

Endicia Standard Tutorial

We highly recommend that you sign up for the Endicia Premium service to automatically print shipping labels and import tracking numbers.

Endicia Standard service users should follow the instructions below to print out labels and import tracking numbers.

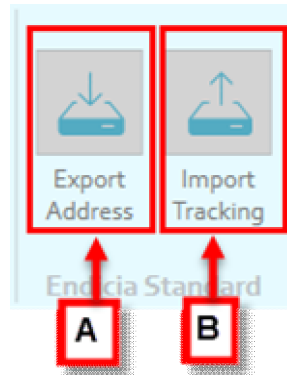


Figure 1

Print Label:

Click on the 'Export Address' button (A), to export an order's address to the DAZzle program.

Once the file is saved, open DAZzle, and select the 'Address Book' tab.

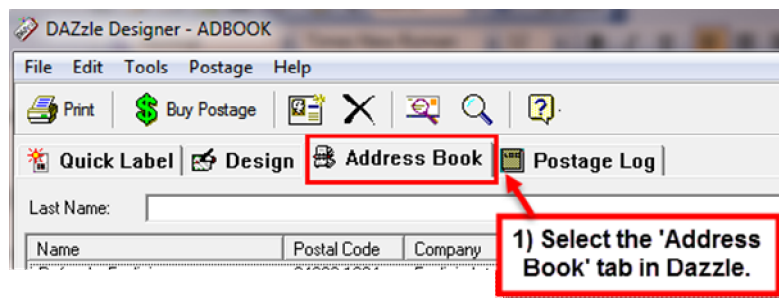


Figure 2

NOTE: Before uploading addresses for a new batch of items, make sure to clear your address book, so it is easy for you to print out the correct shipping labels.

Select 'File' and then 'Import' from the menu at the top bar.

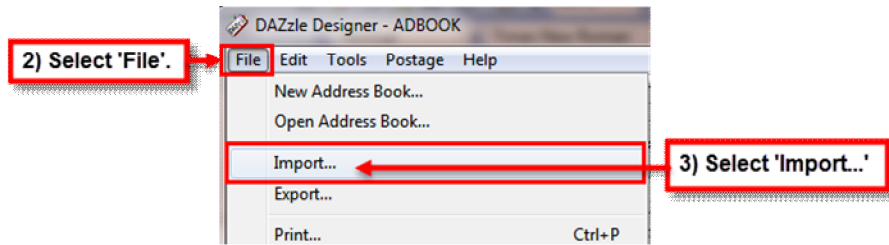


Figure 3

Import the text file. When you get to the 'Delimited File Options' window, go to the 'Field Mapping' section. Match up all the 'File Fields' listed with the 'DAZZle Designer Fields' of the same name. Lastly, under the 'Options' section, make sure both boxes are check marked.

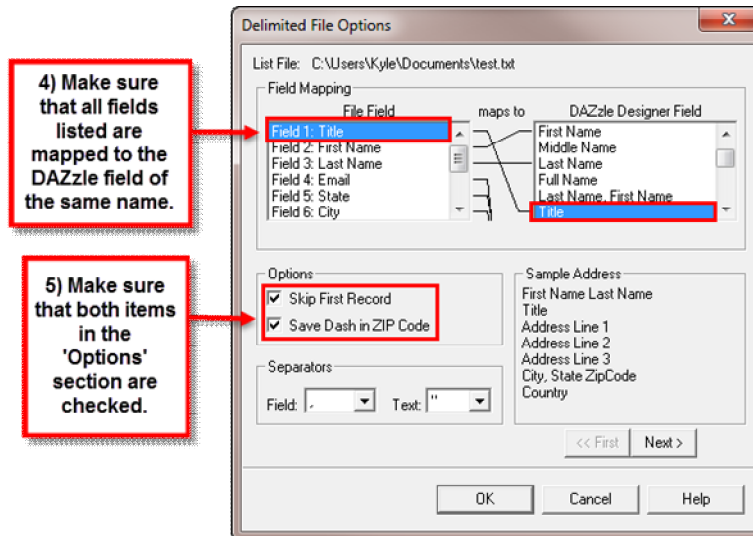


Figure 4

Once you've imported the addresses from the order, you can select the address and click the 'Print' button to print out a shipping label.

Importing Tracking:

After the labels for your orders are printed, you can import the tracking numbers from DAZzle to this program.

NOTE: Before importing tracking numbers, make sure that the weight field is set to 'Oz' and not 'Lbs'. You can change it by clicking on the 'Weight' heading.

First, open DAZzle, and select the 'Postage Log' tab. Then select 'File' and then 'Export...'

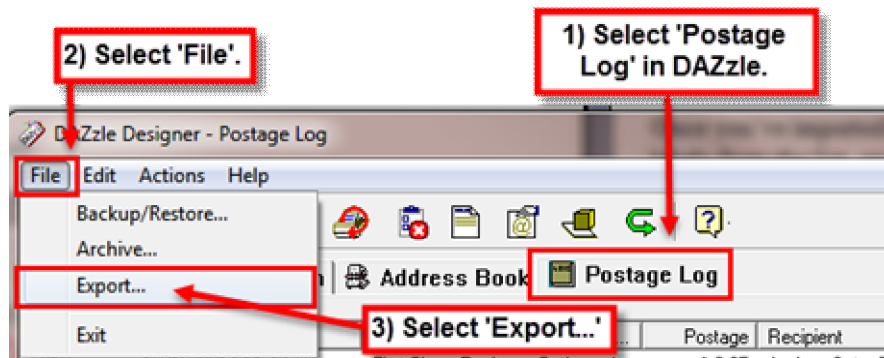


Figure 5

When the Export window appears, enter today's date as the date range for the labels and click Export.

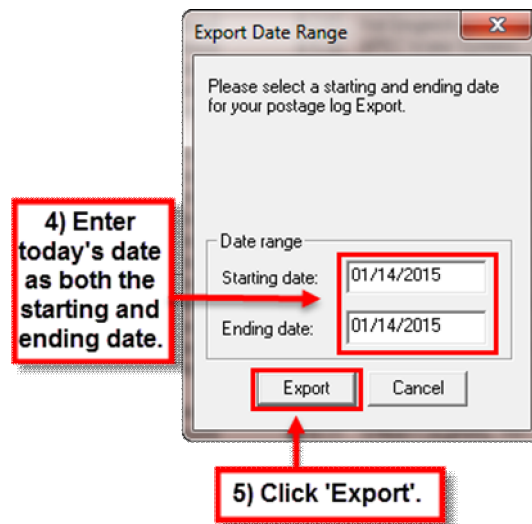


Figure 6

Click Import Tracking (B) from the program, and it will import the tracking number, weight in ounces, mail class, and package type into the shipment software.