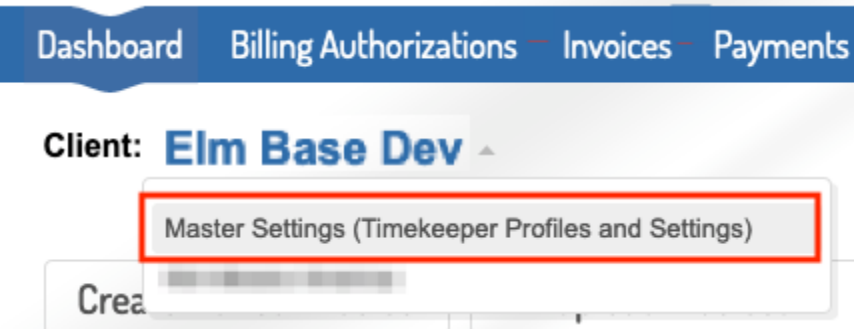
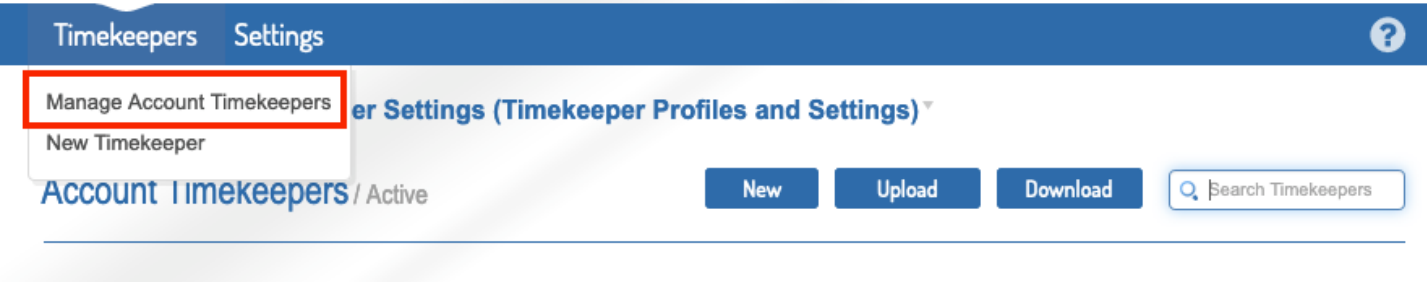


Editing a Timekeeper Profile (Bulk Upload)

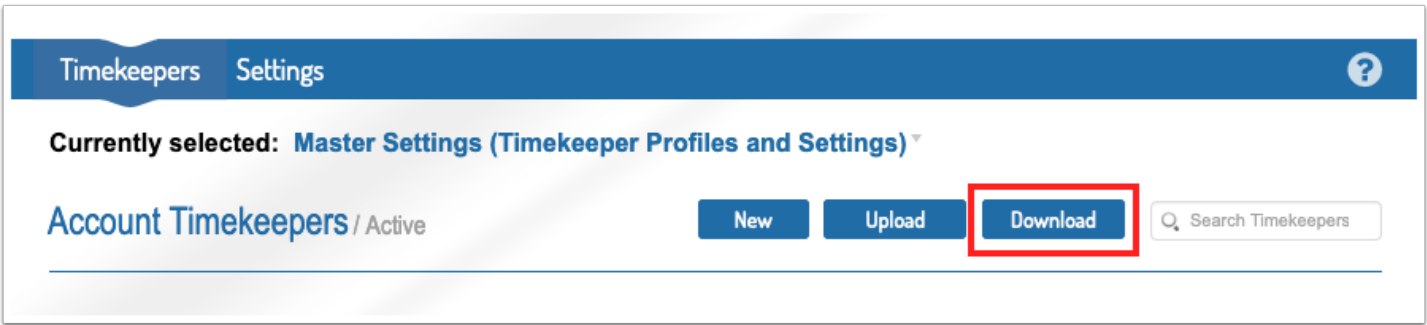
1. Select Master Settings from the Client dropdown menu.



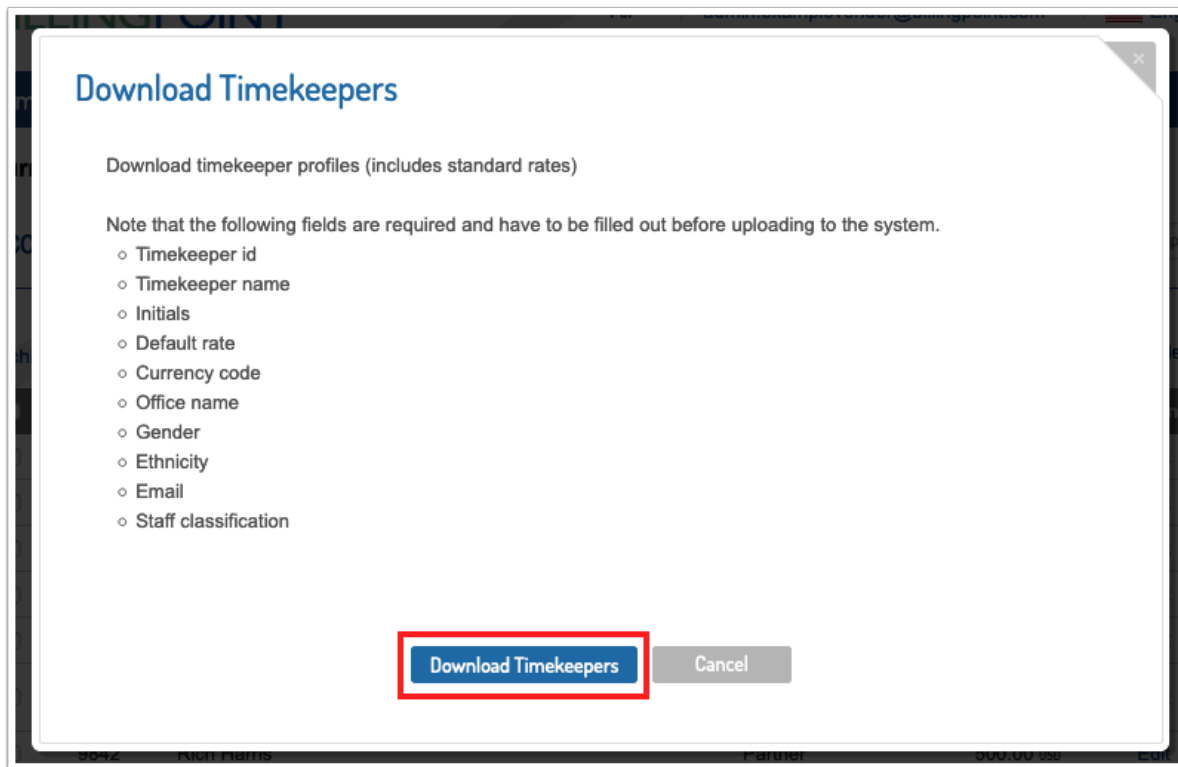
2. Select Manage Account Timekeepers under the Timekeepers tab to navigate to the **account** timekeepers list. This page lists all of your account timekeepers and their standard rates.



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



4. The popup will appear, click Download Timekeepers.

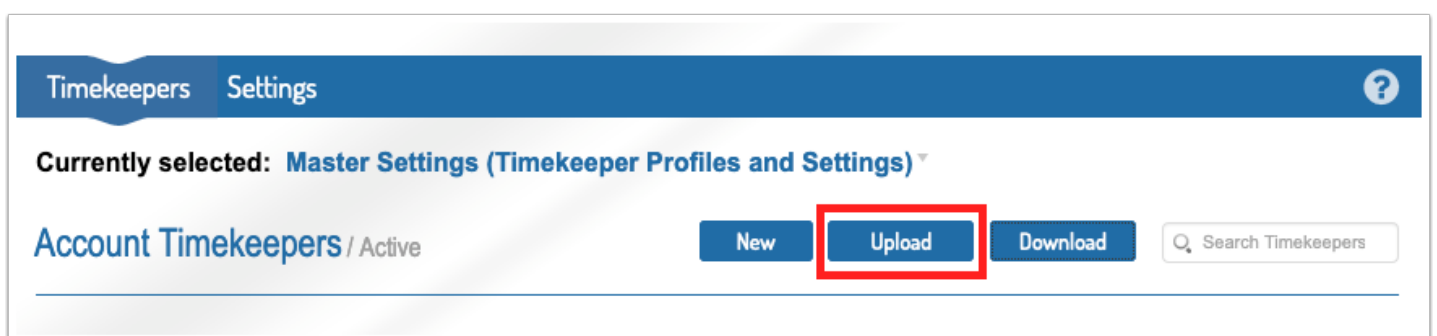


5. You will receive a downloaded *Excel* document with all your account timekeepers. You can remove any rows of timekeepers that do not require updates.

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 Timekeepers.



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

Upload Timekeepers

Upload new and updated timekeeper profiles

Timekeeper Profiles * **Browse**

Timekeepers file should be in '.xlsx' format.

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.