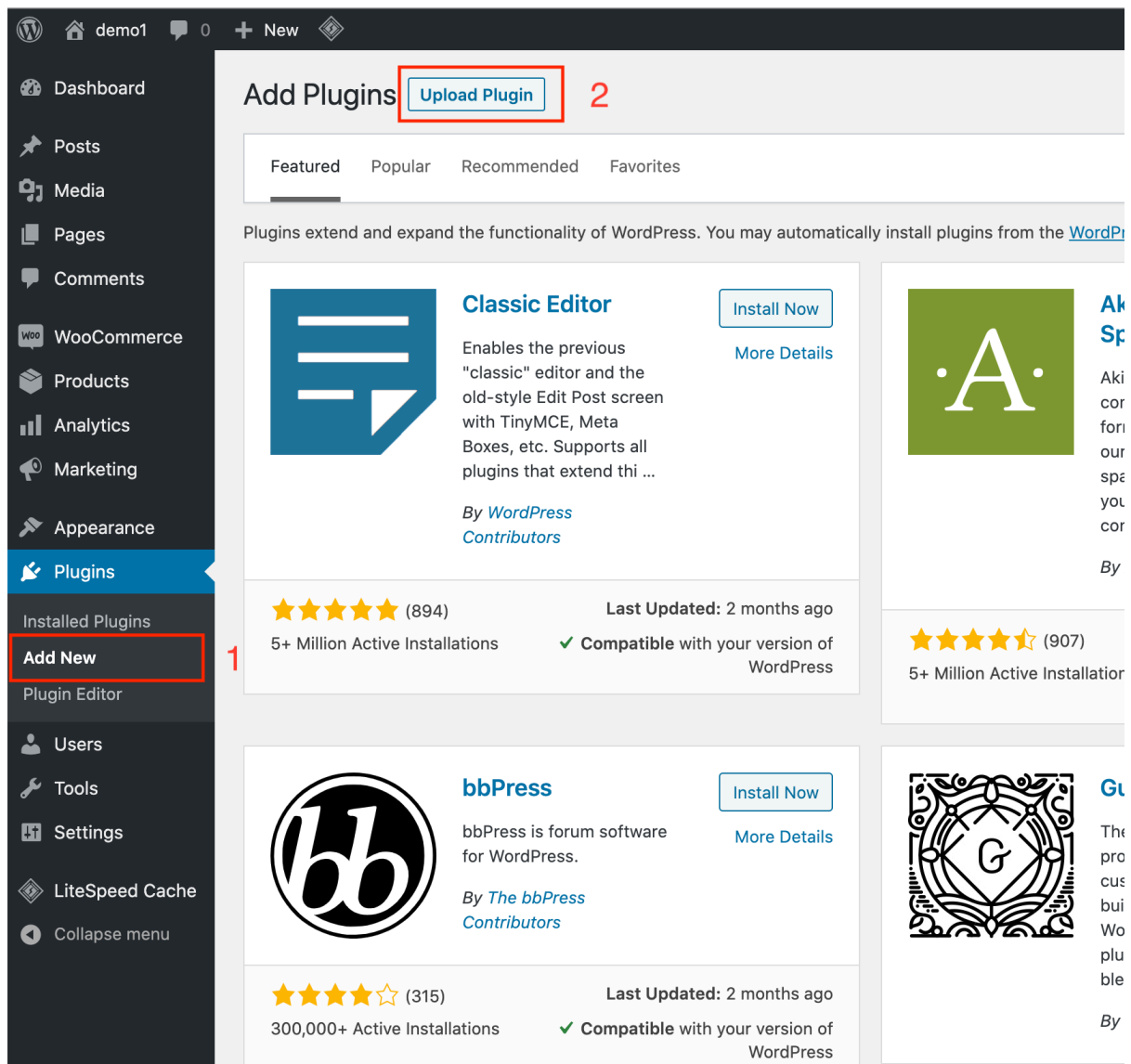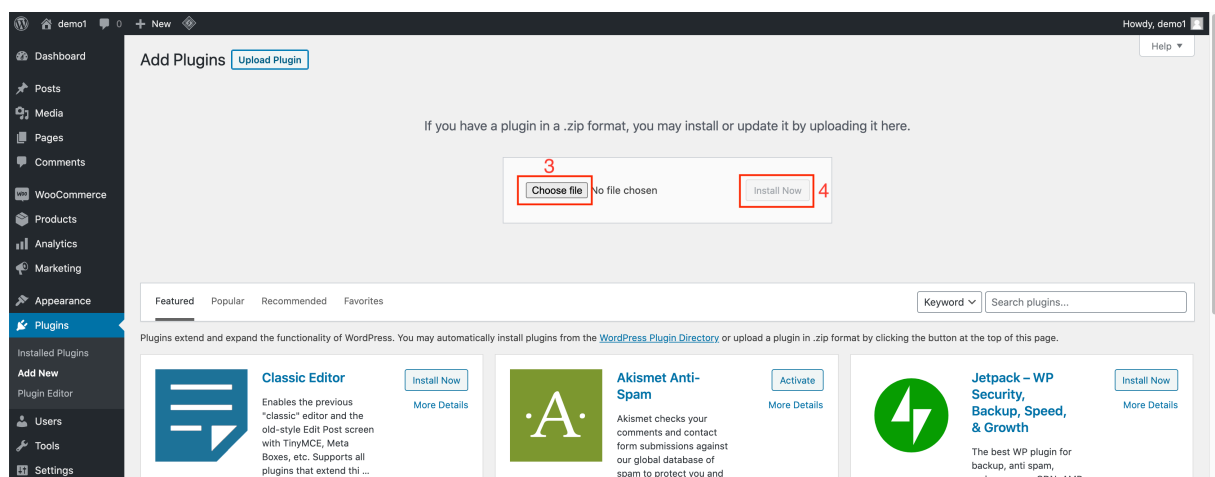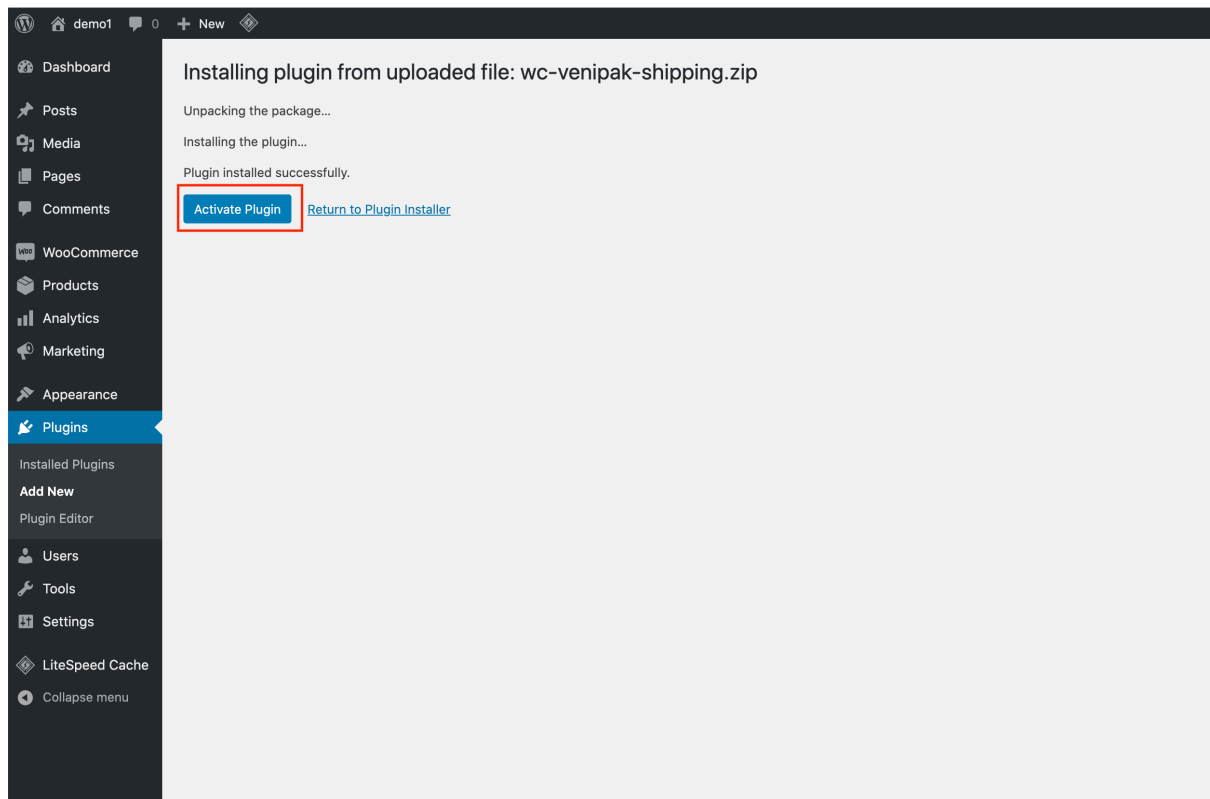# Shipping with Venipak for WooCommerce

Version 1.0.0

1. First, you need to download the plugin from the source (which will be a zip file). Next, you need to go to WordPress admin area and visit **Plugins » Add New** page.

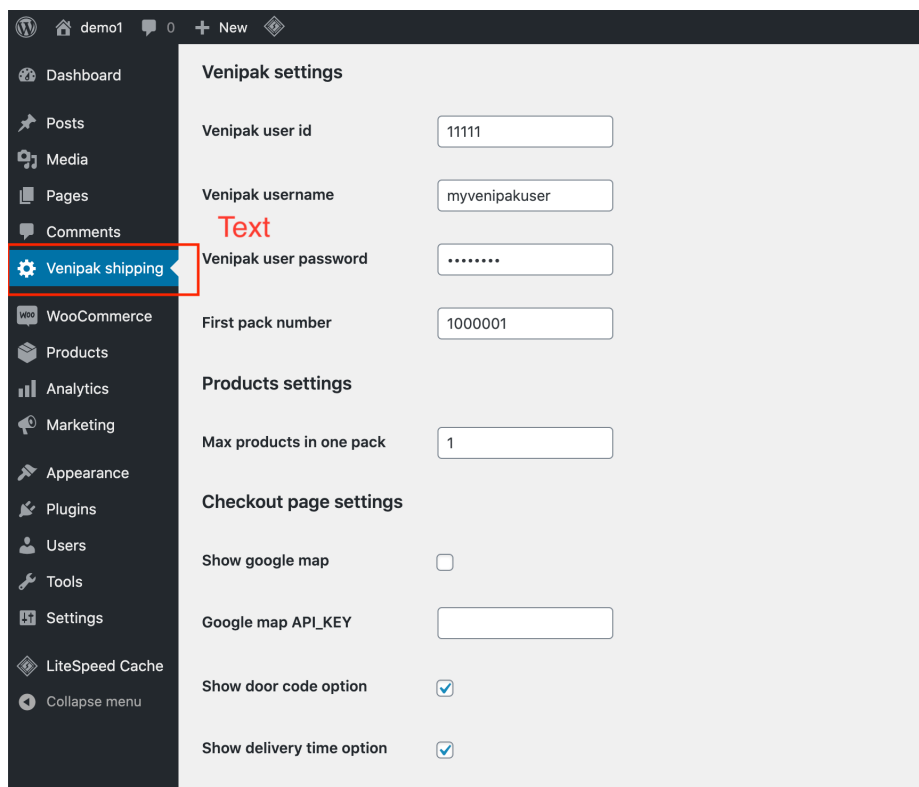2. After that, click on the 'Upload Plugin' button on top of the page.

3. This will reveal the plugin upload form. Here you need to click on the '**Choose File**' button and select the plugin file you downloaded earlier to your computer. After you have selected the file, you need to click on the '**Install Now**' button.
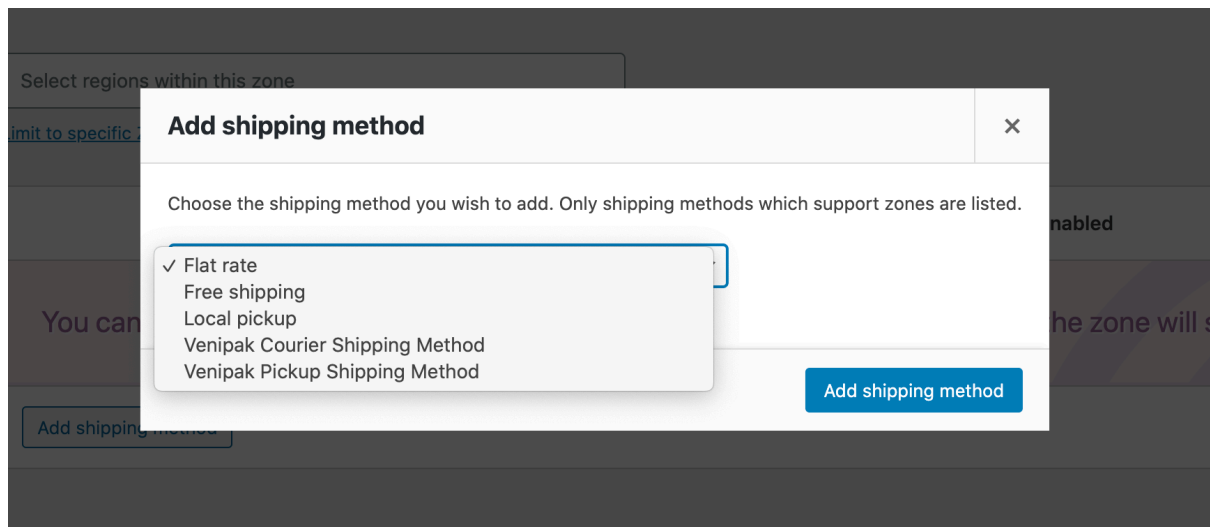
4. WordPress will now upload the plugin file from your computer and install it for you. You will see a success message like this after the installation is finished. Once installed, you need to click on the Activate Plugin link to start using the plugin.
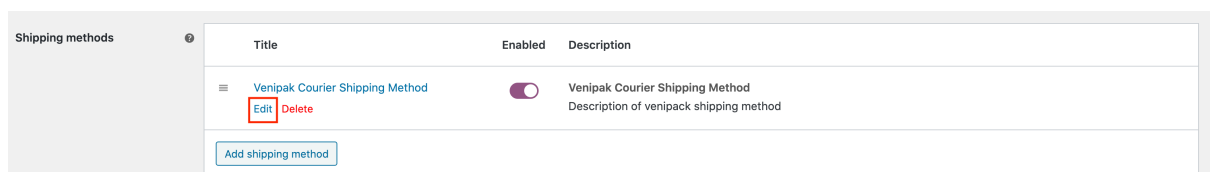

5. You would have to configure the settings to fit your needs. You need to visit plugin configuration **Venipak shipping** page.
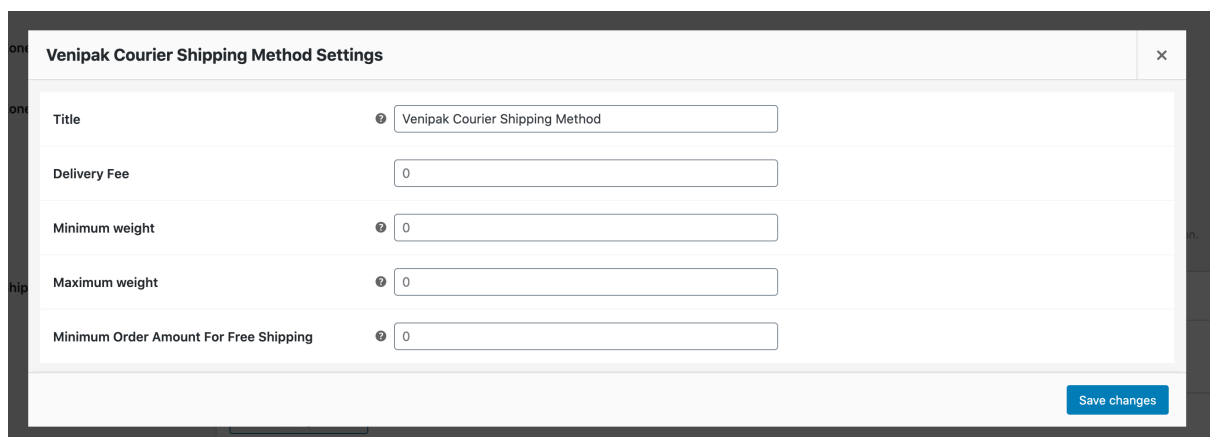
6. After configuration, venipak courier and pickup shipping methods will be available in woocoomerce shipping settings.
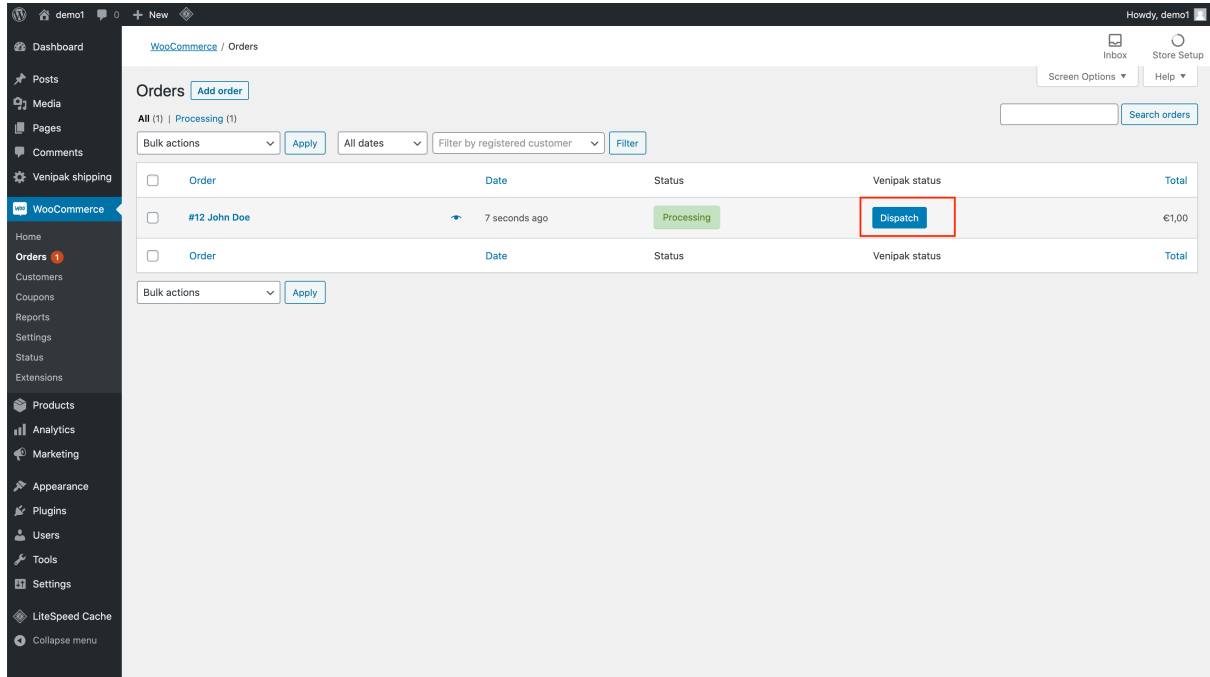

7. After you have added the shipping method, you need to click on the 'Edit' button.

8. This will reveal the method settings form. You would have to configure the settings to fit your needs.

9. As a shop owner, you will be able to dispatch order to Venipak system only with one click. This function available only for orders with status "Processing".