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OASIS EMESSAGE

Last Revision Date: May 28, 2013

Last Update: November 5, 2003

Please note the following enhancements:

Signature Fields – Emessaging

Can be accessed by selecting Maintenance then <Set Station Defaults> from the OASIS Main Menu.

O.A.S.I.S.-Web Ocean Air Shipping Information System - r2013.05

File Edit Contacts Transactions Reports Maintenance Security Help

YOUR CO

Setup Station Defaults

Default AES E-Mail: aestoryourcompany@xxx.com

AWB Place of Execution: [Text Box]

AWB Signature: [Text Box]

Default Photo File Path: [Text Box] ...

eMail Signature: yourname@xxx.com
your company
123address
city, state, zip
Thank you for your business etc.

eMail From Address: emessagefromaddress field@xxx.com

NOTE! These Settings will be used by this station ONLY!

Ok Cancel

Email Signature

Can be personalized by entering your company particulars such as Company Name, Address fields and other closing remarks such "Thank You for your business". The Email Signature data will automatically be included in the message body of the eMessage being sent.

Email From Address

A default **From** email address must be edited by accessing this field and editing the email address you wish to use for all OASIS eMessages. Prior to this enhancement your email address had to be entered manually each and every time.

The screenshot shows the 'OASIS Emessage' application window. It has three tabs: 'Template', 'Data', and 'Docs'. The 'Template' tab is active, showing a form for a 'Master Bill of Lading Transmittal'. The 'From' field is circled in red and contains the text 'emessagefromaddress field@xxx.com'. The 'Message' field is also circled in red and contains the text: 'Please e-mail or fax a pre-release b/l to: yourname@xxx.com your company 123address city, state, zip Thank you for your business etc.' The 'Data' tab shows a list of fields: Carrier, Client, Shipper, Consignee, Reference Number, ETD, ETA, Port of Loading, Port of Discharge, Ultimate Destination, and My Signature. The 'Docs' tab is empty. The 'From' field is labeled 'From: (required)' and the 'Message' field is labeled 'Message: (required)'. There are 'CANCEL' and 'SEND' buttons at the bottom right.

Processing

As of June, 2013 -the processing steps required in executing an eMessage have been reduced from 7-10 to just 2 .

Control Templates

Request	Solution
Emessage 1) Add Default Template (by Template Name) to each template type (Shipment/Inbound/Call/Warehouse) which will be automatically selected when the eMessage is initiated.	Added new field to eMessage to allow a template to be designated the 'Default' for Type selected. Added Default eMessage template selection to Client record for each transaction type
Added Template Setting which allows selection of parties (Client, Shipper, Consignee, Forwarder, Notify Party) to be included for eMessage Notifications.	Added Distribution Fields to eMessage Templates allows selection of TO, CC, or BCC for available parties

Automatically Load Default Template according to Client, then load any Active eMessage Contacts from any of the selected parties into the proper TO,CC, and BCC fields whenever the eMessage button is clicked.	Recoded eMessage Send routine so it will first check the CLIENT record for Template DEFAULT, then if none load the System DEFAULT for that transaction type. Then use the Distribution list on the Template to load the TO, CC, and BCC using the eMail enabled contacts from each party.
---	---

EMESSAGE FUNCTIONALITY

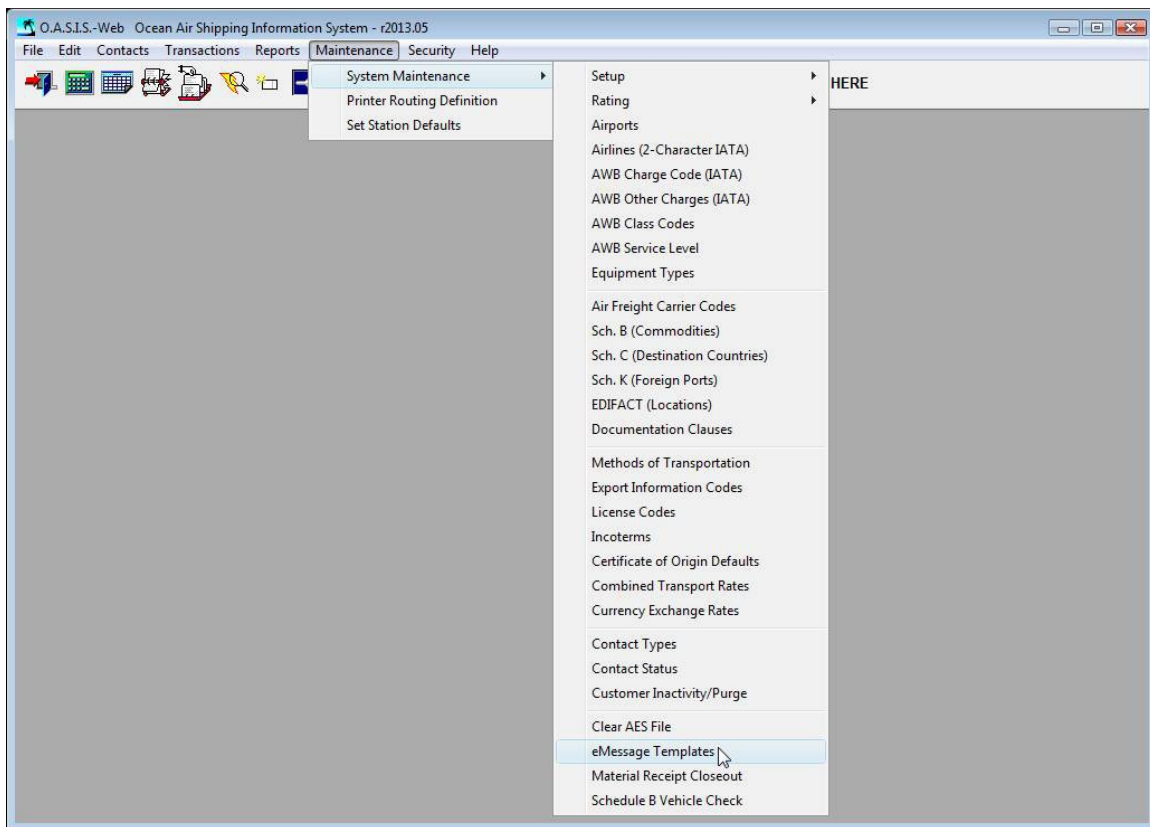
OASIS eMessage allows the OASIS site to set up Email notifications, based on “system” events such as RFQ ‘Request For Quotations’, Booking Confirmations, Pre-Shipment Advices and other events, which have been enabled within the OASIS environment. Additionally, eMessage allows for the automatic generation of OASIS documents in Adobe PDF electronic form which may be attached with your eMessage distributed to clients, consignees, trading parties or other related individuals.

Several improvements have been made to OASIS eMessage based on user suggestions. This updated document details these functions.

Default Email System Setup

Emessages can be setup with a default or customized individually for specific clients. This section describes the default setup.

In order to setup the **eMessage** system, access <System Maintenance> from the OASIS Main Menu and then the **eMessage** option as presented in this screen.



Email Message Templates

Initially, a few sample Messages will be supplied with OASIS. All system tabs and buttons like <Insert>, <Change>, <Delete> and system functions are organized to seamlessly function exactly as in other OASIS system areas or modules.

Template Type

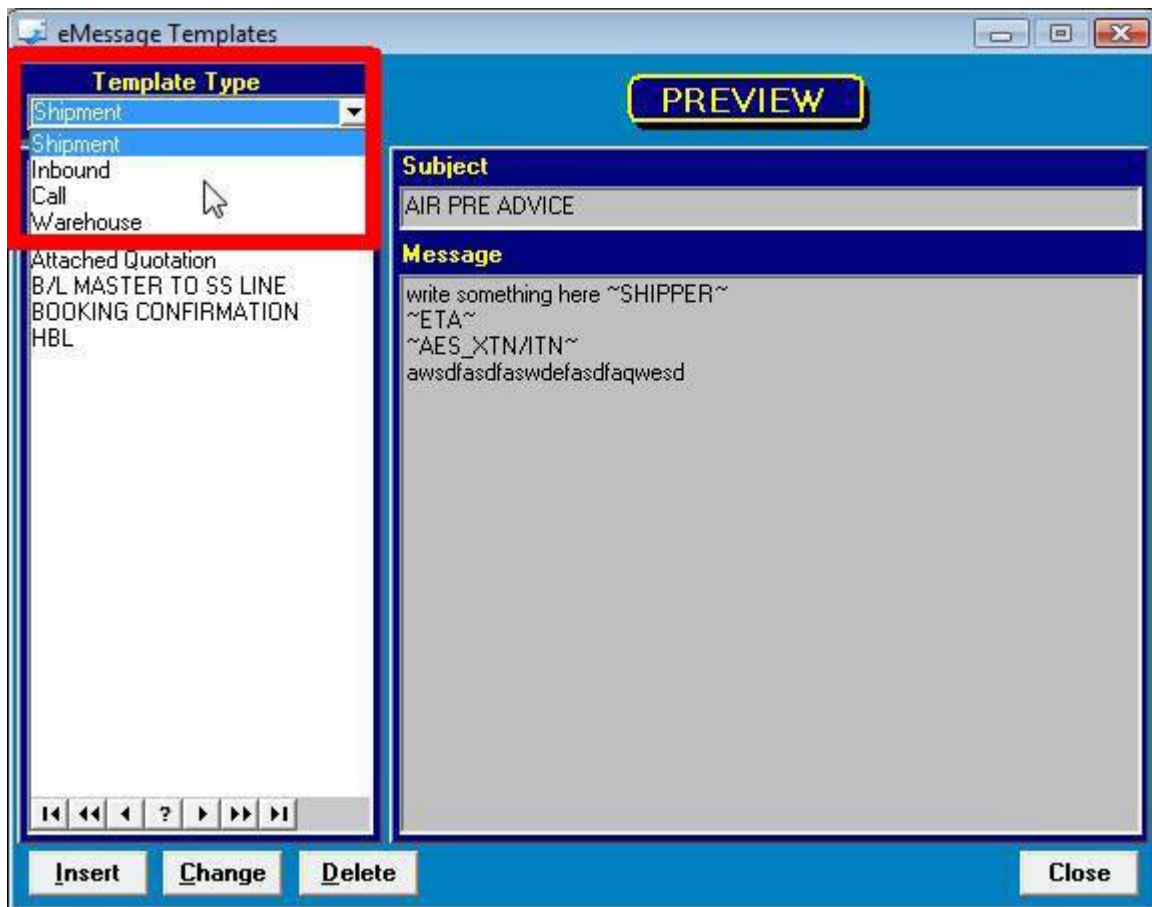
The template types available are:

- Shipment (Air / Ocean)
- Inbound

- Call
- Warehouse

Selecting a TEMPLATE TYPE from the Drop Down Arrow allows the operator to select a specific Template Type. The predefined Subject and corresponding Message are displayed in the appropriate box areas.

You may design / Edit the wording to suit your specific operational needs in the various Template Types of messages for specific OASIS modules.



Insert

Allows the operator to **INS**ert a new Message Title and thus create additional OASIS email notification system events.

Change

Allows the operator to Change or modify a previously OASIS email notification system event.

Delete

As the name implies, deletes a previously existing email notification system event.

Message Title

The name of the OASIS email system event.

Subject

Is the Subject line, which will be displayed to the recipient of the OASIS email system event.

Editing OASIS eMessages

Once you either <Insert> or <Change> an **eMessage** a screen similar to this one will be presented. You will note that the screen has several areas.

Added new field to eMessage to allow a template to be designated the 'Default' for Type selected.
Added colorization to identify DEFAULT Template when browsing. Also added error checking so there can only be one DEFAULT for each Type.

Template Type

Selecting this option allows the user to select the type of transaction the eMessage will be for. These include:

- Shipment
- Inbound
- Call Record
- Warehousing

Message Title

Is the Title of your OASIS **eMessage**. This title may be modified because OASIS actually assigns a numeric sequence to each message created and thus is not dependent on the message title. You should endeavour to utilize titles that make sense to the operator. In other words, name the title to the function, which is being ascribed to the same.

The screenshot shows the OASIS eMessage editing interface. At the top, there's a blue header bar with a 'Template Type' dropdown menu set to 'Shipment' and a yellow 'PREVIEW' button. Below the dropdown is a list of message templates: 'Message Title', 'AIR SHIPMENT', 'Attached Documents', 'Attached Quotation', 'B/L MASTER TO SS LINE', 'BOOKING CONFIRMATION' (highlighted in red), and 'HBL'. A red label at the bottom of this list indicates 'RED = Default Template'. To the right of the template list is a 'Subject' field containing 'AIR PRE ADVICE' and a 'Message' field containing placeholder text: 'write something here ~SHIPPER~', '~ETA~', '~AES_XTN/ITN~', and 'awsdfasdfaswdefasdaqwesd'. At the bottom of the screen are four buttons: 'Insert', 'Change', 'Delete', and 'Close'.

Subject:

Is the subject title line that will be displayed on the recipients email message. Please note that you may

utilize text that you create as well as OASIS system ~Variables~ which are picked from the list presented on the right hand side of the screen as well as from the "Field Name" section which contain additional OASIS system ~variables~.

This allows you to create highly customizable messages, which automatically pulls system information from your previously created shipments.

Distribution

You may select to which parties to the transaction you wish to automatically send an eMessage. For example selecting the CLIENT TO field would designate that the CLIENT would received an eMessage. If you wish the CONSIGNEE to also received an eMessage you would also tag that party. Note that you can designate if they are the PRIMARY {TO} or if the message is a CC {Copy} or BCC {Blind Copy}

Message

The actual text or message that will be delivered to the recipient. Keep in mind that you may edit messages including OASIS system ~variables~ which are picked from the Data tab on the right hand side of the screen and placed specifically in the text area you select by placing your cursor were you wish to drop the ~variable~ in. This allow you to create highly effective and informative recipient messages.

Type: Shipment		<input type="checkbox"/> Default Template for Selected Type		Data Documents	
Title: (used for lookup only)				Click below to add item	
B/L MASTER TO SS LINE				Field Name	
Subject:				AES XTN/ITN	
Master Bill of Lading Transmittal				Carrier	
Distribution:				Client	
				Shipper	
				Consignee	
				Booking Number	
				Reference Number	
				Consolidation Number	
				ETD	
				ETA	
				Load Date	
				Cutoff Date	
				Point of Origin	
				Port of Loading	
				Place of Delivery	
				Place of Receipt	
				Port of Discharge	
				Ultimate Destination	
				Vessel	
				Voyage	
				Contact To Attn	
				Contact Traffic	
				Contact Documentation	
				My Signature	
				PO Number	
				My Signature	
Message:					
Re: ~VESSEL~ ~VOYAGE~					
Bkg ~BOOKING_NUMBER~					
Our File: ~REFERENCE_NUMBER~					
The bill of lading master follows as a PFD document.					
Please process the documentation as indicated below:					
___ 3/3 original and 5 (freighted) and 5 (un-freighted) marked ___ "On Board Vessel"					
___ "Received for Shipment". Special date required: _____					
___ Express Release (Non-Negotiable) bill of lading 1 copy (freighted) and 1 copy (unfreighted).					
CSC charges ___ COLLECT ___ prepaid.					
Record will be Changed				OK Cancel	

Data

The Data tab includes many OASIS system ~variables~ not limited to:

- ☐ Carrier
- ☐ Client
- ☐ Shipper
- ☐ Consignee
- ☐ Booking#
- ☐ Reference#
- ☐ Consolidation#
- ☐ ETD
- ☐ ETA
- ☐ Load Date
- ☐ Cutoff Date

And will vary, depending on which Data set you are working with. For example if you are working with the Warehouse module or Inbound module Data set, variables utilized in those modules will be presented from which you may choose.

The screenshot displays the 'Data' tab of the OASIS system. The 'Type' is set to 'Shipment' and 'Default Template for Selected Type' is checked. The 'Title' field contains 'BOOKING CONFIRMATION'. The 'Subject' field contains 'We are pleased to confirm the following booking via emessage'. The 'Distribution' section shows radio button selections for 'Client', 'Shipper', 'Consignee', 'Notify Party', 'Forwarder', 'Agent', 'Broker', 'Carrier', 'Supplier', and 'Delivered By'. The 'Message' field contains a template text with variables like ~REFERENCE_NUMBER~, ~CARRIER~, ~VESSEL~, ~BOOKING_NUMBER~, ~PORT_OF_LOADING~, ~ETD~, ~PORT_OF_DISCHARGE~, ~ETA~, ~CONTACT_TRAFFIC~, and ~MY_SIGNATURE~. On the right, a 'Documents' panel lists various document types for attachment, with 'Booking Confirmation' highlighted. At the bottom, a status bar indicates 'Record will be Changed' and 'OK'/'Cancel' buttons are present.

Distribution:				
	None	TO	CC	BCC
Client	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Shipper	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Consignee	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notify Party	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forwarder	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Distribution:				
	None	TO	CC	BCC
Agent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Broker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrier	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Supplier	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delivered By	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Message:

Your Shipment, File # ~REFERENCE_NUMBER~ has been booked with ~CARRIER~ onboard vessel ~VESSEL~, the Booking Number is ~BOOKING_NUMBER~.

It is scheduled to depart from ~PORT_OF_LOADING~ on ~ETD~ arriving ~PORT_OF_DISCHARGE~ on or about ~ETA~.

If you have any questions or need assistance with this shipment please contact ~CONTACT_TRAFFIC~.

Thank you! ~MY_SIGNATURE~

Documents:

- Document Name
- Quotation
- Quotation Letter
- Rate Quotation
- Booking Confirmation**
- SED
- Bill of Lading
- B/L Instructions
- Pre-Shipping Advice
- Cargo Receipt
- Cargo Receipt Neg
- Dock Receipt
- Confirmed on Board
- Bill of Lading Rider
- Master Bill of Lading
- Air Waybill
- Sight Draft
- Del Order/Doc Receipt
- NAFTA
- CARICOM
- Alternate B/L
- Dangerous Goods
- Invoice
- Packing List
- Commercial Invoice
- Domestic AWB
- Transmittal Letter
- Cert of Origin
- Arrival Notice

Record will be Changed

OK Cancel

Note that if an OASIS system ~variable~ has been defined within the body of one of your **EMessages** but the actual data does not exist in the OASIS shipment referenced, that the **EMessage** will only display the OASIS system ~variable~ i.e.= ~N/A~ instead of something like MAERSK312-4325. In order to correct this, you must access the OASIS transaction and enter "valid" data into the corresponding OASIS system ~variable~ field.

Documents (PDF)

We have been successful in generating and implementing OASIS PDF electronic documents within the OASIS environment. PDF documents may be added to your e-mail eMessage by selecting the Docs button and highlighting one or more OASIS generated documents.

Depending on the TYPE {of shipment} selected the Document tab will display available system documents.. Only "completed" documents will be available for selection. Tagging selected documents which will be highlighted in {Blue} and clicking on OK will save your selections and will automatically be delivered with subsequent eMessages when processed.

Specific CUSTOMER Email System Setup.

In the event that your operations require a specific OASIS eMessage customized to an individual Company this is performed at the ROLODEX customer level. This also allows you to setup individual Customer eMessaging functions by-passing the eMessage Templates. This can be done for example if you have specific requirement not matching the requirements defined through setting up the system templates. For example a customized distribution list or specific OASIS generated document.

Rolodex

From the OASIS Rolodex select the appropriate Customer. Then press the CHANGE button..

YOUR COMPANY NAME HERE

Company	Contact	Type	Status	Zip	Country	Sales ID	ID Number	AX5 ID	Inactive
McGUNN SAFE C		SHIPPF	ACTIVE			60637			1577
McINTOSH CON		SHIPPF	ACTIVE			07004	U.S		110
McLEAN MIDWE		SHIPPF	ACTIVE			55316	US		190
McMASTER-CAR		SHIPPF	ACTIVE			30336-285	US		632
MD INTERNATIO		SHIPPF	ACTIVE			33178			1738
MD SELVA USA	CLARA	SHIPPF	ACTIVE			33180	US	FC	2237
MDC		SHIPPF	ACTIVE			32254	US		1095
MECO		SHIPPF	ACTIVE			37745	US		717
MEDALLION PAT		SHIPPF	ACTIVE						1843
MEDITERRANEA		AGENT	ACTIVE						1135
MEECO, INC.		SHIPPF	ACTIVE			18976	USA		373
MELCO GROUP	Bob Maile	FwDR		8/19/10	70006	US	EG01		1
MELLANCO		SHIPPF	ACTIVE			02128	USA		316
MELROE INGERS		SHIPPF	ACTIVE						2182
MENDEZ		SHIPPF	ACTIVE						2115
MERCATOR AGF LIC. GUY		CONSIG	ACTIVE						1478
MERCEDES ELE		SHIPPF	ACTIVE			33166	US		789
MERCURY DISPL		SHIPPF	ACTIVE			49112-071			1859
MERCURY MARI		SHIPPF	ACTIVE			54936			1573
MERCURY SWIT		SHIPPF	ACTIVE			46514	US		762
MERIT MFG. CO.		SHIPPF	ACTIVE			23059	US		818
METTLER TOLE		SHIPPF	ACTIVE			43085	US		1136
MEXICRAFT, INC		SHIPPF	ACTIVE			33176	US		254

5000 WEST ESPLANADE AVE
BOX 140
METAIRIE, LA
Phone 1.800.771.5791 70006
Fax 1.504.455.3605
E-mail support@melcogroup.com

Reference Number	Date	Type Of Move
KJEX10		Ocean
2905864	10/11/12	Ocean
2905861	8/16/12	Air
WEB000054	6/08/12	PICKUP
	6/05/12	PICKUP
	5/22/12	PICKUP
WEB00001	5/17/12	PICKUP
OASISWEB512	5/11/12	Domestic
	5/11/12	PICKUP
KJEX10B	5/10/12	Ocean
KJEX10A	5/10/12	Ocean
2905860	5/10/12	Ocean
KJEX-1	5/08/12	Ocean
WEBTEST001	5/01/12	PICKUP
WHTEST2a	3/19/12	Ocean
1199824A	3/19/12	Ocean

Receivables Inquiry Apply QBE Insert Change Delete Close

eMessage Templates (Rolodex level)

Click on the eMessage Template button. This will display several options. Options are clearly displayed on the screen.

Melco Group Intl., Inc.
OASIS 'Ocean Air Shipping Information System.'

YOUR COMPANY NAME HERE

Customer Selection Table

Changing COMPANY Record (MELCO GROUP INT'L, INC.)

Notes | WCA | eMessage Templates

General | Addl. Phone/Other | Bill To | Contracts | Setup | XML/EDI

ID Number: 1 | Type of Company: FWDR | Status: | Sales ID: EG01

Name: MELCO GROUP INT'L, INC.
Address: 5000 WEST ESPLANADE AVE
BOX 140
City, State: METAIRIE, LA
Zip Code: 70006
Country: US

Contact Name: Bob Marley

Additional Contacts

Telephone: 1.800.771.5791
Fax Number: 1.504.455.3605

Print Mailing Label(s) | Print Call Activity

Process Transactions | Review Activity | Associated Info

Receivable Inquiry | Special Info | OK | Cancel

5000 WEST ESPLANADE AVE
BOX 140
METAIRIE, LA
Phone 1.800.771.5791 70006
Fax 1.504.455.3605
E-mail support@melcogroup.com

Exports/Domestic | Imports | Call Activity

Reference Number	Date	Type Of Move
JEX10		Ocean
905864	10/11/12	Ocean
905861	8/16/12	Air
VEB000054	6/08/12	PICKUP
	6/05/12	PICKUP
	5/22/12	PICKUP
VEB000001	5/17/12	PICKUP
ASISWEB512	5/11/12	Domestic
	5/11/12	PICKUP
JEX108	5/10/12	Ocean
JEX10A	5/10/12	Ocean
905860	5/10/12	Ocean
JEX-1	5/08/12	Ocean
VEBTEST001	5/01/12	PICKUP
WTEST2a	3/19/12	Ocean
199824A	3/19/12	Ocean

Templates

You may select one or more of the available templates. For example this client may require a different distribution list than the Generic (default) setup accomplished through MAINTENANCE => System Maintenance setup. By accessing for example the WAREHOUSE template the message text, ~variables~, Distribution list (**who gets the eMessage i.e.: Shipper, Client, Consignee, etc**) can be defined overwriting the standard templates utilized system wide.

CLEAR buttons on Customer record eMessage template overrides so they can be removed if desired.

Melco Group Intl., Inc.
OASIS 'Ocean Air Shipping Information System.'

YOUR COMPANY NAME HERE

Customer Selection Table

Changing COMPANY Record (MELCO GROUP INT'L, INC.)

General | Addl. Phone/Other | Bill To | Contracts | Setup | XML/EDI
Notes | WCA | eMessage Templates

Set Client DEFAULT eMessage Template for each Transaction Type below

Leaving a selection blank indicates the System Default eMessage Template will be used.

Export Shipment
[Text Field] [CLEAR] [Icon]

Import Shipment
[Text Field] [CLEAR] [Icon]

Call Record
[Text Field] [CLEAR] [Icon]

Warehouse
[Text Field: Warehouse Receipt] [CLEAR] [Icon]

Process Transactions | Review Activity | Associated Info
Receivable Inquiry | Special Info | OK | Cancel

mel
5000 WEST ESPLANADE AVE
BOX 140
METAIRIE, LA
Phone 1.800.771.5791 70006
Fax 1.504.455.3605
E-mail support@melcogroup.com

Exports/Domestic | Imports | Call Activity

Reference Number	Date	Type Of Move
JEX10		Ocean
905864	10/11/12	Ocean
905861	8/16/12	Air
VEB000054	6/08/12	PICKUP
	6/05/12	PICKUP
	5/22/12	PICKUP
VEB000001	5/17/12	PICKUP
ASISWEB512	5/11/12	Domestic
	5/11/12	PICKUP
JEX10B	5/10/12	Ocean
JEX10A	5/10/12	Ocean
905860	5/10/12	Ocean
JEX-1	5/08/12	Ocean
VEBTEST001	5/01/12	PICKUP
VHTEST2a	3/19/12	Ocean
199824A	3/19/12	Ocean

EMESSAGE PROCESSING

We will describe the steps necessary in order to process a typical OASIS eMessage in this section. **The processing steps required in executing an eMessage have been reduced from 7-10 to just 2.**

OASIS Transaction Profile

In order to process an OASIS eMessage, you first have to access an existing Quote, Booking or Active shipment from the OASIS <Transactions> Main Menu. The following options are also available from the Inbound, Warehousing, Call Management Call Record and Ocean / Air modules.

Email Button

Notice the [Email] button Pressing this button will display the Main eMessage Processing screen.

The screenshot shows the 'Transaction Lookup' window with the title 'Changing a Transaction Profile Record'. The window is divided into several sections:

- Details:** Contains fields for Client (1569), Shipper (1569), Consignee (2270), Point Of Origin (FL - FLORIDA), (Air)Port of Loading (MIAMI INTERNATIONAL AIRP), Place Of Delivery (LAJUELA, COSTA RICA), Type Of Move (Air, Ocean, Domestic A/F, Other), Status (Quotation, Booking/Active, Deleted), Charges / Value (Pre-Paid, Collect), ETD, ETA, Loading Date, Cutoff Date, Place Of Receipt (NEW ORLEANS, LA), (Air)Port Of Discharge, and Ultimate Destination (COSTA RICA).
- Confirmation:** Contains fields for Quote # (182,454), Entered Date (6/11/2001), Location (YOUR COMPANY NAME HERE), Booking Number, Reference Number (0000000), Project Number, P.O. Number, and Consolidation No.
- Table:** A table with columns: Qty, Type / Commodity, Lbs/Kgs, Cft/Cbm. It shows 2 CRATE HOTEL SUPPLIES with 140 Lbs/Kgs and 0.768 Cft/Cbm.
- Buttons:** A row of buttons at the bottom: Body Detail, Documentation, Quotation, Booking, Activity, eMail, Tracking, Model/XML, OK, and Cancel.

Once you access a shipment, select it and click on the email button, a screen similar to the following one is presented. That's basically it unless you wish to attach a specific document such as a Spreadsheet or document that has been scanned and saved in your system. This would be accomplished by selecting the ellipsis button in the ATTACHMENT(s) box and tagging it.

- Pressing the **CANCEL** button would abort the operation.
- Pressing the **SEND** button would execute the eMessage.

Docs Button

When setting up the eMessage Templates you have an opportunity to define the type of document that needs to be included in the eMessage. If it was defined then no further action is required.

However, if you wish to send an OASIS generated PDF document with your eMessage, then select the Docs button if not previously defined (attached) to the message.

Template Warehouse
Warehouse Receipt

Subject: (required)
Warehouse receipt information for your cargo

Message: (required)
attached please find your warehouse receipt for cargo recvd at our warehouse.
You may open attached PDF document to view same.12/22/2012FALCON TRANSPORT INCGUANTA, VENEZUELA12

Data Docs
Highlight item to include document.
Document Selection
Warehouse Receipt

From: (required)
donotreply@LogisticsInformer.com

Lookup Recipients

TO: (required)
sales@falcon.com;support@falcon.com

CC:

BCC:
sales@melcogroup.com;support@melcogroup.com;kc@kase.com

Attachment(s):

☐ Notify me when this email is received.

Tag All Untag All CANCEL SEND

Once you have finished selecting one or multiple OASIS PDF documents, they will be attached to your eMessage and delivered to appropriate recipients.

From (required) field

See OASIS.INI for setup. This is automatically inserted.¹

Lookup Recipients

Automatically defaulted from eMessage Templates.²

All <Lookup Recipients> come from the OASIS Rolodex "Additional Contacts" field button. In order to select the To {recipient} you would click on the [Lookup Recipient] button which will display your OASIS Contact list. Then you would enter the first few characters for the appropriate company i.e.: **MEL** would take you to the first **MEL**co Group records as this example screen shows.

Note that there are three columns displayed.

- (1) are your OASIS contact company records.
- (2) Are the additional contact records which have previously been defined including corresponding email address
- (3) Are the field where you are able to process the TO, CC & BCC fields, as required by your communication.

To (required) field

Automatically inserts the (2) field selected.

CC: Field

Automatically inserts the (2) field selected.

BCC: Field

Automatically inserts the (2) field selected.

- 1 Refer to OASIS.INI setup
- 2 Refer to DISTRIBUTION section

Post Processing

Notice that once you have selected the appropriate (2) Selected Contacts into the appropriate TO, CC & BCC fields as appropriate for your communication that these contacts are removed from your (2) Select Contact column. This has been designed in order to prevent the "same" contact to be duplicated in your communication.

OASIS Emessage Setup

From the OASIS Main Menu select Maintenance => System Maintenance => Setup => General Information. Select your Copamny or Branch for OASIS Enterprise systems. Then select the eMail Tab.

- Enter your SMTP Address
- SMTP port usully 25 but could be different port.
- SMTP Login
- SMTP Password
- to test and make sure all is ok with above particulars enter a test email address
- Send Test.
- You should received a return eMessage confirming that your setup is correct.
- Otherwise check with your email provider to get above information.

Changing a GENERAL INFORMATION Record

General | Country / Language | Move / Shipment | Air | Ocean | Billing | Warehousing | Model | eMail | AES VPN | test

OasisEmessage Setup

SMTP Address: smtp.gmail.com

SMTP Port: 587

SMTP Login: erwinmelzer@gmail.com

SMTP Password: XXXXXXXXXXXX

Test Email Address:

eMail Footer

email footer goes here////

NOTE! This information will appear at the end of ALL messages sent!

CLIENT NOTE:

We appreciate your comments regarding eMessage and appreciate suggestions or comments delivered to <mailto:support@melcogroup.com?subject=EMessage>

Sincerely,
Melco Group Int., Inc.
<http://melcogroup.com/contact.html>
support@melcogroup.com
<http://www.melcogroup.com>