



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

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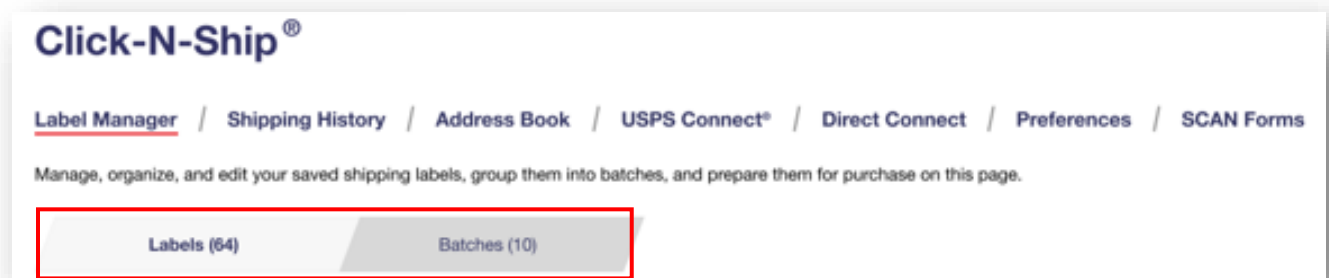
**Please note that this guide will be continuously updated.*

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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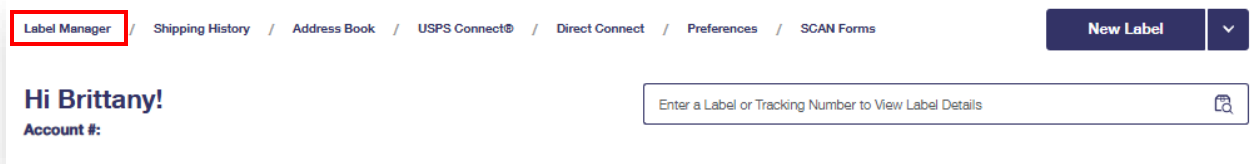
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All Labels

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.

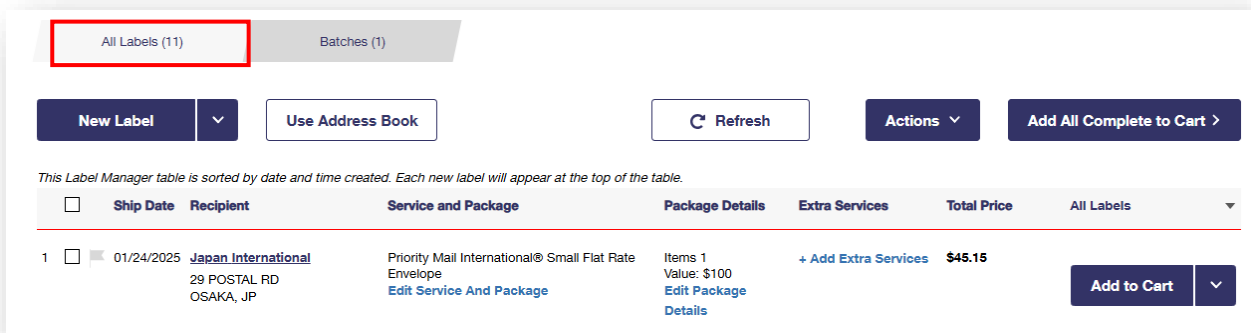
1) Access the Label Manager

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



2) Select All Labels Tab

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

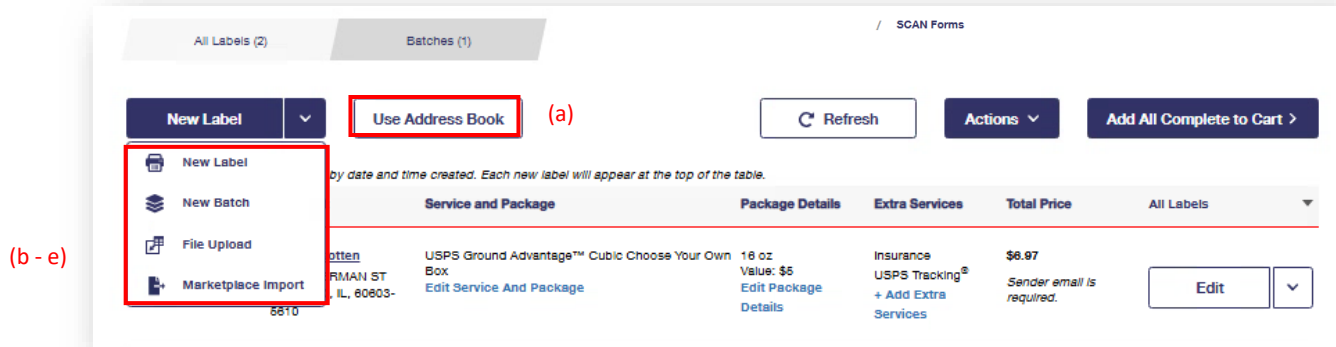


Single Label Creation via All Labels Tab

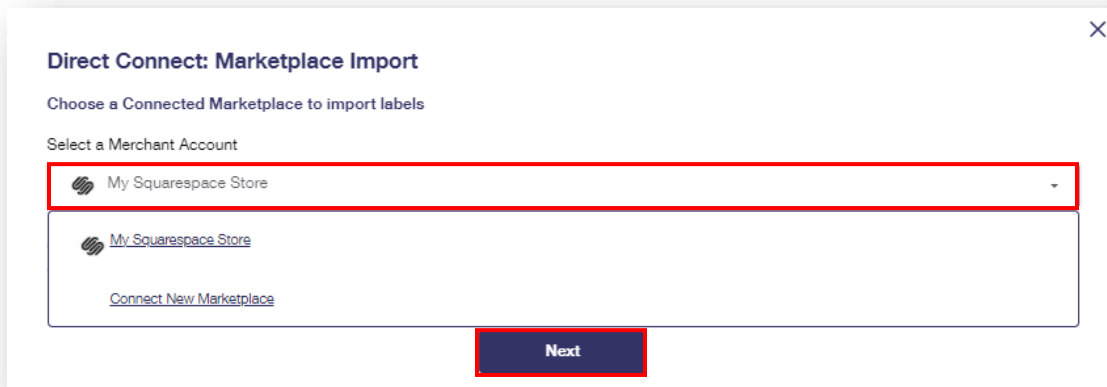
Create a label(s) through your Label Manager by utilizing our different creation methods available.

1) Create a Single Label

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

All Labels (1609)

Batches (96)

New Label

Use Address Book

Refresh

Actions

Add All Complete to Cart

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	11/26/2024	Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	<div>Add to Cart</div> <div></div>

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.

New Label


Use Address Book

Refresh

Actions

Add All Complete to Cart

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	11/26/2024	Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	<div>  Added to cart Edit Label </div>

Saving a Single Label as Favorite

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

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	11/26/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5810	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	<div> <div>Add to Cart</div> <div>Save As Favorite</div> <div>Edit</div> <div>Add to Batch</div> <div>Duplicate</div> <div>Flag as Priority</div> <div>Delete</div> <div>Edit</div> <div></div> </div>
2	11/26/2024	Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	
3	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra	\$8.68 <i>Invalid recipient address.</i>	

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

×

Add Favorite

Save favorite packaging options to create new labels more quickly.

*Name of Favorite

*Service Type

Priority Mail®

*Mailpiece Type

Large Flat Rate Box

*Mailpiece Value (enter a value up to and including \$5,000)

\$

Save

Cancel

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.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

	<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/>	11/26/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	<div>Add to Cart</div> <div>Save As Favorite</div> <div>Edit</div> <div>Add to Batch</div> <div>Duplicate</div> <div>Flag as Priority</div> <div>Delete</div> <div>Edit</div>
2	<input type="checkbox"/>	11/26/2024	Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	
3	<input type="checkbox"/>	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra	\$8.68 <i>Invalid recipient address.</i>	

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.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	11/26/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5810	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	<div><div>Add to Cart</div><div><div>Save As Favorite</div><div>Edit</div><div>Add to Batch</div><div>Duplicate</div><div>Flag as Priority</div><div>Delete</div><div>Edit</div></div></div>
2 <input type="checkbox"/>	11/26/2024	Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	
3 <input type="checkbox"/>	11/26/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra	\$8.68 <i>Invalid recipient address.</i>	

- 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.

Add to Batch (1 Label)

Would you like to add these labels to an existing batch or a new batch?

☐ Existing Batch

☒ New Batch

Name this Batch

Batch Name (optional)

Batch Name

Batch Notes (optional)

Batch Notes

Add to Batch

Duplicate a Single Label to a Batch

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

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 11/28/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5810	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	<div>Add to Cart</div> <div>Save As Favorite</div> <div>Edit</div> <div>Add to Batch</div> <div>Duplicate</div> <div>Flag as Priority</div> <div>Delete</div> <div>Edit</div>
2	<input type="checkbox"/> 11/28/2024	Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	
3	<input type="checkbox"/> 11/28/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra	\$8.68 <i>Invalid recipient address.</i>	<div>Edit</div>

Flag a Single Label as Priority

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

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 11/28/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5810	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	<div>Add to Cart</div> <div>Save As Favorite</div> <div>Edit</div> <div>Add to Batch</div> <div>Duplicate</div> <div>Flag as Priority</div> <div>Delete</div> <div>Edit</div>
2	<input type="checkbox"/> 11/28/2024	Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	
3	<input type="checkbox"/> 11/28/2024	Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra	\$8.68 <i>Invalid recipient address.</i>	<div>Edit</div>

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

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/>	11/27/2024 Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	Add to Cart <input type="button" value="v"/>
2	<input type="checkbox"/>	11/26/2024 Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	Add to Cart <input type="button" value="v"/>

Delete a Single Label

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

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/>	11/26/2024 Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	Add to Cart <input type="button" value="v"/> Save As Favorite Edit Add to Batch Duplicate Flag as Priority Delete Edit <input type="button" value="v"/>
2	<input type="checkbox"/>	11/26/2024 Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	
3	<input type="checkbox"/>	11/26/2024 Johnny Parker 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra	\$8.68 <i>Invalid recipient address.</i>	

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.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 11/27/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-6610	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	Add to Cart <input type="button" value="v"/>
2	<input type="checkbox"/> 11/28/2024	Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	Add to Cart <input type="button" value="v"/>

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

×

Select Service and Package

Choose Your Package Type

☒ USPS® Flat Rate Packaging
 ☐ Choose your own box
 ☐ I want to start from a Favorite

Next

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

×

Select Service and Package

Package Type	Scheduled Delivery	Price
<input checked="" type="radio"/> Priority Mail® Large Flat Rate Box 12 1/4" x 12" x 6"	See Estimated Delivery in Label Manager	See Price in Label Manager
<input type="radio"/> Priority Mail® Medium Flat Rate Box 11" x 9-1/2" x 5-1/2" 13-5/8" x 11-7/8" x 3-3/8"	See Estimated Delivery in Label Manager	See Price in Label Manager

- 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.

☒ I want to ship eligible labels via USPS Connect® Local.
1 label is eligible for local drop-off USPS Connect® Local. To ship these labels via USPS Connect, select the checkbox to view shipping options on the next page. All Remaining labels will ship via the service you select above.

Back

Next

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

✕

Select Service and Package

The table below reflects the Service and Package Types you have chosen for the 1 label you selected. Review the information below, and click Save to update your labels. Click 'Back' if you need to edit any of the previous information.

Labels (#)	Service and Package Type	Scheduled Delivery	Price
1 Label	USPS Connect® Local Large Flat Rate Bag	See Estimated Delivery in Label Manager	See Price in Label Manager

Note: When adding Service and Package Types to all labels, delivery dates may vary for each label, and 'Choose Your Own Box' prices will not be available until you save and view prices in the label table.

Back
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.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1 <input type="checkbox"/>	11/27/2024	<u>Johnny Yi</u> 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope Edit Service And Package	<div style="border: 2px solid red; padding: 2px;">+ Add Package Details</div>	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	<div>Add to Cart</div> <div>▼</div>
2 <input type="checkbox"/>	11/26/2024	<u>Clerk AL SULAITI</u> 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	<div>Add to Cart</div> <div>▼</div>

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

✕

Package Details

Recipient(s)

Johnny Yi
300 SPIDERMAN ST APT 201
CHICAGO, IL 60603-5610

Item Details

This information is required for labels that require a customs form. You may enter item information below.
[+Add Item](#)

Package Details

Package Value
Enter a value up to and including \$5,000.00.

\$

0

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.*

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	11/27/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	Add to Cart v
2	11/26/2024	Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	Add to Cart v

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

Select Extra Services

☐ Signature Services ⓘ

☐ Create a return label ⓘ

☐ Label Delivery ⓘ

☒ Hide Postage on Label ⓘ

Fee Varies

Charged upon use

\$1.25

Free

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.

New Label

Use Address Book

Refresh

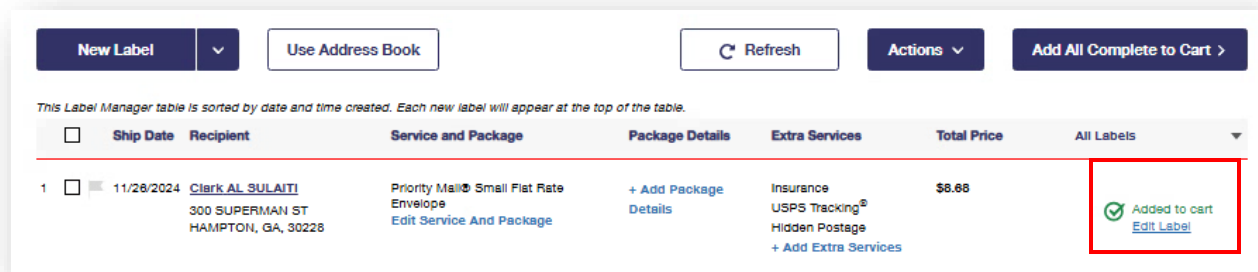
Actions

Add All Complete to Cart

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

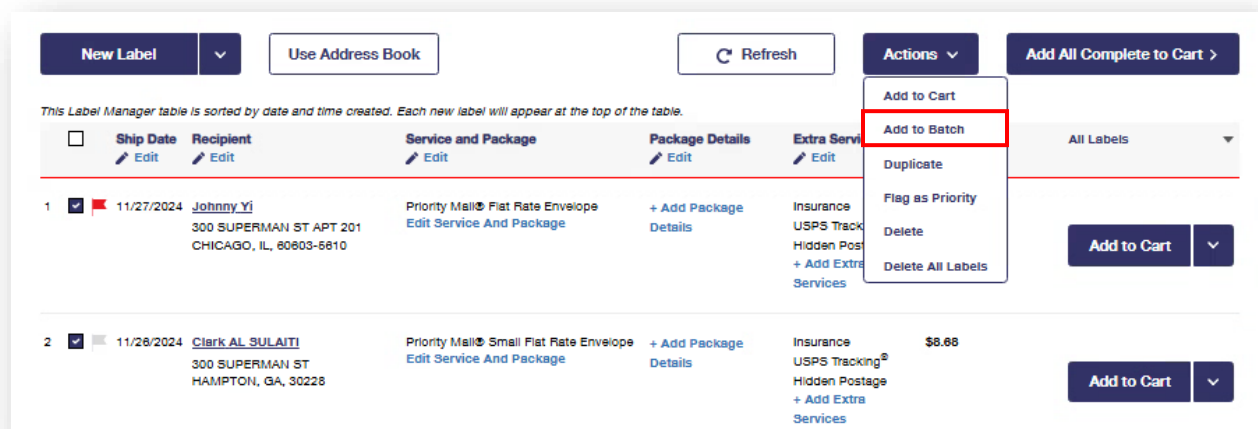
<input type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services Edit	
1	11/27/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	<div>Add to Cart</div>
2	11/26/2024	Clark AL SULAJTI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	<div>\$8.68</div> <div>Add to Cart</div>

- 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.

✕

Add to Batch (2 Labels)

Would you like to add these labels to an existing batch or a new batch?

☐ Existing Batch
☒ New Batch

Name this Batch

Batch Name (optional)

Batch Notes (optional)

Add to Batch

Duplicate Multiple Labels

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

New Label

Use Address Book

↻ Refresh

Actions

Add All Complete to Cart

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	
	Edit	Edit	Edit	Edit	Edit	
1	<input checked="" type="checkbox"/>	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: red; margin-right: 5px;"></div> <div> <div>11/27/2024</div> <div>Johnny Yi</div> <div>300 SUPERMAN ST APT 201</div> <div>CHICAGO, IL, 60603-5610</div> </div> </div>	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	<div style="border: 1px solid #ccc; padding: 5px; width: 100px; position: relative;"> <div style="position: absolute; top: -10px; right: -10px; background-color: #003366; color: white; padding: 2px;">⌵</div> <div style="text-align: center; font-size: 0.8em;"> Add to Cart Add to Batch Duplicate Flag as Priority Delete Delete All Labels </div> </div> <div style="margin-top: 10px; display: flex; align-items: center;"> <div style="background-color: #003366; color: white; padding: 5px 10px; border-radius: 5px;">Add to Cart</div> <div style="background-color: #003366; color: white; padding: 5px 10px; border-radius: 5px; margin-left: 5px;">⌵</div> </div>
2	<input checked="" type="checkbox"/>	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #ccc; margin-right: 5px;"></div> <div> <div>11/26/2024</div> <div>Clark AL SULAITI</div> <div>300 SUPERMAN ST</div> <div>HAMPTON, GA, 30228</div> </div> </div>	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	<div style="margin-top: 10px; display: flex; align-items: center;"> <div style="background-color: #003366; color: white; padding: 5px 10px; border-radius: 5px;">Add to Cart</div> <div style="background-color: #003366; color: white; padding: 5px 10px; border-radius: 5px; margin-left: 5px;">⌵</div> </div>

Flag Multiple Labels as Priority

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

The screenshot shows the USPS Label Manager interface. At the top, there are buttons for 'New Label', 'Use Address Book', 'Refresh', and 'Actions'. The 'Actions' dropdown menu is open, showing options: 'Add to Cart', 'Add to Batch', 'Duplicate', 'Flag as Priority' (highlighted with a red box), 'Delete', and 'Delete All Labels'. Below the menu is a table with columns: 'Ship Date', 'Recipient', 'Service and Package', 'Package Details', 'Extra Services', and 'Total Price'. The table contains two rows of labels. The first row is selected, and a red flag icon is visible next to the ship date '11/27/2024'.

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price
1	11/27/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	
2	11/28/2024	Clark AL SULAJTI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68

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

The screenshot shows the USPS Label Manager interface after selecting the first label. A red flag icon is now visible next to the ship date '11/27/2024' of the first label. The table structure is the same as in the previous screenshot, but the 'Total Price' column is now visible for all rows.

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price
1	11/27/2024	Clark AL SULAJTI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68
2	11/27/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68

Delete Multiple Labels

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

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

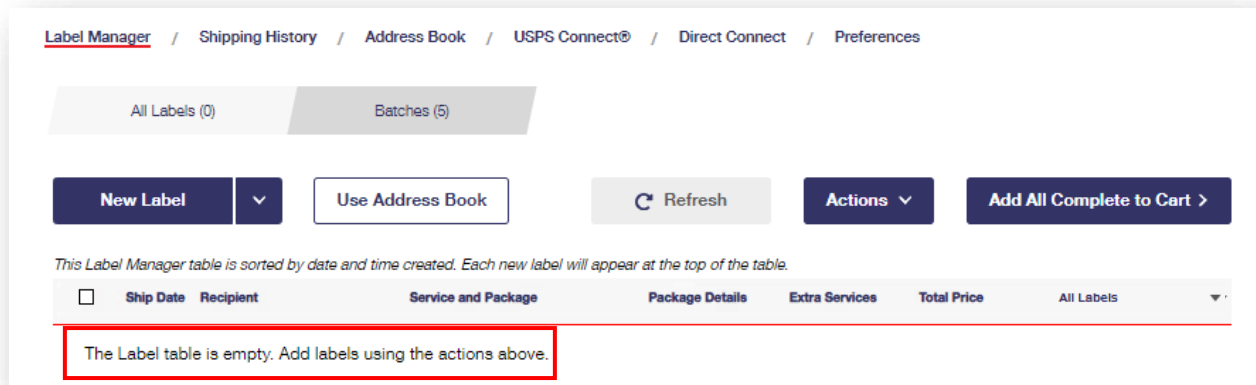
	<input type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services Edit	
1	<input checked="" type="checkbox"/>	11/27/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	<div> <div> Add to Cart Add to Batch Duplicate Flag as Priority Delete Delete All Labels </div> <div> Add to Cart </div> </div>
2	<input checked="" type="checkbox"/>	11/26/2024	Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	<div> <div> Add to Cart </div> <div> Add to Cart </div> </div>

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

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

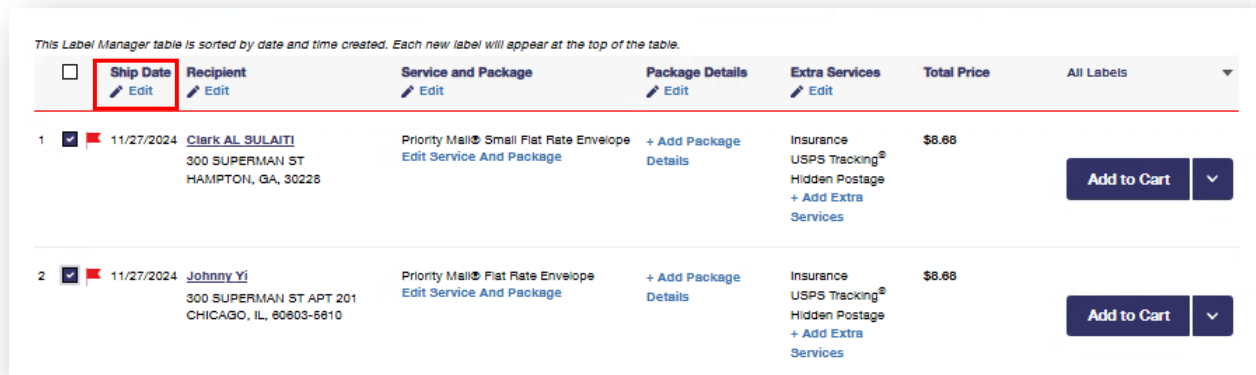
	<input type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services Edit	
1	<input checked="" type="checkbox"/>	11/27/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	<div> <div> Add to Cart Add to Batch Duplicate Flag as Priority Delete Delete All Labels </div> <div> Add to Cart </div> </div>
2	<input checked="" type="checkbox"/>	11/26/2024	Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	<div> <div> Add to Cart </div> <div> Add to Cart </div> </div>

- 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 Ship Date

Shipping Date

Choose a date up to 7 days from today.

09/12/2024

📅

Save

Edit the Recipient Details of Multiple Labels

- 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*).
 - 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.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
	Edit	Edit	Edit	Edit	Edit		
1	<input checked="" type="checkbox"/> <div>11/27/2024</div>	<div>Clark AL SULAITI</div> <div>300 SUPERMAN ST HAMPTON, GA, 30228</div>	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	<div>Add to Cart</div> <div>▼</div>
2	<input checked="" type="checkbox"/> <div>11/27/2024</div>	<div>Johnny Yi</div> <div>300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610</div>	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	<div>Add to Cart</div> <div>▼</div>

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

×

Enter Recipient Details

Recipient information is required before selecting package services.

Use Address Book

First Name

M.I.

Last Name

Company

Donuts

Country

United States of America

▼

[Copy & Paste US Address](#)

Street Address

Apt/Suite

1234 WASHINGTON BLVD

*City

*State

*ZIP Code™

ARLINGTON

VA - Virginia

99999

Reference Number

Reference Number 2

☐ Save to Address Book

☒ Status Notifications: OFF

☐ Hold for Pickup at Post Office™

Save

Cancel

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

×

Are you sure you want to make these changes?

Updating the delivery information for this label will change the available service and mailpiece options. You will have to update the rest of the label information once the delivery address has been changed. Would you like to proceed with updating the delivery address?

No, I do not want to proceed

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.

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/>	11/27/2024 Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.88	Add to Cart v
2	<input checked="" type="checkbox"/>	11/27/2024 Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.88	Add to Cart v

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

×

Select Service and Package

Choose Your Package Type

☒ USPS® Flat Rate Packaging

☐ Choose your own box

☐ I want to start from a Favorite

Next

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

×

Select Service and Package

Package Type	Scheduled Delivery	Price
<input checked="" type="radio"/> Priority Mail® Large Flat Rate Box 12 1/4" x 12" x 6"	See Estimated Delivery in Label Manager	See Price in Label Manager
<input type="radio"/> Priority Mail® Medium Flat Rate Box 11" x 9-1/2" x 5-1/2" 13-5/8" x 11-7/8" x 3-3/8"	See Estimated Delivery in Label Manager	See Price in Label Manager

- 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.

☒ I want to ship eligible labels via USPS Connect® Local.
1 label is eligible for local drop-off USPS Connect® Local. To ship these labels via USPS Connect, select the checkbox to view shipping options on the next page. **All Remaining labels will ship via the service you select above.**

Back

Next

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

✕

Select Service and Package

The table below reflects the Service and Package Types you have chosen for the 1 label you selected. Review the information below, and click Save to update your labels. Click 'Back' if you need to edit any of the previous information.

Labels (#)	Service and Package Type	Scheduled Delivery	Price
1 Label	USPS Connect® Local Large Flat Rate Bag	See Estimated Delivery in Label Manager	See Price in Label Manager

Note: When adding Service and Package Types to all labels, delivery dates may vary for each label, and 'Choose Your Own Box' prices will not be available until you save and view prices in the label table.

Back
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.*

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/> 11/27/2024	Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.88	Add to Cart ▼
2	<input checked="" type="checkbox"/> 11/27/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-6810	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.88	Add to Cart ▼

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

×

Package Details

Recipient(s)

Johnny Yi
300 SPIDERMAN ST APT 201
CHICAGO, IL 60603-5610

Item Details

This information is required for labels that require a customs form. You may enter item information below.

[+Add Item](#)

Package Details

Package Value
Enter a value up to and including \$5,000.00.

\$	0
----	---

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.*

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

	<input checked="" type="checkbox"/>	Ship Date Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services	Total Price	All Labels
1	<input checked="" type="checkbox"/>	11/27/2024	Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	Add to Cart v
2	<input checked="" type="checkbox"/>	11/27/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services	\$8.68	Add to Cart v

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

×

Select Extra Services

☐ Signature Services ⓘ

☐ Create a return label ⓘ

☐ Label Delivery ⓘ

☒ Hide Postage on Label ⓘ

Fee Varies

Charged upon use

\$1.25

Free

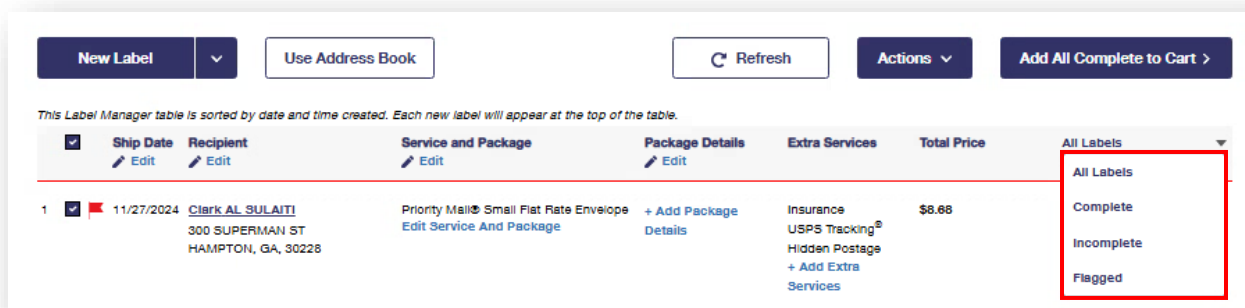
Save

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.

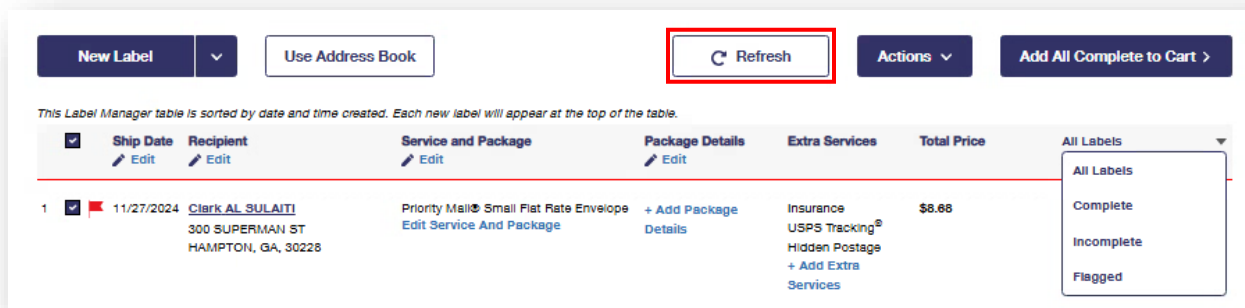
Filtering Labels in Label Manager

- 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.



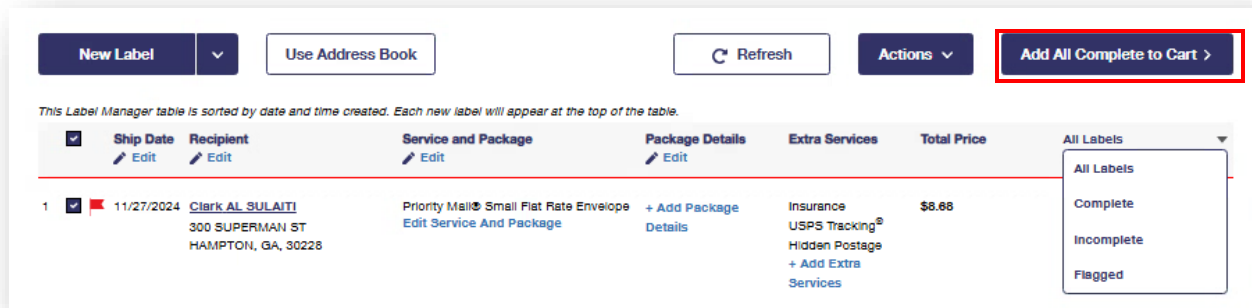
Refreshing the Label Manager

- To refresh your Label Manager, select **Refresh**.



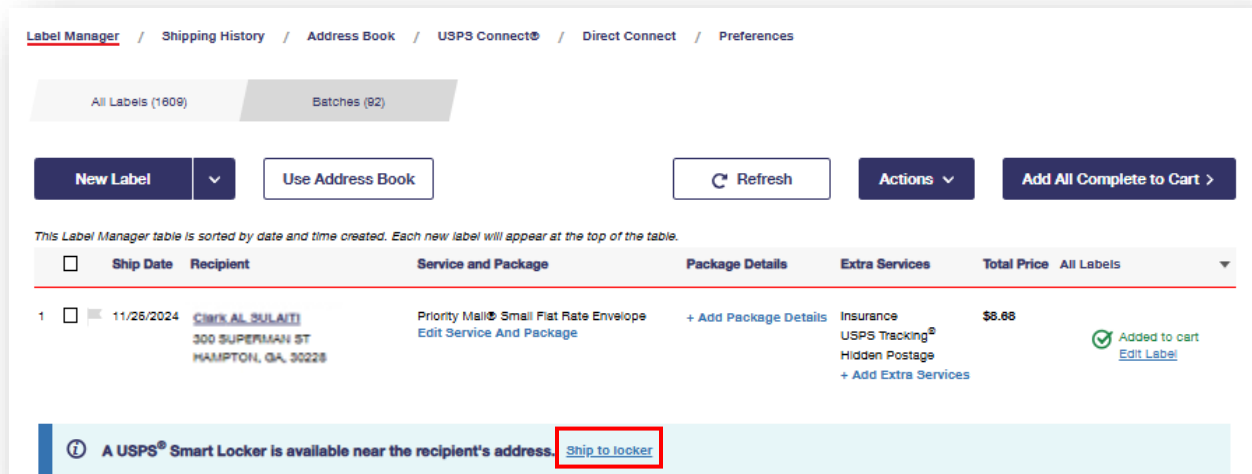
Add All Completed Labels to Label Cart

- 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.

Find Smart Locker

Street Address

City

WASHINGTON

State

DC - District of Co

ZIP Code™

20002

Radius

20 miles

Search

Enter recipient email address for pickup notification.

Recipient email (required)

email@email.com

7.76 miles away

Post Office™

Baileys Crossroads Branch
 6021 LEESBURG PIKE
 FALLS CHURCH, VA 22041

Open now

Closes 11:59 PM

Ship here

8.92 miles away

Post Office™

LINCOLNIA
 6137 LINCOLNIA RD
 ALEXANDRIA, VA 22312

Open now

Closes 11:59 PM

Ship here

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

All Labels (695)		Batches (13)					
New Label		Use Address Book		Refresh		Actions	
Add All Complete to Cart							
	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	12/12/2023	<div> <div>Clark Kent</div> <div>Pick up at:</div> <div> <div>300 SUPERMAN ST</div> <div>DECATUR, GA 30030-0000</div> </div> </div> <div> <div>Ship to:</div> <div>PO BOX LOCKER</div> <div>Decatur, GA 30030-2053</div> </div>	Priority Mail® Large Flat Rate Box	Value: \$100	Insurance	\$19.90	
		Add to Cart					

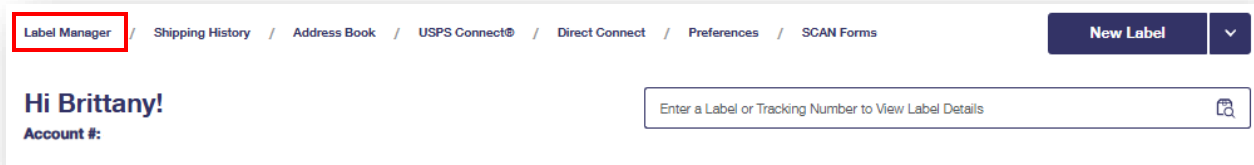
31

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.

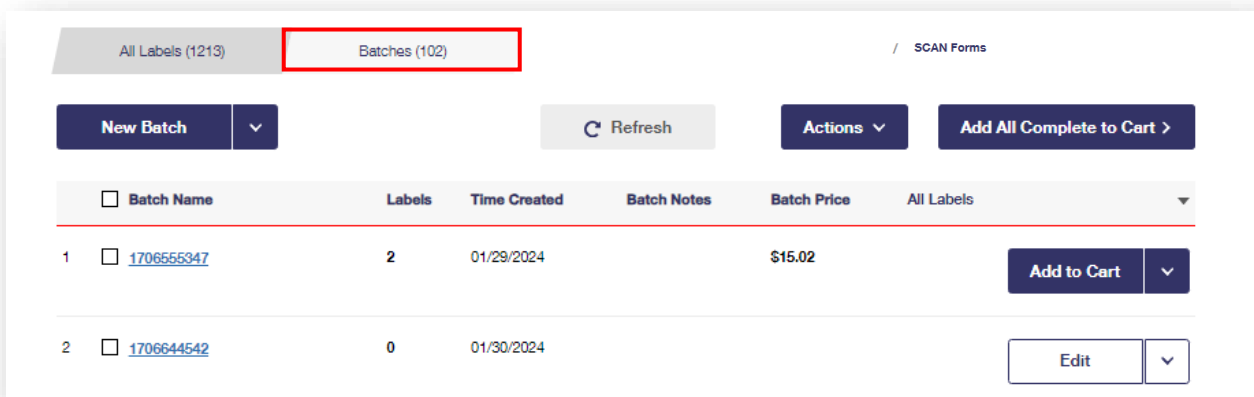
1) Access the Label Manager

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



2) Select Batches View

- 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

- To create a Batch, select the **New Label dropdown**, select **New Batch**, and you'll be redirected to the **Create a Batch** page.
- 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.
- To Import order exports from an online marketplace via Direct Connect, select the **New Label dropdown**, and select **Marketplace Import**.

(a – c)

The screenshot shows the 'Label Manager' interface. At the top, there are tabs for 'All Labels (1213)' and 'Batches (102)'. Below the tabs, there is a 'New Batch' dropdown menu which is open, showing options: 'New Label', 'New Batch', 'File Upload', and 'Marketplace Import'. The 'Marketplace Import' option is highlighted with a red box. To the right of the dropdown, there is a 'Refresh' button and an 'Actions' dropdown. Below these, there is a table with columns: 'Labels', 'Time Created', 'Batch Notes', 'Batch Price', and 'All Labels'. The table has two rows. The first row has '2' labels, created on '01/29/2024', with a price of '\$15.02'. The second row has '0' labels, created on '01/30/2024'. There are 'Add to Cart' and 'Edit' buttons for each row.

- 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.

The screenshot shows the 'Direct Connect: Marketplace Import' modal. It has a title bar with a close button. Below the title, it says 'Choose a Connected Marketplace to import labels'. Underneath, it says 'Select a Merchant Account'. There is a dropdown menu with 'My Squarespace Store' selected. Below the dropdown, there is a link 'Connect New Marketplace'. At the bottom, there is a 'Next' button.

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.

All Labels (1213)

Batches (102)

New Batch

Refresh

Actions

Add All Complete to Cart >

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<div>Add to Cart</div>
2	<input type="checkbox"/> 1706644542	0	01/30/2024			<div>Edit</div>

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

All Labels (1219)

Batches (105)

New Batch

Refresh

Actions

Add All Complete to Cart >

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Batches
1	<input type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<div>Add to Cart</div>
2	<input type="checkbox"/> 1706644542	1	01/30/2024		\$20.69	<div>Add to Cart</div>

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.*

All Labels (1213)

Batches (102)

New Batch

Refresh

Actions

Add All Complete to Cart >

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<div>Add to Cart</div> <div></div>
2	<input type="checkbox"/> 1706644542	0	01/30/2024			<div>Edit</div> <div></div>

- 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.

All Labels (1213)


Batches (102)

New Batch

Refresh

Actions

Add All Complete to Cart >

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<div> <div>  Added to cart View Batch </div> </div>
2	<input type="checkbox"/> 1706644542	0	01/30/2024			<div>Edit</div> <div></div>

Edit a Single Batch

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

All Labels (1213)

Batches (102)

New Batch

Refresh

Actions

Add All Complete to Cart

	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<div>Add to Cart</div> <div>Edit</div> <div>Duplicate</div> <div>Flag</div> <div>Delete</div>
2	<input type="checkbox"/> 1706644542	0	01/30/2024			
3	<input type="checkbox"/> 1707772780	0	02/12/2024			

- 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*).

[Back to Batches](#)

Labels in the batch automatically save as you enter information.

Batch: February 27th Release (1 Label)

Edit

Refresh

Batch Summary

Total

\$46.25

Sender Information

Superhero Inc

2750 RANDOM ST

WALNUT CREEK, CA, 94597-2732

Batch Notes

None

Add From File Upload

Actions

Add All Complete to Cart

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	<div>Priority Mail International® Flat Rate Envelope</div> <div> <div>February 27th Release</div> <div>Edit Service And Package</div> </div>	<div>Items 1</div> <div>Value: \$150</div> <div>Edit Package Details</div>	<div>Add Extra Services</div>	\$46.25	<div>Add to Cart</div>

Duplicate a Single Batch

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

All Labels (1213)

Batches (102)

New Batch

Refresh

Actions

Add All Complete to Cart >

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<div>Add to Cart</div> <div>Edit</div> <div>Duplicate</div> <div>Flag</div> <div>Delete</div>
2	<input type="checkbox"/> 1706644542	0	01/30/2024			
3	<input type="checkbox"/> 1707772780	0	02/12/2024			

Flag a Single Batch as Priority

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

All Labels (1213)

Batches (102)

New Batch

Refresh

Actions

Add All Complete to Cart >

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<div>Add to Cart</div> <div>Edit</div> <div>Duplicate</div> <div>Flag</div> <div>Delete</div>
2	<input type="checkbox"/> 1706644542	0	01/30/2024			
3	<input type="checkbox"/> 1707772780	0	02/12/2024			

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

[Back to Batches](#)

Labels in the batch automatically save as you enter information.


Batch: **February 27th Release (1 Label)**

[Edit](#) [Refresh](#)

Batch Summary		Sender Information	Batch Notes
Total	\$46.25	Superhero Inc 2750 RANDOM ST WALNUT CREEK, CA, 94597-2732	None

[Add From File Upload](#) [Actions](#) [Add All Complete to Cart](#)

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1 	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	Add Extra Services	\$46.25	Add to Cart ▼

Delete a Single Batch

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

[All Labels \(1213\)](#) [Batches \(102\)](#)

[New Batch](#) [Refresh](#) [Actions](#) [Add All Complete to Cart](#)

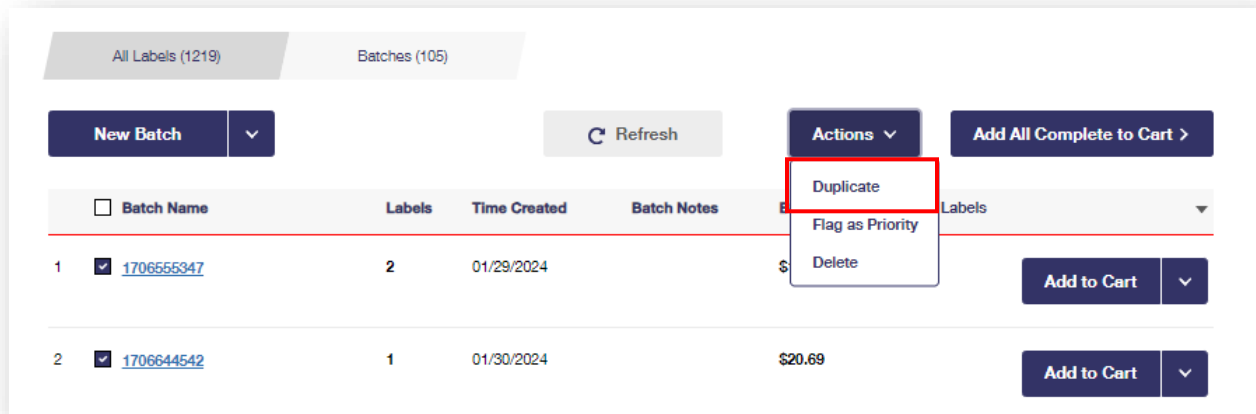
<input type="checkbox"/>	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1 <input type="checkbox"/>	1706555347	2	01/29/2024		\$15.02	Add to Cart ▼
2 <input type="checkbox"/>	1706644542	0	01/30/2024			Edit Duplicate Flag Delete
3 <input type="checkbox"/>	1707772780	0	02/12/2024			

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**.

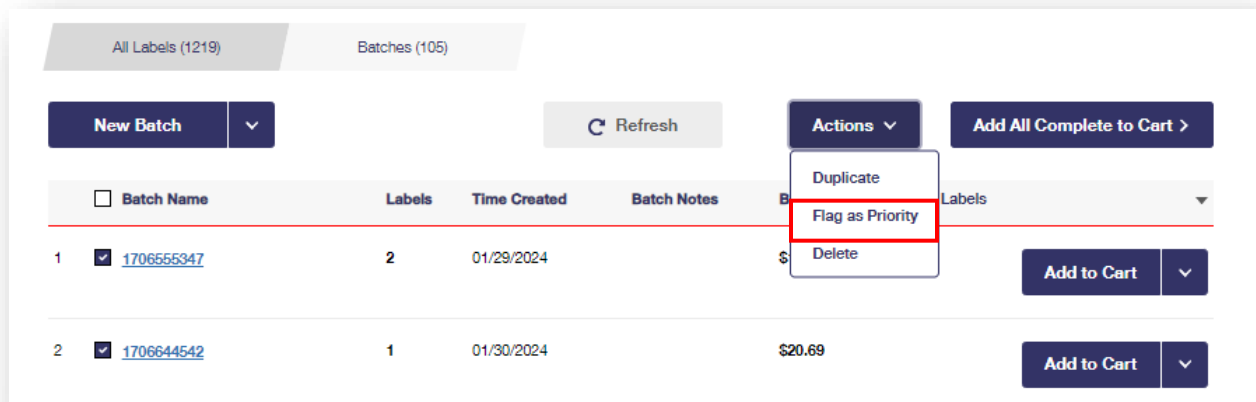


The screenshot shows the 'Batches (105)' tab in the Label Manager. A table lists two batches. The first batch, with ID 1706555347, has 2 labels and was created on 01/29/2024. The second batch, with ID 1706644542, has 1 label and was created on 01/30/2024, with a total cost of \$20.69. The 'Actions' dropdown menu is open, and the 'Duplicate' option is highlighted with a red box.

<input type="checkbox"/>	Batch Name	Labels	Time Created	Batch Notes	Batch Price	Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$	
2	<input checked="" type="checkbox"/> 1706644542	1	01/30/2024		\$20.69	

Flag Multiple Batches as Priority

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



This screenshot is identical to the one above, showing the same table of batches. However, in the 'Actions' dropdown menu, the 'Flag as Priority' option is now highlighted with a red box, indicating the next step in the process.

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

[← Back to Batches](#) Labels in the batch automatically save as you enter information.

Batch: **February 27th Release (1 Label)** [Edit](#) [Refresh](#)

Batch Summary	Sender Information	Batch Notes
Total \$46.25	Superhero Inc 2750 RANDOM ST WALNUT CREEK, CA, 94597-2732	None

[Add From File Upload](#) [Actions](#) [Add All Complete to Cart >](#)

This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

<input type="checkbox"/>	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1 <div><input checked="" type="checkbox"/></div>	01/17/2025	Clark Kent 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release Edit Service And Package	Items 1 Value: \$150 Edit Package Details	+ Add Extra Services	\$46.25	Add to Cart <div><input type="checkbox"/></div>

Delete Multiple Batches

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

All Labels (1219)
Batches (105)

[New Batch](#)

☐

[Refresh](#)

[Actions](#)

☐

[Add All Complete to Cart >](#)

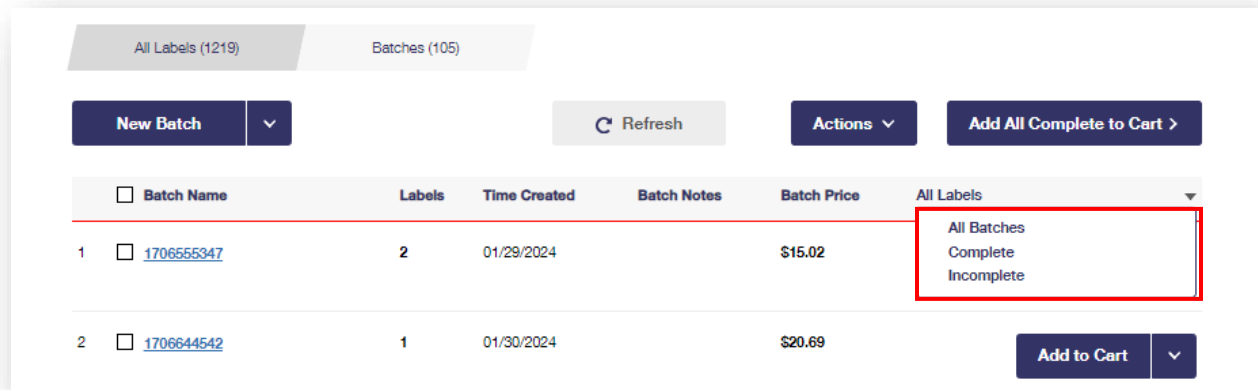
<input type="checkbox"/>	Batch Name	Labels	Time Created	Batch Notes	B	Labels
1 <div><input checked="" type="checkbox"/></div>	1706555347	2	01/29/2024		\$	<div><input type="checkbox"/></div>
2 <div><input checked="" type="checkbox"/></div>	1706644542	1	01/30/2024		\$20.69	<div><input type="checkbox"/></div>

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

- 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.

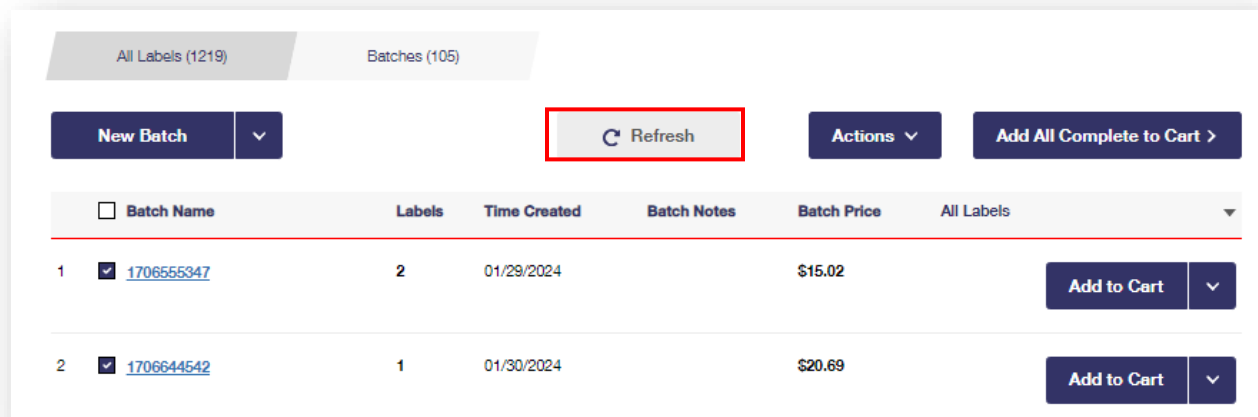


The screenshot shows the 'Batches' tab in the Label Manager. At the top, there are tabs for 'All Labels (1219)' and 'Batches (105)'. Below these are buttons for 'New Batch', 'Refresh', 'Actions', and 'Add All Complete to Cart >'. The main table has columns: 'Batch Name', 'Labels', 'Time Created', 'Batch Notes', 'Batch Price', and 'All Labels'. The 'All Labels' column has a dropdown menu open, showing options: 'All Batches', 'Complete', and 'Incomplete'. The table contains two rows of data:

	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<div>All Batches Complete Incomplete</div>
2	<input type="checkbox"/> 1706644542	1	01/30/2024		\$20.69	<div>Add to Cart</div>

Refreshing Batches in Label Manager

- To refresh your Label Manager, select **Refresh**.

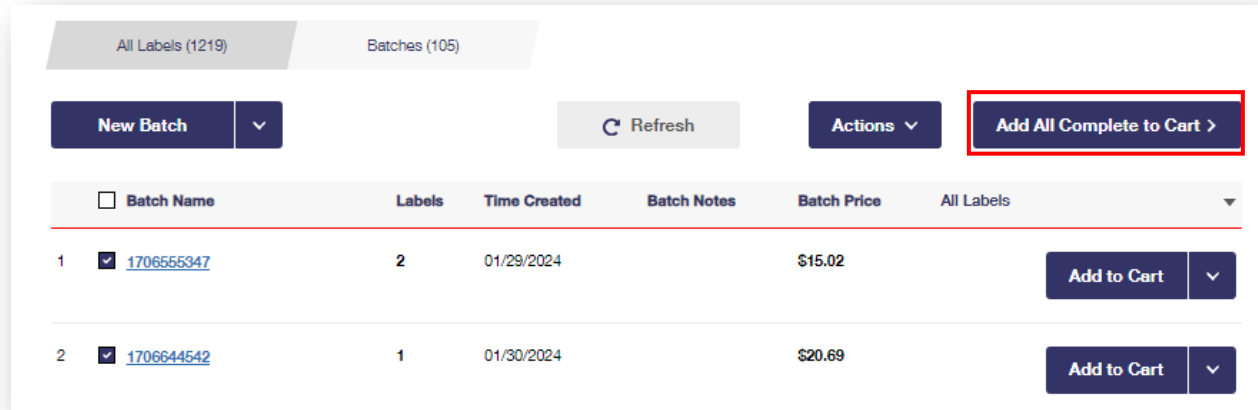


The screenshot shows the 'Batches' tab in the Label Manager. At the top, there are tabs for 'All Labels (1219)' and 'Batches (105)'. Below these are buttons for 'New Batch', 'Refresh', 'Actions', and 'Add All Complete to Cart >'. The 'Refresh' button is highlighted with a red box. The main table has columns: 'Batch Name', 'Labels', 'Time Created', 'Batch Notes', 'Batch Price', and 'All Labels'. The table contains two rows of data:

	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<div>Add to Cart</div>
2	<input checked="" type="checkbox"/> 1706644542	1	01/30/2024		\$20.69	<div>Add to Cart</div>

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**.



The screenshot displays the 'Batches (105)' tab in the Label Manager. At the top, there are tabs for 'All Labels (1219)' and 'Batches (105)'. Below the tabs, there is a 'New Batch' button with a dropdown arrow, a 'Refresh' button, and an 'Actions' dropdown menu. A red box highlights the 'Add All Complete to Cart >' button. Below these buttons is a table with the following columns: 'Batch Name', 'Labels', 'Time Created', 'Batch Notes', 'Batch Price', and 'All Labels'. The table contains two rows of data, both with checkboxes in the 'Batch Name' column that are checked.

	<input type="checkbox"/> Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input checked="" type="checkbox"/> 1706555347	2	01/29/2024		\$15.02	<button>Add to Cart</button> <input type="checkbox"/>
2	<input checked="" type="checkbox"/> 1706644542	1	01/30/2024		\$20.69	<button>Add to Cart</button> <input type="checkbox"/>