

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 smart phone or tablet. A BBPOS card reader is used to swipe 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 any events for that day. 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 at an event using a BBPOS card reader.

BBPOS Card Reader



A Bluetooth device that works with the Campus Mobile Payments app to record credit/debit card purchases.

Credit and debit cards can be swiped only.

[Download the BBPOS 3X 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

Device Management ☆
School Store > Administration > Device Management

Status

Inactive Active Pending

Filters:

Device Name

School

Operating System

Type of Device

<p>Carla's Samsung S22 Clinton Secondary; Jefferson Middle; ...</p>	<p>Operating System: android Device Type: SM-G781V</p>	>
<p>iPhone 9627 Clinton Secondary; Jefferson Middle; ...</p>	<p>Operating System: ios Device Type: iPhone14,5</p>	>
<p>Van Buren HS Activities iPad 9609 Van Buren High School</p>	<p>Operating System: ios Device Type: iPad12,1</p>	>

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10 items per page

1 - 3 of 3 items

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
Status	<p>Status consists of three buttons:</p> <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

The screenshot displays the 'Device Management' interface. On the left, there is a list of devices, including one labeled 'iPhone 2' from 'Harrison High' with 'Operating System: ios' and 'Device Type: iPhone14,7'. The top right shows the breadcrumb 'School Store > Administration > Device Management'. The right-hand panel is titled 'New Device' and contains the following fields and controls:


- Device Name ***: An empty text input field.
- School(s) ***: A dropdown menu with 'Harrison High' selected.
- Generate QR Code & Save**: A blue button.
- Device Information** section:
 - Device Type**: Pending QR Code Scan
 - Operating System**: Pending QR Code Scan
 - Active**: Pending QR Code Scan, with a checked checkbox.
 - Last Updated**: Pending QR Code Scan
- Save** and **Cancel**: Buttons at the bottom of the panel.

At the bottom of the main interface, there is a 'New' button and a pagination control showing '10 items per page'.

1. Click the New button.

Result

The New Device panel displays.

2. 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.
Example names: 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. Click the **Generate QR Code & Save** button.

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

Result

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.

5. Click **Save**.

Result

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.

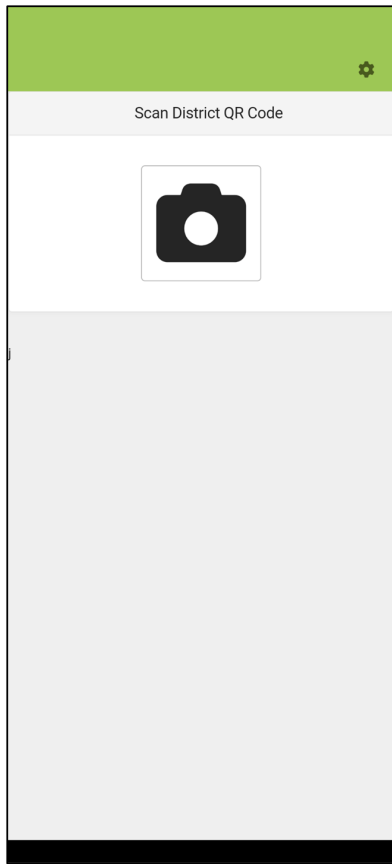
Before You Start

- Make sure the device is set up in Infinite Campus. If not, read [Setting Up a New Device](#) 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.

Result

The Scan District QR Code screen appears.



2. Tap the camera icon.



3. Scan the QR code in Infinite Campus with the device.

Result

- The device is connected to Infinite Campus and the user will be able to access an active event to 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.

District Office Samsung S22

Device Name *

School(s) *
 ×

Device Information

Device Type
samsung SM-G781V

Operating System
android

Active

Last Updated
12/9/22, 12:40 PM

- 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'.

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.

22-23 Harrison High

School Store > Administration > Device Management

Harrison Activities Pixel 6

Device Name*
Harrison Activities Pixel 6

School(s)*
Harrison High

Refresh QR Code

QR Code will expire at 11:32 AM.

Device Information

Device Type
Pending QR Code Scan

Operating System
Pending QR Code Scan

Active
Pending QR Code Scan

Last Updated
Pending QR Code Scan

Save Cancel Delete

Attempting to Add the Same Device for a Different School

22-23 Harrison High

School Store > Administration > Device Management

Arthur Library Pixel 6

Device Name*
Arthur Library Pixel 6

School(s)*
Arthur Elementary Harrison High

Refresh QR Code

Device Information

Device Type
Google Pixel 6

Operating System
android

Active

Last Updated
12/19/22, 11:04 AM

Save Cancel Delete

New Device is Not Created - School is Added to Existing Device Instead

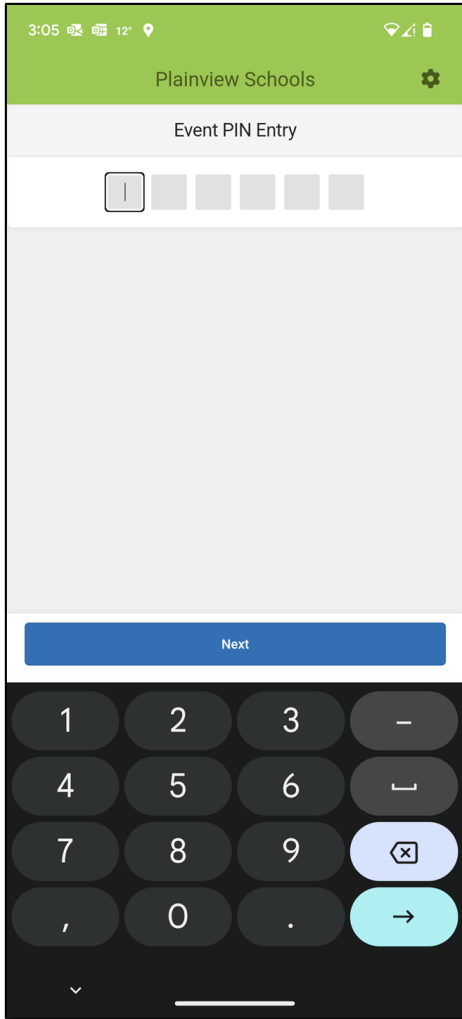
- Click the **Save** button.

Result

The side panel closes and clicking the **Active** button in the **Status** button group displays this device.

- On the device, enter the cashier PIN for the event for which the device will be used in the

Event PIN Entry.



Result

The event displays on the device.

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.

Result

The side panel for that device displays.

3. 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 **deactivated** or **reactivated** 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.

<p>This device can be used at all of the schools listed in the School(s) field. This user can NOT delete this device because he has rights to two of the schools only: Harrison High and Fillmore Middle School; he does NOT have rights to the other schools (in gray).</p>	<p>This user can delete this device because she has rights to all of the schools listed in the School(s) field.</p>
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If a device was used for recording payments at an event, the payment information is still retained for the **Sales** report after a device has been deleted.

1. Find the device by clicking one of the **Status** buttons: **Inactive**, **Active**, or **Pending**.
2. Select the device.

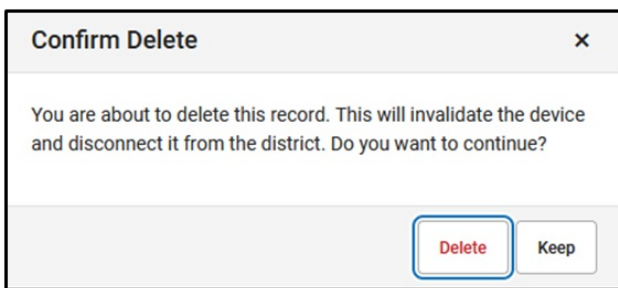
Result

The side panel for that device displays.

3. Click the **Delete** button.

Result

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.

Result

The side panel for that device displays.

3. Unmark the **Active** checkbox.
4. Click the **Save** button.

Result

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.

Result

The side panel for that device displays.

3. Mark the **Active** checkbox.
4. Click the **Save** button.

Result

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.

Result

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.

Result

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.

Result

The side panel displays.

3. Click the **Delete** button.

Result

The Confirm Delete message displays. Click the **Delete** button.

4. Re-create a new record for the iOS device by following the steps in [Setting Up a New Device](#).
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