Instructions

# Requirements:

Excel 2016, or Excel 2010 with the Power Query add-on

# 1 - Setup:

You must have a table in your spreadsheet containing columns with the following data:

A unique identifier (used for the VLOOKUP command)

Tracking Number

Tracking Status

Delivery Date

You must have a registered developer account with Canada Post, and valid production API keys.

At some point, you will be prompted to enter in those keys.

# 2 - Adding Script Functions

In the document you wish to add the automation to, open up the Power Query Editor

Add a new blank query  
 Right Click the “Queries” panel  
 New Query  
 Other Sources  
 Blank Query

Copy the Script from the /scripts folder into the query  
 Select the blank query and click on “Advanced Editor”  
 Remove all text present, and copy/paste the text from the script you wish to copy  
 Rename the Script to the proper name (right-click > rename) \*\*name must be exact!\*\*

Repeat for “getStatusFromTnum”, “parseXML”, and “queryAPI”

# 3 - Creating the Query Table

Select the table that has the required information,   
and click “From Table/Range” in the Power Query Tab

Select Ok

Select “Choose Columns”

Select the “Identifier”, “Tracking Number”, “Status”, and “Delivery Date” columns and press OK.

In the “add column” tab, select “Invoke Custom Function”  
 new column name > “pair”  
 Function Query > “getStatusFromTnum”  
 trackingNumInput > your identifier column  
 oldStatusIn > change from “any” to “column name” > your status column  
 oldDate > change from “any” to “column name” > your delivery date

In the “add column” tab, select “Custom Column”  
 change the column name to “New Status”  
 change the custom formula to be [pair]{0}

In the “add column” tab, select “Custom Column”  
 change the column name to “Delivery Date”  
 change the custom formula to be [pair]{1}

# 4 – VLOOKUP

Vlookup is fun ( . - . )

In the name box, click on the drop-down menu and select the table containing the query. Copy Down the name of that table.

In the status and date delivered columns of your main table, replace the contents of that cell with the following formula:

=VLOOKUP(TEXT([@ID], "0"), TrackingTable, 7, FALSE)

REPLACE THE “ID” with whatever your identifier column name is.

REPLACE the “TrackingTable” with the name you copied down from the query table.

REPLACE the 7 with whatever column number corresponds to the “new status”, and “date” columns in your query. It may take some testing to successfully accomplish.

You are now done!