



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.

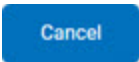
1. **File Upload** – Locate the .csv file to upload
2. **Choose Template** – Choose the type of data to convert
3. **Specify Columns** – Match the mandatory columns to the .csv data
4. **Update ELMS** – Upload and initially verify the data
5. **Transaction Results** – Verify the results were processed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

Navigation

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

Procedures

Upload a Vehicle Diagnostics File

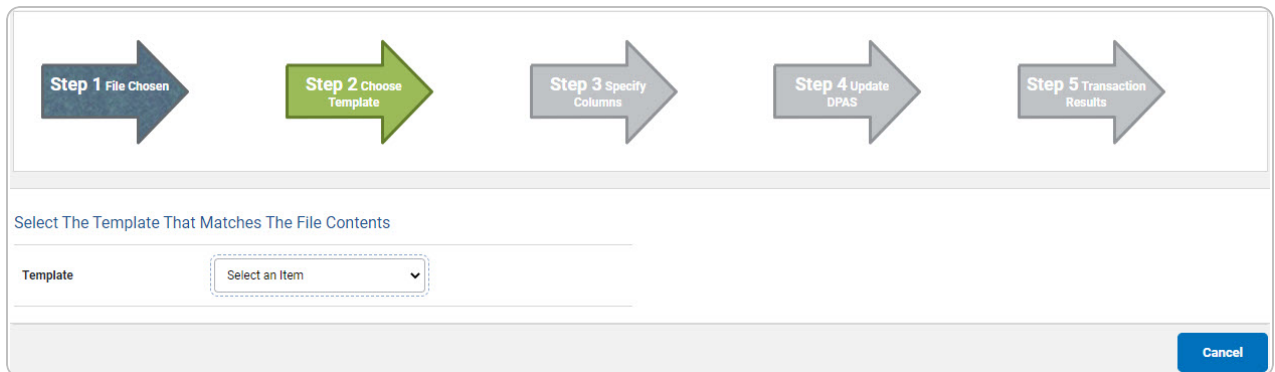
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





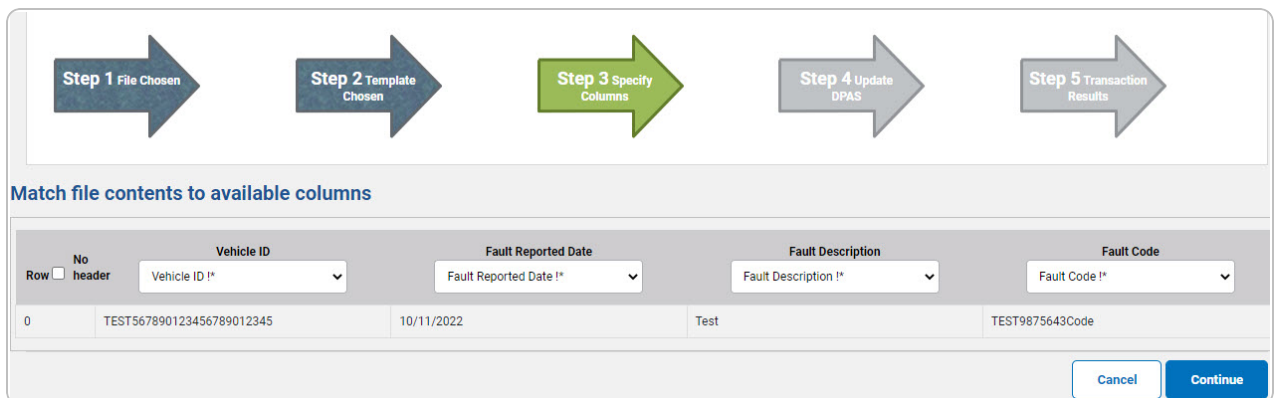
Help Reference Guide

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 DPAS, 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 text 'Select an Item' and a downward arrow. A 'Cancel' button is located at the bottom right.

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



The screenshot shows a progress bar with five steps: Step 1 File Chosen, Step 2 Template Chosen, Step 3 Specify Columns (highlighted in green), Step 4 Update DPAS, and Step 5 Transaction Results. Below the progress bar, the text 'Match file contents to available columns' is displayed. A table is shown with columns for 'No header', 'Vehicle ID', 'Fault Reported Date', 'Fault Description', and 'Fault Code'. Each column has a dropdown menu. Below the table, a row of data is displayed: '0', 'TEST567890123456789012345', '10/11/2022', 'Test', and 'TEST9875643Code'. 'Cancel' and 'Continue' buttons are at the bottom right.

No header	Vehicle ID	Fault Reported Date	Fault Description	Fault Code
0	TEST567890123456789012345	10/11/2022	Test	TEST9875643Code

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 Successful Duration Err Count	Vehicle Diagnostics Upload True 00:00:00.0468866 0

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



Help Reference Guide

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