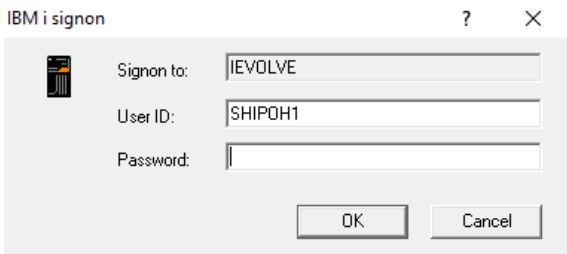
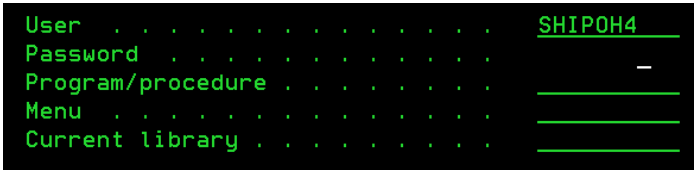
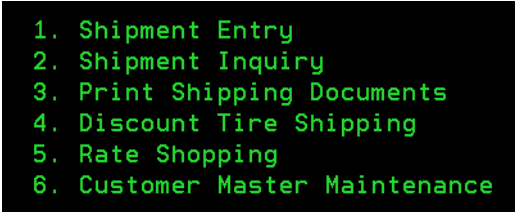
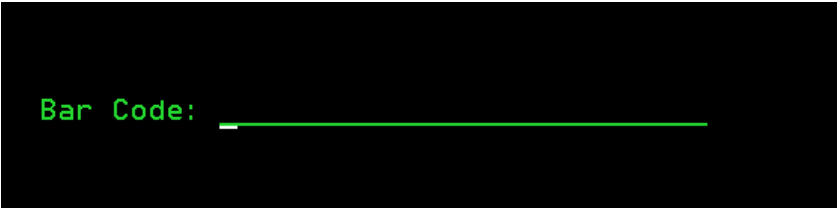






Step	Action
	Follow the steps below in order to log into PFastShip and begin shipping.
1	On startup the computer should open a print session and ship session.
2	<p>Depending on what Ship station you are on log into each session with credentials User ID: SHIPOH# and Password OHSHIP# with # being the ship station ID. (ie. SHIPOH1, OHSHIP1)</p> <p>Print Session:</p>  <p>Ship Session:</p> 
3	Print session is now ready and can be minimized.
4	<p>On the ship session once logged in, choose option 4 (Discount Tire Shipping) and select enter.</p> 
5	<p>Screen should look like this and you are ready to start shipping.</p> 

Step	Follow the steps below in order to submit end of day.
1	<p>From this shipping screen, Select F3 to go back to this screen.</p> <pre> 1. Shipment Entry 2. Shipment Inquiry 3. Print Shipping Documents 4. Discount Tire Shipping 5. Rate Shopping 6. Customer Master Maintenance </pre> <p>Select 3 (Print Shipping Documents)</p>
2	<p>Select 1 (Print Manifest)</p> <pre> 1. Print Manifest 2. Print/Hold Shipping Documents 3. Modify Document for Print 4. Print Modified Document 5. Delete Modified Document 6. Print Bill of Lading 7. Reprint Waybill 8. Send Non-Manifested Orders to History 9. Ship Date Maintenance 10. Customer Bill of Lading Notes 11. Carrier Bill of Lading Notes 12. Freight Class Description Maintenance </pre>
3	<p>Select F4 to Choose Carrier.</p> <pre> Company DTD01 Location D0H01 Manifest date _2 18 2021 Reprint Manifest (Y) _ ---> Date _ _ _ History flag (Y) _Y Hub to print _____ </pre>
4	<p>Choose the carrier you want by typing Y in Left column labeled "SEL"</p> <pre> Enter Y to select Sel Carrier Shipper # -- - _ DTD 000031 OH _ FDX 182524298 OH _ FDX 369867 OH _ RDWY 000032 OH _ RLC D95371 _ UPS OH 736-E01 OH _ USPS 000035 OH _ WCAL 000034 OH _ ZOO 000033 OH </pre>

5	<p>Make sure the date is accurate and Select Enter to print manifest.</p>  <pre> Company DTD01 Location DOH01 Manifest date 2 18 2021 Reprint Manifest (Y) _ ---> Date _ _ _ History flag (Y) Y Hub to print _ </pre>
6	<p>A prompt will appear on screen. Press F7 to Manifest.</p>  <pre> To exit: F4 Select carrier: F5 Reset: ENTER Print Manifest: F6 Print: F7 Shipments have not ended for carrier FDX. Press F7 to manifest or F3 to exit. </pre>
7	<p>A prompt will appear saying manifest has been sbmitted. You are now done.</p>