


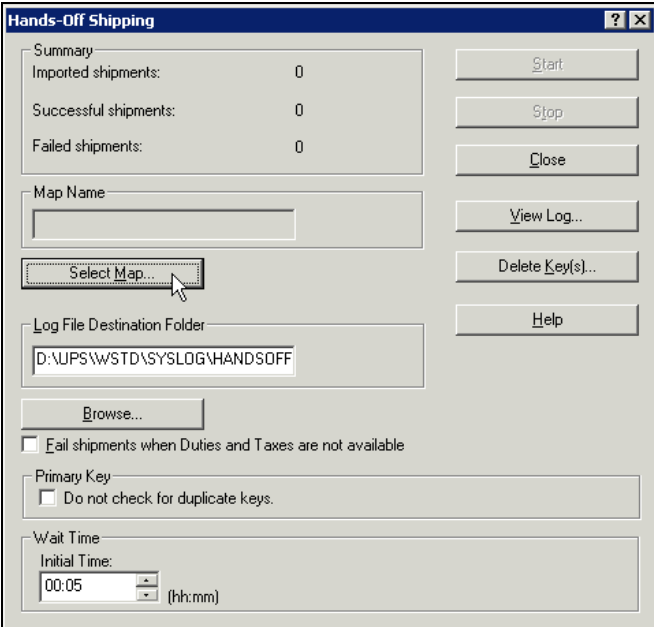
WorldShip®

Use Hands-Off Shipping to Import and Process Shipments



Hands-Off Shipping allows WorldShip to poll a selected database at specified time intervals, check for new shipments, and import and process those shipment automatically.

To import and process shipments using Hands-Off Shipping:

Step	Window (if available)
<p>1. On the Import/Export Data menu, click Hands-Off Shipping.</p>	 <p>The screenshot shows the 'UPS WorldShip - Administrator Workstation' window. The 'Import/Export Data' menu is open, and 'Hands-Off Shipping...' is highlighted. Other menu items include 'Batch Import...', 'Batch Export...', 'Export A Single End Of Day...', 'Evoled Import', 'Automatic Export After Processing Shipment', 'Automatic Export After Processing Freight Shipment', 'Automatic Export During End Of Day', 'Automatic Export During Freight Close Out', and 'Create / Edit Map...'. The main window displays various shipping details like 'Ship To', 'Ship From', 'Distribution', 'Customer ID', 'Company or Name', 'Attention', 'Address 1', 'Address 2', 'Address 3', 'Country/Territory', 'Postal Code', 'City or Town', 'State/Province/Country', 'Telephone', 'E-mail Address', 'UPS Account Number', 'Tax ID Number', 'Shipper', 'Profile', 'Weight (lb)', 'Package', 'Shipment', '0.0', 'Electronic Scale Activated', 'Shipper Cost (USD)', '0.00', and 'Process Shipment P10'.</p>
<p>2. The Hands-Off Shipping window appears.</p> <p>Click the Select Map button.</p>	 <p>The screenshot shows the 'Hands-Off Shipping' configuration window. It has a 'Summary' section with 'Imported shipments: 0', 'Successful shipments: 0', and 'Failed shipments: 0'. There are buttons for 'Start', 'Stop', 'Close', 'View Log...', 'Delete Key(s)...', and 'Help'. Below the summary is a 'Map Name' field. A 'Select Map...' button is highlighted with a mouse cursor. There is a 'Log File Destination Folder' field containing 'D:\UPS\WSTD\SYSL0G\HANDSOFF' and a 'Browse...' button. A checkbox 'Fail shipments when Duties and Taxes are not available' is unchecked. A 'Primary Key' section has a checkbox 'Do not check for duplicate keys.' which is unchecked. A 'Wait Time' section has an 'Initial Time' field set to '00:05' with '(hh:mm)' next to it.</p>

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3. The Batch Import Data window appears.

- Select the name of the map to use for the shipment import.
- Select or clear the Clear 1Z Tracking Number When Invalid check box as needed.
- Select or clear the Clear 1Z Tracking Number When Duplicate check box as needed.
- Click the Next button.

Note: Other check box options may be available in this window for some contract service options.

4. The Hands-Off Shipping window appears.

- Type the path to the destination folder in the Log File Destination Folder box, or click the Browse button to navigate to and select the folder in which to save the log file.
- Tip:** If you do not select the destination folder, WorldShip uses the default folder that appears.
- Select the Fail Shipments when Duties and Taxes are not Available check box as needed.
 - Continue with step 5.

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5. WorldShip stores the primary keys associated with imported shipments during a Hands-Off Shipping session in a database. WorldShip compares keys previously imported to the keys in this database to determine if a key has already been imported and processed.

Indicate if you want WorldShip to make this comparison, as follows:

- Clear the Do Not Check for Duplicate Keys check box if you want WorldShip to make the comparison.
- Select the Do Not Check for Duplicate Keys check box if you do not want WorldShip to make the comparison. WorldShip will import and process all shipments in your database.
- Continue with step 6.

6. WorldShip needs to know the interval in which it should wait before polling the database associated with the map in the Map Name box.

Select the initial wait time and start the Hands-Off Shipping session, as follows:

- Click the up and down arrows in the Initial Time box.
- Click the Start button.

Note: If you have not accepted the Invoice Terms and Conditions for international shipments, the Invoice Terms and Conditions window appears, and you must click the Accept button in order to continue Hands-Off Shipping.

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7. A message warns you to check your print stock to ensure that you have sufficient labels.

- Check your print stock.

Warning: If your label stock is depleted during the Hands-Off Shipping session, WorldShip continues to process shipments, and as a result, labels may not print for some shipments.

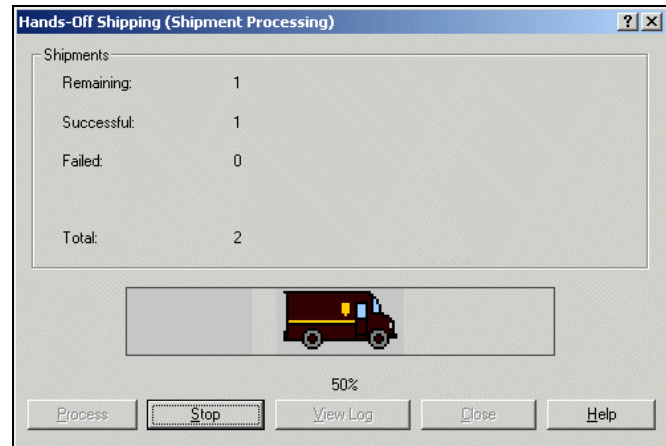
- Click the OK button.



8. Once WorldShip begins to poll the selected database, the Hands-Off Shipping (Shipment Processing) window appears and shows the progress and the results.

You have the following options:

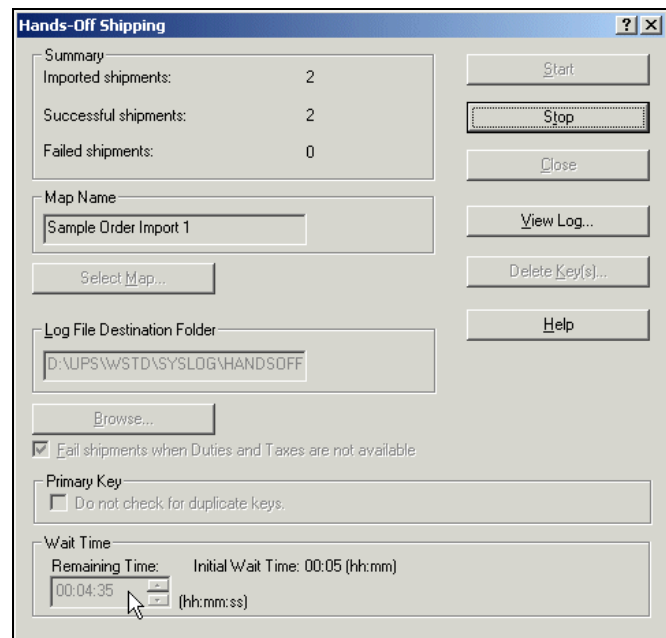
- Click the Process button to complete the process.
- Click the Stop button to stop the process.
- Click the View Log button to view the Hands-Off Shipping log for the current session.
- Click the Help button to view a relevant help topic. The Hands-Off Shipping (Shipment Processing) Window Overview help topic appears.



9. The Initial Wait Time shown under Wait Time changes and shows the Remaining Time before WorldShip polls the selected database.

You have the following options:

- Monitor the time remaining before the session begins under Wait Time.
- Click the Stop button to stop the Hands-Off Shipping session. A message asks you to confirm your action.
- Click the View Log button to view the Hands-Off Shipping log for the last session. The log appears using Notepad.
- Click the Help button to view a relevant help topic. The Hands-Off Shipping Window Overview help topic appears.



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10. Once you stop a session, you have the following options:

- Click the Start button to start a Hands-Off Shipping session.
- Click the Close button to close the Hands-Off Shipping window.
- Click the View Log button to view the Hands-Off Shipping log for the last session. The log appears using Notepad.
- Click the Delete Key(s) button to delete keys associated with imported shipments. Continue with step 8.

Warning: If you click the Delete Key(s) button, WorldShip can no longer identify new shipments in your database the next time Hands-Off Shipping begins. Instead, WorldShip imports and processes all shipments in your database. In order to avoid importing and processing those shipments again, remember to remove all previously imported shipments from your database.

- Click the Help button to view a relevant help topic. The Hands-Off Shipping Window Overview help topic appears.

Summary	
Imported shipments:	2
Successful shipments:	2
Failed shipments:	0

Map Name: Sample Order Import 1

Log File Destination Folder: D:\UPS\WSTD\SYSL\LOG\HANDSOFF

Fail shipments when Duties and Taxes are not available

Primary Key: Do not check for duplicate keys.

Wait Time: Initial Time: 00:05 (hh:mm)