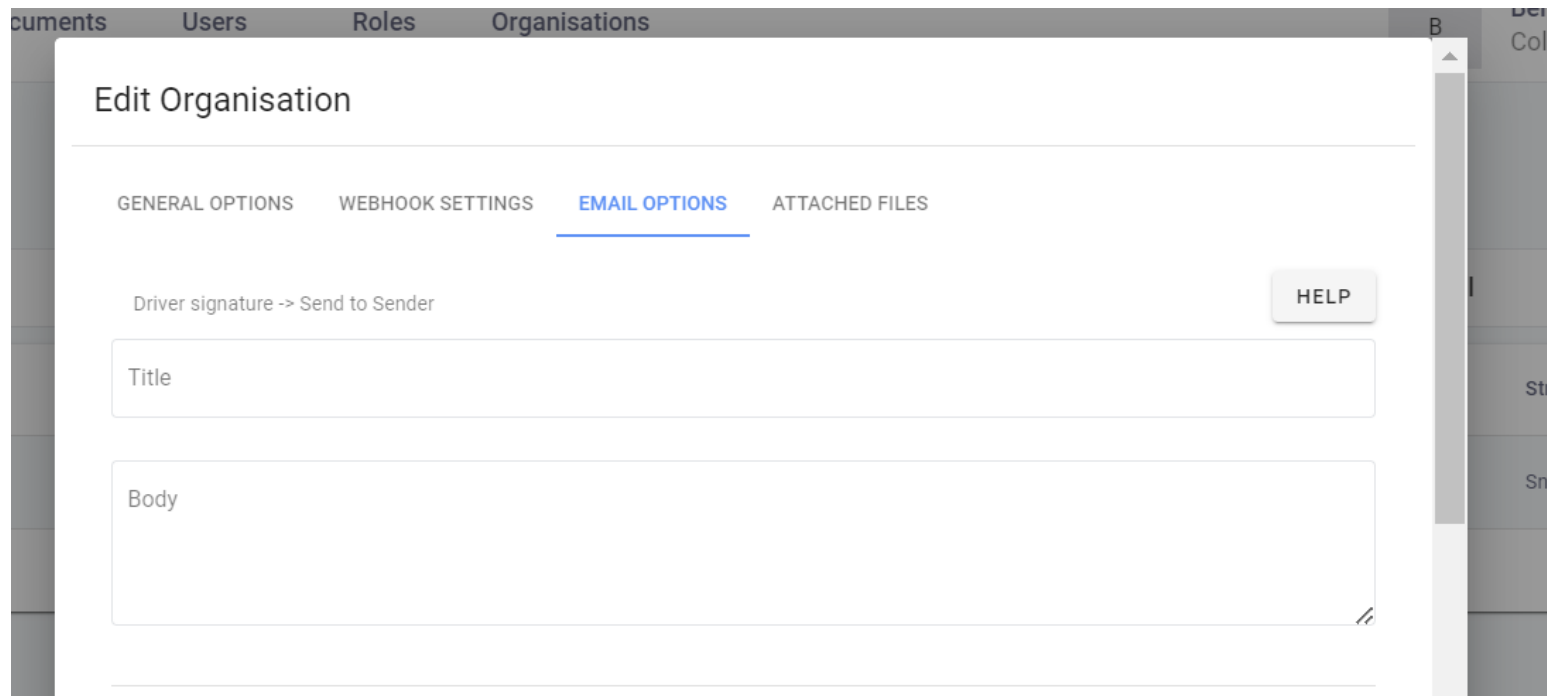
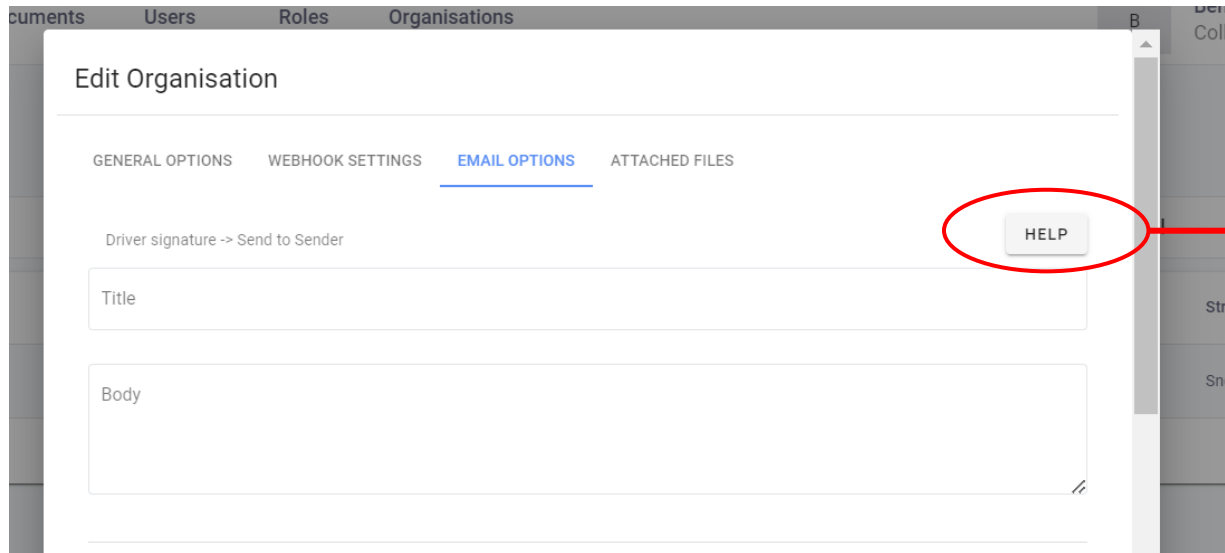


1. click on the edit button of the organization you want to set up automatic mail for



The screenshot shows a web application interface with a sidebar menu containing 'Documents', 'Users', 'Roles', and 'Organisations'. The 'Organisations' section is active, displaying a modal titled 'Edit Organisation'. Inside the modal, there are four tabs: 'GENERAL OPTIONS', 'WEBHOOK SETTINGS', 'EMAIL OPTIONS' (which is selected and underlined), and 'ATTACHED FILES'. Below the tabs, the text 'Driver signature -> Send to Sender' is visible next to a 'HELP' button. There are two input fields: 'Title' and 'Body'. The 'Body' field is a larger text area with a small icon in the bottom right corner.

2. Navigate to the 3rd tab “email options” in the pop-up screen.



The screenshot shows the 'Edit Organisation' form with tabs for 'GENERAL OPTIONS', 'WEBHOOK SETTINGS', 'EMAIL OPTIONS' (selected), and 'ATTACHED FILES'. A red circle highlights a 'HELP' button on the right side of the form. The form includes a 'Driver signature -> Send to Sender' label and input fields for 'Title' and 'Body'.

3. By clicking on the “Help” button, a pop-up screen appears. This screen contains all kinds of codes you can use in your email to plot information from the e-CMR in your email.



The screenshot shows a 'Help' pop-up screen with a list of codes that can be used in email templates. The codes are listed in a scrollable area:

- <code>
- <CMRCode>
- <LoadOrderID>
- <UnLoadOrderID>
- <Status>
- <DeliveryStreet>
- <DeliveryPostalCode>
- <DeliveryPlace>
- <DeliveryCountryCode>
- <CollectionStreet>
- <CollectionPostalCode>
- <CollectionPlace>
- <CollectionCountryCode>
- <SenderInstructions>
- <Franco>
- <CarrierReservations>
- <SpecialAgreements>
- <DrawnUpPlace>
- <DrawnUpDate>

4. You can choose which event should be the trigger to send the email. for example, if this is the receives signature, write the email in that box.

Trigger

Receiver signature -> Send to Sender

Title

Copy of e-CMR <CMRCode>

Body

Hereby the confirmation that the goods have been successfully delivered.

The goods are delivered on the following address:

<DeliveryStreet>
<DeliveryPostalCode>
<DeliveryPlace>

Attached to this e-mail, you will find a copy of the signed e-CMR.

Kind regards,

The Collect + Go Team

5. In the text box, you can use the codes to plot information from the e-CMR in your email. You can also plot this information in the title of the email as you can see in the example.

6. When the email is ready, it looks like this to the receiver of the email. In this case, the email has been signed by the Collect + Go team. Here, you can also put your company's name. Unfortunately, it is not possible to also send the mail from your own company mail address.

Copy of e-CMR NLAZ828282772VAE Inbox x



orderinfo@collectgo.eu <orderinfo@collectgo.eu>

aan mij ▼

Hereby the confirmation that the goods have been successfully delivered.

The goods are delivered on the following address:

karstraat 99

1000AB

Schijndel

Attached to this e-mail, you will find a copy of the signed e-CMR.

Kind regards,

The Collect + Go Team

1 bijlage • Gescand door Gmail ⓘ



7. IMPORTANT: Do not forget to enter the email addresses when creating the e-CMR. If you don't do this, the mail cannot be sent.