Setting up Pro Pack, either for Basic or Advanced, can be done in one central location.

In PostalMate, choose **Tools > PostalMate Settings > Pro Pack Settings**.

General

Advanced Settings: Choose the custom container options you offer in your store.

Choose Pro Pack Settings

Choose if you wish your default to be **Basic** or **Advanced** Pro Pack. Choose Allow switching on the fly to have both options available.

Basic or Advanced setting:

| Simple | Detailed |

Basic or Advanced Setting:

Choose your default process (you can change between the two at the time of shipping.)

While customer waits = Pack Now and all items and packing materials are on the scale.

Pack after customer leaves = Objects on the scale and Pro Pack will estimate the entire packing job with packing materials weight and dimensions. Retrieve later after the object(s) have been packed.

Fragility (Basic mode settings)

There are 5 fragility levels that determine the proper box size and how much additional labor is charged.

There are 5 Complexity choices to allow you to increase your revenues for more difficult (and presumably more time consuming) packing jobs. Each level can be assigned a pre-designated dollar amount.

PostalMate Settings

General | Fragility | Labor | Materials | Kits | Other

Pro pack mode
- ⦿ Basic ○ Advanced

Fragility levels:

	Description	Cushioning	Add'l Labor	Default
▶	Non-breakable	0 in.	$0.00	☐
	Semi-fragile	1 in.	$1.00	☐
	Fragile	2 in.	$2.00	☑
	Very fragile	3 in.	$3.00	☐
	Delicate	4 in.	$4.00	☐

Complexity levels:

	Description	Add'l Labor	Default
▶	Minimal	$0.00	☐
	Basic	$1.00	☐
	Standard	$2.00	☑
	Complex	$5.00	☐
	Custom	$25.00	☐

Description of selected Fragility level:

Unbreakable contents, such as clothing, paper items, sports equipment.

Description of selected Complexity level:

Insert contents into pre-assembled container, with no filler.

Both short and long descriptions can be edited as needed to comply with packing jobs your store handles.

Sidebar menu (Basic): Add-On Rates, Surcharge Rates, Insurance Settings, Shipping Settings, Drop-Off Settings, **Pro Pack Settings**, Package Receiving, Email Notifications, Sales Tax Settings, Departments & Products, Customer Settings, Scale Settings, Label Settings, Station Settings, Additional Settings

☐ Show hints | Back | Next | Close | Help | Save | Cancel

Fragility (Advanced Mode Settings)

*For **Advanced** mode: Simply set the cushioning and default cushioning (labor is handled by time in advanced mode). Descriptions can be modified to suit your store's process.*

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Additional Settings

General | Fragility | Labor | Materials | Kits | Other

Pro pack mode
- ○ Basic ⦿ Advanced

When doing a packing job, you'll indicate how fragile the item is. This will determine how it will be packed.

Fragility levels:

	Description	Cushioning	Default
▶	Non-breakable	0 in.	☐
	Semi-fragile	1 in.	☐
	Fragile	2 in.	☑
	Very fragile	3 in.	☐
	Delicate	4 in.	☐

Description of selected level:

Unbreakable contents, such as clothing, paper items, sports equipment.

☐ Show hints | Back | Next | Close | Help | Save | Cancel

Labor (Advanced mode settings)

For advanced Pro Pack, labor is calculated by time. Here you can assign how much time it takes to do specific types of packing jobs.

Enter your default labor rate per hour here.

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Station Settings

Default labor rate: $ 45.00   per hour

Default assembly times:

Configuration	Minutes
Box only	5
Box w/fill	6
Box w/wrap/fill	10
Double box w/wrap/fill	16
Box w/double wrap/fill	25

Activity	Minutes
Collar	10
Sandwich	5
Skid	5
Pallet	0
Custom box	15
Modified box	5
Combined boxes	5
Cut down box	5

Minimum charges:

Job Type	Amount
Regular box	$2.00
Solid crate	$40.00

Save   Cancel

Close   Help

Enter minimum charges here.

Enter the default minutes for specific types of packing jobs.

Extra activities may require more minutes, such as "combining boxes". Enter those minutes here.

Materials (Basic and Advanced setup)

Setting up your packing materials is easy using the **Materials** button on the **Pro Pack Settings screen**.

1. Existing packing materials entered in PostalMate can be managed here.

   - **Box:** The weight of each box, dimensions, thickness of each box, as well as retail cost can be reviewed and updated quickly. To **Add** or **Edit** a box, use the buttons on the right side of this screen.

   - **Fill:** Add or update the weight and retail cost of your Pro Pack fillers. Use the **Add** or **Edit** button to make changes or add new fillers.

   - **Cardboard:** Add or edit cardboard sheets that your store may carry to build boxes for shipping.

   - **Wrap:** Add or update the weight and retail cost of your wrap. Use the **Add** or **Edit** button to make changes or add new fillers.

   - **Liner:** Add or update the weight and retail cost of your liners. Use the **Add** or **Edit** button to make changes or add new fillers.

Materials (Basic and Advanced setup) continued...

> Each box needs weight, inner dimensions, box thickness and a retail rate, in order to estimate accurately.

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General | Fragility | Labor | **Materials** | Kits | Other

Type
◉ Packing materials   ○ Crating materials

Box
Fill
Cardboard
Wrap
Liner

Description	Lbs.	Oz.	Dim1	Dim2	Dim3	Thick	Retail
▸ Tube 48x03	1	0	48	3	3	0.25	$5.29
Box 36x06x30 DW SM Pict	5	3	36	30	6	0.25	$27.66
Box 45x07x35 DW MD Pict	8	2	45	35	7	0.25	$33.22
Box 56x06x43 DW LRG Pict	10	3	56	43	6	0.25	$44.33
Box 32x32x32 DW	11	2	32	32	32	0.25	$42.77
Box 22x22x22 DW	6	3	22	22	22	0.25	$23.99
Box 20x20x20 DW	5	9	20	20	20	0.25	$11.88
Box 18x18x18 DW	4	0	18	18	18	0.25	$10.88
Box 09x06x03	0	4	9	6	3	0.25	$1.44
Box 12x10x03	0	6	12	10	3	0.25	$2.22

Set types
Set defaults
Display order

➕ Add   ✏ Edit

> See below for Set Types:

> Add or edit packing materials here.

✔ Save   ✖ Cancel

⬅ Back   Close   ? Help

Materials: Set types

Some packing materials may need to be updated to the proper "type". Click the Set Type button and skim through packing materials and assign to the proper category as needed.

Packing Material Setup and Maintenance

Set Up Packing Materials

SKU	Description	Retail	Packing mat. type
	STEM/PIECE	$5.50	None
	STYRO BD 1" x 4 cf	$14.00	None
	STYRO BD 2" X 4cf	$19.00	None
	TELEVISION - 13-15"	$51.00	None
	FillPak Paper	$0.20	Fill
	Static Bag, 18x18	$3.50	Fill
	Tube 48x03	$5.29	Box
	Air Tubes	$0.35	Fill
360630	Box 36x06x30 DW SM Pict	$27.66	Box
450735	Box 45x07x35 DW MD Pict	$33.22	Box
	Foam Wrap	$0.20	Fill
560643	Box 56x06x43 DW LRG Pict	$44.33	Box
	Styro, 2"	$1.00	Fill

To set type, select one or more products then choose type from the list

Box
Fill
Cardboard
Wrap
Liner
Plywood
Brace/runner
Plank
Screw

✔ OK   ? Help

Materials: Set Defaults

Choose the Set Defaults button to set default material types. This is an important step.

Materials: Display order

Choose the Set Display order button to set the order you wish your packing materials to display in.

Materials: Box Customizations (Advanced Setting)

For advanced Pro Pack, you tell PostalMate which boxes you use for "combining" and "reconfiguring".
You can also tell PostalMate the scoring increments that you use to cut down a box.

Select a box and choose Edit.

If you use this box to combine with another box, checkmark "Allow combining"

If you use this box reconfigure to a different size, checkmark "Allow reconfiguring".

Choose "Calculate" and PostalMate will auto populate the scoring increments. Additional increments can manually be added as desired.

Kits

You can create pre-defined packing "kits" for commonly packed items, allowing you to set up packing jobs in seconds.

When shipping a pack later or pack now shipment, you will have an option to select a kit and it will pre-populate container and fillers for you automatically.
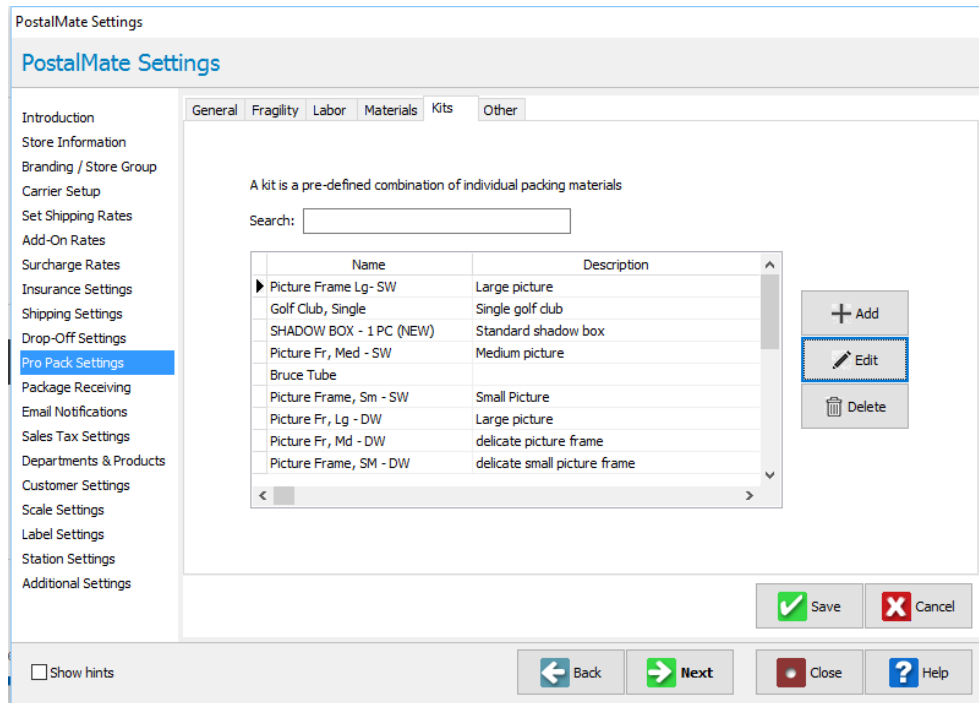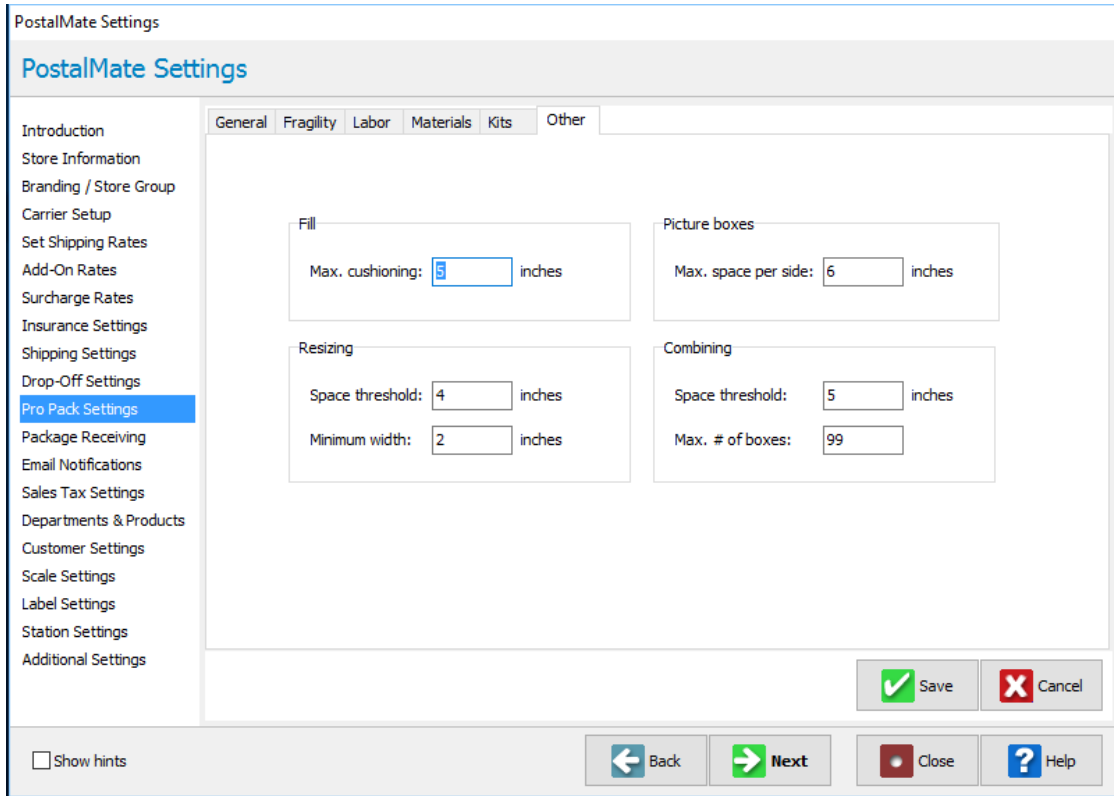

1. Choose **Kits** tab on the Pro Pack Settings screen.

2. Select **Add** to set up a new kit.

3. Give the kit a name and add a description if desired.

4. Select the container(s) and filler(s) that you use with this type of packing job as well as the quantities.

5. Select the **Fragility level** and **Complexity level** for this packing job.

6. Click **OK** to save your settings.
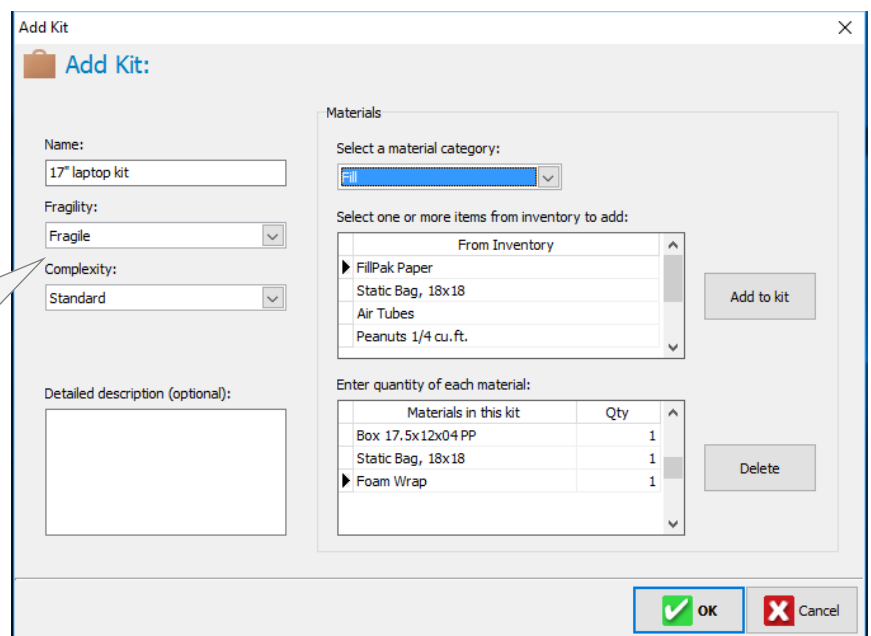
Other

The Other tab is used for maximum thresholds for Fill, Resizing and combining. Generally, the defaults entered here work fine and typically do not need to be changed.