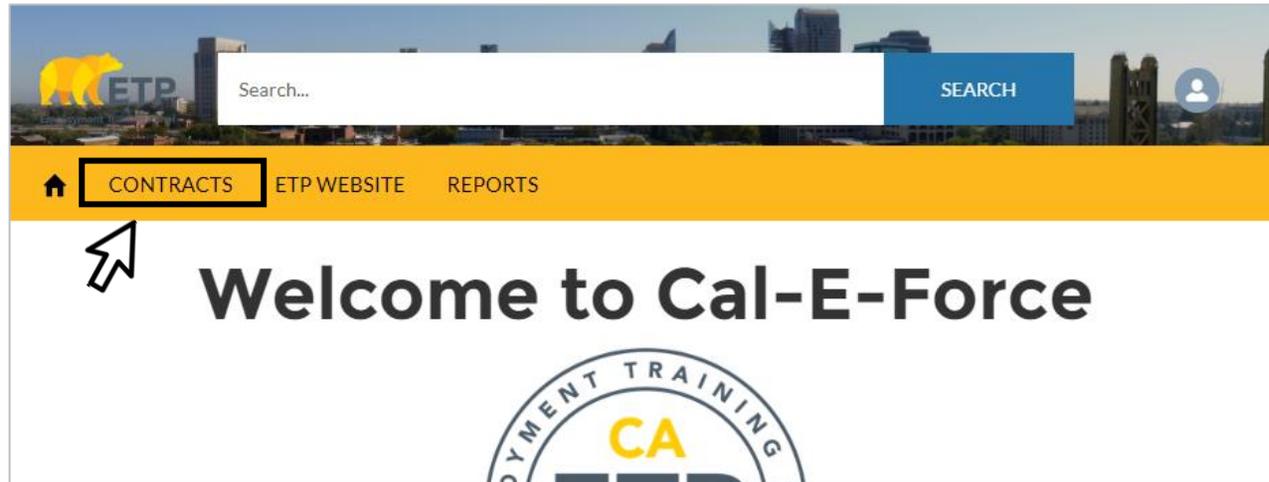
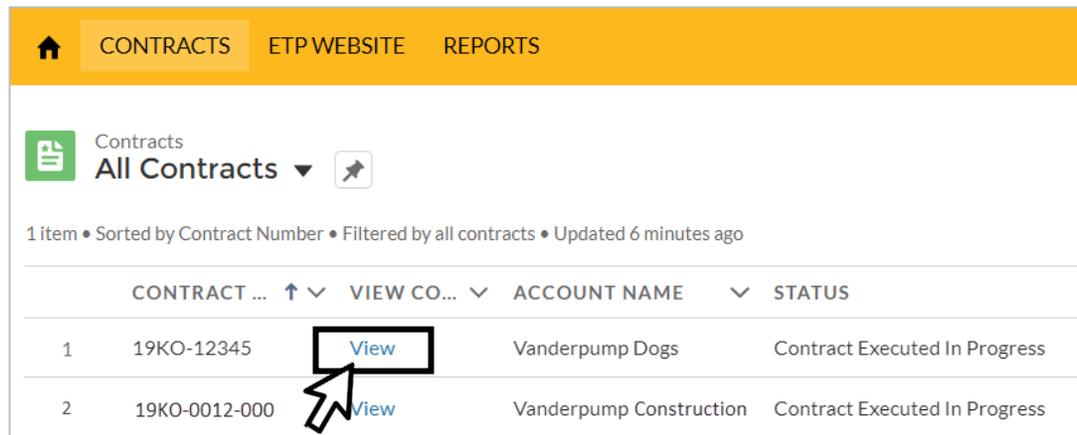


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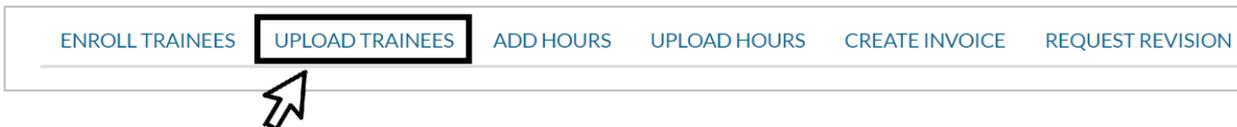
1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on the 'View' link for the contract you would like to upload trainees to. 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 have a CSV containing your trainees 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 associated codes needed to fill out the template, as well as instructions, are also available on this page.

Gender	Code
Male	M
Female	F
Non-binary	N

Age Group	Code
Less Than 25	1
25 - 34	2
35 - 44	3
45 - 54	4
55 - 64	5
65 & Older	6

Veteran	Code
Yes	Y
No	N
Unknown	U

Disabled	Code
Yes	Y
No	N
Unknown	U

Ethnicity	Code
White	1
Black	2
Hispanic	3
Native American	4
Asian	5
Pacific Islander	6
Filipino	7
Other	8

Education	Code
Eighth Grade or less	1
High School Grad	2
GED	3
Some College	4
College Grad	5
Post College Grad	6
Some High School	7

Orientation	Code
Decline to State	0
Lesbian	1
Gay	2
Bisexual	3
Queer	4
Heterosexual/Straig	5
Pansexual	6
Asexual	7
Questioning	8
Not Sure	9
Another Orientation	10

Identity	Code
Decline to State	0
Female	1
Male	2
Trans Male/Trans Mar	3
Trans Female/Trans W	4
Genderqueer/Gender	5
Non-Binary	6
Not Sure	7
Another Identity	8

Sex at Birth	Code
Male	M
Female	F

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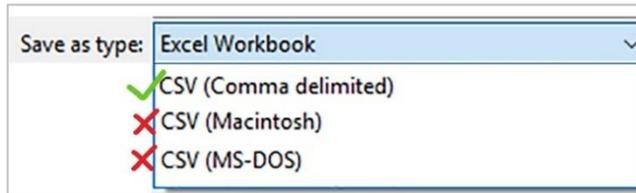
6. The fields required on the standard template are outline in red here. Those that are not, may be left blank (Employee ID, Preferred Name, Orientation, Identity, and Sex at Birth).

SSN	Employee ID	Trainee First Name	Trainee Last Name	Job Number	Workplace	Hire Date	Gender	
Age Group	Veteran	Disabled Veteran	Ethnicity	Education	Preferred Name	Orientation	Identity	Sex at Birth

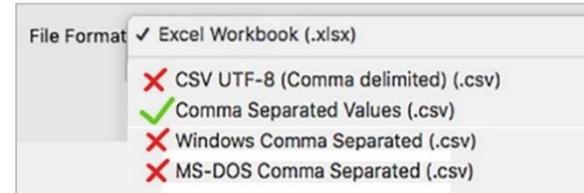
**The Employee ID is used as the Unique ID for the trainee. If one is not given the system will provide one for the trainee.*

7. If using a PC, save the file as a **CSV (Comma delimited) file**. If using a Mac, save as **Comma Separated Values (.csv)**

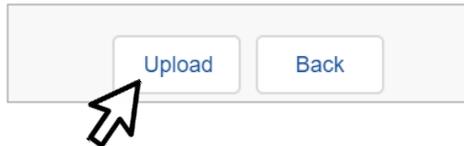
PC USERS:



MAC USERS:



8. Click the Upload button.



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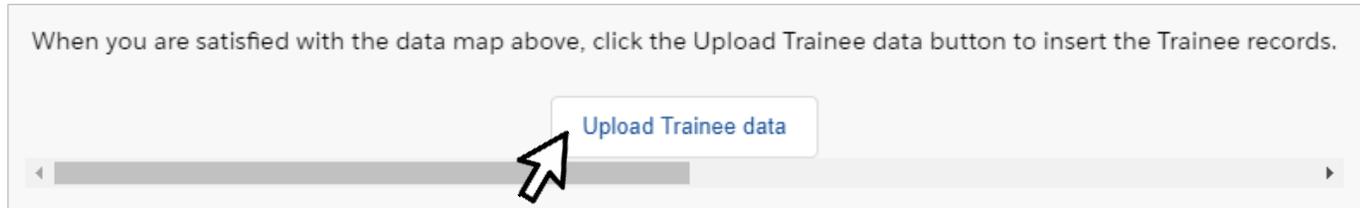
9. The system will provide you with a summary of what has been uploaded and any errors messages.

For your reference here is a sample list of Trainee Records that are being uploaded

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

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

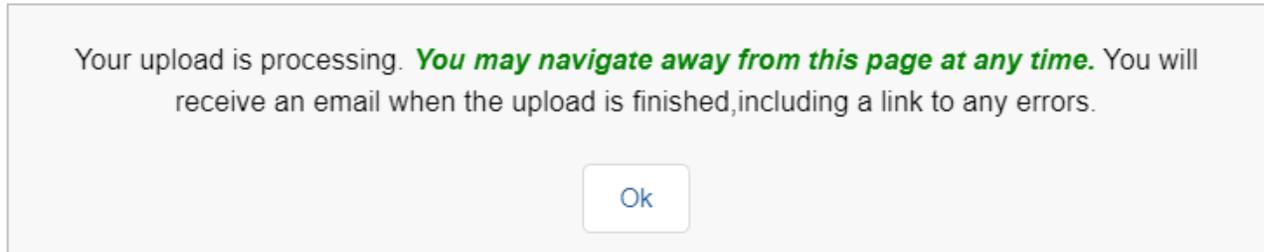
When you are satisfied with the data map above, click the Upload Trainee data button to insert the Trainee records.



The screenshot shows a light gray rectangular box containing the text "When you are satisfied with the data map above, click the Upload Trainee data button to insert the Trainee records." Below the text is a horizontal scroll bar. A button labeled "Upload Trainee data" is positioned above the scroll bar, and a white mouse cursor with a black outline is pointing at the button.

11. You will receive a confirmation message stating your upload is in progress. You can navigate away from the page at any time.

Your upload is processing. **You may navigate away from this page at any time.** You will receive an email when the upload is finished, including a link to any errors.



The screenshot shows a light gray rectangular box containing the text "Your upload is processing. **You may navigate away from this page at any time.** You will receive an email when the upload is finished, including a link to any errors." Below the text is a button labeled "Ok".

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12. You will receive an email when the upload is complete containing a link to any errors.

 noreply@salesforce.com on behalf of Contact9+ <kelsey.oehrke@etp.ca.gov> | Oehrke, Kelsey@ETP

Sandbox: Trainee Upload Success Email

* Non-ETP Email. Be cautious Clicking, Replying, Opening *

The upload job completed on 2019-07-18 23:42:54,

Job Status : Completed
 Total Job Items processed : 1
 Number of Job Items processed : 1

Please click on this link for error messages: <https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuat-pte.cs33.force.com%2Fs%2Freport%2F00035000000ZVgdEAG%2Fview%3Ffv0%3D8003500000050AWAAY&data=02%7C01%7Ckelsey.oehrke%40etp.ca.gov%7Cc33f594563a646603fef08d70bd9a84b%7C608787d3f5f44629a77b6fe496953b1a%7C0%7C1%7C636990901783071187&data=xju9nYSVfpYI%2FVIWKD2sD0lf1IRjXqeV3QcktwsY9XI%3D&reserved=0>

13. Click on the link to view any errors.

 REPORT
Trainees Upload Error Report    

Total Records
90

UPLOADING DATE/TIME ↓	UPLOAD TRANSACTION: NAME	ERROR MESSAGE	UPLOAD TRANSACTION: CREATED BY	UPLOAD TRANSACTION: CREATED DATE
-	UT-27983	There are errors while saving this record: Record Number 1: Required field missing or Invalid code: Age	Contact3+	7/18/2019