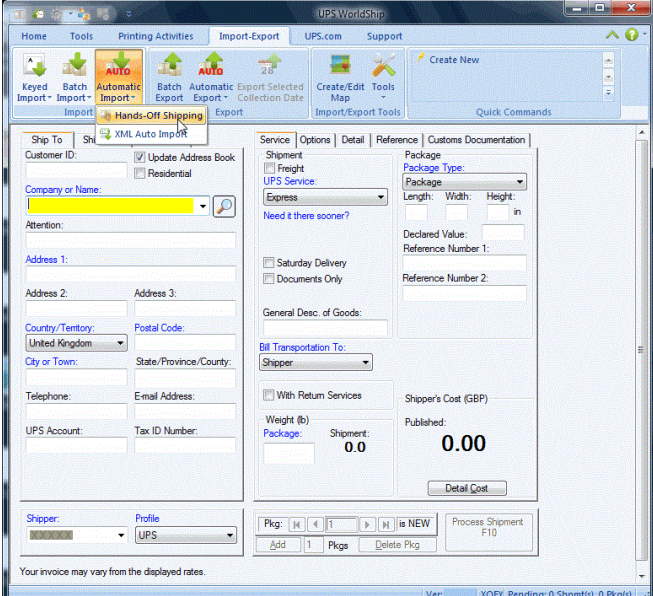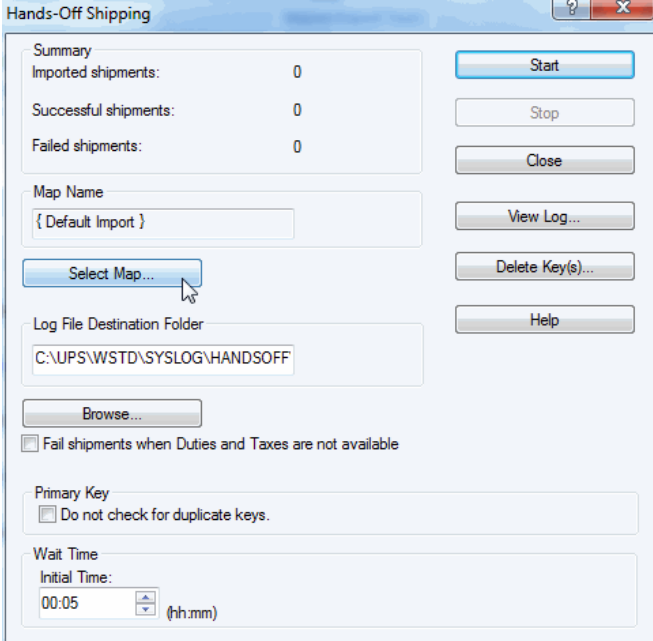# WorldShip®
Set Up Automated Hands-Off Shipping

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:
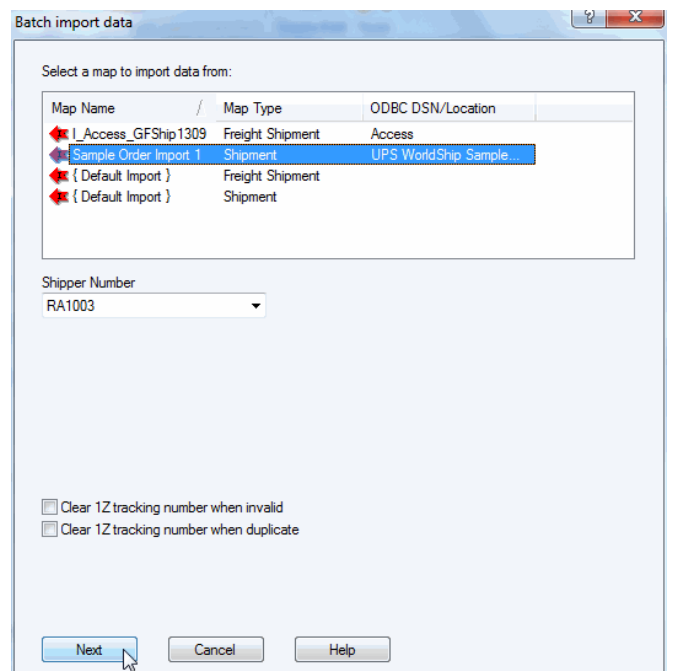
Step	Window (if available)
1. On the Import-Export tab, select Automatic Import and then Hands-Off Shipping.	
2. The Hands-Off Shipping window appears. Click the Select Map button.	

3. The Batch Import Data window appears.

   - Select the name of the map to use for the shipment import.

   - Select or clear the Clear 1Z Tracking Number When Invalid tick box as needed.

   - Select or clear the Clear 1Z Tracking Number When Duplicate tick box as needed.

   - Click the Next button.

   Note: Other tick box options may be available in this window for some contract service options.

<table>
<tr><td colspan="3">Batch import data</td></tr>
<tr><td colspan="3">Select a map to import data from:</td></tr>
<tr><td>Map Name</td><td>Map Type</td><td>ODBC DSN/Location</td></tr>
<tr><td>I_Access_GFShip1309</td><td>Freight Shipment</td><td>Access</td></tr>
<tr><td>Sample Order Import 1</td><td>Shipment</td><td>UPS WorldShip Sample...</td></tr>
<tr><td>{ Default Import }</td><td>Freight Shipment</td><td></td></tr>
<tr><td>{ Default Import }</td><td>Shipment</td><td></td></tr>
</table>

Shipper Number
RA1003

☐ Clear 1Z tracking number when invalid
☐ Clear 1Z tracking number when duplicate

[Next]   [Cancel]   [Help]

4. The Hands-Off Shipping window appears.

   - 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.

     Tip: If you do not select the destination folder, WorldShip uses the default folder that appears.

   - Select the Fail Shipments when Duties and Taxes are not Available tick box as needed.

   - Continue with step 5.

Hands-Off Shipping

Summary
Imported shipments:	0
Successful shipments:	0
Failed shipments:	0

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
Initial Time:
00:05   (hh:mm)

[Start]
[Stop]
[Close]
[View Log...]
[Delete Key(s)...]
[Help]

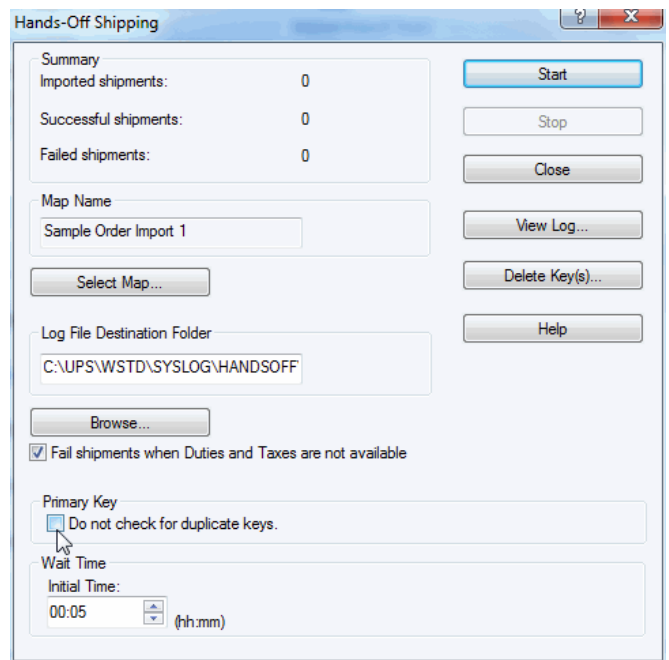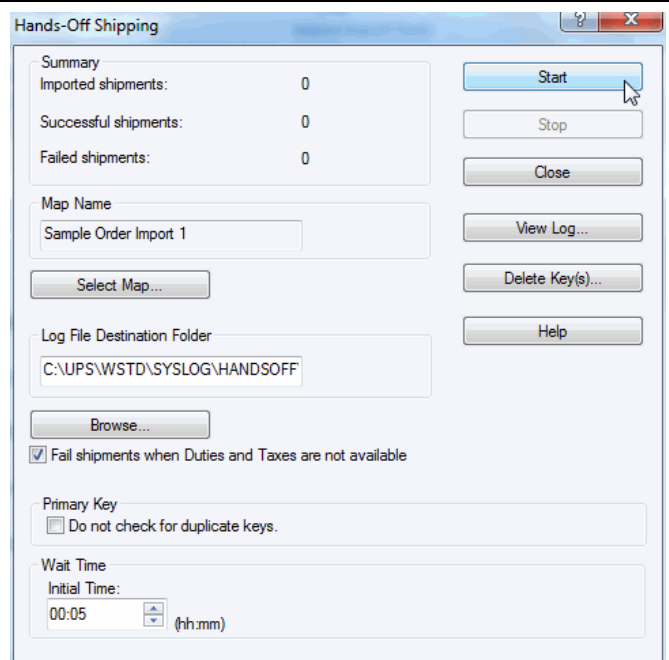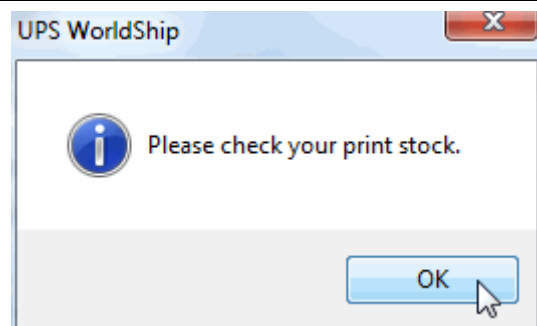| 5.	WorldShip stores the primary keys associated with imported shipments during a Hands-Off Shipping session in a database. WorldShip compares keys previously imported to the keys in this database to determine if a key has already been imported and processed. Indicate if you want WorldShip to make this comparison, as follows: • Clear the Do Not Check for Duplicate Keys tick box if you want WorldShip to make the comparison. • 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. • Continue with step 6.	**Hands-Off Shipping** Summary Imported shipments: 0 Successful shipments: 0 Failed shipments: 0 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 Initial Time: 00:05 (hh:mm) Start / Stop / Close / View Log... / Delete Key(s)... / Help
6.	WorldShip needs to know the interval for which it should wait before polling the database associated with the map in the Map Name box. Select the initial wait time and start the Hands-Off Shipping session, as follows: • Click the up and down arrows in the Initial Time box. • Click the Start button. **Note:** If you have not accepted the Invoice Terms and Conditions for international shipments, the Invoice Terms and Conditions window appears, and you must click the Accept button in order to continue Hands-Off Shipping.	**Hands-Off Shipping** Summary Imported shipments: 0 Successful shipments: 0 Failed shipments: 0 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 Initial Time: 00:05 (hh:mm) Start / Stop / Close / View Log... / Delete Key(s)... / Help
7.	A message warns you to check your print stock to ensure that you have sufficient labels. • Check your print stock. **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. • Click the OK button.	**UPS WorldShip** ⓘ Please check your print stock. OK

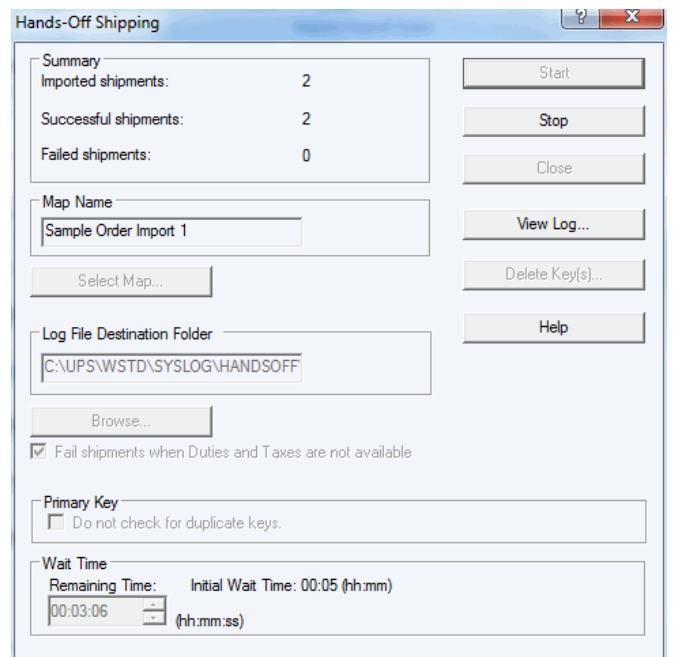|	
8. Once WorldShip begins to poll the selected database, the Hands-Off Shipping (Shipment Processing) window appears and shows the progress and the results. You have the following options: • Click the Process button to complete the process. • Click the Stop button to stop the process. • Click the View Log button to view the Hands-Off Shipping log for the current session. • Click the Help button to view a relevant help topic. The Hands-Off Shipping (Shipment Processing) Window Overview help topic appears.	Hands-Off Shipping (Shipment Processing) Shipments Remaining: 1 Successful: 1 Failed: 0 Total: 2 50% Process Stop View Log Close Help ☑ Fail 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. You have the following options: • Monitor the time remaining before the session begins under Wait Time. • Click the Stop button to stop the Hands-Off Shipping session. A message asks you to confirm your action. • Click the View Log button to view the Hands-Off Shipping log for the last session. The log appears using Notepad. • Click the Help button to view a relevant help topic. The Hands-Off Shipping Window Overview help topic appears.	Hands-Off Shipping Summary Imported shipments: 2 Successful shipments: 2 Failed shipments: 0 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 Remaining Time: Initial Wait Time: 00:05 (hh:mm) 00:03:06 (hh:mm:ss) Start Stop Close View Log... Delete Key(s)... Help

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.

Hands-Off Shipping

Summary
Imported shipments: 2
Successful shipments: 2
Failed shipments: 0

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
Initial Time:
00:05 (hh:mm)

Start
Stop
Close
View Log...
Delete Key(s)...
Help