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Figure 41. Highlight the Logout on eShip Global panel.
UTHSCSA Portal Access to E Ship Global

"Inside.uthscsa" is the internal web portal for the faculty, staff and students of the University of Texas Health Science Center at San Antonio. The portal is maintained by the Computing Resources Department.

The eShip Global menu is located on the UTHSCSA Portal under PeopleSoft Financials. You must have access to the UTHSCSA Portal at [http://inside.uthscsa.edu/](http://inside.uthscsa.edu/) to connect to eShip Global.

![Portal Login](https://example.com/portal_login.png)

**Figure 1. Example of Login page on the Portal**

- Enter your UTHSCSA Domain Username and Password to connect to the portal. If you have questions about the portal, please contact: webadmin@uthscsa.edu. For technical assistance logging on to the portal, please contact Triage at 567-2069 or email: triage@uthscsa.edu.

Once connected to the portal, you must access the Enterprise menu to connect to Financials. eShip Global is within PeopleSoft Financials.

**Navigation:** HSC Business Applications > Financials > PeopleSoft Financials

**Click** on the HSC Business Applications. The Main Menu will appear with a listing of the HSC Business Application accessible to the user.

- **Select** the Financials folder. The user can also access the Financials folder on the Menu panel, as seen below.
Figure 2. Example of Portal Page

- **Select** the PeopleSoft Financials folder from the Menu panel or Main Menu.

Figure 3. Example of PeopleSoft Financials Link

Figure 4. Example of PeopleSoft Financials Menu Page

- **Select** HSC Custom Components.

- **Select** EShip Global from either the Menu panel or the Main Menu.
Login for Shipping and Tracking

You can either select the Make a Shipment or Track a Shipment.

Tracking

Select to check the status of your shipment using your eShip Global, UPS, FedEx or Lone Star Overnight tracking number.

The Welcome To eShip Global webpage will appear. The user can enter the package tracking number to be tracked at the upper right corner of the webpage.
Note: you are not required to access the UTHSCSA Portal to track packages. You can also connect directly to the package carrier’s site to track your packages.

Figure 8. Example of eShip Global Track Packages page. Note: the user is directed to the eShip Global webpage. The user is no longer on the HSC Portal.

Getting Started with New Shipments

Select to ship a package.

On the Portal menu, the Make a Shipment menu option allows users to login and be authenticated based on their Peoplesoft access.

The eShip Global webpage will appear.

Figure 9. UTHSCSA eShip Global Access Page
Two Types of Users

The UTHSCSA eShip Global login pages validate two types of users: “Single User” and “Super Shipper.”

- If a user only sends mail and/or packages that are associated with Project IDs in her primary department, the user is considered a **Single User**. If you have been designated as a Single User, you will only see the Project IDs that you have permission to use.

  - Project ID permissions in eShip Global are based on the user’s requisition authorization in PeopleSoft Financials. Please contact your departmental Access Control Executive (ACE) for questions about your Project ID permissions and requisition authorization issues.

- If a user will send packages on behalf of multiple departments, the user is considered a **“Super Shipper.”** For example, Central Receiving will have access to all “available to use” Project ID’s for any sender. **Central Receiving shippers will be identified as Super Shippers.**

- If the user is determined to be a super shipper, the super shipper is prompted to select the name of the user for whom the package is being shipped. The dropdown list box contains a list of all PeopleSoft Financials operators. After selecting a name from the dropdown box, and clicking the submit button, the system obtains a list of all active, non-expired project IDs for which the user is authorized.

  - By limiting the super shipper to only those projects for which the user is authorized, the super shipper is prevented from accidentally selecting a project belonging to another department.

Example in Figure 9 is a Super Shipper user type.

First Time Users

When a **Single User** accesses the UTHSCSA eShip Global access page for the first time, the user will be prompted to create a user profile. This is true even for **Super Shippers**. Consequently, the initial access page includes additional input boxes for entering profile information such as first name, last name, email, phone, home department, etc. This user profile will be saved on the eShip Global website for future visits to the eShip Global website.

  - Enter the profile information that is requested on the webpage. Use your mouse or the tab key to navigate to the appropriate box. Your tab key will allow you to advance to the next box on the page.
Figure 10. User can select up to 3 Project ID

Selecting the Appropriate Project ID

- The initial UTHSCSA eShip Global Access Page displays three drop-down boxes with which the user can specify up to three Project IDs to use to bill shipments during the current eShip Global visit. These Project IDs will be passed to eShip Global during login. Once the Projects IDs are passed to the eShip Global site, they will appear in a dropdown list box. **Note: users may only select up to three Project IDs to bill during each eShip Global visit.**

- Once you complete the necessary profile information and select the desired Project IDs, click on the Submit button to save the user profile. The user profile is passed to the eShip Global site along with the selected project IDs. **Note: eShip Global creates a new user account and stores your user profile information in their user database. Your profile will be stored for all future visits.**

- Super Shippers are also required to create a user profile on the login page. The page below shows the access page for someone with Super Shipper status. The Super Shipper profile may need to be updated to reflect the actual sender’s address, department and Project ID information.
UTHSCSA eShip Global Access Page

Welcome OLA HUDGINS — Super Shipper shipping on behalf of ABBOUDES.
Please fill in the profile information below. Then select your project ID’s and press Submit.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Address 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address 2</th>
<th>City</th>
<th>State</th>
<th>Country</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>US</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zip</th>
<th></th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the Department where you are currently assigned

Select up to three Project ID(s) to make available for billing shipments.

Select Project ID
Select Project ID
Select Project ID

Submit

Figure 11. Super Shipper User Profile panel

Returning users

If a profile has already been created and the user is returning at a later time to ship a new package the Access Page will appear with the user’s information already populated.

Figure 12. Single User Profile panel

- If a Super Shipper’s profile has already been created and the user is returning at a later time to ship a new package, then the Access Page will appear with the Super Shipper’s information already populated for the last updated profile. However, if the Super Shipper is sending a package on behalf of another person, the Super Shipper will need to select that persons name from the drop down list and up to three valid Project IDs for that person.
Figure 13. Super Shipper Update Profile panel

Updating User Profiles

Users can update their profile by selecting the “Update Profiles” link shown at the arrow below:

Note the Name the super shipper is sending the package for.

Figure 14. Single User Update Profile panel

Once you make changes as needed, click the Submit button to save the changes.

Note: The Update Profile process is the same for the Single User and SuperShipper.
Figure 15. Example of the Update Profile panel

Rate, Ship, Track

Users are passed to the eShip Global website after successful authentication by the UTHSCSA eShip Global access page. Below is an example of initial eShip Global page that a user will see when you click on Make a Shipment.

Figure 16. Main Menu. The arrow is pointing to the top navigation bar

Throughout the website, you will navigate using the top navigation bar (see Figure 16). Your options are:

- **Rate:** Obtain price quotes for various carriers and delivery schedules (i.e. next day air vs. 3-day air)
- **Ship:** Electronically generate airbills
Track: Find out precisely where your parcel is, including any delays and reasons for delay
QuickShip: Ship parcels using past shipping specifications
My Shipments: Delivered reports for all shipments processed through eShip Global
Address Book: Add, edit, and delete recipient/consignee information
Acct Management: Change user preferences.
Logout: Exit the eShip Global website
Help: Obtain additional information on eShip Global topics

Getting a price quote from eShip Global

The Rate module is quite possibly the single most useful feature of eShip Global. UTHSCSA enjoys discounted shipping rates through a variety of shipping contracts, but the amounts of those discounts can vary, even within the same shipping company. Using eShip Global’s Rate module, you can specify your destination and package information, then receive a side-by-side comparison of rates for each company (UPS, FedEx, Lone Star) and service level (next day air, 2-day air, 3-day air, ground, etc.)

Figure 17. The "Rate" screen. How much to ship 15 lbs from San Antonio, TX

To begin, click the word Rate in the top navigation menu. You will be prompted to enter the following:

- Address Info:
- **From ZIP code**: This may be pre-populated with the zip code from your user profile, but you can change it if needed. If you need a quote for inbound international shipments, make sure this field is empty.
- **From Country**: The drop-down menu defaults to “United States”.
- **To ZIP code**: Type in the destination ZIP code, or leave blank for outbound international shipments.
- **To Country**: This drop-down menu also defaults to “United States”.

  o **Package Type**: Select the type of parcel you wish to send:

  ![Package Information](image)

  - **Carrier Letter**: These are the carrier-provided envelopes (i.e. the ones with the UPS/FedEx/Lone Star/USPS logos on them) that are NOT prepaid. If you are using a prepaid envelope, printing an eShip Global airbill means you will pay twice to ship your documents!
  - **Carrier PAK**: Carrier-provided large plastic or Tyvek envelope-like packaging.
  - **Carrier Box**: Small carrier-provided boxes, usually with delineated areas for affixing airbills.
  - **Carrier Tube**: Sturdy cardboard tubes with the carrier logo on them, again with delineated areas for affixing airbills.
  - **Customer Packaging**: This is any sort of packaging that was not provided by a shipping company. As a rule, any plain brown cardboard boxes will fall under “customer packaging”.

  o **Weight and Dimensions**:

  ![Package Information](image)

  - How much the package weighs, and how big it is (if applicable)
  - If you are shipping via Carrier Letter, you do not need to furnish any of these specifications, and they will be grayed out.
  - If you are shipping via Carrier PAK, Box, or Tube, you will need to enter an approximate weight, but not dimensions. The dimensions will be grayed out.
  - If you are shipping using “customer packaging”, you will need to specify an approximate weight, and the dimensions of the package in inches (as shown below).
- **Special Instructions:** If you need to add any of these optional specifications to your shipment, check the appropriate boxes. Please note that some may result in additional charges.

<table>
<thead>
<tr>
<th>Special Instructions:</th>
<th>Saturday Delivery</th>
<th>Additional Handling</th>
<th>Oversize</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hold at Station</td>
<td>Signature Required</td>
<td>Residential Delivery</td>
</tr>
</tbody>
</table>

Once you’ve filled in everything, click the **Rate It** button.

**Figure 18. The "Rate" screen**

---

Please note: Approximate weights are perfectly fine, even when using the *Ship* function to actually send a parcel. All parcels are re-weighed upon pickup, and your price will be adjusted accordingly by the carrier. If you roughly know the weight, you’ll get a decent price.
Figure 19. Side-by-side price comparisons allow you to choose the best option for your department

Results will always be shown from least to most expensive. As the above figure shows, there can be quite a disparity in prices between carriers, and between delivery schedules within the same carrier. In this particular example (shipping a 15-lb package from Richardson, TX to Portland, OR):

- The US Postal Service is cheaper yet, but does not commit to a delivery schedule at that level of service.
- FedEx offers discounted rates for most services, but not ground shipping or “First Overnight” service.
- Because UPS is offering a deeper discount on “Next Day Air Saver”, it costs almost the same amount of money to send it that way as if you used “2-Day Air AM”.
- Because FedEx is offering a discount on “FedEx Priority” and not offering a discount on “First Overnight”, it costs almost twice as much to get your parcel there by 8:30 am as it would if the parcel could wait until 10:30 am to arrive.

Shipping a package

When it’s time to actually ship your package, click on the word Ship, or hover the mouse over Ship and select Ship Domestic to be taken to the domestic shipping module. Please note that you will also be able to get price comparisons from this module as well, so you’re still in luck if you forgot to check prices with the Rate module.
Quickship allows you to send future packages even more quickly by saving address information and shipping specifications. If you are sending your recipient a Carrier Letter via FedEx Priority, and you expect to send him/her more Carrier Letters via FedEx Priority in the future, then check the box marked *Save/Update the shipment preferences for Quickship* and then fill in the “Profile Name” field, perhaps with the name of your recipient. Once you have saved the profile, you can retrieve a profile by using the drop down.

Ship From will normally default to the shipper’s name. You can also add other names to your account. This does not grant people login access to your account, but it does allow you to ship parcels on their behalf and have their names appear on the airbills as the senders. Note: Only the Project IDs selected by the Single User at login will be available for use on this shipment,
regardless of Ship From name. To add a sender name to your list, click Add Sender and complete the required fields.

- Shipping date defaults to the current date, and in most cases does not need alteration.
- Ship To field contains a button labeled Address Book. If you are shipping to somebody already listed in your address book, you can click that button, select your destination, then click Ship To and you will be brought back to the shipping module with the address pre-populated. If your recipient is not already in your address book, just complete the address fields (those marked with a * are required).

![Image of eShip Global's Address Book](image)

**Figure 21.** The Address Book lists individual addresses or group addresses.

- Email address is not required to send the package, but would be required if you wish to use some of eShip Global’s notification options (listed later).

DID YOU NOTICE? There is a check-box in the Address area marked Add to Address Book. It is checked by default. Unless you specify otherwise by un-checking the box, every new recipient will automatically be added to your Address Book to speed up future shipments.

Note: All fields with an * are required fields. You must complete all required fields before proceeding.
Figure 22. Example of an Address Book entry.

- **Package Info** is where you will specify the type, weight, and dimensions of the package (just like you did if you used the *Rate* module).

- **Service** is where you can specify your carrier and level of service, if you already know which you want to use. (Again, if you did not use the *Rate* module beforehand, you can still make price comparisons at the end, using the *Show Quote* button at the bottom.)

- **Number of Packages** for Each Address” should be used if you are sending multiple packages to the same address. You can denote that here and print all of your airbills at the same time!

- Please specify whether all the packages are identical (all Carrier Letters, all Carrier Boxes weighing the same, all Customer Packaging with the same weight and dimensions) or not.

See the example below for sending three non-identical parcels to the same address (this screen displays as soon as you click the *Non-Identical* radio button). Click **OK** when done to return to the shipping module again.
Figure 23. Shipping multiple non-identical packages is easy with eShip Global!

- **Billing References Project** field allows you to select one of the three Project Id passed to eShip Global at login.

- **Bill To** normally defaults to sender. **Note:** the Third Party in the Bill To field; if you are billing to the recipient or a third party, their CARRIER account number is needed.

- **Special Instructions** is where you can request additional services including the following:
  - Return Shipment (FedEx only)
  - Saturday delivery
  - Hold at Station
  - Signature Required (FedEx, UPS, & LSO only)
  - Residential Delivery
  - Signature Release (FedEx, UPS, & LSO only)
  - Inside Pickup (FedEx Freight shipments only)
  - Inside Delivery (FedEx Freight shipments only)
  - Inaccessible Dangerous Goods\(^1\) (FedEx Express Only) Shipper’s Declaration for Dangerous Goods must accompany shipments with Dangerous Goods. Your account must be setup for Dangerous Goods prior to using this option. See Dangerous Goods Section for further details.
  - Dry Ice (Express shipments only)
  - Declared Value: you can specify the parcel’s value if you wish to purchase insurance beyond the carrier’s standard minimum.
- **Drop-Off** radio button checked by default. Choose DROP-OFF if your package will be taken to a drop-box, pickup location or Central Receiving

- **Pick-Up** is a request for the carrier to send a driver to your office to get it, which is unnecessary and may cost extra. Additional charges will apply for PICKUP, and you must either contact the carrier directly or schedule a pickup from the My Shipments panel.

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**Note: Additional charges may apply for these services.**

- **Email Notifications** allow you to be automatically kept up to date about your order. By default, you are sent an email when your order is successfully placed. You can also:
  - **Notify Recipient**: Recipient gets an email when the order is placed (the package is on the way)
  - **Notify Shipper on Delivery**: You get an email after someone has signed for the parcel.
  - **Notify Others on Delivery**: When you check this box, a new field will appear where you can enter additional email addresses, and even mobile phone numbers, which will receive alerts after the package has been successfully delivered.

- You can now either click **Ship** to send it via the service you selected in Package Information, or you can click **Show Quote** to do the side-by-side price comparison.
From **Show Quote**, click the radio button next to the carrier and service level you want, then click **Ship**.

Clicking **Ship** will bring you to the screen shown in **Figure 24**. You will see a summary of your package information, including your eShip Global order number and your package’s tracking number. Check the box next to the shipment, then you can click **Void** to cancel the order, Go Back if you need to make changes, or **Print Label** or **Return Label** to print the appropriate airbill.

**Return Label** is used when you are arranging for your recipient to send the same or an indistinguishably similar parcel – i.e. another Carrier Letter – back to you.)
My Shipments

You can void (cancel) your shipment by using the form below. Simply select the address that you wish to cancel and click Void. Once your label has been canceled, you will see Void in the left column on the label page below. You may not be allowed to void a package that has been subjected to corrections.

Order # - 100168585

<table>
<thead>
<tr>
<th>Item</th>
<th>Origin</th>
<th>Destination</th>
<th>Service</th>
<th>Tracking</th>
<th>Total</th>
<th>Return Label</th>
</tr>
</thead>
</table>
| 1    | UTHSCSA - Financial Systems & Technology  
8431 Fredericksburg Road  
Suite 200A  
San Antonio, TX 78229-0992  
United States | Victor Toy  
5378 Hickory Hill, SE  
Salina OR 97306  
United States | DHL Ground  
On  
8/7/2006 | 12300735456 | $29.55 |  |

Corrections

No corrections applied

Total $29.55

Check All Void Print Label Print Dangerous Goods Form Go Back

Figure 24. My Shipments panel that appears when you ship a package

![Sample airbill image]

Figure 25. A sample airbill. A real one will have a bar code in place of the word "sample".

- **Return Label** is used when you are arranging for your recipient to send the same or an indistinguishably similar parcel – i.e. another Carrier Letter – back to you.

- Once you have printed your airbill, simply affix it to your package. In the case of carrier packaging, you should also have a self-adhesive plastic airbill pouch; place the airbill inside and
then stick the pouch to your parcel. As soon as you print your airbill, Central Receiving is automatically notified by eShip Global to come get your package – no need to call them!

**HINT:** You may want to print a second copy of each airbill, for your own records.

---

### My Shipments

You can void (cancel) your shipment by using the form below. Simply select the address that you wish to cancel and click **Void**. Once your label has been cancelled, you will see **Void** in the left column on the label page below. You may not be allowed to void a package that has been subjected to corrections.

**Order# - 100168585**

<table>
<thead>
<tr>
<th>Item 2</th>
<th>Origin</th>
<th>Destination</th>
<th>Service</th>
<th>Tracking</th>
<th>Total</th>
<th>Return Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>Void</td>
<td>UTHSCSA - Financial Systems &amp; Technology</td>
<td>Victor Toy&lt;br&gt;5371 E Highway Hill, SE&lt;br&gt;Salem, OR 97306&lt;br&gt;United States</td>
<td>DHL Ground&lt;br&gt;On 8/7/2006&lt;br&gt;No information at this time</td>
<td></td>
<td>$29.55</td>
<td></td>
</tr>
</tbody>
</table>

**Corrections**

<table>
<thead>
<tr>
<th>No corrections applied</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>$29.55</td>
</tr>
</tbody>
</table>

**Figure 26. Example of the My Shipments panel for a shipment that has been voided.**

---

### Dangerous Goods

**Proper training is required under federal and/or state regulations to handle dangerous goods and/or hazardous materials. All persons and entities must comply with all federal regulations, including but not limited to the specific training requirements of 49 C.F.R. (172.700 – 172.704)**

- All dangerous goods shipments must have the proper shippers names, in accordance with International Air Transportation Association Regulations For Dangerous Goods, the exact quantities listed, a UN Number, where required, and a 24 hour telephone number with a contact name of sender.

- **HAZ-MAT is shipped through FedEx.**

- A Shippers Declaration for Dangerous Goods must accompany shipments with Dangerous Goods.

- If shipments are not created using the eShipGlobal Research Material Shipping Database and the shipper’s declaration created and printed through this program, it will be rejected and returned by FedEx. This is a new requirement enforced starting in January 2012 under the IATA Book Variation FX-18.

- E-Ship Global is approved by FedEx for shipments from the Health Science Center under the name UTHSCSA and UT HSC San Antonio. All of our individual users that ship using this software need to have the individual sender address under either of these profiles. Currently our
The institution has numerous different profiles created, examples: UTHSCSA San Antonio, UTHSCSA, UTHSC San Antonio, UT HSC San Antonio, UTHSCA San Antonio, UTHSCSA Research Imaging Center, etc. They all need to be corrected to be ‘UT HSC San Antonio’ as a standard.

- Individuals or departments shipping hazardous material must have a HAZ-MAT certified person complete and sign the appropriate carrier Hazardous materials form. See *FedEx Dangerous Goods Form in the appendix of this document*.

- International shipments considered hazardous, toxic or infectious must display on the Shipping Request Form.

- Proper stickers must be placed on the package or box. Below are examples of the necessary stickers.

Only authorized personnel in the Central Receiving Department have access to prepare Dangerous Goods for shipping through eShip Global. Call (210) 567-8998 or 567-8999 for questions regarding the shipping of Dangerous Goods/Research Material Shipping.

- All outbound shipments containing radioactive material must be coordinated with the Radiation Safety Office for inspection before shipping.

- Certified and authorized Central Receiving personnel are the only persons with access to the eShip global ‘Research Material Shipping’ pages who will select Ship > eShipLab > Create Shipment, then enter appropriate information and follow the prompts to get to the Research Material Shipping Menu to complete the shipment process:

![Sample HAZ-MAT stickers](image)
Figure 28. Example of the Research Material Shipping Menu

Track

Figure 29. My Shipments Tracking panel. Users can track any FedEx, Lone Star, or UPS packages on the site using the carrier tracking/order number.

- To find out where your parcel is, select Track on the top navigation bar and put in either the eShip Global order number or the carrier’s tracking number, then click Track. It’s that simple!

QuickShip

- QuickShip is a feature that speeds up future shipments to a recipient by saving both the address information and the package information for rapid recall. When you send to a recipient for the first time, you can select the box at the bottom of the SHIP page marked Save these shipment preferences for QuickShip. A profile name must be assigned.
When you want to ship the same sort of item to the same person using the same carrier again, click on **QuickShip**, check the box next to the profile you wish to use, then click **Ship** (see Figure 11). You will be taken directly to the “My Shipments” screen shown in Figure 24 (above), where you can then click **Print Label** to produce your airbill.

**NOTE:** If there are minor differences between the last package and this one (i.e. 3-day instead of next-day), you can click on the profile’s name and make changes (see Figure 12 below). Please note that these changes will only apply to the current shipment. When you’re finished editing, click **Update** and then **Go Back**.

---

**Figure 30. Example of the Quick Ship panel.**
Figure 31. The screen used to modify a QuickShip profile.

My Shipments

The **My Shipments** module is where you can see all shipments you’ve processed through eShip Global.

- Your shipping history screen is filtered by week; click the down arrow to select a different week. Click on an order number if you need to review it, void it, or print another shipping or return label.

- **My Shipments** allows you to produce the following delivered reports:
Figure 32. List of the available reports on the My Shipments panel.

- Each report allows you to choose a filter:
  - Use the drop down menu to choose the filter you desire.
  - The filter determines how the report will be sorted.
If your username is chosen, information will be sorted by username, then project.

For all other filters chosen, information is sorted by that filter then username.

Figure 33. Shipment History. Voided shipments are shown, but will not have additional history if you click on them.
Address Book

The address book stores recipient/consignee information for quick retrieval on future shipments.

- As you ship a parcel through eShip Global, the recipient is added to your personal address book by default. *You can prevent this by unchecking the appropriate box in the Ship module.*

- You can also manually enter addresses ahead of time, or import them from other address book clients such as Microsoft Outlook.

- Once you have recipients listed in your Address Book, you can create Group Addresses that will allow you to send packages to multiple people (and print multiple airbills) with just one click!

- Figure 34 shows a sample personal Address Book. Naturally, yours will be empty the first time you use eShip Global.

- **To change or delete an entry already in your personal address book, you will need to select it by checking the box to the left of the company name, then clicking “Edit” or “Delete” as appropriate.**

- Clicking “Add” will allow you to manually type in a new entry for your address book without making a shipment.

![Image of Address Book](image.png)

**Figure 34. Individual Address List: the default screen when you click on Address Book.**

- Currently, eShip Global can import addresses from Microsoft Outlook 2000 (or later), UPS and FedEx address books, ACT-system databases, or any comma-separated database file (aka a CSV file). They are also working on import capability for Palm Pilot and QuickBooks, and those options will become underlined once instructions are available.
When you need to send identical items to multiple addresses (for example, sending Carrier Letters to ten different professional societies), you can create a Group Address by clicking on the Group Addresses link.

Then selecting Add Group
When you create a group address, you will only be able to see recipients’ names on the list of available addresses, but you will also be able to see other addresses besides those in your personal address book.

When you find an address you’d like to add to the group, highlight it by clicking on it, then click the single right arrow to move it into your group. Clicking the double right arrow will add all available addresses to your group; this is not advised.
If you add the wrong address, you can remove it by highlighting it in the “Group Addresses” window and clicking the single left arrow. Clicking the double left arrow will remove all addresses in your “Group Addresses” window.

When making shipments to the people in your address group, go to Ship, then click Address Book in the address field and click the Group Addresses link shown in Figure 21.

Check the box next to your group, then click Ship To. (If you need to make temporary changes to your group, just click the group’s name first to bring up the Editing screen.)

After you fill in the shipping information (and select your level of service if using the Get Quote feature).

Clicking Print Label will print an airbill for each recipient in your group, all at once!

Figure 40. How to Change Sender Address to ‘UT HSC San Antonio’

The sender address within eShipGlobal should be created by the individual as only “UT HSC San Antonio”. Federal Express will be looking at the list of approved shipper addresses and this must be in the From section on the airway bill. This sender address is created by each individual shipper and needs to be edited to reflect “UT HSC San Antonio”. If any other variation exists (examples: UTHSCSA, UTHSCSA San Antonio, UTHSCSA EHS), the shipment could be rejected as FedEx does not recognize these names as approved shippers.

Open eShipGlobal and Click on ADDRESS BOOK, select Sender Addresses

Click checkbox then click on company name (blue link) to edit:
o Make sure the 'From Location' box is checked and the Company Name is listed as: UT HSC San Antonio. If there is anything different it needs to be edited then Saved
Logging Out of eShip Global

Figure 41. Highlight the Logout on eShip Global panel.

Please log out of eShip Global once you are done. Logging out upon completion will minimize unauthorized access to the system.