



# Upload a Dispatch Rates File

## Overview

The Maintenance and Utilization module Dispatch Rates Upload process provides the ability to have maintenance activities include rates for dispatching assets. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data. The process consists of a five step sequence:

1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update ELMS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed successfully

## Navigation

Utilities > File Upload > Dispatch Rates > Dispatch Rates Upload page

## Procedures

### Upload the Dispatch Rates file

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





1. Select  in the Upload File Path field. *The Windows **Choose File to Upload** pop-up window appears.*
2. Choose the .csv file to attach, and select it.
3. Select . *The **Choose File to Upload** pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*

4. Use  to select the Dispatch Rates file template. *The Specify Columns step automatically appears, with a grid showing the file's contents.*

Row	No Header	Catalog Number Code	NSN	Lease Code	Base Rate	Utilization Rate	History
		Ctlg Nm Cd !*	Stock Nbr !*	Lease Code !*	Daily Rate !	Utilization Rate !	History !
0	<input type="checkbox"/>	123456test	1.23457E+14	L	45	5.67	Test

5. Click  to select the No Header. *Only select if the .csv file does NOT have a header row listing the column contents.*
6. Use  to select the correct column indicator for the Catalog Number Code = CTLG NM CD.
7. Use  to select the correct column indicator for the NSN = Stock Nbr.
8. Use  to select the correct column indicator for the Lease Code.
9. Use  to select the correct column indicator for the Base Rate = Daily Rate.
10. Use  to select the correct column indicator for the Utilization Rate.





11. Use to select the correct column indicator for the History.
12. For all other rows, use to select Not Used.
13. Select . *The file upload starts validating.*



*If the validation fails:*

- A. The following symbols specify the error for the individual cell:
  - — Error
  - — Invalid Data Type
  - — Data not found in Look up
  - — Value Required
  - — Max Length of field exceeded. Max Length: x
- B. Select twice to return to the **File Upload** page.
- C. Review and edit the original .csv file outside of ELMS.
- D. Return to Step 1.

*If the validation passes:*

*The Click Update to finalize and check for upload errors step appears.*

14. Select . *The file is finalized, checked for errors, and the Transaction Results step appears.*

Transaction Status												
Status	Action Required	Details										
983		<table border="0"> <tr> <td>Template</td> <td>Dispatch Rates</td> </tr> <tr> <td>Successful</td> <td>False</td> </tr> <tr> <td>Duration</td> <td>00:00:01.0396488</td> </tr> <tr> <td>Err Count</td> <td>1</td> </tr> <tr> <td>Err Message</td> <td>Exception Occurred on Line: 45L,1,23457E+14,5,67,Test,123456test Maximum Error Count Exceeded:1</td> </tr> </table>	Template	Dispatch Rates	Successful	False	Duration	00:00:01.0396488	Err Count	1	Err Message	Exception Occurred on Line: 45L,1,23457E+14,5,67,Test,123456test Maximum Error Count Exceeded:1
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Err Message	Exception Occurred on Line: 45L,1,23457E+14,5,67,Test,123456test Maximum Error Count Exceeded:1											

*If the file **does not** pass validation:*

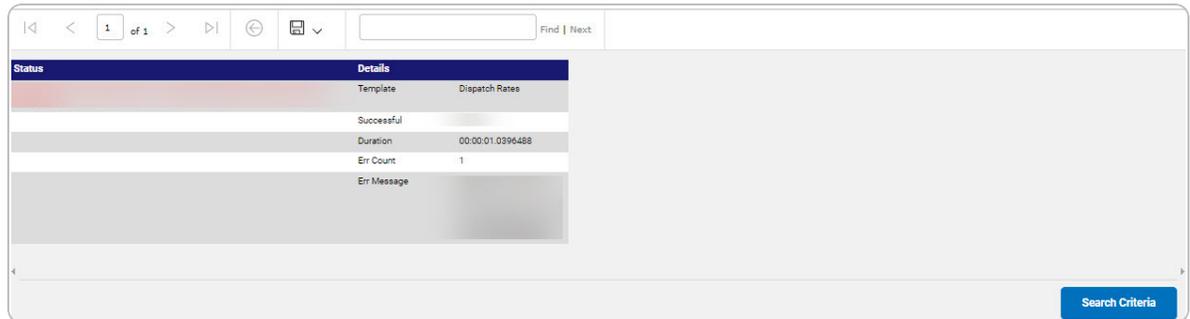




- A. Review and edit the original .csv file outside of ELMS.
- B. Select . The page returns to the **File Upload** page, and repeat the process with the revised file.

If the file **does** pass validation:

- A. Select  to print a report of the transaction. The **Print a File Upload** page appears.



- B. Select . The **File Upload** page appears.

