

**ShipWorks®**

# User Guide

---

## **Creating a Standard Template for Return Labels**

---

# Contents

---

Create a Standard Template for a Return Label Only .....	3
Background .....	3
The Process .....	3
Creating the Template .....	3
Emailing a Return Label .....	8
Still Need Help? .....	10

# Create a Standard Template for a Return Label Only

## Table of Contents

[Background](#)

[The Process](#)

[Creating the Template](#)

[Emailing the Return Label](#)

[Still Need Help](#)

## Background

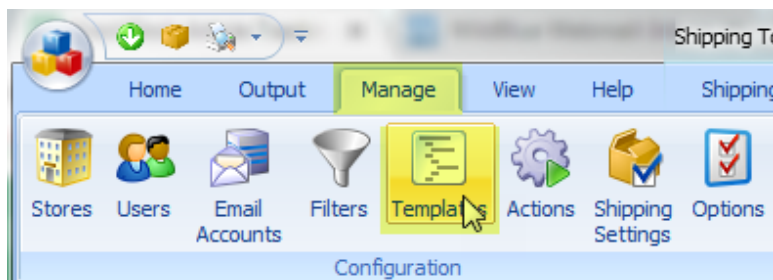
When you email a return label to a customer, by default, ShipWorks generates a standard label with both the original label and the return label. If you prefer to send ONLY the return label, you can create a new standard template with just the return label on it.

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

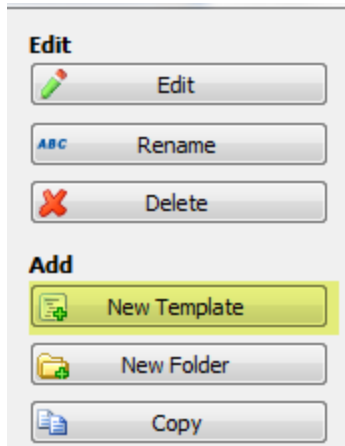
## The Process

### Creating the Template

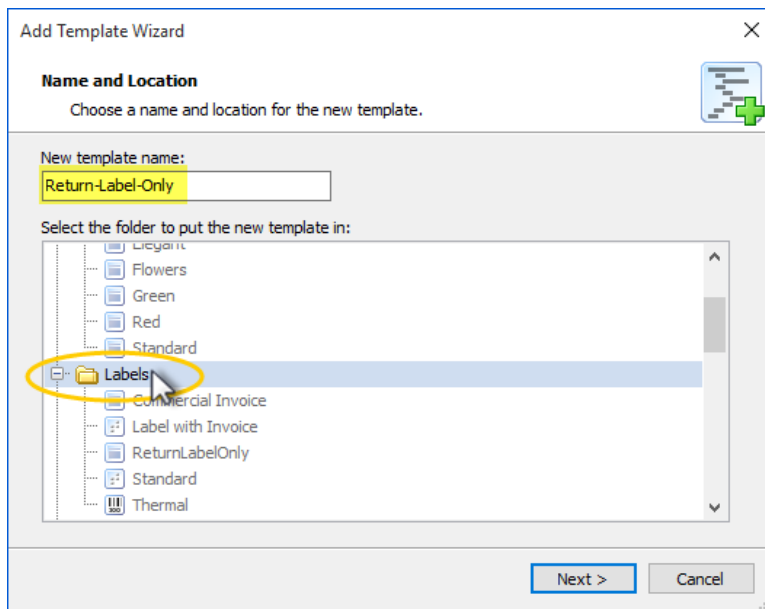
1. In ShipWorks, click on the **Manage** tab and then on the **Templates** button.



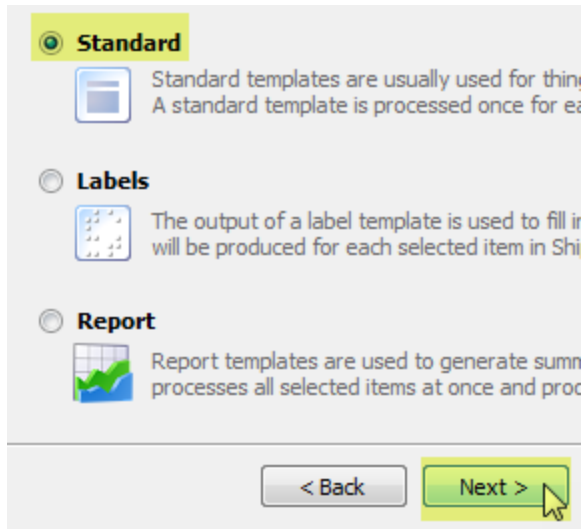
2. Click **New Template** button on the **Template Manager** screen.



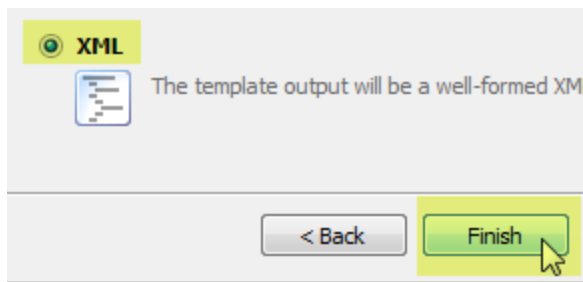
3. Name the template. Then, click on the **Labels** folder in the list of templates. This tells ShipWorks to save the new template in the **Labels** folder.



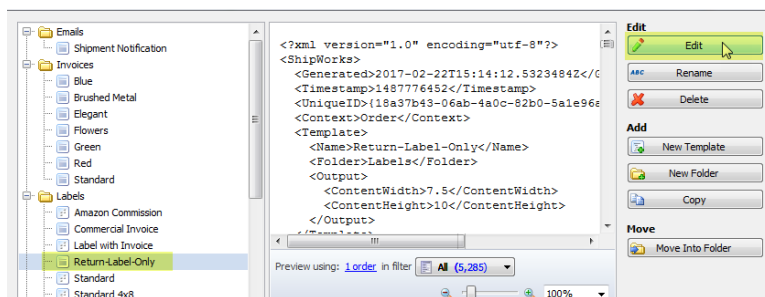
4. Select the **Standard** template type and then click **Next**.



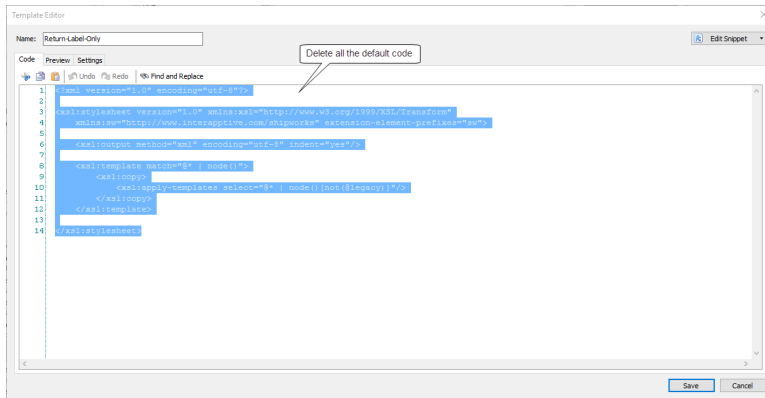
5. Choose the **XML** template format and then click **Finish**.



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.



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">
```

```

<xsl:variable name="shipment" select="../../.." />
<xsl:if test="$shipment/ReturnShipment = 'true'">
  <TemplatePartition>
    <center>
      <table height="100%" width="100%" cellspacing="0">
        <tr>
          <td valign="middle" align="center">
            <xsl:choose>
              <xsl:when test="$shipment/ShipmentType = 'FedEx'">
                
              </xsl:when>
              <xsl:when test="$shipment/ShipmentType = 'UPS'">
                
              </xsl:when>
              <xsl:otherwise>
                
              </xsl:otherwise>
            </xsl:choose>
          </td>
        </tr>
      </table>

```

```

</center>
</TemplatePartition>
</xsl:if>

</xsl:for-each>
</body>
</html>
</xsl:template>
</xsl:stylesheet>

```

The screenshot shows a 'Template Editor' window with the following XSLT code:

```

1 <xsl:stylesheet version="1.0" xmlns:xsl="http://www.w3.org/1999/XSL/Transform" xmlns:sw="http://www.interapptive.com/shipworks" extend="base.xsl">
2 <!-- Imports -->
3 <xsl:import href="System\Shipworks" />
4
5 <xsl:output method="html" encoding="utf-8" />
6 <!-- Start of template --><xsl:template match="*" /><xsl:apply-templates /></xsl:template>
7 <xsl:template match="ShipWorks">
8 <html>
9 <head>
10 <title>Interapptive ShipWorks Template</title>
11 </head>
12 <body>
13 <xsl:variable name="labels" select="//Primary | //Supplemental/Label[Orientation = 'wide']" />
14 <xsl:for-each select="$labels">
15 <xsl:variable name="shipment" select="..//..//..*" />
16 <xsl:if test="$shipment/ReturnShipment = 'true'">
17 <TemplatePartition>
18 <table height="100%" width="100%" cellspacing="0">
19 <tbody>
20 <tr>
21 <td colspan="2">
22 <td valign="middle" align="center">
23 <xsl:choose>
24 <xsl:when test="$shipment/ShipmentType = 'FedEx'">

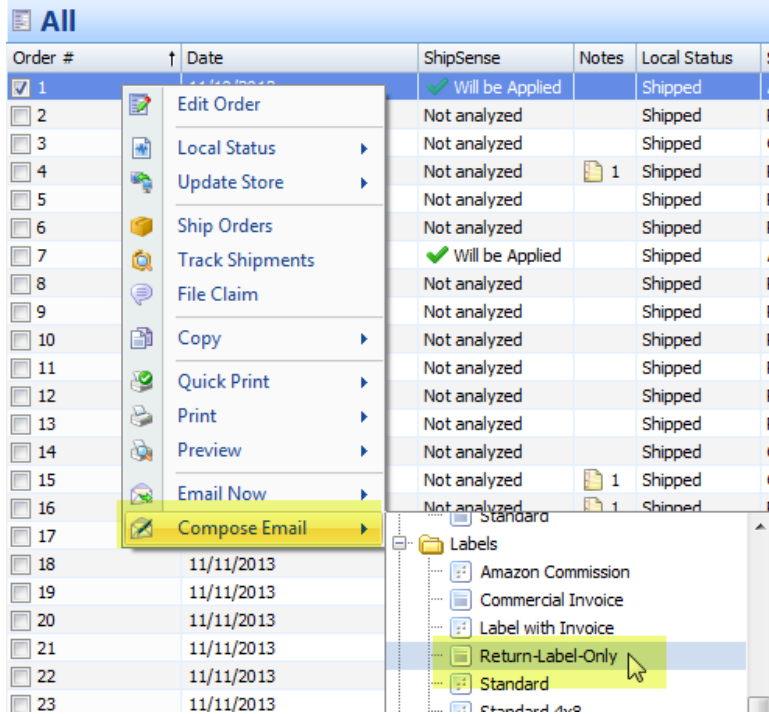
```

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

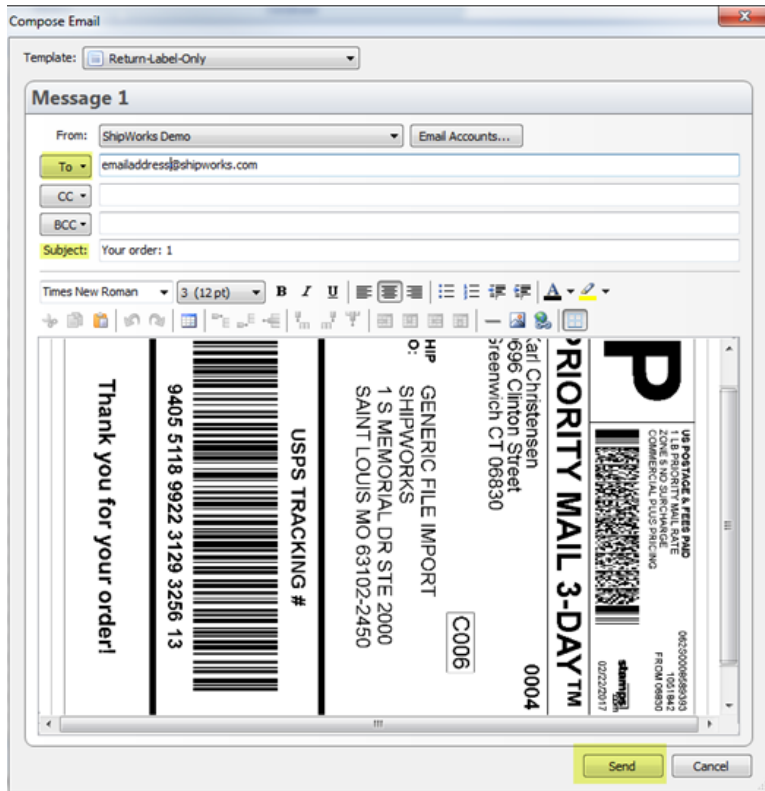
## Emailing a Return Label

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





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.



## Still Need Help?

Please feel free to [reach out to one of our awesome Customer Care representatives in St. Louis](#). We are happy to assist you.