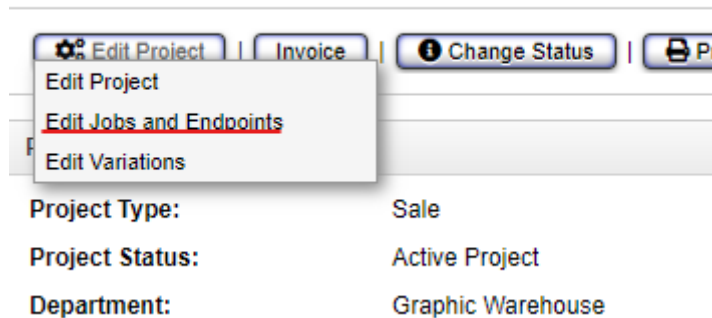


Uploading Multiple Delivery Address to a Project

1. Go to the Project > Edit Jobs and Endpoints Screen

[Sales Dashboard](#) / [Browse Projects](#) / [Viewing Project - QUO:92851](#)



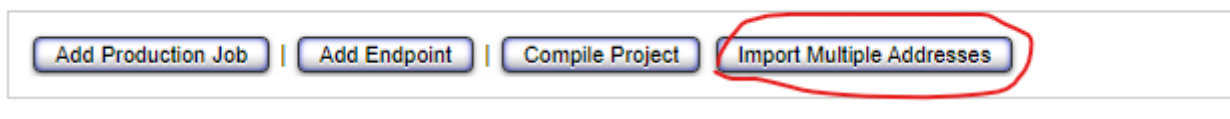
Edit Project | **Invoice** | **Change Status** | **Print**

- Edit Project
- Edit Jobs and Endpoints
- Edit Variations

Project Type: Sale
Project Status: Active Project
Department: Graphic Warehouse

2. Click Import Multiple Addresses

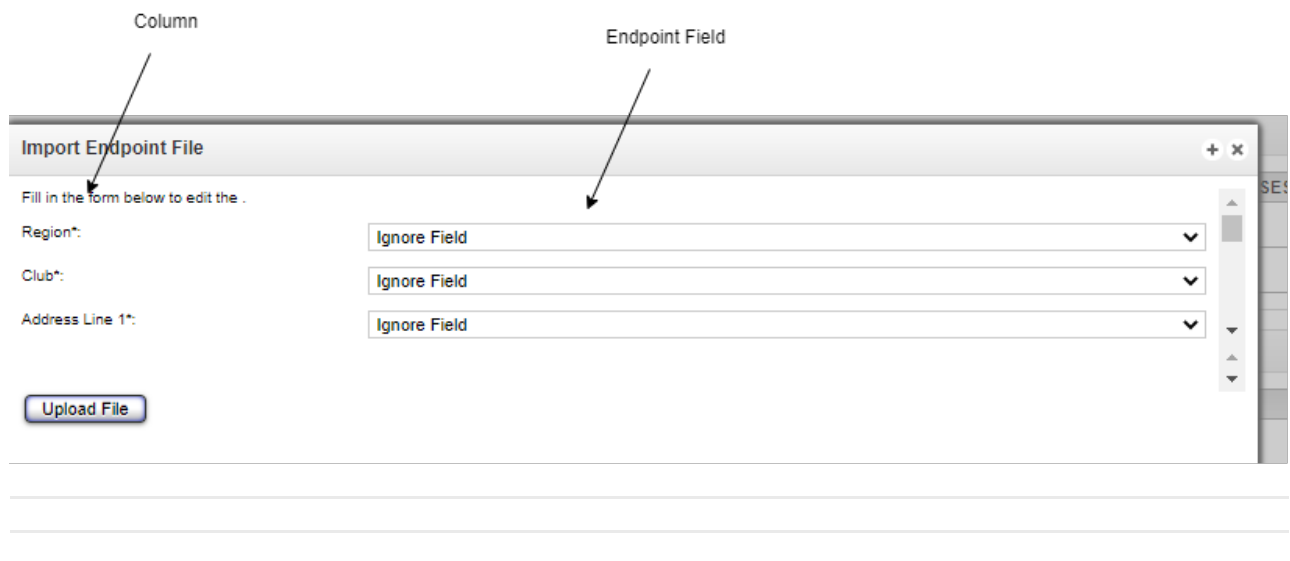
[Sales Dashboard](#) / [Browse Projects](#) / [Viewing Project -QUO:928513 - Banners & Roll Ups](#) / [Edit Project Jobs](#)



Add Production Job | **Add Endpoint** | **Compile Project** | **Import Multiple Addresses**

3. Upload an Excel Document with minimum the columns, FAO, Address, City, Postcode

4. Match the Columns to the Fields



Import Endpoint File

Fill in the form below to edit the .

Region*: Ignore Field

Club*: Ignore Field

Address Line 1*: Ignore Field

Upload File

5. After matching fields click "Save"

Import Endpoint File

Column - 27*: Ignore Field

Column - 28*: Ignore Field

Column - 29*: Ignore Field

Save

Upload File

Revision #1

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