

Upload your staff to Staff Pulse

It's quick and easy to upload your staff to Staff Pulse

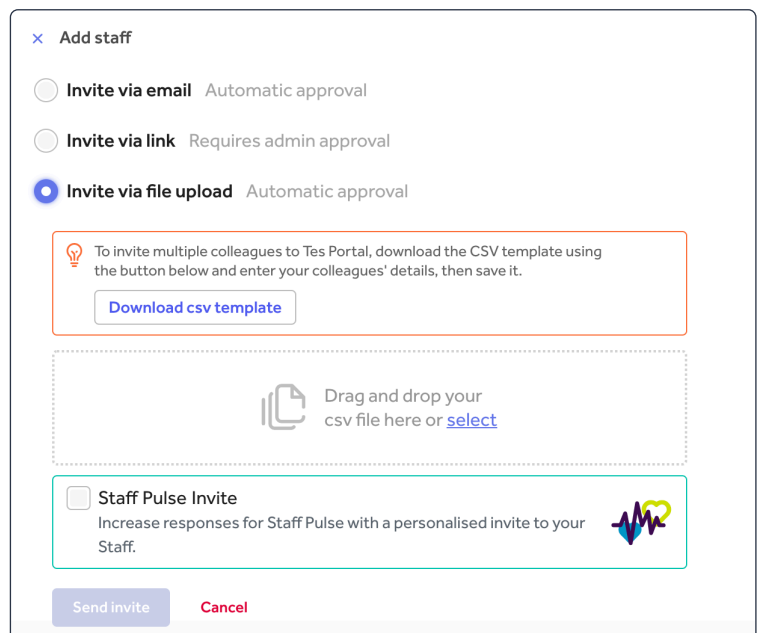
Add multiple staff with an Excel csv file upload

You can invite as many staff members as you need in one go by uploading a csv file to Tes Portal. This option will allow you to add staff without needing to approve each invite.

Follow these steps to invite multiple staff with a file upload:

In Tes Portal:

- 1 Go to Administration > User accounts
- 2 Select the **Staff** tab near the top of the page, and click on the 'Add staff' button
- 3 Select the **Invite via file upload** option and download the csv template
- 4 Add your staff details to the csv file and save it
- 5 Click 'Upload it' here or drag your saved csv file into the upload area
- 6 Click the Staff Pulse invite tick box
- 7 Click the 'Send invite' button



Your staff will receive an invitation via email to create an account or log in to tes.com. To see which staff haven't accepted their invitation go to: **User accounts > Review invitations > Pending invites**

All staff you upload to Staff Pulse will receive the surveys even if they haven't registered on tes.com.

If you don't wish to upload your staff via csv file, you can use one of these alternatives:

- 1 Invite staff individually with an email
- 2 Use Wonde to add multiple staff

For further support on Staff Pulse, please contact customer service.

pulse@tes.com

To ensure the staff invitation emails don't go to your junk mail, please add the noreply@tes.com email to your trusted email addresses.