

## HOW TO UPLOAD EMPLOYEES FROM A SPREADSHEET

An option if you have a large number of employees is to upload them from an Excel Spreadsheet.

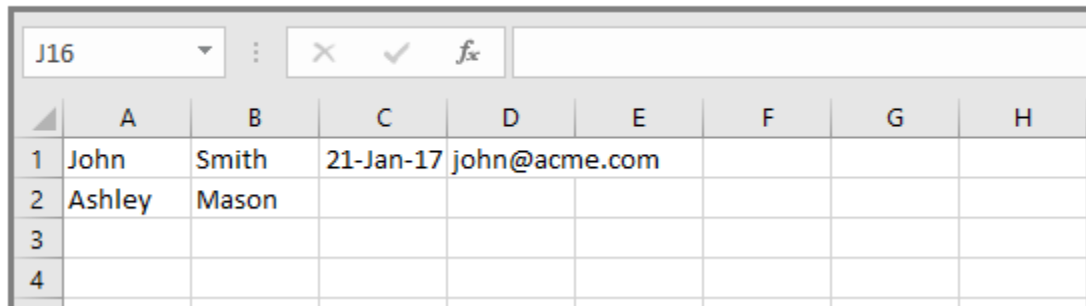
Once you log in, you can begin setting up your employees to take the course. Click on the “**Add Employee**” icon.



### **Step 1: Setting up Your Spreadsheet for Upload**

Open up a Microsoft Excel spreadsheet and fill out the first 4 columns - **A:** first name, **B:** last name, **C:** hire date or today's date (in same format as example), **D:** email address

Format your spreadsheet like this:



The image shows a screenshot of an Excel spreadsheet. The formula bar at the top shows 'J16'. The spreadsheet has columns labeled A through H and rows 1 through 4. The data in row 1 is: A: John, B: Smith, C: 21-Jan-17, D: john@acme.com. Row 2 contains: A: Ashley, B: Mason. Rows 3 and 4 are empty.

	A	B	C	D	E	F	G	H
1	John	Smith	21-Jan-17	john@acme.com				
2	Ashley	Mason						
3								
4								

### **Step 2: Click on Add Employee Icon**

Click on “Import Employees from a Spreadsheet”

**New! [Import Employees from a Spreadsheet](#)**

### **Step 3: Choose File**

Select the Saved spreadsheet from your computer

### **Step 4: Employee settings**

- Assign a Manager

- Assign a Category
- Assign a Branch (if applicable)

### **Step 5: Select the Modules the employees are going to take**

Place A check mark in the Add box beside the modules

<input checked="" type="checkbox"/> Add:	WHMIS with GHS	
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### **Step 6: Select a due date**

Select the Due date you prefer the employee to have their training completed. Do not select the current days date. (Note: The training does not expire if date passes)

### **Set Due Date For Modules**

June ▼	6 ▼	2017 ▼
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### **Step 7: Save**

Click on "Import New Employees"

Import New Employees
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If you have any questions please give us a call.



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