

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.

**PostalMate Shipping System - Pro Pack: Item(s) to be packed**

Item characteristics: Dimensions: 0 x 0 x 0, Description: [ ]

Select from either column:

Non-breakable	Items that are sturdy but could be subject to minor damage if subjected to impact, including wooden objects, hardbound books, toys and fruit.
Semi-fragile	Items that should be well-protected against impact, shock, or vibration. Examples are small appliances, inexpensive electronics, and personal
<b>Fragile</b>	Items that should be well-protected against impact, shock, or vibration. Examples are small appliances, inexpensive electronics, and personal
Very fragile	Items that should be well-protected against impact, shock, or vibration. Examples are small appliances, inexpensive electronics, and personal
Delicate	Items that should be well-protected against impact, shock, or vibration. Examples are small appliances, inexpensive electronics, and personal

Can rotate to fit (uncheck for tall items)

More Detail

PostalMate Shipping System - Pro Pack: Item(s) to be packed

Item characteristics: Dimensions: 0 x 0 x 0, Description: [ ], Empty space: 0 % (hollow, needs filler), Value: 0, Quantity: 1, Items just like this

Select from either column:

Non-breakable	Items that are sturdy but could be subject to minor damage if subjected to impact, including wooden objects, hardbound books, toys and fruit.
Semi-fragile	Items that should be well-protected against impact, shock, or vibration. Examples are small appliances, inexpensive electronics, and personal
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Can rotate to fit (uncheck for tall items)

Less Detail

## Fragility (Basic mode settings)

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.

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

The screenshot shows the 'PostalMate Settings' window with the 'Pro Pack Settings' tab selected. The 'Pro pack mode' is set to 'Basic'. The 'Fragility levels' table is as follows:

Description	Cushioning	Add'l Labor	Default
Non-breakable	0 in.	\$0.00	<input type="checkbox"/>
Semi-fragile	1 in.	\$1.00	<input type="checkbox"/>
Fragile	2 in.	\$2.00	<input checked="" type="checkbox"/>
Very fragile	3 in.	\$3.00	<input type="checkbox"/>
Delicate	4 in.	\$4.00	<input type="checkbox"/>

The 'Complexity levels' table is as follows:

Description	Add'l Labor	Default
Minimal	\$0.00	<input type="checkbox"/>
Basic	\$1.00	<input type="checkbox"/>
Standard	\$2.00	<input checked="" type="checkbox"/>
Complex	\$5.00	<input type="checkbox"/>
Custom	\$25.00	<input type="checkbox"/>

The 'Description of selected Fragility level' is: 'Unbreakable contents, such as clothing, paper items, sports equipment.' The 'Description of selected Complexity level' is: '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.

## 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.

The screenshot shows the 'PostalMate Settings' window with the 'Pro Pack Settings' tab selected. The 'Pro pack mode' is set to 'Advanced'. The 'Fragility levels' table is as follows:

Description	Cushioning	Default
Non-breakable	0 in.	<input type="checkbox"/>
Semi-fragile	1 in.	<input type="checkbox"/>
Fragile	2 in.	<input checked="" type="checkbox"/>
Very fragile	3 in.	<input type="checkbox"/>
Delicate	4 in.	<input type="checkbox"/>

The 'Description of selected level' is: 'Unbreakable contents, such as clothing, paper items, sports equipment.'

## 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.

The screenshot shows the 'PostalMate Settings' window with the 'Labor' tab selected. The interface includes a sidebar with various settings categories, a main content area with input fields and tables, and a bottom control bar with 'Save', 'Cancel', 'Close', and 'Help' buttons.

**Callout 1:** "Enter your default labor rate per hour here." points to the 'Default labor rate: \$ 45.00 per hour' field.

**Callout 2:** "Enter minimum charges here." points to the 'Minimum charges' table.

**Callout 3:** "Enter the default minutes for specific types of packing jobs." points to the 'Default assembly times' table.

**Callout 4:** "Extra activities may require more minutes, such as 'combining boxes'. Enter those minutes here." points to the 'Activity' table.

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

Job Type	Amount
▶ Regular box	\$2.00
Solid crate	\$40.00

## Materials (Basic and Advanced setup)

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

- 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...**

PostalMate Settings

**PostalMate Settings**

Introduction  
Store Information  
Branding / Store Group  
Carrier Setup  
Set Shipping Rates  
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Drop-Off Settings  
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Sales Tax Settings  
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Scale Settings  
Label Settings  
Station Settings  
Additional Settings

General Fragility Labor **Materials** Kits Other

Type  
 Packing materials    Crating materials

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

Box  
Fill  
Cardboard  
Wrap  
Liner

Set types  
Set defaults  
Display order

+ Add   Edit

Save   Cancel

Back   Close   Help

See below for Set Types:

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

Add or edit packing materials here.

**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

**Packing Material Defaults**

**Packing Material Defaults**

Select a default product for each material type. These products will be pre-selected as materials when a packing job requires it.

Material Type	Default Product
Fill	Peanuts 1/4 cu.ft.
Cardboard	Cardboard sheet 96x48 (sample)
Liner	Stryo, 1"
Screw	
<input checked="" type="checkbox"/> Bubble wrap	Bubble Wrap Med
Glass mask	
Acid free	
Light plywood sheet	
Heavy plywood sheet	

Buttons:  OK,  Cancel,  Help

## Materials: Display order

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

**Packing Material Setup and Maintenance**

**Display Order**

Sorting mode:

- Manually
- Automatically by volume
- Alphanumerically

Material type:

- Box
- Fill
- Cardboard
- Wrap
- Liner

Material List:

- Tube 48x03
- Box 36x06x30 DW SM Pict
- Box 45x07x35 DW MD Pict
- Box 56x06x43 DW LRG Pict
- Box 32x32x32 DW
- Box 22x22x22 DW
- Box 20x20x20 DW
- Box 18x18x18 DW
- Box 09x06x03
- Box 12x10x03
- Box 13x13x08
- Box 24x18x22 (UPS 108)
- Box 36x06x06
- Box 50x08x20 Guitar
- Box 52x08x30 DW
- Box 36x24x24 DW (UPS 130)
- Box 30x30x30 DW
- Box 26x26x26
- Box 06x06x06
- Box 47x20x18 DW (UPS Ward)
- Box 08x08x08
- Box 47x20x24 DW (LRG Ward)
- Box 30x15x09

Buttons: Move Up, Move Down, By Volume, Alphanumerically

Buttons:  OK,  Help

## 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.

The screenshot shows the 'PostalMate Settings' window with the 'Materials' tab selected. A table lists various box types with their dimensions and weights. A callout box points to the 'Edit' button for the 'Box 10x10x10' entry.

Description	Lbs.	Oz.	Dim1	Dim2	Dim3	Thick	Retail
Box 30x30x30 DW	12	2	30	30	30	0.25	\$27.66
Box 26x26x26	4	1	26	26	26	0.25	
Box 06x06x06	0	4	6	6	6	0.25	
Box 47x20x18 DW (UPS Ward)	16	8	47	20	18	0.25	
Box 08x08x08	0	6	8	8	8	0.25	
Box 47x20x24 DW (LRG Ward)	17	6	47	24	20	0.25	\$25.4
Box 30x15x09	2	2	30	15	9	0.25	\$6.3
Box 10x10x10	0	11	10	10	10	0.25	\$2.1
Box 12x12x12	0	15	12	12	12	0.25	\$3.
Box 24x16x12 DW	3	6	24	16.5	12	0.25	\$8.

The screenshot shows the 'Edit Packing Material: Box 10x10x10' dialog. It includes fields for Type, Reference, Inner dimensions, and Weight per unit. The 'Box customizations' tab is active, showing 'Scoring increments' and checkboxes for 'Allow combining' and 'Allow reconfiguring'. Callouts provide instructions on how to use these features.

**Scoring increments:** 6, 8

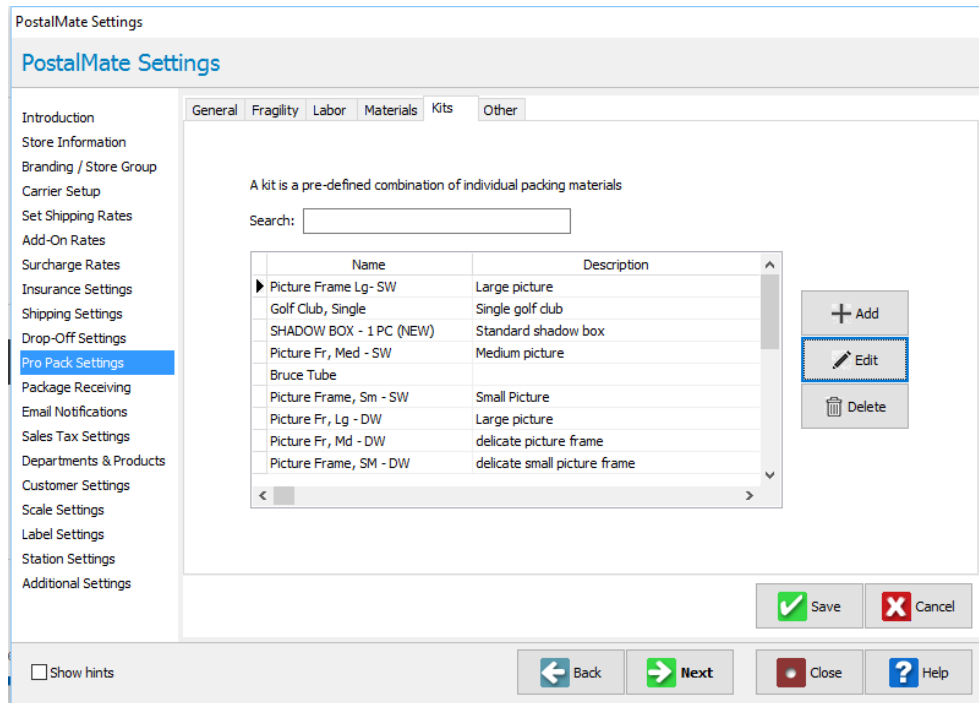
**Weight per unit:** 0 lbs. 11 oz. per EA

**Options:**  Allow combining,  Allow reconfiguring

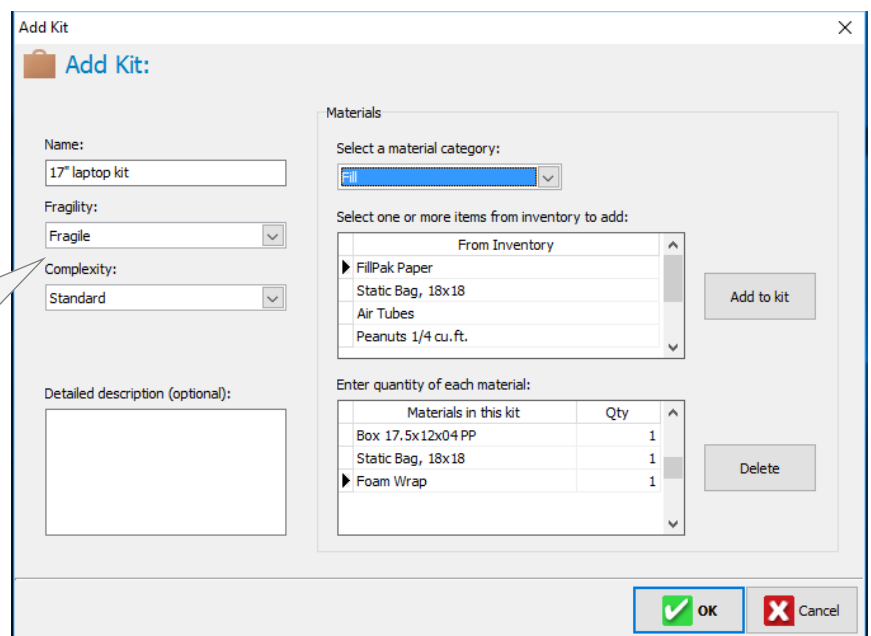
## Kits

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.

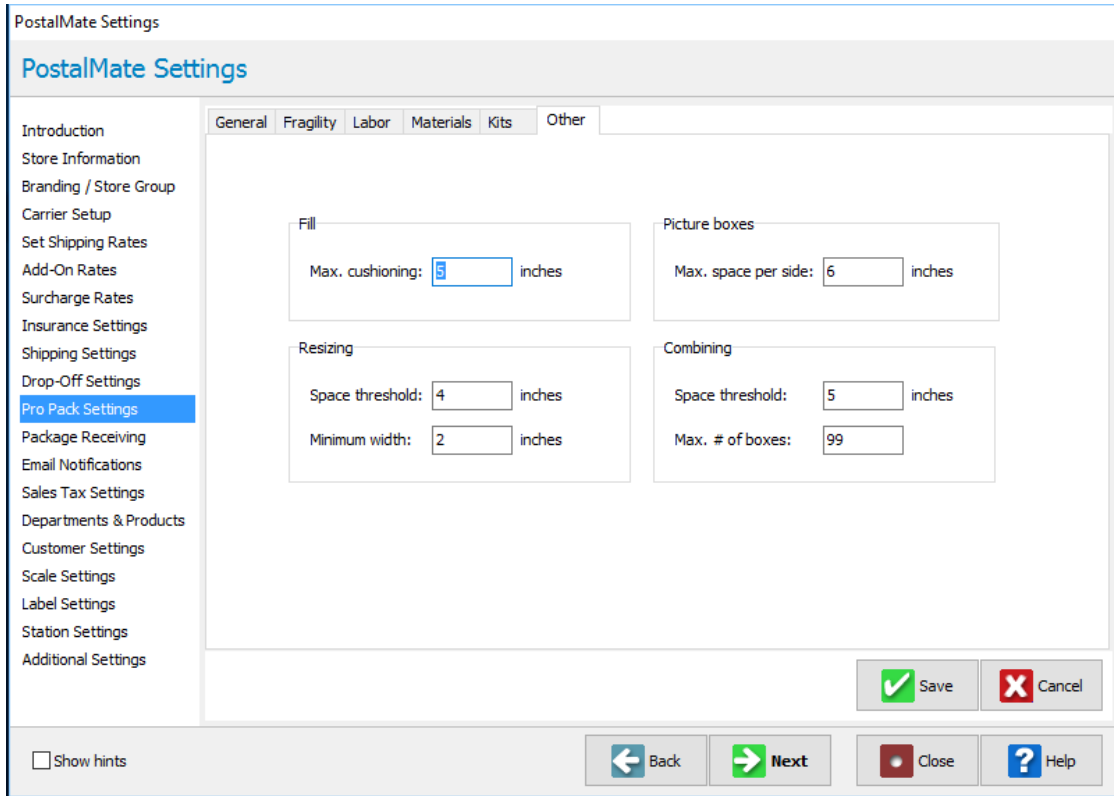


1. Choose **Kits** tab on the Pro Pack Settings screen.
2. Select **Add** to set up a new kit.
3. Give the kit a name and add a description if desired.
4. Select the container(s) and filler(s) that you use with this type of packing job as well as the quantities.
5. Select the **Fragility** level and **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.



The screenshot shows the 'PostalMate Settings' application window. The 'Other' tab is selected, displaying settings for 'Fill', 'Picture boxes', 'Resizing', and 'Combining'. The 'Fill' section has 'Max. cushioning' set to 5 inches. The 'Picture boxes' section has 'Max. space per side' set to 6 inches. The 'Resizing' section has 'Space threshold' set to 4 inches and 'Minimum width' set to 2 inches. The 'Combining' section has 'Space threshold' set to 5 inches and 'Max. # of boxes' set to 99. The interface includes a sidebar with various settings categories, a 'Show hints' checkbox, and navigation buttons for 'Back', 'Next', 'Save', 'Cancel', 'Close', and 'Help'.

Section	Setting	Value	Unit
Fill	Max. cushioning	5	inches
	Max. space per side	6	inches
Resizing	Space threshold	4	inches
	Minimum width	2	inches
Combining	Space threshold	5	inches
	Max. # of boxes	99	