

horizon

network console

EMAILED ORDER SPECIFICATIONS

When sending data electronically please make sure the files are in the proper format. The files have to be in the order described to be properly viewed and performed. Each number below represents the information for each specific job.

1. Account number
2. OrderAlias (second reference)
3. Stop1.ScheduledDateTime (mm/dd/yyyy hh:mm; if date only mm/dd/yyyy)
4. Reference (either this item or the next should be a unique order number if possible)
5. Caller/Requestor
6. Caller Phone
7. Stop1.Name
8. Stop1.Address
9. Stop1.Room
- 10.Stop1.City
- 11.Stop1.State
- 12.Stop1.Zip
- 13.Stop1.Phone
- 14.Stop1.See
- 15.Stop1.Note
- 16.Stop2.Name
- 17.Stop2.Address
- 18.Stop2.Room
- 19.Stop2.City
- 20.Stop2.State
- 21.Stop2.Zip
- 22.Stop2.Phone
- 23.Stop2.See
- 24.Stop2.Note
- 25.Pieces (just the number, not the list of items)
- 26.Weight (total weight)
- 27.Description
- 28.Service Type
- 29.Vehicle Type
- 30.CodAmount
- 31.DeclaredValue)
- 32.Notes/Bill of Materials

Note that the data can be either in the body of the email or in an attached file.

- On our end we will have an XML file set up with some additional values that we will set up one time for processing the file:
- Specify field delimiter (prefer a tab) you are using - the row delimiter is carriage return/line feed
- Specify Allowable domain name(s) file comes from; we will reject files from any other domain
- Default account number or account cross reference from the value in the file's account number field
- Default service type or service type cross reference from the value in the file's account number field
- Default vehicle type or vehicle type cross reference from the value in the file's vehicle type field
- Set one or more attributes of order by default (e.g., caller, caller phone, vehicle type)
- Customer Shipto Code to be used for stop 1 address if stop1 name, address and zip are blank
- Customer Shipto Code to be used for stop 2 address if stop2 name, address and zip are blank
- Order Alerts (email addresses to send confirmation that file was processed)
- Which field is Unique Key (need to avoid creating duplicate entries if file is re-sent accidentally)
- Ready time if not in file
- If name has value but no address or zip for stop1 or stop1, use that value to look up the address in the shipto file (pre-populated addresses).

If you need further instructions please contact us at support@horizonconsole.com.