Upload a Vehicle Diagnostics File

Overview

The Maintenance and Utilization module Vehicle Diagnostics Upload process provides the ability to upload one to many Vehicle Diagnostics associated within the M&U module. The ability to identify any errors during the process is also available. The process uses .csv files to upload the data.

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 > Vehicle Diagnostics > Vehicle Diagnostics Upload page

Procedures

Upload a Vehicle Diagnostics File

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

Step 1 File Upload → Step 2 Choose Template → Step 3 Specify Columns → Step 4 Update DPAS → Step 5 Transaction Results
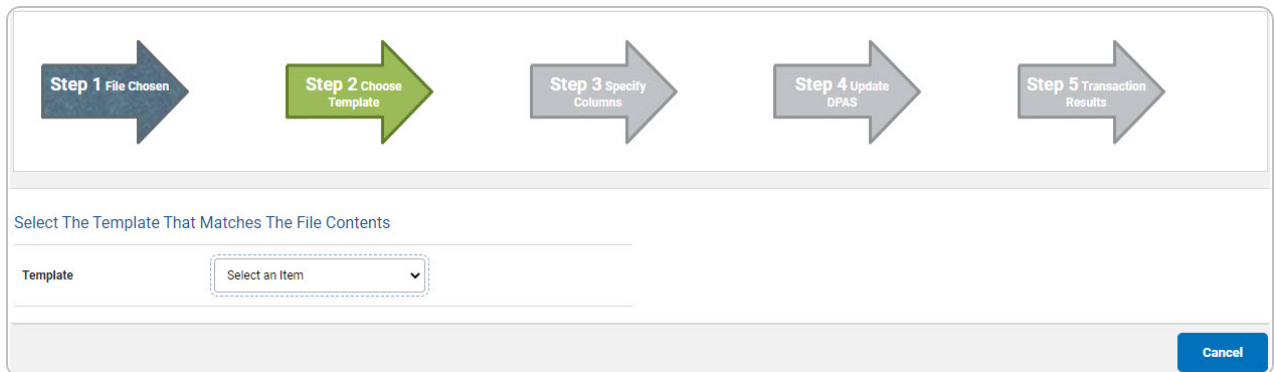
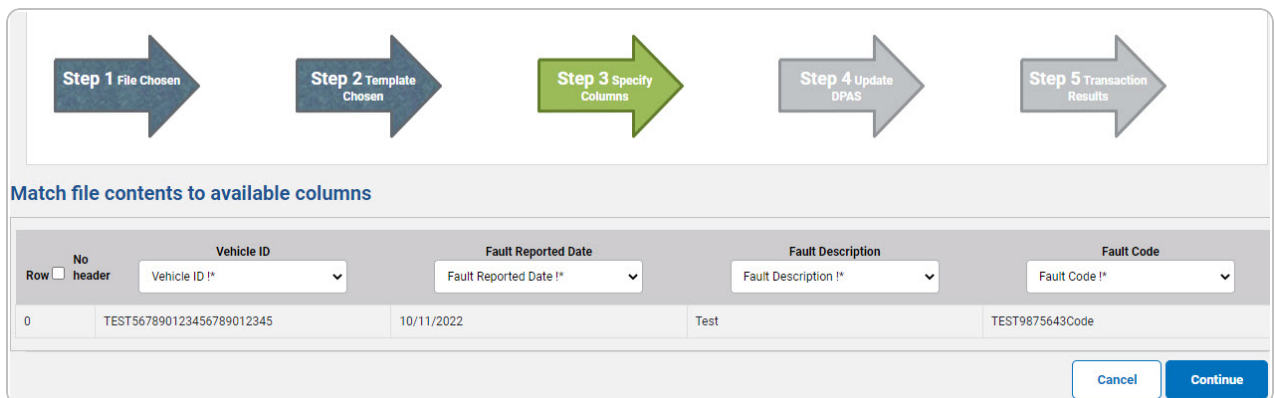File Upload (*.csv only)

Upload File Path   Choose File   No file chosen

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.*

Select The Template That Matches The File Contents

Template   Select an Item ⌄

Cancel

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

Match file contents to available columns

Row	No header	Vehicle ID	Fault Reported Date	Fault Description	Fault Code
	☐	Vehicle ID !* ⌄	Fault Reported Date !* ⌄	Fault Description !* ⌄	Fault Code !* ⌄
0		TEST567890123456789012345	10/11/2022	Test	TEST9875643Code

Cancel   Continue

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 Vehicle ID.

7. Use ⌄ to select the correct column indicator for the Fault Reported Date.

8. Use ⌄ to select the correct column indicator for the Fault Description.

9. Use ⌄ to select the correct column indicator for the Fault Code.

10. For all other rows, use ⌄ to select Not Used.

11. Select **Continue**. *The file upload starts validating.*

| Step 1 File Chosen | Step 2 Template Chosen | Step 3 Columns Specified | Step 4 Validation | Step 5 Transaction Results |

Click Update to finalize and check for upload errors

Cancel | Update

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 Update ELMS step appears.

| Step 1 File Chosen | Step 2 Template Chosen | Step 3 Columns Specified | Step 4 Validation | Step 5 Transaction Results |

Click Update to finalize and check for upload errors

Cancel | Update

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

Transaction Status

Status	Action Required	Details	
Success		Template	Vehicle Diagnostics Upload
		Successful	True
		Duration	00:00:00.0468866
		Err Count	0

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.*