

## Equipment Models Instructions

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Please follow the guidelines very carefully below when populating your Excel spreadsheet with your equipment data to be uploaded into the Aspire system.

- **DO NOT** remove any columns from this spreadsheet. It is imperative that all the columns that are there when you receive the empty spreadsheet from Aspire are there when Aspire receives it back.
- **DO NOT** insert any carriage returns or linefeeds anywhere in the document. Carriage returns and/or linefeeds **will not be accepted by our system**.
- Columns **A** through **E** must be filled with data. Do not leave these cells empty.

### Equipment Import Spreadsheet – Equipment Models tab

- Equipment Model.** *This is a required field and cannot be left empty.* Insert the model (e.g. F-250 Diesel, Turf Master, etc...)you wish to make available in your catalog.
- Manufacturer.** *This is a required field and cannot be left empty.* Insert the Manufacturer name (Ford, John Deere, etc...) for each Model.
- Size.** *This is a required field and cannot be left empty.* Insert the Size (e.g. F-250, 52" Stander, etc...) of each Model. For example, mowers might be identified by cut width, and tractors by horsepower. If you think that equipment size is irrelevant to any particular asset, then you may insert "N/A" in that cell.
- Class.** *This is a required field and cannot be left empty.* Insert the Class (e.g. Truck, Push Mower, etc...) of each Asset.
- Cap EX Months.** *This is a required field and cannot be left empty.* Insert the Equipment MSRP / Asset Life (in months) for each Asset. If you have no valid data for these cells, input a Zero, (0).
- Meter Type.** You may specify how you would like meter readings to be reported, in time or distance. Enter either "Hours" or "Miles/Km."
- Fuel Burn Rate.** You may specify the number of gallons (or liters) per meter unit type (indicated in Column F). For example, if meter type is specified as "Miles/Km" and fuel unit is specified as gallons, and a selected truck gets 16 miles per gallon, then Fuel Burn Rate would be specified as 0.06 (since 1 gallon per 16 miles is 1/16, or 0.06). Only numeric characters may be used in this column, up to two decimal places.
- Fuel Unit.** You may specify the units in which fuel purchase and consumption is measures. Enter either "Gallons" or "Liters."