

How to create PayPoint barcoded letters

Some payers may wish to continue making cash payments.

To prevent payers continuing to bring cash and cheques into the office, it is possible to issue PayPoint barcoded letters which can be created for any payment item set up for PayPoint.

These letters can be taken into most convenience stores and supermarkets where the PayPoint logo is shown. Each PayPoint barcode is unique to the pupil and the payment item it is issued to. This is to ensure payments made are attributed correctly on the ParentPay site.

Setting up the Payment Item

Before starting the letter:

1. Navigate to **Payment Items > View Payment Items**
2. Locate the payment item the barcoded letter will be created for.
3. Select **Edit Payment Item** from the **Actions** drop down menu
4. Ensure the **PayPoint Barcode Enabled** box is ticked.
5. Navigate to the **Communication** tab



Choose the template

All predefined templates will be available for use as a printed letter or an email. The icons in the **Channels** column will identify which format the template is set up for

Note: PayPoint barcodes can only be created using the printed letter channel

View payer accounts

Display old messages and templates

Most recently sent first

Message/Template type	Subject	Owner	Date created	Last cloned	Num times cloned	Channels	Actions
ParentPay: Activation		All				Printed letter	Clone
Create new message							
ParentPay: Activation Letter Dinner Money		Oceania School Manager	10 Oct 2013 11:30	-	0	<input checked="" type="checkbox"/>	Actions
ParentPay: Activation Letter Dinner Money			01 Sep 2000 00:00	-	0	<input checked="" type="checkbox"/>	Actions

All templates can be viewed by selecting **Show more** at the bottom of the list of templates, or from the **Message/template type** drop down at the top of the list.

To open the message template, select the name, or select **Clone** from the **Actions** drop down menu. Alternatively, create a new message by selecting the **Create new message** link in the **Subject** column.

Edit the letter template

The letter channel will be ticked and a preview of the template text will be displayed. Select **Edit** to make any required changes to the letter content.

Once all changes have been made, select **Save**.

Warning: Ensure the <paypointbarcode/> field code is entered at the bottom of the letter template. If it is not included, no PayPoint barcode will be produced on the letter.

Note: The PayPoint barcode will always be printed at the bottom of the page regardless of where the PayPoint field code is entered into the letter text.

Adding a signature

1. Ensure the electronic signature is saved as a .jpg .jpeg or .PNG
2. Add the <signature/> field code to the letter template where the signature will need to be displayed
3. Select the check box alongside **Enable signature graphic** at the bottom of the page
4. Select **Browse** to locate the signature image file
5. Select **Change**. The image will then be displayed under **Current signature**.
6. Select **Continue**

Signature

Add a signature graphic to the message. This will appear on all HTML emails and printed letters.

Enable signature graphic

Current signature:

George Orwell

Change signature graphic

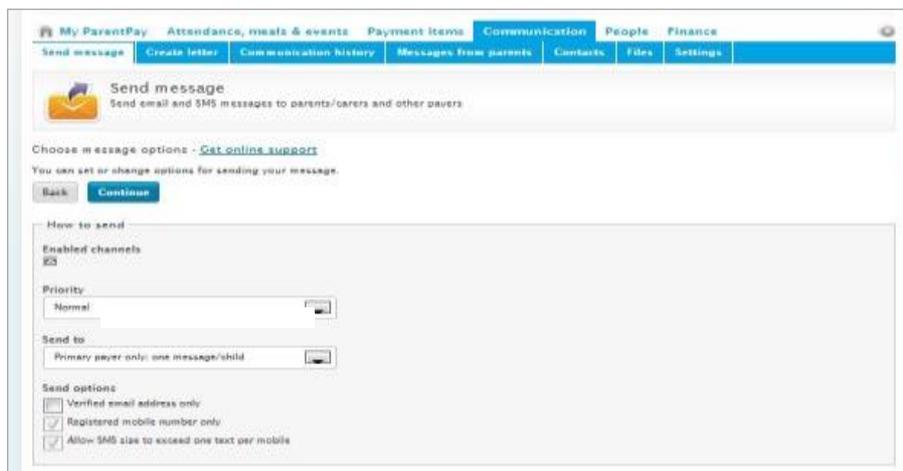
No file selected.

Note: Only one electronic image can be added to a letter.

Choose how/what to send

1. Ensure the **Priority** is set at **Normal**
2. Set **Send to** as either **Primary payer only: one message/child** for pupils requiring a letter for their main contact, or **Each payer** for secondary contacts
3. Select **Continue**

Note: If **Each Payer** is selected, the letter will need the <consumerrepeater> field code added at the top and the </consumerrepeater> code at the bottom of the address and name details.



Choosing recipient group(s)

When viewing the viewing the recipients page for the first time, a red message will be displayed reading **A payment item must be associated with this message.**

Recipient groups

⚠ No groups specified

Category	Group	Add/exclude	Number in group	Recipients	Actions
A payment item must be associated with this message					
Total: 0					Delete all

This indicates that the letter template does not currently have a payment item linked to the letter. If the payment item that the barcode is to be created for is not selected, no barcode will be generated and the pdf file will not render

To select the payment item:

1. Open the **Add groups** drop down menu
2. Select **Payment item: all assigned**
3. A secondary drop down menu will open. Select the relevant payment item
4. Select **Add**

The payment item will then be linked to the letter, and the red message will no longer be displayed.

It is possible to select various recipient groups to drill down to the end recipient list.

1. Open the **Add groups** drop down menu
2. Select the recipient group. This may be All pupils, Year groups, Individual pupils, or any other groups listed.
3. If required, select the sub-group from the secondary drop down menus
4. Select **Add**
5. Repeat the process as required until all recipients are listed

Recipient groups					
Category	Group	Add/exclude	Number in group	Recipients	Actions
Individual pupil	Emelie Adams		1	1	
Individual pupil	Vanessa Akinbobola		1	1	
Individual pupil	Sophie Johnson		1	1	
Service assignment	Dinner money for The Denewood Community School		536		
			TOTAL	3	

Add recipients

Add group:

Year: Recipient:

Recipient list <input type="button" value="Hide"/>							
Recipient name	Pupil/staff name	Year	Reg group	Channel	Long SMS	Send to	Actions
	Emelie Adams	1	1Violet		-	Printed letter	
	Vanessa Akinbobola	R	RYellow		-	Printed letter	
Karen Hine	Sophie Johnson	1	1Blue		-	Printed letter	

To view a list of recipients added to the message run, select **Show recipients**.
 Select **Preview** in the **Actions** column to view the message that will be sent to the payer.

Note: The barcode and/or signature image will not be visible in the preview. These will only be displayed once the final letters are opened as PDFs.

Select **Continue** to go the next page.

Confirm send

A final breakdown of the message run will appear showing: the selected channel(s), the priority of the message, total number of recipients.

To make the letter available to the payers via their ParentPay account, select the checkbox titled **Letter available via Parent/Carer login**. Payers will then be able to open an electronic copy of the letter, complete with PayPoint barcode, on their home computers, tablets, or smartphones.

Review details of message run and confirm to send

Enabled channels


Message run name
 ParentPay: Gentle debt+barcode

Subject

Priority
 Normal

Total recipients
 47 (0 SMS - 0 email - 47 print)

SMS messages
 Confirming will cost 0 SMSes

Letter available via Parent/Carer login
 If ticked, Parent/Carer will be able to download this letter via their login

If the message details are correct, select **Confirm send**.

Note: Confirm send will not automatically print the letters. On the next page, the messages can be opened as a pdf, and can then be saved and/or printed.

Message run summary

The message run summary screen shows how many messages have been sent/delivered/failed.

Select **Open pdfs** to open the letter file in Adobe Reader (or similar) and the letters can be printed or saved to the computer.

Letter available via Parent/Carer login: There is another option to 'Show/hide' a pdf of the letter to payers via their online accounts.

Messaging run ID	5121082-5711784
Time sent	13 Apr 2017 15:58:01
Message run name	ParentPay: Gentle debt+barcode
Subject	
Priority	Normal
Total recipients	47
SMS messages sent	0
SMS delivery	0 / 0 delivered - 0 failed
Email delivery	0 / 0 delivered
Printed letters	47 Open pdfs
Letter available via Parent/Carer login	No Show to Parent/Carer
	View recipient exception report Repeat message run