

Equipment Assets Instructions

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 - C** and **H - J** must be filled with data. Do not leave these cells empty.
- If using Azuga, mappings are provided from the columns in the vehicle export from Azuga.

Equipment Import Spreadsheet – Equipment tab

- A. Equipment Description.** *This is a required field and cannot be left empty.* Create a unique name (e.g., Truck #1, Zero-Turn Mower #2, etc.) for each individual equipment Asset. This will be the name assigned to the equipment Asset inside Aspire.
- If using Azuga, this data can be taken from column A in the vehicle export.
- B. Equipment Model.** *This is a required field and cannot be left empty.* Insert the specific model (e.g., F-250 Diesel, Turf Master, etc.) From the Equipment Models tab, column A for each equipment Asset.
- If using Azuga, this data can be taken from column F in the vehicle export.
- C. Branch.** *This is a required field and cannot be left empty.* Insert the exact Name (not Branch Code) of the Branch as it appears in Administration / Manage Branches to which each Asset will be assigned. Branch name must exactly match the name of the Branch as it appears in the “Manage Branches” area in Administration.
- D. Division.** You may provide a Division (e.g., Maintenance, Snow, etc.) assignment for each Asset. Division name must exactly match the name of the Division as it appears in the “Division” List in Administration.
- E. Route.** You may provide a Route assignment for each Asset. By assigning an Asset to a Route, this makes the Asset available for the assigned crew leader to request service for that particular Asset through the Crew Mobile app. Route name must exactly match the name of the Route as it appears in Administration / Manage Routes.
- F. Primary Vehicle Route.** If this is the primary vehicle assigned to the Route, and you wish to track GPS Stop Time in the Time Entry Screen, you may add the name of the Route in this field. Route name must exactly match the name of the Route as it appears in Administration / Manage Routes.
- G. Property.** You may assign an Asset to a particular Property. Property name must exactly match the name of the Property as it appears in your Properties List.

- H. Purchased Date.** *This is a required field and cannot be left empty.* Enter the date when an Asset was purchased here. The Date **must** be entered in numeric characters as Month/Date/Year (e.g., 01/01/2019). If you do not know the precise date of Purchase, you may enter an estimated date, but do not enter a date range (such as 01/01/2019 – 02/01/2019). If the date is entered in any other format this spreadsheet will not be successfully loaded into your system.
- I. Purchased Price.** *This is a required field and cannot be left empty.* Enter the price at which an Asset was purchased here. This amount will impact the Depreciated value of the asset in the Depreciation Report.
- J. In Service Date.** *This is a required field and cannot be left empty.* Enter the date (precise or estimated) when the Asset was brought into service. This date will impact the Depreciated value of the asset in the Depreciation Report.
- K. Warranty Days.** You may specify the agreed warranty period for an Asset here. You will notice the word Days in the column header. This indicates that any numbers you enter in this column are already considered to be in Days. So please only enter numeric characters in these cells. Any data other than a number will prevent a successful data load of this spreadsheet into your system.
- L. Model Year.** You may specify the Model Year of the Asset here. Please, only include the four-digit year (e.g., 2011, 2019, etc..).
- If using Azuga, this data can be taken from column G in the vehicle export.
- M. Asset Number.** If you label your equipment with internal asset numbers, this column allows you to record the asset number associated with the Asset.
- N. Serial Number.** You may specify the Serial Number of the Asset here.
- O. Engine Number.** You may specify the Engine Number (if available) of the Asset here.
- If using Azuga, this data can be taken from column H in the vehicle export.
- P. Financing Bank.** You may specify the institution providing financing for your purchase of the Asset here.
- Q. Pay Schedule (Months).** You may specify the number of months over which payments will be made for financed assets here. You will notice the word (Months). This indicates that any numbers you enter in this column are already considered to be in Months. So please only enter numeric characters in these cells. Any data other than a number will prevent a successful data load of this spreadsheet into your system.
- R. Plate Number.** You may specify a License Plate Number for the Asset here.
- S. Renewal Date.** You may specify the Renewal Date for the Asset’s License Plate here. The Date **must** be entered in numeric characters as Month/Date/Year (e.g., 01/01/2019). If the date is entered in any other format this spreadsheet will not be successfully loaded into your system.
- T. Gross Vehicle Weight.** You may specify the Gross Vehicle Weight for the Asset here. Only numeric characters may be used in this column. If non-numeric characters are included, this this spreadsheet will not be successfully loaded into your system.

- U. Starting Mileage/Hours.** You may specify the initial Meter Reading (at time of purchase) for the Asset here. NOTE: this will not create a Reading Log in Aspire – use Column V for that purpose.
 - V. Current Meter Reading.** You may specify the current Meter Reading (Hours or Miles, insert numbers only, no decimals) to create an initial Reading Log. If this cell contains a meter reading, then you must also provide a Current Meter Reading date in Column W.
 - W. Current Meter Reading Date.** If you have specified a Current Meter Reading, you must also provide a Date in this column. The Date must be entered in numeric characters as Month/Date/Year (e.g., 01/01/2019). If the date is entered in any other format this spreadsheet will not be successfully loaded into your system.
 - X. Primary Service Last Meter Reading.** In the Service Schedules tab, you will have the ability to identify a “Primary Service,” which should be the most frequent Service for the Model. You may log the Meter Reading for this Asset from the most recent Primary Service to generate a Service Log in Aspire. Aspire will use this meter reading to determine when the Services Due List will prompt the next time this Service is Due. If this cell contains a meter reading, then you must also provide a Current Meter Reading date in Column Y.
 - Y. Primary Service Last Meter Reading Date.** If you have specified a Primary Service Last Meter Reading, you must also provide a Date for that Service in this column. The Date must be entered in numeric characters as Month/Date/Year (e.g., 01/01/2019). If the date is entered in any other format this spreadsheet will not be successfully loaded into your system.
 - Z. Dealer.** You may specify the dealer from which the Asset was purchased here.
- AA. GPS Identifier.** If you have activated Aspire GPS Integration with FleetSharp, you may enter the IMEI# in this field.
- If using Azuga, the IMEI# cannot be imported into Aspire. If this is done, the integration features will not work properly. The Azuga IMEI#'s must be manually entered in Aspire.