

blubbeam™

App User Guide
Create and Void a Deposit | Mobile



Create and Void a Deposit | Mobile

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Thank you for using the BLUbeem app. This guide was created to walk you through the steps of creating and / or voiding a deposit.

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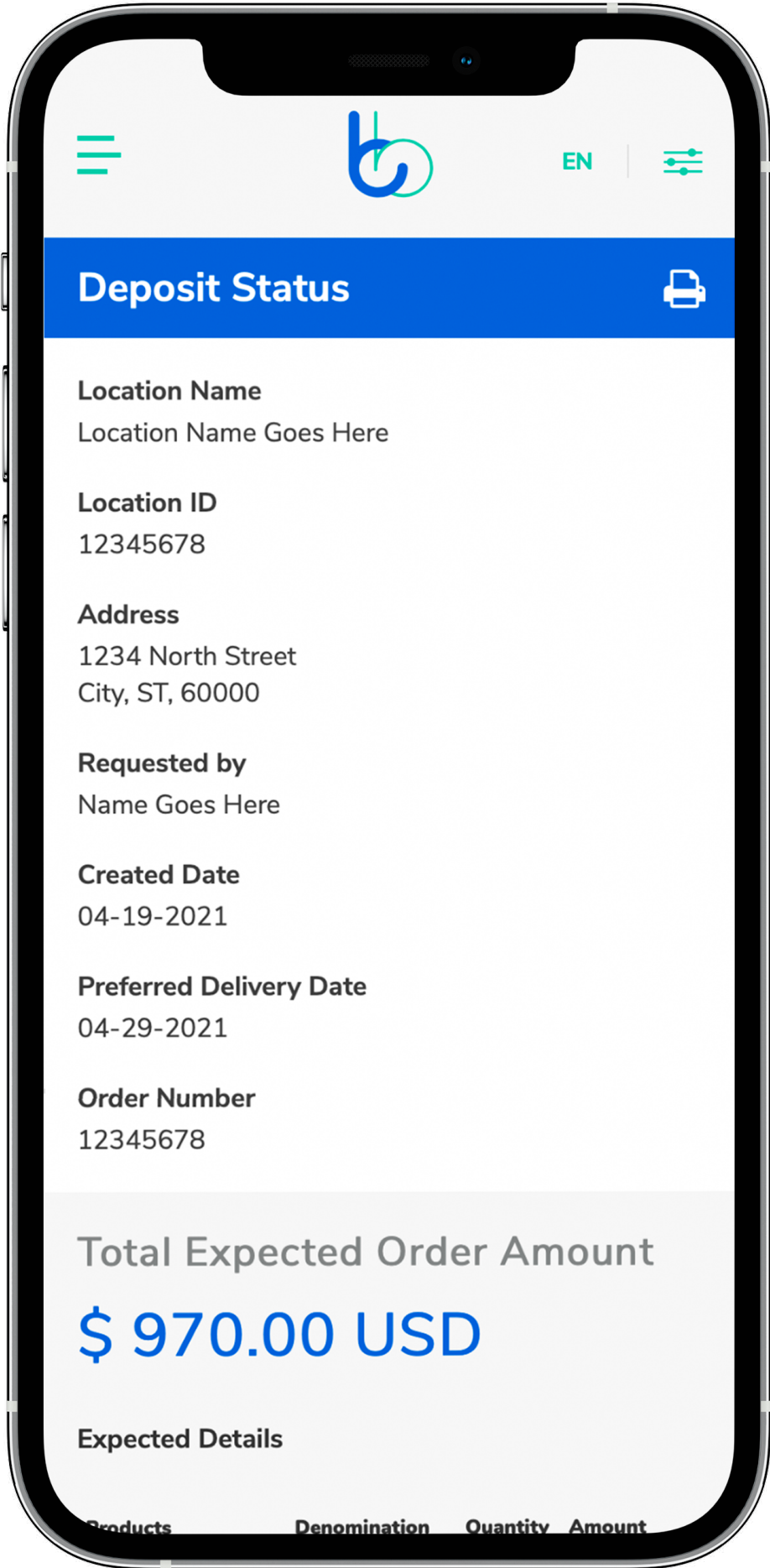
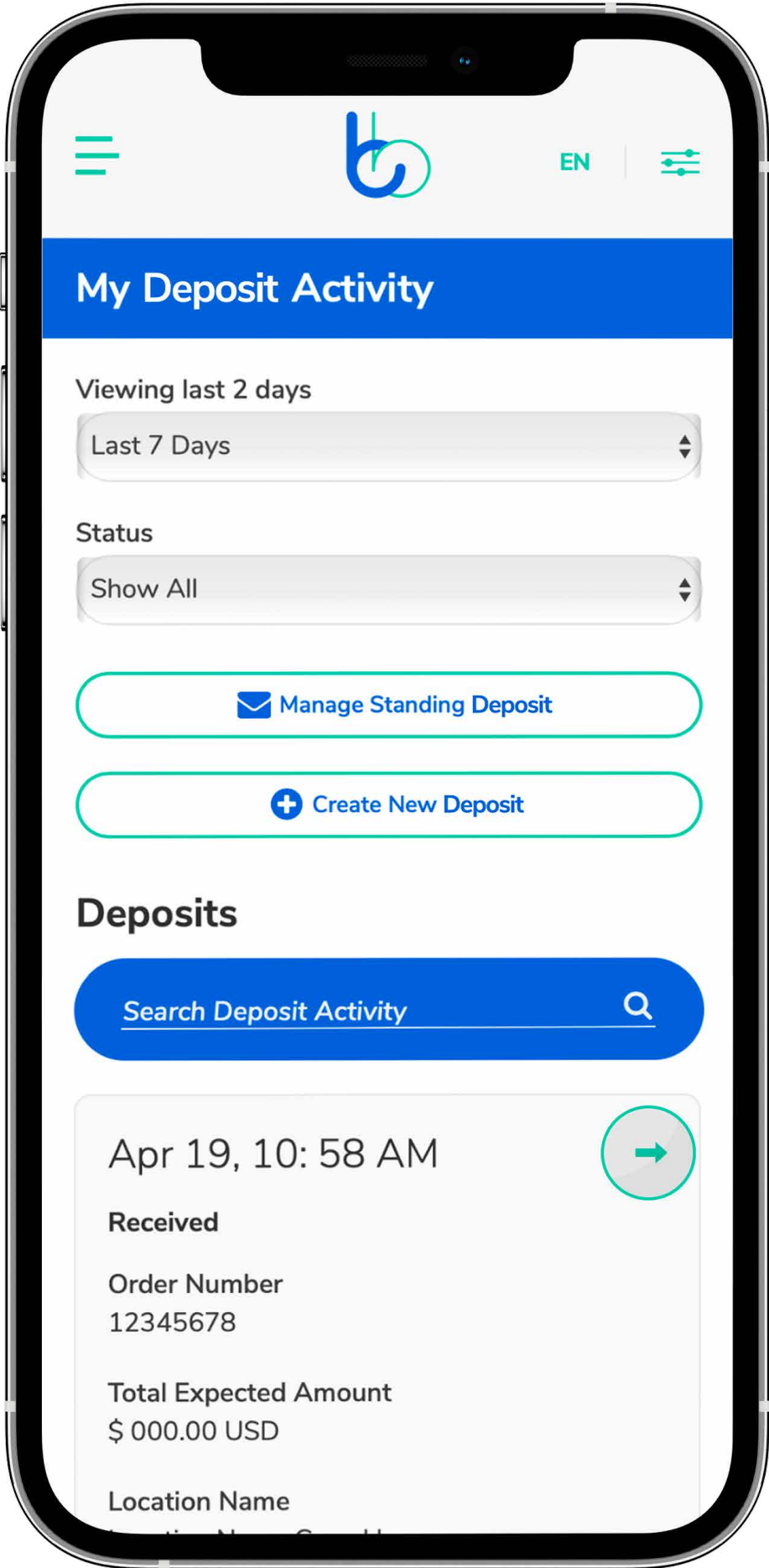
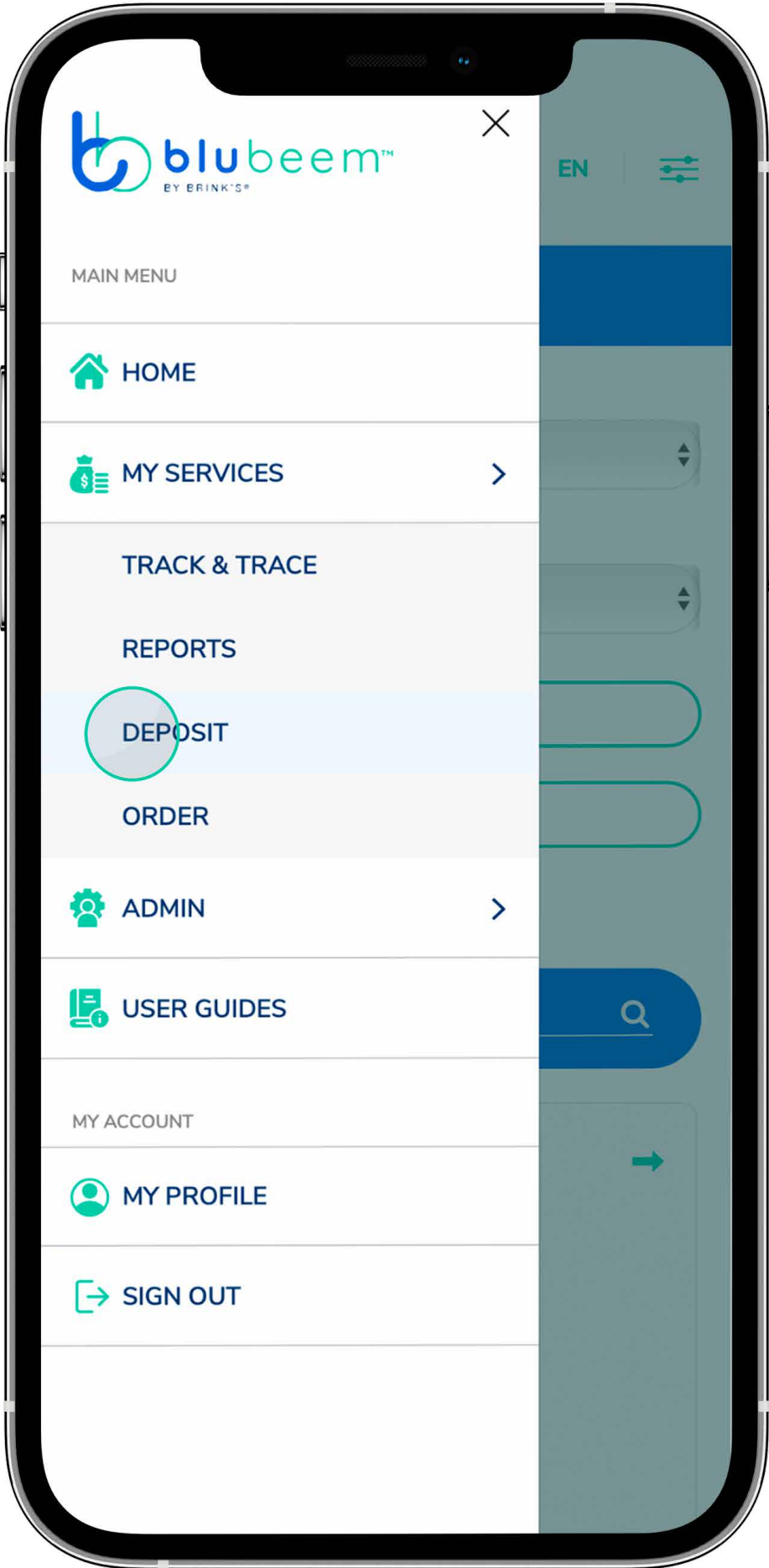
04 Void a Deposit

01 View Deposit History

Getting started

Before we get into how to a Create a New Deposit, let's take a quick look at viewing your deposit creation history. When you navigate to the Deposit tile on your screen you are brought to your Deposit Activity, and you are automatically shown the last 14 days of deposit activity.

You can see a few deposits that were previously created and their status. If you would like to see the details of one or more of those deposits click the green arrow to the right of the deposit you would like to view.



02 Statuses and Meaning

Order statuses and their meaning

Picked Up

A deposit has been picked up from a customer location.

Created

An electronic deposit record has been created and submitted to Brink's Money Processing (CVS) System.

Arrived at Branch

The deposit has been checked-in from the truck, at the Brink's Branch (depot).

Delivered

The deposit has been delivered to the Brink's Money Processing (CVS) for verification.

Delivered to Third Party

The deposit has been dropped off to a 3rd party Money Processing center, for verification.

Processed

Brink's has received the deposit into Money Processing (CVS) and have completed the initial reception processing.

Verified

Deposit has been verified against the value declared and there is no variance recorded.

Variance

Display all deposits that have either a shortage or an overage with the deposit.

03 Creating a Deposit

How to create a deposit

01

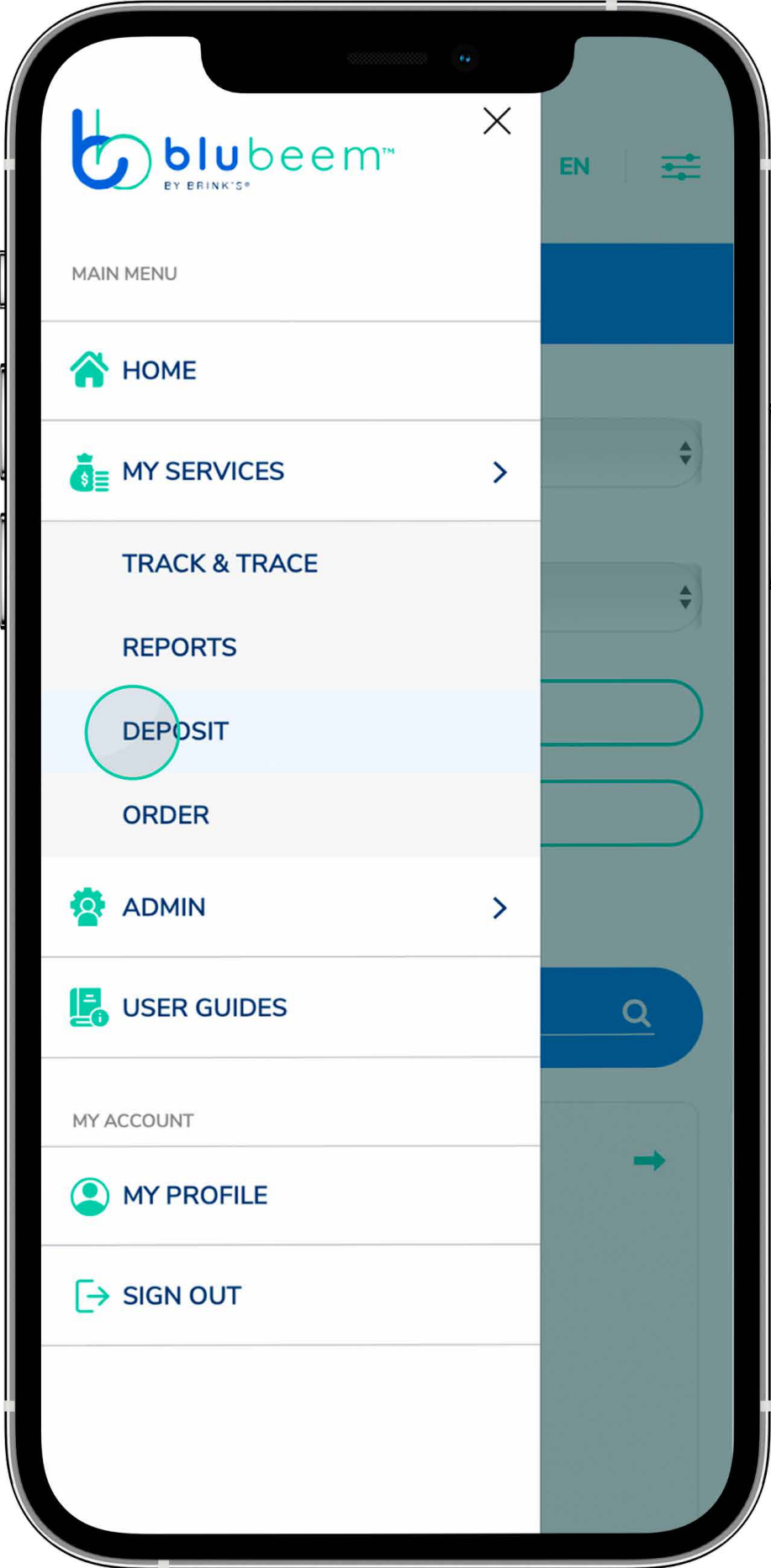
From your home screen or quick access menu, select "Deposits."

02

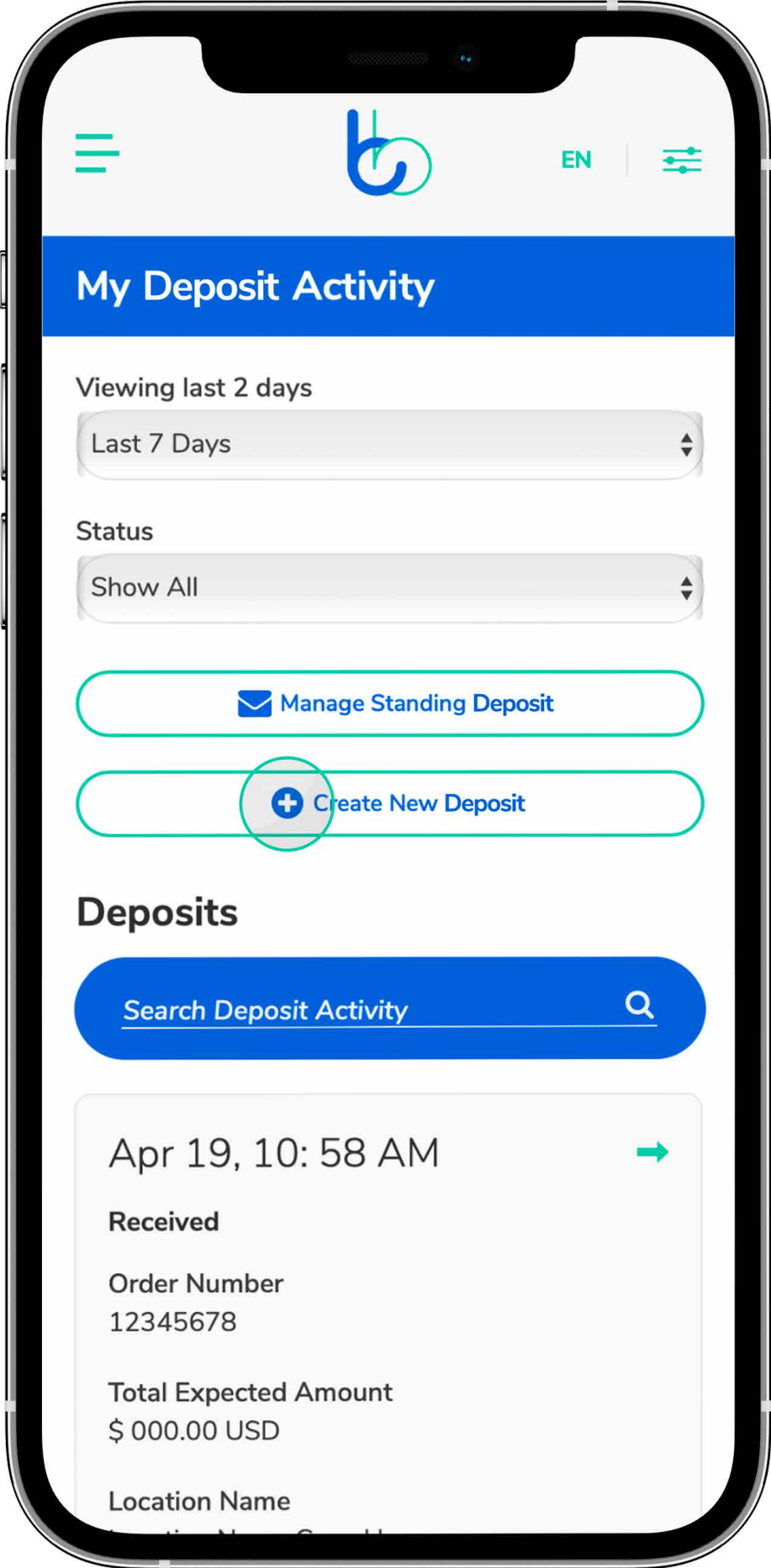
After tapping "Create New Deposit," select a location and enter your barcode number or scan your barcode, then tap "Continue."

03

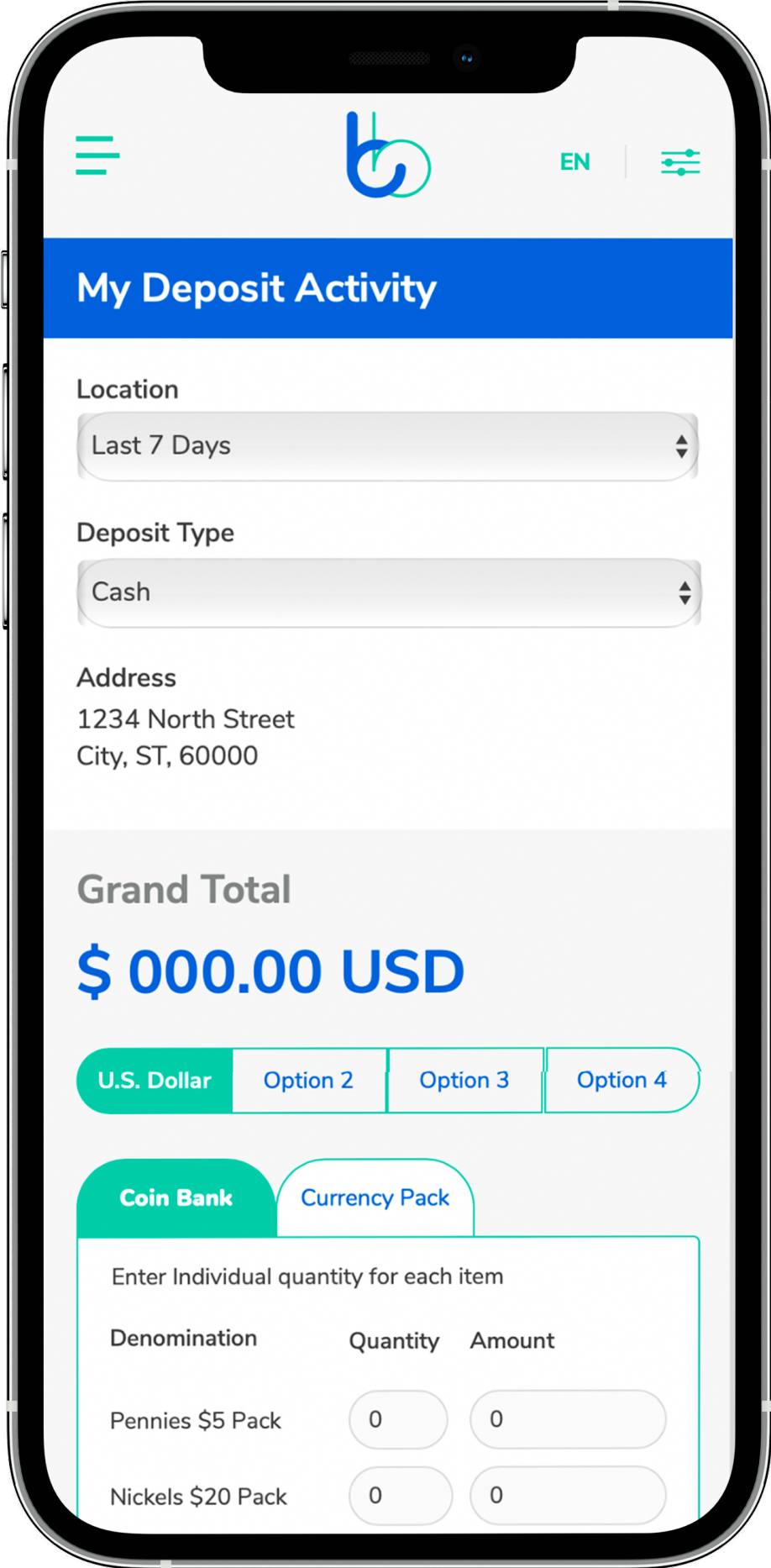
You'll be taken to the Deposit Amount page, where you'll enter and confirm your deposit amount.



01



02



03

How to create a deposit continued

04

Tap "Continue to Review."

05

Next, tap "Edit" at the top right if you need to edit before submitting your deposit.

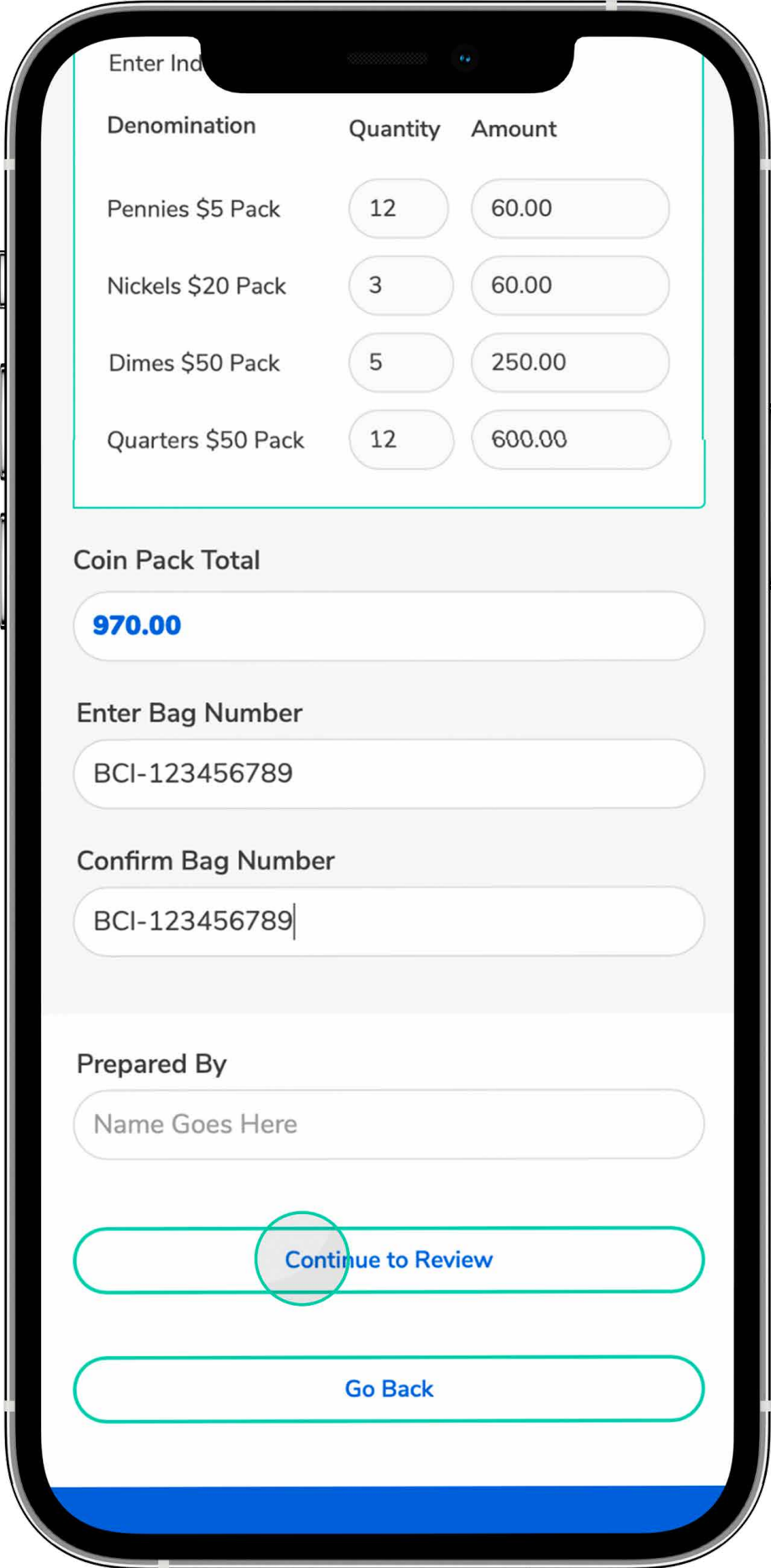
Note: You'll receive an error if your amount exceeds the allotted threshold amount for your location. (Please reach out to your admin. to adjust the deposit threshold amount for your location). To proceed, you'll have to adjust your quantities.

06

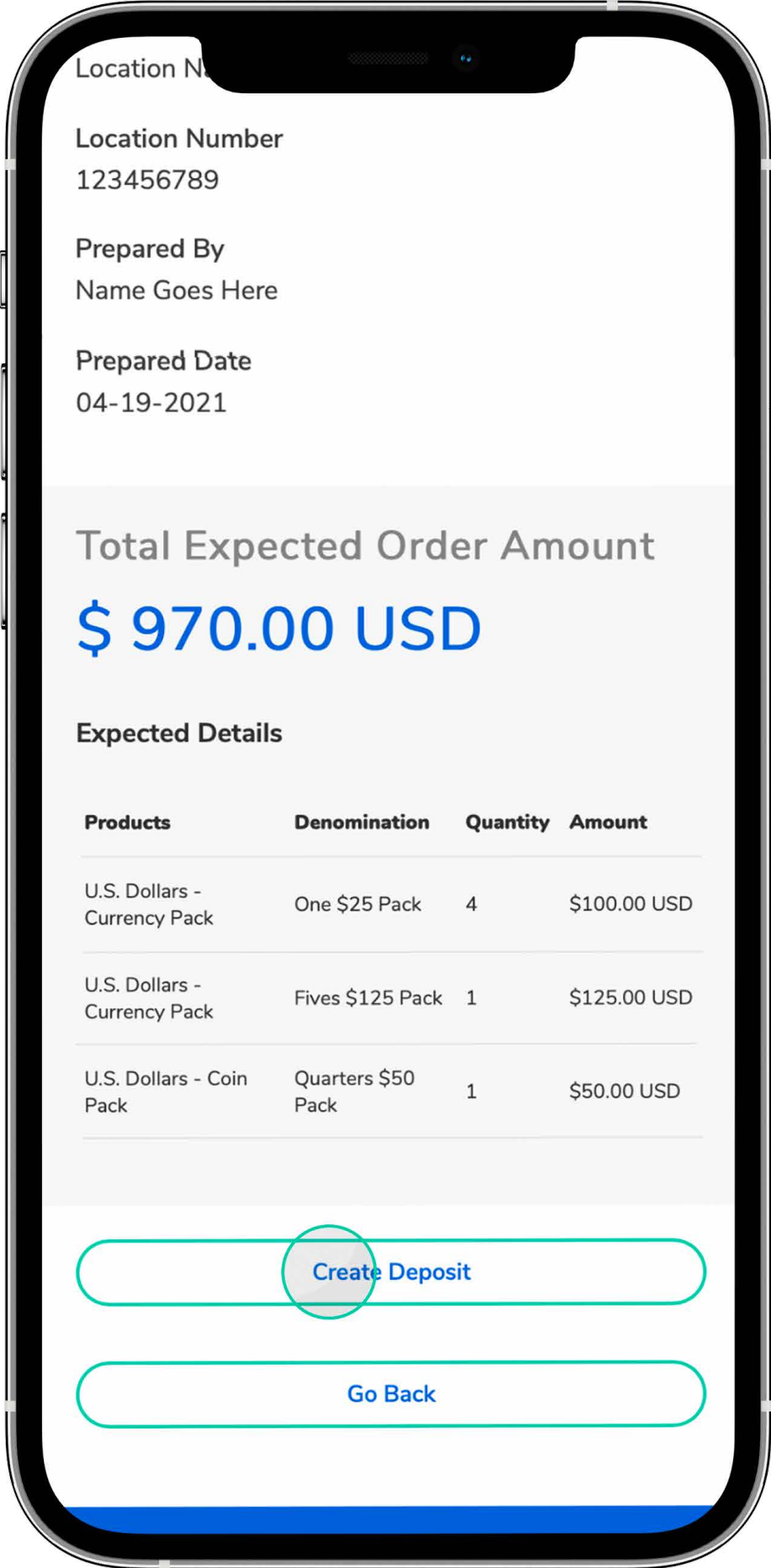
Review your deposit summary and confirm your amount.

07

Once confirmed, tap "Submit Deposit." You'll receive a confirmation that your deposit was submitted, and your deposit will enter "Prepared" status.



04



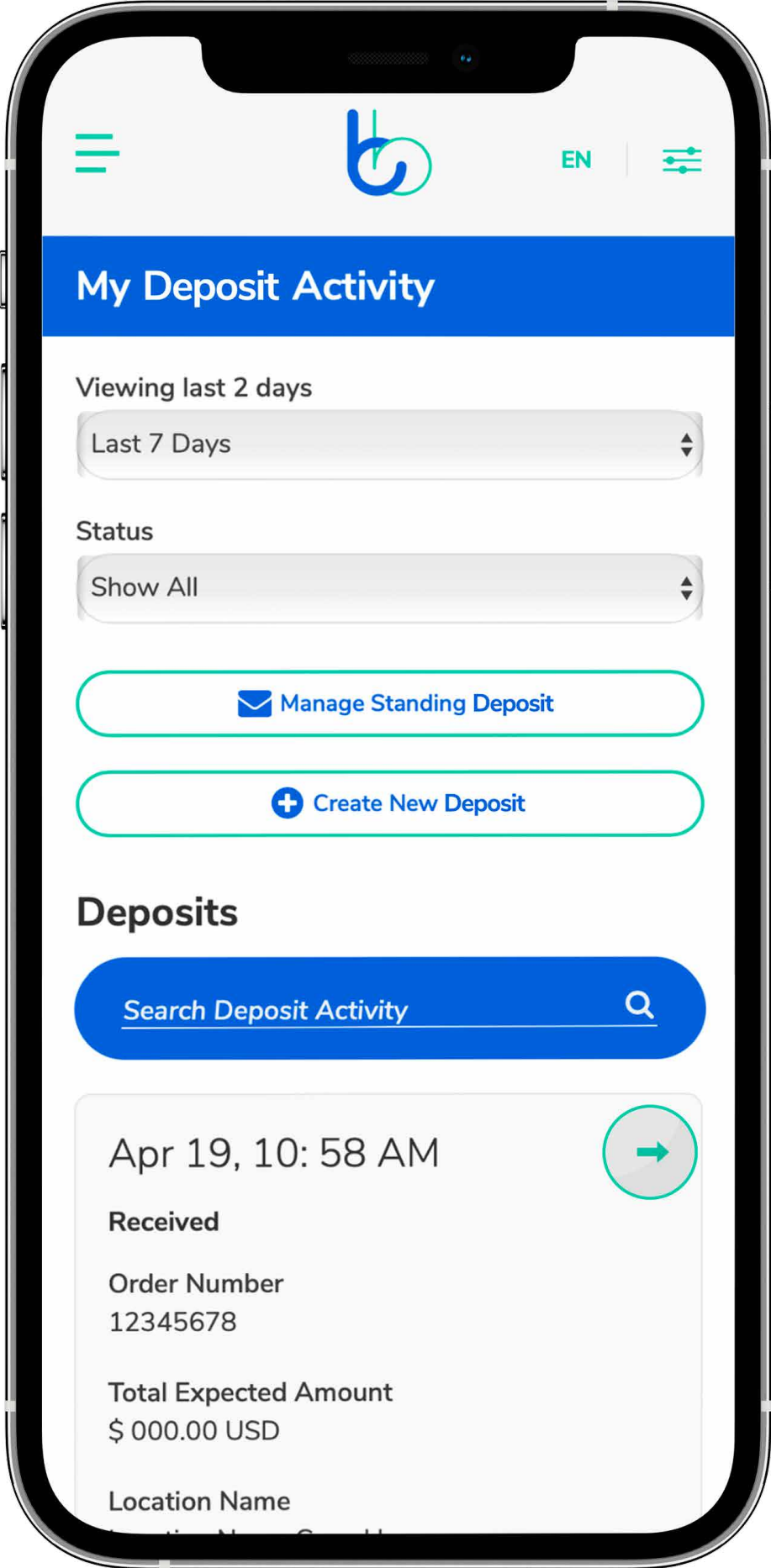
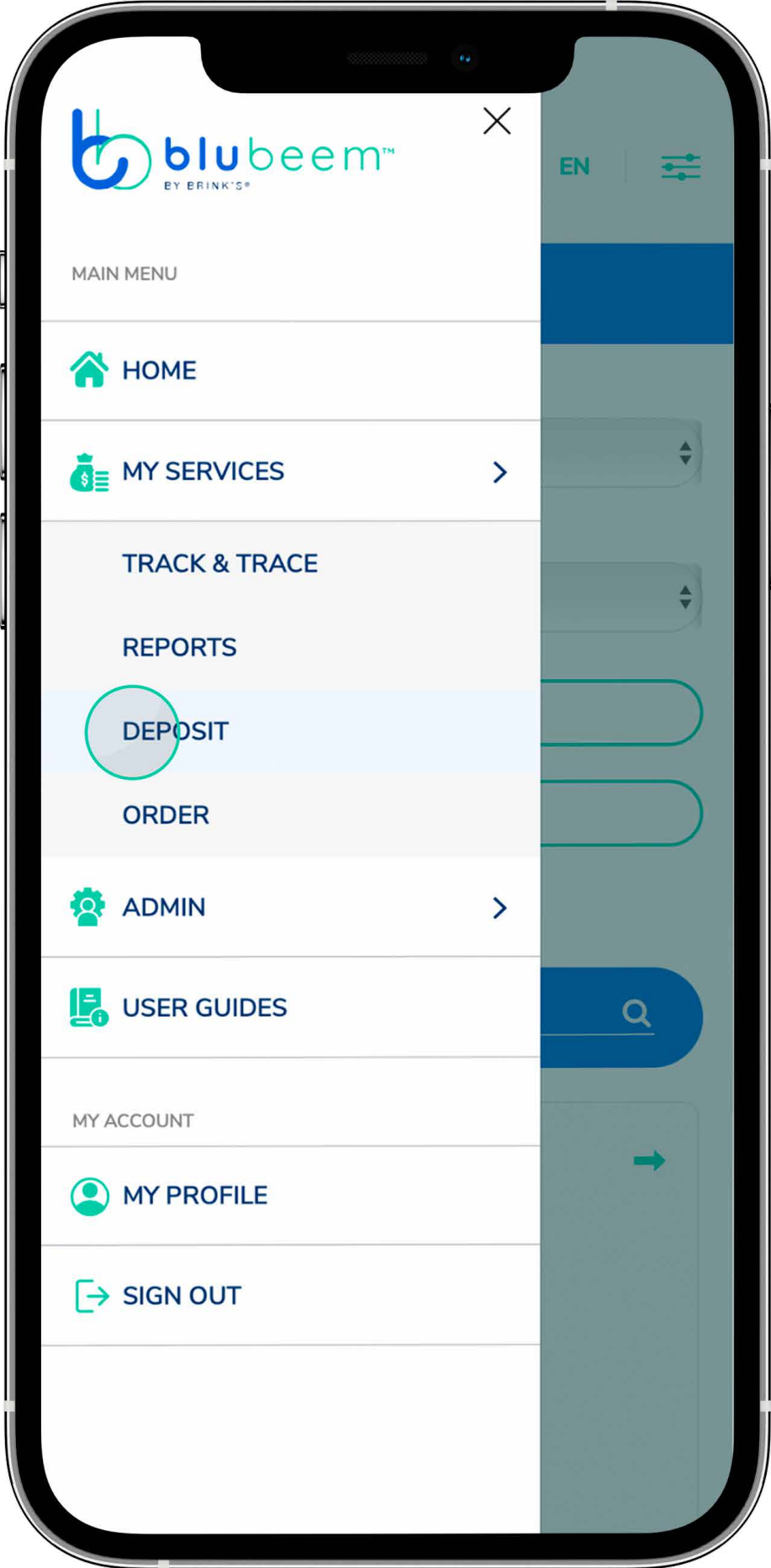
05

04 Void a Deposit

How to void a deposit

Please note that if you'd like to void a deposit, it can only be done in "Prepared" status.

1. From the "Deposits" screen, search for a deposit in "Prepared" status and tap the yellow arrow to the right of the order.
2. Tap "Void this Deposit," then tap "Void" to confirm. Your deposit status will then say "Voided."





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