



UWCSEA College Card System

Pre-Order and E-Wallet User Portal

A Quick Start Guide



Introduction

Access From : UWCSEA Portal



This guide will touch upon the following typical usage scenarios for parents

- 1. Profiles and Card Management
- 2. Pre-Order Menu / Ordering
- 3. Pre-Order and Transaction History
- 4. E-Wallet Management

* Note : For best experience, please use Google Chrome or Apple Safari browser. Microsoft IE is not supported. Compatible with Tablets and Mobile Phones.





Dashboard - Main Page

- 1. CHILD PROFILE : View child profile information (data from UWCSEA).
- 2. CARD MANAGEMENT : Manage the cards used for payment and identification (UWCSEA Student Card and RFID bands.
- 3. **PRE-ORDER** : Order Delivery or Self-Collection meals for selected grades.
- 4. **PRE-ORDER HISTORY** : Overview of Pre-orders made.
- 5. E-WALLET TRANSACTION HISTORY : Complete transaction history pertaining to E-Wallet funds.







Child Profile

- 1. CHILD MANAGEMENT VIEW shows all the children that have been registered to the system.
- 2. To view child profile click on the INFO ICON
- 3. To directly go to pre-order of meals for this child, click on the LIST ICON
- 4. The child profile is imported from UWCSEA data and cannot be changed. For changes, please inform UWCSEA administration.

CHILD PROFILE							
Full Name II	School Name	Grade (Class 5	tudent ID	BH Wallet	Status	Acto
I III STYL CHILD Guong	UWCSEA Dover Campus	Grade 9	ITYLTESTER S	TYLTESTERCUONG	N/A	Active	
ra, STYL CHILD Hang	UWICSEA Dover Campus	Grade 6	ITYLTESTER S	TYLTESTERHANG	N/A	Active	
The STYL CHILD TESTER 01	UWCSEA Dover Campus	К1 1	STYLTESTER S	TYLTESTEROI	N/A	Active	
	LWCSEA Dover Campus	Grade 10	STYLTESTER S	TYLTESTER02	N/A	Active	
(4, STYL CHILD TESTER 03	LIWCSEA Dover Campus	Grade 6	ITYLTESTER S	TYUTESTERIO	5\$ 19.30	Active	
· #, STYL CHILD TESTER 04	UWCSEA Dover Campus	К2 1	STYL/TESTER S	TYLTESTERD4	N/A	Active	
TTE STYL CHILD TESTER EAST	UWCSEA East Campus	Grade 1	ITYLEAST S	TYLTESTEREAST	N/A	Active	
STYL CHILD Tuyen	UWICSEA Dover Campus	Grade 7 5	STYLTESTER S	TYLTESTERTUYEN	5\$ 26.18	Active	
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Card Management

- 1. CARD MANAGEMENT VIEW shows all the cards and the child it's assigned to. Current balance shows the Allowance balance (if allowance option is selected). By default all accounts allowance options if OFF.
- 2. To de-activate the card use the STATUS slider. Once de-activated the card cannot be used in the canteen for purchase or collection until it has be activated again.
- 3. You may want to set an allowance for your child, to do so ge to EDIT ALLOWANCE.
- 4. The 2 graphs show the TOP-UP and SPENDING trend over time and child / method. Use the drop-down options to refine the view.







Card Management : Edit Allowance

- 1. To set allowance for your child, you must first enable ALLOWANCE option to ON.
- 3 types of allowance can be set : DAILY, WEEKLY, MONTHLY. Balance will not be brought forward to the next day/week/month.
- 3. You may also change the CARD STATUS here to activate/de-activate the card.
- 4. ALLOWANCE LOGIC
 - If ALLOWANCE is OFF the deduction limit will be the E-Wallet balance.
 - If ALLOWANCE is ON, then the deduction limit will be based on the allowance set.

ALLOWANCE		
Card ID *		
ECE979CB		
Name *		
STYL CHILD TESTER 03		
1 Allowance OFF CO	N	
Allowance Type: Daily	2	
Monday (5): * 40.00	Tuesday (\$): * 40.00	
Wednesday (\$): * 40.00	Thursday (S): * 40.00	
Friday Value (\$): * 40.00	Saturday (\$): * 40.00	
Sunday (\$): * 40.00		
	time	
3 Status Indenve Ac		
	Cancel	Save





Meal / Food Details

Pre-Order Menu : Main View

(\$) S\$ 899.41 😫 众 & sodexo Too-Up Main Child Profile Cards Pre-Order Order History Contact Us S\$ 1.60-----\$\$ 5.00 1 Paid S\$ 5.00 S\$ 1.10 Delivery Menu Delivery Menu 1 Child Selection STYL CHILD TESTER 01 Drop-down selection. July 2019 nacks Snacks > testing The 2.4 Sat Sun Mozzarella Sticks and Morning Snacks Cut Cherry. Nutrition Facts 5 6 7 Calories (kcal): S\$ 1.50 1 Paid ß Calendar View Carbs (g): 14 Friday Protein (q): 19/7/2019 Fat (g): 21 Drinks Drinks ··· Drinks ... For quick access to the Allergens (Please observe the text carefully): Yakult Milo Whole fruits 100% juice Pot yoghurt Coconut water Allergen content ; Dairy (D) 28 Lunch Time No Allergens: S\$ 1.00 1 Paid 🗸 S\$ 1.10 1 Paid 🗸 S\$ 2.00 1 Paid 🗸 S\$ 0.70 3 Paid S\$ 1.10 3 Paid S\$ 1.60 1 Paid Do(es) not contain: Eggs (E) , Gluten (G) , Soy (S) indicators whether meals *We are aa Allergen-Aware kitchen are available for order. Available Full Booked Partly Booked Not-Available testing Morning Snacks Selection S\$ 3.00 Ô Saturday n - STYL CHILD TESTER 01 Daily Menu 20/7/2019 Selection Status Daily Special ··· Drinks ... 24/7/2019 lamburge Mushroom soup Scroll up and down the orange juic Roast Chicken Breast serv... - 1 + Lunch Time Current meal selections. S\$ 2.00 days and meals. Click on \$\$ 5.00 S\$ 4.50 Able to increase or 25/7/2019 the LEFT / RIGHT arrows to 🔵 Oven Roast Fish served wi... - 1 + reduce items. Pizza Galore - 1 + navigate items available Cut Apple Orange and Morning Snacks Pop Com for the day. 26/7/2019 S\$ 1.50 - 1 + Chicken Salad Monday Selection Checkbox 22/7/2019 llergen Frie.. llergen Frie. **Daily Special** ••• Daily Special Snacks ... Favourites ... hicken Salad Pizza Galore Beef Burger served Doritos (50ml pack) Fried Chinese Noodles To select this meal or item. Asian Baked Salmor Lunch Time with Spring.. with Roasted... check this box. \$\$ 5.00 \$\$ 5.00 S\$ 6.00 S\$ 5.00 S\$ 2.00 \$\$ 5.00 Shopping Cart Snacks Go to Cart / Checkout



Pre-Order Menu : Selection and Calendar





SELECT CHILD : Pull down list will display list of registered children for selection.

...2. CALENDAR : Shows the overview / status from date perspective.

- a. BLUE indicates there are items for order.
- b. GREEN indicates that an order has been made and paid for on those dates.
- c. FULL BOOKED means that the child has booked all meal times for that day.

3. SELECTION : shows the status of ordering for this session (before check-out). To add more of the same item, you may use the (+) or (-) to do so.



Pre-Order Menu : Daily Menu Overview



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- DATE : LOCK indicates that there is less than 2 days lead time and orders cannot be performed. UNLOCK indicates orders for these days are still allowed.
- MEAL TIME : In this example, there are 2 meal times per day; Breakfast and Lunch
- MENU ITEM : Click on the checkbox to select or deselect the item. Colour of the items is adhering to SODEXO Traffic Light Programme
- 4. ITEM DETAIL : "..." to access the item detail







Pre-Order Menu : Ordering





- ...1. Navigate days either by clicking directly on the calendar or scrolling the menu up/down.
 - 2. Click on the CHECKBOX of the desired item.
 - 3. Be sure to scroll to the left or right to see other items that may not be in the current view size.
 - 4. ALLERGIES : If your child has an allergy that matches the allergen profile of an item, the system will block attempts to order this item.
 - 5. You may order for multiple child before check-out.



Pre-Order Menu : Item Cancellation or Addition





- 1. You may CANCEL an item provided its within the cancellation time frame.
- Go to a PAID item and click on the CHECKBOX or "PAID" text. A new dialog Update Order will appear. Use the [+] or [-] to amend your order accordingly and select UPDATE.



3. Select UPDATE to confirm. For CANCELLATION, the item price will be added back into the E-Wallet. For ADDITION, please go to CART and CHECK OUT accordingly.



Pre-Order : Shopping Cart

- You may check the orders here as well as make adjustments to quantity or deletion of a meal item.
- 2. To delete an item click on the BIN icon.
- 3. To clear the card, select the CLEAR CART option.
- Once check is complete, you may proceed to checkout. Accept the confirmation pop up and the funds will be deducted from your E-Wallet.



STYL CHILD TESTER 01 Total items: 4 Total amount: S\$ 21.00 -Date Meal Time Total Item Total Amount Delete 2 Roast Chicken Breast served with Sweet Potatoes and Peas - 1 + S\$ 5.00 Ũ Lunch Time Oven Roast Fish served with Baked Potato Wedges and Ũ - 1 + S\$ 5.00 Peas - 1 + S\$ 6.00 Ū Ū 26/07/2019 Lunch Time Chicken Salad - 1 + 5\$ 5.00 Clear Cart **Continue Shopping** Check Out



Pre-Order History

- 1. Shows the list of completed and paid-for pre-orders.
- 2. Click on (i) to view order details
- 3. Under Order details, you may the items ordered and also export the details into excel file by clicking on the export icon (next to PAID)

Child	Order ID:		Create Time:				
All	-		From	То		Cancel	Apply
							_
Order ID	Create Time 🔓	Total Item	Order Value	Debit E-Wallet	S	atus	Actions
9258227498	18/07/2019 17:35:28	14	S\$ 31.00	S\$ 31.00	P	aid	(i)
7866759632	18/07/2019 16:23:14	12	S\$ 39.50	5\$ 39.50	P	aid	(i)
2242191851	18/07/2019 12:36:58	5	S\$ 10.50	5\$ 10.50	P	aid	1
1344195691	18/07/2019 11:29:34	8	S\$ 13.10	5\$ 13.10	P	ald	(i)
6133211435	18/07/2019 11:28:13	7	S\$ 9.20	5\$ 9.20	P	aid	٩
5529228958	18/07/2019 11:08:20	21	\$\$ 35.90	5\$ 35.90	P	id	٤
4469239345	18/07/2019 11:03:08	3	5\$ 3.00	5\$ 3.00	P	hid	(i)
5531445541	18/07/2019 11:01:14	10	5\$ 7.00	\$\$ 7.00	P	aid	(1)
8387562651	18/07/2019 10:59:13	5	S\$ 5.50	\$\$ 5.50	P	aid	(i)

Detail of 7866759632	2				🛃 Paid
Code: Create Time: Total Iterns:	7866759632 18/07/2019 16:23:14 12	0	rder Value: fiset E-Wallet:	S\$ 39.50 - S\$ 39.50 (<u>SPR1647685788</u>)	3
 STYL CHILD TE 	STER 01			Total items: 4	Total amount: S\$ 13.00
Date	Meal Time	Food	Total Item	Total Amount	Status
24/07/2019	Lunch Time	Chicken Salad	1	S\$ 5.00	Paid
25/07/2019	Morning Snacks	Strawberry Toasted Bagel and Spread Gluten, D	airy, Egg 1	S\$ 1.50	Paid
25/07/2019	Lunch Time	Chicken Salad	1	S\$ 5.00	Paid
26/07/2019	Morning Snacks	Mozzarella Sticks and Cut Cherry Tomato Dairy	1	S\$ 1.50	Paid
 STYL CHILD TE 	STER 02			Total items: 2	Total amount: S\$ 5.50
 STYL CHILD TE 	STER 04			Total items: 6	Total amount: S\$ 21.00
					Back





E-Wallet History

- 1. Shows ALL ACTIVITIES on the E-Wallet including
 - Purchases at the canteen and cafeteria
 - Pre-Order purchases
 - Online E-Wallet top-up
 - Kiosk top-up of E-Wallet
- 2. Click on (i) to view order details
- 3. Under details, check or export the details into excel file by clicking on the export icon (next to SUCCESS)

WALLET HI	ISTORY									T Filter
Transaction ID	Transaction Code	Payer	Туре	Order	Date 🕌	Value	Txn Payment ID	Wallet Type	Card	Action
1811	PPM4747334723	STYL CHILD Tuyen	POS's purchase		19/07/2019 10:52:57	- S\$ 20.70	CRBUAT-20190116-0002- D20190719105245	Family	D3B3202D	(i)
1810	PPM3296238575	STYL CHILD Cuong	POS's purchase		19/07/2019 10:52:50	- 5\$ 0.01	CRBUAT-20190116-0004- B20190719105250	Family	8038FCEA245E04	(1)
1809	PPM4757141252	STYL CHILD Cuong	POS's purchase		19/07/2019 10:51:43	- S\$ 0.01	CRBUAT-20190116-0004- B20190719105043	Family	8038FCEA245E04	(i)
1808	PPM7755166859	STYL CHILD TESTER 03	POS's purchase		19/07/2019 10:51:10	- S\$ 0.35	CRBUAT-20190116-0003- O20190719105109	Boarding House	ECE979CB	(1)
1807	PPM4465173681	STYL CHILD Tuyen	POS's purchase		19/07/2019 10:50:55	- S\$ 2.77	CRBUAT-20190116-0002- D20190719105049	Boarding House	D3B3202D	(i)
1806	PPM6381164939	STYL CHILD TESTER 03	POS's purchase		19/07/2019 10:50:33	- S\$ 0.70	CRBUAT-20190116-0003- O20190719105032	Boarding House	ECE979CB	(1)
1805	PPM6338633666	STYL CHILD Cuong	POS's purchase		19/07/2019 10:50:15	- S\$ 6.00	CRBUAT-20190116-0004- B20190719105007	Family	8038FCEA245E04	1
1804	PPM2874951562	STYL CHILD TESTER 03	POS's purchase		19/07/2019 10:50:10	- S\$ 0.95	CRBUAT-20190116-0003- O20190719105008	Boarding House	ECE979CB	(1)

Create Time: Type: Payer: Orders:	PTM229628372019 10:52:50 POS's purchase STYL CHILD Cuong	Card ID: Card ID: Amount: Old Balance: New Balance: Wallet Type:	SS 0.01 SS 920.13 SS 920.12 Family	004-8503405130102220
tal Discount:	S\$ 0.00			
nage	Name	Price	Discount	Amount
	SWEET AND SOUR FISH	S\$ 0.01	S\$ 0.00	S\$ 0.01





E-Wallet Top-Up

- 1. Choose or enter top-up value and select the payment mode.
- 2. PAYMENT : Supported modes
 - PAYPAL
 - VISA / MASTER / AMEX
 - PAYNOW*



TOP-UP	
	BALANCE: \$\$ 899.41
	Select Top-up Amount:
	O \$\$ 25.00 O \$\$ 50.00 O \$\$ 100.00 O Enter Value Minimum: \$\$ 10.00 Maximum: \$\$ 1,000.00
	Select Payment Method:
	Cancel Next

* For more information on PAYNOW, please visit https://abs.org.sg/consumer-banking/pay-now





Thank You