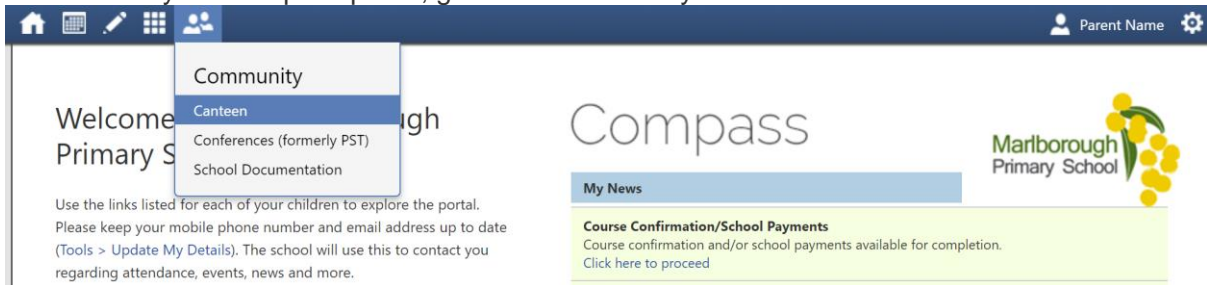


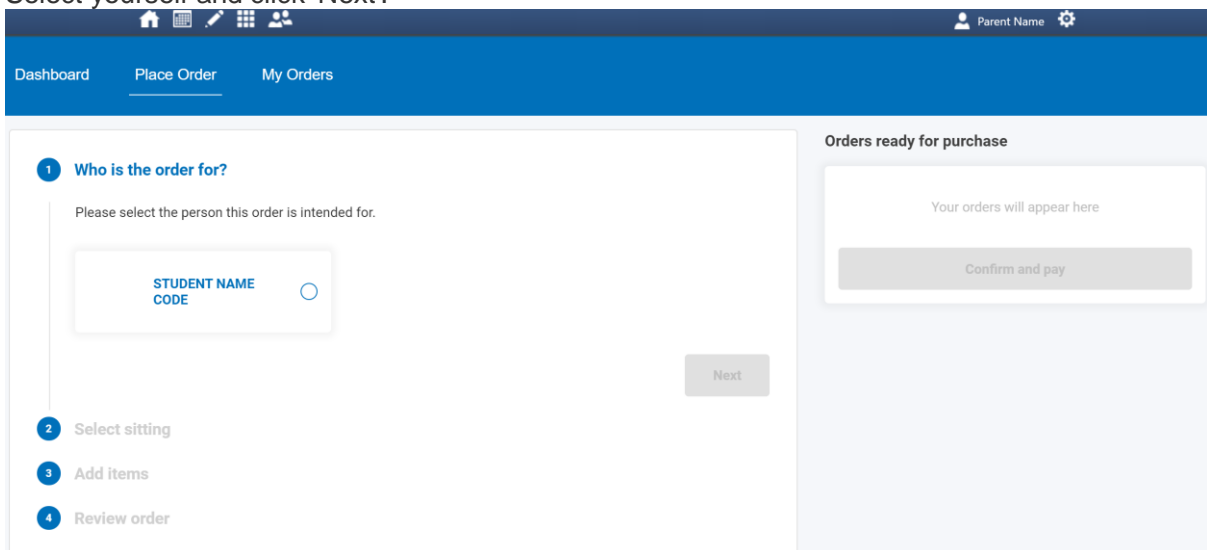
Placing an Order as a Parent

Parent Portal

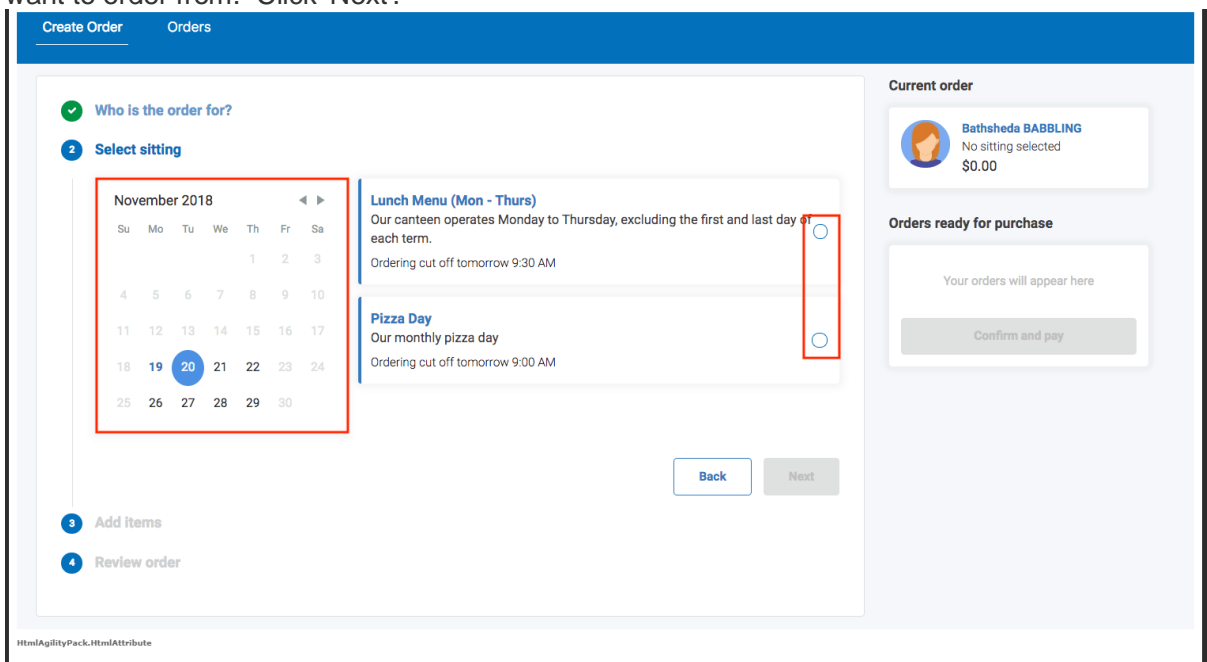
To order via your Compass portal, go to the Community menu and click 'Canteen'



You will be taken to the ordering screen. Select yourself and click 'Next'.



Select the date and then if more than one menu is available for that date, select the menu you want to order from. Click 'Next'.



Click 'Add Item' to add items to your order.

Create Order Orders

✓ Who is the order for?
 ✓ Select sitting
 3 Add Items

Search for items

Search for items

Chocolate Cake
Confectionery

A slice of the finest Mudcake

Vegetarian Nut-free

Order online and in canteen **+ Add Item**

\$2.00

Chocolate Donut
Confectionery

Chocolate donut with sprinkles on top

Order online and in canteen **+ Add Item**

\$2.50

Coffee

Double-shot, soy chai latte with unsweetened
[show more](#)

Vegetarian Lactose-free

Order online and in canteen **+ Add Item**

\$4.10

Cup of Noodles
Hot Food

Beef, Chicken or Teriyaki flavours

Halal Nut-free

Order online and in canteen **+ Add Item**

\$3.70

Current order

Bathsheda BABBLING
Lunch Menu (Mon - Thurs)
20/11/2018
\$0.00

Orders ready for purchase

Your orders will appear here

Confirm and pay

HtmlAgilityPack.HtmlAttribute

You can see a summary of your total as you add items. You can also adjust the quantities of added items.

Create Order Orders

✓ Who is the order for?
 ✓ Select sitting
 3 Add Items

Search for items

Search for items

Chocolate Cake
Confectionery

A slice of the finest Mudcake

Vegetarian Nut-free

Order online and in canteen **+ Add Item**

\$2.00

Chocolate Donut
Confectionery

Chocolate donut with sprinkles on top

Order online and in canteen **+ Add Item**

\$2.50

Coffee

Double-shot, soy chai latte with unsweetened
[show more](#)

Vegetarian Lactose-free

Order online and in canteen **- 1 +**

\$4.10

Cup of Noodles
Hot Food

Beef, Chicken or Teriyaki flavours

Halal Nut-free

Order online and in canteen **- 1 +**

\$3.70

Current order

Bathsheda BABBLING
Lunch Menu (Mon - Thurs) ✓
20/11/2018
\$7.80

Orders ready for purchase


Your orders will appear here


Confirm and pay


HtmlAgilityPack.HtmlAttribute


Click the arrow in the summary to expand your order. Click the associated 'X' for an item to remove it from your cart.


Current order




Bathsheda BABBLING
Lunch Menu (Mon - Thurs) 
20/11/2018
\$7.80



Cup of Noodles
Hot Food, Halal, Nut-free 
\$3.70



Coffee
Vegetarian, Lactose-free 
\$4.10


You can use the search function to locate an item. When you have finished adding items to your order, click 'Proceed to Review Order'.

✓ Who is the order for?

✓ Select sitting


3 Add items

Search for items


Chocolate Cake
Confectionery 

A slice of the finest Mudcake

Vegetarian Nut-free


Order online and in canteen 

\$2.00


Pancakes
Confectionery 

Stack of three pancakes with maple syrup and icecream

Vegetarian Lactose-free Nut-free


Order online and in canteen 

\$5.00


When reviewing you can click the 'X' to remove an item. You can also type in some specific information in the 'Special Instructions' field if you need. When you have finished reviewing your order, click 'Add Order'.

- ✓ Who is the order for?
- ✓ Select sitting
- ✓ Add items
- 4 Review order




Cup of Noodles
Hot Food, Halal, Nut-free
\$3.70

✕



Coffee
Vegetarian, Lactose-free
\$4.10

✕



Bathsheda BABBLING
No sitting selected
\$7.80

Special instructions

Add additional notes (extra cheese, no sauce, etc.)


Back **Add order**

This will update your cart and take you back to the start of the ordering screen from where you can proceed to create another order for another day (or from another menu) before proceeding to pay for all orders you are placing.

Create Order Orders

1 Who is the order for?

Please select the person this order is intended for.



Bathsheda BABBLING BABB


Next

2 Select sitting

3 Add Items

4 Review order

Orders ready for purchase



Bathsheda BABBLING
Lunch Menu (Mon - Thurs)
20/11/2018
\$7.80

Total due
\$7.80

Confirm and pay

When you have finished creating orders, click the 'Confirm and Pay' option to proceed. This will open the payment screen. If you have an available Compass Balance (your staff ID card has been topped up with an amount), you will see the total available. You can click the little arrow to select to pay via credit card instead of your Compass balance. If selecting credit card, you will be prompted to enter your card details.

Confirm and pay

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated to the right. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy/>.

Compass Credit

Compass Balance
\$0.00

Total due
\$7.80

Cancel Process payment

When you have chosen your preferred payment option (Compass Balance or Credit Card), click 'Process Payment' to proceed.

On the Canteen page you can click to the 'Orders' tab to view your upcoming or past orders.

Create Order Orders

Bathsheda BABBLING

Upcoming Past

To cancel an order, locate the order on your Upcoming tab and click the cancel option.

Please Note: Orders can only be cancelled if this is done by the set cancellation time. The refunded amount will be added to your Compass Balance generally within one Business Day of the cancellation.