

INSTRUCTION MANUAL



Genio

 Cashless Canteen Management System

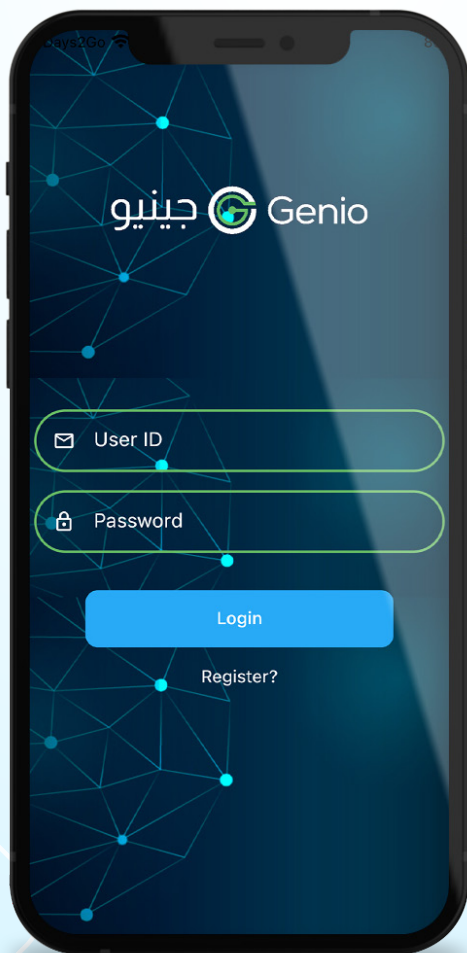
HOW TO **DOWNLOAD**

Go to App Store or Play Store on your smartphone,
Search for Genio and Download.

HOW TO **SIGN IN**

Use the user ID and Password sent by the school to your registered email address.

When you sign in, an OTP will be send to your registered email address to complete the process.



Login Screen



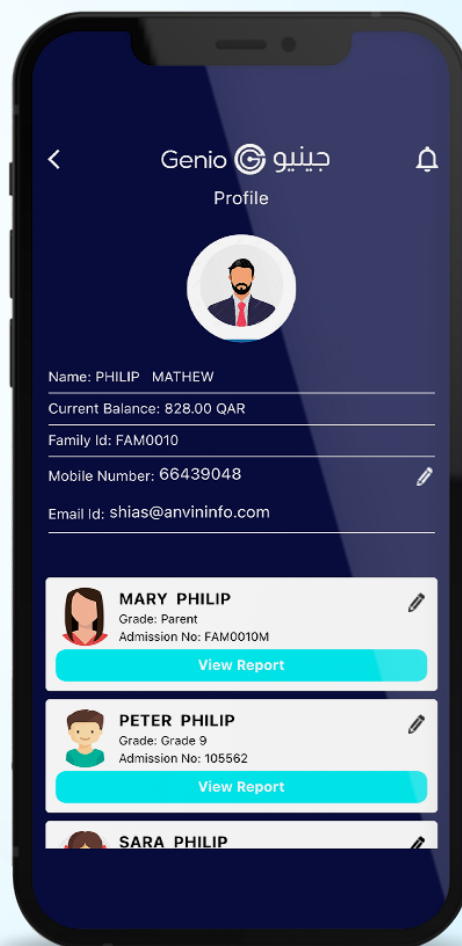
Home Screen

CREATE YOUR **PROFILE**

PROFILE option will show the complete profile details and reports of the child.

To check the profile details & reports,

- Click on **Profile** option on **Home** Page
- It will show the complete details of account with Parent details with Family ID, mobile number, and email address.
- Click on **View Reports** for **Recharge, Consumption, Purchase and Transaction** reports of the child.



Profile Screen

VIEW YOUR **REPORTS**

For a selected account parents can view the following reports:

RECHARGE

Parents can view all the topup transactions.

CONSUMPTION

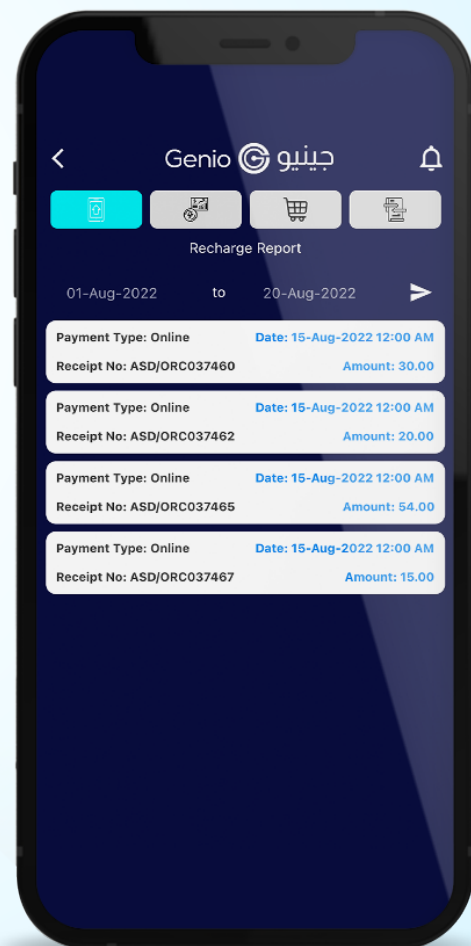
This report lists the details of the purchases made from the school canteen by the child of the selected account.

PURCHASE

The purchase of any store items or other services will be displayed in this section of reports. (Applicable only if Other services are enabled).

TRANSACTION

Transaction reports lists all the top-up and credit transfers to and from the selected account.



Reports Screen

SET PREFERENCES

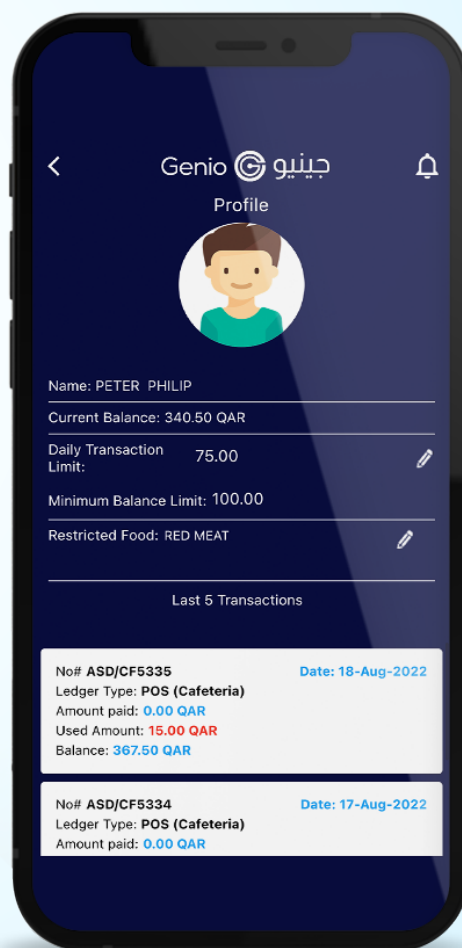
Profile page enables parents to set the preferences for each of their child.

Profile page will display the child name, Current balance of the selected account & the minimum balance that should be maintained in the account.

If the account balance is less than the minimum balance value, an alert is send to the parent to recharge.

Parents can set the daily transaction limit to restrict the spending habit.

Restriction to any food item can be specified in the profile. This will notify the canteen service provider when that item is purchased by the child.

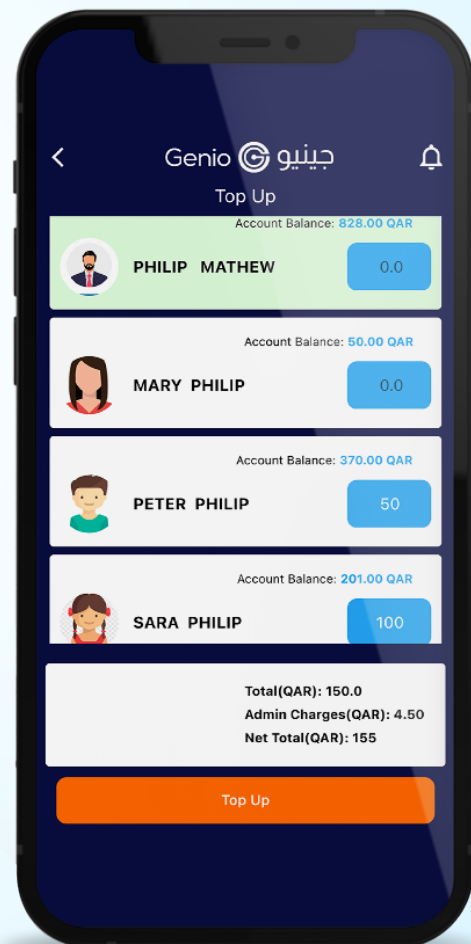


Profile Screen

TOPUP YOUR ACCOUNT

TOPUP option will help the parents to add money to child's genio account using Credit/Debit card.

- Click on **Top Up** option on **Home Page**
- Choose the account which the user wants to top up.
- Enter the amount which the parent wants to recharge.
- Click on Top Up on the bottom.
- Enter the debit/credit card details and proceed.

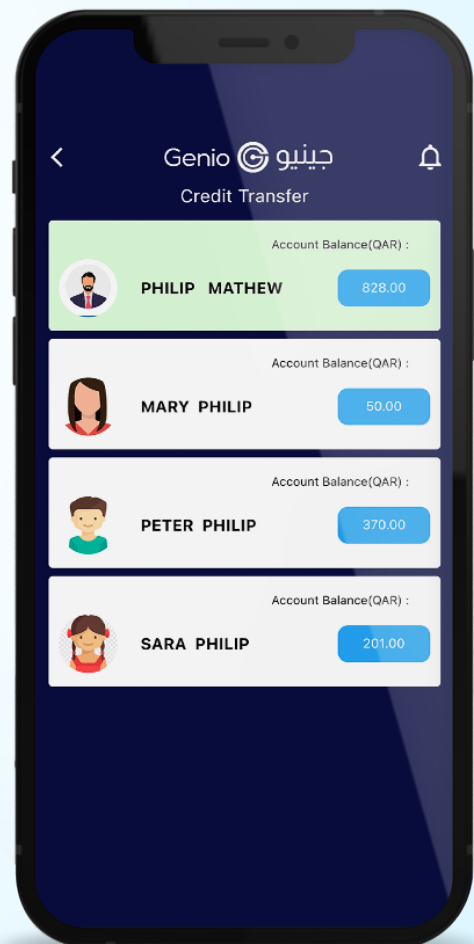


TOPUP Screen

CREDIT TRANSFER

Parents can transfer money between multiple account (child) with easy access

- Click on **Credit Transfer** on **Home Page**.
- Click on the account which the user wants to transfer from.
- The app will show the rest of the accounts will remaining balance
- Click on the account which user wants to transfer balance.
- Enter the amount and click **Transfer**.



Credit Transfer



SUPPORT SERVICES

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