



UNIBROUÉ



Autofill Service Records (EDVIR) S.O.P.

SLEEMAN BREWERIES LTD.

BY MATT RUETZ

1.0 - Preparation

First, open the “ServiceRecords_Auto” Excel workbook. If asked whether you want to **enable Macros**, select “**Enable**”.

Make sure that the workbook has at least one formatted line that is empty at the bottom of the list:

ELITE REPAIRS

EDVIR LOG

Folder to Scan: [AZ Maintenance New] This is where the program will scan your emails from
Destination Folder: [] If this is left blank "[]" emails will not be copied to another folder

UNIT #	DEFECT	PROBLEM	INITATED DATE	LEADIN OF TIME IT'S BEEN REPORTED	DATE AVAILAB	TIME AVAILAB FOR SERVI	URGENCY LEVEL	RETURN DAT	RETURN TIME	CO
147062 TRAILER	Other	LICENSE PLATE NEEDS REPLACED	11-Aug-20				MINOR			
32369 TRAILER	Other	RIGHT CENTER AXLE SITE GLASS NEEDS REPLACED	11-Aug-20				MINOR			
4153 TRUCK	Other	CHECK ENGINE LIGHTS ON	11-Aug-20				MINOR			
32362 TRAILER	Landing Gear	K BAR CRACKED ON BOTH SIDES CONNECTING TO DOLLY LEGS	12-Aug-20				MINOR			

Next, make sure that your **Outlook desktop application** is open.

Check that the folder name between the square brackets at the top of the sheet next to “Folder to Scan” contains the name of your email folder which collects maintenance updates from the trucks / trailers

Scan: [AZ Maintenance New] This is w
Destination Folder: [] If this is l

PROBLEM	INITATED DATE
LICENSE PLATE NEEDS REPLACED	11-Aug-20
RIGHT CENTER AXLE SITE GLASS NEEDS REPLACED	11-Aug-20
CHECK ENGINE LIGHTS ON	11-Aug-20
< BAR CRACKED ON BOTH SIDES CONNECTING TO DOLLY LEGS	12-Aug-20

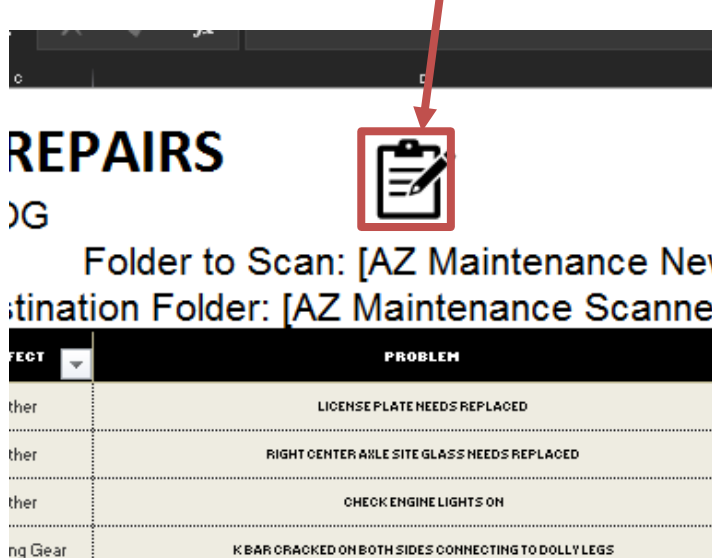
- ▼ Inbox 3
- Alarms 156
- AZ Maintenance New 226**
- AZ Maintenance Scanned
- Truck Maintenance 242
- Drafts [2]
- Sent Items
- Deleted Items 1345
- Archive
- > Conversation History
- Junk Email [47]

It is important that these names match exactly in terms of upper/lower case letters and spaces!

2.0 - Running the Autofill Macro

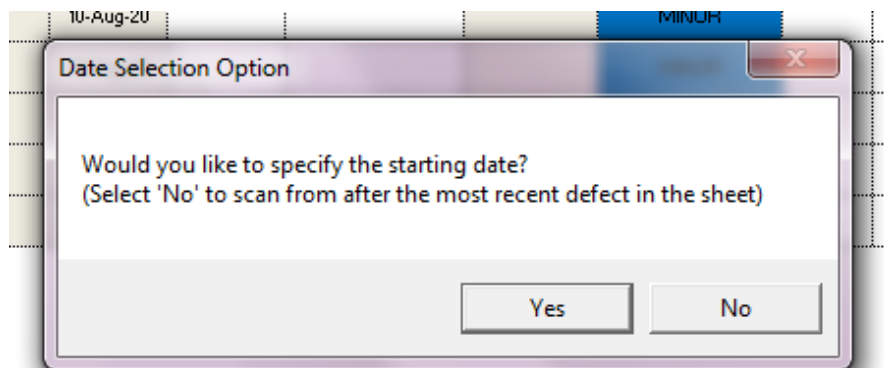
Now that Outlook and the workbook are open, there is at least one blank formatted row on the sheet, and the scan-folder name is between square brackets, the Autofill Macro is ready to go!

To launch Autofill, click the Clipboard icon at the top of the sheet:



DEFECT	PROBLEM
ther	LICENSE PLATE NEEDS REPLACED
ther	RIGHT CENTER AXLE SITE GLASS NEEDS REPLACED
ther	CHECK ENGINE LIGHTS ON
ng Gear	K BAR CRACKED ON BOTH SIDES CONNECTING TO DOLLY LEGS

Once this is done, the following message box will appear:



You have two options for the **age of defect emails** that will be scanned in:

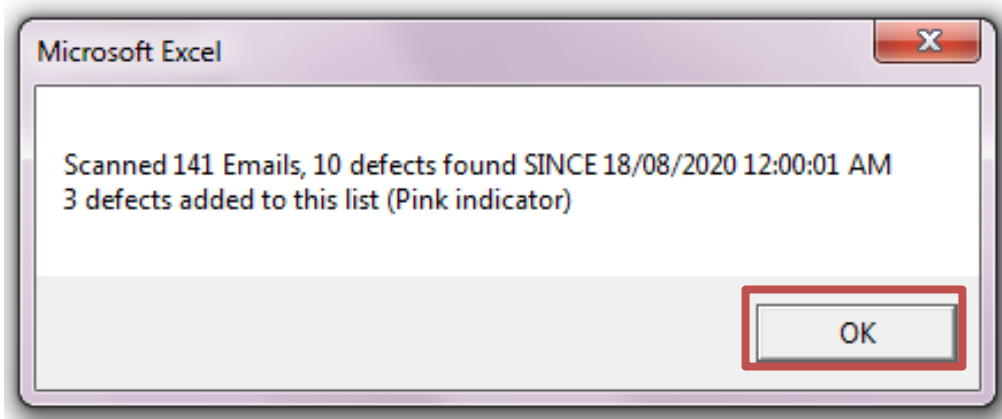
At this stage, you can select “**No**” to simply add defects if they were sent later than the most recent item already in the list.

OR, you can select “**Yes**” If you would like to pick a date. All emails received **ON / AFTER** this date will be added to the list.

2.1 - Automatic Date Selection Fill (Selected No)

If “No” was selected on the previous prompt, the scan will immediately begin. The program will automatically add any emails that arrived AFTER the date of the most recent item already in the list.

Once the scan is complete, another message *similar to the following* will appear:



This message summarizes:

- **The total number of emails scanned**
- **Total number of defects found** among those scanned emails.
- **The date after (and including) which emails were added from**
- And finally, the **number of defects that were added to this particular sheet** (Elite, Peterbilt, Kenworth)

Select “OK” to close this message.

Now, the list is filled with all defects received since the most recent update of the eDVIR:

The items that were **added by the Autofill** are shown with a **pink indicator** in the A cell of their respective row.

	UNIT	DEFECT	PROBLEM	INITIAL DATE	LENGTH OF TIME IT'S BEEN REPORTED	DATE AVAILABLE	TIME AVAILABLE FOR SERVICE	URGENCY LEVEL	RETURN DAY
350	237 TRAILER	Lights	PASSENGER SIDE REAR BOTTOM CLIP MISSING	10-Aug-20				MINOR	
351	1829 TRUCK	Lights	LICENSE PLATE LIGHT IS OUT	10-Aug-20				MINOR	
352	147062 TRAILER	Other	LICENSE PLATE NEEDS REPLACED	10-Aug-20				MINOR	
353	4153 TRUCK	Other	CHECK ENGINE LIGHTS	11-Aug-20				MINOR	
354	32369 TRAILER	Other	RIGHT CENTER AXLE SITE GLASS NEEDS REPLACED	11-Aug-20				MINOR	
355	14760 TRAILER	Other	LICENSE PLATE NEEDS REPLACED	11-Aug-20				MINOR	
356	32369 TRAILER	Other	RIGHT CENTER AXLE SITE GLASS NEEDS REPLACED	11-Aug-20				MINOR	
357	4153 TRUCK	Other	CHECK ENGINE LIGHTS ON	11-Aug-20				MINOR	
358	32369 TRAILER	Landing Gear	K BAR CRACKED ON BOTH SIDES CONNECTING TO DOLLY LEGS	12-Aug-20				MINOR	
359	14760 TRAILER	Other	LICENSE PLATE NEEDS REPLACED	12-Aug-20				MINOR	
360	1829 TRUCK	Lights	LICENSE PLATE LIGHT	12-Aug-20				MINOR	
361	4153 TRUCK	Engine	ENGINE LIGHTS ON, CLUTCH A LITTLE HIGH	12-Aug-20				MINOR	
362	1818 TRUCK	Other	DRIVERS SIDE WINDSHIELD STILL LEAKS AFTER RESEALED COUPLE TIMES. WHEN PARKED DURING HEAVY RAINS, DRIVERS SIDE FLOOR CARPET WILL BE WET BY PEDALS. DRIVERS SIDE WINDSHIELD ALSO HAS SMALL STONE CHIP INIT.	11-Aug-20				MINOR	
363	4153 TRUCK	Engine	ENGINE LIGHTS ON	12-Aug-20				MINOR	
364	32361 TRAILER	Suspension	3234 AIR LEVELING VALVE CONSTANTLY BLOWING OFF AIR	12-Aug-20				MINOR	
365	1829 TRUCK	Lights	BROKEN REVERSE LIGHT, LEFT SIDE.	13-Aug-20				MINOR	
366	4153 TRUCK	Other	CHECK ENGINE LIGHTS ON	13-Aug-20				MINOR	

2.2 - Manual Date Selection Fill (Selected Yes)

If “Yes” was selected, a new form will pop up which looks like this:

Select the dropdown arrow to display a list of dates to choose from:

- You can click and drag the scroll bar to see dates further back.
Note that this list contains the last 30 days from the current day.

Say, for example, we wanted only **yesterday’s and today’s** defects to be added to the list. I would select yesterday’s date (8/17/2020 in this case), and then click the OK button.

All dates before 8/17/2020 (at 12:00:01 AM) will **not** be added to the list.

Now, the list is populated with all defects received since (and including) the date chosen in the Date Selection window.

				DATE	BEEN		FOR SERV	
237	TRAILER	Lights	PASSENGER SIDE REAR BOTTOM CLP MISSING	10-Aug-20				MINOR
1829	TRUCK	Lights	LICENCE PLATE LIGHT IS OUT	10-Aug-20				MINOR
147062	TRAILER	Other	LICENSE PLATE NEDS REPLACED	10-Aug-20				MINOR
4153	TRUCK	Other	CHECK ENGINE LIGHTS	11-Aug-20				MINOR
32369	TRAILER	Other	RIGHT CENTER AXLE SIDE GLASS NEEDS REPLACED	11-Aug-20				MINOR
32376	TRAILER	Tires	PASSENGER SIDE FIRST AXLE OUTSIDE EDGE OF TIRE DAMAGED SMALL CHUNK OUT OF TREAD	18-Aug-20				MINOR
1828	TRUCK	Service Brakes	BURNING BRAKE SMELL CHAMBER/OALIPER? REAR AXLE DRIVER SIDE	17-Aug-20				MAJOR
149083	TRAILER	Wheels Rims	NEW TIRES INSTALLED RETORQUE NEEDED? ALL AXLES	17-Aug-20				MINOR
1828	TRUCK	Engine	CHECK ENGINE LIGHT ON FAULT FOUND SAME AS LAST WEEK SPN3556	17-Aug-20				MINOR
32365	TRAILER	Brakes	BRAKE ON FIRST AXLE OF DRIVER SIDE STICKING. LOT OF SMOKE	18-Aug-20				MAJOR
193236	TRAILER	Lights	REVERSE LIGHT IS MISSING A BOLT HANGING DOEN	18-Aug-20				MINOR
4184	TRUCK	Engine	ENGINE LIGHT AND WRENCH LIGHT ON. AS WELL, DRIVERS DOOR WINDOW/MIRROR CONTROLS WORK SPORADICALLY. SHORT IN DOOR HARNESS.	18-Aug-20				MINOR

3.0 - Filling All EDVIRs

The process can be repeated (starting from *1.0 – Preparation*), for the other EDVIR sheets as well. The program will automatically assign defects to the appropriate repair service's sheet based on the **unit number** of the truck that has the defect.

To assure that all truck defects go into the correct list, make sure that the lists on the UnitNums page accurately reflect which units should be worked on by which service company.

	A	B	C	D	E	F	G	H	I
1	ELITE	PETERBILT	KENWORTH						
2	1641	1816	4142						
3	1642	1817	4143						
4	1643	1818	4153						
5	1644	1819	4184						
6	1645	1820	502-183						
7	1646	1821	502-184						
8	1647	1822							
9		1823							
10		1824							
11		1825							
12		1826							
13		1827							
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Update these lists with new trucks. This is referenced by the Auto-populate macro

UnitNums

4.0 - Moving Mail to Destination Folder

For the program to run as fast as possible, it is best to have items removed from the scan folder (i.e. “AZ Maintenance New” in this case) once they have been scanned.

To do this, while still keeping the emails archived, enter the name of **another folder that the scanned emails will be moved to** between the square brackets next to “Destination Folder”

TE REPAIRS

IR LOG

Folder to Scan: [AZ Maintenance New]

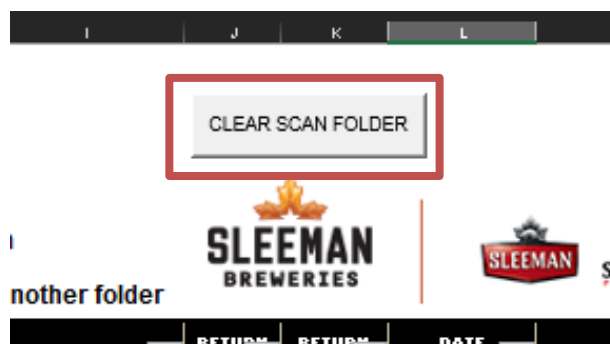
Destination Folder: [AZ Maintenance Scanned]

DEFECT	PROBLEM
Other	LICENSE PLATE NEEDS REPLACED
Other	RIGHT CENTER AXLE SITE GLASS NEEDS REPLACED
Other	CHECK ENGINE LIGHTS ON
Landing Gear	K BAR CRACKED ON BOTH SIDES CONNECTING TO DOLLY LEGS

- ▼ Inbox 3
- Alarms 156
- AZ Maintenance New 226
- AZ Maintenance Scanned**
- Truck Maintenance 242
- Drafts [2]
- Sent Items
- Deleted Items 1345
- Archive
- > Conversation History
- Junk Email [47]

It is important that these names match exactly in terms of upper/lower case letters and spaces!

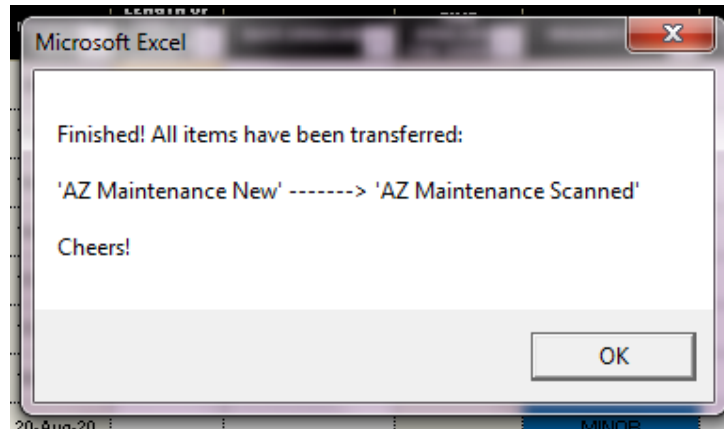
To begin transferring emails to the Destination Folder, select the button labelled “CLEAR SCAN FOLDER” at the top of **any of the 3 eDVIR** sheets:



Note:

- If nothing is entered as the Destination Folder (nothing between square brackets - “[]”) then the CLEAR SCAN FOLDER process will not run, and emails will stay in the source folder! **This may cause the program to take longer in the future, and could cause duplicate defects**, as it will re-scan these emails every time.
- An **error will occur** if either the Folder to Scan, or the Destination Folder **do not actually exist** in your Outlook Inbox!

After the email transfer is complete, the following message will be displayed:



This indicates that all emails were successfully transferred to your selected Destination Folder.

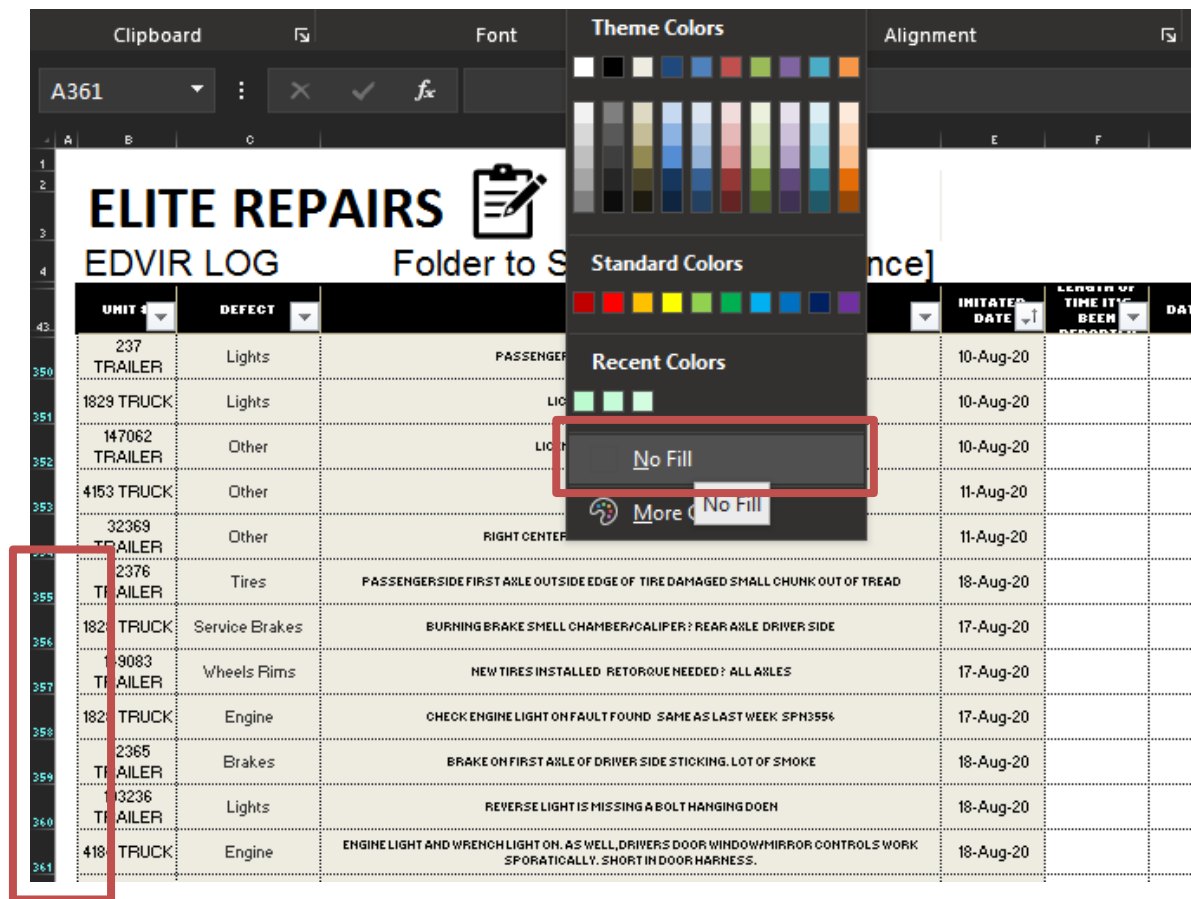
Select "OK" to close the notice.

Finalizing

Once the Autofill process is finished, items that **do not belong in their respective list** can be removed by deleting the line, or copying the information into the appropriate list.

Many of the messages in the “PROBLEM” column may have spelling mistakes / may be unclear. Assure that these are clear and concise enough for the service team to understand.

Once all new additions are deemed valid, the **pink indicators** can be removed by highlighting these column “A” cells setting the background color of these cells to “No Fill”:



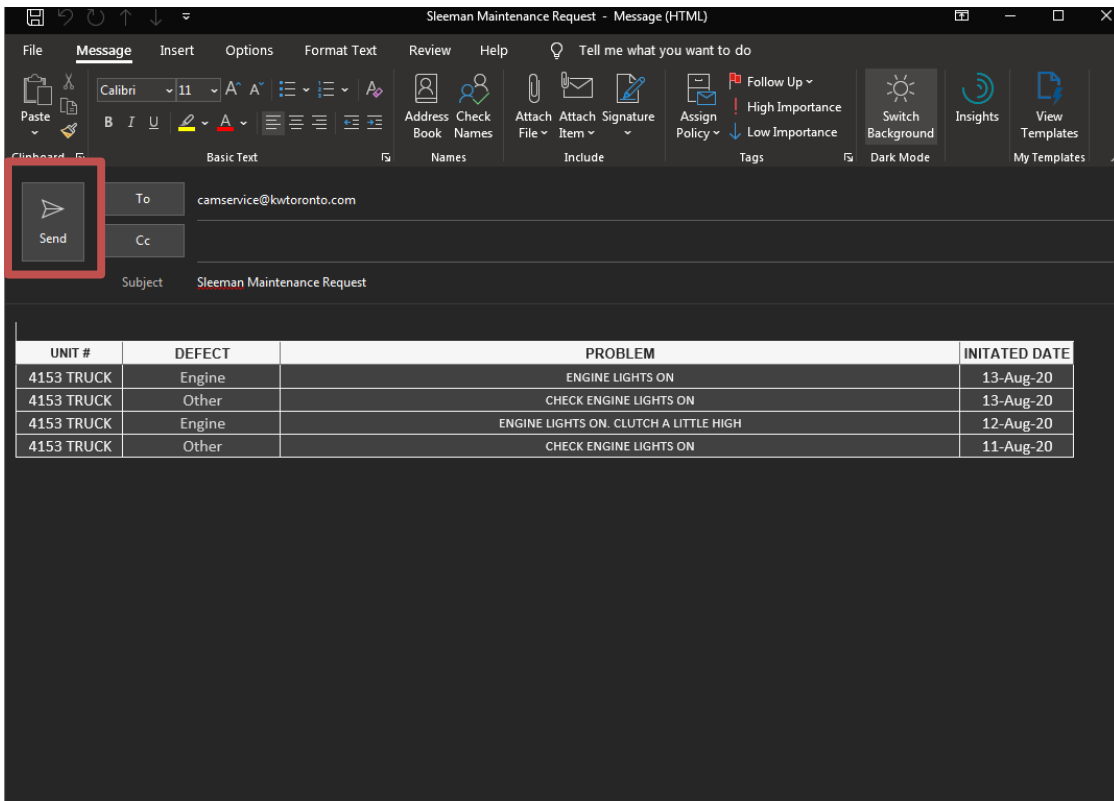
The screenshot shows an Excel spreadsheet titled "ELITE REPAIRS EDVIR LOG". The spreadsheet has columns for UNIT, DEFECT, PROBLEM, INITIATED DATE, and LENGTH OF TIME IT'S BEEN REPAIRED. A red box highlights the column A cells (UNIT) from row 350 to 361. A color selection menu is open, showing "No Fill" as the selected option.

UNIT	DEFECT	PROBLEM	INITIATED DATE	LENGTH OF TIME IT'S BEEN REPAIRED
237 TRAILER	Lights	PASSENGER	10-Aug-20	
1829 TRUCK	Lights	LIC	10-Aug-20	
147062 TRAILER	Other	LIC	10-Aug-20	
4153 TRUCK	Other		11-Aug-20	
32369 TRAILER	Other	RIGHT CENTER	11-Aug-20	
2376 TRAILER	Tires	PASSENGERSIDE FIRST AXLE OUTSIDE EDGE OF TIRE DAMAGED SMALL CHUNK OUT OF TREAD	18-Aug-20	
182 TRUCK	Service Brakes	BURNING BRAKE SMELL CHAMBER/CALIPER? REAR AXLE DRIVER SIDE	17-Aug-20	
19083 TRAILER	Wheels Rims	NEW TIRES INSTALLED RETORQUE NEEDED? ALL AXLES	17-Aug-20	
182 TRUCK	Engine	CHECK ENGINE LIGHT ON FAULT FOUND SAME AS LAST WEEK SPN3556	17-Aug-20	
2365 TRAILER	Brakes	BRAKE ON FIRST AXLE OF DRIVER SIDE STICKING. LOT OF SMOKE	18-Aug-20	
13236 TRAILER	Lights	REVERSE LIGHT IS MISSING A BOLT HANGING DOEN	18-Aug-20	
418 TRUCK	Engine	ENGINE LIGHT AND WRENCH LIGHT ON. AS WELL, DRIVERS DOOR WINDOW/MIRROR CONTROLS WORK SPORADICALLY. SHORT IN DOOR HARNESS.	18-Aug-20	

Finally, make sure you **SAVE** the eDVIR workbook before closing to keep these changes.

NOTE: The **Mail Pending** button does the same thing, but ONLY for emails marked as “WAITING FOR RESPONSE” which can be set in column M instead of ADD TO EMAIL. This is useful for reminding the respective company to give updates on previously sent defects.

A formatted email will be composed, containing information on each of the selected items, and the contacts for that company as given on the UnitNums page:



UNIT #	DEFECT	PROBLEM	INITATED DATE
4153 TRUCK	Engine	ENGINE LIGHTS ON	13-Aug-20
4153 TRUCK	Other	CHECK ENGINE LIGHTS ON	13-Aug-20
4153 TRUCK	Engine	ENGINE LIGHTS ON. CLUTCH A LITTLE HIGH	12-Aug-20
4153 TRUCK	Other	CHECK ENGINE LIGHTS ON	11-Aug-20

After editing the message to your liking, hit **Send**, which will close the email box after sending the email.

NOTE: Items with the WAITING FOR REPSONSE designation will not be changed after this email is sent. The contents of the cells must be deleted by the user once the response from the repair company is given.