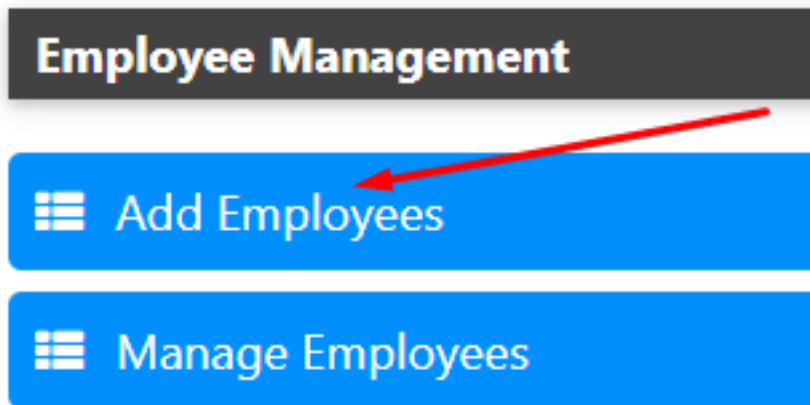


# Adding Employees

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.

## Add Employee

[View Employees](#)

Full Name

Full Name

Employee Code

Employee Code

Post

SELECT



Subject *(Leave blank if not applicable)*



Gender

SELECT



Add Single Employee

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

## 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 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](#)

Unique solution ID: #1054

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Last update: 2023-03-17 17:20