

How to Make Internet Deposits

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Welcome

You can access your child's record for the school cafeteria.

- Did she eat lunch?
- Did he buy an extra lunch?

You can deposit lunch money into their account using your credit card.

This document includes instructions for viewing your child's account, printing reports of transactions your child has made, and making deposits into your child's account via the Internet.

Requirements

The school provides access through the Internet. You have to have:

- A computer with Internet Access.
- Microsoft Internet Explorer version 5.0 or later. (5.5 recommended).
- An email account where you can receive emails from the school and PayPals.
- A major credit card and an account with PayPal. This is a service that allows you to make secure (safe) deposits across the Internet. Look under the heading **Make Internet Deposits** for more information about PayPals.

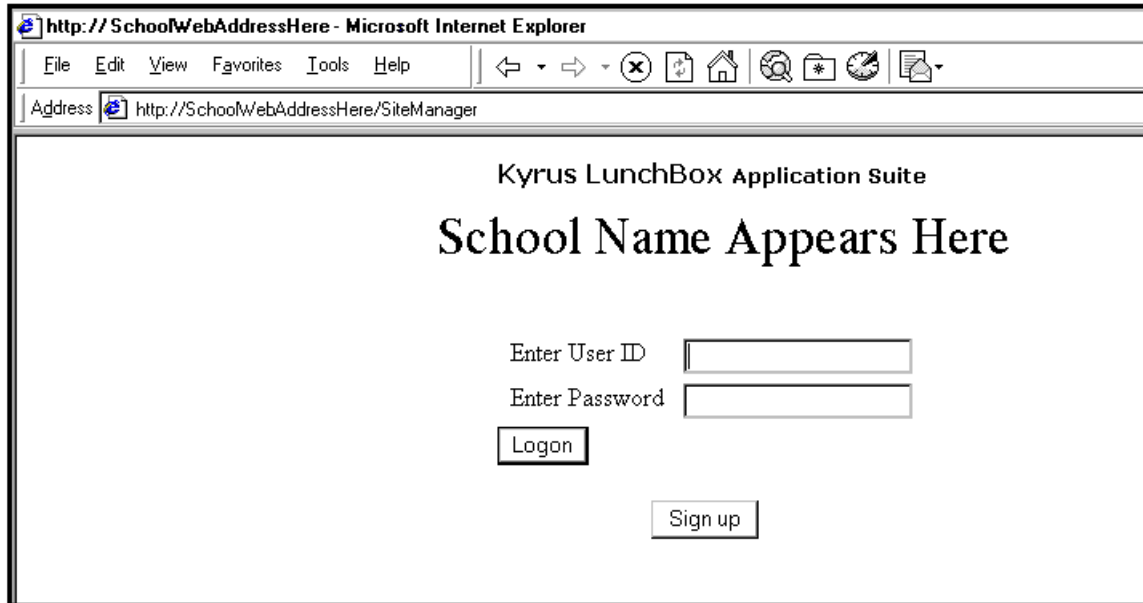
Information for Parents

To successfully access the Internet Deposits, use the following information provided by the school.

Web Address that you will access. Example: www.SCHOOLWEB.EDU	
Parent Information USER NAME	
PASSWORD (This password should not be shared with anyone. Some schools allow you to change your password. Check with your school.)	
Children Information NAMES	District ID Numbers
1.	
2.	
3.	
4.	

Parent Login

When you sign on to the web site, the screen that appears looks like the figure below.



The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "http://SchoolWebAddressHere - Microsoft Internet Explorer". The address bar shows "http://SchoolWebAddressHere/SiteManager". The main content area displays the text "Kyrus LunchBox Application Suite" followed by "School Name Appears Here". Below this, there are two input fields: "Enter User ID" and "Enter Password", each with a corresponding text box. There are two buttons: "Logon" and "Sign up".

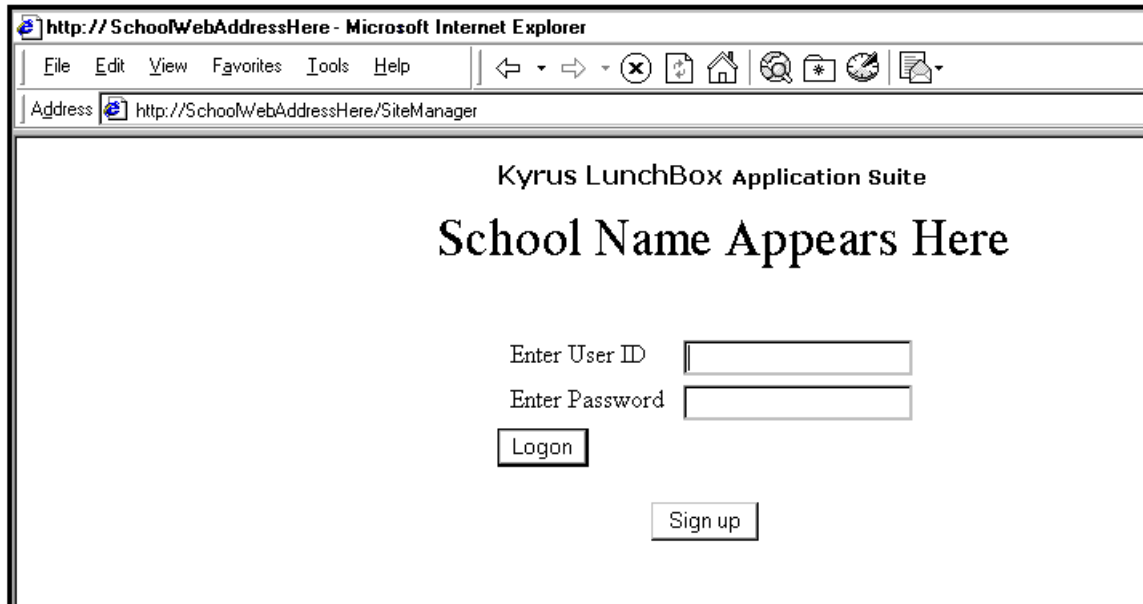
Do you have an account already? (Listed on the information the school gave you)

- If yes, go to the heading **Access Existing Account**.
- If no, go to the next heading **Create New User Account**.

Create New User Account

If you do not have the User Account already, click on the **Sign Up** button. If you already have an account listed on the page your school gave you, do not use this section. Go to the **Access Account** heading.

- 1 On the screen below, click on the **Sign up** button.



http://SchoolWebAddressHere - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://SchoolWebAddressHere/SiteManager

Kyrus LunchBox Application Suite

School Name Appears Here

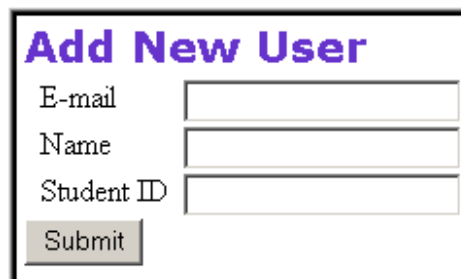
Enter User ID

Enter Password

Logon

Sign up

- 2 The **Add New User** screen appears.



Add New User

E-mail

Name

Student ID

Submit

- 3 Complete all three fields on this screen.
 - **E-mail.** Type your email address in this field. The school has to have your email address to send you emails about the accounts.
 - **Name.** Type your name in this field. For example, 'Harry Adams'.
 - **Student ID.** The Student ID is field that links your "user account" to your first child. This number is the District ID number that the school gave you. If you have more than one child, you will link those numbers to your account later.
- 4 Once an E-mail address, the name of the parent/child, and the child's Student ID has been entered, click on the **Submit** button.

5 The following message appears.

**Account Created. Your password
will be emailed to you shortly.**

Continue

6 Click on **Continue**.

7 In a few minutes, an email will arrive on your computer with a password to use. This is an example of what the email will look like. Look for the User ID and Password. This is an example only.

```
Date: Mon, 17 Sep 2001 14:02:36 -0400 (EDT)
From: SCHOOLWEBSITE@ISP.com
To: johndoe@ISP.com
Subject: School Registration Confirmation
```

Dear John Doe,

Welcome to School Lunch Program

We are very glad you have joined us. Check out what you can do as a member of School Lunch Program:

- * View Lunch Room Transactions
- * Change options for participant purchases
- * Deposit money into a students account

Go to <http://yourserver/servlet/SiteManager> to get started!

LOGIN

Your Login Name and Password are listed below. You may find it helpful to write this down for future reference. Remember; do not share this information with anyone.

User ID: johndoe@ISP.com
Password: xyz

Thanks again for joining us,
School Lunch Program

8 Depending on how your school is using the Internet Deposits, you may be able to change this password when you log into the web site.

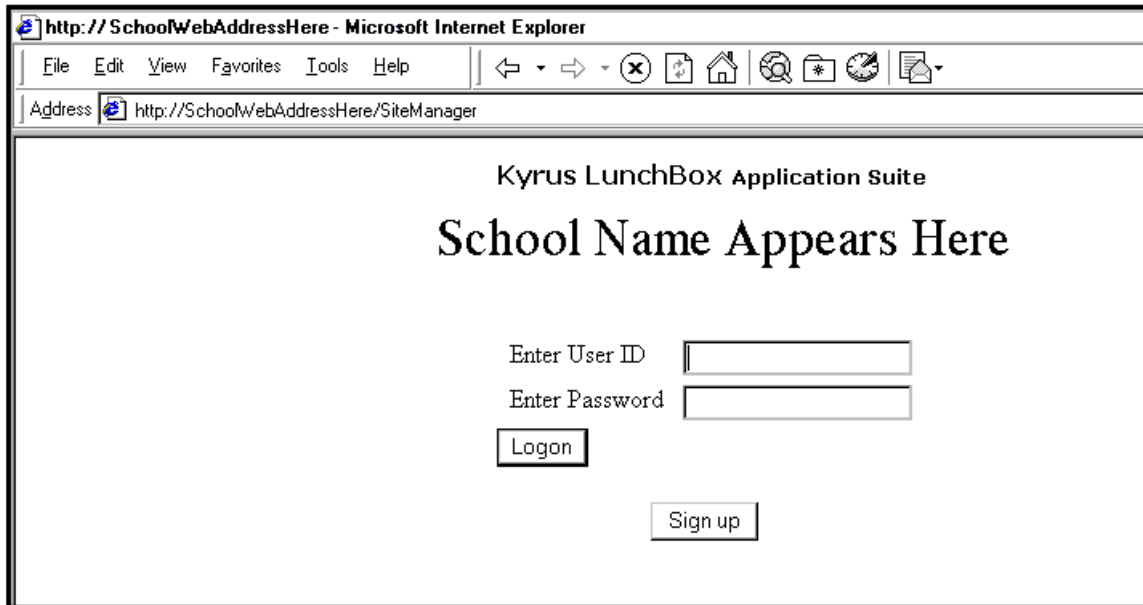
9 Sign on to the school web site again. Now you can:

- Link your other children to your account.
- Deposit funds into accounts for your children using your credit card.
- Review your child's account history.

Access Existing Account

After you have signed up or been signed up by the school, you can log in and get started.

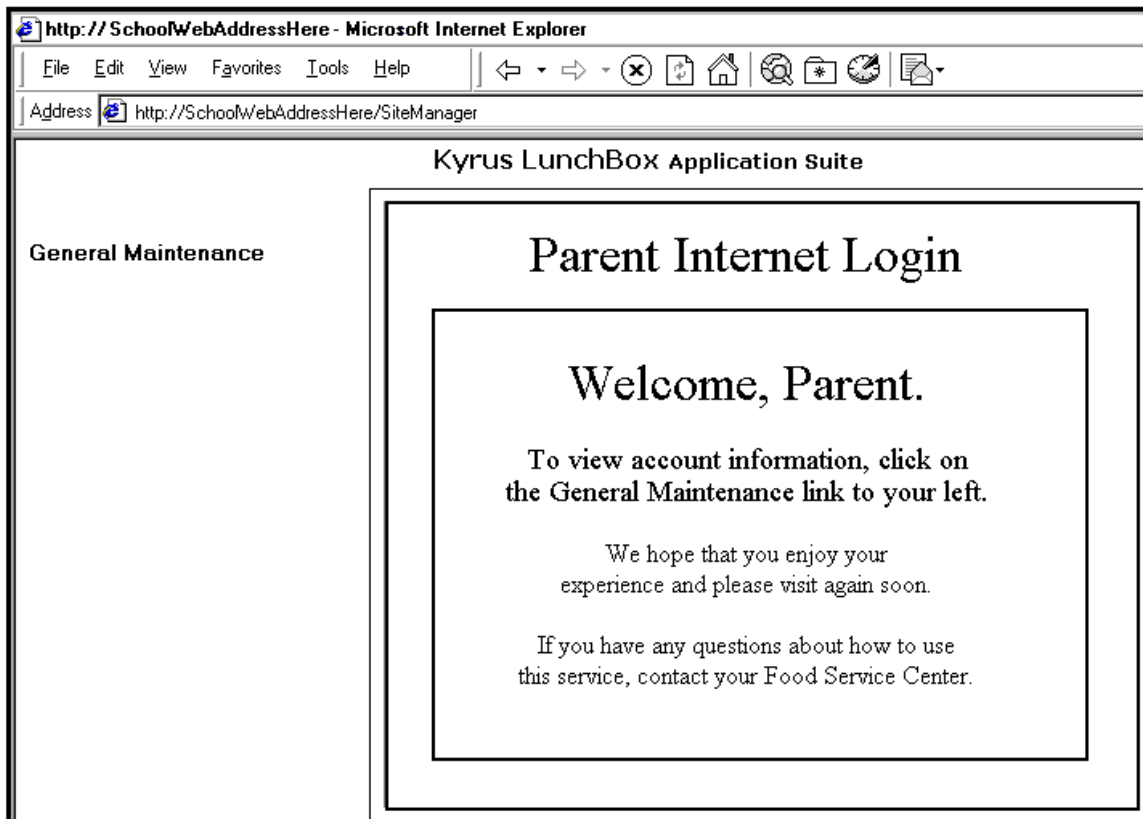
1. The **Logon** screen appears when you access the website.



The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "http://SchoolWebAddressHere - Microsoft Internet Explorer". The address bar contains "http://SchoolWebAddressHere/SiteManager". The main content area displays the "Kyrus LunchBox Application Suite" logo at the top, followed by the text "School Name Appears Here". Below this, there are two input fields: "Enter User ID" and "Enter Password". A "Logon" button is positioned below the "Enter Password" field, and a "Sign up" button is located further down and to the right.

2. Log in using the **User ID** and **Password** that were included in the email or that were assigned to you by the school.
 - Click on the field **Enter User ID** and type your 'user name'.
 - Click on the field **Enter Password** and type your password.
 - Click on the button labeled **Logon**.

3. After you click on **Signon**, the main screen appears.



4. Click on the words **General Maintenance** on the left side of the screen.
5. Two options appear under the heading.

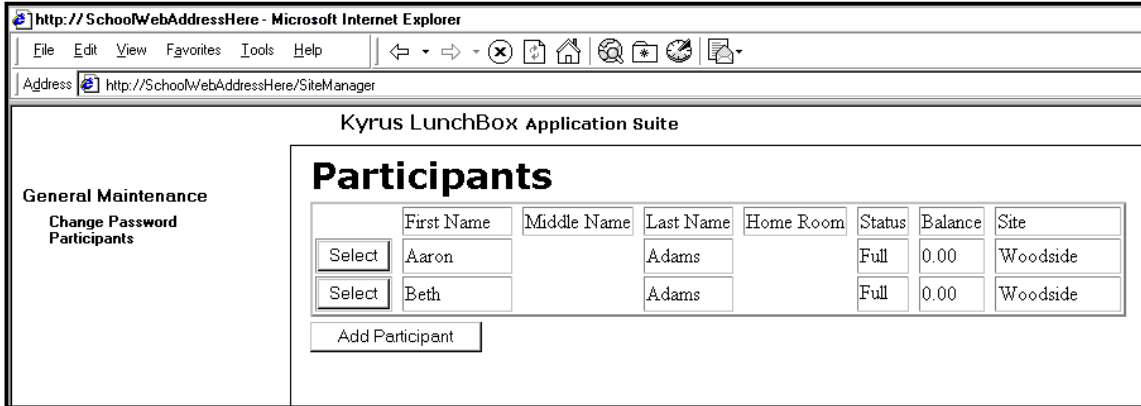


- **Change Password.** Click on this option to change your password. This option is not available if your school does not allow you to change the password on your account. Keep your password secret. If you should lose or forget your password, the school can give you a new password. Contact the school if you lose your password. Refer to the next heading **Change Parent's User Password** for more directions.
- **Participants.** Click on this option to do everything else. Check on your children's purchases, make deposits to their account at the school, add children to your account. Refer to the heading **Participants Screen** for more directions.

Change Parent Password

Complete the following steps to change the password.

- 1 Access the menu.



- 2 Click on the **Change Password** option. The **Change Password** screen appears.

Change Password

Name Johnny Abishua
User ID abc@hotmail.com
New Password ●●●●●●
Submit

- 3 Click in the **New Password** field and type your new password.
- 4 Click on the **Submit** button. Your new password will apply the next time you sign on the web site.
- 5 The Password Change Successful screen appears.

Password change successful

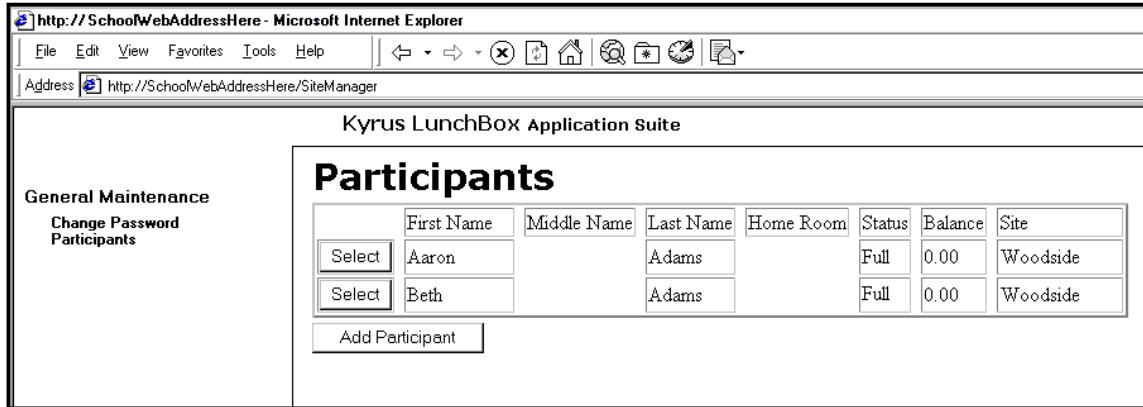
Continue

- 6 Click on “**Continue**” to return to the main screen.

If this does not work, contact your school.

Participants Screen

When the Participants option on the menu is selected, the **Participants** screen appears.



This screen lists the children already linked to your account.

On this screen, you can:

- Access the account for the children. There you will make deposits and review the record of purchases for your child. Go to the heading **Look at Child's Record**.
- Add another child to your account. Go to the heading **Add Child**

Look at Child's Record

On the **Participants** screen, click on the **Select** button beside your child's name.

	First Name	Middle Name	Last Name	Home Room	Status	Balance	Site
Select	Aaron		Adams		Full	0.00	Woodside
Select	Beth		Adams		Full	0.00	Woodside

Add Participant

The **User Participant Record** screen appears with the information on your child.

User Participant Record

First Name: Aaron
 Middle Name:
 Last Name: Adams
 POS ID: 397
 District ID: G555
 SSN:
 Site: Woodside
 Allow A La Carte Purchase: TRUE
 A La Carte Limit Type: None Limit Amount: 0.00 Limit Interval: Monthly
 Submit

View Transactions
 Start Date: 12/28/2001
 End Date: 03/28/2002
 Submit

Internet Deposit
 Current Balance: 17.33 As Of: 2002-03-27 09:26:46
 Amount To Deposit:
 Submit

On this screen, you can:

- Set up **A La Carte Purchases**. The term 'A La Carte' refers to snacks and extra items. Go to the heading **A La Carte Purchases**.
- View transactions your child has made. Go to the heading **View Transactions**.
- Make Internet Deposits to this child's account. Go to the heading **Make Internet Deposits**.

Set up A La Carte Purchases

You can allow your child to make 'a la carte' purchases in the cafeteria. These items are snacks and extra items available for sale at mealtime.

On the **User Participant Record** screen, locate the A La Carte section of the screen.

Allow A La Carte Purchase	TRUE	Limit Amount	0.00	Limit Interval	Monthly
A La Carte Limit Type	None				
<input type="button" value="Submit"/>					

There are four fields to set.

- **Allow A La Carte Purchase.** When this field is set to TRUE you child can make these extra purchases. To set this field to another setting, click in the drop down box in the right side of the screen. (This is the arrow that is pointing down). A box will appear with the different settings. Click the mouse on the one you want.
- **A La Carte Limit Type.** This field determines the type of payment your child can use for these extra purchases.
 - **None.** Your child cannot make extra purchases.
 - **Account Tender.** Your child make extra purchases using the funds in the account. But your child cannot use cash, etc.
 - **All Tender.** Your child can make extra purchases using the funds in the account and any cash, etc. that they have.
- **Limit Amount.** This field sets the limit on the amount of money your child can use for these extra purchases. Click in the field and type in the amount you want. Use the format XX.XX. For example, type 5.00 for \$5.00.
- **Limit Interval.** This field sets how often your child can make these extra purchases. To set this field to another setting, click in the drop down box in the right side of the screen. (This is the arrow that is pointing down). A box will appear with the different settings. Click the mouse on the one you want.
 - **Daily.** Your child can make extra purchases every day.
 - **Weekly.** Your child can make extra purchases once a week.
 - **Monthly.** Your child can make extra purchases once a month.

When the settings are complete, click on the **Submit** button under this section. Then you can make other changes to the record.

View Transactions

You can review your child's purchase history.

- 1 On the **User Participant Record** screen, locate the **View Transactions** section of the screen.

View Transactions

Start Date

End Date

- 2 Set a Start Date and an End Date. Click in the first field and type the desired date for the report to start. Then click in the second field and type the desired date for the report to end

Note: The date **MUST** be entered in the following format: MM/DD/YYYY (a two-digit month, a two digit-year, and a four-digit year.) For example, September 6, 2002 would be entered as **09/06/2002**.

Note: Only transactions from the last 120 days are retained in SiteManager.

Note: The first time you look at the transactions, the computer will need to install a program called a 'viewer' that will allow you to see the report. A screen appears asking you for permission to install the viewer. Click on **Yes**. This screen will not appear again.

- 3 When the dates are entered, click on the **Submit** button under the fields.
- 4 The **Transaction History Report** appears.

1/22/2002		Lunchbox High School								
		Transaction History Report								
		11/16/2001								
POSID: 5507	DistrictID: 175685506	SSN: 175685506								
Status: 2	Last: Abishua	First: Jimmy	MI: Robert							
Date	Trm # / Trn #	Transaction Description	Amount	Charge Amount	PrePay Amount	Deposit Amount	Cash Received	Starting Balance	Ending Balance	Reason Code
11/16/2001	45 78770	Lunch COOKIE	Student Lookup \$ 0.40			\$ 0.00				
		Cash		\$ 0.00	\$ 0.00		\$ 0.40			
								\$ 0.00	\$ 0.00	

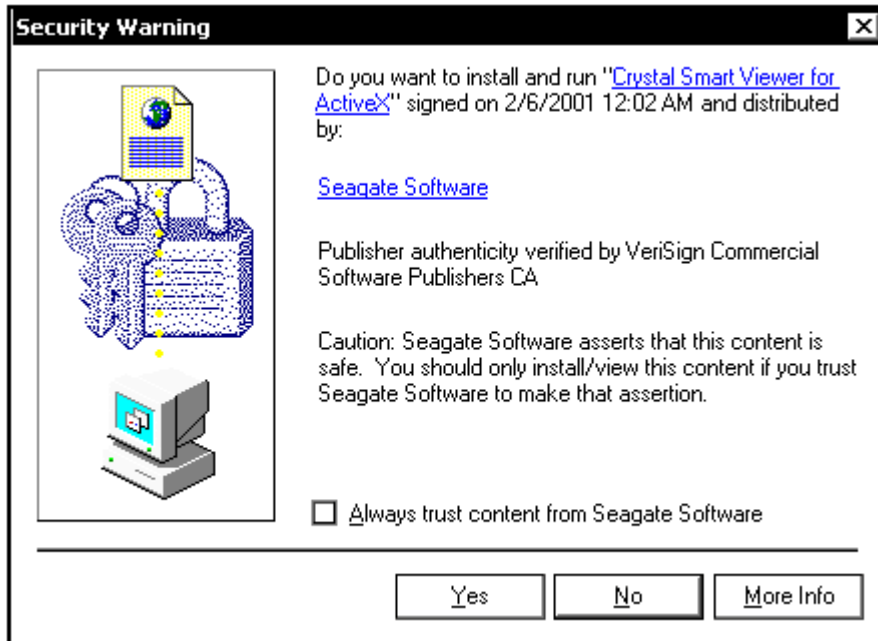
- 5 From this preview screen you can:
 - Print this report to your local printer.
 - Go back to your child's record by clicking the **BACK ARROW** in the toolbar. The **User Participant Record** screen will appear again and you can make other changes to the account.

First Time View Transaction History

The first time that you access the transaction history option, the computer will ask permission to install a 'viewer' on your computer. This piece of software is necessary if you want to look at the reports on your child's purchases.

- It does not cost you money.
- It does not do anything but let you view reports.

The following screen appears.

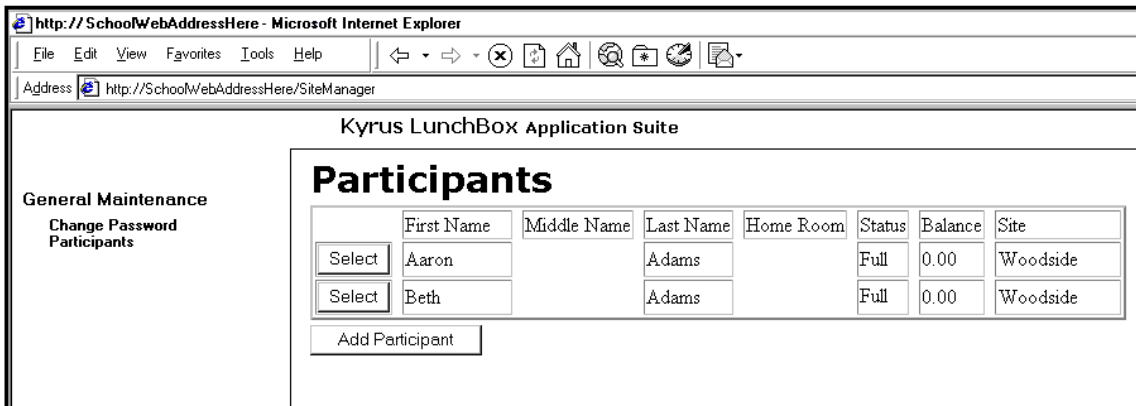


Click on **YES**. The viewer will be installed and the screen will not appear again on this computer.

Add Child to Your Account

When your account was created, you were linked to one child at the school. If you have additional children at the school, complete the following steps to add them to your account.

1. To add a child to your account, click on the **Add Participant** button at the bottom of the **Participants** Screen. In the figure below, the parent has two children linked to his account. He is going to add his third child.



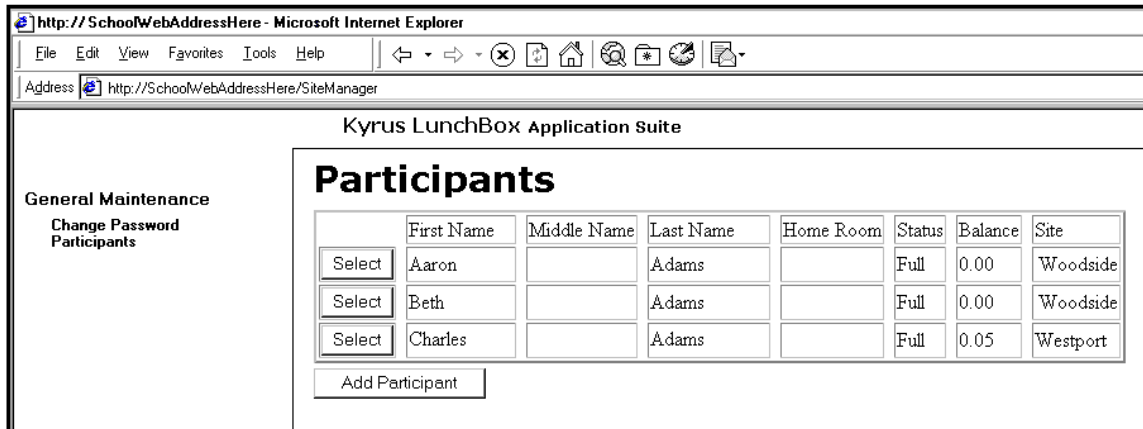
2. When you click on the **Add Participant** button, the **Add Participant** screen appears.

The 'Add Participant' screen features a large title 'Add Participant' at the top. Below the title is a text input field labeled 'Student ID'. At the bottom left of the form is an 'Add' button.

3. Type the Student ID that is associated with your child's account and then click on **Add**.

Note: The **Student ID** is the same number as the **District ID** that is associated with the child's account.

4. The **Participants** screen appears again with the child linked. In the figure below



5. Now you can:

- Make Internet Deposits for any of the children.
- Review the transactions for any of the children.
- Add another child to your account.

Error Messages When Adding Children

If the participant (child) was NOT successfully added, then a screen similar to this **Error** message appears.



If the screen displays an 'Error Message' review the following list and then try again.

1. The Student ID number might be wrong. Check the number and try again.
2. The Student ID number is already associated with another user login. If you have entered the wrong number, it might be someone else's child and you can not add them to your account.
3. The Student ID number is already associated with another user login.

Try adding the child again.

If you cannot link your child's number to your account, contact your school to verify numbers.

Make Internet Deposit

Complete the following steps to make an Internet Deposit.

1. Access the cafeteria's website.
2. Log in with your account information. The screen will look like the screen below.

The screenshot shows a web browser window titled "http://SchoolWebAddressHere - Microsoft Internet Explorer". The address bar contains "http://SchoolWebAddressHere/SiteManager". The main content area is titled "Kyrus LunchBox Application Suite" and features a "Participants" section. On the left, there is a "General Maintenance" sidebar with links for "Change Password" and "Participants". The "Participants" table lists three individuals: Aaron Adams (Woodside), Beth Adams (Woodside), and Charles Adams (Westport). Each row has a "Select" button. Below the table is an "Add Participant" button.

	First Name	Middle Name	Last Name	Home Room	Status	Balance	Site
Select	Aaron		Adams		Full	0.00	Woodside
Select	Beth		Adams		Full	0.00	Woodside
Select	Charles		Adams		Full	0.05	Westport

3. Access the your child's account. This is called the **User Participant Record**.

The screenshot shows the "User Participant Record" page. It displays personal information for Aaron Adams, including his POS ID (397), District ID (G555), and Site (Woodside). There are dropdown menus for "Allow A La Carte Purchase" (set to TRUE), "A La Carte Limit Type" (set to None), and "Limit Interval" (set to Monthly). The "Limit Amount" is set to 0.00. Below this is a "Submit" button. The "View Transactions" section has date pickers for "Start Date" (12/28/2001) and "End Date" (03/28/2002), with a "Submit" button. The "Internet Deposit" section shows a "Current Balance" of 17.33 as of 2002-03-27 09:26:46, and an "Amount To Deposit" field with a "Submit" button.

4. Locate the **Internet Deposit** section of the screen.

5. Enter the desired amount for the deposit. In the example below, the user typed **50.00** to add \$50.00 to the account.

Internet Deposit

Current Balance	17.33	As Of	2002-03-27 09:26:46
Amount To Deposit	<input type="text" value="50.00"/>		

6. Click on the **Submit** button.
7. The **Internet Deposit** screen appears.

Internet Deposit

First Name	Aaron
Middle Name	
Last Name	Adams
POS ID	397
District ID	G555
SSN	
Current Balance	17.33
Amount To Deposit	50
Handling Fee	1.00

8. If the information is correct, click on the **Deposit Fund** button.

9. The **PayPal** screens appear. Complete the screens to deposit the amount of money you want.

Note: Look for directions on the PayPal screens on how to use their service.

The screenshot shows the PayPal 'Payment Details' screen for 'Essexville Hampton'. The page includes the PayPal logo and the recipient's name. Under 'Payment Details', it lists: Pay To: Essexville Hampton; User Status: Verified Business Member (0); Payment for: Lunchbox~Internet~Deposit~KEVEN GRIFFINS~-200630~40.00~Oct 2 2001 4:22PM; Amount: \$ 40.00. There is a 'Sign Up' button for new users. The 'Login' section is pre-filled with 'Welcome, John Doe!', 'Email Address: johndoe@yahoo.com', and 'PayPal Password: [masked]'. There are links for 'Problems logging in?' and 'Forget your password?'. A 'Continue' button is at the bottom right.

10. If this is the first time you have used Internet Deposits, you will have to establish an account with PayPal. Click on the **Sign Up** button to complete that sign up.
11. When you complete the “Login” section of the screen and click on **Continue** the next **PayPal** screen appears.

The screenshot shows the PayPal 'Source of Funds' screen for 'Essexville Hampton'. It repeats the 'Payment Details' from the previous screen, adding: Quantity: 1; Shipping & Handling: \$ 1.00; Total Amount: \$ 41.00. Under 'Source of Funds', it shows: Credit Card: \$41.00 from Visa XXXX-XXXX-XXXX-7118, with a 'Funding Options' link. There is a 'Special Instructions (optional)' text area. 'Pay' and 'Cancel' buttons are at the bottom right.

12. If the information is correct, click on the **Pay** button.

13. A 'Thank You' appears.

Thank you for using Internet Deposit

Note: Your deposit is credited to your child's account after a short processing time.

14. You will receive a confirmation email that states that money has been deposited into the child's account. An example of the **Confirmation E-Mail** is displayed below.

```
Date: Mon, 17 Sep 2001 16:34:07 -0400 (EDT)
From: SchoolLunchProgram@ISP.com
To: johndoe@isp.com
Subject: SchoolLunchProgram Deposit Confirmation

Dear johndoe@isp.com,

Thank you for using SchoolLunchProgram Deposit system.

This email confirms that $50.00 has been deposited and verified to exist for
XXXXXXXXXX. The current account balance is now $57.33.

Deposit to Account   : $50.00
Handling Fee         :  $1.00
-----
Grand Total:         $51.00

Our website address is: http://yourserver/servlet/SiteManager

Sincerely,
SchoolLunchProgram
```

15. When this email has been received, this means that the deposit has been processed.

16. Now you can:

- Make deposits to other accounts for your children.
- Look at the transaction history of any of your children.

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Lunchbox SiteManager User's Guide