You need to manage your account with different types of information like users, addresses, boxes, handling units, and line items. So, all this stuff will be managed in the directories. Directories include the following modules

- Address Book
- Handling Units
- Hazmat
- Commodities
- Box Sizes
- Users
- Products

Address Book

- Navigate to **Directories** > **Address Book**

Add Address Manually

In address book page, you are allowed to add you warehouse or dropship addresses as many as you want. Follow the instructions to add address manually

- Navigate to **Directories** > **Address Book**
- Click the **Add Address** button
- Fill the address form and click **Save** button

Import Addresses

You may also retrieve the warehouse or dropship addresses from your e-commerce stores. Follow the instructions to retrieve the addresses

Important Note for WooCommerce Users: Download *"FreightDesk Online Shipping Details"* addon and install it on your e-commerce store. It is mandatory for the **WooCommerce** users. Click here for more details

- Navigate to **Directories** > **Address Book**
- Click the **Import Addresses** button
- Click the **Import** button next to the store name

Your addresses will be imported and listed there. If your addresses are incomplete then **Edit** those addresses and complete them.

If you have multiple ship from (warehouse or dropship) address in Address Book, then our suggestion is to mark one of them as default address. Default address will be helpful while shipping of orders.

Handling Units

A handling unit is a physical unit consisting of packaging materials (load carriers/packing material) and the goods contained on/in it. A handling unit is always a combination of products and packaging materials. All the information contained in the product items, for example, about batches, is retained in the handling units and is always available. Handling units can be nested, and you can create a new handling unit from several other handling units.

A handling unit has a unique, scannable identification number that you can construct according to industry standards such as EAN 128 or SSCC.

Handling Unit

You can add collection of handling units in the directory. After adding handling units, you can pull them in **order** to get the quotes and create a shipment.

- Navigate to **Directories** > **Handling Units**
- Click the **Add Handling Unit** button
- Fill the handling unit form and click **Save** button

You can mark one of the handling unit as default. It will be auto populated in the **order** or **manual order** to get quotes and shipment.

Hazmat

HazMat is an abbreviation of "Hazardous material". A hazardous material, or HazMat, is a chemical or agent (biological, chemical, radiological, or physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with others.

HazMat is often used as a general term to describe Hazardous Substances, Dangerous Goods, Extremely Hazardous Substances, or Hazardous Waste.

Follow the following instructions to add hazmat in your directory

- Navigate to **Directories** > **hazmat**
- Click the **Add hazmat** button
- Fill the hazmat form and click **Save** button

You can mark one of the hazmat as default. It will be auto populated with default handling unit in the **order** or **manual order** to get quotes and shipment.

Commodities

Commodity may be defined as a raw material or product that is traded, such as ores, grain, coffee etc. In FreightDesk Online, you can add multiple commodities in one handling unit while getting quotes. Follow the following instructions to add commodities in your directory

- Navigate to **Directories** > **Commodities**
- Click the **Add Commodity** button
- Fill the commodity form and click **Save** button

After adding the commodities, you can pull them in **order** or **manual order** page for quotes and shipment.

Box Sizes

Use the Standard Box Sizes feature to obtain the most accurate shipping rates possible. In FreightDesk Online, you can add box sizes manually or retrieve them from your e-commerce store. Follow the following instructions give below

Add Box

- Navigate to **Directories** > **Box Sizes**
- Click the **Add Box** button
- Fill the box sizes form and click **Save** button

Import Boxes

You may also retrieve the box sizes from your e-commerce stores. Follow the instructions to retrieve the addresses

Important Note for WooCommerce Users: Download *"FreightDesk Online Shipping Details"* addon and install it on your e-commerce store. It is mandatory for the **WooCommerce** users. Click here for more details

- Navigate to **Directories** > **Address Book**
- Click the **Import Boxes** button
- Click the **Import** button next to the store name

After retrieving the boxes from your e-commerce store, **Edit** the boxes which are in lack of box dimensions and complete them. Then you will be able to pull these boxes in **Order** or **Maunal Order** for quotes and shipment.

Users

If you need to associate multiple users with your account to manage different activities then you can send invitations to them with different permissions to access the resources of your account. Follow the following instructions give below to add users

- Navigate to **Directories** > **Users**
- Click the **Add User** button
- You will be asked for the email and permissions to be assigned. Fill the user form and click **Save** button

After clicking the **Save** button, an invitation email will be sent with the verification link. After the varification of email, your invited person will be asked for creating of password that he/she need to login in FreightDesk Online.

Your invited person can access to his account when he/she is done with the creation of password.

Products

FreightDesk Online is not providing the inventory management but still retrieving the line items from your e-commerce store while retrieving the orders. These line items will be listed in **Products** page under the **Directories**. You can also add your products manually as the instructions given below

- Navigate to **Directories** > **Products**
- Click the **Add Product** button
- Fill the product form with the required information and click **Save** button

You can pull these products to calculate the shipping packages in **Manual Order**. Click here for more details.