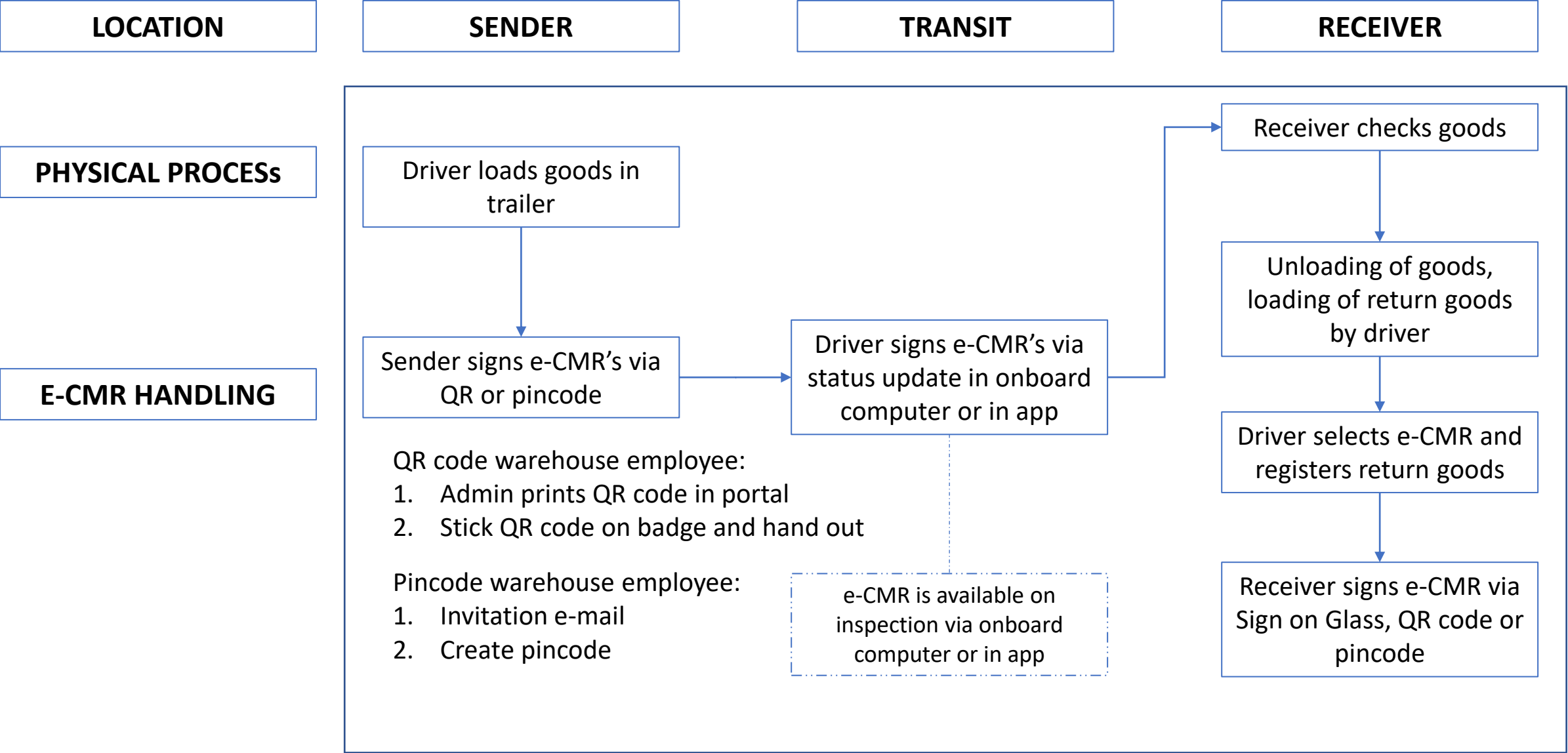


Collect + Go: user manual (super) admin



E-CMR process



Setup of users and roles in portal

User roles:

- Super Admin Has permission to create organisations and users / view all
- Company Admin Has permission to create users within own company
- Planner Has permission to modify e-CMR's and create driver users
- Signing User Has permission to view, modify and sign e-CMR's with QR or pincode (Sender or Receiver org)

- 1) The super admin creates a company admin user per company. He/she invites the other companies for one time registration of the organisation and its users. The user permissions are role based (slide 4)
- 2) The company admin user gets access to the Collect + Go portal with visibility and processing options for the e-CMR transactions for that organisation (slide 5).
- 3) The (super) admin can create Signing Users in the Users section. They receive an activation e-mail (slides 6-8)
- 4) E-Signing option 1: signing users sign e-CMR's via QR code. This QR code is printed by the (super) admin and applied to a badge (slide 9). The driver scans this QR code. The warehouse employee signs the e-CMR by issuing his/her badge to the driver. The driver scans the QR code via the camera function.
- 5) E-signing option 2: signing users sign the e e-CMR's via pincode in portal. A four digit pincode is used to sign off e-CMR's via portal.collectgop.eu (slides 10-11).

Portal url: <https://portal.collectgo.eu>

Roles / permissions

Permission	Description	Super Admin	Company Admin	Planner	Driver User	Signing User
Change status of CMR	Determines the ability for a user with a role to change the current CMR status in reverse order, for example, to transfer signed documents to their original state	+				
Viewing cmrs	Determines the ability to view cmr, goods and containers on them	+	+	+	+	+
Modify cmrs	Determines the ability to adjust data on cmr (add, change), goods and containers on them	+	+	+	+	+
Remove cmrs	Determines the ability to delete cmr, goods and containers on them	+	+	+		
Signature cmrs	Determines the ability to sign cmrs			+	+	+
Modify or remove roles	Determines the ability to adjust (add, change) and delete data by roles and permission	+	+			
Assignment of role	Assigning Roles to Users	+	+			
Viewing roles	Determines the ability to view roles by user's organization	+	+	+		
Modify or remove organizations	Determines the ability to adjust (add, change) and delete data by organization	+	+			
Viewing organizations	Determines the ability to view organizations	+	+	+		
Use portal	Can use portal	+	+	+		+
Use mobile app	Can use application	+	+		+	
Create Driver User		+	+	+		
Remove photo	Determines the ability to delete photo on cmr	+				
Create CMR	Possibility to create a new CMR in portal	+	+	+		

Admin user – Portal functions



e-Documents

Users

Roles

Organisations






Create users

Gives the overview of all e-CMR's:

e-Documents

Filter/Search



	Attachments	Code	Driver	Trip ID	Name	Country	Code	Place	Street + nr.	Status
    	1	NL00577065VAE			Veenendaal	NL	3903 AX	Veenendaal	Groeneveldselaan	Created

View attachments (Photos)

View PDF

Delete e-CMR (not possible after signing)

Change data within e-CMR

View all data within e-CMR

Add remarks and add e-mail addresses in portal

Create signing users

portal.collectgo.eu/nl/users

Gebruiker aanmaken OPSLAAN

Organisatie
Customer name ← Choose customer name from dropdown

Rol
Signing User ← Choose role signing user

E-mail
User's e-mail adress ← E-mail adress for signing user / invitation e-mail
Invalid e-mail. 44 / 255

Landcode operatie
Netherlands - NL

Operatie postcode
4612 PS 7 / 50

Operatie plaats
BERGEN OP ZOOM 14 / 100

Operatie straat + nr.
LELYWEG 31 10 / 100

Save

User receives e-mail

Collect+Go: Complete your sign up

Inbox x



orderinfo@collectgo.eu

aan info ▼

13:27 (0 minuten geleden)



Engels ▼



Nederlands ▼

[Bericht vertalen](#)

[Uitschakelen voor: Engels](#) x

Hello!

Admin has invited you to join Collect + Go Platform.

Please complete your sign up at <https://portal.collectgo.eu/en/registration/29285bdd62bb02a67a455e35998f75f7>

After you provide the details and verify your email, you will be able to sign CMRs.

Regards, Collect + Go Team



Beantwoorden




Allen beantwoorden



Doorsturen

Activation of user and pincode

← → ↻ portal.collectgo.eu/en/registration/29285bdd62bb02a67a455e35998f75f7 🔍 ☆ 📄 ✉ 1701 ⚙️ 👤 ⋮



Complete your userinfo

Username* ← Define user name × 11 / 20

Code* ← Define pincode × 4 / 4

First Name* ← First name × 4 / 20

Last Name* ← Last name × 12 / 20

Save →

Your userinfo

Email Address


Country Code

Postal Code

Place


Print QR code by (super-) admin user

(Super) admin
user



Dashboarde-DocumentsGebruikersRollenOrganisaties

H hans.togtema@collectgo.euCollect + Go







Gebruikers

+ Gebruiker aanmaken

AnnulerenZoeken

hanst




Naam	Achternaam
Hans	T

Organisatie	Bestuurders-ID	Rol	Staat
otmail.com	Collect + Go Demo Omgeving	Cross Platform signer	Actief

Rijen per pagina: 101-1 van 1


QR Code



Hans T

SLUITENAFDRUKKEN

Pincode signing process portal




[Dashboard](#)[e-Documents](#)

H

HansTsigner
Collect + Go Demo Omgeving

▼




































e-Documents

Sign via pincode

Platformonafhankelijke ondertekening

Filter/Zoeken



	Bijlagen	Code	Bestuurder	Trip ID	Naam	Land	Code	Plaats	Straat + nr.	Status	Laatst gewijzigd
   	1	DEACD123VAE	Demodriver		Ruettchen Breda	NL	1234 AB	Breda	Straat van ontvangst 30	Ondertekend door afzender	2020-03-10 17:55
   		NL12345678VAE			Retailer DC	NL	1234 AB	Amsterdam	Straat van ontvangst 30	Klaar voor ondertekening	2020-01-08 11:05
   		NL1234567VAE			Retailer DC	NL	1234 AB	Amsterdam	Straat van ontvangst 30	Klaar voor ondertekening	2020-01-08 11:01
   	2	NL1234686778VAE	Demodriver		Ruettchen Breda	NL	1234 AB	Breda	Straat van ontvangst 30	Ondertekend door chauffeur	2020-02-05 12:21
   		NL5234686778VAE	Demodriver		Ruettchen Breda	NL	1234 AB	Breda	Straat van ontvangst 30	Klaar voor ondertekening	2020-02-18 16:19
   	1	NLDEMO124VAE	Demodriver		Retailer DC	NL	1234 AB	Amsterdam	Straat van ontvangst 30	Ondertekend door chauffeur	2020-02-26 14:49
   		NLDEMO125VAE		123	Retailer DC	NL	1234 AB	Amsterdam	Straat van ontvangst 30	Klaar voor ondertekening	2020-02-21 14:26
   		NLDEMO126VAE		123	Retailer DC	NL	1234 AB	Amsterdam	Straat van ontvangst 30	Klaar voor ondertekening	2020-02-21 14:27

Signoff via pincode



Dashboard

e-Documents

H

HansTsigner

Collect + Go Demo Omgeving



e-Documents

Platformonafhankelijke ondertekening

Filter/Zoeken



Document ondertekenen

Teken

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Opmerkingen

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ANNULEREN

TEKEN

Code	Plaats	Straat + nr.	Status	Laatst gewijzigd
1234 AB	Breda	Straat van ontvangst 30	Ondertekend door afzender	2020-03-10 17:55
1234 AB	Amsterdam	Straat van ontvangst 30	Klaar voor ondertekening	2020-01-08 11:05
1234 AB	Amsterdam	Straat van ontvangst 30	Klaar voor ondertekening	2020-01-08 11:01
1234 AB	Breda	Straat van ontvangst 30	Ondertekend door chauffeur	2020-02-05 12:21
1234 AB	Breda	Straat van ontvangst 30	Klaar voor ondertekening	2020-02-18 16:19
1234 AB	Amsterdam	Straat van ontvangst 30	Ondertekend door chauffeur	2020-02-26 14:49
1234 AB	Amsterdam	Straat van ontvangst 30	Klaar voor ondertekening	2020-02-21 14:26
1234 AB	Amsterdam	Straat van ontvangst 30	Klaar voor ondertekening	2020-02-21 14:27