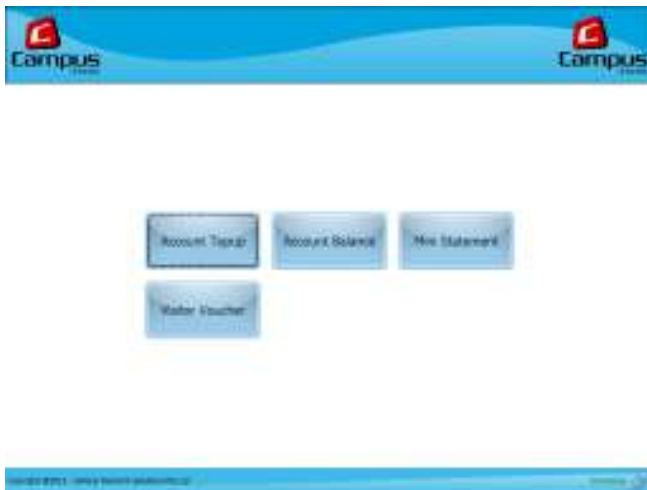


Campus Kiosk User Guide



1. Kiosk Home Page.

The Kiosk has options to Top Up (recharge) the family account, check the account balance and print a transaction activity report. These options are shown in the kiosk home page shown below. All recharges are stored against the family account regardless of which family member used their card to perform the cash recharge. Transactions made on the kiosk can be checked on the families' online transaction report.



2. Account Top-up screen

Click Account Topup to add a cash recharge to your family account. Place your smartcard on the reader located at the front of the kiosk. The smartcard reader can be identified by the wireless logo sticker



There is a 10 second count down while the smartcard reader reads the smartcard. An "Error Retrieving Account" message at this stage indicates your card could not be found in the Campus database. Please approach the school support staff for assistance.



3. Account Name and Balance Screen

The Welcome screen shows with card holder name and current balance. If the name is correct click next to continue.



4. Recharge Amount Selection Screen

User is requested to select the amount they wish to recharge to the family account. The denominations that the kiosk accepts for each top up selection will be displayed on the following screen



5. Recharge Cash Acceptance Process Screen.

User is requested to feed cash into the currency acceptor. Please note the kiosk only takes 1 note at a time. Please wait for the light on the cash acceptor to turn green before gently feeding in each subsequent piece. If more than 1 note is being fed into the kiosk cash acceptor a small pop up summary box will appear on the right hand side of the kiosk screen after the first note is taken into the cash acceptor cassette and will track and display each note as it is accepted into the kiosk cash cassette. If you take longer than 10 seconds to feed in each note you need to click the retry button when it appears after the 10 second timer expires.



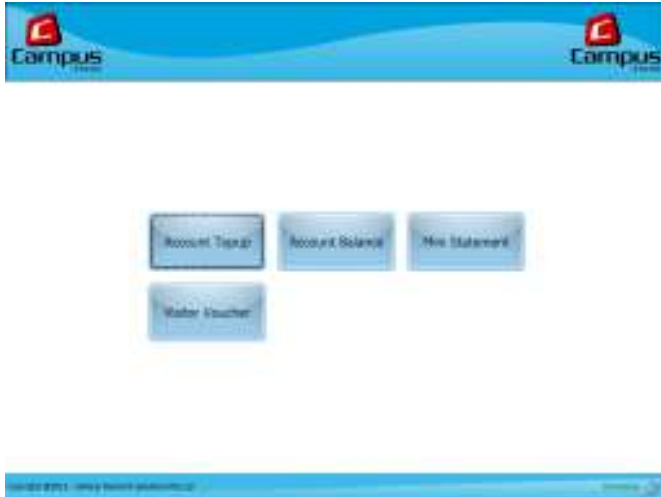
6. Recharge Success Screen

The kiosk has accepted your cash and has applied the credit to your Family Account. Please check your kiosk receipt carefully as it is your proof of payment.



7. Account Balance is used to check the current family account balance.

Click Account Balance



8. Card Reading Screen

Place card on smartcard reader and the smartcard is read to check family account balance



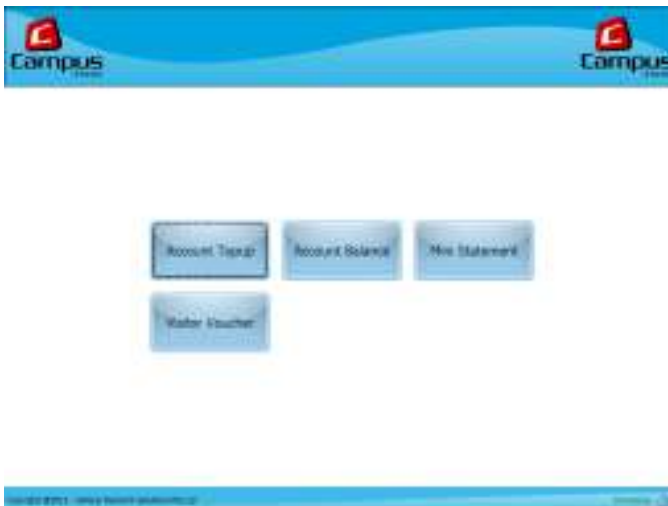
9. Card Balance Screen.

User has option to print a receipt or finish the transaction



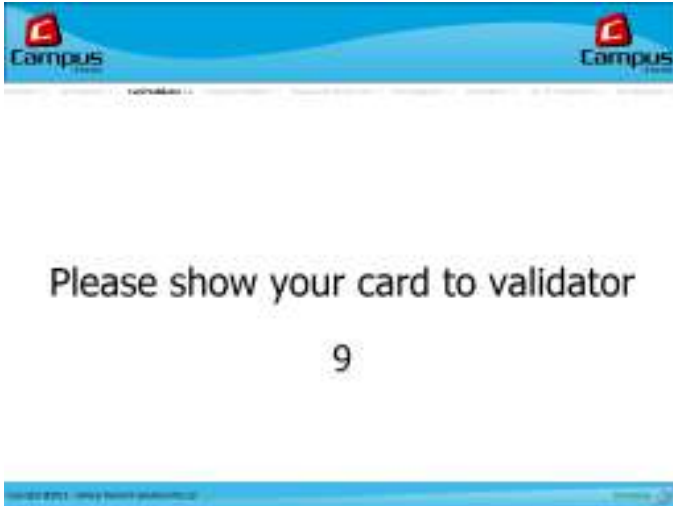
10. Mini Statement Screen

Mini Statement allows users to print a family balance transaction list. Click the Mini Statement button



11. Smartcard Reading Screen

Place the smartcard on kiosk smartcard reader and wait for the card reader to read the card.



12. User Identification Screen

User is asked to proceed with Mini Statement process after the family account balance is displayed. Click Yes to display list of options and click No to exit to Home page



13. Transaction Quantity Selection Screen

User is given a list of transaction quantity options to print off or view. Select your preferred option and click NEXT.

Please select the number of transactions you want to retrieve

5	30
20	40

Back Next

06/02/2011 10:49:58 AM Print

14. Transaction History Screen.

User can print off the list if required or just view onscreen

Mini Statement
Current Balance PL 286

Date	Location	Debit	Credit
06 Jun 13	Kiosk Toposa	0	30
06 Jun 13	8. Purchase	10	0
06 Jun 13	Kiosk Toposa	0	30
04 Jun 13	Kiosk Toposa	0	30
18 Apr 13	Cafeteria	18	0
21 Mar 13	Cafeteria	8	0
21 Mar 13	Cafeteria	20	0
21 Mar 13	Cafeteria	18	0
11 Mar 13	Kiosk Toposa	0	180
17 Dec 12	Kiosk Toposa	0	1,080
Total		64	1,130

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Back Next

06/02/2011 10:49:58 AM Print

15. Visitor Voucher (Not in use)

