

## Renew Multiple Devices by Uploading a File

1. In the Map View, go to Quick View Status at the bottom right of the screen, Click on the red listed number that shows the device(s) coming up for renewal.

Or

1. Click on “Renewals” icon on the toolbar.
2. The renewal page will show up. Click on the “Upload File” icon located to the right of the window
3. A new window will appear
4. Click on “Upload CSV” select the file and click on “Open”

*The .csv file should contain the following columns: Unit Name, Serial Number, and Renewal Period. Up to 100 records per file.*

*Note: By clicking on the “Export to CSV” icon located to the right of the window a template can be downloaded.*



## Renew Devices

Type a device name, number, or other keywords to search upcoming renewals. You can filter your renewals based on time frame, account type, and more.

NAME	Serial Number	Date Activated	Device Expiration	Last Renewal	Group	Renewal Period	Amount
Total Amount Due: \$0.00							
							<input type="button" value="Cancel"/> <input type="button" value="Renew &amp; Pay"/>

## 3 Upload Devices to Renew

1. Click to browse for file
2. Select .csv file
3. Click Preview

### File Requirements:

- File must be a .csv file.
- File headers: "Unit Name", "Serial Number", "Renewal Period (1, 2 or 3)" in this order.
- "Serial Number" and "Unit Name" are required.
- Each row must contain data.
- No more than 100 records.
- Example: [Download Sample](#)