



# Campus User Manual v3.4.2

Parent Portal





**@ Copyright Vertical Payment  
Solutions PTE LTD, 2017. All  
rights reserved.**

**No part of this document or any related files may be modified, adapted,  
reproduced, distributed and/or converted in any form and by any means**

**(electronic, photocopying or otherwise) without express written consent of  
the copyright holder.**

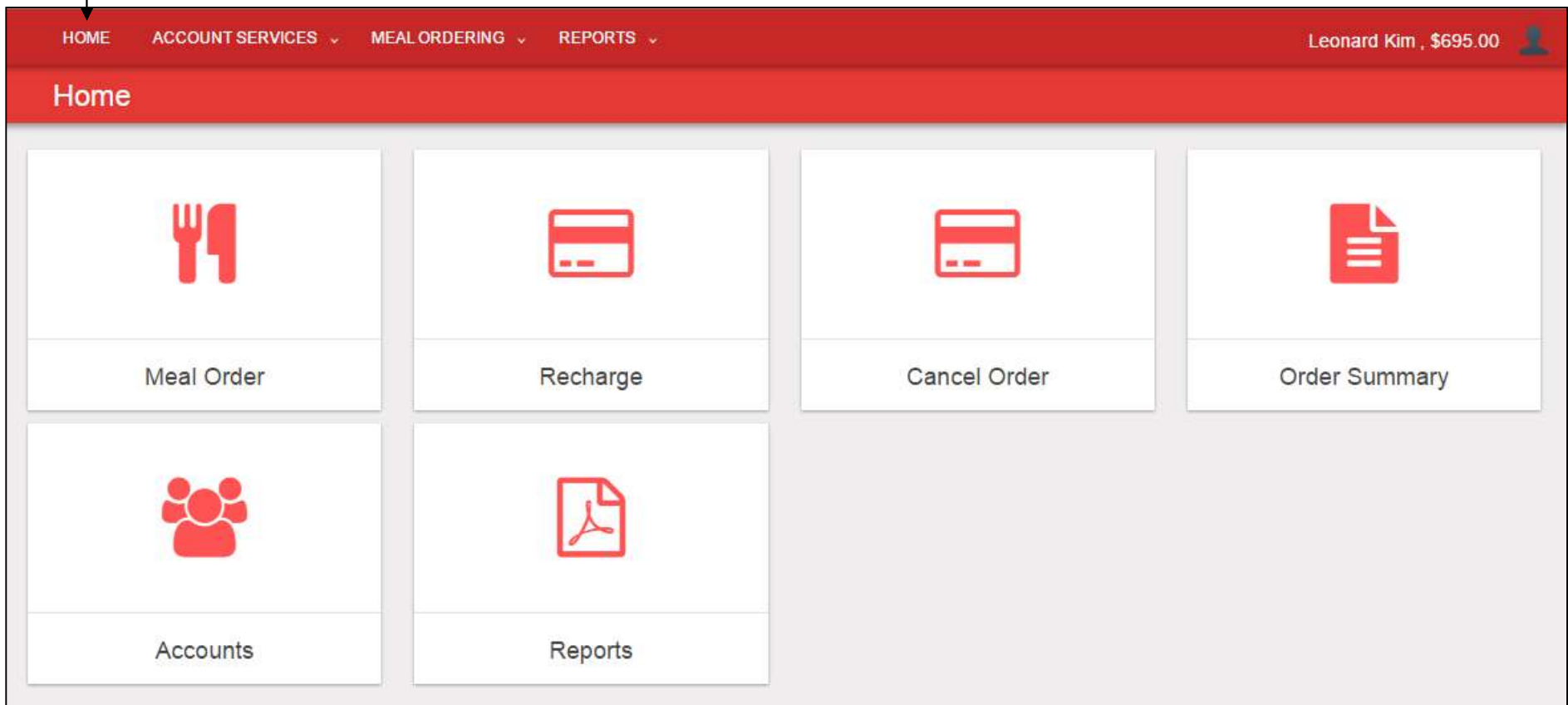


# Quick Menu

# Quick Menu



*To access this screen, click on the HOME main menu. This screen has buttons that will take you to different screens on the portal. This is a quick menu for parents that serves as a shortcut for easy navigation. Tablet & Smartphones will format the screen in their own manner*





# My Accounts

# My Accounts



*After a successful login, a parent will see this screen. This screen displays all the family members and their details one below another. There is a setting button on the top-right position for each family member that allows performing some other functions such as setting daily or weekly spending limits, blocking individual food items or restricting card usage for certain days of the week.*

The screenshot shows the 'My Accounts' page in a mobile application. At the top, there is a navigation bar with the following items: HOME, ACCOUNT SERVICES (with a dropdown arrow), MEAL ORDERING (with a dropdown arrow), and REPORTS (with a dropdown arrow). On the right side of the navigation bar, the user's name 'Leonard Kim' and a balance of '\$695.00' are displayed next to a profile icon. Below the navigation bar is a red header with the text 'My Accounts'. The main content area displays two account cards. The first card is for Leonard Kim, showing a balance of \$695.00 (Balance in purse), account number BCHQ072016000019, and last recharge on 07/27/2016. A 'Parent Setting' button is highlighted with a blue callout box. The second card is for Ryan Kim, showing a balance of \$378.00 (Balance in card), account number BCHQ072016000020, and last topup on 07/26/2016. A 'Student Setting' button is highlighted with a blue callout box.

| Family Member | Balance                      | Account #        | Last Action                   | Setting Button  |
|---------------|------------------------------|------------------|-------------------------------|-----------------|
| Leonard Kim   | \$695.00<br>Balance in purse | BCHQ072016000019 | Last recharge on : 07/27/2016 | Parent Setting  |
| Ryan Kim      | \$378.00<br>Balance in card  | BCHQ072016000020 | Last topup on : 07/26/2016    | Student Setting |

# Recharges

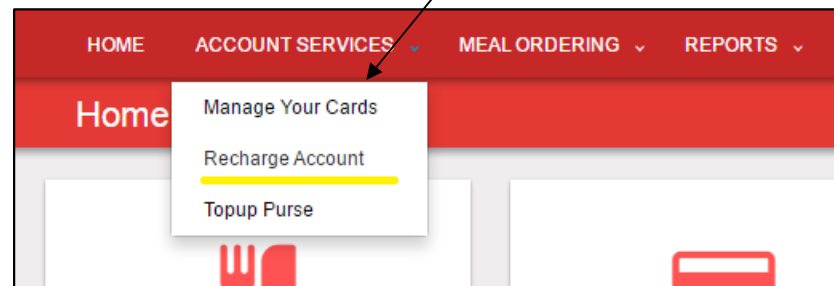
# Recharges



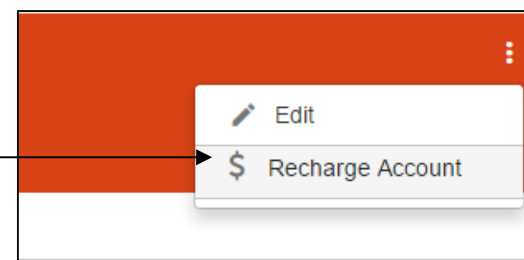
Using this screen, the parent / account holder can recharge the family purse. PayPal is the payment gateway service that helps perform the transaction. You do NOT need a PayPal account to transact. Guest Checkout is available on the PayPal payment gateway. Visa, MasterCard, Amex and Discover credit cards accepted

## 1 Opening the recharge screen.

To access the screen, login through a valid creds, click on 'Account Services' menu and then under it, click on 'Recharge Account' submenu.



OR click on the Settings button on the Parent section on My Accounts page.





# Recharges



## Select a Recharge Pack

2

Select a recharge pack from a list of available options OR Enter an amount manually.

The screenshot shows a web form titled "Recharge Account" with a red header. The navigation bar includes "HOME", "ACCOUNT SERVICES", "MEAL ORDERING", and "REPORTS". The user's name "Leonard Kim" and balance "\$694.00" are displayed in the top right. The form has five tabs: "SELECT RECHARGE OPTION" (active), "MAKE PAYMENT", "CONFIRM RECEIPT", "ENTER CARD DETAILS", and "TRANSACTION DETAILS".

Callouts point to the following elements:

- "Click here to view recharge packs" points to the "SELECT RECHARGE OPTION" tab.
- "Click here to select a pack" points to the "Recharge Pack \$1" row in the table.
- "Click to enter recharge amount manually" points to the "Enter a recharge amount" radio button.
- "Click here to proceed" points to the "NEXT" button at the bottom right.

| Recharge Pack     | Cost | Usable Balance |
|-------------------|------|----------------|
| Recharge Pack \$1 | \$ 1 | \$ 1           |

Click here to view recharge packs

Click to enter recharge amount manually

Click here to select a pack

Click here to proceed


# Recharges



## Confirm Information

4


Confirm your details, click on 'I agree to the....' and click NEXT.

HOME ACCOUNT SERVICES ▾ MEAL ORDERING ▾ REPORTS ▾ Darren Box , \$14.00 

**Recharge Account**

---

### Confirm recharge amount



Name : **Darren Box**  
Email : **darrenb@**  
Contact Number : **NA**  
Current Balance : **\$14.00**

Topup Amount: \$ 5.00  
Payable Amount: \$ 5.00

Refund Policy:

No refunds, cash or otherwise will be given against any Campus Card Account balance at any time unless or until a child withdraws from . Such account balance refund will then be given

I agree to the terms and conditions

BACKMAKE PAYMENT

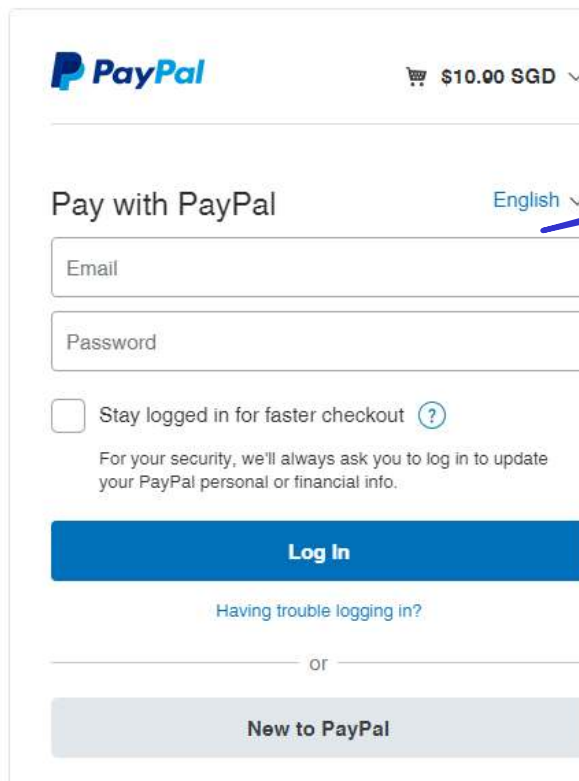
# Recharges



## Select Payment Details

5

*Enter payment details and click on 'MAKE PAYMENT'.*



The screenshot shows the PayPal checkout interface. At the top left is the PayPal logo. To its right is a shopping cart icon and the text '\$10.00 SGD'. Below this is a horizontal line. Underneath, the text 'Pay with PayPal' is displayed on the left, and 'English' with a dropdown arrow is on the right. There are two input fields: 'Email' and 'Password'. Below these is a checkbox labeled 'Stay logged in for faster checkout' with a question mark icon. A small text block below the checkbox reads: 'For your security, we'll always ask you to log in to update your PayPal personal or financial info.' At the bottom of the form area is a blue 'Log In' button. Below the button is the text 'Having trouble logging in?'. At the very bottom of the form area is a grey button labeled 'New to PayPal'.

Click here to login and pay with PayPal acct

Don't have a PayPal account? Click here to pay with Credit Cards

# Recharges



## Enter Payment Details

5 Enter payment details and click on 'MAKE PAYMENT'.

The screenshot shows the PayPal payment interface. At the top left is the PayPal logo. To its right is a shopping cart icon and the text '\$10.00 SGD'. Below this is the heading 'Pay with debit or credit card' and a sub-heading 'We don't share your financial details with the merchant.' The form contains several input fields: a 'Country' dropdown menu with 'Singapore' selected; a row of payment method logos including Discover, Visa, Amex, and MasterCard; a 'Card number' field; an 'Expiry Date' field and a 'CVV' field with a small card icon; and finally, 'First name' and 'Last name' fields.

Enter your card details if you do not have a PayPal account

PayPal is the safer, faster way to pay

No matter where you shop, we help keep your financial information more secure.

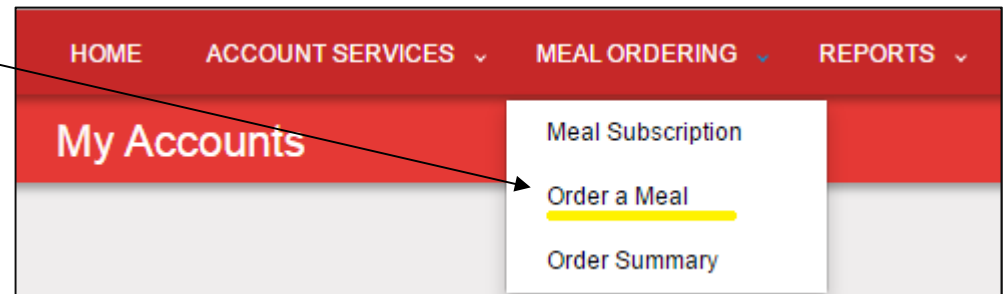
AMEX, Visa, Discover and MasterCard accepted



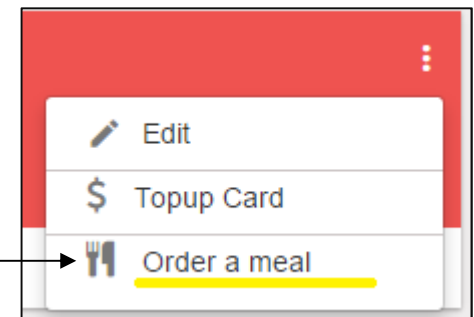
# Order Meals Online

## How to Order Meals Online

- 1 Click on the main menu 'Meal Ordering' and then click on the sub-menu 'Order a Meal'.



OR click on the student's menu and click on 'Order a Meal'.



# Meal Order



## Pick a vendor and a student

2 Pick a vendor and a student for building your order.

The screenshot shows the 'Order a Meal' interface. At the top, a red navigation bar contains 'HOME', 'ACCOUNT SERVICES', 'MEAL ORDERING', and 'REPORTS'. The user's name 'Leonard Kim' and balance '\$694.00' are displayed on the right. Below the navigation bar, the page title 'Order a Meal' is on the left, and a yellow cart icon with '0' is on the right. A green notification box contains the text: 'Notice : 1) Welcome parent! Please use this screen to order meals for your kids.' Below this, another green box shows 'Cut-off days: -1 | Cut-off time (24hr Format): 20:00'. The 'Select Vendor' section has a dropdown menu with 'HKA Eats' selected. The 'Select kids and choose dates' section has a dropdown menu with 'Ryan Kim' selected. Callout boxes point to the 'Special Notifications' area, the 'Click to View Cart' button, and the 'Order Cut-off day & time' text.

# Meal Order



## Pick dates from the Calendar

3

Select dates for building up orders. And click 'NEXT'. The Yellow bubble indicates food is available for order on that day.

HOME ACCOUNT SERVICES MEAL ORDERING REPORTS Leonard Kim, \$694.00

August 2016

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

Meals available for orders Your current selection School holiday

Click to go NEXT

NEXT



# Meal Order



## Pick Meals

- 4 Click on the Day & Date bar to expand the meal menu. Click on the (+) button to select a meal.

The screenshot shows a web interface for meal ordering. At the top, there is a navigation bar with 'HOME', 'ACCOUNT SERVICES', 'MEAL ORDERING', and 'REPORTS'. The user's name 'Leonard Kim' and a balance of '\$694.00' are displayed on the right. Below the navigation bar, a date bar shows 'Tuesday, August 30, 2016'. The main content area is titled 'Lunch Selections' and contains a table with the following columns: 'Images true', 'Item Name', 'Quantity', 'Price', 'Discount', 'Tax', 'Nutrition Value', and 'Health Met.'. Three items are listed in the table:

| Images true | Item Name                              | Quantity | Price   | Discount | Tax     | Nutrition Value | Health Met. |
|-------------|--|----------|---------|----------|---------|-----------------|-------------|
|             | Vegetarian Bubble And Squeak           | 1        | \$ 0.00 | \$ 0.00  | \$ 0.00 | Undefined       |             |
|             | Pork Sweet And Sour                    | 1        | \$ 0.00 | \$ 0.00  | \$ 0.00 | Undefined       |             |
|             | Steamed Fish With A Tomato Caper Sauce | 1        | \$ 0.00 | \$ 0.00  | \$ 0.00 | Undefined       |             |

At the bottom of the interface, there are 'BACK' and 'NEXT' buttons. Callout boxes with arrows point to these buttons and to a '+' button in the table. The callouts are:

- 'Click to go SELECT' pointing to the '+' button in the first row of the table.
- 'Click to go BACK' pointing to the 'BACK' button.
- 'Click to go NEXT' pointing to the 'NEXT' button.

# Meal Order



## Confirm your Order

5

Confirm your order once, before moving to payment. Delete items if need be.

The screenshot shows a web interface for meal ordering. At the top, there is a navigation bar with links for HOME, ACCOUNT SERVICES, MEAL ORDERING, and REPORTS. The user's name, Leonard Kim, and the current total amount, \$694.00, are displayed in the top right corner. Below the navigation bar, the date Tuesday, August 30, 2016, is shown. The main content area is titled "Lunch Selections" and contains a table with the following columns: Images, Item Name, Quantity, Price, Discount, Tax, Nutrition Value, Health Meter, and Subtotal. Two items are listed in the table: "Vegetarian Bubble And Squeak" and "Steamed Fish With A Tomato Caper Sauce". Each item has a quantity of 1 and a price of \$0.00. A callout box labeled "Click to DELETE" points to a trash icon next to the first item. Another callout box labeled "Click to CHECKOUT" points to a "CHECKOUT" button at the bottom right of the interface. A third callout box labeled "Click to GO BACK" points to a "BACK" button at the bottom left of the interface. The total amount at the bottom right is \$0.00.

| Images | Item Name                              | Quantity | Price   | Discount | Tax     | Nutrition Value | Health Meter | Subtotal |
|--------|--|----------|---------|----------|---------|-----------------|--------------|----------|
|        | Vegetarian Bubble And Squeak           | 1        | \$ 0.00 | \$ 0.00  | \$ 0.00 | Undefined       |              | \$ 0.00  |
|        | Steamed Fish With A Tomato Caper Sauce | 1        | \$ 0.00 | \$ 0.00  | \$ 0.00 |                 |              | 0.00     |

Click to DELETE

Click to CHECKOUT

Click to GO BACK

BACK

CHECKOUT

Total amount: \$ 0.00

# Meal Order



## Confirm Payment

6

You can view your cart and other details for the order and confirm your payment here.

HOME ACCOUNT SERVICES MEAL ORDERING REPORTS Leonard Kim, \$694.00

### Order a Meal

ORDER YOUR MEAL HERE PLAN YOUR MEAL YOUR FOOD CART **PAYMENT** TRANSACTION DETAILS

Payment

Select Payment Type:

Pre-Paid

| Name:    | Meal Amount: |
|----------|--------------|
| Ryan Kim | \$ 0.00      |
|          | \$ 0.00      |

BACK CONFIRM

Click to View Cart

Click to GO BACK

Click to Confirm Payment

# Meal Order



## View Transaction Summary

7

*View transaction status with summary data here on this screen.*

The screenshot displays the 'Transaction Details' page of the Campus Meal Ordering system. At the top, a red navigation bar contains links for HOME, ACCOUNT SERVICES, MEAL ORDERING, and REPORTS. The user's name, Leonard Kim, and a balance of \$694.00 are shown in the top right. Below the navigation bar, a red banner reads 'Order a Meal' with a yellow shopping cart icon containing '0'. A horizontal menu below the banner includes 'ORDER YOUR MEAL HERE', 'PLAN YOUR MEAL', 'YOUR FOOD CART', 'PAYMENT', and 'TRANSACTION DETAILS', with the last option being the active page. The main content area is titled 'Order Details' and contains a table with the following information:

|                         |                         |
|-------------------------|-------------------------|
| Order For               | Ryan Kim                |
| Order Number            | 000027                  |
| Transaction Status      | Success                 |
| Transaction Date & Time | Jul 26, 2016 1:30:04 PM |
| Total Amount            | \$ 0.00                 |

At the bottom of the page, there is a grey button labeled 'PLACE A NEW ORDER'.



**View Order Summary**


# Order Summary



## View Order Summary



*You can view all your future and past meal orders here on this screen. Each card represents a unique order that you've placed. Click on a card to view details.*

HOME ACCOUNT SERVICES ▾ MEAL ORDERING ▾ REPORTS ▾ Leonard Kim , \$694.00 

### Order Summary

|  |   |  |
|--|---|--|
| <b>Order Number : 000027</b><br>Order Date : Jul 26, 2016 1:30:04 PM<br>TotalAmount : \$0.00<br>Status : Order Created | <b>Order Number : 000026</b><br>Order Date : Jul 26, 2016 10:16:48 AM<br>TotalAmount : \$0.00<br>Status : Order Created       | <b>Order Number : 000023</b><br>Order Date : Jul 22, 2016 7:58:14 AM<br>TotalAmount : \$0.00<br>Status : Order Created |
| <b>Order Number : 000022</b><br>Order Date : Jul 21, 2016 1:45:25 PM<br>TotalAmount : \$0.00<br>Status : Order Created | <b>Order Number : 000021</b><br>Order Date : Jul 21, 2016 12:51:34 PM<br>TotalAmount : \$2.00<br>Status : Partially Cancelled | <b>Order Number : 000020</b><br>Order Date : Jul 20, 2016 8:22:20 PM<br>TotalAmount : \$1.00<br>Status : Order Created |
| <b>Order Number : 000016</b><br>Order Date : Jul 20, 2016 9:15:15 AM<br>TotalAmount : \$3.00<br>Status : Order Created |   |  |

# Order Summary



## View Order Details

2

*View your order details here. Apart from viewing order details, you can add a new item to this order, remove an item from the order or cancel the entire order from this screen.*

The screenshot shows the 'Order Summary' interface. At the top, there are navigation links: HOME, ACCOUNT SERVICES, MEAL ORDERING, and REPORTS. The user's name 'Leonard Kim' and a balance of '\$694.00' are displayed in the top right. Below the navigation is a red header with the title 'Order Summary'. The main content area displays order details: Order Number: 000027, Order Date: Jul 26, 2016 1:30:04 PM, Total Amount: \$0.00, and Status: Order Created. A user profile for 'Ryan Kim' is shown below. A date separator indicates 'Wednesday, August 17, 2016'. The 'Lunch Selections' section contains a table with one item: 'Pork Yakisiku' with a quantity of 1, price of \$0.00, and a subtotal of \$0.00. Three callout boxes are present: 'Click to Remove Item' points to a trash icon in the table; 'Cancel Order' points to a button at the bottom right; and 'Add more items' points to a plus sign icon in the bottom right corner. A copyright notice 'Copyright © 2016' is visible at the bottom left of the screen.

| Images | Product Name  | Quantity | Price   | Discount | Tax     | Nutrition Value | Health Meter | SubTotal |
|--------|---------------|----------|---------|----------|---------|-----------------|--------------|----------|
|        | Pork Yakisiku | 1        | \$ 0.00 | \$ 0.00  | \$ 0.00 | Undefined       |              | \$ 0.00  |

# Reports



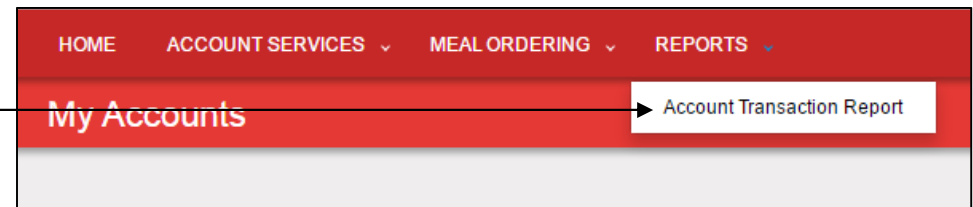
## Account Transaction Report

- Account Transaction Report helps you to:
  - Check your Account Balance
  - View Recharges & Top-ups
  - Check Purchases & Returns
  - View Adjustments made on your Account, and
  - Download A/c Statement
- This report offers Date Range, Category and Transaction Type Filters (All Optional) to narrow your search results
- You can download a copy of this report in PDF format

## Account Transaction Report

*You can access the report by doing the following:*

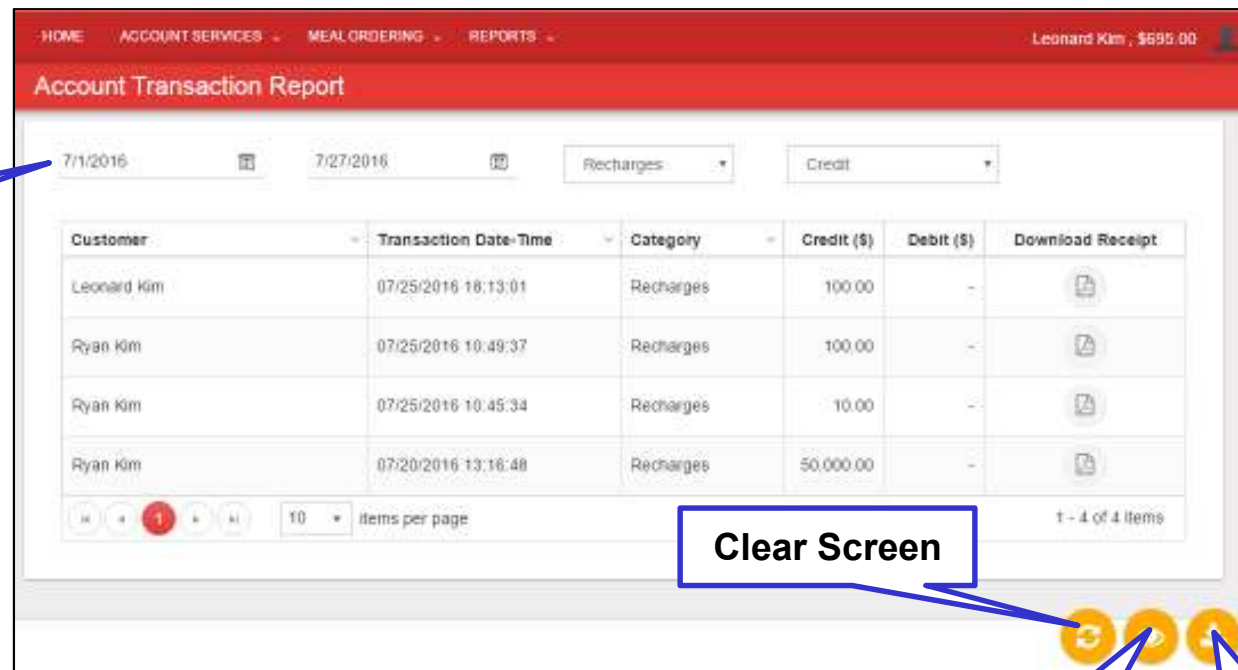
- You can access this report by clicking on 'Reports' menu and then click on the 'Accounts Transaction Report'.*



## Account Transaction Report

2

*Various filter options are available to narrow down your search to a specific set of information.*



The screenshot shows the 'Account Transaction Report' interface. At the top, there are navigation links: HOME, ACCOUNT SERVICES, MEAL ORDERING, and REPORTS. The user's name 'Leonard Kim' and balance '\$695.00' are displayed in the top right. The report title 'Account Transaction Report' is centered. Below the title, there are date range filters (7/1/2016 to 7/27/2016), category filters (Recharges, Credit), and a table of transactions. The table has columns for Customer, Transaction Date-Time, Category, Credit (\$), Debit (\$), and Download Receipt. The data rows show transactions for Leonard Kim and Ryan Kim. At the bottom, there are pagination controls (1 of 4 items, 10 items per page) and three action buttons: a refresh button, a print button, and a download button.

| Customer    | Transaction Date-Time | Category  | Credit (\$) | Debit (\$) | Download Receipt |
|-------------|-----------------------|-----------|-------------|------------|------------------|
| Leonard Kim | 07/25/2016 18:13:01   | Recharges | 100.00      | -          |                  |
| Ryan Kim    | 07/25/2016 10:49:37   | Recharges | 100.00      | -          |                  |
| Ryan Kim    | 07/25/2016 10:45:34   | Recharges | 10.00       | -          |                  |
| Ryan Kim    | 07/20/2016 13:16:48   | Recharges | 50,000.00   | -          |                  |

Select Filters

Clear Screen

Show Report

Download PDF

# Reports



## Downloaded PDF Sample

The screenshot shows a PDF document titled 'Account Transaction Report' displayed in Adobe Reader. The report includes a 'DEMO LOGO' and a table of transactions. The table has five columns: Customer Details, Transaction Date-Time, Description, Credit (\$), and Debit (\$). The transactions listed are:

| Customer Details | Transaction Date-Time | Description | Credit (\$) | Debit (\$) |
|------------------|-----------------------|-------------|-------------|------------|
| Leonard Kim      | 07/27/2016 14:10:45   | Recharges   | 1.00        | --         |
| Leonard Kim      | 07/25/2016 16:13:01   | Recharges   | 100.00      | --         |
| Ryan Kim         | 07/25/2016 10:48:37   | Recharges   | 100.00      | --         |
| Ryan Kim         | 07/25/2016 10:45:34   | Recharges   | 10.00       | --         |
| Ryan Kim         | 07/20/2016 13:16:48   | Recharges   | 50000.00    | --         |

# Reports



## ***Report Column Descriptions:***

**Customer Name:** *Displays name of the customer*

**Transaction Date-Time:** *Date & time when sale was made*

**Category:** *Displays any one of the following:*

- *Recharges: Recharges made on your account*
- *Top-up: Funds transferred to your child's account (depending on system configuration)*
- *Adjustment: Adjustments made by the school to your account*
- *Sales: Sales made through your account*
- *Sales Return: Any Returns mapped with your account*

**Credit:** *Amount credited to your account*

**Debit:** *Amount debited from your account*

# Changing Your Password



## How to change your password

*Enter your current password, enter your new password, re-enter for your new password for confirmation and click on SAVE.*

The screenshot shows a web interface for changing a password. At the top, there is a red navigation bar with links for HOME, ACCOUNT SERVICES, MEAL ORDERING, and REPORTS. On the right side of this bar, the user's name 'Leonard Kim' and a balance of '\$695.00' are displayed next to a user profile icon. Below the navigation bar is a red header for the 'Change Password' page. The main content area contains two columns of input fields. The left column has a 'Current Password' field with a masked password '\*\*\*\*\*' and a 'Confirm New Password' field with a masked password '\*\*\*\*\*'. The right column has a 'New Password' field with a masked password '\*\*\*\*\*'. At the bottom of the page, there is a copyright notice 'Copyright © 2016. Vertical Payment Solutions Pte. Ltd' and a yellow circular icon with a white padlock symbol.



**Thank You**