

ShipHazmat® Tutorials & Helpful Hints

Saving shipments and opening existing shipments

After completing a declaration form, users have the option of saving the shipment for future use or for record retention purposes.

Save Shipments

To save a shipment, follow the steps outlined below:

1. Go to the **Shipment** menu and select the **Save As** option
2. Enter a file name under the **File Name** text field (this must be preceded by the .SHP file extension)
3. Click **OK** to save the shipment

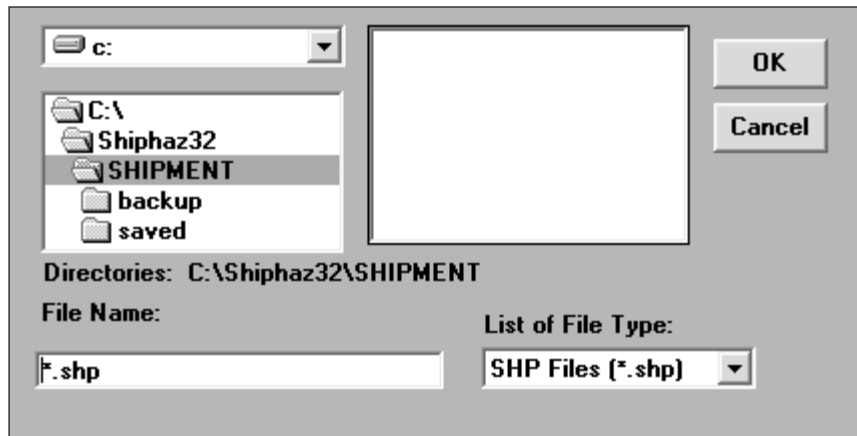


Figure 1 - Save a shipment by entering a file name followed by the .SHP file extension, and then click on the OK button

Opening Shipments

To open an existing shipment, follow the steps outlined below:

1. Go to the **Shipment** menu and select the **Open** option
2. If prompted with a message to save the current shipment, select Yes or No to continue
3. Select the desired shipment file from the list displayed on the right
4. Click the **OK** button to open the existing shipment