


# ECE-TRIS: UPLOADING TRAINING FORMS

## ECE-TRIS ARTICLE FOR ECE PROFESSIONALS



The screenshot shows the ECE-TRIS website header with a colorful logo featuring the text 'ECE TRIS' and stick figures. Below the header is a navigation menu with links: Home, Calendar, Trainer Search, Forms, Links, and Contact Us. Below the menu is a green bar with the text 'Add/Edit Credit for Participant'. Below that is a form with two fields: 'Training Detail Info: \*' and 'Training Name: [Uploading Training Forms on ECE-TRIS](#)'.

### CHECK OUT THE TIPS BELOW:

- On your training assign credit page, there is a new section regarding Sign-in Attachments.

#### **Sign-In Attachments**

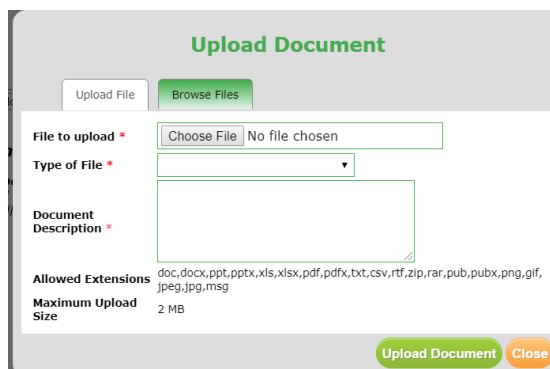
##### **Please read below before uploading files**

Upload Training Detail Cover Page and Sign in Sheets for this training only. The intent of this area is so that the cover page and sign in sheet is electronically stored with the corresponding training session. Do not upload Personal Information Forms on this page.

Attach/Upload

*Please note that this does not include Personal Information Forms. For now, these will still need to be sent to ECE-TRIS unless you are a user who has the ability to enter those directly.*


- Click on the Attach/Upload Button and you will have a pop-up to choose the file to upload.



The screenshot shows a 'Upload Document' pop-up form. It has a title bar with 'Upload Document'. Below the title bar are two tabs: 'Upload File' and 'Browse Files'. The 'Browse Files' tab is selected. The form contains the following fields: 'File to upload \*' with a 'Choose File' button and 'No file chosen' text; 'Type of File \*' with a dropdown menu; 'Document Description \*' with a text area; 'Allowed Extensions' with a list of file types: doc, docx, ppt, pptx, xls,xlsx, pdf, pdfx, txt, csv, rtf, zip, rar, pub, pubx, png, gif, jpeg, jpg, msg; and 'Maximum Upload Size' with the value '2 MB'. At the bottom of the form are two buttons: 'Upload Document' and 'Close'.

- Select the file for upload
- Indicate the type of file
- Upload Document
- Scan as one document, if possible

- Once Uploaded, it will appear like this on the page.

 **Name:** WhatIsECETRIS.pdf  
**Description:** Ill  
**Type:** Sign-In Sheet  
**Uploaded:** 09/10/2019 02:43 pm by



### REMINDERS

- Include the Training Details Cover Page **and** the Participant Sign in Sheets. Cover Pages are still required.
- Click Submit as Complete to TRIS once all credit has been added