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

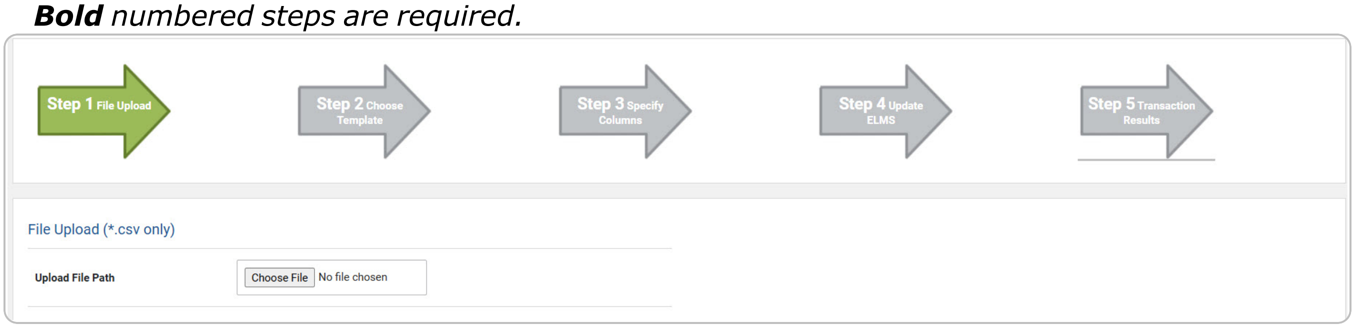
Navigation

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

Procedures

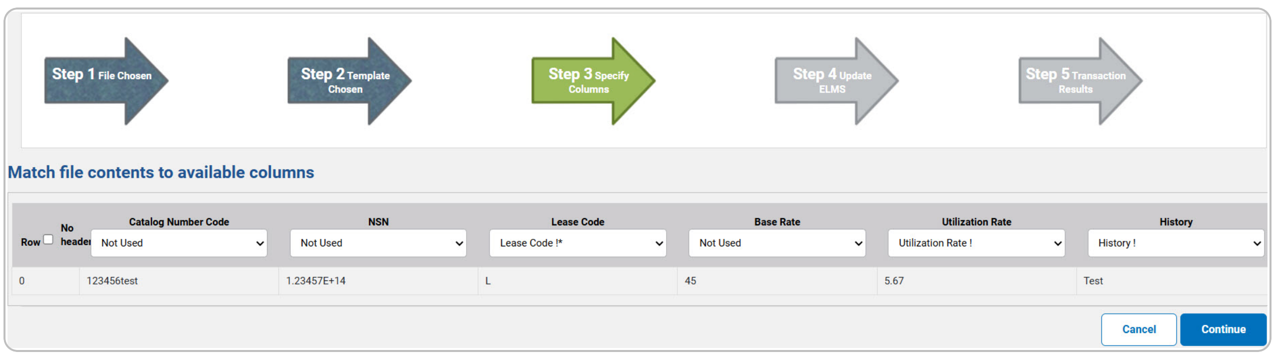
Upload the Dispatch Rates file

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



1. Select Choose File 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 Open. *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.*



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 Continue. *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

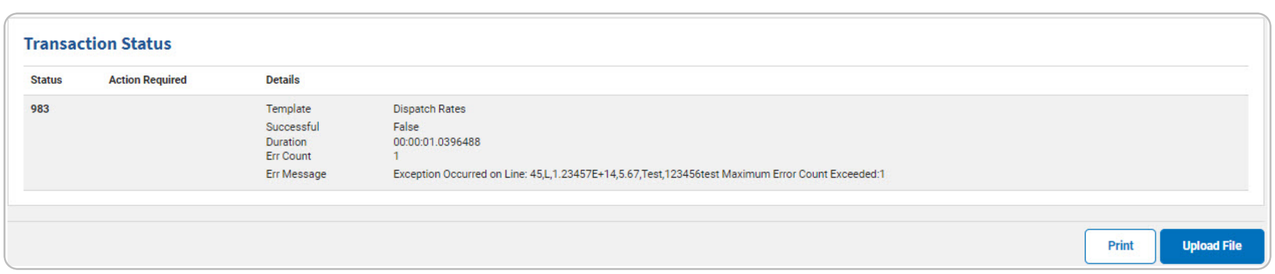
B. Select Cancel twice to return to the **File Upload** page.

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


Transaction Status

Status	Action Required	Details	
983		Template	Dispatch Rates
		Successful	False
		Duration	00:00:01.0396488
		Err Count	1
		Err Message	Exception Occurred on Line: 45,L,1.23457E+14,5.67,Test,123456test Maximum Error Count Exceeded:1

Print
Upload File

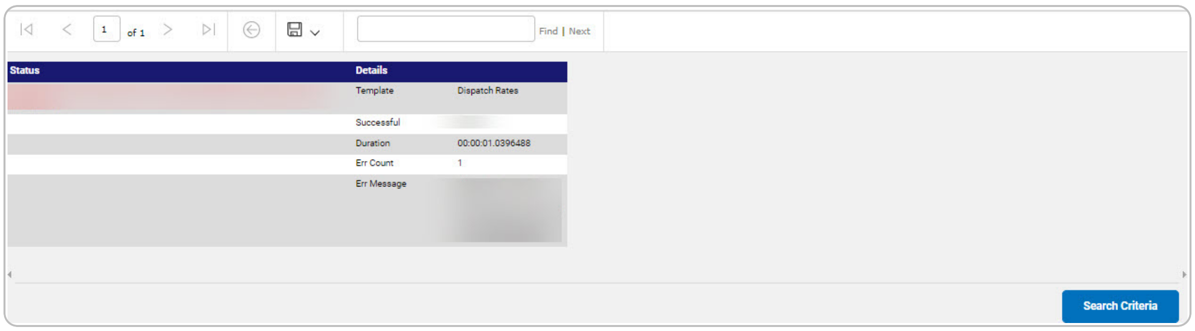
*If the file **does not** pass validation:*

A. Review and edit the original .csv file outside of ELMS.

B. Select Upload File. *The page returns to the **File Upload** page, and repeat the process with the revised file.*

*If the file **does** pass validation:*

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



B. Select Search Criteria. *The **File Upload** page appears.*