

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

## To import and process shipments using Hands-Off Shipping:

St	ер	Window (if available)
1.	On the Import-Export tab, select Automatic Import and then Hands-Off Shipping.	UPS WorldShip         Import Export         Import Automatic Export         Import Automatic Export Selected         Import Import       Export Collection Data         Import Import       Export Collection Data         Import Import       Export Collection Data         State Rev       Quick Commands         Company or Name       Package Type         Package       Package Type         Address 1       Package         Address 2       Address 3         Construct Technol       Service Options         Declared Value:       Enail Address         Reference Number 1:       Inservice Source         Package:       Package:         Option       State Province (Courty)         Reference Number 2:       General Desc of Goods:         Intergration To:       Suburds Delivery         Package:       Signifier         Package:       Signifier         Declared Value:       Backage         Import Technologier       Signifier         Package:       Signifier         Package:       Signifier         Package:       Signifier         Package:       Signifier
2.	The Hands-Off Shipping window appears. Click the Select Map button.	Hands-Off Shipping       X         Summary       Imported shipments:       0         Successful shipments:       0       Stop         Failed shipments:       0       Close         Map Name       Uew Log       Close         { Default Impot }       View Log       Delete Key(s)         Select Map       Delete Key(s)       Help         C:\UPS\WSTD\SYSLOG\HANDSOFF       Help       C:\UPS\WSTD\SYSLOG\HANDSOFF         Browse       Fail shipments when Duties and Taxes are not available       Primary Key         Do not check for duplicate keys.       Wait Time       Initial Time:         00.05       (nh.mm)       Initial Time:       Initial Time:





3. The Batch Import Data window appears.	Batch import data
<ul> <li>Select the name of the map to use for the shipment import.</li> <li>Select or clear the Clear 1Z Tracking Number When Invalid tick box as needed.</li> <li>Select or clear the Clear 1Z Tracking Number When Duplicate tick box as needed.</li> <li>Click the Next button.</li> <li>Note: Other tick box options may be available in this window for some contract service options.</li> </ul>	Select a map to import data from:         Map Name       /       Map Type       ODBC DSN/Location         I_Access_GFShip1309       Freight Shipment       Access         Sample Order Import 1       Shipment       UPS WorldShip Sample         I Default Import 3       Freight Shipment         I Default Import 3       Shipment         Shipper Number       RA1003
	Clear 1Z tracking number when invalid Clear 1Z tracking number when duplicate  Next Cancel Help
4 The Hande Off Shipping window appears	Hands-Off Shipping
<ul> <li>The Hands-On Shipping window appears.</li> <li>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.</li> <li><b>Tip:</b> If you do not select the destination folder, WorldShip uses the default folder that appears.</li> <li>Select the Fail Shipments when Duties and Taxes are not Available tick box as needed.</li> </ul>	Summary       Imported shipments:       0       Start         Successful shipments:       0       Stop         Failed shipments:       0       Close         Map Name       Sample Order Import 1       View Log         Select Map       Delete Key(s)         Log File Destination Folder       Help         C:\UPS\WSTD\SYSLOG\HANDSOFF       Image: Comparison of the second s
Continue with step 5.	Browse Fail shipments when Duties and Taxes are not available Primary Key Do not check for duplicate keys. Wait Time Initial Time: 00:05

# WorldShip<sup>®</sup> Set Up Automated Hands-Off Shipping



5.	<ul> <li>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.</li> <li>Indicate if you want WorldShip to make this comparison, as follows: <ul> <li>Clear the Do Not Check for Duplicate Keys tick box if you want WorldShip to make the comparison.</li> <li>Select the Do Not Check for Duplicate Keys tick box if you do not want WorldShip to make the comparison. WorldShip will import and process all shipments in your database.</li> </ul> </li> </ul>	Hands-Off Shipping         Summary         Imported shipments:       0         Successful shipments:       0         Stop         Failed shipments:       0         Close         Map Name         Sample Order Import 1         View Log         Select Map         Delete Key(s)         Log File Destination Folder         C:\UPS\WSTD\SYSLOG\HANDSOFF         Browse         V         Fail shipments when Duties and Taxes are not available         Primary Key         Do not check for duplicate keys.         Wait Time         Initial Time:         00:05
6.	<ul> <li>WorldShip needs to know the interval for which it should wait before polling the database associated with the map in the Map Name box.</li> <li>Select the initial wait time and start the Hands-Off Shipping session, as follows: <ul> <li>Click the up and down arrows in the Initial Time box.</li> </ul> </li> <li>Click the Start button.</li> </ul> Note: If you have not accepted the Invoice Terms and Conditions for international shipments, the Invoice Terms and You must click the Accept button in order to continue Hands-Off Shipping.	Hands-Off Shipping         Summary         Imported shipments:       0         Successful shipments:       0         Successful shipments:       0         Stop         Failed shipments:       0         Close         Map Name         Sample Order Import 1         Select Map         Delete Key(s)         Log File Destination Folder         C:\UPS\WSTD\SYSLOG\HANDSOFF         Browse         V Fail shipments when Duties and Taxes are not available         Primary Key         D on ot check for duplicate keys.         Wait Time         Initial Time:         00:05         (ht.mm)
7.	<ul> <li>A message warns you to check your print stock to ensure that you have sufficient labels.</li> <li>Check your print stock.</li> <li>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.</li> <li>Click the OK button.</li> </ul>	UPS WorldShip



8.	Once WorldShip begins to poll the selected database, the Hands-Off Shipping (Shipment Processing) window appears and shows the progress and the results.	Hands-Off Shipping (Shipment Processing)     ?       Shipments       Remaining:       1       Successful:     1
	You have the following options:	Failed: 0
	<ul> <li>Click the Process button to complete the process.</li> </ul>	Total: 2
	Click the Stop button to stop the process.	
	<ul> <li>Click the View Log button to view the Hands- Off Shipping log for the current session.</li> </ul>	50%
	<ul> <li>Click the Help button to view a relevant help topic. The Hands-Off Shipping (Shipment Processing) Window Overview help topic appears.</li> </ul>	Brocess     Stop     View Log     Diase     Help       ✓ Eail shipments when Duties and Taxes are not available     ■     Process shipments when Upload My Forms is not successful
9.	The Initial Wait Time shown under Wait Time changes and shows the Remaining Time before WorldShip polls the selected database.	Hands-Off Shipping
	You have the following options:	Successful shipments: 2 Stop
	<ul> <li>Monitor the time remaining before the session begins under Wait Time.</li> </ul>	Map Name Sample Order Import 1 View Log
	<ul> <li>Click the Stop button to stop the Hands-Off Shipping session. A message asks you to confirm your action.</li> </ul>	Select Map Delete Key(s) Help
	<ul> <li>Click the View Log button to view the Hands- Off Shipping log for the last session. The log appears using Notepad.</li> </ul>	C:\UPS\WSTD\SYSLOG\HANDSOFF Browse Fail shipments when Duties and Taxes are not available
	Click the Help button to view a relevant help topic. The Hands-Off Shipping Window Overview help topic appears.	Primary Key         Do not check for duplicate keys.         Wait Time         Remaining Time:       Initial Wait Time: 00:05 (hh:mm)         00:03:06       (hh:mm:ss)

# WorldShip®

### Set Up Automated Hands-Off Shipping



- 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.

Imported shipments:       2         Successful shipments:       2         Failed shipments:       0         Map Name	Stop Close View Log Delete Key(s) Help
Successful shipments:       2         Failed shipments:       0         Map Name	Stop Close View Log Delete Key(s) Help
Failed shipments:       0         Map Name	Close View Log Delete Key(s) Help
Map Name         Sample Order Import 1         Select Map         Log File Destination Folder         C:\UPS\WSTD\SYSLOG\HANDSOFF         Browse         ▼ Fail shipments when Duties and Taxes are not available         Primary Key         □ Do not check for duplicate keys.         Wait Time	View Log Delete Key(s) Help
Sample Order Import 1         Select Map         Log File Destination Folder         C:\UPS\WSTD\SYSLOG\HANDSOFF         Browse         ▼ Fail shipments when Duties and Taxes are not available         Primary Key         Do not check for duplicate keys.         Wait Time	View Log Delete Key(s) Help
Select Map Log File Destination Folder C:\UPS\WSTD\SYSLOG\HANDSOFF Browse Fail shipments when Duties and Taxes are not available Primary Key Do not check for duplicate keys. Wait Time	Delete Key(s)
Log File Destination Folder         C:\UPS\WSTD\SYSLOG\HANDSOFF         Browse         ✓ Fail shipments when Duties and Taxes are not available         Primary Key         Do not check for duplicate keys.         Wait Time	Help
C:\UPS\WSTD\SYSLOG\HANDSOFF  Browse  Fail shipments when Duties and Taxes are not available  Primary Key Do not check for duplicate keys.  Wait Time	
Browse  Fail shipments when Duties and Taxes are not available  Primary Key Do not check for duplicate keys.  Wait Time	]
Fail shipments when Duties and Taxes are not available      Primary Key      Do not check for duplicate keys.      Wait Time	
Primary Key Do not check for duplicate keys.	
Mat Time     Wat Time	
└────────────────────────────────────	
Initial Time: 00:05	