

## HOW TO LOG IN

HOW TO LOG IN

### Quick Step:

1. www.gabycool.com.au
2. Enter username and password
3. Remember to use ALL CAPS

1. Enter your username and password.

\*\* If you do not have a username or password, please visit our "Forms" page to complete a "Request for Client Login"

Client Login


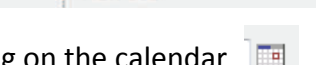

Don't forget to use ALL CAPS

## ENTERING A BOOKING

ENTERING A BOOKING

### Quick Step:

1. Click on Transport
2. Click on New Job
3. Enter details
4. Remember to hit Populate after you've selected the collection & delivery addresses
5. Hit Save & Enquiry when booking completed
6. Record your job number

1. Click on "Transport" 
2. Click on "New Job" 
3. Select the date by clicking on the calendar 
4. Enter your Consignment Reference (if you have one)
5. Select the collection address from the drop down box and then hit "Populate" (this will enter the address details)
6. Select the delivery address from the drop down box and then hit "Populate" (this will enter the address details)
7. Add any instructions that are related to your booking
8. Enter the amount of pallets or cartons (not both)
9. Click "Save & Enquiry" to finalise and save the booking

(this will take you to the Enquiry screen where you are able to record your job number)

OR

Click "Next Cons" to enter another booking (when you have completed all bookings, hit "Save & Enquiry" upon your last booking; this will take you to the enquiry screen where you are able to record allocated job numbers)

**Note:** Should you require a new, or if your delivery and or collection address is not on the drop down list, please contact Gaby Cool Transport.

9 Save&Enquiry NextCons

Job Date  3

4 Cons Ref

COLLECT

Name

Address 1  5

Address 2

Locality

State  PostCode

DELIVER

Name

Address 1  6

Address 2

Locality

State  PostCode

Instructions 7


Cartons  0 8 Pallets  0



## PROOF OF DELIVERIES

### Quick Step:

1. Transport
2. Job Enquiry
3. Find your booking
4. Click on the link in the POD column

1. Click on "Transport" 
2. Click on "Job Enquiry"
3. Scroll down the listing and select your booking—*make sure check date range*  
*Note: you may also search by Cons\_ref, Date or Job\_no*
4. Click on POD/Sign (in POD column) to access associated paperwork

PROOF OF DELIVERIES


Return Refresh New Print Cons\_ref Date 06-09-2011 06-09-2011 Job\_no

Edit	Job	Date	Cons Ref	Collect	Deliver	Ctn	Plt	Status	POD
<a href="#">Edit</a>	<a href="#">393321</a>	06-09-11	<a href="#">190045</a>			0	2	Finished	<a href="#">POD/Sign</a>
<a href="#">Edit</a>	<a href="#">393320</a>	06-09-11	<a href="#">190048</a>			0	1	Finished	<a href="#">POD/Sign</a>
<a href="#">Edit</a>	<a href="#">393319</a>	06-09-11	<a href="#">190049</a>			0	1	Finished	<a href="#">POD/Sign</a>

## INVOICES & STATEMENTS

### Quick Step:

1. Click on Accounts
2. Click on either Invoices or Statements
3. Remember: clicking on Statements will take you directly to the most current statement
4. Click on the invoice number

1. Click on "Accounts" 
2. Click on "Invoices" OR "Statements"  
*Note: If you select Statements, this will take you direct to the most current statement*
3. Scroll down the listing and select the invoice
4. Click on the invoice number in the Inv\_no column

INVOICES / STATEMENTS

Date	Type	Inv_no	Description	Debit
04-09-11	TIN	<a href="#">53258</a>	INVOICE	1878.68
28-08-11	TIN	<a href="#">53115</a>	INVOICE	1505.48
21-08-11	TIN	<a href="#">52977</a>	INVOICE	1409.00
14-08-11	TIN	<a href="#">52858</a>	INVOICE	1809.10

