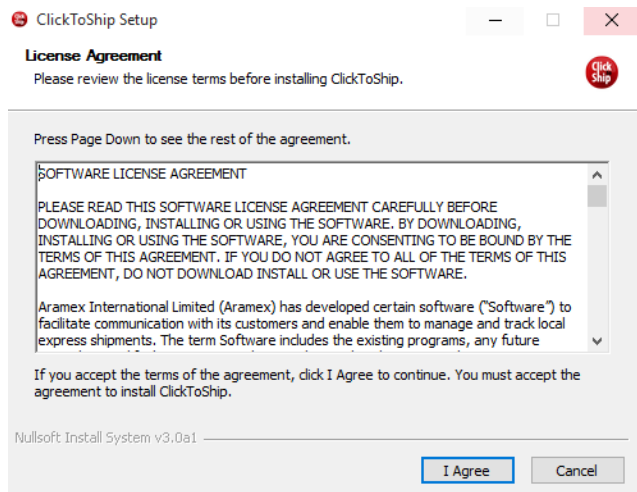


Click on the “Download ClickToShip” link, and “**Save**” the clickToship.exe file on your computer.



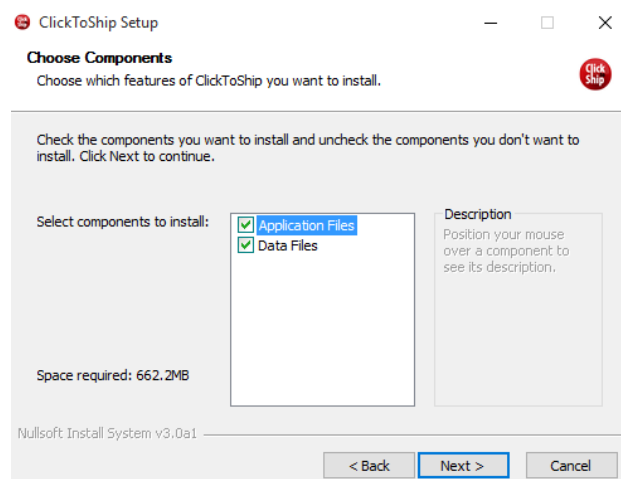
To install ClickToShip, **Run** ClickToShip.exe and follow the steps below:

Step 1: Read the license terms before installing ClickToShip, click “**I Agree**” to continue installation.



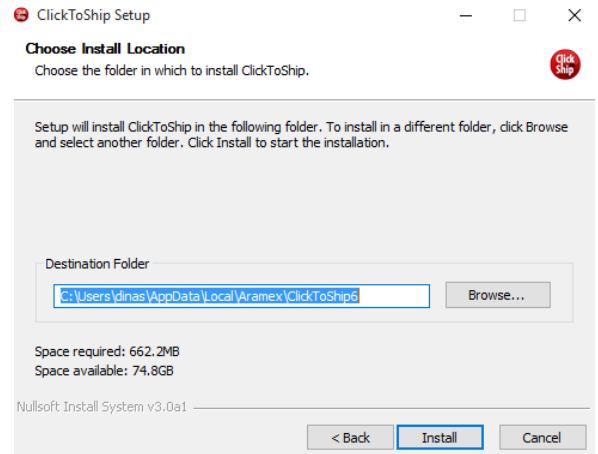
Step 2: Choose the features you want to install and click **Next**.

1. For single One User installations, select both “Applications Files” and “Data Files”
2. If you are running a network of users, you need to select “Data Files” for the server/central installation, and “Application Files” for user installations.



Step 3: Choose your install location and click **Install**.

The installation process will take a few minutes to complete.



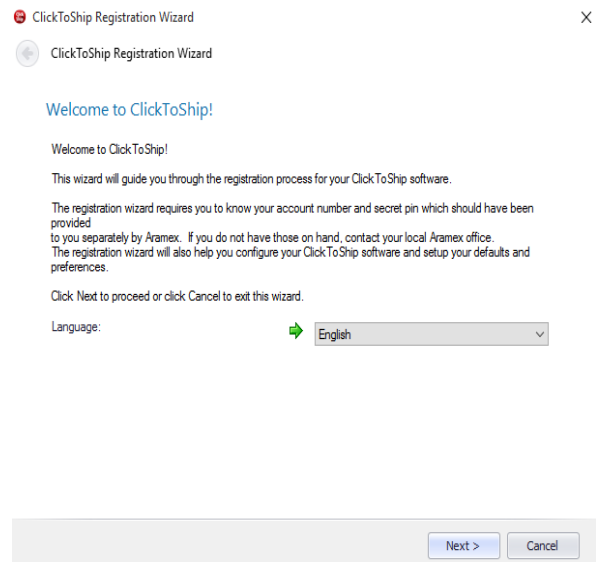
Step 4: Select the database folder on your computer by clicking **Browse** and then click **OK**. The Database Folder should be either the default Destination Folder or a Shared Folder in your network. The ClickToShip Registration Wizard will then initialize.



Step 5: Registration

In order to be able to use ClickToShip, you need to select the language, then register using your account credentials (Account Number and PIN).

You can contact your Account Management Team to get the credentials needed for completing your installation.



ClickToShip Registration Wizard

← ClickToShip Registration Wizard

Your Company Details

Please fill in your company details which will be used for faster data entry. You must have a valid account number and a pin code to complete registration. Please contact our

Account Number with Aramex →

Account Secret PIN →

Company Name →

Country →

City →

Address →

Zip code →

State →

Telephone →

Next > Cancel

ClickToShip Registration Wizard

← ClickToShip Registration Wizard

Your Contact Information

Fill your default department details, if needed you can add more departments after running ClickToShip.

Default Department

Contact Name →

Title

Telephone →

Office Extension

Mobile Phone

Email →

Next > Cancel

Pickup Preferences:

To ensure a smooth experience on ClickToShip, you can save your default pickup preferences once and ClickToShip will set these values each time you schedule a pickup.

ClickToShip Registration Wizard

← ClickToShip Registration Wizard

Pickup Preferecnes

Identify your default pickup location and preferred time. You can update this at shipment entry time as you find convenient.

Pickup Contact Name →

City →

Address →

Zip code

State

Telephone →

Mobile

Pickup Location Within Company →

Prefered Daily Pickup Time →

Company Closing Time →

Next > Cancel

ClickToShip Registration Wizard

← ClickToShip Registration Wizard

Shipment Defaults

Again for faster entry, you can set your default shipment settings. You have to specify the default waybill form you are using.

Weight →

Weight Unit →

Shipment Content

Payment Method →

Waybill Form →

Waybill Form Printer →

Manifest Form Printer →

End of Day Manifest Report Format →

Default System Currency →

Next > Cancel

Connectivity Settings:

You need to type “ws.aramex.net” in the Server Name field. This server will be used to send and receive your data.

ClickToShip Registration Wizard

ClickToShip Registration Wizard

Connectivity Settings

Please specify the server name which ClickToShip will use to send and receive data.

Server Name: Use Secure Connection

Also, please specify your proxy settings, refer to your network administrator for further help if required.

Don't use proxy server
 Use this proxy server
 Use default proxy server settings defined on this machine

Registration Summary:

You can review your information in the Registration Summary; click “Finish” to use ClickToShip or “Cancel” to review/update your registration information.

ClickToShip Registration Wizard

ClickToShip Registration Wizard

Registration Summary

Setting	Setting Value
▶ Aramex Account Number	700
Company Name	Aramex
Registration Country	
City	Amman
Address	amman
Zip Code	
Company Telephone	6565646464
Contact Department	
Contact Name	dina samara
Pickup Contact	dina samara
Pickup Address	amman
Pickup Location Within Company	
Pickup Preferred Time	11:00 AM
Company Closure Time	4:00 PM

Congratulations!

You are now ready to use ClickToShip.