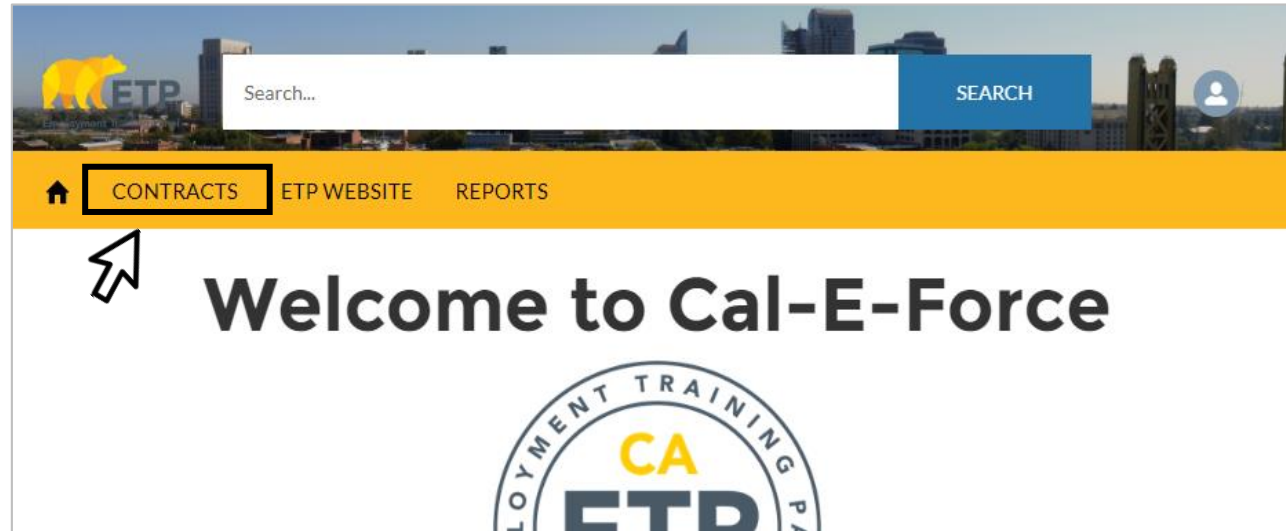
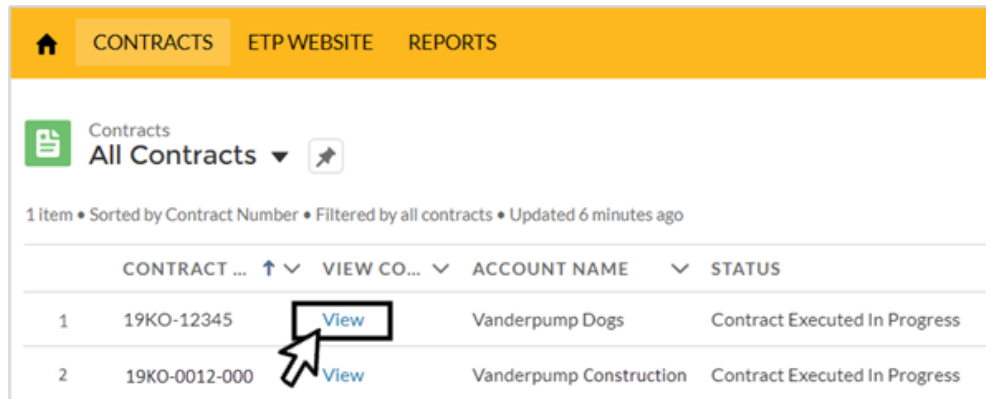


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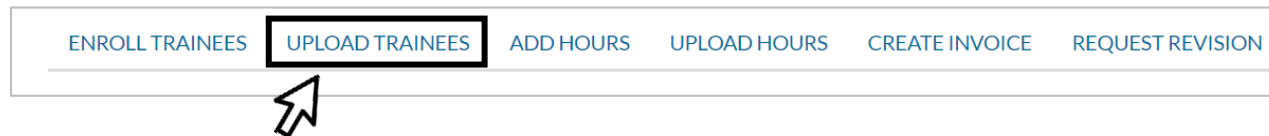
1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on the 'View' link for the contract for which you would like to update trainees. The system will take you to your Contract Details page.



3. Select the **Upload Trainees** button on the button bar at the top of the Contract Details page.



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4. If you do not yet have a CSV containing the trainees you are editing in the required format, select **Click Here** to download the template.

Please Upload your CSV file here: No file chosen

Note: Please use the standard template to upload Trainees data. [Click Here](#) to download the template [Click Here](#) to download the Upload Codes.


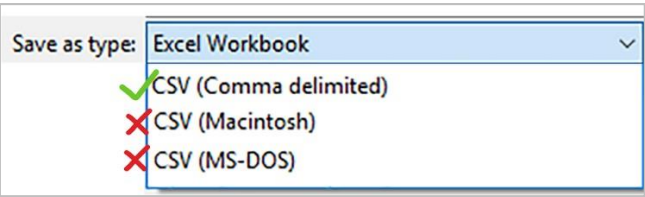
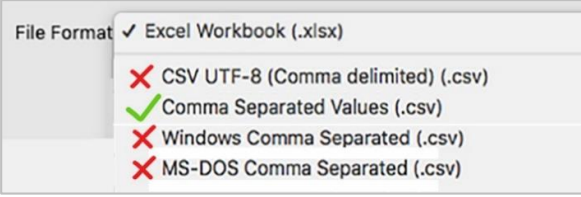
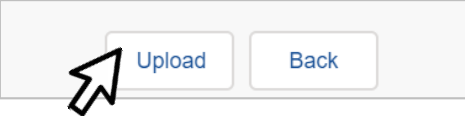
5. The codes needed to fill out the CSV are shown here.

It is important to note that the Employee ID is used at the Unique ID. To update the trainee information, the system will look at the Employee ID.

| Gender | Code | Age Group | Code | Veteran | Code | Disabled | Code | Ethnicity | Code |
|------------|------|--------------|------|---------|------|----------|------|------------------|------|
| Male | M | Less Than 25 | 1 | Yes | Y | Yes | Y | White | 1 |
| Female | F | 25 - 34 | 2 | No | N | No | N | Black | 2 |
| Non-binary | N | 35 - 44 | 3 | Unknown | U | Unknown | U | Hispanic | 3 |
| | | 45 - 54 | 4 | | | | | Native American | 4 |
| | | 55 - 64 | 5 | | | | | Asian | 5 |
| | | 65 & Older | 6 | | | | | Pacific Islander | 6 |
| | | | | | | | | Filipino | 7 |
| | | | | | | | | Other | 8 |

| Education | Code | Job Number | Workplace |
|----------------------|------|---|--|
| Eighth Grade or less | 1 | Enter the Job Nuber of the trainee. EX If Job Number 1 then enter 1 | Enter the workplace of trainee. If location is number 1 then enter 1 on the column |
| High School Grad | 2 | | |
| GED | 3 | | |
| Some College | 4 | | |
| College Grad | 5 | | |
| Post College Grad | 6 | | |
| Some High School | 7 | | |

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| <p>6. To help fill out the CSV, you may export the Trainees by Contract report. See Reference Guide – Accessing Reports</p> | <div style="border: 1px solid gray; padding: 10px; text-align: center;">  </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--------------------|-------------------|--------------------|-----------------------|------------|-------------|-----------|-------------|----------|------|----------|---------|------------|-----------------------|-----------|---|----------|------|-------|------------|------------|-----------------------|-----------|---|----------|------|--------|--------|------------|-----------------------|-----------|---|
| <p>7. If using a PC, save the file as a CSV (Comma delimited) file. If using a Mac, save as Comma Separated Values (.csv)</p> | <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>PC USERS:</p>  </div> <div style="width: 48%;"> <p>MAC USERS:</p>  </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>8. When your CSV is prepared, click the Choose File button and select your CSV.</p> | <div style="border: 1px solid gray; padding: 10px; text-align: center;"> <p>Please Upload your CSV file here: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> <input type="button" value="Back"/></p> <p>Note: Please use the standard template to upload Trainees data. Click Here to download the template</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>9. Click the Upload button.</p> | <div style="border: 1px solid gray; padding: 10px; text-align: center;">  </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>10. The system will provide you with a summary of what has been uploaded and any errors messages. The data uploaded will override the trainee's previous information.</p> | <div style="border: 1px solid gray; padding: 10px; text-align: center;"> <p style="color: purple;">For your reference here is a sample list of Trainee Records that are being uploaded</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>SSN</th> <th>EMPLOYEE ID</th> <th>TRAINEE FIRST NAME</th> <th>TRAINEE LAST NAME</th> <th>JOB NUMBER</th> <th>WORKPLACE</th> <th>HIRE DATE</th> <th>GENDER CODE</th> </tr> </thead> <tbody> <tr> <td>***-4453</td> <td>7897</td> <td>Bethenny</td> <td>Frankel</td> <td>Retrainees</td> <td>Vanderpump Dogs HQ</td> <td>5/15/2019</td> <td>F</td> </tr> <tr> <td>***-4444</td> <td>7898</td> <td>Luann</td> <td>de Lesseps</td> <td>Retrainees</td> <td>Vanderpump Dogs HQ</td> <td>5/16/2019</td> <td>F</td> </tr> <tr> <td>***-1234</td> <td>7899</td> <td>Ramona</td> <td>Singer</td> <td>Retrainees</td> <td>Vanderpump Dogs HQ</td> <td>5/17/2019</td> <td>F</td> </tr> </tbody> </table> </div> | SSN | EMPLOYEE ID | TRAINEE FIRST NAME | TRAINEE LAST NAME | JOB NUMBER | WORKPLACE | HIRE DATE | GENDER CODE | ***-4453 | 7897 | Bethenny | Frankel | Retrainees | Vanderpump Dogs HQ | 5/15/2019 | F | ***-4444 | 7898 | Luann | de Lesseps | Retrainees | Vanderpump Dogs HQ | 5/16/2019 | F | ***-1234 | 7899 | Ramona | Singer | Retrainees | Vanderpump Dogs HQ | 5/17/2019 | F |
| SSN | EMPLOYEE ID | TRAINEE FIRST NAME | TRAINEE LAST NAME | JOB NUMBER | WORKPLACE | HIRE DATE | GENDER CODE | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***-4453 | 7897 | Bethenny | Frankel | Retrainees | Vanderpump Dogs HQ | 5/15/2019 | F | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***-4444 | 7898 | Luann | de Lesseps | Retrainees | Vanderpump Dogs HQ | 5/16/2019 | F | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***-1234 | 7899 | Ramona | Singer | Retrainees | Vanderpump Dogs HQ | 5/17/2019 | F | | | | | | | | | | | | | | | | | | | | | | | | | | |

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11. Click the **Upload Trainee data** button to complete your upload.

When you are satisfied with the data map above, click the Upload Trainee data button to insert the Trainee records.

Upload Trainee data



12. You will be provided with a summary of the records that have been uploaded successfully.



Messages

The records saved successfully are: The record Number is: 1

The records saved successfully are: The record Number is: 2

The records saved successfully are: The record Number is: 3