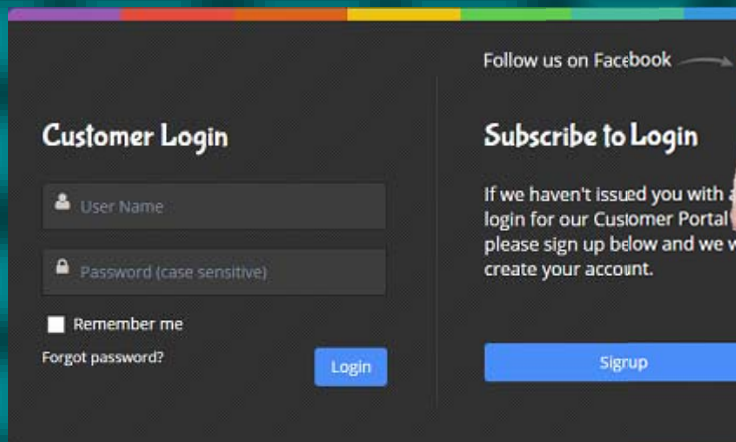




# Christopher's "Quick Guide" to the Customer Portal

Customer Login is Case Sensitive.  
Make sure your "Caps Lock" is on



- Enquiry
- New Booking
- Account
- Locations
- Christina's Coffee Break
- Help Page

## Enquiry

- Review all jobs both booked and completed
- Print Consignment Notes for freight collection
- Preview / Print Completed Paperwork "POD's"

Print Consignment Note

Print POD

## Account

- Download & print invoice
- Review jobs and "POD's" on each invoice
- Invoice status; paid, unpaid & partially paid
- See payments & credits

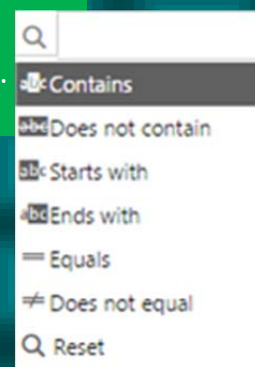
## Locations

- Review names & addresses we have nominated to your account
- To add additional names & addresses, just email your list to [office@gabycool.com.au](mailto:office@gabycool.com.au)

When making a "New Booking" tick this box & enter your mail. Make sure to check your junk mail. (save us as a "Safe Sender")

Email me a job booking confirmation

**Searching & Sorting**  
By Date, Job Number, Customer Reference, Collection / Delivery addresses as well as quantities...



Christina's Coffee Break  
"Procaffinating"  
not Procrastinating

Username & Passwords are still the same (whew)  
To add additional users & passwords please email Raelene [office@gabycool.com.au](mailto:office@gabycool.com.au)  
Don't hesitate to contact us if you need further help ☺  
We hope it is enjoyable to use.