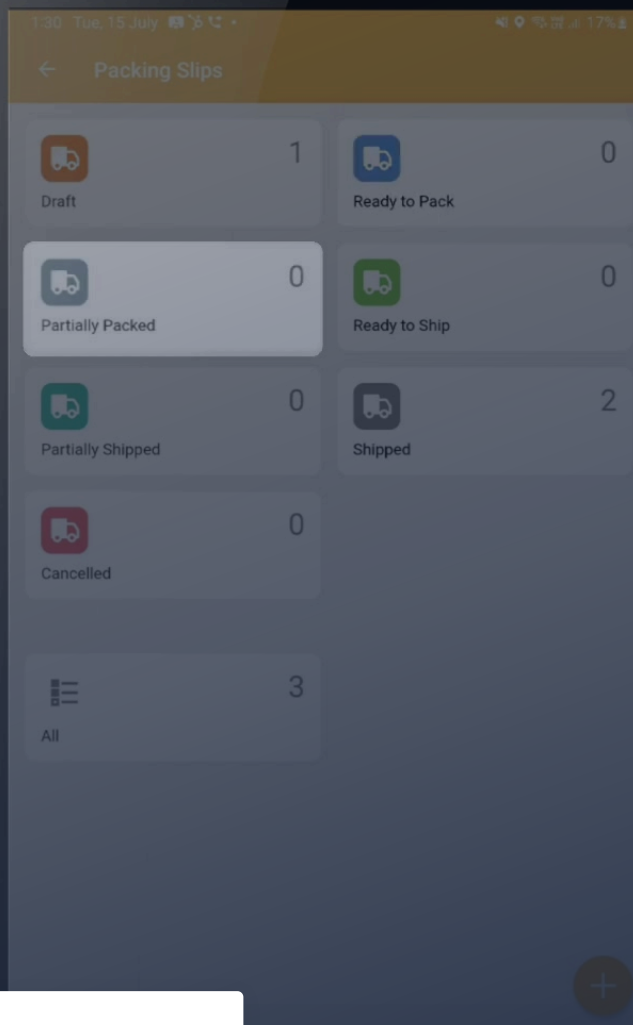




KYNECTION
KNOWLEDGE IN MOTION

FEATURE GUIDE

KYNECTION • INVENTORY • PART 5 OF INVENTORY MOBILE

Create and Manage *Packing Slips on Mobile*

Raising a packing slip from the warehouse floor: reading the dashboard and its lifecycle, creating a slip, choosing the customer and origin warehouse, and attaching notes and files.

3 CHAPTERS

43 SEC

INVENTORY

MOBILE USERS • STORES & DRIVERS

FEATURE GUIDE • 43 SEC

What this feature covers

Three stages, five steps: the packing slip dashboard, creating a slip, and adding the detail.

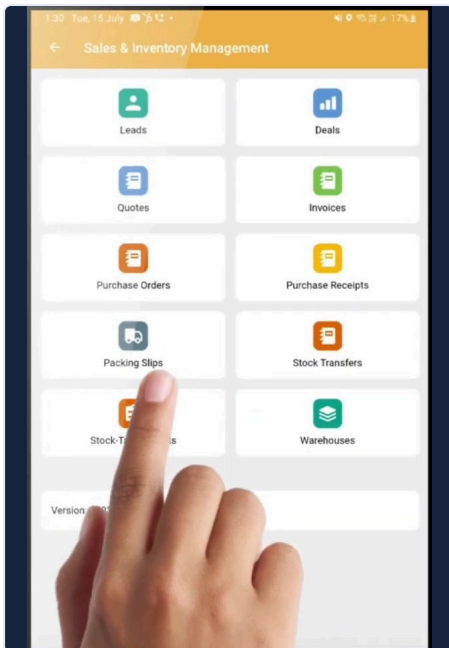
CH 01	Open packing slips The dashboard is every slip and where each has got to.	00:00–00:20
CH 02	Create a slip A new slip needs a customer and a source.	00:20–00:33
CH 03	Add the detail Notes and files attach to the slip itself.	00:33–00:43

- **The lifecycle is the point.** A slip moves through states, so the dashboard tells you what is picked, what is out and what is done.
- **Origin warehouse matters.** It is what decides which location the stock comes off.
- **Attach at the time.** Notes and files added on the floor save reconstructing what happened later.

READ AS Screens are captured from the walkthrough video at the timestamp shown on each step. Company names, policy numbers and dollar values are demonstration data.

Open packing slips

The dashboard is every slip and where each has got to.

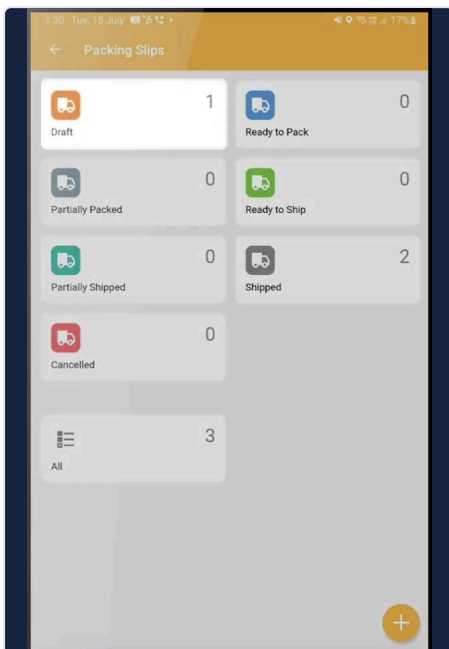


STEP 1 • 00:02 IN THE VIDEO

Find the feature

Packing slips are reached from the mobile app's inventory area.

CHAPTER 01 • STEP 1 OF 2



STEP 2 • 00:09 IN THE VIDEO

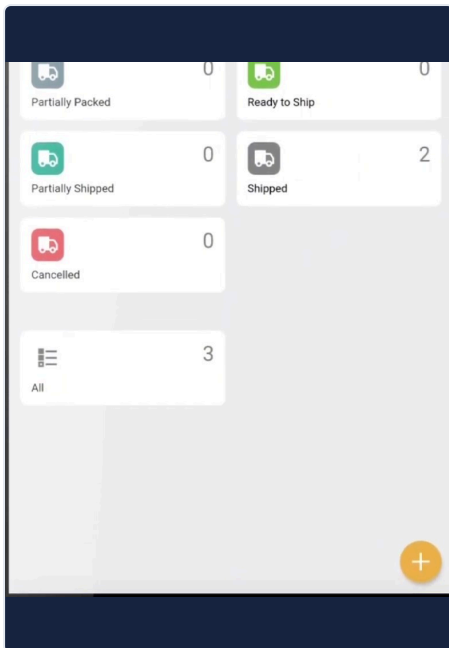
Read the dashboard

The dashboard groups slips by their stage in the lifecycle, so what is outstanding is visible at a glance.

CHAPTER 01 • STEP 2 OF 2

Create a slip

A new slip needs a customer and a source.

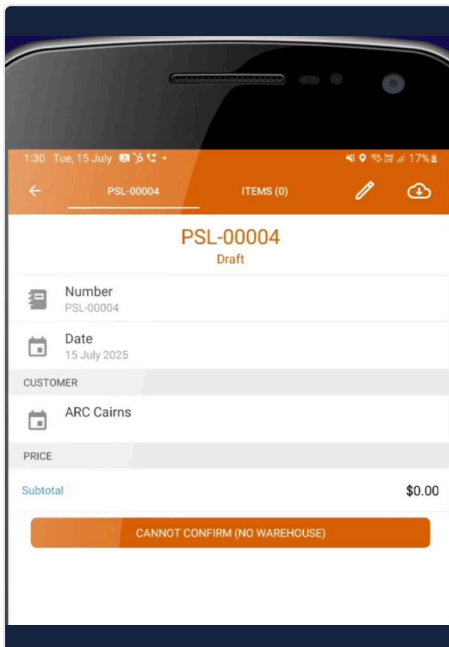


STEP 1 • 00:22 IN THE VIDEO

Start a new slip

Creating a slip opens the form to complete.

CHAPTER 02 • STEP 1 OF 2



STEP 2 • 00:31 IN THE VIDEO

Choose customer and warehouse

Select the customer the stock is going to and the origin warehouse it comes from.

CHAPTER 02 • STEP 2 OF 2

Add the detail

Notes and files attach to the slip itself.

The screenshot shows a mobile application interface for editing a slip. At the top, there's an orange header with a checkmark icon, the word 'Edit', and a trash icon. Below the header, the form contains the following fields:

- Number: PSL-00004
- Date: 15 July 2025
- GST%: 10
- Owner: Ky Admin
- Description: (empty field with a plus icon to the right)
- Customer: (empty field with a plus icon to the right)
- Project: (empty field with a plus icon to the right)
- Job: (empty field with a plus icon to the right)
- Pack from Module: (empty field with a plus icon to the right)
- Pack From: (empty field with a plus icon to the right)
- Pack to Module: (empty field with a plus icon to the right)
- Pack To: (empty field with a plus icon to the right)
- CUSTOM FIELDS: (header for a section of custom fields)
- Reference Number: (empty field with a plus icon to the right)
- Delivery Address: (empty field with a plus icon to the right)

STEP 1 • 00:38 IN THE VIDEO

Attach notes and files

Notes and attachments are added to the slip, which saves reconstructing what happened later.

CHAPTER 03 • STEP 1 OF 1

NEXT

Where to go next

This guide covers one part of the module. The rest of the series covers it end to end.

BACK TO Inventory Mobile 04

Transfer stock between warehouses

THE REST OF THE INVENTORY MODULE

Ask your Kynection account manager for the web guides in this series

MORE IN THIS MODULE

Inventory Mobile 01	Manage your inventory from your phone (module overview)
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Inventory Mobile 02	Check warehouse stock on your phone
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Inventory Mobile 03	Run mobile stocktakes and scan barcodes
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Inventory Mobile 04	Transfer stock between warehouses
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