# 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."
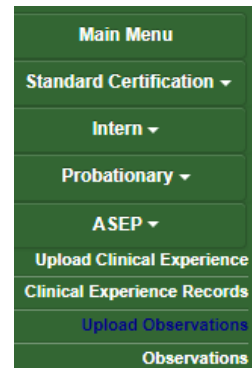
Next, select Field Supervisor for the "Select Upload Type" field option.

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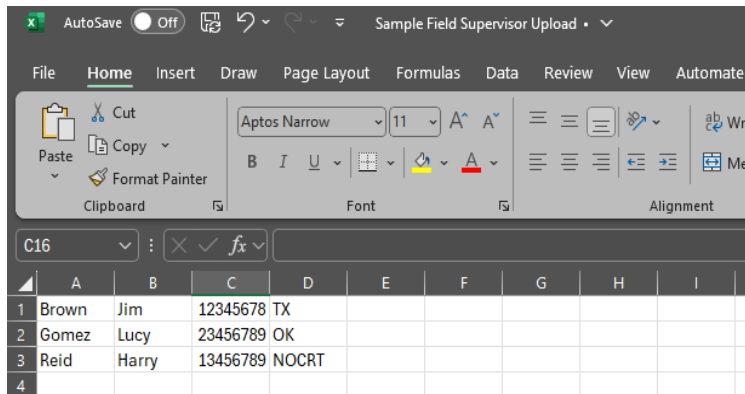

Note: The Example File is what the csv would look like if opened in Notepad.

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)
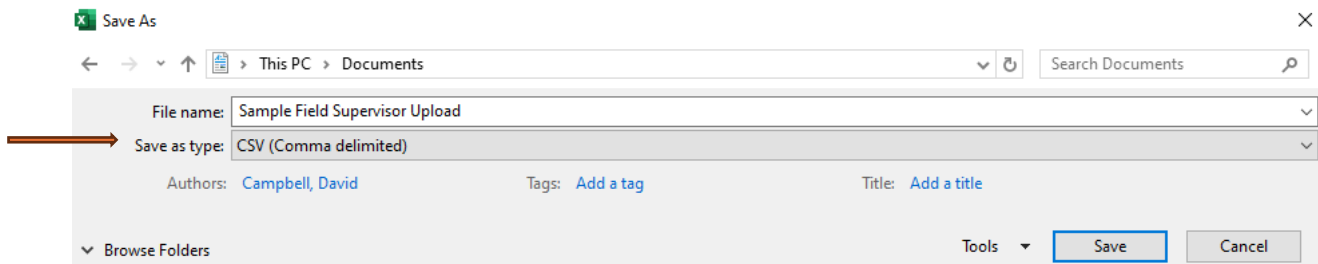4. In or Out of State Certificate (State Abbreviation)

Note: Please use "NOCRT" if not certified

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.