

NJTRAx Data Export/Import Process for Devices

All New Jersey Districts should annually review and update their existing datasets of devices AND add new sets of devices to the NJTRAx inventory.

Districts have two options for this work. They can enter and update the information directly into the NJTRAx dashboard or they can import their devices directly into the system. The data preparation and data upload processes are outlined below.

If you have any questions or problems, please email innovation@doe.nj.gov or support@metiri.com.

Step 1: Log in to NJTRAx.

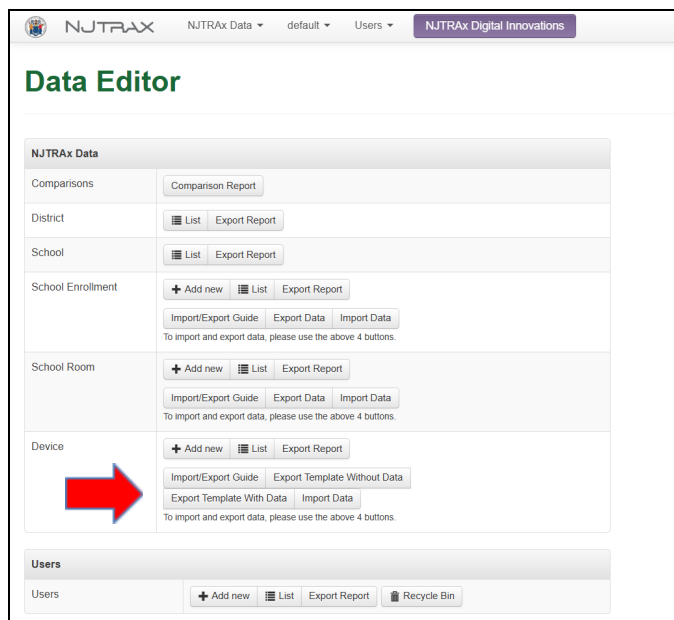
Access the NJTRAx Dashboard at: <https://app.njtrax.org/>. Log in.

Note: If you are authorized at the district level, your exports will include the devices for all schools in the district. If you are authorized at the school level, your exports will include the devices for only your school(s).

Step 2: Process for Exporting, Importing, and/or Replacing Device Data

IMPORTANT: The import function for devices **ONLY APPENDS** (adds to) your current NJTRAx records. If any changes are needed in existing device records, those changes should be made in the NJTRAx dashboard, or through a replacement process (as described below).

On the NJTRAx Data Editor dashboard, locate the Device row. You will be using the 4 buttons in the lower part of that row.



1. **EXPORT and SAVE.** Click on the *Export Template with Data* button. That will provide you with a CSV file in the format required for the Import. It includes all DEVICE data currently in NJTRAx for all your schools. NOTE: If you are an authorized user for multiple districts, all your associated districts/schools will be included in the file.

IMPORTANT: Label that file as the ORIGINAL export with a date and save it in a folder.

2. **DECIDE:** Which method will you use? Metiri recommends Method A.

Method	Pros	Cons
A. Import new sets of devices and update existing devices online in the NJTRAx dashboard.	- Doesn't require deleting/replacing existing device records.	- If you have a lot of schools in your district or a number of changes to existing devices that require opening the device record, this could take some time.
B. Import new sets of devices and make changes in existing records through a replacement/import process (requires the deletion of all existing records first).	- If a lot of changes to existing device records is required, it is often quicker to do so through an import process rather than opening/changing/closing each device record online in the NJTRAx dashboard. Note: <i>All devices now require the listing of central processors.</i>	- Because new specs are now being collected for devices, the replacement process requires that you add in new information on all existing records, which takes time. - Requires deleting NJTRAx device records, which may make some directors nervous.

The 2 methods above are outlined in detail below.

A. IMPORT NEW SETS OF DEVICES and UPDATE EXISTING RECORDS ONLINE in the NJTRAx Dashboard.

First, update your existing NJTRAx inventory of devices in NJTRAx:

- Go to the Data Editor, Device row.
- Select List. That will bring up all your devices.
- Use the filters to select each school and update the records as needed. Then:
 - Delete any sets of devices that are no longer used by the school.
This can be done by clicking the left-hand checkbox and then scrolling down to the bottom of the screen, locating the action button, selecting delete, and confirming.

Device List

+ Add new

- Filters

☐	Name	Count	District	School	School Room	Type	Operating System	Manufacturer	Central Processor	Memory	Device(s) Ready?	Network Connection	Used for Testing	Used for Digital Learning	Action
☐	Chromebook	20	Anywhere Anytime School District	Anywhere Elementary School	Anywhere Elementary School - Chrome Laptop Cart #1	Laptop	Chrome OS 138 LTC	Google	Intel Core 2 Duo	4GB	✓ yes	Wireless	no	✓ yes	Edit Device
☐	Chromebook	20	Anywhere Anytime School District	Anywhere Elementary School	Anywhere Elementary School - Chrome Laptop Cart #1	Laptop	Chrome OS 138 LTC	LG	Intel Core 2 Duo	128MB	no	Wireless	yes	✓ yes	Edit Device
☐	Chromebook2	20	Anywhere Anytime School District	Anywhere Elementary School	Anywhere Elementary School - Chrome Laptop Cart #1	Laptop	Chrome OS 138 LTC	LG	Intel Core 2 Duo	128MB	no	Wired	yes	✓ yes	Edit Device
☐	Chromebook3	20	Anywhere Anytime School District	Anywhere Elementary School	Anywhere Elementary School - Chrome Laptop Cart #1	Laptop	Chrome OS 138 LTC	LG	Intel Core 2 Duo	128MB	no	Wireless	yes	✓ yes	Edit Device
☐	Chromebook 2020	26	Anywhere Anytime School District	Anywhere Elementary School	Anywhere Elementary School - Chrome Laptop Cart #2	Chromebook	Chrome OS meets tech specs	Google	Intel Core 2 Duo	4GB	no	Wireless	yes	✓ yes	Edit Device

- If other fields need updating, click on the Edit Device button, make necessary changes, then *Update* before leaving the page.

Second, import new sets of devices.

Be sure you have saved an original copy of the exported file. Then resave the file with a different name (e.g., New Devices 10-10-25). In your renamed **CSV** file, delete all existing records. Alternatively, you could export the Template with no data. Once you have a blank template, add in your new sets of devices (**in the correct format - see Appendix**). Save the renamed file with your changes. Then click the browse button, select your renamed **CSV** file, and click *Yes Execute* to import your file of new devices.

Device Import

Return to list

+ Add new

Upload device data using specially formatted CSV file

Import action:

Append

Warning:

Append will add new devices to your existing inventory. Your file should include **ONLY NEW DEVICES**.

Browse...

No file selected.

Yes, execute

or

Cancel

If the import is successful, congratulations! If not, the system will provide you with any errors. Each error message provides the row number and the type of error.

Tips on Import:

- Some errors are due to incorrect terminology, spelling, or format. See **Appendix** for the terminology expected for each field.
- If you forget to delete the existing records from the CSV file and try to import, you will get a duplication error. The system will have matched up the Device ID number with an existing record of devices. In that case you will need to delete the record

(row in the CSV file) representing that existing set of devices to prevent a duplication.

Note: Some users copy and paste existing records to create new sets of devices, modifying where necessary to accurately describe the new devices. In such cases, the new record should NOT have a Device ID number, so be sure to remove it before importing. Otherwise, you will see that duplication error.

NOTE: If you used this first method, STOP HERE, no need to go on to B.

B. Import (in one file) new sets of devices AND replacement records for existing devices in NJTRAx, after deleting existing inventory in NJTRAx.

- **Export and Update Existing Device Records:** Export the device file, save the original, then save the file again under a new name. In the renamed file, which includes your master inventory, update your records, delete all Device ID numbers (column 1), and save the renamed **CSV** file. *Note: This method requires that you have accurate data in all fields, which often means you will need to add information to the existing records that might not have been asked for previously.*
- **Add New Device Records:** Add new device records to your file of updated existing device records. This becomes your Master Inventory.
- **Delete Existing Device Records** in NJTRAx. Now that you have your Master Inventory in your **CSV** file, go into the NJTRAx dashboard and **delete** all of your devices. That's right, **DELETE** all your device records. (Be sure you have saved that original export so you have a backup.) The steps to doing that are:
 - In the data editor, locate the Device row.
 - Click list. That will bring up all the devices from ALL your schools.

Device List

+ Add new

• Filters

☐	Name	Count	District	School	School Room	Type	Operating System	Manufacturer	Central Processor	Memory	Device(s) Ready?	Network Connection	Used for Testing	Used for Digital Learning	Action
☐	Chromebook	20	Anywhere Anytime School District	Anywhere Elementary School	Anywhere Elementary School - Chrome Laptop Cart #1	Laptop	Chrome OS 138 LTC	Google	Intel Core 2 Duo	4GB	✔ yes	Wireless	⊗ no	✔ yes	Edit Device
☐	Chromebook	20	Anywhere Anytime School District	Anywhere Elementary School	Anywhere Elementary School - Chrome Laptop Cart #1	Laptop	Chrome OS 138 LTC	LG	Intel Core 2 Duo	8 128MB	⊗ no	Wireless	✔ yes	✔ yes	Edit Device
☐	Chromebook2	20	Anywhere Anytime School District	Anywhere Elementary School	Anywhere Elementary School - Chrome Laptop Cart #1	Laptop	Chrome OS 138 LTC	LG	Intel Core 2 Duo	8 128MB	⊗ no	Wired	✔ yes	✔ yes	Edit Device
☐	Chromebook3	20	Anywhere Anytime School District	Anywhere Elementary School	Anywhere Elementary School - Chrome Laptop Cart #1	Laptop	Chrome OS 138 LTC	LG	Intel Core 2 Duo	8 128MB	⊗ no	Wireless	✔ yes	✔ yes	Edit Device
☐	Chromebook 2020	26	Anywhere Anytime School District	Anywhere Elementary School	Anywhere Elementary School - Chrome Laptop	Chromebook	Chrome OS: meets tech specs	Google	Intel Core 2 Duo	4GB	⊗ no	Wireless	✔ yes	✔ yes	Edit Device

- Find the action button at the bottom of the screen. Select all and choose the delete function. Once you click Ok, the system will ask you to confirm.

The screenshot shows a web interface titled "Device List". At the top right, there are two buttons: "Return to list" and "+ Add new". Below the title, a green heading reads "Confirm batch action: delete". Underneath, a smaller text asks "Are you sure you want to delete all the device records?". At the bottom, there are two buttons: a red "Yes, execute" button and a green "Return to list" button, separated by an "or" label.

- When you confirm, all devices will be deleted from NJTRAx.

The screenshot shows the "Device List" page after deletion. A green banner at the top states "Selected items have been successfully deleted." Below the banner, the title "Device List" is at the top right with a "+ Add new" button. A section labeled "Filters" is visible, and below it, the text "No result" is displayed.

- Now you are ready to import your entire Inventory (the existing records, which you updated, and the new records, which you added to the **CSV** file).
- **Import your Master inventory.**

The last step is to import that Master Inventory, which has both the records exported from NJTRAx (now updated) and your new sets of devices.

- Go to the Data Editor and the Device row.
- Click on import
- Browse to find your file (the renamed, updated **CSV** file with your master inventory)
- Click *Yes Execute*
- If you get a message that says you successfully imported your records, congrats!

The screenshot shows a web interface titled "Device Import". At the top right, there are two buttons: "Return to list" and "+ Add new". Below the title, a large grey box contains the message "Successfully imported 5 device records". At the bottom left of this box, there is a green button labeled "Device List".

- If you have errors in the file, reference the **Appendix**, fix the errors and import again.

Caution: If you do not delete the devices that are on the NJTRAx dashboard, when you import it will duplicate all of your devices.

Appendix: Data Descriptions for Devices

Field Name (Asterisk = Required)	Description	Rules	Type/Comments / Examples
Device_ID	(Leave blank when Importing Devices)		
Name *	Name of device	Brand and Model	Text e.g. Dell Latitude 620
School_ID *	The district/school code used to uniquely identify this organization.	Enter the local code of your school. Should be 9 digits (first 2 digits = county, next 4 digits = district, final 3 digits = school code.	Text (Text field will retain leading zero in single digit county codes).
School_Name *			
Location *	School Room where device is located	Enter the name of the school room where the device is located	Text e.g. Room 600 Lab
Device_Type *	Type of device	Chromebook Desktop Laptop Netbook Other Tablet	Drop down list
Number *	Number of devices of this type at this location	Enter the number of devices of this type at this location	Numeric, Integer >=0
Number_Assigned_To_Teacher_Admin *	Number of devices of this type at this location	Enter the number of devices of this type at this location	
For_Testing *	Is this device or group of devices used for testing?	Indicate Yes or No	Text Yes/No
For_Digital_Learning (Yes/No) *		Indicate Yes or No	Text Yes/No
OS *			See the Operating Systems list below
Central Processor *			See the Central Processor list below
Manufacturer *	Manufacturer of the Device	Acer, Inc. Amazon Android Apple, Inc. AsusTek Computer Inc.	Dropdown list

Field Name (Asterisk = Required)	Description	Rules	Type/Comments / Examples
		Dell Technologies Gateway, Inc. Google Heartland HP Inc. Inspiron Lenovo LG Other Panasonic Corporation RCA Samsung Group SMART Technologies Toshiba Corporation	
Memory *			See the Memory list below
Network Connection *	How is the device connected to the network?	3G 5G Other Wired Wireless	
Product (level of satisfaction)	1=Low, 6=High		
Product support (level of satisfaction)	1=Low, 6=High		
Cost_Of_Device *	What is the cost of each device?		
Cost_Of_Device_Deployment	What is the cost of the deployment per device (e.g., insurance, administrative configuration, core software, carrying case, peripherals such as keyboards or headphones, etc.)?		
Primary_Funding_Source *		ESSA ESSER CARES GEER IDEA Local Other Federal Other State	
Secondary_Funding_Source		ESSA ESSER CARES	

Field Name (Asterisk = Required)	Description	Rules	Type/Comments / Examples
		GEER IDEA Local Other Federal Other State	

Operating System Note:

Due to these new requirements for the New Assessment System and Legacy System the operating systems will need updating.

Note: Entries must match exactly those listed in this Export/Import Guide.

OS *	Meets Min for Current System (NJ Legacy Assessment)	Meets Min for New System (NJSLA-A Assessment)
Android 13	No	No
Android 14	No	No
Android 15	No	No
Android 16	No	No
Android Other	No	No
Chrome OS <132 Stable	No	No
Chrome OS 132 LTS	No	Yes
Chrome OS 132 Stable	No	No
Chrome OS 133-135 Stable	No	No
Chrome OS 136 Stable	No	Yes
Chrome OS 138 LTC	Yes	Yes
Chrome OS 138 LTS	Yes	Yes
Chrome OS 138 Stable	Yes	Yes
Chrome OS: does not meet specs	No	No
Chrome OS: meets tech specs	No	No
iOS 15.x	No	No
iOS 16.x	No	No

OS *	Meets Min for Current System (NJ Legacy Assessment)	Meets Min for New System (NJSLA-A Assessment)
iOS 17.x	No	No
iOS Other	No	No
iPadOS 17.1 or 17.2	No	No
iPadOS 17.3-17.6	No	Yes
iPadOS 17.7	Yes	Yes
iPadOS 18.1 or 18.2	No	Yes
iPadOS 18.3+	Yes	Yes
iPadOS 26	Yes	Yes
Linux Debian	No	No
Linux Fedora 40	Yes	No
Linux Fedora 41 x64	Yes	Yes
Linux Fedora 42 x64	Yes	Yes
Linux Other	No	No
Linux Ubuntu 22	Yes	No
Linux Ubuntu 24 LTS	Yes	No
Linux Ubuntu 24.04 LTS x64	Yes	Yes
Linux: Arch Linux	No	No
Mac OS 14	Yes	Yes
Mac OS 15	Yes	Yes
Mac OS 26	Yes	No
Mac OS X 13	Yes	No
Mac OS X 14	Yes	Yes
Mac Other	No	No
OS not listed: district verified	No	No

OS *	Meets Min for Current System (NJ Legacy Assessment)	Meets Min for New System (NJSLA-A Assessment)
Other OS/Unknown	No	No
Sequoia	Yes	Yes
Windows 10	Yes	Yes
Windows 10 22H2+	Yes	No
Windows 10 in S Mode 22H2+	Yes	No
Windows 11 22H2	Yes	No
Windows 11 23H2	Yes	No
Windows 11 24H2	Yes	No
Windows 12	Yes	Yes
Windows Other	No	No
Windows Server 2016	Yes	Yes

Central Processor Note:

NJTRAx stopped collecting data on Central Processors in 2020 (COVID).

Now in 2025, due to the tech requirements for the New Assessment System and Legacy System, we need to add them back in. Below is a full list of processors with indicators.

Note: Entries must match exactly those listed in this Export/Import Guide.

Central Processor *	Meets Min for Current System (NJ Legacy Assessment)	Meets Min for New System (NJSLA-A Assessment)
AMD 64-bit 1.4 GHz+	Yes	Yes
AMD Athlon 64	Yes	Yes
AMD Athlon II X2	Yes	Yes
AMD Fusion (HSA)	Yes	Yes
AMD Phenom I	Yes	Yes
AMD Phenom II X2/X3/X4	Yes	Yes
AMD Phenom II X6	Yes	Yes
AMD Ryzen 3	Yes	Yes

Central Processor *	Meets Min for Current System (NJ Legacy Assessment)	Meets Min for New System (NJSLA-A Assessment)
AMD Ryzen 4	Yes	Yes
AMD Ryzen 5	Yes	Yes
AMD Ryzen AI	Yes	Yes
AMD Ryzen Pro	Yes	Yes
AMD Sempron 64	Yes	Yes
AMD Threadripper	Yes	Yes
AMD Turion II	Yes	Yes
Apple A Series (A13+)	Yes	Yes
Apple M1/M2	Yes	Yes
ARM 64-bit 1.4 GHz+	Yes	Yes
ARM Cortex-A710+	Yes	Yes
ARM v8	Yes	Yes
ARM v9+	Yes	Yes
ARM-Cortex-X3+	Yes	Yes
Exynos 5 Dual	Yes	Yes
Intel 64-bit 1.4 GHz+	Yes	Yes
Intel Celeron	No	No
Intel Celeron 64-bit GHz+	No	No
Intel Core 2 Duo	Yes	Yes
Intel Core 2 Quad	Yes	Yes
Intel Core i3/i5	Yes	Yes
Intel Core i5/i7	Yes	Yes
Intel Core i7/i9	Yes	Yes
Intel Pentium Dual Core	Yes	Yes

Central Processor *	Meets Min for Current System (NJ Legacy Assessment)	Meets Min for New System (NJSLA-A Assessment)
Intel Xeon E3	Yes	Yes
Intel Xeon E5	Yes	Yes
Intel Xeon E7	Yes	Yes
iPad processor	Yes	Yes
Other	No	No
Ryzen 7/9	Yes	Yes
Snapdragon S4	No	No

Note: Entries must match exactly those listed in this Export/Import Guide.

Memory *	Meets Min for Current System (NJ Legacy Assessment)	Meets Min for New System (NJSLA-A Assessment)
> 8GB	Yes	Yes
1 GB (Linux only)	Yes	Yes
16GB	Yes	Yes
1GB (iPad only)	Yes	Yes
2GB	Yes	Yes
2GB (iPad only)	Yes	Yes
2GB (Linux only)	Yes	Yes
32GB	Yes	Yes
3GB	Yes	Yes
4GB	Yes	Yes
5GB	Yes	Yes
64GB	Yes	Yes
6GB	Yes	Yes
7GB	Yes	Yes

Memory *	Meets Min for Current System (NJ Legacy Assessment)	Meets Min for New System (NJS�A-A Assessment)
8GB	Yes	Yes
iPad memory	Yes	Yes
Unknown	No	No