



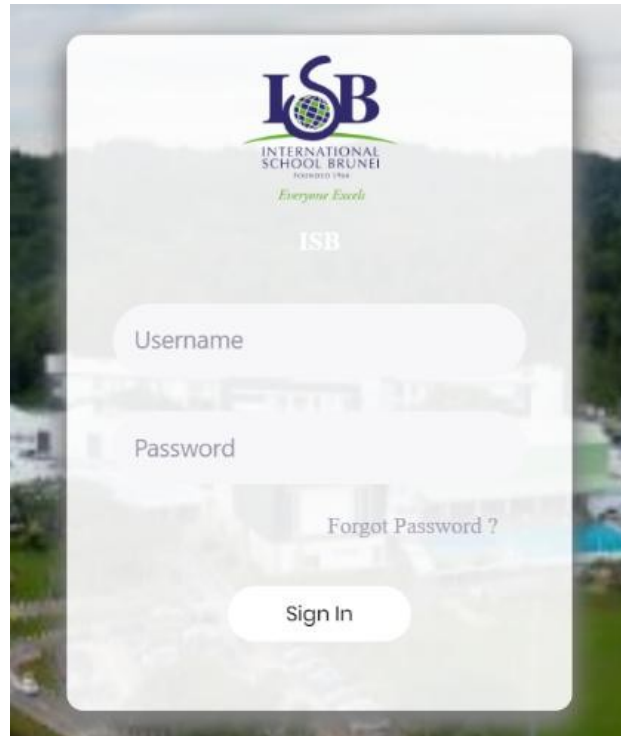
User Guide for E-Purse

A brief guideline to place a meal pre-order and top up credit into canteen account

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Accessing the Portal



STEP 1: Access the Portal

To access the E-Purse portal, enter this site on your browser: <https://epurse.isb.edu.bn>

STEP 2: Enter Username s Password

For Parents:

Your username will be parent email address (as used/given to the school)

Your first-time password is your <Calms ID> (this is the 9-digit code starting with 4, that is printed on your Parent Card e.g. 300000034)

For Students:

Your username will your student's email address (as used in the school)

Your first-time password is your <Calms ID> (this is the 9-digit code starting with 1, that is printed on the Student ID Card e.g. 100000023)

For Staff:


Your username will be your staff email address (as used in the school)

Your first-time password is your <Calms ID> (this is the 9-digit code starting with 2, that is printed on your Staff ID Card e.g. 200000056)

STEP 3: Reset your Password

You will be prompted to change your password upon logging in for the first time.

Please note that the password requirements are: **12 characters with at least 1 uppercase, 1 lowercase, and 1 special character.**

 **Change Password**

Welcome! As a first-time user, we kindly request you to change your password at this time

Old Password

New Password

Confirm New Password



Change

Note :-

- 1 - Requires passwords to be a certain number of characters, often at least characters.
- 2 - Mandates the use of a combination of uppercase letters, lowercase letters, numbers, and special characters.


STEP 4: Use the portal

You will be met with the dashboard after changing the password.

 **INTERNATIONAL SCHOOL BRUNEI** ? 📄 🛒 CALMS PARENT 001 

🏠 Dashboard 💰 Top Up 🍽️ Order Meal 📄 Report ⌵

💰 Spending(s) CALMS PARENT 001 🔗



No data found

📋 Recent Activities CALMS PARENT 001 🔗

No data found

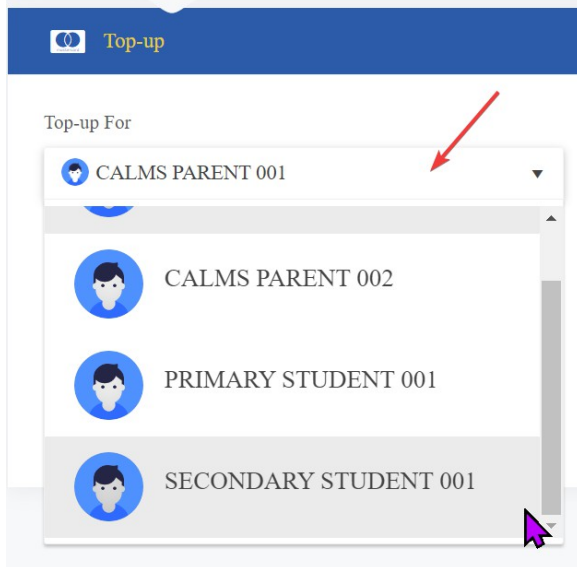
📁 Outstanding CALMS PARENT 001 🔗

No data found

Topping up Canteen account

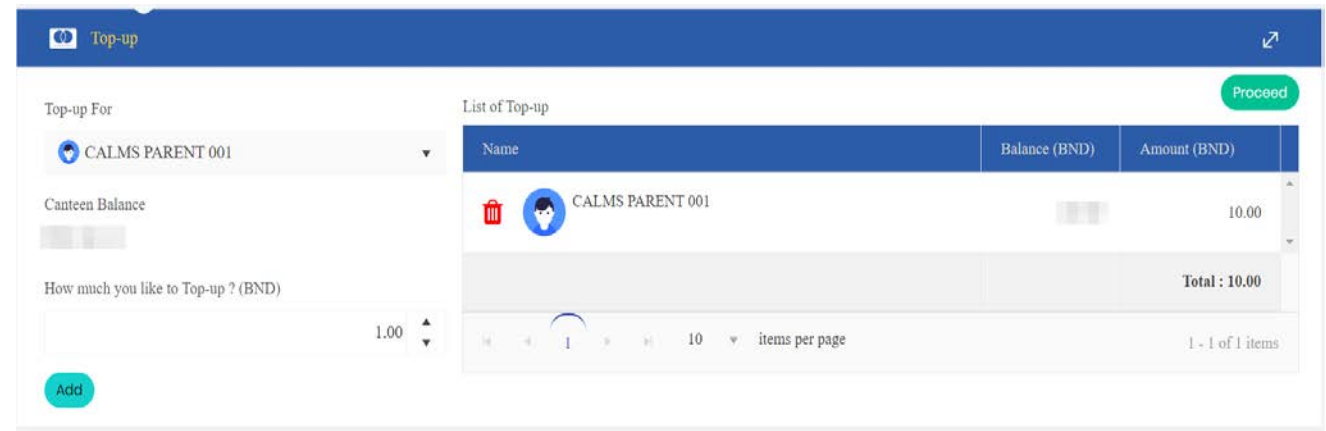
Step 1: Choose account

Note: If you would like to top up directly to your child's canteen account instead, click on the drop-down menu and select the child.



The screenshot shows the 'Top-up' form with a blue header. Below the header, there is a 'Top-up For' dropdown menu. The menu is open, showing a list of accounts: 'CALMS PARENT 001', 'CALMS PARENT 002', 'PRIMARY STUDENT 001', and 'SECONDARY STUDENT 001'. A red arrow points to the 'CALMS PARENT 001' option, and a mouse cursor is visible at the bottom right of the dropdown menu.

Step 2: Enter the amount you wish to top up and click proceed (Note there is a minimum top up of \$10)



The screenshot shows the 'Top-up' form with a blue header. Below the header, there is a 'Top-up For' dropdown menu set to 'CALMS PARENT 001'. To the right of the dropdown is a 'List of Top-up' table. The table has columns for 'Name', 'Balance (BND)', and 'Amount (BND)'. The table contains one row for 'CALMS PARENT 001' with a balance of 10.00. Below the table, there is a 'Total : 10.00' label. At the bottom of the form, there is an 'Add' button and a 'Proceed' button.

Name	Balance (BND)	Amount (BND)
CALMS PARENT 001	10.00	

Total : 10.00

Step 3: Select Card Payment and Press Submit

Dashboard

Top Up

Order Meal

Report

Top-up

Choose your payment method ?

Card Payment

Back

Submit

* You must have an Internet Banking Account in order to perform transactions.

* Please ensure that your browser's pop-up blocker has been disabled to avoid any interruption during transaction.

Step 4: Confirm and proceed to make payment

i

Confirmation

Payment Method	Card Payment
Top-up Amount	BND 10.00
Total	BND 10.00

Cancel

Proceed & Pay

Billing

Payment

Review

Receipt

Billing Information

* Required field

First Name *

Last Name *

Address Line 1 *

City *

Country/Region *

Email *

Next

[Cancel Order](#)

Your Order

Total amountBND 10.00

Dashboard Top Up Order Meal Report

Spending(s)

11
10
9
8
7
6

Purse Transaction

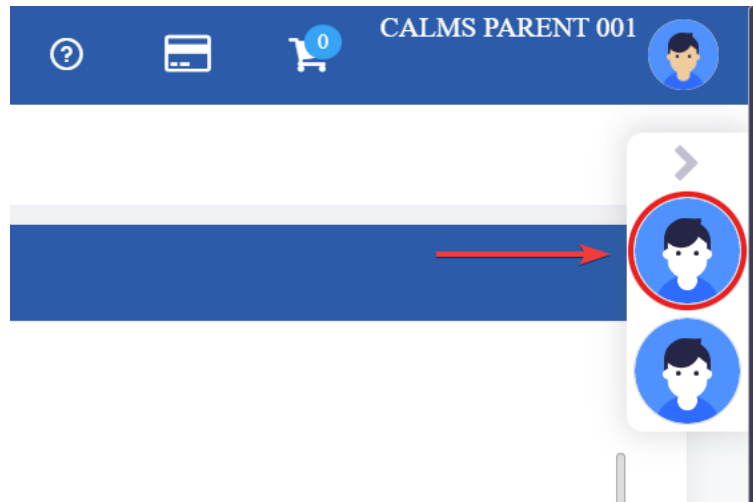
Top-up

A bar chart titled 'Spending(s)' displays two categories: 'Purse Transaction' and 'Top-up'. The y-axis represents spending in dollars, ranging from 6 to 11. 'Purse Transaction' is represented by a light blue bar at approximately \$7.00, and 'Top-up' is represented by a darker blue bar at approximately \$10.00. The chart includes a horizontal slider at the top and a small line graph icon in the bottom left corner.

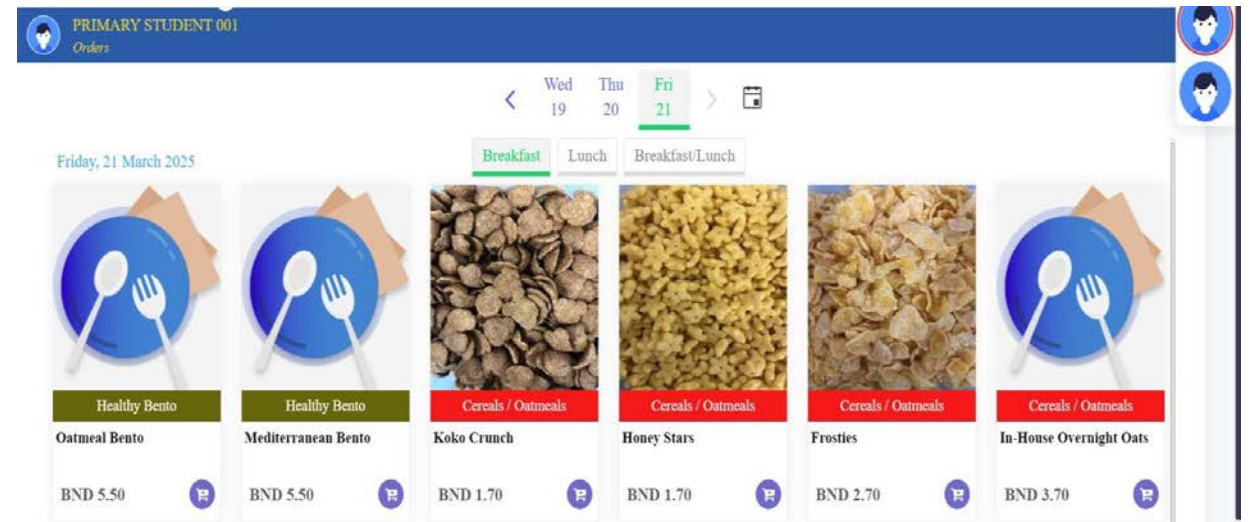
Category	Spending (s)
Purse Transaction	7.00
Top-up	10.00

Pre-Ordering Meals

Step 1: Select the child you would like to pre-order meals for. The selected child will be highlighted in red.



Step 2: Select Day and type of meal and click on 'Add to shopping cart'



Repeat for all days and meals. Note there is a 24-hour cut off time for all orders. For example, Monday will only allow orders from Wednesday onwards.

Pre-Ordering Meals - Card Payment

Step 3: Proceed to check out by clicking on the cart and choosing "Select all"

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Dashboard Top Up Order Meal Report

1

Your total order items 4

2 1. Order Summary 2. Payment

Select all

Orders	Name	Class	Meal Date	Description	Category	Total
<input checked="" type="checkbox"/>	PRIMARY STUDENT 001		21/03/2025	Mediterranean Bento	Breakfast	BND 5.50
<input checked="" type="checkbox"/>	PRIMARY STUDENT 001		21/03/2025	Chicken Bites	Lunch	BND 4.00
<input checked="" type="checkbox"/>	SECONDARY STUDENT 001		21/03/2025	Honey Stars	Breakfast	BND 1.70
<input checked="" type="checkbox"/>	SECONDARY STUDENT 001		21/03/2025	Rice	Lunch	BND 0.50

Checkout Total BND 11.70

Checkout

Step 4: Select Payment

Your total order items 4

1. Order Summary 2. Payment

Option 1: Card Payment

Payment Mode

☒ Card Payment ☐ Wallet Available Balance BND 163.10

Orders

Name	Class	Meal Date	Description	Category	Total
PRIMARY STUDENT 001		21/03/2025	Mediterranean Bento	Breakfast	BND 5.50
PRIMARY STUDENT 001		21/03/2025	Chicken Bites	Lunch	BND 4.00
SECONDARY STUDENT 001		21/03/2025	Honey Stars	Breakfast	BND 1.70
SECONDARY STUDENT 001		21/03/2025	Rice	Lunch	BND 0.50
Sub Total					BND 11.70

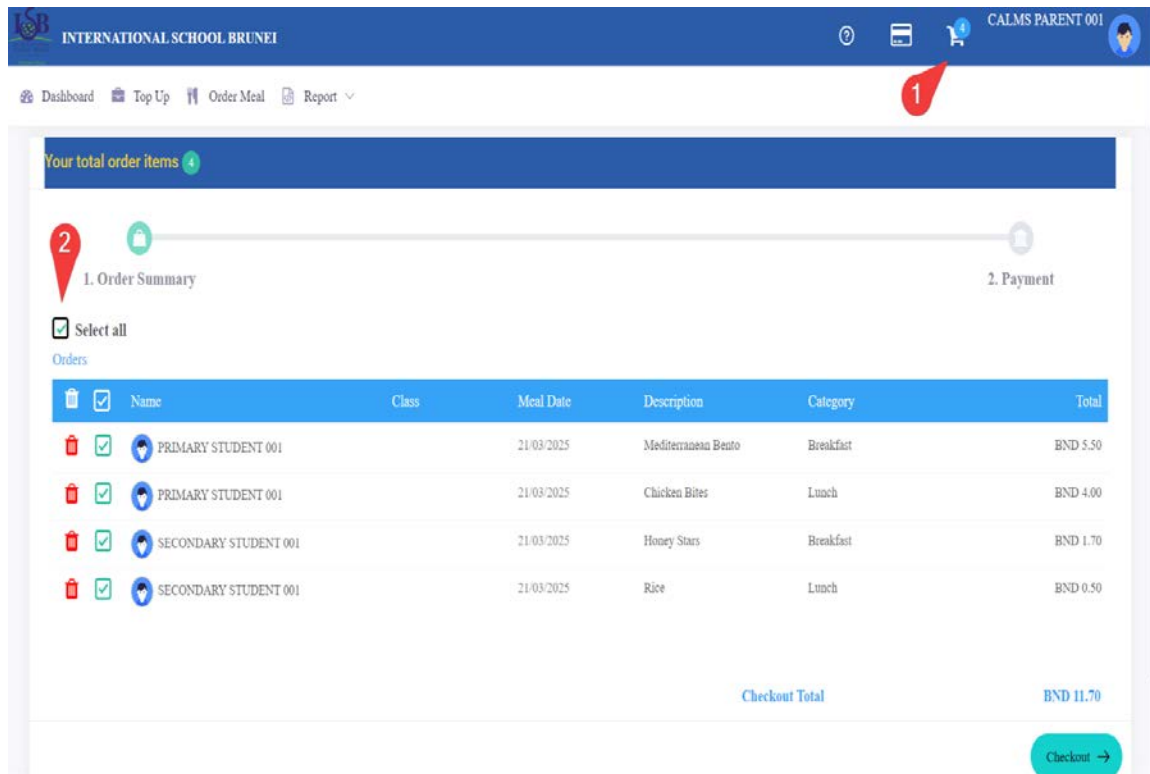
Orders Total

Proceed to Pay

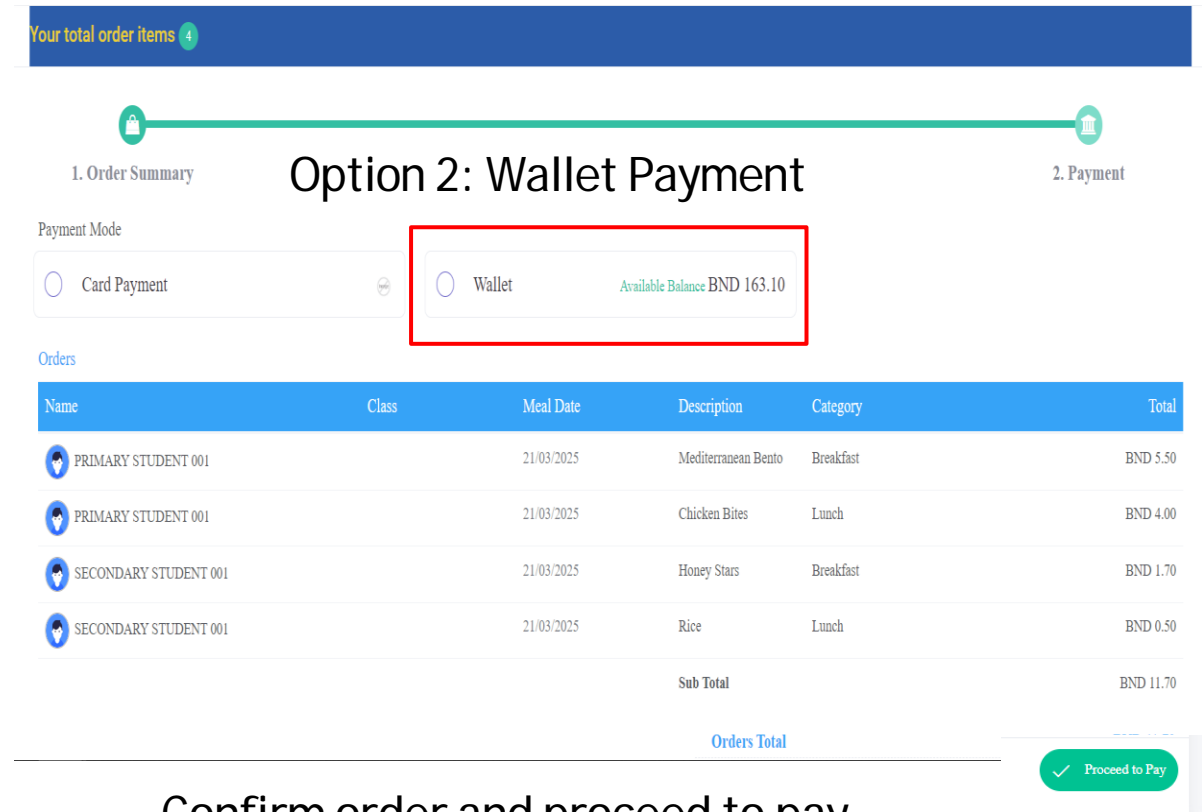
Confirm order and proceed to payment gateway

Pre-Ordering Meals - Wallet Payment

Step 3: Proceed to check out by clicking on the cart and choosing "Select all"



Step 4: Select Payment



Confirm order and proceed to pay

Family Fund Transfer

- Using your Parent account login, when pre-ordering a meal for your child, you must have an existing Wallet balance. You can do this by topping up your individual Parent account. You can opt to top-up an initial lumpsum amount and transfer them to your child's Wallet after.
- If your child has an available credit in their Wallet and you would like to use the balance for pre-ordering meals, you must transfer first their credit balance to your Parent account Wallet using the Family Fund Transfer feature.
- Alternatively, you can also use your child's login account to make the meal pre-order and make payment using their Wallet balance. This depends on who's account login is used upon making the meal pre-order.

Transferring Funds between family

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Dashboard Top Up Order Meal **Family Fund Transfer** Report

Fund Transfer

From BND 160.40

CALMS PARENT 001 **SENDER**

To BND 0.00

PRIMARY STUDENT 001 **RECEIVER**

Transfer Amount

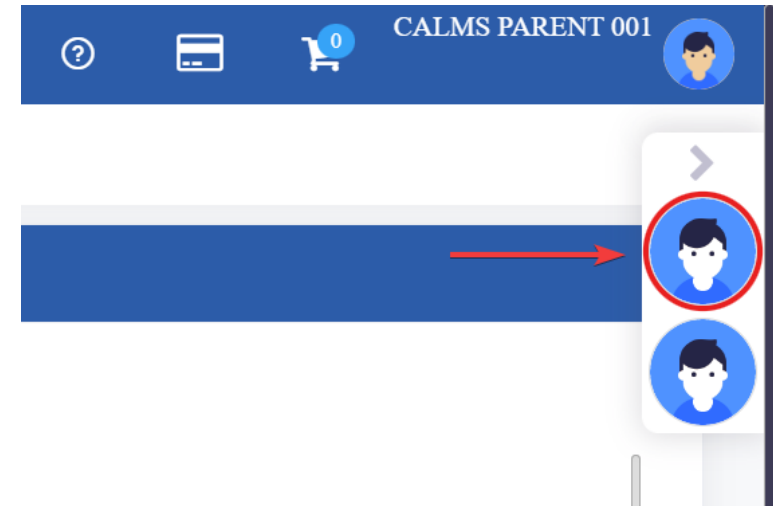
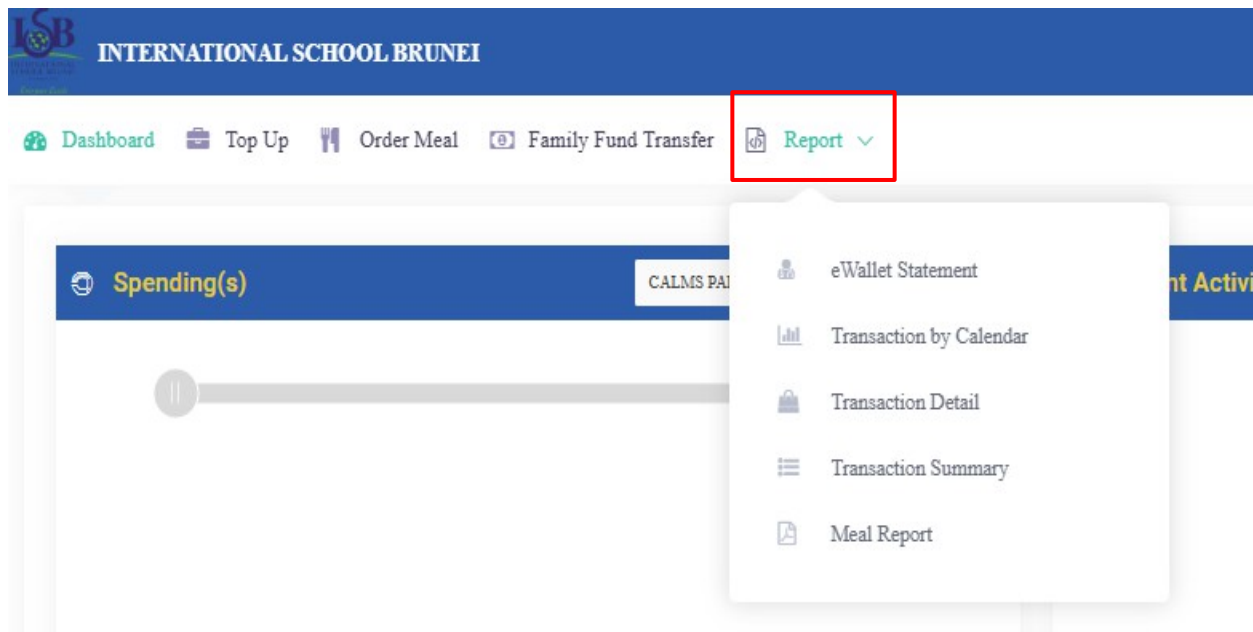
AMOUNT 1.00

Submit

- Step 1: Select which account to send transfer from
- Step 2: Select which account to receive transfer
- Step 3: Enter transfer amount
- Step 4: Ensure details are all correct and press Submit

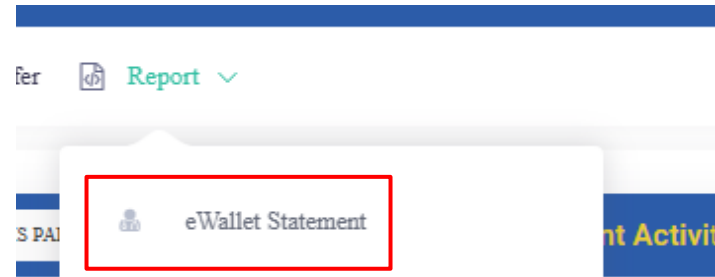
Reports

You can access your or your child's canteen Pre-Ordered meals report, transactions details and as well as your canteen wallet statement




Note: You can select the account you would like to access the reports for. The selected account will be highlighted in red.

E-Wallet Statement






- **Step 1:** Select eWallet Statement and you will see the detailed list of the account statement
- **Note:** You can filter the dates as well as export the report to PDF /Excel



CALMS PARENT 001



Account Statement

04/04/2025 to 03/05/2025






Canteen


BND 160.40



Date	Order ID	Category	Description	In (BND)	Out (BND)	Balance (BND)
03/05/2025 09:42 AM			Closing Balance			160.40
03/05/2025 09:42 AM	OID70548	Orders	Orders To PRIMARY STUDENT 001		2.7	160.40
04/04/2025 12:00 AM			Opening Balance			163.10



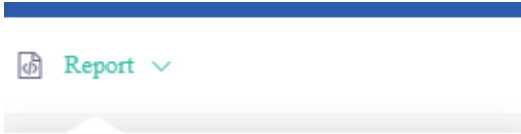
1



20 items per page

1 - 3 of 3 items

Transaction by Calendar



eWallet Statement

Transaction by Calendar

- **Step 1:** Select Transaction by Calendar and you will see the detailed transaction in calendar view
- **Note:** You can filter which type of transactions are made by month, week, day and list

Transaction by Calendar

All

Orders

Top-up

Purse Transaction

Other

< > today

MAY 2025

month

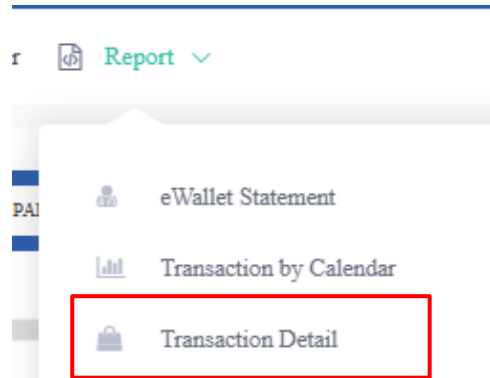
week

day

list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Transaction Detail

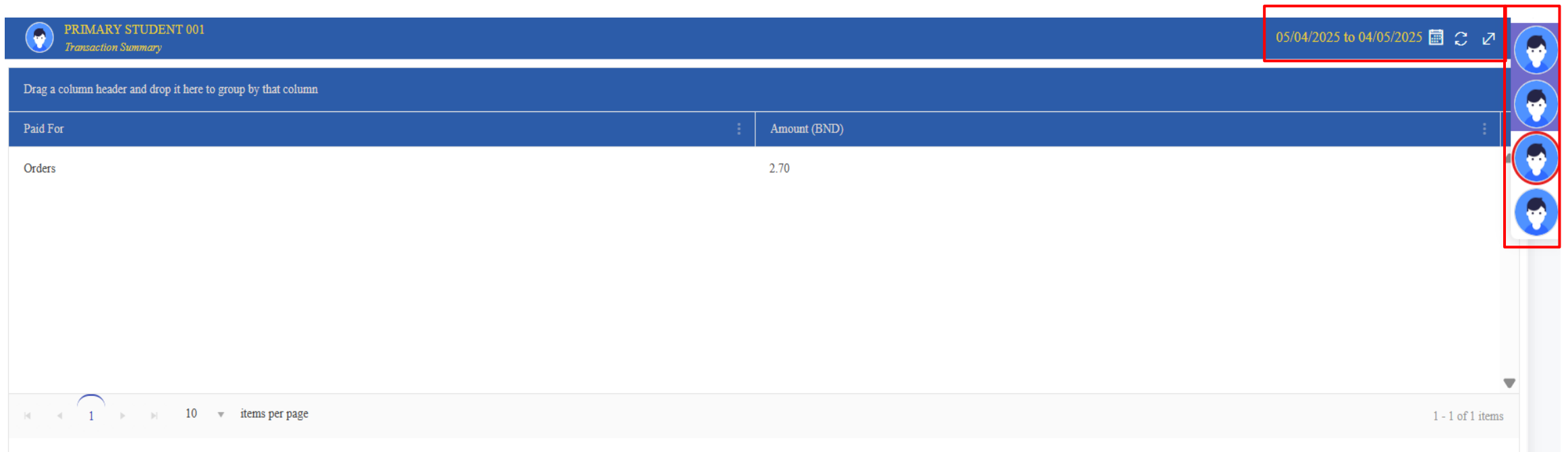
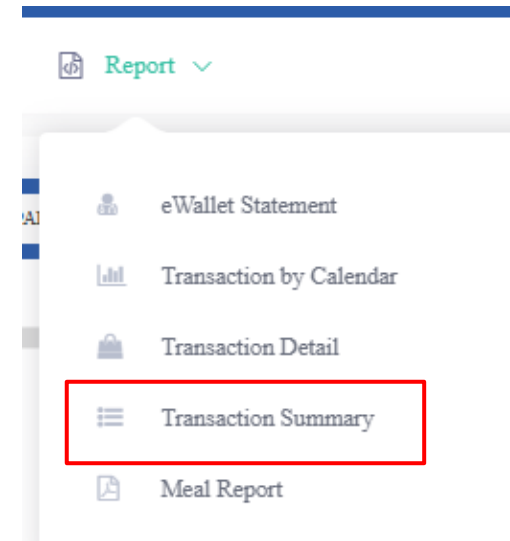


- **Step 1:** Select Transaction Detail and you will see the details of each transaction made
- **Note:** You can filter which type of transaction made and filter them by dates as well

A screenshot of the 'Transaction Detail' page. The page has a blue header bar with a shopping bag icon and the text 'Transaction Detail'. On the right side of the header, there is a date range filter '05/04/2025 to 04/05/2025' with a calendar icon, a refresh icon, and a link icon. Below the header, there is a filter bar with five tabs: 'All Transaction', 'Orders', 'Top-up', 'Purse Transaction', and 'Other'. The 'All Transaction' tab is selected and highlighted with a red box. Below the filter bar, there is a table with a blue header and a white body. The table header has a blue bar with the text 'Drag a column header and drop it here to group by that column'. The table body has a blue header row with the following columns: 'Paid Date', 'Order Id', 'Done For', 'Category', 'Mode of Payment', 'Done By', and 'Amount (BND)'. Below the table, there is a pagination bar with a left arrow, a right arrow, a circle with the number '0', and the text '12 items per page'. On the far right of the pagination bar, it says 'No items to display'.

Transaction Summary

- **Step 1:** Select Transaction Summary and you will see the summarized details of transaction made
- **Note:** You can filter between accounts and the dates as well



The screenshot shows the 'Transaction Summary' page for 'PRIMARY STUDENT 001'. The header bar is blue and contains the student's name and a date range filter '05/04/2025 to 04/05/2025' with icons for calendar, refresh, and expand. Below the header, there is a table with two columns: 'Paid For' and 'Amount (BND)'. The table contains one row with the value 'Orders' and '2.70'. On the right side of the table, there is a vertical stack of four user avatars, with the third one from the top highlighted by a red box. At the bottom of the page, there is a pagination bar showing '1' of 1 items per page and '1 - 1 of 1 items'.

Paid For	Amount (BND)
Orders	2.70

Meal Report

- **Step 1:** Select Meal Report and you will see the details of meal order made
- **Note:** You can filter between accounts, the dates and the meal status

