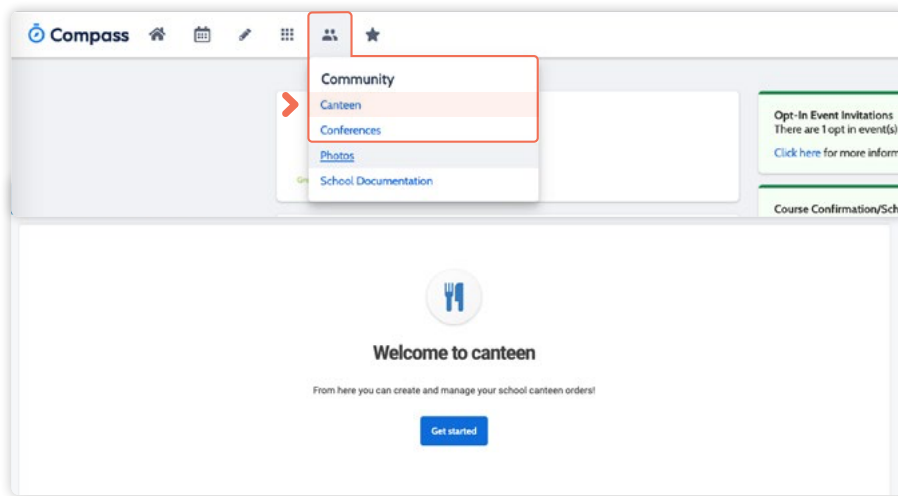




# Parent Guide



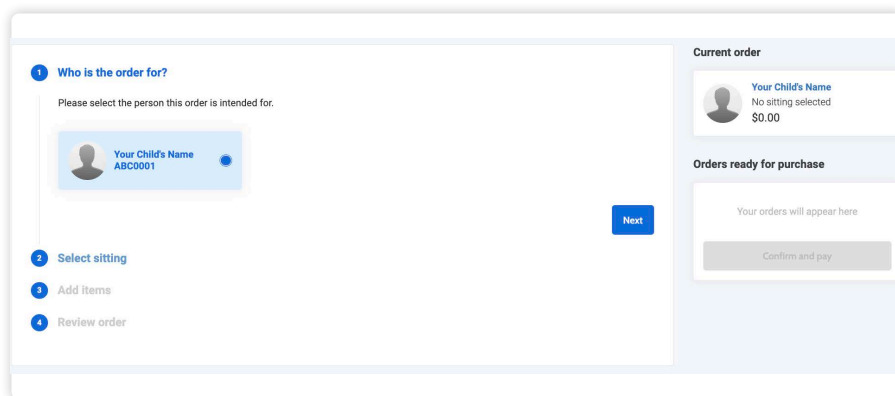
# How To: Place a Uniform Order for your child



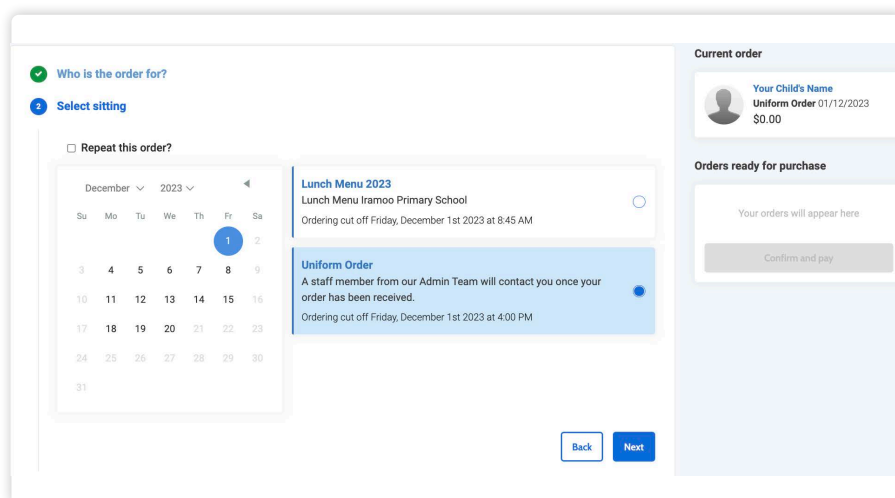
Iramoo Primary School is taking advantage of the **Canteen** module within Compass to provide a convenient method for families to order uniform items to simplify the process

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'**

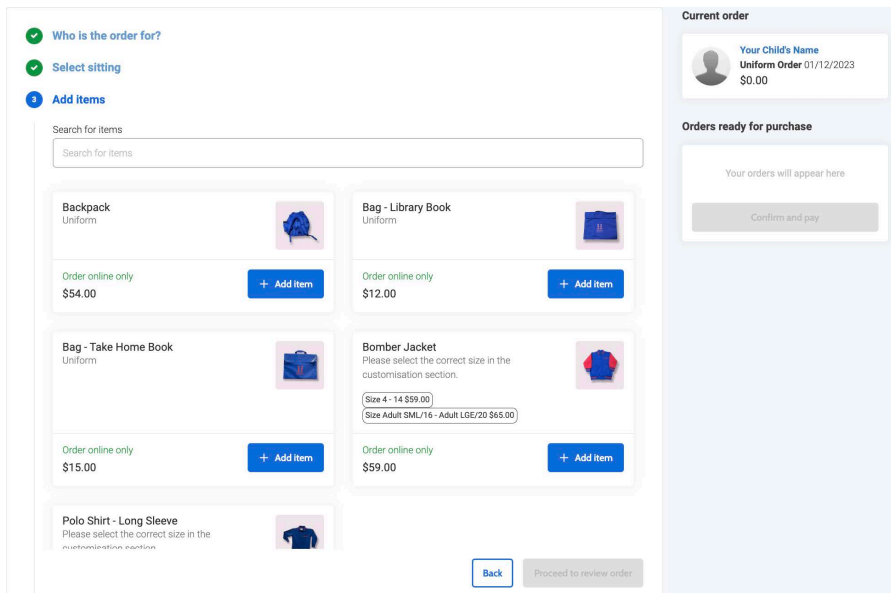


Select **any** upcoming date, this does not matter for this process then select **'Uniform Order'**

Once your order has been placed someone from our office will be in contact with you to discuss a pickup time, or if its appropriate to send home items with your child.

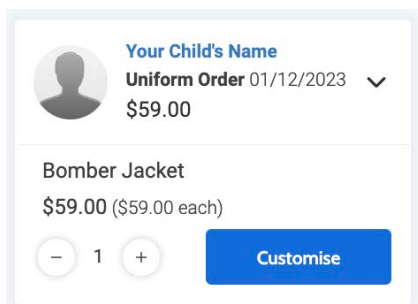
Click **'Next'** to proceed.

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



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

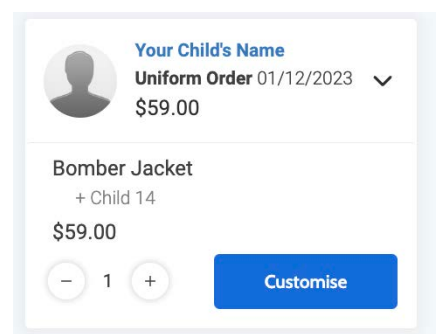
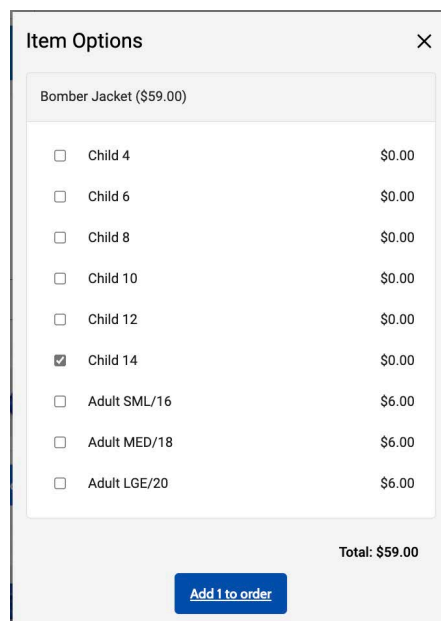
You will see the added items show under the order details. You can also adjust quantities if needed for the added items.



It is important for you to **'Customise'** any item of clothing otherwise your order will not proceed.

Click **'Customise'** on each item of clothing you have added to your order and select the appropriate size.

You will be able to see if an item is customised as it will now list the size below the name of the item as shown below.



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

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

The screenshot shows a web interface for placing a uniform order. On the left, a progress bar indicates the current step is 'Review order'. The main content area features a product card for a 'Bomber Jacket' priced at \$59.00, with a 'Customise' button. To the right of the product card is a section for 'Your Child's Name' and 'No sitting selected' with a price of \$59.00, and a 'Special instructions' text area. At the bottom of this section are 'Back' and 'Add order' buttons. On the right side of the interface, a 'Current order' summary shows the child's name, order date (01/12/2023), and total price (\$59.00). Below this, the 'Orders ready for purchase' section shows a 'Confirm and pay' button that is currently greyed out.

When you have finished adding items, and have ensured all items are customised with the correct sizes, please click **'Proceed to review order'**.

The button to proceed with reviewing your order will be grey until all items requiring customisation have been completed.

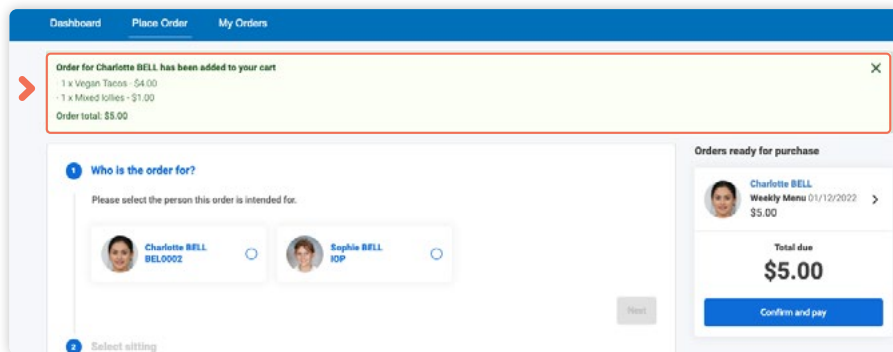
It will then turn blue.

**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'**.

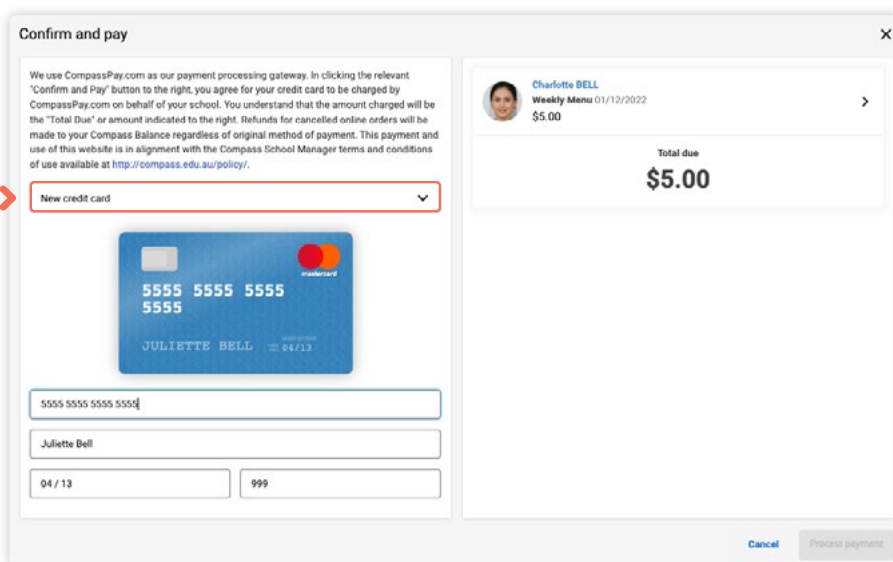
Once your order has been placed someone from the office team will be in contact with you to discuss a pickup time, or if its appropriate to send home items with your child.

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

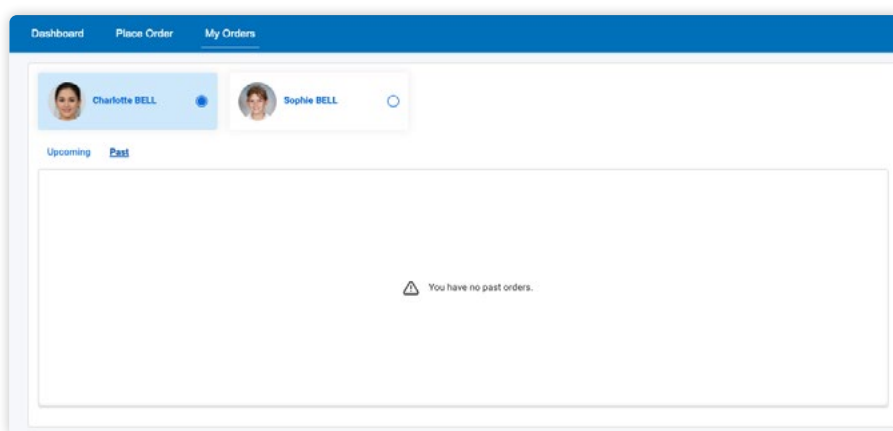


This will add the order to your cart. If it is the only order you are placing at this time, click **'Confirm and pay'**. Alternatively, you can proceed to make additional orders for other children or other dates and add them to your cart.

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.



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'**.



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.

