

Feature Release

Collections



Feature Description:

Collections allows operators to upload pending transactions and add a timestamp, enabling for reconciliation to the exact moment of physical cash collection. In addition to reporting mobile transactions, BluKey devices also record cash transactions (in supported machines) for a complete picture of sales. Cash transactions are stored internally on devices, then uploaded during mobile transactions. If a device is unable to upload all cash transactions, they remain in device storage as "Pending". With the PayRange App in Operator Mode, simply press the Collection button to upload all pending transactions. This feature empowers operators to improve cash accountability and visibility of their entire business.

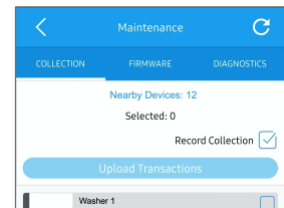
Key Features

- Timestamp when cash is being collected from a machine
- Compile data into a report to view, compare, and manage collections across your business
- Built-in security enables only *Tagged* Route Drivers or delegates to access Collections
- Individual machines, entire routes, branches or all machines can be *Tagged* to match the necessary driver or delegate
- Optional *Bag ID* can be enabled and entered at the time of collection – making it easier to cross-reference multiple collections.
- The *Bag ID* and all collected data is viewable using the *Collections* tab in the Manage Console
- Progress feedback and messaging in the App aids the process
- Collection data can easily be exported into a comprehensive daily report

Collections Process (no Bag ID)

Must be done when machines are in range

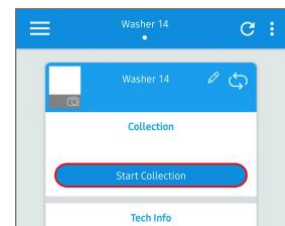
1. Open App menu and select **Maintenance**
2. Nearby devices will show in **Collection** tab, **Record Collection** should be selected (deselect to upload transactions without timestamp)
3. Select all machines needing Collection, then press **Upload Transactions**



Collections Process (with Bag ID)

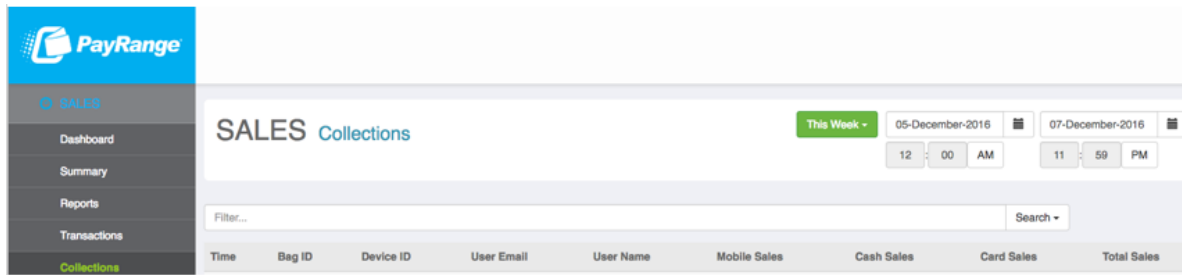
Bag ID feature must be enabled (contact Support@PayRange.com)

1. App must be in Classic View (tap three dots in upper right corner, select Show Classic View)
2. Flip machine card by tapping  then select **Start Collection**
3. Enter **Bag ID**, or select **Continue** to skip
4. Device will connect and show Collection status



After Collection is complete, the back of the machine card will display information for the current and previous two Collections. Also shown is the *Mobile Meter*, which is a cumulative, non-resettable virtual meter providing the total mobile sales on the machine since the BluKey was installed.

Collections Tab in PayRange Manage Console



Best Practices for Successful Collections

- ***Be consistent:*** Perform Collections every time cash is being collected from the machines.
- ***Ensure backup drivers have permission:*** Collections are only available to drivers and techs that are given permission with a *Tag*. Be sure to *Tag* all drivers including relief or substitute drivers for each route (in PayRange Manage Console).
- ***Stay focused and avoid interruption:*** Be sure the screen on your phone is set to stay awake long enough to perform a Collection. The screen going to sleep, an alarm going off, or a call coming in during a Collection can cause the upload to fail.
- ***Expect first collection may take longer:*** In order to perform collections, the device must be running a minimum firmware version; an update will begin automatically before the first Collection if it does not meet minimum requirements. Subsequent Collections will be faster.

PayRange Support

For help setting up Collections, contact PayRange support team from the app, via email, or by phone:

Phone: 855-856-6398

Email: support@payrange.com