



Hold File Batch-Edit

FedEx Ship Manager® Software version 2440

A great tip to make shipping easier and faster.

Use the Hold File as a central storage place to save shipment information — where you can delete, edit, duplicate or ship it at any time. Using the Hold File is ideal when you're waiting on more information, or when you do repeat shipments and batch processing.

Now you can Batch-Edit with FedEx SmartPost® shipments.

Batch-Edit enables you to use the Batch-Edit shipping method when creating shipping labels from the Hold File. And now version 2440 of FedEx Ship Manager® Software enables you to use the Batch-Edit shipping method for FedEx SmartPost shipments. You can also customize the Hold File list to display FedEx SmartPost Service Type, Package Details and Hub ID.

Hold File basics.

To learn about enabling, saving, deleting, editing or duplicating Hold File shipments, go to fedex.com/us/software/user_guide.html and access the current user guide. Use the Search function to locate these topics.

How to customize a Hold File.

The Hold File List can be customized to display the fields you select.

1. Select **Hold File** from the Shipping list menu.
2. Click **Customize**. Select the fields you want displayed on the Hold File List. Click **OK**.



How to use Batch-Edit shipping.

Please note FedEx SmartPost has new specific data fields built into the Hold File Database.

Set up a template.

1. Select **Templates** from the Databases menu.
 - a. To use or modify an existing template, select the template and click **View/Edit**.
 - b. To add a new template, click **Add**, then enter a new Template ID.
2. Modify or enter a Description for the template.
3. Select the template Type. (When you import a database into FedEx Ship Manager Software, use an Import template — file extension .imp. When you export a database from FedEx Ship Manager Software, use an Export template — file extension .exp.)
4. Select the Database you are importing or exporting.
5. Enter a File name, such as **sender.csv**.

Select a format.

File format determines how fields are identified and separated in your source file.

1. Click **Delimited** or **Fixed** as your source-file format, then also select your **Delimiter** (if format is Delimited) or **Field separator** (if format is Fixed).

Select source-file format	Explanation	Also select
Delimited	Fields are usually surrounded by single or double quotation marks and separated by commas or spaces, for example: "SENDER1," "Jane Doe","PetsRus","1 Front Street","Fairfield","Ohio".	Delimiter
Fixed	Each field has a fixed number of characters. Delimiters and field separators are not used, as in the following example: SENDER1 Jane Doe PetsRus 1 Front Street Fairfield Ohio.	Field separator

2. Select the Date format and Date delimiter used in the source file.
3. Select your Default country code (used primarily for importing senders and recipients).
4. If you want the field names to appear as column headers, select the Column headers on 1st line check box.

Add or remove database fields.

Please note: You must add fields in the same order they appear in your source file.

1. In the Database fields section, find the first field in your source file in the list provided. Double-click it or click **Add**. Repeat for each field you want to add to the template. To add all fields to the template, click **Add all**.
2. If there are spaces between two fields where you don't want to collect data, select **Filler** to insert a filler between the fields. Enter the length needed to adjust the Start position of the next field. (See the next step for more information on the Start position.)
3. In the Template fields section, scroll right to see the Start Position and End Position columns (visible only if you chose Fixed format). Start and End numbers indicate where each field is located in the file. These numbers must be correct to import or export data accurately. Click the numbers to change them if necessary. (The Length of each field must equal the maximum number of characters allowed for each field or the maximum number of characters to import or export from a field. When using Fixed file formats, the order and the length of the fields determine the Start and End positions.)

To learn about removing database fields or modifying template fields, go to fedex.com/us/software/user_guide.html and access the current user guide. Use the Search function to locate these topics.

Export at close.

You can automatically export a database when you close shipments for the day.

1. To export, select one or both options:
 - Export at FedEx Express® close
 - Export at FedEx Ground® close
2. Select the data to export.
3. Click **OK** to complete the template.

Get more tips for working more efficiently.

To learn more about FedEx Ship Manager Software, go to fedex.com/us/software/. To access and download the latest support documentation, go to fedex.com/us/software/user_guide.html. You can also get help through the FedEx Ship Manager Technical Support Center at **1.877.FDX Assist 1.877.339.2774**. Say "**FedEx Ship Manager Software**" when prompted.