



## 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.

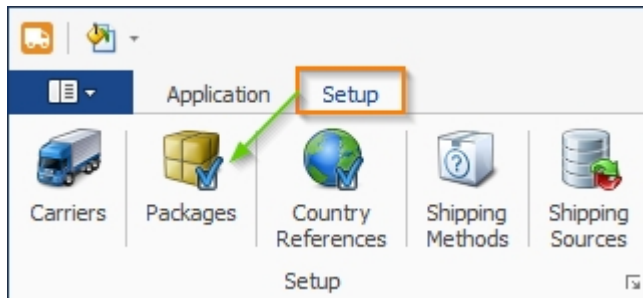
**Note:** This documentation covers package setup functionality for ShipCenter versions 1.2 and earlier. For documentation on packing in ShipCenter in versions 1.2 and newer, please reference [Packing in ShipCenter](#).

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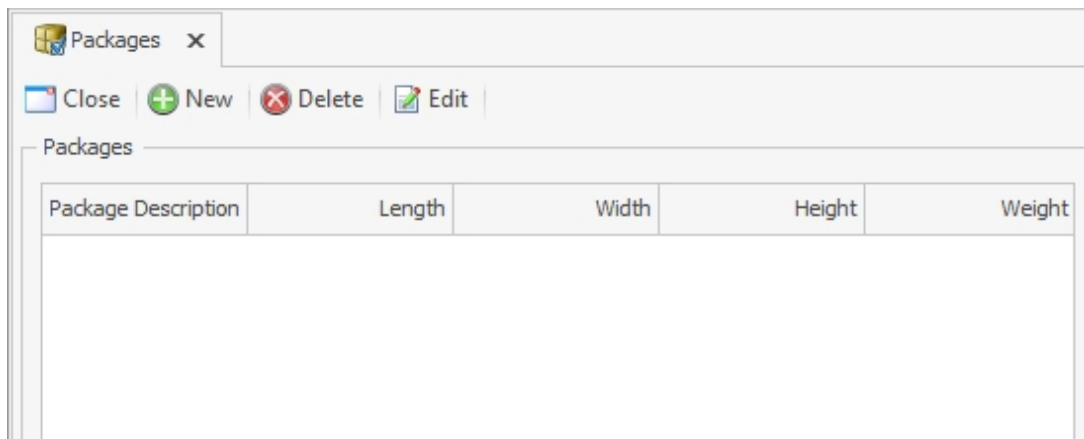
### Location

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:



### 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:

The screenshot shows the 'Package Editor' window. It has three main sections: 'Package Properties', 'Package Dimensions', and 'Package Options'.  
 - **Package Properties:** Contains a 'Package Description' text field, a 'Barcode' text field, and an 'Is Inactive' checkbox.  
 - **Package Dimensions:** Contains a 'Dimension UoM' dropdown menu (set to 'Inch'), 'Length' text field (0.0), 'Width' text field (0.0), 'Height' text field (0.0), a 'Weight UoM' dropdown menu (set to 'LBS'), and a 'Weight' text field (0.0).  
 - **Package Options:** Contains two checkboxes: 'Is Large Package' and 'Is Additional Handling Needed'.  
 At the bottom right are 'OK' and 'Cancel' buttons.

3. Package Properties
  - a. *Package Description* - Enter a description for the package you will use to identify the package in Shipment Editor
  - b. *Barcode* - Not currently functional

Package Properties	
Package Description	Cylinder
Barcode	
<input type="checkbox"/> Is Inactive	

#### 4. Package Dimensions

- a. *Dimension UoM* – Choose from the dropdown menu the standard or metric unit of measure you want to use for the dimensions of the package

Dimension UoM	Inch
Length	Centimeter
Width	Foot
Height	Inch
Weight UoM	Meter
Weight	Millimeter
	Yard

- b. *Length/Width/Height* – Enter the dimensions of the package based on the unit of measure you chose above
- c. *Weight UoM* – Choose from the drop-down menu the standard or metric unit of measure you want to use for the weight of the package

Weight UoM	LBS
Weight	KGS
	LBS

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

Package Dimensions	
Dimension UoM	Inch
Length	12.0
Width	3.0
Height	3.0
Weight UoM	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	
<input type="checkbox"/> Is Large Package	
<input type="checkbox"/> 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:

Barcode:

☐ Is Inactive

**Package Dimensions**

Dimension UoM:

Length:

Width:

Height:

Weight UoM:

Weight:

**Package Options**

☐ Is Large Package

☐ Is Additional Handling Needed

#### 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** x

Package Description	Length	Width	Height	Weight
<u>Cylinder</u>	12.0	3.0	3.0	0.25