

# User Guide

## Module for PrestaShop





# **User Guide**

## **Module for PrestaShop**

### **Version 1.3**

Warszawa, April 2019

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## 1. Introduction

### About PrestaShop

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**By installing more than 185,000 stores in the world and the community of 600 000 members, PrestaShop is the market leader in e-commerce!**

**PrestaShop is a free solution for e-commerce, used by more than 185 thousand online stores in 163 countries and 63 languages.**



PrestaShop is a free shopping cart solution powering over 185,000 active online stores worldwide. Recognized as the world's most powerful, flexible and internationalized Open-source e-commerce software, PrestaShop provides online merchants with hundreds of innovative tools to build and manage a successful online store at no cost.

Used in over 163 countries and partnered with the most renowned names in the industry, PrestaShop continues to revolutionize online retail with technology that increases sales and maximizes visibility.

Working hand-in-hand with its growing community of over 600,000 dedicated members, PrestaShop's entrepreneurial team is made up of e-commerce enthusiasts that are committed to the success and profitability of their online merchants.

PrestaShop is the proud two time winner of Packt Publishing's Best Open-Source Business Application, winner of Europe's Bsoco Award in the 2013 CMS category and rated #1 Open-source Shopping Cart by EcommerceBytes Sellers Choice Awards 2013.

### Help

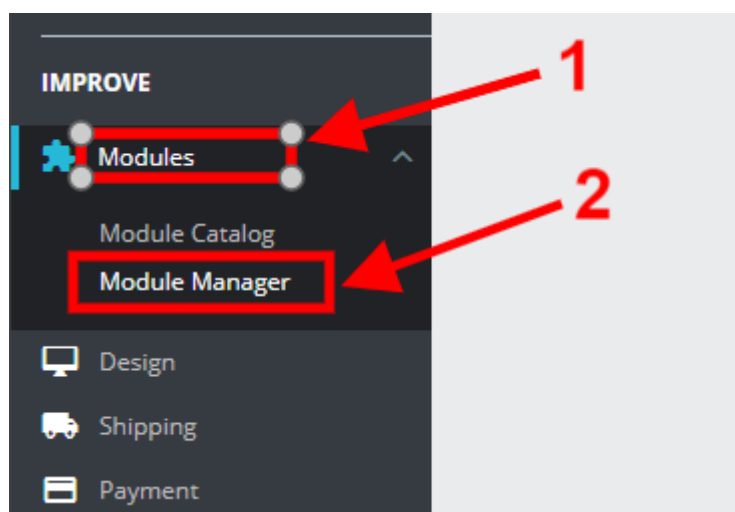
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In cases related to the operation of the DPD Poland module, please contact us by e-mail [prestashop@dpd.com.pl](mailto:prestashop@dpd.com.pl) or by phone: **22 577 56 56**.

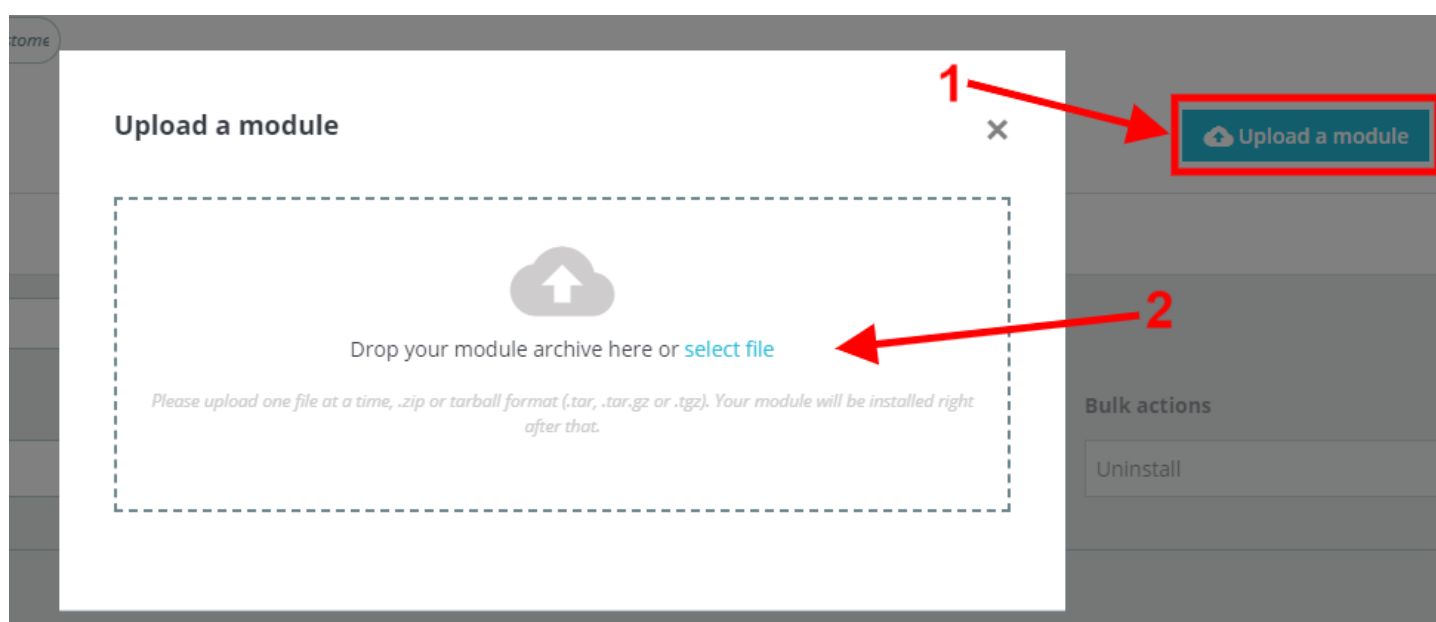
Questions regarding the functioning of PrestaShop please contact us by phone: **+ 44 20 3697 1999**.

## 2. How to Install

**Step 1:** Log in to PrestaShop BackOffice, then navigate to **Modules** menu (1) and click on **Modules manager** submenu (2).

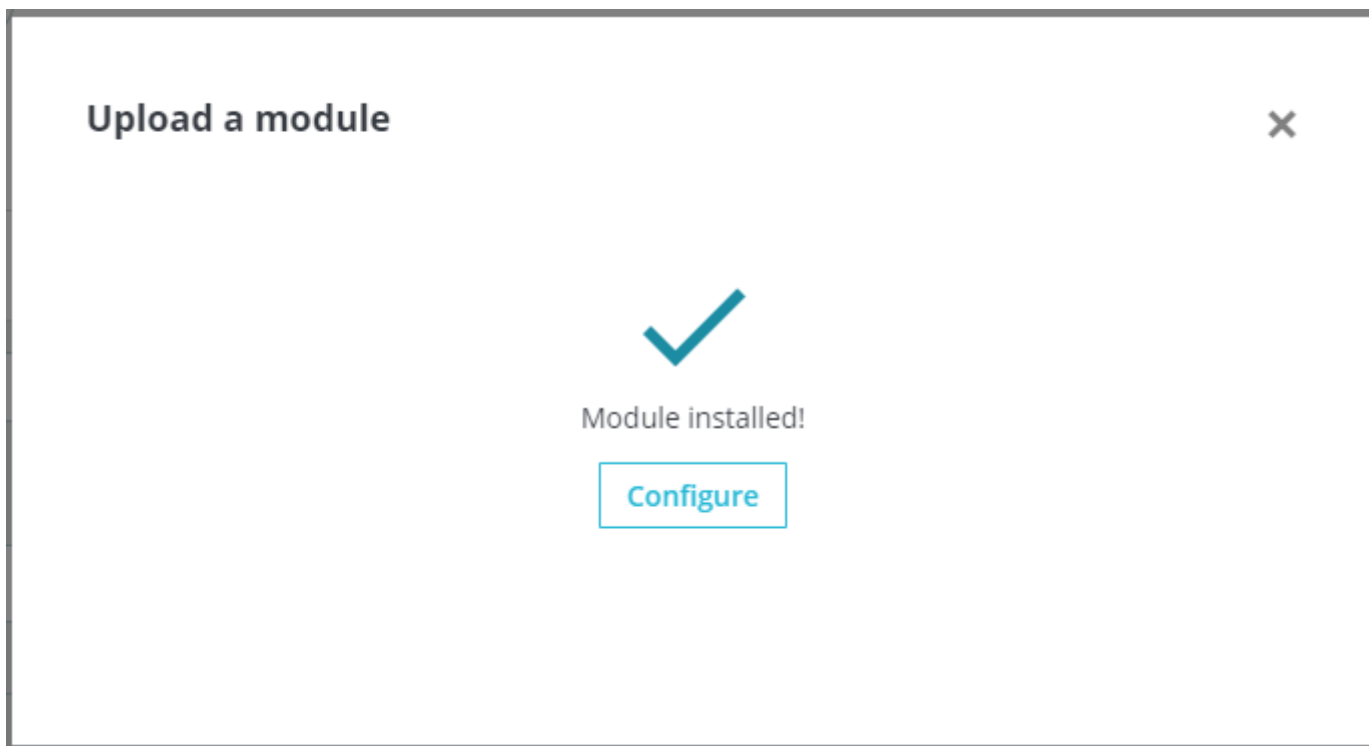


**Step 2:** Click on **#Add a new module** button (1) at the top of the page in the right corner. Then drag&drop zip of the module on pop-up that appear.



## 2. How to Install

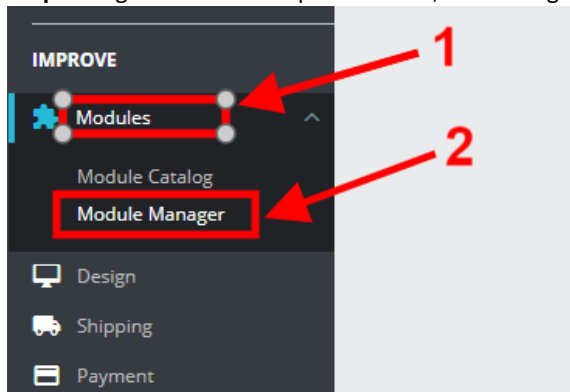
You will receive **Module(s) installed** message.



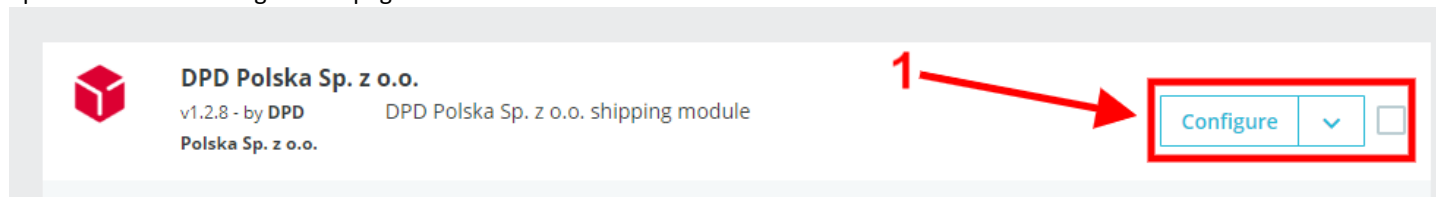
Feel free to click „Configure“ button to start module configuration.

### 3. How to Configure

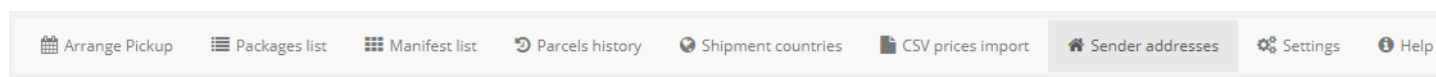
**Step 1:** Log in to PrestaShop BackOffice, then navigate to **Modules** menu (1) and click on **Modules manager** submenu (2).



**Step2:** You can find module via module search or scroll down the list until you see the module. Click the **#Configure** button (1) to open the module configuration page.



**Step 2:** Module configuration page contains toolbar with multiple options to manage the module.



1. **Arrange Pickup** – provide the details for new pickup;
2. **Packages list** – the list of currently active packages;
3. **Manifest list** – the list of shipment manifests, it is possible to download manifest in PDF format;
4. **Parcels history** – the list with parcels information, it is possible to check the parcel information in DPD system;
5. **Shipment countries** – shipment countries management page provides the ability to select and enable/disable the countries for shipments.
6. **CSV prices import** – this page provides the ability to import shipping price rules in CSV format;
7. **Sender addresses** – company can have multiple addresses, this tab is where you should configure them;
8. **Settings** – module settings page where module parameters are located;
9. **Help** – this page provides the help and contact information for module support;

**Important:** Each time to use the module, go to the modules section, select the module **DPD Polska Sp. z o.o.** and click **#Configure**

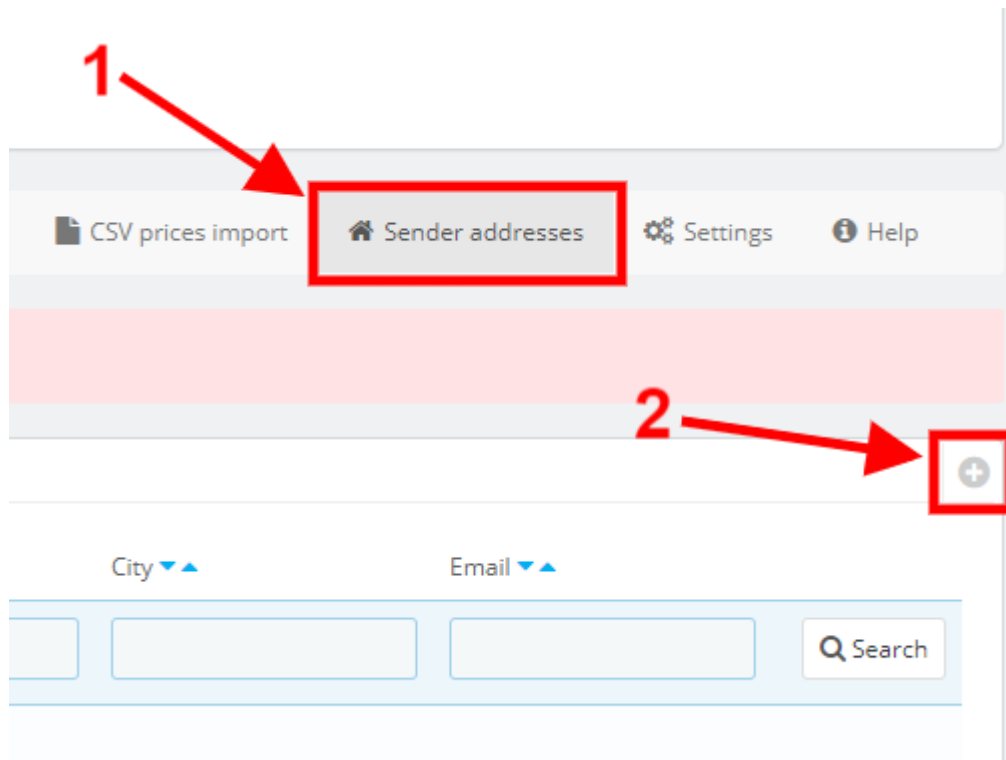
### 3. How to Configure

**Step 3:** After installation following notice will be displayed.



Module is not configured yet. Please check required settings and add at least one sender address

**Step 4:** First you should go to Sender addresses (1) tab and add at least one address. To add new address you have to click plus sign (2) in the corner of the shop.





### 3. How to Configure



**Step 5:** You will see a form with the list of the following fields:

- **Alias** – Tag for this address seen only by the merchant;
- **Company** – Your company name;
- **Name** – Your name and surname;
- **Phone** – Company contact telephone number.
- **Address** – Company address street name and building number;
- **City** – Company address city;
- **Country** – Module only works in Poland, therefore Poland is selected by default;
- **E-mail** – Company contact email address;
- **Postcode** – Company address postal code;

Clicks **#Save** when you are done.

**Step 6:** When you are done with address, go to module **Settings** page, fill in the required DPD credentials marked with \* and click **#Add** button. You will see the list of DPD accounts, select the default client and click **#Save**.

- **Login** – enter Your login identifier (provided by DPD);
- **Password** – enter password (provided by DPD);
- **DPD client number** – enter Your DPD client number (provided by DPD);
- **Client name** – enter client name as it is specified in agreement with DPD;
- **Default client number** – choose the default client number from the list.

### 3. How to Configure

**Step 7:** Select and enable preferred shipping services and click **#Save**. When services selection is saved, module creates new carriers for chosen services in PrestaShop carriers list. However *carriers still needs to be configured in PrestaShop carriers settings*.

⚙️ ACTIVE SHIPPING SERVICES

DPD domestic shipment - Standard: ☐  
*DPD domestic shipment - Standard:*

DPD domestic shipment - Standard with COD: ☐  
*DPD domestic shipment - Standard with COD*

❓ **RULE:** DPD Polska Sp. z o.o. allows payment on the delivery ONLY by cash. In your payment modules you have available this types of payment, please mark those payment methods that support this rule.

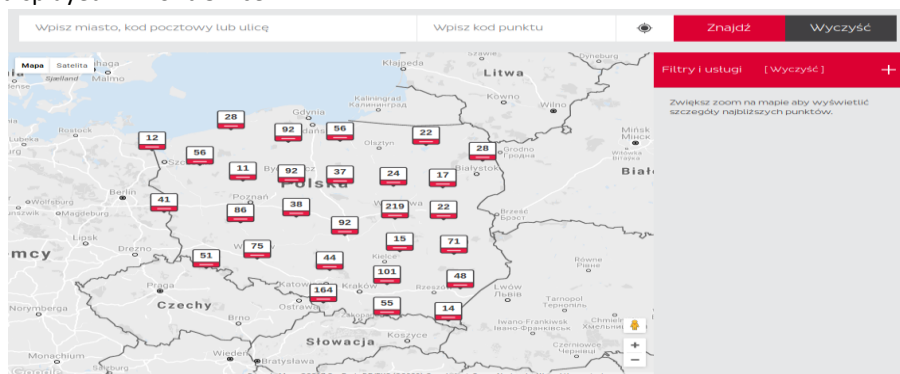
DPD international shipment (DPD Classic): ☐  
*DPD international shipment (DPD Classic)*

DPD Poland Reception Point Pickup: ☐  
*DPD Poland Reception Point Pickup*

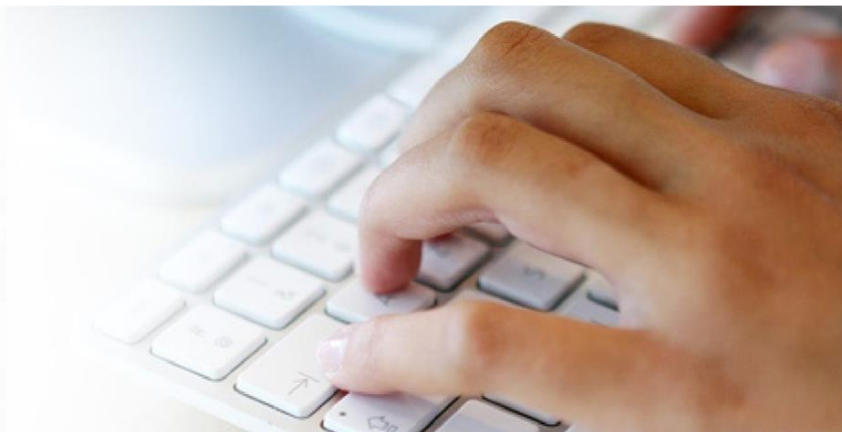
❓ Please note that after module installation carriers are not created.

Save

- **DPD domestic shipment (DPDClassic)** – Enable/disable standard DPD domestic shipment service;
- **DPD domestic shipment (DPDClassic with COD)** – Enable/disable standard DPD domestic shipment with the possibility to pay by cash on delivery service;
- **DPD international shipment (DPD Classic International)** – Enable/disable DPD Classic shipment service.
- **DPD Poland Reception Point Pickup** – Enable/disable DPD Poland Reception Point Pickup. PUDO map with pick up points will be displayed in Front Office.



### 3. How to Configure



**Step 8:** Choose shipping price calculation method and click **#Save**.

- **CSV rules** – shipping price calculation rules imported via CSV (If no imported CSV price calculation rules detected, DPD carriers will be automatically disabled, select other shipping price calculation method or import CSV rules to re-enable the DPD carriers);
- **PrestaShop shipping locations rules** – shipping price calculation rules according to PrestaShop settings for different locations.

PRICE CALCULATION

Shipping price calculation method: ☐ CSV rules ☒ PrestaShop shipping locations rules

Save

**Step 9:** Set the weight measurement units conversion and click **#Save**.

- **Conversion rate:** – If system default weight unit is different from DPD weight unit, enter the conversion rate.  
E.g. System default weight units is pound (lb) and DPD weight units is kilo (kg), then conversion rate is equal **0.45359**, because 1 lb. = 0.45359 kg.

WEIGHT MEASUREMENT UNITS CONVERSION

System default weight units: kg

DPD weight units: kg

Conversation rate: 1 1 kg = 1 kg

Conversation rate from system to DPD weight units. If your system uses the same units as DPD please fill 1.

Save

**Step 10:** Set the dimension measurement units conversion and click **#Save**.

- **Conversion rate:** – If system default dimension unit is different from DPD dimension unit, enter the conversion rate.  
E.g. System default dimension units is decimeters (dm) and DPD dimension units is centimeters (cm), then conversion rate is equal **10.0**, because 1 dm. = 10 cm.

### 3. How to Configure



**Step 11:** Fill in general Web Services parameters and click **#Save**.

- **Customer company name** – Company name for Web Services;
- **Customer name and surname** – Contact person name and surname for Web Services;
- **Customer tel. No.** – Contact person telephone number for Web Services;
- **Customer FID** – Customer FID for Web Services provided by DPD;
- **Master FID** – Master FID for Web Services provided by DPD.

**Step 12:** Enter Web Services URL, which is provided by DPD and click **#Save**.

**Step 13:** additional setting configuration is not required, however it can help merchant to get better experience.

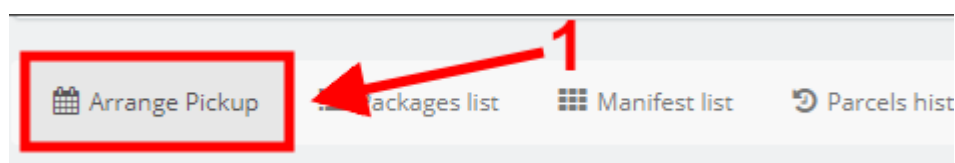
You can set specific additional settings once in order to have their default values pre-filled in order management page.

- **Declared value** – if setting is checked, Declared value field is visible in Order management page.
- **Return parcel** - Return parcel information is printed in label.
- **Return documents** - Return documents information is printed in label.
- **DPD Express** – Delivery next day. Merchant has to choose it in each order.
- **DPD Next Day** - Delivery next day. Merchant has to choose it in each order.
- **Ref1** – default field value visible in order management page; recommended: Order ID.
- **Ref2** – default field value visible in order management page; recommended: Invoice ID.
- **CustomerData1** – additional order information field default value in order management page.

## 4. How to Use

### Arrange Pickup

**Step 1:** To arrange a new pickup, click on the Arrange Pickup button in the main menu of the module page.



**Step 2:** Pick sender address from the drop down.

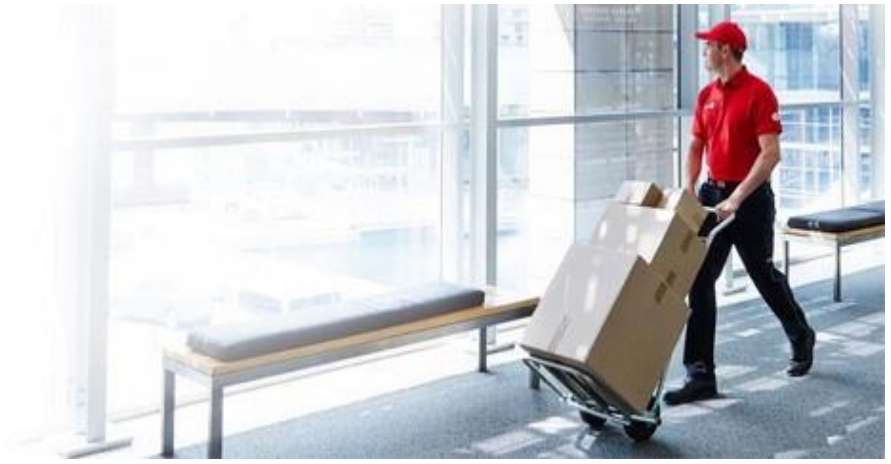
**Step 3:** Select the **date and the time frame** of pickup in the Date and time for pickup fieldset **Step 3:**

Next fill in the package information. Start by selecting the **shipment type**:

**Step 4:** Then choose what will be included in the package and enter package describing information:

- **Domestic** – domestic shipment in
- **International** – International shipment

## 4. How to Use



**Envelopes** – Select this, if there are any envelopes included in the package;

- **Number of envelopes** – Specify the number of envelopes included in the package;

**Parcels** – Select this, if there are any parcels included in the package;

- **Number of parcels** – Specify the number of parcels included in the package;
- **Summary weight (in kg)** – Specify the overall weight of the parcels included in the package in kilos;
- **Weight of the heaviest item (in kg)** – Specify the weight of the heaviest item included in the package in kilos;
- **Height of the tallest item (in cm)** – Specify the height of the tallest item included in the package in centimetres;
- **Length of the largest item (in cm)** – Specify the length of the largest item included in the package in centimetres;
- **Width of the longest item (in cm)** – Specify the width of the longest item included in the package in centimetres;

**Pallets** – Select this, if there are any pallets included in the package;

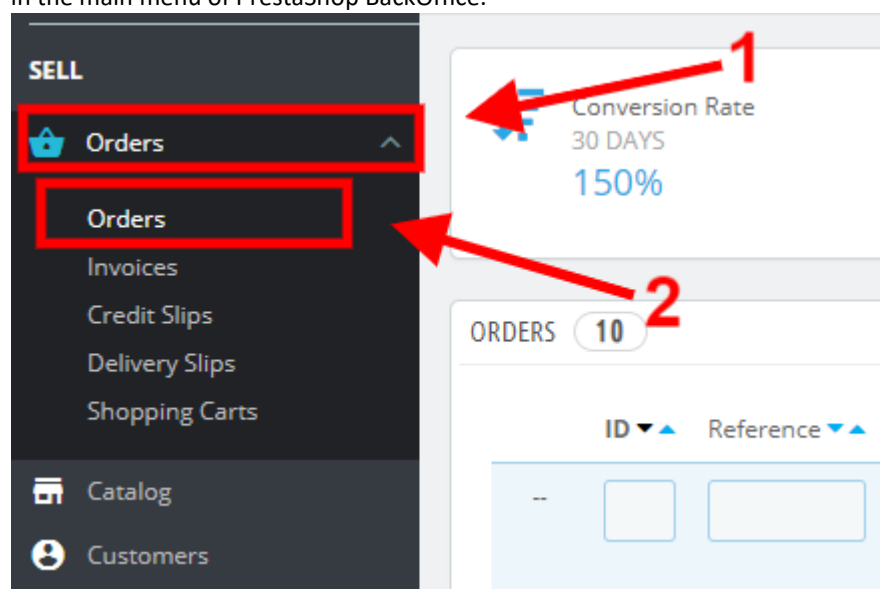
- **Number of pallets** – Specify the number of pallets included in the package;
- **Summary weight (in kg)** – Specify the overall weight of the pallets included in the package in kilos;
- **Weight of the heaviest item (in kg)** – Specify the weight of the heaviest item included in the package in kilos;
- **Height of the tallest item (in cm)** – Specify the height of the tallest item included in the package in centimetres;

**Step 5:** When all the information is filled in properly, click the button **#Arrange Pickup**, to finish the process.

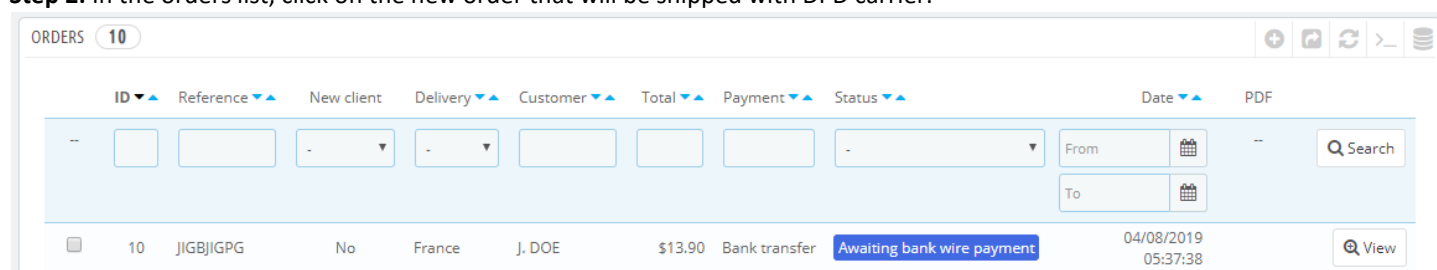
## 4. How to Use

### Packages list

**Step 1:** Packages for new orders appears in packages list only after the package labels are printed. In order to print the package labels and make package visible in packages list of **DPD Polska Sp. z o.o.** module, navigate to **Orders** tab (1) and click on **Orders** (2) submenu in the main menu of PrestaShop BackOffice.



**Step 2:** In the orders list, click on the new order that will be shipped with DPD carrier.








## 4. How to Use

**Step 3:** In order page below the customer information DPD module block (1) will be available, expand the block to display all settings by clicking on **#expand** button (2).


**DPD POLSKA SP. Z O.O. SHIPPING**
[ **EXPAND** ]

**CURRENT STATUS**

Action	Status
Labels printed	No
Manifest printed	No

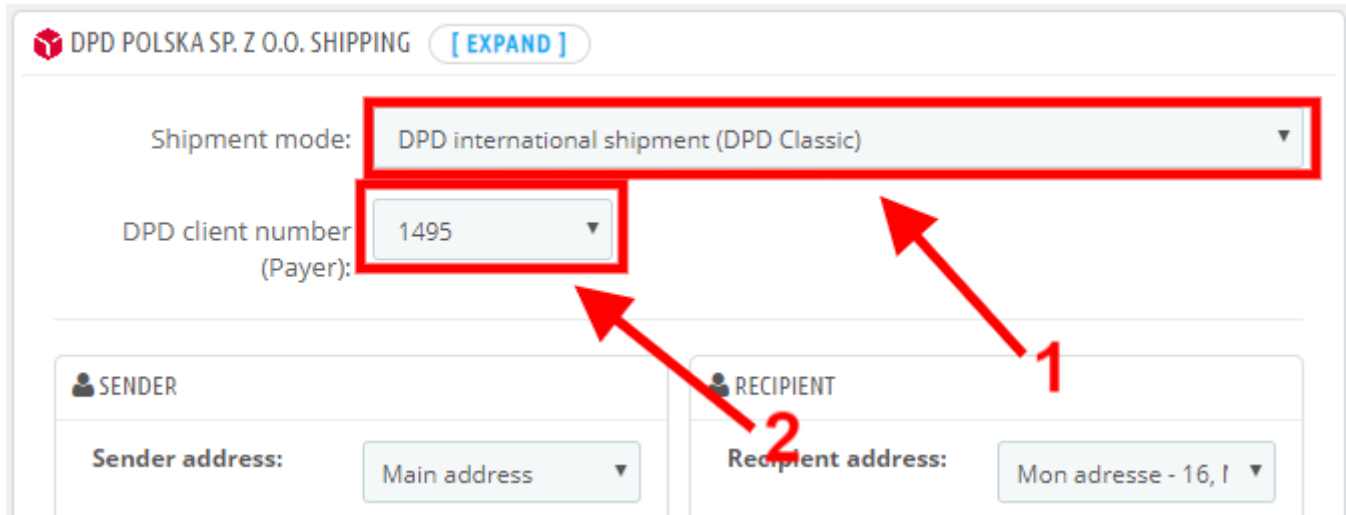
**Step 4:** This block contains settings that helps to create and print package labels.

- **Shipment mode** – Shipment mode is selected automatically as chosen by customer, however it is possible to change the shipment mode by selecting different mode from the dropdown menu (1).
- **DPD client number (Payer)** – default DPD client number is selected here as configured in module settings, however it is possible to choose different DPD client from the dropdown menu (2).
- **Valuable parcel** – specify the amount in the input field, to enable the service (3).
- **Printout format** – Choose the shipping labels printout format either **A4** or **Label Printer** options (7).



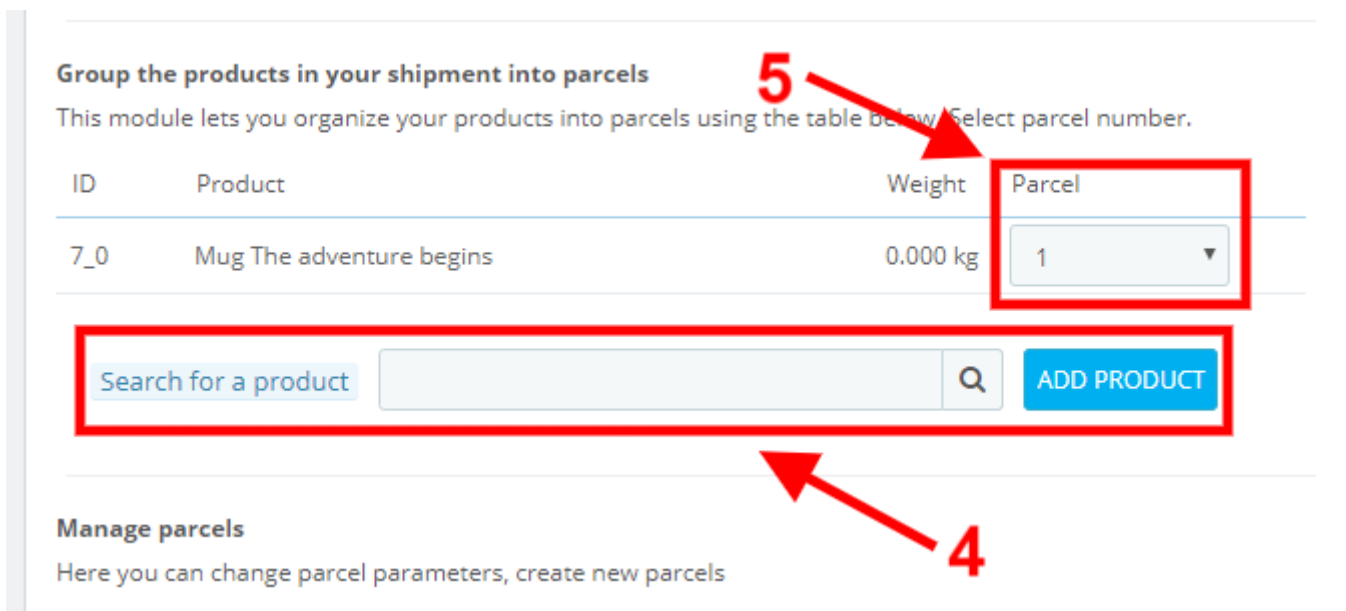
## 4. How to Use

**Step 5:** To create the shipping label, select the **shipment mode** (1) and the **DPD client number** (2), or leave the default values.



The screenshot shows the DPD shipping form interface. At the top, it says "DPD POLSKA SP. Z O.O. SHIPPING" with an "[EXPAND]" button. Below this, there are two main sections: "Shipment mode:" and "DPD client number (Payer):". The "Shipment mode:" dropdown is set to "DPD international shipment (DPD Classic)" and is highlighted with a red box and a red arrow labeled "1". The "DPD client number (Payer):" dropdown is set to "1495" and is highlighted with a red box and a red arrow labeled "2". Below these are two sections: "SENDER" and "RECIPIENT". The "SENDER" section has a "Sender address:" dropdown set to "Main address". The "RECIPIENT" section has a "Recipient address:" dropdown set to "Mon adresse - 16, I".

**Step 6:** Below ordered products list is displayed. You can add new products by typing the product name in the input field (4) and clicking the button **#Add product**. Product information fields are updated automatically when adding new products, if field value is modified manually, notification **"Modified field"** appears and field values will not be updated for this label automatically, therefore this field will have to be edited manually for new products.



The screenshot shows the DPD interface for managing products and parcels. At the top, it says "Group the products in your shipment into parcels" and "This module lets you organize your products into parcels using the table below. Select parcel number." Below this is a table with columns: ID, Product, Weight, and Parcel. The table has one row: "7\_0", "Mug The adventure begins", "0.000 kg", and "1". The "Parcel" dropdown is highlighted with a red box and a red arrow labeled "5". Below the table is a search bar with the text "Search for a product" and a magnifying glass icon, followed by a blue button labeled "ADD PRODUCT". The search bar is highlighted with a red box and a red arrow labeled "4". Below the search bar is a section titled "Manage parcels" with the text "Here you can change parcel parameters, create new parcels".

**Step 7:** In the products list, all products will be assigned to one parcel by default, however it is possible to assign different products to different parcels, by selecting the parcel number for every product from the **Parcel dropdown menu** (5).

## 4. How to Use

**Step 8:** It is also possible to add more parcels by clicking on the button **#Add parcel** (6).

The screenshot shows the 'Manage parcels' interface. At the top, there's a table with columns: Parcel, Content of parcel, Weight (kg), Height (cm), Length (cm), Width (cm), and Dimension weight. The first row shows '1' in the Parcel column and '7\_0' in the Content of parcel column, with all other fields set to '0.000000'. Below the table, there's a light blue informational box with a question mark icon and text: 'When adding new parcel: Additional fee will be charged by DPD PL depending on your DPD PL contract. Price for shipment that was shown to your customer always includes only one parcel per order.' To the right of this box is a blue button labeled 'ADD PARCEL', which is circled in red and labeled with a red arrow and the number '6'. Below the informational box, there's a section for 'Printout format' with two radio buttons: 'A4' (selected) and 'Label Printer'. This section is circled in red and labeled with a red arrow and the number '7'. To the right of the 'Printout format' section are two buttons: 'Save' and 'Save and print labels'. The 'Save and print labels' button is circled in red and labeled with a red arrow and the number '8'. Below these buttons is a table titled 'CURRENT STATUS' with two columns: 'Action' and 'Status'. The table has two rows: 'Labels printed' with status 'No' and 'Manifest printed' with status 'No'.

Parcel	Content of parcel	Weight (kg)	Height (cm)	Length (cm)	Width (cm)	Dimension weight
1	7_0	0.000000	0.000000	0.000000	0.000000	0.000

When adding new parcel: Additional fee will be charged by DPD PL depending on your DPD PL contract. Price for shipment that was shown to your customer always includes only one parcel per order.

ADD PARCEL

Printout format: ☒ A4 ☐ Label Printer

Save Save and print labels

Action	Status
Labels printed	No
Manifest printed	No

**Step 9:** If you want you can order DPD Next day (for domestic) or DPD Express (for international) if they are selected in Module Settings. These additional options offer possibility for fast deliveries to the client.

**Step 10:** Finally, select the **printout format** (7) for the shipping label and click in the button **#Save and print labels** (8). New shipping label will be created, PDF file will be generated for download and the package will be added to the **package list** in the DPD module page **Package list**.

## 4. How to Use



**Step 11:** DPD module's **Packages** list page contains the list of packages that have prepared labels and are ready for shipping. **Packages list** can be filtered by entering filter values to the fields above the packages list and clicking on the **#Search**.

Printout date	Order number	Package number	Number of Parcels	Receiver	Country	Postal code	City	Address	
2019-04-08 05:46:18	10	13487700000425	1	John DOE	France	75002	Paris	16, Main street 2nd floor	<a href="#">View</a>

**Step 12:** Click on the package (1) to go to the **order page** where it is possible to edit the label.

**Step 13:** Select the packages and click on the **#Label duplicate printout Label printer** button to receive PDF with the labels in **Label printer** format for selected packages, or click on the **#Label duplicate printout A4** button to get PDF with the labels in **A4 format**. **#Manifest printout** button provides PDF with the manifest for selected packages. Once the manifest PDF is successfully generated, selected packages are moved from **Package list** to **Parcels history list** and new manifest appears in **Manifest list**.

- ☒ Select all
- ☐ Unselect all
- [Manifest printout](#)
- [Label duplicate printout Label printer](#)
- [Label duplicate printout A4](#)

## 4. How to Use

### Manifest list

**Step 1:** To manage the manifest list click on the **#Manifest list** button in the module main menu.

Manifest Number ▼▲	Number of Parcels ▼▲	Number of Orders ▼▲	Date of printout ▼▲
<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>From <input type="text"/></div> <div>To <input type="text"/></div>
1143085	1	1	2019-04-08 06:23:11

**Step 2:** **Manifest list** can be filtered by entering filters values clicking on **#Search** button at the top of Manifest list.

**Step 3:** To generate the manifest PDF for printing, click on the PDF icon (1) at the right of every manifest list element.

### Parcels history

**Step 1:** To manage the parcels history click on the **Parcels history** tab in the module main menu.

Order ID ▼▲	Parcel Number ▼▲	Receiver ▼▲	Country ▼▲	Postal code ▼▲	City ▼▲	Address ▼▲	Shipment date ▼▲
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>From <input type="text"/></div> <div>To <input type="text"/></div>
10	13487700000425	John DOE	France	75002	Paris	16, Main street 2nd floor	2019-04-08 05:46:18

**Step 2:** **Parcels history list** can be filtered by entering filters values clicking on **#Search** button at the top of Parcels history list.

**Step 3:** Clicking on the **#View icon** (1) redirects to the DPD shipment tracking system, where it is possible to track the shipment status.

## 4. How to Use

### Shipment countries

**Step 1:** To manage the countries that are available for shipments, click on the **Shipment countries** tab in the main menu of the module page. This page contains:

- **List of the countries** – list of the countries with ability to set the countries that are available for shipping;
- **List pagination controls** – Pagination buttons (1) to set the list elements amount per page and navigate between list pages;
- **List filters controls** – Filters (2) that provides the ability to filter the list of countries according to the country ID, country name, ISO code or status;
- **Bulk action buttons** – Bulk actions allows enable/disable multiple countries at once (3).

SHIPMENT COUNTRIES 244

	ID ▲	Country ▲	ISO code ▲	Enabled
<input type="checkbox"/>	1	Germany	DE	✓
<input type="checkbox"/>	2	Austria	AT	✓
<input type="checkbox"/>	3	Belgium	BE	✓
<input type="checkbox"/>	4	Canada	CA	✗
<input type="checkbox"/>	5	China	CN	✗
<input type="checkbox"/>	6	Spain	ES	✓
<input type="checkbox"/>	7	Finland	FI	✓
<input type="checkbox"/>	8 -	France	FR	✓
<input type="checkbox"/>	9	Greece	GR	✓
<input type="checkbox"/>	10	Italy	IT	✓

Bulk actions ▼

Display: 10 / 244 result(s) << < 1 2 3 ... > >>

**Step 2:** To filter the list of countries just enter the country ID, name, ISO code or select the status filter and click the Search button (. To reset existing filter click on Reset button.

**Step 3:** Customer can choose only from the countries that are enabled in Shipment countries list. To enable or disable the country for shipping, click on the red X symbol near the country ISO code. Red X symbol indicates that country is disabled and green check mark indicates that country is enabled.



## 4. How to Use

**Step 4:** To enable or disable multiple countries at once, check the checkboxes of chosen countries at the very left of the Shipment countries list and click the bulk action buttons at the bottom of the list. Disable selection button disables all selected countries and Enable selection button enables all of the selected countries in the list.

### Prices import (CSV)

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**Step 1:** To import shipping price calculation rules via CSV click on **#CSV prices import** tab in the main menu of module page. CSV prices import page contains following actions:

- **Upload CSV** – You can upload new shipping price calculation rules by importing the CSV file. (Important notice: Uploading CSV file overwrites all existing price rules!);
- **Download CSV** – You can download current shipping price calculation rules by exporting the CSV file;
- **Delete all prices** – You can delete current shipping price calculation rules.



## 4. How to Use

1 → \* Upload CSV:  No file chosen

2 → \* Download CSV:

PREVIEW IMPORTED PRICES

Available **carriers** (shipping methods) and their ID's:

- \* DPD domestic shipment - Standard: 1
- \* DPD domestic shipment - Standard with COD: 2
- \* DPD International shipment (DPD Classic): 3
- \* DPD Poland Reception Point Pickup: 4

**Country** - this column should contain the full name of the country (the letters are not case sensitive, or as an abbreviation, e.g. PL, DE, GB)

**Cart price from** - this column contains the cart total price without shipping which is the lower limit of the price range for the specified price.

**Cart price to** - this column contains the cart total price without shipping which is the upper limit of the price range for the specified price.

**Parcel weight from** - this column contains the parcel weight which is the lower limit of the weight range for the specified price.

**Parcel weight to** - this column contains the parcel weight which is the upper limit of the weight range for the specified price.

**Parcel price** - in this column the user enters the price in PLN which will be charged to the client for dispatch of one parcel with the weight within the specified weight range.

Page 1 / 1 | Display 20 / 4 result(s)

Country	Cart price from (PLN)	Cart price to (PLN)	Parcel weight from (kg)	Parcel weight to (kg)	Parcel price (PLN)	Carrier	COD cost (PLN)
PL	0	0	0	0.5	0	1	
PL	0	0	0	0.5	0	2	0
GB	0	0	0	0.5	0	3	
*	0	0	0	0.5	0	3	

Delete all prices

### Prices import (CSV)

**Step 2:** Click the **#Browse** button (1) and select the CSV files containing shipping price calculation rules.

**Step 3:** When file is selected click on **#Upload** button (2) to upload the CSV file.

**Step 4:** After file upload is complete, the list of price rules appears at the bottom of the screen (4). It is possible to select how many list elements You want to see in one page and also use pagination at the top left of the list (3).

**Step 5:** To delete all current price rules, click on **#Delete all prices** button (5) at the bottom left of the page.

## 4. How to Use

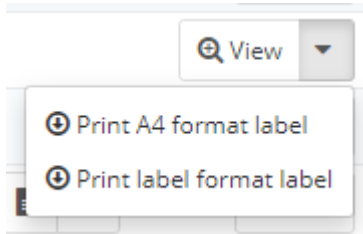
### Order list

You can reprint labels without moving into each order separately. Labels printing contains following actions:

- **Print single label** – You can print a label for single order.
- **Print multiple labels** – You can select multiple orders and print PDF document with all labels from selected orders.

To use single label print:

**Step 1:** Go to the Orders -> Orders page. Choose the order which was already saved. Click small triangle near View button.

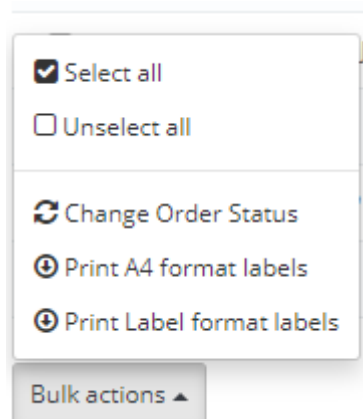


To use multiple label printing:

**Step 1:** Go to the Orders -> Orders page. Mark the **checkboxes** at needed orders in Orders list.

**Step 2:** Choose whether to reprint **A4 format** or **label format** labels. A single PDF file with needed labels should be prepared to download.

**Step 3:** Click on PDF icons at each order to reprint a single **A4 format** or **label format** label for each order separately.





## 4. How to Use

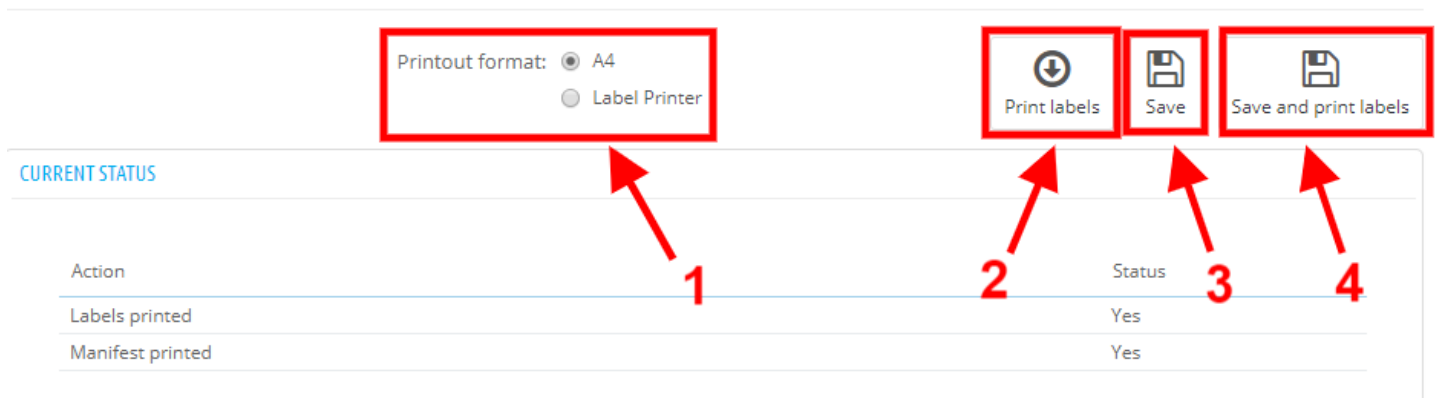
### Label regeneration and reprint

You can modify shipment and reprint labels for each order separately. Labels printing contains following actions:

**Step 1:** When a label is saved, You can **print the same label** again by clicking on **“Print labels”** button (2).

**Step 2:** You can make modifications in DPD block and **save shipment** with new information by clicking on **“Save”** button (3).

**Step 3:** You can make modifications in DPD block, save shipment and **regenerate label** with new information by clicking on **“Save and print labels”** button (4).



The screenshot shows the DPD interface. At the top, there is a 'Printout format' section with two radio buttons: 'A4' (selected) and 'Label Printer'. Below this is a table titled 'CURRENT STATUS'. The table has two columns: 'Action' and 'Status'. The first row is 'Labels printed' with a status of 'Yes'. The second row is 'Manifest printed' with a status of 'Yes'. Above the table, there are three buttons: 'Print labels', 'Save', and 'Save and print labels'. Red boxes and arrows highlight these buttons and the 'Printout format' section. The arrows are numbered 1, 2, 3, and 4.

Action	Status
Labels printed	Yes
Manifest printed	Yes

Labels printing is compatible with both **A4** and **label** printout formats (1).