eCMR

How to assign a job to a driver

Drivers are able to add signatures, photos and comments to the CMR at the loading and unloading address.

1. Invite drivers to your organization
Go to the "Organization" screen (top right menu). Scroll down and click the "Invite co-worker" button at the bottom.
You can send the invitation in the language that the user is used to, which makes it easier for the driver to accept the invitation.
The driver needs an e-mail address and when the driver has accepted the invitation, the driver will appear in the list of "Organization users".
As long as the driver has not yet accepted the invitation, it will appear in the list of "Pending invitations". If the driver can no longer find his invitation, for example due to email problems or spam box, you can resend the invitation.

Email
driver@myCompany.com

User role
Driver

User language
EN English

Go back   Invite

Pending invitations (1)
Manage invitations of your organization.

Invite co-worker

Email	Created	Updated	Role			
driver@myCompany.com	2024-06-10 14:37:28	2024-06-10 14:37:28	Driver	Invitation link	Resend	Delete

Upon acceptance of the invitation, the driver will receive a separate environment in which he can manage the assignments assigned to him. If you are interested in what that environment looks like, role-play the situation yourself as a driver.

2. Assign a job to the driver
Go to the "Shipments" screen, search for the desired shipment and click on the plus symbol for this shipment ➕ . A new screen will appear.
Select the value "transport" under "Assignment type" and the driver to whom you want to assign the shipment under "Assignment user".

Create new assignment by choosing type and user

Assignment type   Assignment user

Transport   [driver] [driver@myCompany.com]   Save assignment   Cancel   ?

3. The "Assignments" screen

The driver can show from his own environment that he is carrying out the order. He can set the "Assignment status" to "In Progress".
This will then become visible in the "Assignment status" column.
In the "Shipment Status" column you can always monitor the status of the shipment, for example whether a signature (or POD) has been received.

Assignee	Role	Assignment status	CMR		
driver@1.cor	Driver	Pending	CMR		
Chauffeur@l	Driver	In Progress	CMR		

4. Show assignment

More information about the status of the shipment can be viewed by clicking on the symbol in the "Shipments" menu.
From this environment the assignment can also be deleted, modified or set to assignment status "Completed".
The driver can also set the assignment or order to the status "Completed" from his own environment, but cannot delete the order or adjust the user.

Once the assignment has been completed and signed for receipt, you can start invoicing immediately.

User						
First name	Jaiden	Language	pl	Time Zone	Europe/Amsterdam
Surname	Hilpert	Created at	2024-06-10 09:13:32	Updated	2024-06-10 09:13:32
Contact information					
Email	driver@1.com	Mobile	+1-857-966-4046	Email verified	2024-06-10 09:13:32

Delete assignment Edit user assignment Change assignment status

5. Who did what and when

In the "Shipments" menu you can view the details of each shipment by clicking on the symbol .
The owner of the CMR can always find out who did what and when with the CMR by clicking on the "Show history" button at the bottom of the overview of the shipment details.

Show history

More explanation about eCMR.services

You can read more about the various options of eCMR.services in the Start up guide. This guide is available in 29 languages.
You can find the Start up guide when you click on the "Dashboard" menu item.
More information is also available there in PDF format.
If you have any questions or requests, please let us know via the contact form.

Yours sincerely,
eCMR.services wishes you good business!