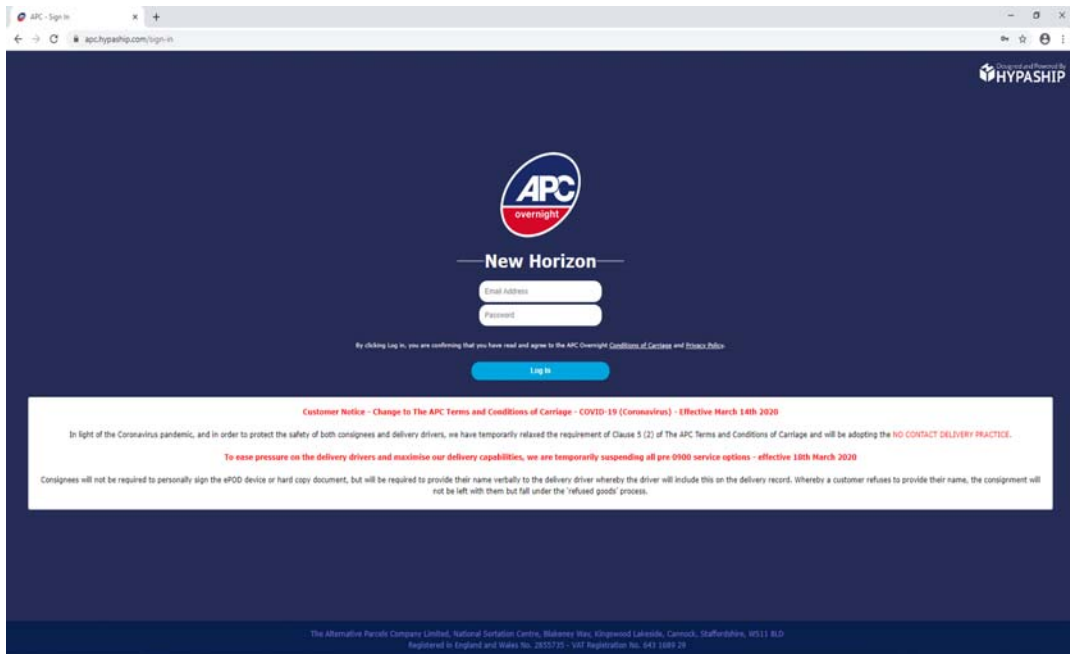


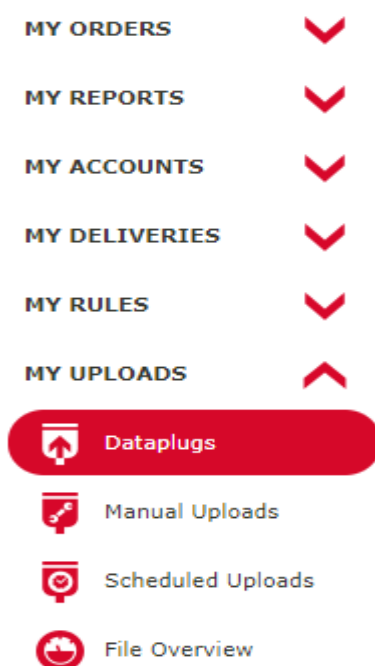


## Dataplug Upload – How to Add Leave Safe Instructions

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

search

**Dataplug** 1

Dataplug Name

Description

Version

**Columns Field Mapping**

Type of Mapping

Column	Column Name	Destination Field Name	Field Type	Field Format	Default Value
1	Company Name	Delivery CompanyName	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...	
12	Items	Items	Integer Number	Please select...	
13	Weight	Weight	Decimal Number	123.456.78	

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**

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

Dataplug Name

Description

Version

**Columns Field Mapping**

Type of Mapping

Column	Column Name	Destination Field Name	Field Type	Field Format	Default Value
1	Company Name	Delivery CompanyName	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...	Leave Safe
11	Email	Delivery Email	Text	Please select...	
12	Items	Items	Integer Number	Please select...	
13	Weight	Weight	Decimal Number	123.456.78	

**SIGN OUT**

**BASKET**

**SAVE**

**BACK**



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

 10095210000521001		<table border="1"><tr><th>Send</th><th>Request</th></tr><tr><td>100</td><td>100</td></tr><tr><th>Item</th><th>Of</th></tr><tr><td>1</td><td>1</td></tr><tr><th colspan="2">Weight</th></tr><tr><td colspan="2">1.00</td></tr></table>	Send	Request	100	100	Item	Of	1	1	Weight		1.00		 0800 37 37 37
Send	Request														
100	100														
Item	Of														
1	1														
Weight															
1.00															
<b>Con Number</b> 0000521	<b>V</b>	<b>44</b> ND16													
Test Kingswood Lakeside  Cannock  <b>WS11 8LD</b>	HS 14-27 HSV2.0 	<b>Consignor / Account</b> servicedesk 2344 <b>FAO / ref</b>  <b>Delivery Tel</b> 01922702580													
<b>Send Date</b> 20/03/20	<b>Special Instructions</b> Leave Safe														

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](mailto:itservicedesk@apc-overnight.com)