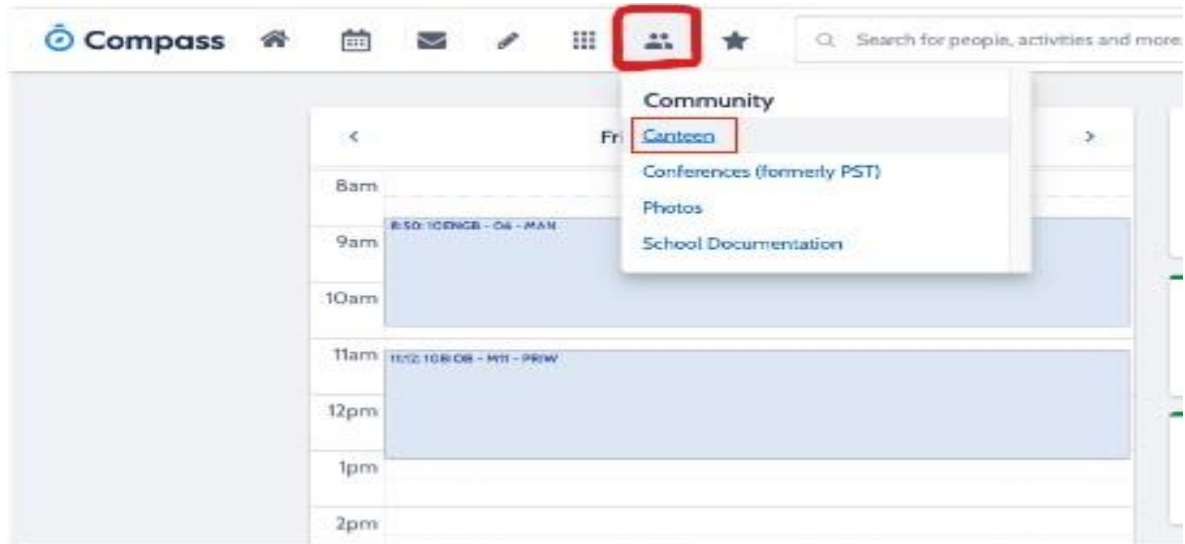


# Canteen Lunch Orders

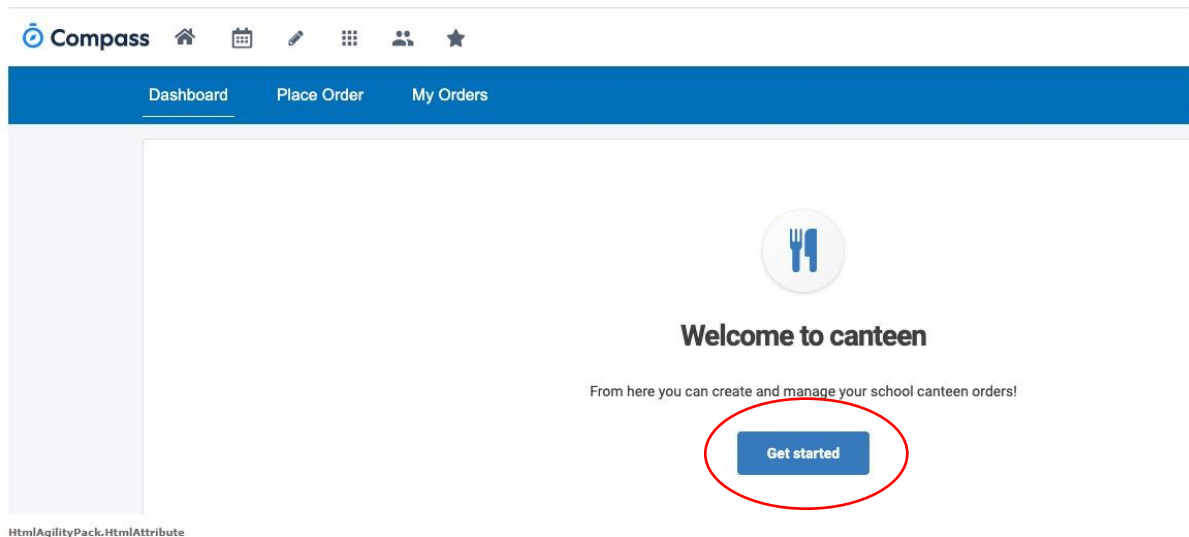
Parents can place canteen orders for their child via the Compass Parent Portal or via the Compass School Manager App.

## Compass Parent Portal on Desktop

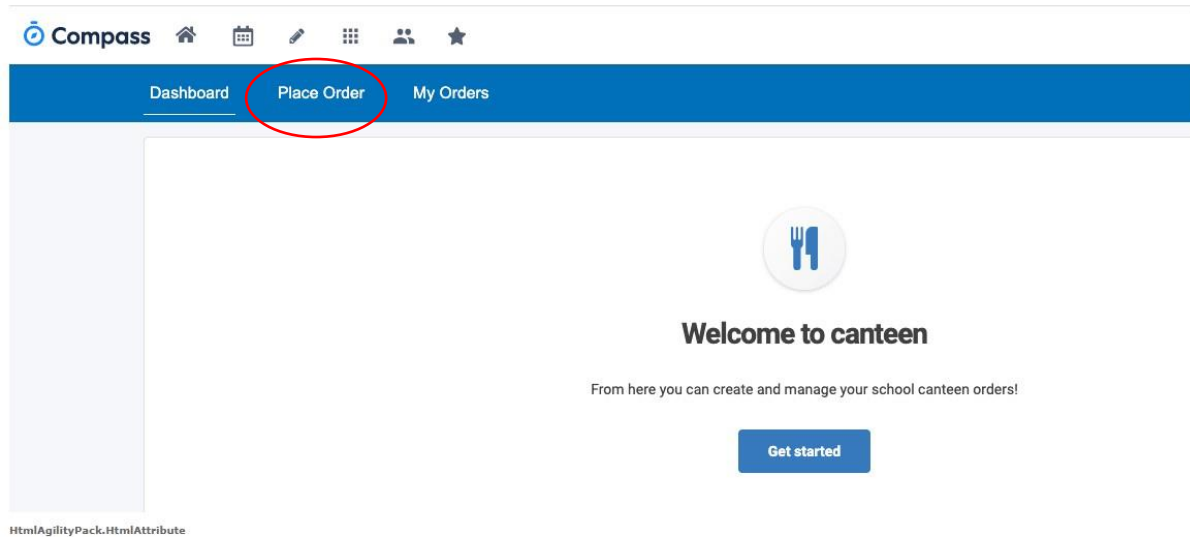
1. Log into Compass with your regular login and password
2. Go to the Community menu and select Canteen.



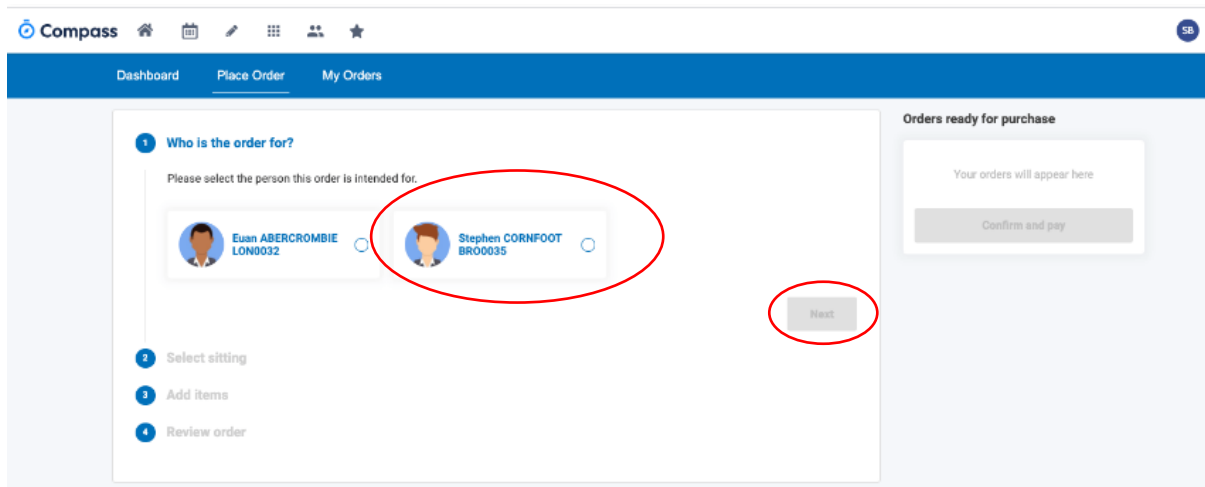
3. This will take you to their Canteen dashboard, select Get Started



- This will take you to the ordering dashboard. This will show you any upcoming orders you have placed.
- To place an order, select the 'Place Order' tab to generate an order for your child



- Select which of your children you are creating an order for by clicking on them, select next (once student is highlighted the next button will become activated allowing you to select)



7. Select the date and then if more than one menu is available for that date, select the menu you want to order from by clicking on the menu. Click 'Next' (this button will become active after all selections have been made).

✓ Who is the order for?

2 Select sitting

December 2018

Su	Mo	Tu	We	Th	Fr	Sa
						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					

**Lunch Menu (Mon - Thurs)**  
Our canteen operates Monday to Thursday, excluding the first and last day of each term.  
Ordering cut off Monday, December 17th 2018 at 9:30 AM

**Sausage Sizzle**  
Father's Day sausage sizzle  
Ordering cut off Monday, December 17th 2018 at 9:30 AM

Back Next

3 Add items

4 Review order

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

✓ Who is the order for?

✓ Select sitting

3 Add items

Search for items

Search for items

Baked Potato  
HOT STUFF  
Baked white Potato with a choice of toppings

Beef Korma with Basmati Rice  
Good Food Hero  
Braised beef and spices to produce a thick  
show more  
Gluten Free

Bodlognaise Pasta Bake  
Good Food Hero  
A tasty combination of rich beef bolognaise  
show more

Boiled Egg in Lettuce Leaf  
Munchies  
One boiled egg in a fresh lettuce leaf

Order online and in canteen \$0.50 + Add item

Order online and in canteen \$0.05 + Add item

Order online and in canteen \$5.50 + Add item

Order online and in canteen \$0.10 + Add item

Current order

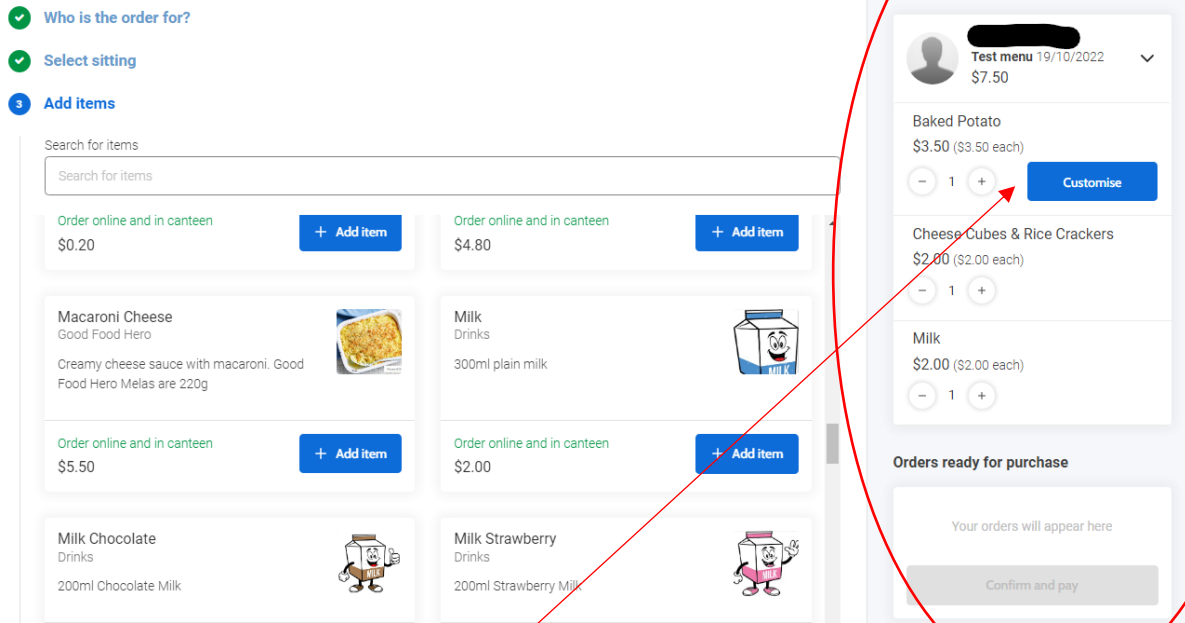
Test menu 16/09/2022  
\$0.00

Orders ready for purchase

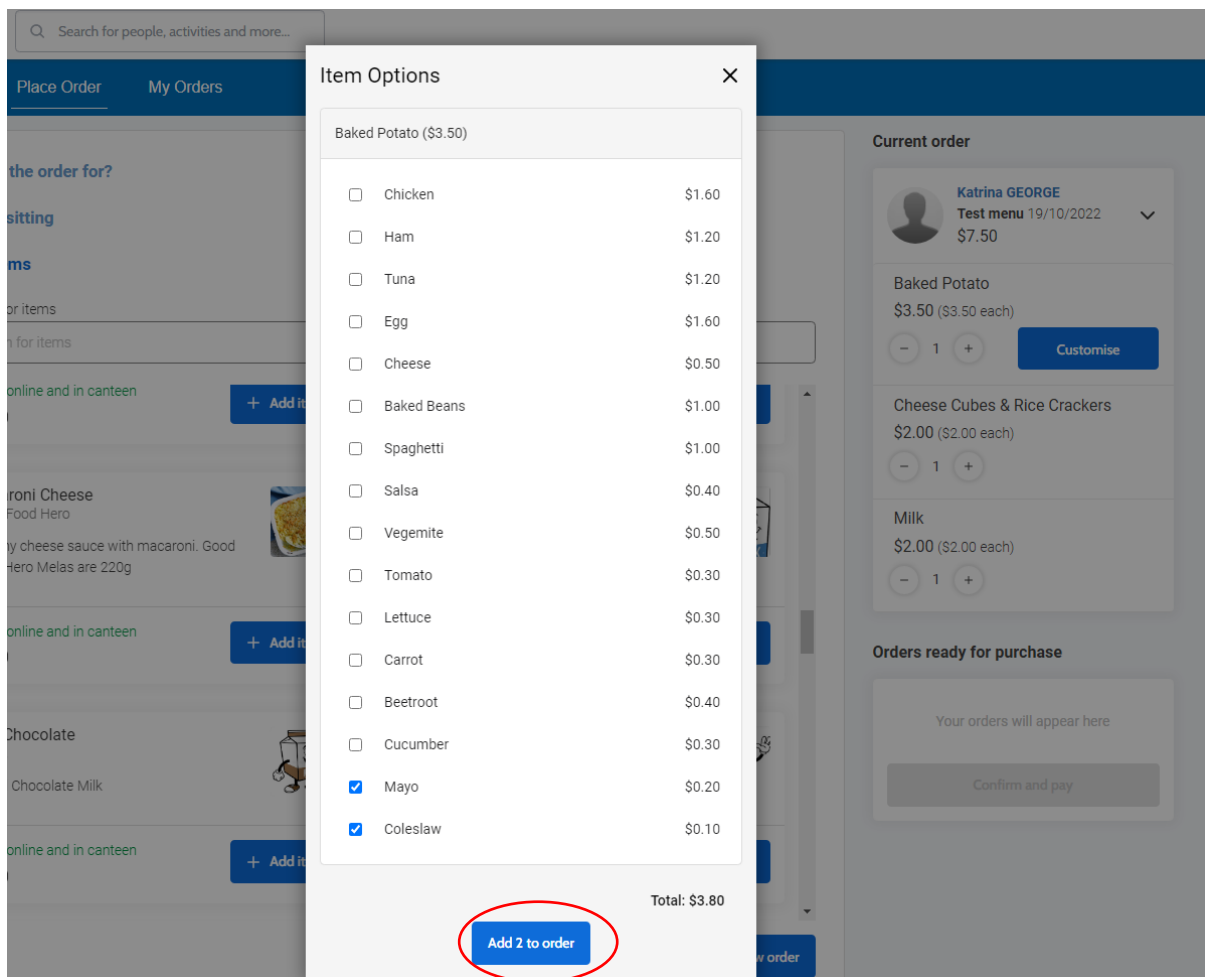
Your orders will appear here

Confirm and pay

9. You will see your added items in the Current Order areas



10. If one of your items is showing with customise, please select "customise" and select your preferences if you require. When finished select add to order



## 11. Select Proceed to review order

✓ Who is the order for?

✓ Select sitting

3 Add items

Search for items

Order online and in canteen  
\$0.20

+ Add item

Order online and in canteen  
\$4.80

+ Add item

**Macaroni Cheese**  
Good Food Hero  
Creamy cheese sauce with macaroni. Good Food Hero Melas are 220g



**Milk**  
Drinks  
300ml plain milk



Order online and in canteen  
\$5.50

+ Add item

Order online and in canteen  
\$2.00

+ Add item

**Milk Chocolate**  
Drinks  
200ml Chocolate Milk



**Milk Strawberry**  
Drinks  
200ml Strawberry Milk



Order online and in canteen  
\$2.00

+ Add item

Order online and in canteen  
\$2.00






+ Add item

Back

Proceed to review order

12. This will take you the following screen to review your order, When reviewing you can click the 'X' to remove an item, when finished reviewing order, please select add order

### 4 Review order

 <b>Cup of Noodles</b> Hot Food, Halal, Nut-free \$3.70		 <b>Euan ABERCROMBIE</b> No sitting selected \$6.50
 <b>Strawberry Milkshake</b> Confectionery \$2.80		<b>Special instructions</b> Add additional notes (extra cheese, no sauce, etc.)

Back Add order

13. Once you have finished creating orders, you need to click the 'Confirm and Pay' option to proceed.

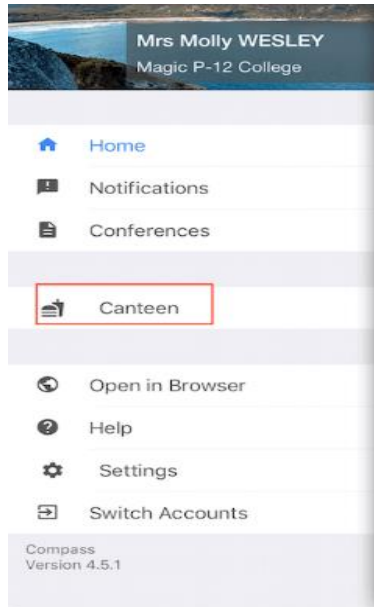
The screenshot shows a web interface with a blue header containing 'Dashboard', 'Place Order', and 'My Orders'. A yellow notification box at the top states: 'Order for Euan ABERCROMBIE has been added to your cart' with items '1 x Cup of Noodles - \$3.70' and '1 x Strawberry Milkshake - \$2.80', and a total of '\$6.50'. Below this is a section titled '1 Who is the order for?' with a sub-header 'Please select the person this order is intended for.' A card for 'Euan ABERCROMBIE LOND032' is selected. To the right, a 'Next' button is visible. On the far right, a summary box titled 'Orders ready for purchase' shows 'Euan ABERCROMBIE Lunch Menu (Mon - Thurs) 17/12/2018 \$6.50' and a 'Total due \$6.50' with a blue 'Confirm and pay' button. A red arrow points from the text in step 13 to this button.

14. This will open the payment screen. Select New Credit Card in the drop down, enter all details and select process payment to pay and complete the lunch order.

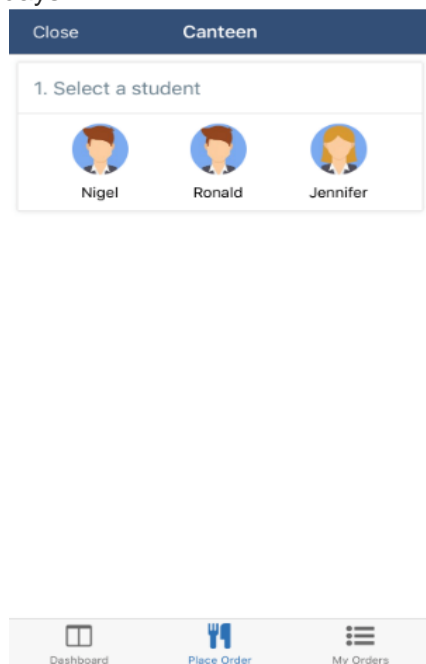
The screenshot shows a 'Confirm and pay' modal window. On the left, there is a text block: 'We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. In processing a transaction with us, you agree to our website and payment policies available at <http://compass.edu.au/policy/>.' Below this is a dropdown menu currently set to 'New credit card'. A red arrow points from the text in step 14 to this dropdown. Underneath is a placeholder for a credit card with 'FULL NAME' and a card number field. Below that are input fields for 'Card number', 'Full name', 'MM / YY', and 'CVC'. On the right side of the modal, a summary box shows 'Katrina GEORGE Test menu 07/10/2022 \$9.05' and '1 x Order fee \$0.20', with a 'Total due \$9.25'. At the bottom right, there are 'Cancel' and 'Process payment' buttons. A red arrow points from the text in step 14 to the 'Process payment' button.

## Compass School Manager App.

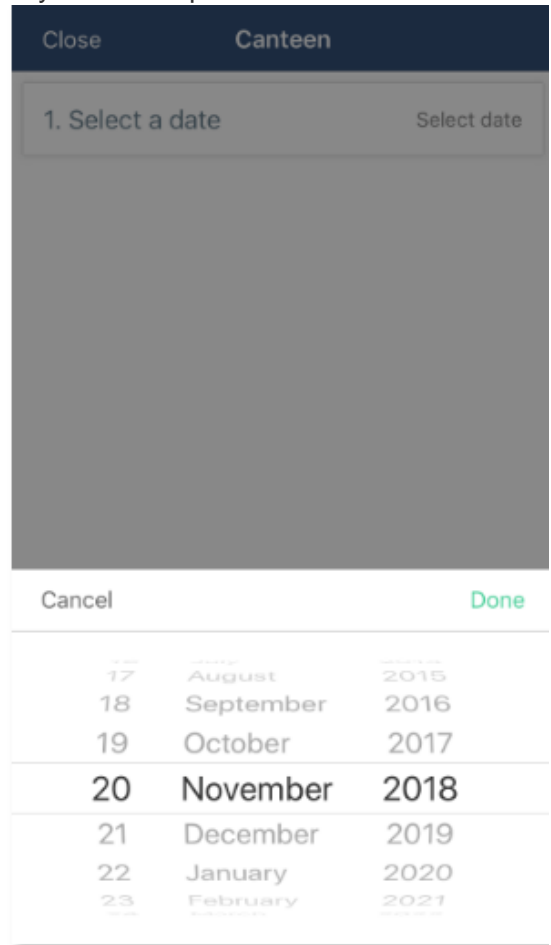
1. You can also place orders via Compass School Manager App. To do so please click the menu (three stripes icon) and click 'Canteen'.



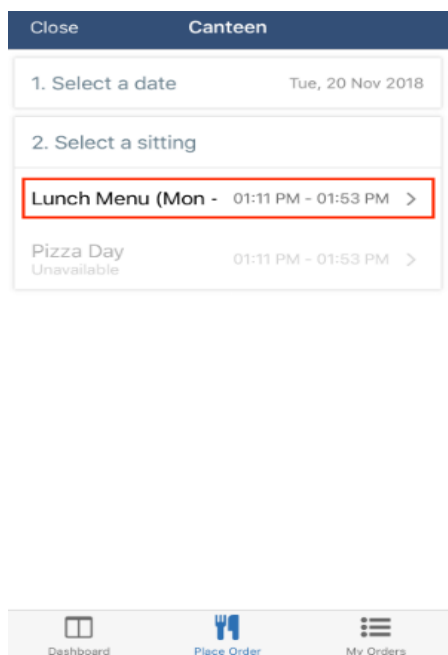
2. You will be taken to the Canteen Dashboard where you can see any upcoming orders. If you swipe to the 'Place Order' screen you will be able to select the applicable child and create an order. You can continue to add orders to your cart for each child, or multiple orders different days



3. You will need to click 'Select Date' and choose the date you want to place their order for.

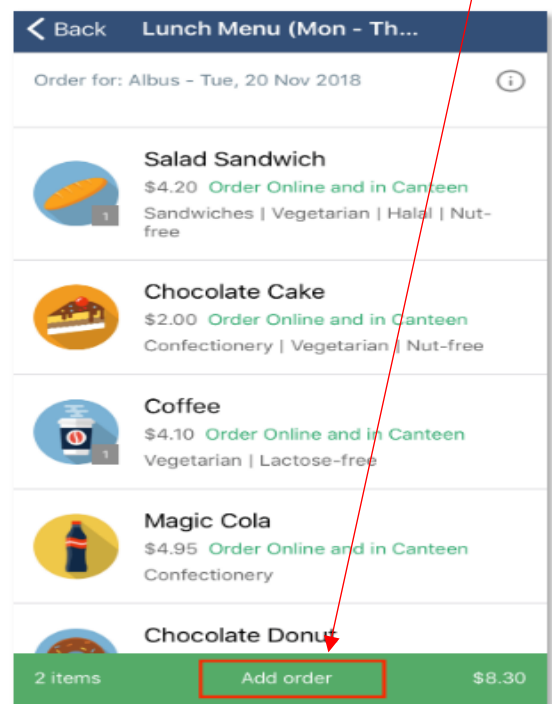
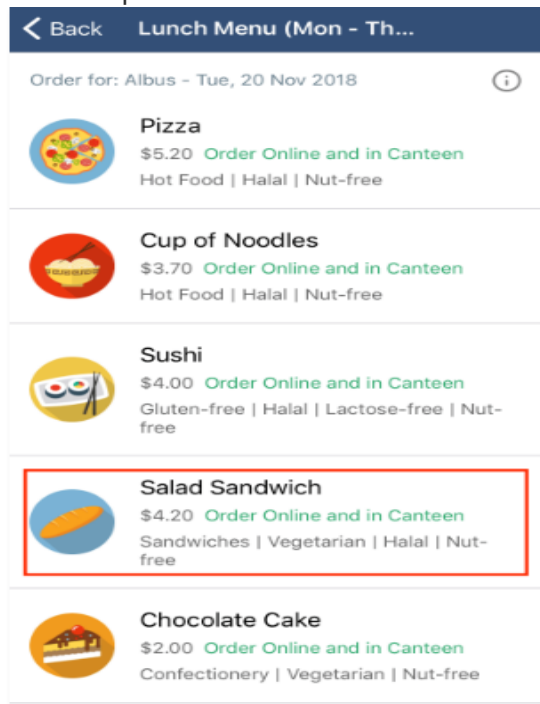


4. You will need to choose from the available menus on that date which menu you would like to create an order from.

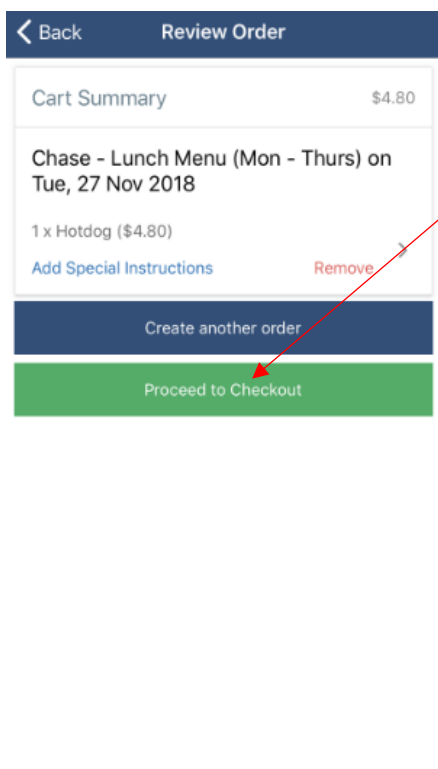




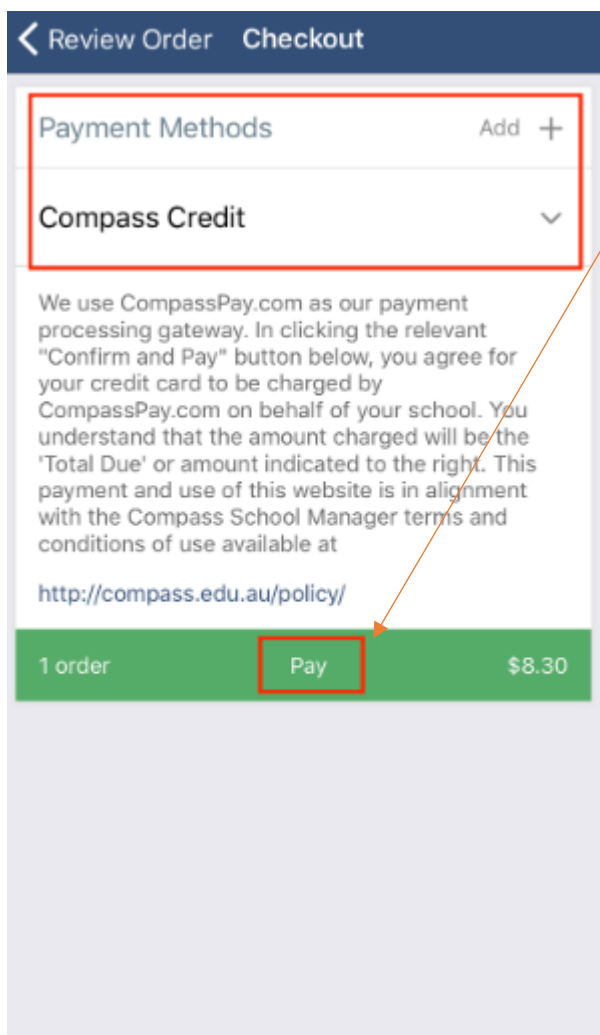
5. You can scroll through the available items and click on the one you would like to add to their order. You can adjust the quantity and then click 'Add Item'. You will need to continue adding items from the menu until you have added all required items. At the bottom you will see the summary showing the number of items and the total. You will need to then click 'Add Order' to proceed.



6. On the order summary screen the you can click 'Add Special Instructions' to add notes to your order. You can click 'Create another order' to order for another day. When you are ready to pay for your order, or batch of orders, click 'Proceed to Checkout'.



7. You will need to select their payment method and click 'Pay' to complete the process.



**Please Note:** Orders can only be cancelled if this is done by the 8,30am on the date of order.