




Importing New Assets into the Asset Database

SyAM's asset management system enables users to import asset data directly into the database from a CSV file. This feature enables organizations to efficiently populate all their assets and have centralized access and reporting on them.

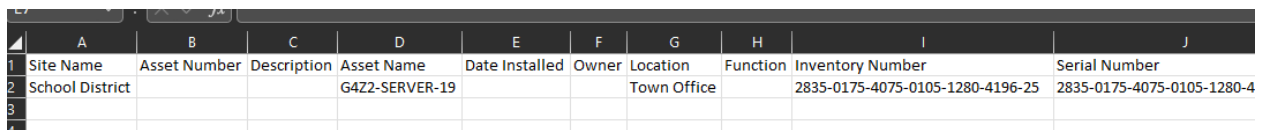
Creating the File to be Imported

Import assets directly from a CSV file for efficiency. Export a single asset to obtain a CSV template file with field names in the first row, eliminating the need to map column headers to the asset database fields.

When importing assets, ensure that the asset name column does not contain duplicates or empty rows.

To obtain the asset import file template, filter your asset results to one or a few assets. Then, access the Asset Dashboard and click on the Download File icon. 

Open the downloaded CSV file in Excel.



	A	B	C	D	E	F	G	H	I	J
1	Site Name	Asset Number	Description	Asset Name	Date Installed	Owner	Location	Function	Inventory Number	Serial Number
2	School District			G4Z2-SERVER-19			Town Office		2835-0175-4075-0105-1280-4196-25	2835-0175-4075-0105-1280-4
3										
4										

Delete all rows with the data so you are just left with Row 1 that contains the field names.

Delete any columns in the CSV file that are not going to be used for importing the data. Only retain the column headings that contain the fields being updated.



Quick Reference Importing New Assets

Enter or paste the data of the assets you wish to add into the corresponding columns. For new assets, it is recommended to populate the following fields.

- Asset Name
- Asset Number (If used in your organization)
- Location (Case sensitive)
- Function
- Serial Number
- Classification (Used for ticket assignment)
- Status (The default used for active assets is "In Use")
- Last Inventoried / Audited (Format is 6/15/2023 7:42:12 PM)
- Manufacturer
- Machine Model

After entering your data in the CSV file, check for duplicate Asset Names and ensure that there are no duplicates. Additionally, review the Asset Number and Serial Number columns for any duplicates.

Asset Number	Asset Name	Location	Function	Serial Number	Classification	Status	Last Inventoried / Audited	Manufacturer	Machine Model
AST7455	HP-LaserJet-74558858	Town Office	Main Office Printer	74558858	Printer	In Use	1/1/2023 0:00	HP	LaserJet-272MFP
AST7488	HP-LaserJet-74598966	Town Office	Accounting Printer	74598966	Printer	In Use	1/1/2023 0:00	HP	LaserJet-272MFP

Another check to perform on your file is to ensure that there are no empty rows or columns at the end. In Excel, remove several rows below the last filled row and remove several columns after the last filled column. Alternatively, you can open the CSV file in Notepad and check the end of the file to ensure there are no excessive commas representing empty fields. It is recommended to import a file with only a few assets initially to verify that the data is being populated correctly.

****PLEASE NOTE**** Importing blank values will not remove existing values in the asset database. If a field in the CSV file is left blank during import, it will not overwrite or remove any existing values for that field in the asset database.



Importing the Asset CSV File



Access the Asset Dashboard and click on the Upload File icon.

Click on "Choose file" and select the CSV file that you want to import.

We strongly recommend running a backup before performing an asset import.

Choose File No file chosen

Upload File

After selecting the file, click on "Upload File". This will open the Column Mapping table.

If you used the Asset file template, all mapping will be in place. If you used your own column headings, you will need to select the relevant asset field to be mapped to each column heading.

Select "Asset Name" as your key column, and then click on "Import Asset Data".

During the import process, the system will check if the Asset Name already exists. If it does, the existing asset will be updated with the fields from the CSV file. If the Asset Name does not exist, a new asset will be created, and the fields will be populated from the CSV file.

We strongly recommend running a backup before performing an asset import.

Choose File No file chosen

Upload File File Uploaded

Match SyAM column names with your csv column.
Select up to 3 Key Columns that uniquely identifies each asset.

CSV Column Names	SyAM Column Names	Key Columns
Asset Number	Asset Number	<input type="checkbox"/>
Asset Name	Asset Name	<input checked="" type="checkbox"/>
Location	Location	<input type="checkbox"/>
Function	Function	<input type="checkbox"/>
Serial Number	Serial Number	<input type="checkbox"/>
Classification	Classification	<input type="checkbox"/>
Status	Status	<input type="checkbox"/>
Last Inventoried / Audited	Last Inventoried / Audited	<input type="checkbox"/>
Manufacturer	Manufacturer	<input type="checkbox"/>
Machine Model	Machine Model	<input type="checkbox"/>

To preserve data formats when editing with a spreadsheet application, import the data as text. For detailed instructions see the help file.
Choose a site: School District

First row contains column headings?

Import Asset Data

The time taken to import will vary based on the number of assets and columns being imported.



Quick Reference Importing New Assets

Once the import process is complete, you will be provided with information on the number of assets that were added and the number of assets that were updated.

We strongly recommend running a backup before performing an asset import.

Choose File No file chosen

Upload File

Asset data imported successfully.
2 rows inserted; 0 rows updated.

Verify Imported Data

Confirm that the imported data is accurate and matches the expected values by reviewing the details of the imported assets.

From the Asset Dashboard, use the filters to navigate to the assets that were imported. In this case, since two new printers were imported, you can use the classification attribute to filter for assets classified as "printer."

Save Delete Clear

Classification

- Chromebook
- Computer - Desktop
- Computer - Notebook
- Computer - Server
- Email to ticket
- iPad
- iPhone
- New Hire
- Parent Helpdesk
- Phone
- Printer
- Staff Helpdesk

Department

Domain/Workgroup

Asset Name	Asset Number	Location	Function	Description	Classification	Manufacturer	Machine Model	
<input type="checkbox"/> TO-Printer-RM2-AST497	AST497	Town Office	Printer	Printer	Printer	HP	SVP1	
<input type="checkbox"/> MS-Printer-RM24-AST243	AST243	Middle School	Printer	Printer	Printer	HP	HP2300mfp	n
<input type="checkbox"/> MS-Printer-RM22-AST223	AST223	Middle School	Printer	Printer	Printer	HP	HP2300mfp	n
<input type="checkbox"/> HS-Printer-RM15-AST153	AST153	High School	Printer	Printer	Printer	HP	HP2500mfp	h
<input type="checkbox"/> HS-Printer-RM12-AST123	AST123	High School	Printer	Printer	Printer	HP	HP2500mfp	h
<input type="checkbox"/> HP-Laserjet-74598966	AST7488	Town Office	Accounting Printer		Printer	HP	LaserJet-272MFP	
<input type="checkbox"/> HP-Laserjet-74558858	AST7455	Town Office	Main Office Printer		Printer	HP	LaserJet-272MFP	
<input type="checkbox"/> CO-Printer-RM2-AST46	AST46	Central Office	Printer	Printer	Printer	Xerox	SVP1	z



Quick Reference Importing New Assets

Click on one of the imported assets from the Asset Dashboard and view its details to confirm that the data is populated correctly in the respective fields.

Add/Edit Asset
Asset: HP-Laserjet-74598966

Asset Details

General Information
Financial Information
Service Information
Insurance

Site	School District <input type="button" value="v"/>	Image	<input type="button" value="Choose File"/> No file chosen
Asset Number	AST7488	Asset Name	HP-Laserjet-74598966
Description	<input type="text"/>	Inventory Number	<input type="text"/>
Date Installed	<input type="text"/> <input type="button" value="calendar"/>	Serial Number	74598966
Last Inventoried / Audited	1/1/2023 <input type="button" value="calendar"/>	Bar Code	<input type="text"/>
Retired Date	<input type="text"/> <input type="button" value="calendar"/>	Asset Notes	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Primary MAC Address	<input type="text"/>		
IP Address	<input type="text"/>		
Manufacturer	HP <input type="button" value="Add"/> <input type="button" value="Remove"/>	Machine Model	LaserJet-272MFP <input type="button" value="Add"/> <input type="button" value="Remove"/>
Department	None <input type="button" value="Add"/> <input type="button" value="Remove"/>	Classification	Printer <input type="button" value="Add"/> <input type="button" value="Remove"/>
Owner	None <input type="button" value="Add"/> <input type="button" value="Remove"/>	Location	Town Office <input type="button" value="Add"/> <input type="button" value="Remove"/>
Function	Accounting Printer <input type="button" value="Add"/> <input type="button" value="Remove"/>	Room Number	None <input type="button" value="Add"/> <input type="button" value="Remove"/>
Status	In Use <input type="button" value="Add"/> <input type="button" value="Remove"/>	Geolocation	
Device URL	http:// <input type="text"/> <input type="button" value="Launch Console"/>		



Troubleshooting

If your file fails to import, check for the following potential issues:

Check the file for duplicated Asset Names – use Excel

Check for empty rows in and at the end of the data being imported

No file chosen

Asset names can not be blank

Check the Column headings, it must contain a column heading called "Asset Name"

No file chosen

No asset name column found.

Assets do not show in Asset Dashboard, check to see if you added the assets to a Location or Asset Classification that your user does not have access to.

Reviewing the Asset Import Log File – The import log file can be found under

C:\sitemanager\assetutility\assetimport.log

Reviewing the file used on the import – A copy of the csv file used on the last import can be found under C:\sitemanager\assetutility\assets.csv

The mapping of the column number to the asset field can be viewed under

C:\sitemanager\assetutility\colmap.txt

By addressing these potential issues, you can troubleshoot and resolve any problems encountered during the import process.