



# Canteen and Food Services System Colegio Internacional de Caracas CIC

## User's Manual



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User's Manual Management

Canteen and Food Services System

Colegio Internacional de Caracas (CIC)

[Electronic document]: Jesellys Garcia. – Caracas:

ONUVA, Integración de Sistemas, 2011

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Colegio Internacional de Caracas (CIC) is an English medium, pre-nursery to Grade 12 school dedicated to the intellectual and personal development of each student in a caring and supportive environment. CIC offers a challenging program to prepare an international student body to excel in a variety of the world's finest schools and universities.

CIC constitutes a learning community that develops to the highest degree the personal and academic attributes described in the International Baccalaureate Learner Profile. Personally, the CIC student is balanced, open-minded, caring, reflective, principled and knowledgeable. Academically, the CIC student is a communicator, a risk-taker, an inquirer, and a thinker.

As part of CIC's infrastructure, the school has asked the our Canteen and Food Services group (Cafetines Escolares MZ 2010) to implement a mechanism to ease the purchase, and be able keep track of consumptions of food-items by students. This manual presents the system that has been implemented by an affiliated technology firm **ONUVA, Integración de Sistemas**, in order to be compatible with other systems' work that is currently being implemented by CIC.

ONUVA is a technology supplier that provides mission critical applications to institutions, all based on open source components that adhere to internationally accepted and embraced standards.

This document should assist users to interact with the newly implement system for CIC's Canteen and Food Services facilities. However, if you need any further clarifications and/or want to provide feedback, please send ONUVA an email to: **canteen-cic@onuva.com**

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## INTRODUCTION

This system provides several capabilities that we hope you will find both useful and convenient. On the one hand, it implements a new *pre-pay* mechanism in order to simplify the previously offered “credit” facility. In this sense, this newly implemented payment mechanism will go away with current papers, signatures, potential miss-placements or miss-assignments of casual paperwork; and in essence provide greater control and ease the use for non-cash payments when purchasing food and drinks at the School Canteen.

This improved CIC-canteen system will allow you to deposit / transfer money into a predefined Canteen Bank Account (or via Debit / Credit cards / Cash / Checks directly at the CIC-Canteen) -see below for specific details on the account info-. Once the funds have cleared, your account into the system will be credited with the deposited amount.

Every time you (as a professor) or any of your dependent students purchases any product(s) at the CIC-canteen, the purchase amount will be deducted from your account at the time of check-out. If you have several beneficiaries / dependants that you are responsible for, **ALL** of them do share the total available credit in your account. If you are a Professor, you will notice that your name also appears in the list of beneficiaries / dependants from your account. This lets the system know that you are also allowed to make purchases at the CIC-canteen and pay with the funds in your account.

To be able to OK a particular purchase, your or your dependent student need to key-in your registered PIN at the time of check-out.

All accounts are already open and pre-loaded into the system, ONUVA (as the technology partner for the system) has also sent an email to the email address you have

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registered with CIC indicating the address / url of the CIC-canteen system that you have to type into your browser to be able to access the system, your provided login-name, and a temporary password. You will notice that your login-name has been set to your email address. We think is an easy way to keep track of your login-name whenever necessary to access the system.

With the new system, you would be able to indicate (for example) to the canteen cashier to control / restrict sales of specific foods / drinks that you may find unsuitable for your students / kid(s) at any given time.

Given that your CIC-canteen-account is always updated via purchases, you will be prompted by the system via email to re-load the account when a certain minimum funds threshold is hit in order to prevent any unnecessary / unforeseen sales-interruptions. Of course, cash sales at the time of payment are still and always be allowed.

The system, also allows you via web (using any browser), to always consult directly the system in order to check for specific detailed transactions with update and itemized information in terms of products purchases and totals. This is a great tool to stay on top of all your pertinent canteen-transactions, or that of your student(s).

We hope that this new system will provide for better control and improved interaction with the CIC-canteen and food services group. However, if you have any questions, feel free to email us at [cic-canten@onuva.com](mailto:cic-canten@onuva.com) or give us a call during regular business hours to (+58) 212-285-9278 / (+58) 212-285-5467 (i.e., Monday through Friday from 8:30am until 5:00pm). We will gladly address any questions / information requests and/or observations that you may have.

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Many thanks in advance for your interest and support. We look forward to hearing directly from you.

**Bank Info for CIC-canteen for Bank Transfers / deposits**

Beneficiary: **Cafetines Escolares M-Z 2010, C.A.** (*Checks should be payable to this beneficiary*)

Banco Provincial

Checking Account No.: 0108-0520-11-0100046986

RIF: J-30089432-0

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# First entry into system



1. Login to the following link / url with your browser. You may use any browser in your computer.

<http://cantina.cicaracas.com.ve/>

*Illustration 1 & 2. Login into the system*



<b>User</b>	<input type="text"/>
<b>Password</b>	<input type="password"/>
<b>Remember</b>	<input type="checkbox"/>
<input type="button" value="Sign in"/>	

[Forgot your password?](#)

- 2. User: (the user name is your email address registered at CIC where we sent you a previous email)  
Password: 123456 (This is a temporary pre-assigned password that **needs** to be changed at the initial access into the system)
- 3. If you check on “Remember” your computer will remember your login every time you access the system from it. If you change the computer, this feature will have to be indicated again
- 4. The system prompts you to change the current temporary password by an alphanumeric combination of at least six (6) characters (letters and/or numbers).

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**New User**

Password

Confirm Password

**The password should be an alphanumeric combination of at least six (6) characters (letters and/or numbers).**

*Illustration 3. New User*

5. After logging in, you **must** provide the system with your PIN code. This PIN code is basically a unique **4 digit numeric code** that will allow to OK purchases at the Canteen. This PIN number can be updated at any time. Please remember to inform your beneficiaries of any updates to the PIN. Otherwise, they will not be able to OK purchases at check-out time after any update.

At the time of registration, you also need to answer several questions that will be included as part of your profile, so in case you forget your password, the system will verify your identity (checking the answers to the provided questions) and if there is a match send you a temporary assigned password to your email.

# Changing your PIN Code



After logging in:

- 1. Go to: Accounts → Change PIN

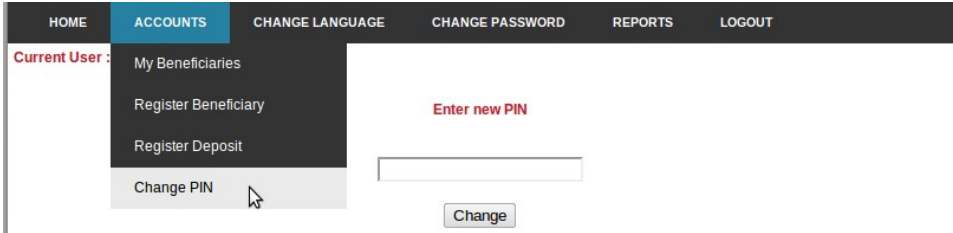


Illustration 4. Change PIN

- 2. A window like the one shown below will be presented, where you put your new PIN. Please remember to enter a PIN number the first time you log in, so this PIN can be used to pay whenever checking out.

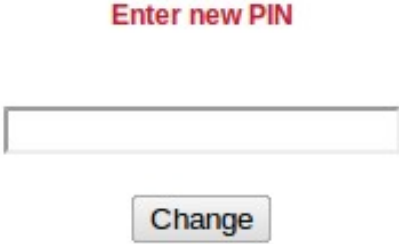


Illustration 5. Enter a new PIN

This PIN code will be used by your beneficiary to validate the purchase in the canteen at check out time

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3. Press " Change".

## Crediting your account (putting money into the system)



1. Make a deposit or transfer to the following bank account:  
Banco Provincial  
No. 0108-0520-11-0100046986  
Beneficiary: Cafetines Escolares M-Z 2010, C.A.  
Rif: J-30089432-0
2. Register your deposit or transfer into the system
3. Enter to the system management of the canteen for the link:  
<http://cantina.ciccaracas.com.ve/>
4. Put your username and password
5. Follow the path: Accounts → Check Deposit  
A window like the one show below, which shall specify the number of deposit or transfer and the amount of the transaction.

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**Enter the deposit info.**

Deposit number:

Total deposit:

**Add deposit**

*Illustration 6. Deposit info*

6. Press “Add Deposit”

The system will display a message indicating that the data has been loaded correctly.

This info will be send to the system's administrator, which will validate / verify the deposit and the the funds clear add the balance on your account.

## Generating a report



1. Follow the path: Reports → Purchases

A window like the one show below

**PURCHASES REPORT**

Date From:	<input type="text"/>
To date:	<input type="text"/>
Beneficiary:	<input type="text"/>
<input type="button" value="Generate"/>	

*Illustration 7. Purchases Report*

2. Select the date range and the beneficiary for which to report
3. Press "Generate"
4. A window like the one shown below

BENEFICIARY	PRODUCT	DATE	QUANTITY	AMOUNT
PEDRO PEREZ	Almuerzos de niño	2011-03-23	1	25
PEDRO PEREZ	Almuerzos de adulto	2011-03-23	1	32
PEDRO PEREZ	Almuerzos de niño	2011-03-23	1	25
PEDRO PEREZ	Almuerzos de niño	2011-03-23	4	100

TOTAL CONSUMPTION: 182 BsF

*Illustration 8. Beneficiary Purchases Report*

## Changing your password



1. After logging in:
2. Go to: CHANGE PASSWORD

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**Password Change**

Current password

New password

*Illustration 9. Password Change*

3. Enter the current password and new password.  
The password should be an alphanumeric combination of at least six (6) characters (letters and/or numbers).
4. Press "Send".

## Changing PIN status

Please select if you wish your dependant to use a PIN number to validate all the purchases. This is typically not selected for very young dependents (e.g., infants).

In order to assign the use of a PIN for purchases please follow these simple instructions:



1. After logging in:
2. Follow the path: Accounts → My Beneficiaries  
This option will show you a list of all current dependents. For each of them, there is a PIN status.

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**Beneficiaries associated with your account.**

Name	Code	Status PIN	Comment
Pedro Perez	10747	Status PIN	Comment
Pablo Perez	10644	Status PIN	Comment
Andres Izarra	10746	Status PIN	Comment

*Illustration 10. Beneficiaries associated*

3. Please, click on Status PIN and a window pops up to allow you to select an activation or deactivation of the PIN option.

**Chose the PIN status**

Alejandra Sofia , Bello

ACTIVE

INACTIVE

[Back to list](#)

*Illustration 11. PIN status*

4. Once selected, please make sure to Save Changes in order to record your option in the database.

## Adding a comment to your beneficiary's profile



After logging in:

1. Go to: Accounts → My Beneficiaries

Will show the list of beneficiaries associated with your account.



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**Beneficiaries associated with your account.**

<b>Name</b>	<b>Code</b>	
PEDRO PEREZ	10747	<a href="#">Comment</a>
SIMON PEREZ	10644	<a href="#">Comment</a>
ANDREA GARCIA	10746	<a href="#">Comment</a>

*Illustration 12. Beneficiaries*

- Click “Comment” and a screen like the one below will pop up, where you can indicate to the canteen cashier to control / restrict sales of specific foods / drinks that you may find unsuitable for your students / kid(s) at any given time.

**Add a comment to the indicated Beneficiary**

Don't sale chocolate

Add Comment

*Illustration 13. Add comment*

- Press “Add Comment”.

Any comments / observations can be sent to

Via email: [cic-canteen@ONUVA.com](mailto:cic-canteen@ONUVA.com)

Via phone: (+58) 212-285-9278  
 (+58) 212-285-5467  
 Monday through Friday from 8:30am until 5:00pm