

BPOINT PAYMENTS

An Administrator or Manager (T1) user will need to create an API user by following the steps below:

1. Login to the Merchant Back Office
2. Navigate to Admin >> User Management
3. Click on Add New User
4. Enter the Username (CONSENT2GO) and a trusted school Email Address (e.g. finance team email)
5. Select the User Permission 'API'
6. Enter your (Administrator/Manager(T1) user's) password
7. Click on Create User

You will then receive an email from BPOINT which allows to link payments.

Once this is done, please add the newly created username, password, and Merchant ID under the Cogwheel -> School Settings -> Payment Details under the BPoint Settings:

The screenshot displays the Merchant Back Office interface. At the top, there is a navigation bar with tabs for Settings, School Page, Registration, Colour Themes, Game Formation, and Payment Details. The Payment Details tab is selected. Below the navigation bar, there is a sidebar menu with options: School Settings (highlighted), System Settings, School Email Settings, Communication Log, Synchronisation Log, and Sync Smart Settings. The main content area shows the Stripe Settings section, which is partially visible. Below that, the BPoint Settings form is displayed. The form includes fields for BPoint Username, BPoint Password, and Merchant Id. There is also a checkbox for 'Is B-Point Test Mode'. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Please ensure this is working by creating a test event and purchasing a ticket.

If you are having issues, please contact Consent2Go on 08 6555 2888 and select 1 for Customer Support.

TURN ON PAYMENT HISTORY

To turn on Payment History, navigate to the Cogwheel -> System Settings -> System Roles -> Edit specific Role and turn on Payment History:

Manage Overrides

- Event / Excursion Approval Override
- Event / Excursion Respond for Parent
- Consent2Go App Show All Events
- Risk All Complete
- Consent2Go App Nurse Mode
- Event Low Risk Allowed
- Excursion Low Risk Allowed
- Consent2Go App Show All Teams

Manage

- Manage School Settings
- Manage Stripe Payments Settings
- View Communication Logs
- Manage School Email Settings
- Manage System Parameters
- Manage Event Parameters
- View Payment History Logs
- Verify Vaccination Documents

SystemProviders

- Can Add
- Can Edit
- Can Delete
- Can Search

This will allow you to view the Payment History Logs within the Cogwheel and view the specific dates payment has come through:

The screenshot shows the Consent2Go interface. On the left, a sidebar menu includes 'School Settings', 'System Settings', 'School Email Settings', 'Communication Log', and 'Payment History' (highlighted in yellow). At the top left, there is a 'Need Help ?' button and a gear icon. The main content area is titled 'Payment History' and features a date selector set to 'Jan 28, 2022'. Below this, there are filters for 'Today', 'Past 7 Days', 'Next 7 Days', 'Past 30 Days', 'Next 30 Days', and 'This Year'. A calendar view shows January and February 2022, with the 28th of January highlighted. A search bar labeled 'Search Receipt:' is on the right. At the bottom, there are 'Apply', 'Clear', and 'Cancel' buttons.