



Job Entry Guide

A simple system for clean, accurate submissions.

01 SET UP YOUR ROOM DEFAULTS

By setting up your Room Defaults, every cabinet and panel you add will automatically be the correct colour and approximate size.



If your customer changes the colour or material, return to room defaults and update the entire job in one click.

Add new room

Keep side ribbons open for clear view

Set up room defaults

Seperate rooms for different colours

The screenshot shows the Flatpax software interface. On the left, a sidebar contains a 'Collapse Menu' button and a list of options: 'Add Room' (circled in red), 'Change Room Settings', 'Favourite Products', 'Add Product', 'Doors & Panels', 'Add Benchtop', 'Additional Items Store', '3D Room Planner', and 'Import From KD Max'. At the bottom of the sidebar is a 'Submit Job' button. The main area is divided into two sections: 'Products' and 'Benchtops'. Each section has a table with columns for '#', 'Product/Benchtop', 'Dimensions (mm)', 'Unit Price (ex. GST)', 'Quantity', and 'TOTAL'. Below each table is a message: 'No Products. Click Add Product, Doors & Panels to add one.' and 'No Benchtops. Click Add BenchTops to add one.' On the right, there is a 'Collapse Cart' button and a 'Detailed cart view' button. Below these is a 'Job #544993' section with a 'Flatpax Job Entry Guide' and a 'PDF' button. The 'Edit Job Details' section is circled in red, showing 'Current Rooms' with 'Kitchen - Boston Oak' and 'Island - Polar White' listed. Below this are sections for 'Current Products', 'Current Benchtops', and 'Current Additional Items Store', each with a table and a message to 'Click Add Product/BenchTops to add one.' At the bottom right, there is a 'Coupon Code' field, a 'Job Subtotal: \$0.00', a 'Total Cost: \$0.00', a 'Pricing is valid until 25/05/2026' note, and a 'Submit Job' button.

02 USE SEPARATE ROOMS FOR DIFFERENT COLOURS

If your job has more than one colour, create separate rooms in the job.



Room 1
KITCHEN
Boston Oak



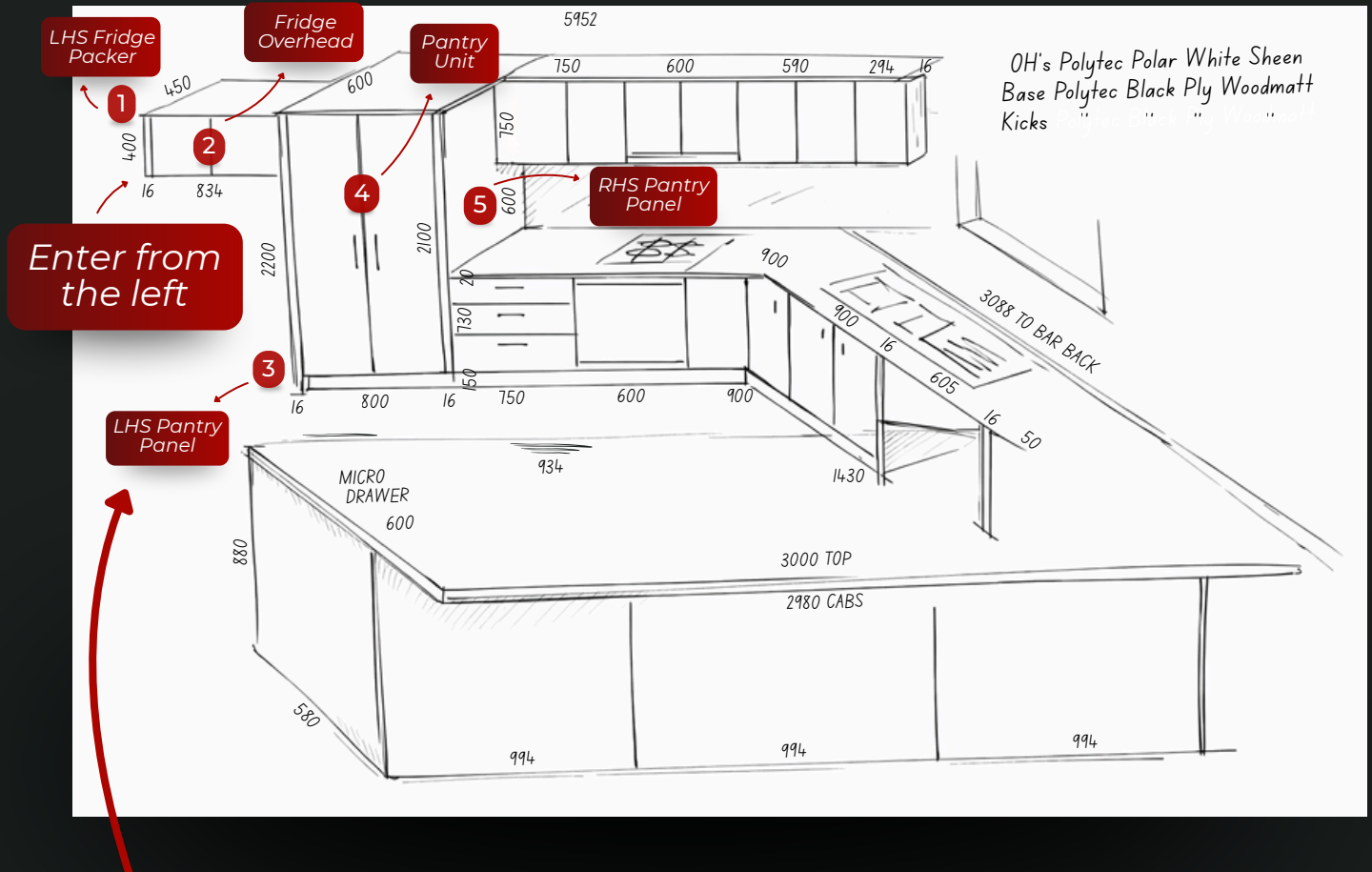
Room 2
ISLAND
Polar White

03 WORK FROM A PLAN

Draw a plan view, or ideally elevations, of your layout.
Know all your sizes — heights, widths and depths — before you start.



Enter your job from left to right — as shown in the example below, start with the tall section, then move to base cabinets, and finish with overheads.



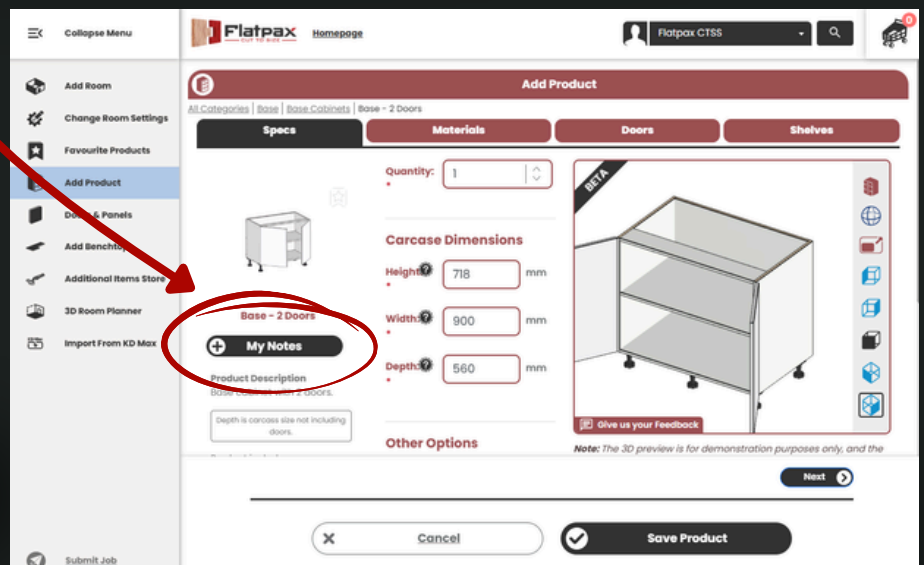
04 USE MY NOTES

Use My Notes to clearly identify **EVERY** cabinet & panel.
They appear on your stickers — making sorting a breeze.

EXAMPLE

- LHS fridge packer
- Fridge OH
- LHS pantry panel
- Pantry
- RHS pantry panel
- LHS of oven drawer bank
- Oven side kick

'My Notes'



05 KEEP IT IN ORDER

Drag & drop or use arrows to arrange cabinets & panels into layout order.

The screenshot shows the Flatpax software interface. On the left, a sidebar contains icons for various functions. The main area displays a list of products with columns for #, Product, Dimensions (mm), Unit Price (ex. GST), Quantity, and TOTAL. The products listed are LHS Fridge Packer, Fridge OH, LHS Pantry Panel, Tall - 2 Doors, and RHS Pantry Panel. Each product has a thumbnail image and a 'Selections' dropdown menu. Red annotations highlight the 'Arrow controls' for reordering items and the 'Drag to move' functionality for repositioning items. On the right, a sidebar shows 'Job Details' for Job #544993, including a list of current rooms, current products, and current additional items store.

#	Product	Dimensions (mm)	Unit Price (ex. GST)	Quantity	TOTAL
1	LHS Fridge Packer	450 x 400	\$49.70	1	\$49.70
2	Fridge OH	400 x 834 x 432	\$265.59	1	\$265.59
3	LHS Pantry Panel	2250 x 600	\$240.84	1	\$240.84
4	Tall - 2 Doors	2100 x 800 x 582	\$901.77	1	\$901.77
5	RHS Pantry Panel	2100 x 600	\$225.71	1	\$225.71

Job Details
Job #544993
Flatpax Job Entry Guide

Current Rooms	Items	Cost
Kitchen - Boston Oak	5	\$1,683.62
Island - Polar White	0	\$0.00

#	Current Products	Dimensions	Cost
1-1	1 x LHS Fridge Packer	450 x 400	\$49.70
1-2	1 x Fridge OH	400 x 834 x 432	\$265.59
1-3	1 x LHS Pantry Panel	2250 x 600	\$240.84
1-4	1 x Tall - 2 Doors	2100 x 800 x 582	\$901.77
1-5	1 x RHS Pantry Panel	2100 x 600	\$225.71

#	Current Additional Items Store	Cost
No Sundries. Click Additional Items Store to add one		

Job Subtotal: \$1,683.62
GST: \$168.36
Total Cost: \$1,851.98
Pricing is valid until 25/05/2026

06 USE VARIATIONS & NOTES FOR DESIGN CHANGES

Use Variations Request to tell our office staff of design changes.
Use My Notes to add in a simple command for the factory staff.

EXAMPLE

- Rip 80mm panels down to 50mm

The screenshot shows the Flatpax software interface with the 'Specs' and 'Materials' tabs. The 'Specs' tab displays fields for Quantity, Height, and Depth. The 'Materials' tab displays a 3D preview of a panel. Red annotations highlight the 'My Notes' and 'Variation Request' buttons. The 'My Notes' button is circled in red, and the 'Variation Request' button is also circled in red. The 'Variation Request' button is located at the bottom of the interface.

Specs

Quantity: * 1
Height: * 750 mm
Depth: * 320 mm

Materials

EXAMPLE

- Put curve on end of panel 200x200
- Remove holes on sides

My Notes

Variation Request

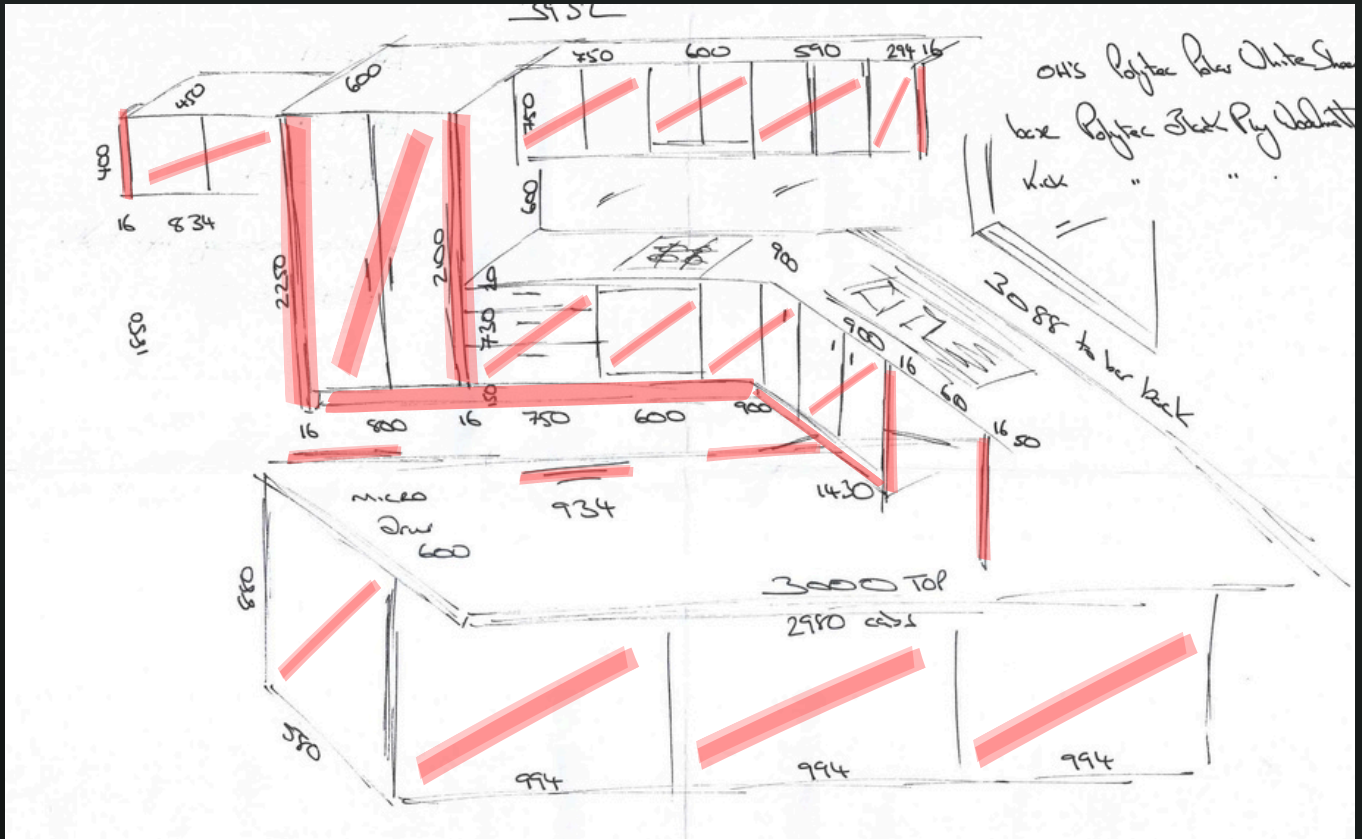
Note: The 3D preview is for demonstration purposes only, and the final product composition may change at manufacture.

07 FINAL CHECK

Your job should now be entered in order & every part easily identified. Before submitting, check the entire job against your plans.



Run through your job left to right. Confirm each item is entered, verify the size & colour, then highlight it as done.



08 JOB DETAILS PDF

Use the main screen products list or download the Job Details PDF to check over your job.

Job Details PDF

Job #544993
Flatpax Job Entry Guide

[Job Details PDF](#)

Current Rooms	Items	Cost
Kitchen - Boston Oak	5	\$1,683.62
Island - Polar White	0	\$0.00

#	Current Products	Dimensions	Cost
1-1	1 x LHS Fridge Packer	450 x 400	\$49.70
1-2	1 x Fridge OH	400 x 834 x 432	\$265.59
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1-4	1 x Tall - 2 Doors	2100 x 800 x 582	\$901.77
1-5	1 x RHS Pantry Panel	2100 x 600	\$225.71

#	Current Benchtops	Dimensions	Cost
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Coupon Code

Job Subtotal: \$1,683.62

GST: \$168.36

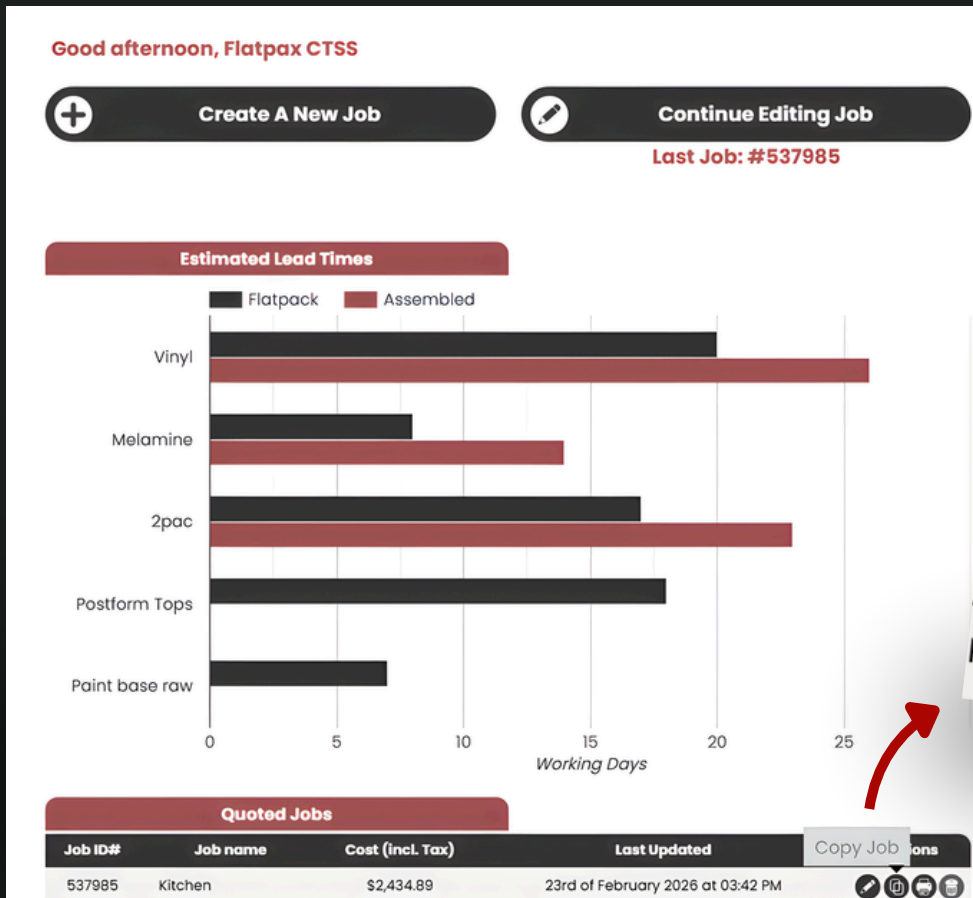
Total Cost: \$1,851.98

Pricing is valid until 25/05/2026

[Submit Job](#)

09 PROTECT THE ORIGINAL

Making major changes? Duplicate the job from the Home screen first. This keeps a copy of the original — just in case.



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 Flatpax Cut To Size

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