

ShipHazmat[®] Tutorials & Helpful Hints

Create a consignee database to manage frequently used information

One of the useful productivity tools built into ShipHazmat is a contact manager database. With this tool, users can store and recall frequently used consignee and shipper information a single or multiple database files.

Create a Shipper or Consignee Database

Follow the steps outlined below to create a new database file for storing shipper or consignee contact information:

1. Open the Top section of the declaration form
2. Double-click in the desired shipper or consignee area to create the respective database

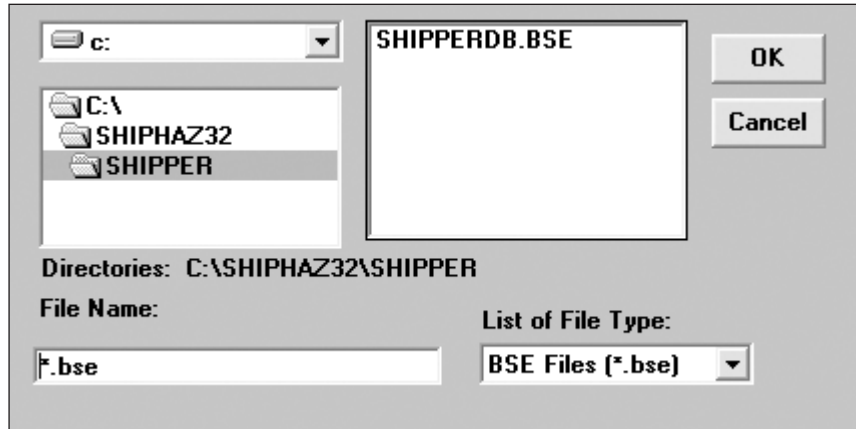
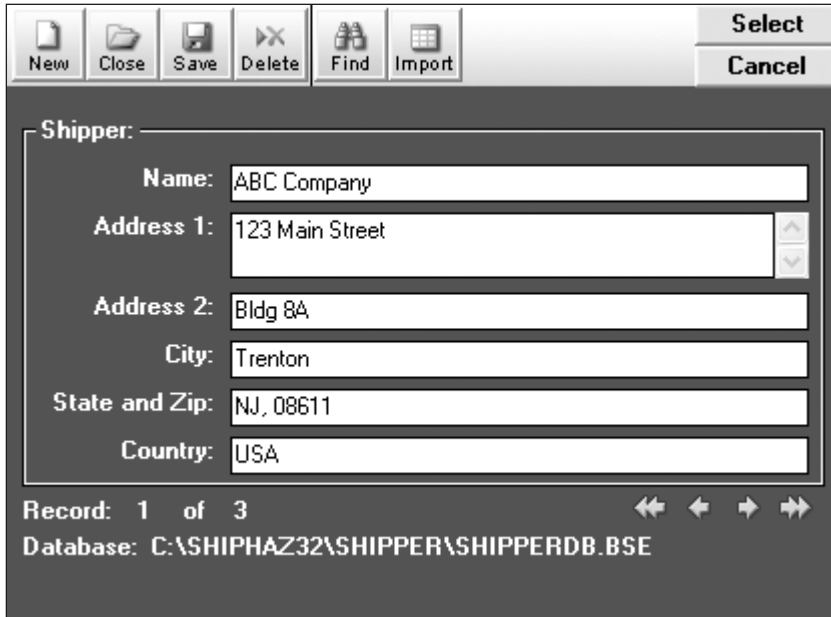


Figure 1 - Select from a list of existing shipper or consignee database files or create a new database file for storing contact information

3. To open an existing database file, click on the desired file from the list on the right and click OK
4. To create a new database file, highlight the text in the File Name text field and replace it with a new database file name. The file name must be preceded by the file extension .BSE for a successful database file to be made. Then click the OK button to continue.

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The screenshot shows a dialog box titled "Shipper:" with a toolbar at the top containing buttons for "New", "Close", "Save", "Delete", "Find", and "Import". On the right side of the toolbar are "Select" and "Cancel" buttons. The main area of the dialog contains several text input fields:

- Name: ABC Company
- Address 1: 123 Main Street
- Address 2: Bldg 8A
- City: Trenton
- State and Zip: NJ, 08611
- Country: USA

At the bottom of the dialog, it displays "Record: 1 of 3" and "Database: C:\SHIPHAZ32\SHIPPER\SHIPPERDB.BSE". Navigation arrows (left, right, first, last) are located to the right of the record information.

Figure 2 - Select from existing contact information, add new contacts or delete information from the database file

5. To add a new contact, click on the **New** button and complete the form
6. To save the added contact information, click on the **Save** button
7. To delete an existing contact, navigate to the contact using the directional arrows and click on the **Delete** button
8. To select a contact to insert into the shipper or consignee field, navigate to the desired contact and click on the **Select** button