

HOW TO TRANSFER TEMPLATES FROM TOLL CONNECT

Moving to MyToll
 Your existing Pack Types listing can be extracted from Toll Connect and uploaded to MyToll. Follow the instructions in this guide to make the necessary changes to the file format. You may require assistance with this process, and we're here to help.

EXTRACT PACK TYPES FROM TOLL CONNECT

REFORMAT INFORMATION

UPLOAD TO MYTOLL

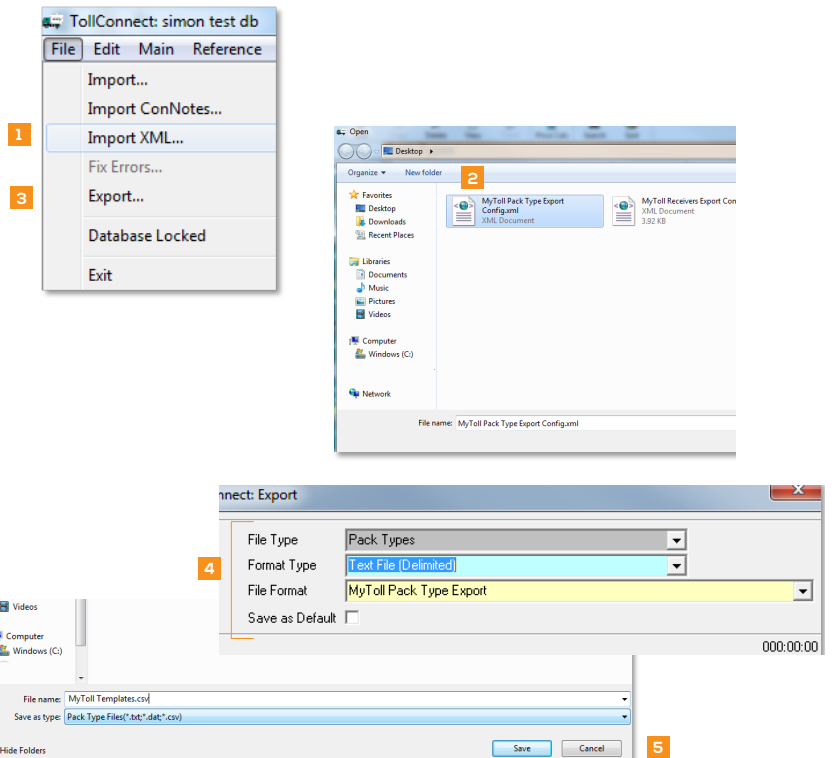
EXTRACT PACK TYPES FROM TOLL CONNECT

Make sure the following file is available on the PC which Toll Connect is on:

- MyToll Pack Type Export Config.xml

Log on to Toll Connect

1. Go to File in the main menu, select **IMPORT XML**
2. Go to the folder containing your XML files, select **MYTOLL PACK TYPE EXPORT CONFIG.XML** and **OPEN**
3. Go to File in the main menu, select **EXPORT**
4. Select the following options, click **OK**:
 - File Type: Pack Types
 - Format Type: Text File (Delimited)
 - File Format: MyToll Pack Type Export
5. Add a name for the Pack Type file, select **SAVE**



REFORMAT INFORMATION

Some changes are required for the Pack Type export format to be compatible with the MyToll template format.

Open your **FILE** in Excel

6. Change the **HEADERS** to match the MyToll format
 NOTE: MyToll will ignore all information for headers that do not match.
7. Add information to **DESCRIPTION MANDATORY FIELD**
8. Add **BillingTypeDescription** for each **BillingTypeCode** entry

6	MyToll - Required Format	Toll Connect – Pack Type Format
7	Description*	Description
	TemplateID	Pack Type ID
	DesignatedCarrier	Designated Carrier ID
	DesignatedService	Designated Service ID
8	BillingTypeDescription	
	BillingTypeCode	Commodity Code
	Quantity	Qty
	Length	Length
	Width	Width
	Height	Height
	Cubic	Cubic
	Weight	Weight

- Remove all Dangerous Goods information against the list of pack types

MyToll does not validate dangerous goods information deeming it invalid.

- SAVE as Excel file (.xls or .xlsx)

NOTE: The maximum upload limit per file is 1,000 entries

9 Toll Connect – Pack Type Format	
Dangerous	
UN Code	
Danger Class	
Danger Sub Risk	
Danger Pack Group	

Log on to MyToll and navigate to *MY PROFILE*

UPLOAD TO MYTOLL

Bulk upload templates in an Excel (XLS) file.

- Click **BULK CREATE**

NOTE: Download the document guidelines for details on how to upload/download templates

- Select **CHOOSE FILE TO UPLOAD**

NOTE: MyToll will alert if errors occur. Providing information of which row the error occurred on, and what needs to be corrected. Open the file in Excel to correct any reported errors and try the upload again.

- Once all templates are successfully validated, MyToll will upload them immediately. Select **CLOSE**

REMINDER: Ensure to update Dangerous Goods UN codes within your templates

The screenshots illustrate the 'Bulk Create Templates' workflow in MyToll. The first screenshot shows the 'My Templates' dashboard with a 'Bulk Create' button. The second screenshot shows the 'Bulk Create Templates' modal with a 'Choose File To Upload' button and a note: 'The max limit of the records allowed is 1000.' The third screenshot shows a file 'sampleTemplateFormat.xlsx' (8560 records) being validated successfully. The fourth screenshot shows an 'Errors detected' dialog box for 'sampleTemplateFormat.xlsx' with the following table:

Row number	Description
2	Template name can be of max 50 character, Carrier size can be of max 5 character character.

The dialog also includes the instruction: 'Please fix the errors identified above in the uploaded file and upload again.' The final screenshot shows the 'File validated Successfully' message: 'Ready to create templates.' with a 'Close' button.

? READ THIS NEXT:
Quick Reference Guide
How to configure your profile settings

i For more Help and Tips visit mytoll.com