

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 BPOINT Merchant Back Office interface. At the top, there is a navigation bar with tabs: Settings, School Page, Registration, Colour Themes, Game Formation, and Payment Details (which is highlighted in orange). To the right of these tabs is a dropdown menu for 'School Settings' containing options: System Settings, School Email Settings, Communication Log, Synchronisation Log, and Sync Smart Settings. Below the navigation bar, there is a 'Stripe Settings' section. The main content area is titled 'BPoint Settings' and contains a form with the following fields: 'BPoint Username' (text input), 'BPoint Password' (password input), 'Merchant Id' (text input), and a checkbox labeled 'Is B-Point Test Mode'. At the bottom of the form 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

- | | |
|--|--|
| <input checked="" type="checkbox"/> Event / Excursion Approval Override | <input checked="" type="checkbox"/> Event Low Risk Allowed |
| <input checked="" type="checkbox"/> Event / Excursion Respond for Parent | <input checked="" type="checkbox"/> Excursion Low Risk Allowed |
| <input checked="" type="checkbox"/> Consent2Go App Show All Events | <input type="checkbox"/> Consent2Go App Show All Teams |
| <input checked="" type="checkbox"/> Risk All Complete | |
| <input type="checkbox"/> Consent2Go App Nurse Mode | |

Manage

- | | |
|---|--|
| <input checked="" type="checkbox"/> Manage School Settings | <input checked="" type="checkbox"/> Manage System Parameters |
| <input checked="" type="checkbox"/> Manage Stripe Payments Settings | <input checked="" type="checkbox"/> Manage Event Parameters |
| <input checked="" type="checkbox"/> View Communication Logs | <input checked="" type="checkbox"/> View Payment History Logs |
| <input checked="" type="checkbox"/> Manage School Email Settings | <input type="checkbox"/> Verify Vaccination Documents |

SystemProviders

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Can Add | <input checked="" type="checkbox"/> Can Edit | <input checked="" type="checkbox"/> Can Delete | <input checked="" type="checkbox"/> 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 web application. On the left is a sidebar with a 'Need Help ?' button and a settings gear icon. Below these are menu items: 'School Settings', 'System Settings', 'School Email Settings', 'Communication Log', and 'Payment History' (which is highlighted with a yellow background). The main content area is titled 'Payment History' and includes a 'Tools' dropdown. It features a date selector set to 'Jan 28, 2022' and a 'Search Receipt:' input field with a magnifying glass icon. Below the search field is a calendar view for January and February 2022. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. The date '28' in January is highlighted. At the bottom of the calendar are 'Apply', 'Clear', and 'Cancel' buttons.