DYMO Endicia

Platinum Shipper

Installation and Setup Guide

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Contents

Introduction

DYMO Endicia Platinum Shipper is a rate shopping tool that integrates with third-party shipping products, such as UPS WorldShip or FedEx Ship Manager, to offer you less-costly shipping alternatives that are available through the US Postal Service. Platinum Shipper provides seamless access to these savings using:

- Endicia address verification.
- Residential and rural extended area surcharge prediction.
- USPS postage-paid shipping label generation.

This guide is organized to help you:

- Install and set up DAZzle
- Install and set up Platinum Shipper
- Set up optional features
- Learn about new features and enhancements

Install and Set Up DAZzle

This section contains information for installation and setup of the Platinum Shipper system. If you already have installed and set up DAZzle and your printer driver, you can skip to Install and Set Up Platinum Shipper.

The following topics describe how to set up DAZzle:

- Install Printer Driver Software
- Download and Install DAZzle
- Activate Your Account
- Purchase Postage
- Set Up Label Layouts
- Perform Test Prints
- Customize Label Layouts

Install Printer Driver Software

If you have not done so already, install the printer driver software that you are using to print labels, which:

- Might already be included with Windows.
- Might be included on a CD or DVD that was included with your printer.
- You can usually download from the printer manufacturer's Web site.

About Zebra Printer Drivers

If you have a Zebra printer and are using Microsoft® Windows® XP, use Zebra printer driver version 5.238 or higher. The latest Zebra printer drivers are available from Zebra Technologies Corporation at http://www.zebra.com.

A secondary source for printer drivers is from Seagull Scientific, Inc. Their download address is: http://www.seagullscientific.com/aspx/thermal_95.aspx. During installation, the Configuration Wizard helps you configure your printer driver. During this process, use the following settings:

- **Cutter**: None
- **Gap**: Label
- **Label Size**: 4×6
- **Measurement**: inches

When prompted, click **Yes** to print a test page.

About Supported Zebra Printers

The following table shows supported current and non-current Zebra printers.

Current Zebra Printers	Non-Current Zebra Printers
LP2844	LP2443
TLP2844	LP2442
LP105se	LP2543
GX420d	2746e

Download and Install DAZzle

The following steps describe how to download and install DAZzle.

Steps

1. Download DAZzle through https://www.endicia.com/endicia-usa/account/authenticatedownload.cfm.
   Tip! When you save the installation file, remember to note *where* you have saved the downloaded file. You can save downloaded files to your Desktop or any location where you can easily locate the file. For example, you might have a directory (folder) called Downloads.
2. After downloading the file, locate and double-click the file to run the product installation or update.
3. Follow the prompts to save, run, and install the product.

Activate Your Account

After you have installed DAZzle, you must activate your account.

The following steps describe how to activate your account.

Steps

1. Start DAZzle.
2. When prompted:
    a. Enter your account number and initial Pass Phrase.
    b. Create a Pass Phrase with a minimum of 10 characters.
    c. Click **Next**.

Buy Postage

You must purchase postage in order to activate the Test Print button. You can purchase postage in any preset amount from $10 to $500.

You should make your first postage purchase from DAZzle because you must have postage in your account in order to test your printer and label setup. Afterwards, you can buy postage through Platinum Shipper.

The following steps describe how to buy postage through DAZzle.

Steps

1. From DAZzle, select **Postage > Buy Postage**.
2. In the Purchase amount field, select the desired amount.
3. Click the **Buy Now** button.

Set Up Label Layouts

In DAZzle, you set up all of your label layouts on the Design tab. DAZzle also includes other tabs, such as the Quick Print tab and the Address Book tab, but you do not use those tabs with Platinum Shipper.

The following topics describe how to:

- [Set Up Domestic Label Layouts](#)
- [Set Up APO, FPO, and DPO Label Layouts](#)
- [Set Up International Label Layouts](#)

Set Up Domestic Label Layouts

In most cases, you need only the following layouts for *domestic* mail:

- For use with all mail classes except Express Mail
- Express Mail

Set Up a Domestic Mail Layout—Other Than Express Mail

The following procedure assumes a typical 4 × 6 inch label for a Zebra 2844 printer.

The following steps describe how to create a domestic label layout template for any domestic mail class other than Express Mail.

Steps

1. From DAZzle, select **File > Open Layout**.
2. Select **Zebra Label.lyt**, and click **Open**.
3. Double-click the **Return Address** area and enter your company information.
4. Click **OK**.
5. Assign a printer to your label: Select **File > Printer Setup**.
6. In the Printer field of the Printer Setup dialog box, select your printer. For the purpose of this example, you would select **Zebra LP2844**.
7. In the Printer Paper Size field, select **4.00" × 6.00"**. If your printer driver does not include this option, select **User Defined** and enter **4.00" × 6.00"** in the provided field.
8. In the Label Orientation area, select **Portrait**, **Face Up**, **Top First**, and **Center**, and then click **OK**.
9. Examine the label on the Design tab for a red line running along at least two of the label edges. This indicates that the label is properly set up. If the line cuts off any portion of the label, change the Printer Settings, such as the offset or margins.
10. Select **File > Save Layout As**.
11. When prompted, enter a unique file name for your label that is easy for you to identify. For example, using a number at the beginning of the file name can make identification and sorting easier in Platinum Shipper, for example, 1 First Class Mail Label. It is suggested that you use the number 1 for domestic and number 2 for international layouts.
12. Click **OK**.

Set Up a Domestic Express Mail Layout

The following procedure assumes a typical 4 × 6 inch label for a Zebra 2844 printer.

Express Mail requires a separate label layout due to the unique tracking number and postal requirements.

The following steps describe how to set up a layout for *domestic* Express Mail.

Steps

1. From DAZzle, select **File > Open Layout**.
2. Select **Zebra Express Mail Shipping Label.lyt**.
3. Double-click the **Return Address** area and enter your company information.
4. Click **OK**.
5. Assign a printer to your label: **Select File > Printer Setup**.
6. In the Printer field of the Printer Setup dialog box, select your printer.
7. In the Printer Paper Size field, select **4.00" × 6.00"**. If your printer driver does not include this option, select **User Defined** and enter **4.00" × 6.00"** in the provided field.
8. In the Label Orientation area, select **Portrait**, **Face Up**, **Top First**, and **Center**, and click **OK**.
9. Examine the label on the Design tab for a red line running along at least two of the label edges. This indicates that the label is properly set up. If the line cuts off any portion of the label, change the Printer Settings, such as the offset or margins.

10. Select **File > Save Layout As**.
11. When prompted, enter a unique file name for your label that is easy for you to identify. For example, using a number at the beginning of the file name can make identification and sorting easier in Platinum Shipper, for example, 1 First Class Mail Label. It is suggested that you use the number 1 for domestic and number 2 for international layouts.
12. Click **OK**.

Set Up APO, FPO, and DPO Label Layouts

Use the APO FPO Mail Shipping Label.lyt for APO, FPO, and DPO addresses. This label uses an integrated customs form with a round stamp. The round stamp lets you mail packages without having to go to the Post Office. Furthermore, if you are using Priority Mail with the Large Flat Rate Box on an APO / FPO address, you qualify for a discounted rate. This label layout works with any mail class except for Express Mail.

The following steps describe how to set up the APO FPO Mail Shipping Label Layout.

Steps

1. From DAZzle select the **Design** tab.
2. Select **File > Open Layout**.
3. Select **APO FPO Mail Shipping Label.lyt**.
4. Select **File > Printer Setup**.
5. On the Printer Setup dialog box, select:
   - **Printer:** Either an inkjet or laser printer.
   - **Printer Paper Size:** 8.5" × 11" letter paper.
6. Click **OK**.
7. From Platinum Shipper, select **Setup > Domestic**.
   The Setup Domestic dialog box appears. In the Label Layouts area, you must assign your the APO layout to that class of mail.
8. On the APO/FPO row, click the **Browse** button, select **APO FPO Mail Shipping Label.lyt**, and click **Open**.
9. Click **Save**.

Using the APO FPO Mail Shipping Label Layout

The following Steps describe how to use the APO FPO Mail Shipping Label Layout.

Steps

1. In your carrier software, enter an address:
   - Enter all of the last line of the address into the **City** field.
   - Keep **State** and **Zip Code** fields blank.
   Platinum Shipper actives the **Customs** button, which appears as a small planet Earth.
2. Click the **Customs** button.
3. In the Customs Information dialog box, complete the fields , including:

- The "**I certify…**" check box, which is in the lower area of the form. Selection of the "**I certify…**" check box replaces the need for a hand-written signature.
- Your name in the blank field below the "**I certify…**" check box.

The system prints four copies of the combined label and 2976-A customs form onto two sheets of paper.

Set Up International Label Layouts

You create labels for use with international shipping using the same steps as the domestic layouts. International layouts contain additional features. You should consider these features prior to creating your international layouts.

> **Tip!** The DAZzle Help offers detailed information about using international mail. For more information, see http://www.endicia.com/DazzleHelp/90/default.cfm. In the DAZzle Help, click **Search Help Project**, enter **international** in the Search field, and click **Search**.

The following layout files are commonly used with Zebra printers for creating international mail labels:

- Zebra First Class International Shipping Label.lyt—only for First-Class International Mail.
- Zebra Priority Mail International Shipping Label.lyt—for PMI flat-rate envelope and small flat-rate PMI box.

The following layout files are commonly used with laser and inkjet printers for creating international mail labels:

- Large Priority Mail International Shipping Label.lyt
- Large Express Mail International Shipping Label.lyt—Only for Express Mail International.

> **Note:** Label names beginning with the word "Large" require either an inkjet or laser printer as their sizes (8.5" × 11") are too large for a Zebra printer.

For reference, see also the Printer and Label Chart.

Perform Test Prints

Before printing shipping labels with postage, you should perform a test print to verify that your label prints correctly.

The following steps describe how to perform a test print using a label layout that you have already opened and set up in DAZzle.

> **Note:** You should have already:

- Bought some postage for your account.
- Loaded the paper, labels, or other media in your printer.
- Set up and turned on your printer.

Steps

1. From the Design tab, select **File > Print**.
2. Click the **Test Print** button.

Your printer should print a sample label. When you are satisfied with the results, you can print labels with actual postage.

Optional: Customize Label Layouts

The following optional topics describe how to customize two popular label layouts for the Zebra printer.

- [Create a Custom Zebra 2-Part 4 × 6.75-inch Label Layout](#)
- [Create a Custom Zebra 2-Part 4 × 8-inch Label Layout](#)

Tip! You can optionally add one or more Rubber Stamps to your label layout. You can add as many Rubber Stamps as you would like and can fit onto the smaller label. For more information, see [Add a Rubber Stamp](#).

Create a Custom Zebra 2-Part 4 × 6.75-inch Label Layout

The following steps describe how to create a custom Zebra 2-part 4 × 6.75-inch label, also known as a Doc Tab label.

Steps

1. In DAZzle from the Design tab, select **File > Open Layout**.
2. Select **Zebra Label.lyt** and click **Open**.
3. Select **Layout > Media**.
4. In the Media dialog box, click the **New** button.
5. Use the following settings:
   - Columns section:
     - **Number**: 1
     - **Width**: 4"
     - **Gap Between**: 0"
     - **Left Margin**: 0"
   - Rows section:
     - **Rows**: 1
     - **Height**: 6.75"
     - **Gap Between**: 0"
     - **Top Margin**: 0"
   - Margins Section:
     - **Left**: 0"
     - **Top**: 0"
     - **Right**: 0"
     - **Bottom**: 0.75"

- Perforation Section:
  - **Skip**: 0"
  - **Every**: 0 row(s)
- Split Labels Section:
  - **Divided**: Horizontally
  - **from top**: 6.1"

6. Click **OK**.
7. In the Media dialog box, click **OK** to return to the Design tab. The Design tab displays a 4 × 6 inch label and a small blank 4 × .75 inch label below the larger label.
8. Select **File > Printer Setup**, and use the following settings:
   - **Printer**: Zebra
   - **Paper Size**: Custom or User-defined (Enter a width and height of 4" and 6.75", respectively.)
   - **Offsets**: from top: 0 from left: 0
   - **Label Orientation**: Portrait, Face Up, Top First, Center
9. Verify that the **Print Upside Down** check box is not selected.
10. Click **OK**.
11. Select **Print > Test Print**.
12. Select **File > Save Layout As**.
13. Enter a unique descriptive, easy-to-remember name, such as **1 zebra 2 part label**.
14. Click **Save**.

Create a Custom Zebra 2-Part 4 × 8-inch Label Layout

The following steps describe how to create a custom Zebra 2-part 4 × 8-inch label layout, where the total dimensions of both labels combined is 4 × 8 inches and the small label prints first.

Steps

1. In DAZzle from the Design tab, select **File > Open Layout**.
2. Select **Zebra Label.lyt** and click **Open**.
3. Select **Layout > Media**.
4. In the Media dialog box, click the **New** button.
5. Use the following settings:
   - Columns section:
     - **Number**: 1
     - **Width**: 4"
     - **Gap Between**: 0"
     - **Left Margin**: 0"
   - Rows section:
     - **Rows**: 1
     - **Height**: 8"
     - **Gap Between**: 0"

- **Top Margin**: 0"
  - Margins Section:
    - **Left**: 0"
    - **Top**: 0"
    - **Right**: 0"
    - **Bottom**: 2"
  - Perforation Section:
    - **Skip**: 0"
    - **Every**: 0 row(s)
  - Split Labels Section:
    - **Divided**: Horizontally
    - **from top**: 6.1"

6. Click **OK**.
7. In the Media dialog box, click **OK** to return to the Design tab. The Design tab displays a 4 × 6 inch label and a small blank 4 × 2 inch label below the larger label.
8. Select **File > Printer Setup**, and use the following settings:
   - **Printer**: Zebra
   - **Paper Size**: Custom or User-defined (Enter a width and height of 4" and 8", respectively.)
   - **Offsets**: from top: 0 from left: 0
   - **Label Orientation**: Portrait, Face Up, Top First, Center
9. Verify that the **Print Upside Down** check box is not selected.
10. Click **OK**.
11. Select **Print > Test Print**.
12. Select **File > Save Layout As**.
13. Enter a unique descriptive, easy-to-remember name, such as **1 zebra 2 part label**.
14. Click **Save**.

Install and Set Up Platinum Shipper

The following topics describe how to install and set up Platinum Shipper:

- Install Platinum Shipper
- Assign Label Layouts
- Buy Postage
- Specify Origin ZIP Code

Install Platinum Shipper

The Platinum Shipper installation program completes most of the configuration and setup for you.

The following steps describe how to download and install Platinum Shipper.

Steps

1. Go to http://download.endicia.com/PlatinumShipperInstall.exe
2. Click **Save**. Save the file to a location where you can find the downloaded file. As of the time of this writing, the filename is PlatinumShipperInstall.exe.
   Tip! Some people save the file to their computer Desktop or the Downloads directory.
3. After completing the download, go to that file location and double-click **PlatinumShipperInstall.exe** to run the installation.
4. Complete the on-screen prompts to install Platinum Shipper.

After installing Platinum Shipper, you should verify or set up your label layout assignment and the ZIP Code.

Assign Label Layouts to Mail Classes

After installing Platinum Shipper, you should verify that your label layouts are linked to the correct mail classes that you intend to use. You should verify the setup for both domestic and international mail class assignments.

The following steps describe how to assign label layouts to mail classes.

Steps

1. In Platinum Shipper, select **Setup > Domestic**.
2. When the Setup dialog appears click the **Browse** button to the right of the desired mail class located in the Label Layouts section.
3. Select the corresponding label layout and click the **Open** button.
4. For each class of postage that you use, select the layout that you created. You can use the same layout for all classes of mail except Express Mail because Express Mail has unique layout requirements.
   Note: For Express Mail, use the Express Mail layout.
5. Repeat the process until all of the mail classes have been assigned a layout and click **OK**.
6. Assign international mail classes to your international label layouts: Select **Setup > International** and repeat Steps 2–4. For information about assigning mail classes to international mail layouts, see the Mail Class, Printer, and Label Chart.
7. Click **OK**.

Buy Postage

By default there is a limit of $500 on the amount of funds that you can have in your postage account at any given time. Purchases are limited to amounts that do not bring the total balance to more than the preset limit. For example, if an account has a balance of $500, you can make additional purchases up to, but not exceeding $500. The system prevents any amount that would put the balance over your limit. This policy only limits the maximum dollar amount contained in an account and does not limit either the number of times you can purchase postage or the amount of postage printed.

The following steps describe how to add funds to your postage account through Platinum Shipper.

Steps

1. In Platinum Shipper, click the **Buy** button.
2. In the Purchase Amount field, select an amount.
3. Click the **Buy Now** button.

Specify Origin ZIP Code

It is important that you set the origin ZIP Code because shipping rates are calculated based on the ZIP Code of the Post Office that collects your shipments. This insures that the rates that you pay are correct.

The following steps describe how to specify the origin ZIP Code.

Steps

1. In Platinum Shipper, select **Setup > General**.
2. In the **Origin zip code** field, enter on the ZIP Code of the Post Office that collects your shipments.
3. Click the **Save** button.

Set Up Optional Features

The following topics describe how to:

- [Set Up Reference Fields](#)
- [Link Database Fields to Platinum Shipper](#)
- [Add a Rubber Stamp](#)
- [About Post-Back Data](#)
- [Create an ODBC Data Connection](#)
- [Create the Post-Back Database Map](#)
- Create Ship From Address

Set Up Reference Fields

Platinum Shipper uses reference fields to integrate with third-party shipping products to capture and transmit information to your label. Supported third-party products include United Parcel Service (UPS) WorldShip™ and FedEx Ship Manager®. This topic uses United Parcel Service (UPS) WorldShip™ as an example.

To integrate Platinum Shipper with United Parcel Service (UPS) WorldShip™, you must map WorldShip Reference Number fields to Rubber Stamps in Platinum Shipper. Five WorldShip Reference Number fields are available. When data is entered into WorldShip, Platinum Shipper places mapped reference field data from WorldShip onto your label.

The following steps describe how to set up reference fields that integrate with UPS WorldShip.

Steps

1. In Platinum Shipper, select **Setup > Integration**.
2. Select the **UPS WorldShip** check box, and click the **Configure** button.
3. In the Configure UPS dialog box, select any of the five reference fields in WorldShip to link the corresponding Rubber Stamp field in DAZzle to populate with data.
4. Optional: Repeat the preceding Step to add more mapped, numbered **Reference** fields.
5. Click **Save**.

Link Database Fields to Platinum Shipper

This optional lookup feature allows you to directly access data from an ODBC data source and bypass your carrier software. With this feature set up, when you enter a number in the Lookup field, Platinum Shipper can display:

- Data, such as name, address, weight, and mail class.
- Rates and additional address information.

You can set up Platinum Shipper to look up order number, invoice number, packing slip, or customer number, or some other unique value from your data source.

To set up this lookup feature you must:

1. Create a Lookup Database. For Windows XP, see Create a System DSN
   http://support.microsoft.com/kb/305599.
2. Create an ODBC Data Connection. For Windows XP, see
   http://support.microsoft.com/kb/305599.
3. Create the Lookup Database Map and Map the Fields. See the following topic.

Create the Lookup Database Map and Map the Fields

The following steps describe how to create the lookup database map.

Steps

1. From Platinum Shipper, select **Setup > Integration**.
2. Select the **Database Lookup** check box.
3. Click the **Configure** button.
4. Next to the ODBC Data Source field, click the **Select** button.
5. Select the data source name that you intend to use.
6. Click **OK**.
7. Next to the Table field, click the **Select** button.
8. Select the file that you intend to use.
   Usually, this is a table of a database, such as MSSQL, My SQL, Oracle, Access, CSV, or Excel spreadsheet.
9. Click **OK**.

Each tab displays DYMO Endicia Platinum Shipper fields.

10. Select fields from your data source that correspond or map to the Platinum Shipper fields. The Order Number field is the most important. Select a column header that you use everyday. Common examples include order number, invoice number, packing slip, and customer number. This is the data that you enter in the Lookup field to access your customers' records.
11. On the Package Details tab, select the name of each field that you want to map.
12. When done, click **Save**.

Set Up Mail Class Code Automation

Optionally, you can convert data values from your data source into data that the system can use to calculate postage, weights, mail classes, and so on.

For example, suppose your data source uses the code "MM" to indicate Media Mail. You can set up mail class code automation to convert your code "MM" to the actual Media Mail class in Platinum Shipper.

You can create multiple mail class codes for the same mail class. For example, if you used two codes in your data source for First-Class, such as "FC" and "USPS FC", you can set up mail class code automation to convert both "FC" and "USPS FC" to the First-Class Mail class in Platinum Shipper.

The following steps, which describe how to set the mail class automation codes, assume that you have created and selected the lookup database map and have mapped the Mail Class field. For more information, see Create the Lookup Database Map and Map the Fields.

Steps

1. From Platinum Shipper, select **Setup > Integration**.
2. Select the **Database Lookup** check box.
3. Click the **Configure** button.
   The Setup Translation window appears.
4. On the Package Details tab, click the **---->** button that is next to the Mail Class field.
5. In the **If value equals** field, enter the mail class code that you use in your data source.
6. In the **translate to** field, select a mail class.
7. Click **Add**.
8. Repeat Steps **5** through **7** for any additional mail class codes that you want to add.
9. When done, click **Save**.
   Tip: Optionally, set up *tracking service* codes in the same way that you set up mail class codes. In Platinum Shipper, *tracking service* codes are known as *tracking types*. Examples of tracking services include Delivery Confirmation and Signature Confirmation.

Add a Rubber Stamp

Rubber Stamps let you add a text message or data, such as Delivery Confirmation, to your envelope, label, or flyer. After selecting the Insert > Rubber Stamp command (or clicking the Add Rubber Stamp button), you can enter the text for your message and select the font for the text.

A Rubber Stamp is one line only; can be up to 300 characters—in any font or in any rotation; and include a number of formatting options. For more information, see the [DAZzle Help](#).

You can also link the text that appears in a Rubber Stamp to an address list field or some third-party applications, such as United Parcel Service WorldShip™.

> **Tip!** The DAZzle Help offers detailed information about using Rubber Stamps. For more information, see http://www.endicia.com/DazzleHelp/90/default.cfm. In the DAZzle Help, click **Search Help Project**, enter **rubber stamp** in the Search field, and click **Search**.

The following steps describe how to add a Rubber Stamp.

Steps

1. In DAZzle on the Design tab, display your label layout.
2. Select **Insert > Rubber Stamp**.
3. Select the **Link to address list field** check box, and select the field value.
4. Select a Rubber Stamp, such as **Rubberstamp 1**.
5. Click **OK**. The appearance of your cursor changes to a box.
6. Click the area where you want the Rubber Stamp data to appear.
7. Save your work by selecting **File > Save Layout**.

About Post-Back Data

The post-back feature lets you transfer updated shipment data into your database. The post-back feature is optional.

By entering static field values—such as text—in posting back data, Platinum Shipper can write fixed data—such as the postage amount—with each post-back action that Platinum Shipper performs.

Setup for posting back data requires you to:

1. [Create an ODBC Data Connection](#), which prepares your database for post back.
2. [Create the Post-Back Data Map](#), which links Platinum Shipper to the desired fields.

Create an ODBC Data Connection

Use the following steps as a general guideline:

- Your system's appearance might have been configured differently than what the following steps describe.
- Other versions of Microsoft Windows are similar, but may have different options.
- You might be using some other data source.

For more information on setting up the ODBC data connection, refer to the Microsoft Windows Help.

The following steps describe how to create an ODBC Data Connection in Windows XP using a text-based comma-separated-value (CSV) data source.

Steps

1. From the Windows Desktop, click the **Start** button.
2. Select **Control Panel**.
3. Double-click **Administrative Tools** and double-click the **Data Sources (ODBC)** icon.
4. Select the **System DSN** tab.
5. Click the **Add** button.
6. Select **Microsoft Text Driver** (*.csv), and click the **Finish** button.
7. Enter a meaningful, easy-to-remember name for the data source, such as MyDataFile or CompanyNameDataFile, and then enter a brief description.
8. Clear the **Use Current Directory** check mark.
9. Click the **Select Directory** button, and navigate to the location of your data file. The path for the data file appears in the ODBC Microsoft Access Setup window.
10. Click **OK** to return to the System DSN tab.
11. Click **OK** to exit the ODBC Data Source Administrator window.

Create the Post-Back Database Map

The post-back feature updates your data source with shipment data, such as tracking and postage amount data. The post-back map controls which fields Platinum Shipper writes back to the data file after printing a shipping label.

The following steps describe how to create the post-back data source map.

Steps

1. From Platinum Shipper, select **Setup > Integration**.
2. Select the **Database Post Back** check mark, and click the **Configure** button on the same row.
3. Click the **Select** button next to the ODBC Data Source field.
4. In the ODBC Data Source field, select the type of data source that you are posting data back to.
5. If required, enter your **User Name** and **Password** to the data source.
6. Click **OK**.
7. Next to the Table field, click the **Select** button.
8. Select the data source file name that you intend to use.
9. Click **OK**.
10. From one or more of the following tabs—Package Details, Recipient Address, or Rubber Stamps—for each field that you want to post back data, select a field from your data source. This is also known as mapping fields between two different data sources.
11. After you have mapped the fields that you need to post back data to, click **Save**.
12. In the Setup Integration dialog box, click **Save**.

Create Ship From or Return Address

This feature provides a convenient way to add and specify the default *ship from* or *return address* that appears on each label.

The setup of return addresses requires you to:
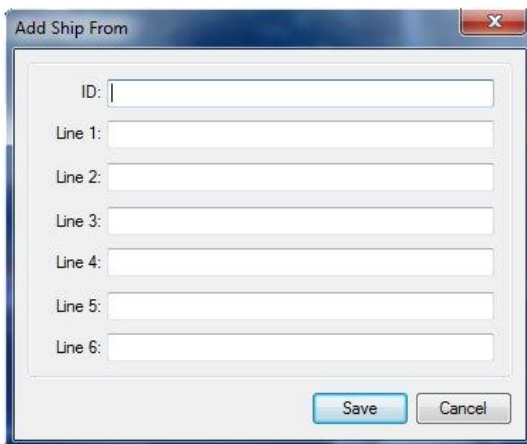
1. Add one or more return addresses
2. Specify a default return address

Add a Return Address

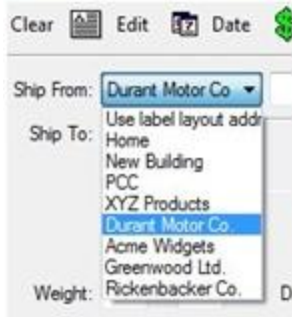The following steps describe how to add a return address.

Steps

1. Select **Setup > Ship From**.
2. On the Setup Ship From window, click the **Add** button.

3. In the ID field, enter a name.
   The ID field identifies the purpose of the address, such as Shipping Dept or Acme Products Company, and so on.
4. In the Line 1 through Line 6 fields, enter the return address fields.
5. Click **Save** and then click **Done**.

About the Selectable Return Address

The Ship From menu, which is located on the Platinum Shipper main window, lets you select and use a return address for just one label. After you print that one label, the Ship From field reverts to the default return address. This option allows you to continue using the default return address and to be able to change the return address when needed.

Specify Default Return Address

The following steps describe how specify the default return address.

Steps

1. Select **Setup > General**.

2. In the "Default ship from" field, select the default return address from the list.
3. Click **Save**.

About New Features and Enhancements

The following topics describe new features and enhancements:

- Customize the List of Mail Classes
- About the Savings Log
- About SCAN Form Access
- About the Feature Request Database

Customize the List of Mail Classes

The following steps describe how to customize the list of mail classes that appear on the main Platinum Shipper window.

Steps

1. Select the Mail Classes field name.
   The Select Mail Classes to Display dialog box appears.
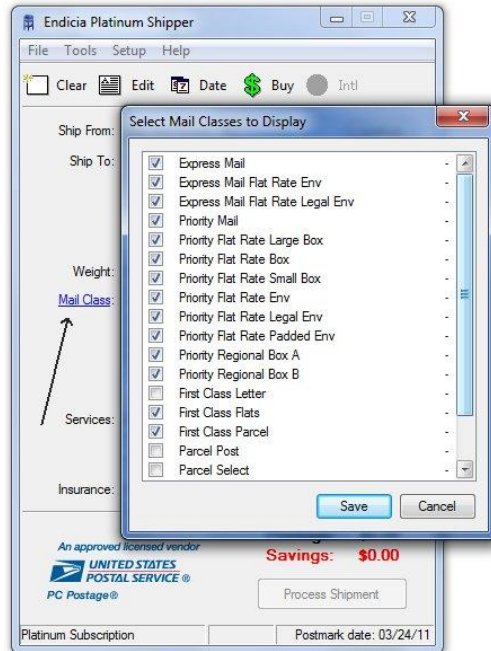
2. To make a mail class appear, select the check box next to the mail class.
3. To remove a mail class, clear the check box next to the mail class.
4. When done, click **Save**.

About the Savings Log

The Savings Log helps you discover ways of saving money in the future by analyzing your past shipments.

Platinum Shipper runs concurrently with your third-party shipping software to monitor shipping activity. Platinum Shipper analyses and compares the third-party shipping charges with what the US Postal Service offers. Platinum Shipper displays the results in the Savings Log by both potential savings and actual savings.

The Savings Log displays:

- Summary data by a specific month up to one year.
- Potential and actual savings by:
    - Shipping charge savings
    - Residential mismatches
    - Invalid addresses
    - Rural addresses

To access the Savings Log, select **Tools > Savings Log**.

About the Savings Log Report

The Saving Log report shows you Date, Time, Weight, Host Service, Host Residential, Invalid Address, USPS Service, USPS Zone, USPS Charge, USPS Residential, USPS Rural, and Savings. The Savings Log report also displays Length, Width, and Height when you use dimensional weight.

On the Savings Log dialog box, you can create Savings Log reports that are based on potential or actual savings. After you select the month-year, you can:

- Click the **View** button under the Potential or Actual columns to view the report in a spreadsheet or other application that can display CSV (comma separated value) files.
- Click the **Save** button under the Potential or Actual columns to save the report in CSV (comma separated value) text file format.
- Enter recipient e-mail addresses and click the **Email Savings Report Now** button to send the Savings Log by e-mail. This action sends both the potential and actual Savings Log reports.
  To have Platinum Shipper automatically send the Savings Log a monthly report, select the **Send email automatically at the end of each month** check box.

About SCAN Form Access

By using the Bulk Acceptance Scan form, you can show your customers with proof that you shipped your customers' packages. The SCAN form links all your daily shipments to a single bar-coded form that the USPS scans when the USPS picks up your packages. When this scan data are uploaded into the US postal system that evening, all your packages are marked as accepted in the USPS tracking system.

When your customer verifies the status of their package through the automatic e-mail notification that you had sent them, your customer can see "The USPS accepted this item at Date and Time" rather than reading that the USPS was electronically notified of the item.

To create the SCAN form, select **Tools > Create SCAN Form**. You must then log in to your online account and select **Tools > Create a SCAN Form** from the Accounts tab.

About the Feature Request Survey

The purpose of this feature is to provide a convenient way for you to offer your feature requests for Platinum Shipper. You should explain the purpose and benefits that could be gained by adding your feature request to a future version of Platinum Shipper.

If you have an idea of how your feature should work, then add that information as well.

To access the feature request survey, select **Help > Feedback & Suggestions**.

Mail Class, Printer, and Label Chart

The following table shows the label layout files that you should use by printer type for various classes of domestic and international mail.

Table 1 Mail Class, Printer, and Label Chart

Mail Class	Laser and Inkjet Printers Full or 2 part 8.5 × 11 labels	Zebra Printers 4×6 labels 2 part 4×8 and 4×6.75 labels	DYMO 4XL	DYMO Turbo Printers
Domestic with Delivery Confirmation				
Priority Mail	Priority Mail Shipping Label.lyt	Zebra Label.lyt	Dymo4XL Label.lyt	Dymo 30387 Label.lyt
Media Mail	Priority Mail Shipping Label.lyt	Zebra Label.lyt	Dymo4XL Label.lyt	Dymo 30387 Label.lyt
Parcel Post	Priority Mail Shipping Label.lyt	Zebra Label.lyt	Dymo4XL Label.lyt	Dymo 30387 Label.lyt
First-Class	Priority Mail Shipping Label.lyt	Zebra Label.lyt	Dymo4XL Label.lyt	Dymo 30387 Label.lyt
Express Mail with tracking	Express Mail Shipping Label.lyt	Express Mail Shipping Label.lyt	Dymo4XL Express Mail Shipping Label.lyt	NOT SUPPORTED
APO/FPO	APO FPO Priority Mail Shipping Label.lyt	NOT SUPPORTED	NOT SUPPORTED	NOT SUPPORTED
International with Customs Form				
Express Mail International with tracking & customs	Large Express Mail International Shipping label.lyt	NOT SUPPORTED	NOT SUPPORTED	NOT SUPPORTED
Priority Mail International with customs	Large Priority Mail International Shipping label.lyt	NOT SUPPORTED	NOT SUPPORTED	NOT SUPPORTED
Priority Mail International Flat Rate Envelope with customs	Large Priority Mail International Shipping label.lyt	Zebra small Priority Mail International Shipping label.lyt	Dymo4XL Small Priority Mail International Shipping Label.lyt	Dymo 4XL small Priority Mail International Shipping label.lyt
Priority Mail International Flat Rate Boxes with customs	Large Priority Mail International Shipping label.lyt	Zebra small Priority Mail International Shipping label.lyt	Dymo4XL Small Priority Mail International Shipping Label.lyt	Dymo 4XL small Priority Mail International Shipping label.lyt

Mail Class	Laser and Inkjet Printers Full or 2 part 8.5 × 11 labels	Zebra Printers 4×6 labels 2 part 4×8 and 4×6.75 labels	DYMO 4XL	DYMO Turbo Printers
First-Class International with customs	Small First Class Mail International Shipping Label.lyt	Zebra small First Class Mail International Shipping label.lyt	Dymo4XL Small First Class Mail International Shipping Label.lyt	Dymo 4XL small First Class Mail International Shipping label.lyt
International without Customs Form	Click n Ship.lyt	Zebra Plain Label.lyt	NOT SUPPORTED	Dymo 30387, 30383, 30384

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