

Financial Payment Info Web Form in FACTS



Summary

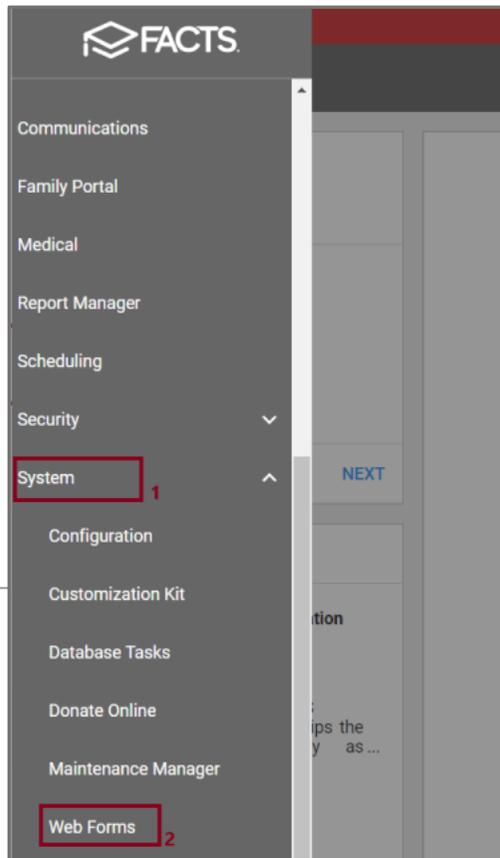
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1.0 Introduction

EduWeb Group developed a custom Web Form in FACTS that will run a query on the FACTS database and show if there are any charges the family's students have. Together with the Family ID and the school details, this information can be used to cross-check the payments received through different payment outlets such as Lasco Financial Services in Jamaica.

This document covers the customized Web Form required minimum configuration. The Web Form must be installed first (by EduWeb) on FACTS Database for this configuration to work.

1.1 Lasco Payment Info - Web Form Configuration



1. From FACTS main menu, click on Systems.

2. Web Forms > Add Web Form

Web Form Configuration

Closed District Wide Auto Update FACTS SIS Web Form ID

Web Form Name
 3

Instructions

Custom Form Path (only necessary when using RCK)
 4

Custom Mobile Form Path (only necessary when using RCK)

Font

Web Form Items
 1.
 2.
 3.
 4.
 5.
 6.
 7.
 8.
 9.
 10.

These fields are the mandatory minimum configuration:

3. Web Form Name: This is a free text field

4. Custom Form Path (only necessary when using RCK): rwi-spain/Jamaica/form_account.htm

Note: The Form Path will be provided by EduWeb once the custom web form is installed.

Color

Size

Data Collected For
 5

Entire District Entire School 6

Email Address

7

5. **Data Collected For:** Family

6. Set the Web Form target audience – Entire District, Entire School, or click the “Edit Member List” button to set the specific families to have access

Other fields – instructions, color, size, etc – can be set with any values.

7. Click Save.

1.2 Web Form Configuration Checking



1. In FACTS menu, click
"Families"

Orlando Adams

ID: 1215655

The parent dashboard brings everything together in one place. You may select an area to gain more detailed information on that area.



Parent Contact

18 1/2 East Road, Kingston, St Andrew, 12345

Home Phone (876) 8830206

richkidadams@yahoo.com

Employment

Service Hours

Total Hours **0.0**

Family Portal

Password

Family Portal ²

Note

No Note to display...

2. Access the "Family Portal" of the affected family's parent

The screenshot shows the FACTS web interface. On the left is a blue sidebar with a school logo at the top. Below the logo, the word "School" is followed by an upward arrow. A list of menu items follows: "School Home", "Calendar", "Directory", "Classes", "Photo Gallery", and "Resource Documents". At the bottom of the sidebar, the "Web Forms" item is highlighted with a red box and a small red number "3" to its right. The main content area on the right is white and contains a "Web Forms" header with a clipboard icon. Below this header is a list of forms: "Honorepay Online Payment", "Lasco Financial Payment Outlet Information" (highlighted with a red box and a small red number "4" to its right), "Family Demographic Form" (with a person icon), and "SBA Tracking Report" (with a grey background).

- 3. Go to Web Forms
- 4. Click the newly created Web Form

Lasco Financial Payment Outlet Information

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Payment Outlet Information:

District Code:	JC-JAM
School Name:	Jamaica College
School Code:	JC-JAM
Family ID / Family Name:	1002141 / Adams Ajay
Accounting System Number:	
Student(s) Payment Information: (Name / ID / Amount)	This Family hasn't students with charges

This is the expected behavior of the Web Form which the information can be used to check the family's payments or whatever purpose the school may find it necessary for the parents.

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