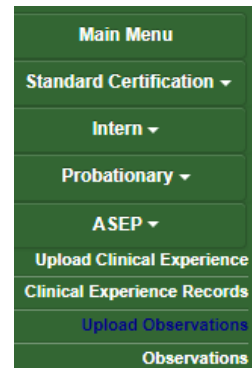


Guide for Uploading Field Supervisors in ECOS for Entities

Currently, there is a glitch in ECOS for Entities that will not allow EPPs to manually add or edit Field Supervisors. The issue is known and is currently being fixed. For now, the workaround is to have the EPPs use the upload feature with a csv file.

In ECOS for Entities, click on the “ASEP” drop-down and choose “Upload Observations.”



Next, select Field Supervisor for the “Select Upload Type” field option.

Upload Observations/Field Supervisors

Upload Type

Select Upload Type

Select Upload Type

Observations

Field Supervisor

Click Browse to Select File to Upload

Size Progress

Browse

Instructions for creating the Field Supervisor Upload csv necessary to complete the upload are listed in the “Upload Instruction” field.

Upload Observations/Field Supervisors

Upload Type

Field Supervisor

Click Browse to Select File to Upload

Name Size Progress Status

Browse

Upload Instruction

Field Supervisor Upload Format

NOTE: All uploads MUST be in CSV (Comma separated value) format. Please remove headers prior to upload.

Upload files saved as CSV (Macintosh) file types cannot be processed. Please save your upload files as CSV (Windows) files.

* Limit of only 10,000 records per upload.

Upload format: Include all required fields [X].

1. Field Supervisor Last Name* (25 max)
2. Field Supervisor First Name*(20 max)
3. Field Supervisor TEA ID*(9 max)
4. In or Out of State Certificate* (State Abbreviation)
Note: Please use "NOCRT" if not certified

Example File

- Brown,Jim,12345678,TX
- Gomez, Lucy,23456789,OK
- Reid,Harry,13456789,NOCRT

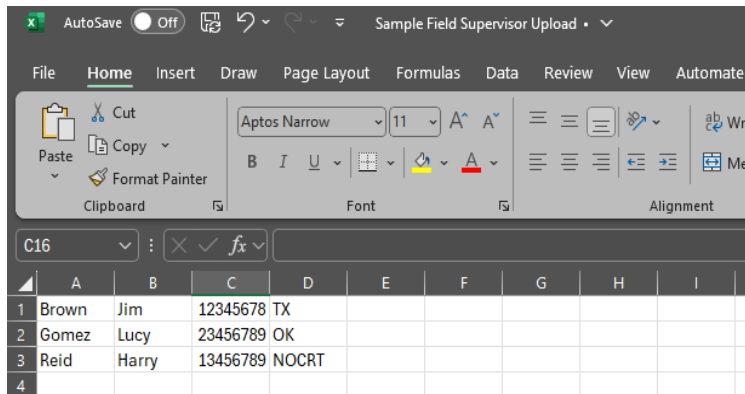
Note: The Example File is what the csv would look like if opened in Notepad.

To create the csv file, open a new Excel workbook.

Include all required fields [*].

1. Field Supervisor Last Name (25 max)
2. Field Supervisor First Name (20 max)
3. Field Supervisor TEA ID (9 max)
4. In or Out of State Certificate (State Abbreviation)

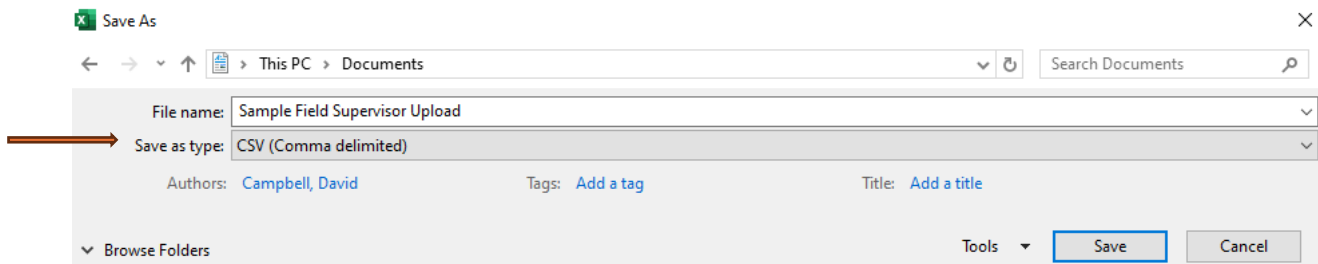
Note: Please use "NOCRT" if not certified



The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I
1	Brown	Jim	12345678	TX					
2	Gomez	Lucy	23456789	OK					
3	Reid	Harry	13456789	NOCRT					
4									

After entering all required information, save the workbook as a csv file.



You are now ready to upload the csv file for Field Supervisors into ECOS.