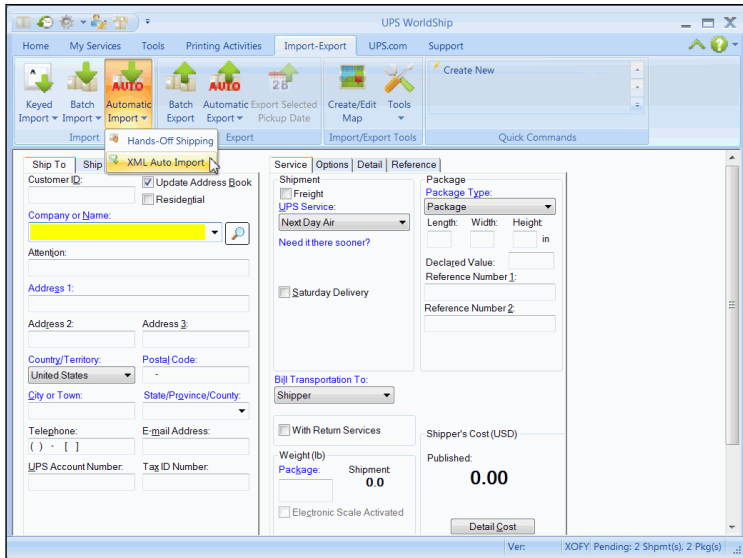The XML Auto Import feature allows WorldShip to import and process an .xml file of shipments. Once WorldShip imports the .xml file and prints the labels, your processed .xml file is renamed, and a file containing the shipment information and tracking number is automatically created and placed in the same folder as the .xml file.

To import and process shipments using the XML Auto Import feature, you need to create your .xml file using the schema found in the following directory once you have installed WorldShip: \UPS\WSTD\Openshipments.xdr

**After you create your .xml file, continue with the steps below:**

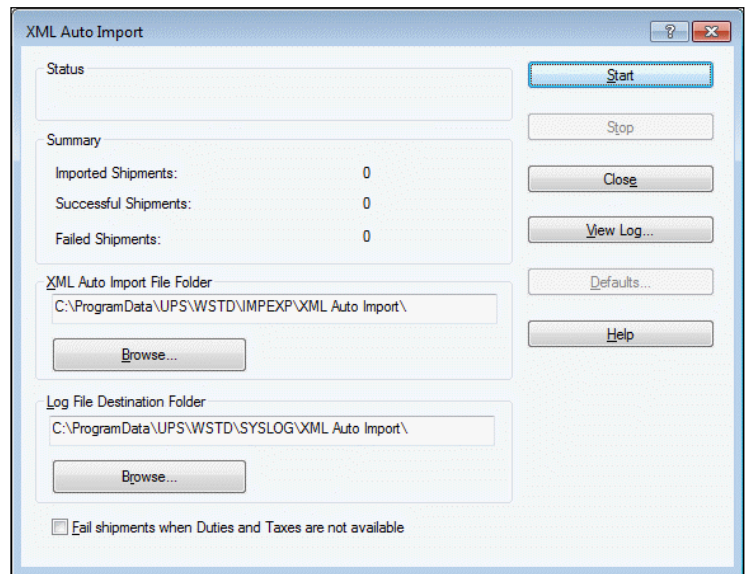| Step | Window (if available) |
|------|----------------------|
| 1.  On the **Import-Export** tab, select **Automatic Import** and then **XML Auto Import**. |  |

2. The **XML Auto Import** window displays.

- Use the default path in the **XML Auto Import File Folder** box, or click **Browse** and locate and select XML directory from which to read the XML import information.
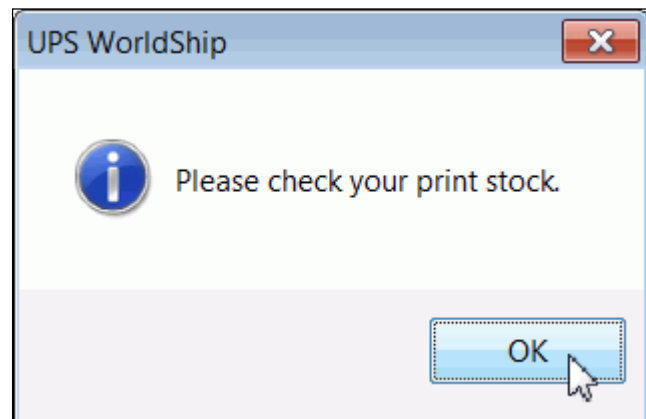
  **Note:** Be sure the schema path in the .xml file indicates the location of the .xdr file.

- Use the default path in the **Log File Destination Folder** box, or click **Browse** and locate and select a directory in which to save a log file containing information on the processing of successful and/or failed shipments.

- Select the **Fail Shipments when Duties and Taxes are not available** check box to indicate that shipments should not be processed when duties and taxes are not available.

- Click **Start**.

| XML Auto Import | |
|---|---|
| **Status** | Start |
| | Stop |
| **Summary** | |
| Imported Shipments: 0 | Close |
| Successful Shipments: 0 | View Log... |
| Failed Shipments: 0 | Defaults... |
| **XML Auto Import File Folder** | Help |
| C:\ProgramData\UPS\WSTD\IMPEXP\XML Auto Import\ | |
| Browse... | |
| **Log File Destination Folder** | |
| C:\ProgramData\UPS\WSTD\SYSLOG\XML Auto Import\ | |
| Browse... | |
| ☐ Fail shipments when Duties and Taxes are not available | |

3. WorldShip displays a reminder to check your print stock.

- Check your print stock.

- Click OK.

**UPS WorldShip**
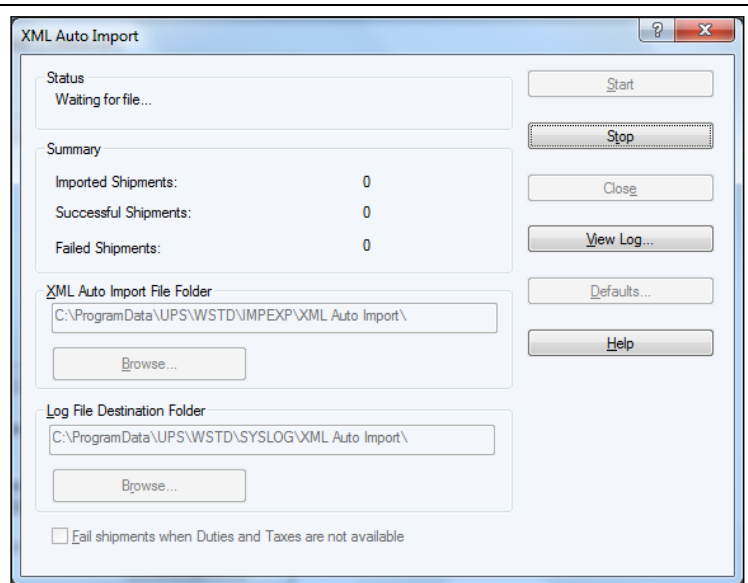
ⓘ Please check your print stock.

OK

4. WorldShip polls the C:\ProgramData\UPS\WSTD\ImpExp\XML Auto Import folder, processes any new XML files, and renames the file extensions to "xxx." After processing each shipment, a file is created to replicate the XML shipment, and the process status is logged.

   Monitor your **XML Auto Import** session. Under **Summary**, view cumulative totals of shipments that have processed successfully and shipments that fail validation during the current session.

   **Tips:**

   - When you start a new XML Auto Import session, the totals show zero.

   - As new shipments are imported and processed, WorldShip updates the summary totals to show the progress of the current session.

   - If you stop the current session and then begin a new session, the totals show zero.
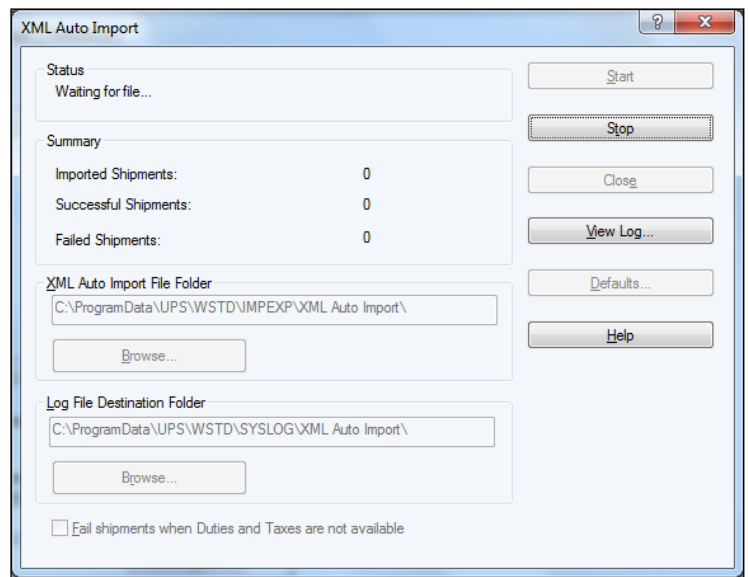
5. To view the XML Auto Import Log:

   Click **View Log**.

   **Tips:**

   - If you click **View Log** during a session, the log file for the current session appears.

   - If you click **View Log** before or after a session, the log file for the last session displays.

6. To stop the current XML Auto Import session:

   Click the Stop button.

   **Note:** When WorldShip asks you if you want to stop the current XML Auto Import session, click the Yes button.

| XML Auto Import | |
|---|---|
| **Status** | Start |
| Waiting for file... | Stop |
| **Summary** | Close |
| Imported Shipments: 0 | |
| Successful Shipments: 0 | View Log... |
| Failed Shipments: 0 | Defaults... |
| **XML Auto Import File Folder** | Help |
| C:\ProgramData\UPS\WSTD\IMPEXP\XML Auto Import\ | |
| Browse... | |
| **Log File Destination Folder** | |
| C:\ProgramData\UPS\WSTD\SYSLOG\XML Auto Import\ | |
| Browse... | |
| ☐ Fail shipments when Duties and Taxes are not available | |