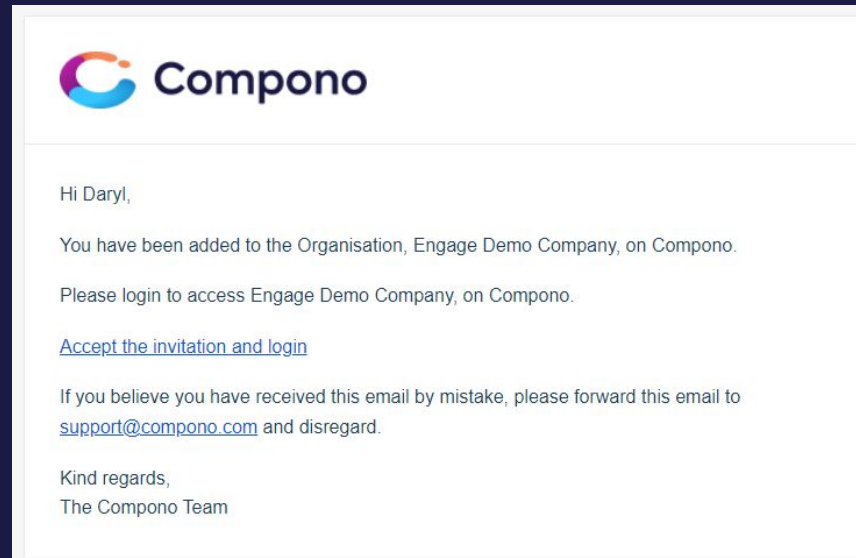


Add your employees to the Compono platform

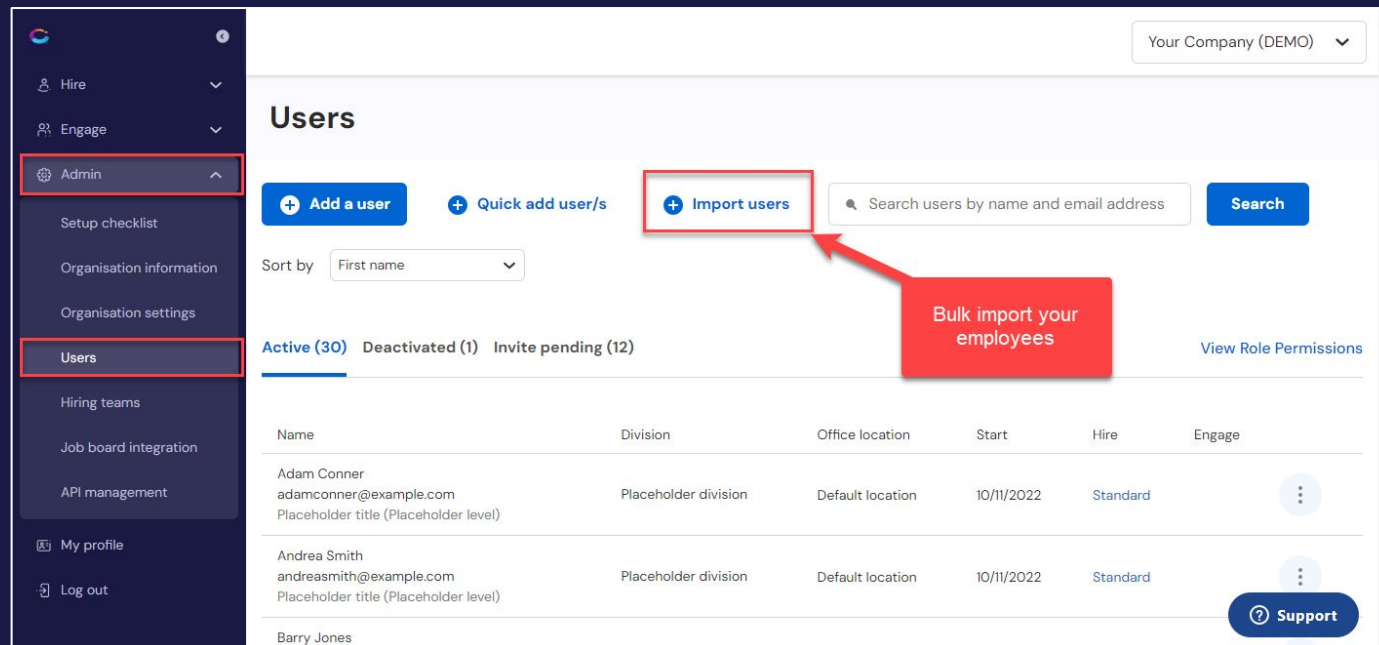
IMPORTANT:

- **Adding users will immediately send them an email invitation to the Compono platform (see image below)**
- You may wish to communicate this process to your employees, prior to completing the import.



Add your employees to the Compono platform

- Go to the **Admin** –> **Users** page
- Click on “**Import users**” to bulk import employees using a CSV file
- A template CSV file will be provided with instructions (see next slide for an example).
- Demographic information **MUST** match what you have defined in your organisation settings



The screenshot shows the 'Users' management interface in the Compono Admin panel. The left sidebar contains navigation links: Hire, Engage, Admin (highlighted with a red box), Setup checklist, Organisation information, Organisation settings, Users (highlighted with a red box), Hiring teams, Job board integration, API management, My profile, and Log out. The main content area is titled 'Users' and includes a dropdown for 'Your Company (DEMO)'. Below the title are three buttons: '+ Add a user', '+ Quick add user/s', and '+ Import users' (highlighted with a red box). A red arrow points from the 'Import users' button to a red callout box containing the text 'Bulk import your employees'. To the right of the buttons is a search bar with the placeholder text 'Search users by name and email address' and a 'Search' button. Below the buttons is a 'Sort by' dropdown set to 'First name'. The user status summary shows 'Active (30)', 'Deactivated (1)', and 'Invite pending (12)'. A table lists users with columns: Name, Division, Office location, Start, Hire, and Engage. The table contains three rows of placeholder data. A 'Support' button is located in the bottom right corner.

Name	Division	Office location	Start	Hire	Engage
Adam Conner adamconner@example.com Placeholder title (Placeholder level)	Placeholder division	Default location	10/11/2022	Standard	
Andrea Smith andreasmith@example.com Placeholder title (Placeholder level)	Placeholder division	Default location	10/11/2022	Standard	
Barry Jones					



Create your CSV User Import File

- You need to create a CSV file with employee information using the import template.
 - DO NOT delete the header row (highlighted in yellow in the image)
 - Last Name, First Name and Email are all compulsory fields
 - A “Placeholder” will be used where you do not provide demographics

	A	B	C	D	E	F	G	H
1	LastName	FirstName	Email	Location	Division	JobTitle	JobLevel	StartDate
2	ASurname001	AFirstName001	componoemployee+0001@gmail.com	Sydney	Engineering	Product Manager	Middle management	01/12/2023
3	ASurname002	AFirstName002	componoemployee+0002@gmail.com	Sydney	Development	Product Manager	Team Lead	01/12/2023
4	ASurname003	AFirstName003	componoemployee+0003@gmail.com	Sydney	Joy Division	Tech Lead	Team Lead	01/12/2023
5	ASurname004	AFirstName004	componoemployee+0004@gmail.com	Sydney	Product	Product Manager	Middle management	01/12/2023
6	ASurname005	AFirstName005	componoemployee+0005@gmail.com					
7	ASurname006	AFirstName006	componoemployee+0006@gmail.com	Sydney	Engineering	Tech Lead	Team Lead	01/12/2023
8	ASurname007	AFirstName007	componoemployee+0007@gmail.com	Sydney	Development	Product Manager	Middle management	01/12/2023
9	ASurname008	AFirstName008	componoemployee+0008@gmail.com	Sydney	Joy Division	Product Manager	Team Lead	01/12/2023
10	ASurname009	AFirstName009	componoemployee+0009@gmail.com	Sydney	Product	Tech Lead	Team Lead	01/12/2023
11	ASurname010	AFirstName010	componoemployee+0010@gmail.com	Sydney	Product Management	Product Manager	Middle management	01/12/2023
12	ASurname011	AFirstName011	componoemployee+0011@gmail.com	Sydney	Engineering Dept	Product Manager	Team Lead	01/12/2023
13	ASurname012	AFirstName012	componoemployee+0012@gmail.com	Sydney	Development	Tech Lead	Team Lead	01/12/2023
14	ASurname013	AFirstName013	componoemployee+0013@gmail.com	Sydney	Joy Division	Product Manager	Middle management	01/12/2023
15	ASurname014	AFirstName014	componoemployee+0014@gmail.com	Sydney	product	Product Manager	Team Lead	01/12/2023
16	ASurname015	AFirstName015	componoemployee+0015@gmail.com	Sydney	Product Management	Tech Lead	Team Lead	01/12/2023
17	ASurname016	AFirstName016	componoemployee+0016@gmail.com	Sydney	Engineering	Product Manager	Middle management	01/12/2023
18	ASurname017		componoemployee+0017@gmail.com	Sydney	Development	Product Manager	Team Lead	01/12/2023
19	ASurname018	AFirstName018	componoemployee+0018@gmail.com	Sydney	Joy Division	Tech Lead	Team Lead	01/12/2023
20	ASurname019	AFirstName019	componoemployee+0019@gmail.com	Sydney	Product	Product Manager	Middle management	01/12/2023
21	ASurname020	AFirstName020	componoemployee+0020@gmail.com	Sydney	Product Management	Product Manager	Team Lead	01/12/2024
22	ASurname021	AFirstName021	componoemployee+0021@gmail.com	Sydney	Engineering	Tech Lead	Team Lead	01/12/2023

