DEVICES
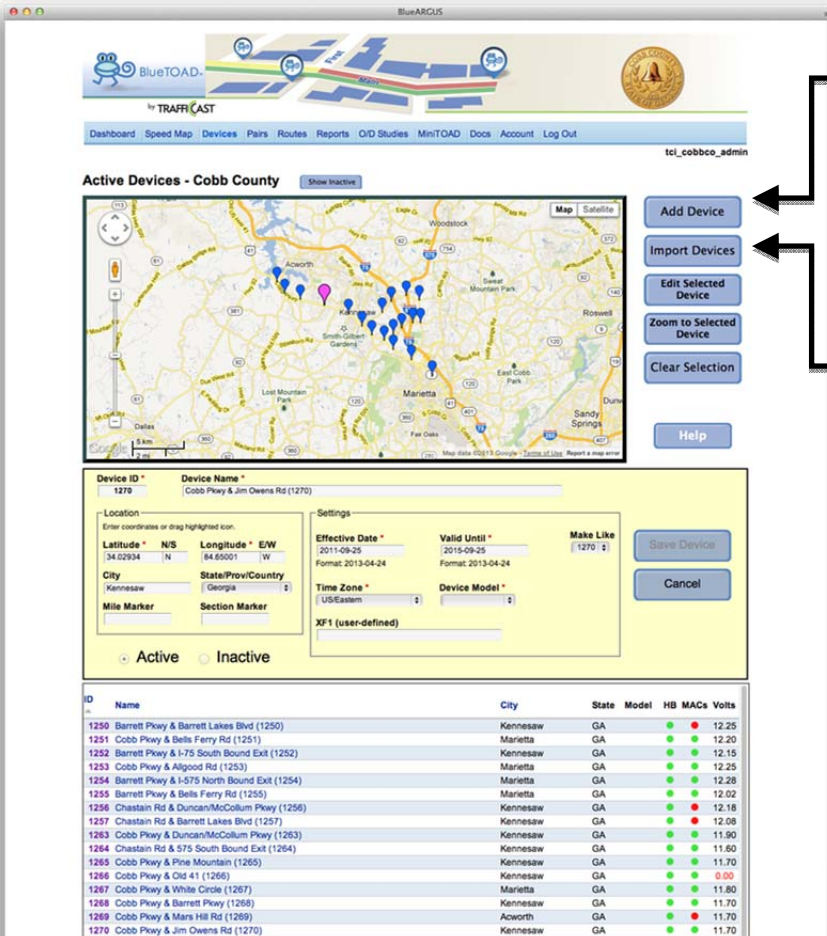
Devices : Adding New Devices

ADD A SINGLE DEVICE

To add a single Device, click the Add Device button. A blank Device form will open. Fill in the information and click Save Device.

ADD A LIST OF DEVICES

To add multiple Devices at once, use the Import feature. You will first create an Excel spreadsheet containing the details of each new device (using a template that can be downloaded from the Import form) and then import the spreadsheet file. You will be able to preview the new Devices before saving the data. To get started, click the Import Devices button. A Device Import form will open. Follow the steps on the form.