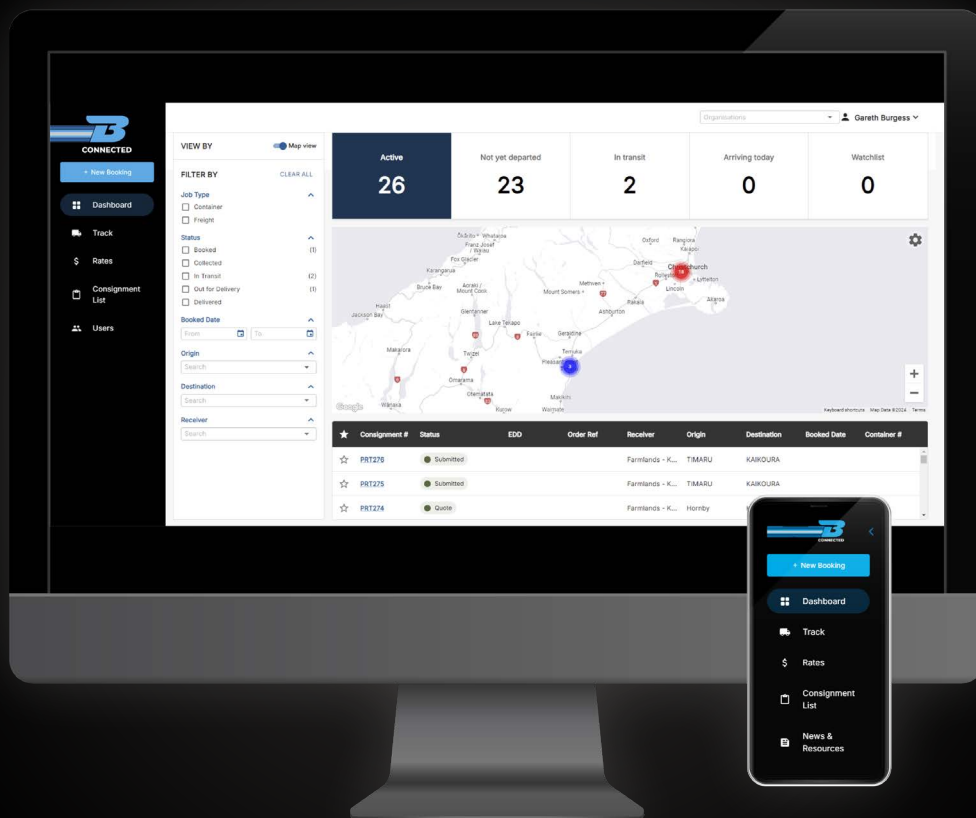




**CONNECTED**

# HOW TO GUIDE: Manage your dashboard

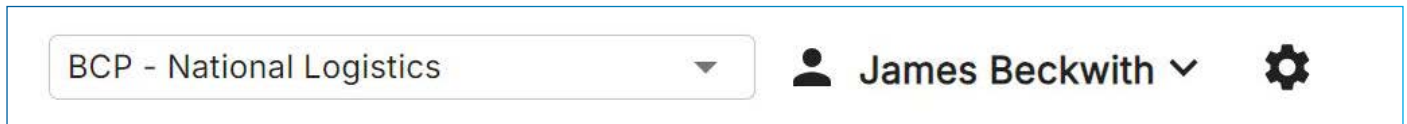


**CAN DO. WILL DO.**

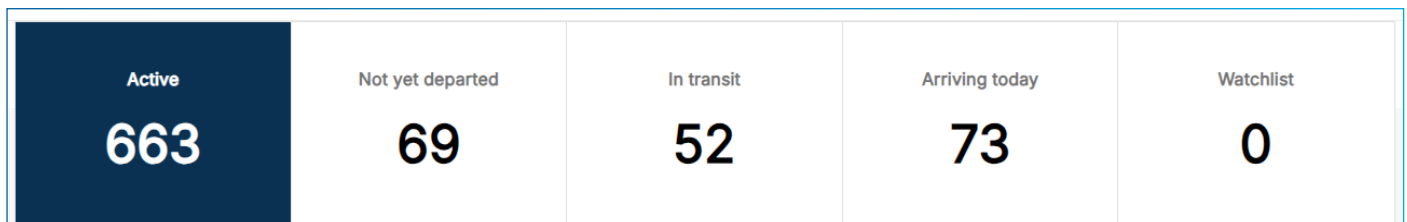
booths.co.nz

# HOW TO MANAGE YOUR DASHBOARD

Once you have logged into the B CONNECTED portal you will land on your Dashboard. On the top right hand side of the page you will see which account you are logged in with. For customers with several accounts, please make sure that this is displaying the correct account before proceeding. If you have several accounts you can also toggle between them using the dropdown tool.



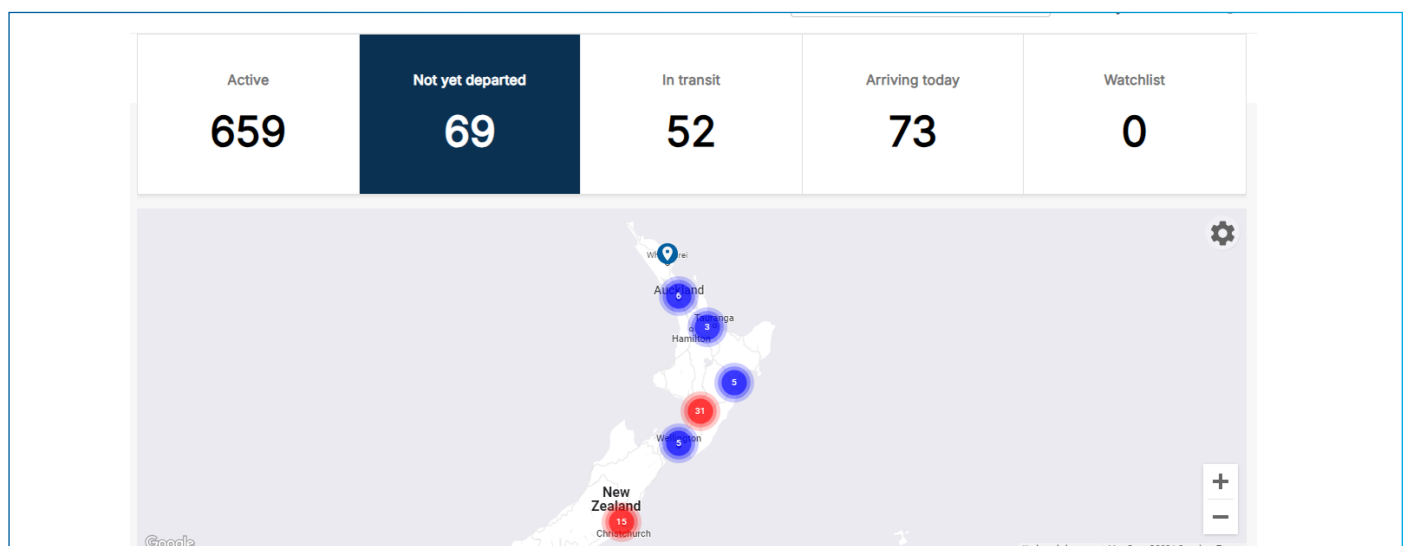
The quick overview section at the top of the page provides an overview of your orders.

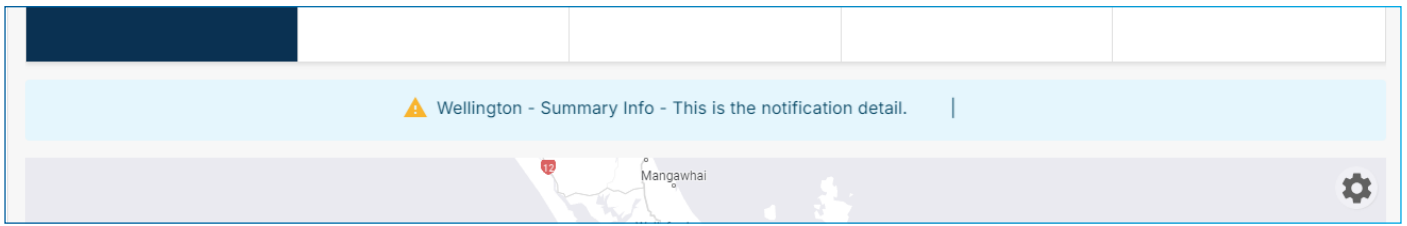


- **ACTIVE ORDERS:** Open orders that are not in a delivered or POD status.
- **NOT YET DEPARTED:** New jobs which are yet to be collected by one of our team.
- **ARRIVING TODAY:** All orders with the expected delivery date as the current date.
- **WATCHLIST:** View all your highlighted or urgent orders and track these with ease.

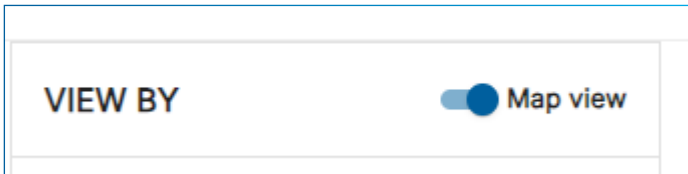
If you click on any one of these headings (huds), the data in the table below the map will filter to show only orders associated with the titles.

Once you click on each of the headings (huds), you will see the map will change also. The map provides a quick visual on where your orders are in the country.



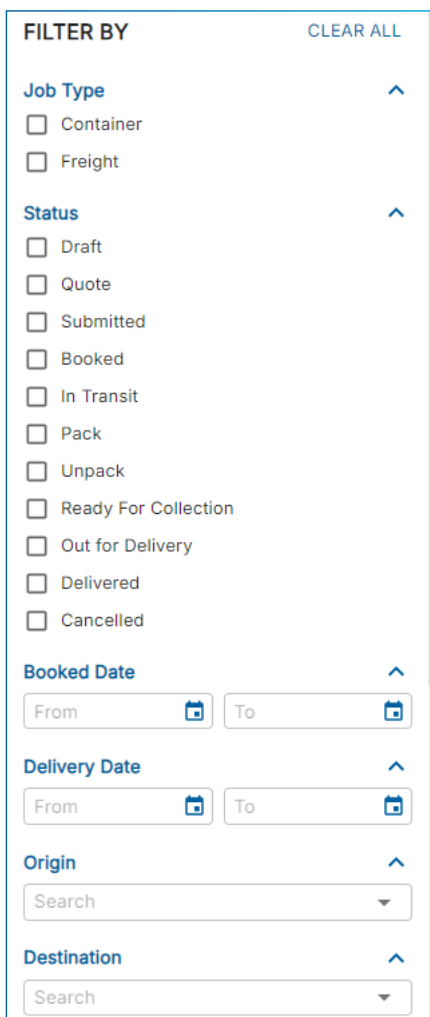


- **NETWORK HEALTH:** We will be informing you of any issues that we are facing due to weather conditions, road closures and accidents. This means that delivery may be impacted in this area.



The map view can be turned on and off depending on your preference.

You can use the tick boxes and dropdowns on the display panel to refine your quick overview panel to show more specific data.



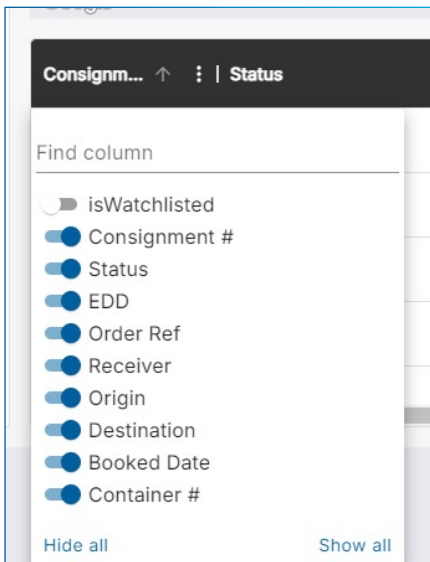
The consignments will all be listed at the bottom of the page.

★	Consignment #	Status	EDD	Order Ref	Receiver	Origin	Destination
☆	100067001	Booked		6100152392	First Exports	ROSLYN	MANUKAU
☆	IPL13360	Delivered		COIL STANDS	IPEX PALMERSTON NO...	Westgate	Palmerston North
☆	IPL13633	Booked			IPEX PIPELINES - YARD	ROSLYN	ROSLYN
☆	IPL13632	Booked			IPEX PIPELINES - REST...	ROSLYN	ROSLYN
☆	100067187	Delivered		6100153077	Camex Crown Road Sub...	ROSLYN	Tauhara

By clicking and dragging the black boxes you can arrange the fields to best suit your personal viewing. If you are wanting to hide one of the available columns, click on the three dots that appear next to each tab, scroll to manage columns and this box will appear.

Turning the blue slider to the left will turn off the column from being visible.

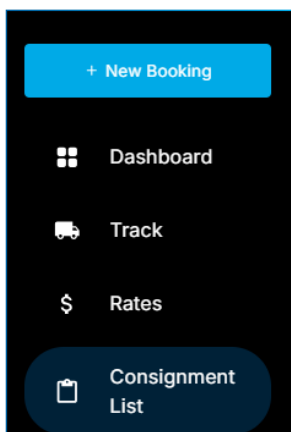
To turn these back on, select the three dots again, manage the columns button and slide the slider to blue.



Please note that there is a grey slider at the bottom of the page that can show you all the fields.

☆	100065985	Delivered		6100148453	Farmlands Retail - Te Pu...	ROSLYN	TE PUKE
☆	100065986	Delivered		6100148454	Farmlands Retail - Oooti...	ROSLYN	Oootiki

If there are fields that you want more detail on or you want to see a more detailed view, head to the consignment list tab located on the left panel.



**For more information, please visit  
[www.booths.co.nz/bconnected](http://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](mailto:customerservice@booths.co.nz)**



**CAN DO. WILL DO.**