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Navigating the menus:

- Dashboard: Handy overview of consignments/sales orders/invoices/pallet locations.
- Quick Add:
 - o "New Consignment": To add straight transport jobs that are not into or out of our warehouse
 - o "New Sales Order": To add transport jobs **out of** our warehouse including rep pickups and, external carriers and PSR delivery
 - o "New Purchase Order": To add transport jobs **in to** our warehouse including external carriers and PSR delivery (We will cover this at a later date but if you would like to get started earlier we're happy to help)
- Transport:
 - o Consignments: Delivery job to your customers
 - o Manifests: Not applicable, please ignore
- Warehouse:
 - o Products: Add new products and check stock and setup of existing products.
 - o Purchase Orders: Stock coming into our warehouse
 - o Sales Orders: Stock coming out of our warehouse
- Reports:
 - o Stock Report
 - o Stock Movement Report
 - o Warning/Expiry Stock Report
 - o Problem Stock Report
 - o Sale Order Report
 - o Purchase Order Report
 - o Consignment Report
 - o Outgoing Consignment Report
 - o Bulk Export Consignments
- Parse A File: For uploading CSV orders if you have sent them to us for setup, can be used as an alternative to emailing through to the catchment email.
- More:
 - o Invoices
 - o Users: To create additional users within your company to access Carton Cloud
 - o Document Templates: Can edit current templates for various documents
 - o Check Delivery Schedule: Check which days we service certain areas
 - o Default address instructions: if you have specific instructions for certain venues you can add and edit these here