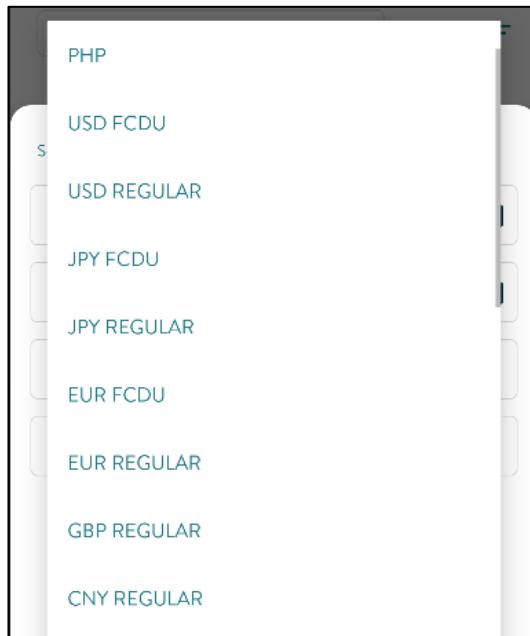
Screenshot 2.8.3.a.i: Calendar Picker (Date Selected)

12. Tap on TRANSACTION TYPE drop-down box (tagged as ❸ in red badge in Screenshot 2.8.3.a.e) to display and choose from the list of Transaction Types. (See Screenshot 2.8.3.a.j)



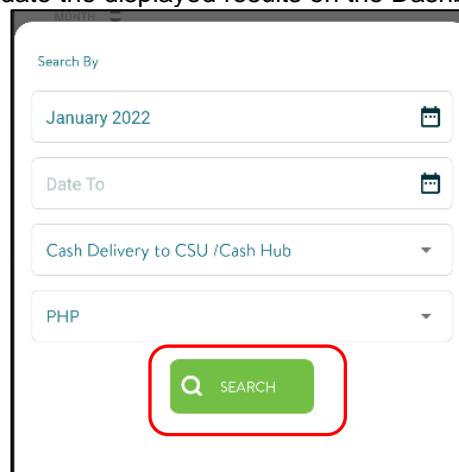
Screenshot 2.8.3.a.j: Drop-down box for Transaction Type

13. Tap on CURRENCY drop-down box (tagged as **④** in red badge in Screenshot 2.8.3.a.e) to display and choose from the list of Currencies. (See Screenshot 2.8.3.a.k)



Screenshot 2.8.3.a.k: Drop-down box for Currency

14. Once done filling out any fields from the filter dialog, tap on the Search Button (encircled in red in Screenshot 2.8.3.a.l) to update the displayed results on the Dashboard.



Screenshot 2.8.3.a.l: Filled-out Filter Dialog Form



2.8.4 End-of-Day Transactions

This contains all the requests for a specific day. Filter thru header is available.

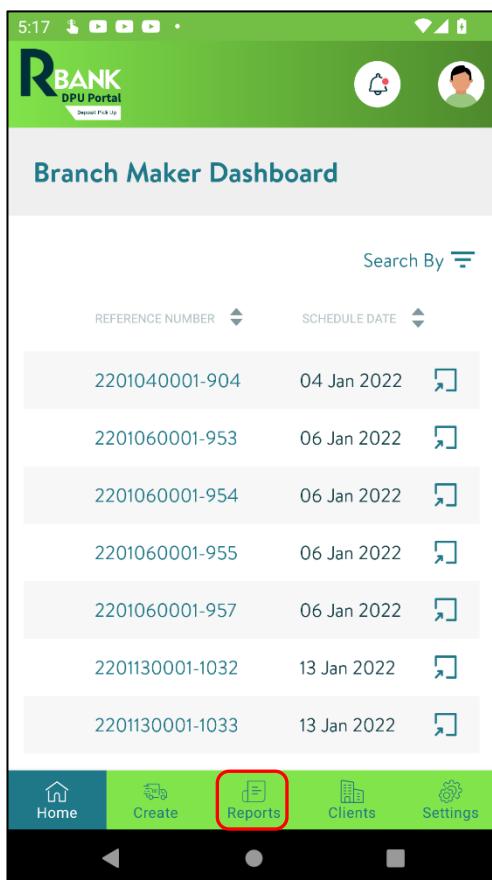
Note:

- a. Unlike the Web Version, this summary is only limited for viewing. Downloading of report is currently not available on the mobile platform.
- b. The following are the details present on Mobile platform:

SCHEDULE DATE	REFERENCE NUMBER	TRANSACTION TYPE	AMOUNT	ASSIGNED ROVING TELLER	LOCATION	TRANSACTION STATUS

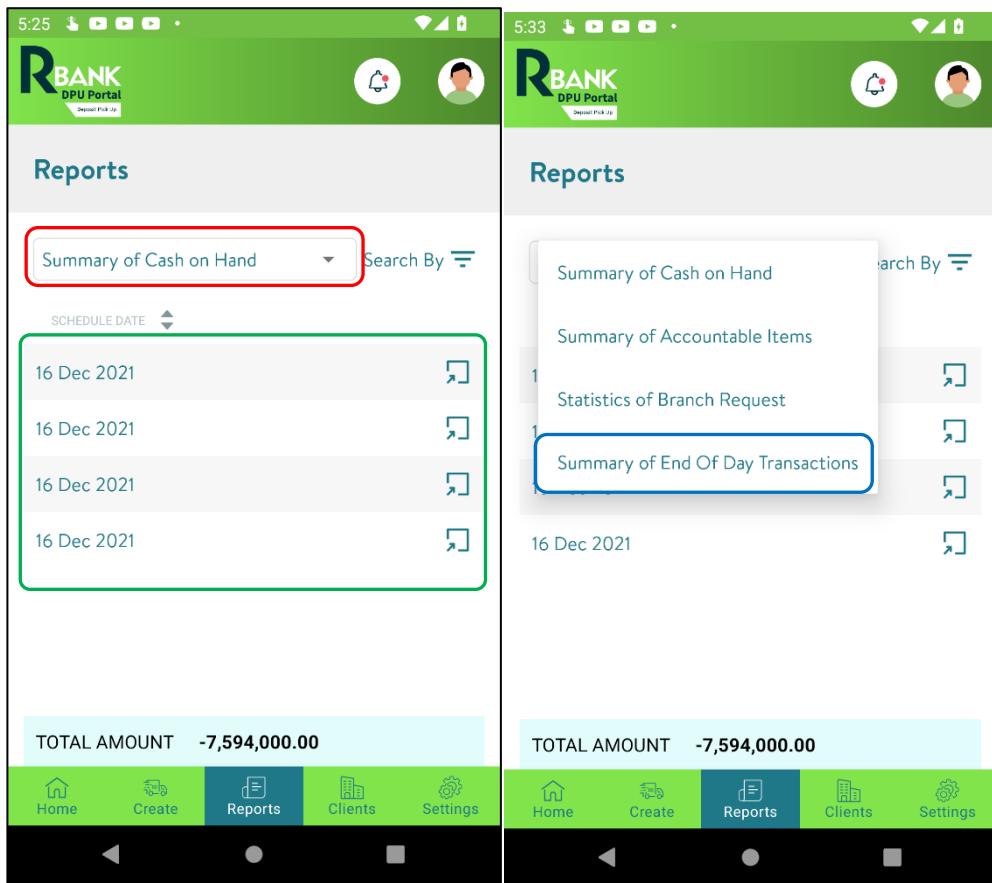
2.8.4.a To View Transactions

1. On the dashboard tab, tap on REPORTS button  (encircled in red in Screenshot 2.8.4.a.a) to load the reports tab.



Screenshot 2.8.4.a.a: Branch Checker Dashboard

2. On the reports tab, tap on DROP-DOWN box (encircled in red in Screenshot 2.8.4.a.b) to choose a type of summary report.



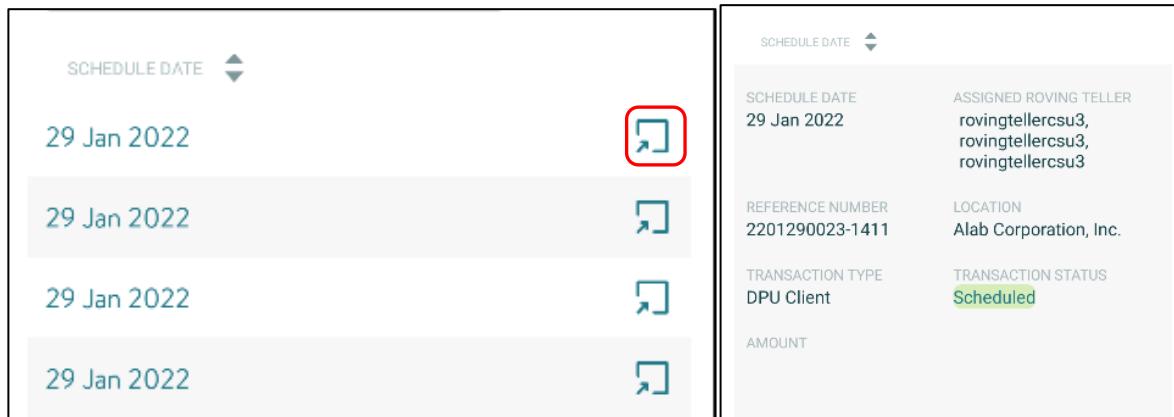
Screenshot 2.8.4.a.b: Reports Tab

3. As discussed on the previous sections, there are four (4) types of Summary: Cash on Hand, Accountable Items, Branch Requests, and EOD Transactions respectively. In this case, the user must choose Summary of End Of Day Transactions (encircled in blue in Screenshot 2.8.4.a.b) to view the summary reports.
4. After selecting the type of Summary Report, the list will be loaded. By default, the summary list will be displayed in chronological order and can be sorted in Ascending or Descending by tapping on the button beside the Schedule Date header label.

SCHEDULE DATE	
16 Dec 2021	
17 Dec 2021	
SCHEDULE DATE	
29 Jan 2022	

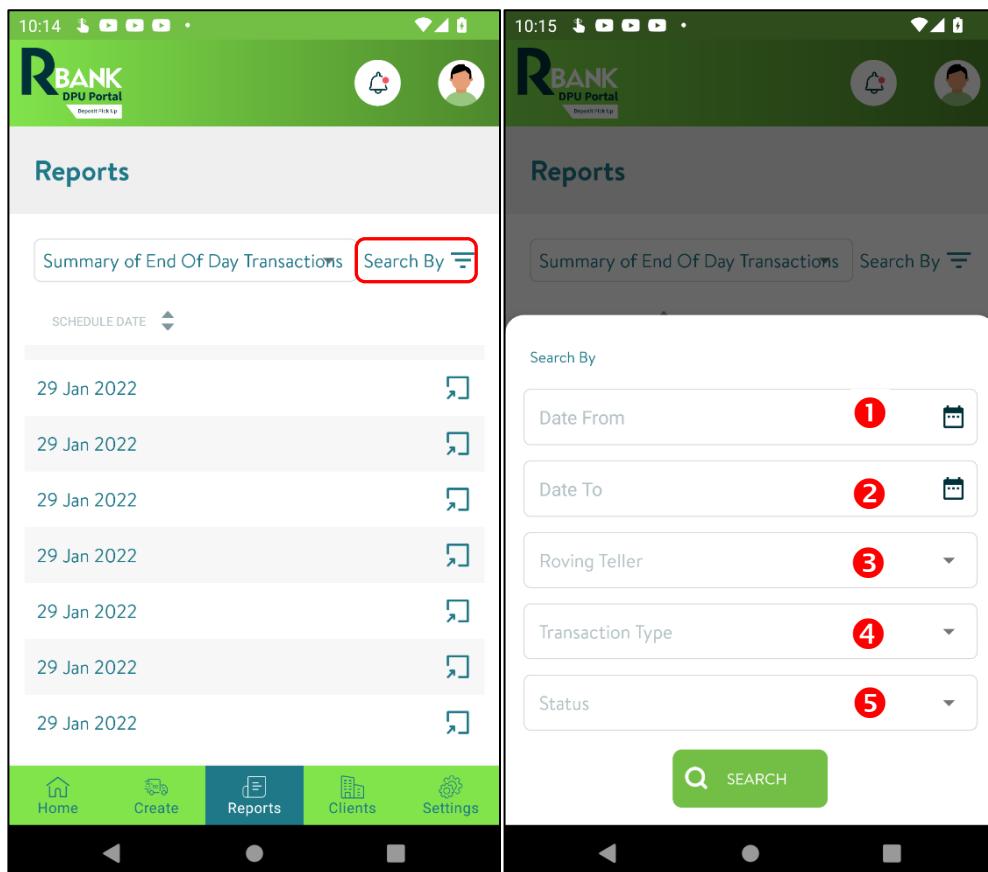
Screenshot 2.8.4.a.c: List of Summary of End Of Day Reports

5. On the list, tap on the Expand icon  (encircled in red in Screenshot 2.8.4.a.d) to toggle cascading of transaction details. Otherwise, tap on Collapse icon  to minimize the Expanded details view.



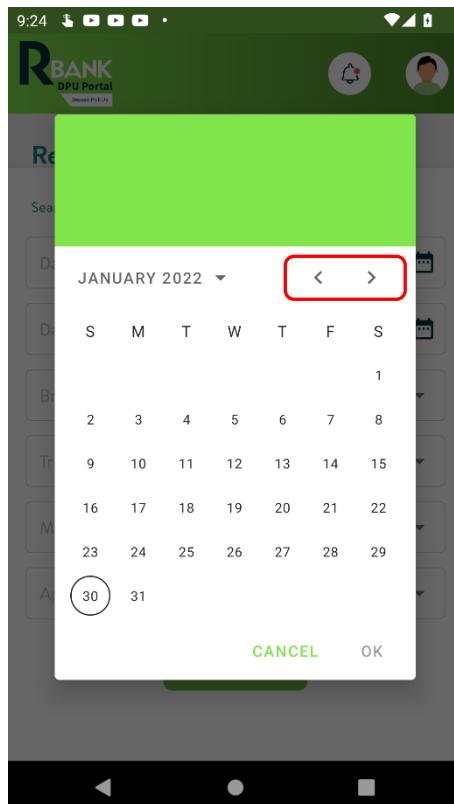
Screenshot 2.8.4.a.d: List of Summary of EOD Transaction reports

6. To specifically search for a Summary report based on any of the details. Tap on the SEARCH BY (encircled in red in Screenshot 2.8.4.a.e) to filter the list. Once tapped, a filter dialog will be displayed.



Screenshot 2.8.4.a.e: Reports Tab (left: default view, right: filter dialog box)

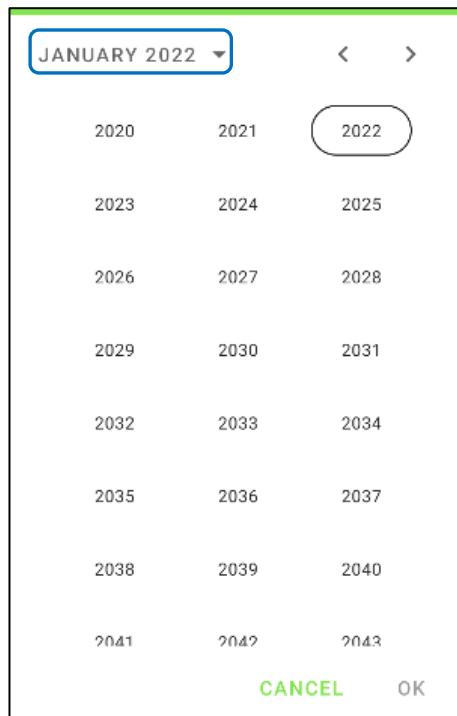
- Start filtering the results by setting the date range (DATE FROM and DATE TO). Tap on the text field for DATE FROM/TO (tagged as ① and ② respectively, in red badge in Screenshot 2.8.4.a.e) to set the starting/ending date. A calendar picker will be displayed (see Screenshot 2.8.4.a.f below).



Screenshot 2.8.4.a.f: Reports Tab (calendar view)

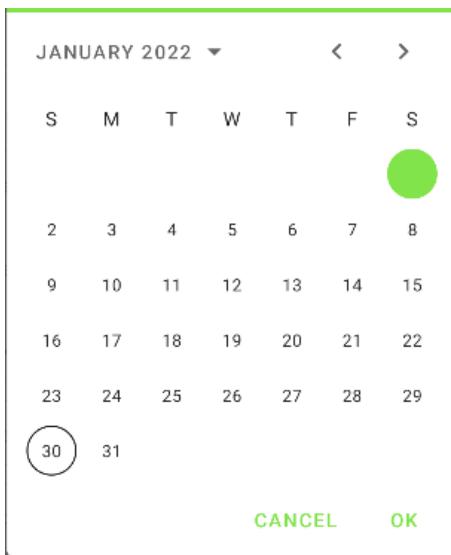
- Navigate through the dates found on the calendar picker. Tap on to change the MONTH to Previous. Otherwise, tap on to set it on the next month (encircled in red in Screenshot 2.8.4.a.f).

9. Tap on <Current Month and Year> (encircled in blue in Screenshot 2.8.4.a.g) to choose YEAR. The current year (encircled in black) will always be the default selected value.



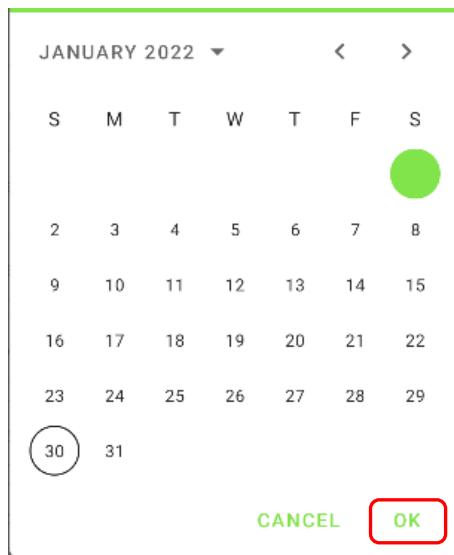
Screenshot 2.8.4.a.g: Calendar Picker

10. To select DATE, tap on/from any number found on the calendar view. The selected DATE will be highlighted in green. The date encircled in black indicates the CURRENT DATE (TODAY). Please see the screenshot below



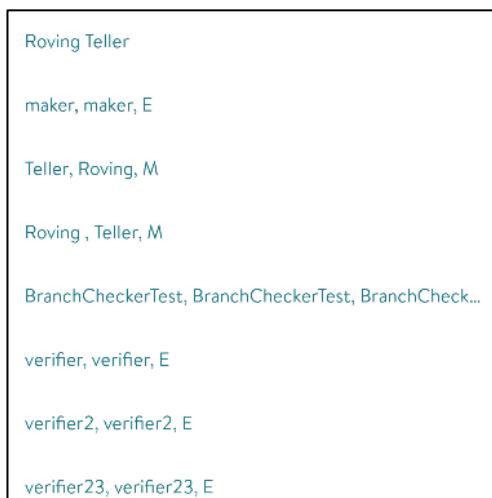
Screenshot 2.8.4.a.h: Calendar Picker (Date Selected)

11. Tap on OK to proceed. Otherwise, tap on CANCEL abort date selection



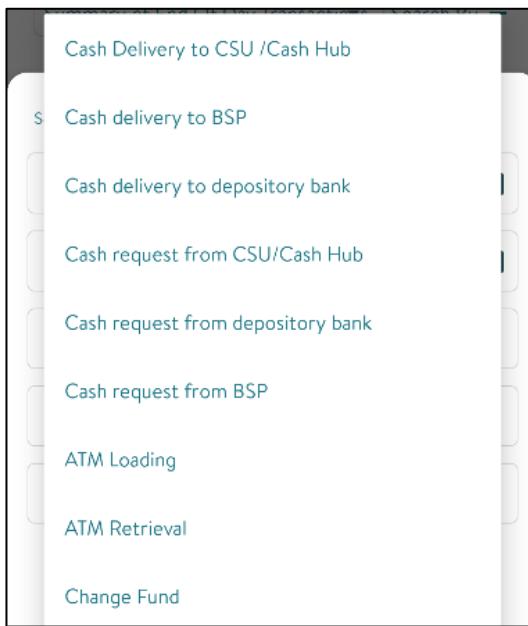
Screenshot 2.8.4.a.i: Calendar Picker (Date Selected)

12. Tap on ROVING TELLER drop-down box (tagged as ❸ in red badge in Screenshot 2.8.4.a.e) to display and choose from the list of Branches/Account name. (See Screenshot 2.8.4.a.j)



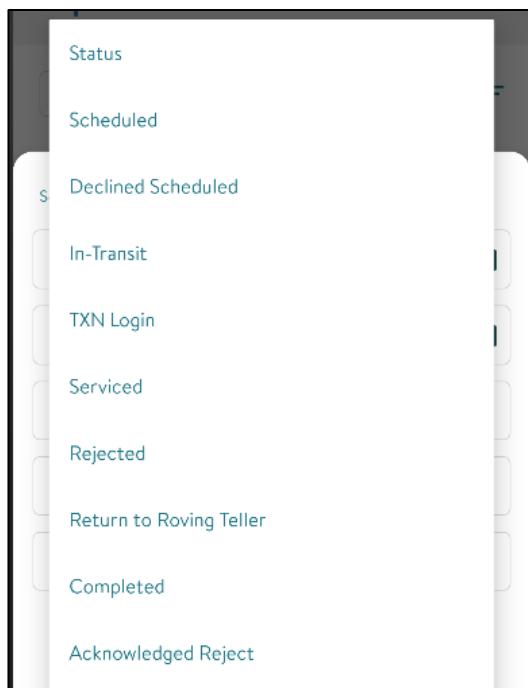
Screenshot 2.8.4.a.j: Drop-down box for Branches/Account Name

13. Tap on the TRANSACTION TYPE drop-down box (tagged as **④** in red badge in Screenshot 2.8.4.a.e) to display and choose from the list of Transaction Types (See Screenshot 2.8.4.a.j).



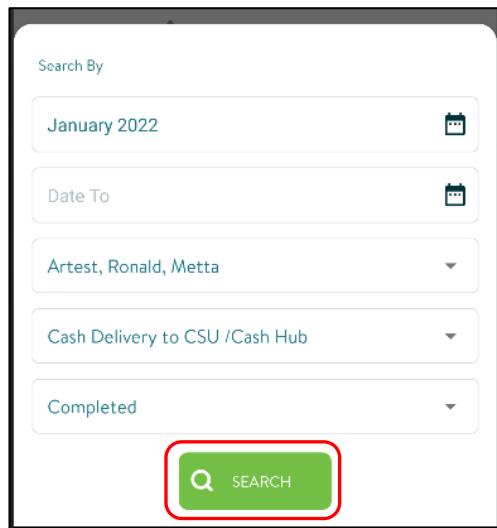
Screenshot 2.8.4.a.k: Drop-down box for Transaction Type

14. Tap on STATUS drop-down box (tagged as **⑤** in red badge in Screenshot 2.8.4.a.e) to display and choose from the list of Statuses (See Screenshot 2.8.4.a.l).



Screenshot 2.8.4.a.l: Drop-down box for Status

15. Once done filling out any fields from the filter dialog, tap on the Search Button (encircled in red in Screenshot 2.8.4.a.m) to update the displayed results on the Dashboard.



Screenshot 2.8.4.a.m: Filled-out Filter Dialog Form