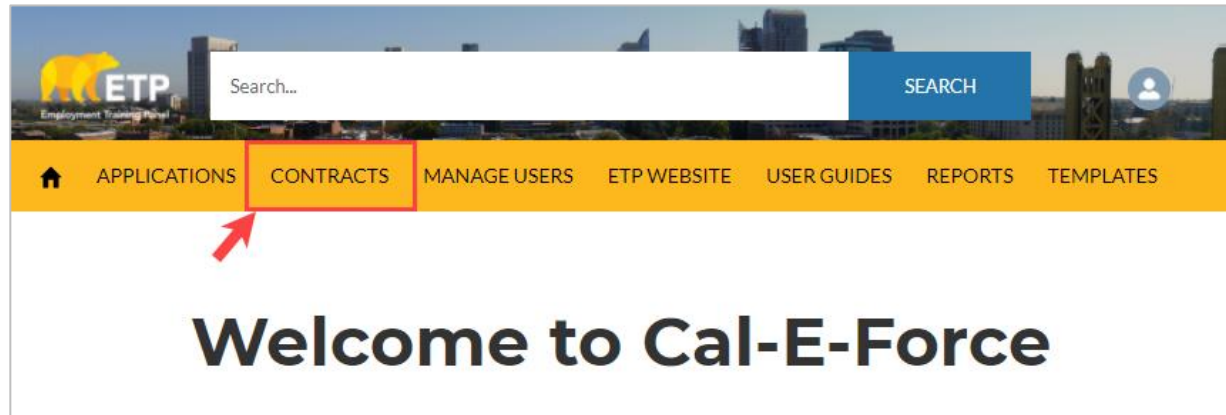


# CAL-E-FORCE REFERENCE GUIDE: MANUALLY EDIT TRAINEES

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



2. Click on the **View** link for the contract you would like to manually edit trainees. The system will take you to the Contract Details page of the selected contract

Contracts

All Contracts

2 items • Sorted by Contract Number • Filtered by All contracts • Updated a few seconds ago

	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. On the Contract Details Page, scroll down to the **Trainees** section and click on the **View All** button to open a list of all associated trainees

Trainees (6+)

Employee ID	Name	Trainee Id	Trainee Status
3928	Brian Drop Demo Test	<a href="#">TRN - 0182629</a>	Dropped
2412	C A	<a href="#">TRN - 0460290</a>	Dropped
TID-23519	Case 3885	<a href="#">TRN - 0357862</a>	Enrolled
DL-101	DL 101	<a href="#">TRN - 0189073</a>	Enrolled

[View All](#)

## CAL-E-FORCE REFERENCE GUIDE: MANUALLY EDIT TRAINEES

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	<a href="#">TRN - 0180503</a>	Enrolled
2	127	Trainee	Test 3	<a href="#">TRN - 0180514</a>	Enrolled
3	129	Trainee	Test 4 Invoice Flow	<a href="#">TRN - 0180518</a>	Enrolled
4	1234567	Trainee	Invoice Test 5	<a href="#">TRN - 0180519</a>	Enrolled

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


**Trainee DL 101**

Trainee Status

Enrolled

Job Number

Employee ID

DL-101

Contract Number

Contract 1

[Edit](#)

[DETAILS](#)
[RELATED](#)

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

### Edit Trainee

**Information**

SSN ⓘ

\*\*\*-\*\*-5201

Employee ID ⓘ

DL-101

Trainee First Name

DL

Trainee Last Name

101

Contract

Contract 1

Hire Date

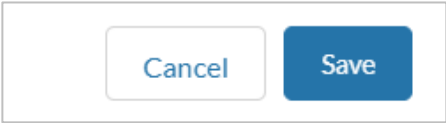

8/31/2019

Trainee Status

Enrolled

Wage at Enrollment (\$)

## CAL-E-FORCE REFERENCE GUIDE: MANUALLY EDIT TRAINEES

<p>7. When you are finished making changes, click the <b>Save</b> button at the bottom of the window.</p>	 A screenshot of a window's bottom section containing two buttons: a light blue 'Cancel' button and a dark blue 'Save' button.
<p>8. You will receive a success message stating, "Trainee was saved."</p>	 A screenshot of a green success message bar. It features a white checkmark icon on the left, the text "Trainee was saved." in the center, and a white 'X' icon in a square on the right.