

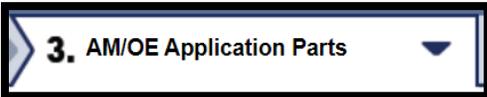
Follow the steps outlined below to utilize this feature in Administration.

## Access “DCF Parts File Upload”

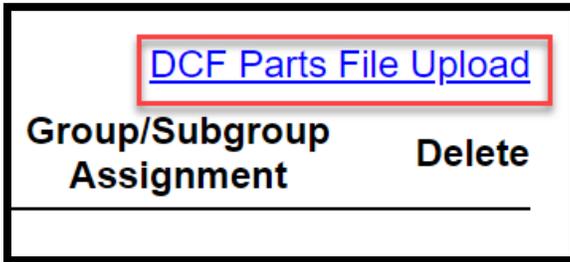
1. Login to administration
2. Select “Catalog Display Control” from the main menu



3. Select the “AM/OE Application Parts Catalog”

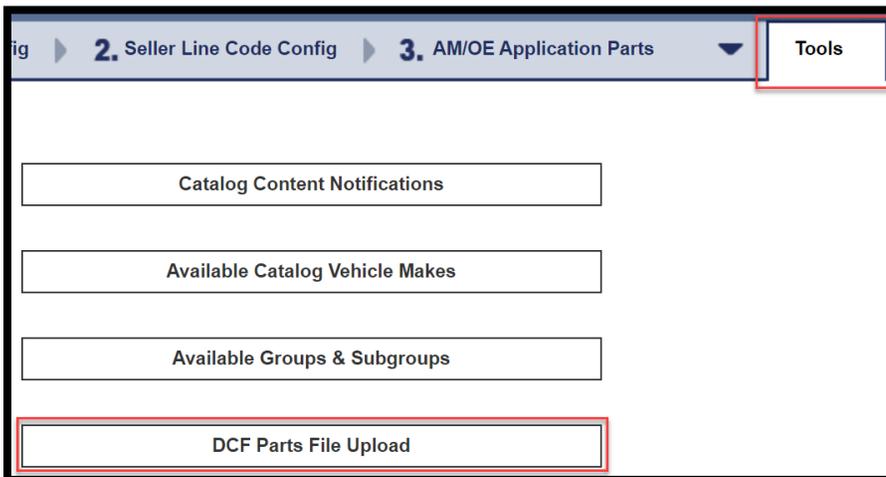


4. The “DCF Parts File Upload” feature can be accessed from the following screens:
  - In the “Catalog Display Control’ page, select the “DCF Parts File Upload” link displayed above the Group/Subgroup Assignment column.



OR

- Select “Tools” at the top of the screen and click on “DCF Parts File Upload”



- When the “DCF Parts File Upload” screen is displayed, click the “Download Sample DCF Part Upload File” link. This sample file provides you with the required file format for the part status file upload.

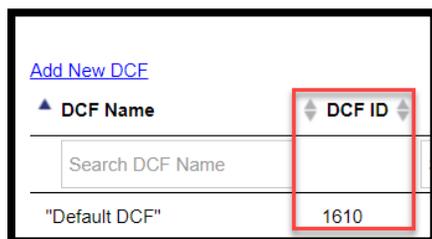


## Populating the Upload File

- When the file “sample\_dcf\_part\_upload.xlsx” is downloaded to your device you can begin adding part numbers with part status changes for any DCF in your site.

	A	B	C	D
1	<b>YOUR EMAIL</b>	<b>UPLOAD MODE (select from list)</b>		
2	Email Address Goes Here	Delta Upload.[1]		
3	<b>DCF ID(s) (use 0 for all - blank to use prev)</b>	<b>YOUR LINE CODE</b>	<b>PART NUMBER (Y or N - blank is Y)</b>	<b>ACTIVE</b>
4	0	BOS	5001WS	Y
5	0	BOS	5002WS	Y
6	0	BOS	5008WS	Y
7	0	BOS	5012WS	Y

- Enter your email address in the yellow cell A2, once the file is processed, an email will be sent to the address provided indicating that the job was completed. The email will include the number of records provided, the number of records updated successfully, and if there were any errors.
- In Cell B2, select an UPLOAD MODE.
  - Delta Upload (Most Common):** Select this mode to upload any parts. This will only update part status for the parts you provide in your upload file.
  - Full Upload by Brand:** Select this mode when uploading all parts in your inventory. This will set all part status under the brand provided to off and set the status for parts provided in your upload file.
  - Full Upload by Brand and Part Types:** Select this mode when uploading parts in your inventory limited to brand and aces part terms. This will set all part status under the brand & part term provided to off and set the status for parts provided in your upload file.
- In the DCF ID(s) column enter the “DCF ID’s” that you would like to modify. If updating all DCF’s, use “0” in Column A, otherwise identify specific DCF’s by using the DCF ID, located on the “Catalog Display Control” page next to the DCF Name.



- Next update the “Your Line Code” column and the associated “Part Numbers” you would like to update.

**Note:** Brands and Line Codes entered are required to be enabled in the DCF Admin Tool for the part upload file to be processed successfully. See the example below, the Brand Bosch and Line Code BOS has been enabled in the DCF before uploading, otherwise the file upload will not process and will result in errors.

	A	B	C	D
1	YOUR EMAIL	UPLOAD MODE (select from list)		
2	Email Address Goes Here	Delta Upload.[1]		
3	DCF ID(s) (use 0 for all - blank to use prev)	YOUR LINE CODE	PART NUMBER (Y or N - blank is Y)	ACTIVE
4	0	BOS	5001WS	Y
5	0	BOS	5002WS	Y
6	0	BOS	5008WS	Y
7	0	BOS	5012WS	Y

## Import Completed File

1. Once you have input your part data into the sample upload file spreadsheet, save the file to your local device, and navigate back to the “DCF Parts File Upload” screen in Administration.

The screenshot shows the 'DCF Parts File Upload' interface. At the top right, there is a link: [Download Sample DCF Part Upload File ?](#). Below this, the text 'Choose file from your machine:' is displayed. Underneath is a button labeled 'Select Files to Upload' next to a text input field. At the bottom of the form area, there is a note: 'File Type: Upload MS Excel (.xlsx) or Comma Separated (.csv) file. Use CSV if file exceeds 50K records.'

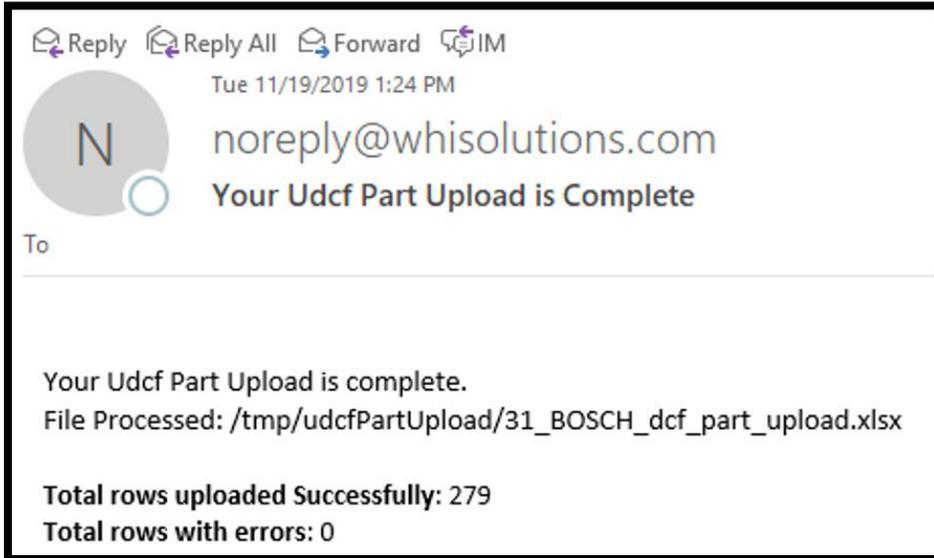
2. Click “Select Files to Upload” and select the file you wish to upload from your local device.
3. Select “DCF Parts File Upload” button to complete process and receive a confirmation message at the top of the screen.

This screenshot shows the same interface as the previous one, but with a file selected. The 'Select Files to Upload' button is now highlighted with a red box, and the text 'BOSCH\_def\_part\_upload.xlsx' is visible in the input field. Below the input field, the 'DCF Parts File Upload' button is also highlighted with a red box. The file type note remains at the bottom.

This screenshot shows the interface after the upload process. A confirmation message is displayed at the top in a box: 'File has been scheduled for processing - an email notification will be sent when completed.' Below this, the 'Choose file from your machine:' section is visible, including the 'Select Files to Upload' button and the file type note. The 'DCF Parts File Upload' button is also present at the bottom.

## Email Confirmation

- Once the file import process is complete, the email address in the yellow cell A2 of the upload file will receive an email confirmation stating the amount of lines accepted successfully and the amount of errors if applicable.



- Once the email confirmation is sent, you can go into the DCF and check the results. In the example above we uploaded 279 successful part numbers with the BOS line code to be changed to Enabled (Active = Y). Pictures below show you the 4 parts initially turned off before the upload, and after the upload is successful the parts have been activated in the DCF.

### Before

Part	Your LineCode	Enabled	Disabled
search	search	All ON	All OFF
5001WS		✓	✗
5002WS		✓	✗
5008WS		✓	✗
5012WS		✓	✗

### After

Part	Your LineCode	Enabled	Disabled
search	search	All ON	All OFF
5001WS	BOS	✓	✗
5002WS	BOS	✓	✗
5008WS	BOS	✓	✗
5012WS	BOS	✓	✗

