

Guide to Top Up & Transfer Wallet : Desktop View



WEB USAGE GUIDE-

This section is a step by step guide on how to topup in your children's account, and is divided into sections.

Section A. HOW TO LOGIN TO YOUR ACCOUNT

Step 1: Go to <https://ifs.ineedfood.today/>.

You will be led to the Login page, where you can login with your Email and Password.

(If you have already set up your new password, you can skip straight to Section B: HOW TO TOPUP YOUR WALLET)

Step 2 : Forgot your password? No problem! Click **“Lost Password”**.

A new field will be shown below the “LOGIN” button

LOGGED IN AS: Login

IFS International French School | Singapore | LYCÉE FRANÇAIS

Q LOGIN

CART / \$0.00

Username or Email

Password

Remember me

LOGIN

Lost your password?

Don't have an account? Sign up

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Step 3:

Enter your Email in this new field and click on **“GET NEW PASSWORD”**
You will receive a Reset Password email with a link.

LOGIN

Lost your password?

Please enter your username or email address. You will receive a link

Username or E-mail

jing@konbi.ninja

GET NEW PASSWORD



Check your e-mail for the confirmation link.

Don't have an account? Sign up

Step 4:

Check your email. You should have received a Password Reset email with a link.
Click on this link and you will be brought to the Password Reset page.

[IFS] Password Reset External >



IFS Meal Ordering food@ineedfood.today via amazonses.com
to me ▾

Someone has requested a password reset for the following account:

Site Name: IFS

Username: superadmin

If this was a mistake, just ignore this email and nothing will happen.

To reset your password, visit the following address:

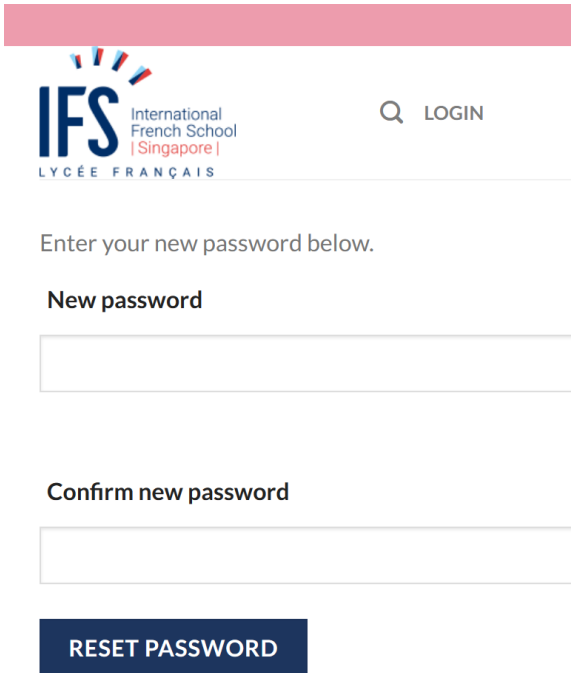
<<https://ifs.ineedfood.today/resetpass/?action=rp&key=ccvUJhX8IDEXM2i>>

← Reply

→ Forward

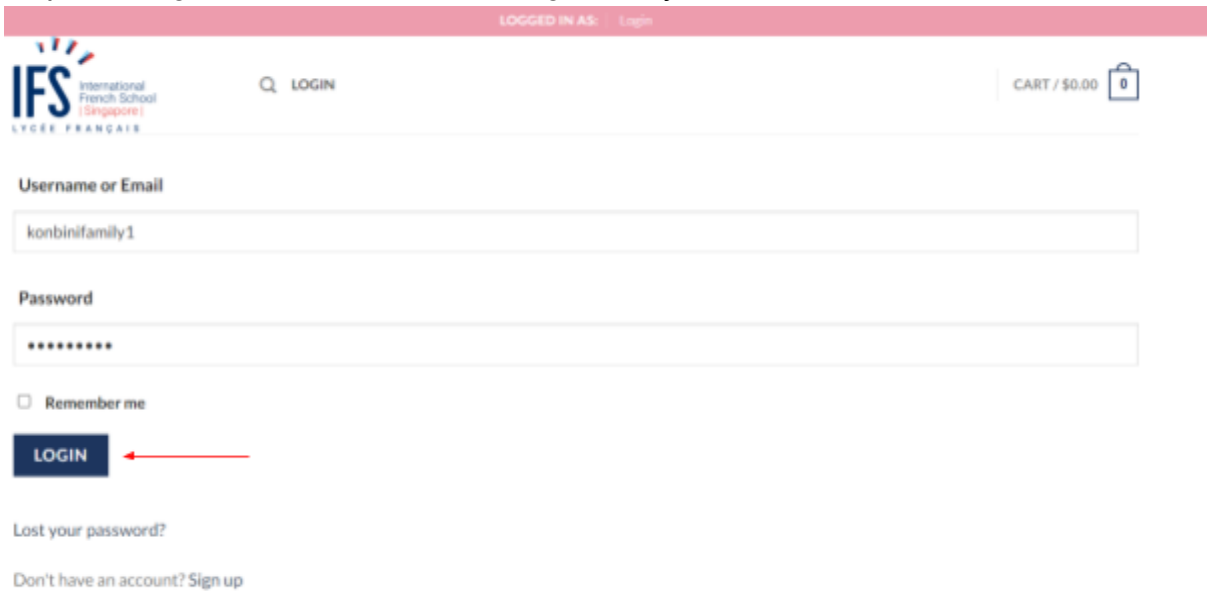
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Step 5: On the Password Reset page, enter the new Password you want to set for your account, and press **“RESET PASSWORD”**



The screenshot shows the top navigation bar with the IFS logo (International French School | Singapore | LYCÉE FRANÇAIS) and a search icon with the text 'LOGIN'. Below the navigation bar, the text 'Enter your new password below.' is displayed. There are two input fields: 'New password' and 'Confirm new password'. At the bottom of the form is a dark blue button with the text 'RESET PASSWORD'.

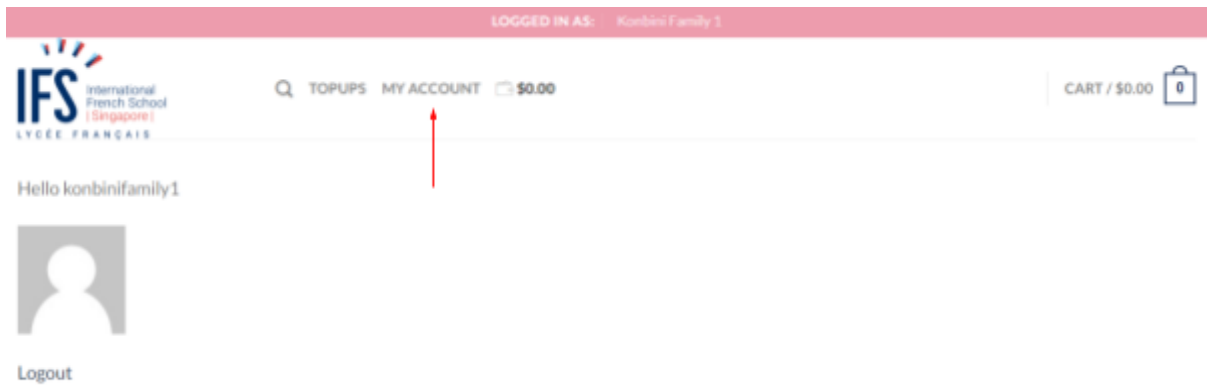
Step 6 : Congratulations! Proceed to login with your Email and Password.



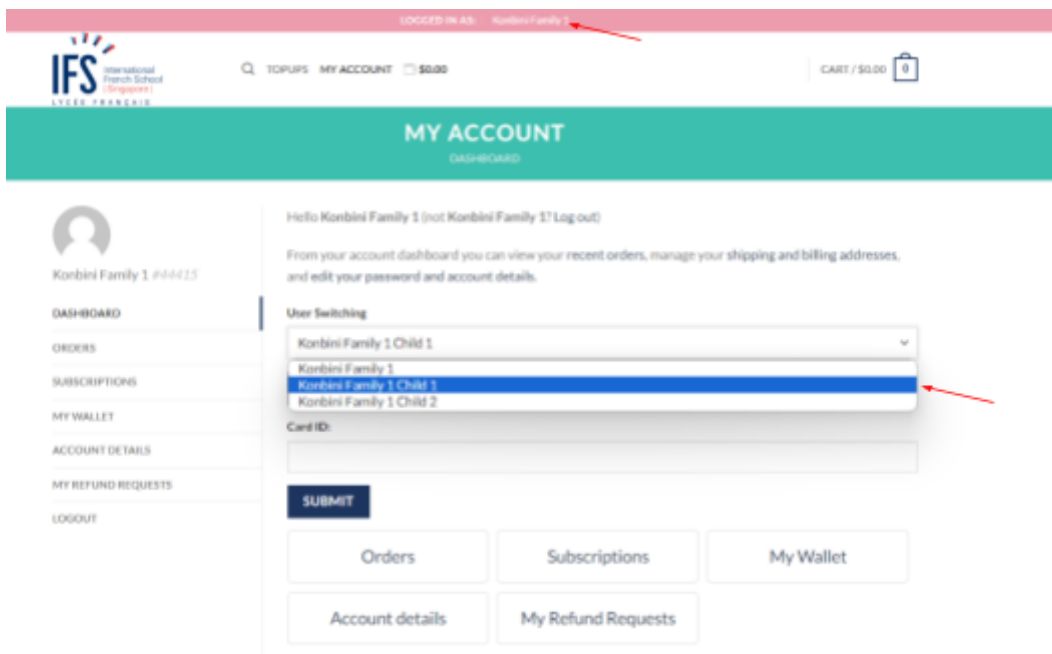
The screenshot shows the top navigation bar with the IFS logo, a search icon with the text 'LOGIN', and a shopping cart icon with the text 'CART / \$0.00'. Below the navigation bar, the text 'LOGGED IN AS: Login' is displayed. There are two input fields: 'Username or Email' (containing 'konbinifamily1') and 'Password' (containing '*****'). Below the input fields is a checkbox labeled 'Remember me'. At the bottom of the form is a dark blue button with the text 'LOGIN', which has a red arrow pointing to it. Below the button are the links 'Lost your password?' and 'Don't have an account? Sign up'.

Section B. HOW TO TOPUP YOUR WALLET

Step 1 : Once you are logged in, Click **“MY ACCOUNT”** to get to the My Account page.



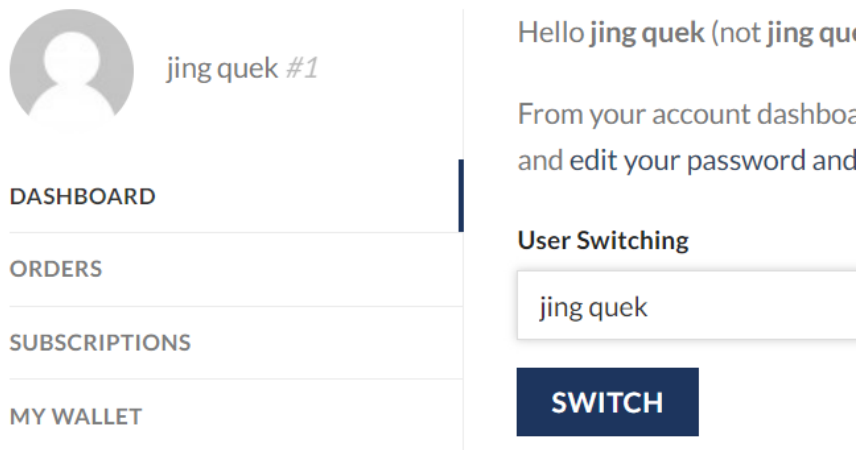
Step 2: Click on the **“User Switching”** dropdown menu. You will see a list of your Child’s accounts. First, choose the Child whose wallet you want to top up.



Step 3: Once you have selected the child, Click on the **“SWITCH”** button. This will switch your account to your Child’s account.

IMPORTANT! Each Child has their own wallet balance- you MUST ensure you switch to the correct Child you intend to add wallet balance to.

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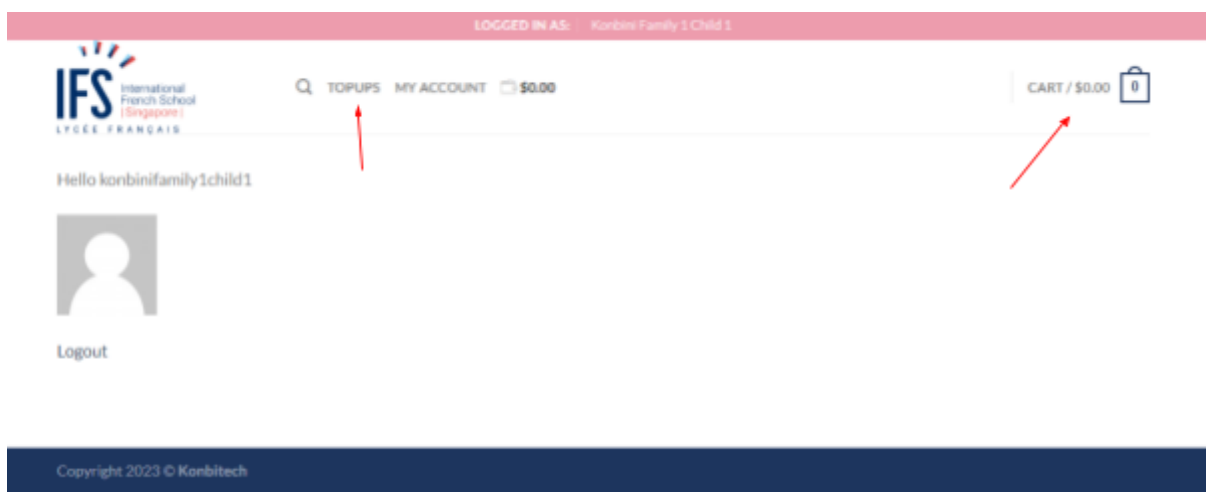
Unsure if you switched to the correct Child's account? Look at the top pink bar to confirm that the User ID has changed to your Child ID.



MY ACCOUNT  \$432.99

Step 4: After User Switching to your Child, You will see the TOPUPS menu on the top bar.

Click the **"TOPUPS"** button to get to the Topup Menu, where you can select a value of credit you wish to purchase for your Child's wallet.



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Step 5: Choose Top up amount and Click “ **ADD TO CART**” button





LOGGED IN AS: jing quek

IFS International French School [Singapore] LYCÉE FRANÇAIS

TOPUPS MY ACCOUNT \$432.99

CART / \$10.00 1

Topup your wallet here, to spend in the canteens using your child's student card!

IMAGE	NAME	DESCRIPTION	PRICE	BUY
	\$10 topup		\$10.00	ADD TO CART
	\$100 topup		\$100.00	ADD TO CART
	\$20 topup		\$20.00	ADD TO CART
	\$50 topup		\$50.00	ADD TO CART

Show 25 per page Showing 4 products

Click “CART” on top of the page to Checkout your order and make payment.

Step 6: In the Cart page, you will see the PRODUCT you ordered. Fill up the “**BILLING DETAILS**”, Choose the payment method, and fill up the necessary details.

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Step 7: Click “ **PLACE ORDER**” button and make payment via preferred method


LOGGED IN AS: jing@qsk

IFS International French School (Singapore) LYCÉE FRANÇAIS

TOPUPS MY ACCOUNT \$432.99

CART / \$10.00 1

SHOPPING CART > CHECKOUT DETAILS > ORDER COMPLETE

PRODUCT	PRICE	QUANTITY	SUBTOTAL
 \$10 topup DELIVERY DATE:	\$10.00	- 1 +	\$10.00

← CONTINUE SHOPPING


BILLING DETAILS

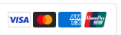
Phone (optional)
91377827


jing

YOUR ORDER


PRODUCT	SUBTOTAL
\$10 topup × 1 DELIVERY DATE:	\$10.00
Subtotal	\$10.00
Total	\$10.00

Credit/Debit Cards 

Card number
1234 1234 1234 1234 

Expiration CVC
MM / YY CVC 

Save Card

PayNow 

PLACE ORDER

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our privacy policy.

Step 8:

Your Top up Order is complete and you will be redirected to an ORDER COMPLETE page. Your new Wallet Balance will be visible on the top bar

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The screenshot shows the IFS website interface. At the top, it says 'LOGGED IN AS: jing@konbi'. The navigation bar includes 'TOPUPS', 'MY ACCOUNT', and a balance of '\$402.99'. The cart icon shows 'CART / \$0.00'. The breadcrumb trail is 'SHOPPING CART > CHECKOUT DETAILS > ORDER COMPLETE'. The 'Order details' section contains a table:

PRODUCT	TOTAL
\$49.99 topup x 1	\$49.99
Subtotal:	\$49.99
Payment method:	Visa ending in 4242
Total:	\$49.99

Below the table is the 'Billing address' section with the following information:

jing
91377827
jing@konbi.ninja

To the right, a confirmation box states: 'Thank you. Your order has been received.' with the following details:

- Order number: 40526
- Date: Tue, August 22, 2023
- Email: jing@konbi.ninja
- Total: **\$49.99**
- Payment method: Visa ending in 4242

Step 9: You can proceed to topup for your other children by repeating Step 1 to 8 again.

You will be required to make a separate purchase for each child's wallet, to ensure that each child has their own Wallet allowance.

Section C. TRACKING YOUR CHILD'S EXPENDITURE

Having individual, separate wallet balances allows you to track each child's expenditure.

Step 1: Click on "MY ACCOUNT"

Step 2: Click on "ORDERS"

Step 3: You will see a table of transactions done with this user's account. You can track existing purchases performed on this account.



MY ACCOUNT

ORDERS



jing quek #1

DASHBOARD

ORDERS

SUBSCRIPTIONS

MY WALLET

ACCOUNT DETAILS

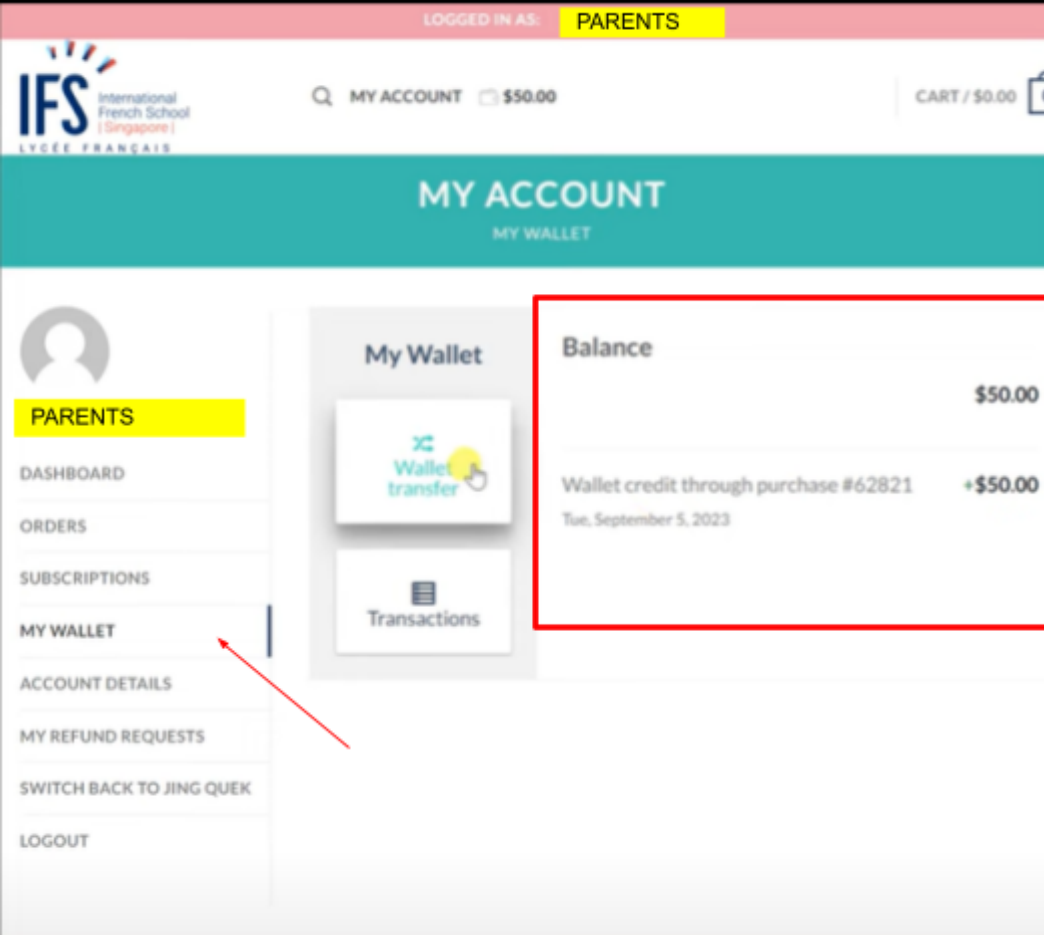
MY REFUND REQUESTS

LOGOUT

ORDER	DATE	STATUS	TOTAL	ACTIONS
#45844	Sat, August 26, 2023	TopupCompleted	\$1.00 for 1 item	VIEW
#45843	Sat, August 26, 2023	TopupCompleted	\$10.00 for 1 item	VIEW
#45842	Sat, August 26, 2023	Processing	\$10.00 for 1 item	VIEW
#41774	Wed, August 23, 2023	Processing	\$10.00 for 1 item	VIEW
#41772	Wed, August 23, 2023	Processing	\$20.00 for 1 item	VIEW
#40526	Tue, August 22, 2023	Processing	\$49.99 for 1 item	VIEW
#40524	Tue, August 22, 2023	Processing	\$20.00 for 1 item	VIEW

Section D. HOW TO TRANSFER WALLET TO YOUR CHILD'S ACCOUNT

Step 1 : Check Balance in "MY WALLET"

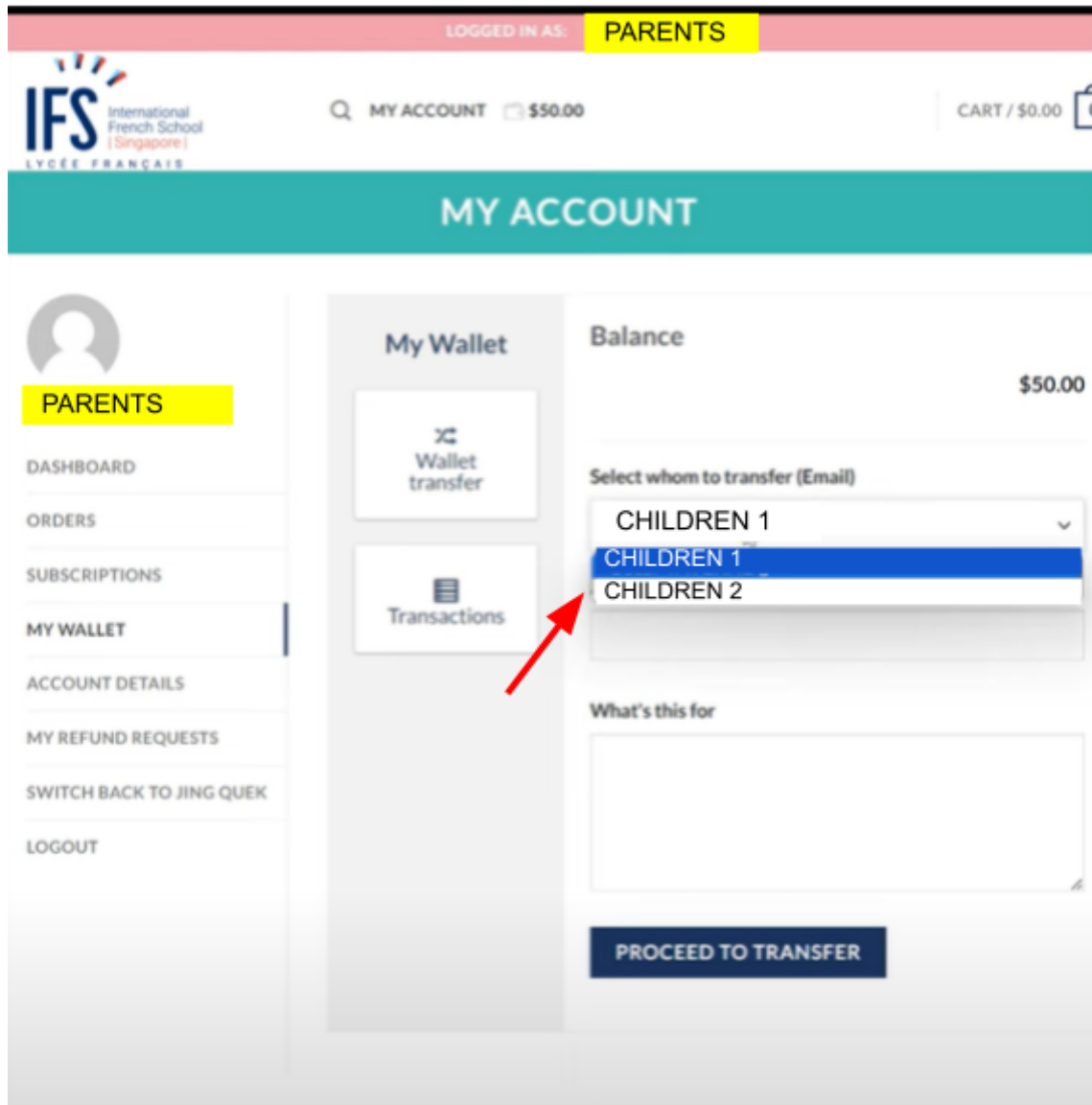


The screenshot displays the 'MY ACCOUNT' page for a parent. The top navigation bar shows 'LOGGED IN AS: PARENTS'. The main header includes the IFS logo (International French School Singapore / LYCÉE FRANÇAIS), a search bar for 'MY ACCOUNT' with a balance of '\$50.00', and a shopping cart icon with '\$0.00'. The 'MY ACCOUNT' section is highlighted in teal. On the left, a sidebar menu lists options: PARENTS (highlighted), DASHBOARD, ORDERS, SUBSCRIPTIONS, MY WALLET (indicated by a red arrow), ACCOUNT DETAILS, MY REFUND REQUESTS, SWITCH BACK TO JING QUEK, and LOGOUT. The 'My Wallet' section features a 'Wallet transfer' button and a 'Transactions' button. A red box highlights the 'Balance' section, which shows a current balance of '\$50.00' and a recent credit of '+\$50.00' from purchase #62821 on Tuesday, September 5, 2023.

Balance	
	\$50.00
Wallet credit through purchase #62821	+\$50.00
Tue, September 5, 2023	

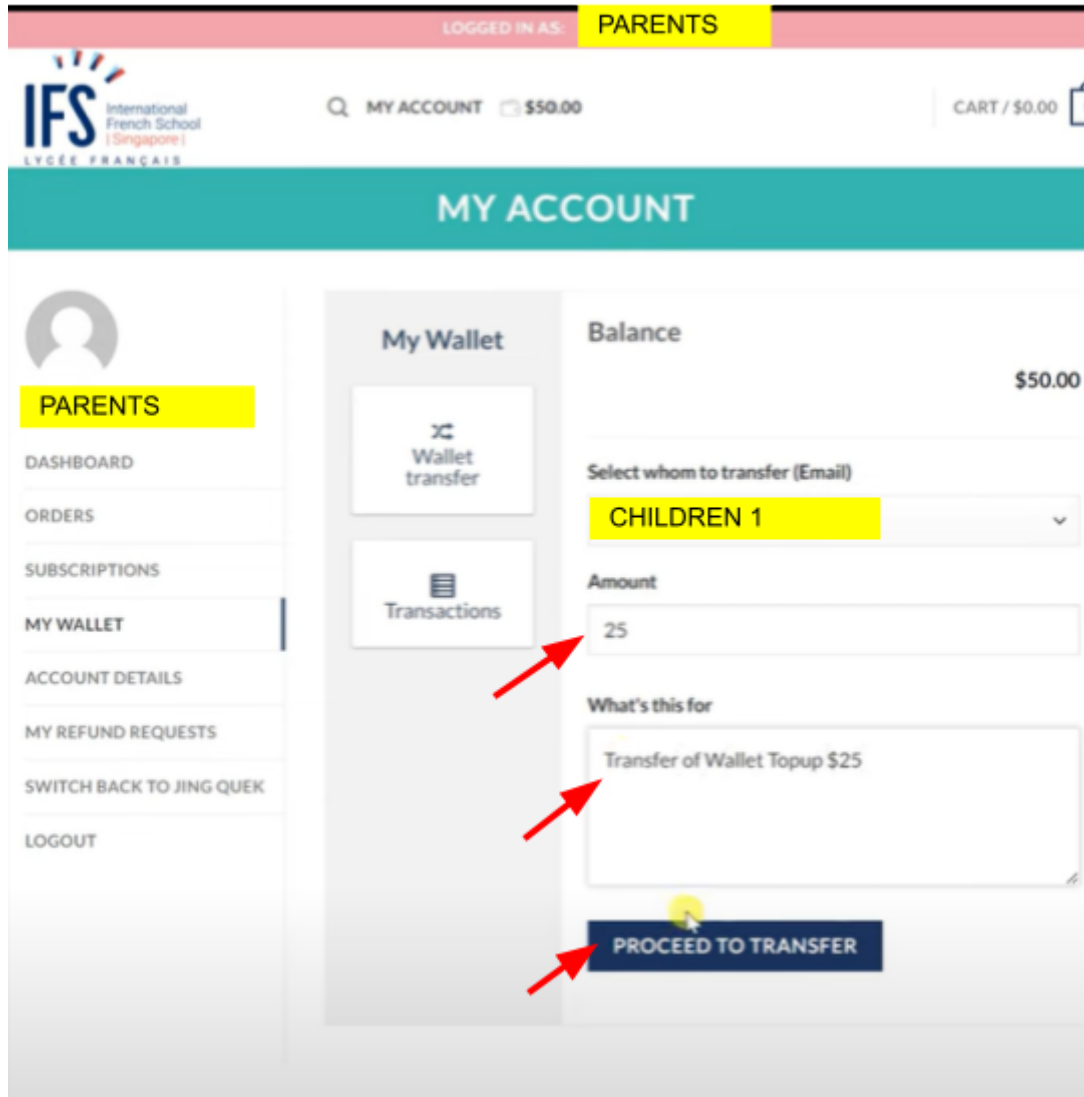
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Step 2 : Click “Wallet Transfer” and choose children at “Select whom to transfer (Email)” (Email)”



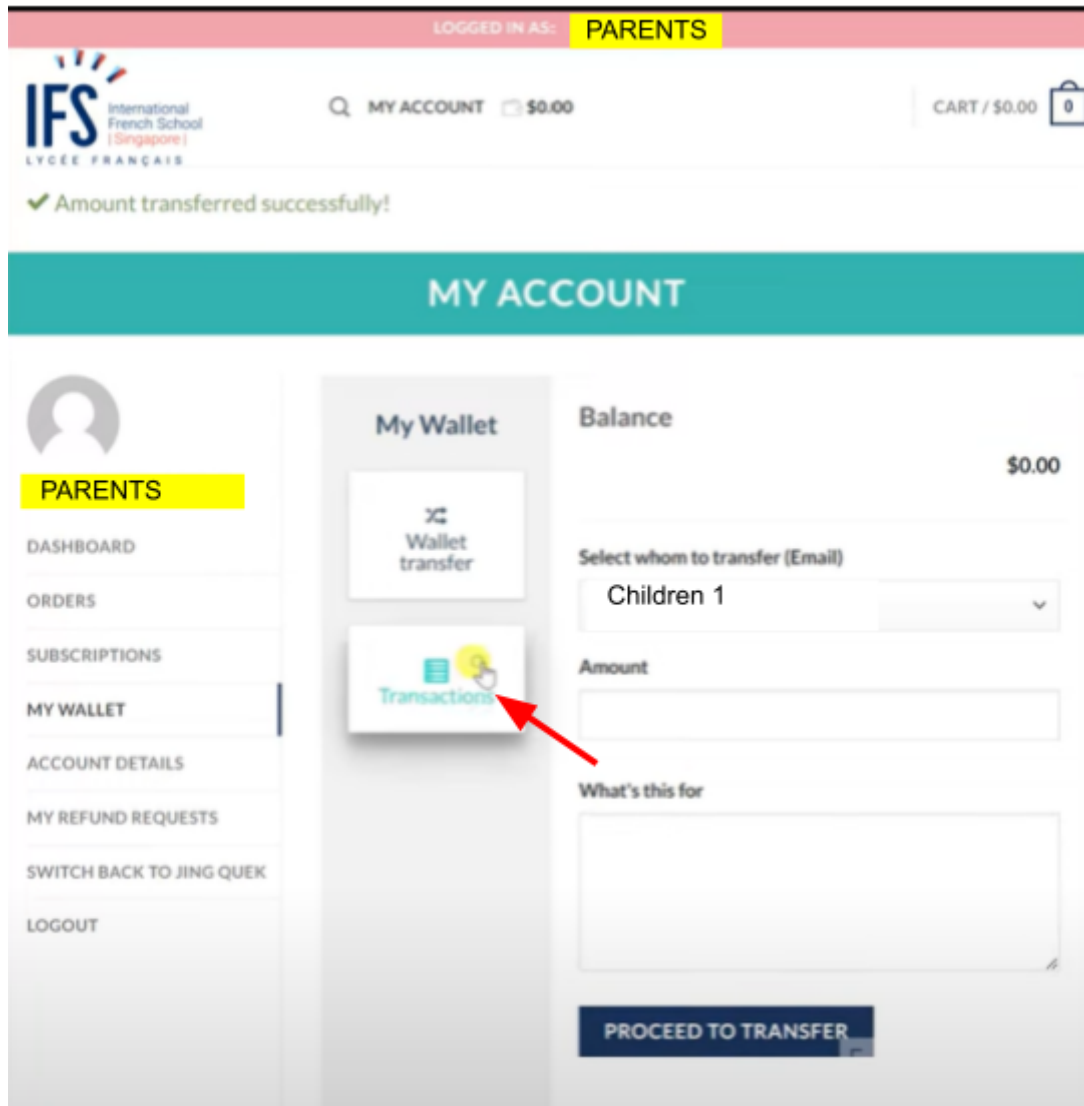
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Step 3 : Type the "Amount" to transfer, make remarks if necessary in "What's this for" and Click "PROCEED TO TRANSFER"



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Step 4 : Click “Transactions”



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Step 5 : You will be able to see the transfer history

The screenshot shows the 'MY ACCOUNT' page for a parent user. The current balance is \$0.00. The transaction history table is as follows:

ID	TYPE	AMOUNT	DETAILS
4380	Debit	-\$25.00	Wallet funds transfer to
3961	Credit	+\$50.00	Wallet credit through purchase #62821

Showing 1 to 3 of 3 entries. Navigation: Previous 1 Next

Section E. HOW TO CHECK CHILD'S SPENDING HISTORY

Step 1 : Click "MY WALLET" and spending history will appear

MY ACCOUNT
MY WALLET

Children 1

DASHBOARD
ORDERS
SUBSCRIPTIONS
MY WALLET
ACCOUNT DETAILS
SWITCH BACK TO JING QUEK
LOGOUT

My Wallet

Wallet transfer

Transactions

Balance	
	\$0.05
Store ID: Middle Sch1Source ID: POSTerminal ID: POS001Payment Type: Konbi Wallet Fri, September 8, 2023	-\$2.75
Store ID: Popup StoreSource ID: POSTerminal ID: POS011Payment Type: Konbi Wallet Thu, September 7, 2023	-\$4.30
Store ID: Middle Sch 3Source ID: POSTerminal ID: POS003Payment Type: Konbi Wallet Thu, September 7, 2023	-\$8.40
Store ID: Middle Sch1Source ID: POSTerminal ID: POS001Payment Type: Konbi Wallet Thu, September 7, 2023	-\$5.30
Store ID: Popup StoreSource ID: POSTerminal ID: POS011Payment Type: Konbi Wallet Thu, September 7, 2023	-\$4.30
Transfer of Wallet Topup \$25 Wed, September 6, 2023	+\$25.00
Butterfly Balance Roll Over Thu, August 24, 2023	+\$0.10

Spending History

REMARKS : TO CHECK YOUR CHILD'S ACCOUNT AFTER TRANSFER WALLET, YOU CAN USE THE "USER SWITCHING" FUNCTION (REFER TO SECTION B: STEP 2)