

New Mobile Worker

There are two ways creating mobile users: Manual creation and Bulk upload. You should use bulk upload tool if:

1. You have more than a certain number of mobile users (anyway, a lot)
2. In your project each mobile user is associated with multiple locations / programs

Manual Creation

Go to Users screen and select "New Mobile Worker". Two steps are included in this manual creation process:

1. Basic input: username and password
2. CommCare Supply settings: clicking the username of the newly created mobile user, select 'Locations' to the right of 'Groups' and associate the mobile user with a specific supply point and program.

Bulk Upload

This tool would allow you to create mobile workers in bulk and associate them with different locations all in one go. Go to **Users** and select **Bulk Upload**. Download excel file.

Users > Mobile Workers

APPLICATION USERS

- Mobile Workers
- Groups
- Web Apps Permissions

PROJECT USERS

- Web Users & Roles

ORGANIZATION

- Organization Structure
- Organization Levels

Mobile Workers can log into applications in this project space and submit data.
Their activity and form submissions can be monitored in the Reports section of this CommCare HQ project space.
Read more about managing mobile workers on our [Help Site](#).

[+ Create Mobile Worker](#) [Download Mobile Workers](#) [Bulk Upload](#) [Edit User Fields](#)

Mobile Workers

Filter Workers... Show 10 Mobile Workers

Username	First Name	Last Name	Date Registered	Action
ben	Ben		Apr 05, 2017	<input type="button" value="Deactivate"/>
mobile1	Test		Apr 05, 2017	<input type="button" value="Deactivate"/>
mobile2	Test	Two	Apr 05, 2017	<input type="button" value="Deactivate"/>

APPLICATION USERS

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CloudCare Permissions

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Upload Mobile Workers Using Excel

1. Download your current mobile worker Excel file.

[Download Mobile Workers](#)

2. Update the downloaded file. Check the [CommCare Help Site](#) for instructions.

3. Upload your updated file.

No file chosen

[Upload Mobile Workers](#)

In sheet users, **username** and **password** are two required columns. All else are optional (phone-number would also be required if you are using CommCare Supply SMS instead of mobile app).

	A	B	C	D	E	F	G	H	I	J	K
1	username	password	name	phone-number	email	language	role	user_id	is_active	User IMEIs (r	location_code 1
2	ben	*****	Ben	16178675309				a8f8039d42c	True	7e6ea07c125	jamaica_plain
3	mobile1	*****	Test					ff53ba31cc0	True		
4	mobile2	*****	Test Two					ff53ba31cc0	True		
5	rush	*****	Rush	17815556666							clinic one
6											

Fill in the other fields as necessary and note that a user can be assigned a location (Supply Point) through the location columns. A user can be assigned multiple locations if desired, though for each additional location a new column must be added in excel (location_code 2, etc.)

Once you are done editing the download, upload it and if there are no errors, you will be shown a screen like the image below.

APPLICATION USERS

Mobile Workers

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Organization Structure

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Mobile Worker Upload Status

Bulk upload complete.

Mobile Worker upload has finished

Successfully uploaded 3 mobile workers.

[Return to manage mobile workers](#)

On the Mobile Workers page, selecting that worker's user name will bring you to Edit Mobile Workers. The Locations tab on this screen will show you what Locations (or Supply Points) are assigned to this user. Here, you can also see that user's primary location and any associated Program.

APPLICATION USERS

Mobile Workers

ben "Ben"

Groups

Web Apps Permissions

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ORGANIZATION

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Organization Levels

Basic Groups Locations Password Permanent Actions

Organization Settings

Locations

✕ Jamaica Plain [Neighborhood]

✕ HITCH City [Neighborhood]

Primary Location

Jamaica Plain [Neighborhood] ✕ ▼

Primary Location must always be set to one of above locations

Program

Medicine Distribution ▼

Update Location Settings