How do I set all staff member's EPIMS Evaluation Rating fields (SR29-SR33) to "99 - Not Applicable" for October EPIMS?

The DESE does not collect the SR29-SR33 Evaluatin Ratings in the October EPIMS collection. They require these fields be reported as "99 - No Applicable" for all staff members.

Go to iStaff Biographical > Procedures â€“ iStaff Bio > Batch Data Entry

Select Field to Update = SR29, SR30, SR31

Helpful Hint! Select 3 fields to update at a time. This makes it more manageable.

You may filter by Employee ID, State ID, Building, and/or Department, or leave blank to get all staff.

Click Search to find staff members.

Select â€œNot Applicableâ€ in the field for the first staff member.

To copy this value down for EVERY staff member listed, click on the Copy icon (overlapping pages) at the top of the column. This will fill each staff memberâ€™s field with the value of â€œNot Applicableâ€.

Scroll to the bottom of the screen and click Submit to update all the staff members on this screen. This must be done prior to going to the next screen.

After this screen has been submitted, click on Next to get to the next screen of staff members. Repeat the steps above for the next group.

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http://www.imgsoftware.com/kb/entry/1022/