Dashboard

Upon login this is the absolute first thing you will be greeted with, acting as Helms index.

Global Search

This is useful to navigate without quite knowing where you're looking.

1. Click into the search-bar
   This will open a modal with another search-bar.
2. Enter your keywords, such as Order Number, customer name, inventory names, skus, etc.
3. Hit the **Enter** key
   This will search through Orders, POs, Inventory, Clients, Supplier, and everything else in Helm and display a list of results for each category.

Order Status Overview

This shows a selection of boxes, at the current time of writing this has been set to show Despatch Ready, Back Order, Packing, and Despatch Pending.

Clicking on any of these boxes will take you to the Orders landing page, with pre-set filters to show the orders with the statuses set.

Orders Overview

A diagram containing Created Orders, Despatch Orders, and a Despatched Sales Total.

This is useful to glance how many orders have come in per-day, and how many orders have been despatched per-day, to keep an eye on busiest days, and when most orders are fulfilled. The despatched sales total is useful to see the sale amount of the orders each day too.

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