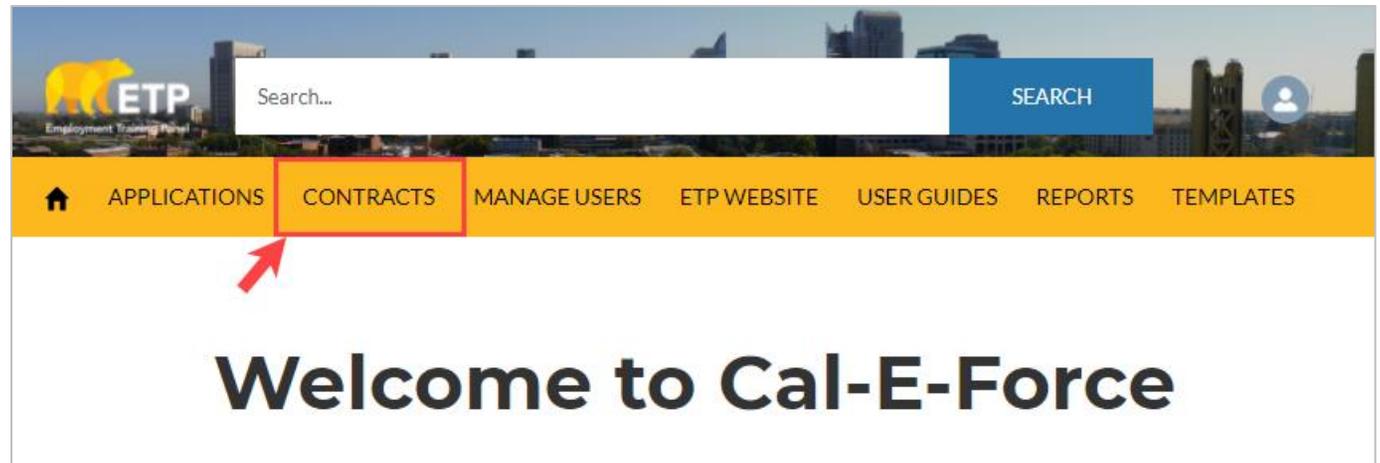
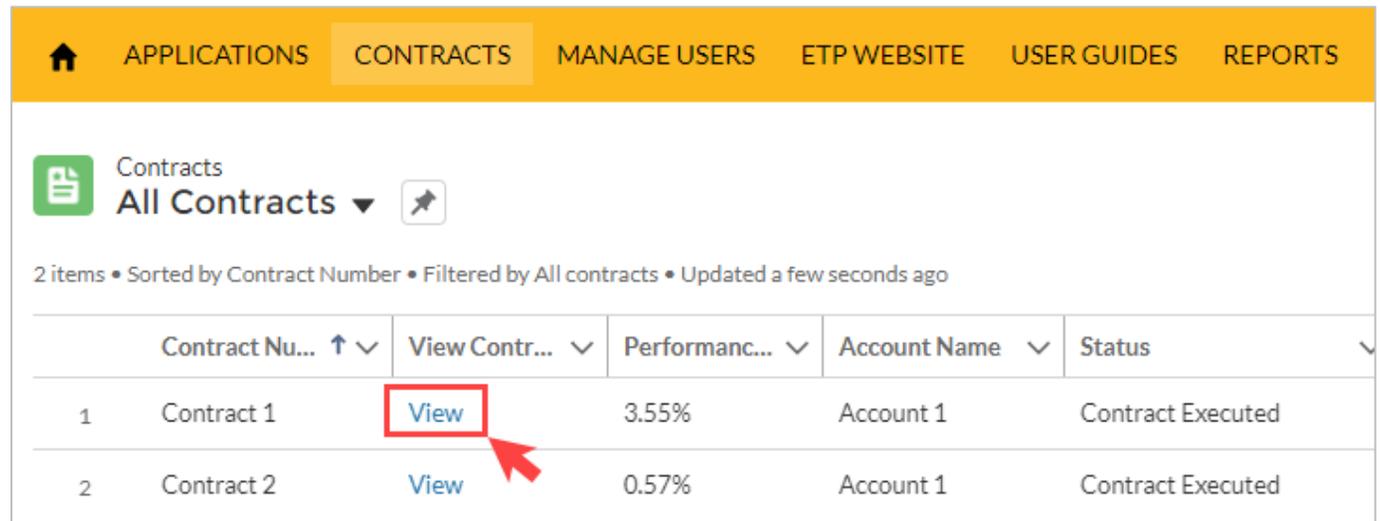


CAL-E-FORCE REFERENCE GUIDE: UPDATING ROSTERS

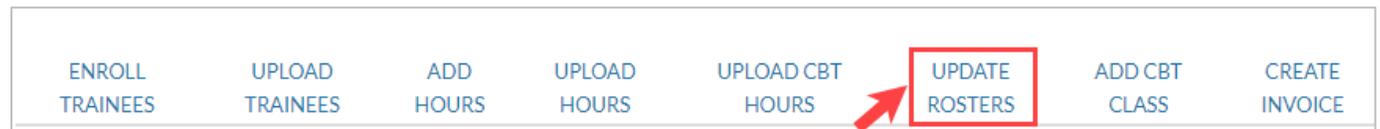
1. At the top of the landing page, select the **Contracts** button on the button bar.



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.



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4. Enter the **Roster Number** or **Date** or **Employee ID** or **Trainee Name** and then select the **Submit** button

**For best results a combination of Roster Number/Date or Employee ID/Trainee Name is recommended*

Enter Roster Information

Roster Number

Date

Employee ID

Trainee Name

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

<input type="checkbox"/>	EMPLOYEE ID ▼	TRAINEE FIRST NAME	TRAINEE LAST NAME	ROSTER NUMBER	HOURS	DELIVERY METHOD	TRAINING TYPE	TRAINING DATE
<input type="checkbox"/>	EMP-002	EMP 002	EMP 002	101	10.00	Classroom/Simulated Laboratory	Business Skills	8/31/2019
<input type="checkbox"/>	EMP-002	EMP 002	EMP 002	00000	1.00	Computer Based Training (CBT)	Manufacturing Skills	7/22/2019
<input type="checkbox"/>	EMP-002	EMP 002	EMP 002	GG092120	8.00	Instructor Led/Distance Learning	Literacy Skills	9/21/2020
<input type="checkbox"/>	EMP-002	EMP 002	EMP 002	1	1.00	Classroom/Simulated Laboratory	Business Skills	2/22/2020

Show More: ▼ First Page Previous Next Page

Page: 1 of 1 Showing: 1-1 out of 1 Number of Hour Records selected: 0

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6. **EDIT:** To edit the roster, enter the new Hours Data in the text boxes provided. Click the Update button.

Hours Data

Delivery Method

Training Type

Total Hours

Roster Number

Date



7. **Delete:** To delete trainees from the roster, no Hours Data is needed. Simply click the Delete button.

Hours Data

Delivery Method

Training Type

Total Hours

Roster Number

Date



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8. Once complete you will receive a success message. Click Ok to return to the Contract Details Page

Hour records successfully updated

Ok