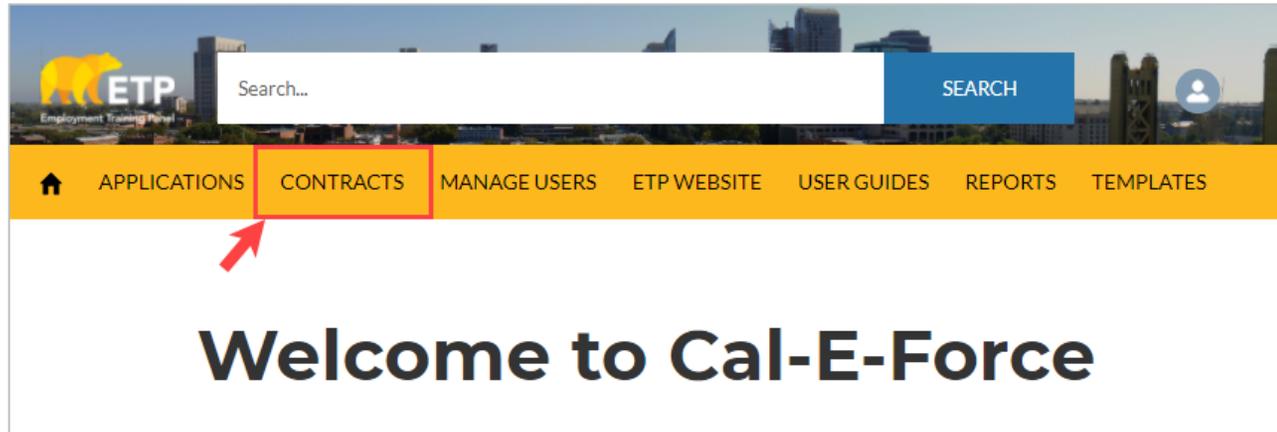


# CAL-E-FORCE REFERENCE GUIDE: MANUALLY ADD HOURS

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

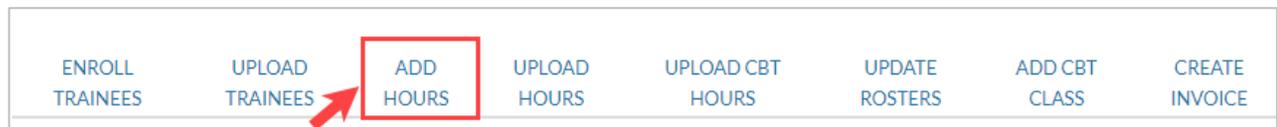


2. Click on the 'View' link for the contract you would like to manually add hours to. The system will take you to that contract's detail page

The screenshot shows the 'All Contracts' page. The 'View' link for 'Contract 1' is highlighted with a red box and a red arrow pointing to it. The table shows two contracts with columns for Contract Number, View Contract, Performance, Account Name, and Status.

	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

3. Select the **Add Hours** button on the button bar at the top of the Contract Details page



# CAL-E-FORCE REFERENCE GUIDE: MANUALLY ADD HOURS

4. Check the checkbox(es) for the trainee(s) you would like manually add hours for

<input type="checkbox"/>	FIRST NAME▼	LAST NAME	JOB NUMBER	TRAINEE STATUS	SSN	TOTAL VALID HOURS
<input checked="" type="checkbox"/>	Case	3885	1	Enrolled	***-**-2885	21.00
<input checked="" type="checkbox"/>	DL	102	1	Enrolled	***-**-5202	9.00
<input type="checkbox"/>	DL	101	0	Enrolled	***-**-5201	9.00

5. Fill out the **Hours Data** section and the applicable information

*\*Roster Number, while not required, does make locating and updating hours data easier for users. Without a roster number, users will only have dates to separate and identify hour records*

### Hours Data

Delivery Method \*

Training Type \*

Roster Number

Date \*  

**NOTE: If you are using Safari browser please enter the date in "YYYY-MM-DD" format.**

Total Hours \*

6. Click the **Submit** button at the bottom of the page



## CAL-E-FORCE REFERENCE GUIDE: MANUALLY ADD HOURS

7. Click **Ok** on the confirmation message stating the hours have been successfully added to return to the Contract Details Page

**Hour records successfully submitted for the selected trainees.  
Click "Okay" to get back to the contract.**

Ok