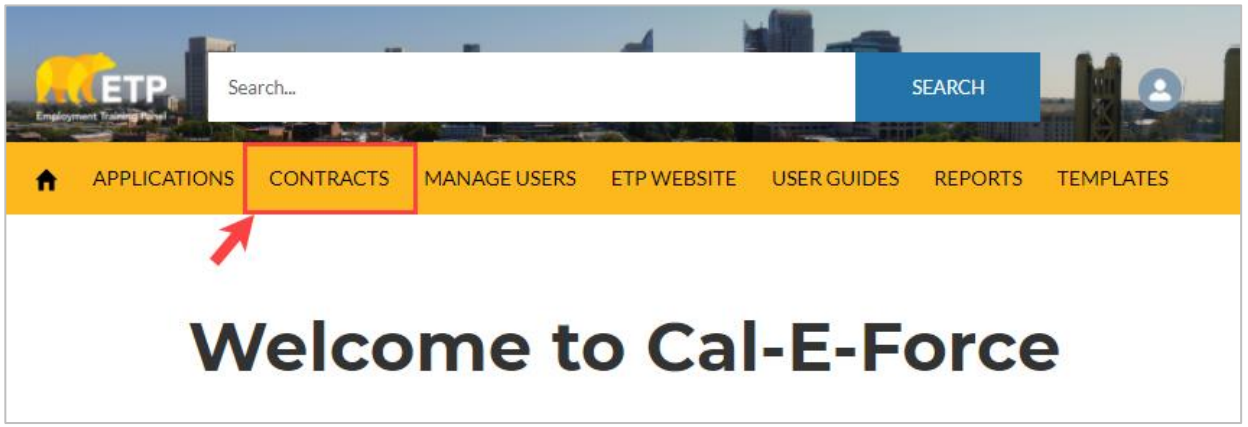
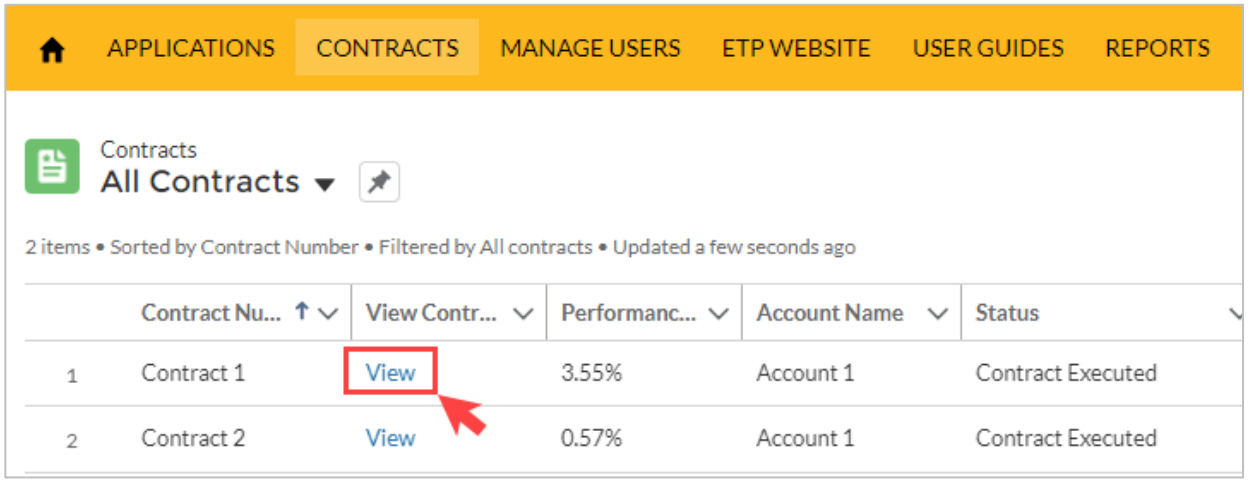
CAL-E-FORCE REFERENCE GUIDE: ACCESSING REPORTS

CONTRACT SPECIFIC REPORTS

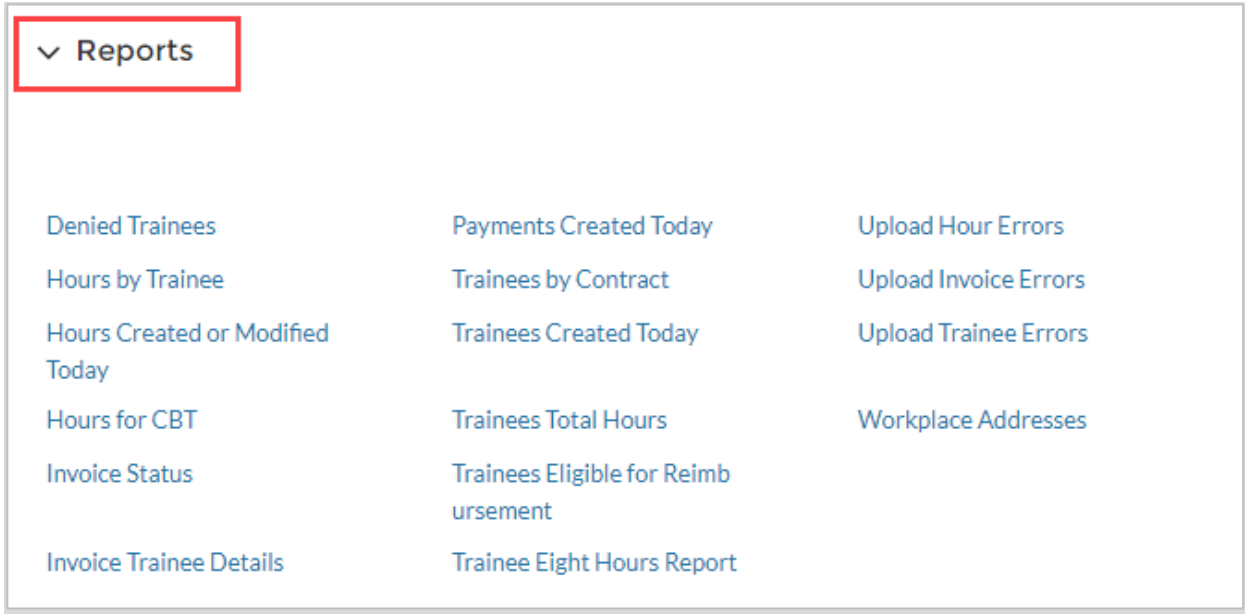
1. At the top of the landing page, select the **Contracts** button on the navigation bar



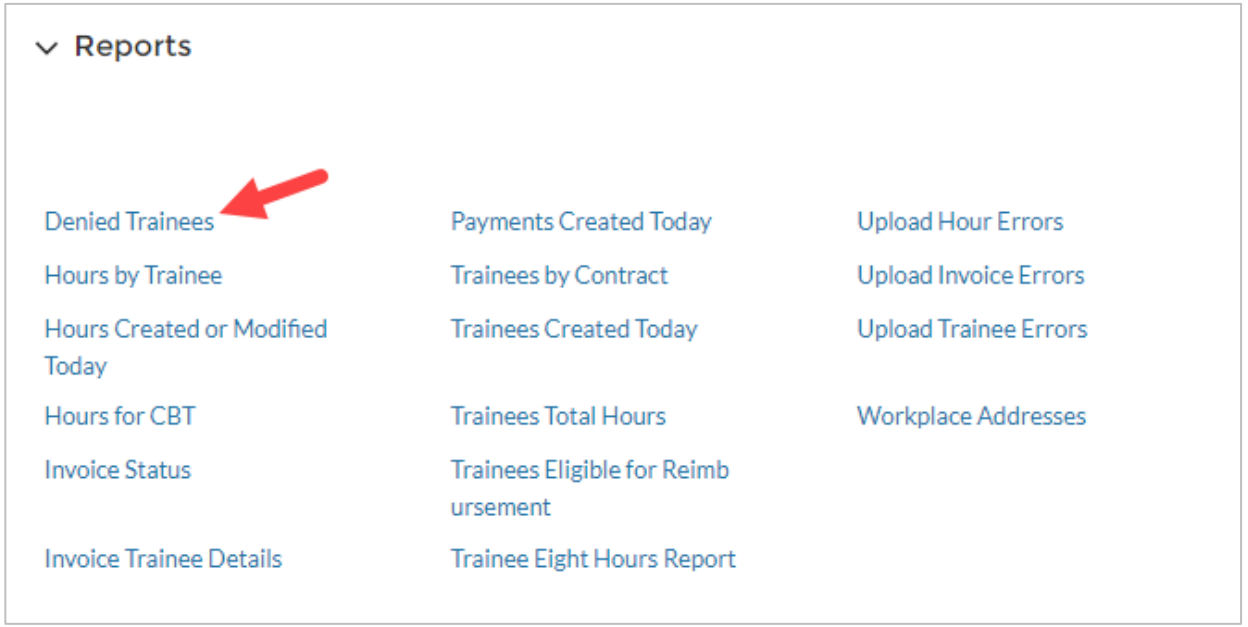
2. Click on the 'View' link for the contract you would like to manually add hours to. The system will take you to that contract's detail page



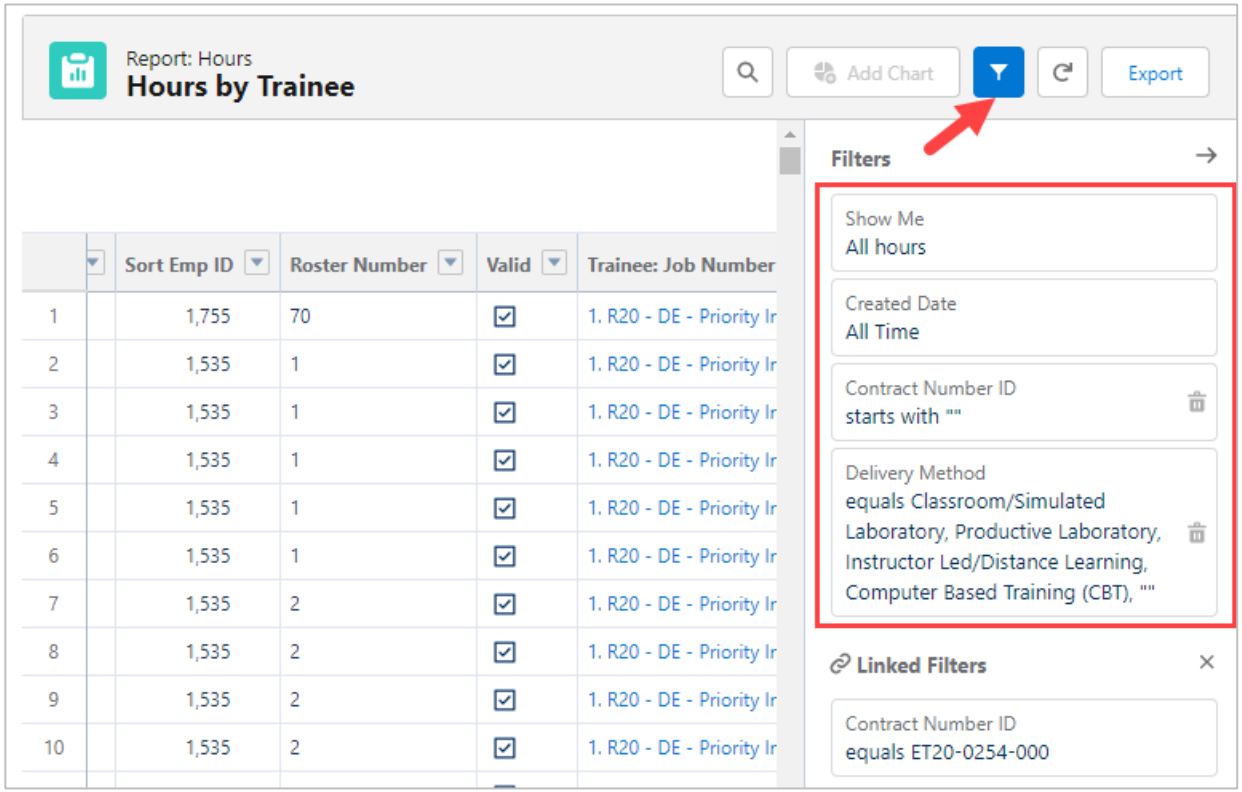
3. Scroll down on the Contract Detail Page until you see the **Reports** section



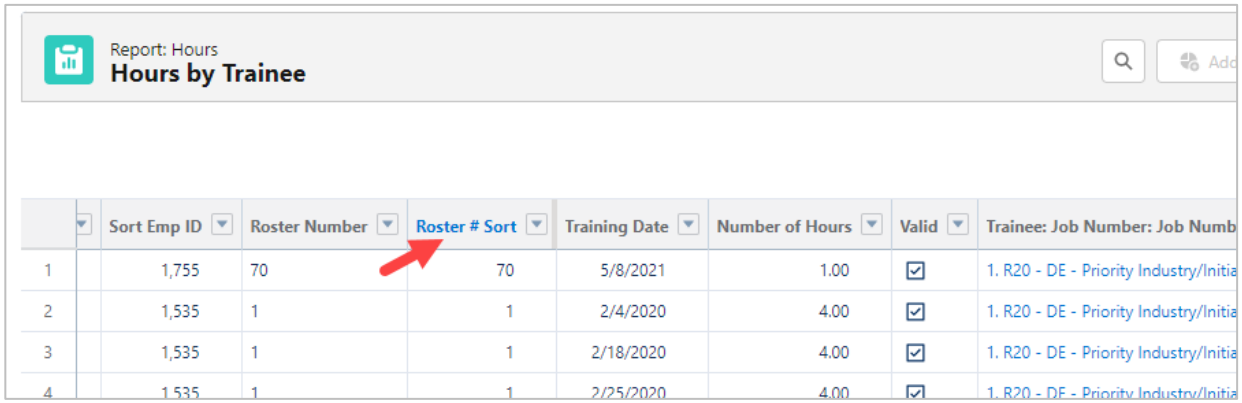
4. Click the desired report name, this will take you to that report



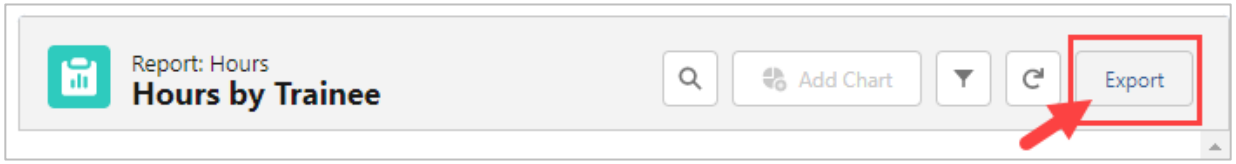
5. If you wish to narrow your results, select the **funnel icon** to filter and/or sort results.



6. To **sort** the report by a specific data point in the report, click on the column header. To sort the reverse direction, click on the header again.

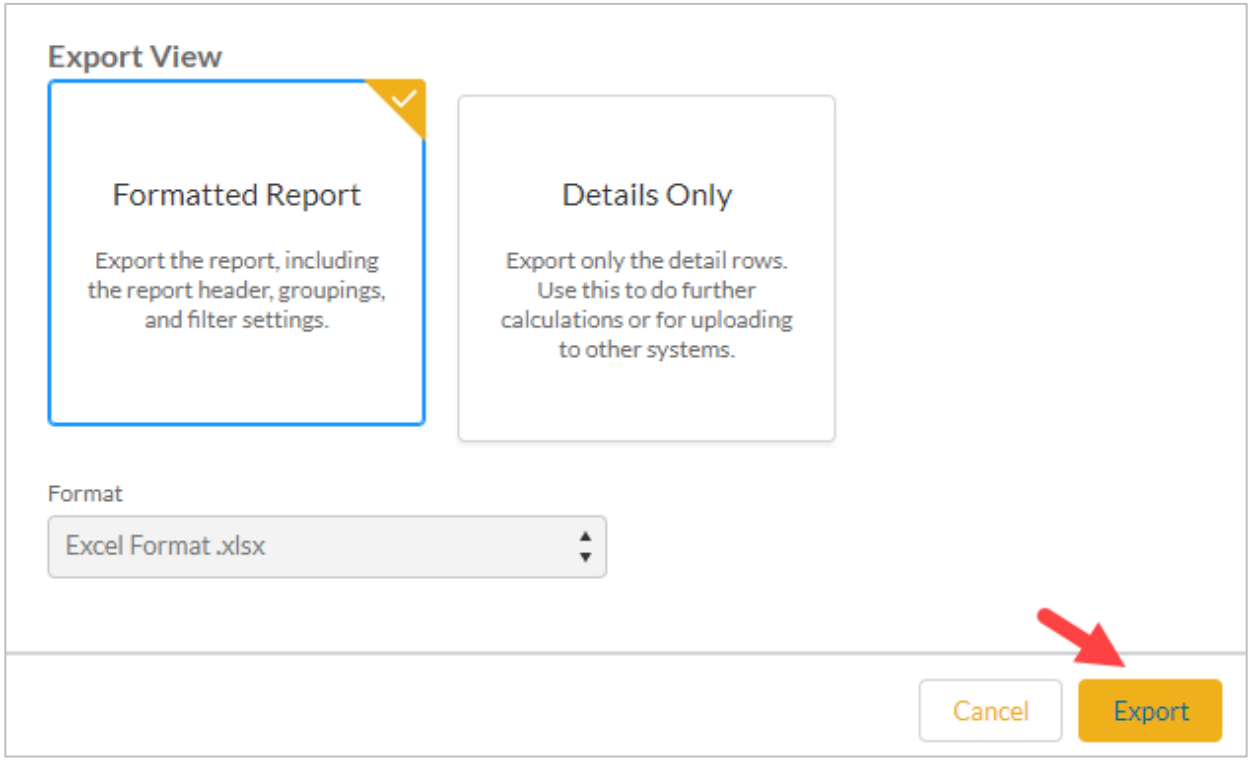


7. Click **Export** to download the report.

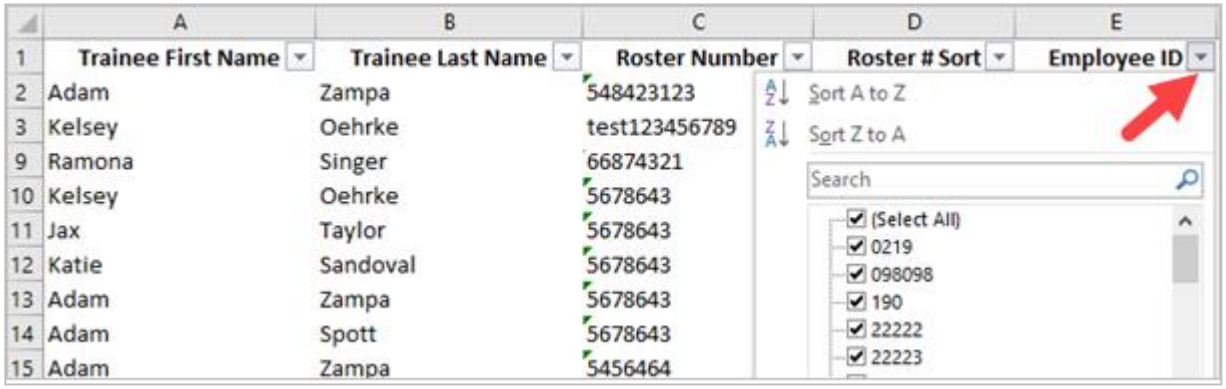


8. Choose either formatted report or details only and Click the **Export** button and your report will be saved as an Excel spreadsheet into the Downloads section of your computer.

*If you would like to filter/sort the report further, the **Details Only** export is recommended.*

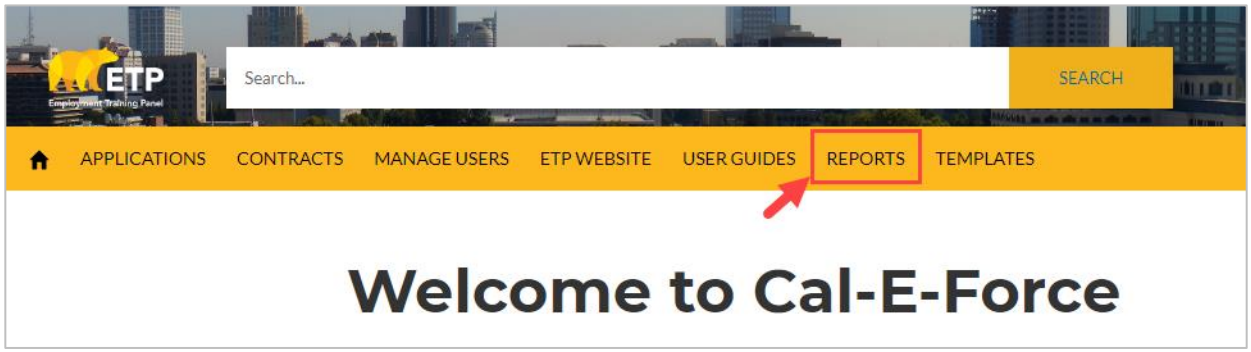


9. **Details Only Export**: To further sort or filter your report in Excel, use the down arrows in the Details Only export.

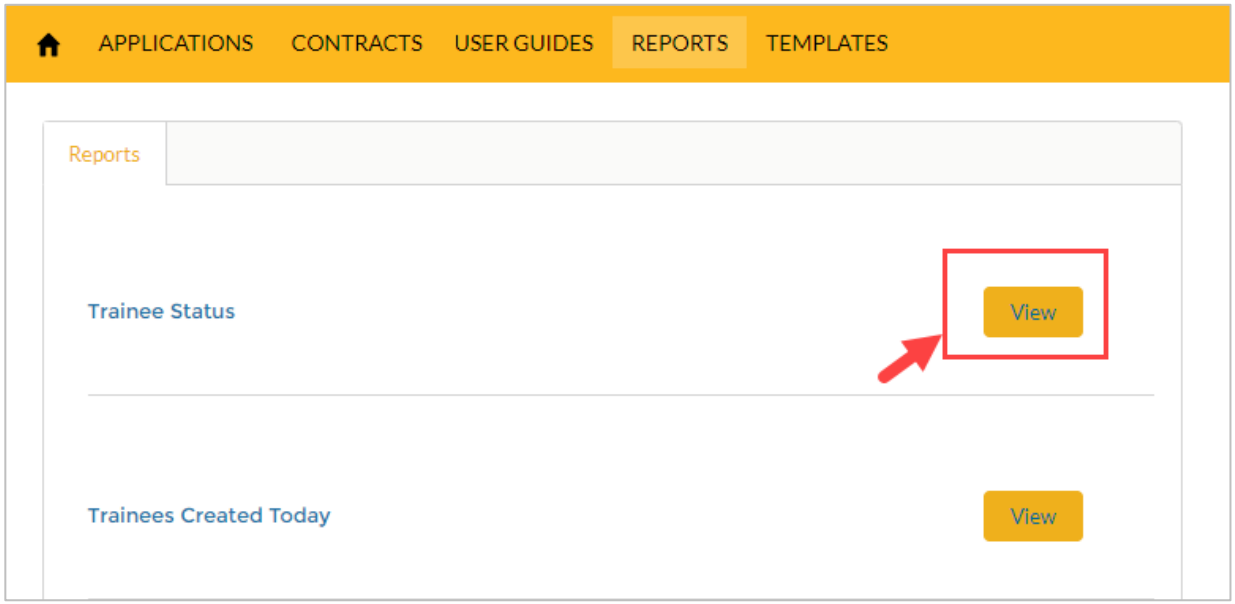


REPORTS TAB

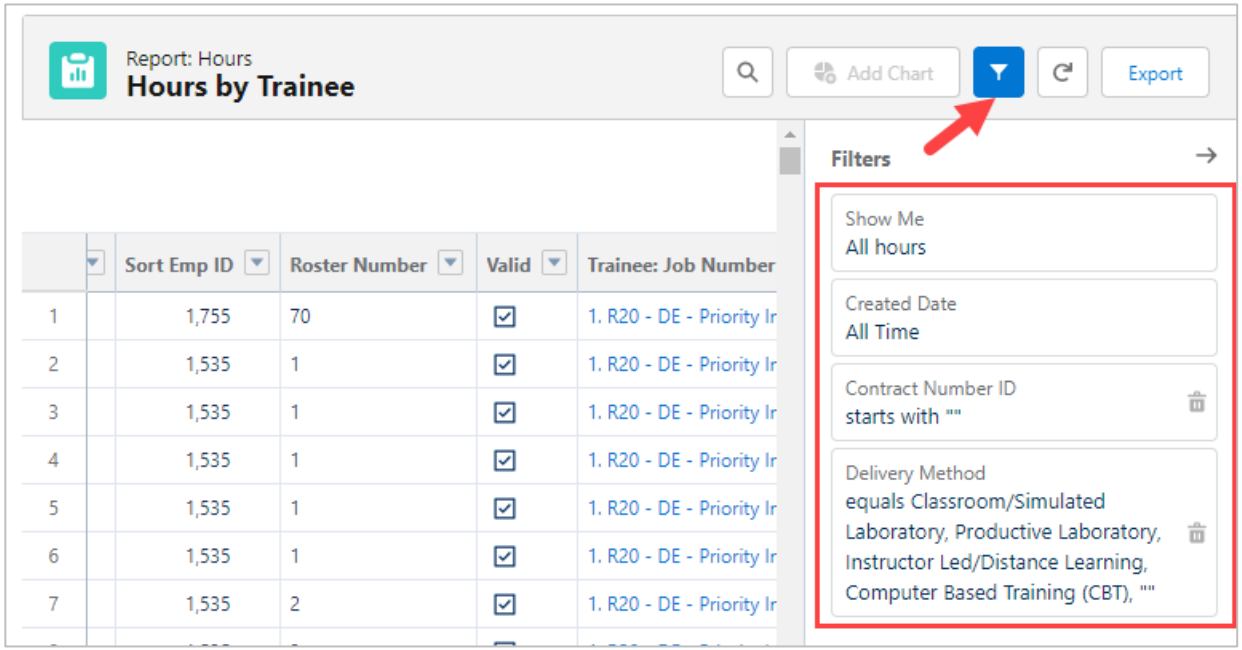
10. At the top of the landing page, select the **Reports** button on the navigation bar



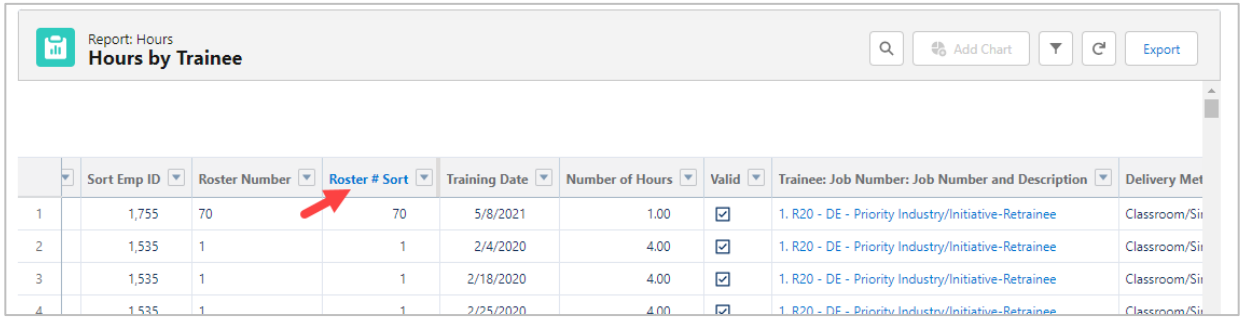
11. Click the **View** button next to the desired report, this will take you to that report



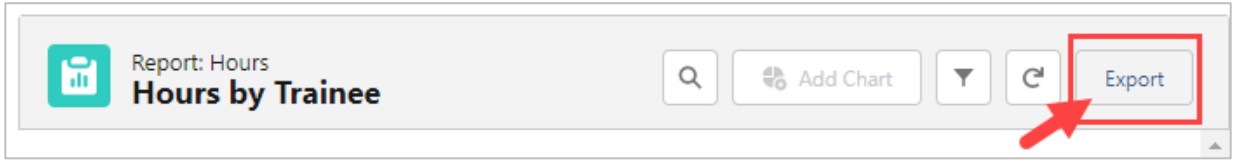
12. If you wish to narrow your results, select the **funnel icon** to filter and/or sort results.
Note: All reports in this reports area are consolidated by account. If there are multiple contracts on the account, it will show data for <u>all</u> contracts if not filtered to a specific contract



13. To **sort** the report by a specific data point in the report, click on the column header. To sort the reverse direction, click on the header again.

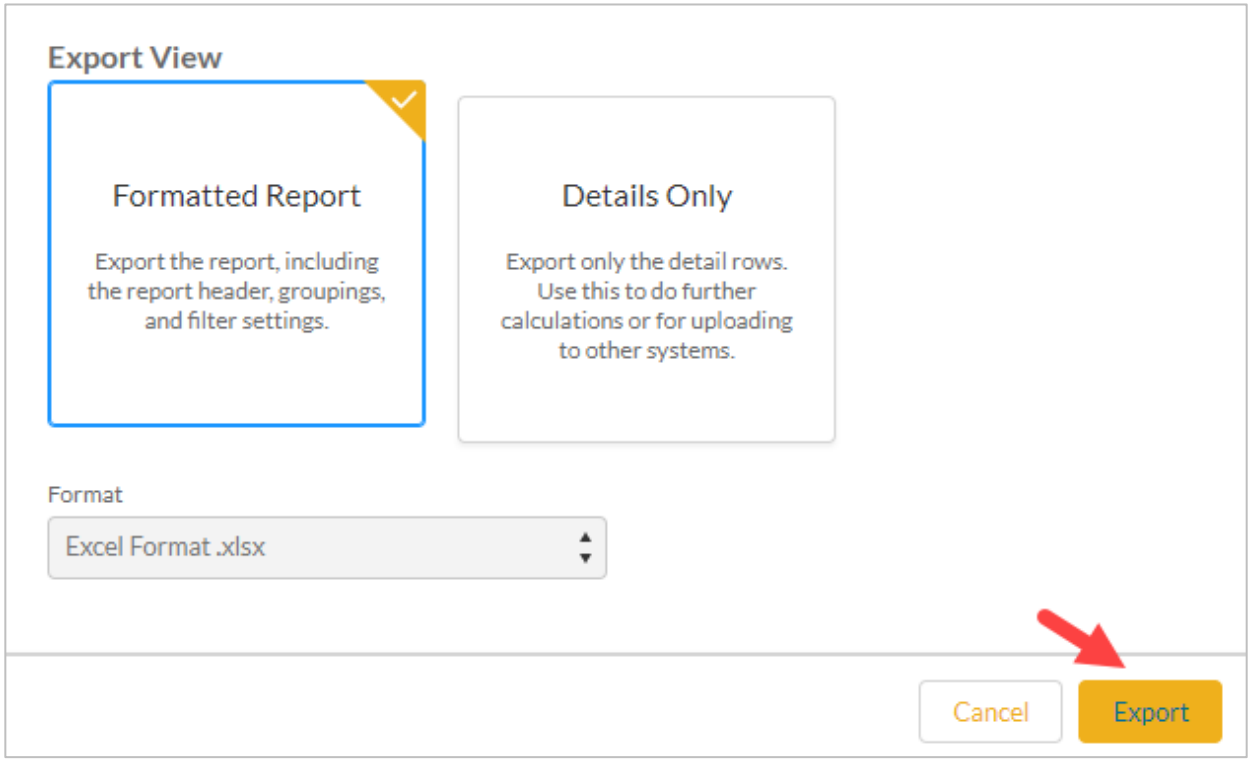


14. Click **Export** to download the report.

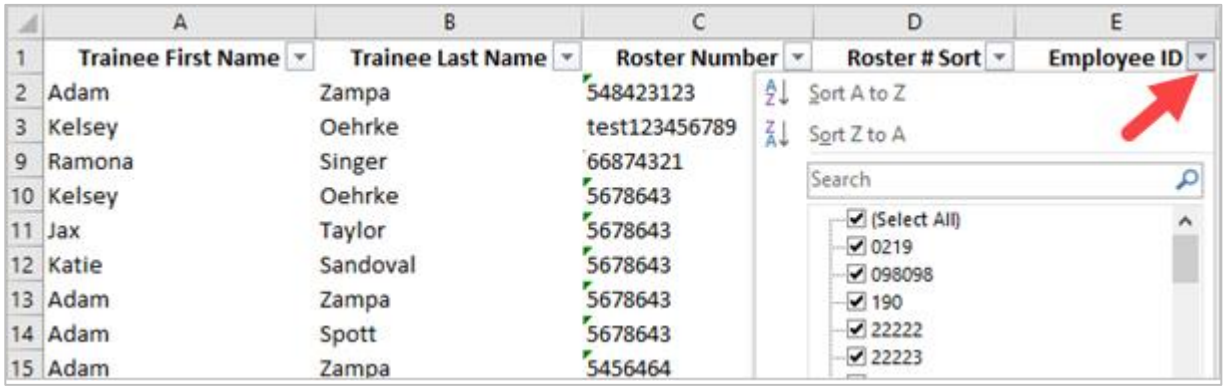


15. Choose either formatted report or details only and Click the **Export** button and your report will be saved as an Excel spreadsheet into the Downloads section of your computer.

    *Note: If you would like to filter/sort the report further, the **Details Only** export is recommended.*



Details Only Export: To further sort or filter your report in Excel, use the down arrows in the Details Only export.



	A	B	C	D	E
1	Trainee First Name	Trainee Last Name	Roster Number	Roster # Sort	Employee ID
2	Adam	Zampa	548423123		
3	Kelsey	Oehrke	test123456789		
9	Ramona	Singer	66874321		
10	Kelsey	Oehrke	5678643		
11	Jax	Taylor	5678643		
12	Katie	Sandoval	5678643		
13	Adam	Zampa	5678643		
14	Adam	Spott	5678643		
15	Adam	Zampa	5456464		