

Step-by-Step Guide to Navigating the Canteen Kitchens Portal

1. Accessing the Canteen Kitchens Portal

- Go to www.canteenhotfood.com.
- Enter **the provided password** to access the guest area of the portal.

2. Homepage Overview

- Once logged in, you'll land on the **Homepage**.
- Here, you'll see:
 - **Category Header:** Organizing the main content areas.
 - **Hot Topics Area:** Highlights key issues or updates relevant to current operations.
 - **Looking Ahead Area:** Brief updates on upcoming topics or focus areas.

3. Navigating the Sections

- **SOPs (Standard Operating Procedures) Section**
 - **SOPs/Canteen:** For Canteen employees, containing internal resources.
Access requires a password.
 - **SOPs/Amazon:** Specifically designed for vendors, providing essential resources to perform areas of the program correctly.
- **Newsletter Section**
 - Access all past newsletters and the most recent monthly edition.
 - Newsletters offer vendor recognition and cover best practices.
- **Vendors Section**
 - Lists all current vendors, accessible through a **proprietary area**.
 - To access:
 - Click on your company name.
 - Use the vendor-specific password provided to your company.
 - This section includes vendor-specific documents and proprietary labels.
 - There is a website link available for you to link to your company's website.
- **Vendor Documents Section**
 - For new vendors onboarding or current vendors needing updates.
 - Contains forms and documents for requirements like background checks.

- **Monthly Marketing Section**
 - Houses all historical and current month's marketing materials.
 - Once each month's announcement is made, access here to download:
 - **Marketing materials**
 - **Monthly labels**
 - **Matching recipe books**
 - **Pricing sheet**
- **Recipes Section**
 - Find the **current program recipe book** at the top.
 - Monthly promotional recipe packets follow.
- **Labels Section**
 - Contains all program recipes, organized by category.

4. Using the Search Function

- Use the search bar to enter keywords and locate any non-password protected materials across the portal.

5. Downloading Documents

- Document links colored **blue** are ready to be clicked, downloaded, or printed.
- Those in **black** are in progress and are not yet available.

6. Additional Resources

- For users needing **financial reporting**, there's a link to the **365 Portal** located in the top left corner of the homepage.

7. Providing Feedback

- Your company's area is private and accessible only to your team and Canteen.
- If you have suggestions for additional documents, please reach out to your Canteen Program Director.