

How to make batch changes?



Tutorial Guide



Main Page Navigator

Change Language

Smart Card

You cannot actually change anything on this tab, you are only able to view the UID of the smart card allocated to you

Staff List

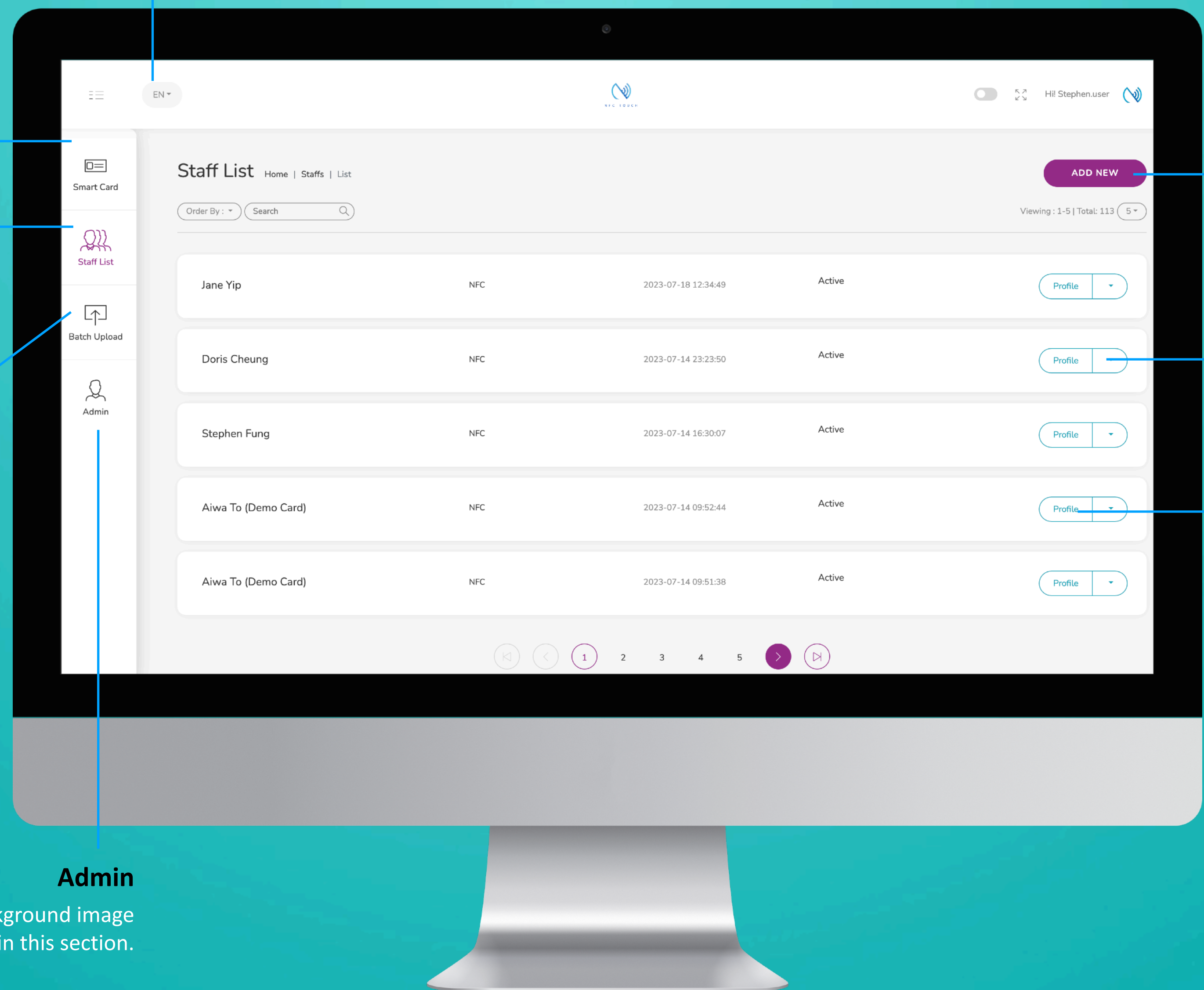
This is the page where you will spend most of you time on, this page enable you to add staff, edit info and delete of staff profile

Batch Upload

This allow you to export all staff info into excel and batch upload staff information by import excel

Admin

This tab allow admin to upload company logo, background image and company banner. The stats are also available in this section.



Add New

You can add new staff by clicking the button here.

Choose "Edit" or "Delete"

You can edit staff info or delete staff by clicking the button here.

Profile

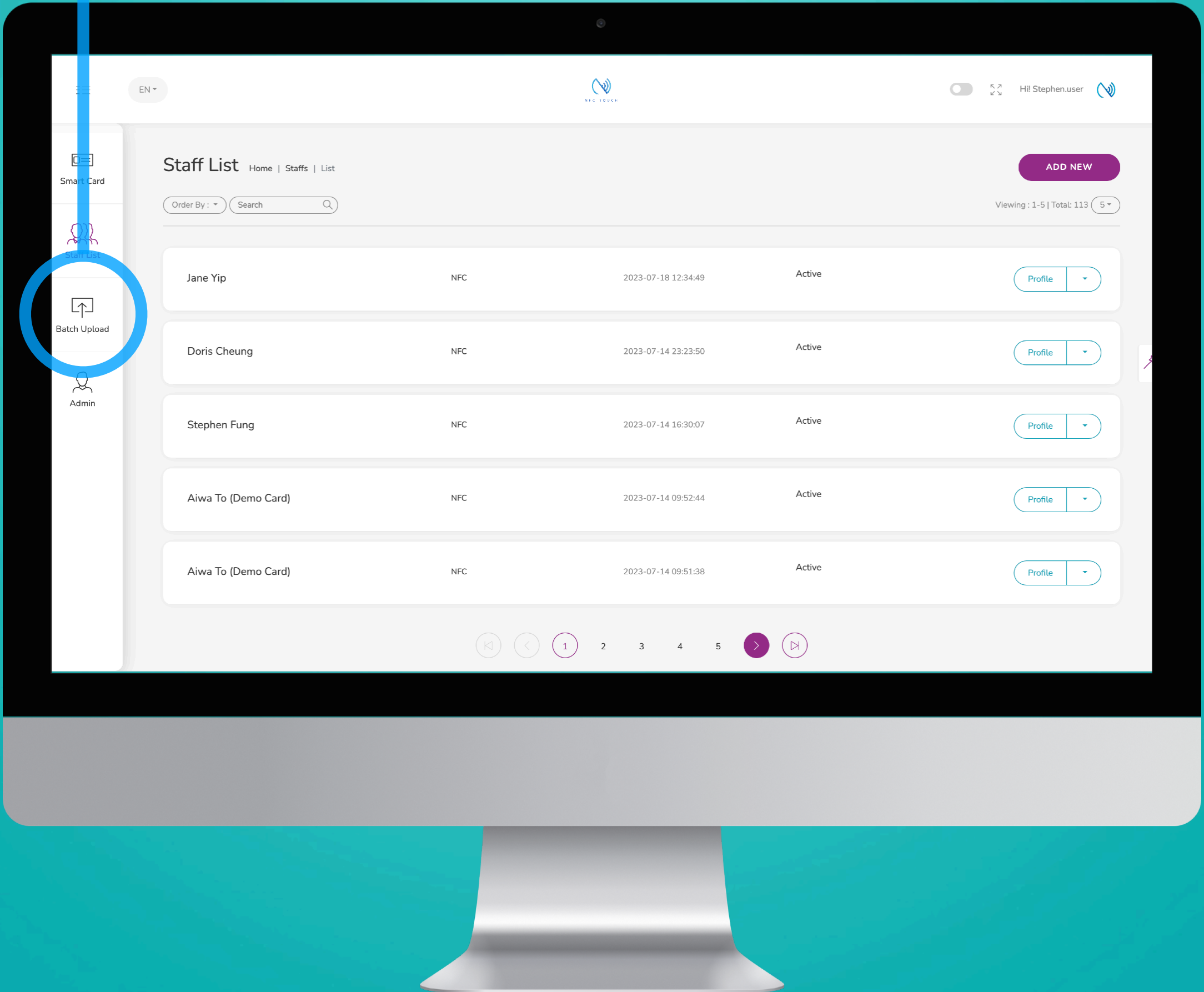
You can view staff profile by clicking this button.

Step
1

Batch Upload

Click on the “Batch Upload” tab if you want to add/ edit new staff in batch.

Step 1
Click Here



Step 2

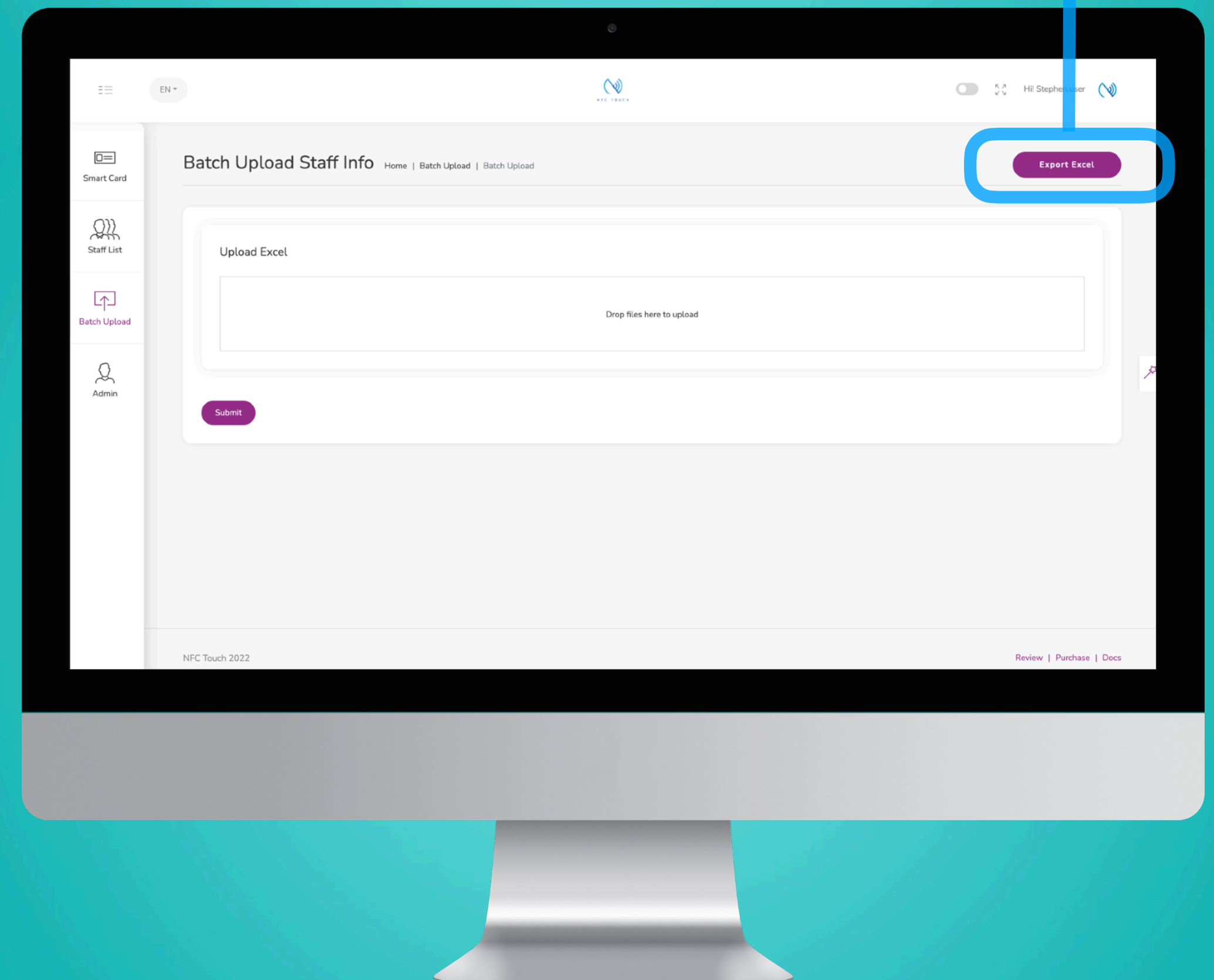
Export Excel

If you have already created some staff, you can click on “Export Excel” to generate an excel that summaries all the info of your staff.

In order to make batch changes, you can upload the excel onto here. You can drag files into here or click to import excel file.



Step 2
Click Here



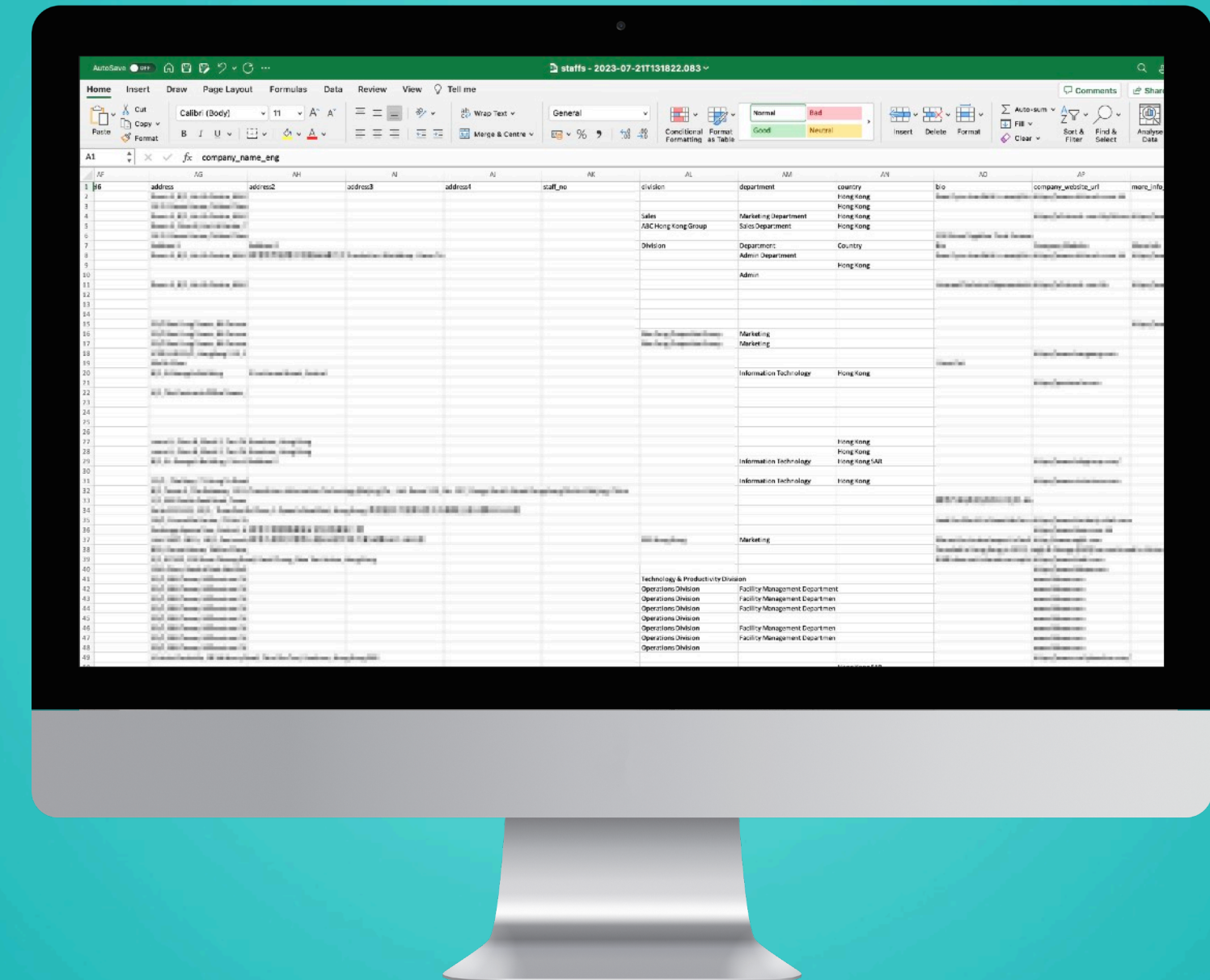
Step 3

Amend the data on Master Excel List

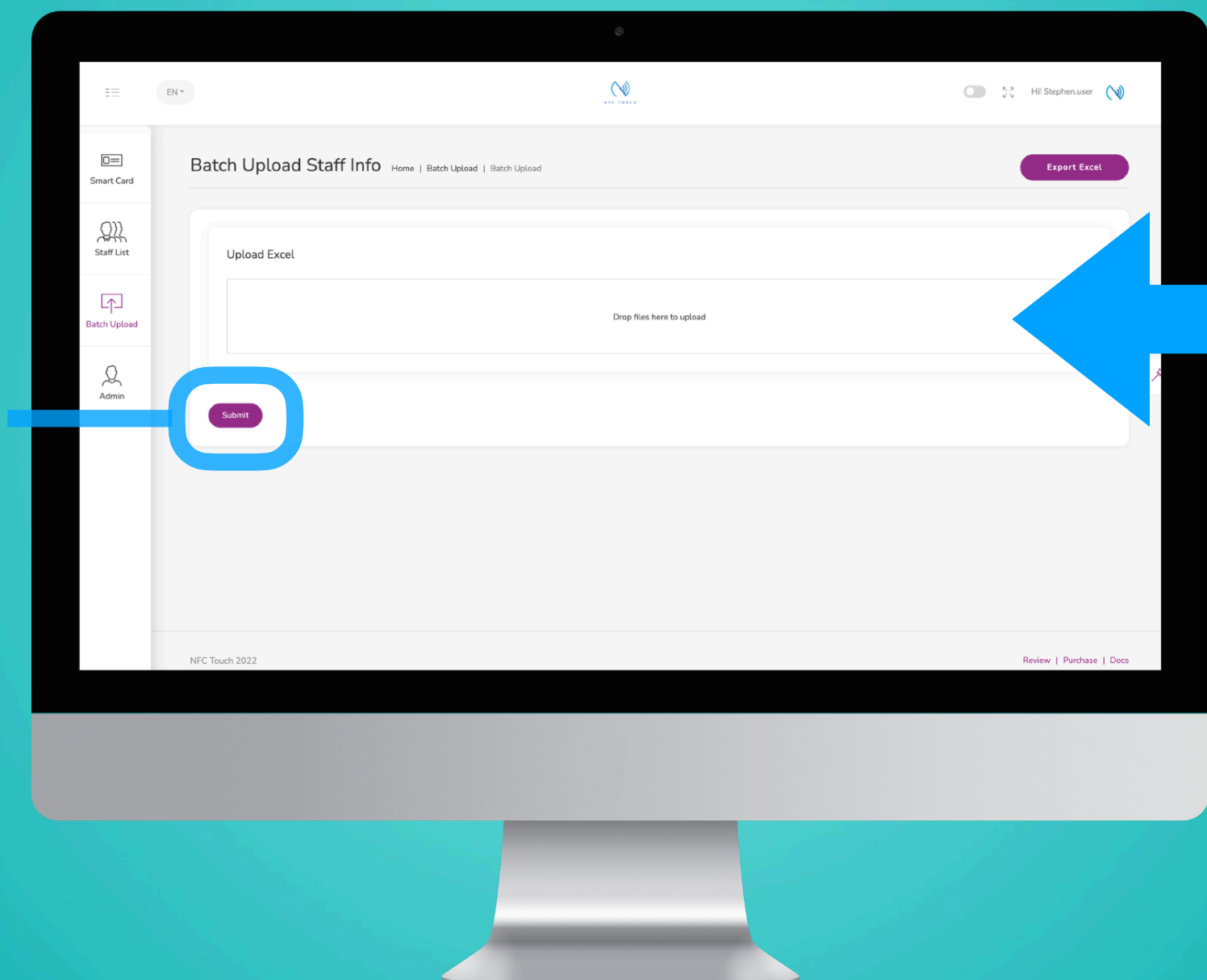
If you would like to change info for 10 staff, you can:

- 1) Remove all other staff from excel. So you are left with 10 staff in your excel.
- 2) Amend the info for these 10 staff, e.g. change their department name.
- 3) Save the excel sheet
- 4) Upload the excel sheet onto platform
- 5) Click “Submit”

Step 3 Amend data on Excel



Step 5 Click Submit



Step 4 Drag file here, or click to upload

Final
Step

Upload Complete

After you have upload successfully, look for the “Upload Complete” message. To check, you can go back to staff list and view staff info regarding to their change. Or alternatively, check it out from the staff profile.

* p.s. - headshot and smart card ID cannot batch upload, it needs to be done individually.

After you clicked
“submit”, you should
be able to see a note
on completion.

