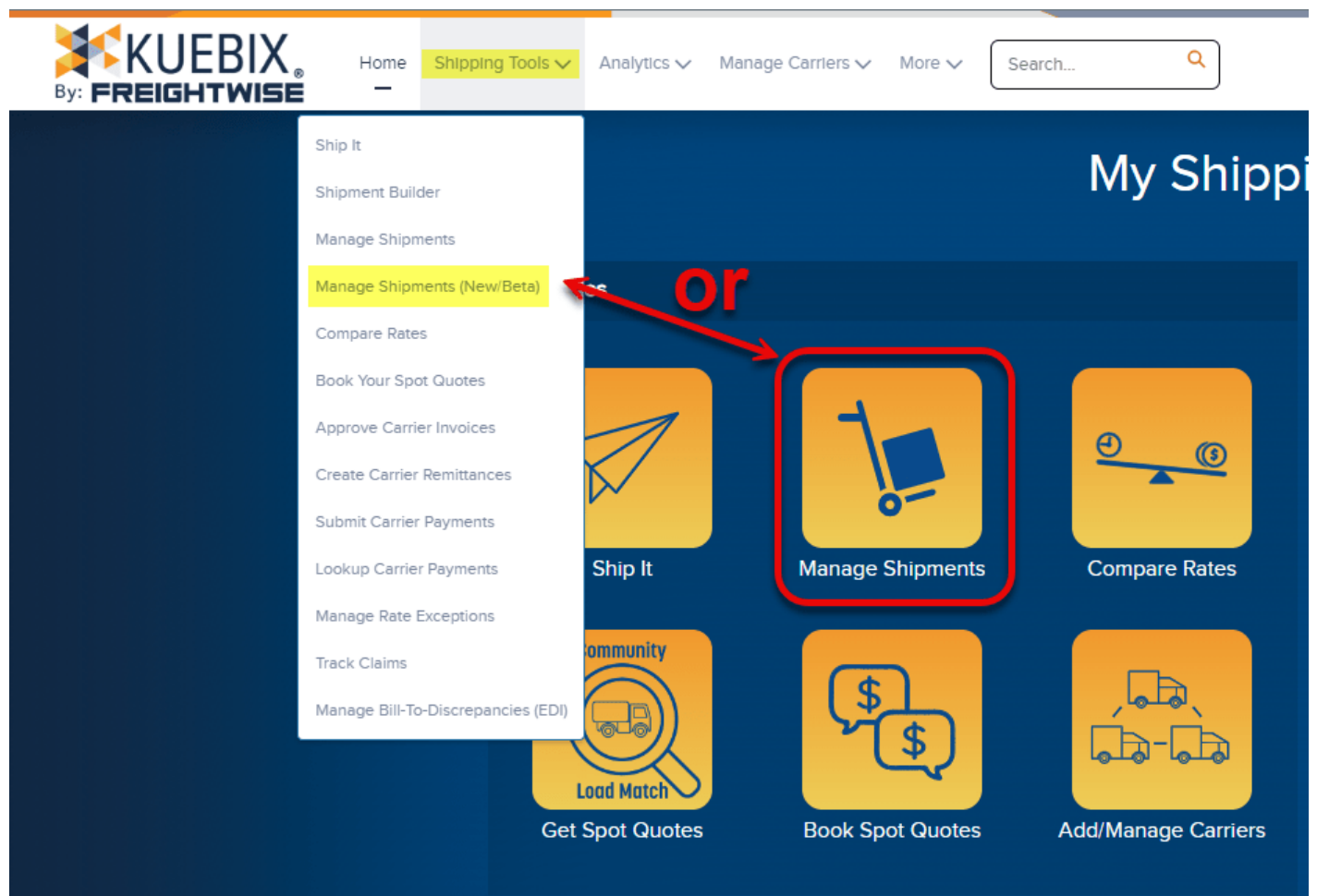


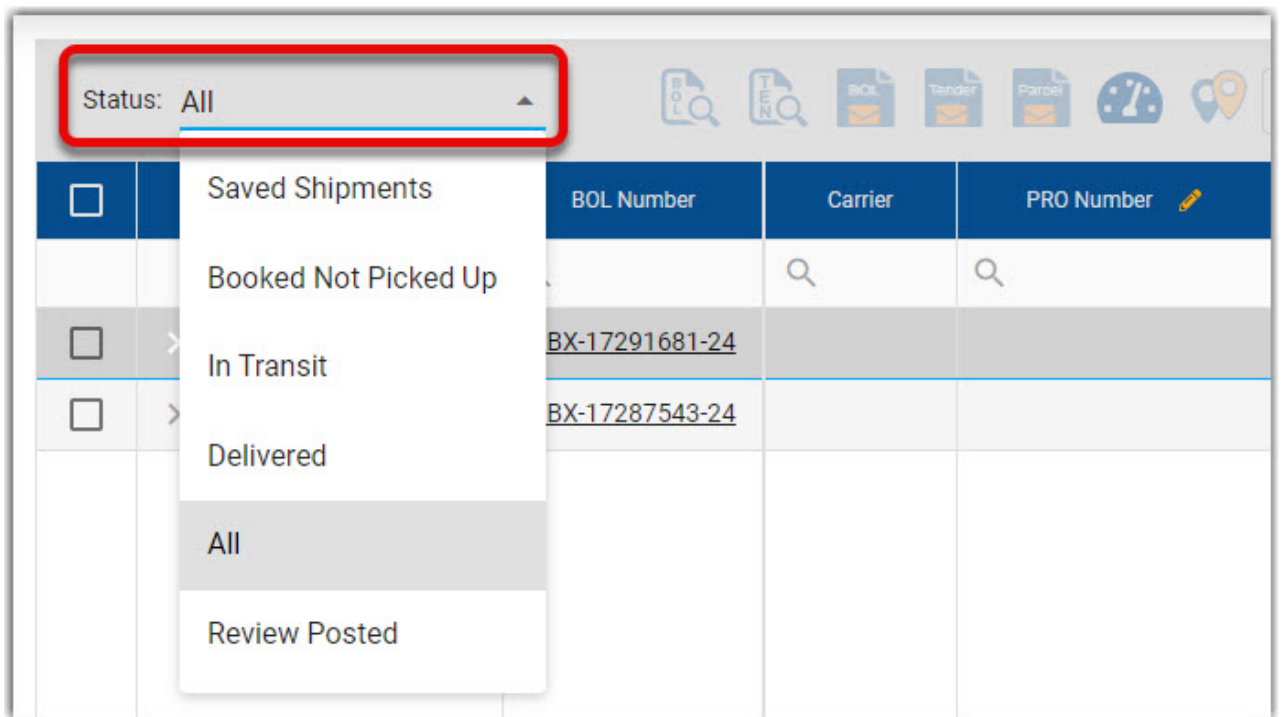
Editing Shipments

The Manage Shipments grid stores all shipments created in Kuebix. All shipments created in the Ship It tool, whether saved or booked, will appear in this grid. A shipment will save in Ship It after you select the **Get Rates** button. A shipment will only save if you do not book the shipment.

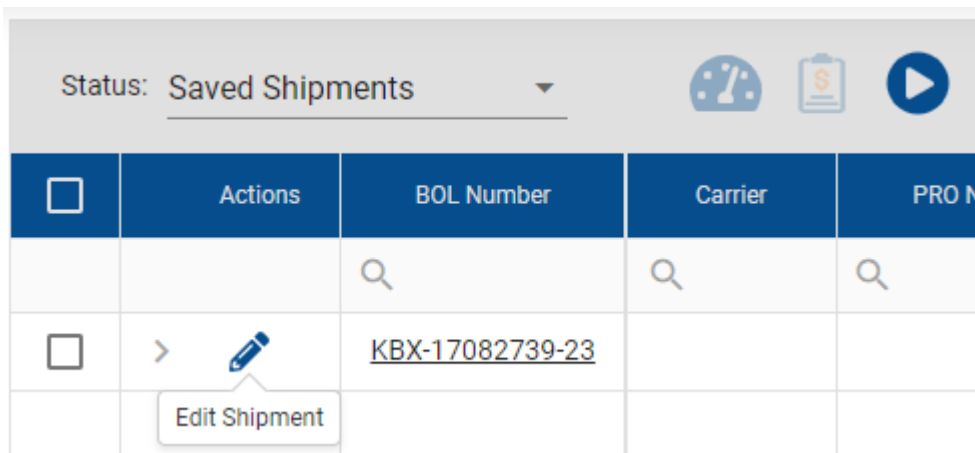
1. Click the **Manage Shipments** button located on the Home page.



2. On the **Manage Shipments** page, locate your shipment in the table. *Note:* If you do not see your shipment, click on the **Status** filter to change the status of the shipments you are currently viewing.
Please be advised, if your shipment is currently Booked, to edit the shipment it will need to be unbooked and you will need to re-request rates to rebook.



3. Once you find your shipment, click on the **Actions** link and select **Edit Shipment**.



5. You should now be taken to the **Shipment Entry** page, click the **Edit Shipment** button. If your shipment is currently booked, you will need to unbook in order to edit the information.

