



TransFollow

ahead of the chain

# Signing the e-CMR with TransFollow

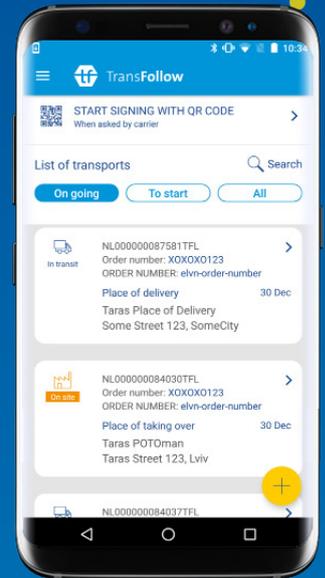
## Searching

To find the right e-CMR, open the app. Tap on the easy to use filters such as 'on going' and 'to start' for to find the freight documents you are currently working on.

For a specific e-CMR, tap 'All' to view the list of transports. Then tap "Filtered by" to filter through the status of the freight documents on freight document status.

You can select or deselect all or choose individual filters. Now tap the magnifier to search for specific freight documents and by simply typing three or more characters to start searching. Search by order number, reference number, or name.

Once you have selected the right document, the details page of the freight document opens. You will see that this digital version contains exactly the same information as the familiar paper document.



## Observations

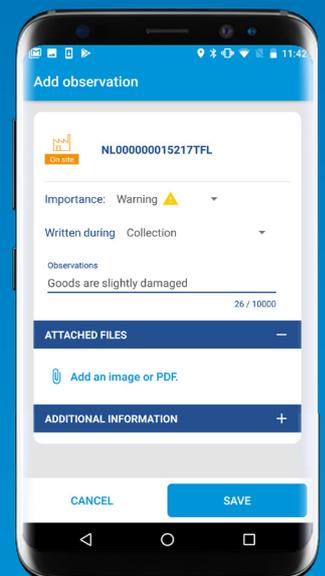
TransFollow allows you to add observations to a consignment note. Just tap the blue "Add observation"-button.

Add your own observation or select one or several standard observations, such as the condition of the goods or particular circumstances.

Select the importance of the observation (*Information*, *Warning* or *Irregularity*)

Was the observation made during pick-up or delivery? Select the according situation.

Then tap save. All observations are now displayed on the e-CMR and communicated to all parties.



## Attachments & Pictures

Add attachments like pictures or PDFs by tapping the paperclip icon.

Once saved, you can easily access these comments and attachments in the detail screen by tapping the heading 'observations'.



[View our instruction video here](#)



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### Sign on Glass

To sign the freight document, click on Select the 'Sign document'-button on the detail screen of the freight document to start signing.

Select what you would like to do. Pick up at the consignor, transfer to another carrier or do you want to deliver at the consignee?

In the next step, you'll select your preferred signing method. You can:

- Sign with a QR code
- Sign on Glass
- Sign without agreement from the counter other party

Hand over your device to the consignor by pick-up and consignee by delivery.

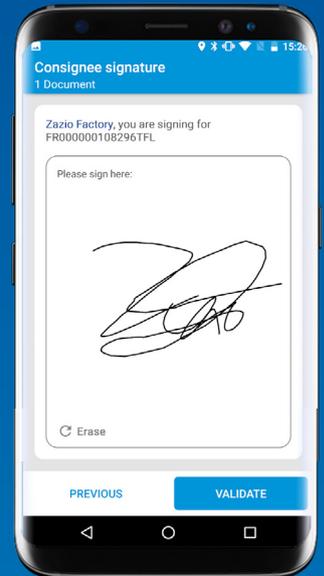
The counterparty can fill in their name and e-mail and simply switch to the languages by selecting one in the bar.

This enables everyone to go through inspections and sign in their own language!

Next the consignors or consignees can check the shipment information in this the summary.

Such as details on *Hours of Arrival and Departure* registered by the driver, *Structured Goods or Returnable Transport Items* and *Observations*. After the validation, the counterparty signs on the glass and the device will be returned to you, the carrier.

The last step is for you. Approve the signing. After this the freight document's status will change from 'issued', to 'in transit', to 'delivered'. And the signatures are added to the PDF.



### TransFollow Approval

An alternative signing method is 'TransFollow Approval'. For this signing method, the counterparty needs a TransFollow Account and a device with TransFollow App installed.

Select 'Signing using QR code' to sign with TransFollow Approval.

Let the consignor or consignee tap the bar 'Start signing with QR code' in the overview screen to scan on their device.

Tap 'Next' and scan the other party's QR code. After signing, the freight document's status will change from 'issued', to 'in transit', to 'delivered'.



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