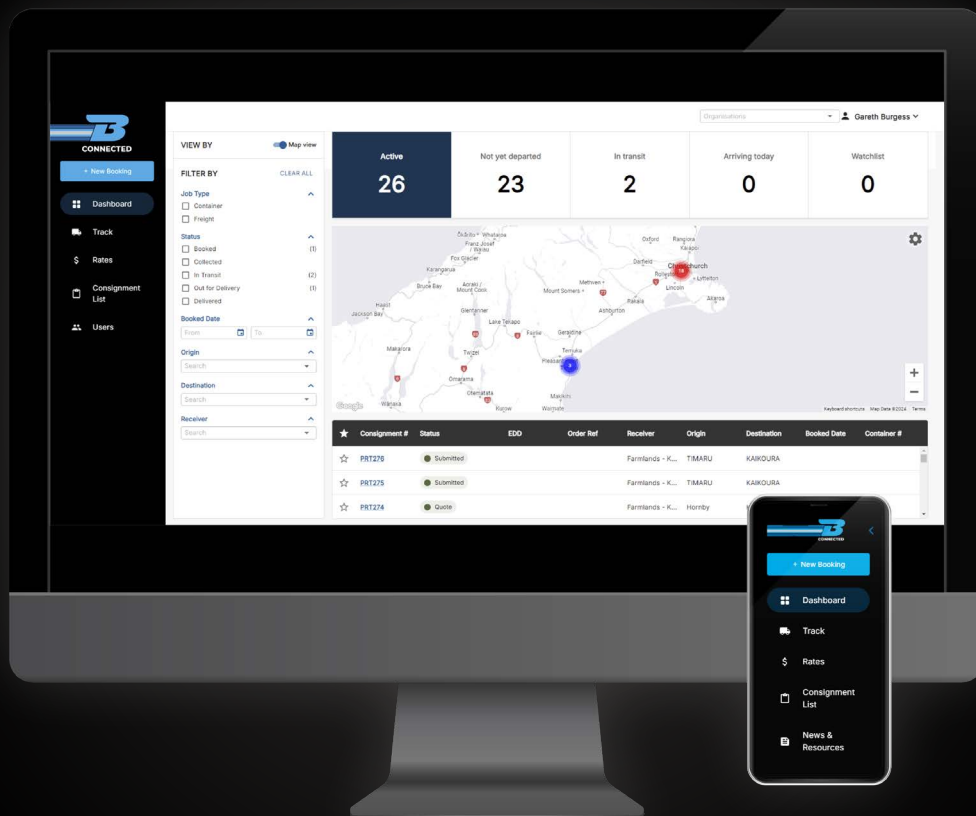




CONNECTED

HOW TO GUIDE: Add a consignment to your watchlist



CAN DO. WILL DO.

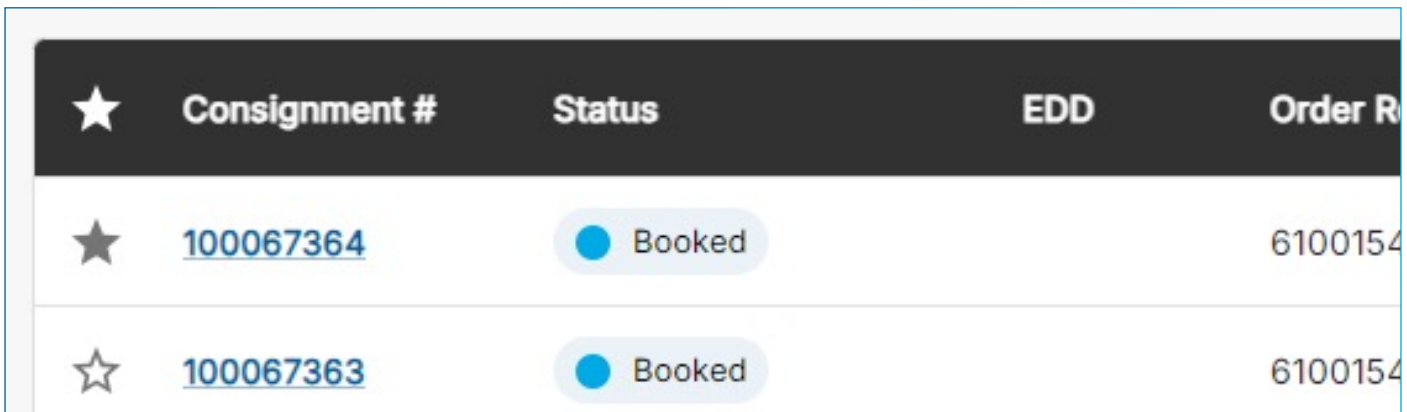
booths.co.nz

HOW TO ADD A CONSIGNMENT TO YOUR WATCHLIST

Your watchlist allows you to access and highlight orders that are urgent or require further attention quickly.

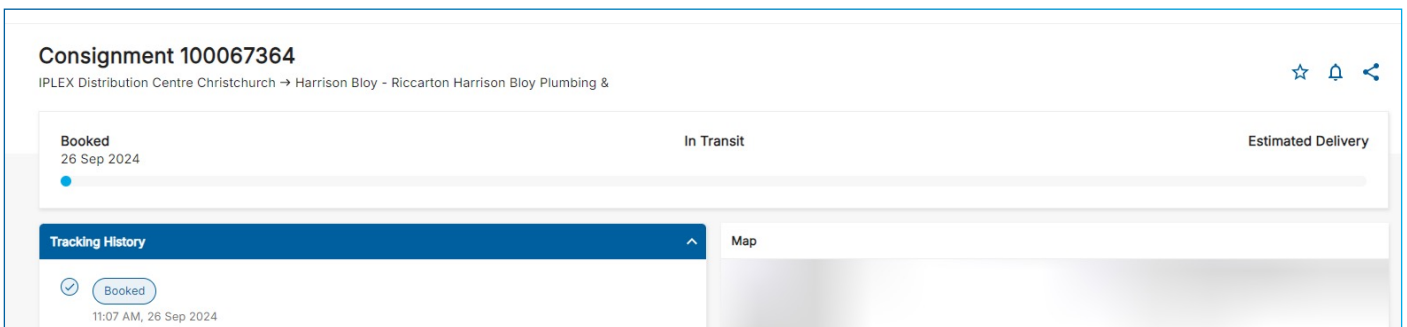
There are several ways to do this:

- When looking on the Dashboard at a top level you can quickly add to the watchlist by clicking the star.



★	Consignment #	Status	EDD	Order Ref
★	100067364	Booked		6100154
★	100067363	Booked		6100154

- This can also be completed in the same way as above on the consignment list page.
- You can also complete this within an order by clicking the star at the top right-hand side of the page.



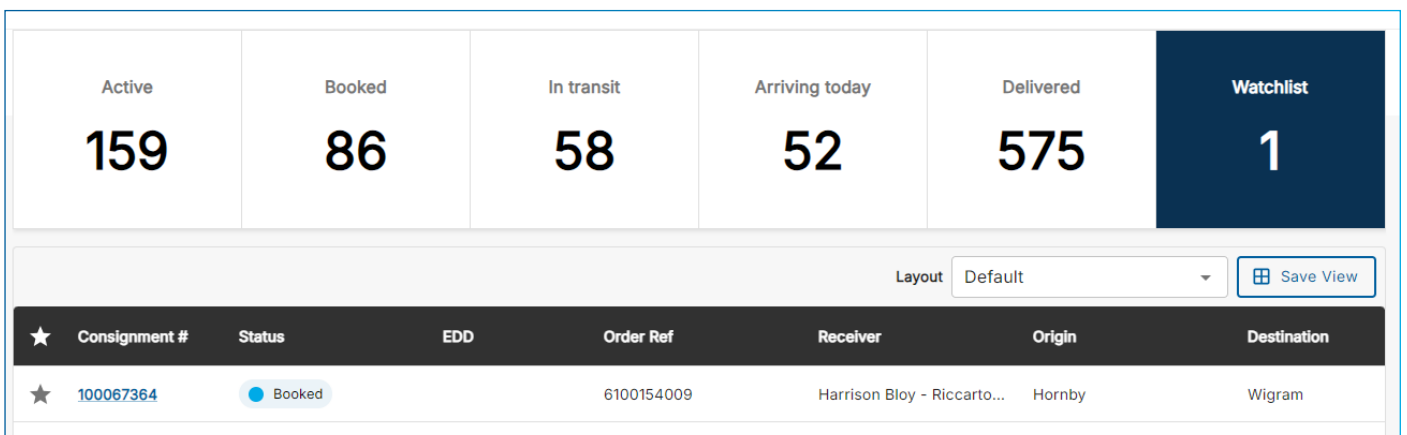
Consignment 100067364
IPLEX Distribution Centre Christchurch → Harrison Bloy - Riccarton Harrison Bloy Plumbing & ☆ 🔔 ⏪

Booked 26 Sep 2024 | In Transit | Estimated Delivery

Tracking History | Map

Booked 11:07 AM, 26 Sep 2024

To view all your watchlist orders, go to your dashboard or consignment lists screens and click the 'Watchlist' box on the far right which will filter all your orders. Consignments will stay in your watchlist until they are unwatchlisted by you. Unwatchlist your orders when you are finished tracking them.



Active	Booked	In transit	Arriving today	Delivered	Watchlist
159	86	58	52	575	1

Layout: Default Save View

★	Consignment #	Status	EDD	Order Ref	Receiver	Origin	Destination
★	100067364	Booked		6100154009	Harrison Bloy - Riccarto...	Hornby	Wigram



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www.booths.co.nz/bconnected, or scan the
QR code below:**



**For any questions please contact us on:
0800 BOOTHS or
customerservice@booths.co.nz**



CAN DO. WILL DO.