



## Automatic resending with BICS

From/To the Port of Antwerp

*BICS offers a function for automatically forwarding your voyages to an additional recipient of your choice under certain conditions. You can use this function to **resend voyages from Antwerp to the Netherlands, or voyages to Antwerp completely automatically**, meaning that you no longer need to resend these voyages manually.*

### Contents

1. Where can you find this functionality? .....	2
2. How do you set up automatic resending? .....	2
2.1 Voyages from Antwerp to the Netherlands .....	2
2.2 Voyages to Antwerp .....	3
3. How can you change an automatic resending? .....	5
4. How can you remove an automatic resending? .....	5
Questions? .....	5

## 1. Where can you find this functionality?

The automatic resending function in BICS can be accessed via the System settings menu. Follow the instructions below to access it:

1. Open your BICS software and log in;
2. Click **Control** at the top right of your screen ;
3. A menu opens: click **System settings** at the top left in the menu;
4. Click **Additional recipients**.
5. This opens a small screen. Click **Add new email address** in this screen;
6. In the screen that opens now, called "Edit email", you can set an additional recipient. Section 2 describes how to do this.

## 2. How do you set up automatic resending?

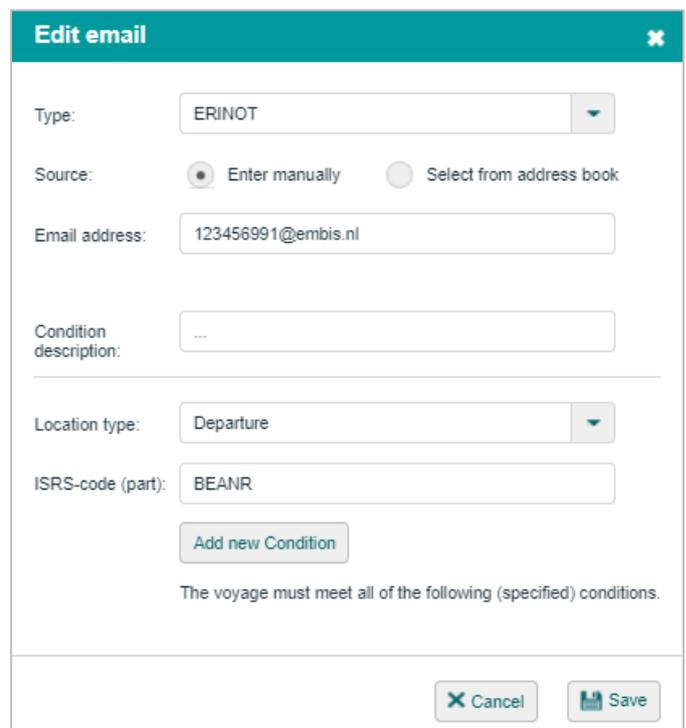
### 2.1 Voyages from Antwerp to the Netherlands

If you have followed all the steps outlined in section 1, the screen called *Edit email* is now open in BICS, as shown in the figure below.

The following instructions guide you through the process for setting up an additional recipient to trigger automatic resending. The email address *123456991@embis.nl* that you use here is the ERINOT message delivery address for the Dutch waterways (IVS-Next). The required ISRS code, *BEANR*, is the code for Antwerp.

- *Type:* **ERINOT**
- *Source:* **Enter manually**
- *Email address:* **123456991@embis.nl**
- *Condition description:* <Enter a brief description here for your own information>.
- *Location type:* **Departure**
- *ISRS-code (part):* **BEANR**

After entering the above information, click **Add new Condition**. Next, click **Save**.



**Edit email** ✕

Type: ERINOT

Source:  Enter manually  Select from address book

Email address: 123456991@embis.nl

Condition description: ...

Location type: Departure

ISRS-code (part): BEANR

Add new Condition

The voyage must meet all of the following (specified) conditions.

✕ Cancel Save

After you click Save, you will see that an additional recipient has been set up, as shown in the example below:

**Additional recipients** ✕

Specify additional CC addresses per type of message here.

Add new email address

Type	Address	Condition (y/n)	Condition description	Action
ERINOT	123456991@embis.nl	Yes	...	✎ 🗑

✕ Cancel
💾 Save

In this screen, click **Save** again. Your voyages with Antwerp as the location of departure will now automatically be forwarded to the Netherlands. Therefore, you no longer need resend these voyages manually!

## 2.2 Voyages to Antwerp

If you have followed all the steps outlined in section 1, the screen called *Edit email* is now open in BICS, as shown in the figure below.

The following instructions guide you through the process for setting up an additional recipient to trigger automatic resending. The email address *skippers@securemail.flaris.be* that you use here is the ERINOT message delivery address for the Flemish waterways. The required ISRS code, *BEANR*, is the code for Antwerp.

- **Type:** **ERINOT**
- **Source:** **Enter manually**
- **Email address:** **123456140@embis.nl**
- **Condition description:** <Enter a brief description here for your own information>.
- **Location type:** **Destination**
- **ISRS-code (part):** **BEANR**

After entering the above information, click **Add new Condition**. Next, click **Save**.

**Edit email** ✕

Type: ERINOT ▼

Source:  Enter manually  Select from address book

Email address: 123456140@embis.nl

Condition description: ...

---

Location type: Destination ▼

ISRS-code (part): BEANR

Add new Condition

The voyage must meet all of the following (specified) conditions.

✕ Cancel
💾 Save

After you click Save, you will see that an additional recipient has been set up, as shown in the example below:

### Additional recipients ✕

Specify additional CC addresses per type of message here.

[Add new email address](#)

Type	Address	Condition (y/n)	Condition description	Action
ERINOT	123456140@embis.nl	Yes	...	<a href="#">✎</a> <a href="#">🗑</a>

[✕ Cancel](#) [💾 Save](#)

In this screen, click **Save** again. Your voyages with Antwerp as the destination will now automatically be forwarded. Therefore, you no longer need to resend these voyages manually!

### 3. How can you change an automatic resending?

If you want to change an additional recipient, click the **pencil** icon next to the recipient in question. Follow the instructions provided in section 1, up to and including step 4, to reach this screen. Clicking the pencil opens the screen where you can edit the data and then save your changes.

### 4. How can you remove an automatic resending?

If you want to remove an additional recipient, click the **recycle bin** icon next to the recipient in question. Follow the instructions provided in section 1, up to and including step 4, to reach this screen. The extra recipient is removed from the list when you click the recycle bin.

### Questions?

Please also visit the [BICS website](#) for additional information and manuals, or contact the [BICS helpdesk](#) if you have any questions or comments.