

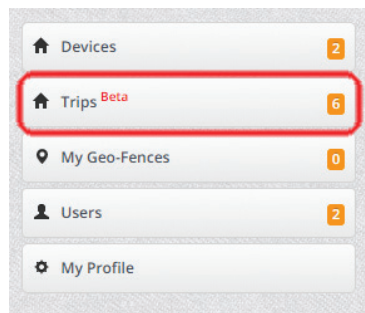
Subject	Findum Software Trips Feature		
Date	2018-Jun-18	Product	Findum Software
Bulletin #	CA-18-001	Rev #	3

As part of Sendum’s shared workspace focus, you can share live shipment information with Air France/KLM by using Findum’s Trips feature.

Instructions

1. Verify Trips is Turned On in Findum

To use the Trips feature, you need to first confirm whether the feature is turned on for your Findum account. You can check this by logging into your Findum account and looking for the Trips menu on the left (below Devices).



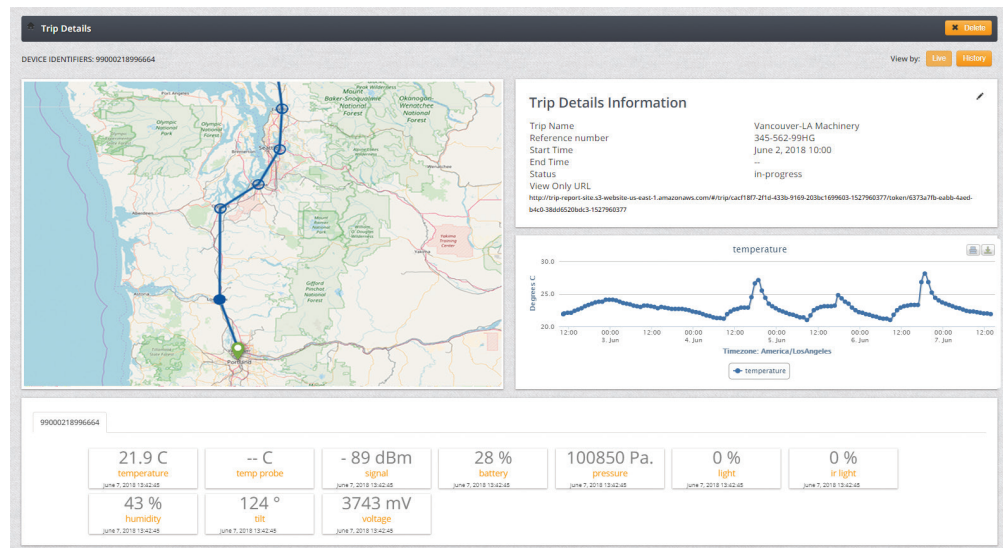
If the Trips menu doesn’t show up:

- 1) Request Trips for your Findum account by going to sendum.com/AFKLM. Fill out the form and make sure to include your current Findum ID (the email address you use to log into Findum).
- 2) Once Sendum has enabled the Trips feature for your account (please allow two business days), the Trips menu will display.

2. Create a Trip

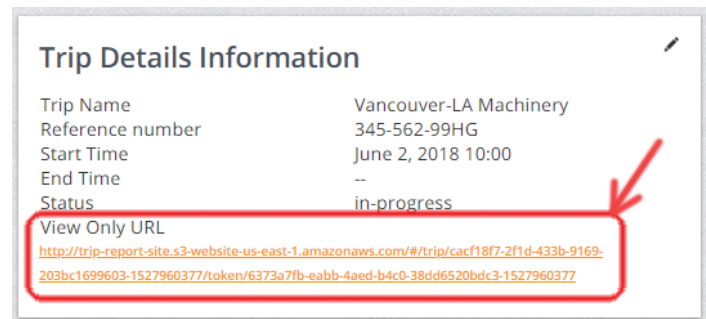
- 1) Refer to the [Findum Help Guide \(help.sendum.com\)](http://help.sendum.com) to learn how to create a Trip (use the Search function to search for “Trips”).

Findum’s Trip Details page



3. Share Trip Data

- 1) Once you have created a Trip, you can click on the Trip card to display detailed information about that Trip.
- 2) In the Trip Details Information box, under View Only URL, there is a web hyperlink that, when clicked, displays a view-only information page of the shipment information.



- 3) Use your cursor to select the link address, then use your computer’s copy function to copy the link.
- 4) Paste link into an email, then send it to your Air France/KLM local customer service contact so they can view live information about your shipment.