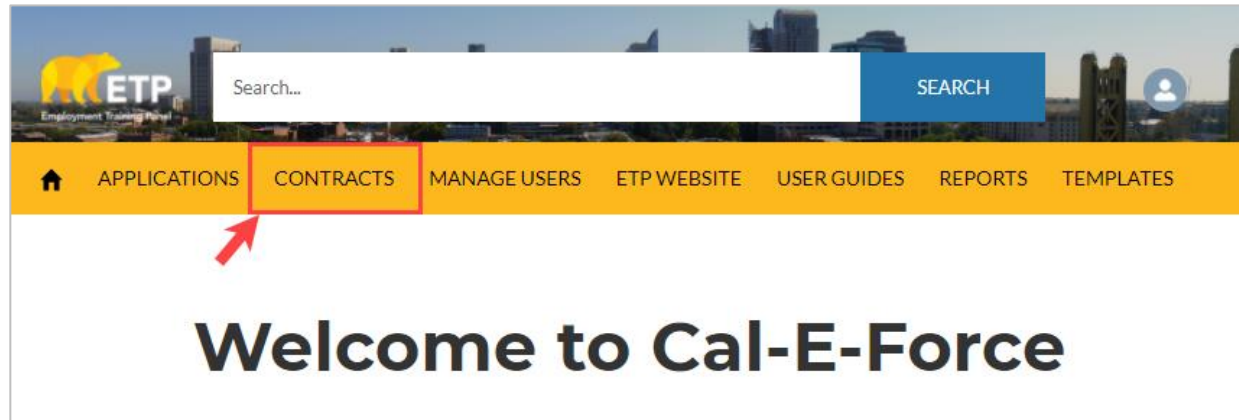


## CONTRACT SPECIFIC REPORTS

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

The screenshot shows the "Contracts" page in the Cal-E-Force system. The navigation bar is the same as in the previous screenshot, but the "CONTRACTS" menu item is now active. Below the navigation bar, there is a header for "Contracts" with a green document icon and a dropdown menu set to "All Contracts". Below this, there is a summary line: "2 items • Sorted by Contract Number • Filtered by All contracts • Updated a few seconds ago". A table displays the contract data:

	Contract Nu... ↑ ↓	View Contr... ↓	Performanc... ↓	Account Name ↓	Status ↓
1	Contract 1	<a href="#">View</a>	3.55%	Account 1	Contract Executed
2	Contract 2	<a href="#">View</a>	0.57%	Account 1	Contract Executed

The "View" link for the first contract is highlighted with a red box, and a red arrow points to it from below.

# CAL-E-FORCE REFERENCE GUIDE: ACCESSING REPORTS

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

## ▼ Reports

<a href="#">Denied Trainees</a>	<a href="#">Payments Created Today</a>	<a href="#">Upload Hour Errors</a>
<a href="#">Hours by Trainee</a>	<a href="#">Trainees by Contract</a>	<a href="#">Upload Invoice Errors</a>
<a href="#">Hours Created or Modified Today</a>	<a href="#">Trainees Created Today</a>	<a href="#">Upload Trainee Errors</a>
<a href="#">Hours for CBT</a>	<a href="#">Trainees Total Hours</a>	<a href="#">Workplace Addresses</a>
<a href="#">Invoice Status</a>	<a href="#">Trainees Eligible for Reimbursement</a>	
<a href="#">Invoice Trainee Details</a>	<a href="#">Trainee Eight Hours Report</a>	

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


## ▼ Reports

<a href="#">Denied Trainees</a> 	<a href="#">Payments Created Today</a>	<a href="#">Upload Hour Errors</a>
<a href="#">Hours by Trainee</a>	<a href="#">Trainees by Contract</a>	<a href="#">Upload Invoice Errors</a>
<a href="#">Hours Created or Modified Today</a>	<a href="#">Trainees Created Today</a>	<a href="#">Upload Trainee Errors</a>
<a href="#">Hours for CBT</a>	<a href="#">Trainees Total Hours</a>	<a href="#">Workplace Addresses</a>
<a href="#">Invoice Status</a>	<a href="#">Trainees Eligible for Reimbursement</a>	
<a href="#">Invoice Trainee Details</a>	<a href="#">Trainee Eight Hours Report</a>	

# CAL-E-FORCE REFERENCE GUIDE: ACCESSING REPORTS

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

Report: Hours  
**Hours by Trainee**

Search, Add Chart,  Refresh, Export

	Sort Emp ID	Roster Number	Valid	Trainee: Job Number
1	1,755	70	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir
2	1,535	1	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir
3	1,535	1	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir
4	1,535	1	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir
5	1,535	1	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir
6	1,535	1	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir
7	1,535	2	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir
8	1,535	2	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir
9	1,535	2	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir
10	1,535	2	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir

**Filters** →

Show Me  
All hours

Created Date  
All Time

Contract Number ID  
starts with ""

Delivery Method  
equals Classroom/Simulated  
Laboratory, Productive Laboratory,  
Instructor Led/Distance Learning,  
Computer Based Training (CBT), ""

**Linked Filters** ×

Contract Number ID  
equals ET20-0254-000

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.

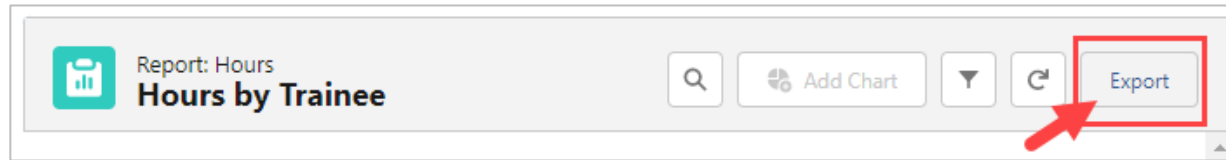
Report: Hours  
**Hours by Trainee**

Search, Add Chart

	Sort Emp ID	Roster Number	Roster # Sort	Training Date	Number of Hours	Valid	Trainee: Job Number: Job Numb
1	1,755	70	70	5/8/2021	1.00	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Industry/Initia
2	1,535	1	1	2/4/2020	4.00	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Industry/Initia
3	1,535	1	1	2/18/2020	4.00	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Industry/Initia
4	1,535	1	1	2/25/2020	4.00	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Industry/Initia

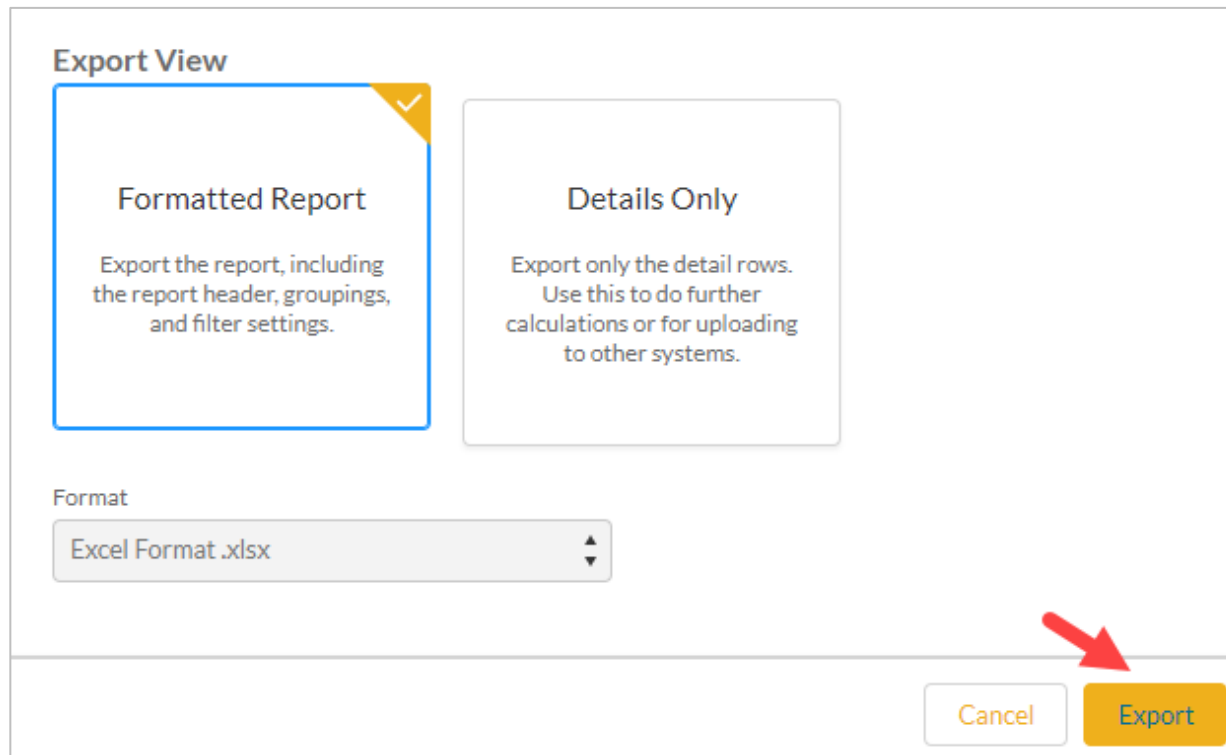
# CAL-E-FORCE REFERENCE GUIDE: ACCESSING REPORTS

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.

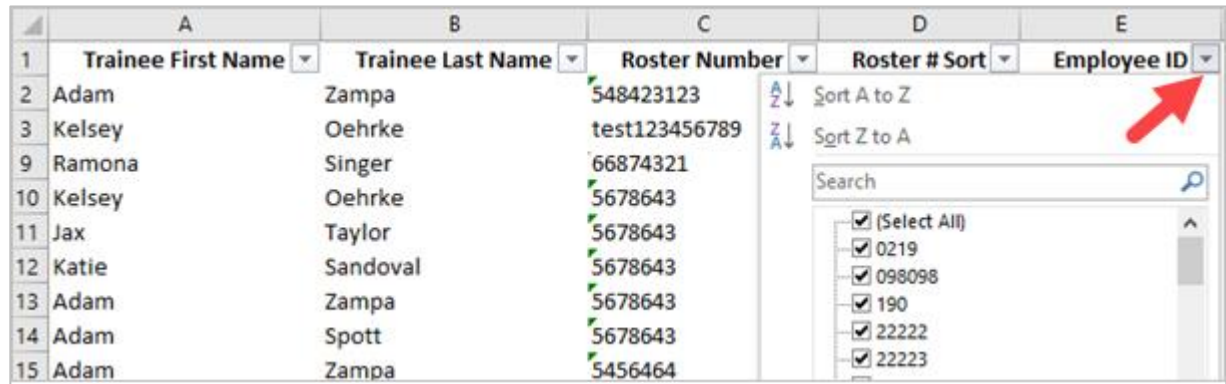
*If you would like to filter/sort the report further, the **Details Only** export is recommended.*



# CAL-E-FORCE REFERENCE GUIDE: ACCESSING REPORTS

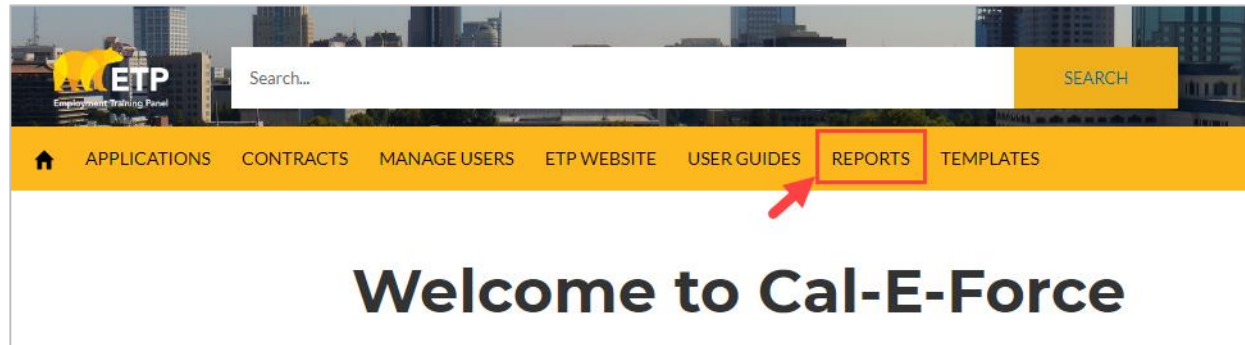
9. **Details Only Export:** To further sort or filter your report in Excel, use the down arrows in the Details Only export.

	A	B	C	D	E
1	Trainee First Name	Trainee Last Name	Roster Number	Roster # Sort	Employee ID
2	Adam	Zampa	548423123	Sort A to Z	
3	Kelsey	Oehrke	test123456789	Sort Z to A	
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		

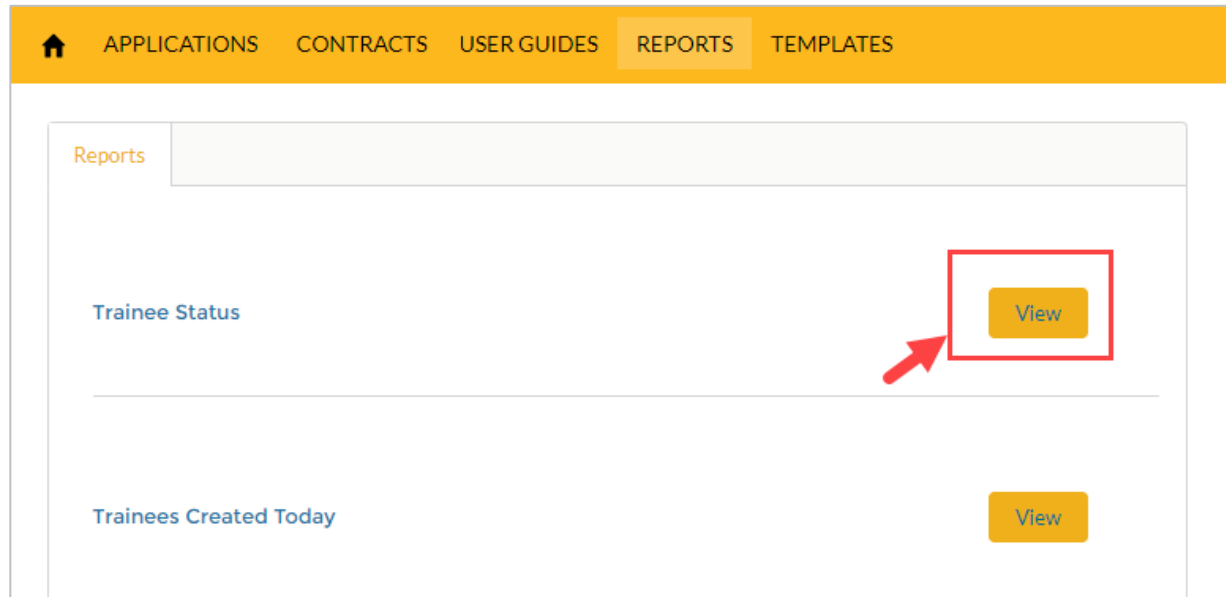


## REPORTS TAB

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



# CAL-E-FORCE REFERENCE GUIDE: ACCESSING REPORTS

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 all contracts if not filtered to a specific contract*

Report: Hours  
**Hours by Trainee**

	Sort Emp ID	Roster Number	Valid	Trainee: Job Number
1	1,755	70	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir
2	1,535	1	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir
3	1,535	1	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir
4	1,535	1	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir
5	1,535	1	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir
6	1,535	1	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir
7	1,535	2	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Ir

**Filters**

- Show Me: All hours
- Created Date: All Time
- Contract Number ID: starts with ""
- Delivery Method: equals Classroom/Simulated Laboratory, Productive Laboratory, Instructor Led/Distance Learning, Computer Based Training (CBT), ""

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.

Report: Hours  
**Hours by Trainee**

	Sort Emp ID	Roster Number	Roster # Sort	Training Date	Number of Hours	Valid	Trainee: Job Number: Job Number and Description	Delivery Met
1	1,755	70	70	5/8/2021	1.00	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Industry/Initiative-Retrainee	Classroom/Si
2	1,535	1	1	2/4/2020	4.00	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Industry/Initiative-Retrainee	Classroom/Si
3	1,535	1	1	2/18/2020	4.00	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Industry/Initiative-Retrainee	Classroom/Si
4	1,535	1	1	2/25/2020	4.00	<input checked="" type="checkbox"/>	1. R20 - DE - Priority Industry/Initiative-Retrainee	Classroom/Si

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

Report: Hours  
**Hours by Trainee**

Export

# CAL-E-FORCE REFERENCE GUIDE: ACCESSING REPORTS

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.*

### Export View

**Formatted Report**

Export the report, including the report header, groupings, and filter settings.

**Details Only**

Export only the detail rows. Use this to do further calculations or for uploading to other systems.

Format

Excel Format .xlsx
▲▼

Cancel Export

**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	<b>Trainee First Name</b>	<b>Trainee Last Name</b>	<b>Roster Number</b>	<b>Roster # Sort</b>	<b>Employee ID</b>
2	Adam	Zampa	548423123	Sort A to Z	
3	Kelsey	Oehrke	test123456789	Sort Z to A	
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		

Search

- (Select All)
- 0219
- 098098
- 190
- 22222
- 22223