

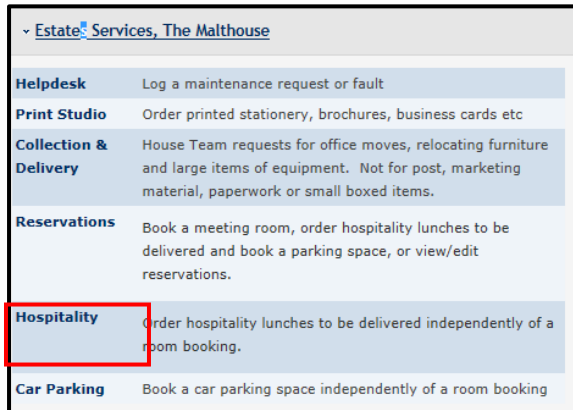
## Online order form for Catering

To access FM Online you need an account – if you do not have one you can request one [here](#).

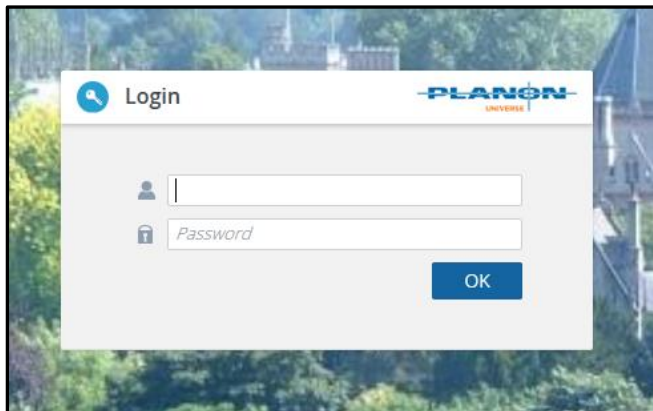
( <http://www.admin.ox.ac.uk/estates/ourservices/fm/fmonline/register/>)

Once you have an account, go to the FMOnline page

<http://www.admin.ox.ac.uk/estates/ourservices/fm/fmonline/buildings/> and select your building or department from the list – the example below is for Estates Services at the Malthouse

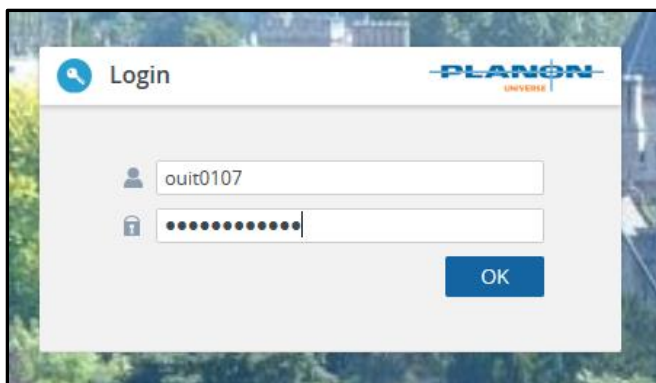


Click on Hospitality Orders and you will be taken to this login screen

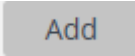


Enter your FMOnline username in the top box and the password in the box below

Then select 'OK'



You will then be taken to the Order list page which will show orders you have already raised. At the bottom of the page there is a dropdown option – if you click the arrow you will see this

Select the menu option you required and click 

You will then be presented with the Work order page which allow you to enter information about the order and then select from the Menu

Quantity	Menu	Cost per head inc VAT	Total costs excl. VAT
0	Selection of tea and infusions	£ 1.15	£ 0.00
0	Freshly brewed filter coffee	£ 1.15	£ 0.00
0	Tax, Coffee and biscuits (2 biscuits per person)	£ 1.96	£ 0.00

\* ensure you select the correct building for delivery as all sites covered by Compass will be visible.

The top section of the form should look similar to this:

**WorkOrder**

Please note hospitality orders require a minimum of 2 days notice either for new orders or amendments/cancellations. Please contact the FM Helpdesk on 01965 270007 if you require hospitality with less than 2 days notice.

\* Denotes mandatory fields that must be completed.  
To view a full menu click here

Requester: Karen McGlynn

Booked for: Text

Deliver to (building): \* MALTHEOUSE (174), 174

Deliver to (Room): text

Delivery time: \* 04/12/2017 09:00

Collection time: \* 04/12/2017 10:00

Cost Centre (start to type using format 2 letters, 4 numbers): \* JW1000

Delivery Requirements?: test order

When you have completed your selection click 'submit' at the bottom of the menu

Q	Chocolate Cake	£ 15.50	£ 0.00
0	Carrot Cake	£ 15.50	£ 0.00
0	St. Clements Cake	£ 15.50	£ 0.00
0	Traditional Cream tea	£ 8.95	£ 0.00
Total excl. VAT:			£0.00

You will then be taken back to Order List page showing your catering orders in delivery date order.

**Order list**

To order catering select "Compass Delivered Hospitality" from the drop down at the bottom of the screen and click "Add".

To edit, cancel or view an existing order, please select from the list below. You will only be given edit/cancel options on the next page if the delivery date is more than 2 days ahead.

Reference Number:

Delivery time:

Collection time:

Delivery time	Collection time	Job Number	Building
06/07/2017 14:00	06/07/2017 15:30	620841.00	605, BIG DATA INSTITUTE (605)
09/10/2017 09:30	09/10/2017 10:15	658707.00	605, BIG DATA INSTITUTE (605)
16/10/2017 09:30	16/10/2017 10:15	658708.00	605, BIG DATA INSTITUTE (605)
23/10/2017 09:30	23/10/2017 10:15	658709.00	605, BIG DATA INSTITUTE (605)
30/10/2017 09:30	30/10/2017 10:15	658710.00	605, BIG DATA INSTITUTE (605)
06/11/2017 09:30	06/11/2017 10:15	658711.00	605, BIG DATA INSTITUTE (605)
13/11/2017 09:30	13/11/2017 10:15	658712.00	605, BIG DATA INSTITUTE (605)
20/11/2017 09:30	20/11/2017 10:15	658713.00	605, BIG DATA INSTITUTE (605)
27/11/2017 09:30	27/11/2017 10:15	658714.00	605, BIG DATA INSTITUTE (605)
04/12/2017 09:00	04/12/2017 10:00	662499.00	174, MALTHEOUSE (174)

### Amending/Canceling an order.

**Order list**

To order catering select "Compass Delivered Hospitality" from the drop down at the bottom of the screen and click "Add".  
 To edit, cancel or view an existing order, please select from the list below. You will only be given edit/cancel options on the next page if the delivery date is more than 2 days ahead.

Reference Number:

Delivery time:

Collection time:

Delivery time	Collection time	Job Number	Building
06/07/2017 14:00	06/07/2017 15:30	620841.00	605, BIG DATA INSTITUTE (605)
09/10/2017 09:30	09/10/2017 10:15	658707.00	605, BIG DATA INSTITUTE (605)
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06/11/2017 09:30	06/11/2017 10:15	658711.00	605, BIG DATA INSTITUTE (605)
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27/11/2017 09:30	27/11/2017 10:15	658714.00	605, BIG DATA INSTITUTE (605)
04/12/2017 09:00	04/12/2017 10:00	662499.00	174, MALTHOUSE (174)

From the above list – select the order you wish to amend or cancel. As soon as you click on it you will be taken to the Work Order screen

**WorkOrder**

Job Number \* 662499.00  
 Description Compass Delivered Hospitality  
 Building \* 174, MALTHOUSE (174)  
 Start date & time Monday, 4 December 2017 09:00

Quantity	Units	Description	Cost exc VAT	Total costs incl. VAT
1	per person, per person	Freshly brewed filter coffee	£ 1.15	£ 1.15
			<b>Total incl. VAT:</b>	<b>£1.15</b>

You can then either 'Edit' the order or 'Delete' it.

If you chose to edit the order you will be taken to the 'Edit' page which has the menu on it. Make your new choices and then click 'Submit' at the bottom of the page.

**Edit page**

Job Number \* 662499.00  
 Building \* 174, MALTHOUSE (174)  
 Description Compass Delivered Hospitality  
 Requester Karen McGlynn  
 Booked for   
 Delivery date & time \*   
 Collection date & time   
 Department Cost Centre \*   
 Delivery Location \*   
 Dietary Requirements

Quantity	Units	Description	Cost exc VAT	Total costs incl. VAT
<input type="text" value="0"/>	Each, Each	Alden's of Oxford butchers sausage bap	£ 2.25	£ 0.00
<input type="text" value="0"/>	Each, Each	Alden's of Oxford Smoked bacon bap	£ 2.25	£ 0.00

<input type="text" value="0"/>	Each, Each	Victoria Sponge Cake	£ 15.50	£ 0.00
				<b>Total incl. VAT: £1.15</b>

If you wish to cancel the order select the 'Delete' option

The screenshot shows a 'WorkOrder' interface. At the top, there is a header with a back arrow and the text 'WorkOrder'. Below this, there are several fields: 'Job Number\*' with the value '662459.00', 'Description' with 'Compass Delivered Hospitality', 'Building\*' with '174, MALTHEOUSE (174)', and 'Start date & time' with 'Monday, 4 December 2017 09:00'. To the right of these fields are two circular icons. Below the fields is a table with the following columns: 'Quantity', 'Units', 'Description', 'Cost exc VAT', and 'Total costs incl. VAT'. The table contains one row with the following data: '1', 'per person, per person', 'Freshly brewed filter coffee', '£ 1.15', and '£ 1.15'. To the right of the table, there is a summary row: 'Total incl. VAT: £1.15'. At the bottom of the interface, there are three buttons: 'Edit', 'Delete', and 'Back'. The 'Delete' button is highlighted with a red rectangular box.

Quantity	Units	Description	Cost exc VAT	Total costs incl. VAT
1	per person, per person	Freshly brewed filter coffee	£ 1.15	£ 1.15

Total incl. VAT: £1.15

Buttons: Edit, Delete, Back

You will then be returned to your Order List page and the order will now have disappeared.