

OFFICE OF ADMINISTRATIVE SERVICES

State Agency Vehicle Application (SAVA) User Guide

June 2019

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Changes are periodically made to this document. Changes, technical inaccuracies and typographic errors will be corrected in subsequent editions.

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Document Revision History

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1 Document Overview

This document describes the SAVA web-based user interface as well as the processes and procedures for managing an agency's fleet of vehicles.

Scope

This document covers the following information:

- Managing fleet vehicle inventory (including adding vehicle details)
- Viewing modifying priority request lists
- Viewing and creating vehicle requests
- Managing agency and user accounts
- Bulk uploading of monthly reporting data
- Generating reports

Target Audience

This document is intended for individuals in the following roles:

- Managers/Supervisors
- Agency personnel responsible for managing fleet vehicles
- Fleet Administrator

Typographical Conventions

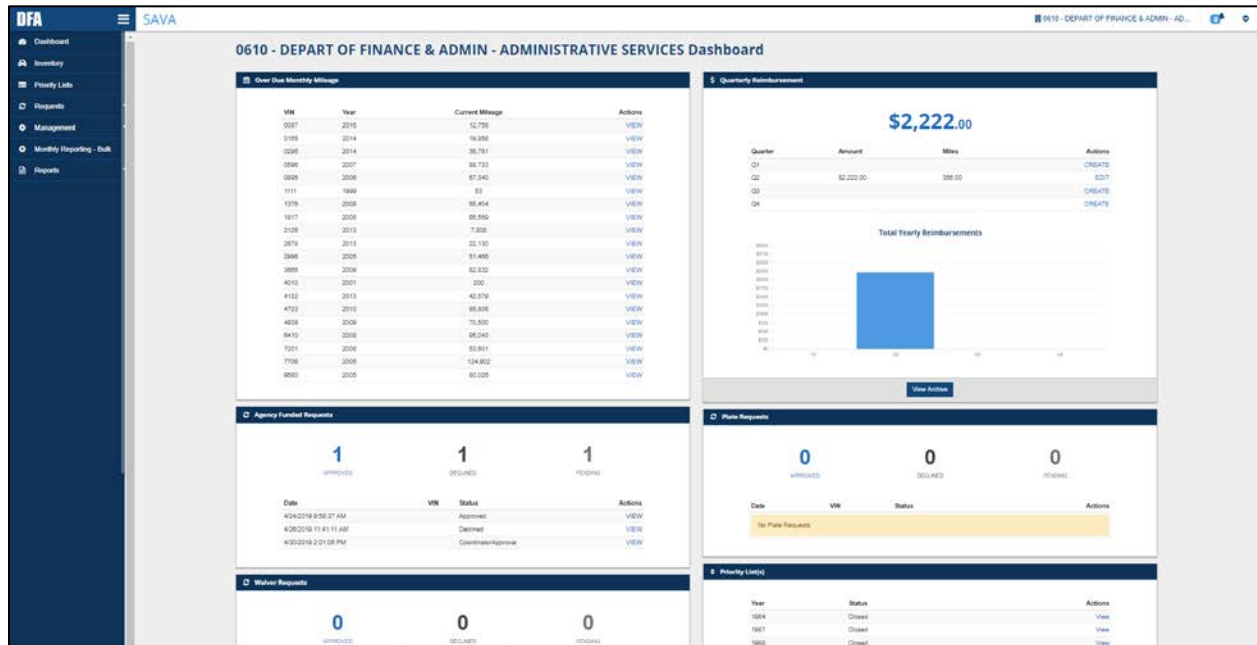
This document uses the following typographical conventions:

- **Bold** – Keyboard keys, buttons, menu options, hyperlinks and list items are shown in bold (for example, click the **Create** hyperlink, or click **Vehicle Details**)
- *Italics* – Field names and procedure titles are shown italicized (for example, enter the vehicle's full vehicle identification number in the *VIN* field or See *Monthly Reporting - Bulk*)
- Underline – Sections of an application window are shown underlined (for example, locate the Quarterly Reimbursements section)
- **Select** – The act of picking an item from a list or choice of options (for example, from the *Fuel Type* drop-down list, select the appropriate option)
- **Notes** – Additional information to help you perform a task or better understand it

2 SAVA User Interface Overview

2.1 Dashboard

When you log in to SAVA, a “dashboard” displays providing an overview of work-related items for your agency’s vehicle fleet.




SAVA Dashboard

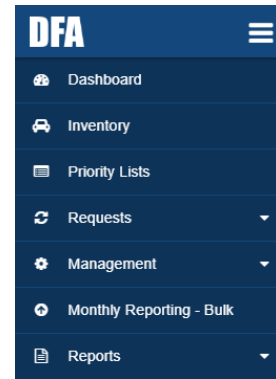
The dashboard contains the following six (6) task summary panels:

- Over Due Monthly Mileage
- Quarterly Reimbursements
- Agency Funded Requests
- Plate Requests
- Waiver Requests
- Priority Lists

2.2 Sidebar Menu

The sidebar panel on the left side of the window displays the menu of SAVA functions used to navigate the system and manage the vehicle fleet.

The sidebar menu has an auto-hide function that allows for additional workspace. Click the stack icon  (at the top right of the sidebar panel) to toggle the auto-hide function. When enabled, move the mouse cursor anywhere outside the sidebar and it will minimize to only display the menu icons. Move the cursor to the sidebar to display the full menu.

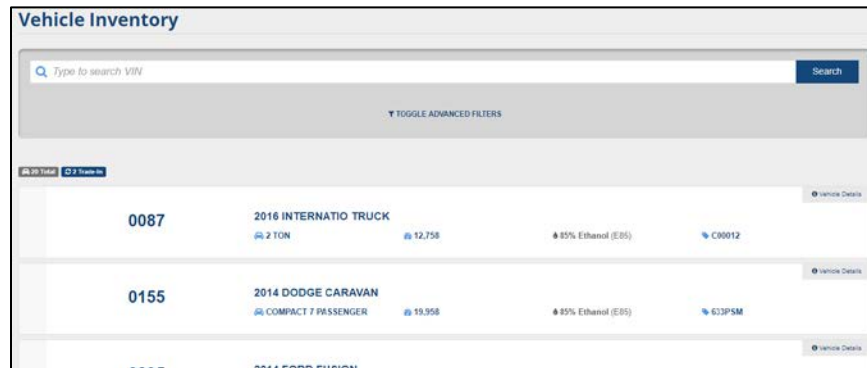


2.2.1 Dashboard Menu Option

Click the **Dashboard** menu option to return to the dashboard from anywhere within the application.

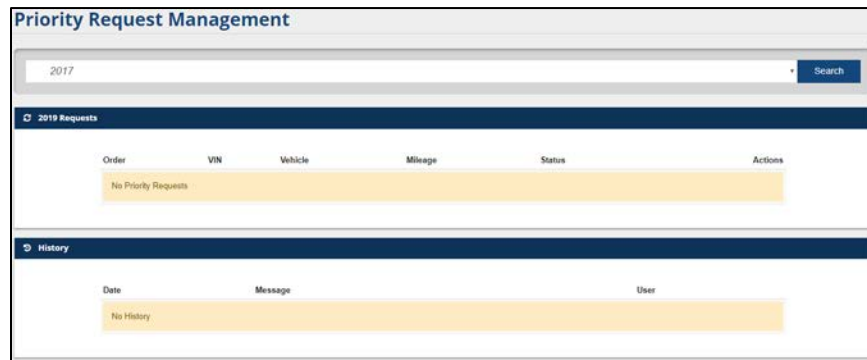
2.2.2 Inventory Menu Option

Click the **Inventory** menu option to display your agency's vehicle fleet inventory.



2.2.3 Priority Lists Menu Option

Click the **Priority Lists** menu option to display the Priority Request Management window.



2.2.4 Requests Menu Option

Click the **Requests** menu option to display the View and Create Funded Request sub-menu items. The Requests function allows you to view all requests made (e.g., funded requests, waiver requests and plate requests) and displays a status for each request listed.

View Requests

Click the **View** sub-menu item to display the Request Management window.

The screenshot shows the 'Request Management' interface. At the top, there are search filters for VIN, VINS, MIN REQUEST DATE, MAX REQUEST DATE, and REQUEST TYPE. Below the filters are 'Cancel' and 'Search' buttons. The main section displays a summary of request counts: 3 APPROVED, 100 DECLINED, and 9 PENDING. A bar chart below this shows '9 TOTAL AVAILABLE'. Below the summary is a table of requests with columns for Request #, Type, Date, VIN, VINS, Status, and Actions.

Request #	Type	Date	VIN	VINS	Status	Actions
3324	Waiver Request	4/30/2019		1111	Approved	VIEW
60032	Agency Funded Request	4/30/2019		3665	CoordinatorApproval	VIEW
60030	Agency Funded Request	4/26/2019		2126	Declined	VIEW
60029	Agency Funded Request	4/24/2019		3078	Approved	VIEW

Create Funded Request

Click the **Create Funded Request** sub-menu item to display the Create Vehicle Request window.

The screenshot shows the 'Create Vehicle Request' form. It includes a 'Request' breadcrumb, a 'TYPE' dropdown menu (set to 'Addition'), and a 'CONTRACT' section with 'FISCAL YEAR' and 'CONTRACT TYPE' dropdowns. Below these are text input fields for 'JUSTIFICATION' and 'PROOF OF FUNDS'. At the bottom, there is an 'ADDITIONAL DOCUMENTATION' section with a 'Browse...' button and a note: 'Valid upload files: PDF, Word Documents, and Images (png, jpg, jpeg, and gif)'. 'Cancel' and 'Submit' buttons are at the very bottom.

2.2.5 Management Menu Option

Click the **Management** menu option to display the Agency and User sub-menu items.

Agency

Click the **Agency** sub-menu item to display the Manage Agencies window.

Agency	Exempt	Status	Actions
0610 - DEPART OF FINANCE & ADMIN - ADMINISTRATIVE SERVICES	No	Active	EDIT

User

Click the **User** sub-menu item to display the Manage Users window.

Last Name	First Name	Agency	Status	Actions
User	Migration	0005 - ARKANSAS SENATE	Inactive	EDIT
Roehrenbeck	Scott AD	0002 - HOUSE OF REPRESENTATIVES	Active	EDIT

2.2.6 Monthly Reporting – Bulk Menu Option

Click the **Monthly Reporting – Bulk** menu option to display Monthly Reporting Bulk Upload window.

IMPORT FILE

Browse...

Note: Click the help button for more details about the file specifications and to download example templates.

2.2.7 Reports Menu Option

Click the **Reports** menu item to display the sub-menu options: Inventory, Monthly Reporting, Quarterly Reimbursements and M&R Within 30 Days.

Inventory

Vehicle Inventory

AGENCY
 0610 - DEPART OF FINANCE & ADMIN - ADMINISTRATIVE SERVICES

VEHICLE MAKE
 Choose a Vehicle Make

YEAR RANGE
 1990 - 2018

VEHICLE MODEL
 Choose a Vehicle Model

MILEAGE RANGE
 0 - 200,000

VEHICLE TYPE
 Choose a Vehicle Type

FUEL TYPE
 Choose a Fuel Type

VIN
 Type to search VIN

PLATE STATUS
 Choose a Plate Status

BROKEN VEHICLE
 Select

Inventory

Agency	VIN	Description	Agency Type	License	Assigned To	Commute	Drive Home Status	Plate Type	Vehicle Broken	Purpose
0610 - DEPART OF FINANCE & ADMIN - ADMINISTRATIVE SERVICES	2996	2005 CHEVROLET TRUCK 1 TON	Constitutional Office	CO0131	Unassigned	N	N	Red plates with state seals	N	
0610 - DEPART OF FINANCE & ADMIN - ADMINISTRATIVE SERVICES	7706	2005 CHEVROLET IMPALA SEDAN	Constitutional Office	663 LHM	Unassigned	N	N	Red plates with state seals	N	
0610 - DEPART OF FINANCE & ADMIN - ADMINISTRATIVE SERVICES	4016	2001 GMC TRUCK 1 TON	Constitutional Office	8229870	Unassigned	N	N	Red plates with state seals	N	

Monthly Reporting

Monthly Reporting

← 2019 →

TOTAL MILES
48,347.00

TOTAL MAINTENANCE
\$200.00

TOTAL FUEL
\$156.00

TOTAL GALLONS
50.00

TOTAL INSURANCE
\$100.00

Date	Total	Mileage	Maint. Expense	Gallons	Fuel Expense	Insurance
07/2018	10,000.00	48,147.00	\$200.00	50.00	\$156.00	\$100.00
08/2018	0.00	0.00	\$0.00	0.00	\$0.00	\$0.00
09/2018	0.00	0.00	\$0.00	0.00	\$0.00	\$0.00
10/2018	50.00	50.00	\$0.00	0.00	\$0.00	\$0.00
11/2018	100.00	50.00	\$0.00	0.00	\$0.00	\$0.00
12/2018	200.00	100.00	\$0.00	0.00	\$0.00	\$0.00

Quarterly Reimbursements

Quarterly Reimbursements Report

AGENCY
 0610 - DEPART OF FINANCE & ADMIN - ADMINISTRATIVE SERVICES

MIN DATE: YYYY MAX DATE: YYYY

Cancel Search

Results

Export Search Results

Agency	Year	Quarter	Amount
0610 - DEPART OF FINANCE & ADMIN - ADMINISTRATIVE SERVICES	1983	1	\$0.00
0610 - DEPART OF FINANCE & ADMIN - ADMINISTRATIVE SERVICES	1983	2	\$509.95
0610 - DEPART OF FINANCE & ADMIN - ADMINISTRATIVE SERVICES	1983	3	\$0.00
0610 - DEPART OF FINANCE & ADMIN - ADMINISTRATIVE SERVICES	1983	4	\$446.20
0610 - DEPART OF FINANCE & ADMIN - ADMINISTRATIVE SERVICES	1984	1	\$2,242.99
0610 - DEPART OF FINANCE & ADMIN - ADMINISTRATIVE SERVICES	1984	2	\$0.00
0610 - DEPART OF FINANCE & ADMIN - ADMINISTRATIVE SERVICES	1984	3	\$318.32

M&R Within 30 Days

M&R Vehicles Within 30 Days

MIN REPLACED DATE: Min Replaced Date MAX REPLACED DATE: Max Replaced Date

Cancel Search

Vehicles

Export Search Results

Agency	Year/Make/Model/Body	VIN	License	Replaced Date
No Results				

Page 1 of 1 / Viewing 1 - 0 of 0 results

3 SAVA Processes and Procedures

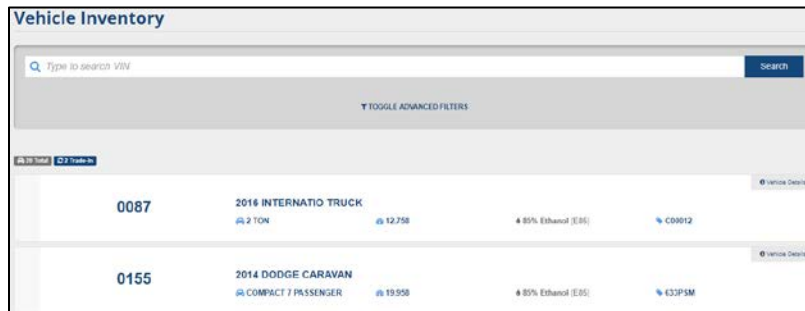
3.1 Managing Reports

3.1.1 Monthly Reports

Use this procedure to record monthly report data for an individual fleet vehicle.

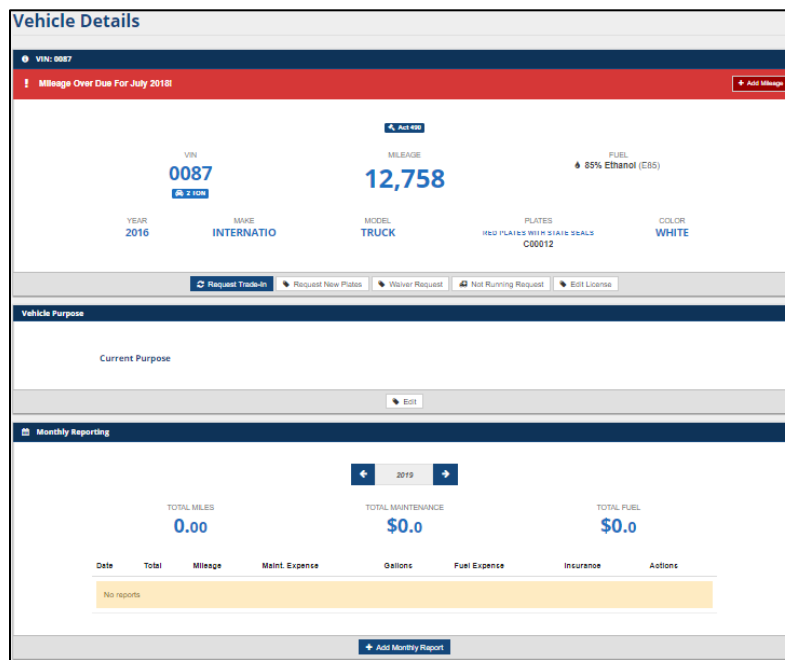
Note: Reporting data for multiple vehicles can be uploaded to the system using a single file.
For more information, refer to *Monthly Reporting – Bulk Upload* later in this document.

1. From the sidebar menu, click **Inventory**. The Vehicle Inventory window displays.



Vehicle Inventory Window

2. Click **Vehicle Details** (in the upper right corner of the vehicle summary box) for the desired vehicle. The Vehicle Details window displays.



Vehicle Details Window

3. In the Monthly Reporting section, click **Add Monthly Report**. The Monthly Reporting pop-up window displays.

Monthly Reporting For: 0087

Current Mileage: 12,758

Miles

Ending Mileage

Total Gallons

Total Fuel Expense

Total Maintenance Expense

Insurance

Cancel Update

Monthly Reporting Data Entry Pop-Up Window

4. From the drop-down list (at the top), select the *month/year*.
5. Enter the data in the appropriate fields, and enter a zero “0” in the remaining fields (for which there is no data).
6. Click **Update**. A confirmation message displays at the bottom of the page (on the left).
7. As required, repeat Steps 1 through 6 for other fleet vehicles.

3.1.2 Quarterly Reports

Use this procedure to enter quarterly report data.

1. From the Dashboard, locate the Quarterly Reimbursement section.

Quarterly Reimbursement

\$0.0

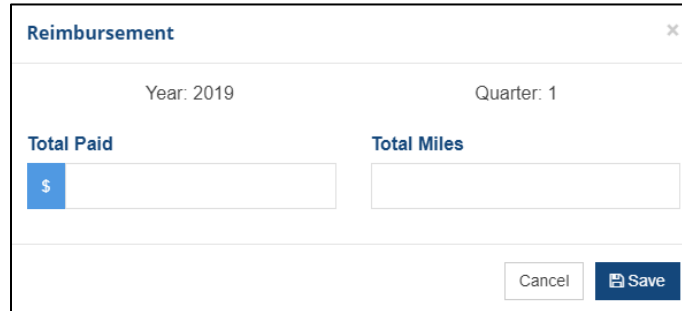
Quarter	Amount	Miles	Actions
Q1			CREATE
Q2			CREATE
Q3			CREATE
Q4			CREATE

Total Yearly Reimbursements

View Archive

Quarterly Reimbursement Section (of Dashboard)

2. Click the **Create** hyperlink next to the quarter you want to create. The Reimbursement window displays.



The screenshot shows a window titled "Reimbursement" with a close button (X) in the top right corner. Below the title bar, there are two labels: "Year: 2019" and "Quarter: 1". Underneath, there are two input fields. The first is labeled "Total Paid" and has a blue square with a white "\$" symbol to its left. The second is labeled "Total Miles". At the bottom right of the window, there are two buttons: a "Cancel" button and a "Save" button with a floppy disk icon.

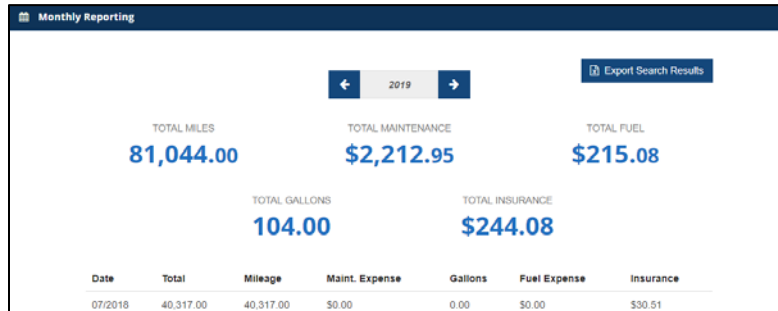
Reimbursement Window

3. Enter data for that quarter, and then click **Save**. A confirmation message displays at the bottom of the page (on the left).

3.1.3 Exporting Reports

Use this procedure to export report data to an Excel spreadsheet.

1. From the sidebar menu, click **Reports**, and then click the menu option for the report you want to export (for example, the Monthly Report shown below).



The screenshot shows a dashboard titled "Monthly Reporting" for the year 2019. It displays five summary statistics: Total Miles (81,044.00), Total Maintenance (\$2,212.95), Total Fuel (\$215.08), Total Gallons (104.00), and Total Insurance (\$244.08). Below these is a table with columns for Date, Total, Mileage, Maint. Expense, Gallons, Fuel Expense, and Insurance. The table contains one row of data for 07/2018.

Date	Total	Mileage	Maint. Expense	Gallons	Fuel Expense	Insurance
07/2018	40,317.00	40,317.00	\$0.00	0.00	\$0.00	\$30.51

Exporting Reports (Monthly Report shown)

2. Click **Export Search Results**. An Excel file is automatically downloaded to your computer.

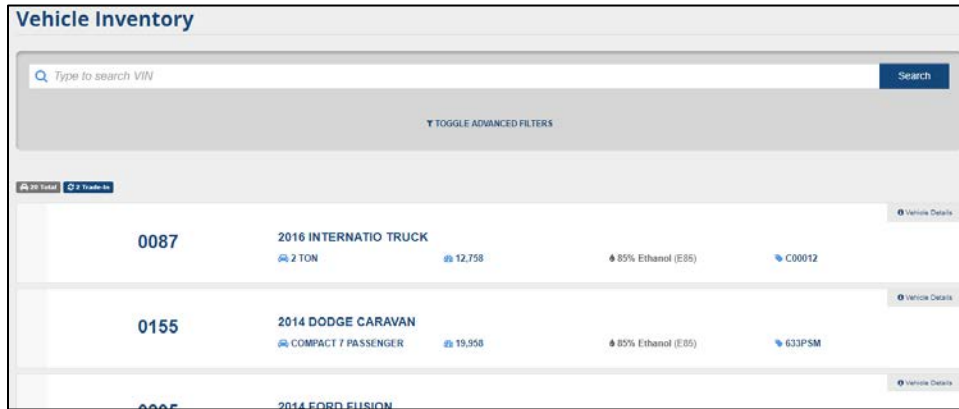
Note: The downloaded file displays at bottom of the browser window.

3. Click the file name to open the report.
4. Repeat the above steps for any of the other available reports (Inventory, Quarterly Reimbursements and M&R within 30 days).

3.2 Searching Inventory

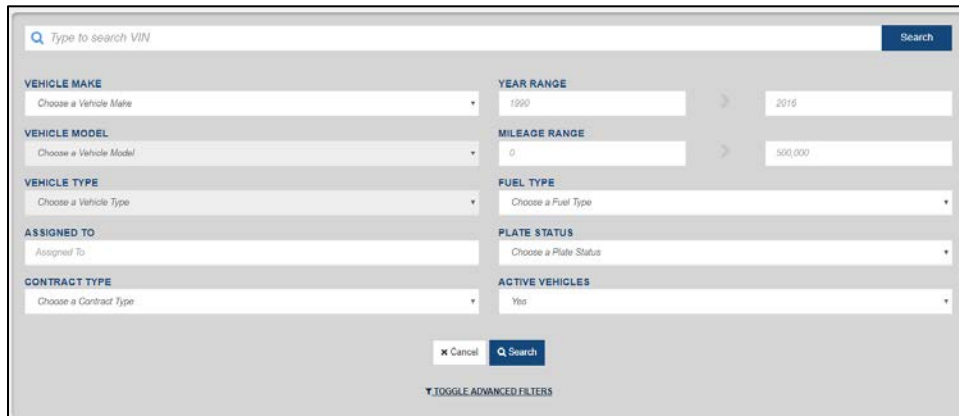
Use the procedure to search the fleet vehicle inventory

1. From the sidebar menu, click **Inventory**. The Vehicle Inventory window displays (sorted in ascending order by the last four digits of the VIN).



Vehicle Inventory Window

2. As needed, click the **Toggle Advanced Filter** hyperlink to search for a vehicle. The advanced search window displays.



Advanced Vehicle Inventory Search

3. Select and/or enter the desired search criteria, and then click **Search**. Vehicles matching the search criteria display in a list (sorted in ascending order by the last four digits of the VIN).

3.3 Completing a Vehicle Request

A vehicle request (addition or replacement) is a two-step process; create the request and print the signature document, and scan then upload the signed request for Fleet Administrator approval/denial.

3.3.1 Step 1: Creating a Funded Request

1. From the sidebar menu, click **Requests**, and then click **Create Funded Request**. The Create Vehicle Request window displays.

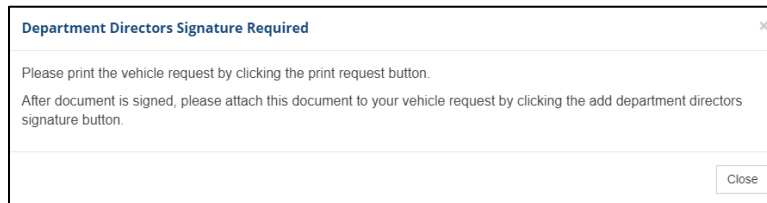
Create Vehicle Request Window

2. Select the type of request from the *Type* drop-down list.

If...	Then...
Replacement is selected,	Select the vehicle to be replaced from the <i>Vehicle</i> drop-down list.

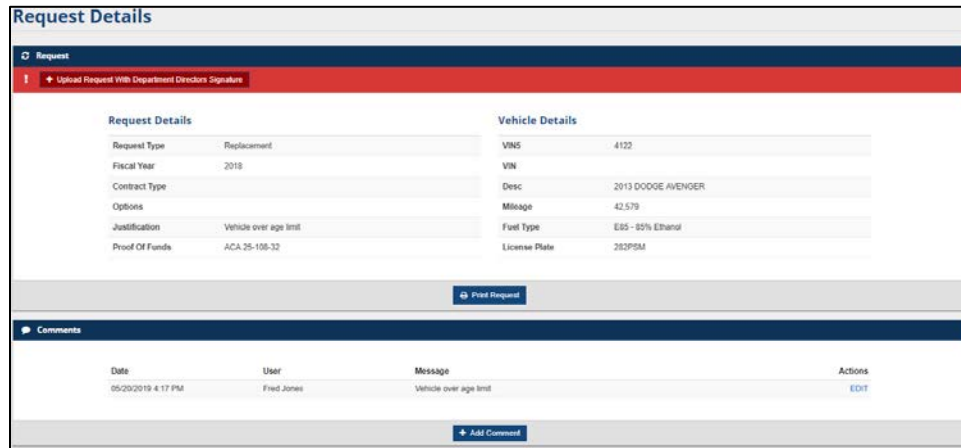
3. In the Contract section, select the *Fiscal Year* and *Contract Type* from the drop-down lists.
4. In the *Justification* field, enter an explanation.
5. In the *Proof of Funds* field, enter details regarding the funds to be used.
6. In the Additional Documentation section, add any supplemental information by clicking **Browse...**, and then navigating to and opening the file to attach to the record.

7. Click **Submit**. A pop-up message displays.



Signature Reminder Pop-up Window

8. Click **Close**. The Request Details window displays.



Request Details Window (for completed request)

9. In the Request section, click **Print Request**. A PDF file of the request is automatically downloaded to your computer.

Note: The downloaded file displays at bottom of screen.

10. Click the file name to open the request, and then print it.

3.3.2 Step 2: Uploading the Signed Request

Before uploading the request, it must be signed by your department Director and then electronically scanned.

Note: The DFA Fleet Administrator will not receive the vehicle request until the signed request document has been uploaded.

1. From the sidebar menu, click **Request**, and then **View**. The Request Management window displays.

Note: Requests may also be accessed from the Agency Funded Requests panel on the Dashboard.

The screenshot shows the 'Request Management' window. At the top, there are search filters for VIN, VINS, MIN REQUEST DATE, MAX REQUEST DATE, and REQUEST TYPE. Below the filters is a 'Cancel' button and a 'Search' button. The main area displays a summary of request counts: 3 APPROVED, 1 DECLINED, and 11 PENDING. Below this is a table with columns for Request #, Type, Date, VIN, VINS, Status, and Actions.

Request #	Type	Date	VIN	VINS	Status	Actions
60052	Agency Funded Request	5/29/2019		4122	PendingManagersSignature	VIEW
60051	Waiver Request	4/30/2019		1111	Approved	VIEW

Request Management Window

Note: As necessary, use the search function at the top to filter the list of requests displayed.

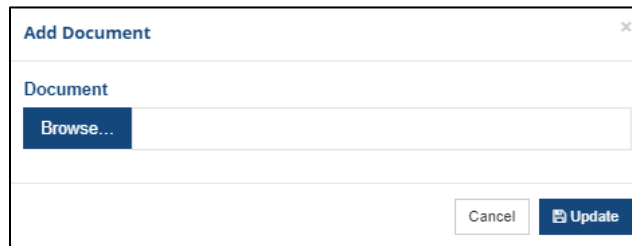
2. Click the **View** hyperlink (in the *Actions* column) next to the desired request, and then **Close** on the Department Directors Signature Required pop-up window. The Request Details page displays.

The screenshot shows the 'Request Details' window. It features a red banner at the top with the text 'Upload Request With Department Directors Signature'. Below this, there are two columns of information: 'Request Details' and 'Vehicle Details'. The 'Request Details' column includes fields for Request Type, Fiscal Year, Contract Type, Options, Justification, and Proof Of Funds. The 'Vehicle Details' column includes fields for VINS, VIN, Desc, Mileage, Fuel Type, and License Plate. At the bottom, there is a 'Print Request' button and a 'Comments' section with a table of comments.

Date	User	Message	Actions
05/29/2019 4:17 PM	Fred Jones	Vehicle over age limit	EDIT

Request Details Window

3. Click **Upload Request with Department Director's Signature**. The Add Document pop-up window displays.



Add Document Pop-Up Window

4. Click **Browse...**, navigate the signature document, and then click **Open**. The document title displays in the *Document* field.
5. Click **Update** to upload and attach the document to the record.

After the Fleet Administrator reviews the request, you will receive an email notifying you whether it has been approved or denied.

3.4 Adding a Vehicle to Inventory

Use this procedure once the requested vehicle has been received.

1. From the sidebar menu, click **Request**, and then **View**.
2. Click the **View** hyperlink (in the *Actions* column) next to the approved request. The Request Details window displays.

The screenshot shows the 'Request Details' window. At the top, there is a 'Request' header with a status of 'Approved' and an 'Add Vehicle' button. Below this, the window is divided into two main sections: 'Request Details' and 'Vehicle Details'. The 'Request Details' section includes fields for Request Type (Replacement), Fiscal Year (2018), Contract Type (JAA), Options, Justification (text), and Proof Of Funds (text). The 'Vehicle Details' section includes fields for VINs (2078), VIN, Desc (2013 DOODGE CARAWAN), Mileage (22,130), Fuel Type (E85 - 85% Ethanol), and License Plate (279PSM). Below these sections is a 'Print Request' button. Further down, there are sections for 'Purchase Order' and 'Costs'. At the bottom, there is a 'Vehicle' section with a table header for 'Description' and 'Cost'.

Approved Request Details Window

3. Click **Add Vehicle** (in the upper right). The Add Vehicle window displays.

The screenshot shows the 'Add Vehicle' window. It contains several input fields and dropdown menus: VIN, YEAR, VEHICLE MAKE (with a 'Choose a Vehicle Make' dropdown), BEGINNING MILEAGE, VEHICLE MODEL (with a 'Choose a Vehicle Model' dropdown), FUEL TYPE (with a 'Choose a Fuel Type' dropdown), VEHICLE TYPE (with a 'Choose a Vehicle Type' dropdown), INVENTORY PURPOSE (with a 'Choose an Inventory Purpose' dropdown), and VEHICLE COLOR. There is also an 'ACQUIRED DATE' field with a date format 'MMDDYYYY'. At the bottom, there are two checkboxes: 'Is Law Enforcement?' and 'Has a gas card?'. A 'Cancel' button and a 'Submit' button are located at the bottom right of the window.

Add Vehicle Window

4. In the *VIN* field, enter the the full vehicle identification number.

5. Enter the remaining vehicle information in the appropriate fields, and then click **Submit**. The Additional Requests pop-up window displays.

Additional Requests

Need to create a plate request or add a license plate number?

Yes

Need to create a waiver request?

Yes

Need to create a plate request and a waiver request?

Yes

No, I'm Done

Additional Requests Pop-Up Window

If...	Then...
You need to create a plate request, add a license plate number, create a waiver request or both,	Click Yes in the appropriate box, and then enter the required information in the window that displays.
No additional requests are needed for the new vehicle,	Click No, I'm Done .

3.5 Managing Agencies

Use this procedure to update agency information.

1. From the sidebar menu, click **Management**, and then **Agency**. The Manage Agencies window displays.

Agency	Exempt	Status	Actions
0610 - DEPART OF FINANCE & ADMIN - ADMINISTRATIVE SERVICES	No	Active	EDIT

Manage Agencies Window

2. In the Results section (at the bottom of the page), click the **Edit** hyperlink (in the *Actions* column). The Contact window displays.

Address Line 1
|

Address Line 2

City: LITTLE ROCK State: ARKANSAS

Zip: 72205

Update

Agency Contact Window

3.6 Managing Users

Use this procedure to add users and inactivate users in your agency.

1. From the sidebar menu, click **Management**, and then **Users**. The Manage Users window displays.

Last Name	First Name	Agency	Status	Actions
User	Migration		Inactive	EDIT
Roehrenback,	Scott AD	0002 - HOUSE OF REPRESENTATIVES	Active	EDIT

Manage Users Window

2. Click **Add Agency User** (at the top of the Results section). The Create window displays.

Create Window

3. Enter the user's email address, and then click **Next**.
4. Enter the user's *First Name* and *Last Name*, and then click **Create**. A confirmation message displays (at the bottom of the window) and the Edit User Permissions window displays.

Agency
DEPART OF FINANCE & ADMIN - ADMINISTRATIVE SERVICES

State
Active

Permissions

Inventory
Ability to see the inventory for a given agency. Read Permissions grant the ability to see/search and view reports on inventory. Edit grants permission to modify and enter inventory information. None

Plate Request
Ability to see the plate requests for a given agency. Read Permissions grant the ability to see/search and view reports on plate requests. Edit grants permission to modify and enter plate requests. None

Cancel Save

Edit User Permissions Window

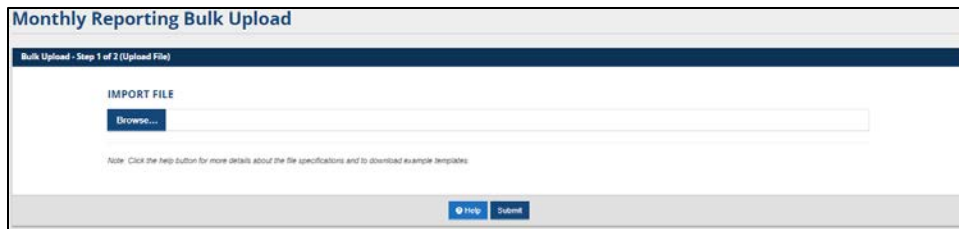
5. In the Permissions section, review and set each of the following user permissions to either *None*, *Read Only* or *Edit*.
 - Inventory
 - Plate Request
 - Funded Request
 - Priority Request
 - Management
 - Waiver Request
 - Quarterly Reporting
 - Bulk Upload
6. Click **Save** when complete. An email is automatically sent to the user notifying him/her an account has been created, along with their SAVA login password.

3.7 Monthly Reporting – Bulk Upload

Use this procedure to add multiple vehicle monthly reports at the same time.

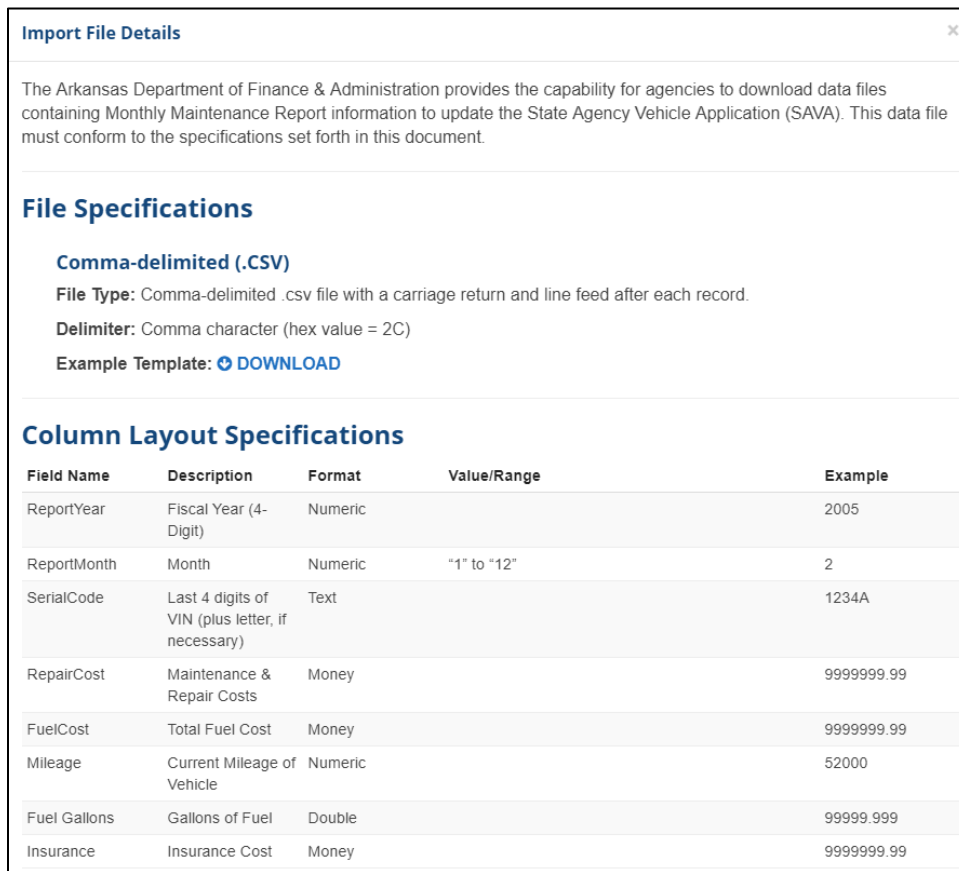
Note: Before completing this procedure, prepare and save the monthly report file to upload to the system. (Refer to Step 2)

1. From the sidebar menu, click **Monthly Reporting – Bulk**. The Monthly Reporting Bulk Upload window displays.



Monthly Reporting Bulk Upload Window

2. As needed, click **Help** to view the Import File Details window (shown below) that describes the file and column specifications, and to download a bulk import template (Excel spreadsheet).

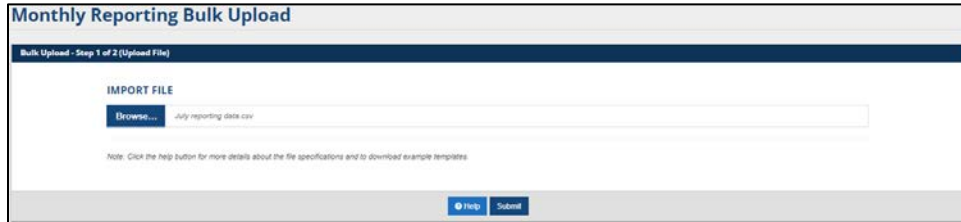


Import File Details Pop-Up Window

Note: Use numerical values for the month and do not include a leading zero “0” (for example, January should be expressed as “1” not “01”).

Note: Do not use a comma when entering mileage (for example, enter 41860 instead of 41,860).

3. Click **Browse...**, navigate to the file to be imported, and then click **Open** (or double-click on the file name). The file name displays in the *Import File* field.



Bulk Upload Window – Reporting File Attached

4. Click **Submit**. The report file is imported and a file validation window displays.

If...	Then...
Any errors are reported,	Correct the errors and resubmit the file.

For your notes: