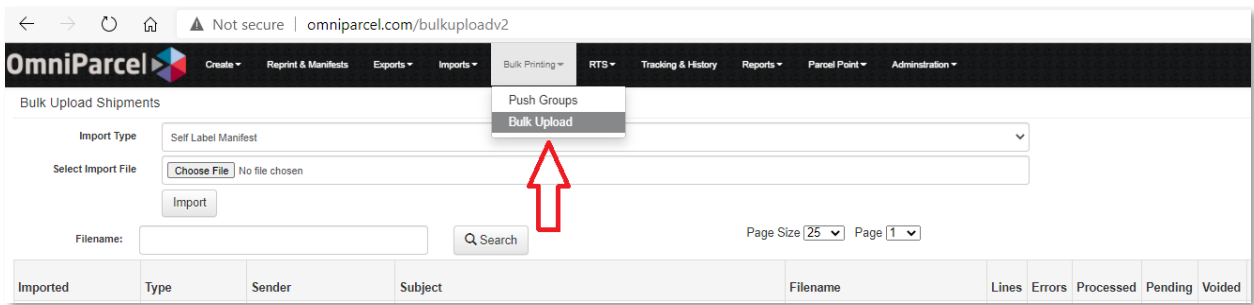


HOW TO
**CORRECT BULK UPLOAD
ERRORS IN OMNIPARCEL**

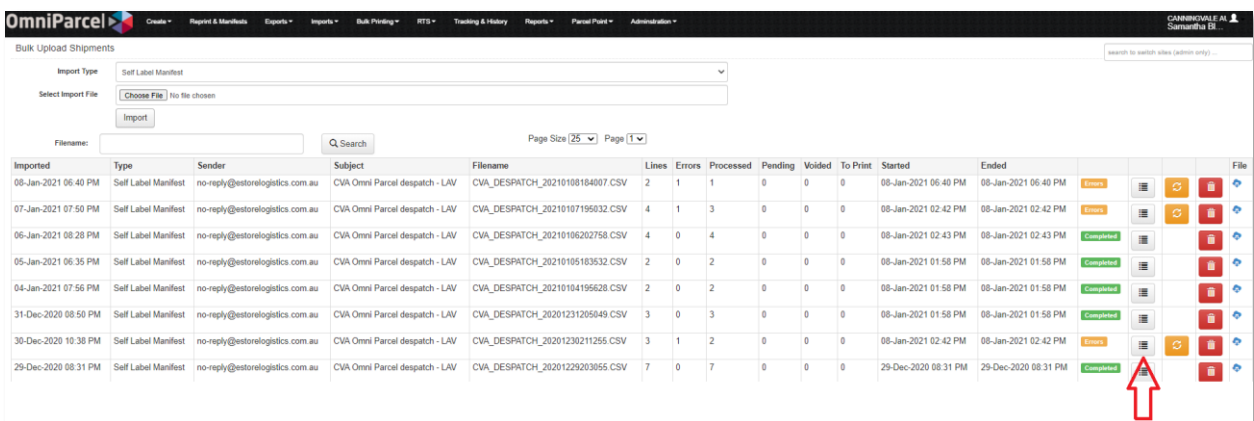


HOW TO CORRECT BULK UPLOAD ERRORS

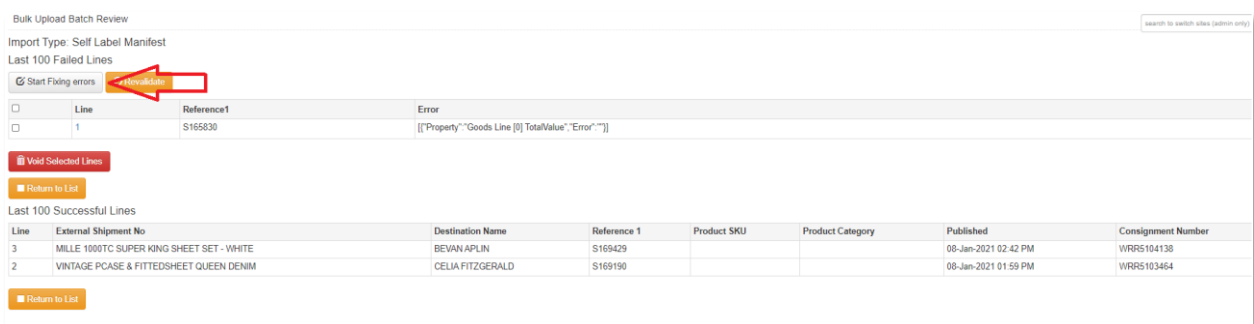
1. Log into OmniParcel.
2. Go to the 'Bulk Upload' page in OmniParcel.



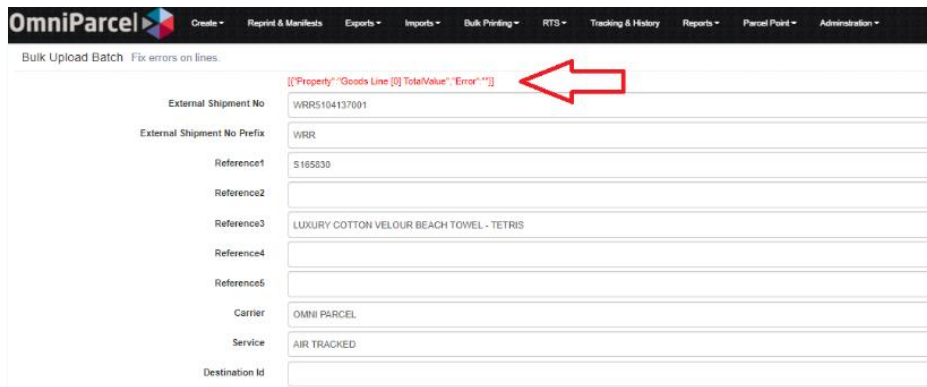
3. Click on the 'Data' button next to the data you are correcting.



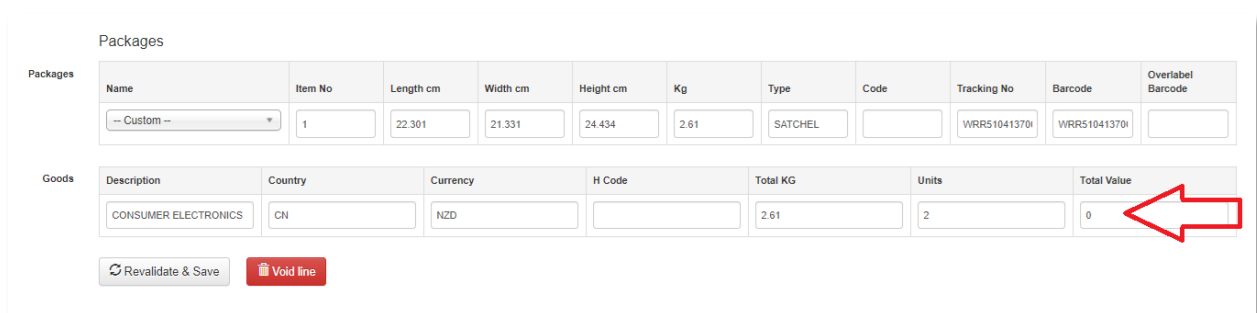
4. Click 'Start Fixing errors'.



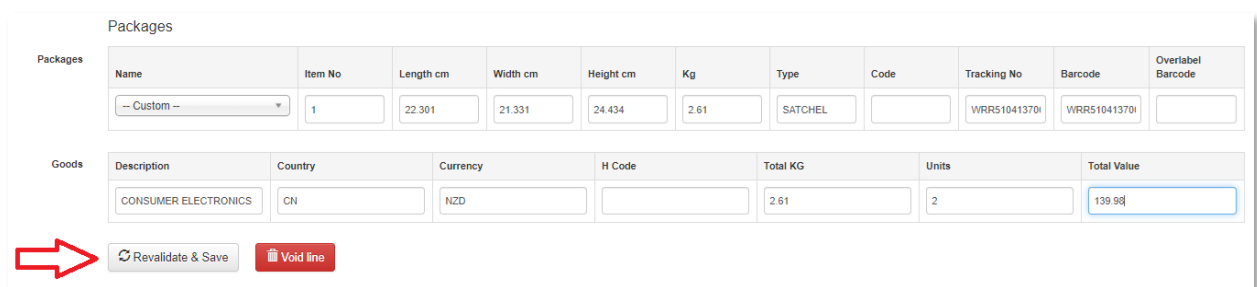
- The words in red at the top of the page should give you a good indication of what the error may be.



- The example error above reads 'Total Value', and as shown in the screenshot below there is '0' (zero) in the total value field. In this case, a value needs to be added.



- Once the total value has been added click 'Revalidate & Save'.



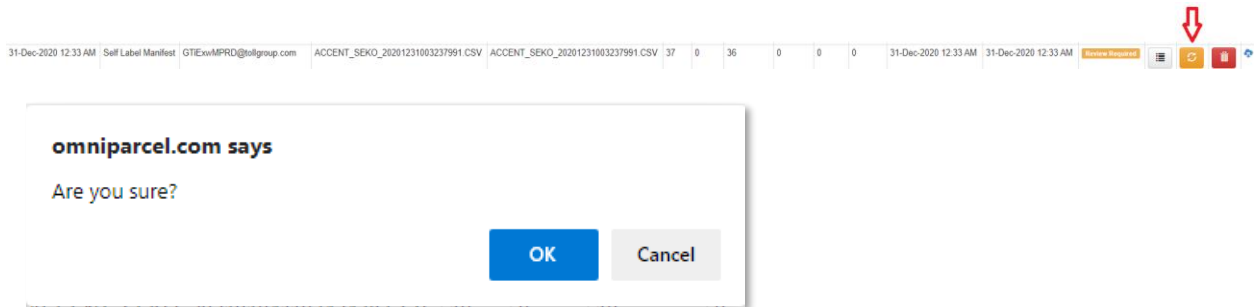
- If there is another error you will be directed to the next error to solve, but if this is the only one you will be returned to the List page and the error line will now read 'Review Required'.



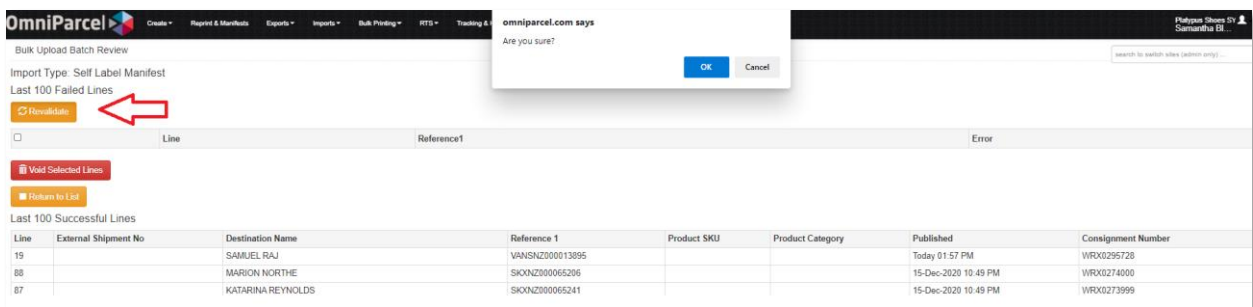
- After approximately two minutes, refresh the page and if the correct error was fixed the status will now read 'Completed'.

TROUBLESHOOTING

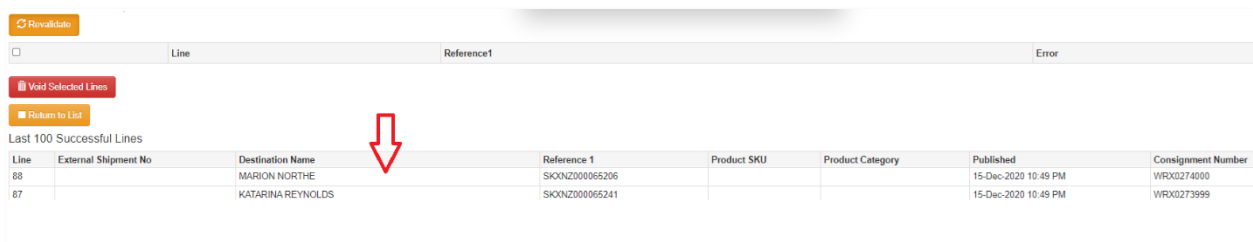
- If the status continues to read 'Review Required', click on the 'Refresh' button and the below pop up will appear, press 'OK'.



- You will be taken to the review page then click on 'revalidate' and select 'OK' on the pop-up. You may need to do this a few times.



- The top line should then clear and have successfully gone through.



- If for any reason these steps do not work, please send through an email to IT Support for further investigations. Please see our Guide to Managing Support Tickets in Jira located here for how to submit enquiries to our IT Support Team.