

Employee List Bulk Actions

Last Modified on 03/04/2024 11:03 am MST

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

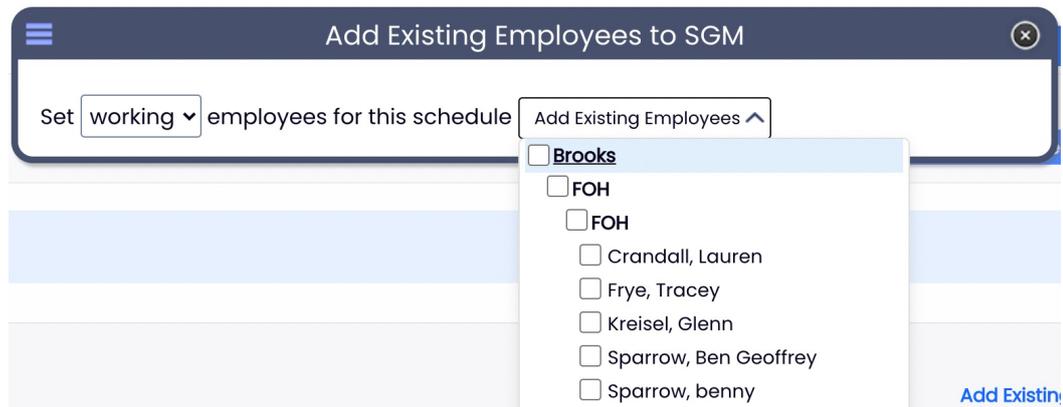
1. Moving employees from one schedule to another en masse
2. Assigning / un-assigning roles from employees en masse

Working Location Quick-Add / Remove

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



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



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

Dolce by Sonnet Dashboard Schedules Employees Reports Share Files Tools SpotOn (Market Grille) SYNC

Market Grille Run Filter on All Published on Jun 18th by L Lemieux

Show Requirements	Mon Jun 13	Tue Jun 14	Wed Jun 15	Thu Jun 16	Fri Jun 17	Sat Jun 18	Sun Jun 19
	Rain in the morning. 89% (64°F - 88°F)	Clear throughout the day. 0% (57°F - 83°F)	Partly cloudy throughout the day. 2% (57°F - 82°F)	Mostly cloudy throughout the day. 14% (60°F - 72°F)	Mostly cloudy throughout the day. 54% (64°F - 85°F)	Light rain overnight. 44% (51°F - 68°F)	Possible light rain in the morning. 73% (49°F - 71°F)
Unassigned	Hrs: 0.00 Shifts: 0						
Landolina, Jamie	Expo					10:00am - 8:00pm Expo	10:00am - 4:00pm Expo
Bane, Audrey	Run				5:00pm - 11:00pm Run	5:00pm - 11:00pm Run	10:00am - 8:00pm Run
Gonzalez, Justin	Market Grille BCH 12:00pm - 9:00pm		Market Grille BCH 12:00pm - 9:00pm		4:00pm - 9:00pm Run	4:00pm - 10:00pm Run	4:00pm - 10:00pm Run
Maldonado, Martin	Market Grille BCH 4:00pm - 10:00pm	Market Grille BCH 4:00pm - 10:00pm			Market Grille BCH 4:00pm - 10:00pm	10:30am - 4:00pm Run	12:00pm - 9:00pm Run
Mesnil, Edward	4:00pm - 9:00pm Run	4:00pm - 9:00pm Run	4:00pm - 9:00pm Run	4:00pm - 9:00pm Run			
Trella, Elena	Market Grille Host 4:00pm - 10:00pm	Market Grille Host 4:00pm - 10:00pm	Market Grille Host 4:00pm - 10:00pm	Market Grille Host 11:15am - 4:00pm	Market Grille Host 4:00pm - 10:00pm		
Castrillon, Laureano	Unscheduled						
Manke, Jack	Hrs: 0.00 Shifts: 0						
Add / Remove Employees	All 1 Clock-In Approved	All 1 Clock-In Approved	All 1 Clock-In Approved	All 2 Clock-Ins Approved	All 2 Clock-Ins Approved	All 4 Clock-Ins Approved	All 4 Clock-Ins Approved

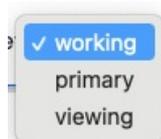
- From the Dropdown list, find employee from their Primary location, and check to add.

Add Existing Employees to SGM

Set employees for this schedule

- Brooks
- FOH
- FOH
- Crandall, Lauren
- Frye, Tracey
- Kreisel, Glenn
- Sparrow, Ben Geoffrey
- Sparrow, benny

- 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.





	Primary	Working	View
Larry's Cafe			
FOH			
Root Down FOH	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Root Down BOH	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Larry Cafe Bar	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BOH			
Larry Cafe BOH	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Larry Cafe Prep Kitchen	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
MGT			
Larry Cafe MGT	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Location Association			
Newly Imported Employees	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Assign Employees To Roles: 

Schedules:  Bay Meadows/San Mateo FOH

Roles:  Bartender

Employees: 9 of 11 Employees Selected

- Andrade, Emanuel
- Andrade, Sandra
- Chavez Rios, Guillermo
- Larios, Claudia
- Lopez-Martinez, Dennise
- Lopez-Martinez, Xcanleox
- Morales, Ulises



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