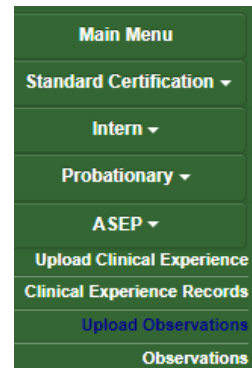


Guide for Uploading Field Supervisors in ECOS for Entities

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.

A screenshot of the 'Upload Observations/Field Supervisors' form. The form has a green header bar with the title 'Upload Observations/Field Supervisors'. Below the header is a section titled 'Upload Type' containing a dropdown menu labeled 'Select Upload Type'. The dropdown menu is open, showing two options: 'Observations' and 'Field Supervisor', with 'Field Supervisor' selected. To the right of the dropdown is a button labeled 'Click Browse to Select File to Upload'. Below this is a table with columns 'Name', 'Size', and 'Progress'. At the bottom right is a 'Browse' button.

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

A screenshot of the 'Upload Observations/Field Supervisors' form, showing the 'Upload Instruction' section. The form has a green header bar with the title 'Upload Observations/Field Supervisors'. Below the header is a section titled 'Upload Type' containing a dropdown menu labeled 'Field Supervisor'. To the right of the dropdown is a button labeled 'Click Browse to Select File to Upload'. Below this is a table with columns 'Name', 'Size', 'Progress', and 'Status'. At the bottom right is a 'Browse' button. The 'Upload Instruction' section contains the following text: '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', and a list of example files: 'Brown,Jim,12345678.TX', 'Gomez,Lucy,23456789.OK', and 'Reid,Harry,13456789.NOVRT'.

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.

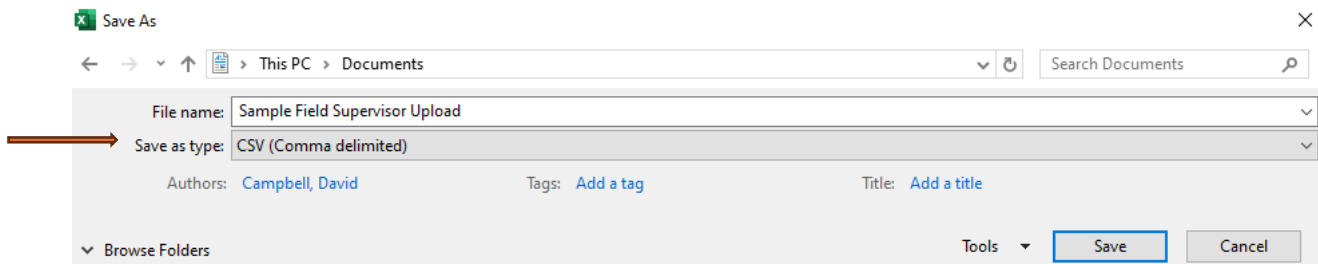
Include all required fields [*].

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

	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.