



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 DPAS** – 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

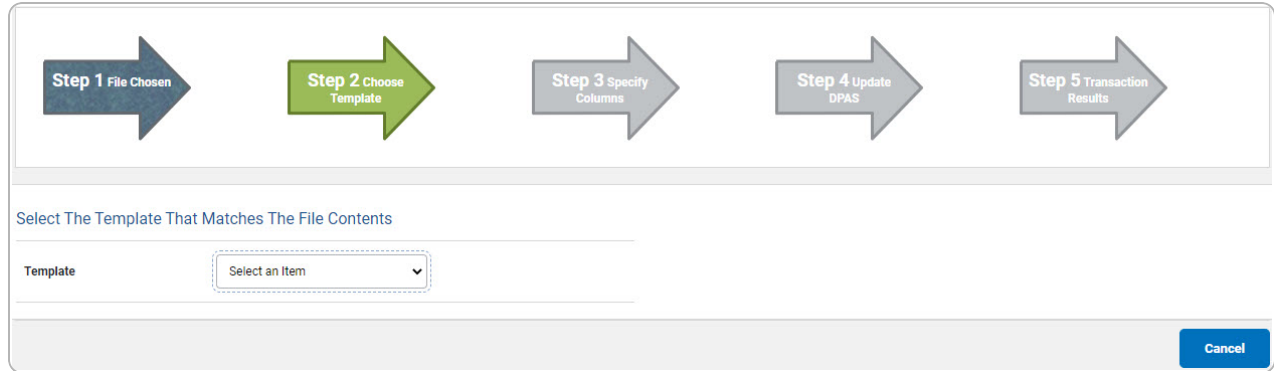
Procedures

Upload the Dispatch Rates file

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



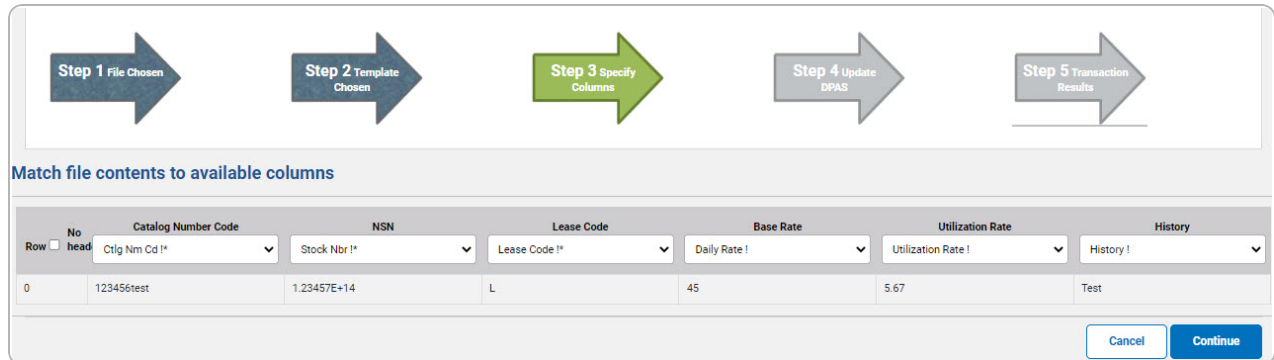
1. Select in the Upload File Path field. *The Windows **Choose File to Upload** pop-up window appears.*
2. Choose the .csv file to attach, and select it.
3. Select . *The **Choose File to Upload** pop-up window closes, the file name appears in the Upload File Path field, and the Choose Template step automatically appears.*



Select The Template That Matches The File Contents

Template



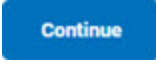
4. Use to select the Dispatch Rates file template. *The Specify Columns step automatically appears, with a grid showing the file's contents.*



Match file contents to available columns






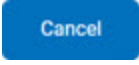
Row	No Header	Catalog Number Code	NSN	Lease Code	Base Rate	Utilization Rate	History
	<input type="checkbox"/>	Ctlg Nm Cd !*	Stock Nbr !*	Lease Code !*	Daily Rate !	Utilization Rate !	History !
0		123456test	1.23457E+14	L	45	5.67	Test

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.
12. For all other rows, use  to select Not Used.
13. Select . *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  twice to return to the **File Upload** page.
- C. Review and edit the original .csv file outside of DPAS.
- D. Return to Step 1.

If the validation passes:

The Click Update to finalize and check for upload errors step appears.

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

Transaction Status			
Status	Action Required	Details	
983		Template Successful	Dispatch Rates 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

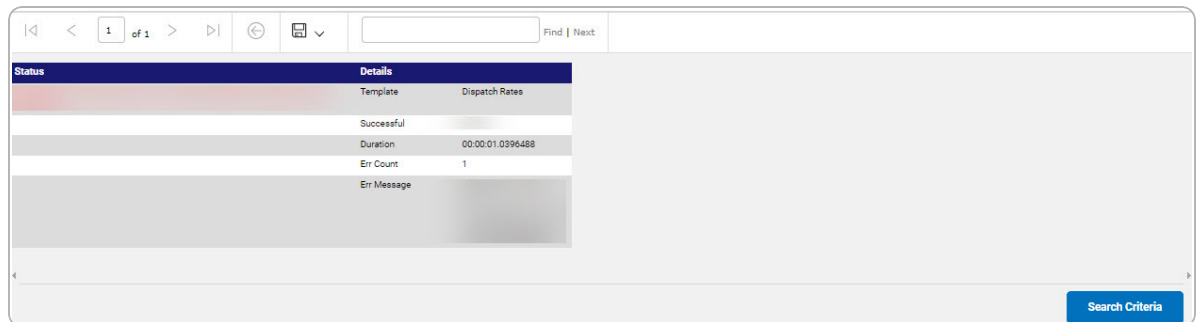



*If the file **does not** pass validation:*

- A. Review and edit the original .csv file outside of DPAS.
- 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.



The screenshot shows a web application interface with a table of transaction details. The table has two columns: 'Status' and 'Details'. The 'Status' column contains the word 'Successful'. The 'Details' column contains the following information: 'Template: Dispatch Rates', 'Duration: 00.00:01.0396488', and 'Err Count: 1'. There is also a 'Print' button and a 'Search Criteria' button visible in the interface.

Status	Details
Successful	Template: Dispatch Rates
	Duration: 00.00:01.0396488
	Err Count: 1
	Err Message:

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

