

User Guide on Using HKU Desktop POS Application and HKU mPOS App

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 Desktop POS application can be used at both desktop PC and Apple Mac while HKU mPOS App works at Android and iOS-based mobile devices. Departments and Faculties can use the HKU Desktop POS application and/or HKU mPOS App to collect payments from students, staff and general public who pay with HKU uPay App.

b) HKU Desktop POS Application

A. Generate QR code to collect payment

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

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About HKU Portal | Sample Screens of HKU Portal

HKU PORTAL

LOG IN

The web page that you are trying to access is intended for HKU members only. It requires HKU Portal UID and PIN for authentication. Please login with your HKU Portal UID (User Identification) and PIN (Personal Identification Number).

UID

PIN

[Forgot your PIN/Passwords](#)

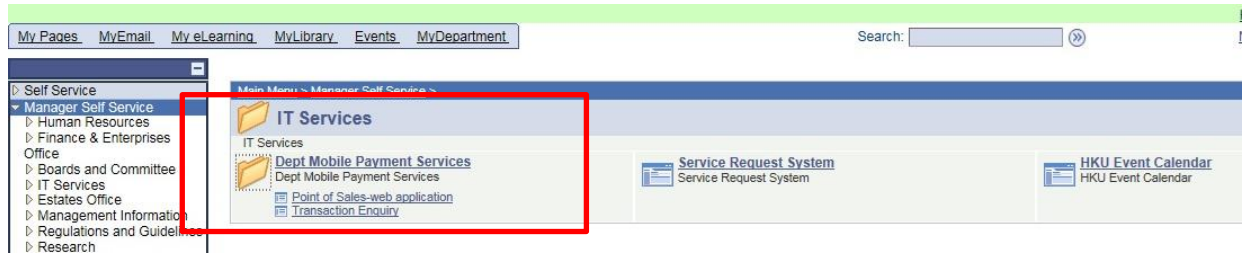
[FAQ](#)

[Create User ID \(for staff\)](#)

[Security Tips](#)

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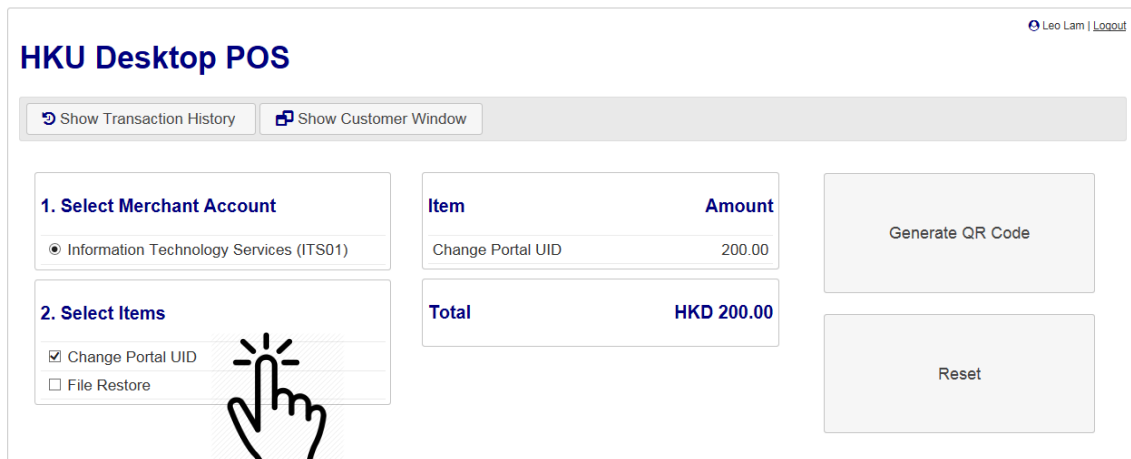
b) Select Manager Self Services and then click "IT Services"



c) Select Dept Mobile Payment Services, click "Point of Sales-web application" in the folder and you can then access to the Desktop POS link



d) Select the item(s) from the list



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

HKU Desktop POS

Leo Lam | Logout

Show Transaction History Show Customer Window

1. Select Merchant Account

Information Technology Services (ITS01)

2. Select Items

Change Portal UID

File Restore

Item	Amount
Change Portal UID	200.00
Total	HKD 200.00

Generate QR Code

Reset

- 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.

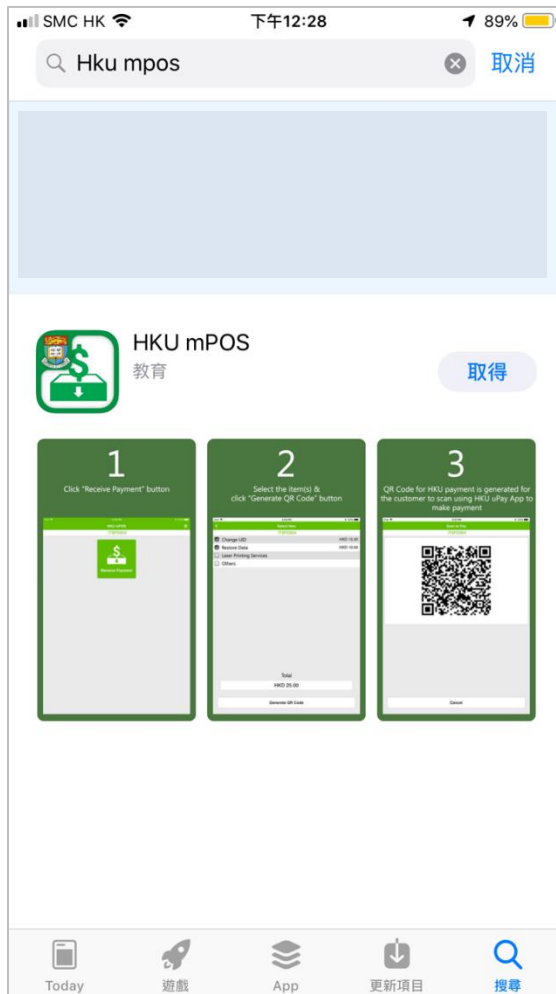
h) Enter the receipt numbers (after prefix) after transaction completes. (optional)

c) HKU mPOS App

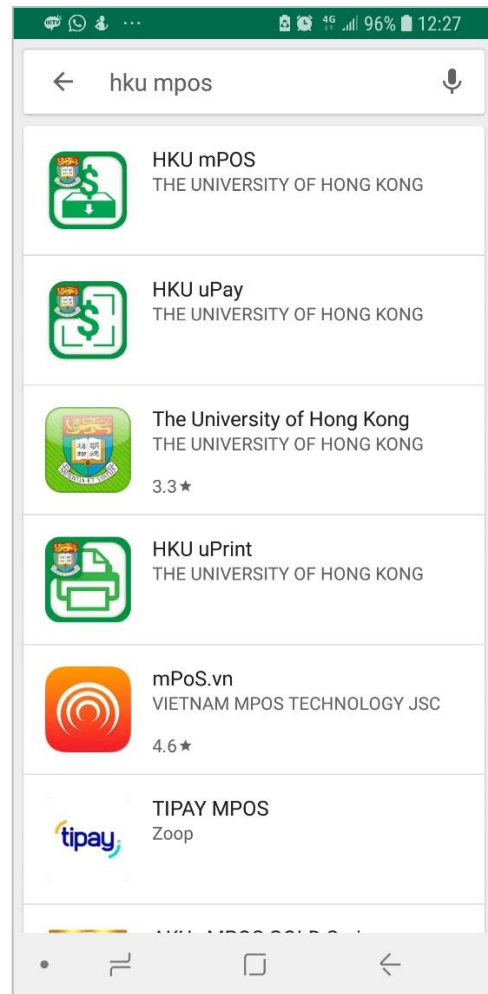
A. Installation procedures

a) Download HKU mPOS App at Apple store or Google Play by searching “HKU mPOS”

b) After installation, open the HKU mPOS app.



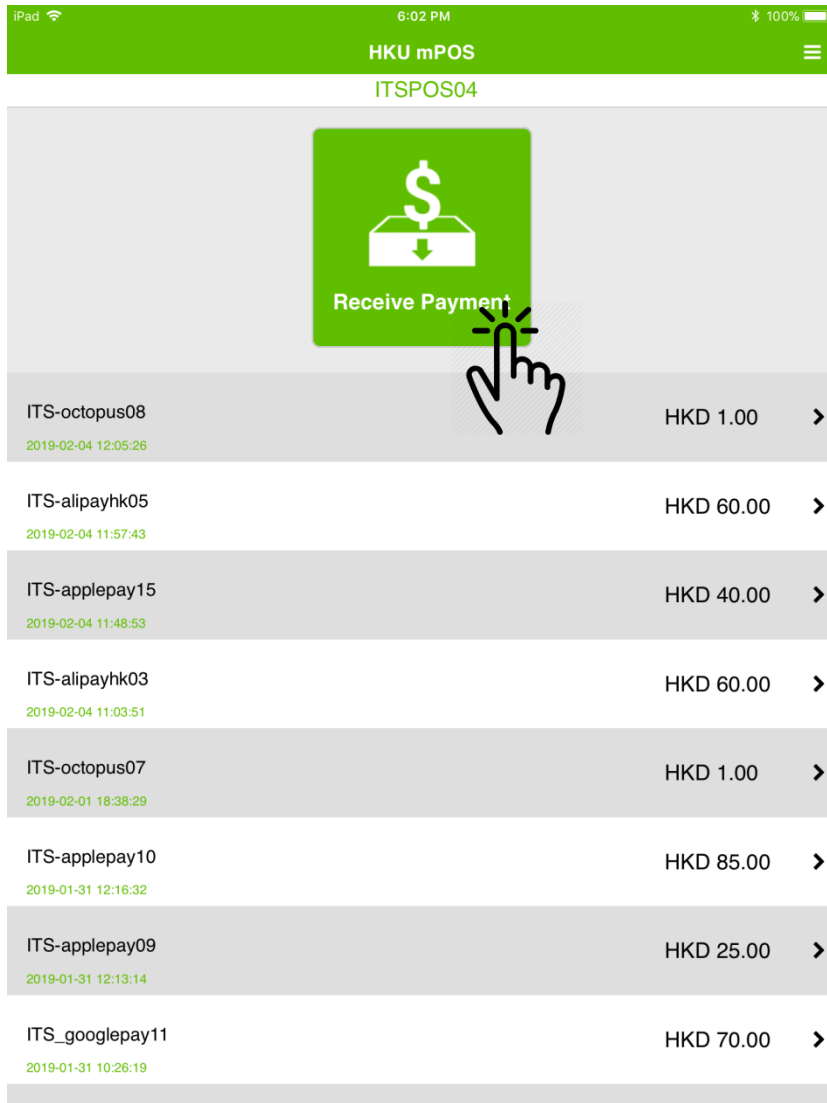
App Store



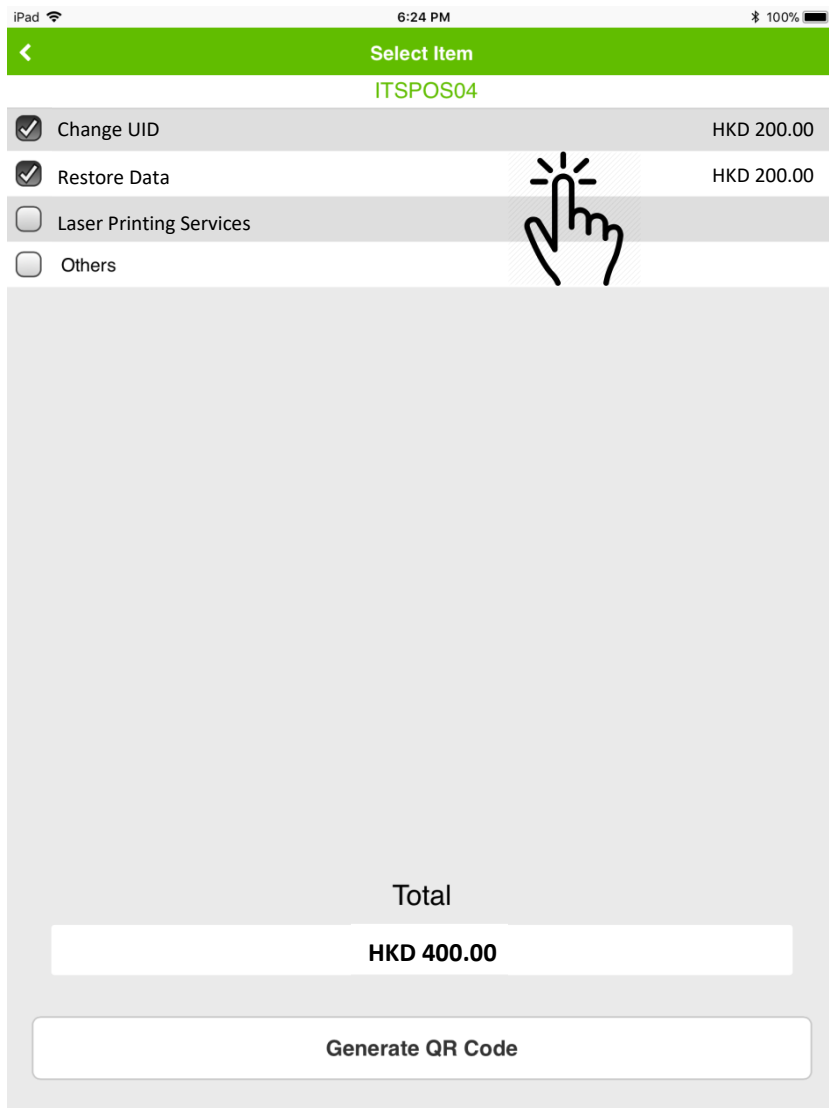
Google Play

B. Generate QR code to collect payment

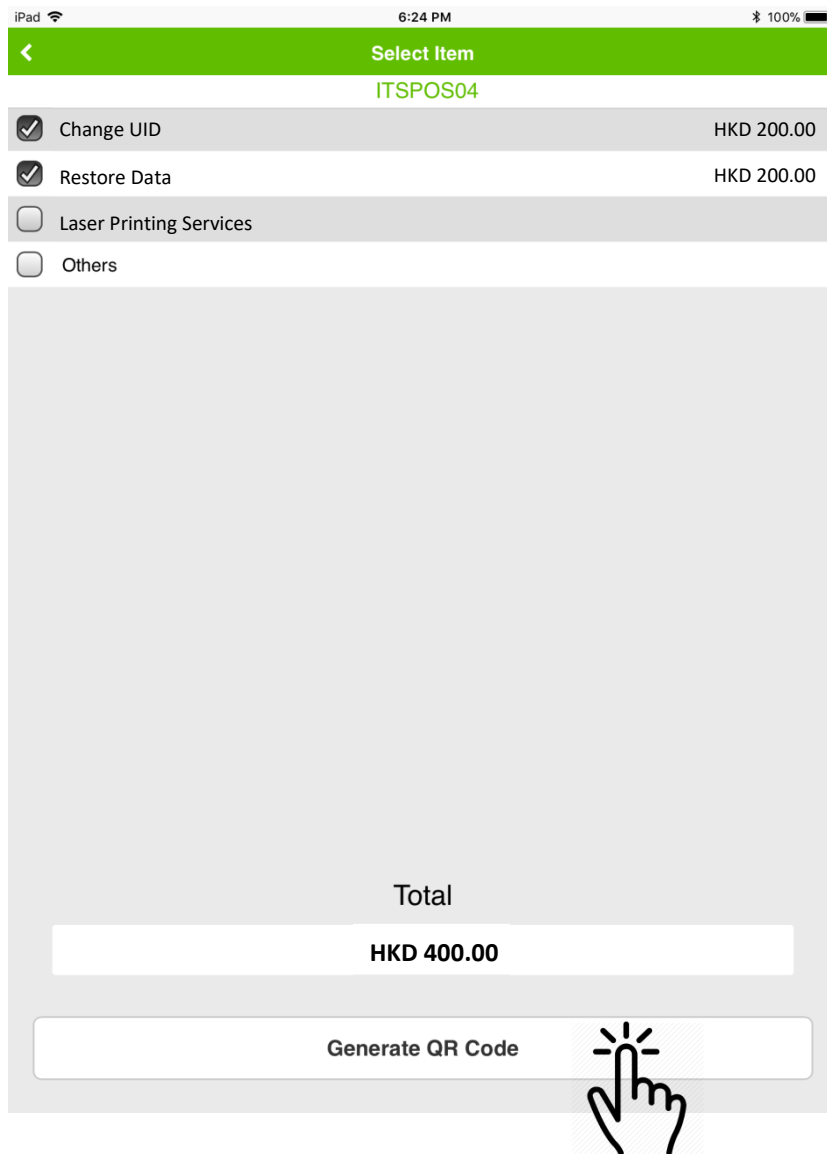
- a. Click "Receive Payment"



b. Select the purchased item(s) from the item list.



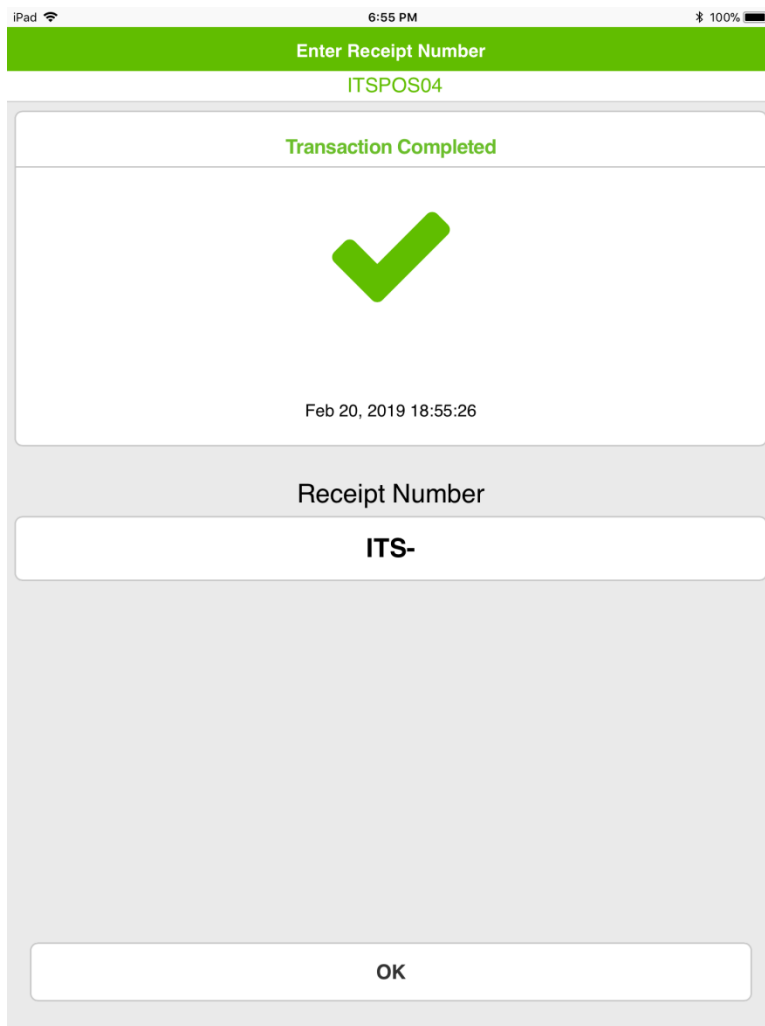
c. Review the total amount to be charged and press “Generate QR Code”.



- d. The QR code will pop up at HKU mPOS App, the customer can then use HKU uPay App to scan the QR code and pay.



- e. After the customer pays with HKU uPay App, the HKU mPOS App will let customer know the result of transaction.



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