

Importing Staff

The Import Staff utility enables you to import a list of staff members into the Raptor system. It also includes the ability for unattended import of staff by creating a manifest file that includes information about the field mapping and file to be imported.

Notes: To use the import feature, you must first create an Excel spreadsheet or comma delimited file that contains the required information. The use of special characters in an Excel formatted import file may cause unexpected results. The file can contain the following Staff information to be imported:

- First Name*
- Last Name*
- Middle Name
- Date of Birth
- ID Number*
- Substitute – If not imported, the value defaults to No.
- Department
- Type

*Indicates required information.

1. From the navigation menu, select **Modules > Staff**.
2. On the **All Staff** workspace, click **Import Staff**.
3. Click **Select File** and navigate to the location where the file is saved on your computer.

The screenshot shows the 'Staff' management interface. At the top, there are tabs for 'All Staff', 'Currently Signed In', 'Delayed Entry', and 'Reports'. Below the tabs, the breadcrumb 'All Staff > Import Staff' is visible. A blue box contains the instruction: 'Import file can be Windows Excel or CSV format with or without column headings. Mapping of the first name, last name, and staff ID Number fields are required.' Below this is a blue 'Select File' button. Underneath, there are three input fields: 'File Name' with the value 'StaffImportFile.xlsx', 'Select Worksheet' with a dropdown menu showing 'StaffImportFile', and 'First Row Contains Column Headings' with a dropdown menu showing 'Yes'.

4. Select the Excel or CSV file and click **Open**.
5. If you used Excel and the file contains multiple worksheets, choose the worksheet that contains the contractor information from the **Select Worksheet** drop-down list.
6. If the first row of the worksheet contains column headings, select **Yes** from the **First Row Contains Column Headings** drop-down list and this row will not be imported. Otherwise, select **No**.

- Map each of the columns to be imported by selecting the appropriate field in the drop-down menu above each column that displays. **First Name**, **Last Name**, and **ID Number** are required columns.

Note: The columns with **Ignore** selected will not be imported.

Map Fields For Import (Not all data to import is shown)

First Name	Last Name	ID Number	Ignore	Department
FirstName	LastName	IDNumber	PrimaryBuilding	Department
Julie	Ziino	12311	Raptor Elementary	Science
Susan	Doyle	12313	Raptor High School	Math
Brenda	Thompson	12315	Raptor High School	Science

- If you want to create a manifest file to schedule automatic imports, click **Save Manifest** and save the file. You can then schedule the imports using a scheduling utility.
- Click **Queue Import**.

A message displays in the lower right corner of the screen stating that the import job was successfully added to the import queue for processing.

When the import has completed processing, an email will be sent to the email address of the user indicating the number of records successfully imported and any error that may have occurred.