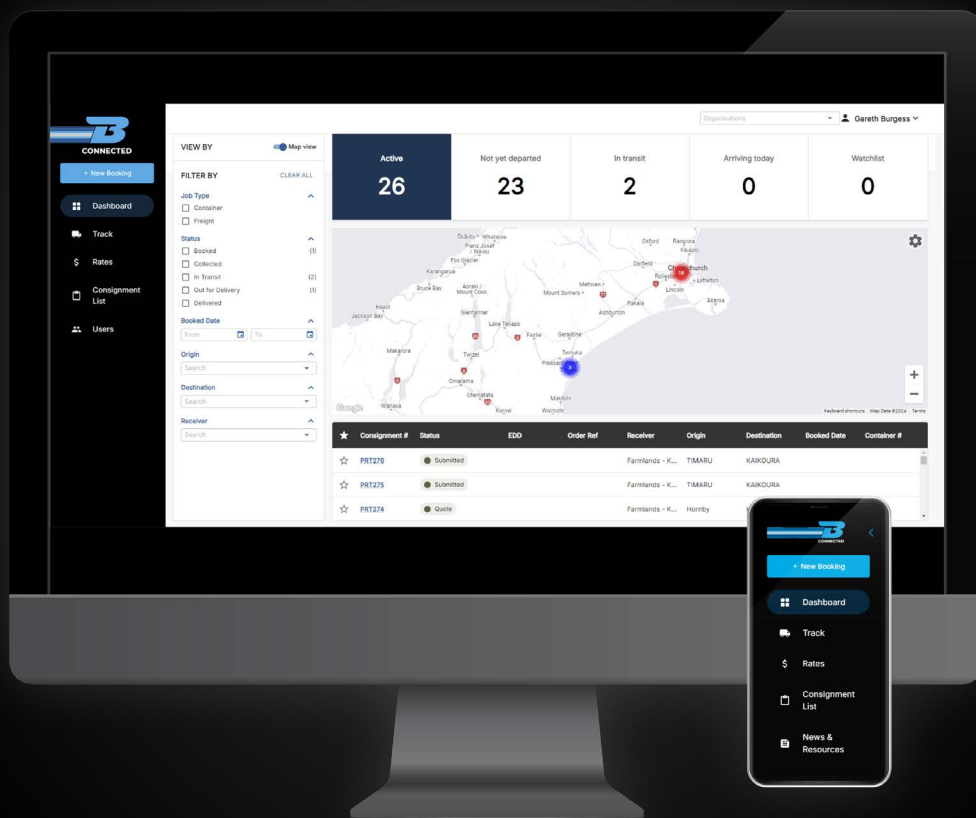




CONNECTED

HOW TO GUIDE: Update or cancel a freight job

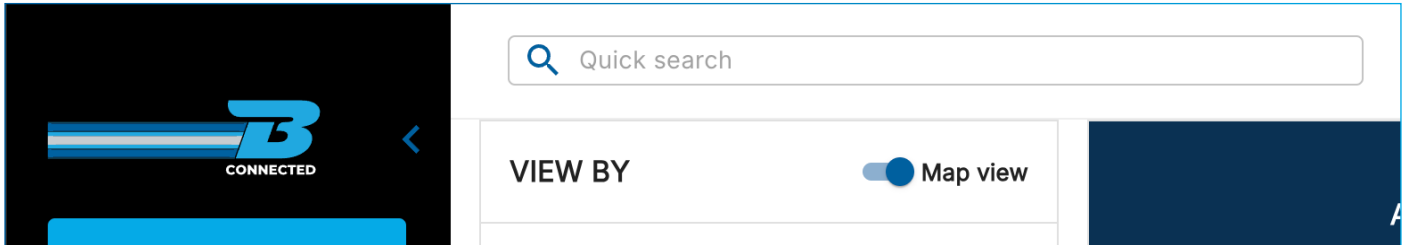


CAN DO. WILL DO.

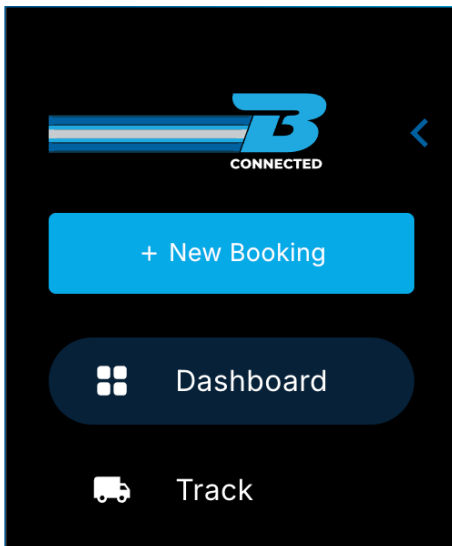
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HOW TO UPDATE OR CANCEL A FREIGHT JOB

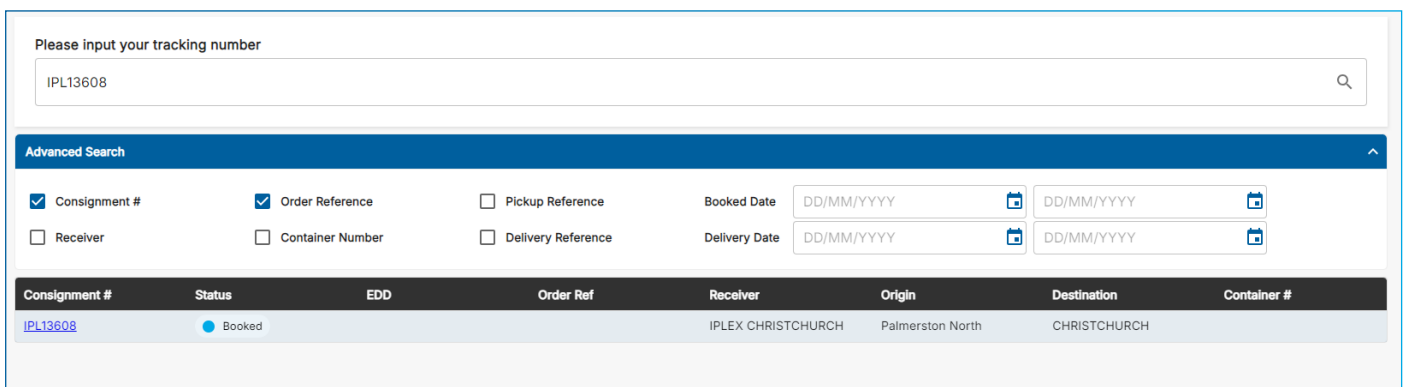
Once you have logged into the B CONNECTED portal you will land on your Dashboard. Use the Quick Search in the top right hand side of the screen to find the consignment number you are after.



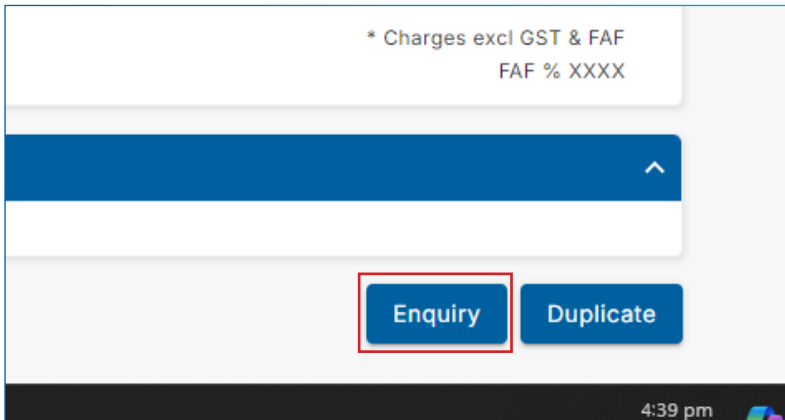
You can also track your consignment through the Track screen which is located on the left hand side of the page. If you need assistance tracking a job, please follow the tracking a job SOP.



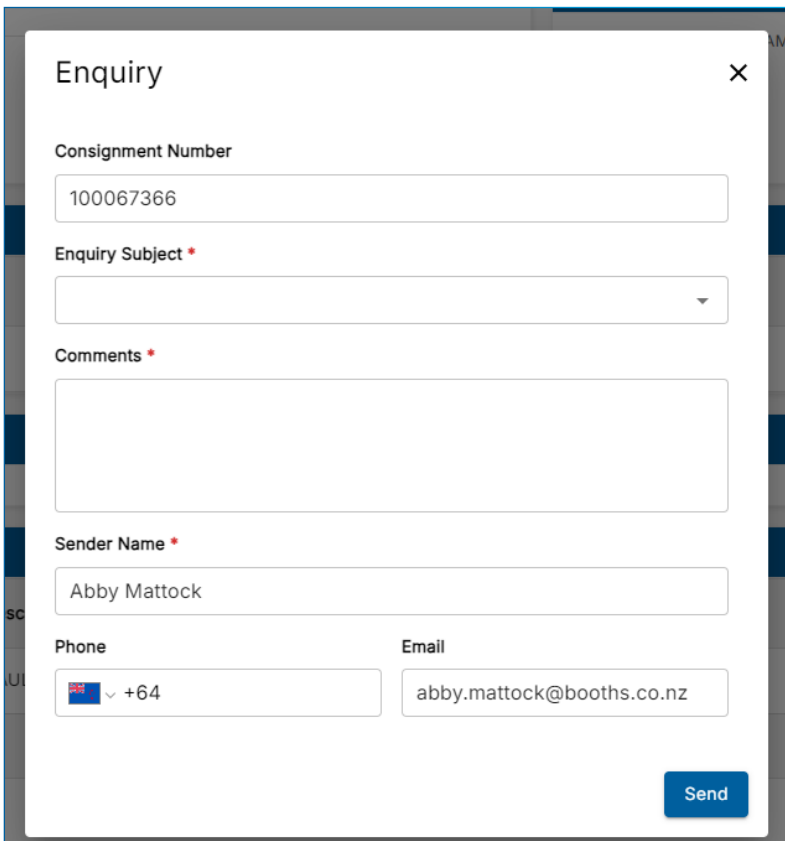
With either option, click the consignment hyperlink which will display the full detail of your consignment with all tracking details.



At the bottom of the consignment screen there is the Enquiry button.



Click this to send our team an Enquiry.



The screenshot shows a modal window titled 'Enquiry' with a close button (X) in the top right corner. The form contains the following fields:

- Consignment Number:** A text input field containing '100067366'.
- Enquiry Subject *:** A dropdown menu.
- Comments *:** A large text area.
- Sender Name *:** A text input field containing 'Abby Mattock'.
- Phone:** A text input field with a country code dropdown set to '+64'.
- Email:** A text input field containing 'abby.mattock@booths.co.nz'.

A blue 'Send' button is located at the bottom right of the form.

Please make sure to include as much information as possible to help our team answer your enquiry quickly and accurately.

**For more information, please visit
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.