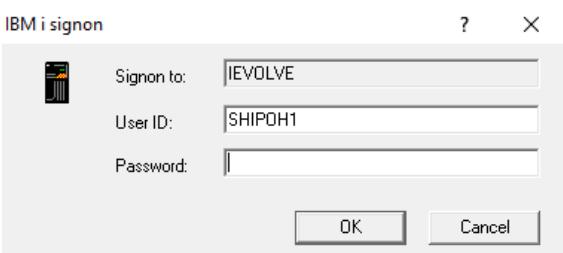




Step	Action
Follow the steps below in order to log into PFastShip and begin shipping.	
1	On startup the computer should open a print session and ship session.
2	<p>Depending on what Ship station you are on log into each session with credentials User ID: SHIPOH# and Password OHSHIP# with # being the ship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

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> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <ol style="list-style-type: none"> 1. Shipment Entry 2. Shipment Inquiry 3. Print Shipping Documents 4. Discount Tire Shipping 5. Rate Shopping 6. Customer Master Maintenance </div> <p>Select 3 (Print Shipping Documents)</p>																																								
2	<p>Select 1 (Print Manifest)</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <ol style="list-style-type: none"> 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 Maintainance 10. Customer Bill of Lading Notes 11. Carrier Bill of Lading Notes 12. Freight Class Description Maintenance </div>																																								
3	<p>Select F4 to Choose Carrier.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Company <u>DTD01</u> Location <u>DOH01</u></p> <p>Manifest date <u>2 18 2021</u></p> <p>Reprint Manifest (Y) <u>Y</u> ---> Date <u>— — — —</u> History flag (Y) <u>Y</u> Hub to print <u>_____</u></p> </div>																																								
4	<p>Choose the carrier you want by typing Y in Left column labeled "SEL"</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Enter Y to select</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Sel</th> <th style="text-align: left;">Carrier</th> <th style="text-align: left;">Shipper #</th> <th style="text-align: left;">OH</th> </tr> </thead> <tbody> <tr> <td>—</td> <td>DTD</td> <td>000031</td> <td>OH</td> </tr> <tr> <td>—</td> <td>FDX</td> <td>182524298</td> <td>OH</td> </tr> <tr> <td>—</td> <td>FDX</td> <td>369867</td> <td>OH</td> </tr> <tr> <td>—</td> <td>RDWY</td> <td>000032</td> <td>OH</td> </tr> <tr> <td>—</td> <td>RLC</td> <td>D95371</td> <td></td> </tr> <tr> <td>—</td> <td>UPS</td> <td>OH 736-E01</td> <td>OH</td> </tr> <tr> <td>—</td> <td>USPS</td> <td>000035</td> <td>OH</td> </tr> <tr> <td>—</td> <td>WCAL</td> <td>000034</td> <td>OH</td> </tr> <tr> <td>—</td> <td>ZOO</td> <td>000033</td> <td>OH</td> </tr> </tbody> </table> </div>	Sel	Carrier	Shipper #	OH	—	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
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	Make sure the date is accurate and Select Enter to print manifest.
5	
6	A prompt will appear on screen. Press F7 to Manifest. 
7	A prompt will appear saying manifest has been submitted. You are now done.