ikunix Packivio Free for WooCommerce

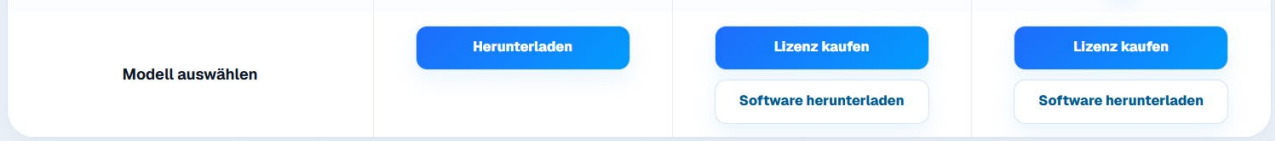
Setting up and using the packing station

ikunix Packivio shows your team which orders are ready to pack. This guide takes you from installing the plugin to recording your first packing session. You'll need an active WooCommerce installation and a WordPress account with permission to install plugins.

1 Download the plugin files

Open the **ikunix Packivio product page**. In the **Free** column, click **Download**. This ZIP file contains the base plugin used by all three plans.

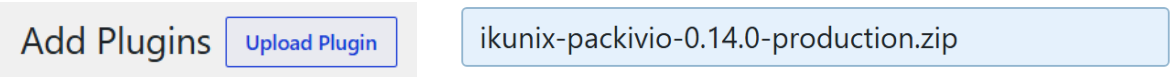
For **Pro or Business**, you'll also need the Premium add-on. Click **Download software** under your chosen plan to get the add-on, and **Buy license** to purchase an activation code for your store.



The columns show Free, Pro and Business from left to right. In the screenshot, "Herunterladen" means "Download" and "Lizenz kaufen" means "Buy license."

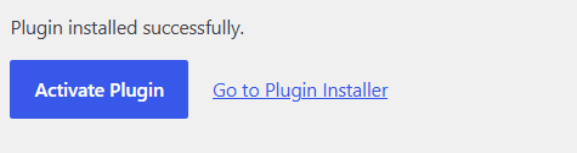
2 Install ikunix Packivio in WordPress

Go to **Plugins › Add Plugin** and click **Upload Plugin**. Click **Choose File**, select the Free ZIP you downloaded and leave it zipped. Click **Install Now**.



On the left, the WordPress upload button. On the right, the selected ikunix Packivio ZIP file.

When WordPress confirms the installation, click **Activate Plugin**. For Pro or Business, repeat the upload and activation steps with the Premium ZIP. Keep the base plugin active.



After installation, WordPress displays the Activate Plugin button.

3 Connect your store

In WordPress, go to **WooCommerce › ikunix Packivio › Plans & pricing**. During setup, click **Connect Free** to enable packing time tracking. The Free plan does not require a license code.

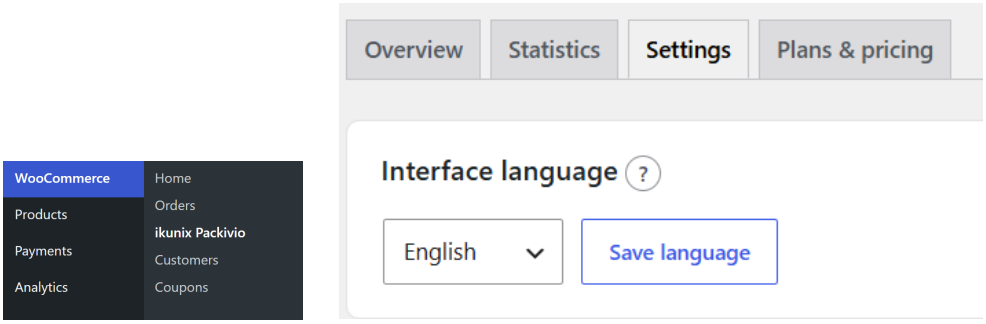
For **Pro or Business**, activate the Premium add-on, enter your code in **Activation code** and click **Activate**. Once payment is confirmed, you'll find the code in your purchase email and alongside your invoice in your IKUNIX account.

Download ikunix Packivio and view license options

Set up the language and team access

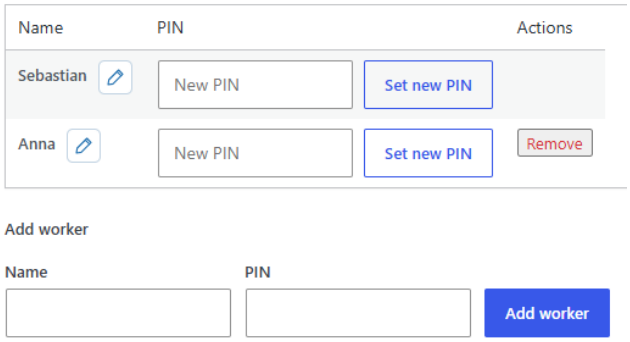
4 Choose a language and create a worker profile

In ikunix Packivio, open **Settings**. Under **Interface language**, select the language your team uses and click **Save language**. The screenshots in this guide show the English interface.



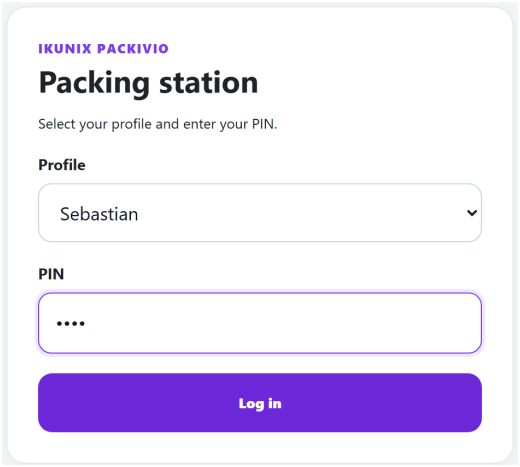
Open ikunix Packivio from the WooCommerce menu (left), then choose the interface language in Settings (right).

Under **Packing staff**, enter the worker's name and a personal PIN, such as a four-digit number. Click **Add worker**. Free supports unlimited packer profiles. Repeat this step for each person on your team.



5 Log in at the packing station

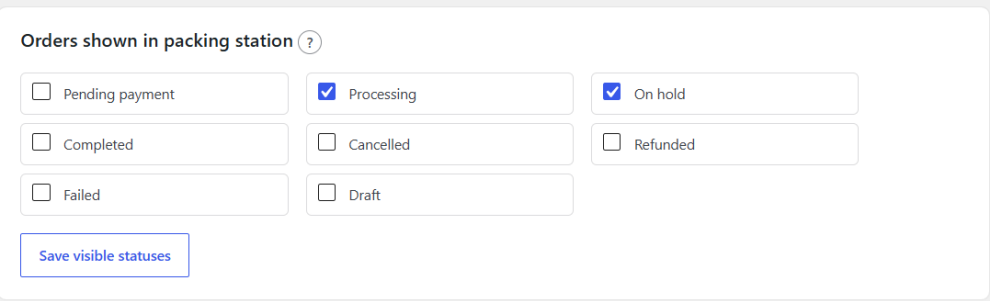
In Settings, copy the **Private station address**. Send the worker the link, their profile name and their PIN. On a tablet, phone or laptop, they can open the link, select their profile, enter their **PIN** and tap **Log in**.



Configure the packing list

6 Choose which order statuses appear

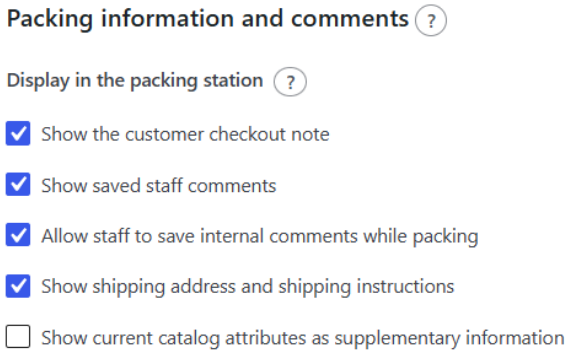
Go to **WooCommerce › ikunix Packivio › Settings › Orders shown in packing station**. Select the statuses your team should work on, then click **Save visible statuses**.



With these settings, the station shows orders that still need packing and have the status Processing or On hold.

7 Choose what the packing team sees

Under **Packing information and comments**, choose whether to show customer checkout notes, staff comments, shipping addresses and instructions, or current catalog attributes. You can also allow staff to save internal comments while packing.



Show fields from other plugins

If another plugin saves information at checkout, such as a requested delivery date, enter its metadata key under **Additional fields from other plugins**. Choose the field for the correct level: order item, order or product. Leave these fields blank if you don't use extra data.

For example, **_engraving_text** can hold an engraving for one order item, **_delivery_date** a delivery date for the entire order, and **_warehouse_bin** a product's storage location. Click **Save settings**, then check an order that contains the value.



Example of order-level metadata. Use the exact keys defined by the plugin that saves the data.

Pack an order

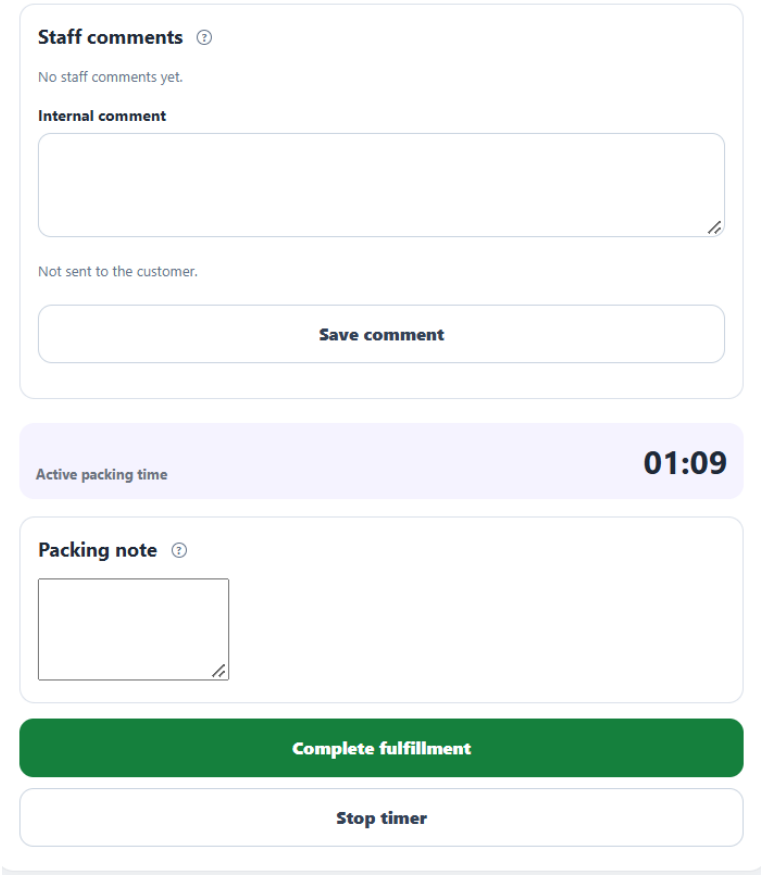
8 Open the order and start the timer

Log in to the packing station, open the order and click **Start fulfillment**. The **Active packing time** timer starts immediately. Pack the items using the quantities and instructions shown.

9 Add a team comment or a packing note

Use **Staff comments** to coordinate with other packers. For example, enter “The second box is on the packing table” under **Internal comment** and click **Save comment**. Only your team sees this comment.

Use **Packing note** to document this packing attempt in the WooCommerce order. If you need to stop, enter the reason here first, such as “Out of stock.”



Staff comments appear at the top. The packing note and the buttons to finish or stop are below the timer.

10 Pause packing or finish the order

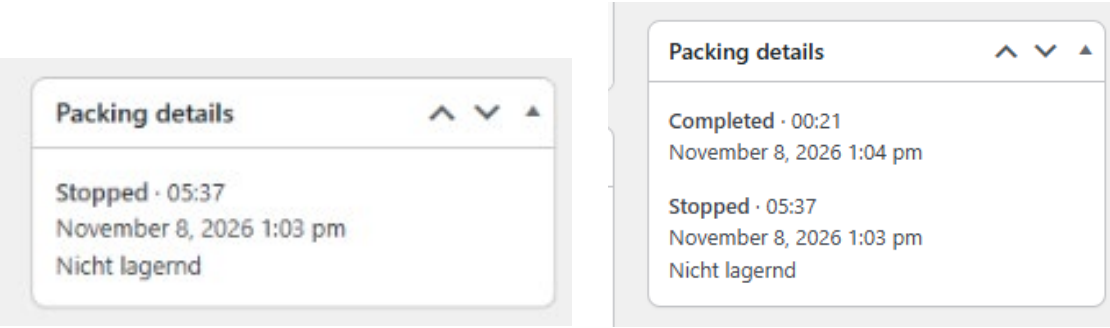
Click **Stop timer** if you need to pause. This ends the current session. The order stays in the packing list as long as its status is selected for the station, so you can start a new session later.

Click **Complete fulfillment** when the order is fully packed. ikunix Packivio records the completed session and removes the order from the packing list.

Review packing history and times

11 Check an individual order

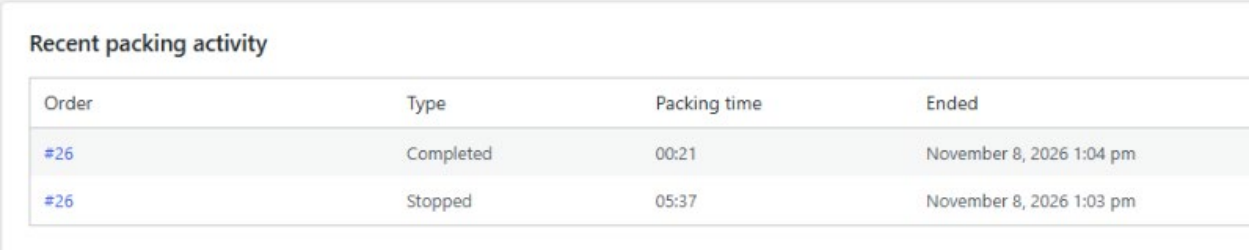
In your store's admin area, go to **WooCommerce › Orders** and click the order number. **Packing details** lists each stopped or completed session with its duration, date, time and any packing note saved for that session.



The same order after the timer was stopped (left) and after packing was completed (right).

12 Read the packing statistics

Open **WooCommerce › ikunix Packivio › Statistics** to see how many sessions are active, stopped or completed. **Recent packing activity** lists the order number, outcome, packing time and end time for each session.

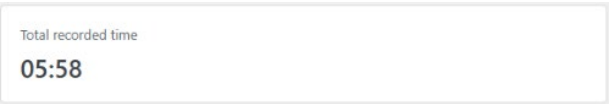


Order #26 has two entries. The most recent session appears first.

How the two sessions add up

The first session lasted **5 minutes 37 seconds**. The note "Nicht lagernd" ("Out of stock") explains why the packer stopped. In the second session, the packer finished the order in another **21 seconds**.

The two sessions add up to **5 minutes 58 seconds** of packing time. The time between stopping the first session and starting the second is excluded.

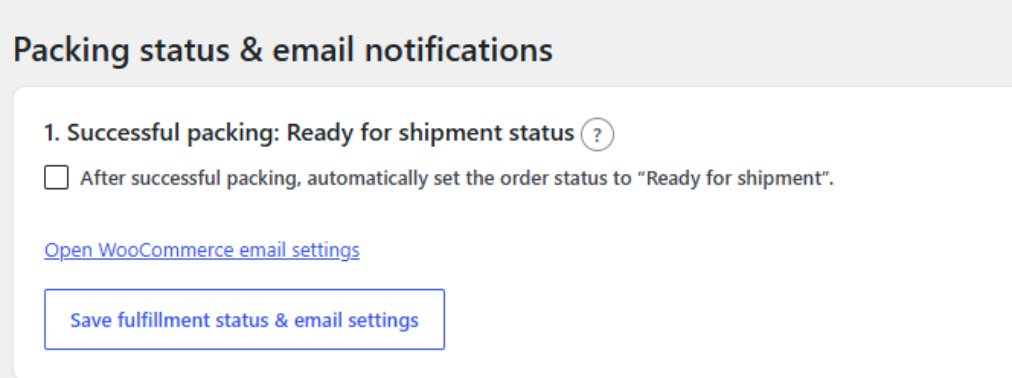


Total recorded time shows the sum of the two sessions.

Set the order status and email notification

13 Choose the status after packing

Go to **WooCommerce › ikunix Packivio › Settings › Packing status & email notifications**. By default, completing an order at the station changes its status to **Ready for shipment**. To keep the order's current status, clear the checkbox and click **Save fulfillment status & email settings**.

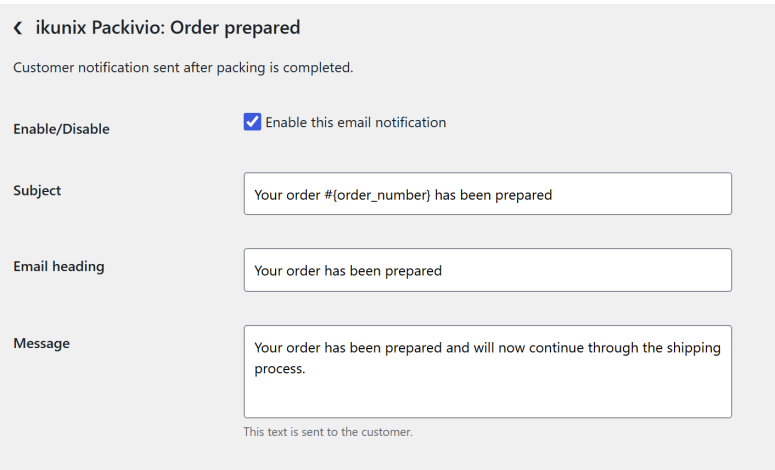


The unchecked box means the order keeps its current status when packing is complete.

14 Enable the "Order prepared" email

In the same section, click **Open WooCommerce email settings**. Find **Order prepared**, click **Manage** and select **Enable this email notification**.

Edit the subject, email heading and message to suit your store. The **{order_number}** placeholder inserts the order number. Save your changes and click **Send a test email** to check delivery.



Use the WooCommerce email template to enable the notification and edit what the customer receives.

When a packer clicks **Complete fulfillment**, WooCommerce sends the enabled email even if the order status stays the same. Clicking **Stop timer** does not send it.

Email delivery requires a working WooCommerce email setup, such as SMTP or another configured mail service.

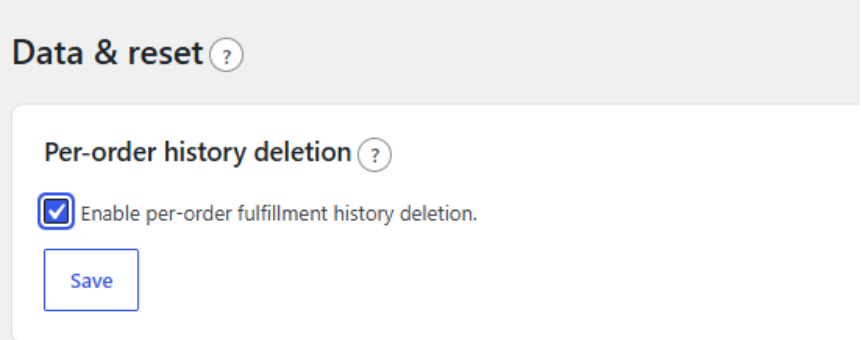
Reopen an order completed by mistake

Return an order to the packing station for another packing attempt.

ikunix Packivio records successful completion. Changing the WooCommerce status afterward will not put the order back in the packing list. To pack it again, clear the local packing history for that order.

15 Enable history deletion for individual orders

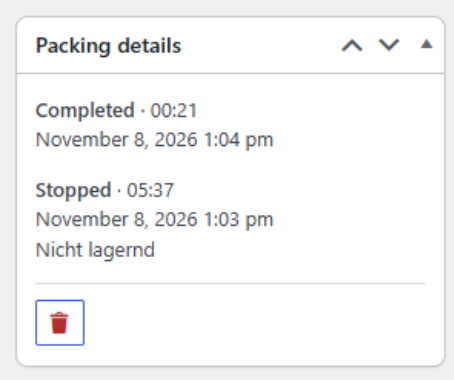
Open **WooCommerce › ikunix Packivio › Settings › Data & reset**. Under **Per-order history deletion**, select **Enable per-order fulfillment history deletion** and click **Save**. A trash icon now appears in the packing details for each order.



This setting makes the trash icon available. You choose which order's history to delete in the next step.

16 Return the order to the packing list

Go to **WooCommerce › Orders**, open the order and double-check its number. If a timer is still running for this order, stop it first. In **Packing details**, click the **trash icon** and confirm deletion.



The red trash icon clears the packing history of the order you have open.

If needed, change the order to a status selected under **Orders shown in packing station**. Refresh the packing station. You can now open the order and pack it again.

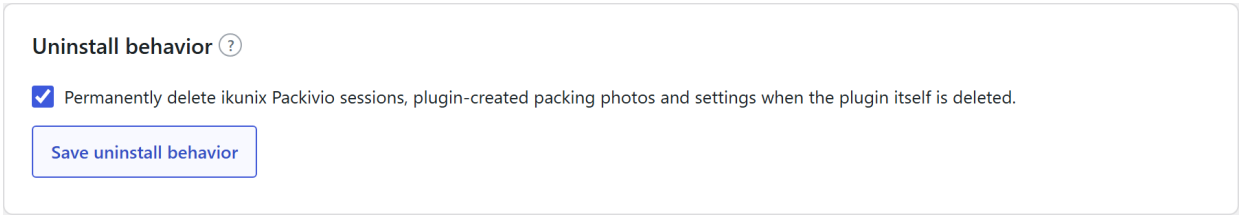
Deleting the history also removes that order's earlier packing sessions from local ikunix Packivio statistics. The WooCommerce order, its items and its order notes are preserved.

Uninstall ikunix Packivio if needed

Follow these steps to remove ikunix Packivio from your store. For a routine update, update the existing plugin in place. When upgrading to Pro, keep the base plugin installed.

17 Choose whether to keep your packing data

Before deactivating the plugin, go to **WooCommerce › ikunix Packivio › Settings › Data & reset › Uninstall behavior**. Leave the box unchecked to keep your ikunix Packivio data. Select it only if you want deleting the plugin to permanently remove packing sessions, photos created by ikunix Packivio and plugin settings. Click **Save uninstall behavior**.



In this screenshot, permanent data deletion on uninstall is enabled.

18 Deactivate and delete the plugin

Go to **Plugins › Installed Plugins**. If the Premium add-on is active, deactivate it first. In the ikunix Packivio row, click **Deactivate**. Then click **Delete** and confirm when WordPress prompts you.



Top: ikunix Packivio is active. Bottom: after deactivation, the Delete link appears.

Track packing time and labor costs with Pro

Filter packing times by worker or date range, and use internal hourly rates to track labor costs per order.

Optional packing photos and preset reasons help staff hand work over between shifts. **Business** adds mandatory photo proof and CSV exports.

Compare plans on the IKUNIX website