

# Import and Export On-call Schedules with Excel - Admin Panel

**Purpose:** Show how to manage schedules in bulk with a spreadsheet.

## Export steps

1. Open On-Call Schedule.
2. Select the **Download** icon near the Calendar and Table view buttons to export the current schedule to Excel.

## Import steps

1. Download the template first to confirm the required column headers.
2. Update entries in Excel.
3. Return to On-Call Schedule.
4. Select the **Upload** icon to import your file.

## Tips and good practices

- Keep date and time formats exactly as shown in the template.
- Validate phone numbers and contact names before import.
- Import during low call volume to reduce risk.

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