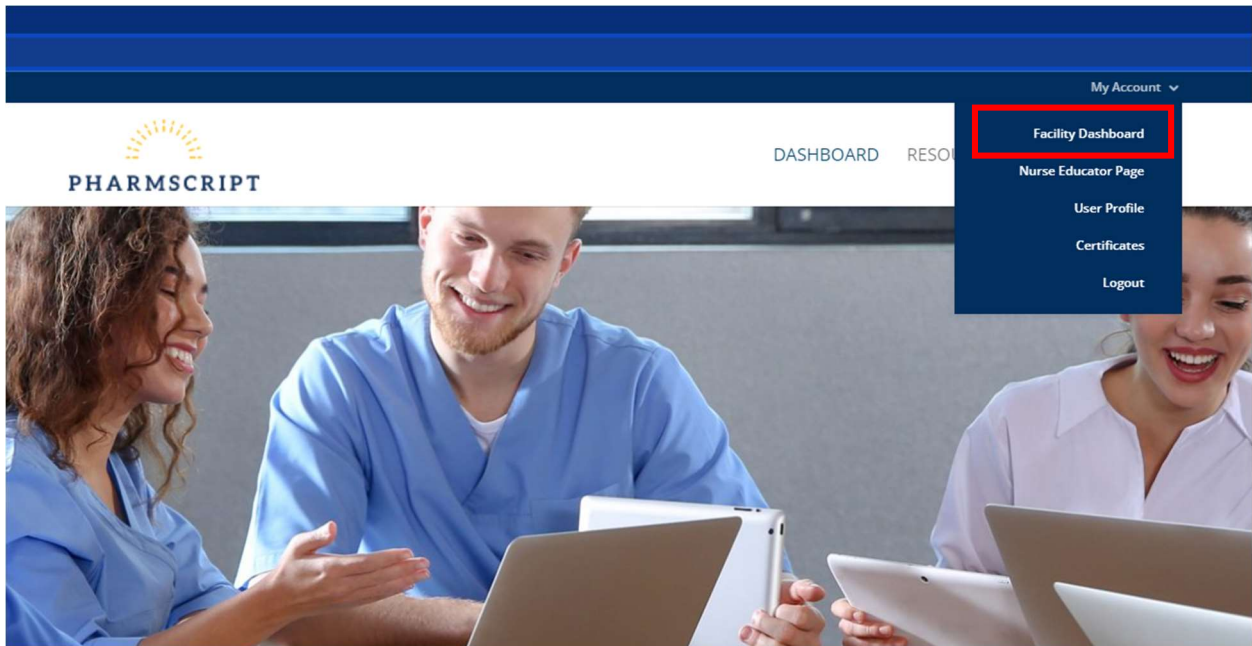
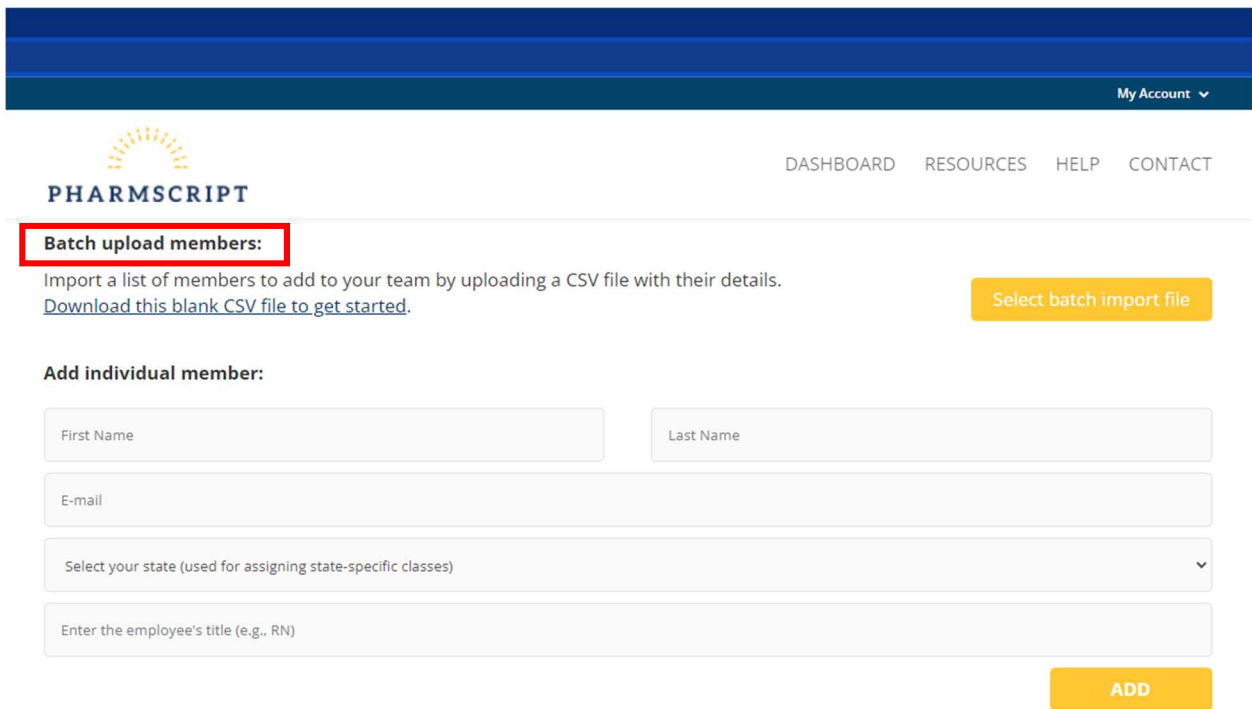


How to Register Multiple Nurses

Navigate to your facility dashboard.

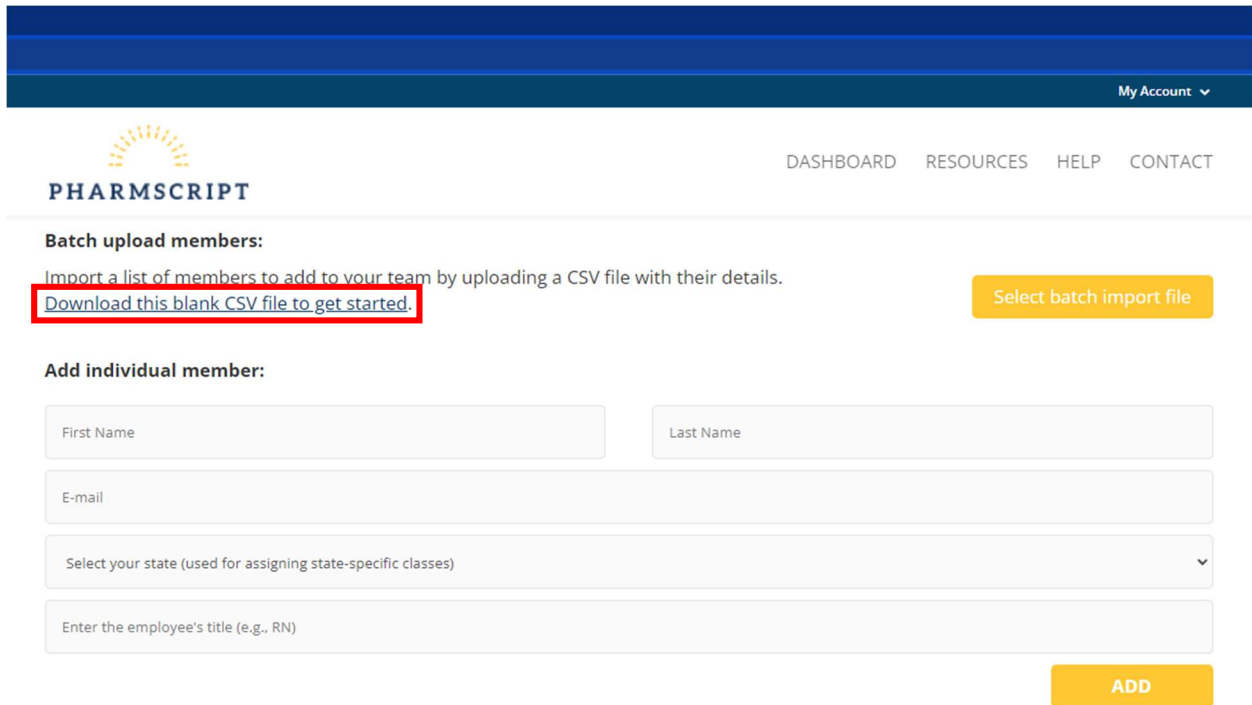


Scroll down to the “Batch upload members” section.



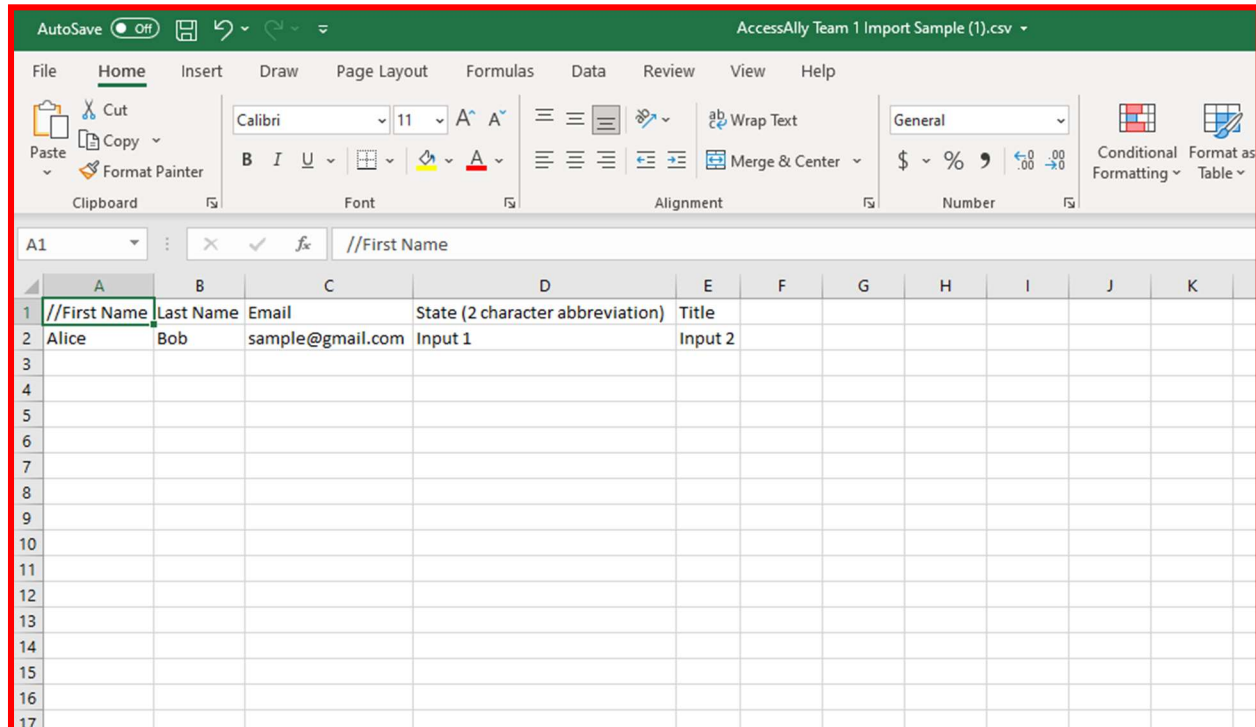
How to Register Multiple Nurses

Click “Download this blank CSV file to get started.”



The screenshot shows the Pharmscript dashboard. At the top right, there is a "My Account" dropdown menu. Below the Pharmscript logo, there are navigation links for "DASHBOARD", "RESOURCES", "HELP", and "CONTACT". The main content area is titled "Batch upload members:" and includes the instruction "Import a list of members to add to your team by uploading a CSV file with their details." A red box highlights the link "Download this blank CSV file to get started." To the right of this link is a yellow button labeled "Select batch import file". Below this section is the "Add individual member:" form, which contains input fields for "First Name", "Last Name", "E-mail", a dropdown menu for "Select your state (used for assigning state-specific classes)", and a text field for "Enter the employee's title (e.g., RN)". A yellow "ADD" button is located at the bottom right of the form.

The blank CSV file should look like this.



The screenshot shows a Microsoft Excel spreadsheet titled "AccessAlly Team 1 Import Sample (1).csv". The spreadsheet has a header row (row 1) with the following columns: "First Name", "Last Name", "Email", "State (2 character abbreviation)", and "Title". The second row (row 2) contains the following data: "Alice", "Bob", "sample@gmail.com", "Input 1", and "Input 2". The spreadsheet is displayed in a grid format with columns labeled A through K and rows labeled 1 through 17. The formula bar shows the formula "=First Name" for cell A1.

1	First Name	Last Name	Email	State (2 character abbreviation)	Title
2	Alice	Bob	sample@gmail.com	Input 1	Input 2
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

How to Register Multiple Nurses

Enter the first name, last name, email, state abbreviation, and title for one employee per row.

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

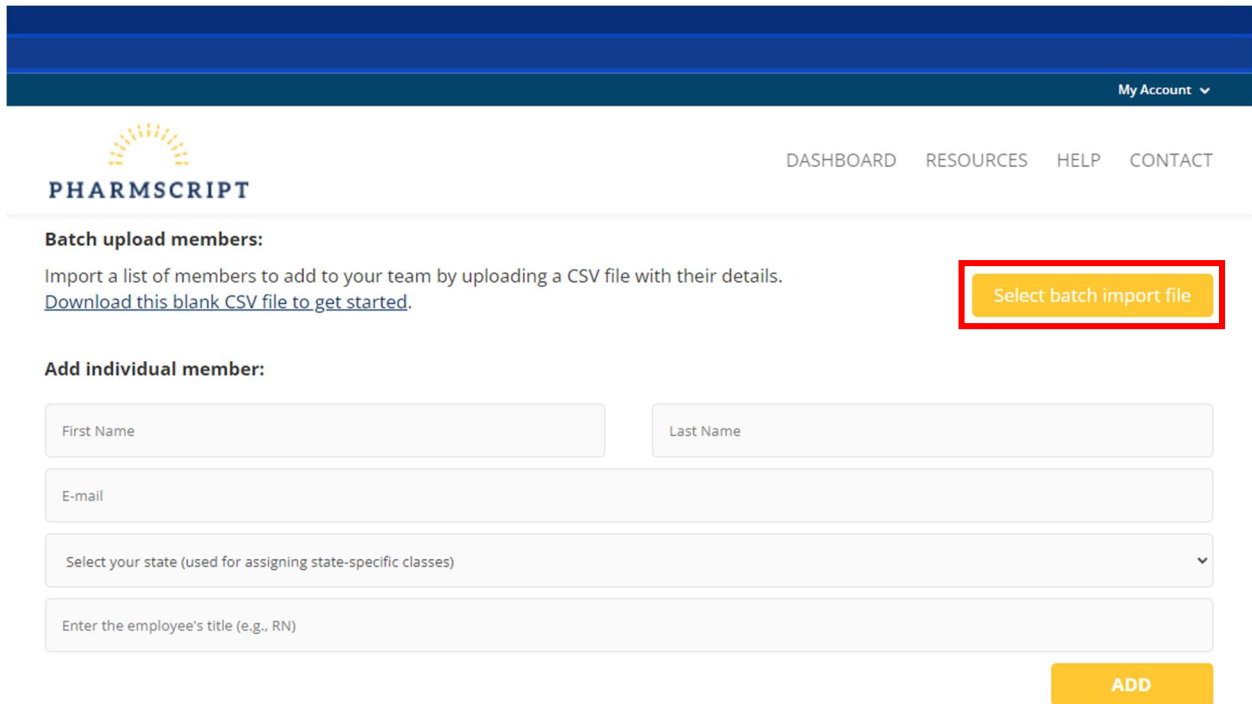
1	//First Name	Last Name	Email	State (2 character abbreviation)	Title
2	Alice	Bob	sample@gmail.com	Input 1	Input 2
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

Save the file where you can easily retrieve it.

The screenshot shows the Microsoft Excel interface with the Save icon highlighted in the top ribbon. The spreadsheet data remains the same as in the previous image.

How to Register Multiple Nurses

Click “Select batch import file”.



My Account ▾

PHARMSCRIPT

DASHBOARD RESOURCES HELP CONTACT

Batch upload members:

Import a list of members to add to your team by uploading a CSV file with their details.
[Download this blank CSV file to get started.](#)

Select batch import file

Add individual member:

First Name Last Name

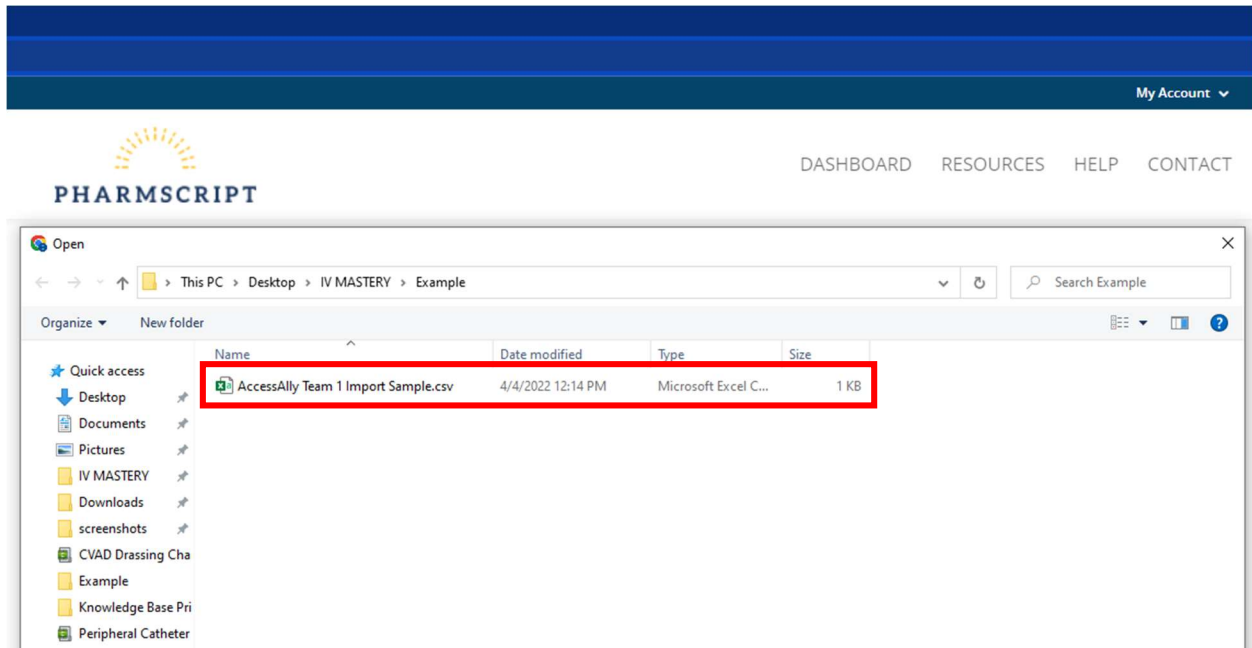
E-mail

Select your state (used for assigning state-specific classes) ▾

Enter the employee's title (e.g., RN)

ADD


Select the CSV file you have entered your nurses information.



How to Register Multiple Nurses

Ensure you newly added employees' details are correct in the preview window.

My Account ▾



DASHBOARD RESOURCES HELP CONTACT

PHARMSCRIPT


Batch upload members:

Import a list of members to add to your team by uploading a CSV file with their details. [Download this blank CSV file to get started.](#)

First Name	Last Name	E-mail	Select your state (used for assigning state-specific classes)	Enter the employee's title (e.g., RN)	Status
Alice	Bob	sample@gmail.com	Input 1	Input 2	

Click "Import".

My Account ▾



DASHBOARD RESOURCES HELP CONTACT

PHARMSCRIPT

Batch upload members:

Import a list of members to add to your team by uploading a CSV file with their details. [Download this blank CSV file to get started.](#)

First Name	Last Name	E-mail	Select your state (used for assigning state-specific classes)	Enter the employee's title (e.g., RN)	Status
Alice	Bob	sample@gmail.com	Input 1	Input 2	

How to Register Multiple Nurses

Your newly added employees will appear in the “Existing member accounts” section.

My Account ▾

PHARMSCRIPT DASHBOARD RESOURCES HELP CONTACT

ADD

Existing member accounts:

COMPLETE CLASS 1 (ALL EMPLOYEES) COMPLETE CLASS 2 (ALL EMPLOYEES) COMPLETE CLASS 3 (ALL EMPLOYEES)
COMPLETE CLASS 4 (ALL EMPLOYEES) COMPLETE CLASS 5 (ALL EMPLOYEES) COMPLETE CLASS 6 (ALL EMPLOYEES)
COMPLETE CLASS 7 (ALL EMPLOYEES) COMPLETE CLASS 8 (ALL EMPLOYEES) COMPLETE CLASS 9 (ALL EMPLOYEES)
COMPLETE CLASS 10 (ALL EMPLOYEES) COMPLETE FLORIDA CLASS (ALL EMPLOYEES)
COMPLETE NEW YORK CLASS (ALL EMPLOYEES) COMPLETE TEXAS CLASS (ALL EMPLOYEES)
COMPLETE NEW HAMPSHIRE CLASS (ALL EMPLOYEES) COMPLETE DISTRICT OF COLUMBIA CLASS (ALL EMPLOYEES)
COMPLETE KENTUCKY CLASS (ALL EMPLOYEES) COMPLETE MAINE CLASS (ALL EMPLOYEES)
COMPLETE CLASS 11 (ALL EMPLOYEES) COMPLETE CLASS 12 (ALL EMPLOYEES) COMPLETE CLASS 13 (ALL EMPLOYEES)
COMPLETE PENNSYLVANIA CLASS (ALL EMPLOYEES)

Expand All **Collapse All**

Hugues Villanova (hugh+++@gmail.com) ▶
Ivmastery Test (ivmasterytest@gmail.com) ▶
John Jones (j++jones@gmail.com) ▶
Julie Gray LPN (mgray++6120@gmail.com) ▶
Lynn White RN (abraxton++6120@gmail.com) ▶
Michael Anderson RN (randerson++6120@gmail.com) ▶
Nati Villeneuve (villeneuveinati@gmail.com) ▶
Paula Smith LPN (tsmith++6120@gmail.com) ▶
Terry Jones RN (t++jones@gmail.com) ▶

[Cookie Policy](#) [Disclaimer](#) [Terms and Conditions](#) [Privacy Policy](#)

Copyright IV MASTERY© 2021