



TechNote #134. Rev. 02.18.2014

Department mapping can be found in PostalMate by choosing **Tools > PostalMate Settings**. Select **Departments & Products** and click on **Map** button.

ng Products Register				
Carrier Service	Shipping Charges	Insurance Charges	• (To map, select one or
DHL Express Worldwide	DHL	Insurance		more services then
DHL Express Worldwide Letter	DHL	Insurance		from drop-down list(s).
DHL GM Smartmail Parcel	DHL	Insurance		
DHL GM Smartmail Parcel Plus	DHL	Insurance		Select All
FedEx 2Day	Federal Express	Insurance		Chinesian diseases
FedEx 2Day A.M.	Federal Express	Insurance		Shipping charges:
FedEx 2Day A.M. Envelope	Federal Express	Insurance		DHL 👻
FedEx 2Day A.M. Envelope [AK/HI origi	n] Federal Express	Insurance		Insurance charges:
FedEx 2Day A.M. [AK/HI origin]	Federal Express	Insurance		Insurance 👻
FedEx 2Day A.M. [AK]	Federal Express	Insurance		
FedEx 2Day A.M. [AK] Envelope	Federal Express	Insurance		
FedEx 2Day AK/HI	Federal Express	Insurance		Labor charges:
FedEx 2Day [AK/HI origin]	Federal Express	Insurance	Ŧ	Packing Service 👻

Shipping tab

The Shipping tab is for mapping Carrier Services, Insurance and Labor charges to departments.

- Click on one or more shipping services, or use the **Select All** button to map all carrier services or insurance charges at one time, to the same department. (You can select multiple carrier services by highlighting one and dragging your mouse.)
- From the **Shipping Charges** drop down list on the right, choose the department where you want the shipping charges to go.
- From the **Insurance charges** drop-down, choose the department where you want the shipping insurance charges to go.
- Use the Labor charges drop-down to assign a department for Pro Pack labor charges.



Products tab

The **Products tab** is for mapping products to departments. Here you can easily check or change which department specific products are mapped to.

ng Products Register					
Product	Department	*	To map, select one or more products the		
BOX 16x16x16	Packing Supply		choose department from drop	ent from arop-down list.	
BOX 16x16x8	Packing Supply		Greeting Cards		
BOX 17x11x3	Packing Supply		Outsource Vendor PA + Comm Packing Supply Phone Cards Phone Cards Comm Printing Self Service Copy		
BOX 18x12x8	Packing Supply				
BOX 18x18x12	Packing Supply				
BOX 18x18x18	Packing Supply				
BOX 19x12x3	Packing Supply				
BOX 20x14x6	Packing Supply		Stamps		
BOX 20x16x16	Packing Supply				
BOX 20x20x12	Packing Supply				
BOX 20x20x20	Packing Supply				
BOX 22B 22x22x22	Packing Supply				
BOX 22x22x8	Packing Supply	-			

Register Activities tab

The **Register Activities** tab is for mapping specific types of register activities.

Map to Departm	nents		×
Map to De	epartments		
Shipping Produ	icts Register		
Use the Benort hutton on	Activity	Department	
any of the take to print a list	Charge Account Late Fee	Misc. Non-Taxable 🔹	
any of the tabs to print a list	Forfeit Debit/Fwd Deposit	Misc. Non-Taxable	
of all Shipping services,	Forfeit Register Deposit	Misc. Non-Taxable	
Products and Register			
Activities an the			
departments they are			
mapped to.			
T			
Report	:	и К	Cancel ? Help