



Package Setup

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Overview

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

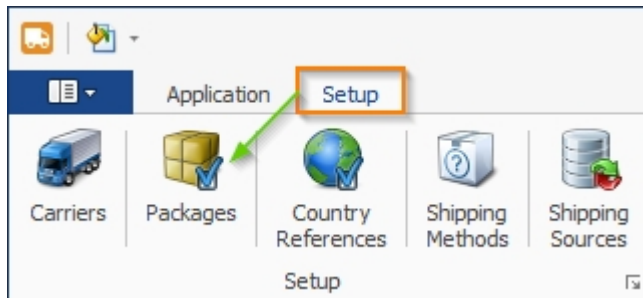
Note: This documentation covers package setup functionality for ShipCenter versions 1.2 and earlier. For documentation on packing in ShipCenter in versions 1.2 and newer, please reference [this documentation](#).

Table of Contents

- [Overview](#)
- [Location](#)
- [Usage](#)
 - [Creating a New Package](#)
 - [Editing an Existing Package](#)

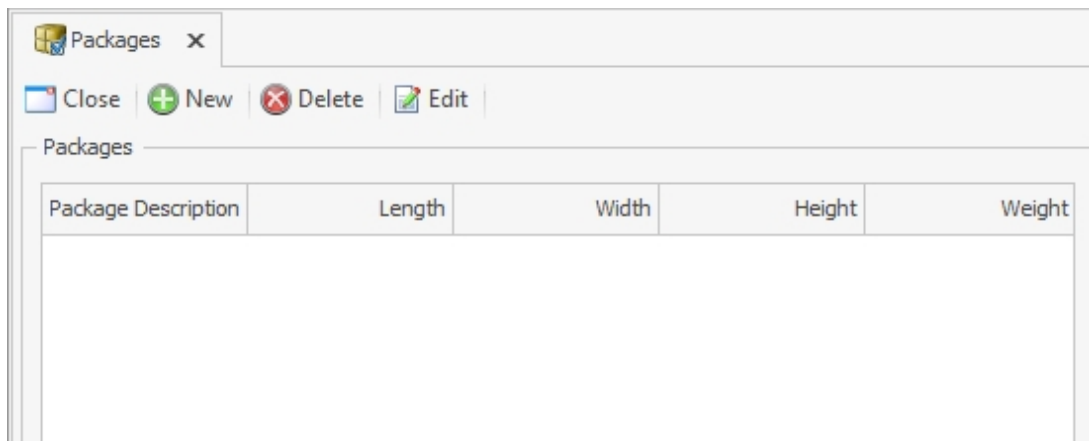
Location

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:



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 'Package Editor' dialog box is divided into three sections:

- Package Properties:** Contains text input fields for 'Package Description' and 'Barcode', and a checkbox labeled 'Is Inactive'.
- Package Dimensions:** Contains dropdown menus for 'Dimension UofM' (set to 'Inch') and 'Weight UofM' (set to 'LBS'). Below these are text input fields for 'Length', 'Width', 'Height', and 'Weight', all containing the value '0.0'.
- Package Options:** Contains two checkboxes: 'Is Large Package' and 'Is Additional Handling Needed', both of which are currently unchecked.

At the bottom right of the dialog 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

Barcode

Is Inactive

4. Package Dimensions

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

Dimension UofM

Length

Width

Height

Weight UofM

Weight

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

Weight UofM

Weight

Package Options

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

Package Dimensions

Dimension UofM

Length

Width

Height

Weight UofM

Weight

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 UoM: Inch

Length: 12.0

Width: 3.0

Height: 3.0

Weight UoM: LBS

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 x

Close New Delete Edit

Packages

Package Description	Length	Width	Height	Weight
Cylinder	12.0	3.0	3.0	0.25