Assets Bulk Upload Instructions

Common Instructions

- You can edit your data in the sample file. The column order must be the same as in the sample file.
- Columns marked with ***** are required.

Column Specific Instructions

1. Name* (Required)

Asset name cannot exceed 255 characters.

2. Asset Tag* (Required)

Each asset must have a unique asset tag. Use format like HP-001, DELL-002.

3. Description (Optional)

Additional details about the asset. Can be left blank.

4. Category* (Required)

Asset category name. If category doesn't exist, it will be created automatically.

5. Status* (Required)

Must be one of these exact values:

```
available   non-functional   lent   lost   damaged   under-maintenance
```

6. Purchase Date (Optional)

Date format must be **YYYY-MM-DD** (e.g., 2024-01-01). Must be before today.

7. Purchase Cost (Optional)

Numeric values only. Use commas for thousands (e.g., 65,000).

8. Asset Image URL (Optional)

Valid URL format. System will download and store the image.

Sample Data

name	asset_tag	description	category	status	purchase_date	purchase_cost	asset_image_url
HP Laptop	HP-001	High performance laptop	Laptops	available	2024-12-01	65000	https://picsum.photos/200/30
Dell Monitor	DELL-002	24 inch LED monitor	Monitors	available	2024-01-15	15000	https://picsum.photos/200/30

File Requirements

- Supported formats: Excel (.xlsx, .xls) or CSV
- Asset tags must be unique
- Required fields must not be empty

Important: Make sure to follow the exact status values and date format to avoid validation errors.