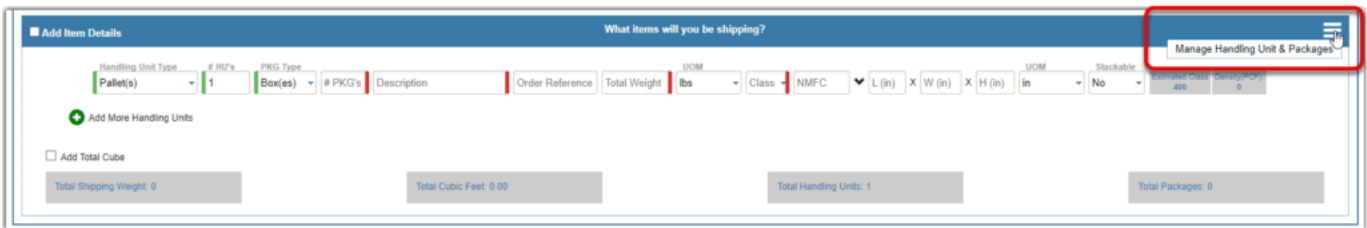


Adding Handling Units and Packages

On the **Ship It** page, Kuebix allows you to edit the Handling Units and Packages drop-down lists by activating additional items and by adding your own items.

1. On the **Ship It** page, scroll to the **What items will you be shipping?** section at the bottom of the page.
Click the **triple bar icon** in the top right of the section and select **Manage Handling Unit & Packages**.

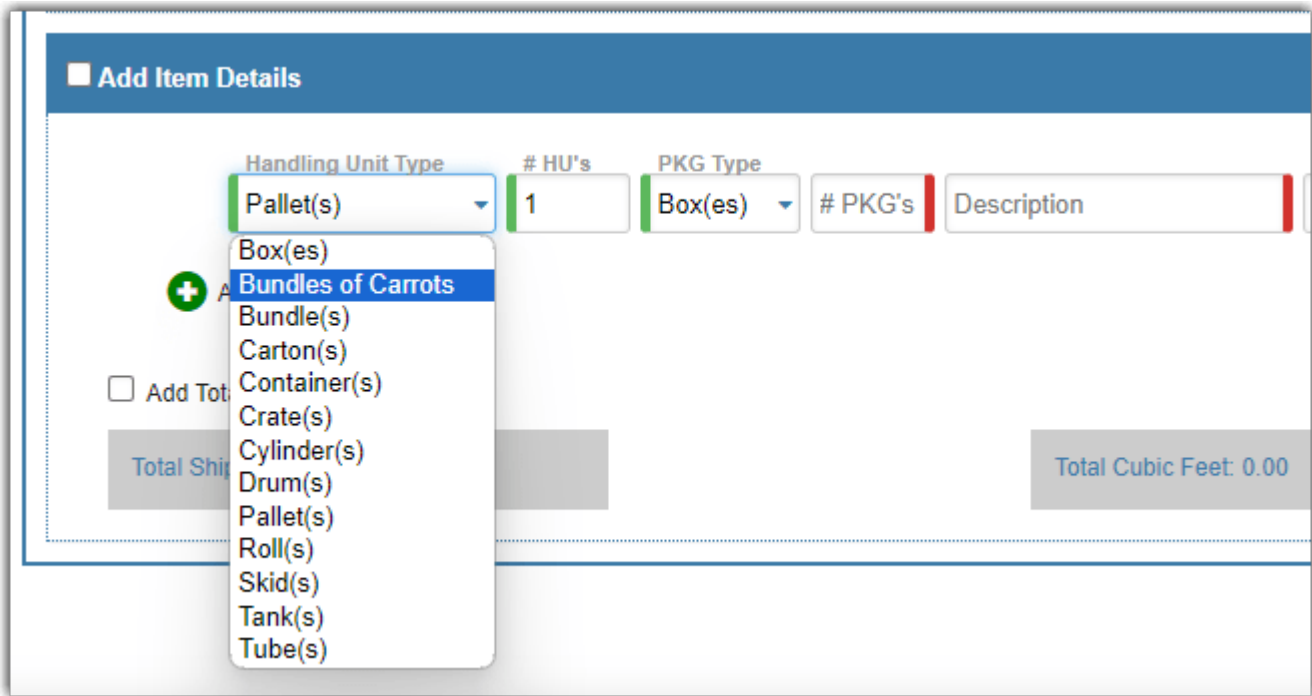


2. The **Saved Handling Units and Packages** window appears.
To edit an existing item, click the **pencil icon** in the **Actions** column, next to the desired handling unit or package.

Actions	Active	Show As	Name	Length	Width	Height	Tare Wt.	Max Wt.	Must Enter PKGs	Mode(s) Available
 	<input checked="" type="checkbox"/>	Handling Unit	Box(es)						<input type="checkbox"/>	Parcel,LTL,TL,Multistop TL
 	<input checked="" type="checkbox"/>	Package	Box(es)						<input type="checkbox"/>	Parcel,LTL,TL,Multistop TL
  	<input checked="" type="checkbox"/>	Handling Unit	Bundles of Carrots						<input checked="" type="checkbox"/>	Parcel,LTL,TL,Multistop TL

3. Once the item is editable, you can turn it on/off (using the **Active** box),

change the name, if packages are required, etc. After any edits have been made, click the **green check mark** to save your changes. This item should now be available on the **Ship It** page.



The screenshot shows a web form titled "Add Item Details". It contains several input fields: "Handling Unit Type" (a dropdown menu), "# HU's" (a text input with "1"), "PKG Type" (a dropdown menu with "Box(es)"), "# PKG's" (a text input), and "Description" (a text input). A dropdown menu is open under "Handling Unit Type", listing options: "Pallet(s)", "Box(es)", "Bundles of Carrots" (highlighted in blue), "Bundle(s)", "Carton(s)", "Container(s)", "Crate(s)", "Cylinder(s)", "Drum(s)", "Pallet(s)", "Roll(s)", "Skid(s)", "Tank(s)", and "Tube(s)". To the left of the dropdown is a green plus icon in a circle. Below the dropdown is a checkbox labeled "Add Tot". At the bottom right of the form, there is a grey box labeled "Total Cubic Feet: 0.00".

Add your own Handling Unit and/or Package Type.


You can add a new Handling Unit and/or Package Type using the same process as above, and then click **Add New HU/PKG**.

1. Enter in the specifics of your package type including dimensions and tare weight.



The screenshot shows a horizontal form bar. On the left, there is a red-bordered button with a green plus icon and the text "Add New HU/PKG". To its right are several input fields: a dropdown menu labeled "Handling Unit", a yellow highlighted text input, and several empty text input fields. On the far right, there is a dropdown menu labeled "Select Mode(s)".

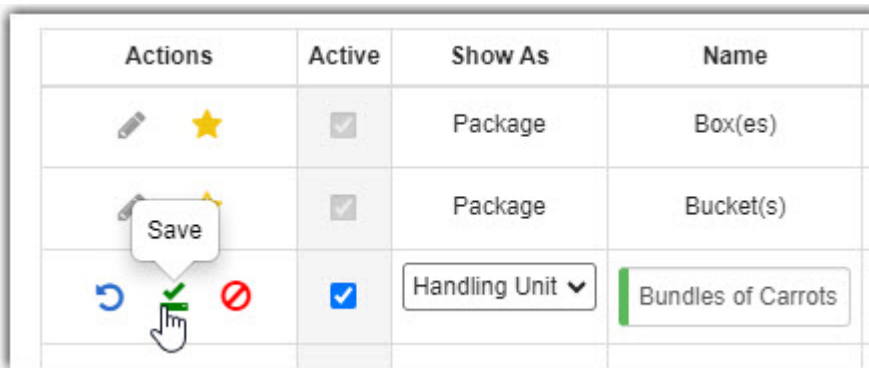
2. Select the check box “Must Enter PKGs” for the package count to be required when creating line items.



Actions	Active	Show As	Name	Length	Width	Height	Tare Wt.	Max Wt.	Must Enter PKGs	Mode(s) Available
	<input checked="" type="checkbox"/>	Package	Box(es)	0	0	0	0		<input checked="" type="checkbox"/>	LTL,TL
	<input checked="" type="checkbox"/>	Handling Unit	pallet						<input checked="" type="checkbox"/>	Parcel,LTL,TL,Multistop TL

Add New HU/PKG

3. Select the **Active** box and then click the **green check mark** in the **Actions** column to save the new item.



Actions	Active	Show As	Name
	<input checked="" type="checkbox"/>	Package	Box(es)
	<input checked="" type="checkbox"/>	Package	Bucket(s)
	<input checked="" type="checkbox"/>	Handling Unit	Bundles of Carrots

You can also set your default Handling Unit and/or Packages from this same window, by clicking on the Star in the left column.



Actions	Active	Show As	Name	Length	Width	Height	Tare Wt.	Max Wt.	Must Enter PKGs	Mode(s) Available
	<input checked="" type="checkbox"/>	Package	Bale(s)						<input type="checkbox"/>	Parcel,LTL,TL,Multistop TL
	<input checked="" type="checkbox"/>	Handling Unit	Box(es)						<input type="checkbox"/>	Parcel,LTL,TL,Multistop TL
	<input checked="" type="checkbox"/>	Package	Box(es)						<input type="checkbox"/>	Parcel,LTL,TL,Multistop TL
	<input checked="" type="checkbox"/>	Package	Bucket(s)						<input type="checkbox"/>	Parcel,LTL,TL,Multistop TL

4. Once you’ve completed any updates, click the red **Close** button.