

GEMS School Catering Account – User Guide for Parents

1. Click on the link given below; use your GEMS My Learning User ID and Password to login.
https://school.gemsoasis.com/OASIS_accuro/Forms/Index.aspx

keita

Keita
Contact Number = +971 2 644 6461 - 9am - 6pm
Email: info@keita.ae

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Login Details	
Username	<input type="text" value="robert.z"/>
Password	<input type="password" value="*****"/>
<input type="button" value="Login"/>	<input type="button" value="Exit"/>

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(This site is best viewed with IE 7.0 or above at a minimum screen resolution of 1024x768)

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

The screenshot shows the Keita main page. At the top left is the 'keita' logo. To its right is the contact information: 'Keita Contact Number = +971 2 644 6461 - 9am - 6pm Email: info@keita.ae'. On the far right is the 'GEMS EDUCATION' logo. Below the logo is a navigation bar with 'Jim Daniels' and 'GEMS WORLD ACADEMY- DUBAI' on the left, and 'Home' and 'Exit' buttons on the right. A central 'Accuro News' box contains the text 'Accuro launches new website for Catering Services'. On the left side, there is a vertical menu with options: Profile, Online Documentation, Frequently Asked Questions, Preferences, Cards (highlighted with a red box and an arrow), and Reports.

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.

The screenshot shows the 'Card Summary' page. At the top left is the 'keita' logo. To its right is the contact information: 'Keita Contact Number = +971 2 644 6461 - 9am - 6pm Email: info@keita.ae'. On the far right is the 'GEMS EDUCATION' logo. Below the logo is a navigation bar with 'Jim Daniels' and 'GEMS WORLD ACADEMY- DUBAI' on the left, and 'Home' and 'Exit' buttons on the right. On the left side, there is a vertical menu with options: Profile, Cards (highlighted), Card Details, Lost Card, Add Credit, and Reports. The main content area is titled 'School ID Card Details' and contains a table with the following data:

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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Jim Daniels GEMS WORLD ACADEMY- DUBAI Home Exit

Profile
Cards
Card Details
Lost Card
Add Credit
Reports

School ID Card Details

Student Id 12501700070719 Date 12 Mar 2012
Student Name Jade Daniels Grade 5
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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Jim Daniels GEMS WORLD ACADEMY- DUBAI Home Exit

Profile School ID Card Details

Meals – Webpage Dialog

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

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

OK Back

Date: 12-Mar-2012
Grade: 05
Over-Draw Count: 3

NOT be served to your child at the canteen)

Select Items

EDUCATION,
(Minimum screen resolution of 1024x768)

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

The screenshot shows the Keita website interface for GEMS World Academy - Dubai. The user is logged in as Jim Daniels. The main heading is "Report a Lost School ID Card". Below this, there is a table with the following data:

Student Id	Name	Grade	Status
12501700070719	Jude Daniels	05	Apply

The "Apply" button in the Status column is highlighted with a red box. On the left side, there is a navigation menu with options: Profile, Cards, Card Details, Lost Card, Add Credit, and Reports. The "Lost Card" option is selected. At the top right, there are "Home" and "Exit" buttons. Contact information for Keita is displayed: Contact Number = +971 2 644 6461 - 9am - 6pm, Email: info@keita.ae.



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

The screenshot shows the Keita website interface after the card has been blocked. The main heading is "Report a Lost School ID Card". Below this, there is a form with the following data:

Student Id	12501700070719	Date	12-Mar-2012
Student Name	Jude Daniels	Grade	05
Daily Spend Limit	50.00	OverDraw Count	3

Below the form, there is a section titled "Restricted Items (will NOT be served to your child at the canteen)" with a "Select Items" button. At the bottom, there is a "Block" button highlighted with a red box and a "Back" button. A message at the bottom states: "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.



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

Total (AED):

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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Jim Daniels GEMS WORLD ACADEMY- DUBAI Home Exit

Profile
Cash
Card Details
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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	450.0	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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Jim Daniels GEMS WORLD ACADEMY- DUBAI Home Exit

Profile
Cash
Card Details
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Add Credit
Reports

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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Jim Daniels GEMS WORLD ACADEMY- DUBAI Home Exit

Profile
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School ID Card Recharge

Student Id: 325017C0070720 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 Credit **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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Profile
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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 buttons shown 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).

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



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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

[Cancel](#)

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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](#)



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 Keita online payment receipt interface. At the top left is the 'keita' logo. To its right, the text reads 'Keita Contact Number - +971 2 644 6461 - 9am - 6pm Email: info@keita.ae'. On the top right is the 'GEMS EDUCATION' logo. The main heading is 'Online Payment Receipt'. Below this, there are sections for 'Receipt No', 'Student ID', 'Name', and 'School'. A 'Payment Details' section is partially visible. A 'Charge Details' table shows 'Cash Credit', 'School Meal Program Credit', and 'School Meal Program Vouchers'. At the bottom, a message states 'Transaction Successful AED 1.00 (One Dirhams Only) through Network International LLC's Payment'. A blue 'e-Receipt' stamp is at the bottom center. A 'Print' dialog box is overlaid on the right, showing printer selection, page range, and number of copies.

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Online Payment Receipt

Receipt No : 11RN0000090001
Student ID : 13400100091304
Name : JACKSON BENNETT ZANDRA
School : GEMS WORLD ACADEMY- DUBAI

Payment Details

Charge Details

Cash Credit
School Meal Program Credit : (0)
School Meal Program Vouchers (0)

Transaction Successful AED 1.00 (One Dirhams Only) through Network International LLC's Payment

Print Dialog Box:

- General | Options
- Select Printer: Microsoft XPS Document Writer, Send To OneNote 2010
- Status: Ready
- Page Range: All (Selected), Selection, Current Page, Pages: 1
- Number of copies: 1
- Buttons: Print, Cancel, Apply