



Carrier Board *Pro*

Installation, Update & Reinstall Guide

ShipStore Tech • Built for independent pack & ship stores

Carrier Board Pro is designed for independent pack & ship stores that want clearer, customer-facing carrier pickup information with minimal daily maintenance.

This plugin assumes basic familiarity with installing and managing WordPress plugins. It is intended for WordPress site owners or managers comfortable working inside the WordPress admin.

This guide walks you through installing Carrier Board Pro for the first time, updating an existing installation, or performing a clean reinstall. Follow the section that matches your situation.

For installation, you'll need the latest plugin zip file from ShipStoreTech.com.

First-Time Installation

1. Log in to your WordPress Admin dashboard.
2. Go to Plugins → Add New → Upload Plugin.
3. Upload the Carrier Board Pro ZIP file and click Install Now.
4. After installation completes, click Activate.
5. Go to Carrier Board → License and enter your license key.
6. Visit any Carrier Board admin page once to complete the update to confirm the plugin loaded correctly.

Updating Carrier Board Pro

Updating *correctly* does NOT remove your settings, schedules, colors, or alerts. All data is preserved.

1. Download the latest Carrier Board Pro ZIP file.
2. In WordPress Admin, go to Plugins → Add New → Upload Plugin.
3. Upload the new ZIP file and confirm overwrite if prompted.
4. Activate the plugin if WordPress asks.
5. Visit any Carrier Board admin page once to complete the update.

Clean Reinstall (Advanced / Troubleshooting)

Only follow these steps if instructed or if you are intentionally performing a clean reset.

1. Deactivate Carrier Board Pro.
2. Delete the plugin from Plugins → Installed Plugins.
3. Confirm the plugin folder is removed from /wp-content/plugins/.
4. Reinstall using the First-Time Installation steps above.
5. Re-enter your license key after activation.

After Installation

After activation, review all available Carrier Board Pro modules and settings. Each screen includes inline help text explaining available options, and a separate Help page is available inside the plugin for additional guidance.

We recommend confirming your store hours, carrier selections, and display preferences before sharing the boards publicly on your website.

Trial & Licensing

Carrier Board Pro includes a **7-day trial period** starting at installation.

- During the trial, all boards and settings are fully functional.
- ShipStore Tech branding is always present and is not removed by licensing.
- After the trial expires without a license:
 - – The Inline Board continues to display and is marked “(Unlicensed)”.
 - – The Popup Board and Store Hours displays are disabled and no longer visible.
 - – Admin settings (hours, colors, configuration) become locked.
 - – License reminders appear in the WordPress admin only.

Support

If you need assistance, contact ShipStore Tech support at toolsupport@shipstoretech.com.

Please include your site URL and a brief description of the issue.

This guide reflects the current version of Carrier Board Pro. When updates are available, review release notes and on-screen help before making changes.