

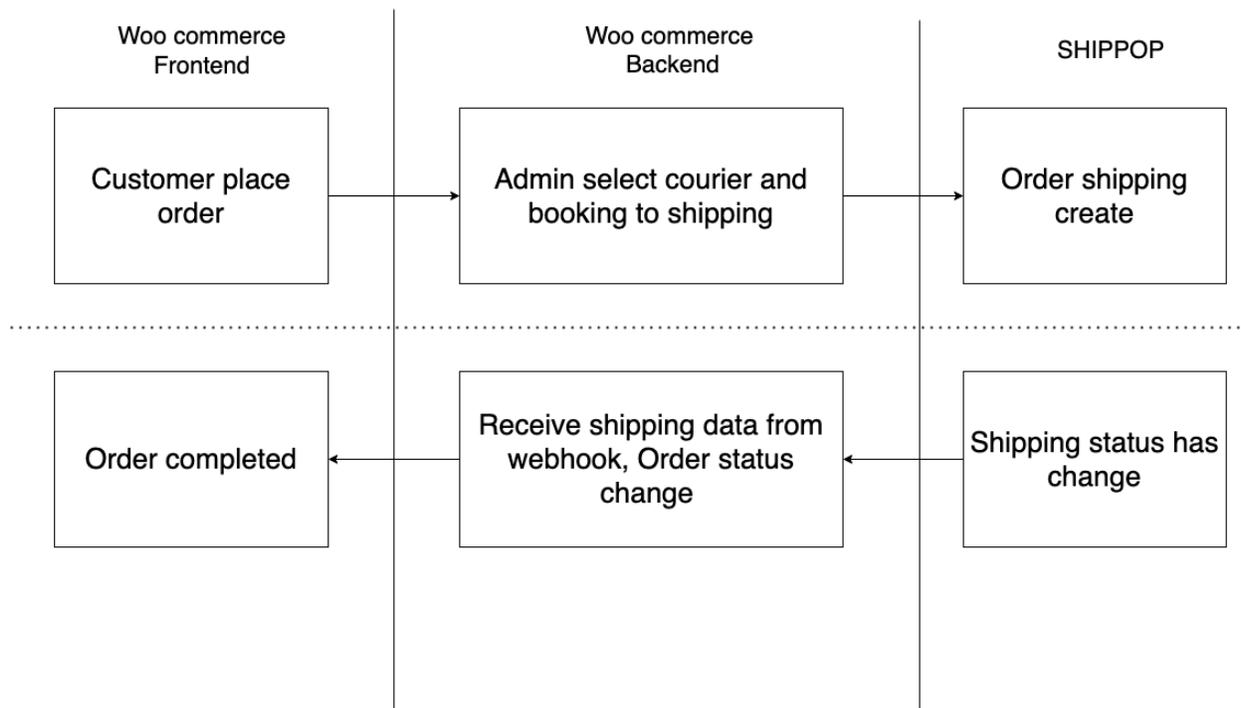
# User Manual Plugin SHIPPOP

[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'.

Screen Options ▾ Help ▾

### Edit order [Add order](#)

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#### Order #18 details

Payment via Direct bank transfer. Customer IP: 127.0.0.1

General	Billing	Shipping
Date created: <input type="text" value="2021-03-25"/> @ <input type="text" value="04"/> : <input type="text" value="40"/>	John Chaos 1, Jalan 17/21f, Seksyen 17, 46400 Petaling Jaya, Selangor Petaling Jaya Selangor 46400 Malaysia	John Chaos 1, Jalan 17/21f, Seksyen 17, 46400 Petaling Jaya, Selangor Petaling Jaya Selangor 46400 Malaysia
Status: <input type="text" value="On hold"/>	Email address: <a href="mailto:test@gmail.com">test@gmail.com</a>	Phone: <a href="tel:0801950000">0801950000</a>
Customer: <a href="#">Profile</a> → <a href="#">View other orders</a> → <input type="text" value="shippop (#1 - shippop@shippop.com)"/>		

#### Order actions

^ ▾ ▾

#### Parcel dimensions

^ ▾ ▲

Weight (kg):

Width (cm):

Length (cm):

Height (cm):

#### Order 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'.

**Choose Courier**
Screen Options ▾

Orders will appeared if order status is processing or order payment method is COD

▾

Choose Courier

<input type="checkbox"/> Order	Order date	Contact number	Customer address	Status	Weight (kg.)	Customer selected courier	Payment method
<input checked="" type="checkbox"/> #18 John Chaos	25 ส.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
<input type="checkbox"/> #14 John Chaos	11 ส.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
<input type="checkbox"/> #13 John Chaos	11 ส.ค. 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  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**
X

Couriers list	Conditions for pick-up service	Service type	Estimated charge	Choose
 CJLogistic		Pick-up service	RM0.99	<input checked="" type="button" value="Select"/>
 Pos Laju Drop-off		Pick-up service	RM5.90	<input type="button" value="Select"/>
 Pos Laju		Pick-up service	RM6.10	<input type="button" value="Select"/>
 Aramex		Pick-up service	RM6.50	<input type="button" value="Select"/>
 JAndTExpress DropOff		Deliver to Drop Off point yourself	RM6.65	<input type="button" value="Select"/>

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.

## Notice X



### Booking confirmed and Payment completed

Please print waybill

Close
Print waybill

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

Search from date

To date

Search by Tracking number

Q

Please select order(s)

Print waybill

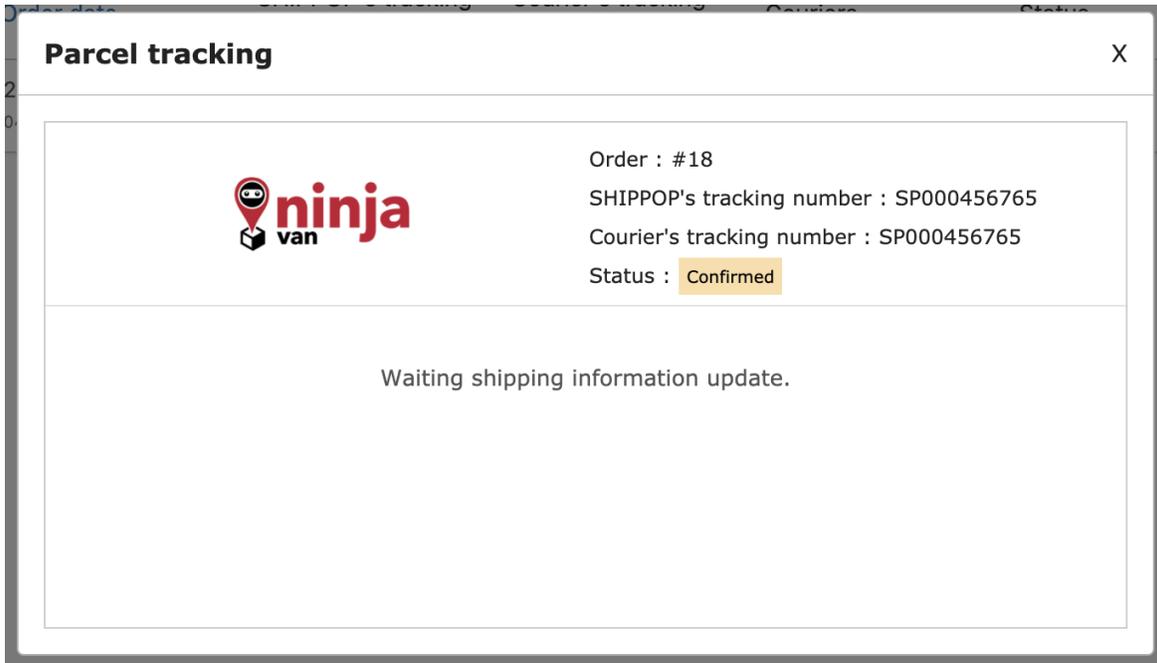
Export

<input type="checkbox"/> Order	Order date	SHIPPPIP's tracking number	Courier's tracking number	Couriers	Status	Real weight	Real charge
<input type="checkbox"/> #18 John Chaos	25 .11. 2564 <small>04:40:57</small>	SP000456765	SP000456765	Ninjavan	Confirmed	5	30

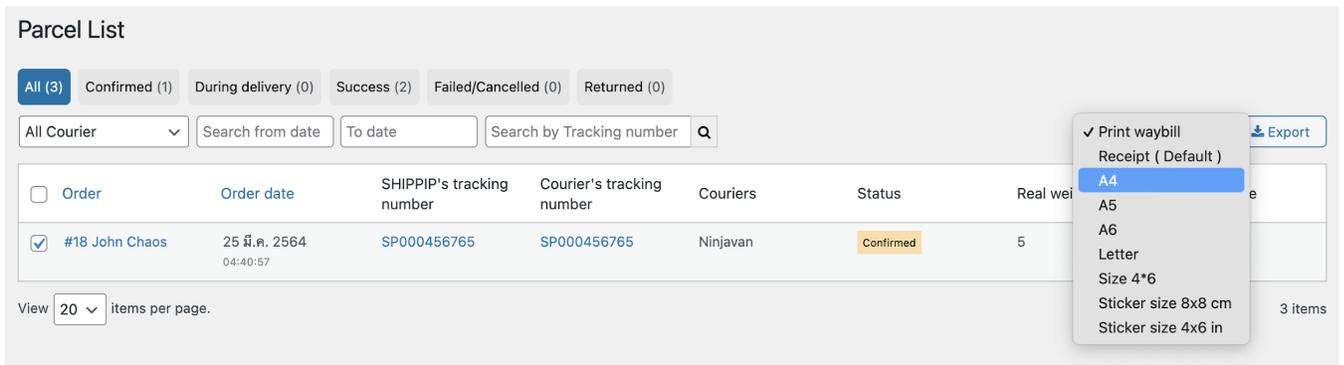
View 20 items per page.

3 items

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



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.



Label (waybill) example.

<b>SHIPP</b>		 SP000456765	
<b>FROM:</b> Jonh Chaos Jalan SS 7/2, Ss 7, 47301 Petaling Jaya, Selangor Selangor Petaling Jaya Selangor	<b>TO:</b> ATTN: John Chaos 1, Jalan 17/21f, Seksyen 17, 46400 Petaling Jaya, Selangor Petaling Jaya 46400 Petaling Jaya Selangor		
TEL: 03004050400	POSTCODE: <input type="text" value="47301"/>	TEL: 03004050400	POSTCODE: <input type="text" value="46400"/>
<b>CASH ON DELIVERY:</b>	<b>DELIVERY BY:</b>		
<input type="text"/>	<input type="text"/>		
<b>SIZE:</b>	<b>WEIGHT:</b>		
L	5.00 KG		
<b>COMMENT:</b>			
<input type="text"/>			

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  To date   Please select order(s)

<input type="checkbox"/>	Order	Order date	SHIP	Real weight	Real charge	Cancel order
<input type="checkbox"/>	#18 John Chaos	25 Jul 2024 04:40:57	SP000456765	5	30	<input type="button" value="Cancel order"/>

View  items per page. 1 item

**Notice** X

Confirm order cancellation ?

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.

**Edit order** [Add order](#)

### Order #18 details

Payment via Direct bank transfer. Paid on March 25, 2021 @ 4:49 am. Customer IP: 127.0.0.1

General	Billing	Shipping
Date created: 2021-03-25 @ 04 : 40	John Chaos 1, Jalan 17/21f, Seksyen 17, 46400 Petaling Jaya, Selangor Petaling Jaya Selangor 46400 Malaysia	John Chaos 1, Jalan 17/21f, Seksyen 17, 46400 Petaling Jaya, Selangor Petaling Jaya Selangor 46400 Malaysia
Status: Processing	Email address: <a href="mailto:test@gmail.com">test@gmail.com</a>	
Customer: <a href="#">Profile</a> → <a href="#">View other orders</a> → shippop (#1 - shippop@shippop.com) ×	Phone: <a href="tel:0800000000">0800000000</a>	

**Custom Fields**

Item	Cost	Qty	Total
 <a href="#">Product</a>	\$300.00	× 1	\$300.00

**SHIPPOP Tracking** ^ v ▲  
[Parcel tracking](#)

**Order actions** ^ v ▲  
Choose an action... >  
[Move to Trash](#) [Update](#)

**Order notes** ^ v ▲

**Parcel dimensions** ^ v ▲  
Weight (kg):  
5  
Width (cm):  
50  
Length (cm):  
50  
Height (cm):  
50

5.2. In storefront 'Orders' list page.

## Orders

<a href="#">Dashboard</a> 	<table border="1"><thead><tr><th>Order</th><th>Date</th><th>Status</th><th>Total</th><th>Actions</th></tr></thead><tbody><tr><td><a href="#">#18</a></td><td>March 25, 2021</td><td>Processing</td><td>\$330.00 for 1 item</td><td><a href="#">View</a>  <a href="#">Parcel tracking</a></td></tr></tbody></table>	Order	Date	Status	Total	Actions	<a href="#">#18</a>	March 25, 2021	Processing	\$330.00 for 1 item	<a href="#">View</a>  <a href="#">Parcel tracking</a>
Order	Date	Status	Total	Actions							
<a href="#">#18</a>	March 25, 2021	Processing	\$330.00 for 1 item	<a href="#">View</a>  <a href="#">Parcel tracking</a>							
<a href="#">Orders</a> 											
<a href="#">Downloads</a> 											

5.3. Order detail page in storefront.

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

## Order details

Product	Total
<a href="#">Product</a> × 1	\$300.00
<b>Subtotal:</b>	\$300.00
<b>Shipping:</b>	\$30.00
<b>Payment method:</b>	Direct bank transfer
<b>Total:</b>	\$330.00
<b>SHIPPOP Tracking:</b>	<b>Parcel tracking</b>