

Device Management

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Tool Search: Device Management

The Campus Mobile Payments app is used to pay for purchases using a credit or debit card. The purchase and payment can be recorded on a mobile device such as a smartphone or tablet. An M2 card reader is used to process the credit/debit card.

The app can be used at an event hosted by a school or the district. For example, a mother purchases basketball tickets with her credit card or a father uses a debit card to purchase cookies at a bake sale.

The devices used to record the purchases may include those owned by the school, staff, or parents/volunteers working at the event. These devices need to be set up in Infinite Campus using the Device Management tool and the Campus Mobile Payments app must be installed on the devices.

When the device is ready to be used at an event, the Campus Mobile Payments app is launched on the device and scans a QR code. This gives the device access to events at the schools it has been specifically assigned to. After entering a pre-assigned Cashier PIN, the device is connected to a specific event.

If a card is chip-enabled, it *must* use the chip (insert or tap) first. Only after three failures to read the chip is the swipe enabled for that card. If a card does not have a chip installed, you can swipe it.

Hardware

Hardware	Its Function
Android 12 (or greater) Device or Apple iOS 14 (or greater) Device	The Campus Mobile Payments app needs to be installed on the device. The device will be used to record purchases made a card reader.
Stripe Reader M2	A Bluetooth device that works with the Campus Mobile Payments app to record credit/debit card purchases. For more information, read the <u>Stripe Reader M2</u> instructions.



Tool Rights

Users can only view devices assigned to schools to which they have rights. If a device is assigned to multiple schools, users can modify the device for the schools to which they have rights.

- R = users can view the devices on the Device Management tool.
- W = users can view and modify existing devices.
- A = Users can view, modify, and add new devices.
- D = Users can view, modify, add, and delete existing devices. A device can still be deleted even if purchases and payments were recorded on it. These transactions are retained for the Sales report.

Viewing Devices

evice l	ce Management ☆ School Store > Adr		School Store > Administration >	Device Managem	
Status Inactive	Active Pending				
Filters:	Device Name	School	Operating System	Type of Device	
r ntero.	Search Device Name	Select School(s)	Search Operating System	Search Type of Device	
Andro Libert	id #8175 y Elementary; Peachtree Elem	nentary;	Operating System: an Device Type: SM-G99	droid 1U	>
iPad # Libert	# 9069 y Elementary; Peachtree Elem	nentary;	Operating System: ios Device Type: iPad12,1	3	>
iPhon Libert	e 8554 y Elementary; Peachtree Elem	nentary;	Operating System: ios Device Type: iPhone1	s 1,8	>
I4 4	1 ► ► 10 ▼	items per page			1 - 3 of 3 item
New					

The initial view of the Device Management tool is a summary list of all devices. This summary list can be searched based on the following options:

Option	Description
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Status	 Status consists of three buttons: When Inactive is clicked, devices currently not in use are displayed. These are devices that have scanned the QR code but have the Active checkbox unmarked. Devices that are ready to be used at an event appear when the Active button is clicked. The QR code has already been scanned on these devices. When Pending is clicked, these devices have not scanned the QR code. Scanning the QR code registers the device to be used for an event at the schools in which the device is assigned.
Filters	 Device Name: A filter to narrow down the list of devices. Enter all or part of the device's name. School: Search for devices assigned to certain schools. One or more schools can be selected. Operating System: Search for devices by operating system such as IOS, Android, etc. Type of Device: Search for devices based on the type of device such as iPad, Pixel, etc.

Setting Up a New Device

evice N	lanagement ☆				School Store > Administration > Device Managem
Status					New Device
Inactive	Active Pending Device Name	School	Operating System	Type of Device	Device Name (Required)
ilters:	Search Device Name	Select School(s)	Search Operating System	Search Type of Device	School(s) (Required)
	1 //0475				Harrison High 🔕 🛛 🗙
Liberty	Elementary; Peachtree	Elementary;		Device Type: SM-G991U	Mobile App Modes for Device (Required)
iPad #	9069			Operating System: ios	In Office Payments Events
Liberty	Elementary; Peachtree	Elementary;		Device Type: iPad12,1	
iPhone	8554			Operating System: ios	Generate QR Code & Save
Liberty	Elementary; Peachtree	Elementary;		Device Type: iPhone11,8	Device Information
					Device Type Pending QR Code Scan
					Operating System Pending QR Code Scan
					Active Pending QR Code Scan
• •	1 ▶ ▶ 10	▼ items per page			Last Updated Pending QR Code Scan
ew					Save Cancel

- 1. Click **New**. The New Device panel displays.
- Enter the Device Name. This is a required field. The name must be unique across the district. TIP: Developing a naming convention such as *School Name-Department-DeviceType* can be helpful for users with access to All Schools. <u>Example names</u>: Harrison HS iPad, Arthur Elem Samsung Tablet, District Communication's iPad.
- 3. The school appearing in the Context Switcher is the default in the **School(s)** dropdown list.
 - Multiple schools can be selected.



- Only schools to which you have tool rights display on the **School(s)** dropdown list.
- Remove schools by clicking the 😵 next to the school's name.
- 4. Select the **Mobile App Modes for Device**. These selections determine whether the device can be used to process payments for events and/or in office.
- 5. Click the Generate QR Code & Save button.

The QR code must be generated before the device can be saved.

The QR code displays, and it will expire in 30 minutes. If the QR code expires, a new one can be generated by clicking the **Refresh QR Code** button.

A device can scan the QR code at this point if the Campus Mobile Payments app is installed on it. If the scanning does not take place now, it can be scanned later with a new QR code by clicking the **Refresh QR Code** button.

6. Click **Save**. The Device Management screen displays, and the new device appears when the **Pending** button is clicked from the **Status** button group.

Scanning the QR Code on a New Device

New devices need to scan a QR code before they can be used at an event.

Before You Start

- Make sure the device is set up in Infinite Campus. If not, read <u>Setting Up a New Device</u> in this article.
- Download the Campus Mobile Payments app from your app store to the device.
- Launch Infinite Campus, navigate to *School Store > Administration > Device Management* and click the **Pending** button from the **Status** group.
- Select the device. When the side panel displays, click the **Refresh QR Code** button.
- 1. Launch the Campus Mobile Payments app on the device. The Scan District QR Code screen appears.



2. Tap the camera icon.



Infinite Campus

- 3. Scan the QR code in Infinite Campus with the device. The device is connected to Infinite Campus, and the user will be able to access an active event or the In Office/Pending Transactions for the school that is assigned to the device.
 - In Infinite Campus, the following fields under **Device Information** get updated in the side panel:

Device Type, Operating System, and Last Updated, and the Active checkbox is marked.

iPhone 2527		
Device Name (Required)		
iPhone 2527		
School(s) (Required)		
Harrison High 🚷		×
Mobile App Modes for Device In Office Payments Events Refresh QR Code Device Information Device Information Device Type Apple iPhone14,7 Operating System ios Active Class Updated 6/27/25, 12:54 PM	e (Required)	
Save	Cancel	Delete

Infinite (*1

 Infinite Campus recognizes this device. If a user attempts to add the same device again within the same school, the Existing Device message displays on the device after scanning the QR code.

Existing Device
This device has already been added at 'Arthur Elementary' as 'Arthur Library Pixel 6'.
OK Cancel
Example of Existing Device Message

- If a user attempts to add a pre-existing device for a *different* school, the device does **NOT** get created for that school. Instead, the new school is added to the **School(s)** field of the existing device after the QR code is scanned.
- 4. Click the **Save** button. The side panel closes and clicking the **Active** button in the **Status** button group displays this device.
- 5. Connect the device to a card reader.



Infinite 🗂

If the device is set up exclusively for Events, you'll see the Event PIN Entry screen. If it's
registered solely for In Office payments, you'll be directed to the In Office/Pending
Transactions screen. If both options are enabled on the device, the Device Mode screen will
appear.

Plainview Schools	٠
Device Mode	
Event	
In Office Payment	

Editing a Device

Devices with a status of Inactive, Active, or Pending can be edited.

- 1. Find the device by clicking one of the **Status** buttons: **Inactive**, **Active**, or **Pending**.
- 2. Select the device. The side panel for that device displays.
- If you have the rights, make the changes to the Device Name.
 Schools can be added or removed from the School(s) field if you have rights to those schools.
 The device can be <u>deactivated</u> or <u>reactivated</u> by unmarking or marking the Active checkbox.
- 4. Click the **Save** button.

Deleting a Device

Devices with a status of Inactive, Active, or Pending can be deleted. Users can delete a device **IF** they have rights to all of the schools listed in the School(s) field.

evice Name (Required	d)	
iPad #9069		
chool(s) (Required)		
Liberty Elementar	y 😵 Peachtree Elementary 🕲	
Liberty Middle Sch	nool 🔇 Clinton Secondary 🔇	
Liberty High Scho	ol 😵 Peachtree High School 😵	
Jefferson Middle	S Jackson High School S	
Mountainview Hig	h School 😵 Carter Middle 😵	_
Harrison High 🔞	Mountainview Elementary 😒	>
Polk Middle Schoo	ol 🛞 🛛 Peachtree Middle School 🐼	
Mountainview Mic	ddle School 😵 Pierce Junior High 😵	
Lincoln Elementar	y 🕲 Cleveland Elementary 🕲	
McKinley Element	ary School 😵 🛛 Monroe High 😵	
lobile App Modes for	Device (Required)	
In Office Paymer In Office Paymer Events Refresh QR Code evice Information evice Type pple iPad12,1 perating System IS	Device (Required) nts	
abile App Modes for in Office Paymer Events Refresh QR Code evice Information svice Type pple IPad12,1 perating System S the	Device (Required) nts	
oblie App Modes for In Office Paymer Events Refresh QR Code evice Information evice Type pple iPad12,1 perating System is ctive	Device (Required) Ints	
In Office Paymer In Office Paymer Events Refresh QR Code evice Information evice Type pple IPad12,1 perating System IS ctive ast Updated /30/25, 8:50 AM	Device (Required) nts	

This device can be used at all of the schools listed in the School(s) field. This user can **NOT** delete this device because they have rights to three of the schools only; they do **NOT** have rights to the other schools (in gray).

iPad #9069	
Device Name (Required)	
iPad #9069	
School(s) (Required)	
Liberty Elementary 😵 Peachtree Elementary 😵	
Liberty Middle School 😵 Clinton Secondary 😵	
Liberty High School 😵 Peachtree High School 😵	
Jefferson Middle 😢 Jackson High School 😵	
Mountainview High School 😵 Carter Middle 😵	
Harrison High 😵 Mountainview Elementary 😵	
Polk Middle School 😵 Peachtree Middle School 😵	
Mountainview Middle School 😵 Pierce Junior High 😵	
Lincoln Elementary 😵 Cleveland Elementary 😵	
McKinley Elementary School 😵 Monroe High 😵	
Mobile App Modes for Device (Required) In Office Payments Events	
Device Information	
Device Type	
Apple iPad12,1	
Operating System ios	
Active	
Last Updated 5/30/25, 8:50 AM	
Save Cancel Delete	

This user can delete this device because they have rights to all of the schools listed in the School(s) field.

If a device was used to record payments, the payment information is still retained for the Sales report after the device has been deleted.

- 1. Find the device by clicking one of the **Status** buttons: **Inactive**, **Active**, or **Pending**.
- 2. Select the device. The side panel for that device displays.
- 3. Click the **Delete** button. The **Confirm Delete** message displays.



4. Click the **Delete** button to remove the device. Click the **Keep** button if the device should not be removed.

Deactivating a Device

Devices with a status of Active can be deactivated. Devices with a status of Inactive can be reactivated.

- 1. Find the device by clicking the **Active** button from the **Status** group.
- 2. Select the device. The side panel for that device displays.
- 3. Unmark the **Active** checkbox.
- 4. Click the **Save** button. The device has a status of Inactive.

Reactivating a Device

- 1. Find the device by clicking the **Inactive** button from the **Status** group.
- 2. Select the device. The side panel for that device displays.
- 3. Mark the **Active** checkbox.
- 4. Click the **Save** button. The device has a status of Active.

Uninstalling Campus Mobile Payments from a Device

Campus Mobile Payments can be removed and reinstalled on a mobile device. Below are the steps that need to be done after reinstalling the app.

Android Devices

- 1. Locate the device by clicking any of the buttons in the **Status** button group: **Inactive**, **Active**, or **Pending**.
- 2. Select the device. The side panel displays.
- 3. Click the **Refresh QR Code** button.
- 4. Scan the QR code with the Android device.
- 5. Click the **Save** button in the side panel. The record for that device in the Device Management tool has been updated.

iOS Devices

After reinstalling Campus Mobile Payments app on an iOS device, the record for that device will no longer be usable in the Device Management tool; Infinite Campus no longer recognizes the device due to the way the device's information is updated for iOS devices. The current device record in Device Management needs to be deleted and recreated by following the steps below.

1. Locate the device by clicking any of the buttons in the **Status** button group: **Inactive**, **Active**, or **Pending**.



- 2. Select the device. The side panel displays.
- 3. Click the **Delete** button. The Confirm Delete message displays. Click the **Delete** button.
- 4. Re-create a new record for the iOS device by following the steps in <u>Setting Up a New Device</u>.