

### BASIC TEMPLATE FOR IMPORT STAFF WITHOUT ASSIGN GROUP

	A	B	C	D	E	
1	<b>staff_id_rw</b>	<b>staff_name</b>	<b>dept_id</b>	<b>dept_name</b>	<b>status</b>	
2	2023001	TINKY	006-00	OPERATIONAL COMPLIANCE	Active	
3	2023002	DIPSY	138-00	REGION OFFICE (SELANGOR)	Active	
4	2023004	LAA-LAA	031-00	BUSINESS BANKING CREDIT ADMIN	Active	
5	2023006	PO	298-00	REGION OFFICE (KEDAH/ PERLIS/ P. PINANG)	Active	
6						

1. Make sure the file is in xlsx format.
2. First row is for header name and ensure the row contain these columns only:
  - The **staff\_id\_rw** column is for the staff ID.
  - The **staff\_name** column is for the staff's name.
  - The **dept\_id** column is for the department's ID.
  - The **depart\_name** column is for the department's name.
  - The **status** column is for the staff's status.
3. The second and the next rows are for body (staff's data).

### BASIC TEMPLATE FOR IMPORT STAFF WITH GROUP

	A	B	C	D	E	F	
1	staff_id_rw	staff_name	dept_id	dept_name	status	group_id	
2	2023001	TINKY	006-00	OPERATIONAL COMPLIANCE	Active	1	
3	2023002	DIPSY	138-00	REGION OFFICE (SELANGOR)	Active	1	
4	2023004	LAA-LAA	031-00	BUSINESS BANKING CREDIT ADMIN	Active	1	
5	2023006	PO	298-00	REGION OFFICE (KEDAH/ PERLIS/ P. PINANG)	Active	1	
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  - The **staff\_id\_rw** column is for the staff ID.
  - The **staff\_name** column is for the staff's name.
  - The **dept\_id** column is for the department's ID.
  - The **depart\_name** column is for the department's name.
  - The **status** column is for the staff's status.
  - The **group\_id** column is for the group's Key ID.
3. The second and the next rows are for body (staff's data).

### How to define staff's group id?

1. Firstly, go to GROUPS page, where the groups are displayed together with their key ID.
2. Second, choose which group you want the staff to belong to. For example, if the staff belong to **Branch 2**, therefore its group id in the excel will be 5. If the staff belong to Office 2, its group id in the excel will be 2.

Sort Order ▾				
KEY ID	GROUP NAME	DESCRIPTION	LICENSES	PROJECTS
5	Branch 2	Details	• Web	• Advanced Fr
4	Office 3	For Executives	• Web	• NextGen Bar
3	Branch 1	For department's manager	• Web	• NextGen Bar
2	Office 2	For Managers	• Web	• NextGen Bar
			• Digital Banki	

### BASIC TEMPLATE FOR TRACK STAFF WITHOUT/WITH ASSIGN GROUP

	A	B	C	D	E	
1	<b>staff_id_rw</b>	<b>staff_name</b>	<b>dept_id</b>	<b>dept_name</b>	<b>status</b>	
2	2023001	TINKY	006-00	OPERATIONAL COMPLIANCE	Active	
3	2023002	DIPSY	138-00	REGION OFFICE (SELANGOR)	Active	
4	2023004	LAA-LAA	031-00	BUSINESS BANKING CREDIT ADMIN	Active	
5	2023006	PO	298-00	REGION OFFICE (KEDAH/ PERLIS/ P. PINANG)	Active	
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\*without assign group

	A	B	C	D	E	F	
1	<b>staff_id_rw</b>	<b>staff_name</b>	<b>dept_id</b>	<b>dept_name</b>	<b>status</b>	<b>group_id</b>	
2	2023001	TINKY	006-00	OPERATIONAL COMPLIANCE	Active	1	
3	2023002	DIPSY	138-00	REGION OFFICE (SELANGOR)	Active	1	
4	2023004	LAA-LAA	031-00	BUSINESS BANKING CREDIT ADMIN	Active	1	
5	2023006	PO	298-00	REGION OFFICE (KEDAH/ PERLIS/ P. PINANG)	Active	1	
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  - The **dept\_id** column is for the department's ID.
  - The **depart\_name** column is for the department's name.
  - The **status** column is for the staff's status.
3. The second and the next rows are for body (staff's data).