



Contact us at: [support@uniwin.se](mailto:support@uniwin.se)

## Unifaun Integration App – Link to Print

Last Modified: 2019-Jan-05

### Reading guide

I will mark all buttons like this: **This is a button**

Important marks will be highlighted in yellow text. **This is important**

### Link to Print

Link to print is a flexible function that means you can allow someone else to receive an e-mail with a link to a document, instead of you using your printer to print the item sent. The person printing the document does not need his or her own login to Unifaun Online. This functionality is particularly useful when you can prepare a printout for someone who needs to send something to you or to someone else, and where you want to control transport.

**The user should have a Unifaun Plus Account to use Link to Print option.**

### How to enable Link to Print in Unifaunonline.se/Pacsoftonline.se?

#### Steps:

1. Login into your Unifaunonline.se/Pacsoftonline.se account
2. Go to Maintenance - > Printing Favorites
3. Click -> **New Printing Favorite** Button
4. Enter your printing favorite name under the heading "Basic Information"

#### New Favorite

**Finish** **Cancel**

##### Basic Information

Name	<input type="text" value="Mypack"/>
Description	<input type="text"/>
Use article level	<input type="checkbox"/>

5. Click **Change** Button under the heading "Senders and Receivers" and Choose your Default sender value and click **OK**.

**Sender**

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Source Sender / Receiver  
**Change**

Filter No filter is active.  
**Change**

**Default Sender** - None -  
☐ Hidden ☐ Locked

Search Value  Quick ID  Starts with   
**Search**

Default mode ☐ Register New/Edit Selected ☒ Select from Adress Book

Locked to default mode ☐

Never propose a Sender ☐

Mandatory search value ☐

Only exact search ☐

6. Click **Change** Button under the heading "Service and Addons" and Choose your service from Dropdown and click **OK**.

**Service**

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Filter No filtering is active.  
**Change**

Service - None -

Normal label PostNord EMS (brev/dokument)

Return label PostNord EMS (paket/varor)

Hide selection of label PostNord Express - Expresspaket

Use sender address on label PostNord Groupage SE

**Addons** PostNord International Parcel

Filter **PostNord MyPack Collect**

Age check PostNord MyPack Collect outside Nordic countries (Sweden)

Alcoholic beverage PostNord MyPack Home

Barcode PostNord MyPack Home outside Nordic countries (Sweden)

Barcode PostNord MyPack Home Small

Behållarhyra / Pallet PostNord Pallet (Sweden)

Carry out PostNord Parcel

+ Cash On Delivery / Giro PostNord Parcel outside Nordic countries

+ Collection Request / Returuppdrag PostNord Return Drop Off (Sweden)

PostNord Return Drop-off outside Nordic countries (Sweden)

7. Click **Change** Button under the heading "Options" and enable Link to print and Send Email and fill from email address and to email address and click **OK**.

### Options

☒ Send parcel id (Email, no charge) ☐ Hidden ☐ Locked ☐ Select if valid

☒ Link to print (normal) ☐ Hidden ☐ Locked ☐ Select if valid

☒ Send Email ☐ Hidden ☐ Locked

Email Address From  ☐ Hidden ☐ Locked

Email Address To  ☐ Hidden ☐ Locked

Email Address (copy)  ☐ Hidden ☐ Locked

Email Address (blind copy)  ☐ Hidden ☐ Locked

Message

Language  ☐ Hidden ☐ Locked

8. Click **Finish**

## New Favorite

**Finish**

**Cancel**

### Basic Information

Name  \*

Description

Use article level ☐

9. Submit your created printing favorite to our app

Unifaun XML / Data Synchronization

unifaun

Transport Administration

Unifaun Online Integration by Uniwin®

Account Settings

General Settings

Printing Favorites

Mapping

Manual Sync

Support

Printing Favorite Name

Submit

Printing Favorite Name	Edit	Delete
Mypack	Edit	Delete

8. Create mapping with the printing favorite

Unifaun XML / Data Synchronization

unifaun

Transport Administration

Unifaun Online Integration by Uniwin®

Account Settings

General Settings

Printing Favorites

Mapping

Manual Sync

Support

Mapping Shipping Services

Shipping Options

- Select -

Shipping Company

- Select -

Service Type

- Select -

Add Mapping

Current Mappings

Shipping Option ID	Shipping Option	Service ID	Service Name	Edit	Delete
116492435526	Standard Shipping		Mypack	-	Delete

9. Create a new order from your shop using mapped shipping option

10. Go to Manual sync tab and click **Print** from the respective order then the link will be sent to your specified email address

Unifaun XML / Data Synchronization by Uniwin

**unifaun** Transport Administration  
Unifaun Online Integration by Uniwin®

Account Settings General Settings Printing Favorites Mapping **Manual Sync** Support

Order Status : ☒ Open ☐ Any   Total Orders: 1

Sales Channel	Financial Status	Fulfilment Status	Order	Datetime	Total	Synced	Print	Track	Carrier Tracking	Sync
Online Store	pending		<u>1001</u>	1:37am on Saturday 5th January 2019	210.00 SEK	Yes	<b>Print</b>	-	>>	>>

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11. Please check your Inbox, you will receive the link.

**+ Write Mail** Mail 1-1 of 1 < >

Inbox 27913 Search Mail

Drafts ☐ Sort: Date Show: All

Sent

Trash

Spam 888

FOLDERS

Create new folder +

Errors 249

Mail 1

**noreply.posten@pacsoftonline.se** 12:10

**Länk till utskrift från Uniwin till Priya D**

-- Thank You --