Compass ePOS
User Manual

中文版本
请点击

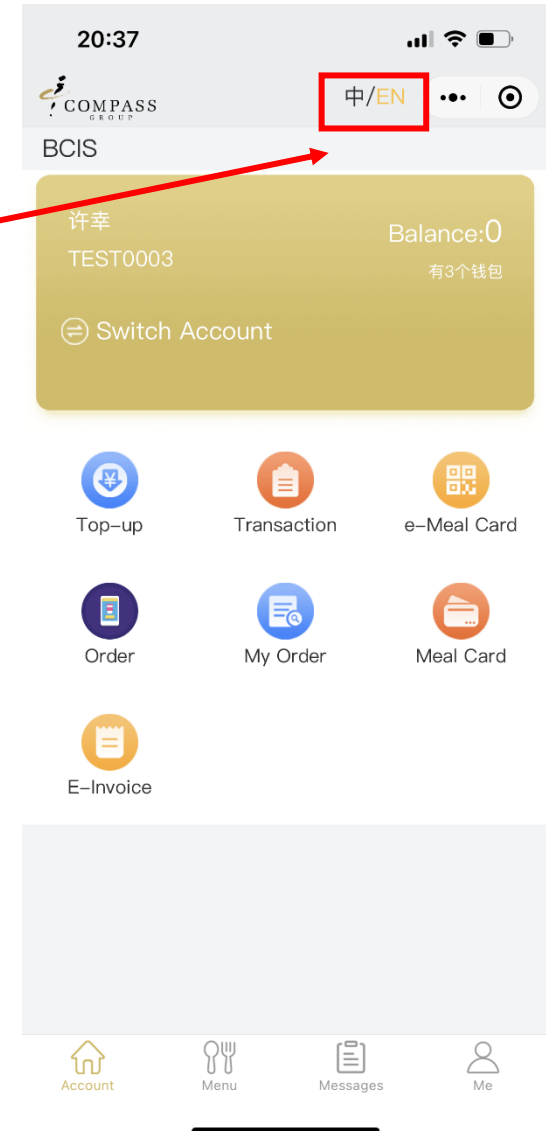# App
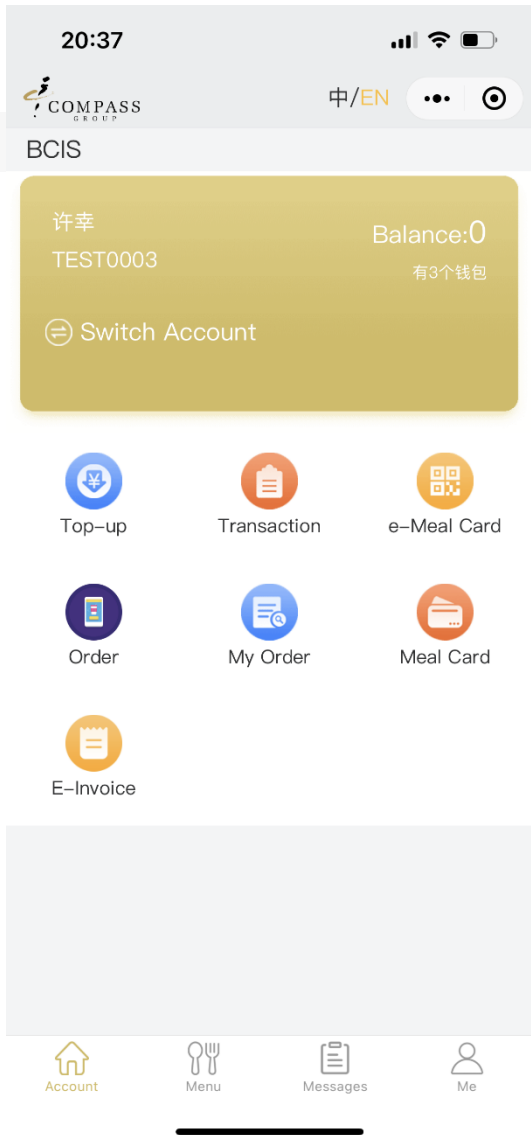
Function	Description
Switch Account	Consumers/Parents can switch different account if have multi accounts
Top-up	Consumers/Parents can top-up online
Transaction	Consumers/Parents can inquiry transactions history
e-Meal Card	Consumers can use e-Meal card for consumption instead of physical meal card
Order	Consumers/Parents can order food online
My Order	Consumers/Parents can check online orders
Meal Card	Consumers/Parents can manage meal card self via App (report loss and report gain)
E-invoice	Consumers/Parents can issue invoice online
Menu	Consumers/Parents can access updated menu information provided by canteen
Messages	Consumers/Parents can access updated real time messaged pushed by system (top-up, consumption, balance notifications)

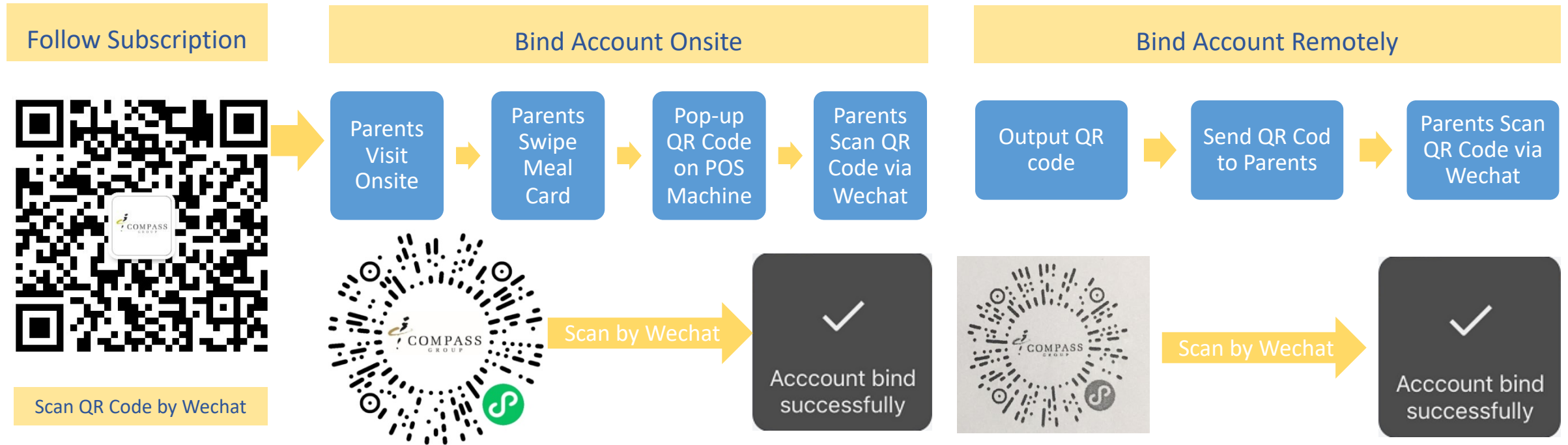| Function	Description
Me	Consumers/Parents can update individual information ● Profile: name, e-mail address, mobile phone number, allergen ● Account Management: unbind account ● Limitation Amount: setup daily limitation amount when consuming ● Message Setting: manage to receive messages pushed by system or not, and balance notification minimum amount ● User Guide: online App user guide

Tips:

App is Mini Program in Wechat, consumers/parents DO NOT need to install additional Apps in mobile phone

Language

1. Normally first time of using App, language will be follow up language setting of Wechat

2. If sometimes it doesn't work (due to Wechat), please click language switch button to switch language and will work after the one-time setup

1. Bind Account

2. Top up

3. Transaction Inquiry

4. e-Meal Card

5. E-invoice

6. Consumer Interaction

7. Personal Profile

Bind Account

Consumers/Parents need to bind account at first and then access functionalities in App. There are 2 ways to bind account
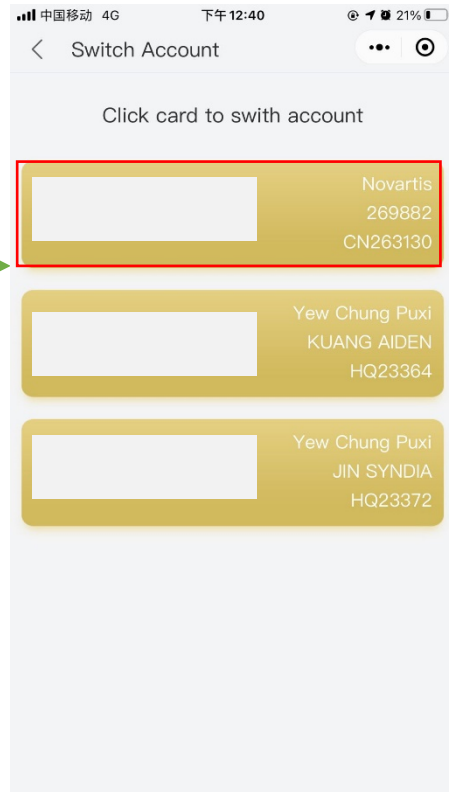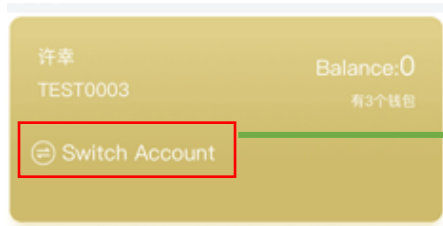
Follow Subscription	Bind Account Onsite	Bind Account Remotely

Follow Subscription

Scan QR Code by Wechat

Bind Account Onsite

Parents Visit Onsite → Parents Swipe Meal Card → Pop-up QR Code on POS Machine → Parents Scan QR Code via Wechat

Scan by Wechat → Acccount bind successfully

Bind Account Remotely

Output QR code → Send QR Cod to Parents → Parents Scan QR Code via Wechat

Scan by Wechat → Acccount bind successfully

Tips:

1. If you don't take meal card, you can get support from cashier with providing your name, our cashier can support you to inquiry by name and print out QR code

2. Each account has own individual QR code

Consumers/Parents can switch account if have multi accounts
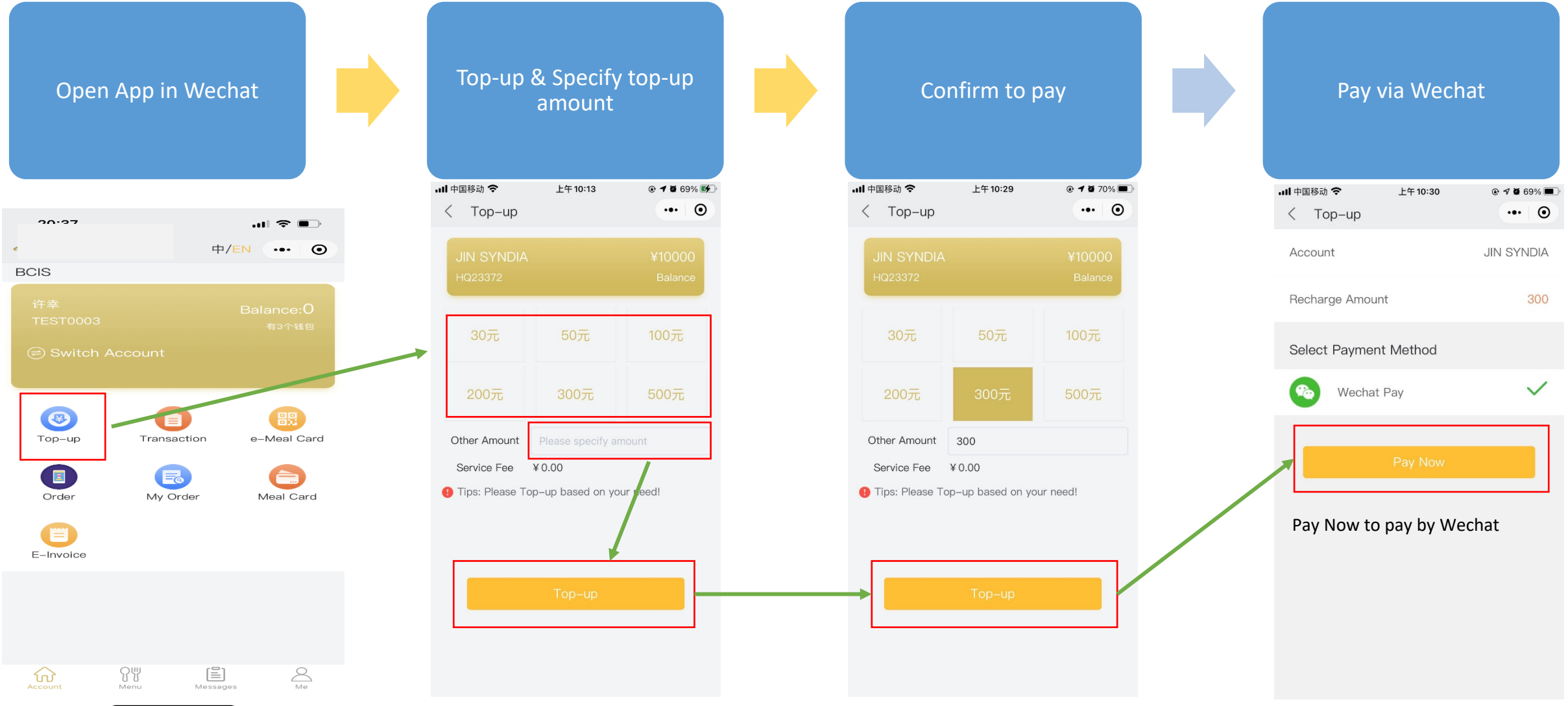
Open App in Wechat → Switch Account

許幸
TEST0003
Balance:0
有3个钱包
⇄ Switch Account

中国移动 4G   下午12:40   21%

< Switch Account   ⋯ ◉

Click card to swith account

Novartis
269882
CN263130

Yew Chung Puxi
KUANG AIDEN
HQ23364

Yew Chung Puxi
JIN SYNDIA
HQ23372

Click account card to switch to another account

Top-up

Consumers/Parents can top-up remotely via App

| Open App in Wechat | → | Top-up & Specify top-up amount | → | Confirm to pay | → | Pay via Wechat |

Pay Now to pay by Wechat

Transaction Inquiry

Consumers/Parents can inquiry transactions via App

Open App in Wechat	Inquiry Transaction

Filter by account

Subtotal for consumption and top-up
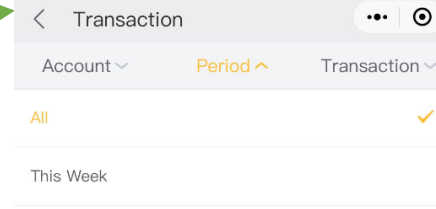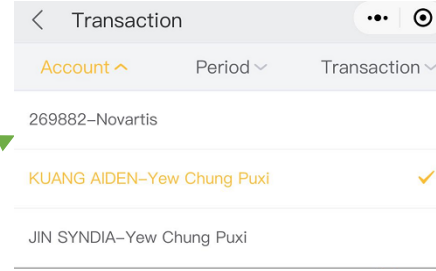
Filter by period
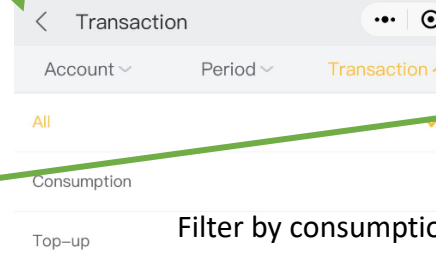
Filter by consumption or top-up

Detailed transaction

Consumers/Parents can use e-Meal Card via App for consumption instead of physical meal card

| Open App in Wechat | → | e-Meal Card | → | Show QR Code to Cashier |

Consumers/Parents can use e-Meal Card via App for consumption instead of physical meal card

Open App in Wechat

e-invoice

Show QR Code to Cashier

Consumers/Parents can update individual profile information via App

| Open App in Wechat | Me | My Profile | Update |
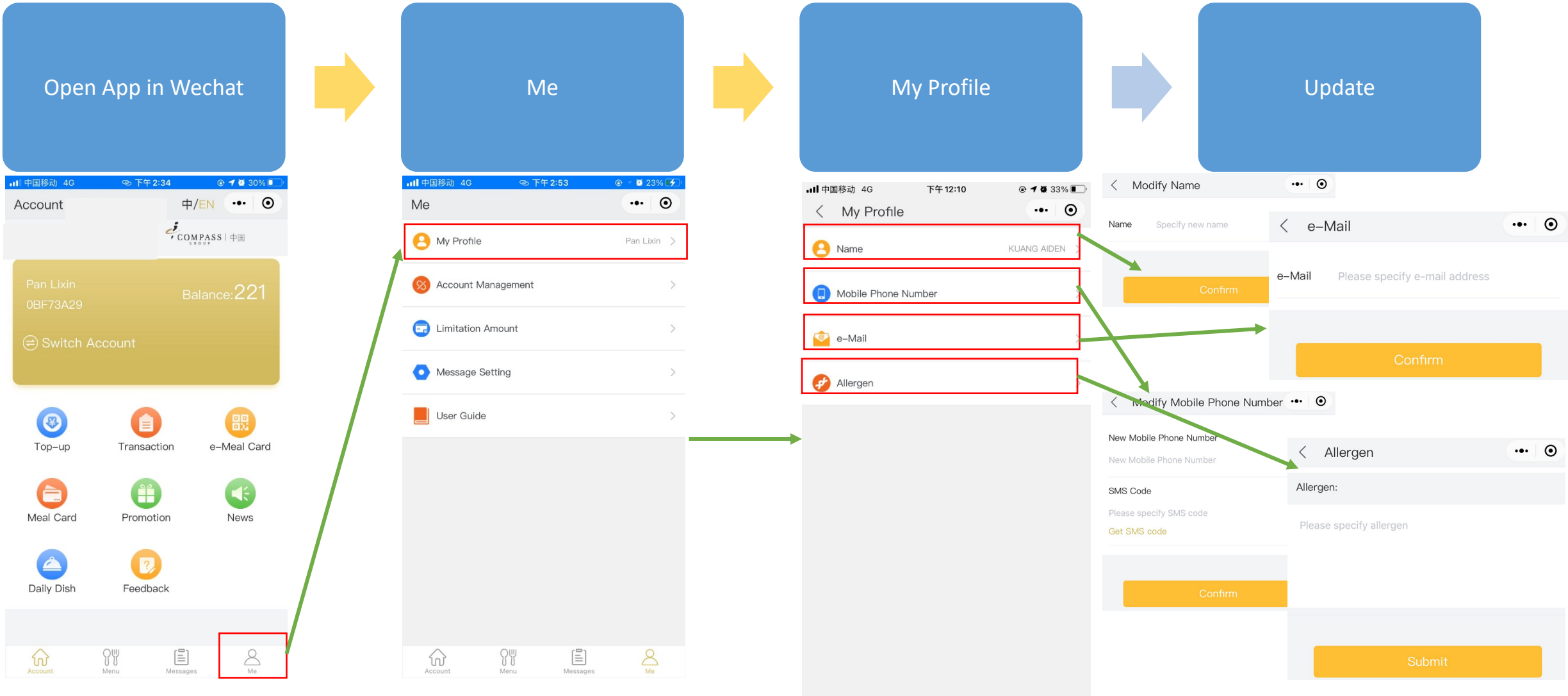
Consumers/Parents can unbind account if it is not used anymore

| Open App in Wechat | Me | Account Management | Unbind |
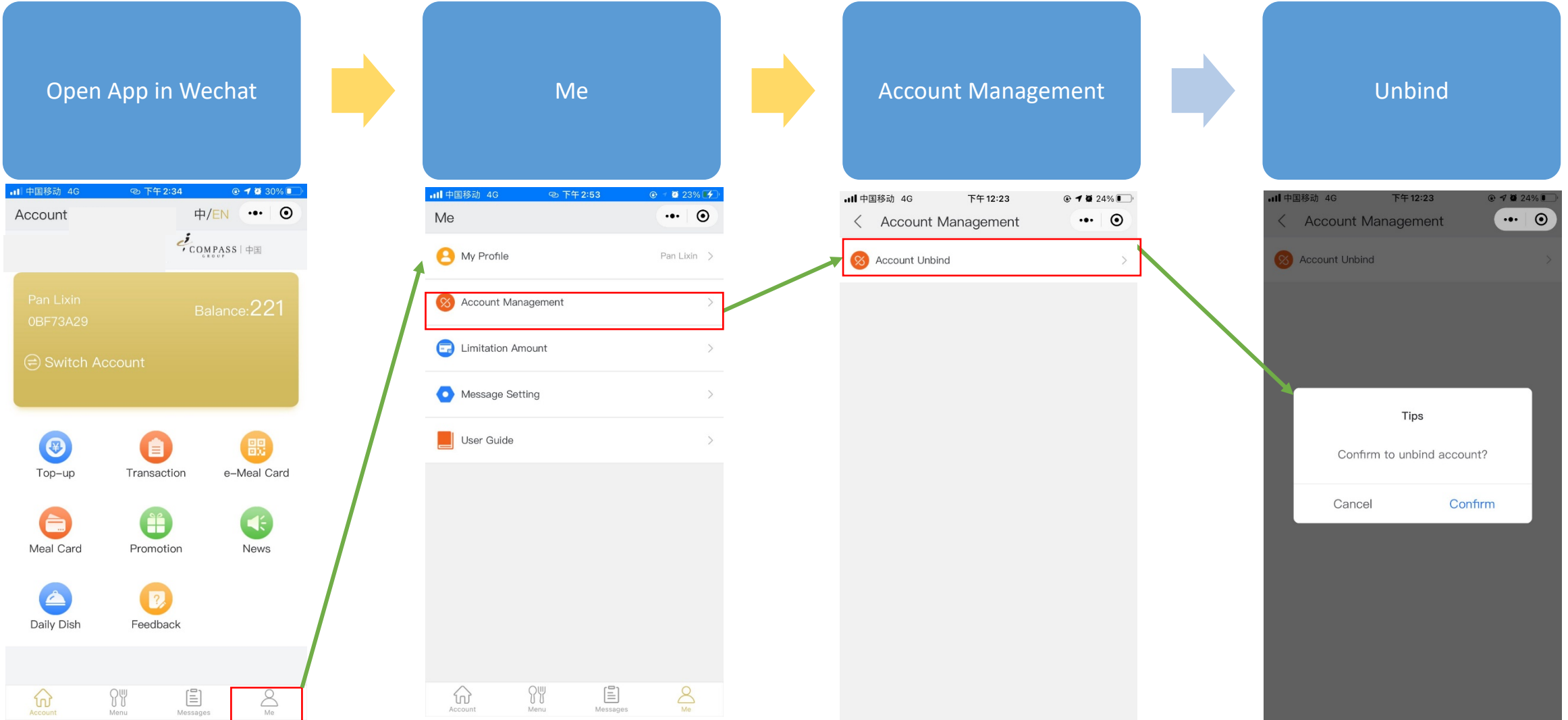
Consumers/Parents can setup daily limitation amount of consuming if need

Open App in Wechat	Me	Limitation Amount	Update

Message Settings
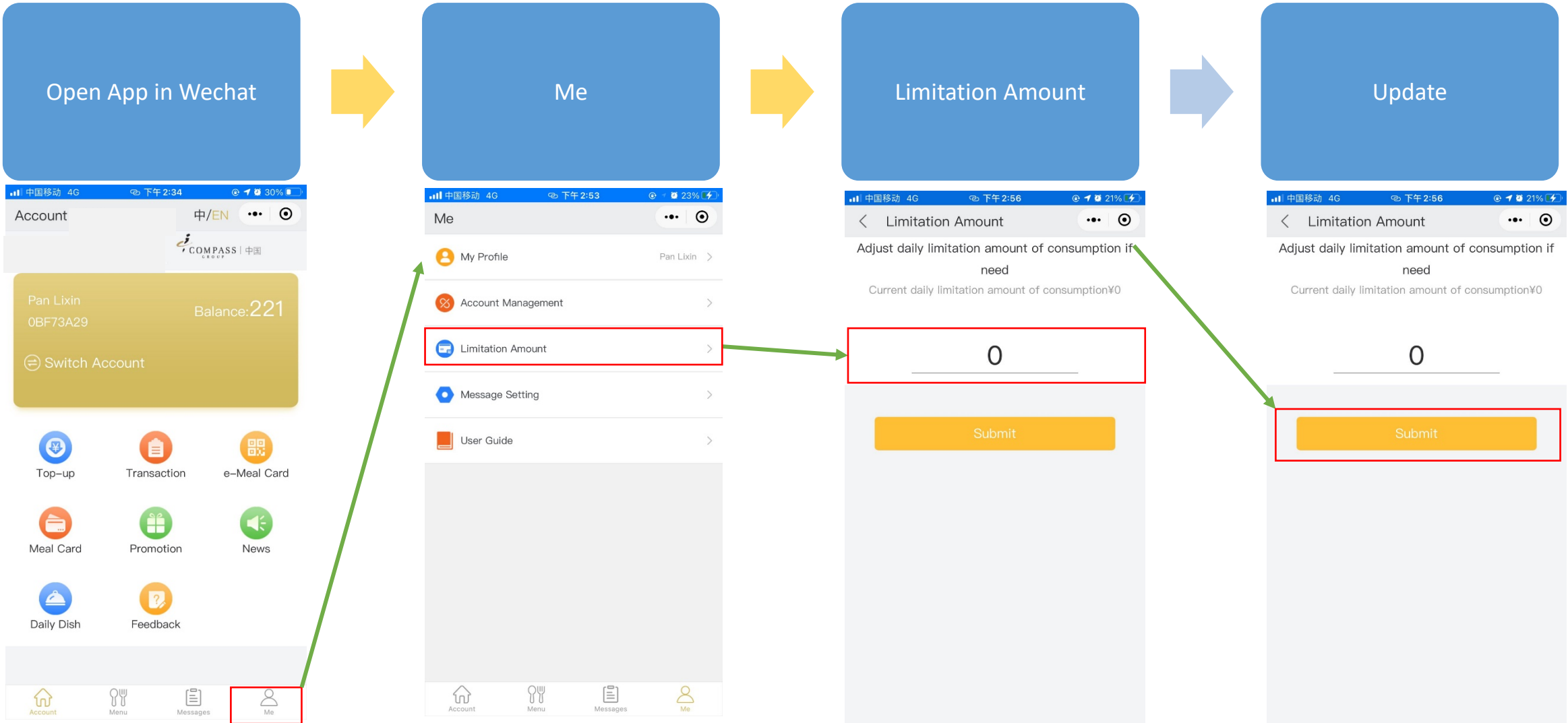
Consumers/Parents can set up individually to receive messages pushed by system
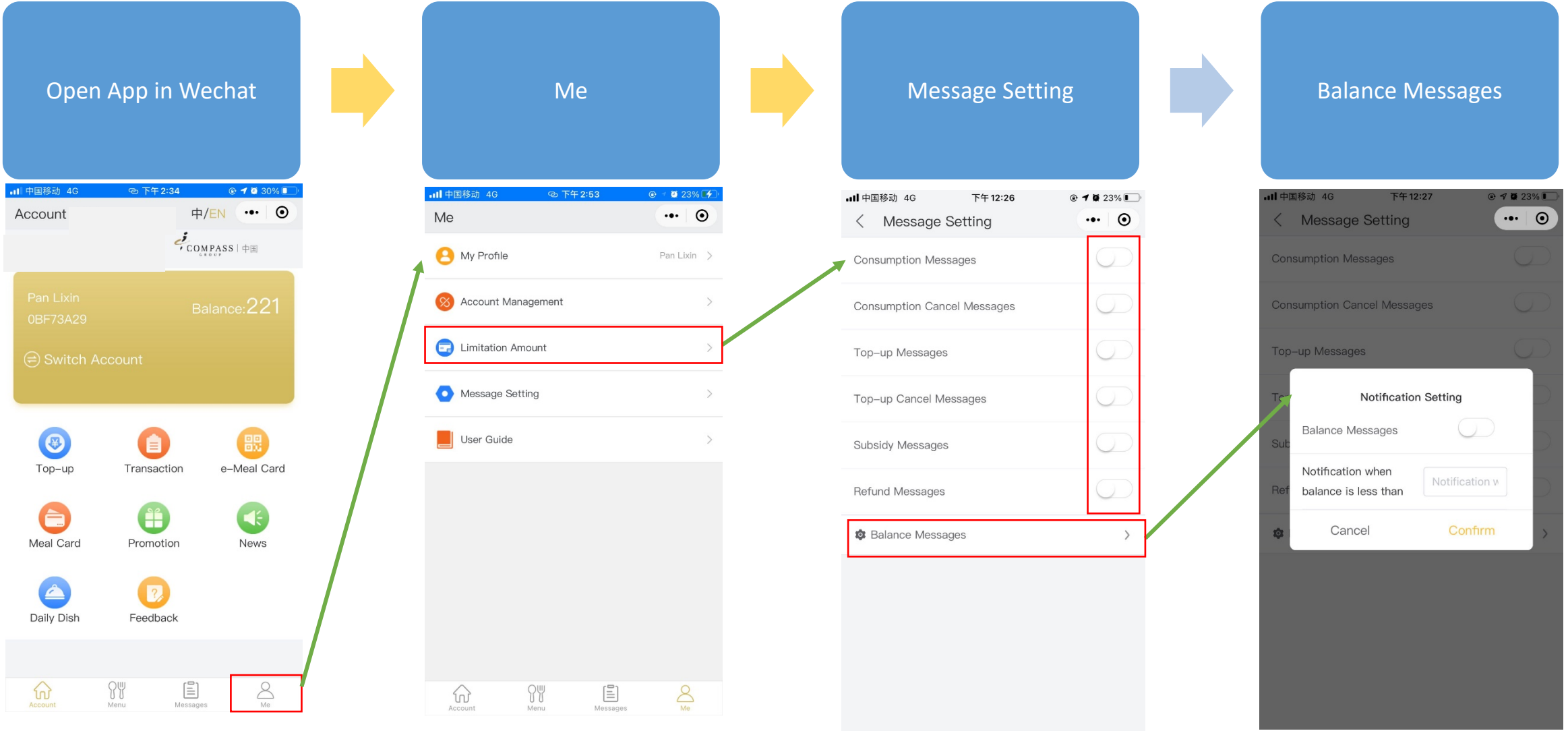
Compass ePOS
用户手册

English Version

北京乐成国际学校

许幸
TEST0003
余额:0
有3个钱包

切换账户

充值　交易记录　付款码

在线订餐　查看订单　餐卡管理

开发票

账户　菜单　消息　我的

功能	描述
切换账号	消费者/父母如果有多个账号可以切换账号
充值	消费者/父母可以在线充值
交易记录	消费者/父母可以在线查看交易记录
付款码	消费者/父母可以用付款码支持消费（付款码和实体卡已经关联）
在线订餐	消费者/父母可以在线订餐
查看点单	消费者/父母可以查看历史的在线订餐的订单
餐卡管理	消费者/父母可以自行管理餐卡（挂失/解挂）
开发票	消费者/父母可以自行在线开发票
菜单	消费者/父母可以查看餐厅的每日/每周菜单
消息	消费者/父母可以查看系统推送的实时消息（充值、消费、余额提醒等

功能	描述
我的	消费者/父母可以自我管理个人信息 ● 个人信息:姓名、邮箱、手机号码、过敏源 ● *账户安全：餐卡在线支付的密码 ● 账户管理：解绑账户 ● 消息设置：设置系统推送的消息和余额提醒的额度 ● 使用手册：在线查看App的使用手册

小提示:

App是微信的小程序，消费者/父母不需要在手机上安装额外的App

1. 正常情况下第一次使用App会遵循微信的易语言设置

2. 有些时候如果没有显示正确的语言，请用语言切换按钮进行一次性切换，下次登录的时候会使用切换后的语言

1. 绑定账户

2. 充值

3. 交易查询

4. 电子餐卡

5. 电子发票

6. 消费者互动

7. 个人设置

消费者/父母首先需要绑定帐户，然后才能访问小程序中的功能。有两种绑定帐户的方法

关注compass公众号

微信扫二维码

现场绑定账户

| 家长到现场充值台 | → | 家长刷餐卡 | → | 在POS机上弹出二维码 | → | 家长通过微信扫一扫二维码 |

扫描微信 → Acccount bind successfully

远程绑定账户

| 导出二维码 | → | 发送二维码给到家长 | → | 家长通过微信扫一扫二维码 |

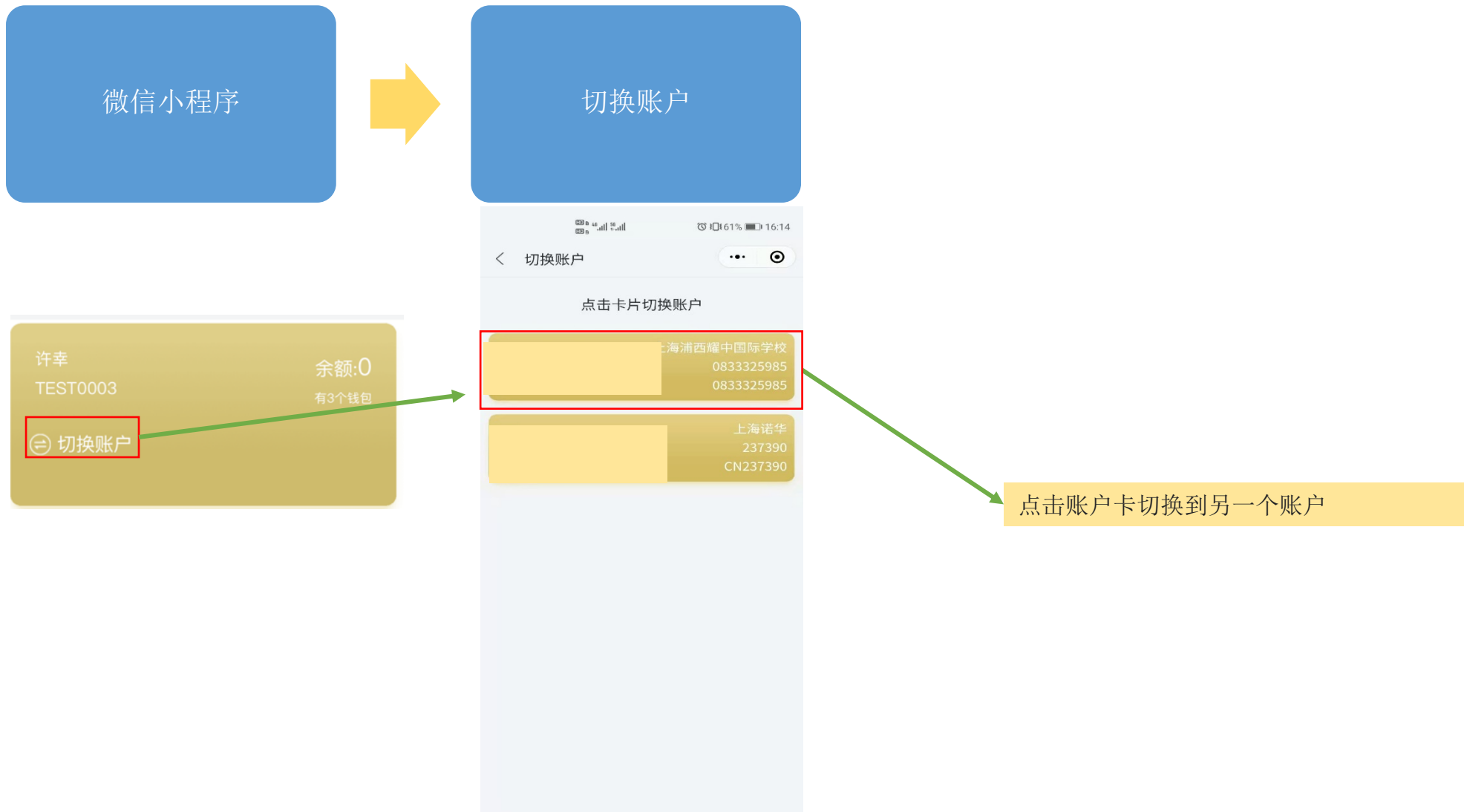扫描微信 → Acccount bind successfully

提示：
1. 如果您不带餐卡，则可以通过提供姓名来获得收银员的支持，我们的收银员可以支持您按姓名查询并打印出二维码
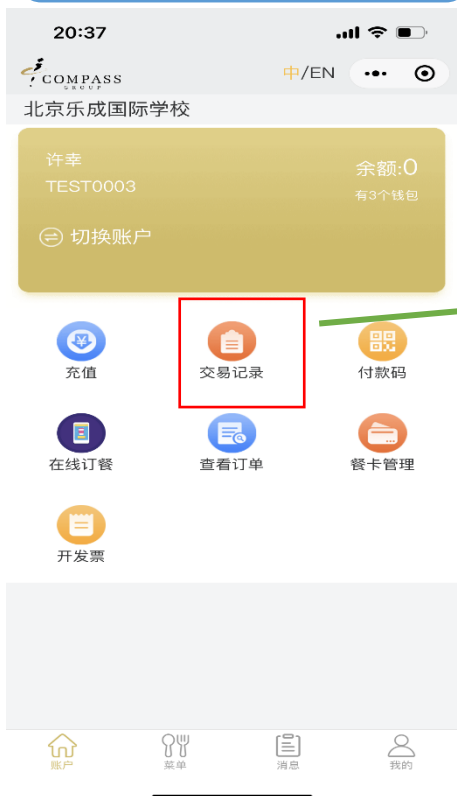2. 每个账号都有专属的二维码

切换账户

如果拥有多个帐户，则消费者/父母可以切换帐户

微信小程序 → 切换账户

点击账户卡切换到另一个账户

充值

消费者/家长可以通过App远程充值

打开微信小程序 → 充值并指定充值金额 → 确认付款 → 通过微信支付

立即付款以微信支付

消费者/父母可以通过App查询交易

打开微信小程序 → 查询记录

消费和充值小计

按帐户过滤

按期间过滤

按消费类型过滤

详细交易

消费者/父母可以通过App使用电子餐卡代替实际餐卡进行消费

打开微信小程序

电子餐卡

向收银员显示二维码
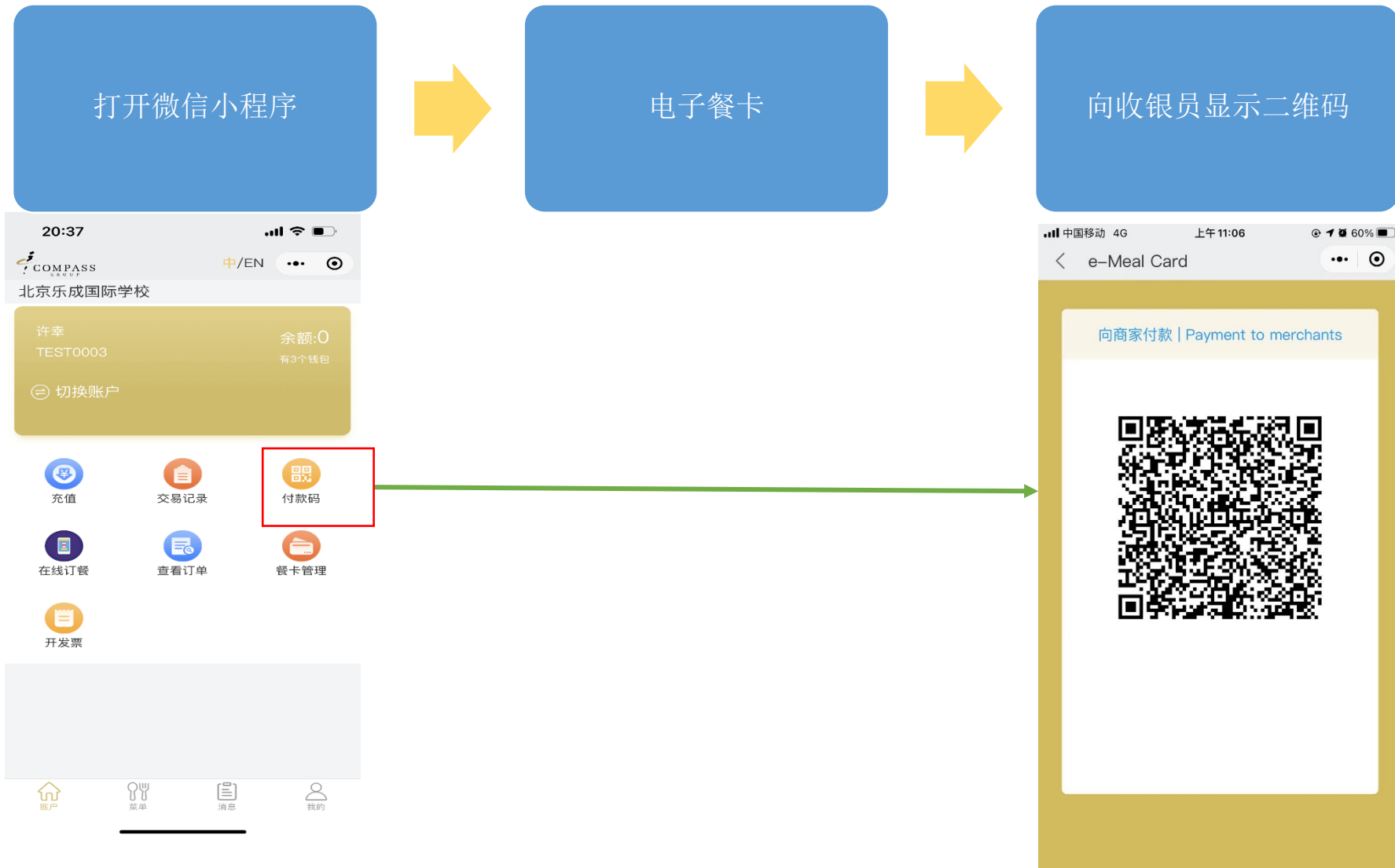
消费者/父母可以通过App使用电子餐卡代替实际餐卡进行消费

打开微信小程序 → 开发票 → 提交开票信息
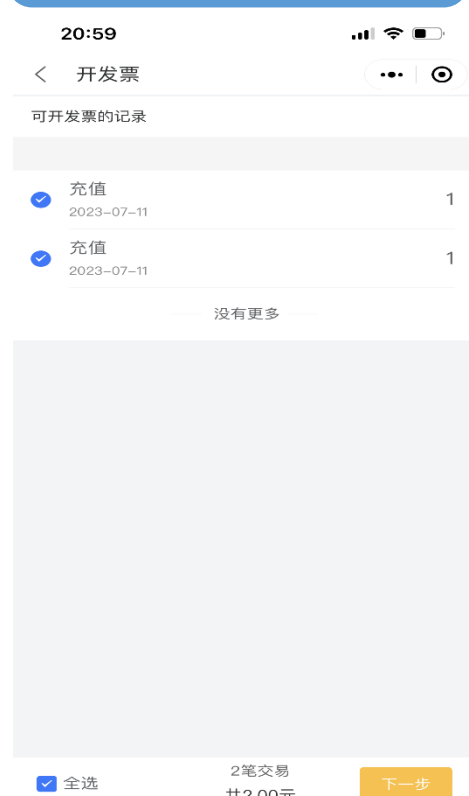
个人信息

消费者/父母可以通过App更新个人资料信息

打开微信小程序 ➡ 我的 ➡ 个人信息 ➡ 更新资料

如果不再使用，则消费者/家长可以取消绑定帐户

消费者/家长可以在线设置日消费额

| 打开微信小程序 | 我的 | 账户管理 | 解除绑定 |

消息设置
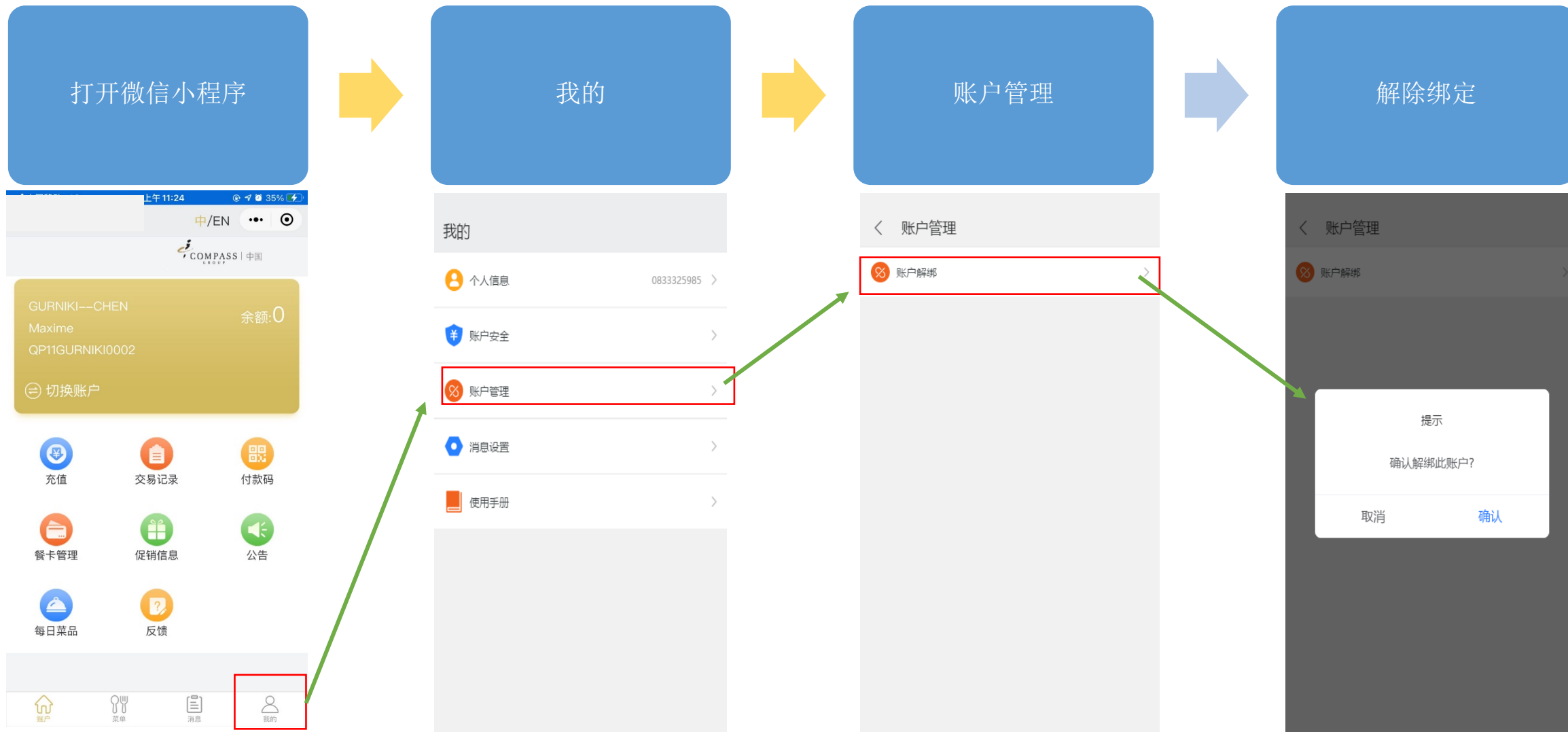
消费者/父母可以单独设置以接收系统推送的消息

打开微信小程序 → 我的 → 消息设定 → 余额信息