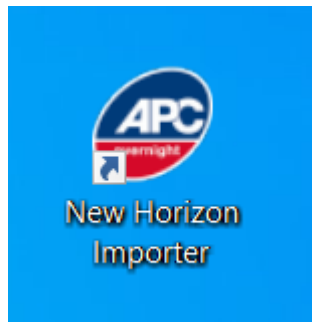
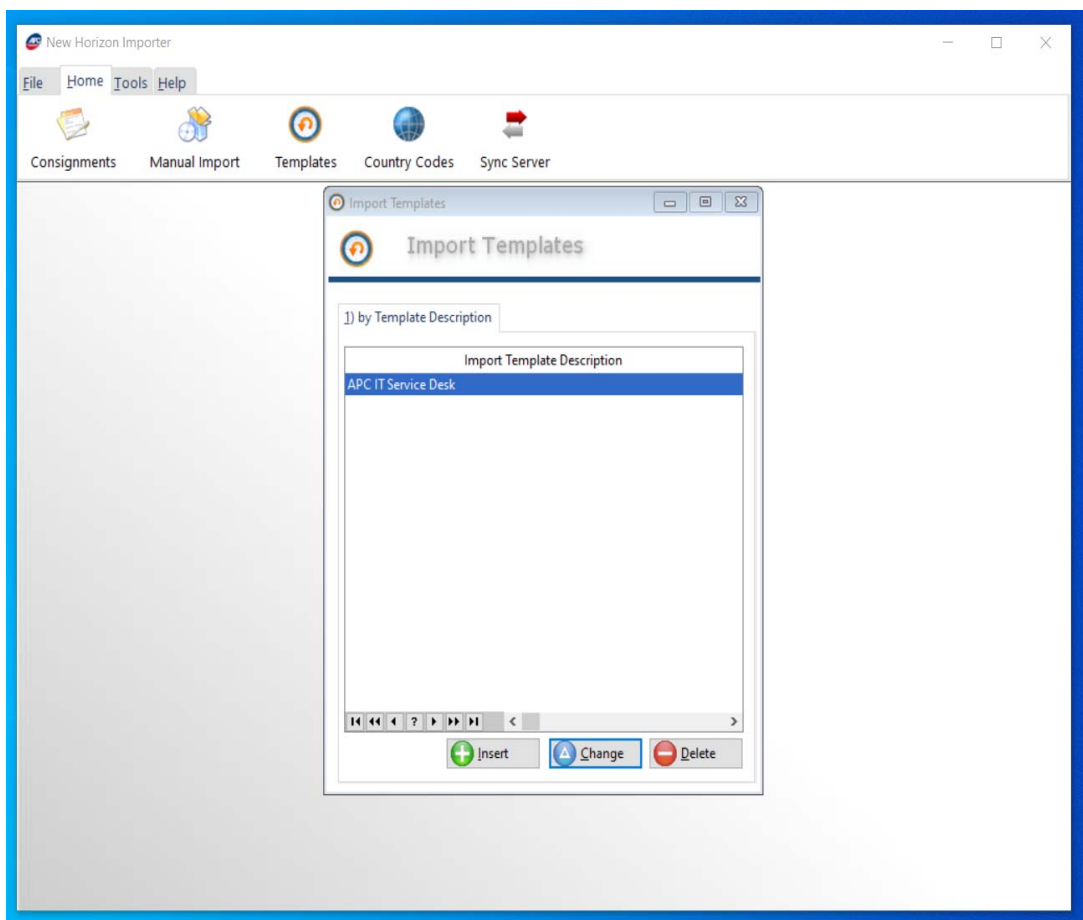


APC Importer Application – How to Add Leave Safe Instructions

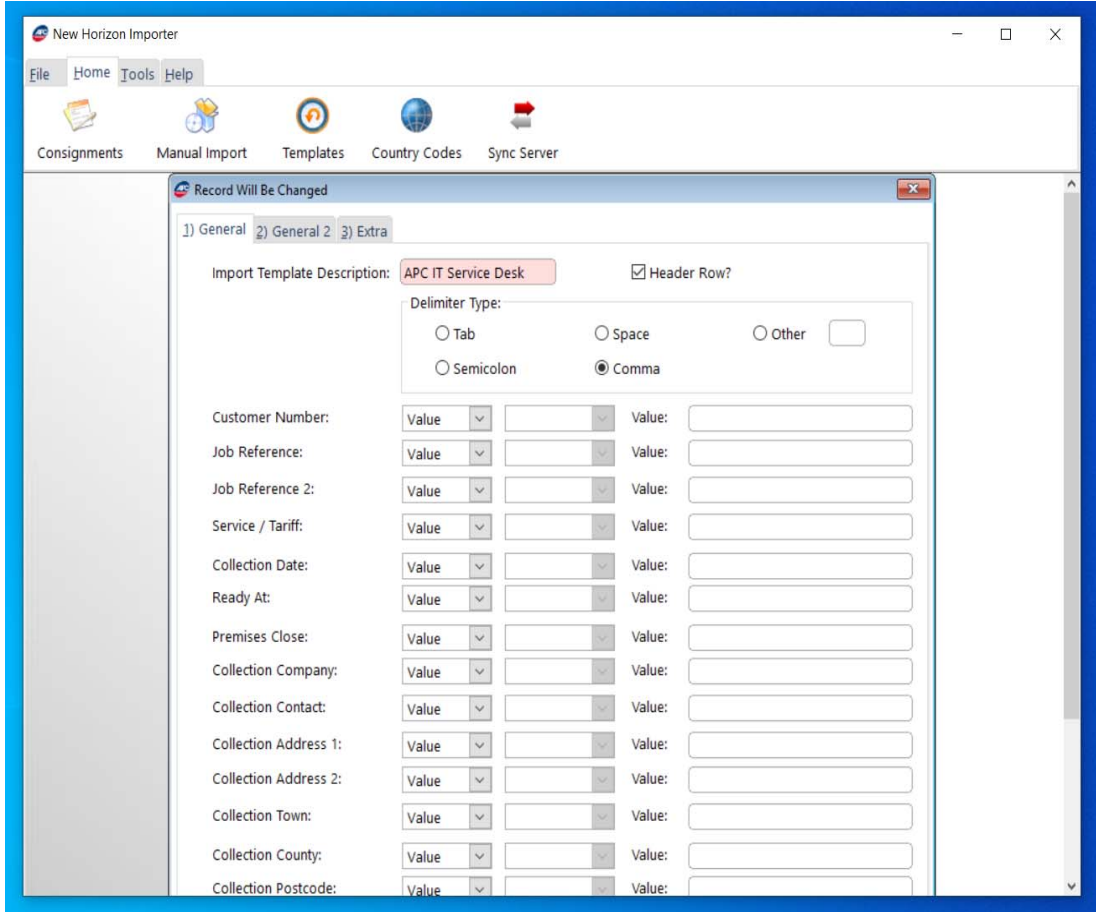
Launch the APC Importer Application by double clicking the icon as shown below



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



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 'Record Will Be Changed' dialog box in the New Horizon Importer application. The '2) General' tab is selected. The 'Delivery Email' field is set to 'Leave Safe'. The 'Delivery Instructions' field is set to 'Column 2 (B)'. The 'Packs' field is set to '0'. The 'Weight' field is set to '0.00'. The 'Weight Multiplier' field is set to '1.000'. The 'Insurance Value' field is set to '£0.00'. The 'Fragile Indicator' field is set to '0'. The 'Security Indicator' field is set to '0'.

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

The screenshot shows the 'Record Will Be Changed' dialog box in the New Horizon Importer application. The '2) General' tab is selected. The 'Delivery Email' field is set to 'Leave Safe'. The 'Delivery Instructions' field is set to 'Column 2 (B)'. The 'Packs' field is set to '0'. The 'Weight' field is set to '0.00'. The 'Weight Multiplier' field is set to '1.000'. The 'Insurance Value' field is set to '£0.00'. The 'Fragile Indicator' field is set to '0'. The 'Security Indicator' field is set to '0'. The 'Save' button is highlighted.



Consignments printed after you have saved your template will have "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															
Con Number 0000521	V	44 ND16													
Test Kingswood Lakeside Cannock WS11 8LD	HS 14-27 HSV2.0 	Consignor / Account servicedesk 2344 FAO / ref Delivery Tel 01922702580													
Send Date 20/03/20	Special Instructions 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