



The Employment Training Panel

Cal-E-Force External Stakeholder – Uploads & Reports

Sessions:

June 11, 2019: 1:00 PM – 2:30 PM

June 14, 2019: 10:00 AM – 11:30 AM

Welcome

Welcome to the External Stakeholder Uploads Prototype Sessions for ETMS Contracts to be migrated.

Session Narrator: Clayton Olsen and Mario Maslac.

Note taker: Kelsey Oehrke.

Executive Representatives: Jill McAloon and/or Michael Cable .

Facilitator: Babette Davis.

Format:

Presentation and discussion of prototype screen and data to be collected.

Allotted 1.5 hours.

Webinar with muted mic – use the “raise a hand” function

Meeting Structure

The first 3 meetings will use GoToWebinar – instructions for access were sent when you registered.

Designated Q&A throughout presentation.

“Raise a hand” through GoToWebinar.

Ask a question through GoToWebinar.

Season Goals

Demonstrate last prototype components for the Cal-E-Force system:

1. Enrollments.
2. Hours Tracking.
3. Invoicing.

4. Reports/Exports

Landing Page

Entry point to all aspects of Cal-E-Force.

Access all parts of Cal-E-Force and migrated ETMS contracts.

Enrollment Uploads (1 of 2)

Upload Trainees.

Choose File.

Select your saved standard template file.

Enrollment Uploads (2 of 2)

Select the upload button.

All entered data will show below.

Hours Tracking (1 of 2)

Upload Hours.

Choose File.

Select your saved standard template file.

Hours Tracking (2 of 2)

Select the upload button.

All entered data will show below.

Invoicing (1 of 2)

Create Invoice.

Select Upload Payments.

Click choose file and select the standard template that you have saved.

Invoicing (2 of 2)

Uploaded data will now show on the screen.

Then click on the Upload payments data button.

Reporting/Exporting (1 of 2)

Click on Reports.

The reports tab will show and display all the reports you are able to download.

Reporting/Exporting (2 of 2)

This report shows all Trainees by Contract that can be exported.

Live Demonstration

There was a live demonstration of the system during this presentation.

Next Steps

April 2019, Introduction Sessions, Prototype Walkthrough Sessions then Move to Cal-E-Force.

Training & Tailored Support.

Email confirmation of assigned support staff.

Training to be scheduled.

Other modifications if needed.

Keep an eye out for training communications!