

## Navigating the menus:

- Dashboard: Handy overview of consignments/sales orders/invoices/pallet locations.
- Quick Add:
  - “New Consignment”: To add straight transport jobs that are not into or out of our warehouse
  - “New Sales Order”: To add transport jobs **out of** our warehouse including rep pickups and, external carriers and PSR delivery
  - “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:
  - Consignments: Delivery job to your customers
  - Manifests: Not applicable, please ignore
- Warehouse:
  - Products: Add new products and check stock and setup of existing products.
  - Purchase Orders: Stock coming into our warehouse
  - Sales Orders: Stock coming out of our warehouse
- Reports:
  - Stock Report
  - Stock Movement Report
  - Warning/Expiry Stock Report
  - Problem Stock Report
  - Sale Order Report
  - Purchase Order Report
  - Consignment Report
  - Outgoing Consignment Report
  - 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:
  - Invoices
  - Users: To create additional users within your company to access Carton Cloud
  - Document Templates: Can edit current templates for various documents
  - Check Delivery Schedule: Check which days we service certain areas
  - Default address instructions: if you have specific instructions for certain venues you can add and edit these here