Cloud Onboarding: Bulk Load Staff Members

Cloud Onboarding · https://cclearninghub.co.uk/docs/cloud-onboarding-bulk-load-staff-members/

Cloud Onboarding:Bulk Load Staff Members

- Home
- Care Control Knowledgebase
- Cloud Onboarding
- Cloud Onboarding: Bulk Load Staff Members



Kieran Worth

This guide will walk you through the steps of bulk loading staff members into Care Control.

You'll begin by downloading the staff upload template from the system and completing it with your staff details.

Once the file is ready, you can upload it, review any errors, and process valid records to create staff quickly and efficiently.

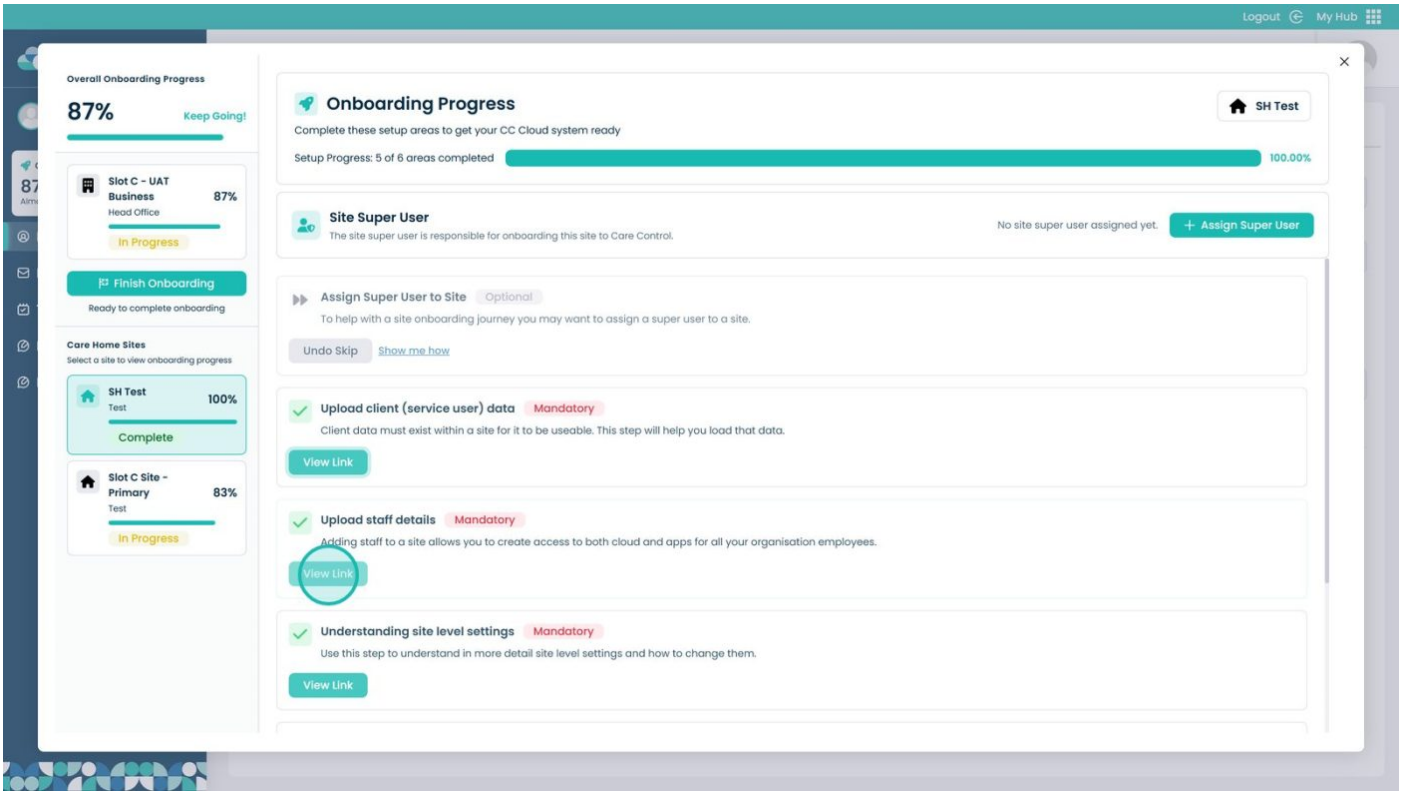
Interactive Guide

Embedded media:

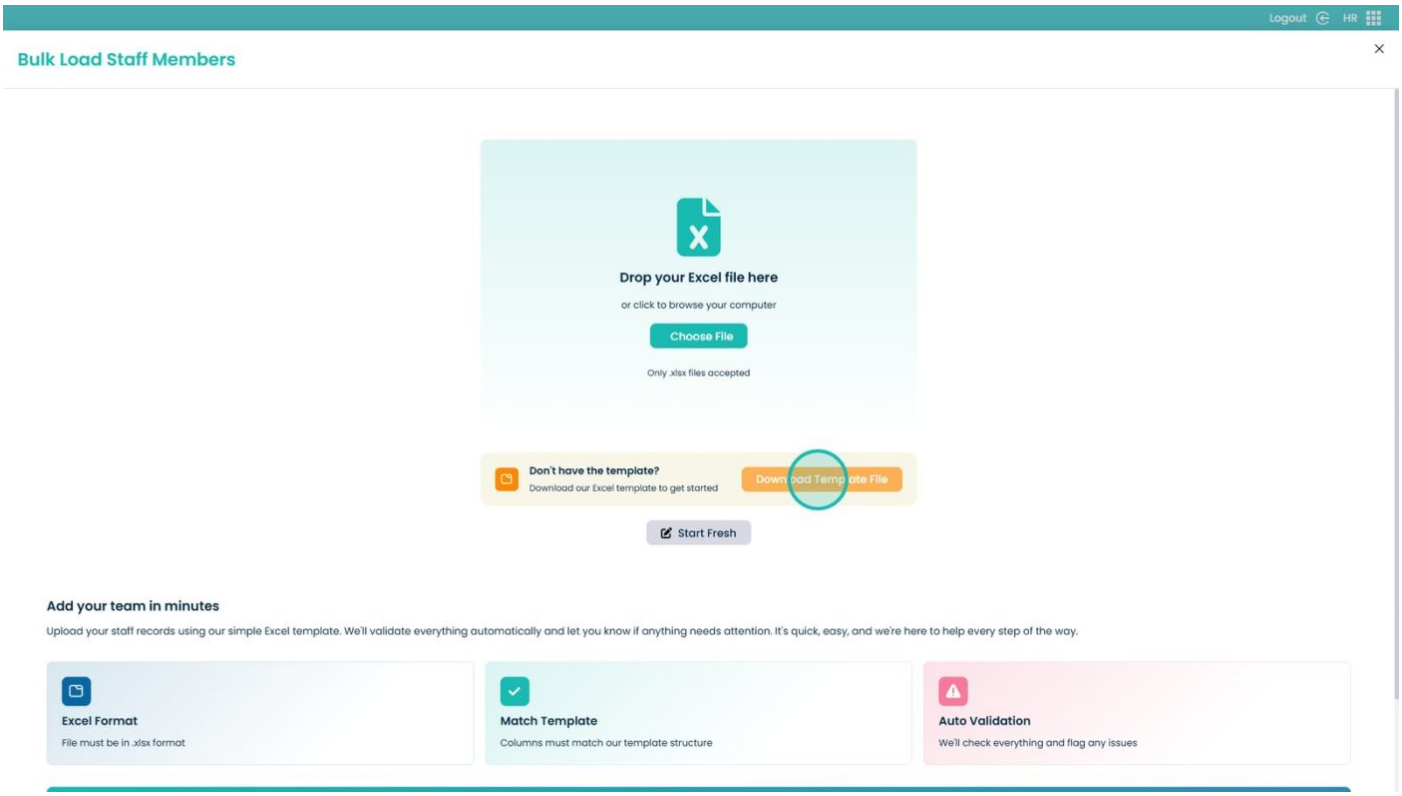
https://demo.arcade.software/u5U6X4NVC1WaIuS12W0U?embed&embed_mobile=tab&embed_desktop=inline&show_copy_

Text based guide

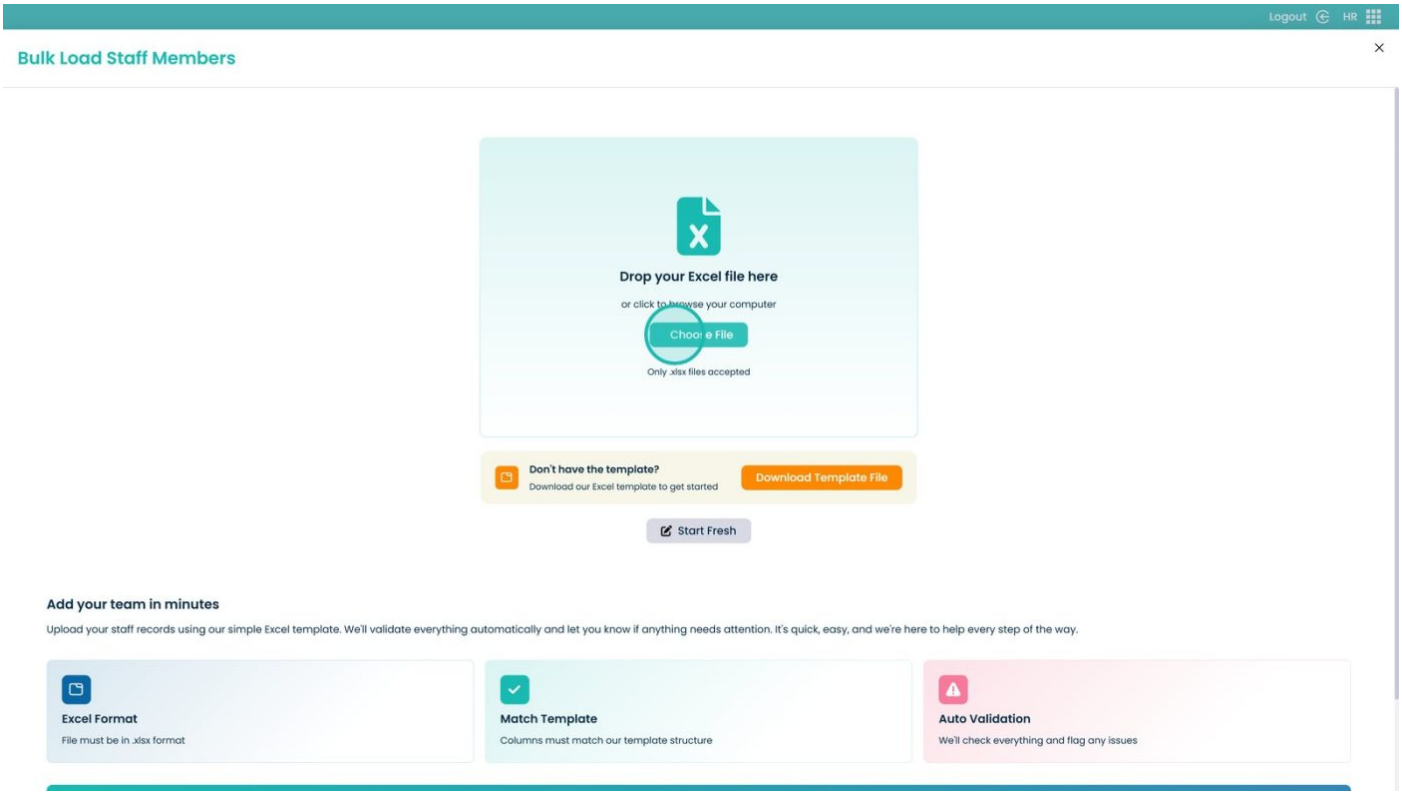
Select View Link under Upload Staff Details



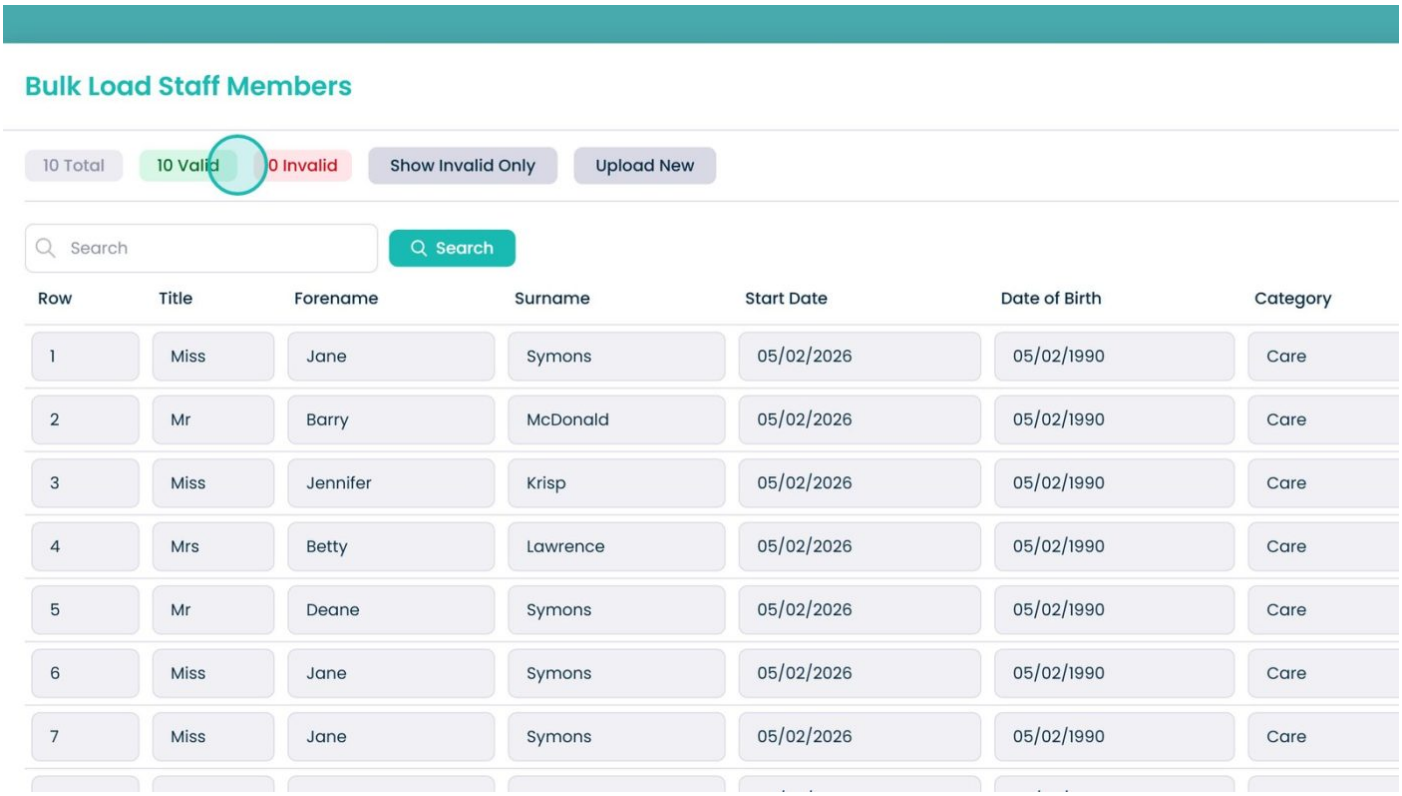
Click to download the template file



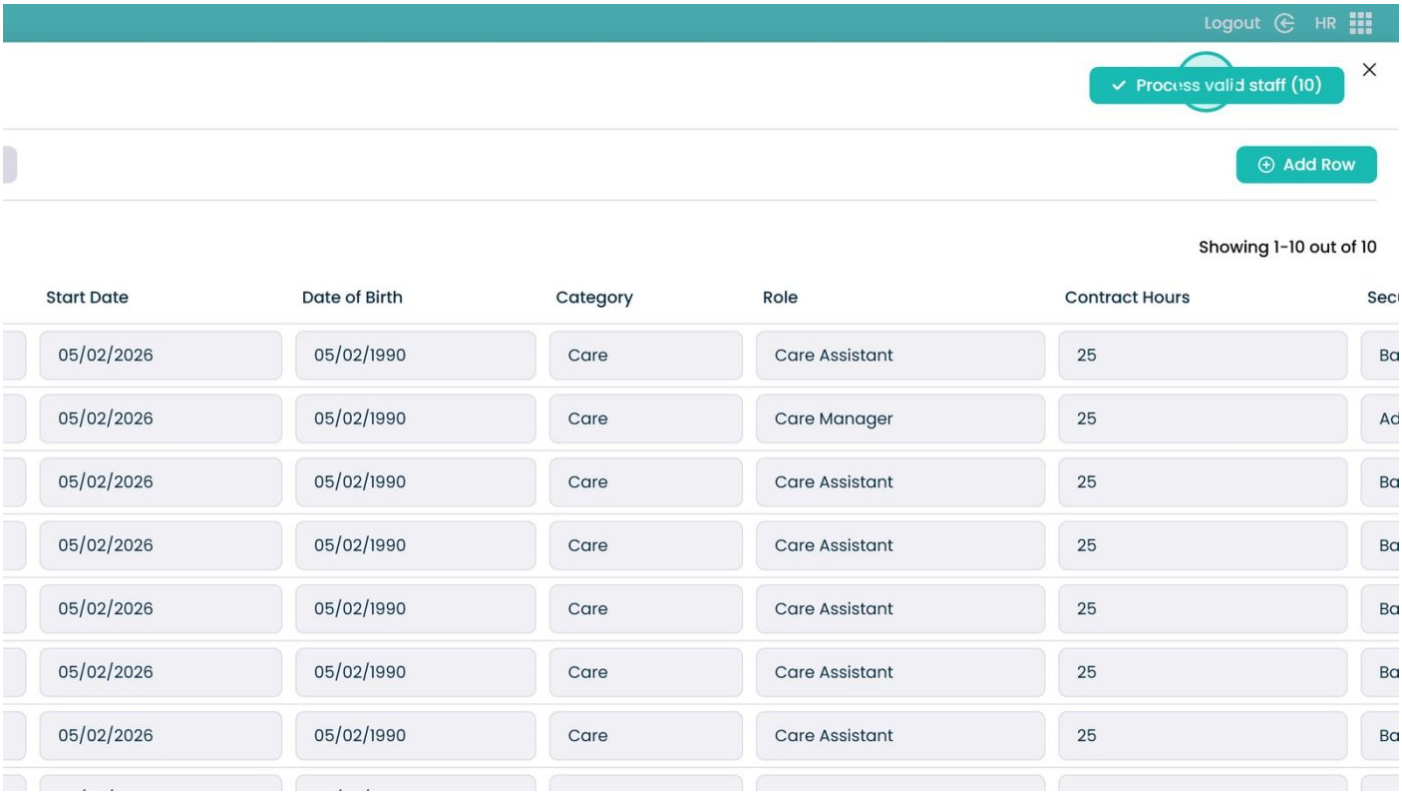
Once you have modified the file, choose it and upload



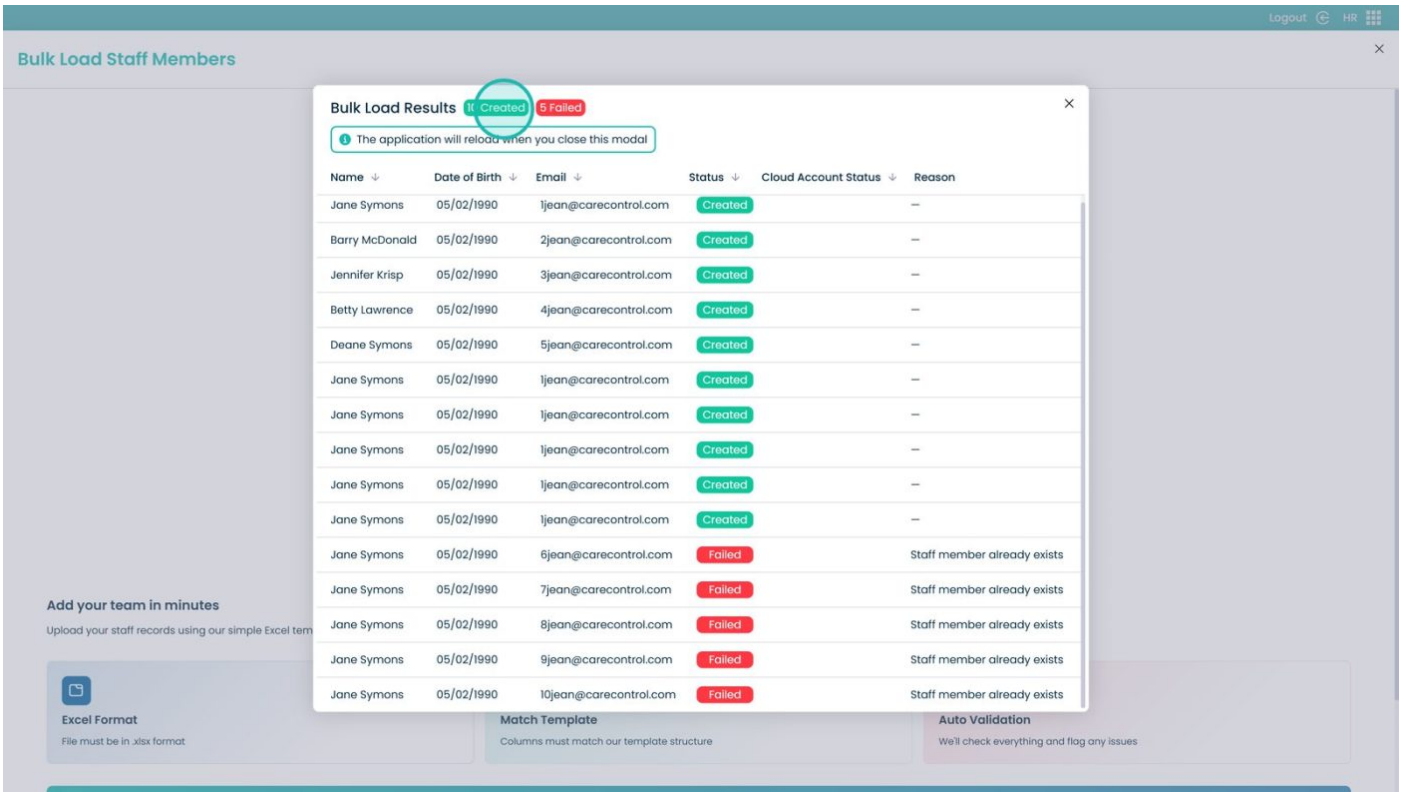
Review and fix any invalid cells



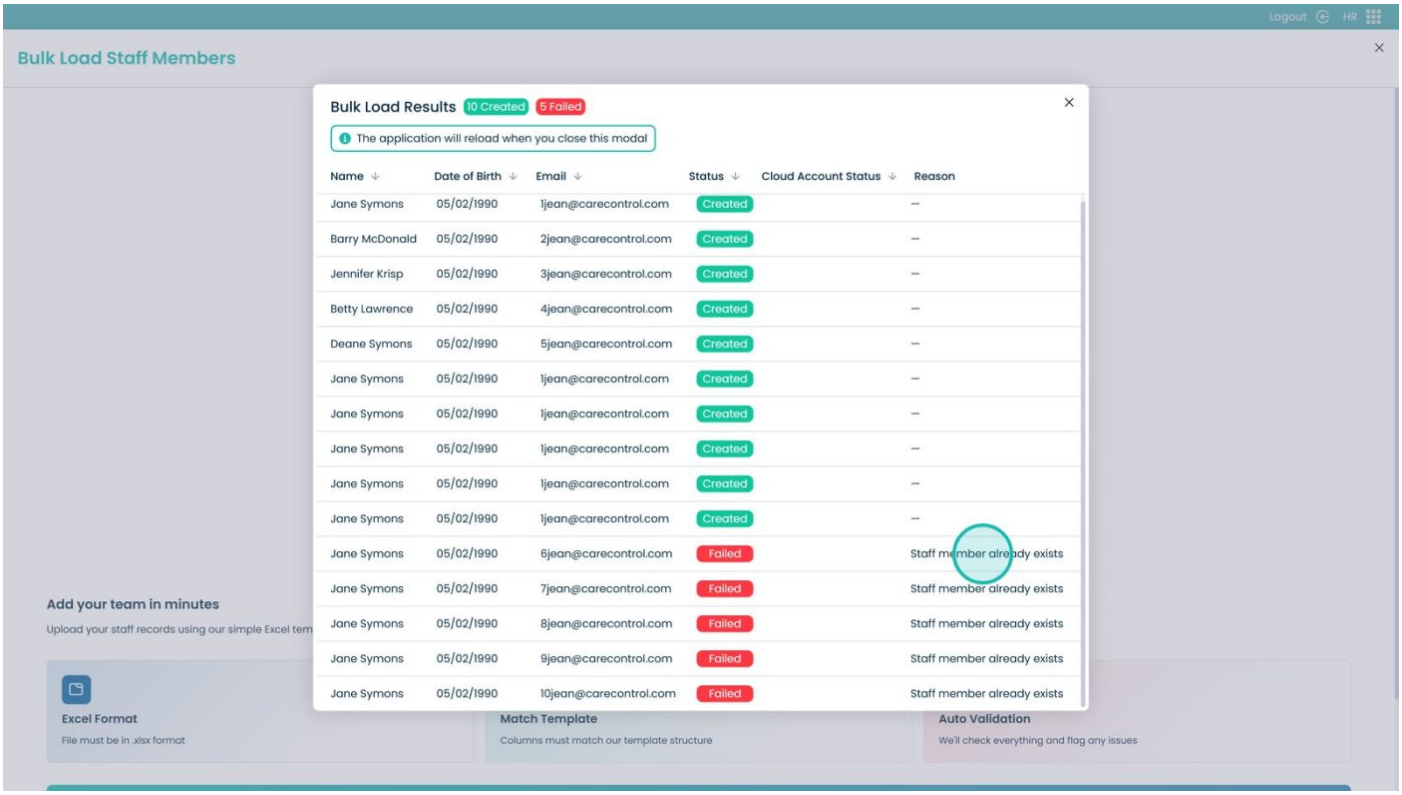
Process valid staff and upload them into the system



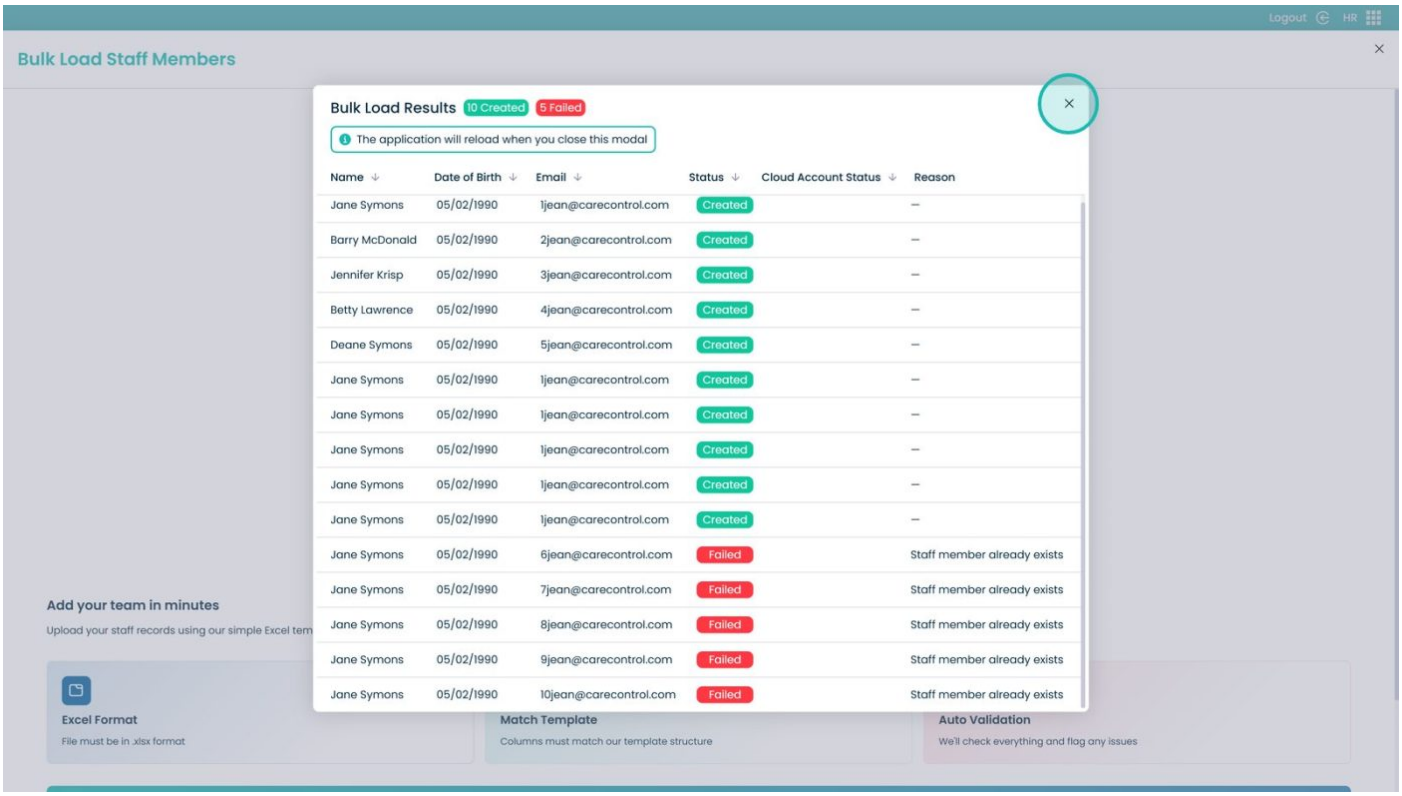
View newly created and failed staff records



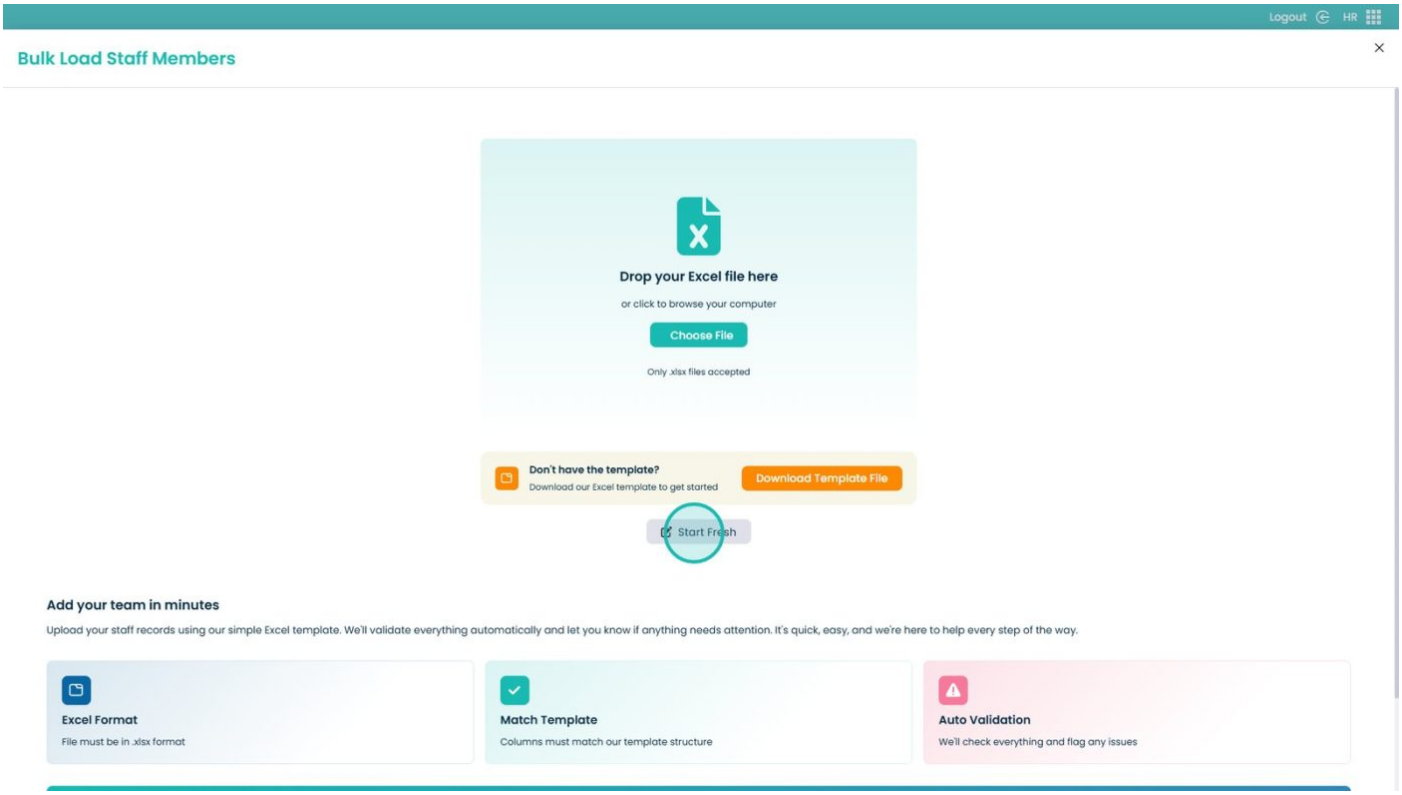
View failure reasons on the right-hand side



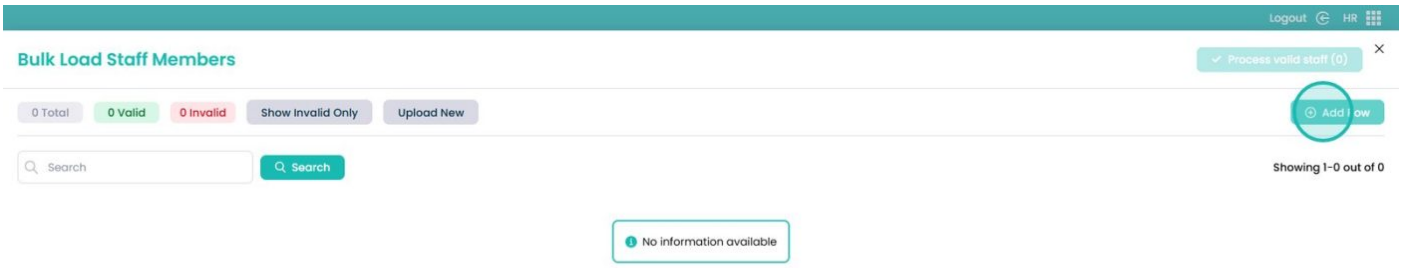
Close the dialogue box using the X button



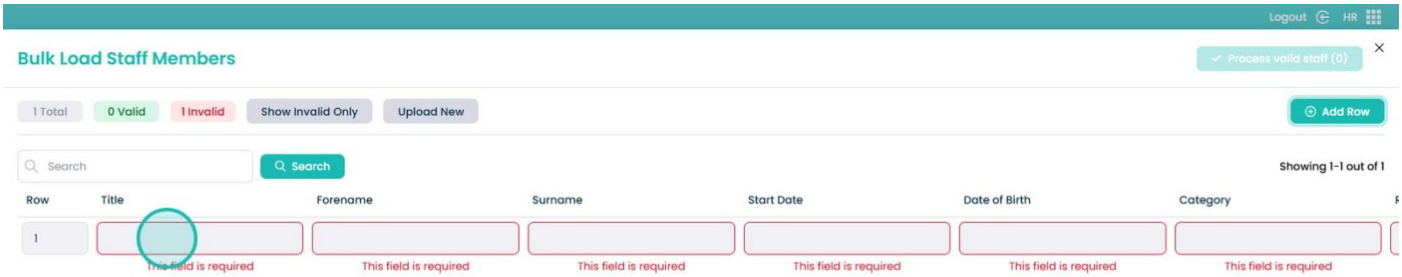
Manually upload staff by clicking Start Fresh



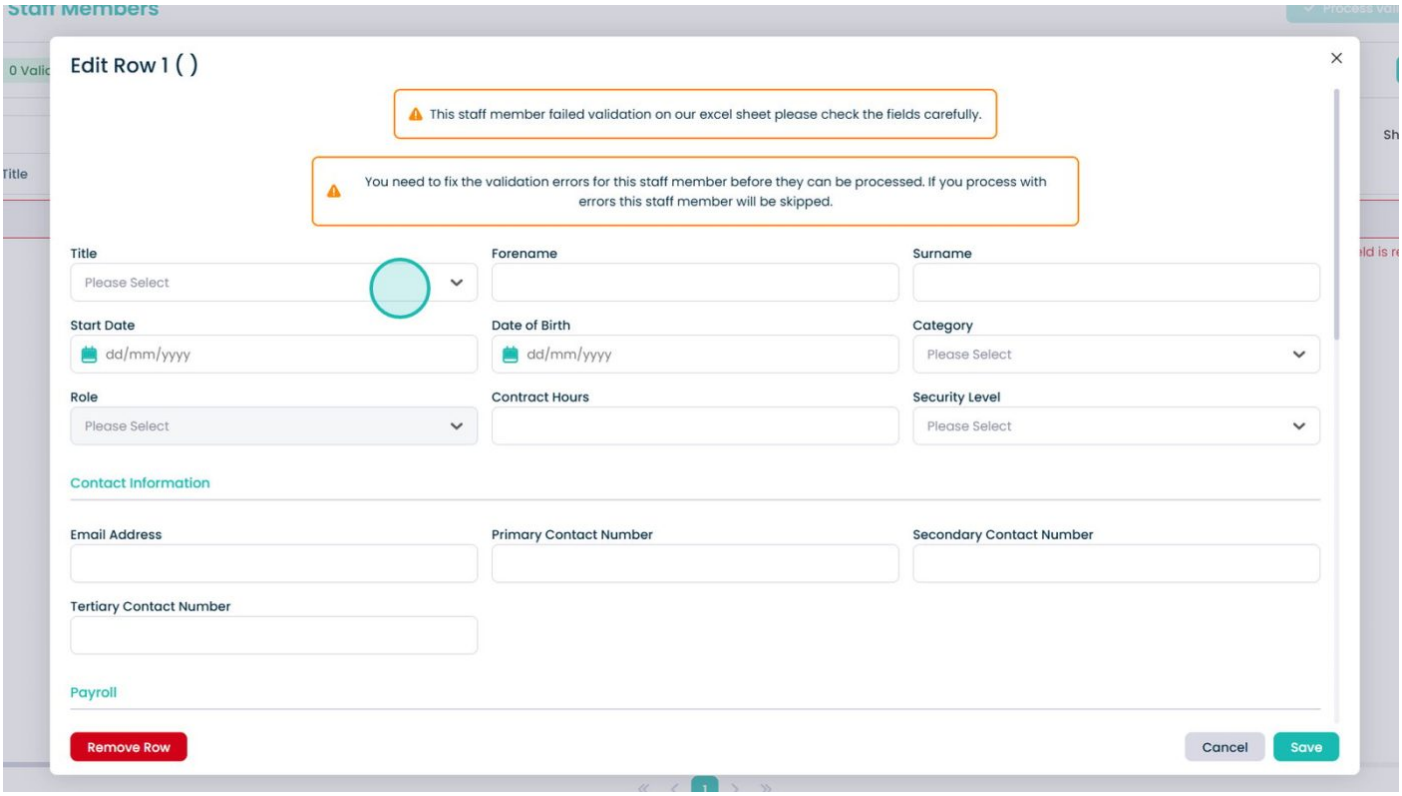
Add a new staff member using Add Row



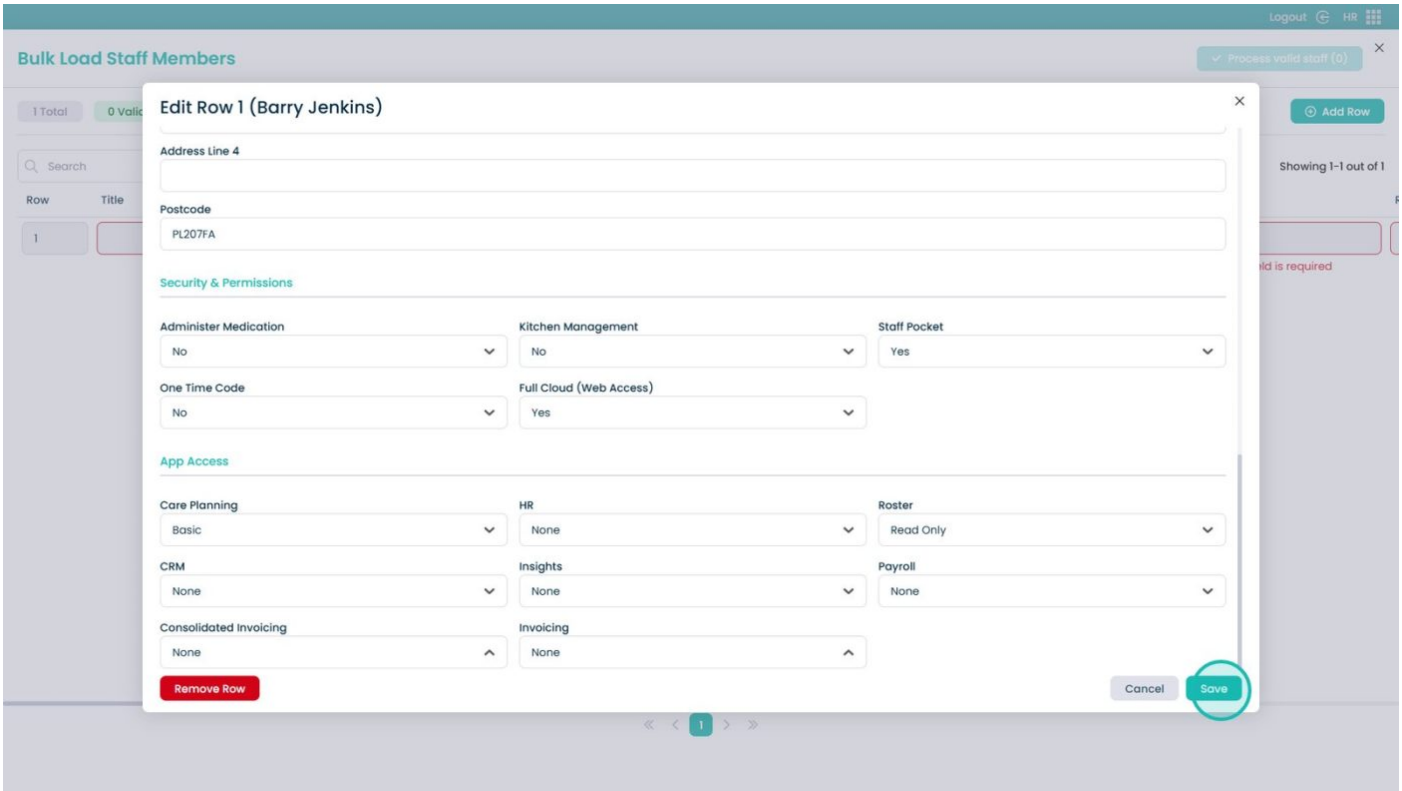
Click any cell to start editing the staff member



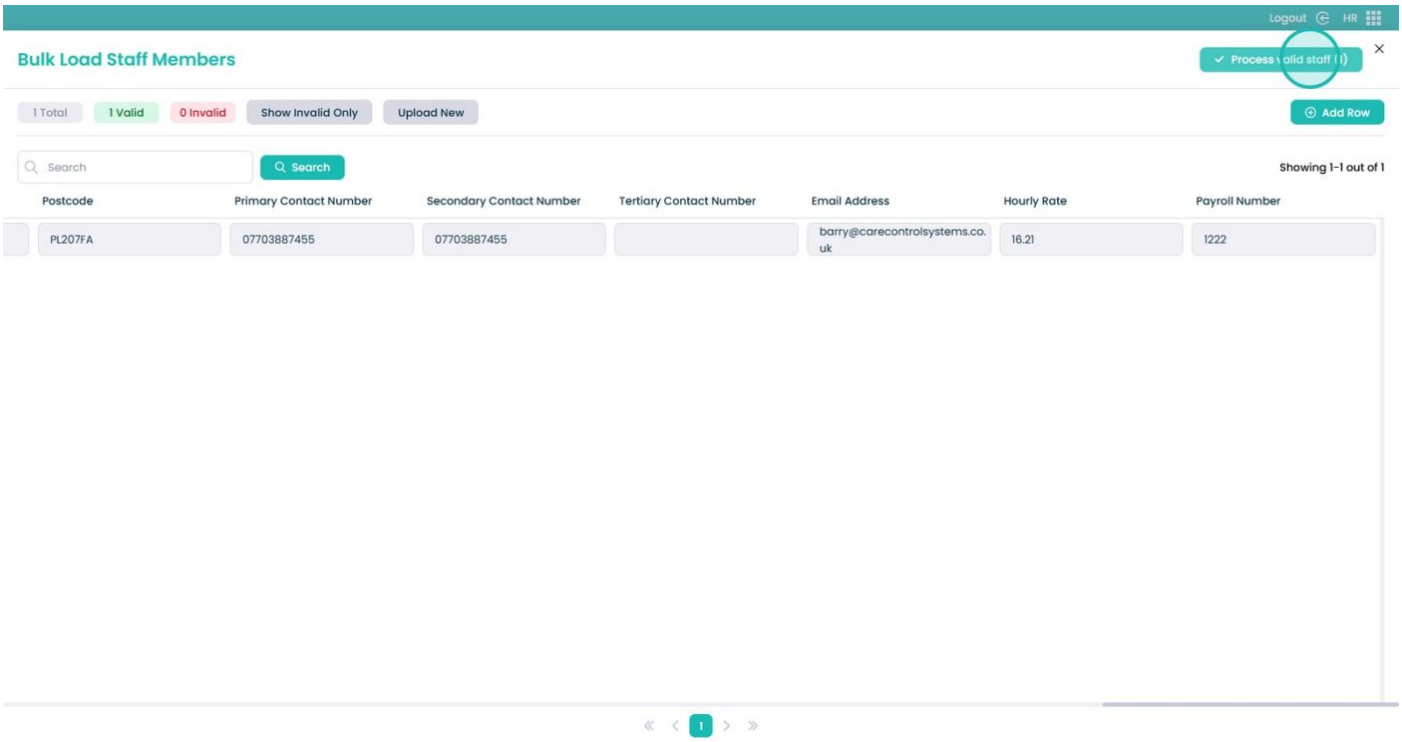
Complete all required fields in the form



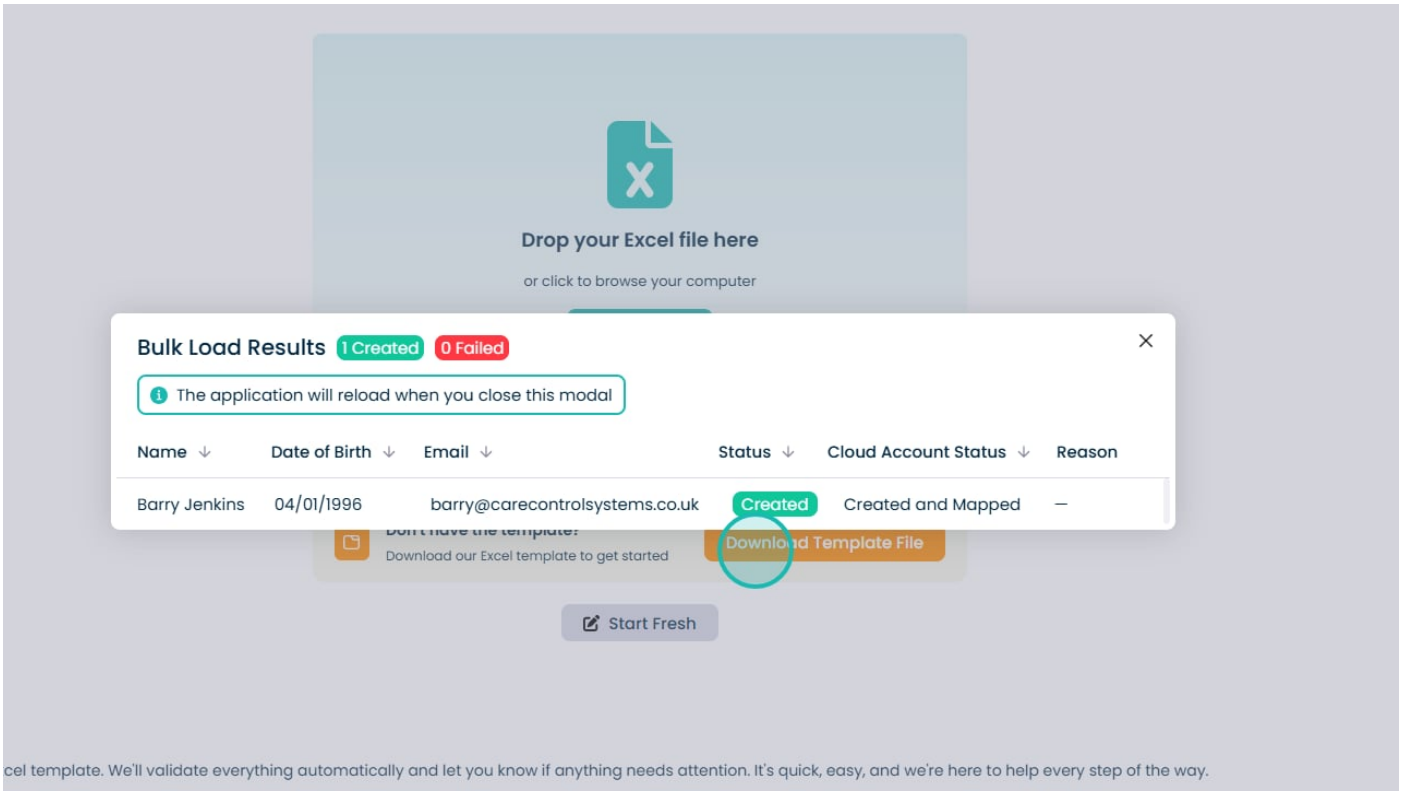
Save the staff member once finished



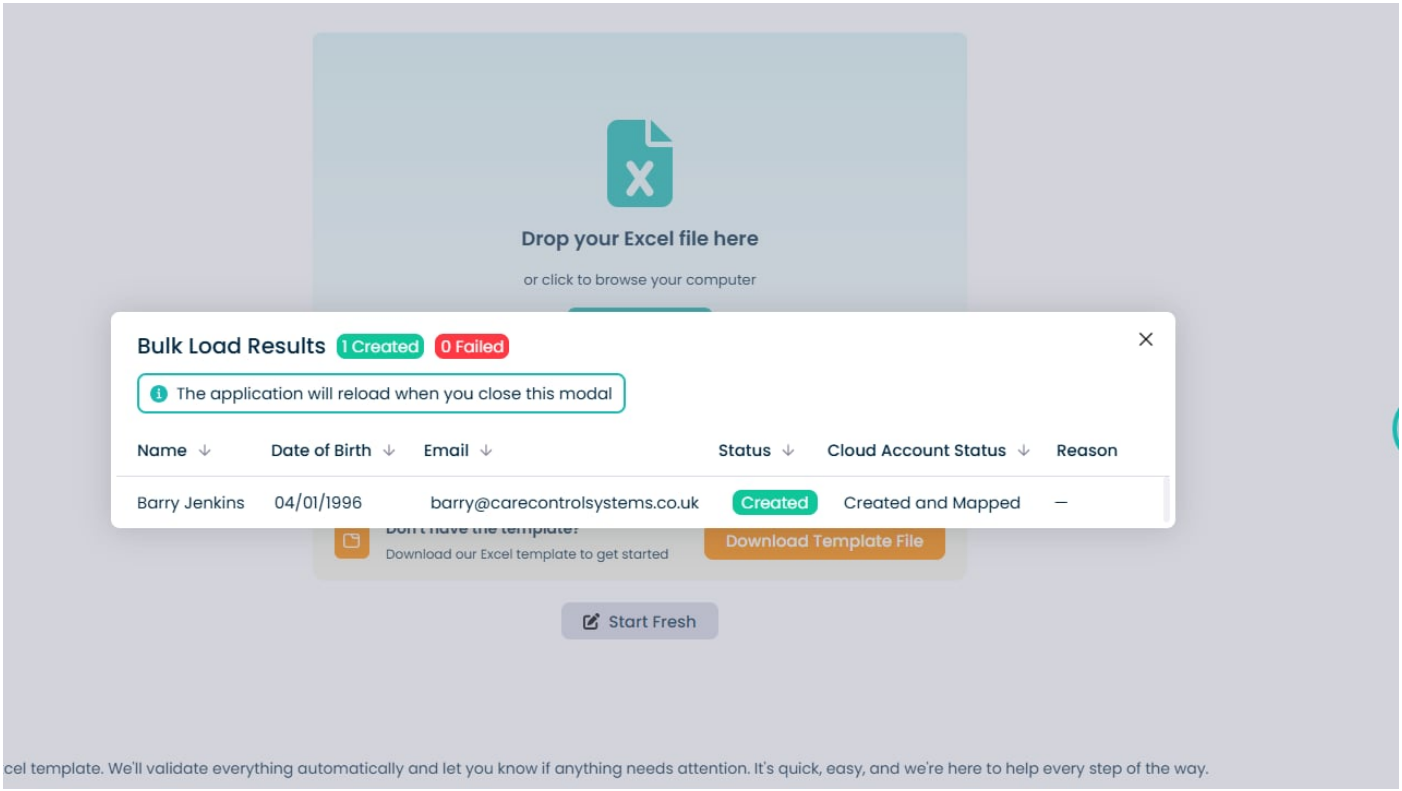
Add more staff or process valid selections

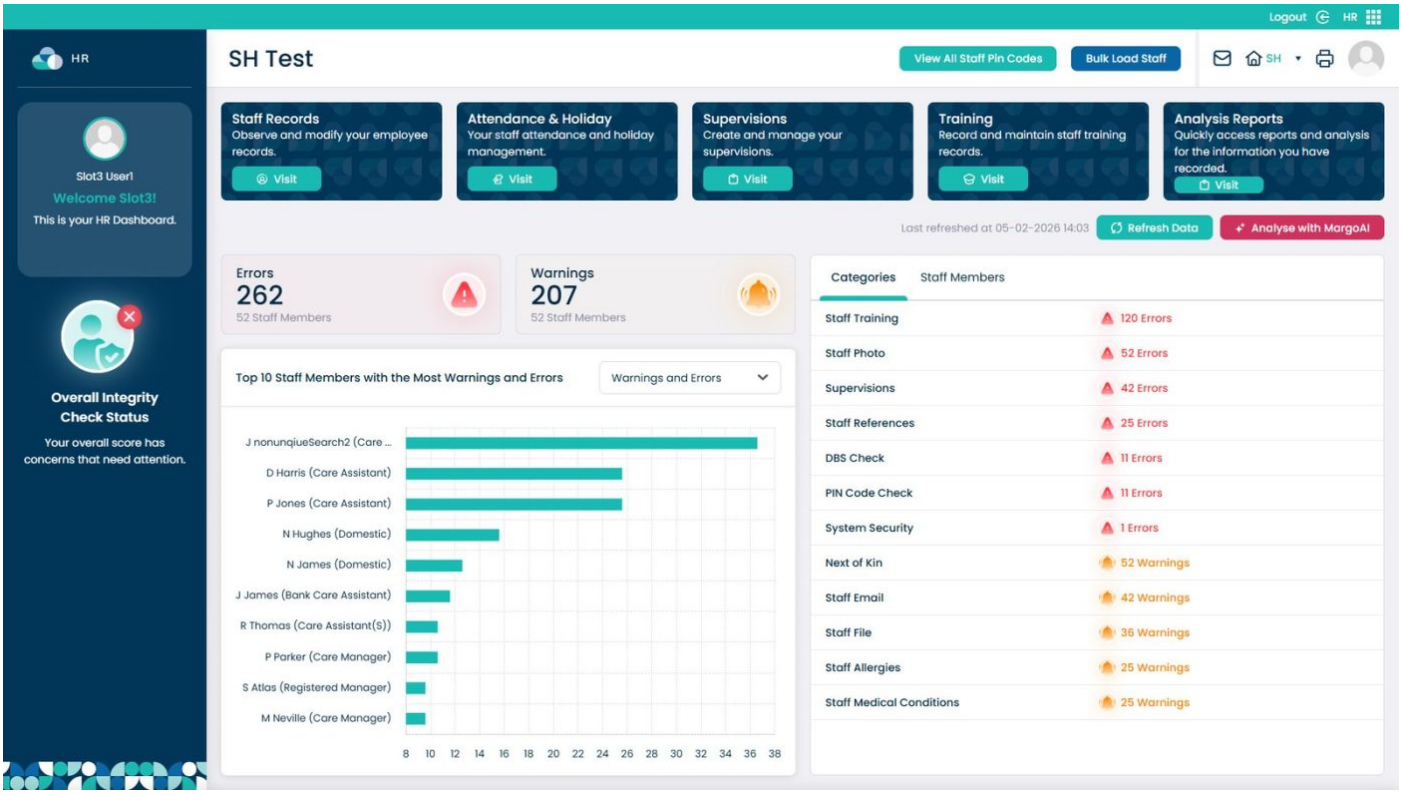


Review staff creation status



Close the window to finish





Was it helpful ?

- Happy

- Normal
- Sad

Table of Contents

↑ Top