



Contact Manager

Contact manager is responsible for keeping a record of all relevant contacts. It provides users with two comprehensive lists for customers and suppliers respectively. Keeping track of information such as email, phone, order balance, credit information and much more. This ensures that all contacts are easily accessible and traceable from orders or transactions and their information is all kept in one clearly organised location.

Customers



The customers list includes all the relevant information for each contact and can include extra information to be stored for use when despatching orders or for use in the proof of delivery app. Contacts can be added directly from WMS or synced from a third-party system.

Key Features:

- Toggle options increase customisability.
- Easily view and search contacts list
- Simplified records keeping

Suppliers



The suppliers list includes all the information needed for supplier contacts. Contacts can be added via syncing from a third-party system or adding via WMS the same way customer contacts are added. Supplier contacts can also be edited and deleted using a similar process to the creation of a contact.

Key Features:

- Search fields that allow users to search by supplier name, address, and free search.

Open Hours and Safe Place



Toggleable 'open hours' and 'safe place' for customer contacts whilst using the Proof of Delivery App. This will appear when driving to an address to inform the user what times and locations the customer will be able to receive the package.

Key Features:

- Access relevant information quickly.
- Shows the available times for delivery
- Informs driver of any safe place to leave a package if customer is not in
- Increases the chances that packages will be delivered successfully.

Dormant



In the customers tab there is an option to make contacts dormant this allows users to block any new orders being raised against the dormant contact while still having full visibility of contact details and past transactions.

Key Features:

- Minimises errors
- Increases efficiency
- Maintains user control over warehouse procedures
- Live data allows for real time updates from the office to the warehouse floor