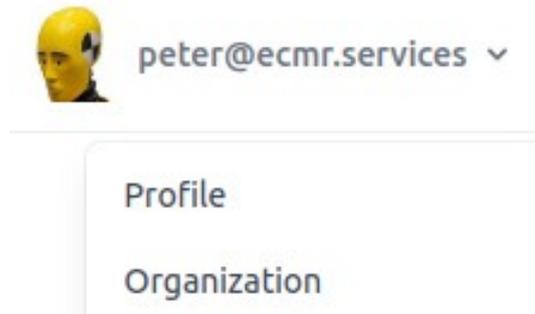




How to carry out an assignment

1. Start with your unique account

You have received an invitation from your organization via your email address. Confirm your invitation and you will then be logged in to [eCMR.services](https://ecmr.services). Select "Profile" in the top right corner and update your profile details. Choose the language you feel comfortable in. And add a profile photo if desired.



2. Accept your assignments

Click on the "Assignments" menu at the top. Here you will see all assignments assigned to you. Accept the assignments you want to carry out by clicking on the "Show assignment" button.

User					
First name	Petra	Language	en	Time Zone	Europe/Amsterdam
Surname	Shields	Created at	2024-06-03 13:38:09	Updated	2024-06-03 13:38:09
Contact information					
Email	driver@1.com	Mobile	270-976-9204	Email verified	2024-06-03 13:38:09

Change assignment status

Click on "Change assignment status". Set the status to "In Progress".

Change assignment status

New status

In Progress

3. Carry out assignment

You can carry out an assignment by clicking on the "Carry out assignment" button.

You will then see boxes 20, 22 and 24 of the job that you are going to carry out. Some information may already be filled in.

In box 20 you can record arrival and departure times; the difference is calculated automatically.

The time format should be hour-hour : minute-minute, i.e. 2 numbers separated by a colon.

Box 22 refers to the loading address. Here you can add the name of the person from whom you will collect the load. If you have any comments about the course of events, you can briefly add them. If you wish, you can add a photo using the device you are working with. The signature specifically is important.

It is possible that the CMR data has already been shared with the person in question. This person can then use his own electronic equipment to sign. Using his own equipment officially guarantees that the signature on the eCMR has been placed by the person in question (and not by someone else).

Box 24 refers to the unloading address. The same procedure applies as for the loading address.

For each adjustment you make, you must click the "Save" button.

If you want to make a further adjustment to the CMR, click on the "Edit CMR" button.

4. Complete assignment

Once you have finished your work, go back to the "Change assignment status" option and set the status of your assignment to "Completed". You can then start your next assignment.



The screenshot shows a rectangular box with a light blue border. At the top, it says "Change assignment status" in bold blue text. Below that, it says "New status" in a smaller blue font. There is a dropdown menu with "Completed" and a downward arrow. To the right of the dropdown are three buttons: an orange "Save" button, a grey "Cancel" button, and a red circle with a white question mark.

More explanation about eCMR.services

You can read more about the various options of eCMR.services in the "Start up guide for drivers". This guide is available in 29 languages. The Start up guide for drivers can be found by clicking on the "Dashboard" menu item.

If you have any questions or requests, please let us know via the contact form.

Yours sincerely,

eCMR.services wishes you good business!