

EasyShip

Adding a box size

The screenshot displays the EasyShip web application interface. On the left is a sidebar with the 'easyship' logo at the top, followed by account information (780366, TEAM VISION T070) and a 'SWITCH ACCOUNT' link. Below this are navigation categories: 'Create Shipments' (with a sub-item 'Basic'), 'Manage Shipments' (with sub-items 'All', 'Pending', 'Rejected', and 'To Print' which has a blue circle with the number 2), 'Pickups', 'Settings' (highlighted with a red box and a circled 1), and 'Account'. Under the 'Settings' menu, the 'Boxes' sub-item is highlighted with a red box and a circled 2. The main content area is titled 'Saved Boxes' and includes a green button '+ ADD A NEW BOX' (highlighted with a red box and a circled 3). Below this is explanatory text: 'Save the boxes you frequently used to ship more efficiently. Boxes saved will become available for selection when creating shipments and in shipping rules for automation.' A list of saved boxes follows: 'UPS Mini Box' (8 x 6 x 3 in (144 in³)), 'UPS Small Box' (13 x 11 x 2 in (286 in³)), 'UPS Medium Box' (16 x 11 x 3 in (528 in³) - highlighted with a red box and a circled 4), and 'Default Box' (12 x 12 x 6 in (864 in³)). Each box entry has an 'Auto' button to its right. A callout next to the 'UPS Medium Box' entry reads 'Enter Name of box and Dimensions'.

easyship

780366
TEAM VISION T070

[SWITCH ACCOUNT](#)

Create Shipments

- Basic

Manage Shipments

- All
- Pending
- Rejected
- 2 To Print

Pickups

Settings ①

- Printing Options
- Boxes** ②

Account

Saved Boxes

+ ADD A NEW BOX ③

Save the boxes you frequently used to ship more efficiently. Boxes saved will become available for selection when creating shipments and in shipping rules for automation.

	UPS Mini Box 8 x 6 x 3 in (144 in ³)	Auto
	UPS Small Box 13 x 11 x 2 in (286 in ³)	Auto
	UPS Medium Box 16 x 11 x 3 in (528 in ³)	Auto
	Default Box 12 x 12 x 6 in (864 in ³)	Auto

④ Enter Name of box and Dimensions