How To Bulk Import Staff Into CrownSIS

Managing staff data for an educational institution can be a time-consuming task, especially when dealing with large numbers of personnel. Fortunately, CrownSIS offers a "Staff Bulk Data Import" feature that simplifies this process, allowing administrators to import multiple staff records simultaneously. This guide will walk you through the steps to successfully bulk import staff data into CrownSIS.

Step 1: Access the Staff Bulk Data Import Tool

To begin the process:

1. Log in to your CrownSIS account with administrative privileges.
2. Navigate to the "Tools" section from the main dashboard.
3. Click on "Staff Bulk Data Import" to start the bulk import process.

Step 2: Download the Data Import Template

Before importing staff data:

1. In the first step of the import process, you will be prompted to download the data import template. This template is a spreadsheet designed to ensure that the data you input is correctly formatted for CrownSIS.
2. Click on the download link to obtain the template file.
3. Open the template in your preferred spreadsheet software (such as Microsoft Excel, Google Sheets, etc.)

Step 3: Fill in the Data Import Template

With the template ready:

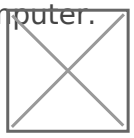
1. Following the format and guidelines provided in the template, fill in the necessary staff information. The template will typically include columns for staff names, roles, contact information, and any other required fields.
2. Ensure that all mandatory fields are completed accurately, as missing or incorrect data can lead to errors during the import process.
3. Once all staff data has been entered, save the file in the format specified by openSIS.



Step 4: Upload the Data Sheet

Now that your data sheet is prepared:

1. Return to the "Staff Bulk Data Import" tool in CrownSIS.
2. In the second step, you'll be prompted to upload your completed data sheet.
3. Click on the upload button and select the file from your computer.



4. After uploading, the system will begin processing the data.

Step 5: Confirm Field Mapping

Once the data sheet is uploaded:

1. In the third step, the system will automatically recognize and map the fields from your data sheet to the corresponding fields in CrownSIS.
2. Review the field mapping to ensure that each column from your data sheet is correctly matched to the appropriate field in the system.
3. If the mapping is incorrect, you may have the option to manually adjust the field mappings.




4. After confirming that everything is correct, proceed to the next step.

Step 6: Start the Import Process

With the field mapping confirmed:

1. In the final step, click on the "Start Import" button to begin importing the staff data into CrownSIS.
2. The system will process the import and add the staff records to your database.

Step 7: Handle Import Errors

If any errors occur during the import process:

1. The system will generate a report detailing the issues that caused the data to be rejected.
2. You can access this report by clicking on "View Report" in the Staff Bulk Data Import tool.
3. The report will list the specific staff records that encountered errors, allowing you to identify and correct the problems.
4. Additionally, you can download this list of staff records for further review and troubleshooting.

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