QUICKGUIDE *for*
ePages

Release date: 18/06/2020

Installation

1. Go to **"Apps"**
2. Click "Shiptimize & PakketMail"
3. Accept the permissions
   a. **read_orders, write_orders** - Get order information: shipping address, product list, order weight. Send back the Tracking Id and status updates.
   b. **read_script_tags, write_script_tags** - used to set the script that checks if an order was completed, so you can automatically import orders
4. Installation completed

Configuration

In Shiptimize go to: "Settings" > "Connect" > "Shop Details"
In PakketMail go to: "Settings" > "Shops"

Name (Of Shop)

Icy-mud-0784

How Are Orders Imported?

Only use manual import

What Status Will Be Accepted?

Accept any order

What Status Will Be Set After Import?

Make no change

What Status Will Be Set After Label Is Printed?

Make no change

What Status Will Be Set On Delivery?

Make no change

✔ Update Track Code To Shop

CARRIER TABLE

Refresh Shipping Methods

ePlugin Name	Carrier	Options	Exclude Shipping Method from import
Express Delivery	-		☐

Carrier configuration

1. Under **"Shipping Methods",** choose a carrier for each shipping method in ePages.
   If you do not select a shipping method, your default carrier will be assigned.

2. If you set an option for a carrier in a shipping method, <u>all orders you import that ship with that shipping method will be assigned those options</u>.

3. If you want to exclude from import all orders that ship with a **"Shipping Method"**, click the checkbox under **"Exclude Shipping Method from import"**.

4. ePages shipping methods are saved on the Shiptimize & PakketMail Application when you install the ePages plugin. If you <u>add more methods in ePages</u> and want to assign a carrier these new methods, click **"Refresh Shipping Methods."**

Manually Import Orders

1. You can choose to import only paid orders by selecting **"Paid"** under **"What Status Will Be Accepted?"** in the shop settings.

2. To import orders in the Shiptimize & PakketMail application, go **to "Shipping"> "Create Shipment"> "Shop Import"** and click **"Start Import".**

Automated Import

1. You can configure the plugin to import orders automatically. Under "how are orders imported" choose one of the following:

    1.1. When the order is created. - Imports new orders when client finishes the checkout

Automated updates between Shiptimize / PakketMail and ePages

1. If you enable **"Update Track Code To Shop"** in the shop settings, when you create a Label, the Shiptimize application sends the tracking Id to ePages.

2. You can configure Shiptimize/PakketMail to send shipment status updates to ePages. On your shop settings select the appropriate status for:

    2.1.   "What status will be set after Import?"

    2.2.   "What status will be set after label is printed?"

    2.3.   "What status will be set on Delivery?"