

# CSV Upload

Aptean Ltd  
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# 1 CSV Upload

## 1.1 Inbound CSV Upload

The inbound CSV Upload file format is specified below and can be created with the following fields:

Col No.	Sheet Col.	Field	Type	Max Length	Example	Required
1	A	Load Delivery Date	Date	8 digits (DDMMYYYY)	10072014	N
2	B	Load Delivery Time	Time	4 digits (HHMM)	1001	N
3	C	End Delivery Date	Date	8 digits (DDMMYYYY)	10072014	N
4	D	End Delivery Time	Time	4 digits (HHMM)	1759	N
5	E	User Id	Character	10	JSmith	N
6	F	Job Code	Character	20	JOBCODE1	Y
7	G	Cust Ref	Character	30	CR1	Y
8	H	Job Type	Character	2	D	Y
9	I	Job Instruction	Character	255	Leave Next Door	N
10	J	Job Delivery Date	Date	8 digits (DDMMYYYY)	10072014	Y
11	K	Job Delivery Time	Time	4 digits (HHMM)	1001	Y
12	L	Job End Delivery Date	Date	8 digits (DDMMYYYY)	10072014	Y
13	M	Job End Delivery Time	Time	4 digits (HHMM)	1031	Y
14	N	Customer Name	Character	50	J Bloggs	Y
15	O	Address 1	Character	40	1 High Street	Y
16	P	Address 2	Character	40	Trumpton	N
17	Q	Address 3	Character	40	Lincoln	N
18	R	Address 4	Character	40	Lincolnshire	N
19	S	Address 5	Character	40		N
20	T	Postcode	Character	8	L23 4hg	Y
21	U	Contact	Character	40	J Bloggs	N
22	V	Telephone	Character	50	01234 34567	N
23	W	Email	Character	255	JBloggs@blogmail.com	N
24	X	Container Id	Character	30	C1	Y
25	Y	Product Id	Character	40	P1	N
26	Z	Product Description	Character	40	Prod 1	N
27	AA	Long Prod Description	Character	255	Long Prod 1	N
28	AB	Planned Qty	Character	Max value: 2147483647	1	N
29	AC	Site	Character	10	Site1	Y
30	AD	Job Group	Character	10	Group1	Y
31	AE	Load Id	Character	20	LOAD1	N
32	AF	Cust Code	Character	20	CUST CODE1	N
33	AG	Vehicle Id	Character	10	VEH1	N

Files can be created using Excel or another spreadsheet and saved as CSV format.

For example a simple 1 line upload could be created as follows:

```
,, , , , ,JOBCODE1,CR1,D, ,10072014,901,10072014,901,J Bloggs, , , , , ,C1, , , , ,TEST,TEST, ,
```

**Example 1:** *Single Job, Single Container.*

These examples can be pasted into Notepad and then 'saved as' a .csv file by specifying a .csv extension (e.g. example1.csv).

Uploading this would create a Job with 'JOBCODE1' for customer 'J Bloggs' with a single container record. Note: this assumes that the customer 'J Bloggs' already exists on the C-ePOD database.

An example of an upload for a customer that does not exist would be as follows:



```

,,,,,JOBCODE2,CR2,D,,10072014,901,10072014,901,J Smith,1 High
Street,Wimbledon,,London,W12 8TZ,Mr J Smith,01234,jsmith@gmail.com,C1,,,,,TEST,TEST,,

```

**Example 2:** *Single Container, Customer Information.*

This could be saved as example2.csv.

## 1.2 Upload via Import screen

The import screen lists the following options:

**Figure 1:** *Data Upload - Import screen.*

- Job Group: Sets the Job Group the jobs are to be created for. Job Group is a method of separating Jobs for the same site.
- Upload Type: Should be set to 'OBS [CSV]'.
- Header Row: Should be set to 'Yes' if the first row of the CSV file contains a header row. The above examples do not so for these this value should be set to 'No'.

Once these values are set, click the 'Choose File' button and browse to the relevant folder for the file (e.g. example2.csv). Once it has been found, click 'Upload' to upload the data onto C-ePOD.

### 1.2.1 Validating Upload

The upload screen will list the result of the CSV upload, showing the upload information in the additional 'Validation' and 'Reason for Failure' columns:



**Upload**

Choose file No file chosen Upload Upload Type: OBS [CSV]

Upload Status: 1 records have been successfully uploaded 0 have failed to upload.

**Job Upload Options:**

Job Group: JG01 Header Row: No

col9	col10	col11	col12	col13	col14	col15	col16	col17	col18	col19	col20	col21	col22	col23	col24	col25	col26	col27	col28	col29	col30	col31	Validation	Reason for Failure	
10072014	901	10072014	901	J Smith	1 High Street	Wimbledon			London	W12 8TZ	Mr J Smith	01234	jsmith@gmail.com	C1					TEST	TEST				File Uploaded	

**Figure 2: Data Upload - Validation.**

In this case, there was only one record to upload and the Validation field indicates the record was successfully uploaded. The details of the Job created can be checked by entering the job details screen and searching for the Job Code.

**Jobs**

Find New

Current Jobs

Select Columns Search: Show 10 entries

Load	Job	Type	Group	Customer Ref.	Job Code	Service Level	Planned	Actual	Arrival	Status	Customer
YTE-0010844O	TRT004A09K	Delivery	TEST	CR2	JOB CODE2		10/07/2014 09:01	0 00:00		Pending	J.Smith0000000000000000

Showing 1 to 1 of 1 entries Previous 1 Next

**Figure 3: Job Details - Uploaded job, load number defaulted.**

**Note:** A 'Load Id' was not specified in the upload file. In this case, the system has generated a load number 'YTE-0010844O'.

## 1.3 Automatic Upload

It is possible to setup an inbound polling process that will automatically upload files from a certain folder. In the "Export Config" screen within C-ePOD, a record should be defined as follows:



The screenshot shows the 'Import/Export Interface' with a 'Configuration Details' modal open. The modal contains the following fields:

- Config ID: Inbound CSV
- Description: Inbound CSV upload
- Type: FILE
- ID: JOB
- Destination: C:\INBOUND
- Direction: Import
- Full Headers: ☐
- Parameter:
- Include CSV Header: ☐
- Export Job Types:

Buttons for 'Save' and 'Close' are visible at the top of the modal. The background shows a 'Current Configurations' table with one entry: 'Inbound CSV'.

**Figure 4:** Export Configuration - Configuration Details.

- Config ID: Inbound CSV
- Description: Inbound CSV Upload
- Type: FILE
- ID: JOB
- Destination: Upload Folder (C:\Inbound in this example)
- Direction: I (Inbound)

This indicates that files copied to the 'C:\Inbound' folder on the server which C-ePOD is running will be uploaded automatically into C-ePOD. **Note:** Some additional configuration is required to schedule an inbound polling job which picks up this configuration.

### 1.3.1 Validating Upload

For example, if we copy the example1.csv file mentioned above into the C:\Inbound folder.

Enter the 'Export Audit' screen and search for records created on the current date:

The screenshot shows the 'Import/Export Audit' screen with a table of audit entries. The table has the following columns: Job Group, Reference 1, Reference 2, Request Date / Time, Status, Description, and Action.

Job Group	Reference 1	Reference 2	Request Date / Time	Status	Description	Action
TEST	JOB CODE1		22/01/2019 15:55	Fail	Insufficient details for customer record creation. Minimum Address Line 1 and Postcode expected. - at EPODServer.EPOD_DATAPROCESS.ProcessOBSUpload(String DefaultCon, String DefaultPro, DataSet dsData, String strFilename, String strSiteParam, String strJobGroupParam, String strSource, String strIncludeHeader, String& strMessageText, DataTable& dtErrorList)	

At the bottom, it says 'Showing 1 to 1 of 1 entries'.

**Figure 5:** Export Audit - Verify upload.

In this example, the description field indicates that the record could not be uploaded. This is due to the fact that for the data listed above for example1 does not contain customer address details.

In order to fix this error, the Customer should be manually created within the C-ePOD system. Enter the Customer Maintenance screen and create a new record for 'J Blogs':



**Customer Maintenance** | Logged in as: Administrator for Site: TEST | Log Out

Find | New | Obtain Upload Template | Choose file | No file chosen | Upload Excel Spreadsheet

**Current Customers**

Code	Name
J Bloggs	J Bloggs

**Details** | Edit | Delete | Close

**Details** | Invoice

Customer Code: J Bloggs  
 Customer Name: J Bloggs  
 Address 1: 1 Joe Streen  
 Address 2: Joe Town  
 Address 3: Joe County  
 Address 4:  
 Address 5: Joeland  
 Postcode: JO3 8BL

Contact: 022727  
 Telephone: 01281219  
 Email: jbloggs@gmail.com  
 Latitude:  
 Longitude: Map

Records Per Page: 10  
 Email

**Figure 6: Customer Maintenance - New Customer.**

The previous example1.csv file can now be re-uploaded. In order to do this, the file should be moved from the error folder (e.g. C:\Inbound\errors\back into the upload folder. Once the file has re-processed, check the 'Export Audit' screen again:

**Import/Export Audit** | Logged in as: Administrator for Site: TEST | Log Out

Find

Show 10 entries

Job Group	Reference 1	Reference 2	Request Date / Time	Status	Description	Action
TEST	JOBCODE2	TRT004A09K	23/01/2019 08:53	Success	Uploaded	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Figure 7: Export Audit - Verify upload.**

The Description field of 'Uploaded' on the last line indicates that the job was successfully created.

## 1.4 Import File Examples

### 1.4.1 Including a Header Record

An extra line can be included at the front of the file to include Header Text for each column. This makes it much easier to create records within Excel or another spreadsheet tool. For this example (example3.csv) we will create a new upload file with a header row and two new job codes:

```
EPL_LOAD_START_PLANNED_DATE, EPL_LOAD_START_PLANNED_TIME, EPL_LOAD_END_PLANNED_DATE,
EPL_LOAD_END_PLANNED_TIME, EPL_USER_ID, EPL_JOB_CODE, EPL_CUST_REF, EPL_JOB_TYPE,
EPL_JOB_INSTRUCTION, EPL_START_PLANNED_DATE, EPL_START_PLANNED_TIME,
EPL_END_PLANNED_DATE, EPL_END_PLANNED_TIME, EPL_CUSTOMER_NAME, EPL_ADDRESS_1,
EPL_ADDRESS_2, EPL_ADDRESS_3, EPL_ADDRESS_4, EPL_ADDRESS_5, EPL_POSTCODE, EPL_CONTACT,
EPL_TELEPHONE, EPL_EMAIL, EPL_CONTAINER_ID, EPL_PRODUCT, EPL_DESCRIPTION,
EPL_DESCRIPTION_LONG, EPL_PLANNED_QTY, EPL_SITE_ID, EPL_JOB_GROUP, EPL_LOAD_ID,
EPL_CUST_CODE
```

```
, , , , , JOBCODE3, CR3, D, , 10072014, 901, 10072014, 901, J Smith, 1 High
Street, Wimbledon, , London, W12 8TZ, Mr J Smith, 01234, jsmith@gmail.com, C3, , , , TEST, TEST, ,
```



,,,,,JOB CODE4,CR4,D,,10072014,901,10072014,901,J Smith,1 High Street,Wimbledon,,London,W12 8TZ,Mr J Smith,01234,jsmith@gmail.com,C4,,,,,TEST,TEST,,

**Example 3:** Two Jobs for Single Containers with Customer Information and Header Row.

Browse to this file from the upload screen, this time setting the 'Header Row' as 'Yes':

**Figure 8:** Data Upload - Import screen.

Uploading this file using the manual upload screen gives the following result:

L	EMAIL	EPL_CONTAINER_ID	EPL_PRODUCT	EPL_DESCRIPTION	EPL_DESCRIPTION_LONG	EPL_PLANNED_QTY	EPL_SITE_ID	EPL_JOB_GROUP	EPL_LOAD_ID	EPL_CUST_CODE	Validation	Reason for Failure
	@gmail.com	C3					TEST	TEST			File Uploaded	
	@gmail.com	C4					TEST	TEST			File Uploaded	

**Figure 9:** Data Upload - Validation.

This shows both records were successfully created.



## 1.4.2 Creating New Products

For the jobs created so far, product details have not been included. If we examine the Job with Job Code 'JOB CODE1', we can see that a job was created with a container with Id 'C1' but the container does not have any corresponding products:

**Figure 10:** Data Upload - Import screen.

If more details are required to be stored against each job, then it is possible to create product records for each container. This example will create a job with one container and 2 product codes:

```

,,,,,JOB CODE5,CR5,D,,10072014,901,10072014,901,J Smith,1 High
Street,Wimbledon,,London,W12 8TZ,Mr J
Smith,01234,jsmith@gmail.com,C5_1,PROD1,PRODDISC1,LONGDESC1,1,TEST,TEST,,
,,,,,JOB CODE5,CR5,D,,10072014,901,10072014,901,J Smith,1 High
Street,Wimbledon,,London,W12 8TZ,Mr J
Smith,01234,jsmith@gmail.com,C5_1,PROD2,PRODDISC2,LONGDESC2,2,TEST,TEST,,

```

**Example 4:** Single Job, Single Container, Multiple Products.

col11	col12	col13	col14	col15	col16	col17	col18	col19	col20	col21	col22	col23	col24	col25	col26	col27	col28	col29	col30	col31	Validation	Reason for Failure
0072014	901	J Smith	1 High Street	Wimbledon			London	W12 8TZ	Mr J Smith	01234	jsmith@gmail.com	C5_1	PROD1	PRODDISC1	LONGDESC1	1	TEST	TEST			File Uploaded	
0072014	901	J Smith	1 High Street	Wimbledon			London	W12 8TZ	Mr J Smith	01234	jsmith@gmail.com	C5_1	PROD2	PRODDISC2	LONGDESC2	2	TEST	TEST			File Uploaded	



**Figure 11: Data Upload - Validation.**

Check the Job created in the 'Job Details' screen:

Load	Job	Type	Group	Customer Ref.	Job Code	Service Level	Planned	Actual	Arrival	Status	Customer
YTE-0010844R	TRT004A090	Delivery	TEST	CR5	JOBCODE5		10/07/2014 09:01	0 00:00		Pending	J.Smith000000000000

**Figure 12: Job Details - Uploaded Job.**

Container ID	Description	Status	Claused
C5_1		Pending	N

Product Code	Sequence	Customer Ref.	Item Type	Description	Qty Planned	Qty Actual
PROD1	0001			PRODESC1	1	0
PROD2	0001			PRODESC2	2	0

**Figure 13: Job Details - Container and Product Details.**

This shows the two product records that were created.

### 1.4.3 Assigning to Users

For the examples we have created so far, the User Id has not been specified. This means the Loads created have been set at status 'Pending'. In reality, the load may already have been assigned a driver for delivery. This example shows a Job that has a user 'User1' already assigned to it:

,,,User1,JOBCODE6,CR6,D,,10072014,901,10072014,901,J Smith,1 High Street,Wimbledon,,London,W12 8TZ,Mr J Smith,01234,jsmith@gmail.com,C6,,,,,TEST,TEST,,

**Example 5: Single Job, Single Container, assigned to user.**

Uploading the file and check the load created:



CALIDUS

7500

Data Upload

Logged in as: Administrator for Site: TEST

Log Out

?

Upload

Choose file

No file chosen

Upload

Upload Type: OBS [CSV]

Upload Status: 1 records have been successfully uploaded 0 have failed to upload.

Job Upload Options:

Job Group:

JG01

Header Row:

No

8	col9	col10	col11	col12	col13	col14	col15	col16	col17	col18	col19	col20	col21	col22	col23	col24	col25	col26	col27	col28	col29	col30	col31	Validation	Reason for Failure
	10072014	901	10072014	901	J Smith	1 High Street	Wimbledon			London	W12 8TZ	Mr J Smith	01234	jsmith@gmail.com	C6					TEST	TEST			File Uploaded	

Figure 14: Data Upload - Validation.

This time the load has been created with status 'Assigned' with the user set as 'User1':

CALIDUS

7500

Loads

Logged in as: Administrator for Site: TEST

Log Out

?

Find

New

Current Loads

Select Columns	Load	Planned Start	Actual Start	Planned End	Actual End	Vehicle	User	Status
	YTE-0010844S	0 00:00	0 00:00	0 00:00	0 00:00		User1	Assigned

1

Figure 15: Loads Screen - User assigned.

**Note:** The site parameter 'Import Create Standing Data' has to be checked in order for new users to be created:

CALIDUS

7500

Site

Logged in as: Administrator for Site: TEST

Log Out

?

Site Details: TEST

Save

Cancel

Details

Admin

PDA

Service

Import/Export

Auto Generate Loads:

☒

Loads Unique within System:

☒

Remove Unspecified Jobs from a Load

Enabled

Jobs Unique within Load

Enabled

Allow Blank Load

Disabled

Import Create Standing Data

☒

CSV Upload Sequence

Order Provided

Export Job Photos

Do not include Photos

Export Load Photos

Do not include Photos

Create TTM Stops

☐

Jobs with Notes Amended

☐

Use Owner Name for TTM

☐

Webfleet

Webfleet Update Job Start

☐

Webfleet Update Job Arrival

☐

Webfleet Update Job End

☐



**Figure 16: Site Maintenance - Import Create Standing Data.**

### 1.4.4 Multiple Loads

For the example so far, a single load has been created for each upload. If two different usernames are included, then two separate Load Ids will be generated:

```



,,,,User1,JOBCODE7,CR7,D,,10072014,901,10072014,901,J Smith,1 High
Street,Wimbledon,,London,W12 8TZ,Mr J Smith,01234,jsmith@gmail.com,C7,,,,TEST,TEST,,

,,,,User2,JOBCODE8,CR8,D,,10072014,901,10072014,901,J Smith,1 High
Street,Wimbledon,,London,W12 8TZ,Mr J Smith,01234,jsmith@gmail.com,C8,,,,TEST,TEST,,



```

**Example 6:** *Two Jobs, Two Users, two separate Loads.*

Uploading this file results in two separate loads being created:


# Data Upload

Logged in as: Administrator for Site: TEST
Log Out 


## Upload

Choose file

No file chosen

 Upload

Upload Type: OBS [CSV]

Upload Status: 2 records have been successfully uploaded 0 have failed to upload.

### Job Upload Options:

Job Group: JG01

Header Row: No

8	col9	col10	col11	col12	col13	col14	col15	col16	col17	col18	col19	col20	col21	col22	col23	col24	col25	col26	col27	col28	col29	col30	col31	Validation	Reason for Failure
10072014	901	10072014	901	J Smith	High Street	Wimbledon				London	W12 8TZ	Mr J Smith	01234	jsmith@gmail.com	C7					TEST	TEST			File Uploaded	
10072014	901	10072014	901	J Smith	High Street	Wimbledon				London	W12 8TZ	Mr J Smith	01234	jsmith@gmail.com	C8					TEST	TEST			File Uploaded	

**Figure 17: Data Upload - Validation.**

[illegible]

**Figure 18: Job Details - Load One.**



Find New

Current Jobs

Select Columns Search: Show 10 entries

Load	Job	Type	Group	Customer Ref.	Job Code	Service Level	Planned	Actual	Arrival	Status	Customer
YTE-0010844U	TRT004A09R	Delivery	TEST	CR8	JOB CODE8		10/07/2014 09:01	0 00:00		Pending	J Smith00000000000000

Showing 1 to 1 of 1 entries Previous 1 Next

Figure 19: Job Details - Load Two.

## 1.4.5 Modifying and Re-uploading loads

If a job is at status 'Pending' or 'Assigned' then it is possible to modify the details of that job by uploading another file.

For example the Customer Reference field could be modified for 'JOB CODE8' from the original 'CR8' to 'CR8v2' using the data below:

```
,, ,User2,JOB CODE8,CR8v2,D,,10072014,901,10072014,901,J Smith,1 High
Street,Wimbledon,,London,W12 8TZ,Mr J Smith,01234,jsmith@gmail.com,C8,,,,,TEST,TEST,,
```

**Example 7: Single Job, Updating Customer Reference information.**

Upload

Choose file No file chosen Upload Upload Type: OBS (CSV)

Upload Status: 1 records have been successfully uploaded 0 have failed to upload.

Job Upload Options:

Job Group: JG01 Header Row: No

col9	col10	col11	col12	col13	col14	col15	col16	col17	col18	col19	col20	col21	col22	col23	col24	col25	col26	col27	col28	col29	col30	col31	Validation	Reason for Failure
10072014	901	10072014	901	J Smith	1 High Street	Wimbledon			London	W12 8TZ	Mr J Smith	01234	jsmith@gmail.com	C8					TEST	TEST			File Uploaded	

Figure 20: Data Upload - Validation.



Load	Job	Type	Group	Customer Ref.	Job Code	Service Level	Planned	Actual	Arrival	Status	Customer
YTE-0010844U	TRT004A09R	Delivery	TEST	CR8v2	JOBCODE8	10/07/2014 09:01	0 00:00			Pending	J Smith000000000000

Figure 21: Job Details - Updated Information.

## 1.4.6 Moving Jobs to a new load

It is possible to swap a Job from one Load to another Load by changing the user and load data. In order to do this, we have to specify the load id the jobs will belong to.

Firstly, we create a new load with three jobs by assigning them all to the same load 'LOAD1':

```
,,,User1,JOBCODE9,CR9,D,,10072014,901,10072014,901,J Smith,1 High
Street,Wimbledon,,London,W12 8TZ,Mr J
Smith,01234,jsmith@gmail.com,C9,,,,,TEST,TEST,Load1,

,,,User1,JOBCODE10,CR10,D,,10072014,901,10072014,901,J Smith,1 High
Street,Wimbledon,,London,W12 8TZ,Mr J
Smith,01234,jsmith@gmail.com,C10,,,,,TEST,TEST,Load1,

,,,User1,JOBCODE11,CR11,D,,10072014,901,10072014,901,J Smith,1 High
Street,Wimbledon,,London,W12 8TZ,Mr J
Smith,01234,jsmith@gmail.com,C11,,,,,TEST,TEST,Load1,
```

Example 8: Three Jobs, Single Load.

col9	col10	col11	col12	col13	col14	col15	col16	col17	col18	col19	col20	col21	col22	col23	col24	col25	col26	col27	col28	col29	col30	col31	Validation	Reason for Failure
10072014	901	10072014	901	J Smith	1 High Street	Wimbledon			London	W12 8TZ	Mr J Smith	01234	jsmith@gmail.com	C9					TEST	TEST	Load1		File Uploaded	
10072014	901	10072014	901	J Smith	1 High Street	Wimbledon			London	W12 8TZ	Mr J Smith	01234	jsmith@gmail.com	C10					TEST	TEST	Load1		File Uploaded	
10072014	901	10072014	901	J Smith	1 High Street	Wimbledon			London	W12 8TZ	Mr J Smith	01234	jsmith@gmail.com	C11					TEST	TEST	Load1		File Uploaded	

Figure 22: Data Upload - Validation.



Find New

Current Jobs

Select Columns Search:  Show 10 entries

Load	Job	Type	Group	Customer Ref.	Job Code	Service Level	Planned	Actual	Arrival	Status	Customer
Load1	TRT004A09S	Delivery	TEST	CR9	JOBCODE9		10/07/2014 09:01	0 00:00		Pending	J Smith00000000000001
Load1	TRT004A09T	Delivery	TEST	CR10	JOBCODE10		10/07/2014 09:01	0 00:00		Pending	J Smith00000000000001
Load1	TRT004A09U	Delivery	TEST	CR11	JOBCODE11		10/07/2014 09:01	0 00:00		Pending	J Smith00000000000001

Showing 1 to 3 of 3 entries Previous 1 Next

Figure 23: Job Details - Load One.

Then if we change the load of one of the records and re-upload it, the record will be moved to a different load:

```
,,,User2,JOBCODE10,CR10,D,,10072014,901,10072014,901,J Smith,1 High
Street,Wimbledon,,London,W12 8TZ,Mr J
Smith,01234,jsmith@gmail.com,C10,,,,,TEST,TEST,Load2,
```

Example 9: Existing Job, New User, New Load.

Upload

Choose file No file chosen Upload Upload Type: OBS (CSV)

Upload Status: 1 records have been successfully uploaded 0 have failed to upload.

Job Upload Options:

Job Group: JG01 Header Row: No

col9	col10	col11	col12	col13	col14	col15	col16	col17	col18	col19	col20	col21	col22	col23	col24	col25	col26	col27	col28	col29	col30	col31	Validation	Reason for Failure
10072014	901	10072014	901	J Smith	1 High Street	Wimbledon			London	W12 8TZ	Mr J Smith	01234	jsmith@gmail.com	C10					TEST	TEST	Load2		File Uploaded	

Figure 24: Data Upload - Validation.

Job code 'JOBCODE10' is now assigned to 'Load2':



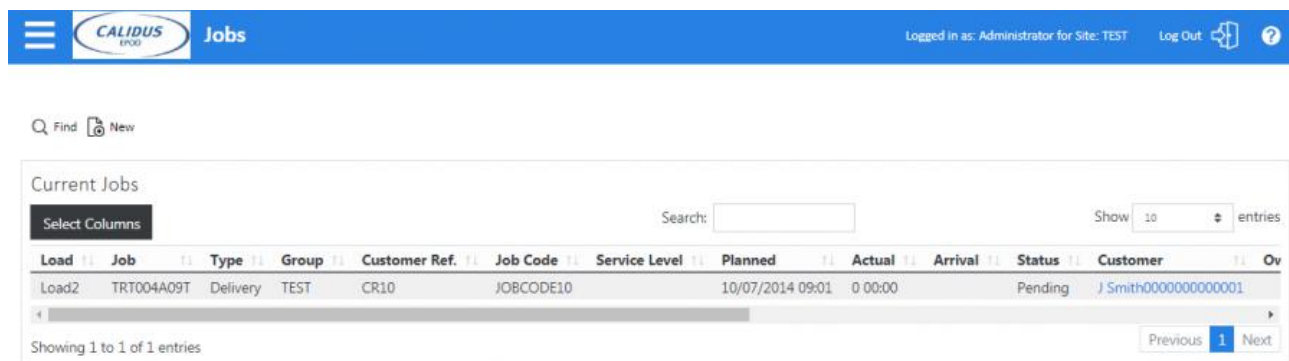


Figure 25 shows the 'Current Jobs' table in the CALIDUS Jobs interface. The table has columns: Load, Job, Type, Group, Customer Ref., Job Code, Service Level, Planned, Actual, Arrival, Status, and Customer. The data row shows Load2, TRT004A09T, Delivery, TEST, CR10, JOBCODE10, Service Level, 10/07/2014 09:01, 0 00:00, Pending, and J Smith00000000000001. The interface includes a search bar, a 'Show 10 entries' dropdown, and pagination controls.

Load	Job	Type	Group	Customer Ref.	Job Code	Service Level	Planned	Actual	Arrival	Status	Customer
Load2	TRT004A09T	Delivery	TEST	CR10	JOBCODE10		10/07/2014 09:01	0 00:00		Pending	J Smith00000000000001

Figure 25: Job Details - Load2.

'Load 1' now consists of only two jobs:

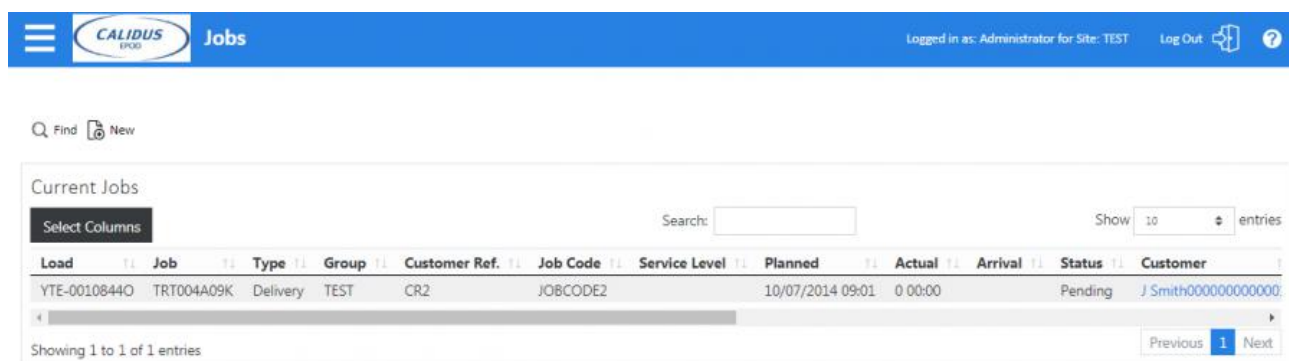


Figure 26 shows the 'Current Jobs' table in the CALIDUS Jobs interface. The table has columns: Load, Job, Type, Group, Customer Ref., Job Code, Service Level, Planned, Actual, Arrival, Status, and Customer. The data row shows YTE-00108440, TRT004A09K, Delivery, TEST, CR2, JOBCODE2, Service Level, 10/07/2014 09:01, 0 00:00, Pending, and J Smith00000000000000. The interface includes a search bar, a 'Show 10 entries' dropdown, and pagination controls.

Load	Job	Type	Group	Customer Ref.	Job Code	Service Level	Planned	Actual	Arrival	Status	Customer
YTE-00108440	TRT004A09K	Delivery	TEST	CR2	JOBCODE2		10/07/2014 09:01	0 00:00		Pending	J Smith00000000000000

Figure 26: Job Details - Load1.

Note that a job that is added to an existing load will be added with the highest sequence number, so that job will be the last job to be processed on the device.

### 1.4.7 Sequencing Jobs on a new load

If multiple jobs are added to a load, the sequence the jobs appear on the device can be determined by setting a Site level parameter.

Within the Site Maintenance screen, in the Admin tab there is a 'CSV Upload Sequence' list:

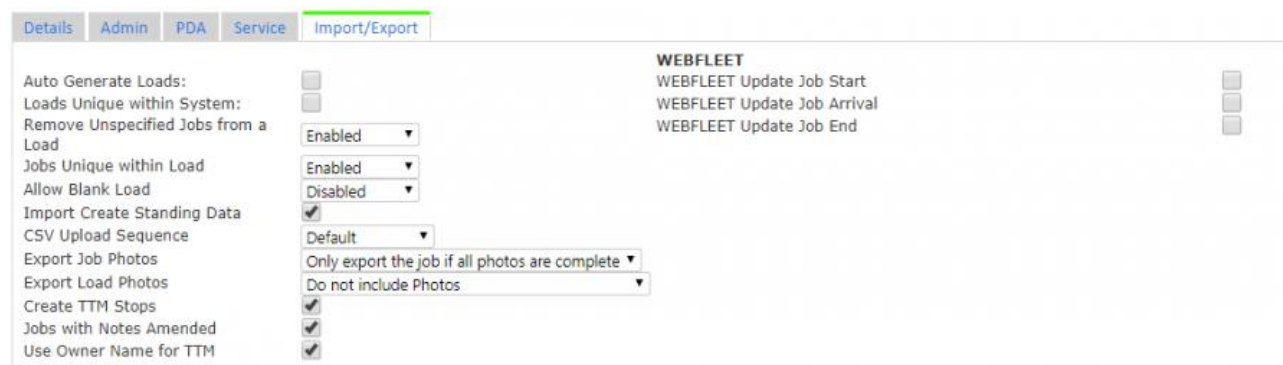


Figure 27 shows the 'Import/Export' tab in the Site Maintenance screen. It contains settings for 'Auto Generate Loads', 'Loads Unique within System', 'Remove Unspecified Jobs from a Load', 'Jobs Unique within Load', 'Allow Blank Load', 'Import Create Standing Data', 'CSV Upload Sequence', 'Export Job Photos', 'Export Load Photos', 'Create TTM Stops', 'Jobs with Notes Amended', and 'Use Owner Name for TTM'. The 'CSV Upload Sequence' is set to 'Default'. The 'Export Job Photos' and 'Export Load Photos' options have dropdown menus with 'Only export the job if all photos are complete' and 'Do not include Photos' respectively.

Setting	Value
Auto Generate Loads	<input type="checkbox"/>
Loads Unique within System	<input type="checkbox"/>
Remove Unspecified Jobs from a Load	Enabled
Jobs Unique within Load	Enabled
Allow Blank Load	Disabled
Import Create Standing Data	<input checked="" type="checkbox"/>
CSV Upload Sequence	Default
Export Job Photos	Only export the job if all photos are complete
Export Load Photos	Do not include Photos
Create TTM Stops	<input checked="" type="checkbox"/>
Jobs with Notes Amended	<input checked="" type="checkbox"/>
Use Owner Name for TTM	<input checked="" type="checkbox"/>

Figure 27: Site Maintenance - CSV Upload Sequence setting.

The value 'Default' will cause the jobs to be added in the order of the Load Planned Start Date/Time passed in, e.g.



columns 1 and 2.

The value 'Order Provided' will cause the jobs to be added in the sequence they are included in the file.

## 1.5 Example Files

The following list links to the example files used in this user guide.

- [File:Example1.csv](#)
- [File:Example2.csv](#)
- [File:Example3.csv](#)
- [File:Example4.csv](#)
- [File:Example5.csv](#)
- [File:Example6.csv](#)
- [File:Example7.csv](#)
- [File:Example8.csv](#)
- [File:Example9.csv](#)

