

Knowledgebase > ShipCenter > Miscellaneous > Package Setup

Package Setup

Megan De Freitas - 2025-06-27 - Miscellaneous

Overview

ShipCenter's Packages module allows for the creation of custom packages that can then be added to shipments.

Note: This documentation covers package setup functionality for ShipCenter versions 1.2 and earlier. For documentation on packing in ShipCenter in versions 1.2 and newer, please reference <u>Packing in ShipCenter</u>.

Table of Contents

- <u>Overview</u>
- <u>Location</u>
- <u>Usage</u>
 - Creating a New Package
 - Editing an Existing Package

Location

Packages setup can be found under the Setup ribbon tab:



Usage

Upon opening you will see the New, Delete, and Edit buttons as well as the grid displaying existing packages:

🔛 Packages 🗙				
🗋 Close 🛛 🕄 New 🧯	🗿 Delete 🛛 📝 Edit			
Packages				
Package Description	Length	Width	Height	Weight

Creating a New Package

- 1. To create a new package, click the **New** button to get started.
- 2. This will bring up the "Package Editor" window:

ackage Editor									
Package Prope	rties —								
Package Descri	ption								
Barcode									
		Inactive							
Package Dimen	sions								
Dimension Uof	1 Inch								
Length	0.0								
Width	0.0								
Height	0.0								
Weight UofM	LBS								
Weight	0.0								
Package Option	ns								
2		s Large Pad	kage						
				- Ne - de					
	19	Additional	Handlin	ig Neede	a				
ckage Propertie a. <i>Package L</i> Shipment	Description	– Enter a d	lescripti	ion for th	e packago	OK e you will		denti	Cancel fy the pa
a. <i>Package L</i> Shipment b. <i>Barcode</i> -	Description Editor		-	ion for th	e packag			lentii	
a. Package L Shipment b. Barcode - Package	Description Editor Not curren	tly functio	-	ion for th	e packag			lenti	
a. Package L Shipment b. Barcode - Package	Description Editor Not curren Properties	tly functio	-	ion for th	e packag			lenti	
a. Package L Shipment b. Barcode - Package Package	Description Editor Not curren Properties	tly functio	nal	ion for th	e packag			lenti	
 a. Package L Shipment b. Barcode - Package Package Barcode Barcode 	Description Editor Not curren Properties Description	Cylinder	nal			e you will	use to id		fy the pa
 a. Package L Shipment b. Barcode - Package Package Barcode Barcode Barcode 	Description Editor Not curren Properties Description	Cylinder	nal tive the dro	pdown n		e you will	use to id		fy the pa
 a. Package L Shipment b. Barcode - Package Package Barcode Barcode Barcode 	Description Editor Not curren Properties Description ns n <i>UofM</i> – Ch se for the di	Cylinder	nal tive the dro	pdown n		e you will	use to id		fy the pa
a. Package L Shipment b. Barcode - Package Package Barcode ckage Dimensio a. Dimensior want to us	Description Editor Not curren Properties Description ns n <i>UofM</i> – Ch se for the di	Cylinder Cylinder Is Inac noose from imensions of Inch Centimeter	nal tive the dro of the pa	pdown n		e you will	use to id		fy the pa
a. Package L Shipment b. Barcode - Package Barcode Barcode a. Dimension a. Dimension	Description Editor Not curren Properties Description ns n <i>UofM</i> – Ch se for the di	Cylinder Cylinder Is Inac noose from imensions of Inch Centimeter Foot	nal tive the dro of the pa	pdown n		e you will	use to id		fy the pa
 a. Package L Shipment b. Barcode – Package Package Barcode Barcode Ckage Dimension a. Dimension Length 	Description Editor Not curren Properties Description ns n <i>UofM</i> – Ch se for the di	Cylinder Cylinder Is Inac noose from imensions of Inch Centimeter Foot Inch Meter	nal tive the dro of the pa	pdown n		e you will	use to id		fy the pa
 a. Package L Shipment b. Barcode - Package Package Barcode Barcode Barcode Dimension a. Dimension Length Width 	Description Editor Not curren Properties Description ns a <i>UofM</i> – Ch se for the di UofM	Cylinder Cylinder Is Inac noose from mensions of Inch Centimeter Foot Inch Meter Millimeter	nal tive the dro of the pa	pdown n		e you will	use to id		fy the pa
 a. Package L Shipment b. Barcode – Package Package Barcode Barcode Dimension a. Dimension Length Width Height 	Description Editor Not curren Properties Description ns a <i>UofM</i> – Ch se for the di UofM	Cylinder Cylinder Is Inac noose from imensions of Inch Centimeter Foot Inch Meter	nal tive the dro of the pa	pdown n		e you will	use to id		fy the pa
 a. Package L Shipment b. Barcode - Package Package Barcode Barcode Barcode Dimension Length Width Height Weight Uc 	Description Editor Not curren Properties Description ns a <i>UofM</i> – Ch se for the di UofM	Cylinder Cylinder Is Inac noose from mensions of Inch Centimeter Foot Inch Meter Millimeter	nal tive the dro of the pa	pdown n		e you will	use to id		fy the pa
 a. Package L Shipment b. Barcode - Package Package Package Darcode a. Dimension Length Weight Weight b. Length/With 	Description Editor Not curren Properties Description ns <i>u UofM</i> – Cl se for the di UofM	Cylinder Cylinder Is Inac noose from imensions of Inch Centimeter Foot Inch Meter Millimeter Yard	nal ctive the dro of the pa	opdown n ackage	nenu the s	e you will	use to id	c unit	fy the pa
 a. Package L Shipment b. Barcode - Package Package Barcode Barcode Dimension Length Width Height Weight Uc Weight b. Length/Wichose abo 	Description Editor Not curren Properties Description ns <i>u UofM</i> – Cl se for the di UofM	Cylinder Cylinder Is Inac noose from imensions of Inch Centimeter Foot Inch Meter Millimeter Yard Center th	nal ctive the dro of the pa r	pdown n ackage	nenu the s	e you will tandard o	use to id	c unit	fy the pa of meas
 a. Package L Shipment b. Barcode - Package Package Package Darcode Package Darcode Barcode Barcode Dimension Length Width Height Weight Uc 	Description Editor Not curren Properties Description ns <i>a UofM</i> - Ch se for the di UofM idth/Height ve ofM - Choos se for the w	Cylinder Cylinder Is Inac Contineter Foot Inch Meter Millimeter Yard Se from the eight of the	e dimen	pdown n ackage sions of own men	nenu the s	e you will tandard o	use to id	c unit	fy the pa of meas
 a. Package L Shipment b. Barcode - Package Package Barcode Barcode Dimension Length Width Height Weight Uc Weight Uc Chose abo C. Weight Uc 	Description Editor Not curren Properties Description ns <i>a UofM</i> - Ch se for the di UofM idth/Height ve ofM - Choos se for the w	Cylinder Cylinder Is Inac noose from imensions of Inch Centimeter Foot Inch Meter Millimeter Yard Se from the	e dimen	pdown n ackage sions of own men	nenu the s	e you will tandard o	use to id	c unit	fy the pa of meas

d. Weight - Enter the weight of the package based on the unit of measure you chose above

Dimension UofM	Inch	~
Length	12.0	
Width	3.0	
Height	3.0	
Weight UofM	LBS	~
Weight	0.25	

5. Package Options

- a. *Is Large Package* Check the checkbox to have the package automatically make appropriate selections in Shipment Editor when the package is added to the shipment
- b. Is Additional Handling Needed Check the checkbox to have the package automatically make appropriate selections in Shipment Editor when the package is added to the shipment Package Options

Is Large Package Is Additional Handling Needed 6. When you have filled out all the information, click the OK button to save the package Package Editor Package Properties Package Description Cylinder Barcode Is Inactive Package Dimensions Dimension UofM Inch v 12.0 Length Width 3.0 Height 3.0 Weight UofM LBS v Weight 0.25 Package Options Is Large Package Is Additional Handling Needed OK Cancel

Editing an Existing Package

To edit an existing package highlight it in the grid and click the **Edit** button. Alternatively, you can click on the Package Description's hyperlink to bring up the Package Editor.

🚱 Packages 🗙				
📑 Close 🚯 New 🔞 D	elete 📝 Edit			
Packages				
Package Description	Length	Width	Height	Weight
Cylinder	12.0	3.0	3.0	0.25