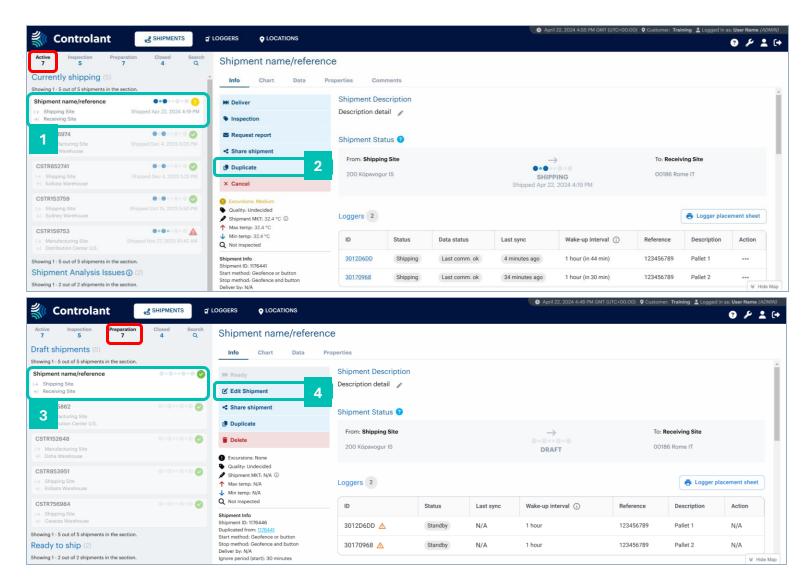




## Step 1: Duplicate the shipment and make changes



- 1. Locate and select the shipment you want to duplicate.
- 2. In the left-hand navigation, select **Duplicate**, then confirm by clicking **Duplicate** in the popup window.
- 3. The duplicated shipment will automatically open in a new window. Alternatively, you can go to the *Preparation* tab to find and select the duplicated shipment.
- 4. Click **Edit Shipment** to make any necessary changes, e.g. assigning new devices, updating the origin/destination, or modifying other shipment details.

Note: To input a specific *Shipped* and/or *Delivered* time, select "Specify time" under *Shipping* or *Delivery Method*.

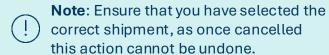
Once all updates are complete, click Continue.

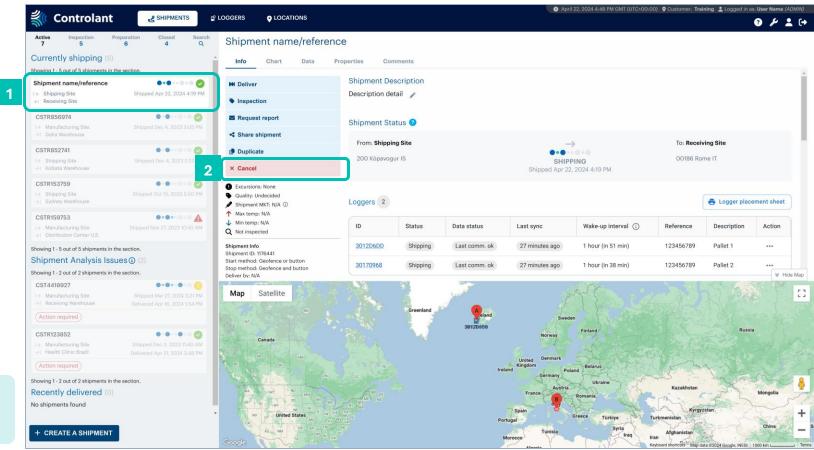
- Click Go to Preview to review the new shipment.
- Select Save draft shipment.



## **Step 2: Cancel the original shipment**

- After you have duplicated the shipment and made all necessary edits, locate the original shipment under the Active tab and select it to enter the Single shipment view.
- Select Cancel from the leftside navigation, then select Confirm in the popup window.



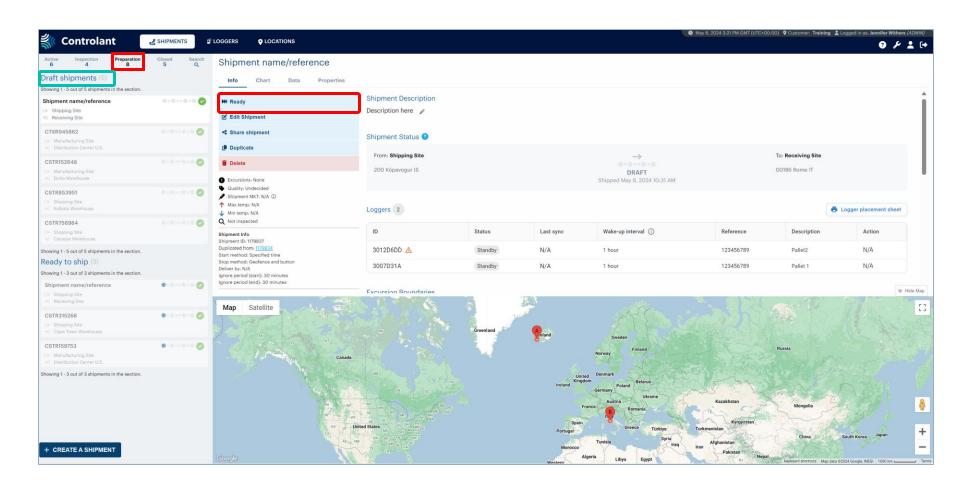




## Step 3: Move the new shipment to 'Ready'

When you are prepared to send the new shipment, the draft shipment needs to be set to "Ready" in the platform.

Select Ready.





## Step 4: Manually start the new shipment

To manually start the duplicated shipment:

- 1. In the Info tab, select **Ship**.
- 2. In the popup window, select the applicable *date and time* or *reset to now,* to ship at the current timestamp. The default will show the current timestamp.
- Click Confirm.

