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

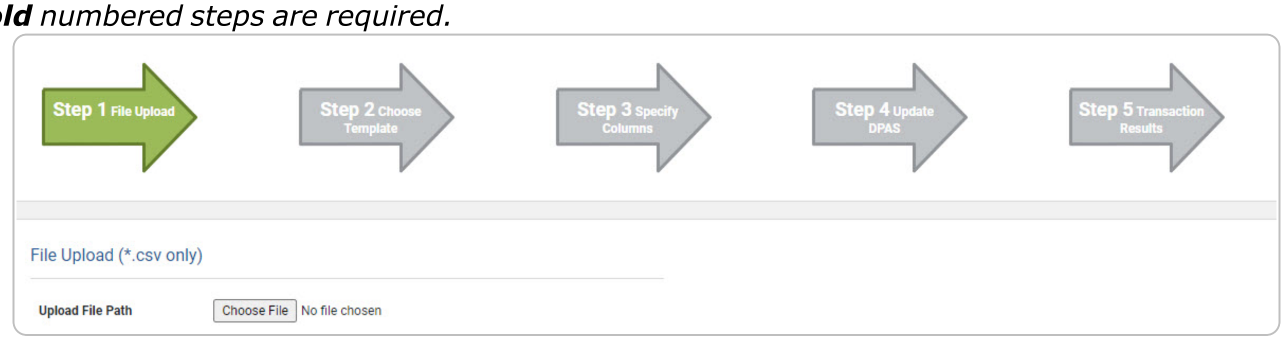
Navigation

Utilities > File Upload > Vehicle Diagnostics > Vehicle Diagnostics Upload page

Procedures

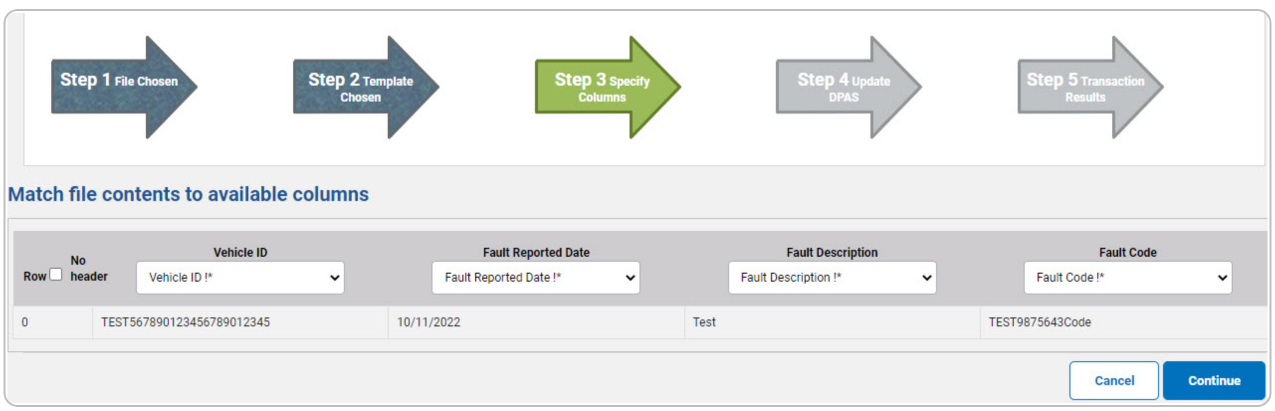
Upload a Vehicle Diagnostics File

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



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 Vehicle Diagnostics 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 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.*

If the validation fails:

A. The following symbols specify the error for the individual cell:

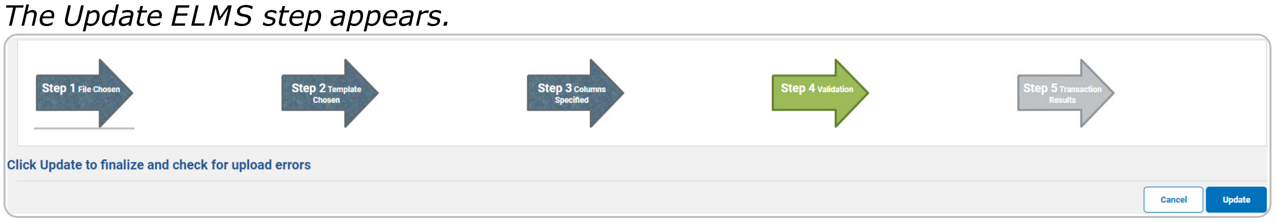
- — Error
- — Invalid Data Type
- — Data not found in Look up
- — Value Required
- — Max Length of field exceeded. Max Length: x

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

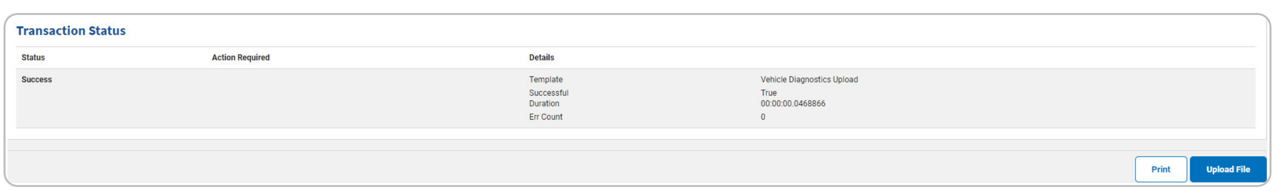
C. Review and edit the original .csv file outside of ELMS.

D. Return to Step 1.

If the validation passes:
The Update ELMS step appears.



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

*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.*