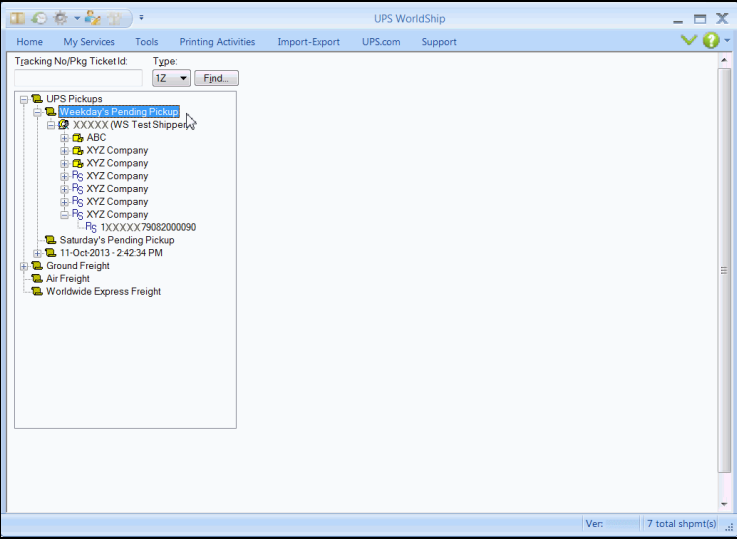
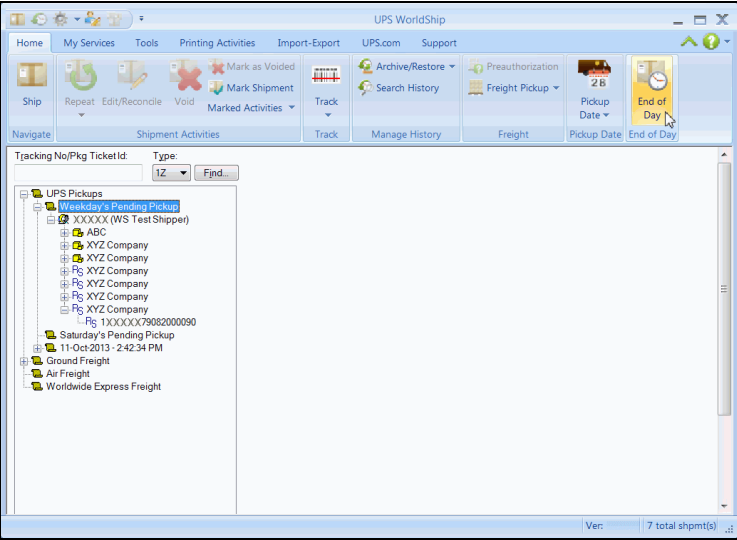




The End of Day process transmits your shipment information to UPS and prints the reports required by your UPS driver.

To run the End of Day process:

Step	Window (if available)
<p>1. Under UPS Pickups in the Shipment History window:</p> <ul style="list-style-type: none"> Review your Pending Pickup shipments to make sure that all the shipments you processed are listed correctly. <p>Tip: If you need to make changes, edit and reprocess shipments as needed, and then return to the Shipment History window.</p> <ul style="list-style-type: none"> On the Home tab, select End of Day or press the F11 key on the keyboard. 	 

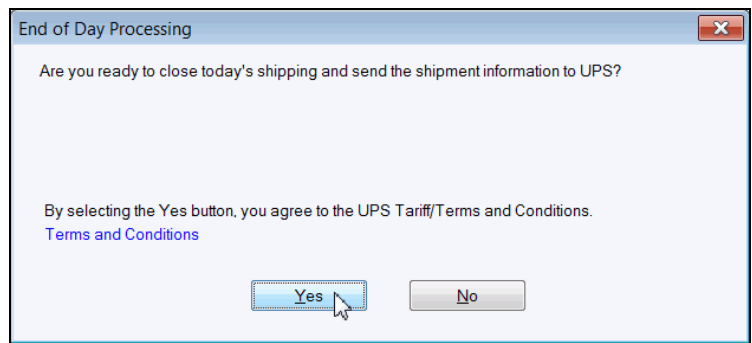


2. The End of Day Processing window appears.

If Future Date Processing is on, this window asks, “Are you ready to close the pickup dated dd-mmm-yyyy and send the shipment information to UPS?”

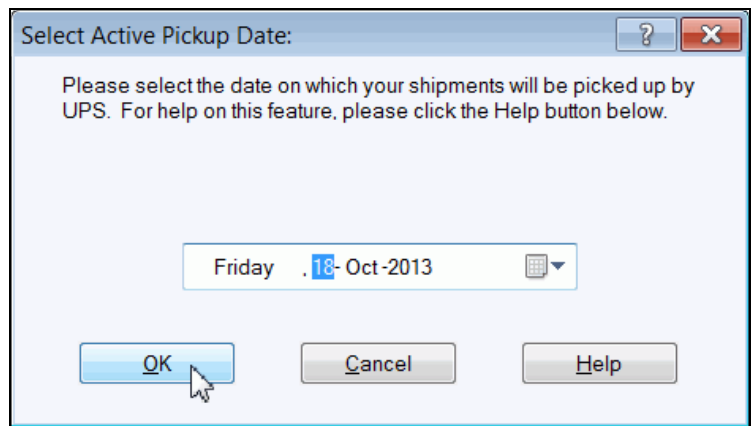
If Future Date Processing is off, this window asks, “Are you ready to close today’s shipping and send the shipment information to UPS?”

- Click the Yes button.



3. If Future Date Processing is on, the Select Active Pickup Date window appears.

- Click the down arrow and select the active pickup date.
- Click the OK button.



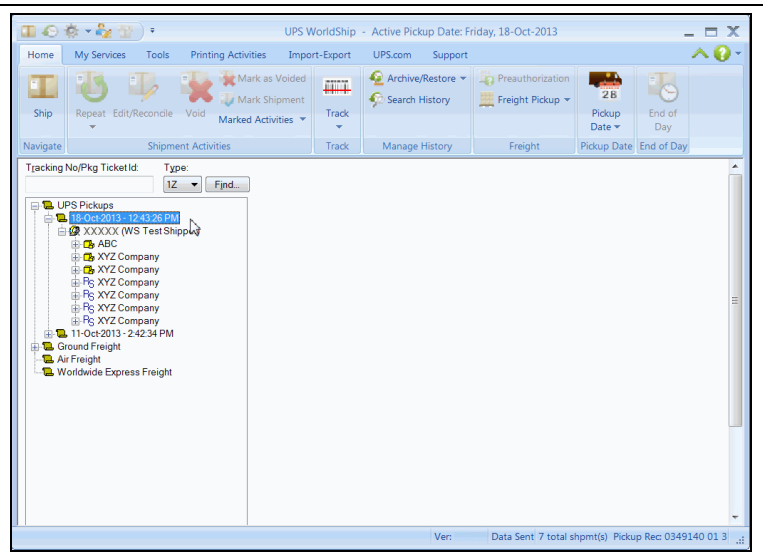


4. Your shipment information is transmitted to UPS.

Select the date and time entry under UPS Pickups and verify the following:

- The package level detail (PLD) from the End of Day process is identified by date and time under UPS Pickups.
- The status bar in the lower right shows “Data Sent.”

Tip: If the message “Data Not Sent” appears on the status bar or the message NOT SENT appears in red next to the date and time entry, you need to resend the data.



Notes:

- Remember to process your reports and give any necessary reports to your UPS driver.
- If you process additional shipments on a day for which you have already completed the End of Day process, simply repeat the process to transmit your PLD to UPS and print the reports. Remember to give your UPS driver all the reports generated for the day's shipments (one set for each End of Day process).
- If today is a weekday, the pickup date is set to today for all pickups, and the Saturday Pickup shipment option is cleared for all Saturday shipments.
- If today is Saturday or Sunday and the active pickup date is a weekday, the pickup date is changed to Monday.
- If today is Saturday and the active pickup date is Saturday, the pickup date is set to today.
- You cannot select Sunday as an active pickup date.