



## Chromebook Assets Importing Purchasing Data Quick Reference

To commence tracking your Chromebook assets in SyAM's Asset Management prior to their arrival at the loading dock, you can utilize the information supplied by your vendor through the packing slip or invoice. These documents typically contain the serial numbers of the shipped devices, which can be used for tracking purposes.

### Creating your Chromebook Import Sheet from vendor Invoice

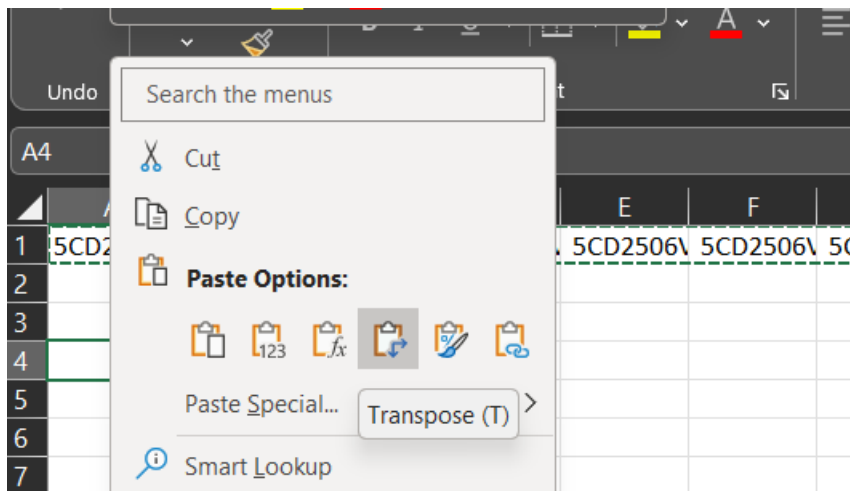
#### Step 1 – Copy the serial numbers form the invoice/packing slip to Excel

When you copy the serial numbers from your vendors pdf invoice, they may all appear on a single row

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	5CD2506V	5CD2506V	5CD2506V	5CD2506V	5CD2506V	5CD2506V	5CD2506V	5CD2506V	5CD2506V	5CD2506V	5CD2506V	5CD2506V	5CD2506V
2													
3													
4													

Select the row and choose Copy

Move down to an empty row and right click and select paste special – transpose





## Chromebook Assets Importing Purchasing Data Quick Reference

This will now put the serials into a single column

	A	B
1	5CD2506V	5CD2506V
2		
3		
4	5CD2506VRC	
5	5CD2506VRH	
6	5CD2506VRQ	
7	5CD2506VRX	
8	5CD2506VRZ	
9	5CD2506VR7	
10	5CD2506VSB	
11	5CD2506VSK	

Delete the first row and the empty rows above the serial numbers

If your serial number is prefixed with a space, use the following formula to remove the space

=TRIM(SUBSTITUTE(A2, " ", ""))

B2						
	A	B	C	D	E	F
1	5CD2506VRC	5CD2506VRC				
2	5CD2506VRH	5CD2506VRH				
3	5CD2506VRQ	5CD2506VRQ				
4	5CD2506VRX					
5	5CD2506VRZ					
6	5CD2506VR7					
7	5CD2506VSB					
8	5CD2506VSK					

Copy the formula down to convert all listed serial numbers



## Chromebook Assets Importing Purchasing Data Quick Reference

### Step 2 – Create a new excel sheet with the column headings of the fields you wish to import

A quick way to create this file is to export a single asset, this will give you all the field names in row 1, delete the columns you will not be updating in the Asset Database.

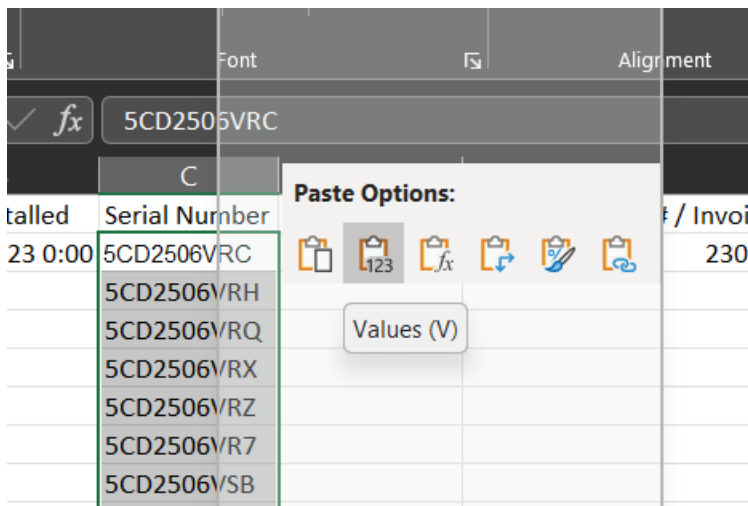
In our example we have the following columns

Asset Name  
Date Installed  
Serial Number  
Purchase Price  
Purchase Order  
Warranty Expiry Date  
Vendor  
Warranty (Months)  
Classification  
Status

***We Only need Classification and Status if the devices have not yet been enrolled into GAC***

Copy the serial numbers from Column B in our serial number worksheet as they have the prefixed space removed

When pasting the serial numbers paste special and select Values





## Chromebook Assets Importing Purchasing Data Quick Reference

Remember to Paste the values into the Serial Number and Asset Name columns  
Enter the other data you wish to import at this time, make sure you format the data according to the field, example dates are formatted 12/15/2022 0:00

Save the file as a CSV format

**Remember to make sure there are no extra rows in the csv file. To check you can open the csv file in notepad and go to the end of the file and make sure there are no extra comma's or delete the rows below the last row of data in excel.**

### Importing the csv file

Log into Asset Management and select the import icon on the header bar

Choose the csv file that you saved with the date you wish to import.

**If this is the first time importing it is recommended to create a csv file with only 2-3 rows to import**

Check Asset Name to be the field to check for to update if it already exists or add new if it doesn't exist.

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 Column
Asset Name	Asset Name	<input checked="" type="checkbox"/>
Date Installed	Date Installed	<input type="checkbox"/>
Serial Number	Serial Number	<input type="checkbox"/>
Purchase Price	Purchase Price	<input type="checkbox"/>
Purchase Order # / Invoice #	Purchase Order # / Invoice #	<input type="checkbox"/>
Warranty Expiry Date	Warranty Expiry Date	<input type="checkbox"/>
Vendor / Supplier	Vendor / Supplier	<input type="checkbox"/>
Warranty (Months)	Warranty (Months)	<input type="checkbox"/>
Classification	Classification	<input type="checkbox"/>
Status	Status	<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.

Press Import. The data will be imported, and the asset database will be updated.