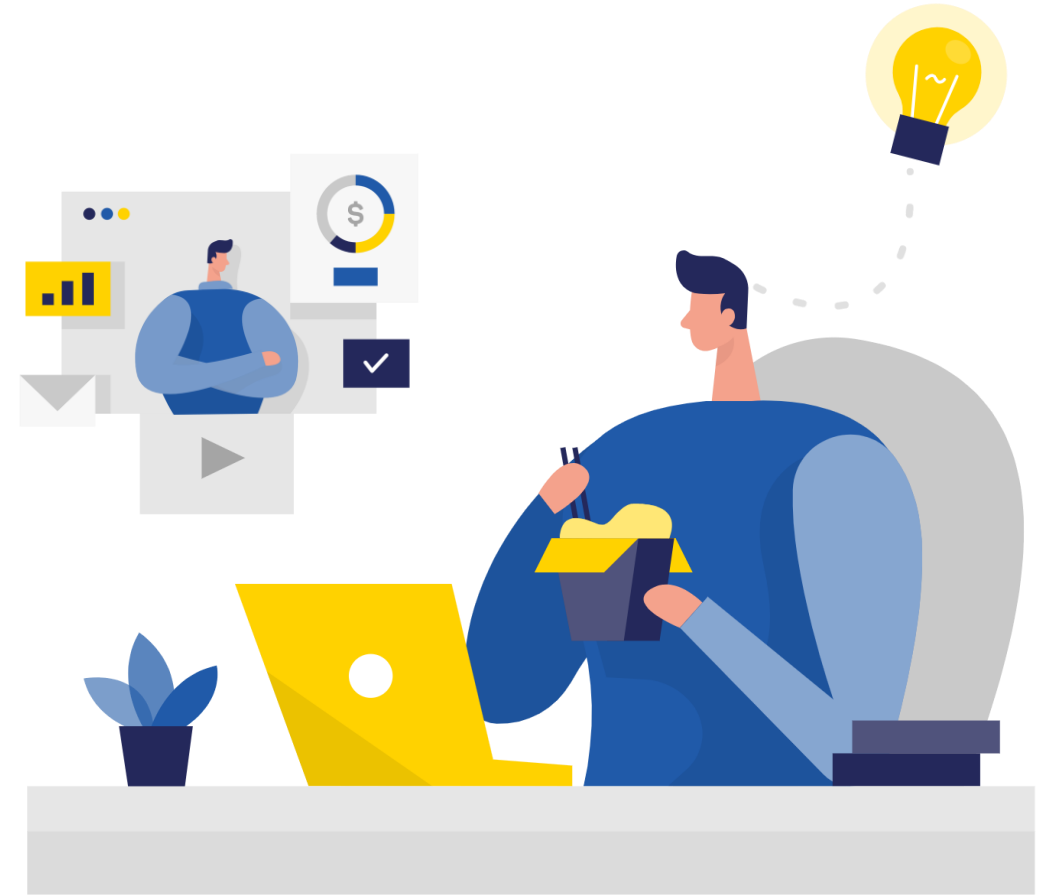


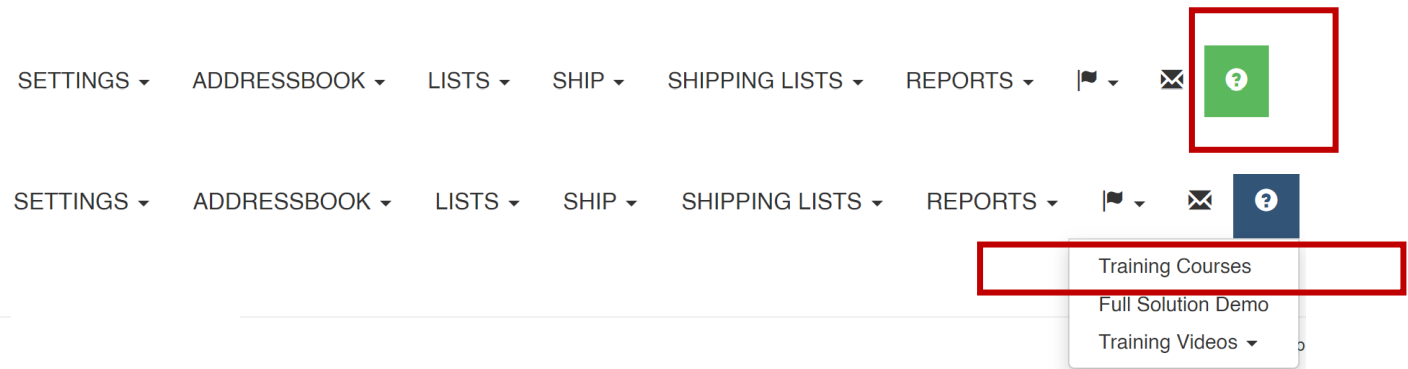


Online Training Guide



How To Register

1. Log-in to your account
2. Click on the green box on top right of the page
3. From the dropdown menu, click on “Training Courses”



How To Register

- From the course table (image 1), click on the date and training level that works best for you.
- In the new window (image 2), make sure the email is correct (the training invitation will be sent to this link). You can change the email if you like.
- Then, click on “Reserve Place to Course”
- You will receive an email with the link to join the online training and further instructions

2

Support Panel \ Training Courses \ Training Courses Details

Course Date 05/21/2020
 Starting Time 13:00
 End Time 14:00
 Course Title 2Ship Training 401 / Formation 2Ship 401 -- 1PM EST
 Course Description 401. System Administration / Administration du système.

Session content:
 • Set-up Users
 • Set up Carrier accounts
 • Global Addressbook
 • Global Carton/skid set up
 At the end of this session you will be able to manage and control your "client"

Contenu de la session:
 • Maintenance des utilisateurs
 • Mettre en place des comptes de transporteurs

Participants 10 free slots
 Your Email

1

Support Panel \ Training Courses

Select the month to view: May - 2020 Go

May - 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					01	02
03	04 13:00 - 2Ship Training 101 and 102 / Formation 2Ship 101 et 102 -- 1PM EST	05 13:00 - 2Ship Training 101 and 102 / Formation 2Ship 101 et 102 -- 1PM EST	06 13:00 - 2Ship Training 101 and 102 / Formation 2Ship 101 et 102 -- 1PM EST	07 13:00 - 2Ship Ship Request Training 501 / Formation à la demande d'expédition 501 -- 1PM EST	08	09
10	11 13:00 - 2Ship Training 101 and 102 / Formation 2Ship 101 et 102 -- 1PM EST	12 13:00 - 2Ship Training 101 and 102 / Formation 2Ship 101 et 102 -- 1PM EST	13 13:00 - 2Ship Training 101 and 102 / Formation 2Ship 101 et 102 -- 1PM EST	14 13:00 - 2Ship Training 201 and 301 / Formation 2Ship 201 et 301 -- 1PM EST	15	16
17	18	19 13:00 - 2Ship Training 101 and 102 / Formation 2Ship 101 et 102 -- 1PM EST	20 13:00 - 2Ship Training 101 and 102 / Formation 2Ship 101 et 102 -- 1PM EST	21 13:00 - 2Ship Training 401 / Formation 2Ship 401 -- 1PM EST (10 free slots)	22	23
24	25 13:00 - 2Ship Training 101 and 102 / Formation 2Ship 101 et 102 -- 1PM EST (10 free slots)	26 13:00 - 2Ship Training 101 and 102 / Formation 2Ship 101 et 102 -- 1PM EST (10 free slots)	27 13:00 - 2Ship Training 101 and 102 / Formation 2Ship 101 et 102 -- 1PM EST (10 free slots)	28 13:00 - 2Ship Ship Request Training 501 / Formation à la demande d'expédition 501 -- 1PM EST (10 free slots)	29	30
31						



NOTE: We have one training session per day from Monday to Thursday from 1:00 pm to 2:00 pm.

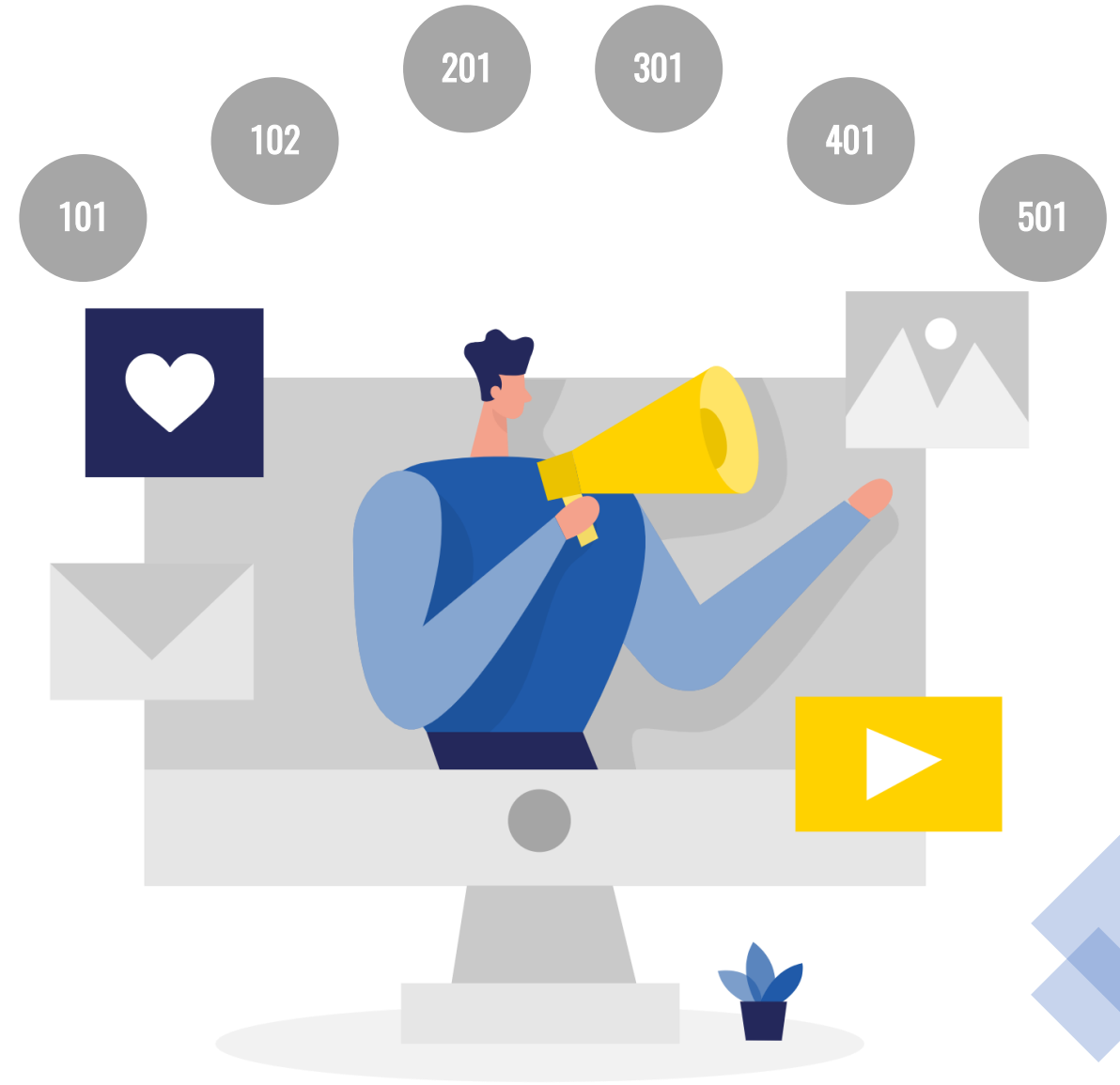
Course Levels

To ensure we accommodate users with different levels of knowledge, we provide our online training in 6 levels (Beginner to Advance).

NOTE: Make sure you register in the right level



NOTE: We record all the training sessions and share with you the video files after the training. So, you can review them if needed.



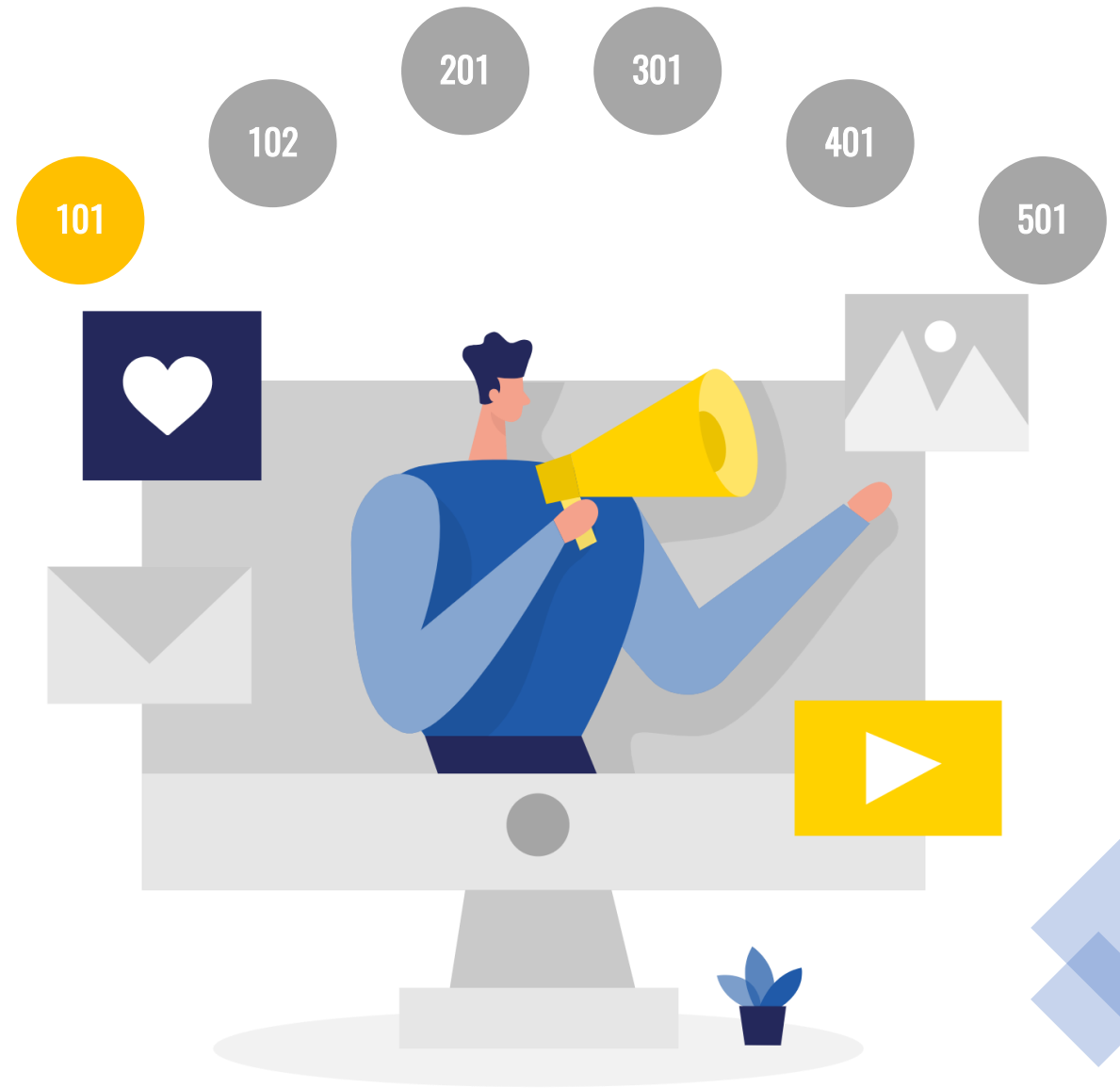
Level 101

Overview of 2Ship and Shipping a package in 3 easy steps

At the end of this session you will be able to log-in to 2Ship, rate shop carriers, create shipping labels and dispatch a shipment to the selected carrier.

To complete the orientation, you will also need to understand the following 2Ship Functions:

- Address Book
- Settings & User Preferences
- Lists & Tools
- Support Panel & Live Chat

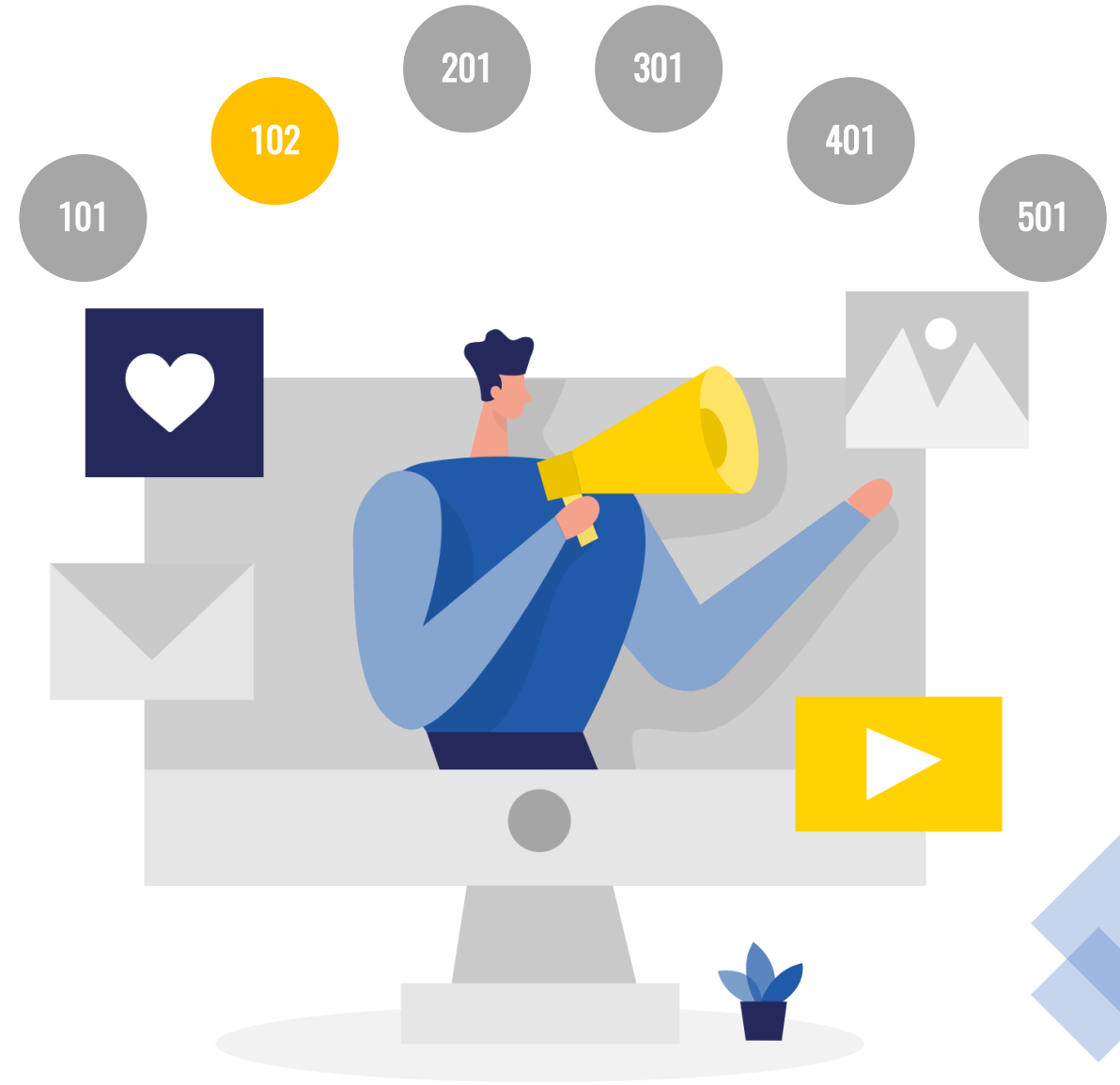


Level 102

Shipping Lists, Manifesting, Closing Shipments and Management Reports.
We provide detailed review of 2Ship Features - Shipping Lists and Reporting

At the end of this session you will be able Dispatch orders to your selected couriers/carriers, manifest shipments, cancel shipments and reprint shipping documents.

Also, you will be able to create standard reports as queries or daily, weekly, and monthly Management Control Reports.



Level 201 & 301

201

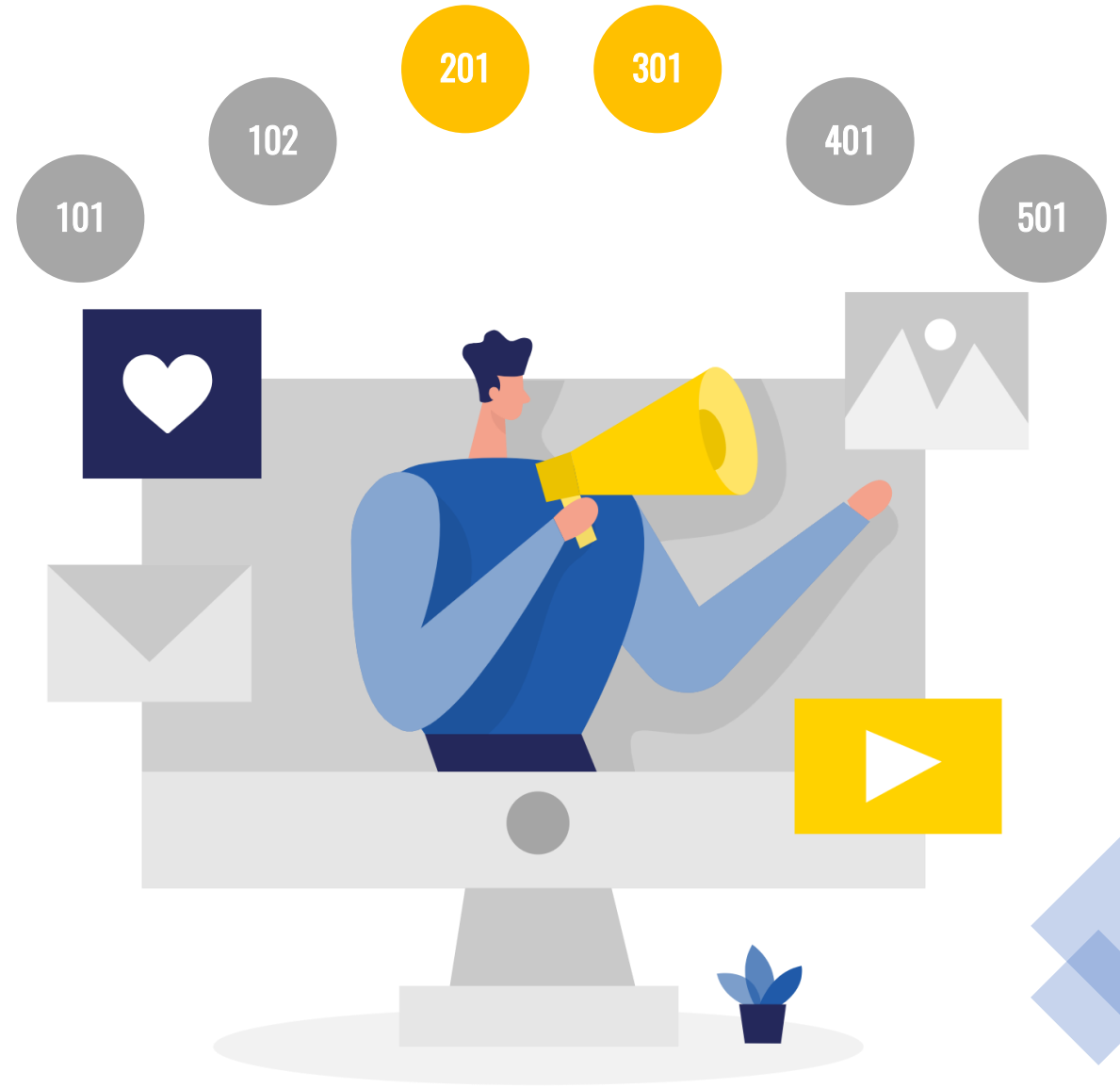
Domestic Shipping with Advanced options

- Collect Shipments & Bill to different party
- Return shipments
- Templates
- LTL shipping - Multi package & Skids

301

International Shipping, Export Documentation, and Commercial Invoices

At the end of this session you will be able to prepare an international Shipment along with all the accompanying documentation required



Level 401 & 501

401

System Administration such as:

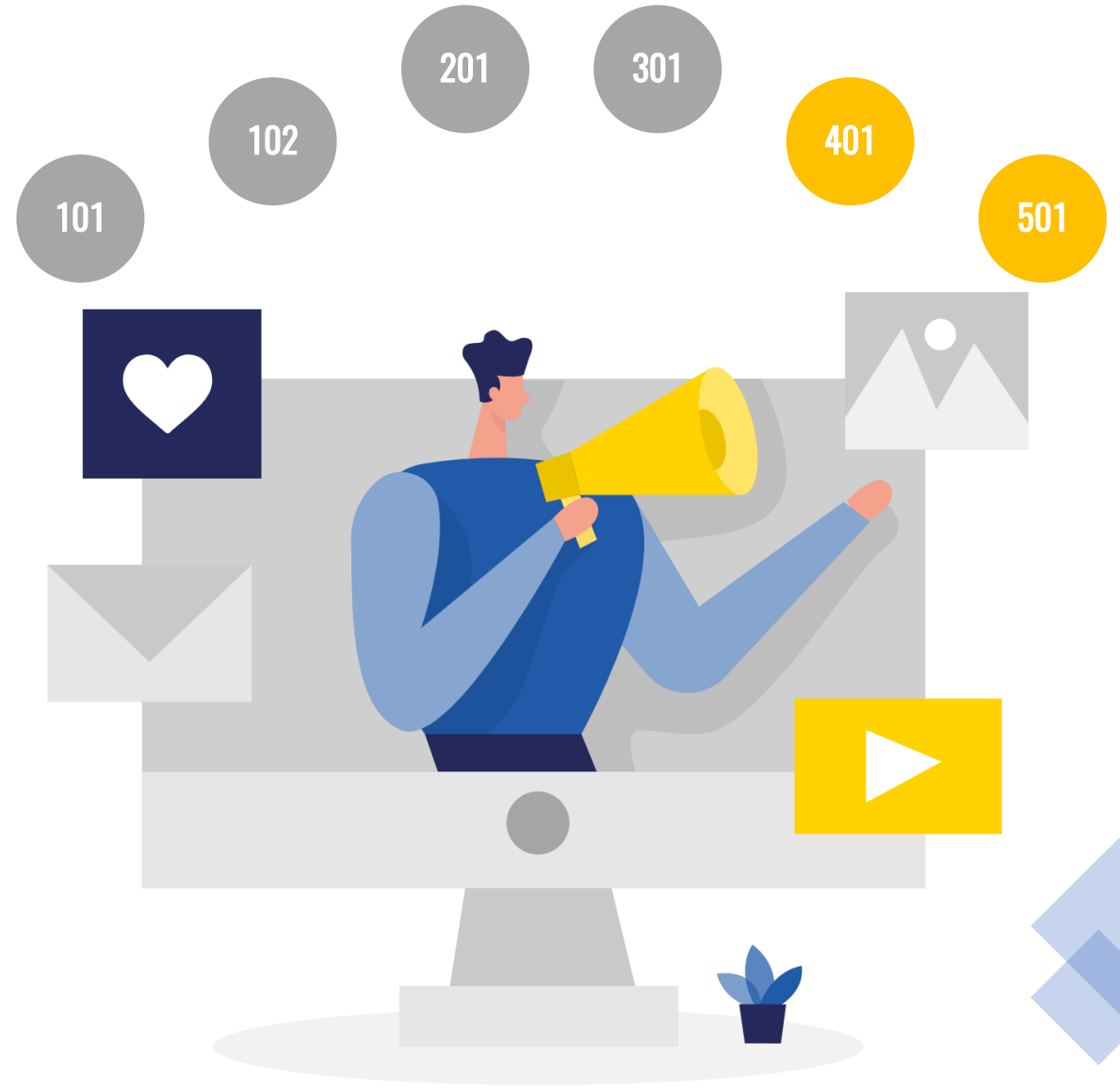
- Set-up Users
- Set-up Carrier accounts
- Global Address book
- Global Carton/skid set-up

At the end of this session you will be able to manage and control your “client”

501

Ship Request Training

In this level, we will go over the Ship Request process for both the Ship Request users and the Main Shipping users. Please clarify at the start of the meeting if you are a Ship Request user or Main Shipping User.



Ship Like a Pro

Now you are ready to
ship like a Pro!





Contact Us



Feel free to contact us if you have any questions



info@faretrade.ca