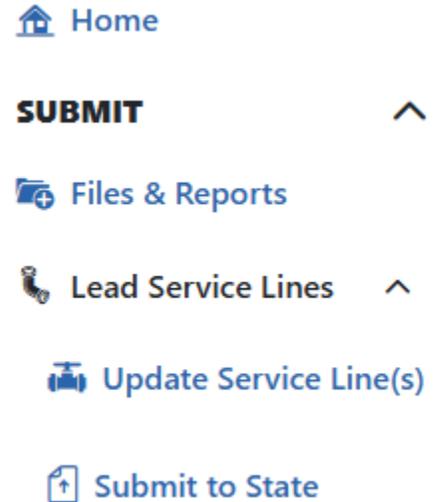


Batch Upload - Step by Step Instructions

Download the Batch Upload Template from LSLI Portal

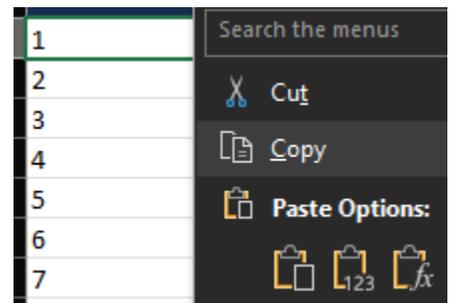
1. Log in to your TX-LSLI portal account at:
<https://tx.gecsws.com>
2. On the SWIFT Submittals home screen click “Update Service Line(s)” from the left navigation pane.
 - a. If a water system is not populated you may need to select a water system to continue.
3. Then click on “Batch Uploads” button
4. Then click on “Download Excel Template”



Transcribe data to Batch Upload Template

For this step-by-step this assumes TCEQ-20943 was used. Similar steps apply for other tools or spreadsheets.

1. Open downloaded batch upload template.
2. Open systems TCEQ-20943 with current inventory data.
 - a. Navigate to the ‘detailed inventory’ sheet
 - b. Select the all inventory data
 - i. Typically this should include data starting in cell B12 and ending in cell AA#, where # is the last row of data in your detailed inventory.
 - c. Copy the data either by using CTRL+C or right-click copy
3. Bring up the ‘LSLI’ sheet of the downloaded batch upload template.
 - a. In cell A3, the first blank cell in the spreadsheet, paste the detailed inventory data as values. This may be done from the paste menu or from right-click paste. Select the clipboard with ‘123’
4. Review the data to ensure data copied over correctly in the right columns. Columns did **not** change in the switch to the new batch upload template.
5. Ensure you have a Unique Service Line ID which is now required by the LSLI portal.
6. Ensure Column J, K, and N are completed if column I and M are Galvanized or any Non-Lead categories. These are conditionally required and will be flagged by the portal if not complete when required.



7. Ensure the Customer-Owned portion is completed. This column may not be left blank for the purposes of entire service line calculations. If the customer side is owned by the system, enter the category information, or if it is the same as System-Owner side copy the information.
8. Save your upload file

Upload Service Line data for review and import

1. On the same screen as you downloaded the batch upload template now click “Upload from Excel File”
2. Select the file from the previous steps and click ‘Upload File’
3. The file will then show as upload status “In Queue”
4. The upload status will change to “Ready for Review” this process may take up to 30 minutes depending on the number of users active and size of the file.
5. Once the file is ready for review click “Review”
6. Ensure that the number of records with error is Zero
7. If there are any records with errors you may address them in the application by editing the service line, or by editing the batch upload template and reuploading.
 - a. If opting for a full reupload, ensure you discard the existing upload.
8. These steps and the batch upload process may be used for updates to service line information, or service line information may be updated in the application.

of Records with Errors:

0

0