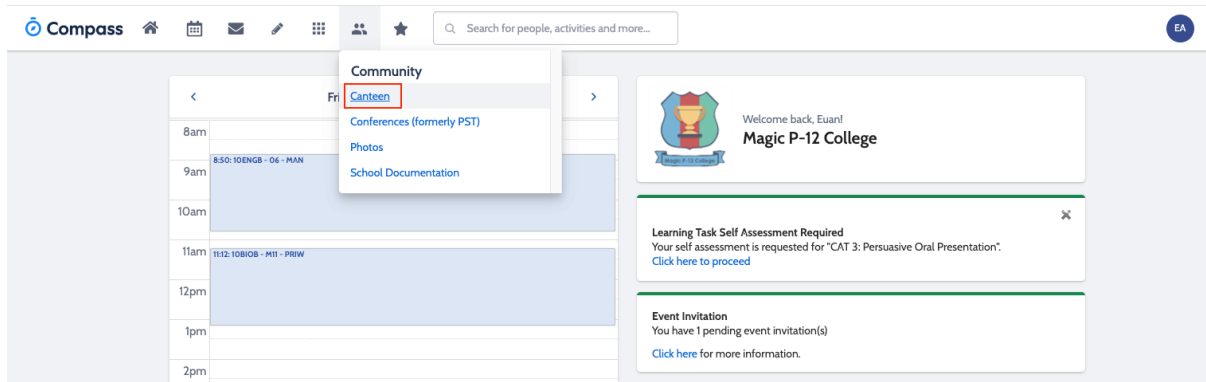


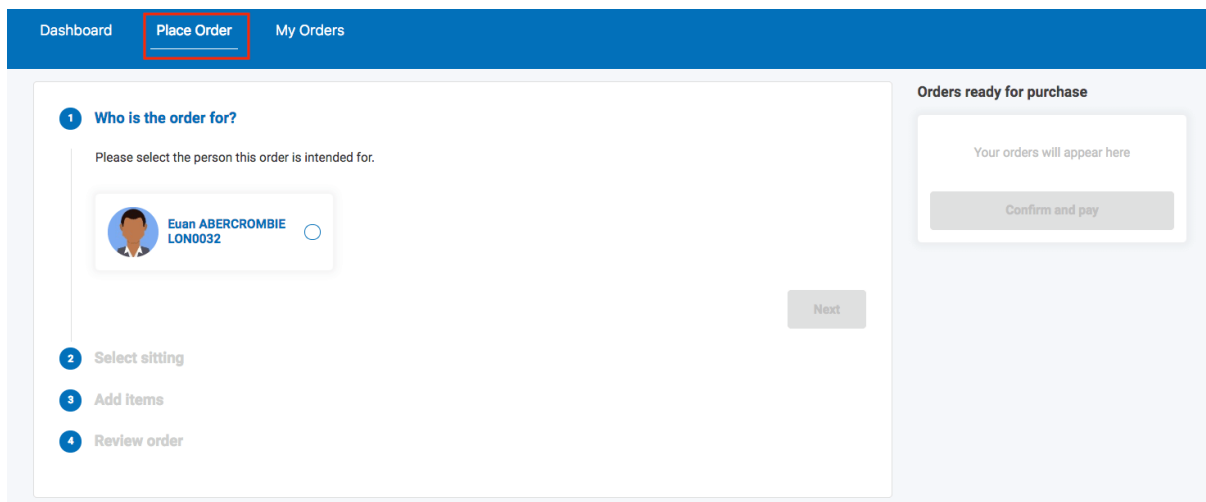
## Placing an Order as a Student

### Student Portal

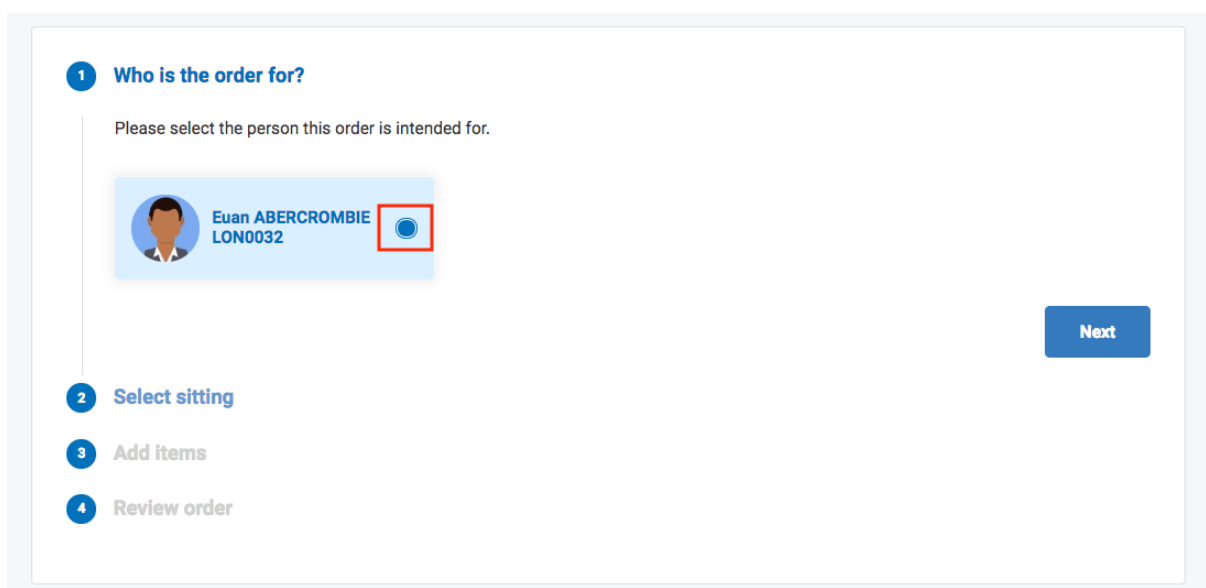
To order via the Compass portal, students need to go to the Community menu and click 'Canteen'



They will be taken to the ordering dashboard. They will see an upcoming orders. To place an order they need to click to the 'Place Order' tab.



The student needs to select themselves and click 'Next'.



## OFFICIAL

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

✓ Who is the order for?

2 Select sitting

December 2018

Su

Mo

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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

The student can then click 'Add Item' to add items to their order.

✓ Who is the order for?

✓ Select sitting

3 Add items

Search for items

Search for items

Cup of Noodles

Hot Food

Beef, Chicken or Teriyaki flavours

Halal Nut-free

Order online and in canteen

\$3.70

+ Add Item

Hotdog

Hot Food

Beef sausage served with mustard and tomato sauce in a fresh brioche roll

Halal Lactose-free

Order online and in canteen

\$4.80

+ Add Item

Hamburger

Hot Food

Two all-beef patties, special sauce, lettuce, show more

Halal

Order online and in canteen

\$5.60

+ Add Item

Pizza

Hot Food

Hawaiian Pizza - ham, pineapple and mozzarella cheese on a tomato base

Halal Nut-free

Order online and in canteen

\$5.20

+ Add Item

Current order

Euan ABERCROMBIE

Lunch Menu (Mon - Thurs)

17/12/2018

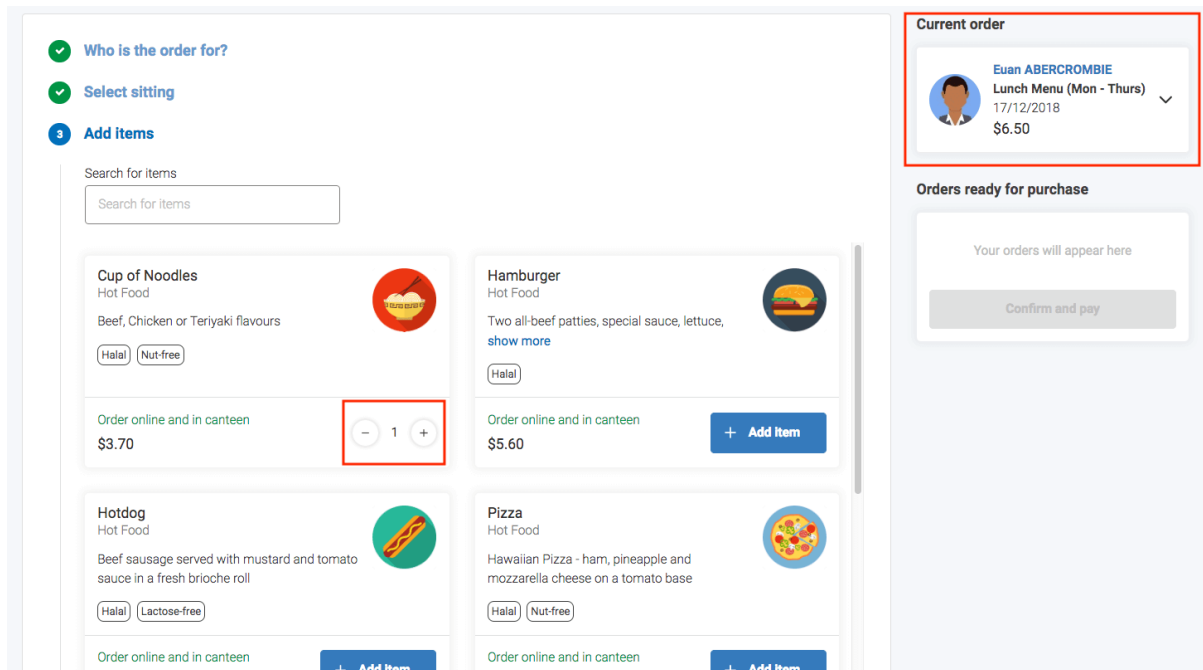
\$2.80

Orders ready for purchase

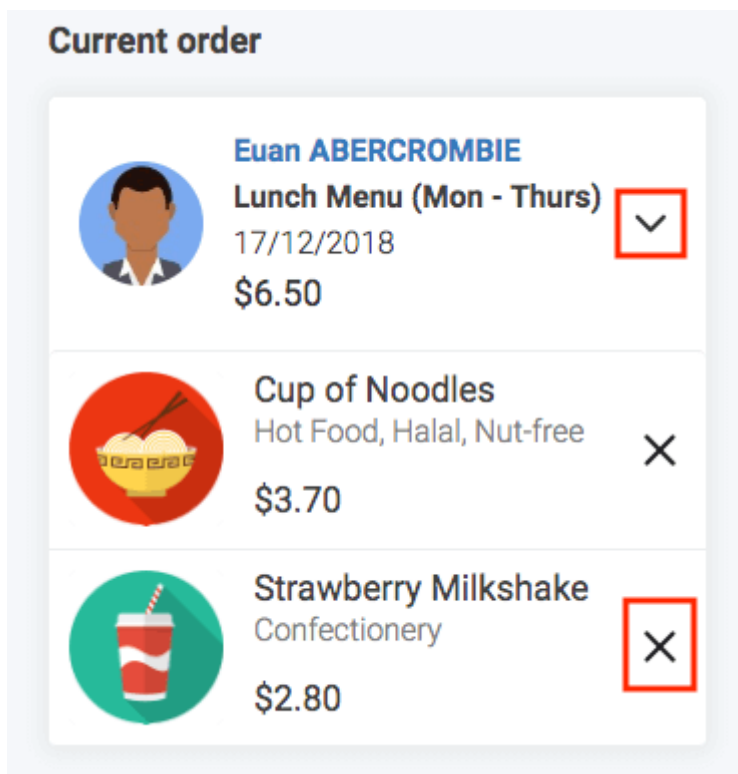
Your orders will appear here

Confirm and pay

They will see a summary of their total as they add items. Students can also adjust the quantities of added items.



Clicking the arrow in the summary will expand their order. Clicking the associated 'X' for an item will remove it from their cart.



Students can use the search function to locate an item. When they have finished adding items to the order, they need to click 'Proceed to Review Order'.

✓ Who is the order for?

✓ Select sitting

3 Add items

Search for items

cake

Chocolate Cake

Confectionery

A slice of the finest Mudcake

Vegetarian Nut-free

Order online and in canteen

\$2.00

+ Add Item



Pancakes

Confectionery

Stack of three pancakes with maple syrup and icecream

Vegetarian Lactose-free Nut-free

Order online and in canteen

\$5.00

+ Add Item



Back

Proceed to review order

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

4 Review order



Cup of Noodles

Hot Food, Halal, Nut-free

\$3.70

X



Strawberry Milkshake

Confectionery

\$2.80

X



Euan ABERCROMBIE

No sitting selected

\$6.50

Special instructions

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

Back

Add order

## OFFICIAL

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

The screenshot shows the 'Place Order' screen with a blue header containing 'Dashboard', 'Place Order', and 'My Orders'. A yellow notification bar at the top states: 'Order for Euan ABERCROMBIE has been added to your cart' with details: '1 x Cup of Noodles - \$3.70', '1 x Strawberry Milkshake - \$2.80', and 'Order total: \$6.50'. The main area has a step indicator on the left with four steps: 1. Who is the order for? (active), 2. Select sitting, 3. Add items, and 4. Review order. Step 1 includes a prompt 'Please select the person this order is intended for.' and a selection card for 'Euan ABERCROMBIE LON0032' with a radio button. A 'Next' button is on the right. On the far right, a summary box titled 'Orders ready for purchase' shows a profile icon, 'Euan ABERCROMBIE', 'Lunch Menu (Mon - Thurs)', '17/12/2018', '\$6.50', 'Total due \$6.50', and a 'Confirm and pay' button.

When the student has finished creating orders, they need to click the 'Confirm and Pay' option to proceed.

This will open the payment screen. It will show the student's available Compass Balance. There is also an option to select to pay by credit card. When they have selected their payment method, they need to click 'Process Payment' to pay and complete the process.

On the Canteen page under the Community menu, the student can click to the 'Orders' tab to view their upcoming or past orders.

The screenshot shows the 'My Orders' screen with a blue header containing 'Dashboard', 'Place Order', and 'My Orders' (highlighted with a red box). Below the header is a user profile card for 'Euan ABERCROMBIE' with a profile icon and a blue circle. At the bottom, there are two tabs: 'Upcoming' and 'Past'.

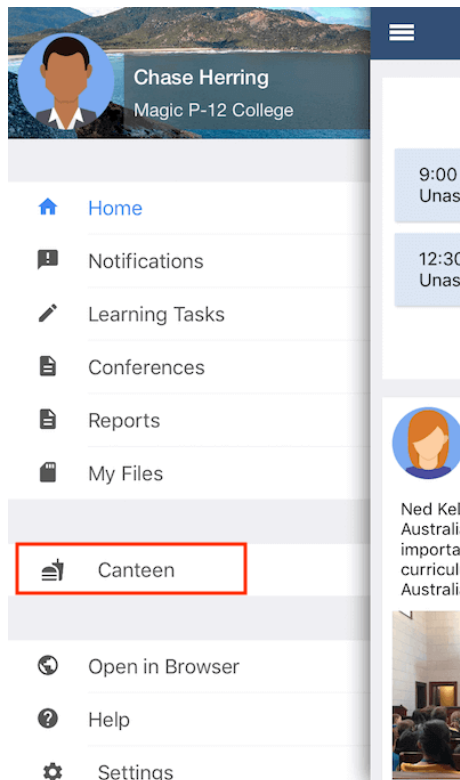
To cancel an order, they can locate the order on their Upcoming tab and click the cancel option.

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

### Compass App

To place an order via the Compass School Manager App, the student needs to open the App on their device and click the menu (three stripes icon) option.

In the list, click 'Canteen'.



The Canteen screen has three tabs, Dashboard, Place Order and My Orders. They can click the tab headers to go to it or swipe across to move between tabs.

The Dashboard tab will show the student any upcoming orders.

## OFFICIAL

To place an order, they can move to the Place Order tab. The student will need to click 'Select Date' and choose the date they want to place their order for.

CloseCanteen

1. Select a date

Select date

CloseCanteen

1. Select a date

Select date

CancelDone

|    |           |      |
|----|-----------|------|
| 17 | August    | 2015 |
| 18 | September | 2016 |
| 19 | October   | 2017 |
| 20 | November  | 2018 |
| 21 | December  | 2019 |
| 22 | January   | 2020 |
| 23 | February  | 2021 |

Dashboard

Place Order

My Orders

They will need to choose from the available menus on that date which menu they would like to create an order from.

CloseCanteen

1. Select a date

Tue, 20 Nov 2018

2. Select a sitting

Lunch Menu (Mon - 01:11 PM - 01:53 PM >

Pizza Day  
Unavailable 01:11 PM - 01:53 PM >

Dashboard

Place Order

My Orders

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

< Back
Lunch Menu (Mon - Th...

Order for: Albus - Tue, 20 Nov 2018


**Pizza**  
\$5.20 [Order Online and in Canteen](#)  
Hot Food | Halal | Nut-free


**Cup of Noodles**  
\$3.70 [Order Online and in Canteen](#)  
Hot Food | Halal | Nut-free


**Sushi**  
\$4.00 [Order Online and in Canteen](#)  
Gluten-free | Halal | Lactose-free | Nut-free


**Salad Sandwich**  
\$4.20 [Order Online and in Canteen](#)  
Sandwiches | Vegetarian | Halal | Nut-free


**Chocolate Cake**  
\$2.00 [Order Online and in Canteen](#)  
Confectionery | Vegetarian | Nut-free

< Back
Lunch Menu (Mon - Th...

Order for: Albus - Tue, 20 Nov 2018


**Salad Sandwich**  
\$4.20 [Order Online and in Canteen](#)  
Sandwiches | Vegetarian | Halal | Nut-free


**Chocolate Cake**  
\$2.00 [Order Online and in Canteen](#)  
Confectionery | Vegetarian | Nut-free


**Coffee**  
\$4.10 [Order Online and in Canteen](#)  
Vegetarian | Lactose-free


**Magic Cola**  
\$4.95 [Order Online and in Canteen](#)  
Confectionery


**Chocolate Donut**

2 items
Add order
\$8.30

On the order summary screen the student can click 'Add Special Instructions' to add notes to their order. They can click 'Create another order' to order for another day or from another menu. If the student has multiple orders listed, clicking 'Remove' for a particular order will remove it from their cart. When they are ready to pay for your order, or batch of orders, click 'Proceed to Checkout'.

< Back
Review Order

Cart Summary
\$4.80

Chase - Lunch Menu (Mon - Thurs) on Tue, 27 Nov 2018  
1 x Hotdog (\$4.80)  
Add Special Instructions Remove

Create another order

Proceed to Checkout



By default the payment method will be the student's existing Compass Balance. They will need to select their payment method and click 'Pay' to complete the process.

< Review Order Checkout

Payment Methods Add +

Compass Credit ▾

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button below, 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/>

1 order Pay \$8.30

Students can swipe to the 'My Orders' tab to view their past and upcoming orders. They can click an order to view the details.

To cancel an upcoming order, the student will need to click into the order and then click 'Cancel Order'.

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