



NEXUS INTERNATIONAL SCHOOL

USER MANUAL DOCUMENT

FOR

PARENT PORTAL



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Table of Contents

- A. HOW TO ACCESS THE SYSTEM..... 2
- B. HOW TO LOGIN: USING PARENT LOGIN AREA 2
- C. HOME SCREEN 3
 - 1. WELCOMING MESSAGE 3
 - 2. MAIN MENU 3
 - 3. CURRENT ACCOUNT BALANCE (E-PURSE BALANCE) 3
 - 4. QUICK SHORTCUTS 3
- D. PRE-ORDER MEALS 4
 - 1. MEAL PREBOOK PAYMENT 4
 - 2. MEAL ORDER..... 6
- E. EPURSE..... 7
 - 1. FUND TRANSFER..... 7
 - 2. ONLINE TOPUP..... 8
- E. REPORT 10
 - 1. FEE PAYMENT REPORT..... 10
 - 2. MEAL PREBOOK REPORT 11
 - 3. MEAL PAYMENT REPORT 12
 - 4. TRANSACTION REPORT..... 13
 - 5. TOP UP REPORT 14
 - 6. TRANSFER BALANCE 15
- G. LOGOUT..... 15

A. HOW TO ACCESS THE SYSTEM

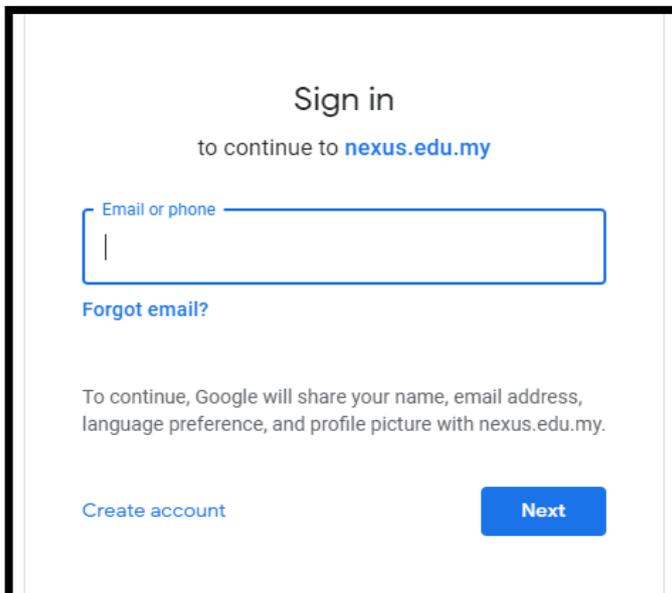


1. Go to an internet browser
2. Type the URL in the address bar : <https://topup.nexus.edu.my/Nlogin.aspx>
3. Login page will appear:



B. HOW TO LOGIN: USING PARENT LOGIN AREA

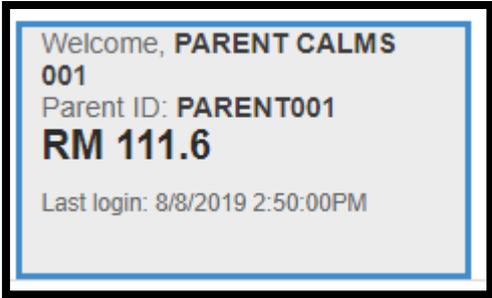
1. Click [Admin Login](#)
2. This page will appear



3. Key in **Email** and
4. Click next button to key in **Password** to login.

C. HOME SCREEN

1. WELCOMING MESSAGE



- a. Welcome, [Your Name]
- b. Parent ID: [Parent ID]
- c. Card Balance : Your Current Account Balance
- d. Last login: [Date & Time of your last login]

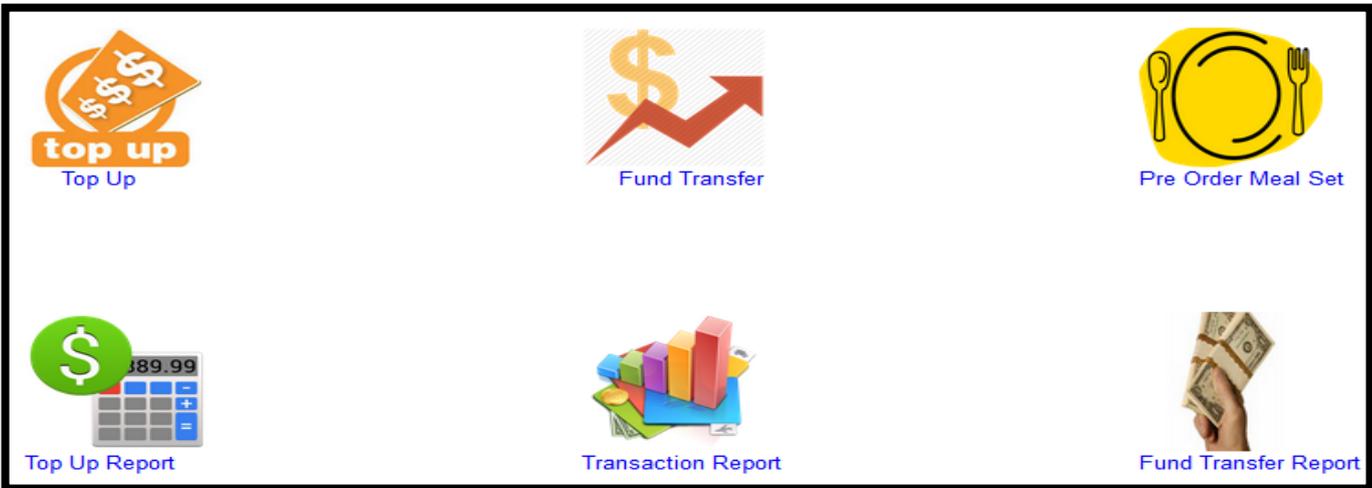
2. MAIN MENU



3. CURRENT ACCOUNT BALANCE (E-PURSE BALANCE)

Balance In Card			
Id	Name	Printer Balance	Epurse Balance
STUDENT001	STUDENT CALMS 001[Student]	0	60.00
PARENT001	PARENT CALMS 001[Father]	0	111.60

4. QUICK SHORTCUTS

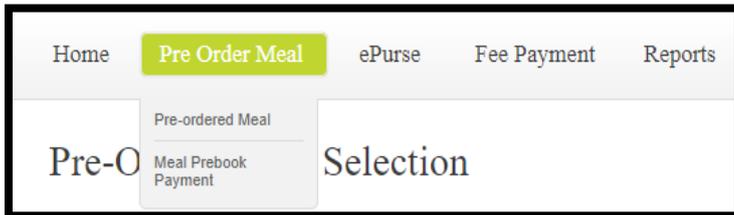


D. PRE-ORDER MEALS

1. MEAL PREBOOK PAYMENT

How to View Meal Prebook Payment

- a. Click **Pre Order Meal** module then click **Meal Prebook Payment sub module**.



- b. Select **Pay for Student**.
 c. Select **Default Lunch Selection**.
 d. Select **Year** and **Term**.
 e. Click **Show Details** button to view **Meal Prebook Payment**.

Pre-Order Meal Payment

Note: Pre-Order payment only from parent account. Please topup your account or transfer from your child account to your account.

Pay for student

Default Lunch Selection

Year

Term

No record found
 The system will show default menu selection for each student. You may change the meal selection at Pre-Order Meals Selection menu after making payment.

- f. Click **Proceed to Payment** to pay Pre-Order Meal.

1. Term 1 2019/2020 [Upcoming Term]
Start date : Monday, 19 August, 2019
End date : Friday, 13 December, 2019
Item Price : RM 10.9 Per Day
No. Of Days : 76 Days
Total amount : RM 828.40
<input type="button" value="Proceed to Payment"/>

The system will show default menu selection for each student. You may change the meal selection at Pre-Order Meals Selection menu after making payment.

- g. Click **Confirm Payment** button to confirm payment. (*Please check details before proceed payment*).
- h. After click **Confirm Payment** button, prompt message will appear. Click **Ok** button to proceed.
- i. Upon successful payment, prompt message will appear. Click **Ok** button.

Pre-Order Meal Confirm Payment

Note: Pre-Order payment only from parent account. Please topup your account or transfer from your child account to your account.

Student's name	topup.nexus.edu.my says	
Default lunch selection	Payment has been done successfully! Click Ok to proceed Prebooking.	
Term		
Start date		
End date	topup.nexus.edu.my says	Friday, 13 December, 2019
Total cost	Please note that there is no refund for pre-ordered meals. Do you want to proceed with the payment?	76
Father's balance	<input type="button" value="OK"/> <input type="button" value="Cancel"/>	RM 1000.00
Mother's balance		RM 0.00
Other's parent balance		RM 0.00
Amount to be paid		RM 828.40

- j. Upon successful payment, below statement will display as below:

Pre-Order Meal Payment

Note: Pre-Order payment only from parent account. Please topup your account or transfer from your child account to your account.

Pay for student	STUDENT CALMS 00	<table border="1"> <thead> <tr> <th colspan="2">Term 1 2019/2020 Menu</th> </tr> </thead> <tbody> <tr> <td>August 2019</td> <td>Click here to view</td> </tr> <tr> <td>September 2019</td> <td>Will be updated soon</td> </tr> <tr> <td>October 2019</td> <td>Will be updated soon</td> </tr> <tr> <td>November 2019</td> <td>Will be updated soon</td> </tr> <tr> <td>December 2019</td> <td>Will be updated soon</td> </tr> </tbody> </table>	Term 1 2019/2020 Menu		August 2019	Click here to view	September 2019	Will be updated soon	October 2019	Will be updated soon	November 2019	Will be updated soon	December 2019	Will be updated soon
Term 1 2019/2020 Menu														
August 2019	Click here to view													
September 2019	Will be updated soon													
October 2019	Will be updated soon													
November 2019	Will be updated soon													
December 2019	Will be updated soon													
Default Lunch Selection	Western													
Year	2019													
Term	Term 1 2019/2020													

1. **Term 1 2019/2020 [Upcoming Term]**

Start date : Monday, 19 August, 2019

End date : Friday, 13 December, 2019

Item Price : RM 10.9 Per Day

No. Of Days : 76 Days

Total amount : RM 828.40

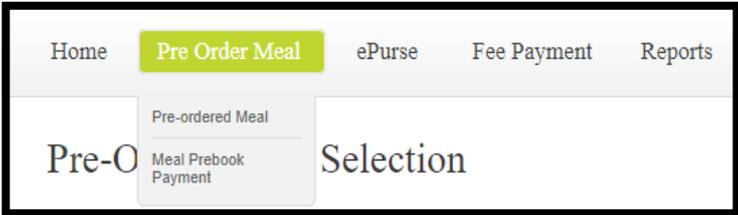
✔ Paid on 8/8/2019 10:27:59 AM

The system will show default menu selection for each student. You may change the meal selection at Pre-Order Meals Selection menu after making payment.

2. MEAL ORDER

How to do Pre-Order Meal Selection

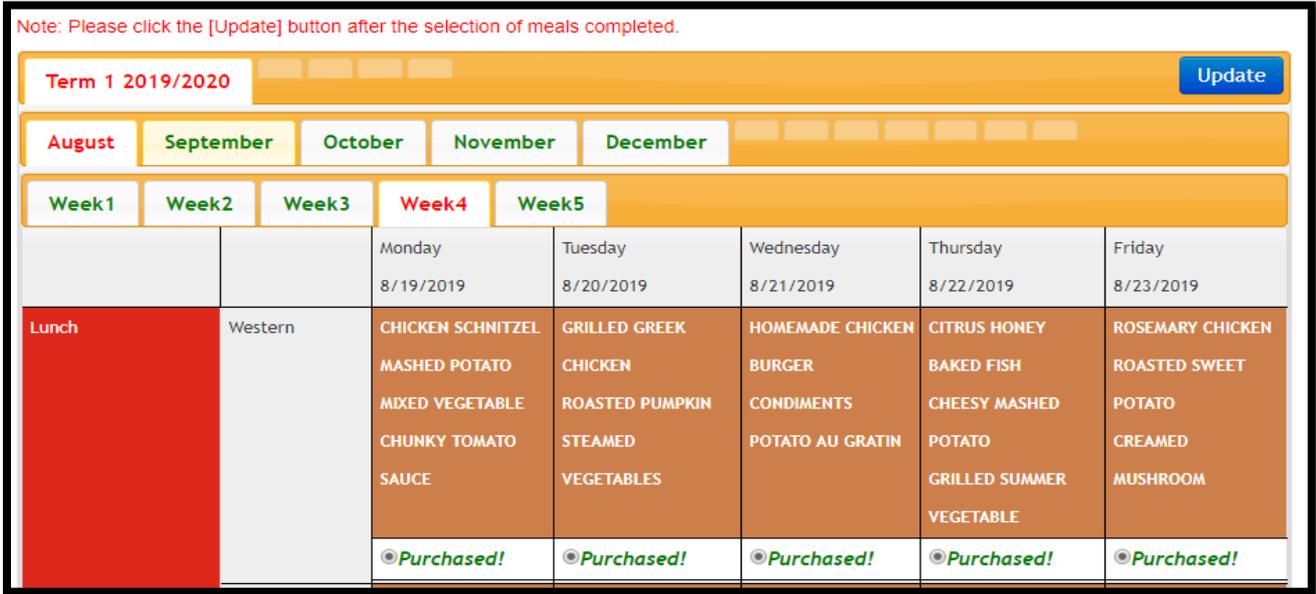
- a. Click **Pre Order Meal** module then click **Pre Order Meal sub module**.



- b. Select **Term**.
- c. Select **Student** to purchase



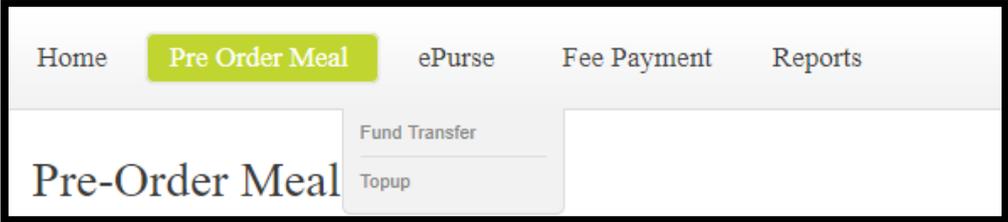
- d. After select **Student** and **Term** below figure wil appear:
- e. Tick checkbox to choose menu then click **Update** button



E. EPURSE

1. FUND TRANSFER

a. Click **Fund Transfer**



b. Below is the sample page for Fund Transfer.

Transfer Balance

Id	Name	Printer Balance	Epurse Balance
STUDENT001	STUDENT CALMS 001[Student]	0	0.00
PARENT001	PARENT CALMS 001[Father]	0	171.60

How to do Fund Transfer

- a. Select **From Account** and **Transfer From**
- b. Fill **Amount To Transfer**
- c. Select **To Account** and **Transfer To** for recipient
- d. Click button **Transfer** to confirm fund transfer
- e. Click button **Cancel** to cancel fund transfer

From Account	PARENT CALMS 001(Father) ▾	To Account	STUDENT CALMS 001 ▾
Transfer From	Epurse ▾	Transfer To	Epurse ▾
Current Balance	171.6	Current Balance	
Amount To Transfer	50		
		<input type="button" value="Transfer"/> <input type="button" value="Cancel"/>	

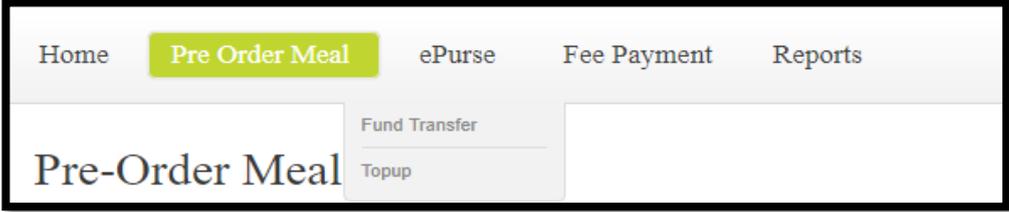
f. Transfer Successful Upon successful transfer, information will be updated automatically

Transfer Successful

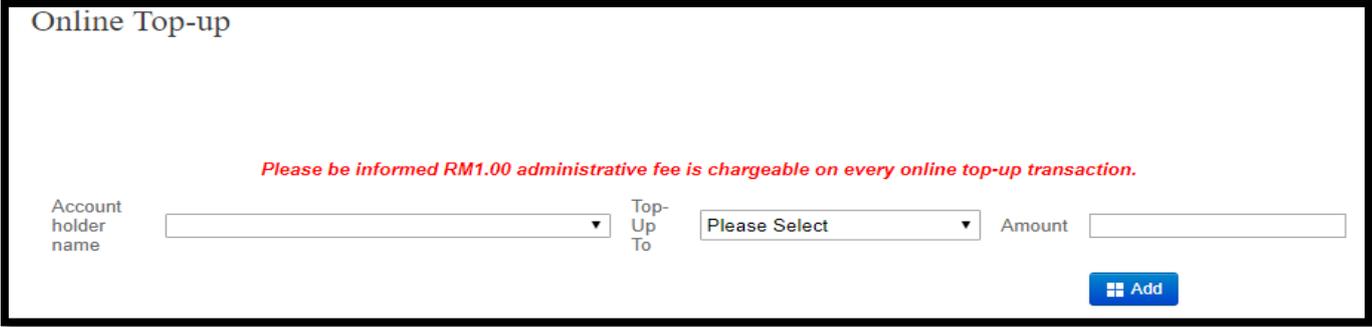
From ID	Transfer From	Transfer From Account	To ID	Transfer To	Transfer To Account	Amount	Date
PARENT001	PARENT CALMS 001(Father)	Epurse	STUDENT001	STUDENT CALMS 001	Epurse	10.00	8/8/2019 1:08:00 PM

2. ONLINE TOPUP

a. Click **Online Topup**

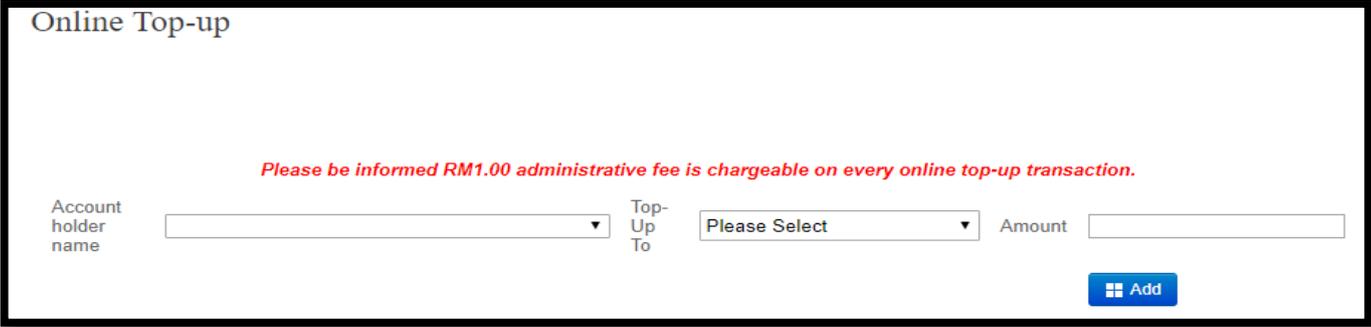


b. This page will appear



How to do Online Top-up

- a. Select **Account Holder Name** and **Top-up To**.
- b. Key-in **Amount** then click **Add** button.



- d. System will automatically calculate the Administrative Fees and Total Top-up Amount
- e. Click **Pay** button to proceed the payment
- f. Form will displayed as below.

#	Name	Topup To	Amount
1	STUDENT CALMS 001	Epurse	10 Edit Delete
		Total Topup Amount	RM 10.00
		Administrative Fee	RM 1.00
		Total	RM 11.00
<input type="button" value="Pay"/>			

- g. After click **Pay** button, below page will display:
- h. To proceed payment via **FPX**, **Select Bank**, tick checkbox **Term & Conditions** then click **Proceed** button to direct to **Bank**.

#	ID	Name	Topup To	Amount
1	STUDENT001	STUDENT CALMS 001	Epurse	10
		Total Topup Amount	MYR	10.00
		Administrative Fees	MYR	1.00
		Total	MYR	11.00

Please select bank, accept terms & conditions and click on [Proceed] button. Wait while the transaction is in process.

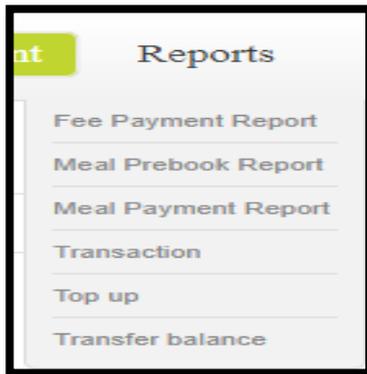


Select Bank :

I agree with the [Terms & Conditions](#).

* You must have an Internet Banking Account in order to perform transactions using FPX.
 * Please ensure that your browser's pop-up blocker has been disabled to avoid any interruption during transaction.
 * Do not close browser / refresh page until you receive a response.

E. REPORT



1. FEE PAYMENT REPORT

- a. Click **Fee Payment Report** to view report.
- b. The screen will display as below:

Fee Payment Report

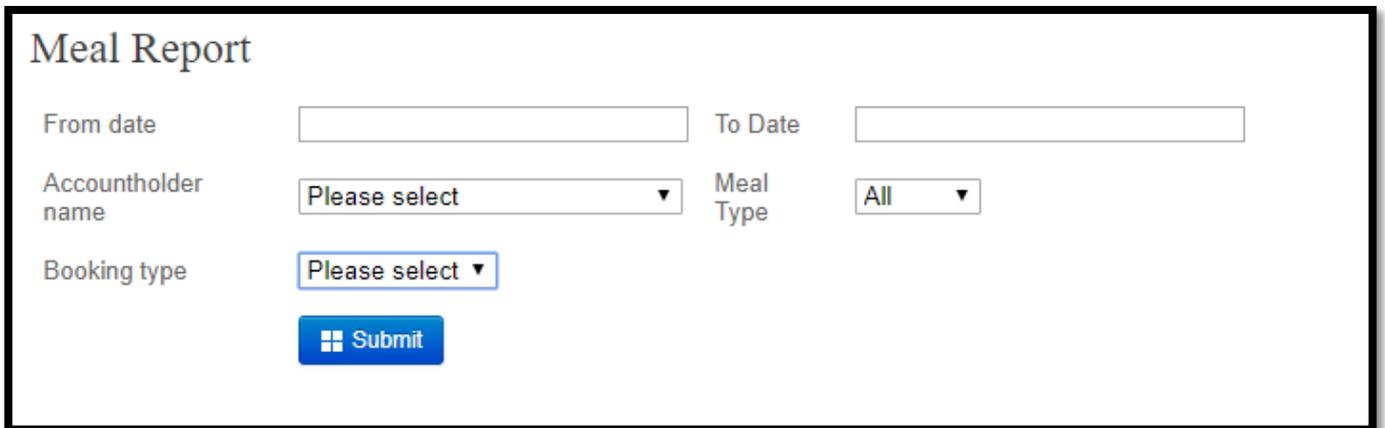
Invoice No	<input type="text"/>	Account Holder Name	<input type="text" value="Please Select"/>
Payment Category	<input type="text" value="All"/>	Invoice From Date	<input type="text" value="(dd/MM/yyyy)"/>
Payment From Date	<input type="text" value="(dd/MM/yyyy)"/>	Invoice To Date	<input type="text" value="(dd/MM/yyyy)"/>
Payment To Date	<input type="text" value="(dd/MM/yyyy)"/>	Paid Via	<input type="radio"/> Counter <input type="radio"/> Online <input checked="" type="radio"/> All

- c. Key-in **Invoice No.**
- d. Select **Payment Category.**
- e. Select to **Payment From Date** and **Payment To Date.**
- f. Select **Account Holder Name.**
- g. Select **Invoice From Date** and **Invoice To Date.**
- h. Select **Paid Via** then click **Generate** button.
- g. If no record is found, the system will display No Record Found.

2. MEAL PREBOOK REPORT

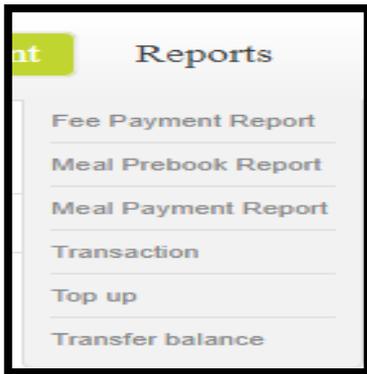


- a. Click **Meal Prebook Report** to view report.
- b. The screen will display as below:

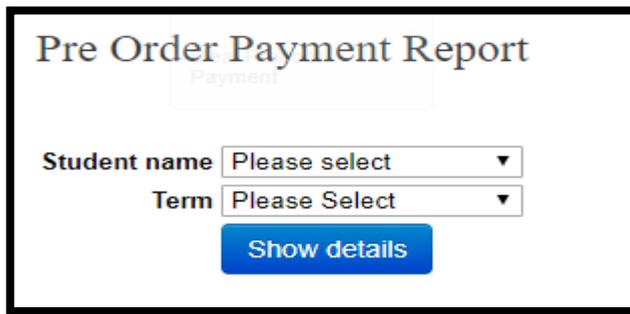
A screenshot of the 'Meal Report' form. The form has a title 'Meal Report' and several input fields: 'From date' and 'To Date' (text boxes), 'Accountholder name' (dropdown menu with 'Please select'), 'Meal Type' (dropdown menu with 'All'), and 'Booking type' (dropdown menu with 'Please select'). Below the form is a blue 'Submit' button with a white icon of a document.

- c. Key-in **From Date** and **To Date**.
- d. Select **Accountholder Name**, **Booking Type** and **Meal Type** then click **Submit** button.
- e. If no record is found, the system will display **No Record Found.**

3. MEAL PAYMENT REPORT



- a. Click **Meal Payment Report** to view the report.
- b. The screen will display as below:



- c. Select the **Student Name**.
- d. Select **Term**.
- e. Click **Show Details** button.
- f. The summary of **Meal Payment Report** will be displayed at the bottom of the page.
- g. If no record is found, the system will display **No Record Found.**

The payment details for student STUDENT CALMS 001

1. Term 1 2019/2020
Start date : Monday, 19 August, 2019
End date : Friday, 13 December, 2019
Total amount : 828.40
 Paid on 8/8/2019 10:27:59 AM..!

4. TRANSACTION REPORT



- a. Click **Transaction**.
- b. The screen will display as below:

Transaction Report

Transaction Via Account HolderName

Fromdate

Todate

* Purchase without card, manual update by Canteen operator.

- c. Select **Transaction via**.
- d. Select **From date** and **To date**.
- e. Select **Account Holder Name**.
- f. Click **Generate** button to view the report.

Name	SalesDate	Receipt #	Product Description	Purchase	Topup	Account Effected
STUDENT CALMS 001	8/8/2019 1:08:00 PM	-	Fund Transfer To STUDENT CALMS 001[To Account:: Epurse] From PARENT CALMS 001(Father)[From Account :: Epurse]	0.00	10.00	Epurse
STUDENT CALMS 001	8/8/2019 1:07:00 PM	-	Fund Transfer To STUDENT CALMS 001[To Account:: Epurse] From PARENT CALMS 001(Father)[From Account :: Epurse]	0.00	50.00	Epurse

5. TOP UP REPORT



- a. Click **Top Up**.
- b. The page will display as below.

Top Up Report

TopUP To: Account Holder Name:

Top Up To/Top UP Via: Counter Cash Online Kiosk ALL

From Date: To Date:

- c. Select **Top-up To**.
- d. Select **Account Holder Name**.
- e. Select **Top-up To / Via**.
- f. Select **From date** and **To date**.
- g. Click **Generate** to view the report.

Receipt#	Name	ID	Payment Mode	Amount (RM)	Top-up to	Date
20181051611842	M74 - Mary Janine Rivers (Mother)	M74	Cash	1000.00	Epurse	05/10/2018 04:01 PM

- h. If no record is found, the system will display No Record Found.

6. TRANSFER BALANCE



- a. Click **Transfer Balance**.
- b. The page will display as below.

Transfer balance report

From Date To Date

[Generate](#)

- c. Select **From Date** and **To Date**.
- d. Click **Generate** button to view report.

Form ID	Transfer From	Transfer From Account	To ID	Transfer To Name	Transfer To Account	Date	Amount
PARENT001	PARENT CALMS 001(Father)	Epurse	STUDENT001	STUDENT CALMS 001	Epurse	8/8/2019 1:08:00 PM	10.00
PARENT001	PARENT CALMS 001(Father)	Epurse	STUDENT001	STUDENT CALMS 001	Epurse	8/8/2019 1:07:00 PM	50.00

G. LOGOUT

- a. Click on [Log Out](#)
- b. The system will logout and you will direct to login page