

# ShipHazmat<sup>®</sup>

## Tutorials & Helpful Hints

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### Open and review the shipment log for past shipments created

ShipHazmat (standard and partial versions only) provides a built-in log that tracks completed shipments. This log can be used to review shipment information and reprint completed declarations for record retention.

#### View Shipment Log

To view the shipment log, follow the steps below:

1. Go to the **Shipment** menu and select the **View Log** option
2. Select a desired Consignee from the list to expand all shipments sent to that address
3. Select a desired date of the shipment
4. Select a desired Shipper address from the sub-list
5. Select a desired shipment to view specific details of the shipment

#### Reprint from Log

To reprint a declaration form from the log, follow the steps below:

1. Go to the **Shipment** menu and select the **Reprint from Log** option
2. Select the desired processing date
3. Select from a sub-list of consignees
4. Select a shipment from the sub-list that appears
5. Click on the **Select** button to reload the shipment for printing