

# Upload Devices and/or Data

## What

- ✓ Mass import devices/data from a CSV




The upload option (  ) allows en masse import of devices and/or field data, and allows you to specify additional import actions.

## When/Why

You would use this option any time you need to create a lot of placeholders at once or if you need to update data fields for a large number of devices. For instance, if my asset management system had given me data in a csv linking device serial number to a physical asset tag number, then I might use this tool to upload that asset tag information into FileWave.

## How

1. From the [View - Devices](#)
2. Press the upload icon (  )



1. This takes you to the [Import File](#) tool
2. Select your txt/csv file and move to [Map Fields](#)
3. In Map Fields, match the fields you want to import to FileWave fields
4. In Actions, define other options

## Import File tool

This window will allow us to import a large amount of data from a CSV source.

We'll use this method whenever we have a large number of new device placeholders to enter or whenever we want to update fields for existing devices.

- For instance, we may have a spreadsheet from a hardware vendor sharing details of 100 new laptops we'll be receiving next week which includes Mac Addresses and Asset Tag information. With placeholders imported for these new devices, we could image them immediately out of the box.
- Alternatively, we may already have the devices enrolled in FileWave, but perhaps our property management folks have given us a spreadsheet that has serial numbers and associated physical asset tag information. We could use this tool to import that asset tag information into FileWave for quick reference.

## How


To import a file, we will:

- Create a CSV/TXT with a header row, followed by a row for each device

```
"Serial Number","OS Type","Device Name",comment,location,asset_tag
C02WP0hgHTDF,macOS,"HR-John-MBP","John's laptop","north site","123456"
ABC456123DEF,iOS,"ThatsABeautClark ","no comment","Normal, IL","651241"
215487958754,Windows,"PR-Sal-1258","that other device","south site","654321"
```

- ① The data can be in pretty much any order, but it must include at minimum a device name, and an OS Type.



- Browse for the file with the Browse Button (  )
- Preview your upload and continue to the [Map Fields](#)



## Map Fields

✓ Connect CSV columns with FileWave inventory fields

Here is where you match up the columns heading with existing FileWave Inventory Fields.

### How

From the [Actions](#) Tab

1. From the dropdown
2. Pick the appropriate FileWave inventory that matches your column head
3. Continue onto the Actions tab next



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