New Delivery Job Import (Existing Customers)

The imports section in Delivery allows users to bulk upload jobs into Delivery through an excel file. This enables ease of job creation without manual creation.

This new Delivery Job import will enable users to:

1) Create Multiple Templates
2) Import an excel without removing unnecessary columns
3) Create To Dos

The new Delivery Job Import feature will transfer over your existing templates without you creating a new one.

Importing your existing Template
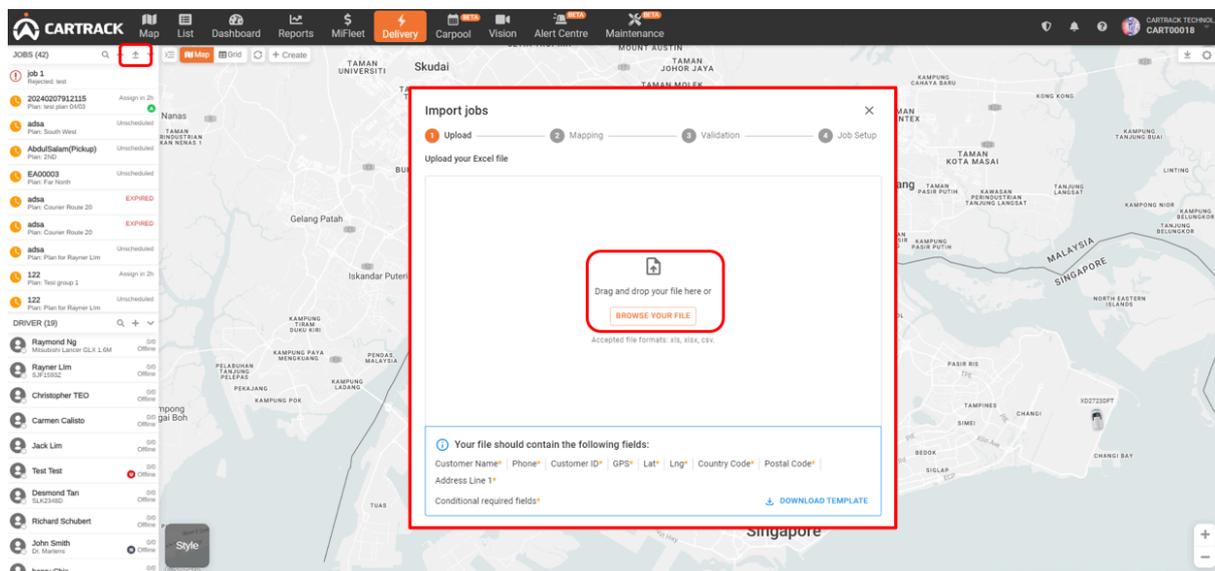
1. Select the import button on the Jobs panel
2. An Import Jobs window will appear.
3. Drag and drop your file to the window or browse for your existing file template

- Your existing excel template should be mapped
- Click on Import for system to validate the information.

- Once validated*, you can proceed to click on Next.

*It will prompt the issues if validation is not successful.

- On the final Job Setup, select Complete Import.
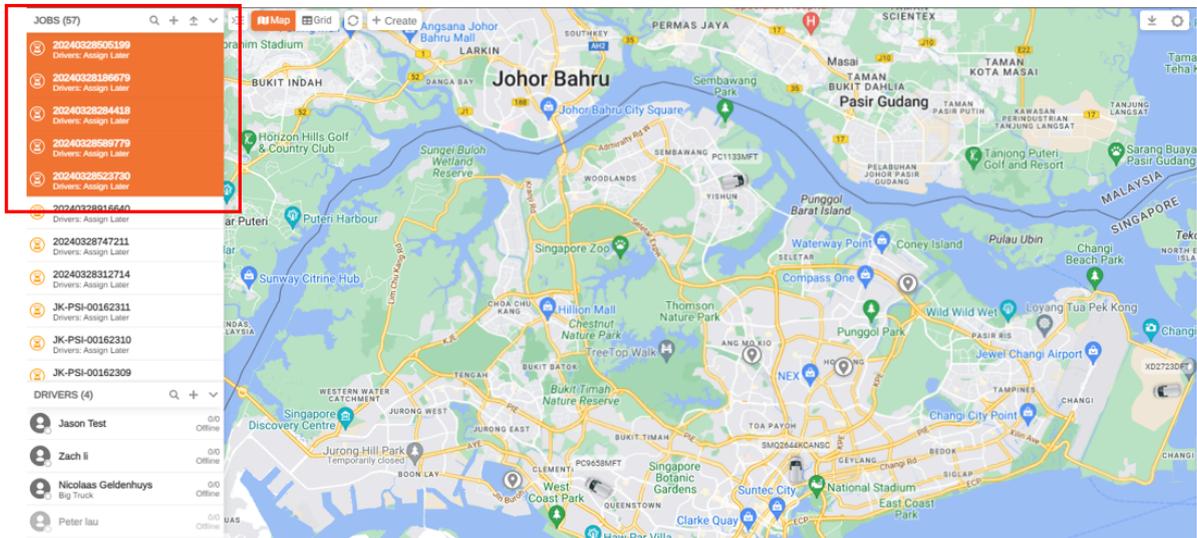
Once done, Jobs have been successfully imported and will reflect in the Jobs List.