

# DOUBLE UP CARD SYSTEM



12/26/2016

Version 2.0

This document will go over the basic features of the version 2.0 interface for Vendors (Cashiers) and Market Managers (Merchants)

## Contents

<b>THE INTERFACE.....</b>	<b>3</b>
The Personal Computer Interface.....	3
1. Main Navigation (Left) .....	4
2. Header Navigation .....	4
3. Dynamic Content Pane.....	4
Mobile Interface .....	4
Interactive Maps & Tables .....	5
Working with MAPS.....	5
Working with Tables.....	5
<b>THE DASHBOARD .....</b>	<b>6</b>
Interacting with the dashboard .....	6
Dashboard Pie Graphs .....	6
Dashboard Charts .....	7
<b>VENDORS (CACHIERS) .....</b>	<b>8</b>
List Vendors.....	8
<b>VENDOR DETAIL VIEW .....</b>	<b>9</b>
Change Password .....	9
De-activate .....	9
Edit .....	9
Transaction List .....	9
Search Transaction List.....	9
<b>EDIT VENDOR PAGE .....</b>	<b>10</b>
ID .....	10
Name .....	10
Card Number .....	10
State ID.....	10
Email.....	10
Address.....	10
Phone Number.....	10
Save .....	10
<b>REPORTING .....</b>	<b>11</b>
Report Options.....	11
<b>VENDOR LOGIN .....</b>	<b>13</b>

Dashboard .....	13
User .....	13
Transactions .....	13
Transaction List .....	13
Change Password .....	14
Update Your Information.....	14
Find DUFB Markets .....	15
Help .....	15

# Double Up Card System

VERSION 2.0

## THE INTERFACE

The user interface is interactive. Many of the items on the page will change based on user input. The interface has three areas. Navigation, Header, and Content Pane.

This interface is responsive and will resize to be viewed on a mobile device or a desktop computer.

### The Personal Computer Interface

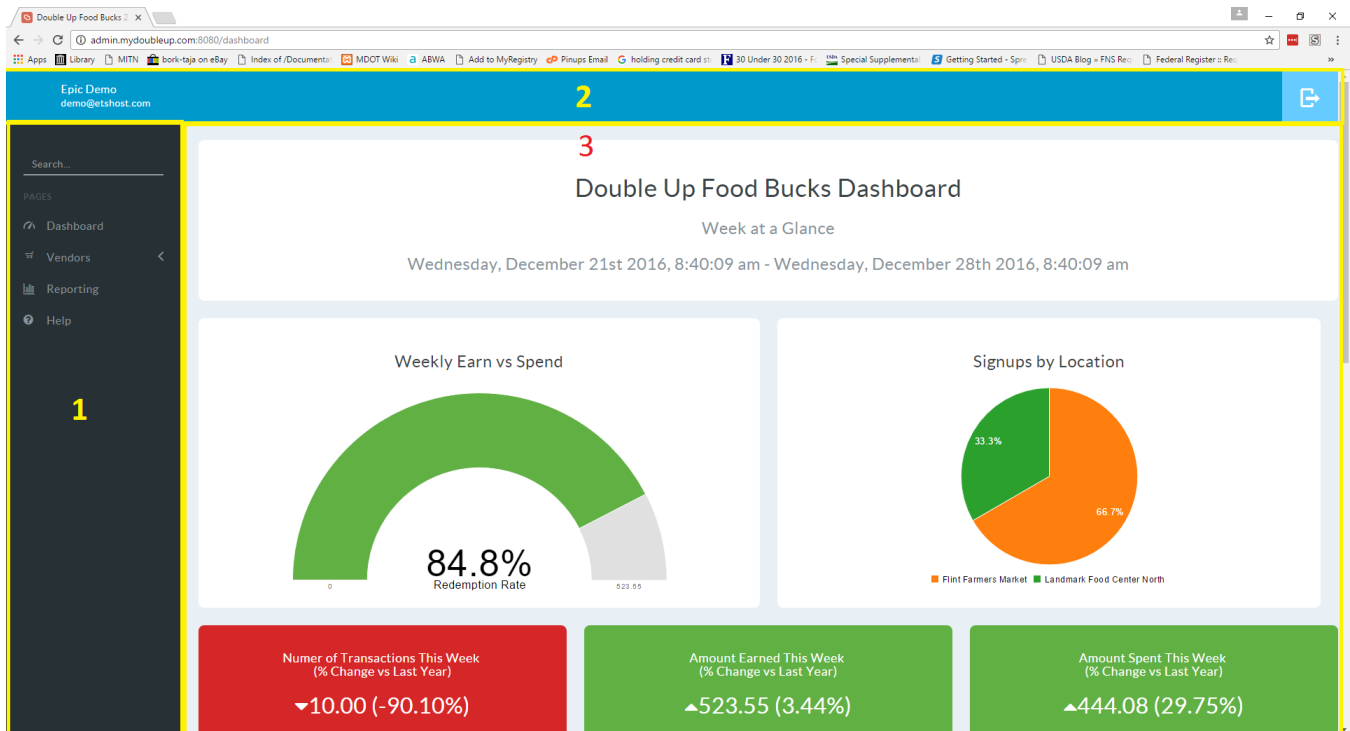
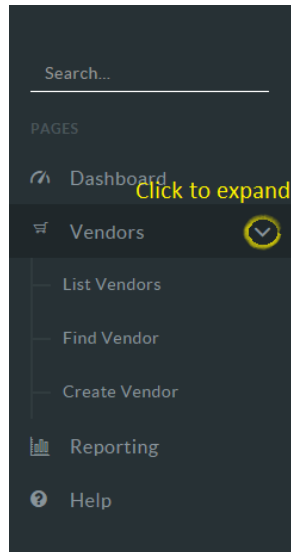


FIGURE 1 INTERFACE (PC)

## 1. Main Navigation (Left)

- Expand menus – Menu items with arrows can be expanded by clicking the arrow on the right. Not all menu items can be expanded.
- Search menus – You can search for menu items by typing your keyword in the search box. The search is real-time as you type.



## 2. Header Navigation

- Log out (Exit) - The right icon of a door is the exit or log out button
- Account Details on the Left - Shows the logged in user.

## 3. Dynamic Content Pane

- When you click on a menu item it will refresh the content pane with the view requested. The content pane is dynamically generated from the user's menu selections.

## Mobile Interface

The mobile interface is a smaller version of the desktop interface. Depending on your screen resolution the menu items may be shrunk. You can expand the menu by click on the hamburger icon.

## Interactive Maps & Tables

### Working with MAPS

Maps are interactive. You can click on a pin on the map to get more details.

### Working with Tables

- Quick Search – Find data in real time.
- Sort – Sort by column header
- Rearrange – Click and drag column headers to rearrange
- Drill down for more detail – Click on a table item to see its details.

The screenshot shows a web application interface for 'Epic Demo'. On the left is a dark sidebar with a search bar and a menu containing 'Dashboard', 'Vendors' (expanded), 'List Vendors', 'Find Vendor', 'Create Vendor', 'Reporting', and 'Help'. The main content area displays a table of vendors. At the top of the table, there is a 'Show 10 entries' dropdown and a search bar. The table has columns for ID, Name, Email, PrimaryMarket, and Status. Below the table, it says 'Showing 21 to 30 of 51 entries' and a pagination control with 'PREVIOUS', '1', '2', '3' (selected), '4', '5', '6', and 'NEXT'.

ID	Name	Email	PrimaryMarket	Status
353206	Dee Landmark	500@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353208	Linda Landmark	277@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353216	Lolita Landmark	349@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353218	Nivan Landmark	601@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353220	Staphany Landmark	148@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353222	Shay Landmark	157@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353224	Quinna Landmark	909@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353226	Kamilia Landmark	817@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353228	Ann Landmark	701@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353235	Elissa Trumbull	etrumbull@fairfoodnetwork.org	Flint Farmers Market	ACTIVE

## THE DASHBOARD

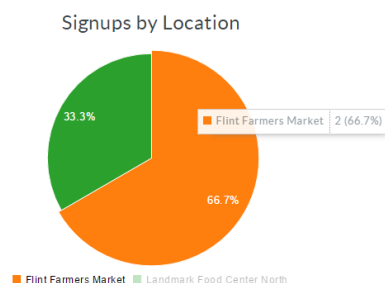
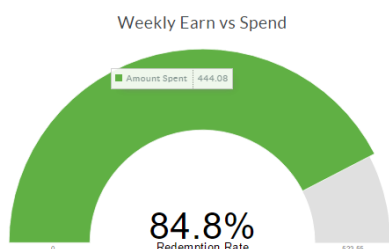
The Dashboard includes the real-time data. Data will be automatically updated to your screen on a regular interval (usually a few minutes) you do not need to refresh the page. The gauges and graphs in the dashboard have static date ranges (usually the last 7 days). A dashboard is a good tool to grab a snapshot of the program.

**Warning: Dashboard data is not report data and should not be used as a report!**

### Interacting with the dashboard:

#### Dashboard Pie Graphs:

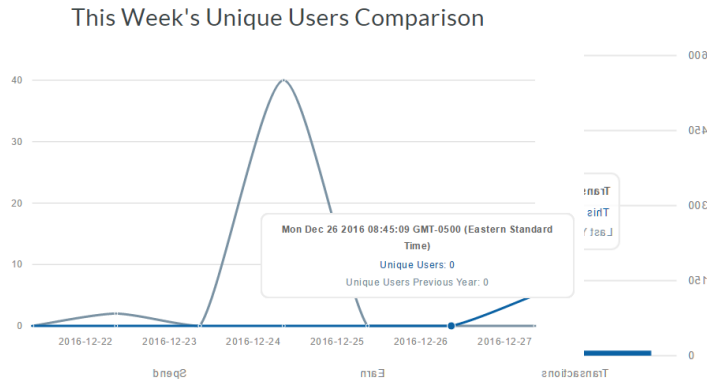
Hover over a piece of the Pie to get more information about the data.



Click a data label to hide or show that data in the graph.

**Dashboard Charts:**

Hover over an important point on the graph to get more information.



Click on a data label to hide or show the data in the graph.



## VENDORS (CACHIERS)

Vendors are any individual that can process a transaction for a Market or Store. In the grocery store a vendor is also known as a cashier.

### List Vendors

On this page, you will get a table list of vendors. The table has the same controls as other tables in the program. You can search vendors in real time using the search box in the upper right.

ID	Name	Email	Primary Market	Status
353206	Dan Landmark	500@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353208	Frank Landmark	777@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353216	Linda Landmark	249@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353218	Nolan Landmark	603@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353220	Rachael Landmark	148@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353222	Shay Landmark	157@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353224	Quinn Landmark	909@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353226	Kandice Landmark	817@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
353228	Alex Landmark	703@landmarkfoodcenter.com	Landmark Food Center North	ACTIVE
202225	Lissa Kroubail	ckroubail@farmoodnetwork.org	Hart-Kenners Market	ACTIVE

Showing 23 to 30 of 53 entries

PREVIOUS 1 2 3 4 5 6 NEXT

**Why are there Two Search boxes? The black search box in the menu is to search for menu items. The search box in the right above the table is used to search the table list for vendors.**

**Find Vendors** – Advanced Search for vendors.

**Create Vendors** – Request a new vendor account from the Program Administrators.

## VENDOR DETAIL VIEW

**Vendor: ID# 408020 (Epic Demo)**

Field	Value
ID	408020
Name	Epic Demo
Card Number	
State Id	
Email	demo@getsthost.com

**Vendor Address**

Map showing the vendor's location at the intersection of E 4th St and W 2nd St, near Chase Bank and Avon Park Apartments.

Primary Market	Flint Farmers Market
Phone Number	
Permission to Redeem/Spend?	True
Permission to Load/Earn?	True
Status	ACTIVE

**Recent Transactions**

**TOTAL SPEND**: \$0.02

**TOTAL EARN**: \$3.54

**Transaction List**

Date	Amount	User	Market
09/27/2016	0.34	0999991002000500041	Flint Farmers Market
09/27/2016	0.20	0999991131264630846	Flint Farmers Market
09/27/2016	-0.02	0999991131264630846	Flint Farmers Market
09/27/2016	2.00	0999991131264630846	Flint Farmers Market
11/07/2016	1.00	0999991002000508598	Flint Farmers Market

Buttons: **CHANGE PASSWORD**, **DE-ACTIVATE VENDOR**, **EDIT**

**Change Password** for a vendor

**De-activate** the vendor account

**Edit** vendor information

**Transaction List** shows the transactions that a user has completed

**Search Transaction List** searches the vendor's transaction list for the specified amount, date, card number, or market.

**De-activated vendors and user's transactions still show up in reports**

## EDIT VENDOR PAGE

**Vendor: ID# 408020 (Epic Demo)**

ID: 408020

Name: Epic Demo

Card Number: 1234567890123

State ID: 123456789012

Email: demo@getshost.com

Address: 123 N Main St Suite A City AL 48000

Phone Number: 123-456-7890

**SAVE**

**Recent Transactions**

TOTAL SPEND: \$0.02

TOTAL EARN: \$1.14

**Transaction List**

Date	Amount	User	Market
09/27/2016	0.34	0999991002000500041	Flint Farmers Market
09/27/2016	0.20	0999991131264630046	Flint Farmers Market
09/27/2016	-0.02	0999991131264630046	Flint Farmers Market
09/27/2016	2.00	0999991131264630046	Flint Farmers Market
11/07/2016	1.00	0999991002000500598	Flint Farmers Market

Showing 1 to 5 of 5 entries

**ID** this is the ID of the vendor in the Double Up Food Bucks system. This cannot be changed and is automatically generated.

**Name** the name of the Vendor as displayed in the system.

**Card Number** this is unused currently.

**State ID** this is unused currently.

**Email** the vendor's email which is used for login to the system and system emails.

**Address** used to identify vendor location.

**Phone Number** used in the event the vendor needs to be contacted by a market manager or program administrator.

**Save** this saves the vendor information.

## REPORTING

### Report Options

#### Markets

With the reporting system, you can choose one or more markets to run your report for. Additionally, you can specify **“All Markets”** to display data for all the markets you manage.

#### Date and Time Options

The time is set by default to capture the whole day. If you change this, you can miss transactions for that day

On the left is the calendar to specify the **Start Date** and on the right, is the calendar to specify the **End Date**.

#### Report Parameters

Report: MARKET MANAGER VENDOR REPORT

Markets:

☐ All Markets

-----

☐ Landmark Food Center North

☒ Flint Farmers Market

Start Date:

< December 2016 >

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	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

12 : 00 AM

RUN REPORT

End Date:

< December 2016 >

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	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

11 : 59 PM

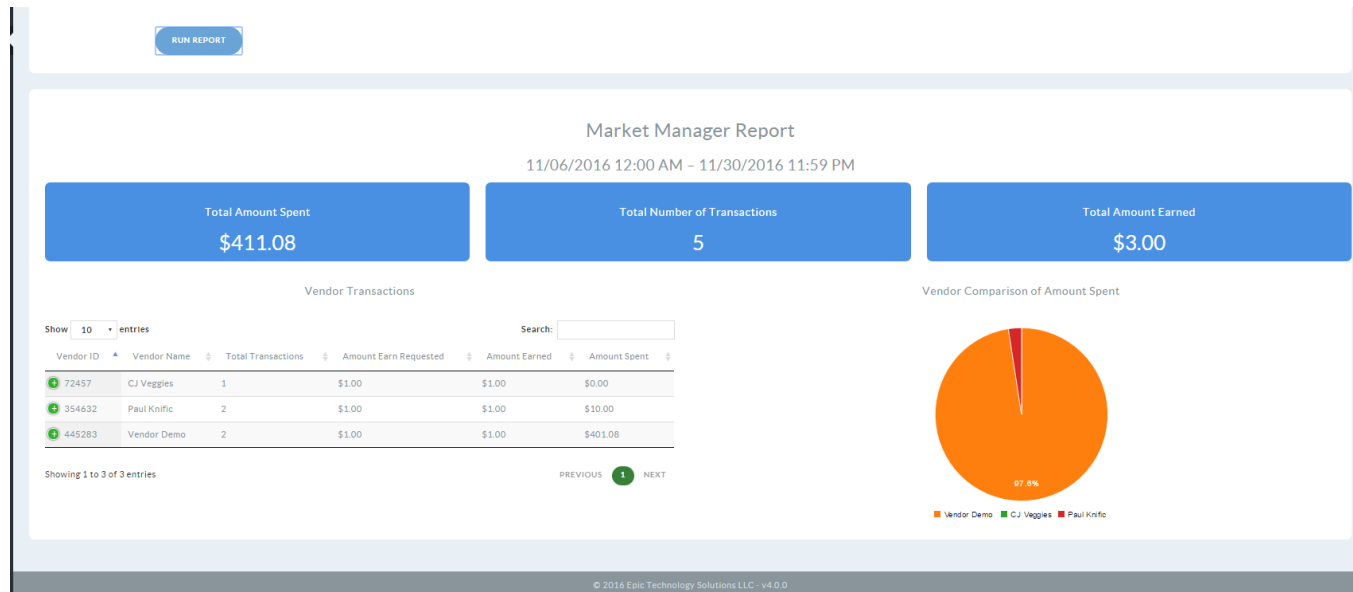
You cannot set the End Date before the Start Date. Please set the Start Date first to avoid confusion.

## Run Report

By clicking **Run Report** the report will gather data and display it below.

**Known bug: You need to refresh the webpage before running the report a second time.**

The rendered report will look similar to the output below.



## VENDOR LOGIN

The vendor (or cashier) login is available for the individual vendors to manage their account.

## Dashboard

When a vendor (or cashier) logs into their website, they will be greeted with the following screen which provides an overview of their account.

The screenshot shows the vendor dashboard for 'Admin ETS' (ID# 6). The interface includes a sidebar with navigation links: 'My Account', 'Find DUFBI Markets', and 'Help'. The main content area is divided into three sections:

- User Information:** A table showing fields and values for the user.
 

Field	Value
ID	6
Name	Admin ETS
Card Number	
State Id	
Email	admin@etsout.com

 Below the table is a map showing the user's address.
- Recent Transactions:** A summary of recent transactions.
 

Recent Transactions	
TOTAL SPEND	\$-0.02
TOTAL EARN	\$5.04
- Transaction List:** A searchable table of transactions.
 

Date	Amount	Vendor	Market	Transaction ID
09/27/2012	5	Tim Routenice	Flint Farmers Market	121272
05/23/2015	0.01	Admin ETS	Flint Farmers Market	295027
05/05/2016	0.01	Admin ETS	Flint Farmers Market	348554
05/05/2016	-0.01	Admin ETS	Flint Farmers Market	348558
06/08/2016	0.01	Test Vendor	Flint Farmers Market	352598
06/08/2016	-0.01	Test Vendor	Flint Farmers Market	352600
11/04/2016	0.01	Admin ETS	Flint Farmers Market	426016

At the bottom of the dashboard, there are buttons for 'CHANGE PASSWORD' and 'UPDATE YOUR INFORMATION'. The footer indicates the copyright is © 2017 by Technology Solutions LLC, v4.0.0.

**User** This pane provides the current information on record about the vendor.

**Transactions** This provides a total spend/earn for this vendor's account.

**Transaction List** This is a searchable list of the transactions completed by this vendor.

**Change Password** This button will pop up a window allowing the vendor to change their password.

The screenshot displays the Admin ETS interface for a user named 'Admin ETS' (ID# 6). A modal window titled 'Enter New Password:' is open, featuring two input fields for 'Password' and 'Confirm Password', along with 'CANCEL' and 'CHANGE PASSWORD' buttons. The background interface includes a sidebar with navigation links (My Account, Find DUB Markets, Help), a user profile section with fields like ID, Name, Card Number, State ID, Email, and Address (with a map), and a 'Recent Transactions' section showing a table of transactions with columns for Date, Amount, Vendor, Market, and Transaction ID. The bottom of the interface has buttons for 'CHANGE PASSWORD' and 'UPDATE YOUR INFORMATION'.

**Update Your Information** This provides a form for updating the vendor information.

## Find DUFB Markets

This screen allows the vendor to see currently participating Double Up Food Bucks markets with an interactive map.

Admin ETS  
admin@etsouth.com

Search...

My Account

Find DUFB Markets

Help

Location Map

Map Satellite

Double Up Food Bucks Participating Locations

Show 10 entries

Search:

Name	Address
Fair Food Network Outreach	-
Flint Farmers Market	300 E First St Flint, MI 48502
Great Giant	65204 Saginaw St Flint, mi 48505
Hutchinson's	4509 North Saginaw St Flint, MI 48505
Landmark Food Center North	206 W Pierson Rd Flint, MI 48505
Landmark Food Center South	4644 Fenton Rd Flint, MI 48507
Mobile Market	-
null	-
null	-
The Local Grocer Store	401 Martin Luther King Ave Flint, MI 48502

Showing 1 to 10 of 10 entries

PREVIOUS 1 NEXT

## Help

The help menu option provides this help document to the user.