

PostalMate Email Notifications Settings - *Tracking Link*

Set-up instructions for Users with an **RS Store Website**

1. From the main menu choose **“Tools > PostalMate Settings”**.
2. Click on **“Email Notifications”** Settings.
4. Click on the **“Tracking Options”** tab and select **“Other website (advanced)”** from the drop-down list.
5. Enter the **“Special tracking URL”** as:

[HTTP://www.yourwebsite.com/Tracking?tracknum=%%TRKNO%%](http://www.yourwebsite.com/Tracking?tracknum=%%TRKNO%%)

Note: Change **“www.yourwebsite.com/Tracking”** to the tracking page address on your store website.

Example:

If your website tracking page URL is: <https://rsdemo.rsstores.net/Tracking>

Then your special tracking URL would be: <https://rsdemo.rsstores.net/Tracking?tracknum=%%TRKNO%%>

6. Use the **Test button** to test your settings. This will test the tracking on a random delivered package.

NOTE: This will only work if the store website is live