

## KCL Data Report Guidelines

Whether you are new to KCL or ready to update your data, this document will provide the information you need to create detailed product listings with an Excel-based **KCL** Data Report.

Improve the quality of your product line and make it easy for designers to spec your brand! Ensure that KCL has your latest equipment data, such as Product Spec, Image Name, DocLinks, and more.

## SUBMISSION TIMELINE

You can submit updated data at any time without a fee. In fact, we encourage manufacturers to provide monthly updates. Please note that adding or removing models may change your annual fee.

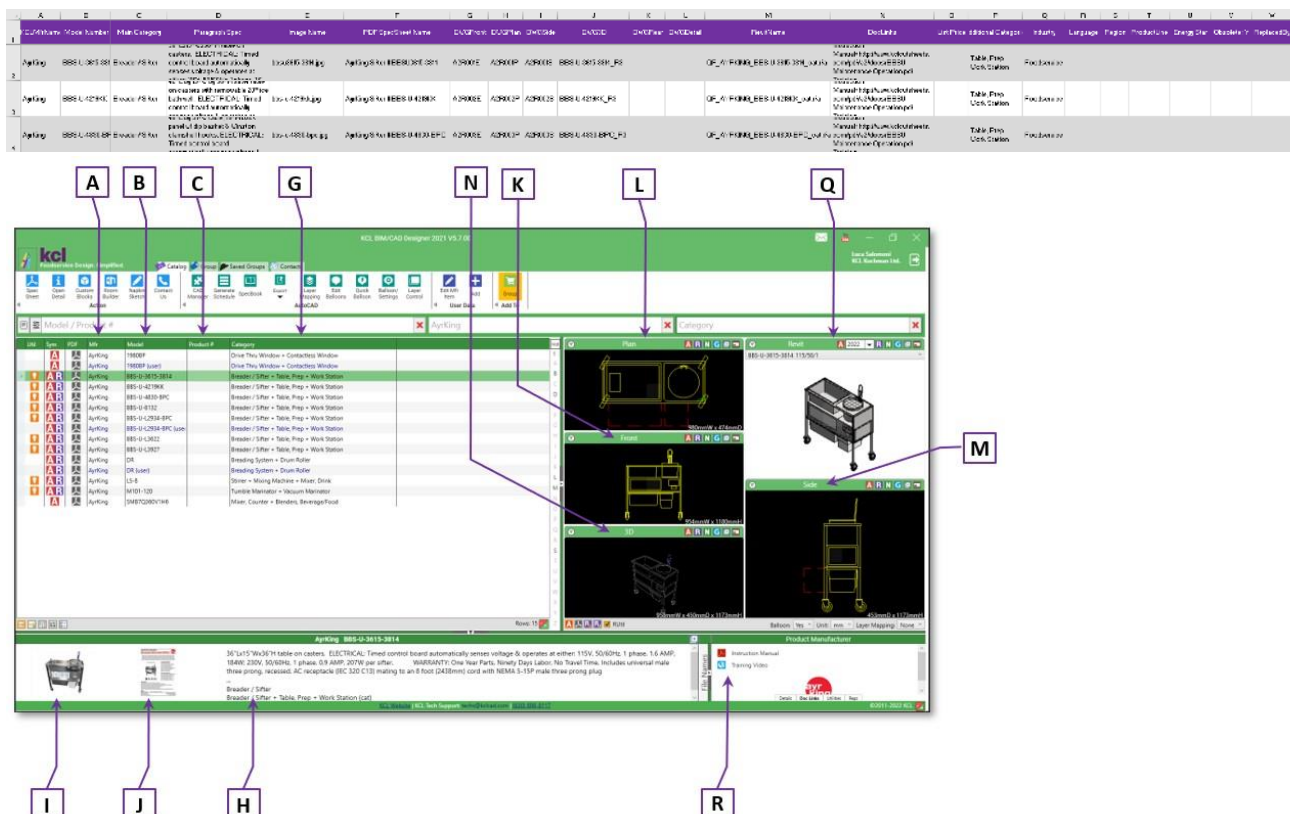
## ROW COLORS

If you're updating your already-published catalog in KCL, we request that you use the following colors to highlight changes/additions.

- Green** – New
- Orange/Yellow** – Modified
- Red** – Remove/Delete (We recommend that you archive items prior to deletion.)

## XLS TEMPLATE

If you are new to KCL or you need a template, [click here](#) to download our XLS sample.



The image displays two screenshots related to the KCL Data Report Guidelines. The top screenshot shows an Excel spreadsheet with columns for various product attributes, including Item #, Model, Category, Image Name, and DocLinks. The bottom screenshot shows a software interface (KCL Data Report) with a list of products and their corresponding images. The interface includes a search bar, a list of products, and a detailed view of a selected product. The interface is labeled with letters A through Q, corresponding to the row colors defined in the guidelines.

## COLUMN BY COLUMN DATA REPORT XLS OVERVIEW

### A – KCLMfrName

Your company name or brand name to appear in KCL. Use the same value/name in each row.

### B - Model Number

This is the product number that appears in your catalog and on your pricelist. It may apply to a single product or groups of products. Maximum length is **52** characters.

### C - Product Number (optional)

If you have a Product Number that differs from the Model Number, use this column to note the Product Number. *Leave this column blank if the item does not have a unique Model Number that differs from its product number.* Maximum length is **52** characters.

### D – Obsolete=Y

If a product is no longer active in your catalog, *but you want users to be able to download and use product content*, enter a **Y** in this cell. Leave this field empty if a product is currently an active part of your catalog. If an item is no longer active and you *don't* want users to access it, highlight the full row in **red** and it will be deleted from the KCL database. If you mark an item as obsolete, it will appear in orange on KCL so that users will know that item is not available for purchase.

### E – ReplacedBy

If you replace an obsolete product with a new one, use this field to list the new Model Number. Be sure to highlight this cell in yellow or orange so that KCL knows to highlight the data with an orange color and the (see model #) after the model number. Both the original and replacement models will be visible in KCL. The listing for the older model will redirect users to its replacement.

### F – Archive

To hide an inactive model on all live KCL platforms but retain it in the KCL database for *your* reference, enter a **Y** in this cell. It will remain in our database, but KCL users will not be able to see it. If the cell is empty, the model will appear to KCL users on KCL Desktop, KCL Web and KCL Mobile.

### G - Main Category

Your product's one main category helps the user understand and search your products in your virtual catalog. Please enter the value in English (American). Maximum length is **50** characters. We recommend searching in KCL to find similar categories. Your selected category will be the default data for AutoCAD, Excel, and NapkinSketch type schedules from KCL. You can add additional categories in column T.

### H - Paragraph Spec

Describe your product as you do on your spec sheets. Enter up to 4000 characters to ensure that consultants and contractors understand your item. End-users may copy/paste this description into their documents (specs, quotes, etc.).

## I - Image Name

This product image appears each time the user selects your item. The **JPG/GIF/PNG** file (one file per model number) can be directly linked. If you send images, enter the file name in this column. To directly link (hyperlink) product images, enter the URL (web address) for each image.

## J - PDF SpecSheet Name

Designers who rely on KCL want to see your product spec sheet, the PDF file that corresponds to your equipment. This field is limited to one PDF per model with a maximum description length of 255 characters. As with *Image Name*, the PDF file can be directly linked (hyperlink), in this case, the value (file name) must be exactly the same as the PDF file name you provide to us. Alternatively, you can hyperlink to the PDF by entering the URL (web address).

For columns P-K, [contact us](#) with questions about KCL DWG requirements or specifications (such as layers, connections, units of measurement).

## K – DWGFront

This is the name of the **2D Front view**, in AutoCAD **DWG** file format, of your equipment. The file name format is **KCL-mfrname-modelnumber-VE.dwg**.

## L – DWGPlan

This is the name of the **2D Plan (top) view**, in AutoCAD **DWG** file format, of your equipment. The file name format is **KCL-mfrname-modelnumber-VP.dwg**.

## M – DWGSide

This is the name of the **2D Side (right) view**, in AutoCAD **DWG** file format, of your equipment. The file name format **KCL-mfrname-modelnumber-VS.dwg**.

## N – DWGRear

This is the name of the **2D Rear (back) view**, in AutoCAD **DWG** file format, of your equipment. Filename format **KCL-mfrname-modelnumber-VB.dwg**.

## O – DWG3D

This is the name of the **3D view**, in AutoCAD **DWG** file format, of your equipment. Filename format **KCL-mfrname-modelnumber-V3.dwg**.

*Note: If you are submitting a Revit (BIM) file, KCL will create a nicely layered 3D.dwg (at no additional fee) and update the XLS file. There is no need to also include a separate 3D dwg file with a -R3.dwg filename.*

## P – DWGDetail

This is the name of the **2D Front view**, in AutoCAD **DWG** file format, of your equipment. Filename format **KCL-mfrname-modelnumber-VD.dwg**.

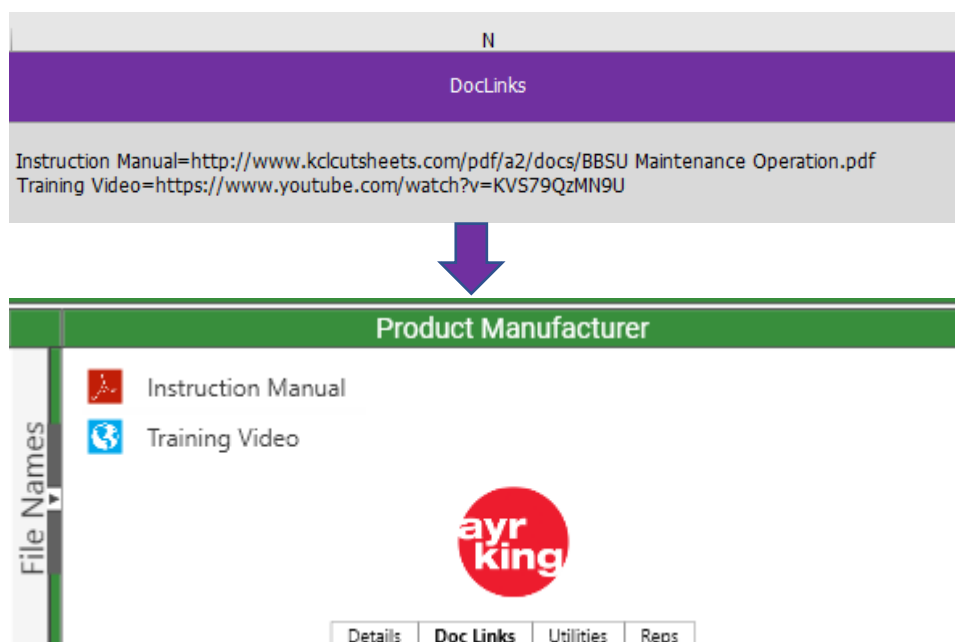
## Q – RevitName

This is the name of the **2D/3D BIM model**, in Revit **RFA** file format (2018 or older recommended), of your equipment. The RevitName should:

- Follow the [FCSI](#) REVIT and/or the [IFSE standard](#). Please refer to each association/group for specifications.
- Match the **model number parameter** inside your RFA to the data from the **XLS Column B (Model Number)**.

## R – DocLinks

This free feature lets you add supporting web-based materials, like videos, manuals, useful pages on your website, warranty, or repair manuals, and more. To add DocLinks, use ALT+ENTER (or | [pipe character]) to separate each DocLink in the cell. Add **up to 10 DocLinks per model number**. As in the example below, each DocLink is structured as “*Description/Label=link/URL*”.



## S – List Price

If your product item is distributed in North America, you can add list (public) price values in USD in this column.

## T – Additional Categories

Help our users find your product by listing additional relevant categories, **limited to 50 characters each**. Think of the terms or names someone might use for your product. Also, think of the many uses for a specific product. For example, a crepe cooker can also warm tortillas. To add more categories, use ALT+ENTER (or | [pipe character]) to separate each category in the cell. Add **up to 10 additional categories per model number**.

## U – Industry

This field allows KCL users to filter by industry for your products. The two industries are:

- Foodservice
- Healthcare

You can combine the two. [You can recommend](#) new industry labels for KCL to add.

## V – Language

Specify the language for this model/spec sheets. If the field is empty, it defaults to American English. Language options include the following, but you can add others:

Languages
American (** Default)
English
Spanish
French
German
Italian
Portuguese
Russian
Chinese
Turkish

## W – Region

Specify the geographic region where the specific model is sold, distributed, and installed. This value helps KCL users filter your list of products to find ones that can be used/installed in the areas where their kitchens will be built. To add new regions, use ALT+ENTER (or | [pipe character]) to separate each suggested region in the cell. If the cell is empty, Region will default to World. [Contact KCL to add other regions](#). Regions include:

Regions
World
USA
Canada
Mexico
Latin America (110V)
Latin America (220V)
Central Europe
East Europe
Russian Federation
United Kingdom

Africa
Middle-East
India
China
Asia
Aus-NewZ
Japan (110V)
Japan (220V)

## X – ProductLine

This field helps your company's product and/or marketing managers filter the XLS file. This information is for your internal use and is invisible to KCL users.

## Y – Energy Star

This field automatically fills if your model numbers are an exact match with the Energy Star database. Feel free to contact us about manual matching.

## ROW COLORS

If you're updating your already-published catalog in KCL, please use the following colors to highlight changes/additions.

- **Green** – New
- **Orange/Yellow** – Modified
- **Red** – Remove/Delete (We recommend that you archive items prior to deletion.)

## FREQUENTLY ASKED QUESTIONS

Question	Solution
<i>How do I delete a specific model?</i>	Mark <b>Y</b> in the Archive Column to hide the model or highlight the row in <b>RED</b> .
<i>How do I indicate that a model number changed, but the rest of the related data remains valid?</i>	Change the model number data and highlight the row with <b>Orange/Yellow</b> .
<i>How do I add a new product?</i>	Add a new row and fill all the possible columns/cells with your information and your available contents (PDF, JPG, DG, RFA, LINKS). <b>Remember</b> to highlight the row in <b>Green</b> .
<i>What if an existing product has a new PDF, but its name hasn't changed?</i>	Email us your new pdf file. There is no need to mark the XLS file for this type of change.
<i>What if an existing product has a new PDF <b>and</b> its name changed?</i>	Email us your new pdf file and indicate the new file name on the XLS file under the <i>PDF SpecSheet Name</i> column. <b>Remember</b> to highlight the cell in <b>Orange</b> or <b>Yellow</b> .

What if I need to update the DWG or Revit (RFA) but its name hasn't changed?	Email us your new DWG/RFA file. There is no need to mark the XLS file for this type of change.
What if I need to update the DWG or Revit (RFA) <b>and</b> it has a new name?	Email us your new DWG or RFA file and indicate the new file name on XLS file under the <i>RevitName</i> column. <b>Remember</b> to highlight the cell in Orange or Yellow.