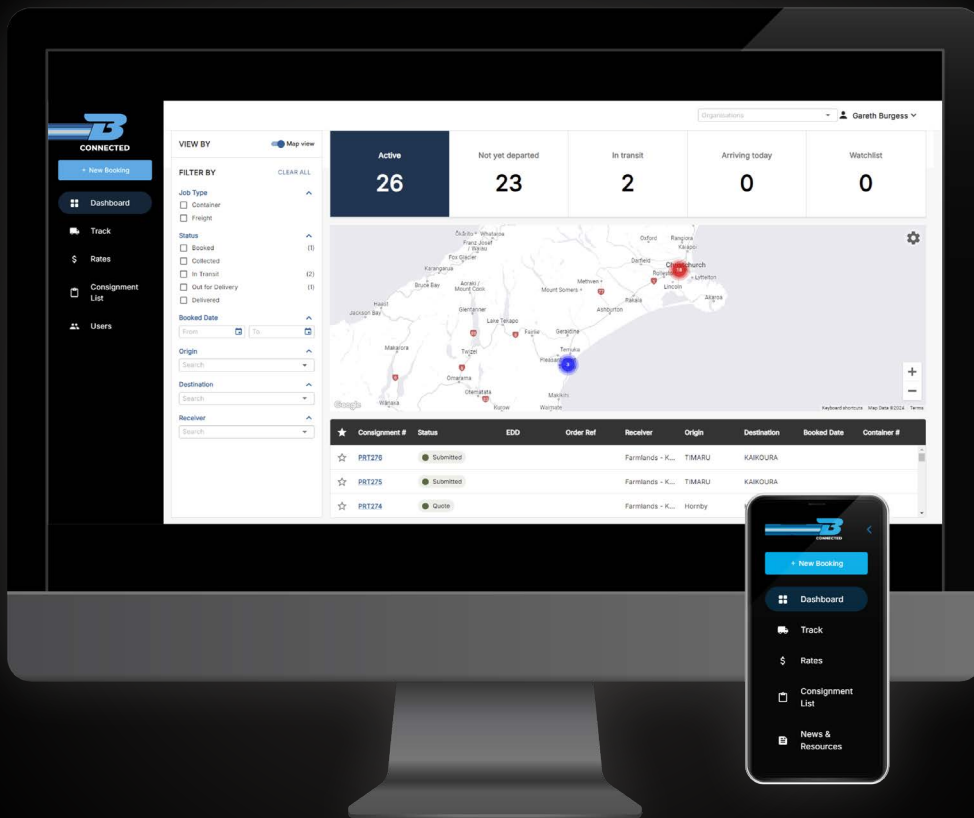




CONNECTED

HOW TO GUIDE: Access your rate card



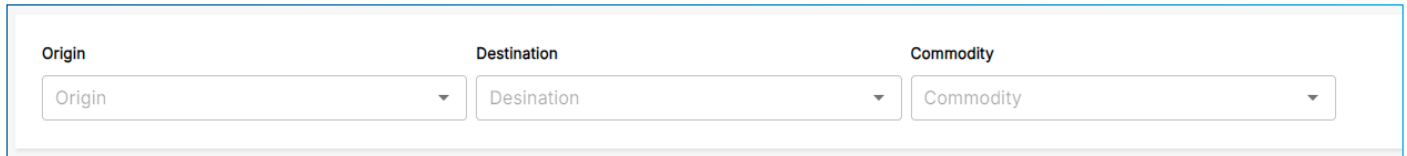
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HOW TO ACCESS YOUR RATE CARD

Once you have logged into the B CONNECTED portal you will land on your Dashboard. In the top left hand side of your screen you will find the 'Rates' tab. Click this tab to view your rate card.

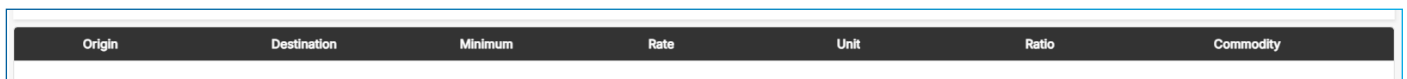
If you are looking for a specific laneway you can use the dropdown filters to find this:



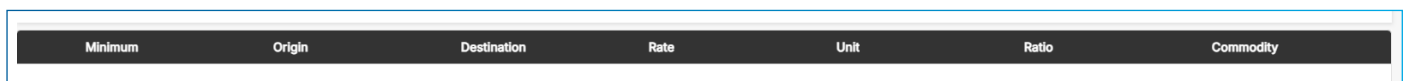
A screenshot of three dropdown filters. The first is labeled 'Origin' and has 'Origin' selected. The second is labeled 'Destination' and has 'Desination' selected. The third is labeled 'Commodity' and has 'Commodity' selected.

If there is a laneway that is not available to you, please reach out to one of our Sales team to assist you with a quote.

You can also view your rate card data as a pivot table by clicking and dragging the black boxes to arrange the fields to best suit your personal viewing.

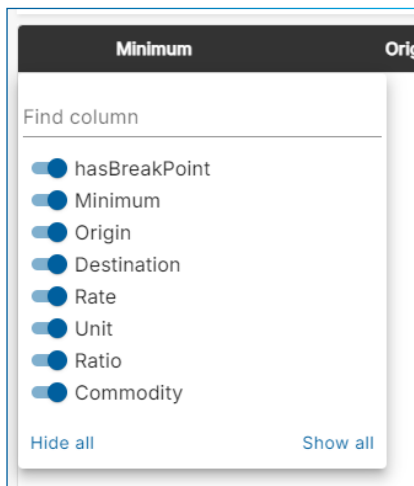


Origin	Destination	Minimum	Rate	Unit	Ratio	Commodity
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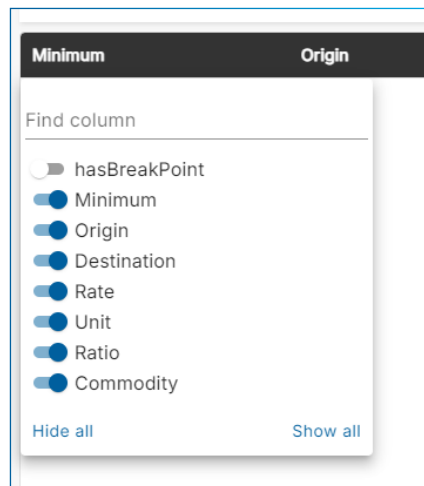


Minimum	Origin	Destination	Rate	Unit	Ratio	Commodity
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To hide any of the available columns, click the three dots that appear next to each tab, scroll to manage columns, and turn the blue slider to the left.



A screenshot of a 'Manage columns' dialog box. The title bar shows 'Minimum' and 'Origin'. Below the title bar is a search field labeled 'Find column'. A list of columns is shown with blue sliders to their left, indicating they are selected: hasBreakPoint, Minimum, Origin, Destination, Rate, Unit, Ratio, and Commodity. At the bottom, there are 'Hide all' and 'Show all' buttons.



A screenshot of a 'Manage columns' dialog box. The title bar shows 'Minimum' and 'Origin'. Below the title bar is a search field labeled 'Find column'. A list of columns is shown with sliders to their left. The 'hasBreakPoint' slider is greyed out and to the left, indicating it is deselected. The other sliders (Minimum, Origin, Destination, Rate, Unit, Ratio, and Commodity) are blue and to the right, indicating they are selected. At the bottom, there are 'Hide all' and 'Show all' buttons.

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

If the laneway you are wanting to see has multiple breakpoints in the rate you've been provided, you might not display a rate in the grid. To view these, click the plus icon on the left for an expanded view of all breakpoints.

**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**



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