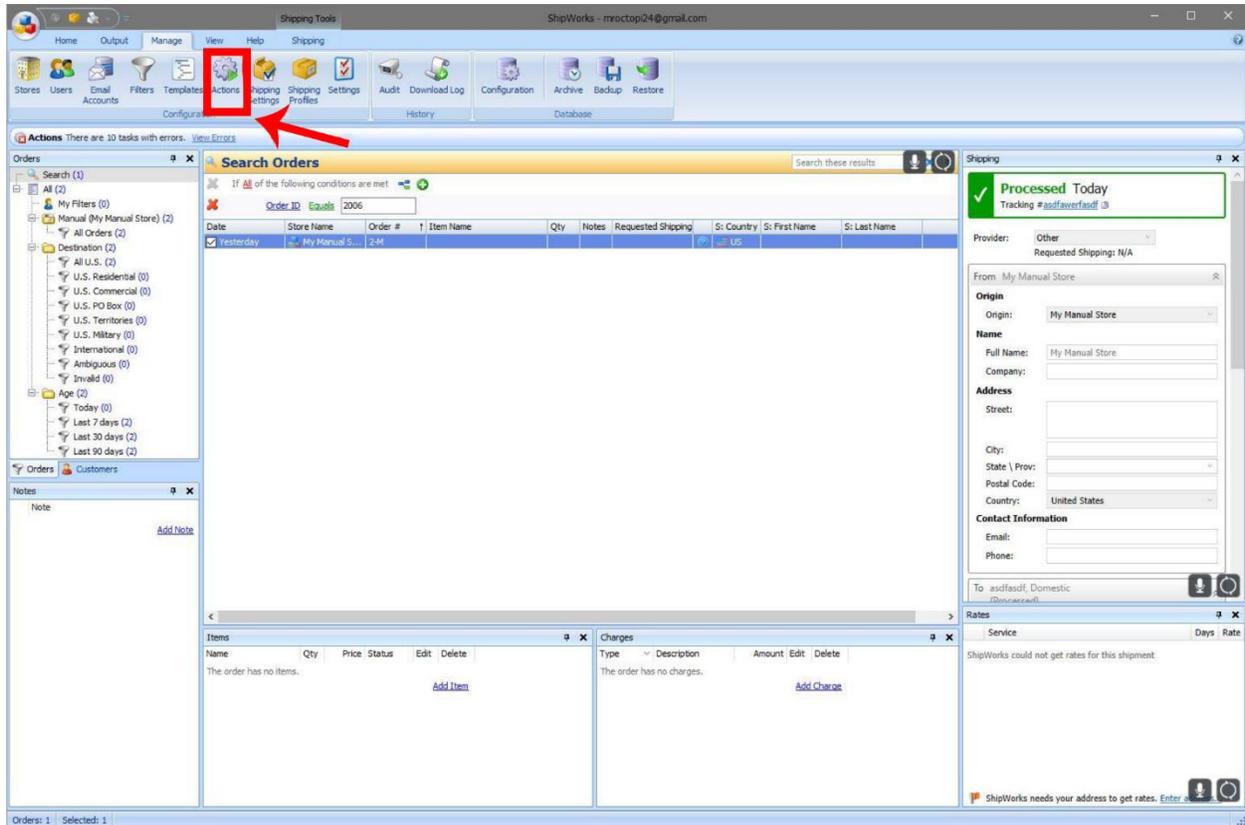


- Click the “Actions” button under the “Manage” menu tab



- Click “New Action”

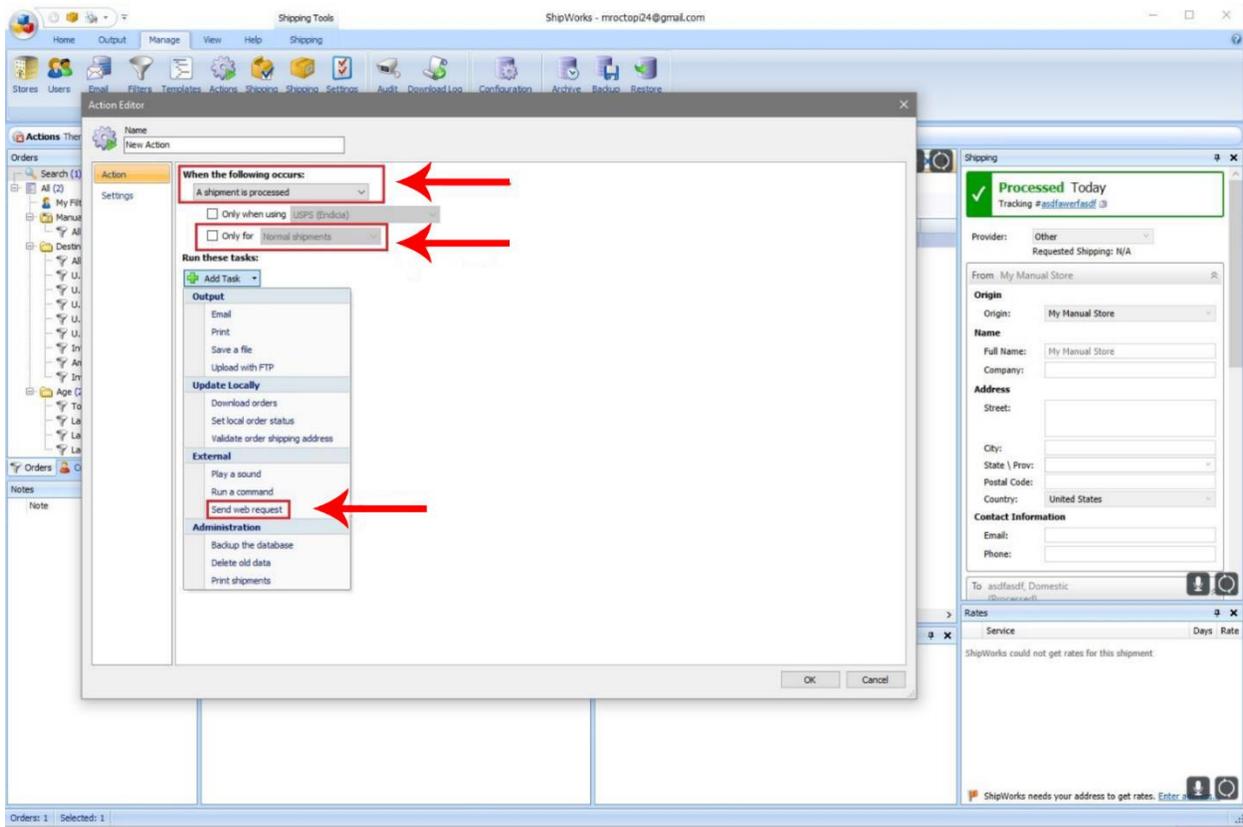
The screenshot displays the ShipWorks software interface. The main window is titled "Shipping Tools" and shows a search results table for orders. A dialog box titled "Action Manager" is open in the center, listing existing actions: "Run When", "Delete Old Data", and "New Action". The "New Action" entry is selected, and a red box highlights the "Add New Action" button at the bottom of the dialog. A red arrow points to this button. The background interface includes a navigation pane on the left, a search criteria section at the top, and various panels on the right for shipping details and rates.

Date	Store Name	Order #	Item Name	Qty	Notes	Requested Shipping	S: Country	S: First Name	S: Last Name
Yesterday	My Manual S...	244					US		

Action Name	Run When	Task	Edit
Run When			Edit
Delete Old Data	A scheduled time	Delete old data	Rename
New Action	A shipment is processed	Send web request	Delete

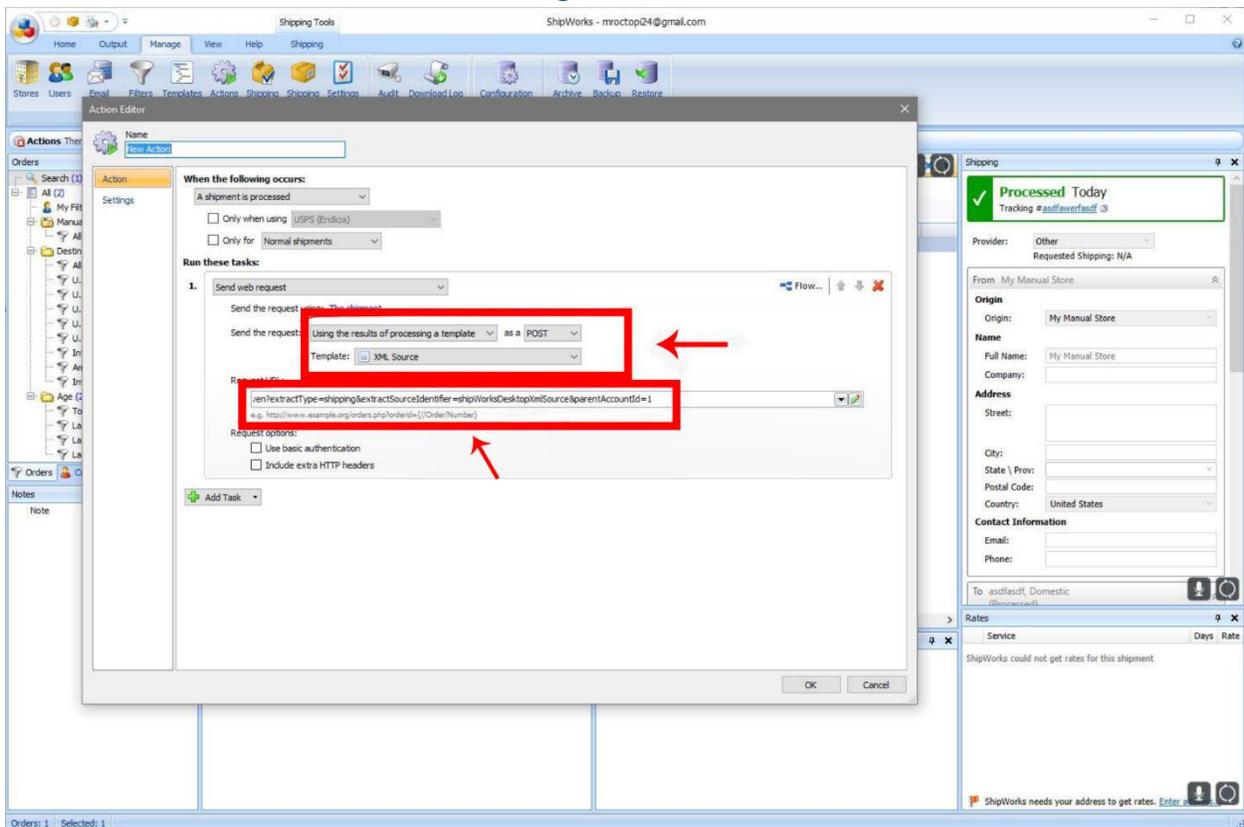
Add New Action

- Select “A shipment is processed” under *When the following occurs:*
- Deselect “Only for...”
- Click “Add Task” and select “Send web request”



- Select “Using the results of processing a template” under *Send the request*:
- Select “POST” under *as a*
- Select “XML Source” at the bottom of the dropdown list under *Template*
- Paste the string of text provided to you under *Request URL*:

Note: Do not use the string in the screenshot below



- Click “Okay”
- Click “Close”