

FAC Guide: Pasting in the Fleet Inventory

If you do not already have your fleet data in a format, such as a spreadsheet which it can easily be pasted into the Fleet Average calculator, your fleet data may be copied from your DOORS account.

ARB recommends you first copy all of your data from DOORS into a **blank** Excel Workbook, then paste the appropriate portion into the Fleet Average calculator. If you have a different version of Excel than shown in these instructions your menu selections may be different; see Excel help for information.

To copy your fleet data from your DOORS account, log into DOORS, choose “View EINs” in the pull down menu and click the Take Action button.

The screenshot shows a green-bordered dialog box. On the left, it says "Select the action you would like to take, then click on 'Take Action':". In the center is a dropdown menu with "View EINs" selected. On the right, there are two buttons: "Take Action" (top) and "Exit" (bottom).

Notice the data will be wider than your screen, and that you have to use the scroll bar at the bottom to see the entire width.

Line #	EIN	Veh serial num	Your veh num	Type	Manufacturer	Model	MY	Eng serial num	Engine m
73	UA3P97	1SL01999	9380	Rubber_Tired_Loaders	CATERPILLAR	966F	1996	8Z93046	CATERPI
74	UU4K33	9KK5171	1046	Excavators	CATERPILLAR	320L	1996	7JK22756	CATERPI
75	YG6T53	659901152	9000	Skid_Steer_Loaders	BOBCAT	853	1996	512818148	ISUZU_M
76	GY6T64	T0310DG815855	9083	Rubber_Tired_Loaders	DEERE	310D	1996	4576th56u	AGCO
77	HV8J64	1SL02426	1224	Rubber_Tired_Loaders	CATERPILLAR	966F	1996	08295433	CATERPI
78	HC7V47	4YS00308	9017	Rubber_Tired_Loaders	CATERPILLAR	938G	1997	55K01181	CATERPI
79	GM5U88	4YS00431	9019	Rubber_Tired_Loaders	CATERPILLAR	938G	1997	55K01418	CATERPI
80	EY6A59	5SK02985	1052	Rubber_Tired_Loaders	CATERPILLAR	950F	1997	98Z22057	CATERPI
81	KT8F34	7XM02005	9381	Other_Construction_Equipment	CATERPILLAR	D8R	1997	41Z06681	CATERPI
82	LK9V43	9LR00426	1316	Off-Highway_Trucks	CATERPILLAR	D350E	1997	41Z05599	CATERPI
83	JA4W85	9LR00427	1315	Off-Highway_Trucks	CATERPILLAR	D350E	1997	41Z05636	CATERPI

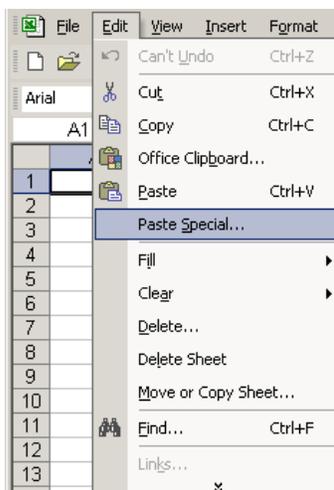
It may be easier to select all your data by beginning at the bottom right cell and working your way to the left and up (while holding down the left mouse button and moving the mouse). Not all of the data needs to be copied at one time; portions may be done at a time, but be sure not to copy the same data twice. Do **not** copy the top header row (column headings), as it creates problems while pasting.

oment	CATERPILLAR	D9R	1999	2NA020	CATERPILLAR,_INC.	3408	2NA020	1999	405
	CATERPILLAR	914g	2000	7BJ12700	CATERPILLAR,_INC.	3054	2NA042	1969	90
	Manufacturer	Model	MY	Eng serial num	Engine manufacturer	Engine model	Engine family	Engine MY	HP
oment	CATERPILLAR	D8R	2000	41Z17855	CATERPILLAR,_INC.	3406	YCPXL14.6MRJ	2000	305
	CATERPILLAR	950G	2001	552K07123	CATERPILLAR,_INC.	3126	YCPXL07.2MRB	2000	180
	BOBCAT	S250	2004	4I0659	KUBOTA_CORPORATION	V3300	2NA002	2004	75
	CATERPILLAR	950G	2005	5GG08538	CATERPILLAR,_INC.	3126	5CPXL007.2HEL	2005	180
	BOBCAT	S300	2005	4G2411	KUBOTA_CORPORATION	V3300T	2NA037	2005	51

After selecting all the information, right click and choose **Copy**.

You may sort by clicking on the underlined headings.

Line #	EIN	Veh serial num	Your veh num	Type	Manufacturer	Model	MY	Eng serial num	Engine r
1	MA7B69	89H01645	9106	Graders	CATERPILLAR	12F	1973	2NA073	CATERF
2	ME6E87	27W14100	1079	Scrapers	CATERPILLAR	637D	1975	48W11113	CATERF
3	SX8Y43	72V04513	9066	Graders	CATERF				CATERF
4	FW4E86	94N5830	9103	Other Construction Equipment	CATERF				AGCO
5	HX6M57	27W1496	1078	Scrapers	CATERF				CATERF
6	EN3D53	72V07900	9438	Graders	CATERF				CATERF
7	LY4J89	85X01038	9056	Other Construction Equipment	CATERF				CATERF
8	HM8U94	96U05594	9247	Graders	CATERF				CATERF
9	PW8P88	46P02125	1318	Other Construction Equipment	CATERF				CATERF
10	AX7S73	33Z01442	9095	Rubber Tired Loaders	CATERF				CATERF
11	NR4E73	87X00598	9790	Other Construction Equipment	CATERF				CATERF
12	NR4E73	87X00598	9790	Other Construction Equipment	CATERF				22 CATERF
13	LY6J36	87X00752	9198	Other Construction Equipment	CATERPILLAR	826C	1985	2NA080	CATERF

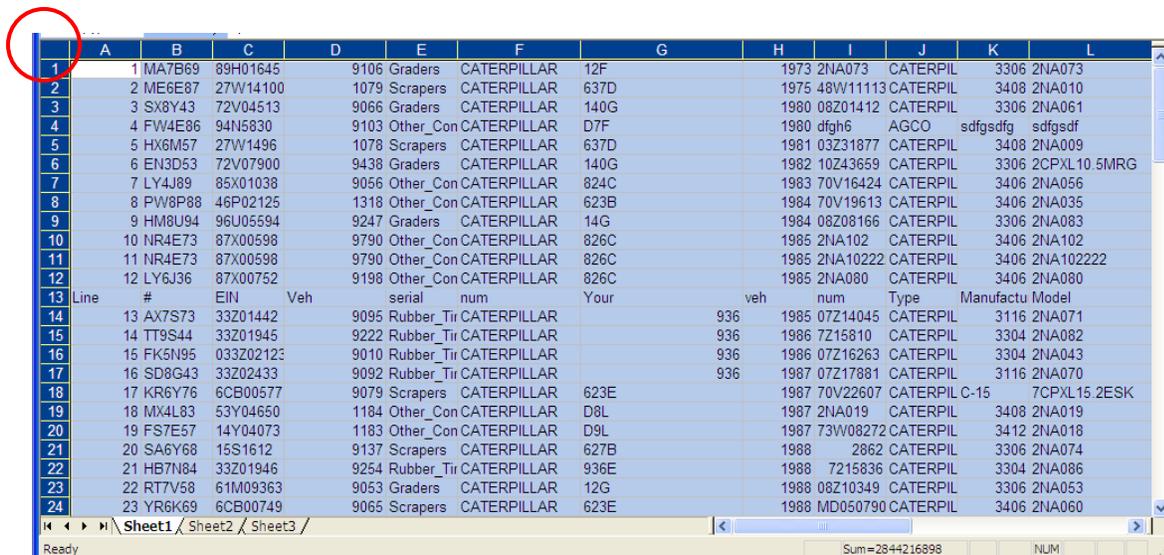


To Paste into an empty Excel Workbook, use **Edit** then **Paste Special**, and choose **Text**.

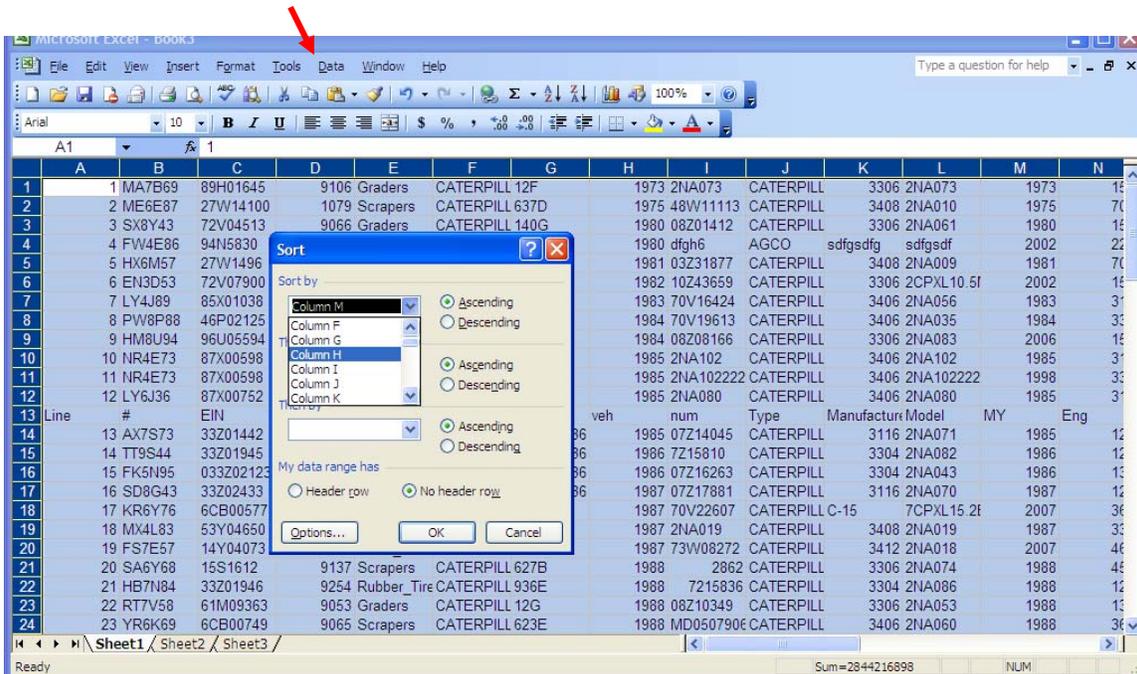
	A	B	C	D	E	F	G	H	I	J	K	L
1	1	MA7B69	89H01645	9106	Graders	CATERPIL	12F	1973	2NA073	CATERPIL	3306	2NA073
2	2	ME6E87	27W14100	1079	Scrapers	CATERPIL	637D	1975	48W11113	CATERPIL	3408	2NA010
3	3	SX8Y43	72V04513	9066	Graders	CATERPIL	140G	1980	08Z01412	CATERPIL	3306	2NA061
4	4	FW4E86	94N5830	9103	Other_Con	CATERPIL	D7F	1980	dfgh6	AGCO	sdfgsdfg	sdfgsdf
5	5	HX6M57	27W1496	1078	Scrapers	CATERPIL	637D	1981	03Z31877	CATERPIL	3408	2NA009
6	6	EN3D53	72V07900	9438	Graders	CATERPIL	140G	1982	10Z43659	CATERPIL	3306	2CPXL
7	7	LY4J89	85X01038	9056	Other_Con	CATERPIL	824C	1983	70V16424	CATERPIL	3406	2NA056
8	8	HM8U94	96U05594	9247	Graders	CATERPIL	14G	1984	08Z08166	CATERPIL	3306	2NA083
9	9	PW8P88	46P02125	1318	Other_Con	CATERPIL	623B	1984	70V19613	CATERPIL	3406	2NA035
10	10	AX7S73	33Z01442	9095	Rubber_Tir	CATERPIL	936	1985	07Z14045	CATERPIL	3116	2NA071
11	11	NR4E73	87X00598	9790	Other_Con	CATERPIL	826C	1985	2NA102	CATERPIL	3406	2NA102
12	12	NR4E73	87X00598	9790	Other_Con	CATERPIL	826C	1985	2NA10222	CATERPIL	3406	2NA102
13	Line	#	EIN	Veh	serial	num	Your	veh	num	Type	Manufactu	Model
14	13	LY6J36	87X00752	9198	Other_Con	CATERPIL	826C	1985	2NA080	CATERPIL	3406	2NA080
15	14	FK5N95	033Z02123	9010	Rubber_Tir	CATERPIL	936	1986	07Z16263	CATERPIL	3304	2NA043
16	15	TT9S44	33Z01945	9222	Rubber_Tir	CATERPIL	936	1986	7Z15810	CATERPIL	3304	2NA082
17	16	SD8G43	33Z02433	9092	Rubber_Tir	CATERPIL	936	1987	07Z17881	CATERPIL	3116	2NA070
18	17	FS7E57	14Y04073	1183	Other_Con	CATERPIL	D9L	1987	73W08272	CATERPIL	3412	2NA018
19	18	KR6Y76	6CB00577	9079	Scrapers	CATERPIL	623E	1987	70V22607	CATERPIL	C-15	7CPXL
20	19	MX4L83	53Y04650	1184	Other_Con	CATERPIL	D8L	1987	2NA019	CATERPIL	3408	2NA019
21	20	SA6Y68	15S1612	9137	Scrapers	CATERPIL	627B	1988	2862	CATERPIL	3306	2NA074
22	21	HB7N84	33Z01946	9254	Rubber_Tir	CATERPIL	936E	1988	7215836	CATERPIL	3304	2NA086
23	22	HE3F77	61M07570	9054	Graders	CATERPIL	12G	1988	1PD9Y197	CATERPIL	3306	2NA053
24	23	YR6K69	6CB00749	9065	Scrapers	CATERPIL	623E	1988	MD050790	CATERPIL	3406	2NA060

After the data is in Excel, check all the columns to ensure each field is correct (just a few might be out of place).

If the top left cell is clicked (see circled cell), the entire workbook will be highlighted.



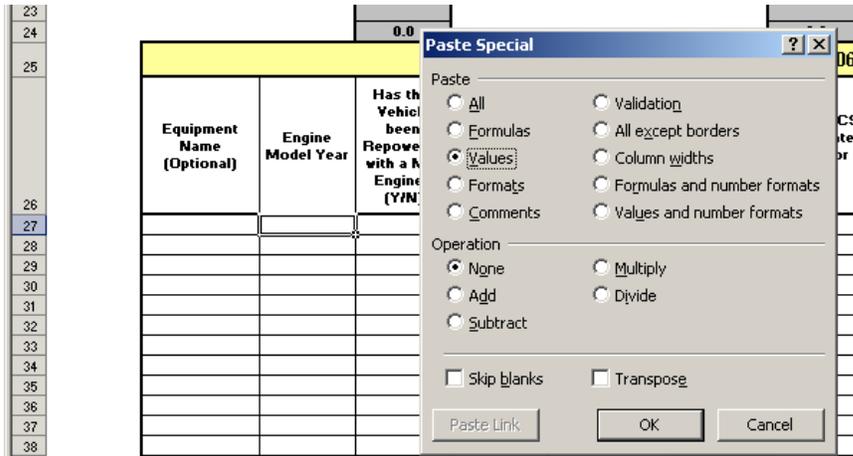
Your data can be sorted by vehicle model year (column H in this example), using **Data** then **Sort** from the Excel menu. This will sort the vehicles by model year, and move the header rows below the data.



Note that the default year that DOORS uses for 'Date Purchased' (for vehicle or engine) is based on the model year (vehicle or engine), which may not be the year the vehicle was actually purchased, especially when a used vehicle was purchased. For example, a vehicle with a 2007 model year engine, may have been purchased between March 1, 2006, and March 1, 2007, or March 1, 2007 and March 1, 2008, or March 1, 2008 and March 1, 2009, or even later (for example, if buying a used vehicle). If your vehicle's default "Date Purchased" in DOORS is not correct, you will need to update this information in DOORS in the "Add/Edit Owner/Fleet" screens.

The appropriate data can now be copied to the Fleet Average Calculator, in the section titled "Baseline (Enter fleet as it was on March 1, 2006)". The data fields a fleet would need are "Engine MY" and "HP", and possibly "Your veh num". Do **not** choose "MY" column, which is the model year of the vehicle. Emissions are calculated based on the model year of the engine (not model year of the vehicle).

Copy the appropriate columns of cells from Excel to the correct columns in the correct years into the Fleet Average Calculator. When pasting, selecting the first cell where the data should be placed, and from the **Edit** menu select **Paste Special**, then select “**Values**”, and then click the “**OK**” button.



Then go through and ‘Retire’ the appropriate vehicles that were sold. To correctly remove vehicles from your fleet, in the Fleet Average Calculator please read the instructions on page 4 of the [fleet average calculator guide](#). **Do not simply delete the Model Year and Horsepower!**

 If the above method does not place the data in the correct columns, you can try copying the data in DOORS, then after pasting the data in a blank Excel worksheet, select the column the data is in (the first column) and from the menu select Data and Text to Columns. Use Delimited then check the Space choice. For other versions of Excel, the steps to separating text into columns will be different, see Excel help.