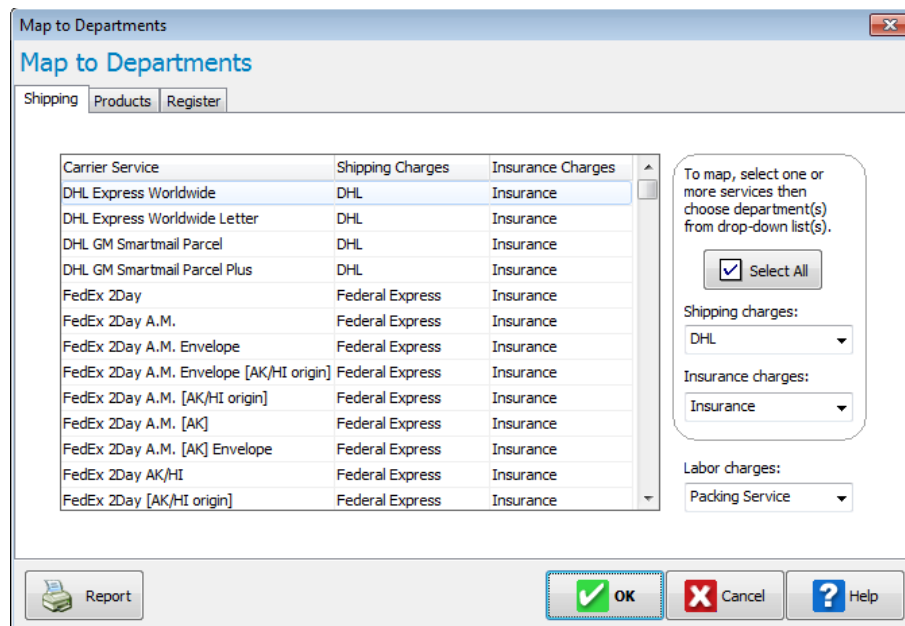Department mapping can be found in PostalMate by choosing **Tools > PostalMate Settings**. Select **Departments & Products** and click on **Map** button.
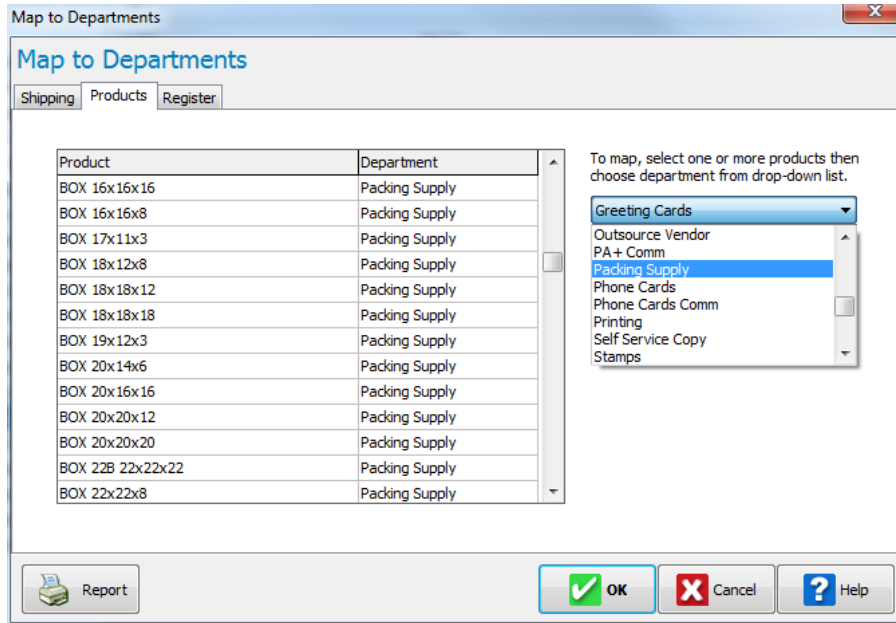

Shipping tab

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.

Questions? Phone: 760.410.1677 | Email: support@pcsynergy.com

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.

Register Activities tab

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

Use the **Report** button on any of the tabs to print a list of all **Shipping** services, **Products** and **Register Activities** an the departments they are mapped to.