

# MobileAsset version 6 Import Strategy

Presented in this topic are recommendations for using [Import Wizard](#) to import data from a different application into tables in the software database:

- The software database contains 10 tables: Site ( WaspNest only supports one Site), Location, Asset Type, Asset, Depreciation Class, Employee, Customer, Vendor, Manufacturer and Department. The Import Wizard can only transfer data into one table at a time, so multiple imports must be performed to populate the database.
- You may not have external data files from which to import all the information you wish to track in the software, but importing data which you do have can save a lot of time compared to manually entering the data for each record.
- The software requires that, at a minimum, information must be imported (or manually entered) for Site, Location, Asset Type and Asset. These four tables are required for all Asset Management functions (check in, check out, etc).
- Data should be imported (or manually entered) in this sequence: Vendor, Manufacturer, Depreciation Class, Asset Type, Department, Site, Location, Asset, Employee, Customer.
- If you want to Calculate Depreciation for any or all Asset Types, import Depreciation Class data before importing Asset Type records.
- If you want to perform Check-Outs and Check-Ins to employees or customers, import Employee and/or Customer data.
- Data for the three remaining tables is optional: Vendor or Manufacturer (this should be imported prior to importing Asset Type records), Department (this should be imported prior to importing Asset and/or Employee records).

The following table lists the pre-requisites for importing data to each table and the functions supported by the data in each table:

<b>Import To Table</b>	<b>Information that must be entered prior to importing</b>	<b>Data is Required to Perform These Functions</b>	<b>Data is Optional to Perform These Functions</b>
<b>Vendor</b>	<b>None</b>		<b>Create or Edit Asset Type</b>
<b>Manufacturer</b>	<b>None</b>		<b>Create or Edit Asset Type</b>
<b>Depreciation Class</b>	<b>None</b>	<b>Calculate Depreciation</b>	<b>Create or Edit Asset Type</b>
<b>Asset Type</b>	<b>Vendor (if desired), Manufacturer (if desired), Class (if desired)</b>	<b>All Asset Management Functions</b>	
<b>Department</b>	<b>None</b>		<b>Create or Edit Assets and/or Employees</b>
<b>Site</b>	<b>None</b>	<b>All Asset Management Functions</b>	
<b>Location</b>	<b>Site (at least one)</b> <small>(this product only supports one site)</small>	<b>All Asset Management Functions</b>	
<b>Asset</b>	<b>Class (if desired), Asset Type, Department (if desired), Site, Location</b>	<b>All Asset Management Functions</b>	
<b>Employee</b>	<b>Department (if desired)</b>		<b>Check-Out/Check-In</b>
<b>Customer</b>	<b>None</b>		<b>Check-Out/Check-In</b>

\* The database can be populated manually by manually entering each new record rather than importing the information.

**\*\*\* The Pre-Requisites shown in the table above mandate that information be imported in the following sequence:**

1. Vendor (Optional)
2. Manufacturer (Optional)
3. Depreciation Class (Optional)

If you intend to use them, import the Classes above before importing Asset Types!

4. Asset Type (**Required** for all Asset Management functions)
5. Department (Optional)
6. Site (**Required** for all Asset Management functions)
7. Location (**Required** for all Asset Management functions)

If you intend to use Department for Assets or Employees, import Departments before Assets, Employees or Customers!

Import Asset Type, Sites (if more than one) and Locations before importing Assets!

8. Asset (**Required** for all Asset Management functions)
9. Employee and/or Customer (**Required** only for Check-Out and Check-In functions)

Prior to importing information, external data must be organized in .txt or .csv files properly. Refer to the link: [Import Samples](#) for examples that show how the column headers should be titled.