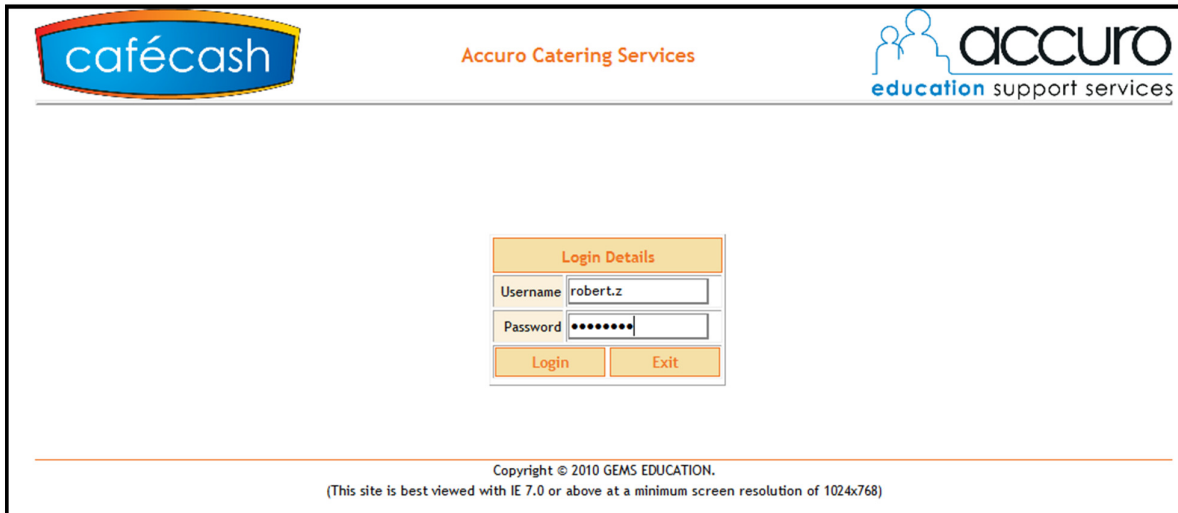
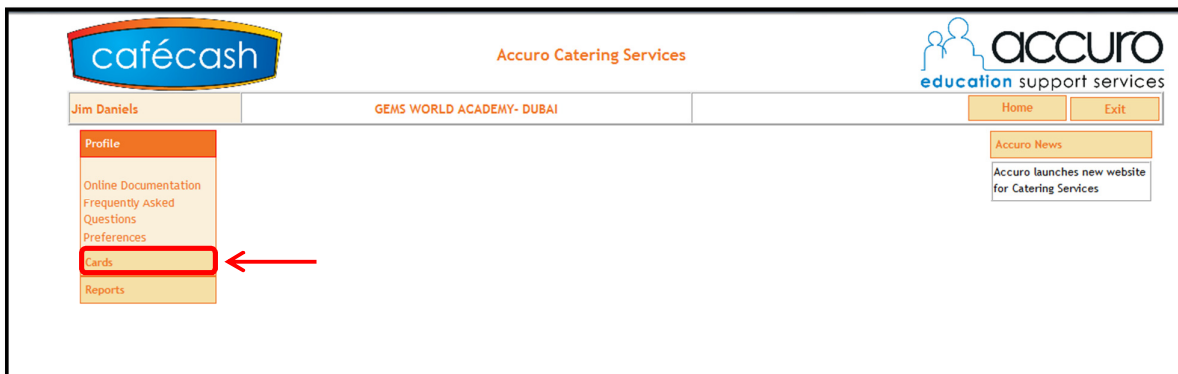


# GEMS School Catering Account – User Guide for Parents

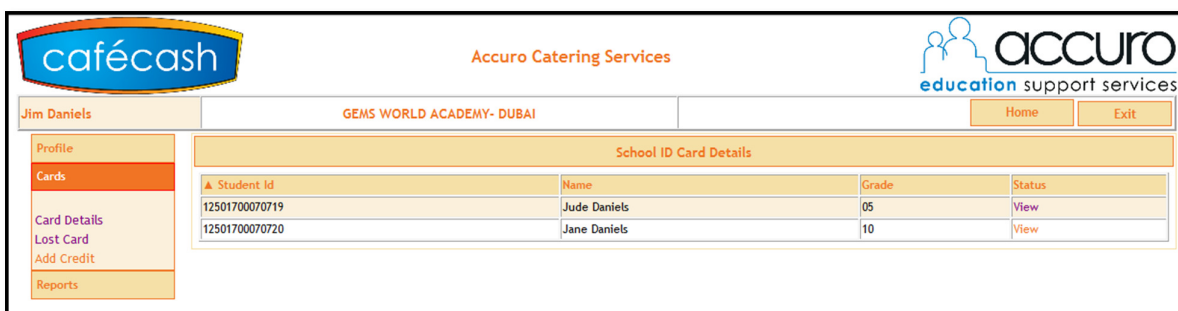
1. Click on the link given below; use your GLG user ID and password to login.  
[https://school.gemsoasis.com/OASIS\\_accuro/Forms/Index.aspx](https://school.gemsoasis.com/OASIS_accuro/Forms/Index.aspx)



2. Main Page: Select “Cards” option from the menu on the left hand side.

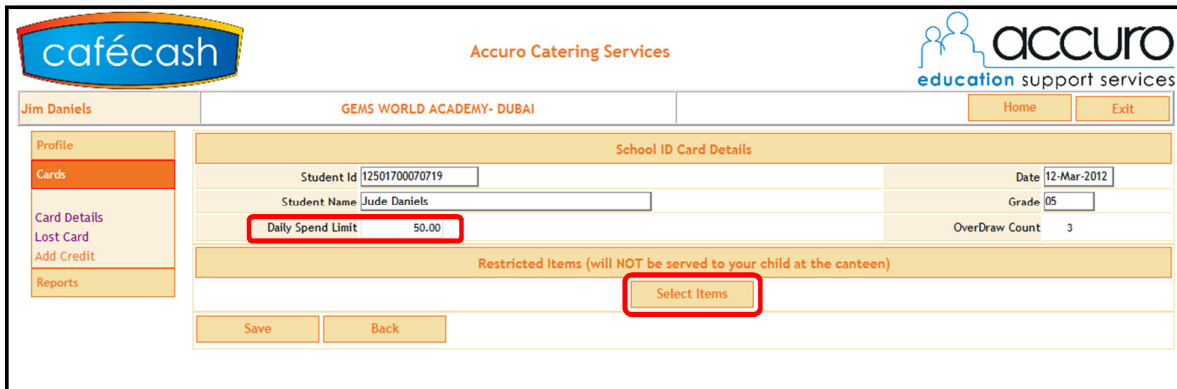


3. **Card Summary:** Shows each parent a **list of their children and the status of their cards.**  
**View** – Card is active; you can click to view Card Details (see Step 4 below);  
**Blocked, New Card in Process** – The card has been reported lost and has been blocked; the new card not yet been collected by the child.



School ID Card Details			
▲ Student Id	Name	Grade	Status
12501700070719	Jude Daniels	05	View
12501700070720	Jane Daniels	10	View

4. **Card Details:** After clicking on view you will see the card details screen.  
**Daily spend limit** can be customised (minimum limit is AED 50);  
**Restrict items** which your child can have by clicking on Select Items (see Step 4a below).



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**Profile** **School ID Card Details**

Student Id 12501700070719 Date 12-Mar-2012

Student Name Jude Daniels Grade 05

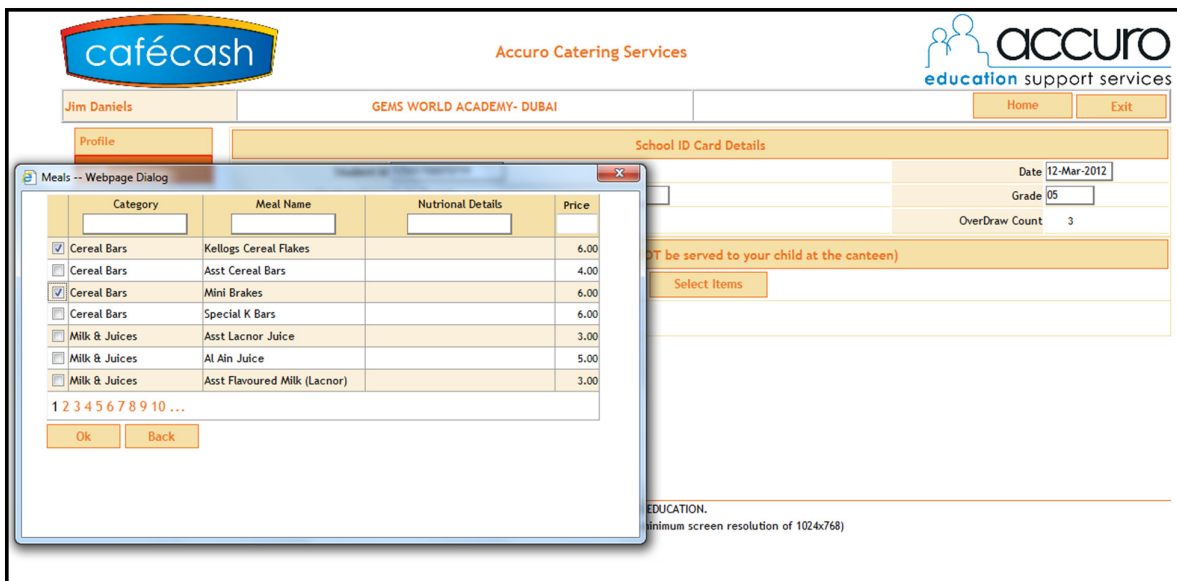
Daily Spend Limit 50.00 OverDraw Count 3

Restricted Items (will NOT be served to your child at the canteen)

Select Items

Save Back

- a. **Select Items:** A pop-up window as shown below is displayed. Just click on the checkboxes next to each item which you would like to be restricted.



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**Profile** **School ID Card Details**

Date 12-Mar-2012

Grade 05

OverDraw Count 3

Restricted Items (will NOT be served to your child at the canteen)

Select Items

EDUCATION.  
Minimum screen resolution of 1024x768

**Meals -- Webpage Dialog**

Category	Meal Name	Nutritional Details	Price
<input checked="" type="checkbox"/>	Cereal Bars	Kelloggs Cereal Flakes	6.00
<input type="checkbox"/>	Cereal Bars	Asst Cereal Bars	4.00
<input checked="" type="checkbox"/>	Cereal Bars	Mini Brakes	6.00
<input type="checkbox"/>	Cereal Bars	Special K Bars	6.00
<input type="checkbox"/>	Milk & Juices	Asst Lacnor Juice	3.00
<input type="checkbox"/>	Milk & Juices	Al Ain Juice	5.00
<input type="checkbox"/>	Milk & Juices	Asst Flavoured Milk (Lacnor)	3.00

1 2 3 4 5 6 7 8 9 10 ...

Ok Back

5. **Lost Card:** To report a lost card, click on the "Lost Card" link on the left hand menu, then select "Apply".



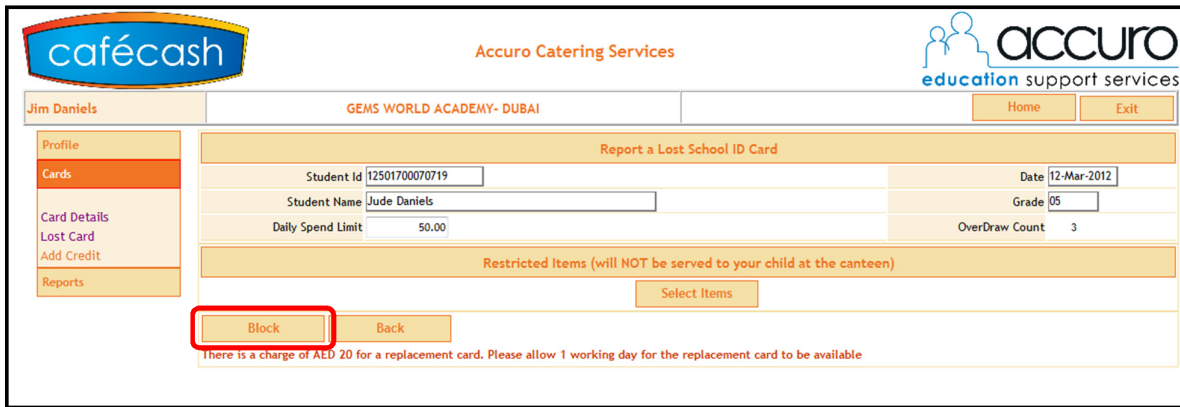
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**Profile** **Report a Lost School ID Card**

Student Id	Name	Grade	Status
12501700070719	Jude Daniels	05	Apply

- a. Click on “block”, the present School ID Card gets blocked and you will be redirected to the website as shown below.



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**Profile**

**Cards**

**Card Details**

**Lost Card**

**Add Credit**

**Reports**

**Report a Lost School ID Card**

Student Id  Date

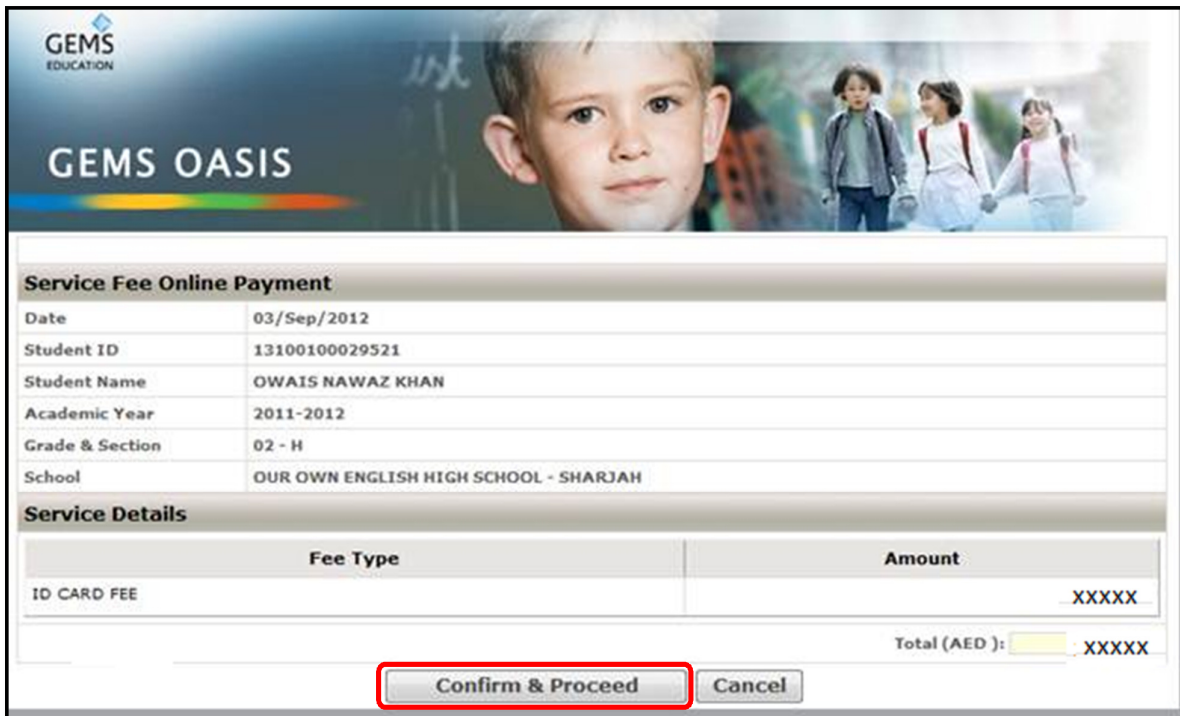
Student Name  Grade

Daily Spend Limit  OverDraw Count

**Restricted Items (will NOT be served to your child at the canteen)**

There is a charge of AED 20 for a replacement card. Please allow 1 working day for the replacement card to be available

When you click on Confirm & Proceed you are redirected to Payment gateway page as shown in Step 7. If you choose not to pay for the card, then the old card is still blocked and a new card will NOT be issued until payment is made either online or at the school cashier.



**GEMS EDUCATION**

**GEMS OASIS**

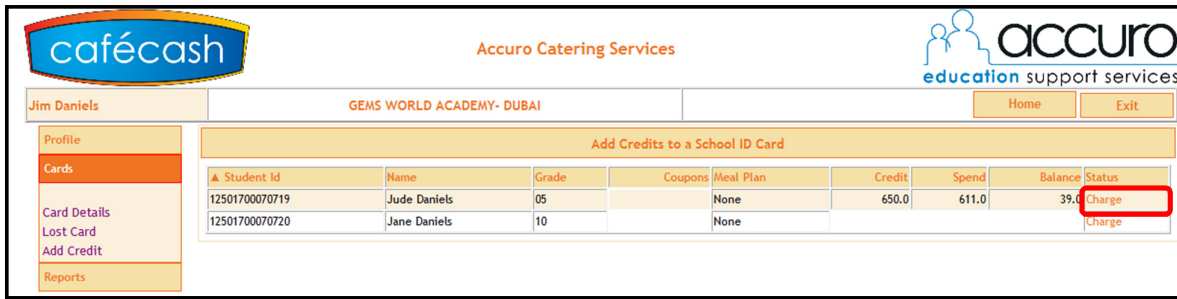
**Service Fee Online Payment**

Date	03/Sep/2012
Student ID	13100100029521
Student Name	OWAIS NAWAZ KHAN
Academic Year	2011-2012
Grade & Section	02 - H
School	OUR OWN ENGLISH HIGH SCHOOL - SHARJAH

**Service Details**

Fee Type	Amount
ID CARD FEE	XXXXX
<b>Total (AED):</b> XXXXX	

6. Top-up the Card: Click on "Add Credits" (the website will show details of active cards only). Click on "Charge".



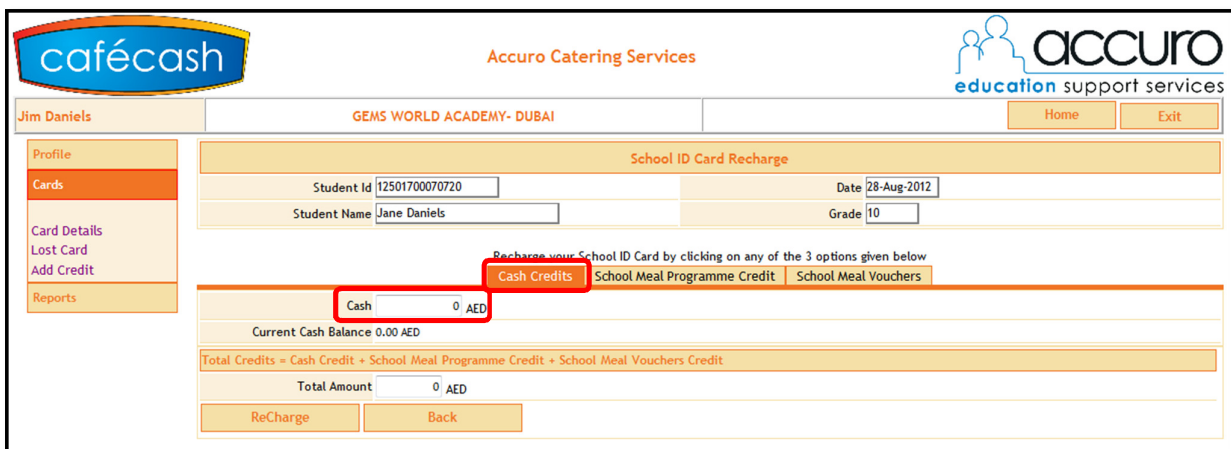
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**Add Credits to a School ID Card**

Student Id	Name	Grade	Coupons	Meal Plan	Credit	Spend	Balance	Status
12501700070719	Jude Daniels	05		None	650.0	611.0	39.0	Charge
12501700070720	Jane Daniels	10		None				Charge

- a. Add Cash Credit: Select the "Cash Credits" tab and enter the Cash value you would like to add (minimum AED 50).



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**School ID Card Recharge**

Student Id: 12501700070720 Date: 28-Aug-2012

Student Name: Jane Daniels Grade: 10

Recharge your School ID Card by clicking on any of the 3 options given below

**Cash Credits** School Meal Programme Credit School Meal Vouchers

Cash: 0 AED

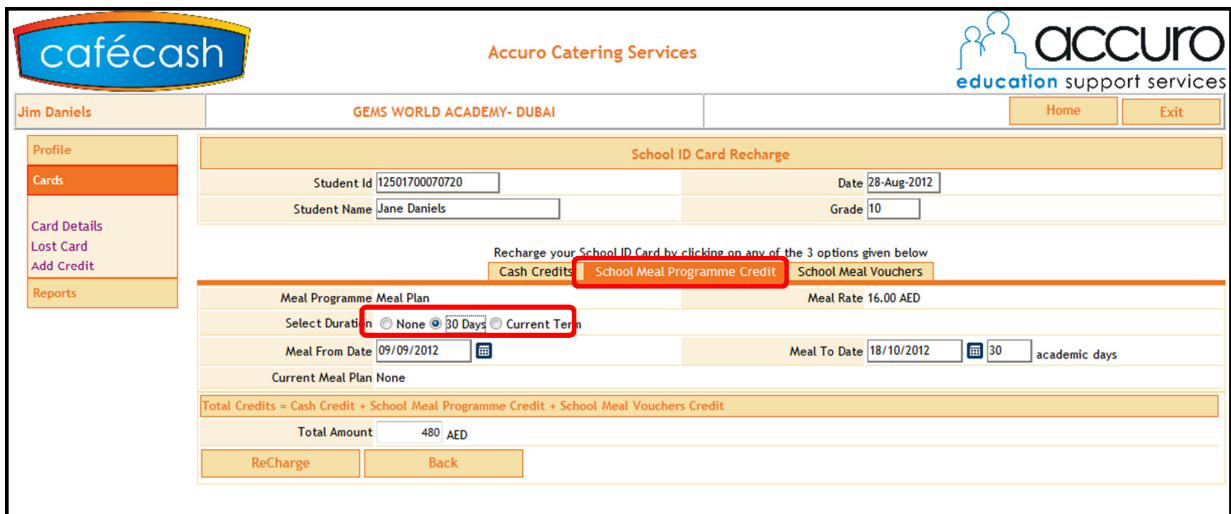
Current Cash Balance: 0.00 AED

Total Credits = Cash Credit + School Meal Programme Credit + School Meal Vouchers Credit

Total Amount: 0 AED

ReCharge Back

- b. **Add School Meal Programme Credit:** Select the “School Meal Programme Credits” tab and then the relevant date range. There are three possible options for date selection:
- None** - manually select date range (minimum of 30 academic days);
  - 30 Days** - system will automatically select 30 academic days starting on the current day – you may customize the date range if you choose (minimum of 30 academic days);
  - Current Term** - system will automatically select the remainder of the term starting from current day – you may customize the date range if you choose (minimum of 30 academic days).



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**School ID Card Recharge**

Student Id 12501700070720 Date 28-Aug-2012  
Student Name Jane Daniels Grade 10

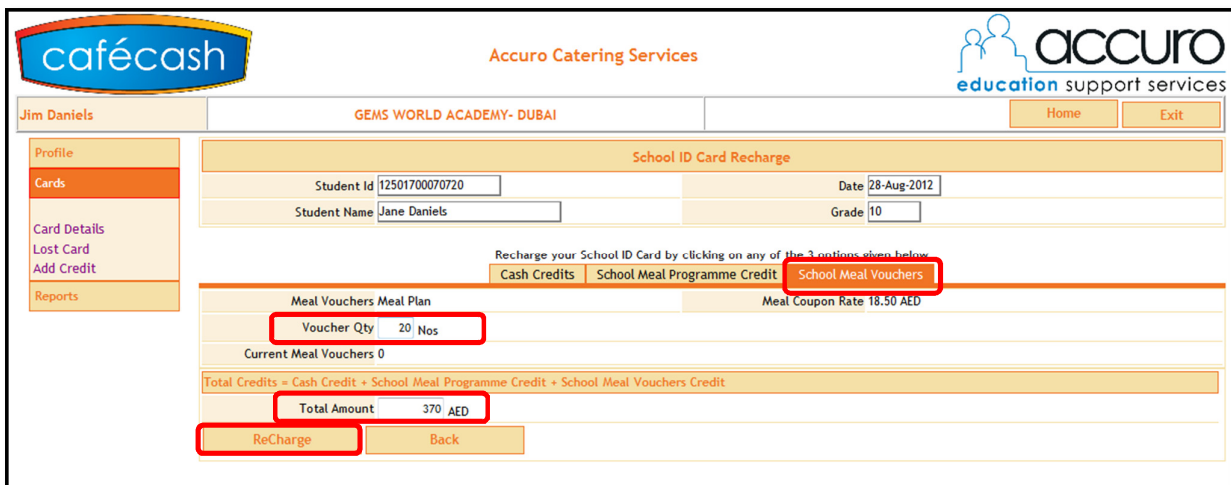
Recharge your School ID Card by clicking on any of the 3 options given below  
Cash Credits **School Meal Programme Credit** School Meal Vouchers

Meal Programme Meal Plan Meal Rate 16.00 AED  
Select Duration  None  30 Days  Current Term  
Meal From Date 09/09/2012 Meal To Date 18/10/2012 30 academic days  
Current Meal Plan None

Total Credits = Cash Credit + School Meal Programme Credit + School Meal Vouchers Credit  
Total Amount 480 AED

ReCharge Back

- c. **Add School Meal Voucher Credit:** Select the “School Meal Vouchers” tab, and enter the number of vouchers you would like to purchase (minimum 20).



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**School ID Card Recharge**

Student Id 12501700070720 Date 28-Aug-2012  
Student Name Jane Daniels Grade 10

Recharge your School ID Card by clicking on any of the 3 options given below  
Cash Credits School Meal Programme Credit **School Meal Vouchers**

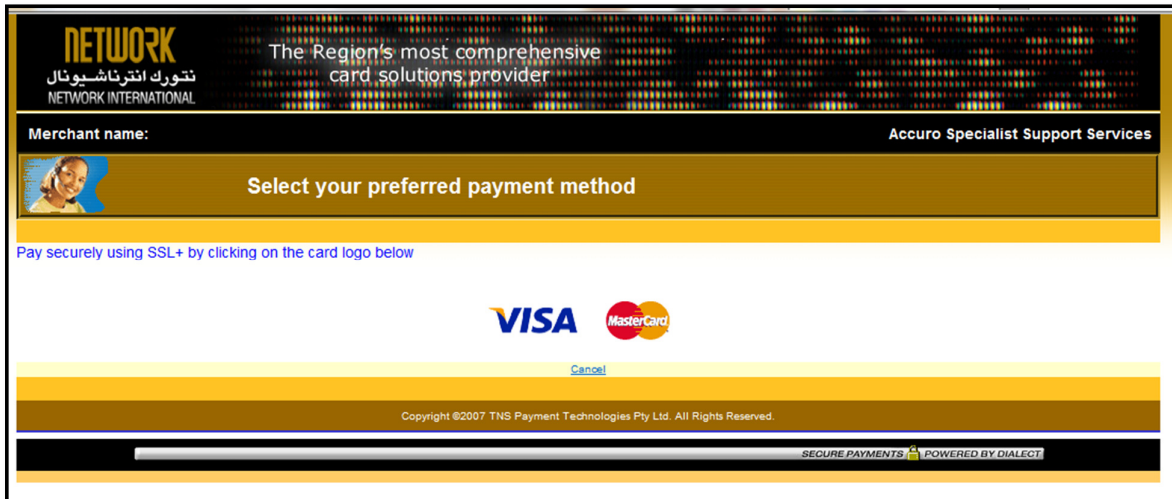
Meal Vouchers Meal Plan Meal Coupon Rate 18.50 AED  
Voucher Qty 20 Nos  
Current Meal Vouchers 0

Total Credits = Cash Credit + School Meal Programme Credit + School Meal Vouchers Credit  
Total Amount 370 AED

ReCharge Back

The “Total Amount” field is the total for all three Credit types (Cash, Meal Programme and Meal Vouchers).

- Click on “Recharge” to finalise your purchase and be redirected to the **Payment Gateway** – please follow the on-screen instructions.



**NETWORK**  
نتورك انترناشيونال  
NETWORK INTERNATIONAL

The Region's most comprehensive  
card solutions provider

Merchant name: **Accuro Specialist Support Services**

Select your preferred payment method

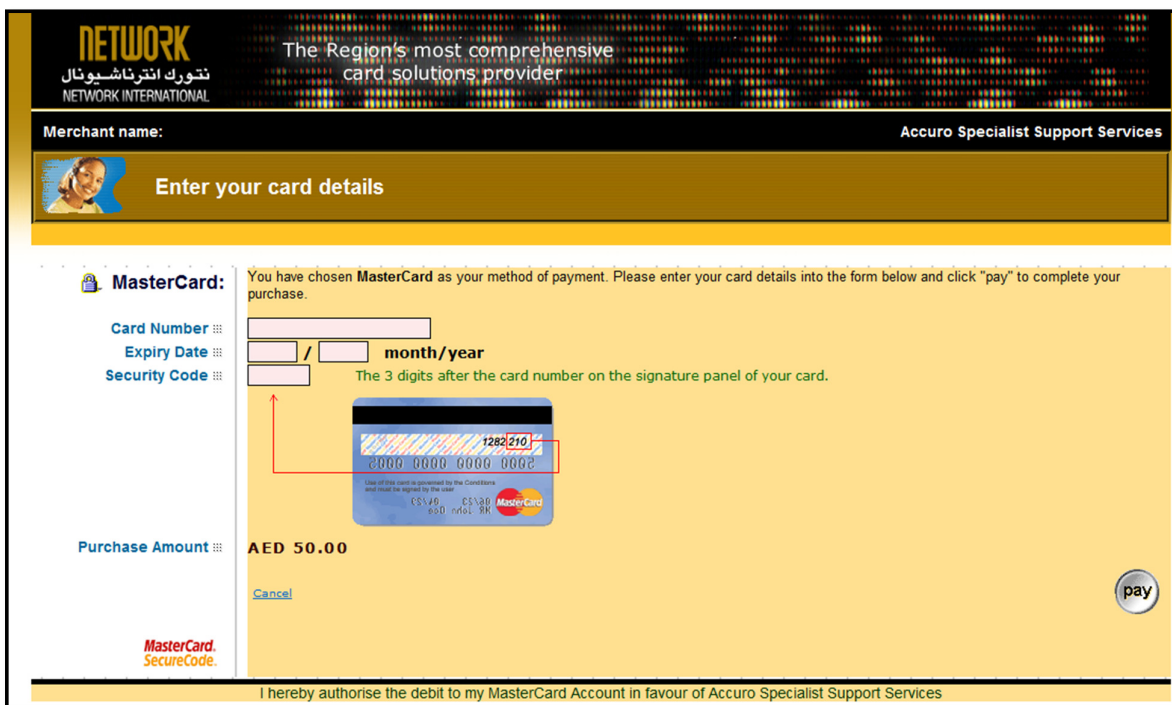
Pay securely using SSL+ by clicking on the card logo below

**VISA** **MasterCard**

Cancel

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SECURE PAYMENTS POWERED BY DIALECT



**NETWORK**  
نتورك انترناشيونال  
NETWORK INTERNATIONAL

The Region's most comprehensive  
card solutions provider

Merchant name: **Accuro Specialist Support Services**


Enter your card details

**MasterCard:** You have chosen **MasterCard** as your method of payment. Please enter your card details into the form below and click “pay” to complete your purchase.

Card Number:

Expiry Date:  /  month/year

Security Code:  The 3 digits after the card number on the signature panel of your card.



Purchase Amount: **AED 50.00**

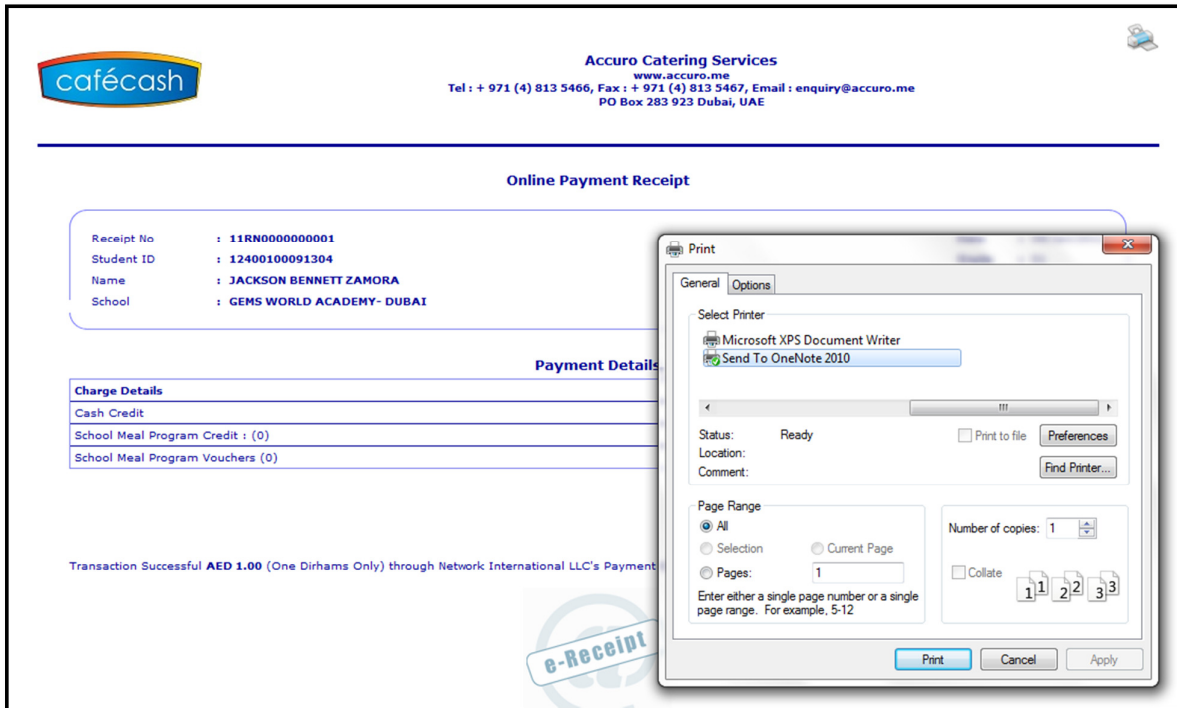
Cancel pay

**MasterCard.**  
SecureCode.

I hereby authorise the debit to my MasterCard Account in favour of Accuro Specialist Support Services



8. **Print Receipt:** Once the transaction is complete, a receipt print option is provided.



The screenshot shows the 'cafécash' logo on the left and 'Accuro Catering Services' contact information on the right. The main heading is 'Online Payment Receipt'. Below this, receipt details are listed: Receipt No: 11RN000000001, Student ID: 12400100091304, Name: JACKSON BENNETT ZAMORA, and School: GEMS WORLD ACADEMY- DUBAI. A 'Payment Details' section follows, with 'Charge Details' showing 'Cash Credit' and two zeroed-out items: 'School Meal Program Credit : (0)' and 'School Meal Program Vouchers (0)'. A message at the bottom states 'Transaction Successful AED 1.00 (One Dirhams Only) through Network International LLC's Payment'. A blue 'e-Receipt' stamp is overlaid on the bottom right. A 'Print' dialog box is open in the foreground, showing 'Microsoft XPS Document Writer' as the selected printer, 'Ready' status, and 'All' pages selected for printing. The dialog includes options for 'Number of copies' (set to 1) and 'Collate' (checked).