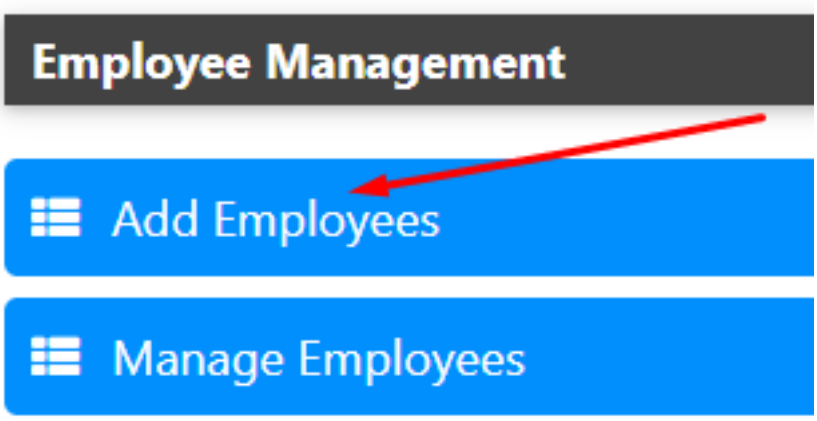
Misc Articles

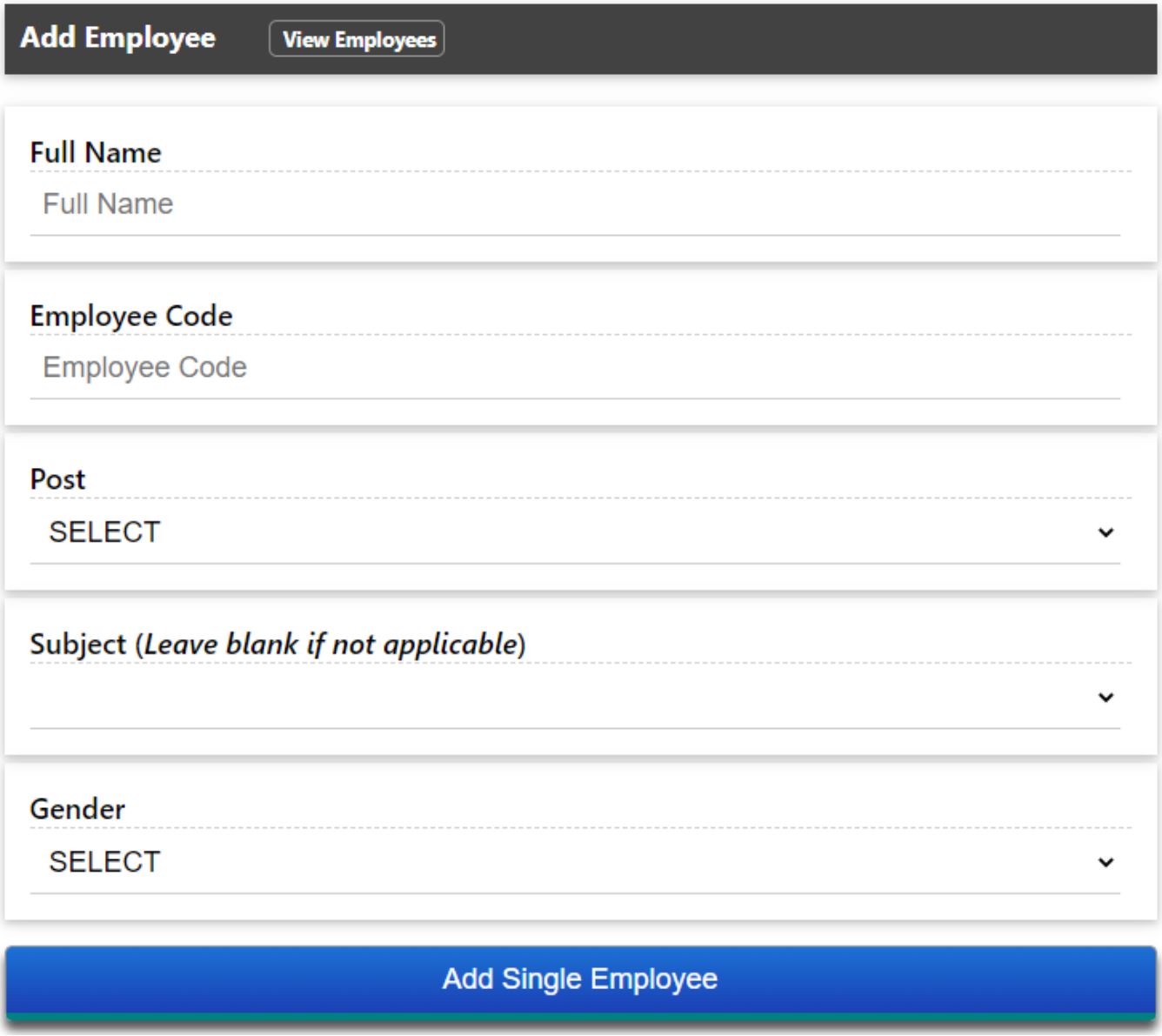
Adding Employees

To add employee, Click Add Employees from Dashboard



Employees can be added one by one or in bulk. While adding in one by one mode, only basic info is to be provided. Remaining things can be updated later by the employee and the school.

(c) 2024 Medialab® <sg@medialab.in> | 28 Mar 2024, 21:01
URL: https://kb.medialab.in/index.php?action=artikel&cat=1&id=54&artlang=en



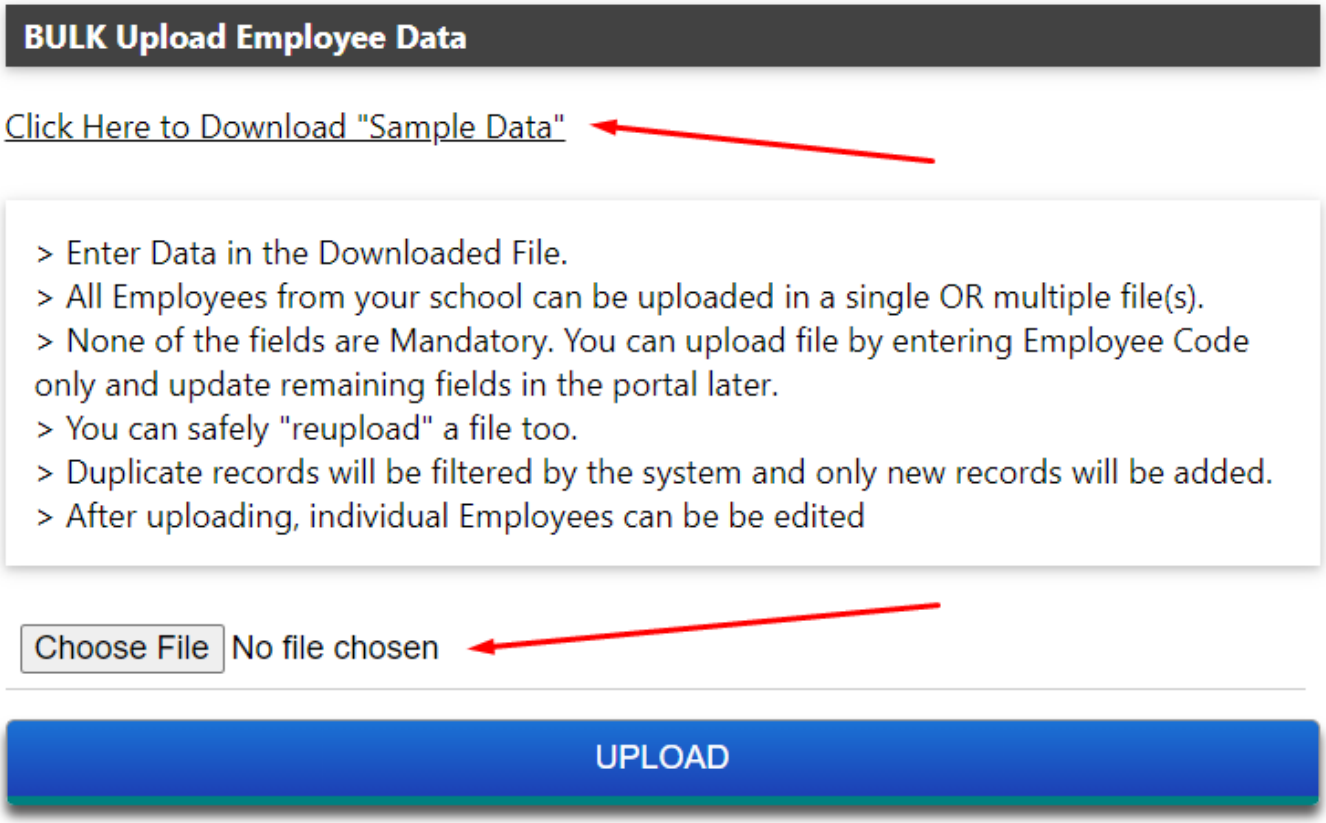
The employee code is used to prevent duplicate entries.

On successful insertion, the employee code becomes the login ID for the employee with the default password. (The default password is displayed when you add an employee.)

Add employees using Bulk Upload

First, download the sample file

(c) 2024 Medialab® <sg@medialab.in> | 28 Mar 2024, 21:01
URL: https://kb.medialab.in/index.php?action=artikel&cat=1&id=54&artlang=en



Enter data in the downloaded file. None of the fields are mandatory. All that we need is the Employee Code. All other data can be edited one by one by KV or Employee. Save the file and upload. The system will insert all the new employees.

Next: Assigning Roles to Employees

Unique solution ID: #1054
Author: Medialab®
Last update: 2023-03-17 17:20

(c) 2024 Medialab® <sg@medialab.in> | 28 Mar 2024, 21:01
URL: https://kb.medialab.in/index.php?action=artikel&cat=1&id=54&artlang=en