

How to Generate a Shipping Report for eCom Tracked and EuroPakSM

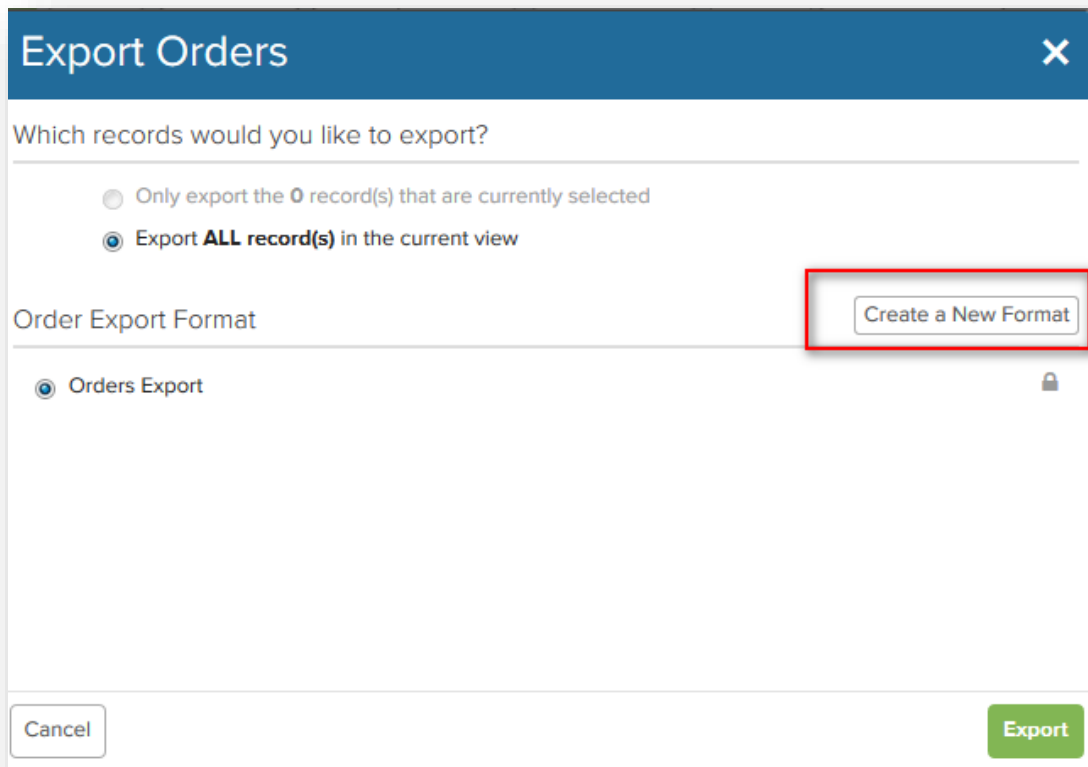
To run a shipping report out of **ShipWorks**:

<http://support.shipworks.com/support/solutions/articles/181845-previewing-a-report->

Choose the orders by items report.

Generate a shipping report in **ShipStation**:

- Orders
- Other Actions
- Export Orders
- ***“Create New Format”*** to add a package description to report



Export Orders

Which records would you like to export?

Only export the 0 record(s) that are currently selected

Export **ALL** record(s) in the current view

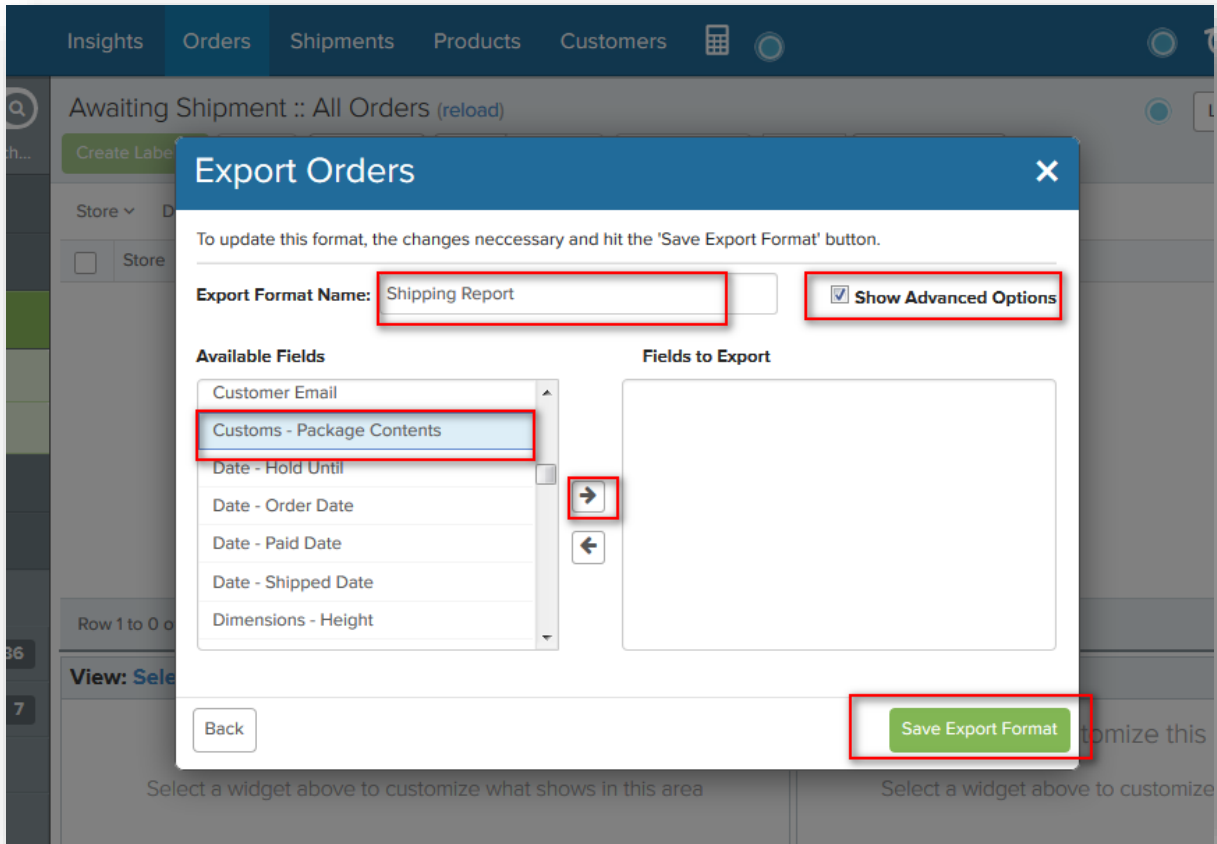
Order Export Format

Orders Export

Create a New Format

Cancel Export

If a package description is already included in one of the reports, generate:



Insights Orders Shipments Products Customers

Awaiting Shipment :: All Orders (reload)

Export Orders

To update this format, the changes necessary and hit the 'Save Export Format' button.

Export Format Name: Shipping Report Show Advanced Options

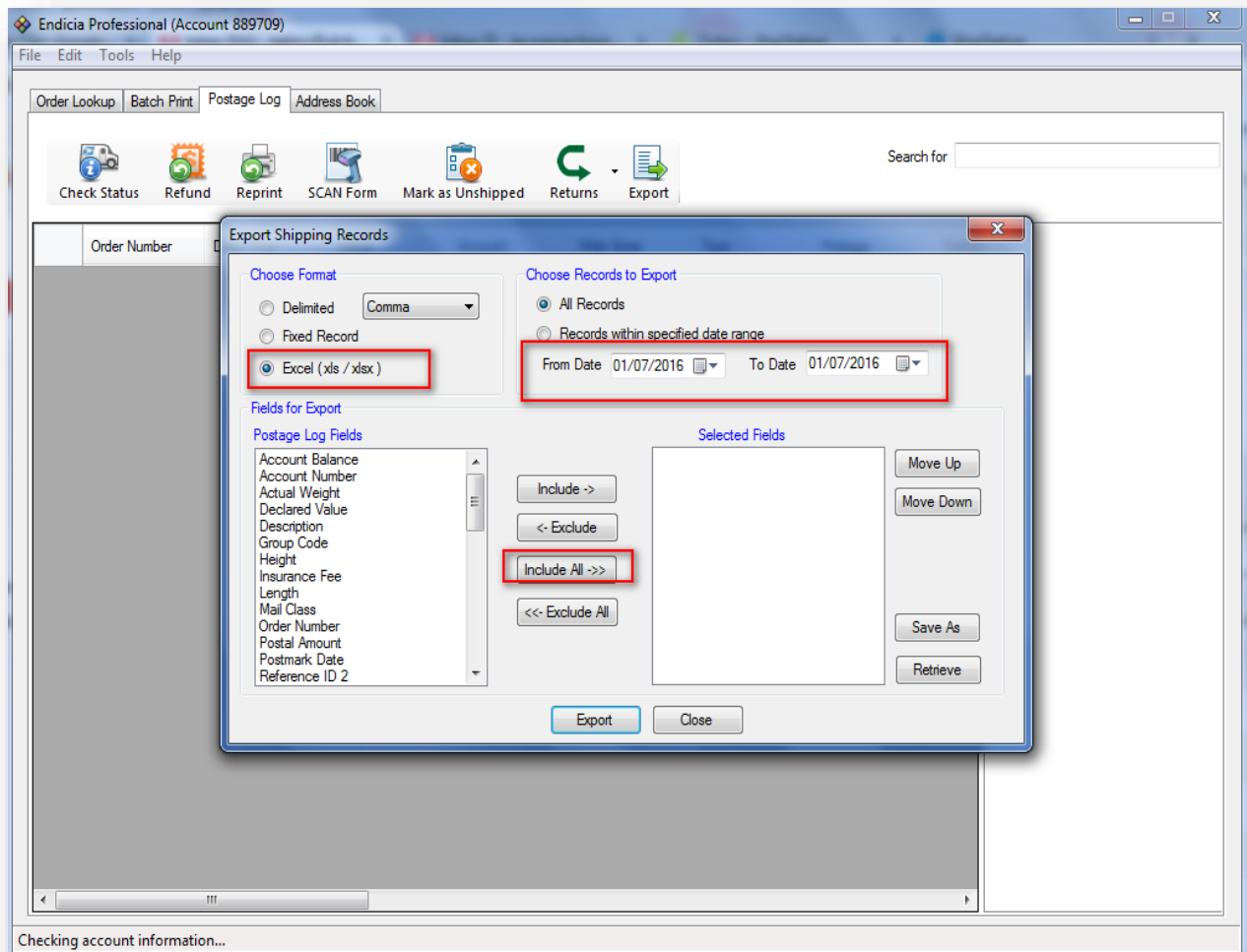
Available Fields

- Customer Email
- Customs - Package Contents
- Date - Hold Until
- Date - Order Date
- Date - Paid Date
- Date - Shipped Date
- Dimensions - Height

Fields to Export

Back

Generate a shipping report in **Endicia**:



To generate a shipping report in **ShippingEasy**:

- Reports
- Snapshot
- ShippingReports
- Complete Shipping Report
- Export
- Now

