



Online School Payments: OSP Products

Hi Everyone,

We're very excited to announce that **OSMS Version 4.0** is complete! The largest part of this upgrade is **OSP Products** – a faster, more powerful way to create items in your **school store** and **OTR Receipting Page**.

This document is divided into three major parts:

1. **An overview**
2. **OSP Products in summary**
3. **OSP Products in detail.**

For those who are just starting out, please review the **overview** and **OSP Products in summary**. For individuals who want to learn all about the new features and new options, please read the **overview** and **OSP Products in detail**.

Please note: **certain features or options are premium access only**. School districts with the free tier license will not be able to use these features until they upgrade.

As always, if you have any questions or any comments please contact the **OSMS Support Desk** by email support@osmsinc.com or by phone at 703-378-8298 x204. Have a good summer break and a great Back-To-School season!

-The OSMS Support Desk



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1) OSMS Version 4.0 Summary

OSMS Version 4.0 is the largest overhaul of OSP in over three years and we are confident, you will like its new features and flexibility.

Generally speaking, this slate of upgrades is composed into 4 major parts. This document will serve as the major instructions for OSP Products only.

- 1) **OSP Products**** - a new way to create items in your school store
- 2) **Inventory Quantity Adjustments**
- 3) **Ticket Redemption****
- 4) **Organize Your Products**
 - a. **Product Variations** - merge similar items into 1 single product in a drop down
 - b. **Categories** – group similar types of products together

a) OSP and OTR Overview

The **core of OSMS Version 4.0** is a Point of Sale (POS) system for schools. With **Online School Payments (OSP)**, you can accept credit card payments online for school activity funds. Think of it as web based school store for things like field trips, donations, lost library books or any school item made in person, not dissimilar to other e-commerce sites like Amazon or eBay.

Finally, we have also overhauled **Online Teacher Receipting (OTR)**. This is an additional module for **OSP** that allows for cash, check, and credit card payments made in person. Certain features in this document refer to OTR. This information is meant only for the customers who have upgraded to use both OSP and OTR.

This document will serve as the major instructions for the **new OSP Products page**, particularly regarding how products are created. You may need to refer to other documents for specific features as well.



2) OSP Products – Summary

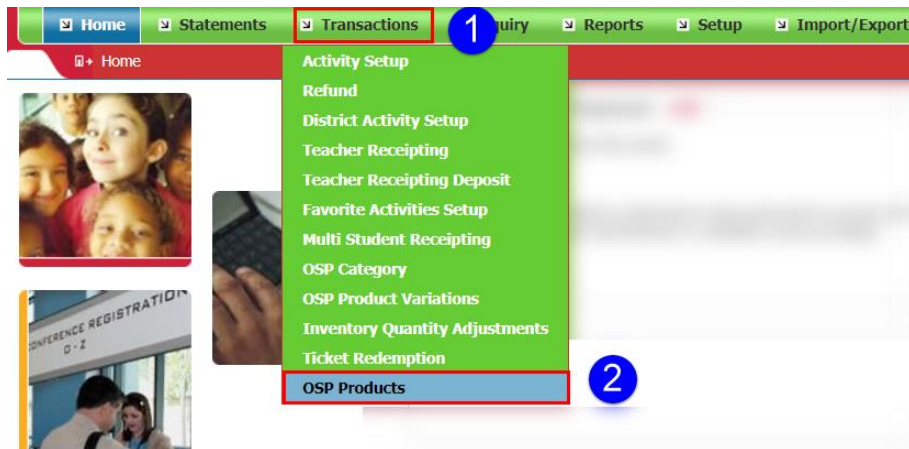
a) OSP Products Basics

OSP Products is a new way to create items in your school store.

This section is a **summary only** of how to create an OSP Product and a summary of the features. (You may need to refer to the **Detailed Sections** for additional information).

b) OSP Products Overview

To find the OSP Products page, go to the **Transactions tab** → **OSP Products page**.



This will take you to the OSP Product setup page.

****Please note****: Any previously made Activities will automatically be copied into the new OSP Products type. You **DO NOT** to recreate any previously made Activities or Summary Obligations.

c) Create or Edit a New OSP Product

To create a new OSP Product, go to the Add New button in to the right corner.

To edit a previously created OSP Product, select the corresponding Edit button.

OSP Products

Search:

Include Inactive



1 2 3 4

Activity No	Activity Name	Price	Sponsor/Teacher	Account No
CI701-2	P.E. Shirts - New	\$11.00	cahepswo@volusia.k12.fl.us	5220.000
CI701-26	School T-Shirt - All Sizes	\$25.00	lziegler@osmsinc.com	150.001.015
CI701-27	School T-Shirt - Small	\$25.00	lziegler@osmsinc.com	150.001.015
CI701-28	School T-Shirt - Medium	\$25.00	lziegler@osmsinc.com	150.001.015
CI701-29	School T-Shirt - Large	\$25.00	lziegler@osmsinc.com	150.001.015
CI701-3	P.E. Shorts - New	\$11.00	cahepswo@volusia.k12.fl.us	5220.000
CI701-30	School T-Shirt - Extra Large	\$25.00	lziegler@osmsinc.com	150.001.015
CI701-31	Movie Tickets	\$150.00	lziegler@osmsinc.com	150.001.015
CI701-32	Gold Your Silver!	\$999,999.00	lziegler@osmsinc.com	150.001.015
CI701-33	Prom Tickets	\$75.00	lziegler@osmsinc.com	150.1100.25
CI701-34	Science Lab Experiment Booklet	\$1.00	lziegler@osmsinc.com	9.000
CI701-35	Gold Your Bronze	\$500.00	lziegler@osmsinc.com	000-000
CI701-36	All Football Games	\$10.00	lziegler@osmsinc.com	1000.00
CI701-37	Family Pack of 4x Football Tickets plus barcode - Fri 9/8	\$35.00	lziegler@osmsinc.com	1000.00
CI701-38	Single Football Ticket plus barcode - Fri 9/22	\$10.00	lziegler@osmsinc.com	1000.00
CI701-39	Family Pack of 4x Football Tickets plus barcode - Fri 9/22	\$35.00	lziegler@osmsinc.com	1000.00
CI701-4	6th Grade Hall Locker/Lock Rental	\$5.00	sbcclemen@volusia.k12.fl.us	7300.000
CI701-42	Field Trip To Washington, D.C. - Student Price	\$50.00	lziegler@osmsinc.com	000-000
CI701-43	Field Trip To Washington, D.C. - Chaperone Price	\$25.00	lziegler@osmsinc.com	000-000
CI701-44	Field Trip To Washington, D.C.	\$25.00	lziegler@osmsinc.com	000-000

1 2 3 4



Galaxy Middle

Logout



Add New Activity/Obligation

Account No	Active		
5220.000	<input type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete

Account No	Active		
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.1100.25	<input checked="" type="checkbox"/>	Edit	Delete
9.000	<input checked="" type="checkbox"/>	Edit	Delete

This will open up the OSP Product page.

Required Fields
Additional Options
Additional Text Fields
Product Image

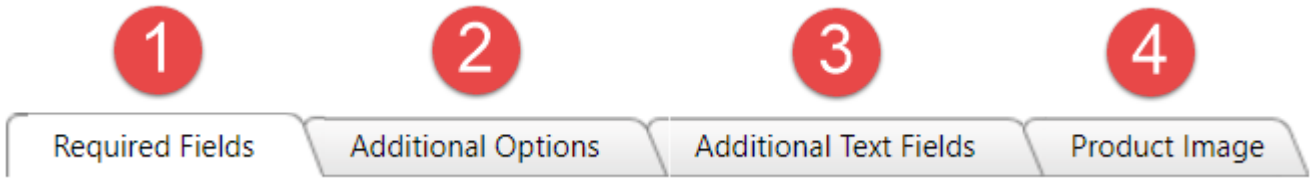
- Activity Number:
- Activity Name:
- Short Description(522 Character Limit):
- Sponsor/Teacher Email Address:
- Sponsor/Teacher Last Name: First:
- Dates Available for Sale (xx/xx/xxxx): to
- Price Type: Fixed Variable Obligation
- Price:
- Fund Account:
- Fund Account Description:
- Grade Level:

Save
Cancel
Copy

You'll notice there are 4 tabs: **Required Fields**, **Additional Options**, **Additional Text Fields** and **Product Image**.

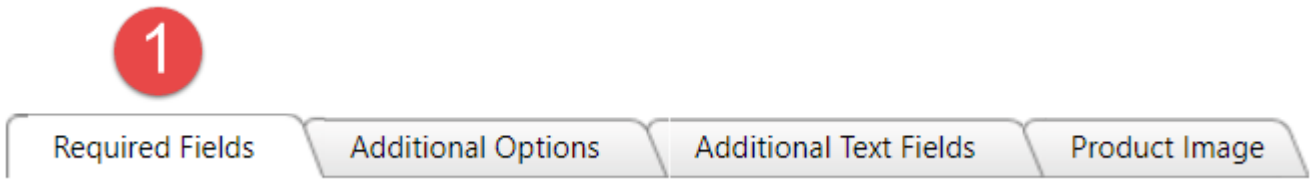
****Please note****: For those who are brand new to OSP Products or want to keep it simple, please only use the 1st tab, Required Fields. The other 3 tabs are reserved for our advanced users and/or users who have access to premium features.

For those who are brand new users or want to keep it simple, ONLY USE THE REQUIRED FIELDS TAB.



i) Tab 1 – Required Fields

Tab 1 Required Fields contains only the minimum required information to save an OSP Product. All fields indicated by a red arrow must be filled out.



Required Fields	Additional Options	Additional Text Fields	Product Image
Activity Number:	CI701-29		
Activity Name:	School T-Shirt - Large		+
Short Description(522 Character Limit):	School T-Shirt - Large		
Sponsor/Teacher Email Address:	lziegler@osmsinc.com		+
Sponsor/Teacher Last Name:	Ziegler	First: Lauren	+
Dates Available for Sale (xx/xx/xxxx):	05/26/2017	to	01/01/2018
Price Type:	<input checked="" type="radio"/> Fixed <input type="radio"/> Variable <input type="radio"/> Obligation		
Price:	25.00		
Fund Account:	150.001.015		+
Fund Account Description:	School T-Shirts Funds		
Grade Level:	All		

Be sure to select the **Save button** to save your changes.

Price Type: Fixed Variable Obligation
 Price:
 Fund Account:
 Fund Account Description:
 Grade Level:

If the item is **Active** (current available for sale), it will show up immediately for purchase.

Site Menu

- HOME
- LOG OUT

School Courses

- ELEMENTARY SCHOOL
- Blue Lake Elementary (11)
- Champion Elementary (1)
- Spirit Wear
- Other Items
- Tests
- Class of 2017 Graduation

School T-Shirt - Large

Activity No: CI701-29
School T-Shirt - Large

2017 School T-Shirt - All Large ▾

Sizes

Sponsor/Teacher Ziegler,Lauren

Grade Level All

Your Price **\$25.00**

Qty

3) OSP Products – Detailed

OSP Products is a new way to create items in your school store.

This section will be a deeper dive into how to create a OSP Product and detailed information regarding each feature.

a) OSP Products Overview – Detailed

To find the OSP Products page, go to the **Transactions tab** → **OSP Products page**.



This will take you to the OSP Product setup page.

****Please note****: Any previously made Activities will automatically be copied into the new OSP Products type. You **DO NOT** to recreate any previously made Activities or Summary Obligations.

Transactions > Activity Setup Galaxy Middle | Logout

Activity Setup

Search: Include Inactive [Add New Activity](#)

1 2 3

Activity No	Activity Name	Price	Sponsor/Teacher	Account No	Active	Edit	Delete
CI701-26	School T-Shirt - All Sizes	\$25.00	lziegler@osmsinc.com	150.001.015	True	Edit	Delete
CI701-27	School T-Shirt - Small	\$25.00	lziegler@osmsinc.com	150.001.015	True	Edit	Delete
CI701-28	School T-Shirt - Medium	\$25.00	lziegler@osmsinc.com	150.001.015	True	Edit	Delete
CI701-29	School T-Shirt - Large	\$25.00	lziegler@osmsinc.com	150.001.015	True	Edit	Delete
CI701-30	School T-Shirt - Extra Large	\$25.00	lziegler@osmsinc.com	150.001.015	True	Edit	Delete
CI701-31	Movie Tickets	\$150.00	lziegler@osmsinc.com	150.001.015	True	Edit	Delete
CI701-32	Gold Your Silver!	\$999,999.00	lziegler@osmsinc.com	150.001.015	True	Edit	Delete
CI701-33	Prom Tickets	\$75.00	lziegler@osmsinc.com	150.1100.25	True	Edit	Delete
CI701-34	Science Lab Experiment Booklet	\$1.00	lziegler@osmsinc.com	9.000	True	Edit	Delete
CI701-35	Gold Your Bronze	\$500.00	lziegler@osmsinc.com	000-000	True	Edit	Delete
CI701-36	All Football Games	\$10.00	lziegler@osmsinc.com	1000.00	True	Edit	Delete
CI701-37	Family Pack of 4x Football Tickets plus barcode - Fri 9/8	\$35.00	lziegler@osmsinc.com	1000.00	True	Edit	Delete
CI701-38	Single Football Ticket plus barcode - Fri 9/22	\$10.00	lziegler@osmsinc.com	1000.00	True	Edit	Delete
CI701-39	Family Pack of 4x Football Tickets plus barcode - Fri 9/22	\$35.00	lziegler@osmsinc.com	1000.00	True	Edit	Delete
CI701-42	Field Trip To Washington, D.C. - Student Price	\$50.00	lziegler@osmsinc.com	000-000	True	Edit	Delete
CI701-43	Field Trip To Washington, D.C. - Chaperone Price	\$25.00	lziegler@osmsinc.com	000-000	True	Edit	Delete
CI701-44	Field Trip To Washington, D.C.	\$25.00	lziegler@osmsinc.com	000-000	True	Edit	Delete
CI701-45	Science Class Course Fee	\$17.50	lziegler@osmsinc.com	000-000	True	Edit	Delete
CI701-46	7th Grade Field Trip To The Zoo	\$10.00	lziegler@osmsinc.com	000-000	True	Edit	Delete
CI701-47	5th Grade Field Trip To The Museum	\$10.00	lziegler@osmsinc.com	000-000	True	Edit	Delete

1 2 3

b) Active vs Inactive OSP Products

The **OSP Products page** will default to only showing your **Active items** (currently available for sale) items.


If you want to see your **Inactive items** (not for sale), click on the **Include Inactive check mark box** and select the **Magnifying Glass** to search. This will show both Active and Inactive, which are indicated without a check mark in the **Active column**.

Account No	Active	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete

Transactions > OSP Products

OSP Products

Search:

Include Inactive 

1 2 3

Activity No	Activity Name	Price
CI701-26	School T-Shirt - All Sizes	\$25.00
CI701-27	School T-Shirt - Small	\$25.00
CI701-28	School T-Shirt - Medium	\$25.00

Account No	Active	Edit	Delete
5220.000	<input type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
5220.000	<input type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete

c) Create or Edit a New OSP Product

To create a new OSP Product, go to the Add New button in to the right corner.

To edit a previously created OSP Product, select the corresponding Edit button.

OSP Products

Search: Include Inactive 

1 2 3 4

Activity No	Activity Name	Price	Sponsor/Teacher	Account No
CI701-2	P.E. Shirts - New	\$11.00	cahepswo@volusia.k12.fl.us	5220.000
CI701-26	School T-Shirt - All Sizes	\$25.00	lziegler@osmsinc.com	150.001.015
CI701-27	School T-Shirt - Small	\$25.00	lziegler@osmsinc.com	150.001.015
CI701-28	School T-Shirt - Medium	\$25.00	lziegler@osmsinc.com	150.001.015
CI701-29	School T-Shirt - Large	\$25.00	lziegler@osmsinc.com	150.001.015
CI701-3	P.E. Shorts - New	\$11.00	cahepswo@volusia.k12.fl.us	5220.000
CI701-30	School T-Shirt - Extra Large	\$25.00	lziegler@osmsinc.com	150.001.015
CI701-31	Movie Tickets	\$150.00	lziegler@osmsinc.com	150.001.015
CI701-32	Gold Your Silver!	\$999,999.00	lziegler@osmsinc.com	150.001.015
CI701-33	Prom Tickets	\$75.00	lziegler@osmsinc.com	150.1100.25
CI701-34	Science Lab Experiment Booklet	\$1.00	lziegler@osmsinc.com	9.000
CI701-35	Gold Your Bronze	\$500.00	lziegler@osmsinc.com	000-000
CI701-36	All Football Games	\$10.00	lziegler@osmsinc.com	1000.00
CI701-37	Family Pack of 4x Football Tickets plus barcode - Fri 9/8	\$35.00	lziegler@osmsinc.com	1000.00
CI701-38	Single Football Ticket plus barcode - Fri 9/22	\$10.00	lziegler@osmsinc.com	1000.00
CI701-39	Family Pack of 4x Football Tickets plus barcode - Fri 9/22	\$35.00	lziegler@osmsinc.com	1000.00
CI701-4	6th Grade Hall Locker/Lock Rental	\$5.00	sbcllemen@volusia.k12.fl.us	7300.000
CI701-42	Field Trip To Washington, D.C. - Student Price	\$50.00	lziegler@osmsinc.com	000-000
CI701-43	Field Trip To Washington, D.C. - Chaperone Price	\$25.00	lziegler@osmsinc.com	000-000
CI701-44	Field Trip To Washington, D.C.	\$25.00	lziegler@osmsinc.com	000-000

1 2 3 4



[Add New Activity/Obligation](#)

Account No	Active	Edit	Delete
5220.000	<input type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete

Account No	Active		
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.001.015	<input checked="" type="checkbox"/>	Edit	Delete
150.1100.25	<input checked="" type="checkbox"/>	Edit	Delete
9.000	<input checked="" type="checkbox"/>	Edit	Delete

This will open up the OSP Product page.

Required Fields
Additional Options
Additional Text Fields
Product Image

- Activity Number:**
- Activity Name:**
- Short Description(522 Character Limit):**
- Sponsor/Teacher Email Address:**
- Sponsor/Teacher Last Name:**
- Dates Available for Sale (xx/xx/xxxx):**
- Price Type:**
- Price:**
- Fund Account:**
- Fund Account Description:**
- Grade Level:**

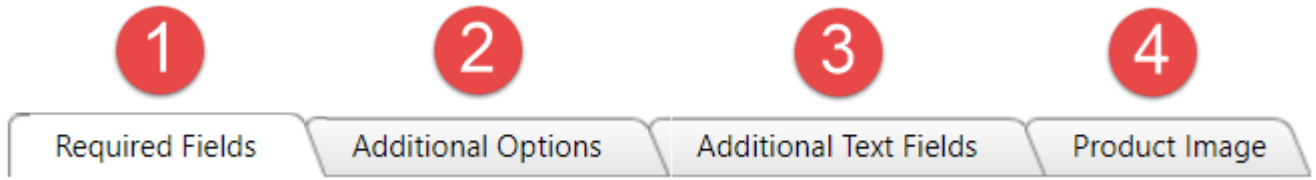
First:

to

Fixed **Variable** **Obligation**

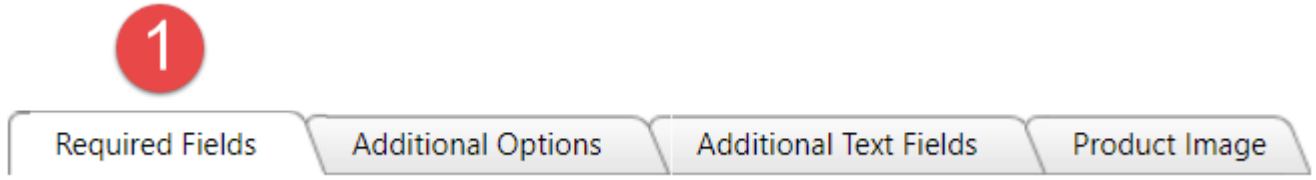
You'll notice there are 4 tabs: **Required Fields**, **Additional Options**, **Additional Text Fields** and **Product Image**.

****Please note****: For those who are brand new to OSP Products or want to keep it simple, please only use the 1st tab, Required Fields. The other 3 tabs are reserved for our advanced users and/or users who have access to premium features. Use only what you truly need.



ii) Tab 1 – Required Fields

Tab 1 Required Fields contains only the minimum required information to save an OSP Product. All fields indicated by a red arrow must be filled out.



The screenshot shows the 'Required Fields' tab selected. The form contains the following fields:

- Activity Number:** CI701-29
- Activity Name:** School T-Shirt - Large (with a red arrow)
- Short Description(522 Character Limit):** School T-Shirt - Large
- Sponsor/Teacher Email Address:** lziegler@osmsinc.com (with a magnifying glass icon and a red arrow)
- Sponsor/Teacher Last Name:** Ziegler (with a red arrow) **First:** Lauren (with a red arrow)
- Dates Available for Sale (xx/xx/xxxx):** 05/26/2017 (with a calendar icon and a red arrow) to 01/01/2018 (with a calendar icon and a red arrow)
- Price Type:** Fixed (selected), Variable, Obligation
- Price:** 25.00 (with a red arrow)
- Fund Account:** 150.001.015 (with a magnifying glass icon and a red arrow)
- Fund Account Description:** School T-Shirts Funds (with a red arrow)
- Grade Level:** All (with a red arrow)

At the bottom of the form are three buttons: 'Save', 'Cancel', and 'Copy'.

(a) Activity Number

The **Activity Number** is the database number (SKU) for your OSP Product. It is auto assigned after the OSP Product has been saved. This field cannot be edited. You can disregard it.

Required Fields Additional Options Additional Text Fields Product Image

Activity Number: CI701-29

Activity Name: School T-Shirt - Large

Short Description(522 Character Limit): School T-Shirt - Large

Sponsor/Teacher Email Address: lziegler@osmsinc.com

Sponsor/Teacher Last Name: Ziegler **First:** Lauren

Dates Available for Sale (xx/xx/xxxx): 05/26/2017 to 01/01/2018

Price Type: Fixed Variable Obligation

Price: 25.00

Fund Account: 150.001.015

Fund Account Description: School T-Shirts Funds

Grade Level: All

Save Cancel Copy

(b) Activity Name

The **Activity Name** is the title of the OSP Product. It will be displayed as the bolded names on the main **School Store page**.

Required Fields Additional Options Additional Text Fields Product Image

Activity Number: CI701-29

Activity Name: School T-Shirt - Large

Short Description(522 Character Limit): School T-Shirt - Large

Sponsor/Teacher Email Address: lziegler@osmsinc.com

Sponsor/Teacher Last Name: Ziegler First: Lauren

Dates Available for Sale (xx/xx/xxxx): 05/26/2017 to 01/01/2018

Price Type: Fixed Variable Obligation

Price: 25.00

Fund Account: 150.001.015

Fund Account Description: School T-Shirts Funds

Grade Level: All

Save Cancel Copy

CI701-29	School T-Shirt - Large	Ziegler,Lauren	All	NA	1/1/1900	\$25.00
	School T-Shirt - Large					
CI701-45	Science Class Course Fee	Ziegler,Lauren	N/A	NA	1/1/1900	\$17.50
	Science Class Course Fee					
CI701-34	Science Lab Experiment Booklet	Ziegler,Lauren	All	NA	1/1/1900	\$1.00

(c) Short Description

The **Short Description** is a field where bookkeepers can type additional information about an item. There is space for up to 522 characters. It will be displayed under the **Activity Name** on the main **School Store page**.

Required Fields Additional Options Additional Text Fields Product Image

Activity Number: CI701-29

Activity Name: School T-Shirt - Large

Short Description(522 Character Limit): School T-Shirt - Large

Sponsor/Teacher Email Address: lziegler@osmsinc.com

Sponsor/Teacher Last Name: Ziegler First: Lauren

Dates Available for Sale (xx/xx/xxxx): 05/26/2017 to 01/01/2018

Price Type: Fixed Variable Obligation

Price: 25.00

Fund Account: 150.001.015

Fund Account Description: School T-Shirts Funds

Grade Level: All

Save Cancel Copy

CI701-29	School T-Shirt - Large	Ziegler,Lauren	All	NA	1/1/1900	\$25.00
	School T-Shirt - Large					
CI701-45	Science Class Course Fee	Ziegler,Lauren	N/A	NA	1/1/1900	\$17.50
	Science Class Course Fee					
CI701-34	Science Lab Experiment Booklet	Ziegler,Lauren	All	NA	1/1/1900	\$1.00

(d) Sponsor Teacher Fields

OSP Products require 3 pieces of information for Sponsor Teachers: email address, last name and first name. This info can be typed in directly or it can be found using the **Search Sponsor/Teacher page** by selecting the **Magnifying Glass button**.

Required Fields Additional Options Additional Text Fields Product Image

Activity Number: CI701-29

Activity Name: School T-Shirt - Large

Short Description(522 Character Limit): School T-Shirt - Large

Sponsor/Teacher Email Address: lziegler@osmsinc.com

Sponsor/Teacher Last Name: Ziegler First: Lauren

Dates Available for Sale (xx/xx/xxxx): 05/26/2017 to 01/01/2018

Price Type: Fixed Variable Obligation

Price: 25.00

Fund Account: 150.001.015

Fund Account Description: School T-Shirts Funds

Grade Level: All

Save Cancel Copy

Lauren

https://osp.osmsinc.com/OTRPortal/sponsorsPopup.aspx?school=CI701 - Google Chrome

Secure | https://osp.osmsinc.com/OTRPortal/sponsorsPopup.aspx?school=CI701

List of Sponsors

Search Sponsor/Teacher

1 2 3 4 5 6 7 8 9 10 ...

<u>Email</u>	<u>Teacher/Sponsor Name</u>	
ehartnett@osmsinc.com	Hartnett, Beth	Select
twatkins@osmsinc.com	Watkins, Tony	Select
lziegler@osmsinc.com	Ziegler, Lauren	Select

The Sponsor Teacher info will appear on the **Teacher/Sponsor** column in the main **School Store** page.

Galaxy Middle

Select your items below.

Activity No.	Activity Name	Teacher / Sponsor	Grade Level	Course / Class	Activity Date	Price
CI701-29	School T-Shirt - Large	Ziegler,Lauren	All	NA	1/1/1900	\$25.00
	School T-Shirt - Large					
CI701-45	Science Class Course Fee	Ziegler,Lauren	N/A	NA	1/1/1900	\$17.50
	Science Class Course Fee					
CI701-34	Science Lab Experiment Booklet	Ziegler,Lauren	All	NA	1/1/1900	\$1.00

(e) Dates Available for Sale

OSP Products require 2 specific dates: the **date to go online for sale** and the **date to go offline for sale**. Simply type in the field or select the **Calendar button** to open a calendar to pick dates.

****Please note****: Date to go online for sale would be 12:00am EDT. Date to go offline for sale is 11:59pm EDT. That is, OSP Products will be available for the full 24 hours on that date.

Required Fields
Additional Options
Additional Text Fields
Product Image

Activity Number:

Activity Name:

Short Description(522 Character Limit):

School T-Shirt - Large

Sponsor/Teacher Email Address:

Sponsor/Teacher Last Name: **First:**

Dates Available for Sale (xx/xx/xxxx):

Price Type: Fixed Variable Obligation

Price:

Fund Account:

Fund Account Description:

Grade Level:

🔗 Dates Available for Sale (xx/xx/xxxx): 05/26/2017 to 01/01/2018

January 2018						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

(f) Price Fields

OSP Products require 2 pieces of information for price: **Price Type** and **Price Amount** (if applicable).

Required Fields Additional Options Additional Text Fields Product Image

🔗 Activity Number: CI701-29

🔗 Activity Name: School T-Shirt - Large

🔗 Short Description(522 Character Limit): School T-Shirt - Large

🔗 Sponsor/Teacher Email Address: lziegler@osmsinc.com

🔗 Sponsor/Teacher Last Name: Ziegler First: Lauren

🔗 Dates Available for Sale (xx/xx/xxxx): 05/26/2017 to 01/01/2018

🔗 Price Type: Fixed Variable Obligation

🔗 Price: 25.00

🔗 Fund Account: 150.001.015

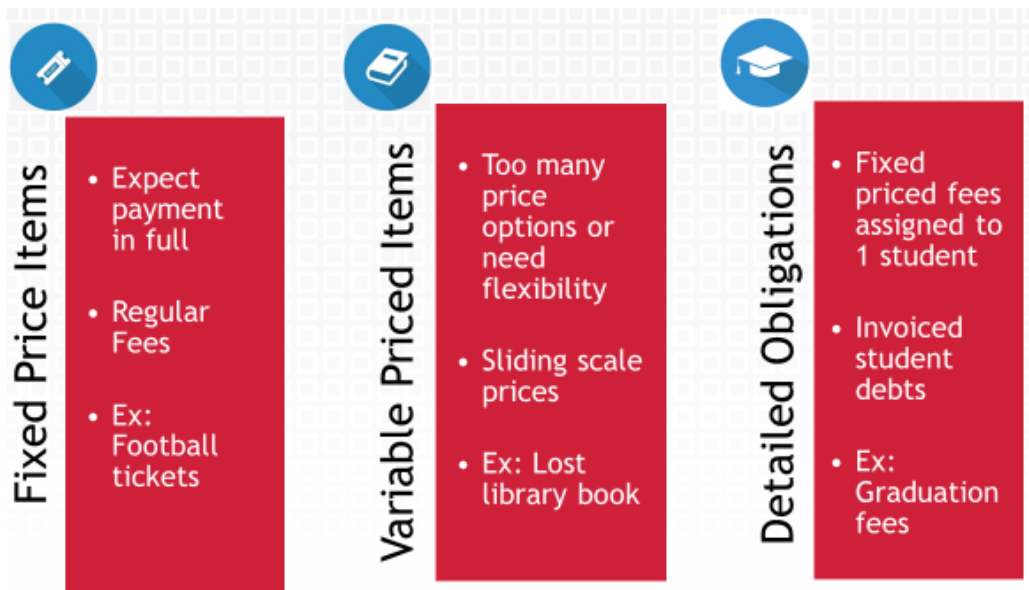
🔗 Fund Account Description: School T-Shirts Funds

🔗 Grade Level: All

Save Cancel Copy

The **Price Type** field indicates what kind of item this is. There 3x options. **If in doubt, please always defer to the Fixed option.**

- 1) **Fixed:** 1 price only, payment in full. In most cases, should be the majority of your OSP Products.
- 2) **Variable:** Allow the parent or cardholder to type in the amount they want to pay. Great for donations or lost library books.
- 3) **Obligation**:** For student debt invoices, also called a Detailed Obligation. This is covered in other instruction manuals.
 - a. ****Please note**:** Obligation is a premium feature. It is not available in all school districts.



Selecting the **Fixed option** will open up the Price field so you can type in a number. This number will be displayed on the item page in the store.

Price Type: Fixed Variable Obligation

Price: ↻

Site Menu

HOME
LOG OUT

School Courses

ELEMENTARY SCHOOL

- Blue Lake Elementary (11)
- Champion Elementary (1)
- Spirit Wear
- Other Items
- Tests
- Class of 2017 Graduation

School T-Shirt - Large

Activity No: CI701-29
School T-Shirt - Large

2017 School T-Shirt - All

Sizes

Sponsor/Teacher Ziegler,Lauren
Grade Level All

Your Price \$25.00

Qty

Add To Cart

Using **Variable option** will gray out the **Price field**. Purchasers will be able to type in any amount they wish in the store.

****Please note:** Unlike in previous year, variable priced options now display directly under the **school name in the school store** and **no longer require Student ID #s**.

Price Type: Fixed Variable Obligation

Price: ↻

Site Menu

- HOME
- LOG OUT

School Courses

- ELEMENTARY SCHOOL
- Blue Lake Elementary (11)
- Champion Elementary (1)
- Spirit Wear
- Other Items
- Tests
- Class of 2017 Graduation
- Chisholm Elementary (6)

2017 Donations to School

Activity No: CI701-VAR3
Donations to School

Amount

Qty

Description of Payment

Add To Cart

(g) Fund Account Fields

The next two fields deal with Fund Accounts: the **Fund Account field** and the **Fund Account Description field**.

Required Fields
Additional Options
Additional Text Fields
Product Image

Activity Number:

Activity Name:

Short Description(522 Character Limit):

Sponsor/Teacher Email Address:

Sponsor/Teacher Last Name: **First:**

Dates Available for Sale (xx/xx/xxxx): to

Price Type: Fixed Variable Obligation

Price:

Fund Account:

Fund Account Description:

Grade Level:

Simply type in the fund account number before the blank line and the description. The system will alert you if you're creating a brand-new fund account.

Fund Account:

This new fund account will be created when you create the activity.

Fund Account Description:

You can also use the **Magnifying Glass button** to bring up your **List of Fund Accounts** that were previously saved. Find the **Fund Account** you wish to use and click on the **Select button** to insert it into the OSP Product.

Secure | https://osp.osmsinc.com/OTRPortal/fundAccountsPopup.aspx?school=CI701

List of Fund Accounts

Search Fund Account

Account Number	Description	Active	
000-000	cash	<input checked="" type="checkbox"/>	Select
100.012	Clothing	<input checked="" type="checkbox"/>	Select
1000.00	Athletics - General	<input checked="" type="checkbox"/>	Select
10000.5000.001	Yearbook	<input checked="" type="checkbox"/>	Select
102.001	Theater Arts	<input checked="" type="checkbox"/>	Select
1240555066.00123	Dance Team	<input checked="" type="checkbox"/>	Select
125.000.00001	Yearbook Ads	<input checked="" type="checkbox"/>	Select
125.0012.000	Spirit Wear	<input checked="" type="checkbox"/>	Select

Fund Account:

Fund Account Description:

(h) Grade Level

The last required field is **Grade Level**. It will be pre-selected to N/A but you can click on the drop-down menu and select another grade or option if you like.

Required Fields Additional Options Additional Text Fields Product Image

Activity Number:

Activity Name:

Short Description(522 Character Limit):

Sponsor/Teacher Email Address:

Sponsor/Teacher Last Name: **First:**

Dates Available for Sale (xx/xx/xxxx): to

Price Type: Fixed Variable Obligation

Price:

Fund Account:

Fund Account Description:

Grade Level:

-Select Grade Level-
Kindergarten
1st
2nd
3rd
N/A
All
01
02
03
04
05
06
07
08
09
10
11
12

(i) Save Button

Once all the **Required Fields** are filled out, you can now select the **Save button** to update your changes.

****Please note:** The page for Required Fields is the bare minimum needed for you to save

Anything found on the other 3 tabs (**Additional Options**, **Additional Text Fields** or **Product Images**) is not required for saving. They are above and beyond.

Required Fields	Additional Options	Additional Text Fields	Product Image
Activity Number:	CI701-29		
Activity Name:	School T-Shirt - Large		
Short Description(522 Character Limit):	School T-Shirt - Large		
Sponsor/Teacher Email Address:	lziegler@osmsinc.com		
Sponsor/Teacher Last Name:	Ziegler	First:	Lauren
Dates Available for Sale (xx/xx/xxxx):	05/26/2017	to	01/01/2018
Price Type:	<input checked="" type="radio"/> Fixed <input type="radio"/> Variable <input type="radio"/> Obligation		
Price:	25.00		
Fund Account:	150.001.015		
Fund Account Description:	School T-Shirts Funds		
Grade Level:	All		
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Copy"/>			

iii) Tab 2 – Additional Options

Tab 2 Additional Options contains fields that are **completely optional**. You DO NOT need to use them.

Additional Options is composed of major features.

2

Required Fields Additional Options Additional Text Fields Product Image

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OMS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist:

- Not Restricted
- Restricted If Any Obligations Exist
- Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required:

(1) Additional Options

The first section of fields covers basic options.

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OHS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist: Not Restricted
 Restricted If Any Obligations Exist
 Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required:

(a) No Student ID Required

The **No Student ID Required** field will bypass adding Student IDs and Names to items during checkout. It is recommended items for things like School Donations or certain school events, including athletic tickets or drama tickets.

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OHS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist: Not Restricted
 Restricted If Any Obligations Exist
 Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required:

To use, simply **checkmark the box** and **save**.

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required**
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OMS Sales Allowed

This will cause the item to **display a “No Profile Required” message** during checkout, bypassing the need to put in student info.

- HOME
- SIGN OUT
- STUDENT OBLIGATIONS
- OTHER PAYMENTS
- ACCOUNT
- CUSTOMER SERVICE
- SEARCH
- CART

Step 1 of 4 - Assign Student Profile to Activity

1 Item in Cart

Add Student Profile Use the **Select Student Profile** dropdown box for each item in your cart unless the activity has "No Profile Required" indicated in grey. If you do not have students assigned to your profile to select in this drop down, please click the grey **ADD STUDENT PROFILE** button to add student(s) to your profile.

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
CI701-29 School T-Shirt - Large Galaxy Middle	\$25.00	- No Profile Required - ▾		\$25.00 Delete
				Sub Total: \$25.00
				Next

(b) Taxable

This button will flag items where jurisdictions want to collect sales taxes. The tax rate for your school should already have been added to your account by an OSMS representative – you cannot modify the tax rate on your own.

Please follow all local and state laws regarding taxes on school goods or services. Please use prior instructions or verify with your School District’s Central Office if you do have taxable items. Also, because taxable items vary greatly from district to district, please be sure you have clear instructions on what is and is not considered taxable. As of August 2017, states that will want to utilize this feature include (but are not limited to: Maryland and North Carolina.

****Please note:** Detailed instructions on the Taxable items can be found in the separate **“Taxable Items Feature with Optional SFO Integration”** document. (This section is only a brief overview and should not serve as your primary source of info regarding this feature).

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OMS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist: Not Restricted Restricted If Any Obligations Exist Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required:

To use, checkmark the **Taxable** field.

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OMS Sales Allowed

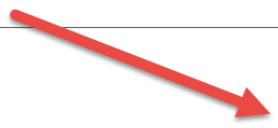
Sales against this item will **not show a tax amount during checkout.**

Step 4 of 4 - Review Order

Sold To:
Lauren Ziegler



Activity No	Activity Name	Assigned Student Profile	Price	Quantity	Line Total
	Parking Permit	Goldberg ,Phil 7033788299	\$15.00	1	\$15.00



SubTotal:	\$15.00
Tax:	\$0.00
Shipping:	\$0.00
Handling Fee:	\$0.60
	<hr/>
	\$15.60

They will be included in your **Taxable Item reports** and **SFO receipts** (if fully enabled).

Return To Previous Page

support@osmsinc.

Training School
Taxable Activity Transactions Report - Date Sort

Printed: 06/20/2016 2:34 pm
 Date Range: 3/1/2016 - 6/24/2016
 Tax Rate: 0.0500

Sponsor/Teacher		Email					
Activity	Start Date	End Date	Grade	Course/Class	Activity Date	Account	Activity Nu
Description	Student ID	Student Name	Purchaser Name	Order Number	Order Date/Time	Amount	Tax
Support,Desk		support@osmsinc.com					
Taxable Item #1	06/08/2016	06/09/2016	All		01/01/1900	9.000	EB99
Taxable Item #1	123456	Goldberg,Phil	Ziegler,Lauren	817000350	6/8/16 12:18 pm	\$1.00	\$0.05
				Total Students:	1	Total Collected:	\$1.00 \$0.05
Taxable Item #2	06/08/2016	06/09/2016	All		01/01/1900	9.000	EB99
Taxable Item #2	123456	Goldberg,Phil	Ziegler,Lauren	817000350	6/8/16 12:18 pm	\$2.00	\$0.10
	06082016	Smith,Steven	Ziegler,Lauren	817000351	6/8/16 12:20 pm	\$2.00	\$0.10
				Total Students:	2	Total Collected:	\$4.00 \$0.20
Taxable Item #3	06/08/2016	06/09/2016	All		01/01/1900	9.000	EB99
Taxable Item #3	123456	Goldberg,Phil	Ziegler,Lauren	817000350	6/8/16 12:18 pm	\$3.00	\$0.15
	06082016	Smith,Steven	Ziegler,Lauren	817000351	6/8/16 12:20 pm	\$3.00	\$0.15
				Total Students:	2	Total Collected:	\$6.00 \$0.30
				Grand Total Students:	5	Total Collected:	\$11.00 \$0.55

Payments Received From OSP

Select Statement:

Receipt Date:

Receipt Number:

Next Number To Print: 523

Receipt Total: \$154.75

Next Deposit Number:

Account	Name	Event Code	Amount
21.2380.000	Tax		\$0.40
21.2380.000	Tax		\$0.85
21.2380.000	Tax		\$1.12
21.2380.000	Tax		\$1.36
21.2380.000	Tax		\$1.64
21.2380.000	Tax		\$1.82
30.3200.004	Maryland Zoo trip 7th grade	Biology	\$27.75
40.4230.000	P.E.	Phys. Educ.	\$6.60
40.4230.000	P.E.	Physical Education	\$14.15
40.4230.000	P.E.	Physical Education	\$18.88
40.4230.000	P.E.	Physical Education	\$27.36
40.4230.000	P.E.	Physical Education	\$30.18
40.5050.000	Yearbook 2016-2017	All Students	\$22.64

PRINT/POST RECEIPT

(c) Item Text Input from Purchaser

Item Text Input from Purchaser will allow for a comment field on the Store OSP Product page. This enhancement is still being finalized.

****Please note: for now, OSMS Inc. does not recommend using this feature. Additional info will be able in a future version of this document.****

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

No StudentID Required

Taxable

Item Text Input from Purchaser

Allow OTR Price Override

Ticketed Item

Maximum Units Allowed Per Student

OHS Sales Allowed

Obligation Details

Blocker Obligation

Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist: Not Restricted Restricted If Any Obligations Exist Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required:

(d) Allow OTR Price Override

The OSP Product now has features allowing for use for allowing for **price overrides** such as for free or reduced students. These enhancements are still being finalized and may be premium features for use for our in-person payments software called **Online Teacher Receipting (OTR)**.

****Please note: for now, OSMS Inc. does not recommend using this feature. Additional info will be able in a future version of this document.****

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

No StudentID Required

Taxable

Item Text Input from Purchaser

Allow OTR Price Override

Ticketed Item

Maximum Units Allowed Per Student

OHS Sales Allowed

Obligation Details

Blocker Obligation

Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist: Not Restricted Restricted If Any Obligations Exist Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required:

(e) Ticketed Item

Ticketed Items are for adding **barcodes and item redemption** to your OSP Products.

****Please note:** Only use this field if your district has paid for this upgrade. Typically, it is reserved only for our **Online Teacher Receipting (OTR)** and **Online Ticket Management (OTM)** customers. Please contact us at support@osmsinc.com if you have any questions.**

Detailed instructions on the Ticketed Items can be found in the separate **“Online Ticket Management and Ticketed Items Instructions”** document. (This section is only a brief overview and should not serve as your primary source of info regarding this feature).

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item**
- Maximum Units Allowed Per Student: 10
- OHS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist:

- Not Restricted
- Restricted If Any Obligations Exist
- Restricted if Blocker Obligations Exist

OTR Restrictions

- OTR user only:

Activity Inventory

- Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

- Verify Grade Level:
- Minimum GPA Required: 0.00

To enable ticketing, select the **checkbox** and **save**.

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item**
- Maximum Units Allowed Per Student: 10
- OMS Sales Allowed

During checkout, **additional buttons** and **detailed receipts** will appear and contain barcodes for use for later scanning/redemption.

Account Home :: Account :: Order Details

ADDRESS BOOK

ORDER HISTORY

CHANGE EMAIL

CHANGE PASSWORD

CHANGE NAME

STUDENT PROFILE

Order
527003399

In Process / Paid / Shipped

Sold To:
Lauren Ziegler
22375 Broderick Drive
Suite 130
Sterling, VA 20166
United States
7033788299

Print This Page

Click for Tickets

Field of Study

ELEMENTARY SCHOOL

- Blue Lake Elementary
- Champion Elementary
- Spirit Wear
- Other Items
- Tests
- Class of 2017 Graduation
- Chisholm Elementary
- Citrus Grove Elementary
- Coronado Beach Elementary

Activity No	Activity Name	Assigned Student Profile	Price	Quantity	Line Total
CI701-33	Prom Tickets	Hartnett ,Will 1850345	\$75.00	1	\$75.00

Special Instructions:


Purchase Notes Test

SubTotal:	\$75.00
Tax:	\$0.00
Shipping:	\$0.00
Convenience Fee:	\$3.00
	\$78.00

6/3/2017 Tickets Details

Ticket Details

Order Number :	527003399	School :	Galaxy Middle
Order Date :	6/3/2017 1:36:50 PM	Purchaser :	Ziegler,Lauren
Price \$:	\$75.00	Assigned Student :	Hartnett ,Will
Activity Description :	Prom Tickets		



Ticket No : 527003399T7

(f) Maximum Units Per Allowed Per Student

Maximum Units Allowed Per Student will create a total number a single student may purchase. For example, a student may only buy up to two (2x) prom tickets or one (1x) yearbook.

Once enabled, the system

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OMS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist:
 Not Restricted
 Restricted If Any Obligations Exist
 Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required:

To use, you'll need to **both checkmark the box and type in the maximum number** a student may buy.


Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OMS Sales Allowed

If a purchaser attempts to buy above the maximum, the system will **display an error message** during check out.

Step 1 of 4 - Assign Student Profile to Activity

 The max allowed student quantity of 1 has been reached for CI701-29 School T-Shirt - Large Galaxy Middle

3 Items in Cart

Add Student Profile Use the **Select Student Profile** dropdown box for each item in your cart unless the activity has "No Profile Required" indicated in grey. If you do not have students assigned to your profile to select in this drop down, please click the grey **ADD STUDENT PROFILE** button to add student(s) to your profile.

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total	
<u>CI701-29</u> School T-Shirt - Large Galaxy Middle	\$25.00	Hartnett ,Cate ▼	Hartnett ,Cate 123456	\$25.00	Delete
<u>CI701-29</u> School T-Shirt - Large Galaxy Middle	\$25.00	Hartnett ,Cate ▼		\$25.00	Delete
<u>CI701-29</u> School T-Shirt - Large Galaxy Middle	\$25.00	- Select Student Profile - ▼		\$25.00	Delete

Sub Total: \$75.00

Next

(g) OMS Sales Allowed

To sell OSP Products specifically for smart phones and tablets using **Online Mobile Swipe (OMS)**.

****Please note:** Only use this field if your district has paid for this upgrade. Typically, it is reserved only for our **Online Student Receipting (OSR)** and **Online Mobile Swipe (OMS)** customers. Please contact us at support@osmsinc.com if you have any questions.**

Detailed instructions for Online Mobile Swipe sales can be found in the separate **"Online Mobile Swipe" document**. (This section is only a brief overview and should not serve as your primary source of info regarding this feature).

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OHS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist:
 Not Restricted
 Restricted If Any Obligations Exist
 Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required:

(2) Obligation Details

This section is for use for OSP Products' 3rd type of price type called **Obligations**. They are essentially for invoices, assigned to one student at a time.

****Please note:** Only use these fields if your district has paid for this upgrade. Typically, it is reserved only for our **Online Teacher Receipting (OSR)** customers. Please contact us at support@osmsinc.com if you have any questions. ******

Detailed instructions for Obligations sales can be found in the separate instructions. (This section is only a brief overview and should not serve as your primary source of info regarding this feature).

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OHS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist:
 Not Restricted
 Restricted If Any Obligations Exist
 Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required:

(a) Blocker Obligation

A **Blocker** is any invoice that prevents the purchaser of another item. It essentially creates a priority, with the blocker as top priority over anything else. It must be used in conjunction with the **Activity Restrictions**.

For example, a student may owe for Senior Dues and her prom ticket. If the Senior Dues is set to a blocker, she will have to pay for it first and can only buy her prom ticket afterwards.

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student: 10
- OMS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist: Not Restricted Restricted If Any Obligations Exist Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required: 0.00

(b) Detailed Obligation Only

Detailed Obligation Only is the standard status of the invoice. There is no priority.

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student: 10
- OMS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist: Not Restricted Restricted If Any Obligations Exist Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required: 0.00

(3) Activity Restrictions

Activity Restrictions are the additional information needed to use the **Obligation Details'** priority status.

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OHS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

- Purchase Restricted If Obligations Exist:
 - Not Restricted
 - Restricted If Any Obligations Exist
 - Restricted if Blocker Obligations Exist

OTR Restrictions

- OTR user only:

Activity Inventory

- Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

- Verify Grade Level:
- Minimum GPA Required:

(a) Purchase Restricted if Obligations Exist – Not Restricted

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OHS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

- Purchase Restricted If Obligations Exist:
 - Not Restricted
 - Restricted If Any Obligations Exist
 - Restricted if Blocker Obligations Exist

OTR Restrictions

- OTR user only:

Activity Inventory

- Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

- Verify Grade Level:
- Minimum GPA Required:

(b) Purchase Restricted if Obligations Exist – Restricted If Any Obligations Exist

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student: 10
- OMS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

- Purchase Restricted If Obligations Exist:
- Not Restricted
- Restricted If Any Obligations Exist
- Restricted if Blocker Obligations Exist

OTR Restrictions

- OTR user only:

Activity Inventory

- Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

- Verify Grade Level:
- Minimum GPA Required: 0.00

(c) Purchase Restricted if Obligations Exist – Restricted if Blocker Obligations Exist

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student: 10
- OMS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

- Purchase Restricted If Obligations Exist:
- Not Restricted
- Restricted If Any Obligations Exist
- Restricted if Blocker Obligations Exist

OTR Restrictions

- OTR user only:

Activity Inventory

- Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

- Verify Grade Level:
- Minimum GPA Required: 0.00

(4) OTR Restrictions

This section will be reserved for any OSP Products that are also used for our in person payment software **Online Teacher Receipting (OTR)**.

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OMS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist: Not Restricted
 Restricted If Any Obligations Exist
 Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required:

(a) OTR Use Only

Any OSP Products that are reserved for **Online Teacher Receipting (OTR)** use only. These products **will only appear for in person purchasing and will not appear in the standard OSP web store.**

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OMS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist: Not Restricted
 Restricted If Any Obligations Exist
 Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required:

Galaxy Middle



Select your items below.

Activity No.	Activity Name	Teacher / Sponsor	Grade Level	Course / Class	Activity Date	Price
CI701-87	<u>2017 - Field Trip to Atlanta</u>	Maggie,Smith	N/A	NA	NA	\$12.00
Mrs. Smith's kindergarten field trip to Atlanta. No refunds.						
CI701-98	<u>2017 - Field Trip to Whale Watching</u>	Pacino,AI	N/A	NA	NA	\$50.00
Mr. Pacino's biology class field trip to the sea to watch whales. No refunds. Please bring a bagged lunch and closed toed shoes.						
CI701-153	<u>2017 - Marching Band Field Trip to Disney</u>	Pacino,AI	N/A	NA	NA	\$150.00
2017 - Marching Band Field Trip to Disney Music competition fees plus admission to Walt Disney World Magic Kingdom for one (1x) day. No refunds. Please see Mr. Pacino in the band room to pick up your free t-shirt.						
CI701-154	<u>2017 - Orchestra Field Trip to Disney</u>	Maggie,Smith	N/A	NA	NA	\$175.00
2017 - Marching Band Field Trip to Disney Music competition fees plus admission to Walt Disney World Magic Kingdom for one (1x) day. No refunds. Please see Mrs. Smith in the band room to pick up your free t-shirt.						

Teacher Receiving

Teacher Receiving form with a green checkmark indicating success.

Teacher: Username: [ziegler] Last: [Ziegler] First: [Lauren] Receipt Number: []

Student: Select: [- Student -] Filter Student List: [My Students] [My School] [All Schools] Edit My Student List No Student ID Required []

or Enter ID: [] Last: [] First: [] Grade: [] Email: []

Student Detailed Obligations

Obligation ID	Description	Obligation Type	Oblig. Date	Amt. Due	Amt. to Pay	Pay
No Student Detailed Obligations are due						

Activities and Variable Payments

Enter Activity #: [] Or Select Type: [All Activities] [Assigned Activities] [Favorite Activities] [Variable Payments (Obligations)] and Select Activity Name: [-Select Activity-] Grade Level: [] Course/Class: [] Description: [] Quantity: [] Price/Item: [] Add To Cart

Shopping Cart

No items added into Cart.

Payment

Payment Type: [Cash] [Check] [Card] Check Number: [NA] Payee: [NA] Payment: [] Delete

Notes: [] Clear/Cancel Email Receipt Print Receipt Void Receipt Difference: \$ 0 + Another Payment Payment Amt: 0 Post Receipt

(5) Activity Inventory

You can use certain **inventory features** for OSP Products, the most important being **Limited Quantity**.

****Please note:** Detailed instructions for all Inventory features can be found in separate instructions. (This section is only a brief overview and should not serve as your primary source of info regarding this feature).

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student:
- OMS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist: Not Restricted
 Restricted If Any Obligations Exist
 Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required:

Shopping Cart

 An Item In Your Cart Is Out Of Stock. Please Remove It.

1 Item in Cart

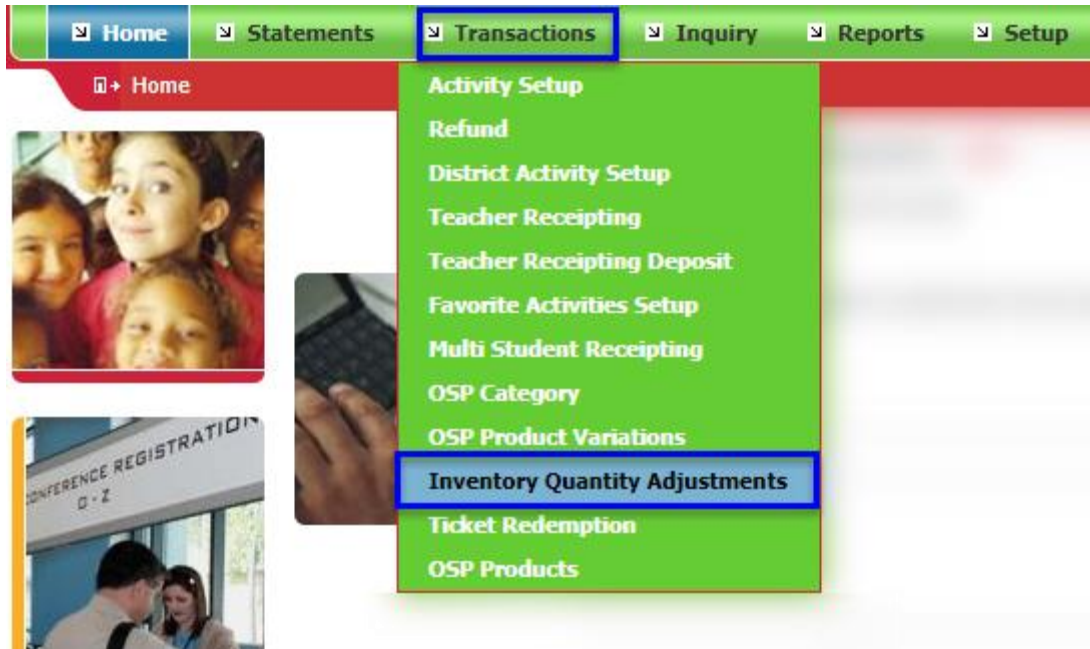
Activity Name	Price	Quantity	Total
<u>C1701-29</u> School T-Shirt - Large Galaxy Middle	\$25.00	<input type="text" value="1"/>	\$25.00

Make any changes above?

Sub Total: \$25.00

(a) Limited Quantity Item

Limited Quantity Item is for any OSP Products with strict amounts available for purchase. Once the amount goes to zero (0x), these items will show as **out of stock**.



Find your **OSP Product** in the list. Click the **Edit** button to open up.

Inventory Quantity Adjustments

Search: Include Inactive Include Inventory without Quantity Limited

Activity No	Activity Name	Price	Sponsor/Teacher	Quantity Available	Quantity Limited	Active	
CI701-101	School Uniform - Shorts Size Medium	\$10.00	lziegler@osmsinc.com	25	✓	✓	Edit
CI701-102	School Uniform - Shorts Size Medium	\$10.00	lziegler@osmsinc.com	0	✓	✓	Edit
CI701-135	2017 Field Trip to Science Museum - Student Price	\$25.00	lziegler@osmsinc.com	0	✓	✓	Edit
CI701-145	2017 School Uniform	\$50.00	al.pacino@osmsinc.com	0	✓	✓	Edit
CI701-148	Class of 2018 T-Shirt - All Sizes	\$12.00	al.pacino@osmsinc.com	0	✓	✓	Edit
CI701-155	2017 Field Trip to Oregon Ridge	\$30.00	al.pacino@osmsinc.com	18	✓	✓	Edit
CI701-28	School T-Shirt - Medium	\$25.00	lziegler@osmsinc.com	100	✓	✓	Edit
CI701-29	School T-Shirt - Large	\$25.00	lziegler@osmsinc.com	176	✓	✓	Edit
CI701-30	School T-Shirt - Extra Large	\$25.00	lziegler@osmsinc.com	0	✓	✓	Edit
CI701-31	Movie Tickets	\$150.00	lziegler@osmsinc.com	-4	✓	✓	Edit

Activity Number: CT701-29
 Activity Name: School T-Shirt - Large
 Quantity Limited: Yes
 Quantity Available: 176

Enter Quantity Adjustment

Add Subtract
 Reason:
 Quantity:

Transaction History:

Inventory Adjustments				
Transaction ID	User	Reason	Date	Quantity
56	Ziegler Lauren	Additional Initial Quantity	6/2/2017 4:17:13 PM	50
59	Ziegler Lauren	Sold 10 via cash and check	6/2/2017 4:18:37 PM	10
60	Ziegler Lauren	mistake from previous inventory entry	6/2/2017 4:19:18 PM	-10
61	Ziegler Lauren	2 t-shirts damaged (unable to sell)	6/2/2017 4:19:50 PM	-2
86	Ziegler Lauren	Ordered additional 20 from vendor	7/25/2017 10:32:10 AM	20
87	Ziegler Lauren	Vendor sent a damaged t-shirt	7/25/2017 10:33:05 AM	-1
88	Ziegler Lauren	Ordered an additional 5 from vendor	7/25/2017 11:37:37 AM	5
89	Ziegler Lauren	Vendor sent 1x damaged shirt - cannot sell	7/25/2017 11:38:31 AM	-1
90	Ziegler Lauren	Ordered another 101 from the vendor	7/27/2017 10:30:07 AM	101
91	Ziegler Lauren	Vendor only sent 90 shirts, not 101.	7/27/2017 10:31:12 AM	-11
92	Ziegler Lauren	Ordered another box from vendor	8/1/2017 3:33:48 PM	17
Total Item Adjustments:				178

Sales and Returns				
Order Number	Type	Student	Date	Quantity
TR-106545	Sale	Hartnett Billy	6/3/2017 12:22:59 PM	1
TR-106558	Sale	ORENSKY EDEN	6/6/2017 12:29:59 PM	1
Total Item Sales:				2

In the section call **Enter Quantity Adjustment**, select either the **Add or Subtract (quantity) button**, type out a **Reason or comment** for the adjustment, and type in the **Quantity number**. Be sure to select the **Update button** to save your changes.

Enter Quantity Adjustme

Add Subtract
 Reason:

The system will **indicate if the adjustment was completed successfully**. The Product Inventory Page will also

Inventory Quantity Adjustments



Inventory quantity adjustment completed successfully.

Search:

Include Inactive

Include Inventory without Quan

Activity No	Activity Name	Price	Sponsor/Teach
CI701-101	School Uniform - Shorts Size Medium	\$10.00	lziegler@osmsinc
CI701-102	School Uniform - Shorts Size Medium	\$10.00	lziegler@osmsinc
CI701-135	2017 Field Trip to Science Museum - Student Price	\$25.00	lziegler@osmsinc
CI701-145	2017 School Uniform	\$50.00	al.pacino@osmsinc
CI701-148	Class of 2018 T-Shirt - All Sizes	\$12.00	al.pacino@osmsinc
CI701-155	2017 Field Trip to Oregon Ridge	\$30.00	al.pacino@osmsinc
CI701-28	School T-Shirt - Medium	\$25.00	lziegler@osmsinc
CI701-29	School T-Shirt - Large	\$25.00	lziegler@osmsinc
CI701-30	School T-Shirt - Extra Large	\$25.00	lziegler@osmsinc
CI701-31	Movie Tickets	\$150.00	lziegler@osmsinc
CI701-34	Science Lab Experiment Booklet	\$1.00	lzienler@osmsinc

The **Product Inventory Page** will also indicate both the updated quantity and information for why the adjustment was done.

Activity Number:	CI701-29
Activity Name:	School T-Shirt - Large
Quantity Limited:	Yes
Quantity Available:	186

Transaction History:

			Inventory Adjustmen
Transaction ID	User	Reason	
56	Ziegler Lauren	Additional Initial Quantity	
59	Ziegler Lauren	Sold 10 via cash and check	
60	Ziegler Lauren	mistake from previous inventory ent	
61	Ziegler Lauren	2 t-shirts damaged (unable to sell)	
86	Ziegler Lauren	Ordered additional 20 from vendor	
87	Ziegler Lauren	Vendor sent a damaged t-shirt	
88	Ziegler Lauren	Ordered an additional 5 from vendor	
89	Ziegler Lauren	Vendor sent 1x damaged shirt - can	
90	Ziegler Lauren	Ordered another 101 from the vend	
91	Ziegler Lauren	Vendor only sent 90 shirts, not 101.	
92	Ziegler Lauren	Ordered another box from vendor	
95	Ziegler Lauren	Adding another box of 10 shirts from	

Total Item Adjustments:

(6) Student Restrictions

This section is for use for to add **additional purchasing limits to students**.

****Please note:** Only use these fields if your district has paid for this upgrade. Typically, it is reserved only for our **Online Teacher Receipting (OTR) customers with a valid student data import**. Please contact us at support@osmsinc.com if you have any questions. ******

Detailed instructions for Student Restrictions can be found in the separate instructions. (This section is only a brief overview and should not serve as your primary source of info regarding this feature).

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OMS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist:
 Not Restricted
 Restricted If Any Obligations Exist
 Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required:

(a) Verify Grade Level

Verify Grade Level locks down items to specific grades. For example, prom tickets can only be bought by 12 graders.

Required Fields Additional Options Additional Text Fields Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OMS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

Purchase Restricted If Obligations Exist:
 Not Restricted
 Restricted If Any Obligations Exist
 Restricted if Blocker Obligations Exist

OTR Restrictions

OTR user only:

Activity Inventory

Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

Verify Grade Level:

Minimum GPA Required:

(b) Minimum GPA Required

Minimum GAP Required locks down items to specific Grade Point Averages (GPAs). For example, honor codes can only be bought if the student has a 3.5 or higher.

Required Fields Additional Options **Additional Text Fields** Product Image

Additional Options

- No StudentID Required
- Taxable
- Item Text Input from Purchaser
- Allow OTR Price Override
- Ticketed Item
- Maximum Units Allowed Per Student
- OMS Sales Allowed

Obligation Details

- Blocker Obligation
- Detailed Obligation Only

Activity Restrictions

- Purchase Restricted If Obligations Exist:
 - Not Restricted
 - Restricted If Any Obligations Exist
 - Restricted if Blocker Obligations Exist

OTR Restrictions

- OTR user only:

Activity Inventory

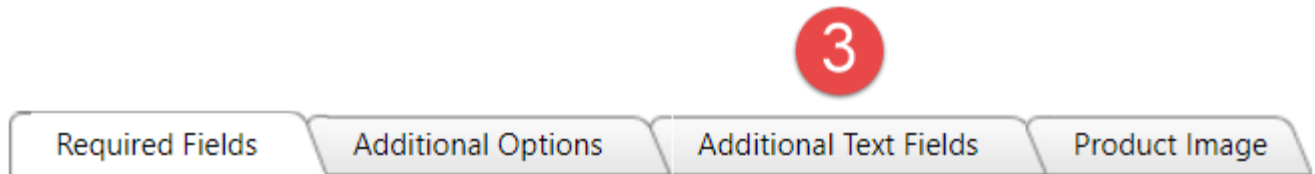
- Limited Quantity Item: * Quantity Available must be set via Inventory Quantity Adjustments after completing item setup

Student Restrictions

- Verify Grade Level:
- Minimum GPA Required:

iv) Tab 3 – Additional Text Fields

Tab 3 Additional Text Fields contains fields that are **completely optional**. You DO NOT need to use them.



Required Fields	Additional Options	Additional Text Fields	Product Image
Date Activity Starts	<input type="text"/>	Long Description	<input type="text"/>
Course/Class	<input type="text"/>		
Event Code	<input type="text"/>		
Item Cost	<input type="text" value="0.00"/>	Other Expenses	<input type="text" value="0.00"/>
Item Discount Price Level 1 (Discounted)	<input type="text" value="0.00"/>	Item Discount Price Level 2 (Lowest Price)	<input type="text" value="0.00"/>
User Defined 1	<input type="text"/>	User Defined 2	<input type="text"/>

(1) Main Items

(a) Date Activity Starts

If there is a specific date or begin date for this product, you can use the **Date Activity Starts** field to indicate. For example, the day of the field trip or the start day for a fundraiser.

It will update on the **Product page in the School Store**.

Required Fields	Additional Options	Additional Text Fields	Product Image
Date Activity Starts	<input type="text"/>	Long Description	<input type="text"/>
Course/Class	<input type="text"/>		
Event Code	<input type="text"/>		
Item Cost	<input type="text" value="0.00"/>	Other Expenses	<input type="text" value="0.00"/>
Item Discount Price Level 1 (Discounted)	<input type="text" value="0.00"/>	Item Discount Price Level 2 (Lowest Price)	<input type="text" value="0.00"/>
User Defined 1	<input type="text"/>	User Defined 2	<input type="text"/>

School T-Shirt - Large

Activity No: CI701-29

School T-Shirt - Large

Sponsor/Teacher	Ziegler, Lauren
Activity Date	8/1/2017
Course/Class	Class of 2018
Grade Level	All
Your Price	\$25.00
Qty	<input type="text" value="1"/>
<input type="button" value="Add To Cart"/>	

(b) Long Description

Long Description is an additional field for bookkeepers to add a substantial amount of additional text to the product.

Please note that the Long Description will appear on the **Product Page** in the store. It does not appear under the main School Store page.

Additional Text Fields	Product Image
Long Description	<p>Field Trip To Washington, D.C.</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus quis faucibus velit. Proin vel eros nec leo fermentum congue at in enim. Sed id nulla odio. Vestibulum maximus, nisi ut aliquam imperdiet, magna quam vestibulum massa, ut sollicitudin ex arcu at nulla. Nam eget purus porta, lobortis nulla vitae, placerat lacus. Etiam posuere non enim posuere facilisis. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean quis tempus erat, a semper risus. Etiam vel venenatis dui. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vivamus ut erat placerat, tempor arcu id, lobortis ex. Etiam non augue quis odio pharetra dignissim in vel quam. Cras varius aliquam purus at malesuada. Morbi iaculis condimentum mi eu convallis.</p> <p>In ultrices ut lorem ac sollicitudin. Nunc a leo viverra nibh egestas bibendum. Ut in vulputate tellus. Proin maximus enim eget nibh malesuada, ut ultrices turpis tincidunt. Morbi libero nisi, tempor a bibendum sit amet, commodo non felis. Integer eu nibh interdum, cursus augue non, molestie massa. Integer facilisis tellus diam, eget hendrerit urna aliquet sed. In hac habitasse platea dictumst. Ut egestas eros at vestibulum consequat. Nam vitae commodo felis. Mauris a arcu sit amet leo placerat lobortis a nec leo. Vivamus sollicitudin tristique consectetur. Phasellus odio risus, commodo ut ultrices a, fringilla non massa.</p> <p>Mauris viverra, nulla vel imperdiet sodales, velit odio rhoncus dui, sit amet tristique mi massa non mi. Aliquam mollis odio eu lobortis eleifend. Donec tempus mi vel ligula iaculis venenatis. In bibendum ex nec convallis sagittis. Duis turpis diam, convallis non leo et, ultricies facilisis elit. Aenean quis mauris velit. Phasellus quis viverra justo. Phasellus dignissim nisi vel tristique tempor. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Vestibulum commodo ut ipsum vitae rhoncus.</p> <p>Maecenas imperdiet lorem ac odio posuere, sed suscipit ex posuere. Fusce lacus ante, tristique dictum quam varius, consectetur porttitor diam. Vestibulum in ante consectetur orci volutpat ultrices. Ut bibendum tincidunt fringilla. Duis semper urna vitae orci laoreet, eget cursus lectus finibus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam fringilla fringilla feugiat. Praesent tristique est a mauris efficitur, quis rutrum sapien sollicitudin. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Vestibulum ut dictum mi, et scelerisque enim. Aliquam sed ipsum libero.</p> <p>Donec sit amet quam quis mauris egestas sollicitudin sit amet eu mi. Nulla facilisi. Vivamus molestie iaculis ante a malesuada. Nulla facilisi. Aenean et ante eu tortor accumsan gravida. Morbi quam eros, volutpat eu ipsum et, facilisis posuere nisi. Praesent lobortis efficitur pretium. Phasellus nec maximus lectus, vitae consectetur erat. Sed ut condimentum ex. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc turpis nunc, cursus a tempor maximus, cursus sit amet massa. Nam diam lectus, aliquam sit amet erat eget, tincidunt mollis ante. Interdum et malesuada fames ac ante ipsum primis in faucibus.</p>

Site Menu

- HOME
- LOG OUT

Field Trip To Washington, D.C. - Student Price

Item is out of stock.

Activity No: C1701-42

Field Trip To Washington, D.C. Field Trip To Washington, D.C. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus quis faucibus velit. Proin vel eros nec leo fermentum congue at in enim. Sed id nulla odio. Vestibulum maximus, nisi ut aliquam imperdiet, magna quam vestibulum massa, ut sollicitudin ex arcu at nulla. Nam eget purus porta, lobortis nulla vitae, placerat lacus. Etiam posuere non enim posuere facilisis. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean quis tempus erat, a semper risus. Etiam vel venenatis dui. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vivamus ut erat placerat, tempor arcu id, lobortis ex. Etiam non augue quis odio pharetra dignissim in vel quam. Cras varius aliquam purus at malesuada. Morbi iaculis condimentum mi eu convallis. In ultrices ut lorem ac sollicitudin. Nunc a leo viverra nibh egestas bibendum. Ut in vulputate tellus. Proin maximus enim eget nibh malesuada, ut ultrices turpis tincidunt. Morbi libero nisi,

School Courses

- ELEMENTARY SCHOOL
- Blue Lake Elementary (11)
- Champion Elementary (1)
- Spirit Wear
- Other Items
- Tests
- Class of 2017 Graduation
- Chisholm Elementary (8)
- Citrus Grove Elementary
- Coronado Beach Elementary
- Cypress Creek Elementary (8)
- DeBary Elementary
- Deltona Lakes Elementary (1)
- Discovery Elementary
- Edgewater Elementary
- Enterprise Elementary
- Forest Lake Elementary
- Freedom Elementary
- Friendship Elementary
- George Marks Elementary
- Holly Hill School (K-8)
- Horizon Elementary
- Indian River Elementary
- Longstreet Elementary
- Manatee Cove Elementary
- McInnis Elementary
- Orange City Elementary

Field Trip To Washington, D.C.

Sponsor/Teacher Ziegler,Lauren
 Activity Date 1/1/1900
 Grade Level N/A

Your Price **\$50.00**
 Qty

(c) Course/Class

Course/class is a field that will allow you to add additional information about the specific course or class info. For example, you can say this is for Algebra Honors or Math 101.

It will update on the **Product page in the School Store.**

Required Fields Additional Options Additional Text Fields Product Image

Date Activity Starts

Course/Class

Event Code

Long Description

Item Cost Other Expenses

Item Discount Price Level 1 (Discounted) Item Discount Price Level 2 (Lowest Price)

User Defined 1 User Defined 2

School T-Shirt - Large

Activity No: CI701-29

School T-Shirt - Large

Sponsor/Teacher Ziegler,Lauren
Activity Date 8/1/2017
Course/Class Class of 2018
Grade Level All

Your Price **\$25.00**

Qty

[Add To Cart](#)

(d) Event Code

Event Codes a special way to flag products are being used for fundraisers. That is, you need to know additional profit vs loss details. To use, simply type in the **Event Code ID** from SFO into the **Event Code field**. This will update in the **Event Code column** in your corresponding **SFO receipt**.

Required Fields Additional Options Additional Text Fields Product Image

Date Activity Starts Long Description

Course/Class

Event Code

Item Cost Other Expenses

Item Discount Price Level 1 (Discounted) Item Discount Price Level 2 (Lowest Price)

User Defined 1 User Defined 2

[Save](#) [Cancel](#) [Copy](#)

Event Code ID

Event Name

Beginning Date

Ending Date

Sponsor

Second Sponsor

Sale?

SAVE NEW UPDATE DELETE CLEAR

ID	Name	Beginning	Ending	Sponsor	2nd Sponsor
No records to display.					

Payments Received From OSP

Select Statement: 201626AJ021

Receipt Date:

Receipt Number: PRINT

Next Number To Print: 13867

Receipt Total: \$1,285.00

Next Deposit Number: 41

Account	Name	Event Code	Amount
3.001	1st grade		\$570.00
3.002	2nd grade		\$180.00
3.003	3rd grade		\$14.00
3.004	4th grade		\$130.00
3.005	5th Grade		\$77.00
3.009	Kindergarten Account		\$150.00
3.106	Music		\$12.00
6.000	General		\$152.00

(e) Other Expenses

This field is for any extra expenses or fees related to fundraisers. It ties into **Event Codes** (see above).

Required Fields	Additional Options	Additional Text Fields	Product Image
Date Activity Starts	<input type="text"/>	Long Description	<input type="text"/>
Course/Class	<input type="text"/>		
Event Code	<input type="text"/>		
Item Cost	<input type="text" value="0.00"/>	Other Expenses	<input type="text" value="0.00"/>
Item Discount Price Level 1 (Discounted)	<input type="text" value="0.00"/>	Item Discount Price Level 2 (Lowest Price)	<input type="text" value="0.00"/>
User Defined 1	<input type="text"/>	User Defined 2	<input type="text"/>

(2) Product Cost and Discounts

The OSP Product now has features allowing for use for allowing for **product discounts** or **true cost records**. These are still being finalized and may be premium features.

****Please note: for now, OSMS Inc. does not recommend using them. Additional info will be able in a future version of this document.****

Required Fields	Additional Options	Additional Text Fields	Product Image
Date Activity Starts	<input type="text"/>	Long Description	<input type="text"/>
Course/Class	<input type="text"/>		
Event Code	<input type="text"/>		
Item Cost	<input type="text" value="0.00"/>	Other Expenses	<input type="text" value="0.00"/>
Item Discount Price Level 1 (Discounted)	<input type="text" value="0.00"/>	Item Discount Price Level 2 (Lowest Price)	<input type="text" value="0.00"/>
User Defined 1	<input type="text"/>	User Defined 2	<input type="text"/>

(a) Item Cost

Required Fields	Additional Options	Additional Text Fields	Product Image
Date Activity Starts	<input type="text"/>	Long Description	
Course/Class	<input type="text"/>		
Event Code	<input type="text"/>		
Item Cost	<input type="text" value="0.00"/>	Other Expenses	<input type="text" value="0.00"/>
Item Discount Price Level 1 (Discounted)	<input type="text" value="0.00"/>	Item Discount Price Level 2 (Lowest Price)	<input type="text" value="0.00"/>
User Defined 1	<input type="text"/>	User Defined 2	<input type="text"/>

(b) Item Discount Price Level 1 (Discounted)

Required Fields	Additional Options	Additional Text Fields	Product Image
Date Activity Starts	<input type="text"/>	Long Description	
Course/Class	<input type="text"/>		
Event Code	<input type="text"/>		
Item Cost	<input type="text" value="0.00"/>	Other Expenses	<input type="text" value="0.00"/>
Item Discount Price Level 1 (Discounted)	<input type="text" value="0.00"/>	Item Discount Price Level 2 (Lowest Price)	<input type="text" value="0.00"/>
User Defined 1	<input type="text"/>	User Defined 2	<input type="text"/>

(c) Item Discount Price Level 2 (Lowest Price)

Required Fields	Additional Options	Additional Text Fields	Product Image
Date Activity Starts	<input type="text"/>	Long Description	
Course/Class	<input type="text"/>		
Event Code	<input type="text"/>		
Item Cost	<input type="text" value="0.00"/>	Other Expenses	<input type="text" value="0.00"/>
Item Discount Price Level 1 (Discounted)	<input type="text" value="0.00"/>	Item Discount Price Level 2 (Lowest Price)	<input type="text" value="0.00"/>
User Defined 1	<input type="text"/>	User Defined 2	<input type="text"/>

(1) Future Customizable Areas

This area is **reserved for future work or development**. For example, some school districts request custom upgrades. Those upgrades will be located here.

Required Fields	Additional Options	Additional Text Fields	Product Image
Date Activity Starts	<input type="text"/>	Long Description	
Course/Class	<input type="text"/>		
Event Code	<input type="text"/>		
Item Cost	<input type="text" value="0.00"/>	Other Expenses	<input type="text" value="0.00"/>
Item Discount Price Level 1 (Discounted)	<input type="text" value="0.00"/>	Item Discount Price Level 2 (Lowest Price)	<input type="text" value="0.00"/>
User Defined 1	<input type="text"/>	User Defined 2	<input type="text"/>

Save Cancel Copy

(a) User Defined 1

Required Fields	Additional Options	Additional Text Fields	Product Image
Date Activity Starts	<input type="text"/>	Long Description	
Course/Class	<input type="text"/>		
Event Code	<input type="text"/>		
Item Cost	<input type="text" value="0.00"/>	Other Expenses	<input type="text" value="0.00"/>
Item Discount Price Level 1 (Discounted)	<input type="text" value="0.00"/>	Item Discount Price Level 2 (Lowest Price)	<input type="text" value="0.00"/>
User Defined 1	<input type="text"/>	User Defined 2	<input type="text"/>

Save Cancel Copy

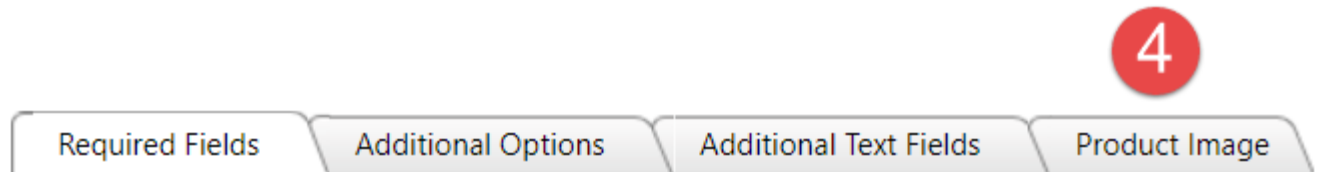
(b) User Defined 2

Required Fields	Additional Options	Additional Text Fields	Product Image
Date Activity Starts	<input type="text"/>	Long Description	
Course/Class	<input type="text"/>		
Event Code	<input type="text"/>		
Item Cost	<input type="text" value="0.00"/>	Other Expenses	<input type="text" value="0.00"/>
Item Discount Price Level 1 (Discounted)	<input type="text" value="0.00"/>	Item Discount Price Level 2 (Lowest Price)	<input type="text" value="0.00"/>
User Defined 1	<input type="text"/>	User Defined 2	<input type="text"/>

Save Cancel Copy

v) Tab 4 – Product Image

Tab 4 Product Image is an **completely optional** feature. You do not need to use it.



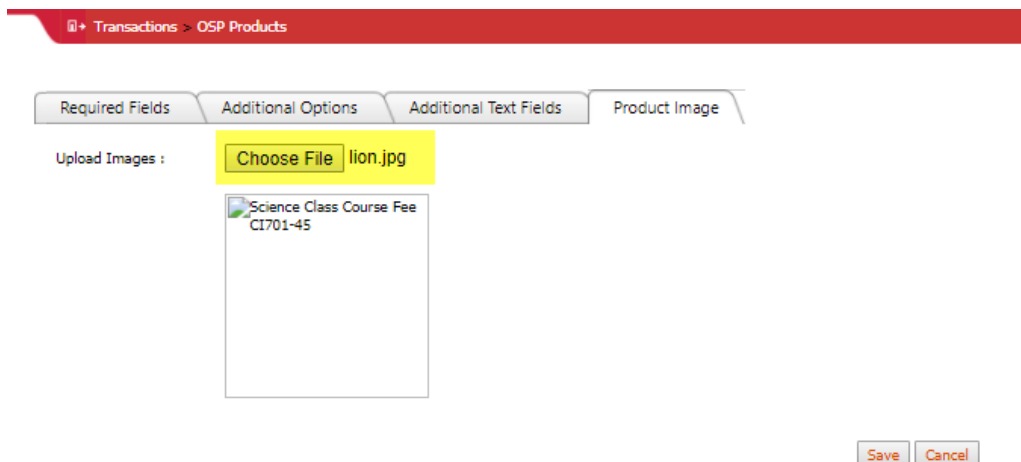
(a) Upload Images

Tab 4 Product Image has only 1 function: the ability to upload pictures to your product. Consider using this feature to help advertise or market your items, like a picture of the yearbook or class t-shirt you're selling.

To use, simply go to the **Choose File button**. Select the JPEG (file ending in .jpg) to upload. After saving your OSP Product, the page will display the image on the Product Page in the store.

****Please note****: At this time, the system will **only allow static media files and only JPEGs**. **Smaller images work best, roughly 200 to 300 pixels**.

Attaching other items or other file formats (like PDFs or PNGs) is not available at this time but should become available later in the 2017-2018 school year. You may need to resize the picture in order to fit onto the Product Page.



Site Menu

- HOME
- LOG OUT

Felidae Biology Class - Field Trip

Activity No: CI701-92
Felidae Biology Class - Field Trip



Sponsor/Teacher Ziegler,Lauren
Activity Date 1/1/1900
Grade Level N/A

Your Price **\$17.50**

Qty

[Add To Cart](#)

School Courses

- ELEMENTARY SCHOOL
 - Blue Lake Elementary (11)
 - Champion Elementary (1)
 - Spirit Wear
 - Other Items
 - Tests

3) Copying OSP Products

The **Copy** button will make an exact duplicate of any previously saved OSP Product.

Required Fields Additional Options Additional Text Fields Product Image

Activity Number: CI701-29

Activity Name: School T-Shirt - Large

Short Description(522 Character Limit): School T-Shirt - Large

Sponsor/Teacher Email Address: lziegler@osmsinc.com * Type or Use Magnifying Glass to Lookup

Sponsor/Teacher Last Name: Ziegler First: Lauren * Type or Use Magnifying Glass to Lookup

Dates Available for Sale (xx/xx/xxxx): 05/26/2017 to 01/01/2018

Price Type: Fixed Variable Obligation

Price: 25.00

Fund Account: 150.001.015 * Type or Use Magnifying Glass to Lookup

Fund Account Description: School T-Shirts Funds

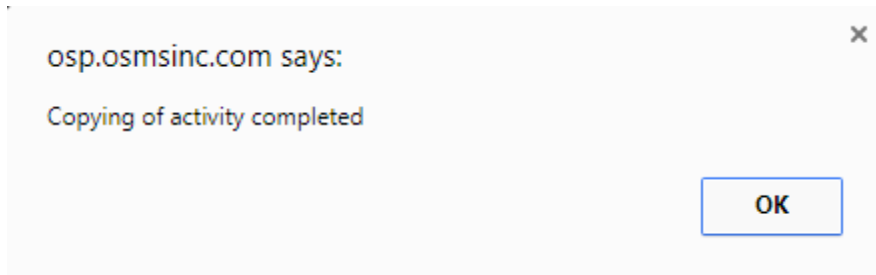
Grade Level: All

[Save](#) [Cancel](#) [Copy](#) * Copy Available for Previously Saved Activities

To use, simply select the **Edit** button of the original product, scroll down to the button to click

[Save](#) [Cancel](#) [Copy](#) * Copy Available for Previously Saved Activities

A small **pop up window** will appear confirming your OSP Product has been successfully copied. Be sure to click **OK**.



You will note that the new OSP Product page will display without a **Product or Activity Number** – this is because the number will be added **after** your new OSP Product has been saved.

Required Fields Additional Options Additional Text Fields Product Image

Activity Number: [Empty field]

Activity Name: School T-Shirt - Large

Short Description (522 Character Limit): School T-Shirt - Large

Sponsor/Teacher Email Address: lziegler@osmsinc.com * Type or Use Magnifying Glass to Lookup

Sponsor/Teacher Last Name: Ziegler **First:** Lauren

Dates Available for Sale (xx/xx/xxxx): 05/26/2017 to 01/01/2018

Price Type: Fixed Variable Obligation

Price: 25.00

Fund Account: 150.001.015 * Type or Use Magnifying Glass to Lookup

Fund Account Description: School T-Shirts Funds

Grade Level: All

Save Cancel Copy

****Please note**:** You can only make copies of an OSP Product once the original OSP Product has been saved. If you have not saved, it will not work.