# Importing Into the MobileAsset v7 Database

Jason - 2025-01-07 - Version 7

Use the file "mav7-importing-into-the-database.pdf" as a guide for importing into the MobileAsset v7 database.
https://dl.waspbarcode.com/kb/ma/v7/mav7-importing-into-the-database.pdf

Sample import files are located in C:\Program Files (x86)\Wasp Technologies\MobileAsset\Import Samples on the client machines after installation. If needed, this download has unaltered import sample files:
https://dl.waspbarcode.com/kb/ma/v7/mav7-import-samples.zip

**Importing tips**

- While learning the process, it is common for the import to not work right on the first few tries, so it is recommended that you make a database backup before attempting each import step, so in case of problems, you can restore back to a good dataset to try again.
- Importing is a multistep process; some later steps rely on certain prerequisite data imported/entered in earlier steps (see table below).
- Each import step must be done with its own CSV file; the process will not work using a single master CSV file.
- It isn't strictly necessary to perform an import at each step; alternately you can manually enter data for one or more steps (such as when there are only a few entries to be made).
- When you do perform an import step, the prerequisite field values must already be in the database; if not, you'll receive errors. For example, if you start with a later import step like Assets, the prerequisite Asset Types are not in the database, so you'll receive the error "invalid Asset Type".
- Optional fields for Asset import: Manufacturer, Model, Vendor Number, Checkout Length and Lead Time are not included in the Asset.csv import sample file, but these columns can be manually added.
- It is not possible to update existing assets (or other lists) via the import process. If attempted, there will be errors.

| Required | Import Order | Table/File | File Requires Fields | Required for Function | Optional for Function |
|---|---|---|---|---|---|
| | 1 | Vendor<br>Vendor.csv | Vendor Code | | Create or Edit Asset Type |
| | 2 | Manufacturer<br>Manufacturer.csv | Name | | Create or Edit Asset Type |
| | 3 | Depreciation Class<br>Class.csv | Name<br>Depreciation Method | Calculate Depreciation | Create or Edit Asset Type |
| yes | 4 | Asset Type<br>AssetType.csv | Asset Type | All Asset Management Functions | |
| | 5 | Department<br>Department.csv | Department Code<br>Department Name | | Create or Edit Assets and/or Employees |
| yes | 6 | Site<br>Site.csv | Site | All Asset Management Functions | |
| yes | 7 | Location<br>Location.csv | Site<br>Location | All Asset Management Functions | |

| | | | | |
|---|---|---|---|---|
| yes | 8 | Asset<br>Asset.csv | Asset Tag<br>Asset Type<br>Site<br>Location | All Asset Management Functions |
| | 9a | Employee<br>Employee.csv | Employee No.<br>First Name<br>Last Name | Check-Out/Check-In |
| | 9b | Customer<br>Customer.csv | Customer No. | |
| | 10 | Funding<br>Contracts.csv | | |

**Related information**

MobileAsset: How can I see the Import Error report again after closing it?:
https://support.waspbarcode.com/kb/articles/879