

# Campus Mobile Payments Setup

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The Campus Mobile Payments app, available for Android and iOS devices, allows districts who use the School Store to enter credit/debit card purchases in real-time at school or district events.

A Mobile Payments option has been added to the Categories and General Product tools (School Store > Administration > Categories and School Store > Product Inventory > General Product). This option allows Categories, Products, and Product Items to be assigned to an event. The Product Items can then be purchased at the event.

The Events tool in School Store > Administration is used to create an event, assign a Cashier PIN to a Category, and arrange the Product Items in a layout that will be displayed on a mobile device.

The Device Management tool allows users to set up a device to be used at an event. A QR code is used to connect the device with Campus information. Once connected, the Cashier PIN is entered to access the event.

A Bluetooth card reader is available from Campus and is required for the Campus Mobile Payments app. Contact your sales representative or Client Relationship Manager for more information.

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## Overview

This video gives an overview of Campus Mobile Payments.

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## Categories

Categories are how similar products are grouped together in the School Store. When a portal user selects a category, only the products assigned to that category display.

If you want a category to be used with the Campus Mobile Payments app, the Mobile Payments checkbox must be marked.

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# General Product

After Categories are set up, products can be created using the General Product progress tracker, which consists of three steps.

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

If Products and Product Items are going to be used in the Campus Mobile Payments app, the Mobile Payments checkbox must be marked in Step 3 of the General Product progress tracker.

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# Events

The Campus Mobile Payments 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.

These events are created using the Events tool. Before you can create an event, make sure the Mobile Payments checkbox is marked in [Categories](#) and [General Product](#).

It takes two steps to create an event.

- **Create Event** - name the event, provide the dates the event will be held, assign schools and categories to it, and create a Cashier PIN.
- **Event Layout** - choose which items will be sold and build the layout in which the items are to be displayed in the Campus Mobile. Payments app.

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# 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.

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.

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# Using the Campus Mobile Payments App

Learn how to use the Campus Mobile Payments app to process credit/debit card payments on a device such as a tablet or smart phone.

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