

Click-N-Ship Business Pro™ (CNS BPro)

External User Guide

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Change History

This section will track the changes.

Version	Change made by	Date	Changes	Description of Changes
1.0	Vanessa Scercy-Mitchell	12/3/2015	Initial version	Initial version
2.0	Vanessa Scercy-Mitchell	12/22/2015	Initial version	Added Software Download, Account Setup, Data Source Introduction, Order Lookup, Order Address Book, and Batch Printing
3.0	Vanessa Scercy-Mitchell	1/19/2016	Initial version	Added Printer Setup
4.0	Vanessa Scercy-Mitchell	2/7/2016	Initial version	Clarified content
5.0	Vanessa Scercy-Mitchell	2/11/2016	Initial version	Replaced all screen shots for clarity
6.0	Vanessa Scercy-Mitchell	2/17/2016	Final draft document	Incorporated SME feedback for specific system content (Program Registration, CAPS, and system software)
7.0	Vanessa Scercy-Mitchell	2/25/2016	Final draft document	Incorporated SME feedback (Technical Integration HQ Operations Integration Team)

1. Introduction

1.1 Purpose of Document

Click-N-Ship Business Pro™ is a desktop software application that allows customers to generate and print package labels with the Intelligent Mail® Package Barcode (IMpb). Customers can electronically create and submit a shipping manifest, and pay for those packages through an electronic payment account with funds automatically debited as manifests are received. This document provides the information necessary to begin using the Click-N-Ship Business Pro™ desktop software application.

1.2 Intended Audience

This document is intended for new users of Click-N-Ship Business Pro™. New users can use this document as a guide through the process of creating a Click-N-Ship Business Pro™ account, creating labels, and submitting manifest files to the United States Postal Service (USPS®).

1.3 Application Overview

You may download Click-N-Ship Business Pro™ via the USPS® Business Customer Gateway (BCG). The following software requirements must be met to download the application:

- **Operating System** - Microsoft Windows® XP Service Pack 3 or later
- **Processor** - Pentium® processor-based personal computer
- **Memory** - 32 MB of available RAM
- **Hard Drive** - 20 MB of available hard-disk space
- **Rights** - Ability to install software

1.4 USPS® Help Desk Assistance

Although this guide will help you understand the process of creating labels and submitting manifest files, USPS® also has a Help Desk center that will gladly take your call and walk you through the process. You may contact the Help Desk at:

- eVS Help Desk: 877-264-9693
 - Click-N-Ship Business Pro™ enrollment and account setup
 - Click-N-Ship Business Pro™ software and printer setup
- E-mail support: eVS@usps.gov

2. Business Customer Gateway (BCG)

Before you can download the Click-N-Ship Business Pro™ application, you must have an account on the BCG. If you do not already have a BCG account, go to <https://gateway.usps.com> and click the 'Register for free' button. Information and help for BCG registration can be found here: https://ribbs.usps.gov/intelligentmail_gateway/documents/tech_guides/BusinessCustomerGateway.pdf.

Once the BCG enrollment is completed and the account is created, go to <https://gateway.usps.com> and log onto the BCG and download Click-N-Ship Business Pro™ from the Shipping Services tab.

3. Click-N-Ship Business Pro

After you have successfully set up a BCG account, you are now ready to download and begin using the Click-N-Ship Business Pro™ application. The steps below will guide you through the process of acquiring the Click-N-Ship Business Pro™ application within the BCG and describe the necessary actions for setting up a Click-N-Ship Business Pro™ account, creating labels, and submitting manifest.

3.1 Access Shipping Services

Login to the BCG and select 'Shipping Services' from the left panel, as highlighted in Figure 1 below. Clicking this button will lead you to the Shipping Services page where you can access Click-N-Ship Business Pro™.

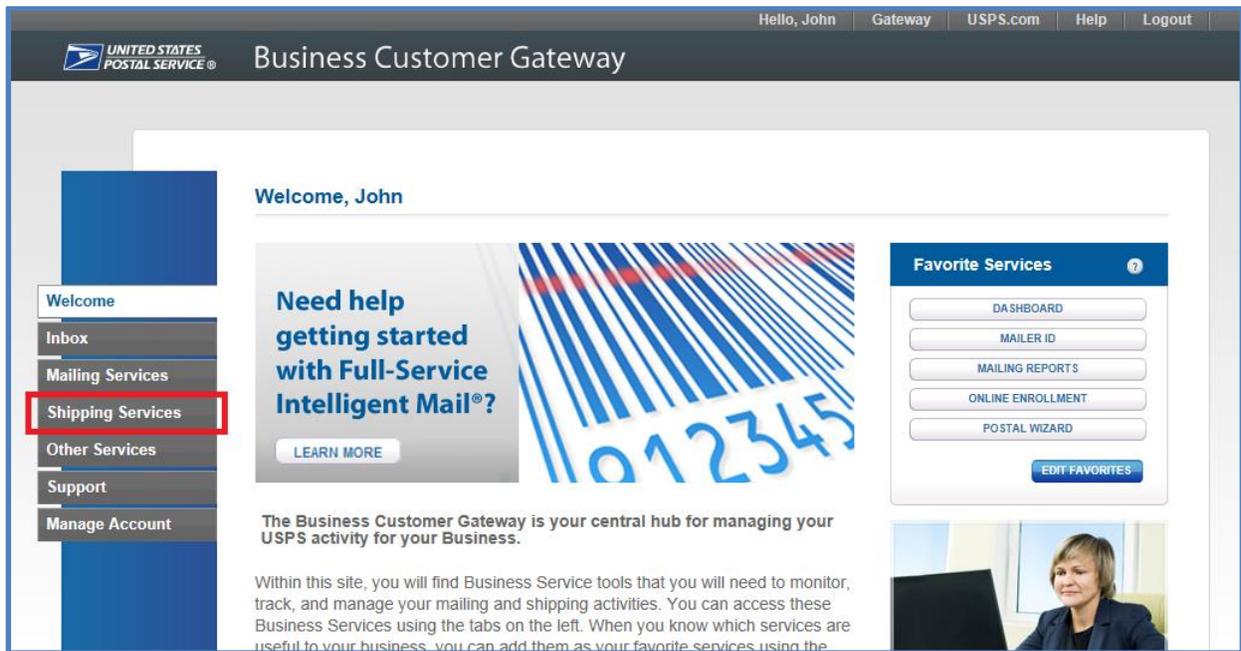


Figure 1: Access Shipping Services from the BCG Homepage

3.2 Navigate to Click-N-Ship Business Pro™

Select 'GO TO SERVICE' for Click-N-Ship Business Pro™, as highlighted in Figure 2 below to access the RIGHT-SIZING YOUR POSTAL SOFTWARE screen. If you previously completed the RIGHT-SIZING YOUR POSTAL SOFTWARE screen when you initially enrolled in the BCG, the Click-N-Ship Business Pro™ home page will appear. If you have not yet been approved to access Click-N-Ship Business Pro™ by your Business Services Administrator (BSA), you will see 'Pending BSA' rather than the green 'GO TO SERVICE' button. If this message is shown, you will need to follow up with your BSA and have him or her approve you for the service. Click the 'Manage Account' tab and then Click 'Manage Services' and 'Not You' next to Click-N-Ship Business Pro™ to reveal your BSA.

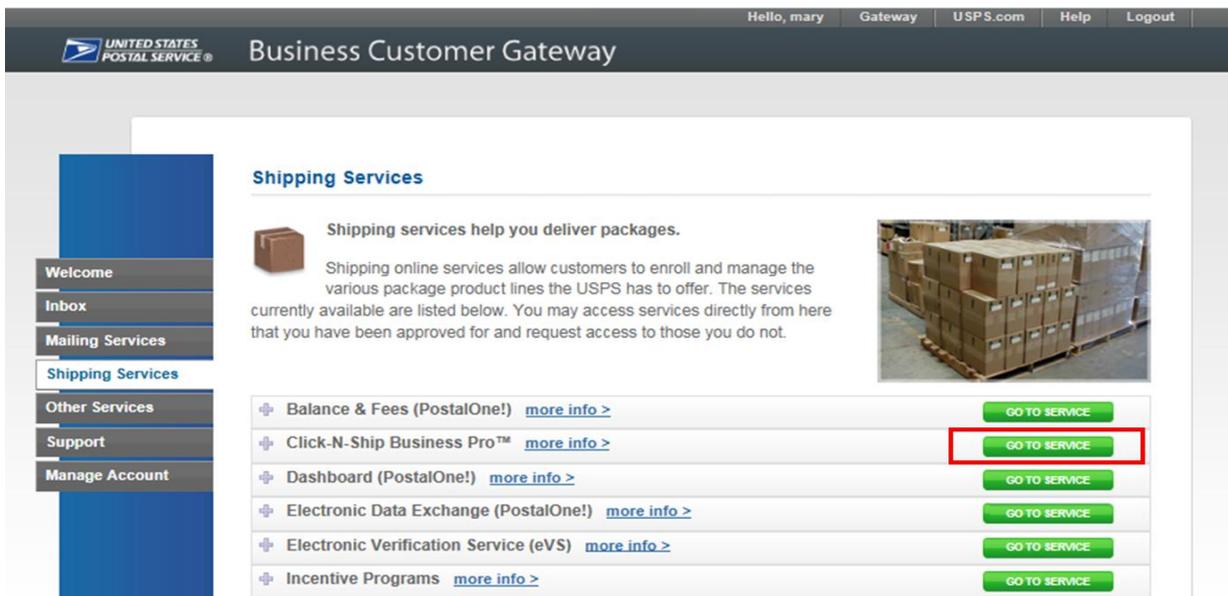
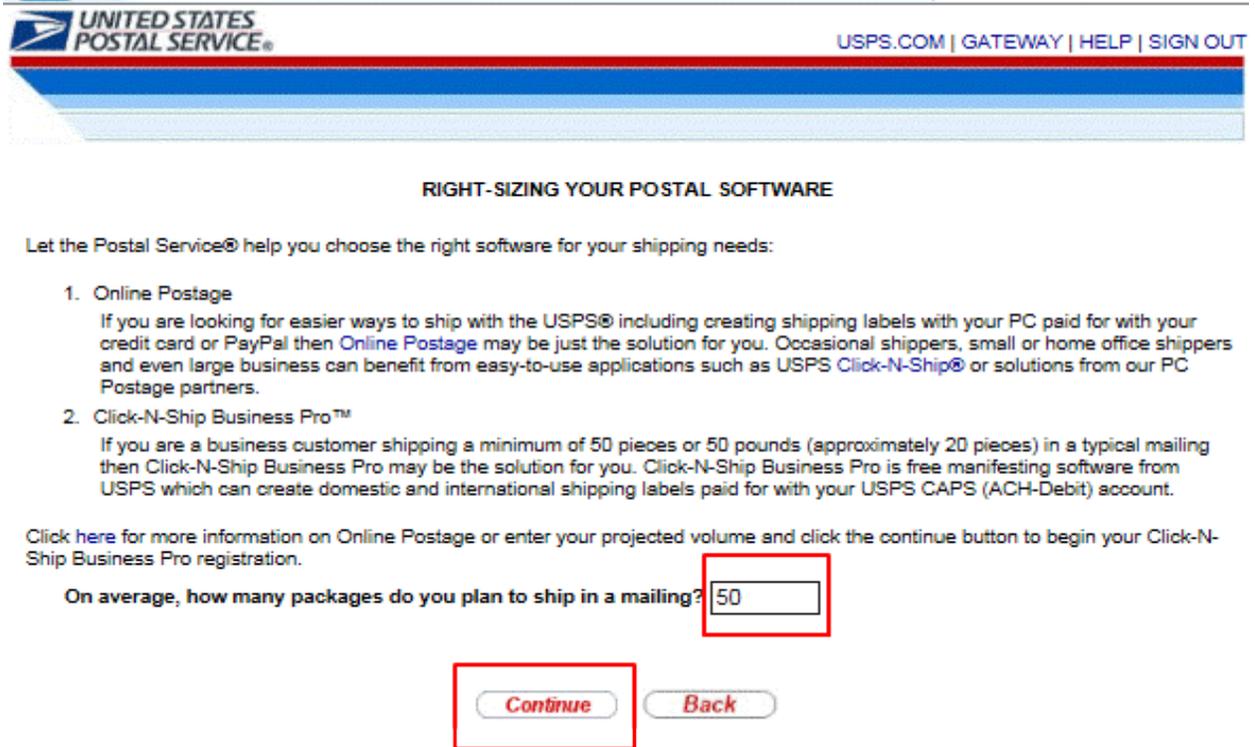


Figure 2: Click 'GO TO SERVICE' on the Shipping Services Page

Enter the amount of packages per mailing and Click 'Continue' as highlighted in Figure 3 below, to access the Click-N-Ship Business Pro™ home page.



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RIGHT-SIZING YOUR POSTAL SOFTWARE

Let the Postal Service® help you choose the right software for your shipping needs:

- 1. Online Postage**
If you are looking for easier ways to ship with the USPS® including creating shipping labels with your PC paid for with your credit card or PayPal then [Online Postage](#) may be just the solution for you. Occasional shippers, small or home office shippers and even large business can benefit from easy-to-use applications such as USPS [Click-N-Ship®](#) or solutions from our PC Postage partners.
- 2. Click-N-Ship Business Pro™**
If you are a business customer shipping a minimum of 50 pieces or 50 pounds (approximately 20 pieces) in a typical mailing then Click-N-Ship Business Pro may be the solution for you. Click-N-Ship Business Pro is free manifesting software from USPS which can create domestic and international shipping labels paid for with your USPS CAPS (ACH-Debit) account.

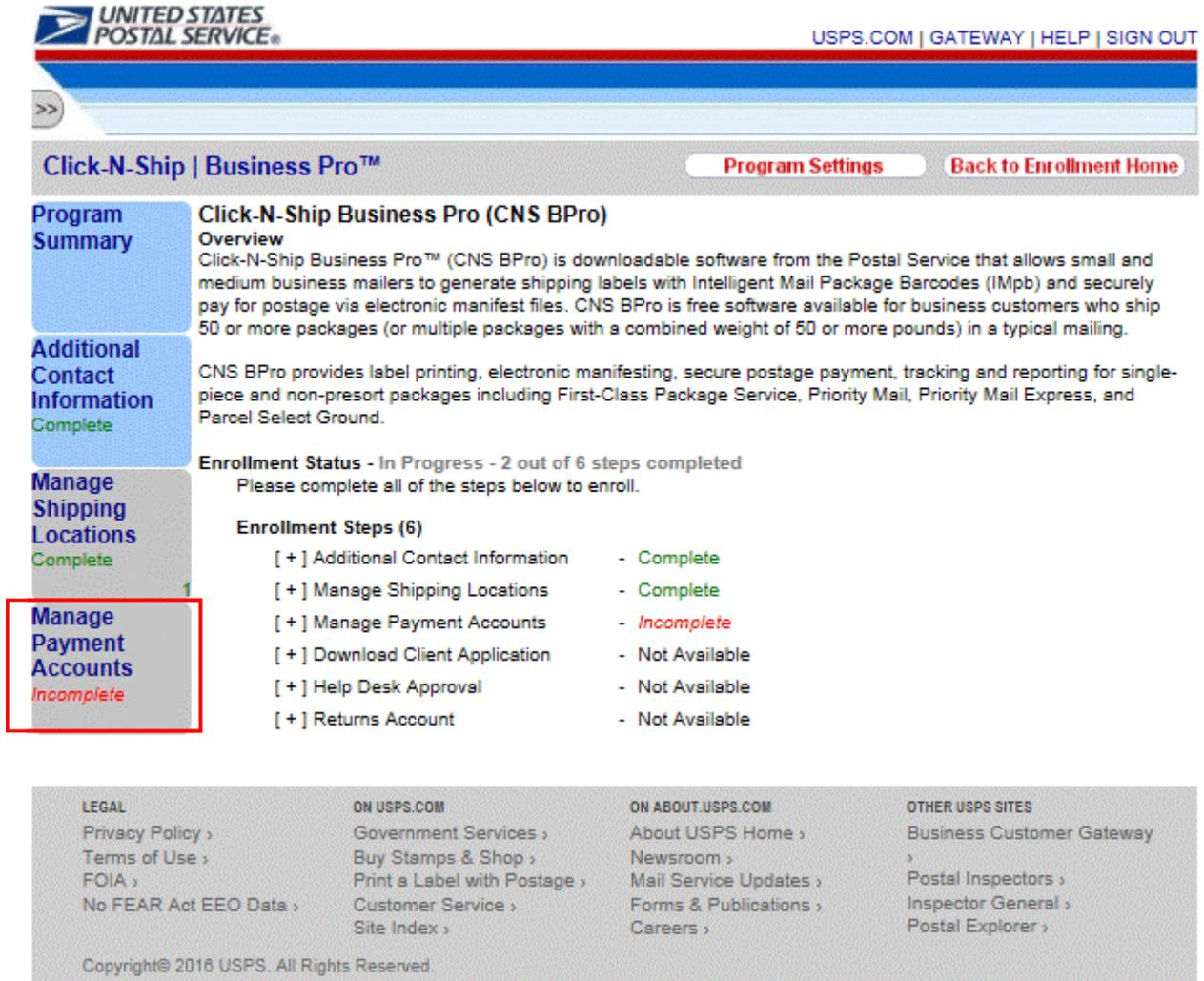
Click [here](#) for more information on Online Postage or enter your projected volume and click the continue button to begin your Click-N-Ship Business Pro registration.

On average, how many packages do you plan to ship in a mailing?

Figure 3: Enter package amount and select 'Continue'

3.3 Manage Payment Accounts Tab

Select 'Manage Payment Accounts' from the left panel as highlighted by Figure 4 below. Clicking this button will lead you to the Centralized Account Processing System (CAPS) home page where you can request or link a CAPS Account.



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Click-N-Ship | Business Pro™ [Program Settings](#) [Back to Enrollment Home](#)

Program Summary

Additional Contact Information
Complete

Manage Shipping Locations
Complete

Manage Payment Accounts
Incomplete

Click-N-Ship Business Pro (CNS BPro)

Overview
Click-N-Ship Business Pro™ (CNS BPro) is downloadable software from the Postal Service that allows small and medium business mailers to generate shipping labels with Intelligent Mail Package Barcodes (IMpb) and securely pay for postage via electronic manifest files. CNS BPro is free software available for business customers who ship 50 or more packages (or multiple packages with a combined weight of 50 or more pounds) in a typical mailing.

CNS BPro provides label printing, electronic manifesting, secure postage payment, tracking and reporting for single-piece and non-presort packages including First-Class Package Service, Priority Mail, Priority Mail Express, and Parcel Select Ground.

Enrollment Status - In Progress - 2 out of 6 steps completed
Please complete all of the steps below to enroll.

Enrollment Steps (6)

[+] Additional Contact Information	- Complete
[+] Manage Shipping Locations	- Complete
[+] Manage Payment Accounts	- Incomplete
[+] Download Client Application	- Not Available
[+] Help Desk Approval	- Not Available
[+] Returns Account	- Not Available

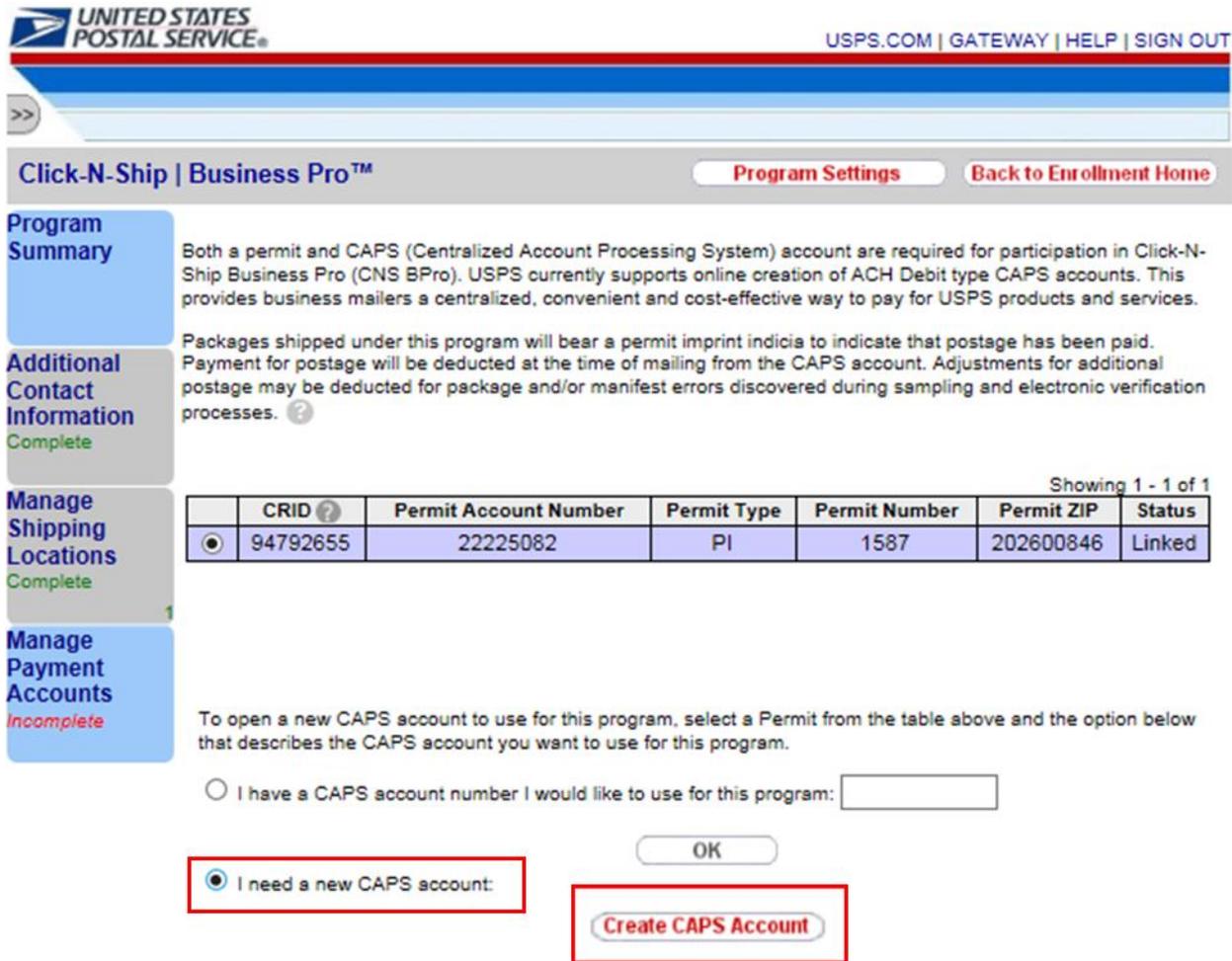
<p>LEGAL</p> <p>Privacy Policy ›</p> <p>Terms of Use ›</p> <p>FOIA ›</p> <p>No FEAR Act EEO Data ›</p>	<p>ON USPS.COM</p> <p>Government Services ›</p> <p>Buy Stamps & Shop ›</p> <p>Print a Label with Postage ›</p> <p>Customer Service ›</p> <p>Site Index ›</p>	<p>ON ABOUT.USPS.COM</p> <p>About USPS Home ›</p> <p>Newsroom ›</p> <p>Mail Service Updates ›</p> <p>Forms & Publications ›</p> <p>Careers ›</p>	<p>OTHER USPS SITES</p> <p>Business Customer Gateway ›</p> <p>Postal Inspectors ›</p> <p>Inspector General ›</p> <p>Postal Explorer ›</p>
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Figure 4: Click 'Manage Payment Account'

3.3.1 Create CAPS Account

Select the correct option for the CAPS Account. You can use an existing CAPS Account or create a new account. If an existing CAPS Account will be used, input the account number and click the 'OK' button. To create a new CAPS Account Click the 'I need a new CAPS account' button and the 'Create CAPS Account' button as highlighted by figure 5 below.



Click-N-Ship | Business Pro™ Program Settings Back to Enrollment Home

Program Summary
Both a permit and CAPS (Centralized Account Processing System) account are required for participation in Click-N-Ship Business Pro (CNS BPro). USPS currently supports online creation of ACH Debit type CAPS accounts. This provides business mailers a centralized, convenient and cost-effective way to pay for USPS products and services.

Additional Contact Information
Complete
Packages shipped under this program will bear a permit imprint indicia to indicate that postage has been paid. Payment for postage will be deducted at the time of mailing from the CAPS account. Adjustments for additional postage may be deducted for package and/or manifest errors discovered during sampling and electronic verification processes. ?

Manage Shipping Locations
Complete
Showing 1 - 1 of 1

	CRID ?	Permit Account Number	Permit Type	Permit Number	Permit ZIP	Status
<input checked="" type="radio"/>	94792655	22225082	PI	1587	202600846	Linked

Manage Payment Accounts
Incomplete

To open a new CAPS account to use for this program, select a Permit from the table above and the option below that describes the CAPS account you want to use for this program.

I have a CAPS account number I would like to use for this program:

I need a new CAPS account:

Figure 5: Click 'Create CAPS Account'

Clicking the button will lead you to the Create a CAPS Debit Account screen, prepopulated with the account information you previously provided as highlighted in figure 6 below.

 ACH Online
vanessaarlenesm100 -

Create a CAPS Debit Account

The undersigned hereby (1) authorizes the U.S. Postal Service to originate debit and credit entries via the Automated Clearing House to the account indicated below; and (2) authorizes the Depository Financial Institution named below to accept and to debit or credit the amount of such entries to the account from the date of this authorization.

This authorization will remain in effect until written notification of termination has been given by the Customer and that notification has been received by the Manager, CAPS Service Center, U.S. Postal Service. The U.S. Postal Service, at its discretion, may terminate the customer's ability to participate in the Electronic Funds Transfer (EFT) system. Termination will take effect only after all entries originated by the U.S. Postal Service have been honored by the bank.

Authorized Contact Information

<p>CRID * <input type="text" value="19929812"/></p> <p>Company Name * <input type="text" value="MULTI COLORED MARKETING"/></p> <p>Address Line 1 * <input type="text" value="7254 PRICES COVE PL"/></p> <p>Address Line 2 <input type="text" value="Address Line 2"/></p> <p>Address Line 3 <input type="text" value="Address Line 3"/></p> <p>City * <input type="text" value="GAINESVILLE"/></p>	<p>First Name * <input type="text" value="vanessa"/></p> <p>Last Name * <input type="text" value="scercy-mitchell"/></p> <p>Telephone No. * <input type="text" value="(703)625-9136"/></p> <p>Email Address * <input type="text" value="vscercymitchell@gmail.com"/></p> <p>Permit Number * <input type="text" value="16254"/></p> <p>Permit Type * <input type="text" value="Permit Imprint"/> <input type="button" value="v"/></p>
--	--

Figure 6: Create CAPS Account

Input the Bank Transit ABA Number and Bank Account Number (twice) and agree to the terms as highlighted in the figure 7 below. Click the 'Create' button to submit your CAPS Account request.

Bank Account Information	Bank Branch Information (Optional)
Bank Transit ABA Number * <input type="text"/>	Bank Name * <input type="text"/>
<input type="button" value="Lookup"/>	Bank Address <input type="text"/>
Bank Account Number * <input type="text"/>	Bank City <input type="text"/>
Re-enter Bank Account Number * <input type="text"/>	Bank State <input type="text"/>
	Bank ZIP Code <input type="text"/>
	Bank Phone Number <input type="text"/>
	Bank Fax Number <input type="text"/>

Customer, by clicking (-I agree-) below, and the U.S. Postal Service, by its initiation of a debit authorized, hereby agree to be bound by the National Automated Clearing House Association (NACHA) rules relating to Corporate Credit or Debit payment entries in the administration of these debit entries. Debit entries will be initiated only as authorized above. Any issues, objections, or discrepancies regarding the amounts debited will be reported in writing to the address below no later than 90 days from the debit date. Please contact the manager,

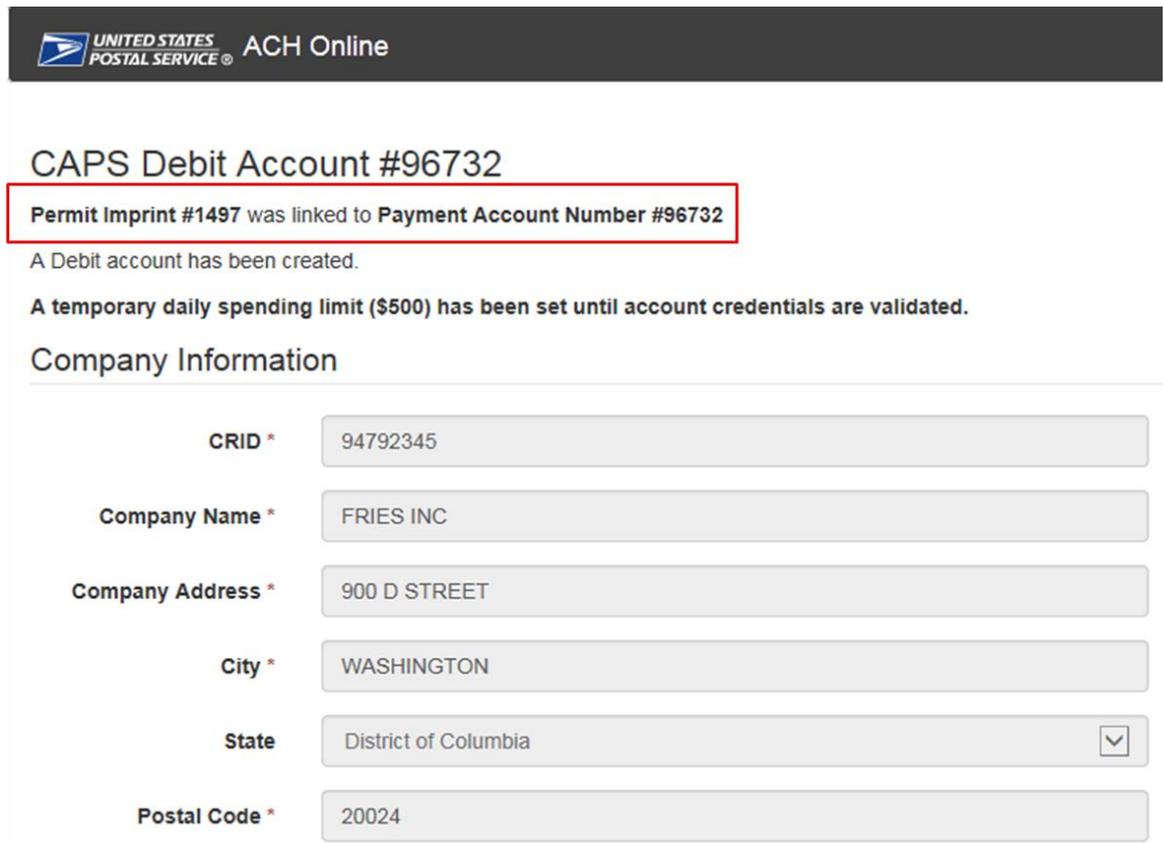
CAPS SERVICE CENTER
2700 CAMPUS DR
SANTA MATEO CA 94497-9433
(650)377-1334

if you choose to cancel the agreement. Failure to deliver such notice within the prescribed period will serve as an absolute waiver by the

I agree to the above terms and verified my information is correct

Figure 7: Click 'Create' to establish a CAPS Account

Once you Click 'Create,' a Permit Imprint Number and a CAPS Account Number will display with a message indicating that the account has a daily spending limit of \$500, until the account credentials are validated as highlighted in figure 8 below.



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CAPS Debit Account #96732

Permit Imprint #1497 was linked to Payment Account Number #96732

A Debit account has been created.

A temporary daily spending limit (\$500) has been set until account credentials are validated.

Company Information

CRID *	94792345
Company Name *	FRIES INC
Company Address *	900 D STREET
City *	WASHINGTON
State	District of Columbia <input type="checkbox"/>
Postal Code *	20024

Figure 8: CAPS Debit Account Number

Once your banking information is verified you will receive a letter from the CAPS Account Service Center confirming that your account has been established. Once your account is established the \$500 daily shipping label restriction will be removed. The bank verification process is three to five business days.

Click the 'Continue to CNS BPro Enrollment' green bar as highlighted in figure 9 below to return to the Manage Accounts tab and download Click-N-Ship Business Pro™.

Primary Contact

Name *	<input type="text" value="Chante Fries"/>
Telephone No. *	<input type="text" value="(555)555-1234"/>
Email Address *	<input type="text" value="cfries@gmail.com"/>

Alternate Customer Account Contact (Optional)

Name	<input type="text" value="Name"/>
Telephone No.	<input type="text" value="Telephone No."/>

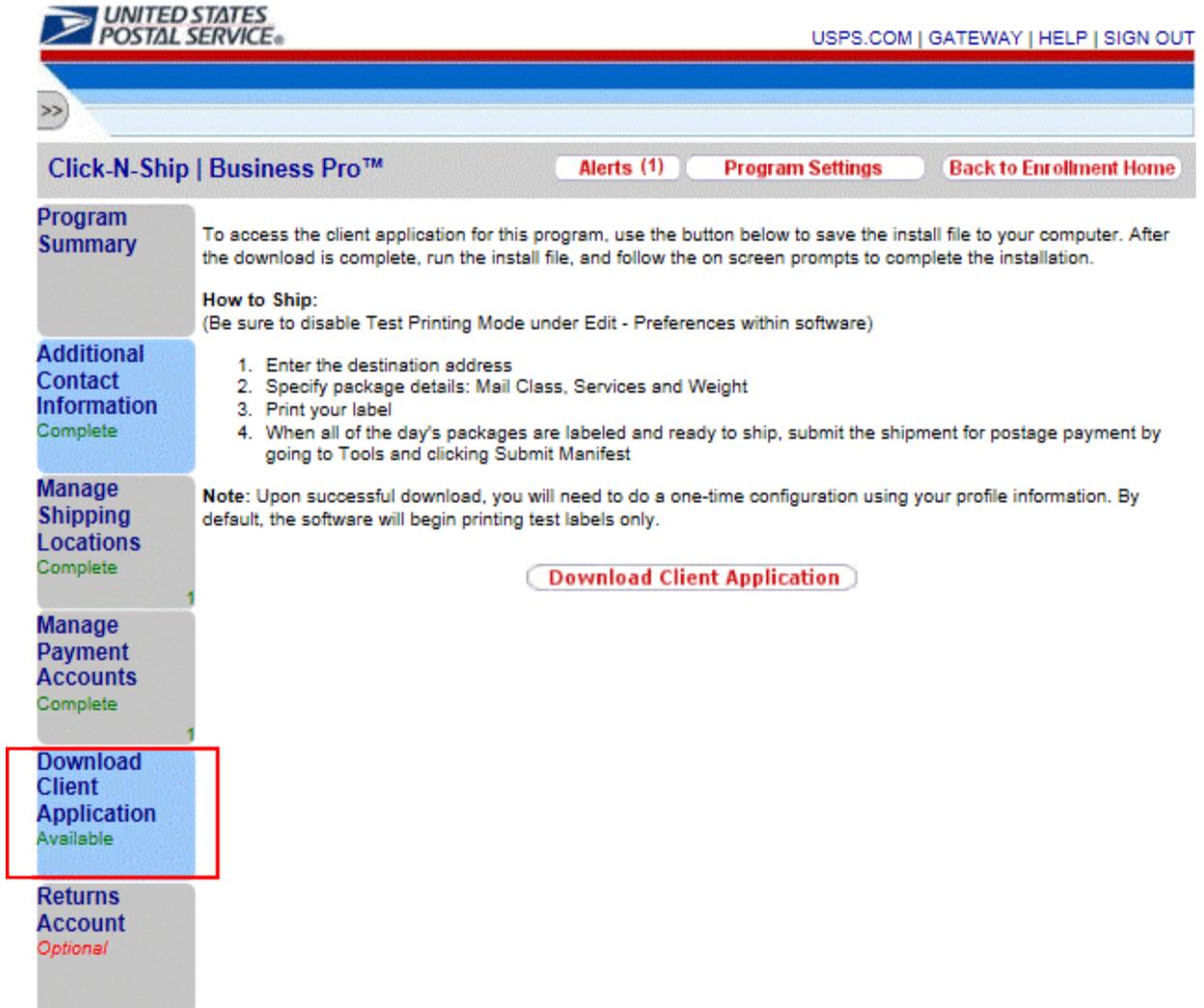
PLEASE NOTE: Your Account Number along with other information such as your PIN Number used to access CAPS reports will be provided by email.

<input type="button" value="Continue to CNS BPro Enrollment"/>	<input type="button" value=""/>
--	---------------------------------

Figure 9: CAPS Account Complete

4. Click-N-Ship Business Pro™ Software Download

Once the CAPS Account is established, the word 'Available' will appear in green on the Download Client Application tab. Click the 'Download Client Application' button to begin downloading the Click-N-Ship Business Pro™ software as highlighted in figure 10 below.



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Click-N-Ship | Business Pro™

Alerts (1) Program Settings Back to Enrollment Home

Program Summary
To access the client application for this program, use the button below to save the install file to your computer. After the download is complete, run the install file, and follow the on screen prompts to complete the installation.

How to Ship:
(Be sure to disable Test Printing Mode under Edit - Preferences within software)

1. Enter the destination address
2. Specify package details: Mail Class, Services and Weight
3. Print your label
4. When all of the day's packages are labeled and ready to ship, submit the shipment for postage payment by going to Tools and clicking Submit Manifest

Note: Upon successful download, you will need to do a one-time configuration using your profile information. By default, the software will begin printing test labels only.

Download Client Application

Additional Contact Information
Complete

Manage Shipping Locations
Complete

Manage Payment Accounts
Complete

Download Client Application
Available

Returns Account
Optional

Figure 10: Click 'Download Client Application'

Clicking the 'Download Client Application' button will display the software install bar. Click 'Run' on the software install bar to begin downloading the Click-N-Ship Business Pro™ software as highlighted in figure 11 below. The software install bar format may vary depending on the browser used.

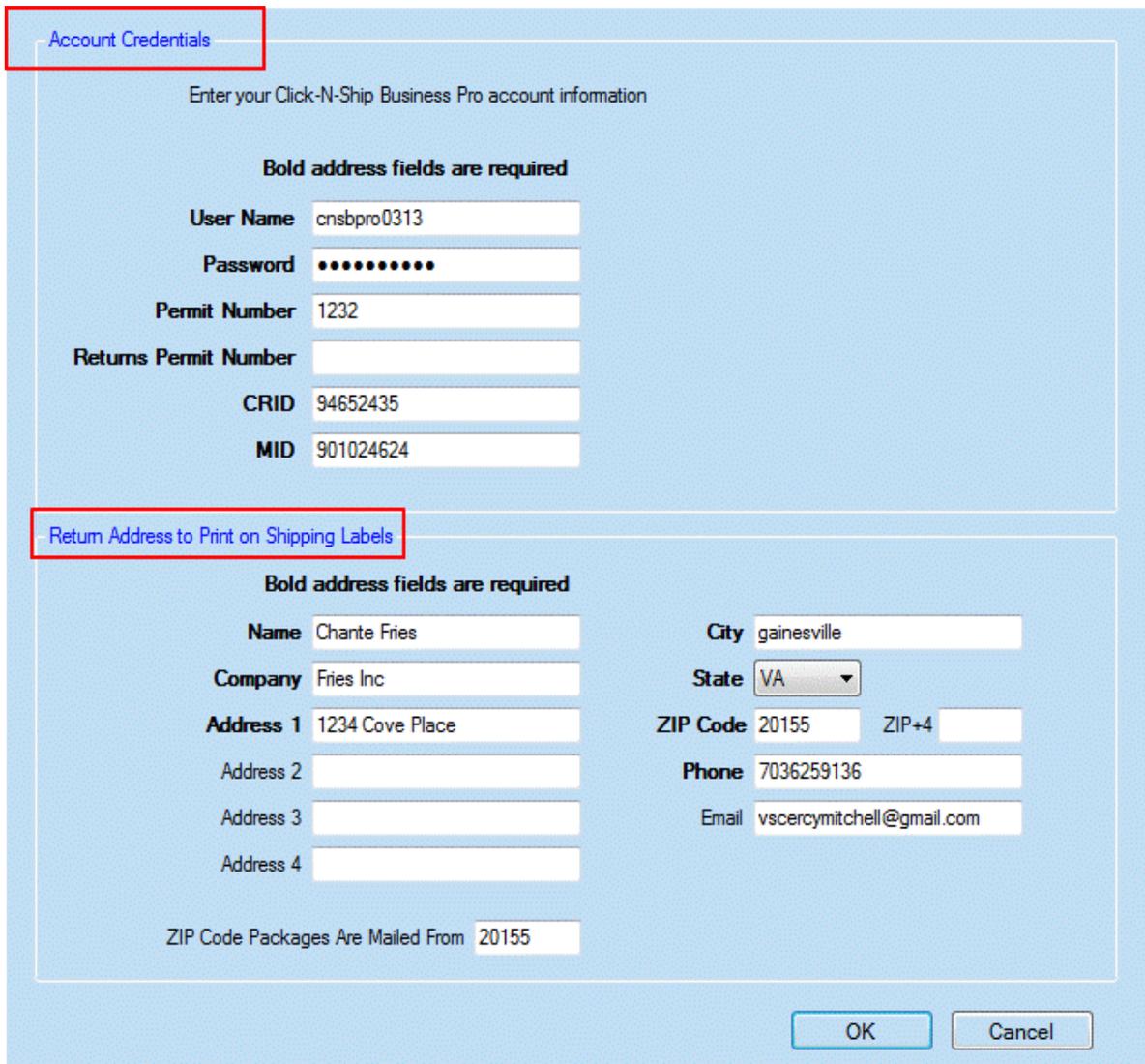


Figure 11: Click 'Run' to download the software

5. Click-N-Ship Business Pro™ Account Setup

Once the download is completed the Click-N-Ship Business Pro™ Account Setup screen will display. Enter the BCG Username, Password, Permit Number, Customer Registration ID (CRID), and Mailer ID (MID). Then enter the Return Address information which will print on each shipping label as highlighted in figure 12 below. The Permit Number can be found on the Manage Payment Account tab in the BCG and the CRID and MID can be found on the Manage Shipping Locations tab in the BCG.

When you first install Click-N-Ship Business Pro™ on a work station the test printing mode is on. You can print test labels in this mode with no charge to the account. To turn off the test printing mode, go to 'Edit', 'Preferences' and then 'Printing and Customs'.



Account Credentials

Enter your Click-N-Ship Business Pro account information

Bold address fields are required

User Name cnsbpro0313

Password ●●●●●●●●

Permit Number 1232

Returns Permit Number

CRID 94652435

MID 901024624

Return Address to Print on Shipping Labels

Bold address fields are required

Name Chante Fries

Company Fries Inc

Address 1 1234 Cove Place

Address 2

Address 3

Address 4

City gainesville

State VA

ZIP Code 20155 ZIP+4

Phone 7036259136

Email vscercymitchell@gmail.com

ZIP Code Packages Are Mailed From 20155

OK Cancel

Figure 12: Complete Account Setup

If you require multiple return addresses, additional profiles must be created. Profiles not only allow a different return address option, but each profile can have preferences, batch print, customer forms and other selections specific to it.

The initial profile is automatically setup during the account setup process and is named profile 1. To create additional profiles go to the Order Lookup tab and Click New Profile as highlighted in figure 13 below and a New Profile dialog box will display. Type in a new profile name.

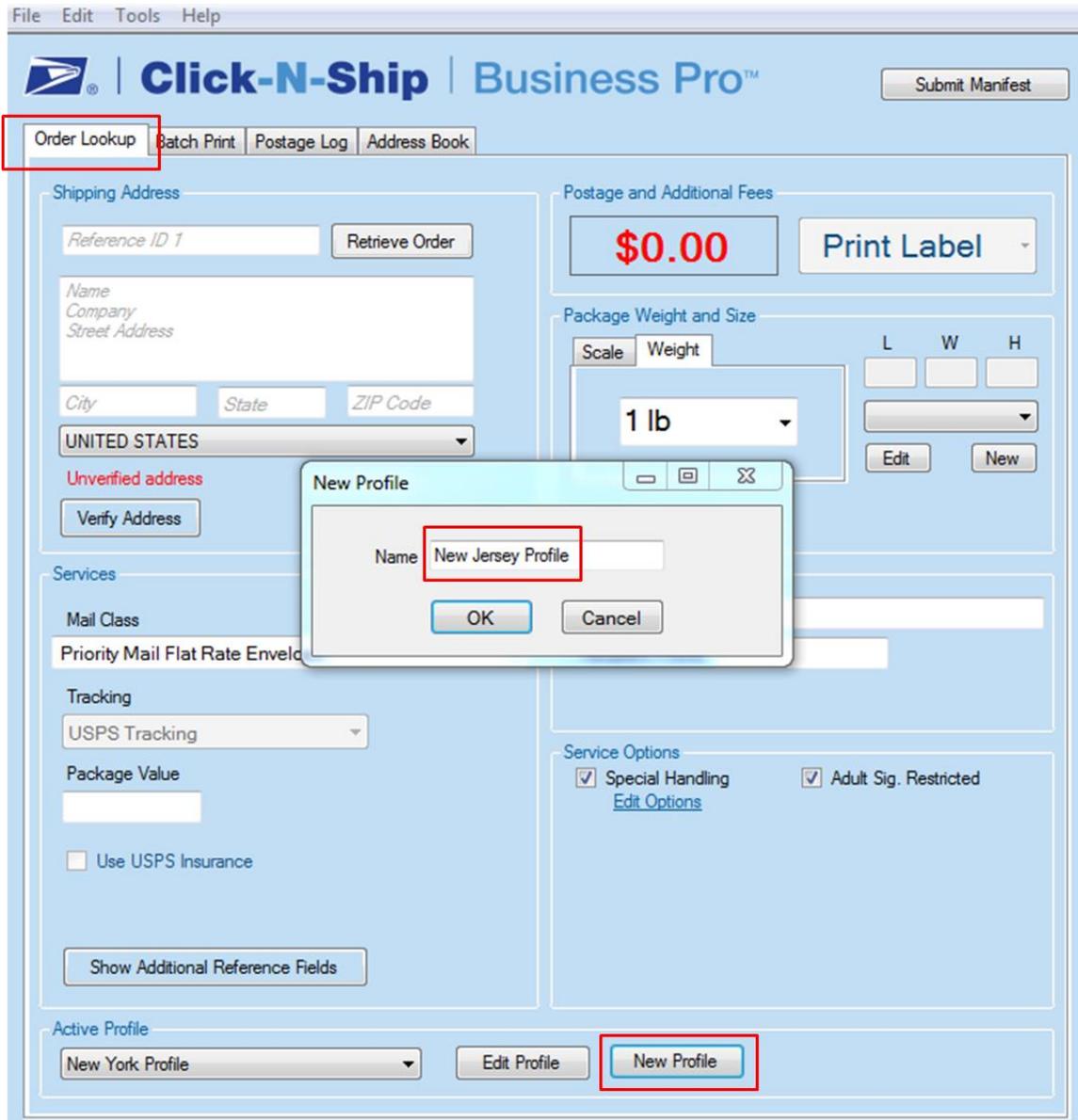
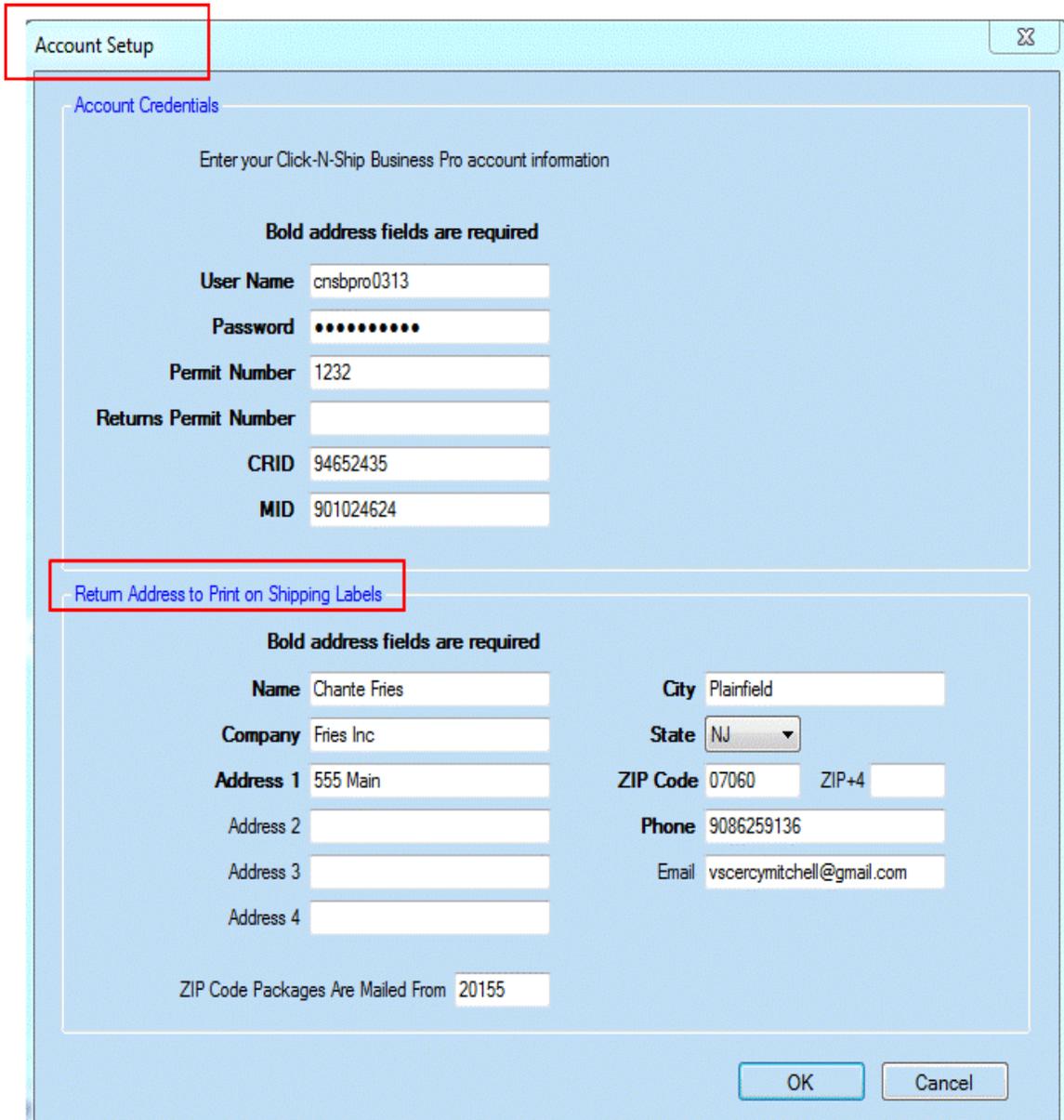


Figure 13: Create a new profile

With the new profile name appearing in the Active Profile field, Click 'Edit' and then 'Account Setup'. Complete the Return Address information for the new profile as highlighted in figure 14 below.



Account Setup

Account Credentials

Enter your Click-N-Ship Business Pro account information

Bold address fields are required

User Name: cnsbpro0313

Password: ●●●●●●●●

Permit Number: 1232

Returns Permit Number:

CRID: 94652435

MID: 901024624

Return Address to Print on Shipping Labels

Bold address fields are required

Name: Chante Fries

Company: Fries Inc

Address 1: 555 Main

Address 2:

Address 3:

Address 4:

City: Plainfield

State: NJ

ZIP Code: 07060 ZIP+4:

Phone: 9086259136

Email: vscercymitchell@gmail.com

ZIP Code Packages Are Mailed From: 20155

OK Cancel

Figure 14: Complete new profile return address

6. Click-N-Ship Business Pro™ Data Source Introduction

Click-N-Ship Business Pro™ can automate your shipping process by directly communicating with a data source. For example, you may maintain customer specific details like company name, address, shipping details, etc in a data source such as Microsoft Excel or Access. Click-N-Ship Business Pro™ can read shipping address data from your database, and depending on the information available from your data source, Click-N-Ship Business Pro™ will let you automate or select the weight, mail class, and optional services.

Click-N-Ship Business Pro™ reads shipping address data from your database and uses either:

- Object Linking and Embedding (OLE-DB): Using OLE-DB, Click-N-Ship Business Pro™ can connect to Microsoft SQL Server, Microsoft Access, and Visual FoxPro databases as well as comma or tab-separated value text files (CSV) and Microsoft Excel files. However, if you have some other database type or you use only an Open Database Connectivity (ODBC) data source, you may be able to use ODBC to connect Click-N-Ship Business Pro™.
- Open Database Connectivity (ODBC): To retrieve shipping addresses from your database, Click-N-Ship Business Pro™ needs a unique ID for the database record. For example an order number or invoice number and the shipping address fields. You can customize data retrieval by using the Advanced Editor feature, which allows for such things as pulling information from multiple tables, mathematical functions, virtual database fields, and many other logical functions that can be accomplished with Access, SQL or MySQL.

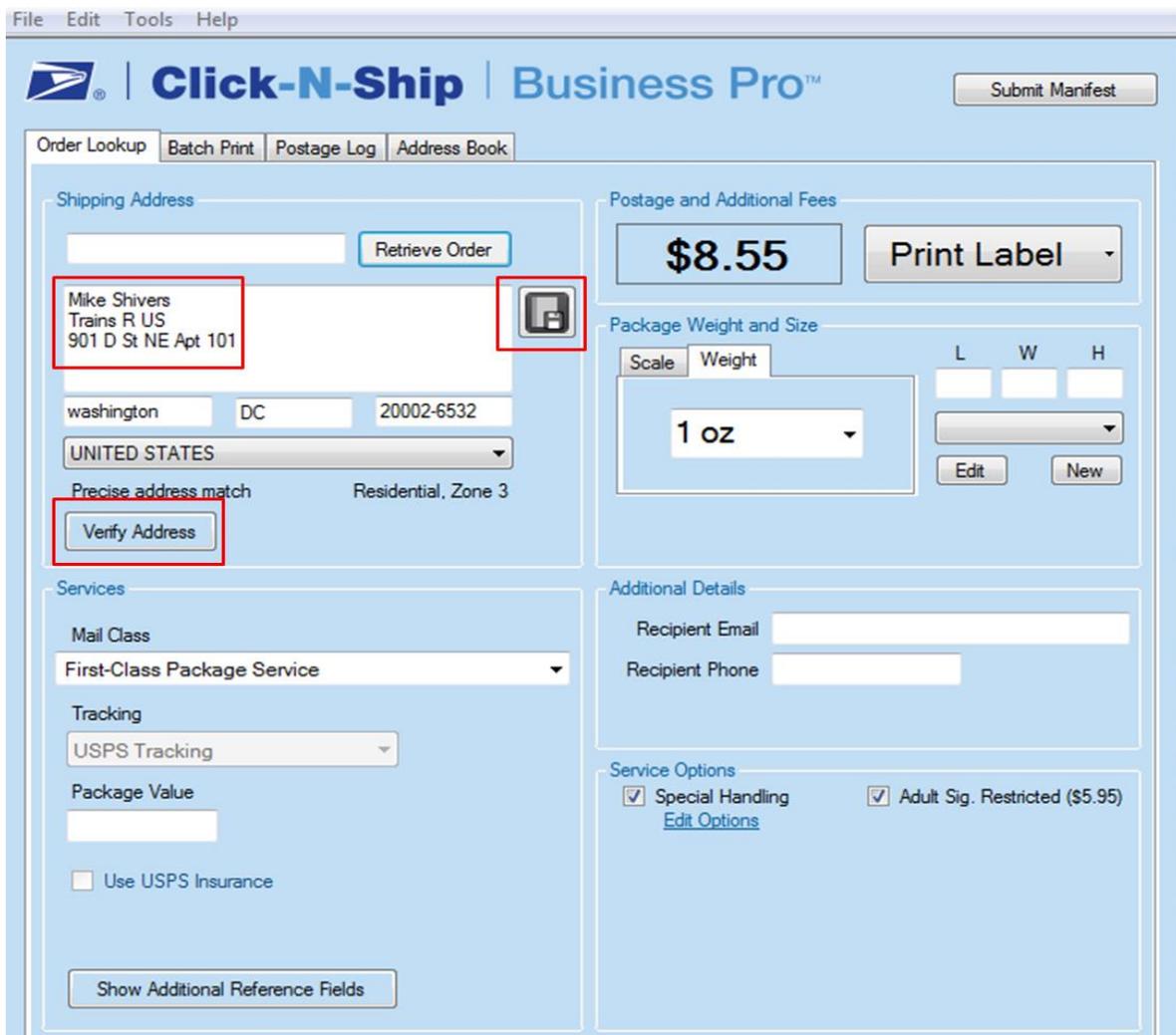
For assistance with read and write data contact the:

- USPS Click-N-Ship Business Pro™ Support Center - 5:00 AM to 6:00 PM Pacific Time, Monday through Friday
 - Phone:(877) 264-9693 Option 8
 - Email: evs@usps.gov

7. Click-N-Ship Business Pro™ Order Lookup Tab

On the Order Lookup Tab you can print labels one label at a time. To create a single label on the Order Lookup tab, type the recipient's name in the address field. If Click-N-Ship Business Pro™ finds a matching name from the Address Book, a list appears from which you can select a name, and the rest of the shipping address appears in the address field.

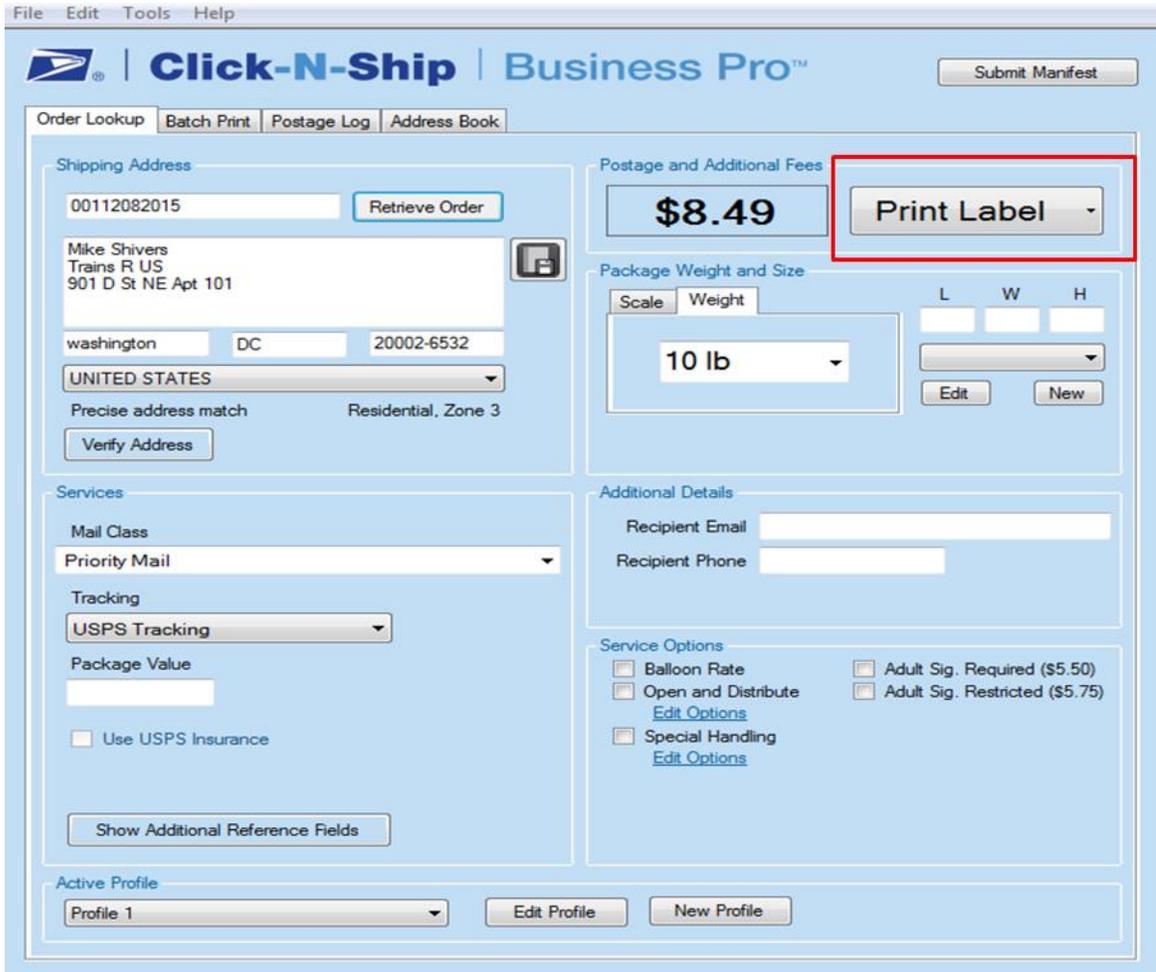
If this is a new recipient, complete the address field and Click 'Verify Address' to verify the address is correct and Click the 'disk icon' to save the address to the Address Book as highlighted in figure 15 below.



The screenshot displays the Click-N-Ship Business Pro™ Order Lookup interface. The 'Shipping Address' section includes a dropdown menu with the selected address: Mike Shivers, Trains R US, 901 D St NE Apt 101. A 'Verify Address' button is highlighted with a red box. The 'Postage and Additional Fees' section shows a cost of \$8.55 and a 'Print Label' button. The 'Package Weight and Size' section shows a weight of 1 oz. The 'Services' section shows 'First-Class Package Service' and 'USPS Tracking'. The 'Additional Details' section shows 'Recipient Email' and 'Recipient Phone' fields. The 'Service Options' section shows 'Special Handling' and 'Adult Sig. Restricted (\$5.95)' checked.

Figure 15: Complete Label Address and verification

Complete the details of the label by selecting the service, postage, weight and other service details if needed. Click 'Print Label' as highlighted in figure 16 below to print the individual label.



The screenshot shows the Click-N-Ship Business Pro software interface. The main window has a menu bar with 'File', 'Edit', 'Tools', and 'Help'. Below the menu bar is the software title 'Click-N-Ship Business Pro™' and a 'Submit Manifest' button. A navigation bar contains 'Order Lookup', 'Batch Print', 'Postage Log', and 'Address Book'. The interface is divided into several sections:

- Shipping Address:** Includes a 'Retrieve Order' button, a text field with '00112082015', and a recipient address: 'Mike Shivers, Trains R US, 901 D St NE Apt 101'. Below this is a city/state/zip field: 'washington DC 20002-6532', a country dropdown set to 'UNITED STATES', and a 'Verify Address' button.
- Postage and Additional Fees:** Displays '\$8.49' and a 'Print Label' button, which is highlighted with a red box.
- Package Weight and Size:** Features a 'Scale' and 'Weight' section with a '10 lb' dropdown, and 'L', 'W', 'H' dimensions with input fields and 'Edit' and 'New' buttons.
- Services:** Includes 'Mail Class' (Priority Mail), 'Tracking' (USPS Tracking), 'Package Value' (input field), and a 'Use USPS Insurance' checkbox.
- Additional Details:** Contains 'Recipient Email' and 'Recipient Phone' input fields.
- Service Options:** Lists options like 'Balloon Rate', 'Open and Distribute', 'Special Handling', 'Adult Sig. Required (\$5.50)', and 'Adult Sig. Restricted (\$5.75)', each with a checkbox and an 'Edit Options' link.
- Active Profile:** Shows 'Profile 1' as the active profile, with 'Edit Profile' and 'New Profile' buttons.

Figure 16: Click 'Print Label' to print individual label

By Clicking 'Print Label' the individual label will display for you to print on your local printer as highlighted in figure 17 below.

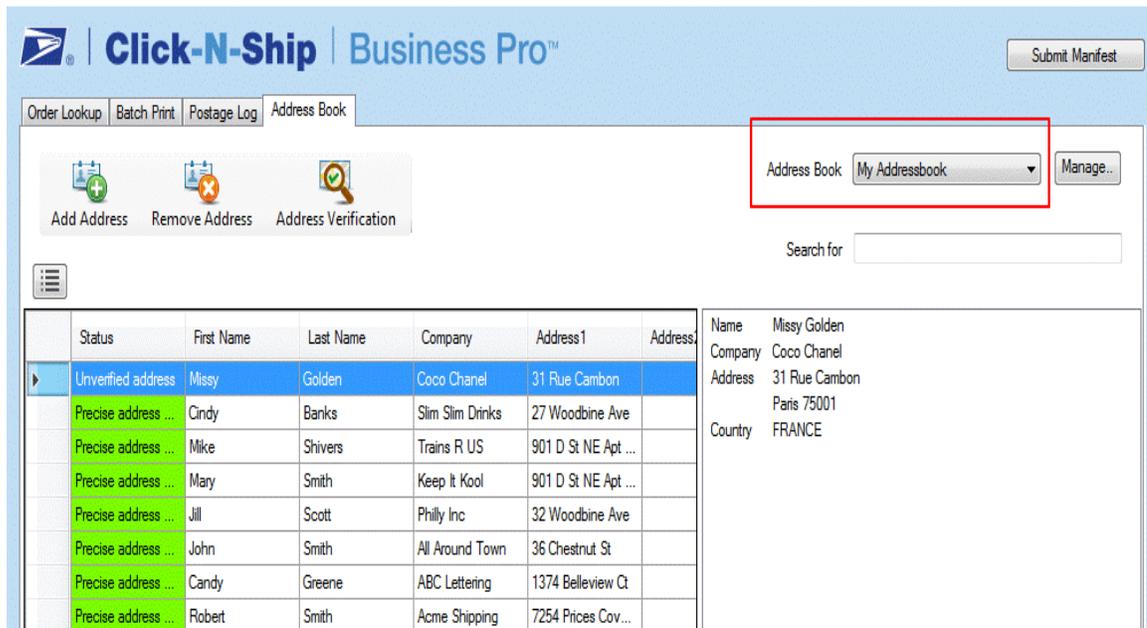
F	FIRST-CLASS MAIL US POSTAGE PAID MULTI COLORED MARKETING PERMIT NO. 16254 eVS
USPS FIRST-CLASS PKG	
Multi Colored Marketing 7254 Prices Cove Place Gainesville VA 20155	R021 0005 <small>Mailed from: 20155 1 02</small> SHIP TO: Maya Mitchell My Art Inc 7254 Prices Cove Pl Gainesville VA 20155-4844
USPS TRACKING # eVS  9200 1901 7815 5700 0000 16	

Figure 17: Individual Label

8. Click-N-Ship Business Pro™ Order Address Book Tab

You can create a custom Address Book in Click-N-Ship Business Pro™ from the Address Book tab. Click-N-Ship Business Pro™ includes a default Address Book of all addresses that are created in the Order Lookup tab.

To review the default address book or create a new address book Click the 'Address Book' tab. The 'Address Book' tab will initially display the default address book titled 'My Addressbook' as highlighted in figure 18 below.



Click-N-Ship Business Pro™

Submit Manifest

Order Lookup | Batch Print | Postage Log | **Address Book**

Address Book: My Addressbook (highlighted in red box) | Manage..

Search for:

	Status	First Name	Last Name	Company	Address1	Address2
▶	Unverified address	Missy	Golden	Coco Chanel	31 Rue Cambon	
	Precise address ...	Cindy	Banks	Slim Slim Drinks	27 Woodbine Ave	
	Precise address ...	Mike	Shivers	Trains R US	901 D St NE Apt ...	
	Precise address ...	Mary	Smith	Keep It Kool	901 D St NE Apt ...	
	Precise address ...	Jill	Scott	Philly Inc	32 Woodbine Ave	
	Precise address ...	John	Smith	All Around Town	36 Chestnut St	
	Precise address ...	Candy	Greene	ABC Lettering	1374 Belleview Ct	
	Precise address ...	Robert	Smith	Acme Shipping	7254 Prices Cov...	

Name: Missy Golden
 Company: Coco Chanel
 Address: 31 Rue Cambon
 Paris 75001
 Country: FRANCE

Figure 18: Default Address Book displays as 'My Addressbook'

To create a custom Address Book Click 'Manage' and the 'Manage Address Book' pop-up will display. Click 'New' and type the name of the new Address Book you want to create as highlighted in figure 19 below.

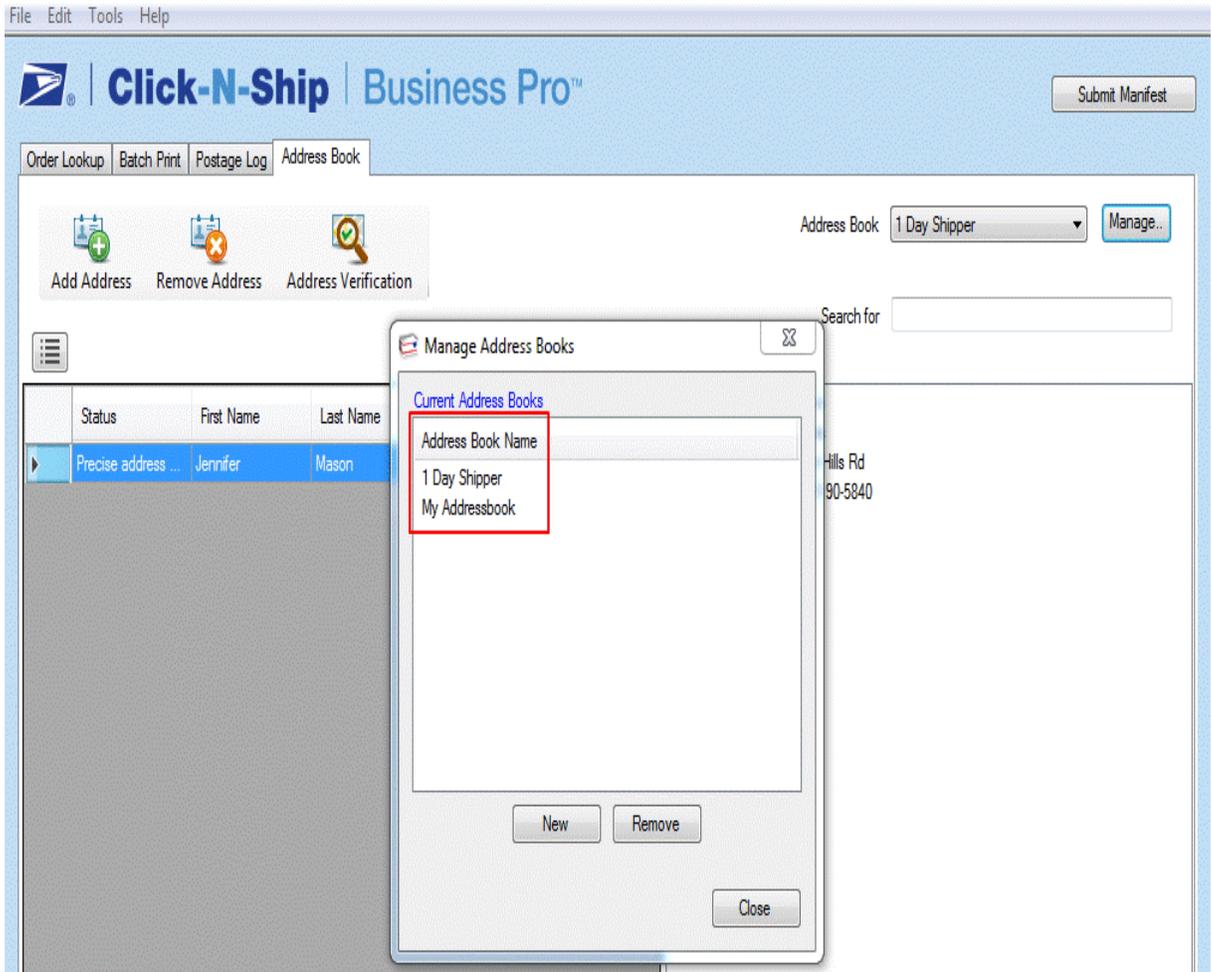


Figure 19: Create custom Address Book

To manage an Address Book select the 'Address Book' from the drop-down and use the 'Add Address', 'Remove Address', and 'Address Verification' tabs above the listing of addresses as highlighted in figure 20 below.

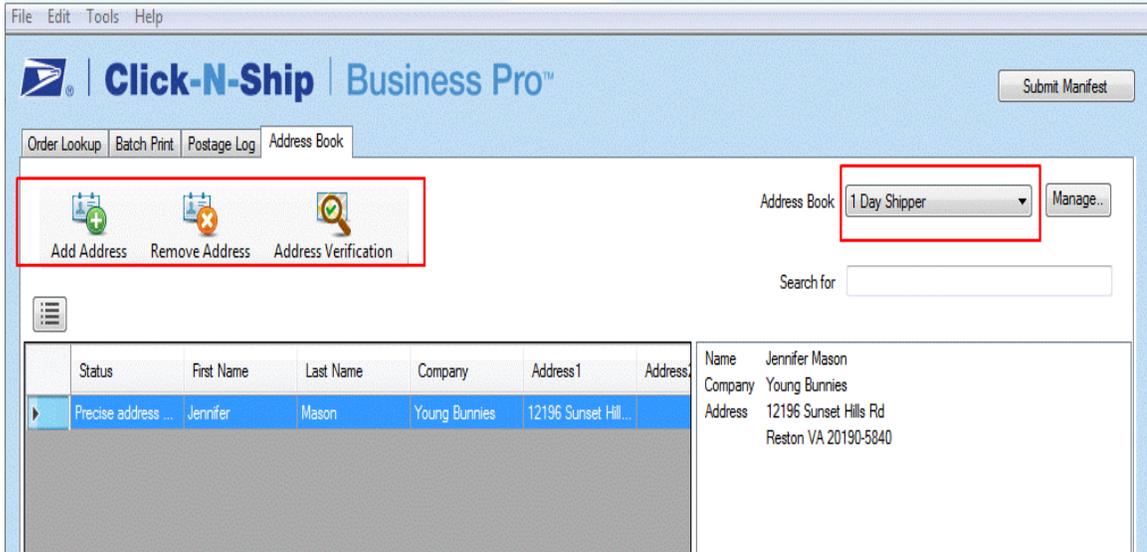


Figure 20: Manage Address Book

9. Click-N-Ship Business Pro™ Batch Printing

You can print shipping labels in batches from the Batch Print tab. The data used in Batch Printing is retrieved from a separate data source (database connection). Click-N-Ship Business Pro™ will retrieve data from CSV Text files, Microsoft Access, Microsoft Excel, Microsoft SQL Server, or Visual FoxPro.

To access a data source for the first time after installing Click-N-Ship Business Pro™ go to the Batch Print tab and Click 'Data Source Setup'. The New button will display as highlighted in figure 21 below. Click 'New' to begin the Data Source Setup wizard that will prompt you through the process.

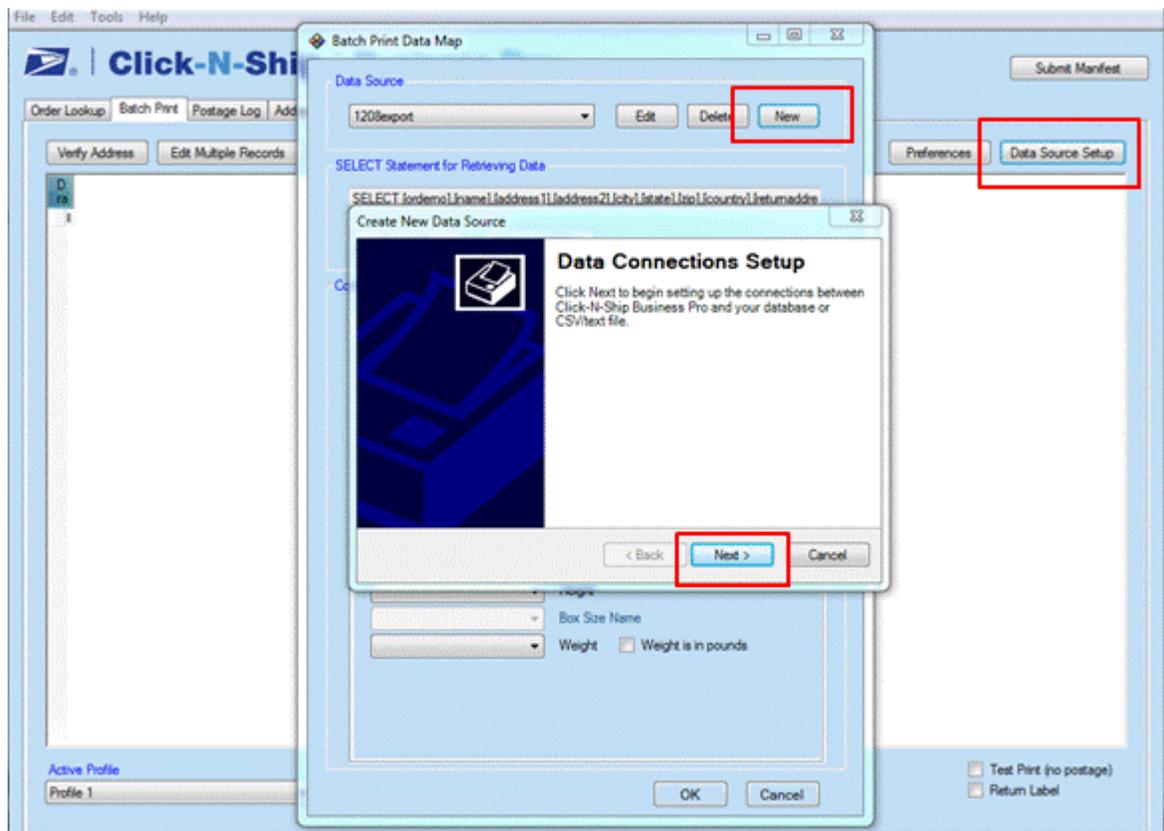


Figure 21: Create Data Source Setup

Once the Data Connections Setup is complete, select the 'Batch Print' tab, the records from your source data table display in a grid and you are prompted to verify the shipping addresses as highlighted in figure 22 below. Click 'Yes' to verify your shipping labels.

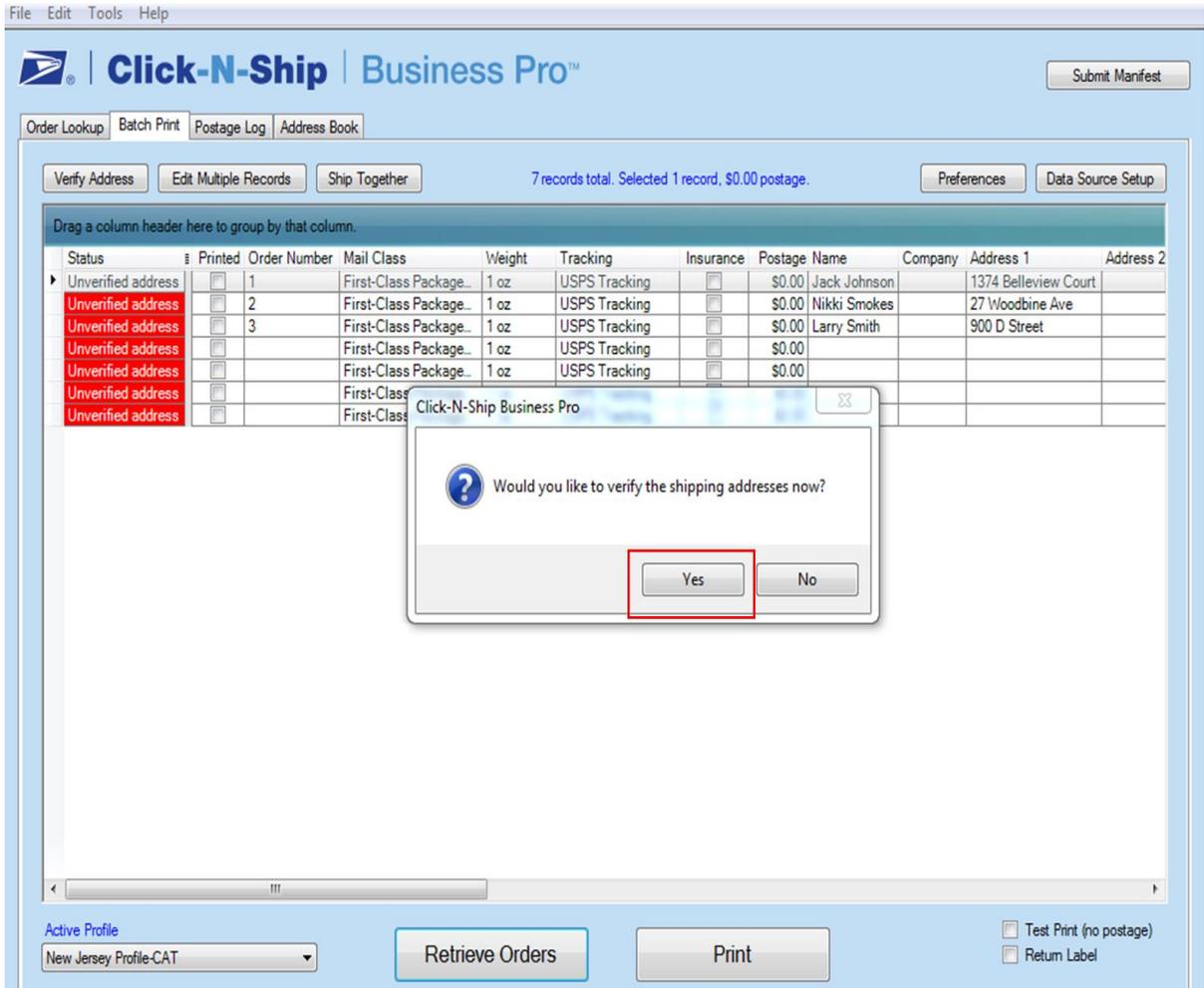


Figure 22: Example of a Microsoft Excel data source

All data sources (CSV Text files, Microsoft Access, Microsoft Excel, Microsoft SQL Server, or Visual FoxPro) will display records in the same grid format. From the grid you can edit data, set default values, sort, and arrange records.

To establish a data source after your initial data source setup, Click 'Data Source Setup' from the 'Batch Print' Tab and the Batch Print Data Setup dialogue box will display. Click 'Configure' as highlighted in figure 23 below.

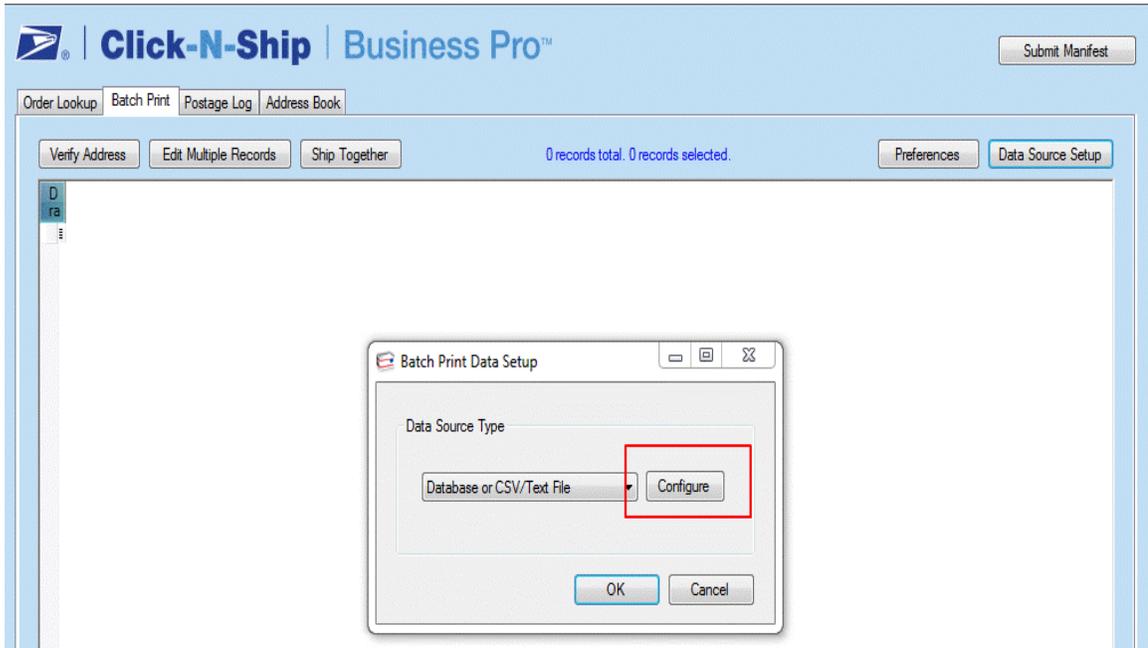


Figure 23: Batch print configuration

The Batch Print Data Map dialogue box will display. Click 'New' and the Data Connections Setup dialogue box will display as highlighted in figure 24 below. Follow the prompts to setup the data source.

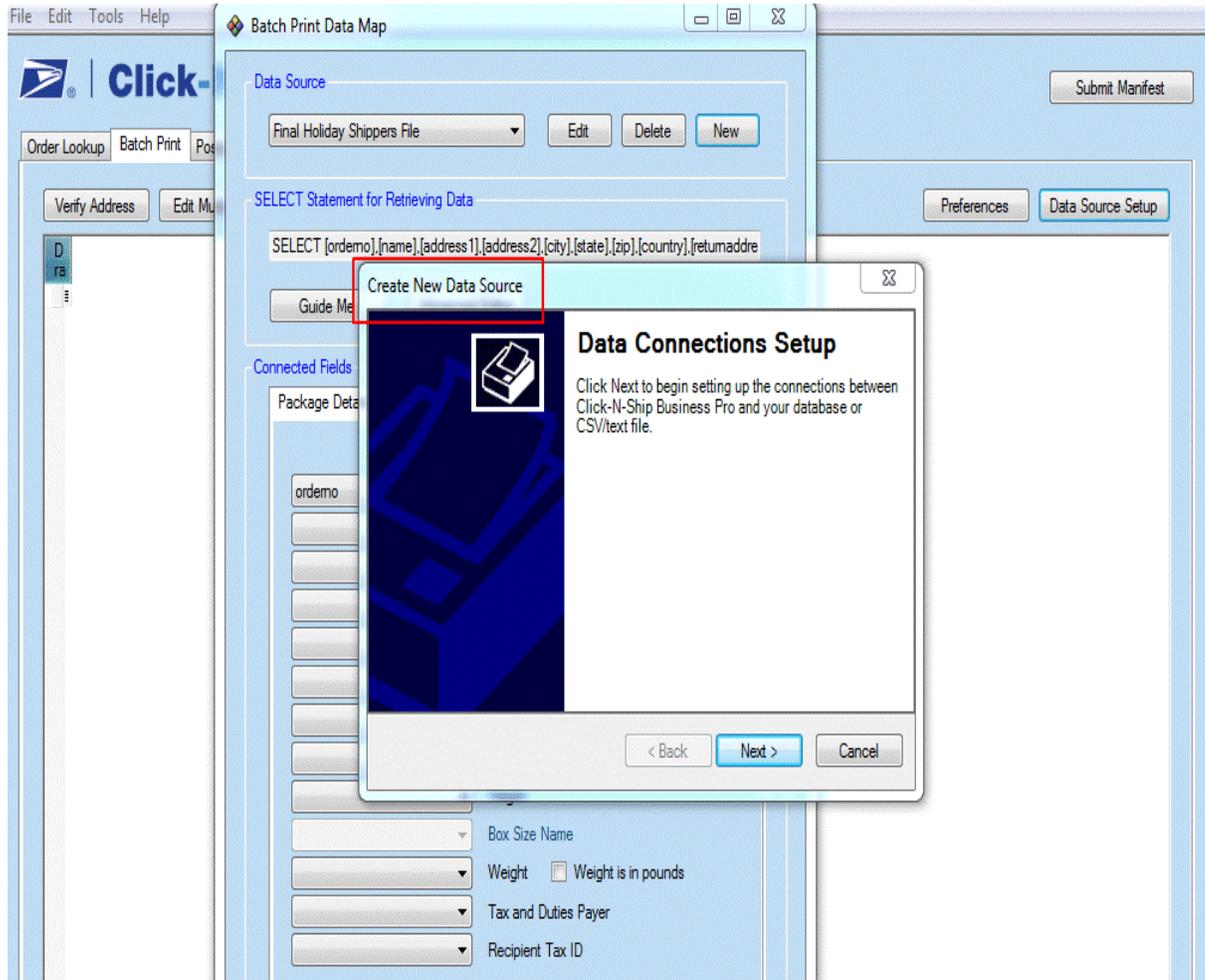


Figure 24: Data Source Setup

Once the Data Connections Setup is completed, Click 'Retrieve' to retrieve the data from the configured data source and Click 'Yes' to verify the addresses as highlighted in figure 25 below.

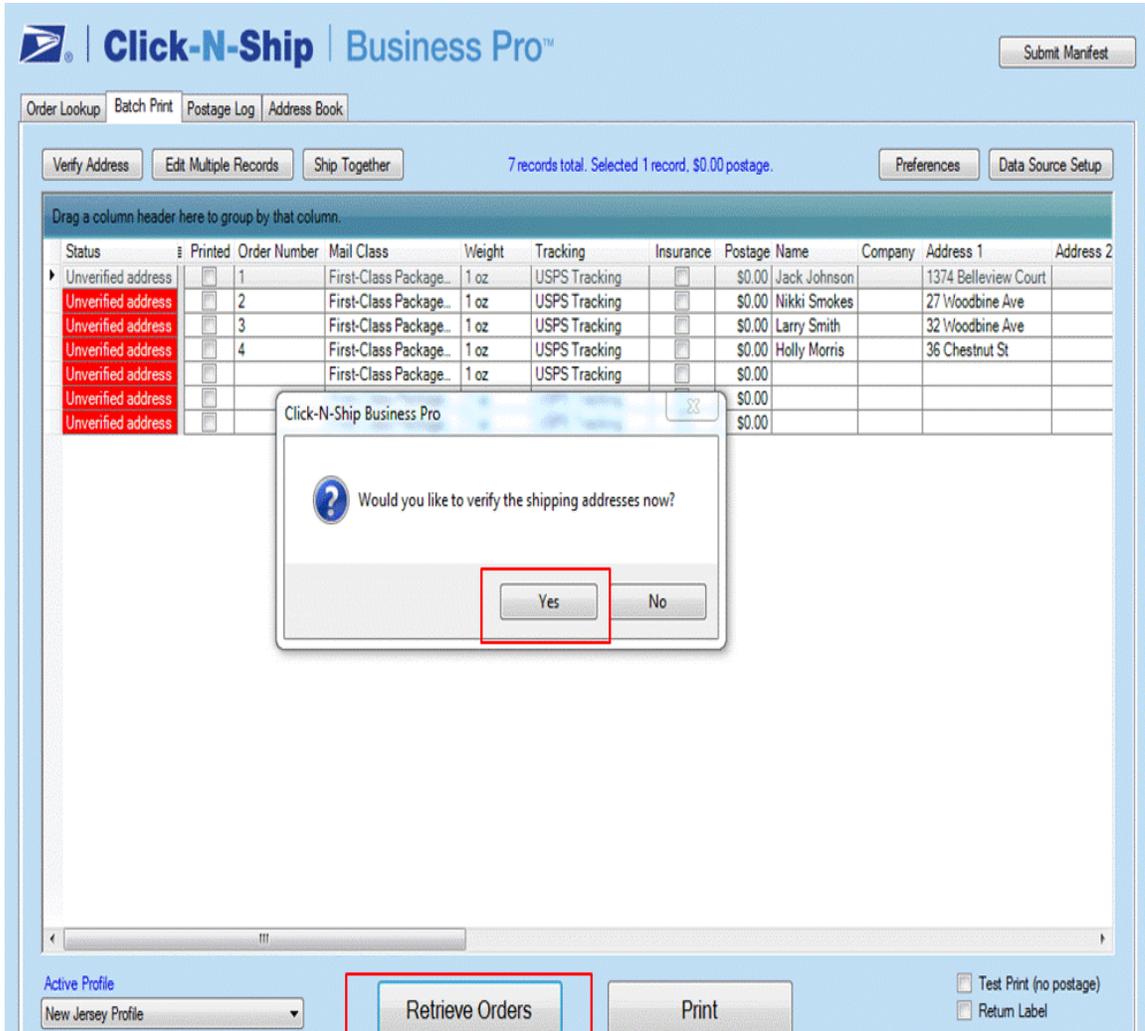
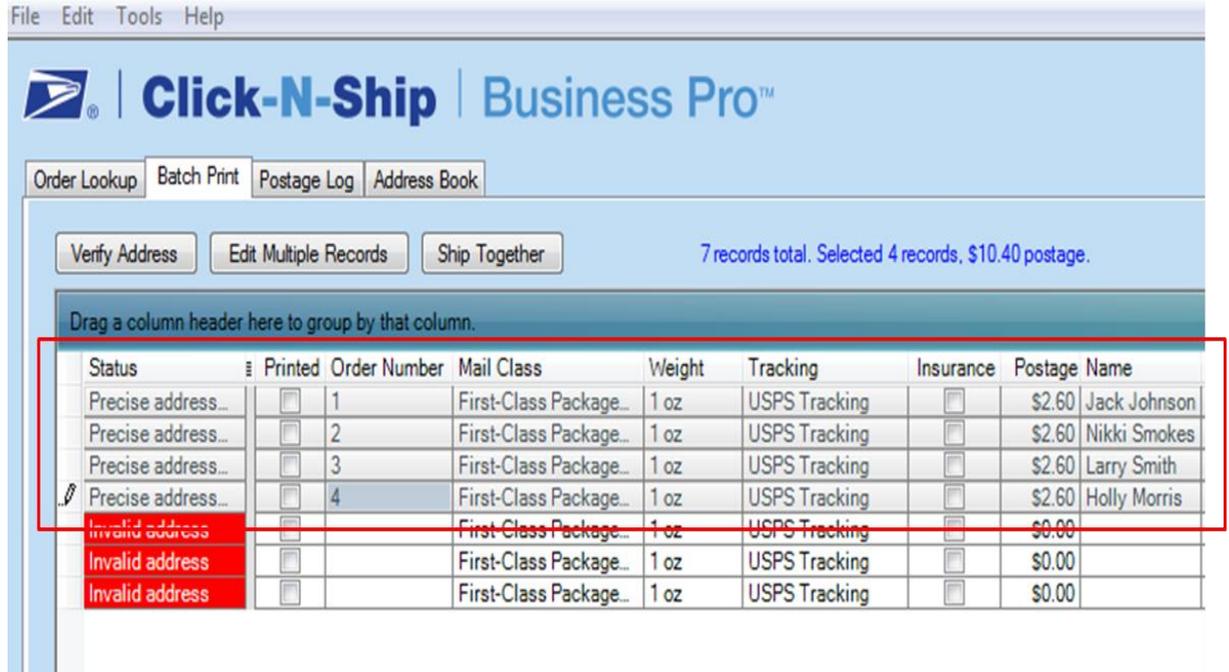


Figure 25: Retrieve data source records

Once addresses are verified the data can be edited and shipping labels printed. To print one label, highlight that specific label and Click 'Print'. To print multiple labels, Click 'CTRL-A' to select all labels, or Click each label while pressing the 'Control' key to highlight the selected labels and then Click 'Print' as highlighted in figure 26 below.



The screenshot shows the Click-N-Ship Business Pro interface. At the top, there is a menu bar with 'File', 'Edit', 'Tools', and 'Help'. Below the menu bar is the software title 'Click-N-Ship Business Pro™'. A navigation bar contains buttons for 'Order Lookup', 'Batch Print', 'Postage Log', and 'Address Book'. Below this, there are buttons for 'Verify Address', 'Edit Multiple Records', and 'Ship Together'. A status indicator shows '7 records total. Selected 4 records, \$10.40 postage.' Below the buttons is a table with columns: Status, Printed, Order Number, Mail Class, Weight, Tracking, Insurance, Postage, and Name. The table contains seven rows. The first four rows are highlighted with a red selection box, indicating they are selected for printing. The first four rows have 'Precise address...' in the Status column, and the last three rows have 'Invalid address' in the Status column.

Status	Printed	Order Number	Mail Class	Weight	Tracking	Insurance	Postage	Name
Precise address...	<input type="checkbox"/>	1	First-Class Package...	1 oz	USPS Tracking	<input type="checkbox"/>	\$2.60	Jack Johnson
Precise address...	<input type="checkbox"/>	2	First-Class Package...	1 oz	USPS Tracking	<input type="checkbox"/>	\$2.60	Nikki Smokes
Precise address...	<input type="checkbox"/>	3	First-Class Package...	1 oz	USPS Tracking	<input type="checkbox"/>	\$2.60	Larry Smith
Precise address...	<input type="checkbox"/>	4	First-Class Package...	1 oz	USPS Tracking	<input type="checkbox"/>	\$2.60	Holly Morris
Invalid address	<input type="checkbox"/>		First-Class Package...	1 oz	USPS Tracking	<input type="checkbox"/>	\$0.00	
Invalid address	<input type="checkbox"/>		First-Class Package...	1 oz	USPS Tracking	<input type="checkbox"/>	\$0.00	
Invalid address	<input type="checkbox"/>		First-Class Package...	1 oz	USPS Tracking	<input type="checkbox"/>	\$0.00	

Figure 26: Batch print labels

10. Submit Manifest

Once you have created all your labels, a manifest will consolidate all shipping labels created under a specific Mailer ID (MID), into one manifest form (Form 5630) that can be provided to USPS® to scan and bill. Manifest have a one-to-one relationship with a MID; therefore, the manifest will include all labels created under that specific MID.

To submit a manifest Click 'Submit Manifest' on either the Order Lookup tab, Batch Print tab, or Postal Log tab and the print option dialog box will display, then Click the 'OK' button as highlighted in figure 27 below.

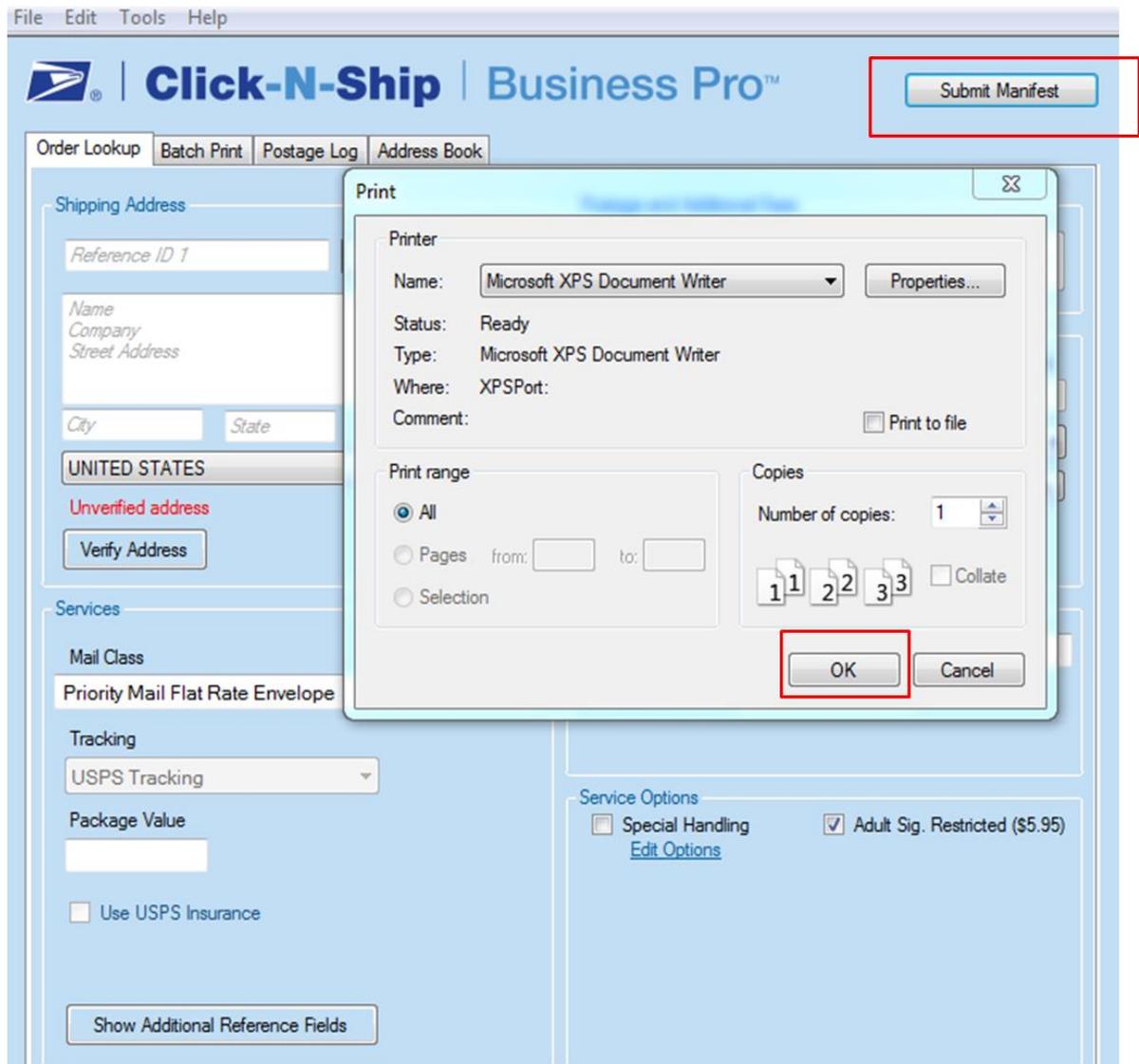


Figure 27: Click 'Submit Manifest' to create Form 5630

By Clicking 'OK', the manifest form (Form 5630) as highlighted in figure 28 below, will print and can be scanned when the mail pieces are picked up or dropped off at the USPS® Post Office.

You are able to review manifest details from the Postage Log. Click-N-Ship Business Pro™ retains your Postage Log entries for a specified time period, which you can adjust. Depending on the volume of shipments that you process, your Postage Log may consume a lot of memory and storage space. Specify the time period (weeks, months, years) that Click-N-Ship Business Pro™ saves your Postage Log entries in the Preferences Tab under Other Options.



**Shipment Confirmation
Acceptance Notice**

A. Mailer Action

Note To Mailer: The labels and volume associated to this form online, must match the labeled packages being presented to the USPS® employee with this form.

Shipment Date:	2/18/2018
Shipped From:	MULTI COLORED
Name:	vanessa scercoy-mitchell
Address:	7254 PRICES COVE PL
City:	GAINESVILLE
State:	VA ZIP+4® 20156

Type of Mail	Volume
Priority Mail Service®	1
Priority Mail Express Service®*	0
International Mail®	0
Other	0
Total Volume	1

*Start time for products with service guarantees will begin when mail arrives at the local Post Office™ and items receive individual processing and acceptance scans.

B. USPS Action

USPS EMPLOYEE: Please scan upon pickup or receipt of mail. Leave form with customer or in customer's mail receptacle.

USPS Tracking



92 750 901 781 55733601768

Figure 28: Manifest Form (Form 5630) to accompany mail shipment

If a Submit Manifest request is not processed by 9:30PM Pacific Time, Click-N-Ship Business Pro™ will automatically submit a manifest on all labels created within the last 24 hours at 9:30PM Pacific (daily). You can view manifest under Tools and Manifest Form History as highlighted in figure 29 below.

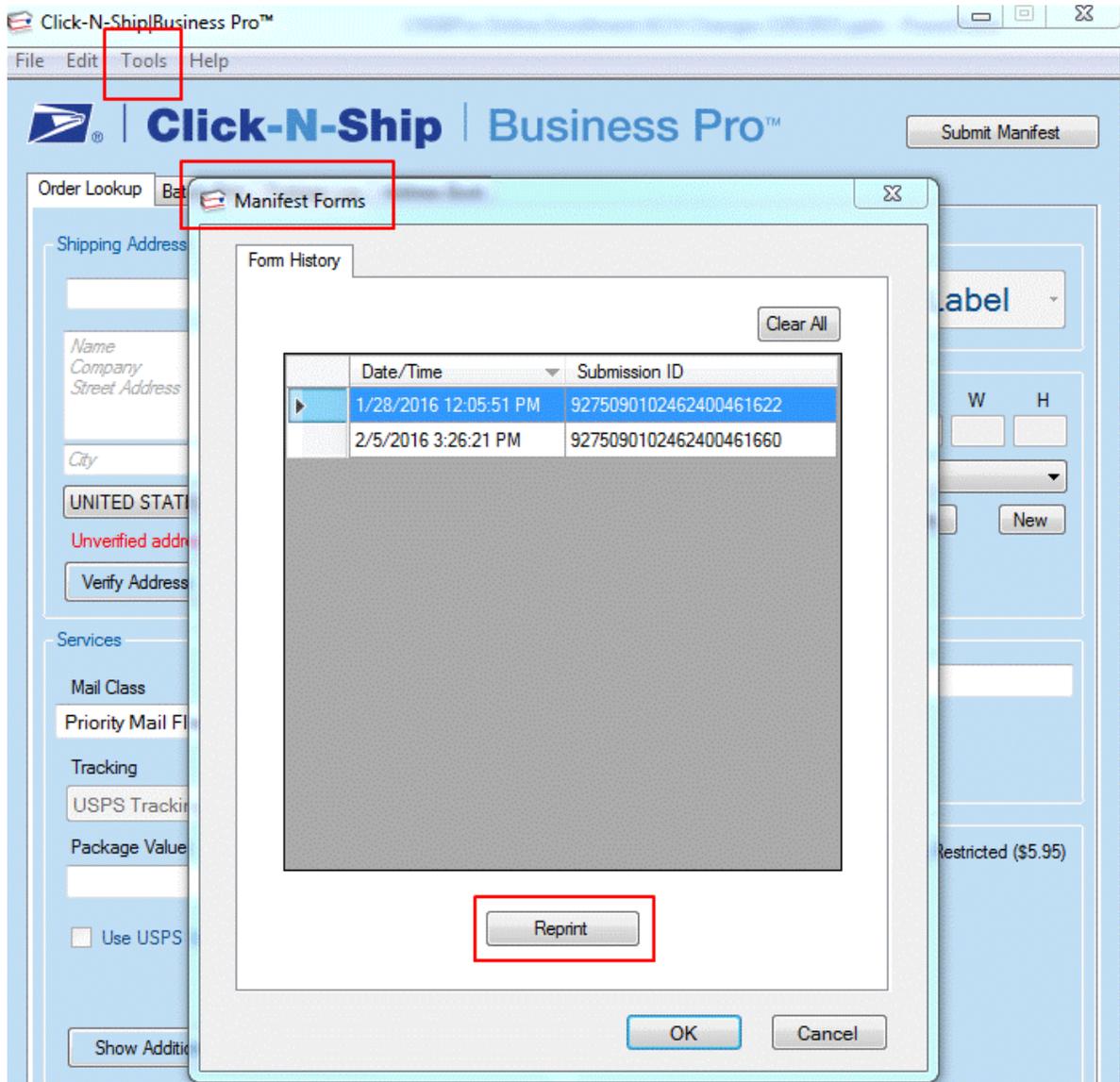


Figure 29: Reprint Manifest Form (Form 5630)

11. Printer Setup

Click-N-Ship Business Pro™ supports label sizes: 4x6, 4X5, 4x4.5, 4X6.75 Doctab, and 4X8 Doctab. Most label printers are thermal printers and support Direct Thermal Labels. However, refer to your printer documentation for details.

To setup your printer for Click-N-Ship Business Pro™ labels, select Printer Setup from the File tab and the Printer Setup dialogue box will display. Complete the printer label specification as highlighted in figure 30 below.

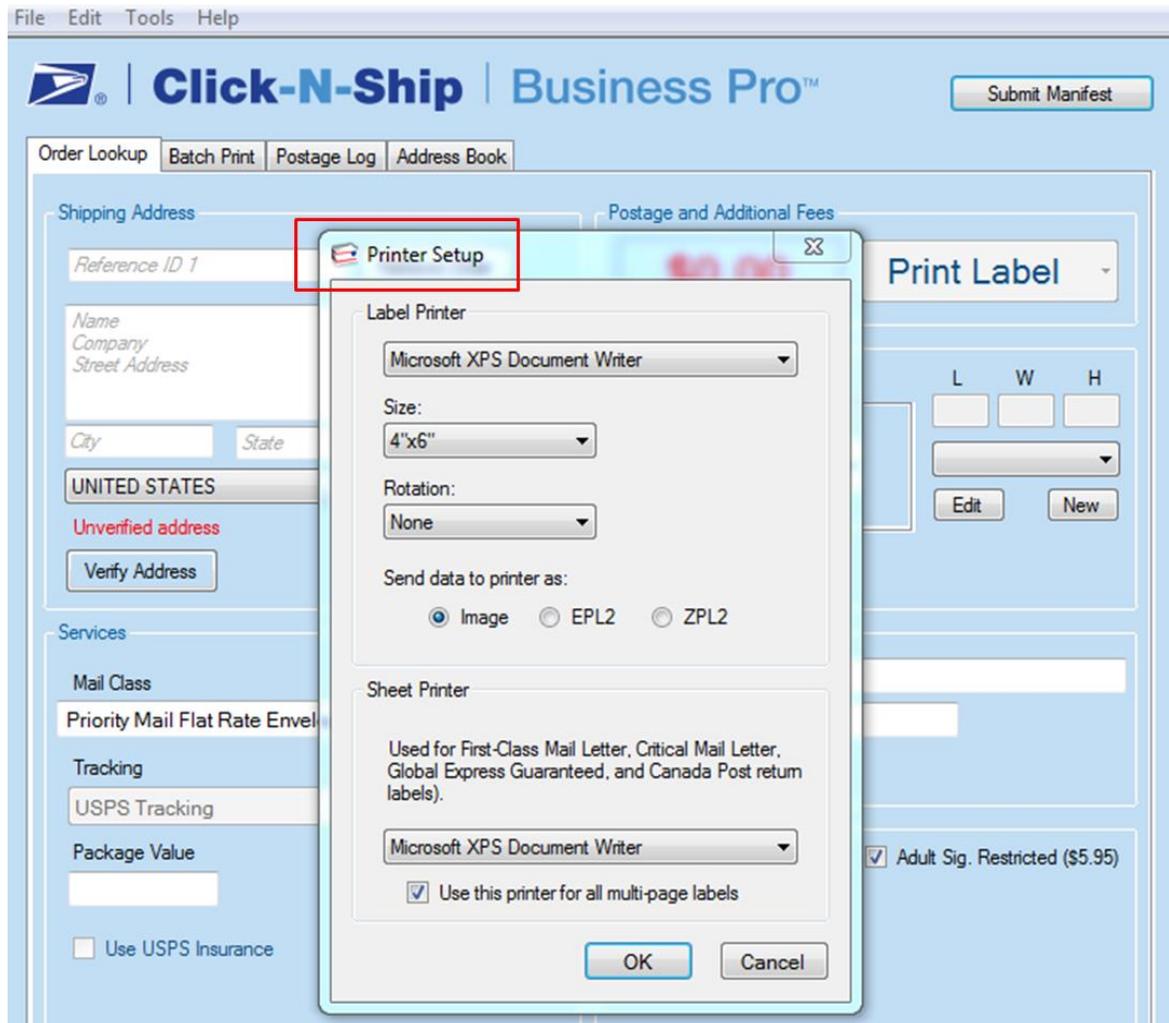


Figure 30: Input data for printer setup

12. Help Tab

Click-N-Ship Business Pro™ has an online help section which provides details on how to create, print, batch print, and manifest shipping labels. To access the online help from the tool bar, Click 'Help' and then Click 'Click-N-Ship Business Pro Help' as highlighted in figure 31 below.

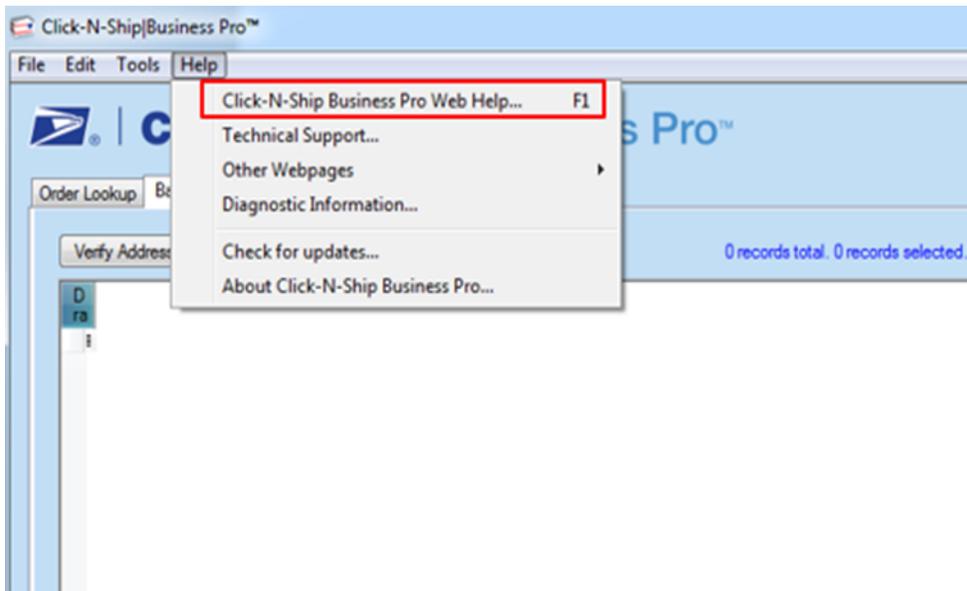
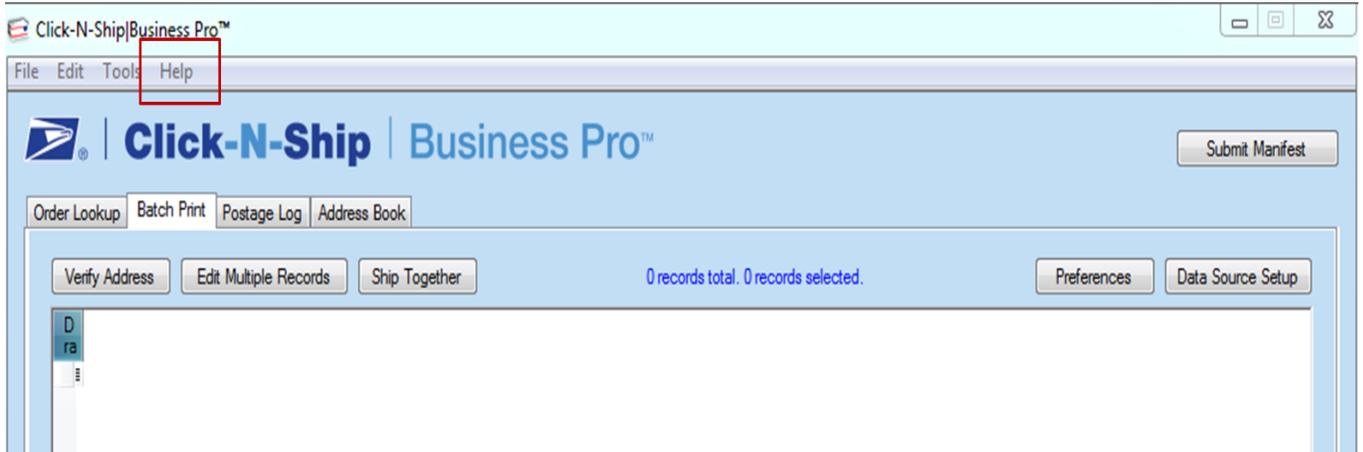


Figure 31: Access Online Help

The online help is divided into sections to provide details on account set-up, labels, printing and much more.

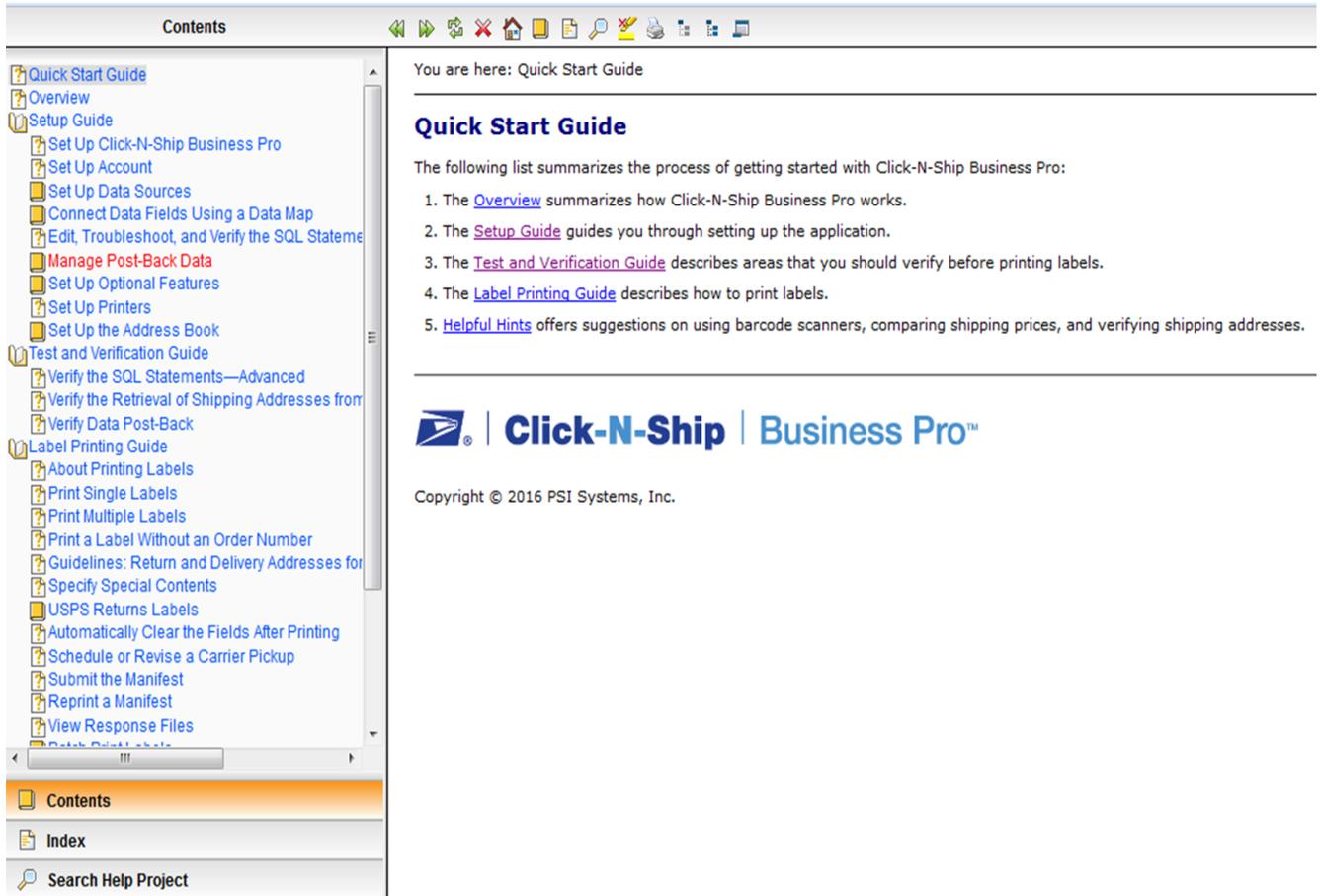


Figure 32: Online Help screen