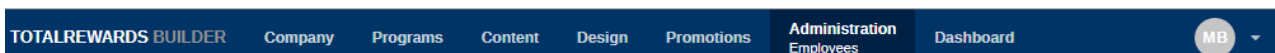


# Uploading Data Template

Last Modified on 12/03/2019 5:34 pm EST



You have finished mapping your employee data to the template generated from the portal. Review the data template column headers to confirm nothing has changed since the time you first downloaded the data template used for the master data creation.



Your browser does not support HTML5 video.

Click on **Administration**, then **Employees**. On the right-hand side of the screen, take note of the following features: **Print, Import, Export, Clear**

Click on **Import Employees Records**.

**Note:** Imports can be completed any number of times, each additional import makes updates to the existing data in the application.

To import data select **Upload Employee Records** and choose your template file from your computer

[Employees\\_Template.xlsx](#)  
Download your personalized data template

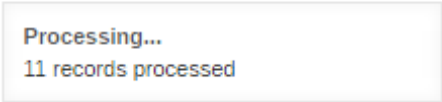
Cancel

**Upload Employee Records**

- Before downloading the template, create all programs that you will assign first.
- Complete all required fields.

As soon as the file is selected, the portal will put your import file into the cue.

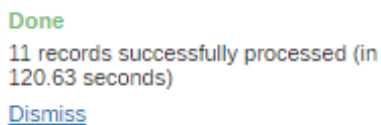
## Import



Processing...  
11 records processed

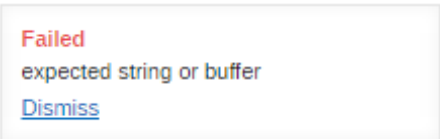
A status window will appear under Import indicating the status of the upload.

Upload times will vary depending on the number of lines of data in your template.



Done  
11 records successfully processed (in  
120.63 seconds)  
[Dismiss](#)

The status window will read Done when the upload is complete.



Failed  
expected string or buffer  
[Dismiss](#)

If an error occurs during the upload, you will see a Failed message. The failed message will differ depending upon the error.

The most common error is a result of changes to the headers in the template or program names in the portal. The template must match the program names in the portal for the import to succeed.

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