

# New Email Module Features

The new Email Module is a Free of Charge update which allows any user to send an email with a PDF attachment of the document the user is on. We currently support the MAWB, HAWB, HBOL and Invoice. It can create a printer ready Master AWB that will print out a 12 part or 8 part set including the Montreal terms on the reverse if a duplex printer is used. It will offer multiple Shipper/Consignee emails associated with the current document, which can be selected in the 'send to' by double clicking on those you wish to use. It requires a minimum .NET Framework of 4.7.2 installed

There are several settings so that the process may be customized by your company, including the ability to automatically copy the sender in the email. All parts of the documents can be named according to your requirements, and the pdf build will stop on a blank document part name, with the exception of the MAWB. Documents carry your customized logo where applicable. One of the many benefits is that the document may be sent as a PDF for approval before printing, if pre-printed continuous stationery is in use. It is easy to install, and may be downloaded at [www.redberry.com/global2.htm](http://www.redberry.com/global2.htm) (Fig 1). We are happy to talk to your IT personnel to arrange the setup, I may be contacted on Skype as user redberryuml.

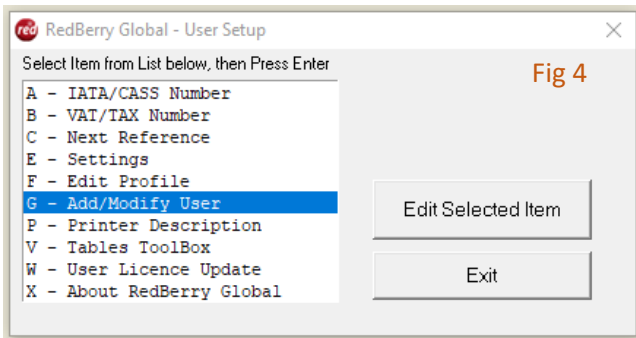
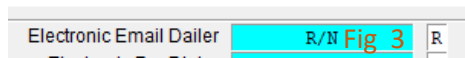
**Download New Application** Fig 1

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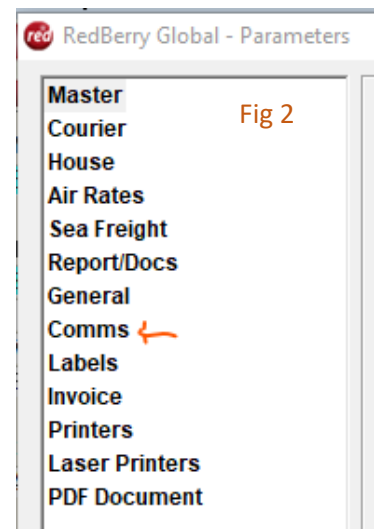
[Redberry New Email Server PDF Instructions](#)

## General Setup Instructions to Use the New Email Module

The very first step is to check if the Redberry Global License has enabled Email

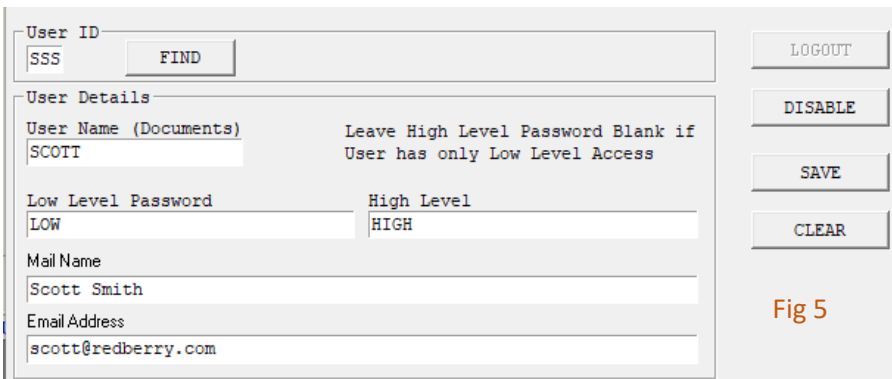


Communication. (Fig 2) To do this you need to log in as a HIGH level user, (password usually HIGH) and check that you have a 'Comms' section group in the parameters. All-P anywhere on a Job input page. If not email [geoff.stow@redberry.com](mailto:geoff.stow@redberry.com) and we will send out a new user license free of charge. If the



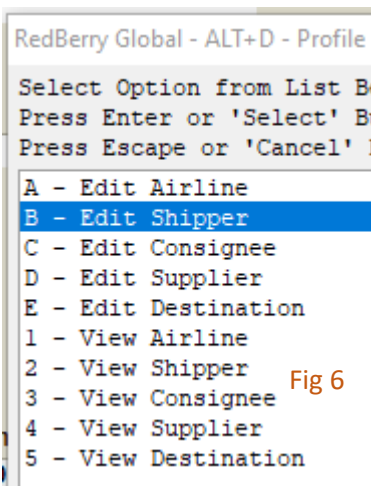
section Comms does exist then you will need to set the first item, electronic email dialer, in the

menu to R. (Fig 3)



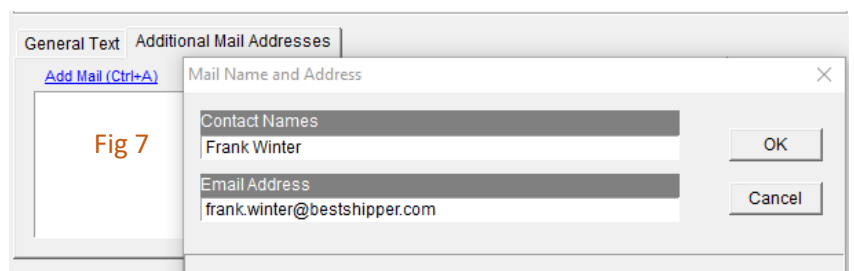
The next step is to ensure that all users are set up in the system with an email address. This is done at the login prompt. Instead of using your login you use SVR as the user and the password, if you have forgotten it, is most likely still REDBERRY. Scroll down or press G to Add/Modify user. (Fig 4) This will open up a page to edit the users of the

system. Put in the three letter code of the user and press find. (Fig 5) This will bring in the user details where you may correct or add the email name and address of the user.

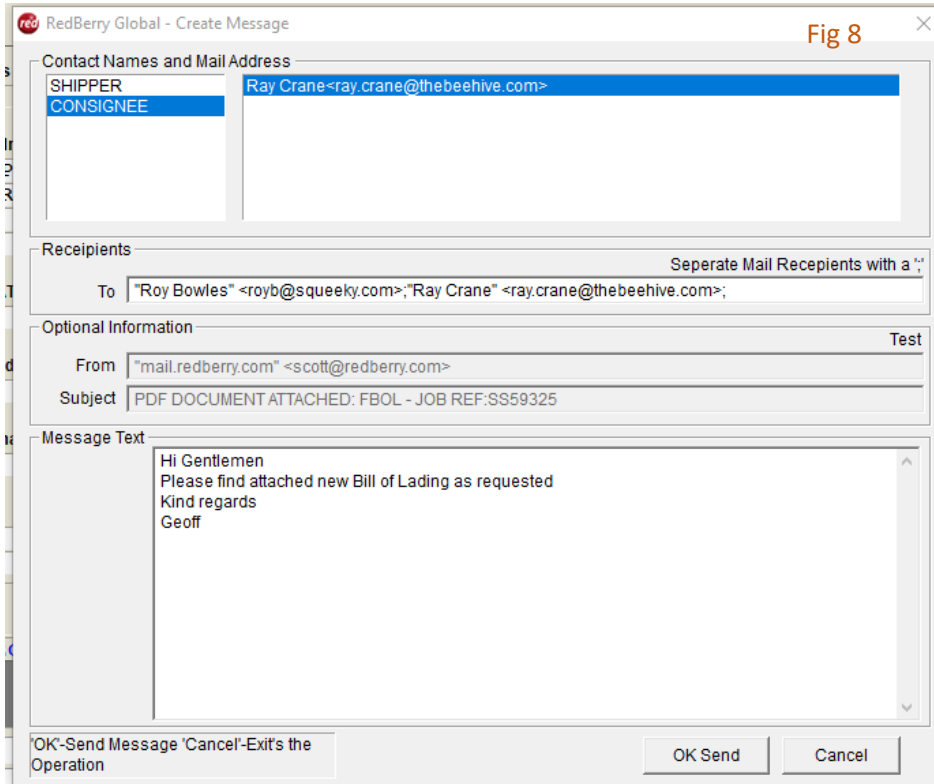


The third step is to start by adding the email addresses of your busiest Shippers and Consignees. This is done in the Redberry Application itself and is accessed as a high level operator using Alt-D, for the details of the various parties. The initial Alt-D menu is to the left, (Fig 6) and after selecting Shipper or Consignee, the default will be the same as on the Job File

you are on, but this may be changed multiple times without



affecting the Job File itself. At the bottom of the screen is a tab for Email (Fig 7) and from there you may add multiple email names and addresses for that one Shipper or Consignee.



Having told the system that you are sending emails via redberry, and set up the user email addresses and Shipper/Consignee email addresses, you are now in a position to instruct the server to send emails. This is done using Ctrl – M and will bring up a screen similar to this one to the left. If you are on a MAWB screen it will send a MAWB .PDF, HAWB, a HAWB .PDF etc. (Fig 8) Double clicking on the email address will select the sender and put it in the 'To' line. On clicking OK Send, this will place two instruction files in the REDSOFT\GLOBAL\DATA01\EMAIL folder. One file is a .EMM file that carries the email information and build instructions, and the other is a .DTA file that contain the data to be printed on the .pdf attachment. These files are readily available to view in a text editor, for those curious to know how it all works.

It is essential that when the Email server is installed and configured, that the path to the EMAIL folder is set in the server

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Fig 9

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configuration in order that the server may find the email files that are ready to send in the email queue. The new Email server consists of a small bar (Fig 10), that will put itself away in the tray after 20 seconds, in a similar manner to the Redberry Print Server, which you are hopefully familiar with. The print server is available for download at [www.redberry.com/global2.htm](http://www.redberry.com/global2.htm) .(Fig 9)

## New Email Server Module

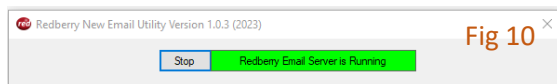


Fig 10

The email module looks like the image to the left on startup and is in compressed mode and

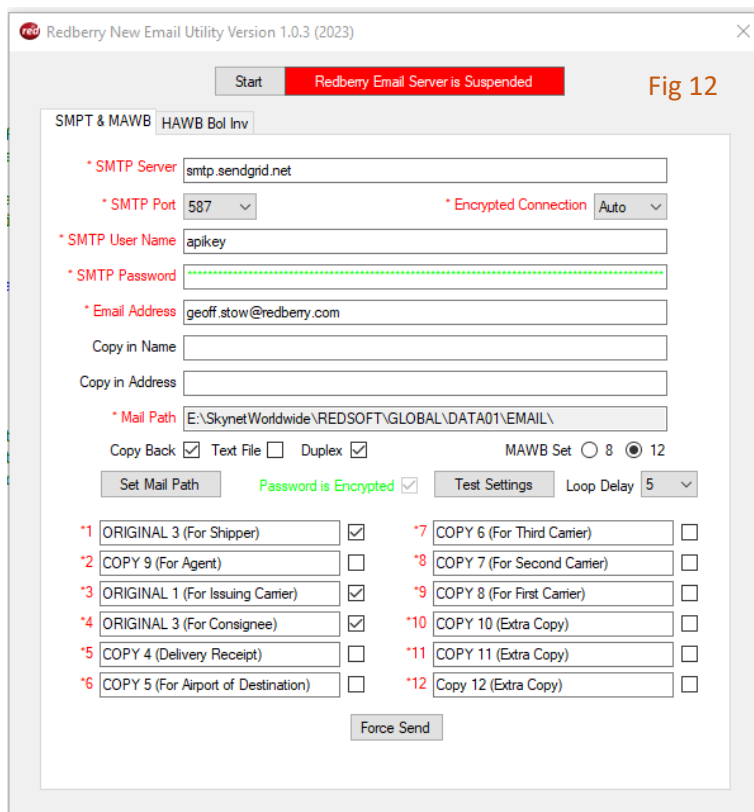


Fig 12

running (Fig 10). After around 20 seconds it will place itself into the tray and continue running there. It may be bought out of the tray at any time, but in compressed mode

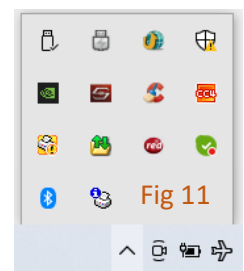






Fig 11

it is looking for emails to send and will return to the tray (Fig 11) unless the stop or green label are clicked on. This will suspend the server and put it into configuration mode on the SMTP & MAWB tab. In configuration mode the server will suspend looking for queues to send, and will no longer minimise into the tray. In expanded mode the Server Configuration setting may be set. (Fig 12) There is no save button, that act of starting the Server will also save the settings. On a new installation the first settings are that of the SMTP server details in use. This is the same as setting up a new email client account, because that is what it basically is.

The installation will come configured as shown, the items with red \* (asterisk) and label are essential and need setting. All input fields have tool tip text that will pop up to assist you. So only the essentials are covered

here. The first thing to do is to ensure that all the SMPT settings are configured to your server, together with a default email address for testing. Press the settings button and the software will attempt to send an email to the address in \* **Email Address**, if successful an email Sent message box will pop up, if not a Failed message box will give some clues as to the SMTP server response message that caused the failure. Once the Test Settings button is working, the next step is to point the server to the folder that the mail queue resides in. This will ALWAYS be following \GLOBAL\DATA01\EMAIL structure. Once the path is set to the EMAIL folder, on finding and sending the first emails the server will set up the following additional folders below email. EMAIL\LOGS, EMAIL\PDF, EMAIL\SENT, and EMAIL\FAILED. (Fig 13)

Name Fig 13

-  FAILED
-  LOGS
-  PDF
-  SENT

EMAIL\LOGS contain individual log files of the SMTP dialogue of email sent using the Force Send button. This is a debugging utility which is beyond the scope of this document and only used in software development. To send the queue, if one has been created while the server was suspended, the queue will clear when the server Start Button or Red Suspended Label is clicked on.

EMAIL\PDF will contain a copy of all the .PDF files created by the Email Server. This is for local admin purposes only and the contents may be deleted, moved or left to accumulate according to your management wishes.

EMAIL\SENT will contain a copy of all the .EMM and .DTA files created by the Email Server. This is for local admin purposes only and the contents may be deleted, moved or left to accumulate according to your management wishes.

EMAIL\FAILED Once the server is configured to send emails, the only way an email can fail is if the Email To line in (Fig 8) **was manually edited and the email structure not conformed to**. The Send To email structure format MUST be "Email Name"<email@emaildomain.com> and multiple email addresses must be separated by a ; (semi-colon). In the highly unlikely event of an email pair (files .EMM and .DTA) ending up in the failed folder, the Email To line in the .EMM file may be edited into the correct format using Notepad and moved back into the EMAIL folder as a pair of files simultaneously, where they will automatically be found and sent. This scenario is unlikely to be encountered, however and irrespective of an email failure the .PDF document is always built and put in the .pdf folder.

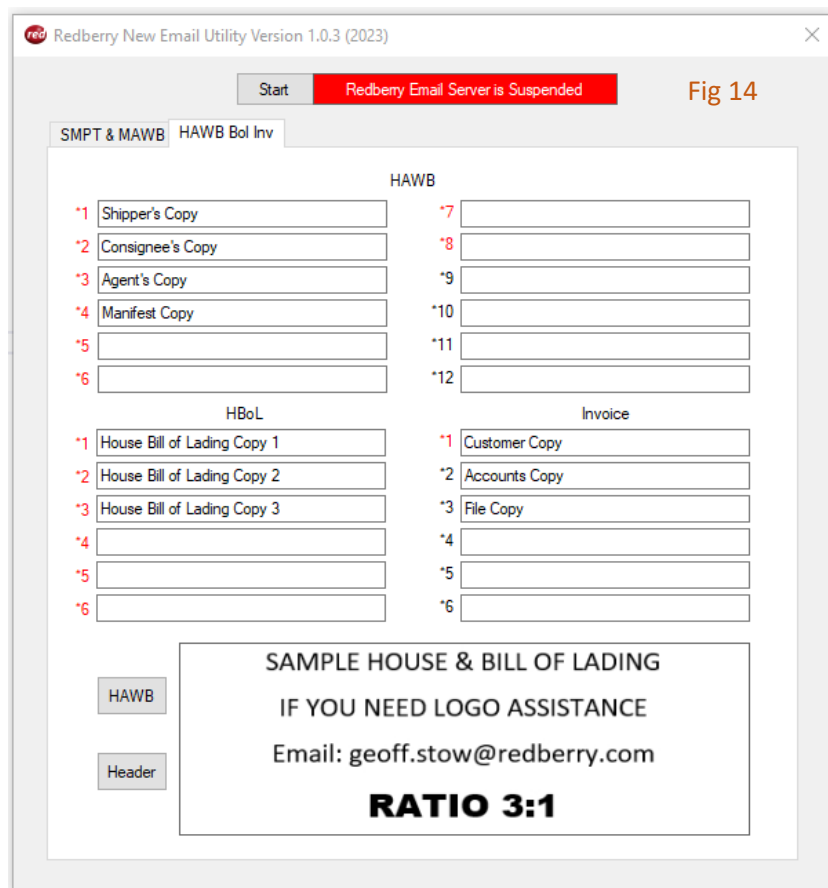
The entry fields Copy in Name and Copy in Email will ALSO send ALL emails sent by ANYONE to the Copy details as well. This is unlikely to be required. What is important is the Copy Back check box. Ticking this box will copy the sender into all emails sent by that address. This will give the sender a copy of all emails they sent by Redberry in their local email inbox.

If text file is ticked this will also send the text file with a MAWB only. This is a structured file so the recipient may extract any MAWB information required as it will always be in the same place in any file. This is unlikely to be required by your company,

unless you are a multinational courier company using Redberry to create MAWBs.

Other settings should be self-explanatory and are also shown in tool tip text. The MAWB part descriptions are already defined to assist you, please change them to your preferred part descriptions. Checking the box next to the MAWB will put a version of the Montreal Terms and Conditions 600b on the reverse. This is a .PDF file and is offered purely for your convenience. You may replace this .PDF file with your own, it is called MAWBTerms.pdf and resides in the GLOBAL\LFORMS folder. **Redberry are not responsible for any errors that may be present in these terms, it is your responsibility to ensure the terms are correct and are the latest version of the Montreal Terms 600b.**

The second tab, (Fig 14) 'HAWB BOL Inv' is fairly self-explanatory. The email server will build a .PDF file until it finds a blank part description. All the part descriptions are user defined to suit your own Company requirements. The last section is for your company logo to appear on your documents, again this should be self-explanatory. If anything is unclear please do not hesitate to



email me on [geoff.stow@redberry.com](mailto:geoff.stow@redberry.com)