

## Importing MTDData Utilisation Reports

The purpose of this guide is to guide users on how to import MTDData Utilisation Reports manually if they are unable to configure scheduled imports from MTDData into Gearbox.

Within the Utilisation Report Gearbox will use the following column's data:

Column B: Vehicle - Used to determine vehicle ID

Column E: Last Report - Used to determine date for odometer record

Column G: Odometer End- Used to determine final odometer reading

Group		Vehicle	Group Membership Period		Last Report	Odometer		Fuel (L)		Fuel Economy	speed (km/h)	Brake Hits /	Alerts		Working	Avg Hrs (WIM)	Max Hrs (WIM)	Workshop	No of DSS Events
Start	End		Start	End	Kms	Start	End	km/L	L/100 km	Avg	WIM	1000 km	G-Force	Spdling	Days	Per Wk Day	Per Wk Day	Time	
07/01/2020 00:00	08/01/2020 23:00	130685	08/01/2020 22:00	130685	0	0	0	0.00	0.00	0	0	0	1	0	1	00:05	00:05	00:41	0
07/01/2020 00:00	08/01/2020 23:00	924255	08/01/2020 22:54	924255	0	0	0	0.00	0.00	0	0	0	0	0	0	00:00	00:00	00:00	0
07/01/2020 00:00	08/01/2020 23:00	961474	08/01/2020 22:11	961474	982	0	0	0.00	0.00	41	53	0	93	143	2	10:18	10:44	00:00	0
07/01/2020 00:00	08/01/2020 23:00	855373	08/01/2020 22:58	855373	956	0	0	0.00	0.00	41	46	0	137	33	2	11:08	11:09	00:00	0
07/01/2020 00:00	08/01/2020 23:00	599462	08/01/2020 22:59	599462	0	0	0	0.00	0.00	0	0	0	0	0	0	00:00	00:00	00:00	0
07/01/2020 00:00	08/01/2020 23:00	757136	08/01/2020 22:58	757136	1122	0	0	0.00	0.00	45	56	0	8	8	2	10:57	10:58	00:01	0

To import the MTDData Utilisation Report into Gearbox manually please see steps below.

Under the Maintenance module select **Odometer** (1) and then click **Import Mileage** (2).

Type	Fleet #	Registration	Last Mileage Reading	Last Hour Reading	Add Reading
	JMT2	JMT2	00000000	00000000	+
	311WCT	311WCT	00000000	00000000	+
	DNP58C	DNP58C	00000000	00000000	+
	JMT1	JMT1	00000000	00000000	+

Within the Mileage Import page click on + *Select File To Import* (1) button to browse your computer for the Utilisation Report. Once selected click *Import MTDData* (2) button.



Gearbox can only accept 1000 rows of data when importing spreadsheets. If your spreadsheet contains more than 1000 rows, please segment into multiple parts and import each part individually.

## Mileage Import

A CSV or Excel file can be used to import records. The first row should be the column headers. The following columns are allowed:

- fleet - ie FLT123
- mileage - ie 834
- hours - ie 380
- date - ie 25/01/2015

Sample format:

	A	B	C	D
1	fleet	mileage	hours	date
2	FLT123	240263	1342	25/01/15
3	FLT456	655063	18692	14/02/15
4	FLT789	192280	12624	17/03/15
5				

Utilisation Report (21).xlsx + Select File To Import

Import
Import FiveCubits
Import Procon
Import Komtrax
Import Smartrak
Import Ctrack
Import MTData
Import FleetSeek

OR

Email your import file to address:

Note: email import only supports the Standard & MTData import.

Integration imports such as FiveCubits, Procon, Komtrax, Smartrak and Ctrack will not work with this feature.

 Email

The following will be displayed as Gearbox processes your request.

+ Select File To Import

Smartrak

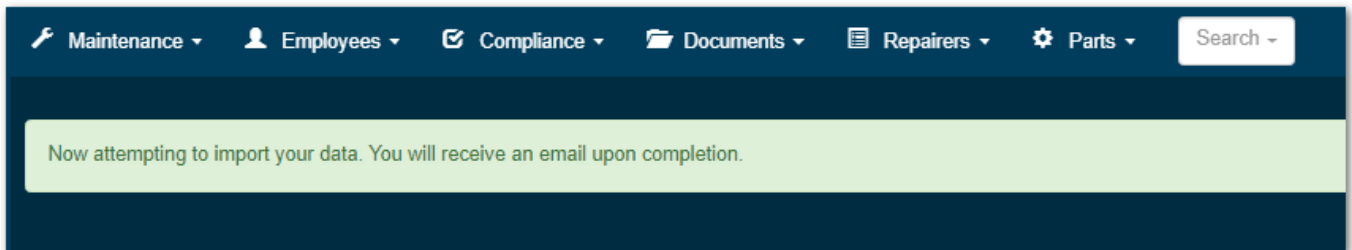
Import Ctrack

Import MTData

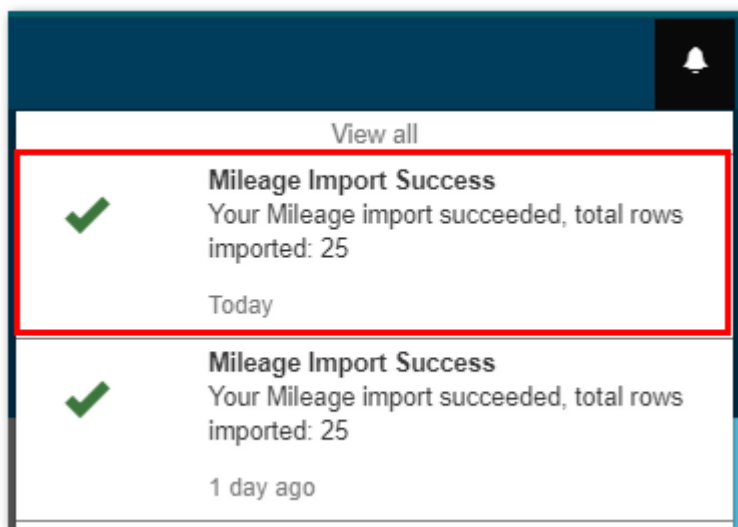
Import FleetSeek

Preparing your data for import. You will be notified when it's finished

## Importing MTData Utilisation Reports

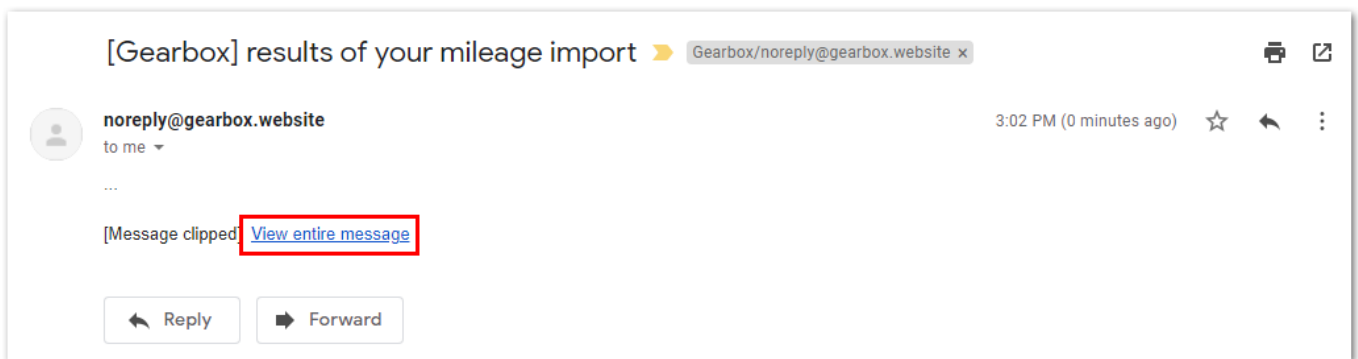
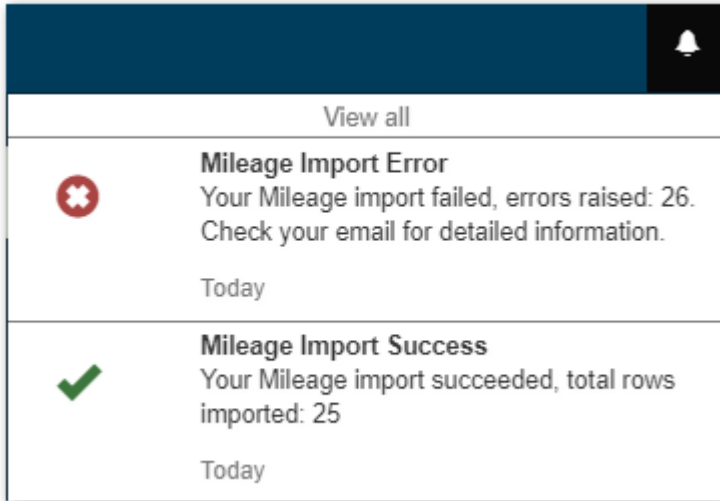


If the import was successful under the notification bell you will see Mileage Import notification.



If however, the import has failed you will see the following in which you should momentarily check your email inbox for an email from *noreply@gearbox.website*

## Importing MTData Utilisation Reports



If you do not see this email please check your Spam/Junk folder or consult with your IT Administrator if it has been caught within an email filter.

Clicking on *View entire message* you will see the following.

# Importing MTData Utilisation Reports

**[Gearbox] results of your mileage import**  
 noreply@gearbox.website <noreply@gearbox.website>  
 To: Thu, Jan 9, 2020 at 3:02 PM

Every error in the import along with a brief description of the error allowing you to rectify the error

No data imported. Please fix the below issue:

- Row #11 - ["Vehicle"=>"test"] does not contain a valid date, no data imported.
- Row #12 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #13 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #14 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #15 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #16 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #17 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #18 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #19 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #20 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #21 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #22 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #23 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #24 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #25 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #26 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #27 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #28 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #29 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #30 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #31 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #32 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #33 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #34 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #35 - Vehicle with fleet number/registration number could not be found, no data imported.
- Row #36 - Vehicle with fleet number/registration number could not be found, no data imported.

Group	Vehicle	Group Membership Period	Last Report	Odometer	Fuel (l)	Fuel Economy	speed (km/h)
		Start	End	Start	End	km/L	Avg
Group name	test	07/01/2020 00:00	08/01/2020 23:00	08/01/2020 22:03	130685	130685	0
Group name		07/01/2020 00:00	08/01/2020 23:00	08/01/2020 22:54	924255	924255	0
Group name		07/01/2020 00:00	08/01/2020 23:00	08/01/2020 22:11	961474	962456	582
Group name		07/01/2020 00:00	08/01/2020 23:00	08/01/2020 22:58	853373	856329	956
Group name		07/01/2020 00:00	08/01/2020 23:00	08/01/2020 22:59	599462	599462	0
Group name		07/01/2020 00:00	08/01/2020 23:00	08/01/2020 22:59	757136	758258	1122
Group name		07/01/2020 00:00	08/01/2020 23:00	08/01/2020 22:08	519980	521123	1143

Fleet #	Last Mileage Reading	Last Hour Reading	Date entered
	0 1 3 0 6 8 5	0 0 0 0 0 0	Today
	0 9 2 4 2 5 5	0 0 0 0 0 0	Today

Once you rectify the errors save the utilisation Report and reimport into Gearbox. If the import is successful no further changes are required, if the import has failed repeat the process until all errors are cleared.

If you require assistance please contact [Support](#).