

User Guide

Creating a Standard Template for Return Labels

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Create a Standard Template for a Return Label Only

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Background

When you email a return label to a customer, by default, ShipWorks generates a standard label with both the original label and the return label. If you prefer to send ONLY the return label, you can create a new standard template with just the return label on it.

This article will guide you through creating a new template which includes only a return label and how to email a return label.

The Process

Creating the Template

1. In ShipWorks, click on the **Manage** tab and then on the **Templates** button.





2. Click **New Template** button on the **Template Manager** screen.



3. Name the template. Then, click on the **Labels** folder in the list of templates. This tells ShipWorks to save the new template in the **Labels** folder.

Add Template Wizard	×
Name and Location Choose a name and location for the new template.	
New template name:	
Select the folder to put the new template in:	
	^
Green	
Red	
📮 🛅 Labels	
Convercial Invoice	
📴 Label with Invoice	
📄 ReturnLabelOnly	
📝 Standard	
🛄 Thermal	¥
Ε	Next > Cancel

4. Select the **Standard** template type and then click **Next**.



Standard Standard templates are usually used for thing A standard template is processed once for each
Labels The output of a label template is used to fill in will be produced for each selected item in Ship
Report Report templates are used to generate sumn processes all selected items at once and processes and proceses and processes and processes and
< Back Next >

5. Choose the **XML** template format and then click **Finish**.



6. Verify that your new template is selected. Then, click on the **Edit** button.



7. Select the **Code** tab. Then, select all of the code and delete it.



Template Editor		×
Name: Return-Label-Only	Delete all the default code	R Edit Snippet *
two preview strangt two preview strangt	5p://www.wi.org/1999/X31/Teansform*	^
<pre>xmlns:nw="http://www.interaptive.com/s</pre>	hiporta" extanion-flement-piefixes"su"> 5° indent-"yes"/>	
<pre>10</pre>	T ndde()}acc(@legacy}}*/>	
¢		× -
		Save Cancel

8. Paste in this code, exactly as is, and then click **Save**:

HTML <xsl:stylesheet version="1.0" xmlns:xsl="http://www.w3.org/1999/XSL/Transform" xmlns:sw="http://www.interapptive.com/shipworks" extension-element-prefixes="sw"> <!-- Imports --> <xsl:import href="System\Snippets" /> <xsl:output method="html" encoding="utf-8" /> <!-- Start of template --> <xsl:template match="/"><xsl:apply-templates /></xsl:template> <xsl:template match="ShipWorks"> <html> <head> <title>Interapptive ShipWorks Template</title> </head> <body> <xsl:variable name="labels" select="(//Primary | //Supplemental)/Label[@orientation = 'wide']" />

<xsl:for-each select="\$labels">

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```
<xsl:variable name="shipment" select="../../.." />
      <xsl:if test="$shipment/ReturnShipment = 'true'">
        <TemplatePartition>
         <center>
         <xsl:choose>
                 <xsl:when test="$shipment/ShipmentType = 'FedEx''>
                   <img src="{.}" style="width:576; height:384;" />
                 </xsl:when>
                 <xsl:when test="$shipment/ShipmentType = 'UPS'">
                   <img src="{.}" style="width:576; height:384;" />
                 </xsl:when>
                 <xsl:otherwise>
                   <img src="{.}" style="width:{@widthInches}in; height:
{@heightInches}in;" />
                 </xsl:otherwise>
               </xsl:choose>
```







9. Click **Close** to exit the **Template Manager** screen.

Emailing a Return Label

1. Select an order that has a return label. Then, right click on the order and select **Com-pose Email**. Select the template you created in the above section.



E All							
Order #		† Date		ShipSense	Notes	Local Status	S
V 1		Listing to a second		🥪 Will be Applied		Shipped	1
2		Edit Order		Not analyzed		Shipped	F
3		Local Status	•	Not analyzed		Shipped	C
4		Undate Store		Not analyzed	1 🗋	Shipped	F
5	2			Not analyzed		Shipped	F
6	9	Ship Orders		Not analyzed		Shipped	F
7		Track Shipments		Vill be Applied		Shipped	A
8		File Claim		Not analyzed		Shipped	F
9	~			Not analyzed		Shipped	F
10		Сору	•	Not analyzed		Shipped	F
11	50	Ouisk Drint		Not analyzed		Shipped	F
12	2	Quick Finit	1	Not analyzed		Shipped	F
13	1	Print		Not analyzed		Shipped	F
14	ò	Preview	•	Not analyzed		Shipped	C
15		Empil Now		Not analyzed	1 📄	Shipped	C
16		CITIZET NOW	_	Not analyzed Standard	1	Shinned	- 6
17		Compose Email		 🛅 Labels			
18	_	11/11/2013		Amazon Con	nmission		
19		11/11/2013		Commercial	Invoice		
20		11/11/2013		E Label with Ir	ivoice		
21		11/11/2013		🗐 Return-Labe	I-Only N		
22		11/11/2013		- 🔄 Standard	l	V	
23		11/11/2013			•		

2. Verify that you see the return label in the body of the email. To send the email, verify that the **To:** email address and the **Subject** are correct. Then, click the **Send** button.



	Return-L	abel-Only		•						
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To •	emailaddre	ess j @shipworks.ci	om							
CC •										
BCC -										
ubject:	Your orde	r: 1								
imes Nev	w Roman	▼ 3 (12 pt)	• B <i>I</i>	<u>u</u> ≡ ≡	= =)		<u>A</u> - 4	2 -		
e 🗊	🛍 🔊 (» 🔲 💼 .	.e	7 Y 🔟 🛙		— 🖪 🕯	. 🔳			
	Thank you for your orde	9405 5118 9922 3129 3256 1	USPS TRACKING #	1 S MEMORIAL DR STE 200 SAINT LOUIS MO 63102-249		rl Christensen 96 Clinton Street eenwich CT 06830	RIORITY MAIL 3-D		US POSTAGE & FEES PAD 1.E PROPITY MUL RATE ZONE SND SUBCHARGE COMMERCIAL PLUS PRICAG	
	er!	13		50	006	00	AYT	stamp 02/22/20	062/300065893 10518 FROM 068	-

Still Need Help?

Please feel free to <u>reach out to one of our awesome Customer Care representatives in St.</u> Louis. We are happy to assist you.

