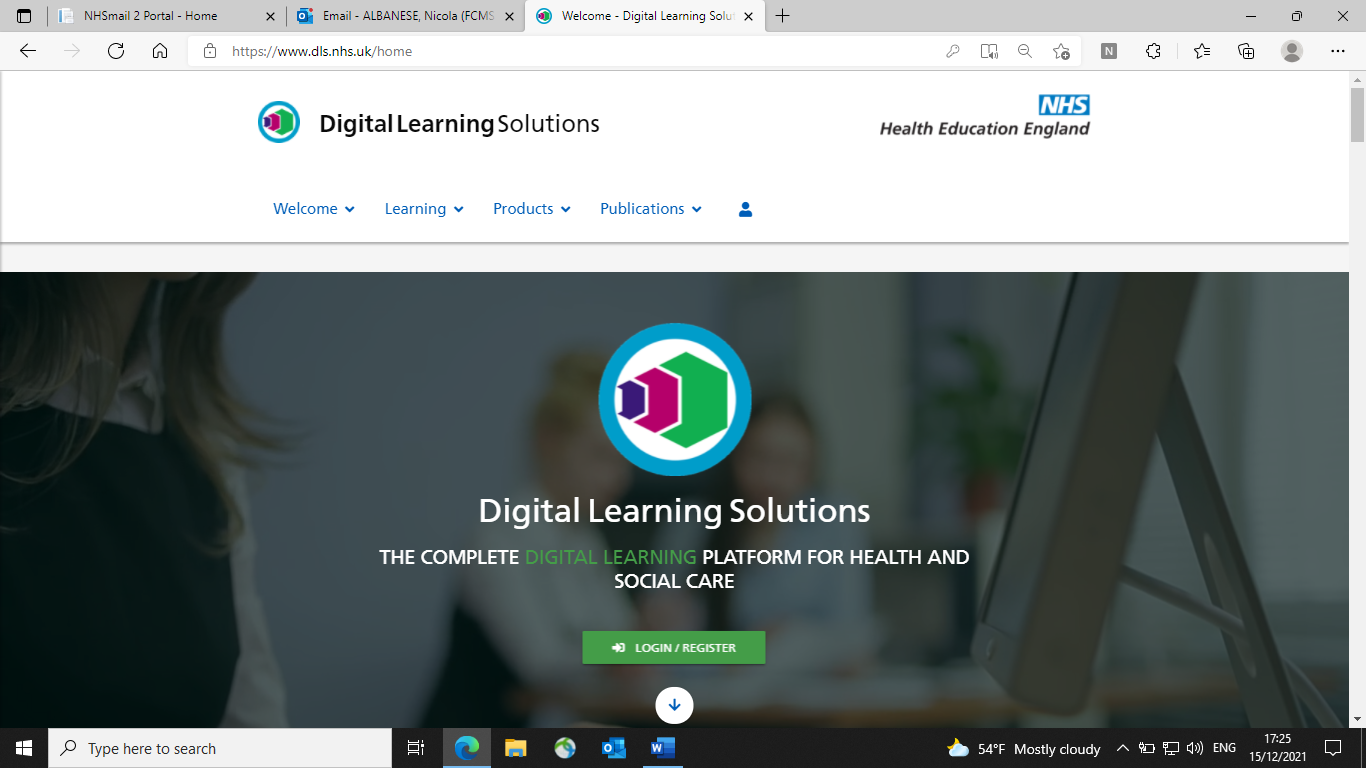
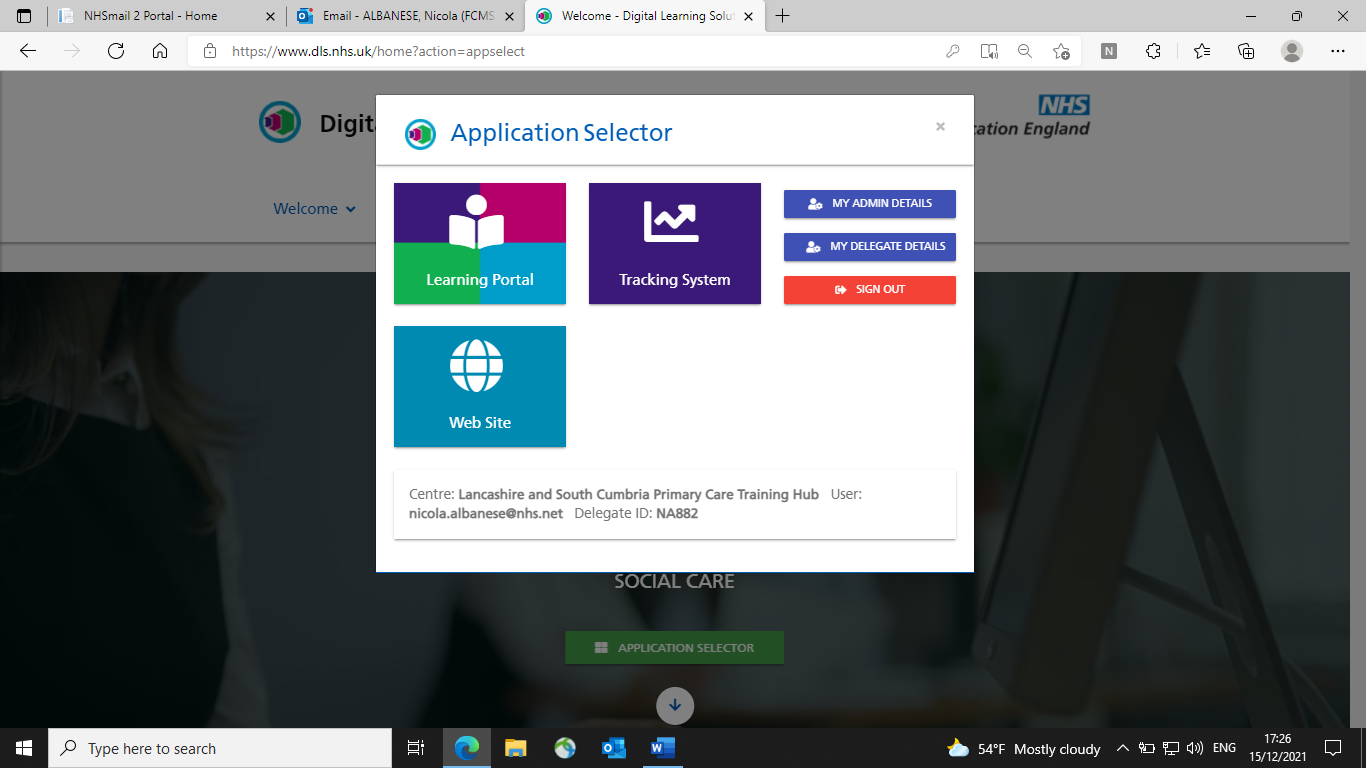
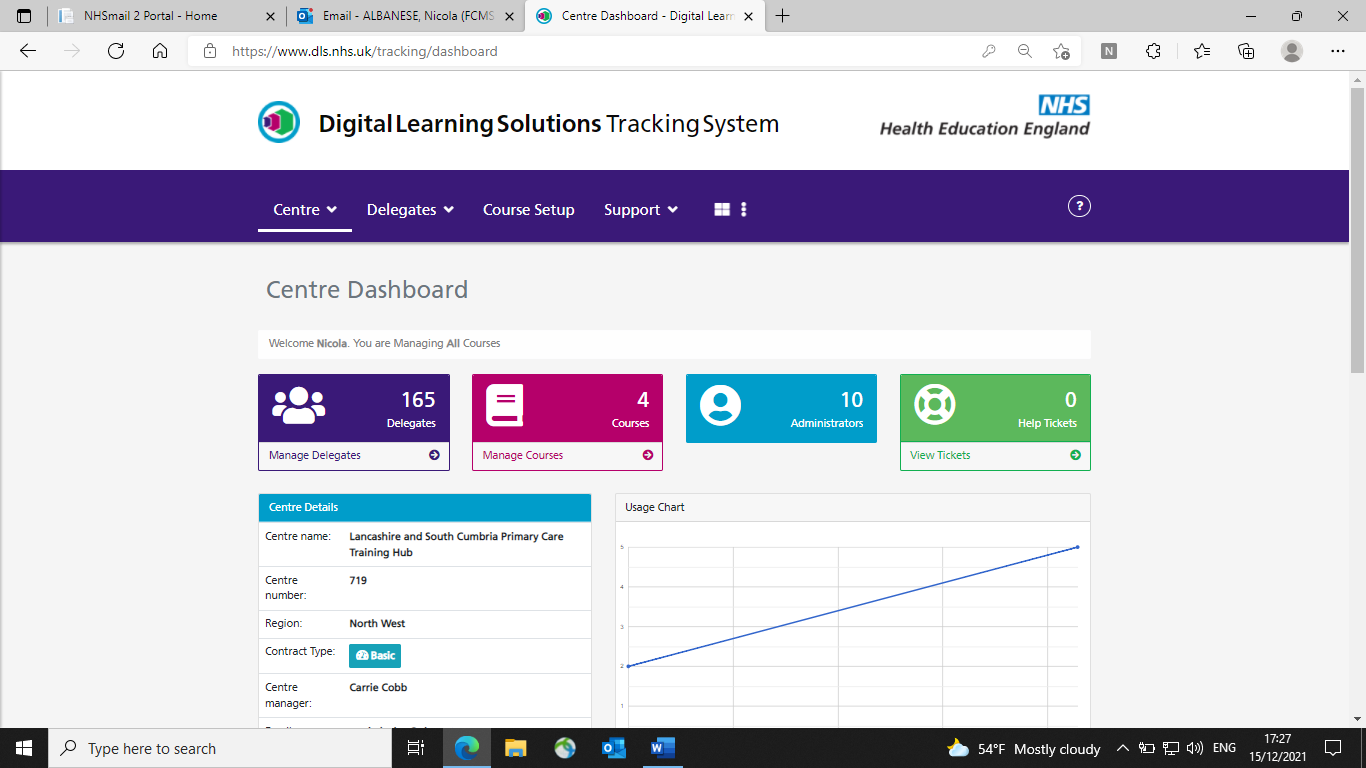
Bulk Uploads

Log in with your admin username and password

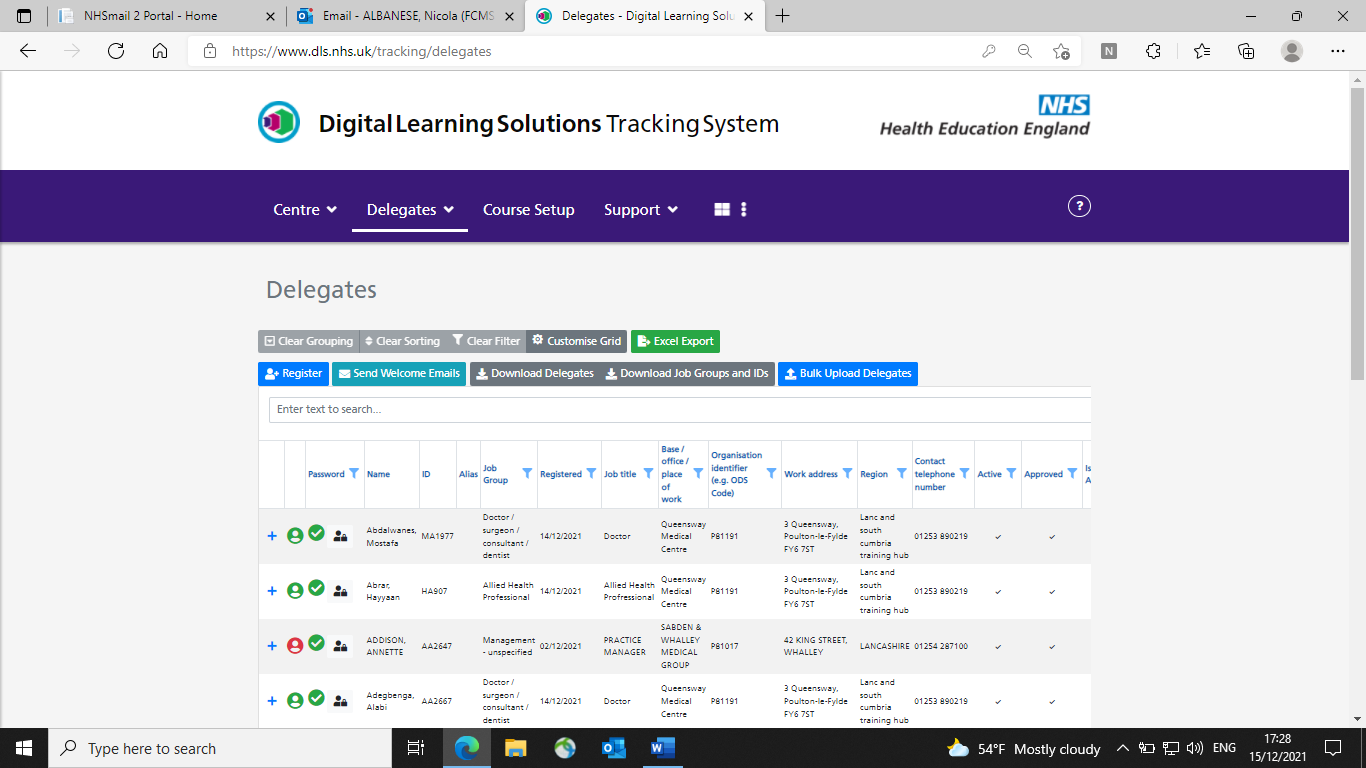




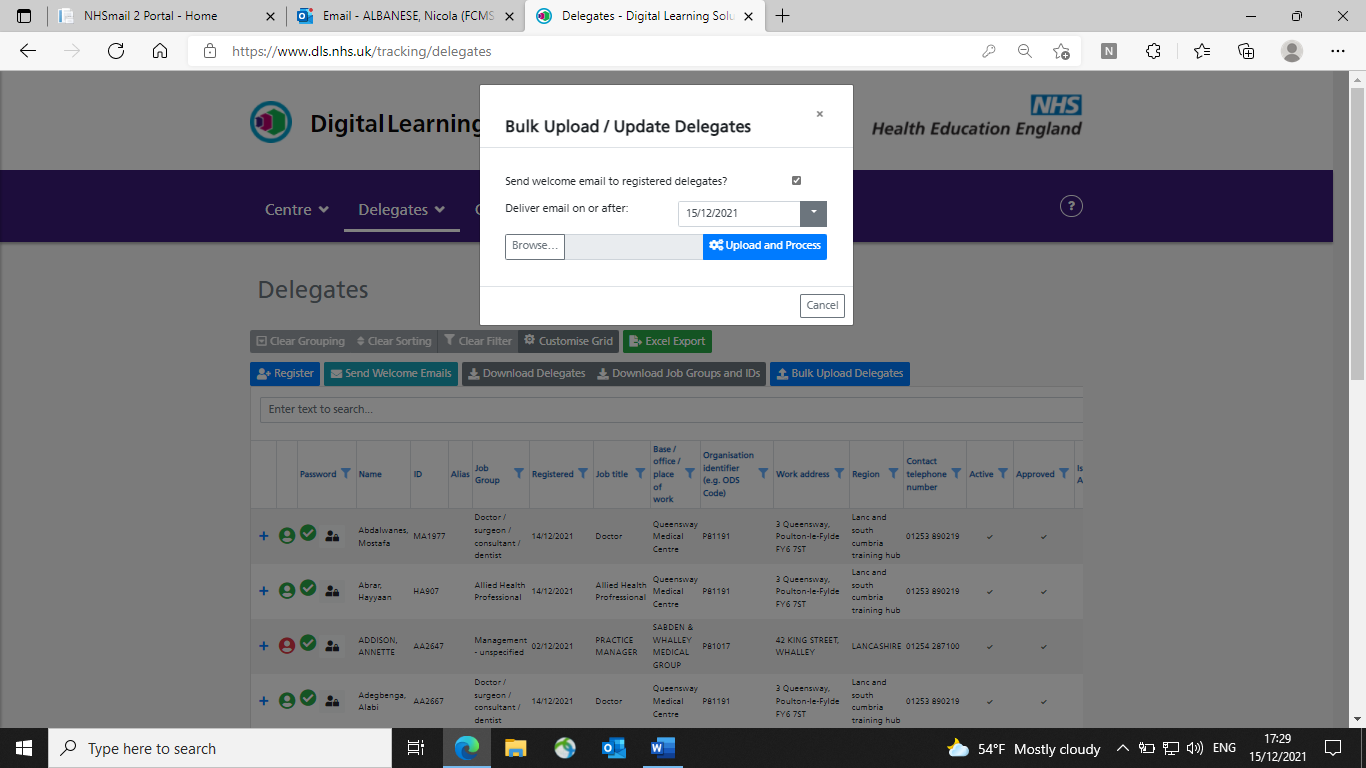
Select Tracking System



Select Manage Delegates

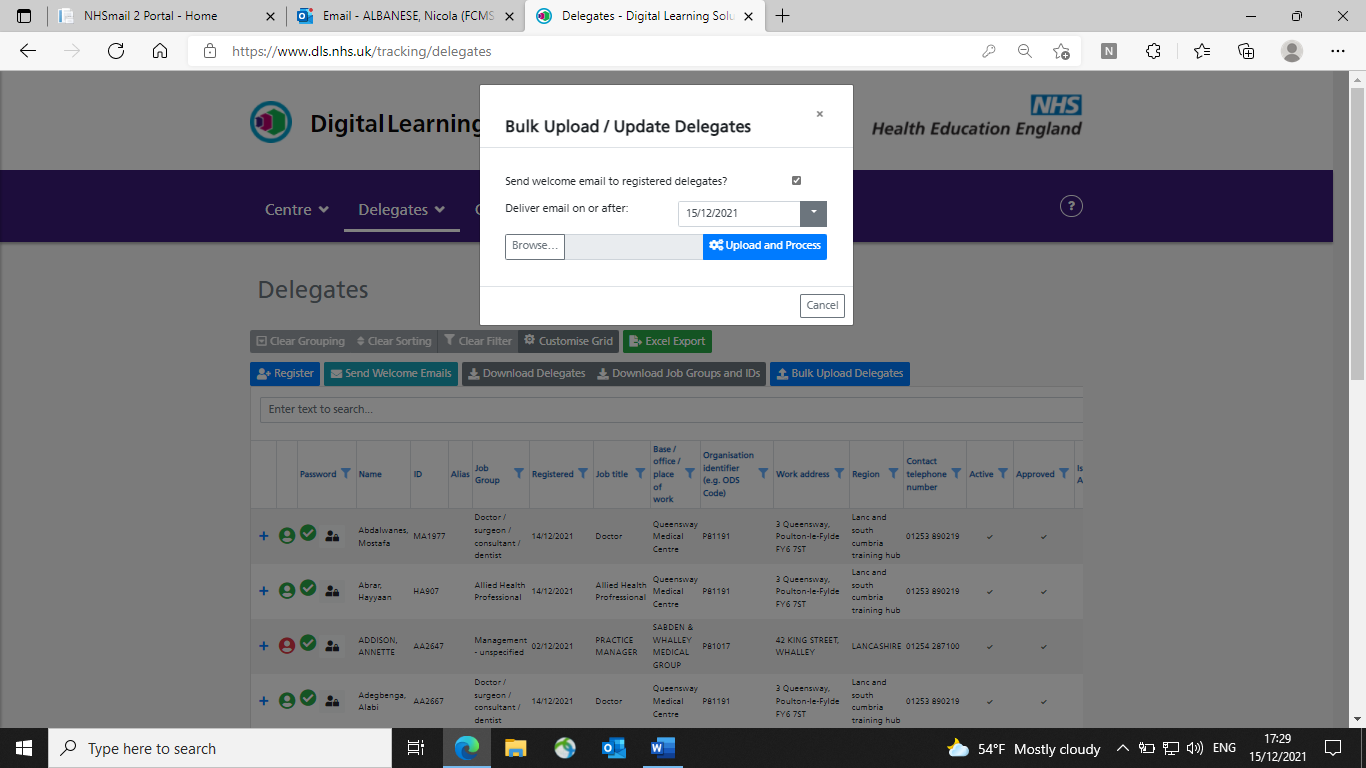


Select Bulk Upload Delegates



Ensure the “send welcome email” is ticked (it is by default but just in case)

You can also select when the welcome letter will be sent by changing the date- I keep this as today’s date

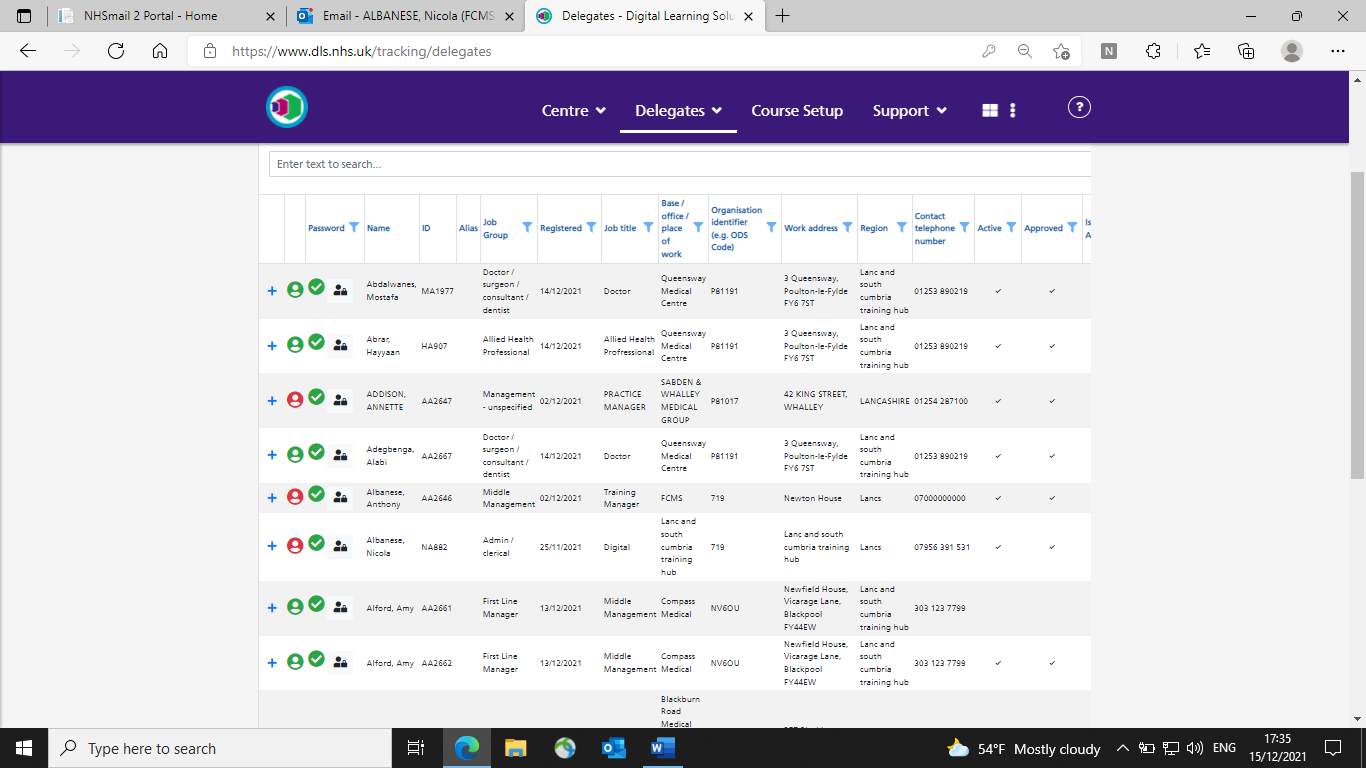


Select the file you want to upload

And then press “upload and process

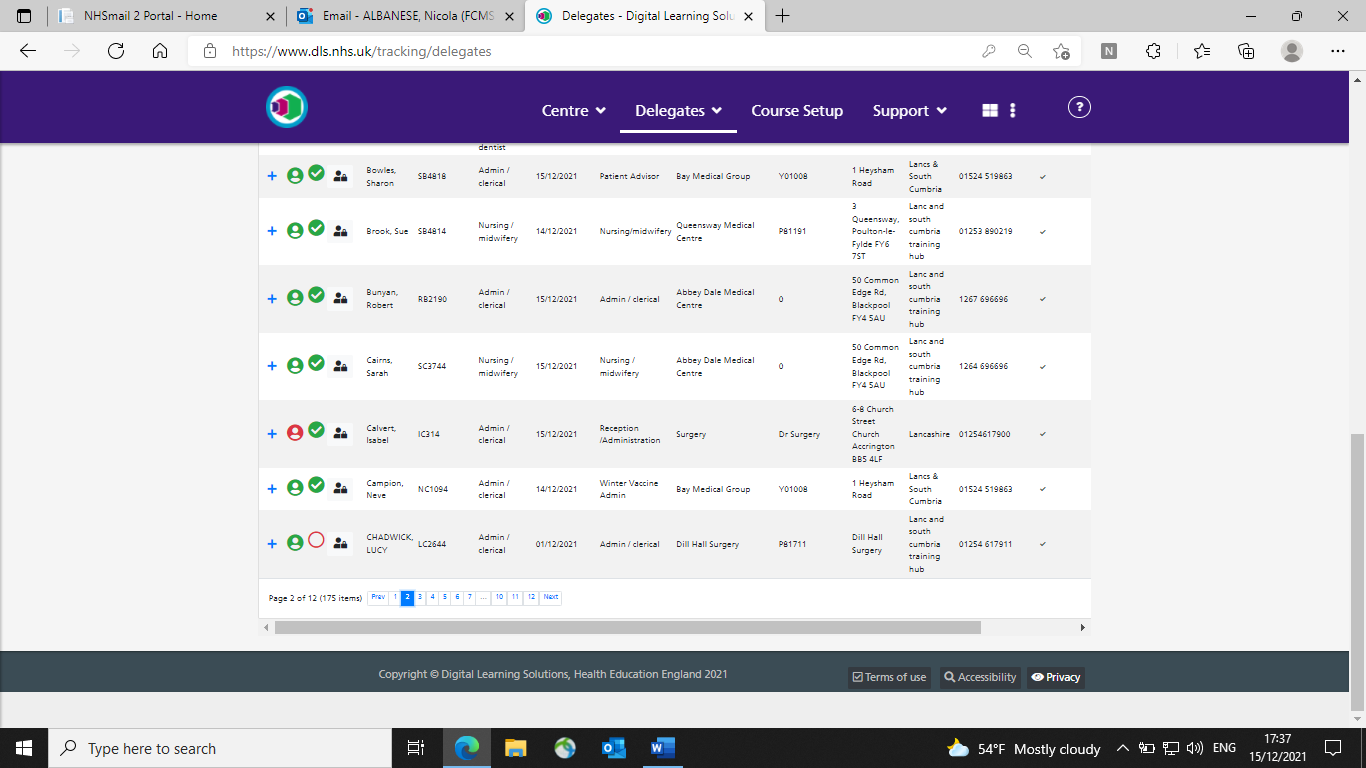
Use the template Andrea sent to upload your delegates- if you need an explanation of this please see later pages

When you upload, any errors will be highlighted, and these can be amended

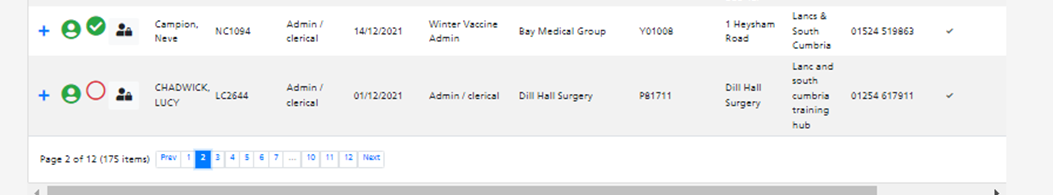


Your delegates will then show in the delegate list as above

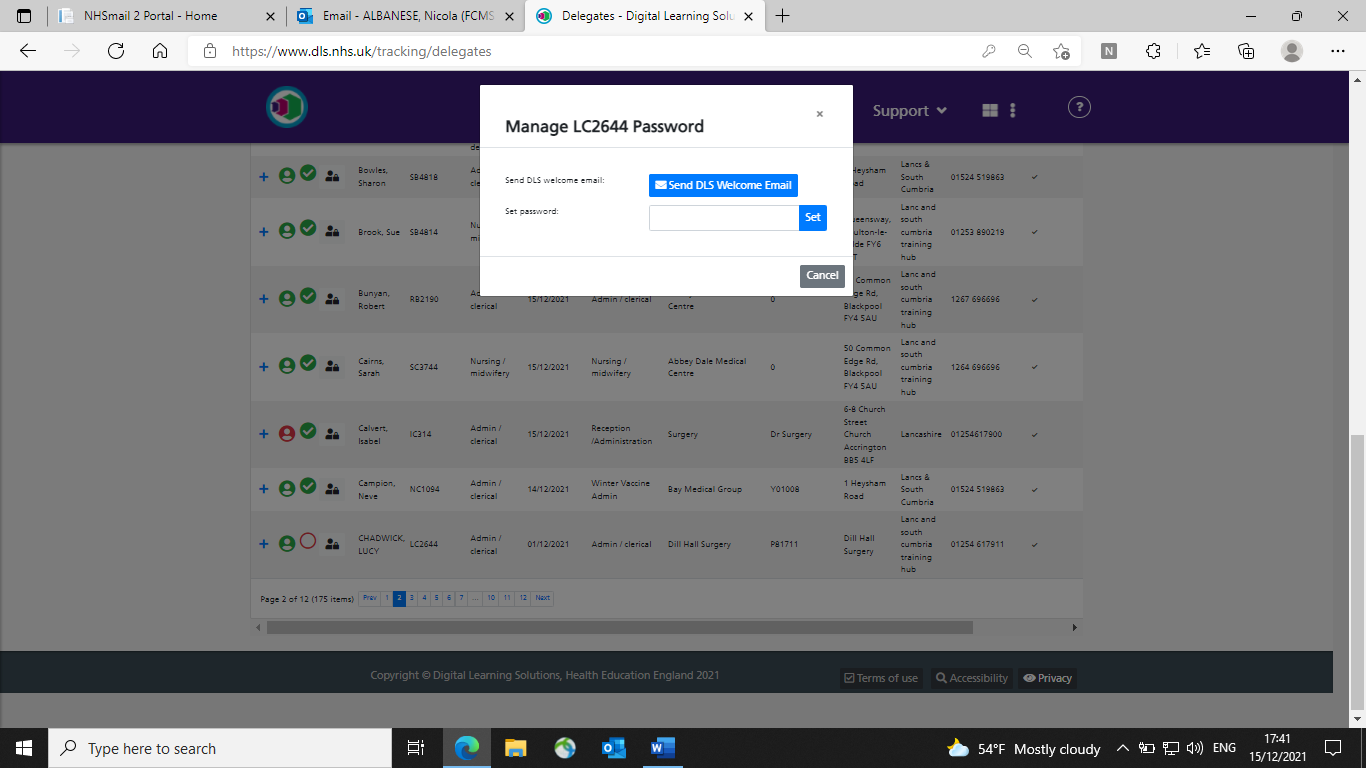
I then set a password for each candidate



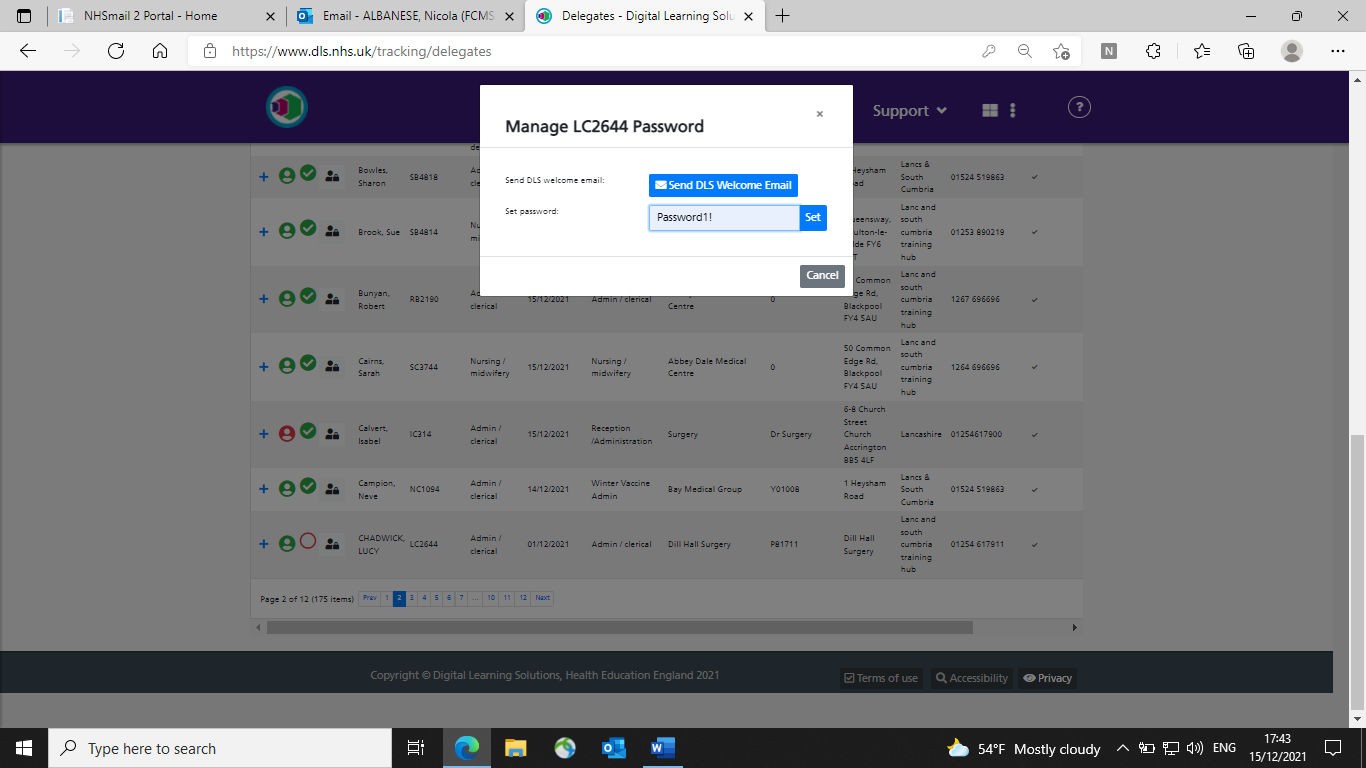
Candidates you have just uploaded will appear like this (red circle)



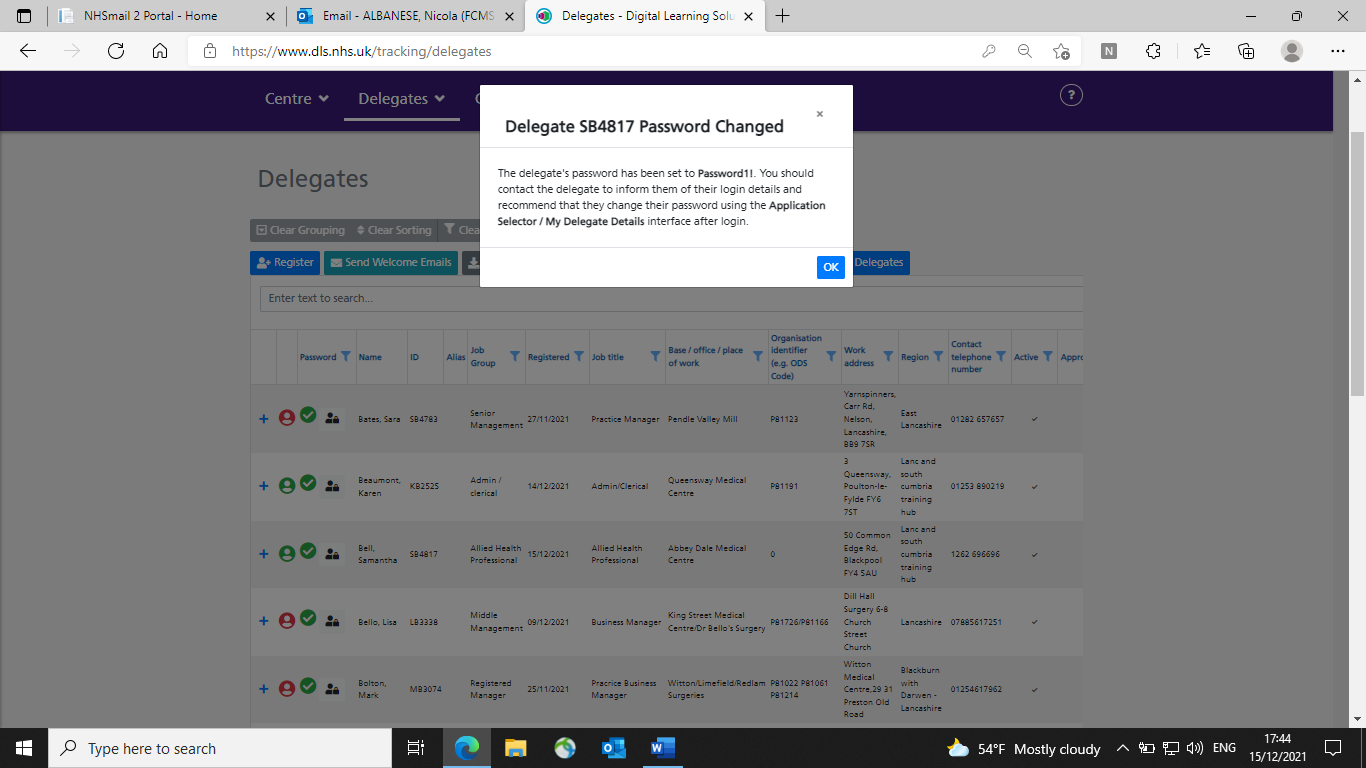
Click on this symbol



I then set a password such as Password1! (passwords must have numbers and a symbol)



Press Set



This screen confirms the pass work has been set

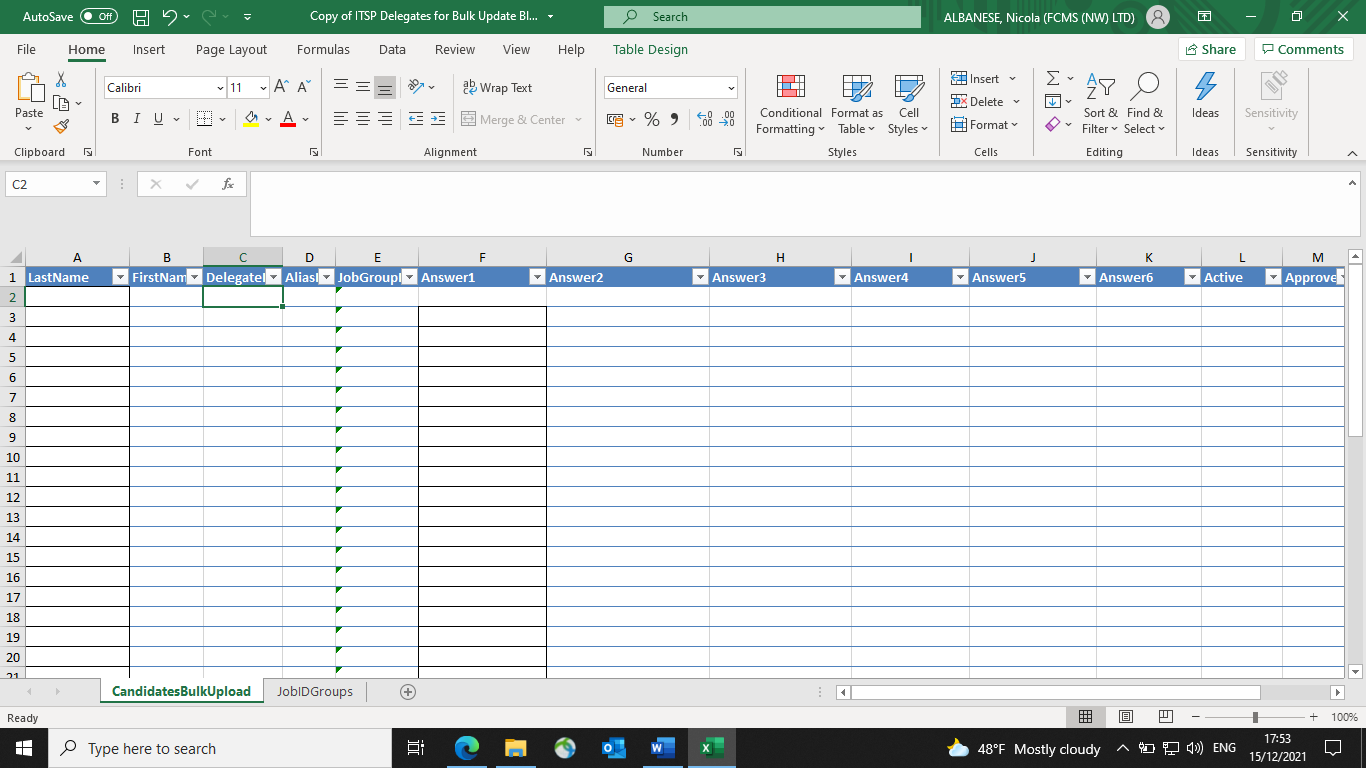
I then go through all my newly uploaded delegates to complete this process

A confirmation email is then sent to your delegates

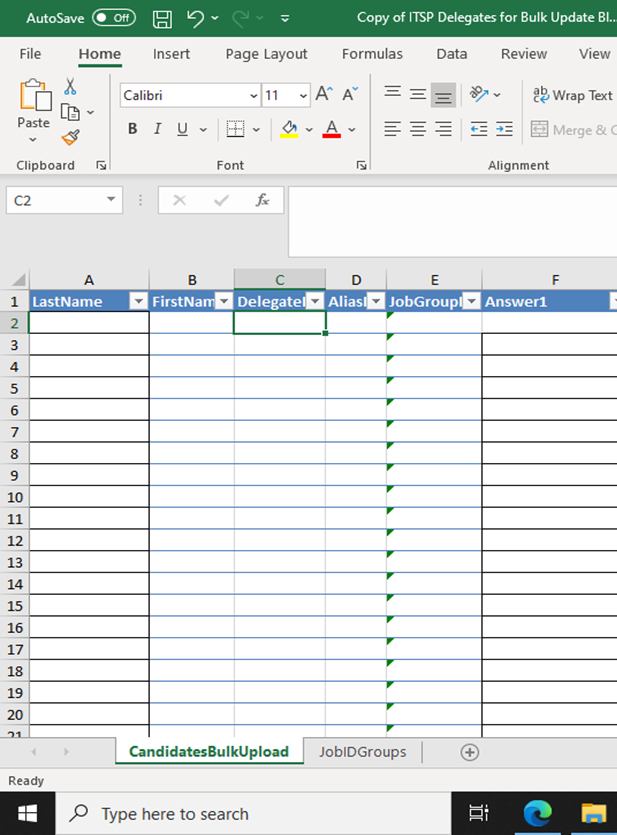
I email them all explaining that I have set their password to Password1! and advise them to change this when they log on

Any queries please let me know [Nicola.albanese@nhs.net](mailto:Nicola.albanese@nhs.net)

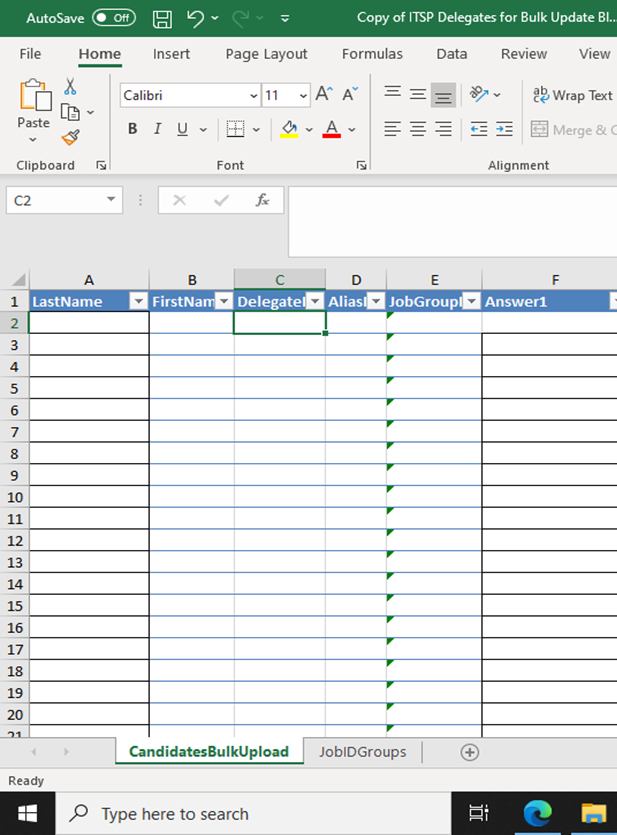
Spreadsheet used to upload bulk delegates



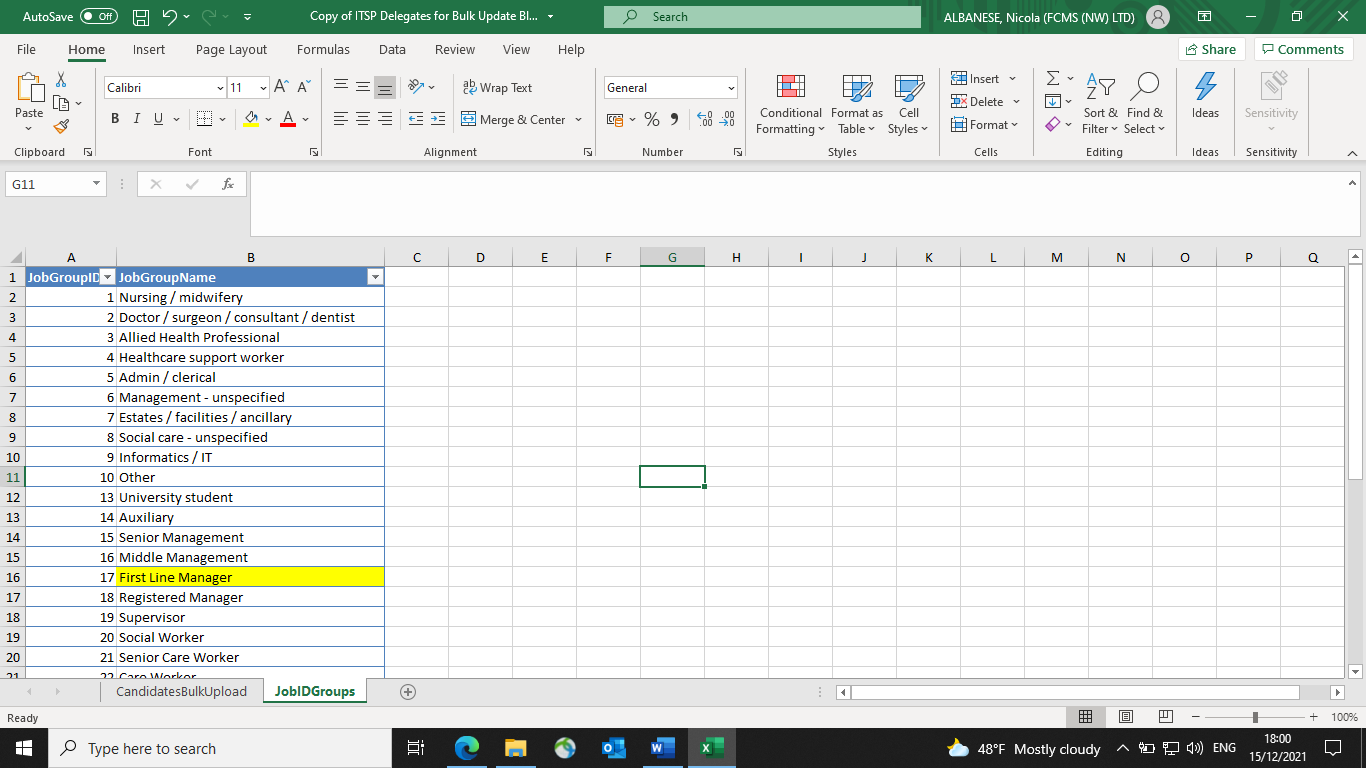
Open the spreadsheet Andrea sent across



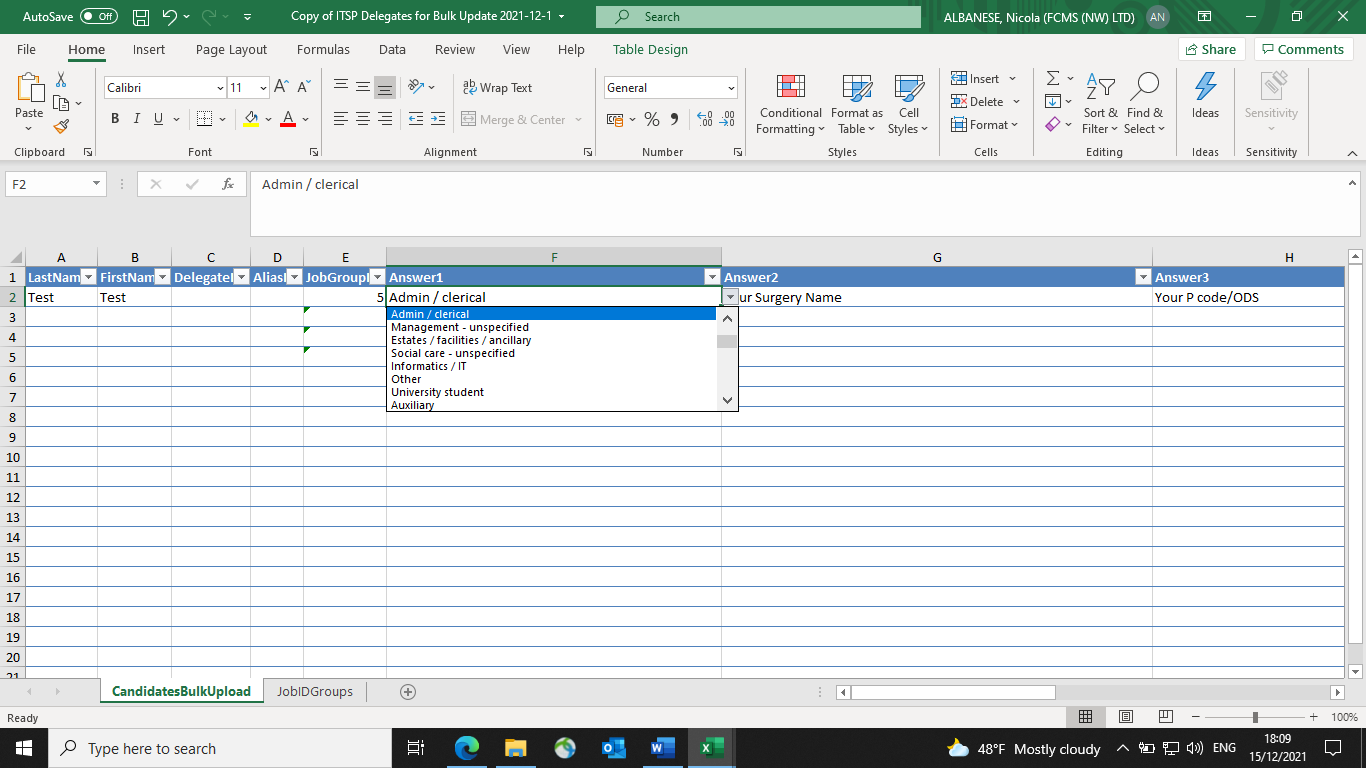
Complete Last name and First Name in A and B respectively



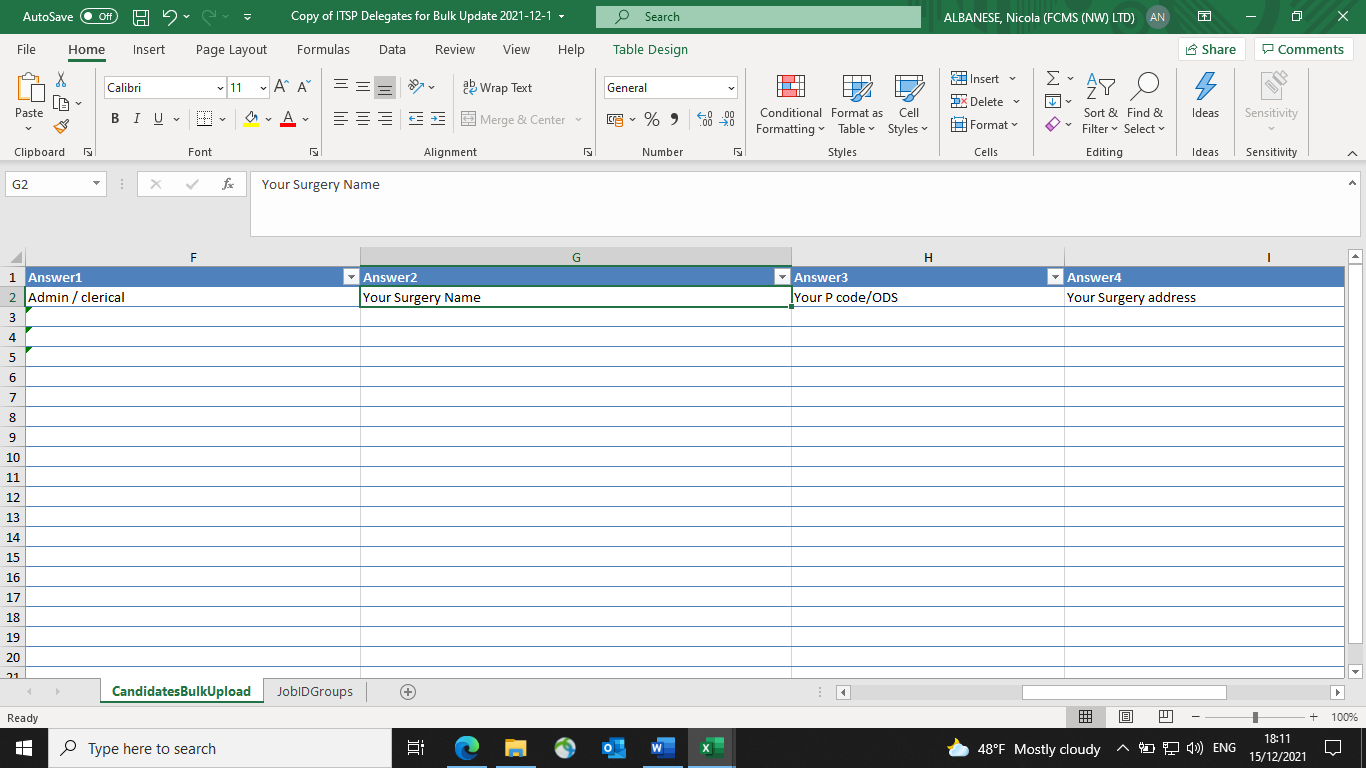
Leave columns C and D blank



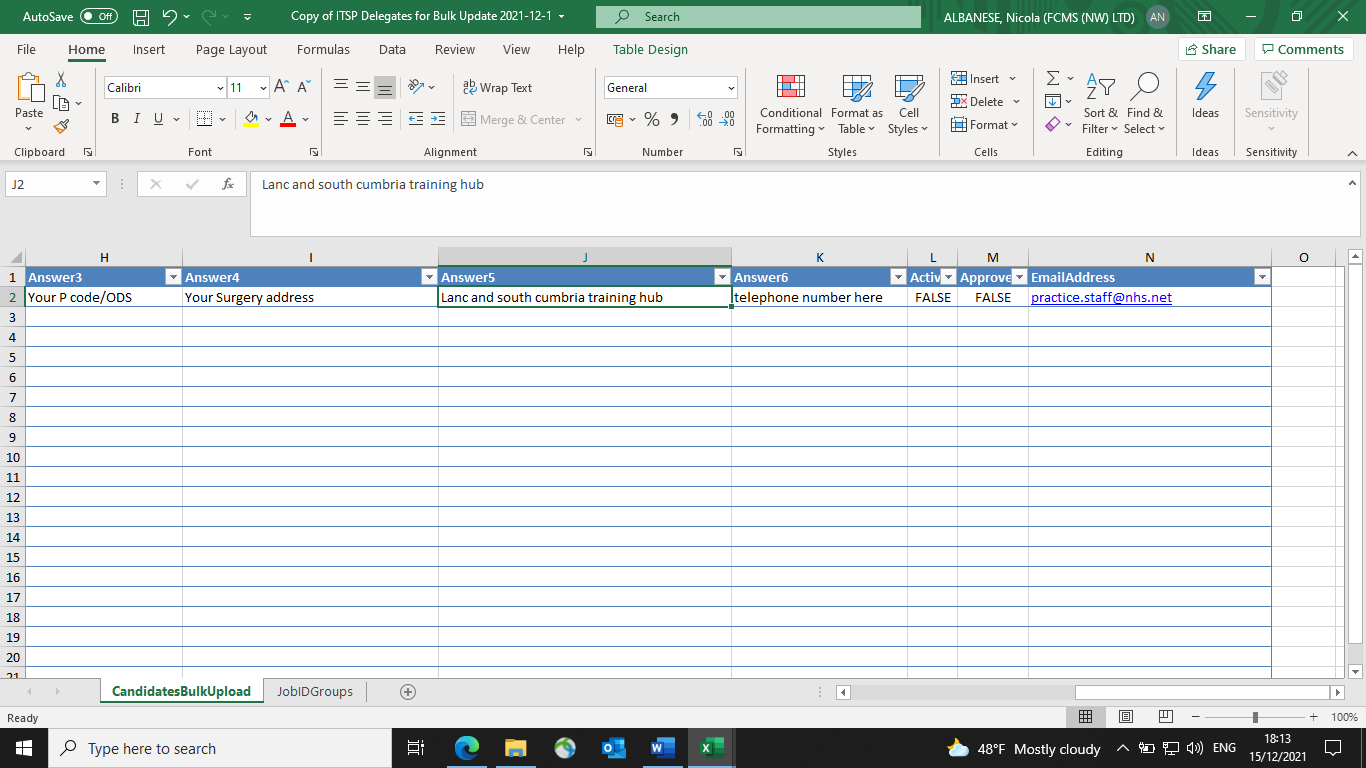
For column E- the job ID groups are in the second tab



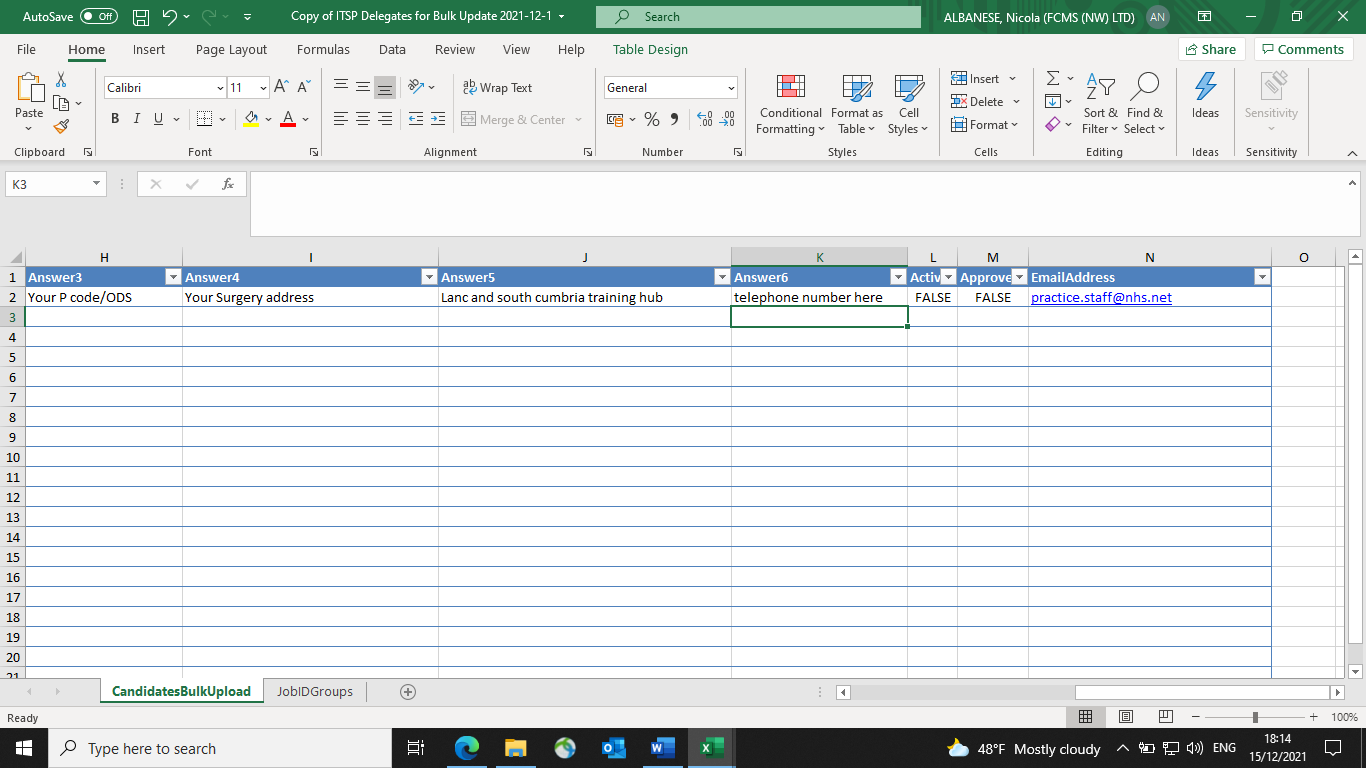
Select the appropriate job title from the drop down menu



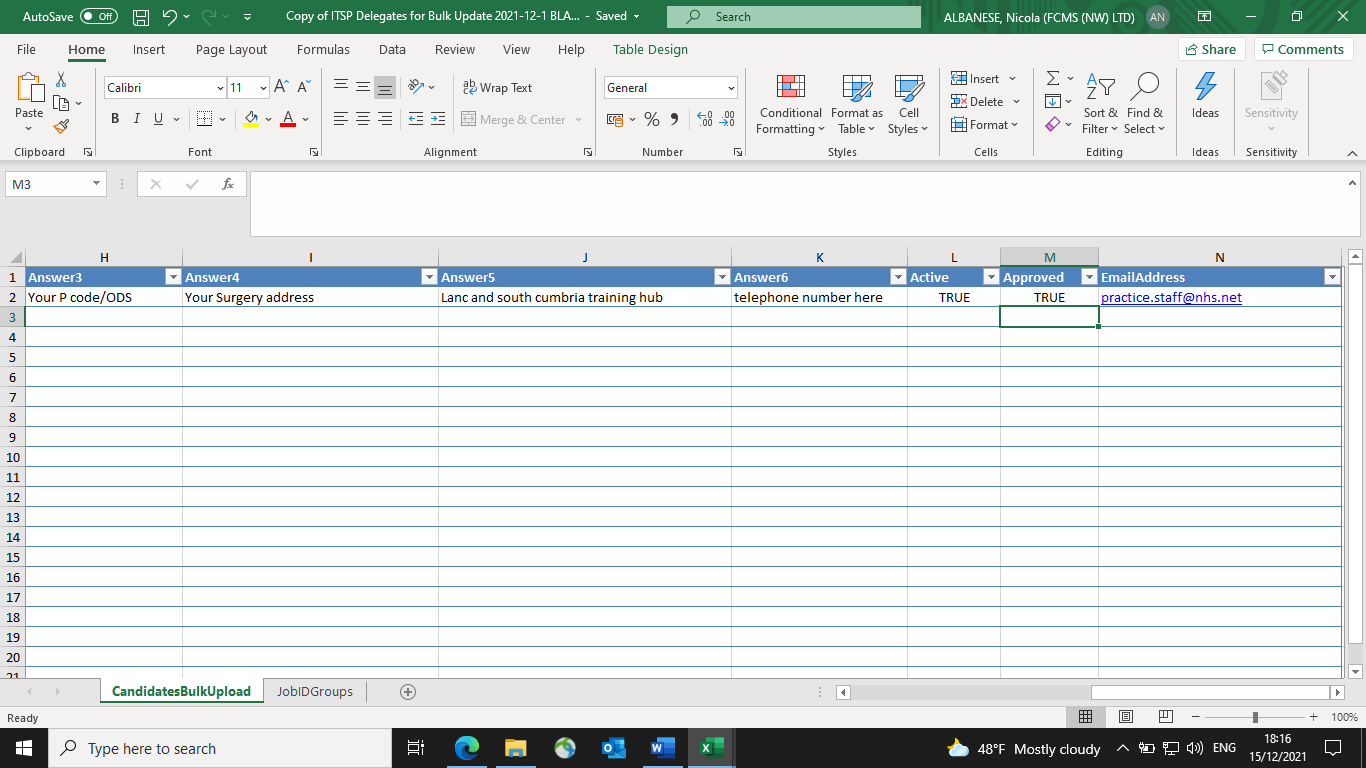
Columns G, H and I are to input the surgery name, P code or ODS and Address



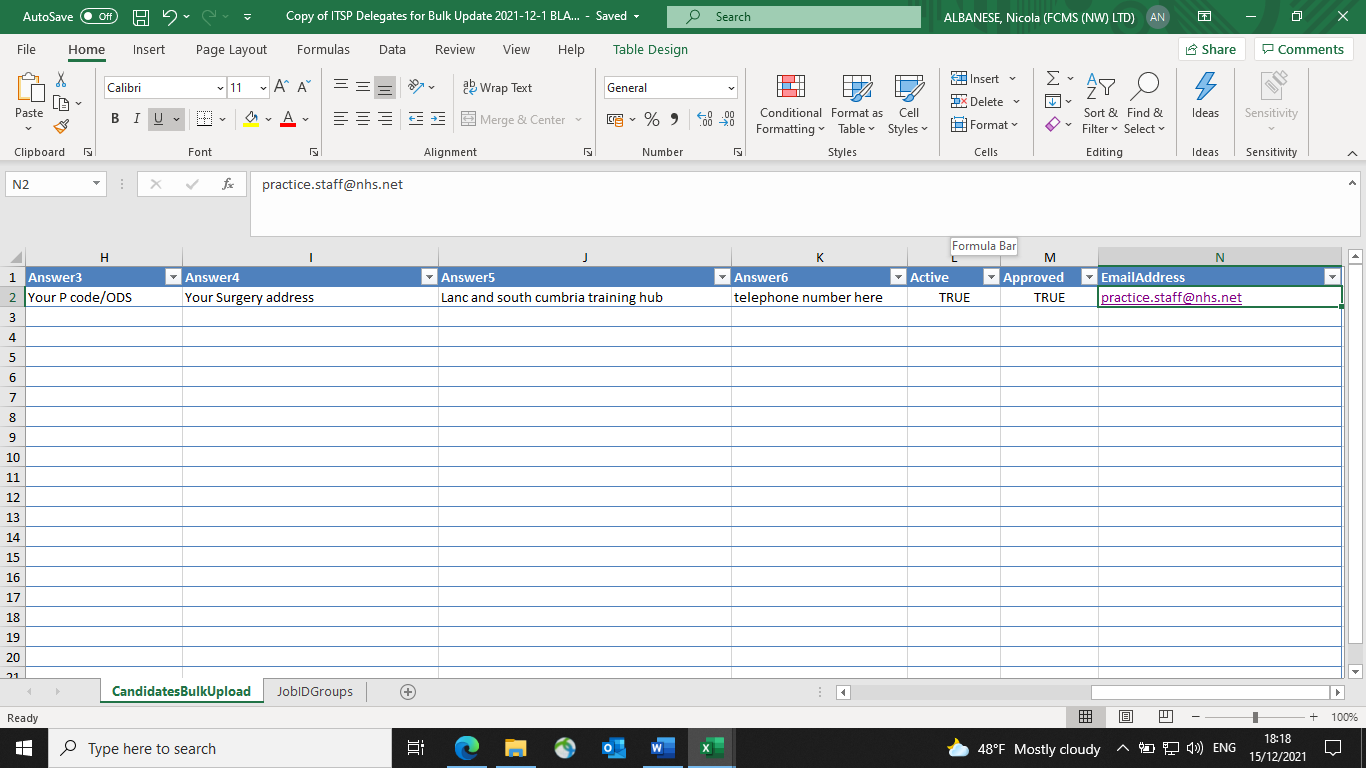
In column J input “Lanc and South Cumbria Training Hub”



In Column K input the telephone number of the surgery



In column L and M type TRUE and TRUE



Finally in column N input individual staff emails

Save the document as the **practice name** for ease of uploading

Hope this helps