

Contents

HOW TO LOGIN AND LOGOUT.....	2
BOOKING MANAGEMENT	2
Receive Booking from Shipper	2
Receive Re-sent Booking from Shipper	3
Shipper, Consignee or Notify Party	3
Shipper	3
Consignee / Notify Party	6
Add new Shipper / Consignee / Notify Party in picklist selection	6
Transfer iPOM Lite Booking to FM3000	6
Send Booking to FM3000	6
Re-Transfer to FM3000.....	7
Transfer Marks/Remark to FM3000	9
Assign Schedule.....	10
Update Carrier, Intended Vessel / Voyage, FM Job Number, ETD and ETA.....	10
Ship Schedule Ready	11
BUYER REPORT	13
SEARCH E-BOOKING IN FM3000.....	14
FM3K PO tag hyperlink to iPOM Lite.....	15
MASTER	16
Email Address Book.....	16

How to Login and Logout

iPOM Lite Production Website:

<http://202.66.117.65/aswctt/con840.asp>

User can use the login name and password to login to iPOM Lite.
Please use Google Chrome as browser to login.



http://www.airseaworldwide.com

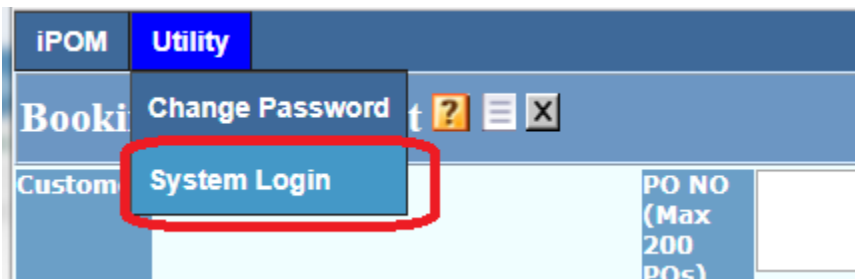
Please enter user name and password.

Username:

Password:

Support Google Chrome v.42 or above

To exit iPOM Lite, please select [System Login].



Booking Management

Receive Booking from Shipper

When receiving the Booking Alert email from Shipper, Station Admin may then select [Logon to System] in email and login iPOM Lite to check the booking.

Total CTN: 500
Total KGS: 15000.00
Total CBM: 50.000
PO No.:
Container: 1X40'DC

Item#	HS Code	20'	40'	40HC	45	Marks	Qty	Unit	Description	KGS	CBM
1A	1234567890	0	1	0	0	N/M	500.00	CTN	TOOLS	0.00000	0.000000

Please follow the link below for details.

[Logon to System](#)

Receive Re-sent Booking from Shipper

When Station Admin received re-sent Booking from Shipper, shipment changes by Shipper will be indicated in red.

Station Admin can then select [Logon to System] in email and login iPOM Lite to check the updated booking.

Booking Details

Customer Ref:

Shipper: ~~IRIS SHANG SHAI LTD~~ IRIS SHANGHAI LTD

Shipper, Consignee or Notify Party

Shipper

Before transferring booking to FM3K, Station Admin should pay attention to the *Shipper code.

If Shipper select the code from picklist, same code and information will transfer to FM3K.

Service				Customer Ref#	
* Shipper 付運人	SHIPPER OF MAIME IPOM			S0210	
Address 地 址 / ZIP	Name	Sub Group	Port	Party	
	SHIPPER OF MAIME IPOM	S0210	CNSHA	地址 /	

Sea Freight	Inbound	Outbound	Miscellaneous	Rep
Shipping Order Entry (This is UAT)				
Browse	S/O	Marks and Container	Charge	P/O
S/O#	SHASSOU700015			B/
* Shipper	S0210			Col
SHIPPER OF MAIME IPOM				Col
SHIPR ADD 1				

For Shipper, we have 2 different settings which related to User Account:

- Default a shipper as Booked Shipper (refer below case a)
- Not default a shipper as Booked Shipper (refer below case b)

a) If Shipper account has defaulted Booked Shipper

Shipper may input as free-text, but the Shipper code will always be the Booked Shipper despite Shipper has not inputted any company code.

For example, if the Booked Shipper has preset as S0210, although *Shipper is inputted as other company (e.g. COMPNAY XYZ),

iPOM	Master	Utility
Booking Management (This is UAT environment)		
Browse	Detail	Marks/Remark
Container	File	Chat Log
ISF Form		
Station	SHA	SEA/AIR
Customer	Customer Maime	Status
FRT Service	CY	Direct
* Shipper 付運人	COMPANY XYZ	
Address 地 址 / ZIP	SHPR ADD 1	CN

After saving the booking record in iPOM Lite, code S0210 will be auto-filled in. *Shipper content will then transfer to FM3000 as the pre-set Booked Shipper code if Station Admin directly select [Transfer to FM].

iPOM	Master	Utility
Booking Management (This is UAT environment)		
Browse Detail Marks/Remark Container File Chat Log I		
Station	SHA	SEA/AIR SEA
Customer	Customer Maime	Status Booking Alerted
FRT Service	CY	Direct <input type="checkbox"/>
* Shipper 付運人	COMPANY XYZ	S0210
		Booking 訂倉單號#
		Customer Ref#
		Notify Party
		Address 地址 / ZI

Shipper*	S0210
COMPANY XYZ	
SHPR ADD 1	

b) If Shipper account does not default Booked Shipper

If Shipper login ID does not set Booked Shipper, Shipper may input as any company name (either select from picklist or manually input the company information).

Shipper could select the company information from picklist with the corresponding shipper code (as illustrated in above), or Shipper could manually input the company information with the iPOM Lite code is blank. In FM3K, the code will auto-filled as DUMMY, and information inputted in iPOM Lite will transfer to FM3K.

FRT Service	CY	Direct	<input type="checkbox"/>	Custom
* Shipper 付運人	ORIGINAL SHIPPER			Notify P
Address 地址				Address

Shipping Order Entry (This is UAT environment)	
Browse S/O Marks and Container Charge P	
S/O#	
Shipper*	DUMMY
ORIGINAL SHIPPER	

However, if Shipper mistakenly update the company name which is not align with the company name, same information will transfer to FM3K.

Station	SHA	SEA/ATR	SEA
Customer	Customer Maime	Status	Booking Alerted
FRT Service	CY	Direct	<input type="checkbox"/>
* Shipper 付 運人	COMPANY NAME NOT ALIGN WITH CODE	S0211	
Address 地址 / ZIP	ADDRESS	CN	

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice
Shipping Order Entry (This is UAT environment)					
<div> <div>Browse</div> <div>S/O</div> <div>Marks and Container</div> <div>Charge</div> <div>P/O</div> <div>Manifest</div> </div>					
S/O#	SHASPTY700024				B/L
Shipper*	S0211				Coload In
COMPANY NAME NOT ALIGN WITH CODE					Coloader
ADDRESS					Controlling Cus
					Brand

Consignee / Notify Party

Similar to Shipper, before transferring booking to FM3K, Station Admin should pay attention to the *Consignee code / Notify Party code.

Consignee and Notify Party can be inputted as any company name (either select from picklist or manually input the company information).

Yet if the company name is mistakenly inputted which is not align with the code, same information will transfer to FM3K.

Add new Shipper / Consignee / Notify Party in picklist selection

Station Admin could apply through HQ Commercial along with the corresponding FM3000 Customer / Vendor code.

Transfer iPOM Lite Booking to FM3000

Send Booking to FM3000

When booking is ready to send to FM3000, Station Admin may select [Transfer to FM] to send the booking to FM3000.

To activate the button [Transfer to FM], field #ETD must be filled.

When #ETD is not inputted, the button will show as [DISABLED] in grey color.

Place of Receipt 收货地点	SHANGHAI	CNSHA	Intended Vessel/Voyage 预期船期		
* POL 出口港	SHANGHAI	CNSHA	# ETD 预计开航		# ETA 预计到达
* POD 目的港	ROTTERDAM	NLRTM			
* Final Destination 最后目的地	ROTTERDAM	NLRTM			
備註 Remark	TESTING REMARK 測試備註				
ADD CHG COPY Booking Cancel Select iPOM			Ship Schedule Ready	DISABLED	Assign Schedule
+ PO No.	Item No	Product Details	PO Delivery Date	PO QTY	已订舱 Cartons KGS

When #ETD is inputted, the button [Transfer to FM] will pop up.

Tel 电话			Carrier 承运		
Place of Receipt 收货地点	SHANGHAI	CNSHA	Intended Vessel/Voyage 预期船期		
* POL 出口港	SHANGHAI	CNSHA	# ETD 预计开航	15/08/2017	# ETA 预计到达
* POD 目的港	ROTTERDAM	NLRTM			
* Final Destination 最后目的地	ROTTERDAM	NLRTM			
備註 Remark	TESTING REMARK 測試備註				
ADD CHG COPY Booking Cancel Select iPOM			Ship Schedule Ready	Transfer to FM	Assign Schedule
+ PO No.	Item No	Product Details	PO Delivery Date	PO QTY	已订舱 Cartons KGS

After transferring the booking to FM3000, FM3000 SO number will be auto-generated and linked the IPOM Lite booking to the corresponding POL Office.

Once FM3000 SO number is generated, the linkage cannot be removed.

* POL 出口港	SHANGHAI	CNSHA	FM JOB NO.		
* POD 目的港	NARITA APT/TOKYO	JPNRT	# ETD 预计开航	25/07/2017	# ETA 预计到达
* Final Destination 最后目的地	KINSMAN, OH	USKIX			
備註 Remark	i remark				
ADD CHG COPY Booking Cancel Select iPOM			B/L Confirmation		
Booking Last Sent to FM3000 on 27/7/2017 15:00:00 by patrick (SHASRTM700020)					
			Re-Transfer to FM	Assign Schedule	
+ PO No.	Item No	Product Details	PO Delivery Date	PO QTY	已订舱 Cartons KGS

Re-Transfer to FM3000

Information in tag [Detail] can be transferred from iPOM Lite to FM3000 by selecting the button [Re-Transfer to FM].

iPOM	Master	Utility
Booking Management ? [X]		
Brows	Detail	Marks/Remark
Container	File	Chat Log
ISF Form		
Destination 最后目的地		
備註 Remark	Remark Test Test Test	
ADD CHG COPY Booking Cancel Select iPOM B/L Confirmation		
Booking Last Sent to FM3000 on 28/7/2017 10:55:00 by sha.staff.maima (SHASPTY700024)		
Ship Schedule Ready		Re-Transfer to FM

Once select [Re-Transfer to FM], both Shipper (Shipper account who make the booking) and Station Admin (who select the button) will receive an email as acknowledgement.

Information inputted in below iPOM Lite fields can be re-transferred to FM3000 when Station Admin select [Re-Transfer to FM].

Booking Management			
Station	SHA	SEA/AIR	SEA
Customer	AC	Status	Booking Alerted
ERT Service	CFS	Direct	<input type="checkbox"/>
Shipper 付港人	YEUNG COMPANY		
Address 地址 / ZIP	SHA TIN HONG KONG		
Contact 聯絡人	YEUNG YEUNG		
聯絡人 Email	giglyeung@paradigm2000.com		
Tel 電話	5040 5555		
Consignee 收貨人	GIGI CNEE COMPANY		
Address 地址 / ZIP	SHA TIN HONG KONG		
Contact 聯絡人	gigigigi@paradigm2000.com		
Tel 電話	6544 6544		
Place of Receipt 收貨地點	HANGZHOU	CNHH	
POL 出口港	SHANGHAI	CNSHA	
POD 目的港	HONG KONG	HKHKG	
Final Destination 最終目的地	KAOHSIUNG	TWKHH	
備註 Remark	INTERNAL REMARK		
Booking 訂貨單號#	BOK170726000001	Booking Date	26/07/2017
Customer Ref#		Ref Date	
Notify Party	A. N.	A00	
Address 地址 / ZIP	S. 2 B	BE	
Contact 聯絡人	yeunggigi@paradigm2000.com		
Tel 電話	323 2024050		
Commodity			
HS Code			
Country of Origin			
QTY 件數	122	Incoterm	DDP
KGS 毛重	122.00	Freight Terms	CC
CBM 立方數	12.00	Other Terms	CC
Cont. Type	DG		
20'	40'	HC	45'
3	2	1	1
Cargo Ready 交貨日期	01/07/2017	Doc. Ready 正本文件	<input type="checkbox"/>
Carrier 承運			
Intended Vessel/Voyage 預期船隻			
FM Job No.			

However, below situations cannot re-transfer information to FM3000.

1. POL can never be re-transferred as the booking is already linked with the POL Office's SO number.

- If the POL is changed and need a different FM3000 SO number, the action can be done in new booking.
- If invalid booking needed to be cancelled, please refer to section Cancel Booking in User Manual for Shipper.

If the information cannot be re-transferred to FM3000, system will pop out error message.

Example: Warning message will pop out when changing POL after booking has sent to FM3K.

202.66.117.65 顯示 :
Booking Cannot Be Create In FM3000!

確定

Address 地址 / ZIP	ADDRESS / FLOOR EDIT	GB	SHANG HAI EDIT
Contact 聯絡人	EDIT		
* 聯絡人 Email	dummy@mail.com		
* Tel 電話	EDIT		
Consignee 收貨人	CUSTOMER MAIME IPOM	C0282	
Address 地址 / ZIP	ADDRESS 1 EDIT	GB	
	ADDRESS 2 EDIT		
	ADDRESS 3 EDIT		
Contact 聯絡人	Maime Cheung EDIT		
Tel 電話	EDIT		
Place of Receipt 收貨地點			
* POL 出口港	SHANGHAI	CNSHA	
* POD 目的港	ABERGAVENNY, MH	GBABG	
* Final Destination 最後目的地	ABERGAVENNY, MH	GBABG	
備註 Remark			

Commodity			
HS Code			
Country of Origin			
* QTY 件數	155	Incoterm	FOB
* KGS 毛重	15,005.00	* Freight Terms	CC
* CBM 立方數	2.550	Other Terms	CC
Cont_Type			
20'	40'	HC	45'
* Cargo Ready 交倉日期	15/08/2017	Doc. Ready 正本文件	<input type="checkbox"/>
Carrier 承運			
Intended Vessel/Voyage 預期船期			
FM Job No.			
# ETD 預計開航	15/08/2017	# ETA 預計到達	

ADD CHG COPY Booking Cancel Select iPOM

Booking Last Sent to FM3000 on 24/7/2017 15:32:00 by sha.staff.maim (NGBSABG700006) Ship Schedule Ready Re-Transfer to FM Assign Schedule

PO No.	Item No	PO Delivery Date	PO QTY	Booked	Cartons	KGS	CBM	Container#	Seal#
1 PO0201	ITEM0201			15	15	1,500.00	0.200		

For transferring tag [Container] information to FM3000, please refer to below section “Transfer Marks/Remark to FM3000”

Transfer Marks/Remark to FM3000

Information in tag [Marks/Remark] can be transferred from iPOM Lite to FM3000 by selecting the button [Update Fm3k].

iPOM Master Utility

Booking Management ? [X]

Browse Detail Marks/Remark Container File Chat Log ISF Form

Customer 買主 ACTUANT

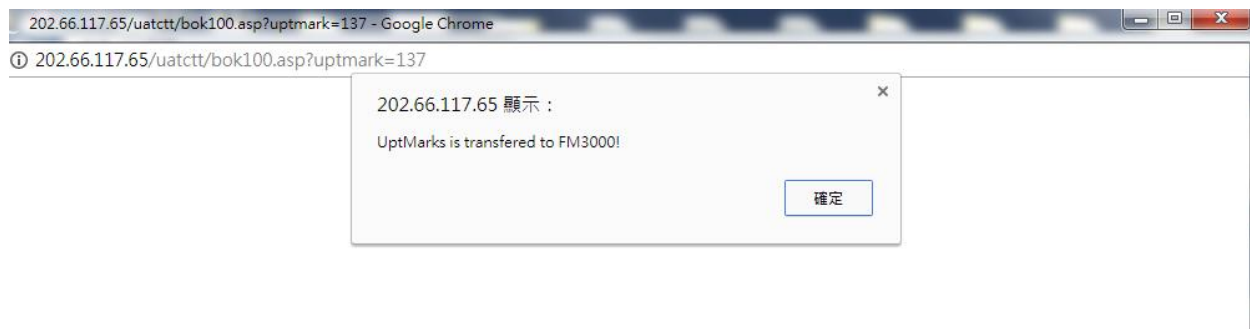
Booking# BOK170711000003

Update Fm3k

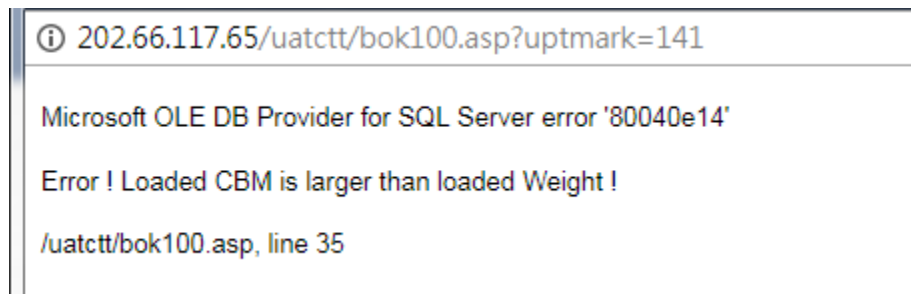
Item#	HS Code	20'	40'	HQ	45'	Marks	Qty
-------	---------	-----	-----	----	-----	-------	-----

Once Station Admin select the button, below message will pop out. Information will be transferred to FM3000 at same time.

The information will be appended to FM3000 instead of overwritten.



If the information fails to transfer, system will pop out error message.



As Marks in FM3000 might be linked with container information, if any Marks need to be deleted, user must separately delete in iPOM Lite and FM3000.

No deletion of Marks will be updated from button [Update Fm3k].

Assign Schedule

Update Carrier, Intended Vessel / Voyage, FM Job Number, ETD and ETA

Station Admin should create the Intended Schedule and Intended Job in FM3000 first before select [Assign Schedule] in iPOM Lite.

Sea Freight	Inbound	Outbound	Miscellaneous	Report	Invoice	Tariff	Master	Utility	
Outbound Schedule/Job Create (This is UAT environment) Division: SE User: NGB JANICE.YEUNG									
Bound	Port of Loading		POL	Port of Discharge		Vessel/Voyage			
Region	Country			Country	POD		Liner		
Loop	ETD - / + Days			ETA - / + Days			Job#		
Schedule Code	Show		Normal	Go					
<div style="text-align: center;">GO 1 / 7 X 30</div>									
Vessel	Name	Voyage	Liner	ETD	Port of Loading	ETA	Port of Discharge	S.Code/Job	
1	M0006	MAERSK KUANTAN	IPJ2	CMA(CMDU)	16/07/2017	CNGB	05/09/2017	NLRTM	NGBSE170700003
2	M0005	MAERSK SEMARANG	IPJ1	MAERSK(MAEU)	16/07/2017	CNGB	30/08/2017	NLRTM	NGBSE170700001, NGBSE170700002

Station Admin can select [Assign Schedule] to select the pre-inputted FM3000 Schedule to the booking on iPOM Lite if Port of Loading, Port of Discharge and ETD are matched.

Place of Receipt 收货地点	HANGZHOU	CNHGH	* Cargo Ready 交仓日期	01/07/2017	Doc. Ready 正本文件	<input type="checkbox"/>
* POL 出口港	SHANGHAI	CNSHA	Carrier 承运			
* POD 目的港	HONG KONG	HKHKG	Intended Vessel/Voyage 预期船期			
* Final Destination 最后目的地	KAOSIUNG	TWKHH	FM Job No.			
備註 Remark	INTERNAL REMARK		# ETD 预计开航	01/07/2017	# ETA 预计到达	05/07/2017

ADD CHG COPY Booking Cancel Select IPOM B/L Confirmation

Booking Last Sent to FM3000 on 27/7/2017 17:42:00 by patrick (SHASTPE700028) Ship Schedule Ready Re-Transfer to FM Assign Schedule

PO No.	Item No.	Product Details	PO Delivery Date	PO QTY	已订舱	Cartons	KGS	CBM
--------	----------	-----------------	------------------	--------	-----	---------	-----	-----

Select Schedule ? [X]								User	AIR SEA WORLDWIDE 港捷國際貨運	
								JANTHONY.WANG		
	Vessel Name	Voyage	Liner	ETD 预计开航	Port of Loading	ETA 预计到达	Port of Discharge	S.Code	Schedule Code	Job
1	A0006 A VESSEL	AAA	APL(APLU)	1/7/2017	CNSHA	5/7/2017	HKHKG			SHASE170700007

After selecting the number of the Schedule, information of the FM3000 Job will be auto-filled in the iPOM Lite columns, including Carrier, Intended Vessel/Voyage, FM Job No., ETD and ETA.

Select Schedule ? [X]							
	Vessel Name	Voyage	Liner	ETD 预计开航	Port of Loading	ETA 预计到达	Port of Discharge
1	A0006 A VESSEL	AAA	APL(APLU)	1/7/2017	CNSHA	5/7/2017	HKHKG

Contact 联络人	gigigigi@paradigm2000.com		20'	40'	HC	45'
Tel 电话	6544 6544		3	2	1	1
Place of Receipt 收货地点	HANGZHOU	CNHGH	* Cargo Ready 交仓日期	01/07/2017	Doc. Ready 正本文件	<input type="checkbox"/>
* POL 出口港	SHANGHAI	CNSHA	Carrier 承运	APL(APLU)		
* POD 目的港	HONG KONG	HKHKG	Intended Vessel/Voyage 预期船期	A VESSEL AAA		
* Final Destination 最后目的地	KAOSIUNG	TWKHH	FM Job No.	SHASE170700007		
備註 Remark	INTERNAL REMARK		# ETD 预计开航	01/07/2017	# ETA 预计到达	05/07/2017

Ship Schedule Ready

Station Admin can inform Shipper to check the schedule by selecting button [Ship Schedule Ready].

Tel 电话			* Cargo Ready 交仓日期	15/07/2017	Doc. Ready 正本文件	<input type="checkbox"/>
Place of Receipt 收货地点			Carrier 承运	CMA(CMDU)		
* POL 出口港	NINGBO	CNNGB	Intended Vessel/Voyage 预期船期	MAERSK KUANTAN V.IP2		
* POD 目的港	ROTTERDAM	NLRTM	FM Job No.	NGBSE170700003		
* Final Destination 最后目的地	ROTTERDAM	NLRTM	# ETD 预计开航	16/07/2017	# ETA 预计到达	05/09/2017
備註 Remark	TEST REMARK					

ADD CHG COPY Booking Cancel Select IPOM B/L Confirmation

Booking Last Sent to FM3000 on 27/7/2017 15:03:00 by sha.staff.maima (NGBSRTM700004) Ship Schedule Ready Re-Transfer to FM Assign Schedule

After selecting the button, below box will be popped out. The default email of Shipper will be

the Contact Email inputted in Booking Management > Shipper > Contact Email.

Station	SHA	SEA/AIR	SEA
Customer	AC	Status	Ship Schedule Ready
FRT Service	CFS	Direct	<input type="checkbox"/>
* Shipper 付運人	YEUNG COMPANY		
Address 地址 / ZIP	SHA TIN HONG KONG		
Contact 聯絡人	YEUNG YEUNG		
* 聯絡人 Email	gigiyeung@paradigm2000.com		

Ship Schedule Ready ? [icon] [icon]			
Default Email To - Shipper	gigiyeung@paradigm2000.com;		
Unregistered Contact	- Please Select Email Group -	To (New Registered Email)	
Name	- Please Select Email Group -	CC	
Name	- Please Select Email Group -	CC	
Subject	Ship Schedule is Ready, Booking No: BOK170726000001 - POL:CNSHA, POD:HKHKG, POD:HKHKG, REF:		
Extra Note			
go			

Extra contacts can also be inputted.

Ship Schedule Ready ? [icon] [icon]			
Default Email To - Shipper	gigiyeung@paradigm2000.com;		
Unregistered Contact	- Please Select Email Group -	To (New Registered Email)	janice.yeung@airsea.com.hk
Name	- Please Select Email Group -	CC	maime.cheung@airsea.com.hk
Name	- Please Select Email Group -	CC	annie.ip@airsea.com.hk

Station Admin may input email content in Extra Note to Shipper.

After select [go] in above screen, below message will pop out.

202.66.117.65 顯示 :

Shipper Documents are sent to Office, waiting for HBL Upload.

確定

Email will be immediately sent out to Shipper after selecting Confirm.
Status of the booking will change from Booking Alerted to Ship Schedule Ready.

iPOM Master Utility			
Booking Management ? [Menu] [X]			
Browse Detail Marks/Remark Container File Chat Log ISF Form			
Station	NGB	SEA/AIR	SEA
Customer	Customer Maime	Status	Ship Schedule Ready
FRT Service	CY	Direct	<input type="checkbox"/>
		Booking 訂倉單號#	
		Customer Ref#	
		Notify Party	

Buyer Report

Buyer Report can be found in iPOM > Buyer Report.

iPOM Master Utility	
POM Lite	ment ? [Menu] [X]
Booking Management	PO NO (Max 200)
Buyer Report	

Choose the corresponding Customer and select [go].

iPOM Master Utility	
Buyer Report ? [Menu] [X]	
Customer 买主	<input type="text"/>
go	

After selecting [go], user can make use of the filters to specify the PO details for tailor-making the report output.

When finish inputting the criteria, user may then select [Submit].

Buyer Report [?] [X]

Customer 買主: A

Vendor:

POL: POL CTY:

POD: POD CTY:

PO Date: Days Before: Days After:

PO No:

Delivery Date: Days Before: Days After:

Item No.: Product Details: PO Qty:

KGS: CBM: CTNS:

Submit

User may see the PO records which will be included in the report. Select [Generate Report] to download and get an excel report.

Buyer Report [?] [X]

Generate Report

PO No.	Item No.	Product Details	PO Qty	KGS	CBM	CTNS	Booked Qty	Vendor	PO Date	PO Deliv
1 TEST001	PO001	SHOE ITEM 01	10,000.00	150,000.00	3,500.00	200.00	150 A		01/06/2017	01/06/20
2 TEST001	PO002	SHOE ITEM 02	10,000.00	150,000.00	3,500.00	200.00	150 A		01/06/2017	01/06/20
3 TESTING170717	ITEM113		60.00	600.00	0.00	0.00	60 A		01/07/2017	10/07/20

未命名 - Google Chrome

202.66.117.65/uatctt/uli132.asp?action=rreport

Sheet (1).xls

Search e-Booking in FM3000

Station Admin can find the booking in FM3000 screen Shipping Order Entry. Choosing the Status as “e-Booking” can sort out the bookings which are from iPOM Lite.

Shipping Order Entry [?] [X] (This is UAT environment)

S/O:

HBL/MOBL:

ETD -/+Days:

ETA -/+Days:

SMOBL:

Liner S/O:

Division: SE

Job#:

POL:

POD:

Final Dest.:

Service:

D/O:

Status: e-Booking

Vessel/Voyage:

Container:

Container Type:

Terms:

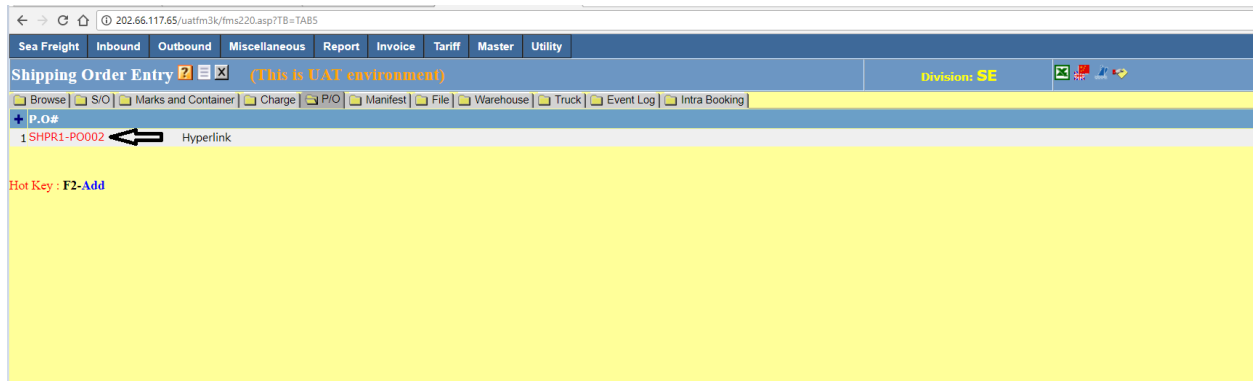
Freehand:

Ship ID:

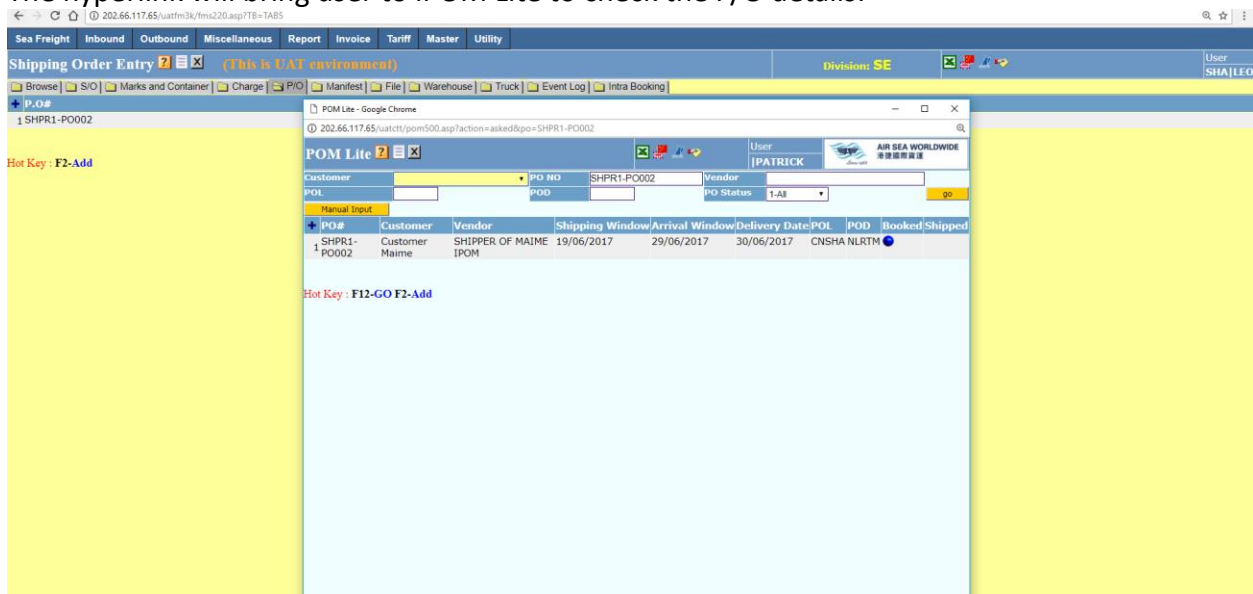
Display: Loading

FM3K PO tag hyperlink to iPOM Lite

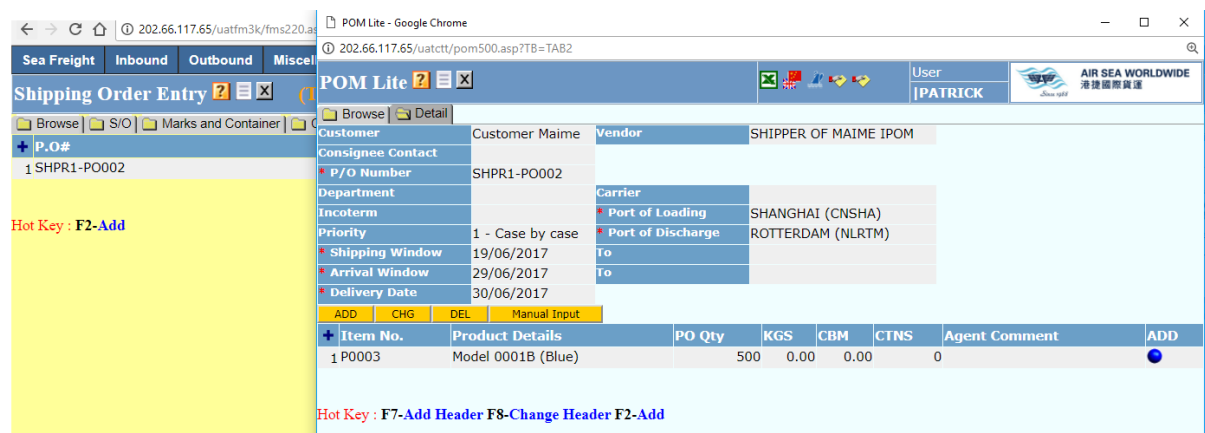
In Shipping Order Entry -> [P/O] tag, there is a hyperlink under P.O# column



The hyperlink will bring user to iPOM Lite to check the P/O details:



Users may double click to enter the POM Lite's details screen:

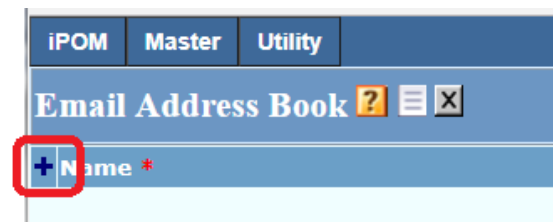


Email Address Book

This master stores the defaulted contact emails of each customer for the [Chat Log] Function. Email Address Book can be found in Master > Email Address Book.



Station Admin can select [+] to add a new address book.



After selecting [+], Station Admin may input Name* of the address book, the related customer and emails. If more than one email address, Station Admin may input “;” in between email addresses.



The stored Email Address Book will show with the pre-set Name* in Booking Management > Chat Log.

