



Your guide in delivering!

Scan. Plan. Go. Confirm • Send. Plan. Go. Confirm

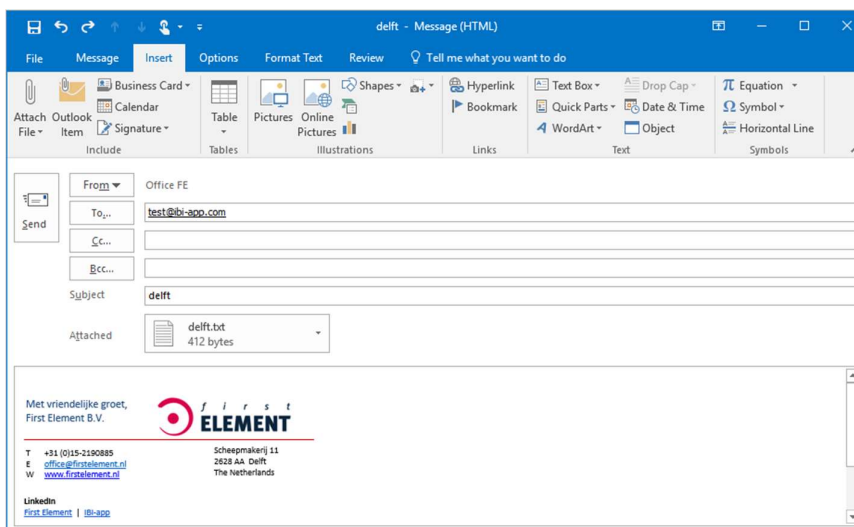
Explanation about the transfer functionality of IBI Go (1.9)

IBI Go makes it possible to email a list of addresses. This saves you time entering an address manually and you can link IBI with your back office.

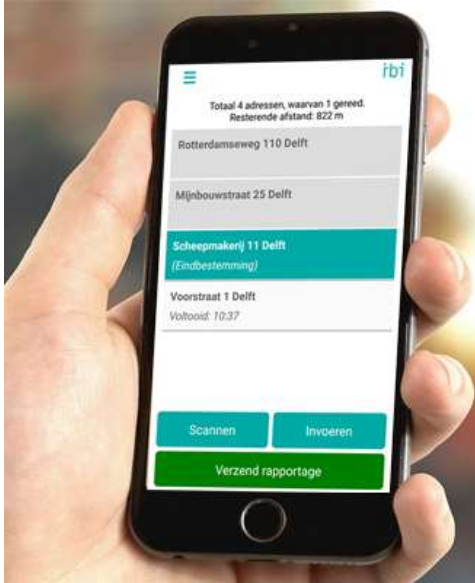
The address in a txt file can be written in various ways. This is an example of the variants. Please note that you do not use column titles, only address data. Also note that every line should always contain two semicolons, this is to differentiate between the address, note and number column.

```
delft.txt - Notepad
File Edit Format View Help
Buitenwatersloot 320 2614 GR Delft; envelope;
Scheepmakerij 1 2628 AA Delft; deliver in mailbox and send message; 0642074411
Rotterdamse 1 23 Delft; 2 boxes;
Voorstraat 50 2611 JS Delft; upper door bell;
Paardenmarkt 11 2611 PA Delft; deliver personally;
Het Slot 5 2622KH Delft;;
Molensingel 91 Delft;;
Van den Spiegelstraat 79 Delft;;
Hof van Delftlaan 98 2613 BS Delft;;
```

After the address (1) there is space for 2 extra fields with information. (2) is text for remark and (3) is a mobile number, which can be used for sending a SMS.

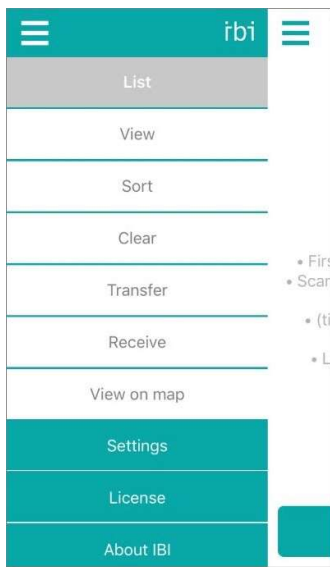


Send the file as an attachment to a unique email address, linked to your IBI license. The text in the subject of the email will be used in the file list in the IBI app.

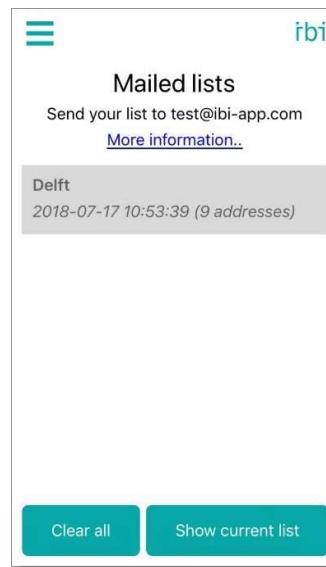


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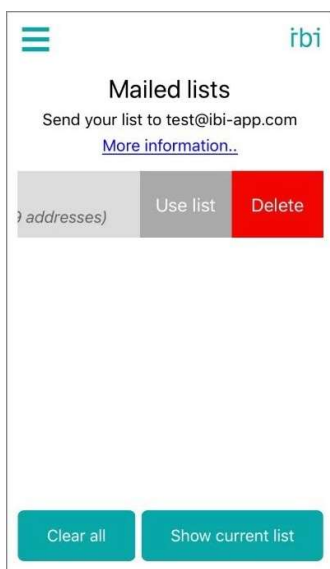
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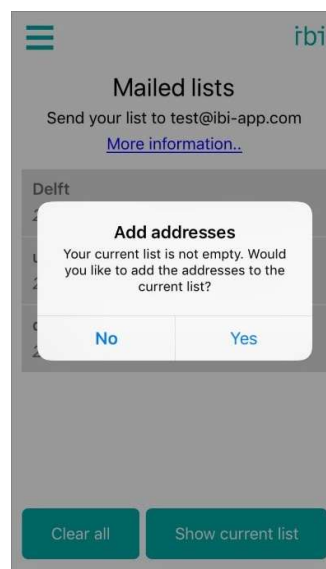
1. The lists that have been received via email are shown in the menu under the button **Receive**.



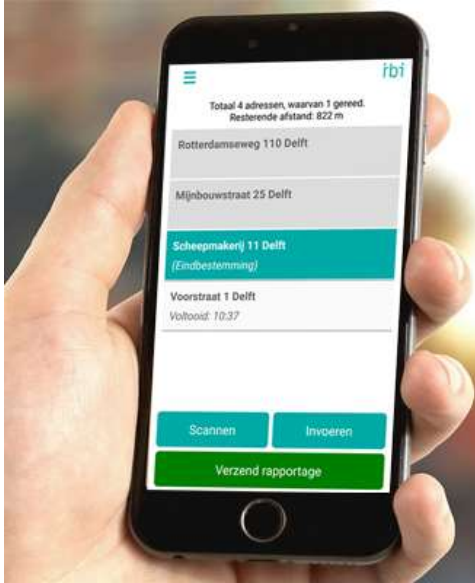
2. This example shows that in this case there is only one list available.



3. **Swipe** to left (on iPhone) and click on **Use list**.

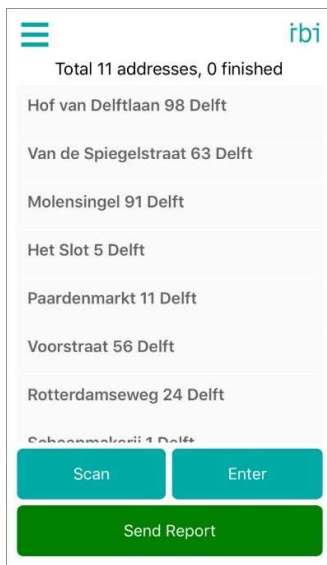


4. The list can be added to the active list. If you prefer to use the new emailed list only, then first empty the currently active list (the **Empty** option).



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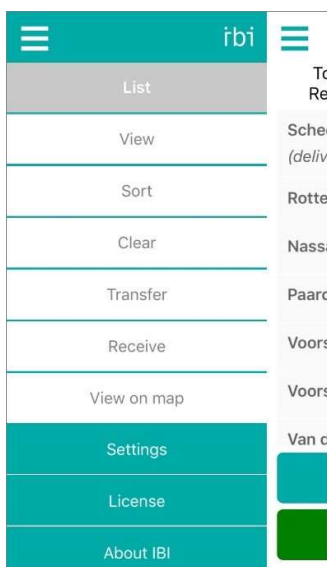
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5. The new list appears with addresses and comments. However, phone numbers will not be shown. **Swipe** down to let IBI sort the addresses in the most optimal route.



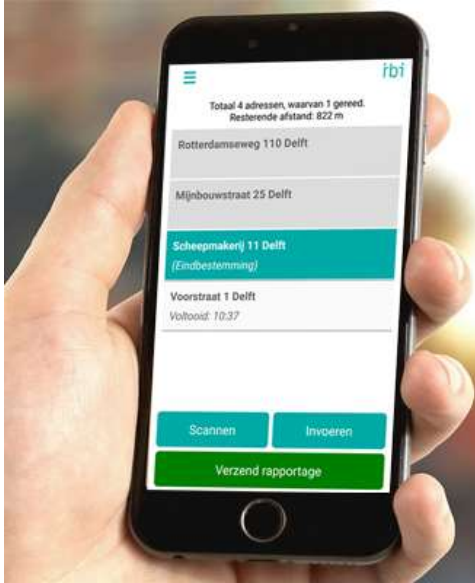
6. The optimal route is calculated.



7. Go to menu to **Transfer** addresses.

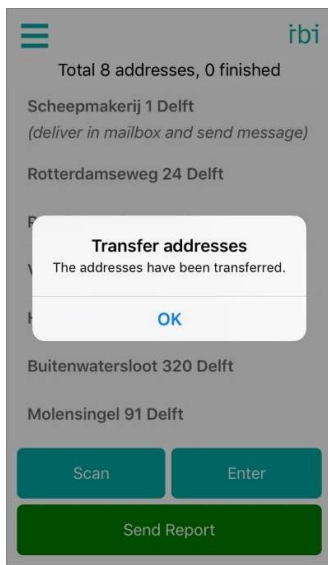


8. Select the addresses you want to transfer by clicking on them. Then click on **Transfer**.

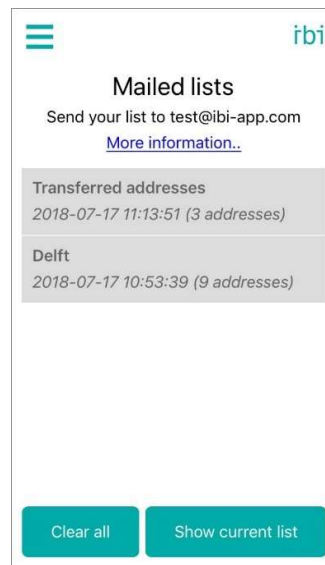


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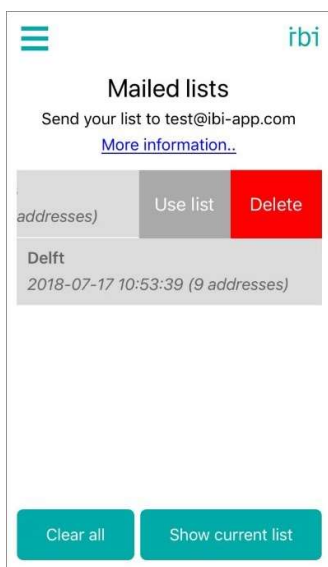
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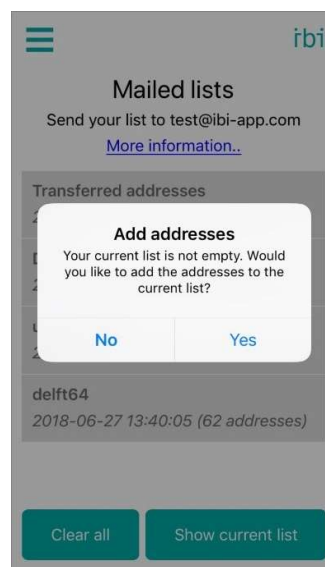
9. The transferred addresses are shown in the overview of address lists.



10. The transferred addresses are marked with date and time.



11. To use one of the lists, click on **Use list**.



12. The list will be added to the current active list. If this is not your intention, you need first to remove the old list first.