



Pick Pack, & Ship

Client Installation and Use

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Table of Contents

- Introduction to the Pick, Pack & Ship Application 3
 - Prerequisites 3
 - Prepare Orders in the Site Manager.....4
- Install and Configure the Pick, Pack, & Ship Application 5
 - Download 5
 - Install 5
 - Launch the Pick, Pack & Ship Application.....6
 - Configure Application Options.....7
- Process and Print Labels.....9
 - Manually Retrieve and Print Labels.....9
 - Automatically Retrieve and Print Labels 10

Introduction to the Pick, Pack & Ship Application

The Aptos Digital Commerce platform allows you to print batches of shipping labels and packing slips using the Pick, Pack & Ship application. The purpose of this document is to guide you through the installation, configuration, and use of the Pick, Pack & Ship application.

Prerequisites

1. Verify that you can access the Pick, Pack & Ship screen at **Commerce > Shipping > Pick, Pack & Ship** in the site manager. If not, ask your website administrator to add the shipping permissions to your account within Users > Website Settings.
2. Review the *Pick, Pack & Ship* Knowledge Base article #1254. Access this article quickly by clicking the Quick Help link located on the site manager's Commerce > Shipping > Pick, Pack & Ship page.
3. Check the **Default Generate Labels** checkbox in the **Express Shipping Rates, Tracking and Label Processing Settings** panel on Commerce > Shipping > Settings.
4. Verify that your shipping carrier credentials have been approved for shipping label generation. If you are not sure, please check with your Client Manager.
5. Verify that the correct order and item statuses are configured for Pick, Pack & Ship. If you are not sure, please check with your Client Manager. We recommend the following:

a. If you authorize funds at checkout and capture funds upon shipment.

Order status:

- (20) - Ordered, Payment Authorized
- (12) - Processed – Shipping Pending
- (31) - Partially complete – Shipping Pending

Item status:

- (4) - Ordered
- (23) - Item Processed – Shipping Pending
- (31) - Partially Complete – Shipping Pending

b. If you capture funds at checkout.

Order status:

- (12) - Processed – Shipping Pending
- (31) - Partially Complete – Shipping Pending

Item status:

- (23) - Item Processed – Shipping Pending
- (31) - Partially Complete – Shipping Pending

6. Verify that you are able to print to the printer that will be used to print shipping labels.
7. Verify that your computer meets the following requirements:
 - Internet Access
 - Adobe Reader

- .NET Framework Version 3.5 or Greater
 - To determine if you have .NET Framework 3.5 installed, perform a Search function on your system
- Shared Printer Access
- PO/Pick list Printer, (e.g. Laser Printer)

Prepare Orders in the Site Manager

In order to print labels via the Pick, Pack & Ship client, you must first have orders located in the Pick, Pack & Ship queue of the site manager. To queue up orders for printing Pick, Pack & Ship labels, follow these steps:

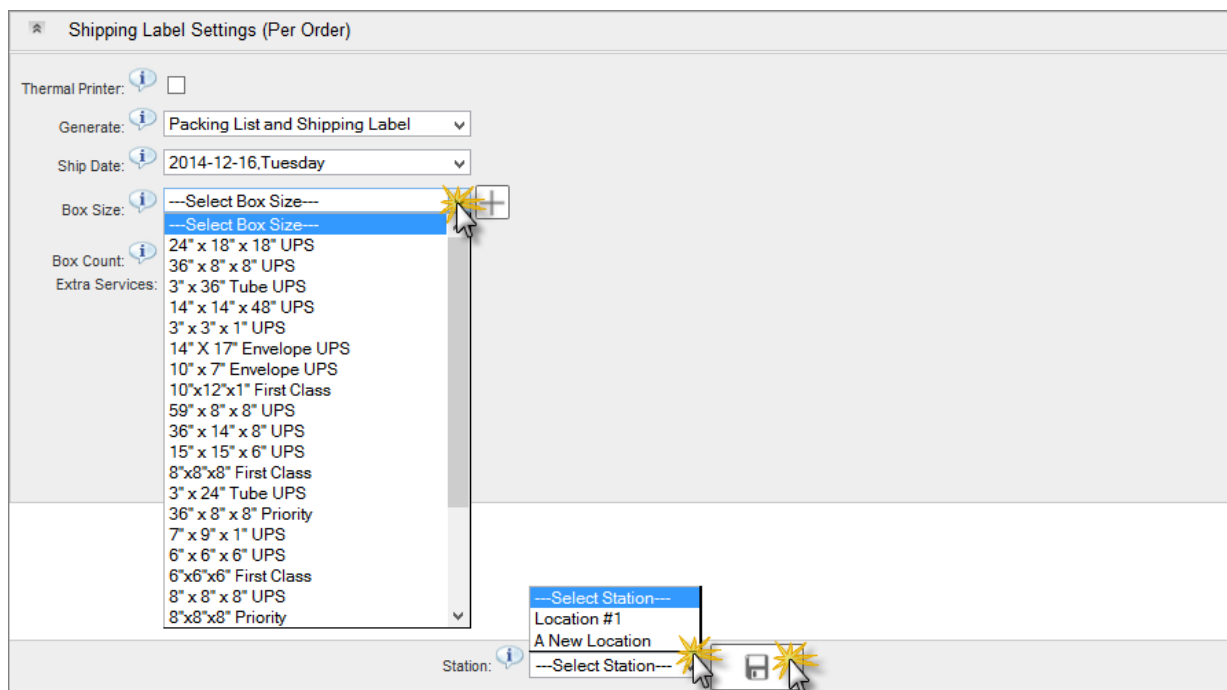
A. Create Test Order

You can create a test order on the retail order screen within **Commerce > Create Order > Retail Order**. Alternatively, you can create a test order on the front end of the website.

Place the test order using the test credit card provided by Aptos Digital Commerce within **Users > Website Settings > General > General Information > Test Card Numbers**.

B. Generating Labels Files for the Pick, Pack & Ship Client

1. Navigate to **Commerce > Shipping > Pick, Pack & Ship**.
2. Select the order items for which you want to print **Pick Lists** or **Packing Slips**.
3. Scroll down to the **Shipping Label Settings (Per Order)** section and select a box size.
4. Click the **Save** button at the bottom of the screen (Create Labels).



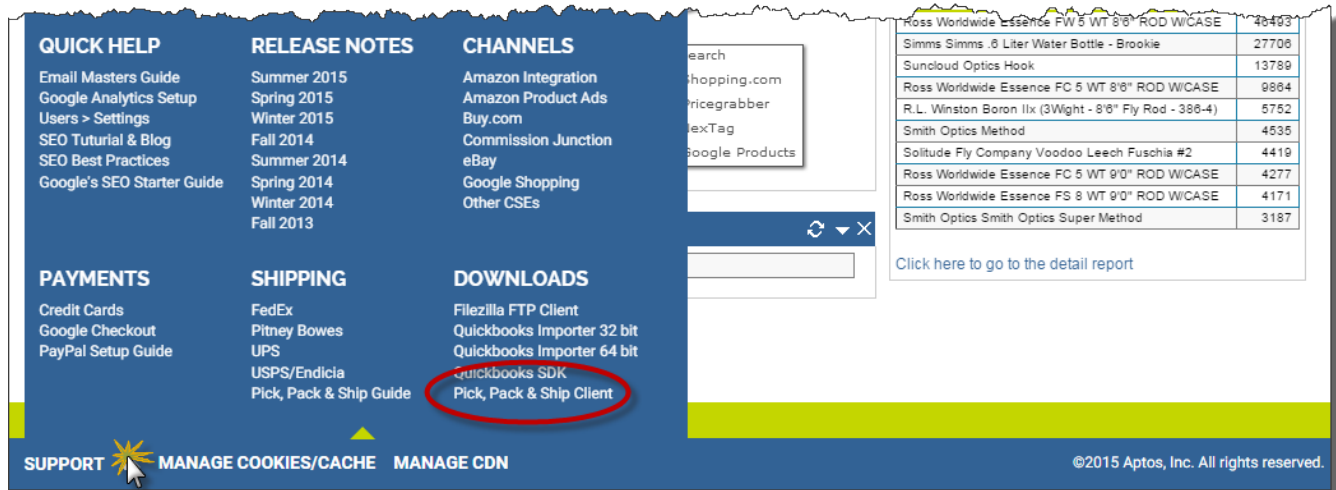
The screenshot shows the 'Shipping Label Settings (Per Order)' form. It includes the following fields and options:

- Thermal Printer:** A checkbox that is currently unchecked.
- Generate:** A dropdown menu set to 'Packing List and Shipping Label'.
- Ship Date:** A date picker set to '2014-12-16, Tuesday'.
- Box Size:** A dropdown menu with a list of box sizes, including '24" x 18" x 18" UPS', '36" x 8" x 8" UPS', '3" x 36" Tube UPS', '14" x 14" x 48" UPS', '3" x 3" x 1" UPS', '14" X 17" Envelope UPS', '10" x 7" Envelope UPS', '10"x12"x1" First Class', '59" x 8" x 8" UPS', '36" x 14" x 8" UPS', '15" x 15" x 6" UPS', '8"x8"x8" First Class', '3" x 24" Tube UPS', '36" x 8" x 8" Priority', '7" x 9" x 1" UPS', '6" x 6" x 6" UPS', '6"x6"x6" First Class', '8" x 8" x 8" UPS', and '8"x8"x8" Priority'. The '24" x 18" x 18" UPS' option is currently selected.
- Box Count:** A field for entering the box count.
- Extra Services:** A section for selecting additional services.
- Station:** A dropdown menu set to '---Select Station---'.

Install and Configure the Pick, Pack, & Ship Application

Download

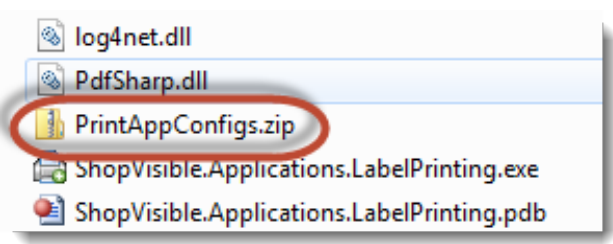
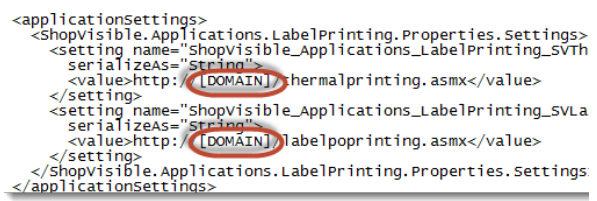
The **Printing Application** can be found under the Downloads section of the site manager **Support Tab**. Click on the **Pick, Pack & Ship Client** link and download the file to your desktop or to your local downloads folder.



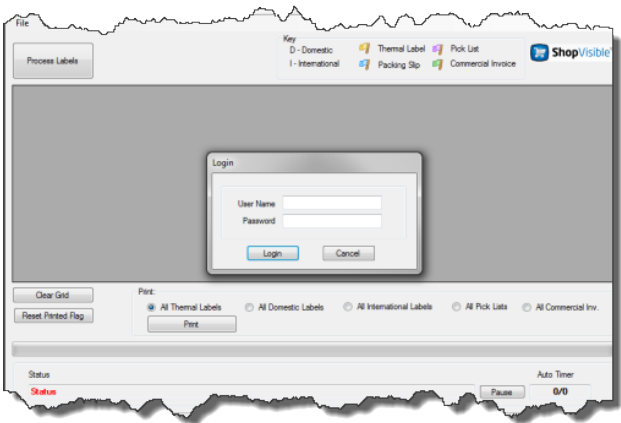
Install

Once the file is downloaded, follow these steps to install it on your desktop.

Create a folder on your C drive [Computer > Local Disk (C:)] called Aptos .	
Within this folder, create 2 additional folders called Printing and Archive Files .	
Extract the downloaded zip folder into the Printing folder. The path will be C:\Aptos\Printing\ The extracted files should now be located in the ThermalPrint folder. The path will be C:\Aptos\Printing\ThermalPrint	<p>The screenshot shows a file explorer window with the path 'OS (C:) > ShopVisible > Printing > ThermalPrint'. The folder contains the following files: log4net.dll, PdfSharp.dll, PrintAppConfigs.zip, ShopVisible.Applications.LabelPrinting.exe, ShopVisible.Applications.LabelPrinting.exe.config, ShopVisible.Applications.LabelPrinting.pdb, ShopVisible.Core.Logging.dll, ShopVisible.Core.Logging.pdb, ShopVisible.Core.ThermalPrinter.dll, ShopVisible.Core.ThermalPrinter.pdb, ShopVisible.Core.ThermalPrinter.xml, and ShopVisible-Debug.log.</p>

<p>The zip file contains a second zip file named PrintAppConfigs.zip.</p> <p>Extract the PrintAppConfigs.zip file into the ThermalPrint sub-folder.</p> <p>The path will be: C:\Aptos\Printing\ThermalPrint</p>	
<p>Open ShopVisible.Applications.LabelPrinting.exe.config file in a text editor, i.e. Notepad.</p> <p>Scroll down to the bottom of the file within the <applicationSettings> section and replace [DOMAIN] with your site's domain removing the brackets. Include www for your live site. (example: www.Aptos.com)</p> <p>Note: If you are testing in a staging site first, do not include the www and change to your real URL before launching on your live site.</p> <p>Save and Close the file.</p>	 <pre><applicationSettings> <ShopVisible.Applications.LabelPrinting.Properties.Settings> <setting name="ShopVisible.Applications_LabelPrinting_SVTh serializeAs="String"> <value>http://[DOMAIN]/thermalprinting.asmx</value> </setting> <setting name="ShopVisible.Applications_LabelPrinting_SVLa serializeAs="String"> <value>http://[DOMAIN]/labelprinting.asmx</value> </setting> </ShopVisible.Applications.LabelPrinting.Properties.Settings> </applicationSettings></pre>

Launch the Pick, Pack & Ship Application

<p>Note that ShopVisible, not Aptos, is part of the file names. Click the ShopVisible.Application.LabelPrinting.exe application within the created C:\Aptos\Printing\ThermalPrint folder to open the Pick, Pack & Ship application. You should see this screen upon opening the application.</p> <p>Tip: You may opt to create a shortcut to this application and place it on your desktop.</p> <p>Note: If you receive a Security Warning pop-up, select Run.</p>	
<p>Enter your site manager credentials in the User Name and Password Fields. Then, Login.</p>	

Configure Application Options

Prior to use of the Pick, Pack & Ship application, printing options will need to be configured. Click **Tools** at the top of the application window. Select **Options**.

<div><div>A. Label Type</div><div><p>Packing Slip: Select this checkbox if you are printing Packing Slips and labels with this application.</p><p>Pick List: Select this checkbox if you are printing Pick Lists with this application.</p><p>Commercial Invoice: Select this checkbox if you are printing international orders/invoices.</p></div></div>	<div><div><div>Options</div><div><div>Automation</div><div><div><input type="checkbox"/> Automatically Retrieve and Print Labels</div><div><div>15</div><div>minutes</div></div><div><input type="checkbox"/> Automatically Print Labels</div><div><div>3</div><div>second delay to printer</div></div></div><div><div><input type="checkbox"/> Thermal</div><div><input checked="" type="checkbox"/> Packing Slip</div><div><input type="checkbox"/> Pick List</div><div><input type="checkbox"/> Commercial Invoice</div></div><div><div>Thermal Printer</div><div>i.e. \\mycomputename\myprintersharename</div><div>Dom. Laser Printer Name</div><div>Inter'l Laser Printer Name</div><div>Comm. Inv. Printer</div><div>i.e. Brother HL-5240 series</div><div>Comm. Inv. Copies</div><div>1</div><div>Supplier Filter</div><div>*Blank by default. If filtering by suppliers, provide comma delimited list of ID's. i.e. 23,42,4</div><div>File Path</div><div>C:\ShopVisible\Archive Files</div><div>Adobe EXE</div><div>C:\Program Files (x86)\Adobe\Reader 10.0\Reader\AcroRc</div><div>Apply</div><div>Close</div></div></div></div></div>
<div><div>B. Label Printer Path</div><div><p>Laser Printer Name: Enter the shared name of the printer where the labels will be printed.</p><p>Example: Brother HL-5240 Series</p><p><i>Please ensure that the associated printer is a shared device. You can verify this with your IT staff.</i></p></div></div>	<div><div><div>Dom. Laser Printer Name</div><div>Domestic Printer Name</div><div>Inter'l Laser Printer Name</div><div>International Printer Name</div></div></div>
<div><p>Note: A network printer name is a combination of the name of the computer it is attached to and the "share" name of the printer (the name that you gave the printer when it was created and shared). The format looks like this: \\ComputerName\PrinterName.</p><p>If you are unsure of the computer or printer name, please consult your internal IT Team for assistance.</p></div>	

C. Archive Files Destination and Adobe Reader

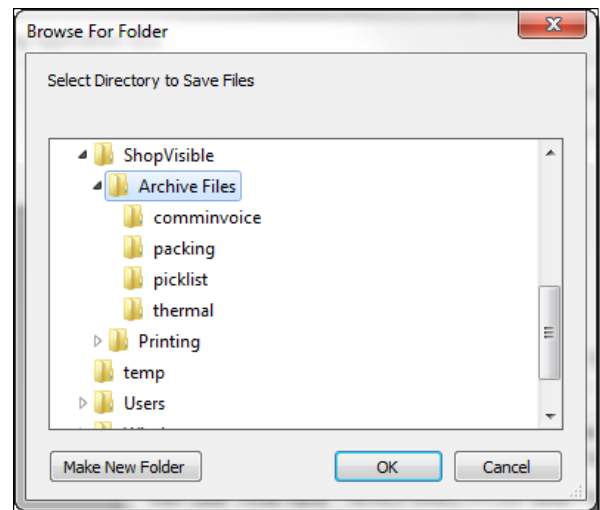
Click the  button next to the **File Path** field.

Locate and select the **Archive Files** folder.

C:\Aptos Digital Commerce\Archive Files

Click **OK**.

This sets the path to deposit the labels in the **Archive Files** folder.



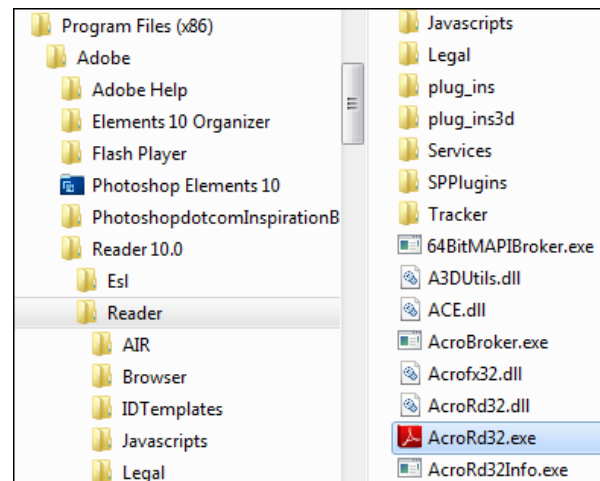
D. Adobe Reader Destination

Click the  button next to the **Adobe EXE** field.

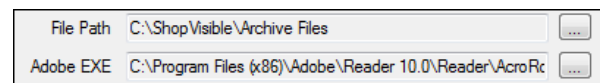
Locate and select the executable file that is on your computer.

For example: C:\Program Files (x86)\Adobe\Reader 10.0\Reader\AcroRd32.exe

Note: This path may be different, depending on the location and version of Adobe installed. Please contact your IT staff if you are unsure what version of Adobe Reader you are using.

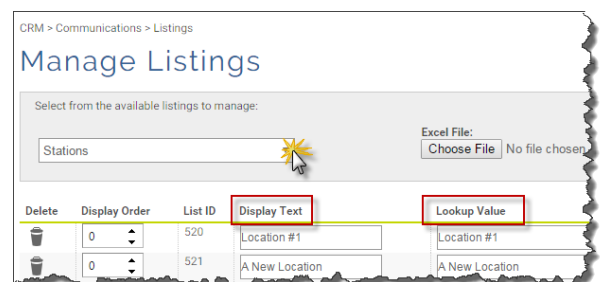


Once the Adobe **.exe** file has been selected, Click the **Apply** button to apply all changes. Click **Close**.



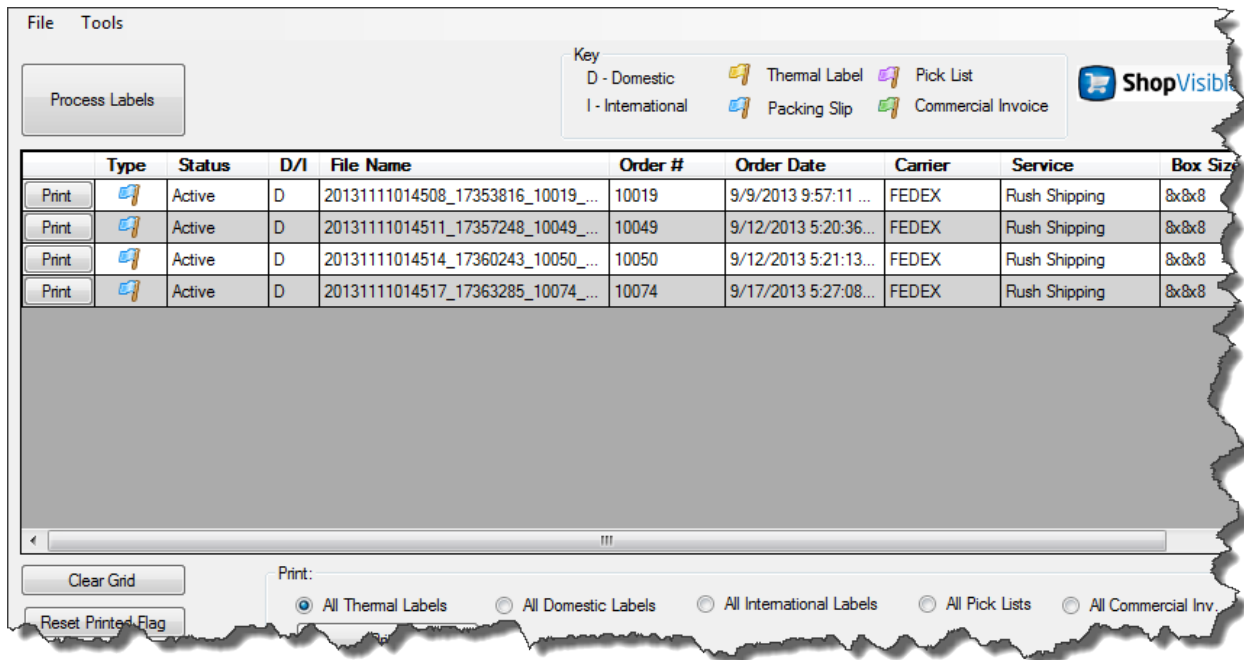
E. Stations

You can configure multiple printers and create labels for different printing stations. At **CRM > Communications > Listings > Stations** enter the **Display Text** and **Lookup Value** for each printer. These labels should be the same.



Process and Print Labels

Manually Retrieve and Print Labels



Click the **Process Labels** button. The Pick, Pack & Ship application will retrieve any new Pick, Pack & Ship labels that have been generated from the site manager. If there are labels available, they will appear in the grid.

All relevant data about each label is displayed in the grid including flags denoting the type of label, as well as, if the label is domestic or international (**D/I**).

There are two possible statuses: **Active** and **Printed**.

- Click "Clear Grid" to clear the grid.
- Click File > Label Archive to view and print an archived label.



If labels in the grid are not printed, then the application will not attempt to download any more labels until the current ones are printed or cleared.

There are three (3) different ways to print a label:

- **Individually:** Click the print button on the row of the grid associated with the label you want to print
- **Grouped:** Select the type of label you wish to print using the radio buttons provided below the grid.
- **Archive:** From the File menu item, select **Label Archive**. You may print a current or historic label that has been stored in the **Archive folder**.

Automatically Retrieve and Print Labels

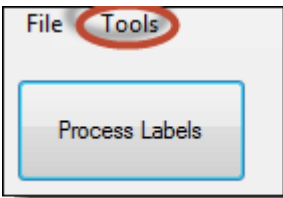
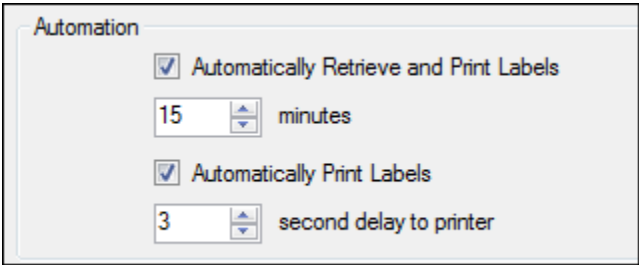
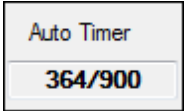
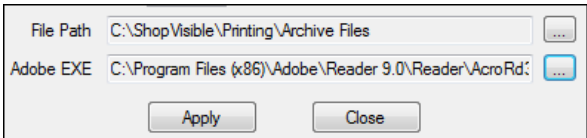
Automatic label printing allows the same functionality as manually retrieving labels without having to regularly select the **Process Labels** button. You must be logged into the Pick, Pack & Ship application for automation to work.

- **Automatically Retrieve and Print Labels:** This setting will cause the application to regularly retrieve new labels at the intervals you have set. If there are labels that have been retrieved and not printed, labels will not be retrieved until all current labels have been processed.
- **Automatically Print Labels:** When automation is turned on, this setting will cause the application to automatically send the labels to the printer at the interval you set.



These settings are not recommended for the initial use of the Pick, Pack & Ship application.

They are also not recommended if you are doing multiple types of shipping label print jobs, i.e. **Domestic** and **International PO** labels. These labels have different paper stock, requiring someone to change the paper in the printer depending upon what is being printed.

Go to Tools > Options in the Pick, Pack & Ship application.	
In the Minutes section, you may set the intervals at which you would like the automation to run.	
You will see the Auto Timer in the right corner of the application window counting down to the next label processing pull, as per the time interval you set.	
Click the Apply button to apply all changes. Click Close .	

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