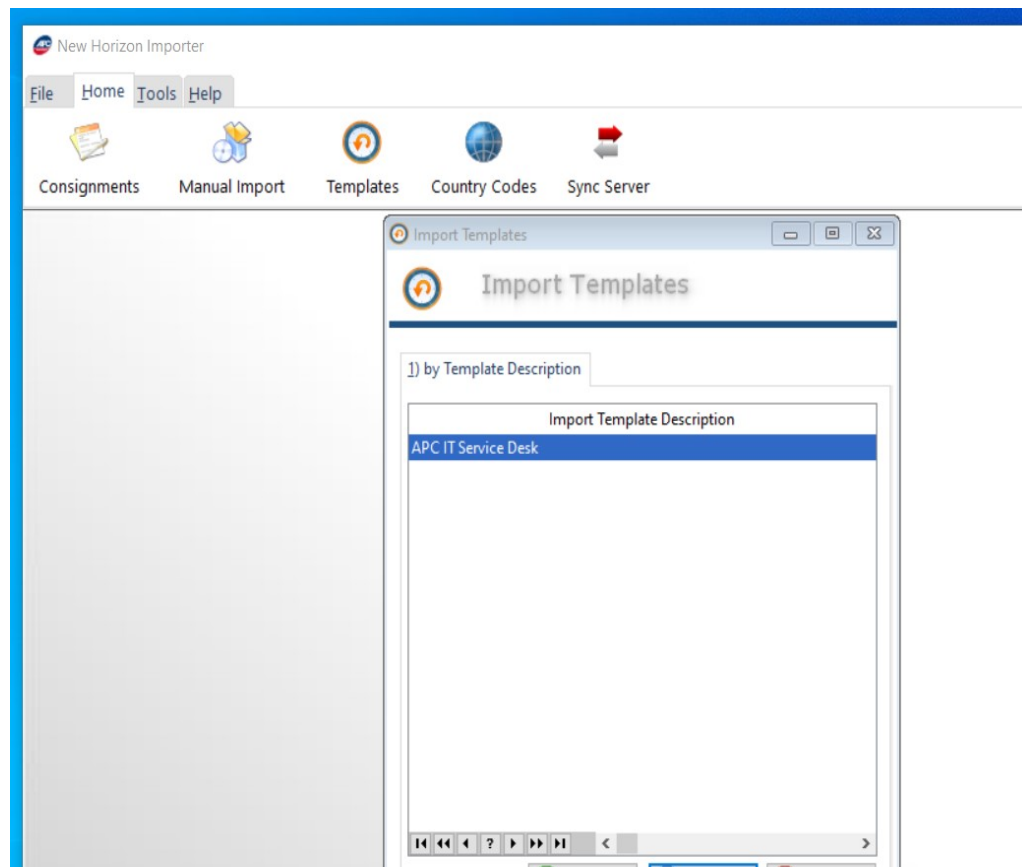


APC Importer Application – How to Add Leave Safe Instructions

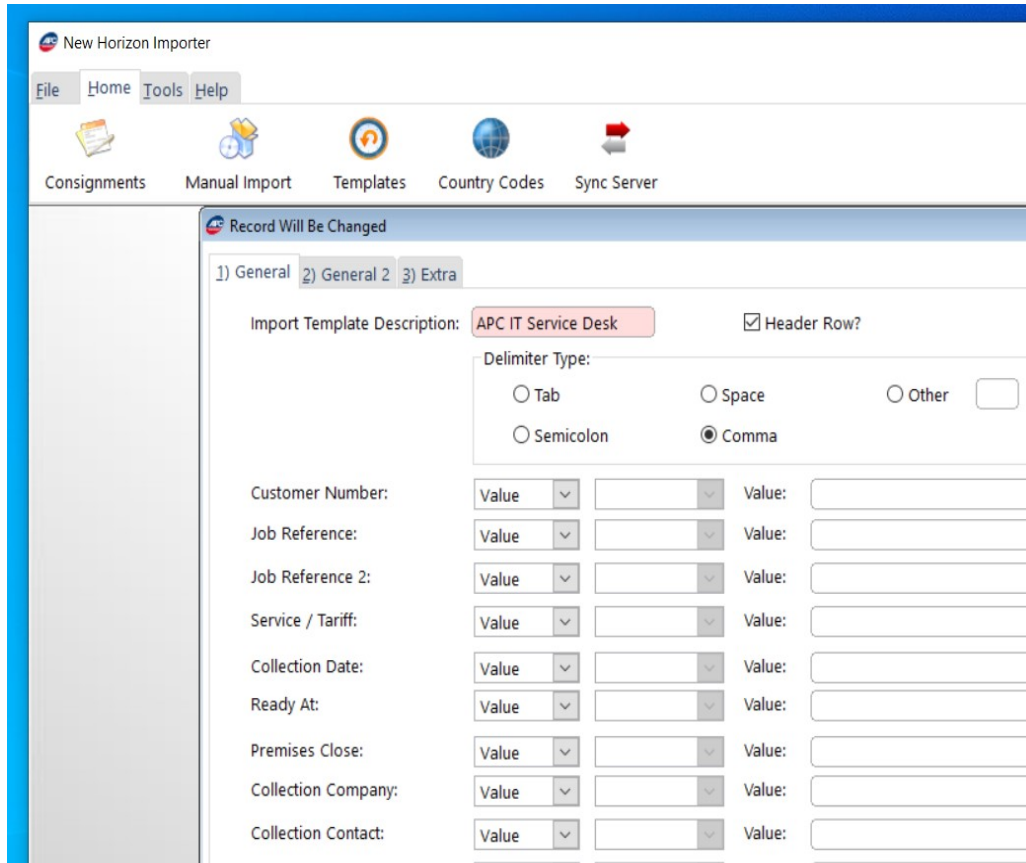
Launch the APC Importer Application by double clicking the icon as shown below



Click the “Home tab” and then click “Templates”. A new window will populate as shown below



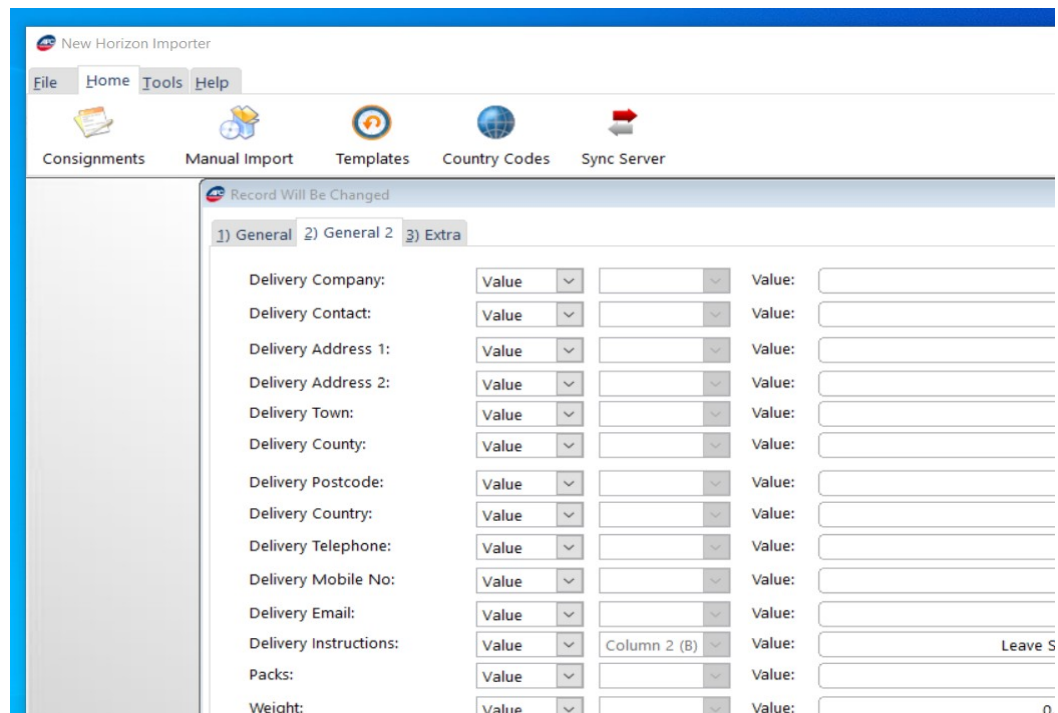
Select the template you want to edit and then click “Change” as shown below



The screenshot shows the 'New Horizon Importer' application window. The main menu includes 'File', 'Home', 'Tools', and 'Help'. Below the menu are icons for 'Consignments', 'Manual Import', 'Templates', 'Country Codes', and 'Sync Server'. The 'Templates' icon is highlighted, and a dialog box titled 'Record Will Be Changed' is open. The dialog has three tabs: '1) General', '2) General 2', and '3) Extra'. The 'General' tab is active, showing the following fields:

- Import Template Description: **APC IT Service Desk** (highlighted in red)
- Header Row?
- Delimiter Type:
 - Tab
 - Space
 - Other
 - Semicolon
 - Comma
- Customer Number: Value Value:
- Job Reference: Value Value:
- Job Reference 2: Value Value:
- Service / Tariff: Value Value:
- Collection Date: Value Value:
- Ready At: Value Value:
- Premises Close: Value Value:
- Collection Company: Value Value:
- Collection Contact: Value Value:

Click the “2) General” tab and in the “Delivery Email” section in the “Value” field type Leave Safe as shown below



The screenshot shows the 'New Horizon Importer' application interface. The '2) General' tab is selected, and the 'Delivery Email' field is set to 'Leave Safe'. The interface includes a menu bar (File, Home, Tools, Help) and a ribbon with options like Consignments, Manual Import, Templates, Country Codes, and Sync Server. The main area displays a list of fields for delivery information, each with a 'Value' dropdown menu and a corresponding input field.

Field Name	Value	Input Field
Delivery Company:	Value	
Delivery Contact:	Value	
Delivery Address 1:	Value	
Delivery Address 2:	Value	
Delivery Town:	Value	
Delivery County:	Value	
Delivery Postcode:	Value	
Delivery Country:	Value	
Delivery Telephone:	Value	
Delivery Mobile No:	Value	
Delivery Email:	Value	
Delivery Instructions:	Value	Column 2 (B) Leave S
Packs:	Value	
Weight:	Value	0.

Scroll down and click Save to save your template as shown below

New Horizon Importer

File Home Tools Help

Consignments Manual Import Templates Country Codes Sync Server

Delivery Address 2:	Value		Value:	
Delivery Town:	Value		Value:	
Delivery County:	Value		Value:	
Delivery Postcode:	Value		Value:	
Delivery Country:	Value		Value:	
Delivery Telephone:	Value		Value:	
Delivery Mobile No:	Value		Value:	
Delivery Email:	Value		Value:	
Delivery Instructions:	Value		Value:	Leave Safe
Packs:	Value		Value:	
Weight:	Value		Value:	0
Weight Multiplier:				1.00
Insurance Value:	Value		Value:	£0.00
Fragile Indicator:	Value		Value:	0
Security Indicator:	Value		Value:	0

Consignments printed after you have saved your template will have "Leave Safe" in the special instructions as shown below





If you have any queries or require technical support, please contact the APC IT Service Desk on 01922 702580 or alternatively itservicedesk@apc-overnight.com