

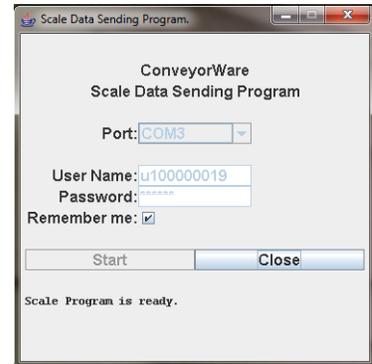
## Daily Use for the UPS Shipping Station

On the **UPS Shipping Station** PC's Desktop:



1. Double-click on the UPS Scale icon.

The **Scale Data Sending Program** activates.  
Leave the **Scale** window open on the desktop.



2. Launch the **UPS Label Printer's 5250 Session:**



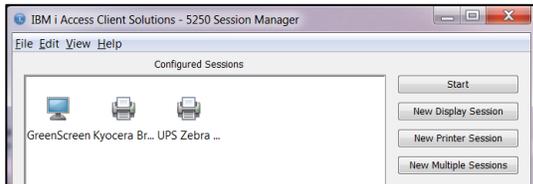
- a. Double-click on the **IBM ACS Launch** icon.

The **IBM Access Client Solutions** window appears.

- b. Under Management, double-click on **5250 Session Manager**.



- c. Then, double-click on the **UPS Printer** icon.



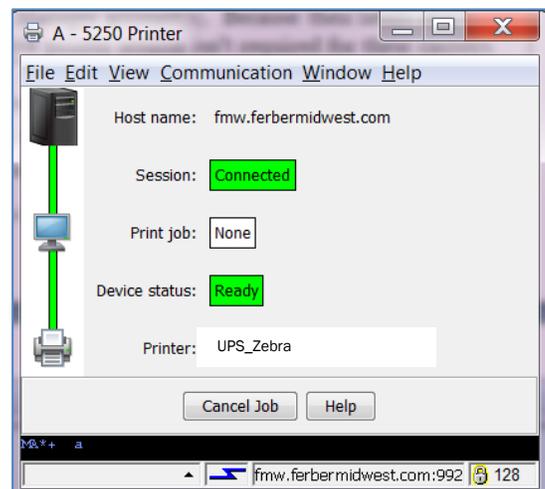
- d. The **5250 Printer** window appears.

The screen will display:  
**Session: Connected** and  
**Device Status: Ready**.

Leave this **5250 Printer** session window open on the desktop.

(The **ACS** and **Session Manager** windows can close.)

3. Be sure the Zebra ZP450 printer is powered on.



Use the **UPS Shipping Station** to fulfill and ship orders throughout the day.

As each order is filled within Conveyorware, most of the information needed by UPS is already in the order file. You'll key in the **dimensions** for each carton, and its parcel label prints automatically.

At the end of the day, you'll need to prepare for the **UPS pickup**:

1. On the UPS Shipping Station PC, navigate to Main Menu 981 Work with UPS Shipping. Only the designated UPS Shipping Station PC displays the **[Close Day]** (F7) button.
2. Click on **[Close Day]** (F7). A Confirmation Window appears: click on **[Confirm]**.

This closes all of your UPS accounts at the same time and sends all of the day's PLD files to UPS. (PLD = Package Level Details, the electronic manifest).

3. Then, for **each active account**, click on List Option **9=PSR Lbl** to print the day's Pickup Summary Barcode Report(s) from the label printer. The UPS courier signs (each) PSR at pickup.

You don't need to close down the 5250 Printer session and the Scale Program window before shutting down the PC.

Note that you can **display** all of any day's parcels in 981 Work with UPS Shipping. For any listed UPS Account: click on list option **5=View Manifest**. Then, on the Manifest (UPS Shipping Info) list screen, key any date to display all cartons shipped on that date.

From the 981 Manifest (UPS Shipping Info) screen, you can reprint any carton's label with **7=Reprint Label**.

Display the **delivery status** of any tracking number with **[Tracking#]** (F9) on the 981 screen.

Parcel **Tracking Numbers** are saved to each order record, and appear on Order History screens.

There are two **reports** that provide UPS Parcel Shipping and Tracking Numbers. Both need to be scheduled and print once a day, at day-end.

- The UPS Parcel Level Detail report can be scheduled to print with every **[Close Day]**. On the 981 UPS Account list screen, select list option **2=Change**. At the bottom of the window, in **Print Manifest**, key "Y". This report prints to the User's selected printer.
- The Day-End Email report "ShpOrderFeedBackRpt" can be scheduled with the Admin 626, **[Email Reports]** (F8) screen. in the **Opt** field for Shipping Info, click on **5=Work With**. This report can be sent to any (or many) email address, and runs at midnight.