## **New Delivery Job Import (Existing Customers)**

The imports section in Delivery allows users to bulk upload jobs into Delivery through an excel file. This enables ease of job creation without manual creation.

This new Delivery Job import will enable users to:

- 1) Create Multiple Templates
- 2) Import an excel without removing unnecessary columns
- 3) Create To Dos

## <u>The new Delivery Job Import feature will transfer over your existing templates without you</u> <u>creating a new one.</u>

Importing your existing Template

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JOBS (42) Q	. • 🛧 👌 🖂 🕅 Мар	⊞Grid C + Create	TAMAN		MOUNT AUST	IN TAMAN	76	$( \setminus )$	NA PA	1220 ± 0
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122 Plan: Plan for Rayner Lim	Unscheduled		1. 1. 5		Drag and drop your f	ile here or		Sec. and	NC	RTH EASTERN ISLANDS
DRIVER (19)	Q + Y	KAMPUNG TIRAM DUKU KIRI	X / 7X -		BROWSE YOUR	FILE		at the second		
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Rayner Llm SJF15932	ottere	PELABUHAN TANJUNG PELEPAS	MALAYSIA					PASIR RIS		
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Carmen Calisto	oro gai Boh							SIMEI CHA		
\rm B Jack Lim	on Office			<ol> <li>Your file should</li> </ol>	contain the following fields:			PL Kindup		
😧 Test Test	O Office		19/2	Customer Name* Pho	ne* Customer ID* GPS* Lat* L	.ng*   Country Code*   Postal Code	*	SIGLAP	, and a second	ANU DAT
Desmond Tan	ono			Conditional required fie	lds*	J. DOWNLI	OAD TEMPLATE			
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- 1. Select the import button on the Jobs panel
- 2. An Import Jobs window will appear.
- 3. Drag and drop your file to the window or browse for your existing file template

Import jobs			×
🗸 Upload 2 M	Mapping	- 3 Valid	ation 4 Job Setup
Map delivery fields to the columns in y	our file for data import		
Uploaded file matched 'Templa Any changes made can be upd	ate 1'. 12 columns mapped ated to 'Template 1' at the	d automatica end of the i	<b>illy.</b> mport process.
12 fields mapped			
DELIVERY FIELDS	YOUR EXCEL FILE COLUM	MNS	EXCEL DATA PREVIEW
Order/Reference Number	No.	• 🕗	No data found
Customer Name 🕕	Select column Customer	- 0	AH ZUI - HOUGANG (8A030)
Phone	Select column Contact Num	• 😔	No data found
Customer ID 🗿	Select column	• 🕗	Select column to preview
GPS 🕕	Select column	• 📀	Select column to preview
Lat 🕡	Select column	• 🕗	Select column to preview
Lng 🕥	Select column	• 📀	Select column to preview
			IMPORT 12 COLUMNS

- Your existing excel template should be mapped
- Click on Import for system to validate the information.

Import jo	bs		×
Vpload	Mapping	- 3 Validation	Job Setup
Check for en	rors in the uploaded Excel file		
⊘ Data No e	is validated! Please proceed to next step rrors detected		

PREVIOUS	NEXT

• Once validated\*, you can proceed to click on Next.

\*It will prompt the issues if validation is not successful.

mport jobs	×		
Vpload	🖌 Mapping	Validation	Job Setup
pecify required to-dos an his setup will serve as a c	d item deliveries at each job stop lefault, but any specifics include	p for drivers to complete d in the uploaded Excel sheet w	ill always take precedence
📀 At go-to job, the	driver must complete		
To-dos (Take photo, get No to-dos added	signature or note)		+ ADD TO-DO
Items (Package, service No items added	er a person)		+ ADD ITEM
<u> ?</u> At pick-up & dro	p-off job, the driver must co	mplete	
To-dos (Take photo, get No to-dos added	signature or note)		+ ADD TO-DO
Items (Package, service No items added	or a person)		+ ADD ITEM



• On the final Job Setup, select Complete Import.



Once done, Jobs have been successfully imported and will reflect in the Jobs List.