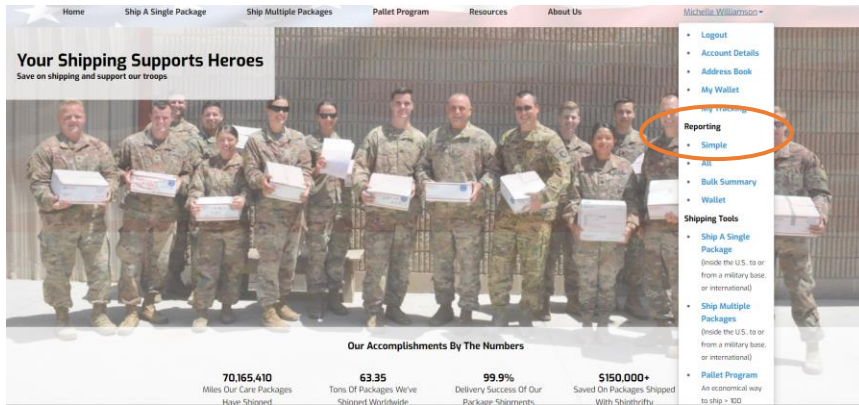
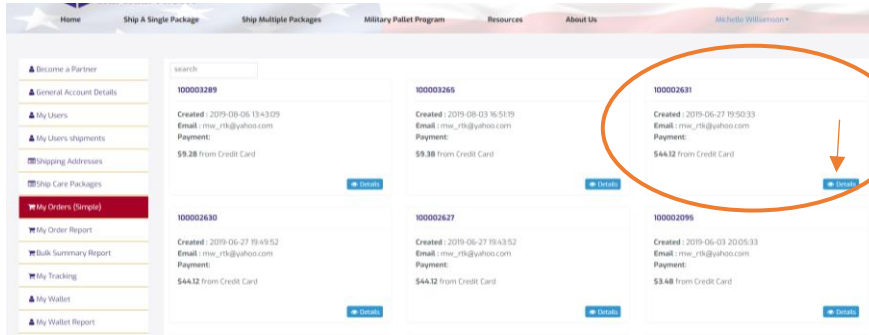


Printing Orders From The Site and Order Cancellations

Step 1: When you are logged in go to the Reporting section and click the Simple link.

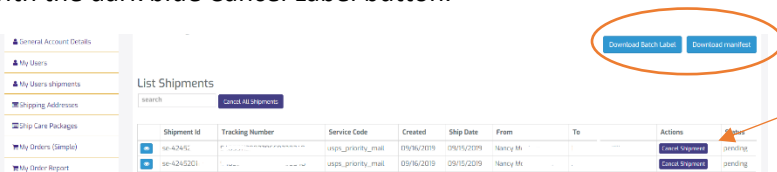


Step 2: Identify the order you want to print the labels for, or cancel, and click the Details button

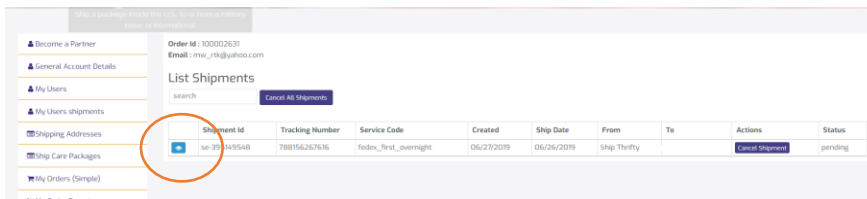


Step 3: Depending on which tools you are using you will see different options.

- a. Multiple Packages – Choose to download your labels and/or your manifest. Labels are cancelled with the dark blue Cancel Label button.



- b. Single Packages – Click the eye icon.



Choose the download option you want. If you have not dropped your package off or had it picked up, you can cancel an order by clicking the Cancel Order button. This will automatically refund the account you used to pay for your shipment. It may take a few days for the refund to process on your card.

The screenshot shows a web interface for managing shipping orders. At the top, there are three blue buttons: "Download all labels as single PDF's in zip file", "Download all labels as 1 PDF", and "Download all labels as single PDF's". Below these is a "Download Label" button and a red "Cancel Order" button. The main content area is divided into three columns: "Order Detail", "From Address", and "To Address".

Order Detail

- Order Id : se-395149548
- Order Date : 27-06-2019
- Ship Date : 27-06-2019

From Address

- Ship Thrifty
- 7501 80th Street S., Cottage Grove- 55016
- MIN
- US
- Phone : 651-338-7196

To Address

- Ship Thrifty
- 7501 80th Street S., Cottage Grove- 55016
- MIN
- US
- Phone : 651-338-7196

Payment Detail

Service	Amount(usd)
Shipment :	\$44.02

On the left side, there is a navigation menu with items like "Become a Partner", "General Account Details", "My Users", "My Users shipments", "Shipping Addresses", "Ship Care Packages", "My Orders (Simple)", "My Order Report", "Bulk Summary Report", and "My Tracking".