

# Import Devices

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If necessary, you can import up to 1 million devices into Connect using a CSV spreadsheet which can be accessed by contacting [Resolver Support](#).



If you wish to add tags to your imported devices, the tags must already exist in Connect. See the previous sections in this chapter for instructions on creating tags.



You can also use the import feature to update existing devices, provided the **Connector Alias** and **External ID** (device ID) entered in the spreadsheet matches the registered device. Any other values entered in the remainder of the columns will add new data or overwrite existing data.

## To import devices using the spreadsheet:

1. Open the **ImportDevice.csv** file.

	A	B	C	D	E	F	G	H
1	Connector Alias	Device Type	Device Name	External ID	Location	CoordinateX	Coordinate Y	Tags
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								

*A blank copy of the ImportDevice.csv spreadsheet.*

2. **Optional:** Enter the connector alias associated with the device in the cell below the **Connector Alias** column (e.g. Lenel OnGuard). If you're updating an existing device, this column is mandatory and can be obtained from the [Connectors](#) page or the **Connector** column on the **Devices** page.
3. Enter either **Access Control** or **Camera** in the cell below the **Device Type** column.
4. Enter the name of the device in the cell below the **Device Name** column (e.g. Main Entrance).
5. Enter the device ID in the cell below the **External ID** column. The device ID can be retrieved from the source system. If you're updating an existing device, the ID can be obtained from the **Device ID** column on the **Devices** page.
6. **Optional:** Enter the name of the Dispatch location or indoor location the device should be linked to. If you're specifying an indoor location, separate each location with a > symbol

(e.g. Benjamin Building > First Floor).

 If you want to use a device in a [rule](#) that will create a new dispatch, you must assign a Dispatch location to that device. If you also want device icons to appear in the **Map** and **Location** panels in Dispatch, you must link then [map](#) the device(s) to a Dispatch location.

- Optional:** To map the device and place an icon on the Dispatch location or indoor location image, enter the X and Y coordinates for the area on the image where the icon should be placed in the **CoordinateX** and **CoordinateY** columns.

 For accuracy, it's recommended that you first import your devices, leaving the **CoordinateX** and **CoordinateY** columns blank, then map the devices using the [Device Mapping](#) tool.

- Optional:** Enter one or more tags in the **Tags** column. If you're entering multiple tags, separate them with a semi-colon. Tags must already exist in Connect in order to be successfully saved to imported devices.
- Follow steps 2-8 above to continue adding devices as needed.

	A	B	C	D	E	F	G	H	I
1	Connector Alias	Device Type	Device Name	External ID	Location	CoordinateX	Coordinate Y	Tags	
2	Lenel OnGuard	Access Control	East Door	6-3	Benjamin Building			benblg	
3	Lenel OnGuard	Camera	Front Entrance	5-2	Benjamin Building > First Floor			benblg;camera	
4	Lenel OnGuard	Access Control	South Door	7-8	Benjamin Building			benblg	
5	Lenel OnGuard	Access Control	North Door	8-8	Benjamin Building			benblg	
6	Lenel OnGuard	Access Control	West Door	2-4	Benjamin Building			benblg	
7	Lenel OnGuard	Camera	Back Entrance	5-5	Benjamin Building > First Floor			benblg;camera	

*A completed ImportDevice.csv spreadsheet.*

- Click **File > Save** to save your changes.
- If necessary, log into Connect and click **Devices** to display the **Devices** page.
- Click **Import Devices** in the top-right corner of the page to display the **Import Devices** screen.

**DEVICES**

Search table...

	Source System	Connector	Device Type	Device Name	Device ID	Location	Tags		
<input type="checkbox"/>	Lenel OnGuard	Lenel OnGuard Connector	Access Control	Back Entrance	ZZ-99	WEST CAMPUS > Building 12	Controlled Entry Point, Dev	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>
<input type="checkbox"/>	There is none!	Developer Connector	Access Control	Door #1	123	WEST CAMPUS > Area 51	Entrance	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>
<input type="checkbox"/>	There is none!	Developer Connector	Access Control	Door #7	1273	WEST CAMPUS > Building 12	Controlled Entry Point, Dev	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>

*The Import Devices button.*

- Drag and drop the **ImportDevice.csv** file to the upload area or click the upload area to browse for and upload the file.



The devices will automatically be imported into Connect once the **ImportDevice.csv** file has been uploaded.

*The Import Devices screen.*

- From the **Import Devices** screen, click **Get Results** to review the number of devices that were added, skipped, or updated. If any devices were skipped, review the error message(s), make the required corrections, then re-upload the file to upload the missing devices.

*The results of a new import. If any devices were skipped, error messages will appear.*

- Refresh your browser to display the newly imported devices.