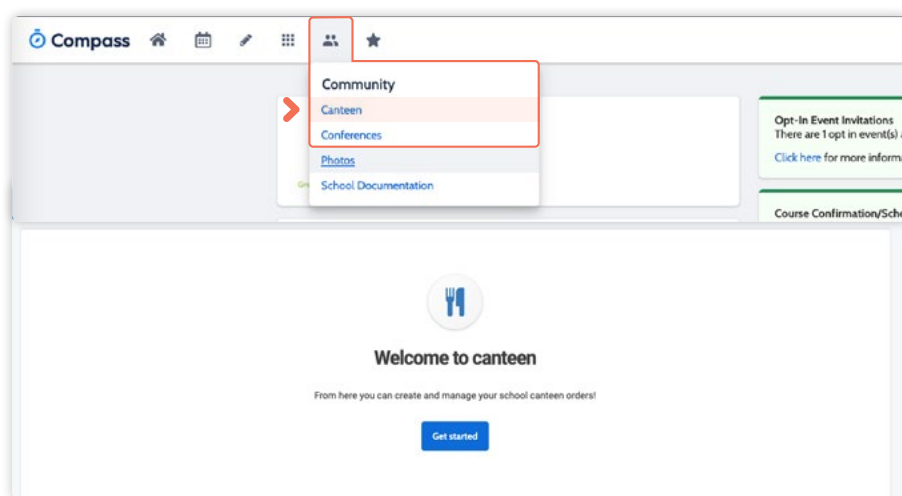


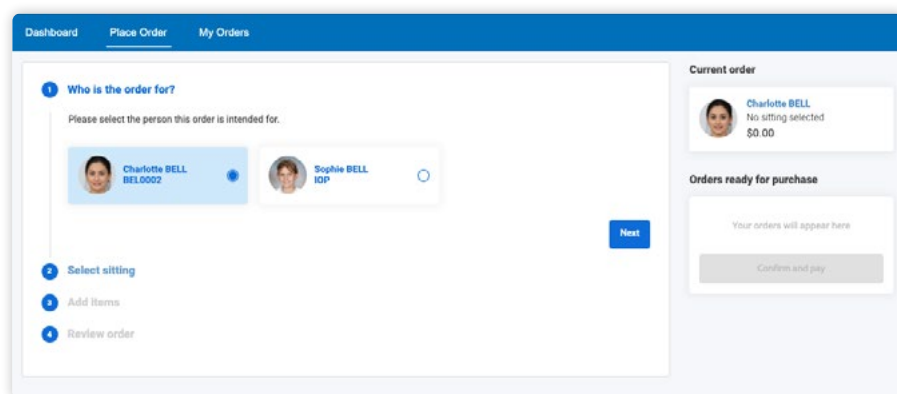
How To: Place a Canteen Order for your child



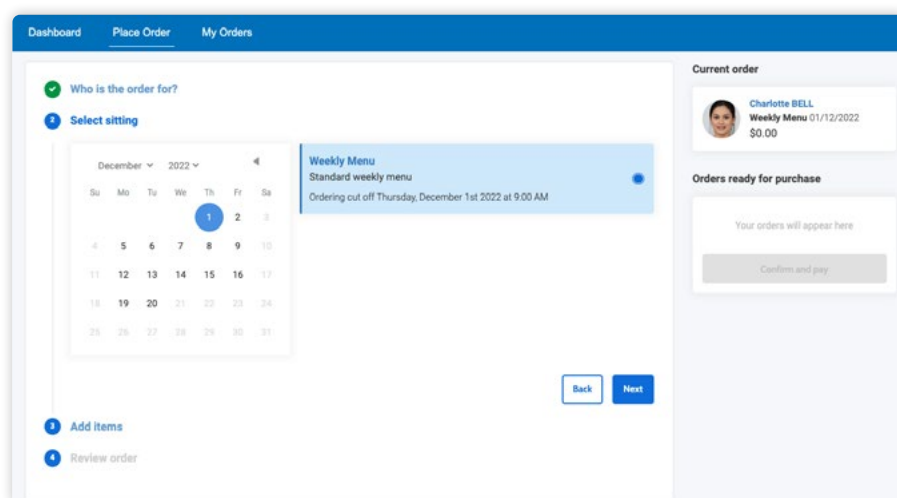
If your child has been given access to the student Compass portal (generally Secondary students), they are able to place orders from their account.

You can also place a canteen order on their behalf from within your Compass parent portal. To do so, go to the people icon at the top of the portal and select '**Canteen**'.

This will take you to the Canteen page. Click '**Get Started**' and you will be taken to the ordering tab.



On the '**Place Order**' tab, select the child you are ordering for and then click '**Next**'.



Next you will need to select the date the order is for. Some dates may have more than one menu available, for example, there may be the standard canteen menu and then perhaps a 'special' day, like a sausage sizzle menu available for that date. If there is more than one menu available to order from for the date you selected, you will need to select which menu you are ordering from.

Click '**Next**' to proceed.

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(continued)

The screenshot shows the 'Place Order' step of the canteen ordering process. The top navigation bar includes 'Dashboard', 'Place Order' (active), and 'My Orders'. On the left, a progress bar shows four steps: 'Who is the order for?' (completed), 'Select sitting' (completed), 'Add Items' (active), and 'Review order' (next). The main area displays a search bar and a grid of menu items. Each item includes a name, description, an 'Add Item' button, and a price. The items shown are: Hot Dog (\$3.00), Meat Pie (\$3.00), Mixed lollies (\$1.00), and Vegan Tacos (\$4.00). On the right, the 'Current order' summary shows the user's name (Charlotte BELL), the weekly menu for 01/12/2022, and the total price (\$5.00). Below this, the 'Orders ready for purchase' section shows the items added to the cart: Vegan Tacos (\$4.00) and Mixed lollies (\$1.00). At the bottom right, there are 'Back' and 'Proceed to review order' buttons.

You will see the menu items listed, scroll through and click '**add item**' for each item you want to order for that date.

You will see the added items show under the order details. You can also adjust quantities if needed for the added items.

When you have finished adding items, click '**Proceed to review order**'.

The screenshot shows the 'Review order' step of the canteen ordering process. The top navigation bar is the same. The progress bar now shows 'Add Items' as completed and 'Review order' as active. The main area displays the 'Current order' summary on the right, which is identical to the previous step. On the left, the 'Review order' section shows the items added to the cart: Vegan Tacos (\$4.00) and Mixed lollies (\$1.00). Below this, there is a 'Special instructions' section with a text area containing 'No onion in tacos'. At the bottom right, there are 'Back' and 'Add order' buttons.

Review the order. You can remove an item by clicking the cross icon next to it. You can also add any additional information in the available section.

When you are happy with the order, click '**Add order**'.

How To: Place a Canteen Order for your child (continued)

The screenshot shows the 'Place Order' page. At the top, a blue navigation bar contains 'Dashboard', 'Place Order', and 'My Orders'. A yellow confirmation box at the top states: 'Order for Charlotte BELL has been added to your cart'. Below this, the order details are listed: '1 x Vegan Tacos - \$4.00' and '1 x Mixed Iolies - \$1.00', with an 'Order total: \$5.00'. The main section is titled 'Who is the order for?' and asks the user to 'Please select the person this order is intended for.' There are two selection cards: 'Charlotte BELL BEL0002' and 'Sophie BELL JOP'. A 'Next' button is at the bottom right. On the right side, a box titled 'Orders ready for purchase' shows 'Charlotte BELL Weekly Menu 01/12/2022 \$5.00' and a 'Total due \$5.00' with a 'Confirm and pay' button.

This will add the order to your cart. If it is the only order you are placing at this time, click **'Confirm and pay'**. Alternatively, you can proceed to make additional orders for other children or other dates and add them to your cart.

Once all orders are added to your cart, you will need to click **'Confirm and pay'** to pay for them in order for them to be received by the canteen.

The screenshot shows the 'Confirm and pay' page. On the left, there is a text block explaining the payment processing gateway (CompassPay.com) and a dropdown menu currently set to 'New credit card'. Below the dropdown is a credit card form with a visual representation of a Mastercard. The card number is '5555 5555 5555 5555', the name is 'JULIETTE BELL', and the expiry date is '04/13'. There are input fields for the card number, name, and expiry date. On the right, a box shows 'Charlotte BELL Weekly Menu 01/12/2022 \$5.00' and 'Total due \$5.00'. At the bottom right, there are 'Cancel' and 'Process payment' buttons.

Select the card you want to pay for the order with (or in the card drop-down, select the option to add a new card if required) and click **'Process Payment'**.

The screenshot shows the 'My Orders' page. At the top, a blue navigation bar contains 'Dashboard', 'Place Order', and 'My Orders'. Below the navigation bar, there are two selection cards for 'Charlotte BELL' and 'Sophie BELL'. The main section is titled 'Upcoming Past' and shows a list of orders. A message at the bottom states: 'You have no past orders.'

To view any existing upcoming orders or past orders for your child, click to the **'My Orders'** tab.



If you need to cancel an upcoming order, you will have the option to do so when viewing the order on the **'My Orders'** tab provided you are attempting to cancel the order before the cancellation deadline set by the school.