# United States Postal Service
# Click-N-Ship®: **Label Manager**
# User Guide

*Last Updated – January 20th, 2026*

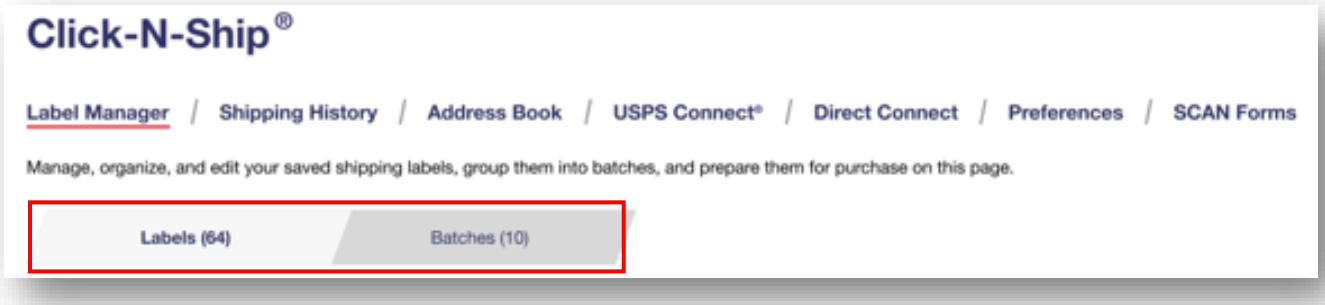
**Please note that this guide will be continuously updated.*

# Label Manager Overview

Click-N-Ship® is specifically designed to allow business and personal account customers to more effectively and efficiently create, pay, and print their domestic and international labels. For more information on the Click-N-Ship® application, see Click-N-Ship® - The Basics.

The **Label Manager** is split up into two main sections, where you can manage, organize, and edit your saved shipping labels, group them into batches, and prepare them for purchase:

1) **All Labels** – view and manage all the individual labels saved to your Label Manager.
2) **Batches** – view and manage all the batch of labels saved to your Label Manager.




This user guide will cover all the functionalities and features available within the Click-N-Ship® **Label Manager** and will serve as a step-by-step guide on how to use it. To begin, proceed to the next page and review the Table of Contents.

Thank you for choosing USPS® for your packing and shipping needs!

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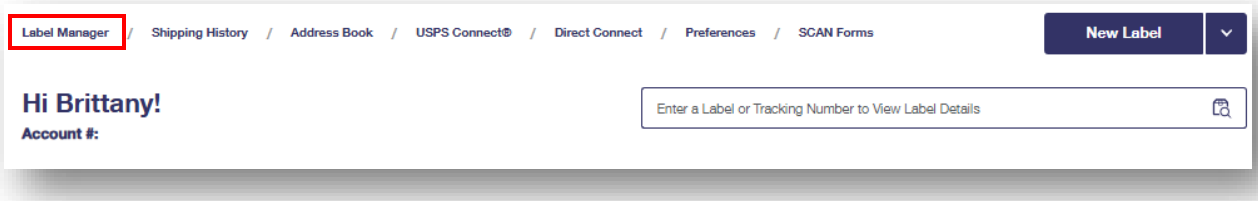
# All Labels

*Within the 'All Labels' Tab of the Label Manager, you'll be able to edit, organize, and store any label(s) prior to adding it to your label cart before purchase.*

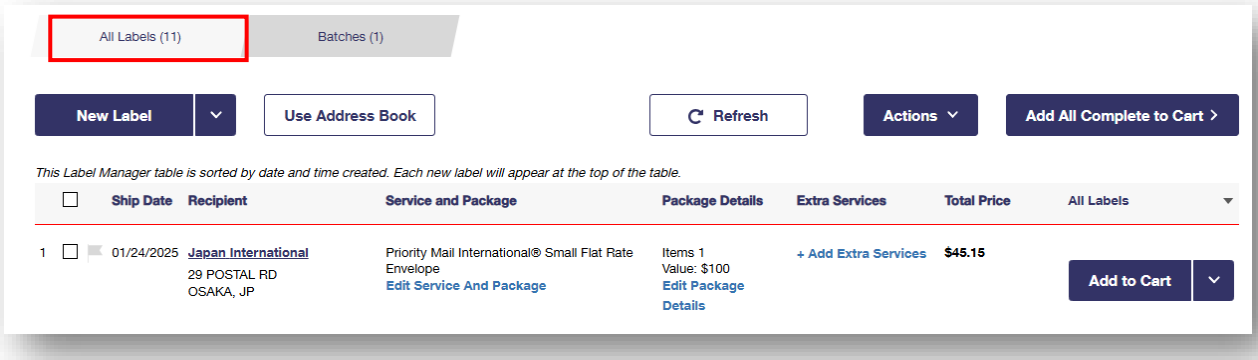
### 1) Access the Label Manager

a) Select **View Label Manager tab** located in the navigational bar on the landing page.




### 2) Select All Labels Tab

a) By default, you will be in the **All-Labels** view.




## Single Label Creation via All Labels Tab

*Create a label(s) through your Label Manager by utilizing our different creation methods available.*

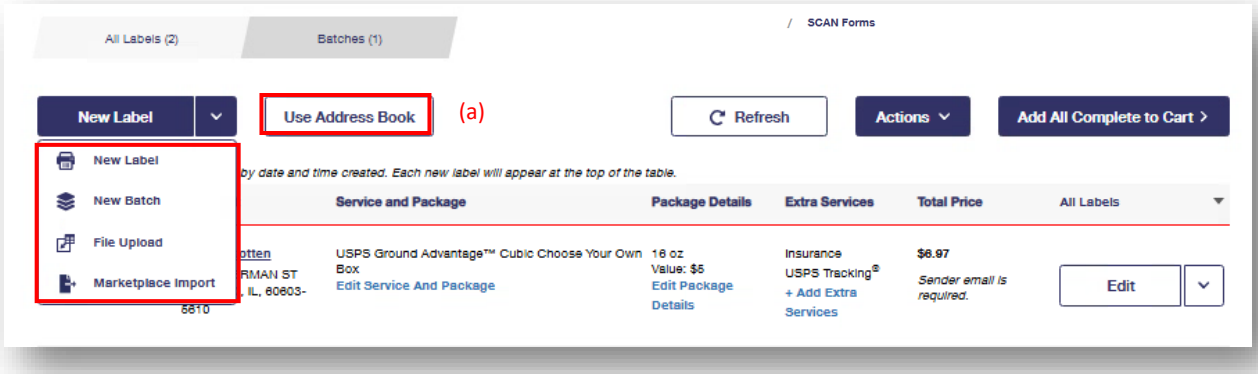
### 1) Create a Single Label

a) To create a new single domestic or international label via your **Address Book**, select the **Use Address Book** button.

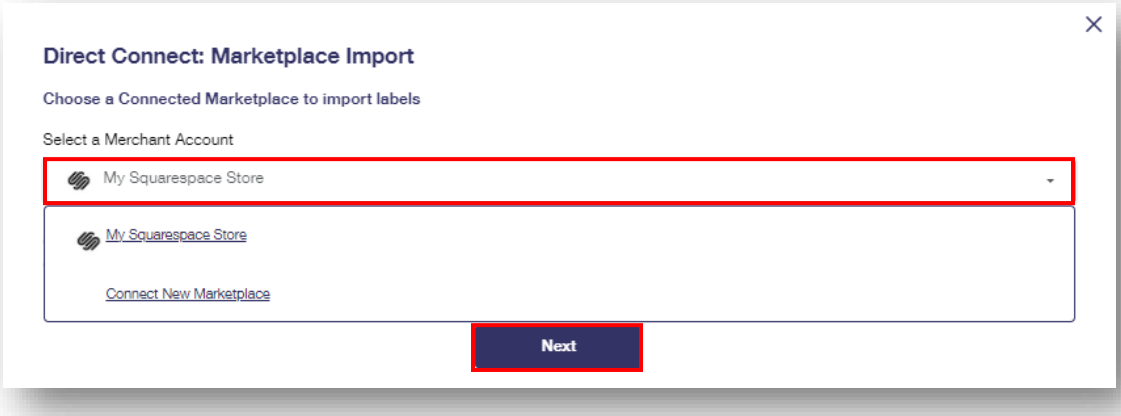
b) To create a new single domestic or international label, select the **New Label dropdown**, select **New Label**, and you'll be redirected to the **Create a Label** page.

c) To Import a list of labels via File Upload, select the **New Label dropdown**, select **File Upload,** and you'll be redirected to the **Import a List of Labels** page**.**

d) To Import order exports from an online marketplace via Direct Connect, select the **New Label dropdown,** and select **Marketplace Import.**




e) If **Marketplace Import** is selected, a **Direct Connect: Marketplace Import** popup modal will be displayed. Select an **online marketplace** from the dropdown, select **Next,** and you'll be redirected to the **Direct Connect: Import Labels** page.

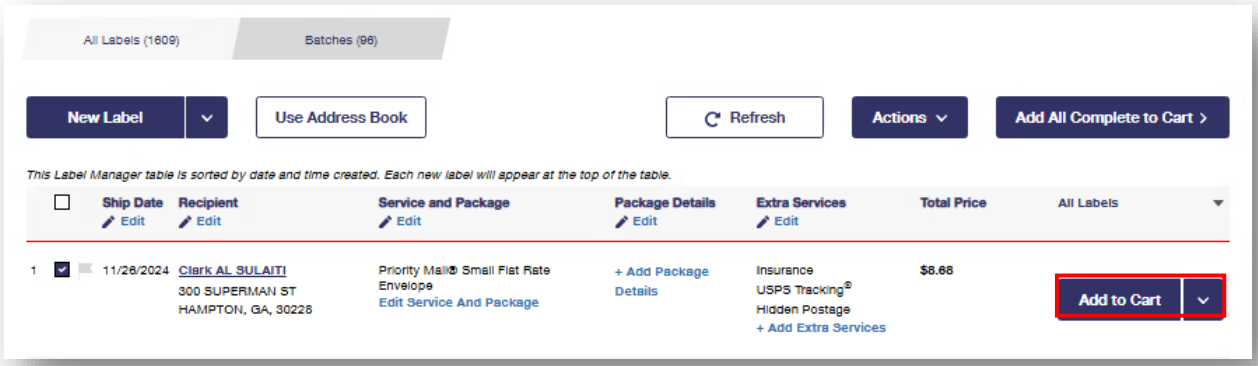



## All Actions for a Single Label

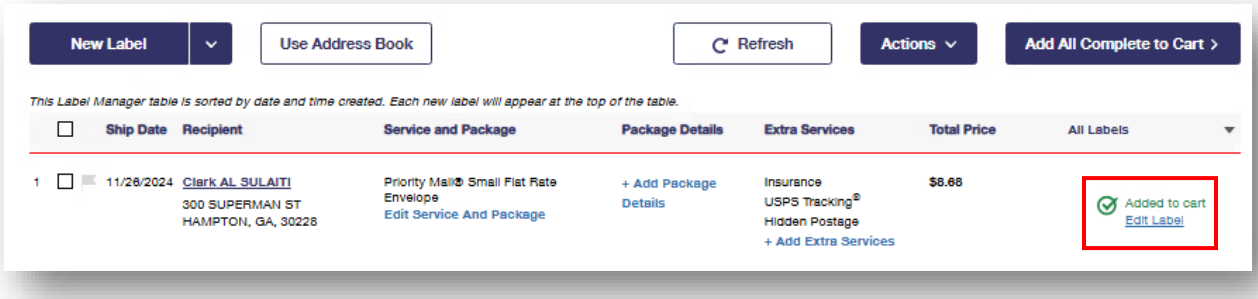
*There are multiple actions that you can take for singular label within your Label Manager.*

### Add a Single Label to the Cart

a) To add the selected label to the cart, select **Add to Cart.**
   i. **Note:** if your label is missing any required information, you will not see the **Add to Cart** option, but you will see an **Edit** option instead. Once the required information is entered, you will be able to add the label to the cart from your Label Manager.

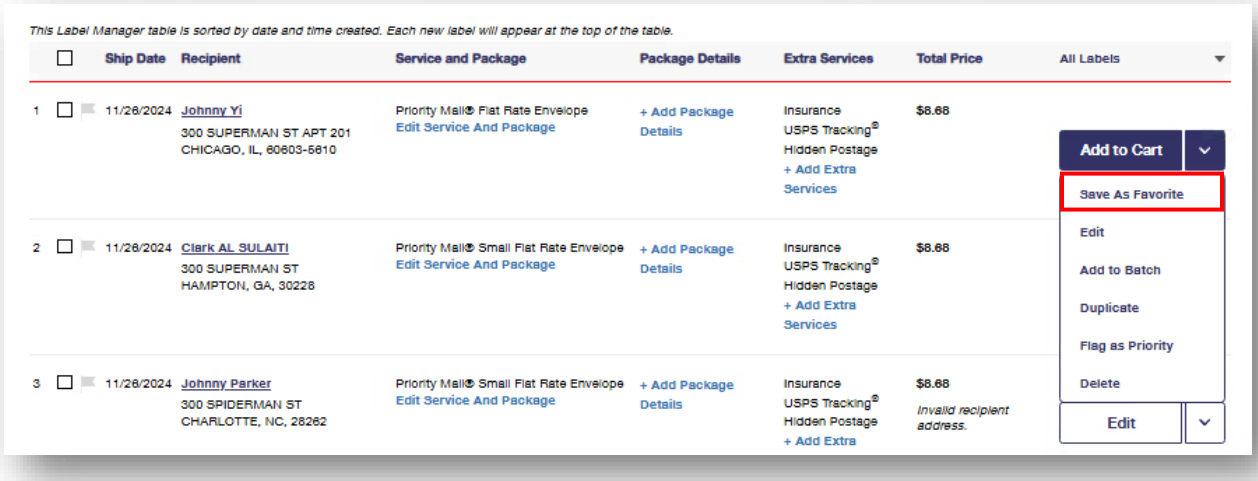



b) Once selected, you will see a green **Added to Cart** message letting you know that the label was successfully added to the Label Cart.

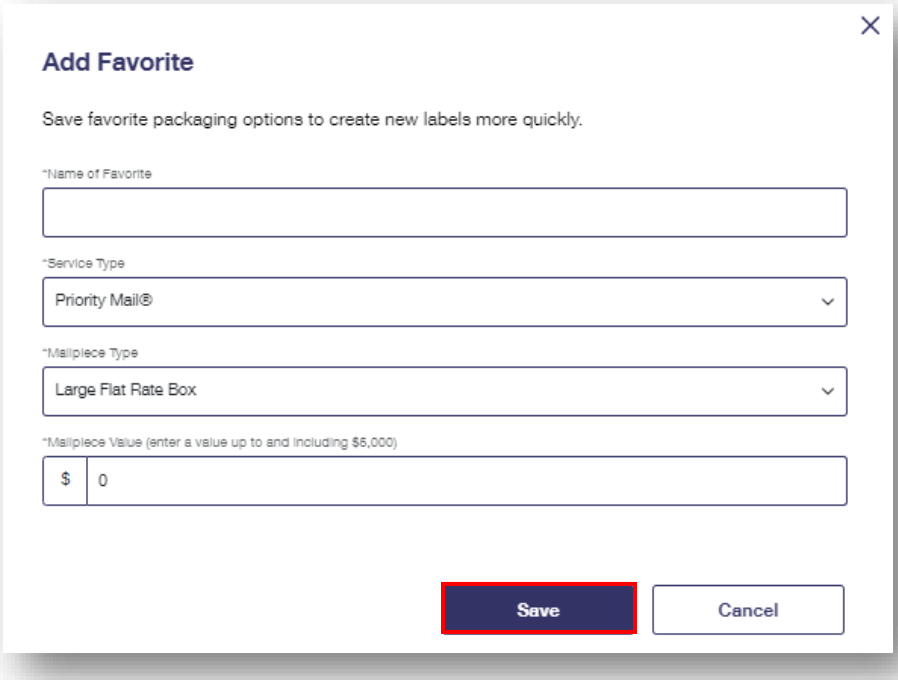



## Saving a Single Label as Favorite

a) To save the selected label as a favorite, select **Save As Favorite.**

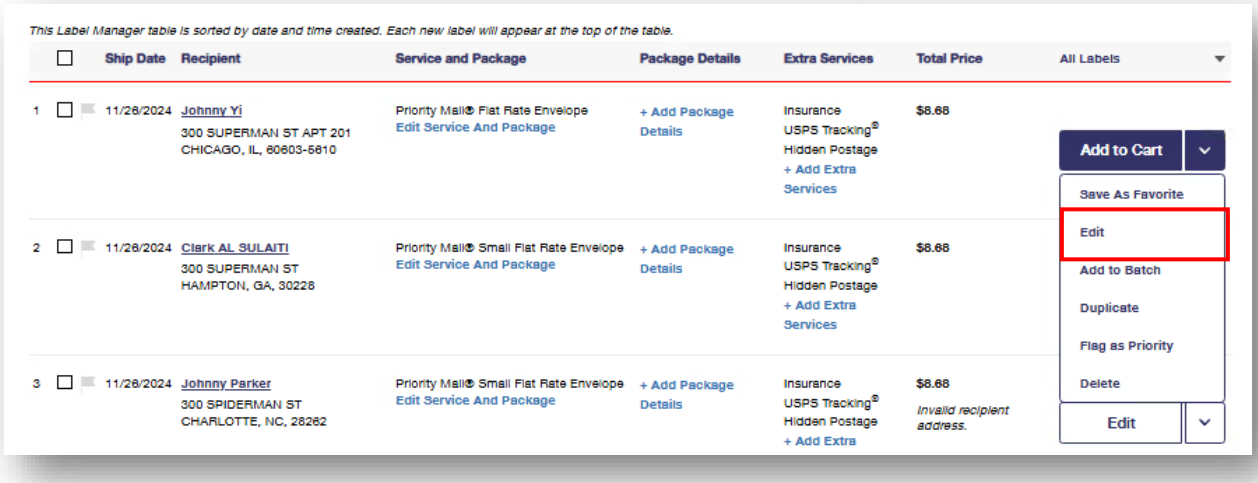


b) Once selected, an **Add Favorite** popup modal will be displayed. Fill in the required fields and select **Save.**




## Edit a Single Label

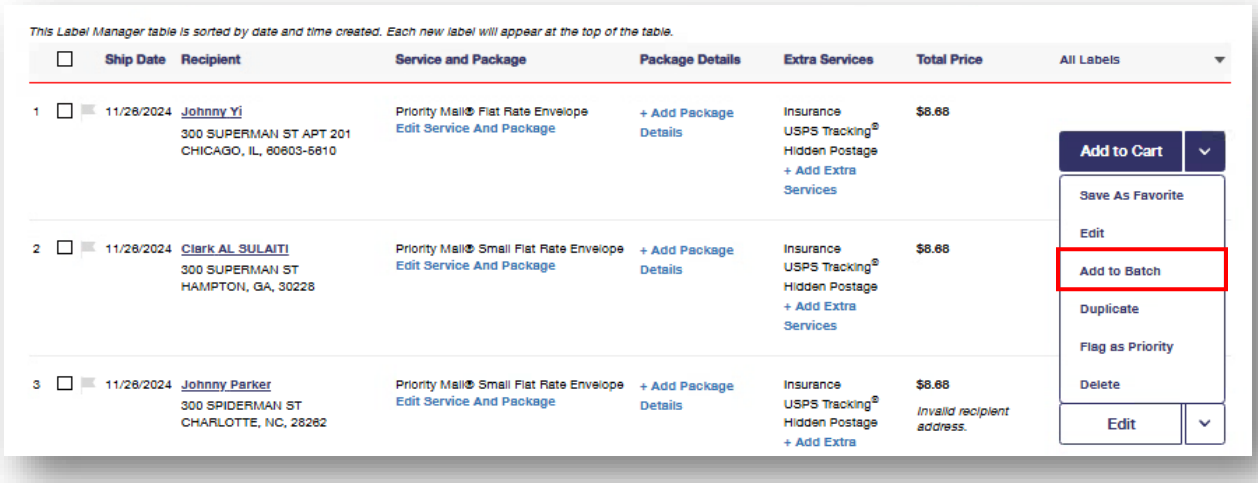
a) To edit the selected label, select **Edit**, and you will be redirected to **Create a Label** page for that label**.**



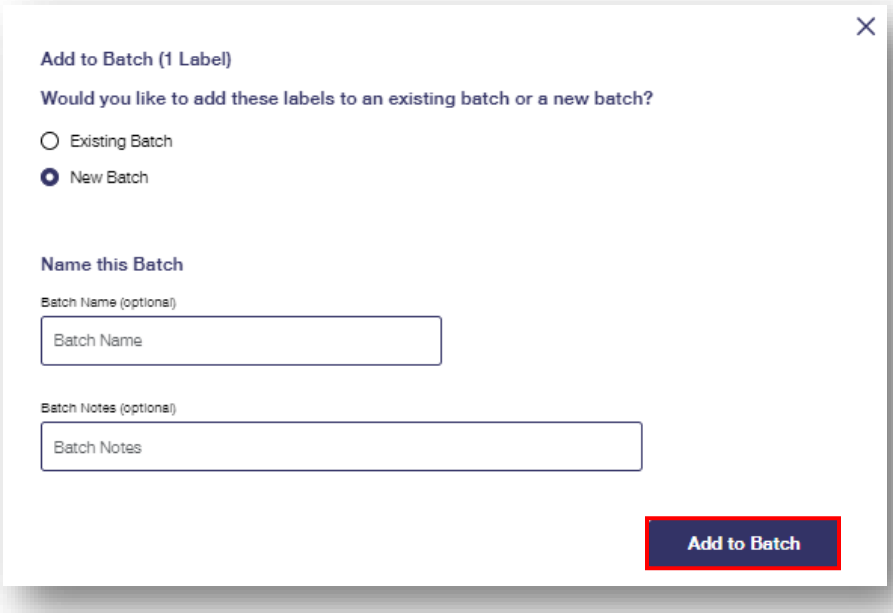

## Add Single Label to a Batch

a) To add the selected label to a Batch, select **Add to Batch.**

i. **Note**: once the label is added to the batch, you will have the option to **Remove from Batch** and the associated batch name and batch symbol will be displayed for each label throughout the application for easier tracking.

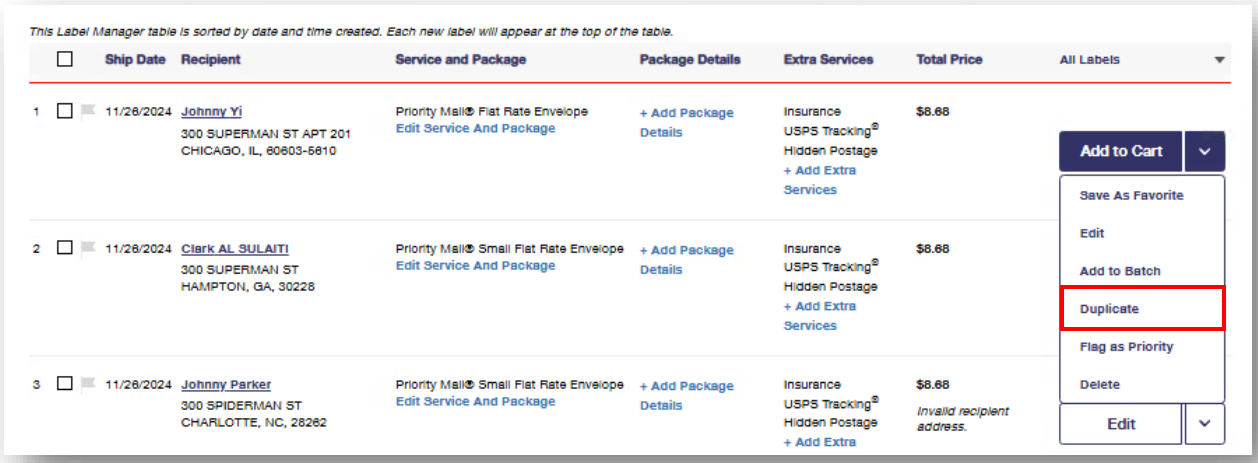



b) Once selected, an **Add to Batch** popup modal will be displayed. Select the type of batch, enter the required fields, select **Add to Batch,** and you will be redirected to the **Batch** page**.**



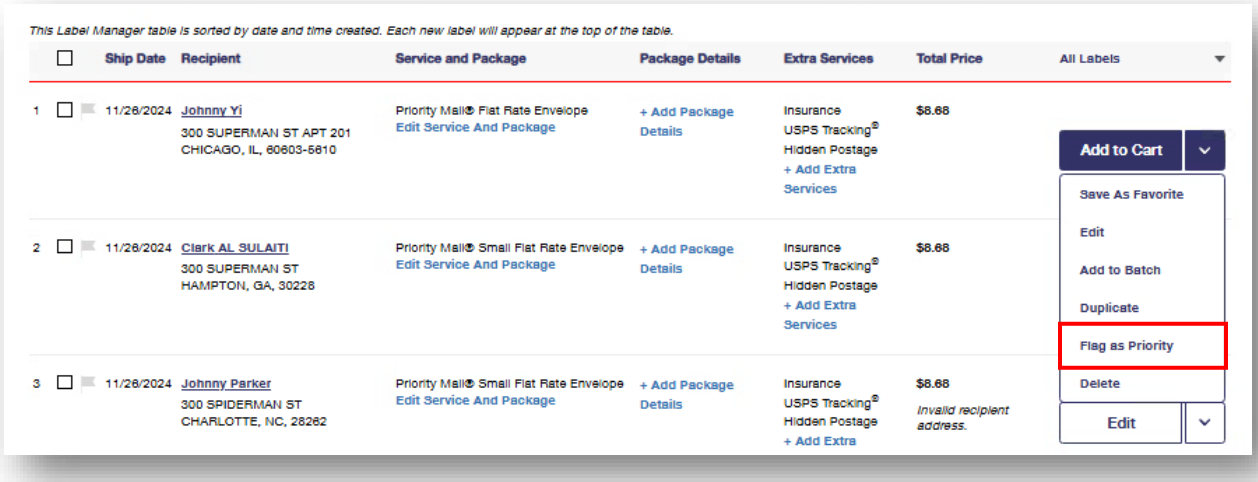

## Duplicate a Single Label to a Batch

a) To duplicate the selected label, select **Duplicate**.

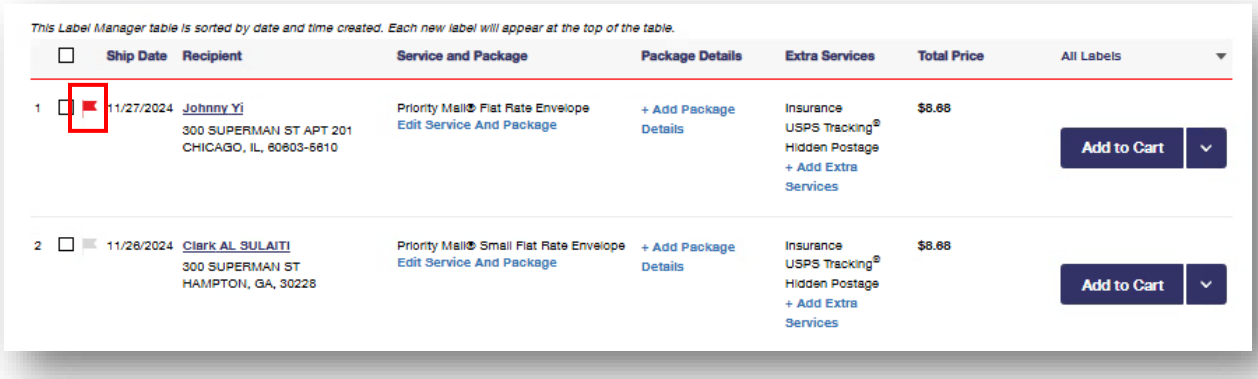



## Flag a Single Label as Priority

a) to flag the selected label as a Priority, select **Flag as Priority.**

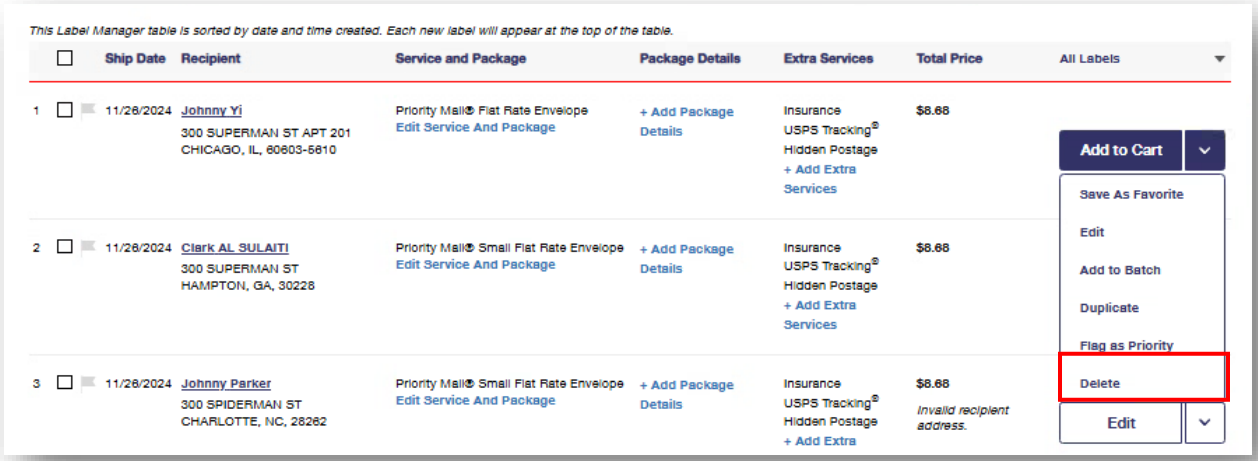



b) Once selected, you will see a **Red Flag** beside the ship date of the selected label.




## Delete a Single Label

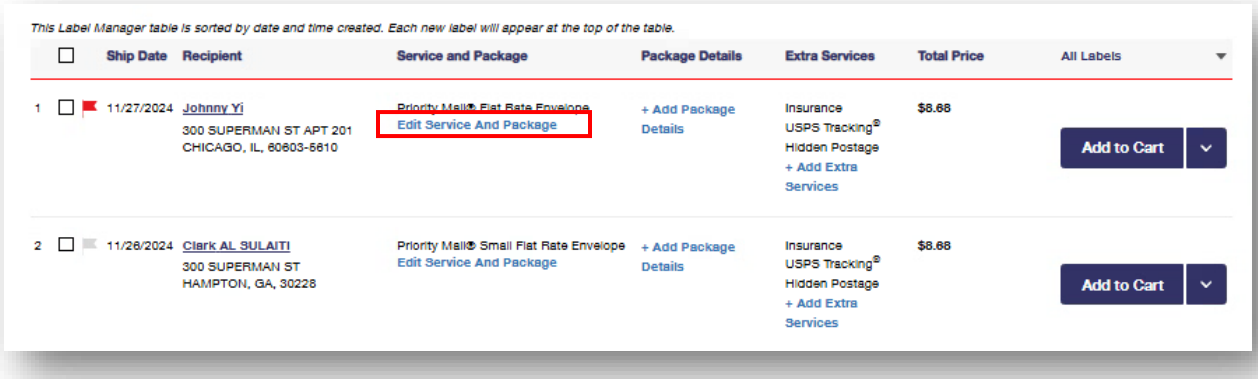
a) To delete the selected label from your Label Manager, select **Delete.**



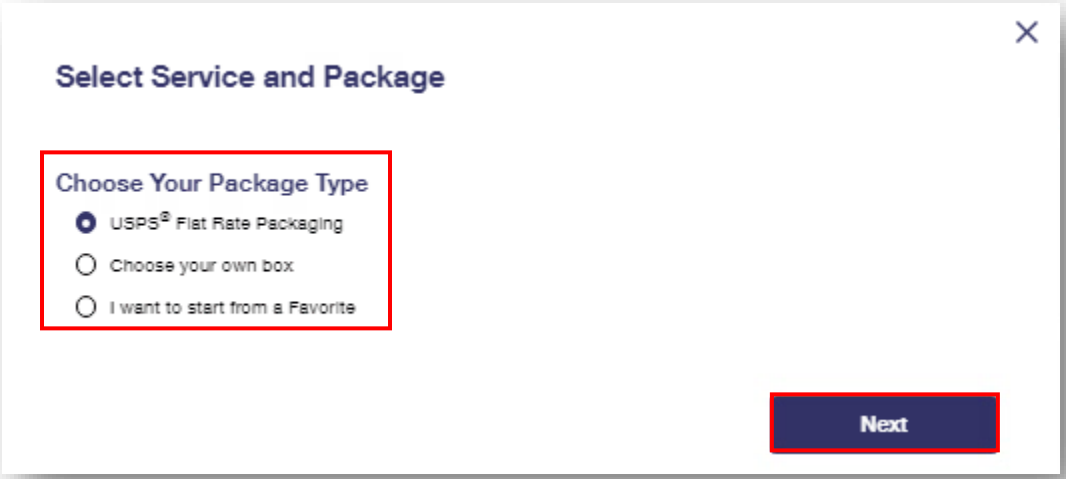

## Edit the Service and Package Type of a Single Label

You can edit a single label within the Label Manager by following the steps below.

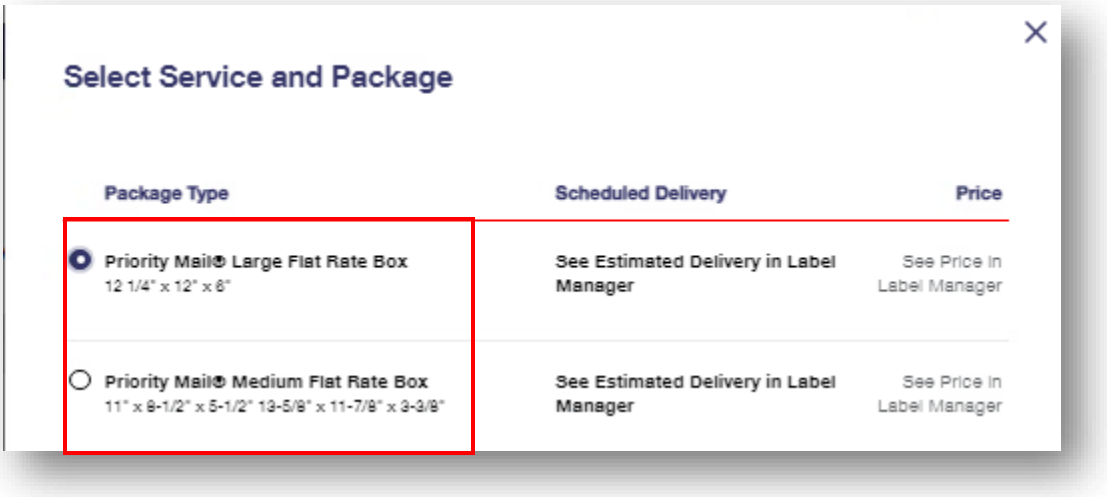
a) To edit the service and package type for a selected label, select **Edit Service and Package**.
   i. ***Note:*** *this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select* ***Edit,*** *and update the necessary details from the single label creation page*.



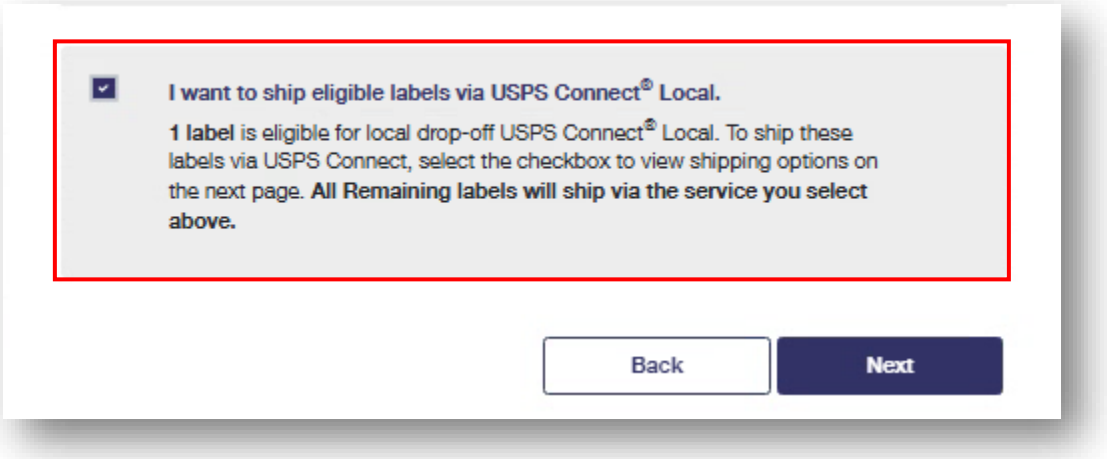

b) Once selected, a **Select Service and Package** popup modal will be displayed. Select a **Package Type** and select **Next.**



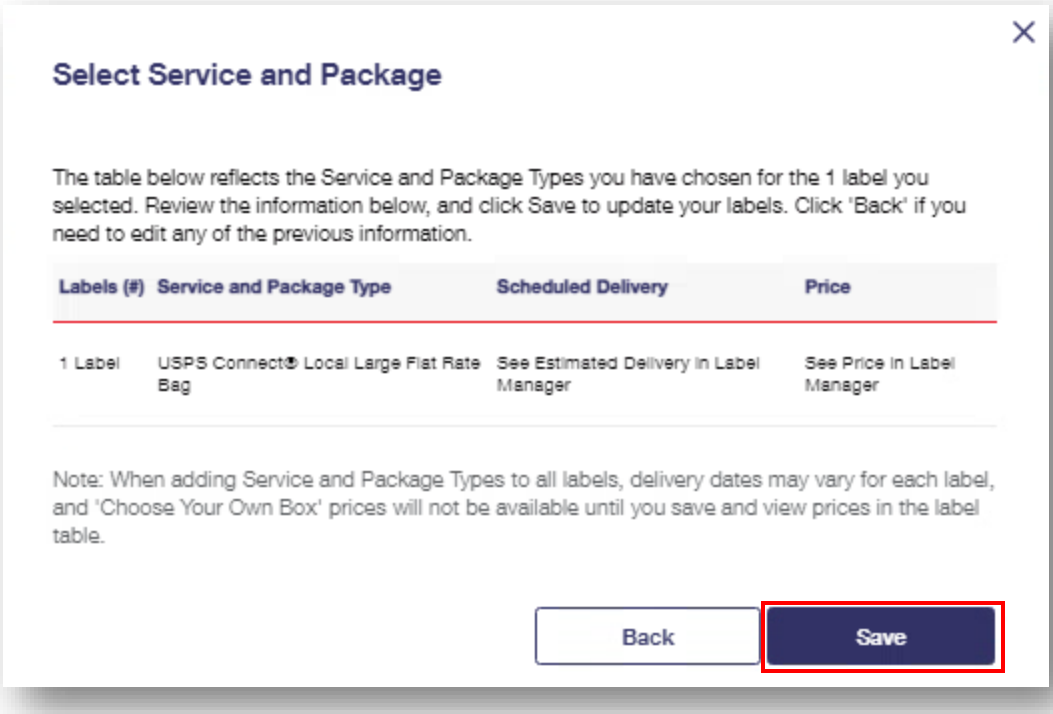

c) Select the **Service Type** and select **Next**.




d) If your label is eligible for the USPS Connect Local service, you will see the following banner displayed. Select the checkbox to add the service.



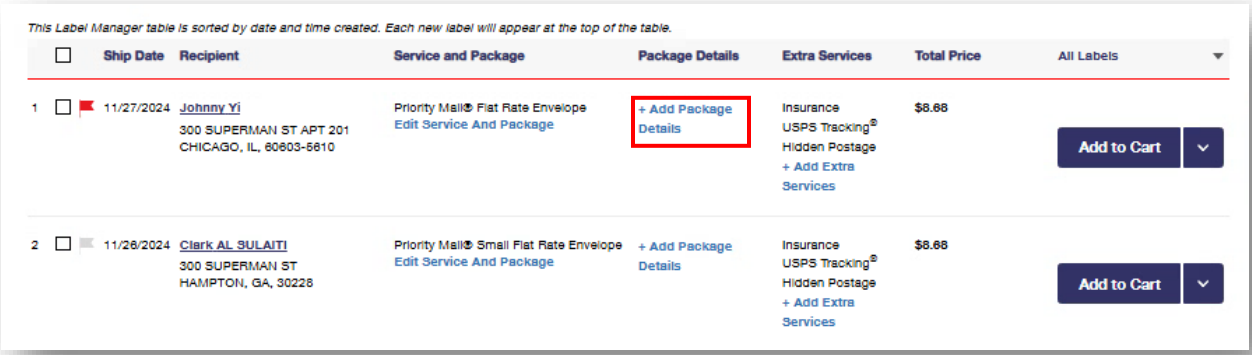

e) Confirm the Service and Package type and select **Save.**



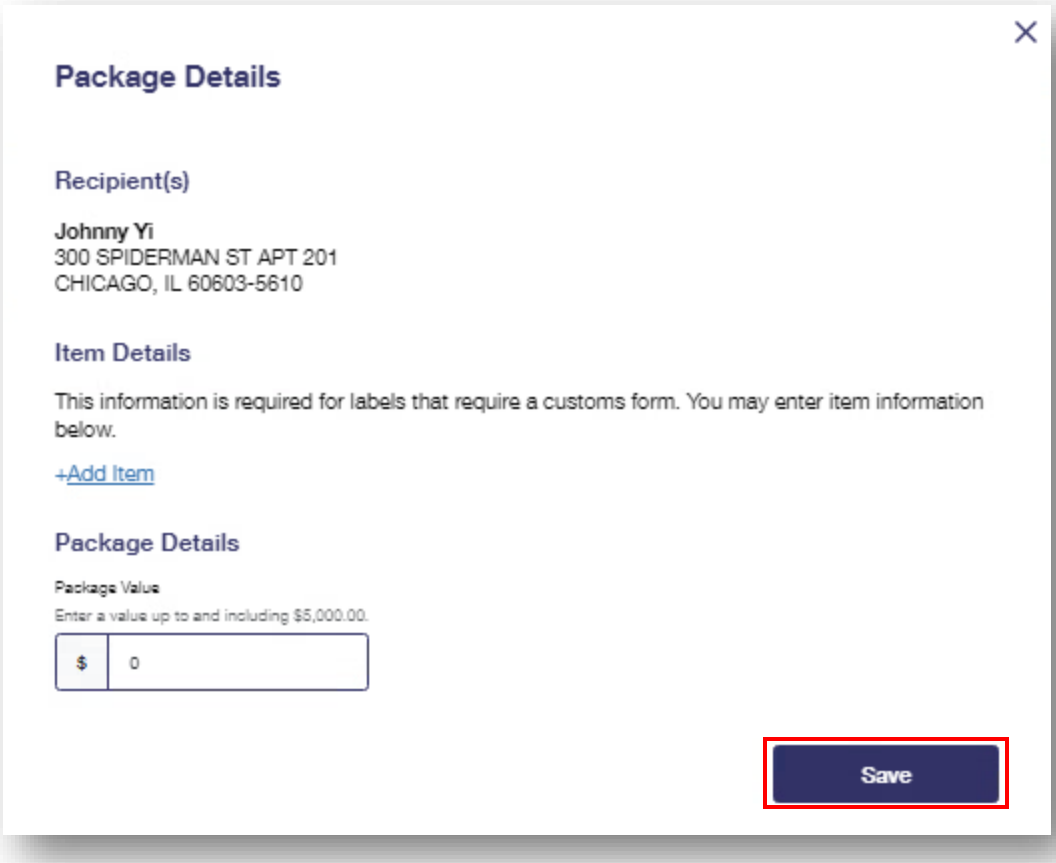

## Edit the Package Details of a Single Label

a) To edit the package details for a selected label, select **Edit Package Details**.

i. ***Note:*** *this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select* ***Edit,*** *and update the necessary details from the single label creation page.*




b) Once selected, a **Package Details** popup modal will be displayed. Enter the details as needed and select **Save.**

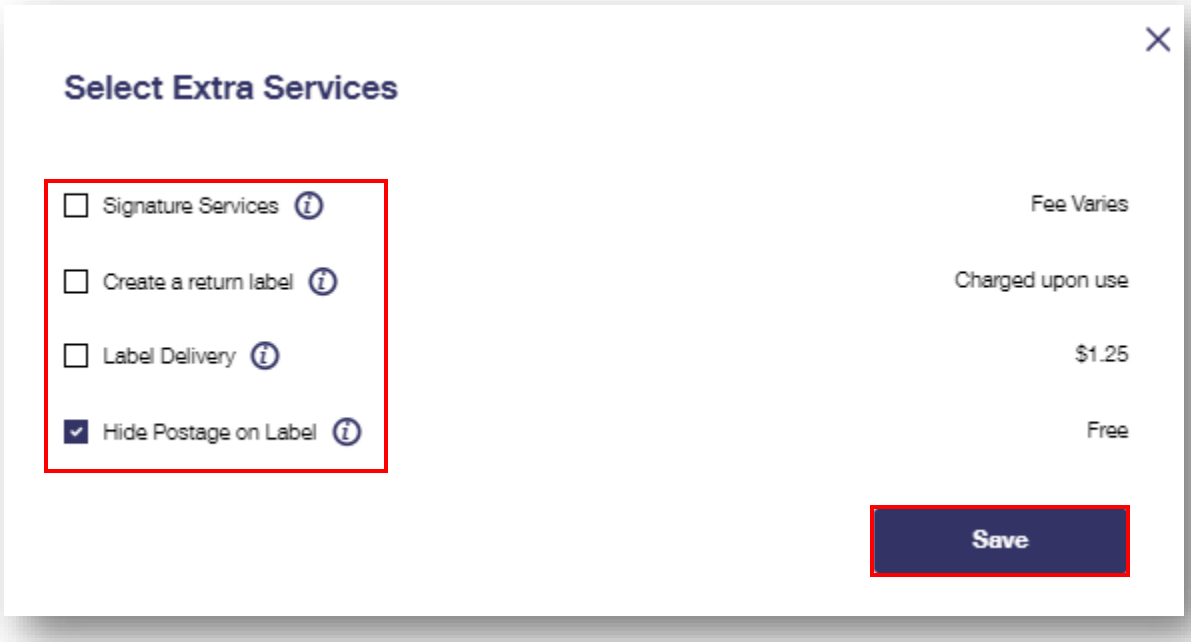



## Edit the Extra Services of a Single Label

a) To edit the extra services for a selected label, select **+Add Extra Services**.

   i. ***Note:*** *this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select* ***Edit,*** *and update the necessary details from the single label creation page.*

b) Once selected, a **Select Extra Services** popup modal will be displayed. Select an Extra Service and select **Save.**

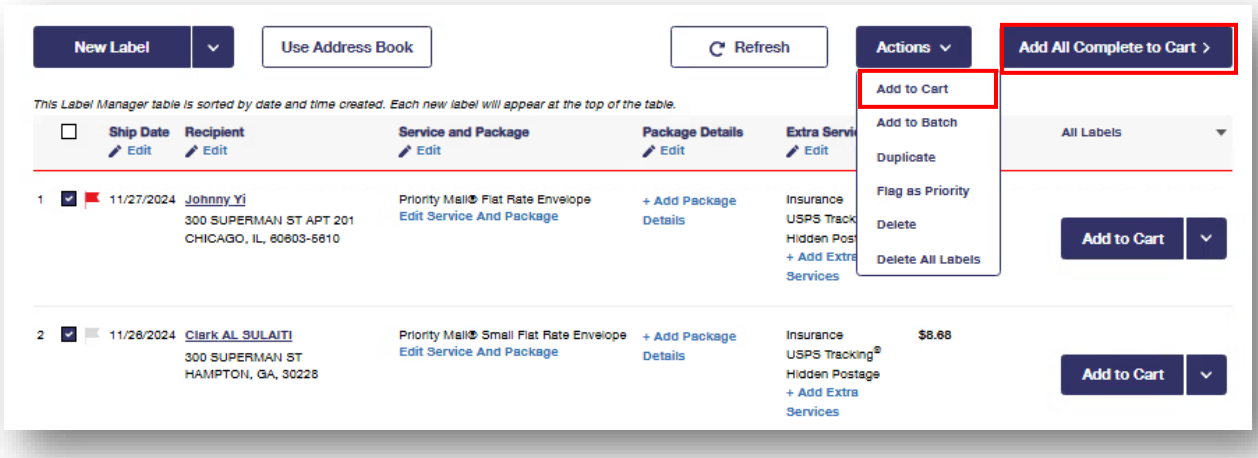



## All Actions for Multiple Labels

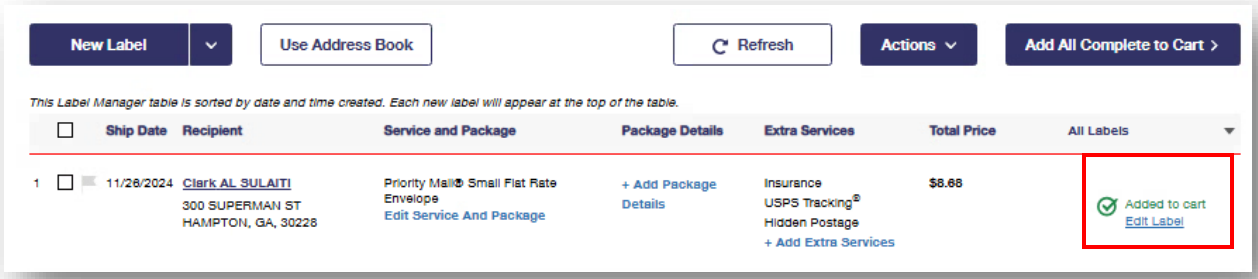
*There are multiple actions that you can take for multiple label(s) at one time within your Label Manager.*

## Add Multiple Labels to the Cart

a) add the selected label(s) to the Label Cart.



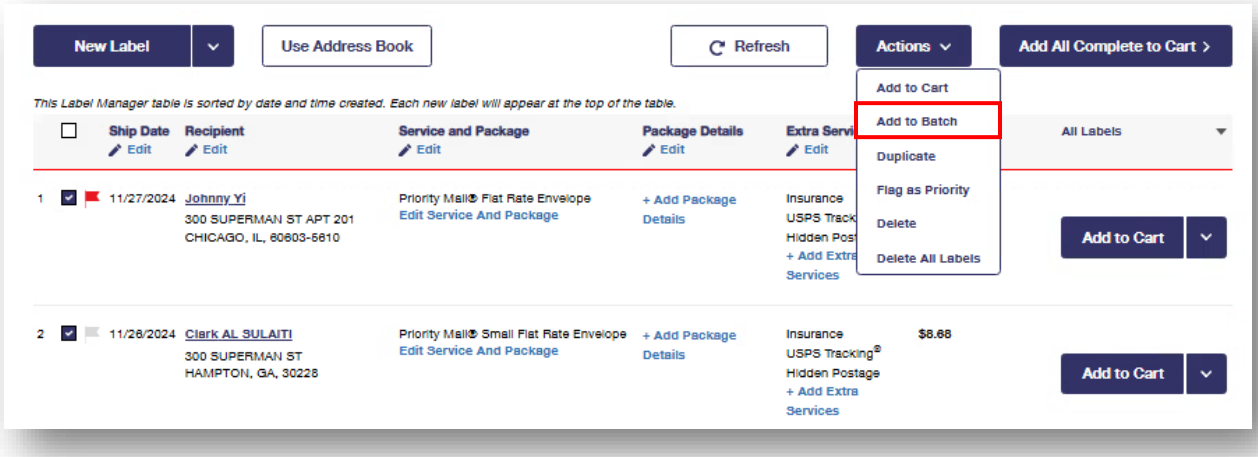
b) Once selected, you will see a green **Added to Cart** message letting you know that the label(s) were successfully added to the Label Cart.



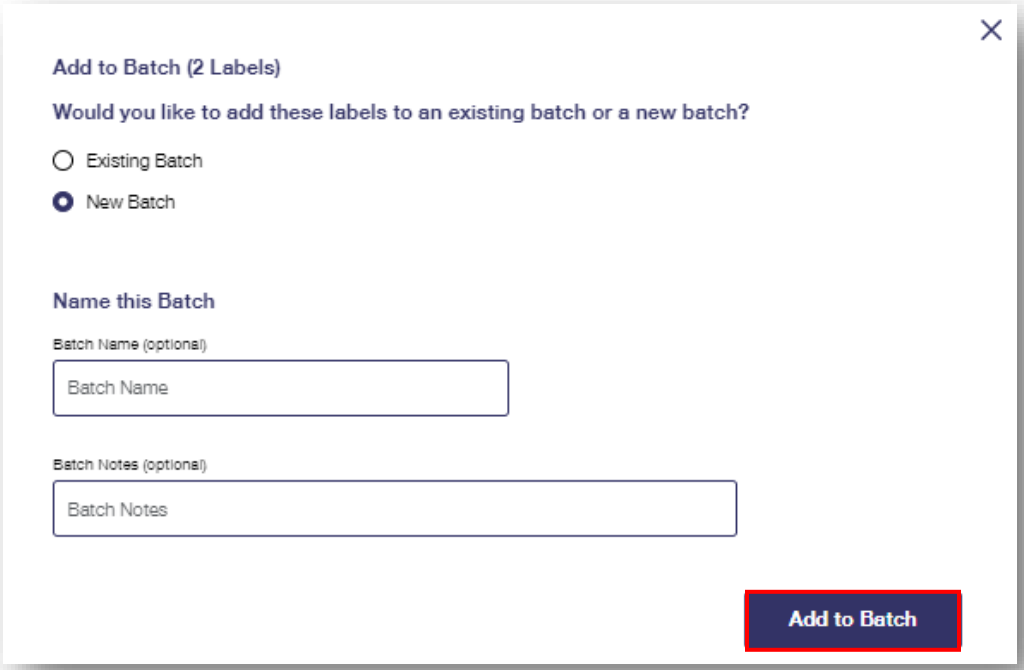

## Add Multiple Labels to a Batch

a) to add the selected label(s) to a Batch, select **Add to Batch.**

i. **Note:** once the label(s) are added to a batch, you will have the option to **Remove from Batch** and the associated batch name and batch symbol will be displayed for each label throughout the application for easier tracking.

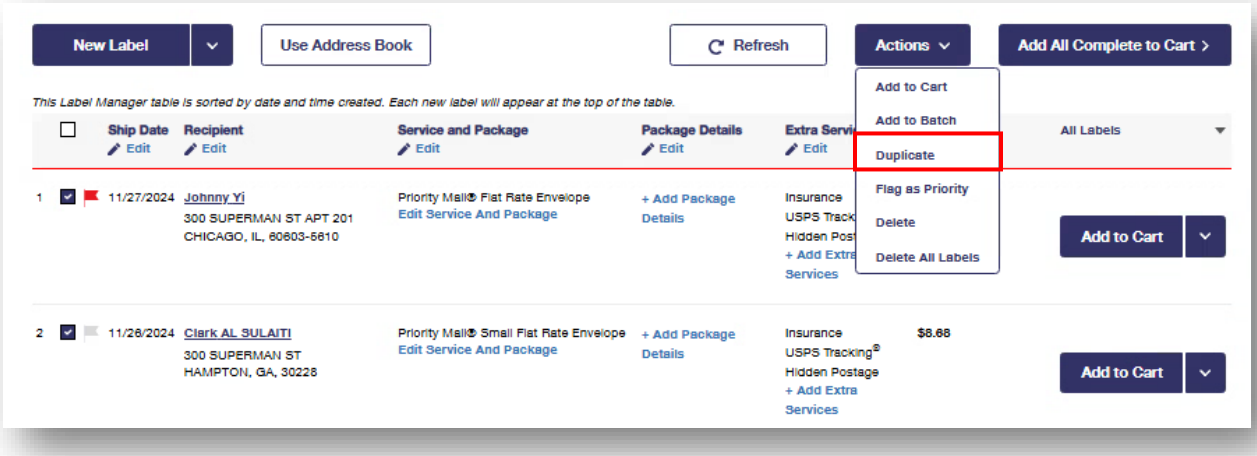



b) Once selected, an **Add to Batch** popup modal will be displayed. Select the type of batch, enter the required fields, select **Add to Batch,** and you will be redirected to the **Batch** page**.**



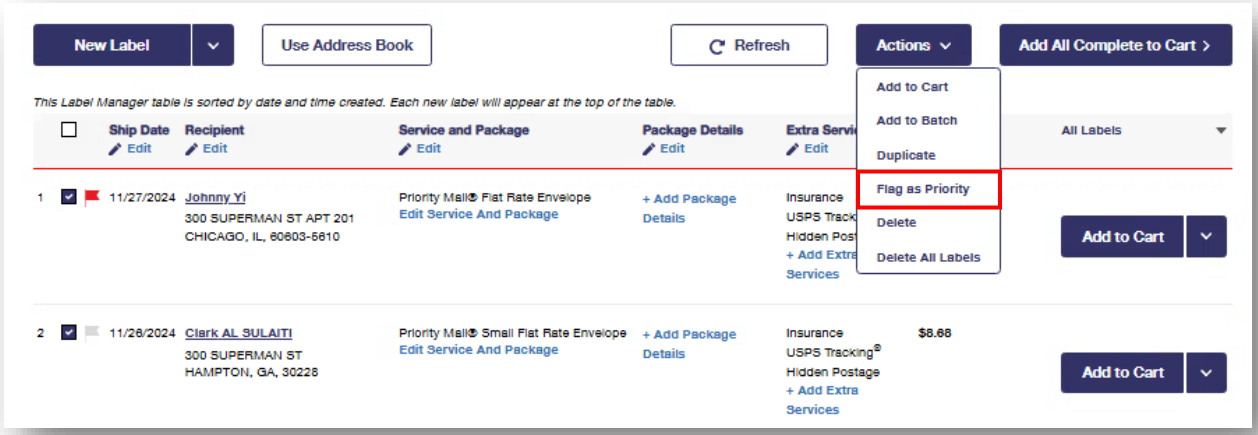

## Duplicate Multiple Labels

a) to duplicate the selected label(s), select **Duplicate**.

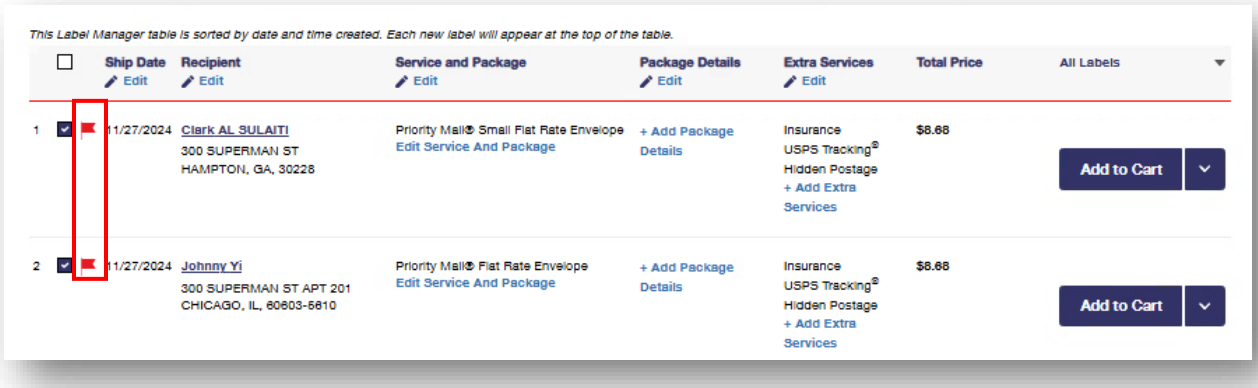


## Flag Multiple Labels as Priority

a) to flag the selected label(s) as a Priority, select **Flag as Priority.**

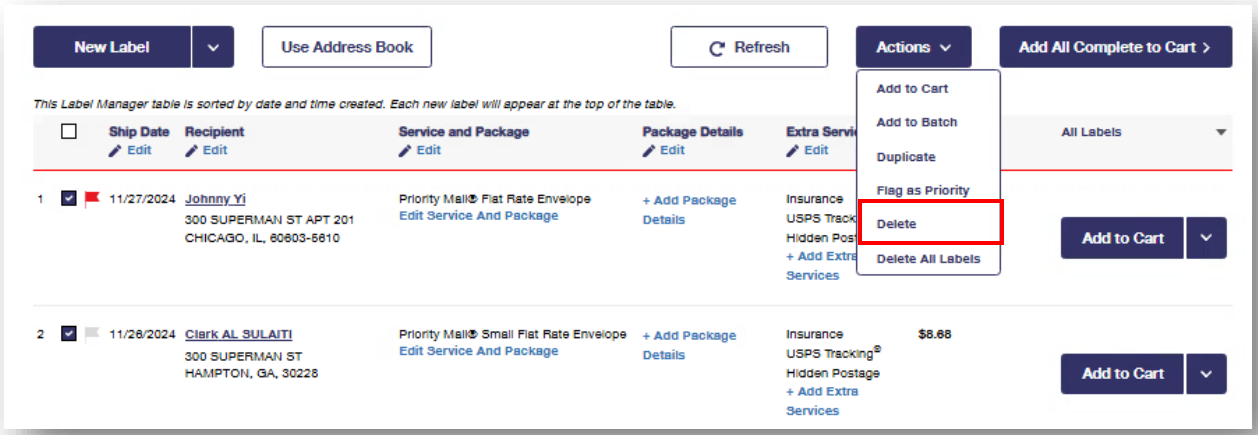



b) Once selected, you will see a **Red Flag** beside the ship date of the selected label(s).

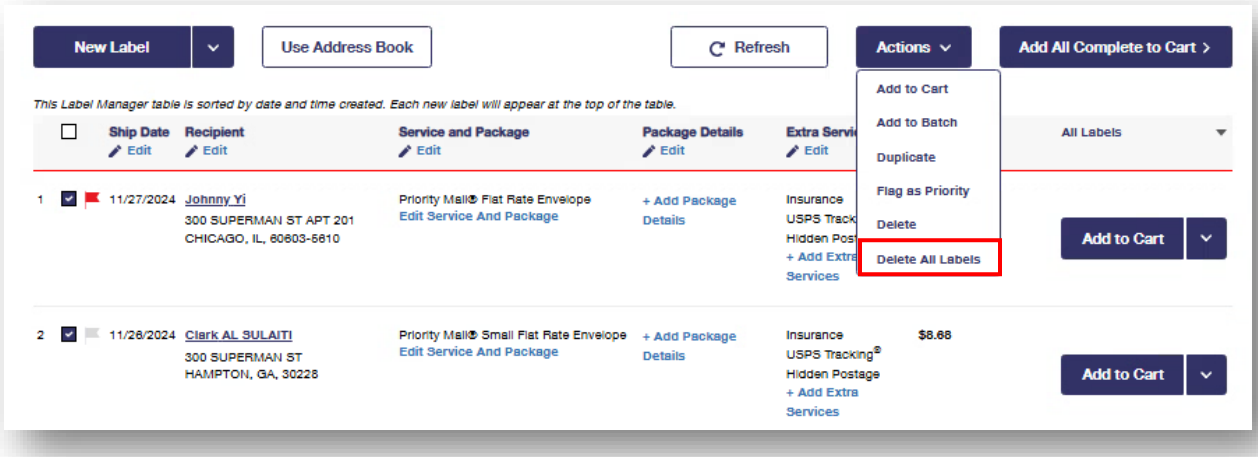



## Delete Multiple Labels

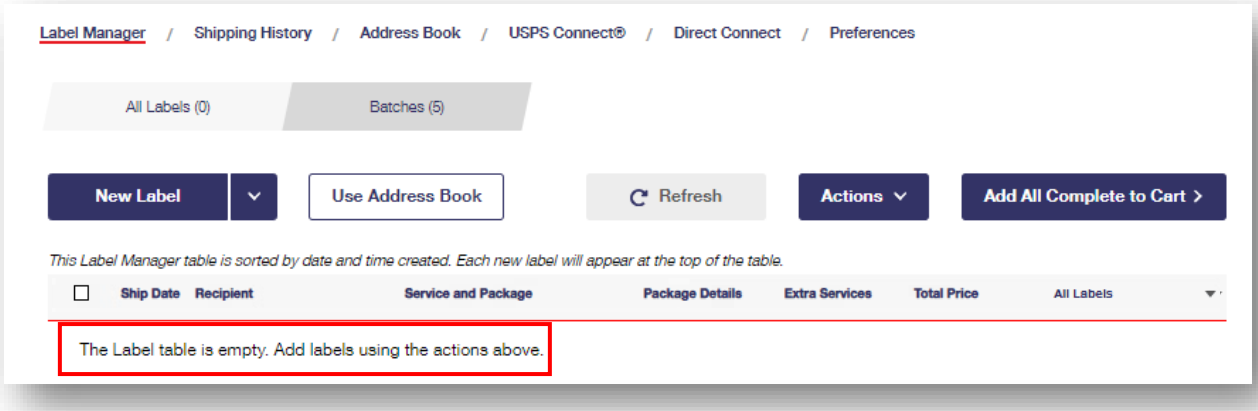
a) to delete the selected label(s) from your Label Manager, select **Delete.**




b) to delete all the label(s) within your Label Manager at once, select **Delete All Labels** *(Note, this action is nonreversible)*.



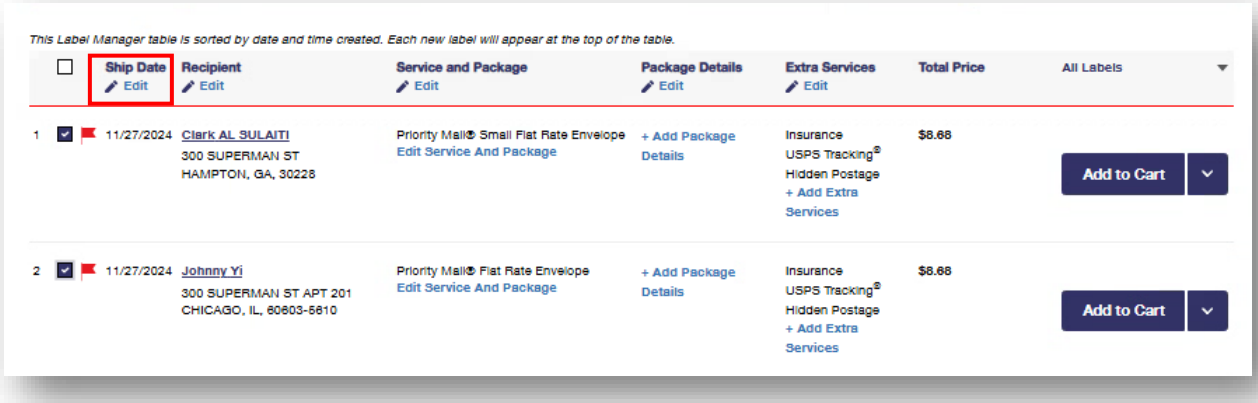

c) Once the Label Manager is cleared, you will see the following message: **The Label table is empty. Add Labels using the actions above.**




## Edit the Ship Date of Multiple Labels

a) To edit the ship date for multiple selected label(s), select **Edit** under the **Ship Date** section. Updating a section for one label, will update that same section across all selected labels.

i. ***Note:*** *this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select* ***Edit,*** *and update the necessary details from the single label creation page.*

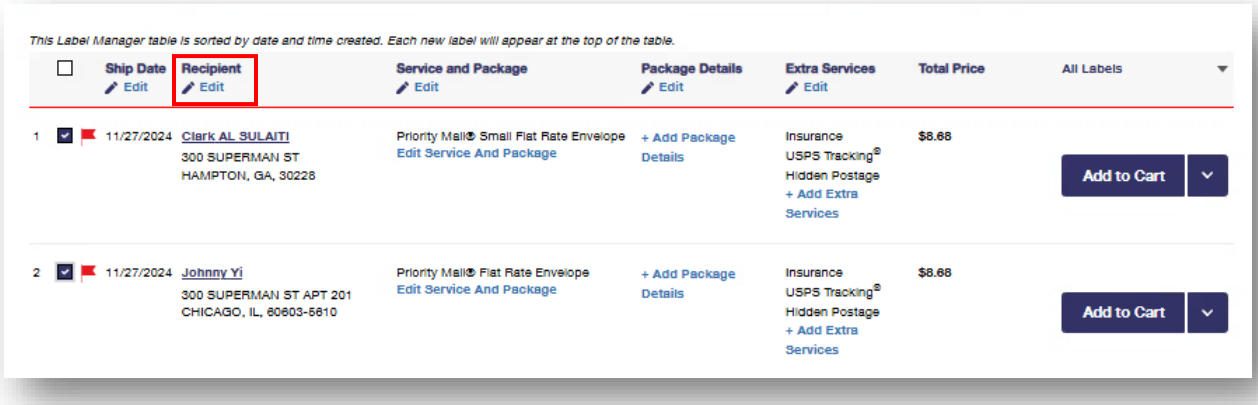



b) Once selected, an **Edit Ship Date** popup modal will be displayed. Select **ship date** and then select **Save.**

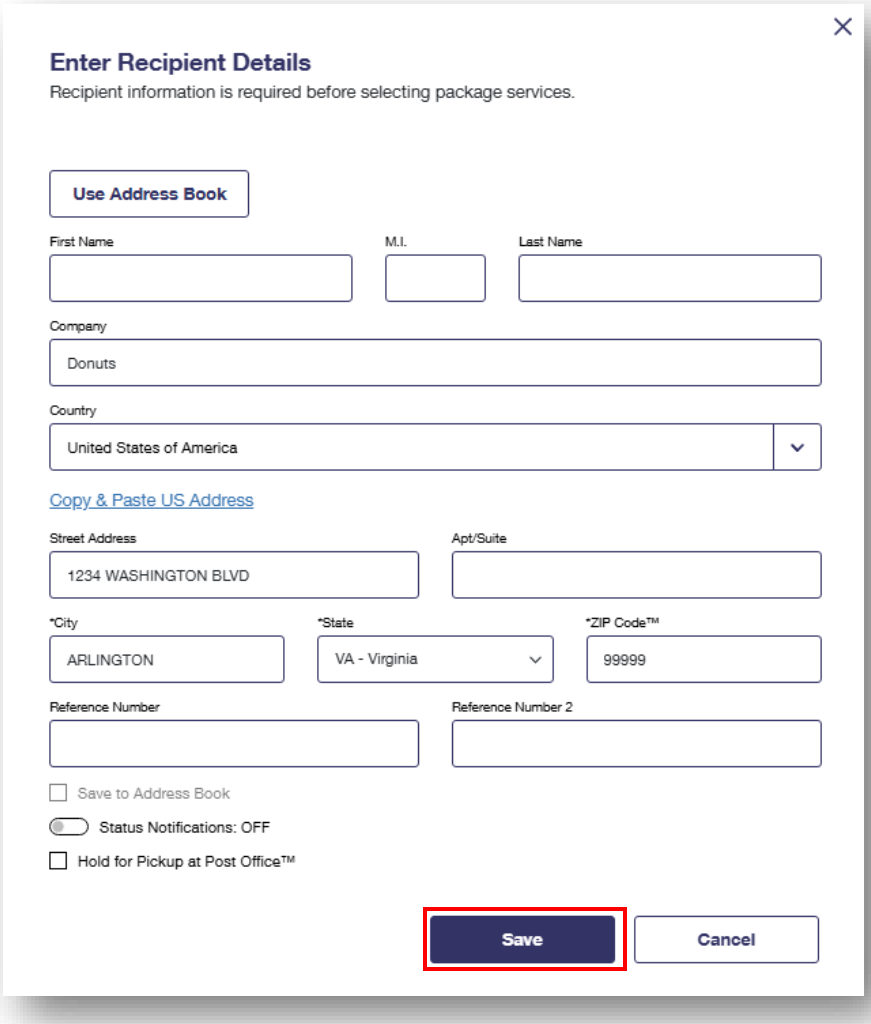
## Edit the Recipient Details of Multiple Labels

a) To edit the recipient details for multiple selected label(s), select **Edit** under the **Recipient** section *(note, updating a section for one label, will update that same section across all selected labels)*.

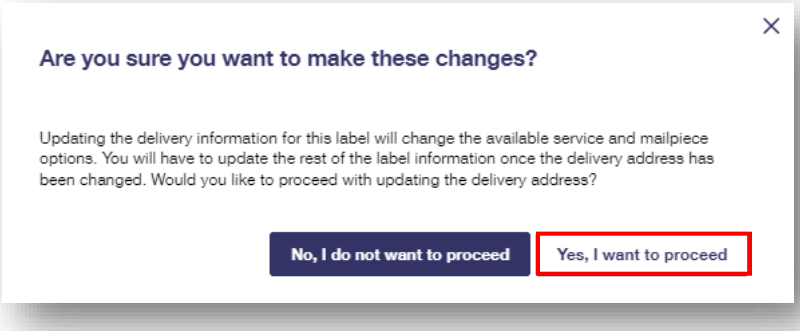
i. ***Note:*** *this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select* ***Edit,*** *and update the necessary details from the single label creation page.*




b) Once selected, an **Enter Recipient Details** popup modal will be displayed. Enter the recipient details and select **Save.**



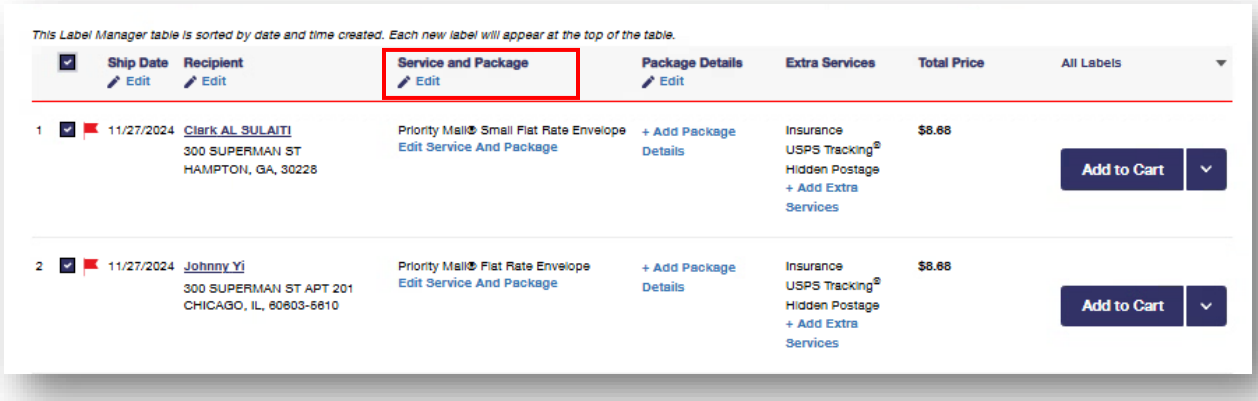

c) To proceed with updating the recipient details for all the selected labels, select **Yes, I want to proceed.**



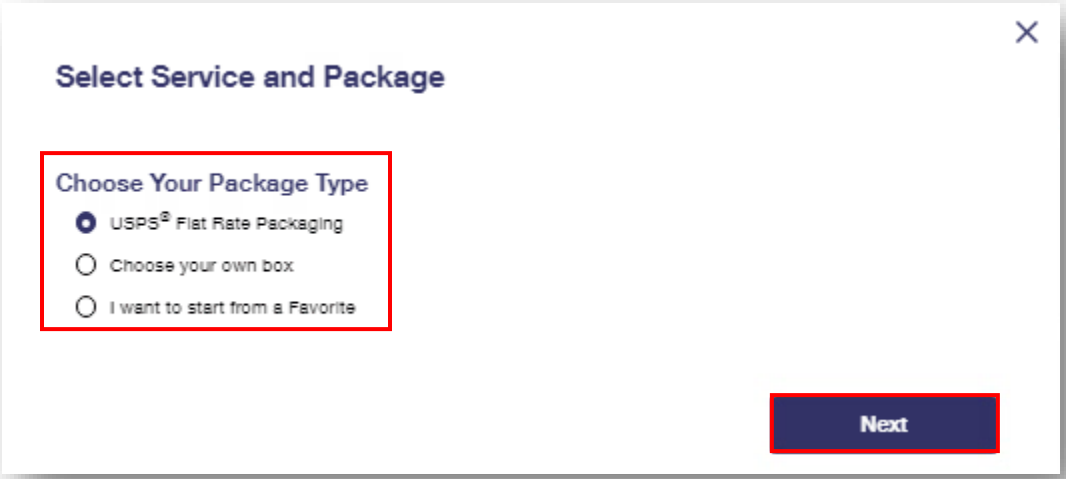
## Edit the Service and Package Type of Multiple Labels

a) To edit the Service and Package details for multiple selected label(s), select **Edit** under the **Service and Package** section. Updating a section for one label, will update that same section across all selected labels.

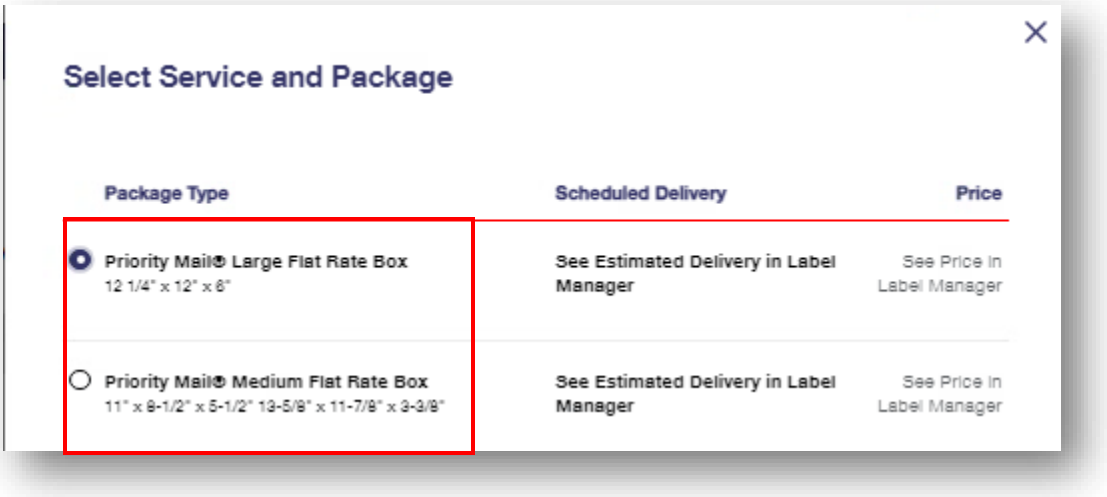
   i. ***Note:*** *this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select* ***Edit,*** *and update the necessary details from the single label creation page.*



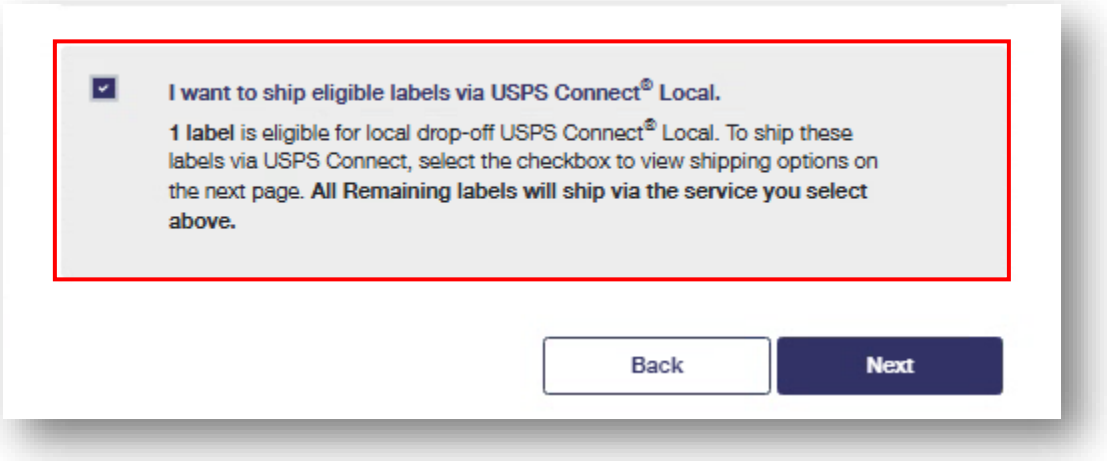

b) Once selected, a **Select Service and Package** popup modal will be displayed. Select a **Package Type** and select **Next.**



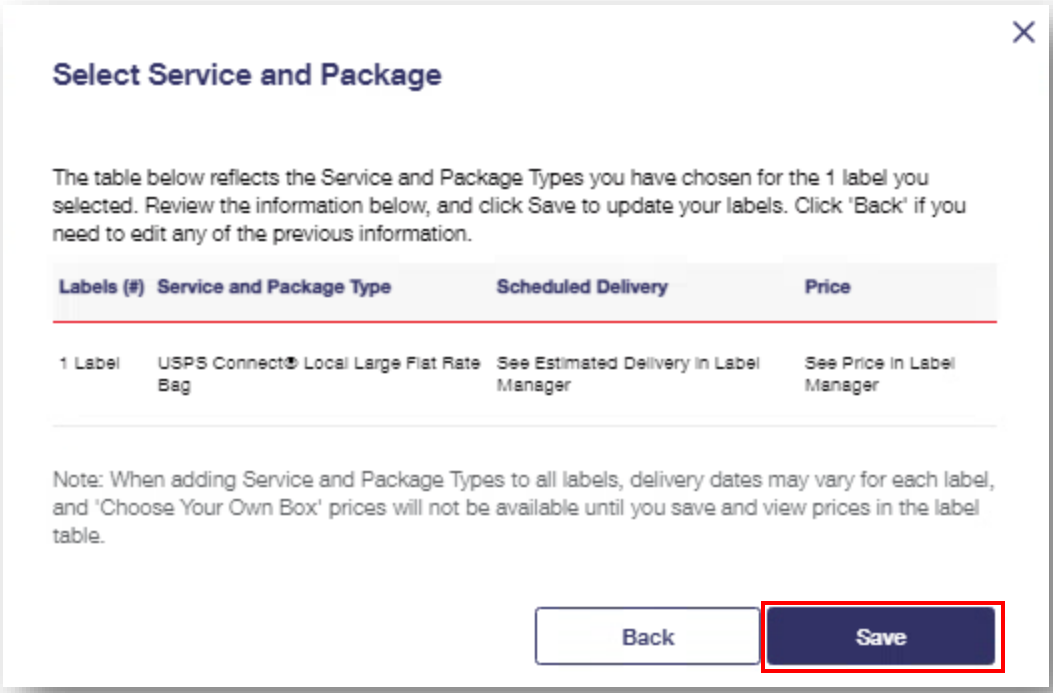

c) Select the **Service Type** and select **Next**.




d) If your label is eligible for the USPS Connect Local service, you will see the following banner displayed. Select the checkbox to add the service.



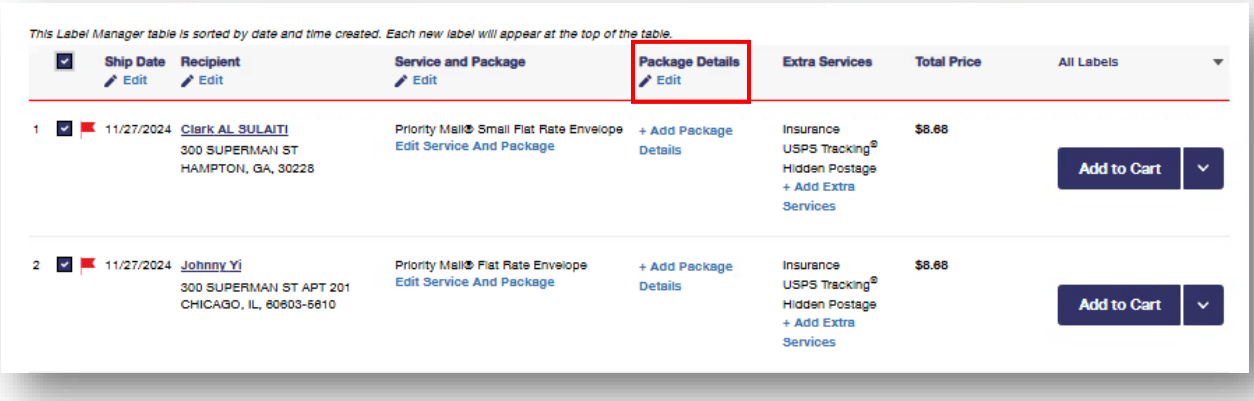

e) Confirm the Service and Package type and select **Save.**



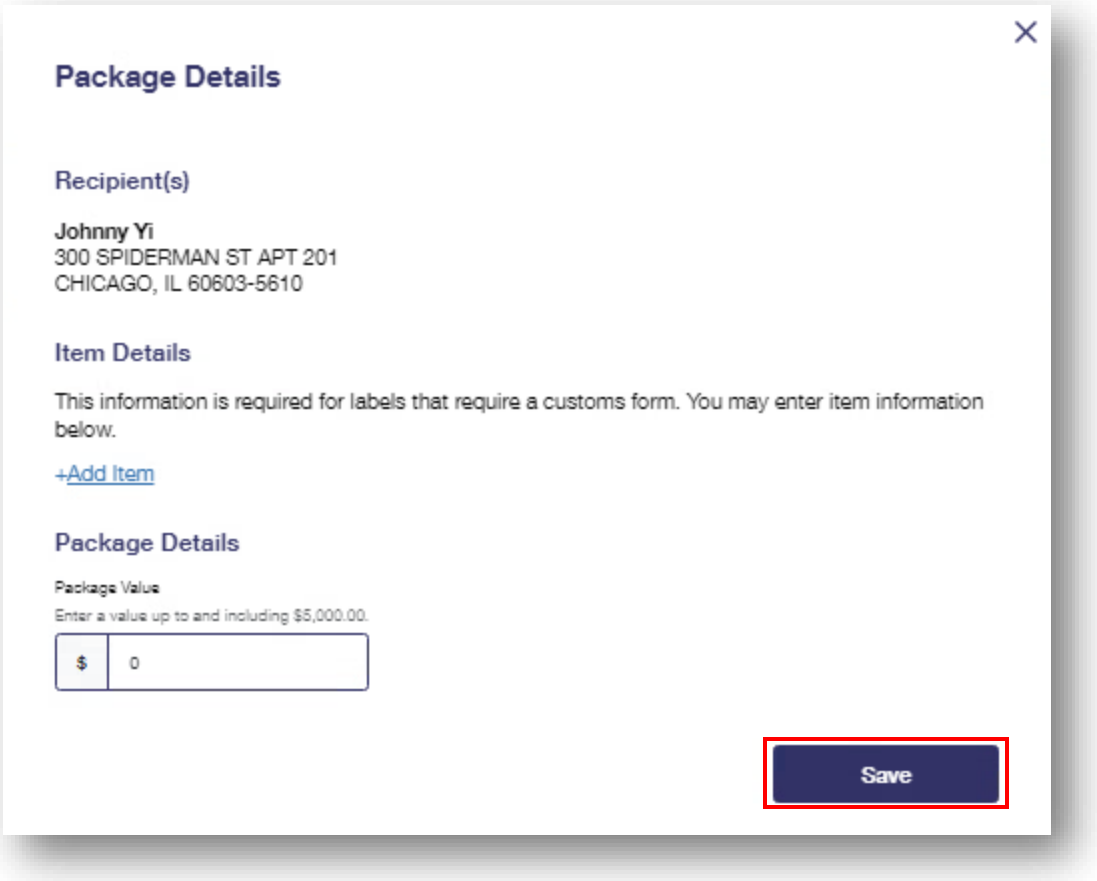

## Edit the Package Details of Multiple Labels

a) To edit the Package details for multiple selected label(s), select **Edit** under the **Package Details** section. Updating a section for one label, will update that same section across all selected labels.

i. ***Note:*** *this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select* ***Edit,*** *and update the necessary details from the single label creation page.*



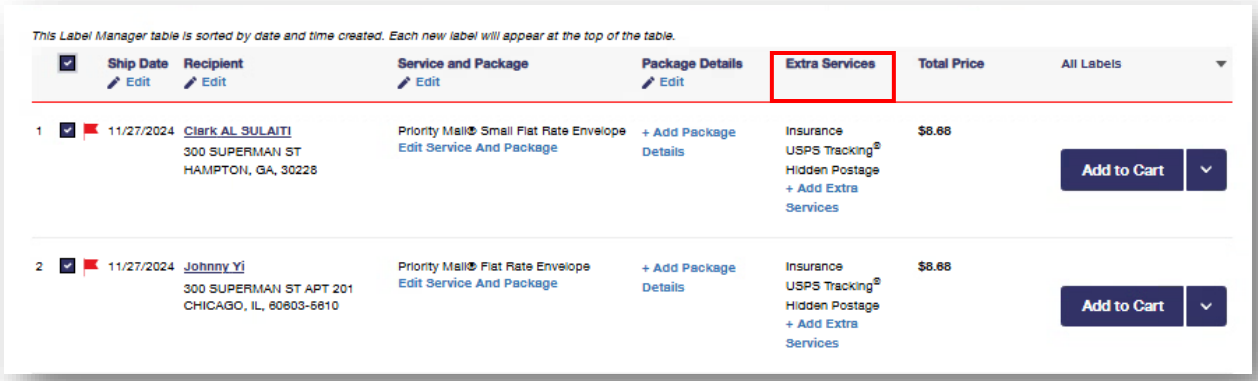

b) Once selected, a **Package Details** popup modal will be displayed. Enter the details as needed and select **Save.**



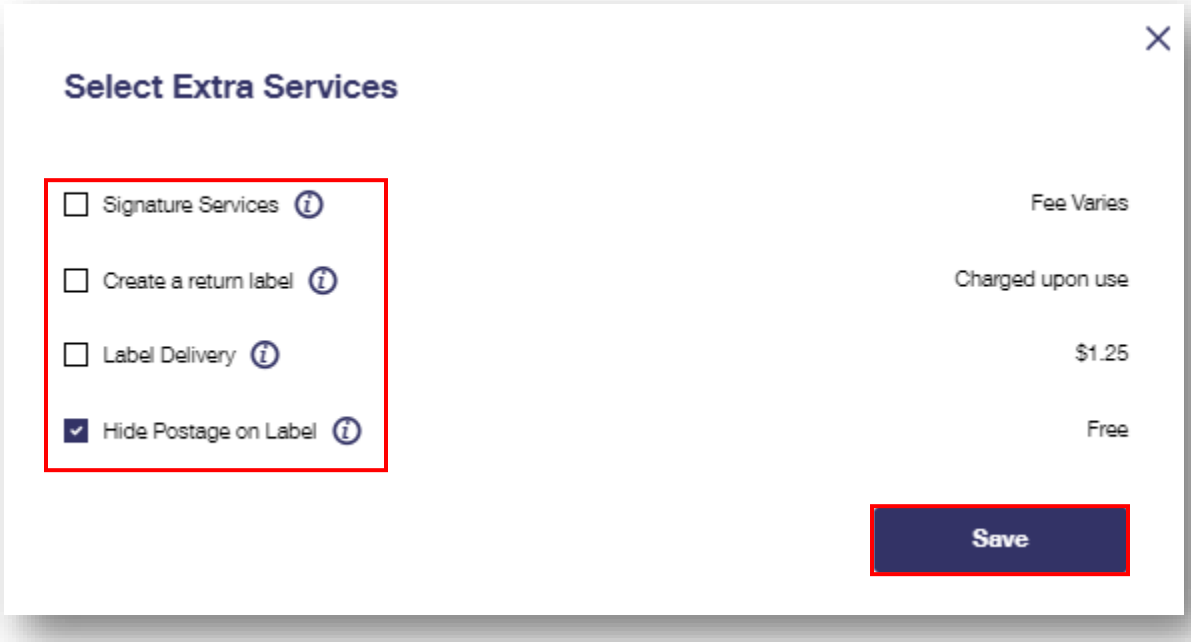

## Edit the Extra Services of Multiple Labels

a) To edit the extra services for multiple selected label(s), select **Edit** under the **Extra Services** section. This option will only be available if the selected labels have the same extra services.

   i. ***Note:*** *this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select* ***Edit,*** *and update the necessary details from the single label creation page.*




b) Once selected, a **Select Extra Services** popup modal will be displayed. Select an Extra Service and select **Save.**

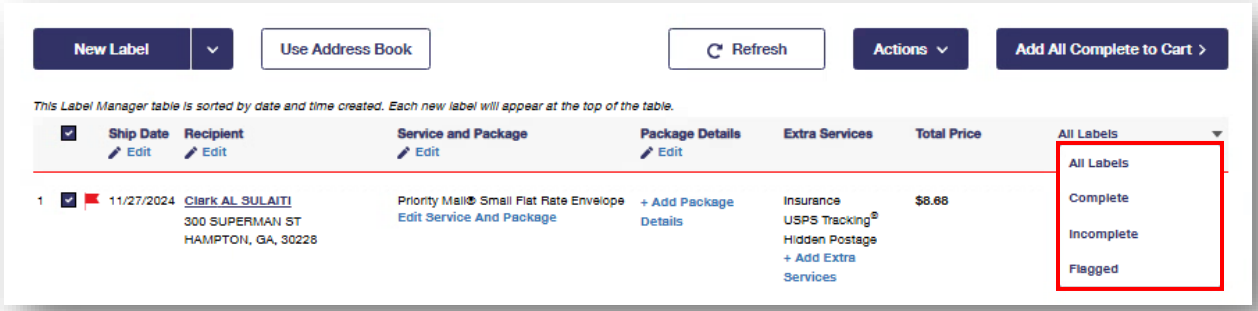


## All Other Actions in All Labels Tab

*There are multiple other actions that you can take within the All-Labels tab of your Label Manager.*

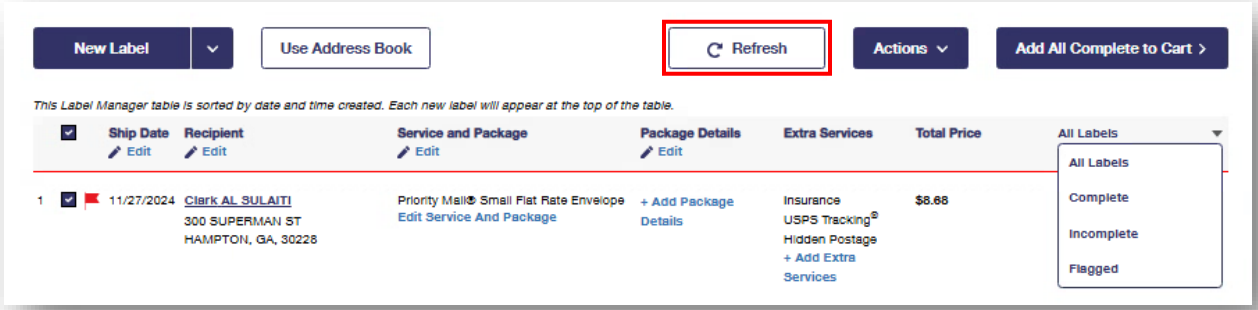
### Filtering Labels in Label Manager

a) To filter your label(s) by a certain category (*All Labels, Complete, Incomplete, or Flagged)*, select the **All-Labels** dropdown located at the top of the table.



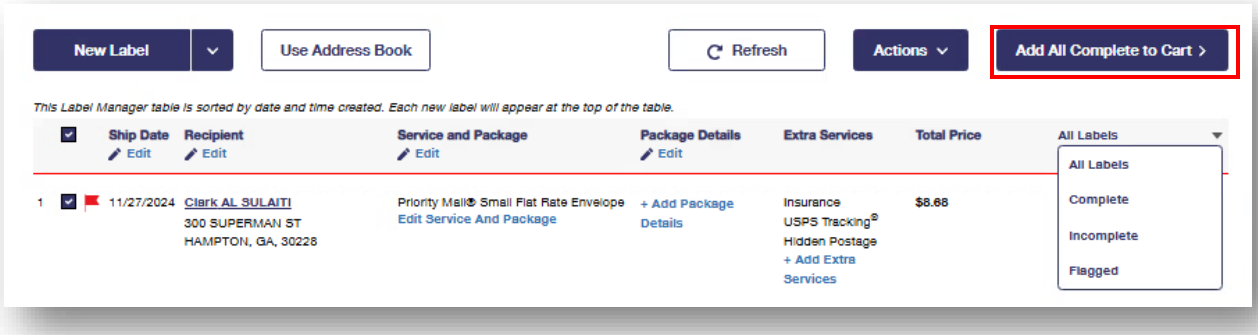

### Refreshing the Label Manager

a) To refresh your Label Manager, select **Refresh**.



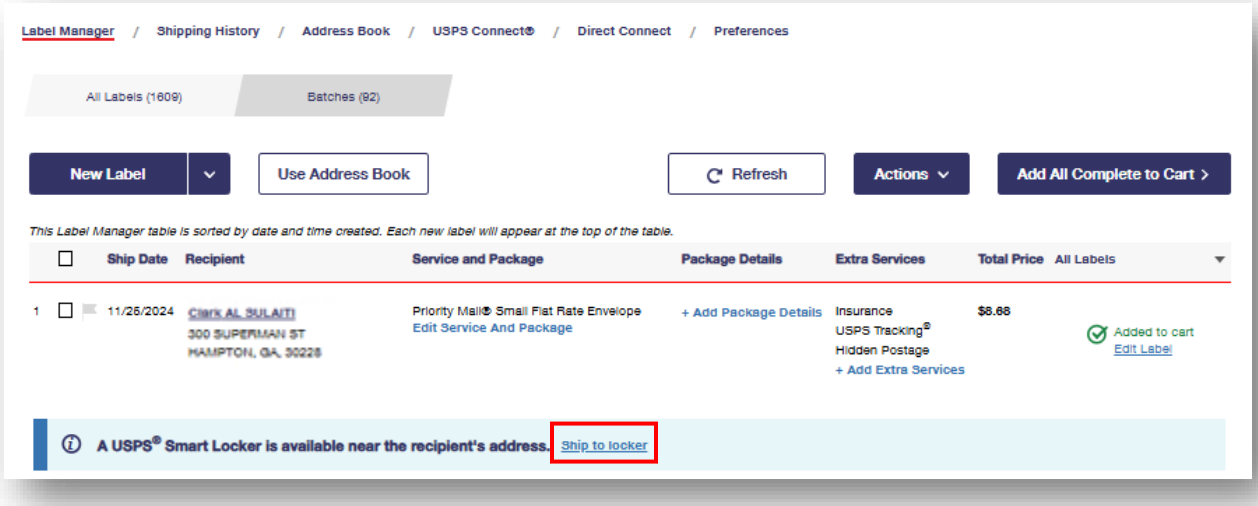

### Add All Completed Labels to Label Cart

a) To add all the *completed* labels within your Label Manager to the Label Cart at once, select **Add All Complete to Cart**.

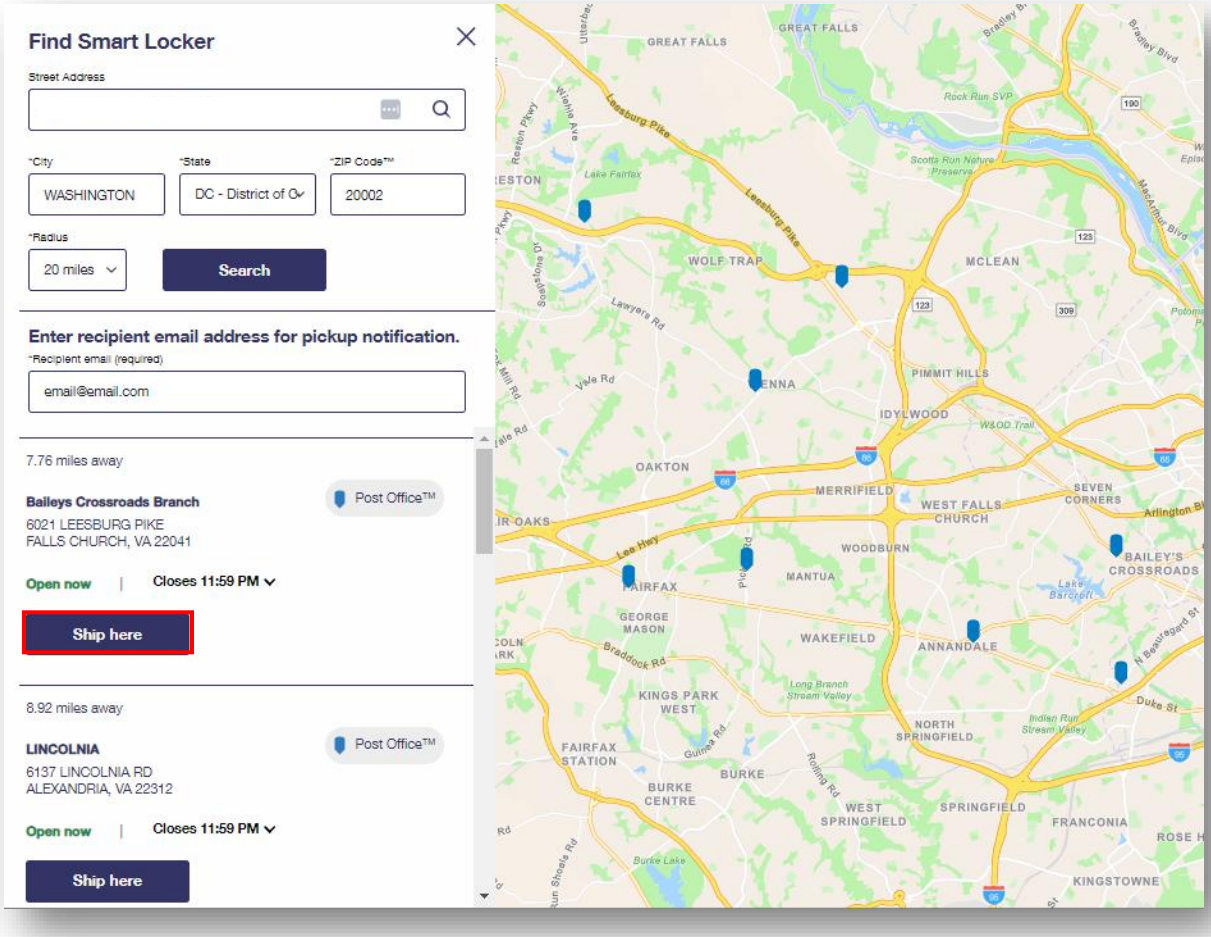



## Ship a Label to a USPS® Smart Locker

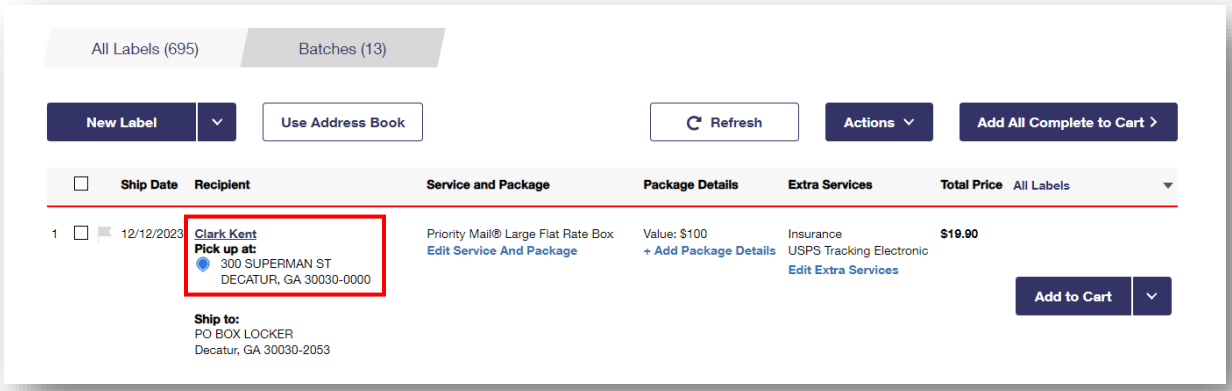
a) If the address for a label is close to a USPS® Smart Locker, you will see a **USPS® Smart Locker banner** displayed underneath that specific label. To select a locker, select **Ship to Locker.**




b) Once selected, a **Find Smart Locker** popup modal will be displayed. Select **Ship Here** of the desired USPS® Smart Locker.




c) Once complete, you will see the **Smart Locker logo and details** displayed underneath the Recipient name.

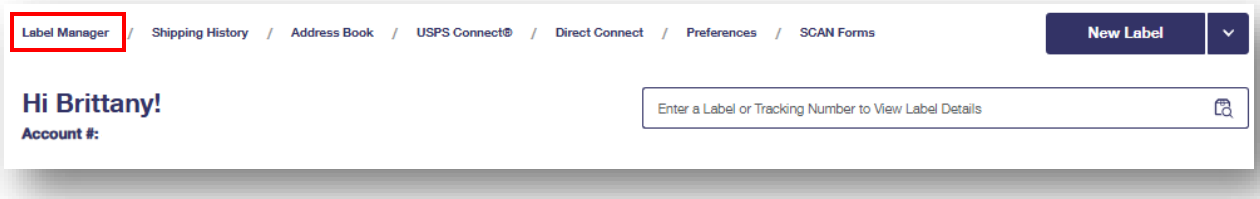


# Batches

*Within the Batches tab of the Label Manager, you'll be able to edit, organize, and store any batches prior to adding it to your label cart before purchase.*

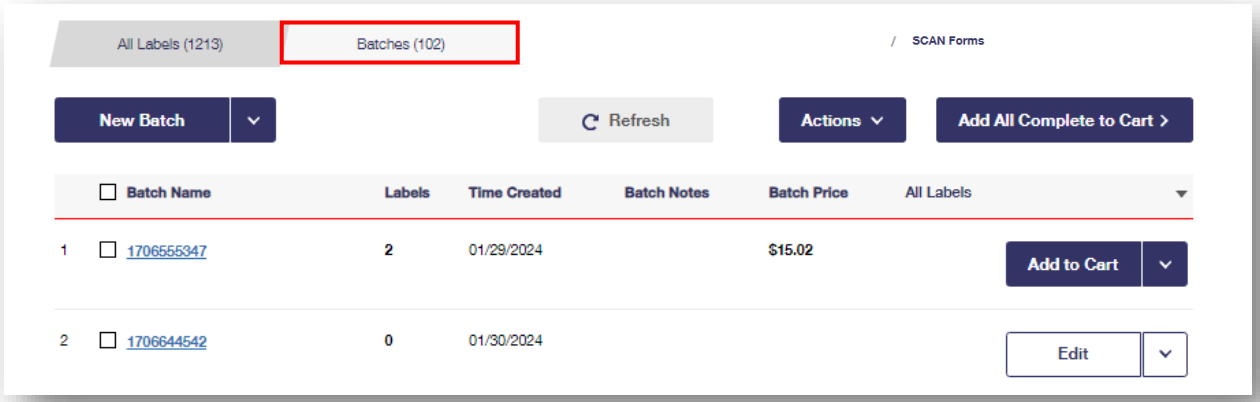
## 1) Access the Label Manager

a) Select **View Label Manager tab** located in the navigational bar on the landing page.




## 2) Select Batches View

a) By default, you will be in the *All-Labels* view. Select the **Batches** tab.




## Batch Label Creation via Batches Tab

*Create label(s) through your Label Manager by utilizing our different creation methods available.*

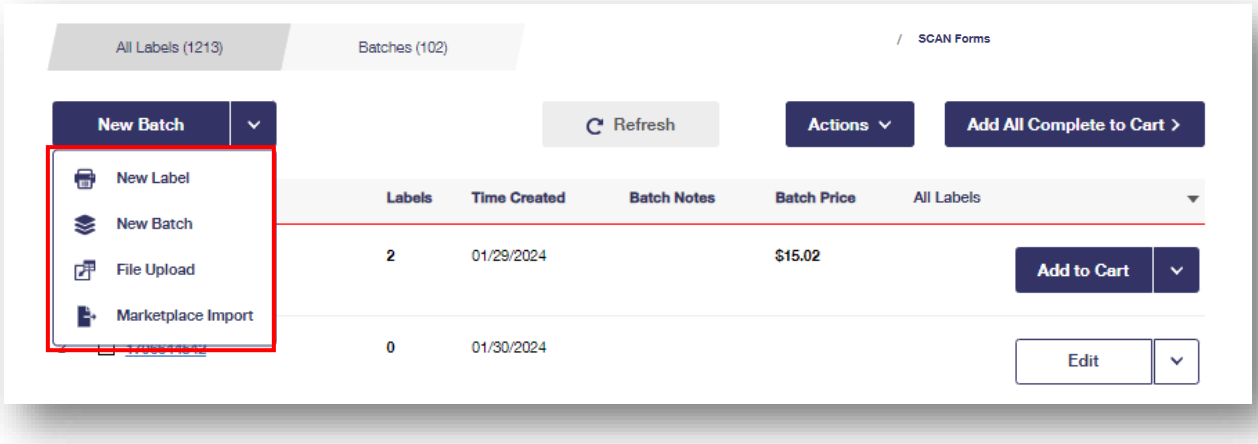
### 1) Create a Single Batch

a) To create a Batch, select the **New Label dropdown**, select **New Batch,** and you'll be redirected to the **Create a Batch** page**.**

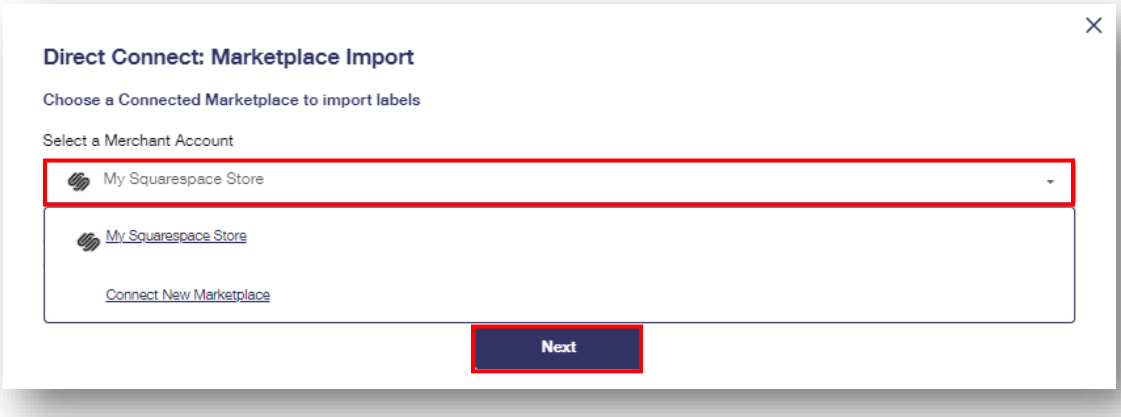
b) To Import a list of labels via File Upload, select the **New Label dropdown**, select **File Upload,** and you'll be redirected to the **Import a List of Labels** page**.**

c) To Import order exports from an online marketplace via Direct Connect, select the **New Label dropdown,** and select **Marketplace Import.**

(a – c)




d) If **Marketplace Import** is selected, a **Direct Connect: Marketplace Import** popup modal will be displayed. Select an **online marketplace** from the dropdown, select **Next,** and you'll be redirected to the **Direct Connect: Import Labels** page.

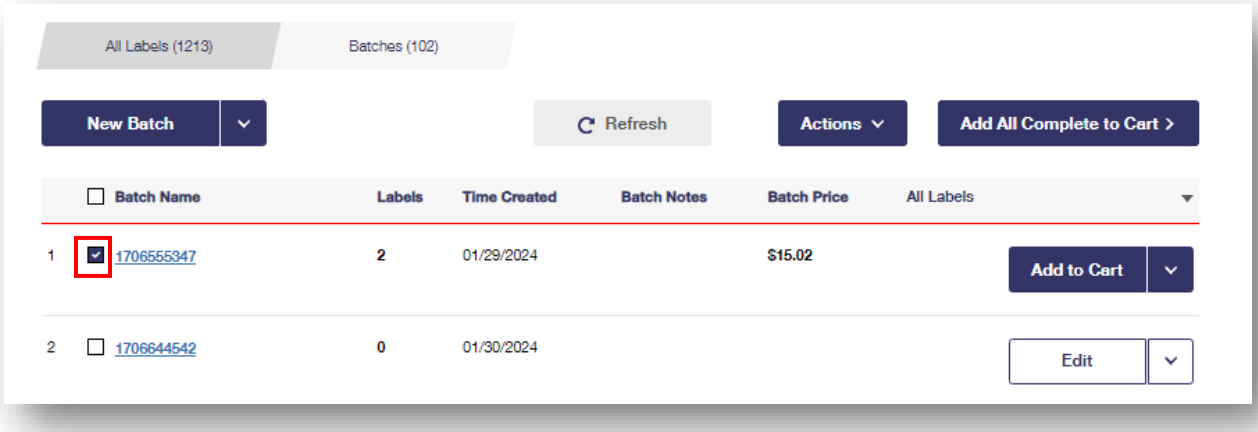



## All Actions for a Single Batch

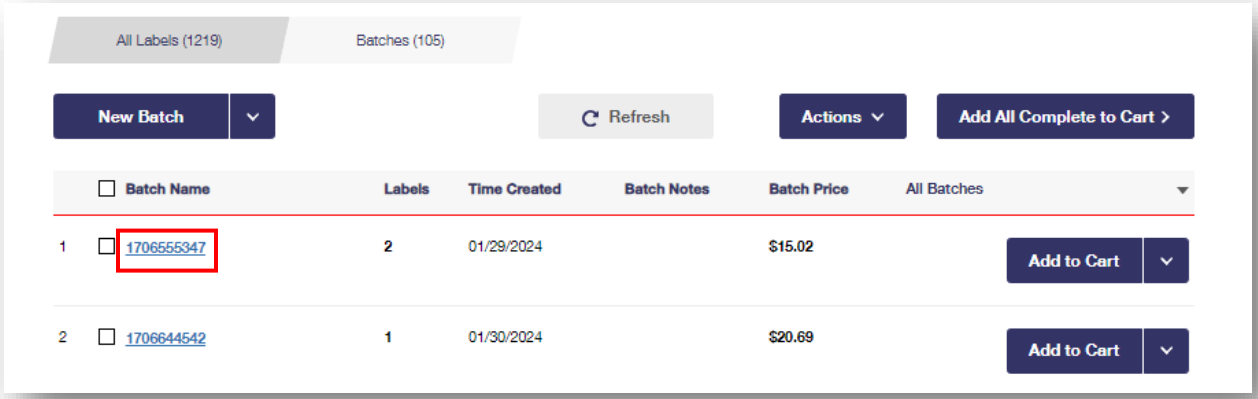
*There are multiple actions that you can take for a single batch within your Label Manager.*

### Viewing a Single Batch

a) Select the **Checkbox** of the specific batch that you would like to manage or modify.



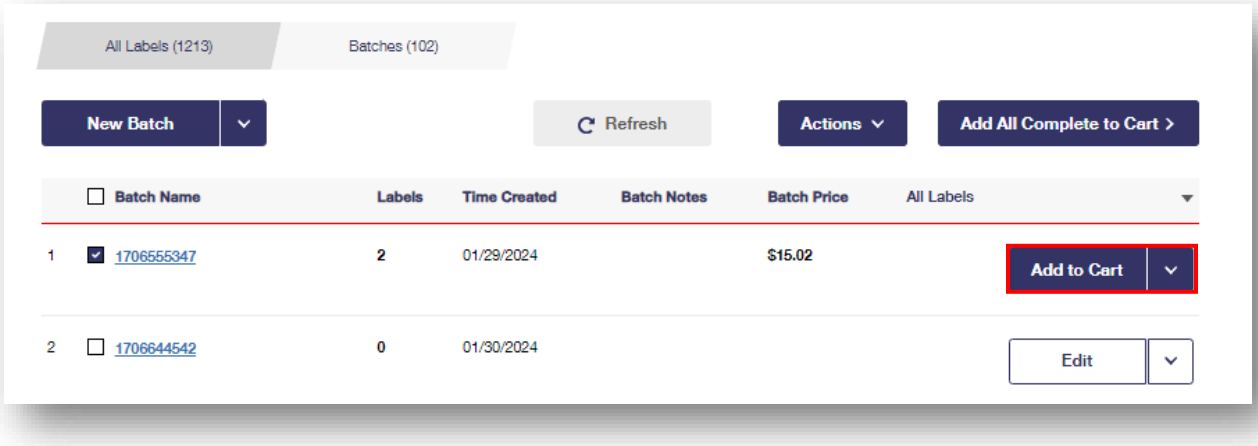

b) If you would like to open a single batch, you can also select the hyperlinked **Batch Name.**



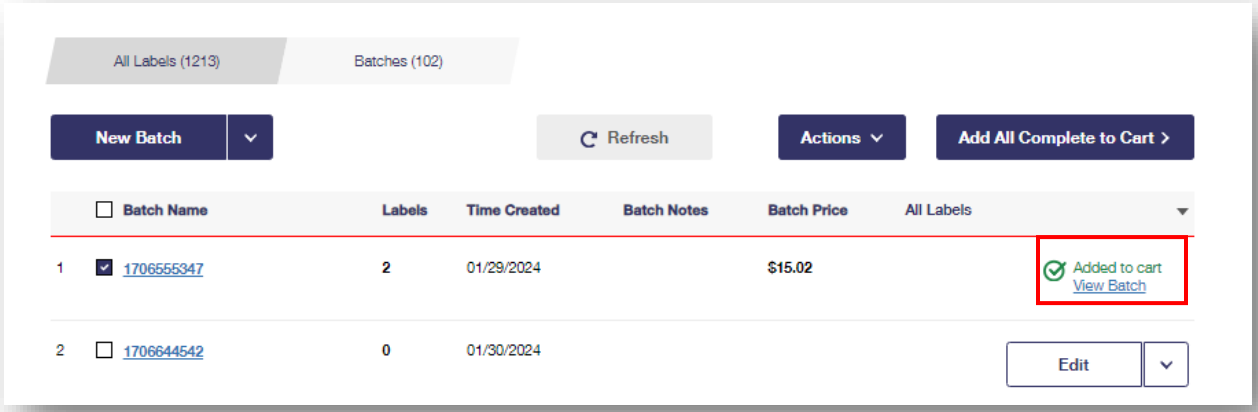

## Add a Single Batch to the Cart

a) to add the selected batch to the cart, select **Add to Cart.**

i. *Note, if your batch is missing any required information, you will not see the **Add to Cart** option, but you will see an **Edit** option instead. Once the required information is entered, you will be able to add the batch to the cart from your Label Manager.*

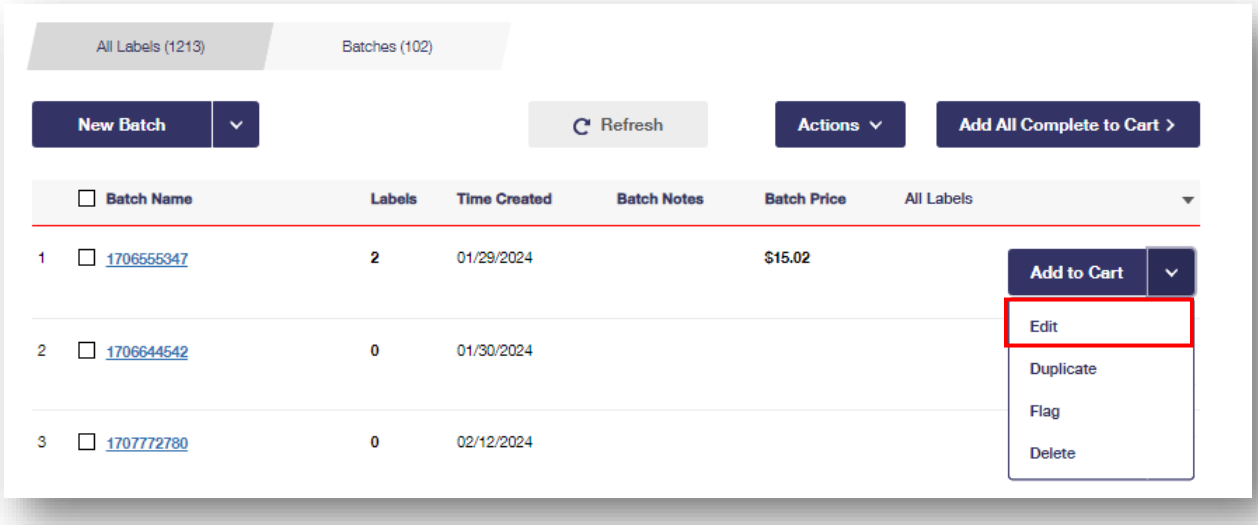



b) Once selected, you will see a green **Added to Cart** message letting you know that the batch was successfully added to the Label Cart.

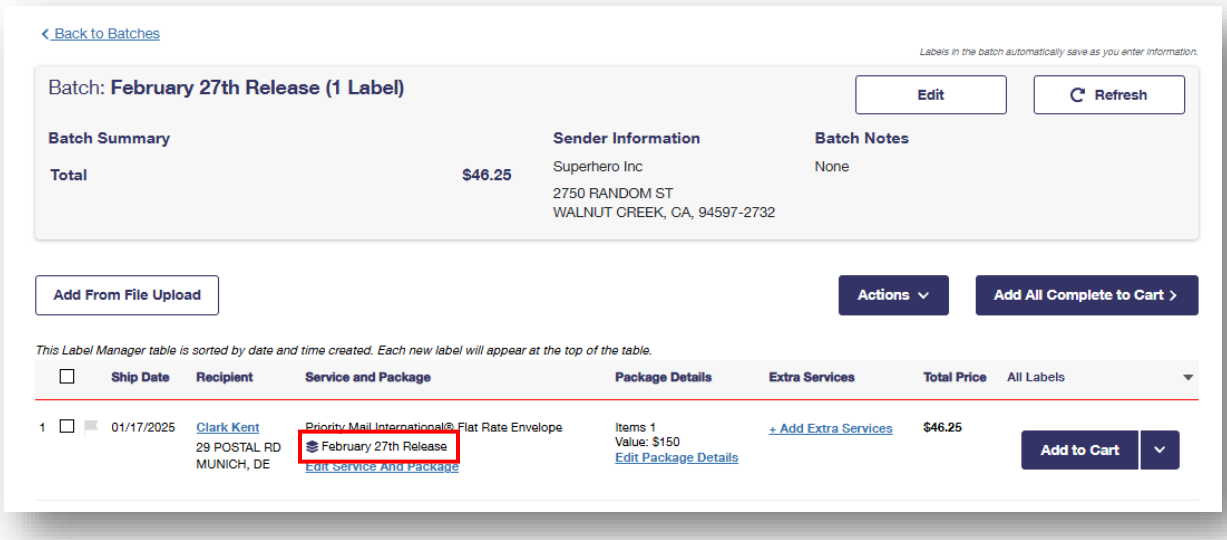



## Edit a Single Batch

a) to edit the selected batch, select **Edit**, and you will be redirected to **Create a Batch** page.

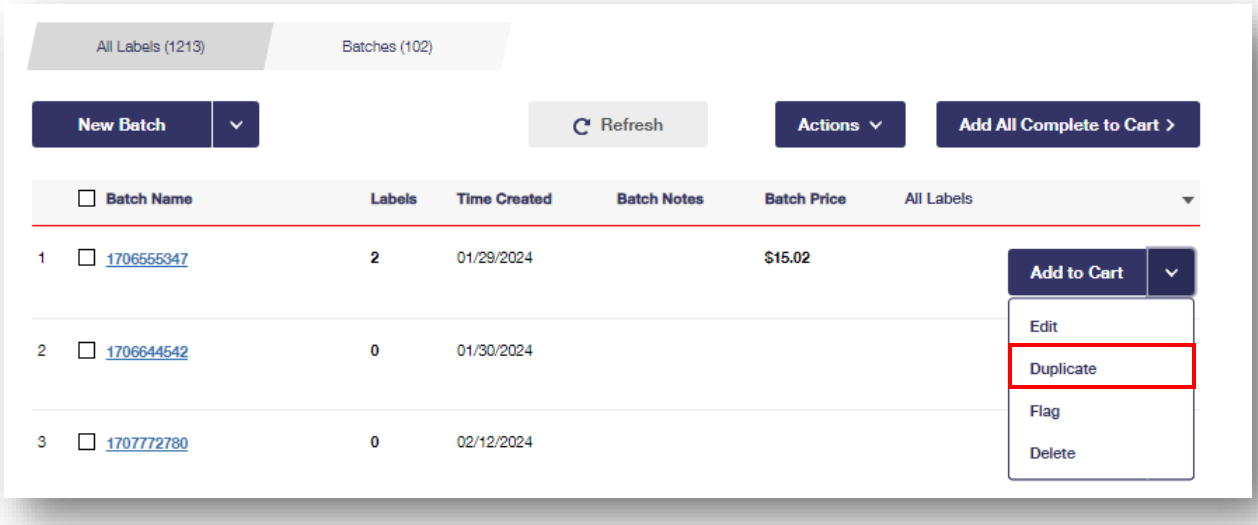



b) Once selected, you will be able to see all the **labels** within that specific batch. (*Note, the associated batch name and batch symbol will be displayed throughout the application for easier tracking*).



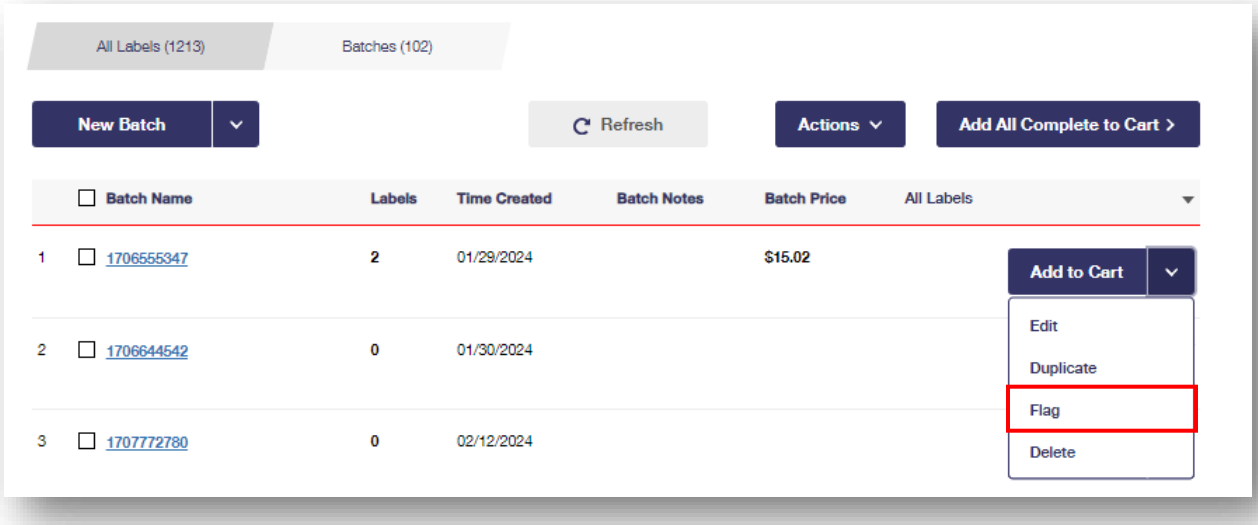

## Duplicate a Single Batch

a) to duplicate the selected batch, select **Duplicate**.

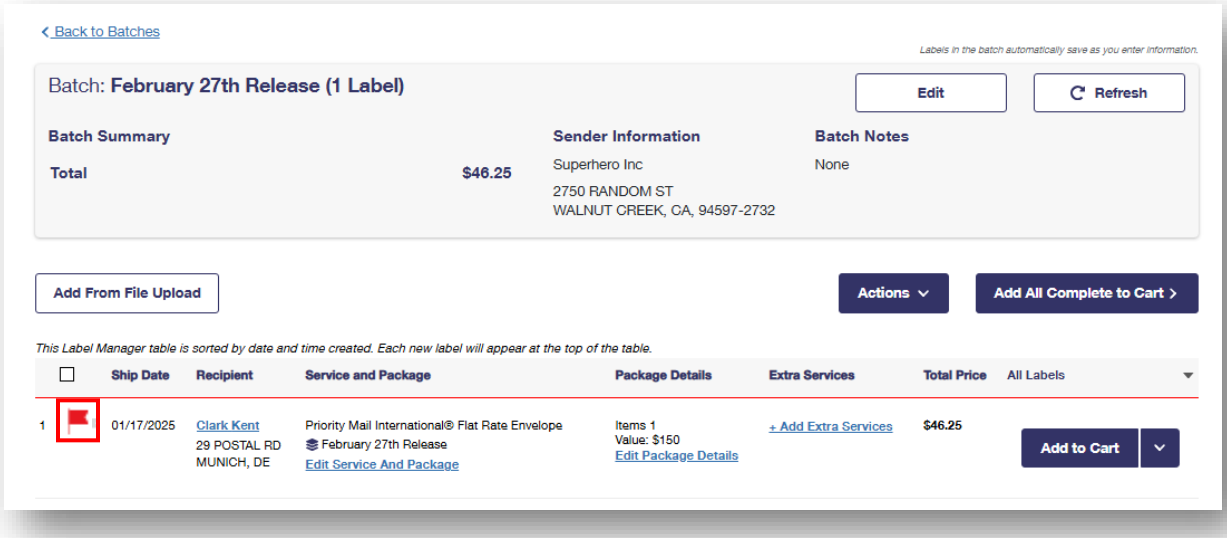



## Flag a Single Batch as Priority

a) to flag the selected batch as a Priority, select **Flag as Priority.**

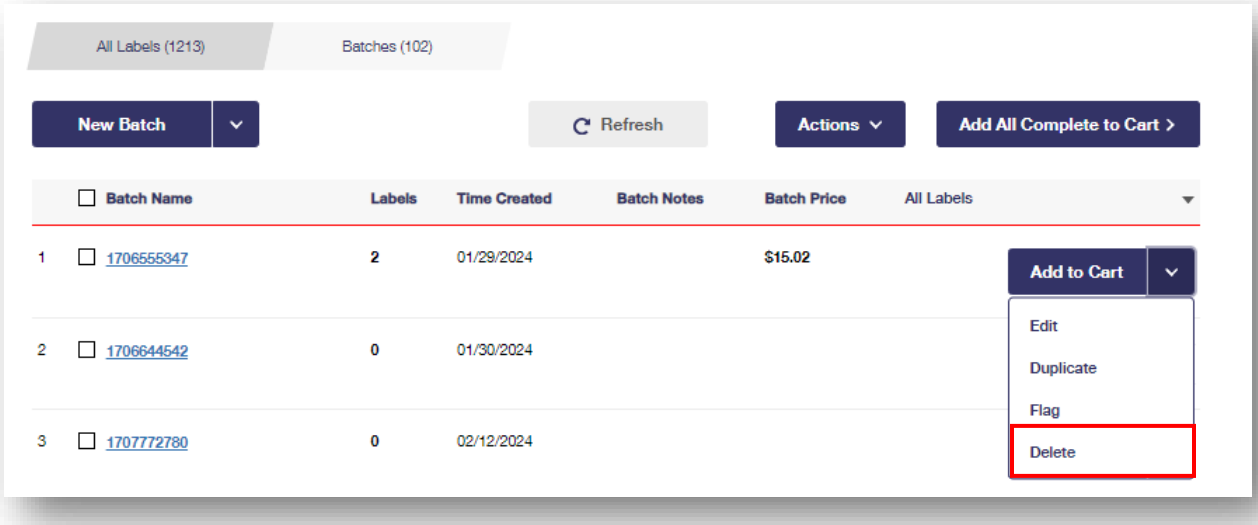



b) Once selected, you will see a **Red Flag** beside the ship date of the labels within the selected batch.




## Delete a Single Batch

a) to delete the selected batch from your Label Manager, select **Delete.**

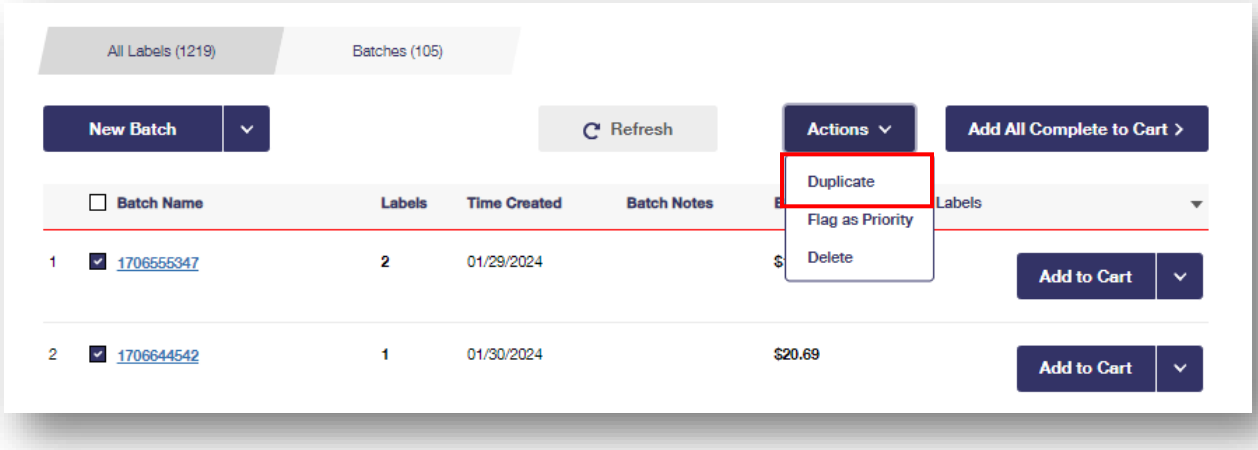


## All Actions for Multiple Batches

*There are multiple actions that you can take for multiple batches at one time within your Label Manager.*

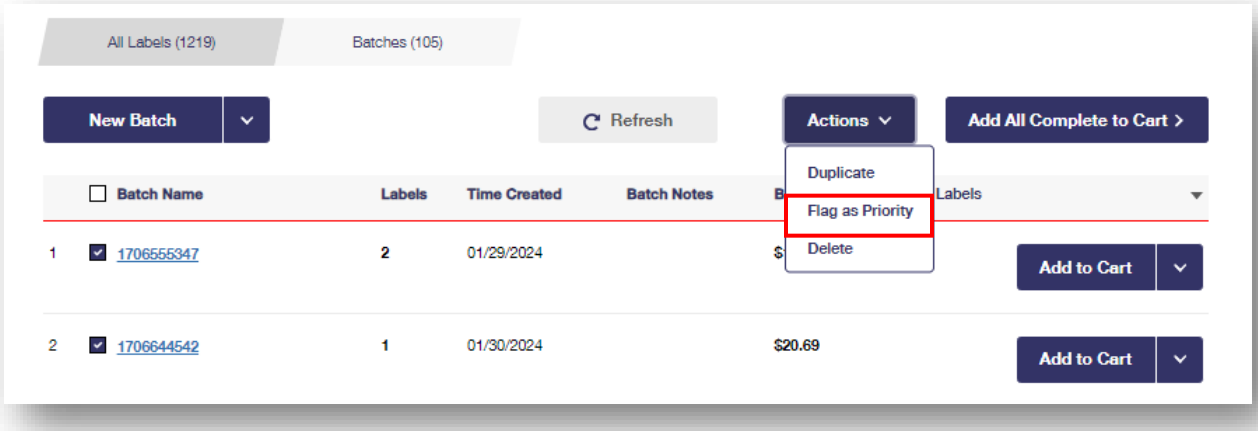
### Duplicate Multiple Batches

a) to duplicate the selected batches, select **Duplicate**.

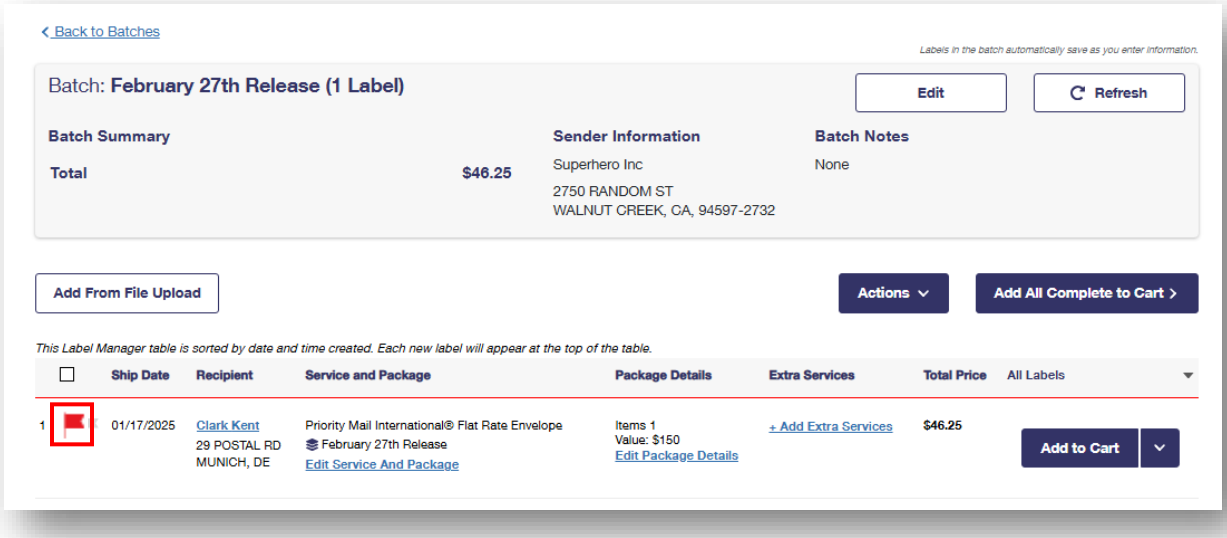



### Flag Multiple Batches as Priority

a) to flag the selected batches as a Priority, select **Flag as Priority.**

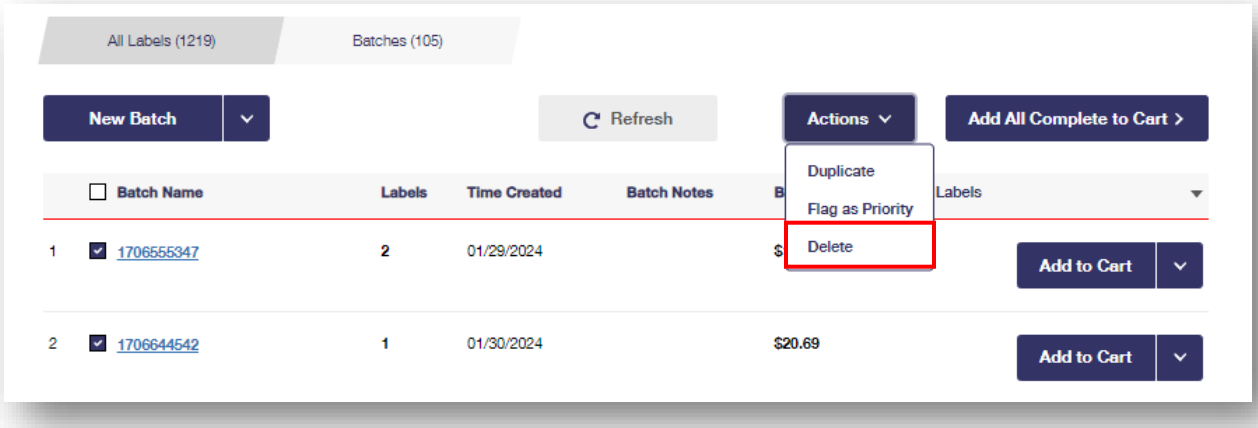



b) Once selected, you will see a **Red Flag** beside the ship date of the labels within the selected batches.




## Delete Multiple Batches

a) to delete the selected batches from your Label Manager, select **Delete.**

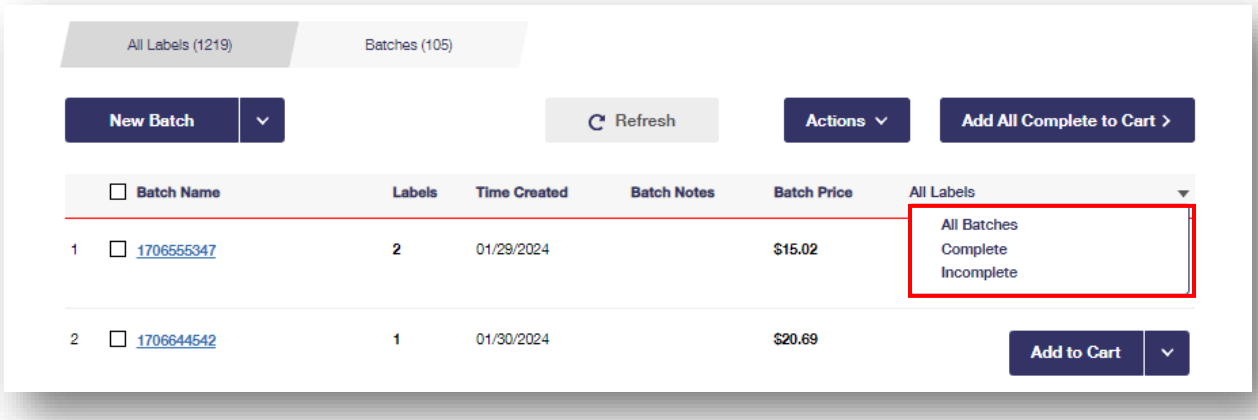


## All Other Actions in Batches Tab

*There are multiple other actions that you can take within the Batch tab of the Label Manager.*

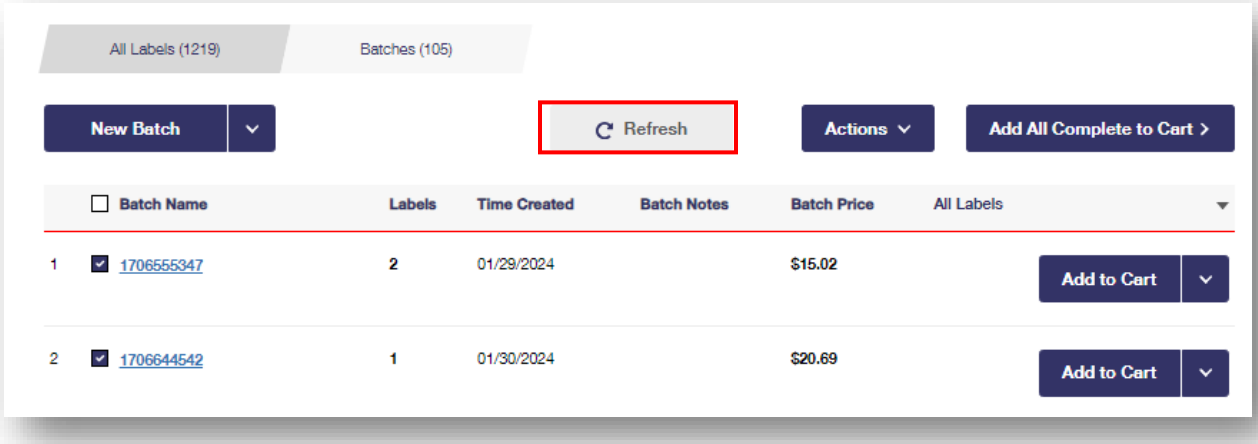
### Filtering Batches in Label Manager

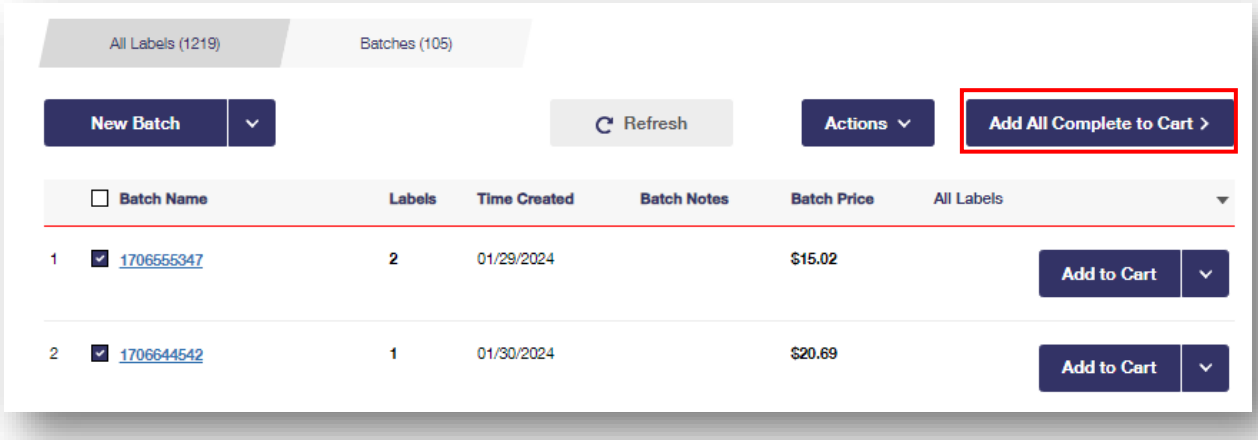
a) To filter your label(s) by a certain category (*All Batches, Complete, or Incomplete)*, select the **All-Labels** dropdown located at the top of the table.




### Refreshing Batches in Label Manager

a) To refresh your Label Manager, select **Refresh**.



## Add All Completed Batches to Label Cart

a) To add all the *completed* batches within your Label Manager to the Label Cart at once, select **Add All Complete to Cart**.