

Get started with Compass Canteen

We are happy to have you onboard with our Compass Canteen. Please use this document as a guide to get your school canteen ready.



1. Permissions

CanteenUser: Staff can place their orders using the Canteen menu and app

CanteenPower: Staff can create/edit and manage the available menus for the Canteen in **Canteen Management**

CanteenAdmin: Provides staff with the same permissions as CanteenPower and can place orders on behalf of others



4. Training

If you feel like you need some personalised training after going through the Webinar and Knowledge Base Articles, our Training Team are more than happy to organise a training session for you and your staff! Send your availabilities to training@compass.edu.au and we can go from there!



2. Webinars

Click the link to watch our Canteen webinar

👉 [Canteen Administration](#)



5. Go live

Once you're ready to start taking Canteen orders, make sure you have set your menus to 'Published'. Send your parents and/or students a Newsfeed notification letting them know that the Canteen is available and include this link to our parent canteen webinar.

👉 [Parent Canteen Webinar](#)



3. Knowledge Base

Our Knowledge Base articles are a great tool to assist you in setting up your Canteen.

Using the search bar in your school portal, search '**Canteen**' to find our Knowledge Base articles: [Canteen](#), [Canteen Administration](#), [Canteen POS](#), and [Student Canteen Orders](#).

For any support inquiries please contact support@compass.edu.au or call on 03 9005 5217