📥 Frappe Data Import via CSV – Employees, Designations, Departments

📝 Overview

This guide will help you **bulk import** Employees, Designations, and Departments using the **CSV method** in Frappe. It includes the correct field structure, dependencies, and best practices to avoid import errors.

📁 1. CSV File Structures

✅ 1.1. Employee.csv Fields

Field Name	Notes / Format
ID	Leave blank for auto ID generation
Series	Optional (for employee series)
First Name	Required
Gender	Male / Female / Other
Date of Joining	YYYY-MM-DD format
Status	Active / Left / Suspended, etc.
Job Type	E.g., Permanent, Intern, etc.
Employee Number	Unique identifier (e.g., EMP001)
Company	Must match existing company name
Department	Must match the name in Dept import
Designation	Must match the name in Desig import
Contract End Date	Optional, YYYY-MM-DD format
Date Of Retirement	Optional, YYYY-MM-DD format
Offer Date	Optional, YYYY-MM-DD format
Location	Optional
Blood Group	E.g., A+, B-, O+
Labour Card Number	Optional
Mobile	With country code (e.g., +971...)
Passport Number	Optional

Valid Upto	Passport validity, YYYY-MM-DD
Country of Issue	Optional
Visa Number	Optional
Visa Expiry Date	YYYY-MM-DD format
Emirates Id	Optional
Emirated Id Expiry Date	YYYY-MM-DD format
Date of Birth	YYYY-MM-DD format

✅ 1.2. Designation.csv Fields

Field Name

Designation

Example:

Designation

Software Engineer

HR Manager

✅ 1.3. Department.csv Fields

Field Name	Notes
ID	Leave blank or use unique slug
Department	E.g., IT, HR, Sales
Company	Must match existing company

Example:

ID	Department	Company
	HR	Your Company Name
	IT	Your Company Name

🔁 Import Order

To avoid reference errors, follow this strict import sequence:

1. **Department**

2. **Designation**

3. **Employee**

🧩 **Steps to Import CSVs in Frappe**

1. Go to Data Import Tool

- From the Desk, search **Data Import**

- Click **New**

2. Select Doctype to Import

Choose one:

- Department

- Designation

- Employee

3. Upload CSV

- Select **Insert New Records**

- Upload the respective .csv file

- Click **Start Import**