

# Qkr Instructions and Tips

March 2020

	•	ec
∝ Optu ×	s 중 3:51 pm <b>Order No</b> Ardeer South Prima	*∎ ny School ℃
cam	Year 6 Camp Camps	
Choose cart. <mark>Re</mark>	your child before addin ad More.	g the product to the
	NT OPTIONS (SELECT	1) +\$50.00
ŏ	instalment 1	+\$100.00
ŏ	nstalment 2	+\$100.00
	Balance	+\$200.00
0	Full Payment	+\$250.00
-	<b>1 +</b> ITEN	TOTAL: \$250.00
	Add To C	art
	0	

## Instructions and Tips-The Basics

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### STORE MANAGER (The process)

Once Store Manager has been set up and menus have been created, there are three basic steps to follow.

- 1. CREATE A PRODUCT (Page 14)
- 2. ADD THE PRODUCT TO THE MENU (Users will be able to view it on the app at this stage) (Page 24)
- CATEGORISE only for schools that integrate Qkr with their School Financial Software (essential for products where there is a charge against the family (Victoria-Cases21) (Tasmania-Finance One, refer 'Best Practice Guide for Tasmanian Schools' document) (Page 26)



### DEPARTMENTS

There are four default Departments, however, not all four need to be used. (These can be altered to suit the school's needs. **DEPARTMENTS-EDIT**)

- Use capitals for the Department to make them more distinctive from menus
- Canteen (can be amended to **SPECIAL FOOD DAYS** where appropriate if the school does not have a canteen)
- School Event Tickets (Can be amended to PFA FUNDRAISING OR EVENTS etc.)
- SCHOOL PAYMENTS (the majority of products should be added under School Payments)
- SCHOOL UNIFORMS

New departments can be added where appropriate, e.g. for OSHC.

#### \*NOTE\*

It is advised to keep Departments to a minimum. Contact the Qkr account manager for advice.

#### Descriptions

As a general rule, it is advised to add any descriptions in the menu.

Google Chrome × C MC Co ← → C ↑ A A https://qkr.mast Quicker Scho	entral Home × Qkrt Store ercard.com/qkr_mss/app/store	Manager × Front#/department_management	Logged in as pe	rry_kick@mastercard.com Holp <b>0</b>
Qkr School				Create Department Select Edit
Departments	Name	Description	Payment provider	
Menus	Canteen	canteen reopens on 1/2/2015. Je	dummy-1 (Default)	Edit - description
Products	School Event tickets	Graduation tickets now on sale	dummy-1 (Default)	Edit 👻
Option Sets	School Payments	Pay for Excursions, Camps, Levies	dummy-1 (Default)	Edit -
Reports	School Uniforms	Order by 2 00pm for same day deli	dummy_1 (Default)	Edit 💌
Communications		order by 2.00pm for same day deli	dummy-r (beladie)	
Accounting + Settings +	Hid Se Hid	de a Department. lect Drop Down de		

### **MENUS**

Select MENUS to create a menu in a Department.

There is generally **one menu** for each Department, however there are some exceptions. For example, a Special Food Day Menu and a Canteen Menu can both be under the Canteen Department as they utilise different types of Menus.

From this view, you can:

- Create new menus. •
- Hide menus when not in use.
- View products contained in menus. •



Qkr! Merchant Dash	Payments			
Quicker School	Filter by Category	Search	1	Add Product(s) to menu
	All Categories	Miscellaneous Payment	\$0.00	💋 Customize 💌
	Payments 2	2015 Year Six Jumper	\$0.00	🏷 Customize 👻
	School Charges 12	Big Day Out & Graduation	\$50.00	Customize 👻
		Salling Program	\$25.00	🏷 Customize 👻
		Science Materials	\$4.00	Customize 👻
		Cheerleading	\$160.00	Customize •
		Нір Нор	\$70.00	Customize -
		Interschool Sport	\$15.00	Customize -

### Create a New Menu

There are three types of menus that perform in different ways. Ensure that you have the menu that will support the functions and reports that you require.



### Show/Hide Menus

To hide a menu select -HIDE. Any products within that menu will not show.

A hidden menu will display 🤣 indicating that it cannot be seen on the app

Menus		
CANTEEN		Create Menu
	Lunch Menu	View Menu -
SCHOOL EVEN	TS	Create Menu
	Special Event	🍫 View Menu 👻 🗮

To show a menu, follow the same procedure and select SHOW.

#### NOTE\*

Always HIDE at the highest level; Department, Menu, Products in the menu. Don't bother hiding products in PRODUCTS if they are not in the menu. They cannot be seen anyway

#### NOTE\*\*

If you do not have any products showing in a menu then HIDE the Department. Otherwise customers are faced with this annoying message.

There are no products or services available to buy from this menu at the moment

## Reordering Departments, Menus, Categories and Products displayed on the app

### Departments

Select Departments. Click and drag  $\equiv$  to move the departments into a different order.

Qkr School	Manage Departments					Create Depa	artment	
Good Place	Name	Description	Shared	Shared By	Status	Payment Provider		
Departments	CANTEEN		No			Qkr School Account (Default)	Edit 👻	≡
🗐 Menus	PAYMENTS		No			Qkr School Account (Default)	Edit 👻	≡
Products	SCHOOL EVENTS		No			Qkr School Account (Default)	Edit 👻	≡
Option Sets	UNIFORM		No			Qkr School Account (Default)	Edit 👻	≡

#### Menus

Select MENUS. Click and drag  $\equiv$  to move the menus into a different order.

Qkr School	Menus	
	CANTEEN	Create Menu
Departments		
🟉 Menus	Lunch Menu	View Menu 🕒
Products		
Option Sets	Recess Menu	View Menu 🗸 📕
\$ Coupons		
Reports		

#### Categories

### Select MENUS-VIEW MENU

Click and drag  $\equiv$  to move the categories into a different order.



#### Products

Click on the product category. Three lines will appear to the right of the products. Click and drag  $\equiv$  to move the products into a different order.

Qkr!	Filter by Category	Search		Add Product(s) to menu
$\mathbf{\vee}$	All Categories	_0		$\land$
🖿 Dap	Drinks 4	Juice	\$2.00	Customize 👻 🗏
🗐 Mer	Hot Food 3	Juice Bo	\$2.50	Customize ; 🗏
Proc	Snacks 1	Milk	\$2.00	Customize - =
🕂 Opt		Water	\$1.50	Customize 👻 =

PRODUCT	Cosjic Chrome × € MC Central Home × ← → € fi @ https://qkr.mastercard.com/qkr.g	Cirl Store Manager > rss/app/storeFront#/dep/ rss/app/storeFront#/dep/	uct		Click here to hide a product
	Aldrameter And Categories     All Categories	Grade 2 Author Visit	\$8.00	Customize •	
Categories are	Trips 11	Grade 6 Incursion	\$20.00	Customize •	
used to group	Booklists 7	Grade 6 School Camp	\$0.00	Customize +	
nroducts	Product Excursions 2	12345 33399 4-00-13 Mathletics	\$10.00	Customize -	
products	ds Giving 5	Grade 1 Swimming	\$85.00	Customize 🔹	
	Year 7 1	Grade 1 Reptile Encoun	\$10.00	Customize 👻	
Click once to vie	w the	Grade 2 Sovereign Hill	\$40.00	Customize 💌	
7 Booklist produ	icts in	Grade Prep Melbourne	\$29.00	Customize 👻	
		Grade 2 Sunnystones C	\$0.00	Customize	
this category.					

When a **Product** is created it is assigned a **Category**. Similar products can be grouped into the same category, e.g. Camps

You can

1/ Choose a category that already exists by clicking in the field and selecting the existing category.

2/ Enter a new category into the blank field. It will SAVE once you move the cursor out of the field and move on.



### Create a Product

Coogle Chrome x Coogle Chrome	MC Central Home × @ Qkrt Store mastercard.com/qkr_mss/app/store sard Products Filter by Category 3 All Categories Activities 7 Birthdays 2 Booklists 7	Anager x Manager x Front#/inventory Search Sor School Fees Vegemite sandwich Pay specific amount	t by: Recently Added Year 7 Food Giving	in as perry_kick@mastercard.com Logou Help @ S0.00 Edit • S3.00 Edit •	Click here to create a new product Click here to hide, delete or copy a product
Option Sets      Reports      Communications      Accounting      Settings	Boys 3 Camps 1 Drink 2 Drinks 8 Excursions 2 Fete 1	School fees         Newbie         Year 12 Graduation Jum         Fleece	Giving     Giving     Test Products     Jumpers     Jumpers	\$0.00 - \$950.00         Edit         •           \$11.00         Edit         •           \$45.00         Edit         •           \$20.00 - \$24.00         Edit         •	Click here to make changes to a product
Quicker School         Fully Functional D         emo         Departments         Menus         Pro         Upload         opt         opt         could	New Product Details Add information to help define your product d a suitable ct image Imagery Add a nice image to attract customers Pricing	Name * Grade 6 Camp Short Description Long Description Upload an Image Price Including Tax *	ame your Prod	Enter cost or no options	Select or create a new category Short description 6-8 words max Long description 2-3 sentences
Application Version M55, J.33.1 Application Version M55, J.33.1 Sci 83 (7)(4950(11)/2014 Like 97)9770000/174804 Mon Sep 03 05:48:35 CDT 2018	Product Note Enter custom text to be displayed in a tooltip on the product inventory page Product Settings Customise settings for this product	(100 characters remaining) Example note: Not available on Mor Allow customers to provide more	ndays and Wednesdow	Allows infor the product (not viewed	mation to be added abo for administration only on the app)
ck Control. it number roducts lable	Option Sets e.g. Pizza toppings and/or type of milk for a coffee "Yes / No option sets are always displayed at the bottom in the Qkr "N Stock Control Track your stock level	Find an existing option set	Create new CI CI	Creates where o lick here to reate options	a field in the product customer can enter text.
ave product	Product Variants e.g. T-Shirt with multiple sizes and/or colours		Variants a options ar	Illow for a comb nd prices	ination of 14

### Category- Select, Create or Edit a category

Name *	Category *			
Year 5 Zoo Excursion 🗸	Select Category			
Short Description	Drinks Entry Tickets			
	Events Excursions			
Long Description	Fees			

Categories that have already been saved will appear when you select the 'Select Category Field'.

To **create** a new category, type the new category in the field. It will save as you proceed with creating your product.

To **edit** a category remove the category out of the field, select a new category or type a new category in.

### STOCK CONTROL

Stock control enables a restriction to be placed on how many of that product is available to be purchased.

When the level reaches 0 the product will not be visible.

If the stock level for a particular size in uniform reaches 0, the purchaser will be informed that the size is no longer available.

Stock Control Track your stock level	Track Stock Level	Select button, t green	urn to
Stock Control	Track Stock Level		
Track your stock level	0	Add the amount	of stock.

### PRODUCT SETTINGS

Product Settings	Allow customers to provide more info when ordering Is the customer note mandatory? What label do you require for customer note?	0	

When **Product Settings** is activated, users are given the opportunity when purchasing to supply more information. This information appears in the transaction sheet in column AA.

- Is the customer note mandatory? If selected, users cannot move on until information has been supplied.
- 2. What label do you require for customer note? Instructions can be placed into the field to help the user. The more you write the smaller the text becomes. Keep it short!





#### Single Yes/No Option Label your option e.g Sauce Single Option Display Name Create a label so you can Your Reference locate it in the Option Sets section where they are stored Selected By Default Price Increment Option if it requires editing. e.g Hot Yes \$ 0.00 **Dogs Sauce** No Add a price if applicable Default the option to On Back Save or Off

#### \*NOTE\*

The default selection does not display on the sticker. However if the default is changed then the selection appears. e.g If the sausage product as the option set to NO, then it is assumed that all sausage products appearing on the sticker do not contain sauce unless the sticker displays, Sauce (YES)

### List of Options (Single Option only)

Customer can only make one selection.

#### One selection must be turned ON By Default



#### NOTE\*\*

If you select the Single Option Only, one of the options must be selected. This will add to the total cost of the product. Therefore select \$0.00 in the pricing of the product if you do not wish it to add on to the initial price.

### List of Options-Multiple Options



#### \*NOTE\*

To create a button that can be ticked or unticked, select 'Multiple Options and Maximum Selectable Items-1 or greater, depending on the number of options you are allowing to be selected.

### **Payment Amount Options**

#### NOTE\*\*

This option automatically will default to an "Enter Amount" button

after you have labelled it and selected SAVE.



### Hiding an Option within an Option Set

Remove the Option Set from the Product.

#### PRODUCT-EDIT- Scroll down to option Sets



Select the bin. This will remove the option set from the product. The option set can still be located in Option Sets and added again later.

Hide or Delete the Option Set from all Products it is connected to.

#### OPTION SETS-Drop Down

			Edit
Bacon	Bacon	Yes, No	Ø Hide Ø Coov
Cheese	Cheese?	Yes, No	Ê Delete
Cheese	Ch	Yes, No	Edit -

Selecting 'Hide' will hide the option set from all products it is connected to. Delete will permanently delete the Option from all products and from the Option Sets inventory.

You will not be able to retrieve it.

### Hiding an Option within an Option Set

#### Select-OPTION SETS-EDIT

List of Options					•	
	Display Name Juice	Option			- 1	Select the tick to
	Internal Name Juice	Option			- 1	hide the option
	Selection Type	le Ontion Only			- 1	<
Ontion	Selected By Default	Price Increment	Visible		- I	
option			~ ~ /	-0-	_	
Orange		\$ 0.00	0		-	
Orange Apple		\$ 0.00 \$ 0.00	0	Ē	=	
Orange Apple Pineapple		\$ 0.00 \$ 0.00 \$ 0.00	0		=	

### VARIANTS

Variants are used when there are multiple choices (i.e. sizes, colours) and prices. e.g Uniform sizes and cost.

Product Variants		<ul> <li>Select the type of variant. Choose from the custom list or create your own.</li> </ul>
e.g. T-Shirt with multiple sizes and/or colours	Variant type e.g. Colour, Size, Style Variant types Colour Size Style	e.g. Red, Blue, Pink Separate values with commas or press enter

Variants allow the purchaser to make a variety of choices when purchasing. The choices appear as a scrolling wheel on the app.



### To create a product that use the variants function go to

/ARIANTS when creating a product.			Select button to turn function on.
Product Variants			
e.g. T-Shirt with multiple sizes and/or colours	Variant type e.g. Colour, Size, Style	Values e.g. Red, Blu	ie, Pink
	Variant types	Separate	values with commas or press enter
	Colour Size Style		Soloct Variant Type, Soloct default
	Jyc		heading or create a customised name.

Product Variants e.g. T-Shirt with multiple sizes and/or colours	Variant type e.g. Colour, Size, Style	Values e.g. Red. Blue, Pink 8 × 10 × 12 × 14 × 16 × 18 ×		Create sizes by entering the size and selectin ENTER after each size
	Variant types 🔍	Separate values with commas or press enter		
	Size	Price		
	8	27.00	Ŵ	Sizes and prices populate here with the
	10	27.00	Ē	price that was originally entered in the
	12	27.00	Ē	can be made for larger sizes
	14	27.00	Ē	
	16	29.00		
	18	29.00	Ĩ	

### ADDING THE PRODUCT TO THE MENU

At the completion of this step the product will be available to be viewed on the app unless you HIDE the product in the menu.

#### MENUS- VIEW MENU-ADD PRODUCTS TO MENU

PAYMENTS Create Menu	Search		Add Product(s) to menu
Payments View Menu	Grade 3 Polly Woodside	\$23.00	Customize 👻 =
Pay for Excursions, Comps Levies	Prep Hospital Visit	\$12.00	Customize 👻 \Xi
Fees & more	Grade Prep Melbourne Aquari	\$29.00	Customize 👻 🚍

#### Select Blue Add and Green Add ?\*

dd Product to menu			Help 🕑	
Search keyword Excursions	v			<u></u>
Grade 3 Polly Woodside	Excursions	\$23.00	In Menu	ī
Prep Hospital Visit	Excursions	\$12.00	In Menu	
Frade Prep Melbourne Aquari	Excursions	\$29.00	In Menu	
Grade 1 Reptile Encounters	Excursions	\$10.00	In Menu	
Zoo Trip	Excursions	\$20.00	In Menu	
Years 5&6 Zoo Excursion	Excursions	\$35.00	In Menu	
Year 12 Graduation 2016	Excursions	\$25.00	In Menu	
Sydney Trip	Excursions	\$0.00	Add	
Scienceworks excursion	Excursions	\$35.00	In Menu	
New York School Trip.	Excursions	\$0.00	In Menu	
alt.			_	-
			Cancel Ado	1

Add Product to menu			Help 🛛
Search keyword Excursions	W		
Grade 3 Polly Woodside	Excursions	\$23.00	In Menu
Prep Hospital Visit	Excursions	\$12.00	In Menu
🎢 Grade Prep Melbourne Aquari	Excursions	\$29.00	In Menu
Grade 1 Reptile Encounters	Excursions	\$10.00	In Menu
Zoo Trip	Excursions	\$20.00	In Menu
Years 5&6 Zoo Excursion	Excursions	\$35.00	In Menu
Year 12 Graduation 2016	Excursions	\$25.00	In Menu
Sydney Trip	Excursions	\$0.00	Remove *
Scienceworks excursion	Excursions	\$35.00	In Menu
New York School Trip.	Excursions	\$0.00	In Menu
			Capital Add 1*
			Cancel Add 1*

### HIDE A DEPARTMENT/MENU/PRODUCT

Always hide at the highest level.

DEPARTMENT

MENU

PRODUCT IN THE MENU

If a product is not in a Menu it cannot be seen therefore it is unnecessary to HIDE in the Product inventory

### Hide Departments

	Name	Description	Shared	Shared By	Status	Provider
Departments	CANTEEN		No			dummy-1 Edit
💋 Menus	PAYMENTS		No			dumm)
Products						(Defaul

#### Hide Menus

Departments		
Menus	Morning Tea Available	
Products	Wednesday and Friday only	Gr Edit ∳ Hide
Dption Sets	Lunch Order before	ter de le ter de la constant de la
\$ Coupons	8.30am five	

### Hide the Product in the Menu

Departments	All Categories			500 00	<b>(</b>
Menus	ICAS 2		Grade 3 Polly Woodside	\$23.00	Customize =
Products	Excursions/Incursions 1		Prep Hospital Visit	\$12.00	
Coption Sets	Excursions 11	2	Grade Pren Melhourne Aquari	\$29.00	Customia

#### To SHOW is the same process



### CATEGORISE THE PRODUCT

For schools that integrate Qkr with their Financial software it is vitally important that the product is categorised and the family Debtor number is attached to the family (refer Page 41)



ACCOUNTING-CATEGORISATION-UNCATEGORISED-INVOICE-SAVE CHANGES

Products that do not have a charge on the school financial software can be categorised as OVER THE COUNTER.

### INTEGRATING QKR WITH SCHOOL FINANCIAL SYSTEMS

It is essential when integrating Qkr with School Financial Software that processes are followed.

- 1. Categorise the Product- INVOICE
- 2. Ensure Debtor ID's are attached to the family (refer 'Import Instructions' document) and (Debtor ID Page 44)
- 3. Check the Transaction Report for that period before Uploading the Accountancy Report attachment.



#### **IMPORTANT NOTE\*\***

If the debtor number is missing for a product that is categorised as an INVOICED product then the transaction will not appear in the Accountancy report attachment. Complete a manual entry for this purchase on the school financial software.

(Row 23, (Department) SCHOOL PAYMENT contains a product that is INVOICED. Family Number is missing. Enter this one manually)

 Accountancy Report- Save Attachment Right click on the attachment and save it on a drive that the Financial Software can access.

### Create a Product for a general purpose that has no specific cost (Example-General Purpose Product)

This is a handy product to create as it can perform many functions and cover products that you do not have displayed on the app. e.g.

- General use product for any payments where there is not a product displayed on Qkr.
- Personal payment plan for parents who cannot make the payments as displayed on the product in Qkr.
- Staff payments where parents cannot see what staff are paying for.
- Products where there is not a set purchase price.
- Donations and funds (voluntary payments)

#### Select-PRODUCT- CREATE PRODUCT



### PRODUCT SETTINGS

Product Settings Customise settings for this product	Allow customers to provide more info when ordering Is the customer note mandatory? What label do you require for customer note?	

When Product Settings is activated, users are given the opportunity when purchasing to supply more information. This information appears in the transaction sheet in column AA.

- 3. Is the customer note mandatory? If selected, Users cannot move on until information has been supplied.
- 4. What label do you require for customer note? Instructions can be placed into the field to help the User. The more you write the smaller the text becomes. Keep it short!

If you need to provide more detailed instructions, enter them in the Long Description and make reference to them in the label of the customer note.



### CUSTOMIZE

#### A product must be added to a Menu before it can be CUSTOMIZED

#### **Product-Availability**



#### Adding Forms

	Attach a Form to the product
Customize Trivia Auction for Fundraising Help 🛛	Refer Page 50 CREATING FORMS
Trivia Auction Fundraising	
Customizations Availability Order Restrictions A Notifications	
Attach a form to this product Add form	
Cancel Save	

ſ

#### Notifications

#### Push Notifications

When a NEW product is added to a menu a green bell will appear indicating a five hour window in which you can send a PUSH NOTIFICATION.

The bell will appear grey after 5 hours and a PUSH NOTIFICATION cannot be completed.

Adding an old product to a menu WILL NOT activate the push notification setting again.

(Refer SENDING A PUSH NOTIFICATION AFTER 5 HOURS TIME HAS LAPSED)

Fundraising			
Filter by Category	Search		Add Product(s) to menu
All Categories	All and all		
Fundraising 1	Silent Auction	\$0.00	Customize

Customize Silent Auction for Fundraising	Help 🛛
Silent Auction • Fundraising	Select Notifications
	D Forms
Email notifications (For Admin) Send an email notification when this product is purchased	Select One Time Push Notifications
One-time Mobile Push Notifications (For Qkr Users)	YES
Send a one-time mobile push notification to Qkr users letting NO	Save



#### Sending a Push Notification after the Push Notification is no longer active

Create a fake product. In the title of the product and the short description include the information you require in the Push Notification. In pricing enter 'O" and SAVE Add it to the menu and then send the Push Notification. Remove the product and delete it.

Preview message will include,

"Product Name"" Short Description" Now available on Qkr at "your school name"

#### \*HandyTip

Sending a push this way enables it to provide more relevant information. ie Rather than just sending a Push Notification on a Sausage product that is part of your Footy Day, you can send a more appropriate message. e.g. Join in the fun activities on Footy Day. Footy Sausage Sizzle **Now available on Qkr at** "Your School Name"

#### **Email Notification**

Customize Silent Auction for Fundraising		Help 🛛
Silent Auction • Fundraising		Select Notifications
Customizations Availability Order Forms Fmail potifications (For Admin)	Restrictions 🇘 Notifications	Select Email Notifications YES
Send an email notification when this product is purchased When should notification be sent? Immediately • Please provide the email addresses of the intended notific	YES •	Select when the notifications are to be received
		Enter email of each recipient and Add

#### **Order Restrictions**

Order Restrictions is very useful in managing the number of purchases and by whom.



#### NOTE\*

Limiting the number of items per order per beneficiary to **1** will eliminate the -1+ on the product screen. This is particularly handy for products you only want the customer to purchase 1 of. e.g Excursions, Fees, Camps

### REPORTS

😡 🛑 🗰 masterpass 🛛 Merchant Home			Logged in as perry_kick@mastercard.com	Logout
Qkr School	Reports			
Good Place		View Schedule Current		
Departments	View Report			
📕 Menus	Transactions Poport			View
Products				view
A Option Sets	Stickers Report 🗊			View
\$ Coupons	Tally Report 🕕			View
Reports	Accountancy Report 🕕			View
🔁 Forms	Stock Level Report 🕕			View
Communications	Custom Report 💿			View
Rorum				

Reports can be viewed at any time and be set up to be emailed automatically to the appropriate recipients.

#### **Transaction Reports**

Provide detailed reports of customer transactions.

Reports are generated in a Spreadsheet format (excel) and can be individualised in a variety of way

4	A	B	C	D	E	F	G	н		J	K	L	М	N	0	P
1	Report:	Transaction Items		Created	09-Jan-2015 16:49											
2	From:	14-Oct-2014 00:00		Merchant:	Quicker School											
3	To:	28-Dec-2014 23:59	1	Locations:	School Event tickets, S	chool Uniforms, Cant	een, School Pa	vments								
4								1								
5																
6	Total Transactions:	82	Coupons Redeemed													
7	Total Value of Transactions:	\$ 4,880.85	Value of Coupons Redeer	\$ 0.00					1							
8	Average Spend per Transaction:	\$ 59.26	Unique Users	21												
9	Average Number of Items per Transaction	pr 2	Repeat Users	13												
10	Total Transactions Refunded using Cred	lit 8														
11	Total Value Refunded as Credit Note	\$ 21.70														
12																
13																
14																
15	Transaction Ref	Date	Time	Location	Customer	Card	Delivery Dat	x FulfilDate	Student	Class	Year	Category	Item	Unit Pric	Quantit	ty Total
16	2367-908-403	14-Oct-2014	10:08	School Payments	Martin Collings	55** **** **** 7025			Emma Collings	PREP H	Prep	Activities	Mathletics	\$ 10.00	1	\$ 10.00
17	2367-908-403	14-Oct-2014	10:08	School Payments	Martin Collinos	55** **** **** 7025			Fakie Collings	1/21	Prep	Activities	Grade 5 Camp (Installments: 20000)	\$ 200.00	2	\$ 400.00
18	2367-908-403	14-Oct-2014	10:08	School Payments	Martin Collings	55** **** **** 7025			Fakle Collings	1/21	Prep	Giving	Library Fund (Library Fund: 10000)	\$ 100.00	1	\$ 100.00
19	0917-363-764	14-Oct-2014	14:23	Canteen	Martin Collings	45** **** **** 2561	15-Oct-2014	15-Oct-2014	Emma Collings	PREP H	Prep	Lunch Meals	Sandwich (Bread type: Wholegrain, Fillings: Onion, Toasted: Yes)	\$ 1.50	1	\$ 1.50
20	0917-363-764	14-Oct-2014	14:23	Canteen	Martin Collings	45** **** **** 2561	22-Oct-2014	22-Oct-2014	Fakie Collings	1/21	Prep	Lunch Meals	Sandwich (Bread type: White, Fillings: Ham, Toasted: Yes)	\$ 1.50	1	\$ 1.50
21	0917-363-764	14-Oct-2014	14:23	Canteen	Martin Collings	45** **** 2561	22-Oct-2014	22-Oct-2014	Fakie Collings	1/21	Prep	Snacks	Choc chip cookies - minis	\$ 1.00	1	\$ 1.00
22	8107-947-460	15-Oct-2014	09:48	School Payments	Martin Collinos	45** **** 2561			Emma Collings	PREP H	Prep	Giving	Library Fund (Library Fund: 45000)	\$ 450.00	1	\$ 450.00
23	8107-947-460	15-Oct-2014	09:48	School Payments	Martin Collings	45** **** 2561			Fakle Collings	1/21	Prep	Activities	Grade 6 Incursion (Installment: 5000)	\$ 70.00	1	\$ 70.00
24	5415-900-983	15-Oct-2014	13:16	Canteen	Perry Kick	46** **** 5301	22-Oct-2014	22-Oct-2014	Perry Kick	Staff	Year 6	Lunch Meals	Fresh Garden Salad	\$ 3.00	1	\$ 3.00
25	1890-913-062	15-Oct-2014	14:35	Canteen	Perry Kick	46** **** 5301	24-Oct-2014	24-Oct-2014	Perry Kick	Staff	Year 6	Lunch Meals	Sandwich (Bread type: White)	\$ 1.00	1	\$ 1.00
26	1890-913-062	15-Oct-2014	14:35	Canteen	Perry Kick	46** **** 5301	24-Oct-2014	24-Oct-2014	Perry Kick	Staff	Year 6	Hot Food	Cheesy Roll	\$ 3.00	1	\$ 3.00
27	3516-952-508	16-Oct-2014	14:34	Canteen	Superman	51** **** 2346	17-Oct-2014	17-Oct-2014	Someone's Child	PREP H	Prep	Snacks	Apple pie	\$ 2.20	1	\$ 2.20
28	3176-318-719	20-Oct-2014	13:05	Canteen	Test	51** **** 2346	21-Oct-2014	21-Oct-2014	Test Child	Prep 201	4 Prep	Snacks	Apple pie	\$ 2.20	1	\$ 2.20
29	1257-382-547	20-Oct-2014	13:06	School Payments	Test	51** **** 2346			Test Child	Prep 201	4 Prep	Activities	Grade 6 School Camp (Payment: Instalment 1 (by 30 march))	\$ 100.00	1	\$ 100.00
30	9955-152-674	20-Oct-2014	13:07	School Event ticket	t Test	51** **** 2346			Test Child	Prep 201	14 Prep	Activities	Grade 6 Graduation Ceremony	\$ 10.00	1	\$ 10.00
31	9143-110-535	20-Oct-2014	13.07	School Uniforms	Test	51** **** 2346			Test Child	Prep 201	4 Prep	Jumpers	Full Zip Polar Fleece Jacket (Size: Large)	\$ 35.00	1	\$ 35.00
32	1137-669-030	21-0ct-2014	14:29	Canteen	test only	44** **** **** 4444	23-0ct-2014	23-0ct-2014	Sam Worthington	1E	Year 1	Snacks	Apple pie	\$ 2.20	1	\$ 2.20
33	1137-669-030	21-0ct-2014	14:29	Canteen	test only	44** **** **** 4444	22-0ct-2014	22-Oct-2014	Sam Worthington	1E	Year 1	Drinks	Oak Ite Mik	\$ 2.00	1	\$ 2.00

#### View a Transaction Report



#### Schedule a Transaction Report

Select REPORTS-SCHEDULE

Transaction Reports-SCHEDULE





### \*NOTE\*

Select Daily Bank Cutoff and either 5 or 7 day reports to receive a report to specifically reconcile with the bank statements.

### Sticker Reports

Provide information in a label format for specific orders e.g. Canteen and Special Food Days.

Reports can be individualised in a variety of ways.

Jess Marney (Year: Prep, Class: Prep A) Milk [DRINKS: Chocolate] (2x) Party Pic Hot Dog [SAUCE: Yes]

Emerson Holloway (Class: Prep B, Year: Prep) Just Juice [DRINKS: Apple & Blackeurrant] Lasagne

Sandie Wishart (Class: Staff, Year: Staff) Plain Yoghurt The Edithvale Wrap [EDITHVALE WRAP: Mayo, Avocado, Lettuce, Chicke

---- n]

Lucas Wang (Class: Prep A, Year: Prep) (4x) Chicken Nugget

Fresh Fruit Salad - Small Milk [DRINKS: Chocolate]

Xavier Martine (Year: Prep, Class: Prep C) Hot Dog [SAUCE: Yes] Milk [DRINKS: Chocolate]

> Andrew Ellis (Class: 1A, Year: Year 1) Fried Rice (3x) Chicken Nugget

Milk [DRINKS: Strawberry]

### Tally Reports

Provide a summary for
products ordered e.g.
Canteen and Special Food
Days.

Reports can be individualised in a variety of ways.

am >> Yes: 5 Yes: 27 Yes: 19 Yes: 13 Yes: 17 e >> Yes: 39	103 23 70 45 21 25 50 39 16 9 1 1
am >> Yes: 5 Yes: 27 Yes: 19 Yes: 13 Yes: 17 e >> Yes: 39	103 23 70 45 21 25 50 39 16 9 11
am >> Yes: 5 Yes: 27 Yes: 19 Yes: 13 Yes: 17 e >> Yes: 39	23 70 45 21 25 50 39 16 9 11
Yes: 27 Yes: 19 Yes: 13 Yes: 17 e >> Yes: 39	70 45 21 25 50 39 16 9 1 1
Yes: 19 Yes: 13 Yes: 17 e >> Yes: 39	45 21 25 50 39 16 9 1 1
Yes: 13 Yes: 17 e >> Yes: 39	21 25 50 39 16 9 1 1
Yes: 17  e >> Yes: 39	25 50 39 16 9 1 1
e >> Yes: 39	50 39 16 9 1 1
e >> Yes: 39	39 16 9 1
	16 9 1
	9
	1
	1
	1.2
	17
	6
lam, Cheese, Tomato: 3, : 1, Cheese: 2	6
>> Chicken: 20, Beef: 2	22
3	4
Allied Macaroni & Cheese: asagne: 3 >> Strawberry: 1, :: 4	5
2	Allied Macaroni & Cheese: asagne: 3 >> Strawberry: 1, e: 4

## \*\*NOTE Special Food Day /Event Reports\*\*

Special Food Reports, Tally and Stickers are run off manually after the Cut-off date.

Sticker Report				Help 🕑
View Report 💿				0
Menu	Fixed Date Menu	v		
Date:	Sep 20, 2016			
Order By	Class			
	🗷 Year	=		
	Room	$\equiv$		
	Last Name			
	Check the box to show sticker header	v this field in the		
Filters	Manage filters			
Schedule a Report 🕘				0
			Cance	Generate

**Menu** – Choose the menu name required.

## Date – Choose the Fulfilment Date (The day of the event)

**Order by** – What the label title will include.

Filters – Enable specific features to be de-selected. e.g senior grades, select grades etc.

### Accountancy

Enables a CASES21 (Victorian State Government Schools) report to be generated from Qkr and imported into CASES21

Instructions for Exporting Qkr file and importing into CASES21 (refer to 'Importing

Cases21 Report			Help 🕜	Instructions' document
View Report <b>1</b>			O	Select Start and End date of the report
Start Date	10-Dec-2014			and time
End Date	12-Jan-2015	23 : 59 • •		
Report Type	Over the Counter Report Cases21 Report			Select Cases21 report to generate file
Filter by Department 🕑	Canteen			
	School Payments  School Event Tickets  School Lipiforme			Filter the
Schedule A Report <b>()</b>	School oniionns		0	Departments
		Cancel	Generate	
		Galicei		Select to create a scheduled report that will be emailed to you

### **Reports (Transaction)**

There are two types of reports that can be created,

- 1/ View Report
- 2/ Scheduled a Report

Select the report you require

F	Reports	
	View Report 🕕	0
	Schedule a Report 🛞	0

#### **View Report**

Choose this report when you wish to,

- 1/ Investigate a transactions
- 2/ Re-create a report for a particular date and bank period
- 3/ Combine reports together for particular dates and bank periods.

			Transaction Report					
		V	/iew Report 🕕			•		
	Select a Start Date and End Date		Shock Date	Jun 29, 2016		If you wa	ant to e with the	
Transactic details of	on Details provides full the transactions		End Date	Jun 30, 2016	17 : <u>30</u>	must sel both dat	ect 17:30 for	
			Report Type	Transaction Details     Transaction Summar	v			
Transactio report that amount sp and the to	n Summary provides a t summarises the pent on each product tal		Filter by Department 6	<ul> <li>Rendering Comp</li> <li>Qkr Marketing Comp</li> <li>Photos</li> <li>School Uniforms</li> <li>School Event tickets</li> </ul>	, etition		To reconcile w bank statemen departments n selected. Othe select the Depa you do not rea	ith the It all nust be rwise de- artments uuire.
			Select Generate report to down spreadsheet	e for the Iload on a		Generate		

### Schedule a Report

Choose this report when you wish to,

- 1/ Automatically receive reports to reconcile with the bank
- 2/ Automatically receive regular reports for different departments



### Suspend a Report

Reports can be suspended and resumed at a designated time. This is handy for holiday breaks and prevents your email being congested with unnecessary reports.



Select the date for the suspended scheduled report to resume. If the resume date is not a delivery date the next valid delivery date will be selected.

ſ	Select the date for the suspended scheduled	Oct 26	, 2018								1
	report to resume. If the resume date is not a	<		Oct	ober 2	018		>			
	delivery date the next	Mon	Tue	Wed	Thu	Fri	Sat	Sun			10
	valid delivery date will be selected	01	02	03	04	05	06	07			
		08	09	10	11	12	13	14	Cancal	<b>Caulo</b>	
		15	16	17	18	19	20	21	Cancel	Save	
		22	23	24	25	26	27	28			
		29	30	31	01	02	03	04			
		05	06	07	08	09	10	11			-

#### COMMUNICATIONS **Communications provides** information for Quri Store Manager How To Guide-• instructions for parents to register with Qkr 0 10 Newsletter Tips- Tips for • How To Guide parents to assist with Qkr- Handy for the school newsletter Qkr! Logo- Handy for • placing in the newsletter, invoices, camp and excursion Qkr! Logo information.



### ACCOUNTING



### Hide registrations with no matching reference number



### Attaching Bpay reference number to Non-Matches

Copy the Bpay/Customer Reference Number from the spreadsheet created from CASES21.(Victoria)

	Α	В	C	D	E	F	G	Н
1	STKEY	SURNAME	FIRST_NAME	SCHOOL_YEAR	DFKEY	SURNAME_A	BPAY_REFERENCE	STATUS
2								
З	DAL0002	DALY	Isabella	5	ABD0004	ABDULRA	1230111456	ACTV
4	DAL0003	DALY	Nur Ilaria	2	ABD0004	ABDULRA	1230111456	ACTV
5	ABE0001	ABEYCAN	Nikita	6	ABE0002	ABEYCAN	1230106727	LVNG
6	ABE0006	ABEYCAN	Тауа	4	ABE0002	ABEYKCAN	1230108737	ACTV
7	AJR0001	AJROH	Alannah	6	AJR0002	AJROH	1230148925	LVNG
8	AJR0003	AJROH	Kyara	3	AJR0002	AJROH	1230107925	ACTV
9	AKH0001	AKHRAJENKO	Victoria	0	AKH0002	AKHRAJENKO	1230111592	FUT

Paste it into the Customer Reference field in the Non-Matches making sure that it link to the correct family.



### **Qkr! SETTINGS**

On the start up screen choose to reveal settings

#### Choose

1/ My Receipts-to view your receipts

2/ Manage Payment Cards- to Add, Edit or Delete a card.

3/ **Inbox**- view Push Notification messages

4/ My Profile- enables the editing of name, email and password

4/ Settings -reveal more options (screen shot below)

5/ Sign Out- Registration sign out.



2.12 PM

Qkr! ;

Discove

vity

Swipe left to return back your school main screen.

Reset Password

Choose Edit



### **Viewing Receipts**

Receipts of purchases can be viewed on your phone and emailed to you.





### CREATING FORMS

Forms can be used for a variety of purposes such as permission, competition and volunteer forms.

Forms can be voluntary or mandatory.

Mandatory forms ensure that the payment and form are completed at the same time.

When first using forms create a template form first and then copy your forms from the template to save repeating steps every time you create a form.

Forms are collected under Form Submissions.

**Generate PDF** enables you to view the completed forms individually and also a summary sheet containing vital information.

View enables the data to be placed into a spreadsheet.

#### Create a Template Form (e.g. Excursions)

Swimming Carnival 2016

Select FORMS-TEMPLATES

Departments

		Quicker Scribor Fully Functional Demo	remplates Form Subj	missions				Help 😨	
	•	Departments	A Consumer informatio	n will be purged after order	fulfillment. Click View to s	see the purge date 🙁			
	Ð	Menus	Menu name 👻	Product name 🗢	Event Date 🗢 Subi	missions 🗢			
	₽	Products	Training - deleted - 146303	26 August - Current Users	N/A	1	Generate PDF	View	•
	<b>"</b>	Option Sets	Payments	Grade 2 Author Visit	N/A	9	Generate PDF	View	•
	\$	Coupons	Payments	test form 2	N/A	1	Generate PDF	View	•
		Reports	Payments	School Swimming Program	N/A	36	Generate PDF	View	-
5	e e	Forms	Payments	Mathletics	N/A	12	Generate PDF	View	-
		Communications	Payments	Magic Show	N/A	71	Generate PDF	View	•
	Acc	ounting 🗸 🗸	Payments	Forms Test Product	N/A	1	Generate PDF	View	-
Merchant Home	Forms	Select-NEW	/ TEMPLAT	E			Неір 🕑		
Fully Functional	Templates	Form Submissions					New Template		
<b>*</b>	, emplated								

14-Sep-2016

Edit 👻

Enter the Template Name- NEXT Create rplate Products Products Option Sets	
*NOTE**	
his is just the cut off section of the form the parent returns to the school. Information has already been provided to the parents via other methods.	

Demo	Template name Excursion Templat Field Label To start building your form, choose the relevant fields	Tick if required	Form field buttons Add Your Text Address	Add Your Text allows small pieces of essential information to be added. e.g Zoo Excursion. It does not provide a field for the parent to answer.
Coupons	To preview the form that you are b	uilding, click the Save and View button	Alternative Address Address Line	
Forms Communications Accounting	A variety of fields c selected that perfo roles.	an be rm specific	Address Line 2 Emergency Contact Name Emergency Contact Phone Emergency Contact	These two fields specifically relate to creating the summary page
pplication Version: MSS 1.19 c19e9ef6ebcc5e850e385a8c2f641aa25259e7 Jkon Sep 19 102823 CD 2016	Is a signature on this form mandatory?	will be able to be completed but the submission of this form	Image: region of contact       Name 2       Emergency Contact       Phone 2       Postcode       Suburb	If you also wish other information to appear on the summary page, use either of these fields and rename. e.g Home group
	will be optional. You acknowledge and agree that information included in the your school. Your school agrees and warrants to process col protection laws	Form is collected and processed by MasterCard on behalf of lected personal information in compliance with applicable data Cancel	Text Field Yes / No Pick One Pick Multiple	



### Save And View

Selecting the Save And View button will display how the form will be displayed on the phone.

Loo Excursion	
mergency Conta	act Name *
mergency Conta	act Phone *
have read the in	formation provided by the school in
hild to attend	cursion and r give permission for my
lome group	
PA 🔻	
ull Name of Sign	natory *

### Attaching the form to a product

Your product must be in a Menu before the form can be added.

Select MENU-VIEW MENU-CUSTOMIZE for the product you wish to add a form to.

Filter by Category		zoo			Add Product(s) to menu
All Categories		Zoo Trip		\$20.00	Custometra
Activities 12	≡		Select CUSTOMIZE	\$20.00	Customize 👻
Trips 13	≡	Yr 2 Zoo		_ · · · · · · · · · · · · · · · · · · ·	Customize 👻

Customize <b>Yr 2 Zc</b>	oo for Payments			Help 🕑			
	Yr 2 Zoo 🔹 Excursi	ons/Incursions			Select Forms		
Customizations	🛗 Availability	⊘ Order Restrictions 🗘 №	Notifications	ms			
Custom Short Descripti	ion 12th Oct						
Customize <b>Yr 2 Zoo</b>	o for <b>Payments</b>			Help 😧			
Yr	2 Zoo 🏾 Excursio	ns/Incursions			Select Add for	n	
Customizations	🛗 Availability	Ø Order Restrictions △ N	otifications 🗋 For				
	Attach a	form to this product Add form	n				
Customize <b>Yr 2 Z</b>	oo for Paymen	ts		Help 🕑			
	Yr 2 Zoo 🔸 Excu	rsions/Incursions		Â	Locate and Se	your form lect Add	
Customizations	Availability	Order Restrictions	△ Notifications	Forms			
Banyule term	1 yr 5/6			Add			
Banyule term	2 yr 5/6			Add			
Customize <b>Yr 2 Zo</b>	o for Payment	s		Help 🛛			
N TAK KAYAS BAY				-			
Customizations	🛗 Availability	Order Restrictions		🗅 Forms			
Zoo E	xcursion			_			
Emerg	gency Contact N	lame *					
Emerg	gency Contact F	hone *					
I have	e read the inform	nation provided by the sc	hool in relation to				
the ex Home	group	ive permission for my ch	ilu to attend			Soloot SAVE	
Full N	ame of Signato	rv *				Select SAVE	
Once	you completed	the form return to the car	rt and complete				
the pu	urchase.			-			
			Cancel	Save			53

### Removing a Form

Select MENU-CUSTOMIZE-FORMS

	Scroll down to the
	bottom of the form Select Remove Form
Emergency Contact Phone • I have read the information provided by the school in relation to the excursion and I give permission for my child to attend Home group PA • Full Name of Signatory •	**NOTE** A form must be removed from the product before it can be edited and the re attached.
Once you completed the form return to the cart and complete the purchase. Indicates Required Field	<ul> <li>**NOTE**</li> <li>Once a product has been purchased with a form attached it cannot be removed.</li> <li>A new form and product must be created.</li> <li>Consult your Account Manager for support.</li> </ul>

### Generate PDF

When generating forms as PDF's you will be able to sort them according to the following criteria.

ed	Areport Sort Options	×	•
	Sort by Surname $l_z^{\mathbb{A}}$		
\$	Surname		
irr	O Year		
٥r١	O Class		
	Room		
nin	ОК		
1			

As purchases are made with forms attached they are stored in Store Manager-FORMS

A Summary Page is generated followed by the PDF of the actual form the parents completed.





#### \*\* NOTE\*\*

Information provided by the parent on the form will only be held for a period of *90 days* from the submission date. At that time the information will be *purged*.

#### View Data

View Data enables the information provided on the form to be exported into excel for further manipulation and sorting.

If you wish Home group data to appear in the excel spreadsheet then on the form use the PICK ONE field and list the Home Groups for parents to choose. Select the box to add the tick to make the field mandatory.

Communications				Name	
Accounting Y	Home group Use this when you want a parent to	PC 1A 18 1C	@ ≡	Emergency Contact Phone	
Settings 🗸 🗸	of options		dd a Home	Emergency Contact Name 2	Use the PICK ONE field and
Kastor Version 163, 1.13 Holdsbacksfellike/Disabation	Aul Name of Signatory	al F	nd select	Emergency Contact Phone 2	list the Home Groups.
Change the	Once you have completed the form return to the cart payment leven if the product is zero§	and complete you		Postcode	7 /
title to Home				Suburb	
Broop	_			Text Field	
	Is a signature on this form mandatory?	,		Yes/ o	
	Is completion of this form mandatory? YES	)		Pick One	

### MANAGEMENT

#### Create a new user to access the Store Manager (Administration)

To create a new user to be able to access the Store manager with their own user name and password select, SETTING-USER MANAGEMENT-CREATE USER

								<u>V</u>		
		User	Management					Create User		
Settings	<u>^</u>	Userr	name 🔺	Name 🌢	Status 🕈	Role 🗘	Partner Name 🌣			
Appearance		Qkr.s	choolmanager@gmail.co.	James King	Activated	Merchant M	Manager	Edit -		
🏟 Refunds							Create User			
📞 Contact	ıgs						Role Merchant Manager			
📸 Students		Add	the det	ails requir	red		Email Address *			
🔅 Super Config							First Name *			
📸 User Managerne	ent						Last Name *			
										5
								Cane	Create	
Send activation e-mail								Sele	ect Cr	eate
Would you like to send an activ	vation email now?									
			Cancel	Confirm		Con	firm			
					2					
	E-mail sent successfully to jane.cook	Dhotmail.cr.fi OK		o	Selec	t Ol	κ	Select 📑		
User Management		$\mathbf{\cup}$		Create User				SEND	, I	
Username 🗸 Name 🗘	Status 🕈	Role 🕈	Partner Name 🌩					NOTIFICAT	ION	
Qkr.schoolmanager@gmail.co James King	Activated	Merchant Manager		Edit 👻				to resend a	,	
jane.cook@hotmail.com Jane Cook	Inactive	Merchant Manager		Edit 👻				notification	י ו	

The recipient will receive an email from Mastercard that will enable them to,

#### ACTIVATE ACCOUNT

They have 24 hours to activate it or else the email will have to be sent again. When the account is activated it will display as ACTIVE in Status.

#### Delete a User Manager

Select SETTINGS-USER MANAGEMENT- Drop Down Arrow- DELETE

	User Management				C	reate User
#	Username 👻	Name •	Status 🕈	Role 0	Partner Name	
	Qkr.schoolmanager@gmail.co	James King	Activated	Merchant Manager		Edit 👻
	jane.cook@hotmail.com	Jane Cook	Inactive	Merchant Manager		Edit 💌
					<ul> <li>■ Delete</li> </ul>	

When deleting User Managers also go to REPORTS-SCHEDULED REPORTS-CURRENT-EDIT and delete their email from any reports

### PROFILE MANAGEMENT

### Editing a Profile

Select-SETTINGS-STUDENTS-EDIT PROFILE

Student Settings	Select Edit	
		Create Student P
Profile Name	Profile Options	
Class	P-Blue, 1-Red, 2/3-Green, 4-White, 5-Yellow, 6-Purp.	Edit 🗸 🗮
Year	Pre-primary,Year 1,Year 2,Year 3,Year 4,Year 5,Y.	Edit 🗸 🗮

### Adding a Profile

#### Select-SETTINGS-STUDENTS-EDIT PROFILE

Add information into the New Option at the bottom of the Profile Options list.



Once an edit or new addition has been made select SAVE the customer/parent will receive a message when they access Qkr to 'Update their Profile'.

### Commencing a New Year

Edit and/or add new profile options for the new year SAVE

Student Settings			1
		Create Student Profile	
Profile Name	Profile Options		
Class	P-Blue, 1-Red, 2/3-Green, 4-White, 5-Yellow, 6-Purp.	Edit 👻 🗮	
Year	Pre-primary,Year 1,Year 2,Year 3,Year 4,Year 5,Y.	Edit 👻 🗮	
	Clicking "Send Notification" will send a message to all parents informing them that they need to update their children"s settings in the Qkrt app before the start of the new school year.		Select SEND NOT
	Note: Clicking "Send Notification" will wipe the current Year, Class or Homegroup settings for each child registered on Qkr! forcing the parent to re-enter this information the parent attempt to use Qkr! Send Notification		

Select 'SEND NOTIFICATION' All customers/parents will be notified update the child's Year and Home group/class profile (Refer to Appendix 1 for "Updating Homegroup Reminder' notice

### Support

#### Video Tutorials

Video tutorials can be found in the Store Manager when you log onto your school.

- How do I update a price of a product?
- How do I hide a product?
- How do I create a product with options?
- How do I generate reports?
- How do I create a fundraising event?
- How do I setup installment payments?
- How do I create products with variants?
- How do I create products with a free text notes field?
- How do I create a food item with options?
- How do I create a basic excursion?
- How do I create a special food day?
- How do I create and use option sets?
- How do I hide dates when the canteen is closed?
- How do I enable or disable credit notes on a menu?
- How do I set stock control for a product?
- How do I customize order restrictions on a product?
- How do I create a form for a product?

## Qkr Forum

### Click on link

https://groups.google.com/forum/#!forum/qkrforum

### Create Account

### Google

### One account. All of Google.

Sign in to continue to Google Groups



First Name - Last Name

Click on 'I prefer to use my current email address'

Type in your school email and create a password

	Name		
	First Last		
	Choose your username		
	@gmail.com		
The forum guidelines for	1 prefer to use my current email address		
display name are First Name,	Create a password		
Last Name, School Name,	Confirm your password		
State. For example: John			
Doe, Quicker Primary School,	Birthday		
VIC	Month		
	Gender		
	I am 💠		

#### Contact: Susan Butler Office

Phone No: 03 9098 2315

Mobile: 0438 961 578

#### Appendix 1- Updating Homegroups/Class Reminder

