Flatpax
CUT TO SIZE

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

Collapse Menu

- Add Room
- Change Room Settings
- Favourite Products
- Add Product
- Doors & Panels
- Add Benchtop
- Additional Items Store
- 3D Room Planner
- Import From KD Max

Submit Job

Flatpax Homepage   Flatpax CTSS

Products

#	Product	Dimensions (mm)	Unit Price (ex. GST)	Quantity	TOTAL	Actions

No Products. **Click Add Product , Doors & Panels** to add one.

Benchtops

#	Benchtop	Dimensions (mm)	Unit Price (ex. GST)	Quantity	TOTAL

No Benchtops. **Click Add BenchTops** to add one.

Seperate rooms for different colours

Collapse Cart   Detailed cart view

Job #544993
Flatpax Job Entry Guide   PDF

Edit Job Details

Current Rooms	Items	Edit Room
Kitchen – Boston Oak	0	$0.00
Island – Polar White	0	$0.00

#	Current Products	Dimensions	Cost

No Products. **Click Add Product** to add one.

#	Current Benchtops	Dimensions	Cost

No Benchtops. **Click Add BenchTops** to add one.

Current Additional Items Store	Cost

No Sundries. Click **Additional Items Store** to add one

Coupon Code

Job Subtotal: $0.00
Total Cost: $0.00
Pricing is valid until 25/05/2026

Submit Job

02 USE SEPARATE ROOMS FOR DIFFERENT COLOURS

If your job has more than one colour, create separate rooms in the job.
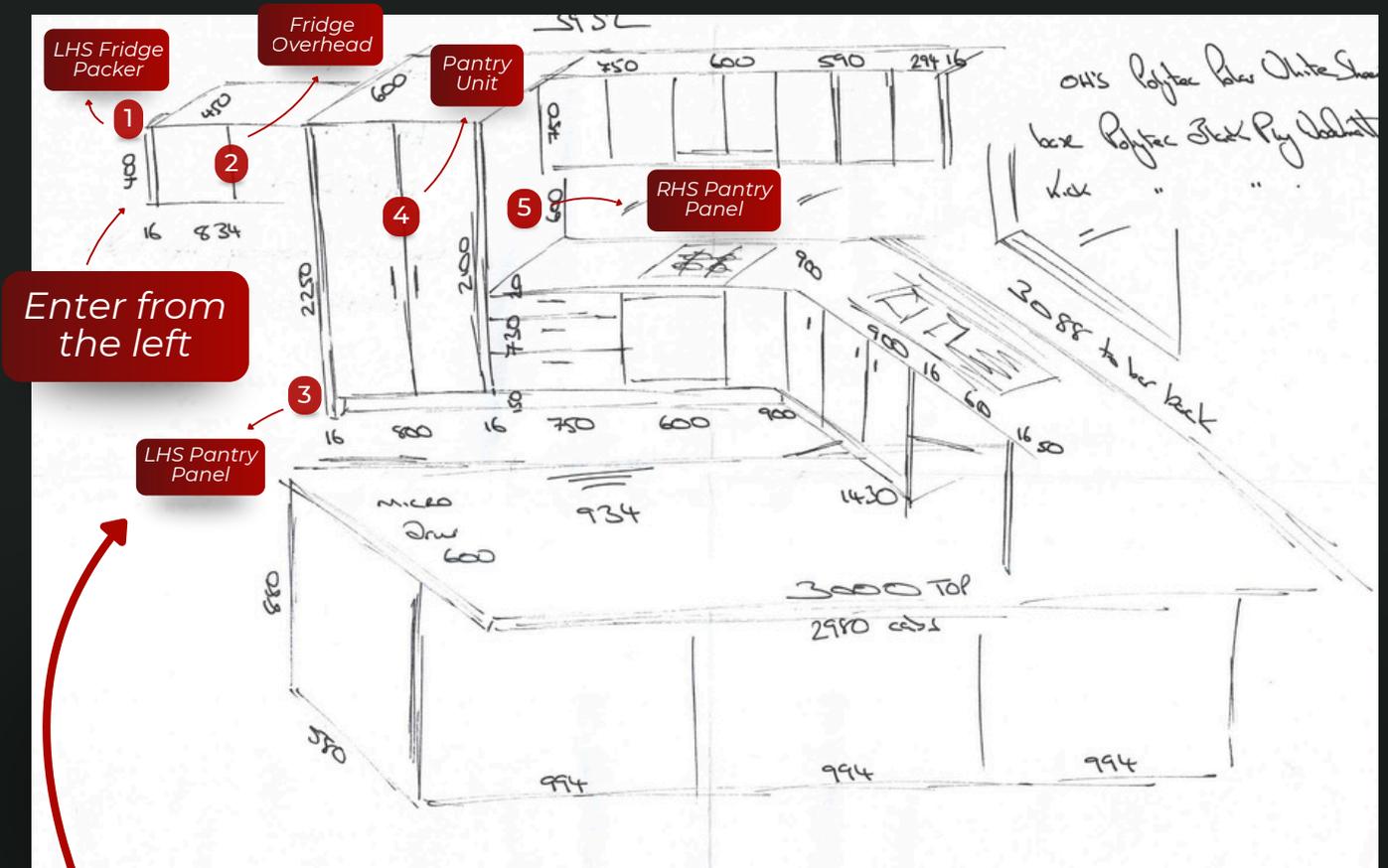
Room 1
KITCHEN
Boston Oak

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.
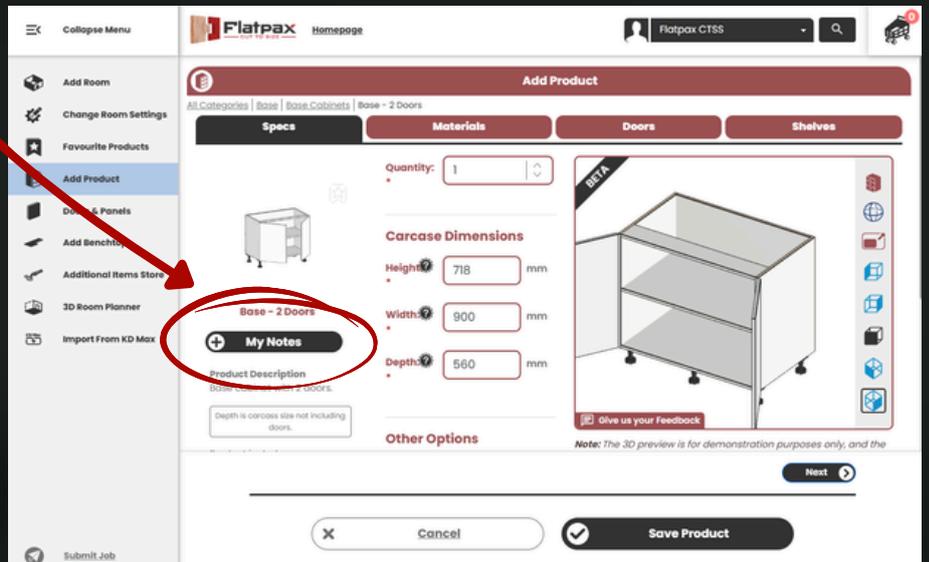

LHS Fridge Packer **1**

Fridge Overhead **2**

Pantry Unit **4**

RHS Pantry Panel **5**

Enter from the left

LHS Pantry Panel **3**

04 USE MY NOTES

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

'My Notes'

EXAMPLE

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

05 KEEP IT IN ORDER

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

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.
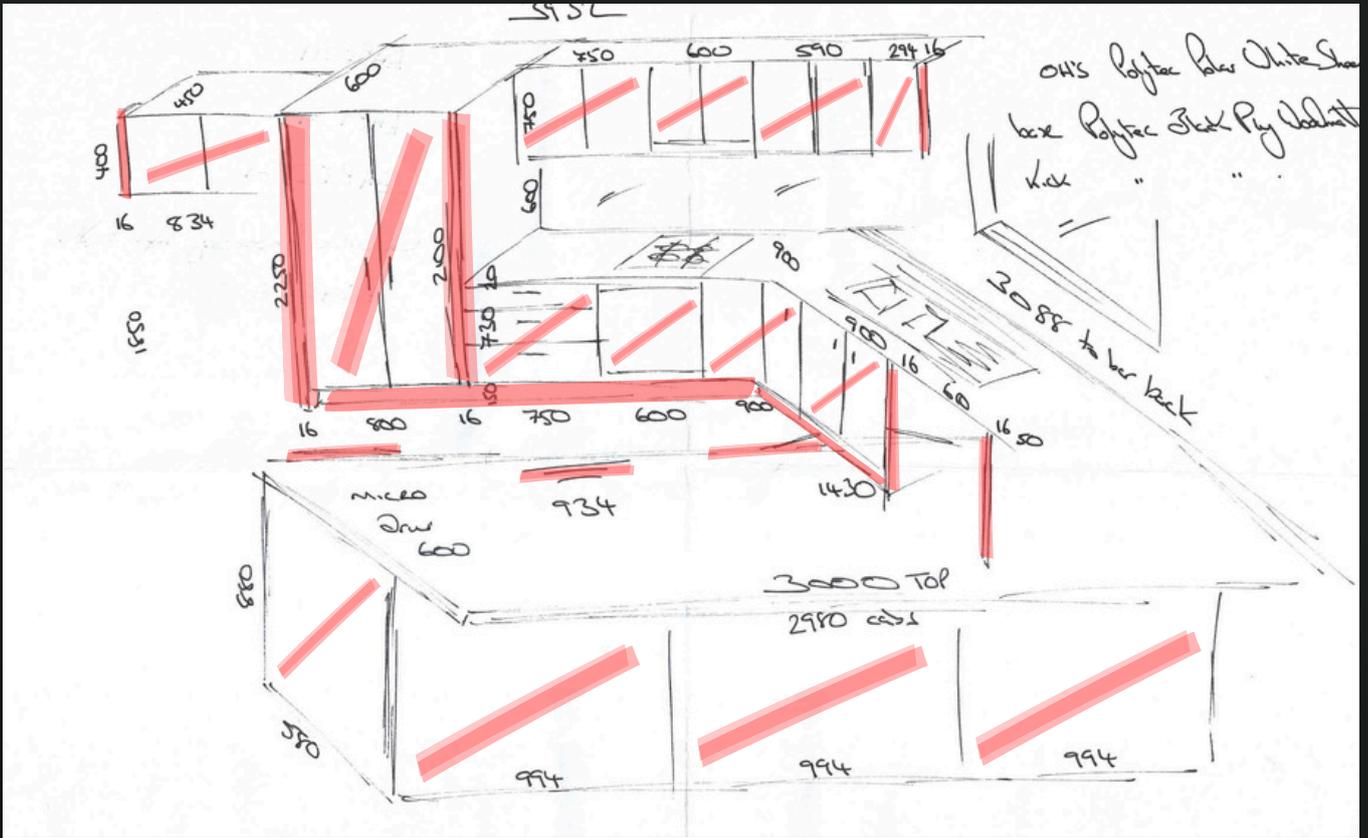
EXAMPLE
- Rip 80mm panels down to 50mm

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

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.

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.
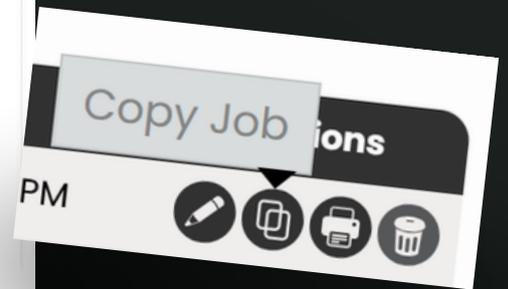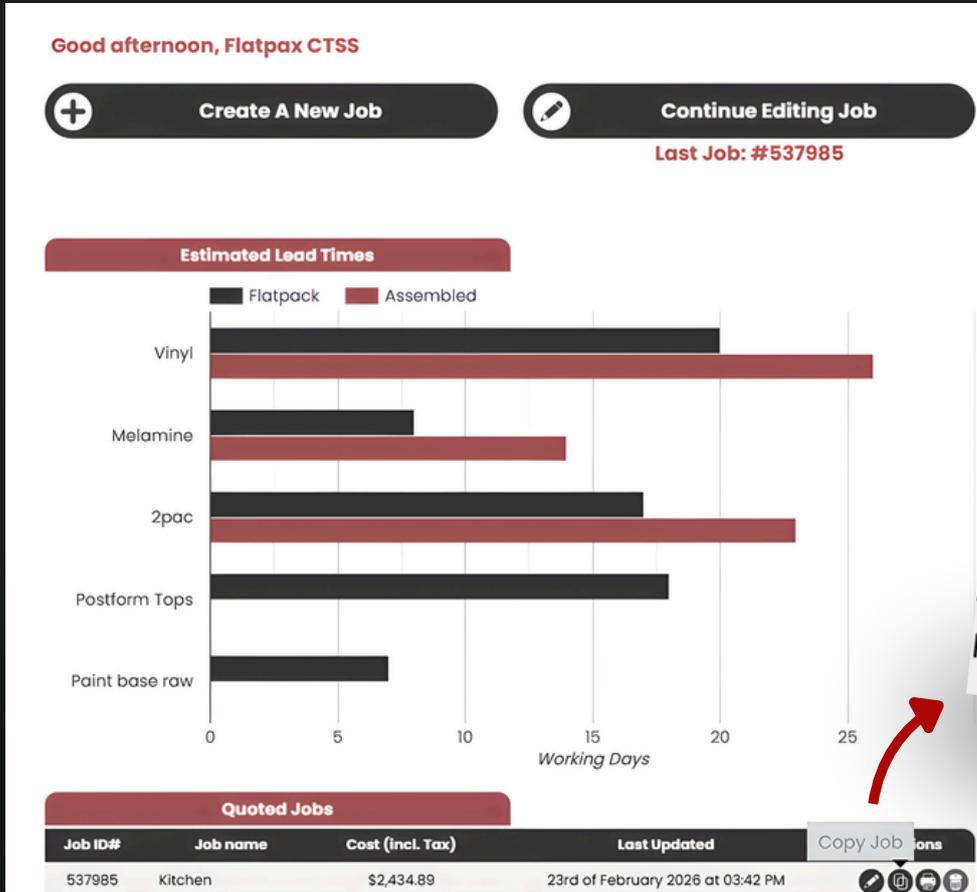
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