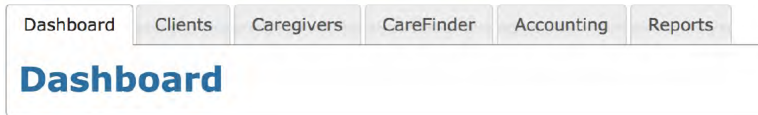


# Instructions for bulk importing from ClearCare

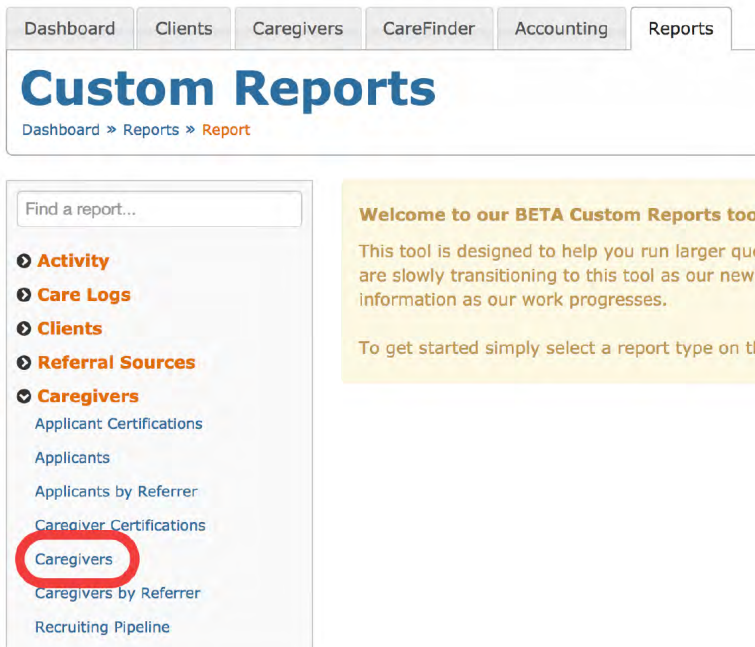
## 1 Log in to your ClearCare account



## 2 Select the custom report feature



## 3 Expand the Caregivers report menu and select the Caregivers report



**4** Type "email" in selected fields text box and select the "Email" field

Dashboard Clients Caregivers CareFinder Accounting Reports Powered by ClearCare

## Custom Reports

Dashboard » Reports » Report

Find a report...

- Activity
- Care Logs
- Clients
- Referral Sources
- Caregivers**
  - Applicant Certifications
  - Applicants
  - Applicants by Referrer
  - Caregiver Certifications
  - Caregivers
  - Caregivers by Referrer
  - Recruiting Pipeline

### Caregivers

3 of 50 Selected Fields

First Name
  Last Name
  Inactive

**Personal Info**

Email

Run Report Save Report

**5** Continue adding fields until you have all of the following fields:

- First name
- Last name
- Inactive
- Email
- Home Phone
- Mobile Phone
- Work Phone
- Hire Date

Dashboard Clients Caregivers CareFinder Accounting Reports Powered by ClearCare

## Custom Reports

Dashboard » Reports » Report

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  - Caregivers by Referrer
  - Recruiting Pipeline

### Caregivers

10 of 50 Selected Fields

First Name
  Last Name
  Inactive
  Email
  Home Phone
  Mobile Phone
  Work Phone
  Hire Date

**Filters** Group By Group By...

Add Filter...

Run Report Save Report

