Loading the USAEMS_EMISR.SEQ file to Data Collector

The USAEMS_EMISR.seq file was created when the USAEMS program was ran as part of Fiscal Year End closing. It is sitting in the district's data directory waiting to be moved to the Data Collector.

1. Log into Reflections
2. Select   **USPS**   OECN USPS System
3. Select   **USPS_LCL**   Locally Defined USPS Menu
4. Select   **USAEMS_R**   TRANSFER USAEMS TO DATA COLLECTOR

This will automatically move the USAEMS_EMISR.SEQ file to the Data Collector.

**Remember: Every district must have two files loaded to the Data Collector.
**All districts: Must load the USAEMS_EMIS.SEQ file (as shown above).
**EIS districts: Must load the EISEMS.SEQ file (as shown below)
**Non-EIS districts: Must load the file created from the export of EMISFFE.

FOR EIS DISTRICTS:

Loading the EISEMS.SEQ file to Data Collector

The EISEMS.SEQ file was created when the EISEMS program was ran as part of the EIS Fiscal Year End procedures. It is sitting in the district's data directory waiting to be moved to the Data Collector.

1. Log into Reflections
2. Select   **USPS**   OECN USPS System
3. Select   **USPS_LCL**   Locally Defined USPS Menu
4. Select   **EISEMS_R**   TRANSFER EISEMS TO DATA COLLECTOR

This will automatically move the EISEMS.SEQ file to the Data Collector.