

# Adding an Employee Manually

1 Click **Employees** in the left-hand menu.

The screenshot displays the TeachToProtect (UK) dashboard interface. On the left, a dark sidebar contains the 'skillsforwork' logo and a menu with items: Dashboard (highlighted in yellow), Training, Employees (circled in orange), Groups, Topic Overviews, and Certifications. The main content area features a header with a shield icon, 'PRODUCT TeachToProtect (UK)', and a dropdown arrow. Below the header, the page title 'Dashboard' is followed by a welcome message: 'Welcome to TeachToProtect (UK)'. A paragraph explains the software's user-friendly interface for setting up training groups and schedules. At the bottom, a white box contains the text 'OVERVIEW Total Trainings – Yearly Overview'.

2 Then click **Add Team member**.

## ew (5/30)

the training and instruction status of each employee in your company: .

Quick Search



+ Add Teammember

PERSONAL ID	USERNAME	SUPERVISOR	STATUS
124568	employee3@employee.co.ukj		✓
112485	dfyzffdmymtx	emmad@agorapublications.co.uk	📄
112456	employee2@employee.co.uk	emmad@agorapublications.co.uk	✓

3 Click **Add manually**.

### Add Teammember

Used/total licenses: 5/30



When you create an employee, they will immediately receive a registration email if you have entered their email address.

File import

Add manually

API

#### Add Teammember via File Import

For data import, a .csv file or an Excel file in a predefined format is required. Please use the [File](#) or [Excel Template File](#) and use them for import. Do not modify the first line.

4

Use the form to input employee details manually. Mandatory fields to complete are **First Name** and **Last Name**.

**Add Teammember** Used/total licenses: 5/30

File import **Add manually** API

**Add Teammember manually**

FIRST NAME \*  LAST NAME \*

EMAIL ADDRESS  GROUPS ⓘ

PERSONAL ID  SUPERVISOR

→ Save and create another employee

5

Click the drop down menu to assign the employee to a **Group**.

manually **API**

manually

LAST NAME \*

GROUPS ⓘ

SUPERVISOR

→ Save and create another employee **→ Save and Close**

6 You can also click the drop down menu to assign a **Supervisor**.

er manually

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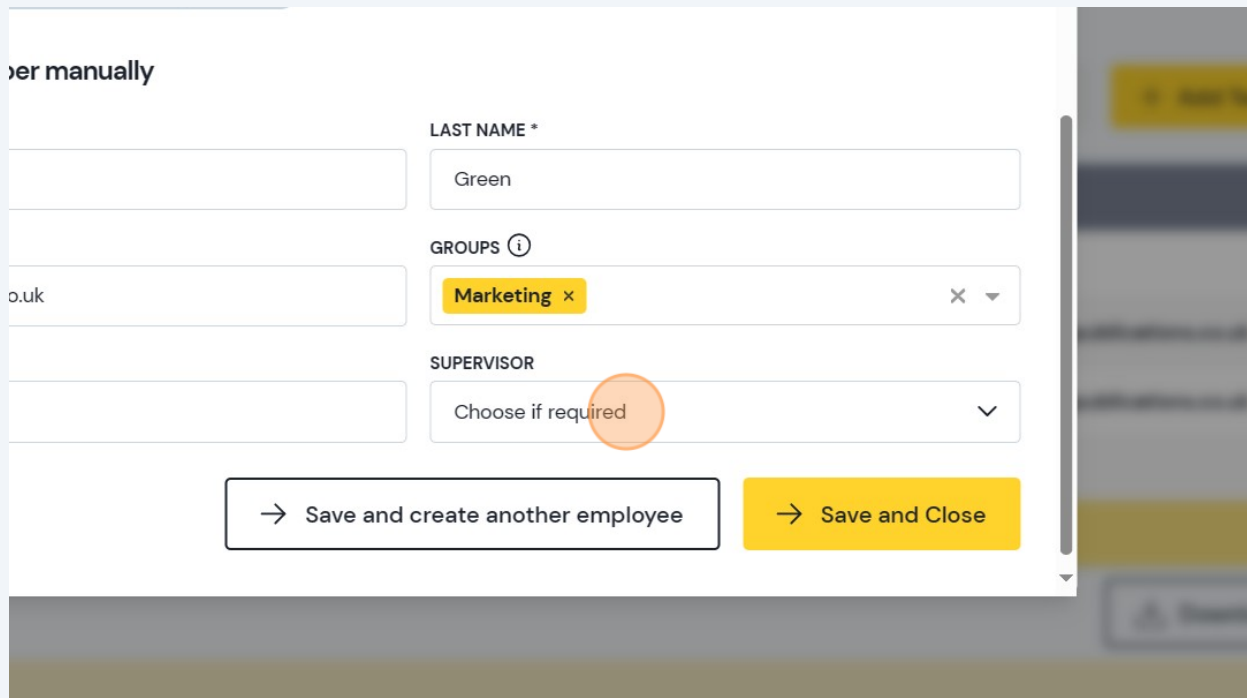
LAST NAME \*  
Green

GROUPS ⓘ  
Marketing ×

SUPERVISOR  
Choose if required

→ Save and create another employee

→ Save and Close

A screenshot of a web form for creating an employee. The form has several input fields: 'LAST NAME \*' with 'Green', 'GROUPS ⓘ' with 'Marketing ×', and 'SUPERVISOR' with 'Choose if required'. The 'SUPERVISOR' dropdown menu is highlighted with an orange circle. At the bottom, there are two buttons: '→ Save and create another employee' and '→ Save and Close'.

7 Once finished, click **Save and Close**.

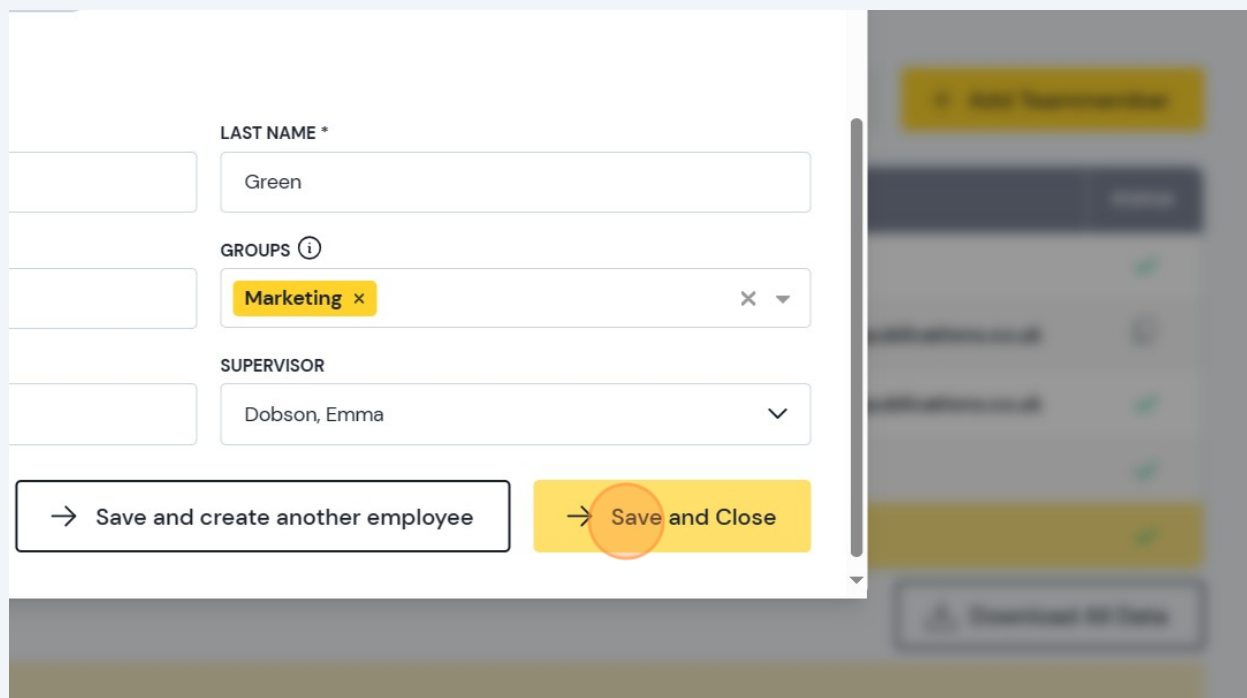
LAST NAME \*  
Green

GROUPS ⓘ  
Marketing ×

SUPERVISOR  
Dobson, Emma

→ Save and create another employee

→ Save and Close

A screenshot of the same web form as in step 6. The 'SUPERVISOR' dropdown menu now shows 'Dobson, Emma'. The '→ Save and Close' button at the bottom right is highlighted with an orange circle.