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
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.

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.

![QR Code](QRCode.png)

Scan QR Code to Pay.

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

- [ ] This transaction is completed successfully.
- [x] This transaction is incomplete and cancelled.

Last update: 23 July 2019
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.
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”.

<table>
<thead>
<tr>
<th>Select Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSPOS04</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change UID</td>
<td>HKD 200.00</td>
</tr>
<tr>
<td>Restore Data</td>
<td>HKD 200.00</td>
</tr>
<tr>
<td>Laser Printing Services</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

HKD 400.00

[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)