

# Template:Rms manual management device submenu add device list

To add a new device(s) to RMS, go to the RMS web page, Left sidebar panel, (**Management** → **Devices**) and click on **Devices** submenu.

Scroll your mouse pointer to the Top control **Device** menu and select **Add devices from file** (Device → Add devices from file).



## Contents

- [1 Tutorial](#)
- [2 Step by step instructions](#)
- [3 Preparing CSV file](#)
- [4 RMS WebUI settings](#)
- [5 Manufacturing file](#)

## Tutorial

---

Watch our [Youtube tutorial](#) to learn how to add multiple devices from CSV file.

## Step by step instructions

---

Alternatively, read these step by step instructions to learn how to add multiple devices using the CSV file.

1. [Download demo CSV file](#)
2. Add your device information and prepare the CSV (see section Preparing CSV file for more details).
3. Once you have the CSV file in order, go to the RMS web page, Left sidebar panel (**Management** → **Devices**), and click on the **Devices** submenu.
4. Move your mouse pointer to the Top control **Device** menu (Device → Add devices from file).
5. Select the file type as **CSV file**, choose **Company**, select **Device series** and finally select your

### CSV file.

6. When ready, click the **Upload** button. Keep in mind, adding more than a few hundred devices at once will take some time.

A pop-up indicating the number of new devices that have been added should appear at the top of the screen:



### Important!

---

- **Enable auto crediting checkmark** - if checked, a credit will automatically be assigned to the added device (if there are any available).
- The devices should appear in the device table immediately, but at first they will be shown as offline (**red**).
- When the status circle turns **green**, the system will have finished adding the device to RMS.
- The time it takes for the system to register all devices may vary depending on the number of devices.



### Preparing CSV file

---

You can download an example file [from here](#). Or you can prepare the CSV file for your list of devices manually. The list must be comprised of devices **LAN MAC addresses, Serial numbers (IMEIs for TRB), and Name** columns. You must save it as a **CSV** file. You can create/edit CSV files with programs like *Microsoft Excel*, *OpenOffice Calc*, or a simple text editor like *Notepad*, which we'll use for this example.

Create a new text file and set the order of device parameters in the first line. For example:

```
mac,serial,name
```

Single entry for single device consists of the device's LAN MAC address (or IMEI) and serial number separated by **commas** (.). Each line should contain information about a single device (see example below).



### Important!

- Do not forget to save your file as **\*.csv**.
- If you are editing the file with Notepad. Click the "Save As" option. Then next to "Save as type", choose "All Files" and add the **.csv** extension next to the file name.
- If you're using Linux, you can add the same extension to the file name after saving the file the regular way).

## RMS WebUI settings

---

Although Teltonika devices have RMS service enabled by default, but make sure to set the **Connection type** field to the **Enabled** on the device(s) that you are trying to add. For RUTX11, you can do that from **Services** → **Cloud Solutions** → **RMS** and for RUT955 from the **System** → **Administration** → **RMS**.



## Manufacturing file

---

This section allows you to import devices from the manufacturing file provided by the purchased devices. If you have not received such a file, please contact your Teltonika Networks sales manager.

To add the devices from the manufacturing file follow step by step instructions below.

1. Have the manufacturing file ready.
2. Go to the RMS web page, Left sidebar panel (**Management** → **Devices**) and click on **Devices** submenu.
3. Move your mouse pointer to the Top control **Device** menu (Device → **Add devices from file**).
4. In the **File type** section select **Manufacturing file**



1. Select your **company** add select your XSL file.
2. And when ready click **Upload** button. Keep in mind, adding more than a few hundred devices at once will take some time.

## Important!

- Only RUT devices can be added from manufacturing file.
- If you have not received such a file please contact your Teltonika Networks sales manager.