



City-Link Express Wordpress Plugin Tutorial

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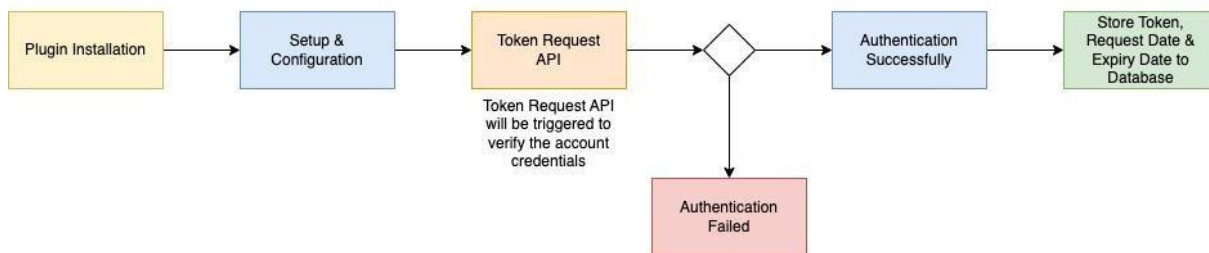
City-Link Express WordPress Plugin

The following document describes the requirements, architecture as well as the data dictionary for the plugin and extension.

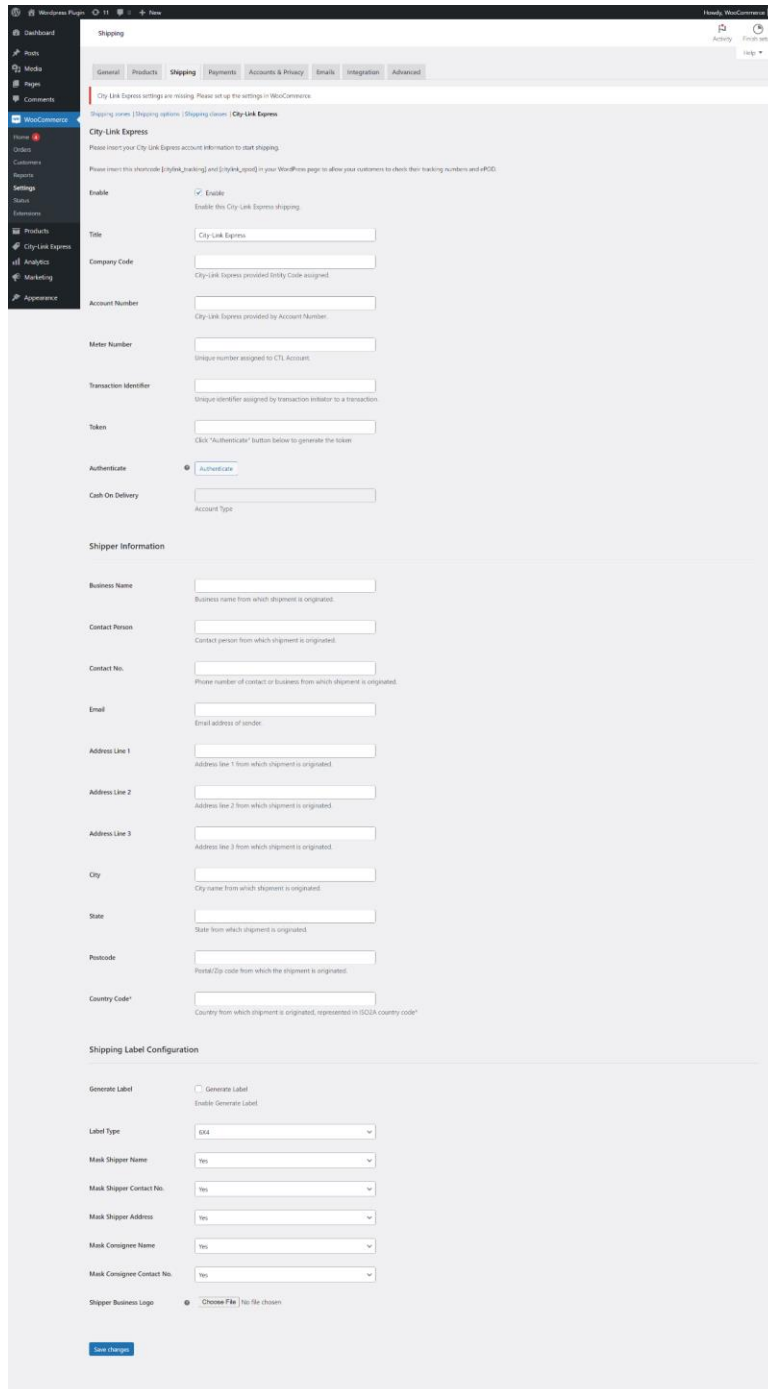
Plugin Setup & Configuration Flows Chart

The following describe the process of installing the plugin as well as first time setting it up.

Plugin Setup & Configuration



The generated token will be stored in the website database together with the expiration date. Website admin users will be able to perform one time setup via the following screen. (WooCommerce > Settings > Shippings > City-Link Express)



Shipping

City-Link Express settings are missing. Please set up the settings in WooCommerce.

Shipping zones | Shipping options | Shipping classes | **City-Link Express**

City-Link Express

Please insert your City-Link Express account information to start shipping.

Please insert this shortcode `[citylink_tracking]` and `[citylink_quote]` in your WordPress page to allow your customers to check their tracking numbers and #PSD.

Enable Enable
Enable the City-Link Express shipping.

Title

Company Code
City-Link Express provided Entity Code assigned.

Account Number
City-Link Express provided by Account Number.

Meter Number
Unique number assigned to CTL Account.

Transaction Identifier
Unique identifier assigned by transaction initiator to a transaction.

Token
Click "Authenticate" button below to generate the token.

Authenticate Authenticate

Cash On Delivery
Account Type

Shipper Information

Business Name
Business name from which shipment is originated.

Contact Person
Contact person from which shipment is originated.

Contact No.
Phone number of contact or business from which shipment is originated.

Email
Email address of sender.

Address Line 1
Address line 1 from which shipment is originated.

Address Line 2
Address line 2 from which shipment is originated.

Address Line 3
Address line 3 from which shipment is originated.

City
City name from which shipment is originated.

State
State from which shipment is originated.

Postcode
Postal/Zip code from which the shipment is originated.

Country Code*
Country from which shipment is originated, represented in ISO3166 country code*

Shipping Label Configuration

Generate Label Generate Label
Enable Generate Label.

Label Type

Mask Shipper Name

Mask Shipper Contact No.

Mask Shipper Address

Mask Consignee Name

Mask Consignee Contact No.

Shipper Business Logo Choose File | No file chosen

[Save changes](#)

Information to be Filled Up During Setup & Configuration

The following information will only be required to be filled out by the website admin once during setup and will be stored as global variables to be used throughout the shipping request creation process.

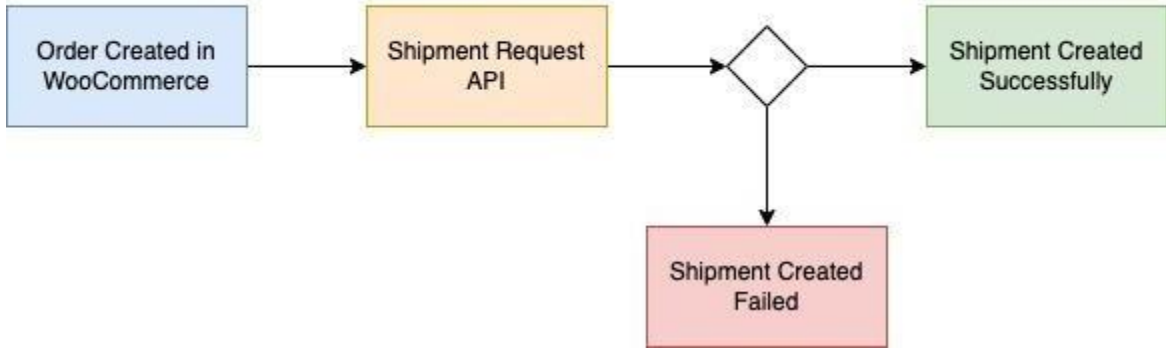
Fields	Details
Enable	To enable the City-Link Express shipping.
Title	Title to be displayed to the customer during checkout (TBC)
Company Code	City-Link provided Entity Code during registration.
Account Number	City-Link provided Account Number.
Meter Number	Unique number assigned to CTL account.
Transactions Identifier	To be filled out by website admin as an unique identifier during transactions.
Shipping Information	
Business Name	Business name from which shipment originated.
Contact Person	Contact person from which shipment originated.
Contact No.	Contact number of the business which shipment originated.
Email	Email address of sender.
Address Line 1	Address line 1 from which shipment originated.
Address Line 2	Address line 2 from which shipment originated.
Address Line 3	Address line 3 from which shipment originated. (optional)
City	City name from which shipment originated.
State	State from which shipment originated.
Postcode	Postal/Zip code from which the shipment originated.

Country Code	Country from which shipment is originated, represented in ISO2A country code*
Shipping Label Configuration	
Generate Label	To enable / disable label generation.
Label Type	Label size. (Dropdown with values)
Mask Shipper Name	Mask Shipper Name in the Label generated.
Mask Shipper Contact No.	Mask Shipper Phone number in the Label generated.
Mask Shipper Address	Mask Shipper Address in the Label generated.
Mask Consignee Name	Mask Consignee Name in the Label generated.
Mask Consignee Contact No.	Mask Consignee Phone number in the Label generated.
Logo	Merchant's / Shipper's Logo to be printed in the Label.

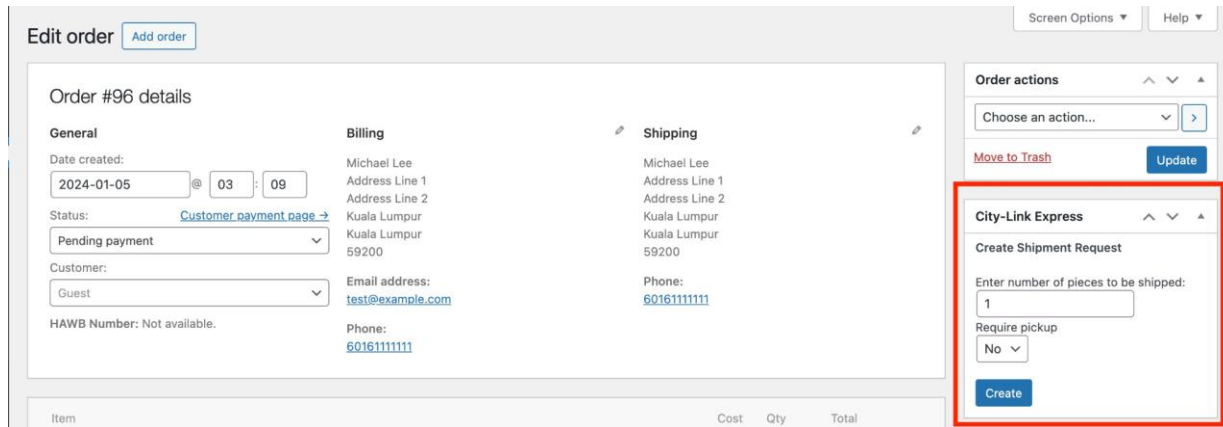
Create Shipment Request

The following describe the process of creating individual shipment requests from WooCommerce to the City-Link Express platform.

Create Shipment Request



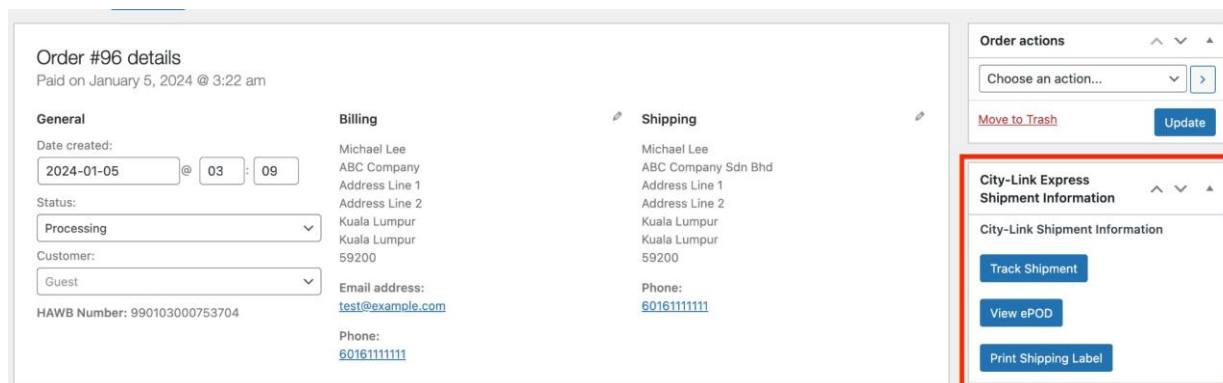
The following screen shows how website admin can create City-Link Express shipment requests from the WooCommerce backend.



To create new City-Link Express Shipment Request

Insert the number of pieces to be shipped, and select Yes / No if the shipment is required to pick up. You will need to set the pick up date if your selection for "Require pickup" is yes. Once the shipment request is created successfully, you will be able to see 3 action buttons

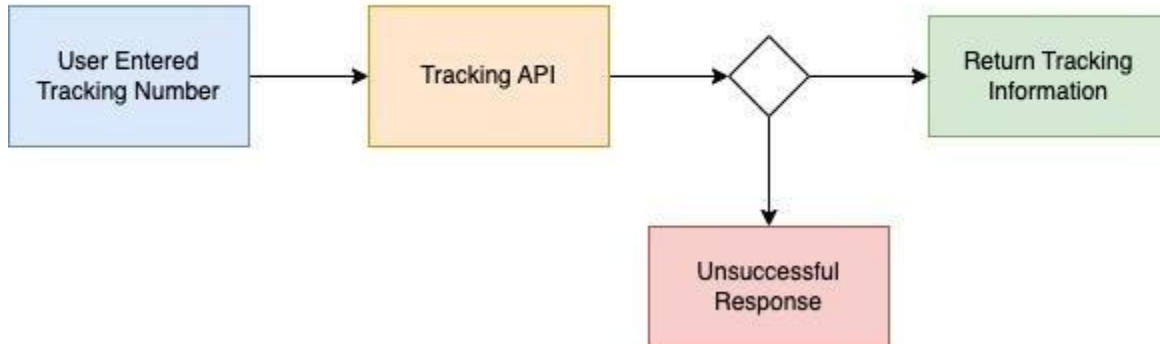
- Track Shipment: click this to check shipment information and track the status.
- View ePOD: click this to view POD & Signature via City-Link tracking number (HAWB Number)
- Print Shipping Label: click this to print the shipping label for this particular order.



Tracking Number

This service allows customers to check shipment information and track the status.

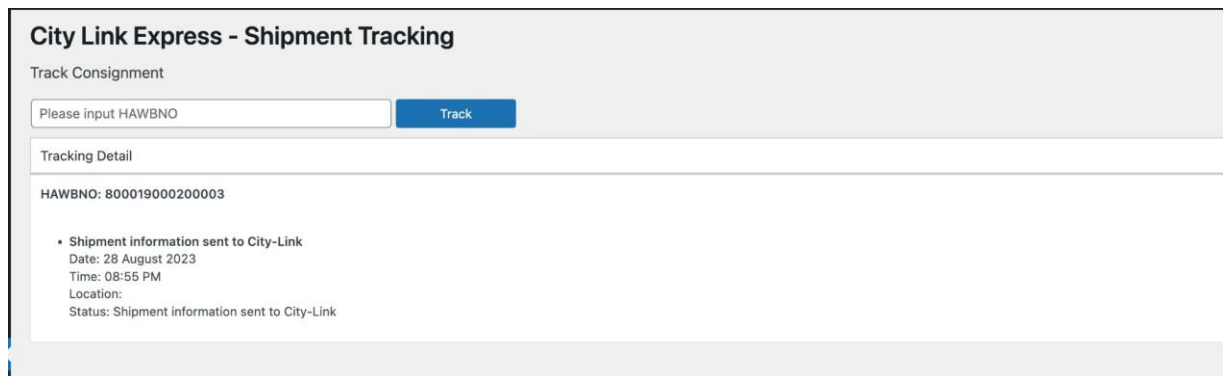
Tracking Shipment



The following shows a basic example on how it will look like. The standard practice would be to provide a basic form for website admin users to insert it to their website and then the website admin will style and adapt it according to their website theme.

You can access this page by 2 ways:

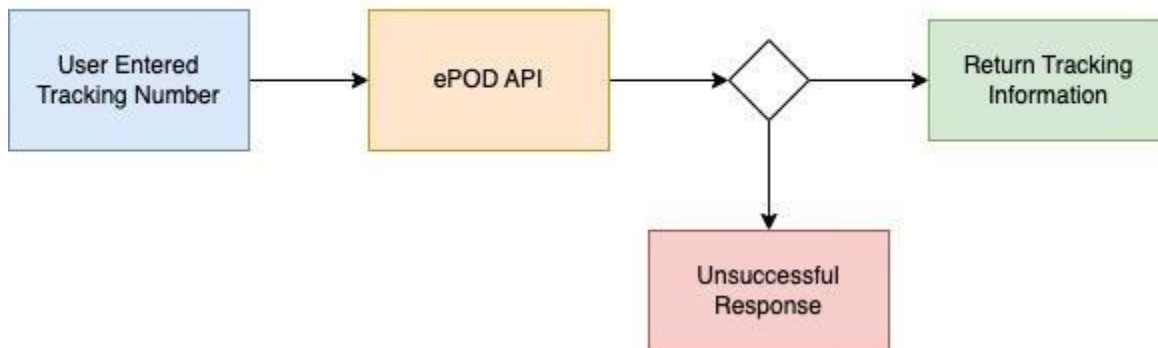
- On your WordPress admin panel left hand side menu, hover to "City-Link Express", then select "Tracking", insert your HAWB No. to the text field and click "Track"
- From your Order Detail page, click "Tracking" button located in the right hand side "Create Shipment Request" section. Please note that this button on will only be shown after successful shipment creation.



Check ePOD

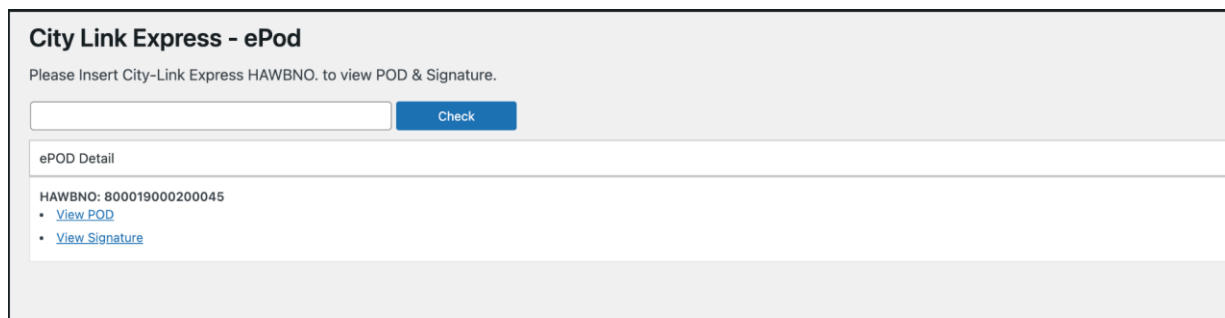
This service allows customers to view POD & Signature via City-Link tracking number (HAWB). As it may contain sensitive information (i.e signature) we will make this page to be only available for logged in users.

ePOD



The following shows a basic example on how it will look like. You can access this page by 2 ways:

- On your WordPress admin panel left hand side menu, hover to "City-Link Express", then select "ePOD", insert your HAWB No. to the text field and click "ePOD"
- From your Order Detail page, click "ePOD" button located in the right hand side "Create Shipment Request" section. Please note that this button will only be shown after successful shipment creation.



Log

This page will log all request and status code and message between the plugin and City-Link express web services. You can view this page from the WordPress admin panel left hand side menu, hover to “City-Link Express”, then select “Log”. The following shows the sample of how the page will look like.

City Link Express Log								
No.	Date	Type	Request	StatusCode	Message	Plugin Version	Wordpress Version	Woocommerce Version
1	26 September 2023, 01:02 AM	Shipment Request	Order ID: #155	02	Token missing in message header	1.0.0	6.3.1	6.5.1
2	26 September 2023, 01:15 AM	Shipment Request	Order ID: #155			WordPress 1.0.0	6.3.1	6.5.1
3	26 September 2023, 01:16 AM	Shipment Request	Order ID: #155			WordPress 1.0.0	6.3.1	6.5.1
4	26 September 2023, 01:18 AM	Shipment Request	Order ID: #155			WordPress 1.0.0	6.3.1	6.5.1
5	26 September 2023, 01:20 AM	Shipment Request	Order ID: #155			WordPress 1.0.0	6.3.1	6.5.1
6	26 September 2023, 01:24 AM	Shipment Request	Order ID: #155			WordPress 1.0.0	6.3.1	6.5.1
7	26 September 2023, 01:41 AM	Shipment Request	Order ID: #155			WordPress 1.0.0	6.3.1	6.5.1
8	26 September 2023, 01:42 AM	Shipment Request	Order ID: #155			WordPress 1.0.0	6.3.1	6.5.1
9	26 September 2023, 01:51 AM	Shipment Request	Order ID: #155			WordPress 1.0.0	6.3.1	6.5.1
10	26 September 2023, 01:52 AM	Shipment Request	Order ID: #155			WordPress 1.0.0	6.3.1	6.5.1
11	26 September 2023, 01:55 AM	Shipment Request	Order ID: #155			WordPress 1.0.0	6.3.1	6.5.1
12	26 September 2023, 01:56 AM	Shipment Request	Order ID: #155			WordPress 1.0.0	6.3.1	6.5.1
13	26 September 2023, 03:12 AM	Shipment Request	Order ID: #155			WordPress 1.0.0	6.3.1	6.5.1

Thank You