

Package Type

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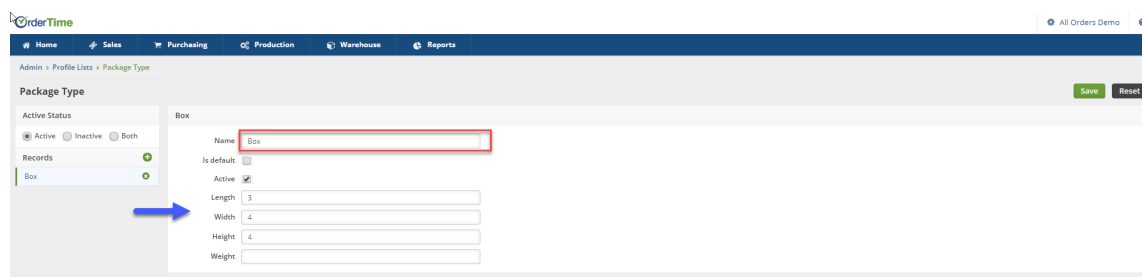
Overview

The Package Type function allows you to specify shipping dimensions for your packages. Packages are used to line items to boxes or pallets on [Ship Docs](#).

Adding a Package Type

To access the Discount settings, click on the Gear icon in the upper right corner of the screen. Under the General section, click on **Profile Lists**. On the **Profile Lists**, under the Shipping section click on Package Type.

To enter a Package Type, you must first give your new Package Type a name, select if this Package Type is the default option, select if this Package Type is Active, as well as, the Length, Width & Height of the Package.



The screenshot shows the OrderTime software interface. The top navigation bar includes Home, Sales, Purchasing, Production, Warehouse, and Reports. The main content area is titled 'Package Type' and contains a form for adding a new package type. The form has the following fields:

- Name: Box
- Is default:
- Active:
- Length: 3
- Width: 4
- Height: 4
- Weight:

On the left side, there is a 'Records' section with a table showing one record: 'Box'. A blue arrow points to this record.