

Upload a file with simulation

How do I submit a file via File Upload using simulation?

1. Open the Process menu and select "Employer Reporting"







2. Select "Start"



3. In the Reporting Method field select "Upload" from the drop-down list

Create Report	Case Information
Reporting Method: Perform Simulation: Report File:	Upload Interactive Upload Upload Interactive Upload Interactive Interactive Interactive Interactive Inter
	Save Cancel Report Submit

4. Select "Yes" to perform a simulation on your file

Reporting Method:	Upload	
Perform Simulation:	Yes No	Simulation allows you to test a report without committing the data to DR
Report File:	No files uploaded	



5. Select the icon next to "Report File" to choose the file you want to upload

Create Report	Case Information	
Reporting Method:	Upload	-
Perform Simulation:	🗿 Yes 🔘 No	Simulation allows you to test a report without committing the data to DRS.
Report File:	No files uploaded	
		Save Cancel Report Submit

6. Select "Choose File"

Upload a file	×
Select a file	
Choose File No file chosen	
Upload Cancel	
	h

7. Select the file you want to upload. The file must be in a .txt or .csv format.

Irganize ▼ New folder This PC ③ 3D Objects	Date modified 3/8/2012 4:51 PM 6/1/2012 4:00 PM 12/14/2015 8:55 AM 8/18/2015 9:04 AM 7/24/2015 11:25 AM	Type Internet Shortcut PDF File Internet Shortcut Internet Shortcut Internet Shortcut	Size 1 KB 321 KB 1 KB 1 KB 1 KB 1 KB
This PC 3 D Objects	Date modified 3/8/2012 4:51 PM 6/1/2012 4:00 PM 12/14/2015 8:55 AM 8/18/2015 9:04 AM 4/20/2016 2:11 PM 7/24/2015 11:25 AM	Type Internet Shortcut PDF File Internet Shortcut Internet Shortcut Internet Shortcut	Size 1 KB 321 KB 1 KB 1 KB 1 KB
This PC	6/1/2012 4:00 PM 12/14/2015 8:55 AM 8/18/2015 9:04 AM 4/20/2016 2:11 PM 7/24/2015 11:25 AM	PDF File Internet Shortcut Internet Shortcut Internet Shortcut Internet Shortcut	321 KB 1 KB 1 KB 1 KB
This PC	12/14/2015 8:55 AM 8/18/2015 9:04 AM 4/20/2016 2:11 PM 7/24/2015 11:25 AM	Internet Shortcut Internet Shortcut Internet Shortcut Internet Shortcut	1 KB 1 KB 1 KB
This PC	8/18/2015 9:04 AM 4/20/2016 2:11 PM 7/24/2015 11:25 AM	Internet Shortcut Internet Shortcut Internet Shortcut	1 KB
This PC	4/20/2016 2:11 PM 7/24/2015 11:25 AM	Internet Shortcut Internet Shortcut	1 KB
This PC	7/24/2015 11:25 AM	Internet Shortcut	
3D Objects	10/0/2010 9-44 AM		1 KB
🧊 3D Objects	10/ 9/ 20 19 0:44 AIVI	Shortcut	3 KB
	12/7/2018 7:59 AM	Windows Batch File	1 KB
Cesktop	1/23/2018 4:01 PM	PDF File	506 KB
Documents	4/21/2016 1:58 PM	Shortcut	2 KB
Downloads	4/21/2016 1:58 PM	Shortcut	2 KB
h Music	3/22/2019 3:05 PM	Microsoft Excel W	25 KB
Distance	6/20/2018 3:08 PM	Microsoft Excel W	12 KB
Pictures	11/8/2019 2:14 PM	Text Document	5 KB
Videos Transmittal File	11/8/2019 2:10 PM	Text Document	5 KB
	11/8/2019 2:14 PM	Microsoft Excel W	26 KB
	4/9/2019 10:29 AM	Microsoft Word D	37 KB
	5/24/2007 3:49 PM	Internet Shortcut	1 KB
Natural.	10/9/2013 4:15 PM	Pinned Site Shortc	1 KB
File name: Transmittal File		✓ All Files	

The file displays in the File name field.



8. Select Open

Organize - New folder					R== • •	0
inganize - intew folder		^			0 ·	
	^	Name	Date modified	Type Internet Shortcut	Size 1 KR	
			6/1/2012 4:00 PM	DDE File	221 KB	
			12/14/2015 9:55 AM	Internet Shortcut	1 KB	
			8/18/2015 0-04 AM	Internet Shortcut	1 KB	
			4/20/2015 2-11 PM	Internet Shortcut	1 KB	
			7/24/2015 11:25 AM	Internet Shortcut	1 KB	
This PC			10/9/2019 8:44 AM	Shortcut	3 KB	
3D Objects			12/7/2018 7:59 AM	Windows Batch File	1 KB	
Desktop			1/23/2018 4:01 PM	PDF File	506 KB	
Documents			4/21/2016 1:58 PM	Shortcut	2 KB	
			4/21/2016 1:58 PM	Shortcut	2 KB	
h Music			3/22/2019 3:05 PM	Microsoft Excel W	. 25 KB	
Ji Music			6/20/2018 3:08 PM	Microsoft Excel W	. 12 KB	
Pictures			11/8/2019 2:14 PM	Text Document	5 KB	
Videos		Transmittal File	11/8/2019 2:10 PM	Text Document	5 KB	
			11/8/2019 2:14 PM	Microsoft Excel W	. 26 KB	
			4/9/2019 10:29 AM	Microsoft Word D	. 37 KB	
			5/24/2007 3:49 PM	Internet Shortcut	1 KB	
@ N	~		10/9/2013 4:15 PM	Pinned Site Shortc	. 1 KB	
				AILER		

The file displays in the "Upload a file" box next to "Choose File."

9. Select Upload

Upload a file	×)
Select a file Choose File Transmittal File.txt		
Upload Cancel		#



The file will be displayed next to "Report File."

10. Select "Submit" to send your file for processing.

Create Report	Case Information	
Reporting Method: Perform Simulation:	Upload O Yes O No	- Simulation allows you to test a report without committing the data to DRS.
Report File:	<u>Transmittal File.txt</u>	
		Save Cancel Report Submit

The "Move File" screen will display. Your file has been successfully submitted.

Employer Reporting (E	ERA Portal Only) — ERP-2	200204-0004	Move File
Report Information	n Report Groups	Case Information	
Reporting Method: Perform Simulation:	Upload Yes	Simulation allows you to test a report without cor	nmitting the data to DRS.
Report lie.	Transmittar File.tAt		

A message will appear in "Messages" on the menu bar showing your file was successfully processed.

