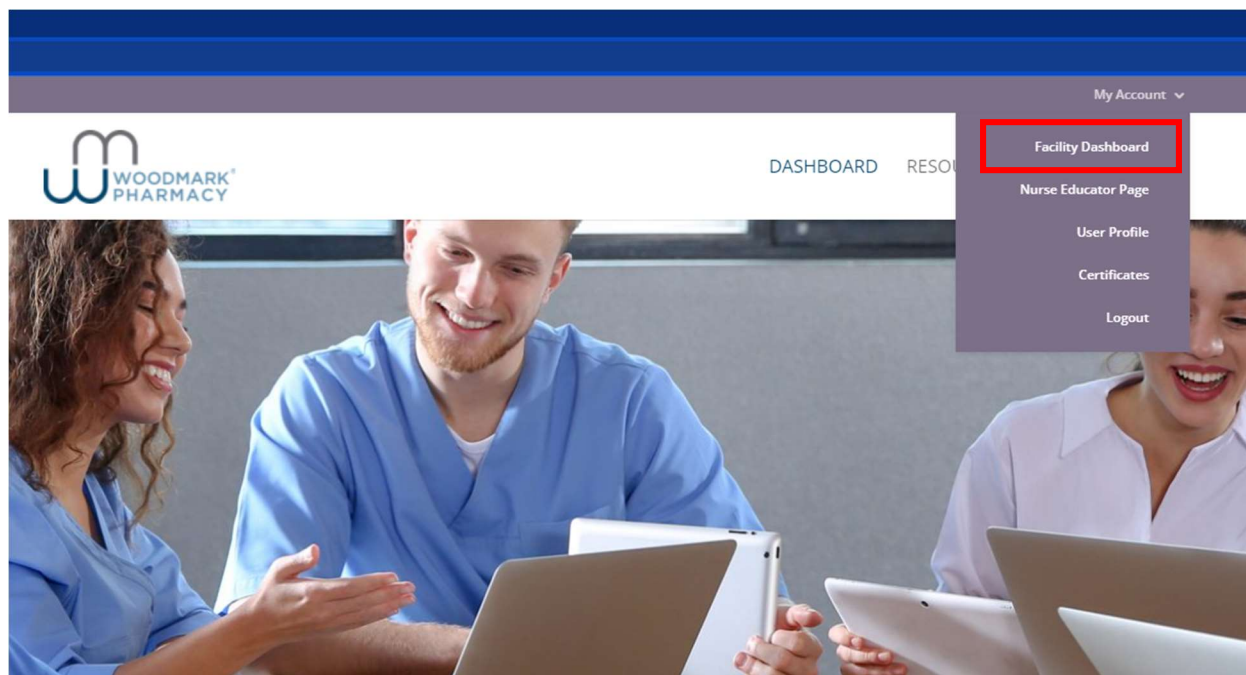


## How to Register Multiple Nurses

Navigate to your facility dashboard.



Scroll down to the “Batch upload members” section.

A screenshot of the 'Batch upload members' section on the Woodmark Pharmacy dashboard. The top navigation bar is dark blue with the Woodmark Pharmacy logo on the left and 'DASHBOARD', 'RESOURCES', 'HELP', and 'CONTACT' on the right. The 'Batch upload members' section is highlighted by a red rectangle. Below this section, there is a text area with instructions on how to import members via a CSV file, a link to download a blank CSV file, and a 'Select batch import file' button. Below this is the 'Add individual member' section, which contains four input fields: 'First Name', 'Last Name', 'E-mail', and 'Select your state (used for assigning state-specific classes)'. There is also a text field for 'Enter the employee's title (e.g., RN)' and an 'ADD' button at the bottom right.

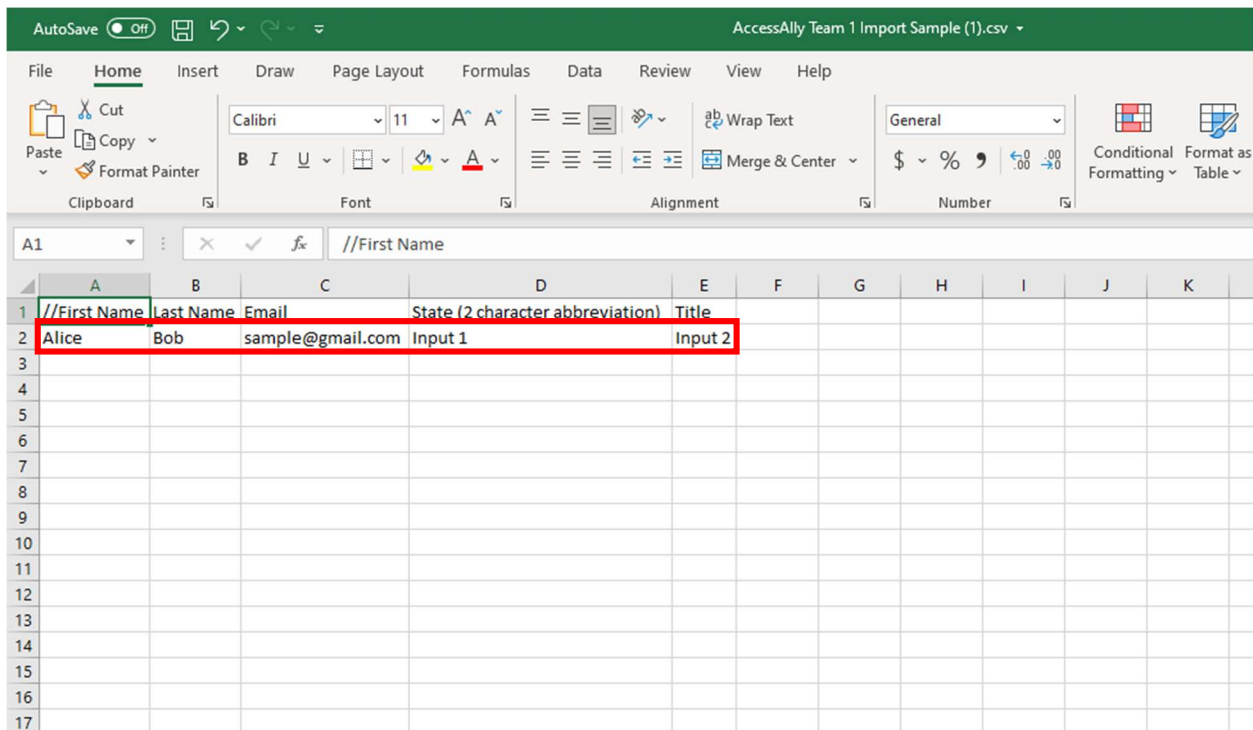
Click “Download this blank CSV file to get started.”

The blank CSV file should look like this.

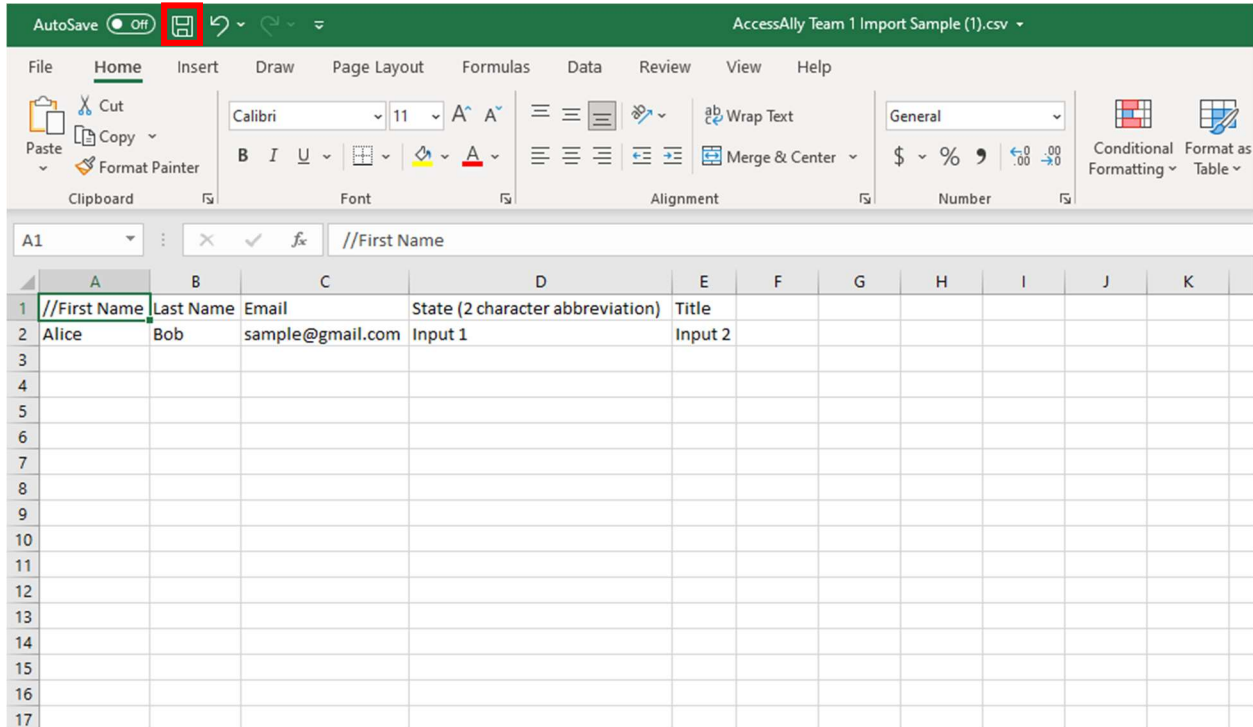
[illegible]

## How to Register Multiple Nurses

Enter the first name, last name, email, state abbreviation, and title of one employee per row.

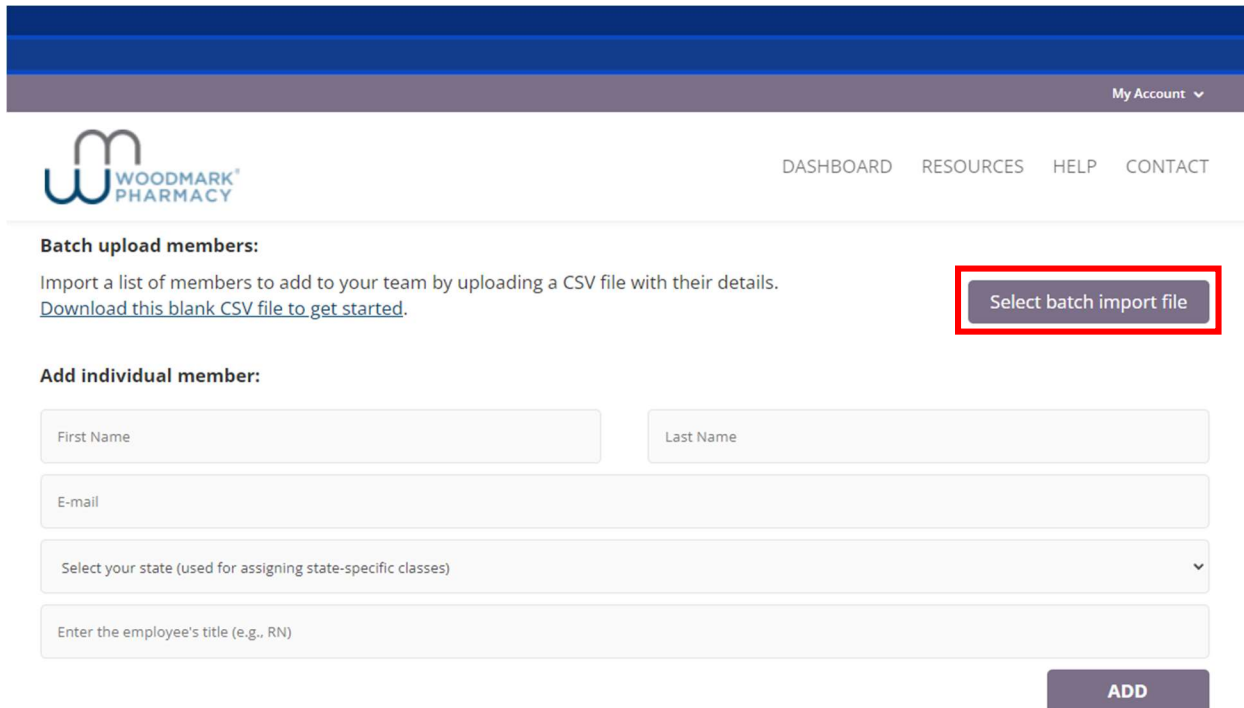


Save the file where you can easily retrieve it.



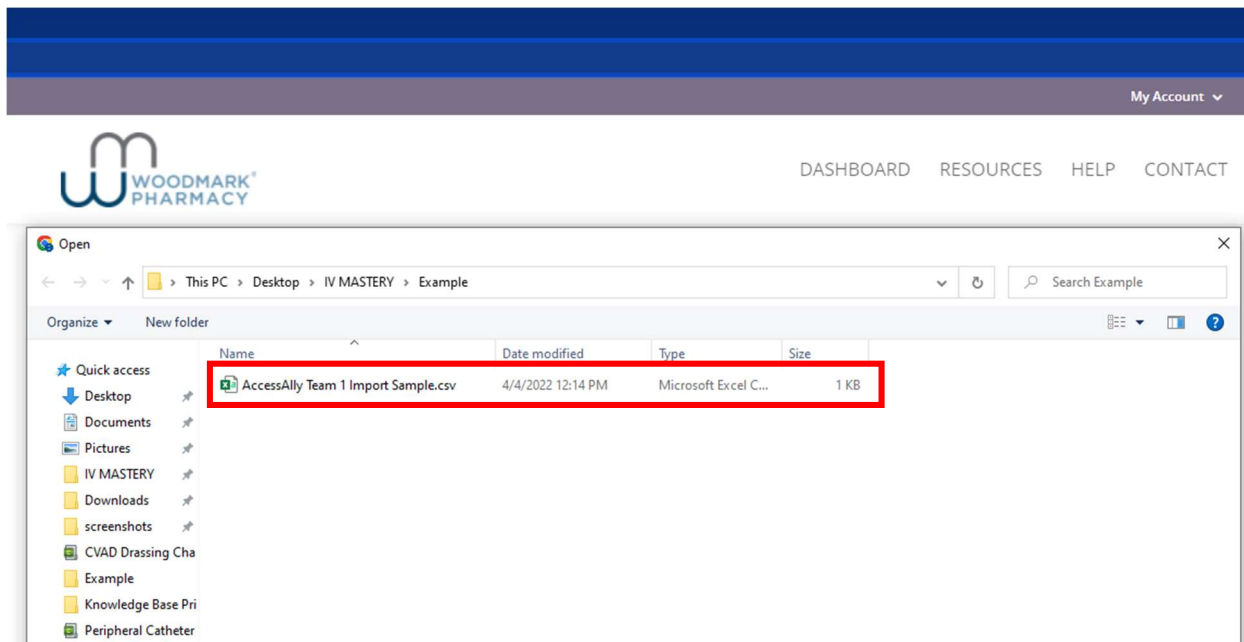
## How to Register Multiple Nurses

Click “Select batch import file”.



The screenshot shows the Woodmark Pharmacy dashboard. At the top, there is a navigation bar with "My Account" and a dropdown arrow. Below the navigation bar, the Woodmark Pharmacy logo is on the left, and "DASHBOARD", "RESOURCES", "HELP", and "CONTACT" are on the right. The main content area is titled "Batch upload members:". Below this title, there is a paragraph: "Import a list of members to add to your team by uploading a CSV file with their details. [Download this blank CSV file to get started.](#)". To the right of this paragraph, there is a button labeled "Select batch import file" which is highlighted with a red rectangle. Below the paragraph, there is a section titled "Add individual member:". This section contains four input fields: "First Name", "Last Name", "E-mail", and "Select your state (used for assigning state-specific classes)". Below these fields is another input field labeled "Enter the employee's title (e.g., RN)". At the bottom right of this section is a button labeled "ADD".


Select the CSV file you have entered your nurses' information.



## How to Register Multiple Nurses

Ensure you newly added employees' details are correct in the preview window.

My Account ▾

DASHBOARDRESOURCESHELPCONTACT

**Batch upload members:**


Import a list of members to add to your team by uploading a CSV file with their details. [Download this blank CSV file to get started.](#)

First Name	Last Name	E-mail	Select your state (used for assigning state-specific classes)	Enter the employee's title (e.g., RN)	Status
Alice	Bob	sample@gmail.com	Input 1	Input 2	

Import

Click "Import".

My Account ▾

DASHBOARDRESOURCESHELPCONTACT

**Batch upload members:**

Import a list of members to add to your team by uploading a CSV file with their details. [Download this blank CSV file to get started.](#)


First Name	Last Name	E-mail	Select your state (used for assigning state-specific classes)	Enter the employee's title (e.g., RN)	Status
Alice	Bob	sample@gmail.com	Input 1	Input 2	

Import

## How to Register Multiple Nurses

Your newly added employees will appear in the “Existing member accounts” section.

My Account ▾

DASHBOARDRESOURCESHELPCONTACT

COMPLETE CLASS 11 (ALL EMPLOYEES)COMPLETE CLASS 12 (ALL EMPLOYEES)COMPLETE CLASS 13 (ALL EMPLOYEES)COMPLETE PENNSYLVANIA CLASS (ALL EMPLOYEES)COMPLETE PSCP 1 (ALL EMPLOYEES)COMPLETE PSCP 2 (ALL EMPLOYEES)

Expand AllCollapse All

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