

## Managing Existing Device Data

These directions are designed for schools that have already input device data in the Technology Readiness Tool system and would like to edit data fields based on the updated Device Data Layout. Users can update device data when system modifications are implemented.

**Note:** For instructions about completing other actions within the Technology Readiness Tool, see the User's Guide, Training Modules, and other resources available on the home page.

There are two ways to complete device information:

1. Manually enter data through the user interface.
2. Import a file of device data in the correct file format and layout. You can use the Device File Template and File Layout (found on the home page) to import data using this method.

## Managing Device Data through the User Interface

### To modify/edit a device record

1. From the *Setup* tab, select *Device Inventory Management*.
2. Select one or more devices.
3. In the *Task* panel, select the **Edit Devices** check box.
4. Click **Start Tasks**.
5. Edit the record.
6. Click **Save**.

## Managing Device Data through Batch File Import and Export

If you would prefer to manage data for multiple devices at one time rather than each device separately within the tool, you can use a file import process for uploading data.

You will need to create a csv (comma separated value) file in the specified layout and your upload file format will need to be .csv (comma separated value). The template provided defines the order of the fields to be completed and can be used as a model for your file layout

### A. Export current device data from the system

1. From the *Setup* tab, select *Device Inventory Management*.
2. In the *Tasks* panel, select the **Device Import/Export** check box.
3. Click **Start Tasks**.
4. Complete the fields as described below.
5. Click **Process File**.
6. You will receive an email when the file is done processing.

Field Name	Description
Action	Select Export. This will export just the data for the organization you are currently viewing. That organization is reflected in the upper left corner next to the consortium designation.
Method	No action. Not applicable to exporting.

Field Name	Description
File Name and Location	No action. Browse button is disabled.
Description	Add a description of the data (optional).

## B. Edit and save your newly exported device file

1. Open your exported device file found on the *Batch File Importing & Exporting* screen. However, if you have issues with leading zeros, follow these instructions:
  - a. Save your exported file directly from the TRT site as .txt. If you do not have a choice to save in this file extension format, find your saved .csv file on your computer and "Open with" Notepad. Then Save file as .txt.
  - b. Open your Excel program
  - c. From your Excel's menu, open your .txt file. (*hint: make sure you are viewing all file types, not just .xls or .xlms, else you will not see your .txt file*)
  - d. When this file is opened, the **Text Import Wizard** will show
    - o Choose "Delimited"
    - o Press Next
    - o Select your delimiter as "Comma"
    - o Press Next
    - o Select any column that will have a leading zero and select "Text" in the **column data format**
    - o Press Finish
  - e. These steps should keep leading zeros in your file.
2. Edit your devices using the set values as described in the January 14<sup>th</sup> Device Data Layout.
3. Save your file as .csv. and the file should remain open for the importing process (*hint: if you close your file, the .csv formatting will revert leading zeros*).

## C. Import your edited device file

1. From the *Setup* tab, select *Device Inventory Management*.
2. In the *Tasks* panel, click on the **Device Import/Export** link.
3. Complete the fields as described below.
4. Click **Process File**.

Field Name	Description
Action	Select Import.

Field Name	Description
Method	<p><b>Choose Delete</b> existing data -- <b>replaces</b> all existing device data with imported file data pertaining to the school on each record. If you are importing the file you exported from the system and edited, the records will exactly match those that were previously in the system. The new records will include the data you added.</p> <p><b>Do not choose Append.</b> If you select append, the data in your file will be added to the data currently in the system, and your device records will be duplicated.</p>
File Name and Location	Browse to the file location and select.
Description	Add a description of the data (optional).

A list of error messages and instructions for remedying common errors is included at the end of the user's guide as [Appendix A](#).