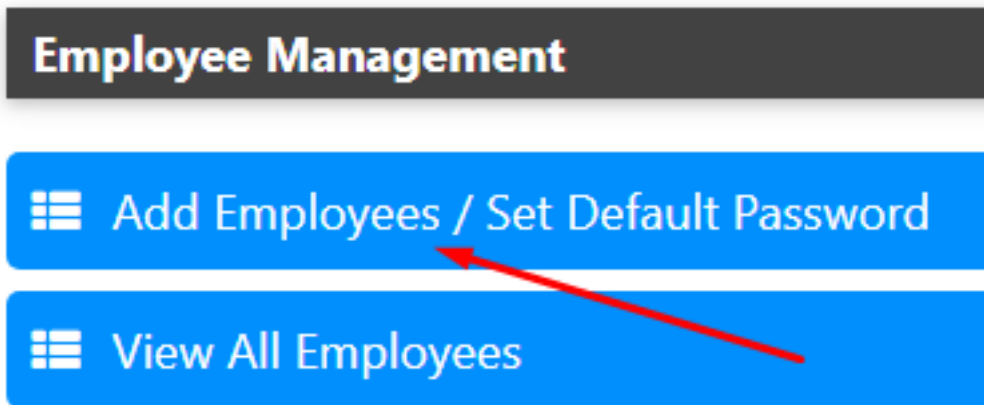# Employee Management
# Adding Employees

Employess can be added only by the KV Admin.

To add employee, Click **Add Employees** from Dashboard



## Set "Default Password"

Since it may not be very practical to convey random password to each employee, we allow setting a default password which can be changed anytime. Any employee added in the system will be assigned the default password set in the system at the time he is added. Changing the default password will not affect the passwords of the employees who have already been added in the system even if they have not updated their password.

## Adding Employees

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.

# Employee Management



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

# Employee Management

**BULK Upload Employee Data**

Click Here to Download "Sample Data"

> Enter Data in the Downloaded File.
> All Employees from your school can be uploaded in a single OR multiple file(s).
> None of the fields are Mandatory. You can upload file by entering Employee Code only and update remaining fields in the portal later.
> You can safely "reupload" a file too.
> Duplicate records will be filtered by the system and only new records will be added.
> After uploading, individual Employees can be be edited

Choose File | No file chosen

**UPLOAD**

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

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