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Creating a Change Order – Recurring

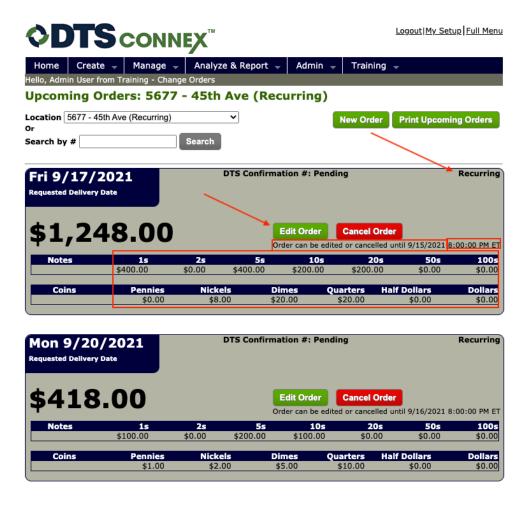
Hover over Create, click Create Change Order.



From the drop down select the location that you want to create a change order for.



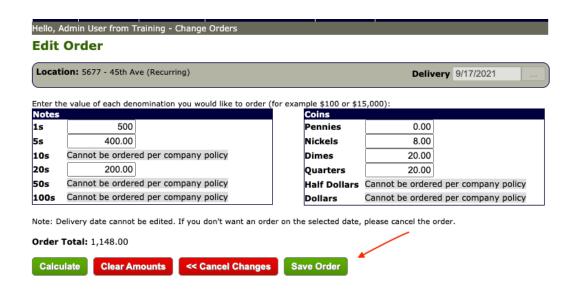
Recurring change orders will automatically display for the following 35 days in the preloaded denominational breakdown a company administrator has placed in DTS Connex for the displayed location.



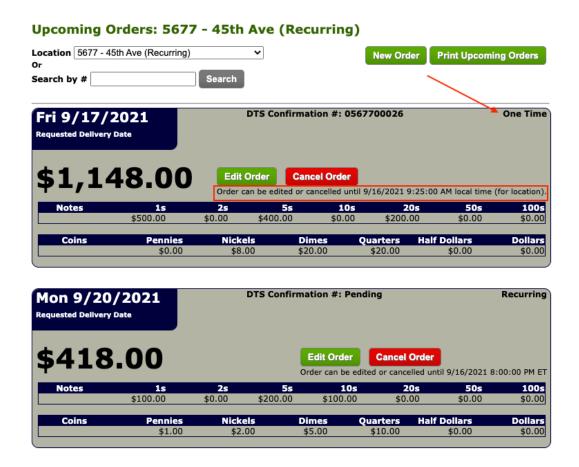
Notice the "Recurring" status in the upper right-hand corner. This tells you the order has not been edited and will go to cut off at 8pm EST the night before the bank's cutoff date displayed for placing change orders unless edited or cancelled.

Click Edit to make changes to the order for delivery.

Enter the increments needed for each denomination for the Change Order. Click Save Order to proceed.



Note the "Recurring" status has changed to "One Time" denoting the order has been changed from the original recurring request.



Also note, the date and time for additional changes or deletion has been updated to the bank's cutoff date and time for this order to be placed using DTS Conex.

During the edit process, you may be required to provide a reason for the increase or decrease. Select a predetermined reason for the edit from the drop down and add any additional notes as needed. Click **Save** when done.



If you need to Cancel this change order; follow the steps below.

To Cancel a Change Order click Cancel Order. This action cannot be undone. Please follow the instructions for Creating a Change Order- One Time if a recurring order is cancelled by mistake.

Upcoming Orders: 5677 - 45th Ave (Recurring) Location 5677 - 45th Ave (Recurring) **New Order Print Upcoming Orders** Search Search by # DTS Confirmation #: 0567700026 One Time Fri 9/17/2021 Requested Delivery Date \$1,148.00 **Edit Order Cancel Order** Order can be edited or cancelled until 9/16/2021 9:25:00 AM local time (for location). 1s \$500.00 10s 100s \$0.00 \$400.00 \$0.00 \$200.00 \$0.00 \$0.00 Pennies \$0.00 Coins Nickels Dimes Quarters **Half Dollars** Dollars \$8.00 \$20.00 \$20.00 \$0.00 \$0.00