HSN Dropship Tool for general DS Use

Open the HSN\_Dropship Tool. The most recent version of the tool should be auto updated. If not, you can always re-install the tool at <http://visual-land.com/HSN_dropship/publish.htm>

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|  | 1. Notice how only the Login and Help buttons are active. Glick on Login to bring up the password prompt. |
|  | 2. Type the password into the textfield and click login. If the password you entered is incorrect, it will change back to a blank textfield for you to reenter. |
|  | 3. After successfully logging in, the 4 buttons: Date drop down, Import/Update, Generate Summary, and Generate CW Files should be enabled. The drop down date button will allow to change the ship date, by default it will be the current day. |
| **Import/Update Button** This button will allow you to upload a Text (tab delimitated) file to the database. It only accept this kind of file, which should contain all the PO information of that day.   After uploading, the line where it says "# POs Outstanding" should change to display the number of POs in the file you just uploaded. It should also display a status "Upload complete" right under it. | |
| **Generate Summary** This button will create a summary that compiles all the models purchased that day from all the POs.   Clicking on the button will open a file dialog where you will search for Today's Daily Dropship Summary file. This file is where the summary value will be inputted into.   Once generated, the excel document will open with the data already inputted. Make sure to save the file as (F12) a new spreadsheet in the daily folder for HSN because it is opened as a Read Only. | |
| **Generate CW Files** This button will create a .csv file that will contain all the information UPS needs to print the labels.   After clicking on the button, a new window will appear with a result set showing all the information for the generated file. Press the CSV Export button at the top of that window to save it locally in today's daily folder for HSN.   \**Note*: Make sure you use the CSV Export button to download the file instead of copy all the rows in the window and pasting into a spreadsheet. Pressing CSV Export will mark the ShipDate of all the POs listed to today's date. | |