NETSTAR

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This manual describes how to bulk upload driver resources into AVM.

Before you can bulk upload driver resources, you need to contact the Netstar Australia Service Team on 1300 728 882 and select option 1 or email service@netstaraus.com.au and ask them to add the resources tab to your AVM Manage page.
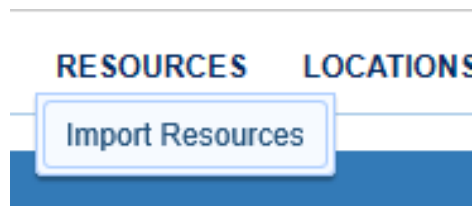
The file for upload must be a CSV file with the following format:

Short Name	Personal Number	Service Number	CSN Hex	Full Name	Last Name	First Name	Phone

- Short Name is a required field
- Service Number is a required field
- And at least one of the following is required: Full name, last name, first name.
- **NO** Special Characters (* - & ETC) are allowed in the import file.

Once you have a CSV file and the service team, have let you know the resource tab is available, open AVM and log in.
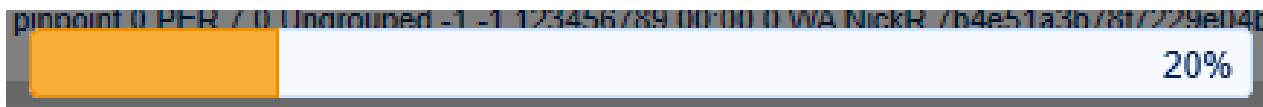
Click on the Manage tab and then select "Resources" > "Import Resources."

Select the CSV file you created, use Browse to find the file on your computer.
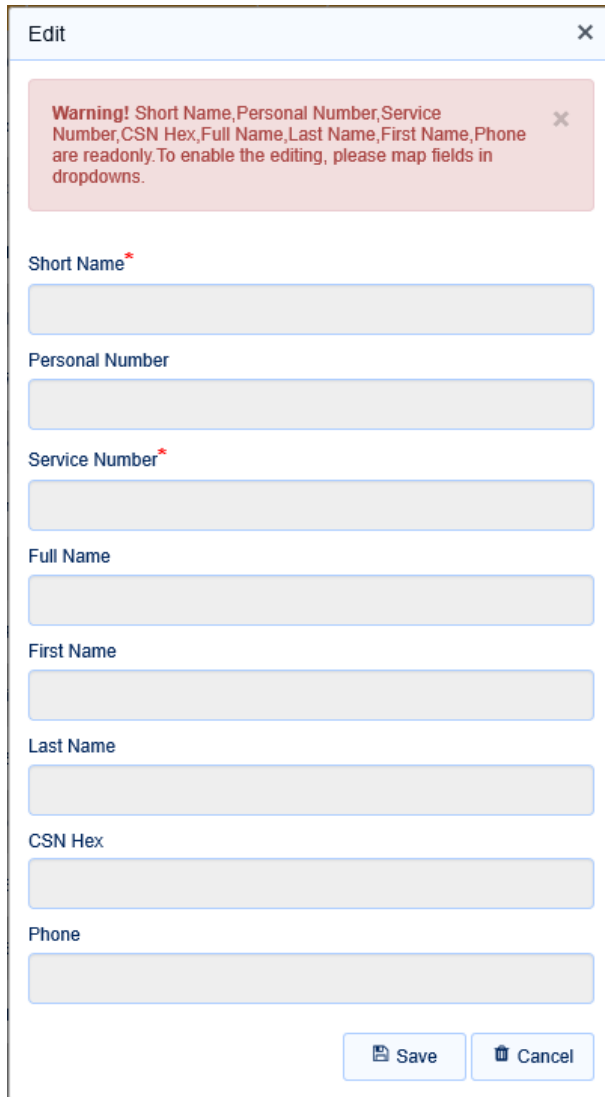

Once you have selected the file, a progress bar appears in the middle of the page

If there are errors an **X** is displayed in the error column, go back the CSV file to correct the error or click on the ≡ icon in the Action column and select edit to make changes to the fields.

Clicking edit opens this window.

Edit	✕
Warning! Short Name,Personal Number,Service Number,CSN Hex,Full Name,Last Name,First Name,Phone are readonly.To enable the editing, please map fields in dropdowns. ✕	

Short Name*

Personal Number

Service Number*

Full Name

First Name

Last Name

CSN Hex

Phone

💾 Save   🗑 Cancel

You can also delete the entire record by selecting Delete from the drop-down from the ≡ icon.

Once you have no errors, click on Import on the top right of the screen

Import