



## **Fridge It Online Web Gateway – User Manual**

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The Fridge It Online Web Gateway allows customers of Fridge It to access and create deliveries via a secure online gateway.

These services include:

### **Booking jobs**

#### **View**

- Progress of existing jobs
- Historical job information
- Proof of Deliveries
- Account balances
- Invoices
- Statements

#### **Print**

- Proof of Deliveries
- Invoices
- Statements

### How to access

To access the Fridge It Online Web Gateway please visit:

<http://mobility.fridgeit.com.au/spweb>

or connect via the clients area located at [www.fridgeit.com.au](http://www.fridgeit.com.au)

### User Name and Password

You will require a username and password to access the Fridge It Online Web Gateway.

Forgotten your organizations login details, please contact Fridge It on 08 8268 2925 or [admin@fridgeit.com.au](mailto:admin@fridgeit.com.au).



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### How to use the Fridge It Online Web Gateway

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Enter your User Name and Password, and then select “Log In”



The main menu appears as above. The left hand menu is used for navigating around the website, and the information for each selected option appears on the right hand side. Click on the “+” sign next to each option to see the menu options that are under it.

These options are:

#### Transport

- New Job
- Job Enquiry

#### Accounts

- Invoices
- Statements

#### **Fridge It Logistics Pty Ltd**

24 Murray Street, Albert Park South Australia 5014  
Telephone (08) 8268 2925 Mobile 0412 516 300  
Fax (08) 8244 2153 Email: [admin@fridgeit.com.au](mailto:admin@fridgeit.com.au)  
ABN 14 595 025 230



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### New Job

To enter a new job online, please follow the below steps:

1. Select “New Job” from the left navigation menu

**New Web Consignment**

Save&Enquiry Save&New

You are Logged on as User:  
**DUMMY CLIENT**

**Navigation**

- Fridge It
  - Transport
    - New Job
    - Job Enquiry
    - Accounts
  - Logout

Product	Description	Quantity	Pallet	Cubic	Weight
▼		0	0	0	0
▼		0	0	0	0
▼		0	0	0	0

2. The New Job entry page will open on the right hand side of the screen

3. Descriptions of each field and what should be entered are below:

- Customer: From the drop down list select the name of your company
- Job Date: Enter the date of your delivery
- Service: From the drop down list select the type of service applicable to your delivery
- Cus Ref: Enter your company’s quick reference number.  
ie invoice number, delivery docket number, shipment number etc
- Cons Ref: If the delivery is to a transport company enter the consignment reference of the transport company
- Reference: Free text for you to include any other information for your reference
- Collect Code: From the drop down list select the collection name
- Deliver Code: From the drop down list select the delivery name
- Estimate Time: Click on the calendar at the right of the field and enter the estimate time ready for collection, then click on the date to close this field
- Product: From the drop down list select the product type to be delivered  
The description will default, or you may simply type in the “description” field to record your product detail  
Enter either the “quantity” of cartons or number of “pallet”  
Enter “weight” where this information is not defaulted.

Once your Job entry is complete, select:

- “Save&New” to save this job and enter the next job
- “Save&Enquiry” to save this job and view the enquiry screen

Please note a job number is allocated to the job at this point. You may use this number for future enquiry references.



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### Job Enquiry

To view existing or historical support jobs online, please follow the below steps:

Select the “Job Enquiry” from the left navigation menu

The Job Enquiry page will open on the right hand side of the screen

**Consignment Enquiry**

Return Refresh New Print Cons\_ref Date 30-01-2008 Cus\_ref Job\_no

Edit	Job_no	Date	Cus_code	Cons_ref	Cus_ref	Col_name	Del_name	Qty	Wgt	Pallets	Trip	Pod
<a href="#">Edit</a>	18598	30-07-07	FRIDGE		BEN	TOLL REFRIGERATED	SPRINGS	0	0	0	B	<a href="#">Image</a>

Navigation

Frige It

- Transport
- New Job
- Job Enquiry
- Accounts

Logout

You are Logged on as User: DUMMY CLIENT

- **Edit:** Once a job has been actioned by Frige It this field will be locked, but until this point additional changes can be made to the job by selecting the Edit hyperlink for the relevant job
- **Job No:** The job number of this delivery which can be used for reference. By selecting a job number hyperlink you may print the job consignment.
- **Date:** The date the job is to be collected/delivered on
- **Trip:** The status of the job as follows
  - B – Booked
  - A – Accepted
  - C – Collected
  - D – Delivered
- **Image:** By clicking on the blue image hyperlink you may view and/or print the “Proof of Delivery” which is a signature and/or name of delivery recipient

By entering information in the filters at the top of the page, you can filter for specific information. Enter your filters and then select “Refresh”



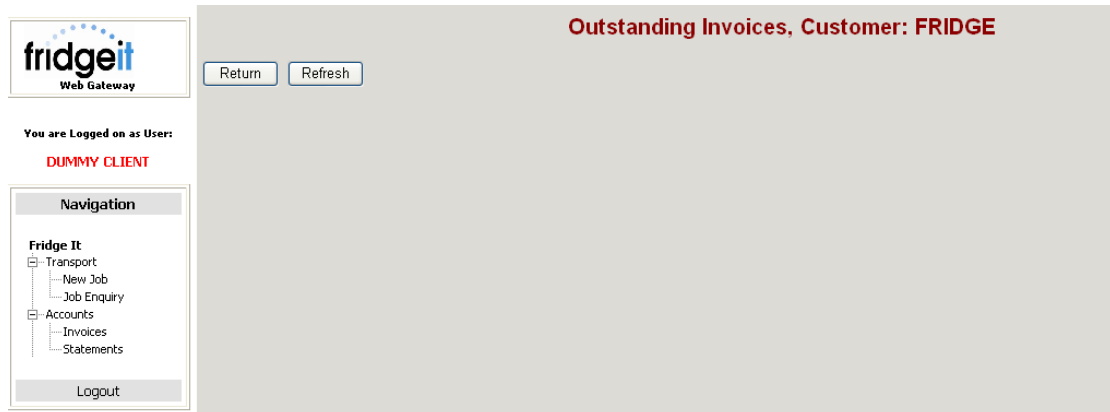
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### Your Account

To view or re-print outstanding invoices, please follow the below steps:

1. Select “Invoices” from the left navigation menu
2. The outstanding invoices page will open on the right hand side of the screen



3. To print or save a copy of the invoice click on the “Ref\_no” hyperlink against a specific invoice

4. To print or save a copy of your statement select “Statements” from the left navigation menu and adobe will automatically open.

### Log Out

To log out of the Fridge It Web Gateway, please select the “Log Out” option from the left hand menu.

On selecting this option, you will be redirected to the login screen. At this point you can re-login or close your browser.





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### Customer Service Contact Summary

9.00am to 5.00pm Monday to Friday (Eastern time, excludes public holidays)

Phone: 08 8268 2925

Email: [admin@fridgeit.com.au](mailto:admin@fridgeit.com.au)

Contact: George Katsaneris  
George Phillipou  
Anna Evangelou

### After Hours Emergency Contact Only

Mobile: 0412 516 300

Email: [anna@fridgeit.com.au](mailto:anna@fridgeit.com.au)

User Name: \_\_\_\_\_

Password: \_\_\_\_\_