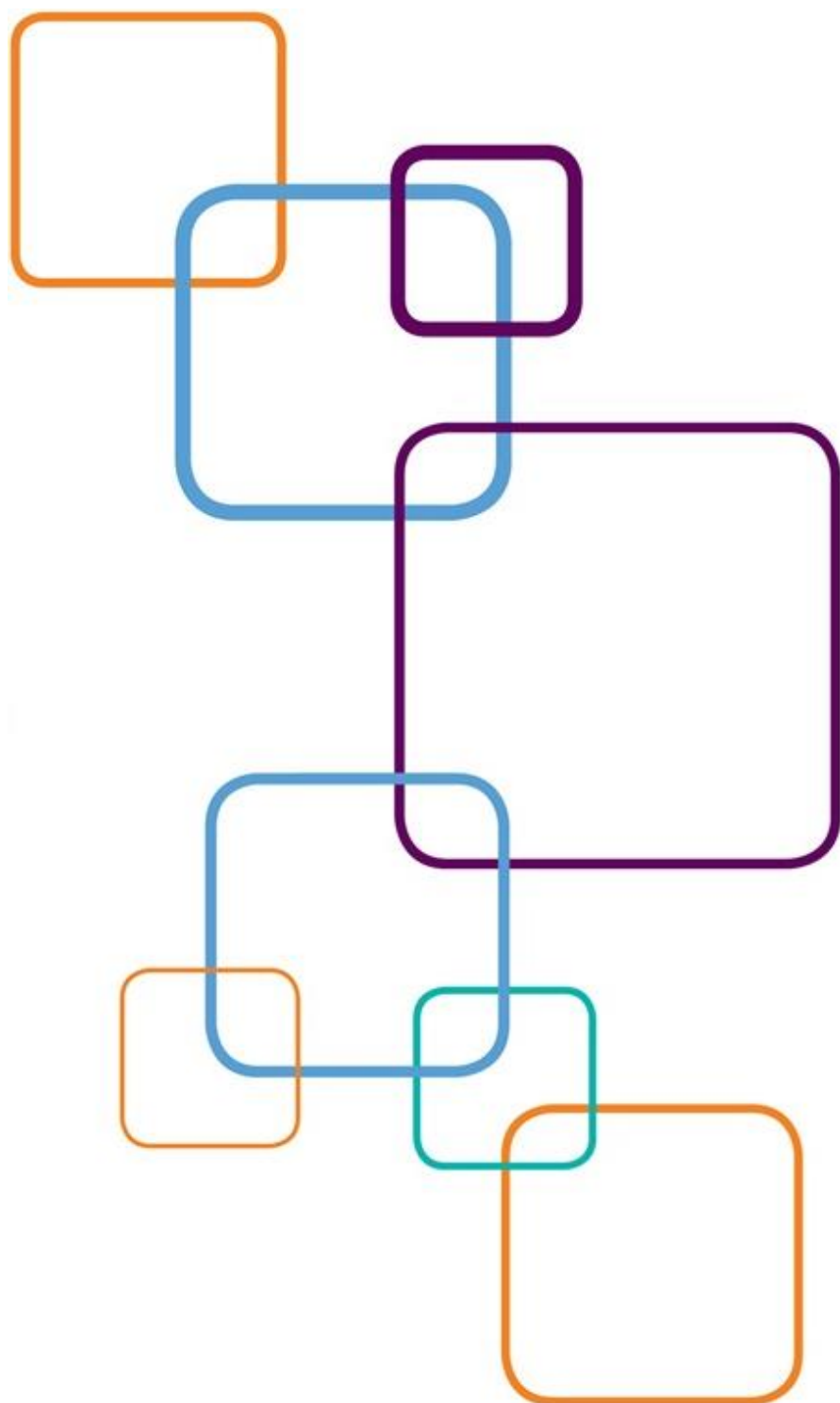




2014

mySBV.deposit – Maintenance



Bjorn Cockrell

SBV Services (Pty) Ltd: User Guide

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mySBV

The objective of the mySBV Cash Management System is to design and implement a system that will:

- Deliver market leading cash processing and handling related products to the retail and bulk cash market
- Improve commercial business intent in the cash handling industry,
- Improve workflow elements within the SBV cash management and processing lifecycle, and
- Enter into new commercial markets and establish new cash processing concepts.

Log in to mySBV

- Open MySBV form your browser

The screenshot shows the mySBV login interface. At the top left is the SBV logo. To its right is a decorative graphic of interlocking squares in blue, orange, and purple. Below this is a dark grey header bar with a 'Log in' link. The main content area is titled 'Log In' and contains two input fields: 'User name*' and 'Password*'. A red box highlights the 'User name*' field, with an orange callout box labeled 'Enter Your Username' pointing to it. Another red box highlights the 'Password*' field, with an orange callout box labeled 'Enter Your Password' pointing to it. Below the password field is a green 'Log in' button, which is circled in red, and a blue 'Forgot Password' button. An orange callout box labeled 'Click' points to the 'Log in' button. At the bottom of the page, there is a small footer containing copyright information: '© 2012 SBV Services (Pty) Ltd. Registered as a Security Service Provider by the PSIRA, registration number 4082 Company Reg. No. 1986/003885/07. Phone: 011 283 2000 Email: Support Office. Developed by SBV Services Version : 1.0.0.0 Admin Login'.

- Enter your username and password
- Click on log in.

Forgot Password

If you are unable to remember your password you can click on *Forgot Password*. Follow the steps that follow and click on *reset*.

SBV

Log in

Log In

User name*

Password*

Log in

Forgot Password

Click

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- Click on *Forgot Password*

SBV

Log in

Forgot Password

Enter Username and Email Address to reset your password

User name*

Email Address*

Reset

Cancel

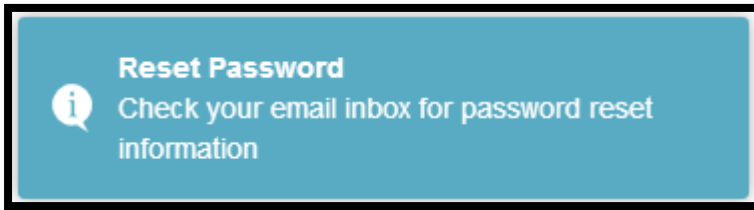
Type your Username

Type Your Email

Click

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Phone: 011 283 2000 Email: [Support Office](#). Developed by SBV Services Version : 1.0.0.0 [Admin Login](#)

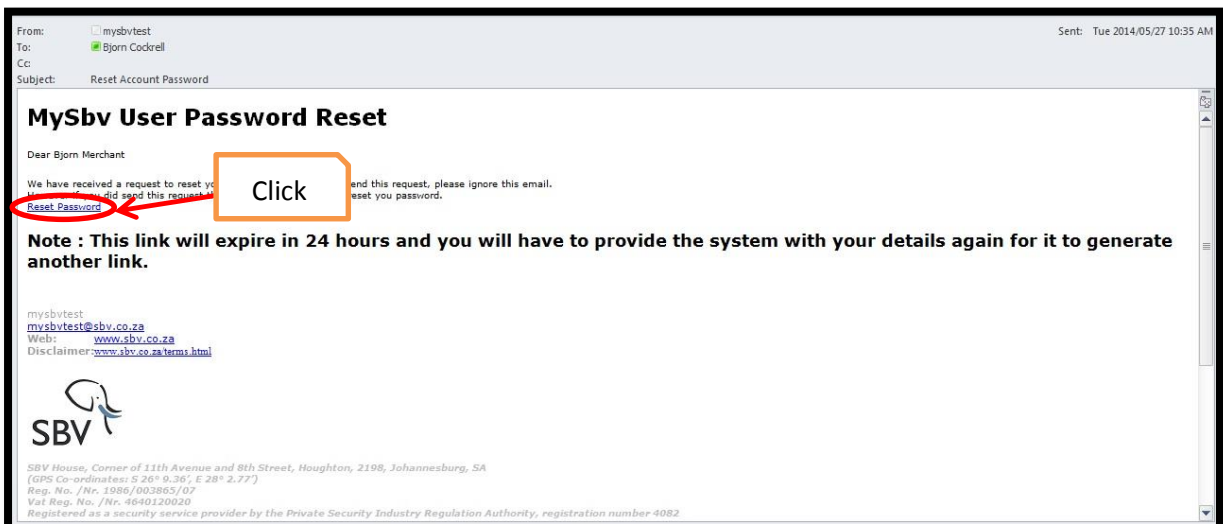
- Enter your username in the Username field
- Type your Email in the Email address field
- Click on *Reset*



- The system will prompt you that an email was sent to your mail address.



- You will receive an email from mysbvttest (the name of the email will change as soon as we go live)
- Open the email



- Click on the link within the email to proceed to the Password Rest screen in MySBV.

The screenshot shows the 'Reset Password' form on the mySBV.deposit website. The form includes a 'Log in' link at the top left. The main heading is 'Reset Password'. Below this, there are two input fields: 'Password' and 'Confirm password'. The 'Password' field is highlighted with a red box, and an arrow points to it from an orange box labeled 'Enter new password'. The 'Confirm password' field is also highlighted with a red box, and an arrow points to it from an orange box labeled 'Confirm new password'. Below the input fields are two buttons: 'Reset Password' (highlighted with a red circle and an arrow from an orange box labeled 'Click') and 'Cancel'. The footer contains copyright information for SBV Services (Pty) Ltd. and contact details.

- Enter your new password
- Confirm your new password
- Click on Reset Password

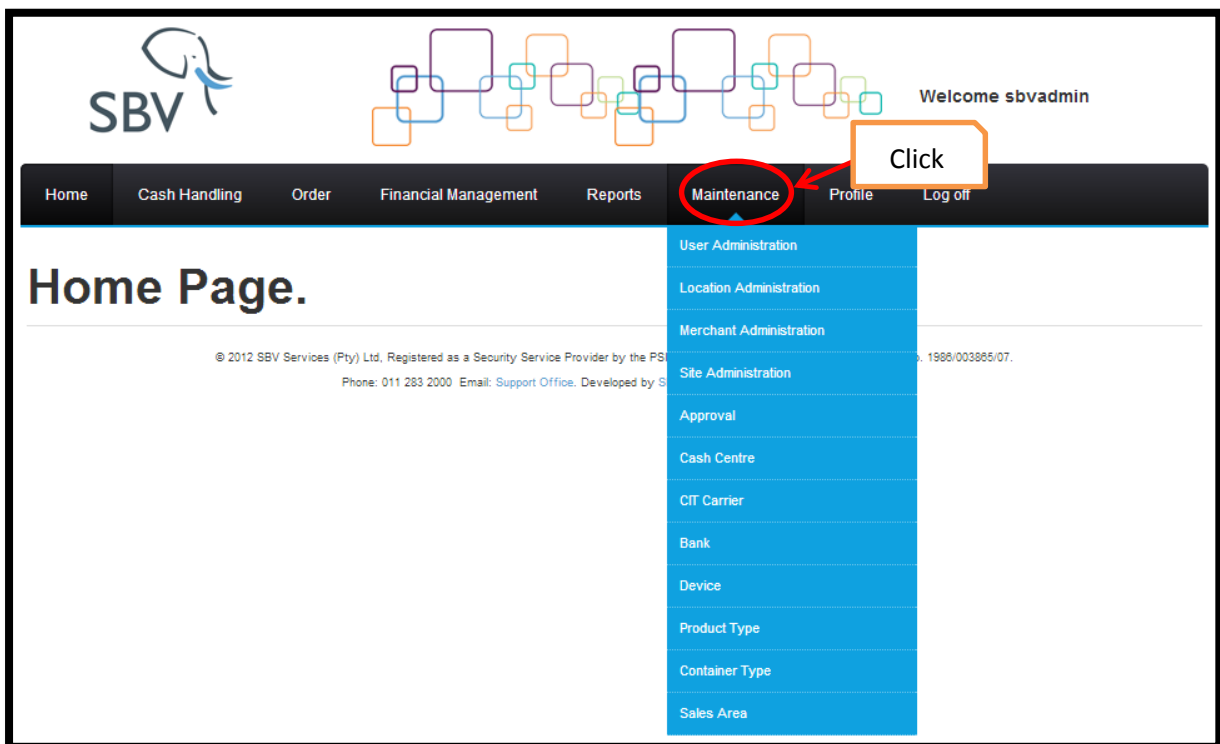
Once the user has reset the password, the new password can be used to log the user into the system.

Maintenance

The Maintenance module is used by SBV administrators to setup and maintain the following functions:

- Users
- Location
- Merchant
- Site
- Approvals
- Cash Centres
- CIT carries
- Banks
- Devices
- Product types
- Container Types
- Sales Areas

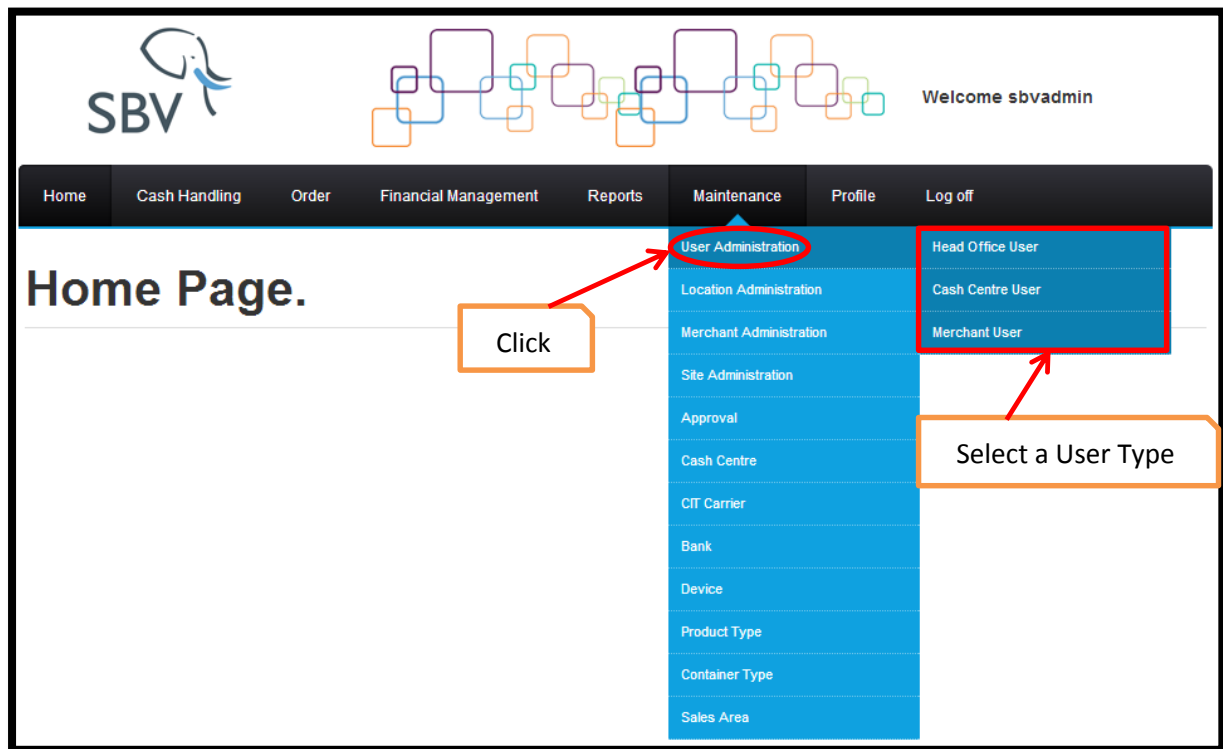
To access Maintenance



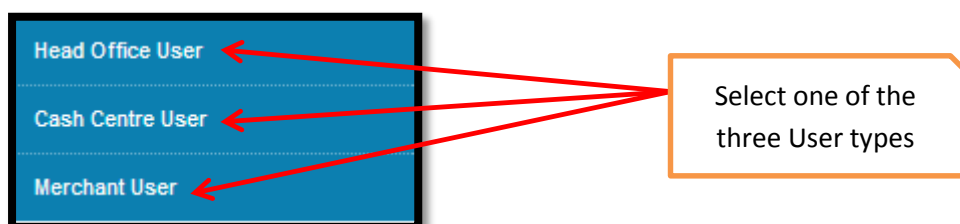
- Click on Maintenance from the main mySBV screen.

User Administration

User administration is used to setup the different types of mySBV users. To Access User Administration:



- Select Maintenance to view the dropdown menu
- Move your mouse pointer over the user administration tab to view the "user options"



- Select Head Office User for Support Office Admin staff
- Select Cash Centre User for Cash Centre Operational Staff
- Select Merchant User for Client Staff

Head Office User

Head Offices Users are administrative staff responsible for the maintaining of mySBV.

- To create a Head Office User, select maintenance from the mySBV main Menu to access the dropdown
- Select Head Office User

The Head Office Users screen will now be displayed

Head Office Users

Create New User (Click) View Created Users

FirstName	LastName	Email Address	Office Number	Cell Number			
Ntombi	Finance Reviewer	ntombix@sbv.co.za	0114588363	0784542222			
Divij	Rahi	divijr@sbv.co.za	6786786	786786876			
Xaba	Approver	ntombix@sbv.co.za	0114588363	0784542222			
Desmond	DataC	desmondm2@sbv.co.za	0114588363	0784542222			
Desmond	Headoffice	desmondm2@sbv.co.za	0114588363	0784542222			

11 - 15 of 25 items

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The active users can be viewed form this menu.

- Individual accounts can be viewed, edited and deleted by selecting the appropriate icon.

Creating a new account



- Click on create New User

The Create a Head Office User Account screen will be displayed:

The screenshot shows the 'Create Head Office User Account' form. The form is divided into several sections: 'User Information', 'Login Information', 'Role Information', and a 'Save' button. Annotations include:

- User Information:**
 - Title***: A dropdown menu with a 'Click to expand' annotation.
 - FirstName***, **LastName***, **Identity Number***, **Cell Number***, **Office Number***, and **Fax Number**: Fields grouped by a red box with a 'Complete' annotation.
 - SA Citizen ? ***: A checkbox with a checked mark.
 - Locked**: A checkbox with a 'Tick to lock' annotation.
- Login Information:**
 - UserName***, **Email Address***, **Password***, and **Confirm Password***: Fields grouped by a red box with a 'Complete' annotation.
- Role Information:**
 - User must have at least 1 role ***: A note above the role selection area.
 - Admin**, **Approver**, **Finance Reviewer**, and **Data Capture**: Roles with checkboxes. A red box highlights the 'Admin' checkbox with a 'Tick' annotation.
- Buttons:**
 - Save**: A blue button with a 'Click' annotation.
 - Cancel**: A red button.

At the bottom of the form, there is a footer with the following text:

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- Mandatory fields is marked with a red asterisk (*)

User Information

Basic user information must be complete. Basic user information provides the system all the required information about the user as well as the applicable rights of that user.

The screenshot shows a 'User Information' form with the following fields: Title* (dropdown), FirstName*, LastName*, SA Citizen ? * (checkbox), Identity Number*, Cell Number*, Office Number*, Fax Number, and Locked (checkbox). The 'Title*' dropdown is expanded, showing options: Please Select, Mr, Mrs, Miss, Dr, and Other. Annotations include a red circle around the dropdown arrow with the text 'Click to expand' and an arrow pointing to the dropdown menu with the text 'Select a title'.

User Information	
Title*	Please Select ▼
FirstName*	
LastName*	
SA Citizen ? *	<input checked="" type="checkbox"/>
Identity Number*	
Cell Number*	
Office Number*	
Fax Number	
Locked	<input type="checkbox"/>

Please Select ▼

- Please Select
- Mr
- Mrs
- Miss
- Dr
- Other

- Click on the title dropdown to select one of the titles
- Provide a First and Last name
- Tick the SA citizen box if the user is a South African Citizen and provide his/her ID number
- If the user is not a SA citizen untick the SA Citizen tick box and provide the user's passport number
- Enter the cell and office number
- The fax number is optional

If the locked box is ticked the user will be unable to access mySBV using that account.

Login Information

Login information is the information that the user will use to log in to mySBV. Complete the screen by providing the following information:

The screenshot shows a form titled "Login Information" with four input fields: "UserName*", "Email Address*", "Password*", and "Confirm Password*". Each field is highlighted with a red rectangular box. To the right of the form, there is an orange box labeled "Complete". Four red arrows point from the right side of each input field to the "Complete" button, indicating that all fields must be filled before proceeding.

- Provide a Username
- Enter the Email Address
- Provide the user with a temporary password
- Confirm password

User Role Information

User Role information is linked directly to the access level of the applicable user. Different users require different access levels. The access levels are determined by the type of role the user fulfils within SBV.

The screenshot shows a form titled "Role Information" with the instruction "User must have at least 1 role *". Above the role options is an orange box labeled "Select". Below this, there are four role options, each with a corresponding checkbox: "Admin", "Approver", "Finance Reviewer", and "Data Capture". Red arrows point from the "Select" button to each of the four checkboxes, indicating that one or more roles must be selected.

- Tick the tick box that is applicable to the user
 - Admin – Performs Administrative functions
 - Approver – Approves new devices and accounts
 - Finance Reviewer – Review financial costing
 - Capture new Clients and accounts

The screenshot shows two buttons: a blue "Save" button and a red "Cancel" button, both with white text.

- Click on save to save the user

Cash Centre User

Cash Centre User is the user at centre level that is responsible for the processing of deposits as well as the verifying of incidents.

To Create a Cash Centre User, click on the Maintenance tab from the mySBV main Menu and select User Administration and then Cash Centre User.

The Cash Centre User Screen will now be displayed. You can view all created user account from this screen.

SBV logo and navigation tabs: Home, Cash Handling, Order, Financial Management, Reports, Maintenance, Profile, Log off.

Cash Centre Users

Create New User (Click)

Search	Filter	All	Search				
FirstName	LastName	Email Address	Office Number	Cell Number			
Ntombi	Finance Reviewer	ntombix@sbv.co.za	0114588363	0784542222			
Divij	Rahi	divijr@sbv.co.za	6786786	786786876			
Xaba	Approver	ntombix@sbv.co.za	0114588363	0784542222			
Desmond	DataC	desmondm2@sbv.co.za	0114588363	0784542222			
Desmond	Headoffice	desmondm2@sbv.co.za	0114588363	0784542222			

11 - 15 of 25 items

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- Click on Create New User

The Create Cash Centre User account will now be displayed:

The screenshot shows the 'Create Cash Center User Account' form in the mySBV.deposit maintenance system. The form is divided into several sections: User Information, Login Information, Cash Centre Information, and Role Information. Annotations with arrows point to specific fields and buttons:

- User Information:** A red box highlights the 'Title*' dropdown menu, with an arrow pointing to it labeled 'Click'. Below this, the 'SA Citizen ?*' checkbox is checked.
- Login Information:** Fields for 'UserName*', 'Email Address*', 'Password*', and 'Confirm Password*' are visible.
- Cash Centre Information:** The 'Cash Centre*' dropdown menu is highlighted with a red circle and an arrow labeled 'Click'.
- Role Information:** A red box highlights the 'Recon' checkbox, with an arrow pointing to it labeled 'Tick'. The 'Teller Supervisor' and 'Teller' checkboxes are also visible.
- Buttons:** The 'Save' button is highlighted with a red circle and an arrow labeled 'Click'.
- Other Annotations:** A 'Complete' box with an arrow points to the top right of the form.

At the bottom of the form, there is a footer with copyright information: © 2012 SBV Services (Pty) Ltd, Registered as a Security Service Provider by the PSIRA, registration number 4082 Company Reg. No. 1986/003855/07. Phone: 011 283 2000 Email: Support Office. Developed by SBV Services Version : 1.0.0.0 Admin Login

User Information

The field is used to complete the system user personal information on the system.

The image shows a 'User Information' form with several fields and a dropdown menu. Annotations in orange boxes with arrows point to specific elements:

- Complete**: Points to the 'Title*' dropdown menu.
- Click**: Points to the dropdown arrow of the 'Title*' menu.
- Select from dropdown**: Points to the expanded dropdown menu showing options: Mr, Mrs, Miss, Dr, Other.
- Complete**: Points to the 'Cell Number*' field.

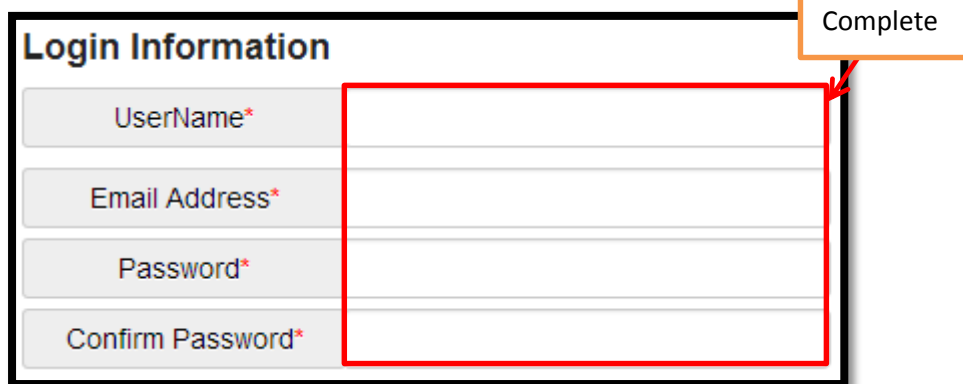
The form fields are:

- Title* (dropdown menu)
- FirstName* (text input)
- LastName* (text input)
- SA Citizen ? * (checkbox, currently checked)
- Identity Number* (text input)
- Cell Number* (text input)
- Office Number* (text input)
- Fax Number (text input)
- Locked (checkbox, currently unchecked)

- Click on the title to make a title selection
- Type the first name and Last name of the user
- If the user is a South African Citizen tick the "tick box" and enter the ID Number
- If the user is not an South African Citizen keep the box un-ticked and enter the Passport number
- Enter the Cell Number and Office Number
- The fax number is an optional field
- If the Locked box is ticked the user will be unable to use the account (account locked)

Login Information

The Login Information is used by the user to log in to the mySBV system.

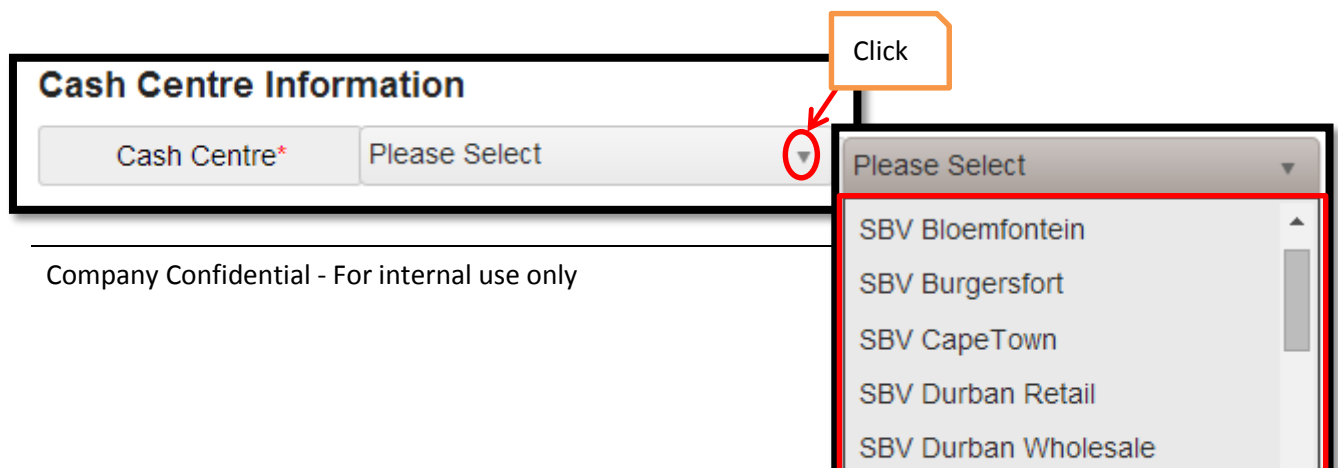


The form is titled "Login Information" and contains four input fields: "UserName*", "Email Address*", "Password*", and "Confirm Password*". A red rectangular box highlights the input area for these fields. An orange callout box labeled "Complete" with an arrow points to the right side of the form.

- Enter the Username
- Enter the email address for the user
- Provide a password
- Confirm the password


Cash Centre Information

The cash Centre information is used to link a specific user to a particular cash centre. This allows the system to restrict a user to only log on to his/her appointed cash centre.



The form is titled "Cash Centre Information" and contains a single input field labeled "Cash Centre*" with the placeholder text "Please Select". A red circle highlights the dropdown arrow. An orange callout box labeled "Click" with an arrow points to the dropdown arrow. The dropdown menu is open, showing a list of cash centres: "SBV Bloemfontein", "SBV Burgersfort", "SBV CapeTown", "SBV Durban Retail", and "SBV Durban Wholesale".

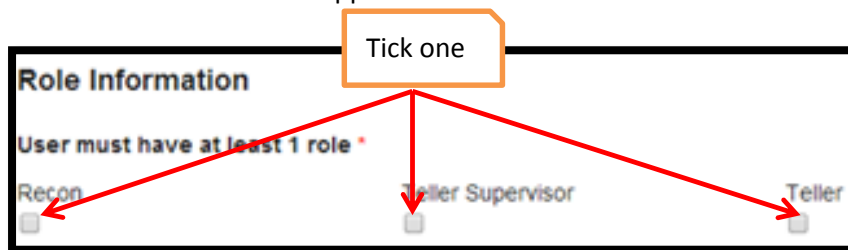
Select form dropdown



- Select the Cash Centre dropdown
- Select the applicable Cash centre for the user form the dropdown list

Role Information

The User Role information applies to the authorisation or access level applicable to the user account.



Select one of the three roles:

- Recon – Reconciles all mySBV Deposits
- Teller Supervisor – Approves all discrepancies in a mySBV Deposit
- Teller – Processes all mySBV deposits



- Click on save to store the new user

Merchant User

A Merchant user is an account used by the client to capture the deposits on the system

To Select Merchant users click on Maintenance from the main mySBV screen and select user administration. Select the Merchant user option to access the Merchant user screen.

SBV

Welcome sbvadmin

Home Cash Handling Order Financial Management Reports Maintenance Profile Log off

Merchant Users

Create New User Click

View list

Search Filter All Search

FirstName	LastName	Email Address	Merchant Name	Merchant Number			
ROSHAN	UU	gaonkar.roshan@gmail.com	Phala Spar	9857986523			
Divijmerch	Rahimerch	divijr@sbv.co.za	Isaac Shisa Nyama	3453453456			
Phillip	Manchidi	Phillipm@sbv.co.za	Isaac Shisa Nyama	3453453456			
Divij	Mercharnt	divijr@sbv.co.za	Isaac Shisa Nyama	3453453456			
Desmond	Retailer	desmondm2@sbv.co.za	Phala Spar	9857986523			

1 - 5 of 22 items

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- Click on Create new user

The Create Merchant User Account screen will now be displayed

SBV

Welcome sbvadmin

Home Cash Handling Order Financial Management Reports Maintenance Profile Log off

Fields marked with an asterisk * are required

Create Merchant User Account

User Information

Title*	Please Select
FirstName*	
LastName*	
SA Citizen ?	<input checked="" type="checkbox"/>
Identity Number*	
Cell Number*	
Office Number*	
Fax Number	
Locked	<input type="checkbox"/>

Login Information

UserName*	
Email Address*	
Password*	
Confirm Password*	

Merchant Information

Merchant*	Please Select
Site*	Click to Select Sites

Role Information

User must have at least 1 role *

User	Viewer	Supervisor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notification Type

User must have at least 1 notification *

SMS	FAX	Email
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

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Phone: 011 283 2000 Email: Support Office. Developed by SBV Services Version : 1.0.0.0 Admin Login

User Information

Enter the merchant information into the applicable fields:

The form is titled "User Information" and contains the following fields:

- Title*: Please Select (dropdown menu)
- FirstName*: [Text Field]
- LastName*: [Text Field]
- SA Citizen ? ☐ (checkbox)
- Identity Number*: [Text Field]
- Cell Number*: [Text Field]
- Office Number*: [Text Field]
- Fax Number: [Text Field]
- Locked: ☐ (checkbox)

Annotations and actions:

- "Click" points to the dropdown arrow of the Title field.
- "Complete" points to the FirstName field.
- "Tick" points to the SA Citizen checkbox.
- "Select" points to the dropdown menu options.
- "Complete" points to the bottom of the form.

The dropdown menu for Title shows the following options:

- Please Select
- Mr
- Mrs
- Miss
- Dr
- Other

- Select the user title from the dropdown
- Enter the First and Last name
- If the user is a South African tick the SA Citizen box and enter the ID Number
- Enter the Cell Number and Office Number of the Merchant
- The Fax field is an optional field
- If the Locked box is ticked the user will be unable to use the account

Login Information

The login information is used to log in to the mySBV system

The screenshot shows a form titled "Login Information" with four input fields: "UserName*", "Email Address*", "Password*", and "Confirm Password*". A red rectangular box highlights all four input fields. An orange callout box labeled "Complete" has a red arrow pointing to the right side of the red box.

- Enter the Merchant Username
- Enter the Merchant Email Address
- Provide the temporary password
- Confirm the password.

Merchant Information

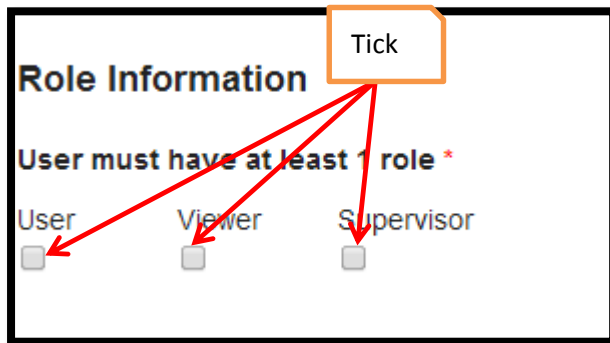
The selection is made to identify to the system to what merchant group the user belongs to

The screenshot shows a form titled "Merchant Information" with two input fields: "Merchant*" and "Site*". The "Merchant*" field has a dropdown arrow and is circled in red. An orange callout box labeled "Click" has a red arrow pointing to this dropdown. The "Site*" field contains the text "Click to Select Sites" and is highlighted with a red rectangular box. An orange callout box labeled "Click" has a red arrow pointing to this text. To the right of the form, a dropdown menu is open, showing a list of merchant names: "Please Select", "Isaac Shisa Nyama", "Phala Spar", "Xaba Pick n Pay Super market", "TwoTone", "Brima", and "Connect". An orange callout box labeled "Select" has a red arrow pointing to the "Isaac Shisa Nyama" option in the list.

- Select the merchant drop down menu
- Select the applicable merchant branch from the list

Role Information

This selection provides the access and authorisation level for the user. This will determine what the user will be able to do on the system.

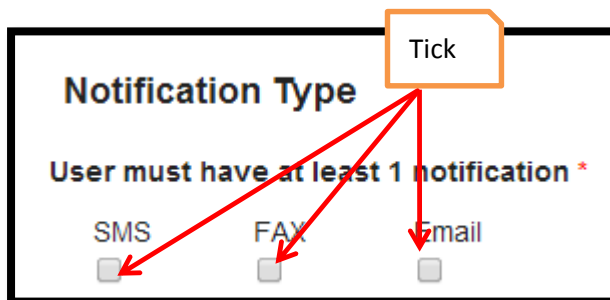


Select one of the three roles:

- User – capture the deposit on to the system
- Viewer – view deposits on mySBV, but will be unable to make changes to the deposits
- Supervisor – authorise changes to the deposits

Notification type

This refers to the method that the client will be notified of the status of their deposit



There are three notification methods:

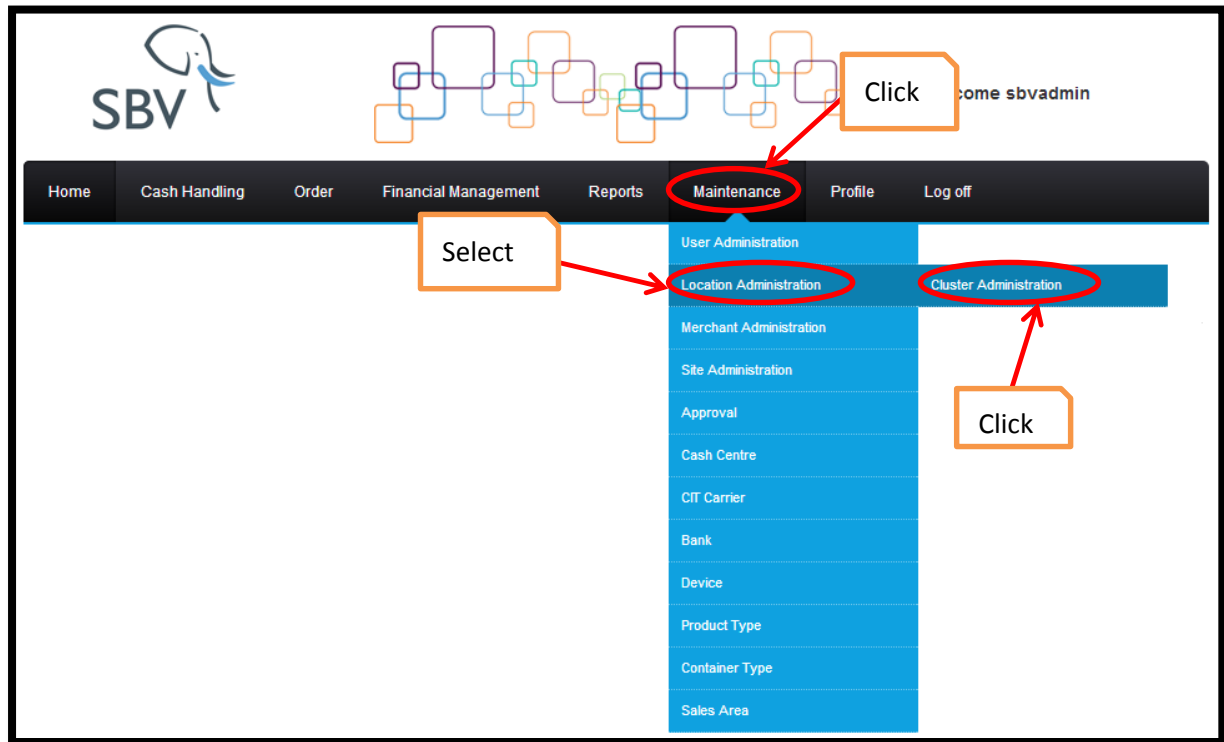
- SMS – notification by cell phone short message service
- FAX – notification by facsimile
- Email – Notification by Electronic mail



- Click on Save

Location Administration

This section is used to maintain the different cluster information. Location administration is accessed with the following steps:



From the mySBV main Menu

- Click on Maintenance

From the dropdown list

- Select Location Administration
- Click on Cluster Administration

The List Cluster screen will now be displayed:

List Cluster

Click

Create New Cluster

Search Filter All Search

Cluster Name			
Gauteng			
Limpopo			
Inland			
KZN			
Eastern Cape			
Western Cape			
Mpumalanga			
Isaac New one			
South Province			

1 - 9 of 9 items

View, edit and Delete existing clusters

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This screen will display all the available clusters

A cluster can be viewed, edited and deleted from this screen.

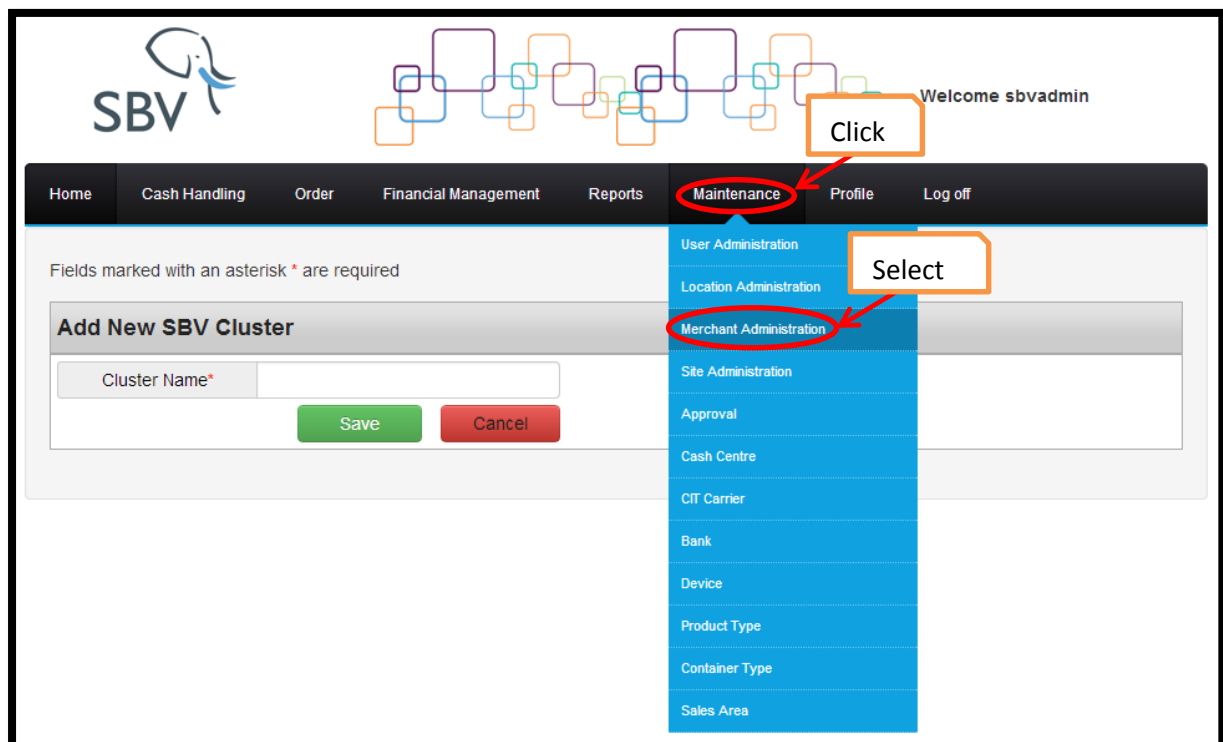
- Click on Create New Cluster

The screenshot displays the mySBV.deposit maintenance interface. At the top, there is a header with the SBV logo, a decorative graphic of interlocking squares, and a welcome message 'Welcome sbvadmin'. Below the header is a navigation bar with links: Home, Cash Handling, Order, Financial Management, Reports, Maintenance, Profile, and Log off. The main content area is titled 'Add New SBV Cluster'. It includes a note: 'Fields marked with an asterisk * are required'. The form has a text input field labeled 'Cluster Name*' and two buttons: 'Save' (green) and 'Cancel' (red). Annotations include a red box around the 'Cluster Name*' field, a red arrow pointing from a box labeled 'Enter new name' to the field, and a red arrow pointing from a box labeled 'Click' to the 'Save' button. At the bottom, there is a footer with copyright information: '© 2012 SBV Services (Pty) Ltd, Registered as a Security Service Provider by the PSIRA, registration number 4082 Company Reg. No. 1988/003885/07. Phone: 011 283 2000 Email: [Support Office](#). Developed by SBV Services Version : 1.0.0.0 [Admin Login](#)'.

- Enter a new cluster name
- Click on save

Merchant Administration

The Creation and maintenance is one of the most important functions with in mySBV. Client information must always be up to date to ensure that the clients can receive their funds as soon as possible. To access the Merchant administration screen follow these steps:



- Click on Maintenance for the main mySBV menu
- Select Merchant Administration form the dropdown menu

The list of Merchants screen will now be displayed:

List Of Merchants

Click

Create New Merchant

Search [] Filter All [v] Search []

View, edit and delete

Contract Number	Registered Name	Trading Name	Company Group Name	Status	View	Update	Delete
0112832263	Pick n Pay	Pick n Pay	Pick n Pay	Active			
0442832263	Spar Bedfordview	Phala Spar	Spar	Active			
0992836663	Checkers Goldfields	Checkers Goldfields	Checkers Goldfields	Active			
4	TwoToneLaunge	TwoTone Enterprise	Magadlas	Active			
565454	Brima Logistics	Brima Logistics	Brima Group	Active			
555555	Connect	Connect	Connect Group	Active			
VWSA654564	VWSA	VWSA	VWSAfrica	Active			
45	45			Active			
011283226222	Sizanani Group	Sizanani	Sizanani Group	Active			
TOY4125	TOYOTA SA	TOYOTA SA		Active			

1 - 10 of 14 items

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The merchant can be viewed, edited and deleted from this screen

- Click on create new merchant

The Create Merchant screen will now be displayed:

The screenshot shows the 'Create Merchant' screen in the mySBV.deposit maintenance system. The page has a header with the SBV logo and a navigation bar with links: Home, Cash Handling, Order, Financial Management, Reports, Maintenance, Profile, and Log off. A welcome message 'Welcome sbvadmin' is displayed. Below the navigation bar, a note states: 'Fields marked with an asterisk * are required'.

The main form is titled 'Create Merchant' and is divided into two sections: 'Merchant Information' and 'Contact Information'.

Merchant Information:

- Merchant Description***: A dropdown menu with 'Please Select' as the current selection. An annotation 'Click' points to the dropdown arrow.
- Merchant Type***: A dropdown menu with 'Please Select' as the current selection. An annotation 'click' points to the dropdown arrow.
- Contract Number***: A text input field. An annotation 'Complete' points to the field.
- Merchant Name***: A text input field.
- Trading Name***: A text input field.
- Company Group Name**: A text input field.
- Is Approved**: A radio button. An annotation 'Tick if approved' points to the radio button.
- Registered Name***: A text input field. An annotation 'Complete' points to the field.
- Registration Number***: A text input field.
- VAT Number**: A text input field.
- Franchise Name**: A text input field.
- Deposit Slip Email**: A radio button. An annotation 'Tick' points to the radio button.

Contact Information:

- Contact Person 1***: A text input field. An annotation 'complete' points to the field.
- Contact Person 2**: A text input field. An annotation 'Complete' points to the field.
- Contact Person Phone***: A text input field.
- Contact Person Phone**: A text input field.
- Email Address***: A text input field.
- Email Address**: A text input field.
- Designation***: A text input field.
- Designation**: A text input field.
- Financial Accountant**: A text input field.
- Email Address**: A text input field.
- Comments**: A text area. An annotation 'Provide comment' points to the text area.

At the bottom of the form, there are three buttons: 'Save' (blue), 'Continue' (green), and 'Exit' (red). An annotation 'Click' points to the 'Save' button.

At the bottom of the page, there is a footer with the following text: '© 2012 SBV Services (Pty) Ltd. Registered as a Security Service Provider by the PSIRA, registration number 4082 Company Reg. No. 1986/003885/07. Phone: 011 283 2000 Email: Support Office. Developed by SBV Services Version : 1.0.0.0 Admin Login'.

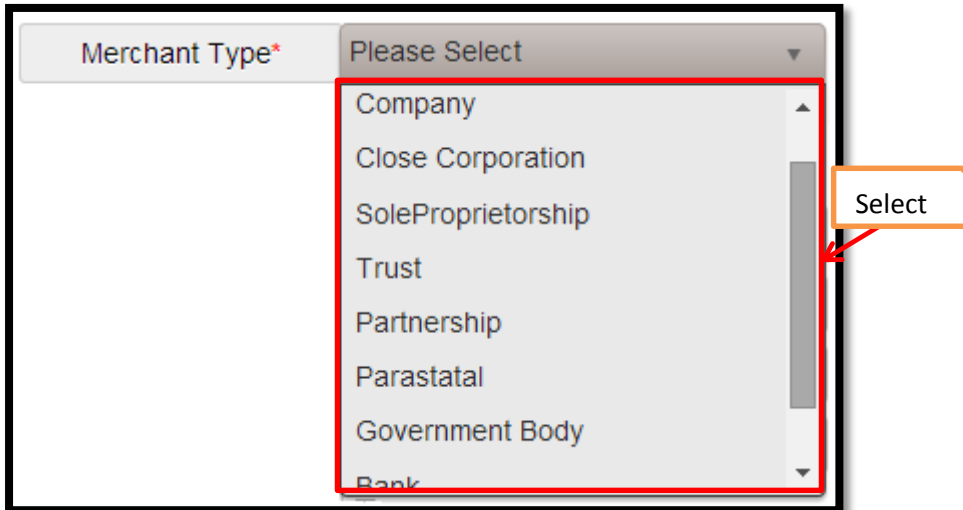
The screenshot shows the 'Merchant Information' form. It has two columns of input fields. The first column contains 'Merchant Description*' (a dropdown menu), 'Contract Number*', 'Merchant Name*', 'Trading Name*', and 'Company Group Name'. The second column contains 'Merchant Type*' (a dropdown menu), 'Registered Name*', 'Registration Number*', 'VAT Number', and 'Franchise Name'. At the bottom, there are two checkboxes: 'Is Approved' and 'Deposit Slip Email'. Annotations include:

- Two 'Select' boxes with arrows pointing to the 'Merchant Description*' and 'Merchant Type*' dropdown menus.
- A 'complete' box with an arrow pointing to the 'Registered Name*' field.
- Two 'Tick' boxes with arrows pointing to the 'Is Approved' and 'Deposit Slip Email' checkboxes.
- Red text below 'Merchant Description*' says 'Merchant Description is required.' and below 'Merchant Type*' says 'Merchant Type field is required.'
- A red line highlights the 'Contract Number*', 'Merchant Name*', 'Trading Name*', and 'Company Group Name' fields.

- Complete the Merchant information screen by providing the following information
 - Contact Number
 - Merchant Name
 - Trading Name
 - Company Group Name (if applicable)
 - Tick whether the Merchant is approved (If unpicked the merchant is unapproved)
 - Register name
 - Registration Number
 - VAT Number
 - Franchise Number (If applicable)
 - Tick whether the deposit slip needs to be emailed

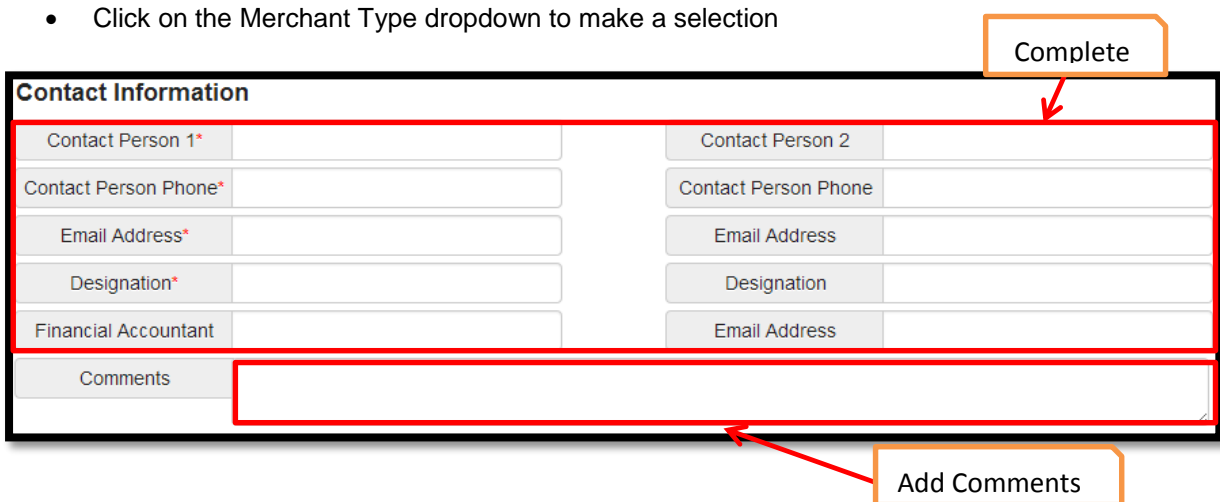
This image is a close-up of the 'Merchant Description*' dropdown menu. The menu is open, showing a list of categories: 'Agriculture And Processing', 'Aquaculture And Mariculture', 'Auto mobiles', 'Banking', 'Chemicals', 'Clothing And Textiles', 'Construction And Materials', and 'Containers And Packaging'. A red box highlights the list of categories. An annotation 'Select' with an arrow points to the list.

- Click on The Merchant Description dropdown and make a selection



The screenshot shows a dropdown menu for 'Merchant Type*'. The menu is open, displaying a list of options: 'Please Select', 'Company', 'Close Corporation', 'SoleProprietorship', 'Trust', 'Partnership', 'Parastatal', 'Government Body', and 'Bank'. A red box highlights the list of options. An orange callout box labeled 'Select' with a red arrow points to the 'SoleProprietorship' option.

- Click on the Merchant Type dropdown to make a selection



The screenshot shows the 'Contact Information' form. The form is divided into two columns. The left column contains fields for 'Contact Person 1*', 'Contact Person Phone*', 'Email Address*', 'Designation*', and 'Financial Accountant'. The right column contains fields for 'Contact Person 2', 'Contact Person Phone', 'Email Address', 'Designation', and 'Email Address'. A red box highlights the entire form. An orange callout box labeled 'Complete' with a red arrow points to the top right corner of the form. Another orange callout box labeled 'Add Comments' with a red arrow points to the 'Comments' field at the bottom of the form.

- Complete the Contact information field
- Add a comment to provide extra information

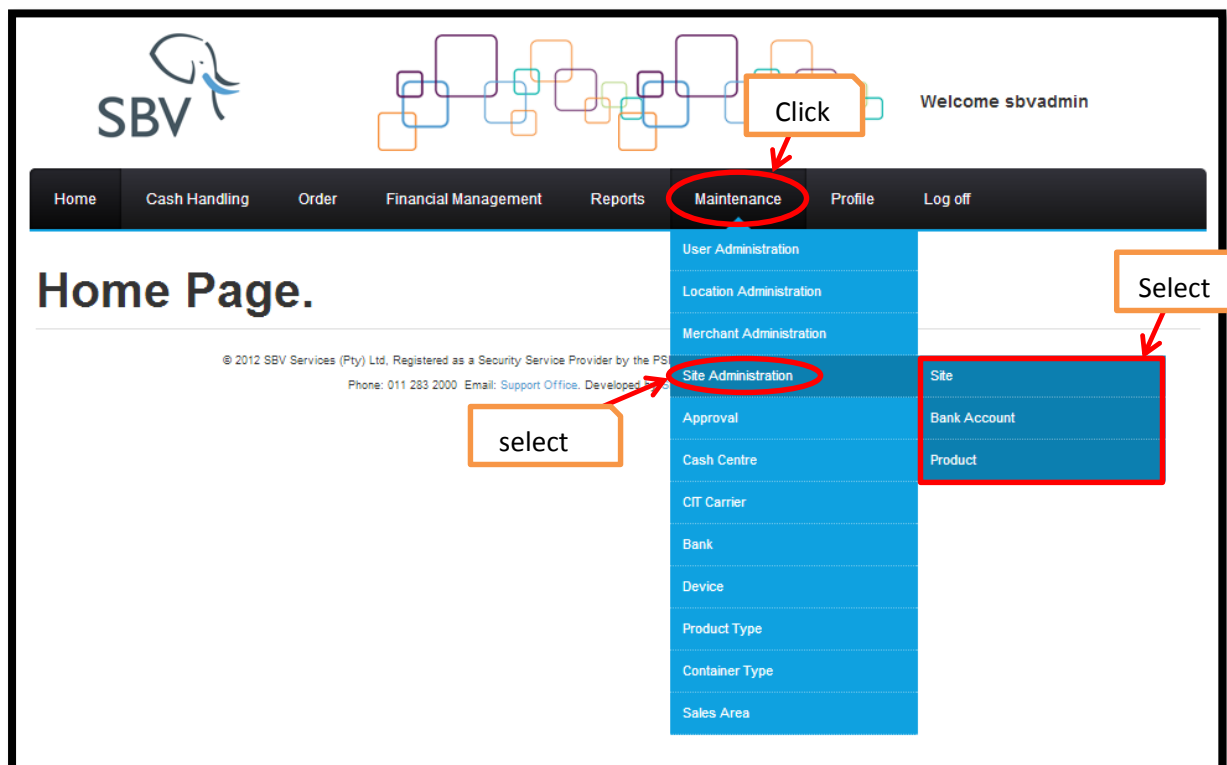


The screenshot shows three buttons: 'Save' (blue), 'Continue' (green), and 'Exit' (red).

- Click on save or continue to proceed with the process

Site Administration

To access site administration the user can follow these steps:



- From the mySBV main menu select maintenance
- Select Site Administration from the dropdown
- Select one of the three available selections:
 - Site
 - Bank Account
 - Product

Site

This section is used to edit or create a new site. Sites are applicable to all clients.

Click

Create New Site

Search Filter All

View, Edit and Delete

Contract Number	Merchant Name	Site Name	CIT Code	Status			
0112832263	Isaac Shisa Nyama	Isaac Shisa Nyama Rosebank	HF2422	Active			
0442832263	Phala Spar	Spar Ghandi square	GJJ35	Active			
0992836663	Xaba Pick n Pay Super market	Pick n Pay The Zone	FFHF23	Active			
0112832263	Isaac Shisa Nyama	Isaac Shisa Nyama Boksburg	SFS354	Active			
0442832263	Phala Spar	Spar Maponya Mall	SFS24	Active			
0992836663	Xaba Pick n Pay Super market	Pickn Pay Calton Center	SD242	Active			
4	TwoTone	Daveyton	CIT6564	Active			
555555	Connect	Norwood	CTTOO	Active			
555555	Connect	Rosebank	UYGFVDC	Active			
011283226222	Sizanani	Saxonwold	TTR555	Active			

1 - 10 of 19 items

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- Click on Create new Site

The screen allows the administrator to view all existing account. The screen allows the administrator to edit as well as delete an existing account.

The Create Site Screen will now be displayed

SBV

Welcome sbvadmin

Home Cash Handling Order Financial Management Reports Maintenance Profile Log off

Fields marked with an asterisk * are required

Create Site

Merchant Name* Please Select **Click**

Contract Number **Complete**

CIT Code* **Complete**

Syspro Number* **Complete**

Total Address **Complete**

Suburb **Complete**

Postal Code* **Complete**

City* Please Select **Click**

State* Please Select **Click**

Center Name* Please Select **Click**

Deposit Reference* **Complete**

Centre Capturing Deposits **Tick**

Reference Is Editable **Tick**

Site Containers* Click to Select ContainerTypes **Click**

Contact Information

Contact Person 1* **Type**

Contact Person 2 **Complete**

Contact Person Phone* **Type**

Contact Person Phone **Complete**

Contact Person Email 1* **Type**

Contact Person Email 2 **Complete**

Designation 1* **Type**

Designation 2 **Complete**

Comments **Type**

Save Continue Exit

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All fields marked with a red asterisk are compulsory. Complete all the fields from the top of the screen

The screenshot shows a form with two columns of fields. Red boxes highlight the following fields, each with a 'Complete' callout and an arrow pointing to it:

- Contract Number (top right)
- CIT Code* (middle right)
- Site Name* (left column, first row)
- Site Description (left column, second row)
- Street Number* (left column, third row)
- Street Name* (left column, fourth row)
- City* (left column, fifth row)
- CIT Carrier* (left column, sixth row)
- Postal Address (right column, third row)
- Suburb (right column, fourth row)
- Postal Code* (right column, fifth row)
- Deposit Reference* (right column, seventh row)

Other fields include Merchant Name* (Please Select), Cash Center Name* (Please Select), Reference Is Editable (checkbox), and Site Containers* (Click to Select ContainerTypes).

- Complete the following fields:
 - Site Name
 - Site Description
 - Street Number
 - Street Name
 - CIT Code
 - Syspro Number
 - Postal Address
 - Suburb
 - Postal Code
 - Deposit Reference

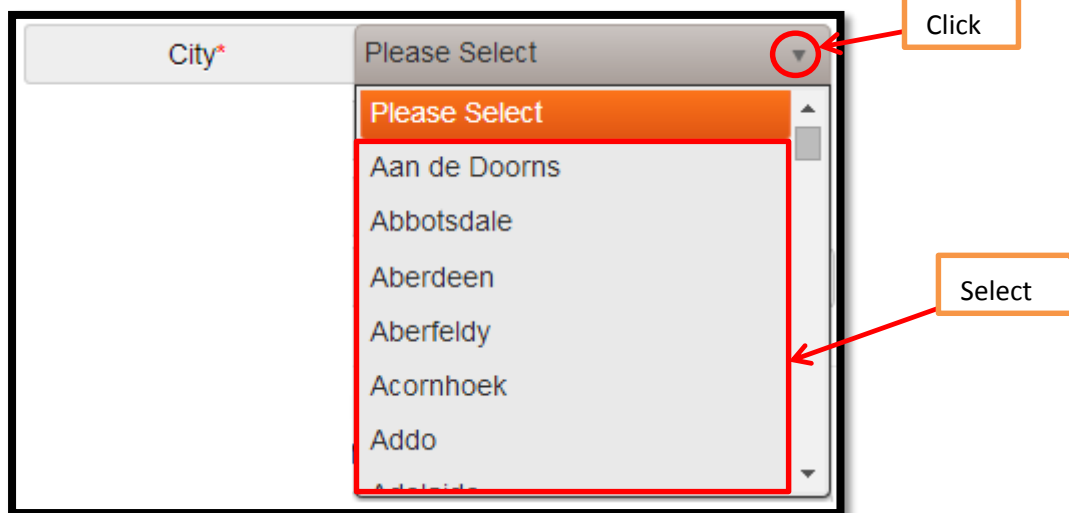
Some fields must be completed by selecting the appropriate selection form the dropdown

The screenshot shows the 'Merchant Name*' dropdown menu. A red box highlights the dropdown list. Two callouts with arrows point to the dropdown:

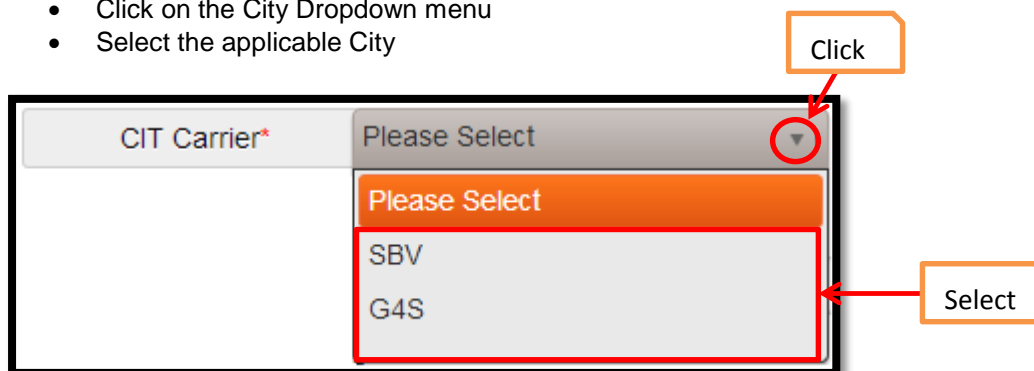
- 'Click' points to the dropdown arrow.
- 'Select' points to the list of merchant names.

The list of merchants includes: Please Select, Isaac Shisa Nyama, Phala Spar, Xaba Pick n Pay Super market, TwoTone, Brima, and Connect.

- Click on Merchant name dropdown
- Select Merchant in dropdown

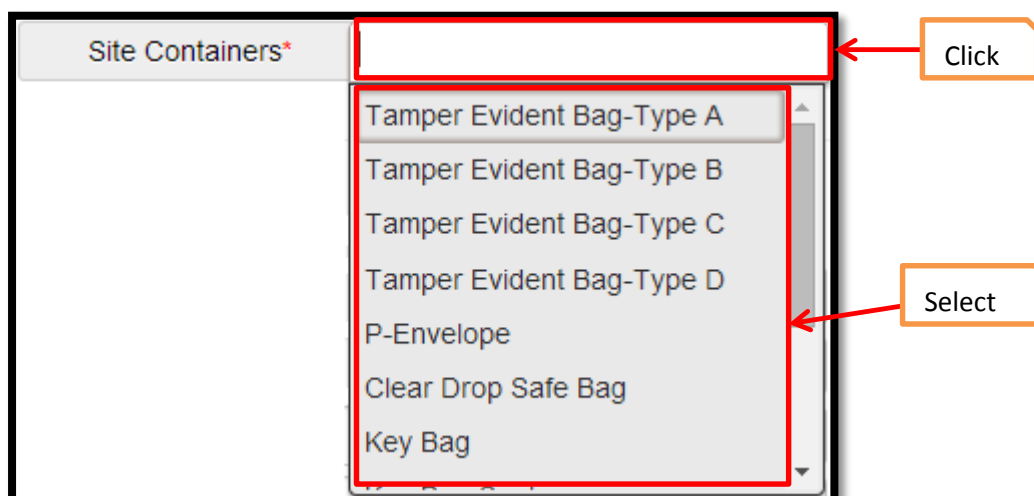


- Click on the City Dropdown menu
- Select the applicable City



- Click on the CIT Carrier dropdown
- Select the CIT Carrier

Containers are selected by “clicking” in the open field and selecting all the applicable containers.



The Processing centre will need to be selected in this menu screen

A screenshot of a web form titled 'Cash Center Name*'. The dropdown menu is open, showing a list of options: 'Please Select', 'SBV Bloemfontein', 'SBV Burgersfort', 'SBV CapeTown', 'SBV Durban Retail', 'SBV Durban Wholesale', and 'SBV Durban Wholesale'. A red circle highlights the dropdown arrow, with an orange box labeled 'Click' pointing to it. A red arrow points to the list of options, with an orange box labeled 'Select' pointing to it.

- Click on the Cash Centre Name Dropdown
- Select the applicable Cash Centre

Complete the Contact Information screen

A screenshot of the 'Contact Information' screen. The form contains two columns of input fields. The left column has 'Contact Person 1*', 'Contact Person Phone*', 'Contact Person Email 1*', and 'Designation 1*'. The right column has 'Contact Person 2', 'Contact Person Phone', 'Contact Person Email 2', and 'Designation 2'. A red box highlights all these fields. An orange box labeled 'Complete' points to the right column. Below the main form is a 'Comments' section with a text area, highlighted by a red box. An orange box labeled 'Type' points to this text area.

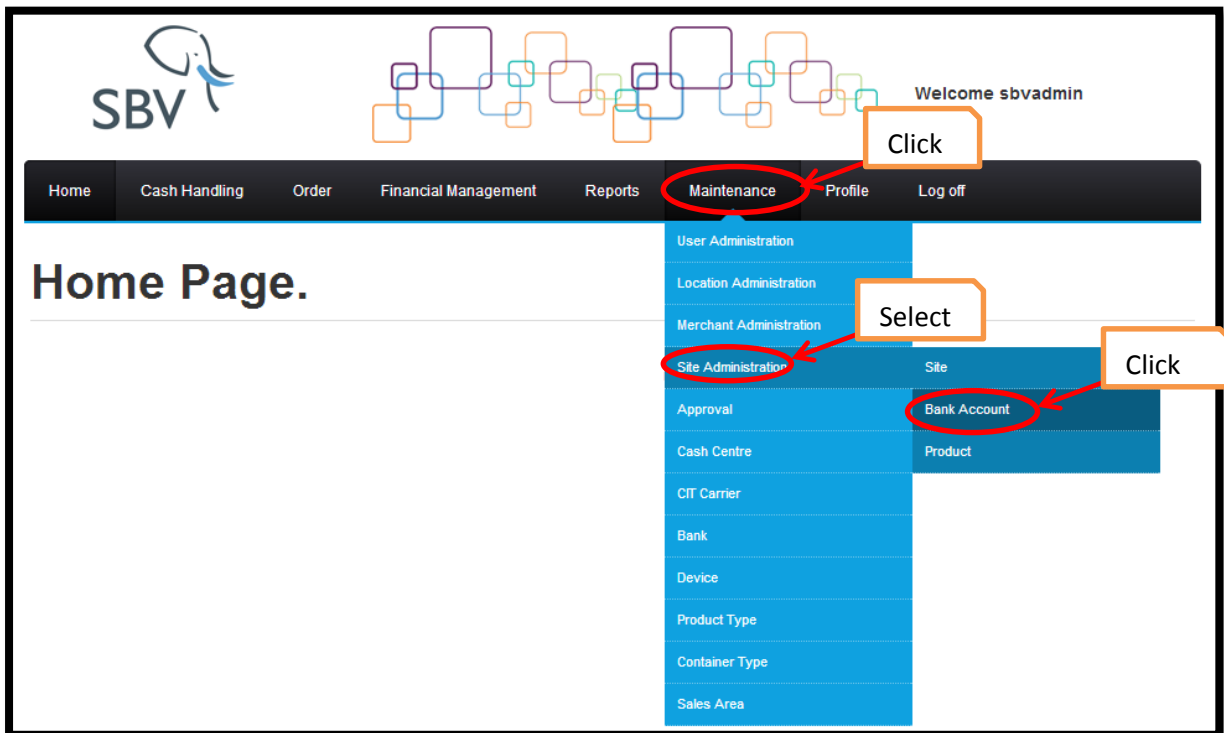
All fields with a red asterisk is compulsory field s and must be completed

A screenshot of the bottom of the form showing three buttons: 'Save' (blue), 'Continue' (green), and 'Exit' (red).

- Click on save to proceed.

Bank Account

The Bank account section allows the administrators to setup new or multiple accounts for particular users. To Access the Bank account screen you can follow these steps:



- Click on Maintenance from the mySBV main screen
- Select site administration from the dropdown
- Click on Bank account

The List Bank account screen will now be displayed:

List Bank Account Click

Create New Bank Account

View, edit and Delete

Site Name	Bank Name	Branch Code	Account Number	Beneficiary Code	Status			
Isaac Shisa Nyama Rosebank	FNB	250655	62397180003	DOV519	Pending			
Spar Gandhi square	FNB	250655	62262327862	FHY567	Active			
Isaac Shisa Nyama Boksburg	FNB	250655	61313123311	DFF566	Active			
Spar Maponya Mall	FNB	250655	624324234322	ASD567	Active			
Pick n Pay Calton Center	FNB	250655	625864654652	DSS456	Active			
Pick n Pay The Zone	FNB	250655	61313123311	RJY412	Active			
Spar Gandhi square	ABSA	632005	61313123311	CPT324	Active			
Norwood	Capitec	967323	699945821	OQJ534	Pending			
Norwood	Capitec	967323	699945821	OQJ534	Pending			
Norwood	Capitec	967323	98542222222	NAG023	Saved			
Daveyton	ABSA	632005	62397180044	FZA754	Saved			

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The screen allows the administrator to view, edit and delete all accounts within mySBV.

To start the creation of a new bank account

- Click on Create New Bank account

[illegible]

A screenshot of the 'Site Name' dropdown menu. The dropdown is open, showing a list of site names. A red circle highlights the downward arrow on the right side of the dropdown box. A red arrow points from a callout box labeled 'Click' to this arrow.

- 40

Site Name*

Please Select

- Please Select
- Isaac Shisa Nyama Rosebank
- Spar Ghandi square
- Pick n Pay The Zone
- Isaac Shisa Nyama Boksburg
- Spar Maponya Mall
- Pickn Pay Calton Center

Select

- Select the merchant site form the dropdown

Bank Account 1

Bank Account* Please Select

Account Type* Please Select

Account Number*

Default Account*

Branch Code

Branch Code* BNF972

Account Holder Name*

Click

Click

Tick

Type

Type

In the Bank account field complete the following fields:

- Account Number
- Account Holder Name

Bank Account*

Please Select

- Please Select
- FNB
- ABSA
- SBSA
- Nedbank
- Capitec

Select

- Click on the Bank Account Dropdown
- Select the bank Name

Account Type*

Please Select

Please Select

Cheque Account

Savings Account

Transmission

Mzansi Account

Select

- Click on the Account Type Dropdown
- Select the Account type

Add Account

Select the Add Account button to add an additional account

Product

List Products Select

Create New Product View, Edit and Delete

Site	Product Type	Service Type	Settlement Type	Status			
Isaac Shisa Nyama Rosebank	mySBV.Deposit	Same Day Settlement	Net Settlement	Active			
Pickn Pay Calton Center	mySBV.CIT	Next Day Settlement	Net Settlement	Active			
Isaac Shisa Nyama Rosebank	mySBV.CIT	Same Day Settlement	Net Settlement	Active			
Spar Ghandi square	mySBV.Deposit	Same Day Settlement	Net Settlement	Active			
Spar Ghandi square	mySBV.CIT	Same Day Settlement	Net Settlement	Active			
Isaac Shisa Nyama Rosebank	mySBV.Deposit	Same Day Settlement	Net Settlement	Active			
Pickn Pay Calton Center	mySBV.Deposit	Same Day Settlement	Net Settlement	Active			
Pickn Pay Calton Center	mySBV.CIT	Same Day Settlement	Net Settlement	Active			
Spar Ghandi square	mySBV.Deposit	Same Day Settlement	Net Settlement	Active			
Rosebank	mySBV.CIT	Real Time Settlement	Net Settlement	Active			

1 - 10 of 22 items

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You can View, edit or delete a record from this list

- Click on the Create New Product button

The add Product screen will now be displayed

The screenshot shows the 'Add Product' form in the mySBV.deposit maintenance system. The form is titled 'Add Product' and includes a header with the SBV logo and a welcome message 'Welcome sbvadmin'. The navigation bar contains links: Home, Cash Handling, Order, Financial Management, Reports, Maintenance, Profile, and Log off.

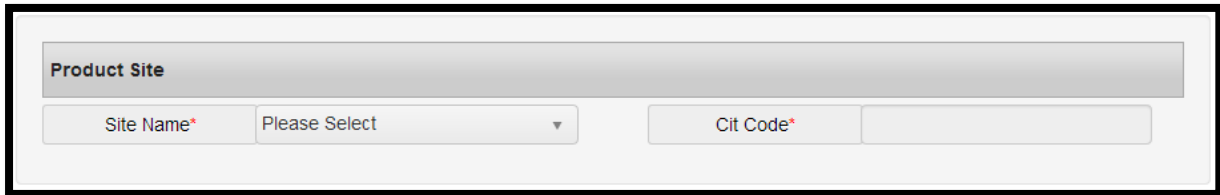
Fields marked with an asterisk (*) are required. The form contains the following sections:

- Product Site:** Includes 'Site Name*' (a dropdown menu with a red circle around the arrow and a 'Click' annotation) and 'Cit Code*' (a text input field).
- Product Selection:** Includes 'Service Type*' (a dropdown menu with a red circle around the arrow and a 'Click' annotation), 'Settlement Type*' (a dropdown menu with a red circle around the arrow and a 'Click' annotation), 'Type' (a text input field with a red arrow pointing to it from a 'Type' label), 'Date' (a text input field with a red arrow pointing to it from a 'Date' label), 'Termination Date' (a text input field with a red arrow pointing to it from a 'Type' label), and 'Product Type*' (a dropdown menu with a red circle around the arrow and a 'Click' annotation).
- Buttons:** 'Save' (a blue button with a red circle around it and a 'Click' annotation) and 'Cancel' (a red button).

At the bottom, there is a footer with copyright information: © 2012 SBV Services (Pty) Ltd, Registered as a Security Service Provider by the FSCA, registration number 4082 Company Reg. No. 1988/003885/07. Phone: 011 283 2000 Email: Support Office. Developed by SBV Services Version : 1.0.0.0 Admin Login.

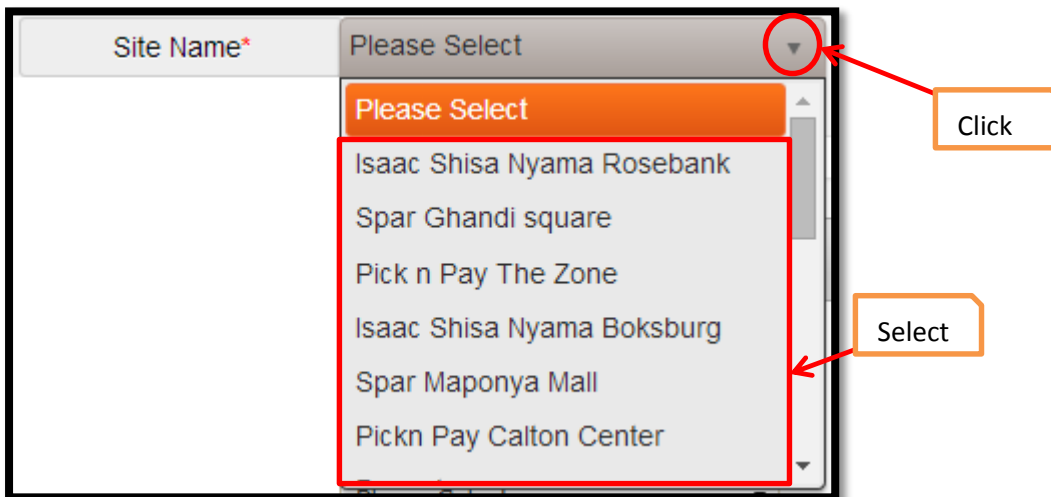
All the fields marked with a red asterisk

Complete the following screen:



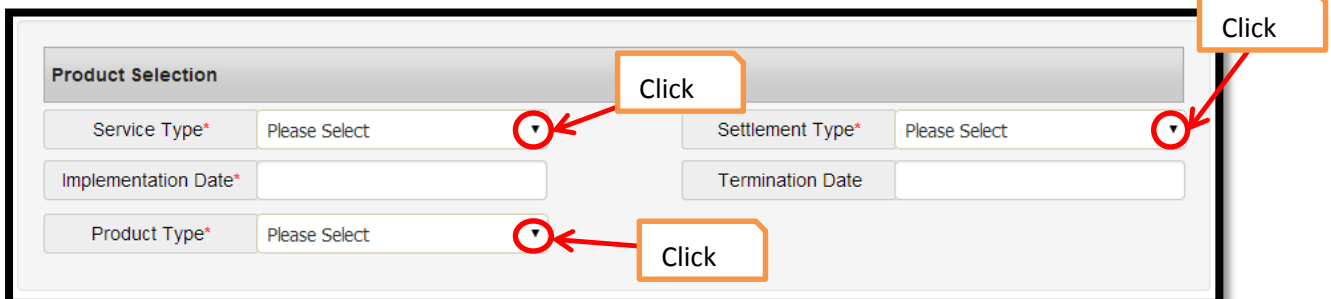
The 'Product Site' form contains two input fields: 'Site Name*' with a 'Please Select' dropdown menu, and 'Cit Code*' with an empty text box.

- Select the Site Name dropdown



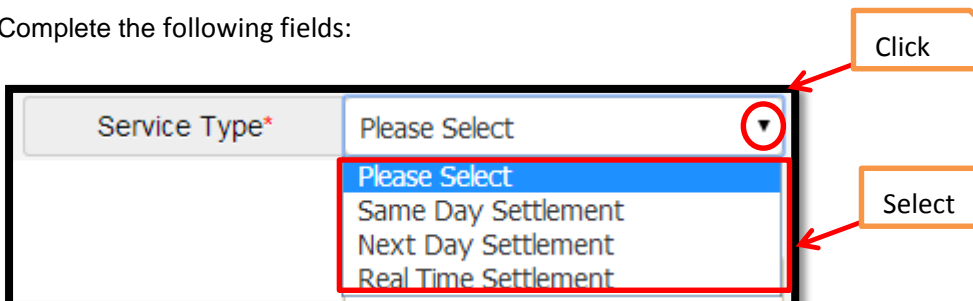
The 'Site Name*' dropdown menu is open, showing a list of options. A red circle highlights the dropdown arrow, with an orange box labeled 'Click' pointing to it. Another red circle highlights the list of options, with an orange box labeled 'Select' pointing to it. The options in the dropdown are: 'Please Select', 'Isaac Shisa Nyama Rosebank', 'Spar Ghandi square', 'Pick n Pay The Zone', 'Isaac Shisa Nyama Boksburg', 'Spar Maponya Mall', and 'Pickn Pay Calton Center'.

- Select the applicable site name from the dropdown list



The 'Product Selection' form contains four input fields: 'Service Type*' with a 'Please Select' dropdown, 'Settlement Type*' with a 'Please Select' dropdown, 'Implementation Date*' with an empty text box, and 'Termination Date' with an empty text box. Red circles highlight the dropdown arrows for 'Service Type*' and 'Settlement Type*', with orange boxes labeled 'Click' pointing to them. Another orange box labeled 'Click' points to the 'Settlement Type*' dropdown menu.

Complete the following fields:



The 'Service Type*' dropdown menu is open, showing a list of options. A red circle highlights the dropdown arrow, with an orange box labeled 'Click' pointing to it. Another red circle highlights the list of options, with an orange box labeled 'Select' pointing to it. The options in the dropdown are: 'Please Select', 'Same Day Settlement', 'Next Day Settlement', and 'Real Time Settlement'.

- Select the Service type from the dropdown

The screenshot shows a form field labeled "Settlement Type*" with a dropdown menu. The dropdown is open, showing three options: "Please Select" (highlighted in blue), "Net Settlement", and "Gross Settlement". A red circle highlights the dropdown arrow, with an orange callout box labeled "Click" pointing to it. Another orange callout box labeled "Select" points to the "Please Select" option in the dropdown list.

- Select the Settlement type from the dropdown
- Enter the implementation date
- Enter the Termination date

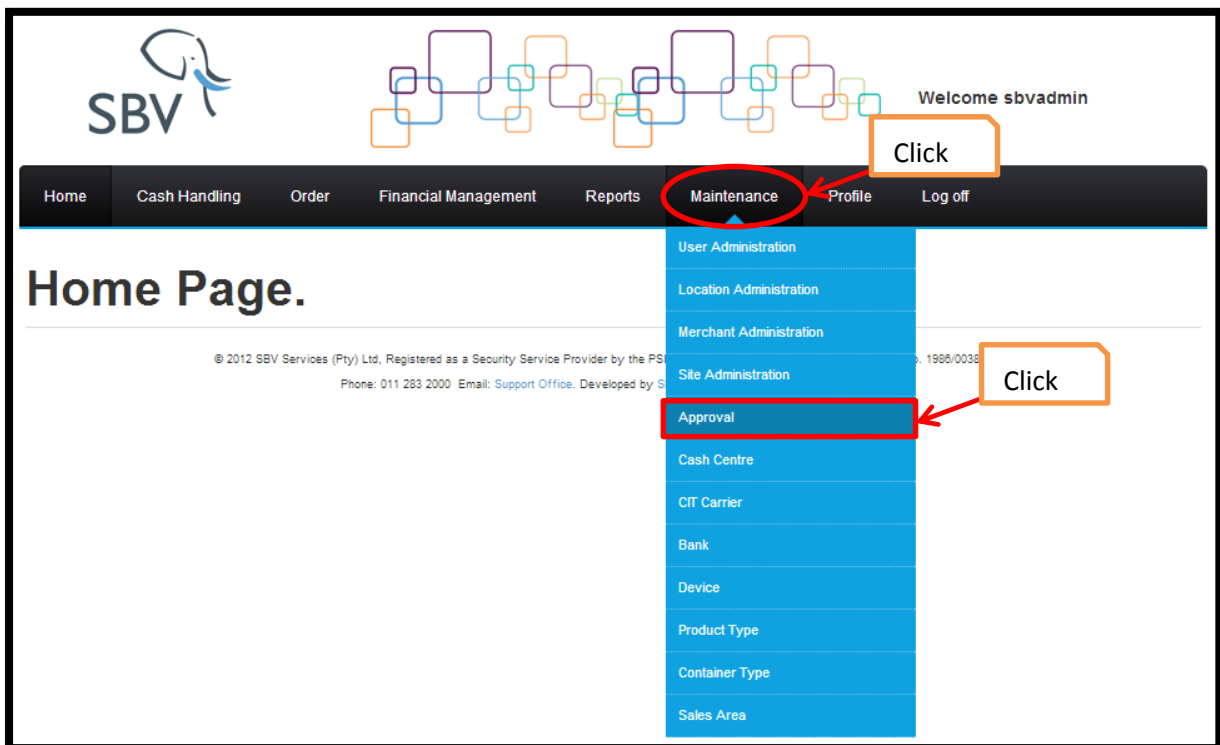
The screenshot shows a form field labeled "Product Type*" with a dropdown menu. The dropdown is open, showing four options: "Please Select" (highlighted in blue), "mySBV.Deposit", "mySBV.Vault", and "mySBV.CIT". A red circle highlights the dropdown arrow, with an orange callout box labeled "Click" pointing to it. Another orange callout box labeled "Select" points to the "mySBV.Deposit" option in the dropdown list.

- Select the product type from the dropdown

The screenshot shows two buttons: a blue "Save" button and a red "Cancel" button.

- Click on Save

Approval



- Click on Maintenance
- Select Approval form the dropdown

The Task List will now be displayed

Task List

Search Filter **All** **View**

Reference Number	Date	Site Name	Cit Code	User Name	Module	Status	Name
SRI03	2014-05-09 9:11:32	Emhlangeni	255887	Xaba	Bank Account	Declined	
VOW45	2014-05-09 9:31:01	Norwood	CTTOO	Ntombi	Bank Account	Pending	
MVJ84	2014-05-14 9:31:12	Mashanganeng	56464	Boysie	Bank Account	Pending	
PDN32	2014-06-03 12:07:53	Isaac Shisa Nyama Rosebank	HF2422	Ntombi	Bank Account	Declined	
DLZ94	2014-06-03 12:08:14	Isaac Shisa Nyama Rosebank	HF2422	Ntombi	Bank Account	Declined	
ONU76	2014-05-22 8:35:07	Pick n Pay The Zone	FFHF23		Bank Account	Pending	
CD61E16358A0	2014-07-02 3:07:12	Pick n Pay The Zone	FFHF23		Bank Account	Pending	

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- Click on the view Icon to view a task

The bank account approval screen will be displayed

SBV

Welcome sbvadmin

Home Cash Handling Order Financial Management Reports Maintenance Profile Log off

Fields marked with an asterisk * are required

Bank Account Approval

Site Name* Pick n Pay The Zone

Code* FFHF23

Account Type* ABSA

Branch Code* 632005

Account Holder Name juliusn

Secondary Code* PPY567

Account Number* 3333333333333333

Default Account ☐

Current Comments

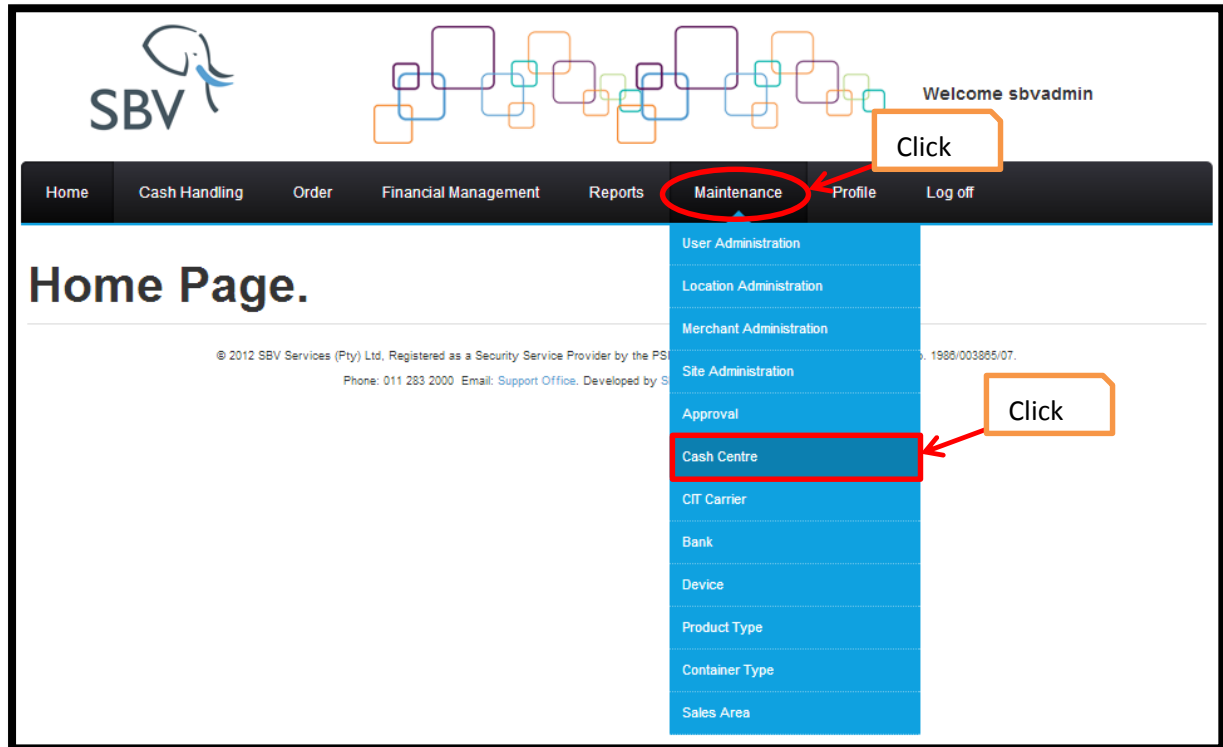
Previous Comments Addition Approval

Approve Decline Exit

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- Confirm that all the listed information is correct
- Add a comment
- Click on approve to proceed
- Click on Decline to return the selected account to the capturer

Cash Centre



- Click on maintenance from the Main mySBV screen
- Select Cash Centre from the dropdown menu

The View Cash Centre will be displayed

SBV

Welcome sbvadmin

Home Cash Handling Order Financial Management Reports Maintenance Profile Log off

View Cash Centre

Create New Cash Centre

Click

View, Edit and Delete

Centre Number	Centre Name	Email Address 1	Telephone Number	Contact Person			
2001	SBV Bloemfontein						
2002	SBV Burgersfort						
2003	SBV CapeTown						
2004	SBV Durban Retail						
2005	SBV Durban Wholesale						
2005	SBV Durban Wholesale						
2007	SBV Durban Coin Factory						
2008	SBV East London						
2009	SBV East Rand						
2010	SBV George						

1 - 10 of 23 items

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- The list of Cash Centres can be viewed, edited or deleted from this screen.
- Click on Create New Cash Centre

SBV

Welcome sbvadmin

Home Cash Handling Order Financial Management Reports Maintenance Profile Log off

Fields marked with an asterisk * are required

Add New Cash Centre

Centre Name*

Email Address 1*

Email Address 2

Email Address 3

Cluster* Please Select

Address Type* Please Select

AddressLine1*

AddressLine2

AddressLine3

Telephone Number*

Centre Number*

Email Address 1*

Postal Code*

Contact Person*

Click

Click

Click

Click

Click

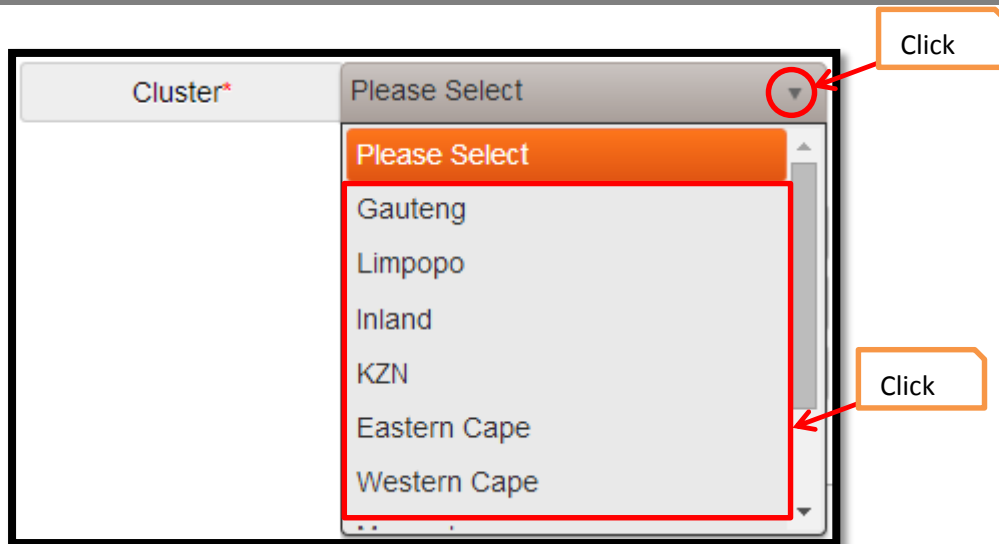
Click

Click

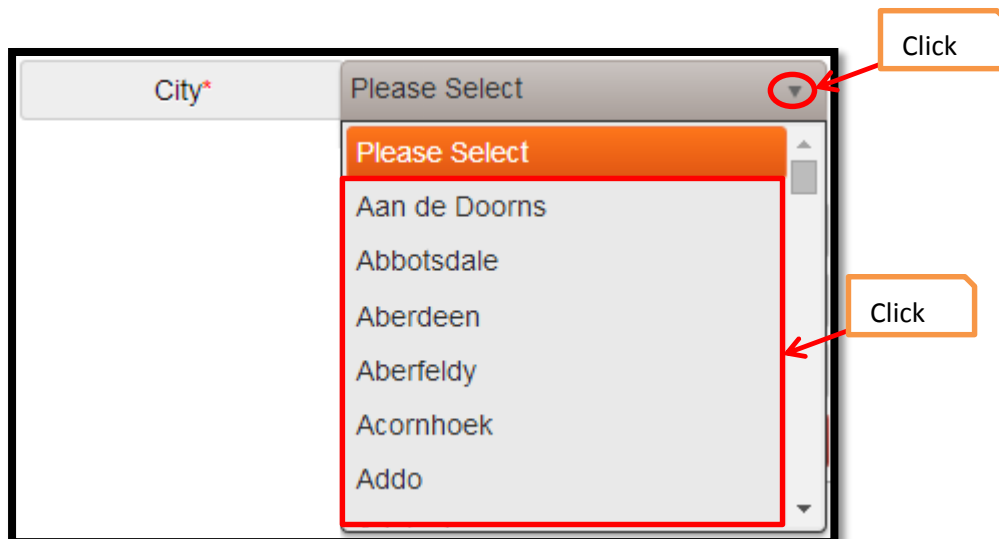
Click

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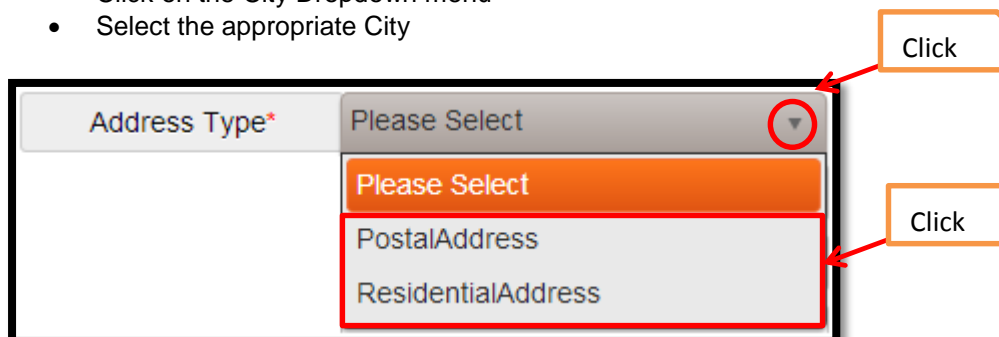
- Complete the following fields
 - Centre Name
 - Email Address 1
 - Address Line 1
 - Telephone Number
 - Centre Number
 - Postal Code
 - Contact Person



- Click on the cluster dropdown menu
- Select the appropriate cluster

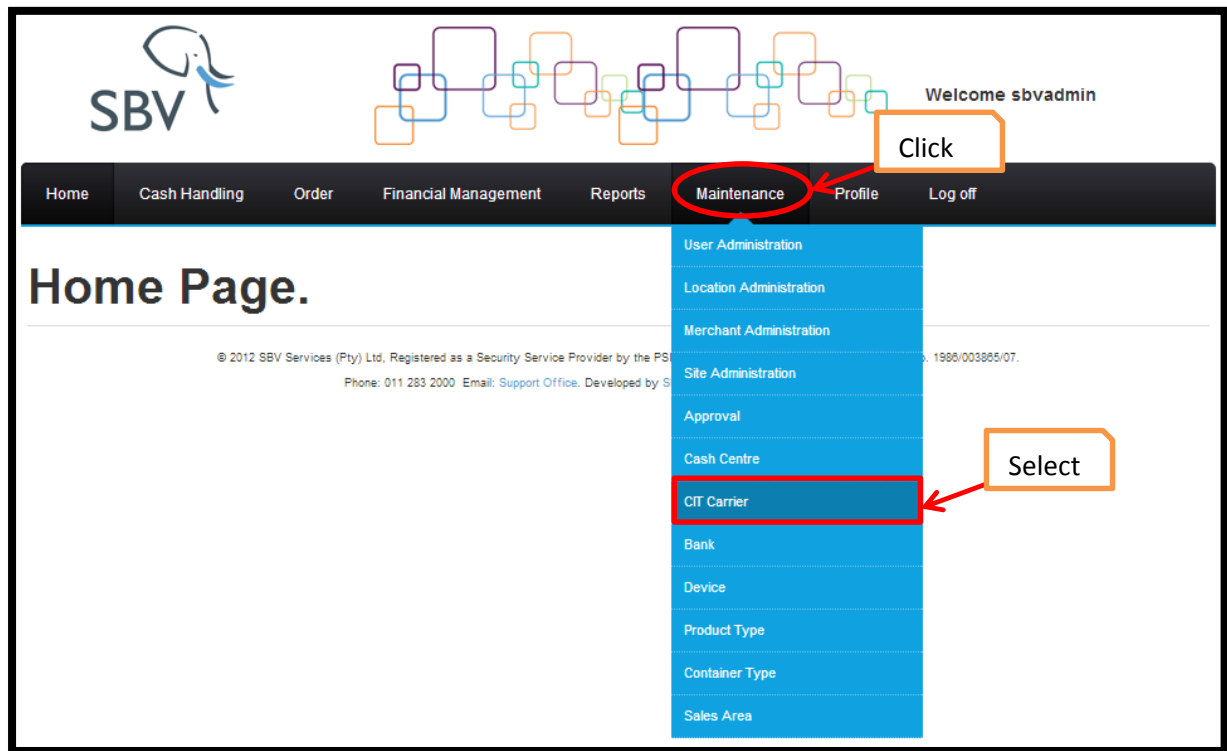


- Click on the City Dropdown menu
- Select the appropriate City



- Click on the Address Type Dropdown menu
- Select the Appropriate address type

CIT Carrier



- Click on the Maintenance tab in the main mySBV menu
- Click on CIT Carrier from the dropdown menu

The View CIT Carrier screen will now be displayed

The screenshot displays the 'View CIT Carrier' screen. At the top, there is a navigation bar with links: Home, Cash Handling, Order, Financial Management, Reports, Maintenance, Profile, and Log off. Below the navigation bar, the title 'View CIT Car' is visible. A red circle highlights the 'Create New Carrier' button, and an orange box highlights the 'View, Edit and Delete' text. The main content area contains a table with the following data:

CIT Name	CIT Description			
SBV	SBV CIT			
G4S	G4Security			
GJJ35	gfgfg			
@				

At the bottom of the table, there are pagination controls showing '1 - 4 of 4 items'.

- The CIT Carriers can be viewed, edited or deleted from this screen.
- Click on create new Carrier

The Add New Carrier will be displayed

SBV

Welcome sbvadmin

Home Cash Handling Order Financial Management Reports Maintenance Profile Log off

Fields marked with an asterisk * are required

Add New Carrier

CIT Name*

CIT Initial Serial# Digit*

CIT Description

Save Cancel

Click

Type

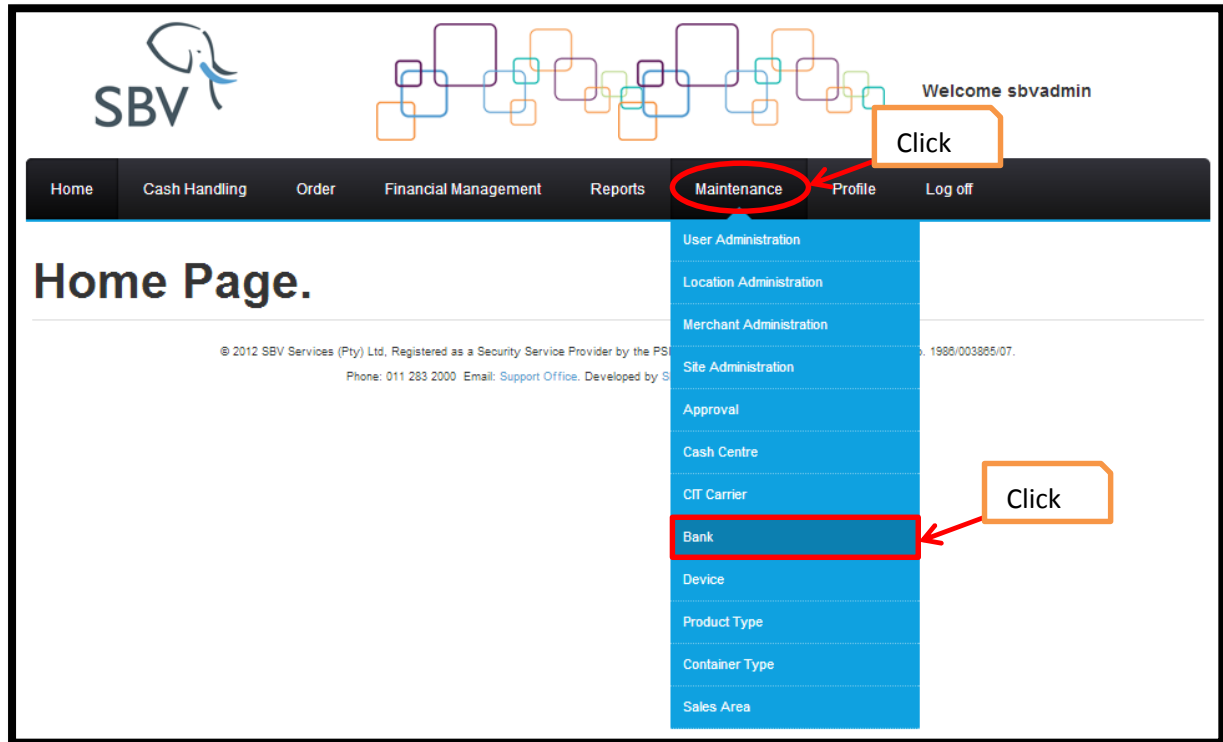
type

type

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Phone: 011 283 2000 Email: [Support Office](#). Developed by SBV Services Version : 1.0.0.0 [Admin Login](#)

- Complete the following fields
 - CIT Name
 - CIT Initial Serial# Digit
 - CIT Description
- Click on Save

Bank



- Click on Maintenance from the main mySBV screen
- From the dropdown click on Bank

The View Banks screen will now be displayed

SBV

Welcome sbvadmin

Home Cash Handling Order Financial Management Reports Maintenance Profile Log off

View Banks

Create New Bank

Click

Search [] Filter All [] Search

Bank Name			
FNB			
ABSA			
SBSA			
Nedbank			
Capitec			

1 - 5 of 5 items

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- The Bank can be viewed, edited or deleted from this screen.
- Click on Create New bank

The Add New Bank screen will be displayed

SBV

Welcome sbvadmin

Home Cash Handling Order Financial Management Reports Maintenance Profile Log off

Fields marked with an asterisk * are required

Add New Bank

Bank Name*

Branch Code*

Save Cancel

Click

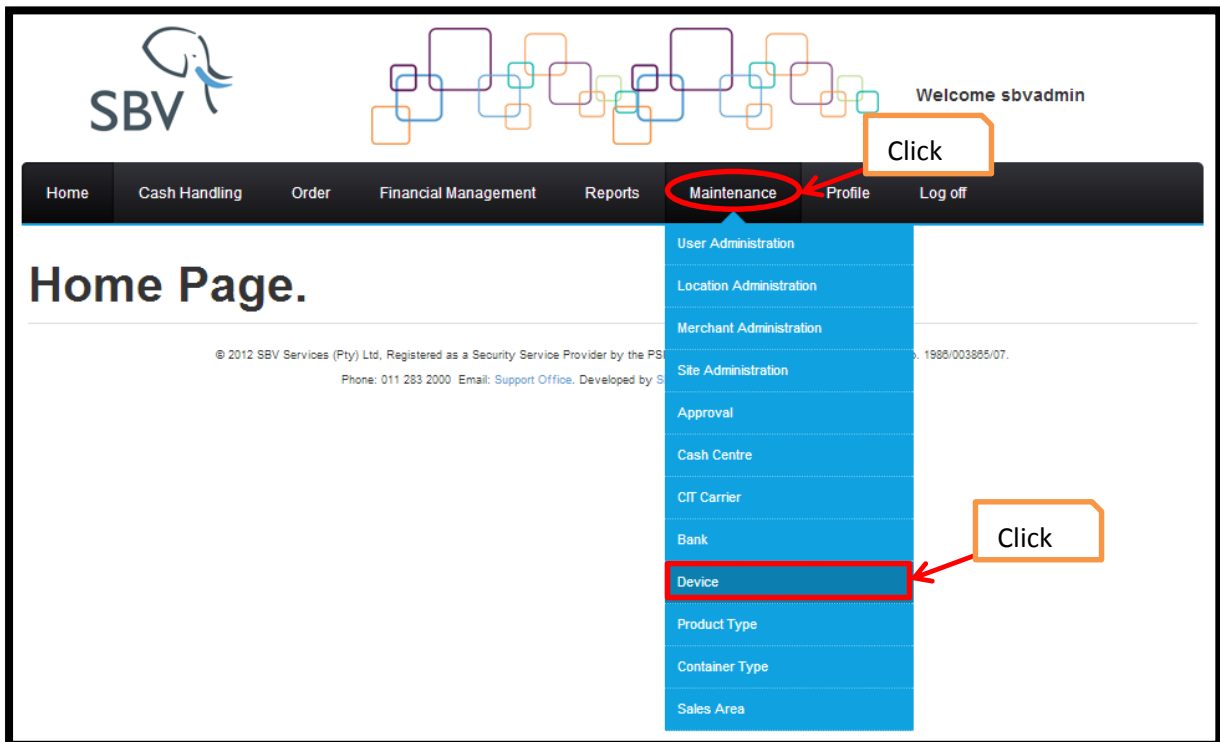
Type

Type

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- Add the Bank Name
- Add the Branch Code
- Click on Save

Device



- Click on the maintenance tab from the main mySBV screen
- From the dropdown select Device

The list Devices Screen will now be displayed:

SBV

Welcome sbvadmin

Home Cash Handling Order Financial Management Reports Maintenance Profile Log off

List Devices

Create New Device Click

Search Filter All View, edit and Delete

Device Name	Serial Number			
Anonymous Device	000000000000			
Spring Z512	BBZ24234234			

1 - 2 of 2 items

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- The Devices can be viewed, edited or deleted from this screen.
- Click on Create New Device

SBV

Welcome sbvadmin

Home Cash Handling Order Financial Management Reports Maintenance Profile Log off

Fields marked with an asterisk * are required

Add New Device

Type Please Select

Device Name*

Serial Number*

Type

Save Cancel

Type

Type

Type

Click

Click

Click

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- Complete the following fields:
 - Device Name
 - Serial number
 - Description
 - Device Model

Supplier*

Please Select

Please Select

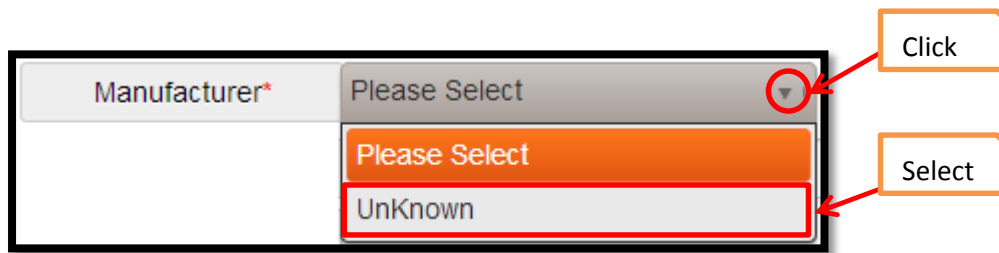
GPT

Cash Connect

Click

Select

- Click on the Supplier dropdown arrow
- Select the supplier from the dropdown menu



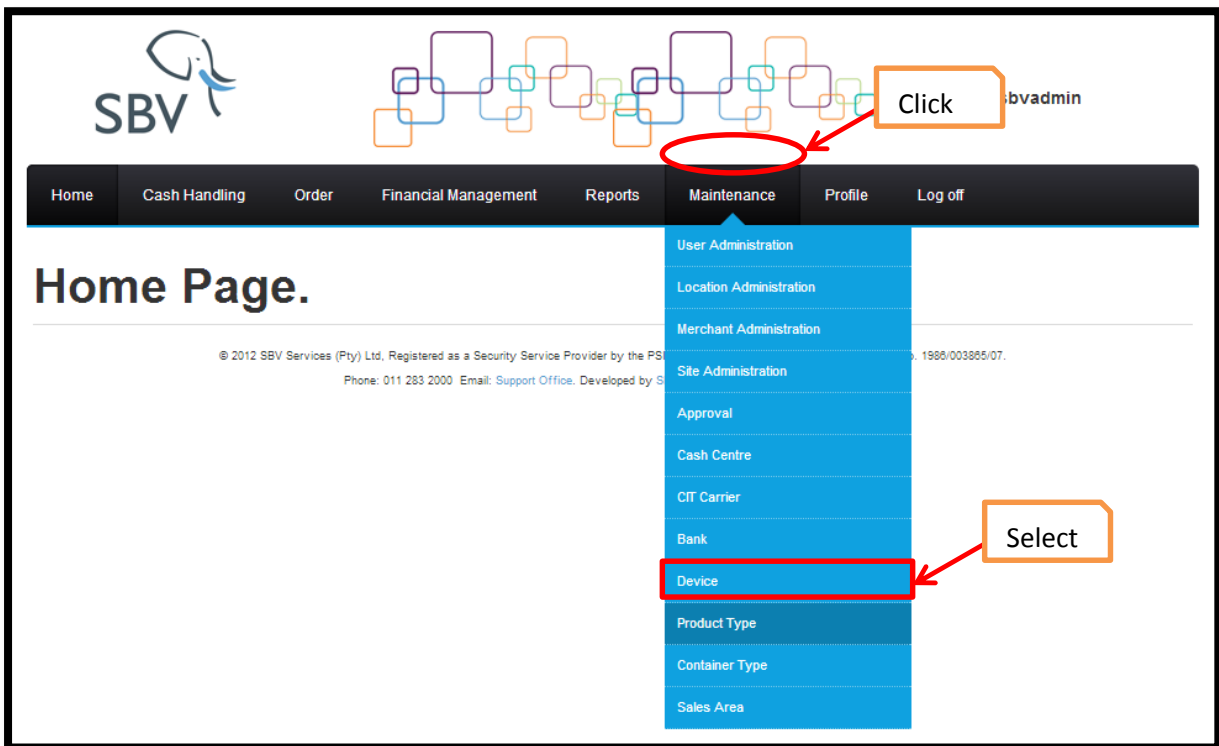
- Click on the Manufacturer dropdown arrow
- Select the Manufacturer from the dropdown menu



- Click on save

Product Type

op



- Click on Maintenance from the main mySBV screen
- Select Product Type from the dropdown menu

The List product type screen will now be displayed:

SBV

Welcome sbvadmin

Home Cash Handling Order Financial Management Reports Maintenance Profile Log off

List Product Types

Create New Product Click

View, edit and delete

Search Filter All Search

Product Name			
mySBV.Deposit			
mySBV.Vault			
mySBV.CIT			

1 - 3 of 3 items

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- The Product Types can be Viewed, edited and deleted from this screen
- Click on Create New Product

The Add New Product Type screen will now be displayed:

SBV

Welcome sbvadmin

Home Cash Handling Order Financial Management Reports Maintenance Profile Log off

Fields marked with an asterisk * are required

Add New Product Type

type

Product Name*

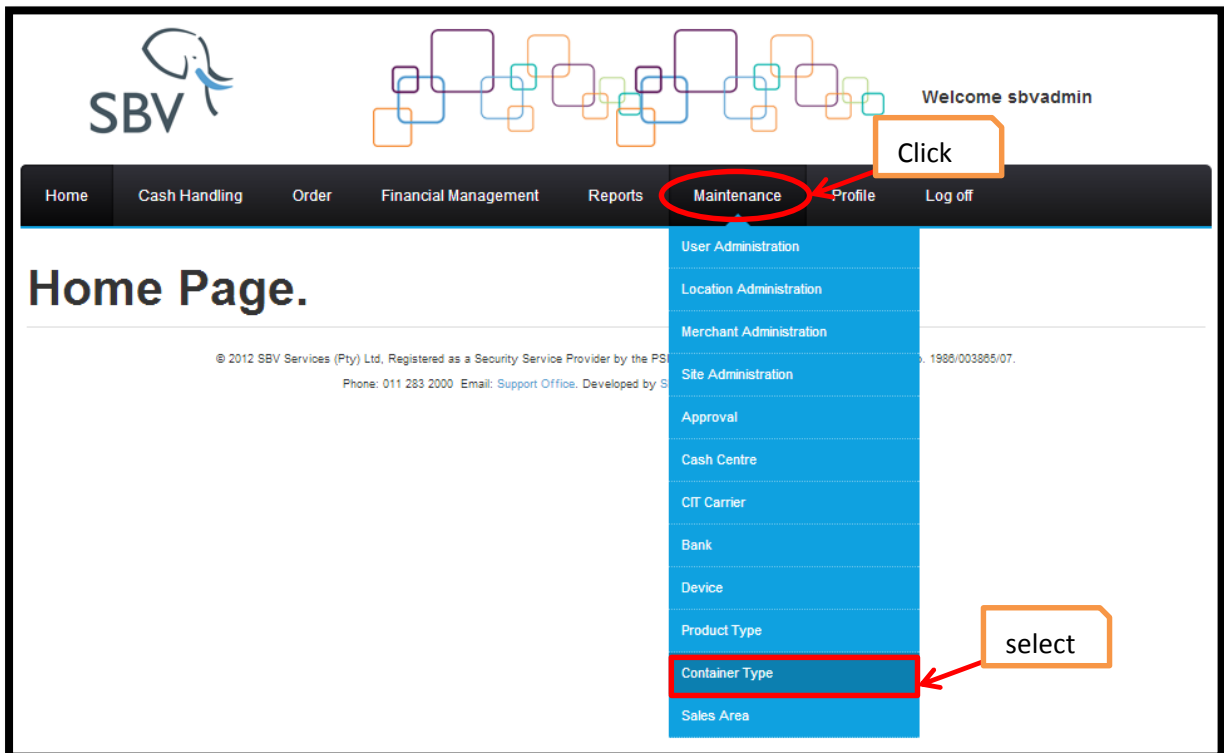
Save Cancel

Click

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- Complete the product name field
- Click on Save

Container Type



- Click on the maintenance from the main mySBV screen
- Click on container Type for the dropdown menu

The View Container type screen will now be displayed:

SBV

Welcome sbvadmin

Home Cash Handling Order Financial Management Reports Maintenance Profile Log off

View Container

Create New Container Type

Click

View, edit and delete

Search Filter All Search

Container Type			
Tamper Evident Bag-Type A			
Tamper Evident Bag-Type B			
Tamper Evident Bag-Type C			
Tamper Evident Bag-Type D			
P-Envelope			
Clear Drop Safe Bag			
Key Bag			
Key Bag Seal			
Cable Seal			
Domino SP Metal Strip Seal			

1 - 10 of 12 items

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- The Container Type can be Viewed, edited and deleted from this screen
- Click on create new Container type

The screenshot displays the mySBV.deposit maintenance interface. At the top, there is a header with the SBV logo, a decorative graphic of interlocking squares, and a welcome message 'Welcome sbvadmin'. Below the header is a navigation bar with links: Home, Cash Handling, Order, Financial Management, Reports, Maintenance, Profile, and Log off. The main content area is titled 'Add New Container Type'. It includes a text input field labeled 'Container Type' with the value 'tvpe' entered. A red box highlights the input field, and a red arrow points to it from a label 'type'. Below the input field are two buttons: 'Save' (green) and 'Cancel' (red). A red oval highlights the 'Save' button, and a red arrow points to it from a label 'Click'. At the bottom of the page, there is a footer with copyright information: '© 2012 SBV Services (Pty) Ltd, Registered as a Security Service Provider by the PSIRA, registration number 4082 Company Reg. No. 1988/003885/07. Phone: 011 283 2000 Email: Support Office. Developed by SBV Services Version : 1.0.0.0 Admin Login'.

Fields marked with an asterisk * are required

Add New Container Type

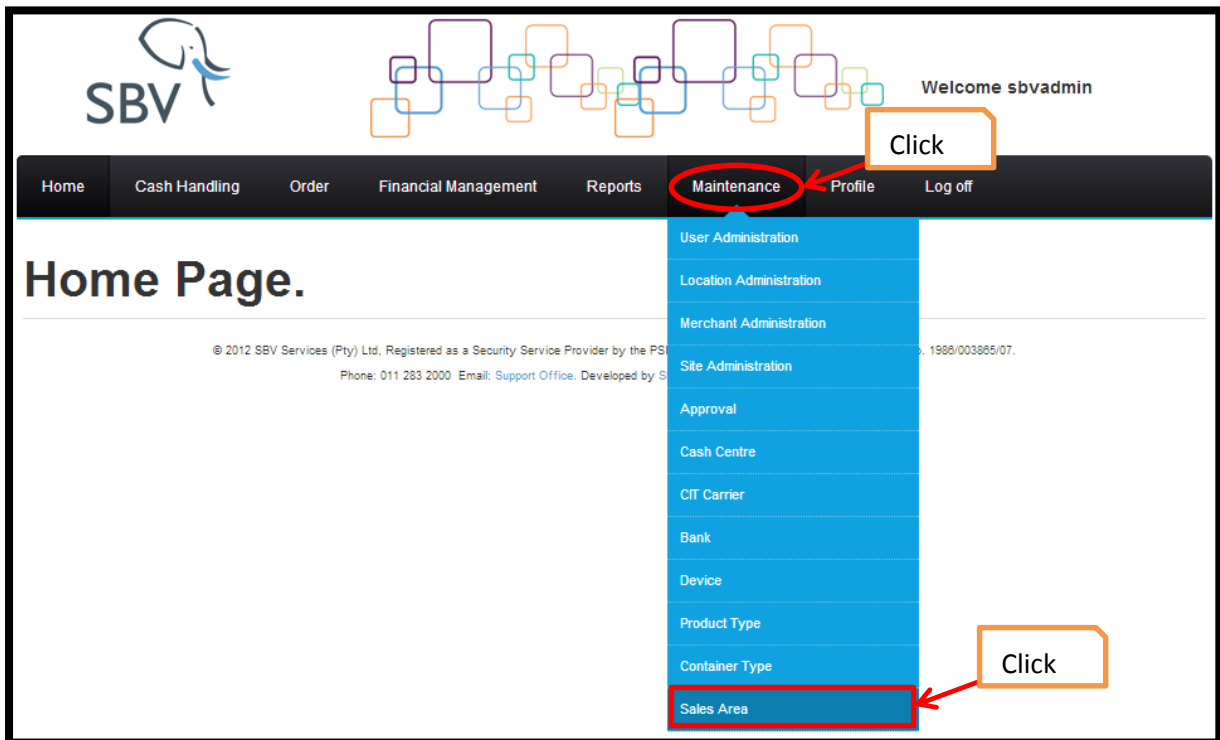
Container Type

Click

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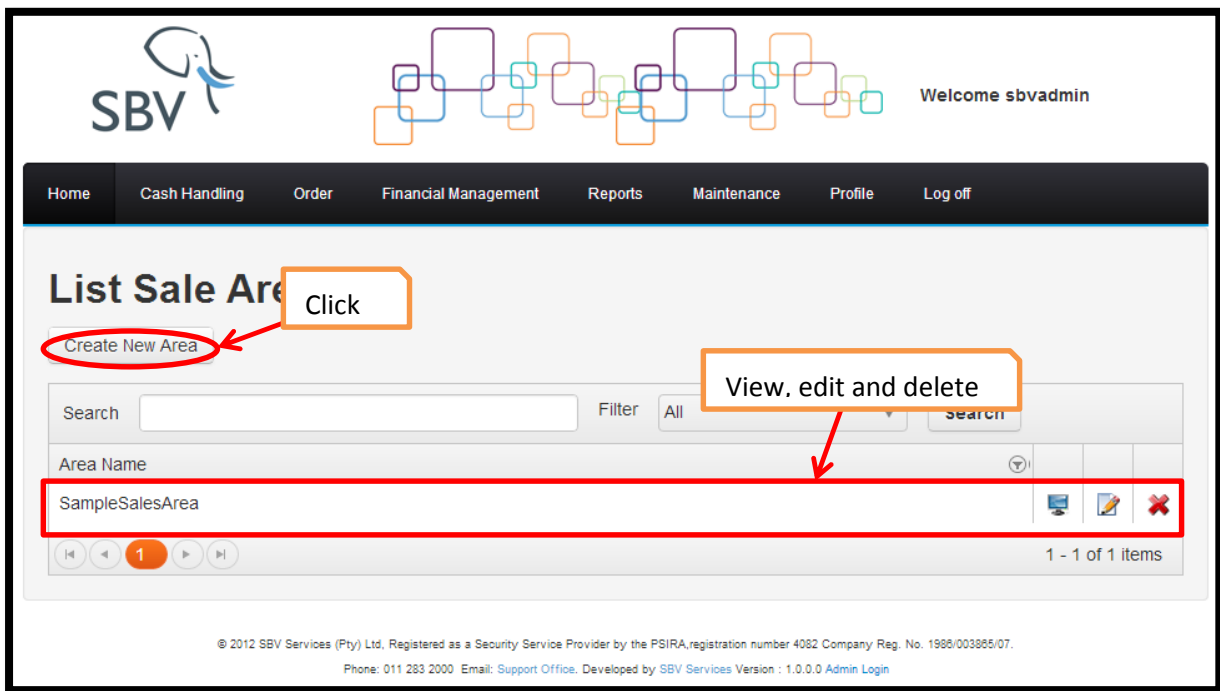
- Complete the container type
- Click on save

Sales Area

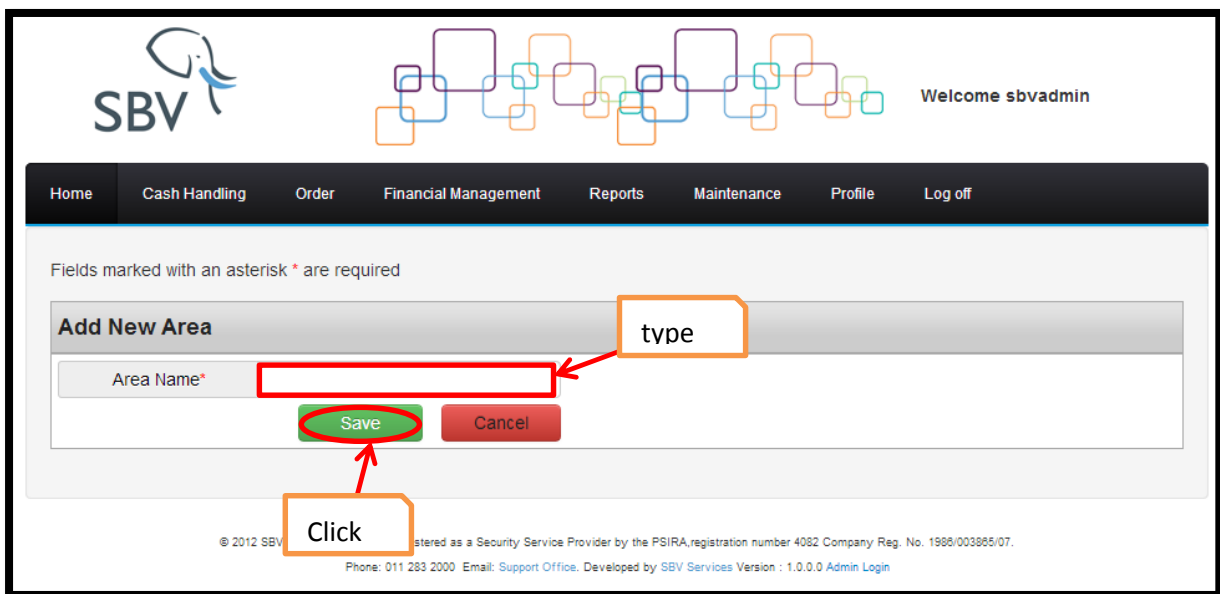


- Click on the maintenance tab from the main mySBV screen
- Click on Sales area form the dropdown menu

The List sales Area will be displayed



- The Area Name can be Viewed, edited and deleted from this screen
- Click on Create New Area



- Complete the Area Name Field
- Click on Save