

## Import & Merge File

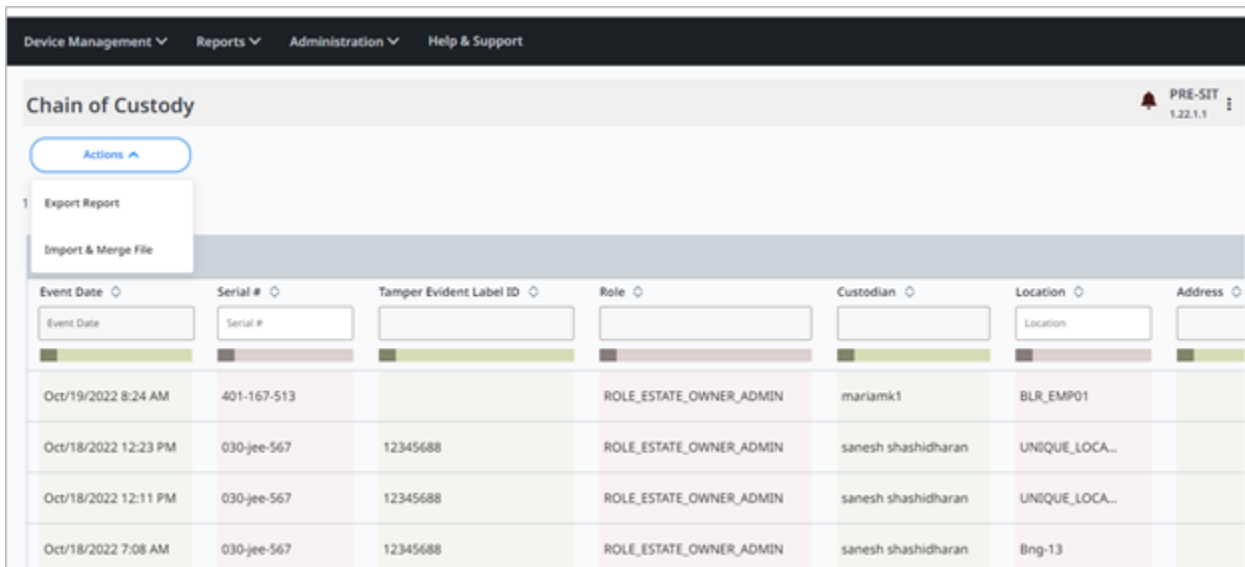
### Import & Merge File

This feature is used to bulk onboard the device details on Device Management through CSV file using **Import and Merge File** option. The fields can be saved as a template which can be used for bulk upload.

**Save As Template** option is used to save the existing data fields as a template, details are filled and uploaded on Device Management using **Import and Merge File** option.

**To onboard the Device Details for bulk upload on Device Management.**

1. Go to **Device Management -> Reports -> Chain of Custody -> Actions -> Import & Merge File**.

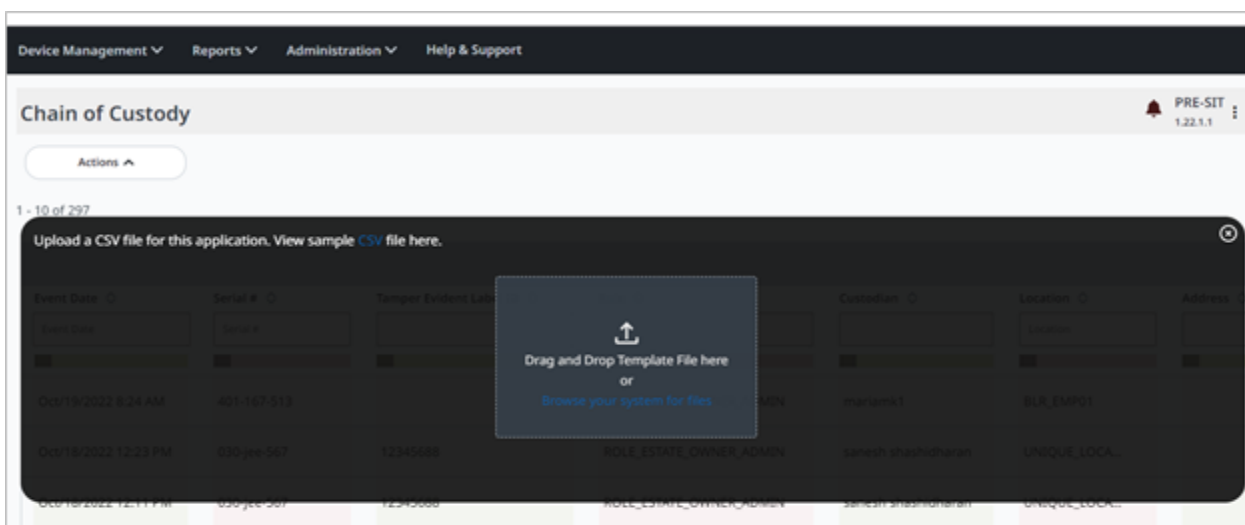


The screenshot shows the 'Chain of Custody' page with the 'Actions' dropdown menu open. The 'Import & Merge File' option is highlighted. Below the menu, a table displays device management data with columns for Event Date, Serial #, Tamper Evident Label ID, Role, Custodian, Location, and Address.

Event Date	Serial #	Tamper Evident Label ID	Role	Custodian	Location	Address
Oct/19/2022 8:24 AM	401-167-513		ROLE_ESTATE_OWNER_ADMIN	mariamk1	BLR_EMP01	
Oct/18/2022 12:23 PM	030-jee-567	12345688	ROLE_ESTATE_OWNER_ADMIN	sanesh shashidharan	UNIQUE_LOCA...	
Oct/18/2022 12:11 PM	030-jee-567	12345688	ROLE_ESTATE_OWNER_ADMIN	sanesh shashidharan	UNIQUE_LOCA...	
Oct/18/2022 7:08 AM	030-jee-567	12345688	ROLE_ESTATE_OWNER_ADMIN	sanesh shashidharan	Bng-13	

2. **Drag and Drop Template File here** screen is displayed.

3. Click **Drag and Drop Template File here** to browse and upload a file or Drag and Drop the file to upload.



The screenshot shows the 'Chain of Custody' page with a large dark overlay for file upload. The overlay contains the text 'Upload a CSV file for this application. View sample CSV file here.' and a central button that says 'Drag and Drop Template File here or Browse your system for files'. The background table from the previous screenshot is visible but dimmed.

<https://verifone.cloud/docs/device-management/device-management-user-guide/asset-tracking/viewing-device-status-chain-0>

Updated: 09-Nov-2022

