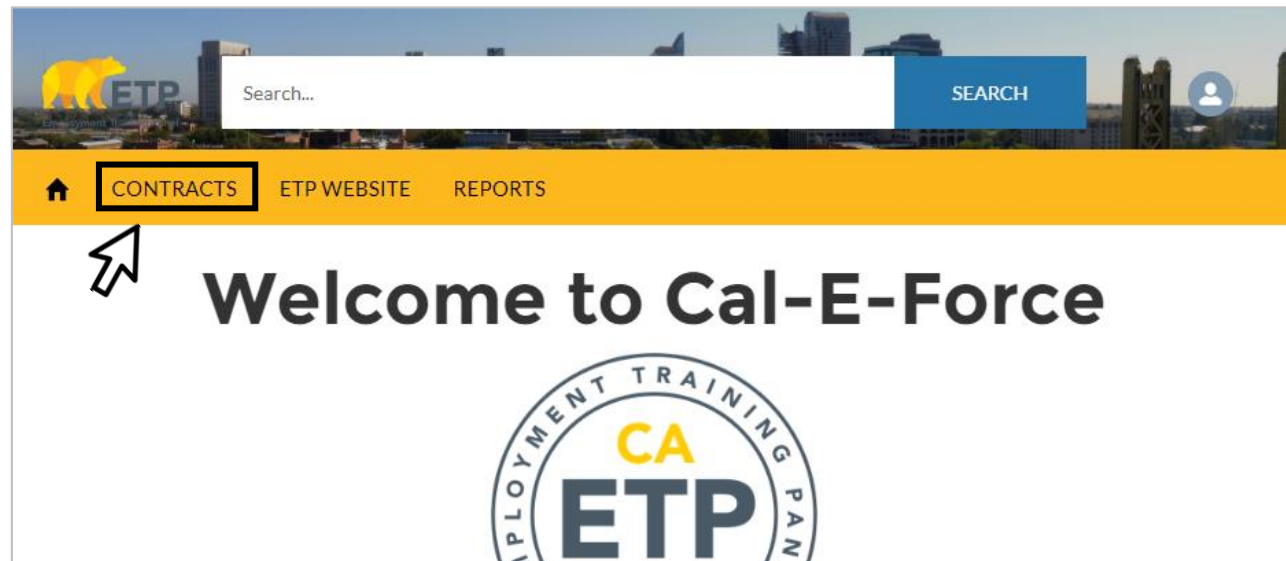
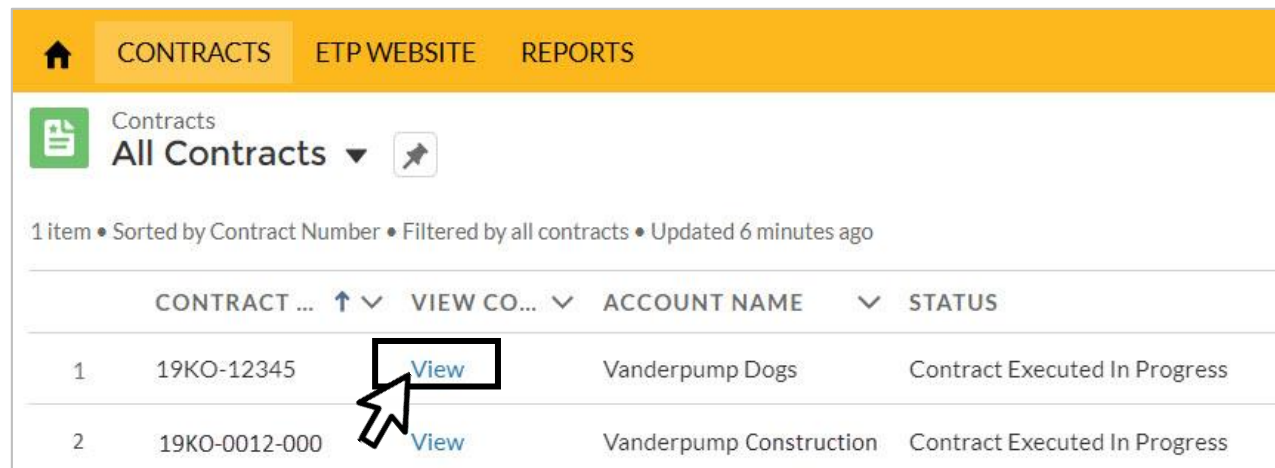


ETP CAL-E-FORCE REFERENCE GUIDE – MANUALLY EDIT TRAINEES

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 edit trainees. The system will take you to your Contract Details page.



ETP CAL-E-FORCE REFERENCE GUIDE – MANUALLY EDIT TRAINEES

3. On the Contract Details Page, scroll down to the **Trainees** section and click on the **Trainees** header to open a view all Trainees.

Contract 19KO-12345

Account Name	Status	Term Start Date	Term End Date
Vanderpump Dogs	Contract Executed In Progress	12/18/2017	12/17/2019

[ENROLL TRAINEES](#)
[UPLOAD TRAINEES](#)
[ADD HOURS](#)
[UPLOAD HOURS](#)
[UPDATE ROSTERS](#)
[ADD CBT CLASS](#)

> Contract Information

> Contract Value

Trainees (6+)

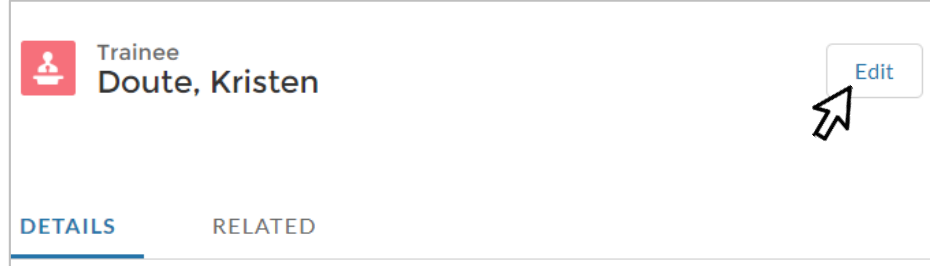
NAME	TRAINEE STATUS	SSN	EMPLOYEE ID
Ramona, Singer	Enrolled	***-**-1234	7899

4. Click on the **Trainee ID** link to access the Trainee details page.

	EMPLOYEE ID	TRAINEE FIRST NAME	TRAINEE LAST NAME	TRAINEE ID	TRAINEE STATUS
1	126	Brian	Test 3	TRN-0180503	Enrolled
2	127	Trainee	Test 3	TRN-0180514	Enrolled
3	129	Trainee	Test 4 Invoice Flow	TRN-0180518	Enrolled
4	1234567	Trainee	Invoice Test 5	TRN-0180519	Enrolled

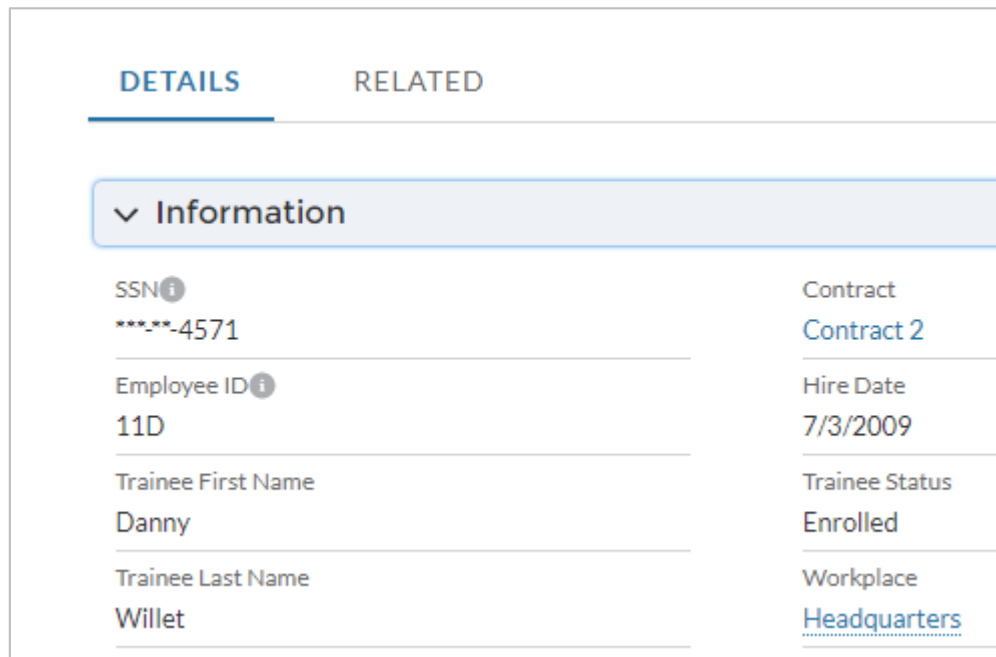
ETP CAL-E-FORCE REFERENCE GUIDE – MANUALLY EDIT TRAINEES

5. Click on the **Edit** button on the right side of the page for this trainee.



The screenshot shows the top portion of a trainee's profile page. On the left, there is a red square icon with a white person silhouette. To its right, the text reads "Trainee" in a small font, followed by "Doute, Kristen" in a larger font. On the far right, there is a white button with the word "Edit" in blue text. A black mouse cursor arrow is pointing at the "Edit" button. Below the name, there are two tabs: "DETAILS" (which is underlined in blue) and "RELATED".

6. The **Edit Trainee** window will appear. Select the information or demographic data you wish to edit and make the desired changes.

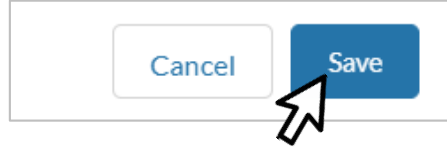


The screenshot shows the "Edit Trainee" window with the "DETAILS" tab selected. A section titled "Information" is expanded, showing a list of fields. Each field has a label on the left and a value on the right. The fields are: SSN (value: ***-**-4571), Employee ID (value: 11D), Trainee First Name (value: Danny), Trainee Last Name (value: Willet), Contract (value: Contract 2), Hire Date (value: 7/3/2009), Trainee Status (value: Enrolled), and Workplace (value: Headquarters). The "Contract" and "Workplace" values are displayed in blue text, indicating they are clickable links.

Field	Value
SSN	***-**-4571
Employee ID	11D
Trainee First Name	Danny
Trainee Last Name	Willet
Contract	Contract 2
Hire Date	7/3/2009
Trainee Status	Enrolled
Workplace	Headquarters

ETP CAL-E-FORCE REFERENCE GUIDE – MANUALLY EDIT TRAINEES

7. When you are finished making changes, click the **Save** button at the bottom of the window.



8. You will receive a success message stating “Trainee was saved.”

