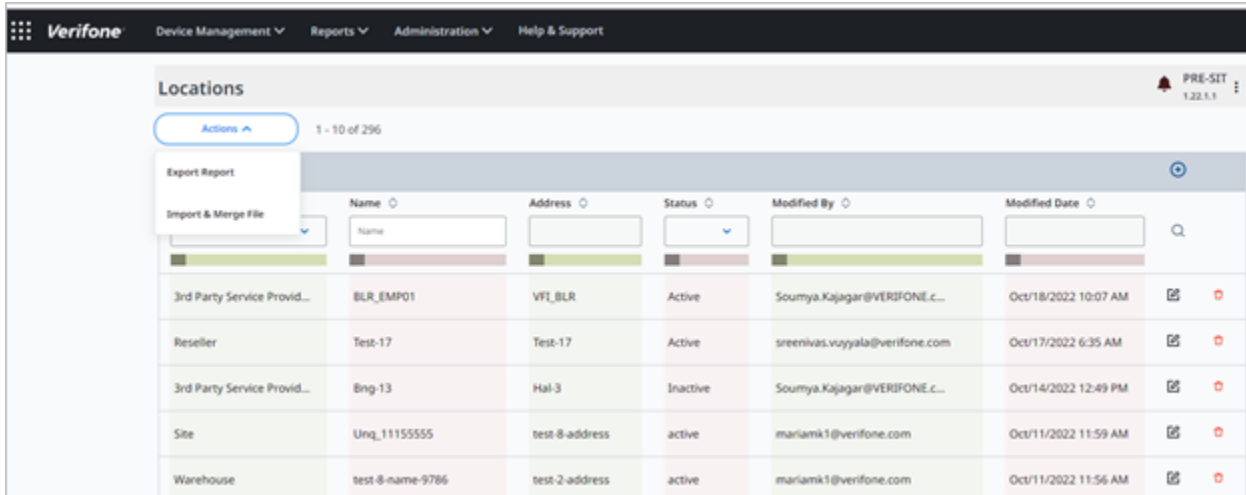# Import & Merge File

This feature is used to pre-board the location details through a CSV file for bulk upload to reflect the same on the **Chain of Custody** screen.

To pre-board the location Details for bulk upload on Device Management.
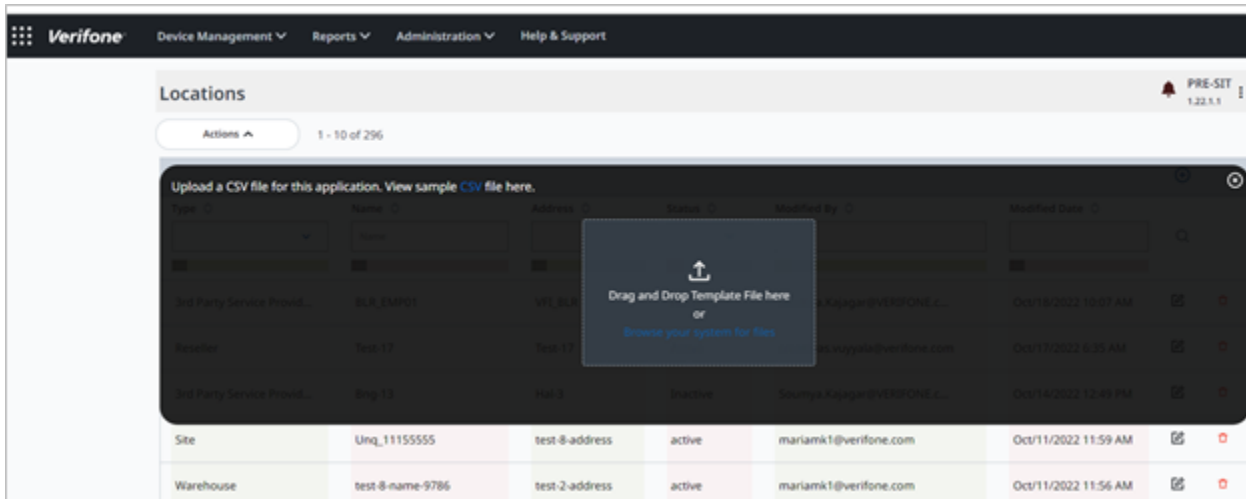
1. Go to **Device Management** -> **Locations** -> **Actions** -> **Import & Merge File**.

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