

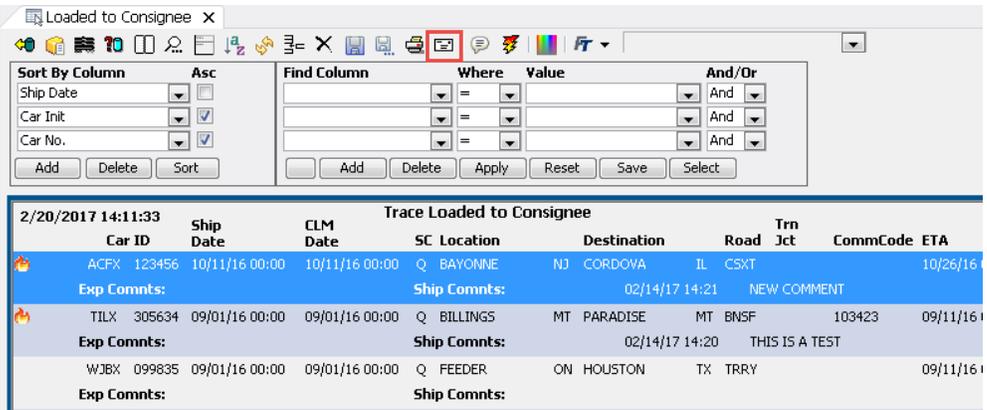


Emailing from RAILTRAC®
 Revision Number 1
 2/20/2017

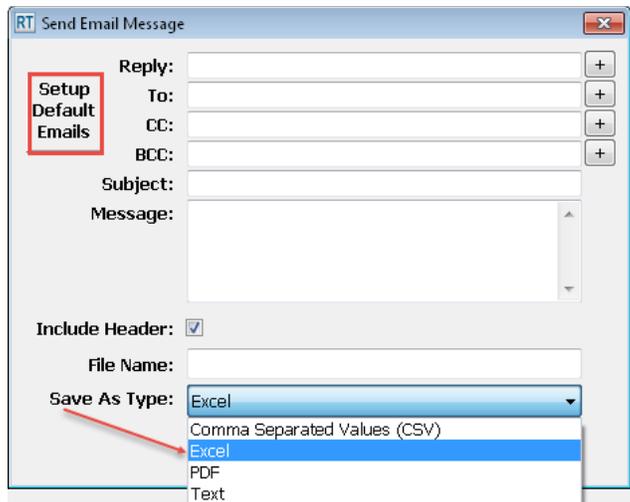
A useful feature in RAILTRAC is the ability to email from the application. The user can email from every screen throughout the application.

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.



Select Excel in Save As Type and Setup Default Emails.



Creating the Address Book:

Click Add to setup a new Email Address.

RT Setup Email Addresses for TIFFANYM on RTOL_DEV

Use Right Mouse Button to import or export email addresses from Clipboard

Email Address	Reply	To	CC	BCC
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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.

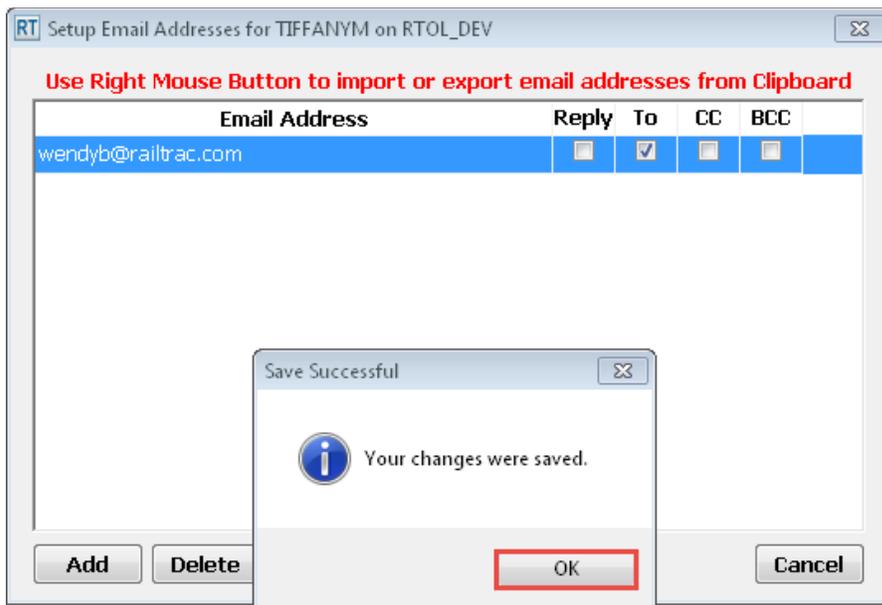
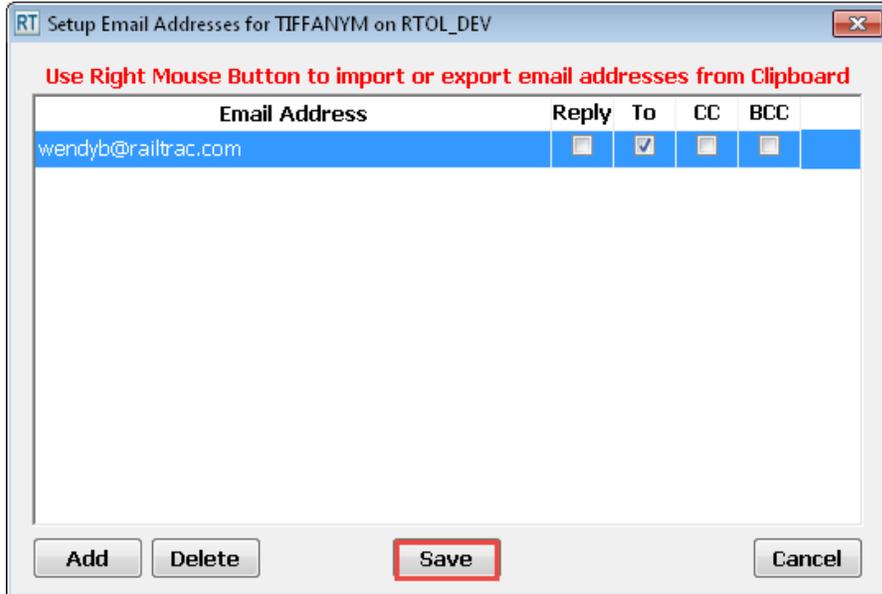
RT Setup Email Addresses for TIFFANYM on RTOL_DEV

Use Right Mouse Button to import or export email addresses from Clipboard

Email Address	Reply	To	CC	BCC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Delete Save Cancel

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



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

RT Send Email Message

Setup
Default
Emails

Reply: [] +

To: wendyb@railtrac.com [] +

CC: [] +

BCC: [] +

Subject: []

Message: []

Include Header:

File Name: []

Save As Type: Excel

Send Cancel

Highlight recipient to add and click OK.

RT Email Addresses for TIFFANYM on RTOL_DEV

Email Address
rt_support@railtrac.com
wendyb@railtrac.com

Clear Ok Cancel

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

RT Send Email Message

Setup Default Emails

Reply: +

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: Loaded to Consignee Report - RT Dev

Save As Type: Excel

Send Cancel

Click OK.

RT Send Email Message

Setup Default Emails

Reply: +

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:

Save As Type:

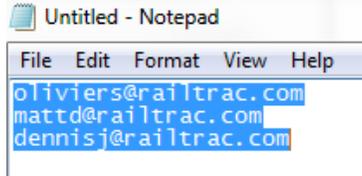
Email Sent

Your email was sent.

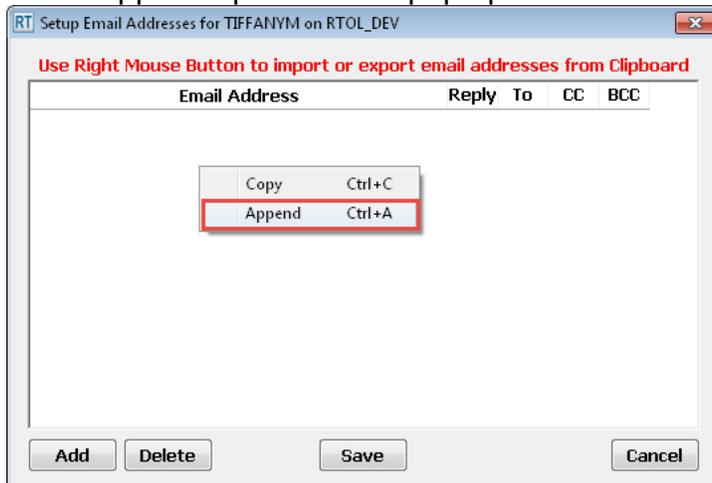
OK

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.



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.

