

ShipHazmat® Tutorials & Helpful Hints

Viewing and printing packaging instructions and diagrams for each UN number in your shipment

ShipHazmat not only creates compliant declaration forms for dangerous goods transported by air, but also displays packaging diagrams and instructions based on the entries of the declaration form. Users can click on each entry to view individual packaging diagrams, or perform a “batch print” of all packaging diagrams and information based from the declaration form.

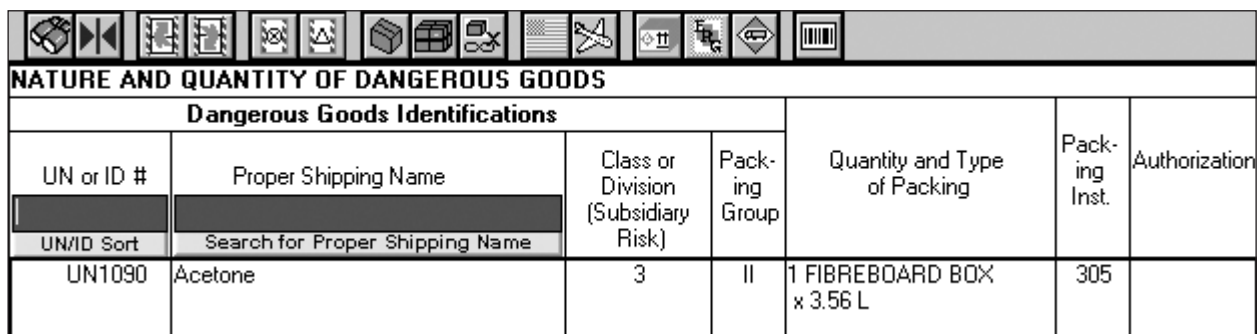


Figure 1 - To view packaging diagrams and information, click on an existing entry and select the packaging information icon from the menu above

After an entry has been added to the Middle section of the declaration form, users can do the following to view packaging diagrams and information:

1. Left-click on the entry line to highlight the entire entry
2. Click on the Packing Information icon (4th icon from the right) to view applicable diagrams



Figure 2 - Click the fourth icon from the right after highlighting an entry to view packaging diagram information for proper marking and labeling

ShipHazmat will display the appropriate marking and labeling requirements for the highlighted entry.

If users require packing instruction information, this can be obtained after a declaration form has been completed and is ready to be printed.

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To print packing instruction information along with diagrams, do the following steps after a declaration form is completed:

1. Go to the **Shipment** menu and select **Print**
2. In the **Output** window, click on the option for **Packing Information**
3. Select a desired printer from the drop-down list
4. Select any additional printing options as required
5. Click the **OK** button to print

ShipHazmat will print the declaration form and corresponding packing information and diagrams for each entry on the form.

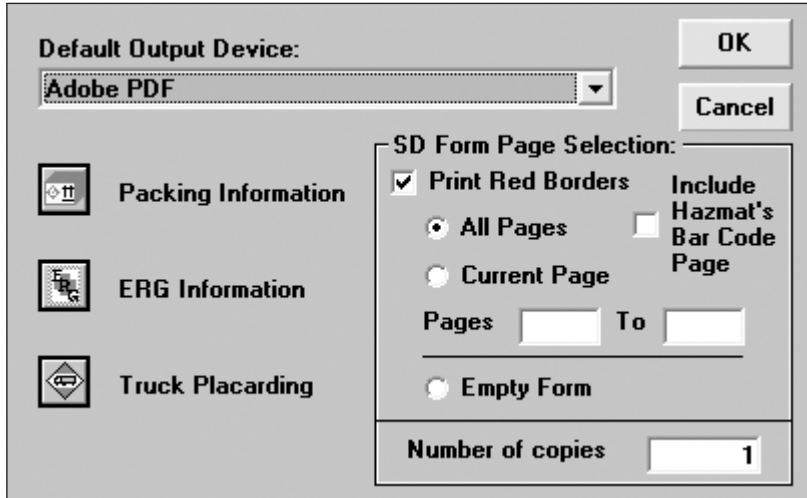


Figure 3 - Click on the Packing Information icon from the available options to include this information and diagrams during printing