

#### Navigate to your Facility Dashboard

# **IV Mastery Training Program**

BECAUSE LEARNING FEELS GOOD IV Mastery, LLC. is striving to offer an innovative training platform simply designed to meet the

ever-growing educational needs of today's healthcare setting.

### Scroll down to the "Batch upload members" section.

CLASS 7: IV Push Medications

You have 627 / 650 licenses available.

#### 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

### Click "Download this blank CSV file to get started."

CLASS 7: IV Push Medications		,	
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Add individual member:			
First Name	Last Name		

### The blank CSV file should look like this.

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

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Save the file where you can easily retrieve it.

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1	//First Name	Last Name	Email	State (2 character abbreviation)	Title								
2	Alice	Bob	sample@gmail.com	Input 1	Input 2								
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# Click "Select batch import file".

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screenshots	*					
CVAD Rebrand						
📙 Iowa Provider Approval						
📙 New Knowledge Base						

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

#### 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	

import

## Click "Import".

#### 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 Last Name 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	

import

#### Your newly added employees will appear in the "Existing member accounts" section.

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)	
Q Find team member     expand all     collapse all	
Emilia Farrace (emilia@launch-it.co)	•
Hughes Villeneuve (villeneuvehugh@gmail.com)	ł