

Printing Packing Slips

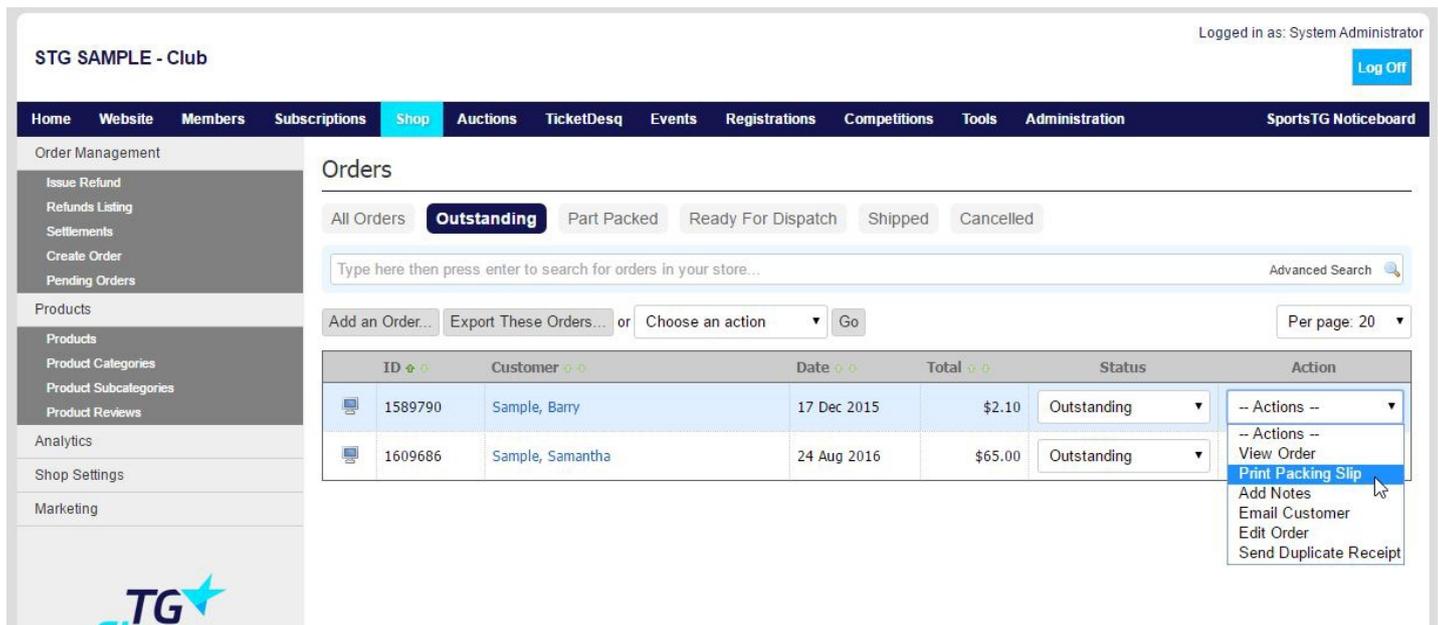
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Quick Steps: Shop > Order Management

There are two options for Printing Packing Slips within the Shop module. These can be done by printing packing slips for all orders, or by printing slips by individual order.

Print Individual Packing Slips:

1. Within the Management Console, select **Shop** from the top menu, then **Order Management** from the left menu.
2. Find the Order you want to print a packing slip for
3. Select the dropdown next to the order labeled **Actions**.
4. Select **Print Packing Slip** from the dropdown.



STG SAMPLE - Club Logged in as: System Administrator [Log Off](#)

Home Website Members Subscriptions **Shop** Auctions TicketDesq Events Registrations Competitions Tools Administration SportsTG Noticeboard

Order Management
Issue Refund
Refunds Listing
Settlements
Create Order
Pending Orders

Products
Products
Product Categories
Product Subcategories
Product Reviews

Analytics
Shop Settings
Marketing

Orders

All Orders **Outstanding** Part Packed Ready For Dispatch Shipped Cancelled

Type here then press enter to search for orders in your store... Advanced Search

Add an Order... Export These Orders... or Choose an action Per page: 20

ID	Customer	Date	Total	Status	Action
1589790	Sample, Barry	17 Dec 2015	\$2.10	Outstanding	-- Actions --
1609686	Sample, Samantha	24 Aug 2016	\$65.00	Outstanding	-- Actions -- View Order Print Packing Slip Add Notes Email Customer Edit Order Send Duplicate Receipt

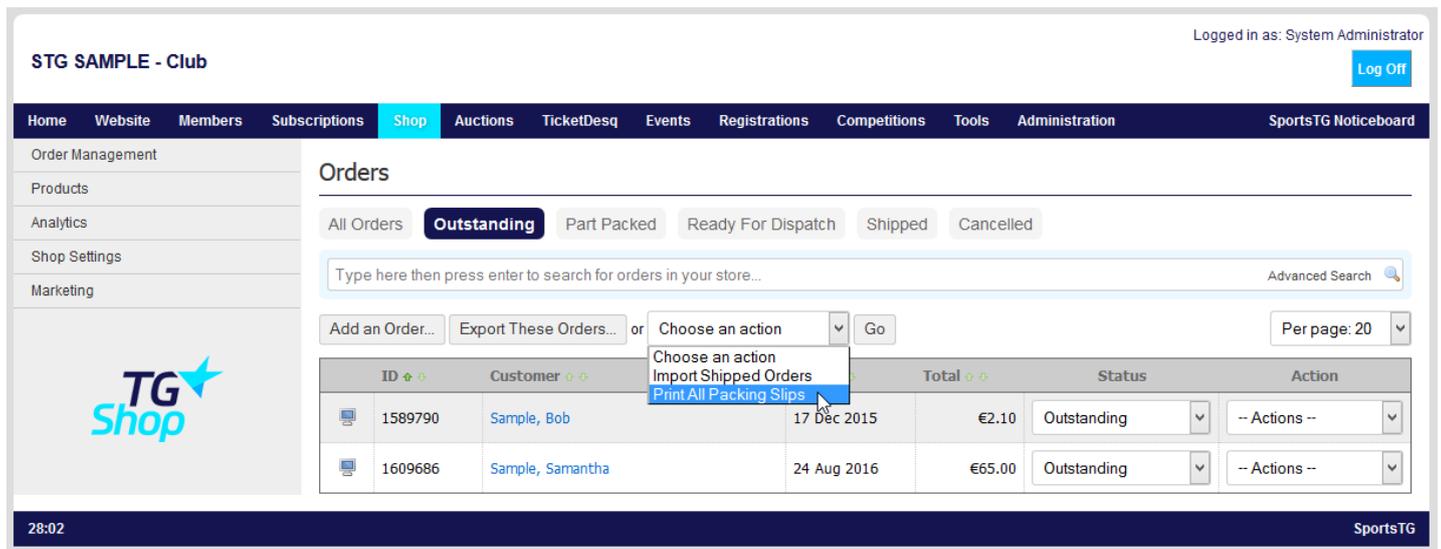
5. This will open the Packing Slip in a separate tab as a PDF file which you are then able to Save or Print.

Print All Packing Slips

1. Within the Management Console, select **Shop** from the top menu, then **Order m** from the left menu.

2. Across the top menu, select the drop down menu **Choose an action**.

3. Select **Print All Packing Slips**, then click **GO**.



The screenshot shows the 'STG SAMPLE - Club' website interface. The user is logged in as 'System Administrator'. The navigation menu includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The 'Shop' menu is active, and the 'Orders' page is displayed. The page shows a list of orders with columns for ID, Customer, Total, Status, and Action. The 'Choose an action' dropdown menu is open, showing options: 'Choose an action', 'Import Shipped Orders', and 'Print All Packing Slips'. The 'Print All Packing Slips' option is highlighted. The table below shows two orders:

ID	Customer	Total	Status	Action
1589790	Sample, Bob	€2.10	Outstanding	-- Actions --
1609686	Sample, Samantha	€65.00	Outstanding	-- Actions --

4. This will open the Packing Slips in a separate tab as a PDF file which you are then able to Save or Print.

Note: Printing Packing Slips is a quick way to ensure that you've placed all the correct products in a customer's package, as well as allowing you to place this in the order for the customer's own satisfaction.

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