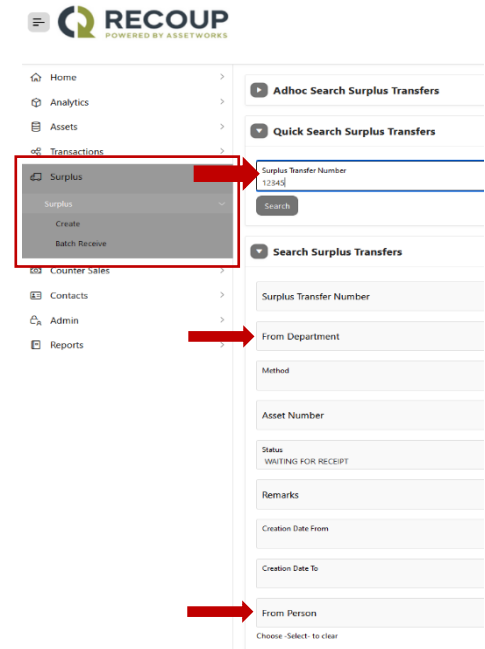


Uploading assets from a .csv file

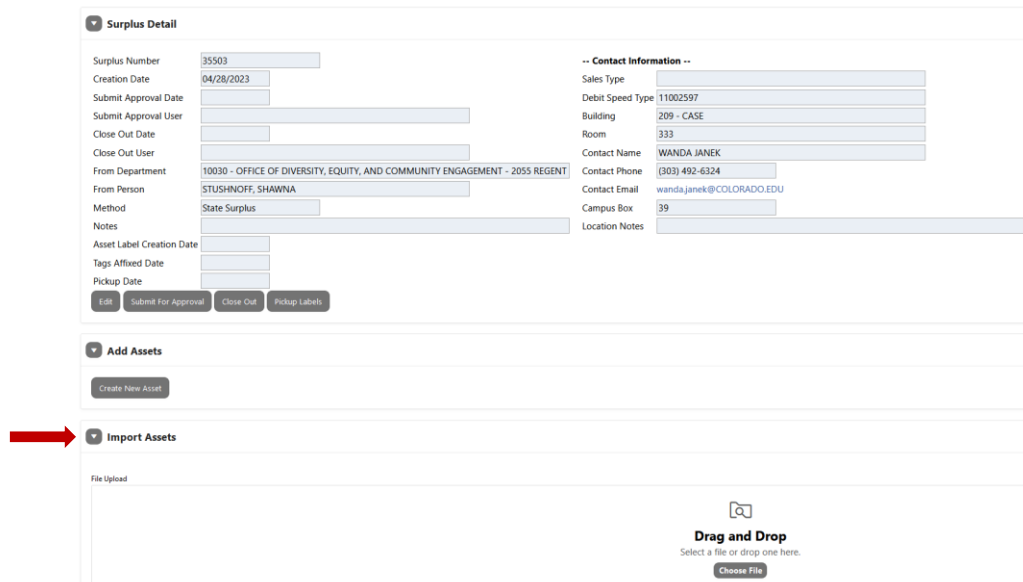
Small errors can make this upload process very frustrating. Take care when you create your .csv file and contact us if you have trouble with an upload. When contacting us please email fmsurplus@colorado.edu and provide the following

- Your transfer number
- A screenshot of the error detail
- Your .csv file.

1. Open up the .csv file you created and verify you have
 - a. No colors in your data
 - b. Only 1 tab that says *Import Form*
 - c. You have saved it as a .csv file (ms dos)
2. Log into the Asset Management Platform (AMP)
3. Select *Surplus* from the left margin
4. Search for your existing Transfer, or if you have not yet created a Transfer shell create a shell and write down your transfer number
 - If you don't know your transfer number use the lower section to search by department number or your name



5. Once in your shell look down below the *Add Assets* section where you will find *Import Assets*



6. Click the *Choose File* button in the middle of the Import Assets section, browse for your file, select it and click open

7. Your file will be listed in the *Drag and Drop* section

8. Look in the lower left of the *Import Assets* area, find the *Import Assets* button and click it. AMP will attempt to import the assets for you. If there is a moving dot or circle on the *Surplus Detail* tab in your browser the system is thinking.

9. The *Import Run Log* log will show you the status of the import. If you have errors you will see them in the column on the right.

Import Name	Status	User Name	Start Date	End Date	Number Of Records	Number Of Errors	Import Mode
Surplus_Asset_import	Failed	SHAWNASTUSHNOFF@COLORADO.EDU	04/28/2023 03:38PM	04/28/2023 03:38PM		32	ErrorCheckImportNoErrors

Errors!

The number in the *Number of Errors* column is a link, click it to see details. Here we see that the Department number in the transfer doesn't match the department number in the spreadsheet.

ID Column	ID Column Value	Error Column	Error Column Value	Error
Line Number/Asset Number	1/	Department	10030	The Department in the import file does not match the Department of the surplus.
Line Number/Asset Number	2/	Department	10030	The Department in the import file does not match the Department of the surplus.
Line Number/Asset Number	3/	Department	10030	The Department in the import file does not match the Department of the surplus.
Line Number/Asset Number	4/	Department	10030	The Department in the import file does not match the Department of the surplus.

- If you're not sure why you are getting an error, take a screenshot and send it to us along with your transfer number and the .csv file.

No Errors!

If the import Run Log is showing a 0 in the errors column your import was successful, you should also receive an email to let you know this is the case.

Import Name	Status	User Name	Start Date	End Date	Number Of Records	Number Of Errors	Import Mode
Surplus_Asset_import	Completed	SHAWNASTUSHNOFF@COLORADO.EDU	04/28/2023 03:44PM	04/28/2023 03:44PM		0	ErrorCheckImportNoErrors

10. Look just under the *Import Run Log* and you'll see your assets listed.

Assets

Documents & Images

View	Asset Number	Description	Serial Num/VIN	Qty Sent	Qty Rcvd	Sales Price	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images	Notes
	10030-35503-001	HAND SANITIZER LOTION 8 FL OZ	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-
	10030-35503-002	COVID-19 HOME TEST KITS, LABEL MAKER	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-
	10030-35503-003	T- SHIRTS AND CHOCOLATE KITS	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-
	10030-35503-004	MISC. CALCULATORS	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-
	10030-35503-005	FIREKEEPERS DAUGHTER & MAPPING BOOKS	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-
	10030-35503-006	5 BOXES BOSWORTH STAPLES AND EAR BUDS & TELEPHONE STAND	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-
	10030-35503-007	OPEN SPACE UPWARD BOUND FRAMED PICTURES	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-
	10030-35503-008	METAL - 2 DOOR	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-
	10030-35503-009	BADMINTON SUPPLIES	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-
	10030-35503-010	6 TRAFFIC CONES	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-

Download

row(s) 1 - 10 of 32

Next

- 10 assets are listed, use the *Next button* to see additional assets
- Click the paper/pencil to add notes, document and photos

11. Verify you have the correct number of assets

12. Add any passwords, lock codes, documents or photos

13. Scroll back up to the top of your transfer to view the Transfer Shell and *Submit* your transfer.

Surplus Detail

Surplus Number

35503

Creation Date

04/28/2023

Submit Approval Date

Submit Approval User

Close Out Date

Close Out User

From Department

10030 - OFFICE OF DIVERSITY, EQUITY, AND COMMUNITY ENGAGEMENT - 2055 REGENT

From Person

STUSHNOFF, SHAWNA

Method

State Surplus

Notes

Asset Label Creation Date

Tags Affixed Date

Pickup Date

Edit

Submit For Approval

Close Out

Pickup Labels