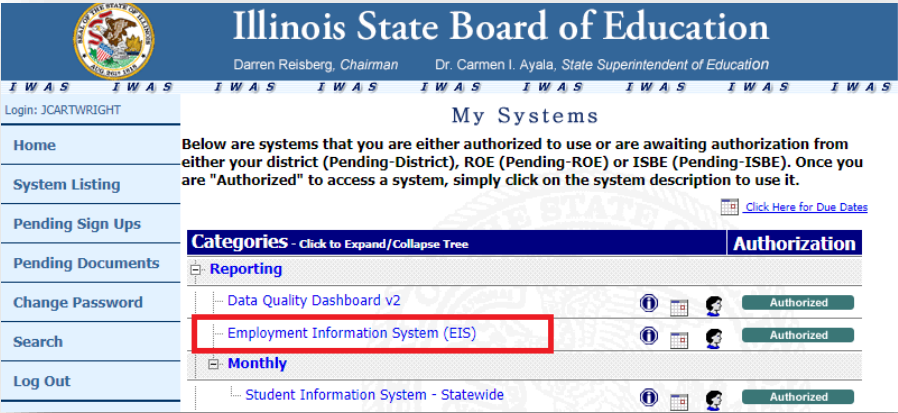
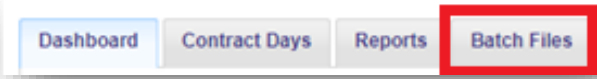
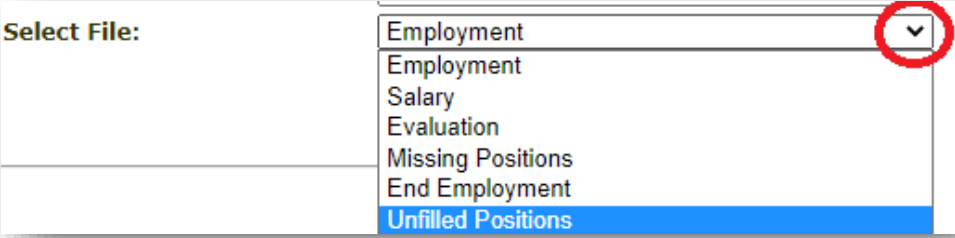

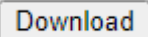
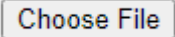

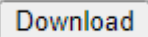


Data Strategies and Analytics (DSA)

Editing Unfilled Positions Data via Batch File Submission

Process Steps

Step	Activity
1	<p>Log into Employment Information System through IWAS.</p>  <p>The screenshot shows the 'My Systems' page with a list of systems. The 'Employment Information System (EIS)' is highlighted with a red box. The page also shows a navigation menu on the left and a 'Categories' section with 'Reporting' and 'Monthly' sub-sections.</p>
2	<p>On the EIS Home Page, click on the Batch Files tab.</p>  <p>The screenshot shows a row of navigation tabs: 'Dashboard', 'Contract Days', 'Reports', and 'Batch Files'. The 'Batch Files' tab is highlighted with a red box.</p>
3	<p>Make sure 2022 is selected in the School Year dropdown.</p>
4	<p>Click the dropdown arrow next to Select File and select <i>Unfilled Positions</i> from the menu</p>  <p>The screenshot shows a 'Select File:' label next to a dropdown menu. The menu is open, showing options: 'Employment', 'Employment', 'Salary', 'Evaluation', 'Missing Positions', 'End Employment', and 'Unfilled Positions'. The 'Unfilled Positions' option is highlighted with a blue bar. A red circle highlights the dropdown arrow.</p>
5	<p>Click Request File to download previously entered records.</p> <p>(Tip: Ensure your pop-up blocker is turned off for this step)</p>

6	<p>Your file will display under the Download section.</p> <p>(Tip: Depending on the size of the file, it may take several seconds. If it has not shown yet, select click here to refresh the list.)</p> <div data-bbox="224 289 1442 520" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  <h3 style="margin: 0;">Download</h3> <p style="margin: 0;">Download your most recently processed batch files. To refresh the list, click here</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e1eef6;"> <th style="text-align: left;">File Name</th> <th style="text-align: left;">Processed Date</th> </tr> </thead> <tbody> <tr> <td>Unfilled Positions_010011720220000.csv_results</td> <td>Jan 6 2022 4:58PM</td> </tr> </tbody> </table> </div>	File Name	Processed Date	Unfilled Positions_010011720220000.csv_results	Jan 6 2022 4:58PM
File Name	Processed Date				
Unfilled Positions_010011720220000.csv_results	Jan 6 2022 4:58PM				
7	<p>Click </p>				
8	<p>Click on the file to download and open in Notepad.</p>				
9	<p>Make the edits necessary in the file.</p> <p>(Tip: hold down keys <i>Ctrl + H</i> to find a specific value and replace them all with another value)</p>				
10	<p>Save the file.</p>				
11	<p>Return to the Batch Files tab in EIS.</p>				
12	<p>Under the Upload section at the top, click </p>				
13	<p>Find your .csv file that you saved and click Open.</p>				
14	<p>Click </p>				
15	<p>Your uploaded file will display under the Download section.</p> <p>(Tip: Depending on the size of the file, it may take several seconds. If it has not shown yet, select click here to refresh the list.)</p>				
16	<p>Click </p>				
17	<p>Click on the file to download and open in Excel</p>				
18	<p>The far right column should display the results from your upload. Once you receive the message <i>UnfilledPosition data accepted</i> for all records, the process is complete. If you receive any other error messages, continue to the next step <i>Troubleshooting Batch File Error Messages</i>, for how to fix these errors.</p>				

Troubleshooting Batch File Error Messages

Error Code	Error Message	How to Fix
U00	Duplicate records not allowed	<ol style="list-style-type: none"> 1. Remove the row of one of the duplicate records 2. Combine the duplicate records into one record 3. Re-submit
U03	Specialty code must be specified for special ed positions	<ol style="list-style-type: none"> 1. Find your special ed positions (position code 250) 2. Enter their position specialty in the "Unfilled Position Specialty" column, using the appropriate codes 3. Re-submit
U04	Grade level code must be specified for position code	<ol style="list-style-type: none"> 1. Find the row where the grade level code is missing 2. Enter a grade level in the "Grade Level Assignment" column 3. Re-submit
U05	Subject code must be specified for position code	<ol style="list-style-type: none"> 1. Find the row where the subject code is missing 2. Enter a subject code in the "Subject Area" column 3. Re-submit
U13	School level users cannot upload unfilled position files	This data collection is for district-level users only
U20	UnfilledPosition data accepted	N/A