



Welcome to Candoo Culture.

Here's how we get your people into the system so you can start receiving insights.

Getting Started: Onboarding Your Team

Step 1 - Complete the CSV File attached via email (Inputs):

- **Name** - First & Last
- **Email** - The email they'll use to log in
- **Team** - Each person must belong to a team (e.g. "Logistics, Warehouse, Operations or custom name")
- **Role** - Admin, Team Leader, or Individual
- **Tags** (optional) - Labels for filtering (e.g. "Shift A", "Blue Team", etc)

Tip: Each person can have multiple tags. Keep tags consistent - they don't affect reporting, just help you filter people in the dashboard.

Step 2 - Onboarding

[Video demo](#)

- Upload Your CSV
- Log into the portal.
- Go to Invites → Batch Upload.
- Upload your completed CSV file.
- Everyone in the file will receive their invite to log in.

Step 3 - What You Get (Outputs)

- Individual Reports - Each person completes their survey.
- Team Reports - Team leaders see results for their team and each individual within it.
- Organisational Report - Admins see a full roll-up across all teams.

If this rollout is for one team within your organisation:

- Everyone should be tagged under the same team as normal.
- Reports will be generated at individual and team level - any org reports will mirror team reports.
- When we expand to your wider org, we'll add more teams and your existing structure will slot straight in.