Employee List Bulk Actions

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This article will contain instructional guides on essential bulk functions in Teamwork!

- 1. Moving employees from one schedule to another en masse
- 2. Assigning / un-assigning roles from employees en masse

Working Location Quick-Add / Remove

 From Employees Page, find the schedule you want to add the employee(s) to, and press Add Existing Employee

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FOH	
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Vrfy Txt / Email - 86% Only One, 43% Both	Add Existing Employees Add New Employee 🔀

2. From the Dropdown list, find employee from their Primary location, and check to add. Check as many employees as needed!

Set working v employees for this schedule Add Existing Employees A Brooks FOH FOH Crandall, Lauren Frye, Tracey Sparrow, Ben Geoffrey Sparrow, Ben Geoffrey	

Quick Add / Remove from a location can also be taken from the Schedule (sorted in the By Employee schedule type)

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• From the Dropdown list, find employee from their Primary location, and check to add.

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	🗌 Frye, Tracey	
	🗌 Kreisel, Glenn	
	Sparrow, Ben Geoffrey	
	Sparrow, benny	Add Existin

• You can bulk assign employees to a schedule as "working", "primary," or "viewing", which corresponds directly to the Schedules / Roles section of the employee's profile.



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	Primary	Working	View	
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Larry Cafe MGT	\bigcirc			
No Location Association				
Newly Imported Employees	0			

To bulk add roles to any / all employees

From the gearwheel menu > Roles / Group Settings

Scroll to Assign Employees to Roles

Select the Schedule and Role for your bulk qualification, and then check and uncheck names as applicable.



NOTES

If you do not see a name, then you need to go back to the initial step above, and add the employee to the applicable schedule

If an employee in the list is inactive, it is not necessary to "uncheck" their qualification