

Do It Right the First Time!

Here is a checklist you can use in filling out your DETs.



GET TO KNOW THE DET

✓ Use the Latest Version

Ensure that you are filling out the latest version of the DETs from the Web Portal.


Once BOD Master Data update you requested is complete, download the updated DET from the Web Portal.

✓ Enable the excel file

Check if the DET is enabled for editing. See attached DET How To's.


✓ Know the colors of DET fields

Editable:

 Data Entry Fields, where you will input data

Un-editable fields:

 Row/Column header fields

 Calculated fields

You cannot enter data on these fields.



ENTER THE CORRECT DATA

✓ Follow the required data format

Date should be in mm/dd/yyyy format.

- *It is best that your computer or system date be in the mm/dd/yyyy format as well. See attached DET How To's.*
- *Paste data from another file (e.g. Excel, Word) as values to prevent errors while uploading. See attached DET How To's.*

✓ Fill out all required fields (*)

All fields with (*) are required.

If required field is not applicable:
Enter zero (0) for numeric fields.
Enter N/A for free text fields.

✓ Select values from dropdown lists

DETs do NOT accept values that are not in the dropdown list.

- *For update of BOD drop-down list, send accomplished request template (attached) to neabitsupport@indracompany.com*



Enter data in continuous rows

Do not skip rows when filling out DETs.



Enter short but complete remarks / descriptions / summaries

Whenever possible limit your remarks / descriptions/ summaries to 1-2 sentences.

Do not exceed the 510- character limit for Remarks fields.



SAVE AND UPLOAD



Saving your DETs with the correct filename

Do NOT include special characters such as period (.) and comma(,) to avoid errors while uploading the DET in the Web Portal.

- *Recommended filename format:
DET NAME_EC NAME_MONTH_VERSION#.xlsx
(MONTH = month reported)
sample:
MSEAC_CATELCO_AUGUST_v1.xlsx*
- *Have a different filename per month for easier tracking.*

Need more help?

Check out the [DET Manuals](#) in the [GO-LIVE KIT!](#)

Click on the image.

Do it right the first time because, "practice makes permanent!" -Irvin Kauffman-