

## OASIS EMESSAGE

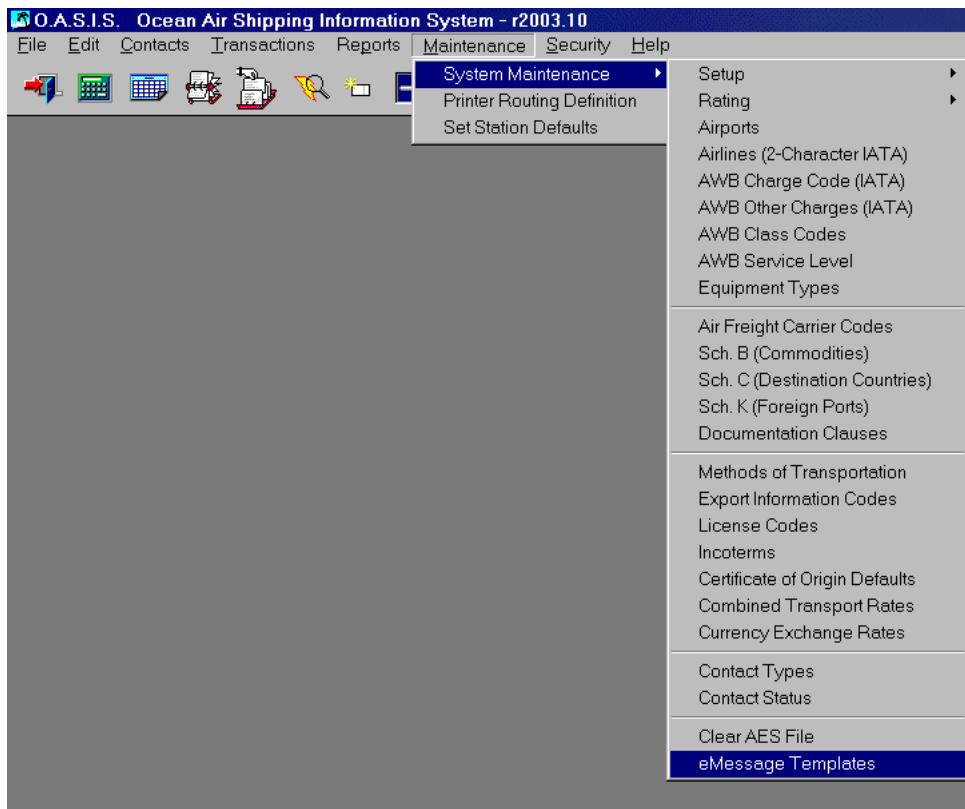
Last Update: November 5, 2003

NOTE: Under current development & Beta testing!

A new function has been added to the OASIS 'Ocean Air Shipping System.' In essence, you will be able 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 attached with your eMessage distributed to clients, consignees, trading parties or other related individuals.

## Email System 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

Here is where you select if it is Inbound, Shipment, etc. You may design different types of messages for specific OASIS modules including Domestic Air Freight and so on.

## Insert

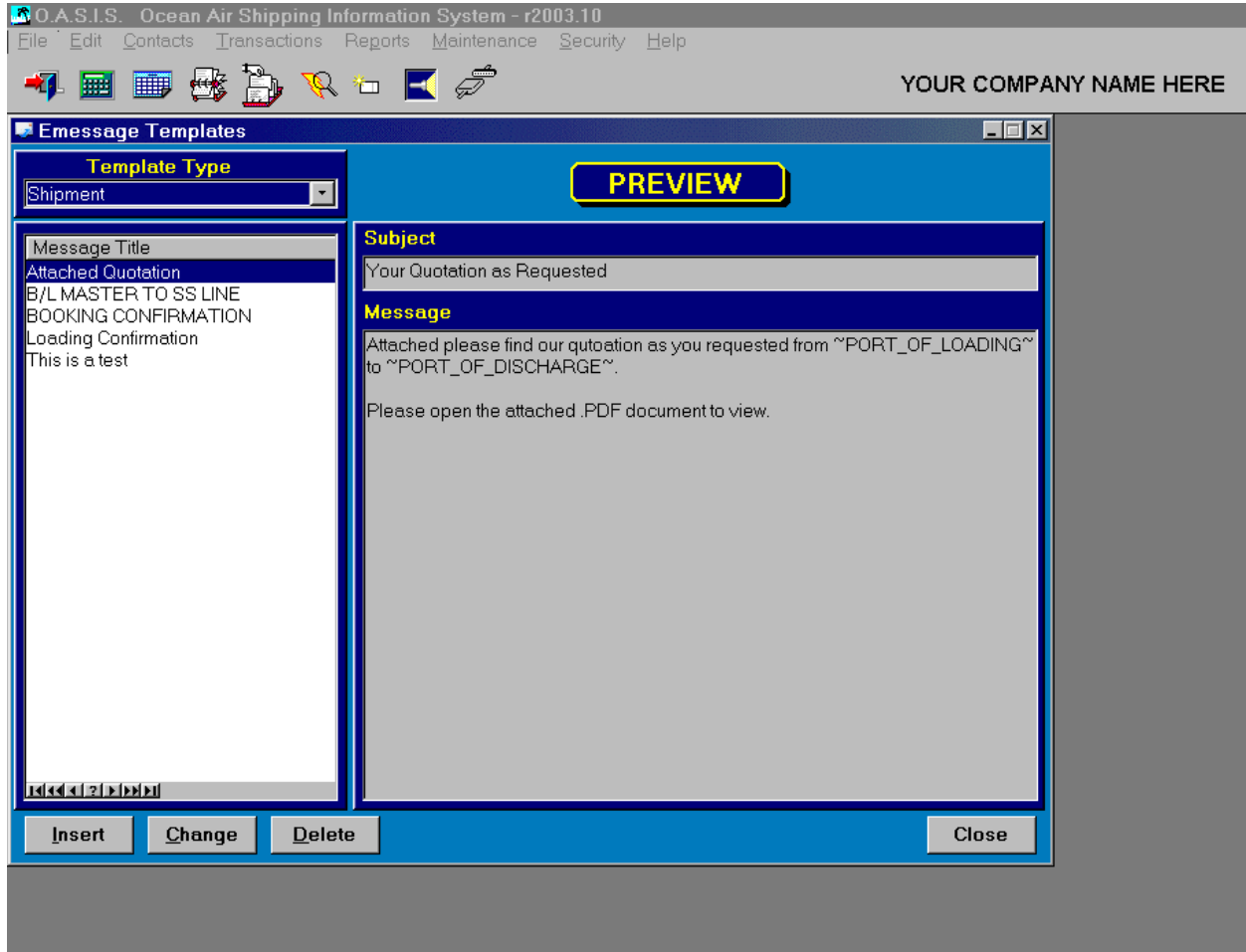
Allows the operator to **INS**ert a new Message Title and thus create additional OASIS email notification system events.

## 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.

## 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 endeavor 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.

## 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.

## 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 where you wish to drop the ~variable~ in. This allow you to create highly effective and informative recipient messages.

## Data

The Data tab includes the following OASIS system ~variables~:

- 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 Domestic Air Freight module Data set, variables utilized in those modules will be presented from which you may choose.

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

The Document tab includes the following OASIS system Documents.

**Update EMESSAGE Template**

Type: Shipment

Title: (used for lookup only) 3  
Attached Quotation

Subject:  
Your Quotation as Requested

Message:  
Attached please find our qutoation as you requested from ~PORT\_OF\_LOADING~ to ~PORT\_OF\_DISCHARGE~.  
  
Please open the attached .PDF document to view.

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
- Cost of Origin

Record will be Changed

OK Cancel

Only "completed" documents will be available for selection.

## eMessage Processing

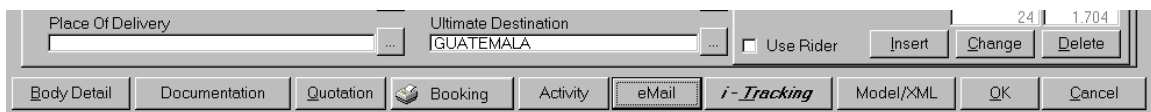
We will describe the steps necessary in order to process a typical OASIS eMessage in this section.

### 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.

### Email Button

Notice that a new [Email] option button has been created. Pressing this button will display further screens from which various other options may be selected and processed.



Once you access a shipment, select it and click on the email button, a screen similar to the following one is presented.

A screenshot of the 'OASIS Emessage' window. The window has a 'Template' tab selected, showing a 'BOOKING CONFIRMATION' template. The 'Subject (required)' field contains the text: 'We are pleased to confirm the following booking via emessage'. The 'Message (required)' field contains a sample message: 'Your Shipment, File # test345 has been booked with MAERSK, INC. onboard vessel CINATIT, the Booking Number is N/A. It is scheduled to depart from NEW ORLEANS, LA on 11/28/2000 arriving FORT LAUDERDALE, FL on or about 12/04/2000. If you have any questions or need assistance with this shipment please contact N/A. Thank you!'. On the right, there is a 'Data' tab with a 'Click to add data' button and a list of fields: Carrier, Client, Shipper, Consignee, Reference Number, ETD, ETA, Load Date, Cutoff Date, Point of Origin, Port of Loading, Port of Discharge, Ultimate Destination, Vessel, Voyage, PO Number, and My Signature. Below the list are fields for 'From: (required)', 'TO: (required)', 'CC:', 'BCC:', and 'Attachment(s):'. At the bottom right are 'CANCEL' and 'SEND' buttons.

You may wish to review the previous "Message" and "Document" tab sections in order see which OASIS system ~variables~ are available for processing.

### Subject

Here you would enter the subject matter pertaining to the OASIS eMessage. An example would be "We are pleased to confirm the following booking" or some such heading which would be germane to this particular email communiqué.

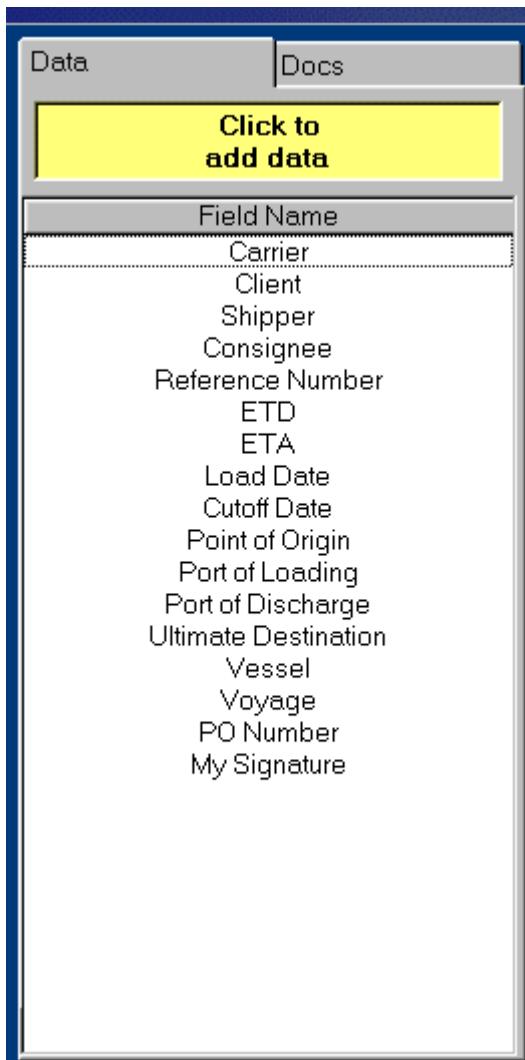
Please note that you can select from the "Field Name tab in order to select specific OASIS system ~variables~ which you can place next to the appropriate wording to highly customize your message. For example you could put in the Subject: Booking Number (and then select from the "Field Name" a specific OASIS system ~variable~ which would be placed where your cursor is. For example Reference #.

## Message

Here you would enter your Message. Remember that you can type text but include OASIS ~variables~ which automatically would pull the information from the various OASIS designated transaction files.

## Data Button

This tab contains OASIS system variables that can be placed or inserted by placing your mouse cursor at the exact location were you wish the OASIS system variable to be located. Remember that OASIS system variables presented **are only the fields which you have completed for the current transaction.**"

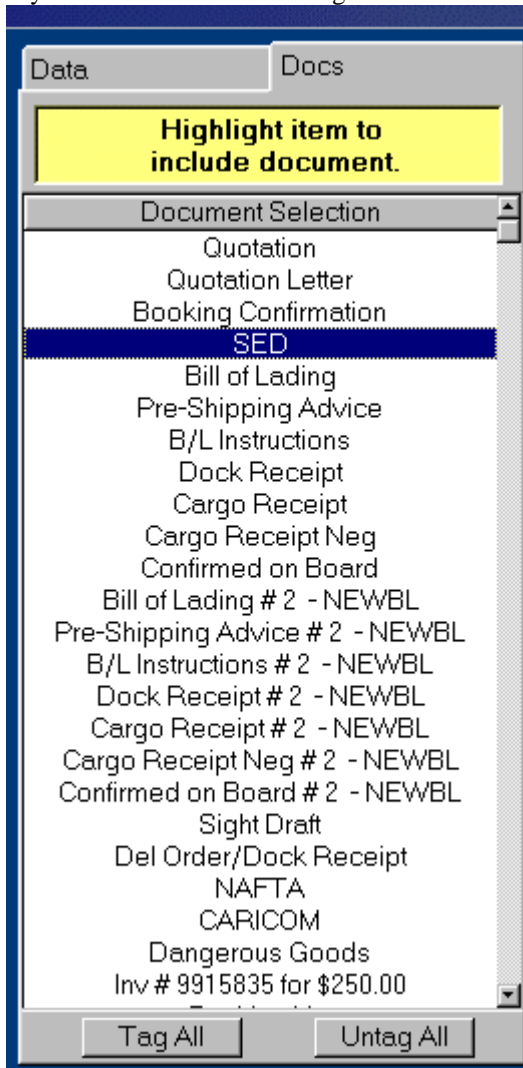


## PDF OASIS Documentation

We have been successful in generating and implementing OASIS PDF electronic documents within the OASIS environment. We have purchased and licensed a system which does not require you to purchase any additional software systems such as Adobe Acrobat, FinePrint or similar products. PDF documents may be added to your e-mail eMessage by selecting the Docs button and highlighting one or more OASIS generated documents.

## Docs Button

If you wish to send an OASIS generated PDF document with you eMessage, then select the Docs button.



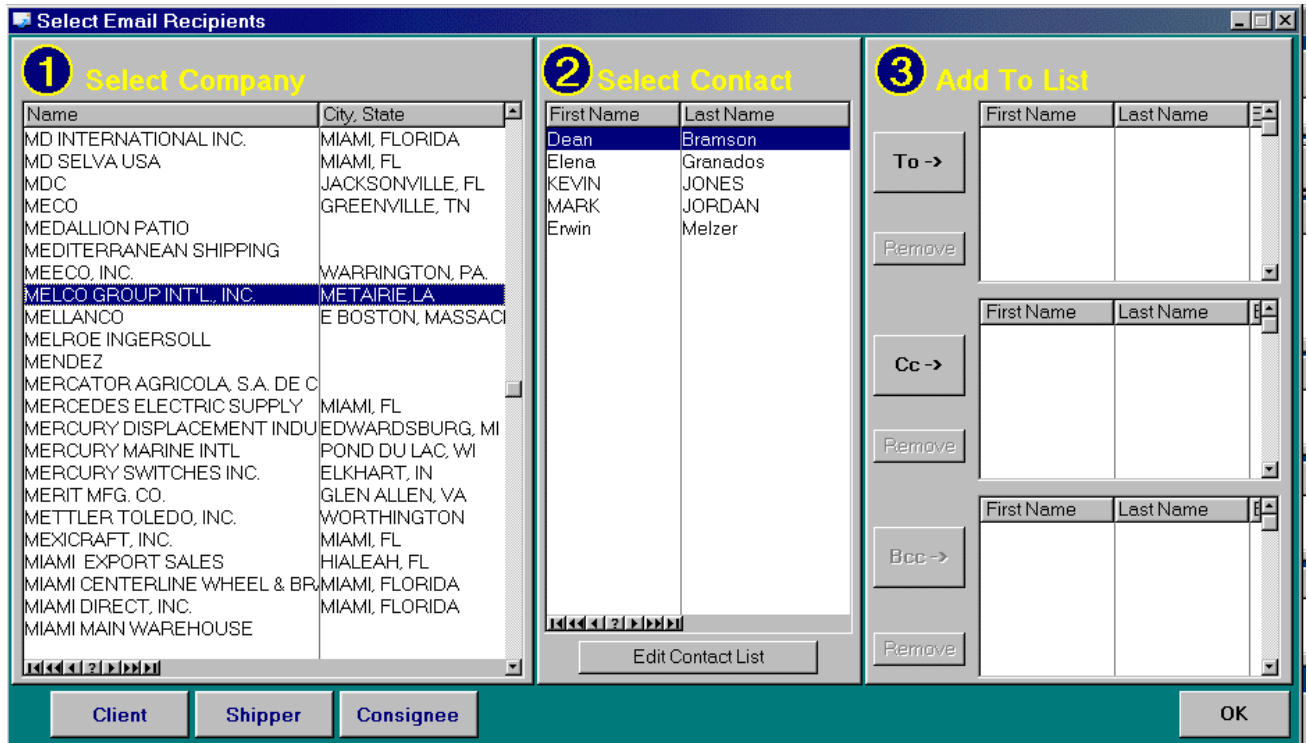
Once you have finished selecting one or multiple OASIS PDF documents, they will be attached to your eMessage and delivered to appropriate recipients.

## From (required) field

The email address you wish to have as a <reply to.>

## Lookup Recipients

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.

### **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 - Ocean Air Shipping Information System - r2002.06  
 File Edit Contacts Transactions Reports Maintenance Security Help

YOUR COMPANY NAME HERE

Select Email Recipients

**1 Select Company**

Name	City, State
MELCO GROUP INT'L, INC.	METAIRIE, LA
MELLANCO	E BOSTON, MASSACHUSETTS
MELROE INGERSOLL	
MENDEZ	
MERCATOR AGRICOLA, S.A. DE C	
MERCEDES ELECTRIC SUPPLY	MIAMI, FL
MERCURY DISPLACEMENT INDU	EDWARDSBURG, MI
MERCURY MARINE INTL	POND DU LAC, WI
MERCURY SWITCHES INC.	ELKHART, IN
MERIT MFG. CO.	GLEN ALLEN, VA
METTLER TOLEDO, INC.	WORTHINGTON
MEXICRAFT, INC.	MIAMI, FL
MIAMI EXPORT SALES	HIALEAH, FL
MIAMI CENTERLINE WHEEL & BR	MIAMI, FLORIDA
MIAMI DIRECT, INC.	MIAMI, FLORIDA
MIAMI MAIN WAREHOUSE	
MIAMI SILK SCREEN	MIAMI, FLORIDA
MIAMI SILK SCREEN	MIAMI, FL
MICHELIN AIRCRAFT TIRE	
MICHELLE GRIFFOUL STUDIOS, IN	BUELLTON, CA
MICRO DIGITAL	
MICRO SYSTEMS	
MICRO WAREHOUSE	

**2 Select Contact**

First Name	Last Name
Bob	Marley

**3 Add To List**

To ->

First Name	Last Name
Mark	Jourdan

Remove

Cc ->

First Name	Last Name
Kevin	Jones

Remove

Bcc ->

First Name	Last Name
Erwin	Melzer

Remove

Client Shipper Consignee OK

**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.  
1.504.888.5598 MF 8-5 CST  
[support@melcogroup.com](mailto:support@melcogroup.com)  
<http://www.melcogroup.com>