



ShipRush for FedEx Printed Documentation

Note: This PDF manual is an automated conversion of the ShipRush® help file. Some formatting has been lost. The on-line help file at www.zfirm.com is updated regularly, and offers correct hyperlinks and cross references. At www.zfirm.com, the help file is also full text searchable.

This PDF is offered for convenience only. It may contain errors and omissions as a result of the conversion process. Pop-up explanations and hyperlinks do not translate well to the printed page.

At over 110 pages, it cannot be manually verified against the on line help file document.

The on-line document is the authoritative ShipRush documentation source. Use this PDF at your own risk. Z-Firm is not responsible for omissions and inaccuracies in this PDF document.

Thank you for understanding.

ShipRush for FedEx Printed Documentation

Table Of Contents

ShipRush in Two Minutes	2
What's New in ShipRush	4
The Basics of Shipping	6
Top Ten Tips for Shipping.....	8
Shipment Templates.....	9
Getting Help.....	10
Getting the Most out of ShipRush	11
Finding Shipments	11
Reporting.....	12
Printing Labels on a Thermal Printer.....	14
Using Return Services.....	16
Customize the ShipRush Menu.....	18
Custom Email Notification	21
Working with Shipments	25
Deleting & Reprinting Labels.....	25
Shipping Manifests	26
Drop Shipping.....	28
Setting up ShipRush.....	29
System Requirements.....	29
Running Setup.....	31
The Setup Wizard	32
Configuring for your Software.....	33
Accounting, POS, CRM & Contact Manager Integration	34
QuickBooks.....	35
Peachtree	43
ACT!	46
GoldMine	48
SalesLogix.....	51
Great Plains & Small Business Financials.....	53
Microsoft RMS	55
ShipRush Reference.....	67
Acknowledgements.....	67
Alphabetized Topic Index.....	68
Accounting, POS, CRM & Contact Manager Integration	69
Thermal Label Printers	104
Printing Labels on a Thermal Printer.....	104
Thermal Printer Installation	106
Networking a Thermal Label Printer	108
Thermal Label Stock.....	109
Glossary	113
Index	115

The Basics

Table of Contents

The Basics

[ShipRush in Two Minutes](#)

What's New in ShipRush v6

[The Basics of Shipping](#)

[Top Ten Tips for Shipping](#)

[Getting Help](#)

Getting the Most out of ShipRush

[Shipment Templates](#)

[Customize the ShipRush Menu](#)

[Custom Email Notifications](#)

[Printing Labels on a Thermal Printer](#)

[Finding Shipments](#)

[Reporting](#)

Using an Electronic Scale

[Using Return Services](#)

Working with Shipments

[Deleting & Reprinting Labels](#)

[Shipping Manifests](#)

Setting up ShipRush

[System Requirements](#)

[Upgrading from ShipRush 4.x and 5.x](#)

[Running Setup](#)

[The Installation Wizard](#)

[Configuring for your Accounting, POS, CRM or Contact Management Software](#)

[Developers: The ShipRush SDK](#)

[ShipRush Reference](#)

[ShipRush Documentation PDF](#) (PDF Version of this Help File)

ShipRush in Two Minutes

ShipRush is about 'cutting the clicks.' In the ShipRush world, shipping morphs from a stand alone, probably painful, process, to part of your normal workflow, in your normal line-of-business software.

Instead of shipping being an 'island' of dedicated software and carrier web sites, ShipRush brings shipping into the software you use all day every day. ShipRush integrates into the workflow you already use in your accounting or contact management system.

At the heart of ShipRush is tight integration with your existing core software system, like:

- eCommerce: eBay, PayPal, Amazon, Yahoo Stores
- Accounting: Such as QuickBooks, Great Plains, Microsoft Office Accounting, and others.
- POS: Such as Microsoft RMS
- CRM/Contact Management: Such as ACT!, Outlook, GoldMine, SalesLogix, and others
- Any Access or SQL type database using ShipRush for ADO

For every shipment, address data flows from your core software into ShipRush. **There is no cut-and-paste**, no import-export, and no hand-keying. It is automatic and instant. Tracking numbers, cost, and tracking URL's flow from ShipRush back into your core application. Again, this is automatic and effortless.

This way all the information is saved in your core application, all the time.

What is ShipRush' Workflow?

The workflow is based on the core application in use. With accounting systems, the shipping workflow is based on a sales- or purchase-related document such as an invoice, sales order, or purchase order. With POS it can be the order entry screen or the built-in shipping queue (if applicable). With contact managers and CRM it is based on the contact record.

Developers can use the [ShipRush SDK](#) and ShipRush ADO to integrate ShipRush into custom applications, or into custom workflows based on any application.

Don't Let The Documentation Scare You!

Shipping is tedious. Years of engineering and the experience of thousands of shippers have gone into making ShipRush an easy to use system that helps make the most of your time each day. You may well never read the product documentation, but you may be

surprised at the hidden features that lurk just under the surface. Be sure to start with the [Basics of Shipping](#).

What's New in ShipRush

New in v4.7:

- New Direct ADO connection option to 'roll your own' integration to a host database (includes bar code scanner support)
- AutoShip template support
- Bulk Shipping feature for eBay sellers
- New "Service Default" signature option (no surcharge incurred)
- Significant performance boost in eBay Order Manager, including blazing Full Text Search (requires build 1853 or higher)
- Much faster Full Text Search in View Shipments (requires build 1853 or higher)
- Over a hundred general fixes and performance enhancements since v4.5

ShipRush v4.5 is a major new release with several new areas of functionality and hundreds of new improvements. Here are some of the new improvements if you are familiar with ShipRush v2 or v3:

FedEx®-Related Features:

- Multi-Parcel Shipping (MPS)
- FedEx Freight® shipping services
- FedEx Return Services (call tags, email return label & print return label)
- New 4x6 laser label option
- International Shipping
- Direct support for hazardous materials & alcohol
- Multi-user operation and shipping history
- Delivery email notification (email when the parcel is delivered)
- Support for multiple FedEx accounts, including drop shipping features
- New reporting system -- complete shipping history reports by date range
- Export options to export shipping history to Excel, PDF and other programs
- Find Shipment by reference, address, and other fields
- Additional rate markup options

General Features:

- New, enhanced main screen that surfaces all major functions
- Support for additional scale models including USB scales
- Support for USB based thermal printers (such as the Zebra LP2844)
- [Custom email notification](#) engine--get control over the email that is sent
- [Customizable ShipRush menu](#)
- Improved Search feature to find shipments easily
- [Template control](#) for shipment settings
- Multiple-profile support for [Drop Shipping](#)

- Improved label margin control
- Wider range of shipment defaults
- Support for configured proxy servers
- Smaller, lighter installation (no MSDE installation or overhead)

The Basics of Shipping

The easiest way to understand ShipRush is to follow a shipment from start to finish. (There is a lot more to ShipRush, but this will get us started.)

To see this as a short video in the accounting, POS or contact manager you use, [click here](#).

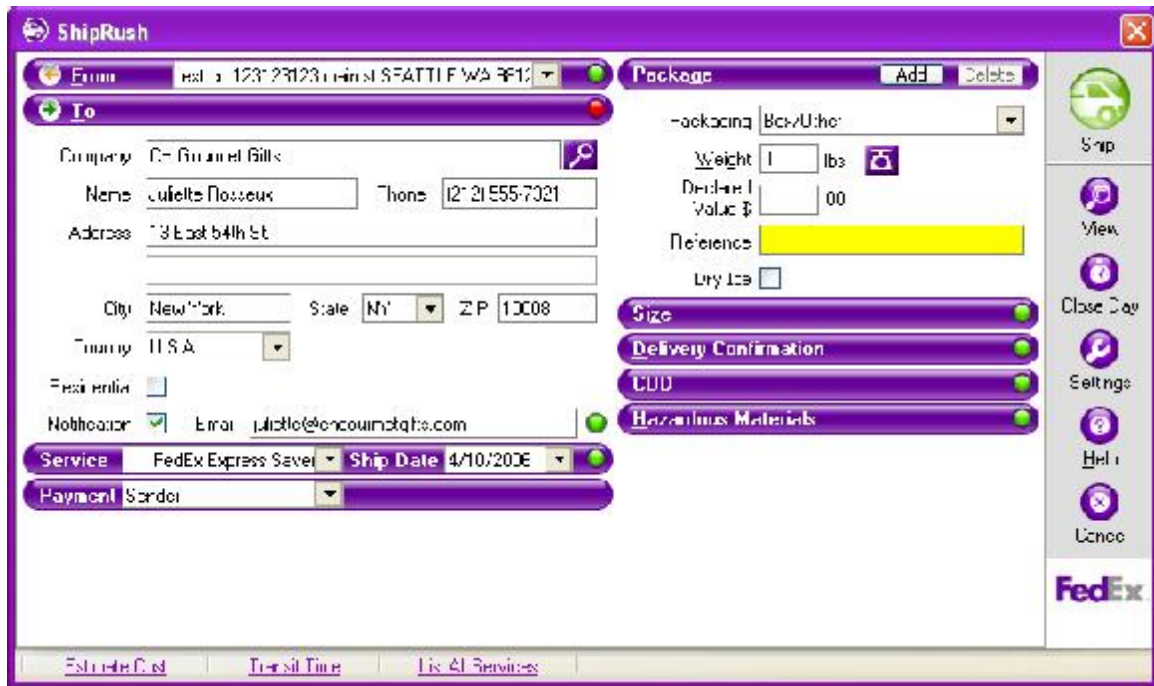
To start ShipRush for the first time for the day, find ShipRush in the Windows Start menu. ShipRush starts and jumps down to the Windows System Tray (in the bottom right

of the screen): 

We start by going to the contact record, invoice or sales order in our core application.

Then we double click on the ShipRush icon in the system tray:


ShipRush pops up:




Select the desired shipping options (shipping service, weight, value, etc.)

Press Ship 

The shipping label prints, and the tracking details are logged to the contact record or accounting document.

When finished for the day, click on the ShipRush System Tray Icon  and select Process End of Day (if FedEx Ground® shipments have been processed). This will print the manifest.

Done for the day!

 Hint: The **F10** key presses the Ship button, and the **F8** key verifies the Ship To Address

Next: The ShipRush Shipping Form

Top Ten Tips for Shipping

1. Make sure that the address information in the **'core' system** (your accounting / POS / contact manager) is up to date and correct.
2. Keep phone numbers and email addresses in your core system so that ShipRush can automatically send shipment notifications to the recipients.
3. Remember to use the shipment reference line to say something about the shipment. E.g. 'invoice 1234' or 'sample kit of widgets.'

This reference gives the label meaning. Ideally, it is the order number, invoice number, or description of the shipment contents. Remember that in ShipRush history, the full text search function searches this reference, making shipments easy to find (if they have a useful reference!) Having a useful reference 'liberates' the label, because anyone who looks at the label (or the parcel it goes on) now has a clue about the shipment without having to ask.

4. Generate labels 'up front' in the work flow whenever possible. Keeping the computer work at the front of the process (for example when an order is keyed into the accounting system) smooths the work flow and reduces the need for a computer down in the shipping area.
5. If you have standard packaging or items that you send frequently, use AutoShip templates to speed through the process.
6. [Use a thermal label printer](#), not a laser printer. Or use peel-and-stick label stock in a laser printer. Plain paper labels cause more work down stream to actually affix the label to the parcel. Peel and stick labels save you time.
7. Each week, [export the week's shipping history](#) to a PDF or xls file and save it to a directory for the book keeper. Don't leave it to the book keeper to ask for the information, just send it proactively to the book keeper (fewer questions means more productivity!).
8. Democratize shipping if appropriate. If user Joe is delegating shipments to user Jack, perhaps it is useful to set up Joe with ShipRush so he can process the shipments himself (and set the shipment reference to something useful). This way Jack can simply grab the labels off the printer and handle them. In many cases, cutting delegation increases efficiency.
9. Use the shipping history created by ShipRush. If a customer calls, or you need to look up 'did we ship to this customer?' look in the accounting or CRM system. ShipRush saves shipping history there for exactly this reason. Only in exceptional cases should the shipping clerk be bothered with a 'what is going on with shipment X' kind of question.
10. Tie ShipRush to custom systems, or systems ShipRush lacks 'out of box' support for. Use either ShipRush ADO or the [ShipRush SDK](#) to automate your process.

Shipment Templates

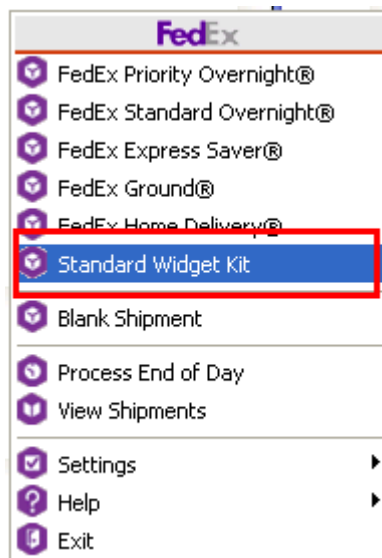
Usually when you open ShipRush, the address is set from the accounting or CRM application. But everything else is empty, needing your attention.


At a minimum, you can just set the service and weight and press Ship. That works.

If you want to save popular shipments to have at your fingertips, use the Template feature. This lets you dial up just about everything about the shipment (dimensions, weight, reference, etc.) and save it as a template. The template is then automatically on the ShipRush System Tray Menu.

To create and use a template:

1. Pop up the ShipRush shipping form.
2. Enter the information you want to save with the template (e.g. package dimensions, weight, shipping service, shipment reference, etc.).
3. Click on the ShipRush system menu (the icon at the top left of the shipping form).
Select Save Template
4. The Template Sections screen will appear. Leave the selections at default.
5. Save it to the appropriate directory:
"C:\Program Files\Z-Firm LLC\ShipRush v5\MENU\MENU_FEDEX\"
5. Now restart ShipRush, and the new template will appear on the System Tray menu:



 Remember, new and changed templates in the \MENU\ directory structure will not show in the ShipRush menu until ShipRush is restarted.

Next: Learn about AutoShip templates or [customizing the ShipRush Menu](#).

Getting Help

ShipRush support is available in several places and forms:

The [ShipRush Community Forums](#). Come and ask questions, post screen shots, or just 'lurk.'

Product documentation at www.zfirm.com. In the Support area, the Product Documentation is updated regularly, and may be more up to date than the help file that came with ShipRush.

Knowledge Base at www.zfirm.com. In the Support area, the Knowledge Base is a great place if you are getting an error or have an advanced question that is not covered in the help file. If there is an error number, enter just the number. If there is no number enter a few words. The Knowledge Base is updated on an ongoing basis.

Z-Firm Technical Support. Need an expert on the line? Give us a call. There is a fee for phone support after the initial installation period.

Getting the Most out of ShipRush

Finding Shipments

To access this screen: Open the ShipRush System Tray menu and select View Shipments. Or: Select View from the main ShipRush screen.

After processing the shipment itself, the most needed function is to track. Tracking just needs the tracking number, and that is in the accounting or CRM application.

There are a few ways to look up a past shipment in ShipRush:

1: By date. If you know when the shipment was processed, you can set the View Shipments list to any date (or date range) to see the shipments.

2: By recipient Company, Contact, Reference or Tracking Number.

To search by date:

1. Select View Shipments on the ShipRush screen or menu
2. Press the Date Range button
3. Enter the desired date range

Once the list is on screen, the Report option can be used to make a print out or PDF, or spreadsheet of the results.

To search by recipient:

1. Select View Shipments on the ShipRush screen or menu
2. Enter the reference, contact or company into the Search box and press <enter>

Note that when using the Search option it searches across all shipments, not just the current date range.

Next: More detail about shipping history.

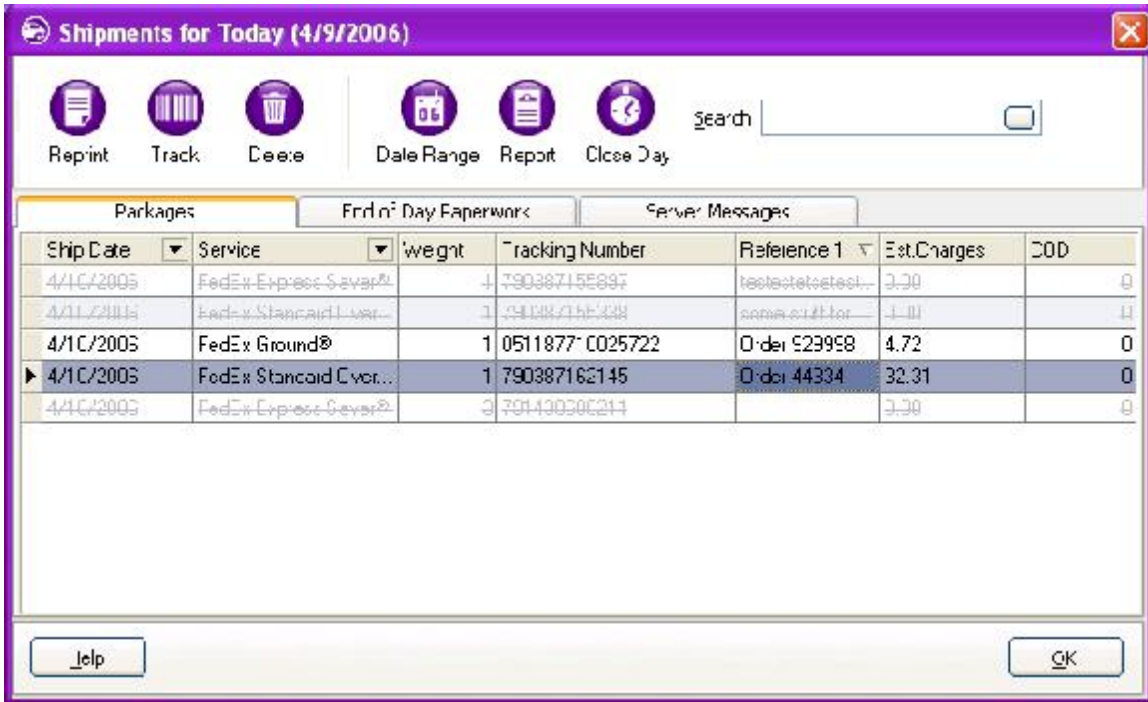
Reporting

To access this dialog: Open the ShipRush System Tray menu and select View Shipments. On the main ShipRush screen press View.

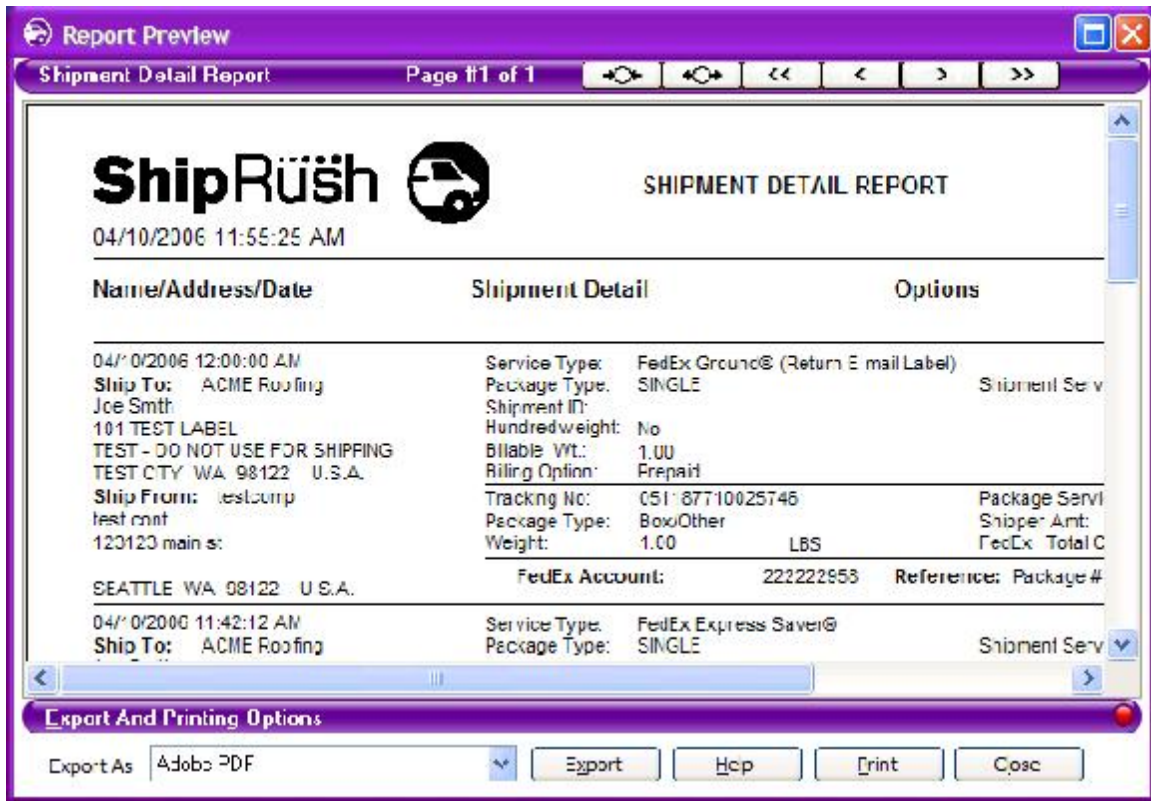
ShipRush reporting lets you view or print a record of what has been shipped. The report can be printed or saved to disk (as a PDF, Excel spreadsheet, or other format).

To create a report, take these steps:

1. Select View Shipments on the ShipRush menu, or Press View on the ShipRush main screen
2. By default the report is for shipments from today. To change this:
 1. Press the Date Range button
 2. Enter the desired date range



Once the list is on screen, press the Report button and the report is previewed to the screen.



At this point, the report can be printed to a printer, or exported to an XLS (Excel workbook), Acrobat PDF, or other format.

Printing Labels on a Thermal Printer

Thermal label printers give a real productivity boost if you ship more than 10 parcels a day. Thermal printers provide an easy to use peel-and-stick label that goes on just about any parcel (and express letter). Click [here](#) to see what a thermal label looks like.

In many cases the shipping carrier will provide the label stock at no charge, so the only real hurdle is getting the label printer itself. Several models of printer are supported, including these:



Supported Zebra / Eltron EPL Models:

- Zebra 450, 500, 550
- Eltron / Zebra Orion
- LP2844 (via parallel port and USB)
- LP2443
- LP2348
- 2844
- 2543

And similar 200 dpi EPL based printers.

Supported Zebra ZPL Models:

- Zebra 2844-Z
- Zebra 105SL
- Zebra Z4M

And similar 200 dpi ZPL based printers.



Note: eBay is a good source for a used thermal printer for a reasonable price (often under \$100).



It is not supported to attach a thermal printer to a serial port.

Next: [Installing a thermal printer](#).

Using Return Services

Return services allow you to use the carrier as your personal courier to pick things up and return them to you. There are two types of return service:

Call Tag: In this case, a driver from the carrier will go to the site with a return label in hand to pick up the package for you. The courier picks up the parcel, puts the label on it, and drives off.

Email Label: In this case, a return label is emailed to the site. It is the recipient's job to print the label, put it on the parcel, and get the parcel into a drop box or into a courier's hands. (Also note that the label needs to get past the recipient's spam filter, as it is sent as email from the carrier.)

Print Return Label: This will cause ShipRush to print a return label that you can include with a shipment. For example, perhaps the shipment is for a spare part, and the recipient should return the old part to you. The return label makes it easy for the recipient to return the old part to you.

Return services are perfect for:

- Product returns
- Reclaiming mistakenly shipped items
- Recovering equipment from sites that do not have their own shipping accounts
- Retrieving items from home office workers
- Swapping parts

To process a return shipment, follow the usual steps:

1. Go to the contact record or accounting document for the contact that will send the item back to you
2. Pop up ShipRush

Invoke ShipRush

Then click on either of the direction arrows in the upper left:



The screenshot shows a web interface for ShipRush. At the top, there are two purple buttons labeled 'From' and 'To'. The 'From' button is highlighted with a red box. Below these buttons is a form with the following fields:

Company	Wool Roofing		
Name	Mike Johnson	Phone	(206)812-7874
Address	111 Main Street		
	Suite 9999		

This flips the shipment into a return service shipment:



Deliver to	Z Firm LLC 120 Lakeside Ave SEATTLE WA 9		
Pickup from	FedEx Call Tag		
Company	Woof Roofing		
Name	Mike Johnson	Phone	(206)812-7874
Address	111 Main Street		
	Suite 9999		

Simply select the type of return service, enter in the reference, and press Ship.



Note, for call tags and email return labels **no label will print**. This is normal. The shipment is uploaded to the carrier but nothing prints in your office.



Hint: Return Services can be used for more than returning items to you. These services can be used for shipments 'from' and 'to' third parties. Simply adjust the Pickup From and Deliver To addresses in ShipRush to have the carrier handle the shipment from 'anywhere' to 'anyone.'

Next: More about Return Services (aka Call Tags)

Customize the ShipRush Menu

The ShipRush system tray menu can be customized to have only the options you need. You can remove stock options, and create your own [custom shipping templates](#) and add them to the menu.

Here is the standard menu:



The area that can be customized is the top block:

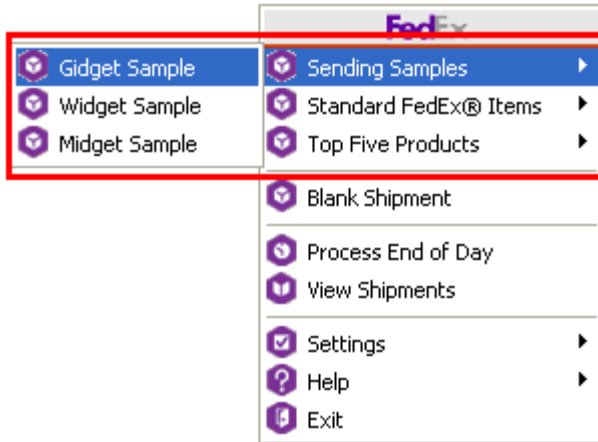


This area of the menu is controlled by the contents of this directory:

"C:\Program Files\Z-Firm LLC\ShipRush v5\MENU\MENU_FEDEX\"

1 Note that ShipRush needs to be restarted to see the changes you make to this directory.

By modifying the contents of this directory, you can create your own ShipRush system, with just the options you need. You can even create subdirectories under this directory to make a cascading menu that works just the way you want it to. For example:



This is done by creating subdirectories under

"C:\Program Files\Z-Firm LLC\ShipRush v5\MENU\MENU_FEDEX\"

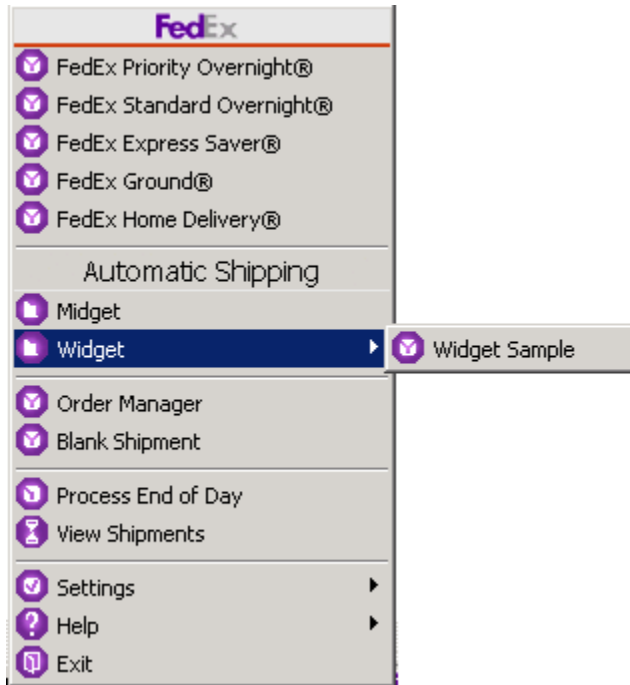
like this:

\Sending Samples\	(Gidget Sample, etc. templates are saved here)
\Standard Items\	(The stock ShipRush templates are moved here)
\Top Five Products\	(Other templates are saved here)

The same can be done for AutoShip templates by creating the appropriate structure under the \MENU\AutoShip\ directory:

"C:\Program Files\Z-Firm LLC\ShipRush
v5\MENU\AutoShip\MENU_FEDEX\"

ShipRush for FedEx Printed Documentation



Next, learn how to Customize the Windows Start Menu

Custom Email Notification

Everyone likes to get an email telling them a package is on the way. The email alerts us that something is coming, and it even has the tracking number in it, so we can see the package on the way to us (or can figure out who signed for it when we can't find it!).

The Notification option on the ShipRush screen tells you where the email notification will be sent. Up to three email addresses separated by semicolons (;) can be entered here.

The screenshot shows the ShipRush interface with a purple header. Below the header, there are two tabs: 'From' and 'To'. The 'From' tab is selected, showing 'Acme Super Supplies DEMO 1111 Fourth Stree'. The 'To' tab is also visible. Below the tabs, there is a form with the following fields:

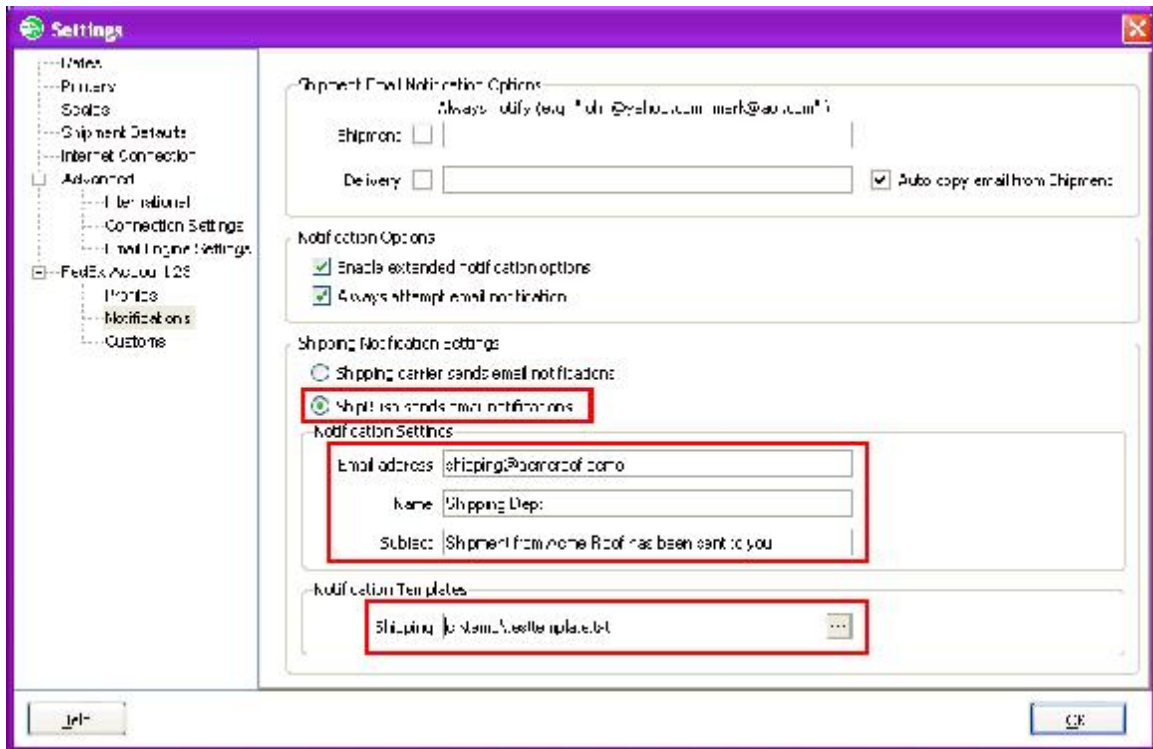
- Company: WOOF ROOFING
- Name: MIKE JOHNSON
- Phone: 2068127874
- Address: 111 MAIN STREET
- SUITE 9999
- City: SANTA ROSA
- State: CA
- ZIP: 95404
- Country: U.S.A.
- Residential:
- Notification:
- Email: mike@woofroof.demo

By default, this email will come from the shipping carrier, and will be their standard template. However we can change this in ShipRush settings so that ShipRush itself will send the email. If ShipRush sends the email, it gives us full control over the text that is sent.

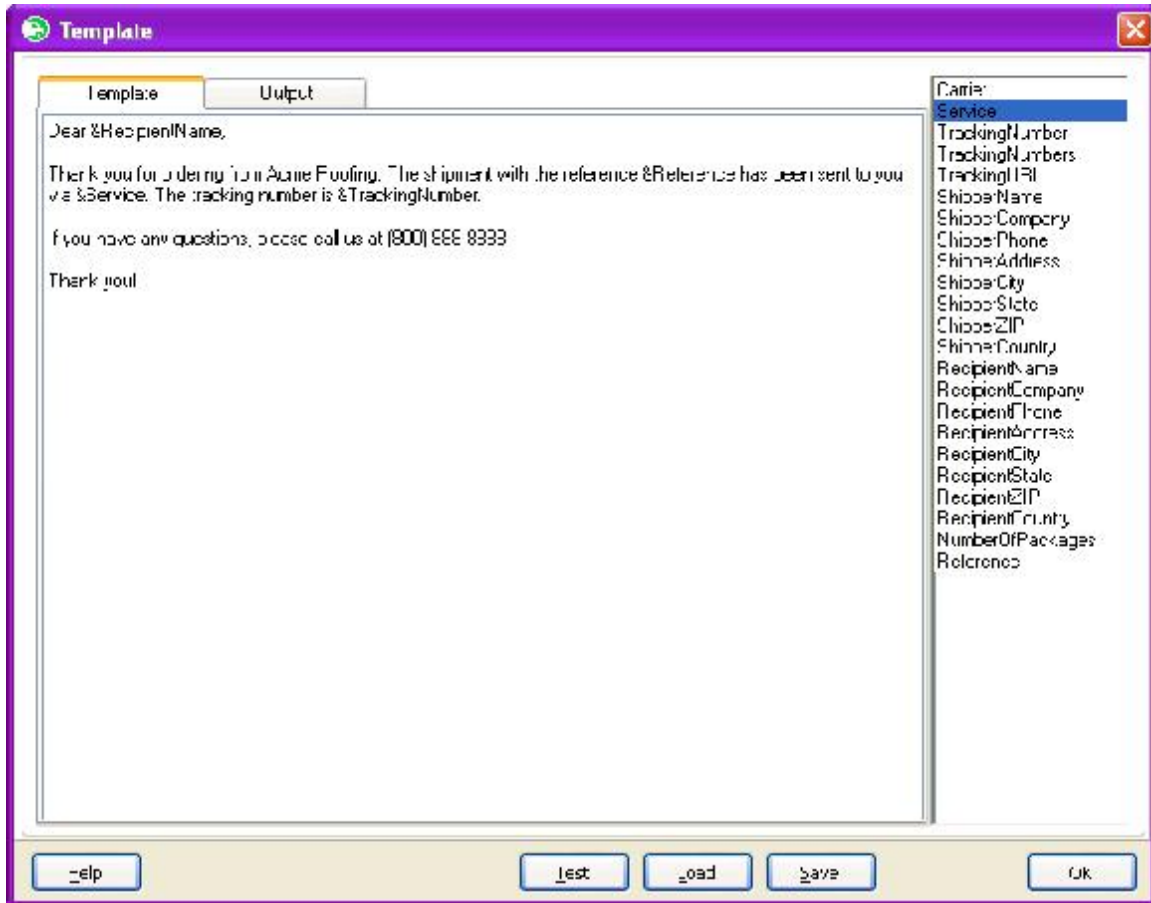
There are a couple of steps to create our own notification.

First, in settings, set ShipRush to send the notification:

ShipRush for FedEx Printed Documentation



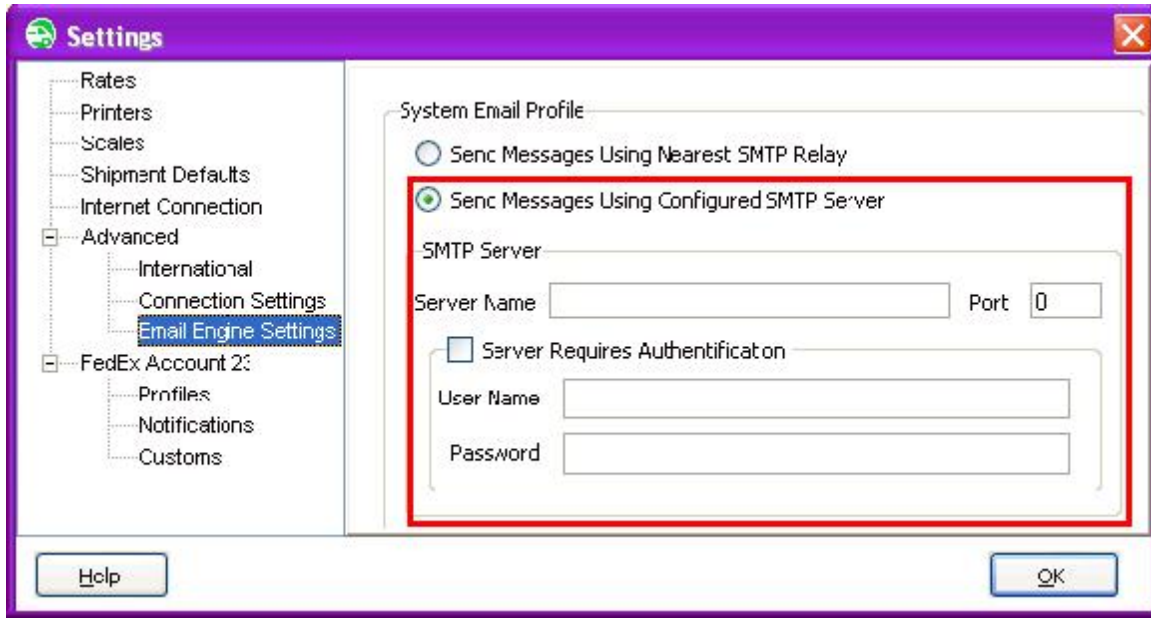
Then create the template by pressing the ... in the Notification Templates area:



Just type your message in the Template area, and double click on the fields at right to add them to the template.

Save the template.

The next step is to configure ShipRush to send mail itself. The easiest way to do this is to open your Outlook mail settings and find the settings for your SMTP server. Copy those settings to this area in ShipRush settings:



i The SMTP server is what email software uses to send mail. If you do not know your SMTP setting, open the mail server configuration in Outlook (or whatever application you use for email). If this does not provide enough information, contact the documentation or help desk at your Internet Service Provider (ISP). They will know how to configure the SMTP setting. (Note that Z-Firm will not know how to set this, as it is dependent on the ISP).

Working with Shipments

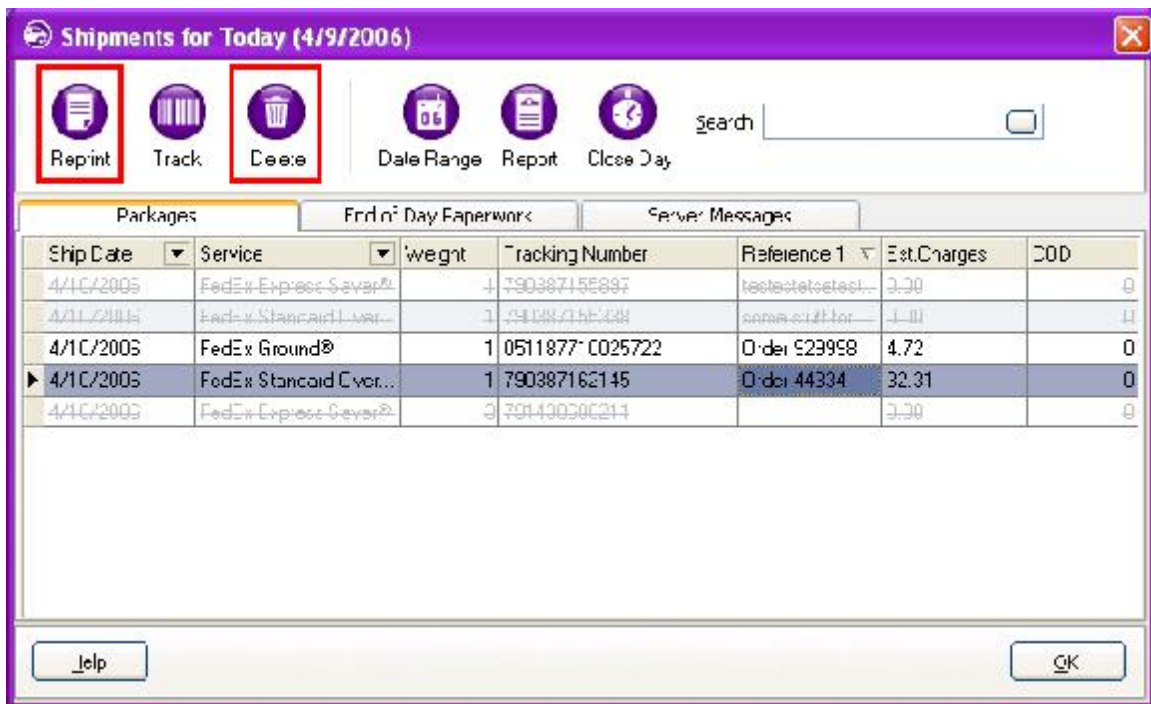
Deleting & Reprinting Labels

To access this dialog: Open the ShipRush System Tray menu and select View Shipments or press View on the main ShipRush screen.

The Reprint and Delete buttons can be used to reprint a label or to delete a shipment that will not actually be sent.

First select the shipment by clicking on it on the list.

Then press the Reprint or Delete button



Shipping Manifests

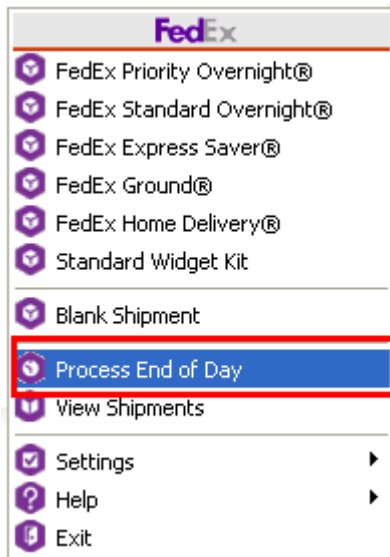
A hard copy printed list of shipments is the shipping manifest. The manifest is the list of all the packages the driver is picking up at one time. ShipRush creates two different kinds of manifest:

Driver manifest: This is the paperwork the driver will need when picking up your shipments. The only shipments that require a driver manifest are FedEx Ground shipments.

Shipping reports: These are for your internal use, for billing reconciliation and record keeping.


When shipping FedEx®, manifests are only printed when you ship via FedEx Ground®. Before the driver arrives for pickup, select Process End of Day from the ShipRush System Tray menu or the Close Day option on main ShipRush.

To close the shipping day (this process applies to shipping via FedEx Ground), select the End of Day option from the system tray menu:



or: press the Close Day button on the main screen

ShipRush will close the shipping day and print a manifest on your printer.

 Note: The FedEx Ground® manifest does not list all the shipments. It is not meant to. Rather it is a summary of shipments that is used by the driver. All shipments are included in the totals, but only certain shipments (such as COD) are actually listed. This is normal and per FedEx specification.

Next: [Reports](#)

Drop Shipping

Drop shipping is when your firm ships on behalf of others. There are two main models for this kind of business:


Billed to Your Account

Shipping charges are billed to your shipping account. But you want the From information on the label to reflect the firm on whose behalf you are shipping. Meet this need with ShipRush Profiles. Simply create a profile for each needed From address block.

Billed to Customer Accounts

In this model, shipping charges are billed directly to customer shipping accounts. ShipRush allows this to be handled two ways. Pick the method best for you.


Third Party Billing

ShipRush maintains a list of recently used third party billing accounts. Select Third Party Billing and press the lookup button . This will list recently used third party billing information.

Direct Billing

If your customers allow it, their shipper information can be added directly to your ShipRush system to use as Ship From information. To use this option, go into Settings and press Add Account. Enter the account information. This way you can have an entire kit of From information that sets the label and billing account in one step.

The new account(s) will be listed in the From list on the shipping form.

 Note that the From address should always reflect the physical address where the shipment originates. This is important in case of lost, damaged, or undeliverable shipments. The company and contact information can be set to reflect the party on whose behalf the shipment is sent.

Setting up ShipRush

System Requirements

PC & Operating System

ShipRush requires a Pentium II PC of at least 700 mhz. The display needs to be 1024x768 or higher. The following operating systems are supported:

- Windows Vista and Vista x64
- Windows XP and x64
- Windows 2003 Server and x64
- Windows 2000 (all flavors)
- Windows2000 & Windows2003 Terminal Server (please click for important information)

There should be at least 256MB of RAM and 100MB of free disk space to install ShipRush. There should be at least 200MB of free disk space for ongoing use.

All Systems: Internet Access

ShipRush requires an internet connection. The internet connection can be via dialup, DSL, Cable Modem, T1, or other similar. Click here for required access and firewall details.

Printer

ShipRush must be able to print clean bar codes on the shipping label. Peel and stick label stock can be used in thermal label printers and also in laser printers. Plain paper can also be used in laser printers. ShipRush supports laser printers, and [thermal label printers](#).

Electronic Scale

An electronic scale is optional, but really nice!

Supported Contact Manager & Accounting Systems:

- An eBay Seller Account
- PayPal merchant account
- Yahoo Stores account
- Amazon Marketplace or Seller Central seller account
- QuickBooks (all flavors, including Pro, Enterprise, Premier) 2004, 2005, 2006, 2007, 2008
 - QuickBooks Enterprise versions v5, v6, v7, v8

ShipRush for FedEx Printed Documentation

- ACT! including ACT!2008, ACT!2007 (aka v9), ACT!2006 (aka v8), ACT!2005 (aka v7), v6, ACT!2000
- Microsoft Retail Management System v1.x, v2.x
- Peachtree v9, v10, v2003, 2004, 2005, 2006, 2007, 2008
 - Peachtree Quantum 2006 and 2007, 2008
- Microsoft Great Plains (aka Microsoft Dynamics), v6.0-v10.0 (Pervasive, Microsoft SQL Server & MSDE)
- Microsoft Office Accounting 2007 & 2008
- Microsoft Outlook2000 & 2002 (aka XP), 2003 and 2007 (with or without an Exchange server)
- GoldMine v4, v5, v5.5, v5.7, v6.x, v7.x (dBase & SQL), GoldMine v8 (aka Premium Edition)
- SalesLogix v5.x, v6.x, v7.x
- Most any ODBC or SQL database using an ODBC or ADO query
- Your Custom application using the [ShipRush SDK or Web Service](#)



Note, the contact manager or accounting system should be installed and operational before installing ShipRush.

A Shipping Account!


Lastly, you need a FedEx® shipper account. This is a nine-digit number. If you need an account, visit www.fedex.com to open an account.



An account is required to install ShipRush. Please do not attempt to install ShipRush until you have a FedEx shipper account.

Next: [Running ShipRush Setup](#)

Running Setup

 New ShipRush users of the systems listed below should prepare their systems prior to installing ShipRush. Click the appropriate link for information:

- [QuickBooks](#)
- [Peachtree](#)
- [Microsoft RMS](#)

Start the ShipRush Installer: New and Upgrade installations

The ShipRush program is packaged in an installation file that you download or receive on CD-ROM. If you downloaded this file from the internet, you were prompted for a folder to save the file to. Using Windows Explorer, navigate to the downloaded file and double click on it.

If you have ShipRush on CD-ROM, navigate to the ShipRush folder, and double click on the file to start the installation.

ShipRush will automatically install itself, and will upgrade versions 4.x and 5.x automatically.

Next: [The Installation Wizard](#).

The Setup Wizard

The wizard will prompt you for:

- Your contact manager/accounting program. (**Note:** The contact manager or accounting system should be installed and operational before installing ShipRush.)
- Whether ShipRush is in a multi-user or single-user environment
- Your shipper account and shipper information (such as ship from address, etc.)
- Your printer type and name. This is for printing shipping labels. (If you use an Eltron label printer, please [see the documentation](#) on the subject.)

ShipRush will automatically install itself, and will upgrade versions 4.x and 5.x automatically.

When done with the wizard, you are ready to ship. Start ShipRush and it will be in your system tray. Then simply go to the desired contact in the contact manager, and select the shipping method from the ShipRush system tray menu.

QuickBooks users should take a minute to [prepare QuickBooks](#) before using ShipRush.

Configuring for your Software

The following systems require setup to use with ShipRush:

- [Peachtree](#)
- [Microsoft RMS](#)

Other systems require no configuration to use ShipRush:


- [ACT!](#)
- eBay
- PayPal
- Yahoo Stores
- Amazon Merchants
- [GoldMine](#)
- Microsoft Office Accounting
- Outlook
- [QuickBooks](#)
- [SalesLogix](#)
- [Microsoft Great Plains / Small Business Financials](#)

ShipRush for FedEx Printed Documentation

Accounting, POS, CRM & Contact Manager Integration

QuickBooks

Overview of use with QuickBooks

 ShipRush should be running in the System Tray before shipping:




The steps are simple:

- a) Open a QuickBooks Invoice, Purchase Order, or Sales Receipt
- b) Select the customer
- c) [optional] Enter line items on the form
- d) Select the ShipRush shipping option from the ShipRush System Tray menu.
- e) Process the shipment
- f) Put the cursor into the QuickBooks form, and press Ctrl-V to paste in the tracking number.

Next: [Prepare QuickBooks for use with ShipRush.](#)

Prepare Quickbooks for ShipRush

 This page discusses required setup in QuickBooks. **Please read it!**

 If you run QuickBooks on a network, you will need the password for the QuickBooks 'Admin' user.

There is more than one way to use QuickBooks, so there is more than one way to configure ShipRush with QuickBooks. Read over the ways that QuickBooks can be used and select the link to get the scoop.

- If you enter the Ship To address *on the invoice or sales order in QuickBooks*, [click here](#).
- If you **save** the Ship To address **with the customer record** in QuickBooks, [click here](#).
- If you run a QuickBooks **Basic Edition**, or any edition of QuickBooks that is 2001 or earlier, [click here](#).

Optional Settings:

- Configure automatic Tracking Number Write Back.
- Automatically [set the shipment reference](#) to an invoice or PO number.
- Ship from [Purchase Order screens](#).

Prepare QuickBooks for Screen Mode


This page is for users of:

- QuickBooks Basic Edition: Any year version 2001-2006
- QuickBooks Pro: 2001
- QuickBooks Pro / Enterprise 2002-2006 who enter ship to addresses on the invoice or sales order screen


Setup Steps:

1. Go into ShipRush Settings
2. Select your QuickBooks version from the list:
 1. QuickBooks 2001 (any 'flavor' of QuickBooks)
 2. QuickBooks 2002-2005 Basic Edition
 3. If running QuickBooks 2002-2006 Pro / Premiere / Enterprise, select "Use Invoice / Sales Order - Hybrid Mode"
3. Optional: Set up QuickBooks for Write Back operation.
4. Done!

 QuickBooks should prompt you to 'Allow ShipRush as an integrated application.'

 Note that you **must** be logged into QuickBooks in **single user mode** as the QuickBooks 'Admin' user (not an admin-equivalent, but the actual 'Admin' user). Only in this way will ShipRush be given permission to access the QuickBooks system. Once added as 'Admin' any and all users can use ShipRush with QuickBooks.

Optional: Modify QuickBooks Templates


 In earlier versions of ShipRush, this step was required. Starting with ShipRush builds 1080 and higher this step is now optional. The benefit is quicker ShipRush popup time in some cases.


The first step is to open the invoice template to customize it. (The steps for this vary slightly based on the version of QuickBooks you run.) Usually you can select Lists | Templates and then double click on the invoice (or sales transaction) template you want to modify.

In the Customize Invoice screen, go to the Header tab, and set it as shown below:

ShipRush for FedEx Printed Documentation

	Screen	Print	Title
Default Title	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice
Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DATE
Invoice Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INVOICE #
Bill To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BILL TO &3
Ship To	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SHIP TO &4


 The Ship To can be optionally set to also print (it must be set for screen)

 Note the &3 and &4!

Now when you open an existing invoice, or create a new invoice, the screen should look similar to this:

ITEM	QUANTITY	DESCRIPTION	RATE	WEIGHT	AMOUNT	Tax
------	----------	-------------	------	--------	--------	-----

You are now ready to use ShipRush with QuickBooks.

 Note that addresses need to be formatted properly to function (most sites already use one of these formats).

Next: [Optional Setup Steps](#)

QuickBooks Database Mode

This page is for users of:

- QuickBooks Pro / Premiere / Enterprise 2002-2006 when the Ship To is part of the QuickBooks Customer record


Setup Steps:

1. Go into ShipRush Settings
2. Select you QuickBooks version from the list:


The screenshot shows the 'QuickBooks Parameters' dialog box. It is divided into several sections:

- QuickBooks Application Type:**
 - QuickBooks OnLine Edition
 - QuickBooks 2000 & 2001
 - QuickBooks 2002 - 2004 Basic
 - QuickBooks Pro / Premier / Enterprise 2002 - 2004
 - QuickBooks Customer List
 - Use Invoice / Sales Order / Sales Receipt (Hybrid-Mode)
- Address Retrieval Mode:**
 - Get "Ship To" (if blank, get "Bill To")
 - Get "Bill To"
 - Get Both and Ask
 - Flip Company And Contact Names
- QuickBooks:**
 - Use Alt-5 Marked Field as Reference
 - Reference Prefix :
 - Put Tracking Number onto Clipboard
 - Tracking Number Prefix :

At the bottom right, there are 'OK' and 'Cancel' buttons.

 Note: If you enter the shipping address on the Invoice / Sales Receipt form(s), this option will not work properly. [Use Screen Mode instead.](#)

 QuickBooks should prompt you to 'Allow ShipRush as an integrated application.'

 Note that you **must** be logged into QuickBooks in **single user mode** as the QuickBooks 'Admin' user (not an admin-equivalent, but the actual 'Admin' user). Only in this way will ShipRush be given permission to access the QuickBooks system. Once added as 'Admin' any and all users can use ShipRush with QuickBooks.

Optional: Set up QuickBooks for Write Back operation.

ShipRush for FedEx Printed Documentation

Next: [Ship!](#)

QuickBooks Optional Setup

Quick List:

- [Automatic Tracking Number Write Back](#)
- [Ship To Address Not Always Used](#)
- [Adding QuickBooks order number to shipment](#)
- [Shipping from the Purchase Order screen](#)

Writing Tracking Number to QuickBooks Form

By default, when you ship the tracking number is automatically placed on the Windows clipboard. Simply click into the QuickBooks document (like into a blank line item on a Sales Order) and press ctrl-v to paste it in. No customization of QuickBooks is required to use this method.

Automatic write back to the QuickBooks form can be enabled by taking two steps:

1. Customizing the QuickBooks template (the invoice or sales order template)
2. Setting the appropriate option in ShipRush

For steps click here.

Ship To Address Not Always Used

If you sometimes leave the Bill To or Ship To blank, or want to choose between the two, change the Address Retrieval Mode to "Get Both and Ask"

If you need ShipRush to flip the company and contact due to how the data is entered into QuickBooks, place a checkmark on "Flip Company and Contact Names"

These options are set in Settings.

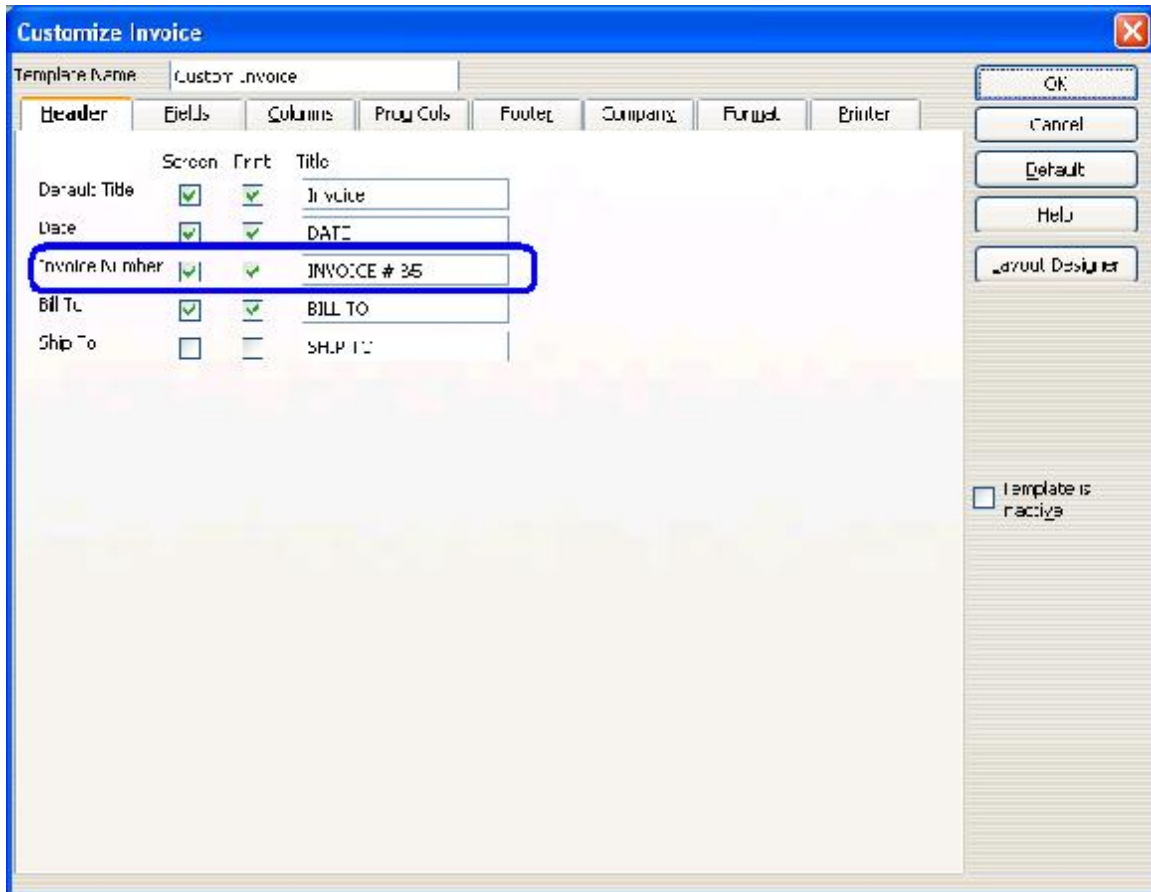
Adding QuickBooks Order Number to Shipment

Need the QuickBooks order number or invoice number on the shipment? This can be done with a small modification to the QuickBooks template.

The &5 option may be used if you wish to pull the Invoice # or PO # from QuickBooks automatically. Modify the appropriate QuickBooks templates and add &5 and/or &6 to the Invoice or PO field. In ShipRush Settings enable the option in ShipRush under "Use Alt+5 marked field as First Reference." Do remember to add &5 to all the appropriate templates in QuickBooks (the ones that you ship from).

ShipRush for FedEx Printed Documentation

Here we have added &5 to an invoice form.



Shipping from the Purchase Order screen

If you plan to ship from the Vendors area and Purchase Orders, you will need to add &8 to the date field of those templates used for Purchase Orders. No additional setting is required in ShipRush, other than what you've already set for use with QuickBooks.

Next: [Start shipping!](#)

Peachtree

Prepare for ShipRush with Peachtree

Before installing ShipRush, gather some information about the Peachtree system.

- 1) If you use a username & password to log into Peachtree, write those down now.
- 2) The Peachtree 'short file name' for the data file will be needed. To find the short file name, take these steps in Peachtree:
 - Peachtree 2003 and earlier: Select Help | File Statistics in Peachtree
 - Peachtree 2004 and higher: Select Help | Customer Support & Service | File Statistics

Note the title bar of the File Statistics window will say: Data File Statistics for <your file name>. E.g. Data File Statistics for acmecorp

Make note of the short file name, it will be needed during ShipRush setup.

Setting up Peachtree after initial ShipRush installation:

To set the data file, select Settings | Program Settings from the ShipRush System Tray menu. Press the CM Settings button to set the Peachtree connection details.

Next: [Shipping with Peachtree](#).

Shipping from Peachtree

ShipRush can ship from the following Peachtree screens (this list is for Peachtree 2004, earlier versions may vary from this list):


- Quotes
- Sales Orders
- Sales / Invoicing
- Receipts
- Credit Memos
- Purchase Orders
- Purchases / Receive Inventory
- Payments
- Write Checks
- Vendor Credit Memos
- Maintain Customers / Prospects
- Maintain Vendors

To ship, simply:

1. Open the screen in Peachtree, and select the customer/vendor.
2. Optionally fill in the rest of the Peachtree screen
3. Select ShipRush from the system tray menu.
4. After pressing Ship, click into one of the fields in Peachtree (like a memo field)
5. Press ctrl-v to paste in the tracking number.

Peachtree Settings

To access this dialog: Open the ShipRush System Tray menu and select Settings | Program Settings. Then press CM Settings.

 ShipRush must be set to use the proper Peachtree data file.

To see the data file name, open Peachtree Accounting and select Help | File Statistics.

Note the title bar will say: **Data File Statistics for <your file name>**

E.g. **Data File Statistics for acmecorp**

In this example, 'acmecorp' is the data file name.

Now that you know your data file name, set it in ShipRush. Take these steps from the ShipRush System Tray menu:

1. Select Settings | Program Settings
2. Press the CM Settings button.
3. Set the file name, for example to: acmecorp
4. If you log into Peachtree with a password, enter that information here as well.

Save the settings, and start using ShipRush.

Additional settings control how ShipRush pulls the Ship To address from Peachtree. For example, the Consignee Company may be pulled from the Peachtree Name or Ship Name fields. Settings allow you to control this.

ACT!

Shipping with ACT!

Once ShipRush is installed, just launch it from the Start Menu and ShipRush will drop into your system tray. To ship, simply navigate to a contact and select the shipping option you want from the ShipRush System Tray menu (click on the ShipRush System Tray icon to get the menu).

Shipping and Tracking

Shipping

1. To use ShipRush, start it from the Start Menu and it will sit in the System tray



until you need it:

2. Then navigate in ACT! to the contact you want to ship to.
3. Invoke ShipRush by selecting the desired shipping method from the ShipRush System Tray menu.
4. ShipRush pops up the shipping form, pre-populated with the contact information:
5. Select the desired shipping options, and press Ship with the mouse.
6. ShipRush now creates the shipment, and creates a tracking record in the History tab in ACT!2000 (it is similar in ACT!2005/2006/2007 and other versions of ACT!):



Tracking

Notice that there is a URL in the history record. This can be cut and pasted into a web browser to quickly track the package. Also notice that in this example, the Reference note. This is because we filled in the Billing Ref field on the airbill.

GoldMine

Shipping and Tracking

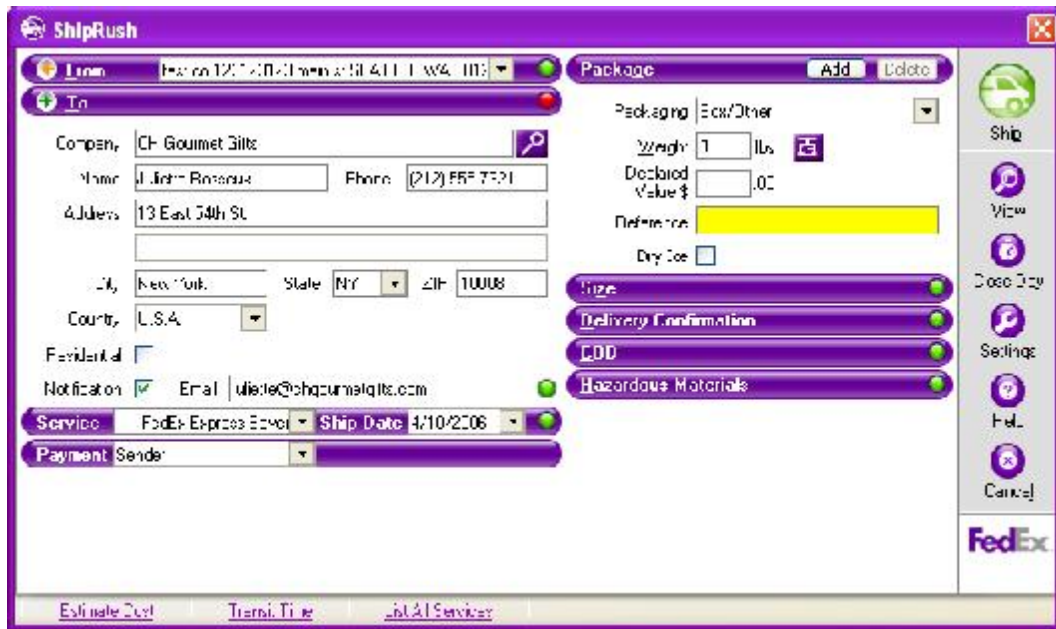
Shipping

1. Start ShipRush from the Windows Start menu. ShipRush will jump to the



System Tray

2. Navigate in GoldMine to the contact you want to ship to.
3. Double click on the ShipRush System Tray icon
4. ShipRush pops up, pre-populated with the contact information:

A screenshot of the ShipRush application window. The window has a purple title bar and a white background. It is divided into several sections. On the left, there is a 'To' section with fields for Company (Ch Gourmet Gifts), Name (Julian Rosseau), Phone ((212) 555 7571), Address (13 East 54th St), City (New York), State (NY), ZIP (10008), Country (U.S.A.), and Notification (checked, Email | julian@chqourmetgifts.com). Below this is a 'Service' dropdown set to 'FedEx Express Exped' and a 'Ship Date' dropdown set to '4/10/2008'. At the bottom left, there is a 'Payment' dropdown set to 'Sender'. On the right, there is a 'Package' section with a 'Package' dropdown set to 'Eck/Other', a 'Weight' field set to '1 lbs', a 'Declared Value \$' field set to '.00', a 'Reference' field, and a 'Dry Ice' checkbox. Below the 'Package' section are several buttons: 'Ship', 'View', 'Close Tray', 'Settings', 'Help', and 'Cancel'. At the bottom of the window, there are links for 'Estimate Cost', 'Transit Time', and 'Get All Services'. The FedEx logo is visible in the bottom right corner.

5. Select the desired shipping options (e.g. weight, reference, etc.), and press Ship.
6. Done! ShipRush prints the shipping label and creates a tracking record in GoldMine:

Date	User	Activity	Result	Reference
May 14, 02	GWEN	Msg Filed	EML	SHSUEU-2002-02.htm UWN:GWEN ## ShipHush News
Jul 1, 02	RAFAEL	E-mail In		Shipment Processed: part no 343-A

To see the shipping details, right-click on this history record and select Read. The shipping details appear:

Subject : part no 343-A (cc:Sam Jones)
Date : Mon, 1 Jul 2002 18:02:00 -0700
Linked to : Sam Jones
From : RAFAEL <GoldMine User>
To : RAFAEL <GoldMine User>

----- ShipRush@ Shipment Details -----

Reference : part no 343-A

Tracking Number : 790471980242
 To track your shipment, please browse to the following
 URL:
http://www.cgi-birom/cgi-bin/track_it?trk_num=790471980242&dest_c

Base Rate :
 Duties and surcharges :
 Discounts :

 Net Charge :


Actual charges may differ.

Tracking


Notice that there is a clickable URL to track the package. Also notice that in this example, the Reference is blank. This is because we left the Shipping Reference blank.

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GoldMine Menu to Launch ShipRush

 Optional: Follow these steps to have a ShipRush menu selection available within GoldMine:

1. With GoldMine running, launch ShipRush from the Start Menu.
2. From the ShipRush System Tray menu, select Settings | Program Settings
3. Click the Add to CM Settings button
4. In GoldMine, select File | Log In
5. Log back in to GoldMine.


 To get complete control over where the menu item appears and what it says, edit the GoldMine user.ini file to taste (consult the GoldMine documentation for details).

SalesLogix

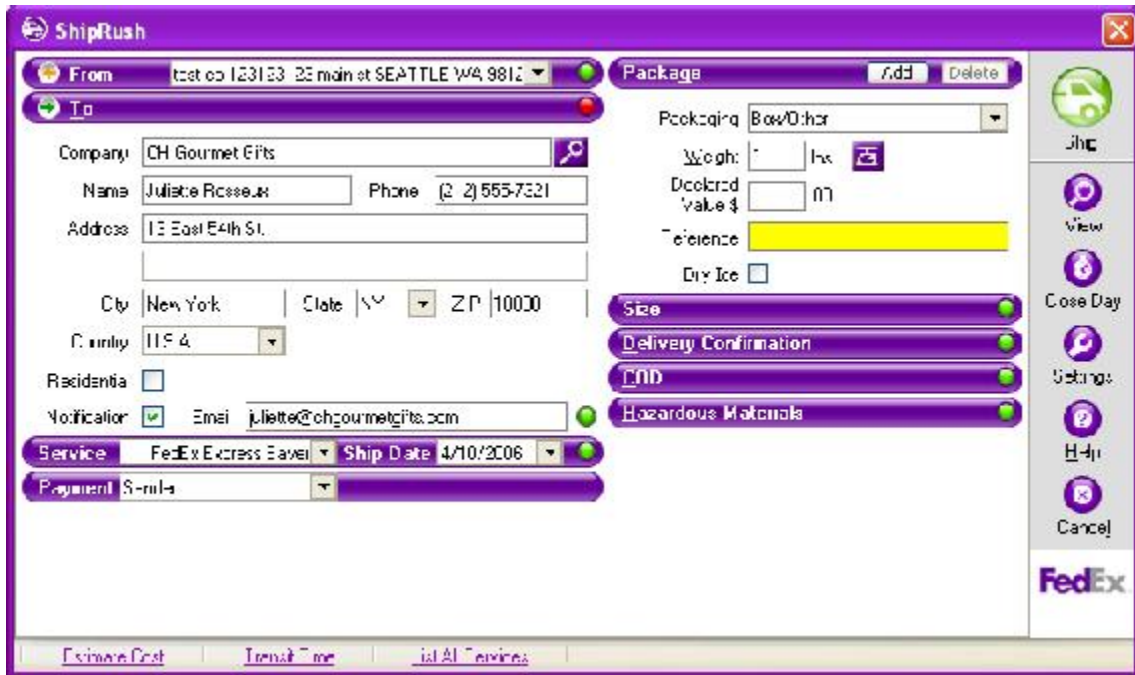
Shipping

Shipping

1. Start ShipRush from the Windows Start menu. ShipRush will jump to the

System Tray  (A SalesLogix toolbar button or menu item could be set up by the SalesLogix system admin to put the ShipRush option right in SalesLogix)

2. Navigate in SalesLogix to the Contact or Account you want to ship to.
3. Double click on the ShipRush System Tray icon
4. ShipRush pops up, pre-populated with the contact information:



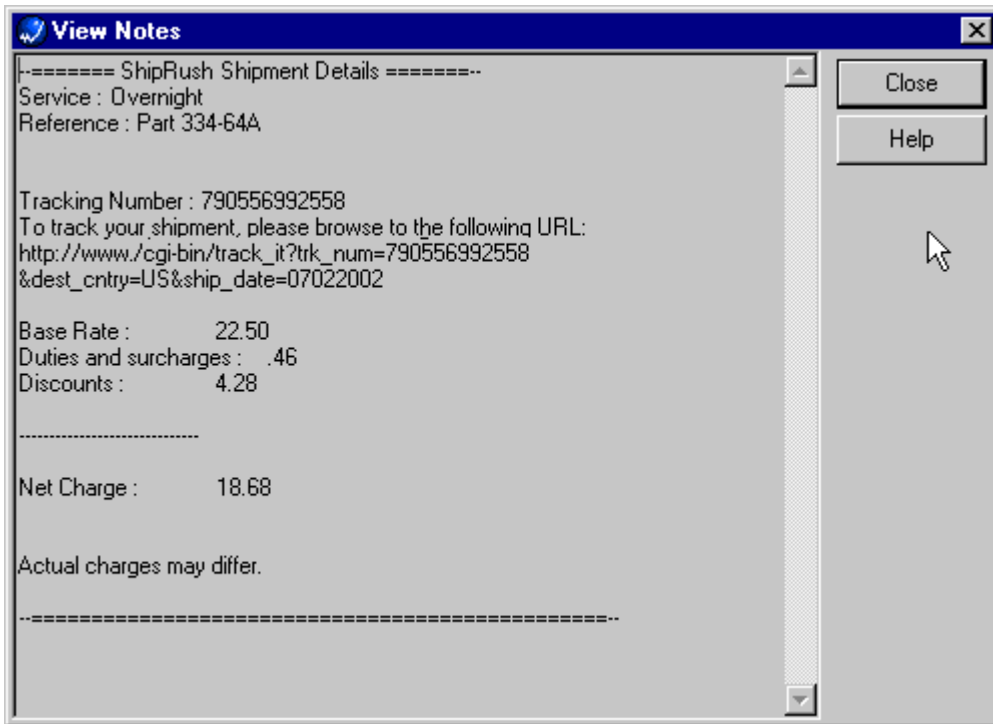
5. Select the desired shipping options (e.g. weight, reference, etc.), and press Ship.
6. Done! ShipRush prints the shipping label and creates a tracking record in SalesLogix:

ShipRush for FedEx Printed Documentation

Activities	History	Attachments	Literature Requests	Lead Sources	Opportunities	Associations	Processes	Summary	Notes	More tabs...	Net Profile
Date/Time	User	Regarding	Result	Notes	Category						
7/2/2002 6:24 PM	Joe Dupre	Overnight shipment		----- ShipRush -----	SHP						
6/28/2001	Administrator	/test.tit ONE PASS	PHI	Type: To-Do							
6/28/2001	Joe Dupre	/test.tit FROM REMOTE	PHI	Time: 6:24 PM-6:24 PM							
6/28/2001	Administrator	/test.tit TEST STAGES	PHI	Account: Acme Corp							
6/28/2001	Administrator	/test.tit UR2	PHI	Contact: Jones, Sam							
6/28/2001	Jill Colvin	/test.tit Zrid	PRINTED	Regarding: shipment							
6/28/2001	Dupre, Joe	hi jill... if you get this, sync is working	Complete	----- ShipRush Shipment Details -----							
6/28/2001	Dupre, Joe	hi jill.... this is rat on the remote....	Complete	Service: Overnight							
				Reference: Part 334-64A							
				Tracking ...							

Tracking

Notice that there is a URL in the history record. This can be cut and pasted into a web browser to quickly track the package. Also notice that in this example, the Reference note. This is because we filled in the Shipment Reference field on the shipping form.



Great Plains & Small Business Financials

Great Plains / SBF Overview

ShipRush should be running in the System Tray before shipping.

The steps are simple:

- a) Open a an Invoice, Purchase Order, or Sales Receipt
(ShipRush supports the Invoice, Orders, Quotes, & Returns forms)
- b) Select the customer
- c) [optional] Enter line items on the form
- d) Select the shipping service from the ShipRush System Tray menu.
- e) Process the shipment
- f) If the Invoice form is used, the tracking number is automatically posted to the invoice.
If another form is used, it is your job to paste the tracking number into a comment or similar field on the invoice (just go to the field and press Ctrl-V to paste it, it is on the clipboard automatically)



To integrate a shipping button into other areas of GP, the ShipRush ActiveX control can be used by developers.

Great Plains Settings

There are two settings important for using ShipRush with Great Plains:

- 1) Great Plains
- 2) Adding ShipRush Shortcuts (works with Great Plains v7/v8)

To access these settings, open the ShipRush System Tray menu. Select Settings | Program Settings | CM Settings

Options:

- 1) What addresses to pull from GP (shipping, billing, or both)
- 2) What information to feed to the shipment Reference (Customer PO or GP Document Number)
- 3) Auto copy Tracking # to clipboard, Auto post Tracking # to GP Tracking table, Auto post Tracking # to GP document Comment
- 4) Tracking # Text Prefix
- 5) Update Freight on GP document: Update Always, Update only if shipper is billed, Update only if Freight is empty, Add ShipRush freight to existing value in Freight

If you want to add ShipRush shortcuts to Dynamics, press the Add Application Shortcuts option. Note that this will require Great Plains/SBM to be restarted. Also note that it requires that the shortcut bar be visible. If the shortcuts are not added automatically, they can be created manually if you have sufficient security rights to create new shortcuts.

Additional Settings:

Microsoft RMS

Overview: Shipping from RMS

Microsoft RMS (aka Retail Management System) is a *POS* application. ShipRush integrates with RMS in a few areas:

- **RMS POS Screen Operation:** This puts a ShipRush button right into the POS screen of RMS.
- **Shipping Queue Operation:** RMS allows sales to be processed, and put into a 'shipping queue' for later shipping. ShipRush integrates with this shipping queue, and stores tracking numbers, charges, etc. in RMS automatically.
- **Point of Sale Operation:** The RMS transaction screen has a shipping information window (Shift-F1). ShipRush integrates directly with this screen.
- The Inventory Transfer screen of the Store Manager

ShipRush can work in all the above modes without reconfiguration.

ShipRush can be installed on all POS stations, or select stations, as needed (and in accordance with your ShipRush license). While multiple retail lanes may be used to enter sales, typically only one or two will have scales and printers to handle the shipments themselves (the 'shipping stations'). In this scenario, ShipRush would be installed only on the stations with the scales and printers.

Point of Sale Button Operation

1. Enter the transaction in the POS application
2. Press the ShipRush button, ShipRush pops up
3. Process the shipment
4. The tracking # and optionally the shipping charges are automatically posted to the POS screen
5. Tender the sale

Point of Sale Operation Shift-F1 screen

1. Enter the transaction in the POS application
2. Press Shift-F1 to go to the Shipping Information screen
3. Select ShipRush from the System Tray (by double clicking on it, for example)
4. Select the Customer in the ShipRush Customer Navigator
5. Ship! The Tracking # and optionally the shipping charges are automatically posted to the Shipping screen
6. Close the shipping screen
7. Tender the sale

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Shipping Queue Operation

At any or all registers:

1. Enter customer and items
2. Set shipping options via the Shipping screen (Shift-F1 in the RMS POS application)
3. Tender the sale

The sale is now in the shipping queue. At the stations where shipments are processed (the 'shipping stations'), the following steps are used:

1. View pending shipments (Ctrl-Shift-F8 in the RMS POS application)
2. Select a shipment
3. Press Ship
4. ShipRush pops up
5. Process shipment in ShipRush
 1. The tracking # is automatically posted to the Shipment screen, and saved with the sale in RMS
6. Close shipment



Note that some setup is needed in the [RMS Store Operations Manager application](#) before using ShipRush in this way.

Shipping from RMS: Shipping Queue Operation

[Stage 1: Entering Sales for Shipping](#)

[Stage 2: Processing Shipments](#)

Stage 1: Entering Sales for Shipping

At any or all registers:

1. Enter customer and items
2. Set shipping options via the Shipping screen (Shift-F1 in the RMS POS application)

Shipping Information

Shipping Information

Carrier: (ShipRush)

Service: Ground

Website: C:\Program Files\Z-Firm LLC\Shi...

Shipping Charges:

Override default shipping charge calculations.

	Total
Total weight:	0
Total value:	\$149.99
Calculated charge:	\$0.00
Shipping charge:	\$0.00

Tracking Information

Notes:

Tracking #:

OK Cancel Help

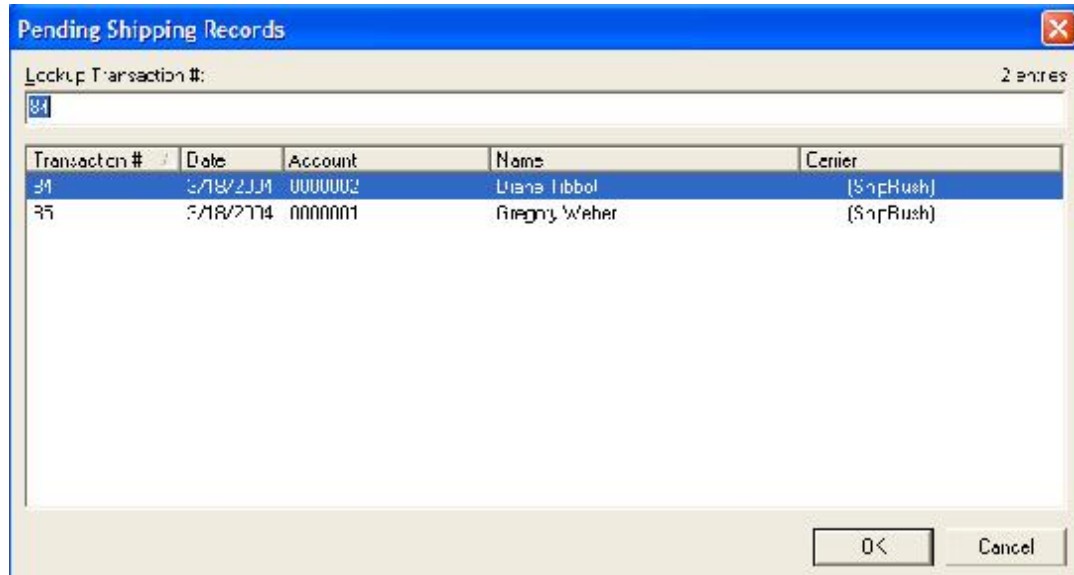
3. Tender the sale as usual.

ShipRush for FedEx Printed Documentation

Stage 2: Processing Shipments

The sale is now in the shipping queue. At the stations where shipments are processed (the 'shipping stations'), the following steps are used:

1. View pending shipments (Ctrl-Shift-F8 in the RMS POS application)



The screenshot shows a window titled "Pending Shipping Records" with a search field for "Lookup Transaction #:" containing the value "84". Below the search field is a table with the following data:

Transaction #	Date	Account	Name	Carrier
84	5/18/2004	0000002	Diana Libbol	(ShipRush)
85	5/18/2004	0000001	Gregory Weher	(ShipRush)

At the bottom of the window are "OK" and "Cancel" buttons.

2. Select a shipment



The screenshot shows a window titled "Shipping Information" with two main sections: "Shipping Information" and "Tracking Information".

Shipping Information:

- Carrier: UPS Ship.usa
- Service: Ground
- Website: C:\Program Files\2 Firm LLC\Shi...
- Date created: 3/18/2004 5:40:10 PM
- Charge: \$3.00

Tracking Information:

- Notes: [Empty text box]
- Tracking number: [Empty text box]
- Website: [Empty text box]
- Date processed: [Empty text box]
- Mark as processed:

Ship To:

- Name: Diana Libbol
- Company: [Empty text box]
- Address: 8523 West Lou
- City: Henlon
- State: WA
- Zip: 98538
- Country: [Empty text box]
- Telephone: 142515021192
- Fax number: [Empty text box]
- E-mail: [Empty text box]

At the bottom of the window are buttons for "Track...", "Revel...", "Exit", "Ship...", "OK", "Cancel", and "Help".

3. Press the Ship button, ShipRush pops up (Note that ShipRush needs to always be running in system tray).
 (If you get a Windows File Download popup to Open/Save the file, select Open)
 You are now looking at ShipRush. Enter the shipment weight (or use an electronic scale to import the weight automatically), and other shipment details:
4. Process shipment in ShipRush by pressing Ship. The bar coded shipping label prints, and the RMS Shipping Information form is now updated to look like this (note that the Tracking Number and Charges have been updated):

The screenshot shows a 'Shipping Information' dialog box with the following data:

Shipping Information		Tracking Information	
Carrier:	ShipRush	Notes:	
Service:	Ground	Tracking number:	54:F0398131702
Website:	C:\Program Files\Z-Firm LLC\Shi...	Website:	
Date created:	3/18/2004 5:40:13 PM	Date processed:	
Charge:	\$3.83	Mark as processed:	<input checked="" type="checkbox"/>

Ship To:	
Name:	Diane Tibbet
Company:	
Address:	8283 West Ccut
City:	Renton
State:	WA
Zip:	98038
Country:	
Telephone:	(425) 555-0192
Fax number:	
E-mail:	

Buttons at the bottom: Track, Receipt, Edit, Ship, OK, Cancel, Help.

5. Close the Shipping Information form by pressing OK.
6. Done!

Shipping via Point of Sale (Shipping Info Screen)

Steps:

1. Enter the sale details
2. Press Shift-F1 to bring up the Shipping Information screen:

	Total
Total weight:	0
Total value:	\$149.99
Calculated charge:	\$0.00
Shipping charge:	\$0.00

3. Invoke ShipRush by double clicking on it in the System Tray.

- Find the customer by typing in a few digits of the name or company:

Find Contact

Search: by Last Name First Name Company

AccountNumber	FirstName	LastName	Address	Address2	City
0000001	Gregory	Weber	9392 Ninth Ave.		Red

OK Cancel

- ShipRush pops up:
- Process the shipment. ShipRush updates the Shipment Information screen with the tracking number (and charges, if so set in ShipRush settings)

Shipping Information

Shipping Information

Carrier:

Service:

Website:

Shipping Charges:

Override default shipping charge calculations.

	Total
Total weight:	0
Total value:	\$0.00
Calculated charge:	\$0.00
Shipping charge:	\$3.53

Tracking Information

Notes:

Tracking #:

OK Cancel Help

Prepare RMS for use with ShipRush

POS ShipRush Button

No preparation is needed in RMS to use this mode. When ShipRush first runs, be sure to set the ADO connection in the Connection Parameters area. Then follow any prompts to restart ShipRush or POS.

Shipping Queue Operation

For Shipping Queue operation, the first step is to set up shipping services in the RMS Store Operations Manager application.

Some notes about RMS:

- RMS centrally stores the location of ShipRush. This means that ShipRush must be installed to the same directory on all shipping stations. It is advised to use the ShipRush default target directory during installation.

Preparation:

ShipRush requires that some batch files be created. The sections below can be copied into batch files that are saved into:

```
"C:\Program Files\Z-Firm LLC\ShipRush v5\"
```

For FedEx shipping, the batch file is:

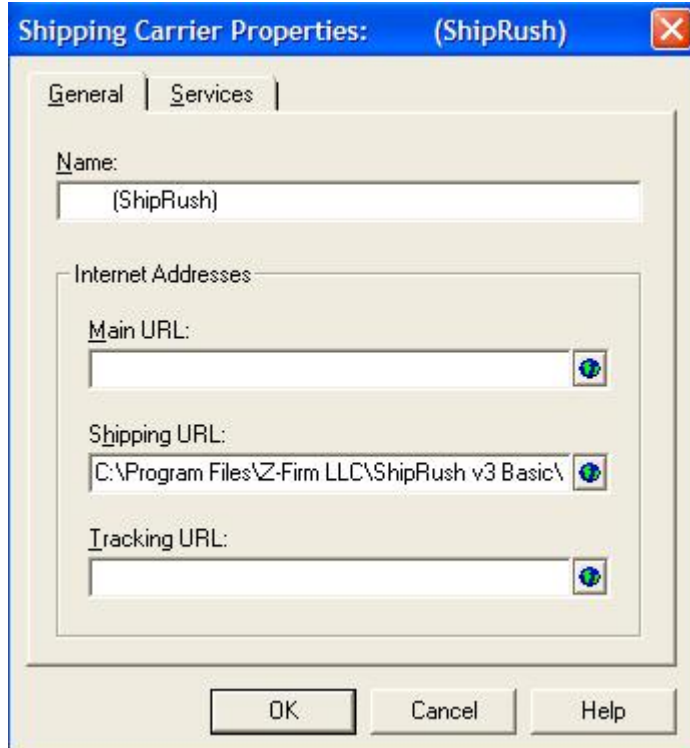
```
@echo off  
"c:\program files\z-firm llc\shiprush v5\shiprush5.exe" /carrier=fedex /popup
```

Paste the indented text above into Notepad, and save it to the "C:\Program Files\Z-Firm LLC\ShipRush v5\" as "SRFedEx.bat" (Note: Be sure to use the " marks around the file name. If they are omitted, the file may be saved as SRFedEx.bat.txt.

Steps:

1. Start the Store Operations Manager application
2. Choose Database->Shipping Carriers menu item.
3. Press New in the Shipping Carriers window.
4. Type in "FedEx (ShipRush)" in the name field.
5. For the Shipping URL, type in fully qualified path to ShipRush executable. If ShipRush was installed to the default location, this would be: "C:\Program Files\Z-Firm LLC\ShipRush v5\SRFedEx.bat"

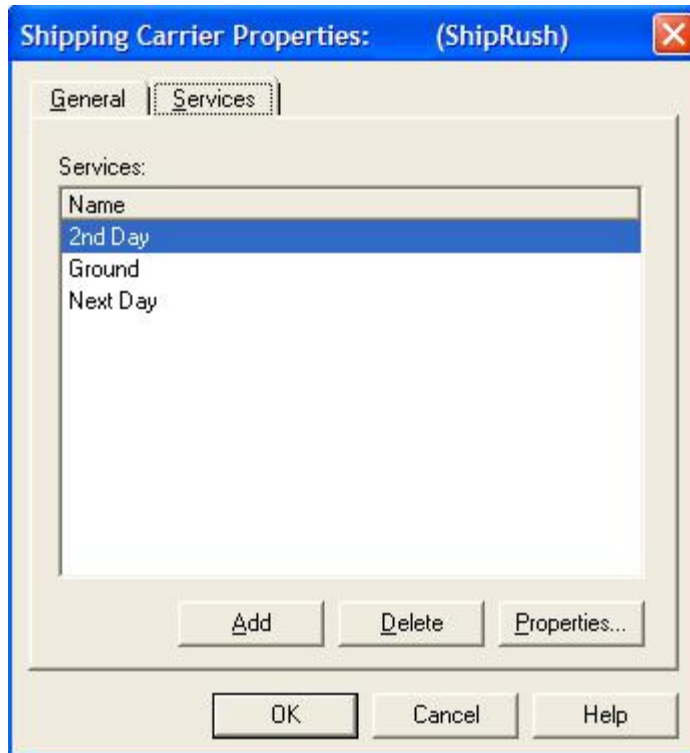
The form should now look like this:



The image shows a Windows-style dialog box titled "Shipping Carrier Properties: (ShipRush)". It has two tabs: "General" and "Services". The "General" tab is selected. Inside the dialog, there is a "Name:" field containing "(ShipRush)". Below that is a section titled "Internet Addresses" which contains three fields: "Main URL:" (empty), "Shipping URL:" (containing "C:\Program Files\Z-Firm LLC\ShipRush v3 Basic\"), and "Tracking URL:" (empty). Each URL field has a small globe icon to its right. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

6. Switch to the Services tab. Either create one services and name it "All" or create discrete shipping options, as shown here:

ShipRush for FedEx Printed Documentation



7. Press OK
8. Restart the POS application as prompted.

At this point, POS stations can enter orders, and [set the shipping to ShipRush.](#)

RMS Settings

Shipping Settings are accessed via the ShipRush System Tray Menu (Settings), select General, and then press the CM Settings button.

Options:

ShipRush Button in POS: This enables the POS button.

Note that for the POS button to function, the Connection Parameter must be set properly.

RMS Shipping Queue Operation (Ctrl-Shift-F8):

Update Shipping Charges. This option updates shipping charges in RMS when processing shipments.

Mark Shipment as Completed. This checks the Processed box on the shipment automatically, removing the shipment from the pending shipments list in RMS.

Save Tracking Number. This option causes ShipRush to update the Tracking Number in RMS when processing shipments.

Store Operations Manager

Update Freight: Set the freight on inter-store inventory transfers

Save Tracking Number: Saves the shipment tracking number to the transfer record.

Update Shipping Field: Set the Shipping field on the inventory transfer.

Point of Sales Shipping (SHIFT-F1)

(This area is rarely used now that the POS Button is available.)

This enables the ShipRush Customer Search window for RMS. This is used when using the Point of Sale shipping feature (the Shift-F1 screen). Set the ADO connection string to the SQL/MSDE database (this requires that you know the settings and password for the SQL/MSDE system).

ShipRush Reference

Acknowledgements

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Help file version: 6.0 \$Change: 24608 \$ FEDEX SHIPRUSH

Alphabetized Topic Index

Accounting, POS, CRM & Contact Manager Integration

Alphabetized Topic Index

[ACT Shipping and Tracking](#)

Amazon: Initial Setup

Amazon: Shipping and Tracking

Address Validation

AutoShip Templates

Bar Code Scanner Setting

Bar Code Reference

Choosing the Right ShipRush Developer Tool

COD Shipments

Connecting to Server

[Custom Email Notification](#)

[Customize the ShipRush Menu](#)

Customizing the Windows Start Menu

Customs

Data Files

Database Manager

[Deleting & Reprinting Labels](#)

[Drop Shipping](#)

eBay: Bulk Shipping

eBay: Getting the Most from ShipRush

eBay: Initial Setup

eBay: Settings

eBay: Shipping and Tracking

eBay: Technical Reference

End of Day Papers

Entering a New Serial Number

FedEx Discount Program

[Finding Shipments](#)

Freight Options

FTSR (aka FTR): Foreign Trade Regulations

General

[Getting Help](#)

[GoldMine Shipping and Tracking](#)

[Great Plains / SBF Overview](#)

[Great Plains Settings](#)

International Shipping
Internet Connection
[Introduction - Developers](#)

LACSLINK

Making and Printing Barcodes
Multi-User ShipRush

[Networking a Thermal Label Printer](#)
Networking ShipRush
Notifications

Order Manager: Bulk Shipping
Order Manager: Combined Shipping
Order Manager: Shipping
Outlook Configuration
[Overview of use with QuickBooks](#)
[Overview: Shipping from RMS](#)

PayPal: Setup
PayPal: Shipping and Tracking
[Peachtree Settings](#)
[Prepare for ShipRush with Peachtree](#)
[Prepare Quickbooks for ShipRush](#)
[Prepare RMS for use with ShipRush](#)
[Printing Labels on a Thermal Printer](#)
Proxy Servers & Firewalls

QuickBooks Addressing
[QuickBooks Database Mode](#)
[QuickBooks Optional Setup](#)
[QuickBooks Screen Mode](#)
QuickBooks Write Back Setup

[Reporting](#)
Return Services (Call Tags)
[RMS Settings](#)
[Running Setup](#)

Scale Support
SDK Information
Server Messages
[Settings](#)
Settings: Rates

Settings: Webstore: eBay
Settings: Webstore: Paypal
Settings: Webstore: Ship From
[Shipment Templates](#)
Shipping from Outlook
[Shipping from Peachtree](#)
[Shipping from RMS](#)
[Shipping from SalesLogix](#)
Shipping from the RMS POS Screen (POS Button)
Shipping History
Shipping Integration Feature Matrix
[Shipping Manifests](#)
[Shipping via the Shipping Information Screen](#)
[Shipping with ACT!](#)
ShipRush ADO: Accessing the Database
ShipRush ADO: Advanced Shipping Control
ShipRush ADO: Bar Code Scanners
ShipRush ADO: Bar Coding
ShipRush ADO: Examples
ShipRush ADO: Fields Reference
ShipRush ADO: Getting Data from the Northwind Database
ShipRush ADO: How it Gets Data
ShipRush ADO: In Pictures
ShipRush ADO: Introduction
ShipRush ADO: Programming Notes
ShipRush Browser Plugin
[ShipRush in Two Minutes](#)
ShipRush Multi-User Options
[System Requirements](#)

[The Basics of Shipping](#)
[The Installation Wizard](#)
The ShipRush Database Manager
The ShipRush Shipping Form
[Thermal Label Stock](#)
[Thermal Printer Installation](#)
[Top Ten Tips for Shipping](#)

Use Global Hot Keys
[Using Return Services](#)

[Welcome to ShipRush](#)
[What's New in 4.5](#)
What's New in ShipRush 5.0
What's New in ShipRush 5.7
What's New in ShipRush 6

ShipRush for FedEx Printed Documentation


Windows Terminal Server

Yahoo Stores: Initial Setup

Yahoo Stores: Shipping and Tracking

QuickBooks

Overview of use with QuickBooks

 ShipRush should be running in the System Tray before shipping:




The steps are simple:

- a) Open a QuickBooks Invoice, Purchase Order, or Sales Receipt
- b) Select the customer
- c) [optional] Enter line items on the form
- d) Select the ShipRush shipping option from the ShipRush System Tray menu.
- e) Process the shipment
- f) Put the cursor into the QuickBooks form, and press Ctrl-V to paste in the tracking number.

Next: [Prepare QuickBooks for use with ShipRush.](#)

Prepare Quickbooks for ShipRush

 This page discusses required setup in QuickBooks. **Please read it!**

 If you run QuickBooks on a network, you will need the password for the QuickBooks 'Admin' user.

There is more than one way to use QuickBooks, so there is more than one way to configure ShipRush with QuickBooks. Read over the ways that QuickBooks can be used and select the link to get the scoop.

- If you enter the Ship To address *on the invoice or sales order in QuickBooks*, [click here](#).
- If you **save** the Ship To address **with the customer record** in QuickBooks, [click here](#).
- If you run a QuickBooks **Basic Edition**, or any edition of QuickBooks that is 2001 or earlier, [click here](#).

Optional Settings:

- Configure automatic Tracking Number Write Back.
- Automatically [set the shipment reference](#) to an invoice or PO number.
- Ship from [Purchase Order screens](#).

Prepare QuickBooks for Screen Mode


This page is for users of:

- QuickBooks Basic Edition: Any year version 2001-2006
- QuickBooks Pro: 2001
- QuickBooks Pro / Enterprise 2002-2006 who enter ship to addresses on the invoice or sales order screen


Setup Steps:

1. Go into ShipRush Settings
2. Select your QuickBooks version from the list:
 1. QuickBooks 2001 (any 'flavor' of QuickBooks)
 2. QuickBooks 2002-2005 Basic Edition
 3. If running QuickBooks 2002-2006 Pro / Premiere / Enterprise, select "Use Invoice / Sales Order - Hybrid Mode"
3. Optional: Set up QuickBooks for Write Back operation.
4. Done!

 QuickBooks should prompt you to 'Allow ShipRush as an integrated application.'

 Note that you **must** be logged into QuickBooks in **single user mode** as the QuickBooks 'Admin' user (not an admin-equivalent, but the actual 'Admin' user). Only in this way will ShipRush be given permission to access the QuickBooks system. Once added as 'Admin' any and all users can use ShipRush with QuickBooks.

Optional: Modify QuickBooks Templates

 In earlier versions of ShipRush, this step was required. Starting with ShipRush builds 1080 and higher this step is now optional. The benefit is quicker ShipRush popup time in some cases.

The first step is to open the invoice template to customize it. (The steps for this vary slightly based on the version of QuickBooks you run.) Usually you can select Lists | Templates and then double click on the invoice (or sales transaction) template you want to modify.

In the Customize Invoice screen, go to the Header tab, and set it as shown below:

ShipRush for FedEx Printed Documentation

	Screen	Print	Title
Default Title	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice
Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DATE
Invoice Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INVOICE #
Bill To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BILL TO &3
Ship To	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SHIP TO &4

1 The Ship To can be optionally set to also print (it must be set for screen)

1 Note the &3 and &4!

Now when you open an existing invoice, or create a new invoice, the screen should look similar to this:

ITEM	QUANTITY	DESCRIPTION	RATE	WEIGHT	AMOUNT	Tax

You are now ready to use ShipRush with QuickBooks.

1 Note that addresses need to be formatted properly to function (most sites already use one of these formats).

Next: [Optional Setup Steps](#)

QuickBooks Database Mode

This page is for users of:

- QuickBooks Pro / Premiere / Enterprise 2002-2006 when the Ship To is part of the QuickBooks Customer record


Setup Steps:

1. Go into ShipRush Settings
2. Select you QuickBooks version from the list:


The screenshot shows the 'QuickBooks Parameters' dialog box with the following settings:

- QuickBooks Application Type:**
 - QuickBooks OnLine Edition
 - QuickBooks 2000 & 2001
 - QuickBooks 2002 - 2004 Basic
 - QuickBooks Pro / Premier / Enterprise 2002 - 2004
 - QuickBooks Customer List
 - Use Invoice / Sales Order / Sales Receipt (Hybrid-Mode)
- Address Retrieval Mode:**
 - Get "Ship To" (if blank, get "Bill To")
 - Get "Bill To"
 - Get Both and Ask
 - Flip Company And Contact Names
- QuickBooks:**
 - Use Alt-5 Marked Field as Reference
 - Reference Prefix : P.O.Number:
 - Put Tracking Number onto Clipboard
 - Tracking Number Prefix : UPS Tracking Number:

Buttons: OK, Cancel

 Note: If you enter the shipping address on the Invoice / Sales Receipt form(s), this option will not work properly. [Use Screen Mode instead.](#)

 QuickBooks should prompt you to 'Allow ShipRush as an integrated application.'

 Note that you **must** be logged into QuickBooks in **single user mode** as the QuickBooks 'Admin' user (not an admin-equivalent, but the actual 'Admin' user). Only in this way will ShipRush be given permission to access the QuickBooks system. Once added as 'Admin' any and all users can use ShipRush with QuickBooks.

Optional: Set up QuickBooks for Write Back operation.

ShipRush for FedEx Printed Documentation

Next: [Ship!](#)

QuickBooks Optional Setup

Quick List:

- [Automatic Tracking Number Write Back](#)
- [Ship To Address Not Always Used](#)
- [Adding QuickBooks order number to shipment](#)
- [Shipping from the Purchase Order screen](#)

Writing Tracking Number to QuickBooks Form

By default, when you ship the tracking number is automatically placed on the Windows clipboard. Simply click into the QuickBooks document (like into a blank line item on a Sales Order) and press ctrl-v to paste it in. No customization of QuickBooks is required to use this method.

Automatic write back to the QuickBooks form can be enabled by taking two steps:

1. Customizing the QuickBooks template (the invoice or sales order template)
2. Setting the appropriate option in ShipRush

For steps click here.

Ship To Address Not Always Used

If you sometimes leave the Bill To or Ship To blank, or want to choose between the two, change the Address Retrieval Mode to "Get Both and Ask"

If you need ShipRush to flip the company and contact due to how the data is entered into QuickBooks, place a checkmark on "Flip Company and Contact Names"

These options are set in Settings.

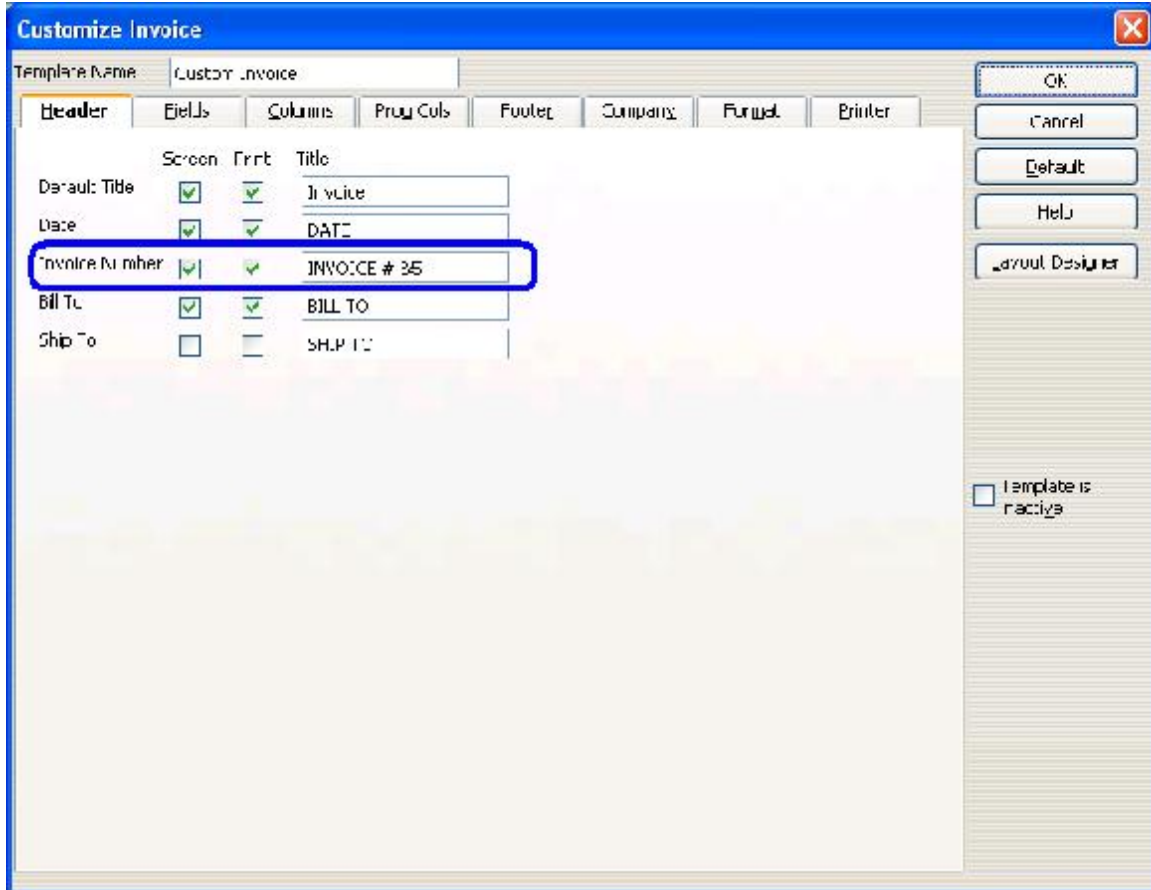
Adding QuickBooks Order Number to Shipment

Need the QuickBooks order number or invoice number on the shipment? This can be done with a small modification to the QuickBooks template.

The &5 option may be used if you wish to pull the Invoice # or PO # from QuickBooks automatically. Modify the appropriate QuickBooks templates and add &5 and/or &6 to the Invoice or PO field. In ShipRush Settings enable the option in ShipRush under "Use Alt+5 marked field as First Reference." Do remember to add &5 to all the appropriate templates in QuickBooks (the ones that you ship from).

ShipRush for FedEx Printed Documentation

Here we have added &5 to an invoice form.



Shipping from the Purchase Order screen

If you plan to ship from the Vendors area and Purchase Orders, you will need to add &8 to the date field of those templates used for Purchase Orders. No additional setting is required in ShipRush, other than what you've already set for use with QuickBooks.

Next: [Start shipping!](#)

Peachtree

Prepare for ShipRush with Peachtree

Before installing ShipRush, gather some information about the Peachtree system.

- 1) If you use a username & password to log into Peachtree, write those down now.
- 2) The Peachtree 'short file name' for the data file will be needed. To find the short file name, take these steps in Peachtree:

- Peachtree 2003 and earlier: Select Help | File Statistics in Peachtree
- Peachtree 2004 and higher: Select Help | Customer Support & Service | File Statistics

Note the title bar of the File Statistics window will say: Data File Statistics for <your file name>. E.g. Data File Statistics for acmecorp

Make note of the short file name, it will be needed during ShipRush setup.

Setting up Peachtree after initial ShipRush installation:

To set the data file, select Settings | Program Settings from the ShipRush System Tray menu. Press the CM Settings button to set the Peachtree connection details.

Next: [Shipping with Peachtree](#).

Shipping from Peachtree

ShipRush can ship from the following Peachtree screens (this list is for Peachtree 2004, earlier versions may vary from this list):


- Quotes
- Sales Orders
- Sales / Invoicing
- Receipts
- Credit Memos
- Purchase Orders
- Purchases / Receive Inventory
- Payments
- Write Checks
- Vendor Credit Memos
- Maintain Customers / Prospects
- Maintain Vendors

To ship, simply:

1. Open the screen in Peachtree, and select the customer/vendor.
2. Optionally fill in the rest of the Peachtree screen
3. Select ShipRush from the system tray menu.
4. After pressing Ship, click into one of the fields in Peachtree (like a memo field)
5. Press ctrl-v to paste in the tracking number.

Peachtree Settings

To access this dialog: Open the ShipRush System Tray menu and select Settings | Program Settings. Then press CM Settings.

 ShipRush must be set to use the proper Peachtree data file.

To see the data file name, open Peachtree Accounting and select Help | File Statistics.

Note the title bar will say: **Data File Statistics for <your file name>**

E.g. **Data File Statistics for acmecorp**

In this example, 'acmecorp' is the data file name.

Now that you know your data file name, set it in ShipRush. Take these steps from the ShipRush System Tray menu:

1. Select Settings | Program Settings
2. Press the CM Settings button.
3. Set the file name, for example to: acmecorp
4. If you log into Peachtree with a password, enter that information here as well.

Save the settings, and start using ShipRush.

Additional settings control how ShipRush pulls the Ship To address from Peachtree. For example, the Consignee Company may be pulled from the Peachtree Name or Ship Name fields. Settings allow you to control this.

ACT!

Shipping with ACT!

Once ShipRush is installed, just launch it from the Start Menu and ShipRush will drop into your system tray. To ship, simply navigate to a contact and select the shipping option you want from the ShipRush System Tray menu (click on the ShipRush System Tray icon to get the menu).

Shipping and Tracking

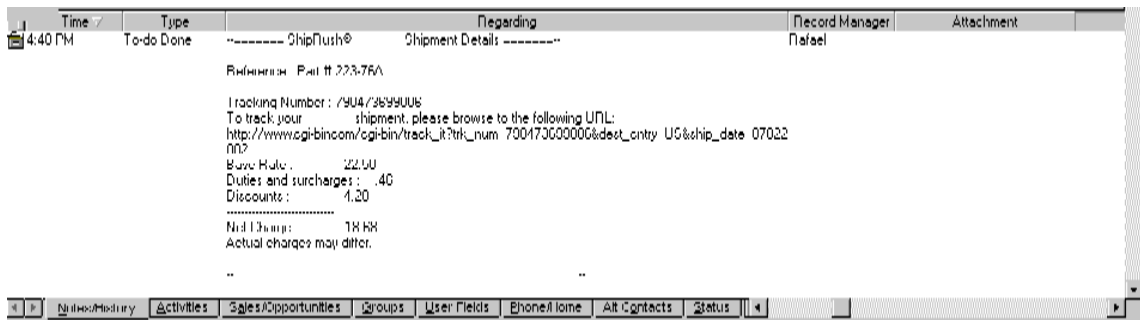
Shipping

1. To use ShipRush, start it from the Start Menu and it will sit in the System tray



until you need it:

2. Then navigate in ACT! to the contact you want to ship to.
3. Invoke ShipRush by selecting the desired shipping method from the ShipRush System Tray menu.
4. ShipRush pops up the shipping form, pre-populated with the contact information:
5. Select the desired shipping options, and press Ship with the mouse.
6. ShipRush now creates the shipment, and creates a tracking record in the History tab in ACT!2000 (it is similar in ACT!2005/2006/2007 and other versions of ACT!):



Tracking

Notice that there is a URL in the history record. This can be cut and pasted into a web browser to quickly track the package. Also notice that in this example, the Reference note. This is because we filled in the Billing Ref field on the airbill.

GoldMine

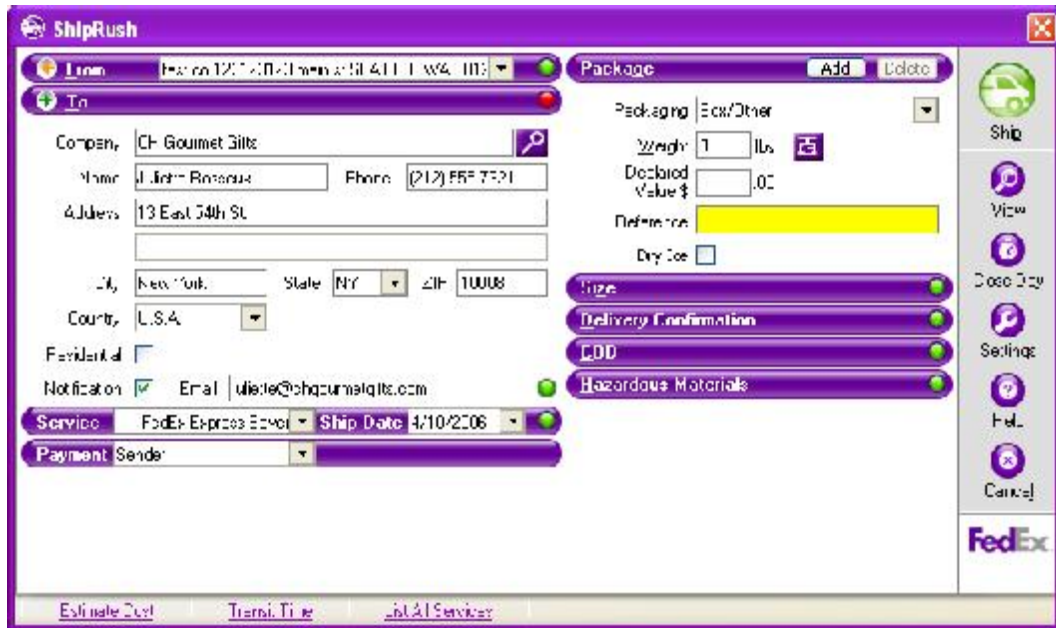
Shipping and Tracking

Shipping

1. Start ShipRush from the Windows Start menu. ShipRush will jump to the



2. Navigate in GoldMine to the contact you want to ship to.
3. Double click on the ShipRush System Tray icon
4. ShipRush pops up, pre-populated with the contact information:



The screenshot shows the ShipRush application window with the following details:

- Company:** Ch Gourmet Gifts
- Name:** J. John Roserius
- Phone:** (212) 857 7721
- Address:** 13 East 54th St
- City:** New York
- State:** NY
- Zip:** 10008
- Country:** U.S.A.
- Notification:** Email | jjros@chqumaiqits.com
- Service:** FedEx Express Exped
- Ship Date:** 4/10/2006
- Payment:** Sender
- Package:** Add | Delete
- Weight:** 1 lbs
- Declared Value:** .00
- Reference:** (highlighted in yellow)
- Dry Ice:**
- Shipping Options:** Size, Delivery Confirmation, COD, Hazardous Materials (all with green status indicators)
- Buttons:** Ship, View, Close, Settings, Help, Cancel
- Footer:** Estimate Cost, Transit Time, List All Services

5. Select the desired shipping options (e.g. weight, reference, etc.), and press Ship.
6. Done! ShipRush prints the shipping label and creates a tracking record in GoldMine:

Summary / Fields / Notes / Contacts / Details / Referrals / Pending / History / Links				
Date	User	Activity	Result	Reference
May 14, 02	GWEN	Msg Filed	EML	SHSUEU-2002-02.htm UWN:GWEN ## ShipHush News
Jul 1, 02	RAFAEL	E-mail In		Shipment Processed: part no 343-A

To see the shipping details, right-click on this history record and select Read. The shipping details appear:

E-mail re: part no 343-A (cc:Sam Jones)

Subject : part no 343-A (cc:Sam Jones)
Date : Mon, 1 Jul 2002 18:02:00 -0700
Linked to : Sam Jones
From : RAFAEL <GoldMine User>
To : RAFAEL <GoldMine User>

----- ShipRush@ Shipment Details -----

Reference : part no 343-A

Tracking Number : 790471980242
 To track your shipment, please browse to the following
 URL:
http://www.cgi-birom/cgi-bin/track_it?trk_num=790471980242&dest_c

Base Rate :
 Duties and surcharges :
 Discounts :

Net Charge :


Actual charges may differ.

Tracking


Notice that there is a clickable URL to track the package. Also notice that in this example, the Reference is blank. This is because we left the Shipping Reference blank.

ShipRush for FedEx Printed Documentation

GoldMine Menu to Launch ShipRush

 Optional: Follow these steps to have a ShipRush menu selection available within GoldMine:

1. With GoldMine running, launch ShipRush from the Start Menu.
2. From the ShipRush System Tray menu, select Settings | Program Settings
3. Click the Add to CM Settings button
4. In GoldMine, select File | Log In
5. Log back in to GoldMine.


 To get complete control over where the menu item appears and what it says, edit the GoldMine user.ini file to taste (consult the GoldMine documentation for details).

SalesLogix

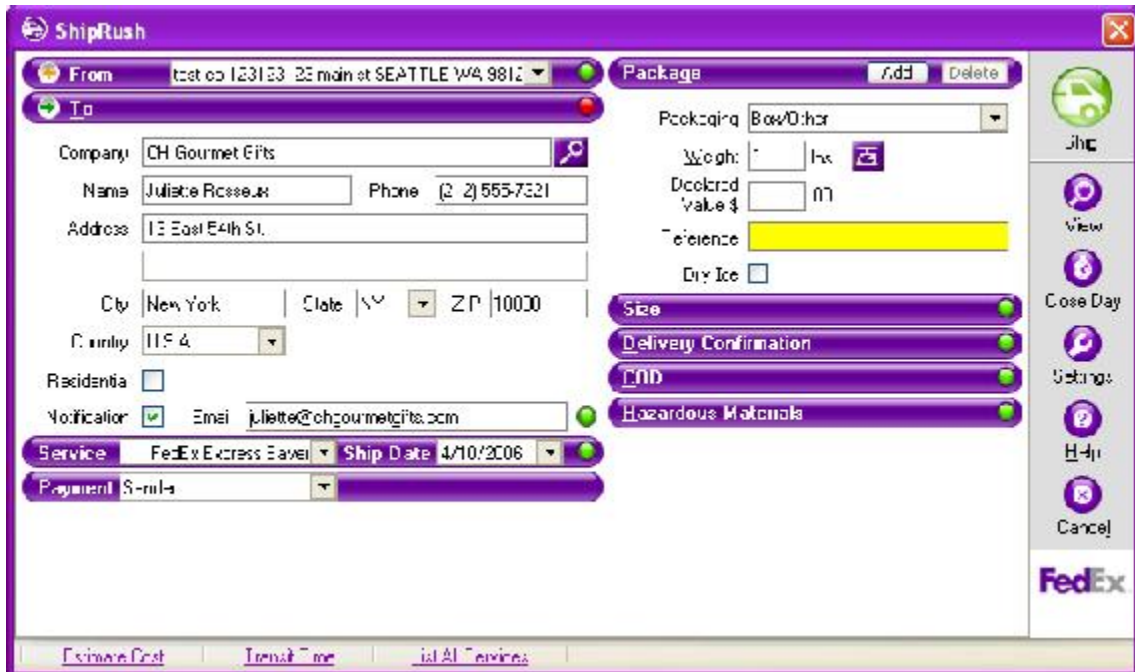
Shipping

Shipping

1. Start ShipRush from the Windows Start menu. ShipRush will jump to the

System Tray  (A SalesLogix toolbar button or menu item could be set up by the SalesLogix system admin to put the ShipRush option right in SalesLogix)

2. Navigate in SalesLogix to the Contact or Account you want to ship to.
3. Double click on the ShipRush System Tray icon
4. ShipRush pops up, pre-populated with the contact information:



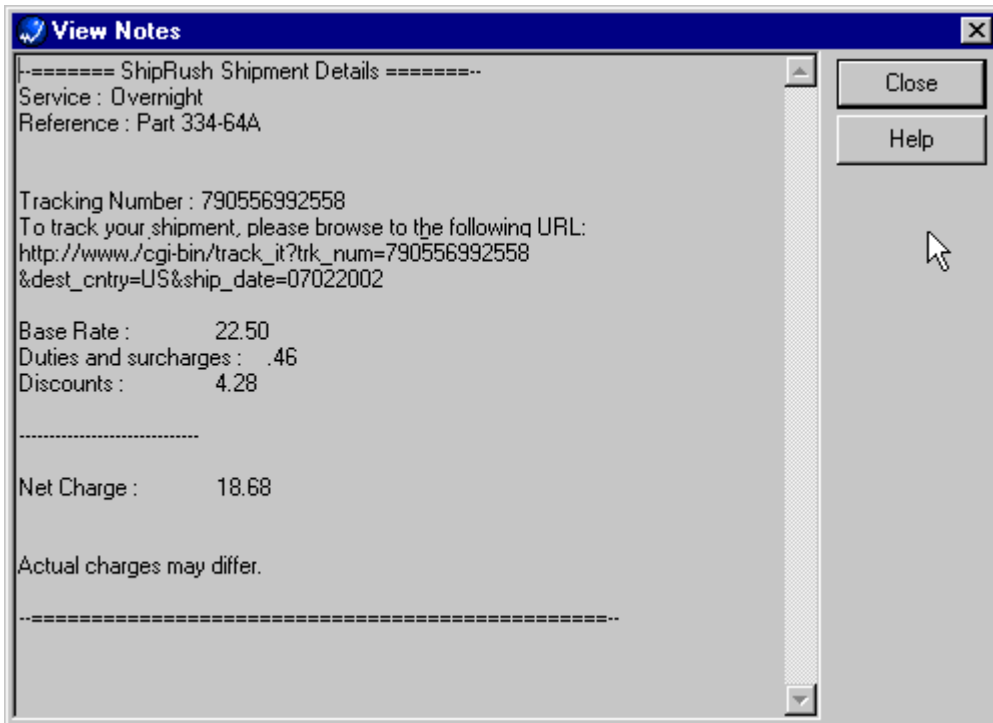
5. Select the desired shipping options (e.g. weight, reference, etc.), and press Ship.
6. Done! ShipRush prints the shipping label and creates a tracking record in SalesLogix:

ShipRush for FedEx Printed Documentation

Activities	History	Attachments	Literature Requests	Lead Sources	Opportunities	Associations	Processes	Summary	Notes	More tabs...	Net Profile
Date/Time	User	Regarding	Result	Notes	Category						
7/2/2002 6:24 PM	Joe Dupre	Overnight shipment		----- ShipRush -----	SHP						
6/28/2001	Administrator	/test.tit ONE PASS	PHI	Type: To-Do							
6/28/2001	Joe Dupre	/test.tit FROM REMOTE	PHI	Time: 6:24 PM-6:24 PM							
6/28/2001	Administrator	/test.tit TEST STAGES	PHI	Account: Acme Corp							
6/28/2001	Administrator	/test.tit UR2	PHI	Contact: Jones, Sam							
6/28/2001	Jill Colvin	/test.tit Zrid	PRINTED	Regarding: shipment							
6/28/2001	Dupre, Joe	hi jill... if you get this, sync is working	Complete	----- ShipRush Shipment Details -----							
6/28/2001	Dupre, Joe	hi jill.... this is rat on the remote....	Complete	Service: Overnight							
				Reference: Part 334-64A							
				Tracking ...							

Tracking

Notice that there is a URL in the history record. This can be cut and pasted into a web browser to quickly track the package. Also notice that in this example, the Reference note. This is because we filled in the Shipment Reference field on the shipping form.



Great Plains & Small Business Financials

Great Plains / SBF Overview

ShipRush should be running in the System Tray before shipping.

The steps are simple:

- a) Open a an Invoice, Purchase Order, or Sales Receipt
(ShipRush supports the Invoice, Orders, Quotes, & Returns forms)
- b) Select the customer
- c) [optional] Enter line items on the form
- d) Select the shipping service from the ShipRush System Tray menu.
- e) Process the shipment
- f) If the Invoice form is used, the tracking number is automatically posted to the invoice.
If another form is used, it is your job to paste the tracking number into a comment or similar field on the invoice (just go to the field and press Ctrl-V to paste it, it is on the clipboard automatically)



To integrate a shipping button into other areas of GP, the ShipRush ActiveX control can be used by developers.

Great Plains Settings

There are two settings important for using ShipRush with Great Plains:

- 1) Great Plains
- 2) Adding ShipRush Shortcuts (works with Great Plains v7/v8)

To access these settings, open the ShipRush System Tray menu. Select Settings | Program Settings | CM Settings

Options:

- 1) What addresses to pull from GP (shipping, billing, or both)
- 2) What information to feed to the shipment Reference (Customer PO or GP Document Number)
- 3) Auto copy Tracking # to clipboard, Auto post Tracking # to GP Tracking table, Auto post Tracking # to GP document Comment
- 4) Tracking # Text Prefix
- 5) Update Freight on GP document: Update Always, Update only if shipper is billed, Update only if Freight is empty, Add ShipRush freight to existing value in Freight

If you want to add ShipRush shortcuts to Dynamics, press the Add Application Shortcuts option. Note that this will require Great Plains/SBM to be restarted. Also note that it requires that the shortcut bar be visible. If the shortcuts are not added automatically, they can be created manually if you have sufficient security rights to create new shortcuts.

Additional Settings:

Microsoft RMS

Overview: Shipping from RMS

Microsoft RMS (aka Retail Management System) is a *POS* application. ShipRush integrates with RMS in a few areas:

- **RMS POS Screen Operation:** This puts a ShipRush button right into the POS screen of RMS.
- **[Shipping Queue Operation](#):** RMS allows sales to be processed, and put into a 'shipping queue' for later shipping. ShipRush integrates with this shipping queue, and stores tracking numbers, charges, etc. in RMS automatically.
- **[Point of Sale Operation](#):** The RMS transaction screen has a shipping information window (Shift-F1). ShipRush integrates directly with this screen.
- The Inventory Transfer screen of the Store Manager

ShipRush can work in all the above modes without reconfiguration.

ShipRush can be installed on all POS stations, or select stations, as needed (and in accordance with your ShipRush license). While multiple retail lanes may be used to enter sales, typically only one or two will have scales and printers to handle the shipments themselves (the 'shipping stations'). In this scenario, ShipRush would be installed only on the stations with the scales and printers.

Point of Sale Button Operation

1. Enter the transaction in the POS application
2. Press the ShipRush button, ShipRush pops up
3. Process the shipment
4. The tracking # and optionally the shipping charges are automatically posted to the POS screen
5. Tender the sale

Point of Sale Operation Shift-F1 screen

1. Enter the transaction in the POS application
2. Press Shift-F1 to go to the Shipping Information screen
3. Select ShipRush from the System Tray (by double clicking on it, for example)
4. Select the Customer in the ShipRush Customer Navigator
5. Ship! The Tracking # and optionally the shipping charges are automatically posted to the Shipping screen
6. Close the shipping screen
7. Tender the sale

Shipping Queue Operation

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At any or all registers:

1. Enter customer and items
2. Set shipping options via the Shipping screen (Shift-F1 in the RMS POS application)
3. Tender the sale

The sale is now in the shipping queue. At the stations where shipments are processed (the 'shipping stations'), the following steps are used:

1. View pending shipments (Ctrl-Shift-F8 in the RMS POS application)
2. Select a shipment
3. Press Ship
4. ShipRush pops up
5. Process shipment in ShipRush
 1. The tracking # is automatically posted to the Shipment screen, and saved with the sale in RMS
6. Close shipment



Note that some setup is needed in the [RMS Store Operations Manager application](#) before using ShipRush in this way.

Shipping from RMS: Shipping Queue Operation

[Stage 1: Entering Sales for Shipping](#)

[Stage 2: Processing Shipments](#)

Stage 1: Entering Sales for Shipping

At any or all registers:

1. Enter customer and items
2. Set shipping options via the Shipping screen (Shift-F1 in the RMS POS application)

Shipping Information	
Carrier:	(ShipRush)
Service:	Ground
Website:	C:\Program Files\Z-Firm LLC\Shi...

Shipping Charges:	
<input type="checkbox"/> Override default shipping charge calculations.	
	Total
Total weight:	0
Total value:	\$149.99
Calculated charge:	\$0.00
Shipping charge:	\$0.00

Tracking Information	
Notes:	
Tracking #:	

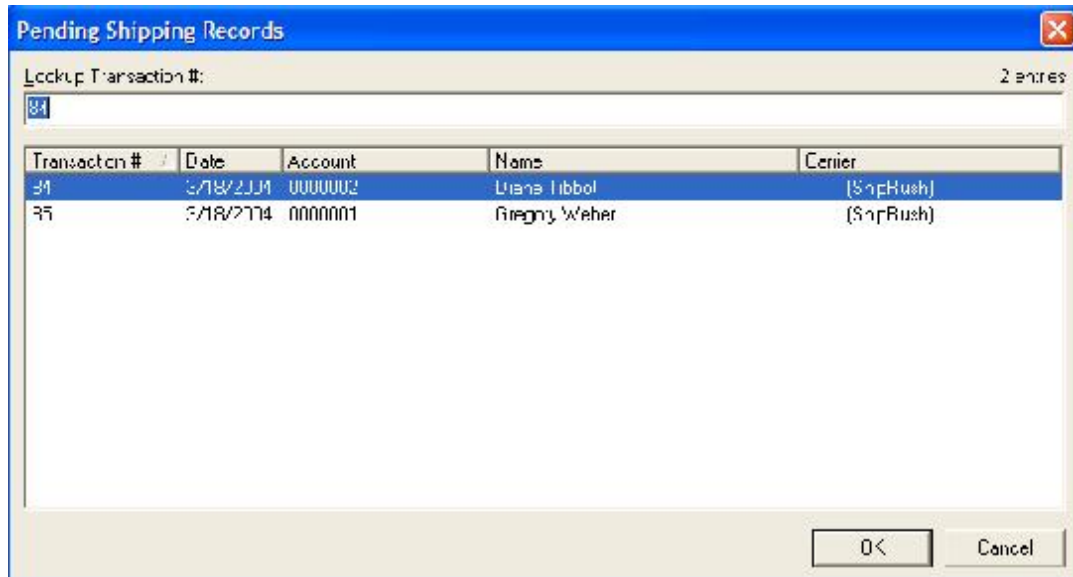
OK Cancel Help

3. Tender the sale as usual.

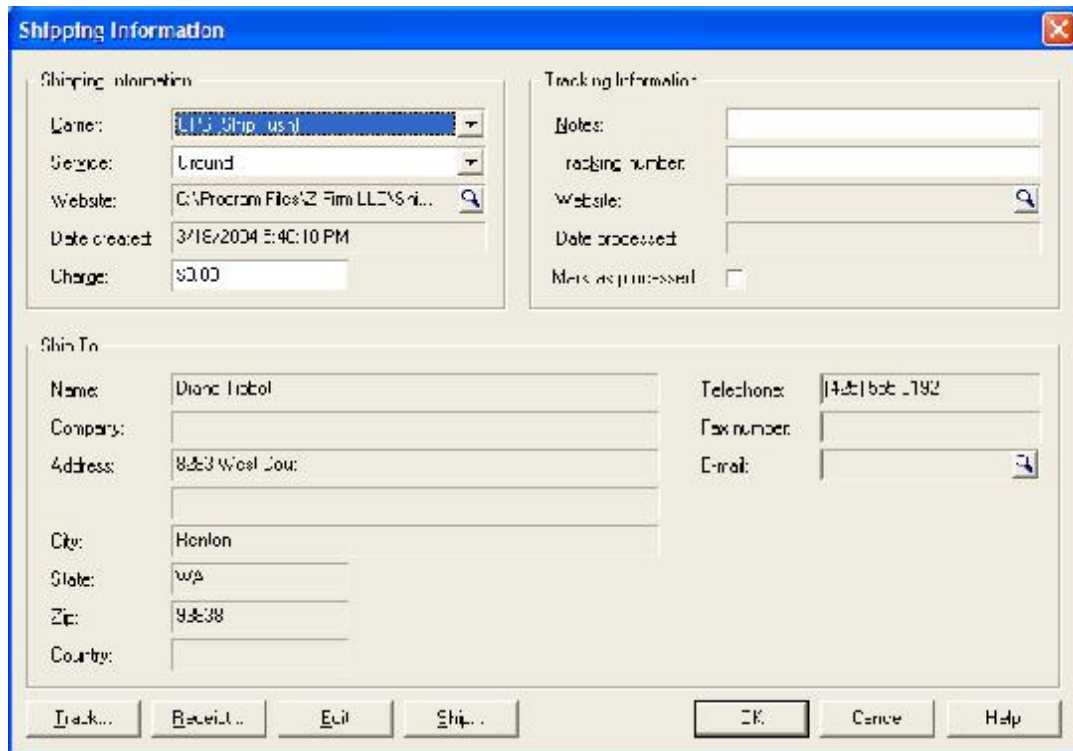
Stage 2: Processing Shipments

The sale is now in the shipping queue. At the stations where shipments are processed (the 'shipping stations'), the following steps are used:

1. View pending shipments (Ctrl-Shift-F8 in the RMS POS application)



2. Select a shipment



- Press the Ship button, ShipRush pops up (Note that ShipRush needs to always be running in system tray).
(If you get a Windows File Download popup to Open/Save the file, select Open)
You are now looking at ShipRush. Enter the shipment weight (or use an electronic scale to import the weight automatically), and other shipment details:
- Process shipment in ShipRush by pressing Ship. The bar coded shipping label prints, and the RMS Shipping Information form is now updated to look like this (note that the Tracking Number and Charges have been updated):

Shipping Information

Shipping Information		Tracking Information	
Carrier:	ShipRush	Notes:	
Service:	Ground	Tracking number:	54\F0398131702
Website:	C:\Program Files\2-Firm LLC\Shi...	Website:	
Date created:	3/18/2004 5:40:13 PM	Date processed:	
Charge:	\$3.83	Mark as processed:	<input checked="" type="checkbox"/>

Ship To	
Name:	Diane Tibbitt
Company:	
Address:	8283 West Ccut
City:	Renton
State:	WA
Zip:	98038
Country:	
Telephone:	(425) 555-0192
Fax number:	
E-mail:	

Buttons: Track, Receipt, Edit, Ship, OK, Cancel, Help

- Close the Shipping Information form by pressing OK.
- Done!

Shipping via Point of Sale (Shipping Info Screen)

Steps:

1. Enter the sale details
2. Press Shift-F1 to bring up the Shipping Information screen:

	Total
Total weight:	0
Total value:	\$149.99
Calculated charge:	\$0.00
Shipping charge:	\$0.00

3. Invoke ShipRush by double clicking on it in the System Tray.

- Find the customer by typing in a few digits of the name or company:

Find Contact

Search: by Last Name First Name Company

AccountNumber	FirstName	LastName	Address	Address2	City
0000001	Gregory	Weber	9392 Ninth Ave.		Red

OK Cancel

- ShipRush pops up:
- Process the shipment. ShipRush updates the Shipment Information screen with the tracking number (and charges, if so set in ShipRush settings)

Shipping Information

Shipping Information

Carrier:

Service:

Website:

Shipping Charges:

Override default shipping charge calculations.

	Total
Total weight:	0
Total value:	\$0.00
Calculated charge:	\$0.00
Shipping charge:	\$3.53

Tracking Information

Notes:

Tracking #:

OK Cancel Help

Prepare RMS for use with ShipRush

POS ShipRush Button

No preparation is needed in RMS to use this mode. When ShipRush first runs, be sure to set the ADO connection in the Connection Parameters area. Then follow any prompts to restart ShipRush or POS.

Shipping Queue Operation

For Shipping Queue operation, the first step is to set up shipping services in the RMS Store Operations Manager application.

Some notes about RMS:

- RMS centrally stores the location of ShipRush. This means that ShipRush must be installed to the same directory on all shipping stations. It is advised to use the ShipRush default target directory during installation.

Preparation:

ShipRush requires that some batch files be created. The sections below can be copied into batch files that are saved into:

```
"C:\Program Files\Z-Firm LLC\ShipRush v5\"
```

For FedEx shipping, the batch file is:

```
@echo off  
"c:\program files\z-firm llc\shiprush v5\shiprush5.exe" /carrier=fedex /popup
```

Paste the indented text above into Notepad, and save it to the "C:\Program Files\Z-Firm LLC\ShipRush v5\" as "SRFedEx.bat" (Note: Be sure to use the " marks around the file name. If they are omitted, the file may be saved as SRFedEx.bat.txt.

Steps:

1. Start the Store Operations Manager application
2. Choose Database->Shipping Carriers menu item.
3. Press New in the Shipping Carriers window.
4. Type in "FedEx (ShipRush)" in the name field.
5. For the Shipping URL, type in fully qualified path to ShipRush executable. If ShipRush was installed to the default location, this would be: "C:\Program Files\Z-Firm LLC\ShipRush v5\SRFedEx.bat"

The form should now look like this:



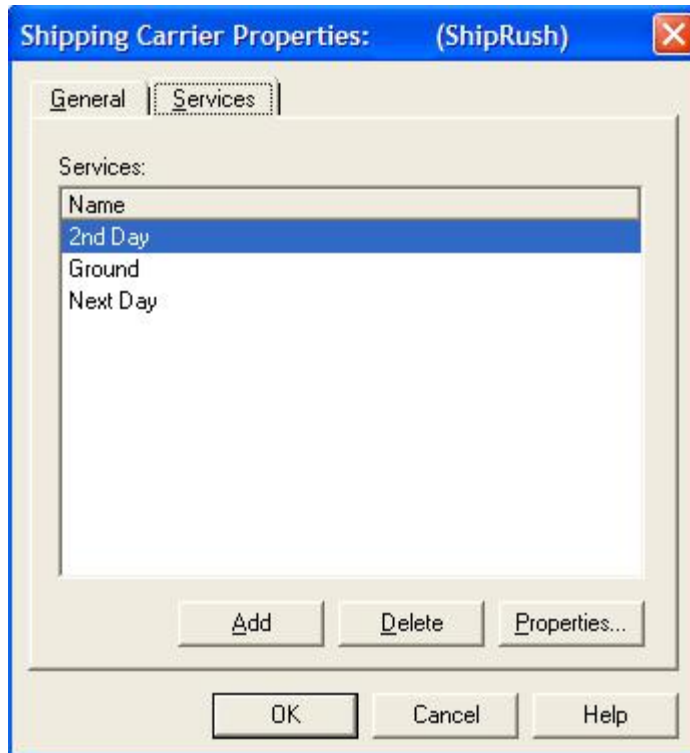
The screenshot shows a Windows dialog box titled "Shipping Carrier Properties: (ShipRush)". It has two tabs: "General" and "Services". The "General" tab is selected. The dialog contains the following fields:

- Name:** A text box containing "(ShipRush)".
- Internet Addresses:** A section containing three text boxes, each with a globe icon to its right:
 - Main URL:** An empty text box.
 - Shipping URL:** A text box containing "C:\Program Files\Z-Firm LLC\ShipRush v3 Basic\".
 - Tracking URL:** An empty text box.

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

6. Switch to the Services tab. Either create one services and name it "All" or create discrete shipping options, as shown here:

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7. Press OK
8. Restart the POS application as prompted.

At this point, POS stations can enter orders, and [set the shipping to ShipRush.](#)

RMS Settings

Shipping Settings are accessed via the ShipRush System Tray Menu (Settings), select General, and then press the CM Settings button.

Options:

ShipRush Button in POS: This enables the POS button.

Note that for the POS button to function, the Connection Parameter must be set properly.

RMS Shipping Queue Operation (Ctrl-Shift-F8):

Update Shipping Charges. This option updates shipping charges in RMS when processing shipments.

Mark Shipment as Completed. This checks the Processed box on the shipment automatically, removing the shipment from the pending shipments list in RMS.

Save Tracking Number. This option causes ShipRush to update the Tracking Number in RMS when processing shipments.

Store Operations Manager

Update Freight: Set the freight on inter-store inventory transfers

Save Tracking Number: Saves the shipment tracking number to the transfer record.

Update Shipping Field: Set the Shipping field on the inventory transfer.

Point of Sales Shipping (SHIFT-F1)

(This area is rarely used now that the POS Button is available.)

This enables the ShipRush Customer Search window for RMS. This is used when using the Point of Sale shipping feature (the Shift-F1 screen). Set the ADO connection string to the SQL/MSDE database (this requires that you know the settings and password for the SQL/MSDE system).

Thermal Label Printers

Printing Labels on a Thermal Printer

Thermal label printers give a real productivity boost if you ship more than 10 parcels a day. Thermal printers provide an easy to use peel-and-stick label that goes on just about any parcel (and express letter). Click [here](#) to see what a thermal label looks like.

In many cases the shipping carrier will provide the label stock at no charge, so the only real hurdle is getting the label printer itself. Several models of printer are supported, including these:



Supported Zebra / Eltron EPL Models:

- Zebra 450, 500, 550
- Eltron / Zebra Orion
- LP2844 (via parallel port and USB)
- LP2443
- LP2348
- 2844

- 2543

And similar 200 dpi EPL based printers.

Supported Zebra ZPL Models:

- Zebra 2844-Z
- Zebra 105SL
- Zebra Z4M

And similar 200 dpi ZPL based printers.



Note: eBay is a good source for a used thermal printer for a reasonable price (often under \$100).



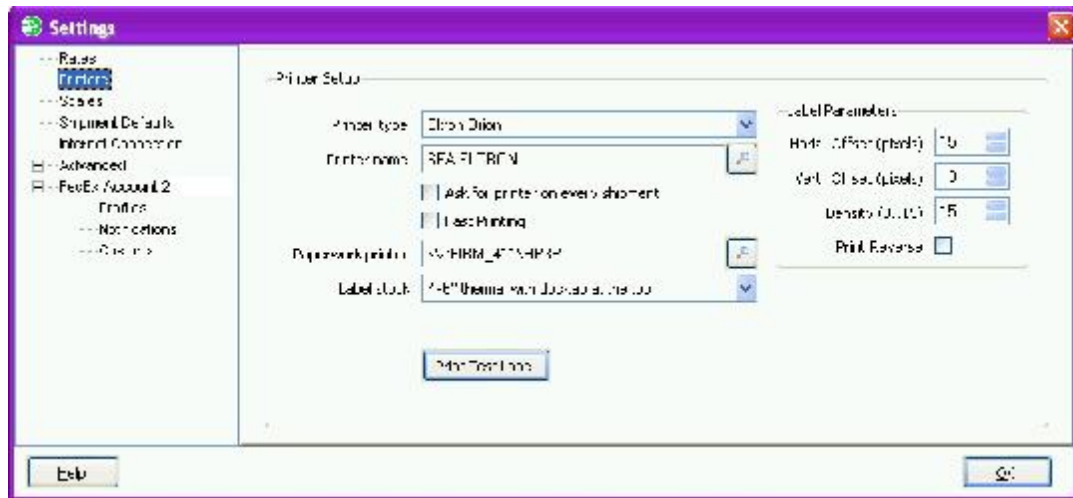
It is not supported to attach a thermal printer to a serial port.

Next: [Installing a thermal printer](#).

Thermal Printer Installation

The steps to install a thermal printer are:

1. Physically connect the printer to your PC
2. Install the print driver that came with the printer (download the drivers from www.zebra.com if needed)
3. Check that you can print a test label from the printer in the Windows Printers folder
4. Configure ShipRush by going to the Settings | Printers area:



[There are a few options for label stock.](#)

Alternate Print Driver Method

(This discussion assumes the printer is attached to an LPT or USB port on the local PC.)

Steps:

1. In the Windows Printer folder, select the option to add a new printer
2. Select Local printer, uncheck the option to have Windows Automatically Detect
3. Select the port the printer is attached to (usually "LPT1", for USB it is "USB001")
4. On the list of printers, select as follows
 1. Manufacturer: Generic
 2. Printer: Generic/Text Only
5. Set the printer name to Shipping Label Printer
6. Once this printer is installed, go to ShipRush settings, select your printer from the list and select the Shipping Label Printer.
7. Run a test shipment to confirm proper operation

Note, that with this method, you cannot run a test label from the Windows Printers Folder.


Built In Label Cutter

When using an LP 2844 or other model with a built in cutter, the cutter may not work unless it is enabled in the print driver. (This requires that the Zebra print driver be used, not the Generic driver discussed above.)

In the Printers folder, right click on the thermal printer and select Printing Preferences. In the Advanced Setup tab there is a Cutter section. Select the 'Every' label option, and enter a '1' so it reads: Every 1 Label(s)

Next: [Networking a thermal printer](#).

Networking a Thermal Label Printer

 If you are not comfortable setting up network printers, retain a PC technician or consultant. Z-Firm does not provide technical support for networking.

To network a thermal label printer, use a network print server device (such as an HP JetDirect or similar device). There are also small print servers that allow a USB printer to be attached directly to the network (for example, Linksys and IOGear make devices like this). Another technique is to connect the printer to a computer, install a print driver on the computer and share the printer to the network.

There is more than one way to network a thermal printer. Here is one that works:

1. Attach the thermal printer to a PC on the network
2. On the PC, install a print driver of type: (Manufacturer) Generic (Model) Text Only
3. During printer installation, select the option to share the printer. When sharing, give the printer an obvious name (like Thermal Label)
4. Using ShipRush on that PC, test that ShipRush prints properly to this printer
5. Now on other PC's, start the wizard to install a new printer, and select the network printer you created above
6. ShipRush should now be able to print to this printer over the network

Next: [Label stock options for thermal printers.](#)

Thermal Label Stock

For FedEx shipping, either 4x6 label stock can be used for a plain label or special 'doc tab' type label stock can be used. The Doc Tab feature is sometimes spelled 'Doc-Tab' or 'DocTab'

Glossary

M

MPS: Multi-Parcel Shipment

Index

A

ACT! 46, 47, 84, 85
Alphabetized Topic Index..... 69

C

Call Tag..... 16
Customizing ShipRush
 System Tray Menu..... 9
 Templates..... 9
Customizing ShipRush..... 18
Customizing ShipRush..... 21

D

Deleting a Shipment..... 25
Drop Shipping..... 28

E

Eltron..... 14, 104
Eltron Printer..... 106
Email Notifications 21
End of Day 26
Excel 12

F

Finding a Shipment..... 11

G

GoldMine 48, 86
Great Plains..... 53, 54, 91, 92

H

How To
 Basic ShipRush Usage 6
How To 6

I

Installation Wizard..... 32

L

Label - Reprinting a label 25

M

Manifest 26
Microsoft RMS 55, 57, 60, 62, 93, 95,
 98, 100

P

PDF..... 12
Peachtree
 Settings..... 45, 83

Peachtree..... 44
Peachtree..... 82

Q

QuickBooks - Database Mode 39, 77
QuickBooks - Optional Setup 41, 79
QuickBooks - Prepare QuickBooks for
 ShipRush..... 36, 74
QuickBooks Setup for Screen Mode.. 37,
 75

R

Reporting..... 12
Reprinting a label..... 25
Return Services 16

S

SalesLogix..... 51, 89
Setup Wizard..... 32
ShipRush

 Basic ShipRush Usage 6
ShipRush..... 6
System Requirements..... 29
System Tray Menu..... 18

T

Table of Contents 1, 69
Technical Support 10
Templates..... 9
Thermal Label

 Label Stock 109
 Networking a Thermal Printer 108
Thermal Label..... 14, 104

Thermal Printer

 Installation..... 106
Thermal Printer 106
Tips for Shipping 8

V

View Shipments 11

W

Welcome to ShipRush..... 1

Z

Zebra 14, 104
Zebra Printer 106

