DHL Report Generator - User Guide

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Getting Started

System Requirements

- Modern web browser (Chrome, Firefox, Safari, or Edge)
- JavaScript enabled
- Internet connection for loading required libraries

Before You Begin

Ensure you have:

- Your main order Excel file - available to download from this link,
  http://192.168.10.251/epace/company:c001/inquiry/UserDefinedInquiry/view/5241

- Any email update files (if required) - Emailed notifications.

- All column headers match the expected format

Processing Main Order File

Step 1: Initial Upload

1. Open the DHL Report Generator in your web browser
2. Locate the "Upload Main Excel File" section
3. Click the file input or drag and drop your Excel file
4. Wait for the "File processed successfully!" message

Step 2: Verify Data

After upload, check that:

- All order details appear correctly in the table
- Dates are in the correct format (DD-MM-YYYY)
- Australian orders have correct state codes
- All required columns contain the expected data

Notes About Australian Orders

- Orders with country code 'AU' will automatically have their state codes looked up
- The lookup is based on the postcode in column H
- State codes are automatically inserted in column I
- Verify that state codes are correct for all Australian orders

Updating Email Addresses

Step 1: Prepare Email Update File

Ensure your email update file:

- Contains two columns
- Column A has order numbers matching the main file
- Column B has the new email addresses

Step 2: Upload Email Updates

1. Wait for the main file to finish processing
2. Look for "Upload Email Update File" to become enabled
3. Click to upload your email update file
4. Watch for the success message showing number of updates

Step 3: Verify Updates

- Check that email addresses were updated correctly
- Verify that other order data remained unchanged
- Multiple email update files can be processed sequentially

Working with the Data Table

Viewing Data

- Use horizontal scroll to view all columns
- The action column (delete button) stays fixed on the left
- Smaller font size helps view more data at once

Deleting Rows

1. Locate the row you want to remove
2. Click the trash can icon in the leftmost column
3. The row will be immediately removed
4. This action cannot be undone

Data Display

Columns shown in the table:

- Order Number (A)
- Date (B)
- To Name (C)

- Destination Building (D)
- Destination Street (E)
- Destination Suburb (F)
- Destination City (G)
- Destination Postcode (H)
- Destination State (I)
- Destination Email (K)
- Destination Phone (L)
- Reference (R)
- Country Code (X)

Exporting the DHL Report

Step 1: Prepare for Export

Before exporting:

- Verify all data is correct
- Remove any unwanted rows
- Check Australian state codes
- Confirm email addresses are up to date

Step 2: Export Process

1. Click the "Export CSV" button in the top right
2. The file will automatically download
3. Filename format: DD-MM-YYYY_DHL Report.csv
   - Date taken from first order in the file

Step 3: Email to despatch

email csv export to despatch01@tjbooks.co.uk

Troubleshooting

Common Issues and Solutions

File Won't Upload

- Check file format (.xlsx or .xls only)
- Ensure file isn't corrupted
- Try saving as a new Excel file

Missing Email Updates

- Verify order numbers match exactly
- Check for extra spaces in order numbers
- Ensure email file has correct column structure

Incorrect State Codes

- Verify postcode is correct
- Check country code is 'AU'
- Ensure postcode exists in database

Export Problems

- Clear browser cache
- Try a different browser
- Check for special characters in data

Getting Help

If you encounter persistent issues:

1. Clear your browser cache
2. Restart your browser
3. Try a different supported browser
4. Check file formats and data structure
5. Contact technical support if problems persist