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 [here](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.

* 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:
When you have completed your selection click ‘submit’ at the bottom of the menu.

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

Amending/Cancelling an order.
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.

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.
If you wish to cancel the order select the ‘Delete’ option

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