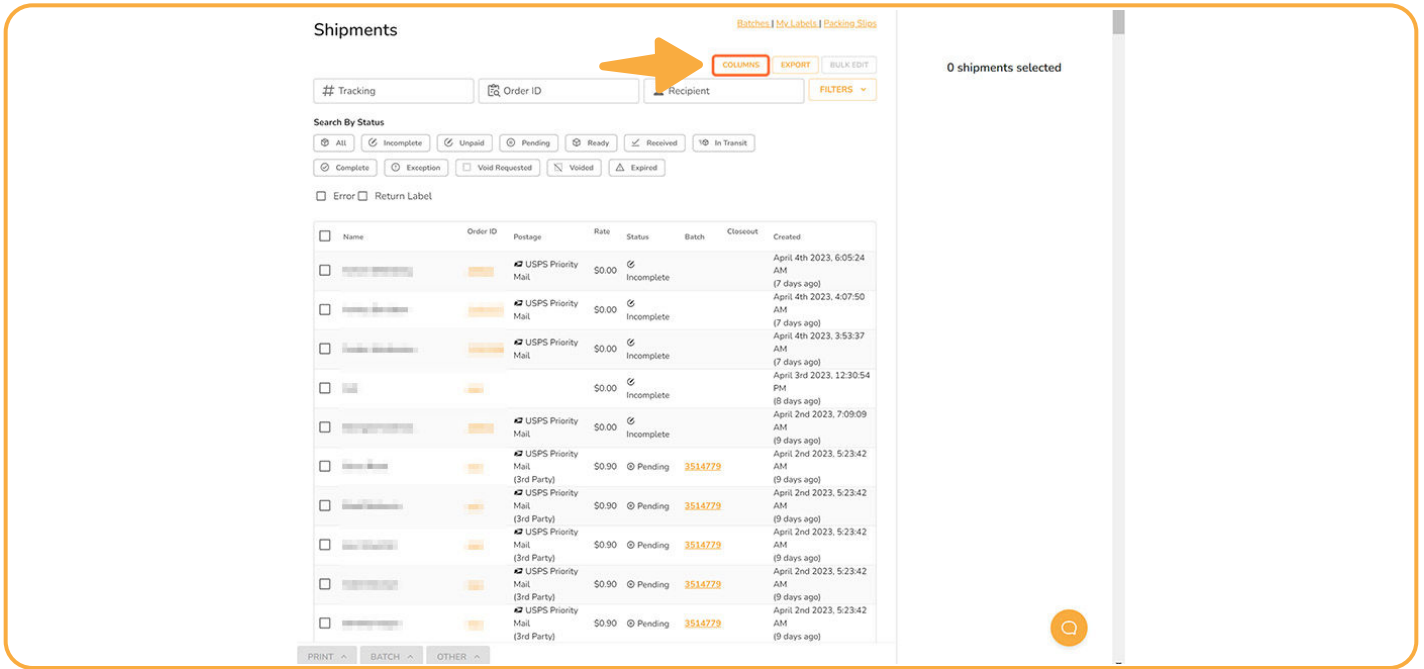


# **CUSTOMIZE COLUMNS ON YOUR SHIPMENTS & ORDERS PAGE**

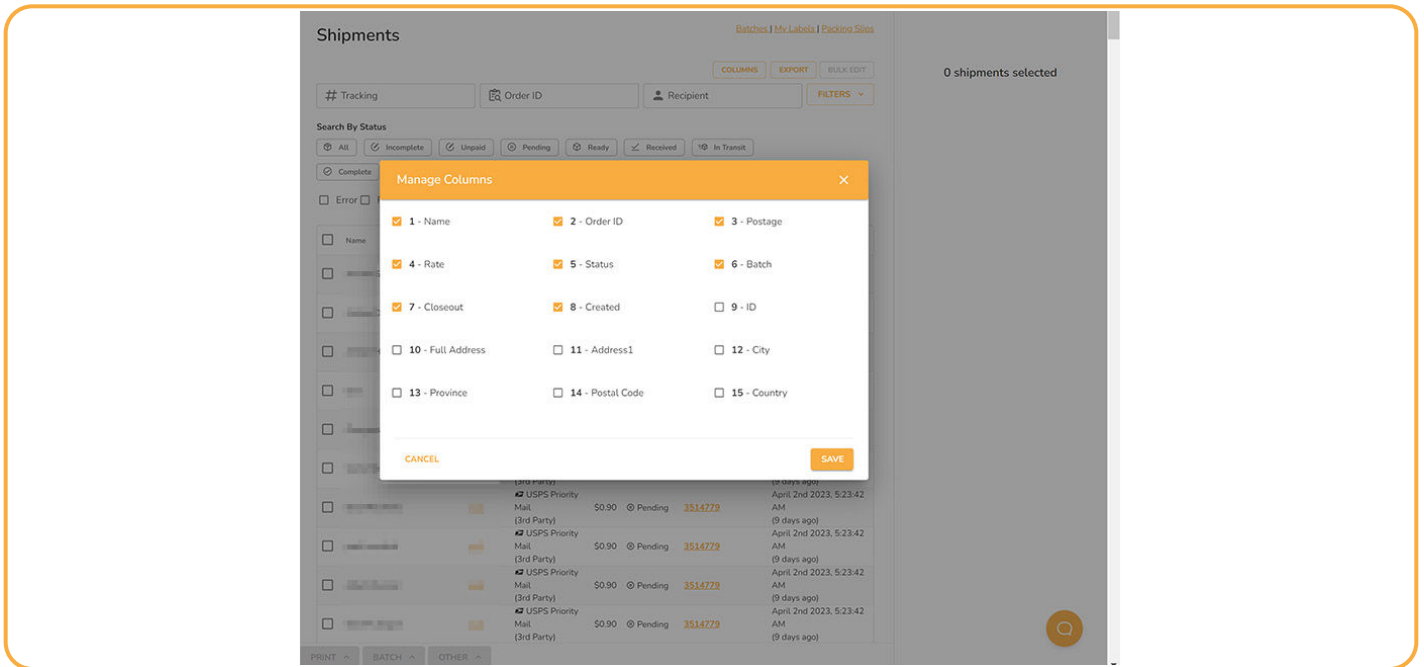


**STEP 1**  
Click on **Columns.**



The screenshot shows the 'Shipments' management interface. At the top right, there are buttons for 'COLUMNS', 'EXPORT', and 'BULK EDIT'. An orange arrow points to the 'COLUMNS' button. Below the buttons are search filters for Tracking, Order ID, and Recipient. A 'Search By Status' section includes radio buttons for All, Incomplete, Unpaid, Pending, Ready, Received, and In Transit, along with checkboxes for Complete, Exception, Void Requested, Voided, Expired, and Return Label. The main area contains a table of shipments with columns for Name, Order ID, Postage, Rate, Status, Batch, Closeout, and Created. A '0 shipments selected' indicator is on the right.

**STEP 2**  
Select columns.

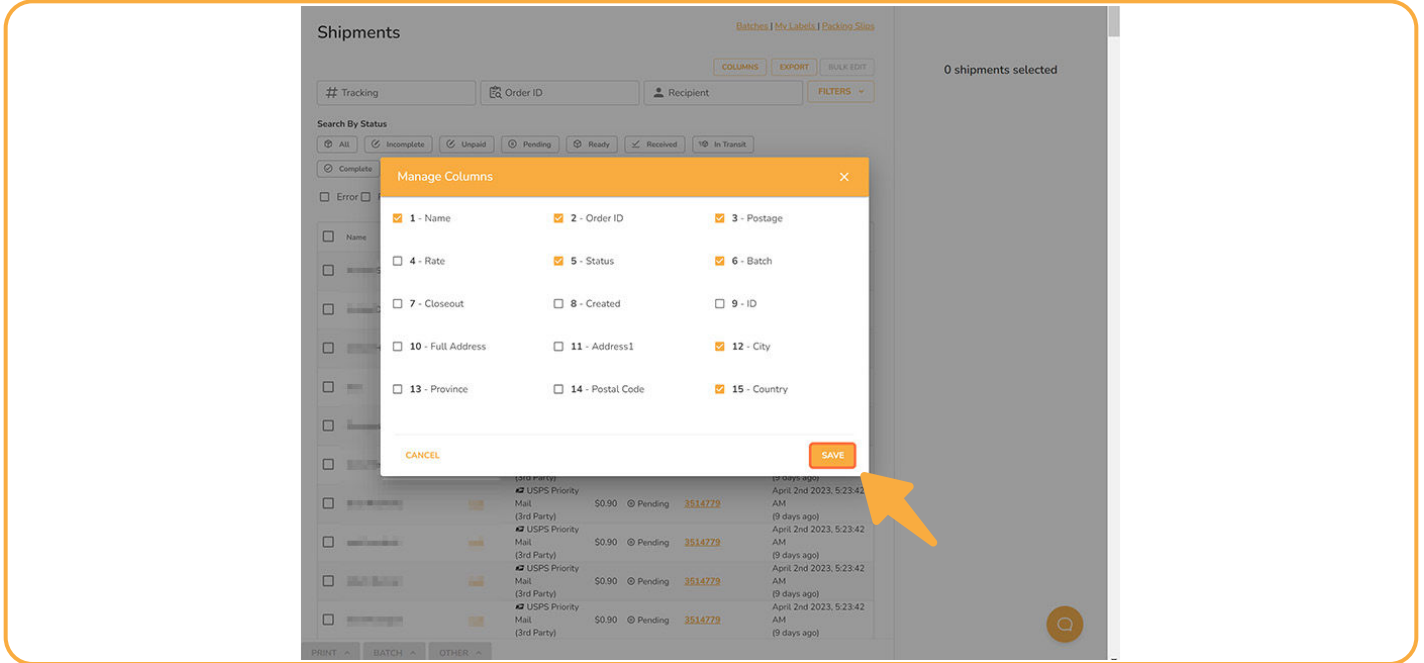


The screenshot shows the 'Manage Columns' dialog box overlaid on the 'Shipments' interface. The dialog has a title bar with 'Manage Columns' and a close button. It contains a grid of 15 columns with checkboxes: 1 - Name, 2 - Order ID, 3 - Postage, 4 - Rate, 5 - Status, 6 - Batch, 7 - Closeout, 8 - Created, 9 - ID, 10 - Full Address, 11 - Address1, 12 - City, 13 - Province, 14 - Postal Code, and 15 - Country. 'CANCEL' and 'SAVE' buttons are at the bottom. The background interface is dimmed.



### STEP 3

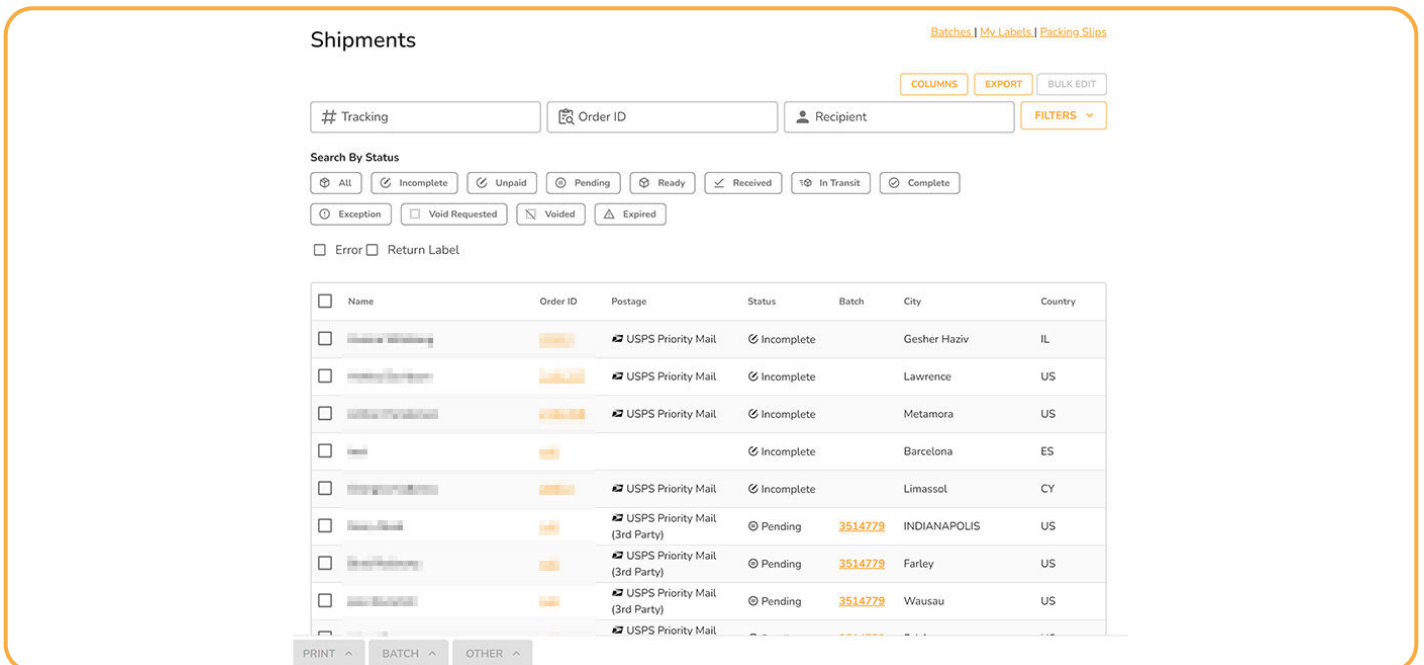
Click on **Save**.



The screenshot shows a 'Manage Columns' dialog box overlaid on a 'Shipments' table. The dialog has a title bar with 'Manage Columns' and a close button. It contains a grid of 15 items, each with a checkbox and a label: 1 - Name, 2 - Order ID, 3 - Postage, 4 - Rate, 5 - Status, 6 - Batch, 7 - Closeout, 8 - Created, 9 - ID, 10 - Full Address, 11 - Address1, 12 - City, 13 - Province, 14 - Postal Code, and 15 - Country. The 'SAVE' button is highlighted with an orange arrow.

### STEP 4

The columns have been updated.



The screenshot shows the 'Shipments' table after the column update. The table has a header row with the following columns: Name, Order ID, Postage, Status, Batch, City, and Country. The table contains several rows of shipment data, including columns for Name, Order ID, Postage, Status, Batch, City, and Country. The 'Batch' column is highlighted in orange for the last three rows.

Name	Order ID	Postage	Status	Batch	City	Country
		USPS Priority Mail	Incomplete		Gesher Haziv	IL
		USPS Priority Mail	Incomplete		Lawrence	US
		USPS Priority Mail	Incomplete		Metamora	US
			Incomplete		Barcelona	ES
		USPS Priority Mail	Incomplete		Limassol	CY
		USPS Priority Mail (3rd Party)	Pending	3514779	INDIANAPOLIS	US
		USPS Priority Mail (3rd Party)	Pending	3514779	Farley	US
		USPS Priority Mail (3rd Party)	Pending	3514779	Wausau	US