



# United States Postal Service

## Click-N-Ship®: Label Manager

### User Guide

*Last Updated – January 20<sup>th</sup>, 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.



Click-N-Ship®

[Label Manager](#) / [Shipping History](#) / [Address Book](#) / [USPS Connect®](#) / [Direct Connect](#) / [Preferences](#) / [SCAN Forms](#)

Manage, organize, and edit your saved shipping labels, group them into batches, and prepare them for purchase on this page.

Labels (64) Batches (10)

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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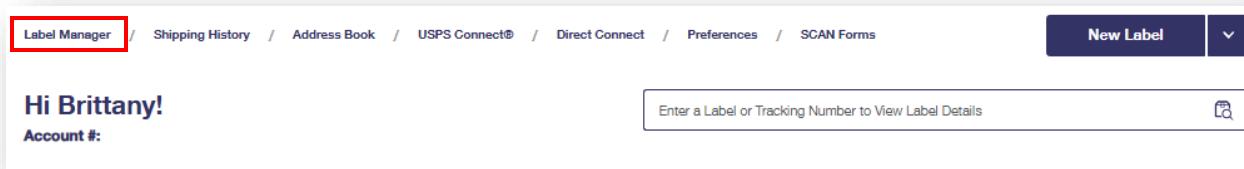
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## All Labels

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.

All Labels (11)		Batches (1)			
New Label		Actions			
<i>This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.</i>					
<input type="checkbox"/> Ship Date Recipient Service and Package Package Details Extra Services Total Price All Labels					
1	<input type="checkbox"/> 01/24/2025 <b>Japan International</b> 29 POSTAL RD OSAKA, JP	Priority Mail International® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	Items 1 Value: \$100 <a href="#">Edit Package</a> <a href="#">Details</a>	<a href="#">+ Add Extra Services</a> \$45.15	<a href="#">Add to Cart</a>

## 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**.

(b - e)

(a)

All Labels (2)      Batches (1)      / SCAN Forms

New Label      Use Address Book      Refresh      Actions      Add All Complete to Cart >

Service and Package	Package Details	Extra Services	Total Price	All Labels
USPS Ground Advantage™ Cubic Choose Your Own Box Edit Service And Package	16 oz Value: \$5 Edit Package Details	Insurance USPS Tracking® + Add Extra Services	\$6.97	Sender email is required.
otten RMAN ST IL, 60603-5810				Edit

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.

Direct Connect: Marketplace Import

Choose a Connected Marketplace to import labels

Select a Merchant Account

My Squarespace Store

My Squarespace Store

Connect New Marketplace

Next

## 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 Edit	Recipient Edit	Service and Package Edit	Package Details Edit	Extra Services Edit	Total Price	All Labels
1	<input checked="" type="checkbox"/> 11/28/2024	<a href="#">Clark AL SULAITI</a> 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<a href="#">Add to Cart</a>

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 Edit	Recipient Edit	Service and Package Edit	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 11/28/2024	<a href="#">Clark AL SULAITI</a> 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<span style="border: 2px solid red; padding: 2px;">Added to cart <a href="#">Edit Label</a></span>

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

X

### 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 \$6,000)

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.*

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 11/28/2024	<u>Johnny Yi</u> 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-bottom: 5px;"> <a href="#">Add to Cart</a> </div> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-bottom: 5px;"> <a href="#">Save As Favorite</a> </div> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-bottom: 5px;"> <a href="#">Edit</a> </div> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-bottom: 5px;"> <a href="#">Add to Batch</a> </div> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-bottom: 5px;"> <a href="#">Duplicate</a> </div> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-bottom: 5px;"> <a href="#">Flag as Priority</a> </div> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-bottom: 5px;"> <a href="#">Delete</a> </div> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-bottom: 5px;"> <a href="#">Edit</a> </div>
2	<input type="checkbox"/> 11/28/2024	<u>Clark Al Sulaiti</u> 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	
3	<input type="checkbox"/> 11/28/2024	<u>Johnny Parker</u> 300 SPIDERMAN ST CHARLOTTE, NC, 28262	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$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.

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
1	<input type="checkbox"/> 11/26/2024	<a href="#">Johnny Yi</a> 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<a href="#">Add to Cart</a> <a href="#">Save As Favorite</a> <a href="#">Edit</a> <b>Add to Batch</b> <a href="#">Duplicate</a> <a href="#">Flag as Priority</a> <a href="#">Delete</a> <a href="#">Edit</a>
2	<input type="checkbox"/> 11/26/2024	<a href="#">Clark Al Sulaiti</a> 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	
3	<input type="checkbox"/> 11/26/2024	<a href="#">Johnny Parker</a> 300 SPIDERMAN ST CHARLOTTE, NC, 28282	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$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 Notes (optional)

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

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

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

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

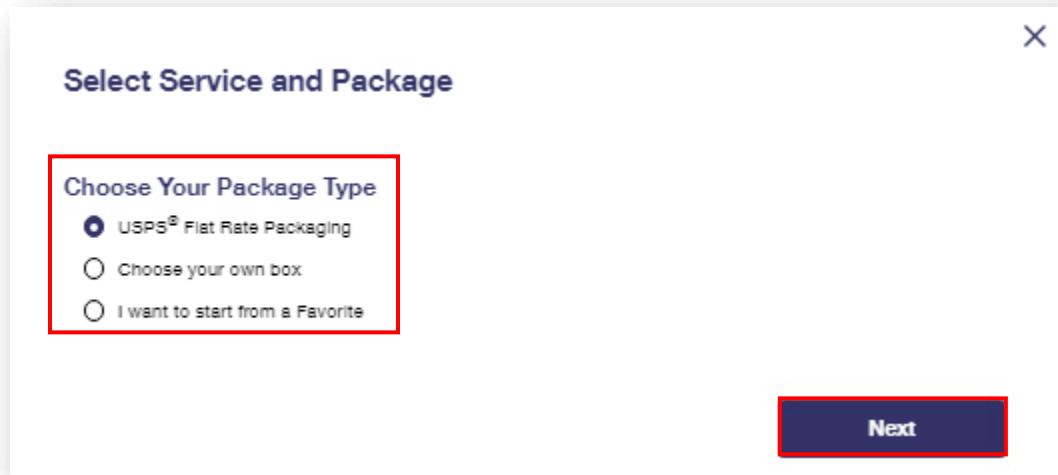
a) To edit the service and package type for a selected label, select **Edit Service and Package**.

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.

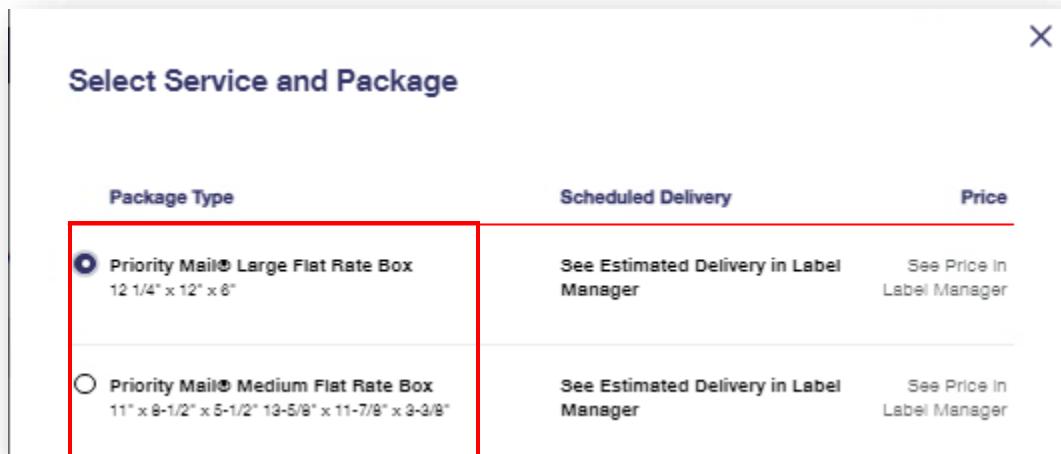
This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.

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

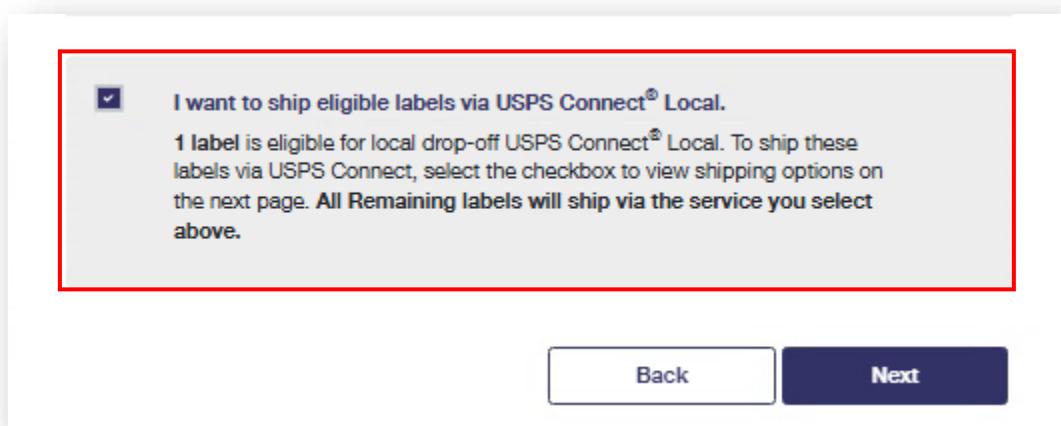
b) Once selected, a **Select Service and Package** popup modal will be displayed. Select a **Package Type** and select **Next**.



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**.

**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

- To edit the package details for a selected label, select **Edit Package Details**.
  - 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	<input type="checkbox"/> 11/27/2024	<a href="#">Johnny Yi</a> 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<a href="#">Add to Cart</a> <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>
2	<input type="checkbox"/> 11/26/2024	<a href="#">Clark AL SULAITI</a> 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<a href="#">Add to Cart</a> <span style="border: 1px solid #ccc; padding: 2px 5px;">▼</span>

- 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
----	---

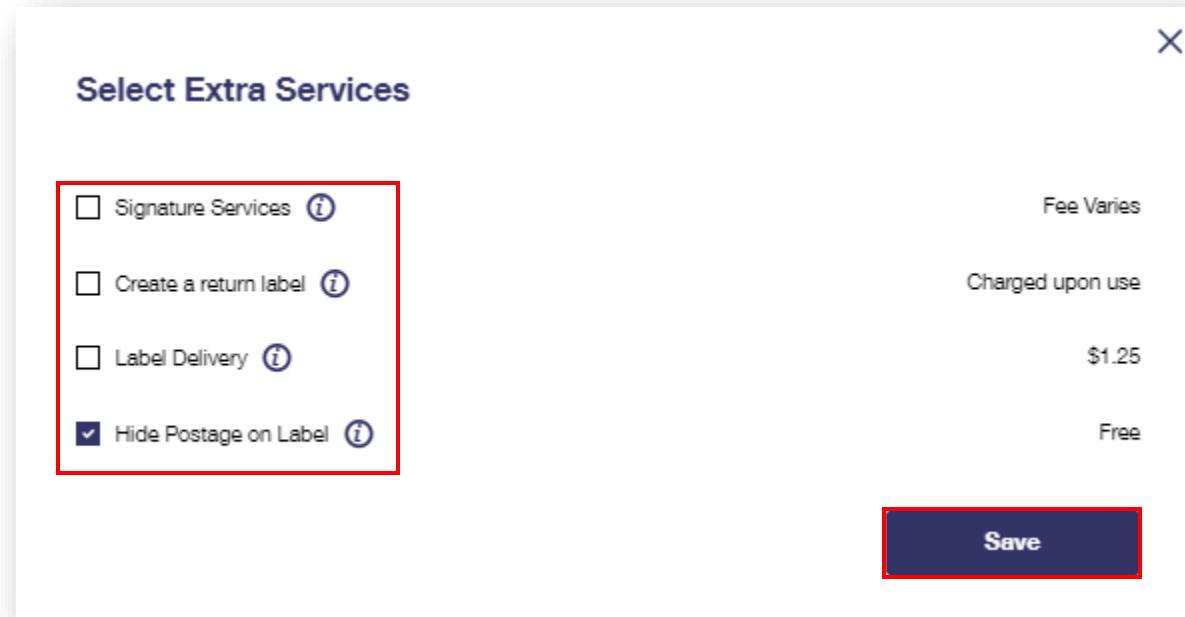
**Save**

### Edit the Extra Services of a Single Label

- To edit the extra services for a selected label, select **+Add Extra Services**.
  - 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	<input type="checkbox"/> 11/27/2024	Johnny Yi 300 SPIDERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<a href="#">Add to Cart</a> <span>▼</span>
2	<input type="checkbox"/> 11/26/2024	Clark AL SULAITI 300 SPIDERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<a href="#">Add to Cart</a> <span>▼</span>

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



## All Actions for Multiple Labels

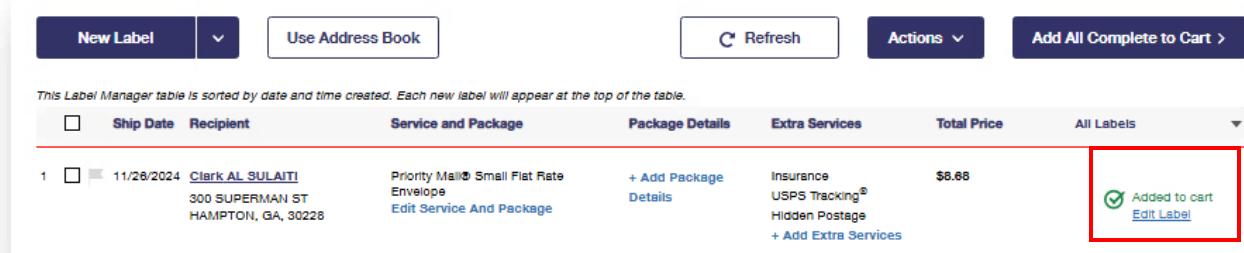
*There are multiple actions that you can take for multiple label(s) at one time within your Label Manager.*

### Add Multiple Labels to the Cart

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

	New Label	Use Address Book	Refresh	Actions	Add All Complete to Cart >																		
<p>This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.</p> <table border="1"> <thead> <tr> <th></th> <th>Ship Date</th> <th>Recipient</th> <th>Service and Package</th> <th>Package Details</th> <th>Extra Services</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/> 11/27/2024</td> <td><a href="#">Johnny Yi</a> 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-6610</td> <td>Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Package</a></td> <td><a href="#">+ Add Package Details</a></td> <td>Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a></td> </tr> <tr> <td>2</td> <td><input checked="" type="checkbox"/> 11/26/2024</td> <td><a href="#">Clark AL SULAITI</a> 300 SUPERMAN ST HAMPTON, GA, 30228</td> <td>Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a></td> <td><a href="#">+ Add Package Details</a></td> <td>Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a></td> </tr> </tbody> </table>							Ship Date	Recipient	Service and Package	Package Details	Extra Services	1	<input type="checkbox"/> 11/27/2024	<a href="#">Johnny Yi</a> 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-6610	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	2	<input checked="" type="checkbox"/> 11/26/2024	<a href="#">Clark AL SULAITI</a> 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>
	Ship Date	Recipient	Service and Package	Package Details	Extra Services																		
1	<input type="checkbox"/> 11/27/2024	<a href="#">Johnny Yi</a> 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-6610	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>																		
2	<input checked="" type="checkbox"/> 11/26/2024	<a href="#">Clark AL SULAITI</a> 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>																		

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.



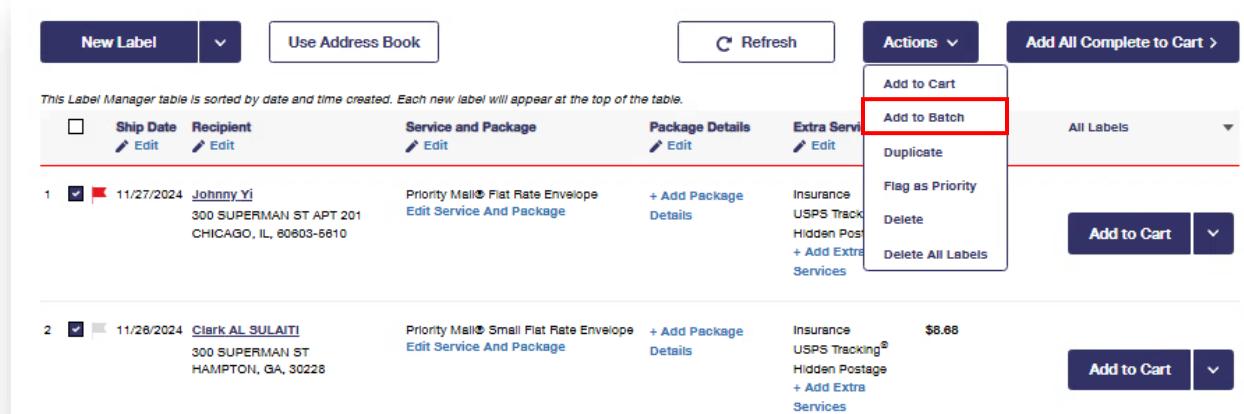
This screenshot shows the Label Manager table with a single row of data. The table has columns for Ship Date, Recipient, Service and Package, Package Details, Extra Services, Total Price, and Actions. The Actions column contains a 'Cart' icon and a 'Details' link. A red box highlights the 'Added to cart' message in the Actions column of the first row. The total price is \$8.68.

	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	<span>Cart</span> <span>Added to cart</span> <span>Details</span>

### 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.



This screenshot shows the Label Manager table with two rows of data. The Actions column for the first row has a dropdown menu open, with the 'Add to Batch' option highlighted by a red box. The 'Add to Cart' option is also visible in the dropdown. The second row shows a label selected (indicated by a checked checkbox and a red flag icon). The Actions column for the second row has a 'Cart' icon and a 'Details' link.

	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, 60603-5810	Priority Mail® Flat Rate Envelope Edit Service And Package	+ Add Package Details	Insurance USPS Track Hidden Postage + Add Extra Services	\$8.68	<span>Cart</span> <span>Add to Cart</span> <span>Details</span>
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	<span>Cart</span> <span>Add to Cart</span>

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 Name

Batch Notes (optional)

Batch Notes

**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 >
<i>This Label Manager table is sorted by date and time created. Each new label will appear at the top of the table.</i>					
	Ship Date <a href="#">Edit</a>	Recipient <a href="#">Edit</a>	Service and Package <a href="#">Edit</a>	Package Details <a href="#">Edit</a>	Extra Services <a href="#">Edit</a>
1	<input checked="" type="checkbox"/> 11/27/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Package</a>	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services
2	<input checked="" type="checkbox"/> 11/26/2024	Clark AL BULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	+ Add Package Details	Insurance USPS Tracking® Hidden Postage + Add Extra Services

\$8.68

Add to Cart

All Labels

Actions

Add to Cart

Add to Batch

Duplicate

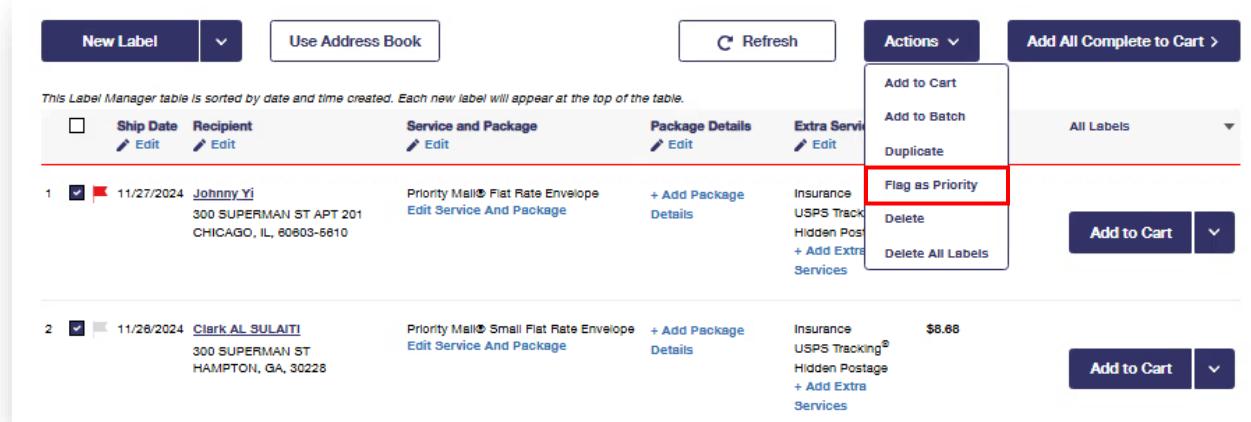
Flag as Priority

Delete

Delete All Labels

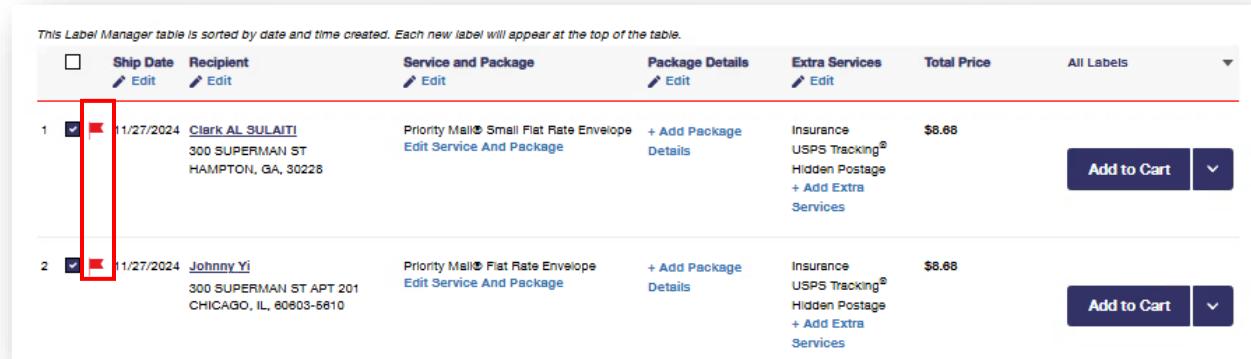
## Flag Multiple Labels as Priority

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



This screenshot shows the 'Label Manager' interface. At the top, there are buttons for 'New Label', 'Use Address Book', 'Refresh', 'Actions', and 'Add All Complete to Cart'. The 'Actions' menu is open, showing options like 'Add to Cart', 'Add to Batch', 'Duplicate', and 'Flag as Priority', with 'Flag as Priority' highlighted by a red box. The main table lists two shipping labels. Label 1 is for 'Johnny Yi' and Label 2 is for 'Clark AL SULAITI'. Both labels have checkboxes and red flags next to their ship dates. The table columns include 'Ship Date', 'Recipient', 'Service and Package', 'Package Details', 'Extra Services', 'Total Price', and 'All Labels'. The 'Actions' column for Label 2 shows options like 'Delete' and 'Delete All Labels'.

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



This screenshot shows the 'Label Manager' interface with two labels selected. The 'Ship Date' column for both labels has a red flag icon next to the date, indicating they are flagged as priority. The rest of the interface is similar to the previous screenshot, showing the table structure and the 'Actions' menu.

## 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.

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	
	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	
1	<input checked="" type="checkbox"/> 11/27/2024	<a href="#">Johnny Yi</a> 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68
2	<input checked="" type="checkbox"/> 11/28/2024	<a href="#">Clark AL SULAITI</a> 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68

**Actions** ▾

- Add to Cart
- Add to Batch
- Duplicate
- Flag as Priority
- Delete**
- Delete All Labels**

**Add All Complete to Cart >**

All Labels

**Add to Cart** ▾

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.

	Ship Date	Recipient	Service and Package	Package Details	Extra Services	
	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	
1	<input checked="" type="checkbox"/> 11/27/2024	<a href="#">Johnny Yi</a> 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68
2	<input checked="" type="checkbox"/> 11/28/2024	<a href="#">Clark AL SULAITI</a> 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68

**Actions** ▾

- Add to Cart
- Add to Batch
- Duplicate
- Flag as Priority
- Delete**
- Delete All Labels**

**Add All Complete to Cart >**

All Labels

**Add to Cart** ▾

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

Label Manager / Shipping History / Address Book / USPS Connect® / Direct Connect / Preferences

All Labels (0) Batches (5)

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	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
The Label table is empty. Add labels using the actions above.						

## Edit the Ship Date of Multiple Labels

- 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.
  - 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
<input checked="" type="checkbox"/>	<input type="checkbox"/> Edit	<input type="checkbox"/> Edit	<input type="checkbox"/> Edit	<input type="checkbox"/> Edit	<input type="checkbox"/> Edit	<input type="checkbox"/> Edit
1	<input checked="" type="checkbox"/> 11/27/2024 Clark Al SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<input type="button" value="Add to Cart"/> <input type="button" value="▼"/>
2	<input checked="" type="checkbox"/> 11/27/2024 Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5610	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<input type="button" value="Add to Cart"/> <input type="button" value="▼"/>

- 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

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.

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 <input type="button" value="Edit"/>	Recipient <input type="button" value="Edit"/>	Service and Package <input type="button" value="Edit"/>	Package Details <input type="button" value="Edit"/>	Extra Services <input type="button" value="Edit"/>	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 <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<b>Add to Cart</b> <input type="button" value="▼"/>
2	<input checked="" type="checkbox"/> 11/27/2024	Johnny Yi 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-5810	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<b>Add to Cart</b> <input type="button" value="▼"/>

b) 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

Country  ▼

[Copy & Paste US Address](#)

Street Address  Apt/Suite

\*City  \*State  \*ZIP Code™

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**

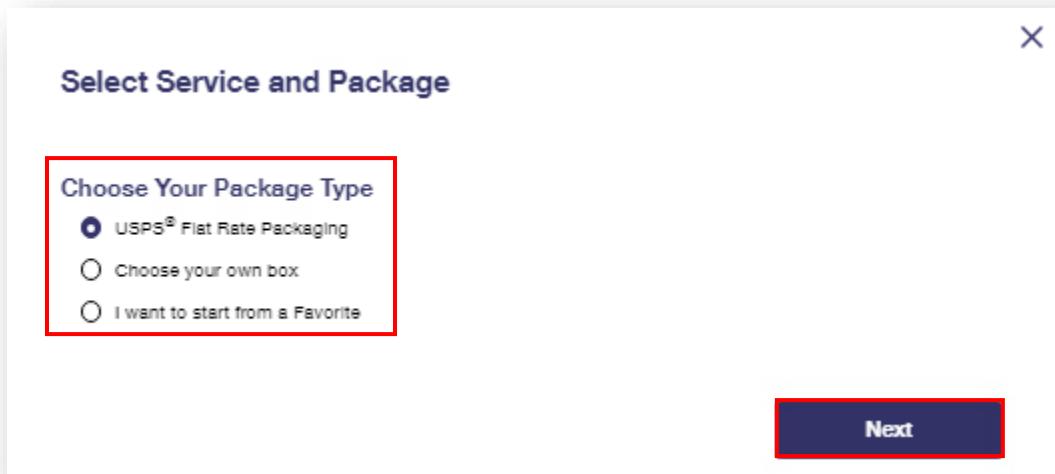
## Edit the Service and Package Type of Multiple Labels

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.

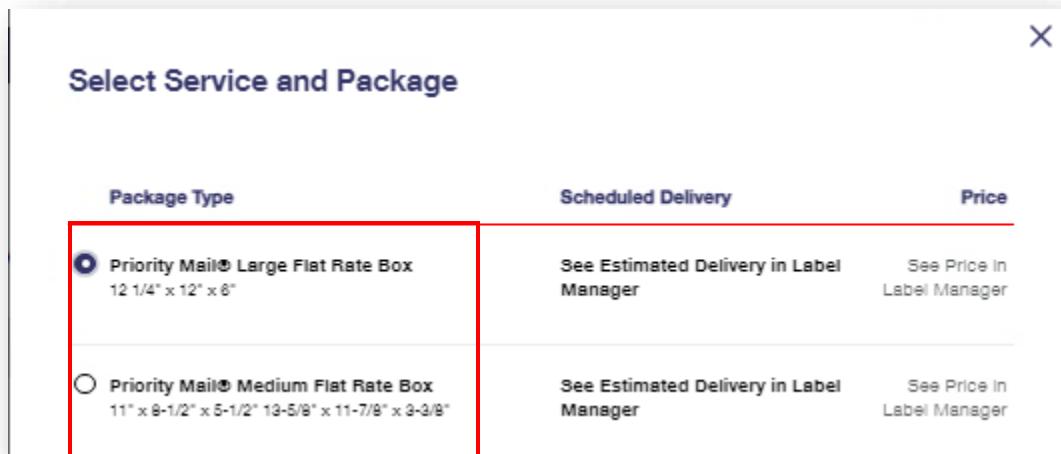
i. **Note:** *this functionality will not be available for Priority Mail Open & Distribute (PMOD) labels. To update this information, select **Edit**, and update the necessary details from the single label creation page.*

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

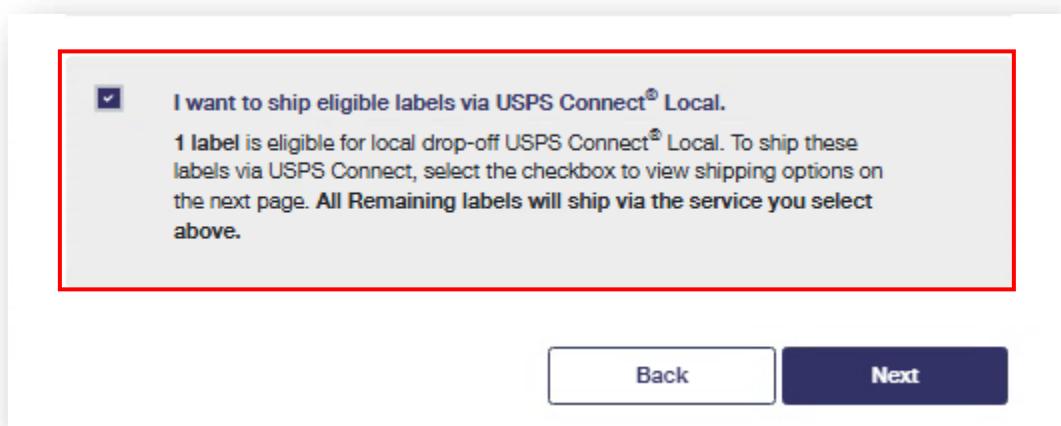
b) Once selected, a **Select Service and Package** popup modal will be displayed. Select a **Package Type** and select **Next**.



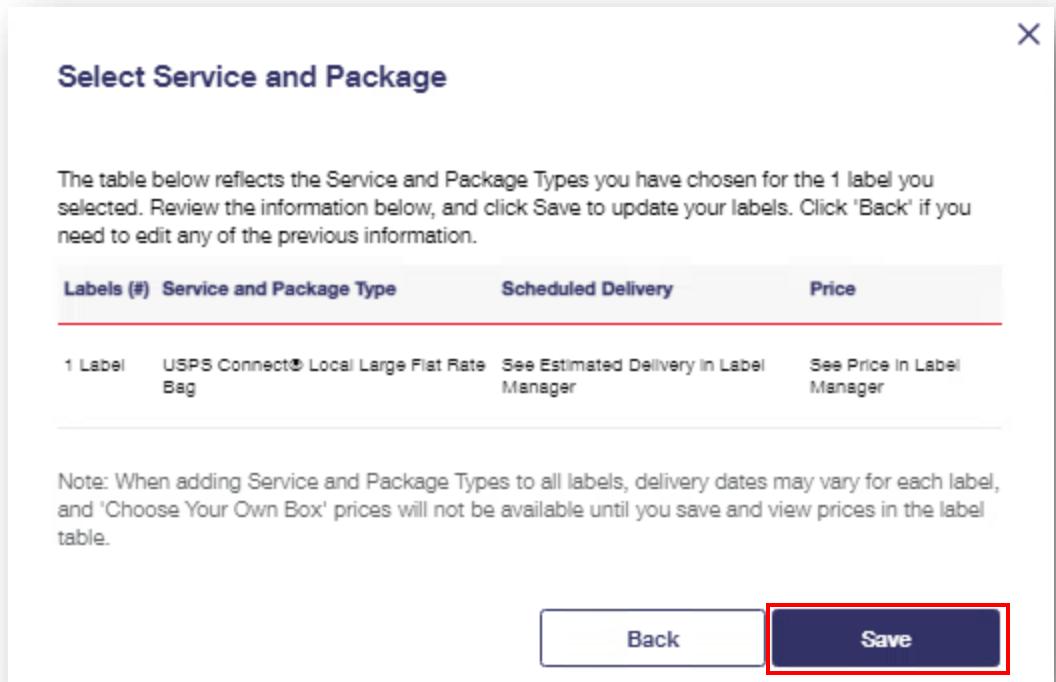
c) Select the **Service Type** and select **Next**.



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**.

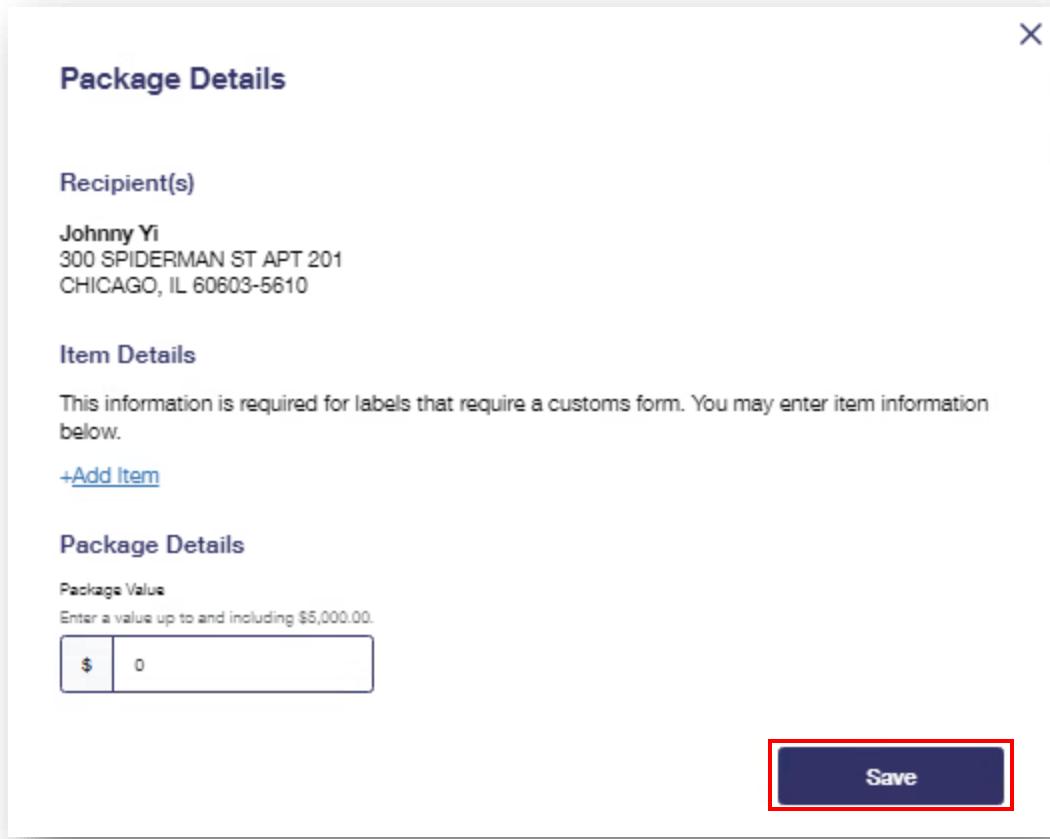


## Edit the Package Details of Multiple Labels

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

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



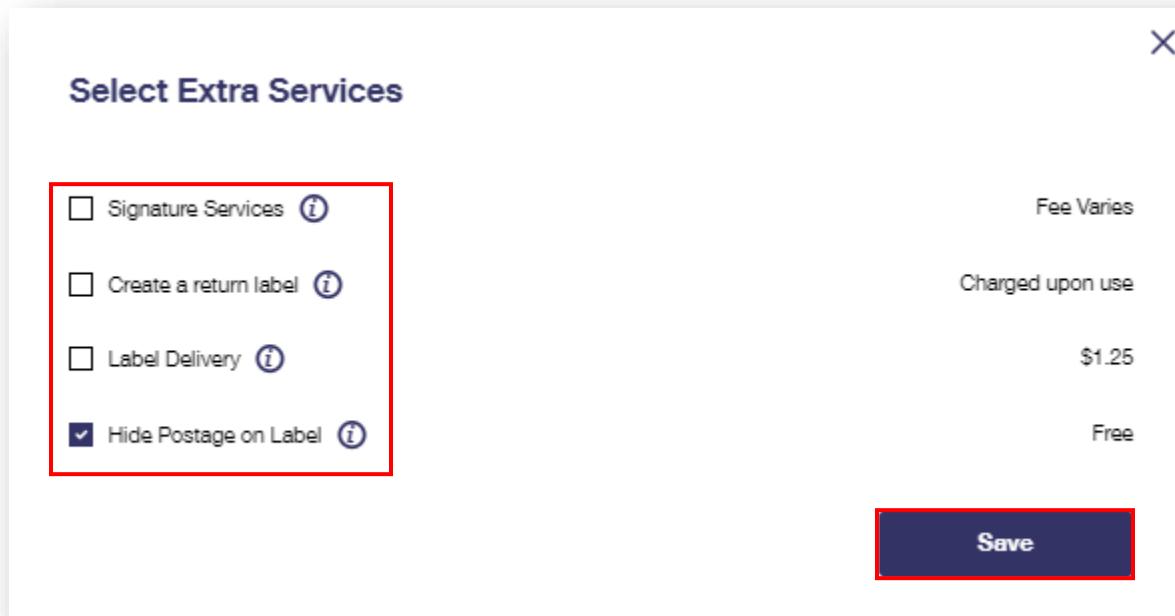
### Edit the Extra Services of Multiple Labels

- 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.*

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 checked="" type="checkbox"/> 11/27/2024	<a href="#">Clark AL SULAITI</a> 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<a href="#">Add to Cart</a> <span>▼</span>
2	<input checked="" type="checkbox"/> 11/27/2024	<a href="#">Johnny Yi</a> 300 SUPERMAN ST APT 201 CHICAGO, IL, 60603-6610	Priority Mail® Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<a href="#">Add to Cart</a> <span>▼</span>

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

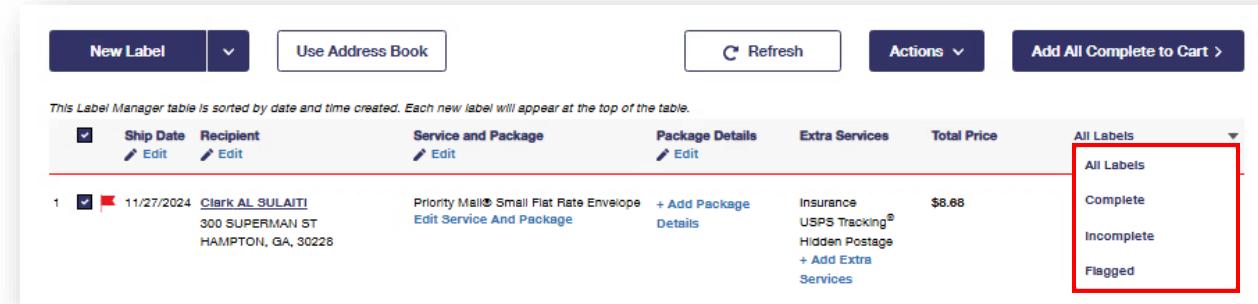


## All Other Actions in All Labels Tab

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

### Filtering Labels in Label Manager

- 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.

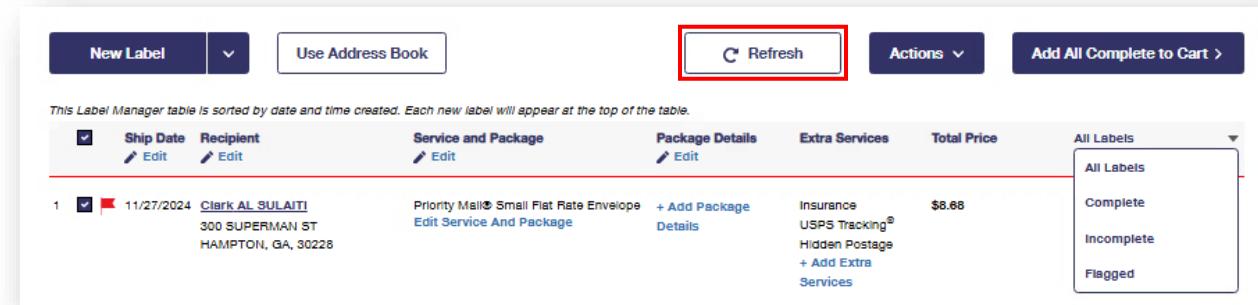


This screenshot shows the 'All Labels' dropdown menu in the Label Manager. The menu is a list of filter options: 'All Labels' (selected and highlighted with a red box), 'Complete', 'Incomplete', and 'Flagged'. The main table below shows a single label entry for 'Clark AL SULAITI'.

Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
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	All Labels All Labels Complete Incomplete Flagged

### Refreshing the Label Manager

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

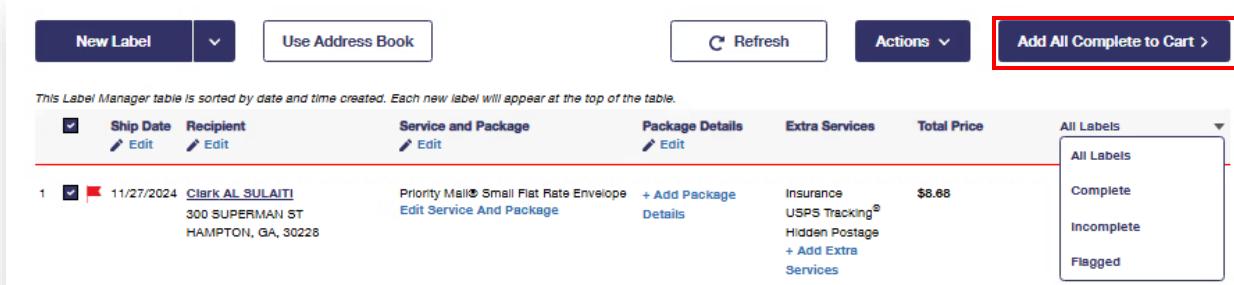


This screenshot shows the 'Refresh' button in the Label Manager interface, highlighted with a red box. The main table shows the same label entry as the previous screenshot.

Ship Date	Recipient	Service and Package	Package Details	Extra Services	Total Price	All Labels
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	All Labels All Labels Complete Incomplete Flagged

### Add All Completed Labels to Label Cart

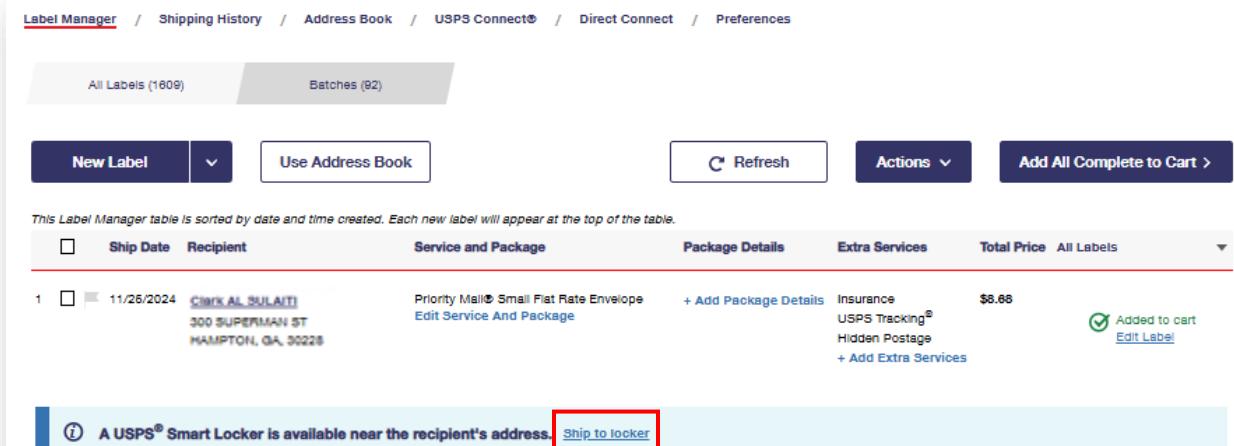
- To add all the *completed* labels within your Label Manager to the Label Cart at once, select **Add All Complete to Cart**.



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	<input checked="" type="checkbox"/> 11/27/2024	Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<input checked="" type="checkbox"/> All Labels <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> Flagged

## Ship a Label to a USPS® Smart Locker

- 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**.



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	<input type="checkbox"/> 11/25/2024	Clark AL SULAITI 300 SUPERMAN ST HAMPTON, GA, 30228	Priority Mail® Small Flat Rate Envelope <a href="#">Edit Service And Package</a>	<a href="#">+ Add Package Details</a>	Insurance USPS Tracking® Hidden Postage <a href="#">+ Add Extra Services</a>	\$8.68	<input checked="" type="checkbox"/> Added to cart <a href="#">Edit Label</a>

**ⓘ A USPS® Smart Locker is available near the recipient's address. [Ship to locker](#)**

- 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  \*State  \*ZIP Code™

\*Radius  **Search**

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Enter recipient email address for pickup notification.  
\*Recipient email (required)

7.76 miles away

**Baileys Crossroads Branch**  
6021 LEESBURG PIKE  
FALLS CHURCH, VA 22041

Open now | Closes 11:59 PM

**Ship here**

---

8.92 miles away

**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.

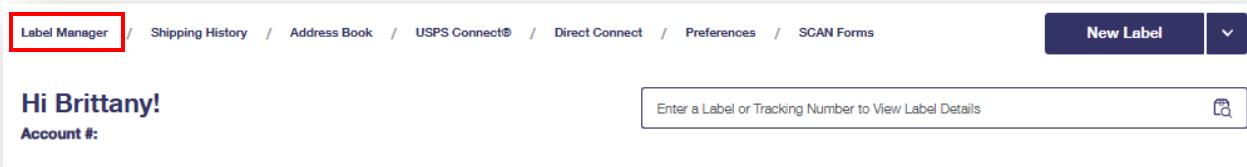
All Labels (695)		Batches (13)	
<b>New Label</b>		<b>Actions</b>	
<input type="checkbox"/>	Ship Date 12/12/2023	Recipient <b>Clark Kent</b> Pick up at: <input checked="" type="radio"/> 300 SUPERMAN ST DECATUR, GA 30030-0000	Service and Package Priority Mail® Large Flat Rate Box <a href="#">Edit Service And Package</a>
1		Package Details Value: \$100 <a href="#">+ Add Package Details</a>	Extra Services Insurance USPS Tracking Electronic <a href="#">Edit Extra Services</a>
			<b>Total Price</b> <b>\$19.90</b>
		<b>Add to Cart</b>	
Ship to: PO BOX LOCKER Decatur, GA 30030-2053			

## 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

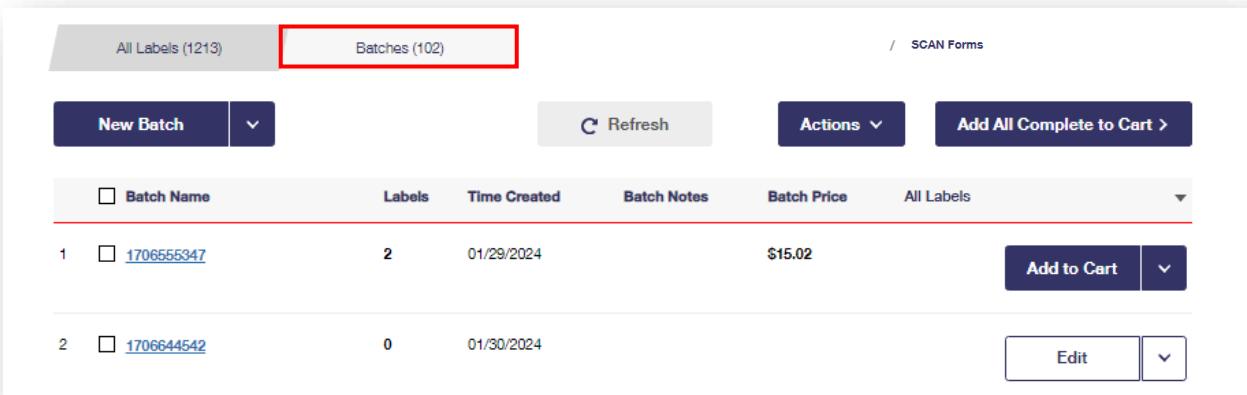
- Select **View Label Manager tab** located in the navigational bar on the landing page.



Hi Brittany!  
Account #:   
Enter a Label or Tracking Number to View Label Details 

### 2) Select Batches View

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



	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<a href="#">1706555347</a>	2	01/29/2024		\$15.02	<a href="#">Add to Cart</a>
2	<a href="#">1706644542</a>	0	01/30/2024			<a href="#">Edit</a>

## 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**.

All Labels (1213)      Batches (102)      / SCAN Forms

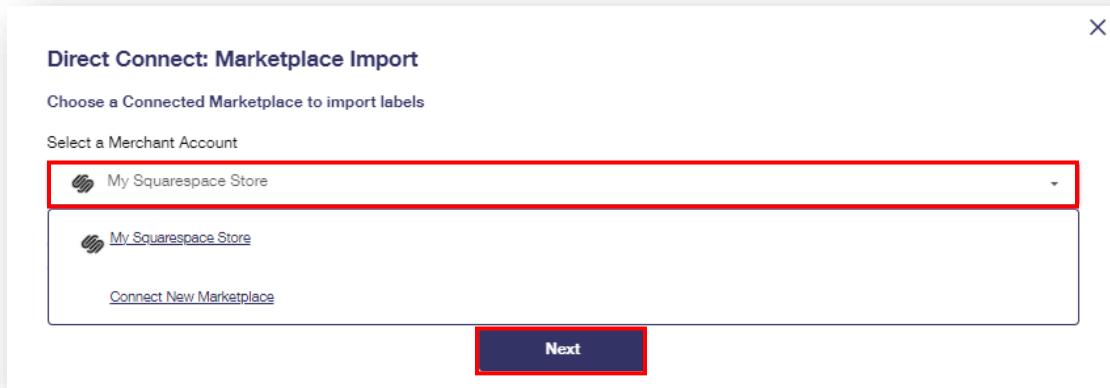
**New Batch** ▼

- New Label
- New Batch
- File Upload
- Marketplace Import

**Labels**      **Time Created**      **Batch Notes**      **Batch Price**      **All Labels** ▼

Labels	Time Created	Batch Notes	Batch Price	All Labels
2	01/29/2024		\$15.02	<span>Add to Cart</span> <span>▼</span>
0	01/30/2024			<span>Edit</span> <span>▼</span>

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.

All Labels (1213)		Batches (102)					
New Batch		Actions		Add All Complete to Cart >			
	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels	▼
1	<input checked="" type="checkbox"/> <a href="#">1706555347</a>	2	01/29/2024		\$15.02	<a href="#">Add to Cart</a>	▼
2	<input type="checkbox"/> <a href="#">1706644542</a>	0	01/30/2024			<a href="#">Edit</a>	▼

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

### Add a Single Batch to the Cart

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

- 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		Actions	
Batch Name		Labels Time Created Batch Notes Batch Price All Labels	
1	<input checked="" type="checkbox"/> <a href="#">1706555347</a>	2	01/29/2024 \$15.02
2	<input type="checkbox"/> <a href="#">1706644542</a>	0	01/30/2024

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		Actions	
Batch Name		Labels Time Created Batch Notes Batch Price All Labels	
1	<input checked="" type="checkbox"/> <a href="#">1706555347</a>	2	01/29/2024 \$15.02
2	<input type="checkbox"/> <a href="#">1706644542</a>	0	01/30/2024

### 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	<a href="#">1706555347</a>	2	01/29/2024		\$15.02	<a href="#">Add to Cart</a>
2	<a href="#">1706644542</a>	0	01/30/2024			<a href="#">Edit</a>
3	<a href="#">1707772780</a>	0	02/12/2024			<a href="#">Duplicate</a>

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

Batch: February 27th Release (1 Label)

Batch Summary      Sender Information      Batch Notes

Total      \$46.25      Superhero Inc      None  
2750 RANDOM ST  
WALNUT CREEK, CA, 94597-2732

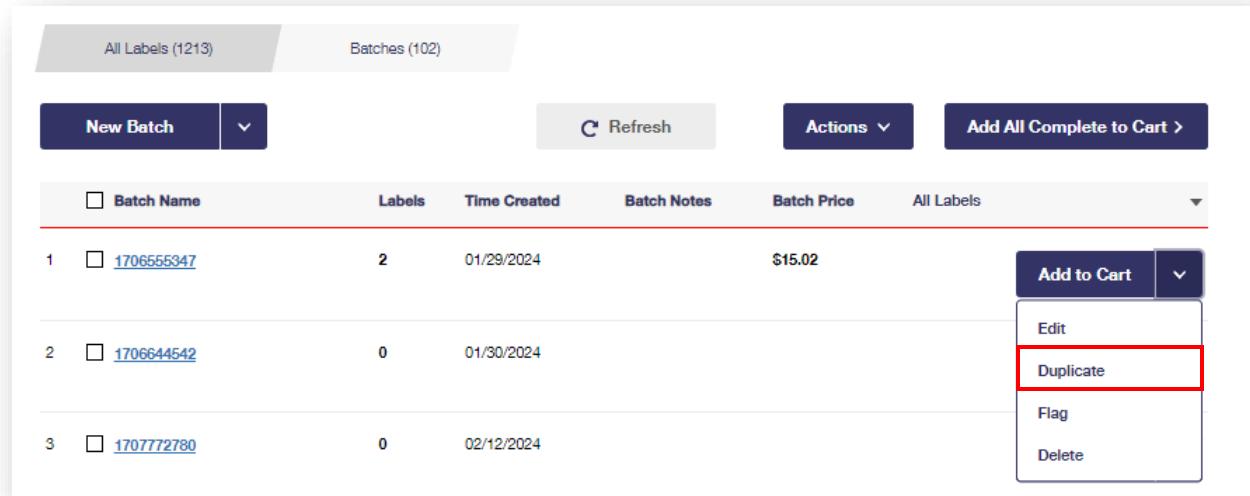
Add From File Upload      Actions      Add All Complete to Cart >

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	01/17/2025	<a href="#">Clark Kent</a>	Priority Mail International® Flat Rate Envelope <a href="#">February 27th Release</a>	Items 1 Value: \$150	<a href="#">Edit Package Details</a>	\$46.25	<a href="#">Add to Cart</a>

## Duplicate a Single Batch

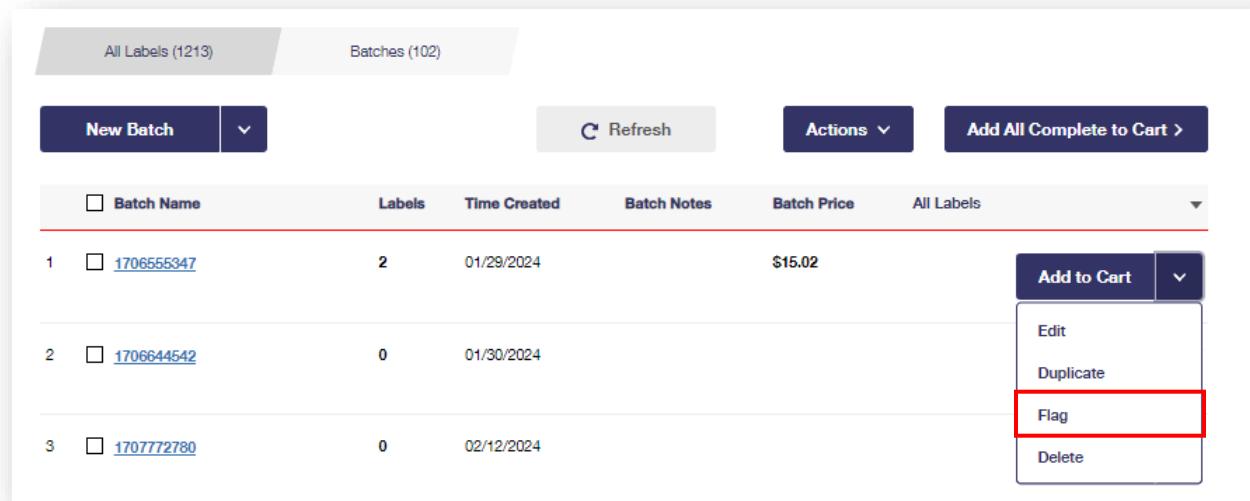
a) to duplicate the selected batch, select **Duplicate**.



Batch List					
	Batch Name	Labels	Time Created	Batch Notes	Batch Price
1	<a href="#">1706555347</a>	2	01/29/2024		\$15.02
2	<a href="#">1706644542</a>	0	01/30/2024		
3	<a href="#">1707772780</a>	0	02/12/2024		

### Flag a Single Batch as Priority

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



Batch List					
	Batch Name	Labels	Time Created	Batch Notes	Batch Price
1	<a href="#">1706555347</a>	2	01/29/2024		\$15.02
2	<a href="#">1706644542</a>	0	01/30/2024		
3	<a href="#">1707772780</a>	0	02/12/2024		

b) 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)**

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

**Add From File Upload** **Edit** **⟳ Refresh**

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	01/17/2025	<a href="#">Clark Kent</a> 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope February 27th Release <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<b>Add to Cart</b> <a href="#">▼</a>

## Delete a Single Batch

a) 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 >**

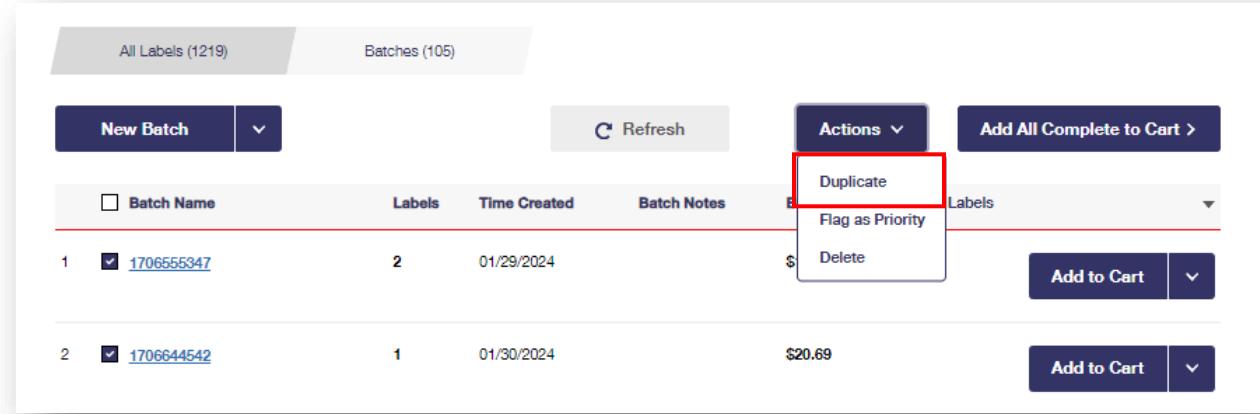
	Batch Name	Labels	Time Created	Batch Notes	Batch Price	All Labels
1	<input type="checkbox"/> <a href="#">1706555347</a>	2	01/29/2024		\$15.02	<b>Add to Cart</b> <a href="#">▼</a>
2	<input type="checkbox"/> <a href="#">1706644542</a>	0	01/30/2024			<b>Edit</b> <b>Duplicate</b> <b>Flag</b> <b>Delete</b>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

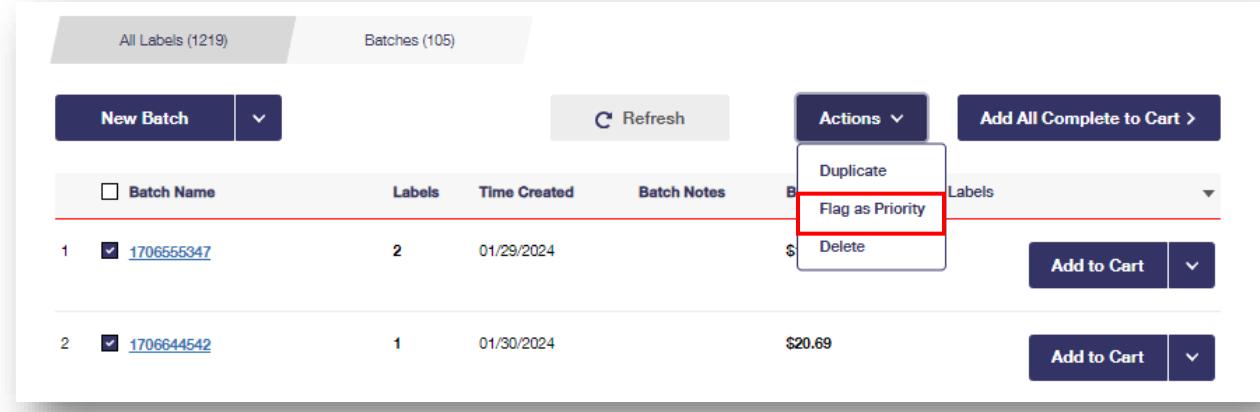
- to duplicate the selected batches, select **Duplicate**.



The screenshot shows the 'Batches' section of the Label Manager. At the top, there are buttons for 'New Batch' and 'Actions'. The 'Actions' button has a dropdown menu with options: 'Duplicate', 'Flag as Priority', and 'Delete'. The 'Duplicate' option is highlighted with a red box. Below the menu, there is a table with two rows of batch data. Each row has a checkbox next to the batch name, and the first checkbox in each row is checked. The table columns include 'Batch Name', 'Labels', 'Time Created', and 'Batch Notes'. To the right of the table, there are 'Add to Cart' buttons. The top navigation bar shows 'All Labels (1219)' and 'Batches (105)'.

### Flag Multiple Batches as Priority

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



This screenshot is identical to the one above, showing the 'Batches' section of the Label Manager. The 'Actions' dropdown menu is open, and the 'Flag as Priority' option is highlighted with a red box. The table below shows two batches with their respective details and 'Add to Cart' buttons. The top navigation bar shows 'All Labels (1219)' and 'Batches (105)'.

- 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)**

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

**Add From File Upload** **Edit** **Refresh**

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	01/17/2025	<a href="#">Clark Kent</a> 29 POSTAL RD MUNICH, DE	Priority Mail International® Flat Rate Envelope <a href="#">February 27th Release</a> <a href="#">Edit Service And Package</a>	Items 1 Value: \$150 <a href="#">Edit Package Details</a>	<a href="#">+ Add Extra Services</a>	\$46.25	<b>Add to Cart</b>

## 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 >**

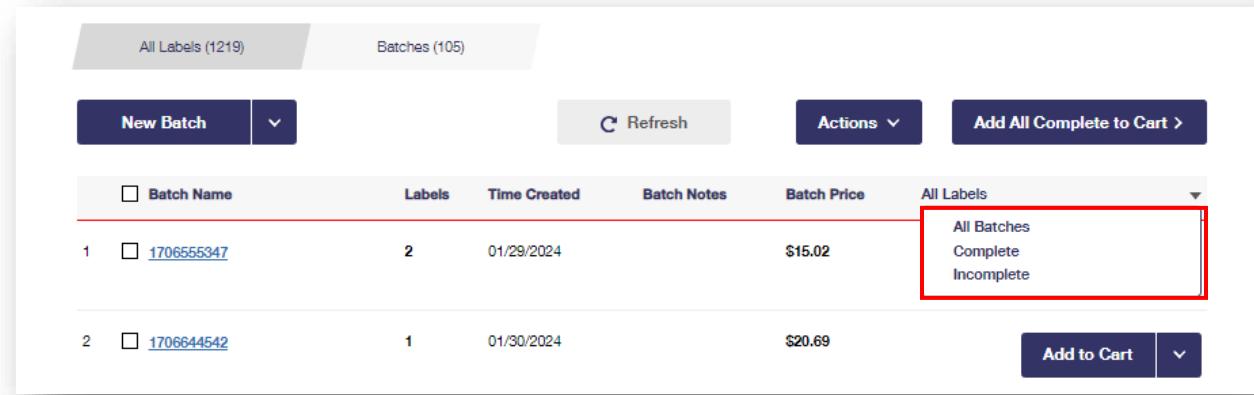
	Batch Name	Labels	Time Created	Batch Notes	Actions	Labels
1	<input checked="" type="checkbox"/> <a href="#">1706555347</a>	2	01/29/2024		<a href="#">Delete</a>	<b>Add to Cart</b>
2	<input checked="" type="checkbox"/> <a href="#">1706644542</a>	1	01/30/2024		<a href="#">Delete</a>	<b>Add to Cart</b>

## 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.

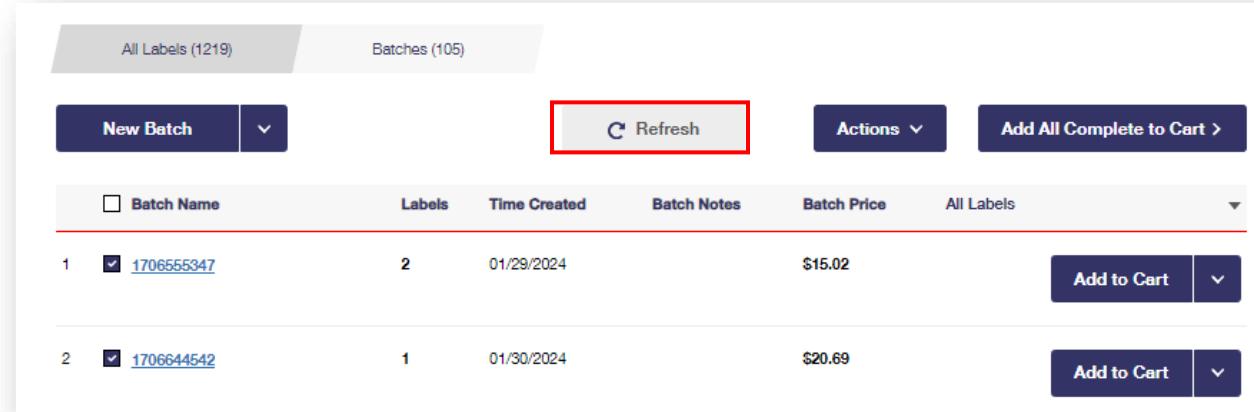


The screenshot shows the 'Batches' tab in the Label Manager. At the top, there are two tabs: 'All Labels (1219)' and 'Batches (105)'. Below the tabs is a header with 'New Batch' and a dropdown, 'Refresh' (with a 'C' icon), 'Actions' with a dropdown, and 'Add All Complete to Cart >'. The main table has columns: 'Batch Name' (with a checkbox), 'Labels', 'Time Created', 'Batch Notes', 'Batch Price', and 'All Labels'. The 'All Labels' column contains a dropdown menu with three options: 'All Batches', 'Complete', and 'Incomplete', which is highlighted with a red box. Below the table are two rows of data. The first row has a checkbox next to '1706555347', and the second row has a checkbox next to '1706644542'. At the bottom right of the table area are 'Add to Cart' and a dropdown menu.

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

### Refreshing Batches in Label Manager

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

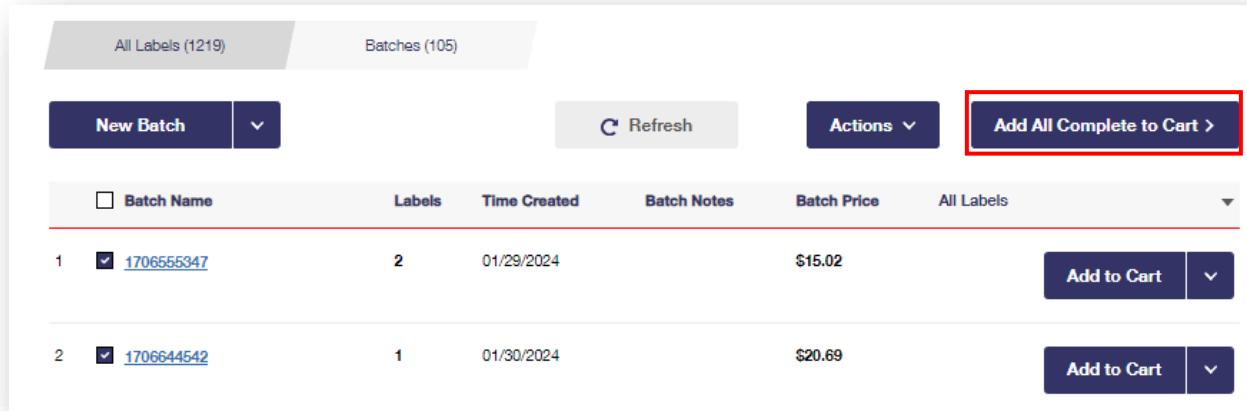


The screenshot shows the 'Batches' tab in the Label Manager. At the top, there are two tabs: 'All Labels (1219)' and 'Batches (105)'. Below the tabs is a header with 'New Batch' and a dropdown, 'Refresh' (with a 'C' icon, highlighted with a red box), 'Actions' with a dropdown, and 'Add All Complete to Cart >'. The main table has columns: 'Batch Name' (with a checkbox), 'Labels', 'Time Created', 'Batch Notes', 'Batch Price', and 'All Labels'. The first row has a checked checkbox next to '1706555347', and the second row has a checked checkbox next to '1706644542'. At the bottom right of the table area are 'Add to Cart' and a dropdown menu.

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

## 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 shows the 'Batches' tab of the Label Manager interface. At the top, there are two tabs: 'All Labels (1219)' and 'Batches (105)'. Below the tabs is a toolbar with 'New Batch' (dropdown), 'Refresh' (button), 'Actions' (dropdown), and a red-bordered 'Add All Complete to Cart >' button. The main area displays a table of completed batches. The columns are: Batch Name, Labels, Time Created, Batch Notes, Batch Price, and All Labels. The first batch (row 1) has a checked checkbox in the first column, a link '1706555347' in the Batch Name column, 2 labels, and was created on 01/29/2024. The second batch (row 2) has a checked checkbox, a link '1706644542' in the Batch Name column, 1 label, and was created on 01/30/2024. Each row has an 'Add to Cart' button at the end.

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