

This file has been divided into the following sections for easy reference:

- I. WELCOME TO FEDEX SHIP!
 - II. WHATS NEW IN VERSION 2.0
 - III. HARDWARE REQUIREMENTS
 - IV. RETAINING DATA FROM FEDEX SHIP 1.X
 - V. NETWORK CAPABILITIES
 - VI. KNOWN LIMITATIONS
 - VII. CREATING A SHORTCUT
 - VIII. TECHNICAL SUPPORT
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I. WELCOME TO FEDEX SHIP!

Thank you for choosing FedEx Ship to automate your shipping process. We know that you will find FedEx Ship an effective and efficient tool in preparing, tracking, and organizing your shipments. Please take a moment to read this file to familiarize yourself with the new features found in version 2.0.

II. WHATS NEW IN VERSION 2.0

Additional features in version 2.0 include:

Ship:

- * COD Shipping (US Only)
- * Future Day Shipping
- * Domestic Freight Shipments (US Only)
- * Expanded Dangerous Goods (US Only)
- * Commercial Invoice Preparation
- * Address Book Look-up
- * Increased Shipping Defaults
- * Enhanced Dispatch capability

Log:

- * Updated Ship Log Interface
- * Separates viewing of Today, Past and Future shipments
- * Allows viewing of shipments for each sender

Track:

- * Track by Reference
- * Improved Track by Query

FedEx e-forms:

- * allows you to send ship or track messages to package recipients

General:

- * Export of Log, Address Book, and Track data
- * Backup, Purge, and Restore of Log and Track data
- * Backup and Restore of Address Book data
- * Print Signature Release form and International Agreement through FedEx Ship
- * Customized viewing of Log, Address Book, and Track data
- * Chargeback/Non-Document/ Reference List front-end
- * Network Installation allowing shared files

III. HARDWARE REQUIREMENTS

To use this software you will need:

- * An IBM compatible 386, 486, or Pentium system
- * Running Windows 3.1 or higher

- * 8 MB RAM
- * Disk Space: 12 MB for network installation
10 MB for local installation
10 MB for workstation installation
- * Local or network modem (using port re-direction, for example WIN2NCS is Novell's product that provides port re-direction)
- * Local or network laser printer

IV. RETAINING DATA FROM FEDEX SHIP 1.X

FedEx Ship 2.0 will install into a different directory than FedEx Ship 1.x. If you have FedEx Ship 1.x installed in the default directory (C:\SHIP) the installation process will transfer your data files to the new install directory. Data will be converted automatically the first time you start up FedEx Ship. If FedEx Ship is installed in a directory other than the default (C:\SHIP) and you would like to convert your data files so that you do not need to re-register or re-enter your address book entries, simply copy the data files from the directory version 1.x is installed in to the "FEDEX20" directory (the directory version 2.0 is installed in):

```
COPY \SHIP\*.DAT \FEDEX20
COPY \SHIP\*.IDX \FEDEX20
```

V. NETWORK CAPABILITIES

- * FedEx Ship is not network specific. The network installation installs a common ship log and the setup diskettes onto the network drive. A workstation installation installs the program files and databases onto your local drive.
- * The first user to complete a workstation installation and register will have network admin capabilities. This means that they will be able to see all shipments from all users who install and register using the network.
- * Each additional user who registers will be able to see only shipments processed on their workstation. Users may choose to register multiple senders on one workstation. The first user to register would see all shipments on their workstation (referred in the software as local admin). Each additional user would see only their shipments.
- * You may choose to set up a common address book on the network. From the address book window, you are able to open several address books and select recipients to ship to. The local/default address book is used when using auto-complete to fill in recipient information as you start typing the recipient name. To save an address book to the network choose File-Save As and enter the filename and destination directory.
- * You may choose to set up a charge-back database that is stored on the network. This would force additional users to choose reference fields from a user specified list. Only the user with network admin capabilities can create and/or modify this database.
- * You must setup shipment defaults on each workstation. There is no common location for the default settings. Shipment defaults can be set from the Settings icon on the Nav bar.

VI. KNOWN LIMITATIONS

- * Uninstalling FedEx Ship will remove all program files and registry entries (INI files) but will leave any data files.
- * FedEx Ship is not compatible with Norton Desktop. You will need to install and run FedEx Ship from the Win 3.1x Program Manager.
- * FedEx Ship relies on port re-direction software to access network modems. Novell's port re-direction software is called WIN2NCS and is available on CompuServe.

VII. CREATING A SHORTCUT

To create a shortcut on a Windows '95 desktop:

- * right mouse click on the desktop
- * select New/Shortcut from the pop-up menu
- * in the command line field, type c:\fedex20\bootship.exe (or use the directory you installed FedEx Ship to)
- * type "FedEx Ship" as the name of the shortcut.

VIII. TECHNICAL SUPPORT

If you would like to speak to someone about any problems or issues that you may be encountering, please call our Technical Support number at 1-800-370-0539.