Logistics Hot Folder Tool User Instruction

IMPORTANT: **You can create a folder for this job first. This will help you organize. And when you are ready to generate the report, copy the files out to the root of the "tools" folder. And once you are done with all three reports, just drag all files back and make the root nice and clean.**

MAKE SURE: **1. Add a column called "Courier" in the ELP file. Put C if you want the cheapest carrier, put F if you want FedEx as the carrier.** *Otherwise, the report will be blank.* **2. Please rename your files exactly according to the instruction. Case sensitive.**

1. How to generate Report1.csv to send to Harte Hanks for the transit time

Step 1 Open your "projectserver" folder

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Step 2 Find a folder called "tools" and click in

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Step 3 Find a folder called "M_HotFolder" and click in

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Step 4 Add a column called "Courier" in ELP file. Put C if you want the cheapest, put F if you want Fedex.

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Step 5 Save your ELP file as "**ELP.CSV**"

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Step 6 Rename your PSAA file into "**PSAA1.CSV**"

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Step 7 Copy both files into the "M_HotFolder" root

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Step 8 Wait for five mintues

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Step 9 You will find the "Report1.csv" in the "M_HotFolder" root

2. How to generate Report2.csv to send to Harte Hanks for BOLs

Step 1 Open the "projectserver" folder

Step 2 Find a folder called "tools" and click in

Step 3 Find a folder called "M_HotFolder" and click in

Step 4 Fill in the "ScheduledInductionDate" field in the PSAA file according to the transit time you got from Harte Hanks

Step 5 Rename your PSAA file into "**PSAA2.CSV**"

Step 6 Copy both files into the "M_HotFolder" root

Step 7 Wait for five mintues

Step 8 You will find the "Report2.csv" in the "M_HotFolder" root

3. How to generate Report3.csv to paste into the logistics analysis excel sheet

Step 1 Open the "projectserver" folder

Step 2 Find a folder called "tools" and click in

Step 3 Find a folder called "M_HotFolder" and click in

Step 4 Open your Rate xlsx file and save it as **csv format called "Rate.csv"**

Step 5 Copy both files into the "M_HotFolder" root

Step 6 Wait for five mintues

Step 7 You will find the "Report3.csv" in the "M_HotFolder" root

Step 8 You can create a folder to store the files for this job, **drag all** the files to the job folder and make the root nice and clean.