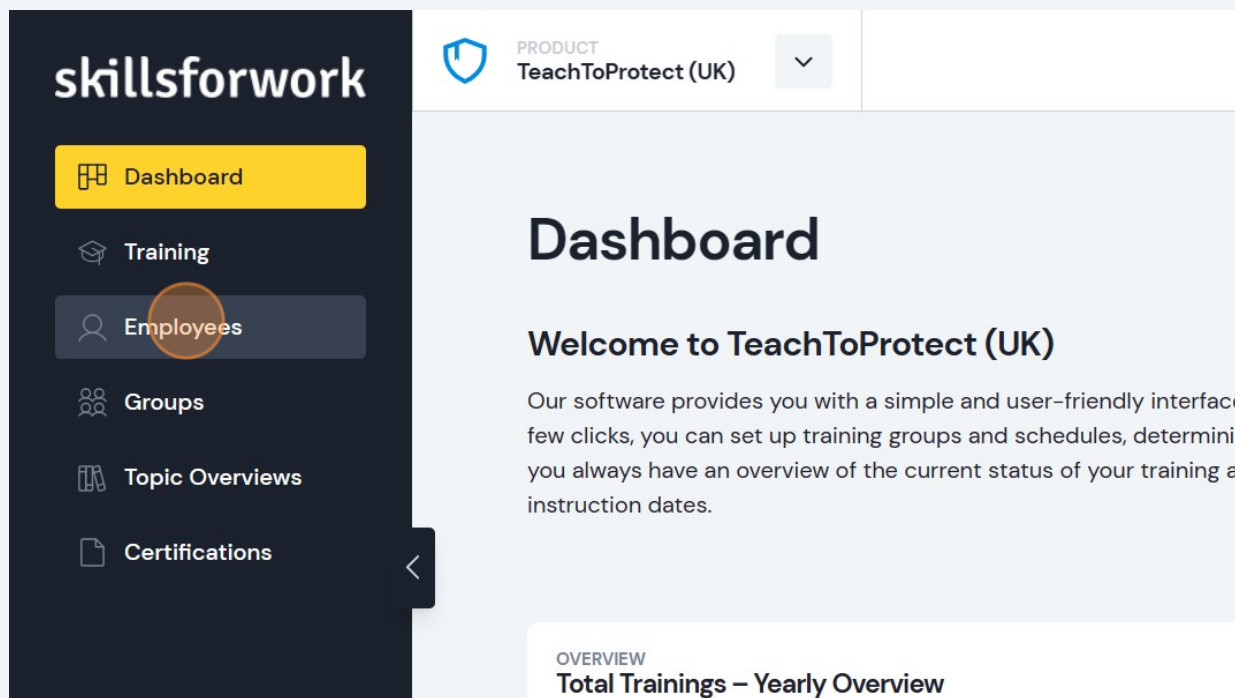


Importing Employees via CSV Template in skillsforwork

1

In the **skillsforwork | TeachToProtect** dashboard, click **Employees** in the left-hand menu.



The screenshot shows the dashboard interface. On the left is a dark sidebar menu with the 'skillsforwork' logo at the top. Below the logo are several menu items: 'Dashboard' (highlighted in yellow), 'Training', 'Employees' (circled in orange), 'Groups', 'Topic Overviews', and 'Certifications'. The main content area has a header with a shield icon, the text 'PRODUCT TeachToProtect (UK)', and a dropdown arrow. Below the header, the word 'Dashboard' is displayed in large font. Underneath, it says 'Welcome to TeachToProtect (UK)' followed by a paragraph: 'Our software provides you with a simple and user-friendly interface few clicks, you can set up training groups and schedules, determinin you always have an overview of the current status of your training ar instruction dates.' At the bottom, there is a white box containing the text 'OVERVIEW Total Trainings – Yearly Overview'.

2 Click **Add Team member**.

otect (UK) Member frontend

Employee Overview (2/5)

manage and control in real-time the training and instruction status of each employee in your company: .

Quick Search

+ Add Teammember

FIRST NAME	LAST NAME	PERSONAL ID	USERNAME	SUPERVISOR	STATUS
Peter	Walsh		employee@employee.co.uk		✓
Emma	Dobson		emmad@agorapublications.co.uk		✓

Download All Data

for employees without email address:
create employees without an email address, an activation token will appear in the username column. This token must be

3 If you've not already downloaded and added your employees to the CSV template, click **CSV Template** to download the file and fill it in using the column headers for guidance.

Add Teammember Used/total licenses: 2/5

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

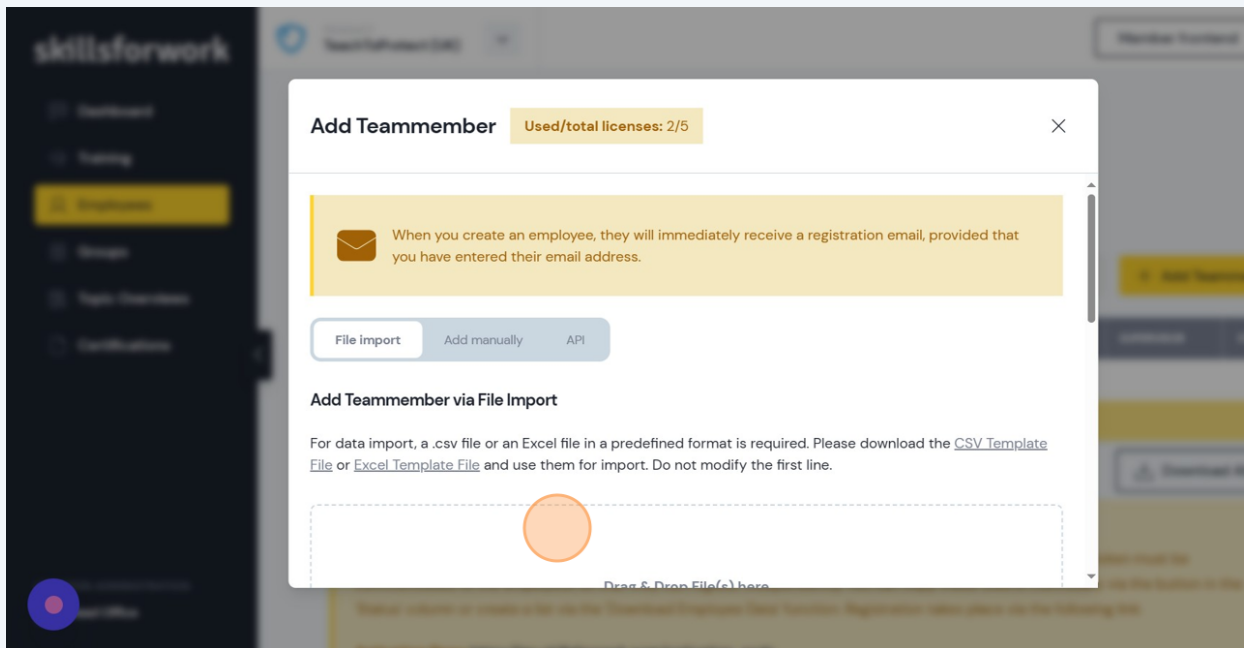
File import Add manually API

Add Teammember via File Import

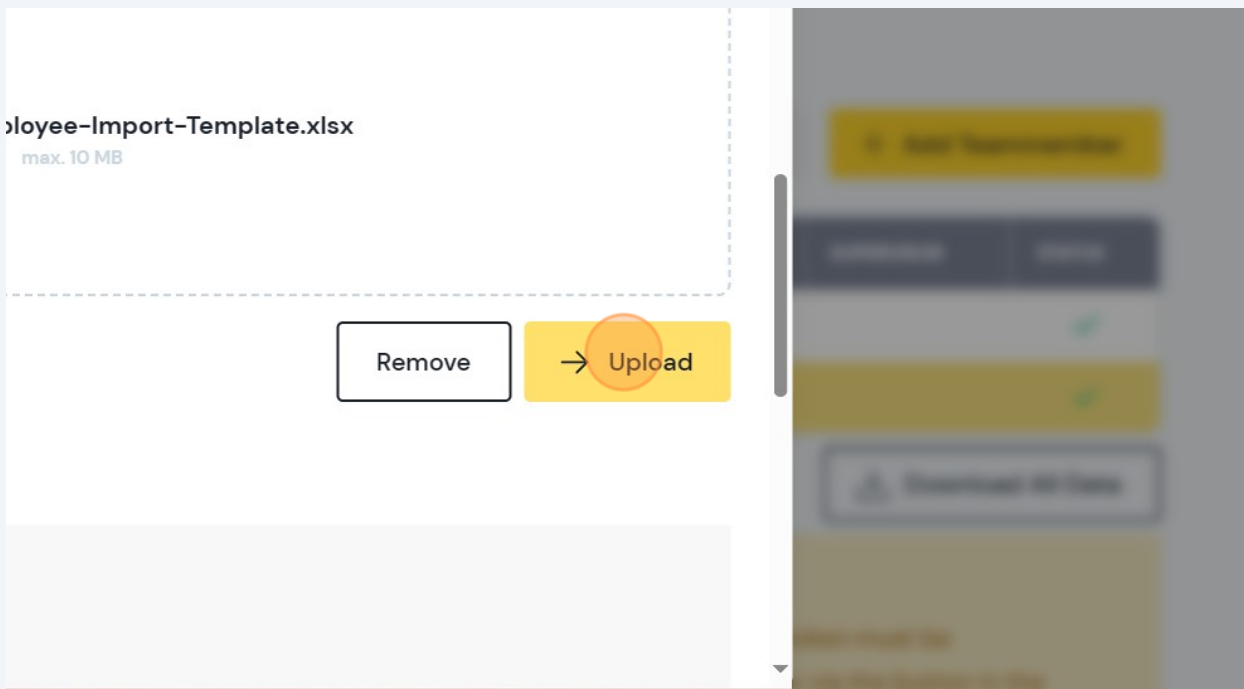
For data import, a .csv file or an Excel file in a predefined format is required. Please download the [CSV Template File](#) or [Excel Template File](#) and use them for import. Do not modify the first line.

Drag & Drop File(s) here

4 Next, drag & drop your CSV file, or click to select it.



5 Once your file has been selected, click **Upload**.



6

You'll then see your list of imported employees and can make changes to their assigned Group. Click **Complete import** to finish the import process and you'll see your updated employee list.

STAFFNR	E-MAIL ADDRESS	SUPERVISOR (E-MAIL)	GROUPS	PRODUCTS
112485		emmad@agorapublic.	Marketing × × ▾	—
112456	employee2@emplo	emmad@agorapublic.	Marketing × × ▾	—
124568	employee3@emplo		HR Department × × ▾	—

Delete Selected Employees

Complete import

Privacy