Partner E-Ship & E-Receive Class and OWR demo Syllabus

Monday

Time (All times EDT*)   Topic

11:00 – 11:15 a.m.	Welcome and Introductions
11:15 –11:45 a.m.	Basic overview of E-Ship, E-Receive, and E-Mail functionality
11:45 – 12:30 p.m.	E-Ship Extension Installation, Registration, and Assisted Setup; E-Ship Comm setup video
12:30 – 1:30 p.m.	Break
1:30 – 2:00 p.m.	Getting familiarized with the various E-Ship setup screens
2:00 – 3:30 p.m.	Basic E-Ship packing exercises (instructor/class manual-led, step-by-step) – Pack Line Scanning, Fast Pack, Rate Shopping

Tuesday

Time (All times EDT*)   Topic

11:00 – 1:00 p.m.	Advanced E-Ship Packing exercises (instructor/class manual-led, step-by-step) – Multi-Document Shipments, Pallet Packing, Item Tracking
1:00 – 2:00 p.m.	Break
2:00 – 2:30 p.m.	Label Formatter
2:30 – 3:30 p.m.	E-Ship "word problems" (self-guided packing exercises)

Wednesday

Time (All times EDT*)	Topic
11:00 – 12:00 p.m.	Manifesting and Bills of Lading
12:00 – 12:30 p.m.	Export Documents
12:30 – 1:30 p.m.	Break
1:30 – 2:30 p.m.	FedEx, UPS, USPS – Settings overview and Q&A
2:30 – 3:00 p.m.	OWR demo exercises and brief overview (led by Steve Branin)
3:00 – 3:30 p.m.	Extending Lanham Extensions (led by Steve Branin)

Thursday

Time (All times EDT*)	Topic
11:00 – 1:00 p.m.	E-Receive – setup screens and exercises
1:00 – 2:00 p.m.	Break
2:00 – 3:30 p.m.	Wrap-up Q&A, followed by the E-Ship Exam

*EDT = both "Eastern Daylight Time" and "estimated". The timing of the agenda is subject to change.