

AssetTrakker - Import Data

Summary

We can import your data into AssetTrakker.

Applies To

AssetTrakker

More Information

Yes, we would be happy to upload your data for you. Just email support@k12usa.com an attachment (i.e. Excel Spreadsheet) that contains the following information:

Required fields (We need all columns on Spreadsheet)

- 1 - Category - REQUIRED (Ex. Computer or Network or Server)
- 2 - Sub category - REQUIRED (Ex. Desktop or Laptop or Switch or Router)
- 3 - Item - REQUIRED (Ex. Dell Optiplex 970 or Lenovo T40 or Cisco 2950)
- 4 - Building - REQUIRED (Ex. High School or Middle School)
- 5 - Room - If blank the value 'Default' is used.
- 6 - Asset Tag - Either this field or serialno is REQUIRED. **BOTH CAN NOT BE BLANK.**
- 7 - serialno - Either this field or Asset Tag is REQUIRED. **BOTH CAN NOT BE BLANK.**
- 8 - Purchase Price - If blank 0 is used.
- 9 - Quantity - If blank 0 is used.
- 10 - Est Replacement Cost - If blank 0 is used.
- 11 - Est Market Value - If blank 0 is used.

Click on the link at the bottom of the page to download an Excel Template file.

Please note that all fields must be completed, however, you do not have to put data in both the Asset Tag and Serial Number fields (just one will do). If you need additional fields just enter them after the last column (Est Market Value) and mention it when you email support@k12usa.com with your spreadsheet attached.

AssetTrakker - Import Data

<https://kb.k12usa.com/Knowledgebase/50190/AssetTrakker--Import-Data>