

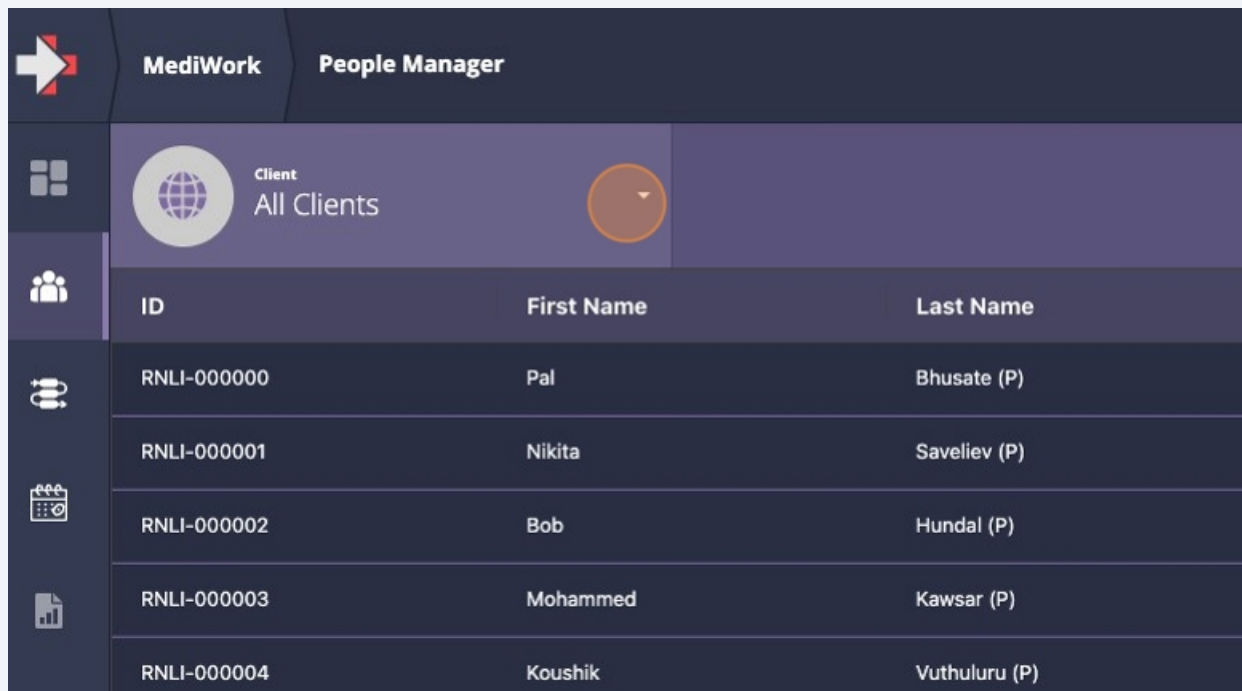
Bulk-Add (Import) Multiple People to MediWork

kinseed

Learn how to upload a CSV to bulk-import multiple people to MediWork, to support recruitment drives or hiring initiatives.

1 Log in to MediWork, and open the **People Manager**

2 Every person must belong to a **Client Organisation**. To choose a client organisation, click the **Client Organisation Filter Dropdown** at the top of the page.

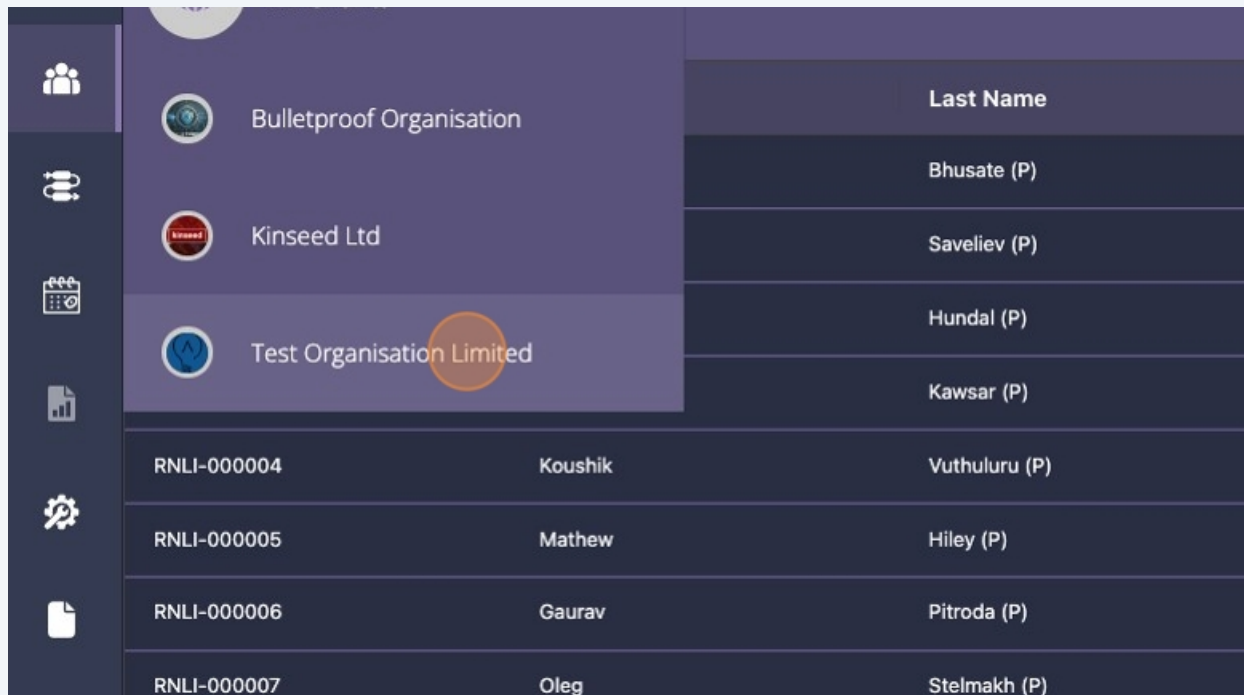


The screenshot shows the MediWork People Manager interface. At the top, there is a navigation bar with 'MediWork' and 'People Manager'. Below this, there is a 'Client' filter dropdown set to 'All Clients'. The main area displays a table of people with columns for ID, First Name, and Last Name. The table contains five rows of data.

ID	First Name	Last Name
RNLI-000000	Pal	Bhusate (P)
RNLI-000001	Nikita	Saveliev (P)
RNLI-000002	Bob	Hundal (P)
RNLI-000003	Mohammed	Kawsar (P)
RNLI-000004	Koushik	Vuthuluru (P)

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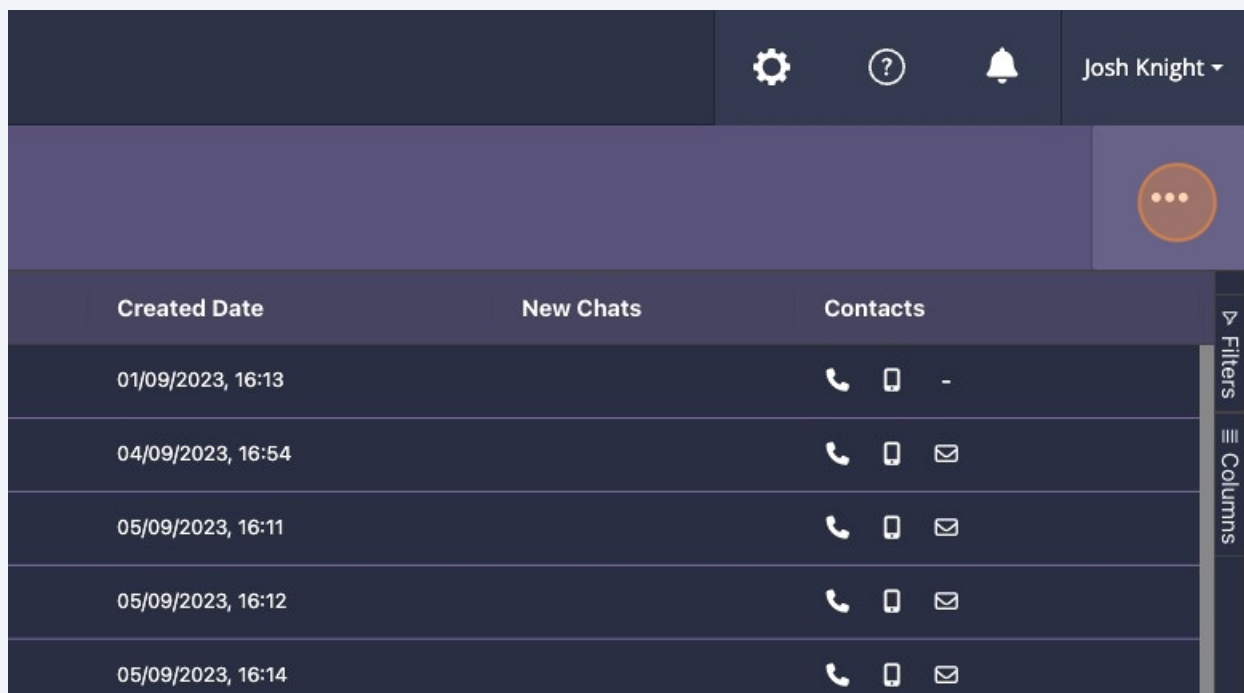
Choose a Client Organisation - make sure you *do not click* "All Clients" - one organisation must be selected.



		Last Name
		Bhusate (P)
		Saveliev (P)
		Hundal (P)
		Kawsar (P)
RNLI-000004	Koushik	Vuthuluru (P)
RNLI-000005	Mathew	Hiley (P)
RNLI-000006	Gaurav	Pitroda (P)
RNLI-000007	Oleg	Stelmakh (P)

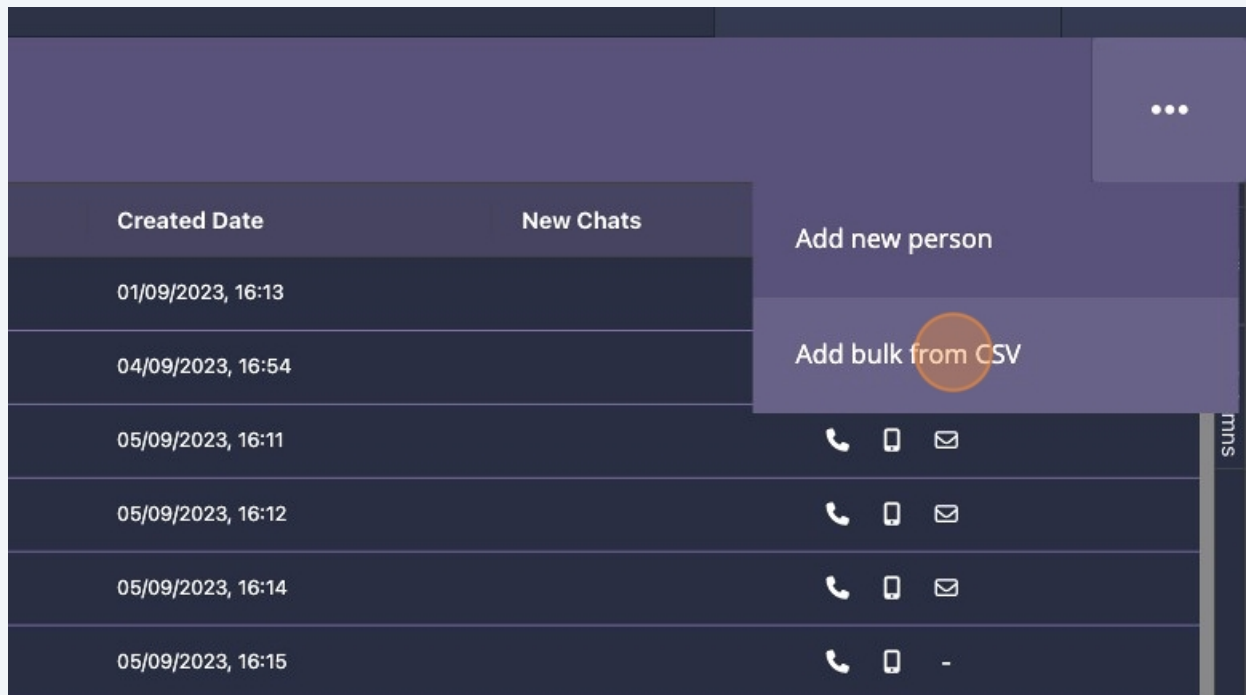
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Click the Menu button in the top right corner of the page

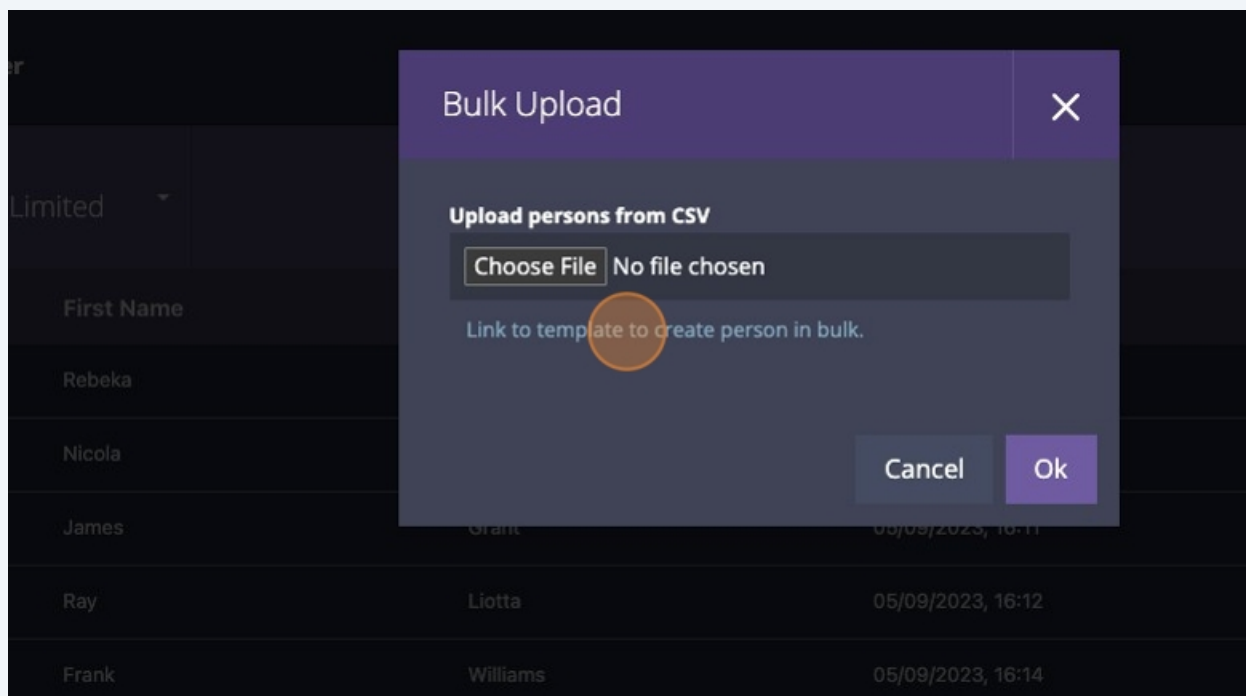


Created Date	New Chats	Contacts
01/09/2023, 16:13		-
04/09/2023, 16:54		
05/09/2023, 16:11		
05/09/2023, 16:12		
05/09/2023, 16:14		

5 Click "Add bulk from CSV"



6 Download the latest template to enter data for the people you're importing by clicking "**Link to template to create person in bulk**".



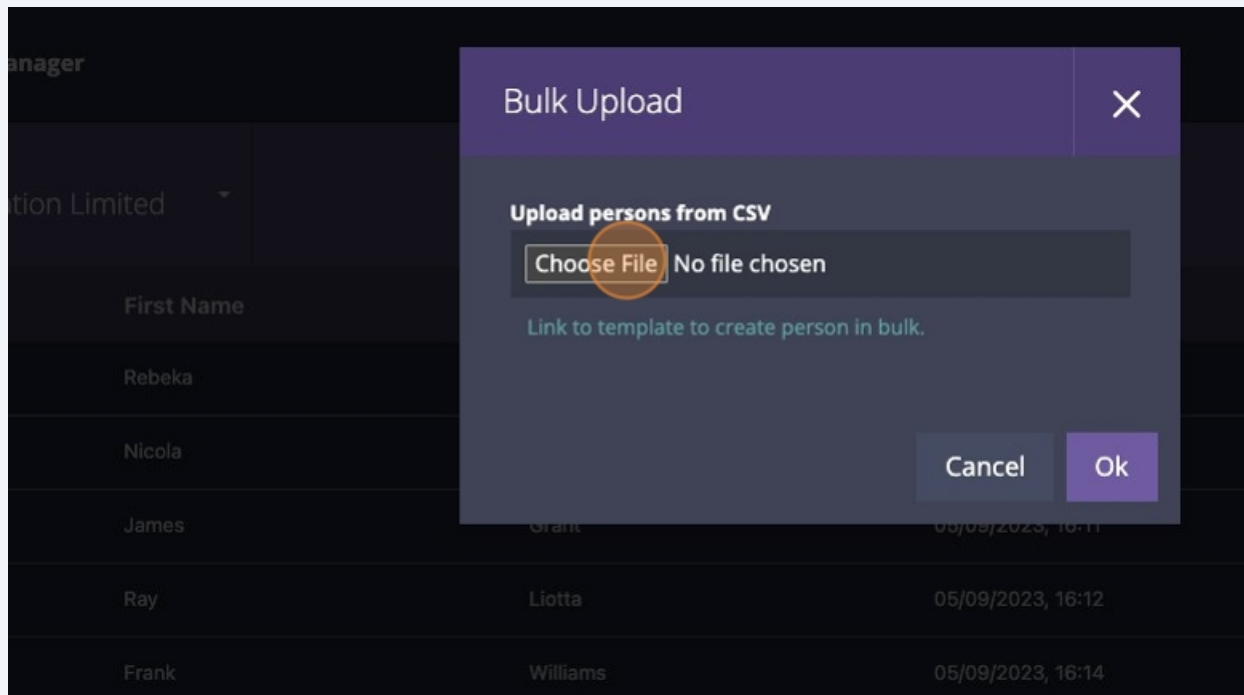
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Open the CSV file in Excel (or another spreadsheet application) and add a row for each person you want to import. Make sure to keep the file format the same.

Save the completed CSV file somewhere on your computer.

8

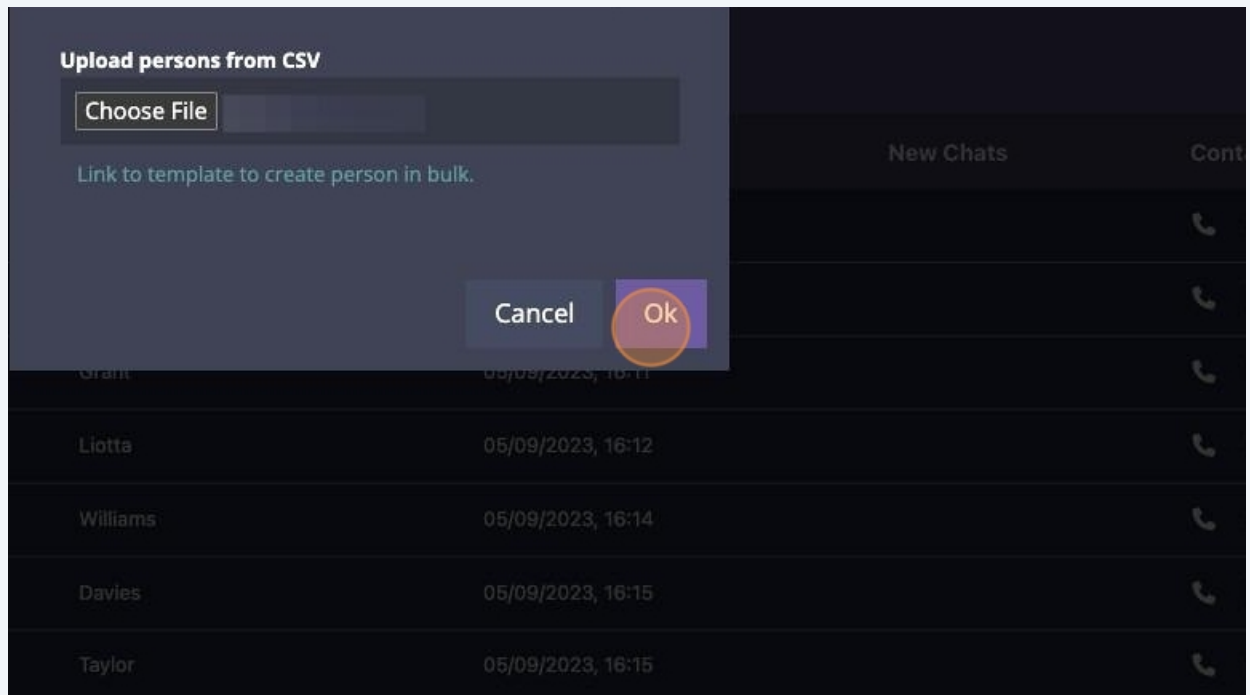
Click the "Choose File" button



9

Select the CSV file you created earlier

10 Click "Ok"



11 MediWork will import the new people you uploaded into the system. When it is done, they will appear in the People View, ready to be accessed.