User Manual Plugin SHIPPOP

[Plugin Version 2.5.x]

Plugin Minimum Requirements

- 1. PHP version 5.5 or above.
- 2. WordPress version 4.8 or above.
- 3. WooCommerce version 3.1.2 or above

SHIPPOP Plugin Flow



User Manual SHIPPOP Plugin

- 1. After your store have some order, Go to 'Woocommerce -> Orders' and click edit that order
 - 1.1. Check your order if this order successfully transfers complete, if completed change order status to 'Processing' and fill the parcel dimension of this order and click 'Update'.
 - 1.2. Check your order if this order payment method is COD (cash on delivery), fill the parcel dimension of this order and click 'Update'.

lit order Add order						Screen Options 🔻		Help	•
Order #18 details Payment via Direct bank transfer. Custome	ər IP: 127.0.0.1				Ord	er actions cel dimensions	^	~ ~	,
General Date created: 2021-03-25 @ 04 : 40 Status: On hold ✓ Customer: Profile → View other orders → shippop (#1 – shippop@shippop.com) × ✓	Billing John Chaos 1, Jalan 17/21f, Seksyen 17, 46400 Petaling Jaya, Selangor Petaling Jaya Selangor 46400 Malaysia Email address: test@gmail.com	0	Shipping John Chaos 1, Jalan 17/21f, Seksyen 17, 46400 Petaling Jaya, Selangor Petaling Jaya Selangor 46400 Malaysia	0	Weig 1 Widt 1 Leng 1 Heig 1	yht (kg): (h (cm): (h (cm): (ht (cm):			
	Phone: 0801950000				Ord	er notes	^	~	,

- 2. And then back to menu 'SHIPPOP -> Choose Courier'
 - 2.1. Click checkbox in orders you want to compare shipping price or booking shipment, and then click the button 'Choose Courier'.

Chr	ose Courier							Screen Options ▼
Order	s will appeared if order s	tatus is processing or or	der payment method is C	OD				
Sear	ch from date To dat	All paym	lent method \checkmark					Choose Courier
0	Order	Order date	Contact number	Customer address	Status	Weight (kg.)	Customer selected courier	Payment method
	#18 John Chaos	25 มี.ค. 2564 04:40:57	0801950000	1, Jalan 17/21f, Seksyen 17, 46400 Petaling Jaya, Selangor Petaling Jaya Selangor 46400 Malaysia	Processing	5	Flat rate	Direct bank transfer
	#14 John Chaos	11 ม.ค. 2564 10:34:42	0801950000	1, Jalan 17/21f, Seksyen 17, 46400 Petaling Jaya, Selangor Petaling Jaya Selangor 46400 Malaysia	Processing	1	Flat rate	Direct bank transfer
	#13 John Chaos	11 ม.ศ. 2564 08:18:41	0801950000	1, Jalan 17/21f, Seksyen 17, 46400 Petaling Jaya, Selangor Petaling Jaya Selangor 46400 Malaysia	Processing	1	Flat rate	Direct bank transfer
View	20 🗸 items per page.							3 items

- 3. You will see pop up 'Choose Courier', and show list every courier available to use, click 'Select' and 'Confirm' in the courier you want to use.
 - 3.1. SHIPPOP will show buttons to choose by calculating from 'Origin address ' and 'Destination address', by order by low price first.

Choose Courier				х
Couriers list	Conditions for pick-up service	Service type	Estimated charge	Choose
CJLogistic		Pick-up service	RM0.99	✓ Select
POS Laju Pos Laju Drop-off		Pick-up service	RM5.90	Select
POS Laju Pos Laju		Pick-up service	RM6.10	Select
Aramex		Pick-up service	RM6.50	Select
JAndTExpress DropOff		Deliver to Drop Off point yourself	RM6.65	Select
				Cancel Confirm

Ps. Currency in 'Estimated charge' will show in RM (Malaysia ringgit).

3.2. After you click 'Confirm' and everything is complete, you will see a pop up to show successful.



- 4. When everything is completed, your order will move to the menu 'Parcel list', in this page you can 'Print label (waybill)', filter by status or date, track your parcel, export csv and cancel orders.
 - 4.1. When your shipment has arrived at the destination completed, SHIPPOP plugin will change your order status to 'complete' too.

Parcel List								
All (3) Confirmed (1)	During delivery (0)	Success (2)	Failed/Cancelled (0) Returned (0)				
All Courier V	Search from date	To date	Search b	y Tracking number	Q	Plea	ase select order(s) Print wa	aybill 🗸 📥 Export
Order	Order date	SHIPF numb	PIP's tracking C er n	ourier's tracking umber	Couriers	Status	Real weight	Real charge
🔲 #18 John Chaos	25 มี.ค. 2564 04:40:57	SP000	0456765 S	P000456765	Ninjavan	Confirmed	5	30
View 20 🗸 items per pa	age.							3 items

4.2. You can click in 'SHIPPOP tracking number' and 'Courier tracking number' to view track parcel information.

Parcel tracking		Х
eninja	Order : #18 SHIPPOP's tracking number : SP000456765 Courier's tracking number : SP000456765 Status : Confirmed	
Waiting sh	hipping information update.	

4.3. If you want to print a label (waybill), click the checkbox in front of your order you want, and then choose your label size you want to print.

Parcel List

All (3) Confirmed (1)	During delivery (0)	Success (2) Failed/Cancelle	ed (0) Returned (0)					
All Courier ~	Search from date	To date Searce	ch by Tracking number	Q			✓ Print waybill Receipt (Default)	🕹 Export
Order	Order date	SHIPPIP's tracking number	Courier's tracking number	Couriers	Status	Real wei	A4 A5	e
✓ #18 John Chaos	25 มี.ค. 2564 04:40:57	SP000456765	SP000456765	Ninjavan	Confirmed	5	A6 Letter Size 4*6	
View 20 🗸 items per pa	ge.						Sticker size 8x8 cm Sticker size 4x6 in	3 items

Label (wayb	ill) example.
SHIPP P	2000456765
FROM: Jonh Chaos Jalan SS 7/2, Ss 7, 47301 Petaling Jaya, Selangor Selangor Petaling Jaya Selangor	TO: ATTN: John Chaos 1, Jalan 17/21f, Seksyen 17, 46400 Petaling Jaya, Selangor Petaling Jaya 46400 Petaling Jaya Selangor
TEL: ••••••••••••••••••••••••••••••••••••	TEL: ••••••••••••••••••••••••••••••••••••
CASH ON DELIVERY:	DELIVERY BY:
SIZE:	WEIGHT:
L	5.00 KG
COMMENT:	·

4.4. In the 'Confirm' tab, If you want to cancel the order you can click the button 'Cancel order', and then click 'OK'.

Parcel List								
All (3) Confirmed (1)	During delivery (0)	Success (2)	Failed/Cancelled (0) Returned (0)					
All Courier V	Search from date	To date	Search by Tracking number	Q		Please select or	der(s) Print waybill	 ✓ ▲ Export
Order	Order date	SHIF	Notice	×	IS	Real weight	Real charge	Cancel order
#18 John Chaos	25 ນິ.ຄ. 2564 04:40:57	SPO	Confirm order cancellation	?ir	med	5	30	Cancel order
View 20 🗸 items per pa	ige.			ancel OK				1 item

- 5. After your order has a tracking number from SHIPPOP, In the order detail page you will see a tracking button. You can click this
 - button to track your parcel.
 - 5.1. Order detail page.

Order #18 details Payment via Direct bank transfer. Paid on March 25, 2021 @ 4:49 am. Customer IP: 127.0.0.1 General Date created: 2021-03-25 @ 04 John Chaos 1, Jalan 17/21f, Seksyen 17, 46400 Petaling Jaya, Selangor Processing Selangor Processing Selangor Processing Malaysia shippop (#1 - shippop@shippop.com) ×*) Ensel Phone: Q80000000 Phone: Q80000000 Phone: Q80000000 Parcel tracking Order actions Parcel tracking Parcel tracking Order actions Parcel tracking Parcel tracking Parcel tracking Parcel tracking	Edit order Add order									
General Billing Shipping Date created: John Chaos John Chaos 1, Jalan 17/21f, Seksyen 17, 46400 Petaling Jalan 17/21f, Seksyen 17, 46400 Petaling Jalan 17/21f, Seksyen 17, 46400 Petaling Jaya, Selangor Petaling Jaya Petaling Jaya Processing Petaling Jaya Selangor Vesting Jaya Selangor 46400 46400 Custom re: Profile > View other orders > Malaysia Malaysia Email address: Ets@email.com Vesting Jano (kg): 5 Vesting Jano (kg): 5 Vesting Method Sa00.00 × 1 Status: Product	Order #18 details Payment via Direct bank transfer. Paid on №	March 25, 2021 @ 4:49 am. Customer IF	² : 12	7.0.0.1			SHIPPOP Tracking Parcel tracking	^	~	•
Date created: John Chaos John Chaos 2021-03-25 @ 04 1, Jalan 17/211, Seksyen 17, 46400 Petaling Jaya, Selangor Status: Petaling Jaya Petaling Jaya Selangor Processing 6400 6400 6400 Customer: Profile ⇒ View other orders ⇒ Malaysia Malaysia Email address: test@gmail.com 0'der notes ✓ Phone: 00000000 ✓ Parcel dimensions ✓ 0 Cost Qty Total 50 50 1 Item Cost Qty Total 50 50 1 Product \$300.00 × 1 \$300.00 × 1 \$300.00 50 1	General	Billing	Ø	Shipping		Ø				
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Processing 46400 Customer: Profile > View other orders > Shippop (#1 - shippop@shippop.com) × v Email address: test@gmail.com Phone: 0800000000 Phone: 0800000000 Custom Fields Custom Fields Cost Qty Total Solution Product \$300.00 × 1 \$300.00 × 1 \$300.00 × 1 \$300.00 × 1	Processing Y	Selangor		Selangor			Move to Trash	U	pdate	
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test@gmail.com Phone: 0800000000 Custom Fields Item Cost Qty Total §300.00 × 1 \$300.00 \$0000000 × 1 \$300.00	shippop (#1 – shippop@shippop.com) × V	Email address:		walaysia			Order notes	^	~	•
Phone: 080000000 080000000 Image: Cost of the state o		test@gmail.com								
Custom Fields Image: Cost Option of the cost of		Phone:					Parcel dimensions	^	~	
Custom Fields 							Weight (kg):			
Custom Fields Image:							5	J		
Item Cost Qty Total 50 Product \$300.00 × 1 \$300.00 Height (cm): 50 50	Custom Fields					~ ~ •	Width (cm):	<u></u>		
Item Cost Qty Total Length (cm): 50 Product \$300.00 × 1 \$300.00 × 1 \$300.00 Height (cm): 50							50	J		
Product \$300.00 × 1 \$300.00 × 1	Item			Cost Otv	Total		Length (cm):			
Product \$300.00 × 1 \$300.00 Height (cm): 50	item -			COSt Qty	Total		50	ļ		
50	Product			\$300.00 × 1	\$300.00		Height (cm):)		
							50	J		

5.2. In storefront 'Orders' list page.

Orders

Dashboard	0	Order	Date	Status	Total	Actions
Orders	硷	<u>#18</u>	March 25, 2021	Processing	\$330.00 for 1 item	View Parcel tracking
Downloads						

5.3. Order detail page in storefront.

Order #18 was placed on March 25, 2021 and is currently Processing.

Order details

Product	Total
Product × 1	\$300.00
Subtotal:	\$300.00
Shipping:	\$30.00
Payment method:	Direct bank transfer
Total:	\$330.00
SHIPPOP Tracking:	Parcel tracking