



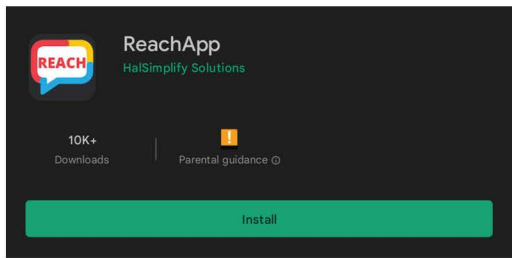
REACHAPP USER GUIDE

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STEP 1: Get your ReachApp installed.

FOR ANDROID USERS:

1. Open the *Play Store*
2. Search "*ReachApp by HalSimplify Solutions*" then click "*Install*".



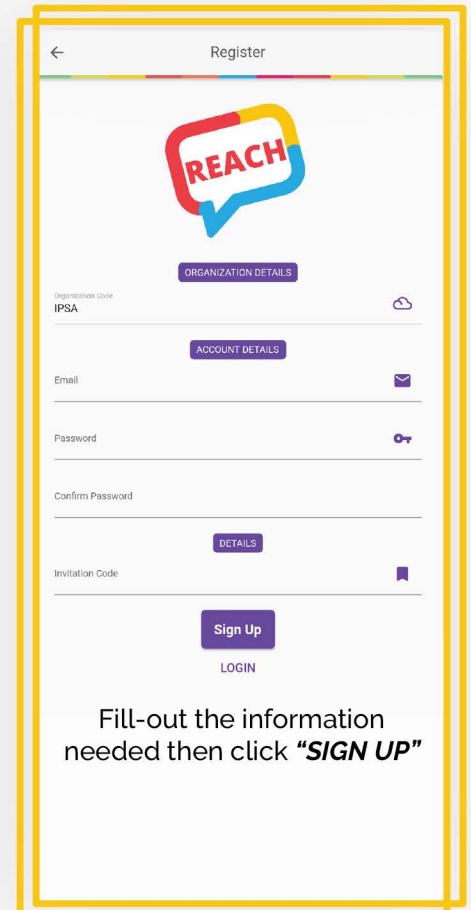
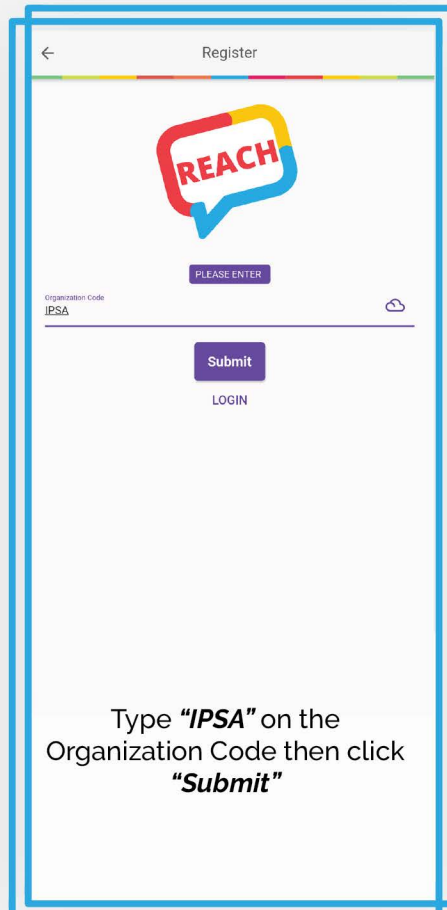
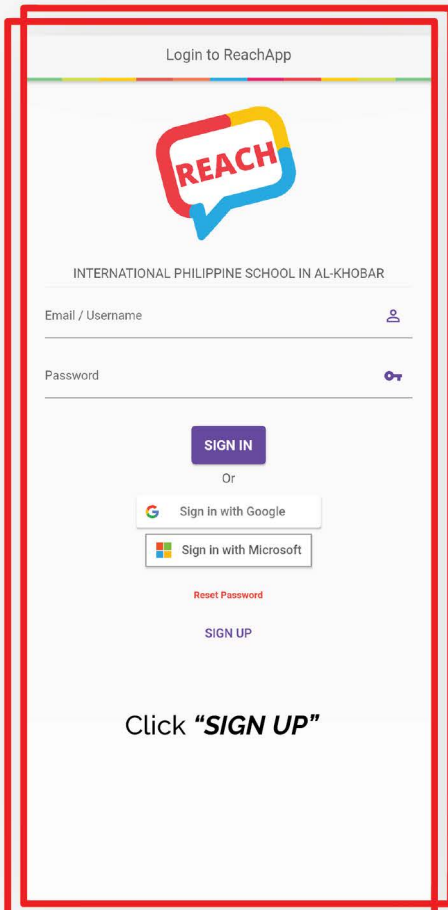
FOR iOS (iPHONE) USERS:

1. Open the *App Store*
2. Search "*ReachApp by Solving Communication Issue - Mohamed Azher*" then click "*Get*".



STEP 2: Sign up to get started.

- NOTES: 1. Before signing up, make sure you have the **Invitation Code** from your child's Class Adviser.
2. Use "**IPSA**" for the Organization Code.





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STEP 2: Sign up to get started.

Register

REACH

ORGANIZATION DETAILS

ORGANIZATION CODE

ACCOUNT DETAILS

EMAIL

PASSWORD

CONFIRM PASSWORD

DETAILS

INVITATION CODE

Sign Up

LOGIN

Type "IPSA" on the Organization Code

Type your email and password.

Get the "Invitation Code" from the Class Adviser

IMPORTANT NOTICE:

Only one email can be used per invitation code. This email shall be used when signing up.

After initial sign up, you can login simultaneously to different devices using the same email.



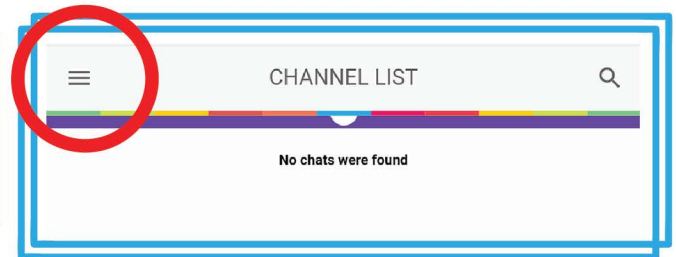
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Step 3: ReachApp Overview

3.1. Navigate Fee Details

Click the "Menu Icon" on the upper left corner.



Fee Details

-My Fee Dues

This includes regular school fees due and outstanding for the quarter.

-My Fee Payment

This shows the payment made with reference to the invoices/statement of account issued.

-My Fee Advance

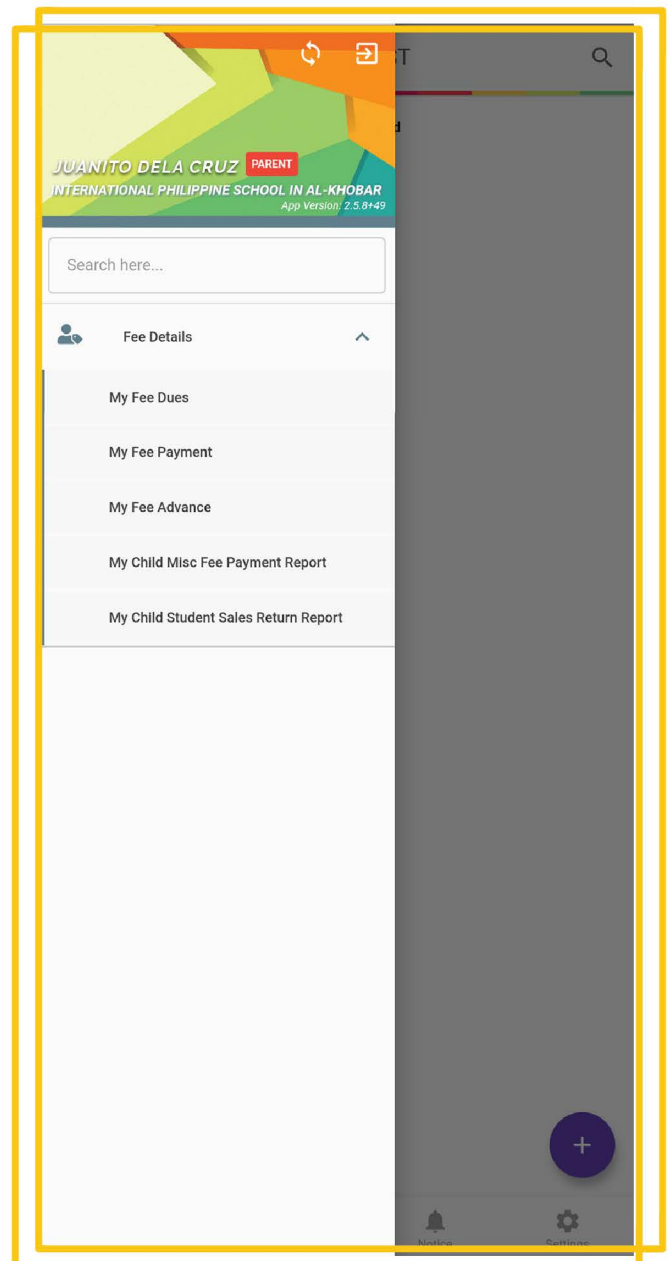
This shows advances paid for regular fees for the coming School Year.

-My Child Misc Fee Payment Report

This shows payment made for other fees (Uniforms, Supplies, Club).

-My Child Student Sales Return Report

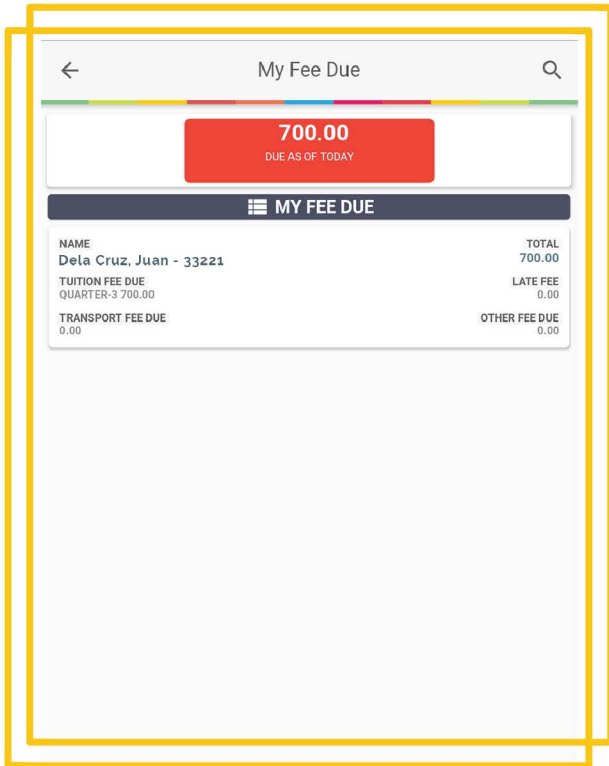
This includes Credit Memo, Adjustment, Refunds against "Fee Invoices" and "Misc. Fee Payment".





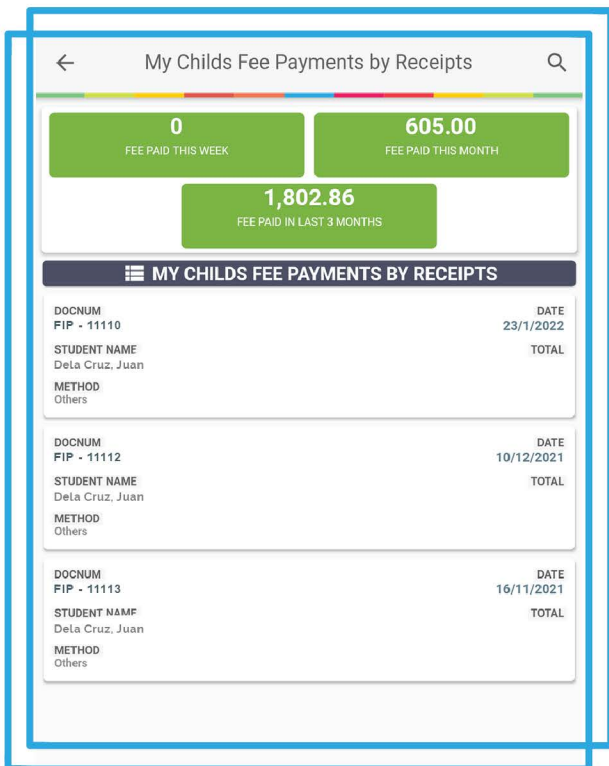
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3.1.1. Fee Details



My Fee Dues

This includes regular school fees due and outstanding for the quarter. Regular Fees include Tuition, Bus, Miscellaneous, Books, and Admission & ID for new students. The same amount is shown on the dashboard.



My Fee Payments

This shows the payment made with reference to the invoices/statement of account issued.



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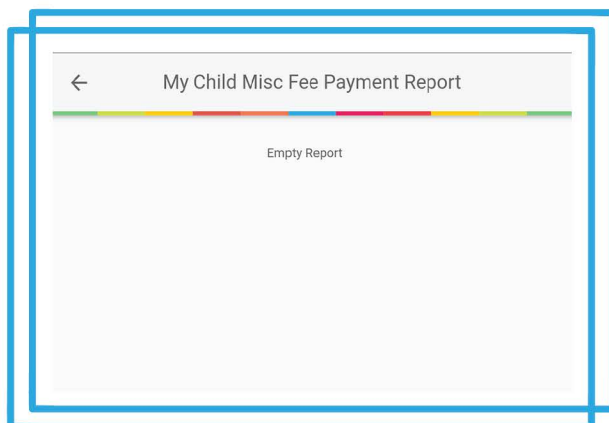
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3.1.1. Fee Details



My Fee Advance

This shows advances paid for regular fees for the coming School Year.



My Child Misc Fee Payments Report

This shows payment made for other fees (Uniforms, Supplies, Club).



My Child Student Sales Return Report

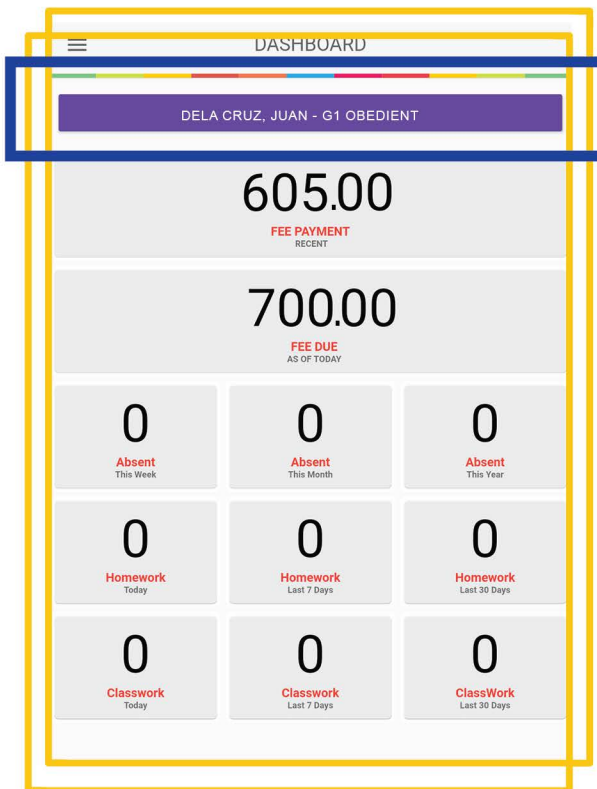
This includes Credit Memo, Adjustment, Refunds against "Fee Invoices" and "Misc. Fee Payment".



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3.2. Navigate Dashboard

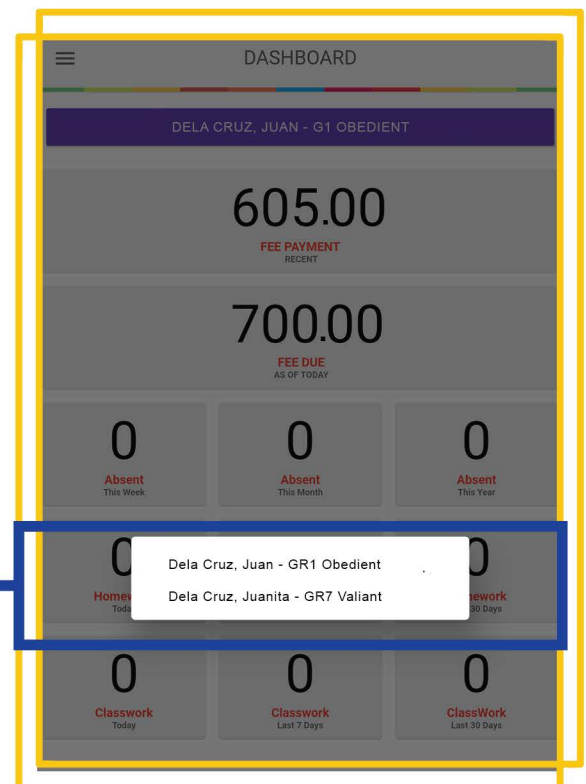


Dashboard shows the summary of payments and school fees due per child.

For those who have two (2) or more children, you can click on the child's name to view each child's financial information.

Click on the child's name to switch dashboard.

Select the child's name whose information you want to view.

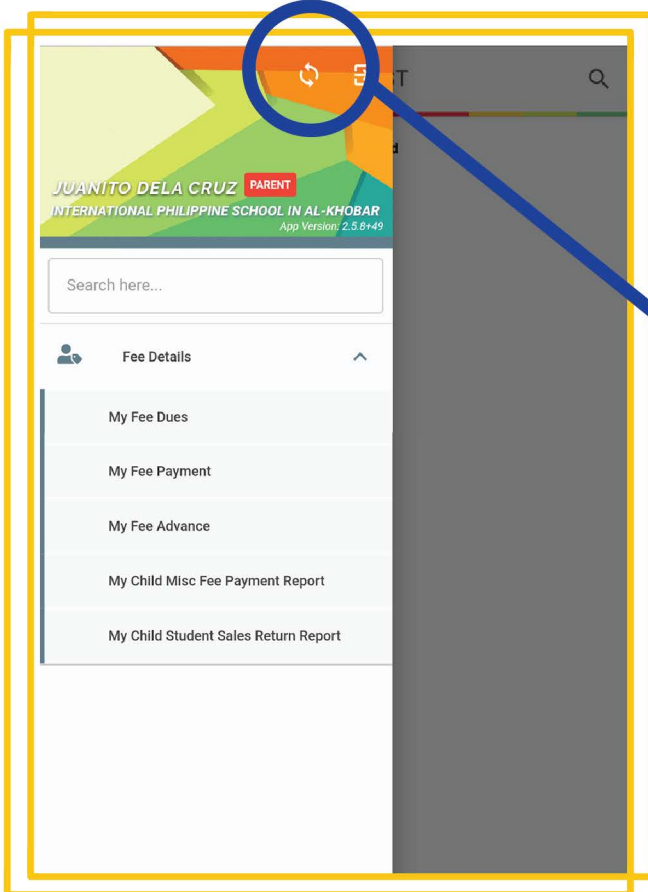




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3.3. ReachApp ReSync



For updates, please refresh your ReachApp upon log in.

Click on the **Resync Button** from the Menu Bar then click **Yes**.

