



# 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:

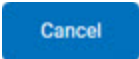
1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update ELMS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed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

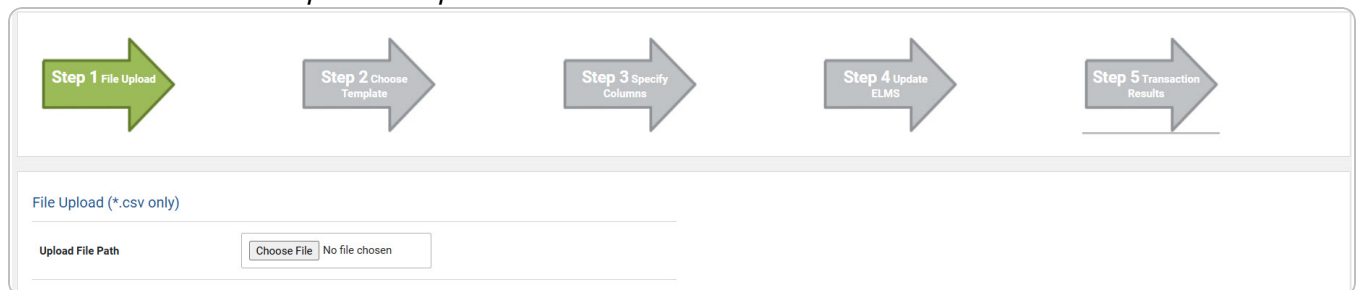
## Navigation

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.



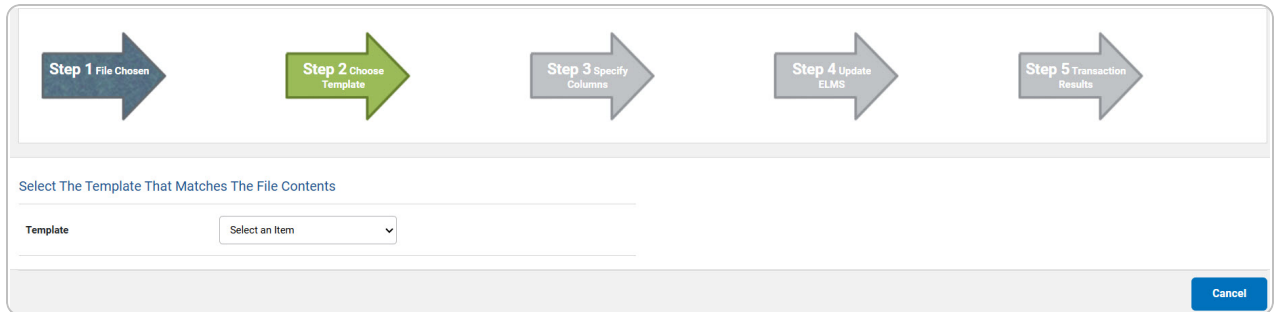
The screenshot displays a five-step process flow for uploading dispatch rates. The steps are represented by arrows: Step 1 (green, 'File Upload'), Step 2 (grey, 'Choose Template'), Step 3 (grey, 'Specify Columns'), Step 4 (grey, 'Update ELMS'), and Step 5 (grey, 'Transaction Results'). Below the flow, the 'File Upload (\*.csv only)' section is visible, featuring an 'Upload File Path' label and a 'Choose File' button next to the text 'No file chosen'.





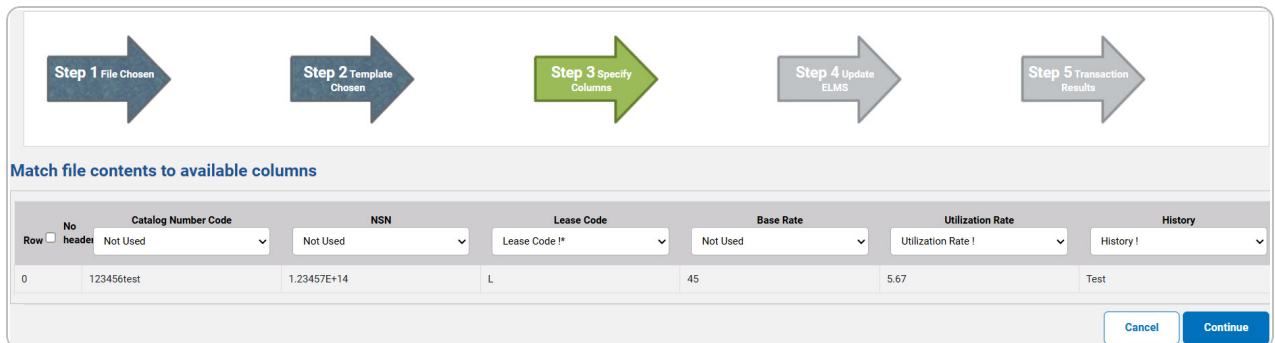
## Help Reference Guide

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.*



The screenshot shows a progress bar with five steps: Step 1 File Chosen, Step 2 Choose Template (highlighted in green), Step 3 Specify Columns, Step 4 Update ELMS, and Step 5 Transaction Results. Below the progress bar, the text 'Select The Template That Matches The File Contents' is displayed. A dropdown menu labeled 'Template' is shown with the option 'Select an Item' visible. A 'Cancel' button is located at the bottom right.

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



The screenshot shows the progress bar with Step 3 Specify Columns highlighted in green. Below the progress bar, the text 'Match file contents to available columns' is displayed. A table is shown with columns for 'No header', 'Catalog Number Code', 'NSN', 'Lease Code', 'Base Rate', 'Utilization Rate', and 'History'. Each column has a dropdown menu. The 'No header' dropdown is set to 'No'. The table contains one row of data: 0, 123456test, 1.23457E+14, L, 45, 5.67, Test. 'Cancel' and 'Continue' buttons are at the bottom right.

| No header | Catalog Number Code | NSN         | Lease Code | Base Rate | Utilization Rate | History |
|-----------|---------------------|-------------|------------|-----------|------------------|---------|
| 0         | 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.





## Help Reference Guide

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:



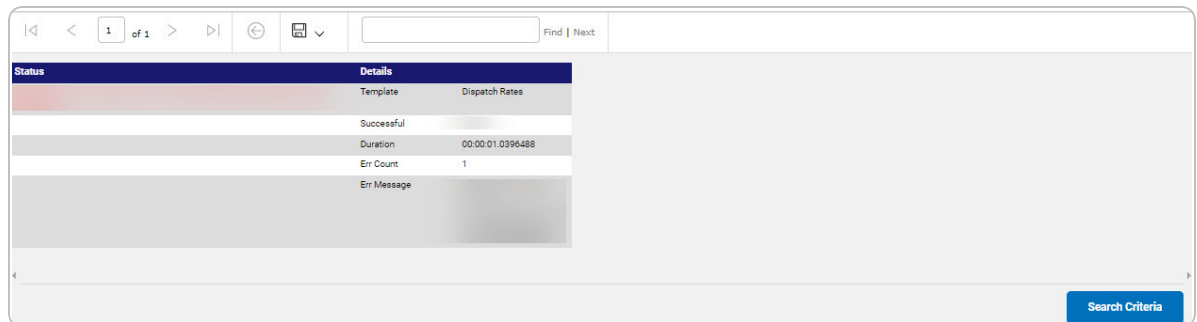


## Help Reference Guide

- 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.



| Status | Details                   |
|--------|---------------------------|
|        | Template Dispatch Rates   |
|        | Successful                |
|        | Duration 00:00:01.0390488 |
|        | Err Count 1               |
|        | Err Message               |

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

