

Shipbridge Configuration Wizard

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Overview

Shipbridge offers a user-friendly installation manager and configuration wizard specifically designed to help you during the setup process. The **Configuration Wizard** lets you select default carriers, shipping services, invoice types, and printer settings.

Furthermore, you have the option to review and test any changes before applying them to your station. You can always adjust your choices or configure advanced [Options](#) later on.

To see additional information regarding system requirements and the application download process, refer to our [Install Shipbridge](#) article.

Shipbridge Configuration Wizard

The **Configuration Wizard** runs as a part of the standard installation process. However, you can use it anytime you need to edit the options set up during the initial installation.

To launch the Configuration Wizard:

1. Click **Menu** > **Select Options**.
2. Click on **Run Configuration Wizard** at the bottom of the window.

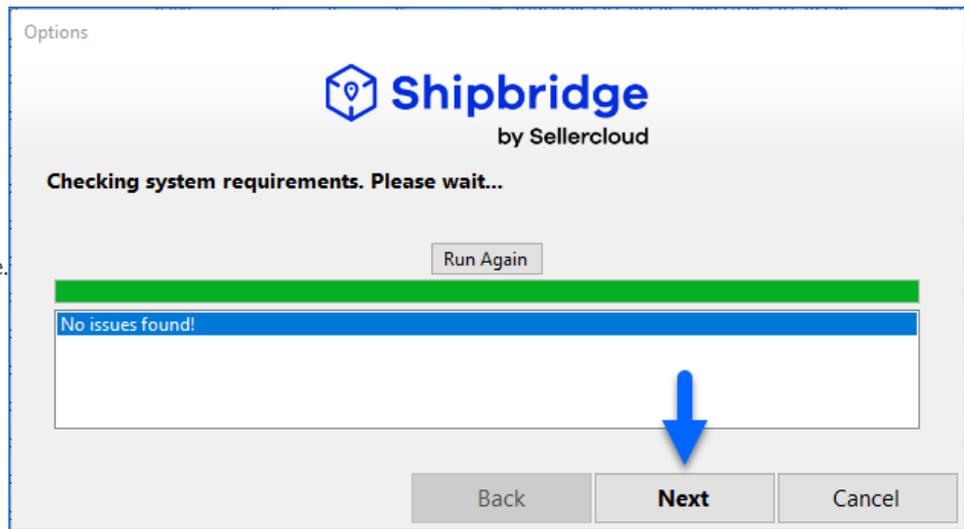
The screenshot shows the 'Options' configuration window with the following settings:

- General** tab selected.
- When no shipping method assigned ship via:** Domestic (USPS), Domestic Rush (USPS), International (UPS), International Rush (USPS).
- Default service per shipper:**
 - Generic orders: USPS (USPS Ground Advantage), UPS (UPS 2nd Day Air A.M.®), FedEx (FedEx Ground®), DHL Global (), DHL Express ().
 - Rush orders: USPS (USPS Priority), UPS (UPS 3 Day Select®), FedEx (FedEx 2Day®), DHL Global (), DHL Express ().
 - International Generic: USPS Intl First Class, UPS International® Economy, FedEx International Economy®.
 - International Rush: USPS Intl Priority, UPS International® Standard, FedEx International Priority®.
 - Not supported: DHL Express Worldwide.
- Checkboxes:**
 - Always use the default shipping services
 - Always show all relevant services in the grid
 - Suppress "Corrupted order" error message
 - Use upper-case mode in customer information
 - Use strict order ID filtering
 - Enable multi-package support
 - Notify of new/hidden orders
 - Require login at startup
 - Show address validation PIN error
 - Enable invoice counter
 - Enable 'Shipped Tab'
 - Show "Mark Order as Pending Address Correction" option
 - Display item condition
 - Hide the customer note tab
 - Auto download new orders every 17 minutes
 - Only update the shipping status of orders loaded in the grid
 - Refresh the orders loaded in the grid
 - Preserve weights
 - When changing customer service status of orders, ask user to enter a merchant note
 - Allow use of replacement SKUs for order items
 - Use filter scrollbar when necessary
 - Save order download status

At the bottom, the **Run Configuration Wizard** button is highlighted with a red box. Other buttons include 'Find setting...', 'Find Next', 'Apply', 'Save', and 'Cancel'.

3. Shipbridge will check if you meet the minimum system requirements. Read more about system requirements in our

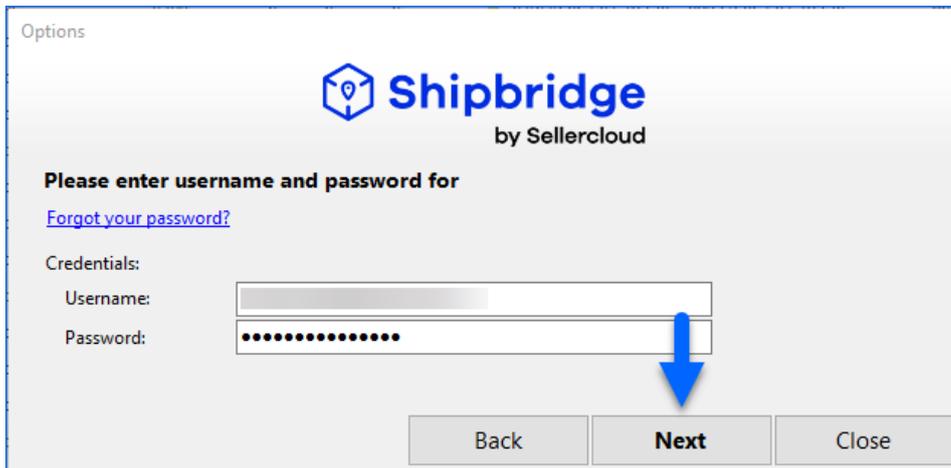
Install Shipbridge article.



4. Click **Next** and enter your credentials.

a. Team Name

b. Username and Password



5. Click **Next** to select which carriers you would like to use.

a. UPS

b. USPS

c. FedEx

d. Amazon

e. DHL Global

The screenshot shows a dialog box titled "Options" for "Shipbridge by Sellercloud". The main heading is "Please select which carriers you would like to use." Below this, there are five checkboxes: "Use UPS" (checked), "Use USPS (Endicia)" (checked), "Use FedEx" (checked), "Use Amazon" (unchecked), and "Use DHL Global" (unchecked). At the bottom, there are three buttons: "Back", "Next" (highlighted with a blue arrow), and "Close".

6. Click **Next** and select your default Shipping Preferences.

a. Default shipping service for non-rush and Rush Orders.

b. Locations and Stations

The screenshot shows a dialog box titled "Options" for "Shipbridge by Sellercloud". The main heading is "Please select your shipping preferences." Below this, there are two radio button groups: "Default Shipping Service" with options UPS, USPS (selected), and FedEx; and "Default Shipping for Rush orders" with options UPS, USPS (selected), and FedEx. Below these are two dropdown menus: "Location" with the value "20" and an "Add" button, and "Station" with the value "13" and an "Add" button. At the bottom, there are three buttons: "Back", "Next" (highlighted with a blue arrow), and "Close".

7. Click **Next** and set up your Invoice Preferences.

i. Invoice Type

ii. Printer

After changing the invoice type, you need to select the correct printer. You have the option to print a test page.

Options



Shipbridge
by Sellercloud

Please select your invoice preferences.

Invoice type: Thermal (4x6 in) Letter-sized (PDF)

Printer:

Do NOT print invoices

Include "Insurance" line

Include "Gift" line

Include "Discounts" line

Include "Handling" line

Include product images

Do NOT print \$ totals or product prices Print barcode on invoice

8. Click **Next** and enter the credentials for your chosen carriers.

9. Click **Next** to proceed.

Options



Shipbridge
by Sellercloud

Finish

If you would like to review the changes, click Back.

To save the settings and continue working with Shipbridge, click Next.

10. A pop-up window will appear asking if you'd like to open the **Options** panel to configure additional settings. This is useful if you want to set up options beyond those included in the configuration wizard.

11. Click **Yes/No** according to your needs and finalize the setup.

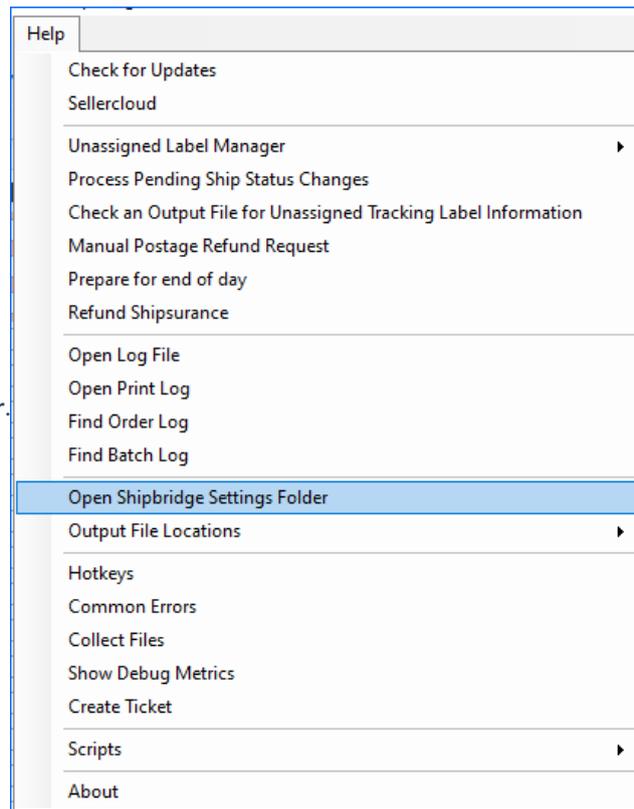
?

Do you want to open the Options dialog box and configure additional settings? (e.g. API carrier details and printer configurations)

Settings Folder

All the options you set during or after installation are stored in the Settings.xml file. You can find this file by navigating to

Help > Open ShipBridge Settings Folder.



Once you configure Shipbridge, you can access the designated folder to copy the settings file and then upload it to every computer that requires the same configuration. This way you can run the same setup on different Shipbridge stations.

Similar to the [Backup/Restore](#) process, this approach allows you to speed up the initial configuration process for multiple computers.
