

# School Store

Last Modified on 01/28/2026 9:29 am CST

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The Infinite Campus School Store gives members of your school easy online access for purchasing goods and services. Each school in your district can have their own store. The stores display in Campus Parent and Campus Student.

This article walks you through the setup process step-by-step.

- [Step 1. Enable School Store in the Digital Repository](#)
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## Step 1. Enable School Store in the Digital Repository

Tool Search: Digital Repository

Before you can set up the School Store, you must enable the School Store in the Digital Repository tool by marking the **School Store** checkbox at the bottom of the screen then clicking Save. For more information about the Digital Repository, see the [Digital Repository](#) article on the Campus Community.

Cost Calculation

File Upload

Cache Size: 5 GB

Max File Size: 10 MB

Enable Locations:

- School Store
- Survey
- Staff Evaluations

Terms of Service

Accepted By: Administrator, Demo

Accepted Date: 05/13/2022 14:20

**Save** **Refresh** **View Terms**

## Step 2. Set up Product Types

Tool Search: Product Types

### About Product Types

Product Types are assigned to Products and to Fund Accounts. When a product is purchased, funds are deposited into the bank associated with the Fund Account to which you assigned the Product Type.

### Important Information About Product Types

- Product Types are not unique for each school. Once a Product Type is added, it is available to every school in the district.
- You cannot delete a Product Type if it's tied to an active product in the Inventory. However, you can edit the Product Type.

Product Types 

System Settings &gt; School Store &gt; Product Types

	Name *	
<a href="#">Edit</a>	<a href="#">Delete</a>	Athletics
<a href="#">Edit</a>	<a href="#">Delete</a>	Football Booster
<a href="#">Edit</a>	<a href="#">Delete</a>	Hockey Booster
<a href="#">Edit</a>	<a href="#">Delete</a>	PTO Fundraising
<a href="#">Edit</a>	<a href="#">Delete</a>	School Care
<a href="#">Edit</a>	<a href="#">Delete</a>	School Supplies
<a href="#">Edit</a>	<a href="#">Delete</a>	Spiritwear

[◀](#) [◀](#) [1](#) [▶](#) [▶](#)

1 - 7 of 7 items

[New](#)

## Step 3. Set up Fund Accounts

Tool Search: Fund Accounts

Fund Accounts identify which bank accounts are used for items purchased in the School Store. You can manage Fund Account in the Payments Setup tool.

You can assign each Product Type to a unique Fund Account or group Product Types together on the same Fund Account.

You can **NOT** remove a Product Type from a Fund Account after you save your changes.

See the article [Fund Accounts \(Payments Setup\)](#) on the Campus Community for more information about setting up Fund Accounts.

**Payments Setup ☆**

System Settings > Payments > Payments Setup

<b>Online Payments</b> <input checked="" type="checkbox"/>	<b>Fund Account</b>				
<b>Vendor Information</b>	<input checked="" type="checkbox"/> Active				
<b>Bank Accounts</b>	<b>Bank Account ID *</b> Fees-School				
<b>Portal Settings</b>	<b>Fund ID *</b> Arthur Fees				
<b>Fund Accounts</b> <table border="1"><tr><td>Arthur Fees</td><td>4670</td></tr><tr><td><input type="button" value="New"/></td><td><input type="button" value="Print All"/></td></tr></table>	Arthur Fees	4670	<input type="button" value="New"/>	<input type="button" value="Print All"/>	<b>Fund Account for:</b> <input type="checkbox"/> Default <input type="checkbox"/> Food Service <input checked="" type="checkbox"/> Fee Types <span style="border: 1px solid #ccc; padding: 2px;">Activity X Athletics X Field Trip X Library Fee X Technology X Transportation X</span>
Arthur Fees	4670				
<input type="button" value="New"/>	<input type="button" value="Print All"/>				
	<input checked="" type="checkbox"/> School Store Product Types <span style="border: 1px solid #ccc; padding: 2px;">Athletics X School Care X PTO Fundraising X Spiritwear X</span>				
	<input type="button" value="Save"/> <input type="button" value="Close"/>				

## Step 4. Create a Store for Each School

Tool Search: School Store Settings

The Settings tool allows you to choose where you want the School Store to display and set up different options for every store. From here you can also set up [Public Store](#) options. The Public Store is a website where anyone can shop for goods or services from your district.

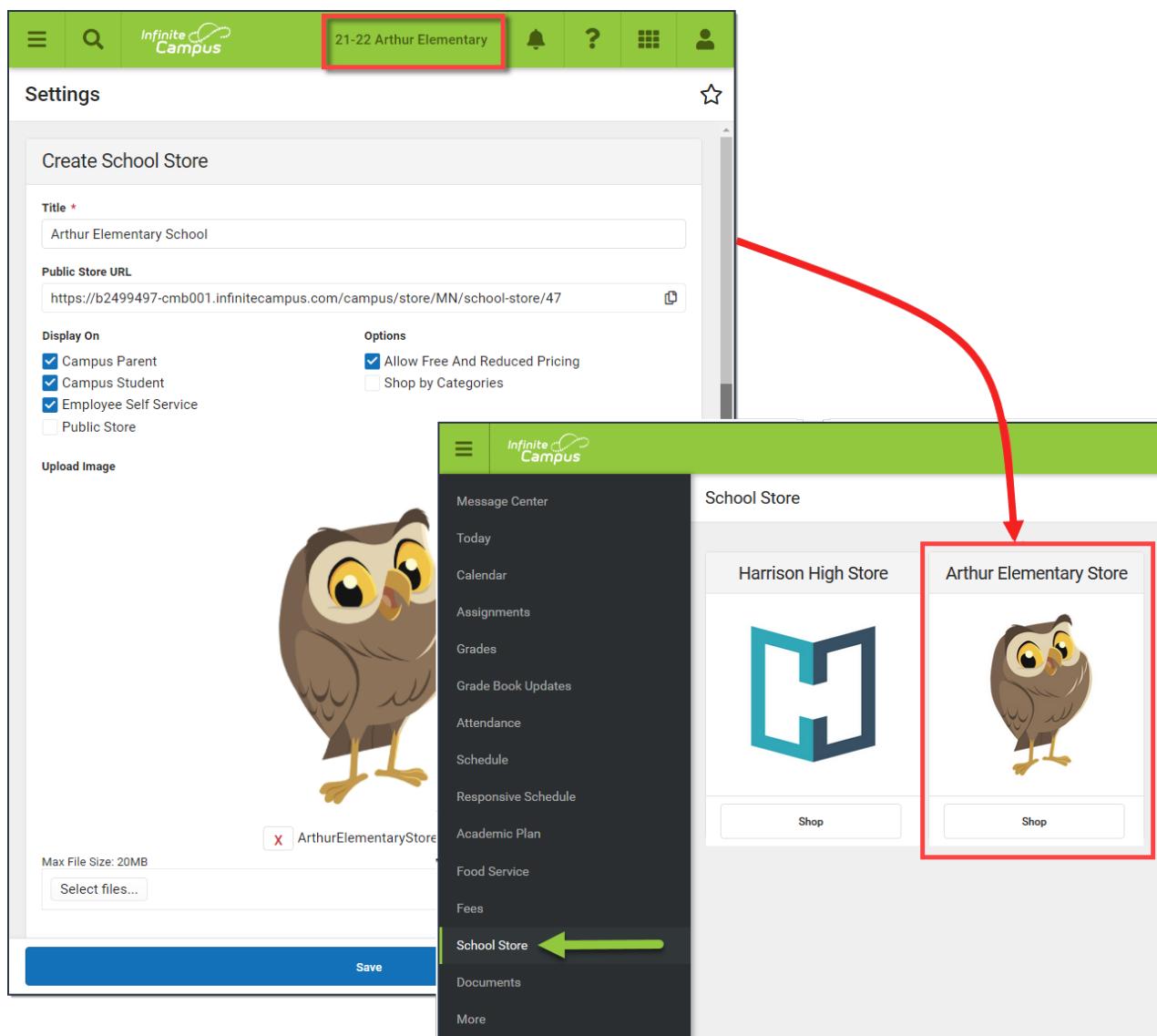
### What can I do?

- [Create a School Store](#)
- [Create a Public Store](#)

## Create a School Store

Create a store for each school by selecting the school in the Campus toolbar. Use the field

descriptions provided here to complete the screen then click **Save**. Repeat this procedure for each school that is going to have a school store.



The screenshot shows the Infinite Campus interface for creating a school store. The top header displays the school year '21-22 Arthur Elementary'. The main form is titled 'Create School Store' and includes fields for 'Title' (Arthur Elementary School), 'Public Store URL' (a generated URL), 'Display On' checkboxes (Campus Parent, Campus Student, Employee Self Service, Public Store), and 'Options' checkboxes (Allow Free And Reduced Pricing, Shop by Categories). A large image of an owl is uploaded under 'Upload Image'. The sidebar menu on the left includes links for Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Academic Plan, Food Service, Fees, and School Store. The 'School Store' link is highlighted with a green arrow. The right side shows a list of 'School Store' cards, with the 'Arthur Elementary Store' card highlighted by a red box and a red arrow pointing to it from the top header. The card features the school's owl logo and a 'Shop' button.

## Field Descriptions (School Store)

Field	Description
<b>Title</b>	The name of the store.
<b>Display On</b>	You can display the store in <b>Campus Parent</b> , <b>Campus Student</b> , <b>Employee Self Service</b> or the <b>Public Store</b> . If you do not want the store to display, do NOT mark the checkbox.
<b>Allow Free and Reduced Pricing</b>	When this checkbox is marked, students that have an active eligibility record and who have the School Store permission sharing selected can be given a reduced price for items in the store. The reduced price is set up on the product. If you do not set up a reduced price, the student is charged the regular selling price.

Field	Description
<b>Shop By Categories</b>	<p>This option allows you to set up the School Store for users to shop by category or by products.</p> <ul style="list-style-type: none"><li>• When this checkbox is marked, the first page in the store displays the <a href="#">Categories</a>. Users can select a Category to see the products they can purchase.</li><li>• When this checkbox is <b>not</b> marked, the first page in the School Store displays all of the products in the store. Users still have the option to view and group the products by category from the products page.</li></ul>
<b>Image Upload</b>	<p>A picture that represents the school store in Campus Student and Campus Parent. If this is your first time uploading an image in Campus, Campus prompts you to accept the Terms and Conditions.</p> <p>Mark the checkbox before you save.</p> <p><b>Consent:</b></p> <p><input checked="" type="checkbox"/> I consent to be bound by the Terms and Conditions of the Acceptable Use Policies of both the District and Infinite Campus.</p> <p>The image must use one of the following extensions: .jpg, .jpeg, .png, or .gif.</p>

## Create a Public Store

Create a [Public Store](#) by selecting **All Schools** in the Campus toolbar. Use the field descriptions provided here to complete the screen then click **Save**.

**Tip:** See the [Public Store Overview](#) for more information about setting up a Public Store. There are multiple steps that you must complete before products can be purchased on the Public Store.

20-21

## Settings ★

School Store > Administration > Settings

### Public Store

ON

#### Public Store Home Page

**Title \***  
Plainview Schools District Store

**Public Store URL**  
<https://infinitecampus.com/campus/store/MN>

**Require User Account**

**Description**  
Format   
Thanks for supporting our Student Council and Booster Club by shopping at the School Store!

#### Logo Upload



 PlainviewDistrictLogo.png  
Max File Size: 20MB

Context

Year  
20-21

School  
All Schools

Save Cancel

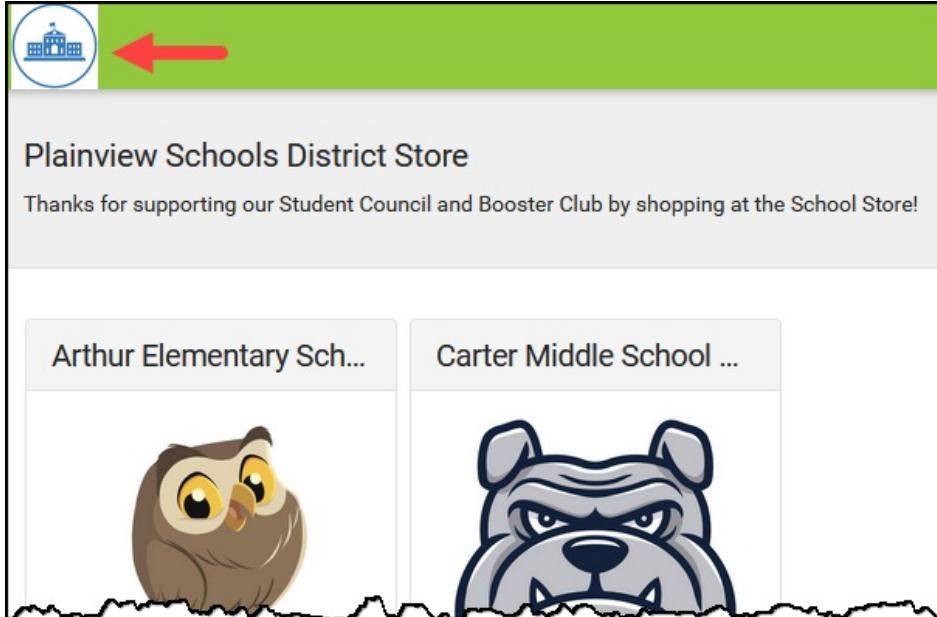
Example Public Store Settings

## Field Descriptions (Public Store)

Field	Description
-------	-------------

Field	Description		
<b>Public Store ON/OFF</b>	<p>Once the Public Store toggle is switched to ON, people can use the Public Store Link found on this Settings page to shop at your Public Store.</p> <div style="border: 1px solid #f0e68c; padding: 10px; margin-top: 10px;"> <p>You must fill in the Public Store Home Page section before the Public Store toggle can be switched to ON.</p> </div>		
<b>Public Store Home Page</b>			
<b>Title</b>	<p>The name of the store as it appears in Campus Student and Campus Parent.</p>		
<b>Public Store URL</b>	<p>This is the link people can use to shop at your Public Store. The URL is cannot be modified.</p>		
<b>Require User Account</b>	<p>Public Store customers can create a user account before they make purchases on the Public Store. If you mark this checkbox, customers will be <b>required</b> to create a user account before making a purchase.</p>		
	<p>When someone creates an account, their name and email address are saved in Campus in the Demographics tool and Campus assigns the <i>Public Store</i> Homepage to their <a href="#">user account</a>. Public Store customers can review their payment methods and purchase history after they log in.</p> <p>▶ <a href="#">Click here to expand...</a></p>		
			
	<p><b>User Account Information</b> </p> <p>User Management &gt; User Accounts &gt; User Account Information</p> <p> <a href="#"> Save</a> <a href="#"> Delete</a> <a href="#"> Login As User</a> <a href="#"> User Rights Summary</a> <a href="#"> Reset Account Settings</a> </p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>User Account Editor</b></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><b>*Username</b> joe.smith</p> <p>Expires Date <input type="text" value="2023-07-01"/></p> <p><input type="checkbox"/> Force Password Change <input type="checkbox"/> Disabled <input type="checkbox"/> Exclude From Multi-Factor Authentication <input type="checkbox"/> Time-based Two-factor Authentication w/ Enhanced Security</p> </td> <td style="vertical-align: top; padding-left: 20px;"> <p><b>Password</b> <a href="#">Reset Password</a></p> <p><b>Homepage</b> <input style="border: 1px solid red; width: 150px; height: 20px;" type="text" value="Public Store"/></p> </td> </tr> </table> <p style="text-align: right; margin-top: 10px;"> <i>- Modified by: OAuth2, Public Store 06/24/2021 09:50 - Created Date: 06/24/2021 09:50</i> </p> </div>	<p><b>*Username</b> joe.smith</p> <p>Expires Date <input type="text" value="2023-07-01"/></p> <p><input type="checkbox"/> Force Password Change <input type="checkbox"/> Disabled <input type="checkbox"/> Exclude From Multi-Factor Authentication <input type="checkbox"/> Time-based Two-factor Authentication w/ Enhanced Security</p>	<p><b>Password</b> <a href="#">Reset Password</a></p> <p><b>Homepage</b> <input style="border: 1px solid red; width: 150px; height: 20px;" type="text" value="Public Store"/></p>
<p><b>*Username</b> joe.smith</p> <p>Expires Date <input type="text" value="2023-07-01"/></p> <p><input type="checkbox"/> Force Password Change <input type="checkbox"/> Disabled <input type="checkbox"/> Exclude From Multi-Factor Authentication <input type="checkbox"/> Time-based Two-factor Authentication w/ Enhanced Security</p>	<p><b>Password</b> <a href="#">Reset Password</a></p> <p><b>Homepage</b> <input style="border: 1px solid red; width: 150px; height: 20px;" type="text" value="Public Store"/></p>		

Field	Description
<b>Description</b>	<p>The text you enter in this field displays below the Title on the Public Store.</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center;"><p><b>Plainview Schools District Store</b></p><p>Thanks for supporting our Student Council and Booster Club by shopping at the School Store!</p><div style="display: flex; justify-content: space-around; margin-top: 20px;"><div style="text-align: center;"><p>Arthur Elementary Sch...</p><p><a href="#">Store</a></p></div><div style="text-align: center;"><p>Carter Middle School ...</p><p><a href="#">Store</a></p></div></div></div>

Field	Description
<b>Logo Upload</b>	<p>A picture that represents the Public Store. This image displays at top of the page.</p> <p>The image must use one of the following extensions: .jpg, .jpeg, .png, or .gif.</p>  <p>If this is your first time uploading an image in Campus, Campus prompts you to accept the Terms and Conditions. Mark the checkbox before you save.</p> <p><b>Consent:</b> <input checked="" type="checkbox"/> I consent to be bound by the Terms and Conditions of the Acceptable Use Policies of both the District and Infinite Campus.</p>

## Step 5. Set up Categories

Tool Search: School Store Categories

Categories are how similar products are grouped together in the store. When a portal user selects a category, only the products assigned to that category display. Inactive categories and active categories with NO active products do not appear in the School Store.

- If you select **All Schools** in the Campus toolbar, the Categories for every school can be seen.
- If you set the **Show Inactive** toggle to **ON**, inactive Categories also display. Otherwise, when the toggle is set to **OFF**, only active Categories display. Inactive Categories can be deleted if there are no Products assigned.

Search for a tool or student

20-21 Kennedy Elementary

Categories ★

School Store > Administration > Categories

Product Association: All

Category Search

Show Inactive: ON

Food Service Pre-Order	Fundraisers, Donation...	School Care	School Supplies
 LUNCH TIME	 Fundraisers, Donation...	 School Care	 School Supplies
<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>

New

Example Categories

## Create a New Category

Categories ★

School Store > Administration > Categories

Product Association: All

Category Search

Show Inactive: ON

Food Service Pre-Order	Fundraisers, Donation...	School Care
 LUNCH TIME	 Fundraisers, Donation...	 School Care
<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>

New

1. Click **New** in the action bar.

### Result

The Category panel displays. The **Active** checkbox and the **Display On Portal** checkbox are automatically selected.

Category

Active

Name \*

School \*

Product Association \*  General Product  Activity Registration

Display On  Portal  Employee Self Service  Public Store  Mobile Payments

Image Upload



Volleyball.png

Max File Size: 20MB

2. Enter a **Name** for the category.

3. Select the **Schools** where the category will be available.

This field only displays schools you have tool rights to.

4. Mark the appropriate **Product Association** checkboxes:

- **General Product** - Mark this checkbox if the category will include products for purchase in the School Store.
- **Activity Registration** - Mark this checkbox if the category will include activities for which students can register. When this checkbox is marked, Campus makes the category available for selection in the [Activity Builder](#). If this checkbox is not marked, the category will not be available in the Activity Builder.

When using Activity Registration, review information related to Restrict to Associated School Enrollments. When this checkbox is marked within the Activity Builder, the Recipient dropdown list will only display students who have an enrollment in the active school year at the school to which the activity is attached. This includes primary, secondary, and enrollments with a future end date.

5. Mark the appropriate **Display On** checkboxes:

- **Portal**

**Tip:** This checkbox is automatically selected on new Categories. Clear this checkbox if you do not want this Category to display in Campus Parent or Campus Student.

- **Employee Self Service**

- **Public Store**

- **Mobile Payments**

The options **Employee Self Service**, **Public Store**, and **Mobile Payments** must have **General Product** selected (under **Product Association**).

6. Use the **Select Files** option to upload an image for the category.

The image must use one of the following extensions: .jpg, .jpeg, .png, or .gif.

7. Click **Save**.

**Result**

The Category is ready for you to add Products.

After Categories are set up:

- if someone else wants to edit the School field on the Category, they must have tool rights to all of the assigned schools. Otherwise, they cannot make changes to the School field.
- if you decide to deactivate a Category and active products are tied to the Category, Campus also deactivates the products and the products will not display in the School Store until they are manually made active again.
- the Product Category is a required field on the [Orders Report](#). If you remove a school from a Category, you will not be able to use the Orders Report for purchases made for that combination of Category and School.

# Step 6. Set up Products

[Step 1. Enable School Store in the Digital Repository](#) | [Step 2. Set up Product Types](#) | [Step 3. Set up Fund Accounts](#) | [Step 4. Create a Store for Each School](#) | [Create a School Store](#) | [Create a Public Store](#) | [Step 5. Set up Categories](#) | [Create a New Category](#) | [Step 6. Set up Products](#)

Tool Search: General Product

After Categories are set up, Products can be created using the Product progress tracker. The Product progress tracker includes the following three parts:

- **1** - Product
- **2** - Product Items
- **3** - Availability

To get started, select **All Schools** or a specific school in the Campus toolbar, then click the **Products** button on a Category.

If you create a Product and decide you do not want it, you can delete the Product if it has never been purchased.

The screenshot shows the 'General Product' page in the Infinite Campus system. The top navigation bar includes the Infinite Campus logo, a search bar, the school year '20-21 Arthur Elementary', and various icons for notifications and help. The main content area is titled 'General Product' with a star icon. Below the title, a breadcrumb navigation shows 'School Store > Product Inventory > General Product'. The page is divided into four main categories: 'Food Service Pre-Order', 'Fundraisers, Donation...', 'School Care', and 'School Supplies'. Each category has a representative image and a 'Products' button. The 'Food Service Pre-Order' category features a chalkboard with 'LUNCH TIME' written on it, along with a clock, an apple, and a chalk stick. The 'Fundraisers, Donation...' category shows a hand holding a small jar with a red heart and some coins. The 'School Care' category displays a colorful illustration of children jumping. The 'School Supplies' category shows various school supplies like pens, paper, and a calculator.

## Part 1 - Product

**Pencils**

1 Product      2 Product Items      3 Availability

**Product Name \***  
Pencils

**Categories \***  
Course Materials (Harrison High)  Course Materials (Fillmore Middle School) 

**Product Type \***  
School Supplies

**Purchase Limits**  
(Portal & Employee Self Service only)

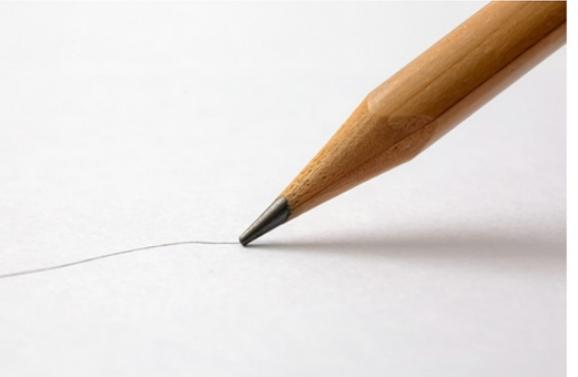
**Description**

A:      

Pre-sharpened wood case #2 HB pencils with a non-smear eraser.

Characters : 62/1000

**Image Upload**



 Pencil.jpg

Max File Size: 20MB

Select files... Drop files here to upload

**File Upload**

Max File Size: 20MB

Select files... Drop files here to upload

**Receipt Comments**

Thank you for your purchase. School supplies are delivered to homeroom classrooms every morning.

**Variable Rate**  **Partial Refunds**  **Inventory Tracking**  **Customer Comments**

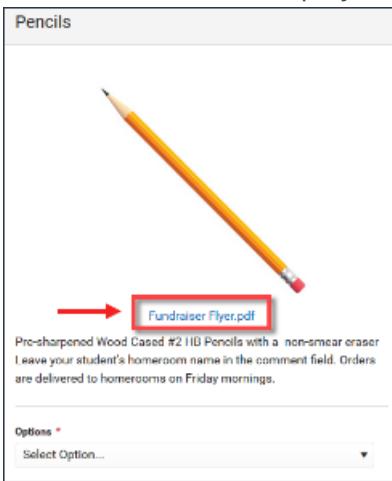
**Default Comments**

Please enter your student's homeroom number here.

**Cancel** **Save**

Field	Description
<b>Product Name</b>	The name that displays in the School Store, Public Store, Employee Self Service, and/or Campus Mobile Payments.
<b>Categories</b>	<p>The Categories under which you want the Product to appear. You can select multiple Categories.</p> <p>When you select a Category in School Store, Public Store, Employee Self Service, and/or Campus Mobile Payments, the assigned Products display.</p> <p>The Products and Items associated with the Category are available for selection when setting up the Event Layout,</p>
	<p>The Product Category is a required field on the <a href="#">Orders Report</a>. If you remove a school from a Category, you will not be able to use the Orders Report for purchases made for that combination of Category and School.</p>
<b>Product Type</b>	The Product Type to which you want to assign the Product. When this product is purchased, funds are deposited into the bank associated with the Product Type's Fund Account.
<b>Purchase Limits</b>	<p>Purchase Limits restrict the number of products or product items that can be bought for an individual recipient.</p> <ul style="list-style-type: none"> <li>• If you choose <b>Product</b>, the purchase limit is set in Part 3 - Availability.</li> <li>• If you choose <b>Product Item</b>, the purchase limit is set in Part 2 - Product Items.</li> </ul> <p>If you choose not to use this feature, Campus automatically limits the number of products that may be purchased to 10 products per recipient.</p> <p>Purchase Limits can only be used in Parent Portal, Student Portal, and Employee Self Service.</p>
<b>Description</b>	Detailed information about the product. This Description appears below the picture of the product.

Field	Description																										
<b>Receipt Comments</b>	<p>This field allows for comments or special instructions to be added to a customer's receipt when the product is purchased. Comments appear below the purchased item.</p> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>Thank You For Your Payment</b></p> <p>Page 1 of 1</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Date:</b> 07/17/2020</td> <td style="width: 33%;"><b>Reference:</b> 195867168</td> <td style="width: 33%;"><b>Payment Method:</b> visa *0026</td> </tr> <tr> <td><b>Service Fee:</b> \$0.25</td> <td><b>Total:</b> \$5.25</td> <td></td> </tr> </table> <p><i>Thank you for your payment!</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Store Item</th> <th style="width: 25%;">Name</th> <th style="width: 25%;">Quantity</th> <th style="width: 25%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Pencils - Box</td> <td>Smith, Derrick</td> <td>1</td> <td>\$2.50</td> </tr> <tr> <td colspan="4"><i>Thank you for your purchase. School supplies are delivered to homeroom classrooms every morning.</i></td> </tr> <tr> <td>Pencils - Box</td> <td>Trdan, Kaitlin</td> <td>1</td> <td>\$2.50</td> </tr> <tr> <td colspan="4"><i>Thank you for your purchase. School supplies are delivered to homeroom classrooms every morning.</i></td> </tr> </tbody> </table> </div>	<b>Date:</b> 07/17/2020	<b>Reference:</b> 195867168	<b>Payment Method:</b> visa *0026	<b>Service Fee:</b> \$0.25	<b>Total:</b> \$5.25		Store Item	Name	Quantity	Amount	Pencils - Box	Smith, Derrick	1	\$2.50	<i>Thank you for your purchase. School supplies are delivered to homeroom classrooms every morning.</i>				Pencils - Box	Trdan, Kaitlin	1	\$2.50	<i>Thank you for your purchase. School supplies are delivered to homeroom classrooms every morning.</i>			
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<b>Variable Rate</b>	<p>Mark this checkbox if you do not want to set a specific price for the item. When this checkbox is marked, the customer can enter any amount they want when they check out. This option is useful for things like donations.</p> <div style="background-color: #ffffcc; border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>The Variable Rate checkbox cannot be marked if the product is going to be purchased using Campus Mobile Payments.</p> </div>																										
<b>Partial Refund</b>	<p>Mark this checkbox if you want to allow partial refunds for this item.</p>																										
<b>Inventory Tracking</b>	<p>When this checkbox is marked, Campus calculates the amount of inventory you have available after a purchase is made.</p> <p>An additional column called <b>Inventory on Hand</b> displays on the Step 2 Attributes screen and allows you to manage the items in your store. If the number in this column is zero, Campus displays the message <i>Out of Stock</i> when the users try to add the item to their cart.</p> <p>Do NOT mark this option if</p> <ul style="list-style-type: none"> <li>• you are allowing users to preorder this product, or</li> <li>• you do not want to limit the quantity of items that can be sold.</li> </ul> <p>When this checkbox is marked, the product is included in the <a href="#">Inventory on Hand report</a>.</p> <p>If you use the <a href="#">Payments Reporter</a> to issue refunds for products purchased in the School Store and this checkbox is marked, Campus allows you to choose whether you want to return the item to Inventory on Hand.</p>																										

Field	Description
<b>Customer Comments</b>	<p>When this checkbox is marked, customers can add information to their purchase before they check out. Comments appear on the <a href="#">Pick List report</a>. You may enter text in the customer comment field to automatically display a message.</p> <p>Customer Comments are not available in the Campus Mobile Payments app.</p>
<b>Description</b>	<p>Detailed information about the product. This Description appears below the picture of the product.</p>
<b>Image Upload</b>	<p>This option allows you to add a picture of the product. The image must use one of the following extensions: .jpg, .jpeg, .png, or .gif. As a best practice, the file should not exceed 3MB. The image that displays in the store is a square, so a 1:1 aspect ratio is also recommended.</p> <p>The uploaded images do not display in the Campus Mobile Payments app.</p>
<b>File Upload</b>	<p>This option allows you to add a PDF file to the product. For example, pencils are going to be sold at a fundraiser, so a flyer about the fundraiser can be uploaded to the Pencils product.</p> <p>A link to the PDF file displays between the image and the description.</p>  <p>The uploaded files do not display in the Campus Mobile Payments app.</p>

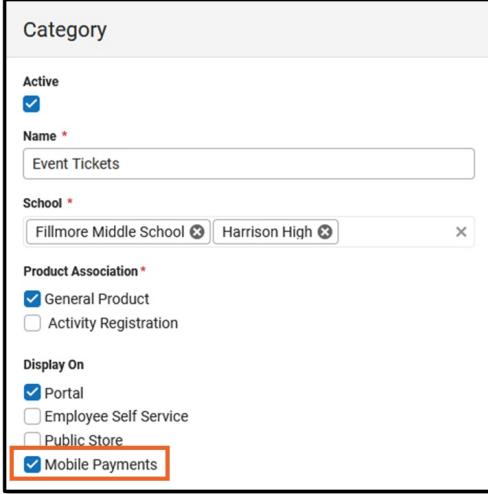
## Part 2 - Product Items

Plants											
Product		Product Items				Availability					
		Type	SKU	Student Number (Mobile)			Inventory on Hand	Selling Price	Reduced Price	Free Price	Cost
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Fern	1917442049	<input type="button" value="No"/>	<input type="button" value="Allow"/>	<input type="button" value="Require"/>	50	5.00			1.00
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Lemon Tree	1328749267	<input type="button" value="No"/>	<input type="button" value="Allow"/>	<input type="button" value="Require"/>	20	20.00			10.00
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Bamboo Palm	271541945	<input type="button" value="No"/>	<input type="button" value="Allow"/>	<input type="button" value="Require"/>	20	30.00			20.00
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Hydrangea Bush	326267653	<input type="button" value="No"/>	<input type="button" value="Allow"/>	<input type="button" value="Require"/>	10	20.00			10.00
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Peach Lily	1794772785	<input type="button" value="No"/>	<input type="button" value="Allow"/>	<input type="button" value="Require"/>	30	10.00			8.00
<input type="button" value="Add Item"/>		<input type="button" value="Add Attribute"/>									

You can drag and drop rows to easily reorder lines in the table. To add multiple attributes (lines and rows) to the table, you must first click the **Add Attribute** button.

Field	Description
<b>Export</b>	The Export button allows you to download an Excel version of the Product Items table.

Field	Description
<b>Import</b>	<p>The Import button allows you to upload an Excel or CSV file to populate the Product Items table.</p> <p>To begin, use the Export button to download a template of the Product Items table.</p> <ul style="list-style-type: none"> <li>• You can have up to three custom attribute columns for tracking additional product information.</li> <li>• At least one custom attribute column is required to add more than one product item.</li> <li>• If your import file includes more than three custom attribute columns, only the first three columns are used and additional columns are ignored.</li> <li>• Depending on the options selected in <a href="#">Part 1 - Product</a>, not all fields may display when exporting.</li> <li>• Do NOT change any of the following default column headers. Changing the name of a default column makes it a custom attribute column. <ul style="list-style-type: none"> <li>◦ SKU</li> <li>◦ Student Number (Mobile)</li> <li>◦ Inventory on Hand</li> <li>◦ Selling Price</li> <li>◦ Reduced Price</li> <li>◦ Free Price</li> <li>◦ Cost</li> <li>◦ Purchase Limit</li> </ul> </li> <li>• When you import the file, the Student Number (Mobile) column automatically populates with No if there isn't a value in the file.</li> <li>• When you import the file, the Selling Price column automatically populates with 0.00 and Inventory on Hand populates with 0 if there aren't values in the columns. The other fields will be filled with a blank if there are no values for them.</li> <li>• If you are using an Excel document and one of your attributes represents time, you must use quotes around the time. For example, if the time is 5:30pm it must be "5:30pm" or '5:30pm' in the excel document.</li> </ul>
<b>Add Item</b>	<p>The Add Item button allows you to add another row to the table if you are using custom attributes.</p>
<b>Add Attribute</b>	<p>The Add Attribute button allows you to add custom attributes to the table. You can add up to three custom attribute columns for tracking additional product information.</p>

Field	Description
<b>Student Number (Mobile)</b>	<p>This column displays if <b>Mobile Payments</b> is marked within the Category under Display On.</p>  <p>The Student Number (Mobile) field is used to track information about purchases for students. For example, if selling prom tickets, you may want to enter the student number at the time of purchase to track the students who are attending.</p> <p>When a row is added in <i>Step 2 Product Items</i>, the Student Number (Mobile) column displays three options:</p> <ul style="list-style-type: none"> <li>• <b>No</b> - is the default option. When an item is purchased using the Campus Mobile Payments app, the Student Number will not display.</li> <li>• <b>Allow</b> - gives you the option to enter a student number during the purchase of an item; it is not required.</li> <li>• <b>Require</b> - requires the student number to be entered during the purchase of an item.</li> </ul> <p>The Student Number (Mobile) column appears in the Campus Mobile Payments app only.</p>
<b>SKU</b>	<p>You can enter your own SKU or one from a vendor. If you leave this field blank, Campus assigns a unique, system generated number.</p> <p>Infinite Campus recommends using unique SKUs for each product.</p>
<b>Inventory on Hand</b>	<p>This column only displays if <b>Inventory Tracking</b> is selected in <i>Step 1 Product</i>. This is the total amount of inventory on hand. You can manually update this number at any time.</p> <p>If the number in this column is zero, Campus displays the message <i>Out of Stock</i> when the user tries to add the item to their cart.</p>

Field	Description
<b>Selling Price</b>	The price customers pay and see in the store. The price can be \$0.00.  Items that cost \$0 cannot be purchased through the <a href="#">Public Store</a> .
<b>Reduced Price</b>	The price students with reduced eligibility status pay and see in Campus Parent/Student <i>only</i> . The price can be \$0.00.
<b>Free Price</b>	The price students with a free eligibility status pay and see in Campus Parent/Student <i>only</i> . The price can be \$0.00.
<b>Cost</b>	The price the district paid to purchase the product from the vendor. This field is optional.
<b>Purchase Limit</b>	This column only displays if you chose Purchase Item in the <b>Product Limits</b> dropdown list (Part 1 of the Product Progress Tracker). Enter the maximum number of this particular item the user is allowed to purchase for a recipient.

## Part 3 - Availability

Fillmore MS Football Game

 Product
 Product Items
3 Availability

**Active**

**Available On**

- Portal
- Employee Self Service
- Public Store
- Mobile Payments

**Restrict to Associated School Enrollments**

**Start Date \***  

**End Date**  

**Select a Saved Filter**

Field	Description
<b>Active</b>	When this checkbox is marked, the product is available on the Start Date in the store(s) marked in the <a href="#">Available On</a> section.

Field	Description
<b>Restrict to Associated School Enrollments</b>	<p>When this checkbox is marked, the Recipient dropdown list in the School Store will only display students who have an enrollment in the active school year at the school to which the product is attached. This includes primary, secondary, and enrollments with a future end date.</p> <p><b>Example</b></p> <p>If you have a Product attached to the High School only and this checkbox is marked, parents will only be able to select their student(s) with primary and secondary High School enrollments in the active school year as well as enrollments with a future end date. Please note that if the same Product is associated with multiple schools; e.g., a middle school and a high school, parents can select both middle and high school students in both stores.</p> <div data-bbox="398 698 1314 822" style="border: 1px solid #f0e68c; padding: 10px; background-color: #fff;"> <p>This option is only available when the product is <b>only</b> available on the Portal. If the <i>Employee Self Service</i>, <i>Public Store</i>, or <i>Mobile Payments</i> checkboxes are also selected, this field is disabled.</p> </div>
<b>Available On</b>	<ul style="list-style-type: none"> <li>• <b>Portal</b></li> <li>• <b>Employee Self Service</b></li> <li>• <b>Public Store</b></li> <li>• <b>Mobile Payments</b></li> </ul>
<b>Start Date</b>	<p>The first day and time on which the product may be purchased. This field is required.</p> <p>Campus verifies the Product Type and Category are active on the same day or prior.</p>
<b>End Date</b>	<p>The last day and time on which the product may be purchased. After this date and time, the product is inactive and is not available in the store.</p>
<b>Purchase Limit</b>	<p>This field only displays if you chose Product in the <b>Product Limits</b> dropdown list (Part 1 of the Product Progress Tracker). Enter the maximum number the user is allowed to purchase for a recipient from that product group. For example, if the Product Limit is set to 3 for School Supplies, this means you can purchase <i>any</i> 3 items from the School Supplies product group.</p> <div data-bbox="398 1596 1314 1675" style="border: 1px solid #f0e68c; padding: 10px; background-color: #fff;"> <p>Purchase Limits can only be used in Parent Portal, Student Portal, and Employee Self Service.</p> </div>

Field	Description
<b>Select a Saved Filter</b>	<p>This option allows you to select an <a href="#">Ad Hoc filter</a> to limit purchasing to the people included in the filter. Only people who are included in the Ad Hoc filter and have an active enrollment in the active calendar year can be selected as a Recipient.</p> <ul style="list-style-type: none"> <li>• You can only select one Ad Hoc filter.</li> <li>• The Ad Hoc filter must include the personID.</li> </ul>

The screenshot shows a product page for 'Pencils'. On the left, there are fields for 'Active' (checked), 'Start Date' (05/01/2020), and 'Purchase Limit' (2). Below these is a button labeled 'Select a Saved Filter' with a red box around it. An arrow points from this button to a list of saved filters on the right. The list includes:
 

- Arthur Welcome Back Students
- Harrison Welcome Back Students
- State Reporting Kids
- FRAM Eligibility Import
- Last Name Lottery
- Staff
- pins
- Behavior Event
- Ten Date w/Date Range
- CRDC
- Student Data Groups
- Letter Filters
- Attendance
- Scheduling Filters
- Behavior
- Scheduling

See the [Ad Hoc Filter Examples](#) for more information.

**Select a Saved Filter** is only available when Portal is selected from the Available On section. If the *Employee Self Service*, *Public Store*, or *Mobile Payments* checkboxes are also selected, Ad Hoc filters cannot be applied.

## Ad Hoc Filter Examples

You can create an [Ad Hoc filter](#) to limit purchasing to specific people. Only people who are included in the Ad Hoc filter and have an active enrollment in the active calendar year can be selected as a Recipient when a purchase is made.

See the article [Student Filter fields for Ad Hoc Reporting](#) for more information about this type of Ad Hoc Query.

The Ad Hoc filter must always include the Person ID: Student > Demographics > Person ID (student.personID)

## Filter for Students with a Parent Consent of Yes

This filter restricts purchasing to students who have a parent consent of yes on their Athletics record.

- Student > Demographics > Person ID: **student.personID**
- Student > Activities > Athlete Eligibility > parentConsent: **ath.parentConsent**

Field	Operator	Value
<b>ath.parentConsent</b>	=	<b>Y</b>

The screenshot shows the 'Ad Hoc Query' interface. At the top, there are fields for 'Query Name' (set to 'School Store Parent Consent'), 'Short Description', and 'Long Description'. Below these, a section titled 'Filter the data' contains a table with two rows of filters. The first row has a delete button (X), the field 'student.personID', the operator '...', and the value '...'. The second row also has a delete button (X), the field 'ath.parentConsent', the operator '=', and the value 'Y'. At the bottom of this section is a 'Add' button.

*Ad Hoc Query Example*

## Filter for Students with an Active Physical Form

This filter restricts purchasing to students who have an active physical on record.

- Student > Demographics > Person ID: **student.personID**
- Student > Activities > Athlete Eligibility > physicalDate: **ath.physicaldate**
- Student > Activities > Athlete Eligibility > physicalEndDate: **ath.physicalenddate**

Field	Operator	Value
The values provided here are applicable for the 2019/2020 school year. Modify these dates as necessary or use the IS NOT NULL Operator.		
<b>ath.physicaldate</b>	>	<b>09/01/2019</b>
<b>ath.physicalenddate</b>	<	<b>09/01/2021</b>

Filter the data

ID *Field	Operator	Value
1 student.personID	IS NOT NULL	
2 ath.physicalDate	IS NOT NULL	
3 ath.physicalEndDate	IS NOT NULL	

**Add**

Ad Hoc Query Example

## Refunds

- Use the [Payments Reporter](#) to issue refunds for products purchased in the School Store.
- If the **Inventory Tracking** checkbox is marked on the product, Campus automatically updates the Inventory on Hand to include the refunded item.
- Users can choose whether to return the item to inventory or reimburse the customer.