

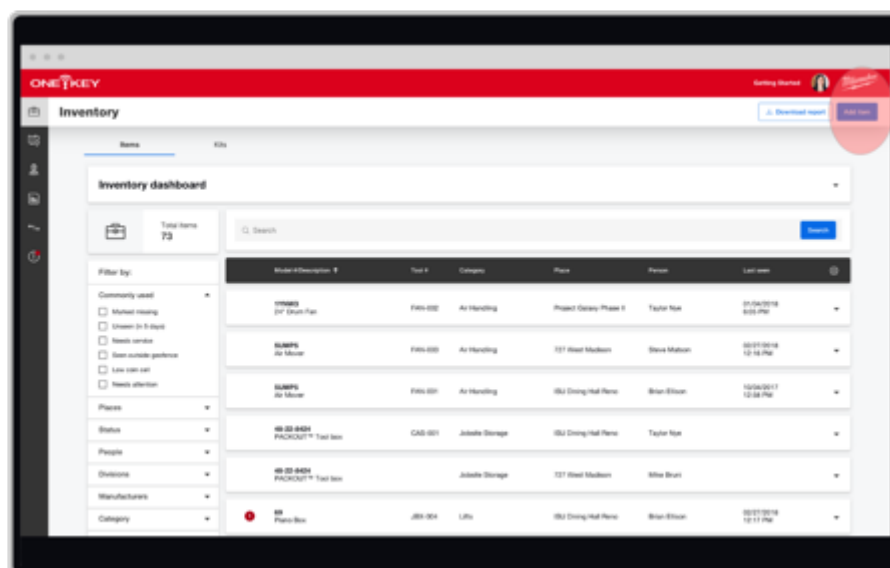
How to upload your entire inventory in bulk

Save time by organizing every piece of your equipment from your desktop with just a few clicks.

With One-Key's Bulk Item Upload feature, you can skip the hassle of manually entering each individual tool and instead add your entire inventory all at once.

Get started at the Inventory Dashboard

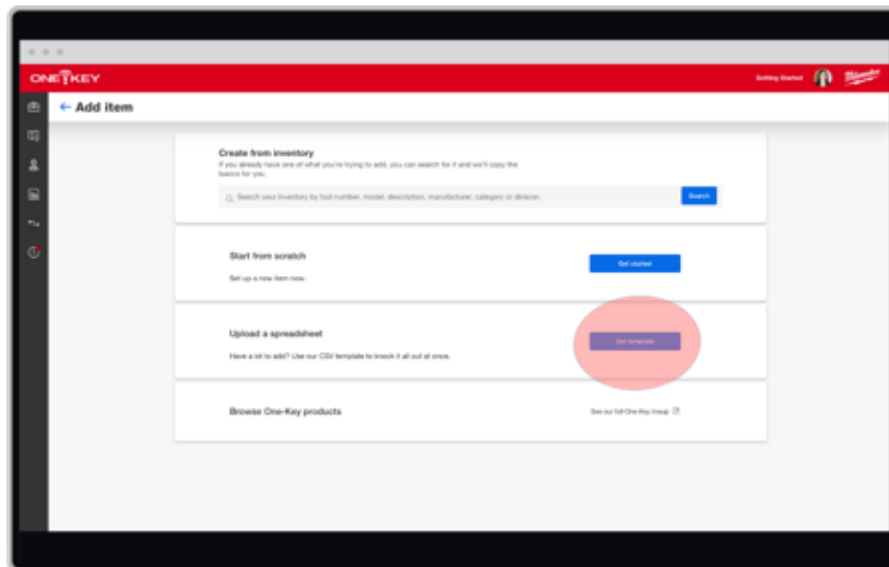
- Login to your One-Key account.
- The “Inventory Dashboard” will display on your screen.
- Click the blue “Add item” button in the upper right-hand corner.
- From your Inventory page, select “Add Item” in the upper right-hand corner of your screen.



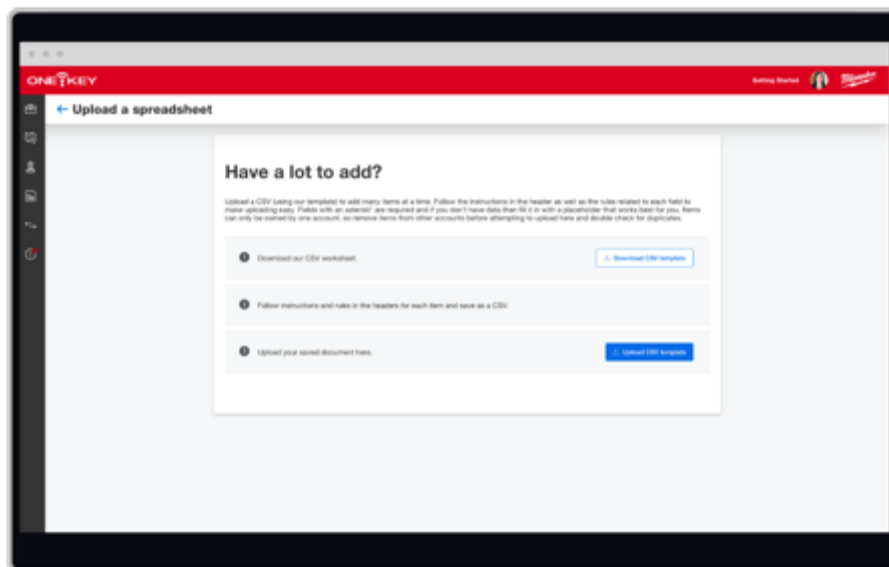
Use the Bulk Upload template

One-Key's inventory template empowers you to enter every piece of your equipment all at once into a single, easy-to-use, centralized digital space. More than just a handy list, the template allows you to keep track of a variety of an individual tool's important specs, including the manufacturer, description, model number, and availability.

- From the "Add Item" screen, select "Get Template."



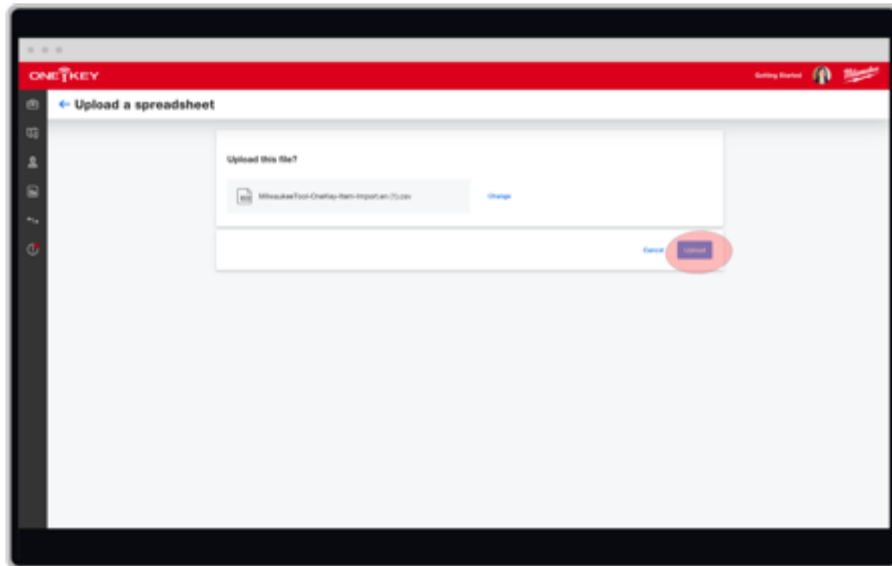
- This will take you to a set of 3 steps.



1. First, download our worksheet by selecting **Download CSV Template**. Now the template will auto-download.
2. Find in downloads, right-click, and select "Open With," then select the program that you want to use to fill out your spreadsheet, such as Excel. Open the template and add your inventory information. **Follow the instructions and rules in the headers for each item on the CSV worksheet**, then save to your computer. **Important: Make sure to save as a CSV file** to ensure a seamless upload process.
- - Once filled out and saved to your computer, go back to the app
3. Again, navigate to the **"Upload a spreadsheet"** page in Inventory from the "Add Item" (as above) and select the blue **"Upload CSV template"** button

to find and upload your spreadsheet from your computer.

- Once selected, select the blue “Upload” button.



Your entire inventory will now display on the Inventory Dashboard.