




Shipping Window

Help	F1
Save as Draft	Alt + F1
UPS World Ease® Manager	Shift + F2
Shipment History Window	F3
Select Active Pickup Date	Shift + F3
Close Window	Alt + F4
Undo Changes	F5
Communicate with UPS	Alt + F5
Send To UPS	Shift + F5
Repeat Shipment	F6
Request Transit Time	Shift + F6
Classify Ship To Address	F7
Validate Ship To Address	F8
Validate Third Party/ Receiver Account	Shift + F8
Create Shipment	F9
Address Book Editor	Shift + F9
Address Book Search	
Process Shipment	F10
Defer Shipment	Alt + F10
Process Shipment/ Create Print Return Label Shipment	Shift + F10
End Of Day	F11
Exit	F12

Shipment History Window

Request Pickup	Alt + F1
Help	F1
Shipping Window	F2
Update/Cancel Pickup	Alt + F2
UPS World Ease® Manager	Shift + F2
Check Pre-Authorization Status	Alt + F3
Reprint BOL	Alt + F3
Change Pickup Date	Shift + F3
Mark Shipments	F4
Close Window	Alt + F4
Process Shipments Manually	Shift + F4
Void Marked Pending Shipments/Void Selected Marked Shipments	Ctrl + F4
Refresh Shipment History	F5
Communicate with UPS	Alt + F5
Send To UPS	Shift + F5
Repeat Shipment	F6
Close Out	Alt + F6
Process Marked Shipments Automatically	Shift + F6
Repeat As Return Service Shipment	Ctrl + F6
Edit/Reconcile Shipment	F7
UPS Detail Tracking Page	F8
Add Tracking Number(s)	Shift + F8
Address Book Editor	Shift + F9
Reprint Package Label(s)	F10
End Of Day	F11
Void/Delete Shipment	Alt + Delete
Exit	F12

Shipping Window

Activities Menu

Create Shipment

Repeat Shipment

Undo Changes

Process Shipment

Defer Shipment

Process Shipment/
Create Print Return
Label Shipment

Cancel Processed
Shipments Manually

Requested Negotiated
Rates

Save as Draft

Create Freight
Shipment

End of Day

Send To UPS

Select Active
Pickup Date

Communicate
with UPS

Print International
Shipper Agreement

UPS World Ease®
Manager

UPS Trade Direct®
Manager

Tools Menu

Address Book Editor

Add/modify/delete addresses
Select reference numbers
Assign to Address Book/distribution list
Classify addresses
Resolve returned addresses
Validate addresses
Assign profile to customer address
Address Book Search

Address Lists Editor

Create/edit/remove distribution lists
Manage distribution lists
Copy/remove addresses

Validate Ship To Address

Classify Ship To Address

Validate Third Party/ Freight Collect Account

Reference Qualifier Editor

Create/modify/delete reference qualifier

Charge Back Code Editor

Specify charge back code usage
Specify charge back code label

Commodity Editor

Add/modify/delete international
and freight commodities

Custom Label Editor

Create/edit consignee or doc label
template

Package Type Editor

Add/modify/delete custom package types

Profile Editor

Assign profile to shippers
View the UPS profile
Set defaults for Ship To/Ship From
country/territory, preferred and
alternate service, tab order,
and required field set
Set defaults on Service tab
for both shipments and packages
Set defaults on Options tab
for shipment and package options
Set defaults on Detail tab
for package details
Set defaults on Reference tab
for reference numbers
Set international defaults on Customs
Documentation tab and for Goods

Cost Center Calculator

Edit shipping rates

Required Field Set Editor

Add/modify/delete custom required
field sets
View the UPS required field set

Request Transit Time

Request transit time for a shipment

Shipper Editor

Add/modify shippers
Specify shipper address
Specify alternate shipper address
Select shipper preferences
Specify rating preferences
Specify international documentation usage
Specify Return Services preferences
Specify Freight Label Print Quantities
Specify Import Control preferences

Declaration Statement Editor

Add/modify/delete custom declaration
statements
View NAFTA and Invoice declaration
statements

Toolbar Editor

Create/edit customized toolbar

Tab Order Editor

Create/edit/delete custom tab orders
View the Quick Ship, Quick Ship
with options, and UPS tab orders

Task Schedule Editor

Add/edit/disable/delete scheduled tasks

Dangerous Goods

Add/edit/view chemical records

Communications Setup

Specify Internet connection method

System Preferences Editor

Specify electronic scale configuration
Specify printing setup
Specify Shipment Detail Report setup
Specify shipping options
Specify miscellaneous options
Specify Dangerous Goods preferences