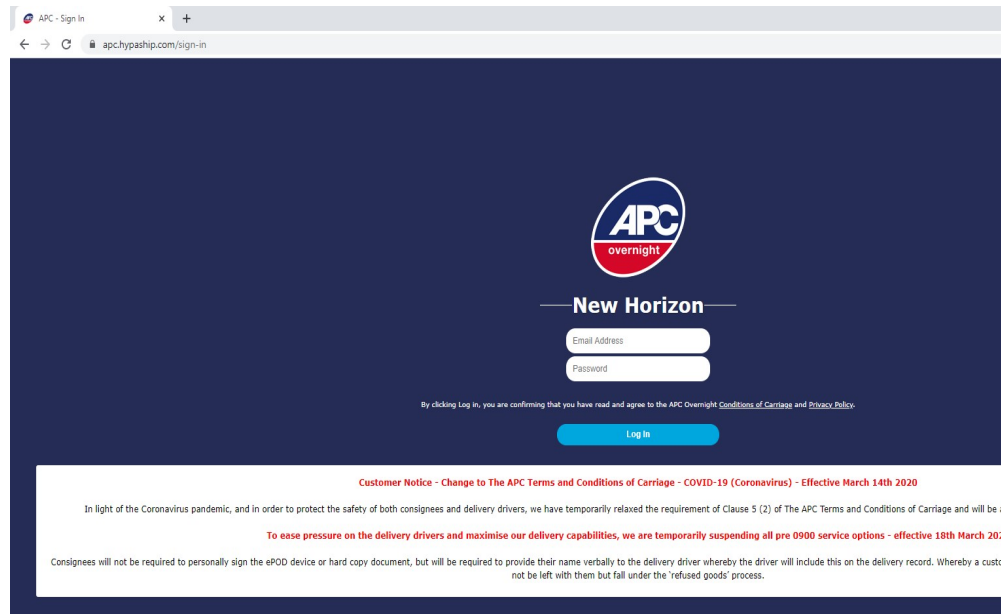


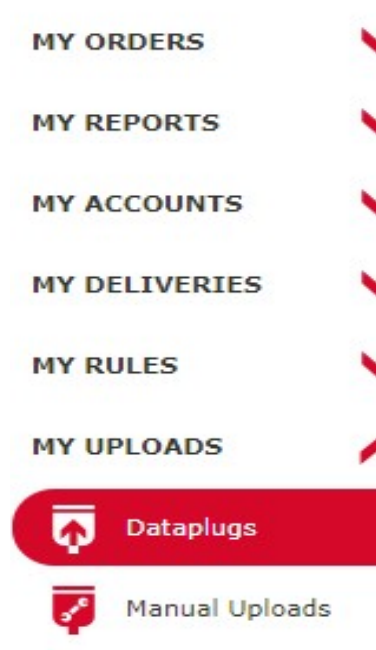


Dataplug Upload – How to Add Leave Safe Instructions

Open a web browser and navigate to <https://apc.hypaship.com> and enter your username and password and click “Login”



On the left hand expand “My Uploads” by clicking on “My Uploads” and select “Dataplugs”



Click on the “Dataplug” you want to amend and the “Dataplug” will appear as shown below

Dataplugs 1

Dataplug

Dataplug 1

Dataplug Name 1

Description 1

Version 1

Columns Field Mapping

Type of Mapping 1

Column	Column Name 1	Destination Field Name 1	Field Type 1	Field Form
1	<input style="width: 100%;" type="text" value="Company Name"/>	<input style="width: 100%;" type="text" value="Delivery CompanyName"/>	<input style="width: 100%;" type="text" value="Text"/>	<input style="width: 100%;" type="text" value="Please sele"/>
2	<input style="width: 100%;" type="text" value="Address 1"/>	<input style="width: 100%;" type="text" value="Delivery Address Line 1"/>	<input style="width: 100%;" type="text" value="Text"/>	<input style="width: 100%;" type="text" value="Please sele"/>
3	<input style="width: 100%;" type="text" value="Address 2"/>	<input style="width: 100%;" type="text" value="Delivery Address Line 2"/>	<input style="width: 100%;" type="text" value="Text"/>	<input style="width: 100%;" type="text" value="Please sele"/>
4	<input style="width: 100%;" type="text" value="City"/>	<input style="width: 100%;" type="text" value="Delivery City"/>	<input style="width: 100%;" type="text" value="Text"/>	<input style="width: 100%;" type="text" value="Please sele"/>
5	<input style="width: 100%;" type="text" value="County"/>	<input style="width: 100%;" type="text" value="Delivery County"/>	<input style="width: 100%;" type="text" value="Text"/>	<input style="width: 100%;" type="text" value="Please sele"/>
6	<input style="width: 100%;" type="text" value="Postcode"/>	<input style="width: 100%;" type="text" value="Delivery Postcode"/>	<input style="width: 100%;" type="text" value="Text"/>	<input style="width: 100%;" type="text" value="Please sele"/>
7	<input style="width: 100%;" type="text" value="Telephone"/>	<input style="width: 100%;" type="text" value="Delivery Phone"/>	<input style="width: 100%;" type="text" value="Text"/>	<input style="width: 100%;" type="text" value="Please sele"/>
8	<input style="width: 100%;" type="text" value="Our Reference"/>	<input style="width: 100%;" type="text" value="Reference Number"/>	<input style="width: 100%;" type="text" value="Text"/>	<input style="width: 100%;" type="text" value="Please sele"/>
9	<input style="width: 100%;" type="text" value="FOA"/>	<input style="width: 100%;" type="text" value="Delivery Contact Name"/>	<input style="width: 100%;" type="text" value="Text"/>	<input style="width: 100%;" type="text" value="Please sele"/>
10	<input style="width: 100%;" type="text" value="Special Instructions"/>	<input style="width: 100%;" type="text" value="Special Instructions"/>	<input style="width: 100%;" type="text" value="Text"/>	<input style="width: 100%;" type="text" value="Please sele"/>

Click “Edit” and the top right-hand side and find the column name call “Special Instructions” and to add a default value enter “Leave Safe” in the default value column and click “Save” as show below

All dataplug uploads after you have saved the new template will show “Leave Safe” in the “Special instructions” as shown below

Dataplug

i If you need to change anything in steps 1 to 3, please upload a new CSV file and create a new Dataplug.

Dataplug Name **i**

Description **i**

Version **i**

Columns Field Mapping

Type of Mapping **i**

Column	Column Name i	Destination Field Name i	Field Type i	Field Format i
1	Company Name	Delivery Company/Name	Text	Please select...
2	Address 1	Delivery Address Line 1	Text	Please select...
3	Address 2	Delivery Address Line 2	Text	Please select...
4	City	Delivery City	Text	Please select...
5	County	Delivery County	Text	Please select...
6	Postcode	Delivery Postcode	Text	Please select...
7	Telephone	Delivery Phone	Text	Please select...
8	Our Reference	Reference Number	Text	Please select...
9	FOA	Delivery Contact Name	Text	Please select...
10	Special Instructions	Special Instructions	Text	Please select...
11	Email	Delivery Email	Text	Please select...

All dataplug uploads after you have saved the new template will show "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

