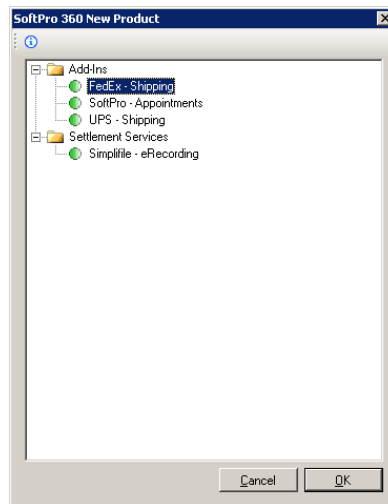


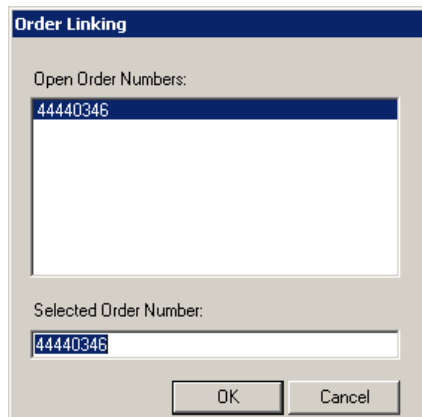
Managing a FedEx Shipping Label in the Impact Widget SoftPro 360

In order to maintain a streamlined closing process, save time and be more efficient, SoftPro 360 users now have the ability to prepare FedEx shipment labels directly from the Impact widget Softpro 360. The **FedEx Shipping Service** seamlessly populates the name, address and work phone number of the contacts in your Impact order, allowing you to quickly select a contact and create a FedEx Shipping Label without ever leaving Impact.

FedEx - Shipping can be found in the SoftPro 360 **New Product** menu in the SoftPro 360 widget. Double click on the **FedEx - Shipping** entry to start creating your FedEx shipping labels (or highlight **FedEx - Shipping** and click **OK**).



If you already have an Impact order open on your desktop, the order number will be listed in the **Order Linking** dialog in the **Open Order Numbers** and **Selected Order Number** fields. You may choose to overwrite the **Selected Order Number** with an order that is not currently open; simply enter the full Impact order number, including leading zeroes, in the **Selected Order Number** field. Once you have confirmed the order to link, click **OK** to continue.



The first time you access **FedEx - Shipping** you will be taken to the **Shipping Preferences** screen. Your contact information will be pre-populated based upon your SoftPro 360 registration.

On this screen you have the option to set defaults for Delivery Confirmation, Address Validation, Ship Notification, Delivery Notification, Tendered Notification and Exception Notification. Enabling these settings here will set them as default for all users and for all labels created, however, you can modify the setting on a per label basis as needed.

- Delivery Confirmation options are Delivery without Signature, Indirect Signature Required, Direct Signature Required, Adult Signature Required and Service Default
- Address Validation: Address Validation is an automatic function that verifies the city, state and postal code combination of any U.S. Ship To address. If FedEx is unable to validate the combination, you will have the option to use a suggested address from an address database, revise the original address, or use the original address.
- Ship Notification: A Ship notification indicates that the shipment information has been sent to FedEx
- Delivery Notification: A Delivery notification indicates when the shipment has been delivered
- Tendered Notification: A Tendered notification indicates when FedEx has picked up a shipment
- Exception Notification: An Exception notification indicates any exceptions that may cause a delivery delay

Note: You can get back to this screen by clicking the **Change Shipping Preferences** link on the **Manage Accounts** screen, which is reached with the **Manage Accounts** button on the **Manage Transactions** screen (seen in subsequent pages).

FedEx Shipping - 44440346

Shipping Preferences

Shipper Information

Name: Joseph Westrick
Company: USA Digital Solutions, Inc.
Street: 10835 N. 25th Ave. Suite 350
City/State/Zip: Phoenix AZ 85029-____
Phone: (602) 866-8199 Email: JWestrick@digisolaz.com

Shipping Default Preferences

Delivery Options: Deliver without Signature

Address Validation: Validate Addresses

Email Notification: Ship Notification Delivery Notification
 Tendered Notification Exception Notification

FedEx service marks used by permission. [Next](#)

Click on **Next** to continue.

If no shared accounts exist, on the **Add Account** screen you will need to enter your FedEx Account Number and choose a FedEx Account Name. The **Shared Account** option allows users to access the same FedEx Account through the **FedEx - Shipping** product.

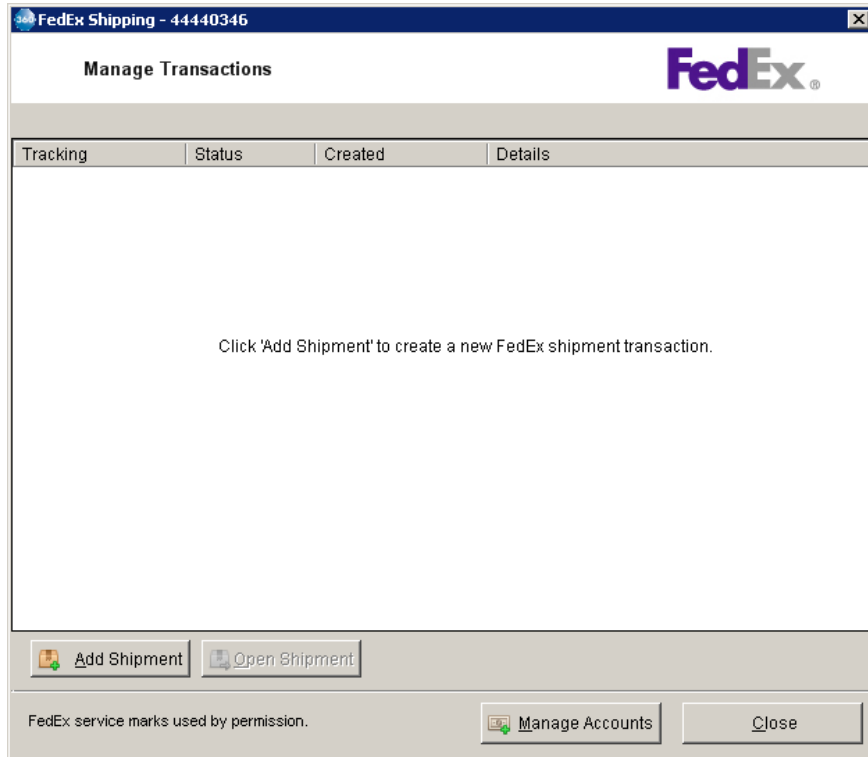
The Contact Information must match the address listed with FedEx for the account number. By checking the **Same as Shipping Address** checkbox, the information from the **Shipping Preferences** screen will populate in the given fields.

The screenshot shows a web browser window titled "FedEx Shipping - dsitest" with a sub-header "Add Account" and the FedEx logo. The form contains the following elements:

- FedEx Account Number:** A text input field with a red asterisk (*) to its right.
- Shared Account:** A checkbox with the text "Shared Account" next to it.
- FedEx Account Name:** A text input field with a red asterisk (*) to its right.
- Contact Information:** A bordered box containing:
 - Name:** A text input field with a red asterisk (*) to its right.
 - Company:** A text input field.
 - Street:** Two text input fields, the second with a red asterisk (*) to its right.
 - City/State/Zip:** A text input field, a dropdown menu, and a text input field with a red asterisk (*) to its right.
 - Phone:** A text input field with a red asterisk (*) to its right.
 - Email:** A text input field with a red asterisk (*) to its right.
- Same as Shipping Address:** A checkbox with the text "Same as Shipping Address" next to it.
- Note:** A greyed-out text note: "* This address (State and Zip) must match the address listed with FedEx for this account number."
- Buttons:** "Register" and "Cancel" buttons at the bottom right.
- Footer:** "FedEx service marks used by permission." at the bottom left.

Note: You can add additional FedEx Accounts by accessing the **Add Account** hyperlink found on the **Manage Accounts** screen

For subsequent uses of **FedEx – Shipping**, when a shared account already exists, the **Manage Transactions** screen will be the first screen displayed. The **Manage Transactions** screen will display all shipments created for the linked Impact order. To create a shipping label, click the **Add Shipment** button.



Note: Click the **Manage Accounts** button on the **Manage Transactions** screen to add additional FedEx Accounts, view current FedEx Accounts and Change Shipping Preferences. Click the **Transactions** button on the **Manage Accounts** screen to access the **Manage Transactions** screen.

The **Create Shipment** screen lists the contacts entered into the linked Impact order. Highlight the contact you would like to ship to and (when entered into the Impact order) the contact's name, address and work phone number will populate into the appropriate fields.

If additional FedEx Accounts have been added, they will be available under the Account No. drop down list. You have the option to select the **Package Type**, enter the package **Weight** and select the **Service Type**. You can also select the options of **Residential Delivery**, **Validate Address** or create a **Return Label**. The **Compare Rates** link will provide estimated rates for the package type selected.

The **More Options** link provides additional options that can be selected on a per shipment basis.

- Additional Service Options – Ship Date, Saturday Pickup and Saturday Delivery
- Drop Off options are –
 - Business Service Center: The shipper will drop off the package at an authorized FedEx business service center
 - Drop Box: The shipper will drop the package in a FedEx drop box
 - Regular Pickup: The shipper already has an every-day pickup scheduled with a courier
 - Request Courier: The shipper will call FedEx to ask for a courier
 - Station: The shipper will drop off the package at a FedEx station

- Delivery Confirmation options are Deliver without Signature, Indirect Signature Required, Direct Signature Required, Adult Signature Required and Service Default
- Special Instructions: A free form field used to provide specific delivery instructions to the FedEx Ground courier
- Package Dimensions: Length, Width, Height
- Declared Value
- Ship Notification: A Ship notification indicates that the shipment information has been sent to FedEx (if entered into the Impact order for the contact, the contact's email address will flow to the Email field)
- Delivery Notification: A Delivery notification indicates when the shipment has been delivered (if entered into the Impact order for the contact, the contact's email address will flow to the Email field)
- Tendered Notification: A Tendered notification indicates when FedEx has picked up a shipment (if entered into the Impact order for the contact, the contact's email address will flow to the Email field)
- Exception Notification: An Exception notification indicates any exceptions that may cause a delivery delay (if entered into the Impact order for the contact, the contact's email address will flow to the Email field)

****Note: value-added service charges may apply****

FedEx - More Options

Additional Service Options

Ship Date: 05/30/2014

Saturday Pickup

Saturday Delivery

Drop Off / Delivery / Special Instructions

Drop Off: Regular Pickup

Delivery Confirmation: Deliver without Signature

Special Instructions:

Package Dimensions and Value

Length: 0 Width: 0 Height: 0 Declared Value: 0

Inches - Valid for "Your Packaging" Only

E-mail Notifications

Ship Notification Delivery Notification

Tendered Notification Exception Notification

Email: testbuyer1@digisolaz.com

FedEx service marks used by permission. Close

When the options are completed, click on **Close** to return to the **Create Shipment** screen.

When the order is completed, click on the **Submit** button.

To create a **Return Label**, highlight the **Contact** the package will be shipped from and check the **Return Label** checkbox. This feature changes the **Ship To** field to **Ship From**. Click **Submit**.


The screenshot shows the 'Create Shipment' form in the FedEx Shipping application. The form is titled 'Create Shipment' and features the FedEx logo. On the left, there is a 'Select a Contact' list with four items: 'B1 Buyer1, Test' (highlighted), 'S1 Seller, First', 'L Bank of America', and 'Source Name'. The main form area contains several fields: 'Account No.' (test (XXXXX0369)), 'Person' (Buyer1, Test), 'Ship From' (Buyer1, Test, highlighted with a red box), 'Company' (empty), 'Address' (radio buttons for 'Company' and 'Person', with 'Person' selected), 'Address1' (123 Buyer Lane), 'Address2' (empty), 'City/State/Zip' (Phoenix, AZ, 85029-____), 'Phone' ((602) 999-9999), 'Package Type' (FedEx® Envelope), 'Weight' (0.1 lb.), 'Service Type' (FedEx 2Day®), and 'Options' (checkboxes for 'Residential Delivery', 'Validate Address', and 'Return Label', with 'Return Label' checked and highlighted by a red box). There are also links for 'Compare Rates' and 'More Options'. At the bottom, there is a 'Submit' button and a 'Cancel' button. The footer text reads 'FedEx service marks used by permission.'

On the **Shipment Details** screen you can **Print Preview**, **Print** or **Cancel** your FedEx shipping label.

To track the shipment click the **Track** hyperlink, which will take you to the FedEx tracking website


Click **Close** to close this window and return to the **Manage Transactions** screen.

FedEx Shipping - 44440346

Shipment Details 

Shipping From:
Joseph Westrick
USA Digital Solutions, Inc.
10835 N. 25th Ave.
Suite 350
Phoenix, AZ 85029
(602) 866-8199

Shipping To:
Buyer1, Test
123 Buyer Lane
Phoenix, AZ 85029
(602) 999-9999

Tracking Number: 

Shipping Cost:

Estimated Delivery Date:

Shipping Label:

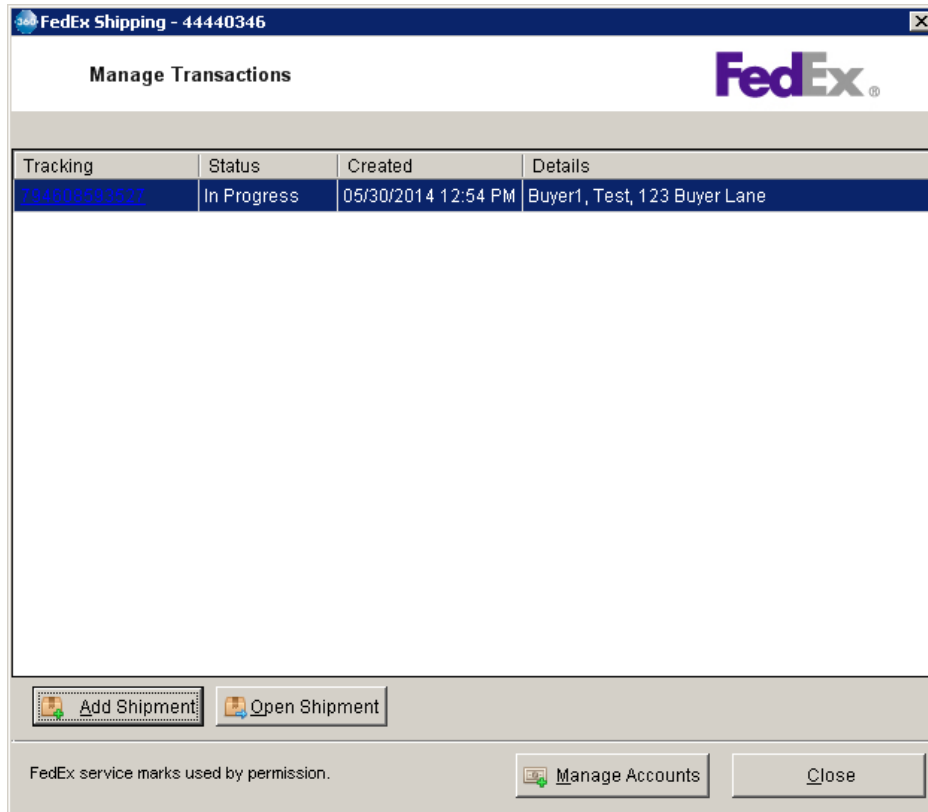
FedEx service marks used by permission.

After you have created the shipment, you will return to the **Manage Transactions** screen.

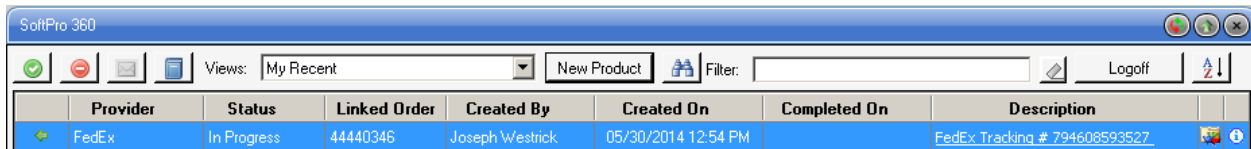
The screen will now display a tracking number hyperlink for the shipment. Click the **Tracking Number** to link to the FedEx tracking website.

The **Status** will update to **Completed** once the package has been delivered.

The **Open Shipment** button will take you back to the **Shipment Details** screen. The Open Shipment button is only enabled when the status of the transaction is In Progress.

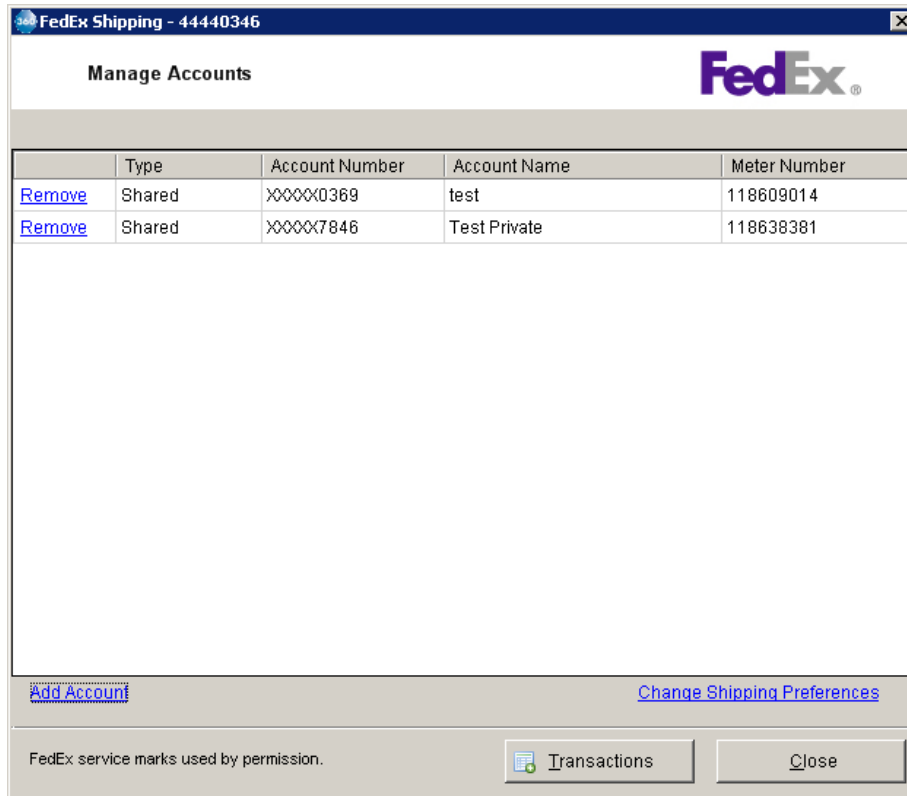


Your SoftPro 360 widget will update with a Transaction for the shipment and the FedEx tracking number will be available as a hyperlink under the **Description** column. The link will take you to the FedEx tracking website. The **Status** will also update to **Completed** once the package has been delivered.



Adding FedEx Accounts

Select the Manage Accounts button on the Manage Transactions screen to add additional FedEx Accounts, view current FedEx Accounts and Change Shipping Preferences. To add an Additional FedEx Account click the Add Account link, enter the FedEx Account Number and Account Name. Select Shared if the account should be available to all users. Complete the Contact Information tab, and then click **Register**. The system will check the account number and contact information against FedEx's records and if all is in order the additional account will appear on the **Manage Accounts** screen.



Removing FedEx Accounts

To remove FedEx Accounts, select the **Manage Accounts** button on the **Manage Transactions** screen. Click the **Remove** hyperlink next to the account to be removed.

When a Shared account is removed, the account will be unavailable to all users.

Removing a Private account will remove the account only for that user.