

ELECTRONIC SHIPPING TOOLS

HOW TO IMPORT AN ADDRESS BOOK

- ✓ Click on **Data Maintenance**
- ✓ Select **Address Book**
- ✓ Click **New**
- ✓ Enter **Name** of new address book
- ✓ Click **OK**
- ✓ Click on **Import**
- ✓ Click the down arrow in the **Look In** box
- ✓ Select the appropriate drive
- ✓ Click on the appropriate file. Click for information on import [File Formats.](#)
- ✓ Click on **Open**
- ✓ A pop up screen appears saying *(1224) A total of ---addresses imported successfully*

HOW TO CREATE AND PROCESS A DISTRIBUTION LIST

- ✓ Click on **Data Maintenance**
- ✓ Select **Distribution List of Clients**
- ✓ Click on **New**
- ✓ Enter **Name** of the Distribution List
- ✓ Click **OK**
- ✓ Click on **Add**
- ✓ Select **Address Book** from the drop down arrow
- ✓ Click on **Search**
- ✓ Select >> to move **ALL** the items from the **Search box** to the **Selected Clients** box or > to move only selected items
- ✓ Click on **Apply**
- ✓ Click on **Close**
- ✓ Enter country **Canada** on the Ship screen
- ✓ Enter the **Weight**
- ✓ Click on the **Service** tab
- ✓ Select the **Service** using the drop down arrow
- ✓ Select the options required
- ✓ Click the **Ship** tab
- ✓ Click on **Distribution List**
- ✓ Select appropriate file under **Clients** using the drop down arrow
- ✓ Click on **Process**

TIP- Click on **Window** on the menu bar to switch between the EST desktop and the Shipping screen