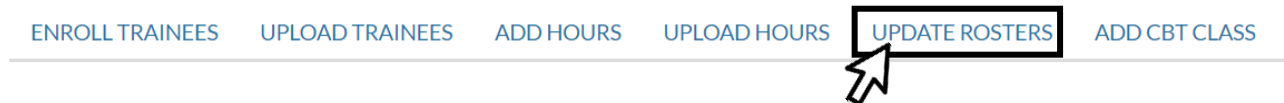|	
1. At the top of the landing page, select the **Contracts** button on the button bar.	
2. Click on the 'View' link for the contract in which you would like to update a roster. The system will take you to your Contract Details page.	
3. Select the **Update Rosters** button on the button bar at the top of the Contract Details Page.	
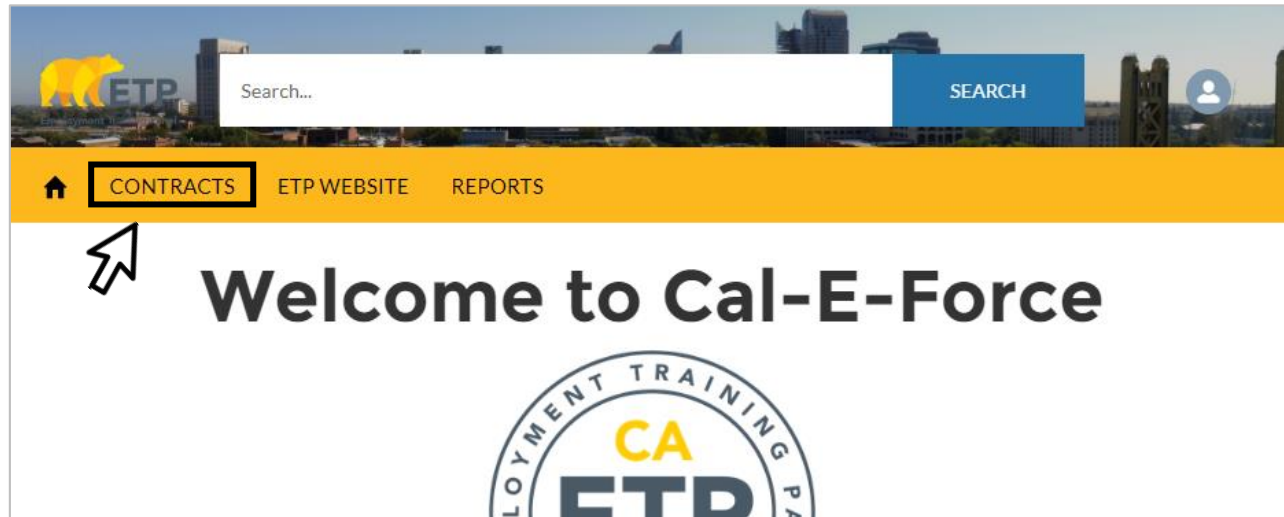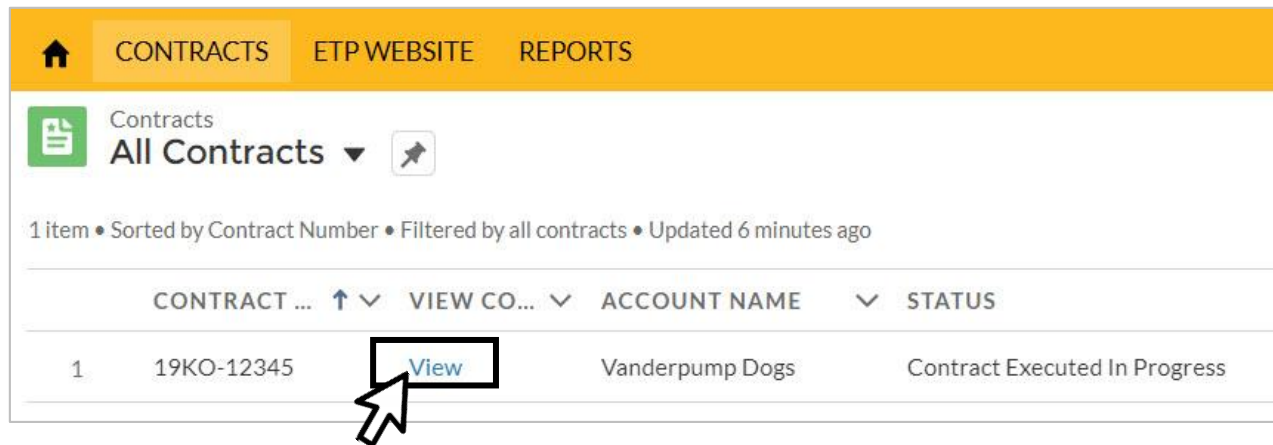
4. Enter the **Roster Number** or **Date** and click the **Submit** button.	**Enter Roster Information** Roster Number: 005 Date: 04/03/2019 Submit Cancel
5. The system will display the roster entered. Check the checkbox(es) next to the trainee(s) would like to edit or remove.	**Roster Data** |	EMPLOYEE ID ▼	TRAINEE FIRST NAME	TRAINEE LAST NAME	JOB NUMBER	HOURS	TRAINING DAT
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☐	7897	Bethenny	Frankel	Retrainees	7.75	4/3/2019
☑	7900	Kristen	Doute	Retrainees	7.75	4/3/2019
☑	7901	Stassi	Schroeder	Retrainees	7.75	4/3/2019
☐	7903	Lala	Kent	Retrainees	7.75	4/3/2019	
6. EDIT: To edit the roster, enter the new Hours Data in the text boxes provided. Click the Update button.	**Hours Data** Delivery Method: --None-- Training Type: --None-- Total Hours: Roster Number: Date: mm/dd/yyyy Update Delete Back

7. <u>Delete</u>: To delete trainees from the roster, no Hours Data is needed. Simply click the Delete button.	**Hours Data** Delivery Method --None-- ▼ Training Type --None-- ▼ Total Hours [ ] Roster Number [ ] Date mm / dd / yyyy Update Delete Back
8. Once complete you will receive a success message. Click Ok to return to the Contract Details Page	**Hour records successfully updated** Ok