

Equipment Service Schedule Instructions

Please follow the guidelines below when populating your Excel spreadsheet with your equipment service schedule data to be uploaded into the Aspire system. If the steps in this document are not followed, then chances are very slim that your data will be loaded into the system correctly.

- **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, B, and F** *must* be filled with data. Do not leave these cells empty.
- Even though columns C, D, E are not grayed, they will require a value, but the values will depend on what value is entered in column B.
 - If column B is “Calendar”, then columns C & D should be populated, but not column E.

If column B is “Meter”, then column E should be populated with a meter reading and nothing in columns C & D.

Equipment Import Spreadsheet – Service Schedules tab

- Equipment Model.** *This is a required field and cannot be left empty.* Please note that the equipment model name entered here must match a Model Name from the Equipment Models tab. If there is a Model Name on this Service Schedule spreadsheet that does not have a matching model name on the Equipment Models spreadsheet then the Data Load will fail. This is because the system cannot accept a service schedule with a Model Name for a piece of equipment whose model name was never uploaded into Aspire.
- Service Schedule Type.** *This is a required field and cannot be left empty.* Indicate either *Calendar* or *Meter*. *Calendar* assumes a Service that should be scheduled by date (e.g. “Annual Inspection”) whereas *Meter* assumes a Service that should be scheduled by Meter Reading of hours or miles/km (e.g. Oil Change).
- Calendar Type.** If the Service Schedule Type is *Calendar*, then this is a required field. Enter *Days, Weeks, or Months*.
- Calendar Interval.** If the Service Schedule Type is *Calendar*, then this is a required field. Enter a whole number value (e.g. 6, 12, 30) based upon the Calendar Type. Only enter numeric characters. If anything other than a whole number is added to this cell, the data load will fail.

- E. Meter Reading.** If the Service Schedule Type is *Meter*, then this is a required field. Enter a whole number value (e.g. 100, 7500). Only enter numeric characters. If anything other than a whole number is added to this cell, the data load will fail.
- F. Service Tag.** For management of equipment, Aspire allows you to define a list of service tags which are named services that can be performed on equipment (e.g. Oil Change, Annual Inspection, Blade Sharpening, etc). All information on Service Tags can be found in the Aspire User Guide just by performing a search for Service Tag.
- G. Service Cost.** You may list an estimated cost of materials for this Service.
- H. Service Hours.** You may list the estimated hours to perform this Service.
- I. Primary Service.** Aspire can create an initial Service Log for the Primary Service of any Equipment Model. If you choose to Identify a Service as a “Primary Service” and provide a “Primary Service Last Meter Reading” (Column AB) and a “Primary Service Last Meter Reading Date” (Column AC) in the Equipment Tab, Aspire will generate an initial Service Log and begin counting down to prompt your mechanic when the next Service is due. Only one service can be identified as the “Primary Service” for any given model. If more than one Service is marked as a “Primary Service” for any given model, Aspire will treat the first listed Service as the Primary Service, and ignore any others. We advise marking the most frequently occurring Service as the “Primary Service” (i.e. “Oil Change” will be the most common “Primary Service” selected). Insert an X to indicate a Service is the Primary Service, otherwise leave blank.
- J. Reoccurring.** If a service is intended to reoccur (e.g. routine Oil Change, Annual Inspection), place an X in this column. If it is a one-time service, leave blank. Do not add any other character in this column, as doing so will cause the data load to fail.