



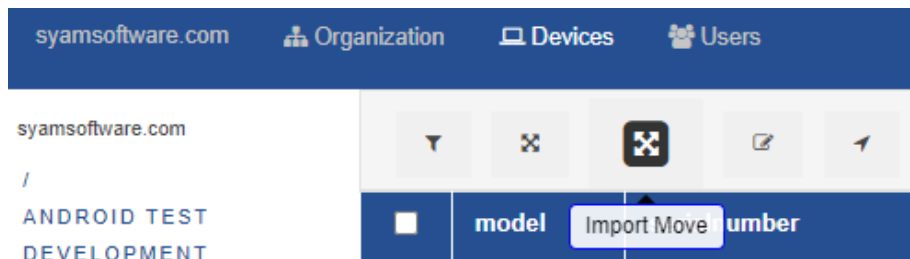
Importing Bulk Changes

This functionality empowers IT administrators of Chromebooks to efficiently make mass modifications to the devices in the Google Admin Console using a CSV file. Administrators can easily relocate devices by altering orgunitpaths, update annotated fields, or perform actions such as deprovisioning, disabling, or power washing systems.

Bulk Changes to Orgunitpath and Annotated Fields

Log into the SyAM Management Utilities, access Mobile Device Management from the top right menu, select ChromeOS – Device Management – Devices tab

Import Move button





CSV file format for Moving Devices

To move devices to a different org path, you need to include two columns in your CSV file. One column should contain the unique identifiers or serial numbers of the devices, and the other column should contain the desired org path for each device. Ensure that these two columns are included in your CSV file for the successful movement of devices to the desired org path.

- Serial Number
- OrgUnitPath

	A	B
1	Serial Number	orgUnitPath
2	NXSHEAA005431043E57600	/qual
3	G8NLCX06D205357	/qual/lenovo
4	HY3A91BF904971	/qual
5	LR04TLYL	/sales/pre sales
6	NXG55AA0056381B4267600	/kiosk
7	P203K9F9	/qual
8		



CSV file format for Setting Annotated Fields and Moving Devices

To set the Annotated field values and move devices to a different org path you need 6 Columns;

- Serial Number
- OrgUnitPath
- Annotated User
- Annotated Location
- Annotated AssetID
- Notes

****PLEASE NOTE**** If you do not intend to move the device to a different orgunitpath, you can keep the orgunitpath value unchanged.

A	B	C	D	E	F
Serial Number	orgUnitPath	Annotated User	Annotated Location	Annotated AssetID	notes
NXSHEAA005431043E57600	/qual	Fred	Technical Support	AST-220098	Using this until new Chromebook arrives
G8NLCX06D205357	/qual/lenovo		SyAM Software	AST-220091	Chrome OS Update Oct 20 2022



Exporting Chromebooks from the Asset Dashboard

To simplify the process of creating a file for importing, you have the convenience of exporting your Chromebooks directly from the Asset Dashboard in Site Manager.

Login to Site Manager – Asset Management - Filter – Classification – Chromebooks

To download the results to a CSV file, click on the green button with the down arrow.

Filter Name

Save Delete

Clear

Classification

- AppleTV
- Asset Place Holder
- Bugs
- Build and Package Issue
- Chromebook
- Computer - Desktop
- Computer - Notebook
- Computer - Server
- Excel Dashboard Iss
- iPad
- iPhone
- MacBook Air
- Telephone

Department

Domain/Workgroup

Asset Name	Lo
<input type="checkbox"/> G8NLCX06D205357	Ac
<input type="checkbox"/> HY3A91BF904971	*P Te
<input type="checkbox"/> LR04TLYL	*P Te
<input type="checkbox"/> NXG55AA0056381B4267600	*P Te
<input type="checkbox"/> NXSHEAA005431043E57600	Ac
<input type="checkbox"/> P203K9F9	Ac

As the export will include all Chromebook asset fields, you can remove any columns that are not required for the import process.

Column Mapping using Excel

- Column CV = Serial Number
- Column DN = Orgunitpath
- Column CZ = Annotated User
- Column DA = Location
- Column DB = Annotated Asset ID
- Column DC = Notes

Make the changes that you wish to update in GAC and save the csv file

****PLEASE NOTE** You can retain the column headings in the Asset export but you must have the columns in the correct order.**



Chromebook Device Settings Importing Bulk Changes Quick Reference

Bulk Import to move devices

You can now utilize the Import/Move feature to efficiently move the Chromebooks to their respective organization paths.

	A	B
1	Serial Number	orgUnitPath
2	NXSHEAA005431043E57600	/qual
3	G8NLCX06D205357	/qual/lenovo
4	HY3A91BF904971	/qual
5	LR04TLYL	/sales/pre sales
6	NXG55AA0056381B4267600	/kiosk
7	P203K9F9	/qual

After completing the import, please refresh your browser to view the updated information.

	model	serialnumber	orgunitpath	lastsync	status	notes	location	function	autoupdateexpiration	annotatedlo
<input type="checkbox"/>	Acer Chromebook R11 (CB5-132T, C738T)	NXG55AA0056381B4267600	/kiosk	3/27/2020 11:11:34 AM	ACTIVE		Acer		Jun 1 2022	
<input type="checkbox"/>	Samsung Chromebook - XE303	HY3A91BF904971	/qual	7/5/2019 12:43:06 PM	ACTIVE		Acer		Jul 1 2018	
<input type="checkbox"/>	Lenovo Ideapad C330 Chromebook	P203K9F9	/qual	4/7/2022 11:12:58 AM	ACTIVE		Acer		Jun 1 2025	
<input type="checkbox"/>	Lenovo N22 Chromebook	LR04TLYL	/sales/pre sales	7/24/2019 10:30:31 AM	DEPROVISIONED	*Power Test	Sales		Jun 1 2022	
<input type="checkbox"/>	Acer Chromebook 11 (C720, C720P)	NXSHEAA005431043E57600	/qual	6/24/2019 12:47:20 PM	DEPROVISIONED		Acer		Jun 1 2018	
<input type="checkbox"/>	ASUS Chromebook Flip C100PA	G8NLCX06D205357	/qual/lenovo	11/20/2018 7:55:19 PM	DEPROVISIONED		Acer		Jun 1 2020	

After the import they now appear in their relevant org paths defined in the csv file.

***Location and Function defined in the SyAM MDM are automatically applied based on the org path.*



Bulk Import to set Annotated field values

You now have the capability to update the annotated fields of the Chromebooks. Alternatively, if you prefer to update these fields simultaneously while moving the devices, you can utilize a 6-column CSV file for the import process.

A	B	C	D	E	F
Serial Number	orgUnitPath	Annotated User	Annotated Location	Annotated AssetID	notes
NXSHEAA005431043E57600	/qual	Fred	Technical Support	AST-220098	Using this until new Chromebook arrives
G8NLCX06D205357	/qual/lenovo		SyAM Software	AST-220091	Chrome OS Update Oct 20 2022

Remember to check off the Include Annotated Fields when using the 6-column csv file

CSV IMPORT

Import a .csv file with 2 columns: (SerialNumber, OrgUnitPath)
First line should contain the column headers in the provided order.
Matching devices will be updated in GAC.

To update Annotated fields import a .csv file with 6 columns: (SerialNumber, OrgunitPath, AnnotatedUser, AnnotatedLocation, AnnotatedAssetId, notes)
 Include Annotated Fields
⚠Warning! This process may take a while.

Import .csv

Assets (14).csv

After completing the import, please refresh your browser to view the updated information.



Chromebook Device Settings Importing Bulk Changes Quick Reference

The two Chromebooks have now been successfully updated with the imported data in their annotated fields.

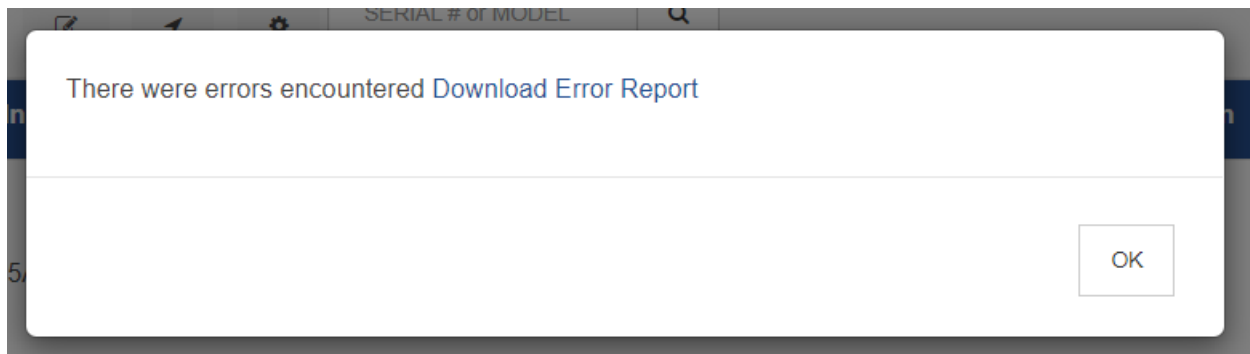
	model	serialnumber	orgunitpath	lastsync	status	notes	location	function	autoupdateexpiration	annotatedlocati
<input type="checkbox"/>	Acer Chromebook 11 (C720, C720P)	NXSHEAA005431043E57600	/qual	6/24/2019 12:47:20 PM	DEPROVISIONED	Using this until new Chromebook arrives	Acer		Jun 1 2018	Technical Support
<input type="checkbox"/>	ASUS Chromebook Flip C100PA	G8NLCX06D205357	/qual/lenovo	11/20/2018 7:55:19 PM	DEPROVISIONED	Chrome OS Update Oct 20 2022	Acer		Jun 1 2020	SyAM Software
<input type="checkbox"/>	Acer Chromebook R11 (CB5-132T, C738T)	NXG55AA0056381B4267600	/kiosk	3/27/2020 11:11:34 AM	ACTIVE		Acer		Jun 1 2022	
<input type="checkbox"/>	Samsung Chromebook - XE303	HY3A91BF904971	/qual	7/5/2019 12:43:06 PM	ACTIVE		Acer		Jul 1 2018	
<input type="checkbox"/>	Lenovo Ideapad C330 Chromebook	P203K9F9	/qual	4/7/2022 11:12:58 AM	ACTIVE		Acer		Jun 1 2025	
<input type="checkbox"/>	Lenovo N22 Chromebook	LR04TLYL	/sales/pre sales	7/24/2019 10:30:31 AM	DEPROVISIONED		*Power Test	Sales	Jun 1 2022	



Error Reporting

If there are any errors in the orgunitpath data being imported, you will receive an error report at the end of the import process.

Click to download this error report to identify and address any issues with the orgunitpath data.



Report Details

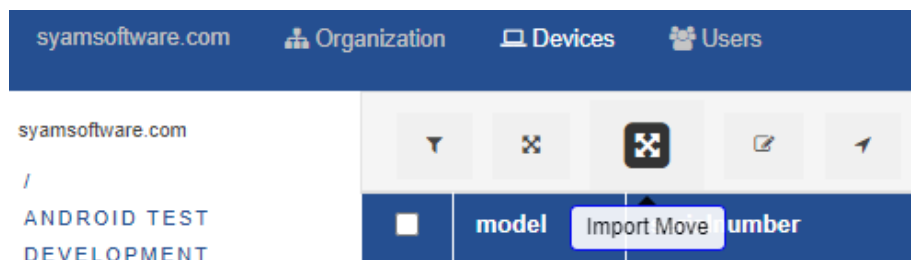
failed to move P203K9F9 to orgunit: /saless
failed to move NXG55AA0056381B4267600 to orgunit: /saless
failed to move HY3A91BF904971 to orgunit: /saless

Please make the necessary changes to the CSV file and proceed with the import process again.

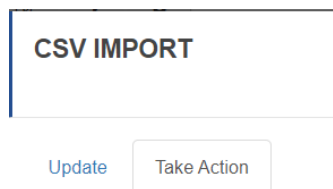
Bulk Power Wash / Deprovision / Disable

Log into the SyAM Management Utilities, access Mobile Device Management from the top right menu, select ChromeOS – Device Management – Devices tab

Import Move button



Click on the Take Action Tab





CSV file format for Power Wash

To Power Wash devices using a CSV file, you need to include three columns in your file:

- Serial number column: This column should contain the serial numbers of the devices you want to Power Wash.
- Status column: This column is used to indicate the status of action you are taking. Use the value “Powerwash” to indicate that you want to perform a Power Wash on those devices.
- Reason column: Leave the values empty as no specific reason needs to be provided for Power Washing the device

A	B	C
SerialNumber	Status	Reason
P203K9F9	Powerwash	
NXSHEAA005431043E57600	Powerwash	
G8NLCX06D205357	Powerwash	

If a device is currently powered on, it will immediately initiate the Power Wash procedure upon receiving the command. However, if the device is currently powered off, it will begin the Power Wash procedure the next time it is powered on and connected to Google G Suite. This ensures that the Power Wash process is executed effectively regardless of the device's current power state.



CSV file format for Disable

To Disable devices using a CSV file, you need to include three columns in your file:

- Serial number column: This column should contain the serial numbers of the devices you want to Disable.
- Status column: This column is used to indicate the status of action you are taking. Use the value "Disable" to indicate that you want to disable those devices.
- Reason column: Leave the values empty as no specific reason needs to be provided for Disabling the device

	A	B	C	D
1	SerialNumber	Status	Reason	
2	4K9W9FCR307429B	Disable		
3	P203K9F9	Disable		
4				



CSV file format for Deprovision

To Deprovision devices using a CSV file, you need to include three columns in your file:

- Serial number column: This column should contain the serial numbers of the devices you want to Deprovision.
- Status column: This column is used to indicate the status of action you are taking. Use the value “Deprovision” to indicate that you want to deprovision those devices.
- Reason column: Enter one of the following reasons for deprovisioning the device;
 - **different_model_replacement**: Use if you're upgrading or replacing your device with a newer model of the same device.
 - **retiring_device**: Use if you're reselling, donating, or permanently removing the device from use.
 - **same_model_replacement**: Use if a hardware issue was encountered on a device and it is being replaced with the same model or a like-model replacement from a repair vendor / manufacturer.
 - **upgrade_transfer**: Use if you're replacing your Cloud Ready devices with Chromebooks within one year

	A	B	C	D
1	SerialNumber	Status	Reason	
2	P203K9F9	Deprovision	retiring_device	
3				
4				



Frequently Asked Questions

What happens if I have the 6 columns of data but don't check the Include Annotated Fields check box?

- The import will only update the chromebook serial number with the orgunitpath

What happens if I check include annotated fields but don't have the six columns of data?

- Nothing will be imported; the screen will go blank the page will need to be refreshed.

What happens if I have a typo in a column heading?

- It will still import the data and update the fields based on the column value

What happens if I have a typo in the orgunitpath?

- The data for that serial number will not be processed and a report at the end of the import can be downloaded to see which serial numbers were not updated with the orgunitpath defined

What happens if I have a typo in the Serial Number?

- No data will be updated as the serial number does not exist in GAC.

What happens if I leave the value empty for an annotated field?

- The annotated field will be cleared in Google Admin Console

What happens if I have a 7th column in my csv file?

- It will import the data for the first 6 columns in the csv file and ignore the values in the 7th column

What happens if I have a duplicate serial number?

It will import the data and the values of the second entry of duplicate serial number will be applied.

What happens if I have a typo in the status value?

- No action will be taken

What happened if I have a value under Reason when doing a Power wash?

- It will process the power wash and ignore the value in the reason column