

Emailing from RAILTRAC<sup>®</sup> Revision Number 1 2/20/2017

A useful feature in RAILTRAC is the ability to email from the application. The user can email from every screen throughout the application.

## How to Add a Single Address to the Address Book:

For this example, emailing data out of the Loaded to Consignee screen will be shown. Select the email icon in the tool bar.

$\mathbb{R}$ Loaded to Consignee $ imes$			
🧐 😭 🚉 🚺 🕕 요 📄	🎼 🤣 💱 🗙 📗 📓 🚭 🖃 🤇	🦻 🐺 📕 Fr 🔻	
Sort By Column Asc	Find Column Wh	ere Value An	d/Or
Ship Date 📃 🗖		💌 💌 An	d 💌
Car Init 🖉 🗸	=	👻 💌 An	d 💌
Car No. 💌 🔽	=	👻 💌 An	d 💌
Add Delete Sort	Add Delete	Apply Reset Save Select	
2/20/2017 14:11:33	Trace Loade	d to Consignee	Two
2/20/2017 14:11:33 Ship Car ID Date	Trace Loade CLM Date SC Locat	d to Consignee ion Destination	Trn Road Jct CommCode ETA
2/20/2017 14:11:33 Car ID Date ACFX 123456 10/11	Trace Loade CLM Date SC Locat 1/16 00:00 10/11/16 00:00 Q BAYO	d to Consignee ion Destination INE NJ CORDOVA IL	Trn Road Jct CommCode ETA CSXT 10/26/16
2/20/2017 14:11:33 Car ID Date ACFX 123456 10/11 Exp Comnts:	Trace Loade CLM Date SC Locat /16 00:00 10/11/16 00:00 Q BAYOI Ship Com	to Consignee ion Destination INNE NJ CORDOVA IL nts: 02/14/17 14:21	Trn Road Jct CommCode ETA CSXT 10/26/16 NEW COMMENT
2/20/2017 14:11:33 Car ID         Ship Date           ACFX         123456         10/11           Exp Comnts:         M         TILX         305634         09/01	Trace Loade CLM Date SC Locat 1/16 00:00 10/11/16 00:00 Q BAYO Ship Com 1/16 00:00 09/01/16 00:00 Q BILLIN	Internation           Destination           VINE         NJ         CORDOWA         IL           Ints:         02/11/17         14:21         IC           IGS         MT         PARADISE         MT	Trn           Road         Jct         CommCode         ETA           CSXT         10/26/16           NEW COMMENT           BNSF         103423         09/11/16
2/20/2017 14:11:33 Car ID Date ACFX 123456 10/11 Exp Comnts: M TILX 305634 09/01 Exp Comnts:	Trace Loade           CLM         Trace Loade           Date         SC Locat           1/16 00:00         10/11/16 00:00         Q BAYOF           Ship Com         Ship Com           1/16 00:00         09/01/16 00:00         Q BILLIN           Ship Com         Ship Com	d to Consignee           ton Destination           NNE         NJ         CORDOVA         IL           nts:         02/14/17         14:21           IGS         MT         PARADISE         MT           nts:         02/14/17         14:20	Trn           Road         Jct         CommCode         ETA           CSXT         10/26/16           NEW COMMENT           BNSF         103423         09/11/16           THIS IS A TEST
2/20/2017 14:11:33 Car ID         Ship Date           ▲         ACEX 123456         10/11           Exp Connets:             ▲         TILX 305634         09/01           Exp Connets:             ₩ JEX 099835         09/01	Trace Loade           Date         SC Locat           //16 00:00         10/11/16 00:00         Q BAVOI           //16 00:00         09/01/16 00:00         Q BILLIN           //16 00:00         09/01/16 00:00         Q FEEDE           //16 00:00         09/01/16 00:00         Q FEEDE	Destination           Jostination           Mile         NJ         CORDOVA         IL           nts:         02/14/17         14:21           GS         MT         PARADISE         MT           nts:         02/14/17         14:20           R         ON         HOUSTON         TX	Trn         CommCode         ETA           CSXT         10/26/16         10/26/16           NEW COMMENT         103423         09/11/16           BNSF         103423         09/11/16           THIS IS A TEST         TRRY         09/11/16

Select Excel in Save As Type and Setup Default Emails.

RT Send Em	ail Message			×
Setup Default Emails	Reply: To: CC: BCC: Subject: lessage:			+++++++++++++++++++++++++++++++++++++++
Include	Header:	V	Ŧ	
Fil	e Name:			
Save	As Type:	Excel Comma Separated Values (CSV) Excel PDF	•	
		Text		

## **Creating the Address Book:**

Click Add to setup a new Email Address.

RT	Setup Email Addresses for TIFFANYM on RTOL_DEV			<b>-</b> ×
	Use Right Mouse Button to import or export e	mail address	es fron	n Clipboard
	Email Address	Reply To	CC	BCC
	Add Delete Save			Cancel

Fill in the email address and select the appropriate sending option. Repeat same process until all email addresses have been added in.

R	Setup Email Addresses for TIFFANYM on RTOL_DEV					×
	Use Right Mouse Button to import or export email a	Idres	ses fi	ron	n Clipb	oard
	Email Address Rep	y To	)   C	C	BCC	
			] [			
	Add Delete Save				Ca	ncel

RT Setup Email A	Addresses for TIFFANYN	/l on RTOL_DEV					×
Use Right M	Mouse Button to im	port or export er	nail addr	esse	s fron	n Clipb	oard
	Email Addres	s	Reply	To	CC	BCC	
wendyb@rail	trac.com			V			
Add	Delete	Save				Ca	ncel

Once information has been filled out, click on Save and click OK.

RT Setup Email Addresses f	or TIFFANYM on RTOL_DEV					23
Use Right Mouse Bu	itton to import or export e	email add	resse	es fron	n Clipb	oard
Em	ail Address	Reply	То	CC	BCC	
wendyb@railtrac.com			V			
	Save Successful	Σ	×			
	Your changes were	saved.				
Add Delete		OK			Ca	ncel

Once this step has been completed, click on the plus icon (+) to the right of each box to add recipient.

RT Send Em	ail Message		X
	Reply:		+
Setup	To:	wendyb@railtrac.com	+
Emails	CC:		+
	BCC:		+
:	Subject:		
M	lessage:	A	
Include	Header:	V	
Fil	le Name:		
Save /	As Type:	Excel	]
		Send Cancel	

Highlight recipient to add and click OK.

RT Email Addresses for TIFFANYM on RTOL_DEV	3
Email Address	r
rt_support@railtrac.com	
wendyb@railtrac.com	
Liear Uk Lancel	

Once all recipients have been added, please fill in Subject, Message, and File Name and click Send.

RT Send Em	ail Message			×
	Reply:			+
Setup	To:	wendyb@railtrac.com		+
Emails	CC:	rt_support@railtrac.com		+
	BCC:			+
	Subject:	Loaded to Consignee Report for 2/20/17		
M	lessage:	Please see attached Loaded to Consignee report.	4 Þ	
Include	Header:			
Fi	<mark>le Name:</mark>	Loaded to Consignee Report - RT Dev		
Save /	As Type:	Excel	•	
		Send Cancel		

## Click OK.

RT Send Em	ail Message	2	8
	Reply:		+
Setup	To:	wendyb@railtrac.com	+
Emails	CC:	rt_support@railtrac.com	+
	BCC:		+
	Setup Default Emails       To: wendyb@railtrac.com       +         CC:       rt_support@railtrac.com       +         BCC:       +       +         Subject:       Loaded to Consignee Report for 2/20/17       +         Message:       Please see attached Loaded to Consignee report.       •         Include Header:       File Name:       •         File Name:       Your email was sent.       •		
M	lessage:	Please see attached Loaded to Consignee  report.	
	ĺ	Email Sent	
Include Fil Save /	Header: le Name: As Type:	Your email was sent.	
		ОК	

## How to Add Multiple Addresses to Address Book:

From a text file, Excel Spreadsheet, etc., highlight the email addresses that are needed in the address book and then press CTRL C on the keyboard.



Click into the Setup Email Addresses screen and then right click on the screen and click the Append option on the pop up screen.

R	Setup Email Addresses fo	or TIFFANYM o	on RTOL_DEV					×
	Use Right Mouse But	ton to impo	ort or export	email addi	resse	s fron	n Clipboard	
	Ema	il Address		Reply	To	CC	BCC	
		Сору	Ctrl+C					
		Append	Ctrl+A					
	Add Delete		Save				Cancel	]

All email addresses will import into the Setup Email Addresses screen. Click Save to save the imported addresses and click OK. These addresses will now be available through the plus icon (+) on the Send Email Message screen.

	Email Address	Reply	То	CC	BCC	_
oliviers@railtr	ac.com					
mattd@railtra	c.com					
dennisj@railt	ac.com					
	Email Addresses Added			×	J	
	(i) Added 3 Email addresse	s to your addres	s book		-	