



Kewill Clippership Installation, Configuration and Administration

This course provides a thorough introduction of installing and supporting Kewill's Clippership application. Kewill provides each participant with a computer and the Clippership software during each session. Participants interact with the Clippership program throughout this instructor-lead, "classroom" training course.

After completing this course you will be able to:

- Describe the fundamentals associated with shipping packages and their various documentation
- Understand the basic components of Clippership and the license file
- Install Clippership
- Navigate all of the user interface controls
- Perform edits and changes to the user interface
- Configure Carriers, users and peripheral devices
- Set-up rate shops, perform future shipments, and ship to hold
- Set-up and maintain databases (Customer, Department, etc.)
- Ship packages and utilize special services
- Close Day, Print manifests and reports
- Utilize undocumented techniques for maintaining and debugging Clippership

Target Audience

The primary target audience is Engineers (and Technicians) involved with the Clippership set up, configuration and ongoing support. However, Project Managers, Sales Representatives and End-Users will also find the course useful.

Prerequisites

This course is an ideal first course for individuals new to shipping applications. There are no prerequisites.

Classes run from 9:00am to 4:00pm in Chelmsford, Massachusetts unless arranged otherwise.
Lunch is provided.

Kewill

1 Executive Drive, Chelmsford, MA 01824
Email: info@kewill.com Tel 877-872-2379
www.kewill.com/Training

AgendaDay 1

- Module 1 Introduction to Shipping
- What is Clippership?
 - What does it take to ship a package?
 - Documentation, labels, and data files
- Module 2 Architecture and Environment
- Key components, definitions and terms
 - Install
 - a. Stand-alone
 - b. Network environment
 - Licensing
 - Directory Structure
- Module 3 Clippership GUI
- Main Screen
 - Undocumented controls
 - Menu Tour:
 - a. Files
 - b. Functions
 - c. Utilities
- Module 3 Clippership GUI
- Menu Tour (continued)
 - a. User Profiles
 - b. Workstation Set-up
 - c. System settings
 - d. Help

Module 4 Processing Packages

Day 2

- Module 5 Carrier Compliance
- BAX Global
 - DHL
 - FedEx
 - UPS
 - USPS
- Module 6: LTL/Generic Carriers
- Module 7: SWOG
- Module 8: Reports
- Module 9: Top ten things you need to know regarding Clippership
- TEST
- 1HR open book Test for Certification
 - Review Test with Answers Wrap up
 - Trouble shooting and general Q and A

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