OPUS
EXPERTS IN MEDICINES TRAINING

BEGINNER'S GUIDE TO
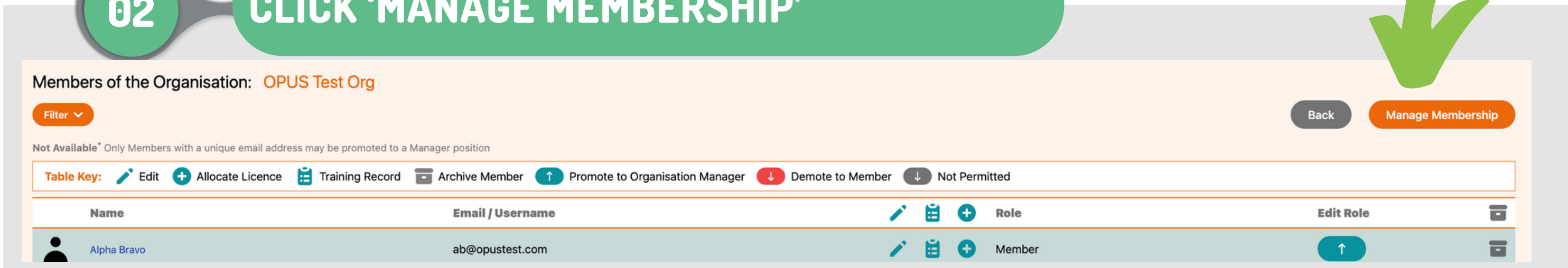# ADDING MULTIPLE NEW USERS TO YOUR ORGANISATION

MULTIPLE USERS

01 SELECT THE MEMBERS TAB

OPUS
ONLINE LEARNING ZONE

My Learning Zone	Organisation Management Zone

🏢 Organisations   📊 Reports   🪪 Order Licences

🏢 **OPUS Test Org**   🗂 Services   🌿 Upcoming Pharmacist-led Courses   🌿 Past Pharmacist-led Courses   👥 **Members**   🗂 Licences   ⚙ Settings

02 CLICK 'MANAGE MEMBERSHIP'

Members of the Organisation: OPUS Test Org

Filter ⌄

Back   Manage Membership

Not Available* Only Members with a unique email address may be promoted to a Manager position

Table Key: ✏ Edit   ➕ Allocate Licence   🗓 Training Record   🗄 Archive Member   ⬆ Promote to Organisation Manager   ⬇ Demote to Member   ⬇ Not Permitted

Name	Email / Username	✏	🗓	➕	Role	Edit Role	🗄
👤 Alpha Bravo	ab@opustest.com	✏	🗓	➕	Member	⬆	🗄

03 SELECT 'BULK UPLOAD NEW MEMBERS'

Back   Manage Membership

Actions:
Create a New Member
Bulk Upload New Members CSV
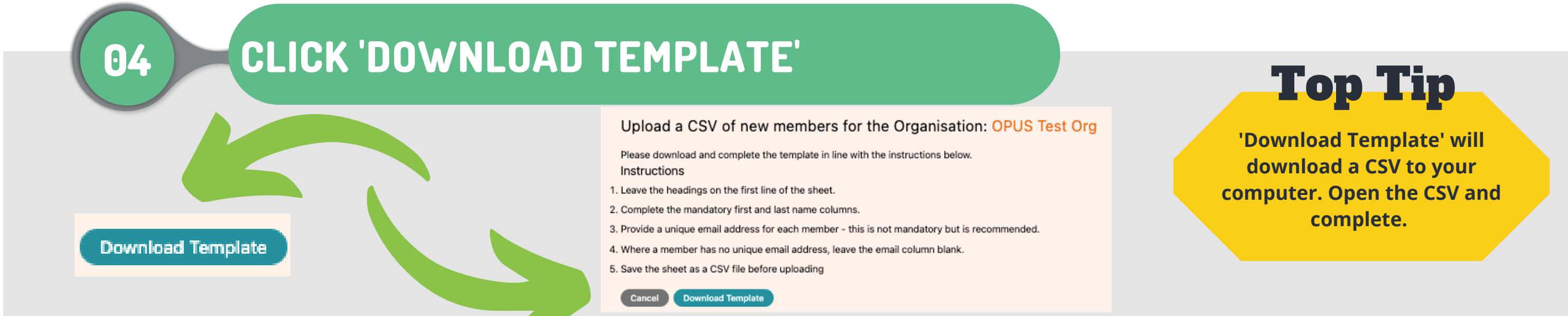Bulk Reset Selected Members Passwords

⬆
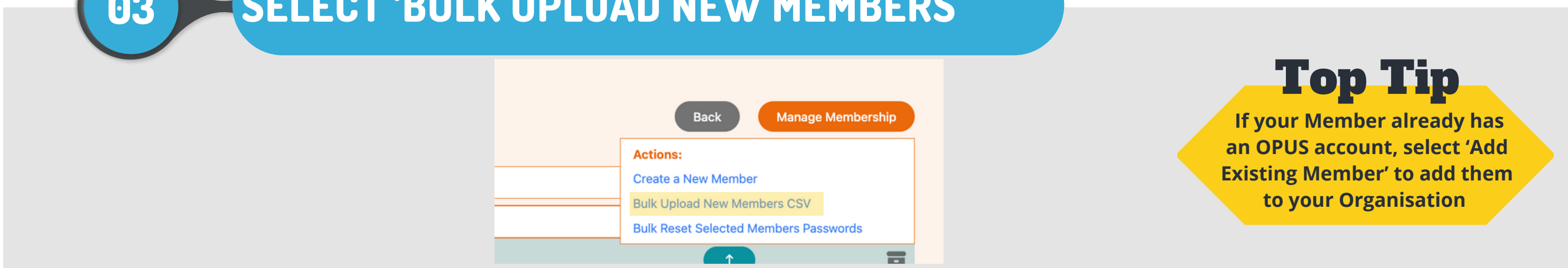
Top Tip
If your Member already has an OPUS account, select 'Add Existing Member' to add them to your Organisation
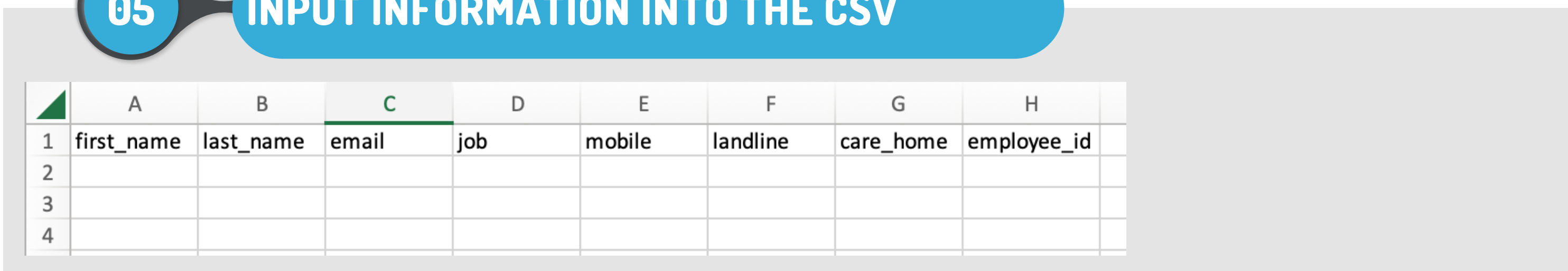
04 CLICK 'DOWNLOAD TEMPLATE'

Upload a CSV of new members for the Organisation: OPUS Test Org

Please download and complete the template in line with the instructions below.
Instructions
1. Leave the headings on the first line of the sheet.
2. Complete the mandatory first and last name columns.
3. Provide a unique email address for each member - this is not mandatory but is recommended.
4. Where a member has no unique email address, leave the email column blank.
5. Save the sheet as a CSV file before uploading

Cancel   Download Template

Download Template

Top Tip
'Download Template' will download a CSV to your computer. Open the CSV and complete.

05 INPUT INFORMATION INTO THE CSV

	A	B	C	D	E	F	G	H
1	first_name	last_name	email	job	mobile	landline	care_home	employee_id
2								
3								
4								

06 UPLOAD COMPLETED CSV & PRESS 'UPLOAD'

Drag and Drop the CSV file here,
or click to select.

opus_lms_new_users (12).csv
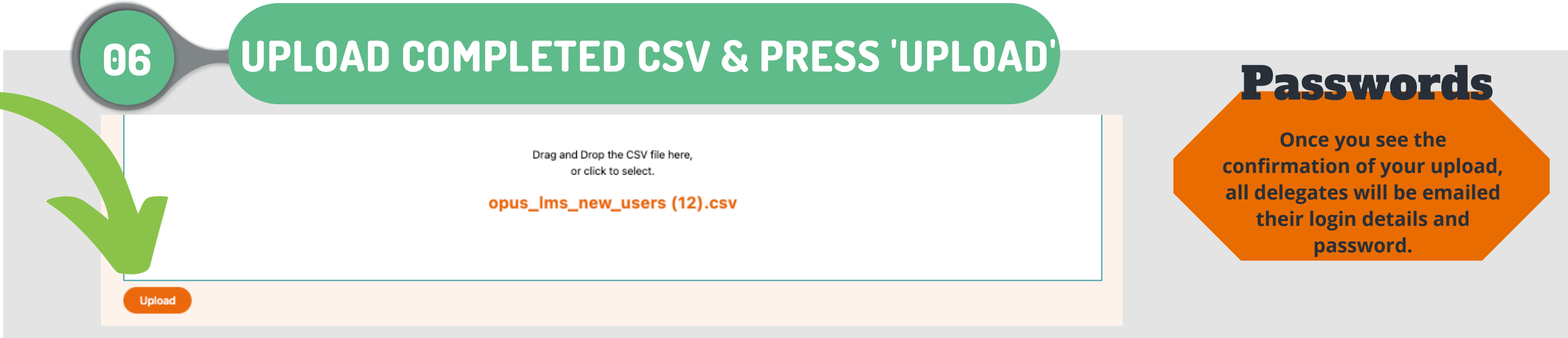
Upload

Passwords
Once you see the confirmation of your upload, all delegates will be emailed their login details and password.