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
2. How to generate Report2.csv to send to Harte Hanks for BOLs
3. How to generate Report3.csv to paste into the logistics analysis excel sheet