User Guide on Using HKU mPOS Web Application

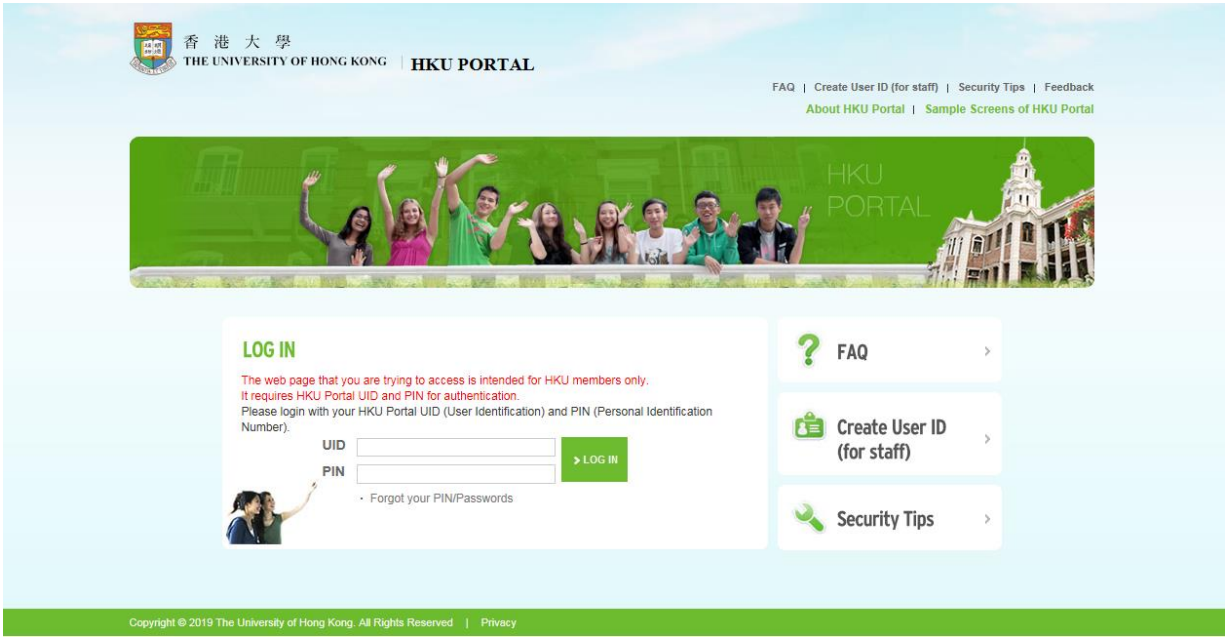
a) Introduction

Mobile Payment for Department Services (MPDS) is a payment platform developed by Information Technology Services to facilitate departments in fees/charges collection and product sales at their service counters using mobile app; income collected will be credited into departments' designated accounts automatically which streamlines the income reconciliation process between departments and FEO. HKU mPOS web application can be used at both desktop PC and mobile devices. Departments and Faculties can use the HKU Desktop POS application to collect payments from students, staff and general public who pay with HKU uPay App.

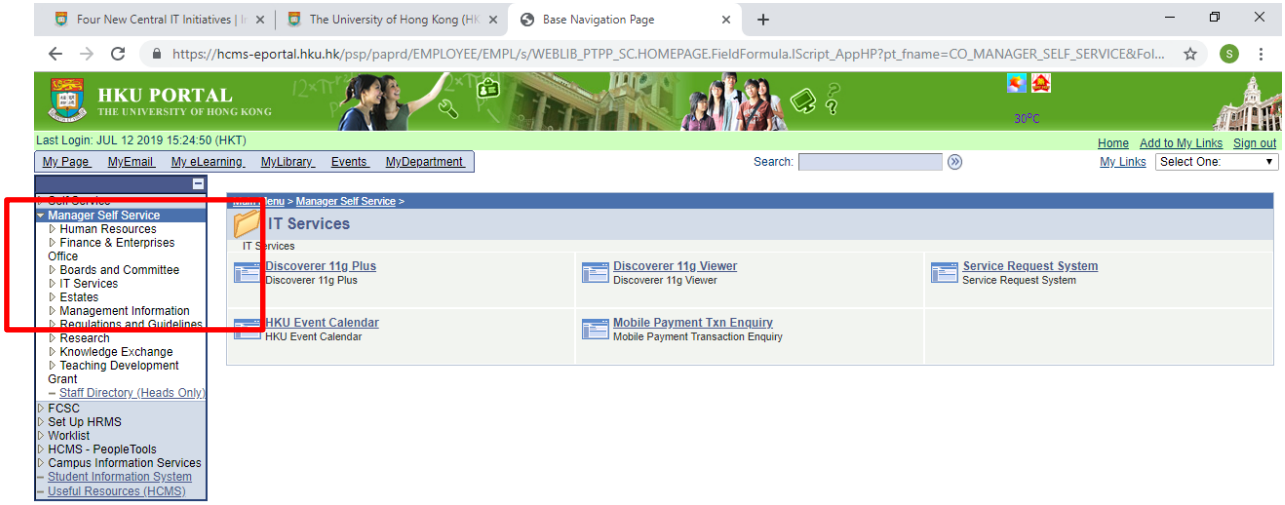
b) HKU mPOS Web Application

A. Generate QR code to collect payment

a) Login HKU Portal with your HKU Portal UID and password

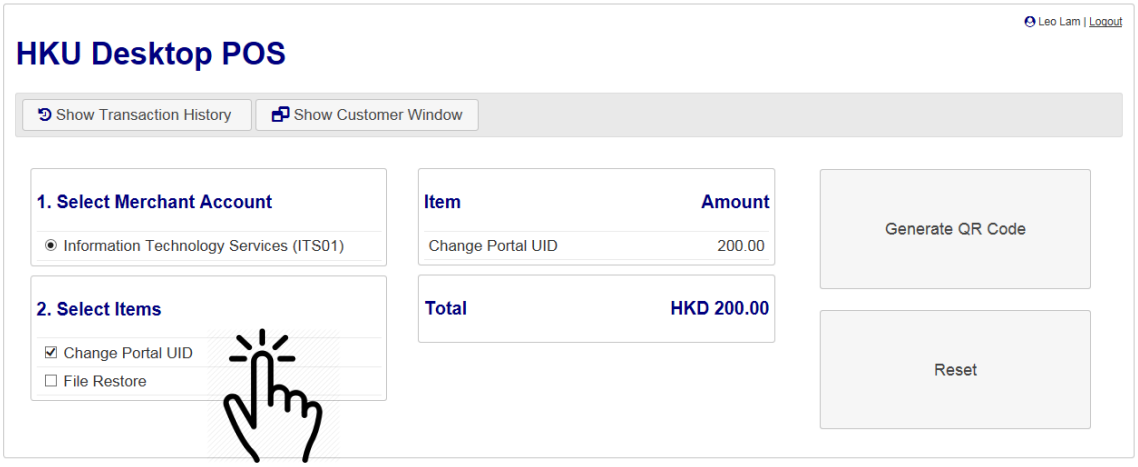


b) Select Manager Self Services and then click “IT Services”

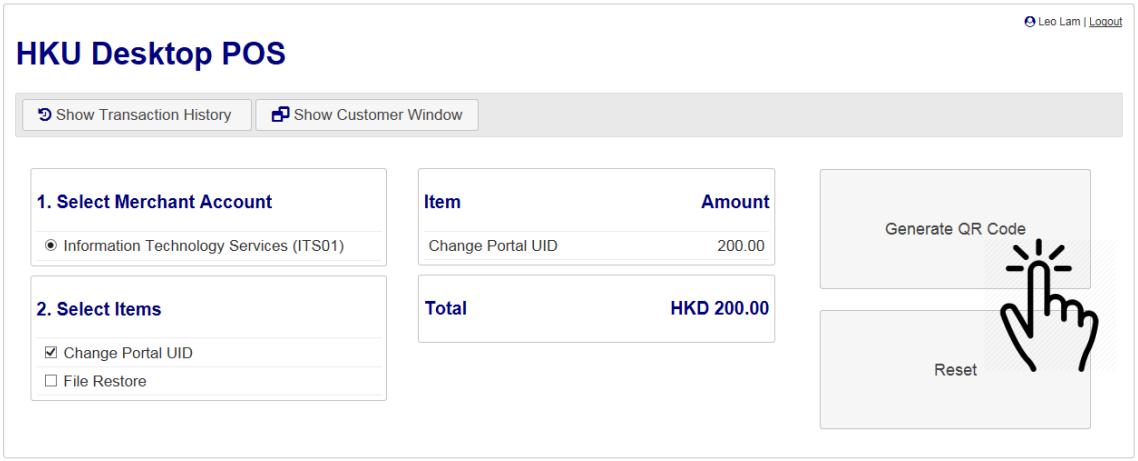


c) Select Mobile Payment for Department Services, there is a link to access HKU mPOS main page

d) Select the item(s) from the list



e) Review the total amount and press the “Generate QR Code” button.



f) The QR code will then pop up at HKU Desktop POS application, the customer can then use HKU uPay App to scan the QR code and pay.

g) After the customer pays with HKU uPay App, the HKU Desktop POS application will let the customer know the result of transaction.

OR

This transaction is completed successfully.

This transaction is incomplete and cancelled.

h) Enter the receipt numbers (after prefix) after transaction completes. (optional)