

Partner E-Ship/E-Receive Class Syllabus

Monday

<u>Time (All times EST*)</u>	<u>Topic</u>
11:00 – 11:15 a.m.	Welcome and Introductions
11:15 a.m. –11:45 a.m.	Basic overview of E-Ship, E-Receive, and E-Mail functionality
11:45 a.m. – 12:30 p.m.	E-Ship Extension Installation (using Management Console), Registration, and Assisted Setup; E-Ship Comm setup
12:30 – 1:30 p.m.rw	Break
1:30 – 3:30 p.m.	Getting familiarized with the various E-Ship setup screens

Tuesday

<u>Time (All times EST*)</u>	<u>Topic</u>
11:00 a.m. – 1:00 p.m.	Basic E-Ship packing exercises (instructor/class manual-led, step-by-step) – Pack Line Scanning, Fast Pack, Rate Shopping
1:00 – 2:00 p.m.	Break
2:00 – 3:30 p.m.	Advanced E-Ship packing exercises (instructor/class manual-led, step-by-step) – Multi-Document Shipments, Pallet Packing, Item Tracking, WMS

Wednesday

<u>Time (All times EST*)</u>	<u>Topic</u>
11:00 a.m. – 11:30 a.m.	Label Formatter

11:30 – 12:30 p.m.	Manifesting and Bills of Lading
12:30 – 1:00 p.m.	Export Documents
1:00 – 2:00 p.m.	Break
2:00 – 3:00 p.m.	FedEx, UPS, USPS – Settings overview and Q&A
3:00 – 3:30 p.m.	E-Ship “word problems” (Self-guided packing exercises – click on “Chapter 4” and scroll down to find them)

Thursday

<u>Time (All times EST*)</u>	<u>Topic</u>
11:00 – 11:30 a.m.	E-Ship word problems review
11:30 a.m. – 1:00 p.m.	E-Receive – setup screens and exercises
1:00 – 2:00 p.m.	Break
2:00 – 2:30 p.m.	Extending Lanham Extensions (led by Steve Branin)
2:30 – 3:00 p.m.	OWR Review
3:00 – 3:30 p.m.	Wrap-up Q&A

*EST = both “Eastern Standard Time” and “estimated”. The timing of the agenda is subject to change.