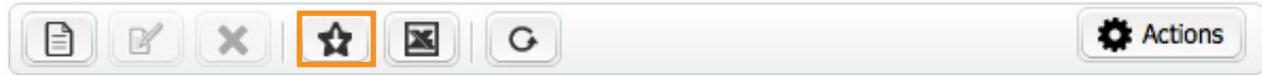
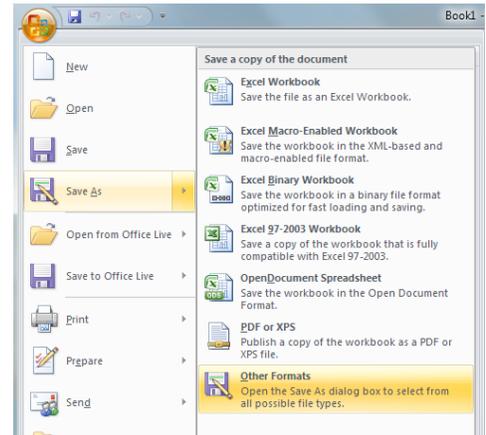


Importing favourites



The first step is to export the relevant data from your database to create favorites in Excel, then save them in "csv" format. You will need a column for:

- Address
- Postal code
- City
- Logbook address (if necessary)
- Comments (Company's or client's name)



Semicolon delimited values (*.csv)

It is important to note that if you need to customize a favourites category, for example, some will be forced into business mode and others in personal mode. You will need to create two different files to properly distinguish them when importing.

Once you are ready to import your Favourites, click the 4th icon "Import favourite" then click on select. Enter the name of the file to import (step 1), then click "Open".

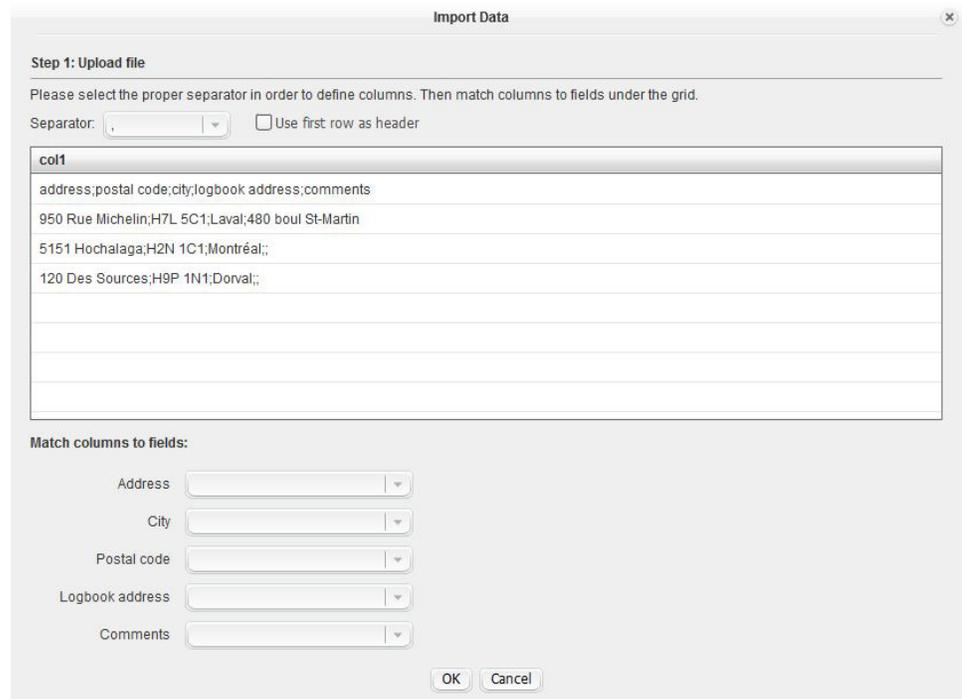


Fig.1

The window "Import data" will appear. If you only see one column (fig. 1), you will have to change the separator to ";".

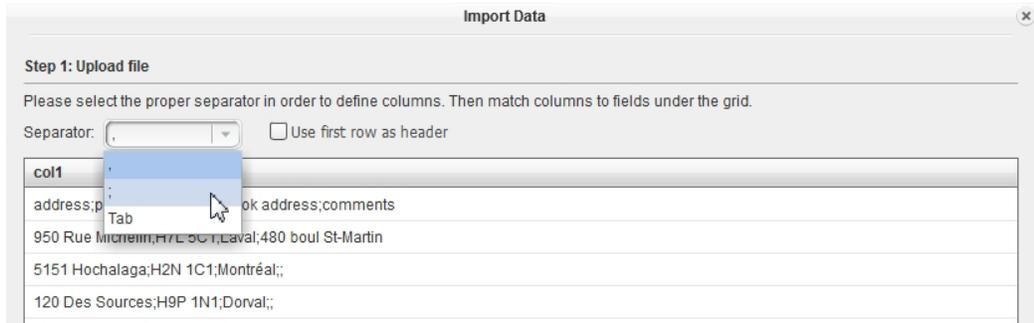
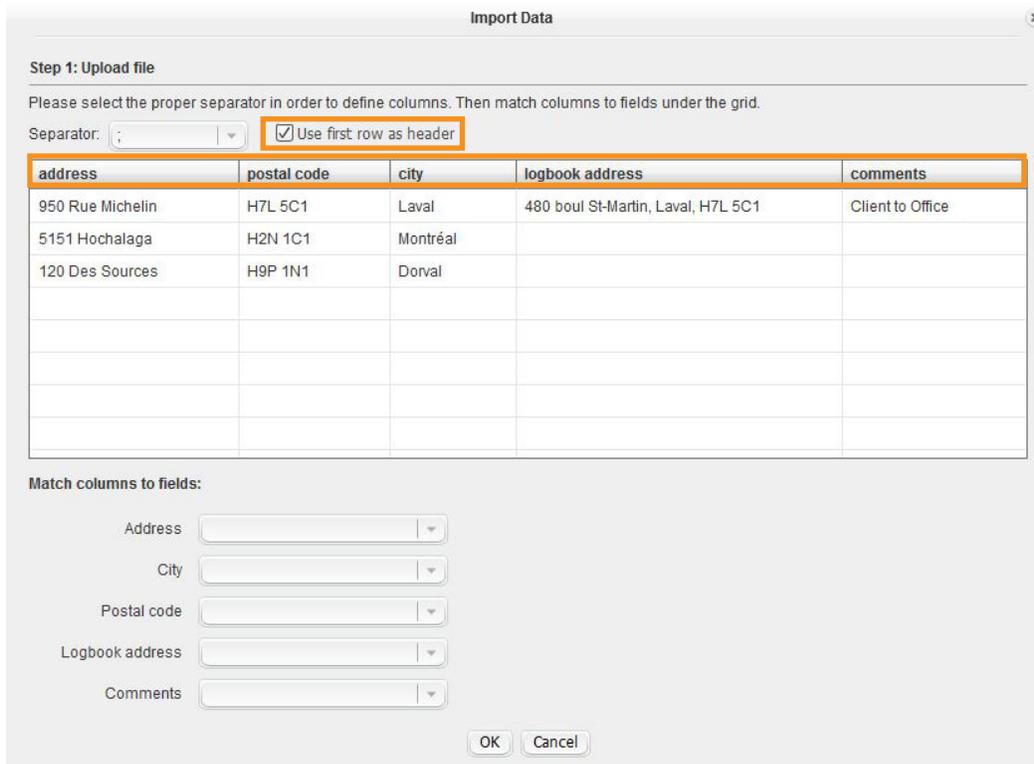


Fig.2

To have your data appear as shown in the following figure:

By default, the columns are identified as col1, col2, etc. If you have customized your columns, you can click *“Use first row as header”*.

Then, assign columns to each of the fields and click *“OK”*. In the image below, the first row was used as a header.



Import Data

Step 1: Upload file

Please select the proper separator in order to define columns. Then match columns to fields under the grid.

Separator: Use first row as header

Address	Postal code	City	Logbook address	Comments
950 Rue Michelin	H7L 5C1	Laval	480 boul St-Martin, Laval, H7L 5C1	Client to Office
5151 Hochalaga	H2N 1C1	Montréal		
120 Des Sources	H9P 1N1	Dorval		

Match columns to fields:

Address

City

Postal code

Logbook address

Comments

After clicking "OK", a new window will appear allowing you to set up this group (step 2: Parameters of the favourite). The procedure is the same as for the creation of a favourite.

Parameters

Step 2: Customize favourite

Define the favourite template that will be applied to the favourites imported.

Vehicle All Select....

Radius meters

Active Yes No

Default trip type to:

Business Personal

Apply favourite to existing trips

From

Notification active Yes No ⓘ

Click **“OK”** again to confirm your choice; a new window will appear to confirm each imported favourite (step 3: Validate and save). A green check mark confirms the acceptance of a favourite, while a red X indicates that the favourite cannot be confirmed from the address entered. It is possible to make adjustments (postal code error, entry error, etc.). It is also possible to delete a favourite by clicking on the trash can to the right of the row or by clicking on **“Remove address(es) in error”** or **“Remove all”** at the bottom.

At the bottom of the window, you will find the total number of addresses, the number of successfully geocoded ones and the number of addresses in error.

Import Favourites ✕

Step 1: Upload file

Step 2: Customize favourite All vehicles, radius 250m

Duplicates management Ignore

Step 3: Validate and save Please validate the results in the grid below. You can edit the values directly from the grid. Favourites in error may be exported by a right click on the grid. To complete the import, click on Save.

Address	Postal code	City	Logbook address	Comments	Latitude	Longitude	Result	
							All <input type="button" value="v"/>	
950 Rue Michelin	H7L 5C1	Laval	480 boul St-Martin	Office to client	45.5929095	-73.74187	✓	<input type="button" value="trash"/>
5151 Hochalaga	H2N 1C1	Montréal			45.5390931	-73.65899	✓	<input type="button" value="trash"/>
120 Des Sources	JH9P 1N1	Dorval			45.4795982	-73.79248	✗	<input type="button" value="trash"/>

Number of addresses : 3
 2 adresse(s) successfully geocoded
 1 adresse(s) in error

Import Favourites ✕

Step 1: Upload file

Step 2: Customize favourite All vehicles, radius 250m

Duplicates management Ignore

Step 3: Validate and save Please validate the results in the grid below. You can edit the values directly from the grid. Favourites in error may be exported by a right click on the grid. To complete the import, click on Save.

Address	Postal code	City	Logbook address	Comments	Latitude	Longitude	Result	
							All <input type="button" value="v"/>	
950 Rue Michelin	H7L 5C1	Laval	480 boul St-Martin	Office to client	45.5929095	-73.74187	✓	<input type="button" value="trash"/>
5151 Hochalaga	H2N 1C1	Montréal			45.5390931	-73.65899	✓	<input type="button" value="trash"/>
120 Des Sources	H9P 1N1	Dorval			45.4795982	-73.79248	✓	<input type="button" value="trash"/>

Number of addresses : 3
 3 adresse(s) successfully geocoded