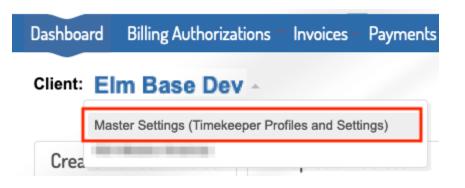
## **Editing a Timekeeper Profile (Bulk Upload)**

1. Select Master Settings from the Client dropdown menu.



2. Select Manage Account Timekeepers under the Timekeepers tab to navigate to the **account** timekeepers list. This page lists all of your account timekeepers and their standard rates.

	Timekeepers	Settings					?
l	Manage Account T New Timekeeper	limekeepers	rs er Settings (Timekeeper Profiles and Settings) *				
	Account 1 Im	ekeepers	/ Active	New	Upload	Download	Q Bearch Timekeepers

3. Click Download to export a list of all account timekeepers.

Timekeepers	Settings				(	
Currently selected: Master Settings (Timekeeper Profiles and Settings)*						
	ekeepers / Active	New	Upload	Download	Q. Search Timekeepers	

4. The popup will appear, click Download Timekeepers.

Download Timekeepers					
Download timekeeper profiles (includes standard rates)					
Note that the following fields are required and have to be filled out before uploading to the system. <ul> <li>Timekeeper id</li> <li>Timekeeper name</li> <li>Initials</li> <li>Default rate</li> <li>Currency code</li> <li>Office name</li> <li>Gender</li> <li>Ethnicity</li> <li>Email</li> <li>Staff classification</li> </ul>					
Download Timekeepers Cancel					

5. You will receive a downloaded *Excel* document with all your account timekeepers. You can remove any rows of timekeepers that do not require updates.

6. Update any needed information EXCEPT the system ID field (column A). All required fields must be completed for re-upload, even if they are currently blank. **IMPORTANT:** for timekeeper IDs with leading zeros, the timekeeper ID field **MUST** be formatted as a **TEXT** field for upload.

7. Save your changes. Your file must be an *.xlsx* file.

8. Click Upload within Account Timkeepers.

Timekeepers Settings		9				
Currently selected: Master Settings (Timekeeper Profiles and Settings)						
Account Timekeepers / Active	New Upload Download	Q Search Timekeepers				

9. On the pop-up, browse for your file, and then select Upload Timekeepers.

Upload Timekeep	ers	×
Upload new and updated		
Timekeeper Profiles *	Browse	
	пшакарыз па эпоцы из п .хах юппас.	
	Upload Timekeepers Cancel	

10. You will receive a success message if the upload was successful. If you receive errors, correct your file and begin again with step #6.