



## **HOW TO ADD MODEL CODES TO LINUX**

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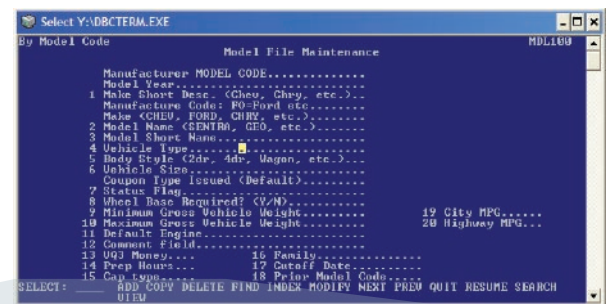
### THE MODEL FILE IS THE MDL100 PROGRAM

The goal is to get everyone to **ADD MODELS** in a **SIMILAR FORMAT** so clients' reports show vehicle models in a similar format and that the models are descriptive and specific as possible.

**1** At the bottom of the screen are the various functions you can perform, in this case we will **SELECT "A"** to **ADD A MODEL**.

The model code you want to add should be the one provided by the **MANUFACTURER** but any model code can be added but it has to be unique and not already in existence.

Add the model code and model year you want to add.



**SELECT: \_\_\_\_\_ ADD COPY DELETE VIEW**

**2** **LINE 1 – SHORT MAKE DESCRIPTION**  
**ADD THE MAKE**, (5 characters max) see the samples on the screen or press **SHIFT "Q"** to see a listing.

**LINE 2 – MODEL NAME** (longer description field)

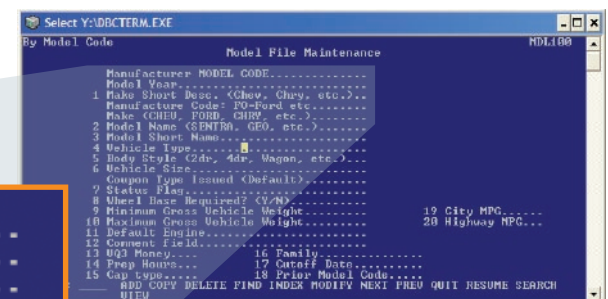
If a car or SUV; add model name and trim level. Taurus SEL

If a truck, add model name and cab type. Silv. 1500 Reg., or 1500 Ext Cab

### LINE 3 – MODEL SHORT NAME

**DEFINITION:** The intent of this field is to be as close to line 2 as possible but it has a shorter character field because this description field is used in different customer reports.

If a truck where line 2 shows: Silv. 1500 Reg, this field will need to be shortened to show as "1500 Reg." or if a 4x4, show as "K1500 Reg." Or if a 4x2, show as "C1500 Reg." ,



**Manufacturer MODEL CODE.....**  
**Model Year.....**  
**1 Make Short Desc. <Chev, Chry, etc.>..**  
**Manufacture Code: FO=Ford etc.....**  
**Make <CHEV, FORD, CHRY, etc.>.....**  
**2 Model Name <SENTRA, GEO, etc.>.....**  
**3 Model Short Name.....**

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### LINE 4 – VEHICLE TYPE

**SELECT** the model type, press **SHIFT** "?" For the choices:

- C** = Car
- P** = Passenger Van
- U** = Sport Utility
- V** = Cargo Van
- T** = Truck

### LINE 5 – BODY STYLE

We want consistency here.

- CAR** = 4 DR SEDAN, 2 DR COUPE
- VAN** = PASS VAN, CARGO
- SUV** = 4 DR FWD, 4 DR AWD
- TRUCK** = 4X4 PICKUP, 4X2 PICKUP, 4X4 CHASS, 4X2 CHASS

### LINE 6 – VEHICLE SIZE

The vehicle type that you defined in **LINE 4** will dictate what these choices are:

#### CAR SIZES ARE:

- COMPACT**
- MID-SIZE**
- FULL SIZE**
- LUXURY**

(all luxury brands are defined at luxury

regardless of size. So, all models for these luxury brands will be defined as luxury: Audi, Mercedes, Infiniti, Lexus, Jaguar, Volvo, Acura, Land Rover, etc.)

Defining the vehicle size this is somewhat subjective, so review with your manager or see what other model codes for the same model "**FAMILY**" is defined.

#### VAN SIZES ARE:

- FULL**
- MINI**

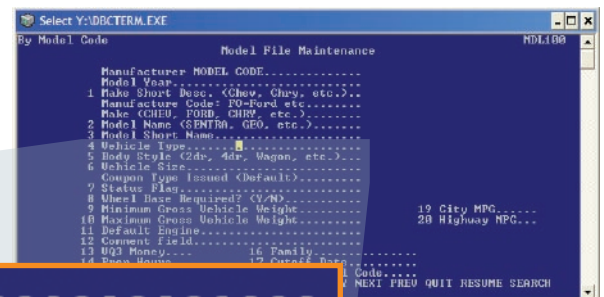
#### TRUCK SIZES ARE:

- LIGHT** GVW Under 16,000
- MEDIUM** GVW 16,000 - 33,000
- HEAVY** GVW Over 33,000
- TRAILER**
- EQUIPMENT/OTHER**

**THE COUPON TYPE ISSUED** field will automatically fill based on the vehicle type **SELECTED IN LINE 4**. **C** = Car coupon book; **T** = Truck coupon book.

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4 Vehicle Type.....
5 Body Style (2dr, 4dr, Wagon, etc.)...
6 Vehicle Size.....
   Coupon Type Issued (Default).....
  
```



## HOW TO ADD MODEL CODES TO LINUX

### LINE 7 – STATUS FLAG

**DEFAULTS** as “A” for active.

### LINE 8 – WHEEL BASE REQUIRED

**DEFAULTS** as “N” for no, but for Ford trucks where the given model code is the same for multiple wheelbases; you need to Add “Y”.

### LINE 9 AND 10 – MINIMUM & MAXIMUM GVW’S

If you know the range of GVW’s for the given model, **ADD IT**, if not, **LEAVE BLANK**.

### LINE 12 – COMMENT FIELD

Use this are if **ADDITIONAL COMMENTS** are needed for the model, for instance, if the model only comes as a Manual Transmission, add that here.

### LINE 13 – VQ3 MONEY

Leave Blank

### LINE 14 – PREP HOURS

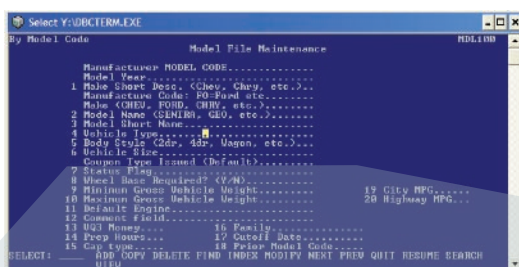
Leave Blank

### LINE 15 – CAP TYPE

**DEFINITION:** Very important that this is correct. The type **SELECTED** here will determine how the vehicle that has this model code will bill to the client. Every client has contractual pricing agreements with EMKAY and the billing is automated to bill a given vehicle order based on the pricing agreement for this vehicle model/manufacturer. If you are adding a model code for the first time, see your manager to further review this step.

Press **SHIFT “?”** and you can review your **SELECTION CHOICES**. All Ford, GM and Chrysler models are **TYPE “S”** for Standard Domestic.

Others - **SELECT** the manufacturer that the code is for, Nissan, Toyota, Volvo, etc. Models that cannot be ordered and are only available as “Out-of-Stock” purchases, Honda, Lexus, International, Hino, etc. would be **TYPE “B”**.



| View of Capitalization Type Codes |                   |      |
|-----------------------------------|-------------------|------|
| CODE                              | DESCRIPTION       | FILE |
| M                                 | Mazda             | N    |
| N                                 | Nissan            | N    |
| O                                 | Lincoln           | N    |
| P                                 | Cadillac          | N    |
| Q                                 | Hyundai           | N    |
| R                                 | Mitsubishi        | N    |
| S                                 | Std.Domestic Cars | N    |
| T                                 | Toyota            | N    |
| U                                 | Infiniti          | N    |
| U                                 | Volvo             | N    |
| W                                 | Mercedes Benz     | N    |
| X                                 | Luxury Vehicles   | N    |

```

7 Status Flag.....
8 Wheel Base Required? (Y/N).....
9 Minimum Gross Vehicle Weight.....
10 Maximum Gross Vehicle Weight.....
11 Default Engine.....
12 Comment field.....
13 VQ3 Money....      16 Family.....
14 Prep Hours...      17 Cutoff Date.....
15 Cap type.....      18 Prior Model Code..
  
```

## HOW TO ADD MODEL CODES TO LINUX

### LINE 16 – FAMILY

**DEFINITION:** A common model name that covers many model codes. This field is used in many CSV files for report generation.

**EXAMPLE:** Since there are many Camry model codes, Camry LE, SE, Hybrid, etc., we define all the Camry models in the “**CAMRY**” **FAMILY** so they are easier to locate in a report.

Most families have been defined already and you can press **SHIFT “?”** to view them but they are typically what you’d think they should be, some of the trucks are a **BIT MORE DIFFICULT TO IDENTIFY**. There are **NO “SPACES”** in the **FAMILY FIELD**.

**EXAMPLES:** 1500PICKUP, 2500CARGOVAN, ASTROPASS, see below.

New Family names can be added, see your manager for directions.

### LINE 17 – CUT-OFF DATE

#### LEAVE BLANK

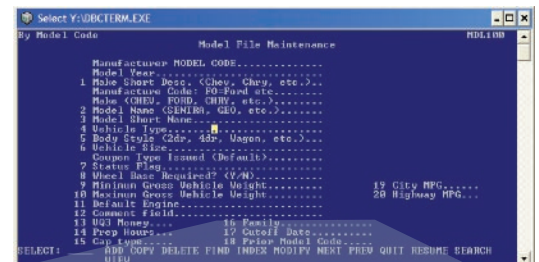
**DEFINITION:** This date will get populated when we receive from the manufacturer the final order cut-off date for receipt of factory orders for this model. Once populated, any client that orders this model as one of their on-line ordering vehicles, will see the cut-off date and will be reminded to place their remaining order.

### LINE 18 – PRIOR MODEL CODE

Add the like model code from the previous year.

**DEFINITION:** To better match up model codes from year to year for life cycle cost comparisons, we want to define if we can. If models codes are copied over from the previous year, this field automatically fills.

| View Model Family records |       |                    |
|---------------------------|-------|--------------------|
| Family                    | Make  | Description        |
| 12'VAN                    | CHEVY |                    |
| 1500CARGOVAN              | CHEVY |                    |
| 1500PASSVAN               | CHEVY |                    |
| 1500PICKUP                | CHEVY |                    |
| 22'VAN                    | CHEVY |                    |
| 2500CARGOVAN              | CHEVY |                    |
| 2500PASSVAN               | CHEVY |                    |
| 2500PICKUP                | CHEVY |                    |
| 2500VAN                   | CHEVY | 2500 CARGO VAN     |
| 3500CARGOVAN              | CHEVY |                    |
| 3500CHASSIS               | CHEVY |                    |
| 3500CUTAWAY               | CHEVY |                    |
| 3500PASSENGER             | CHEVY | 3500 PASSENGER VAN |
| 3500PASSVAN               | CHEVY |                    |
| 3500PICKUP                | CHEVY |                    |
| 4500CHASSIS               | CHEVY |                    |



16 Family.....  
17 Cutoff Date.....  
18 Prior Model Code....

## NOTES